An-Najah National University

E-Learning System

OCC Manual

2009-2010

Ø How to enter the program:

The user can enter the program through the login page as shown in the image.

User ID: 10301509

Password: ●●●●●●

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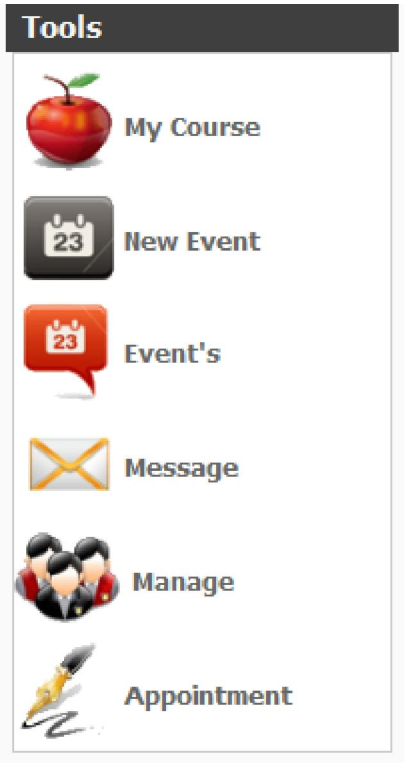
Ø Main-Page Tool:

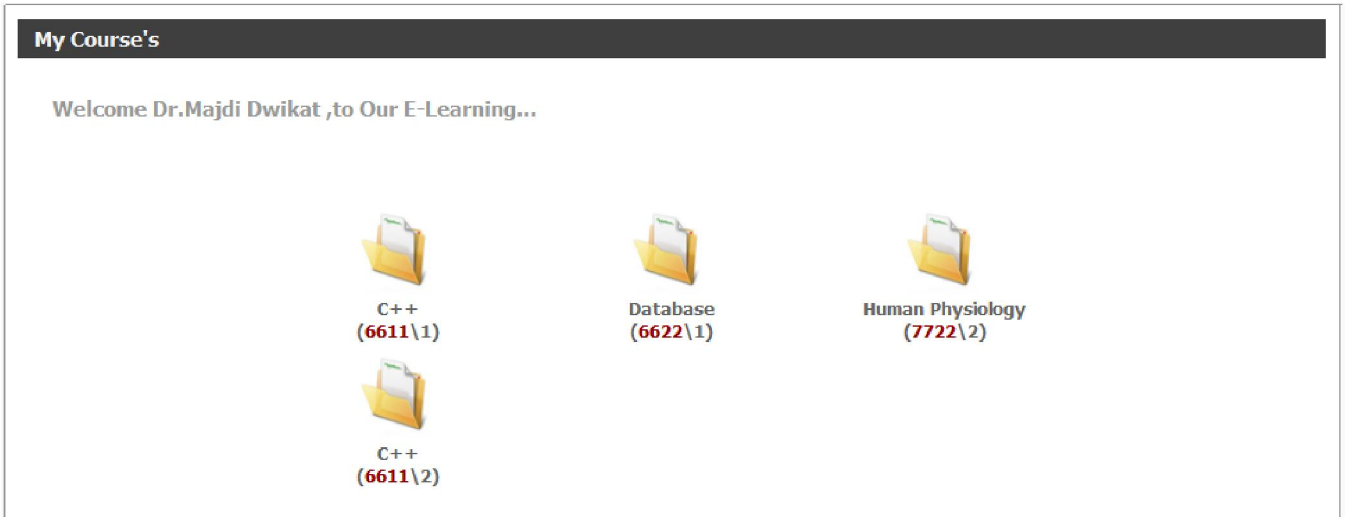
- There are 6 main-page tools :
  1- My Course tool
  2- New Event tool
  3- Event's tool
  4- Message tool
  5- Manage tool
  6- Appointment tool

As shown in the image



Now we will discuss what each of the main-page tools can do:

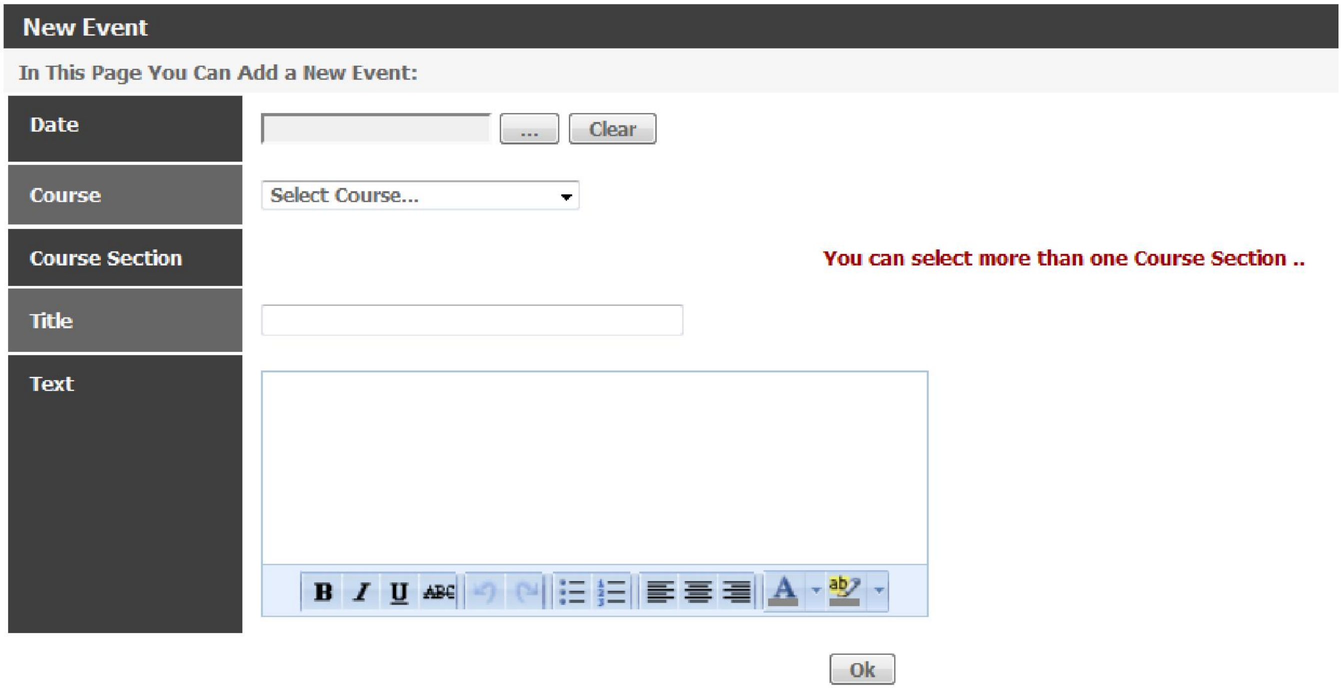
- My Course tool: This Tool enables the teacher to display the courses that he teaches as shown in the image.



Welcome Dr.Majdi Dwikat ,to Our E-Learning...

- New Event tool: This tool enables the teacher to add new events for the course E.g. he can notify students of an upcoming exam by completing

The following form..

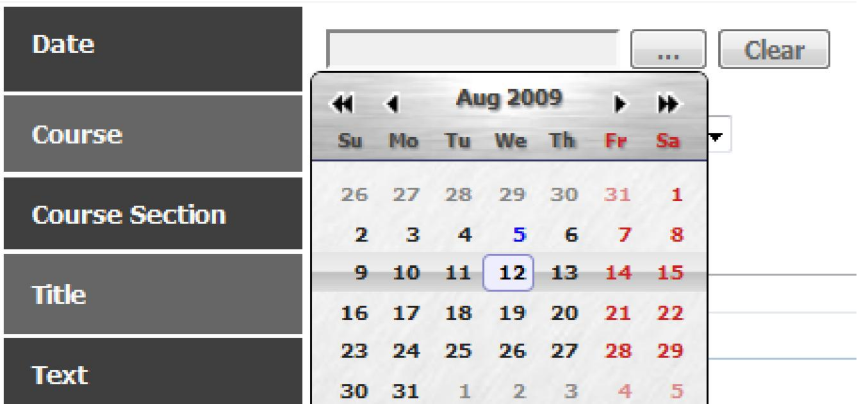


New Event

In This Page You Can Add a New Event:

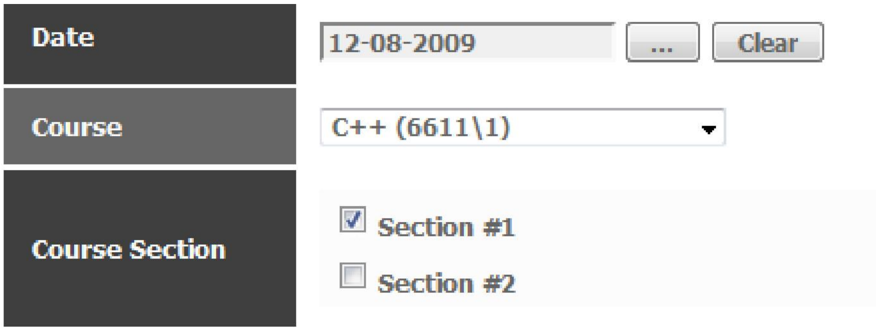
Date	
Course	Select Course...
Course Section	You can select more than one Course Section ..
Title	
Text	

First you must choose the date of the event...



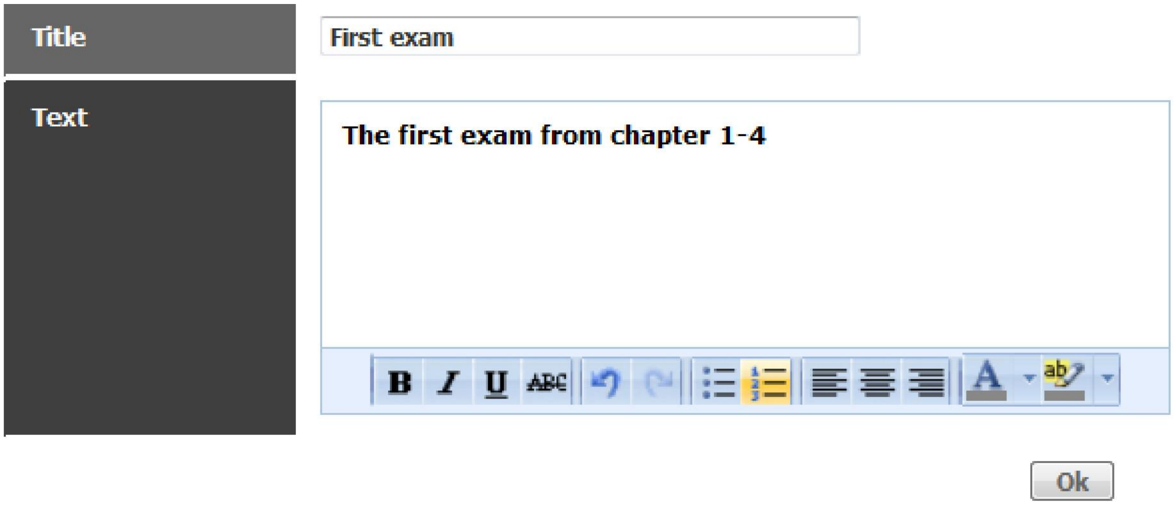
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Then you select the course and the course section …



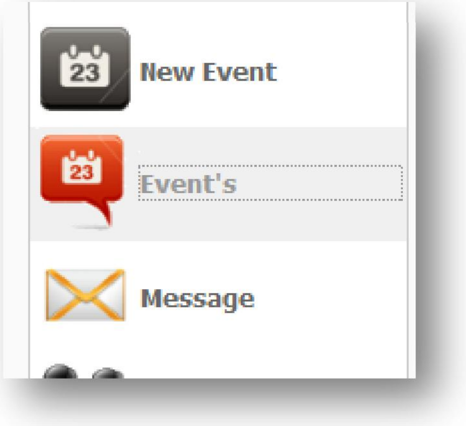
Date	12-08-2009
Course	C++ (6611\1)
Course Section	☑ Section #1 ☐ Section #2

Finally you write the title and the body of the event, and then click on Ok….

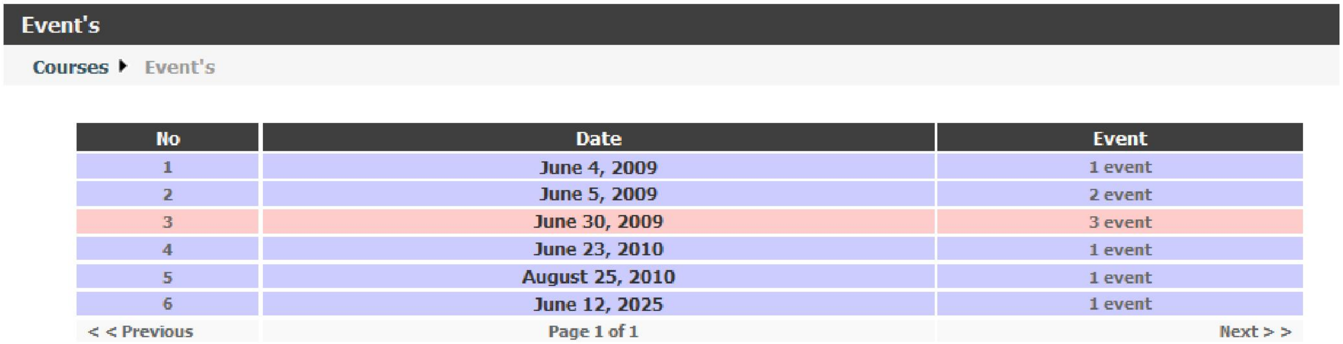


Title	First exam
Text	The first exam from chapter 1-4

- Events tool: this tool enables the teacher to see the events that he posted , after you click on Event's



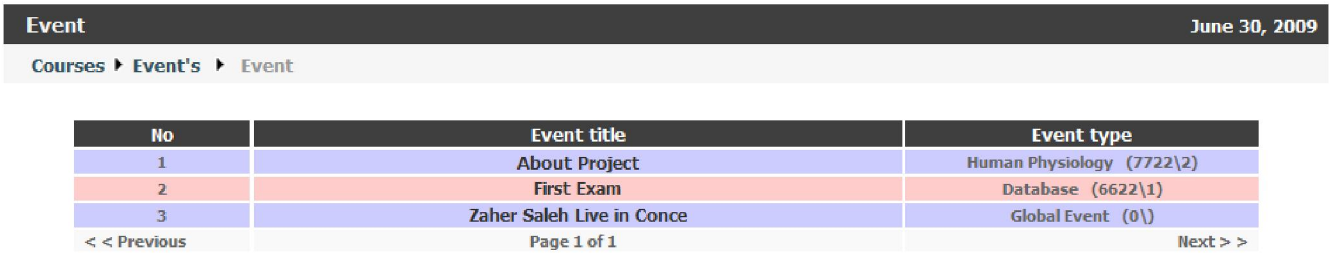
You will see a table that contains the date of the event, and how many events are in that date.


Event's

Courses ▸ Event's

No	Date	Event
1	June 4, 2009	1 event
2	June 5, 2009	2 event
3	June 30, 2009	3 event
4	June 23, 2010	1 event
5	August 25, 2010	1 event
6	June 12, 2025	1 event
< < Previous	Page 1 of 1	Next > >

After you have clicked on one of those dates, you will see all the events on that date sorted on a table (this table contains the title of the event and the type of event, there are two types: course event added by you and global event added by the administrator).


Event June 30, 2009

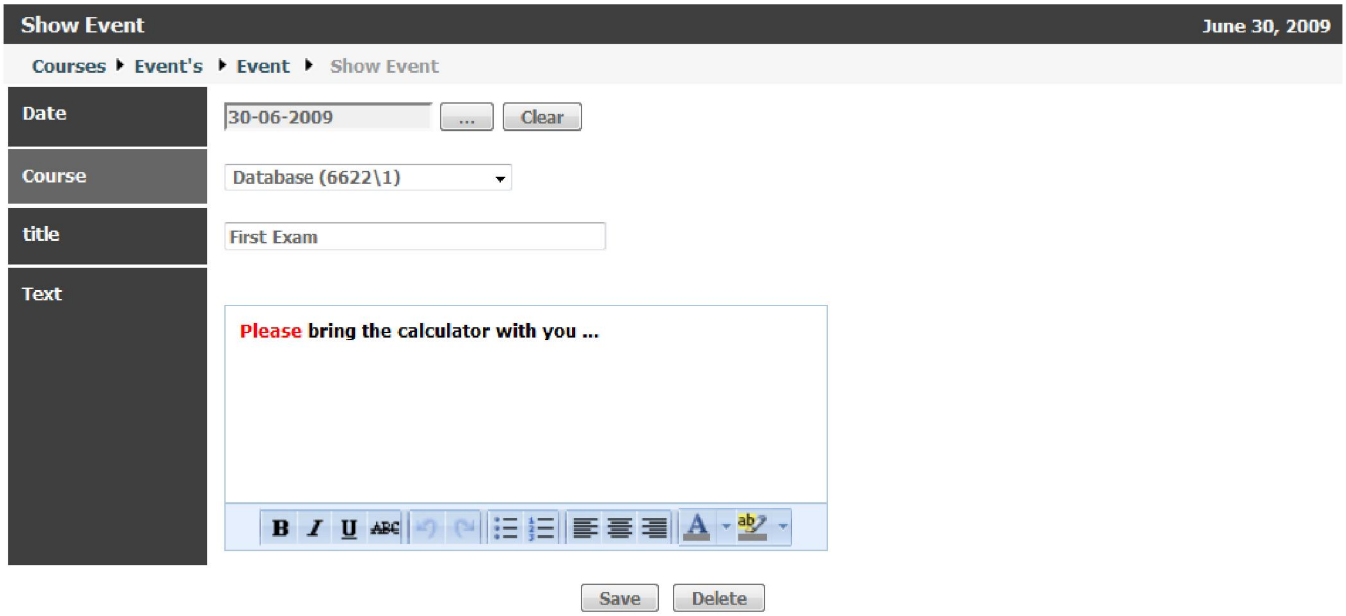
Courses ▸ Event's ▸ Event

No	Event title	Event type
1	About Project	Human Physiology (7722\2)
2	First Exam	Database (6622\1)
3	Zaher Saleh Live in Conce	Global Event (0\)
< < Previous	Page 1 of 1	Next > >

If you click on one of these you will see the body of the event.

Note:

- If the event is "global" this means that the administrator who posted that event made it, so you can't edit or delete it.
- If the event was posted by you, you can edit or delete that event.



Date: 30-06-2009

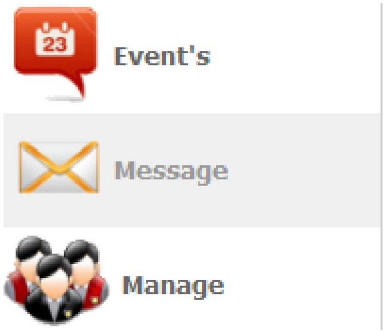
Course: Database (6622\1)

title: First Exam

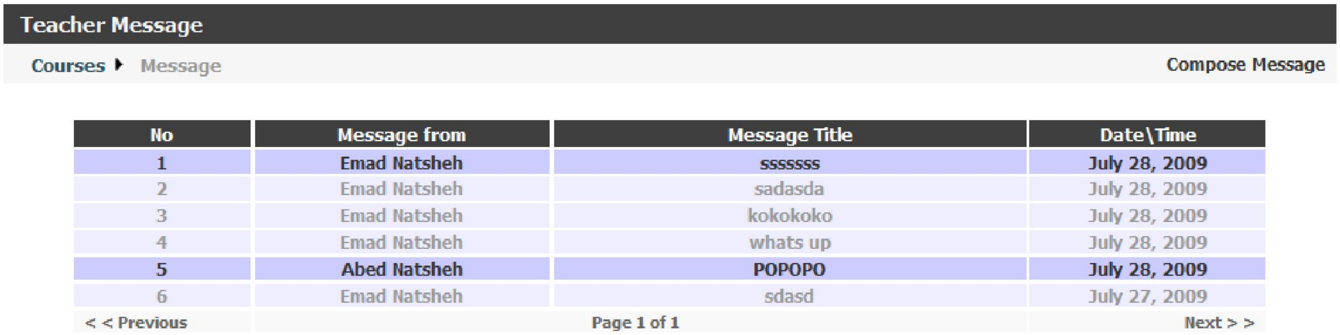
Text: Please bring the calculator with you ...

- Message tool: this tool enables teachers and students to message each other, it works very similarly to email messaging.

So when you click on Message.



You will see a table that contains all the messages that have been sent by the students, like the inbox in the email.



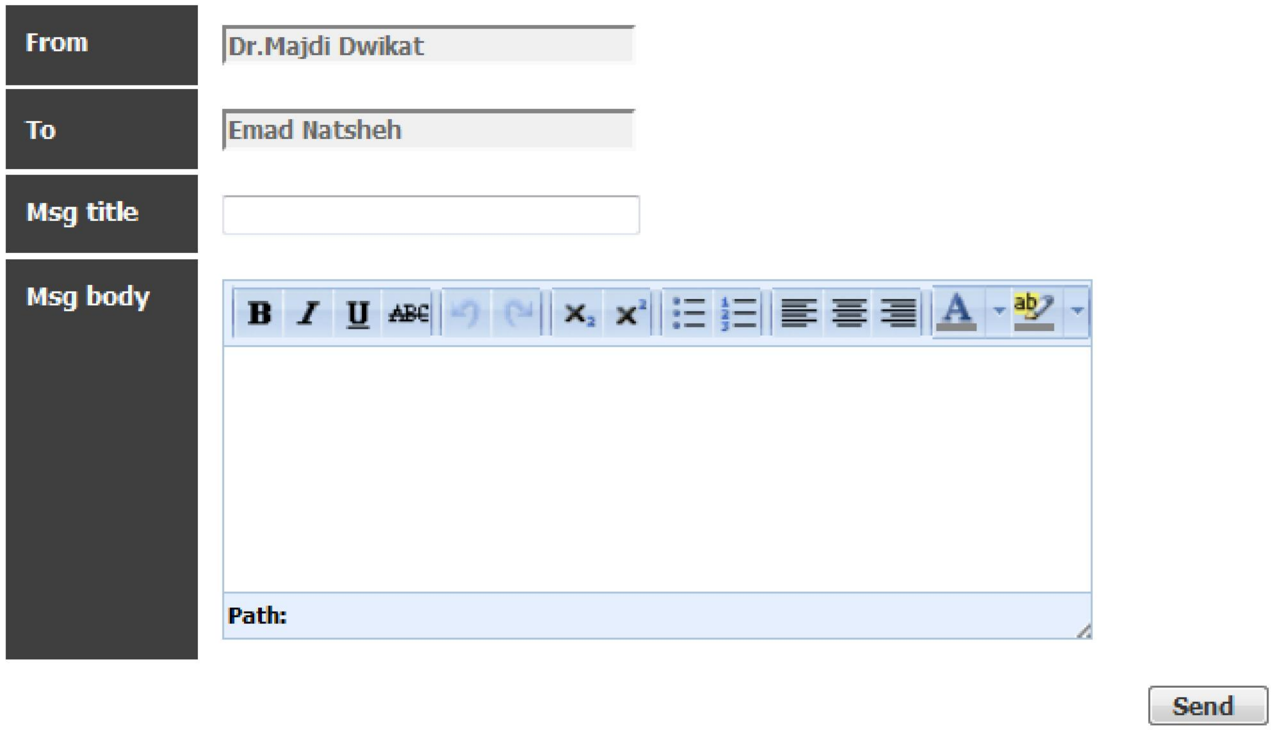
No	Message from	Message Title	Date\Time
1	Emad Natsheh	sssssss	July 28, 2009
2	Emad Natsheh	sadasda	July 28, 2009
3	Emad Natsheh	kokokoko	July 28, 2009
4	Emad Natsheh	whats up	July 28, 2009
5	Abed Natsheh	POPOPO	July 28, 2009
6	Emad Natsheh	sdasd	July 27, 2009

Each one of these messages, shows who sent the message, what is the title of that message, and when that message was sent?

If you click on any of these messages, you will see who sent the message and the title and the body of the message.

From	Emad Natsheh
Title	sadasda
Body	asdasdasda

After you read the message you can replyby clicking on Reply

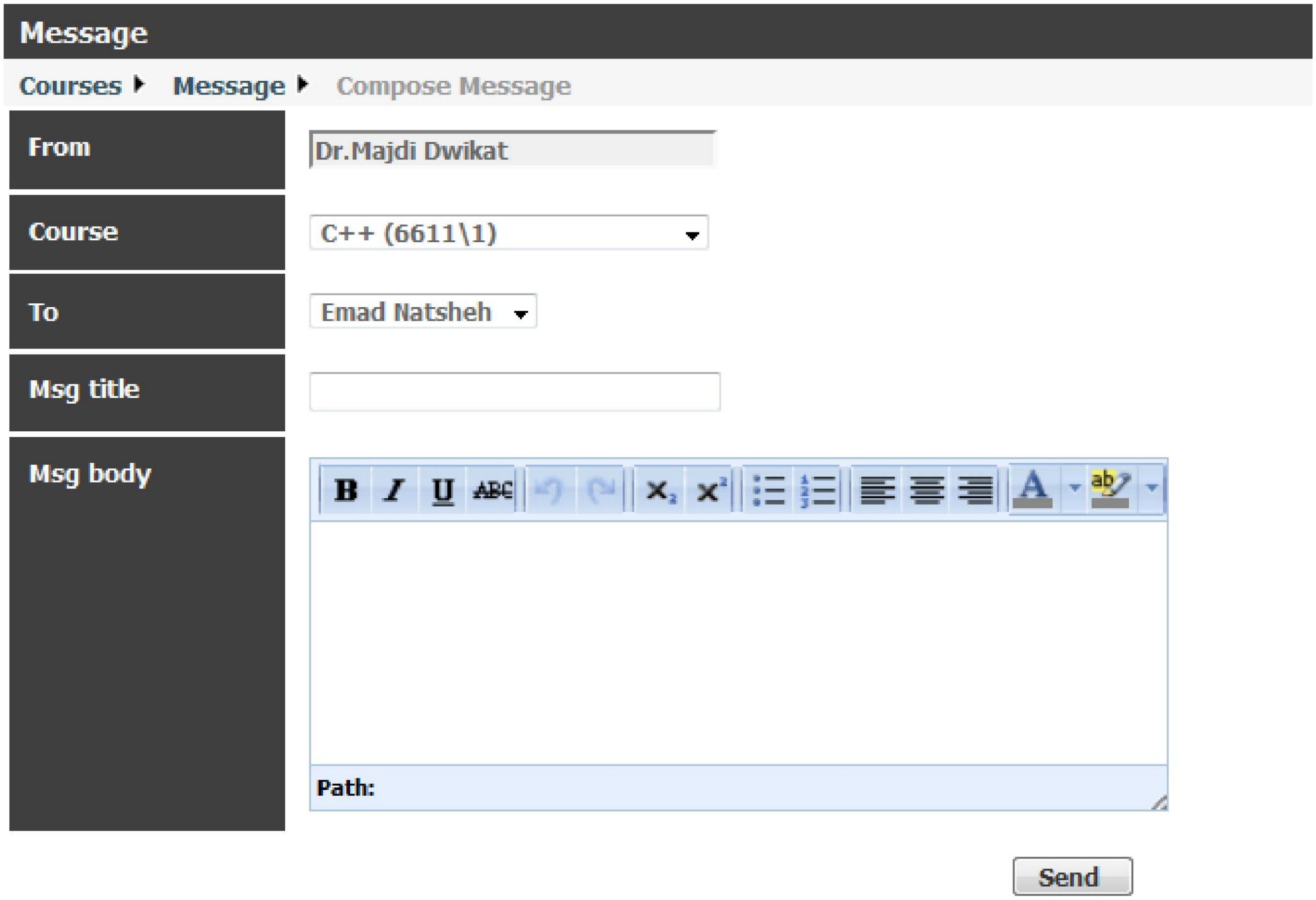


From	Dr.Majdi Dwikat
To	Emad Natsheh
Msg title	
Msg body	

Also"Message tool" enables you to create a new message by clicking on compose message

Date\Time
July 28, 2009
July 28, 2009

You will see the following form, which you must complete to send the message…

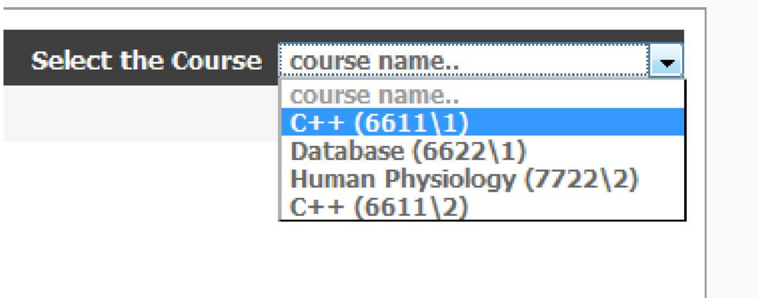

Message

Courses ▸ Message ▸ Compose Message

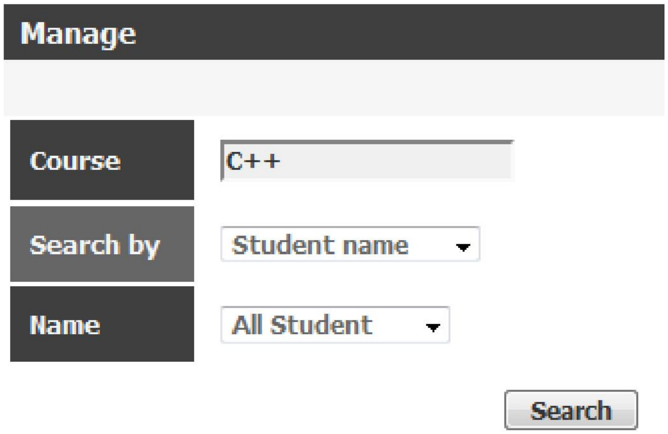
From	Dr.Majdi Dwikat
Course	C++ (6611\1)
To	Emad Natsheh
Msg title	
Msg body	

- Manage tool: it's a very important tool; the aim of this tool is to follow-up the entrance of the students to the OCC.

First you need to select the course…


Select the Course: course name..

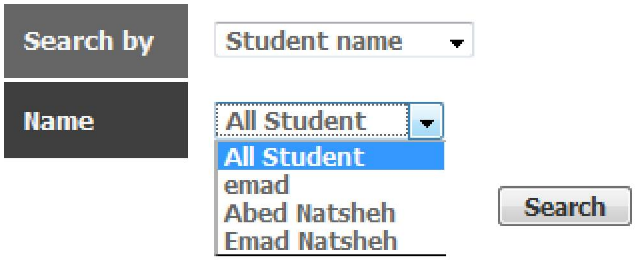
Then you will see a form, which enables you to track a single student or all of the students in the class "using search by".



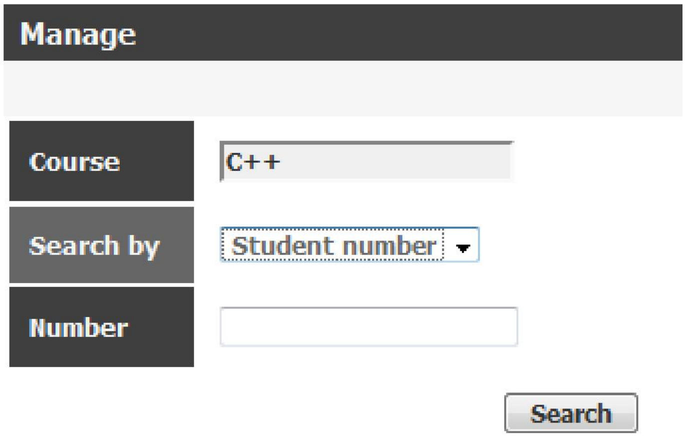
Course: C++
Search by: Student name
Name: All Student

Search by: means that you can search by student name or student number.

If you click on a student's name you will see all the names of the students in the class, so you can track a single student or all of the students.



But if you click on the Student Number, you need to enter the student number so you can track the student.



Course: C++

Search by: Student number

Number:

After you choose which way "Search by name" or "Search by number" you will see a table that contains:

Date: the date the student entered the OCC or the date that the student opened the note…etc

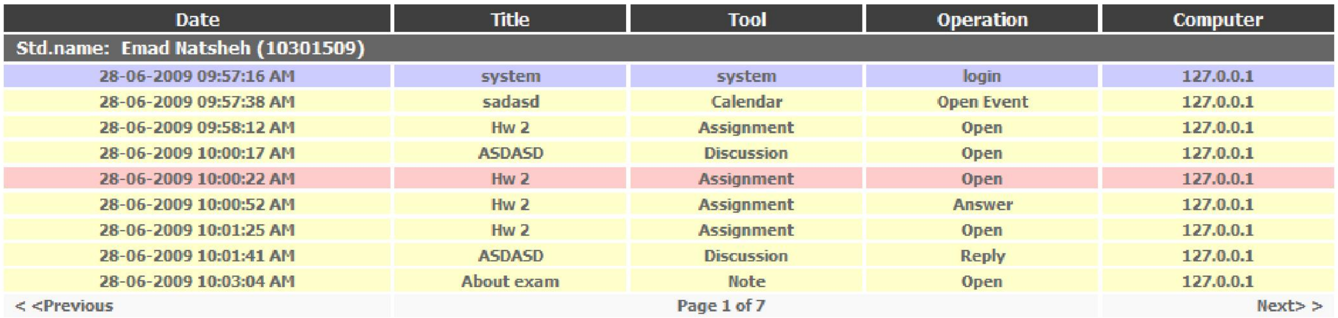
Title: the title of the tool.

Tool: Assignment tool, Quiz tool, Login, Logout …etc

Operation: Login "means enter the OCC"

Logout "means exit the OCC"

Computer: the computer IP that the student entered from.



Date	Title	Tool	Operation	Computer
Std.name: Emad Natsheh (10301509)				
28-06-2009 09:57:16 AM	system	system	login	127.0.0.1
28-06-2009 09:57:38 AM	sadasd	Calendar	Open Event	127.0.0.1
28-06-2009 09:58:12 AM	Hw 2	Assignment	Open	127.0.0.1
28-06-2009 10:00:17 AM	ASDASD	Discussion	Open	127.0.0.1
28-06-2009 10:00:22 AM	Hw 2	Assignment	Open	127.0.0.1
28-06-2009 10:00:52 AM	Hw 2	Assignment	Answer	127.0.0.1
28-06-2009 10:01:25 AM	Hw 2	Assignment	Open	127.0.0.1
28-06-2009 10:01:41 AM	ASDASD	Discussion	Reply	127.0.0.1
28-06-2009 10:03:04 AM	About exam	Note	Open	127.0.0.1

E.g. from the table we can see that the student Emad Natsheh has opened the assignment Hw2 on 28-06-2009 at 10:00:22 AM from 127.0.0.1

- Appointment tool: this tool helps in organizing the appointments with the teachers.

To do that you need to enter your Office Hour from the following form

Enter Your Office Hour's:

Day	Monday			
Time	from	08:00	to	08:00

Office Hour's

Sunday	8 -10 , 12 -3
Monday	8:30 -9
Tuesday	no office hour
Wednesday	9:30 -10:30
Thursday	no office hour

According to your Office Hour the student will send to you a message containing the time, date and reason of the appointment, so you can accept or reject the appointment\Message.

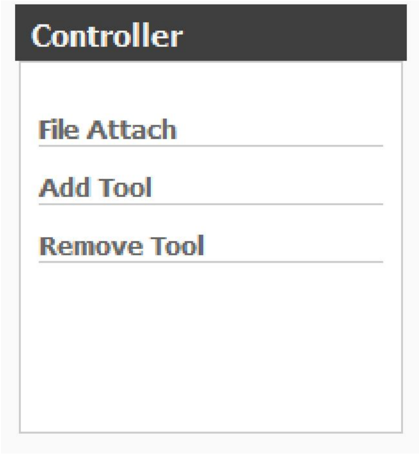
No	Time	Date	Std.name	Std.Mobile No	Std.Note	Accept\Reject	Delete
1	08:00	June 21, 2009	Emad Natsheh	0599-472749	About the homework...	Accept\Reject	Remove
2	08:00	June 22, 2009	Emad Natsheh	0599-472749	About the Exam..	Accept\Reject	Remove
3	10:00	June 10, 2009	Emad Natsheh	12312312	saddasdasd*sdaada*	Accept\Reject	Remove

Ø Controller:

§ There are three controllers :

1. Attach File.
2. Add Tools.
3. Remove Tools

As shown in the image.



Controller

File Attach

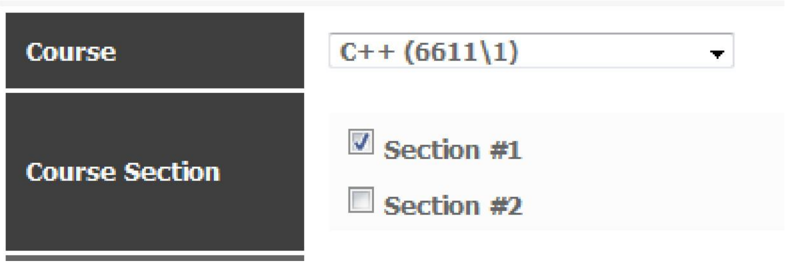
Add Tool

Remove Tool

Now we will discuss what each of the controllers can do:

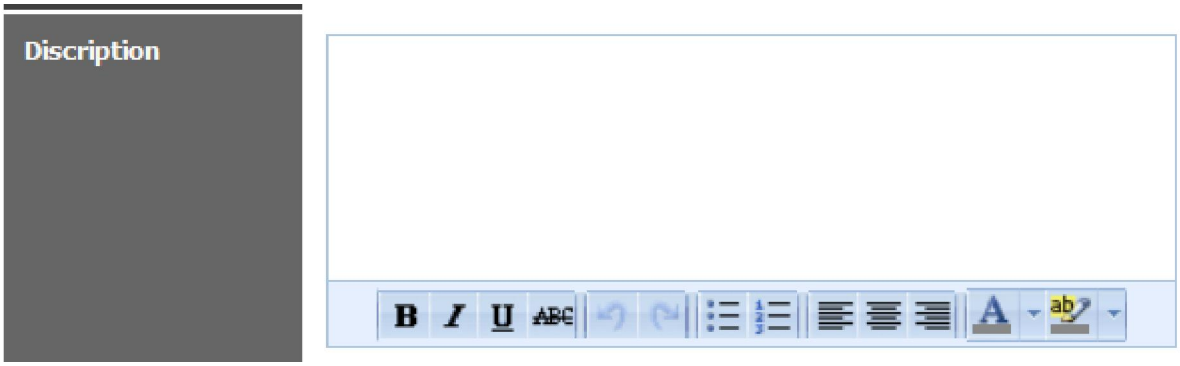
§ Attach File: this controller enables the teacher to upload any file to the course "doc, jpg, gif, ppt, pdf, avi , mp3…"

To upload a file: first you need to select the course & the course section



Course	C++ (6611\1)
Course Section	☑ Section #1 ☐ Section #2

Then you can add a description about the file



Finally you click on Browse so you can choose a file you want to upload

- Add tool:
  - There are six course tools :
    1. Assignment tool
    2. Discussion tool
    3. Note tool
    4. Quiz tool
    5. Glossary tool
    6. SCORM tool

Important Note:

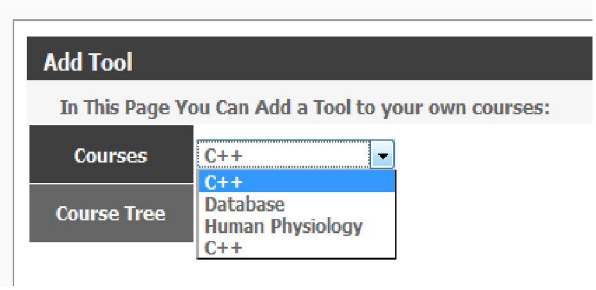
- When we add a tool we add it as a tree, so it gives the teacher the Capabilities to organize his work.

- **Assignment tool:** the main of this tool is to send assignment to the student.

To add a new assignment:

1. Click on add tool.

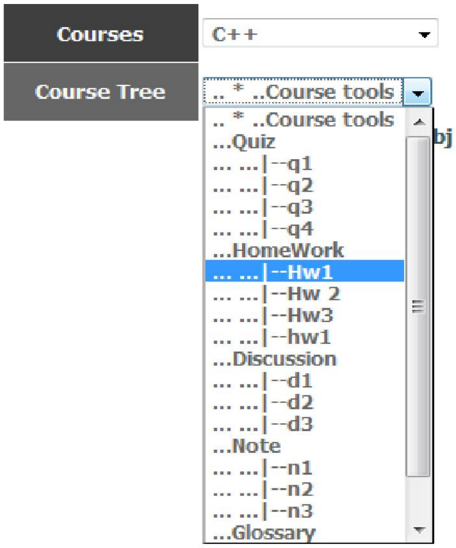
2. Select the course.


Add Tool

In This Page You Can Add a Tool to your own courses:

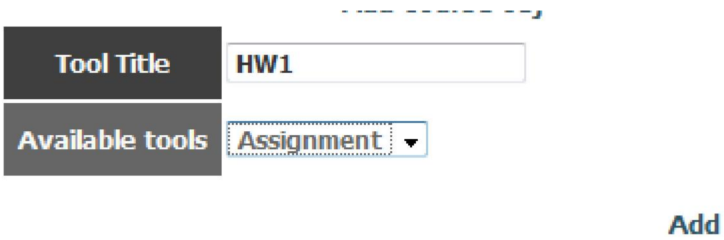
Courses: C++

3. Select the tool position on the course tree, on the root or on the container.


Courses: C++

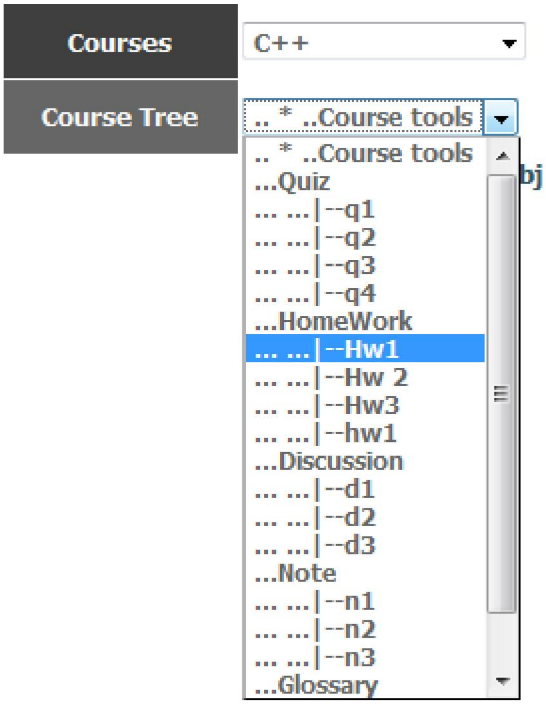
Course Tree: .. * ..Course tools

4. Click on Add Course Obj.
5. Write the title of the tool.
6. From Tools we choose Assignment.


Tool Title: HW1

Available tools: Assignment

7. Click on Add.
8. Select the course again.
9. Select the tool that you added from the course tree.



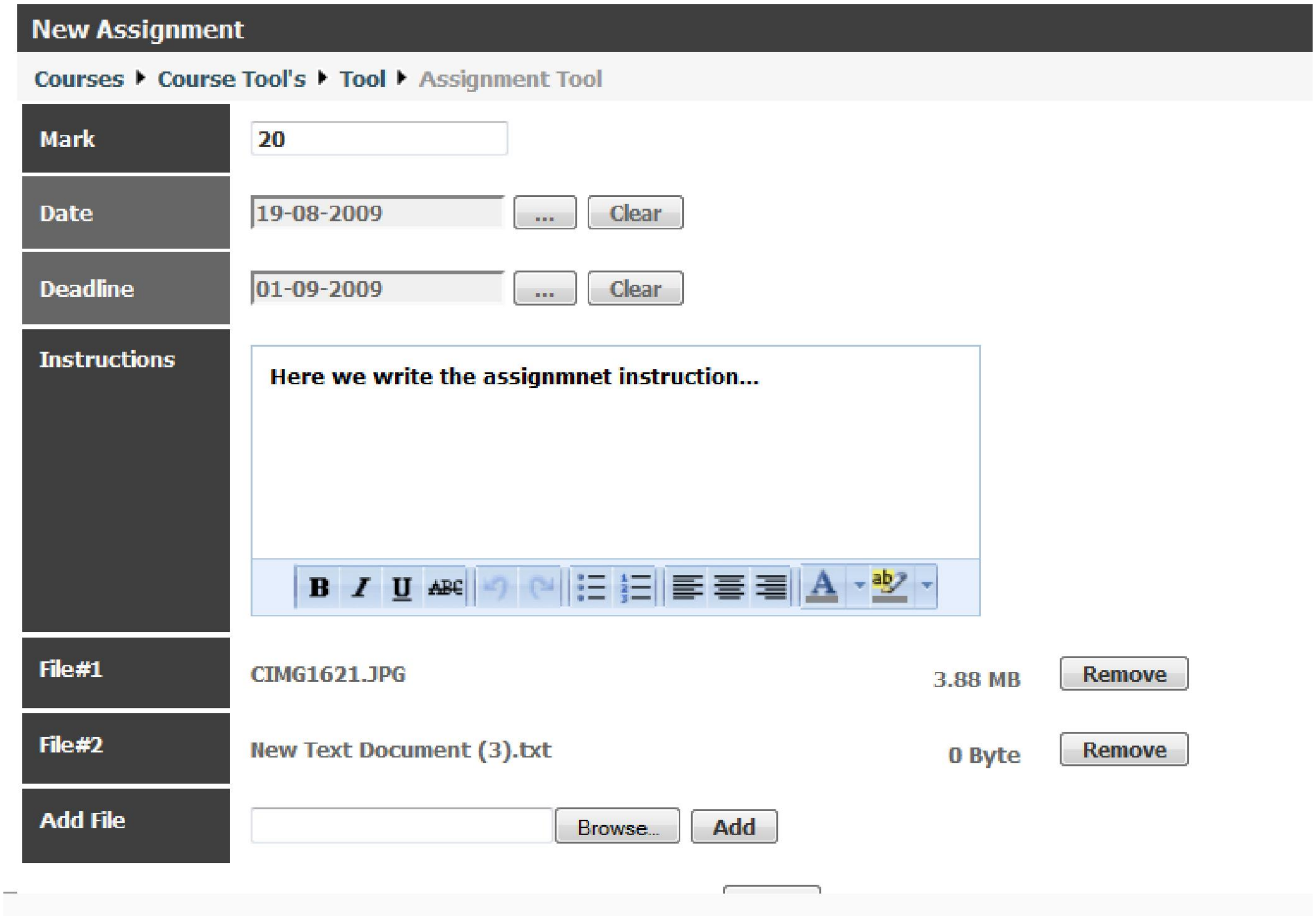
10. Click on Goto Course Obj., to go to the assignment Form.
11. After we go to the assignment form.
12. We enter the mark of the assignment.
13. Select the start date of the assignment.
14. Select the end date of the assignment.
15. Write the instruction of the assignment.
16. Upload the assignment file.

Note:

- You can upload more than one file.

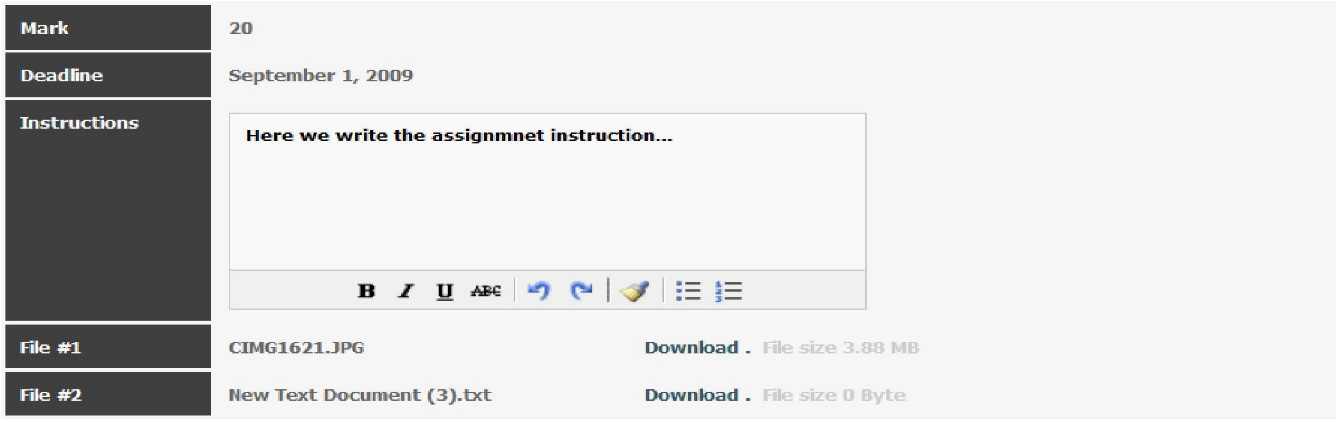
17. Click on Send.

Assignment Form

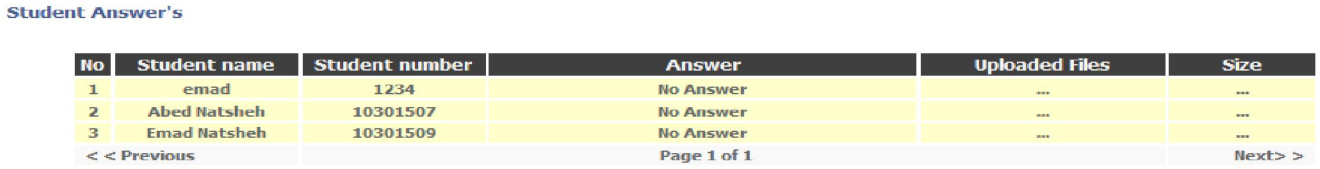


Mark	20
Date	19-08-2009
Deadline	01-09-2009
Instructions	Here we write the assignmnet instruction...
File#1	CIMG1621.JPG 3.88 MB
File#2	New Text Document (3).txt 0 Byte
Add File	

- After we send the assignment you will see..



Mark	20
Deadline	September 1, 2009
Instructions	Here we write the assignmnet instruction...
File #1	CIMG1621.JPG Download . File size 3.88 MB
File #2	New Text Document (3).txt Download . File size 0 Byte



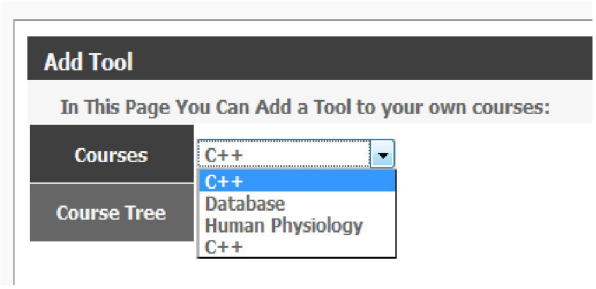
Student Answer's

No	Student name	Student number	Answer	Uploaded Files	Size
1	emad	1234	No Answer	...	...
2	Abed Natsheh	10301507	No Answer	...	...
3	Emad Natsheh	10301509	No Answer	...	...
< < Previous		Page 1 of 1			Next> >

The table shows the student name, student number, student answer, and the uploaded file.

- Discussion tool: to add new discussion
    1. Click on add tool.

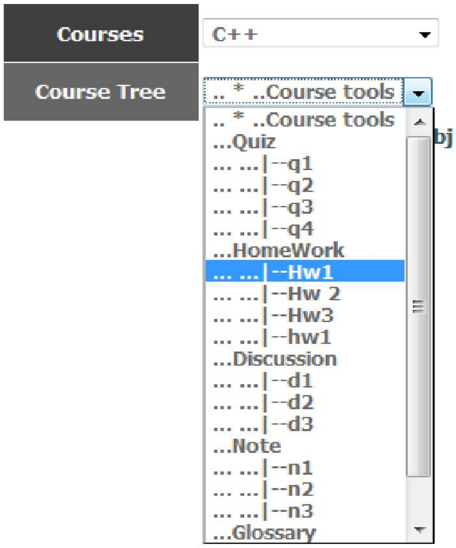
2. Select the course.



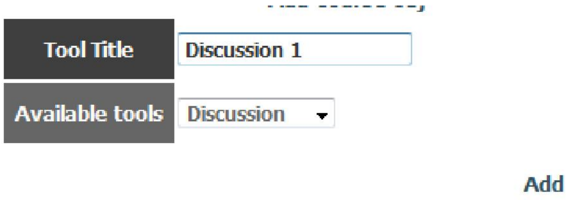
Add Tool

In This Page You Can Add a Tool to your own courses:

3. Select the tool position on the course tree, on the root or on the container.



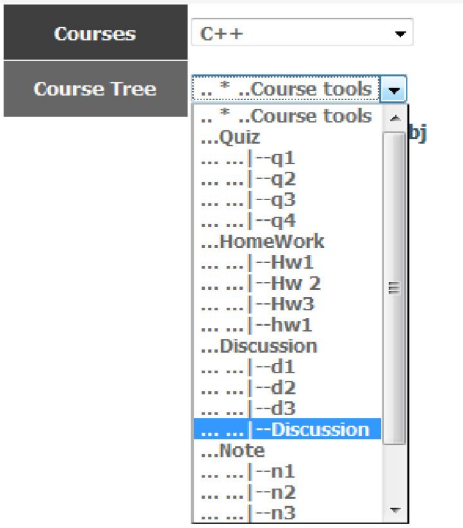
4. Click on Add Course Obj.
5. Write the title of the tool.
6. From Tools we choose Discussion.



Tool Title: Discussion 1

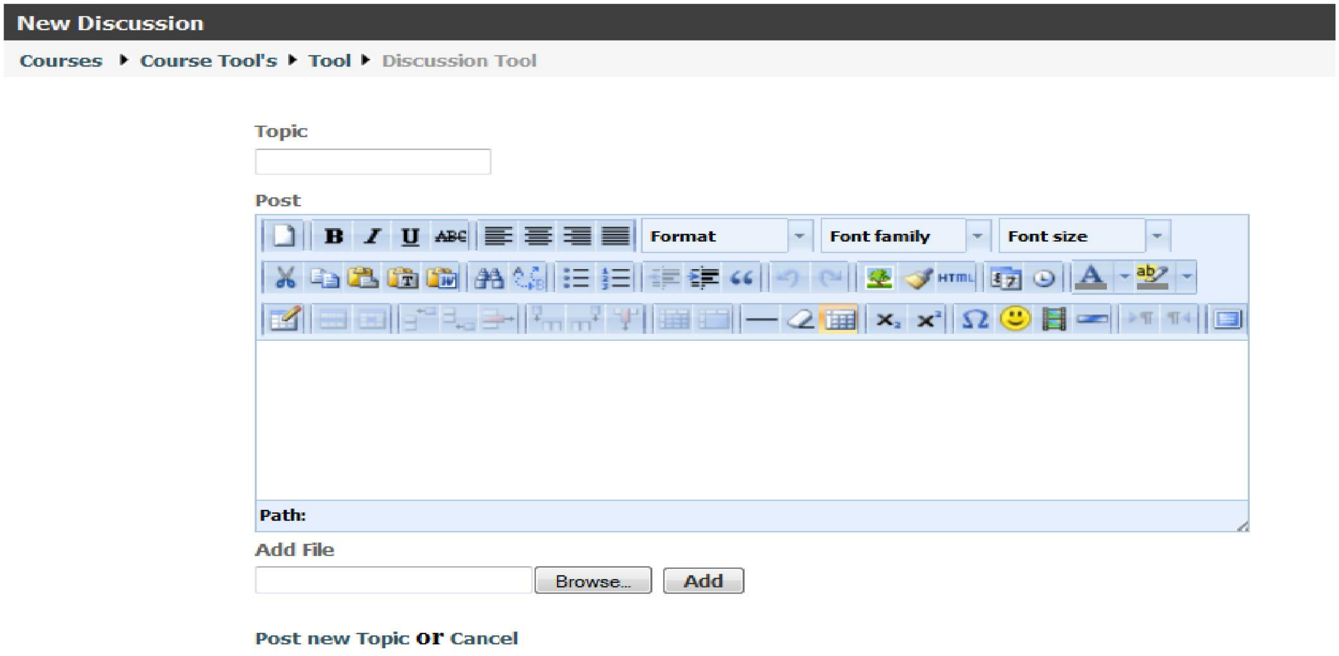
Available tools: Discussion

7. Click on Add.
8. Again select the course.
9. Select the tool that we add from the course tree.


Courses: C++

Course Tree: .. * ..Course tools

10. Click on Goto Course Obj., to go to the discussion Form.
11. After we go to the discussion form.
12. Write the discussion topic.
13. Then write the discussion body.
14. you can upload files to the discussion.
15. Finally click on post new topic.



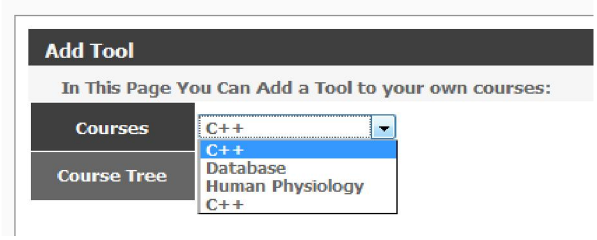
- **Note Tool:** this tool is used to send a notification to a student/s.

Note:

- If the notification is send to single student, this means that the note is private ,so the teacher can see if the student opened the note or not.

- to add new Note:
  1. Click on add tool.

2. Select the course.

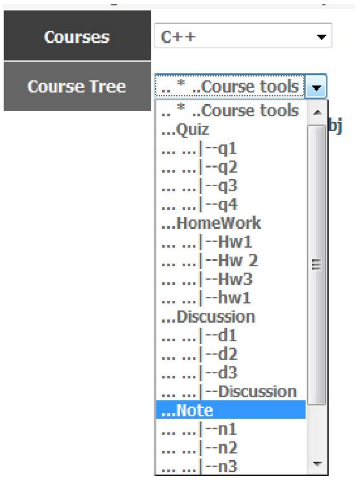


Add Tool

In This Page You Can Add a Tool to your own courses:

Courses: C++

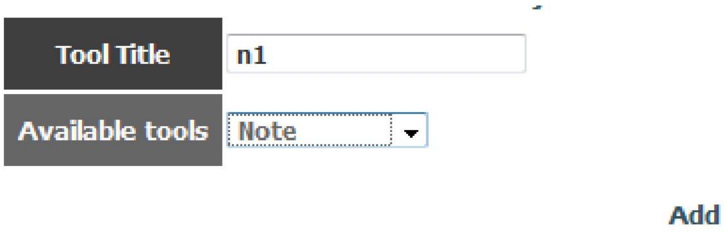
3. Select the tool position on the course tree, on the root or on the container.



Courses: C++

Course Tree: .. * ..Course tools

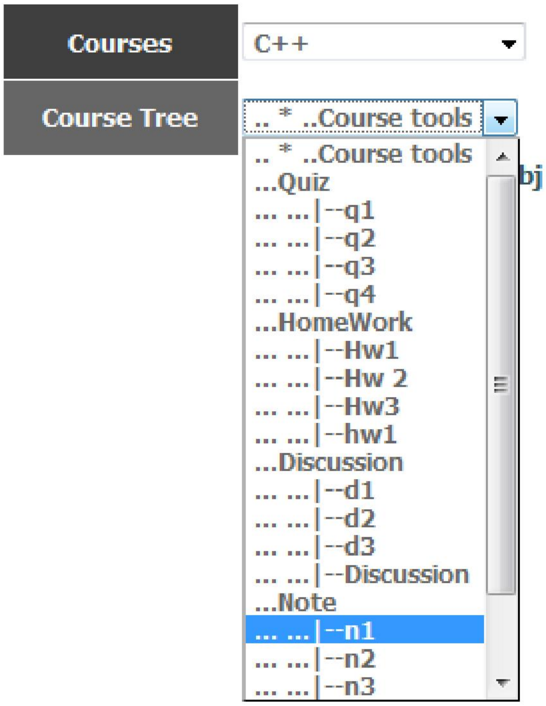
4. Click on Add Course Obj.
5. Write the title of the tool.
6. From Tools we choose Note.



Tool Title: n1

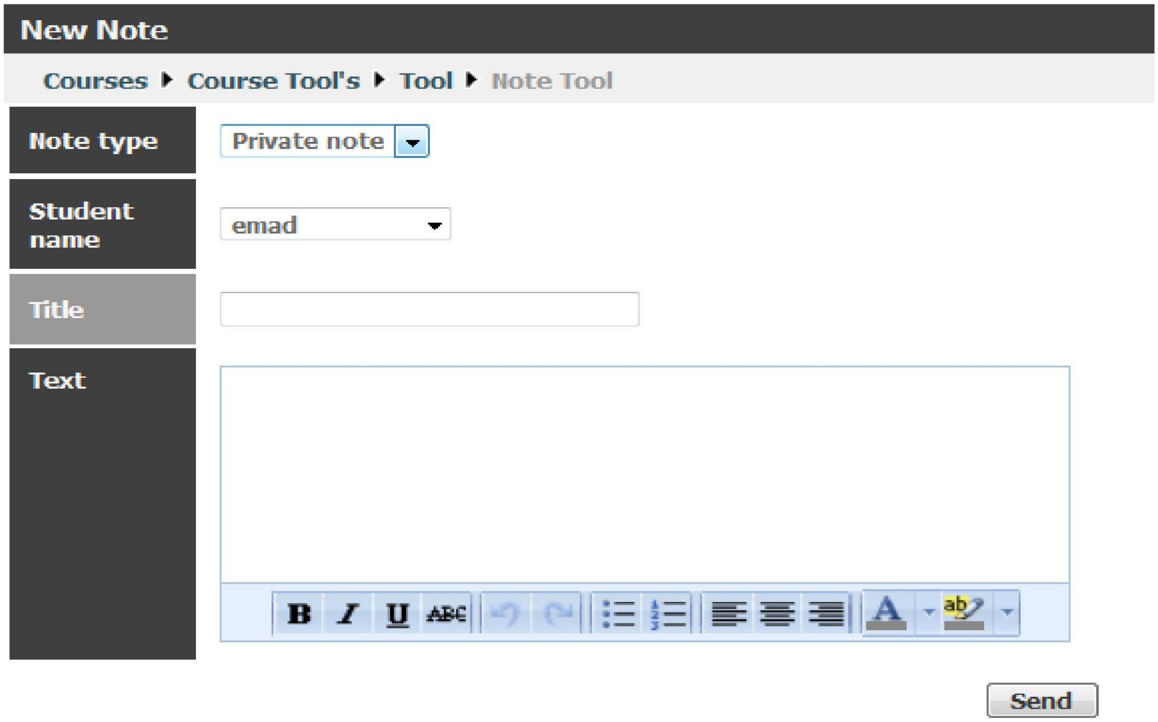
Available tools: Note

7. Click on Add.
8. Select the course again.
9. Select the tool that we add from the course tree.


Courses: C++

Course Tree: .. * ..Course tools

10. Click on Goto Course Obj., to go to the Note Form.
11. After we go to the Note form.


New Note

Courses ▸ Course Tool's ▸ Tool ▸ Note Tool

Note type: Private note

Student name: emad

Title:

Text:

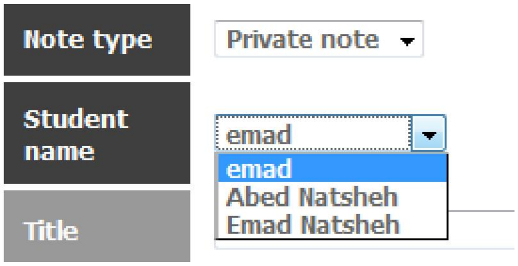
12. Choose the type of the note.

Note type: Private note

Note:

- Private Note (Single student).
- Public Note (More than one student).

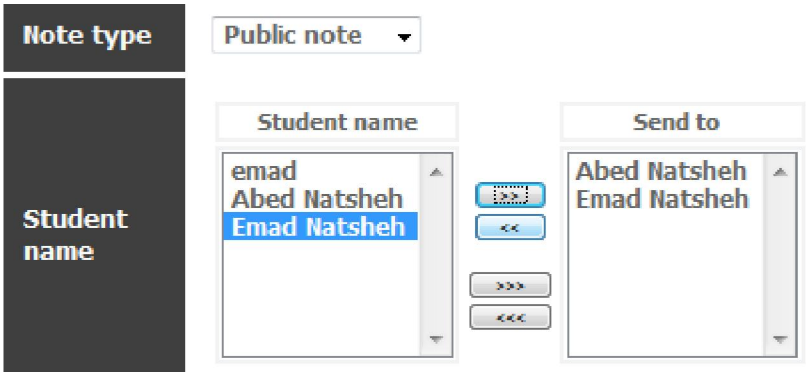
a) If you choose private note then you can only select one student.



Note type: Private note

Student name: emad

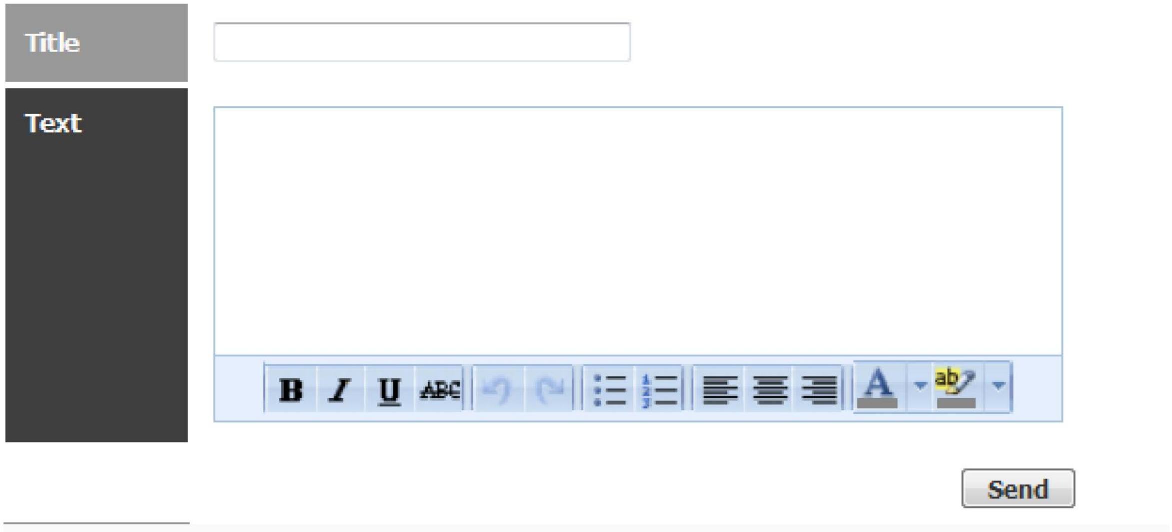
b) If you choose public note then you can choose more than one student.



Note type: Public note

13. Write the title and the body of the note.

14. Click on send.

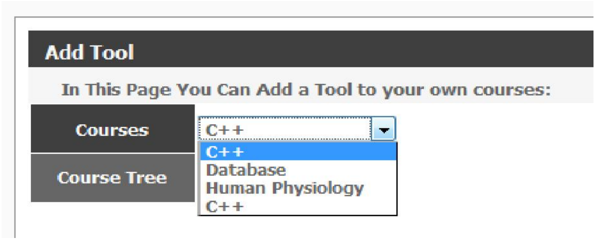


- Quiz Tool:

To add a new quiz:

1. Click on add tool.

2. Select the course.

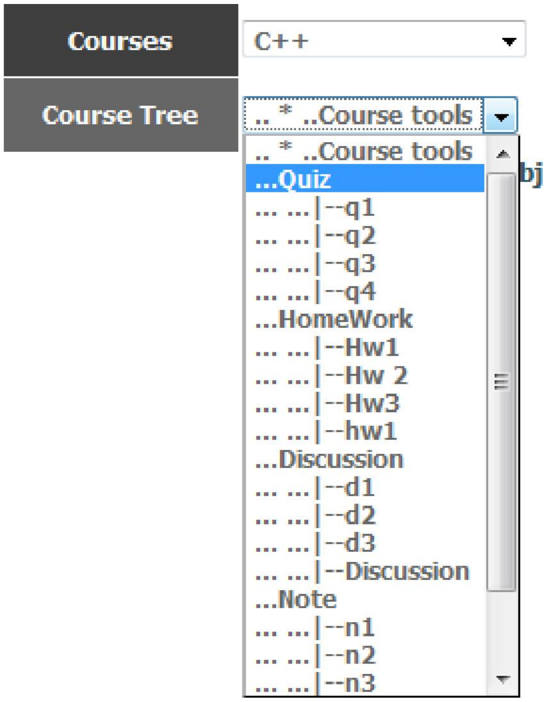


Add Tool

In This Page You Can Add a Tool to your own courses:

Courses: C++

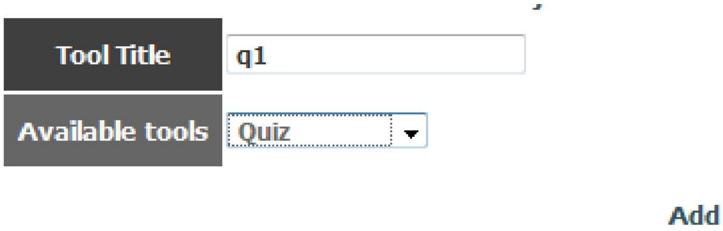
3. Select the tool position on the course tree, on the root or on the container.



Courses: C++

Course Tree: .. * ..Course tools

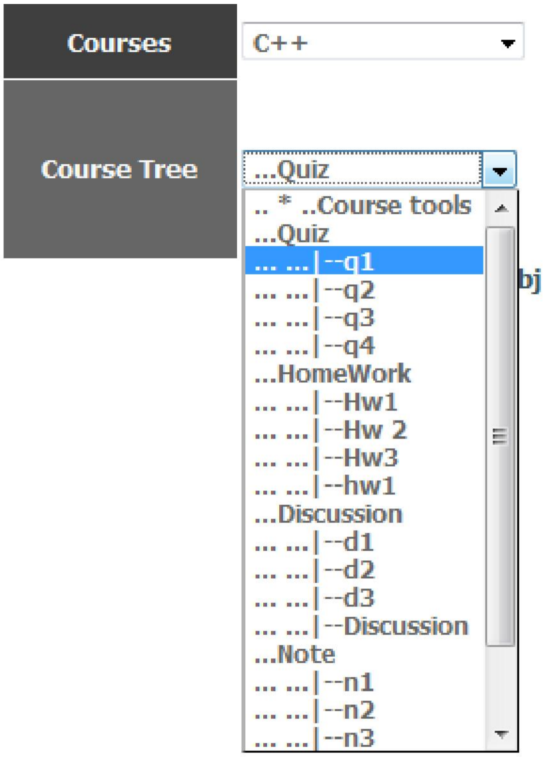
4. Click on Add Course Obj.
5. Write the title of the tool.
6. From Tools we choose Quiz.



Tool Title: q1

Available tools: Quiz

7. Click on Add.
8. Select the course again.
9. Select the tool that we add from the course tree.

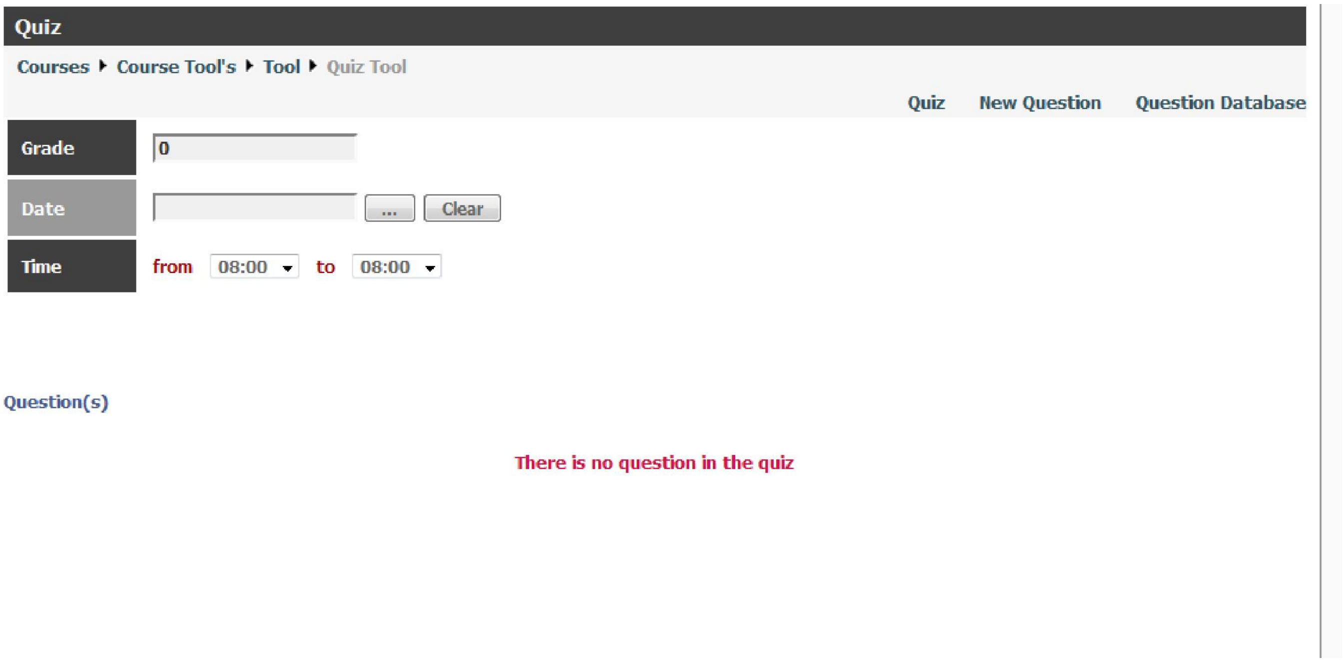


Courses: C++

Course Tree: ...Quiz

10.Click on Goto Course Obj., to go to the Quiz page.

11. Go to the Quiz page.



Quiz

Courses ▸ Course Tool's ▸ Tool ▸ Quiz Tool

Grade: 0

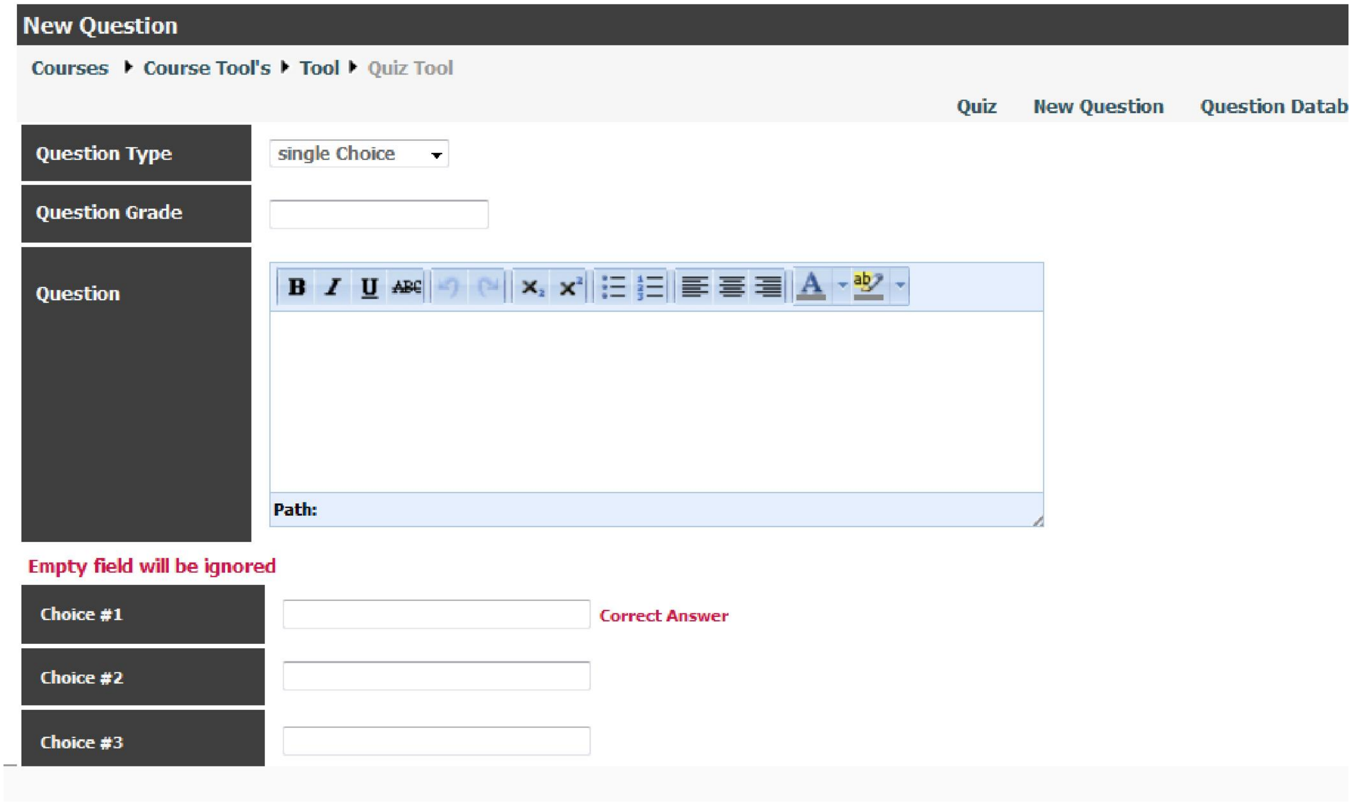
Date:

Time: from 08:00 to 08:00

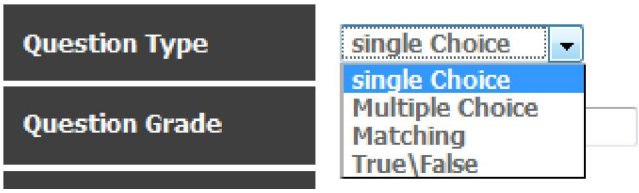
Question(s)

There is no question in the quiz

12. Click on New Question.

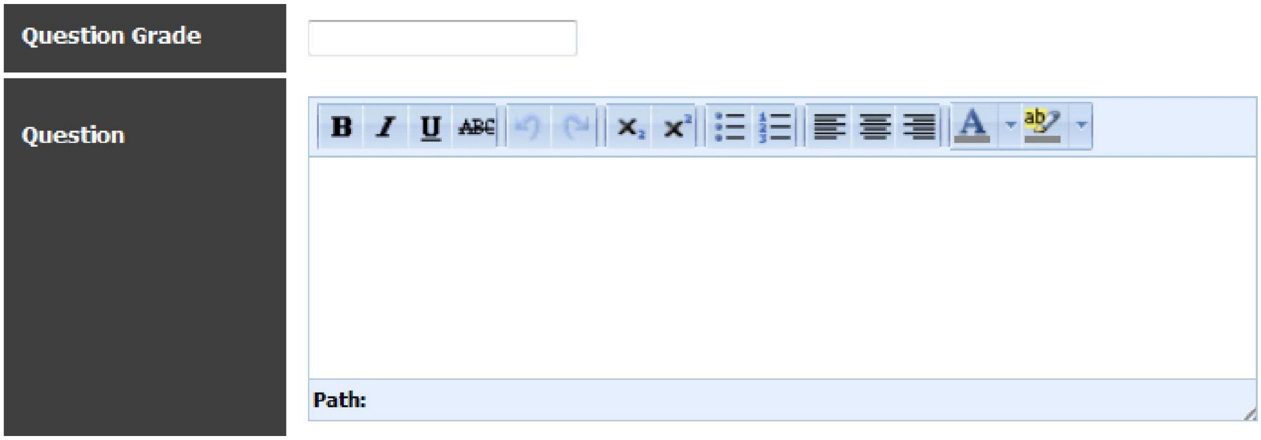


13. Choose the type of question (there are four types: single choice, multiple choice, matching, true\false).



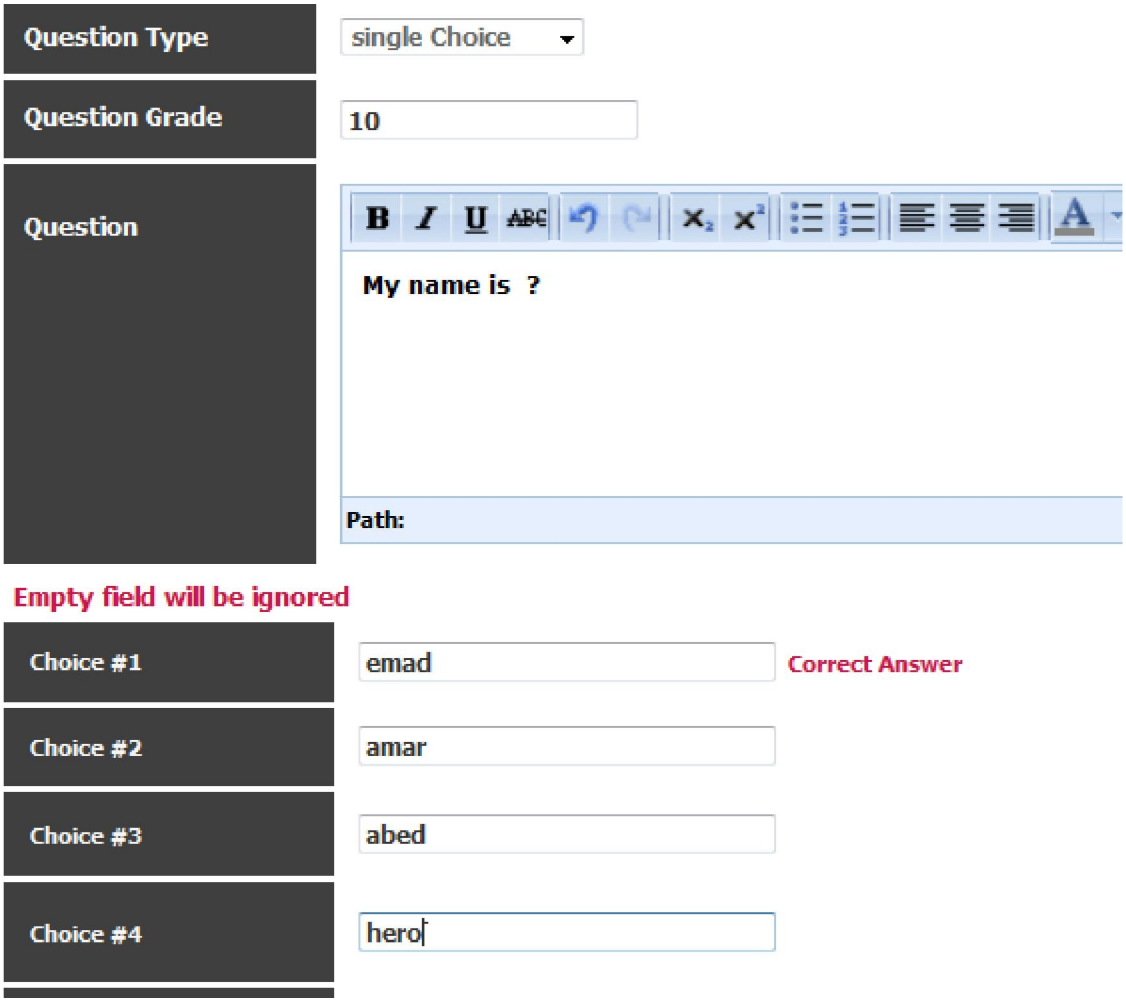
14. Put the grade of the question.

15. Write the question.



16. Write the answers of the question.
17. Click Ok .

E.g. single choice will be as the following



Question Type: single Choice

Question Grade: 10

Question: **My name is ?**

Empty field will be ignored

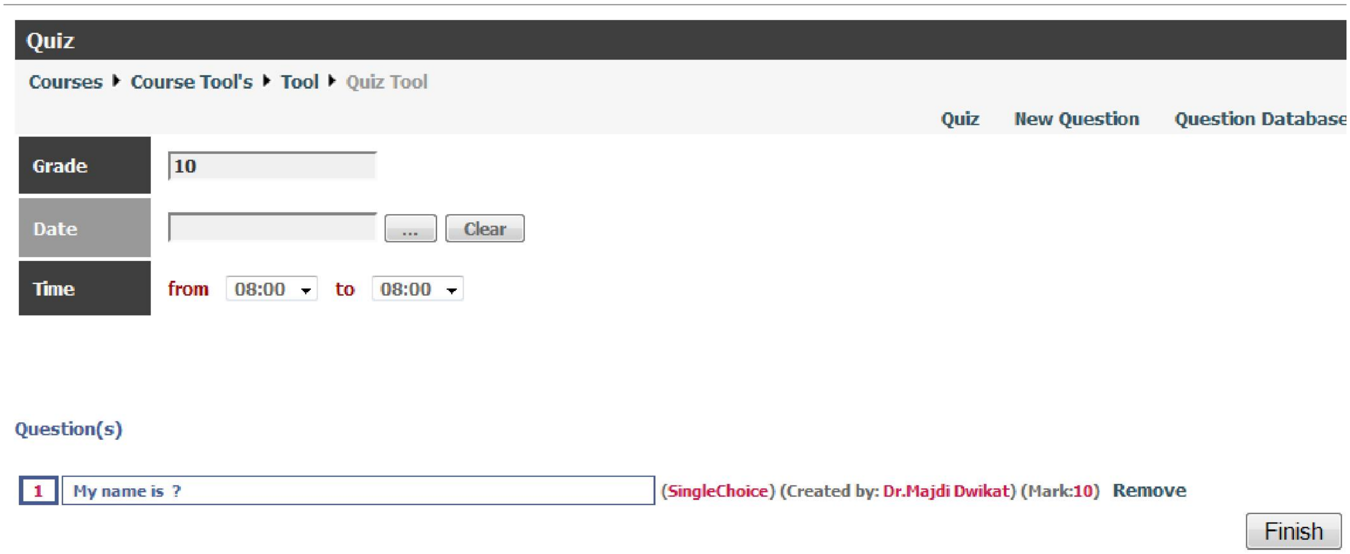
Choice #1: emad — Correct Answer

Choice #2: amar

Choice #3: abed

Choice #4: hero

18. Then you can add a new question. After you finish click on Quiz.



Grade: 10

Date:

Time: from 08:00 to 08:00

Question(s)

1 My name is ? (SingleChoice) (Created by: Dr.Majdi Dwikat) (Mark:10) Remove

19. Choose the time and the date of the quiz.

Date: 12-08-2009

Time: from 09:00 to 10:30

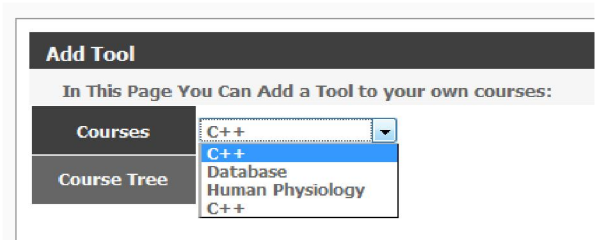
20. After you finish click on Finish.

- Glossary Tool: this tool is like a dictionary for the course. It enables the teacher to add a new\difficult keyword

To add a glossary:

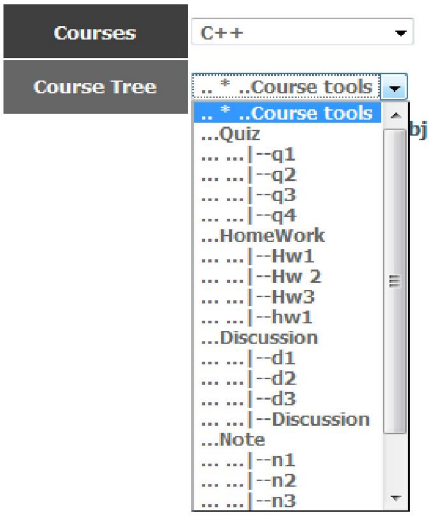
1. Click on add tool.

2. Select the course.



In This Page You Can Add a Tool to your own courses:

3. Select the tool position on the course tree, on the root or on the container.



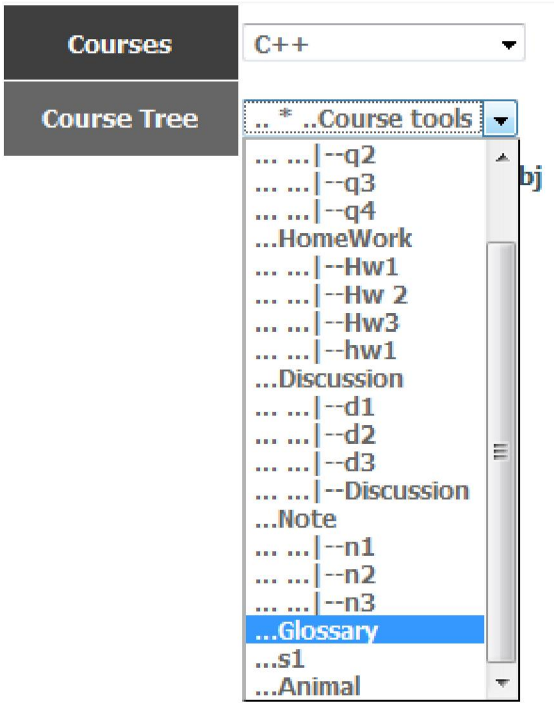
4. Click on Add Course Obj.
5. Write the title of the tool.

6. From Tools choose Glossary.

Tool Title: Glossary

Available tools: Glossary

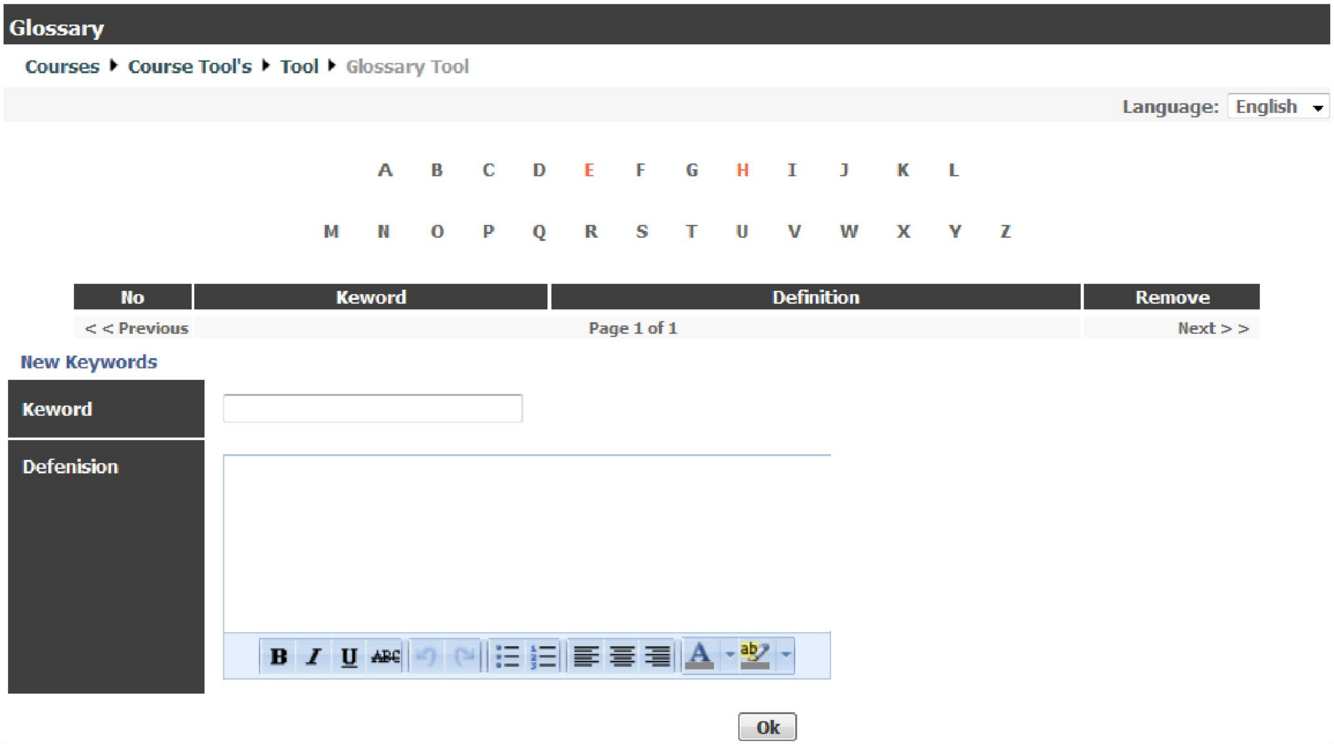
7. Click on Add.
8. Select the course again.
9. Select the tool that we add from the course tree.



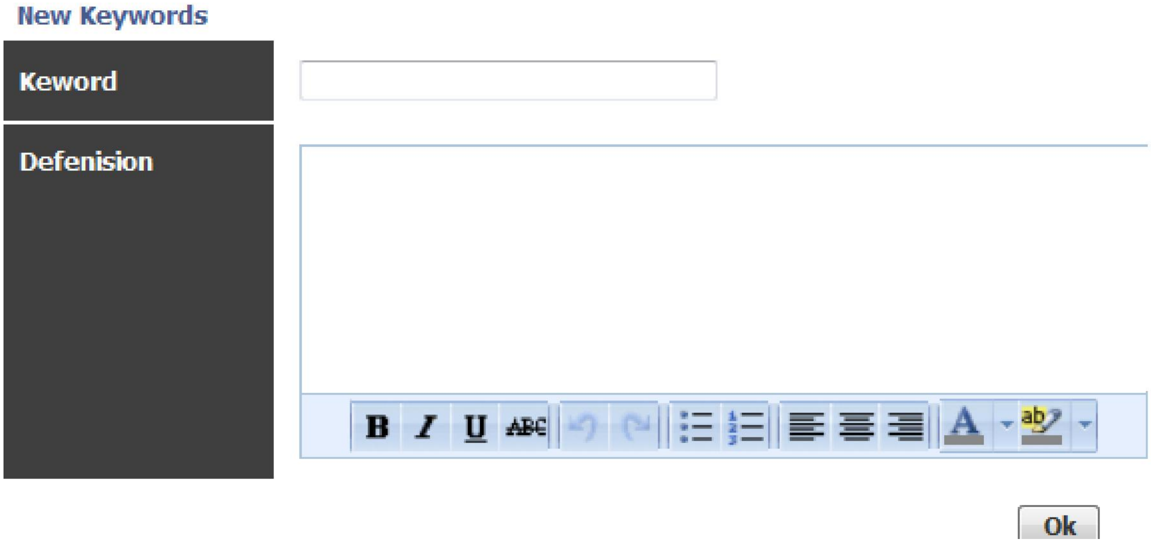
Courses: C++

Course Tree: .. * ..Course tools

10. Click on Goto Course Obj., to go to the Glossary page.
11. After we go to the Glossary page.

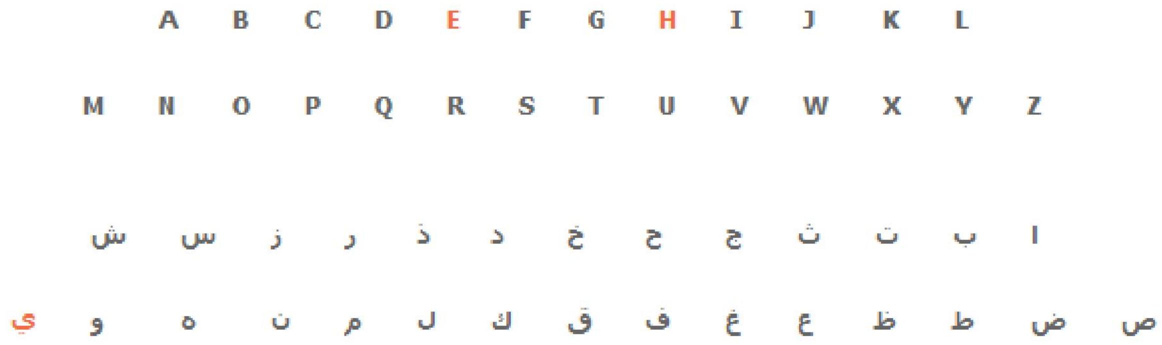


12. You can enter a new keyword to the glossary by writing the keyword, then the definition.
13. Then Click Ok .



Notes:

- Each course must have only one Glossary tool.
- The Glossary tool support to language English and Arabic.



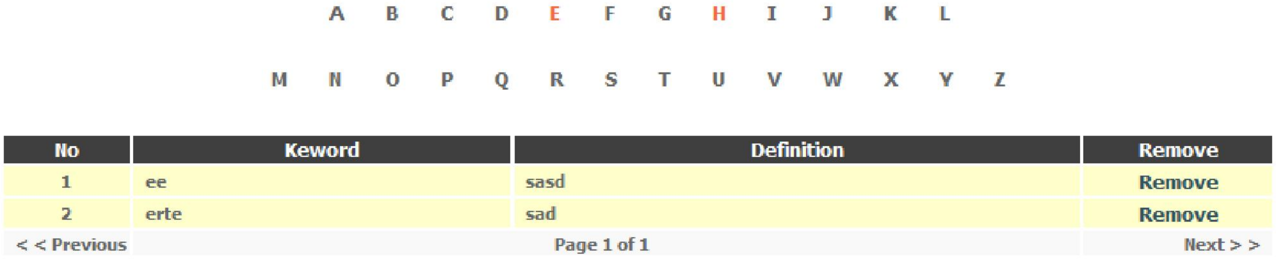
A B C D E F G H I J K L

M N O P Q R S T U V W X Y Z

ا ب ت ث ج ح خ د ذ ر ز س ش

ص ض ط ظ ع غ ف ق ك ل م ن ه و ي

- To display the keywords you need to click on the orange letter.



A B C D E F G H I J K L

M N O P Q R S T U V W X Y Z

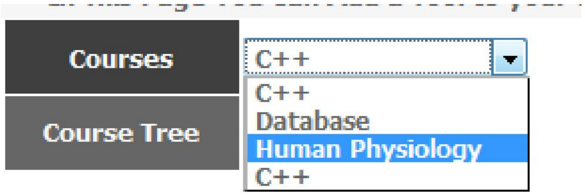
No	Keword	Definition	Remove
1	ee	sasd	Remove
2	erte	sad	Remove
< < Previous		Page 1 of 1	Next > >

- SCORM Tool :
  - This is an excellent tool.
  - This tool enables a teacher to upload a SCORM course zip file built by an authoring tool, and then display the course using the OCC player.

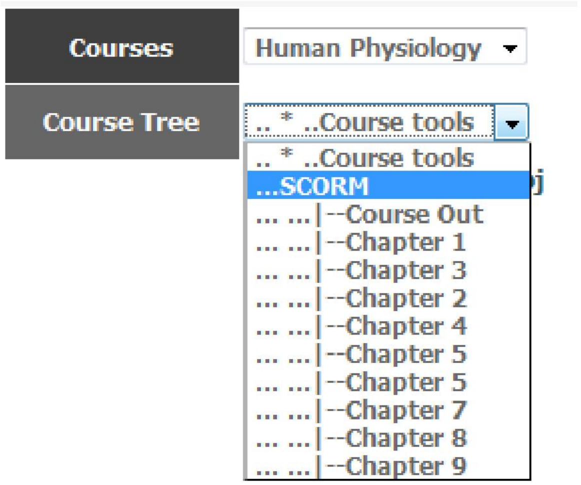
To a upload a new SCORM course:

1. Click on add tool.

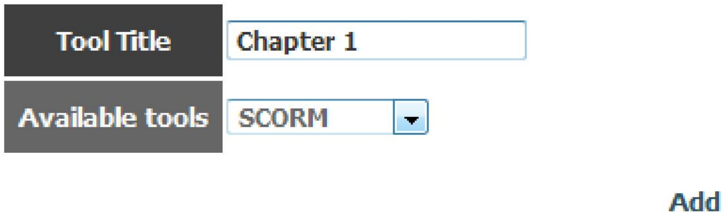
2. Select the course.



3. Select the tool position on the course tree, on the root or on the container.



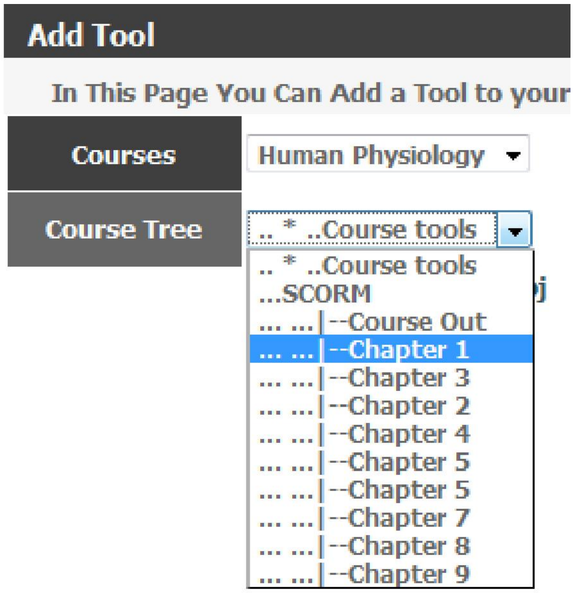
4. Click on Add Course Obj.
5. Write the title of the tool.
6. From Tools we choose SCORM.



Tool Title Chapter 1

Available tools SCORM

7. Click on Add.
8. Select the course again.
9. Select the tool that we add from the course tree.



Add Tool

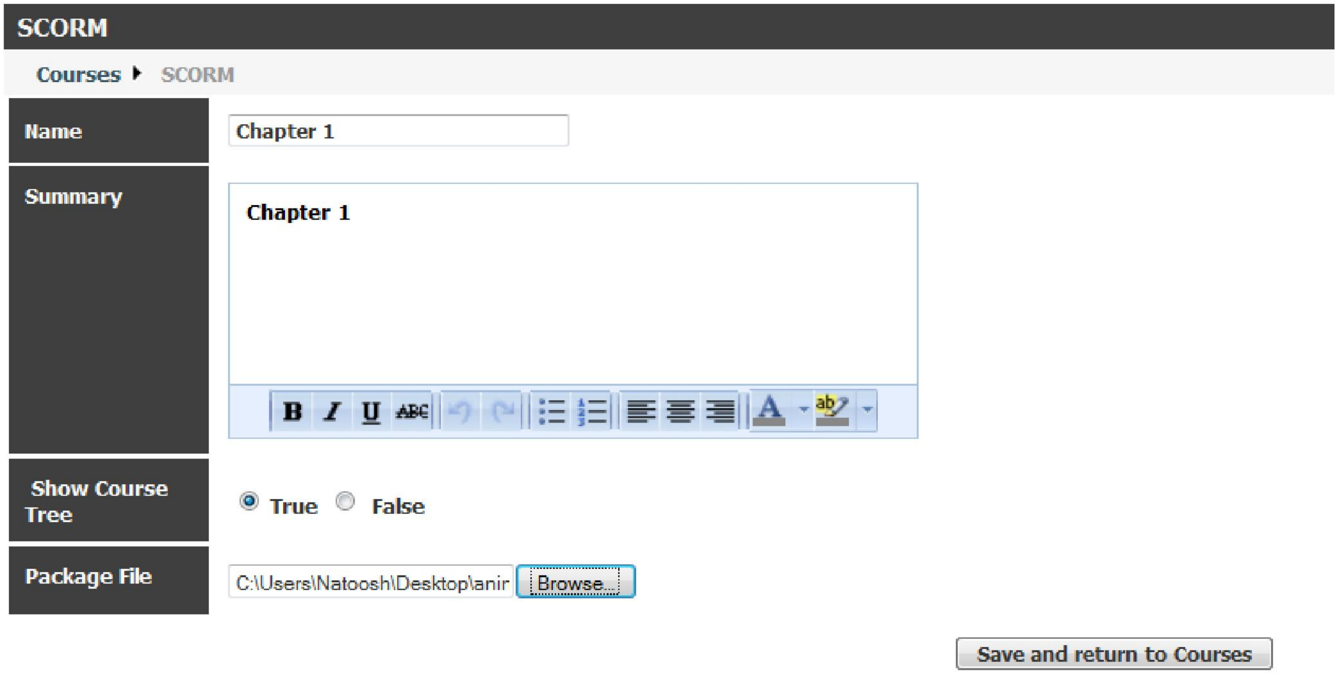
In This Page You Can Add a Tool to your

Courses Human Physiology

Course Tree .. * ..Course tools

10. Click on Goto Course Obj., to go to the SCORM form.
11. After we go to the SCORM form.
12. Write the name of the course.
13. Write a summary of the course.
14. Choose if you want to show the course tree or not.
15. Upload the zip file SCORM course.
16. Click on save and return to the course.

- SCORM Form

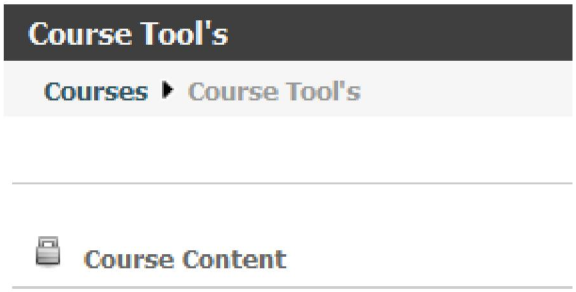


Name	Chapter 1
Summary	Chapter 1
Show Course Tree	● True ○ False
Package File	C:\Users\Natoosh\Desktop\anir

- To display the SCORM courses :
   1. Click on My Course.

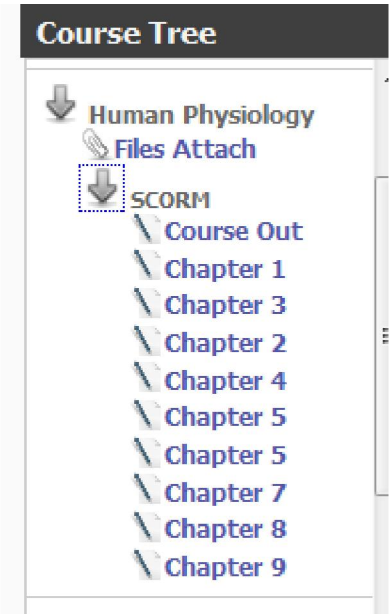
2. Click on the course.

3. Click on Course Content.

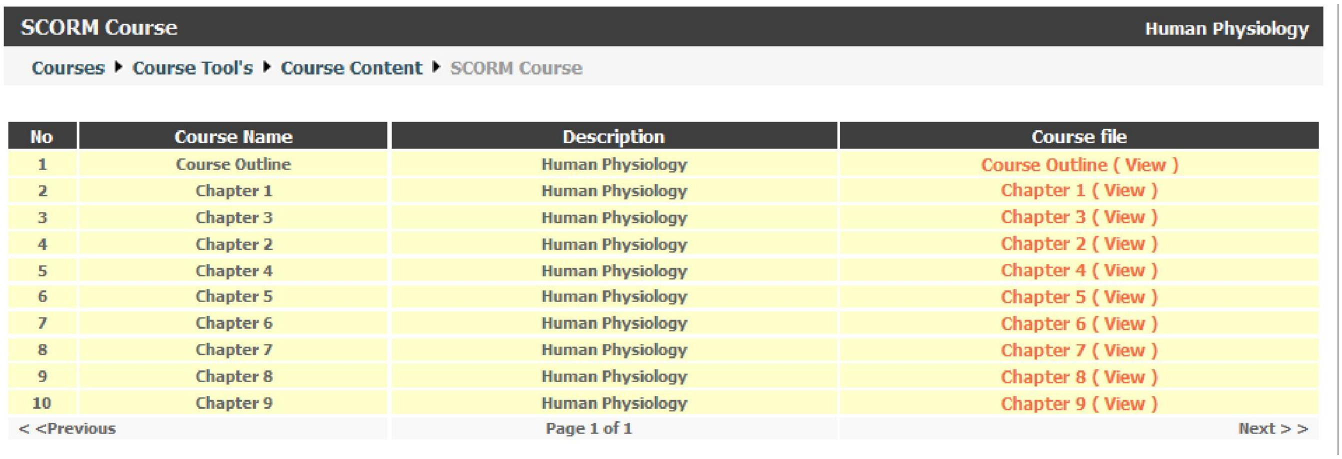


4. Click on SCORM Course.

- OR through the course tree.



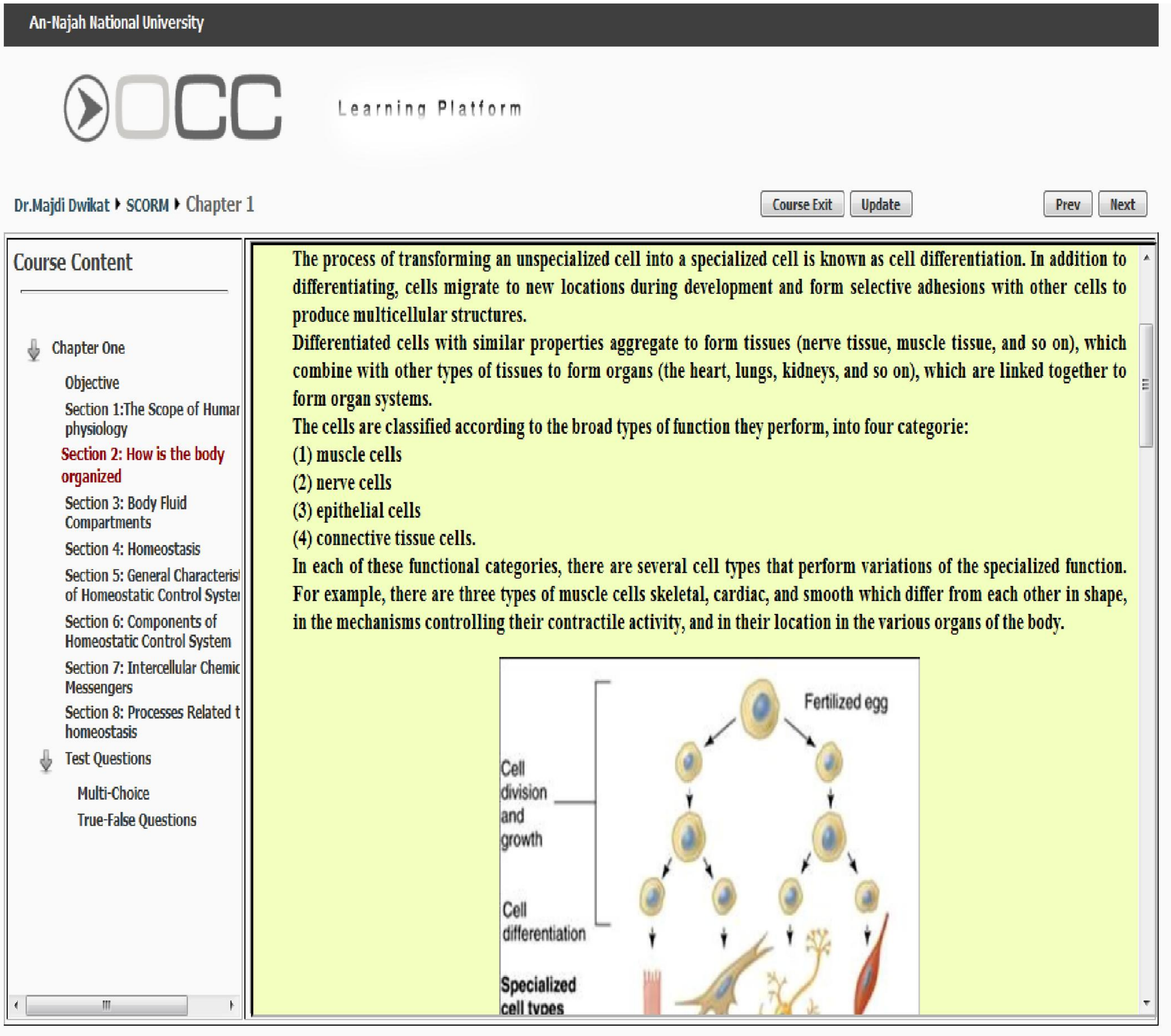
Both ways will display this page.



No	Course Name	Description	Course file
1	Course Outline	Human Physiology	Course Outline (View)
2	Chapter 1	Human Physiology	Chapter 1 (View)
3	Chapter 3	Human Physiology	Chapter 3 (View)
4	Chapter 2	Human Physiology	Chapter 2 (View)
5	Chapter 4	Human Physiology	Chapter 4 (View)
6	Chapter 5	Human Physiology	Chapter 5 (View)
7	Chapter 6	Human Physiology	Chapter 6 (View)
8	Chapter 7	Human Physiology	Chapter 7 (View)
9	Chapter 8	Human Physiology	Chapter 8 (View)
10	Chapter 9	Human Physiology	Chapter 9 (View)

- If you click on any of these courses the OCC will open the OCC Player so you can browse the content of the course.

v The OCC Player



The process of transforming an unspecialized cell into a specialized cell is known as cell differentiation. In addition to differentiating, cells migrate to new locations during development and form selective adhesions with other cells to produce multicellular structures.

Differentiated cells with similar properties aggregate to form tissues (nerve tissue, muscle tissue, and so on), which combine with other types of tissues to form organs (the heart, lungs, kidneys, and so on), which are linked together to form organ systems.

The cells are classified according to the broad types of function they perform, into four categorie:

(1) muscle cells

(2) nerve cells

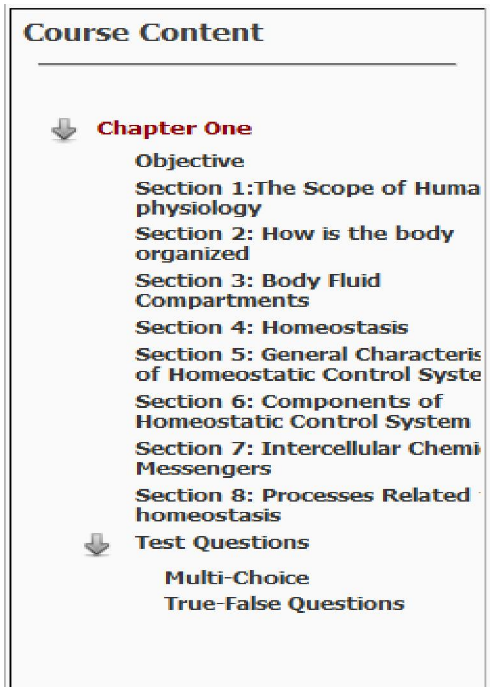
(3) epithelial cells

(4) connective tissue cells.

In each of these functional categories, there are several cell types that perform variations of the specialized function. For example, there are three types of muscle cells skeletal, cardiac, and smooth which differ from each other in shape, in the mechanisms controlling their contractile activity, and in their location in the various organs of the body.

- The Content Of the OCC Player

1. Course Content.



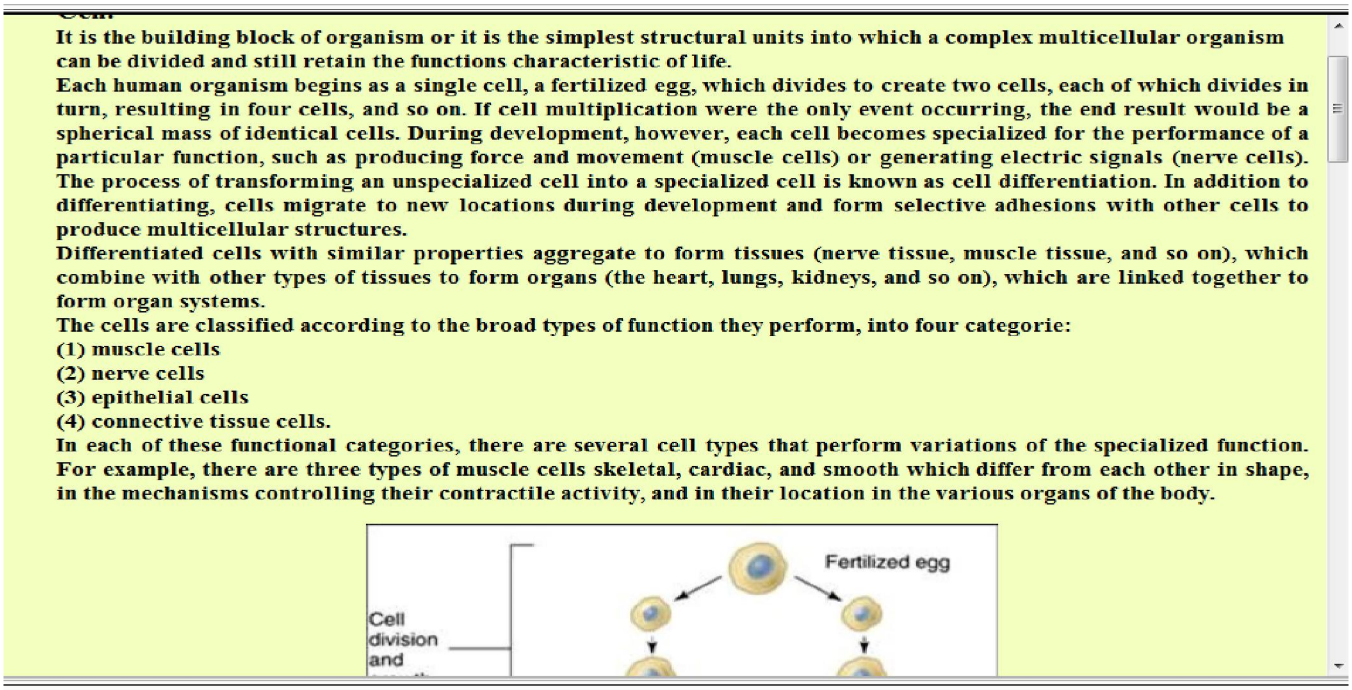
Course Content

Chapter One

Objective
Section 1:The Scope of Huma
physiology
Section 2: How is the body
organized
Section 3: Body Fluid
Compartments
Section 4: Homeostasis
Section 5: General Characteris
of Homeostatic Control Syste
Section 6: Components of
Homeostatic Control System
Section 7: Intercellular Chemi
Messengers
Section 8: Processes Related
homeostasis

Test Questions
Multi-Choice
True-False Questions

2. The view page.

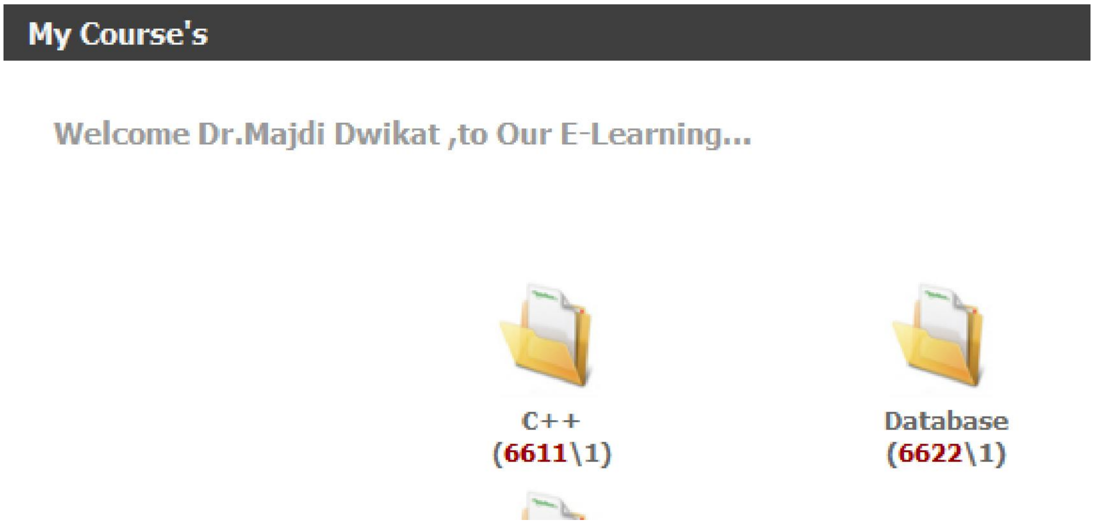


It is the building block of organism or it is the simplest structural units into which a complex multicellular organism can be divided and still retain the functions characteristic of life.
Each human organism begins as a single cell, a fertilized egg, which divides to create two cells, each of which divides in turn, resulting in four cells, and so on. If cell multiplication were the only event occurring, the end result would be a spherical mass of identical cells. During development, however, each cell becomes specialized for the performance of a particular function, such as producing force and movement (muscle cells) or generating electric signals (nerve cells). The process of transforming an unspecialized cell into a specialized cell is known as cell differentiation. In addition to differentiating, cells migrate to new locations during development and form selective adhesions with other cells to produce multicellular structures.
Differentiated cells with similar properties aggregate to form tissues (nerve tissue, muscle tissue, and so on), which combine with other types of tissues to form organs (the heart, lungs, kidneys, and so on), which are linked together to form organ systems.
The cells are classified according to the broad types of function they perform, into four categorie:
(1) muscle cells
(2) nerve cells
(3) epithelial cells
(4) connective tissue cells.
In each of these functional categories, there are several cell types that perform variations of the specialized function. For example, there are three types of muscle cells skeletal, cardiac, and smooth which differ from each other in shape, in the mechanisms controlling their contractile activity, and in their location in the various organs of the body.

3. Next \Previous button: to go to the next or previous page.

4. Course Exit: to exit the course.
5. Update: to edit the course information (title, summary, show the course tree or not).

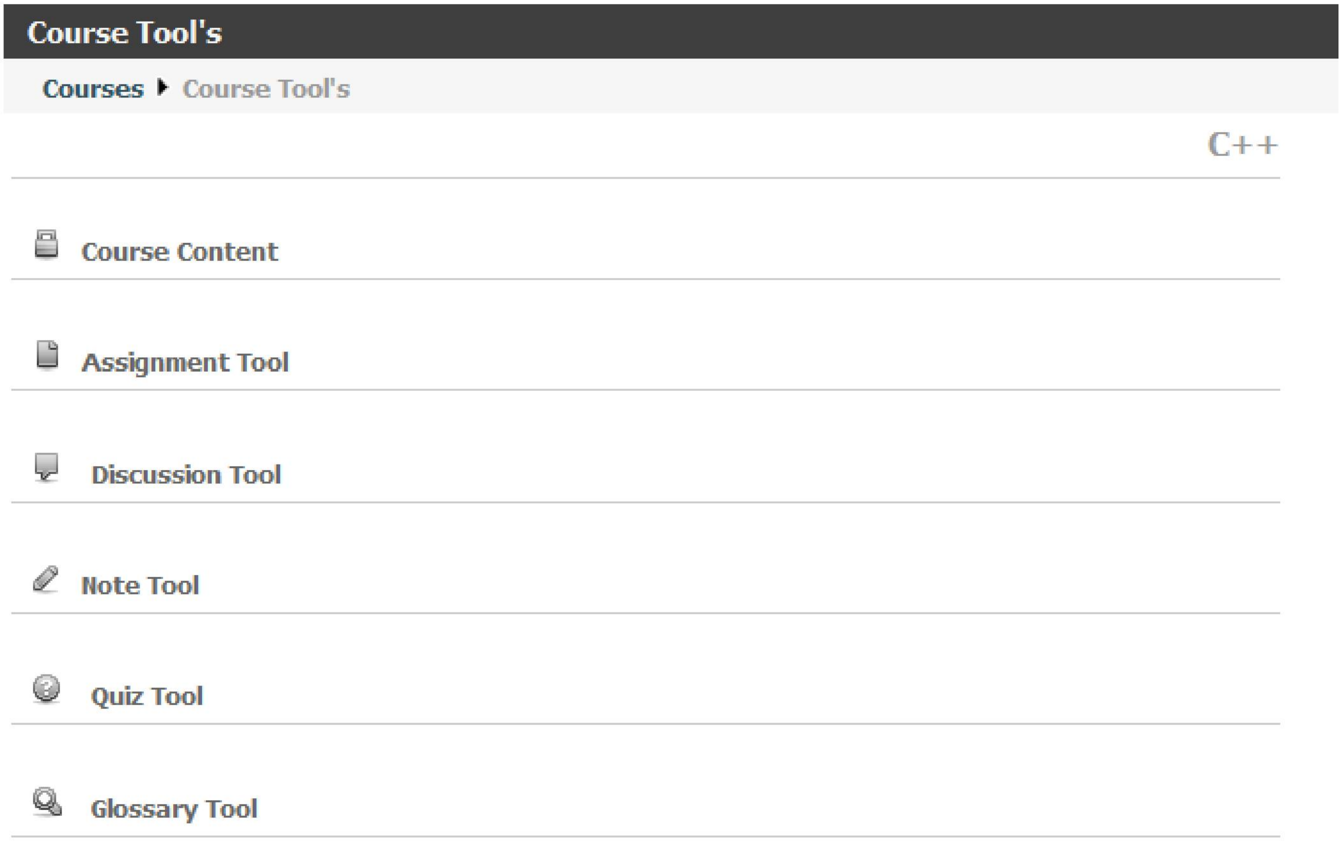
- There are two ways to display the course tool:
    1. Direct link: after you click on the course E.g. C++.



My Course's

Welcome Dr.Majdi Dwikat ,to Our E-Learning...

You will go to a page that contains the course tool of the C++.



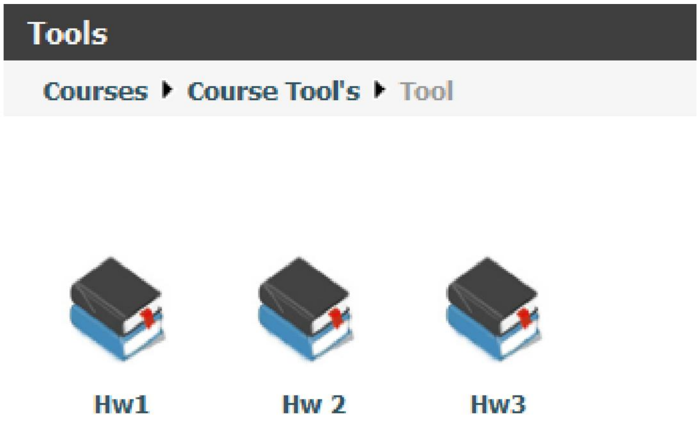
Course Tool's

Courses ▸ Course Tool's

C++

- Course Content
- Assignment Tool
- Discussion Tool
- Note Tool
- Quiz Tool
- Glossary Tool

-If you click on assignment tool you will see all the assignments added by you.

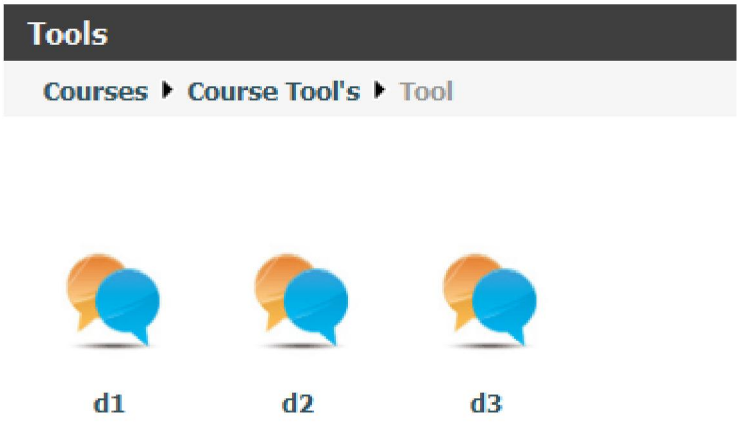


Tools

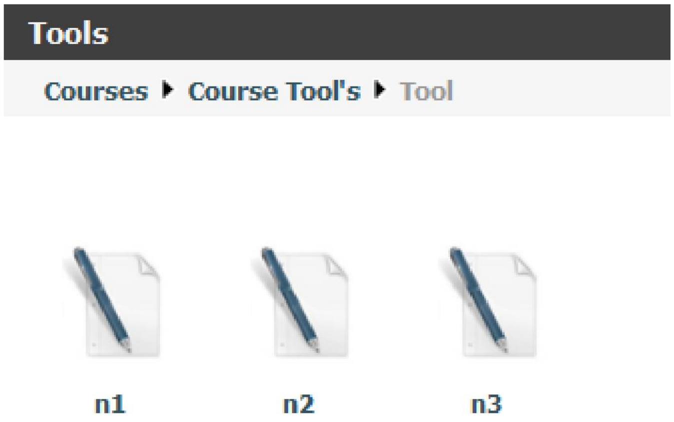
Courses ▸ Course Tool's ▸ Tool

Hw1 Hw 2 Hw3

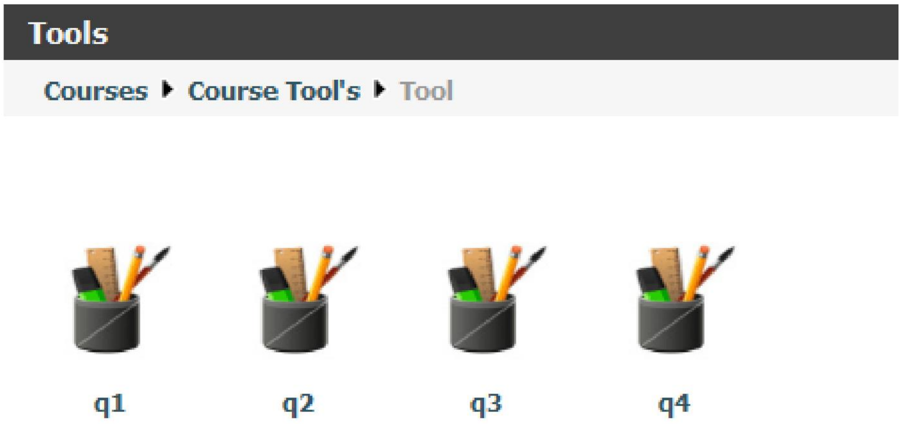
-If you click on discussion tool you will see all the discussions added by you.



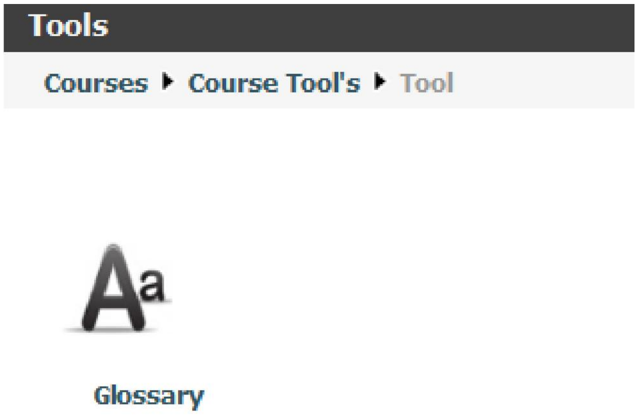
-If you click on Note tool you will see all the notes added by you.



-If you click on Quiz tool you will see all the quizzes added by you.

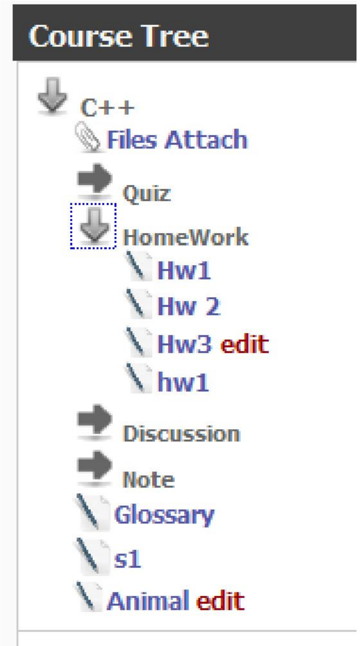


-If you click on Glossary tool you will see.



2. Course tree:

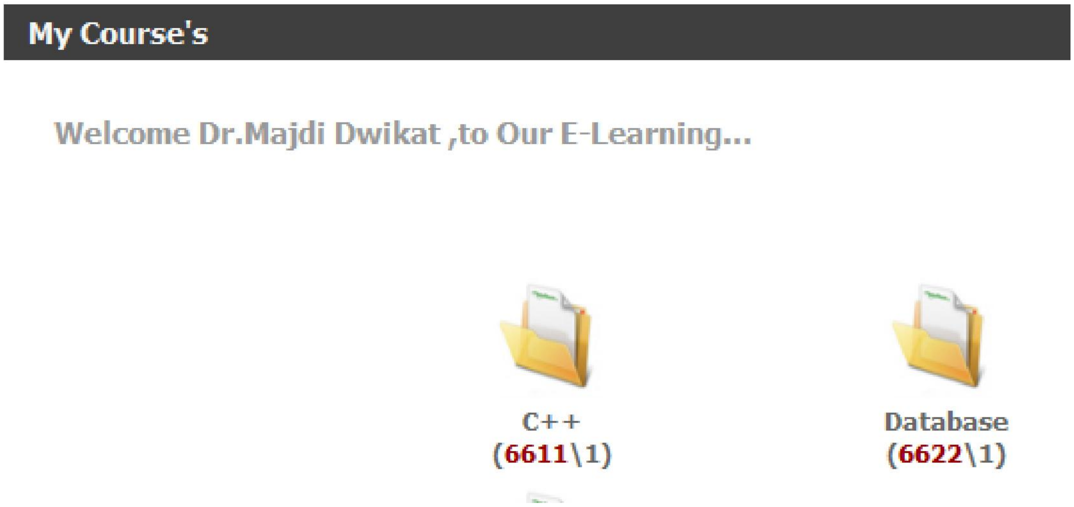
- The second way is by a tree.
- This way is more organized than the first one.
- You can organize your work in folder and substitute folder.
- E.g. You can create a folder called Homework and then put all the assignment on it.



Ø How to display the attached files:

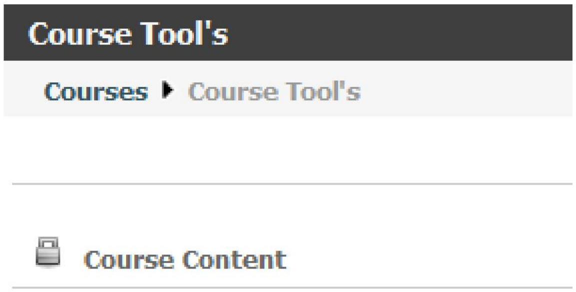
There are two ways:

1. From the direct link way
   a) First click on the course E.g. C++

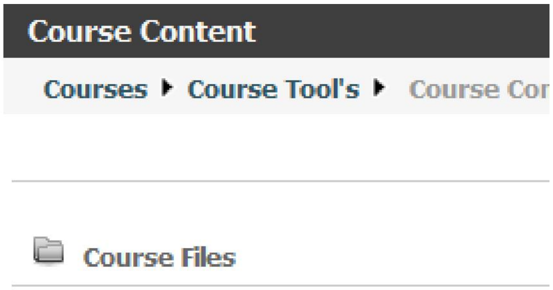


Welcome Dr.Majdi Dwikat ,to Our E-Learning...

b) Then click on Course Content.

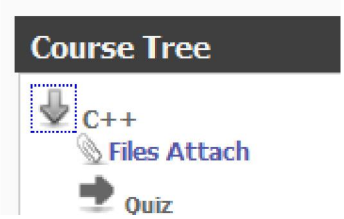


c) Then click on Course Files.

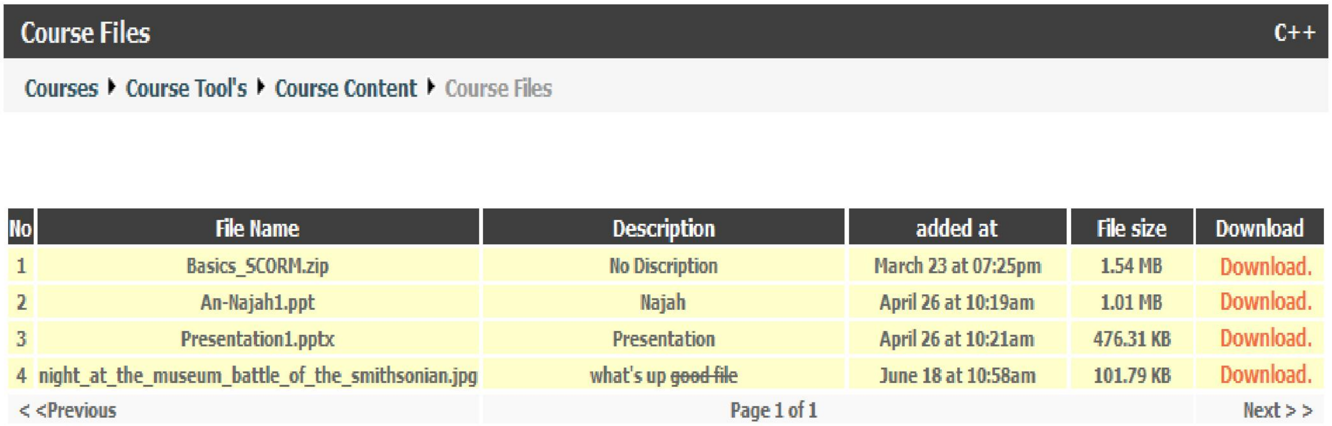


2. The other way from the tree:

- Just click on Files Attach.



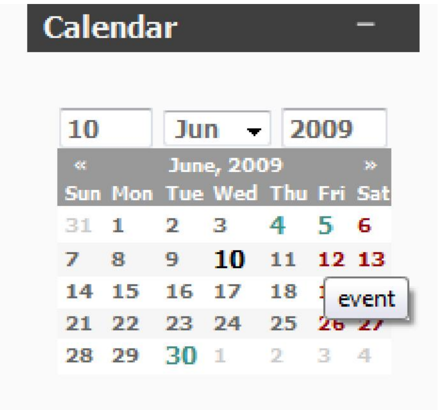
Both ways will display this page:



No	File Name	Description	added at	File size	Download
1	Basics_SCORM.zip	No Discription	March 23 at 07:25pm	1.54 MB	Download.
2	An-Najah1.ppt	Najah	April 26 at 10:19am	1.01 MB	Download.
3	Presentation1.pptx	Presentation	April 26 at 10:21am	476.31 KB	Download.
4	night_at_the_museum_battle_of_the_smithsonian.jpg	what's up ~~good file~~	June 18 at 10:58am	101.79 KB	Download.

Ø Calendar tool:

- This is a good tool, its available for the user all the time.
- It is another way to display the event added by the teacher, as shown in the image.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	1	
21	22	23	24	25	26	27
28	29	30	1	2	3	4

(INDEX)