



Application System/400™

SC21-9770-2

**System Operations:
Online Education Administering Guide**



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Online Education Administering Guide**

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This major revision makes obsolete SC21-9770-1. Changes or additions to the text and illustrations are indicated by a vertical line to the left of the change or addition.

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About This Manual

This manual informs you about the Operating System/400 online education functions. It discusses the tasks:

- Working with student information
- Working with courses
- Adding courses

The AS/400 system provides online education functions that present and administer a course called Tutorial System Support. This course provides an introduction to the AS/400 system.

Who Should Use This Manual

This manual provides information and guidance to assist education administrators administering AS/400 online education.

Online education can be successfully used without the services of an education administrator. Students who take online education courses need not read this book. Information for students on how to get started with online education is described in the *System Operations: Display Station User's Guide*, SC21-9744.

What You Should Know

You should already be familiar with the following AS/400 system tasks:

- Signing on your display station and signing off
- Using function keys on your display station keyboard
- Using displays and menus

If you need information about how to do these tasks, refer to the *Display Station User's Guide*.

Related Online Information

The following online information is available on the AS/400 system. After pressing the Help key on any menu, you can press the Help key a second time to see an explanation of how the online information works, including the index search function. You can press either the Help key or F1 for help.

Help for Displays

You can press the Help key on any display to see information about the display. There are two types of help available:

- Field
- Extended

Field help explains the field on which the cursor is positioned when you press the Help key. For example, it describes the choices available for a prompt. If a system message appears at the bottom of the display, position the cursor on the message and press the Help key to see information about the cause of the message and the appropriate action to take.

Extended help explains the purpose of the display. Extended help appears if you press the Help key when the cursor is outside the areas for which field help is available.

To exit the online information, press F3 (Exit). You return to the display on which you pressed the Help key.

Index Search

Index search allows you to specify words or phrases that identify the information that you want to see. To use index search, press the Help key, then press F11 (Search index). You can also use index search by entering the Start Index Search (STRIDXSCH) command on any command line or by selecting option 2 on the User Support and Education menu.

Help for Control Language Commands

To see prompts for parameters for a control language command, type the command, then press F4 (Prompt) instead of the Enter key. To see extended help for the command, type the command on any command line and press the Help key.

Online Education

AS/400 online education provides training on a wide variety of topics. To use the online education, press F13 (User support) on any system menu to show the User Support menu. Then select the option to use online education.

Question-and-Answer Function

The question-and-answer (Q & A) function provides answers to questions you may have about using the AS/400 system. To use the Q & A function, press F13 (User support) on any system menu to show the User Support menu. Then select the option to use the question-and-answer function. You can also use the question-and-answer function by entering the Start Question and Answer (STRQST) command on any command line.

Related Printed Information

Information on getting started can be found in:

System Operations: Display Station User's Guide, SC21-9744

Information about AS/400 commands can be found in:

Programming: Control Language Reference, SBOF-0481

Programming: Control Language Programmer's Guide, SC21-8077

System Operations: Operator's Guide, SC21-8082

Licensed Programs and New Release Installation Guide, SC21-9878

Information about additional AS/400 education can be found in:

AS/400 Education Curriculum Planning Guide, GR20-5047

Information about creating online education courses can be found in:

Self-Education Facility on the Personal System/2: Author's Guide, SH12-5623

If you need a copy of any manual, contact your IBM representative.

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Chapter 1. Understanding AS/400 Online Education

AS/400¹ online education is an Operating System/400¹ (OS/400¹) program that presents educational material to students on your system. It displays courses on either a color or a monochrome screen, at any display station connected to the AS/400 system.

The program that presents online education to students is an Operating System/400 program. You can access online education by choosing the appropriate option from the AS/400 main menu. You can also use a control language (CL) command, Start Education (STREDU), to start the education. Both the program and the command are always ready for any online education courses that are installed.

AS/400 online education allows you to provide education through the use of three basic functions:

- Work with student information
- Work with courses
- Work as a student

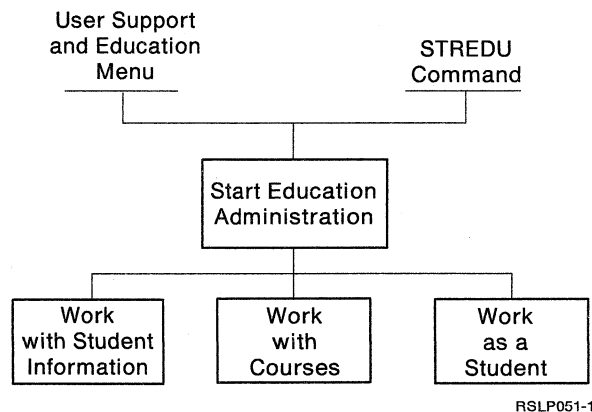


Figure 1-1. Three Basic Tasks Supporting Online Education

Also provided with the operating system is a basic course about the AS/400 system called Tutorial System Support. The operating system program and Tutorial System Support combine to provide basic training to users of your system, to help them make the best use of system resources.

This online education can be used effectively without any additional administrative support. But as the number of students increases, or as more courses are added to your system, administrative support for this education becomes more necessary. In fact, you may see online education as only a part of a comprehensive training plan.

To administer online education, you must have a valid user ID for the AS/400 system and be authorized to do these tasks. See your security officer (user profile

¹ Application System/400, AS/400, Operating System/400, and OS/400 are trademarks of the International Business Machines Corporation.

QSECOFR) to become authorized as an education administrator. Your user profile must contain one of the following user classes:

- *SECOFR user class
- *SECADM user class

When you have this authority, you are able to perform any of the three online education tasks as shown in Figure 1-1 on page 1-1. You start using online education either by going to the User Support and Education menu and selecting the option for online education or by entering the Start Education (STREDU) command on any system command line. If you have education administrator authority, the Start Education Administration menu appears where you can select any of the three tasks to perform. If you do not have that authority, you go directly to the first display in the work as a student task.

AS/400 online education is similar to other educational materials you may have used previously. Before you are provided with the detail on how to perform the tasks supporting this education, it is important that you understand some basic terms used in the remainder of this manual.

Students

Anyone who has a valid user ID for your AS/400 system can be a student and start using online education as a training program. Students can study the basic course supplied by IBM to learn about the functions of the AS/400 system without needing any administrative support. AS/400 menus, online help information, and some beginning online education, called How to Use AS/400 Online Education, assist the student in using online education.

Education Administrator

This can be anyone who has to plan and control AS/400 online education as part of a training program. This job may require only a few hours a month for a small number of students, but may be full time if the education administrator has to provide training for a large number of students.

Chapter 2, "Administering Online Education," describes the education administrator's tasks.

Education Developer

The education developer is responsible for creating new courses. These courses must be written on a personal computer using the Self-Education Facility for the PS/2² (SEDF/2). The course can be installed on your AS/400 system and displayed by the online education presentation program.

Chapter 3, "Creating an Online Education Course," describes how the education developer can add an SEDF/2 course after the course has been loaded to the system.

² PS/2 is a registered trademark of the International Business Machines Corporation.

Courses

Online education is presented to the student at a display station in the form of courses. A course is a collection of several related subjects. Each subject is presented in a unit called a module. Most students do not need to take all subjects available in a course.

A **course list** can be displayed showing all courses that are available to online education students. A **course description** can be displayed, which tells you about the contents of the selected course. The following are the kinds of courses available on the AS/400 system:

Tutorial System Support: IBM supplies an online education course with the AS/400 system. This course contains introductory modules covering many aspects of the AS/400 system. It provides education for all types of AS/400 users including operators, managers, and business and technical professionals.

The course is part of the total IBM curriculum, which includes other forms of self-study as well as classroom courses.

Additional IBM Online Education: IBM produces other education courses, which you may order separately. These courses cover many of the same topics as Tutorial System Support, but at a more advanced level. The additional IBM courses are intended for the same types of AS/400 users as Tutorial System Support.

These courses require the use of a personal computer with AS/400 PC Support using shared folders on the AS/400 system.

Other Online Education: Additional courses may be acquired from sources other than IBM. These may come from education suppliers or other program suppliers, or the education developer could provide courses. They can cover any topics, and address the needs of any AS/400 user.

The prerequisites for these courses depend on the course content. Some of these courses may require the use of a personal computer and AS/400 PC Support, while others can be shown on any display station.

Modules

A module is the basic unit of online education, organized in topics and sub-topics. IBM-supplied modules are designed to be taken in a short time, usually 25 to 45 minutes. The last topic in a module supplied by IBM is usually a quiz. This quiz is designed to help students find out how much they have learned from the subject just covered.

A course is composed of several related modules. A **module list** can be displayed showing all modules that are available in a sequence suggested for students in a course. This sequence is called an audience path and is defined next. A **module description** can be displayed, which tells you about the contents of the selected module.

Audience Paths

An audience path is a route through the modules in a course. The audience path suggests the modules and the order to take them, based on the student's job description.

To take a course, online education students can follow the preset audience path through the modules. The audience paths cover a range of job descriptions. For example, the audience path for a secretary contains different modules from the audience path for a system operator.

The student can select an audience path that matches the student's job description, or the education administrator can determine the audience path for the student. If none of the audience paths fit a student's requirements, the education administrator can define a new audience path.

An **audience path list** can be displayed showing all audience paths that are available to students for a selected course. An **audience path description** can be displayed, which contains a list of tasks people need to do to use the AS/400 system.

Bookmarks

If students want to interrupt their studies and leave part of a module for later, they can set a bookmark at any point and continue from that point when they return to the online education. Setting a bookmark allows students to return to the display last viewed. When a bookmark is set, the system remembers the module and the place in the module where the student left it. When students return to online education after setting a bookmark, they can either start at the bookmark or select another module to study. Each student can have only one bookmark active at a time.

Chapter 2. Administering Online Education

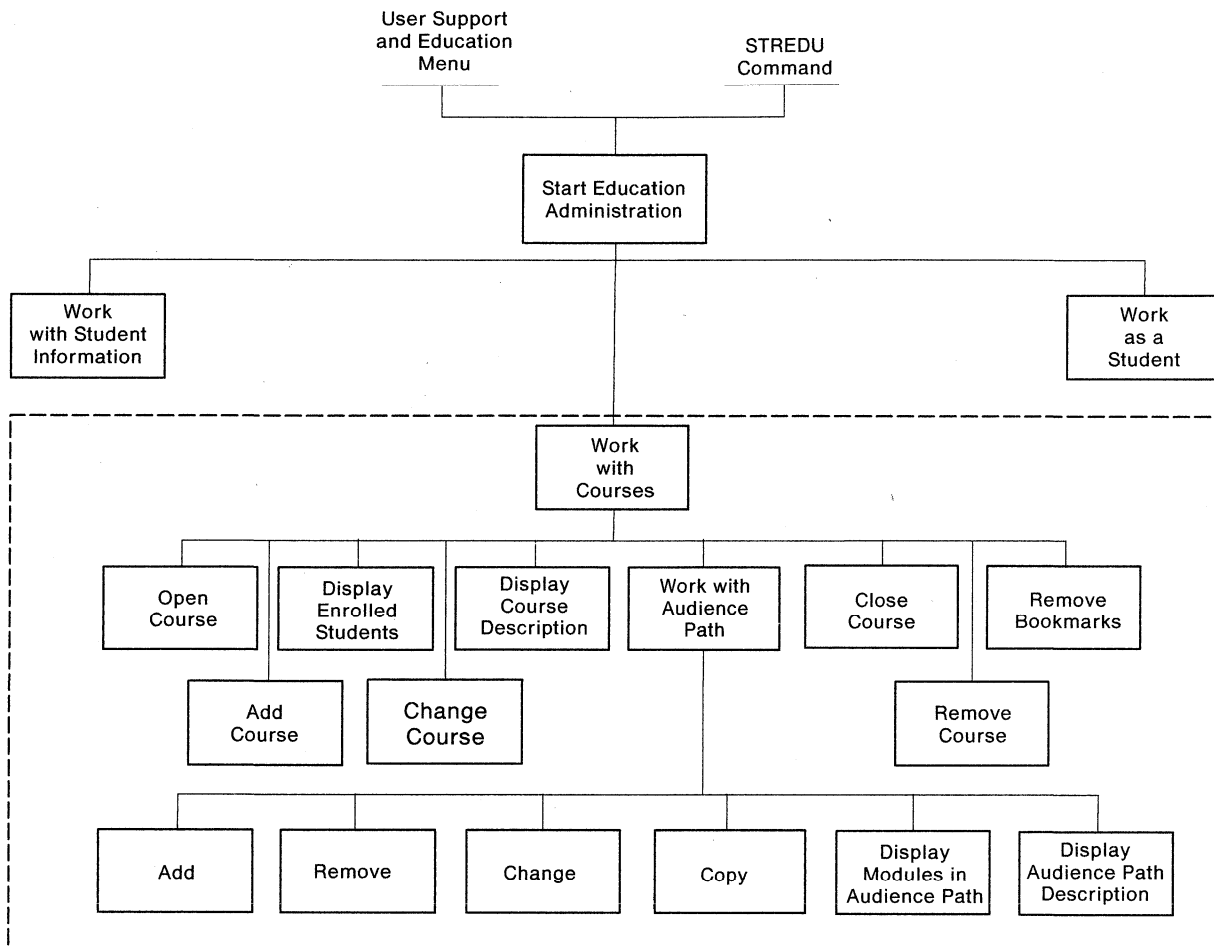
As the education administrator, your role is to provide online education to the students. When you start online education, you see a display that is different from the one students see. This display gives you the option to study a course just like a student, or to perform administrative tasks. Figure 2-1 on page 2-2 and Figure 2-2 on page 2-4 show the displays that allow you to administer online education.

Administering online education includes:

- Preparing the courses
- Enrolling students
- Maintaining student activity
- Maintaining courses

Preparing Online Education Courses

Before any students can study an online education course, you need to ensure that the course is ready to be used. Preparing the system for online education consists of installing the course (or verifying that it is installed), adding the course to the list of available courses, and opening the course for students to study.



RSLP052-4

Figure 2-1. Education Administrator Tasks: Work with Courses

Installing Online Education

Tutorial System Support is included with every AS/400 system and usually is installed with the operating system. It resides in the library QSDE. If it is not installed, see the *Licensed Programs and New Release Installation Guide* for instructions to install the course.

To install courses other than Tutorial System Support, refer to the instructions included with the course.

Adding a Course

After a course is installed, it needs to be added to the list of available courses. When you add a course, you must supply a title for the course. This is the title that will appear in the list of available courses when a student is selecting a course to study. You also need to provide a course ID, which is the same as the name of the library or shared folder that stores the course.

If a course cannot be added, it is not correctly installed in the library you specified as the course ID.

Opening a Course

After a course is installed and added, you can perform all the tasks involved in working with a course. However, the course needs to be opened before students can study the course.

After it has been opened, the course can be used by any student who has access to the library that contains the course. Closing a course makes it unavailable to students until it is opened again.

Enrolling Students

After the course is available on the system, students need to be enrolled in order to study the course. The students can enroll themselves when they initially start their education, or you can enroll them in advance. Once enrolled, the student's enrollment status can be changed by you or by the student.

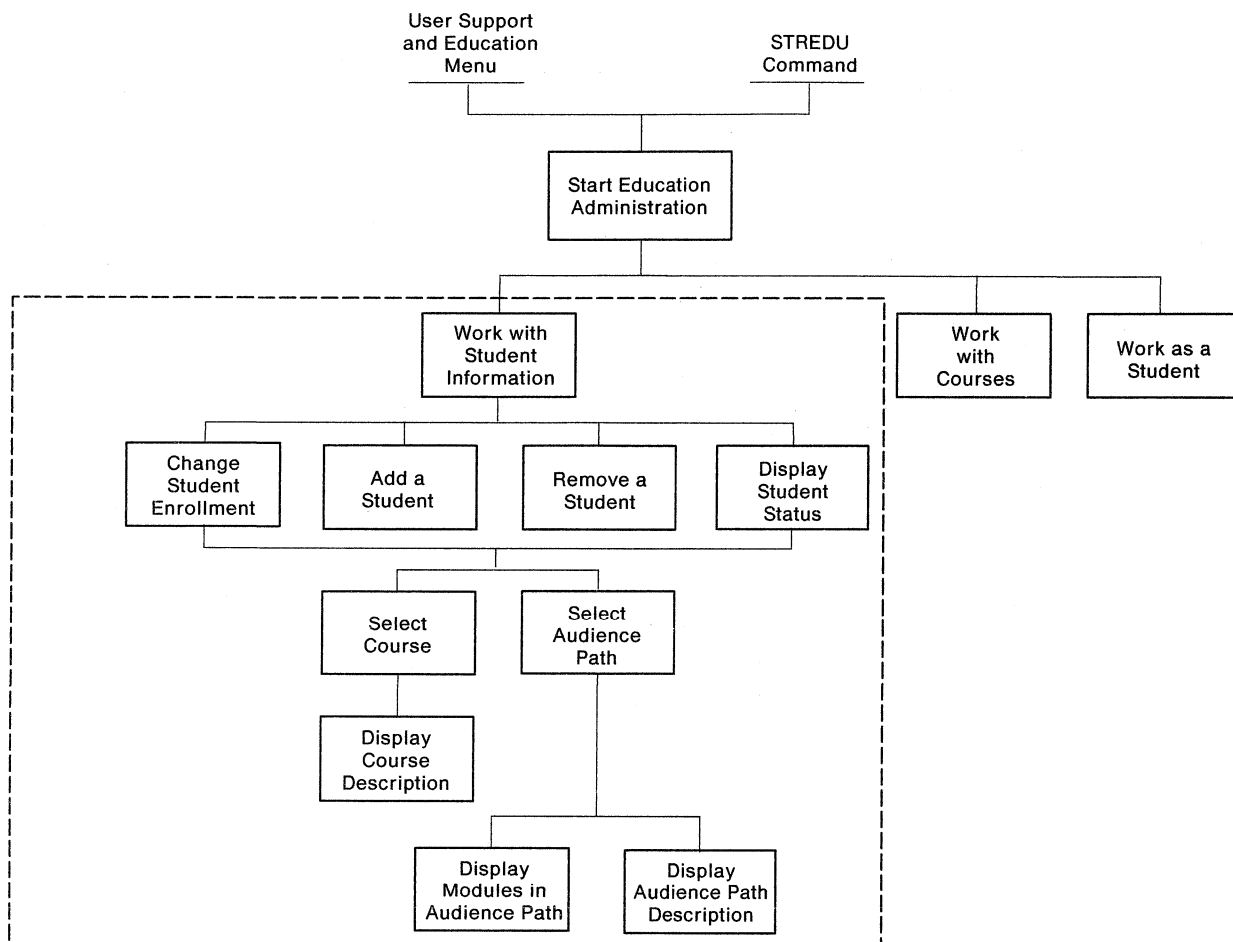
To enroll them yourself, you need to enter the student's name, the course you want the student enrolled in, and the audience path the student should follow. While the online education program suggests an order for studying the modules, the student is free to study the modules in any order.

While selecting a course and audience path for a student, you can display information to help you make a decision. You can display the following information:

- Description of the course
- List of students enrolled
- List of the audience paths through the course (with audience path IDs). From this list you can display:
 - Descriptions of each audience path
 - Lists of the modules in each audience path (with module IDs)

In Tutorial System Support, the first module in each audience path is "Getting Started with Online Education." This module teaches the student how to select and study a module. If the student needs more information about online education, you can enroll them in the audience path entitled "How to use AS/400 online education." This audience path consists of several modules that explain how the student can control the education presented. This information is normally not necessary unless students administer education for themselves.

If none of the supplied audience paths fits the needs of a student, you can define a new audience path. This function is described in "Creating Audience Paths" on page 2-6.



RSLP054-3

Figure 2-2. Education Administrator Tasks: Work with Student Information

Maintaining Student Activity

As the education administrator, you can access information about a student's progress in online education. You can display which modules the student has marked complete and the date the student finished each module. You cannot see how the student performed on any of the quizzes at the end of a module; the online education program does not record this information.

After a student is enrolled, you can change some of the information about the student. You can change the student's name, course, or audience path. You can also remove a student from enrollment, which removes all records of that student's activities in online education. However, you cannot perform any of these activities if the student is currently signed on and using online education. Likewise, a student cannot access online education if you are currently modifying that student's enrollment information.

Maintaining Courses

Maintaining the online education courses consists of the following tasks:

- Adding and removing courses
- Opening and closing courses
- Displaying general course information
- Upgrading courses
- Creating audience paths
- Saving student and course information

Adding and Removing Courses

Adding and removing courses allows you to control which courses are on the system. When you remove a course, no student can study in the course until you add and open that course again. Removing the course removes all records of student activity in the course; students will lose any bookmarks left in the course, and no record of completed modules will be saved. If the course is added again, students will need to be enrolled in the course again.

Opening and Closing Courses

Opening and closing courses allows you to control which courses students can access. Closing a course allows you to work with a course without having students trying to study the course.

After you have finished working with the course, you can open the course so that students can study the course again. All records of student activity in the course are recovered, and students do not need to be enrolled in the course again.

Displaying General Course Information

From the Work with Courses display you can see the following information about a course:

- Description of the course
- List of students enrolled
- List of the audience paths available through the course (with audience path IDs)
- Description of each audience path
- List of the modules in each audience path (with module IDs)

Upgrading Courses

Upgrading a course replaces the course with a new version. When you upgrade to a new release of the AS/400 system, the Tutorial System Support course is automatically upgraded if it is installed with the operating system. The modules change to reflect changes made in the system. When Tutorial System Support is upgraded, audience paths you have created are not removed.

Note: When upgrading the AS/400 system, all bookmarks active in Tutorial System Support at the time of the upgrade are removed. You may want to let your students know their bookmarks will be removed before upgrading to a new release.

If the course you are upgrading is not Tutorial System Support, you will have to remove the bookmarks in the course before upgrading it.

Creating Audience Paths

You may find that some of your students do not need one or more modules in a defined audience path. You may also have students whose educational needs span several audience paths. For this reason, the online education program allows you to create and change audience paths.

Note: You cannot change the existing audience paths for the system-supplied course. You can, however, copy these audience paths and change the copies.

You have two options when defining your own audience path. One option allows you to start with an empty audience path, the other creates a copy of an existing audience path. You can then add or remove modules in your new audience path until it suits your needs. You cannot have modules from different courses in the same audience path.

You can also change audience paths that you have created. This allows you to add or remove modules from the audience path as well as change the order in which the modules appear.

Saving Student and Course Information

Like other valuable system information, student and course status information should be periodically saved. If a major system failure should damage this information, you can restore the saved copy with a minimum of disruption to your training operation. All student and course information that changes with regular use of online education is in database files in the QUSRSYS library. The database files starting with QAEA contain online education information. The *CL Reference* contains information on these and other commands that you may use for the task:

- SAVLIB
- RSTLIB
- SAVOBJ
- RSTOBJ

Chapter 3. Creating an Online Education Course

The Self-Education Facility for the PS/2 (SEDF/2) is a program for creating computer-based training courses using a personal computer. An SEDF/2 course can be distributed on diskette and run on a personal computer. The course can also be installed on an AS/400 system and presented by online education.

Some SEDF/2 courses can be displayed on any display station on the system. Other courses require students to use a personal computer and AS/400 PC Support to study the course. To determine whether or not students will need to use a personal computer to study the course, refer to the *SEDF/2 Author's Guide*.

The *SEDF/2 Author's Guide* describes how to create a course and how to install the course on the AS/400 system. This chapter explains how to prepare the course for students to study, and how to add a module to a course after the course has been added.

The work sheets provided at the end of this manual should be completed before the course is installed on the system. These work sheets indicate all the information necessary to add and prepare a course.

Preparing a Course for the AS/400 System

The following tasks must be performed before a student can study an SEDF/2 course on the AS/400 system:

1. Add the course to the list of available courses.
2. Add the modules to the course.
3. Create audience paths through the course.
4. Open the course.

Adding the Course

Adding a course causes the course to appear on the Work with Courses display. Education administrators can then prepare the course for students to access.

When a course is added, the course ID must be specified. If the course can be studied on any display station attached to the system, the course material is stored in a library. The course ID is the name of this library. If the course requires the use of a personal computer, the course material is stored in shared folders. In this case, the course ID is the same as the name of the second-level folder that contains the course (for example, K:\QEACOURS\COURSE1).

Note: When you add a course that is stored in shared folders, a library with the same name as the course ID is created automatically if it does not already exist. This library is used by the online education function to store administrative files for the course.

Adding the Modules

For a module to be included in a course, the module must be added to the course. The module ID must be specified when the module is added to the course. The module ID is the same as the three-character extension of the personal computer files that contain the course.

If the module can be studied using any display station, the associated files for the module must also be specified. These are the files in the course library that contain all the module information. The associated files for a module include the package file and any files containing displays presented by the module.

Creating the Audience Paths

For students to access any of the modules in the course, audience paths through the course must be provided. When new audience paths are created, any three alphabetic or numeric characters can be specified as the audience path ID. When adding modules to an audience path, you also specify the order in which the modules will appear.

Opening the Course

The final step in making the course available to students is to open the course. Once the course is opened, the student needs to be enrolled in the course in order to study it. See "Enrolling Students" on page 2-3 for information about enrolling students.

Adding a Module to a Course

After a course has been added to the system, additional modules can be developed and added to the course. This allows a course to change as the educational needs of the students change.

The following tasks must be performed to add a module to a course:

1. Close the course

The course should be closed while it is being changed to prevent students from attempting to access the course. Closing the course does not remove the course information from the system. All records of student activity in the course are saved, and are automatically restored when the course is added again.

2. Add the module

One of the tasks that can be performed when changing a course is to work with the modules in the course. When a module is added to a course, the module ID must be specified. The module ID is the same as the three-character extension of the personal computer files that contain the course.

If the module can be studied using any display station, the associated files for the module must also be specified. These are the files in the course library that contain all the module information. The associated files for a module include the package file and any files containing displays presented by the module.

3. Change the audience paths

For students to be able to access the module, the module must be included in one or more audience paths. When a module is added to an audience path, the order of the modules is also specified.

4. Open the course

Before any students can study the course, the course must be opened again. After the course is opened, the student needs to be enrolled in the correct course and audience path to study the new module.

Appendix A. Work Sheet for Installing a Module

Use this work sheet to help determine the information required to install an online education module on the system.

After completing this work sheet, refer to Chapter 3, "Creating an Online Education Course" and follow the procedure for installing a module.

Information for Installing a Module

1. What is the title of the module? _____

2. What is the ID of the module? _____

Note: The module ID is the same as the three-character extension of all the personal computer files that contain the module.

3. What is the ID of the course in which the module will be installed? _____

Note: If the modules in the course can be shown on any display station, the course ID is the same as the name of the library containing all the course material. If the modules in the course require the use of a personal computer, the course ID is the same as the name of the second-level folder containing all the course material.

4. What are the associated files for the module?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Note: If the module requires the use of a personal computer, the associated files do not need to be specified. If the module can be studied on any display station, the associated files are all the files in the course library that contain material for the module.

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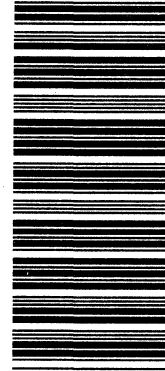


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5728-SS1

93X0346



SC21-9770-2

