

CheckPoint



V.2



INTER ACTION

InterAction Training Pty Ltd - PO Box 393 Milsons Point NSW 2061
Sydney Australia - Ph 612-9948-0455 www.interactiontraining.net

CheckPoint 2 User Guide
Page 1

Contents

1	Getting Started	
	Introducing CheckPoint	3
	Recommended Specification	4
2	Installing CheckPoint	
	Preparing for installation and Installation	5
	Importing Data from CheckPoint 1.X and comma delimited files	8
	Upgrading to SQL Server 2000	9
3	Launching CheckPoint	
	Launching Locally and Remotely	10
4	Installing Courseware	
	Installing our Courseware	11
	Installing Third-Party AICC Courseware	12
5	Importing Courseware	
	Importing AICC Courseware into CheckPoint	13
6	Managing Users	
	Assigning Courseware to Users	14
	Adding Users	15
	The Title Menu and the Courses Menu	16
	The Training Interface	17
7	Frequently Asked Questions	19

Introducing CheckPoint

This guide is for the information of network and training administrators who will be involved in the installation, setup and ongoing maintenance of InterAction's training suite and the CheckPoint Learning Management System.

We have taken full advantage of the accelerated development in hardware to design a product range that will both support and promote training. The range comprises three integral components:

1. **Visual Course Builder (VCB)** – which allows you to build your own training titles;
2. **Mastering Training Titles** – our off the shelf range of ready to run learning modules;
3. **CheckPoint** - The Learning Management System.

The core utilities offer many tailoring options that are set up during installation to ensure that our training fits your exact needs.

CheckPoint is an advanced Learning Management System (LMS) that allows managers and training administrators to set up and control the delivery of e-learning to end users.

It is written in a mixture of HTML, JavaScript and win32 based CGI's.

Communication to the database is done through an ODBC data source and can use either Access or SQL Server 2000 to launch and track all AICC-compatible courseware. CheckPoint uses Microsoft Access by default and offers the option to upgrade to SQL.

It runs in the background, constantly gathering data on users, usage and training titles and stores the data in a format that can be easily imported and exported to existing systems. The centralised SQL powered tracking facility allows an organisation to control and monitor the learning and development of its people.

To run CheckPoint, you need to have a Web Server application such as Apache, Microsoft's PWS (Personal Web Server) or IIF (Internet Information Server) installed on the Server. We will install Apache for you if a web server is not identified during the Setup process.

CheckPoint remains unobtrusive to end users, who can be separated into groups such as branches or departments to directly reflect an organisation's corporate structure. There is no need to install at the client end, just ensure that IE 4 or later is the default Web browser.



Recommended Specification

Processor: Pentium II 1Ghz or greater for the installation of the CheckPoint LMS.

Memory: 256mb recommended.

Disk space: Disk space requirements can be split into two primary groups:

For **CheckPoint V2** allow 30Mb.

For **User Data** allow 1Mb for each user.

Video and

Multimedia: Minimum SVGA (800 x 600) resolution. Recommend XGA (1024 x 768) to run the administration. We recommend running 16m colours.
Audio interface requires a sound card.

Browser: requires Internet Explorer 4.0 or later.

Server: Windows NT/Server, Windows 2000/Server, Windows XP, Windows 2003 Server.

SQL Server is recommended for large user sites - the system will default to use a MS Access database.

While **Apache Web Server V2** is installed by default and recommended, CheckPoint can be ran from any Windows Based CGI Capable web server.

Microsoft ODBC is required for data communication and is automatically installed during installation.

Privileges: Administrator requires create / read / write / change / delete privileges to create the folders and load the files on the drive.

Installing CheckPoint

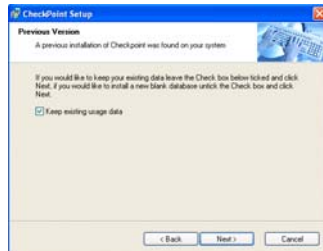


Preparing For Installation

Installation procedures may vary, depending on your Server Platform and the options chosen during the installation. This manual will focus on a typical installation using the default Apache Web Server and MS Access Database.

Before you install CheckPoint you should make sure that your intended deployment platform meets the Recommended Specification on the preceding page.

You should check to see if there is a Readme file on the Installation CD detailing any revisions to this document or CheckPoint itself.



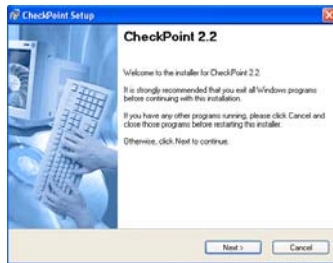
Previous Version Installed

If you are installing over the top of an existing CheckPoint V2 installation the CheckPoint installer will offer you the option to keep your existing data.

If you opt to overwrite your existing data, CheckPoint will store a copy of your old Access database in a folder called Cortex under the installed Checkpoint directory before installing an empty one. The backup will and will have the extension .bak, which can be renamed to mdb if you need to restore the data at a later date.

If you are upgrading a version of CheckPoint that is earlier than CheckPoint V2, you need to install this version **alongside** the old version. You will then need to import the old user data and test the import before uninstalling the older version.

Installing CheckPoint



1. Insert the CheckPoint CD into the CD-ROM drive and the CheckPoint installer will start automatically.

If the installer does not start automatically when you insert the CheckPoint V2 CD, use Windows Explorer to browse to your CD drive and manually run **CPSsetup.exe**. Once the opening screen for the Setup wizard is displayed, click on the Next button to continue.

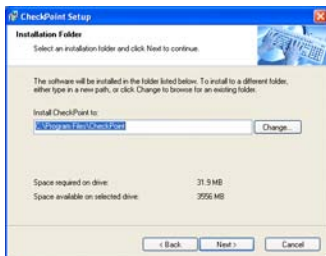
To change any options as you progress through the following screens, simply click on the **Back** button to return to previous screens.



2. You must read the Licence Agreement and then if you agree to the terms of our License click on the **I agree to the terms of the license agreement** checkbox and then click on the Next button to continue.



3. If your details are not entered automatically, enter your name and your organisation's name and then click on the Next button to continue.



4. You will then be given the opportunity to select the default installation directory. The default path will be **C:\Programs Files\CheckPoint**. To install to an alternate location click the **Change** button and browse to your preferred directory; otherwise simply click on the Next button to accept the default path.



4. The install type screen allows you to add or remove components of CheckPoint. For example, Custom install will give you the option of not installing the Apache Web Server if you would prefer to use your own server software.

IIS notes

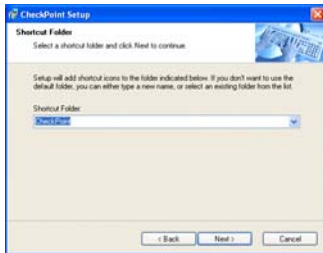
*** Special note on installing with IIS

If you wish to run CheckPoint using an existing installation of IIS, when you get to this screen during the Setup select the Custom option. This will give you the option of not installing the Apache Web Server.

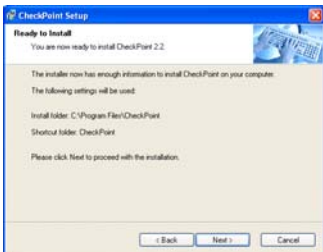
After installation has completed, you will need to configure two virtual paths in your Web Server software. The first path is named **cortex** and should point to **x:\Program Files\CheckPoint\Root\cortex** and the second is named **"cortexex"** and should point to **x:\Program Files\CheckPoint\Root\cortexex**. Be sure to add the two folders as virtual paths under the default web site - not as separate sites by expanding the default web site tree and add the cortex and cortexex folders under that.

For the cortexex **folder** you then need to set Read, Write and Execute permissions. Then you need to go into the cortexex folder and give the **cortex.mdb** file Read, Write, Modify permissions for the iUSR_machinename account.

IMPORTANT: If you are installing on an **IIS6** (or later) web server, you need to select "All Unknown CGI Extensions" under the "Web Service Extensions" section.



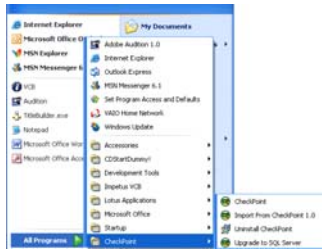
6. The CheckPoint installer will create a shortcut in your Start menu in a folder named CheckPoint by default. To change the suggested shortcut folder click on the drop down arrow and select a different shortcut folder, then click on the Next button to continue.



7. Review the options you have selected if you are happy click on the Next button and CheckPoint V2 will be installed, with any required shortcuts set up in your start menu and on your Desktop.

Installing CheckPoint

Importing data from CheckPoint 1.X



CheckPoint 2 provides the ability to import users, groups and usage data from CheckPoint 1.X

Please note: To import, both applications must reside on the same server.

To import users simply:-

- Start the Import Users from CheckPoint 1.0 application located on the CheckPoint option on the Start menu.
- The Import Users from CheckPoint 1.0 application is in a wizard format so on the first screen you simply read the instructions and click on Next.
- The second screen gives you the option to include usage data. If you wish to include usage data simply tick the box marked import existing usage data and click on Next.
- The final screen shows details of the importing process as it progresses. To start the process, click on the Finish button.
- Once the import process has been completed you will see the message, Please click on the Close button to exit. Click on the Close button.
- The importing process is now complete.

Warning: data and scores will be loaded only from courses supplied by InterAction - if you are running your own courses under 1.X that you have built using VCB, the existing data will need to be archived and reported from 1.X. Personalised training bolted into version 2 will be full tracked from that point onward.

Importing User Data from a comma delimited file

This utility currently under development

Installing CheckPoint

Upgrading to SQL Server 2000

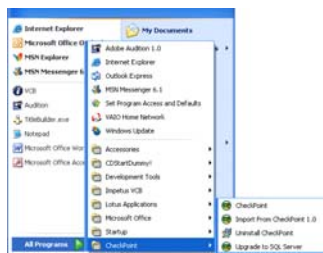
Checkpoint supports the use of SQL Server 2000 as the back end database server.

To upgrade to SQL Server you need to:-

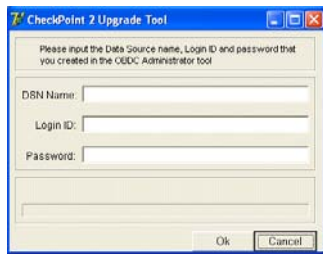
- Create the database in SQL Server.
- Create a system DSN to connect to the database.
- Run the Upgrade to SQL Server application.

If you are not sure how to create the database and system DSN Please contact your Database Administrator.

After the database and system DSN have been created simply:-



- Start the Upgrade to SQL Server application located in the CheckPoint section of the start menu.
- Enter the name of the system DSN you created in the DSN name field.
- Enter the username and password of the account you are using to connect to SQL Server 2000 in the Login ID and Password Fields.
- Click Ok.



- The progress Bar will increase as the tables are created and populated.
- Once finished the Upgrade to SQL Server application will inform you that it has been successful.
- Your upgrade is now complete.

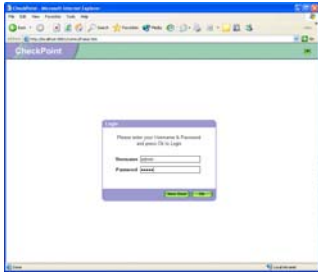
The upgrade to SQL Server application can be run at any time. All data held within the Access database prior to upgrading will be imported.

Launching CheckPoint

Launching Locally

Once CheckPoint has been successfully installed, a shortcut will be placed on both your Start Menu and Desktop. Clicking either of these shortcuts will launch CheckPoint in your default browser.

You can also launch CheckPoint by entering the correct address in your browser's address bar. In a default installation the correct address would be **http://localhost:8001/cortex/index.htm**.



When CheckPoint is successfully launched you will be presented with the login screen.

When installed for the first time, CheckPoint includes a default administration account.

To sign in with this account enter the username **admin**, and the password **admin**.

This account has full access to the CheckPoint administration system. For security reasons, it is recommended that you change this administrator's password to one that you will remember as soon as you start using CheckPoint.

Technical Note

By default the CheckPoint installer configures Apache Web Server to run on port 8001. This is so that it won't conflict with any existing Web Servers running on (the default) port 80.

If you are using your own Web Server instead of Apache you can omit :8001 part from the addresses above. You can also reconfigure Apache to use port 80 (see FAQ's).

Launching Remotely

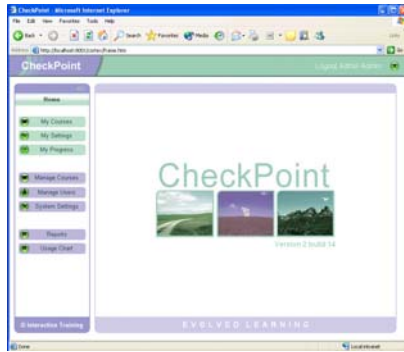
To launch CheckPoint from a remote client machine the process is very similar to launching locally on the server, apart from the first part of the URL, all you need to do is substitute the "localhost" part for the IP address or hostname of the server machine, for example:

Host name
http://myserver:8001/cortex/index.htm

Full domain name
http://www.mysite.com:8001/cortex/index.htm

IP Address
http://192.168.0.1:8001/cortex/index.htm

Installing our Courseware



We also offer Training Titles including the Mastering Series of IT Desktop Training titles and the Ready4Work and Ready2Manage series.

Our courseware is designed to integrate with any AICC based LMS and as such is very simple to install into the CheckPoint V2 environment.

1. Insert the Training Titles CD into the CD-ROM drive and the installer will start automatically.

If the installer does not start automatically when you insert the CD, use Windows Explorer to browse to your CD drive and manually run **Setup.exe**. Once the opening screen for the Setup wizard is displayed, click on the Next button to continue.

To change any options as you progress through the following screens, simply click on the **Back** button to return to previous screens.

2. On the first screen of the Impetus+ installer you are offered a number of deployment options. Select the "Install course(s) to CheckPoint Version 2" option and then click on the Next button.
3. You must read the Licence Agreement and then if you agree to the terms of our License click on the **I agree to the terms of the license agreement** checkbox and then click on the Next button to continue.
4. The installer will now offer you the option of changing the installation path. This path is automatically picked up from your CheckPoint V2 installation so you should not have any reason to change this path. Click on the Next button to continue.
5. Select the course(s) you would like to install and then click on the Next button.
6. Click on the **Install** button to begin the installation.
7. Your selected courses are now installed on the server. **They will need to be imported into CheckPoint before they can be accessed by your end users.**

Installing Courseware

Installing Third-Party AICC Courseware

CheckPoint will launch and track any AICC compatible courseware. The process for importing Third-Party courseware may vary as it is controlled by different content manufacturers. In most cases you can simply follow the instructions provided by the courseware's manufacturer.

The courseware must offer a valid set of AICC Course Structure files (.au, .cst, .crs, .des) – contact your provider for confirmation. You can then simply copy the courseware's files and folders into the "C:\Program Files\CheckPoint\Cortex\Courseware" folder.

Once the required files have been copied across, you can Import them into CheckPoint.

Technical Note

If you have installed AICC content but you are getting a filename not found error when you launch the course from the CheckPoint menu this means that the filename path in the ".au" file is incorrect.

Delete the course from the **Manage Courses** section of CheckPoint. Then follow the instructions below and re-import the courseware.

In order to successfully import some AICC content you may need to edit the ".au" file to reflect the correct paths in CheckPoint. Instructions on editing this file should be provided by the manufacturer with the courseware.

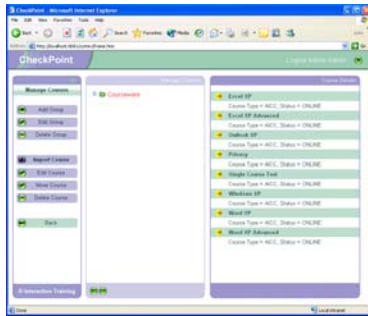
The ".au" file is a comma delimited text file and can be opened using Notepad.

At the top of the file are the headings for the data strings below. You may need to edit the filename entry to match the launch path in checkpoint. In most cases this will mean inserting "../cortex/courseware" at the front of filename.

Some courseware comes with an installer that will ask for the path to the courseware folder in CheckPoint this path will also be "../cortex/courseware".

Importing Courseware

Importing AICC Courseware into CheckPoint



Once you have installed AICC compatible courseware into the "CheckPoint\Cortex\Courseware" folder you need to import the courseware into the CheckPoint database system before it can be made available to end users.

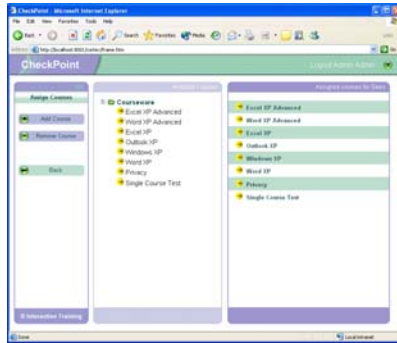
To import courseware follow these steps:

1. Login to CheckPoint with a username that has Administrative privileges (such as our default username: admin, with password: admin).
2. From the left hand toolbar select the **Manage Courses** option.
3. The Manage Courses screen will display any groups you have already created and the courses imported into each group. This allows courses to be applied to users as a group rather than individually. A simple example might be Office XP which would contain titles such as Word XP, Excel XP etc.

To add a new group select a parent group from the group tree (the default group is Courseware) and click on the **Add Group** option. The Add Group page will appear to the right of the screen. Enter your desired group details and click the **Ok** button at the bottom of the page to create the group.

4. Select the group that you would like to Import the courseware into and then click on the **Import Course** option, this will display the Import Course page on the right of the screen.
5. Any courses that are installed but not yet imported into the CheckPoint database system will be listed on this page as available for import. Use a left click to select the courses from the list that you would like to import into the selected group.
6. Click the **Ok** button at the bottom of the **Import Course** Page.
7. The courseware is now installed and ready to be assigned to your CheckPoint users.

Managing Users



Assigning Courseware to Users

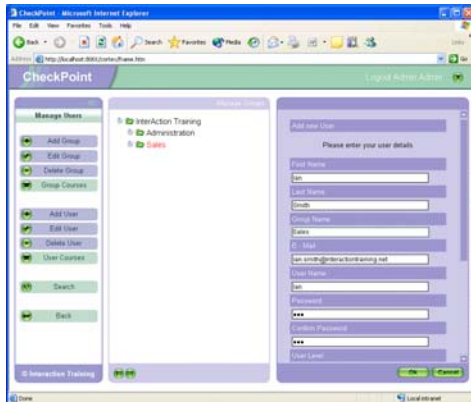
Once the courseware has been imported into CheckPoint you will need to assign the courses to the users you wish to have access to them.

If you have signed on with either Manager or Administrator security privileges, the Navigation Pane will offer access to a range of CheckPoint options that allow you to assign training to the users under your control.

To assign a course(s) to a user follow the instructions below.

1. Login to CheckPoint with a username that has administrative privileges (such as our default username: admin, with password: admin).
2. From the left-hand toolbar select the **Manage Users** option.
3. The Manage Users screen will display any groups you have created and the users created in each group.
4. From the **Manage Groups** tree view, use a left-click to select the group that contains the user you would like to assign titles to. The users contained in the selected group will appear in the list to the right of the screen.
5. Select the user you would like to assign titles to from the right-hand screen.
6. On the toolbar on the left of the screen, select the **User Courses** option. The available courses will be displayed on the left and the courses assigned to the selected user will be displayed on the right.
7. On the left hand pane select the course or group of courses you would like to assign to the user and click the **Add Course** option. The selected course or group of courses will be added to the selected user.
8. When the selected user next logs in to CheckPoint and selects the **My Courses** option they will now have access to the courses that you have assigned them.

Managing Users



Adding Users

By default, CheckPoint allows users to create a user account for themselves by selecting the **New User** option from the login screen and entering their own details. This feature can be turned off by logging in as an administrator and selecting the **System Settings** option and ticking the **Access Control Enabled** button.

Once Access Control is enabled users can only be added by an administrator.

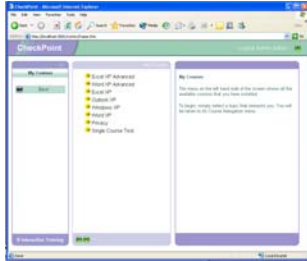
To add a new user, follow the instructions below.

1. Login to CheckPoint with a username that has Administrator or Manager privileges (default username: admin, password: admin).
2. From the left hand toolbar select the **Manage Users** option.
3. From the Manage Groups tree view select (left click) the group that you would like to add a new user to.
4. From the left hand toolbar select the **Add User** option and the Add User page will appear to the right of the screen.
5. In the Add User page enter the details for the New User. At the bottom of the page there is a **User Level** drop down list. The default User Level is **User**. Selecting **Manager** will give the user the ability to modify user options, settings and course options for all users contained in their parent group. Selecting **Administrator** will give the user the same privileges as Managers, but for the entire Group Tree.

Accessing the Training

The interface offers a standard look and feel for both Network and Internet access and has been designed to allow access to the training in the most suitable way for each user's specific training needs. You can open any course and then select any objective, in any order, flexibility that allows the training to be offered as a refresher course, a prerequisite, or as a complete self-contained solution.

The Titles Menu

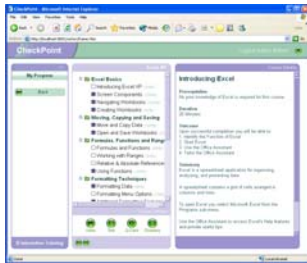


After you sign on, click on the My Titles link in the Navigation Pane and CheckPoint will display the Titles menu which displays all of the courses that have been assigned to you.

Because it is launched inside a Browser Window, you can use the standard Internet Explorer buttons, including the Minimize, Maximize and Exit buttons.

The Navigation Pane on the left of the window displays all of the Impetus tools that are available to you from this menu. The options offered vary depending on your security level and the utility that you are in. New Users that sign on are automatically set to the base level 'User' security and so can only access basic reports on themselves. Only the Training Administrator can upgrade a User's security privilege to Management levels.

The Courses menu



Select a title from the Titles menu and you are taken to the Courses menu. If you wish to return to the Titles menu, simply click on the Back button on the Navigation Pane.

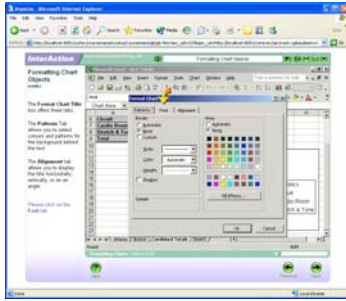
The Courses that are available are listed directly below the title. When you point to a course, it is automatically highlighted and the Prerequisites, Duration, and topics that comprise that course are displayed in the third pane to the right.

We recommend that you study in a series of short focused sessions, perhaps one course at a time. The content of each course builds on earlier studies, so if you are a new user you should sit through the entire title, course by course, and in sequence.

Intermediate and advanced users can click directly on the specific topics of interest in any order to supplement existing knowledge.

You might prefer to click on Pre-Test in the Impetus pane to sit a test on your skills and then direct you straight to the topics of interest by displaying the score for each course in this menu and setting the completion indicators to reflect your strengths and weaknesses (you do not need to cover those courses displaying a solid indicator).

Accessing the Training



The Training Interface

Whether you access a training title from the Home menu, or through the Index, the same training delivery interface will be presented. The application that you are learning does not need to be installed to run the training, because we display a replication of the application in the main pane.

To the left of the Display pane, the “Slide heading” and “Body text” are displayed and below the Body text is the “Action text”, which indicates the action that you need to perform to move to the next screen.

To ensure that you are constantly involved and so motivated to learn, interactive screens average 80% of the tutorial.

Where there is no action text, you simply click on the ‘Next’ button, which is the right pointing arrow in the bottom right hand corner of the screen.

Above the Next button is the Progress Indicator and to its immediate left, is the left pointing arrow, which is the **Previous** button.

Help with Interactions

You will notice as you use the training that the Hint button will start to flash if you have not completed the required interaction after 30 seconds of the screen being displayed.

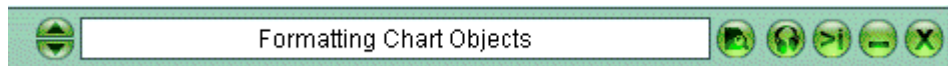
This is simply a reminder that the tool is available in case you are having trouble either understanding or completing what is required.

When you click on the Hint button, we will provide a hint on how to complete the desired interaction. You can then either re-try the Interaction or click on the “CLICK HERE TO SKIP” hot link on the Help pane to move to the next slide.

Of course, in accordance with educational principles, we recommend that you complete the interaction to move forward.

The course name is displayed above the Hint button.

Accessing the Training



1

2

3 4 5 6 7

The bar above the Display Pane offers a series of navigation tools that are offered inside our Application IT range.

The main Topic pane (2) displays the current slide title. To its left are two buttons (1) that allow you to move forward and backward through complete topics inside this course.

The Workbook button (3) allows you to print a personal hard copy of the current topic, perhaps if it is a feature that you know you will be using down the track or simply a function that you tend to forget.

The Audio button (4) allows you to toggle the audio track to on and off, while the Display Control (5) allows users with low resolution screens to set the training into a floating interface.

Buttons (6) and (7) are the Minimize and Exit buttons respectively.

Frequently Asked Questions

Below is a list of frequently asked questions and answers. You should also read through the Readme file on the Installation CD to check for any revisions to these FAQ's.



Q. Is CheckPoint 2 AICC / Scorm compliant?

A. *CheckPoint 2 has been developed to conform to AICC V.3 and will bolt in any AICC 3 content. Our titles also ship with SCORM 1.2 (backward compatible to Scorm 1.1) compliance.*

The SCORM is a collection of specifications adapted from multiple sources to provide a comprehensive suite of e-learning capabilities that enable interoperability, accessibility and reusability of Web-based learning content. To date we have used Scorm and or AICC to bolt our training into a wide variety of LMS's including:

Blackboard (Scorm and AICC)
CheckPoint (AICC)
Docent (AICC)
Kognita (AICC)
Lotus Learning Space (AICC)
Oracle LMS (Scorm)
PLM (Scorm)
THINQ (Scorm)
Virtual Campus (AICC)
WebCT (AICC)

Q. Do I need SQL Server or IIS installed to run CheckPoint?

A. *No, although CheckPoint will work with SQL Server and IIS it will default to using an Access database instead of SQL Server. Apache is by default installed with CheckPoint so IIS is not required.*

Q. Do I need any browser plugins or additional software installed to run CheckPoint?

A. *No. CheckPoint and the courseware require no plugin' to be installed, although Third-Party courseware from other suppliers may require plugins such as Java, Flash or Authorware.*

Q. What are the specific Server and Client requirements?

A. *On the Server CheckPoint requires a Windows Based 32Bit Web Server application that is capable of running CGI scripts. Examples include Internet Information Server (IIS), Personal Web Server (PWS), Apache, and Xitami. All Database processing is performed "Server Side", so CheckPoint only needs to be installed on the server.*

It is very difficult to specify the Server Hardware requirements as a result of the ways that web applications are hosted. You should follow the standard guidelines for the particular Platform you are using, taking into consideration the number of user's that you expect to concurrently access the training as well as the other Web and Windows based tasks that the Server will be running.

A dedicated Server machine is of course preferred, but is certainly not crucial.

For the Client, Impetus requires Internet Explorer version 4 or later. If the client wishes to run Audio or Video, Windows media player will need to be installed. Other than this, there are no "Client Side" requirements.

Q. Can I edit the Apache configuration so that CheckPoint runs from port 80 instead of 8001?

A. Yes. Simply browse to the folder **C:\Program Files\CheckPoint\Apache2\conf** and open the file **httpd.conf** in notepad. Look for an entry saying **Listen 8001** substitute **8001** for your desired port number save the file and reboot your machine.

Q. Can I access my CheckPoint data from outside CheckPoint?

A. Yes, if you have a default installation you can find the CheckPoint database in **C:\Program Files\CheckPoint\Cortex\cortex.mdb**. This is an Access database and can be accessed with Microsoft Office 2000 and later.

Q. How do I install CheckPoint into IIS or another Web Server?

A. When you install CheckPoint select the **Custom** install type and don't select the **Install Apache** option. After installation you will need to configure two virtual paths in your Web Server software. The first path is named **cortex** and should point to **x:\Program Files\CheckPoint\Cortex** and the second is named "**cortexex**" and should point to **x:\Program Files\CheckPoint\Cortexex**.

Q. I have restricted screen resolution (lower than 800x600) will CheckPoint still run?

A. Yes, while CheckPoint is designed for resolutions of 800x600 or greater you can improve its appearance at lower resolutions by going into **System Settings** then **Course Settings** and un-ticking the **Display Info Panels** option.

Q. Will CheckPoint work with Citrix/Terminal Services systems?

A. Yes. CheckPoint will work on Citrix/Terminal Services based systems although sometimes it may be desirable to turn off the **Display Info Panels** options if you are running in restricted screen space (as above).

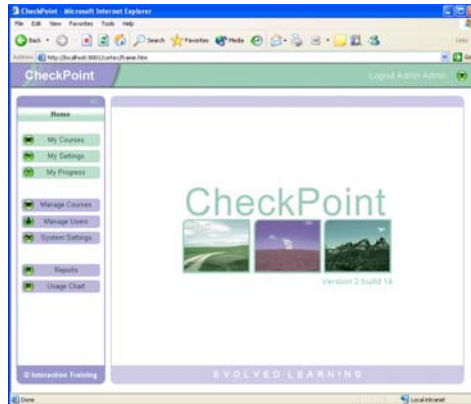
Q. Can I use my company logo on the first screen when you login?

A. Yes. The first page that is displayed is **main1.htm** in the **cortex** folder and the logo is **Splash.jpg** in the **cortex\shellims** folder. Main1.htm can be edited in notepad or a web design package such as FrontPage and Splash.jpg can be edited with most Images editing packages.

Q. What is the average Page Size with or without audio (how much is going over the intranet?)

A. An entire course is basically one page as opposed to a separate page for each slide of content. This means is that the page itself is roughly 50k in size.

As it renders each slide, the content and images required are dynamically pulled from the server so that an entire course will use a roughly 500k including images. This is spread over the entire course. The content is pulled from the server on a slide-by-slide basis, so if we assume that the user completing two slides a minute, then this works out at around 16k of traffic, per minute, per user.



Email: support@interactiontraining.net
InterAction Training Pty Limited
Post Office Box 393
Milsons Point NSW 2061

www.interactiontraining.net
Tel: 61-2-9948-0455

© 2003 InterAction Training Pty. Ltd. All rights reserved.