



Student Administration

Every MantaNow student must have a student profile containing his or her name, Student ID, and password. One student profile (named **student1**) has been created for you. As the designated Training Administrator, you may create any number of additional profiles.

A student profile may have *administrative authority*. In fact, the default profile that you were given has such authority. At sign-on, a user with administrative authority is given the option to "Access the Student Administration functions." You should select this option before you allow other students to sign on.

Update Company Information

The first page you receive (called "Update Company Information") contains your contact information. The email address is what we were told when your account was originally created. Please fill in the rest of the contact information (your name and telephone number) and keep this information up to date. This is the email address we use to tell you about changes that will affect your organization. For example, if we add a course to a combination pack you are using, we will alert you when the course first appears in your main menu.

The other Student Administration functions are divided into four categories, each identified by a tab near the top of the page.

Check Your License Status

This page lists all licenses your organization has purchased and their expiration dates. Most organizations will have a single license for the entire library or a combination package. The display also shows the maximum number of users associated with the license and the number that are currently signed on.

Keep in mind that Manta uses a *concurrent user license*. You may create any number of user profiles and any number of students may take the courses during your license period. Your only restriction is the number who can be taking courses *at the same time*. If you observe that the number of current users is typically the same as the maximum number allowed, you should consider upgrading to a larger maximum. We will notify you automatically when a student of yours cannot gain access because the maximum number of students are currently active.

You can think of each license as a key that unlocks a specified collection of courses. If all your keys are in use, new students trying to access a course will be told to try again later.

A potential problem exists if a student's PC crashes or is powered down before the student exits a session. As far as the Manta server knows, the key is still in use. To avoid keys being tied up forever, the server will automatically release a key if no activity is detected from a student for two hours. If you know that no one is currently signed in from your organization, you can force **ALL** keys for a given license to be returned by selecting the **Reset** button next to the license. Be aware that problems may result if you **Reset** a license that is in active use.

Update Student Information

The "Update Student Information" tab has three subtabs, which let you "Register a New Student," "Remove Students," and "Change a Student's Information."

When you register a new student or change a student's information, you have the option of giving a student administrative authority. We recommend that, as one of your first tasks, create a profile for yourself and give yourself administrative authority. Then repeat the process for a second person who will serve as your backup. Sign off and then sign on using your new profile to verify that you have access to the Student Administration functions. Assuming this works, delete the **student1** profile. Since all Manta customers get a similar profile to start, the name of this profile is easy to guess.

One option you will have when registering a student is the student's initial menu. By default, a student will receive a menu listing all courses for which your organization has a license. Some organizations prefer to restrict students to a subset of the available courses. For example, a company with a license to the entire *IBM i Training Library* may want to keep a new computer operator away from the programming courses. In addition to the default (full) menu, we have supplied you with menus listing the recommended courses for operators, programmers, system administrators, and users. You can also create your own custom menus, which will be discussed shortly.

As with all IT systems, a common problem you will encounter is a student who has forgotten his or her password. There is no way to display an existing password. You can, however, reset a student's password to a new value using the "Change a Student's Information" page. Please keep in mind that while company IDs and student IDs are not case sensitive, passwords **are** case sensitive.

You should also be aware that each student can change his or her password during the signon process.

Create a Custom Menu

Select this tab to create a custom menu. As you have seen, a menu is identified in the profile for a student. A given menu can be created for a single student, or you can create a menu for use by a group of students, such as all operators. By default, the menu creation page is filled in with all Manta series and stand-alone courses that will appear in your organization's default menu. Simply check the box in front of the series or course title to have it included in your new menu. You may also use your mouse to switch the order of the items you selected, dragging them one-at-a-time to their desired position.

Click the box at the bottom of the page to save your menu. All saved menus are listed in the drop-down box near the top of the page.

Create a Report

Select the right-most tab to create a report showing your students' progress. The available reports are divided into three categories: "Student Reports," "Course Reports," and "Exam Reports." The Student Reports let you display the progress of one or more students with respect to completing the courses listed in their menus. You can see what courses they finished and their results on the Competency Exams. The other report types are useful if you are interested in seeing who took a particular course or how everyone did on a specified exam.

Two Student Reports deserve special attention. The "Student Spreadsheet" report contains the same information as the **Detailed Progress Report**, but in a form that you can cut-and-paste into a spreadsheet. This was added at the request of customers whose organizations use a Learning Management System (LMS) to keep track of company-wide training objectives. While the Manta software can be launched from an LMS, we report substantially more information than most LMS software can handle. By giving the information to you in the form of a spreadsheet, you can decide which columns to pass along to the LMS.

The "Active Students" report is useful when a student is locked out of the courseware because all keys are in use. This report lists everyone who the server thinks is currently signed on. If they all claim to have signed off, you will have no problem in resetting the key counts back to zero on the "Check Your License Status" page.

Keep in mind that you can store any report in PDF format by using your browser's *Print* facility to "print" the report in PDF format.

If you have any questions, problems, or suggestions, please do not hesitate to contact Manta technical support at (800) 406-2682 or at support@mantatech.com. Virtually all of the Student Administration functions available were added at the suggestion of existing customers like yourself.