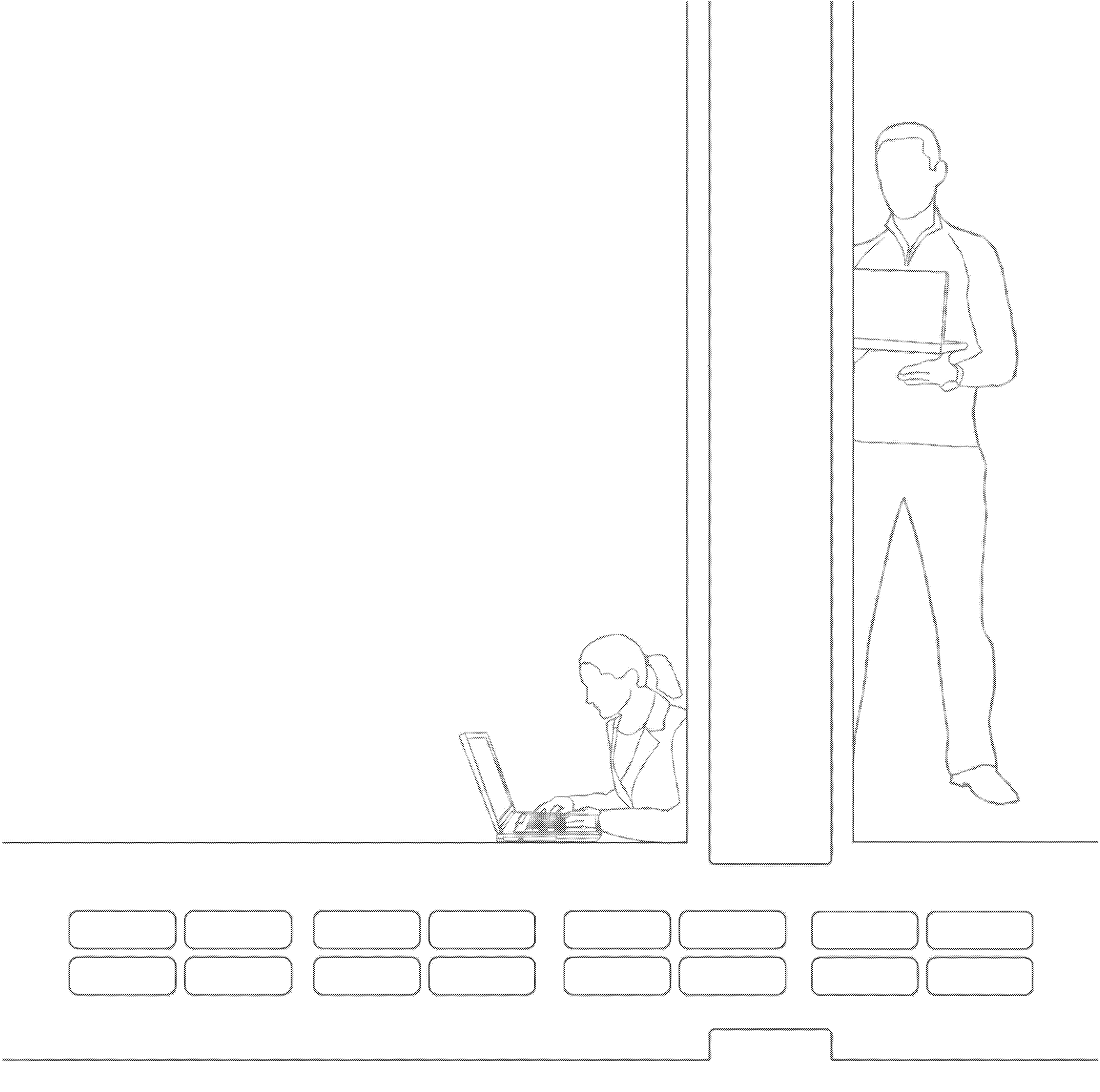
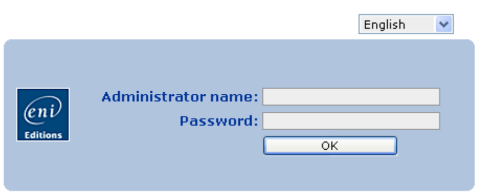


MEDIA*plus*® Version 6.6

1. MEDIAplus administration interface

- Open Microsoft Internet Explorer.
- Go to the Internet address communicated to you by ENI;
  for example: http://www.mediapluspro.com/sites/blue-bi

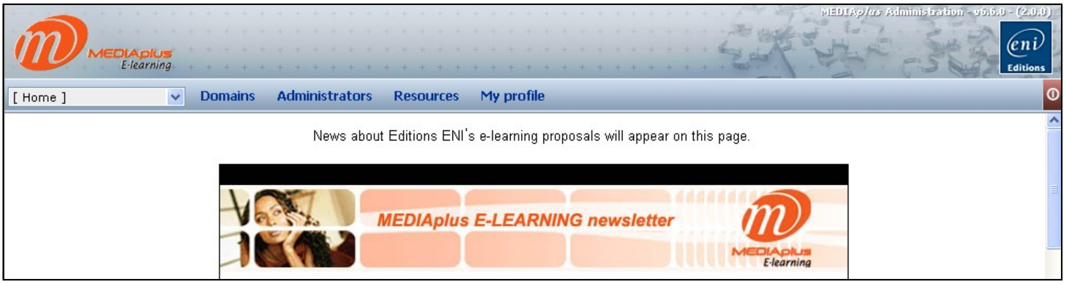
- Click the **Administration** link.



- To change the language of the administration interface, choose from the **Language** drop-down list.
- Enter your **Administrator name** and your **Password** if you have one.

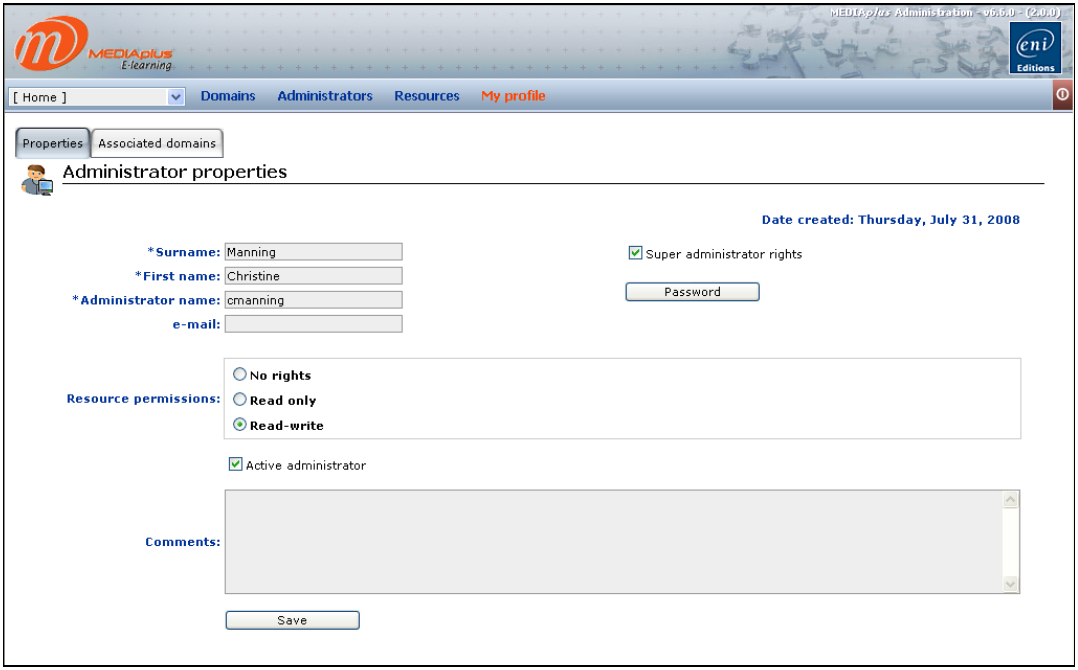
⌦ *If you are opening the administration interface for the first time and as the first administrator, enter **admin** as your **Administrator name** leaving the **Password** blank. We recommend that you create your own administrator account and that you protect it with a password.*

- Click the **OK** button or press the **[Enter]** key.



⌦ *The Admin account that comes with the system has **Super administrator** rights allocated to it.*

- Click the **My profile** button to view the properties of the administrator account you are currently using.



- You can close your administration session from any page in the interface by clicking the **End session** button to right of the menu bar.

⌦ *The administration interface is a web application rather than a set of web pages. You should use the specific buttons and menus to navigate between the different administration pages rather than the* ***Previous*** *and* ***Next*** *buttons of your browser.*

2. Basics of MEDIAplus administration

MEDIAplus is made up of a certain number of objects, which are managed by means of the administration interface:

- domains (public and private domains)
- administrators (ordinary or super administrators)
- the programmes and modules allocated to users, along with any associated resources
- topics (topics are the basic components of a training or assessment programme),
- users and user groups.

You can create associations between objects.

2.1. Domains and administrators

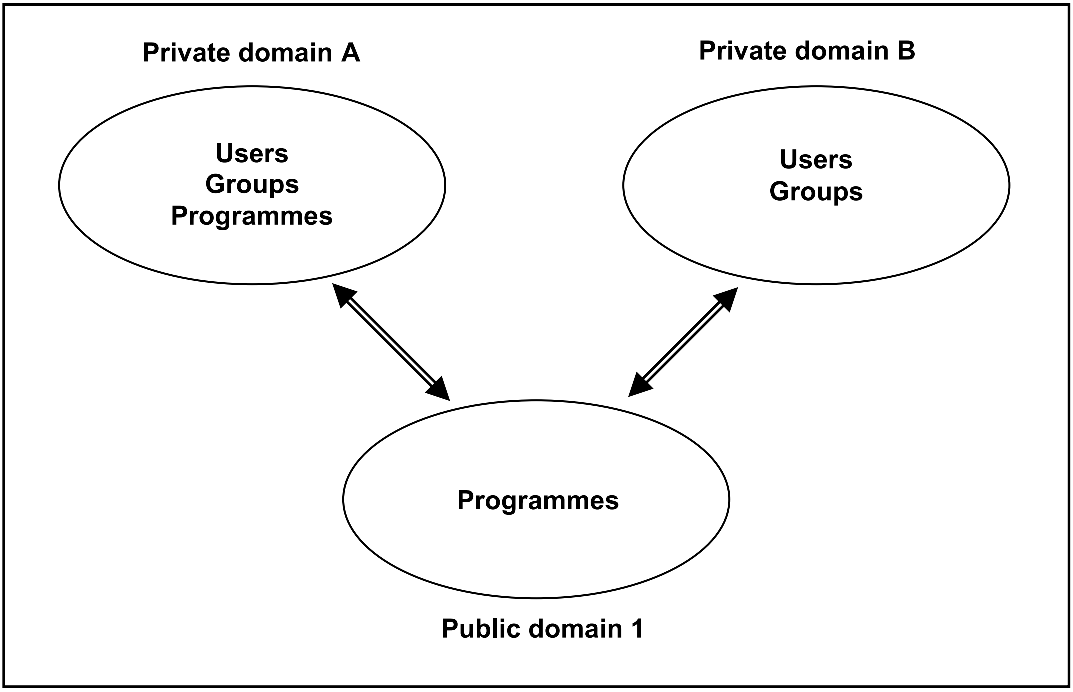
Two types of domain are available in MEDIA*plus*: public domains and private domains.

A **public domain** contains a set of training and assessment programmes and modules that you can place at the disposal of users in one or more private domains. A public domain does not contain users.

⌦ *Every MEDIAplus system contains a public domain called **ENI Pub ORG**. This domain contains all the ready-made programmes supplied by ENI for the application components installed in your MEDIAplus system. You cannot delete this domain but you can rename it if you prefer.*

A **private domain** contains essentially users. If you associate a public domain with a private domain, you give its users access to the programmes existing in the public domain. In addition, a private domain can contain private training and assessment programmes that only the users in this domain can access.

⌦ *Every MEDIAplus system contains a private domain that is called **Default ORG**. Initially, this domain is empty. You cannot delete this domain but you can rename it.*



Only a **super administrator** can create domains and link them together.

Several administrators can manage one domain. Different rights over the contents of the domain can be allocated to these administrators, giving them more or less control.

Examples:

- an administrator may be able to create users in **Private Domain B** without being allowed to create programmes.

- an administrator may be able to view information on users in **Private Domain A** (such as their results, for example) without having the right to modify existing programme associations.

2.2. Programmes, modules and topics

A programme contains one of more modules.

A module contains one or more topics.

Any given programme, module or topic concerns only one application. For example, in a course including training in Excel, Word and PowerPoint then the user would follow three MEDIAplus programmes, one for each of these applications.

⌦ *MEDIA*plus *comes with a set of ready-made programmes that the administrator can assign directly to users or to groups of users. The public domain called* ***ENI Pub ORG*** *contains these programmes. In addition, the administrator can create his or her own programmes and modules.*

The basic element of a MEDIA*plus* programme is called a **Topic.** In the context of an assessment programme, the topic is simply a question which the user must answer by carrying out a sequence of operations in the application concerned. In the context of a training programme, a lesson and a solution to the question are also included in the topic. In the context of a MEDIApage v 2 programme, a topic corresponds to a section heading in a book and includes one or more pages of information.

⌦ *For any given application (for example, Microsoft Excel 2007) MEDIA*plus *supplies the set of topics. You cannot modify or rename any of these topics, nor can you add any new ones.*

2.3. Resources

As from the version 6.5 of MEDIAplus, you can add resources to a module. A resource may be a sound, an animation or an html page, for example.

An administrator can add a resource to the MEDIAplus database provided that he or she has the rights to do so. Each resource is associated with a specific application. For instance, a resource could be a help page in html format added for Word 2007, or an Excel file containing an extra exercise added for Excel 2007.

Once a resource is in the database, an administrator with the necessary rights can give users access to it by associating it with a module.

2.4. Users and user groups

A user is a person who uses the MEDIAplus client interface for training or assessment, or for consulting MEDIApage.

An administrator with sufficient rights can enrol the user in the MEDIAplus database either individually, or at the same time as other users via a text file.

A user belongs to a private domain. The user may also belong to one or more groups within this domain.

An administrator with sufficient rights can assign programmes to users, either directly or via a group to which they belong.

3. Administrators

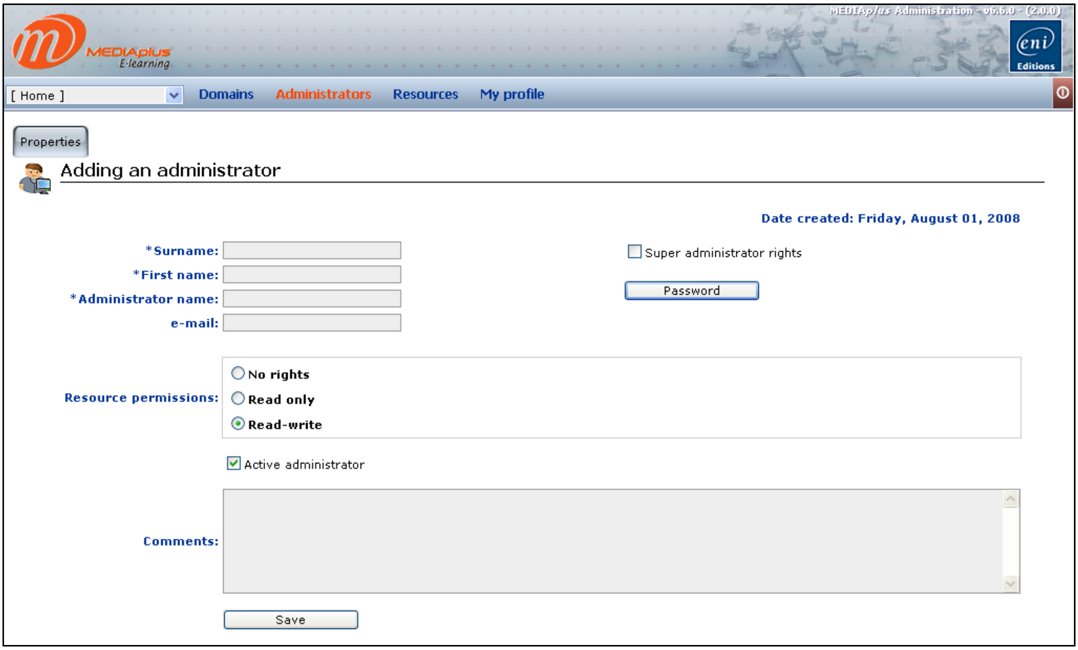
Only a **Super administrator** can carry out the operations set out below. If you do not have super administrator rights, certain basic commands, such as **New administrator** for example, will not be available in your administration interface.

The system's original administrator account has **Super administrator** rights (this account is called **admin** by default). This administrator is associated with the two domains that come with the system (these domains are called **Default ORG** and **ENI Pub ORG** by default).

For access to the operations set out below, choose **[Home]** from the list at the top left of the window.

3.1. Creating an administrator

- Use **Administrators - New administrator**
  or
  click the **Add** button that appears above the list of administrators.

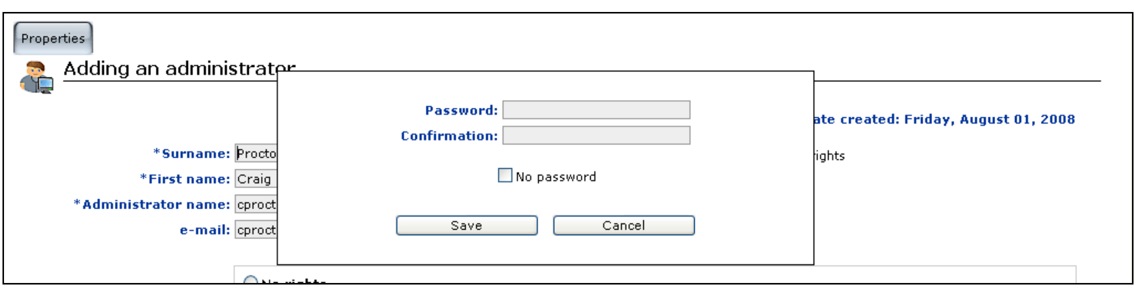


⌧ *An asterisk (*) indicates a required field: you must fill in the text box.*

- Fill in the administrator properties.
- If your administrator is to have full rights over the database, activate the **Super administrator rights** option.

⌧ *Only a super administrator can create or modify domains or other administrators.*

- To specify a password click the **Password** button.

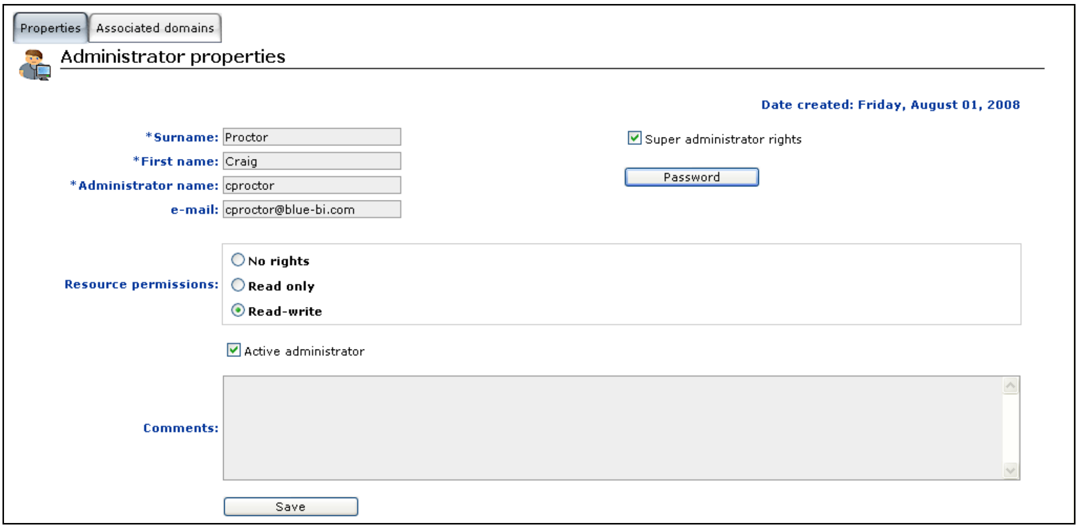


Type the **Password** then type it again in the **Confirmation** box and click **OK**

or

activate the **No password** option then click **OK**.

- Specify the **Resource permissions** for this administrator.
  If this administrator is authorised to add resources to the MEDIAplus database, leave the **Read-write** option active.
- Click the **Save** button.



Upon creation of a new administrator a new **Associated domains** tab appears.

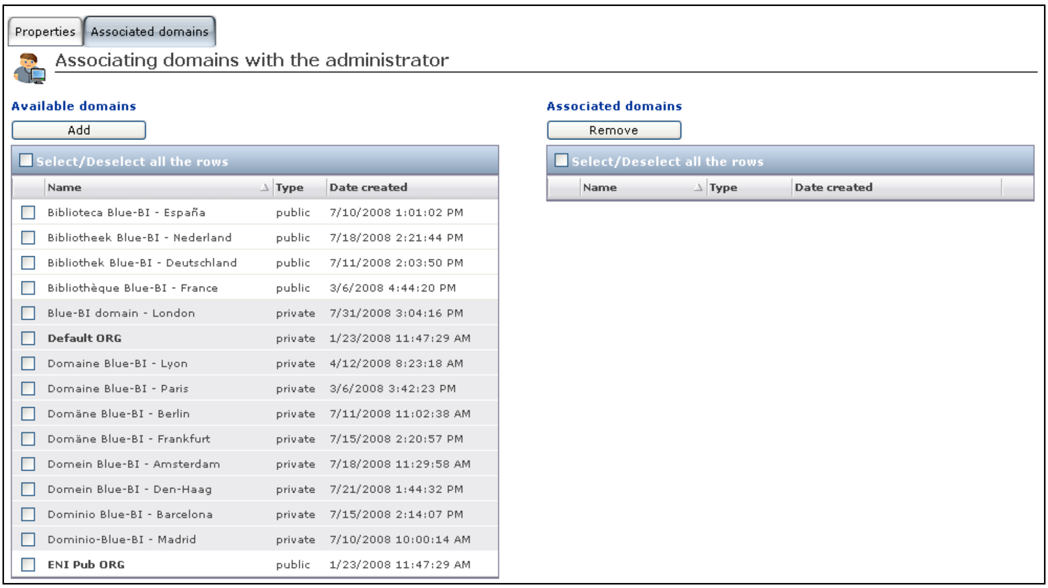
⌦ *If you make any further changes to this **Properties** page, remember to click the **Save** button.*

3.2. Listing the administrators

- If necessary, choose **[Home]** from the list at the top left of the window.
- Click the **Administrators** menu (or open this menu and click the **List of administrators** option).

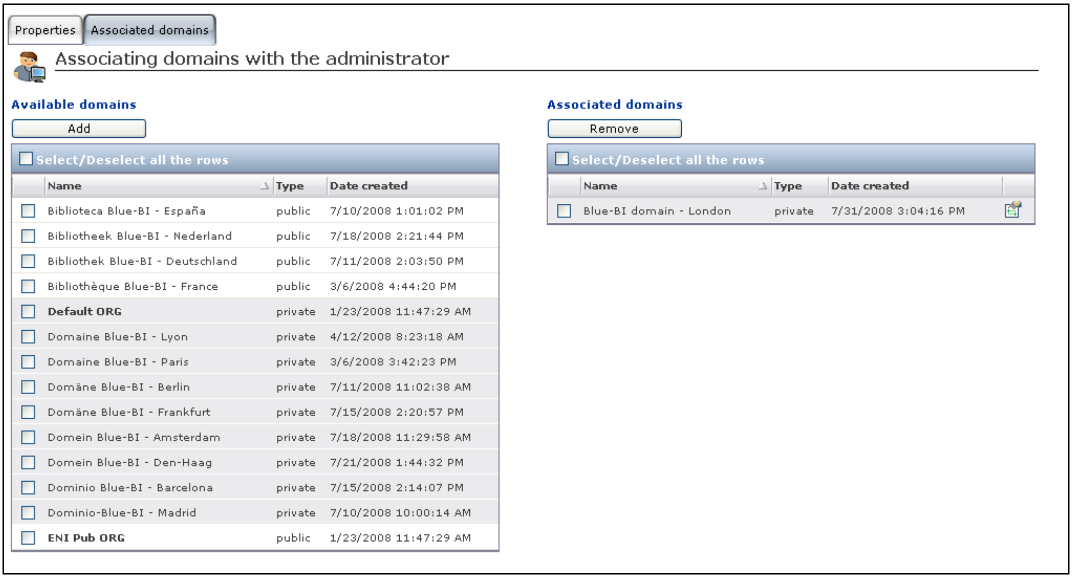
3.3. Viewing and changing administrator properties

- List the administrators.
- Point to the administrator concerned then click the corresponding **Administrator properties** icon.
- If you change the administrator properties remember to click the **Save** button.
- To modify the domain access for the administrator click the **Associated domains** tab.



3.4. Associating a domain with an administrator

- Show the administrator properties then click the **Associated domains** tab.
- In the **Available domains** list, activate the domain(s) you want to associate with this administrator.
- Click the **Add** button.

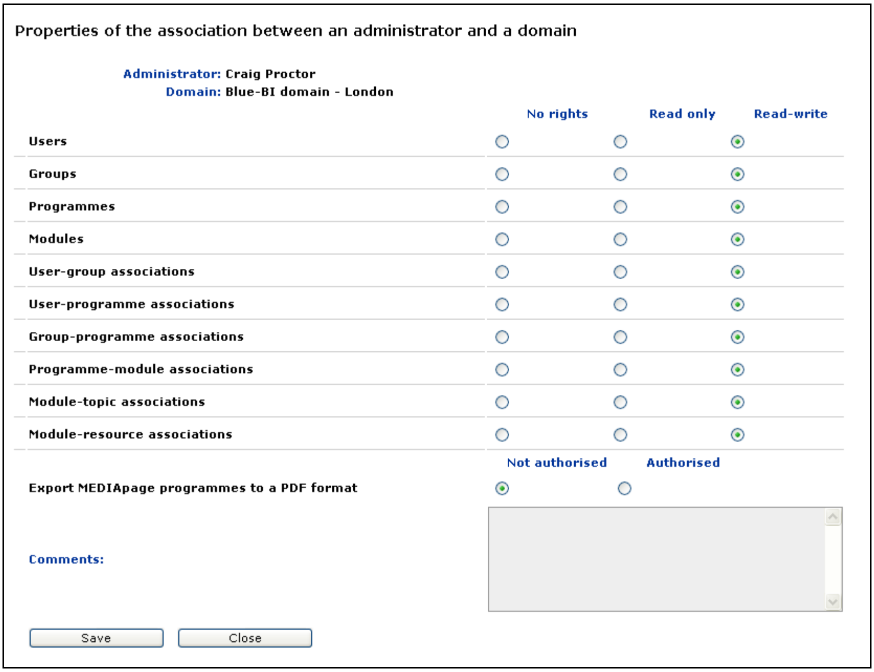


⌧ *The domain(s) you selected disappear from the* ***Available domains*** *list and appear in* ***Associated domains****.*

- To withdraw a domain association, select the domain(s) concerned in the **Associated domains** list then click the **Remove** button.

3.4.1.Viewing and changing the association properties

- Show the administrator properties then select the **Associated domains** tab.
- In the **Associated domains** list, point to the domain concerned and click the **Association properties** icon
  or
  in the **Domains** list, point to the domain concerned and click its **Associated administrators** icon.
  In the **Associated administrators** list, point to the administrator concerned and click the **Association properties** icon.



⌦ *By default, an administrator has full, read-write rights over an associated domain.*

⌦ *If the associated domain is a Public domain the association properties concerning users and groups do not appear.*

- Set the rights for the administrator over the domain.

⌦ *The option **Export MEDIApage programmes to a PDF format** appears only if your MEDIAplus user's licence authorises it.*

- Click the **Save** button.

3.5. Deleting an administrator

- Click the **Administrators** menu (or open this menu and choose **List of administrators**).
- Activate the check box to the left of the administrator(s) you want to delete.

⌦ *You cannot delete the administrator that comes with the system (whose name is **Admin** by default).*

- Click the **Delete** button.
- Click **Yes** to confirm.
- Click **OK** in response to the message that appears.

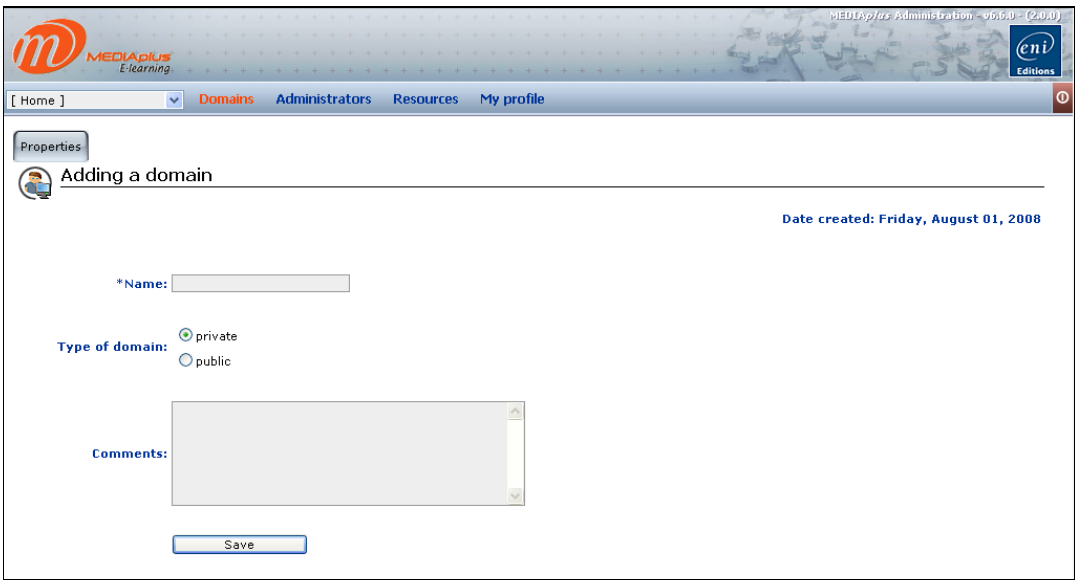
4. Domains

Only a **Super administrator** can carry out the operations described below. If you do not have super administrator rights, certain basic commands, such as **New domain** for example, will not be available in your administration interface.

For access to the operations set out below, choose **[Home]** from the list at the top left of the window.

4.1. Creating a domain

- Use **Domains - New domain**
  or
  list the domains then click **Add**.

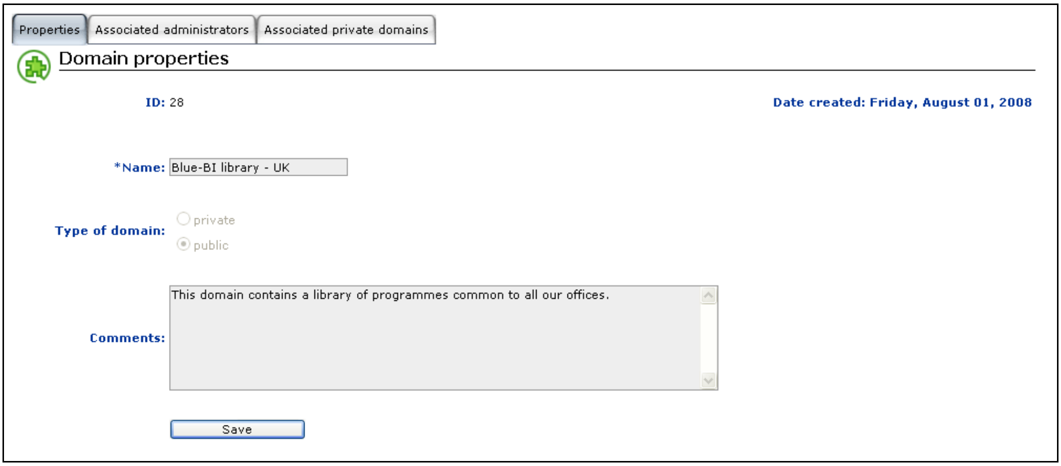


⌧ *An asterisk (*) indicates a required field: you must fill in the text box.*

- Fill in the domain properties.
- Choose the **Type of domain** that you want to create:

- A Public domain cannot contain users. It can contain training and assessment programmes that you can make available to users in Private domains.
- Private domains contain users. A private domain can also contain programmes but you can make these programmes available only to users in this same domain.

- Click the **Save** button.



As soon as you create a new domain two new tabs appear: **Associated administrators** and **Associated private** (or **public**) **domains**.

⌦ *If you make any further changes to this **Properties** page, remember to click the **Save** button.*

4.2. Listing the domains

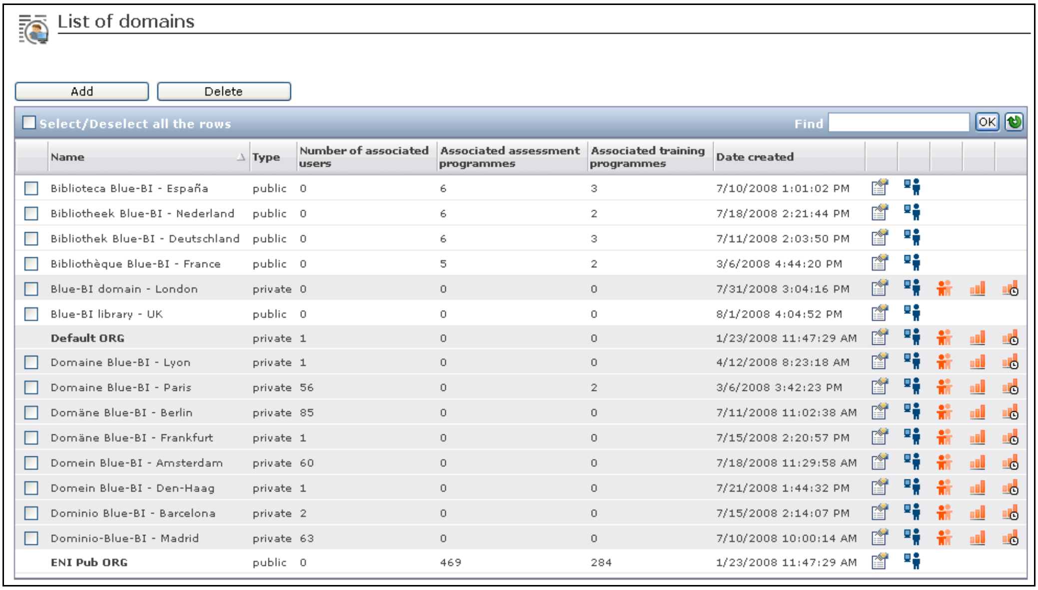
- If necessary, choose **[Home]** from the list at the top left of the window.

⌦ *If you have just created a domain, you must log off, then log on again as an administrator associated with the domain before you can see your domain in this list.*

- Click the **Domains** menu (or open this menu and choose **List of domains**).

4.3. Showing and changing the properties of a domain

- List the domains.



List of domains

Add | Delete

Select/Deselect all the rows | Find | OK

Name	Type	Number of associated users	Associated assessment programmes	Associated training programmes	Date created
Biblioteca Blue-BI - España	public	0	6	3	7/10/2008 1:01:02 PM
Bibliotheek Blue-BI - Nederland	public	0	6	2	7/18/2008 2:21:44 PM
Bibliothek Blue-BI - Deutschland	public	0	6	3	7/11/2008 2:03:50 PM
Bibliothèque Blue-BI - France	public	0	5	2	3/6/2008 4:44:20 PM
Blue-BI domain - London	private	0	0	0	7/31/2008 3:04:16 PM
Blue-BI library - UK	public	0	0	0	8/1/2008 4:04:52 PM
Default ORG	private	1	0	0	1/23/2008 11:47:29 AM
Domaine Blue-BI - Lyon	private	1	0	0	4/12/2008 8:23:18 AM
Domaine Blue-BI - Paris	private	56	0	2	3/6/2008 3:42:23 PM
Domäne Blue-BI - Berlin	private	85	0	0	7/11/2008 11:02:38 AM
Domäne Blue-BI - Frankfurt	private	1	0	0	7/15/2008 2:20:57 PM
Domein Blue-BI - Amsterdam	private	60	0	0	7/18/2008 11:29:58 AM
Domein Blue-BI - Den-Haag	private	1	0	0	7/21/2008 1:44:32 PM
Dominio Blue-BI - Barcelona	private	2	0	0	7/15/2008 2:14:07 PM
Dominio-Blue-BI - Madrid	private	63	0	0	7/10/2008 10:00:14 AM
ENI Pub ORG	public	0	469	284	1/23/2008 11:47:29 AM

- Point to the administrator concerned then click his/her **Domain properties** icon.
- If you make any changes to this **Properties** page, remember to click the **Save** button.
- To change the associations of a domain, use the options on the **Associated administrators** tab and/or the **Associated domains** tab.

4.4. Associating an administrator with a domain

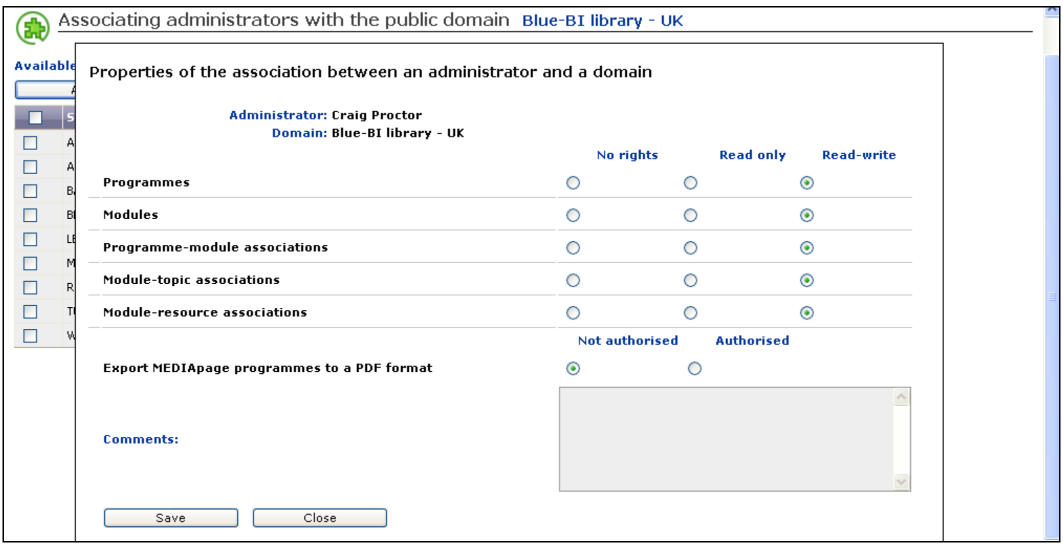
- Show the **Domain properties** and click the **Associated administrators** tab
  or
  list the domains, point to the domain concerned and click its **Associated administrators** icon.
- In the **Associated administrators** list, choose administrator(s) to manage this domain.
- Click the **Add** button.

⌦ *The administrator(s) that you chose disappear from the **Available administrators** list and appear in the **Associated administrators** list.*

- To withdraw an administrator, choose the administrator concerned in the **Associated administrators** list then click the **Remove** button.

4.4.1.Association properties

- Show the **Domain properties** and click the **Associated administrators** tab
  or
  list the domains, point to the domain concerned and click its **Associated administrators** icon.
- In the **Associated administrators** list point to the administrator which interests you then click his/her **Association properties** icon.



⌦ *The properties of the association between an administrator and a domain appear (cf. Associating a domain with an administrator).*

As this example concerns a Public domain, no user or group items appear.

⌦ *By default, an administrator associated with a domain has full read/write rights over the domain.*

- Activate the options required to define the rights of this administrator on this domain.
- Click the **Save** button.

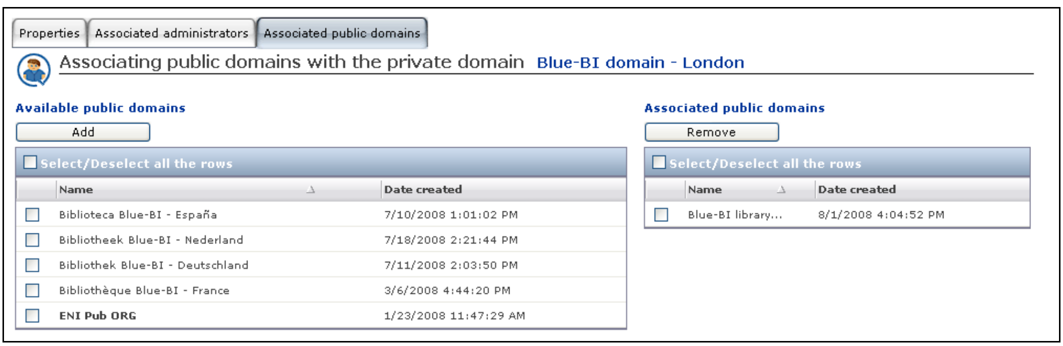
4.5. Associating a domain with another domain

- Show the domain properties.

If you are working with a public domain, the **Associated private domains** tab appears. If you are working with a private domain, the **Associated public domains** tab appears.

⌦ *For the ready-made programmes, which the MEDIAplus system provides in the **ENI Pub ORG** public domain, to be available for the users in a private domain, you will need to associate the public domain with the private domain.*

- Click the Associated private (or public) domains tab.
- In the **Available domains** list select the domain(s) required.
- Click the **Add** button.



⌦ *The domains you chose disappear from the **Available domains** list and appear in the **Associated domains** list.*

4.6. Viewing the reports of a private domain

- Click the **Domains** menu (or open this menu and choose the **List of domains** item).
- Point to the domain which interests you.

- To view the list of users in this domain, click its **Report: List of users for this domain** icon
  To review the programme progress for the users in this domain, click its **Report: Status of programmes for users in this domain** icon.
  To view learning time statistics for the users in this domain, click its **Report: Breakdown of learning time for users in this domain** icon.

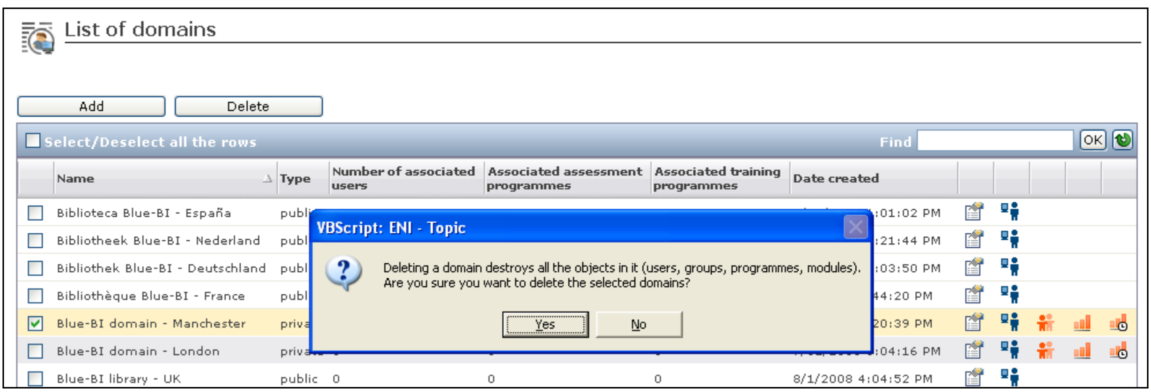
⌦ *To find out how to show, print and export the details of these reports, see the chapter on Reporting.*

4.7. Deleting a domain

- Click the **Domains** menu (or open this menu and choose the **List of domains** item).
- Activate the check box to the right of each domain you want to delete.

*You cannot delete the domains **Default ORG** and **ENI Pub ORG** which come with the MEDIAplus system.*

- Click the **Delete** button.



⌦ *When you delete a domain you also delete any users, groups, programmes and modules it contains.*

- Click **Yes** to confirm.
- Click **OK** in response to the message that appears.

5. Resources

Resources are supplementary files that an administrator can include in the MEDIAplus database. Here are a few examples of resource files: a supplementary Excel exercise, a document that sets out the company regulations, a web page showing the company structure, a sound file that tells you how to contact the PowerPoint coach…

When you create a resource, you must assign it to a specific application (for example, Word, Excel etc.). Other administrators with the necessary rights can then associate the resource with a module.

For access to the operations set out below, choose **[Home]** from the list at the top left of the window.

5.1. Creating a resource

Only administrators with the appropriate rights over resources can carry out the operations set out below (cf. Creating an administrator)

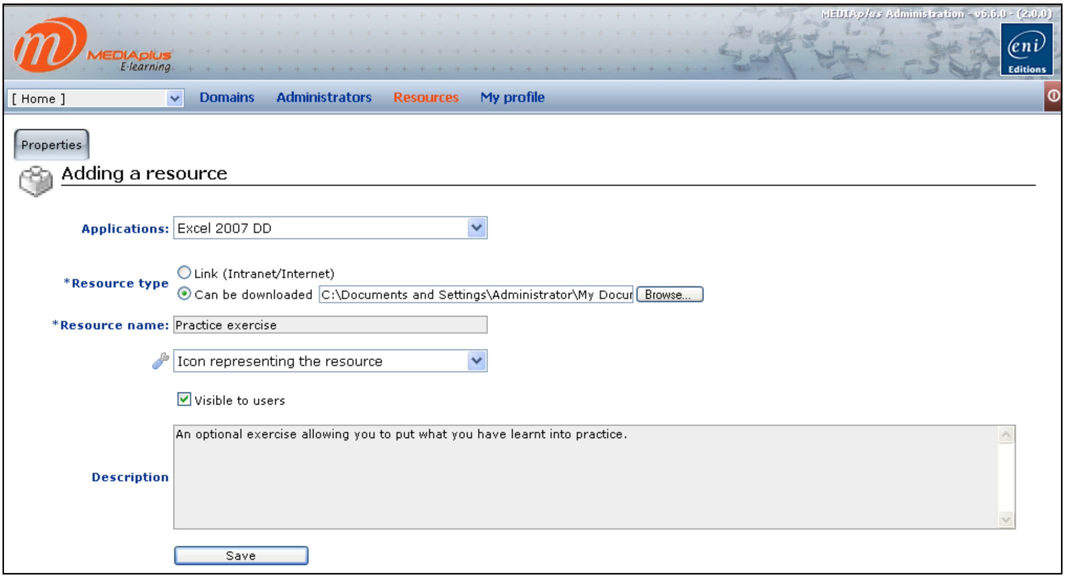
- Use **Resources - New resource**
  or
  list the resources then click the **Add** button.

⌦ *An asterisk (*) indicates a required field: you must fill in the text box.*

- Choose the application to which you want to assign your resource.
- If you choose the resource type **Link (Intranet/Internet)**, enter the full target address (URL) in the box which appears.
- If you choose the resource type **Can be downloaded**, click **Browse** to select the file corresponding to the resource.
- Type the **Resource name** to appear on the user's screen.
- Open the list and choose the **Icon representing the resource** to appear next to the resource name on the user's screen.
- If you want your users to see this resource, leave the **Visible to users** option active.

⌧ *You may find it useful to deactivate this option when you want to withdraw a resource temporarily, while you are modifying it for example, rather than withdrawing it from all the programmes and modules concerned.*

- Type the **Description** that the user will see when he or she points to this resource.

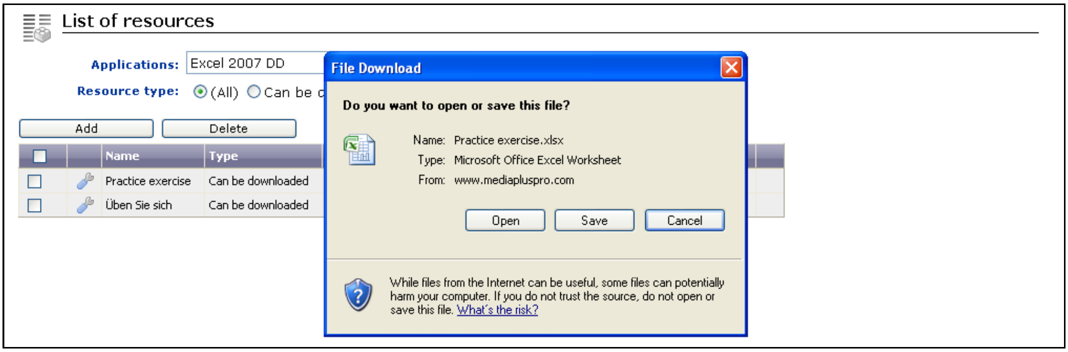


- Click the **Save** button.

⌧ *N.B. Although the MEDIAplus database can accept all file types, make sure you specify standard file types that the user will be able to open on his or her computer (for example html, pdf, doc formats etc...).*

5.2. Listing resources

- To list the resources check that **[Home]** appears in the list at the top left of the window.
- Click the **Resources** menu (or open this menu and choose **List of resources**).
- Select the application concerned.
- To check that the resource can be downloaded, click its **Download the resource** icon.



- To check that the link to the resource is functioning, click its **See the resource** icon.

5.3. Viewing resource properties

- List the resources.
- Point to the resource that interests you then click its **Resource properties** icon.
- If you change any of the resource properties, remember to click the **Save** button.

5.4. Deleting a resource

- List the resources.
- Activate the check box on the row of each resource you want to delete.
- Click the **Delete** button.
- Click **Yes** to confirm.
- Click **OK** in response to the message that appears.

5.5. Associating a resource with a module

- Show the properties of the module concerned (cf. Modules).
- Click the Associated resources tab.
  Any **Available resources** for the application dealt with by the module appear on the left.

- Activate the check box for the resource you want to associate with your module.
- Click the **Add** button.

⌦ *On the user's screen, the resource associated with the module appears at the end of it, after the topics.*

6. Users

A user belongs to one and only one domain. It is always a private domain.

To manage your users, you must first select the domain to which they belong.

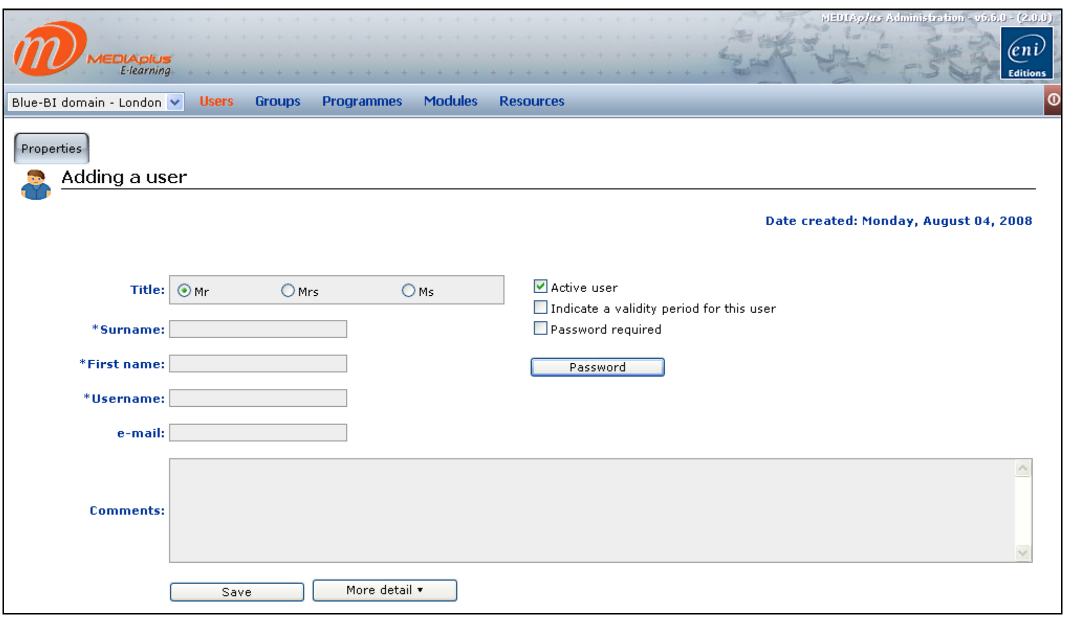
- In the list at the top left of the window, choose the domain concerned.

⌦ *In this list public domains appear between pointed brackets <…>. Public domains do not contain users.*

6.1. Creating a user

You can carry out the operations set out below provided you have the necessary rights over the users of the domain in question.

- Use **Users - New user**
  or
  list the users and click the **Add** button.

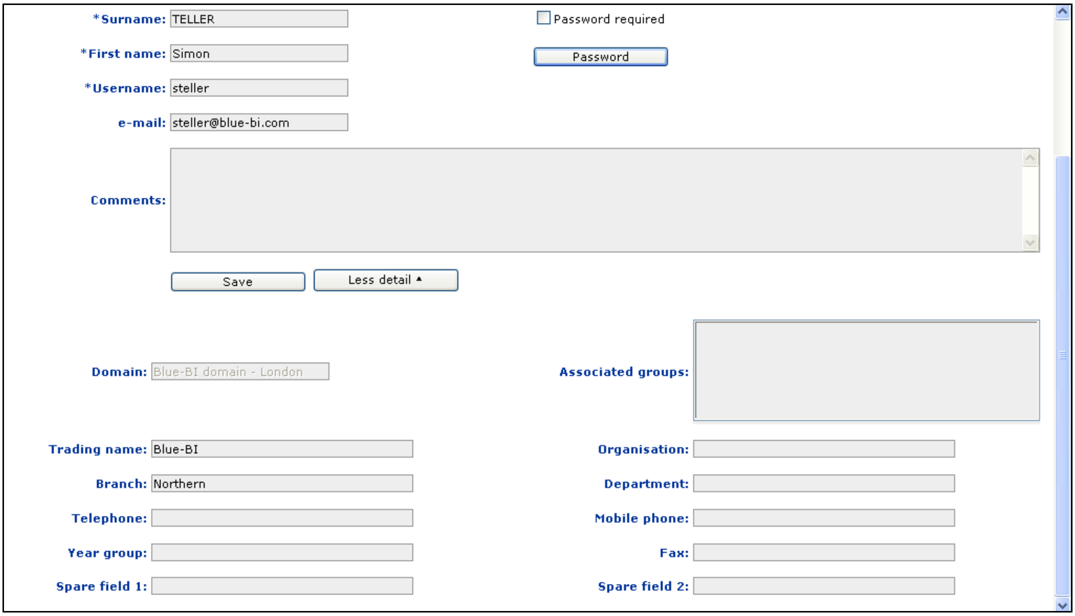


⌧ *An asterisk (*) indicates a required field: you must fill in the text box.*

- Fill in the properties of the user.
- If you do not want the new user access to his or her programmes immediately, deactivate the **Active user** option.
- To specify a password, click the **Password** button.
- Type the **Password** then type it again in the **Confirmation** box and click **OK**
  or
  activate the **No password** option then click **OK**.
- If you want the use of a password to be obligatory, activate the **Password required** option.

With the **Password required** option active, even if you do not specify a password, MEDIAplus will ask the user to create one the first time he or she opens a session. This option also prevents the user from removing the password (as would otherwise have been possible in **My account details**).

- If you activate the **Indicate a validity period for this user** option, fill in the **from** and **to** boxes which appear.
  Outside of this period, the user will not be authorised to open a MEDIAplus session.
- To enter more information about the user, click the **More detail** button and fill in the fields which interest you.



- Click the **Save** button.

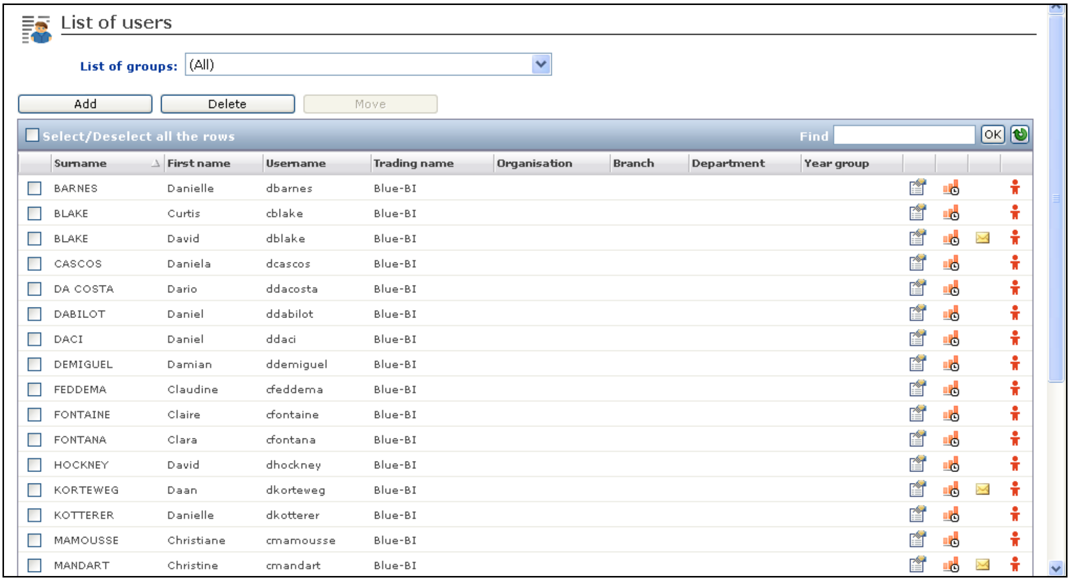
As soon as you create a new domain three new tabs appear: **Associated groups**, **Associated programmes** and **Results**.

⌦ *If you make any further changes to this **Properties** page, remember to click the **Save** button.*

⌦ *You can create a large number of users via a text file (cf. Importing users from a text file).*

6.2. Listing users

- Choose the domain which interests you from the list at the top left of the window.



When you choose a private domain in this way, a list of all the users in the domain appears.

- If you want to view the list of users for a specific group, choose the group from the **List of groups**.

The users appear with the **Surname** column sorted in alphabetical order.

- To sort on the contents of another column, click the header of the column concerned. The list appears with the contents of this column in ascending order. Click again on this column header for the list to appear in inverse alphabetical order of the column contents. A triangle symbol appears to the right of the current sorted column header.
- To change the position of a column, click on the header of the column you want to move and holding down the mouse button, drag it to its new position.
- To scroll the list, use the page-up and page-down keys or the scroll bar and arrows to the right of the list.
- To find specific users, type in the **Find** box a character string that appears in the user's properties then press the **[Enter]** key.

  MEDIAplus searches the contents of all the columns that appear in the list (**Surname**, **First name**, **Username** etc.).

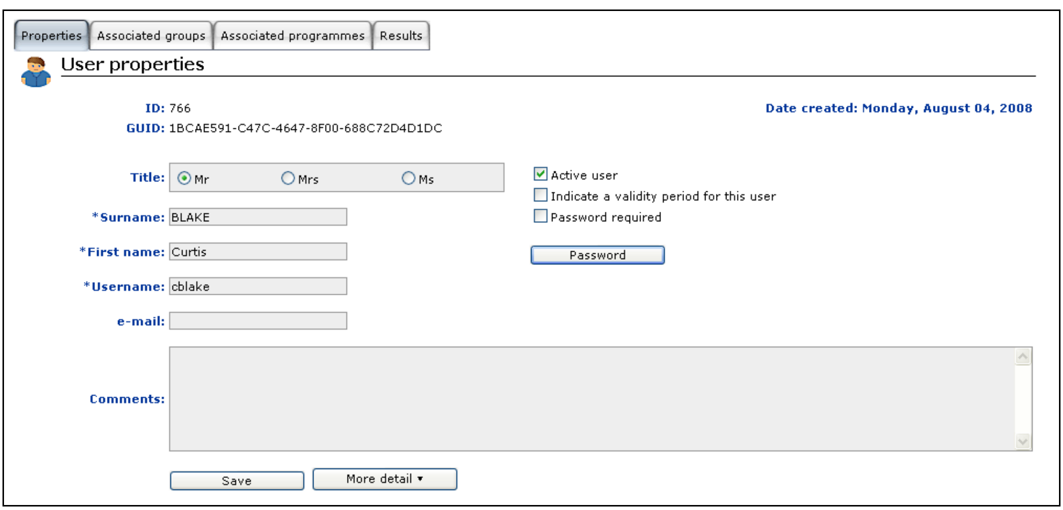
- To return to the full list, click the **Display the full list** button to the right of the **Find** box.
- If a user's email address has been entered in the database, an envelope icon appears for the user concerned, in the last column but one.

Click on this envelope icon to open a new message to this user in your e-mail application.

⌦ *The colour of the icon in the last column on the right indicates whether or not the user is currently logged on: a green icon indicates that the user is logged on, while a red icon indicates that the user is logged off.*

6.3. Listing user properties

- List the users.
- Point to the user who interests you and click his or her **User properties** icon.

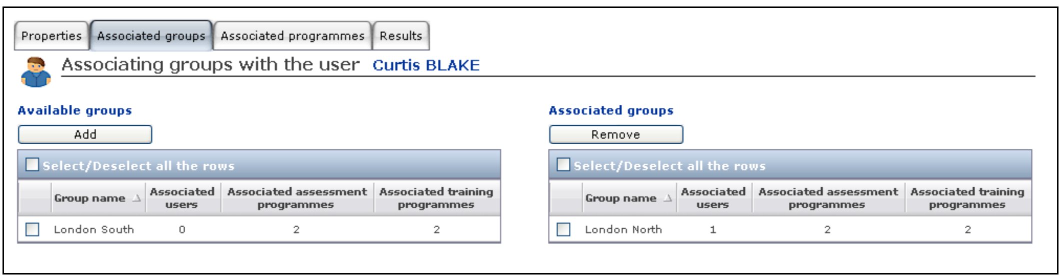


- If you change the user properties, remember to click the **Save** button.
- To change the items associated with this user, click the **Associated groups** tab and/or the **Associated programmes** tab.

6.4. Associating a group with a user

You can carry out the operations set out below provided that you have the necessary rights over the user associations.

- Show the properties of the user concerned.
- Click the Associated groups tab.
- In the list of **Available groups**, activate the check box of the group(s) to which the user belongs.
- Click the **Add** button.

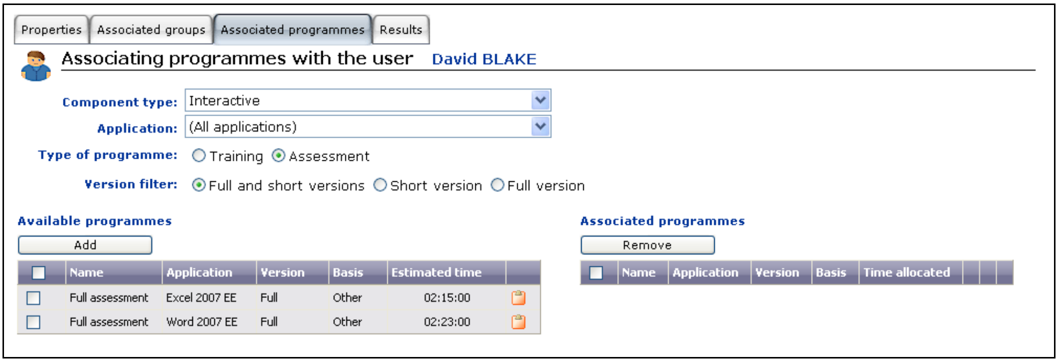


⌦ *As member of a group, a user can access all the programmes associated with this group.*

- To withdraw the user from one or more groups from the list of **Associated groups**, activate the check box for each group which no longer includes the user, then click the **Remove** button.

6.5. Associating a programme with a user

- Show the properties of the user in question.
- Click the Associated programmes tab.
- Choose the application concerned and the type of programme to attribute to the user.

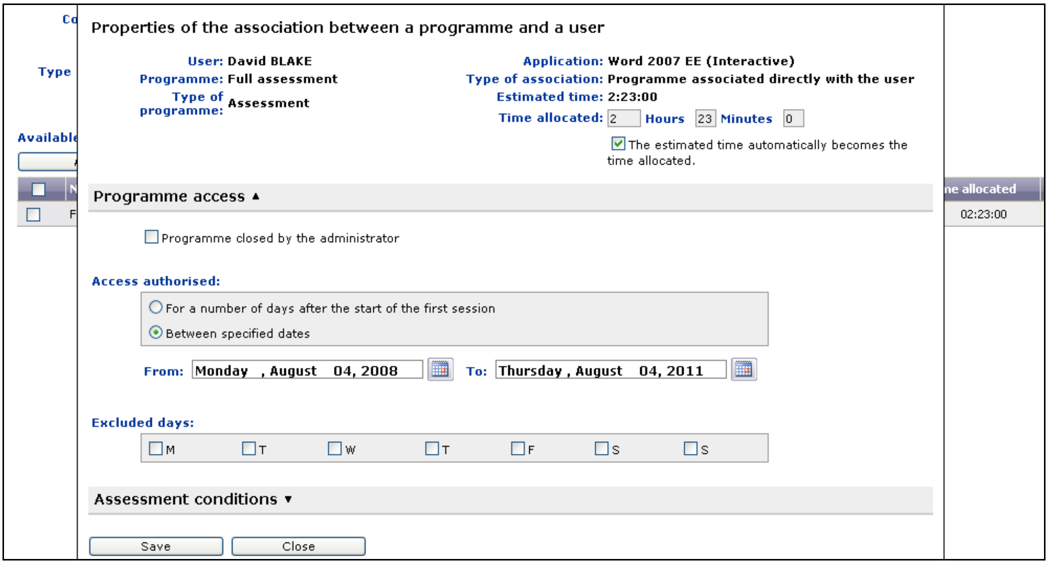


- In the list of **Available programmes**, activate the check box for each of the programmes to attribute to the user.
- Click the **Add** button.
- To withdraw one or more programmes from this user's list of **Associated programmes**, activate the check box for each of the programmes which no longer concern the user, then click the **Remove** button.

⌦ *You can customise a programme for a user by modifying the user's programme access and/or his or her training or assessment conditions for this programme.*

6.5.1.Changing the programme access settings

- In the **Associated programmes** list, point to the programme whose access settings you want to change for this user then click the **Association properties** icon.
- Click to expand the **Programme access** header.



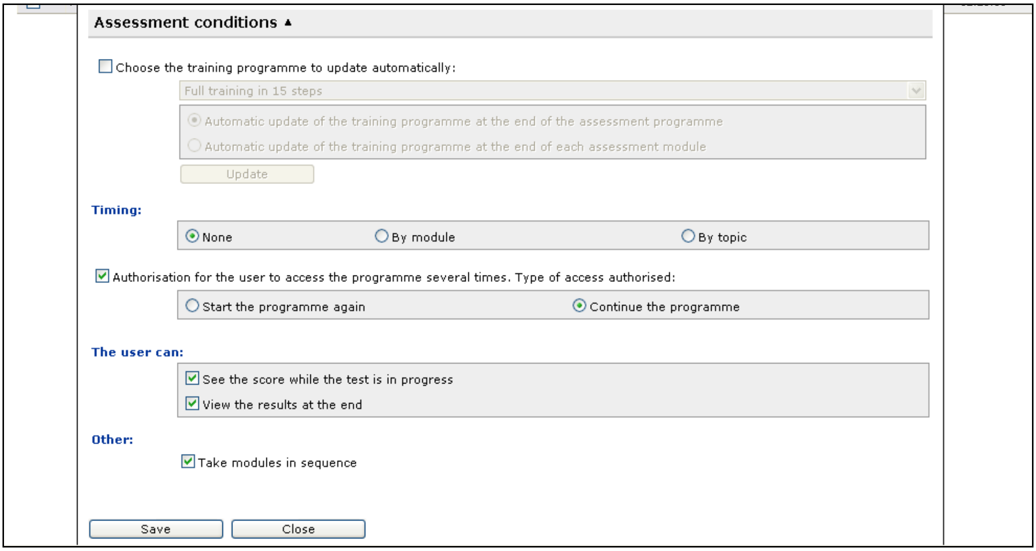
⌦ *Assessment and training programmes use the same programme access parameters.*

- To change the time allocated to the programme, deactivate the option **The estimated time automatically becomes the time allocated**. Fill in the **Time allocated** boxes.
- To make the programme unavailable to this user, activate the **Programme closed by the administrator** option.
- If you want to, set restrictions on the user's access to the programme:
  - you can restrict access to a number of days after the start of the first session,
  - you can restrict access to a period between specified dates: fill in the **From** and **To** boxes,
  - you can refuse access on certain days: select them from the options under **Excluded days**.
- Click the **Save** button.

6.5.2.Changing the conditions for an assessment programme

- In the **Associated programmes** list, point to the assessment programme whose conditions you want to change for this user then click the **Association properties** icon.

- Click to expand the **Assessment conditions** header.
- For MEDIAplus to create a customised training programme automatically after the assessment, activate the option **Choose the training programme to update automatically.** Choose the appropriate training programme from the list underneath this option and specify whether to customise this programme **at the end of the assessment programme** or **at the end of each assessment module**.



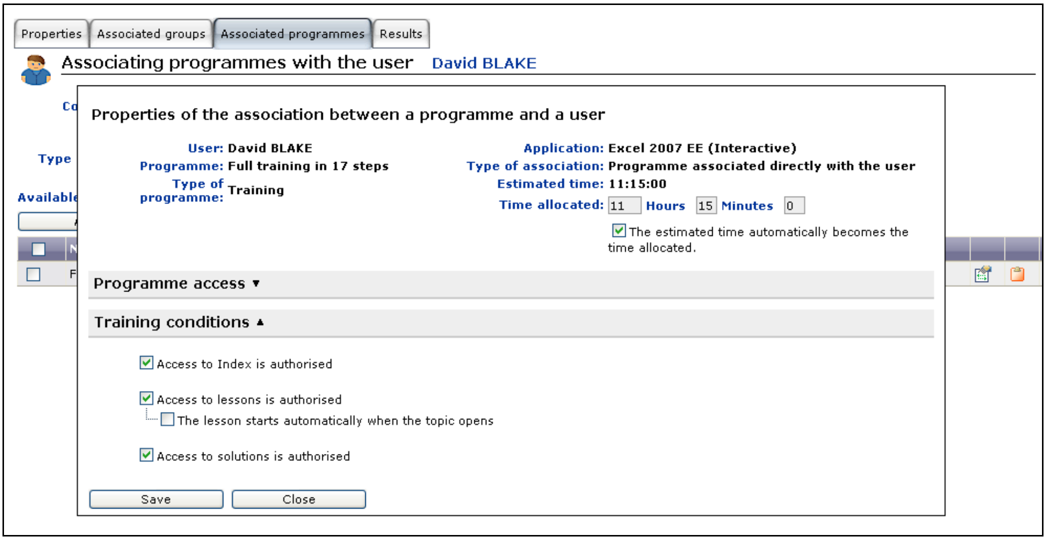
The results of the assessment programme are transferred to the training programme: topics successfully tackled during the assessment are marked as completed in the training. This means that the training will focus only on the topics that the user has not mastered.

- To apply **Timing** constraints to your assessment programme choose:
  - **By module**: for MEDIAplus to interrupt the user, whatever the topic reached, at the end of the allocated time for the assessment module,
  - **By topic**: for MEDIAplus to interrupt the user at the end of the allocated time for each individual topic.
- To stop the user accessing this assessment programme more than once, deactivate the option **Authorisation for the user to access the programme several times**. Otherwise, stipulate that the user can **Start the programme again** or **Continue the programme** where he or she left off.

- Specify whether or not the user is authorised to:
  - **See the score while the test is in progress**: for MEDIAplus to show the correct answers count while the assessment is in progress.
  - **View the results at the end**: to give the user access to reports on his or her results.
- If you leave active the **Take the modules in sequence** option, the user will have to follow the modules in the order you have set. If you deactivate this option, the user will be able to follow the modules in any order.
- Click the **Save** button.

6.5.3. Changing the conditions for a training programme

- In the **Associated programmes** list, point to the training programme whose conditions you want to change for this user then click the **Association properties** icon.
- Click to expand the **Training conditions** header.



You can specify the following properties:

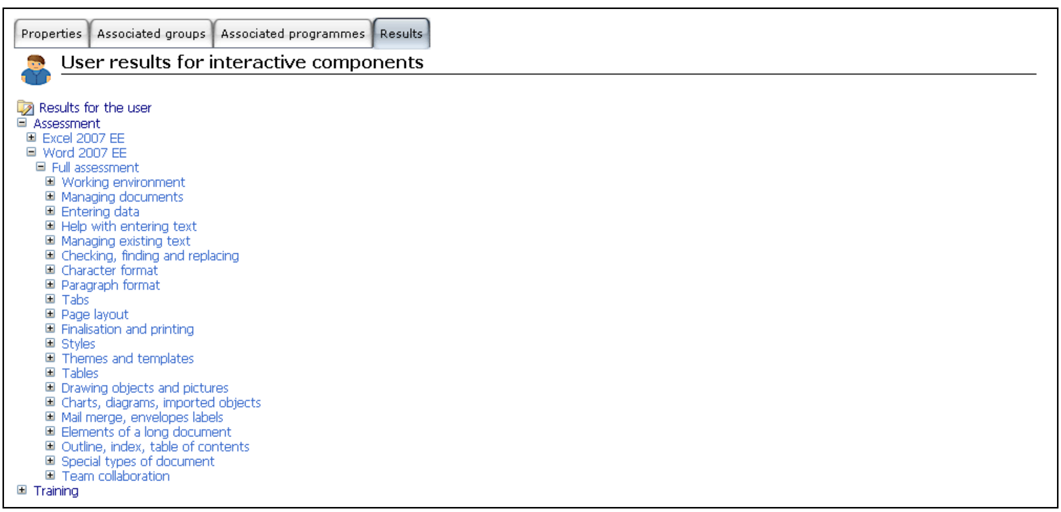
- **Access to Index is authorised**: to allow user access to the online manual, if one is available for the application concerned.
- **Access to lessons is authorised**: to make the **Lesson** button available in the user's MEDIAplus interface.

- **The lesson starts automatically when the topic opens**: activate this option if you want the user to view the lesson at the beginning of each topic, before seeing the question.
- **Access to solutions is authorised**: to make the **Solution** button available in the user's MEDIAplus interface.

- Click the **Save** button.

6.6. Viewing a user's results

- Show the user properties.
- Click the **Results** tab.
- Expand the **Assessment** and/or **Training** tree structures.
- Click a tree item such as the name of an application, a programme or a module to view the results for that item.



6.7. Viewing the breakdown of user learning time

- List the users.

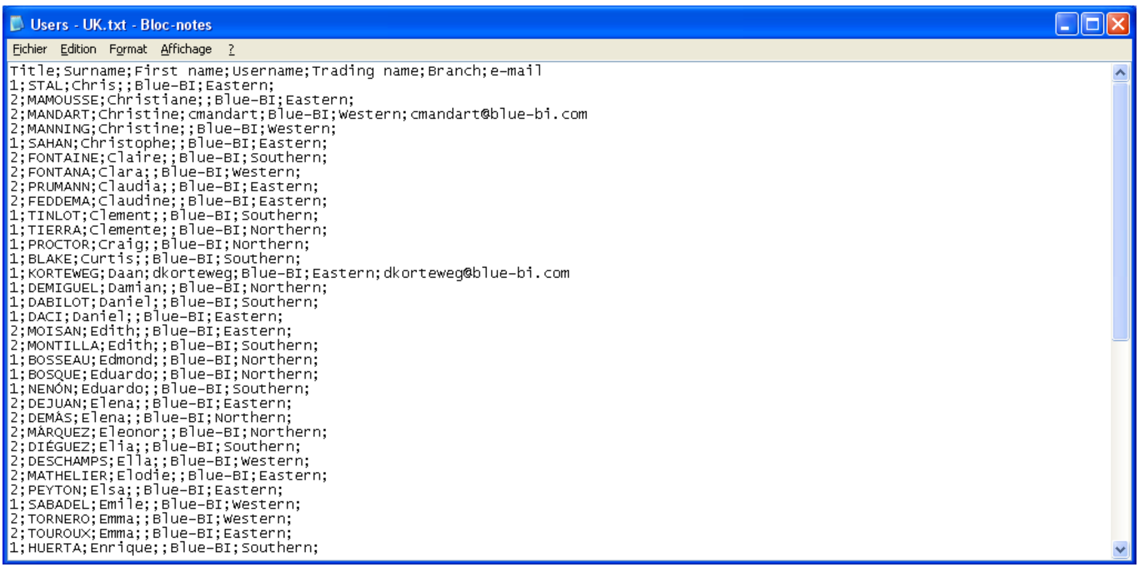
- Point to the user whose learning time you want to view then click his/her **Report: Breakdown of learning time for this user** icon.

⌧ *To find out how to show, print and export the details of these reports, see the chapter on Reporting.*

6.8. Importing and exporting users from a text file

6.8.1.Preparing your text file

Start by preparing a text file in txt or csv format, containing all the information you want to import.



The field separator used is the semicolon (;).

The first line of the file is the header and contains the names of the different fields that make up each of the subsequent data lines. These field names must be exactly the same as the field names in the user properties. You can import any of these fields, **except** for **Domain** and **Associated groups**. These field names may appear in any order.

The following three fields are obligatory: **Surname**, **First name** and **Username**

This header line must not contain any spaces either before or after the name of each field.

The lines following this header line contain the details of each of the users you want to import. Each of these data lines must contain a field for each of the fields in the header and in the same order.

The fields corresponding to the **Surname** and the **First name** (and **Title**, if you have specified it in the header line) must be filled in. The other fields must be present, but can remain empty if you wish.

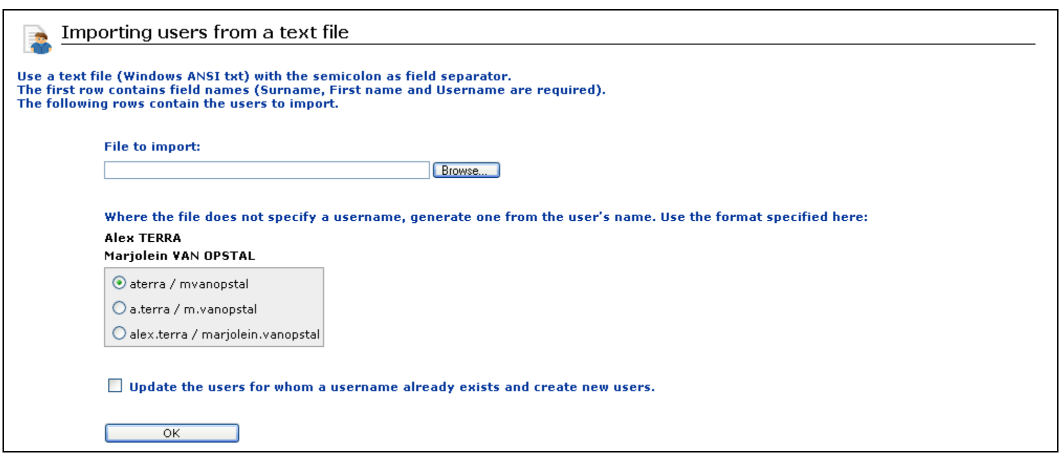
If you have included the **Title** field in the header line, you must fill in the title field for each user as follows: **1** for Mr **2** for Mrs or **3** for Ms. You must not leave any of these **Title** fields empty.

The file must not contain any empty lines.

6.8.2.Importing your text file

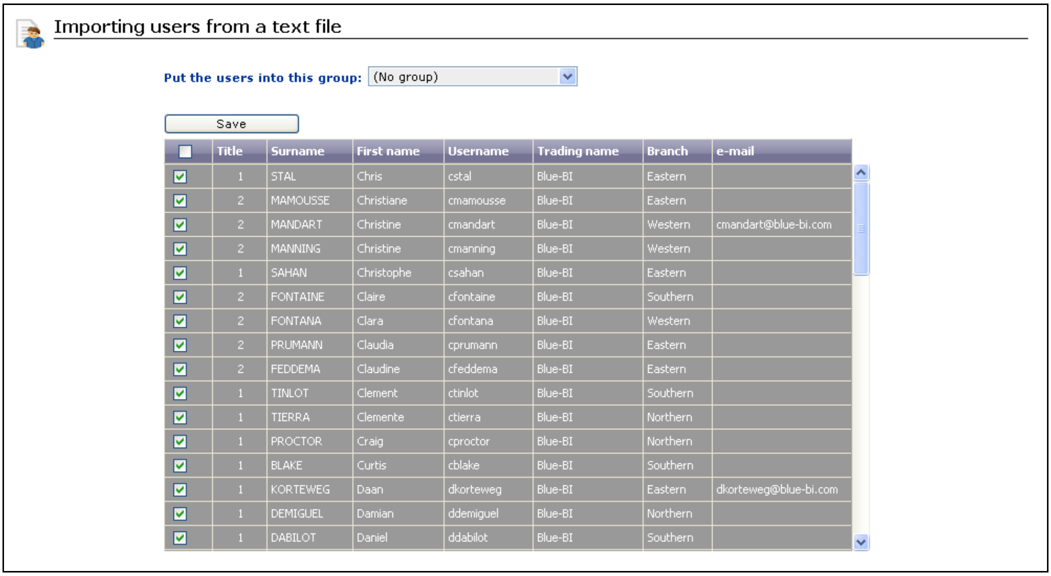
If you want to import your users directly into a group, make sure that the group already exists before you import your users.

- Use **Users - Import from a text file**.



- Click the **Browse** button.
- Select the txt or csv file you want to import then click the **Open** button.

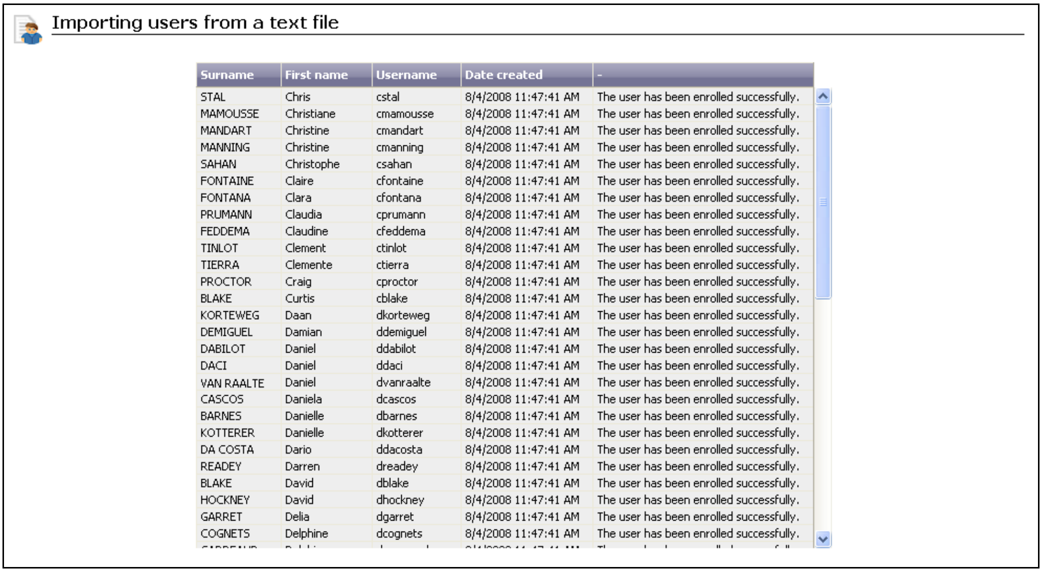
- If you did not specify a username for all of the users in your text file, choose the name format that you want MEDIAplus to generate.
- If your text file contains users who are already enrolled in the MEDIAplus database, activate the **Update the users for whom a username already exists and create new users** option so that MEDIAplus will not create duplicate users.
- Click the **OK** button.



	Title	Surname	First name	Username	Trading name	Branch	e-mail
☑	1	STAL	Chris	cstal	Blue-BI	Eastern	
☑	2	MAMOUSSE	Christiane	cmamousse	Blue-BI	Eastern	
☑	2	MANDART	Christine	cmandart	Blue-BI	Western	cmandart@blue-bi.com
☑	2	MANNING	Christine	cmanning	Blue-BI	Western	
☑	1	SAHAN	Christophe	csahan	Blue-BI	Eastern	
☑	2	FONTAINE	Claire	cfontaine	Blue-BI	Southern	
☑	2	FONTANA	Clara	cfontana	Blue-BI	Western	
☑	2	PRUMANN	Claudia	cprumann	Blue-BI	Eastern	
☑	2	FEDDEMA	Claudine	cfeddema	Blue-BI	Eastern	
☑	1	TINLOT	Clement	ctinlot	Blue-BI	Southern	
☑	1	TIERRA	Clemente	ctierra	Blue-BI	Northern	
☑	1	PROCTOR	Craig	cproctor	Blue-BI	Northern	
☑	1	BLAKE	Curtis	cblake	Blue-BI	Southern	
☑	1	KORTEWEG	Daan	dkorteweg	Blue-BI	Eastern	dkorteweg@blue-bi.com
☑	1	DEMIGUEL	Damian	ddemiguel	Blue-BI	Northern	
☑	1	DABILOT	Daniel	ddabilot	Blue-BI	Southern	

If MEDIAplus can read the structure of your text file, it shows all the users in the file.

- By default, MEDIAplus will import all the users in this list but you can deactivate the check box for any user you wish to omit.
- To add the users to a specific group, choose this group from the **Put the users into this group** list.
- Click the **Save** button.



Importing users from a text file

Surname	First name	Username	Date created	-
STAL	Chris	cstal	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
MAMOUSSE	Christiane	cmamousse	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
MANDART	Christine	cmandart	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
MANNING	Christine	cmanning	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
SAHAN	Christophe	csahan	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
FONTAINE	Claire	cfontaine	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
FONTANA	Clara	cfontana	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
PRUMANN	Claudia	cprumann	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
FEDDEMA	Claudine	cfeddema	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
TINLOT	Clement	ctinlot	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
TIERRA	Clemente	ctierra	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
PROCTOR	Craig	cproctor	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
BLAKE	Curtis	cblake	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
KORTEWEG	Daan	dkorteweg	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
DEMIGUEL	Damian	ddemiguel	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
DABILOT	Daniel	ddabilot	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
DACI	Daniel	ddaci	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
VAN RAALTE	Daniel	dvanraalte	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
CASCOS	Daniela	dcascos	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
BARNES	Danielle	dbarnes	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
KOTTERER	Danielle	dkotterer	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
DA COSTA	Dario	ddacosta	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
READEY	Darren	dreadey	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
BLAKE	David	dblake	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
HOCKNEY	David	dhockney	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
GARRET	Delia	dgarret	8/4/2008 11:47:41 AM	The user has been enrolled successfully.
COGNETS	Delphine	dcognets	8/4/2008 11:47:41 AM	The user has been enrolled successfully.

A user enrolment report appears.

- Click the **Users** menu to show the standard list of users.

6.9. Deleting a user

- List the users.

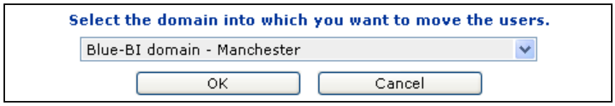
If you need to, use the **Find** box to locate the user to delete.

- Activate the check box on the row of each user you want to delete.
- Click the **Delete** button.
- Click **Yes** to confirm.
- Click **OK** in response to the message that appears.

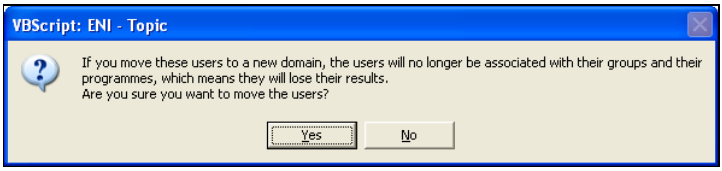
6.10. Moving a user to another domain

- List the users.

- If you need to, use the **Find** box to locate the user to move.
- Activate the check box on the row of each user you want to move.
- Click the **Move** button.



- Select the domain into which you want to move the users then click OK.



- When you move a user out of a domain, the user will lose any associations he or she may have with any programmes in this domain. The user will, however retain access to any public domain programmes with which he or she was associated before the move.
- Click **Yes** to confirm.
- Click **OK** in response to the message that appears.

7. Groups

Groups contain users. When you associate programmes with a group, the programmes, along with their association properties, are assigned to all its members. In addition, you can associate programmes individually with group members who have particular needs.

A group belongs to one and only one domain. This is always a private domain.

To manage your groups you must first select the domain to which they belong:

- Choose the domain concerned from the list at the top left of the window.

⌦ *In this list, public domains appear between pointed brackets* <…>. *Public domains do not contain groups.*

When you choose a domain in this way, MEDIAplus lists the users of all the groups in the domain.

- Choose the group from the **List of groups**.

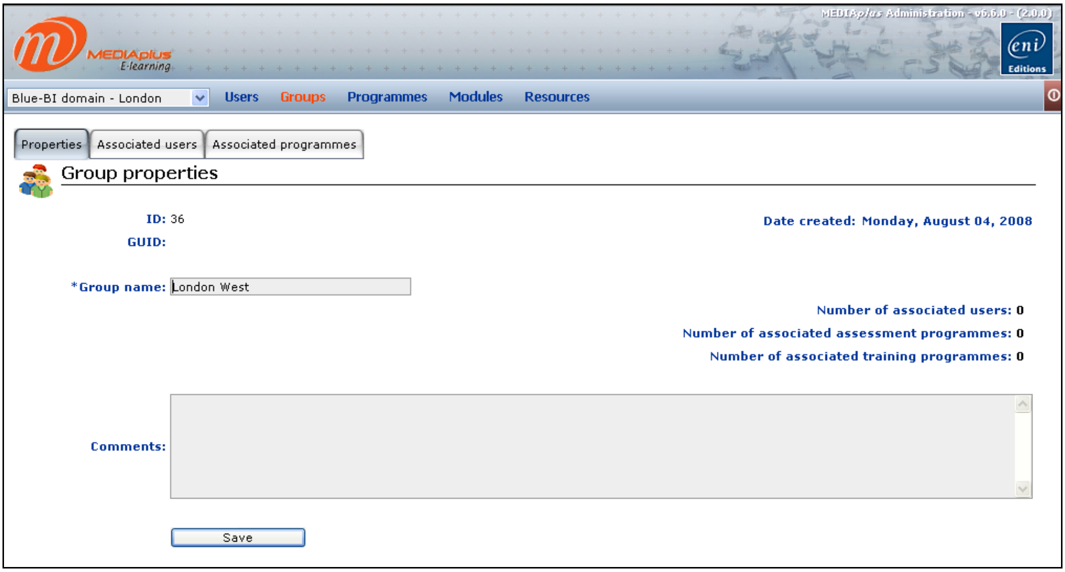
7.1. Creating a group

You can carry out the operations set out below provided you have the necessary rights over the users of the domain in question.

- Use **Groups - New group**
  or
  list the groups and click the **Add** button.

⌦ *An asterisk (*) indicates a required field: you must fill in the text box.*

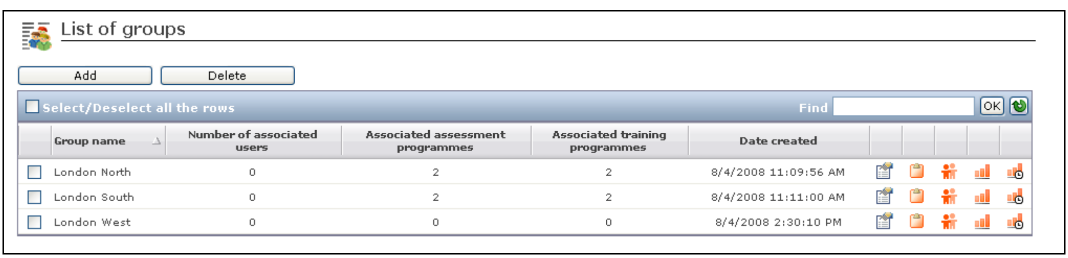
- Fill in the properties of the group.
- Click the **Save** button.
- Click **OK** in response to the message that appears.



As soon as you create a new group two new tabs appear: **Associated users** and **Associated programmes**.

7.2. Listing groups

- Choose the domain which interests you from the list at the top left of the window.
- Click the **Groups** menu (or open this menu and choose the **List of groups** option).



The users appear with the **Group name** column sorted in alphabetical order.

- To sort on the contents of another column, click the header of the column concerned. The list appears with the contents of this column in ascending order. Click again on this column header for list to appear in inverse alphabetical order of the column contents. A triangle symbol appears to the right of the sorted column header.

- To change the position of a column, click on the header of the column you want to move and holding down the mouse button, drag it to its new position.
- If you cannot see all the groups, you can scroll the list, use the page-up and page-down keys or the scroll bar and arrows to the right of the list.
- To find specific groups, type in the **Find** box a character string that appears in the user's properties then press the **[Enter]** key.
- To return to the full list, click the **Display the full list** button to the right of the **Find** box.

7.3. Listing group properties

- List the groups.
- Point to the group which interests you and click its **Group properties** icon.
- If you change the group properties, remember to click the **Save** button.
- To change the items associated with this group, click the **Associated users** tab and/or the **Associated programmes** tab.

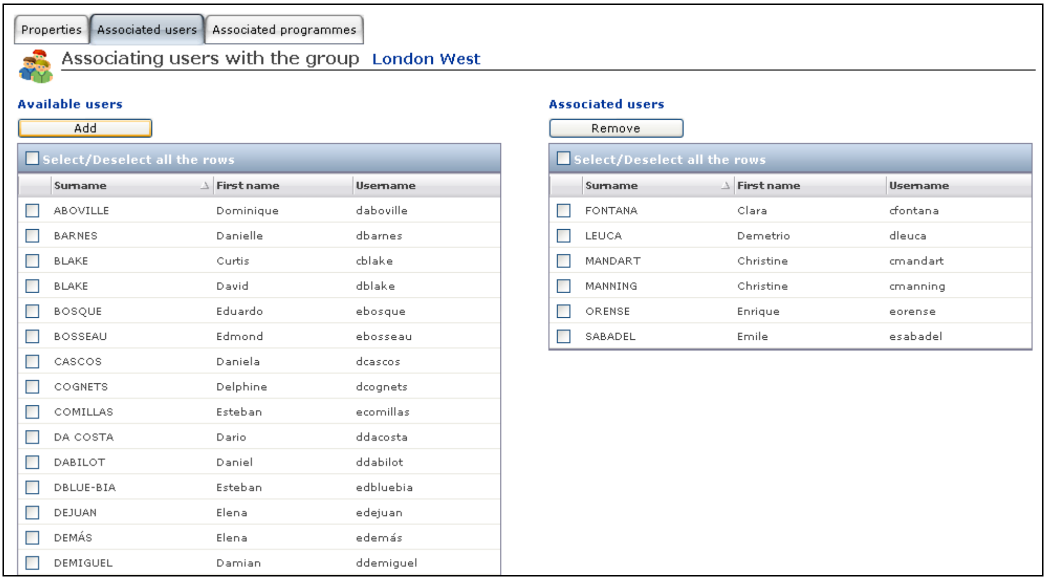
7.4. Associating a user with a group

You can carry out the operations set out below provided that you have the necessary rights over the group associations.

- Show the properties of the group concerned.
- Click the Associated users tab.

⌦ *When you import users via a text file you can also associate them directly with a group.*

- In the list of **Available users**, activate the check box of the user(s) to add to this group.
- Click the **Add** button.



⌦ *A user in a group can access the programmes associated with the group in addition to any programmes associated directly with the user.*

7.5. Associating a programme with a group

- Show the properties of the group in question.
- Click the Associated programmes tab**.**
- Choose the application concerned and the type of programme to allocate to the group.
- In the list of **Available programmes**, activate the check box for each of the programmes to allocate to the group.
- Click the **Add** button.
- To withdraw one or more programmes from this group's list of **Associated programmes** activate the check box for each of the programmes no longer accessible to the group, then click the **Remove** button.

⌦ *You can customise a programme for a group by modifying the group's programme access and/or its training or assessment conditions for this programme.*

- Specify the association properties of a programme for a group as you would for a user.

7.6. Group reporting

- Click the **Groups** menu (or open this menu and choose the **List of groups** option).
- Point to the group which interests you.
- To view the list of programmes associated with this group, click the **Report: List of programmes for this group** icon.
  To view the list of users in this group, click the **Report: List of users in this group** icon.
  To view the progress of users in this group, click the **Report: Status of programmes for users in this group** icon.
  To view the time the users of this group have spent learning, click the **Report: Breakdown of learning time for users in this group** icon.

⌦ *To find out how to show, print and export the details of these reports, see the chapter on Reporting.*

7.7. Creating proficiency groups

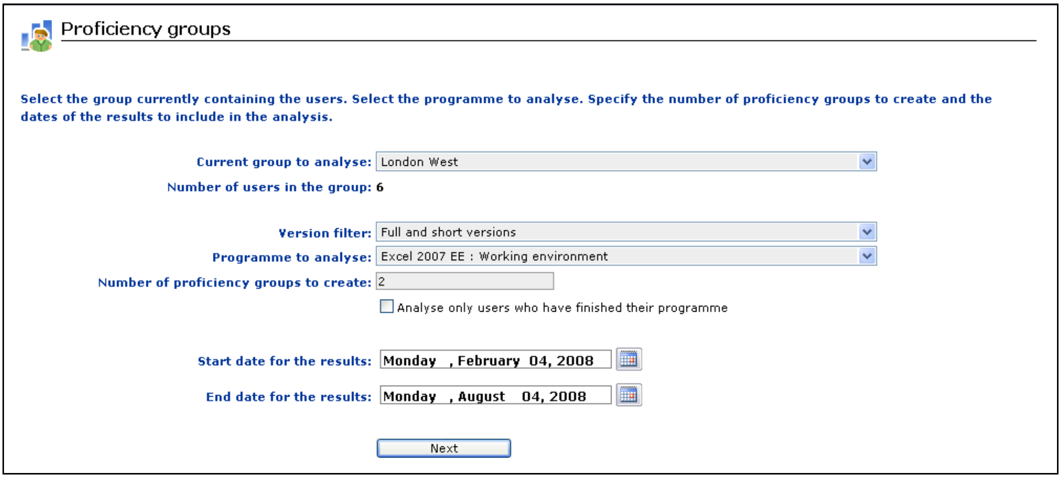
This feature organizes the users into homogeneous proficiency groups according to their results for a given assessment programme.

Start by including the users in a group and associating an appropriate assessment programme with the group.

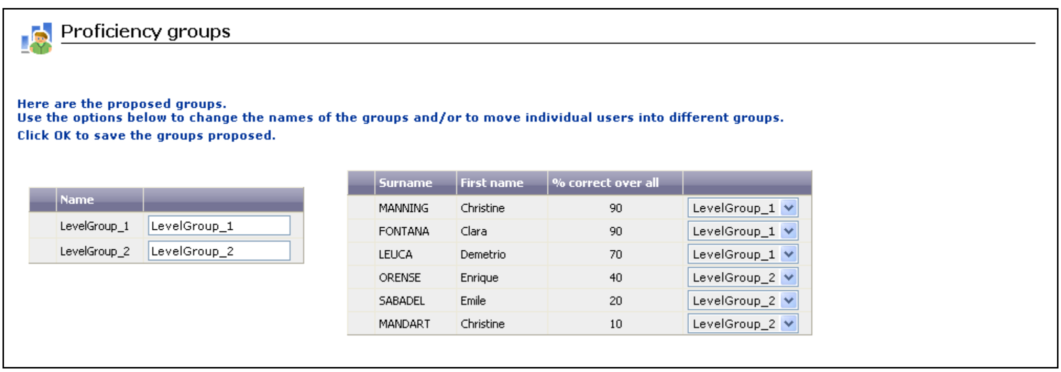
The users then follow the assessment programme. For best results, it is better if all your users have completed the assessment programme before you organize them into proficiency groups. However, this approach is not obligatory.

- Use Groups – Proficiency groups.
- Choose the group to analyse then the programme to analyse.
- Indicate the number of groups to create.
- If appropriate, activate the Analyse only users who have finished their programme option.

- You can also specify the start date and end date for the results to be analysed by MEDIAplus (by default, MEDIAplus will analyse results from the last six months).



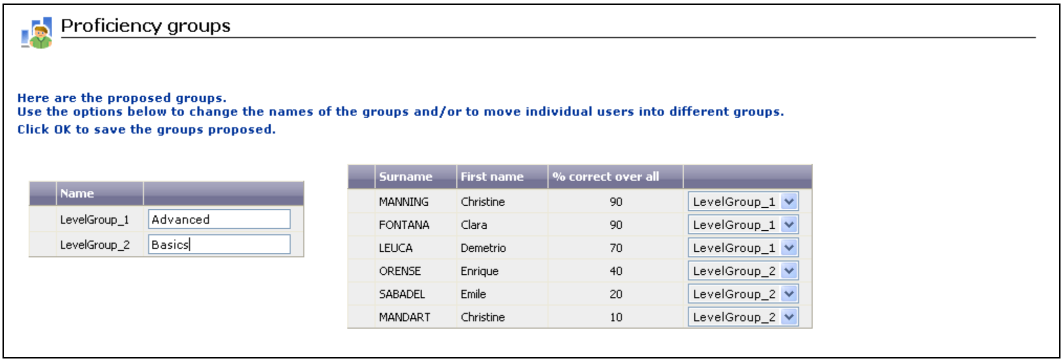
- Click the **Next** button.



MEDIAplus shows all the users from this group sorted according to their percentage of correct answers.

MEDIAplus names the proficiency groups **LevelGroup_1**, **LevelGroup_2** etc.

- To move a user to a different proficiency group, open the **LevelGroup** list for the user concerned and choose the new group.
- To rename a proficiency group, type the new name in the text box concerned on the left.



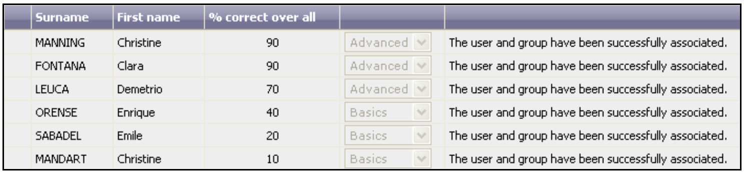
Proficiency groups

Here are the proposed groups.
Use the options below to change the names of the groups and/or to move individual users into different groups.
Click OK to save the groups proposed.

Name	
LevelGroup_1	Advanced
LevelGroup_2	Basics

Surname	First name	% correct over all	
MANNING	Christine	90	LevelGroup_1
FONTANA	Clara	90	LevelGroup_1
LEUCA	Demetrio	70	LevelGroup_1
ORENSE	Enrique	40	LevelGroup_2
SABADEL	Emile	20	LevelGroup_2
MANDART	Christine	10	LevelGroup_2

- Click the **OK** button.



Surname	First name	% correct over all		
MANNING	Christine	90	Advanced	The user and group have been successfully associated.
FONTANA	Clara	90	Advanced	The user and group have been successfully associated.
LEUCA	Demetrio	70	Advanced	The user and group have been successfully associated.
ORENSE	Enrique	40	Basics	The user and group have been successfully associated.
SABADEL	Emile	20	Basics	The user and group have been successfully associated.
MANDART	Christine	10	Basics	The user and group have been successfully associated.

MEDIAplus returns a **Proficiency group summary** report.

7.8. Deleting a group

- List the groups.
- Activate the check box on the row of each group you want to delete.
- Click the **Delete** button.
- Click **Yes** to confirm.
- Click **OK** in response to the message that appears.

Deleting a group does not delete the users or the programmes associated with the group.

8. Programmes (interactive training and assessment)

In MEDIAplus interactive training or assessment components, a user or a group of users is associated with a programme.

A programme is made up of a set of modules. A module is made up of a set of related topics, grouped together under a meaningful name or description.

For each application (Microsoft Excel or Word for example) ENI provides a certain number of ready-made programmes. Each of these programmes is made up of a certain number of ready-made modules. The public domain **ENI Pub ORG** contains these programmes.

A programme concerns only one application. For example, you cannot create a programme that mixes Word and Excel modules.

If you have the necessary administrator rights you can create new programmes according to your general needs or the specific needs of your users. If you create your programmes in a public domain they can be made available to users in all the private domains that are associated with this public domain. On the other hand, if your programmes are in a private domain, only the users in the same private domain will be able to access them.

⌦ *You can **copy** a programme from a private or a public domain to another private or public domain.*

⌦ *You can only **move** a programme from a private domain to a public domain.*

The tools and features for managing training programmes are the same as those for managing assessment programmes.

To manage a programme, first select the domain that contains it. This may be a public domain or a private domain:

- Choose the domain concerned from the list at the top left of the window.

⌦ *In this list, public domains appear between pointed brackets* <…>. *Public domains contain programmes but do not contain users. A private domain contains users and can contain programmes.*

The operations described below concern interactive programmes; make sure that the **Component type** setting is **Interactive**.

8.1. Creating a programme

Before you create a programme, check that it does not already exist either in the same domain or in another domain. If you do find a similar programme, you will be able to copy it (or possibly move it) into your domain and then customize its properties and its associations to suit your needs.

You can carry out the operations set out below provided you have the necessary rights over the users of the domain in question.

- Use **Programmes – New programme**
  or
  list the programmes then click the **Add** button.

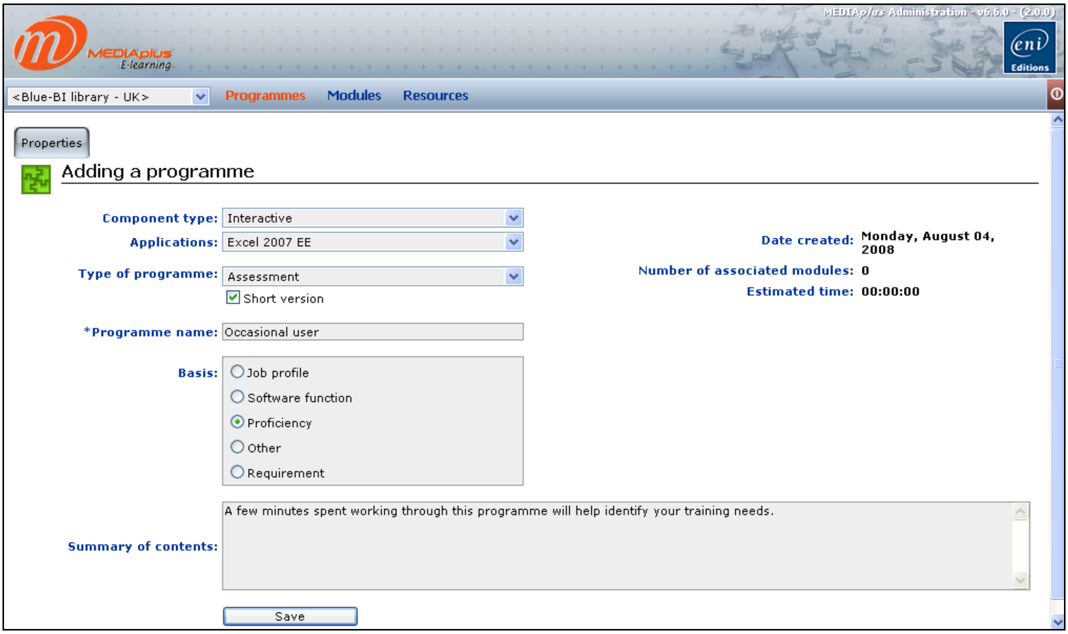
⌦ *An asterisk (*) indicates a required field: you must fill in the text box.*

- Choose the application for which to create the new programme.
- Select the **Type of programme**, training or assessment.

If you are creating an assessment programme, you can choose to classify it as a **Short version**.

⌦ *MEDIAplus provides a short and a full version for each of the ready-made assessment programmes it supplies. A short version contains a reduced number of pertinent topics that a user can follow for quick assessment before starting a training programme, for example. A full version assesses a user on all the topics in the programme. This version may be more appropriate at the end of a course or you may be prefer it as an instrument for MEDIAplus to customize a training programme for your user.*

- Type a suitable **Programme name**. This name will appear on the user interface.
- In the **Basis** frame choose a category for your new programme.
- Write a **Summary of contents** for your programme. This text will appear when the user points to the programme.



- Click the **Save** button.
- Click **OK** in response to the message that appears.

As soon as you create your programme, an **Associated modules** tab appears.

⌦ *You must associate modules with your programme before users can follow it (cf. Associating modules with a programme).*

8.2. Listing programmes

- From the list at the top left of the window, choose the domain which contains the programmes you want to see.
- Click the **Programmes** menu (or open this menu and choose the **List of programmes** option).

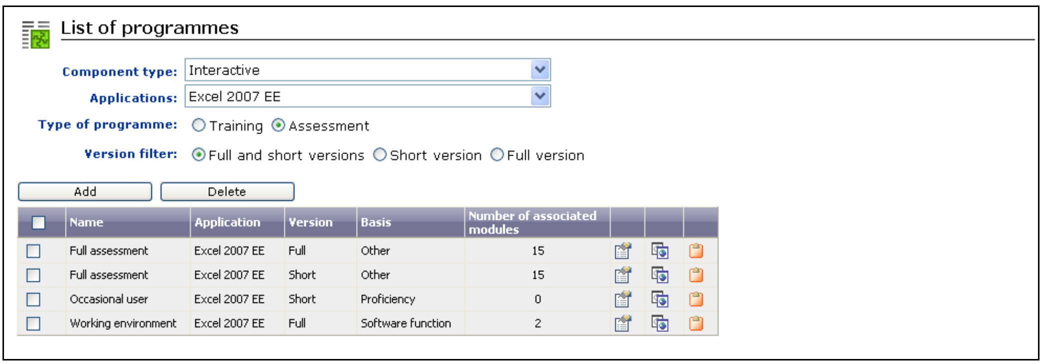
If you have already chosen an application during your current session, MEDIAplus lists the programmes for this application. Otherwise, the programmes appear for the first application in the list.

- Choose an application.

⌦ *The programmes for the chosen application are listed in alphabetical order.*

- Choose a type of programme, Training or Assessment.
- If you are listing **Assessment** programmes you can choose to view only short versions, only full versions or both types.

⌦ *MEDIAplus keeps in its memory the last application and type of programme that you chose during your current session.*



In the public domain, ENI Pub ORG, some of the programmes appear without a check box. These are the ready-made programmes supplied by ENI. You cannot delete or modify these programmes but you can copy them.

8.3. Listing the properties of a programme

- List the programmes concerned by specifying the application and the type of programme.
- Point to the programme which interests you and click the **Programme properties** icon.
- If you change the programme properties, remember to click the **Save** button.
- To change the modules associated with this programme, use the options on the **Associated modules** tab.

⌦ *You cannot change the associated modules for a programme that appears in the list without a check box. Only the **ENI Pub ORG** domain contains such programmes.*

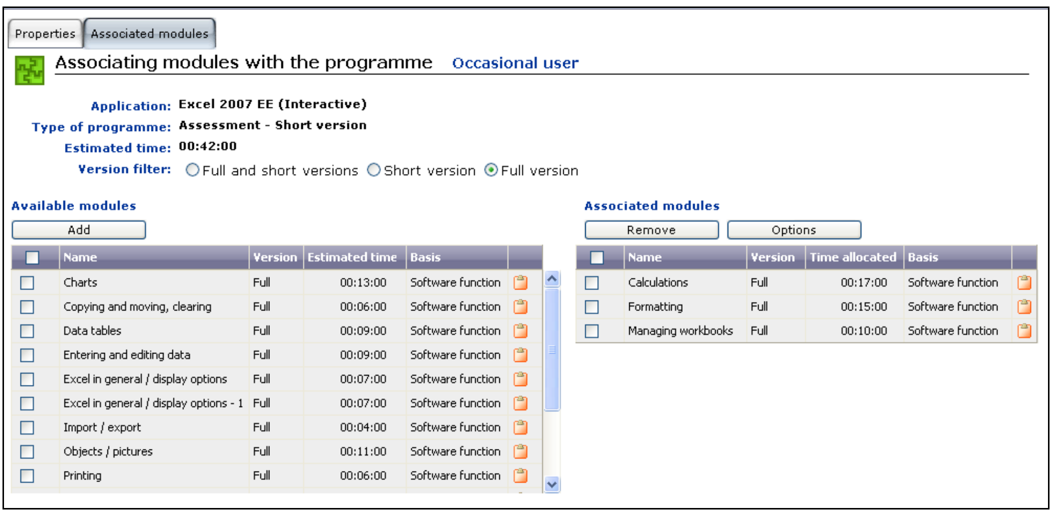
8.4. Associating modules with a programme

You can carry out the operations set out below provided that you have the necessary rights over the programme associations for this domain.

- Show the Programme properties.
- Click the Associated modules tab.

⌧ *Any one programme is concerned with a single application. It is not possible to mix modules dealing with different applications in the same programme.*

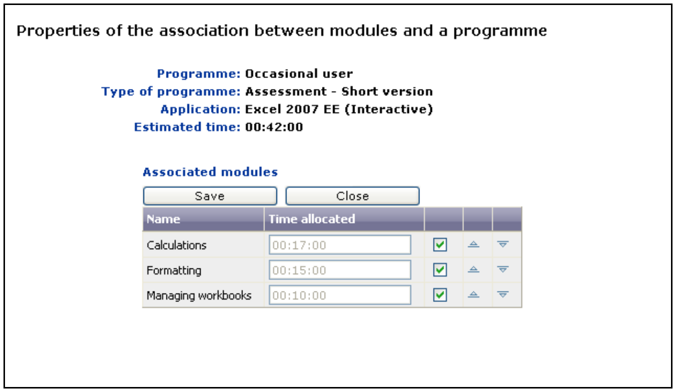
- To view the details of a module, point to it in the list and click its **Report: Detail of the module** icon.
- In the list of **Available modules**, activate the check box for the module(s) you want to include in your programme.
- Click the **Add** button.



- To withdraw one or more modules from your programme, activate the check box for each module you want to withdraw in the list of **Associated modules** then click the **Remove** button.

8.4.1. Choosing the options for a module associated with a programme

- Click the **Options** button that appears above the list of associated modules.



By default, the **Time allocated** value is the same as the **Estimated time**, that is, the sum of the times estimated the individual topics in the module.

- To change the time allocated for a module, enter the new value in the text box for the module. First remove the tick from the check box, then replace the contents of the text box with the new time in the following format: hh:mm:ss.
- To change the position of the module in the programme, click the arrow buttons at the end of the row.
- Click the **Save** button.

8.5. Viewing the details of a programme

- List the programmes, choosing the application and the type of programme concerned.
- Point to the programme whose details you want to view then click its **Report: Detail of the programme** icon.

⌦ *To find out how to show, print and export the details of these reports, see the chapter on Reporting.*

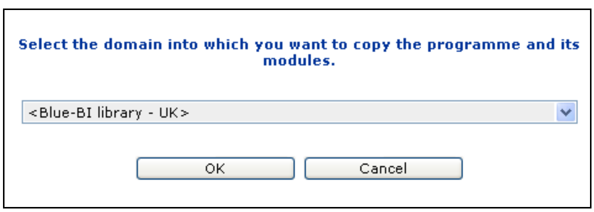
⌧ *For each application, the **ENI Pub ORG** domain contains a programme called **Complete training**. The detail of this programme shows the complete list of all the MEDIAplus topics for the application.*

8.6. Deleting a programme

- List the programmes, choosing the application and the type of programme concerned.
- Activate the check box for each programme you want to delete.
- Click the **Delete** button.
- Click **Yes** to confirm.
- Click **OK** in response to the message that appears.

8.7. Copying a programme

- List the programmes, choosing the application and the type of programme concerned.
- Point to the programme you want to copy and click the **Duplicate** icon.



- Select the domain to which you want to copy this programme (you can choose to copy to the same domain if you wish).
- Click **OK**.
- Click **OK** in response to the message that appears.

⌧ *You can copy a programme to any domain on which you have the necessary rights. If the destination domain already contains a programme of the same name (this will be the case if you are copying to the same domain, for example) MEDIAplus adds a suffix to the name since a programme name is unique in a domain. You can then access the properties of the programme and change this name if necessary.*

8.8. Moving a programme to a public domain

⌦ *You can move a programme only from a private domain to a public domain. You cannot move a programme from a public domain to any other domain.*

- Select the private domain that contains the programme you want to move (the public domain that is to receive your programme must be associated with this private domain).
- List the programmes, choosing the application and the type of programme concerned.
- Point to the programme you want to move and click the **Move** icon.
- Select the public domain to which you want to move this programme.
- Click **OK**.
- Click **OK** in response to the message that appears.

9. Modules (interactive training and assessment)

In MEDIAplus interactive training or assessment, modules are associated with the programmes that contain them. For each application (Microsoft Excel or Word for example) ENI provides a certain number of ready-made programmes. Each of these programmes is made up of a certain number of ready-made modules. The public domain **ENI Pub ORG** contains these programmes.

A module contains a number of topics. A topic is the basic component of a programme. In MEDIAplus, an **assessment** topic is simply a question that the user must answer. A **training** topic contains, in addition, a lesson and a solution to the question.

A module concerns only one application. For example, you cannot create a module that mixes Word and Excel topics.

If you have the necessary administrator rights you can create new modules. If you create your modules in a public domain you can make them available to users in all the private domains that are associated with this public domain. If your modules are in a private domain, only the users in the same private domain will be able to access them.

The tools and features for managing training modules are the same as those for managing assessment modules.

To manage modules, first select the domain that contains them. This may be a public domain or a private domain:

- Choose the domain concerned from the list at the top left of the window.

⌦ *In this list, public domains appear between pointed brackets* <…>*. Public domains contain programmes and modules but do not contain users. A private domain contains users and can contain programmes and modules.*

For the operations described below, make sure that the **Component type** setting is **Interactive**.

9.1. Creating a module

Before you create a module check that it does not already exist either in the same domain or in another domain. If you do find a similar module, you will be able to copy it into your domain and then customize its properties and its associations to suit your needs.

You can carry out the operations set out below provided you have the necessary rights over the users of the domain in question.

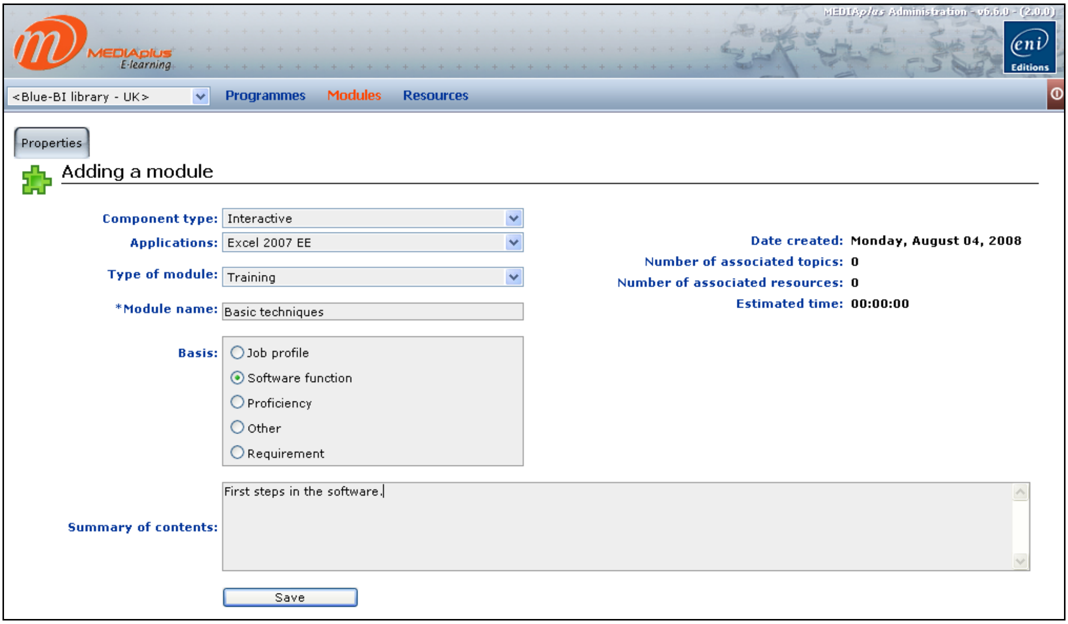
- Use **Modules – New module**
  or
  list the modules then click the **Add** button.

⌦ *An asterisk (*) indicates a required field: you must fill in the text box.*

- Choose the application from the list.
- Select the type of module, training or assessment.

If you are creating an assessment module, you can choose to classify it as a **Short version** if appropriate.

- Type a suitable **Module name**. This name will appear on the user interface.
- In the **Basis** frame choose a category for your new module.
- Write a **Summary of contents** for your module. This text will appear when the user points to the module.



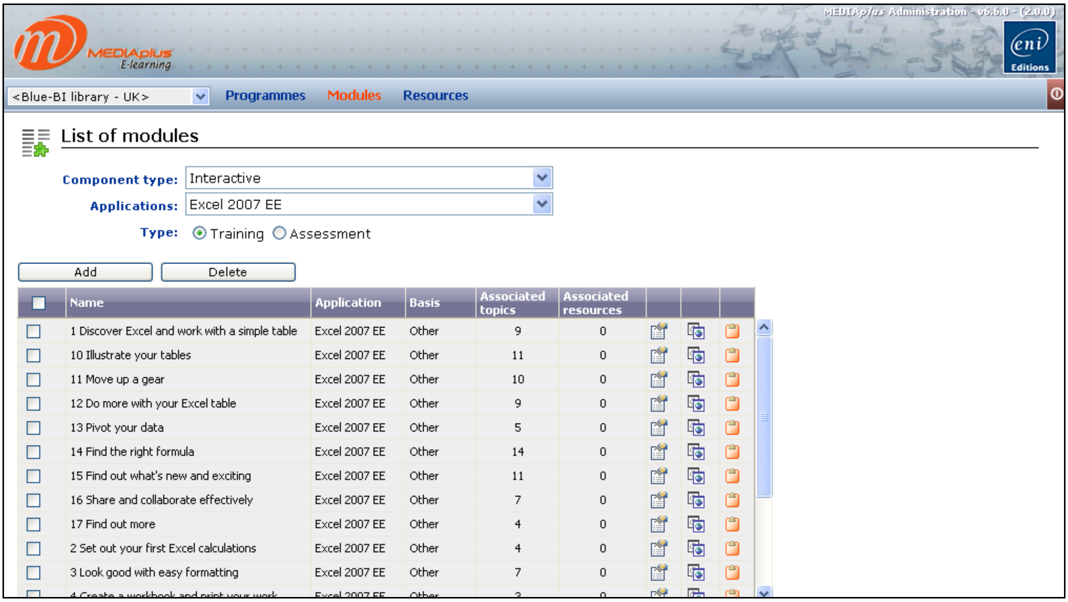
- Click the **Save** button.

As soon as you create your module, two new tabs appear: **Associated topics** and **Associated resources**.

⌦ *You must associate topics with your module before users can follow it (cf. Associating topics with a module).*

9.2. Listing modules

- From the list at the top left of the window, choose the domain that contains the modules you want to list.
- Click the **Modules** menu (or open this menu and choose the **List of modules** option).



If you have already chosen an application during your current session, MEDIAplus lists the modules for this application. Otherwise, the modules appear for the first application in the list.

- Choose an application.
- Choose a Type of module, Training or Assessment.

  If you are listing **Assessment** modules you can choose to view only short versions, only full versions or both types.

⌧ *MEDIAplus keeps in its memory the last application and type of module that you chose during your current session.*

⌧ *MEDIAplus does not provide a check box for the ready-made modules supplied by ENI. You cannot delete or modify these modules but you can copy them.*

9.3. Listing the properties of a module

- List the modules concerned by specifying the application and the type of module.

- Point to the module which interests you and click the **Module properties** icon.
- If you change the module properties, remember to click the **Save** button.
- To change the items associated with this module, use the options on the **Associated topics** tab and/or the **Associated resources** tab.

⌦ *You can change the associated topics for a module that appears in the list without a check box. Only the **ENI Pub ORG** domain contains such modules.*

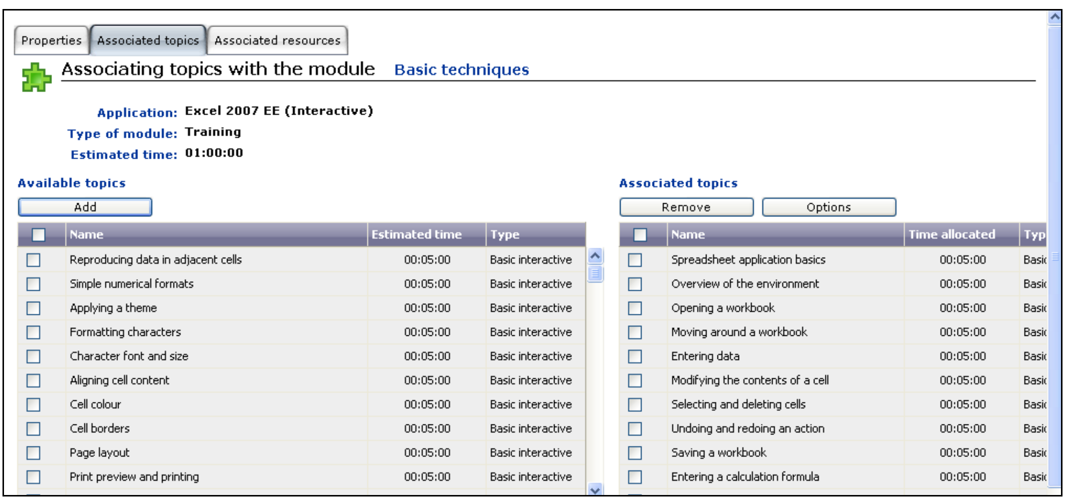
9.4. Associating topics with a module

You can carry out the operations set out below provided that you have the necessary rights over the module associations for this domain.

- Show the module properties.
- Click the Associated topics tab.

⌦ *Any one module is concerned with a single application. It is not possible to mix topics dealing with different applications in the same module.*

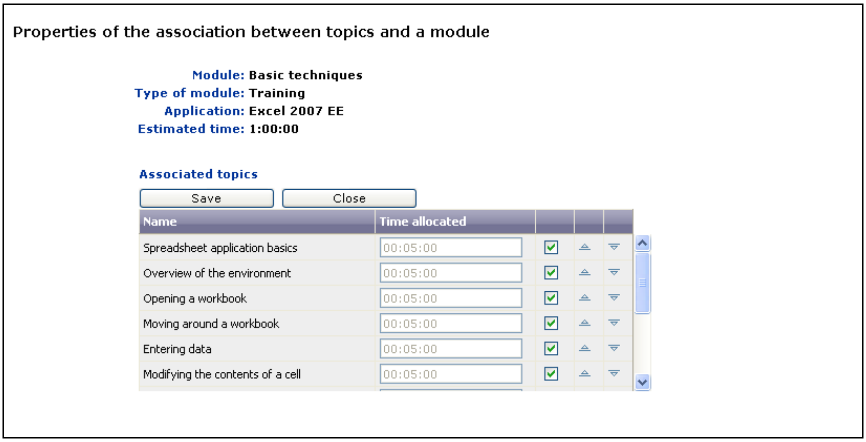
- In the list of **Available topics**, activate the check box for the topic(s) you want to include in your module.
- Click the **Add** button.



- To withdraw one or more topics from your module, activate the check box for each topic you want to withdraw in the list of **Associated topics**, then click the **Remove** button.

9.4.1.Choosing the options for a topic associated with a module

- Click the **Options** button that appears above the list of associated topics.



- To change the time allocated for a topic, enter the new value in the text box for the topic. First remove the tick from the check box, then replace the contents of the text box with the new time in the following format: hh:mm:ss.
- To change the position of the module in the programme, click the arrow buttons at the end of the row.
- Click the **Save** button.

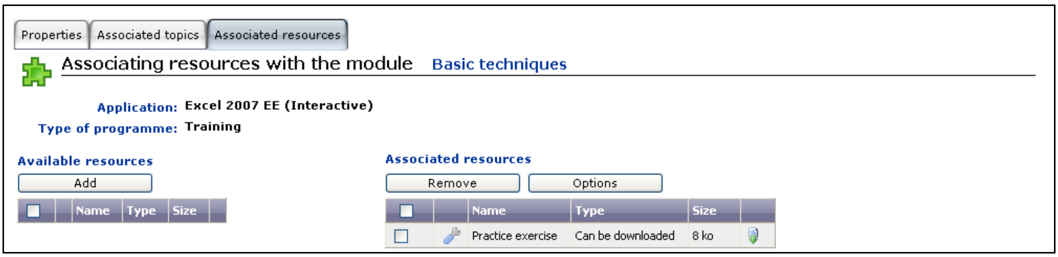
9.5. Associating a resource with a module

- Show the module properties.
- Click the Associated resources tab.

⌦ *When you create a resource, you associate it with a specific application. You can then associate the resource with a module for the same application provided you have the necessary rights.*

⌦ *Important note: before you associate a resource with a module, check that your users will not have any problems viewing (downloading) the resource on their computers.*

- To view a **Resource summary** point to the resource.
- In the list of **Available resources**, activate the check box on the row of each of the resources you want to associate with this module.
- Click the **Add** button.



⌦ *When you associate a resource with a module, it appears in the user interface at the end of the module, after the topics.*

- To withdraw a resource from a module, activate its check box in the list of **Associated resources** then click the **Remove** button.

9.6. Viewing the details of a module

- List the modules, choosing the application and the type of module concerned.
- Point to the module whose details you want to view then click its **Report: Detail of the module** icon.

⌦ *To find out how to show, print and export the details of these reports, see the chapter on Reporting.*

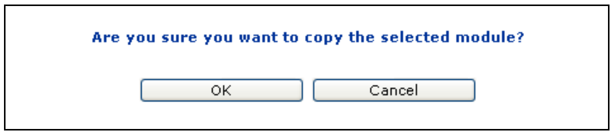
9.7. Deleting a module

- List the modules, choosing the application and the type of module concerned.
- Activate the check box for each module you want to delete.
- Click the **Delete** button.

- Click **Yes** to confirm.
- Click **OK** in response to the message that appears.

9.8. Copying a module

- List the modules, choosing the application and the type of module concerned.
- Point to the module you want to copy and click the **Duplicate** icon.



- Click **OK** to confirm your action.
- Click **OK** in response to the message that appears.

⌦ *You can duplicate a module only within the same domain. MEDIAplus adds a suffix to the name, since a module name is unique in a domain. You can then access the properties of the module and change this name if you wish.*

⌦ *You can copy a module indirectly to another domain simply by copying the programme to which it belongs.*

9.9. Moving a module to a public domain

⌦ *You cannot move a module from a public domain to another public domain.*

- Select the private domain that contains the module you want to move (the public domain that is to receive your module must be associated with this private domain).
- List the modules, choosing the application and the type of module concerned.
- Point to the module you want to move and click the **Move** icon.
- Select the public domain to which you want to move this module.
- Click **OK**.
- Click **OK** in response to the message that appears.

10.Programmes (MEDIApage v 2)

In MEDIApage v 2, a user or a group of users is associated with a programme, giving them access to a set of html pages equivalent to a book.

A programme is made up of a set of modules. A module is made up of a set of related topics, grouped together under a meaningful name or description. Each module, then, is like a chapter of a book.

For each application (Microsoft Excel or Word for example) ENI provides a certain number of ready-made programmes (books). The public domain **ENI Pub ORG** contains these programmes.

If you have the necessary administrator rights you can create new programmes according to your general needs or the specific needs of your users. If you create your programmes in a public domain they can be made available to users in all the private domains that are associated with this public domain. If your programmes are in a private domain, only the users in the same private domain will be able to access them.

⌦ *You can **copy** a programme from a private or a public domain to another private or public domain.*

⌦ *You can only **move** a programme from a private domain to a public domain.*

To manage a programme, first select the domain that contains it. This may be a public domain or a private domain:

- Choose the domain concerned from the list at the top left of the window.

⌦ *In this list, public domains appear between pointed brackets <…>. Public domains contain programmes but do not contain users. A private domain contains users and can contain programmes.*

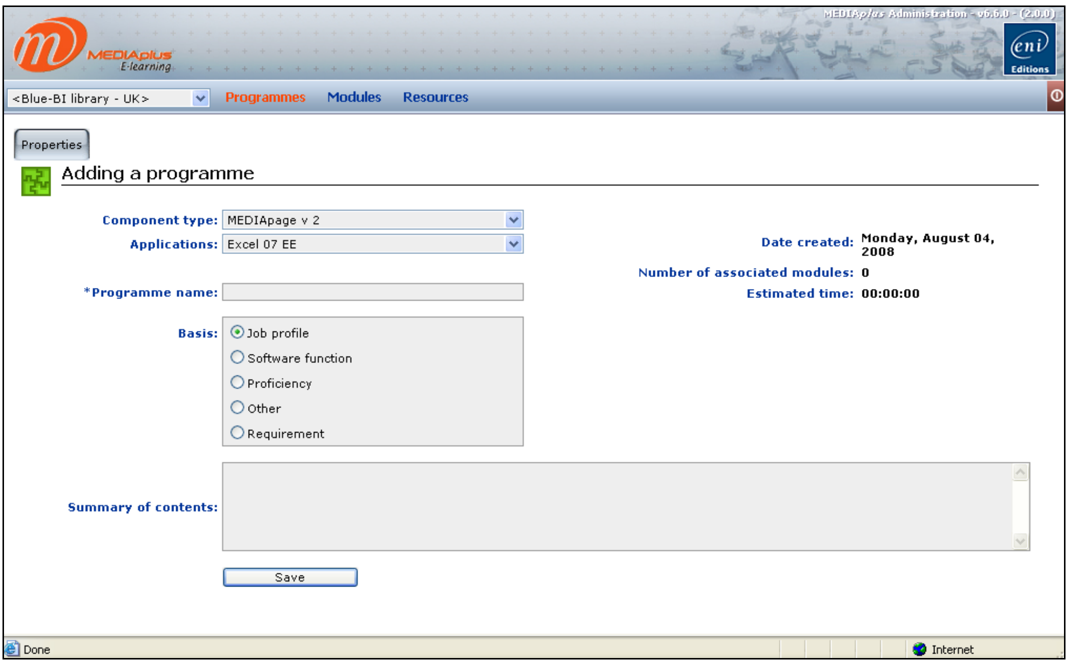
The operations described below concern MEDIApage v 2 programmes; make sure that the **Component type** setting is **MEDIApage v 2**.

10.1. Creating a programme

Before you create a programme, check that it does not already exist either in the same domain or in another domain. If you do find a similar programme, you will be able to copy it (or possibly move it) into your domain and then customize its properties and its associations to suit your needs.

You can carry out the operations set out below provided you have the necessary rights over the users of the domain in question.

- Use **Programmes - New programme**
  or
  list the programmes then click the **Add** button.
- In the **Component type** list, choose MEDIApage v 2.



⌦ *An asterisk (*) indicates a required field: you must fill in the text box.*

- Choose the application for which to create the new programme.
- Type a suitable **Programme name**. This name will appear on the user interface as the book title.
- In the **Basis** frame choose a category for your new programme.

- If you want to, write a **Summary of contents** for your programme. This text will not appear on the screen.
- Click the **Save** button.

As soon as you create your programme, an **Associated modules** tab appears.

⌦ *You must associate modules with your programme before users can follow it (cf. Associating modules with a programme).*

10.2. Listing programmes

- From the list at the top left of the window, choose the domain which contains the programmes you want to see.
- Click the **Programmes** menu (or open this menu and choose the **List of programmes** option).
- In the Component type list, choose MEDIApage v 2.

If you have already chosen an application during your current session, MEDIAplus lists the programmes for this application. Otherwise, the programmes appear for the first application in the list.

- Choose an application.

⌦ *The programmes for the chosen application are listed in alphabetical order.*

⌦ *In the public domain, ENI Pub ORG, some of the programmes appear without a check box. These are the ready-made programmes supplied by ENI. You cannot delete or modify these programmes but you can copy them.*

10.3. Listing the properties of a programme

- List the programmes.
- Point to the programme which interests you and click the **Programme properties** icon.
- If you change the programme properties, remember to click the **Save** button.
- To change the items associated with this programme, use the options on the the **Associated modules** tab.

⌦ *You cannot change the associated modules for a programme that appears in the list without a check box. Only the* ***ENI Pub ORG*** *domain contains such programmes.*

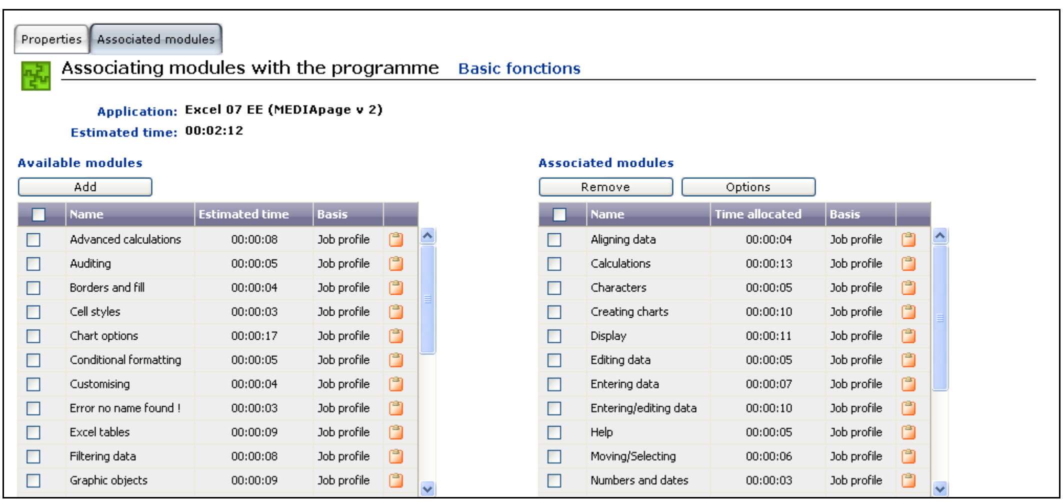
10.4. Associating modules with a programme

You can carry out the operations set out below provided that you have the necessary rights over the programme associations for this domain.

- Show the programme properties.
- Click the Associated modules tab.

⌦ *Any one programme is concerned with a single application. It is not possible to mix modules dealing with different applications in the same programme.*

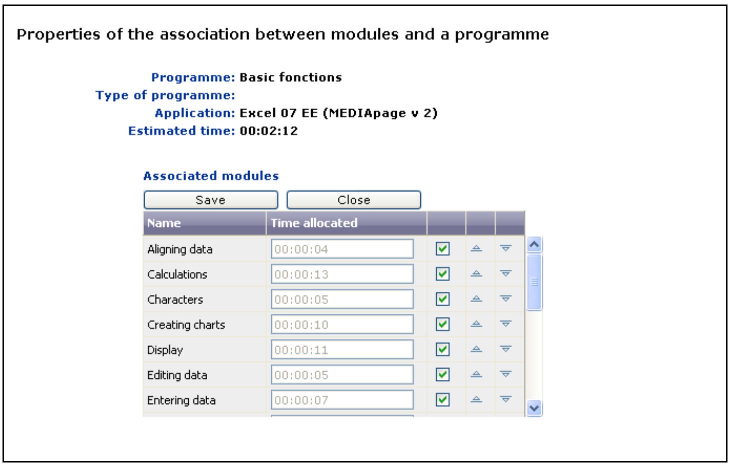
- To view the details of a module, point to it in the list and click its **Report: Detail of the module** icon.
- In the list of **Available modules**, activate the check box for the module(s) you want to include in your programme.
- Click the **Add** button.



- To withdraw one or more modules from your programme, activate the check box for each module you want to withdraw in the list of **Associated modules** then click the **Remove** button.

10.4.1.Choosing the options for a module associated with a programme

- Click the **Options** button that appears above the list of associated modules.



⌦ *The **Time allocated** value is a legacy from an interactive training/assessment programme. It is not taken into account for the MEDIApage v 2 programme.*

- To change the position of the module in the programme, click the arrow buttons at the end of the row.
- Click the **Save** button.

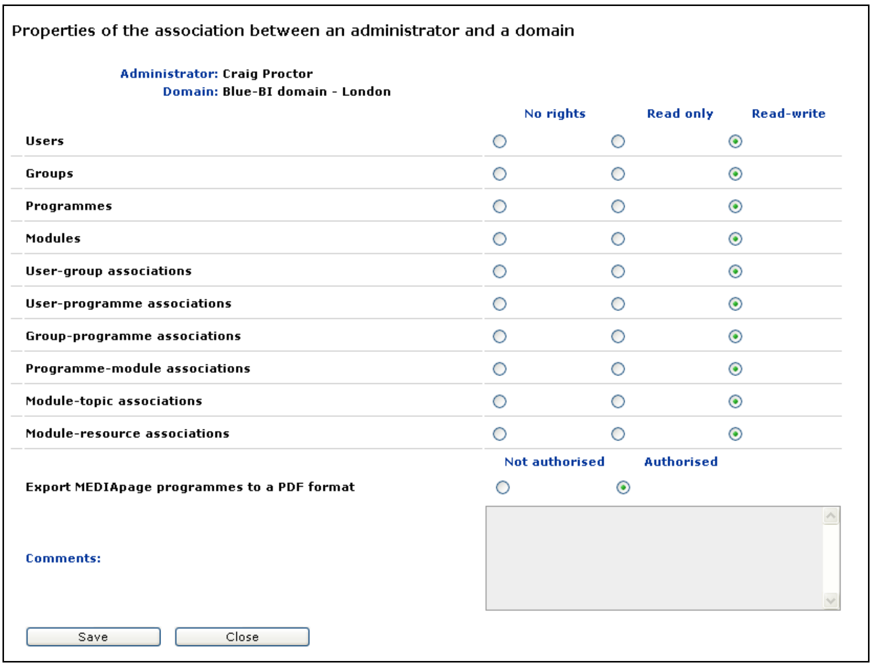
10.5. Viewing the details of a programme

- List the programmes.
- Point to the programme whose details you want to view then click its **Report: Detail of the programme** icon.

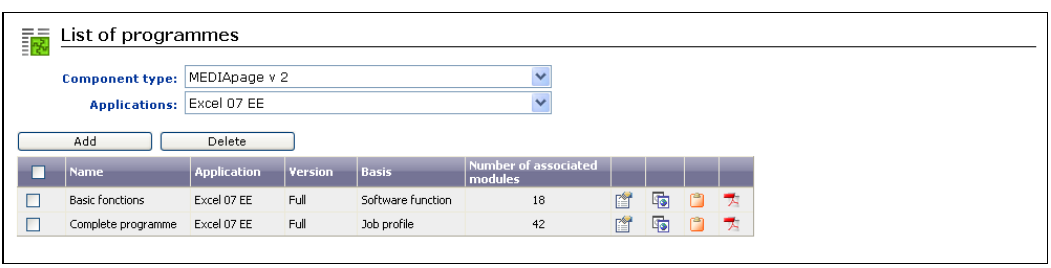
⌦ *To find out how to show, print and export the details of these reports, see the chapter on Reporting.*

10.6. Creating a PDF file from a programme

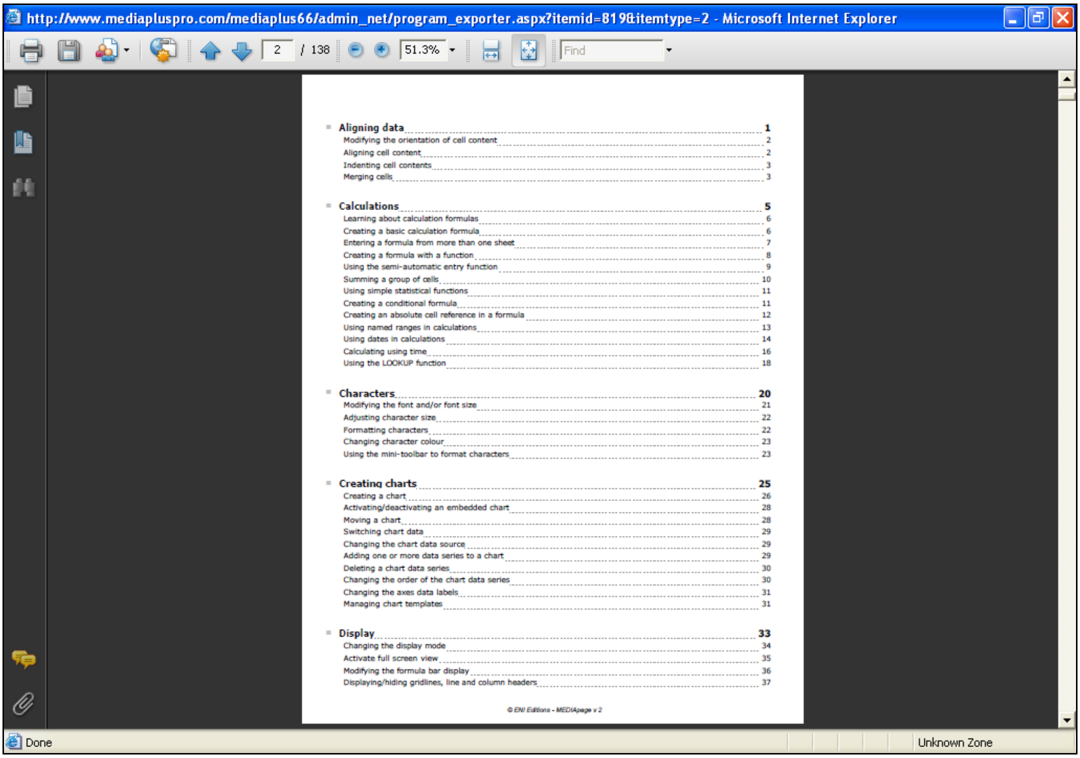
You can carry out the operations set out below provided you have the necessary rights over the domain in question.



- List the programs.



- Point to the programme concerned and click its **Export to PDF** icon.
- Wait until the PDF file has been created from the chosen programme.



The PDF file opens in Acrobat Reader. This application's save and print commands are available.

10.7. Deleting a programme

- List the programmes.
- Activate the check box for each programme you want to delete.
- Click the **Delete** button.
- Click **Yes** to confirm.

- Click **OK** in response to the message that appears.

10.8. Copying a programme

- List the programmes.
- Point to the programme you want to copy and click the **Duplicate** icon.
- Select the domain to which you want to copy this programme (you can choose to copy to the same domain if you wish).
- Click **OK**.
- Click **OK** in response to the message that appears.

⌦ *You can copy a programme to any domain on which you have the necessary rights. If the destination domain already contains a programme of the same name (this will be the case if you are copying to the same domain, for example) MEDIAplus adds a suffix to the name since a programme name is unique in a domain. You can then access the properties of the programme and change this name if necessary.*

10.9. Moving a programme to a public domain

⌦ *You can move a programme only from a private domain to a public domain. You cannot move a programme from a public domain to any other domain.*

- Select the private domain that contains the programme you want to move (the public domain that is to receive your programme must be associated with this private domain).
- List the programme and choose the application if necessary.
- Point to the programme you want to move and click the **Move** icon.
- Select the public domain to which you want to move this programme.
- Click **OK**.
- Click **OK** in response to the message that appears.

11.Modules (MEDIApage v 2)

In MEDIApage v 2, modules are associated with the programmes that contain them. The programme is equivalent to a book and the modules are its chapters.

For each application (Microsoft Excel or Word for example) ENI provides a certain number of ready-made programmes. Each of these programmes is made up of a certain number of ready-made modules. The public domain **ENI Pub ORG** contains these programmes.

A module contains a number of topics. A topic is the basic component of a programme. In MEDIApage v 2, a topic corresponds to one of the subheadings in a chapter and includes one or more pages.

If you have the necessary administrator rights you can create new modules. If you create your modules in a public domain you can make them available to users in all the private domains that are associated with this public domain. If your modules are in a private domain, only the users in the same private domain will be able to access them.

To manage modules, first select the domain that contains them. This may be a public domain or a private domain:

- Choose the domain concerned from the list at the top left of the window.

⌦ *In this list, public domains appear between pointed brackets <…>. Public domains contain programmes and modules but do not contain users. A private domain contains users and can contain programmes and modules.*

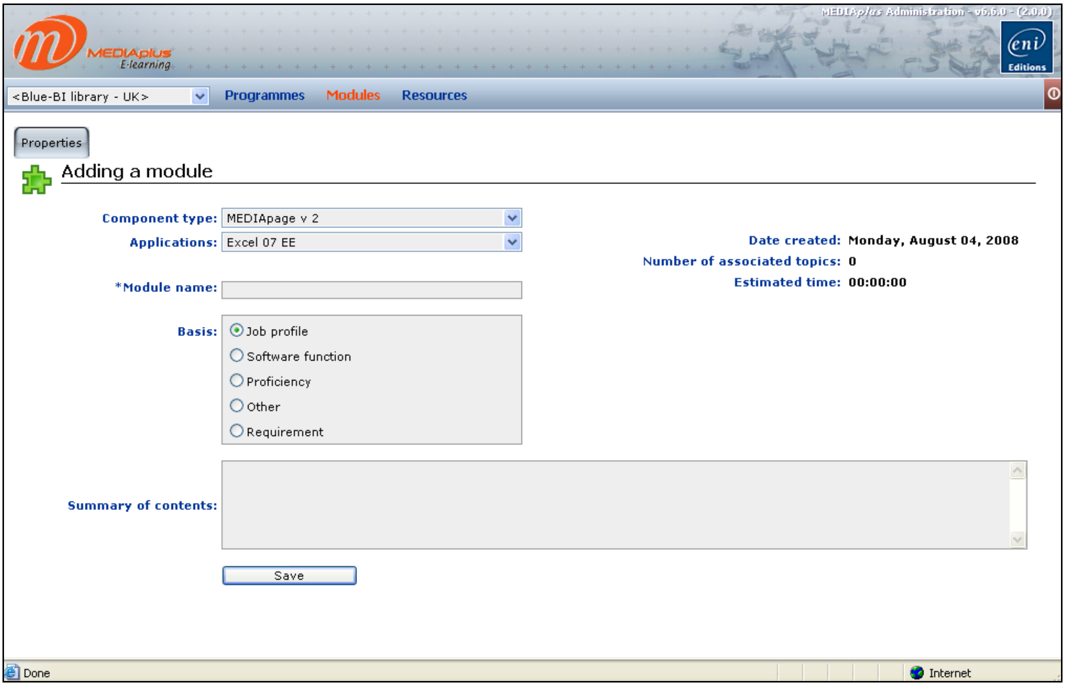
For the operations described below, make sure that the **Component type** setting is **MEDIApage v 2**.

11.1. Creating a module

Before you create a module, check that it does not already exist either in the same domain or in another domain. If you do find a similar module, you will be able to copy it into your domain and then customize its properties and its associations to suit your needs.

You can carry out the operations set out below provided you have the necessary rights over the users of the domain in question.

- Use **Modules - New module**
  or
  list the modules then click the **Add** button.
- In the Component type list, choose MEDIApage v 2.



⌧ *An asterisk (*) indicates a required field: you must fill in the text box.*

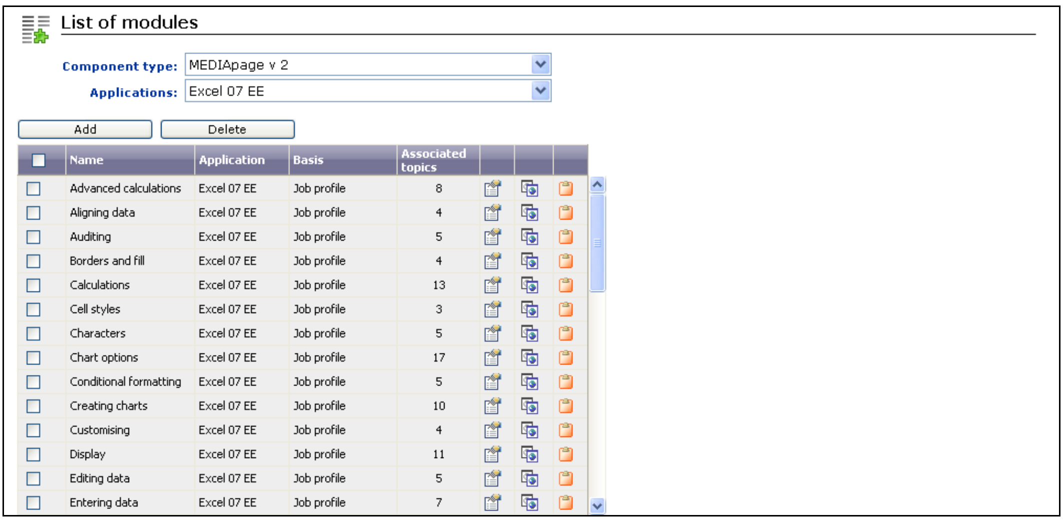
- Choose the application that your module concerns.
- Type a suitable **Module name**. This name will appear on the user interface as the name of a chapter.
- In the **Basis** frame choose a category for your new module.
- Write a **Summary of contents** for your module. This text will not be visible to the user.
- Click the **Save** button.

As soon as you create your module, a new **Associated topics** tab appears.

⌦ *You must associate topics with your module before users can follow it (cf. Associating topics with a module).*

11.2. Listing modules

- From the list at the top left of the window, choose the domain that contains the modules you want to list.
- Click the **Modules** menu (or open this menu and choose the **List of modules** option).
- In the Component type list, choose MEDIApage v 2.



By default, MEDIAplus lists, in alphabetical order, the modules for the first application in the list.

- Choose an application.

⌦ *MEDIAplus keeps in its memory the last application that you chose during your current session.*

⌦ *MEDIAplus does not provide a check box for the ready-made modules supplied by ENI. You cannot delete or modify these modules but you can copy them.*

11.3. Listing the properties of a module

- List the modules.
- Point to the module which interests you and click the **Module properties** icon.
- If you change the module properties, remember to click the **Save** button.
- To change the items associated with this module, use the options on the **Associated topics** tab.

⌧ *You can change the associated topics for a module that appears in the list without a check box. Only the **ENI Pub ORG** domain contains such modules.*

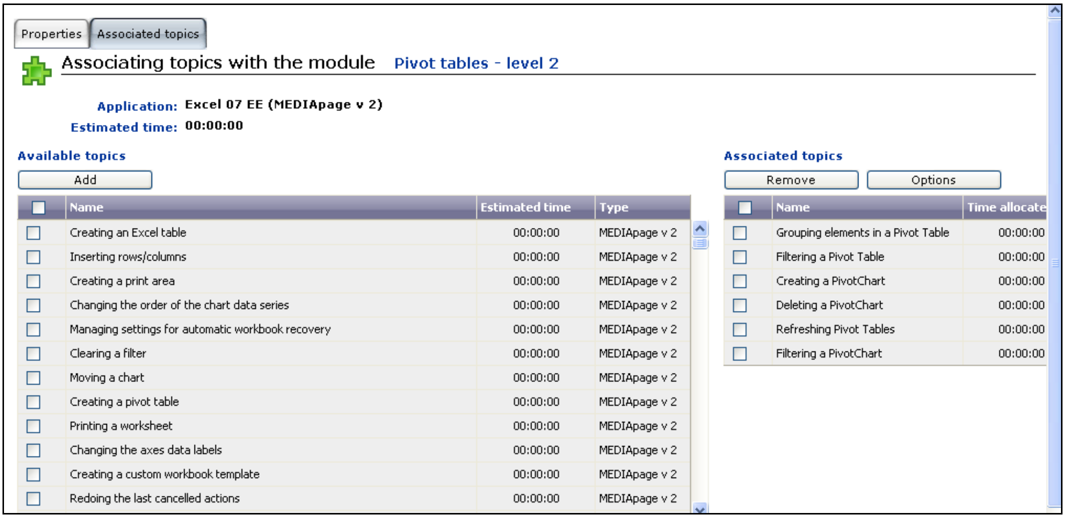
11.4. Associating topics with a module

You can carry out the operations set out below provided that you have the necessary rights over the module associations for this domain.

- Show the module properties.
- Click the Associated topics tab.

⌧ *Any one module is concerned with a single application. It is not possible to mix topics dealing with different applications in the same module.*

- In the list of **Available topics**, activate the check box for the topic(s) you want to include in your module.
- Click the **Add** button.



- To remove one or more topics from your module, activate the check box for each topic you want to withdraw in the list of **Associated topics**, then click the **Remove** button.

11.4.1.Choosing the options for a topic associated with a module

- Click the **Options** button that appears above the list of associated topics.

⌦ *The **Time allocated** value is a legacy from an interactive training/assessment programme. It is not taken into account for the MEDIApage v 2 programme.*

- To change the position of the module in the programme, click the arrow buttons at the end of the row.
- Click the **Save** button.

11.5. Viewing the details of a module

- List the modules.
- Point to the module whose details you want to view then click its **Report: Detail of the module** icon.

⌦ *To find out how to show, print and export the details of these reports, see the chapter on Reporting.*

11.6. Deleting a module

- List the modules.
- Activate the check box for each module you want to delete.
- Click the **Delete** button.
- Click **Yes** to confirm.
- Click **OK** in response to the message that appears.

11.7. Copying a module

- List the modules.
- Point to the module you want to copy and click the **Duplicate** icon.
- Click **OK** to confirm.
- Click **OK** in response to the message that appears.

⌦ *You can duplicate a module only within the same domain. MEDIAplus adds a suffix to the name, since a module name is unique in a domain. You can then access the properties of the module and change this name if you wish.*

⌦ *You can copy a module indirectly to another domain simply by copying the programme to which it belongs.*

11.8. Moving a module to a public domain

⌦ *You cannot move a module from a public domain to another public domain.*

- Select the private domain that contains the module you want to move (the public domain that is to receive your module must be associated with this private domain).
- List the modules.

- Point to the module you want to move and click the **Move** icon.
- Select the public domain to which you want to move this module.
- Click **OK**.
- Click **OK** in response to the message that appears.

12.Reporting

12.1. The different rapports you can consult

From the list of domains, you can view:

List of users for a domain (cf. Listing users),

Status of programmes for users in a domain (cf. Customising the report information you view),

Breakdown of learning time for users in a domain.

From the list of users, you can view:

Breakdown of learning time for a user,

From the user properties, you can view:

Programme results for the user (**Results** tab),

Detail of a programme (**Associated programmes** tab).

From the list of groups you can view:

List of programmes for a group,

List of users for a group (cf. Listing users),

Status of programmes for the users of a group (cf. Customising the report information you view),

Breakdown of learning time for the users of a group.

From the list of programmes you can view:

Detail of a programme.

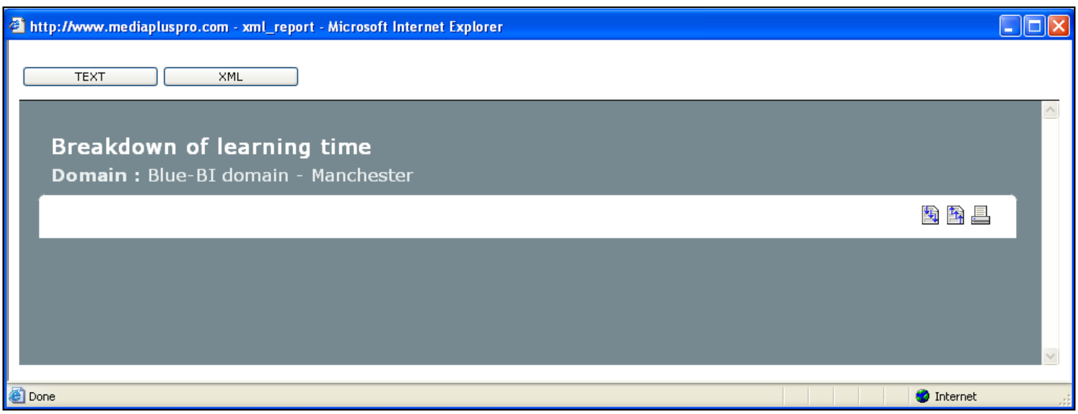
From the list of modules you can view:

 Detail of a module.

A report appears as an HTML page. An SQL query extracts the required information from the MEDIAplus database. The SQL query must complete before MEDIAplus can show all the required information. With very long reports, the information may appear progressively by instalments. We recommend that you wait until all the information appears before doing anything else with your administration interface.

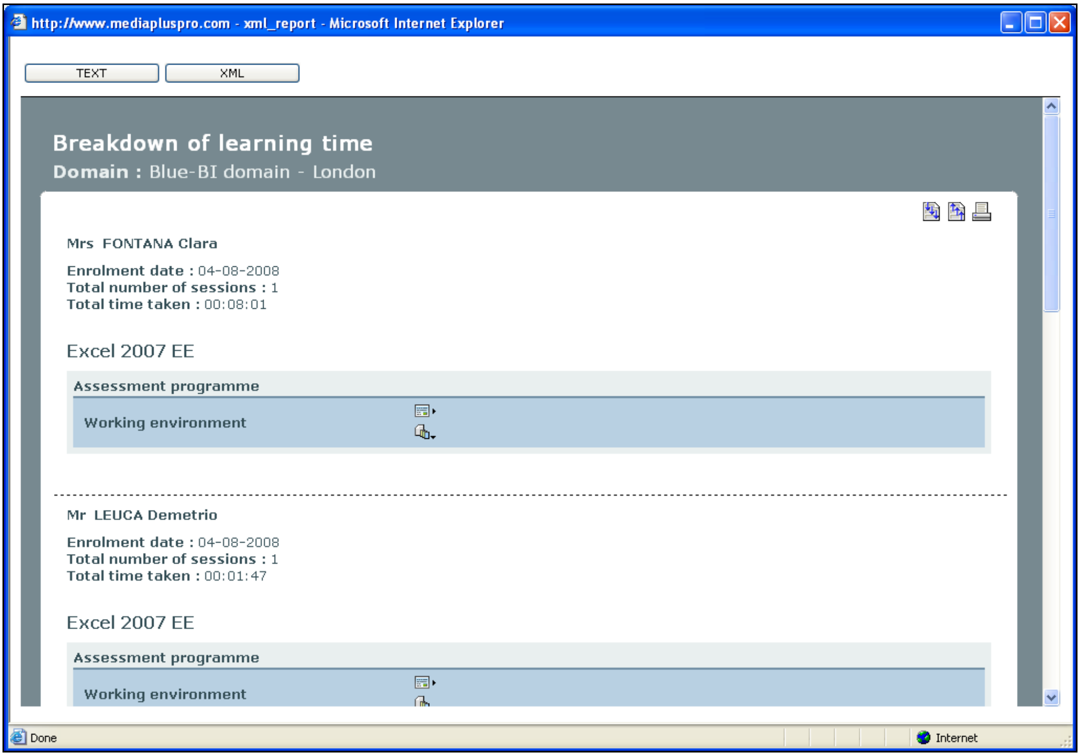
When **Done** appears in the status bar of the page it does not mean that the SQL query is complete. As long as all the information has not yet appeared in your report, the SQL query is still running.

If the SQL query does not yield any information, the HTML appears as follows:



12.2. Viewing a report

The report opens in collapsed format: the detail is not visible by default.

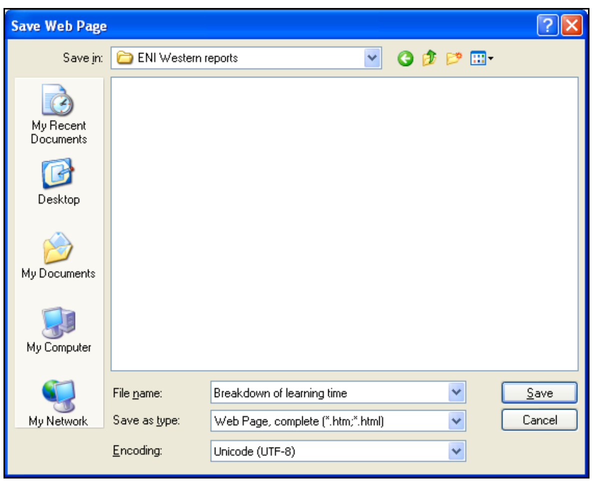


- To show the details of the report click the  icon in the upper right of the report.
  To hide the details of the report click the  icon in the upper right of the report.
- To display the properties of an item, click the  icon for the item concerned.
  To hide the properties of an item, click the  icon for the item concerned.
- To show the objects associated with an item, click the  icon for the item.
  To hide the objects associated with an item, click the  icon for the item.
- To print the report with the level of detail as it appears on the screen, click the  icon or use the **File - Print** command.
- To optimize the printed report, specify a landscape orientation in the print setup.

12.3. Exporting a report

12.3.1.Exporting in HTML format

- View the report you want to export.
- Adjust the level of detail you require.
- Use the **File - Save As** command (if the **File** menu is not visible, press **[Ctrl]+[Alt] N** or **[F10]** to display it).
- Give your report a name and indicate where you would like to save it.

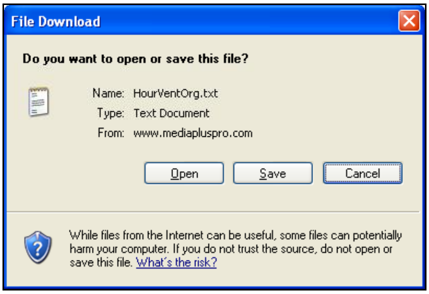


- Click the **Save** button.

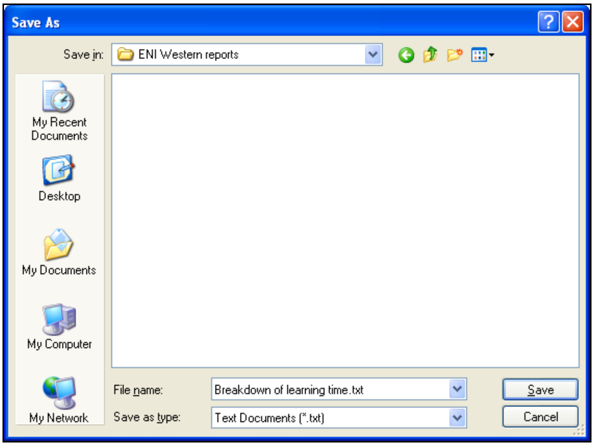
12.3.2.Exporting in text format

- View the report you want to export.

- Set the level of detail required.
- Click the **TEXT** button.

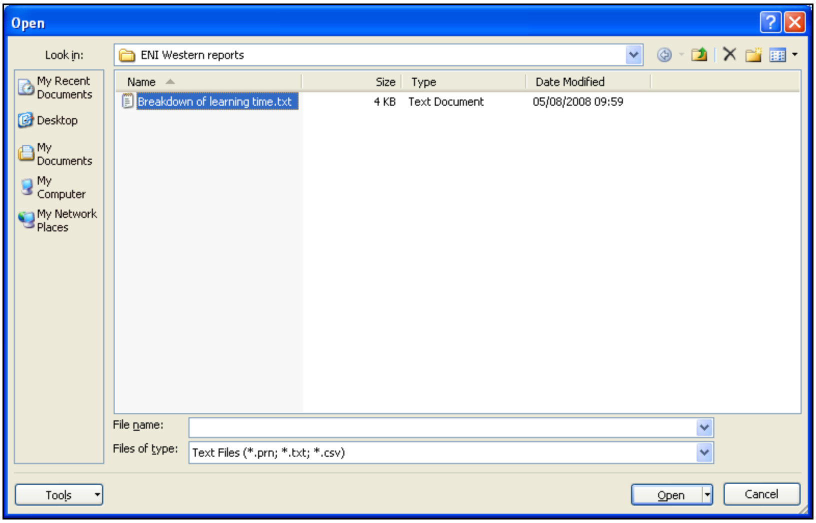


- Choose to open the file or save it, specifying its location and name.

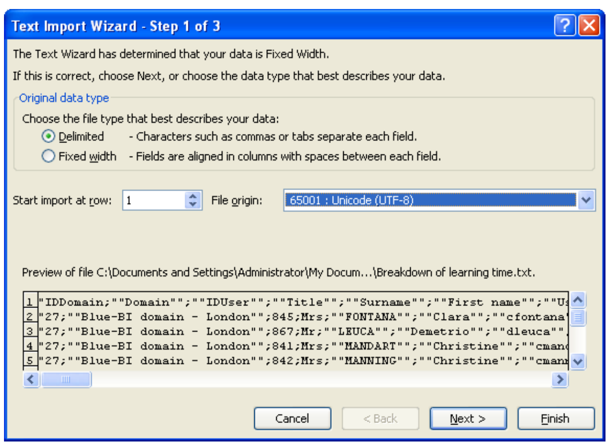


⌦ *In this text format the field names appear between quotation marks and semi-colons separate the fields.*

- To open and work with this file in Microsoft Excel, start Excel and use the **File - Open** command.
- In the **Files of type** list choose **Text files (*.prn; *.txt; *.csv)** then select the text file you have just created.

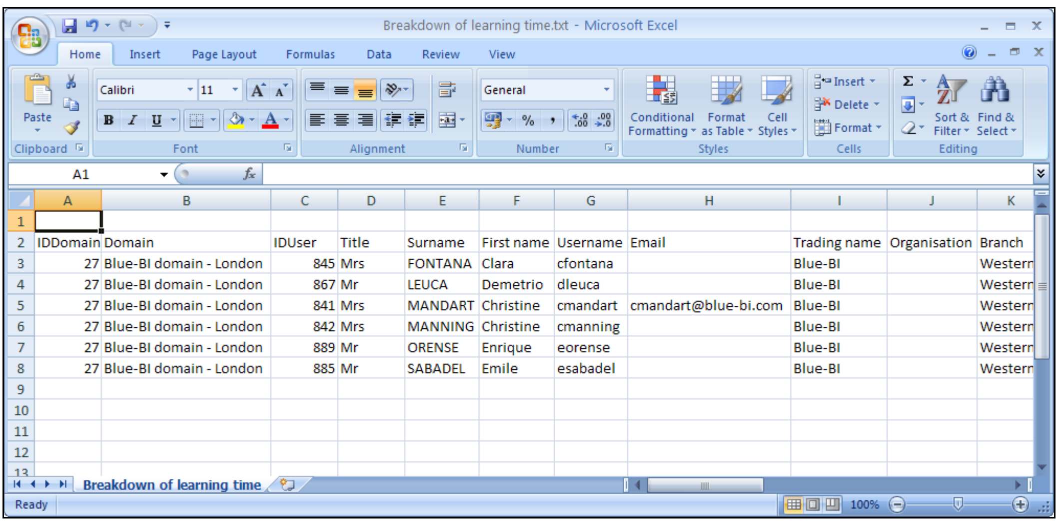


- Click the **Open** button.
- In Step 1 of the Text Import Wizard activate **Delimited**.
- If your data includes accented characters, open the **File origin** list then choose **65001: Unicode (UTF-8)**.



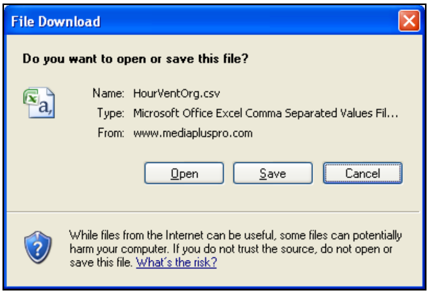
- Click the **Next** button.
- In **Step 2**, activate **Semicolon** and deactivate any other delimiter that may be selected.

- Click **Next** then click **Finish**.

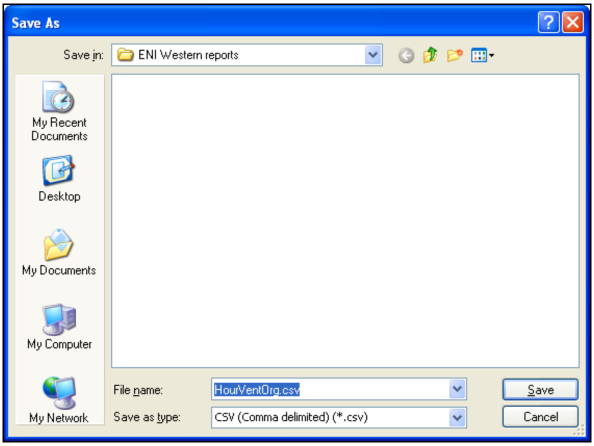


12.3.3. Exporting in CSV format

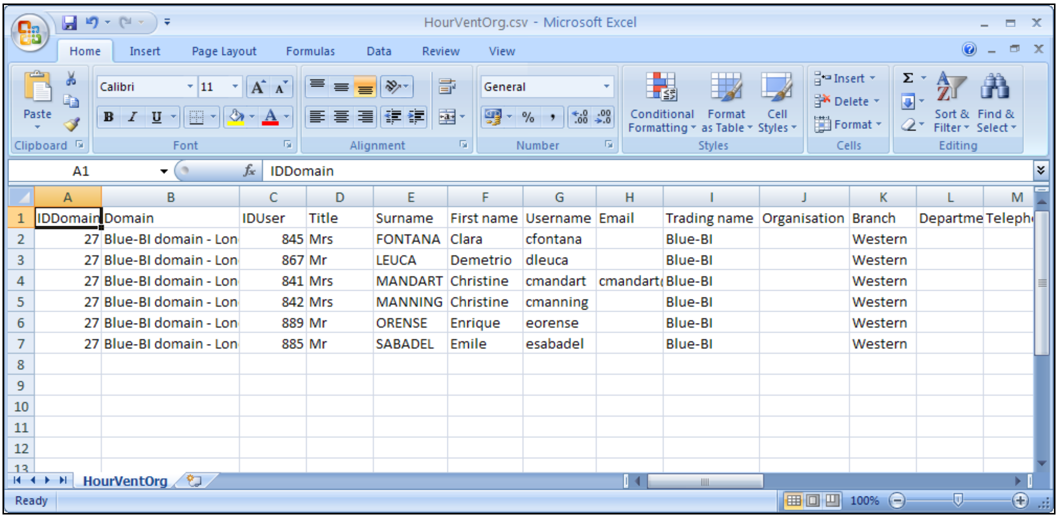
- View the report you want to export.
- Set the level of detail to suit.
- Click the **TEXT** button.



- Choose to open the file or to save it, specifying its name and location.

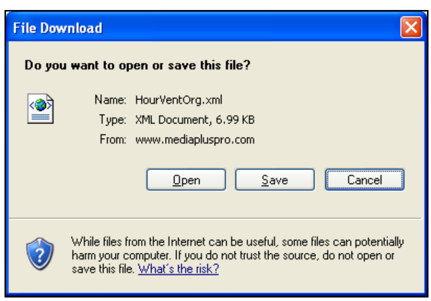


- To open and work with this file in Microsoft Excel, start Excel and use the **File - Open** command.
- In the **Files of type** list choose **Text Files (*.prn, *.txt, *.csv)** then select the CSV file you have just created.
- Click **Open**.

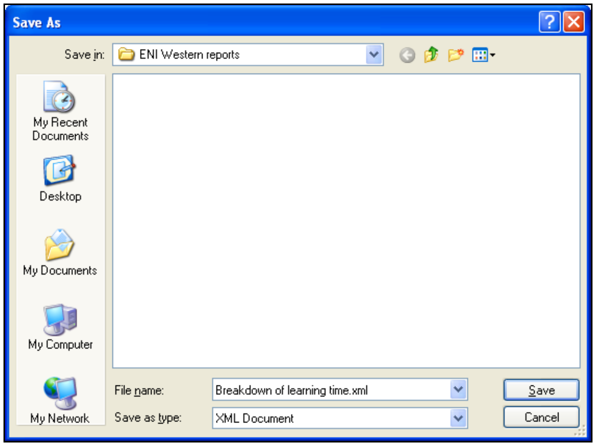


12.3.4.Exporting in XML format

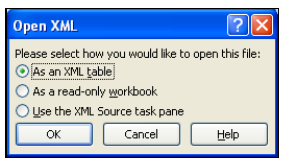
- View the report you want to export.
- Set the level of detail to suit.
- Click the **XML** button.



- Choose to open the file or to save it, choosing its name and location.



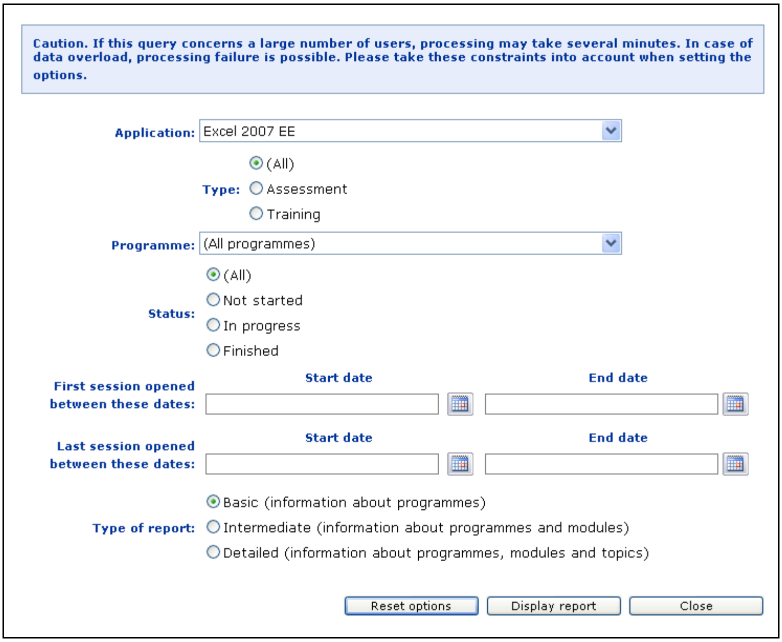
- To open and work with this file in Microsoft Excel, start Excel and use the **File - Open** command.
- In the **Files of type** list choose **XML files (*.xml)** then select the XML file you have just created.



- Leave the **As an XML list** option active and click **OK** twice.

12.4. Customising the report information you view

Status of programmes for users () reports can contain large quantities of information. To avoid prolonged response times or even processing failures, it is important to customise the report information to suit your needs.



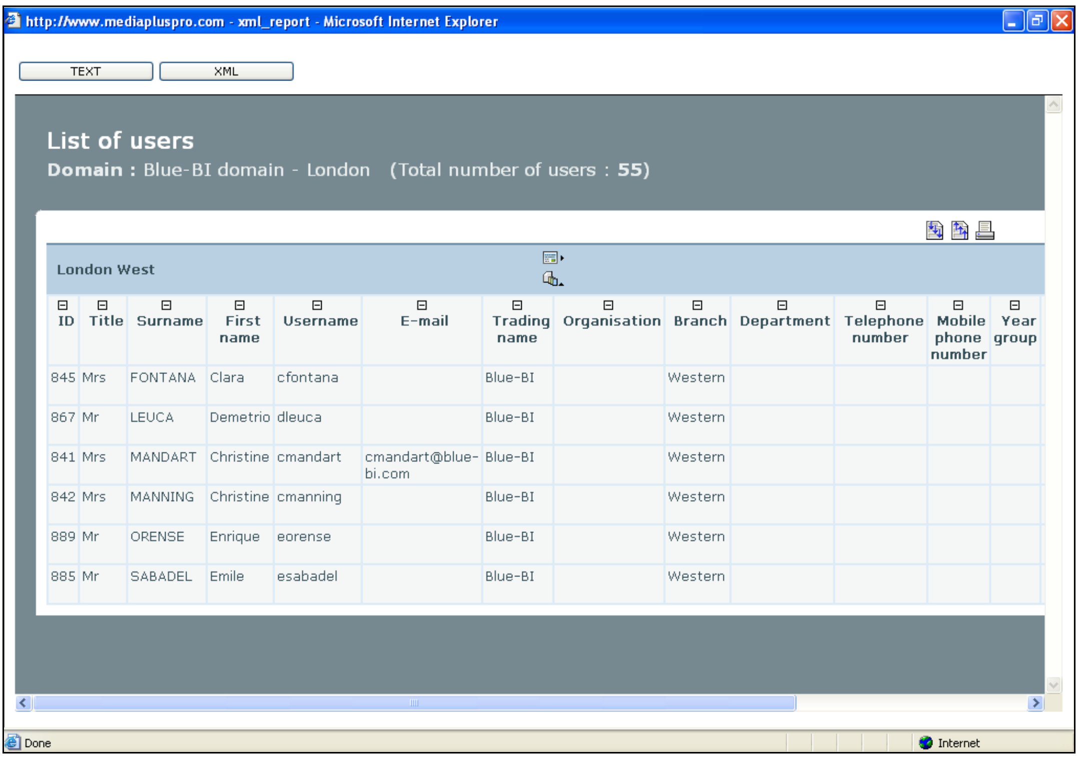
- Even the default report content can result in excessive response times, so wherever possible you should specify the following criteria:
  - The Application
  - and/or the programme **Type** (**Assessment** or **Training**).
  - and/or the **Status** (whether or not the programme is in progress)
  - and/or the **Type of report** (level of detail you require).

  Important note: the **Detailed** option can involve very long processing times if you have not chosen other limiting criteria.
- You can also specify time criteria:
  - By specifying a period for the opening of a first user session
  - and/or by specifying a period for the opening of the last user session.
- To specify a date, click the calendar icon to the right of the field concerned, use the arrows to select the month concerned and click on the date in the calendar underneath.
- When you have set up all your criteria, click the **Display report** button.
- To reset your criteria click the **Reset options** button.

⌧ *As with all the reports, MEDIAplus runs an SQL query. Before you carry out any other operations in your administration interface, make sure that this query has finished running by checking that it has returned all your information.*

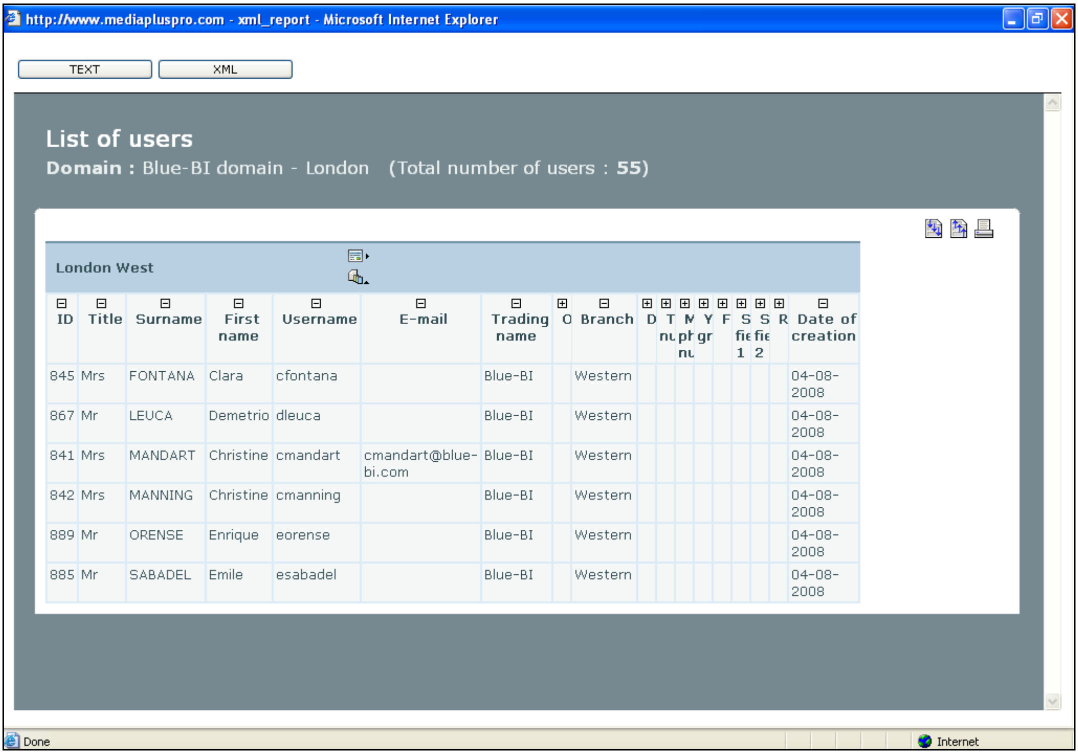
12.5. Listing users

Some of the reports list users ( ). The presentation of these reports differs slightly from that of the other reports.



ID	Title	Surname	First name	Username	E-mail	Trading name	Organisation	Branch	Department	Telephone number	Mobile phone number	Year group
845	Mrs	FONTANA	Clara	cfontana		Blue-BI		Western				
867	Mr	LEUCA	Demetrio	dleuca		Blue-BI		Western				
841	Mrs	MANDART	Christine	cmandart	cmandart@blue-bi.com	Blue-BI		Western				
842	Mrs	MANNING	Christine	cmanning		Blue-BI		Western				
889	Mr	ORENSE	Enrique	eorense		Blue-BI		Western				
885	Mr	SABADEL	Emile	esabadel		Blue-BI		Western				

- If you need to print this information, you may find it useful to reduce the width of certain columns by clicking the [−] sign above the columns concerned.


http://www.mediapluspro.com - xml_report - Microsoft Internet Explorer

TEXT XML

List of users

Domain : Blue-BI domain - London (Total number of users : **55**)

London West

ID	Title	Surname	First name	Username	E-mail	Trading name	O	Branch	D	T nu	M ph nu	Y gr	F	S fie 1	S fie 2	R	Date of creation
845	Mrs	FONTANA	Clara	cfontana		Blue-BI		Western									04-08-2008
867	Mr	LEUCA	Demetrio	dleuca		Blue-BI		Western									04-08-2008
841	Mrs	MANDART	Christine	cmandart	cmandart@blue-bi.com	Blue-BI		Western									04-08-2008
842	Mrs	MANNING	Christine	cmanning		Blue-BI		Western									04-08-2008
889	Mr	ORENSE	Enrique	eorense		Blue-BI		Western									04-08-2008
885	Mr	SABADEL	Emile	esabadel		Blue-BI		Western									04-08-2008

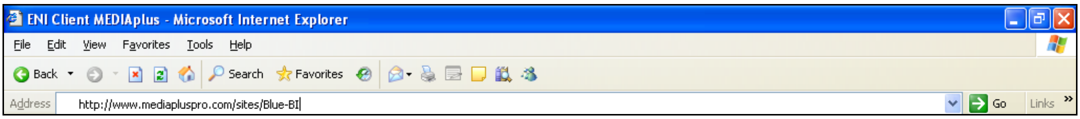
Done Internet

- To restore the standard width of a column, click the **[+]** sign above the column concerned.
- Otherwise, the other export and print techniques are the same as for the other reports.

13.MEDIAplus client interface

13.1. Home page

- To access MEDIAplus as a user (to access the client interface) start **Internet Explorer**.
- In the address bar, enter the address that you have received.
  For example: www.mediapluspro.com/sites/blue-bi



- Click **Go** to confirm.

- Choose the **Language** of the interface from the list at the top right of the window.

⌦ *To view a MEDIAplus presentation video, click **Play the video** in the **Demonstration** frame.*

First you must log in to MEDIAplus for personalised training programmes suited to your requirements and the level of your skills.

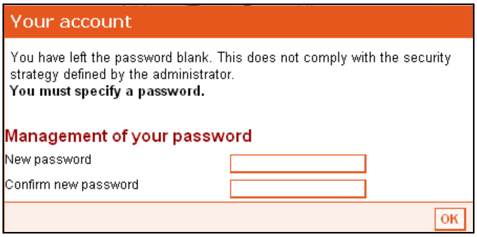
- Enter your **Username** and your **Password**. The characters you type in the **Password** box will appear on the screen as large dots. Make sure you respect the upper and lower case characters in your password.

⌧ *If you forget your password, tell your MEDIAplus administrator who will be able to delete your password so that you can log in and create one again.*

- Click **Log in**.

13.1.1.Defining a required password

According to how the administrator has set up your user access, the following dialog box may appear:

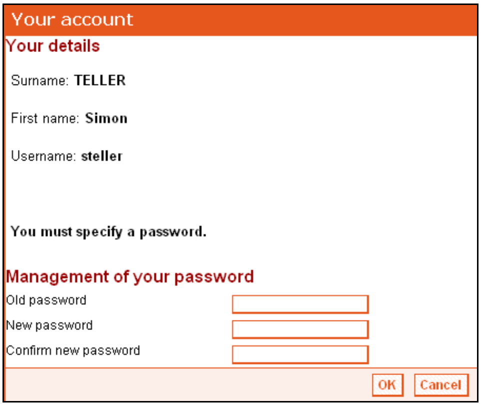


In this case you must define a password before you can go any further.

- Type your **New password**. For optimal security, choose a password which mixes at least six upper and lower case alphabetical and numerical characters.
- Type your password again in the **Confirm new password** box.
- Click **OK** twice.

13.1.2. Changing/deleting a password

- To modify your password, click **My account details**.



- Type your current password in the **Old password** box. The characters you type appear as large dots.
- Type your **New password**. For optimal security, choose a password which mixes at least six upper and lower case alphabetical and numerical characters.
- Type your new password again in the **Confirm new password** box.
- Click **OK**.

⌦ *To delete you password, leave the **New password** and **Confirm new password** boxes empty. MEDIAplus will accept this provided that your administrator has authorised it.*

13.1.3.Creating a password

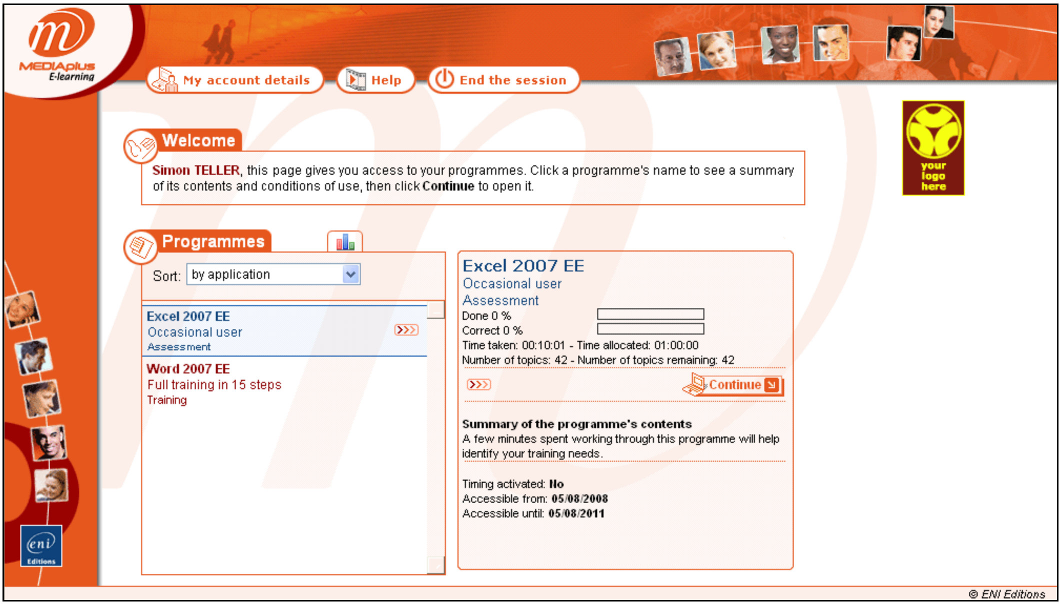
Even if your administrator does not require you to use a password, you can still create one.

- To create a password, click **My account details**.
- Type your **New password**. For optimal security, choose a password which mixes at least six upper and lower case alphabetical and numerical characters.
- Type your new password again in the **Confirm new password** box.
- Click **OK**.

14. Training or assessment

The **Welcome** page lists the programmes that your administrator has set up for you. Training programmes appear in brown and assessment programmes appear in blue.

- If your list of programmes is longer than the frame that contains them, use the vertical scroll bar to see all the items in the list.
- To change the presentation of your programme list, open the **Sort** list and choose a different sort criterion.
- For further details on a programme click its name in the list.



Amongst other information, the frame that appears provides a **Summary of the programme's contents**.

- To access a programme, click its title in the list then click the **Continue** button.

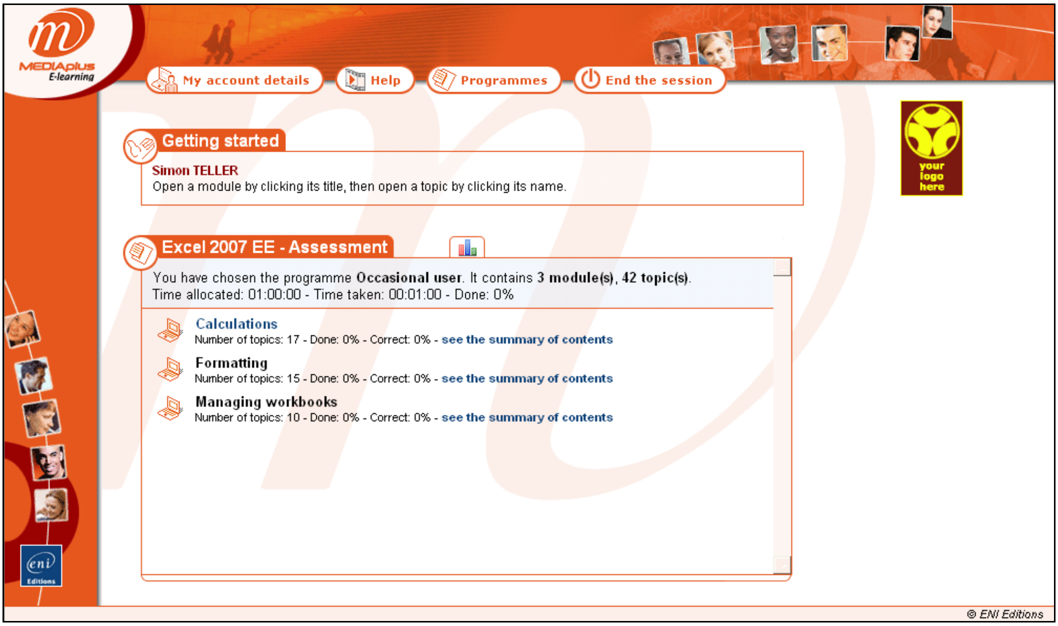
⌦ *The **Continue** button may not be available in some cases, for example if it concerns an assessment programme that you have already completed and that you are not authorized to repeat, if the programme's accessibility date has passed or if your administrator has closed your programme...*

⌦ *To log off from these MEDIAplus pages, click the **End the session** button.*

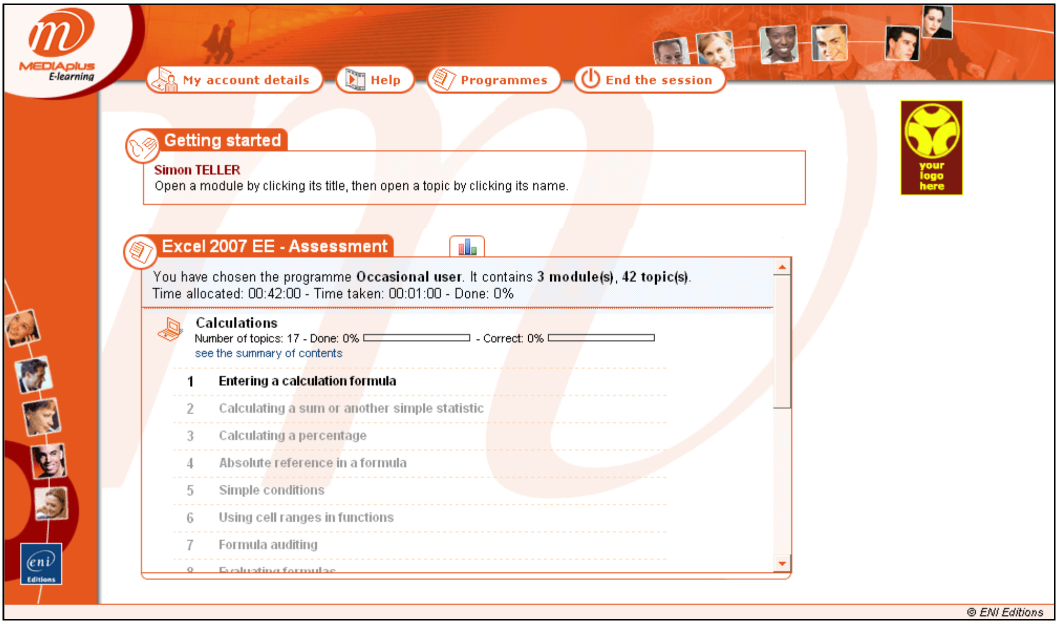
14.1. Following assessment programmes

When you access an assessment programme, all the modules of the programme appear as a list. According to the settings that your administrator chose, you may have access only to the first module for the moment (in this case the other module names appear greyed out).

In the example below, the user has accessed the Excel 2007 **Occasional user** assessment programme. The programme is made up of 3 modules (the module name usually tells you something about its contents). This programme covers a total of 42 topics.



- To get an idea of the contents of a module without opening it, simply point to the module's **see the summary of contents** link.
- To open a module, click its title in the list.

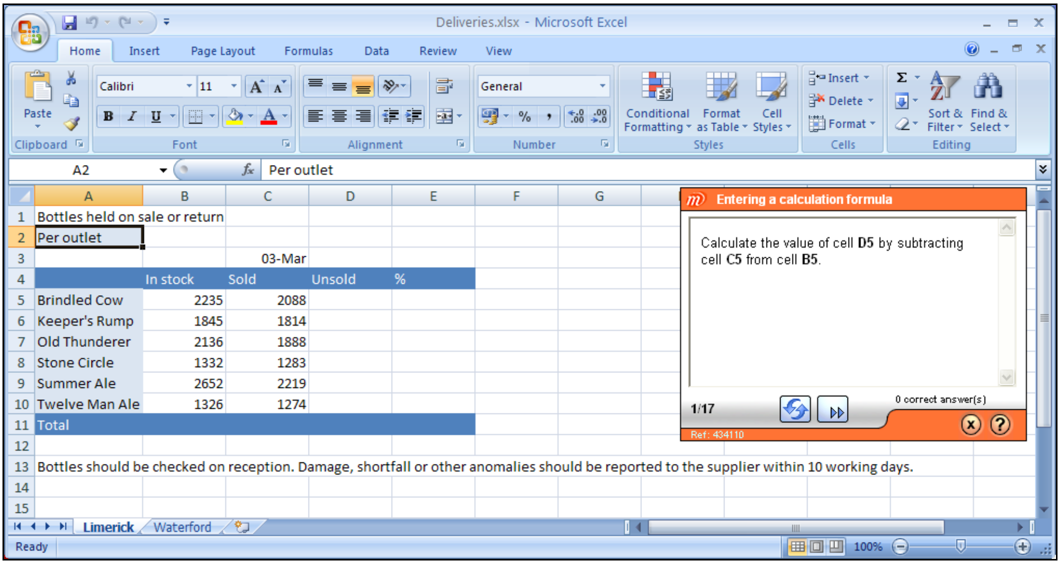


In this example the **Calculations** module is open. This module covers **17 topics**. The name of a topic gives you an idea of its contents.

⌦ *You must follow the different topics of an assessment programme in the order set. The only topic you can access appears in a different colour.*

- To access a topic, click its title in the list.

⌦ *If this is the first time you access a programme, you may have to wait while MEDIAplus downloads the items it needs. Wait until the* ***Download in progress*** *dialog box closes.*



You are inside your assessment programme.

You are also directly in the application on your computer (Microsoft Excel in this example) and can access all the menus and dialog boxes that this application provides.

A small MEDIAplus dialog box stays visible on your screen throughout your assessment. This dialog box shows the topic name and the topic question. You can move this dialog box by clicking its title bar and dragging it to its new position.

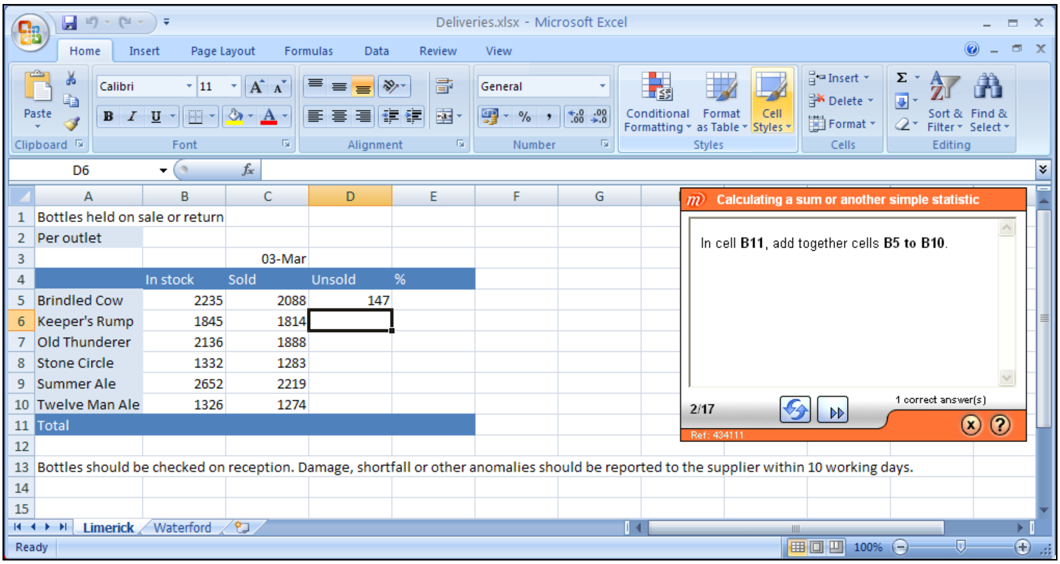
For best results, we recommend that you follow the steps in the order set out below:
read the question carefully,
if you think you know the answer, carry out the necessary operations,
move on to the next topic.

14.1.1.Answering the question and moving on to the next topic

The small MEDIAplus window contains the question to answer.

- First read the question carefully then carry out all the operations you need to answer it.
  All the menus, options, tools and shortcut keys are at your disposal.
- If you wish, you can use the **Start again** button at any time. This button will cancel any operations you may have carried out and you can start again.

- If you do not know how to answer the question, just go on to the next topic. Do not waste time trying different possibilities, especially if you are following the assessment programme prior to a training programme.
- When you have finished carrying out the operations to answer the question, click the **Next topic** button.

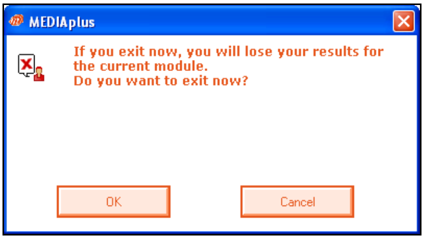


⌧ *You cannot go back to the previous topic.*

⌧ *You will see how many* ***correct answers*** *you have achieved so far in the MEDIAplus navigation window, provided that your administrator has allowed you to see this information.*

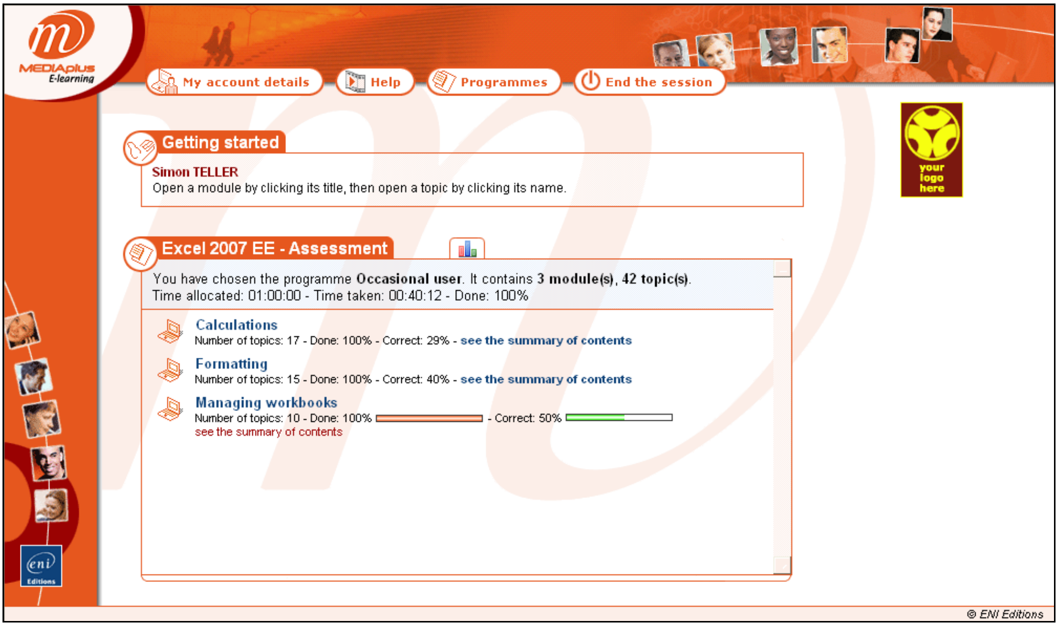
- With the new topic, follow the same steps: read the question carefully, if you think you know the answer carry out the necessary operations then move on to the next topic.

⌧ *As long as the MEDIAplus navigation widow appears, you can stop your assessment at any time by clicking the* ***Exit*** *button. However, please be aware that in this case MEDIAplus will discard any results you may have obtained.*



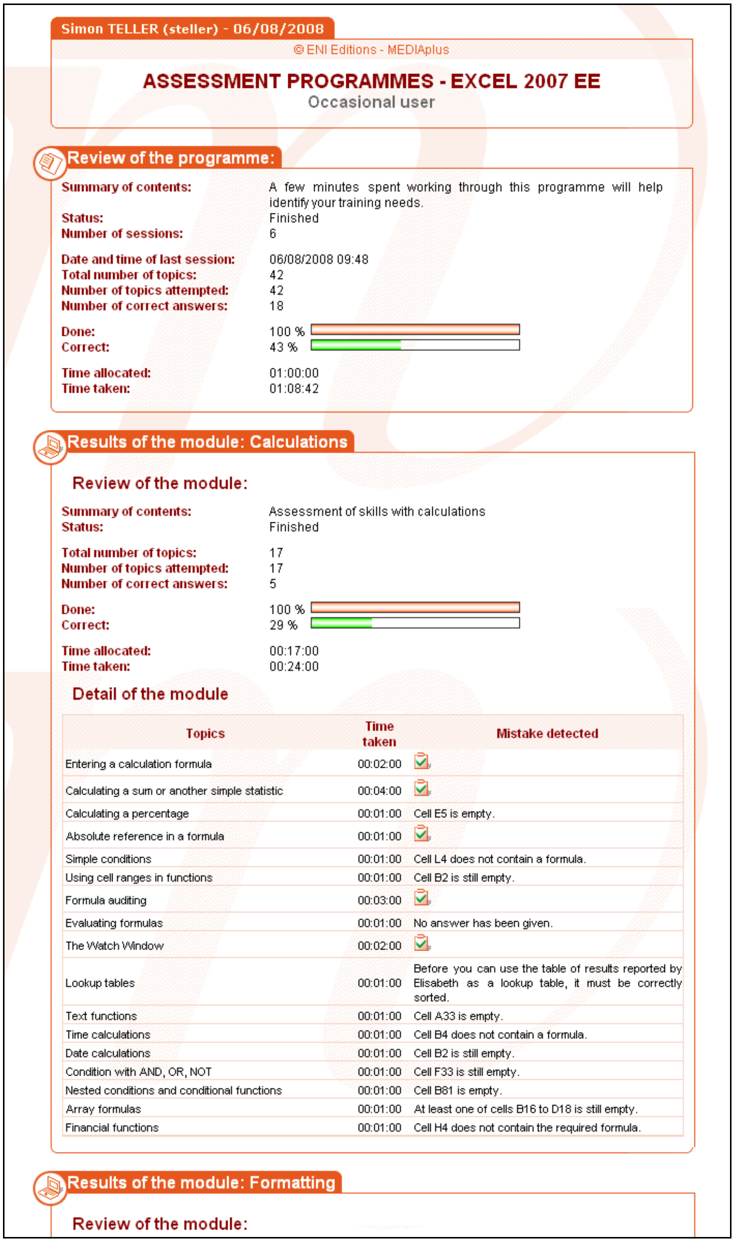
- When you have completed all the topics in a module, you can move on to the next module, using the scroll bar if you do not see the next module in the list.
- To return to the list of programmes, click the **Programmes** button.

14.1.2. Viewing your assessment results



Provided that your administrator has allowed you to do so, you will be able to view your percentage of correct answers for the assessment modules you have just completed.

- To view your results for a programme, click the **Results** button, if your administrator has allowed you to access this feature.



Simon TELLER (steller) - 06/08/2008

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ASSESSMENT PROGRAMMES - EXCEL 2007 EE

Occasional user

Review of the programme:

Summary of contents: A few minutes spent working through this programme will help identify your training needs.
Status: Finished
Number of sessions: 6

Date and time of last session: 06/08/2008 09:48
Total number of topics: 42
Number of topics attempted: 42
Number of correct answers: 18

Done: 100 %
Correct: 43 %

Time allocated: 01:00:00
Time taken: 01:08:42

Results of the module: Calculations

Review of the module:

Summary of contents: Assessment of skills with calculations
Status: Finished

Total number of topics: 17
Number of topics attempted: 17
Number of correct answers: 5

Done: 100 %
Correct: 29 %

Time allocated: 00:17:00
Time taken: 00:24:00

Detail of the module

Topics	Time taken	Mistake detected
Entering a calculation formula	00:02:00	
Calculating a sum or another simple statistic	00:04:00	
Calculating a percentage	00:01:00	Cell E5 is empty.
Absolute reference in a formula	00:01:00	
Simple conditions	00:01:00	Cell L4 does not contain a formula.
Using cell ranges in functions	00:01:00	Cell B2 is still empty.
Formula auditing	00:03:00	
Evaluating formulas	00:01:00	No answer has been given.
The Watch Window	00:02:00	
Lookup tables	00:01:00	Before you can use the table of results reported by Elisabeth as a lookup table, it must be correctly sorted.
Text functions	00:01:00	Cell A33 is empty.
Time calculations	00:01:00	Cell B4 does not contain a formula.
Date calculations	00:01:00	Cell B2 is still empty.
Condition with AND, OR, NOT	00:01:00	Cell F33 is still empty.
Nested conditions and conditional functions	00:01:00	Cell B81 is empty.
Array formulas	00:01:00	At least one of cells B16 to D18 is still empty.
Financial functions	00:01:00	Cell H4 does not contain the required formula.

Results of the module: Formatting

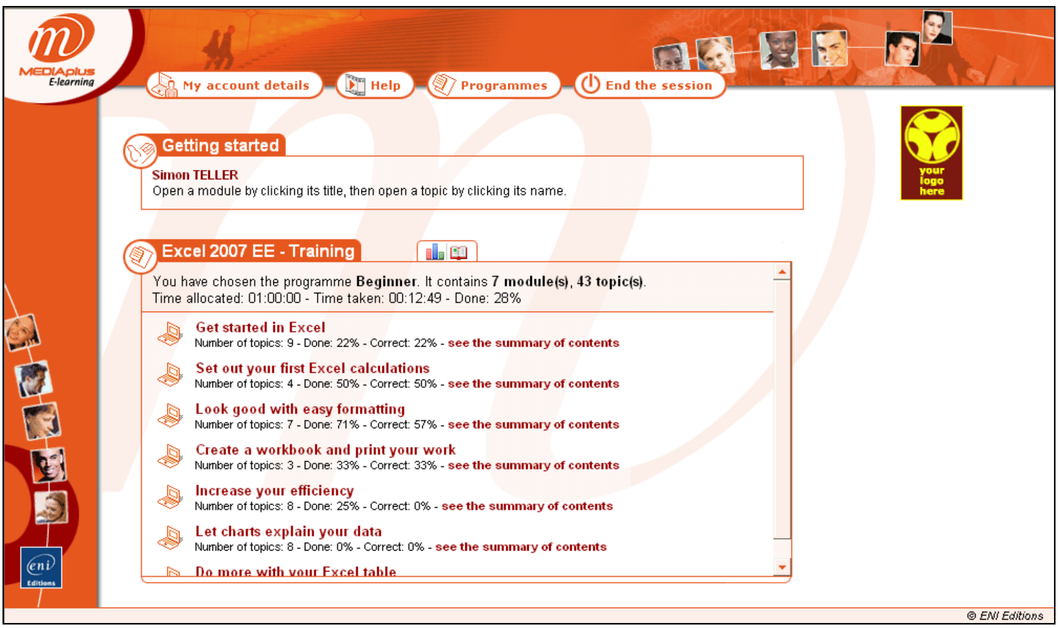
Review of the module:

- To print these results use the **File - Print** command.
- To close the results window, click the **Close** button in the upper right corner of the window.

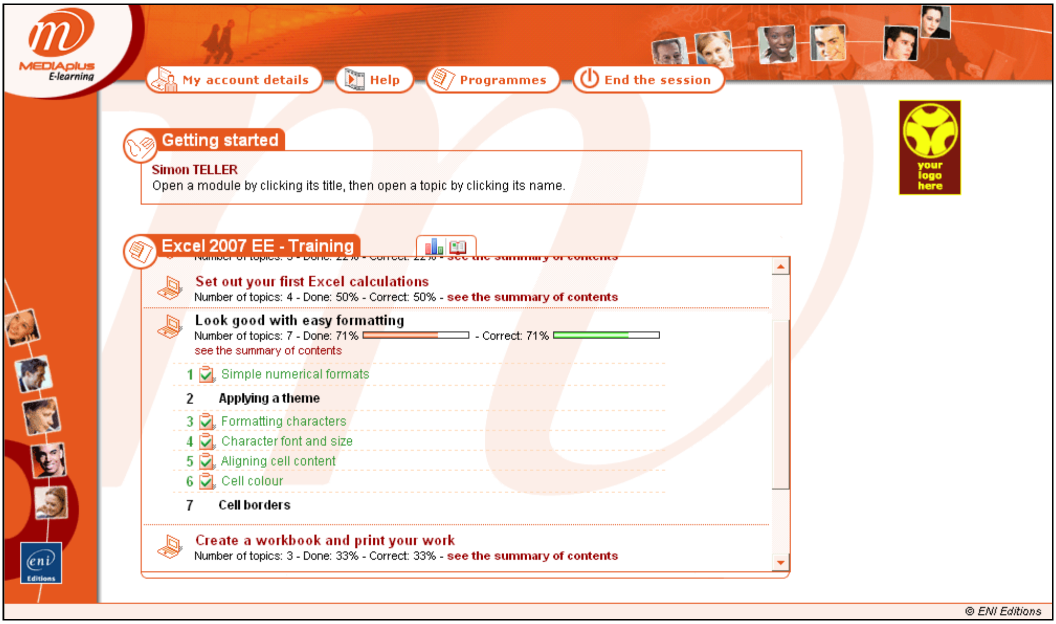
14.2. Training programmes

When you access a training programme, all the modules of the programme appear as a list.

In this example, the user has accessed the **Beginner** training programme for Excel 2007. The EE that appears after the title Excel 2007 means that this user is training in English. This programme contains 7 modules (the name of a module generally tells you something about its contents). This programme covers 43 topics.



- To get an idea of the contents of a module without opening it, point to the module's **see the summary of contents** link.
- To open a module, click its title in the list.

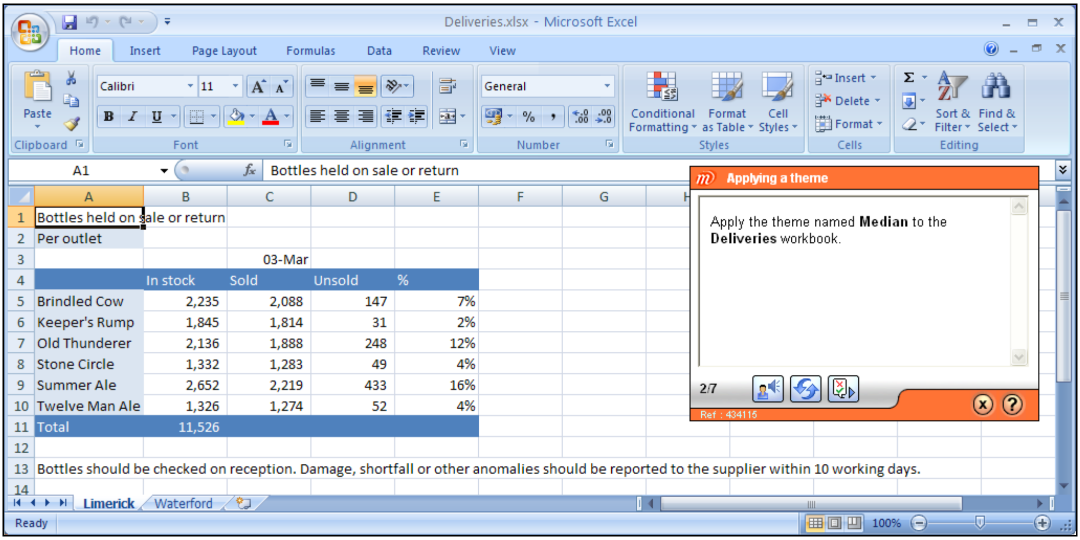


In this example, the **easy formatting** module is open. This module contains **7 topics**. The name of a topic generally gives you an idea of its contents. The user in this example has already answered most of the topics correctly (these topics appear in the list in green with a ticked icon to the left of the topic title). You can always access topics even if you have answered them correctly.

⌦ *In general, it is advisable to access the topics in the order they appear so as to respect the teaching plan.*

- To open a topic, click its title in the list.

⌦ *If this is the first time you access a programme you may have to wait while MEDIAplus downloads the items it needs. Wait until the **Download in progress** dialog box closes.*



You are now inside your training programme.

You are also directly in the application on your computer (Microsoft Excel in this example). This means you can access all the menus and dialog boxes that this application provides.

A small MEDIAplus dialog box stays visible on your screen throughout your assessment. This dialog box shows the topic name and the topic question. You can move this dialog box by clicking its title bar and dragging it to its new position.

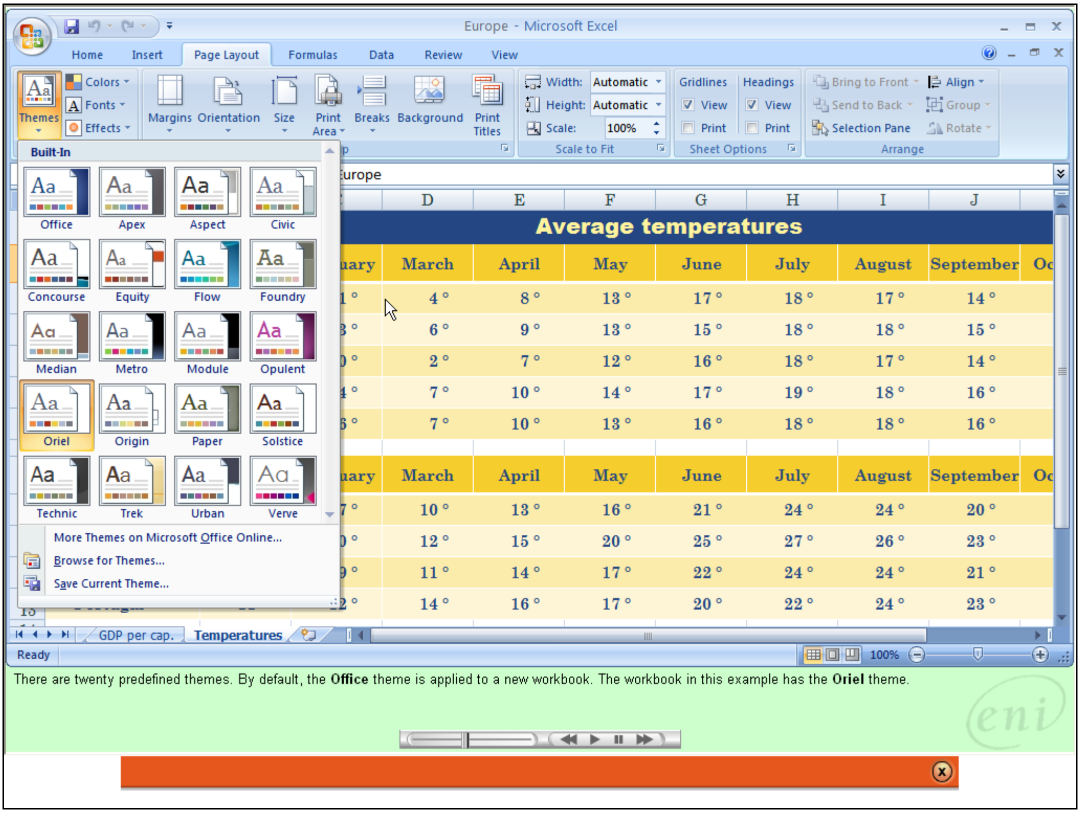
For best results, we recommend that you follow the steps in the order set out below:
watch the lesson
Answer the question
Confirm your answer
Move on to the next topic.

14.2.1.Viewing a lesson

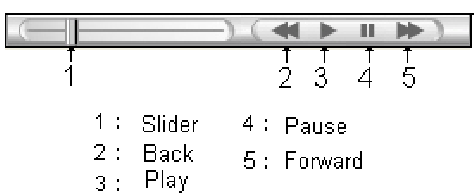
- To view a lesson, click the **Lesson** button.

According to the way your administrator has set up your training programme, the lesson may start up automatically when you enter the topic.

Follow the lesson carefully: this is your coach teaching you what you need to know about the subject in question. You can repeat the lesson as often as you like.

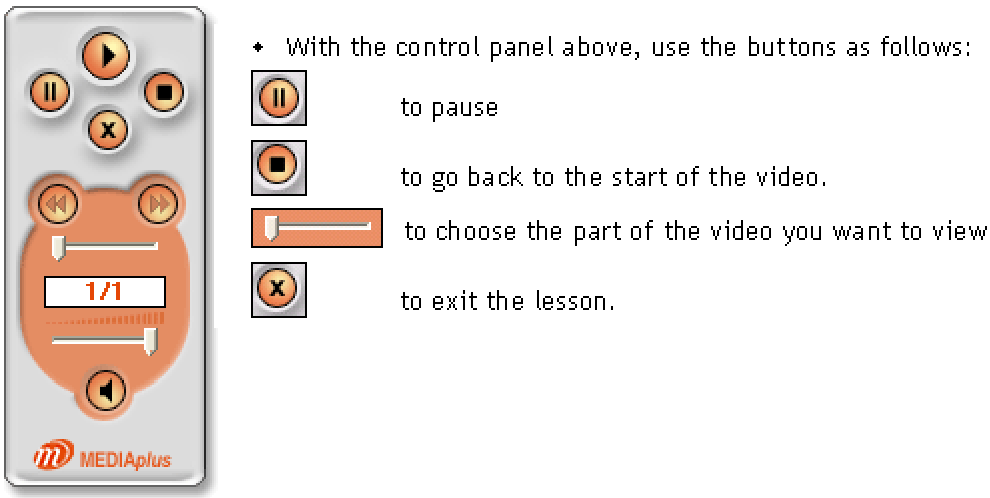


- As with a DVD or CD-ROM player, you can control the video using the small panel provided: to pause, play, fast forward and so on.

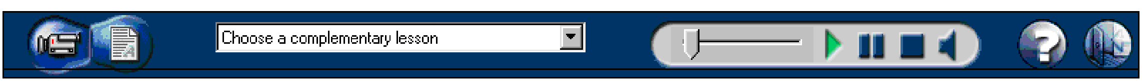


- When you have finished the lesson click the **Exit** button to carry on with your training programme.

According to the application you are learning, the control panel may appear as follows:



Here is another control panel format that may appear, depending on the application you are learning:



- Use the buttons in this panel as follows:

Start the basic lesson in video mode. If this mode is not available you will not have access to this button.

Start the basic lesson in text mode. If this mode is not available you will not have access to this button. When this mode is available you will be able to use it provided that your computer is running Acrobat Reader.

You can select an additional lesson from this list in text mode. This lesson is complementary to the basic lesson you accessed using one of the previous buttons.

When your video is playing, you can use this panel to control the video and adjust the volume.

Click to view the help text. Click the button again to exit the help text.

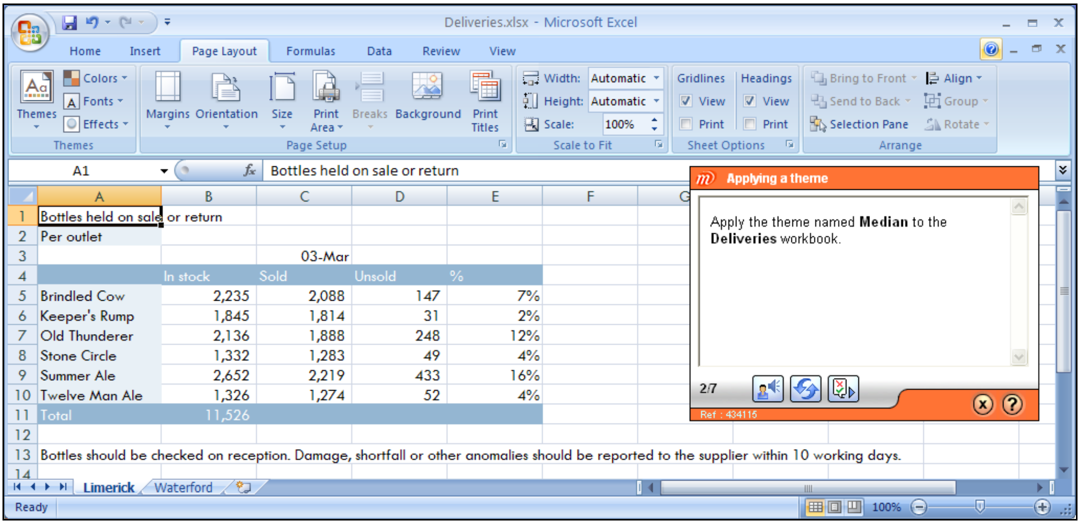
Click to exit the lesson.

14.2.2. Answering the question

The question appears in the small MEDIAplus navigation window. The question is directly relevant to the lesson you have just viewed.

- Read the question carefully then carry out all the operations you need to answer it.

  You have at your disposal all the application menus, options, tools and shortcut keys.



- You can click the **Start again** button at any time. This button will cancel any operations you may have carried out and you can start afresh.
- You can also view the lesson again at any time by clicking the **Lesson** button.

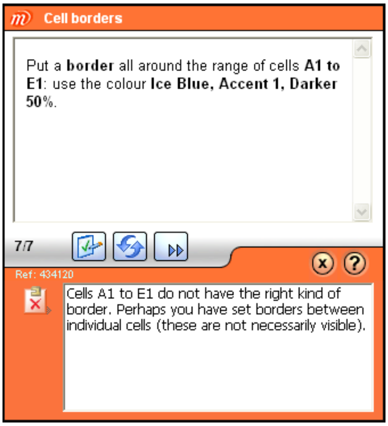
14.2.3. Confirming your answer and moving on to the next topic

- When you have finished the operations to answer the question, click the **Check your answer** button.
- If you have given the right answer MEDIAplus displays the message **Well done. You have answered correctly**.

- You can then carry on with your training programme by clicking the **Next topic** button.

⌦ *The **Next topic** is the next topic in the module to which you have not yet supplied a correct answer. With a new topic, follow the steps set out above, namely: view the lesson , answer the question, confirm your answer, move on to the next topic...*

- When your answer is incorrect, MEDIAplus tells you so.



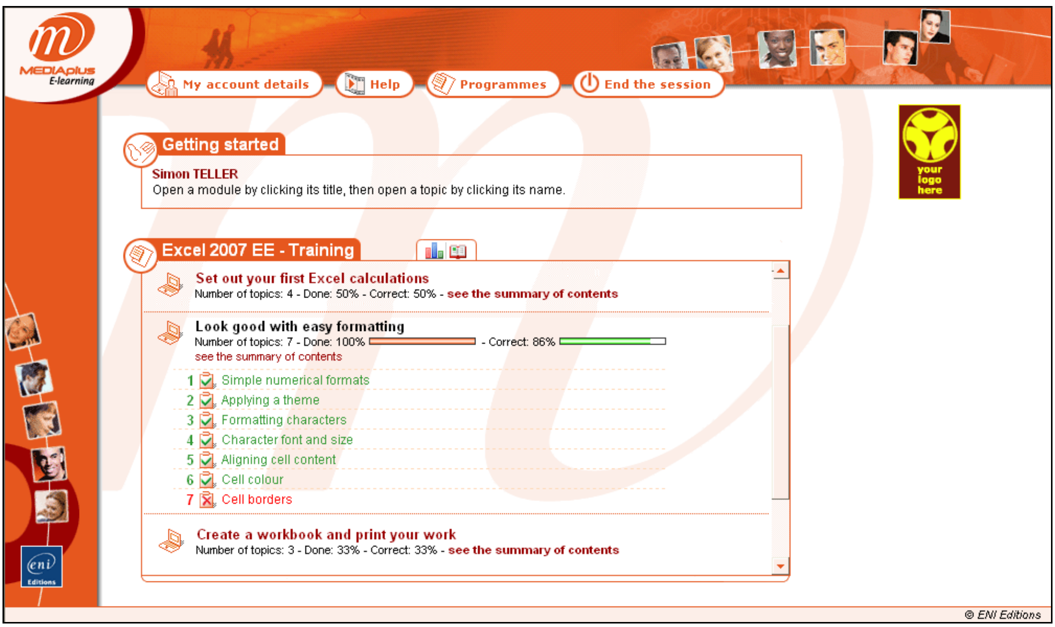
- You have several options at this stage. You can:
  - start the topic again and watch the lesson again,
  - view the solution (provided that your administrator allows you to do so),
  - move on to the next topic.

- If you watch the solution then choose to try to answer the question again, remember to click the **Start again** button first.
- If you choose to move on to the next topic without trying to answer the question again, MEDIAplus will consider that you have not yet mastered this topic.

⌦ *As long as the MEDIAplus navigation window is visible, you can choose to exit your training programme at any time by clicking the **Exit** button.*

- When you have completed all the topics in a module, you can move on to the next module, using the scroll bar if you do not see the next module in the list.
- To return to the list of programmes, click the **Programmes** button.

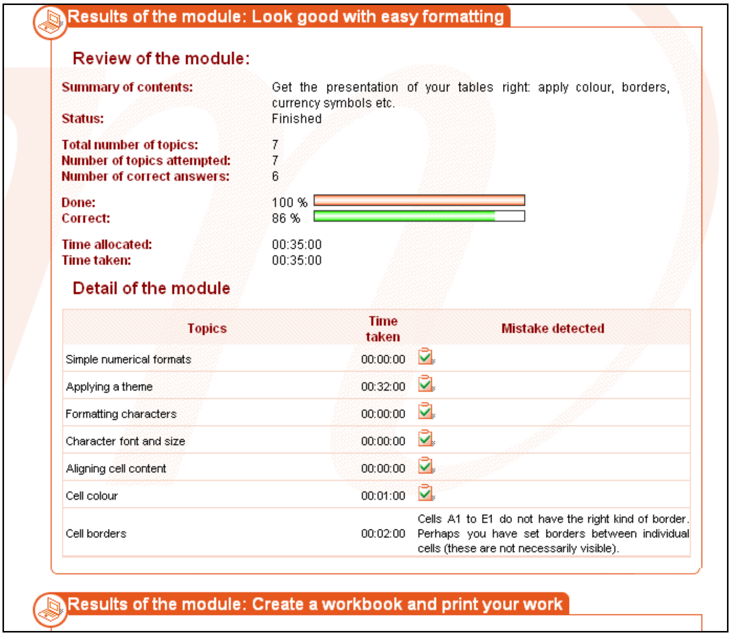
14.2.4. Viewing your training programme results



In the list of topics, those you have answered correctly appear in green with a ticked icon to the left. The topics you have answered incorrectly appear in red with a crossed icon to the left. The topics you have not yet attempted appear in black.

Directly under the module name, you can see the percentage of topics you have answered (**Done**) and the percentage of topics in the module you have answered correctly (**Correct**).

- To view the details of your results for this programme, click the **Results** button.

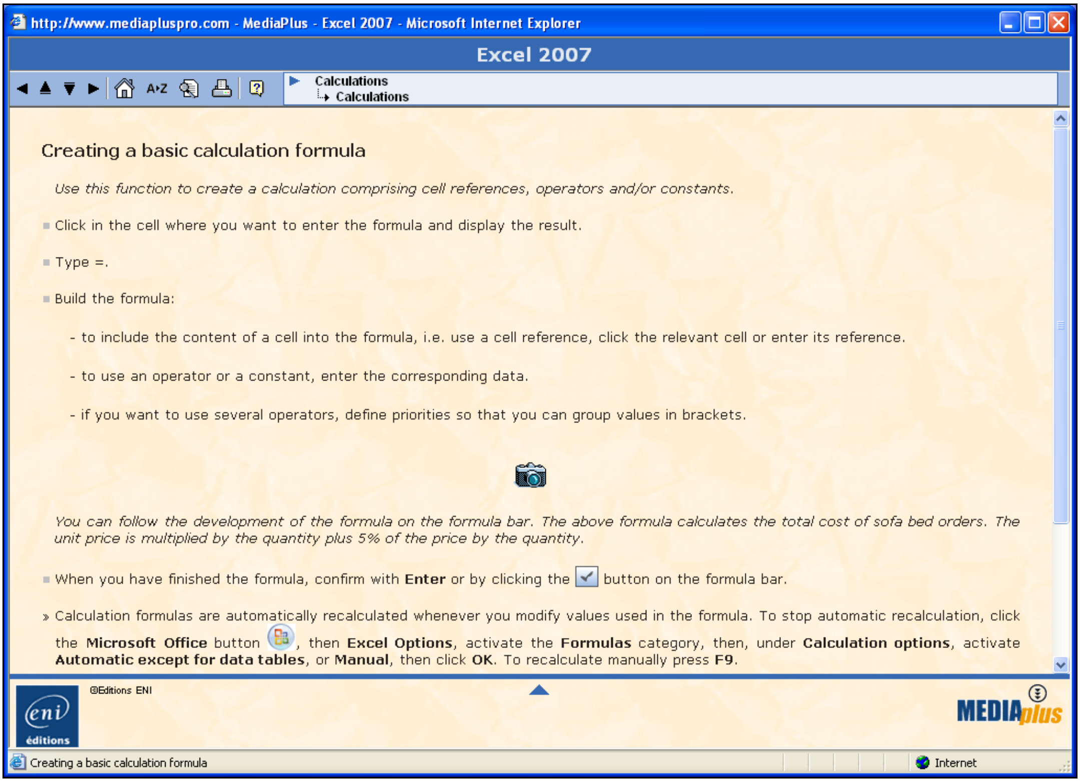


- To print your results, use the **File - Print** command.
- To close the results window, click the **Close** button in the upper right corner of the window.

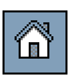
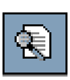
14.3. Accessing the index

From the training programme page, you will be able to access an index, provided that your administrator has authorised you to.

The index is linked to an online manual that you can consult for further information on the topics covered by the training.



You can access the information in several ways:

- o  : Table of contents
- o  : Index
- o  : Search engine