



LJ CREATE™
Learning for life

LJ ClassAct II

LMS Guide for Teachers
and Administrators



LJ ClassAct II

Please select one of the following Help topics, or see the Table of Contents on next page.

[I'm a new site Administrator. How do I set up Classes and other Teachers to use our LJ ClassAct II LMS site?](#)

[I'm a Teacher or an Administrator. How do I set up my classes, add courses/content, and add students to the LMS?](#)

[How do I delete a student's assessment grade so they can take it again \(without making a report\)?](#)

[How do I create Reports to see the students' grades?](#)

[I'm a Teacher that needs to self-register.](#)

[I want to have my Students self-register.](#)

[The students can't hear the presentations in Chrome. How can I fix that?](#)

[How do I hide the hands-on practical tasks so all the work can be done virtually?](#)

LJ ClassAct II

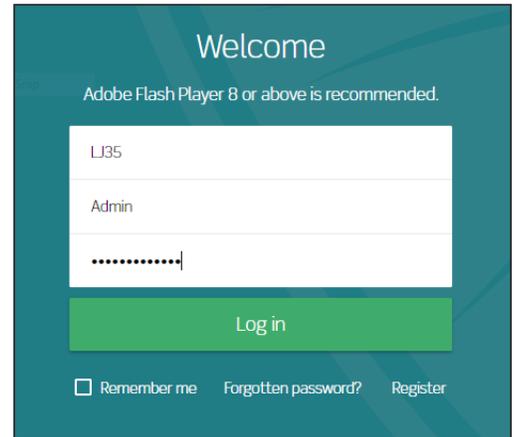
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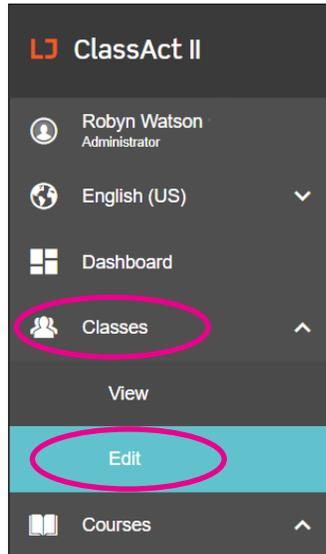
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Administrator's Guide to Setting up Classes and Teachers

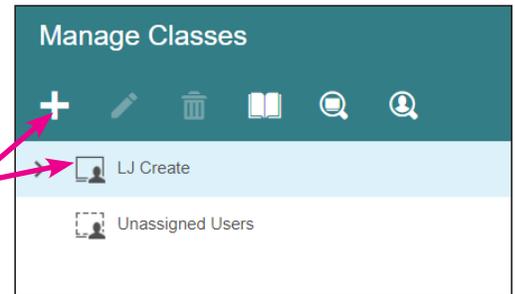
1. Go to www.ljcreatelms.com and login using your site code and administrator details.



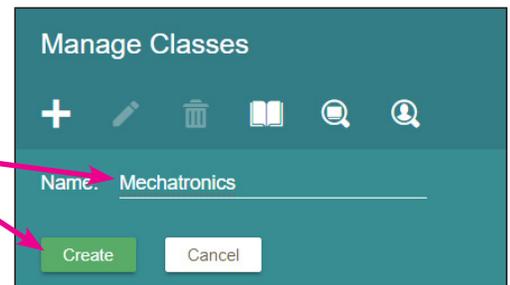
2. In the menu on the left, click on **Classes** and then **Edit**.



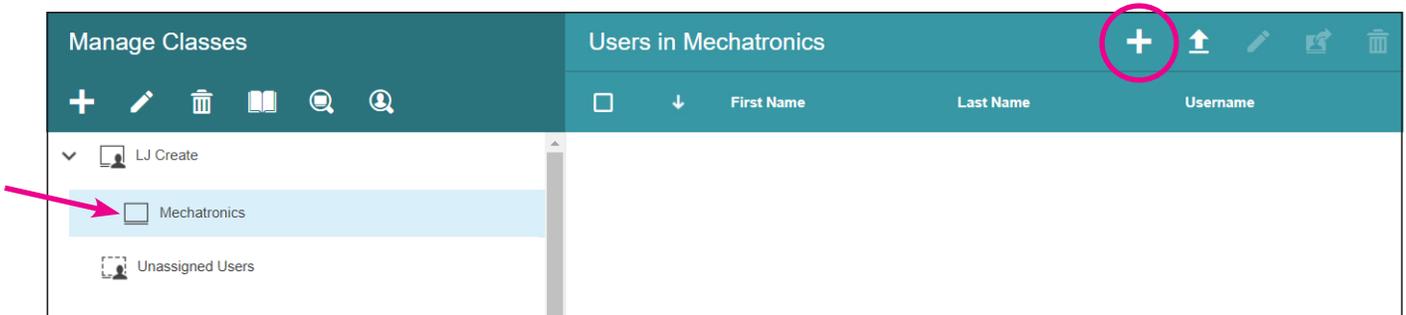
3. Click the domain name (typically the name of your school) to highlight it and click the + symbol.



4. Enter a name for the new class/group and click **Create**.



5. To add a teacher to the group you have just created, first select the group, and then click the + symbol in the right-hand user's frame.



6. Fill in the required fields, remembering to change the user type to **Teacher** then click **OK**.

Note: Admin and Teacher passwords must use at least 6 characters and the password must not be in the thousand most commonly used words... so no password123, qwerty, 123456 etc.

Add a New User to Mechatronics

Username:

First Name:

Last Name:

Email:

Password:

Repeat Password:

Type:

Language:

7. You will now see the user you have just created in the users list and an avatar icon next to the group name on the left. You can repeat the above steps to add additional users at any time.

Manage Classes

+ ✎ 🗑️ 📖 🗨️ 👤

▼ 👤 LJ Create

👤 Mechatronics

👤 Unassigned Users

Users in Mechatronics

+ ↑ ✎ ↻ 🗑️

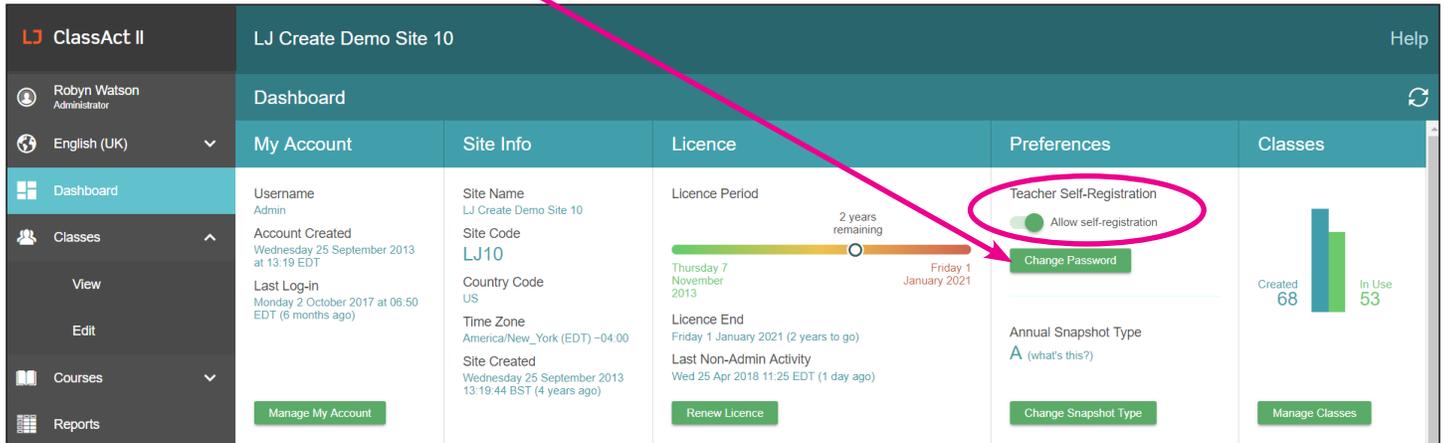
<input type="checkbox"/>	↓	First Name	Last Name	Username
<input checked="" type="checkbox"/>	👤	Justine	Shannon	jshannon

8. You can now provide the login details to the teacher, including the URL (www.ljcreatems.com), **site code**, **username**, and **password**. If you are the person managing the class, you can continue with *Adding Classes, Coursework, and Students* or you can provide this guide to the teacher for them to continue setting up the site.

Option: Allow Teachers to Self-Register Themselves

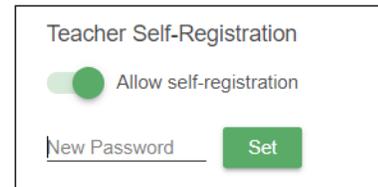
If your role as an Administrator is less hands-on, and you want to just allow the teachers to register themselves into the LMS, follow these simple steps.

1. Make sure you have turned on the option in your Dashboard.
2. Click on **Change Password**.



The screenshot shows the ClassAct II administrator dashboard for 'LJ Create Demo Site 10'. The user is Robyn Watson, Administrator. The dashboard is divided into several sections: My Account, Site Info, Licence, Preferences, and Classes. In the Preferences section, the 'Teacher Self-Registration' toggle is turned on (indicated by a green circle). A pink arrow points from the 'Change Password' button in the Preferences section to the 'Change Password' button in the Licence section. The 'Licence' section shows a 2-year remaining period ending on Friday 1 January 2021. The 'Classes' section shows 68 created and 53 in use.

3. Type the password that you will provide to Teachers in the box that appears, and then click **Set**. You will see a message appear to confirm that the password has been successfully reset.



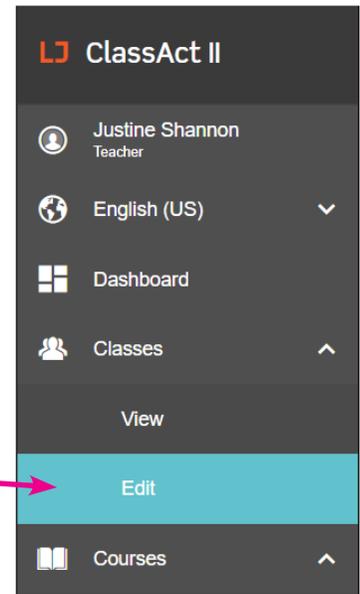
The close-up shows the 'Teacher Self-Registration' settings. The 'Allow self-registration' toggle is turned on. Below it is a text input field labeled 'New Password' and a green 'Set' button.

4. The Teachers can then head over to ljcreatelms.com, and click **Register**.

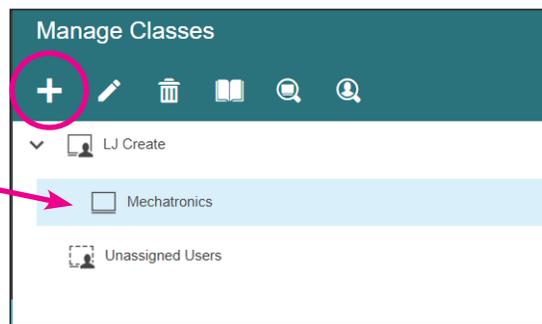
Add Classes/Groups

If you (or your Administrator) have followed the *Administrator's Guide to Creating Classes and Teachers* to create a class and add a teacher, adding additional classes will allow you to create a hierarchy of separate classes for students, and assign unique content to each.

If you have only one class, and do not wish to add additional folders at this time, you can skip to "Add Coursework/Content." You can always create additional classes at a later time.

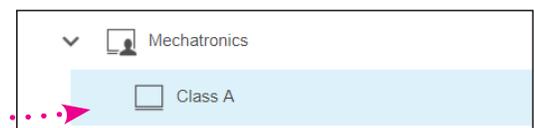
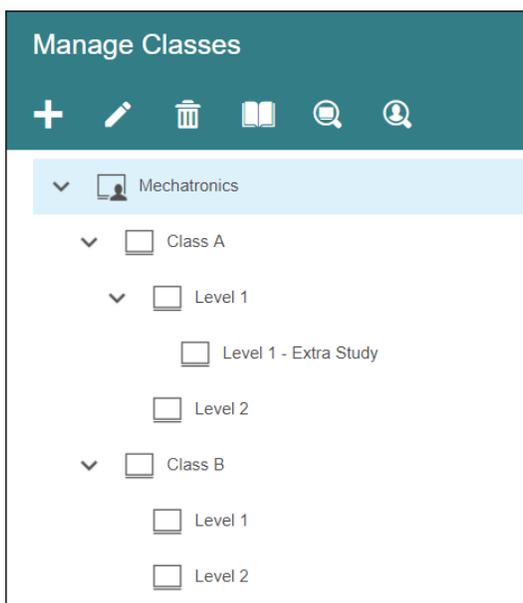
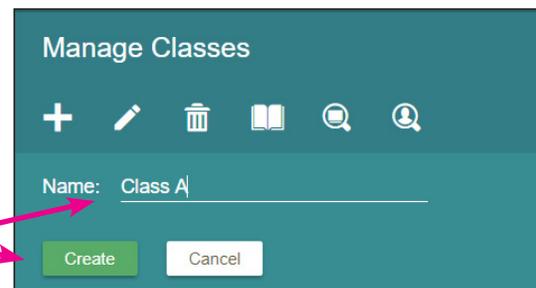


1. Select **Classes** and **Edit** from the left-side menu.



2. Select the group to which you would like to add additional classes, and click the + icon.

3. Enter a name for the new class and click **Create**. The new class will appear as a sub-group of the previously selected parent group.



It is possible to create a tiered structure of classes simply by selecting a class and then repeating steps 2 and 3. At left is an example of a three-tier structure.

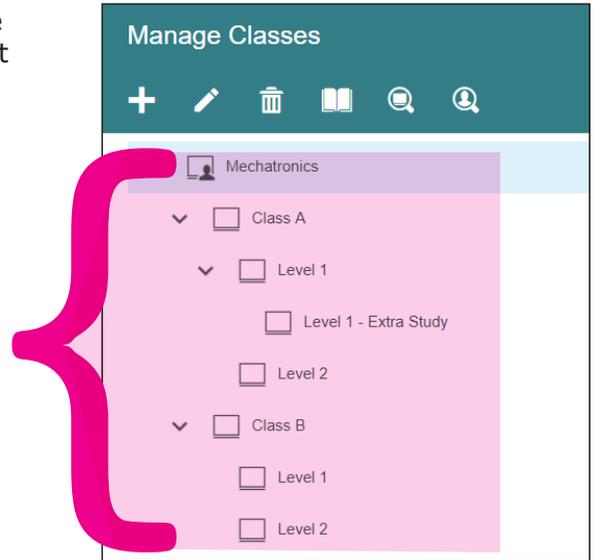
Add Coursework/Content

Before adding content, it is important to note that the system uses a hierarchy-based structure. Therefore, content can be seen by the group it is applied to and any sub-groups below it.

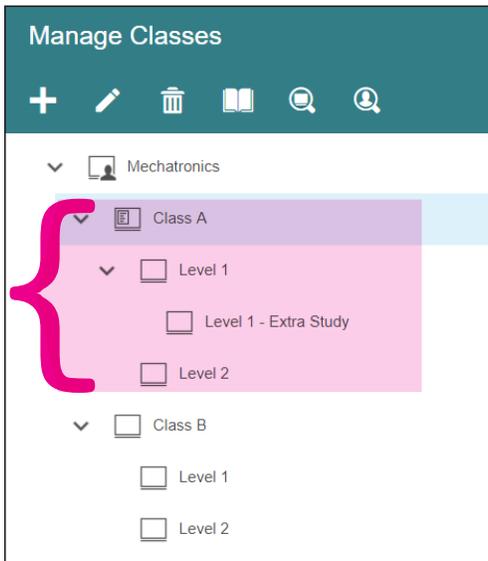
Below are three examples of how applying content to different levels effects who can see it.

If in doubt it is best to apply courses to lower levels in the hierarchy. This ensures your students only see content that is relevant to their studies.

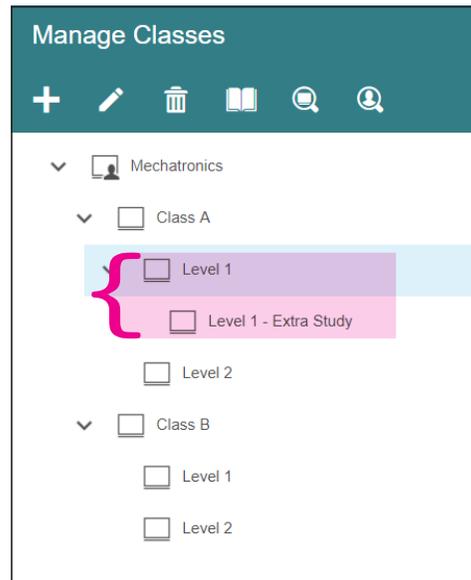
Example 1:
Content added to **Mechatronics**
Content seen by **all users**



Example 2:
Content added to **Class A**
Content seen by **Class A and sub-groups**

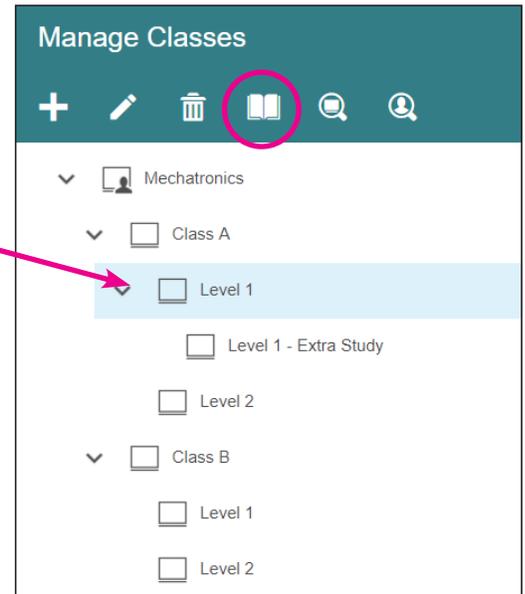
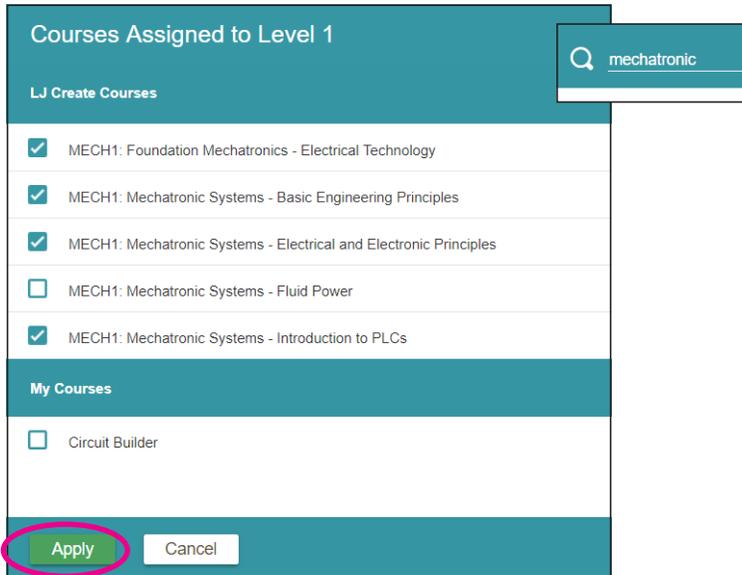


Example 3:
Content added to **Level 1** within Class A
Content seen by **Level 1 and sub-groups**



1. To add learning material to a class, first select it and then click the book icon to manage work for this group.

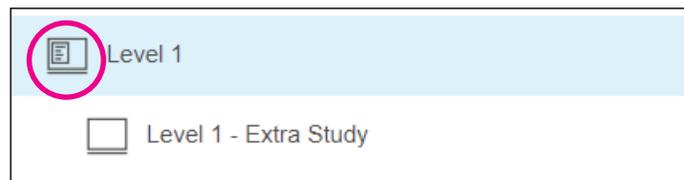
2. Put a check next to the applicable course(s) and then click **Apply**.



The top portion of this box is populated with the LJ Create courses to which you have access. The "My Courses" section in the lower portion of this box will initially be blank. As you create your own custom courses, they will appear here. See the guide on *Creating Custom Courses* for more details.

Note that you can search for a course by name by entering text next to the magnifying glass in the upper right of the box.

Once you add content to a group, you can see the icon change to show that a "page" from the book has been added.



Now you are ready to add students to the group!

Troubleshooting: What if I can't deselect a course?

Q: I'm setting up courses for my class but some are pre-selected and I can't uncheck them.



LJ Create Courses	
<input checked="" type="checkbox"/>	MECH1: Foundation Mechatronics - Electrical Technology
<input checked="" type="checkbox"/>	MECH1: Mechatronic Systems - Basic Engineering Principles
<input checked="" type="checkbox"/>	MECH1: Mechatronic Systems - Introduction to PLCs
<input type="checkbox"/>	§112.11 Science, Kindergarten
<input type="checkbox"/>	§112.12 Science, Grade 1

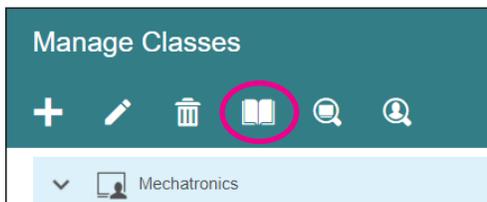
A: The learning content in question has been allocated at a higher level in the classes hierarchy. Go to your manage classes section and remove the content from the higher level in the structure.

If the content was set by another member of staff you may require them to remove it for you or alternatively get your site admin to help.

How do I access the lessons for my Engineering Construction Kit or ERIK?

Each of the 220-01 Engineering Construction Kits and 250-01 Educational Robotics Invention Kits (ERIK) comes with a sheet of paper with an activation code. This can be entered online to unlock access to these activities. This only needs done one time per site.

1. Go to **Classes/Edit** and click on the book icon to Manage work for this group.



2. Enter the activation code(s) and click to **Activate**.

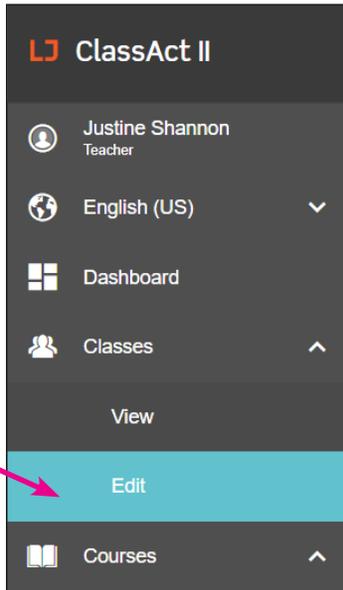


Educational Robotics Invention Kit (ERIK) (250-01)	<u>ACTIVATION CODE</u>	Activate
Engineering Construction Kit (220-01)	<u>ACTIVATION CODE</u>	

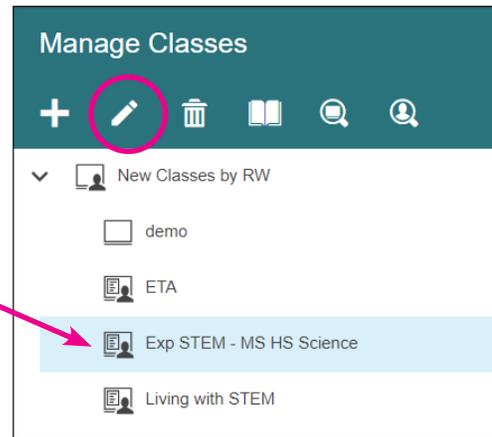
Can I hide the student assessment feedback?

Yes, we understand that each classroom situation is unique, and so if you desire to hide the assessment feedback that is received by the students, you can easily turn it off and back on.

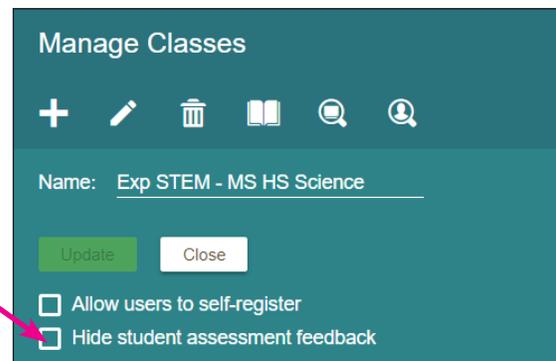
1. Select **Classes** and **Edit** from the left-side menu.



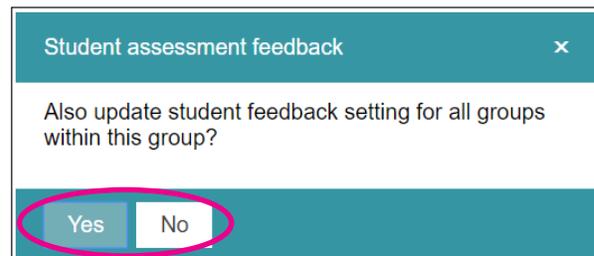
2. Select the group that you do not want to get feedback on their answer choices, and then click the pencil icon.



3. Click to put a checkmark in the box for "Hide student assessment feedback."



4. A window appears asking if you'd like to apply this setting to only the selected group, or if you'd also like to turn off the student assessment feedback for any subgroups of the selected group. Click Yes or No as desired.



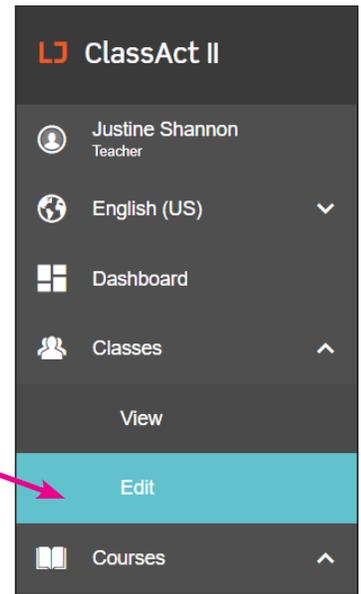
5. The feedback is now hidden from the students in the selected group(s).



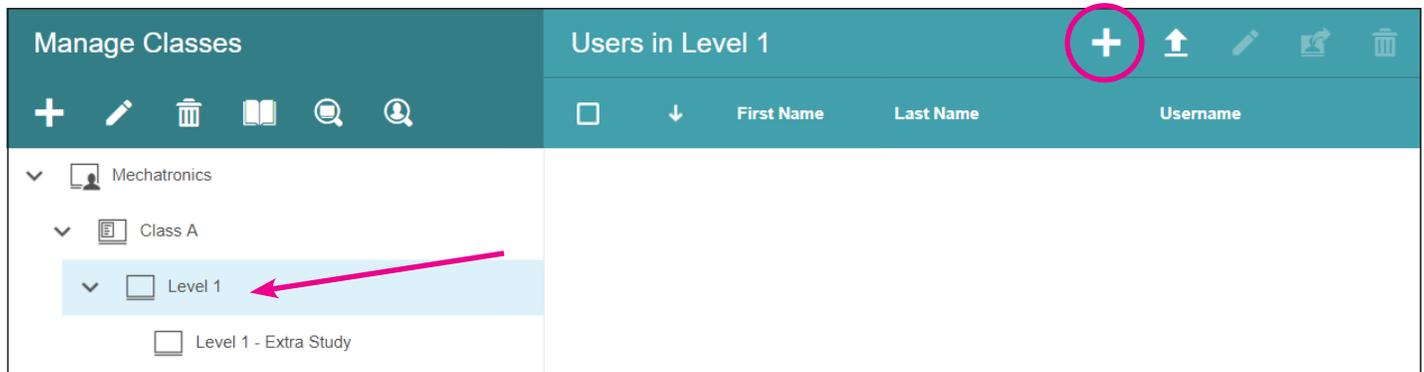
Add Students to Classes

Option 1 – Add Students Individually

1. To add students to a class one at a time, first select **Classes** and **Edit** from the left-side menu.



2. Select the class you wish to add the student to, and then click the + symbol on the right to add a user.



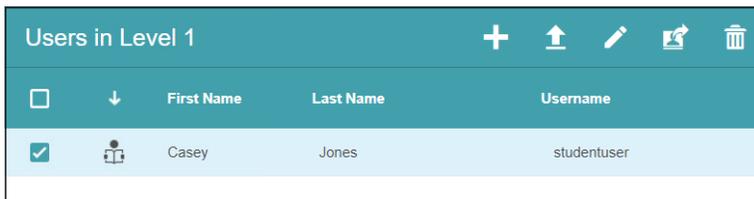
3. Fill in the user fields remembering to change the user type to **Student**, then click **OK**.

The screenshot shows the 'Add a New User to Level 1' form. The fields are filled with the following information:

Username:	studentuser
First Name:	Casey
Last Name:	Jones
Email:	cjones@school.org
Password:
Repeat Password:
Type:	Student
Language:	English (US)

At the bottom, there are 'OK' and 'Cancel' buttons.

4. The user will now appear in the selected group.



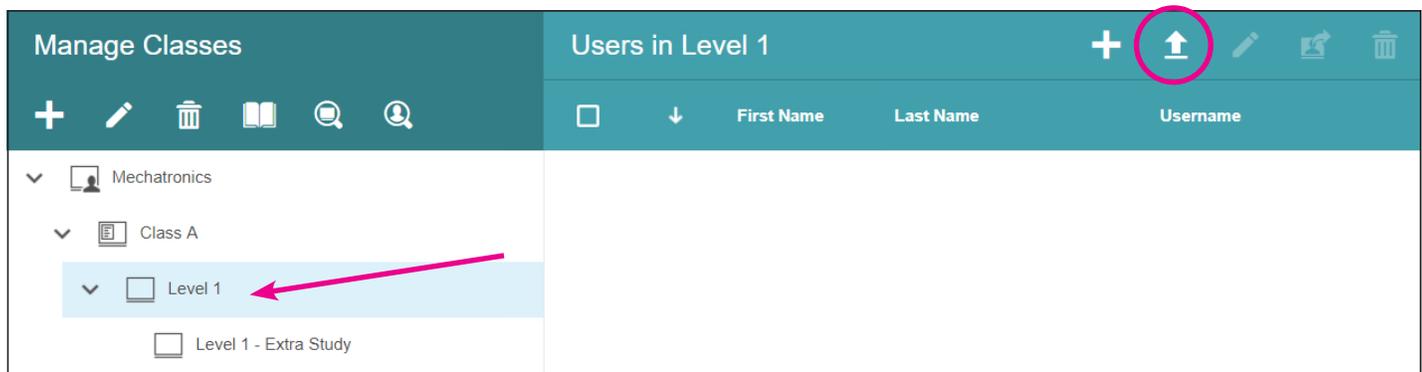
Option 2 – CSV Import

1. It is possible to bulk import students from a CSV file.
2. Prior to importing, you will need to create one file per class. The essential fields are **Username, First Name, Last Name** and **Password**. Optionally you can also add user type, email address, and language.

	A	B	C	D	E
1	Username	First Name	Last Name	Email	Password
2	redgar	Ruth	Edgar	redgar@school.org	student1pw
3	jcox	Jaylyn	Cox	jcox@school.org	student2pw
4	jgarland	Jordan	Garland	jgarland@school.org	student3pw
5	traske	Tajana	Raske	traske@school.org	student4pw
6	sjones	Safira	Jones	sjones@school.org	student5pw

*Data shown in spreadsheet as an example only, your software may vary.

3. Click to highlight the class that you want the students to go into, and click the upload users icon.



4. Click **Choose File** and locate your CSV file to open it. You will see the window populate with the student data.

Multiple users can be imported into a group using CSV data. The following data fields should be used:
Username, First Name, Last Name, Password, Type¹, Email², Language³

Select a CSV file or paste CSV data directly into the textbox below.

Choose File Sample Students.csv

```
1 Username,First Name,Last Name,Email>Password
2 redgar,Ruth,Edgar,redgar@school.org,student1pw
3 jcox,Jaylyn,Cox,jcox@school.org,student2pw
4 jgarland,Jordan,Garland,jgarland@school.org,student3pw
5 traske,Tajana,Raske,traske@school.org,student4pw
6 sjones,Safira,Jones,sjones@school.org,student5pw
7
8
9
```

5. To complete the process click **OK**.

Move Students Between Classes

- A. Once a user is set up on the LMS it is possible to copy them into another class. Check the box next to their name, and then click on the name and hold as you drag them into the desired class.

The screenshot shows the 'Manage Classes' sidebar on the left and a table of 'Users in Level 1' on the right. In the sidebar, 'Class B' is selected. In the table, the checkbox for 'Casey Jones' is checked. A pink dotted line indicates the student being dragged from the table to 'Class B' in the sidebar.

		First Name	Last Name	Username
<input checked="" type="checkbox"/>		Casey	Jones	studentuser

- B. You can copy multiple users at once by checking all of the appropriate boxes, and then dragging one of them to the destination class.

The screenshot shows the 'Manage Classes' sidebar on the left and a table of 'Users in Level 1' on the right. In the sidebar, 'Class B' is selected. In the table, checkboxes for 'Alex Parker', 'Aubrey Jackson', and 'Jorge Gonzales' are checked. A pink dotted line indicates the selection being dragged from the table to 'Class B' in the sidebar.

		First Name	Last Name	Username
<input checked="" type="checkbox"/>		Alex	Parker	student87
<input checked="" type="checkbox"/>		Aubrey	Jackson	student72
<input type="checkbox"/>		Casey	Jones	studentuser
<input checked="" type="checkbox"/>		Jorge	Gonzales	student31
<input type="checkbox"/>		Robert	Lopez	student45

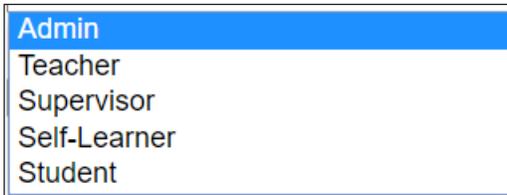
- C. If you don't want the student to be in both classes, you can return to the original class and remove them by checking the box next to their name, and then clicking the **Remove User from this Group** icon in the upper right.

The screenshot shows the 'Manage Classes' sidebar on the left and a table of 'Users in Level 1' on the right. In the sidebar, 'Level 1' is selected. In the table, the checkbox for 'Casey Jones' is checked. The 'Remove User from this Group' icon (a person with a red X) in the top right of the table is circled in pink.

		First Name	Last Name	Username
<input checked="" type="checkbox"/>		Casey	Jones	studentuser

What are the different types of user accounts?

In order to facilitate various levels of learning and oversight, we've created user types beyond just Student and Teacher.



Admin – This person has the highest level of control and visibility of the site. The top-level admin, the contact that is provided to LJ Create for initial site setup, will always be placed in the first folder on the site, giving them the ability to see and manage all users, coursework, classes, reporting, etc. throughout the site. This top-level admin is the only person that can create other Admin users, and they can also add any/all other user types to the site, including Teachers. Any Admin users will also see all the answer keys and suggested answers, and can download the presentations as power points for their own use.

Teacher – This person has full administrative rights for their groups, and can add/delete students. They will be able to see and manage the progress, scoring, classes, coursework, etc., for any group in which they are placed, and any subgroups below that. Teachers will also see all the answer keys and suggested answers, and can download the presentations as power points for their own use. Teachers are unable to create other Teacher accounts.

Supervisor – The Supervisor role is in response to requests from customers who want to provide access to a third party for information about the progress of students who are studying at the school. The Supervisor has a slightly different dashboard summarizing how many classes and students they have access to. They can see reports on students' progress for any students below the level they are registered. So in the case of an employer managing the progress of apprentices, or parent/guardians monitoring student progress, the Teacher will place the desired student(s) in a specific group within the general class of students and register the Supervisor into that subgroup.

Self-Learner – This user has a simplified menu, which allows them to see their own dashboard, view and work on courses, change the language, and view the history of their own work. Self-learners do not have any administrative functions for adding anyone else, adding coursework, viewing reports, etc. **Unlike a regular student user, the Self-Learner is given the option to view the answer keys and suggested answers.**

Student – Students see a simplified menu, which allows them to see their own dashboard, view and work on courses, change the language, and view the history of their own work. Students do not have any administrative functions for adding anyone else, adding coursework, viewing reports, etc. Student users do not have the option to display answers.

Teacher Self-Registration

Please Note - For Teachers to register themselves, the option must be enabled within the site administrator's dashboard.

1. Go to the LJ ClassAct II login at ljcreatelms.com and click the **Register** option.

Welcome

Adobe Flash Player 8 or above is recommended.

SITE CODE

Username

Password

Please enter a username.

Log in

Remember me [Forgotten password?](#) [Register](#)

2. Select the **Create a teacher account** option and fill out the form using the four letter site code and password provided by your site administrator. Click **Register**.

Create a new student Create a teacher account

LJ10

.....

FL_teacher

Maria

Wilson

maria@school.org

.....

.....

Register

Remember me (untick when using a public computer)

[Return to Log in](#)

3. Once registered you will be taken to your user dashboard. From here you can manage your classes and courses. If you click on the **Manage Classes** button you will see that a default class has already been setup for you with your username.

The screenshot displays the user dashboard for Maria Wilson, Teacher. The dashboard is divided into several sections:

- Classes:** Shows a status of 1 class. A green circle contains the number 1. Below it, a list of status categories and counts: Complete (students and courses) 0, Incomplete (students, but no courses) 0, Incomplete (courses, but no students) 0, and Empty (no students or courses) 1. A green button labeled "Manage Classes" is circled in pink.
- Students:** Shows a status of 0% assigned students. A green circle contains 0%. Below it, a list of status categories and counts: Assigned 0, Unassigned 14, and Total 14. A green button labeled "Manage Users" is present.
- Courses:** Shows 389 available courses. A teal circle contains 389. Below it, a list of status categories and counts: LJ Courses 389, Custom Courses 0, and Total 389. A green button labeled "Manage Courses" is present.
- License:** Shows a license period from Thursday, November 7, 2013, to Friday, January 1, 2021, with 2 years remaining. A progress bar is shown. Below it, the license end date is Friday, January 1, 2021 (2 years to go). The last student activity is Wednesday, March 14, 2018 1:48:47 PM EDT (1 month ago). A note at the bottom says "To renew your license, or for any other LMS assistance, please contact your LMS Adminis".
- My Account:** Shows the username FL_teacher, account created on Thursday, April 26, 2018 at 3:53 PM EDT, and last log-in on "You have yet to log in."

A modal window titled "Manage Classes" is open, showing a list of classes:

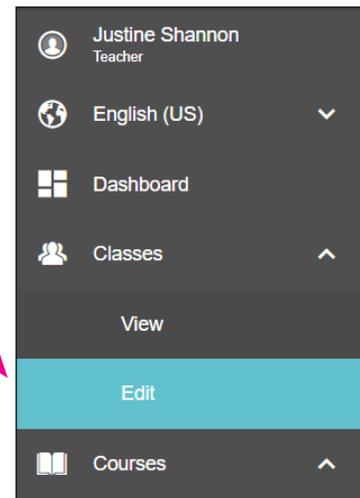
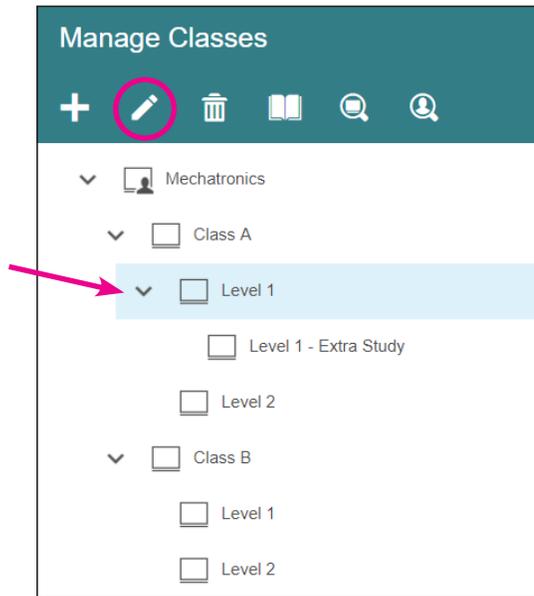
- FL_teacher Class
- Unassigned Users

A dotted line connects the "Manage Classes" button in the Classes section to the modal window.

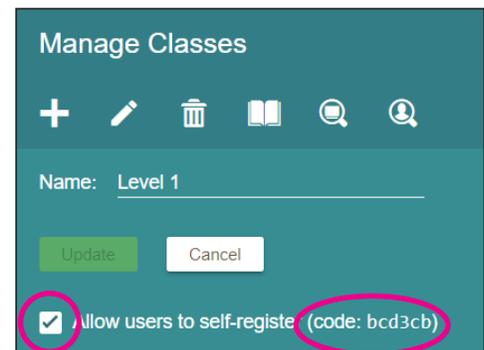
You are now ready to proceed with Adding Classes, Adding Content/Coursework, and Adding Students!

Teacher How-To: Set up a class for self-registration

1. Click on **Classes** and then **Edit**.
2. Select the group you wish students to be able to self-register for and click the pencil icon to edit the class details.



3. Check the option to allow users to self-register. This will generate a 6-character code. Please make a note of the code and group name as these will be used in the next steps.
4. Provide the students with the **site code** and **self-register code** so that they can self register at ljcreatelms.com



Student Self-Registration

1. Go to the LJ ClassAct II login URL (ljcreatelms.com) and click the **Register** option.
2. Select the **Create a new student** option and fill out the form using the four letter site code plus the self register code provided by your teacher.

Create a new student Create a teacher account

LJ10

bcd3cb

kmiller

Kevin

Miller

kmiller@school.org

.....

.....|

Register

Remember me (untick when using a public computer)

[Return to Log in](#)

Welcome

Adobe Flash Player 8 or above is recommended.

SITE CODE

Username

Password

Please enter a username.

Log in

Remember me [Forgotten password?](#) **Register**

3. Click **Register** and you will be taken directly to your coursework.

How to Hide the Hands-On Practical Tasks

Sometimes, you may find that a course suits your needs, but you are in a situation where the students won't be able to do the hands-on practical tasks. This is most likely due to one of these three scenarios:

- You are teaching one or more classes 100% virtually.
- You are teaching both in-person and synchronous online at the same time, but trying to use the same curriculum for both.
- You want to teach the theory, but don't have the recommended equipment to carry out the hands-on tasks.

The good news is that you can click to hide the hands-on practical tasks on a class-level basis. This means that you can have one class/group that works through a course using the hands-on practical lessons and their corresponding assessments, and another class/group that works through the course that you've assigned, but without any hands-on practicals or related assessments. (See side-by-side example next page.)

This feature can be turned on or off at any point as you go through the year, and will apply to any coursework assigned to that group (i.e. both LJ Create courses as well as your own custom courses), so you can quickly respond if your teaching situation changes.

Follow these steps to hide the hands-on practical tasks and the hands-on assessments.

1. Click on Classes/Edit in the left-hand menu.
2. Select the desired class.
3. Click on the pencil icon to open the class editing options.

The image shows a screenshot of the LMS interface with five numbered callouts (1-5) indicating the steps to hide hands-on practical tasks. Step 1 points to the 'Edit' button in the left-hand menu. Step 2 points to the 'Virtual Classes' class in the 'Manage Classes' list. Step 3 points to the pencil icon in the 'Manage Classes' toolbar. Step 4 points to the 'Hide hands-on practical lessons' checkbox in the 'Manage Classes' edit form. Step 5 points to the 'Close' button in the 'Manage Classes' edit form.

4. In the options that appear, click in the box to "Hide hands-on practical lessons" for that class.
5. Click "Close."

Side-by-side Examples of Hiding the Hands-On Practical Lessons

To understand the change that hiding the hands-on practicals brings about, please see the below example using the course "STEM1 Engineering Technology – Mechanical Systems."

Default student view includes hands-on practical tasks, and related assessments.

When "Hide hands-on practical lessons" is checked, the student will not see the hands-on practical tasks, and related assessments.

LJ Create Demo Site 10 Help

In-Person Cla... STEM1: Engineering Technology - Mechanic...

Mechanical Systems and Motion ^

Mechanical Systems [Monitor] [Search] [Download]

Mechanical Systems [Hand] [Hand]

Gear Trains ^

Gears and Simple Gear Trains [Monitor] [Download]

Gears and Simple Gear Trains [Hand] [Hand]

Compound Gear Trains [Monitor] [Download]

Special Gears [Monitor] [Search] [Download]

Special Gears [Hand] [Hand]

Belt Drives and Pulleys ^

Pulley Belt Drive [Monitor] [Download]

Pulley Belt Drive [Hand] [Hand]

LJ Create Demo Site 10 Help

Virtual Classes STEM1: Engineering Technology - Mechanic...

Mechanical Systems and Motion ^

Mechanical Systems [Monitor] [Search] [Download]

Gear Trains ^

Gears and Simple Gear Trains [Monitor] [Download]

Compound Gear Trains [Monitor] [Download]

Special Gears [Monitor] [Search] [Download]

Belt Drives and Pulleys ^

Pulley Belt Drive [Monitor] [Download]

Pulleys [Monitor] [Download]

Levers ^

1st, 2nd, and 3rd Class Levers [Monitor] [Download]

Cams and Cranks ^

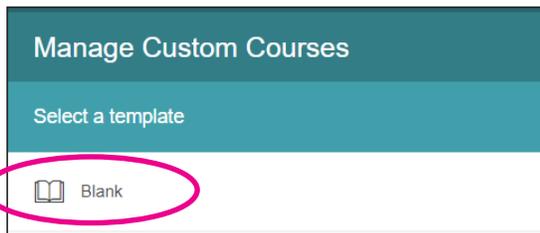
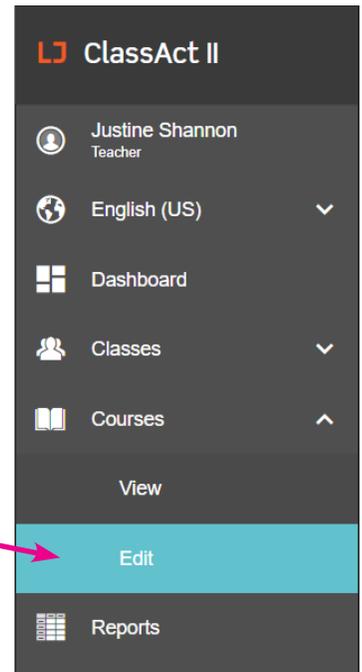
Create Custom Courses

The LJ ClassAct II LMS has a large collection of pre-made courses to choose from, however it is possible to select just the content you require to produce your own course.

You can either build your own course from the ground up, or you can start from one of the LJ course templates and subtract what you don't want (and then add additional lessons from other areas, if desired).

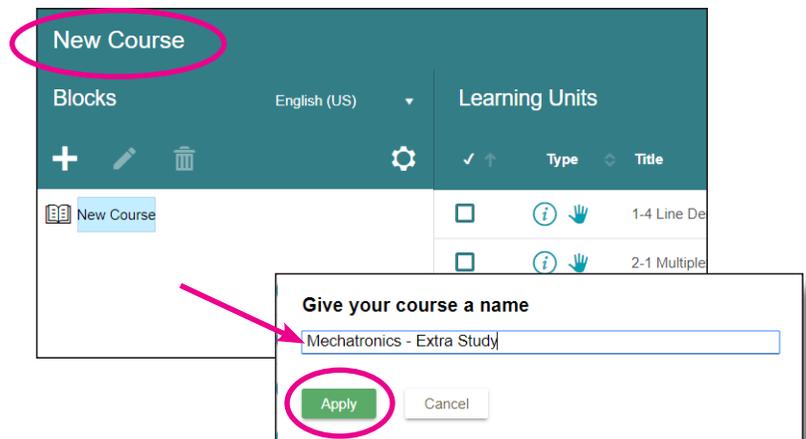
Create a Custom Course from Scratch

1. To create your first custom course, click on **Courses**, then **Edit** on the left-hand menu.
2. Click on **Blank** in the list of available templates.



On return visits click the + symbol at the far right of the Manage Custom Courses title bar to create a new course.

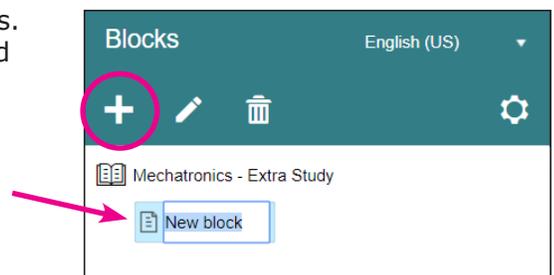
3. Click on **New Course** in the title bar to give your course a name. Click **Apply** to continue.



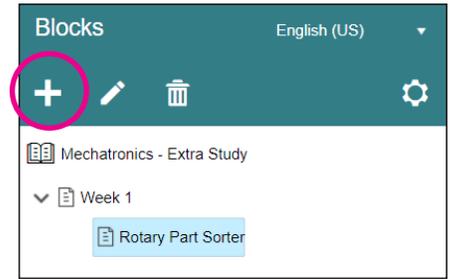
4. It is possible to give your course a structure by adding blocks. Click on the + symbol to add your first block. Type a title and press the Enter key to set it.

You can edit a block at anytime:

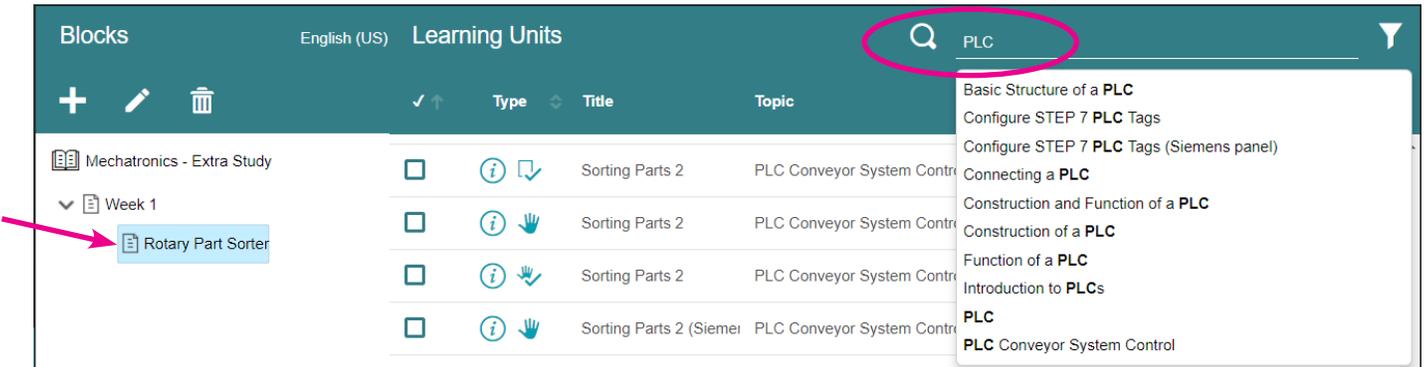
Select the block title and press the  icon to edit it, or delete the block (and all its contents) with .



5. As with creating classes it is possible to set up a hierarchy structure by creating blocks within blocks. Just select the block you want to add to, and press the + symbol.

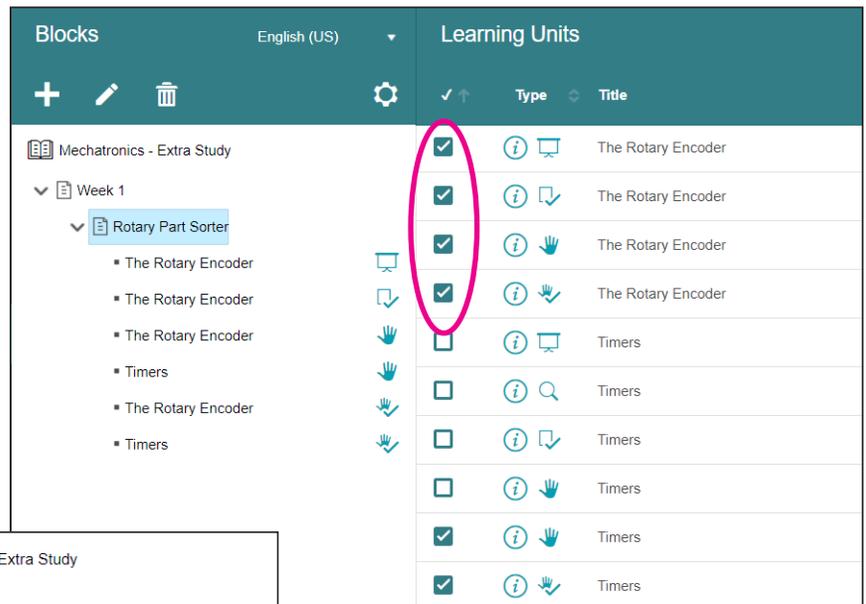


6. To add content, first select the block you want to add it to. Then use the keyword finder on the right of the screen. As you start to type, related lesson titles will appear.

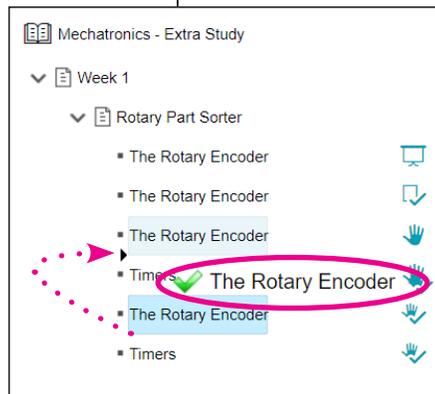


Gain additional information on a lesson component by clicking . Preview it by clicking the content type symbol (investigation , presentation , assessment or hands-on practical).

7. Assign components by clicking the check box in the Learning Units panel. Uncheck a box to remove it from your new course (or select the name of the lesson in your new course, and click the trash can to remove it).



8. Re-order lessons by dragging and dropping them. You can even drag lessons between blocks.



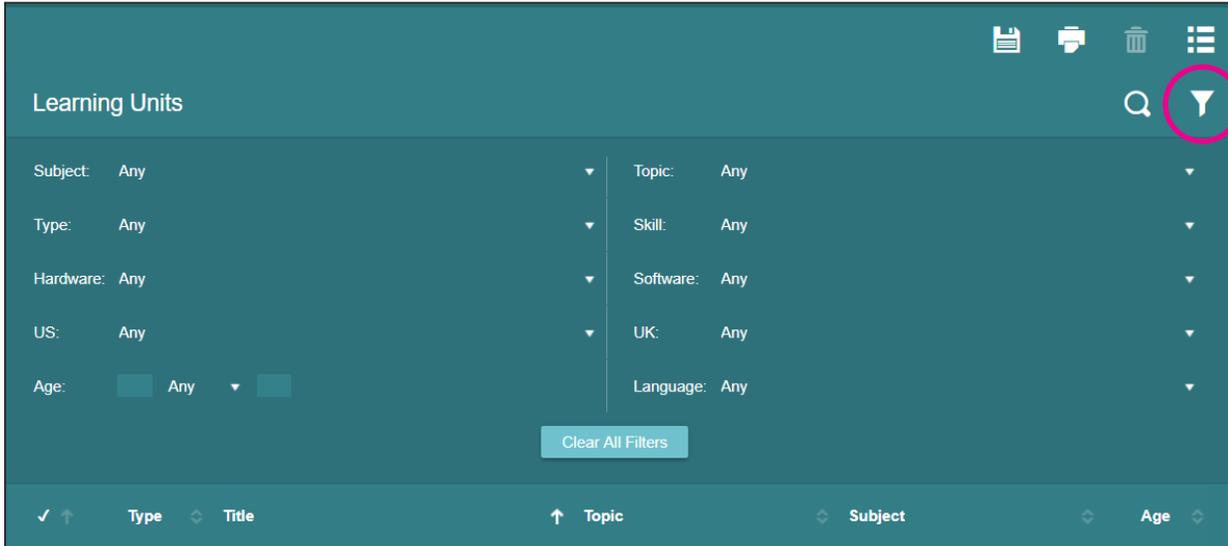
9. Save your course by clicking in the upper right.

When you next return to the Courses/Edit section you will see your previously saved course(s). Click the course title to load and edit it.

Advanced Content Search

With thousands of learning units to choose from, you may wish to limit your search to the most relevant content. Alternatively you may wish to explore what else is available within a particular topic or subject. We have included some easy-to-use filters to make this possible.

1. Click the  symbol on the right frame to activate the filter selection window.



Learning Units

Subject: Any Topic: Any

Type: Any Skill: Any

Hardware: Any Software: Any

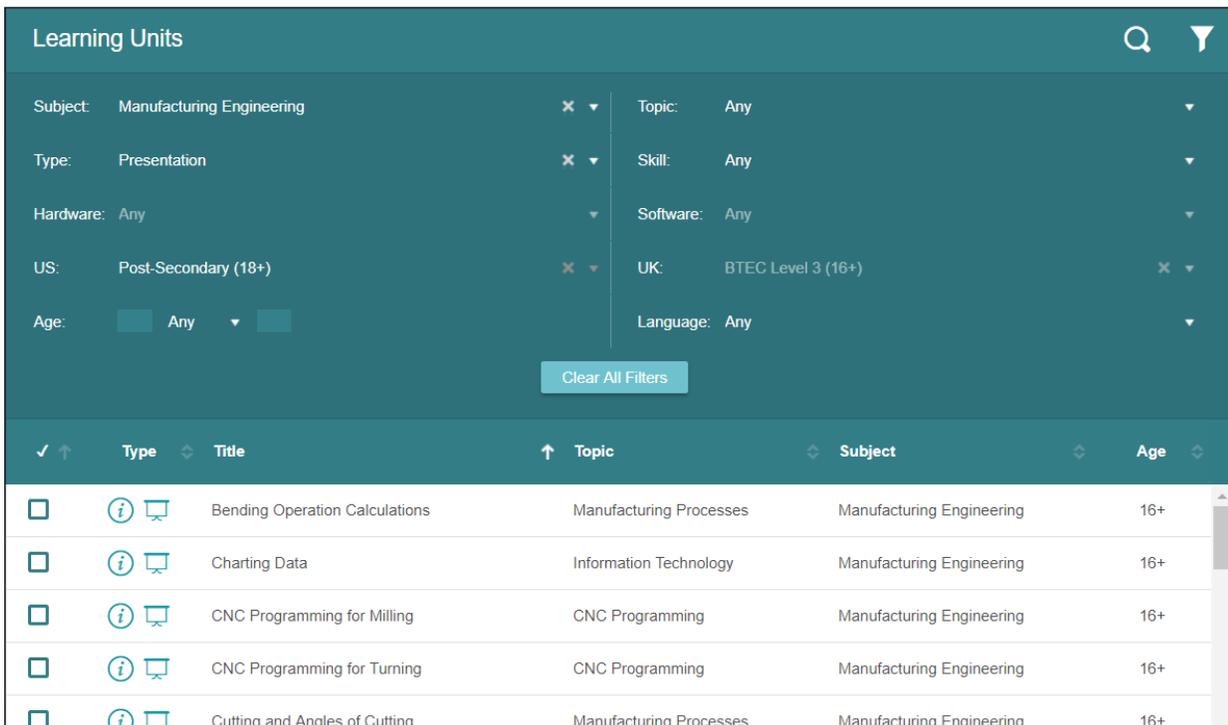
US: Any UK: Any

Age: Any Language: Any

Clear All Filters

✓ ↑ Type Title ↑ Topic Subject Age

2. You can use the filters in isolation or combined with each other. In the example below only **Presentations** looking at **Manufacturing Engineering** suitable for **US: Post Secondary** students are being shown.



Learning Units

Subject: Manufacturing Engineering × Topic: Any

Type: Presentation × Skill: Any

Hardware: Any Software: Any

US: Post-Secondary (18+) × UK: BTEC Level 3 (16+) ×

Age: Any Language: Any

Clear All Filters

✓ ↑	Type	Title	↑ Topic	Subject	Age
<input type="checkbox"/>		Bending Operation Calculations	Manufacturing Processes	Manufacturing Engineering	16+
<input type="checkbox"/>		Charting Data	Information Technology	Manufacturing Engineering	16+
<input type="checkbox"/>		CNC Programming for Milling	CNC Programming	Manufacturing Engineering	16+
<input type="checkbox"/>		CNC Programming for Turning	CNC Programming	Manufacturing Engineering	16+
<input type="checkbox"/>		Cutting and Angles of Cutting	Manufacturing Processes	Manufacturing Engineering	16+

3. The **sub-search** allows you to further narrow down content while leaving your filters in place. Here a sub-search has been performed on the previous filters to show only content related to "planning."

The screenshot shows a filter interface with the following settings:

- Subject: Manufacturing Engineering
- Type: Presentation
- Hardware: Any
- US: Post-Secondary (18+)
- Age: Any
- Topic: Any
- Skill: Any
- Software: Any
- UK: BTEC Level 3 (16+)
- Language: Any

A "Clear All Filters" button is visible below the filters. Below the filters is a table with the following columns: Type, Title, Topic, Subject, and Age.

Type	Title	Topic	Subject	Age
<input type="checkbox"/>	Planning and Organizing Work Processes	Information Technology	Manufacturing Engineering	16+
<input type="checkbox"/>	Process Planning	Information Technology	Manufacturing Engineering	16+

At the bottom of the interface, it says "Showing 1 to 2 of 2 learning units (filtered from 22 total learning units)". A search bar at the bottom right contains the text "planning".

4. Click **Clear All Filters** to regain access to the full content library.

Advanced Custom Course Options

Clicking the  icon allows you to further tailor your custom course.

Control the order that students access work in your course. Select from:

Any – Students can work on any lesson from any block.

Blocks – Blocks must be completed in the set order. Lessons in that block can be completed in any order.

Lessons within Blocks – Students can attempt any block but the lessons within it must be completed in the set order.

Blocks and Lessons – The most rigorous control. Students must complete the lessons of the first block, in order, before they can progress on to the next. Students will only have one piece of available learning content at a time, and must work from top to bottom of the course.

The screenshot shows the "Blocks" configuration interface with the following options:

- Language: English (US)
- Sequence: Any
- Pass: 70 %
- Visible to all staff

A gear icon in the top right corner is circled in pink. A pink arrow points from the gear icon to the "Visible to all staff" checkbox. Another pink arrow points from the "Pass: 70 %" field to the text "Choose the pass mark for assessments in this course."

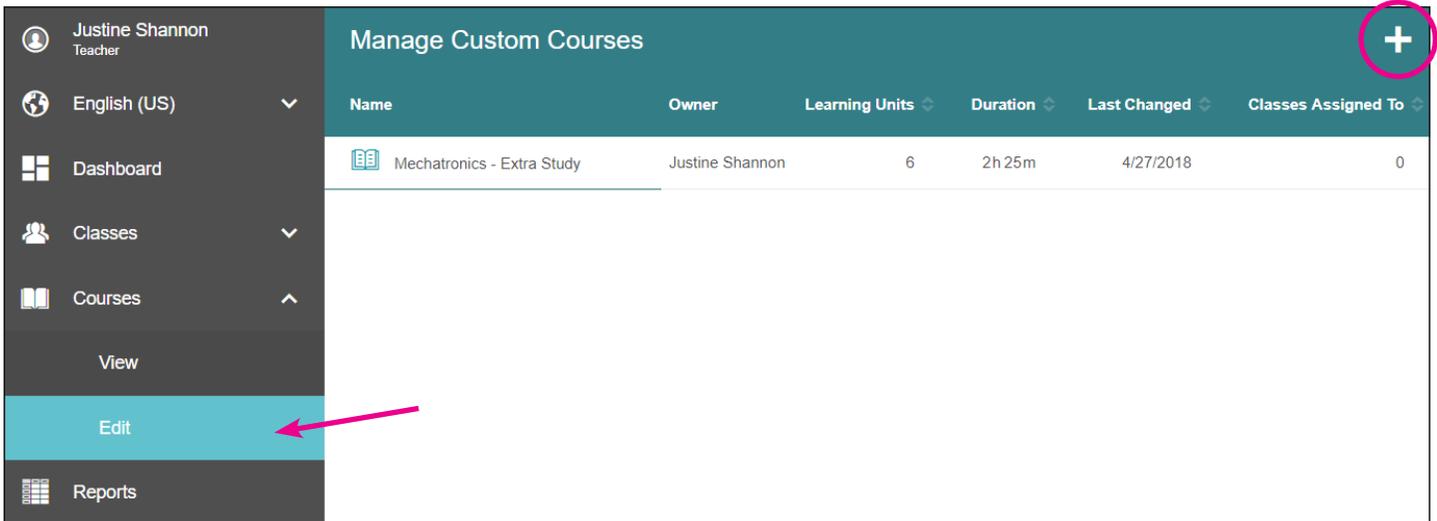
Allow your colleagues to access and use your custom course.

Choose the pass mark for assessments in this course.

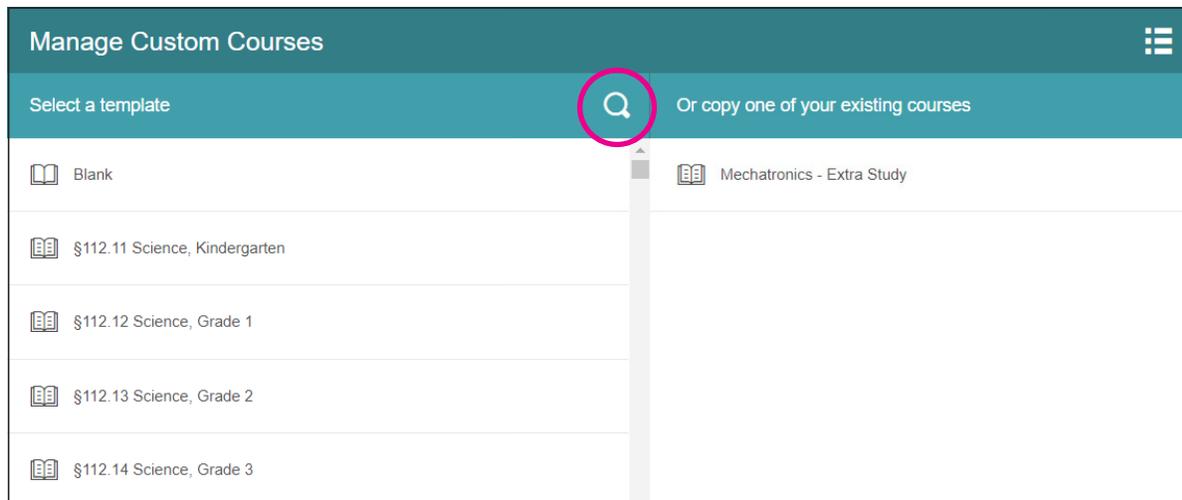
Create a Custom Course from a Template

You may wish to create a variation of one of your previously created courses, or have the ability to edit one of the LJ pre-made courses. To do this, you can open an existing course and select it as a template.

1. Go to Courses/Edit in the left-hand menu and click the + on the Manage Custom Courses title bar.



2. You will see the option to start with a Blank template, as well as a list of existing courses within the system. The LJ courses are on the left, and your custom courses are on the right. Select the course you wish to use as a template. You can use the magnifying glass to search for a template by name.



3. You will be taken to the course editor window as before, however, you will notice that the structure has already been pre-populated.

The course will automatically be titled "Copy of <original course title>" to avoid conflicts. Rename this by clicking the course title at the top of the screen.

Copy of MECH1: Mechatronic Systems - Introduction to PLCs

Blocks English (US)

Learning Units

Sequence: Any

Pass: 70 %

Visible to all staff

Clear All Filters

✓ ↑	Type	Title	↑ Topic	Subject	Age
<input type="checkbox"/>		1-4 Line Demultiplexer	Digital Systems	Digital Electronics (Series 9 Practi...	14-18
<input type="checkbox"/>		2-1 Multiplexer	Digital Systems	Digital Electronics (Series 9 Practi...	14-18
<input type="checkbox"/>		2-4 Line Decoder	Digital Systems	Digital Electronics (Series 9 Practi...	14-18
<input type="checkbox"/>		2-bit Equal-Input Magnitude Comp...	Digital Systems	Digital Electronics (D3000 Practice)	16+
<input type="checkbox"/>		3-Bit Down-Counter	Sequential Logic	Digital Electronics (Series 9 Practi...	14-18
<input type="checkbox"/>		3-Bit Up-Counter	Sequential Logic	Digital Electronics (Series 9 Practi...	14-18

29 blocks, 68 units (14 pres, 18 inv, 18 asm, 9 prac, 9 prac asm)

Showing 1 to 6 of 8,884 learning units

Sub-search

4. You can now edit the course by adding and removing blocks and learning units as detailed in the *Create a Custom Course from Scratch* section. Remember to save your course when you have finished editing.



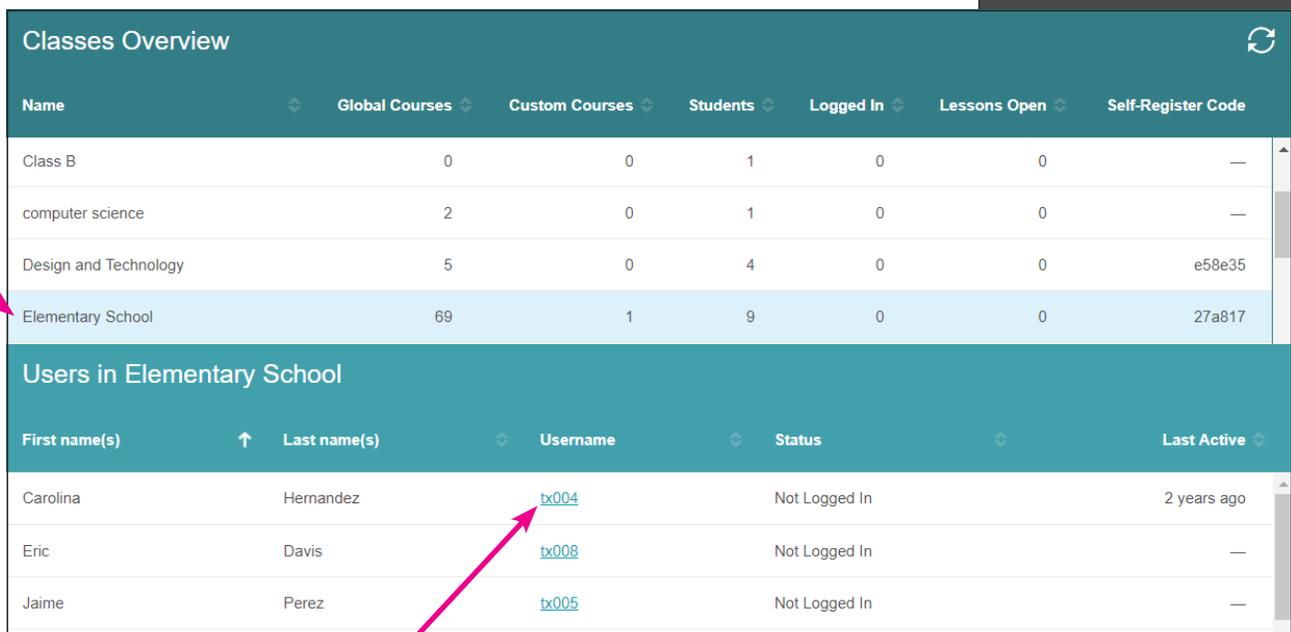
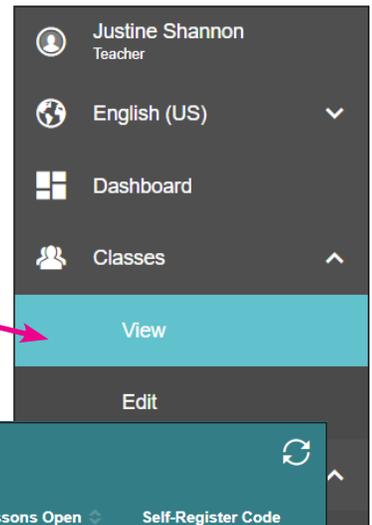
Don't forget that, after making your course (whether from scratch or from a template) you need to go to Classes/Edit, and add the custom course to the group so your students can see it!

How To Delete a Student's Assessment Score

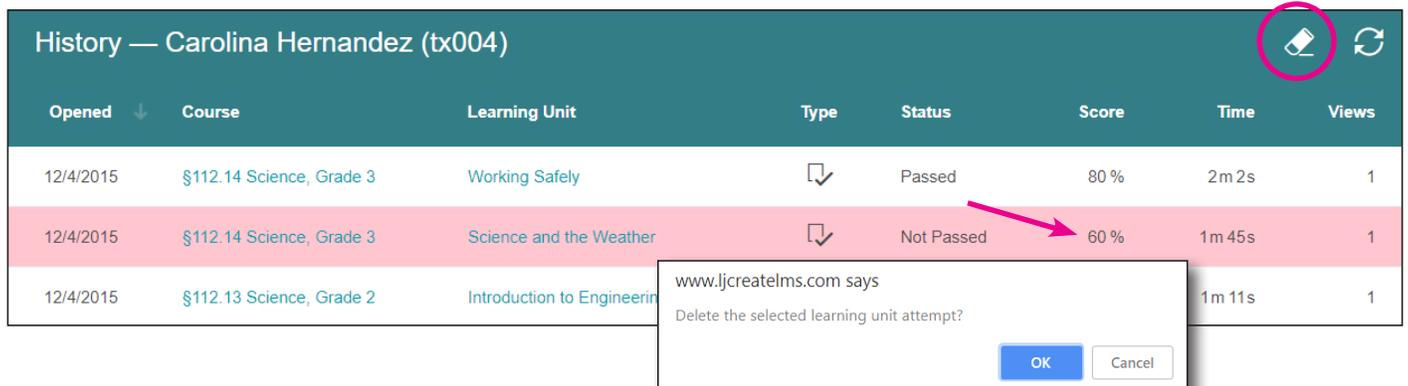
... Without Creating a Report

We've added an additional way to delete student attempts. You may find it more straight-forward than using the reports. Note that this method of using the history will only show the more recent attempts, so if the desired score isn't visible, you will need to run a report, and delete the assessment attempt from there.

1. Click on Classes/View in the left-hand menu.
2. Select the name of the class that the student is in. The students will appear in the lower half of the screen.

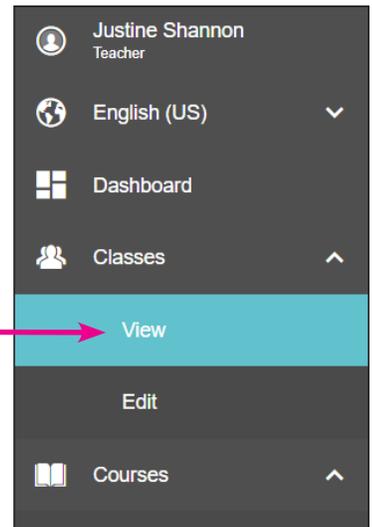


3. Click on the Username hyperlink for the desired student. This takes you to a history of what that student has worked on.
4. Click on the score that you want to delete, and the row highlights red.
5. Click the eraser icon in the upper right and then click OK to delete the attempt.



How to See Student Responses to Specific Assessment Questions

If you need to know which questions a student has gotten right or wrong on an assessment, you can view that information.



1. Click on Classes/View in the left-hand menu.
2. Select the name of the class that the student is in. The students will appear in the lower half of the screen.
3. Click on the Username hyperlink for the desired student. This takes you to a history of what that student has worked on.

Classes Overview

Name	Global Courses	Custom Courses	Students	Logged In	Lessons Open	Self-Register Code
Class B	0	0	1	0	0	—
computer science	2	0	1	0	0	—
Design and Technology	69	1	9	0	0	27a817

Users in Design and Technology

First name(s)	Last name(s)	Username	Status
Angel	Lopez	Student1	Not Logged In 2 years ago
Eric	Davis	tx008	Not Logged In
Jaime	Perez	tx005	Not Logged In

5. Click on the **icon** of the assessment that you want to view. The results will open in another browser tab.

Opened	Course	Learning Unit	Type	Status	Score
2 Nov 2018	STEM1: Design and Technology - Complete (VJC6)	Introduction to Engineering Design		Not Passed	20%
2 Nov 2018	STEM1: Design and Technology - Computer Science (Robotics)	Algorithms and Problem Solving		Not Passed	20%
2 Nov 2018	STEM1: Design and Technology - Computer Science (Robotics)	Computing Concepts		Not Passed	40%
2 Nov 2018	STEM1: Design and Technology - Computer Science (Robotics)	Computer Science - Pre-test		Not Passed	16%

6. You can see the student name and User ID in the tab of the browser. Scroll through the results to see each individual answer with the answer guide, or click "Short Report" to get a summary view for printing.

Lesson History - LJ ClassAct II | Angel Lopez (Student1) | https://www.ljcreatelms.com/StartScorm.aspx?courseID=...

Return to course | Short Report | 3/5 = 60% (all questions answered)

microorganisms that are capable of causing disease are known as pathogens. ways that they can cause illness include releasing toxins into the body, preventing cells from working properly, and reproducing so quickly that they interfere with tissue and organs.

2 Which of these statements is true? ✗

- Infections are spread by pathogens passing from one organism to another
- Sanitation is a heat process that kills pathogens
- Pathogens are unable to survive on hard surfaces
- Pathogens cannot be passed via a person's blood

Answer Guide

The only statement that is true is that infections are spread by pathogens passing from one organism to another. Sanitation is the general term for the provision of facilities and services for the safe disposal of human urine and feces. Many pathogens can survive on hard surfaces and most can be passed via a person's blood.

3 How can technology help to prevent the spread of disease, such as cholera? ✓

Return to course | Short Report

Sanitation

Name	Angel Lopez (Student1)
Score	3/5 = 60%
Date	6/4/2019

1 Complete the following sentences. ✓

2 Which of these statements is true? ✗

3 How can technology help to prevent the spread of disease, such as cholera? ✓

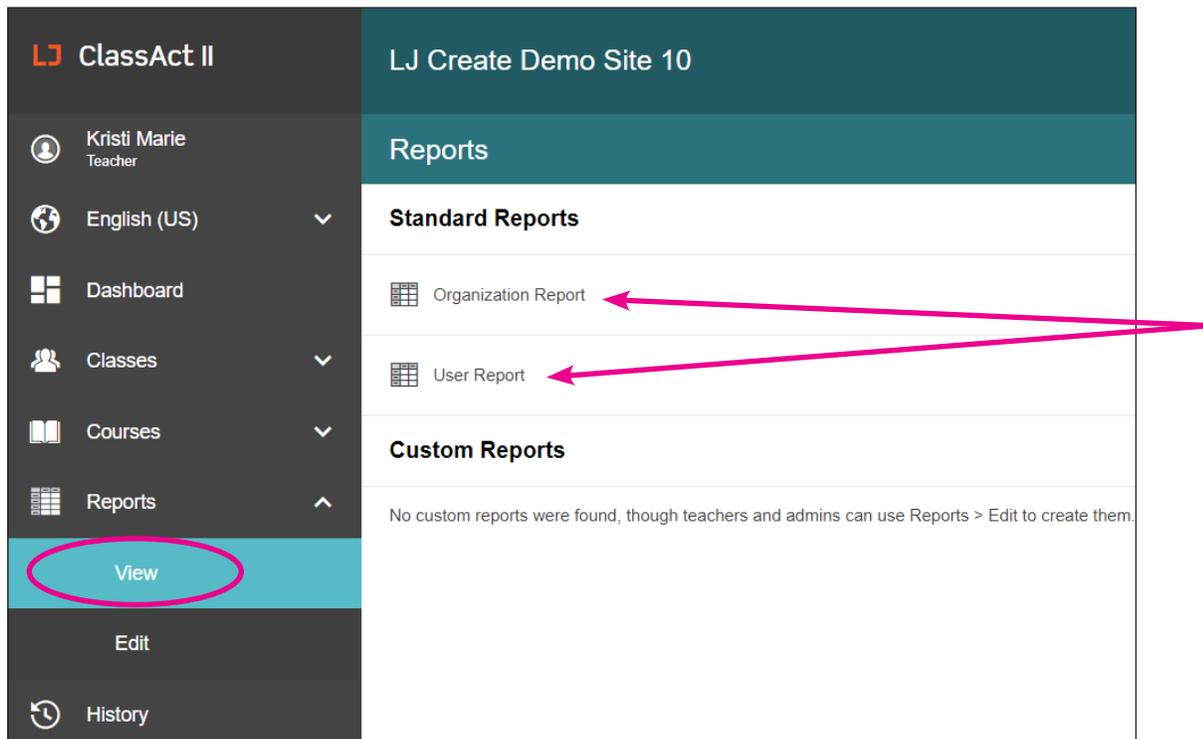
Guide to Reports

One of the benefits of the new reporting system is that it is completely flexible, and allows you to create a myriad of reports that show exactly the details as you'd like to see them. For many teachers, however, a report that shows students in a class, and the scores they received on their assessments is all and exactly what they want to see, so that is the example that we have walked you through below. From here, you can delete assessment attempts, or export all the grades for printing or to use in another program. Details about additional reporting options follow this How-To.

Default Reports

There are two default reports built into the system. These reports provide a quick way to see summary reports or user details.

To access these reports, click on **Reports/View** on the left-side menu, and then choose **Organization Report** or **User Report**.



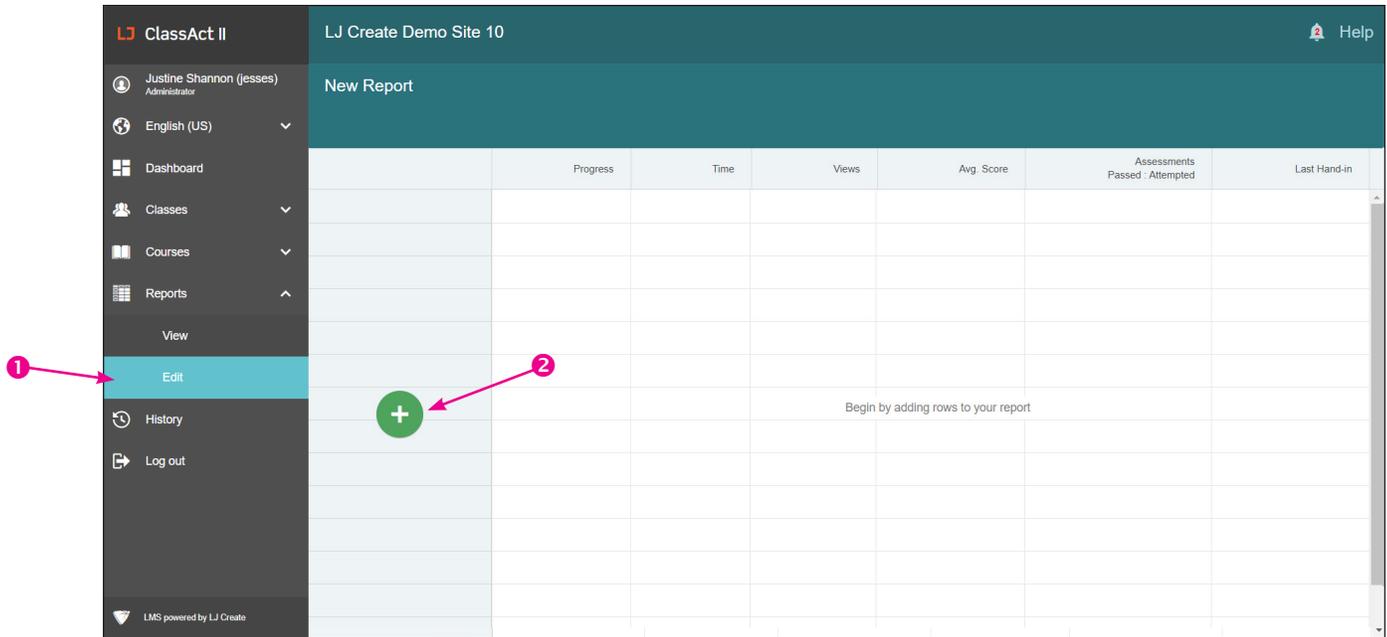
Organization Report - This report allows you to see Progress, Time, Sessions, Score, Attempts, and Hand-in details from your top-most class on down. For an Administrator this may be the entire school, or for a Teacher, it would be the classes/groups that you're a part of. From there, you can click down through the group name(s) in the left column to see sub-groups or individual users' details.

User Report - This report allows you to see the list of users in your groups, and their scores. In this view, you'll see each user's overall course score, and can click through to see the score broken down by lessons.

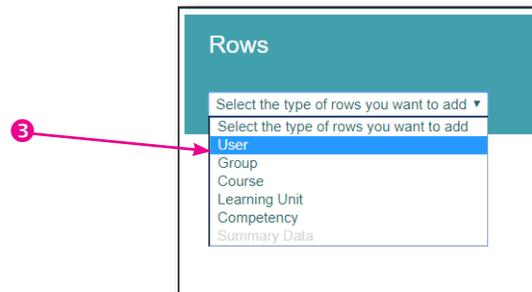
Note that these default reports cannot be modified, so we'll walk through creating custom reports in the next section.

Create a Report to see Student Assessment Grades within a Class

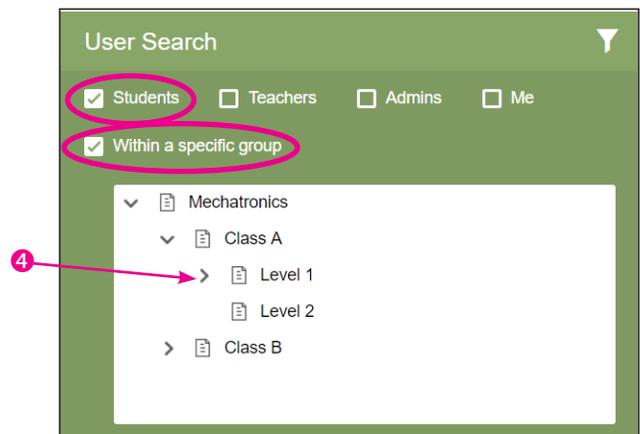
1. To create your first custom report, click on **Reports/Edit** on the left-side menu.
2. Then click the **+** symbol to begin adding rows to your report.



3. In the **Rows** box that comes up, select **User**.

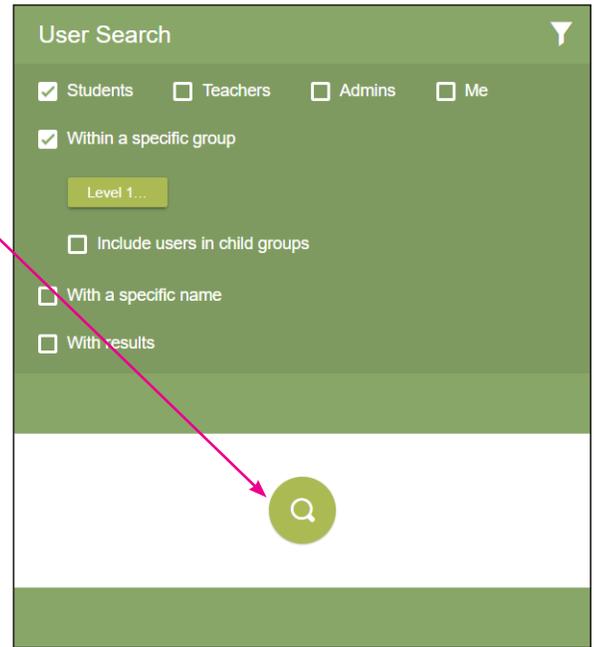
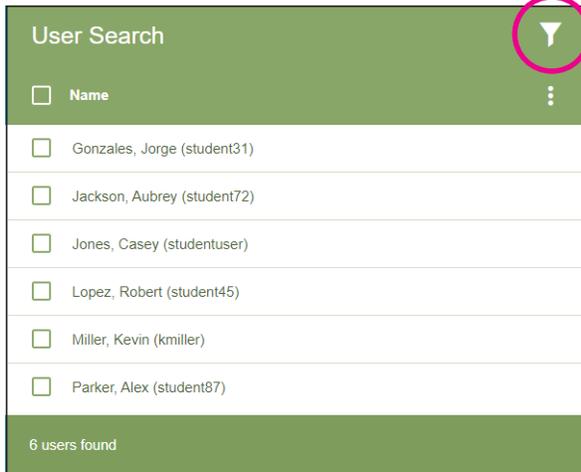


4. In the **User Search** box that appears, check the options for **Students**, **Within a specific Group**. Turn down the arrows next to the group names until you find the desired class, and click to select it.

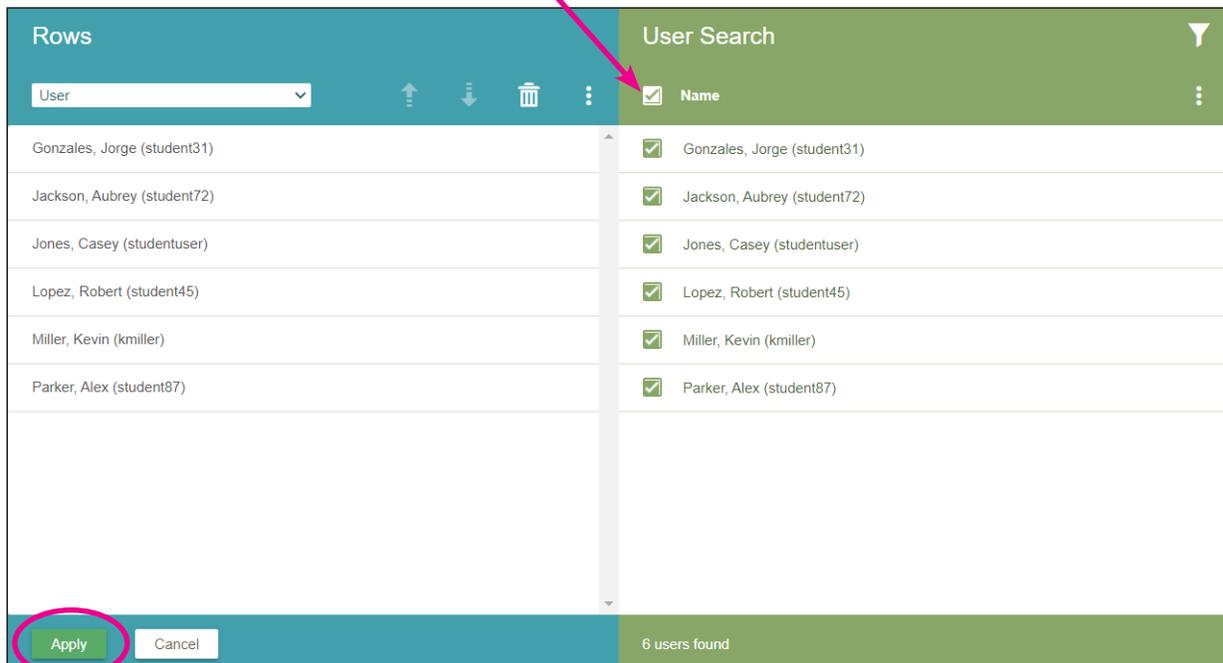


5. Click the magnifying glass to search for results.

Note: If you can only see a few results at a time, you can click the Filter icon  to hide the search filters and see more results. Click the icon again to restore the filter options.

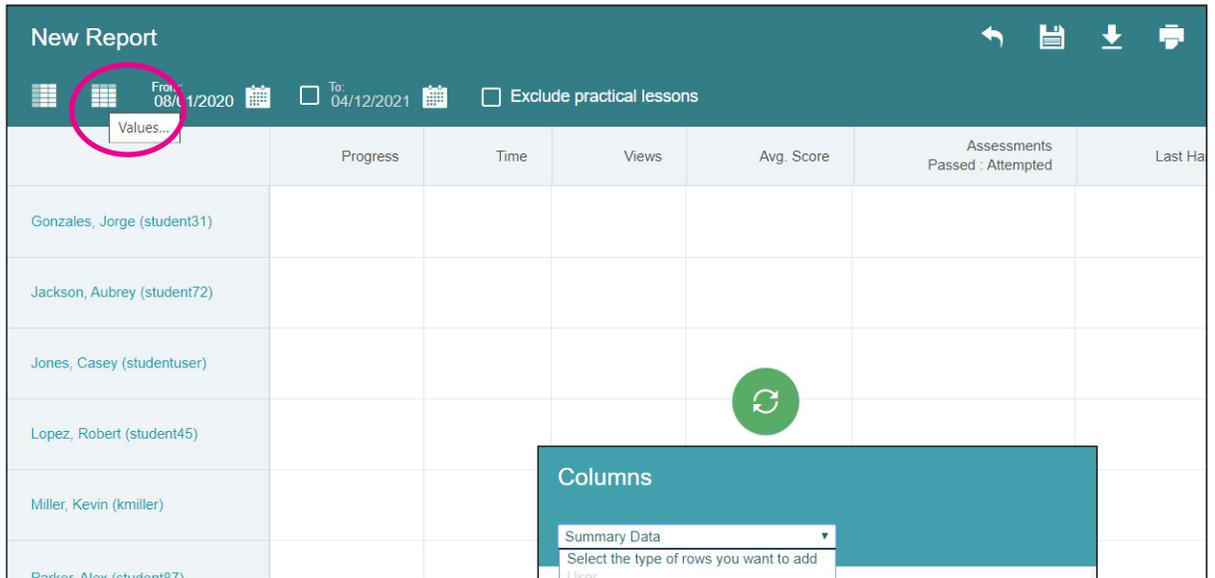


6. Click the check box next to **Name** to select all visible students, or individually check the names of the students that you want to create a report about. The users will appear in the left-hand column.

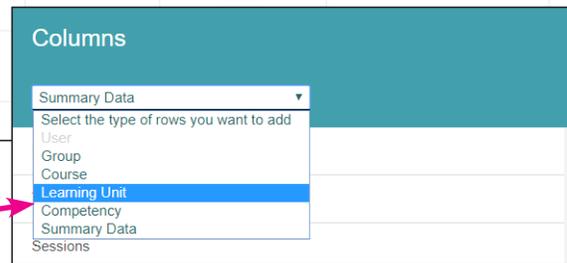


7. Click **Apply** to use these names.

8. The users appear in the rows. Now you are ready to add the columns. Click the **Add Columns** icon (if you hover over it, it will say "Values...").



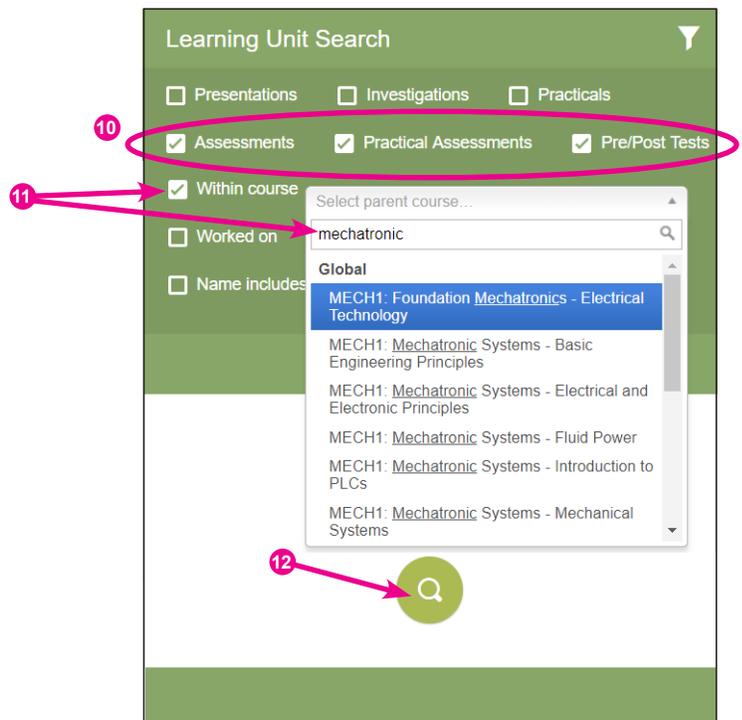
9. In the **Columns** dropdown box, choose **Learning Unit**.



10. Check the boxes next to **Assessments**, **Practical Assessments** (to show the assessments related to Hands-On tasks), and **Pre/Post Tests** (not all courses have Pre and Post-Tests, but it won't hurt to have it checked).

11. It is recommended you also choose to limit your search to work **Within a Course**, which you can do by starting to type the name of a course assigned to this group, and then clicking

12. Click the **Search** icon to get your results.



13. As with the users, click the box next to Name to select all the results, or just put a check next to the assessments that you're interested in.

Columns

Learning Unit Search

Learning Unit

Name

Analogue Inputs (asm)

Analogue Outputs (asm)

Basic Structure of a PLC (asm)

Components of a Sequence Control System (asm)

Connecting a PLC (asm)

Construction and Function of a PLC (asm)

Construction and Function of a PLC (prac asm)

Counters (asm)

Counting Parts (asm)

Counting Parts (prac asm)

Apply Cancel

27 components found

14. The results appear in the left-hand column. Click **Apply** to see these in your report.

15. Choose the desired date range.

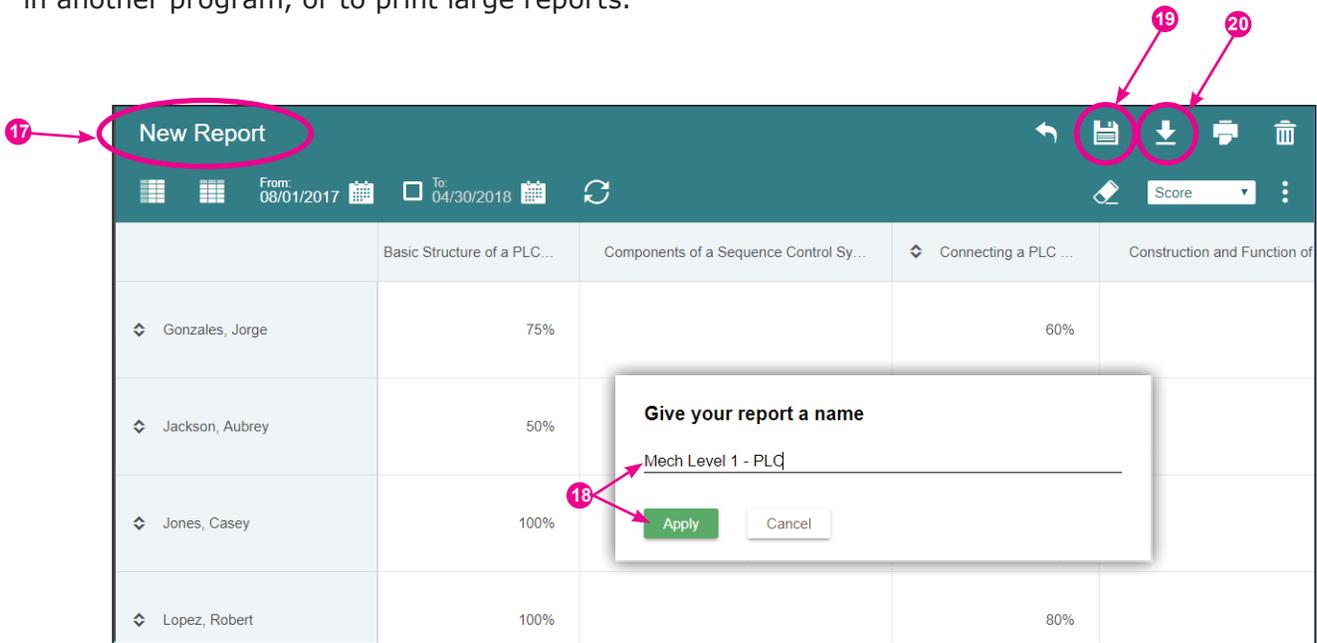
New Report

From: 08/01/2020 To: 04/12/2021 Exclude practical lessons

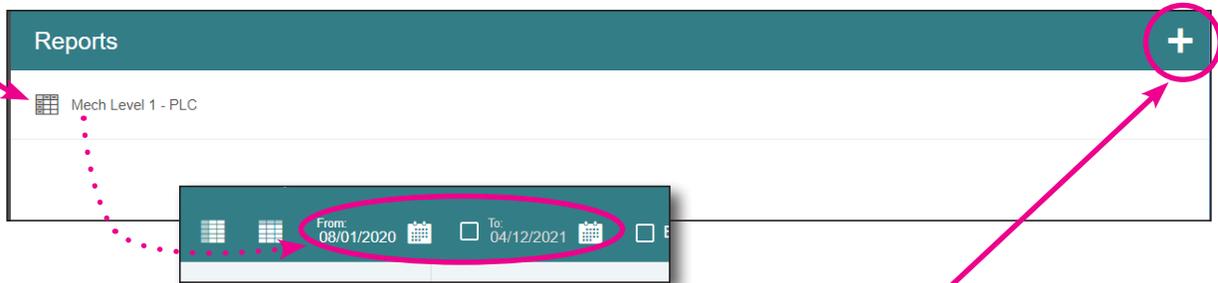
	Automotive Lighting Systems (asm)	Basic Electrical Quantities in Circuits (a...
Gonzales, Jorge (student31)		
Jackson, Aubrey (student72)		
Jones, Casey (studentuser)		
Lopez, Robert (student45)		
Miller, Kevin (kmiller)		
Parker, Alex (student87)		

16. Click the Refresh icon  to generate your report. Student assessment scores are now visible.

- 17. Click on **New Report** to give this report a title.
- 18. Type the name of your report, and click **Apply**.
- 19. Click the **Save** icon so your report will always be available later.
- 20. If desired, click the **Download as CSV** icon to download this report, so you can open it in Excel. This is a great way to export your grades for use in another program, or to print large reports.



- 21. The next time you come back to Reports, you will see the name of your saved report. You can click on the name to open it, and click the Refresh icon  to generate your report with updated data. **Make sure to update the date range or you may not see the new scores.**



- 22. Click the **+** icon to begin creating a new report.

Delete an Assessment Attempt

The LMS allows students one attempt at an assessment after which their score is locked within the system. Teachers and Administrators can allow a student another attempt at an assessment by following the procedure below.

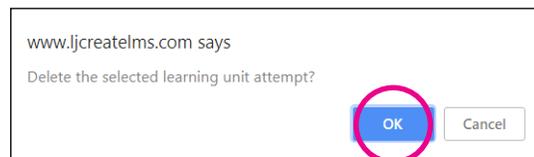
To delete an assessment attempt from a report, you must first have created a report in which the grade you want to delete is visible. Assuming you have created such a report on your own or by following the above steps, deleting an attempt is very simple.

1. Click on a grade you wish to delete. It highlights red. You can select multiple grades at one time.

2. Click the eraser icon to delete it. **Do NOT click the trash can or it will delete your entire report!**

Mech Level 1 - PLC			
	From: 08/01/2017	To: 04/30/2018	Score
	Outputs (asm)	Basic Structure of a PLC...	Connecting a PLC ...
◇ Gonzales, Jorge		75%	60%
◇ Jackson, Aubrey		50%	60%
◇ Jones, Casey		100%	100%
◇ Lopez, Robert		100%	80%

3. Click **OK** to confirm that you really do want to delete this grade.



4. You'll see that **...%** appears where the grade was, indicating that there has been an attempt, but no grade. (You will see this same indicator if a student has started, but not completed an assessment.) The system will still record the number of Attempts, which can be viewed as part of the reporting data.

	Analogue Inputs (asm)	Analogue Outputs (asm)	Basic Structure of a PLC...
◇ Gonzales, Jorge			75%
◇ Jackson, Aubrey			...%
◇ Jones, Casey			100%

Advanced Report-Building Options

Row and Column Options

Each of these options is available for use either as Rows or Columns. If an option is grayed out, it is likely because it is already in use by the other axis. For example, if you select "User" for a Row, then you won't be able to also choose it for the Column headers. In this screenshot, "Summary Data" is used for column headers, so we can't select it as a Row.

User — see results by individuals. Typically "Students" would be selected. But, this also gives you the option to see Teachers (or Administrators, or yourself). This may be useful if you are a Teacher, and do a lot of front-of-class presentations, and want to show someone how much time you are spending in the system.

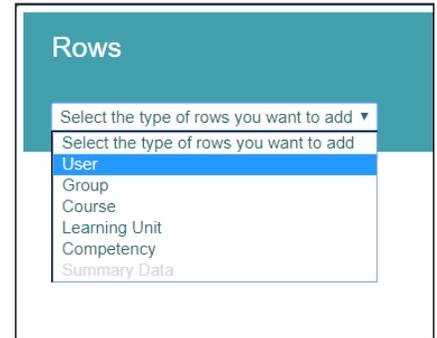
Group — see results by class/group, based on your group hierarchy

Course — see results by course, such as "STEM1: Design and Technology - Construction Engineering" or "ALB2: Automotive (NATEF - AST) - V. Brakes" or "§112.16 Science, Grade 5."

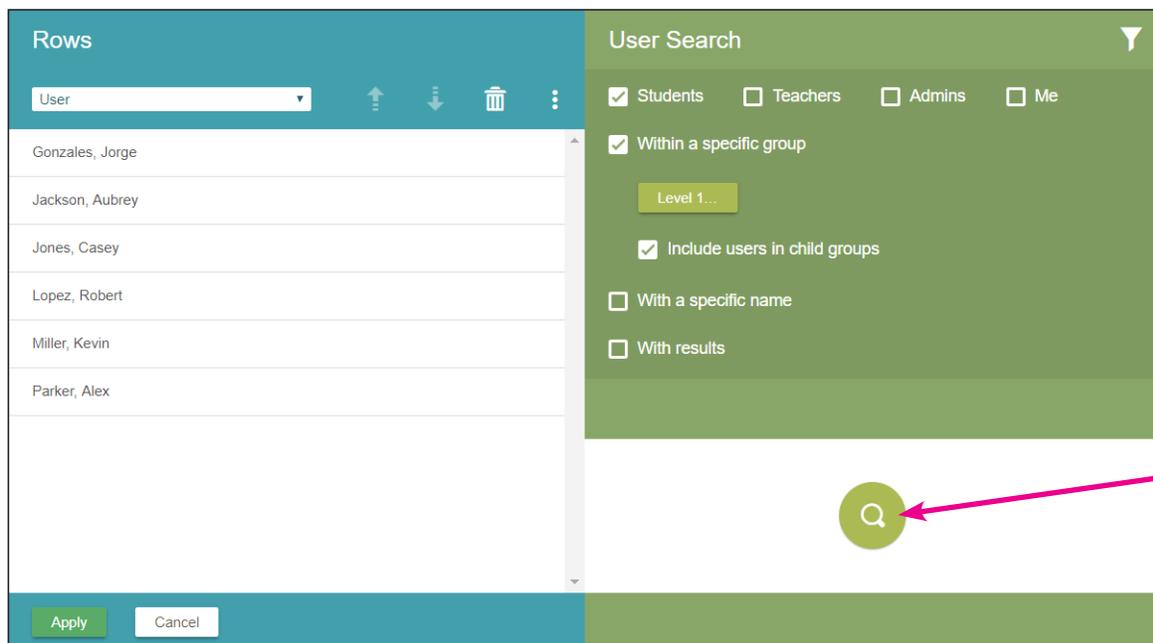
Learning Unit — see results by individual lesson components, such as presentations, investigations, assessments, or hands-on practicals

Competency — see results from pre- and post-tests for standards competency

Summary Data — The default for columns in a new report, shows total Progress, total Time, total number of Sessions, average Score, total number of Attempts and latest Hand-in date for a list of users, groups, courses, etc.



Based on what you select (in this example we chose "User") a new box opens on the right-hand side with options for that category. Tick the boxes next to the desired data. Once you have used as many of the filters as you desire, click the Search icon  and the results are displayed.



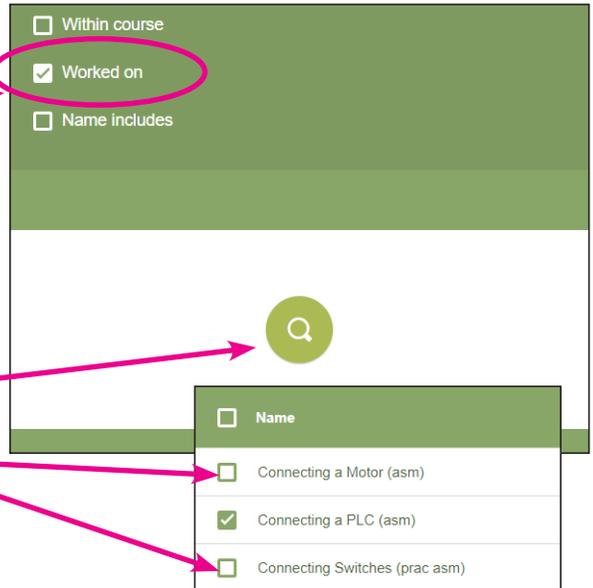


Pro Tip

If you check the box for "With results" when creating your report, the next time come back to the report, even if you change the end date of the report before refreshing the results, it will only show the results for the rows and columns that were originally included in the report. To include additional rows or column headers (e.g. assessments that the students hadn't taken yet, but would have results for now), you must come back to this box and re-run the search query.

Check the boxes that now appear in the search results to add them to your column or row, and click Apply.

Refresh  your report to see the results.



Toggle Filter View

If the green filter selections take up too much room and you can't see the results, you can click the Filter icon  to hide the filter options.

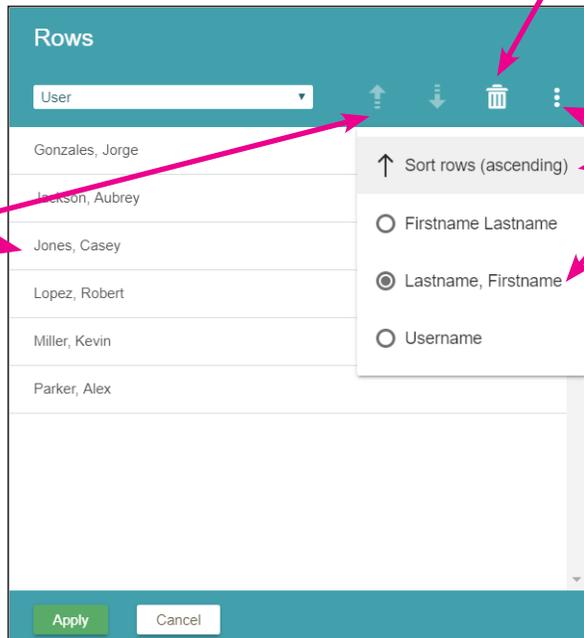
Sort Rows or Columns

While you cannot sort rows while viewing your report, you can do so from their respective pop-up boxes. Here are three ways to re-sort the results.

3 Click on a row in this list, and then click the Rows trash can to remove that result from the list.

2 Click on one of the row results and use the arrows to move this result up or down the list.

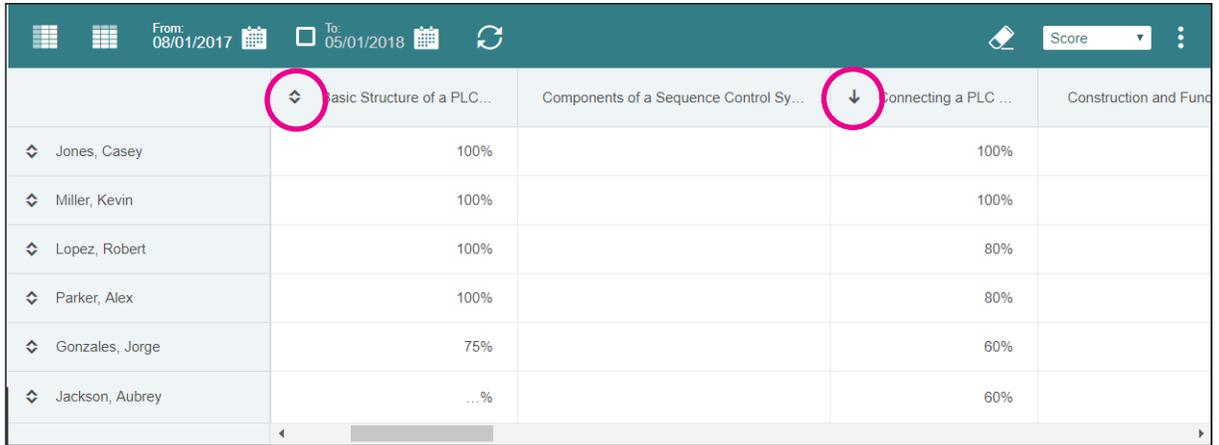
1 Click on the three stacked dots, and click in a circle to choose the sorting order. Click on the dots again, and select "Sort Rows (ascending)", as appropriate.



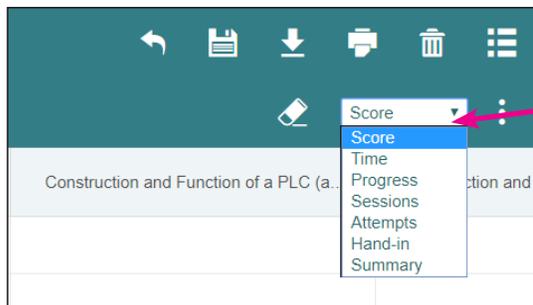
Sort Report Data

Click on the double arrows  in either the rows or columns to sort in ascending or descending order. Note that no arrows will appear if there is only one result in the column or row.

Click the  arrow again to reverse the order.

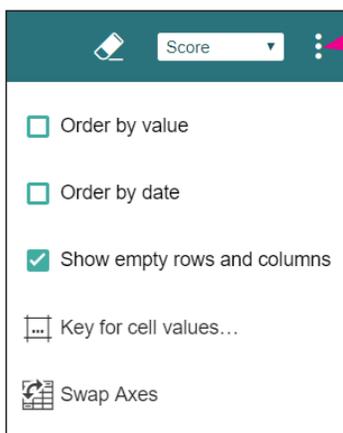


	Basic Structure of a PLC...	Components of a Sequence Control Sy...	Connecting a PLC ...	Construction and Fund
↕ Jones, Casey	100%		100%	
↕ Miller, Kevin	100%		100%	
↕ Lopez, Robert	100%		80%	
↕ Parker, Alex	100%		80%	
↕ Gonzales, Jorge	75%		60%	
↕ Jackson, Aubrey	...%		60%	



Change Report Data View

If there are additional options for the column data, you can access them by clicking on the drop-down menu in the upper right. In this example, we can change from seeing the Assessment scores to the Assessment hand-in dates or other details.



Click on the three stacked dots for additional options:

- Order by value: re-sorts the report by the value of the data
- Order by date: re-sorts the report by date
- Show empty rows and columns – or uncheck to hide them
- Key for cell values: opens a pop-up key

(empty)	No data
–	Not applicable
✓	Viewed (non-assessments)
...%	Score pending (assessment in progress)
...	Hand-in pending (assessment in progress)

- Swap Axis: to swap the rows and columns

Reporting Column Details and Options

When using the default reports provided, "User Report" and "Organization Report," there are a few options on what data to view, and how.

Data is displayed as a cumulative sum for all sub groups. So, for example, if you have a group containing all of your engineering classes, that group will show the total combined data for all the classes. Want to see the data for each individual class? Just click down to the next level.

The screenshot shows the 'Organization Report' interface. At the top, there are three filter options: 'Include staff data' (callout A), 'Exclude practical lessons' (callout B), and 'Assigned courses only' (callout C). Below these are icons for download, print, and menu. The main table has columns: Progress (callout 1), Time (callout 2), Users (callout 3), Views (callout 4), Avg. Score (callout 5), Assessments Passed : Attempted (callout 6), and Last Hand-in (callout 7). The 'Assessments Passed : Attempted' column is split into two sub-columns.

	Progress	Time	Users	Views	Avg. Score	Assessments Passed : Attempted	Last Hand-in
	1	2	3	4	5	6	7

A. Include staff data — By default, these reports only report on student details, but you can click to include staff data.

B. Exclude practical lessons — If your students haven't been able to get much hands-on time in the lab or workshop there may be some gaps in their progress through the courses they have been assigned. The "Exclude practical lessons" check box allows you to remove the hands-on practical based lessons from the report data allowing you to focus on the work that has been completed. Note that if you clicked the box to hide the hands-on practical lessons in the Classes/ Edit section, you'll also want to click this box in the Reports view.

C. Assigned courses only — Many of our customers choose to assign just a selection of courses to their students at any particular time. To report on just the courses that are currently assigned to your students use the "Assigned courses only" checkbox. With the checkbox unticked all data is displayed even if it relates to courses which are no longer assigned, perfect for looking at overall progress if you've changed the assigned curriculum over time.

- 1. Progress** — Shows progress through all learning materials (presentations, investigations, assessments, and hands-on practicals (unless excluded) as a ratio of: viewed learning units / total learning units (percentage completed).
- 2. Time** — Shows users' time on all lesson types.
- 3. Users** — Number of users in this group.
- 4. Views** — Number of times that users have opened all lesson types.
- 5. Avg. Score** — Averaged score for assessments.
- 6. Assessments Passed: Attempted** — Number of assessments passed and number of assessments attempted.
- 7. Last Hand-in** — Last time an assessment was turned in.

Custom Reporting Tools

When viewing custom reports, there are a number of features available to help you customize the content and view of the data reported.

- A.** Give your report a name
- B.** Adjust the contents of the columns
- C.** Adjust the contents of the rows
- D.** Set the date range for the report
- E.** Refresh Data to get students' results in real time
- F.** Sort results by highest to lowest or lowest to highest
- G.** Undo last action
- H.** Save report
- I.** Download CSV
- J.** Print report
- K.** Delete report
- L.** Return to list of all reports
- M.** Data view options
- N.** Change type of data in report view
- O.** Delete student attempt

The screenshot shows the 'New Report' interface. The top bar contains a title 'New Report' and a toolbar with icons for undo, save, download, print, delete, and menu. Below the toolbar is a date range selector with 'from: 08/01/2017' and 'To: 05/01/2018', and a refresh icon. The main area displays a table with columns for 'Basic Structure of a PLC...', 'Introduction to PLCs ...', and 'Introduction to PLCs (prac ...)'. The table lists students and their scores. Callouts A through O point to various features: A (Title), B (Columns), C (Rows), D (Date range), E (Refresh), F (Sort), G (Undo), H (Save), I (Download CSV), J (Print), K (Delete), L (Return to list), M (Data view options), N (Change type of data), and O (Delete student attempt).

	Basic Structure of a PLC...	Introduction to PLCs ...	Introduction to PLCs (prac ...
◇ Alex Parker (student87)	100%	100%	80%
◇ Aubrey Jackson (student72)	...%	83%	80%
◇ Casey Jones (studentuser)	100%	100%	100%
◇ Jorge Gonzales (student31)	75%	83%	80%
◇ Kevin Miller (kmiller)	100%	100%	80%
◇ Robert Lopez (student45)	100%	66%	80%

Enable Autoplay of Sound in Chrome

Your LJ ClassAct II LMS offers a voice-over feature that allows students to watch the presentations like a video. Due to the increasing number of audio files that were automatically playing when you visited certain types of web pages, Chrome has disabled this feature.

You will find that simply clicking on the page that the student is viewing (not just the "Play" or "Audio On" button, but the actual presentation slide) will start the sound again, but in order to provide your students with the most hassle-free experience, you can re-enable the auto-play feature by following these instructions:

[Enabling Autoplay in Chrome: via Network Policy \(for Multiple Computers\)](#)

*Note: For sites that widely make use of Chrome, we recommend this policy be put in place.

[Enabling Autoplay in Chrome: for Individual Computers/Users](#)

Enabling Autoplay in Chrome: via Network Policy (for Multiple Computers)

The following instructions are intended for network administrators. This policy will enable Chrome to autoplay content from the LJ ClassAct II website. Content from other sites will continue to be blocked.

AutoplayWhitelist

Allow media to autoplay on these sites

Data type:

List of strings

Supported on:

Google Chrome (Windows, Google Chrome OS, Linux, MacOS) since version 66

Supported features:

Dynamic Policy Refresh: Yes, Per Profile: Yes

Description:

Controls the whitelist of URL patterns that autoplay will always be enabled on. If autoplay is enabled then videos can play automatically (without user consent) with audio content in Google Chrome.

WINDOWS REGISTRY LOCATION:

Windows (Windows clients):

Software\Policies\Google\Chrome\AutoplayWhitelist

Windows (Google Chrome OS clients):

Software\Policies\Google\ChromeOS\AutoplayWhitelist

MAC/LINUX PREFERENCE NAME:

AutoplayWhitelist

ENABLING AUTOPLAY FOR LJCREATELMS.COM:

Windows (Windows clients):

Software\Policies\Google\Chrome\AutoplayWhitelist\1 = "[*.]ljcreateelms.com"

Windows (Google Chrome OS clients):

Software\Policies\Google\ChromeOS\AutoplayWhitelist\1 = "[*.]ljcreateelms.com"

Android/Linux:

["[*.]ljcreateelms.com"]

Mac:

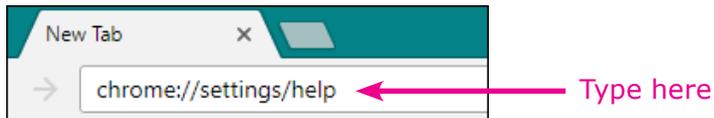
```
<array>
  <string>[*.]ljcreateelms.com</string>
</array>
```

Enabling Autoplay in Chrome: for Individual Users/Computers

By following these instructions you will be enabling Chrome to autoplay content from the LJ ClassAct II website. Content from other sites will also no longer be blocked.

Perform the following steps for each user profile on the device:

1. Go to `chrome://settings/help` and ensure Chrome is up to date



2. Go to `chrome://flags/#autoplay-policy`
3. Select the "No user gesture is required" option from the drop down menu.
4. Relaunch your browser for the settings to take effect.

Technical Details for Network Administrators

We understand that many schools operate in stricter security environments than the general public. Therefore, we are providing these details to help ensure the system runs smoothly such that password resets, email changes, and content downloads are all received as intended. These items can be checked at the time of initial setup, or should issues occur down the road.

HTTPS hosts to allow (port 443 inbound):

https://ljcreatelms.com/

https://www.ljcreatelms.com/

https://lp1.ljcreatelms.com/

SMTP inbound FROM addresses (for spam/policy whitelist):

support@ljcreatelms.com

admin@ljcreatelms.com

HTTP inbound response headers to permit (security/cross-domain):

Allow-Access-Control-Origin

Strict-Transport-Security

Referrer-Policy

Content-Security-Policy

X-Content-Type-Options (MSIE only "nosniff")

X-Frame-Options

HTTP inbound response MIME content types to accept:

text/html

text/css

image/png

image/gif

image/x-icon (favicon.ico)

application/javascript

application/json

application/font-woff

application/x-shockwave-flash

application/sla (3D Systems stereolithography template file)

Client browser cookies:

1st-party session (required)

Persistent (optional, for remembered log-in only)

3rd-party session (optional, for out-of-date browser warning)