

# Class Management System1.1 Quick Start Guide

Revision 1.0.0

## License Agreement

By downloading Class Management System1.1 installation package, you agree to be bound by the terms of following agreement:

1. The Class Management System1.1 Module is provided as is .....
2. You or your organization will be the only owner of the downloaded installation packages. Passing it to any 3<sup>rd</sup> party without our permission is not allowed and will lead to loss of any upgrade and support entitlements.
3. You are not allowed to reverse engineer, decompile, and disassemble the downloaded packages. Failing to comply with this term will lead to legal action.

We will avoid further business with any individual or organization that breaches this agreement.

## Prerequisites

Type	Requirement
DNN Version	DNN 4.6.2 - DNN 4.8.4
Database	MS SQL Server 2005 Express or higher
Operating System	Windows 2000/2003/2008
.Net Framework	32-bit .Net Framework 2.0
Environment	At least Medium Trust

## Instructions for DotNetNuke Host Users

- A. The Class Management System1.1 Module is provided as is and has only been test on DotNetNuke versions 4.6.2 - 4.8.4. Installation on other versions it not recommended.
- B. After the Class Management System1.1 Module has been installed a Scheduled Task must be setup with the following parameters:
  - o **Full Class Name:** i2Integration.Modules.ClassMgmtSys.ClassReminder, i2Integration.Modules. ClassMgmtSys
  - o **Schedule Enabled:** Checked
  - o **Time Lapse:** 1 Days
  - o **Retry Frequency:** 5 minutes
  - o **Retain Schedule History:** 25
  - o **Run on Event:** None
  - o **Catch Up Enabled:** Not Checked
  - o **Object Dependencies:** N/A
  - o **Run on Servers:** N/A
- C. In order for emails to be processed please ensure SMTP Server Settings are properly defined

## Instructions for DotNetNuke Site Administrators Users

### A. Module placement:

1. You can place the module on any defined DotNetNuke content pane as seen in Figure 1.1. However, it is recommended that only one module be placed per page/tab.
2. When placing a module it must also have an appropriate container displayed which allows for actions. If no container is display errors may occur.



**Figure 1.1**

### B. Editing Class Management Settings

There are two Class Management System1.1 settings that need to be defined, Registration Settings and Scheduled Reminder Settings. Please note these settings are only available for users who have an Administrator role associated with their user account

1. Registration Settings allow you to specify which email address notifications are sent to when a student is registered for a course or when a course has reached the number of maximum seats. You can also turn this option on or off. See Figure 1.2 for details.
2. Scheduled Reminder Settings allow you to define two messages that reminder Organization contacts what courses are coming up in which they have students registered. There are two dynamic components you can define in each message, [Name] and [Date], which are the name of the course and the start date for the course. See Figure 1.2 for details

☐ Class Management Settings

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**Registration Settings**

**Notify Administrator**

**Administrator Email**

**Scheduled Reminder Settings**

**First Run**

**Second Run**

**Reminder One Subject**

**Reminder One Message**

**Reminder Two Subject**

**Reminder Two Message**

Figure 1.2

C. Setting up Lists

There are several lists that tie to drop-downs in other sections of the module. This means that setting up lists is one of the first things you need to do when working with the Class Management System 1.1 Module.

1. County List is where you add data for counties. Counties are used when defining Locations and Courses. See Figure 1.3 for details.

**Select List** 
 **Select Action**

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**County Name:**

[Add County](#)

Figure 1.3

2. Industry List allows you to add multiple industries which are used to categorize Courses. See Figure 1.4 for details.

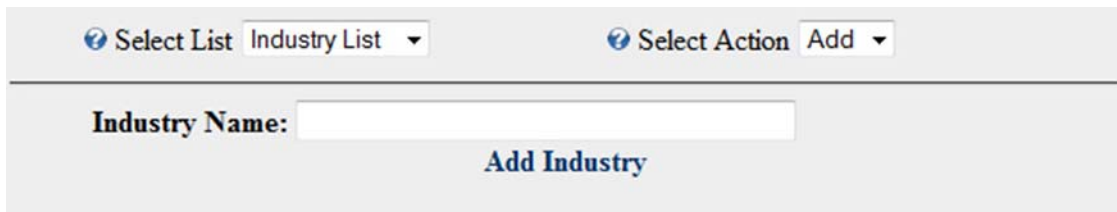


Figure 1.4

3. Location List allows you to specify locations that Courses use. See Figure 1.5 for details.

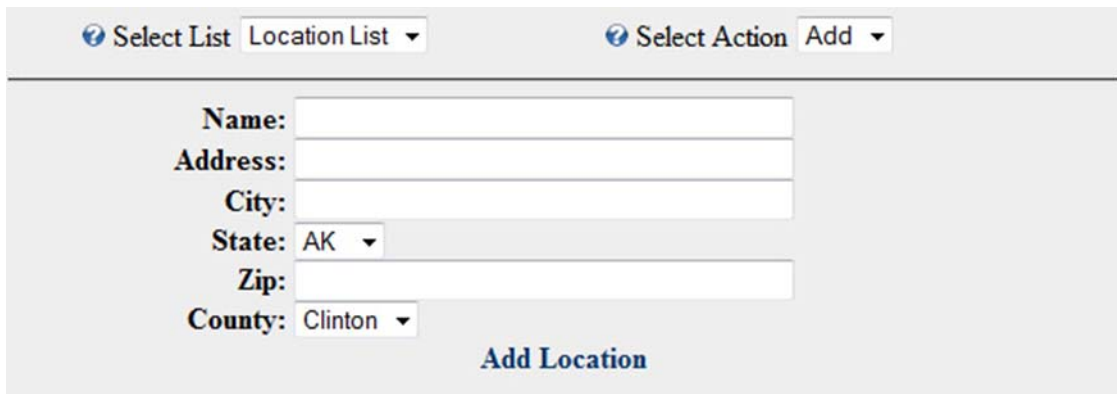


Figure 1.5

#### D. Setting up an Organization

1. Adding the Profile Property. Because you may have multiple organizations accessing the same module there is a required security feature that checks a property in a user's profile. See Figure 1.6. The Property Name must be named "ClassMgmtSysOrgMatch" and have a "Text" Data Type. Once added this property can be set for any user when you create their user account.



Figure 1.6

2. Setting Up a Role (Optional). It is recommended that the page(s) the Class Management System module is on a Role with View Permission aligned with it. This gives added security for Organizations and lessens confusion on a site for non-related Class Management System users.
3. Enter Organization Data. When you are ready you can fill out the information for an Organization. See Figure 1.7 for details. Please note that "Has Travel Policy" is a special selection that means an organization can only register Students in Courses that are Located in one of an Organization's available counties.

Select Action Add Organization ▾

**Name:**

**Address:**

**City:**

**State:** AK ▾

**Zipcode:**

**County:**  No County  MyCounty

**Contact Name:**

**Contact Phone:**

**Contact Email:**

**# of Employees:**

**Has Travel Policy:**

**Is Active:**

**Add Organization**

**Figure 1.7**

4. Adding an Organization User. After you have added a new organization you are ready to add user account(s) for that organization. Once you have submitted a new account go to this users profile settings page. See Figure 1.8 for details. Once there click on the Manage Profile link near the top.

[Manage User Credentials](#)
[Manage Roles for this User](#)
[Manage Password](#)
[Manage Profile](#)

**Edit User - johndoe (Id: 14)**

**User Name:** johndoe

**First Name:** john

**Last Name:** doe

**Display Name:** john doe

**Email Address:** jdoe@info.com

**Created Date:**

**Last Login Date:**

**Last Activity Date:**

**Last Password Change:**

**Last Lock-out Date:**

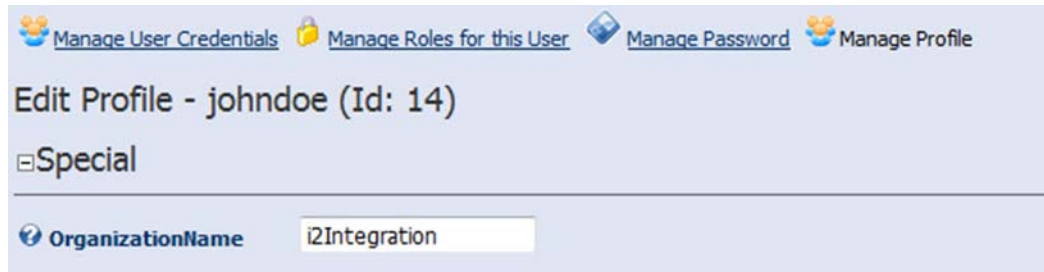
**User Is On Line:**

**Locked Out:**

[Delete](#) [Update](#)

**Figure 1.8**

Once on the profile page set your localized (i.e. alias) or non-localized (“ClassMgmtSysOrgMatch”) property for that user. Figure 1.9 shows a localized ClassMgmtSysOrgMatch property. The value for the property must match the Name of the Organization for entered in the Class Management System1.1 Module. Additionally, you can assign more than one Organization to a user by separating values with a “.”.



Manage User Credentials Manage Roles for this User Manage Password Manage Profile

Edit Profile - johndoe (Id: 14)

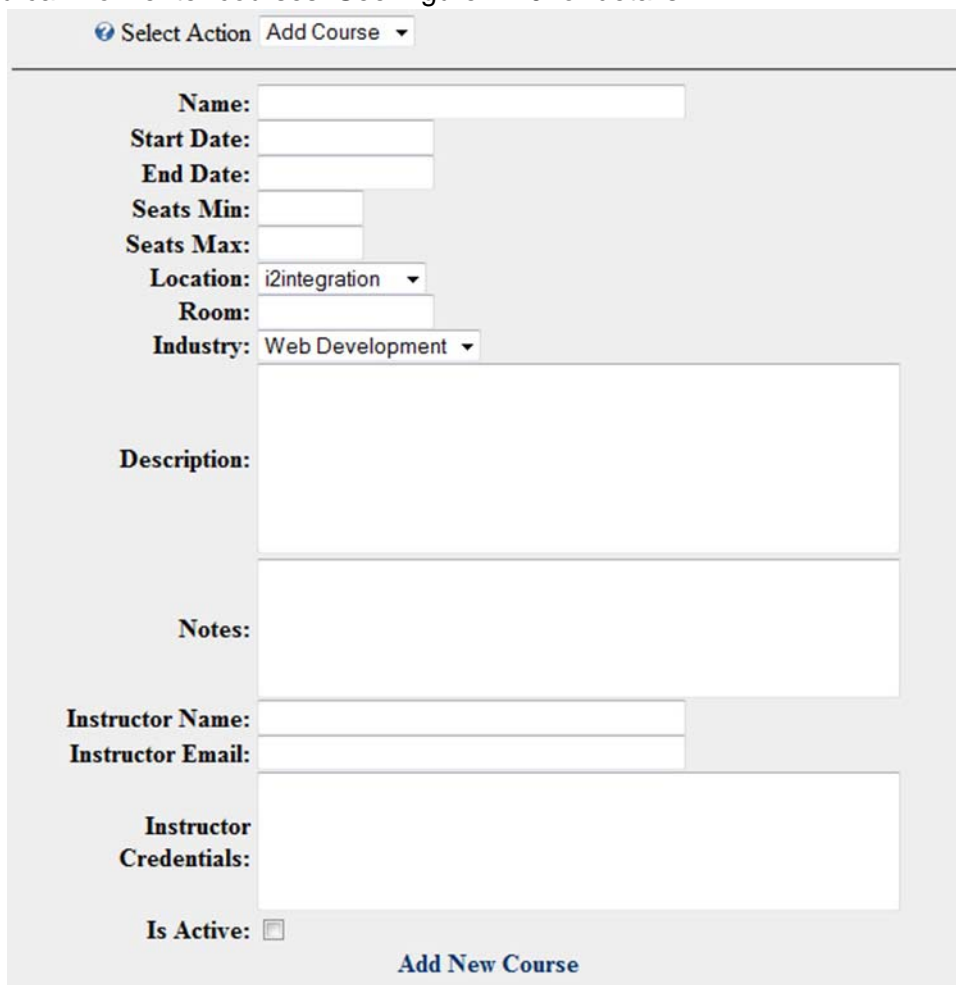
Special

OrganizationName i2Integration

Figure 1.9

E. Setting up a Course

You can now enter courses. See Figure 1.10 for details.



Select Action Add Course

Name:

Start Date:

End Date:

Seats Min:

Seats Max:

Location: i2integration

Room:

Industry: Web Development

Description:

Notes:

Instructor Name:

Instructor Email:

Instructor Credentials:

Is Active:

Add New Course

Figure 1.10

F. Managing Attendance

The Attendance option allows you to select a Course and select which registered students attended. See Figure 1.11 for details.

The screenshot shows a web interface for managing attendance. At the top, there is a 'Select Course' dropdown menu with 'Web Programming 101' selected. Below this, the course name 'Web Programming 101' is displayed. Underneath, there are two columns: 'Name' and 'Has Attended'. The 'Name' column lists 'John Smith' and 'Jane Smith'. The 'Has Attended' column has a checked checkbox for John Smith and an unchecked checkbox for Jane Smith. At the bottom right, there is an 'Update' button.

Figure 1.11

G. Sending a Broadcast

The Broadcast option allows you send a message to one Organization or All Organizations. See Figure 1.12 for details

The screenshot shows a web interface for sending a broadcast. It features a 'Send to All' checkbox which is currently unchecked. Below it is an 'Organization' dropdown menu with 'Select' as the current selection. There is a 'Subject:' text input field and a larger 'Message:' text area. At the bottom, there is a 'Send Broadcast' button.

Figure 1.12

H. Viewing Reports

The Reports option allows you to view Class Lists displayed by Industry, Dates, or Organization and Dates. See figures 1.13 and 1.14 for details

The screenshot shows a web interface for viewing reports. It has a 'Select Filter Type' dropdown menu with 'Industry' selected. Below that is a 'Select Industry' dropdown menu with 'Web Development' selected. At the bottom, there is a link that says 'Web Programming 101 View Class List'.

Figure 1.13

Select Filter Type

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Select Industry

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**Web Programming 101**

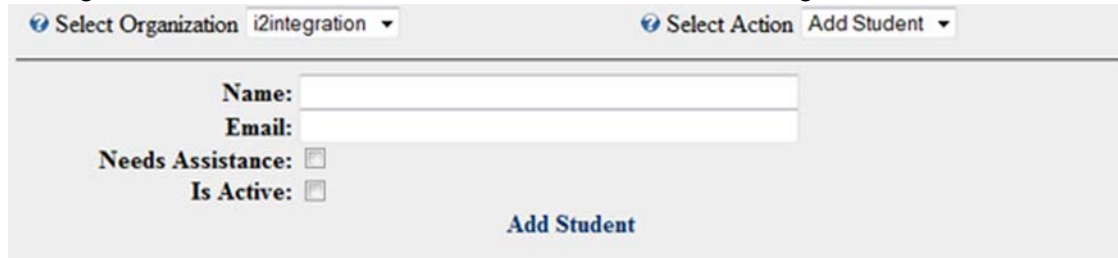
<b>Name</b>	<b>Email</b>	<b>Needs Assistance</b>	<b>Has Attended</b>	<b>Organization</b>
John Smith	jsmith@myemail.com	True	True	i2integration
Jane Smith	jasmith@myemail.com	False	False	i2integration

**Figure 1.14**

## Instructions for DotNetNuke Organization Users

### A. Setting up Students

Organizations can enter basic Student information. See Figure 2.1 for details



The screenshot shows a web interface for adding a student. At the top, there are two dropdown menus: 'Select Organization' with 'i2Integration' selected, and 'Select Action' with 'Add Student' selected. Below these are two text input fields for 'Name:' and 'Email:'. Underneath the email field are two checkboxes: 'Needs Assistance:' and 'Is Active:'. At the bottom center of the form is a blue button labeled 'Add Student'.

Figure 2.1

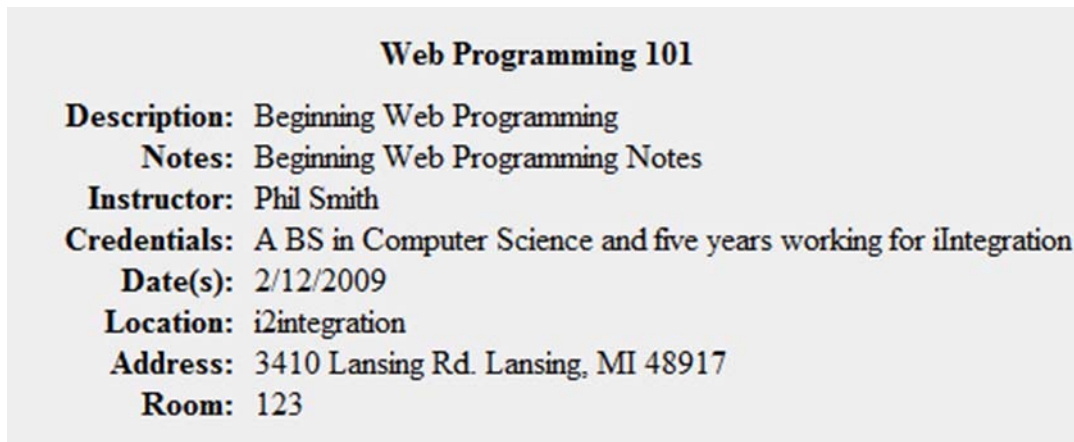
### B. Registering Students

After Organizations have entered Students they can then register them for available Courses. See Figure 2.2 for details. Organizations can select the Details link to view more information about a course. See Figure 2.3 for details.



The screenshot shows a registration interface. At the top, there are two dropdown menus: 'Select Organization' with 'i2Integration' selected, and 'Select Student' with 'John Smith' selected. Below these are two more dropdown menus: 'Filter By County' with 'Clinton' selected, and 'Filter By Dates' with two empty input fields. A 'Run' button is positioned below the date filters. At the bottom of the interface, the text 'Web Programming 101' is displayed, followed by links for 'Register' and 'Details'.

Figure 2.2



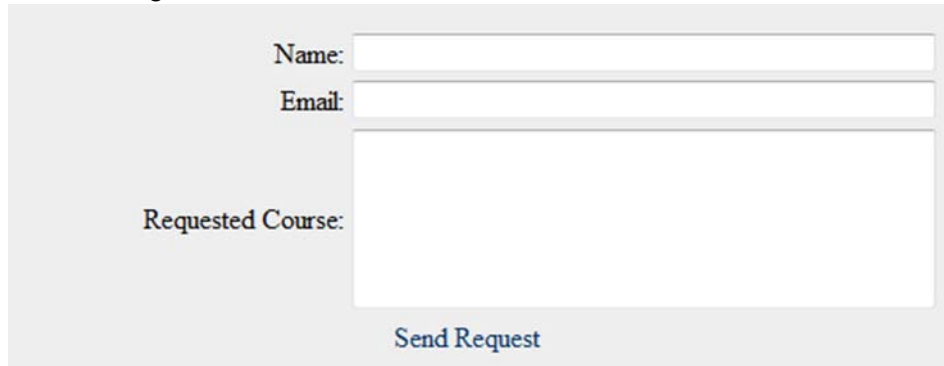
The screenshot shows the details for the course 'Web Programming 101'. The title is centered at the top. Below it, several fields are listed with their corresponding values:

- Description:** Beginning Web Programming
- Notes:** Beginning Web Programming Notes
- Instructor:** Phil Smith
- Credentials:** A BS in Computer Science and five years working for i2Integration
- Date(s):** 2/12/2009
- Location:** i2Integration
- Address:** 3410 Lansing Rd. Lansing, MI 48917
- Room:** 123

Figure 2.3

C. Requesting a Course

Organizations can also send requests to module administrators asking for a new or old course. See Figure 2.4 for details.




A form for requesting a course. It contains three input fields: 'Name:', 'Email:', and 'Requested Course:'. Below the 'Requested Course:' field is a 'Send Request' button.

**Figure 2.4**

D. Printing Registration Reports

Organizations can also run a report that generates a list of all students and their related course registrations between two dates. See Figure 2.5 for details.



The screenshot shows a report interface. At the top, there is a 'Filter By Dates' section with two date input fields: '01/10/2009' and '02/27/2009', and a 'Run' button. Below this is a table with the following data:

i2integration		
Student Name	Course Name	Course Date
John Smith	Web Programming 101	2/12/2009
Jane Smith	Web Programming 101	2/12/2009

Below the table is a 'Print List' button.

**Figure 2.5**

## **Managing Errors**

1. Since the Class Management System 1.1 Module stores information about what filter was last used and other drill-down data there may be errors associated with it depending on your browser or security settings. If you experience an error try the following:
  - A. Logout of the DNN site
  - B. Clear your Cookies and Authenticated Settings
  - C. Login to the DNN Site.