

Springboard to knowledge



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# Introduction

In this release we prioritised improving existing functionality that we know our users want. When we planned this release we went through lists of suggestions and feature requests from the consultative committee, our support team, our partners, our internal departments and general feedback from our users.

We then prioritised all the requests and suggestions and the result is it's learning version 3.2. We have focused on improving existing functionality rather than releasing new features. However, one of the new features is a brand new text editor. A new text editor was top of our users' wish list, along with an improved message system and discussion tool.

This document describes the changes between it's learning 3.1 and it's learning 3.2. The changes and new features are described in detail below and summarised as follows:

- » New text editor
- » Improved message system
- » Improved discussion tool
- » New online documentation
- » it's learning mobile is updated
- » New Add file uploader
- » The assignment tool is updated

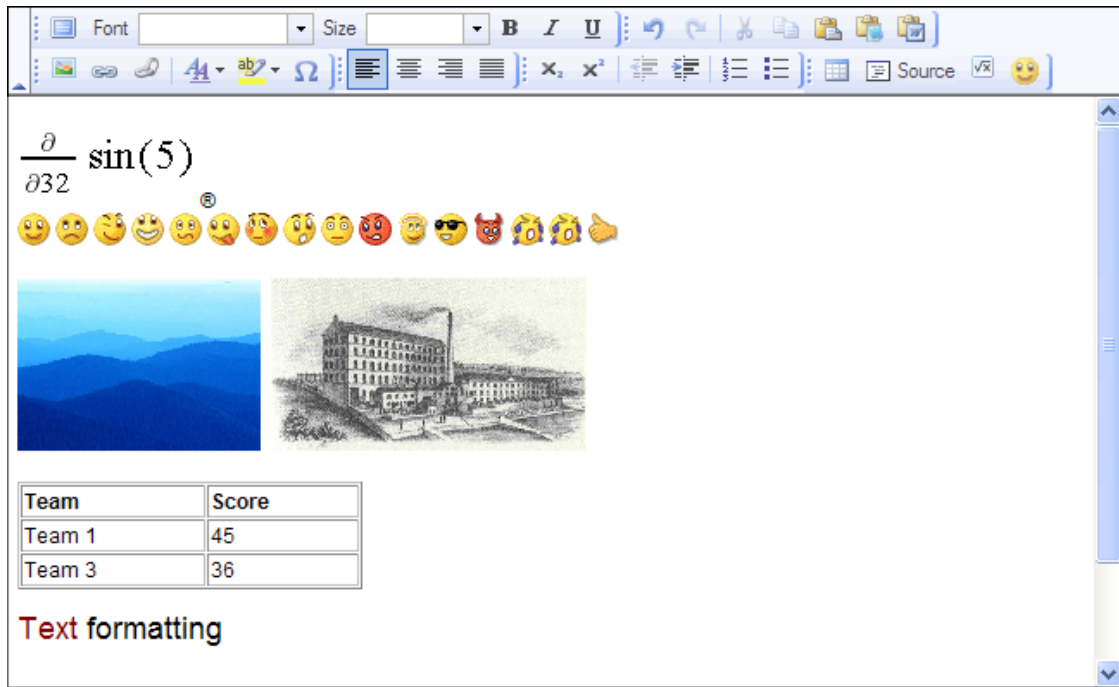
## New features in 3.2

### New text editor

Finally, here it is! The new rich-text editor is not based on Java or ActiveX, and works in most browsers.<sup>1</sup> The editor can automatically resize pictures and compared to existing editors it is easier to insert videos. It cleans up text that is pasted from MS Word, has an improved WYSIWYG interface (what you see is what you get) and has more options and buttons. There is a set of emoticons (smileys) that can be used in discussions and more informal correspondence. The editor's toolbars are customisable and users are allowed to change to full screen mode when writing in the editor.

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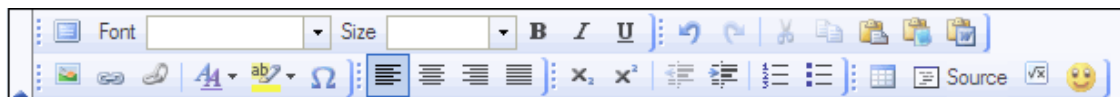
<sup>1</sup> Note that one exception is Safari browsers, but on a Mac the rich-text editor will work with Mozilla Firefox and Camino.





















The Java Applet and ActiveX editors are still available for those who prefer them. You can choose from amongst four editors. Go to **My settings** → **Customise it's learning** → **Select text editor**.

### Useful features in the editor

The editor's toolbar has a number of different buttons. In the following table the most important buttons are described. For a full explanation of all the buttons, see the online user manual (**Getting started** → **Editors**).



- 
**Maximise the editor size:** Allows you to expand the editor to the entire work area. Click the icon again to return to normal size.
- 
**Insert image:** Allows you to insert images from My web files or your computer.
- 
**Insert link:** Allows you to insert and edit links
- 
**Insert tree link:** Allows you to insert links to elements from the navigation tree, for example, notes and assignments.
- 
**Text colour:** Allows you to change **text colour**.
- 
**Background colour:** Allows you to **highlight** text.


-  **Special characters:** Allows you to insert special characters such as © and ®
-  **Undo:** Allows you to undo the last thing you did in the editor.
-  **Redo:** Allows you to redo changes you undid with the **Undo** function above.
-  **Cut:** Allows you to cut and paste selected text into another location.
-  **Copy:** Allows you to copy content from the editor to the clipboard.
-  **Paste:** Allows you to paste content from your clipboard into the editor.
-  **Paste as plain text:** Allows you to paste text and at the same time remove the formatting, for example, bold formatting.
-  **Paste from Word:** Allows you to paste from Microsoft Word and keep the original formatting.
-  **Insert/edit table:** Allows you to insert and edit tables.
-  **Source:** Allows you to see the HTML source of the content. Click the Source icon to return to the original view.
-  **Equation:** Allows you to insert equations.
-  **Insert emoticon:** Allows you to insert different emoticons.



## Messages



The existing message system is upgraded with several new features.

In general, message organisation is improved. Navigation is also improved: In the new version it is possible to select how many messages to show per page (50 is default). We enable filters and support is enabled for message previewing. It is, for example, possible to filter messages that are connected to a specific course. In version 3.2 it is possible to mark messages as favourites, save messages as drafts, see a preview of the message body, and empty the trashcan.

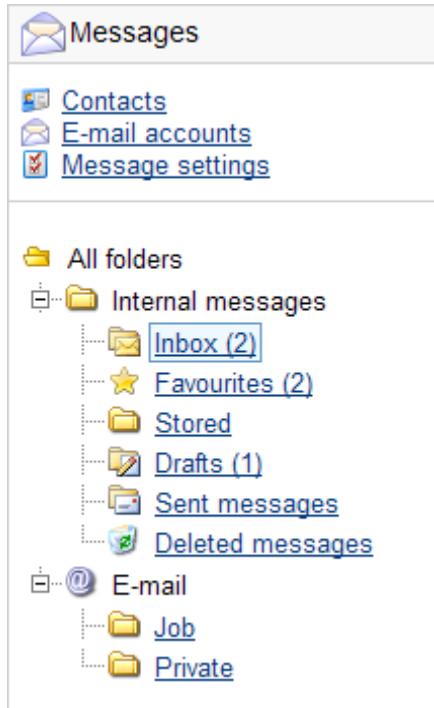
 **Inbox**

 New message
  Delete

Filter Show all

	From	Message	Received
<input type="checkbox"/>	★ <a href="#">Christina de la Peñ</a>	REREQuestion - Yes, but my point is that	06/06/2007 08:21
<input type="checkbox"/>	★ <a href="#">Alexander Meyer</a>	No subject - Hello Frank. I have a book I wan	06/06/2007 08:20
<input type="checkbox"/>	★ <a href="#">Peter Hansen</a>	No subject - What do you mean when you sa	06/06/2007 08:19
<input type="checkbox"/>	★ <a href="#">Christina de la Peña</a>	➤ Question - Hi Frank, I have a general que	06/06/2007 08:18

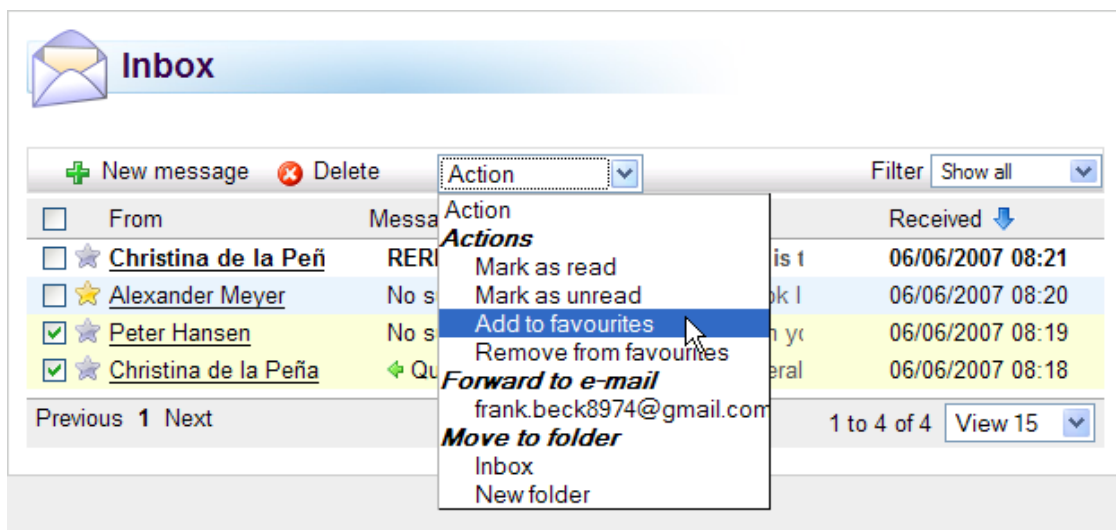
Previous **1** Next
1 to 4 of 4 View 15



## Actions

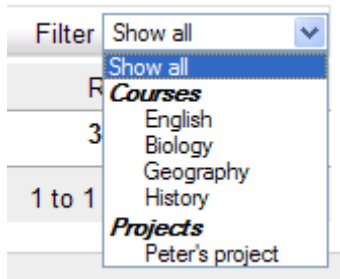
The new **Action** drop-down list is central in the internal message system. With the exception of **New message**, **Delete** and add and remove from favourites, all other actions are performed from this drop-down list. These actions are:

- » Mark as read
- » Mark as unread
- » Add to favourites (or click ☆)
- » Remove from favourites (or click ★)
- » Forward to e-mail
- » Move to folder
- » Create new folder



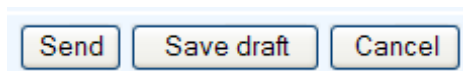
## Message filters

The new message filter allows you to sort messages from participants that belong to certain courses and projects. When you select, for example, English from the filter drop-down list, only the messages that are sent from participants that belong to this course are listed in the messages overview.





## Drafts folder

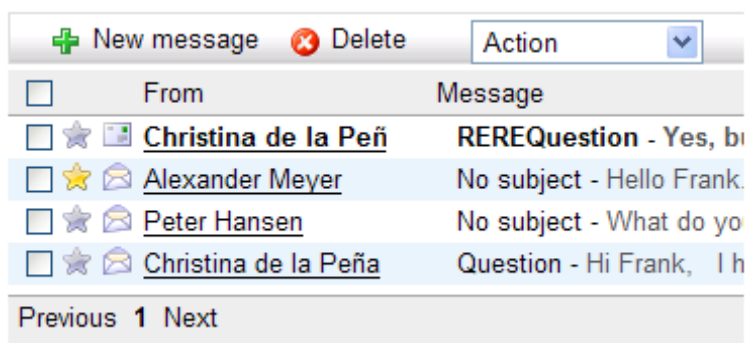
The **Drafts** folder is new in version 3.2. All messages that are written are auto saved. If you are disconnected from the Internet or are logged out from it's learning you can always find a copy of your message in the **Drafts** folder. When you start writing a message you can also choose to save it as a draft by clicking the **Save draft** button.



The **Drafts** folder is available from the navigation tree.

## Favourites

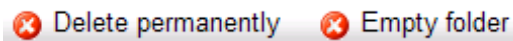
You can now add your favourite messages to a favourite folder. Adding messages to favourites is accomplished in the usual it's learning way by clicking  and . A grey star in front of the message means that the message is not added to a favourite folder, while a yellow star indicates that the message is currently a favourite.



You can find all your favourite messages in the **Favourites** folder in the navigation tree.

## Deleted messages

In the **Deleted messages** folder we present a much sought after feature; the ability to empty the deleted messages folder. Click **Empty folder** to delete all messages from the folder. There is also a new link in the toolbar that allows you to select specific messages and delete them permanently.



## Discussions



The discussion tool in it's learning can be used in a number of different situations. Teachers can, for example, create discussions about a certain subject in a course. In most cases it is a good idea to start a couple of threads yourself to kick-start a discussion. In these threads you can add questions that you think will engage participants.

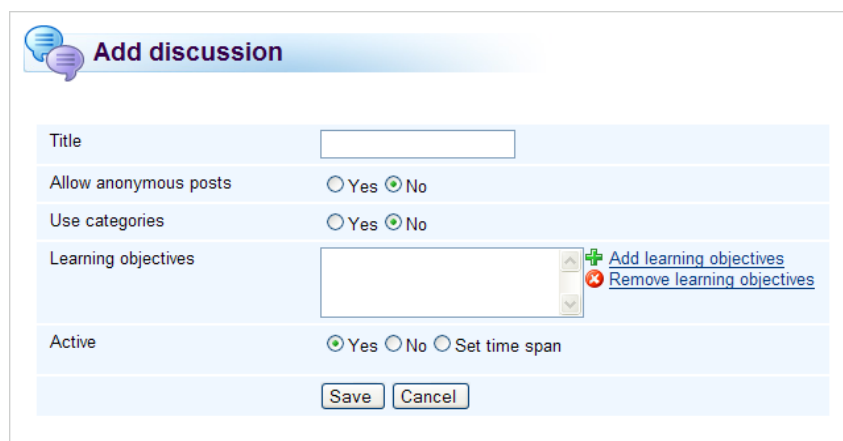
A discussion is also a useful tool when you have a newly created course and want to encourage participation. A written presentation round in a discussion allows the participants to get to know each other and makes them log on to it's learning regularly to read or add entries.

In it's learning 3.2 we introduce a better overview for large discussion groups, allow anonymous posts, allow users to edit or delete their own posts, and we have also added support for avatars (personal pictures).


### Adding discussions

The add discussion overview is changed slightly. When you add a new discussion you can select whether to allow anonymous posts. This means that participants in a course can write entries without revealing their names. Their names are replaced with **Anonymous**. When adding a post, participants select whether they want to show their real name or remain anonymous.

You can select whether to use categories from the **Use categories** option.

A screenshot of the 'Add discussion' form. The form has a light blue header with a speech bubble icon and the title 'Add discussion'. Below the header are several rows of form fields: 'Title' with a text input box; 'Allow anonymous posts' with radio buttons for 'Yes' and 'No', where 'No' is selected; 'Use categories' with radio buttons for 'Yes' and 'No', where 'No' is selected; 'Learning objectives' with a text area and two links: '+ Add learning objectives' and '- Remove learning objectives'; 'Active' with radio buttons for 'Yes', 'No', and 'Set time span', where 'Yes' is selected. At the bottom of the form are 'Save' and 'Cancel' buttons.



If you check **Yes** in the **Use categories** option you can enter your own category names, and add and delete categories. You can also change the category colours. There are several default categories listed, but these can easily be changed and customised. In the example below a teacher has added a discussion in a newly created course. You can see that a “Who am I?” category is added. The participants can use this category to present themselves.



The screenshot shows a web interface titled "Edit Welcome to the course!". It features several settings sections:

- Title:** A text box containing "Welcome to the course!".
- Allow anonymous posts:** A checked checkbox.
- Use categories:** Radio buttons for "Yes" (selected) and "No". Below this is a list of categories: "Who am I?", "Question", "Suggestion", and "Help". Each category has a color selection icon (a globe) and a delete icon (a red X). A "+ New category" link is also present.
- Active:** Radio buttons for "Yes" (selected), "No", and "Set time span".
- Learning objectives:** An empty text box with a "+ Add learning objectives" link and a "- Remove learning objectives" link.

At the bottom, there are "Save" and "Cancel" buttons.

- » Click  to delete categories.
- » Click  to change the category colour. Choose the preferred colour from the pop-up box.


This is the **Add thread** overview.


The screenshot shows the 'Add a thread' interface. At the top left, there is a speech bubble icon and the title 'Add a thread'. Below this, the form is organized into several sections:



- Subject:** A text input field containing 'Presentation thread'.
- Post anonymously:** A checkbox that is currently unchecked.
- Description:** A large text area with a rich text editor toolbar above it. The toolbar includes options for font color, size, bold, italic, underline, link, unlink, list, and source. The text in the description field reads:  
Hello,  
I'm Frank Beck and I'm your teacher in this course. You can find out more about me in my [ePortfolio](#) and [blog](#).  
**To all course participants:**  
Please use this thread to present yourself. Tell us something about yourself, for example where you come from, interests, other interests and so on.  
Best regards,  
Frank  
☺
- Category:** A drop-down menu currently set to 'Who am I?'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

The **Post anonymously** function is new. If you check this box your name is not shown when you add an entry. If the discussion has categories enabled you must select a category from the **Category** drop-down list.





We have also introduced avatars or personal pictures in posts. Avatars make the posts more recognisable and personal. The picture is shown to the left of your post and is taken from your profile. You can upload a new picture by clicking **My settings → Change details → Change picture file**. Anonymous users and users that have not added a profile picture are provided with a standard profile picture by it's learning. You can see this picture in the third post in the screen shot below, which is added by an anonymous user.

 **Presentation thread**

 [Return to discussion overview](#)

 Post reply  Print Sort by

---


 **Presentation thread** [Who am I?](#)  [Quote](#)  [Edit](#)  [Delete](#)

Hello,

I'm Frank Beck and I'm your teacher in this course. You can find out more about me in my [ePortfolio](#) and [blog](#).





**To all course participants:**  
Please use this thread to present yourself. Tell us something about yourself, for example where you come from, interests, other interests and so on.

Best regards,  
Frank



posted 05/06/2007 11:02

---

 **Alex** [Who am I?](#)  [Quote](#)  [Edit](#)  [Delete](#)





Hi,

I'm Alexander, but most people call me Alex. I like to play football and read.

Alex


posted 05/06/2007 11:06

---



 **Anonymous** [Who am I?](#)  [Quote](#)  [Edit](#)  [Delete](#)





I'm anonymous

posted 05/06/2007 11:07

 Post reply


## Replying to posts

You have two options when replying to posts. You can use  [Quote](#) in the post you are replying to, which means that a quote of the post you reply to is included in you post, or you can use  [Post reply](#) to post a reply without quoting a previous post.

 **RE: Alex** [Who am I?](#)  [Quote](#)  [Edit](#)  [Delete](#)

**Alexander Meyer wrote:**

“  
Hi,  
I'm Alexander, but most people call me Alex. I like to play football and read.  
Alex  
”

That's interesting, Alex! 

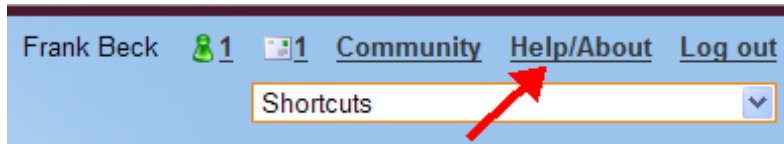
posted 08/06/2007 08:20

# Documentation

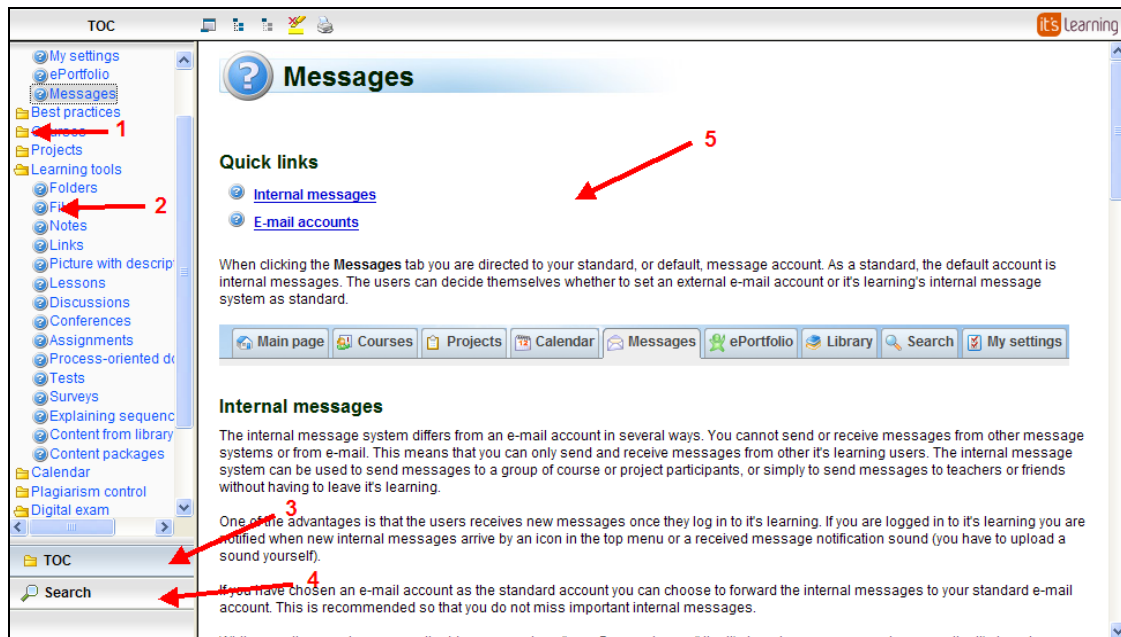


The online user documentation is completely re-written. It is available in English, Norwegian, Swedish, Danish and Dutch. If you use German or Spanish the English help is available. Norwegian nynorsk users have Norwegian bokmål as default.

The manual is quite simple to use. To open it, click **Help/About** in the top right corner of it's learning.



Help opens in a new window. To the left you have a list of different topics. You can click on the individual topics or use the search function.



1. A folder. Click on the folder to expand the topics in the folder.
2. A topic. Click on the topic to open it in the main frame.
3. The TOC tab (Table of Contents). This is the list with folders and topics.
4. The search tab. Click this tab to open the search function.
5. The main frame. The topics appear here.


# Assignments



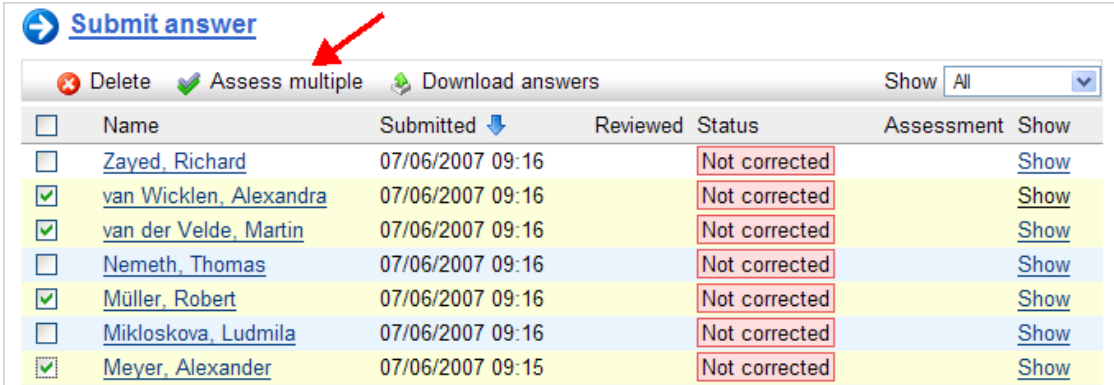
We have added support for batch assessment and improved group hand-in functionality. In addition we teachers can select whether to allow participants to submit after a deadline has passed. Finally, we

allow teachers to send reminders to participants that have not made a submission when a deadline is approaching. The multiple assessment functionality is a feature we know teachers want. When making assessments, teachers can select whether to assess individual participants or several participants at the same time.

## Multiple assessment

 The **Assess multiple** function is time saving for the teacher when assessing. In the assessment process most teachers take notes along the way, and are left with a general impression on what grade the individual participant should receive. It is time saving for the teacher to assess all the participants that receive a C grade at the same time, instead of having to go through all the individual assignments to set a grade. This applies to large courses in particular.

When you want to assess multiple participants, check the boxes in front of the learners you want to assess in the same batch and click the **Assess multiple** link in the assignment overview.



The screenshot shows a table with the following structure:

<input type="checkbox"/>	Name	Submitted ↓	Reviewed	Status	Assessment	Show
<input type="checkbox"/>	<a href="#">Zayed, Richard</a>	07/06/2007 09:16		Not corrected		<a href="#">Show</a>
<input checked="" type="checkbox"/>	<a href="#">van Wicklen, Alexandra</a>	07/06/2007 09:16		Not corrected		<a href="#">Show</a>
<input checked="" type="checkbox"/>	<a href="#">van der Velde, Martin</a>	07/06/2007 09:16		Not corrected		<a href="#">Show</a>
<input type="checkbox"/>	<a href="#">Nemeth, Thomas</a>	07/06/2007 09:16		Not corrected		<a href="#">Show</a>
<input checked="" type="checkbox"/>	<a href="#">Müller, Robert</a>	07/06/2007 09:16		Not corrected		<a href="#">Show</a>
<input type="checkbox"/>	<a href="#">Mikloskova, Ludmila</a>	07/06/2007 09:16		Not corrected		<a href="#">Show</a>
<input checked="" type="checkbox"/>	<a href="#">Meyer, Alexander</a>	07/06/2007 09:15		Not corrected		<a href="#">Show</a>

On the next page you see the participants you are assessing, and you are allowed to change the status, set an assessment and enter a comment. Note that all the participants in the **Assess answers for** list receive the same status, assessment and comment.

### Group hand-ins: course groups

If you enable group hand-ins the teacher can select whether to use course groups or individual groups. A course group is a group that is created in a course from the **Groups** link in the navigation tree. Individual groups are groups that the participants create themselves.

When you participate in an assignment as a member of a course group you answer the assignment as you normally do. When the assignment is ready one of the members submit it on behalf of the entire group. At the bottom of the answer assignment page there is **Group** drop-down list. Select your group from this list and click **Submit**. It is still possible to submit an assignment individually without being part of a group. In that case, select **No group**.





### Group hand-ins: individual groups

If you enable individual groups the participants are allowed to create their own groups. The participant that submits the assignment selects the other participants from a list.

## General group hand-in features

When you are part of a group that has submitted an answer you can withdraw from the group. Click on the assignment and click the link **Withdraw from a group**.

**Reply**

 [Edit](#)  [Delete](#)  [Withdraw from a group](#) 

**Submitted** 07 June 2007 08:55 by Margaret Hoffmann

**Participants** Ahmed Khan, Margaret Hoffmann, Peter Hansen

If, for some reason, you want to join another group's submitted answer you can click the **Join an answer submitted by another group** link.

[Join an answer submitted by another group](#) | **Submit a new answer**

Title

Click the link and select the group you want to join from the drop-down list.

When groups are used the assignment overview looks like this for the teacher:

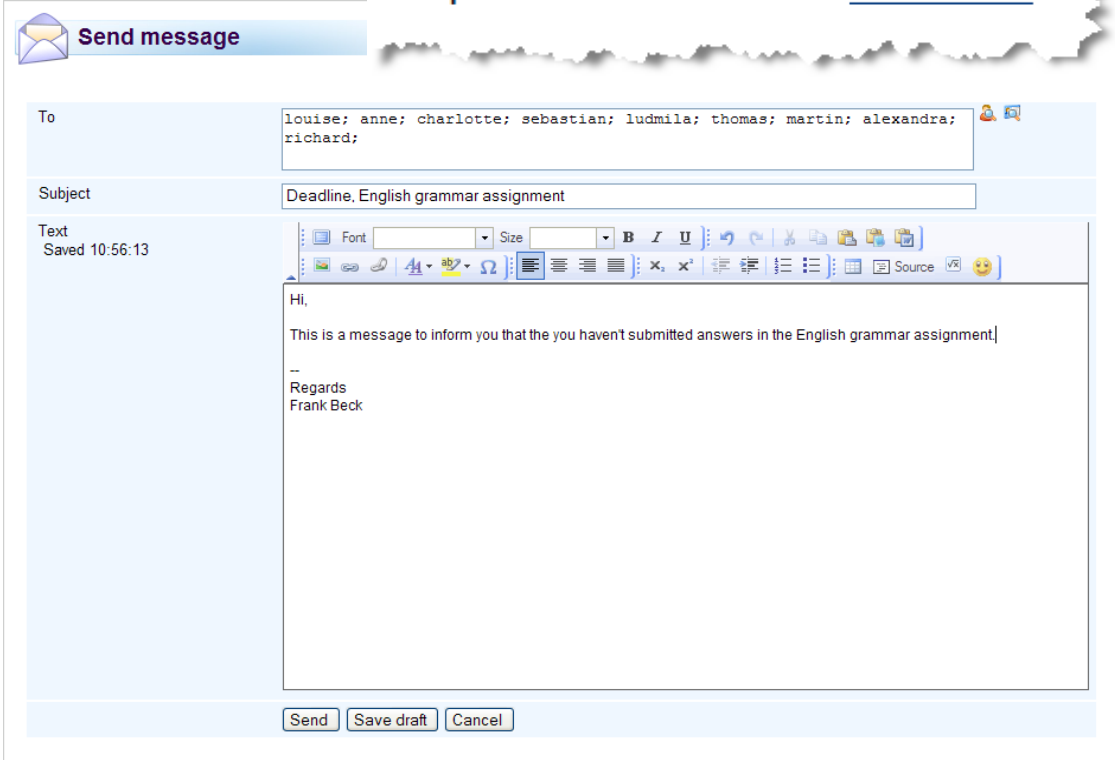
<input type="checkbox"/>	Name	Submitted ↓	Reviewed	Status	Assessment	Show
<input type="checkbox"/>	<a href="#">Deberitz, Anne</a>	07/06/2007 09:57		Not corrected		<a href="#">Show</a>
<input type="checkbox"/>	Berger, Louise de la Peña, Christina	07/06/2007 09:56		Not corrected		<a href="#">Show</a>
<input type="checkbox"/>	<a href="#">Nemeth, Thomas</a>	07/06/2007 09:55		Not corrected		<a href="#">Show</a>
<input type="checkbox"/>	<a href="#">Hoffmann, Margaret</a> Hansen, Peter Khan, Ahmed	07/06/2007 09:54		Not corrected		<a href="#">Show</a>
<input type="checkbox"/>	<a href="#">Lee, Charlotte</a>	07/06/2007 09:53		Not corrected		<a href="#">Show</a>
<input type="checkbox"/>	Mathis, Sebastian Meyer, Alexander	Not submitted		Not submitted		<a href="#">Manual registration</a>
<input type="checkbox"/>	<a href="#">Anderson, John</a>	Not submitted		Not submitted		<a href="#">Manual registration</a>
<input type="checkbox"/>	<a href="#">Mikloskova, Ludmila</a>	Not submitted		Not submitted		<a href="#">Manual registration</a>
<input type="checkbox"/>	<a href="#">Müller, Robert</a>	Not submitted		Not submitted		<a href="#">Manual registration</a>
<input type="checkbox"/>	<a href="#">van der Velde, Martin</a>	Not submitted		Not submitted		<a href="#">Manual registration</a>
<input type="checkbox"/>	<a href="#">van Wicklen, Alexandra</a>	Not submitted		Not submitted		<a href="#">Manual registration</a>
<input type="checkbox"/>	<a href="#">Zayed, Richard</a>	Not submitted		Not submitted		<a href="#">Manual registration</a>

The participant that submitted the answer is listed first, with the other participants listed below. You can see that Thomas Nemeth has submitted his assignment alone.

## Send reminders

Teachers are now allowed to send reminders to participants that have not submitted an assignment. This can be done manually from the assignment overview by clicking the **Send reminders** link. The reminder message is sent through the internal messaging system.

The addresses for the participants that have not replied are automatically added in the **To** field and the teacher can write a message to the participants in the text field.

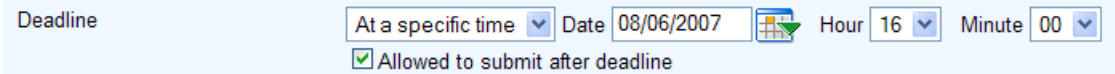


The screenshot shows a 'Send message' window with the following details:

- Participants answered:** 8 of 17 [Send reminders](#)
- To:** louise; anne; charlotte; sebastian; ludmila; thomas; martin; alexandra; richard;
- Subject:** Deadline, English grammar assignment
- Text:** Saved 10:56:13
- Message content:**  
Hi,  
This is a message to inform you that the you havent submitted answers in the English grammar assignment|  
--  
Regards  
Frank Beck
- Buttons:** Send, Save draft, Cancel

## Submit after deadline

When teachers add an assignment they can now decide whether to allow the participants make a submission after the deadline.




The screenshot shows the 'Deadline' settings for an assignment:

- Deadline:** At a specific time (dropdown), Date: 08/06/2007, Hour: 16, Minute: 00
- Allowed to submit after deadline

## Print assignment

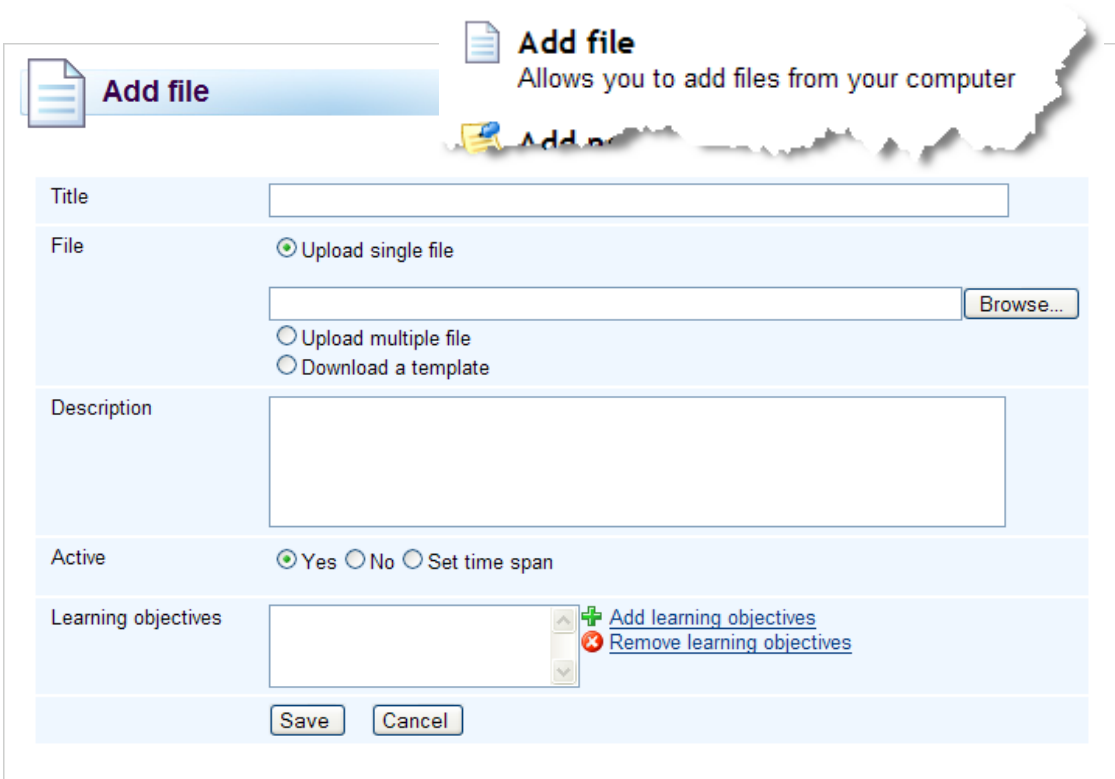
There is now a Print assignment link in the top right corner of the assignment overview. Click the link to print the assignment.

 [Print assignment](#)

## Add file uploader

The file tool is improved with a new file uploader. One of the new features is that you are allowed to upload multiple files. As a result you can upload bigger file packages and file structures.

In version 3.1 the file uploader opened in a pop-up window, but in 3.2 the file uploader is integrated into the add file page.



**Add file**  
Allows you to add files from your computer

**Add file**

Title

File  Upload single file  
   
 Upload multiple file  
 Download a template

Description

Active  Yes  No  Set time span

Learning objectives


### Uploading single files

Uploading single files works almost as before, but now the file uploader is integrated into the add file page.



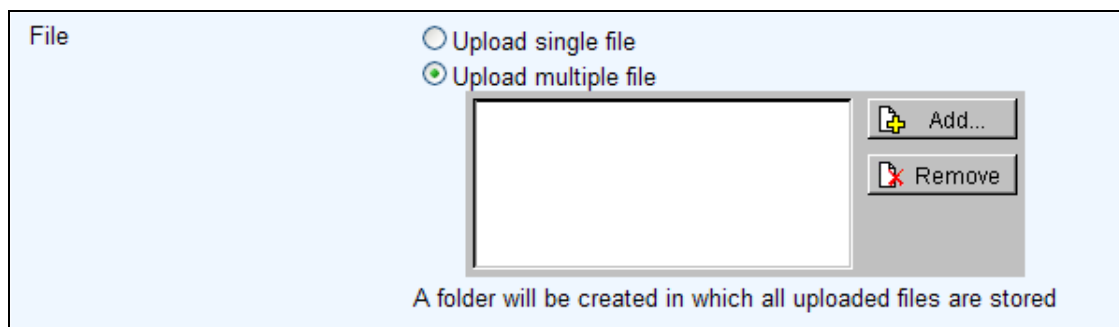
File  Upload single file  
   
 Upload multiple file  
 Download a template

## Uploading a single file:

1. Click  [Add](#) in the navigation tree.
2. Enter a **Title**.
3. Click **Add file**.
4. Make sure that **Upload single file** is selected.
5. Click the **Browse** button and browse for the file locally on your computer.
6. Click **Save**. The file now appears in the navigation tree.

**Note:** if you don't enter a **Title** the filename is automatically shown as the file's title.


## Uploading multiple files



This is a new feature in version 3.2. When you click **Add** you select the files to be uploaded from your computer. On a PC hold down the Ctrl key while you select the files with your pointer (on a Mac, hold down the apple key).

When you add multiple files a folder is automatically created for the files.

## Uploading multiple files

1. Click  [Add](#) in the navigation tree.
2. Enter a title for the files. A folder is created for the files and the title you enter becomes the folder name.
3. Click **Add file**.
4. Make sure that **Upload multiple file** is selected.
5. Click the **Add** button and browse for the files locally on your computer.
6. Click **Save**.
7. Click **OK** in the pop-up confirmation box. A folder with the uploaded files is now visible in the navigation tree.

# SCORM



In 3.2 the SCORM player is updated. it's learning now fully supports both SCORM 1.2 and SCORM 2004.

The import interface has changed slightly compared to version 3.1.

## Importing SCORM packages

1. Click **+ Add** in the navigation tree.
2. Click **Import content package**.
3. Click the **Upload file package** link.
4. Browse for the file on your computer.
5. Click **Upload file**.
6. Click **Save**. The content package now appears in the navigation tree.

**Import content package**  
Allows you to add content packages that are in standard formats, such as SCORM

**Import - step 1**

**!** The content packages must be in ZIP format. it's learning supports the following standards:

- IMS Content Package Version 1.1.4
- SCORM 1.2 and 2004
- AICC HACP

[Upload file package](#)

**💡** You can test SCORM packages before you upload them to it's learning by downloading the **Reload Editor** from: <http://www.reload.ac.uk/editor.html>.

Note that the Luvit and Blackboard filter lists have been removed in 3.2. Blackboard packages can now be imported without any filter, while Luvit packages are no longer supported.

## Mobile



it's learning mobile is updated. Users can now read and add blog and discussion entries in the mobile version.