



LJ CREATE™
Learning for life

LJ ClassAct II

LMS Guide for Teachers and Administrators



ClassAct II

Select from these FAQs or see the complete TOC 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?](#)

Contact Us

LJ Create
30-32 Morgan Way
Bowthorpe Industrial Estate
Norwich, England NR5 9JJ
+44 (0)1603 748001
info@ljcreate.co.uk

LJ Create
6500 Tavistock Lakes Blvd, Ste 400
Orlando, FL 32827
407-583-0006 // 800-237-3482
info@ljcreate.com

LJ ClassAct II

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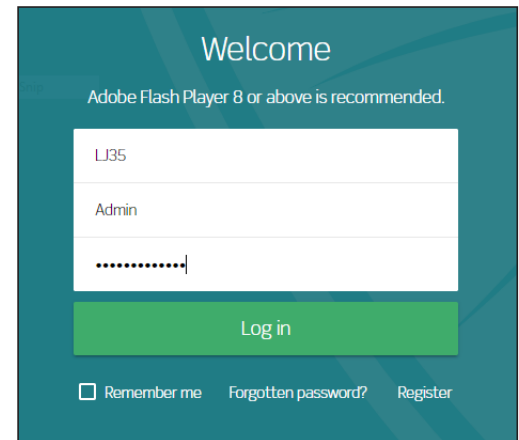
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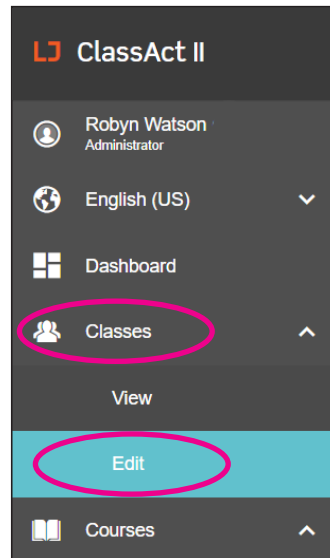
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Administrator's Guide to Setting up Classes and Teachers

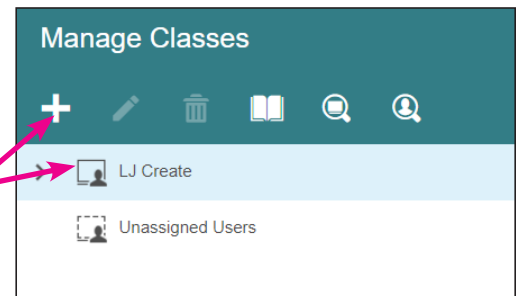
1. Go to www.ljcreatelms.com and login using your site code and administrator details.



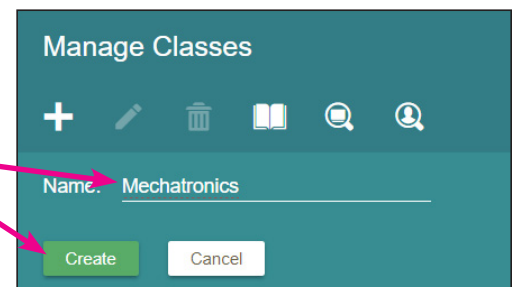
2. In the menu on the left, click on **Classes** and then **Edit**.



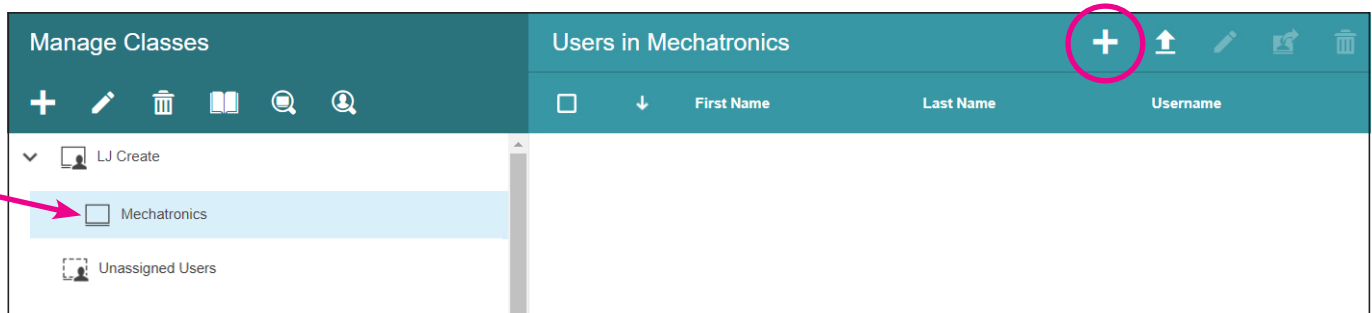
3. Click the domain name (typically the name of your school) to highlight it and click the + symbol.



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	Users in Mechatronics			
<div><div><div><div></div></div><div><div></div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div><div><div></div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>			
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8. You can now provide the login details to the teacher, including the URL (www.ljcreatelms.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' option is highlighted with a pink circle, and the 'Allow self-registration' toggle is turned on. Below this, there is a 'Change Password' button. A pink arrow points from this button to the 'Teacher Self-Registration' section in the next step.

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 form titled 'Teacher Self-Registration' shows the 'Allow self-registration' toggle is turned on. Below it, there is a 'New Password' input field and a 'Set' button.

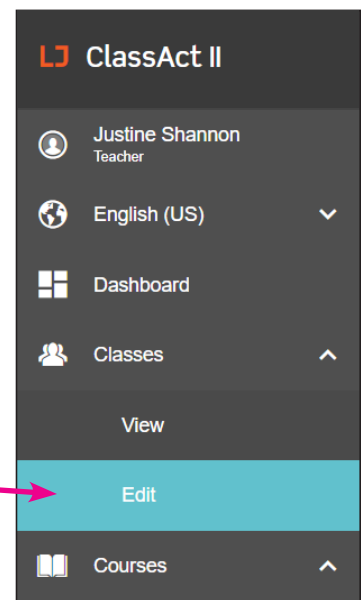
4. The Teachers can then head over to ljcreatelms.com, and click **Register**.

Add Classes/Groups

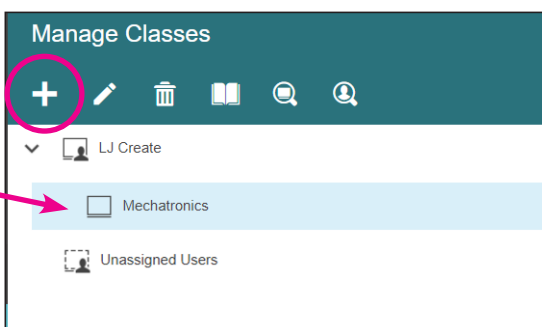
If you (or your Administrator) have followed the *Administrator's Guide to Creating Classes and Teachers* to create a class and add a teacher, adding additional classes will allow you to create a hierarchy of separate classes for students, and assign unique content to each.

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.

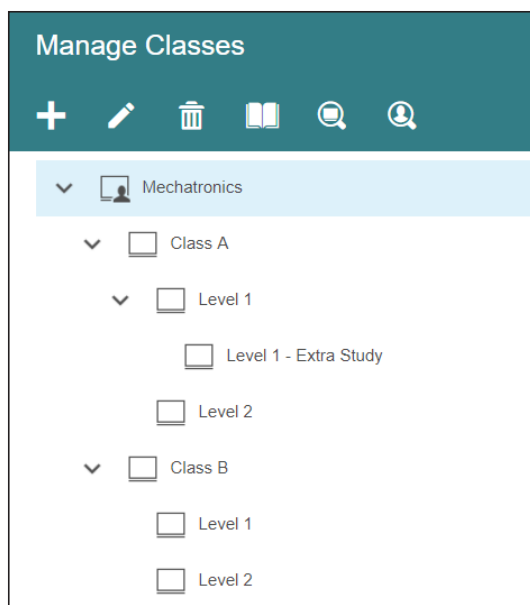
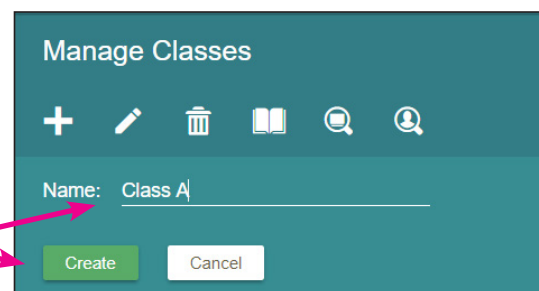
1. Select **Classes** and **Edit** from the left-side menu.



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

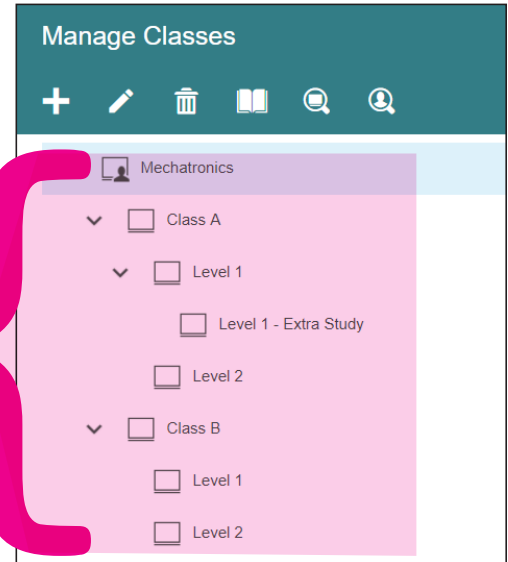
Before adding content, it is important to note that the system uses a hierarchy-based structure. Therefore, content can be seen by the group it is applied to and any sub-groups below it.

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.

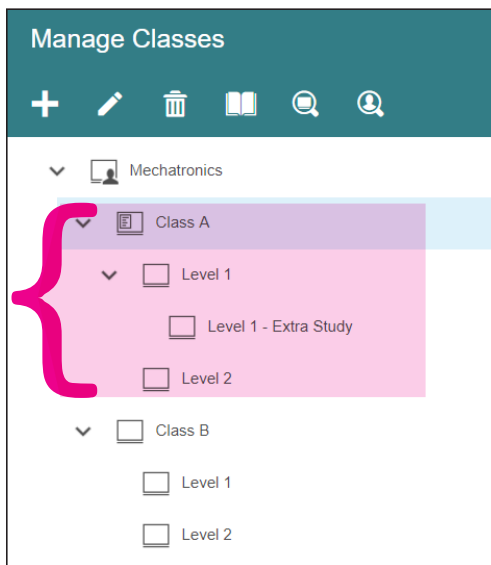
Example 1:

Content added to **Mechatronics**
Content seen by **all** users



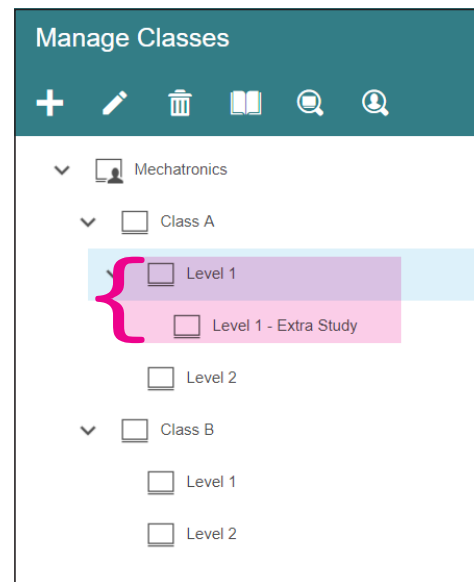
Example 2:

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**.

Courses Assigned to Level 1

LJ Create Courses

- ☒ MECH1: Foundation Mechatronics - Electrical Technology
- ☒ MECH1: Mechatronic Systems - Basic Engineering Principles
- ☒ MECH1: Mechatronic Systems - Electrical and Electronic Principles
- ☐ MECH1: Mechatronic Systems - Fluid Power
- ☒ MECH1: Mechatronic Systems - Introduction to PLCs

My Courses

- ☐ Circuit Builder

Apply Cancel

Manage Classes

+ ✎ 🗑️ 📖 🔍 👤

- ✓ ☐ Mechatronics
 - ✓ ☐ Class A
 - ✓ ☐ Level 1
 - ☐ Level 1 - Extra Study
 - ☐ Level 2
 - ✓ ☐ Class B
 - ☐ Level 1
 - ☐ Level 2

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.

☒ Level 1

☐ Level 1 - Extra Study

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.

Manage Classes	
<div><div>+</div><div></div><div></div><div></div><div></div><div></div><div></div></div>	
<div><div>▼</div><div><div></div> Mechatronics</div></div>	

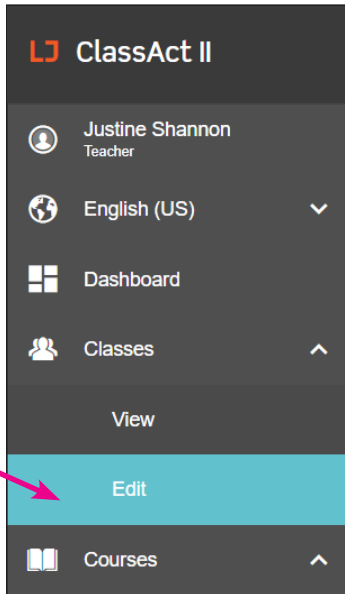
2. Enter the activation code(s) and click to **Activate**.

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

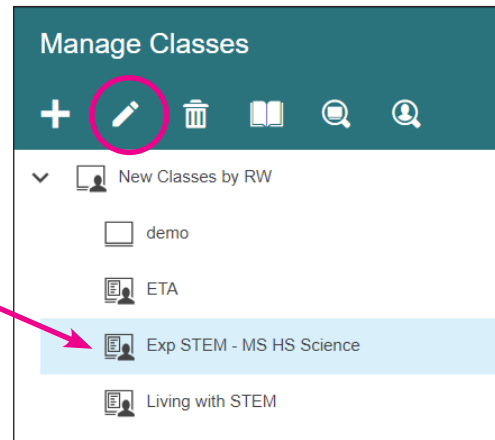
Can I hide the student assessment feedback?

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.

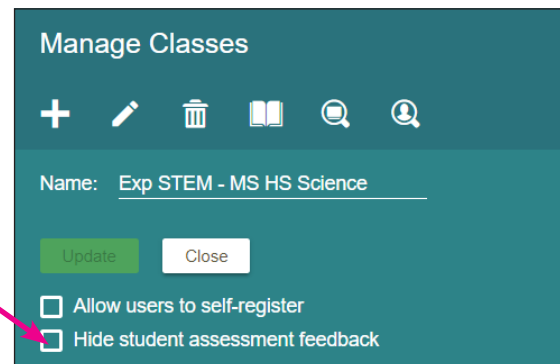
1. Select **Classes** and **Edit** from the left-side menu.



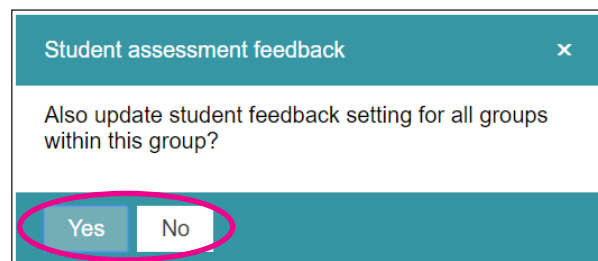
2. Select the group that you do not want to get feedback on their answer choices, and then click the pencil icon.



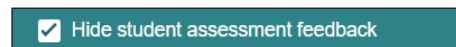
3. Click to put a checkmark in the box for "Hide student assessment feedback."



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.



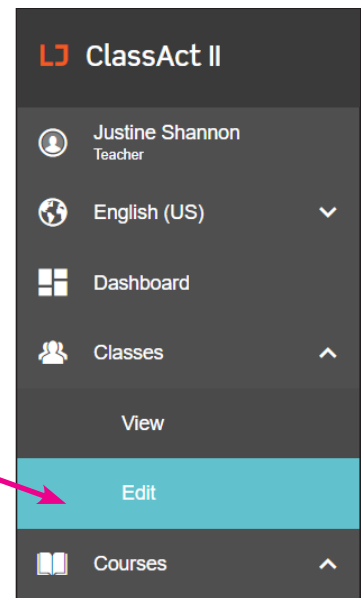
5. The feedback is now hidden from the students in the selected group(s).



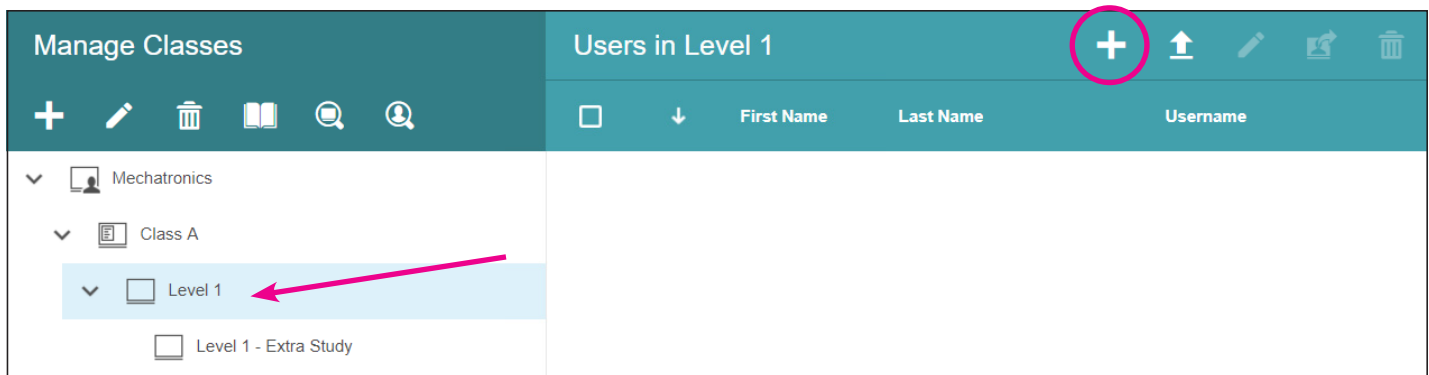
Add Students to Classes

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**.

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

Users in Level 1				
		First Name	Last Name	Username
<input checked="" type="checkbox"/>		Casey	Jones	studentuser

Add a New User to Level 1

Username:

First Name:

Last Name:

Email:

Password:

Repeat Password:

Type:

Language:

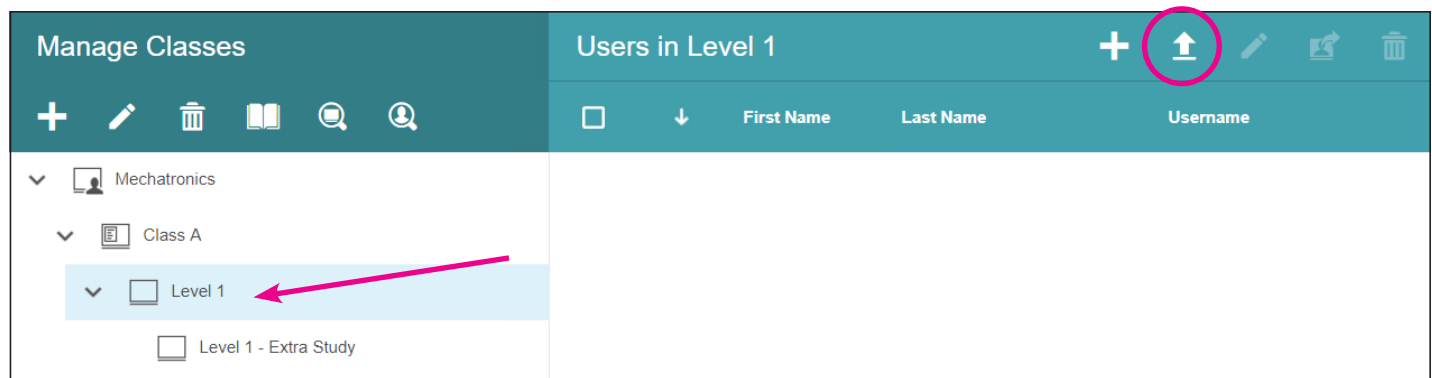
Option 2 – CSV Import

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 Users 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 with a tree view containing 'Mechanronics', 'Class A', 'Level 1', 'Level 1 - Extra Study', 'Level 2', and 'Class B'. The 'Users in Level 1' table on the right has columns for checkboxes, a dropdown, 'First Name', 'Last Name', and 'Username'. The user 'Casey Jones' (username: studentuser) is selected, with a pink circle around the checkbox and a pink arrow pointing to 'Class B' in the sidebar. A tooltip for 'Casey Jones' (studentuser) is visible over 'Class B'.

		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 with the same tree view. The 'Users in Level 1' table has four users selected: Alex Parker (student87), Aubrey Jackson (student72), Jorge Gonzales (student31), and Robert Lopez (student45). All their checkboxes are checked. A pink arrow points from the first row to 'Class B' in the sidebar. A tooltip for the first row is visible over 'Class B'.

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

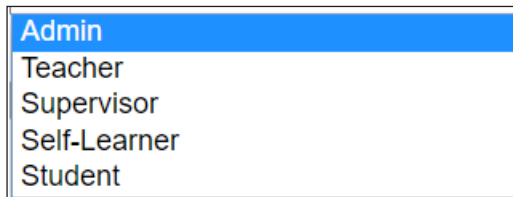
- C. If you don't want the user to be in both classes, you can return to the original class and remove them by checking the box next to their name, and then clicking the **Remove User from this Group** icon in the upper right.

The screenshot shows the 'Manage Classes' sidebar with the same tree view. The 'Users in Level 1' table has one user selected: Casey Jones (studentuser). The checkbox is checked. A pink circle is around the 'Remove User from this Group' icon (a person with a red X) in the top right of the table header.

		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/gaurdians 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 sub-group.

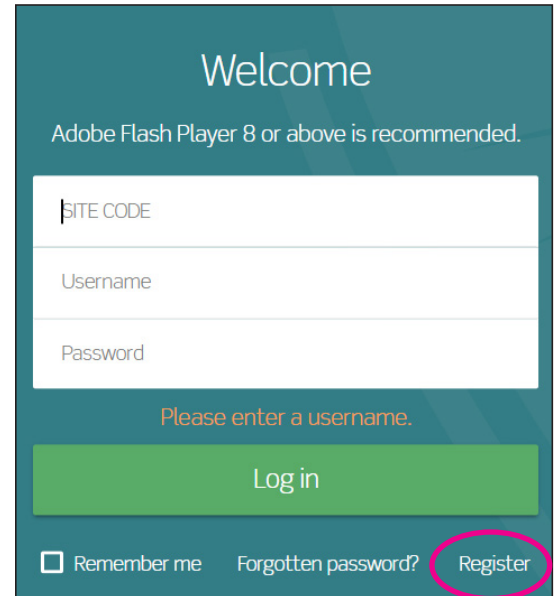
Self-Learner – This user has a simplified menu, which allows them to see their own dashboard, view and work on courses, change the language, and view the history of their own work. Self-learners do not have any administrative functions for adding anyone else, adding coursework, viewing reports, etc.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

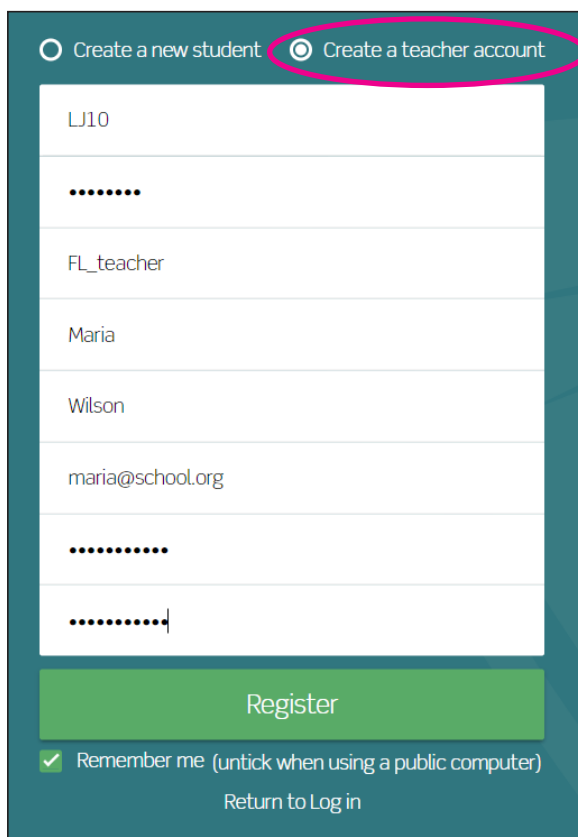
Password

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 ClassAct II Teacher Dashboard for Maria Wilson. The dashboard is divided into several sections:

- Classes:** A donut chart showing the status of classes. The data is as follows:

Status	Count
Complete (students and courses)	0
Incomplete (students, but no courses)	0
Incomplete (courses, but no students)	0
Empty (no students or courses)	1
- Students:** A donut chart showing the status of students. The data is as follows:

Status	Count
Assigned	0
Unassigned	14
Total	14
- Courses:** A donut chart showing the status of courses. The data is as follows:

Status	Count
LJ Courses	389
Custom Courses	0
Total	389
- License:** A progress bar showing the license period. The data is as follows:

Start Date	End Date	Duration
Thursday, November 7, 2013	Friday, January 1, 2021	2 years remaining
- My Account:** A section showing account information. The data is as follows:

Field	Value
Username	FL_teacher
Account Created	Thursday, April 26, 2018 at 3:53 PM EDT
Last Log-in	You have yet to log in.

The **Manage Classes** button is highlighted with a red circle. A red dotted arrow points from this button to a modal window titled **Manage Classes**. The modal window shows a list of classes with the following data:

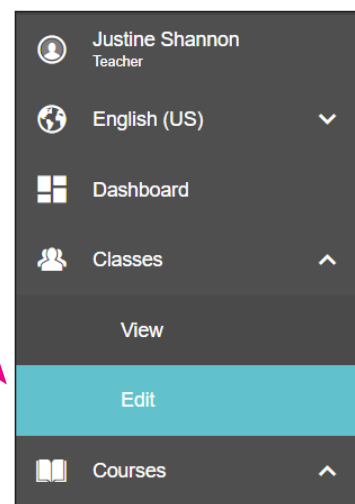
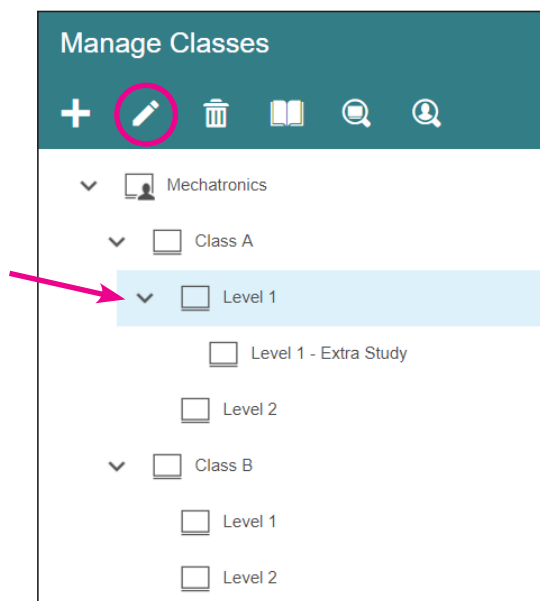
Class Name	Users
FL_teacher Class	Unassigned Users

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

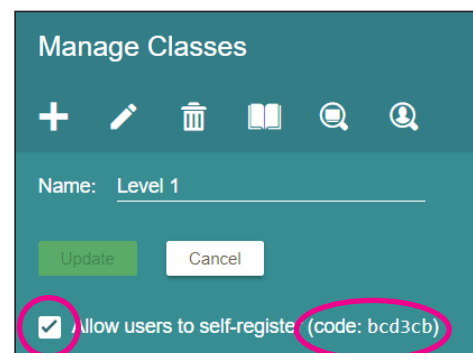
1. Click on **Classes** and then **Edit**.

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.

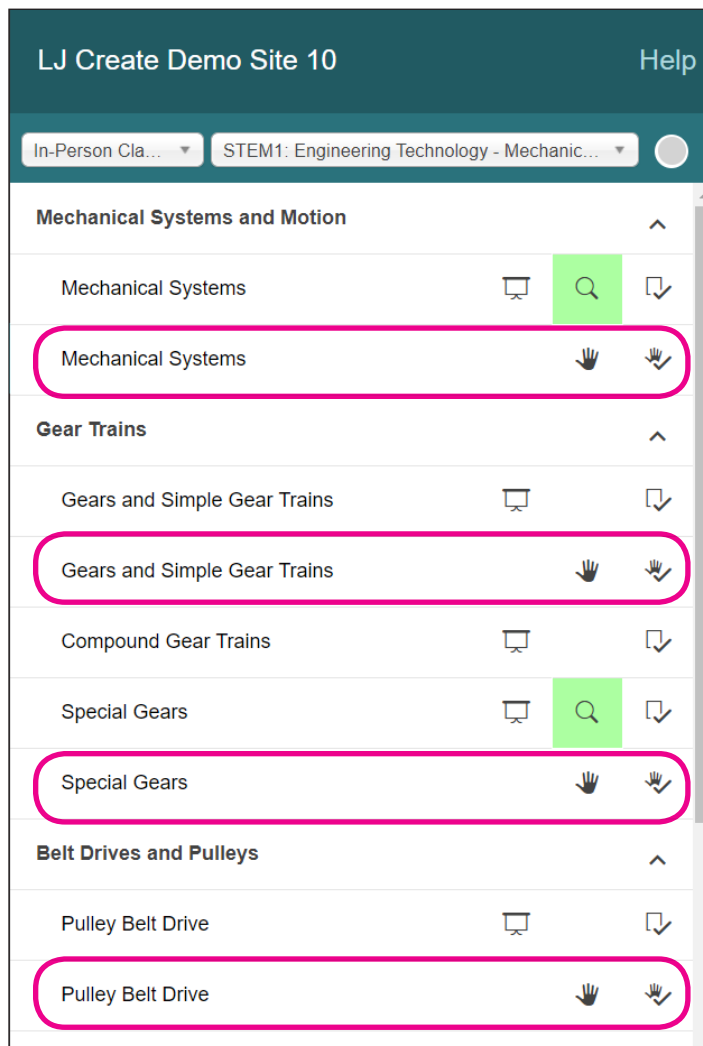
4. In the options that appear, click in the box to "Hide hands-on practical lessons" for that class.

5. Click "Close."

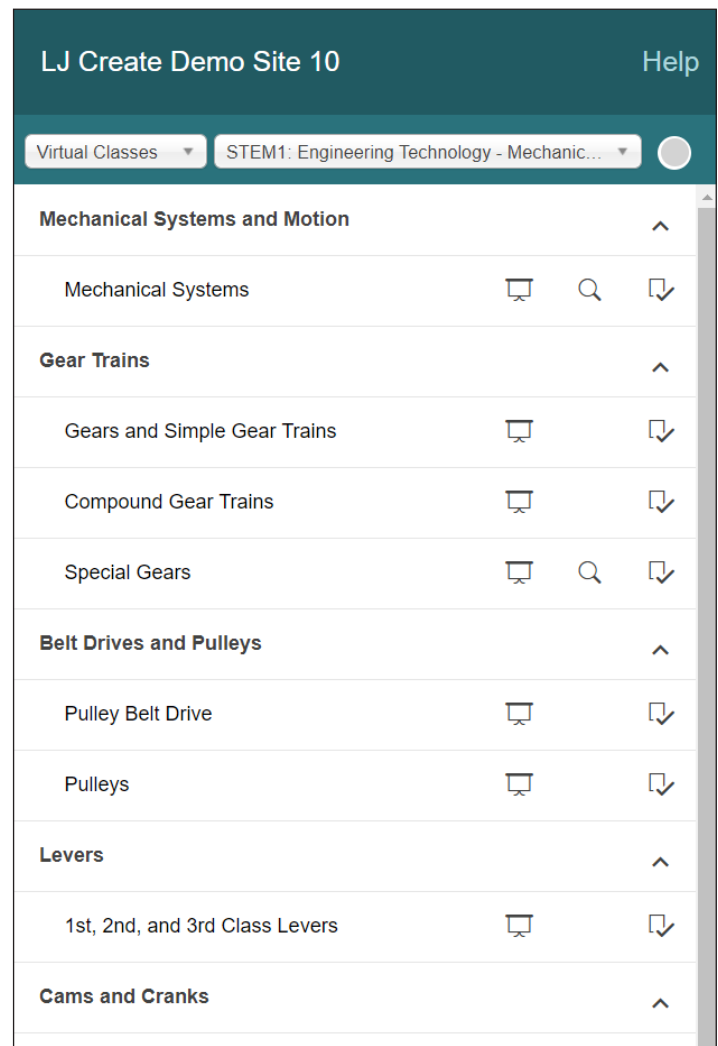
Side-by-side Examples of Hiding the Hands-On Practical Lessons

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.



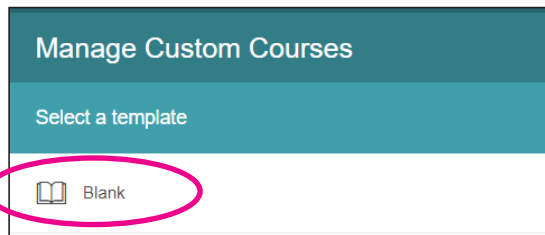
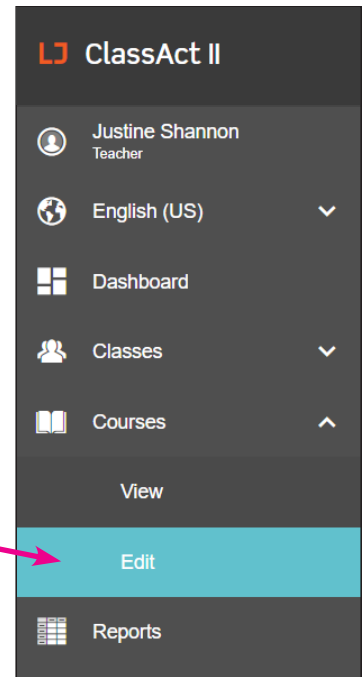
Create Custom Courses

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).

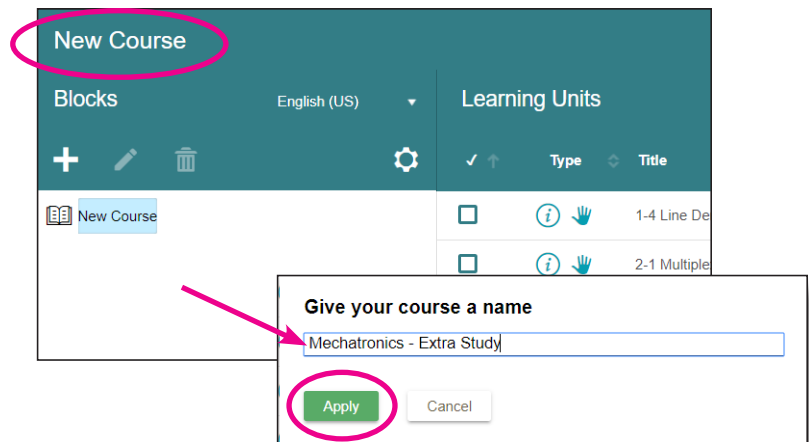
Create a Custom Course from Scratch

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.

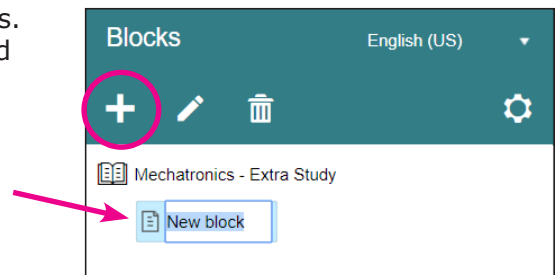
3. Click on **New Course** in the title bar to give your course a name. Click **Apply** to continue.



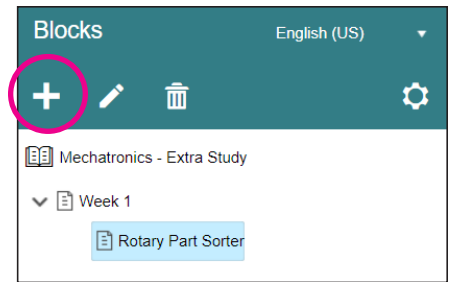
4. It is possible to give your course a structure by adding blocks. Click on the + symbol to add your first block. Type a title and press the Enter key to set it.

You can edit a block at anytime:

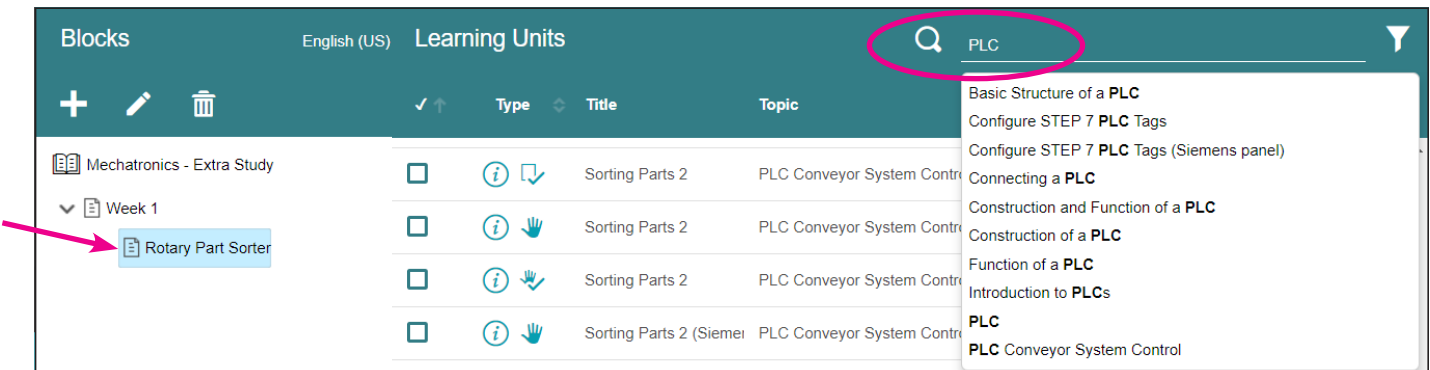
Select the block title and press the  icon to edit it, or delete the block (and all its contents) with .



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.

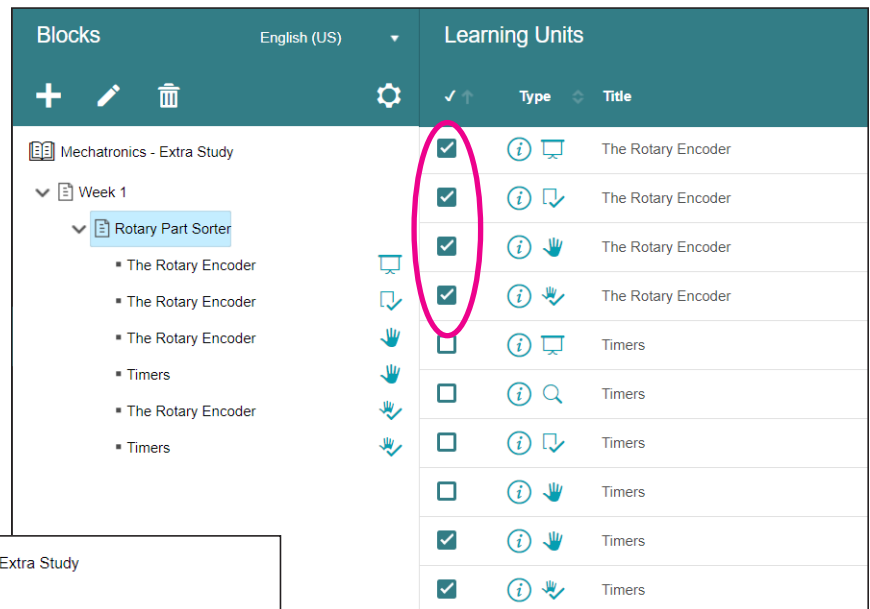


6. To add content, first select the block you want to add it to. Then use the keyword finder on the right of the screen. As you start to type, related lesson titles will appear.

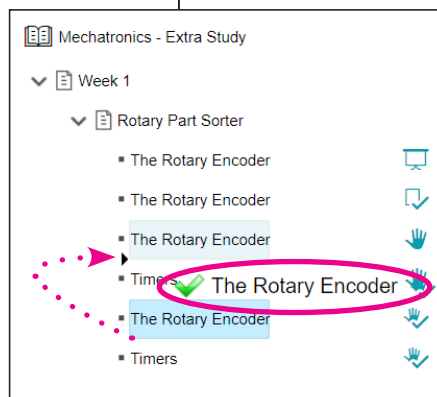


Gain additional information on a lesson component by clicking . Preview it by clicking the content type symbol (investigation , presentation , assessment or hands-on practical).

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.




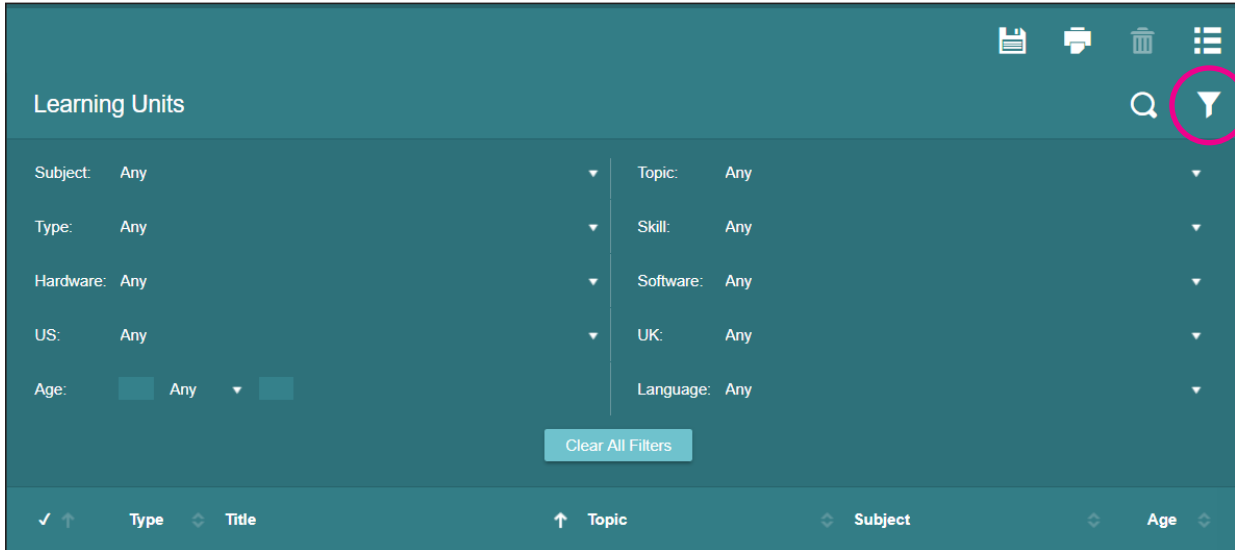
9. Save your course by clicking in the upper right.

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

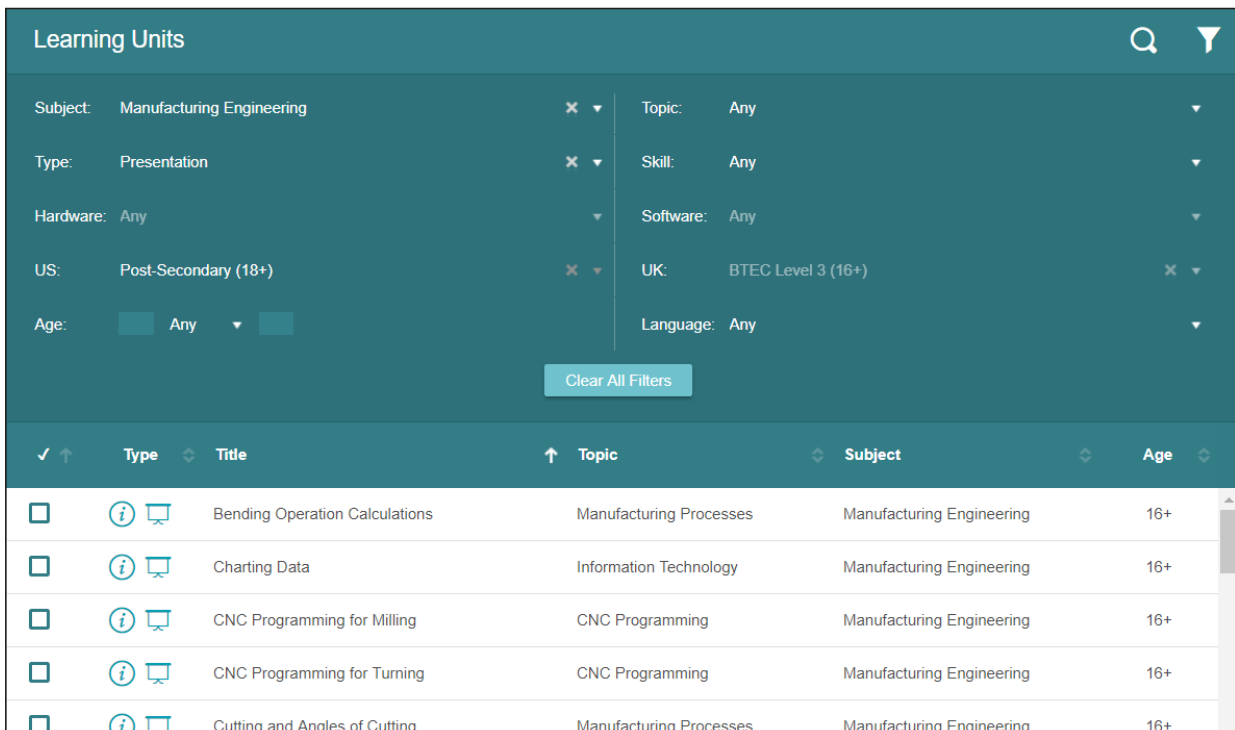
With thousands of learning units to choose from, you may wish to limit your search to the most relevant content. Alternatively you may wish to explore what else is available within a particular topic or subject. We have included some easy-to-use filters to make this possible.











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



✓ ↑	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.




✓ ↑	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 search interface with filters on the left and a table of results. The filters include: Subject: Manufacturing Engineering, Type: Presentation, Hardware: Any, US: Post-Secondary (18+), Age: Any, Topic: Any, Skill: Any, Software: Any, UK: BTEC Level 3 (16+), and Language: Any. A 'Clear All Filters' button is at the bottom of the filter section. The results table has columns: Type, Title, Topic, Subject, and Age. It shows two results: 'Planning and Organizing Work Processes' and 'Process Planning', both under 'Information Technology' and 'Manufacturing Engineering' with an age of '16+'. At the bottom, a status bar 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' and is circled in pink.

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' settings panel. It has a title 'Blocks' and a language dropdown 'English (US)'. There are three icons: a plus sign, a pencil, and a trash can. A gear icon is circled in pink. Below the icons, there is a 'Sequence' dropdown set to 'Any', a 'Pass' field set to '70 %', and a checkbox labeled 'Visible to all staff' which is currently unchecked. A pink arrow points from the text 'Allow your colleagues to access and use your custom course.' to the 'Visible to all staff' checkbox. Another pink arrow points from the text 'Choose the pass mark for assessments in this course.' to the 'Pass' field.

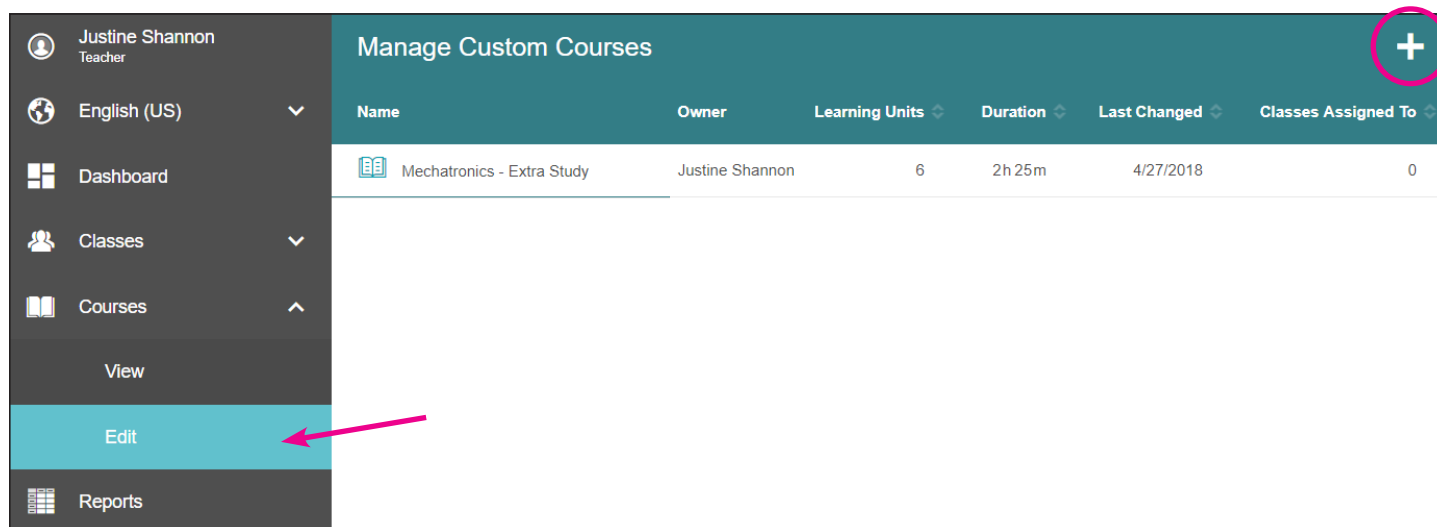
Allow your colleagues to access and use your custom course.

Choose the pass mark for assessments in this course.

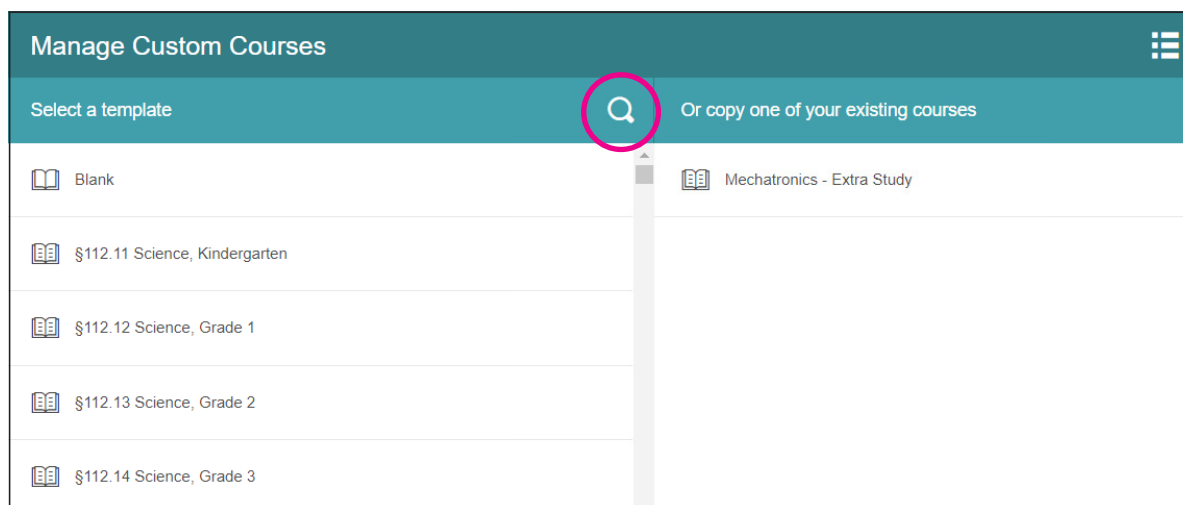
Create a Custom Course from a Template

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.

The screenshot shows the Course Editor interface. At the top, the course title "Copy of MECH1: Mechatronic Systems - Introduction to PLCs" is circled in pink. Below the title bar, there are sections for "Blocks" and "Learning Units". The "Learning Units" section contains a table of units with columns for checkboxes, icons, titles, topics, subjects, and ages. The table lists six units related to digital systems and sequential logic.

✓ ↑	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

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.



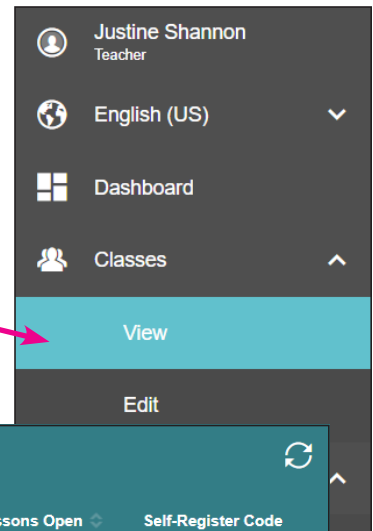
Don't forget that, after making your course (whether from scratch or from a template) you need to go to *Classes/Edit*, and add the custom course to the group so your students can see it!

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.



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	5	0	4	0	0	e58e35	
Elementary School	69	1	9	0	0	27a817	

Users in Elementary School					
First name(s)	Last name(s)	Username	Status	Last Active	
Carolina	Hernandez	tx004	Not Logged In	2 years ago	
Eric	Davis	tx008	Not Logged In	—	
Jaime	Perez	tx005	Not Logged In	—	

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.

History — Carolina Hernandez (tx004)								
Opened	Course	Learning Unit	Type	Status	Score	Time	Views	
12/4/2015	§112.14 Science, Grade 3	Working Safely	📄	Passed	80 %	2m 2s	1	
12/4/2015	§112.14 Science, Grade 3	Science and the Weather	📄	Not Passed	60 %	1m 45s	1	
12/4/2015	§112.13 Science, Grade 2	Introduction to Engineering	📄	Not Passed	60 %	1m 11s	1	

www.ljcreatelms.com says

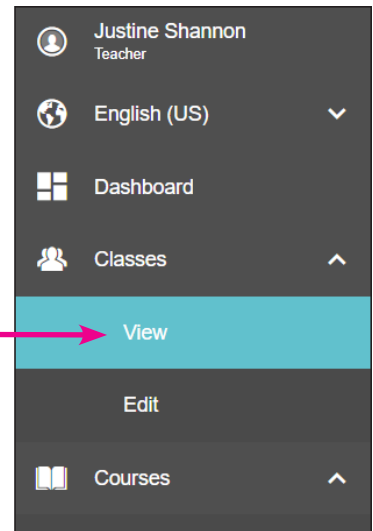
Delete the selected learning unit attempt?

OK Cancel

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	—

4. 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%

5. 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 x Angel Lopez (Student1) (LJ\Stu x +

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?

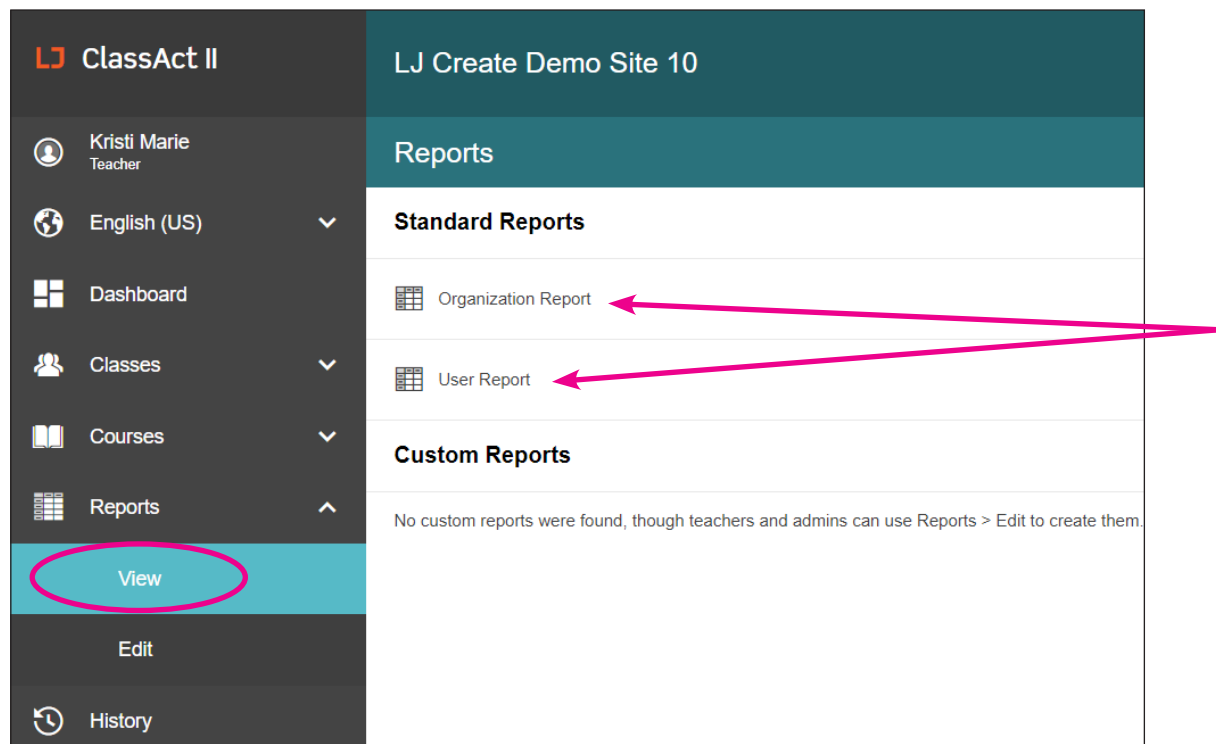
Guide to Reports

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**.




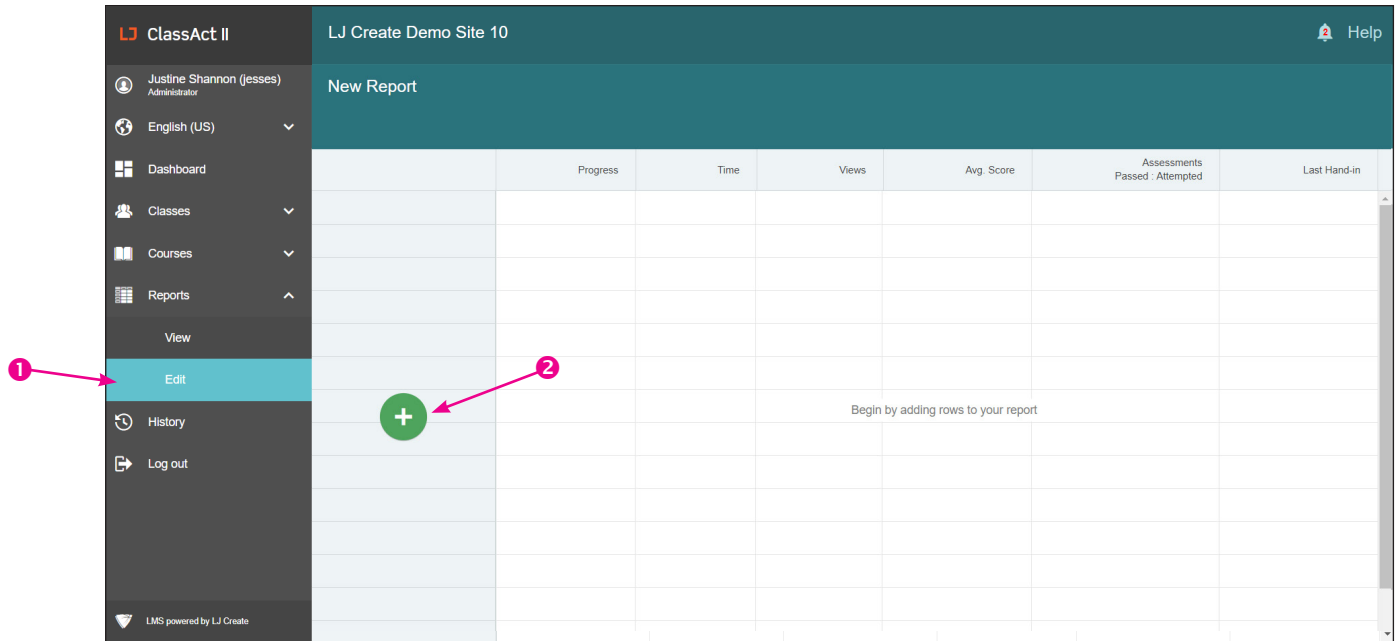
Organization Report - This report allows you to see Progress, Time, Sessions, Score, Attempts, and Hand-in details from your top-most class on down. For an Administrator this may be the entire school, or for a Teacher, it would be the classes/groups that you're a part of. From there, you can click down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

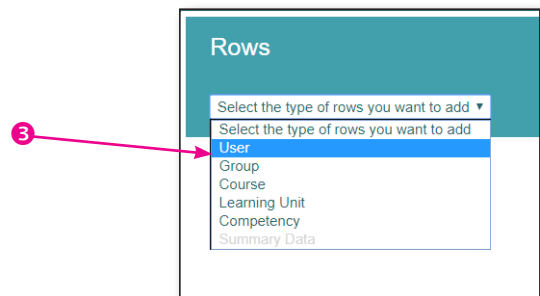
Note that these default reports cannot be modified, so we'll walk through creating custom reports in the next section.

Create a Report to see Student Assessment Grades within a Class

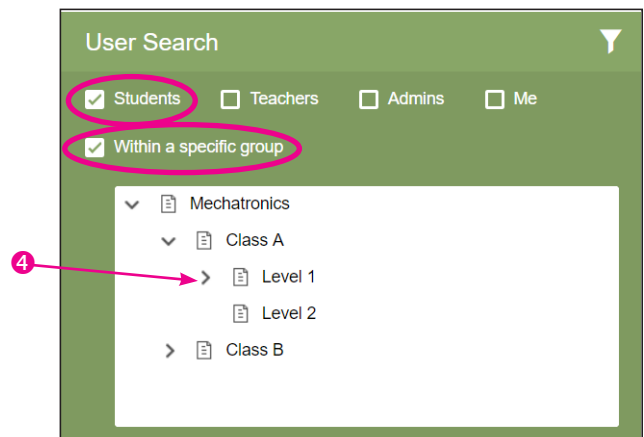
1. To create your first custom report, click on **Reports/Edit** on the left-side menu.
2. Then click the  symbol to begin adding rows to your report.




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

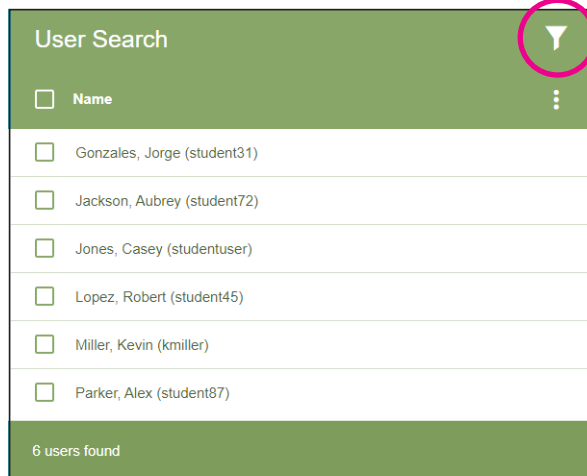


4. In the **User Search** box that appears, check the options for **Students**, **Within a specific Group**. Turn down the arrows next to the group names until you find the desired class, and click to select it.



5. Click the magnifying glass to search for results.

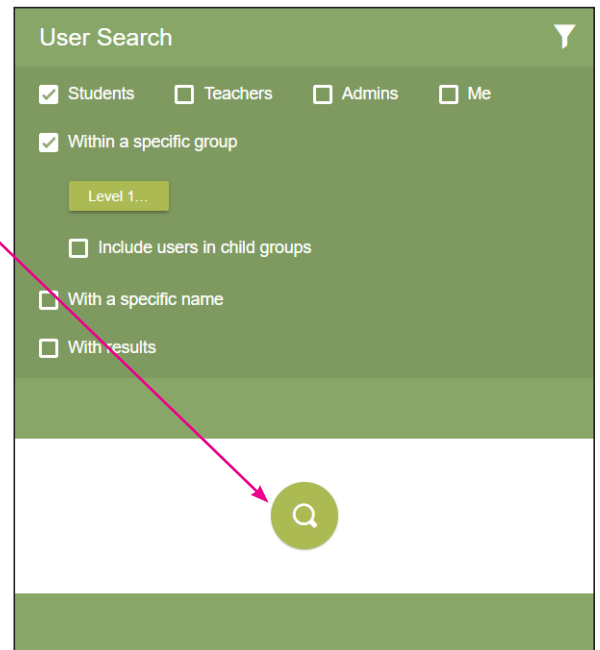
Note: If you can only see a few results at a time, you can click the Filter icon  to hide the search filters and see more results. Click the icon again to restore the filter options.



The 'User Search' panel is shown with a green header and a list of users. A magnifying glass icon is circled in the top right corner. The list contains six users, each with a checkbox and their name followed by a student ID in parentheses. At the bottom, it says '6 users found'.

<input type="checkbox"/> Name
<input type="checkbox"/> Gonzales, Jorge (student31)
<input type="checkbox"/> Jackson, Aubrey (student72)
<input type="checkbox"/> Jones, Casey (studentuser)
<input type="checkbox"/> Lopez, Robert (student45)
<input type="checkbox"/> Miller, Kevin (kmiller)
<input type="checkbox"/> Parker, Alex (student87)

6 users found



The 'User Search' panel is shown with a green header and a list of filters. A magnifying glass icon is circled in the bottom right corner. The filters include 'Students', 'Teachers', 'Admins', 'Me', 'Within a specific group', 'Level 1...', 'Include users in child groups', 'With a specific name', and 'With results'.

User Search

☒ Students ☐ Teachers ☐ Admins ☐ Me

☒ Within a specific group

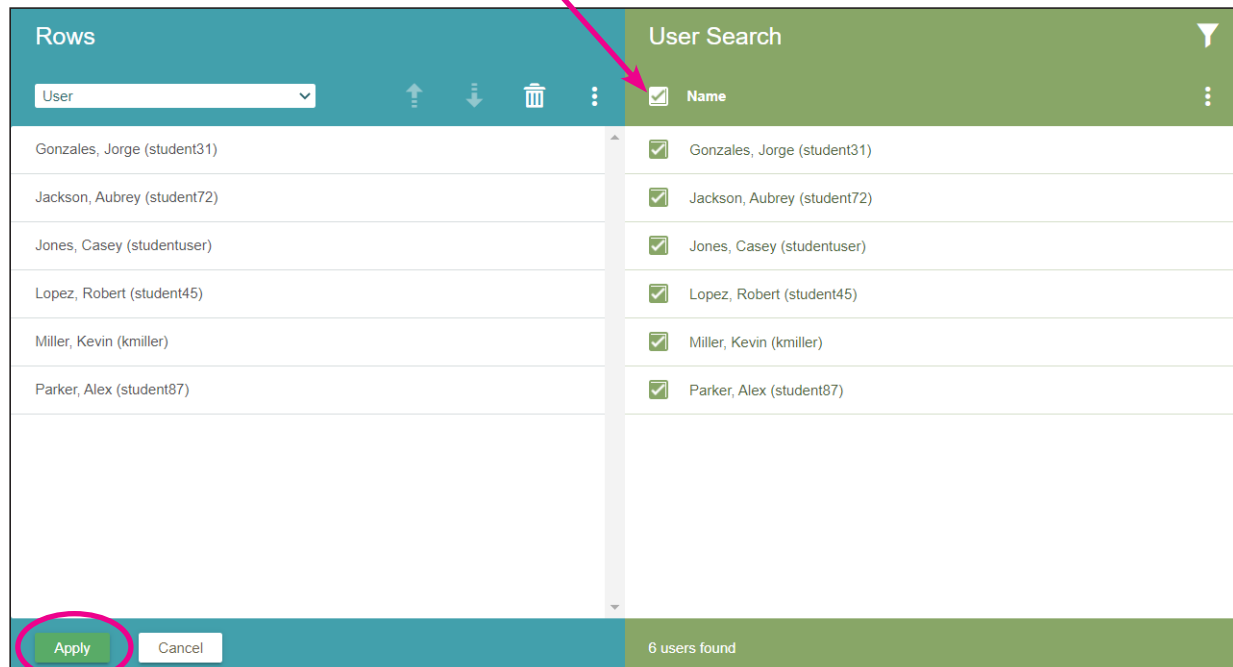
Level 1...

☐ Include users in child groups

☐ With a specific name

☐ With results

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.



The 'User Search' panel is shown with a green header and a list of users. The 'Name' checkbox is selected. The 'Apply' button is circled in the bottom left corner. The list contains six users, each with a checked checkbox and their name followed by a student ID in parentheses. At the bottom, it says '6 users found'.

<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> Gonzales, Jorge (student31)
<input checked="" type="checkbox"/> Jackson, Aubrey (student72)
<input checked="" type="checkbox"/> Jones, Casey (studentuser)
<input checked="" type="checkbox"/> Lopez, Robert (student45)
<input checked="" type="checkbox"/> Miller, Kevin (kmiller)
<input checked="" type="checkbox"/> Parker, Alex (student87)

6 users found

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...").

New Report

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

	Progress	Time	Views	Avg. Score	Assessments Passed : Attempted	Last Ha
Gonzales, Jorge (student31)						
Jackson, Aubrey (student72)						
Jones, Casey (studentuser)						
Lopez, Robert (student45)						
Miller, Kevin (kmiller)						
Backer, Alex (student87)						

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

Columns

Summary Data ▼

Select the type of rows you want to add

- User
- Group
- Course
- Learning Unit
- Competency
- Summary Data
- Sessions

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 on the desired course name.

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

Learning Unit Search

☐ Presentations ☐ Investigations ☐ Practicals

☒ Assessments ☒ Practical Assessments ☒ Pre/Post Tests

☒ Within course

☐ Worked on

☐ Name includes

Select parent course...

mechatronic

Global

- MECH1: Foundation Mechatronics - Electrical Technology
- MECH1: Mechatronic Systems - Basic Engineering Principles
- MECH1: Mechatronic Systems - Electrical and Electronic Principles
- MECH1: Mechatronic Systems - Fluid Power
- MECH1: Mechatronic Systems - Introduction to PLCs
- MECH1: Mechatronic Systems - Mechanical Systems

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

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)

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

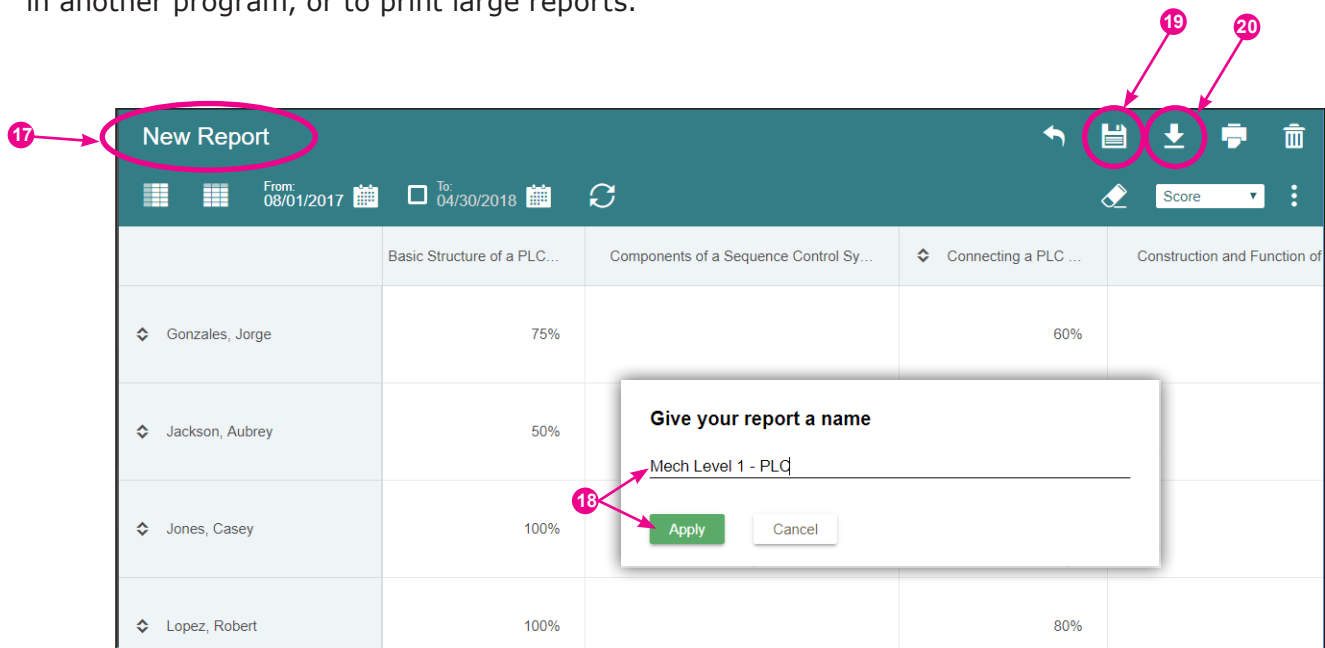
From: 08/01/2020 To: 04/12/2021


Exclude practical lessons

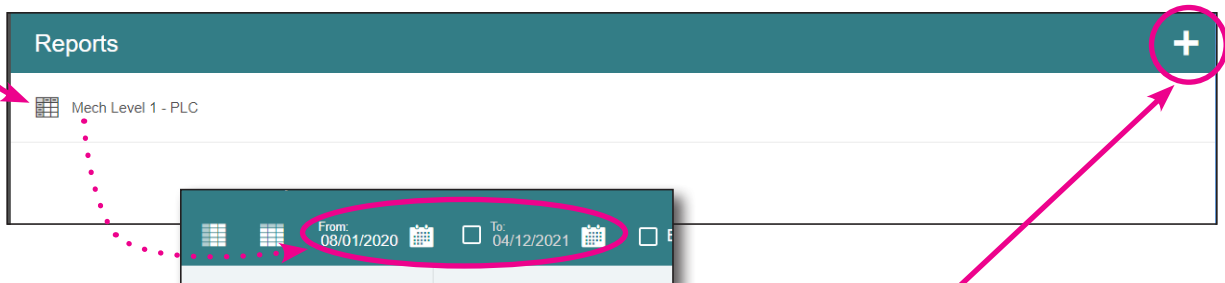
	Automotive Lighting Systems (asm)	Basic Electrical Quantities in Circuits (a...
Gonzales, Jorge (student31)		
Jackson, Aubrey (student72)		
Jones, Casey (studentuser)		
Lopez, Robert (student45)		
Miller, Kevin (kmiller)		
Parker, Alex (student87)		

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

	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.

www.ljcreatelms.com says

Delete the selected learning unit attempt?

OK Cancel

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.

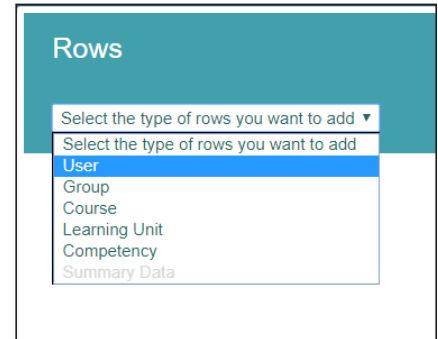
Group — see results by class/group, based on your group hierarchy


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."

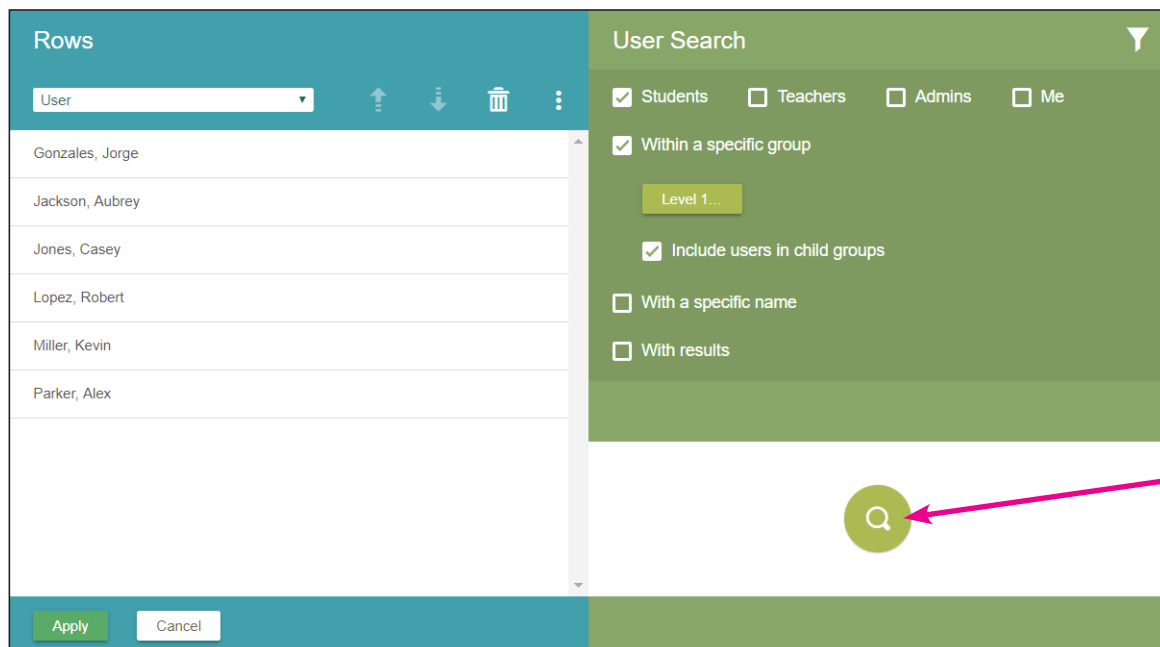
Learning Unit — see results by individual lesson components, such as presentations, investigations, assessments, or hands-on practicals

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


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.


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

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

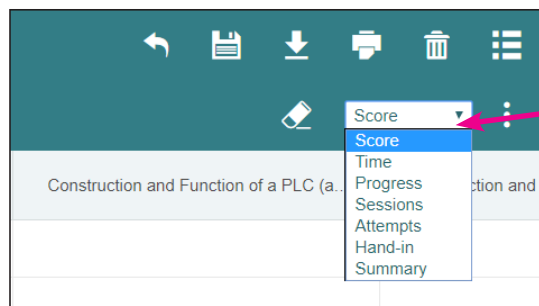
1 Click on the three stacked dots, and click in a circle to choose the sorting order. Click on the dots again, and select "Sort Rows (ascending)", as appropriate.

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.

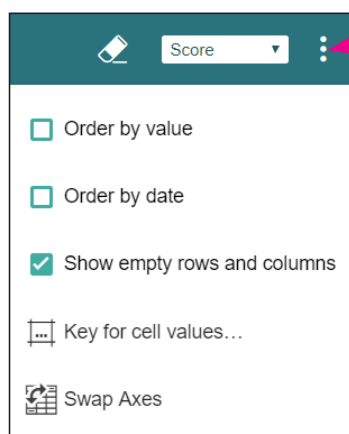
Click the  arrow again to reverse the order.

	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' header with three filter options: 'Include staff data' (callout A), 'Exclude practical lessons' (callout B), and 'Assigned courses only' (callout C). Below the filters is a table with the following columns: Progress (1), Time (2), Users (3), Views (4), Avg. Score (5), Assessments Passed : Attempted (6), and Last Hand-in (7). The table is currently empty of data rows.

	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 is teal and contains the title 'New Report' and a series of icons. Below the bar is a table with columns for student names and scores. The interface is annotated with callouts A through O, each pointing to a specific feature.

Callout A: Points to the 'New Report' title.

Callout B: Points to the column headers.

Callout C: Points to the row headers.

Callout D: Points to the date range selector (From: 08/01/2017 To: 05/01/2018).

Callout E: Points to the refresh icon.

Callout F: Points to the sort icon.

Callout G: Points to the undo icon.

Callout H: Points to the save icon.

Callout I: Points to the download CSV icon.

Callout J: Points to the print icon.

Callout K: Points to the delete report icon.

Callout L: Points to the return to list of all reports icon.

Callout M: Points to the data view options icon.

Callout N: Points to the change type of data in report view icon.

Callout O: Points to the delete student attempt icon.

Student	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%

Create Custom Lessons with the Content Creator Tool

It is now possible to add your own learning content to the ClassAct II system. After creating your own lessons, you can modify one of the LJ Create courses to include them, or make your own custom course from your content.

Two content types are available:

Assignment — What one would typically think of as a lesson, the assignment creator can be used to collate and display your own text and images, or link to external learning resources.

Assessment — Use the ClassAct II assessment tools to quickly put together professional looking assessments. Your assessments will be scored just like any other assessment on our system allowing your students to get instant feedback and allowing you to quickly generate reports showing their progress.

Creating Assignments

1. To get started, click on **Lessons/Create** in the left side menu.
2. By default you will see the **Assignment** creation tab.
3. Every assignment must be given a title, and some text or an image file. If you wish you can add both text and an image.

The screenshot displays the ClassAct II Content Creator Tool interface. On the left is a dark sidebar menu with the user 'Justine Shannon Teacher' at the top. Below the user name are icons and labels for 'English (US)', 'Dashboard', 'Classes', 'Courses', 'Reports', 'Lessons', 'View', 'Create', 'Import', 'History', and 'Log out'. The 'Create' button is highlighted with a red circle and a red arrow labeled '1'. The main content area has a teal header with two tabs: 'Assignment' (selected, circled in red with a red arrow labeled '2') and 'Assessment'. Below the tabs, the 'Assignment' form includes a 'Lesson Title' field (with 'Untitled Lesson' and a red arrow labeled '3'), 'Subject' (e.g. Physics), 'Topic' (e.g. Gravity), 'Text' (optional), and 'Image' (with a 'Drag and drop an Image or Browse for a file...' prompt). There are three 'Links' sections, each with a 'Hyperlink' field and a 'Drop or Browse for a Document or Presentation file' button. At the bottom, there is a 'URL title and website example' field, a 'File size limit: 20 MB' note, a 'Visible to all staff' checkbox, an 'Age group' dropdown, and 'Preview...', 'Clear', and 'Save' buttons.

Assignment

Assessment

Lesson Title

LJ Create Sample Lesson with Screenshot of Complex Image

Subject

e.g. Physics

Topic

e.g. Gravity

Text

Text (optional)

Image

Image_for_Lesson.PNG
1.1 MB
Upload complete

Links

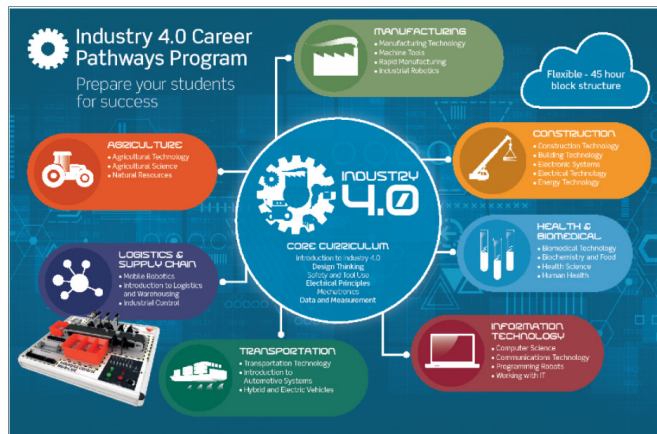
Hyperlink 1, or

Drop or Browse for a Document
Presentation file

Lesson with image only

If you create a lesson with only an image and no text of your own, the image will display in large scale at the top left of the screen.

LJ Create Sample Lesson with Screenshot of Complex Image



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Assignment

Assessment

Lesson Title

LJ Create Sample Lesson with Text and Image

Subject

e.g. Physics

Topic

e.g. Gravity

Text

There are many pathways to your new career. Check out this infographic for more details.

Image

Image_for_Lesson.PNG
1.1 MB
Upload complete

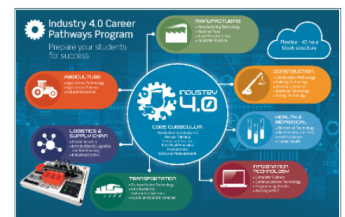
Links

Hyperlink 1, or

Drop or Browse for a Document
Presentation file

LJ Create Sample Lesson with Text and Image

There are many pathways to your new career. Check out this infographic for more details.



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Lesson with text and image

If you add both text and an image, the image will be reduced in size and shown on the right of the screen.

4. Optionally you can also specify a **Subject** and **Topic** to help you find your content when creating custom courses. You can match the labels we use or create your own.
5. After creating the main body of your lesson you can add up to three elements to further enhance the lesson content. These can be:
 - Hyperlinks to web pages.
This can include hyperlinks to Google Docs, Sheets, and Slides and/or Microsoft Office 365 online documents.
 - PDF files, which will open in the web browser
 - Uploads of the following file types, which will download to the local PC to be viewed: PowerPoint (.ppt, .pptx), Word (.doc, .docx), Excel (.xls, .xlsx)
6. Click the "Visible to all staff" button if you want to make your lesson available for other teachers to use. You will remain the only person able to edit the lesson.
7. You can add an age group to your lesson if you wish. The selectable options will match those of existing content.

The screenshot shows a form titled "Assignment" and "Assessment". It has two main sections: "Lesson Title" and "Subject/Topic". Below these are "Text" and "Image" fields. A "Links" section contains three rows for "Hyperlink 1, or", "Hyperlink 2, or", and "Hyperlink 3, or". To the right of the links are three boxes for "Drop or Browse for a Document or Presentation file". At the bottom, there is a "File size limit: 20 MB" label, a "Visible to all staff" checkbox, an "Age group" dropdown, and "Preview...", "Clear", and "Save" buttons.

Numbered callouts point to the following elements:

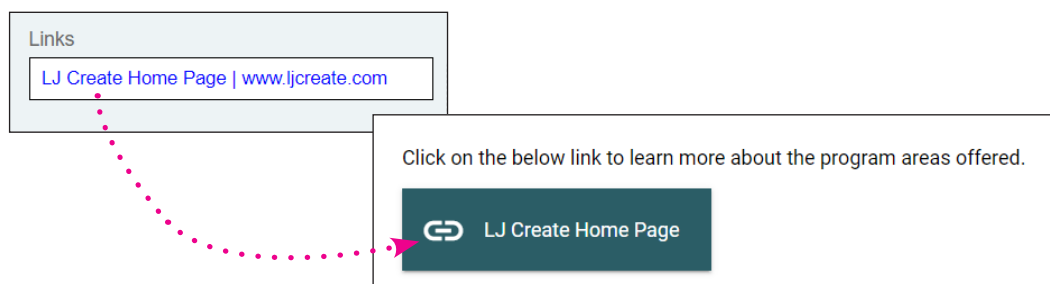
- 4: Lesson Title field
- 5: Links section (all three rows)
- 6: Visible to all staff checkbox
- 7: Age group dropdown
- 8: Save button

8. Don't forget to save your lesson! Once you click "Save" your lesson will remain visible on screen so you can continue working on it. If you're ready to start a new lesson, just click "New."



Pro Tip

You can give your hyperlinks a title by using the following format: **Title | URL**
For example: **LJ Create Home Page | www.ljcreate.com**



In the example lesson below, custom text was entered, an image uploaded, and then a website link, a PDF document, and an Excel Spreadsheet were all added.

LJ Create Sample Lesson

To close the skills gap, engineers must be multi-disciplined, adaptable and confident problem solvers.

In this lesson you will learn about career paths that are available in todays engineering sectors.

Use the information in the following links to discover more about the skills required for the career opportunities in each sector.

[LJ Create Website](#)
[Engineering Career Information](#)
[Engineering Sector Salary Statistics](#)



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Pro Tip

If you want your students to be able to view a PowerPoint, Word, or Excel file within the web browser, without the need to download, consider these options based on what licenses your school has:

- Save the file as a PDF before uploading.
- Share your file as a Google Doc, Google Sheet, or Google Slides presentation. (Make sure to click on the "Share" link to allow students to see the files.)
- Microsoft Office 365 users can link to documents instead of uploading them. (Make sure to click on the "Share" link to allow students to see the files.)



Pro Tip

Images are limited to a maximum of 6 mega pixels. If your image is larger than this (for example if you are trying to upload a file directly from your phone or camera) a quick workaround is to view the image on screen then use Windows built-in Screen Snip tool to save it at a lower resolution.



Pro Tip

Each file upload has a maximum size of 20MB.



Pro Tip

Each LMS site has a total storage size of 1GB for custom lessons which is shared amongst all users. You can check the remaining storage for your LMS site by looking at the top right of the assignment or assessment creation screen.

Creating Assessments

1. To get started, click on **Lessons/Create** in the left side menu.
2. Click on the **Assessment** creation tab.
3. Give your assessment a title.
4. You can add text and/or images to the assessment. This works in the same way as previously described for creating an assignment.
5. The assessment can contain a maximum of 10 questions and you can use any combination of our 6 question types. Find out more about each question type on the following pages.

The screenshot shows the 'Assessment' creation interface in ClassAct II. The left sidebar contains a menu with 'Lessons' expanded, showing 'View' and 'Create' (highlighted with a pink arrow and number 1). The main area has two tabs: 'Assignment' and 'Assessment' (highlighted with a pink circle and number 2). Below the tabs, there's a 'Lesson Title' field with 'Untitled Lesson' (pointed to by a pink arrow and number 3). A pink box highlights the 'Subject' and 'Topic' fields (e.g., 'e.g. Physics', 'e.g. Gravity') and the 'Text' and 'Image' fields (with a 'Drag and drop an Image or Browse for a file...' prompt, pointed to by a pink arrow and number 4). Below this is a list of 'Question' fields (pointed to by a pink arrow and number 5). At the bottom, there's a 'Pass percent' field set to '70 %', a 'Visible to all staff' checkbox (pointed to by a pink arrow and number 6), an 'Age group' dropdown (pointed to by a pink arrow and number 7), and 'Preview...', 'Clear', and 'Save' buttons (with 'Save' pointed to by a pink arrow and number 8).

6. Click the "Visible to all staff" button if you want to make your lesson available for other teachers to use. You will remain the only person able to edit the assessment.
7. You can add an age group to your lesson if you wish. The selectable options will match those of existing content.
8. Don't forget to save your lesson! Once you click "Save" your assessment will remain visible on screen so you can continue working on it. If you're ready to start a new assessment, just click "New."

Assessment Question Types

1. Multiple Choice

This is the default choice on the system and consists of a question and a number of answers, only one of which is correct. The correct answer is designated with the radio button to the right of the answer.

1 What color is the mechanic's shirt?



☒ Yellow

☐ Green

☐ Blue

2. Numeric

Use a numeric question type when you are looking for an answer consisting of a number.

2 How many tires are on a normal car?

(Enter your answer as a number and press return)

If you are looking for a specific value for the answer you just need to put this in the **Value/Min** box. If you will accept an answer within a certain threshold you will need to set the range by designating a **Min** and **Max** value.

Optionally you can add a **unit** to the answer and/or specify the number of decimal places (**DP**). Here are some examples of this in use:

Correct answer is 10

10	Max	Unit	(DP)
----	-----	------	--------

Correct answer is between 10 and 12

10	12	Unit	(DP)
----	----	------	--------

Correct answer is between 35 and 40 Volts

35	40	V	(DP)
----	----	---	--------

Correct answer is 3.14 to 2 decimal places

3.14	Max	Unit	(2)
------	-----	------	-------

3. Word

Use a word question type where you want the student to type out a specific word or phrase as the answer. You can optionally make the answer case sensitive.

3 What does the abbreviation PLC stand for?

4. Select all that apply

These work in the same way as Multiple Choice but allow multiple answers to be correct.



Pro Tip

It may improve your students' understanding if you phrase the question to include a phrase such as "Select the two correct answers," or, "Select all the correct answers."

4 Why should you get an "A" in this class?

- ☐ I turned in all my work on time.
- ☐ I didn't fall asleep.
- ☐ I skipped class fewer than 10 times.
- ☐ I ate peanut butter for lunch.
- ☐ I received a B or better on all my assignments.

Mark Answer

5. Inline Combinations

These allow a number of selectable options to be specified within a paragraph of text. You can choose the number of selectable answers by entering the options that will appear between braces (curly brackets) with the first of the options being the correct answer. See a complete example on the following page.

5 This assessment question is because I can select from the dropdown menu.

Mark Answer

Inline Combination Example

The overall operation of a manufacturing plant is the responsibility of the {ABC}.

As well as ensuring the products are made to a good standard they must also ensure that all staff operate in a {DEF} and professional manner.

Optionally drag and drop an Image, or [Browse...](#)

A.

B.

C.

D.

E.

F.

1

Administration Assistant

Production Manager

Storeperson

The overall operation of a manufacturing plant is the responsibility of the . As well as ensuring the products are made to a good standard they must also ensure that all staff operate in a and professional manner.

Mark Answer

1

Production Manager

The overall operation of a manufacturing plant is the responsibility of the . As well as ensuring the products are made to a good standard they must also ensure that all staff operate in a and professional manner.

Mark Answer

funny

safe

sarcastic

As you can see the first letter between the braces shows the correct answer for that selection. The order of the answers is displayed alphabetically for the student.

6. Associations

Associations allow you to give a selection of items that the student must match. In the assessment editor write the correct pairs together, these will then be displayed in alphabetical order for the student.

Match the job title with their department;

Optionally drag and drop an Image, or [Browse...](#)

Electrician	Electrical Engineering
Receptionist	Administration
Accounts Assistant	Finance
Structural Surveyor	Construction
First Aid	Health and Safety
Forklift Driver	Warehouse

6 Match the job title with their department.

Electrician

Receptionist

Accounts Assistant

Structural Surveyor

First Aid

Forklift Driver

Administration
Construction
Electrical Engineering
Finance
Health and Safety
Warehouse

[Mark Answer](#)



Pro Tip

Once your questions have been created you can swap the order simply by using a “drag and drop” action on the questions. If you drop a question on top of an existing one their places will be swapped.



Pro Tip

You can specify a pass mark for the assessment you’ve created. **This will override the pass mark (whether user-set, or default 70%) of any course you add this lesson to.**


View and Edit Your Custom Lessons

1. You can view all the available lessons on your LMS by clicking **Lessons/View** in the menu.
2. Your custom lessons will be designated by a "Custom" checkbox.
3. Click on the lesson icon to preview the lesson
4. Click the pencil icon next to a custom lesson to edit it.

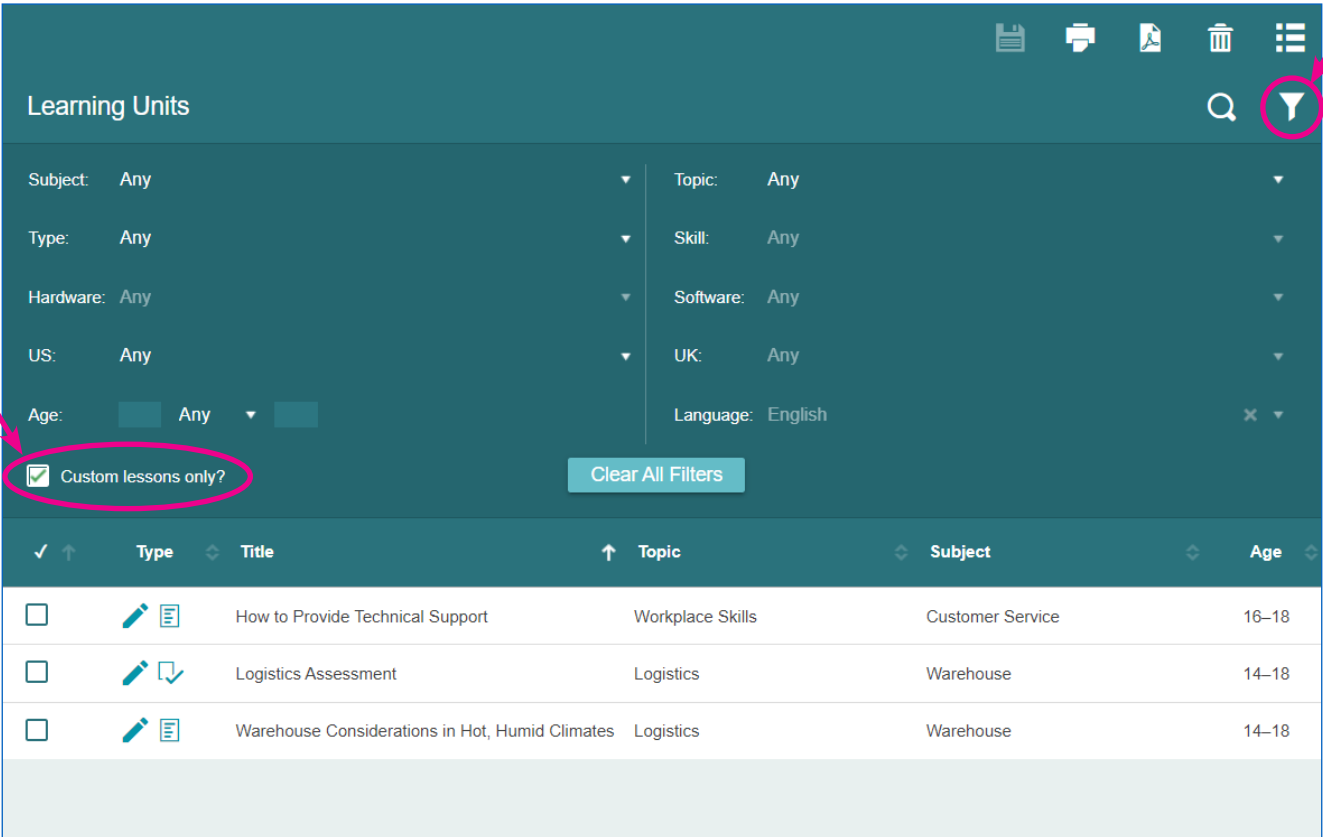
The screenshot shows the LMS interface for a teacher named Justine Shannon. The sidebar menu on the left includes options for English (US), Dashboard, Classes, Courses, Reports, Lessons, View, Create, and Import. The 'View' option is highlighted with a pink arrow and the number 1. The main content area is titled 'View Learning Units' and contains a table with columns for Custom, Type, and Title. The table lists several learning units, including 'How to Provide Technical Support', 'Logistics Assessment', 'Warehouse Considerations in Hot, Humid Climates', and various digital logic exercises. The 'Custom' column has checkboxes, with the first three checked. The 'Type' column has icons for editing (pencil) and previewing (document). The 'Warehouse Considerations in Hot, Humid Climates' row is highlighted with a pink arrow and the number 4, pointing to the pencil icon. The 'How to Provide Technical Support' row is highlighted with a pink arrow and the number 3, pointing to the document icon. The 'Logistics Assessment' row is highlighted with a pink arrow and the number 2, pointing to the 'Custom' checkbox. The 'Warehouse Considerations in Hot, Humid Climates' row is also highlighted with a pink arrow and the number 1, pointing to the 'View' button in the sidebar.

Custom	Type	Title
<input checked="" type="checkbox"/>		How to Provide Technical Support
<input checked="" type="checkbox"/>		Logistics Assessment
<input checked="" type="checkbox"/>		Warehouse Considerations in Hot, Humid Climates
<input type="checkbox"/>		1-4 Line Demultiplexer
<input type="checkbox"/>		2-1 Multiplexer
<input type="checkbox"/>		2-4 Line Decoder
<input type="checkbox"/>		2-bit Equal-Input Magnitude Comparator Circuit - Exercise 5.1
<input type="checkbox"/>		3-Bit Down-Counter
<input type="checkbox"/>		3-Bit Up-Counter
<input type="checkbox"/>		2-Wire Connection of a 3-Phase Supply (Delta/Delta Connection)







Add Your Custom Lessons to a Course

To add your lessons to a custom course simply edit the course as normal (see "[Create Custom Courses](#)" in this guide), click on the filter  and tick the "Custom lessons only?" checkbox.

Your lessons (plus any created on your site with the "visible to all staff" option) will be displayed and can be added to the course by clicking the checkbox to the left of the lesson type.



The screenshot shows the 'Learning Units' interface. A pink arrow points to the funnel icon in the top right corner. Another pink arrow points to the 'Custom lessons only?' checkbox, which is circled in pink. The interface includes a search bar, a list of filters (Subject, Type, Hardware, US, Age, Topic, Skill, Software, UK, Language), a 'Clear All Filters' button, and a table of learning units.

✓ ↑	Type	Title	↑ Topic	Subject	Age
<input type="checkbox"/>	 	How to Provide Technical Support	Workplace Skills	Customer Service	16–18
<input type="checkbox"/>	 	Logistics Assessment	Logistics	Warehouse	14–18
<input type="checkbox"/>	 	Warehouse Considerations in Hot, Humid Climates	Logistics	Warehouse	14–18

Importing SCORM

Lessons in SCORM 2004 and 1.2 standards can be imported to the system as ZIP files. Multiple SCORM packages can be imported in one process and each one will be converted into an assignment lesson for use in a custom course.



Pro Tip

Lesson Title, Subject and Topic are automatically defined by the SCORM package data.



Pro Tip

The functionality of the lesson state is controlled by the SCORM package data. If incorrectly coded, lesson completion status may not be recorded.

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 = "[*.]ljcreatelms.com"

Windows (Google Chrome OS clients):

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

Android/Linux:

["[*.]ljcreatelms.com"]

Mac:

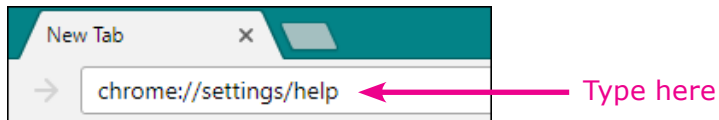
```
<array>
  <string>[*.]ljcreatelms.com</string>
</array>
```

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)