

technical overview

This document outlines the technical implications and requirements involved in your Learning Pool subscription.

e-learning modules & hosting options

All of the e-learning modules, including those created using the authoring tool and those downloaded from our Learning Catalogue, have a similar structure. Each module is held in a top-level folder that contains a collection of sub-folders and files. Copies of all of the HTML pages, JavaScript, images and media clips, etc., that make up a module are included within the folder structure, making each module fully portable. Each e-learning module is launched from an "index.html" file to be found in either the top-level folder or an html sub-folder.

For local hosting of e-learning modules, simply copy the top-level folders to a server and publish

hyperlinks to the index.html files. Hyperlinks can be placed on your intranet or included in personalised emails, etc.

Remote hosting, included as part of your subscription, provides web-based access to the e-learning modules through a Learning Management Portal. The Portal tracks your learners' activity and enables you to manage course enrolments and produce learning history reports from a web-based admin page. No software installation or PC configuration is required to start using the Portal. In most cases, system administration can be performed by your HR and OD staff without any need to involve your IT team.

authoring tool

The Learning Pool authoring tool is an easy-to-use content creation tool, which allows non-technical practitioners to create their own e-learning quickly and easily. The tool is template driven and generates linked pages containing text, graphics and interactive elements such as online quizzes, drag and drop and clickable graphics. The output is standard HTML and JavaScript and is compatible with all version 4 browsers and above.

Learning Pool subscribers receive unlimited licenses to use the authoring tool within their authority and are able to download the tool from the Learning Pool website.

The installation routine uses standard Windows technology and requires administrator access. "C:\Program Files\learningpool" is the default root installation location, but this location can be changed during the installation process. C:\Program Files\learningpool is also the default root storage location for user project files, but again this can be changed during the installation. Most subscribers choose to store project files in a group folder on a shared server that is accessible to all of their Learning Pool team. The use of UNC paths is supported. Easy access to project files is provided by an Authoring Tool Modules folder shortcut created on each user's desktop.

e-learning exchange

Learning Pool subscribers get access to the online e-learning exchange so that they can share e-learning materials with fellow subscribers. The e-learning exchange requires a small piece of software to be installed on each user's¹ PC that provides automatic file packing/unpacking during e-learning upload/download.

During upload to Learning Pool, this software uses standard zip technology to pack all of the HTML and related files included in an e-learning module into a single archive file. This file is then uploaded to the Learning Pool Server where it is scanned, unpacked and made available to other users for viewing online or downloading.

During download from Learning Pool, the software unpacks the constituent files from the archive file and reconstructs the e-learning module file/folder structure locally.

Learning Pool subscribers receive unlimited licenses to use the e-learning exchange software within their authority and are able to download it from the Learning Pool website.

The installation routine uses standard Windows technology and requires administrator access. "C:\Program Files\learningpool" is the default root installation location, but this location can be changed during the installation. C:\Program Files\learningpool is also the default root storage location for downloaded files and for copies of uploaded files, but again this can be changed during the installation. Most subscribers choose to store these files in a group folder on a shared server that is accessible to all of their Learning Pool team. The use of UNC

paths is supported. Easy access to downloaded files is provided by a Learning Pool Projects folder shortcut created on each user's desktop.

To enable use of the e-learning exchange software, each user needs to make the following changes to their Internet Explorer options:

1. Select menu item "Tools" -> "Internet Options...".
2. Click the "Security" tab, select "Trusted sites" and click "Sites...".
3. Enter <http://www.learningpool.co.uk> in the "Add this Web site..." text box and click "Add" and then "Close".
4. NOTE - Make sure that the checkbox to "Require server verification (https:) for all sites in this zone" is UNTICKED.
5. Still in the Security tab and with Trusted sites still selected, click "Custom Level...".
6. Find the entry "Initialize and script ActiveX controls not marked as safe for scripting".
7. Select either "Prompt" or "Enable". Enabling will remove ActiveX warning messages during content sharing. If you are concerned about the security of other sites in the "Trusted Zone" you should select "Prompt".
8. Click "OK".

¹ "Users" refers to members of your Learning Pool team and does not include your "Learners", for whom there are no additional PC setup requirements.

induction

As part of your subscription we give you a free on-site induction to the Learning Pool service. This induction is carried out by our Technical Consultant, who will arrange to visit you and overcome any technical challenges in your organisation. To make the most out of this day, we recommend that you have the following resources available:

1. A member of your IT team for two hours.
2. Access to the PCs to be used by your Learning Pool team.
3. Availability of your Learning Pool team for an induction briefing.
4. Identify server storage for your Learning Pool team folders for authoring tool project files and for uploaded and downloaded e-learning modules, if appropriate.
5. Identify server storage for local hosting of e-learning materials for access by your learners, if appropriate.

technical stuff... are you ready?

In order to get the most out of Learning Pool, we recommend that users have a PC with a minimum spec as follows:

processor	400 Mhz or above
disk space	50MB for installation, plus 2-10MB per e-learning module
os	Windows NT4/2000/XP
browser	Internet Explorer 5.5 or above, with JavaScript enabled
software	.net framework (1.1) installed (mandatory for elearning exchange)

11 March 2007