

Using ScanTEK and IT2020 Modules without a ClassAct Management System

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Using ScanTEK and IT2020 Modules without a ClassAct Management System

Introduction

This document explains how to install, configure and use a ScanTEK or IT2020 module in a stand-alone mode, where the work undertaken by the student will not be tracked by a ClassAct management system.

Launcher Software and Module Installation

Most ScanTEK and IT2020 modules require a computer at the student workstation to allow the student to run on-screen manuals (OSMs), computer aided instruction (CAI) and other applications required by the module.

Each computer used in this way requires the LJ workstation Launcher software to be installed on the student workstation PC. This provides the front-end launcher screen, allowing students to access the required on-screen teaching materials and software applications.

- To install the Launcher software, insert the OSM or CAI CD-ROM for the module in the drive and run **D:Setup** (where D is the CD drive letter). Select **Install ClassAct Workstation Software** and install all of the items listed.

Note that the Launcher software only needs to be installed once on each student workstation computer.

The second stage is to install the content of the ScanTEK or IT2020 module on the student workstation computer.

- To install a ScanTEK or IT2020 module for stand-alone operation, follow the installation instructions provided in the Instructor's Guide for the module, *ignoring any instructions that are to be carried out on the Management System Computer.*

Repeat this process for each module that is to be installed at the student workstation.

Student Workstation Configuration


As part of the installation of the student workstation computer, an LJ Workstation Launcher folder is added to the Start, Programs menu. This folder contains two utilities: **Launcher** and **Launcher Setup**.

As mentioned previously, the **Launcher** software provides the student with a front-end screen, allowing access to the required on-screen teaching materials and software applications.

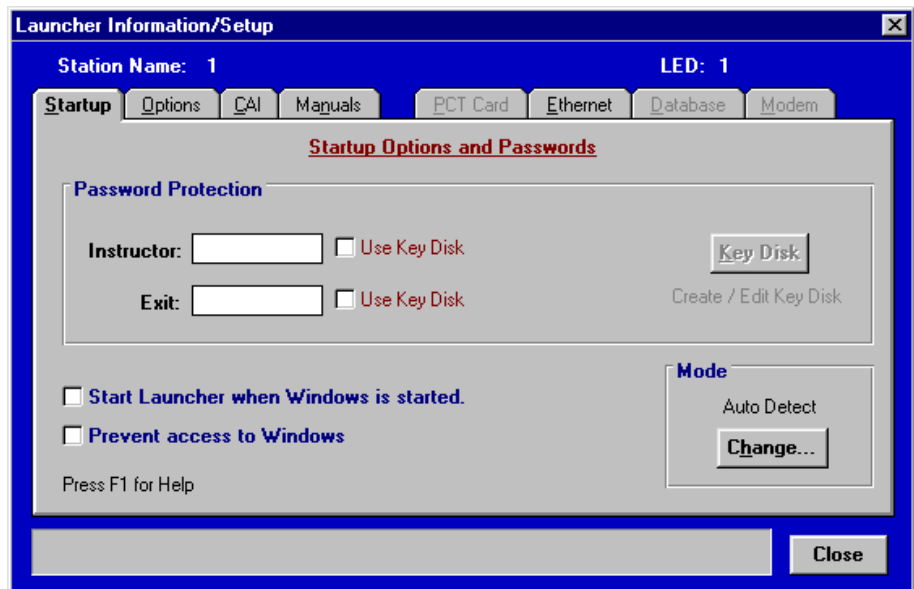
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By contrast, the **Launcher Setup** utility is intended for instructor use only, and is used to configure the way the Launcher software operates. This section explains how to use the Launcher Setup utility to:

- 1 Select the workstation operating mode required for stand-alone operation (that is, where there is no connection to a ClassAct management system).
- 2 Set up workstation Passwords. These can be used to prevent students from exiting the Launcher and to restrict access to the Launcher Setup utility.
- 3 Configure startup options. These dictate whether the Launcher runs automatically when Windows is started, and whether the desktop icons and Windows taskbar are hidden from students.

To start the Launcher Setup utility, choose  Launcher Setup in the LJ Workstation Launcher submenu of the Programs menu.

Note: *Initially, no password is required to run this utility. However, since the intention is that students should not be able to access the settings in this application, you are advised to add a secure Instructor Password before allowing a student to work on the computer. A later section explains how to set passwords.*



The Launcher Setup utility is divided into a number of pages. Each contains settings and functions for different areas of the workstation setup.

Only certain of the settings available from the Launcher Setup utility will be described here. However, all settings have on-screen help, given as a brief explanation of the item under the mouse pointer. In addition, pressing the **F1** key will display on-line help, giving a detailed description of the items currently being viewed.

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① Operating Mode Selection

For the workstation to run modules in standalone mode (without a connection to a ClassAct management system), the operating mode of the Launcher must be set to **No Logon**. To do this:

1. First ensure that the Launcher Setup utility is running.
2. Select the **Startup** page.
3. Click the **Change** button in the bottom right corner.
4. Select **No Logon** as the mode of operation the station is to use.
5. Click the **OK** button.

② Workstation Passwords

In many classroom situations you may wish to restrict access to software on the computer. By setting passwords and startup options on the **Startup** page, you can achieve complete control over the applications to which the student has access.

Instructor password:

Use this to restrict unauthorized access to Launcher Setup (this utility).

Exit password:

This prevents students from exiting the Launcher.

Each password can be set either as an alphanumeric string of up to 10 characters or as a **Key Disk Password**. A Key Disk Password requires a disk containing a password to be present in the floppy drive before the user can gain access.

To create a Key Disk:

1. Place a formatted floppy disk in the floppy drive.
2. Click the **Key Disk** button. This button is only enabled if at least one password has been set to use a key disk. If the disk is an existing key disk, the current password will be re-displayed and can be overwritten.
3. Type a new password into the dialog box and click OK.

③ Startup Options

The following two options on the **Startup** page control how the Launcher interacts with Windows.

Start Launcher When Windows is Started

Selecting this option causes the Launcher software to start automatically when Windows is started. It does this by adding the Launcher program to the Windows Startup group.

Prevent Access to Windows

Selecting this option causes the Launcher software to disable all Windows facilities that are not required by the Launcher, OSM and CAI software, while the Launcher is running. It prevents the student from accessing desktop icons and the Windows taskbar.

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Checking both of these boxes and setting an Exit password can prevent the student from accessing any unauthorized software.

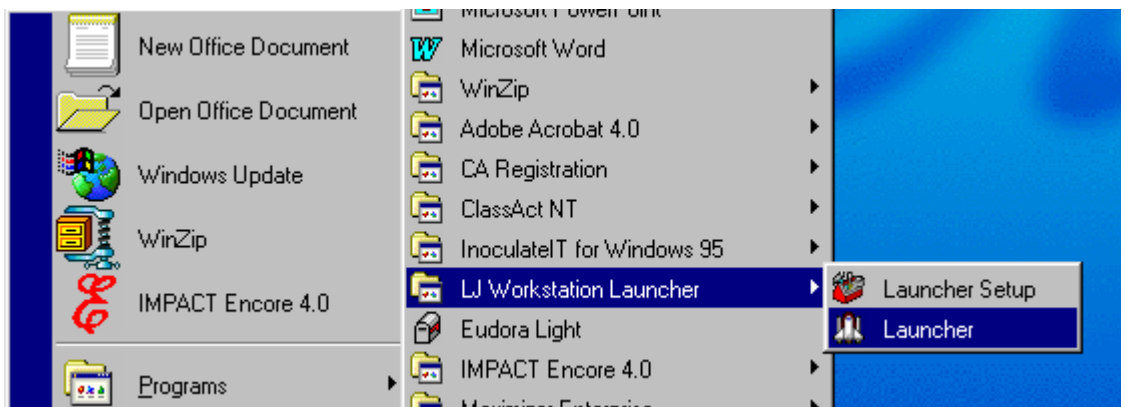
Important Note: *If both the above options are set, it will become apparent that you can no longer run the Launcher Setup utility in the usual way, since access to Windows has been restricted. If this is the case, run the utility from the Launcher by clicking the **Launch CAI/App** button and entering a Launch code of *SU.*

Exiting Launcher Setup

Click on the Close button to exit Launcher Setup. You will be given the chance to save or discard any changes you have made. If you choose to save changes, any changes made will only take effect when the Launcher is next started.

Running the workstation Launcher

Switch on the workstation computer and start Windows. The workstation Launcher will start automatically if it has been previously configured to do so. If not, choose the **Launcher** entry in the **LJ Workstation Launcher** submenu of the Programs menu:



The Launcher toolbar will now appear:



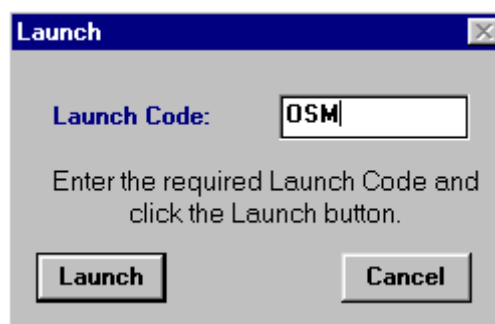
Using Teaching Modules in Stand-alone Mode

① Using On-screen Manuals

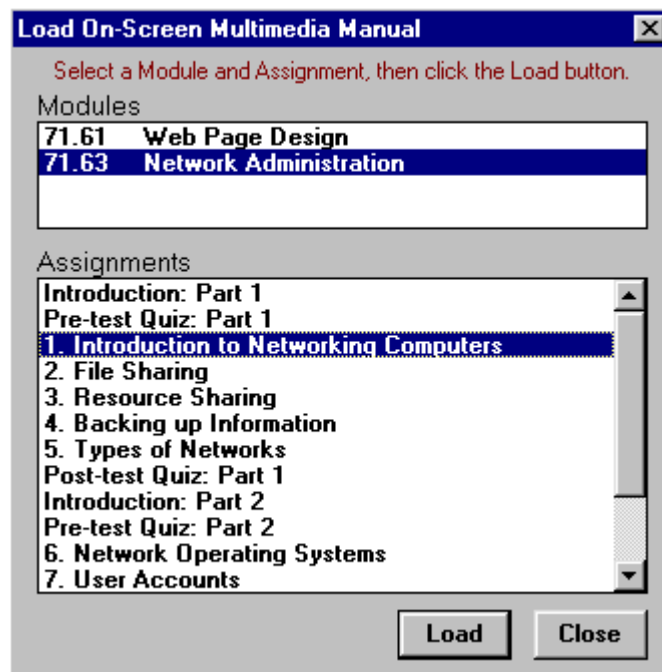
1. 10-hour ScanTEK and IT2020 modules include both OSM and CAI teaching materials.

Each OSM consists of a number of individual assignments. To launch an OSM assignment, the student should:

- Click the **Launch CAI/App.** button. The Launch dialog box will be displayed.
- Type the Launch Code **OSM**, then click the **Launch** button:



- Select the required OSM Module and Assignment from the lists provided:



The selected assignment will then be run.

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2. In each OSM assignment, the student will be asked questions to verify their understanding of the work undertaken. When running in standalone mode, these questions cannot be answered using the computer. Instead, the student should record their question responses on Student Response Sheets. Depending on the module, Student Response Sheet masters are provided either in a paper Master Materials Set or on a PDF Print Files CD (student response sheet files have filenames ending in `Rsp_Sh_Pt1.pdf` and `Rsp_Sh_Pt2.pdf`).
3. The Instructor may check completed Student Response Sheets by comparing with the correct answers contained in the Instructor's Guide for the module.
4. From time to time while working through the OSM assignments, the student will be required to run CAI and other applications. This is done by clicking on the buttons provided within the OSM assignments.

② Using paper-based Assignment Guides

1. All 30-hour ScanTEK and IT2020 modules (and some 10-hour modules) provide the student with a paper-based Assignment Guide consisting of a series of individual assignments.

On the first page of each assignment, the student will be asked to:

- enter a Class number,
- enter a Student number,
- enter an assignment number, and
- check that the required assignment of a specified module has been loaded.

These instructions apply only for installations where the student workstation is tracked by a ClassAct management system. When using the module in standalone mode, these instructions do not apply and the student should ignore them.

2. In each assignment of the Assignment Guide, the student will be asked questions to verify their understanding of the work undertaken. When working in standalone mode, the student should record their question responses on Student Response Sheets. Depending on the module, Student Response Sheet masters are provided either in a paper Master Materials Set or on a PDF Print Files CD (student response sheet files have filenames ending in `Rsp_Sh_Pt1.pdf` and `Rsp_Sh_Pt2.pdf`).
3. The Instructor may check completed Student Response Sheets by comparing with the correct answers contained in the Instructor's Guide for the module.
4. From time to time while working through the assignments, the student will be required to run CAI and other software applications. This is done by clicking the **Launch CAI/App.** button on the Launcher toolbar, and entering the application launch code specified in the assignment.

Exiting the workstation Launcher

To exit the workstation Launcher software, click on the Exit button. Note that if an exit password was set using the **Launcher Setup** utility, then this must be entered before the software can be exited.

On exiting the Launcher software, the user will be returned to Windows unless the **Prevent Access to Windows** option was selected using **Launcher Setup**. If this option is active, exiting the Launcher software will cause Windows to be shut down.