



Learning Activity Management System

# **LEARNER'S GUIDE**

For LAMS version 1.0  
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# LAMS Learner's Guide

## Introduction

This guide introduces you to LAMS and explains its basic functions.

LAMS (the Learning Activity Management System) is a collaborative online learning system where groups of students can participate in discussions and share resources either in the same classroom, or remotely from home, or any linked location.

This new software is being developed by Macquarie University in conjunction with the LAMS Foundation.

If you have any problems running LAMS check the FAQs at the end of this document for help and report any difficulties to your lecturer or teacher. The LAMS International website (<http://www.lamsinternational.com>) and the LAMS Foundation (<http://www.lamsfoundation.org>) website may also offer you more help.

## What do I need to run LAMS?

### System requirements

- A computer and Internet connection
- A username and password for LAMS
- Windows 2000, XP or Mac OS X 10.2 or above
- Browser: Internet Explorer v. 5.1 or above, Safari version 1.2.4, Firefox 0.8 or above (Netscape and Opera are not yet supported)
- Flash v 7.0 or above – LAMS will check to see if this is installed and point you to the site to download it (at no cost) if it is not installed. Otherwise it is available free from:  
[http://www.macromedia.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)
- Pop-up window blockers turned off on your browser.

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



## STEP 1: Logging into LAMS

Note the website address to LAMS, and the username and password given to you by your teacher or lecturer. At the LAMS log in page, type in your username and password, then click login.

URL (web address):

Username:

Password:

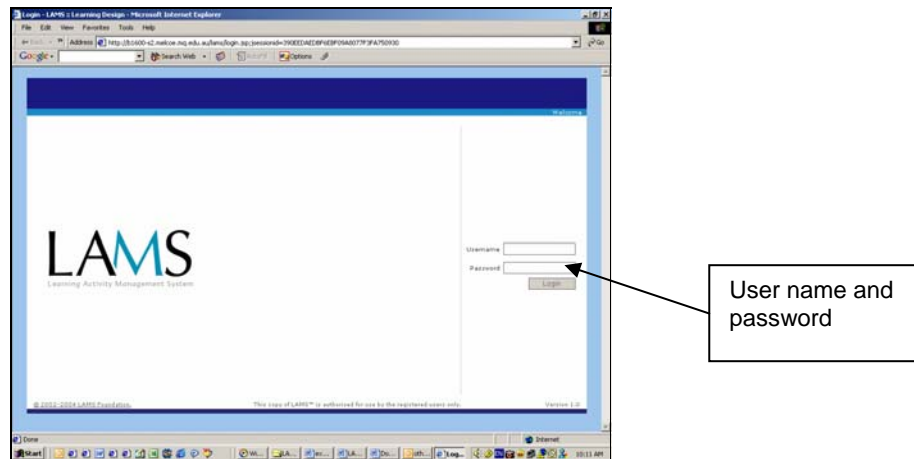


Figure 1: LAMS Login screen

## The Flash Player

When you first access LAMS the system should check that you have the Flash Player installed for your browser. The player allows you to display LAMS on your computer. If Flash is not installed LAMS may prompt the system to ask if you want to download this. If this doesn't automatically happen the player can be downloaded free of charge from:

<http://www.macromedia.com>.

After Flash 7 has been installed LAMS should run normally. Also check that your browser is configured so that **pop-up window blockers are disabled**. If you have any problems, check you have the correct system requirements (see p 3) or contact your system administrator.



## STEP 2: The Welcome page

After logging in you will see the Welcome page.

**Note: This screen should be kept open at all times until you log out of LAMS.** If you close this screen by accident, you will need to login to LAMS again.

The next action is to click on the Learner login button.

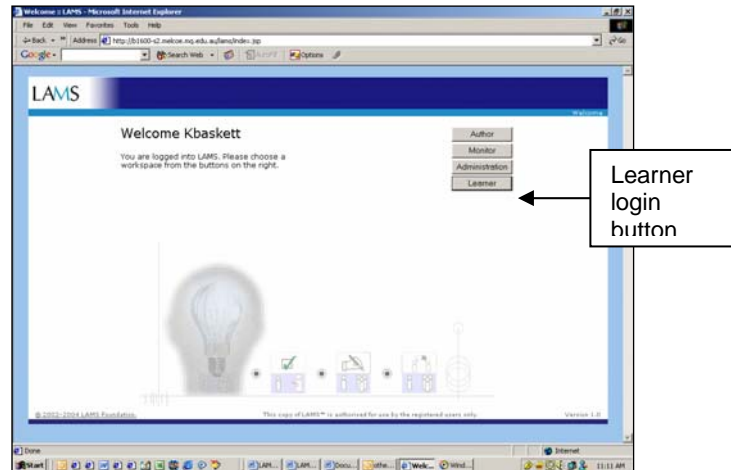


Figure 2: LAMS Welcome page after login

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

Once you are in the main learner page you will see the list of LAMS sequences you have access to, a Progress bar, a Notebook and an area where the activity tools are displayed. Click the **sequence** that you want to start in the left hand frame, and instructions and activities will be displayed in the activity tool area. Sequences will be listed as Available Sequences as New, Started or Finished.

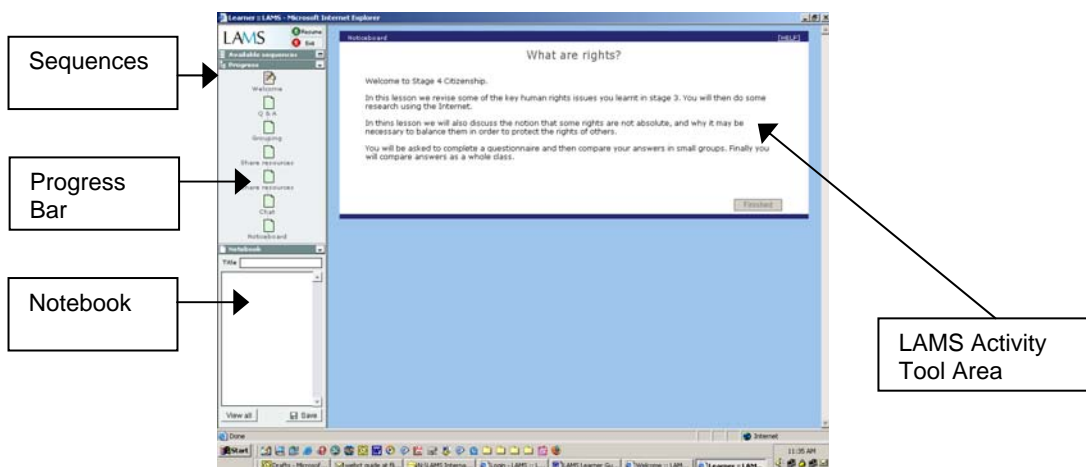


Figure 3: Main Learner page



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

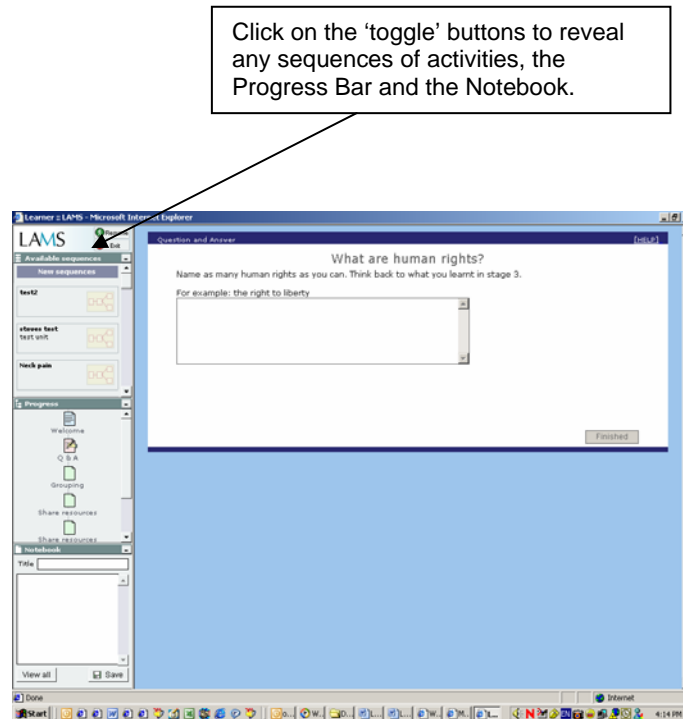


Figure 4: Main Learner page functions

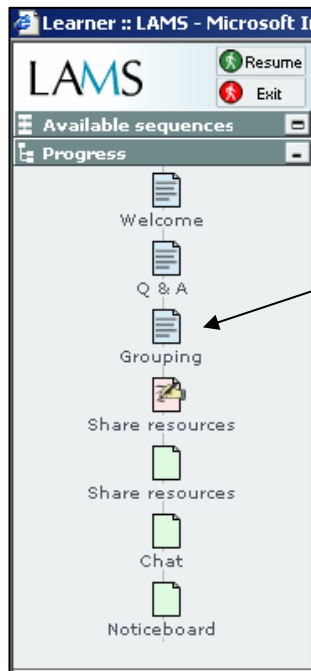
If you **Exit** a sequence, you can still return to the main learner page later to access different sequences by clicking on **Available Sequences** and then Started Sequences.

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

**Note:** If LAMS stalls or fails to continue at any point, you can refresh the sequence by clicking on the Exit button, clicking on the sequence in Started Sequences and clicking Resume.

## Progress Bar

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



**Pink** = current activity

**Blue** = finished tasks

**Green** = task not attempted, cannot be accessed until previous activity completed

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

Then click on the **red circle** next to the task you wish to view. This circle becomes orange when your mouse rolls over it (Figure 6).



Figure 5: Progress Bar

Figure 6: Expanded Progress Bar

## Activity Tool area

This is the area of LAMS where activities and instructions are presented to you. Follow the instructions provided with each task. Sometimes you will see two different activity tools on the one screen (one above the other), in which case you should complete tasks in both windows. Between activities sometimes you will see a blue screen which asks you to wait. Sometimes you may need to wait while the rest of your group catches up, or the teacher releases the next activity.

## The Finished button

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

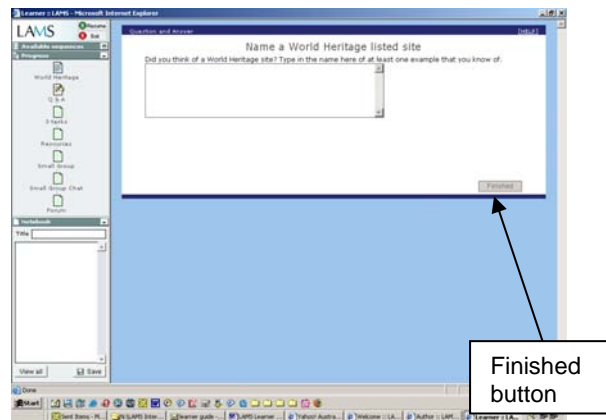


Figure 7: Finished button

## *How do I go back to an activity more than once?*

Some activities are completed over several LAMS sessions. In this case, do not click Finished if you want to come back later and continue adding contributions. Just click the **Exit** button in the top right corner. When you return, click **resume** to restart.

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

Some activities allow learners to make more than one contribution even though the learner has clicked Finished and gone on to another activity. For instance, unless the teacher or lecturer has locked the activity, Forum and Chat can be accessed more than once. However some activities may only ever be accessed once, and if the Finish button has been clicked will not allow you to make further contributions.



## Notebook

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

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

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

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

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

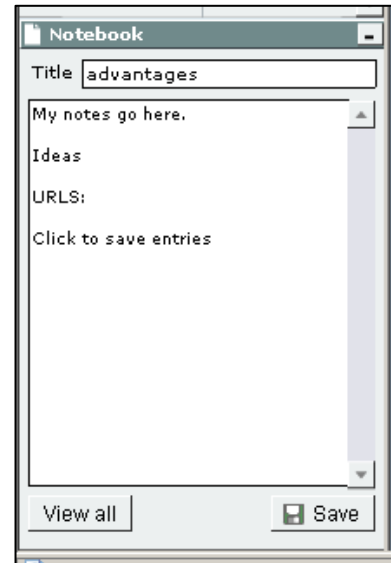


Figure 8: Notebook

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

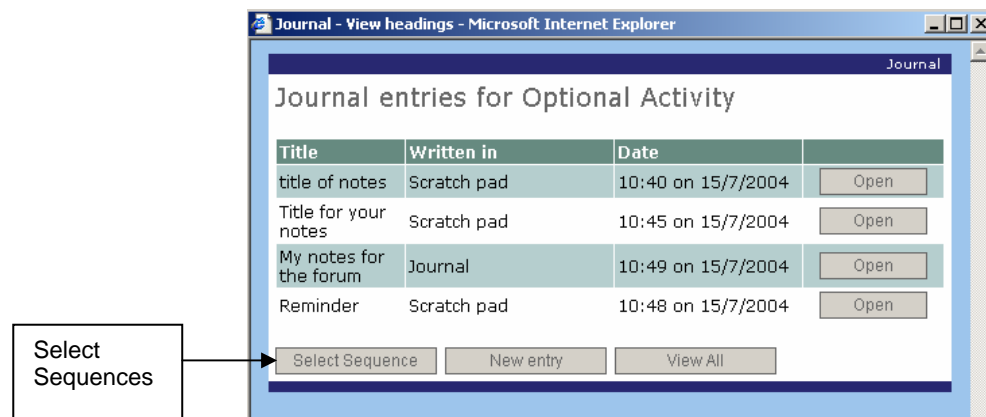


Figure 9: Journal and Scratch Pad entries

**Select sequences:** This screen shows all the Journal or Scratchpad entries for the LAMS sequence you have open.

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

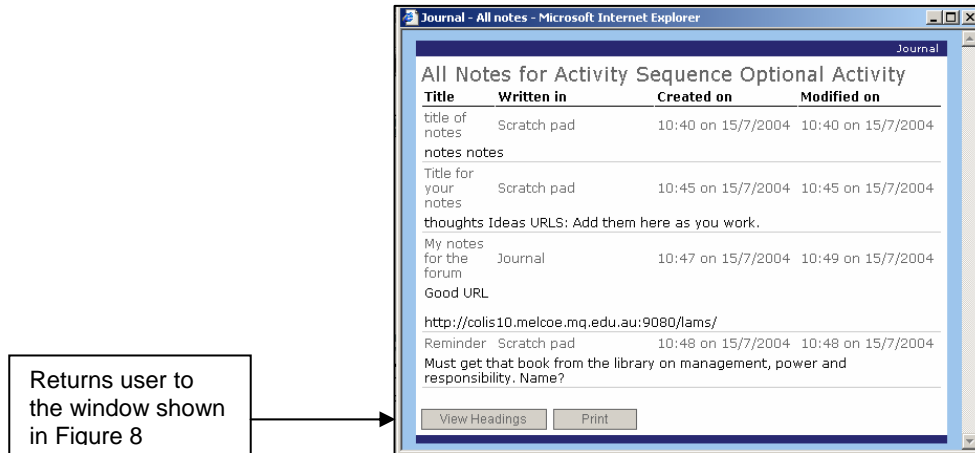


Figure 10: Notebook showing View All

## The Forum

The Forum gives you opportunities to discuss issues with other students. You can contribute at any time, whether other students are online or not. Unless the teacher or lecturer locks the Forum, you can contribute to the discussion even though you have clicked Finished, and until the LAMS sequence is no longer available to you. Your teacher or lecturer will set up discussion topics or threads.

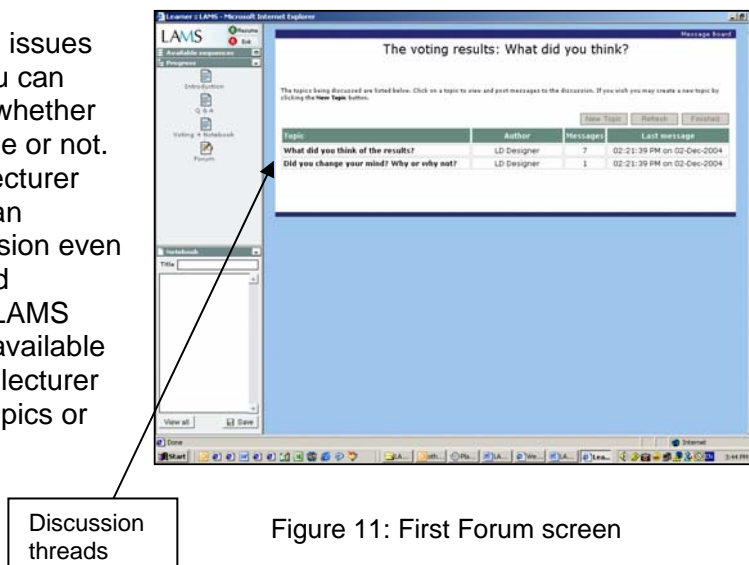


Figure 11: First Forum screen

Click on the discussion thread you want to contribute to, and the following screen will appear (Figure 12). The title of the discussion thread is highlighted on the reddish-brown line.

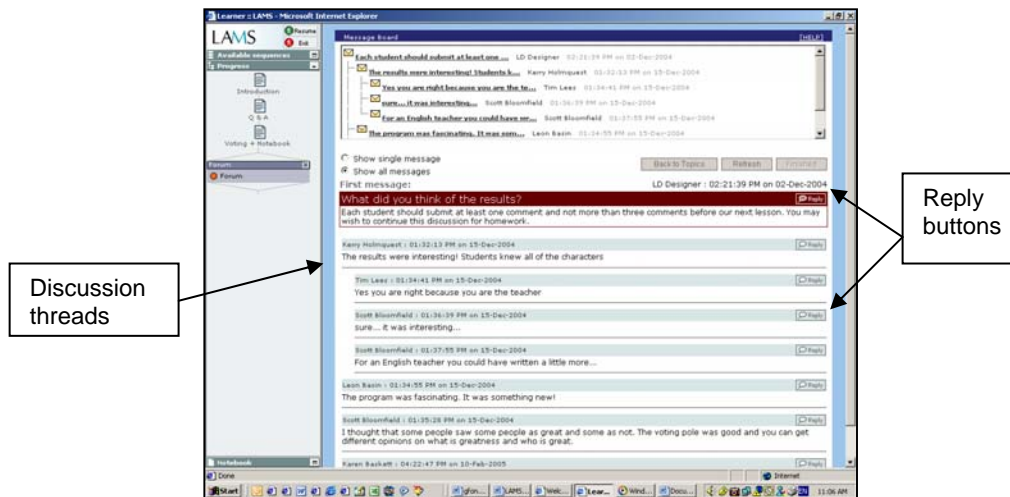


Figure 12: Replying to a discussion thread

To respond to the first message in a discussion thread, click on Reply at the right hand end of the reddish-brown line.

Figure 12 shows all the postings in response to a topic. Subsequent postings appear below the reddish-brown line. Above the line you can see the first words of each posting 'nested' under its related topic message. To open any of these postings click on the underlined text, and a response will appear.

Above the reddish-brown line there are three buttons. The Back to Topics button - which takes you to the screen shown in Figure 11; the Refresh button - which reloads the screen adding any new postings; and the Finished button - which you should click when you have completed your entries to the Forum.

**Note:** You can return to the Forum at any time and add extra contributions – if your teacher or lecturer has not locked the activity. Go to the Progress bar in the left hand corner of the screen, click on the Forum icon and then click on the red circle. The screen shown in Figure 11 will appear.



## FAQ: Frequently asked questions

### ***1. I've logged in, so why can't I see any activities?***

You may not have the correct operating system, browser or Flash installed. Before running LAMS see the system requirements on page 3 of this guide.

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

The Flash Player may not be installed. Quit LAMS and the browser, restart, and see the instructions on page 4.

### ***3. How do I get back into a sequence I've exited?***

If you exit a sequence and want to resume your activity, click on Available Sequences below the LAMS logo. Go to Started Sequences and click on the sequence you want to run.

### ***4. I've downloaded a file from the Shared Resources tool, but can't see it. What do I do?***

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

### ***5. I want to add the URL (web address) for a page I am viewing in LAMS, but can't see the web address. How do I find this?***

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

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

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