

Installing and Using the Manta Student Administration Software

General Information

The Manta *Student Administration* software allows a training administrator to monitor and control the use of the Manta *iSeries Training Library* courseware. This software lets you:

- Grant course access only to registered students
- Print reports detailing student course usage
- List students' competency exam results

The Student Administration software consists of two components:

- **Data collection** is built into the Manta courseware. When the Student Administration software is installed, each student must enter his or her *student ID* and *password* before being allowed to use the Manta courseware. The student ID is used by the Manta courseware to record course usage statistics and competency exam results.
- **Student Administration** is a collection of functions for the training administrator. These functions are divided into four groups, letting you turn logging on or off; update student information; back up, restore, or compress the student database; and generate any of 14 different reports from the collected data.

WARNING: Do not install the *Student Administration* software until you are ready to use it. In particular, you must register each student before he or she will be allowed to access any course or exam. During the registration process, you will create a student ID and password for each student.

You should read this entire booklet before installing the Student Administration software. As you will see, installation options you select can affect the security and reliability of the collected data. In addition, because the Student Administration software is **added to** the existing courseware, you must have already installed at least one product from the Manta *iSeries Training Library*.

Installation Instructions

Execute the program SASETUP.EXE to install the Student Administration software. The installation program will guide you through the installation process. During installation, you will be asked to identify the location of the previously installed Manta courseware. If you are not sure where the courseware is installed, locate it before starting the Student Administration installation program.

Security Considerations

When you install the Student Administration software, a subdirectory named **ADMIN** is created under the **MANTAIE** directory, which is a subdirectory of your Manta directory. This subdirectory is used for the student data files. There is one data file for each registered student. The data file for a student, named *studentid.SDB*, is created when the student is registered. The file **ADMIN.SDB** is a control file used by the Student Administration Software.

The student data files are encrypted to discourage tampering. You should be aware, however, that a student may delete his or her data file in an attempt to hide unsatisfactory competency exam results. If an SDB file is deleted, the next time that student attempts to sign on, he or she will receive the following error message:

Error: Student database file not found.

Another way that students can tamper with the data files is via the Student Administration functions. For example, if a student received unacceptable results on a competency exam, he could use the *Compress Student Database* function to clear those results and then re-take the exam. There would be no record that the student took the exam more than once. The Student Administration functions are implemented as a collection of **.HTM** files which are stored in the **/MANTASA** subdirectory, which is also under the **MANTAIE** directory. If you have the Manta courseware installed on a LAN, we recommend that you use the security features of your server's operating system to prevent anyone other than yourself from accessing the **MANTASA** subdirectory and the files it contains. For example, under Windows NT and Windows 2000, you can define who can access a directory (and therefore the files in it) via the *Security* tab on the directory's **Properties** window.

Another directory that you should protect in the same way is the **MANTABKP** directory. This directory is also a subdirectory of the **MANTAIE** directory. **MANTABKP** is the default destination for all backup files that you create. Unlike the Student Database files, the backup file is not encrypted. Students with access to a backup can change their results and then use the backup file to restore the Student Database.

Finally, you should inform students that an incomplete competency exam is considered a failed exam. Exam results are recorded when a student completes a **MANTABKP** competency exam. Therefore, a student may attempt to avoid having poor results recorded by exiting from the exam before completing it. He or she can do this repeatedly until the desired results are achieved. Such actions are easily detected because the Student Administration reports include exams that were begun but not finished. To avoid any confusion by students on this issue, make sure that they are aware how exiting early from an exam is treated by your organization. Typically, an incomplete exam is considered the same as a failed exam.

Student Administration Functions

The Student Administration functions are meant to be used by you, the training administrator, not by students. You should make sure that no students are taking a course before you use the Student Administration functions. If both you and a student attempt to access the same data at the same time, it is possible that information will be lost or your changes will be ignored.

Selecting any Student Administration function is a simple task. Click the *Start* button, click *Programs*, point to *Manta Student Administration*, and then select *Administration Functions*. You will be presented with a menu that has four choices:

- Turn Course and Exam Logging On/Off
- Update Student Information
- Maintain the Student Database
- Create a Report

Each of these is described in greater detail below.

Turn Course and Exam Logging On/Off

This option is a simple toggle that allows you to turn logging on and off without uninstalling and reinstalling the Student Administration software. Previously logged student activity is not affected.

Update Student Information

Use this option to register students and update student information. There are three options available from this menu.

Register a Student

You, as the training administrator, must register a student before he or she will be allowed to take any course. The **Register a Student** function will prompt you for the student's full name, a student ID, and a password.

The full name is what you will see on reports. The names are sorted alphabetically so, if you have many students, you may want to enter the full names with the last name first, followed by a comma and the first name. For example: Hansen, Bill

You can make up any ID and password for each student. Students can change their passwords, but not their names or IDs.

Remove a Student

A registered student will be listed in all appropriate reports. Once a student has finished training, you can remove the student from the list of registered student with the **Remove a Student** function.

Change a Student's Information

This function lets you change the name, ID, and/or password for a student.

Maintain the Student Database

This menu offers three options.

Back Up the Student Database

Selecting this function combines all student data into a single file. You can specify the file name and destination directory. If you select the default, the file will be named STUADMIN.XML and placed in the MANTABKP directory. Because this file is not encrypted, we recommend that you use the security features of your server's operating system to prevent anyone other than yourself from accessing the **MANTABKP** subdirectory and the files it contains. Alternatively, change to destination to use removable media, such as a diskette. You should save this file periodically for archive purposes.

Compress the Student Database

This function lets you clear student data that was collected before a specified date. For example, you might print Student Administration reports at the end of each month. After printing the reports, you could clear the old data to prevent it from appearing on the next month's reports. We recommend that you always create a backup of the Student Database before using the Compress Student Database function.

Restore the Student Database

If the **ADMIN** directory or any of its files becomes damaged, you can restore the entire directory from a backup copy. The restore function prompts you for the name of the backup file and the directory in which it is contained.

Create a Report

This menu offers four options:

- Student List
- Course Report
- Exam Report
- Student Report

After you select a basic report type, you will be prompted for additional information concerning how you want the report formatted. There are 14 variations in all.

Student List

The **Student List** is a list of registered students. The name, student ID, and password of each student are included. You can select one student or have the report include all registered students.

Course Report

The **Course Report** comes in four versions. The smallest is a report that lists the students who have accessed a given course. Alternatively, you can request a report that covers all courses. In either case, you can select a “details” option, which includes in the report a list of the sessions taken by each student and the percentage of screens within each session that were viewed.

Exam Report

The **Exam Report** comes in four versions. The smallest is a report that lists the students who have taken a specified Competency Exam. Alternatively, you can request a report that covers all exams. In either case, you can select a “details” option, which includes the students’ results on each section of each exam.

Student Report

The **Student Report** comes in four versions. The smallest is a report for a specified student that lists all courses and exams that that the student has accessed. Alternatively, you can request a report that covers all courses. In either case, you can select a “details” option, which includes in the report a list of the sessions taken by each student and the percentage of screens within each session that were viewed. It also shows the detailed results of all competency exams taken by each student.

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