

Learning *Online* Network with CAPA

Course Management Manual

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Contents

1 System Overview

The **L**earning**O**nline **N**etwork with a **C**omputer **A**ssisted **P**ersonalized **A**pproach (LON-CAPA) is an integrated system for online learning and assessment. It consists of a learning content authoring and management system allowing new and existing content to be used flexibly, a course management system, an individualized homework and automatic grading system, data collection and data mining system, and a content delivery system that will provide gateways to and from NSF's National STEM Digital Library.

In particular:

- The LON-CAPA software provides instructors with a common, scalable platform to assist in all aspects of teaching a course, from lecture preparation to administration of homework assignments and exams. It allows instructors to create educational materials and to share such learning resources with colleagues across institutions in a simple and efficient manner.
- It provides an extremely sophisticated assignment engine that can create unique homework assignments and examinations for each student in a class. Its formative and summative assessment tools grade a broad variety of objective problems and assist in evaluation of essays.
- It provides prompt feedback for students and instructors, as well as statistical information on performance and on effectiveness of materials. Discussion pages attached to every homework assignment encourage communication among students and faculty.

The LON-CAPA software is freely available and free (GNU General Public License), and may be modified and adapted.

LON-CAPA is being developed and implemented by an enthusiastic group of faculty and professionals who recognize that Information Technology can play an important role in improving students' learning and understanding. Current members of the project include faculty from universities, colleges, and K-12 schools in the US, Canada, Asia, Africa, and Europe. The core development group is located at Michigan State University.

2 Help

You can find additional help about LON-CAPA at <http://www.help.lon-capa.org>. On this page you can download copies of this manual. You can also access our FAQ-o-matic page and submit a ticket for additional help to a member of LON-CAPA's tech support staff.

LON-CAPA uses "Bugzilla" (<http://www.bugzilla.org/>) to report and track bugs and enhancements. To use Bugzilla, you will need to have an account with Bugzilla. You can create an account at <http://bugs.lon-capa.org> and then select **Open a New Account**. To report a bug or request an enhancement, do the following:

1. Open the web page <http://bugs.lon-capa.org>
2. Select enter a new bug report.
3. Select the product (LON-CAPA) on which to enter a bug.

4. At the login screen, enter your email address and password.
5. Click Login.
6. Select the version of LON-CAPA, the LON-CAPA component the bug is in, the platform your using, and the operating system your using from the pull down menu.
7. Enter a summary in the summary text box.
8. Enter a description in the description text box.
9. Click Commit.

LON-CAPA is open-source software where everyone is free to contribute to the development. If you think of an enhancement request, or find a bug in the system, please report it. All reported bugs and enhancement requests posted on Bugzilla will be examined by the core LON-CAPA team. Having the request in Bugzilla makes it much easier to keep track of bugs and enhancement requests, making it less likely such things will get lost or be forgotten as requests not in Bugzilla frequently are.

Bugzilla also supports conversation about requests, and some workflow and accountability features. You'll be able to see how the developers respond to the bug, who is currently responsible for it, and what the developer's intention is.

3 Logging In

After logging into LON-CAPA with your username and password, you will see a screen where you can select your role. LON-CAPA is a roles based system. You can always use the same login even though your roles may change. You can be an instructor in one class, a TA for another class, and an author of resources all with the same username. Selecting ROLES on your Remote Control or on the Main Menu will bring you back to the Roles Screen. For students, the word ROLES is replaced by the word COURSES.

LON-CAPA can be controlled by either the Remote Control or the combination of the Inline Menu and the Main Menu. In Menu Mode, the Inline Menu will appear at the top of every page in LON-CAPA. Click on the [Main Menu](#) link in the Inline Menu to access the Main Menu. To switch from the Remote Control to the Main Menu, close the remote window by clicking the 'x' in the upper right-hand corner. To use the Remote Control instead of the menus, click the link [Launch Remote Control](#) on the Inline Menu. Please note that you will not be able to use the Remote Control if your browser is not configured properly. You must have pop-ups, javascript, and cookies enabled for the Remote Control to work. If your browser is not configured properly for the Remote Control, then LON-CAPA will automatically go into Menu Mode.

4 Setting Preferences

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Depending on how LON-CAPA is authenticating you, you may be able to change your password.

To change your password, do the following:

1. Click **PREF** on the remote control.
2. At the **Change your Preferences** screen, click the **change password** button.
3. Type your current password in the **current password** text box.
4. Type your new password in the **new password** text box.
5. Re-type your new password in the **confirm password** box.
6. Click **Change Password** button.

If you can not change your password, please contact your system administrator to find out how. For instance, at Michigan State University, most of our users authenticate against our campus-wide system. For those users to change the password LON-CAPA uses, they need to change their MSU password. Your system administrator will know what you need to do.

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To create a Screen Name or Nickname, do the following:

1. Click **PREF** on the remote control.
2. At the **Change Your Preferences** screen, click **Change nickname and anonymous discussion screen name**.
3. Type new **Screen Name** (shown when post anonymously).
4. Type new **Nickname** (shown when post non-anonymously).
5. Click **Change**.

Note: When using post anonymously, the user name is only visible to course faculty.

Laqbaea ‘obsLON-CAPA can forward communication received by a LON-CAPA account to another LON-CAPA account, which is useful if you have multiple LON-CAPA accounts and wish to receive all messages in one account.

LON-CAPA can also send notification of new messages to conventional Internet mail accounts. LON-CAPA can also forward only critical messages (see ??, or send critical message notifications to a different email account.

To change message forwarding and notification address, do the following:

1. Click **PREF** on the remote control.
2. At the **Change Your Preferences** screen, click **Change message forwarding and notification address**.
3. Type your desired forward address or addresses into the text field labeled **New Forwarding Address(es)**. This should be one or more LON-CAPA addresses, like “user:domain”, separated by commas.
4. Type your desired forward address or addresses into the text field labeled **Message Notification Email Address(es)**. This should be one or more Internet email addresses, like “user@example.com”, separated by commas.