



LAMS™

Learning Activity Management System

# LEARNER GUIDE

September 2004

LAMS v1.0 beta 5



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## LAMS Learner Guide

### Introduction

This guide introduces you to LAMS, and explains its basic functions. LAMS (Learning Activity Management System) is a collaborative online learning system where groups of students can participate in discussions and share resources either in the same classroom, or remotely from home, or at a computer anywhere.

This software is new and is being developed by Macquarie University in conjunction with LAMS International. It is currently being trialed in a number of Community Management units.

**Bugs:** There are still some minor bugs in LAMS so check the FAQs for help and report any problems you notice to your lecturer.

### What do I need to run LAMS?

#### System requirements

- Computer and Internet connection
- Your username and password
- Windows 2000, XP or Mac OS X 10.2 or above
- Browser: MS Internet Explorer v. 5.1 or above (Netscape, Safari or Opera are not supported)
- Flash v.6.47 or above – LAMS will check to see if this is installed and point you to the site to download it. Otherwise it is available free from:

[http://www.macromedia.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)

**Note:** If you are logging on from your office or an institutional networked computer, make sure that you have permission to download files such as Flash. If you don't, you may need to contact your network IT officer.

# LAMS

## STEP 1: Logging into LAMS

URL is: <http://colis08.melcoe.mq.edu.au/lams/>

Add the username and password given to you by your teacher or lecturer.

Username:

Password:

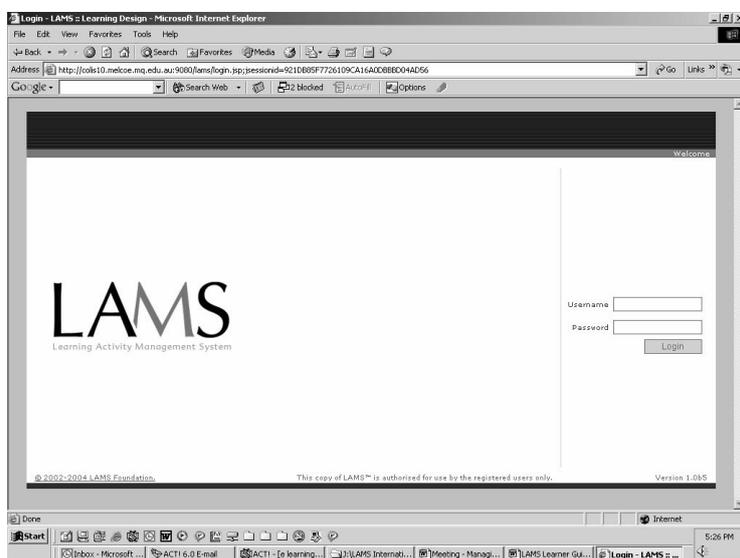


Figure 1: LAMS Login screen.

**The Flash Plugin:** When you first access LAMS, the system will check to see that you have the required browser plug-in. If not, it will download this (free of charge) for you. If this happens, you will see a pop-up box to accept the Flash 7 plug-in – **you must click OK** at this point. After Flash 7 has self-installed, LAMS should run normally. If not, quit Internet Explorer, then restart the browser and log into LAMS again. If this still does not work, check you have the right system requirements (see p 3).

# LAMS

## STEP 2: The Welcome page

The 'Welcome' page is the central point of the LAMS system once you have logged on.

**This screen should be kept open at all times until you quit using LAMS. If you close this screen by accident, you will need to login to LAMS again.**

The next step is to click on the Learner button.

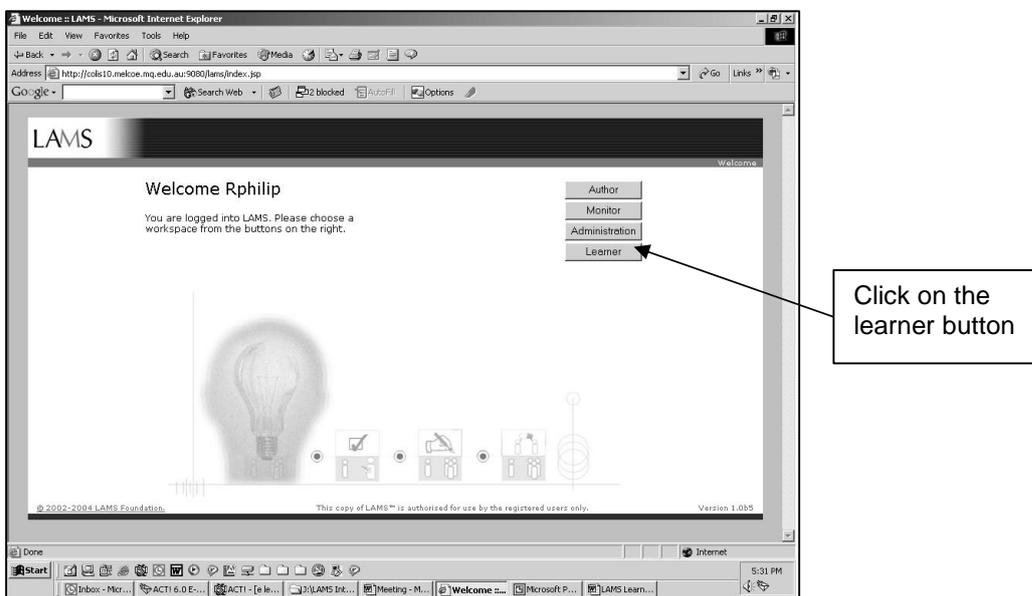


Figure 2: LAMS Welcome page after successful login

# LAMS

## STEP 3: How do I start my LAMS class?

At the main learner page you will see the list of LAMS sequences you have access to, a progress bar, a notebook and an area where the activity tools are displayed.

Click the **sequence** that you want to start in the left hand frame, and instructions and activities will be displayed in the activity tool area.

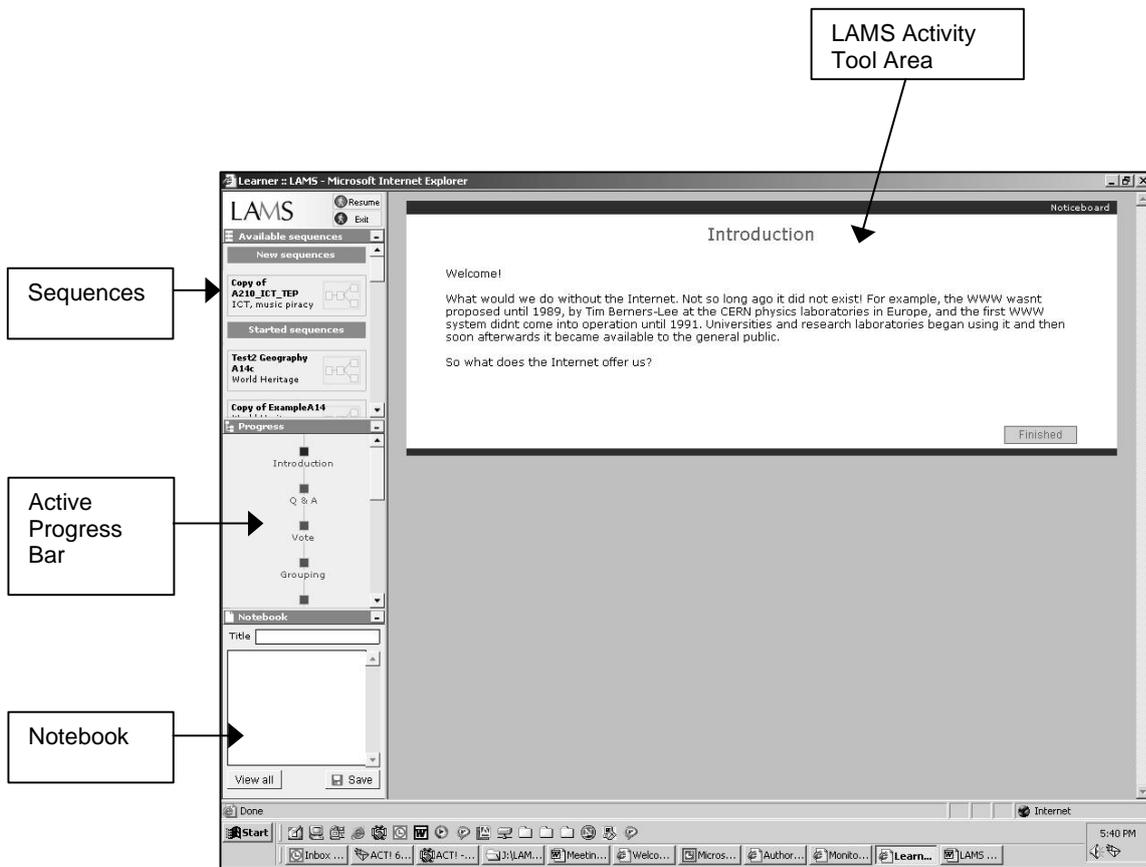
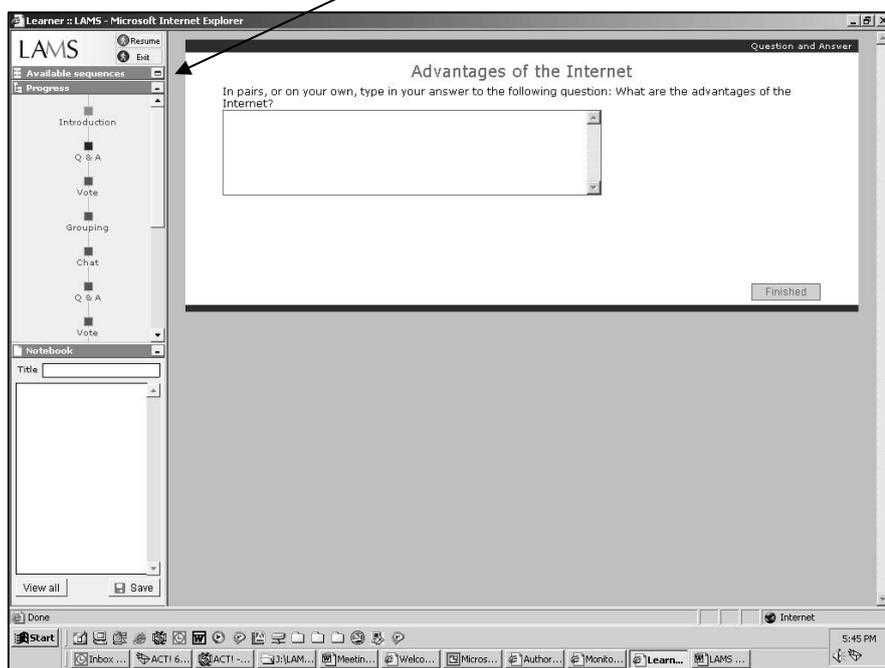


Figure 3: Main learner page

# LAMS

Once you join a new or ongoing activity sequence, the screen will look similar to Figure 4.

Click on the 'toggle' buttons to reveal any sequences of activities, the Progress Bar and the Notebook.



**Figure 4: Main learner page functions**

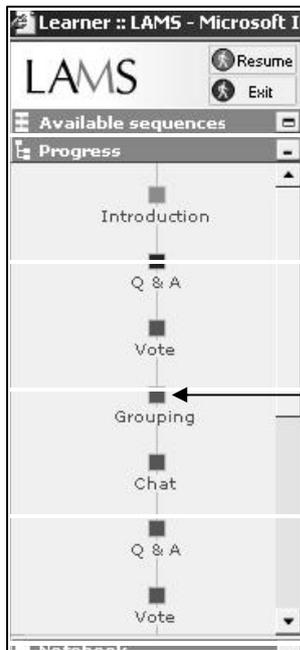
If you **'Exit'** a sequence, you can still return to the main learner page later to access different sequences by clicking on **'Available sequences'**.

**Resume** is like a bookmark and returns you to the last activity you were undertaking.

**NOTE:** If LAMS 'stalls' at any point, sometimes exiting the sequence, clicking on the sequence in the 'Available sequences' and then clicking 'Resume' solves the problem.

## Progress Bar

The progress bar shows you where you are up to in your activity sequence and is colour coded.



**Red** = current activity  
**Blue** = finished tasks  
**Green** = task not attempted, cannot be accessed until previous activity completed

You can review **completed activities** by clicking on the square above the relevant activity name (blue square).

Figure 5: Progress Bar

Then click on the **red circle** next to the task you wish to view.

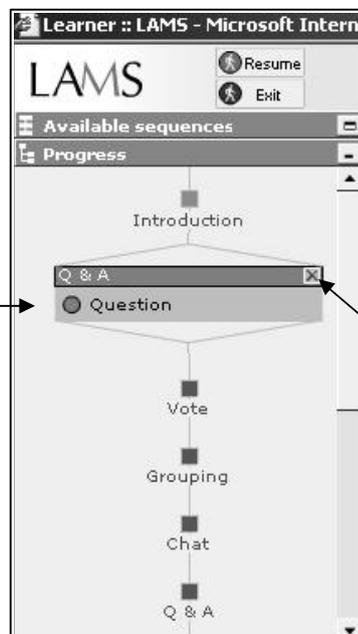


Figure 6: Expanded Progress Bar

## **Can I go back and add to activities once I've clicked the 'Finished' button?**

Once a task is loaded, it will show in the Activity Tool Area as usual. In the current version of LAMS, a learner cannot *contribute to* activities once the 'Finished' button has been clicked– you can only *view* past actions. **Exception:** The Discussion Forum is an exception to this, unless the teacher or lecturer has set the forum to lock after your contribution has been submitted.

**Progress Bar not visible?** The Flash 7 plug-in may not have been installed. In this case quit LAMS and all browser windows and restart your browser, and follow the instructions in Step 1 to install the plug-in.

## ***Activity Tool Area***

This is the main section of LAMS – whichever activity tool is needed for your current task will be loaded in this space. Follow the instructions provided with each task. Sometimes you will see two different activity tools on the one screen (one above the other), in which case you should complete tasks in both windows. In between activity tools, you will see a blue screen with a “Waiting” animation. If this screen does not change for over 30 seconds, you may be waiting for the rest of the group to catch up, or for the teacher to release the next activity.

## ***Finished Button***

Every activity tool has a 'Finished' Button. When you have completed your current activity, click this button to move on to the next activity. If there are two activity tools shown, you **must click Finished for both tools** before you can move on. If an activity has more than one step, the 'Finished' button may be replaced with a '**Next**' button – click next once you are ready to progress. You may need to scroll down to reach the Next or Finished button.

**Want to come back to an activity more than once?** Some activities are completed over several sessions, such as the Discussion Forum. In this case, do not click 'Finished' when you intend to come back later and continue using the tool. In this case, click the '**Exit**' button in the top right corner. When you return, you can pick up where you left off using this same tool. If you click 'Finished' by accident, you can sometimes return to this tool using the Progress Bar. See instructions above.

## Notebook

This is a space where you can record personal notes during a sequence. It can always be viewed in one of the left hand frames.

**The Scratch Pad:** Private notes can be recorded here. No one else can see these notes.

**Journal:** Notes saved to the journal from the 'Scratch Pad' are visible to you and your teacher or lecturer only. No other students see these entries.

**Save:** Click on this to save notes to the 'Notebook'. You can only save notes when you have started an activity sequence.

**View all:** Click this button to view all of your saved notes, either Journal or Scratch Pad entries.

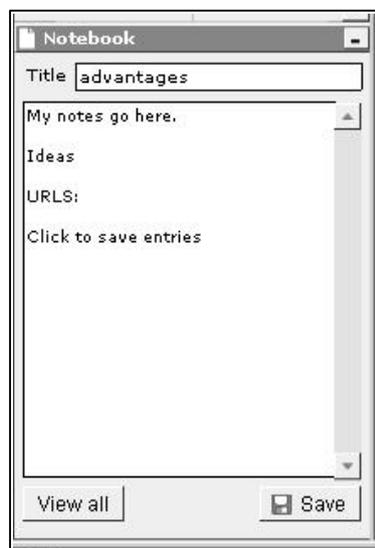


Figure 7: Notebook

After clicking on the 'View All' button, the following list of titles for Journal and Scratch Pad entries appears.

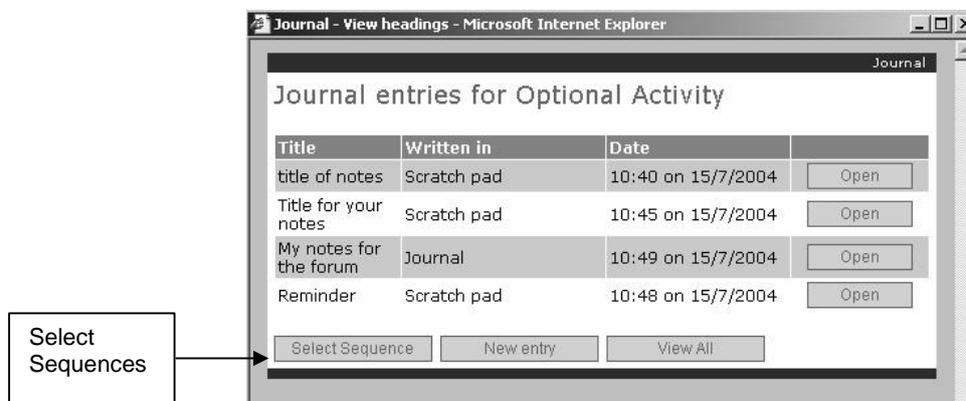
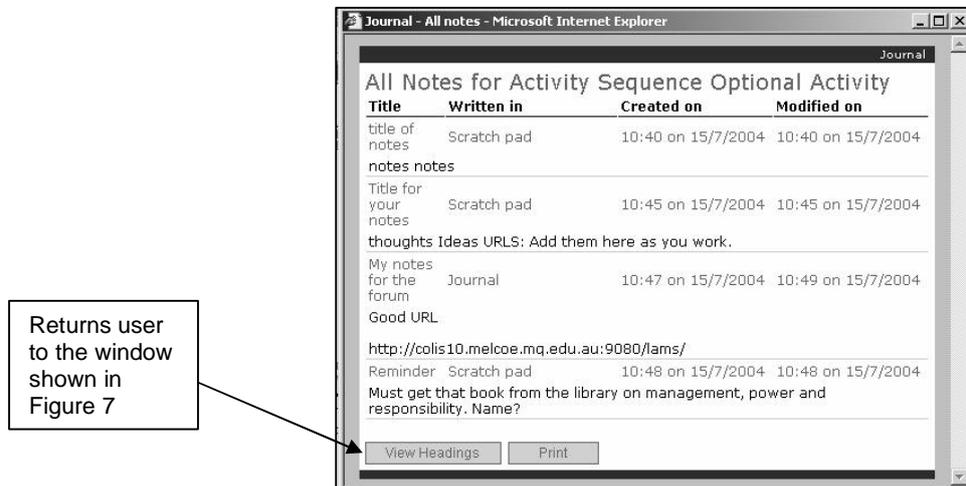


Figure 8: Notebook - showing journal and scratch pad entries

**Select sequences:** This screen shows all the Journal or Scratchpad entries for your activity sequences. It does not show activity sequences that do not have any entries.

**View all:** Shows all the entries made in the Journal or the Scratch Pad for a sequence. Entries can be printed out.



**Figure 8: View All**



## FAQ – Frequently Asked Questions

### 1. I've logged in but can't see any activities.

You may not have the correct operating system or Flash installed. To run LAMS (v 1.0 Beta 5) you need Windows 2000, or Windows XP or Mac OS 10.2 or above, and Flash 6.47.

### 2. I can't see the Progress Bar or Available Sequences

The Flash plugin may not be installed. Quit LAMS and the browser. Restart Internet Explorer and log into LAMS again, and follow the prompts which help you to install Flash.

### 3. What if I exit a sequence, how do I get back in?

If you exit a sequence and want to resume your activity, click on 'Available Sequences' below the LAMS logo, and you should see sequences to which you have been granted access. Click on the sequence you want to start.

### 4. I've downloaded a file from the shared resources tool, but I can't see it.

If you are on a Mac system, the file may have downloaded but not displayed online. Look on your desktop for the file or in the folder where your downloads normally appear.

### 5. I can't see the URL (web address) for a page I want to upload to the share resources tool.

If you are in the learner view, and want to find out the URL for a website page which is in a frame without a location bar and displayed URL you can do either of the following:

PC: Right click your mouse on the web page, select Properties, copy the Address (URL) and paste into the LAMS share resources tool

Mac: Control key +click the mouse, select Open New Window, URL should display in location bar. Copy and paste the URL.

### 6. Still having problems – what can I do? (Bugs!)

Try quitting LAMS and your browser, and logging in again. If this does not fix the problem, make a note of the problem and your computer setup (type of computer, browser and Flash plugin used) and report this to your teacher/lecturer or send an email with these details to: <mailto:info@lamsinternational.com>