

NATO School's Advanced Distributed Learning (ADL) User Manual



June 2006
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Table of Contents

Getting Started with ADL.....	3
First Step - New account registration:	4
Second Step – Getting Started:	6
Third Step –The Personal Desktop:	7
Fourth Step – Selecting your course from the Repository:.....	8
Fifth Step – Working with the ADL Course:.....	11
Sixth Step – Additional Tools on the PfP LMS powered by ILIAS:.....	16

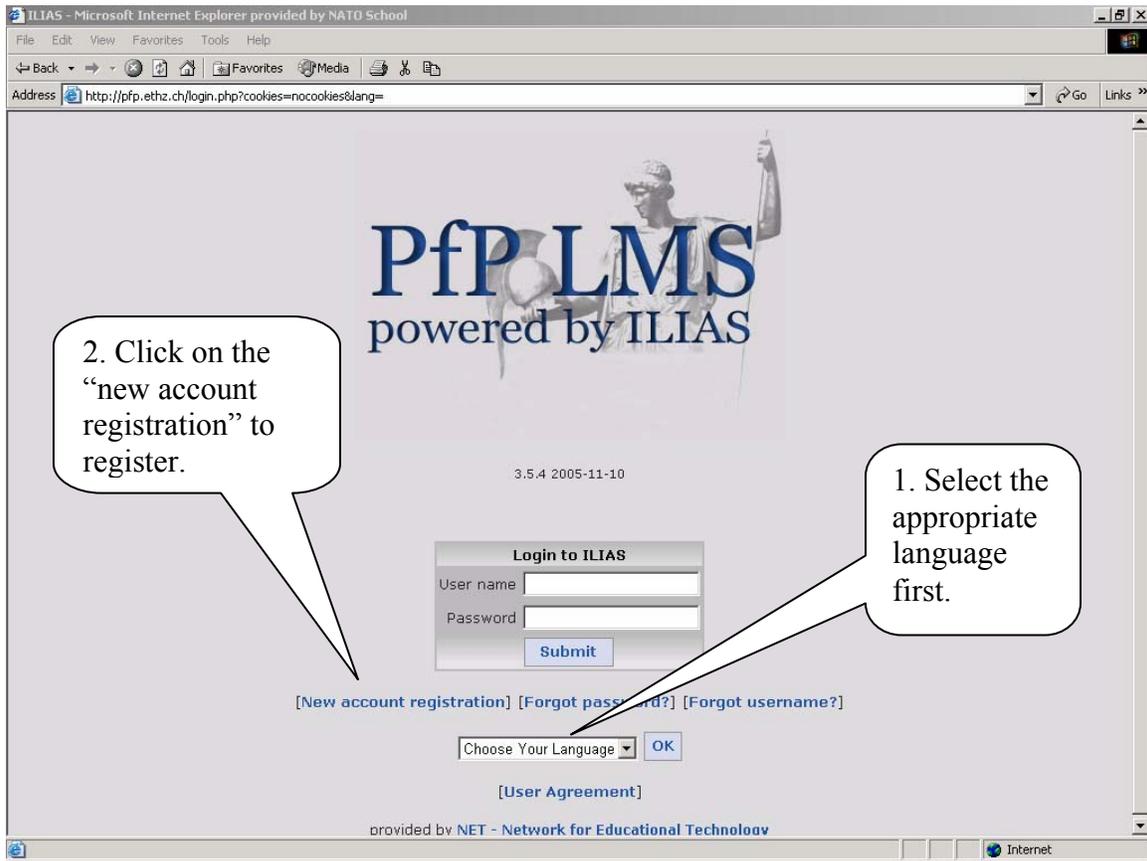
Getting Started with ADL

The following 6 steps will introduce you in the use of ADL courses online. NATO School and its partners (USJFCOM, ISN, NDC, GCSP and others), are offering free online courses on NATO and security related issues.

NATO School is using the Pfp LMS powered by ILIAS on <http://pfp.ethz.ch> to distribute the unclassified courses. The restricted courses are published on <https://www.adllms.cmil.org/pfplms/>. Be aware that it might take up to 48 hours before your registration is approved. You WILL NOT receive a conformation e-mail. Please do not register more than once. Please register under: pfplms103 for NATO School's restricted ADL courses.

All you need to get started is a computer and an internet connection. To view the courses you need to have JAVA plug. For some courses you need Macromedia Flash and the Acrobat Reader to open PDF Files which might be included in the courses. Normally your computer has already the corresponding software and can start immediately, if not you need to download the corresponding browser plug-in or software from the internet.

First Step - New account registration:



1. Select the appropriate language from the login screen menu. The system will automatically switch to the selected language.
Be aware the language translation will apply to the systems interface only; the course content will not change. Most courses are offered in English to reach a broad audience.
2. If you do not have a “User Name” and a “Password” yet, you must register first. Please click on “New account registration” on the button of the login screen. A registration form will open. Please fill in all required information (you have to fill in all boxes with a red star) and click on “Submit”.
Be aware that users are asked to provide a valid email account. User accounts without a valid email account will be periodically removed from the system.

ILIAS - Microsoft Internet Explorer provided by NATO School

Address <http://pfp.ethz.ch/register.php?lang=en>

New account registration

Login data

Login*

Password*

Retype Password*

Personal information

Gender* Female Male

First name*

Last name*

Title

Contact Information

Institution

Department

Street

City, State

Zip Code

Country

Phone, Office

Phone, Home

Done Internet

Please choose your own "Login" and "Password". For future access, please remember them before submit.

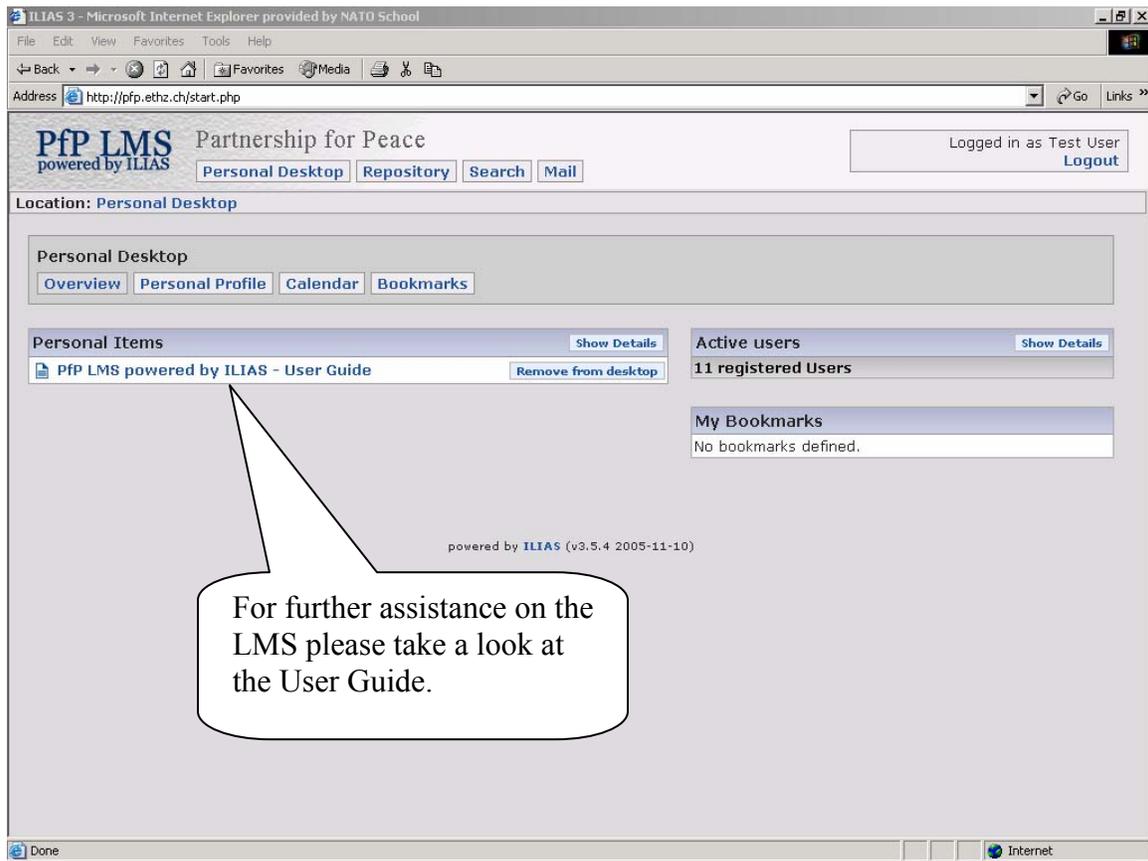
Once you filled in the form and accepted the user agreement, the system will log you on automatically for your first session.

Second Step – Getting Started:

If you have already a login name and a password, insert them in the required fields and click on “Submit”.

If you have forgotten your login name or password click either on “Forgot Password?” or “Forgot Username?” The “Password Assistance” will provide you with the required information on how to proceed.

If you are logged on for the first time you will find your desktop to look like that:



The “User Guide” will offer you “Quick Start Introductions”, as well as an overview on the “Basic Functionality”, of the Learning Management System (LMS). Furthermore, it will introduce you on how to use the LMS most efficiently.

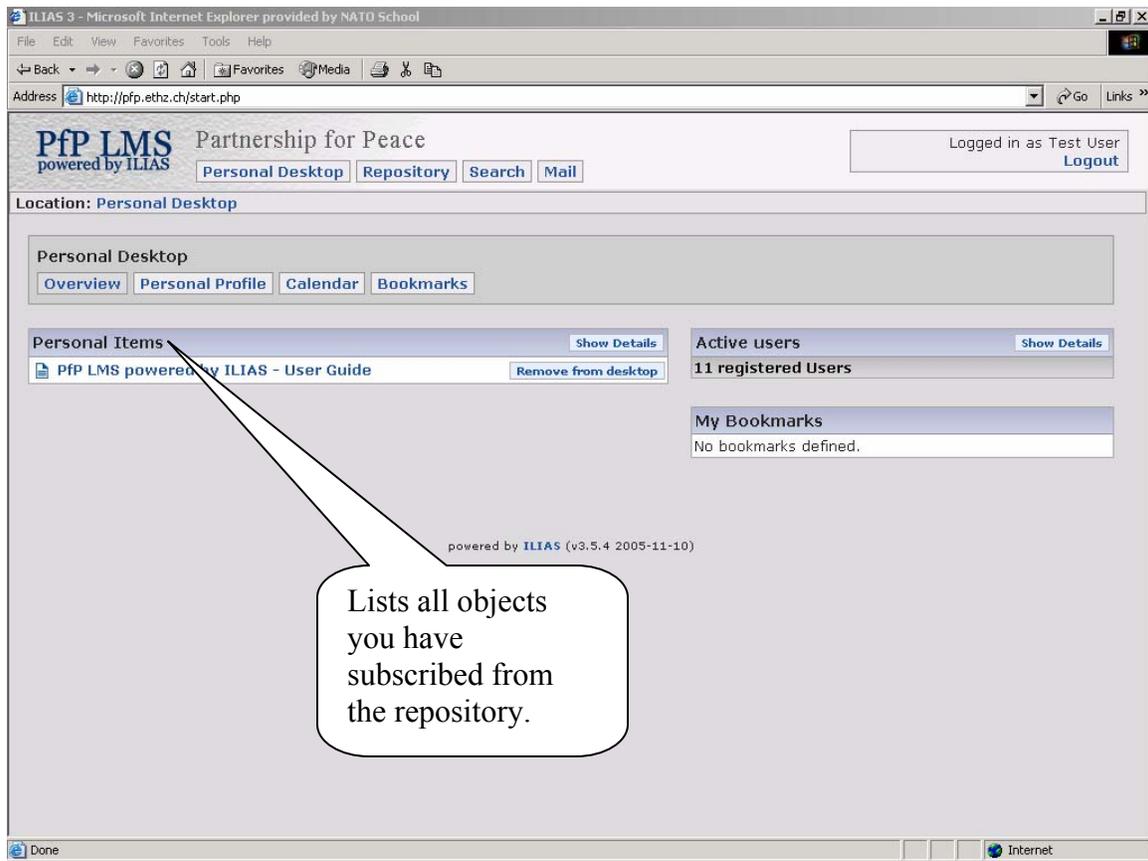
Third Step –The Personal Desktop:

(This is a very comprised introduction to the use of the Personal Desktop, for more in depth information please see the “User Guide”.)

The Personal Desktop is the user's personal home page in ILIAS where she/he finds subscribed learning resources, bookmarks, new mails, personal settings and awareness tools.

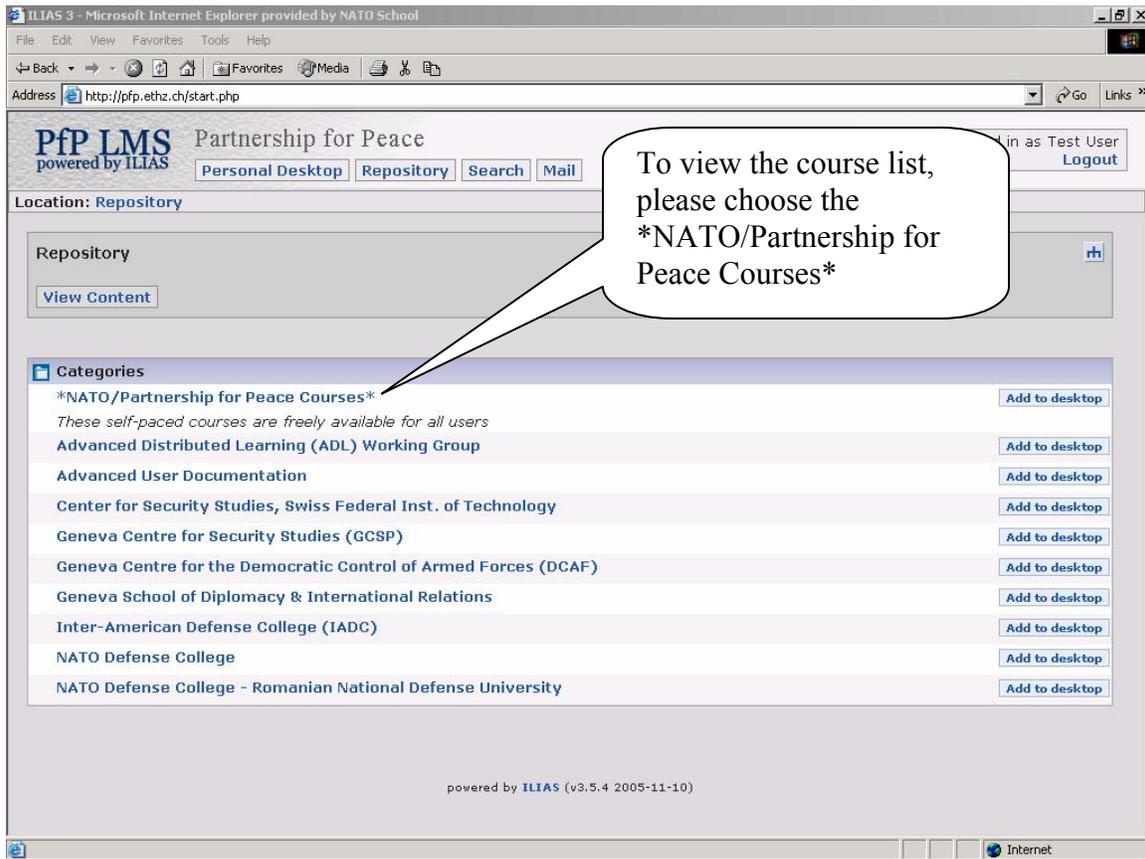
The Personal Desktop consists of the Overview (main page of the desktop), the Personal Profile (to administrate your personal settings), the Calendar and the Bookmark administration.

On the Overview page you find two columns, one for your **Personal Items** that you have chosen from the repository, and one for new **Mails, Users Online** and your **Bookmarks**.

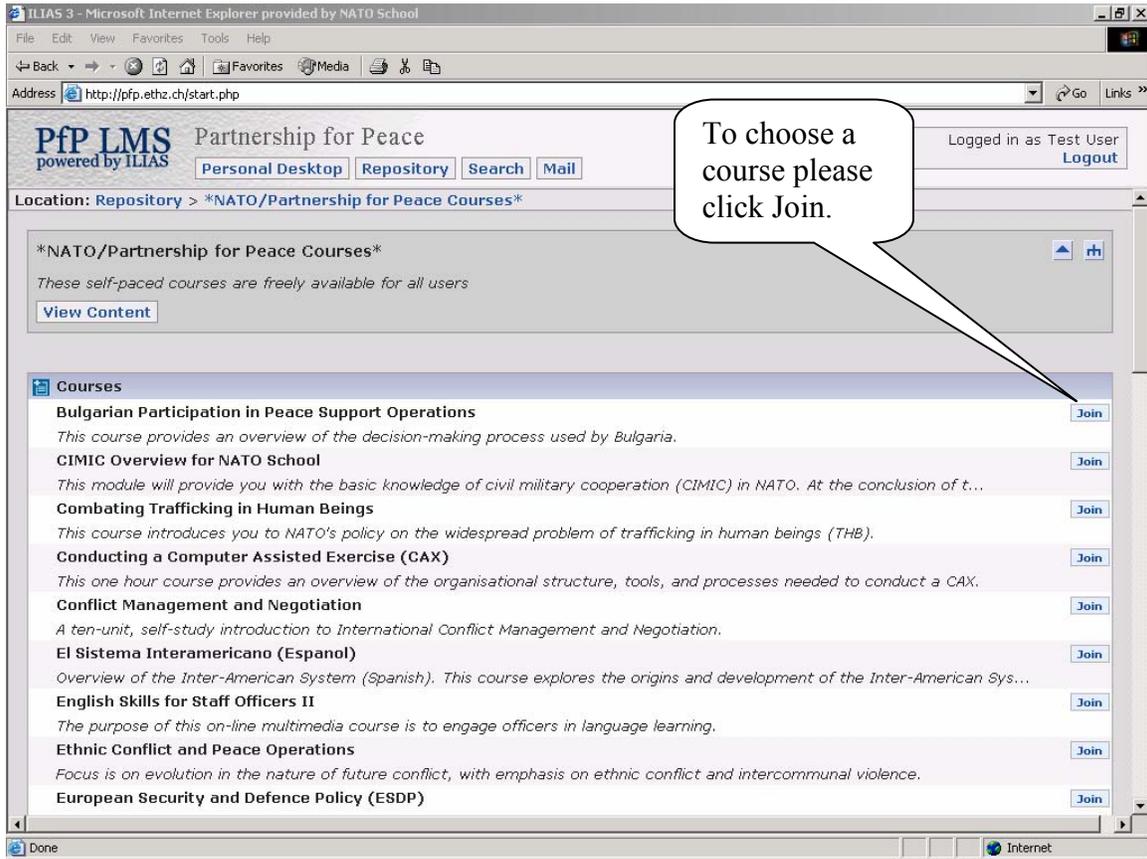


Fourth Step – Selecting your course from the Repository:

1. To choose an ADL course, you have to select it first from the “Repository”, to get there please click “Repository”, to view the different categories. To find NATO School's courses please click on the category “*NATO/Partnership for Peace Course*”, and you will a list with all courses available. To find your course you have to select it from the list (by scrolling down). The courses are in alphabetical order.

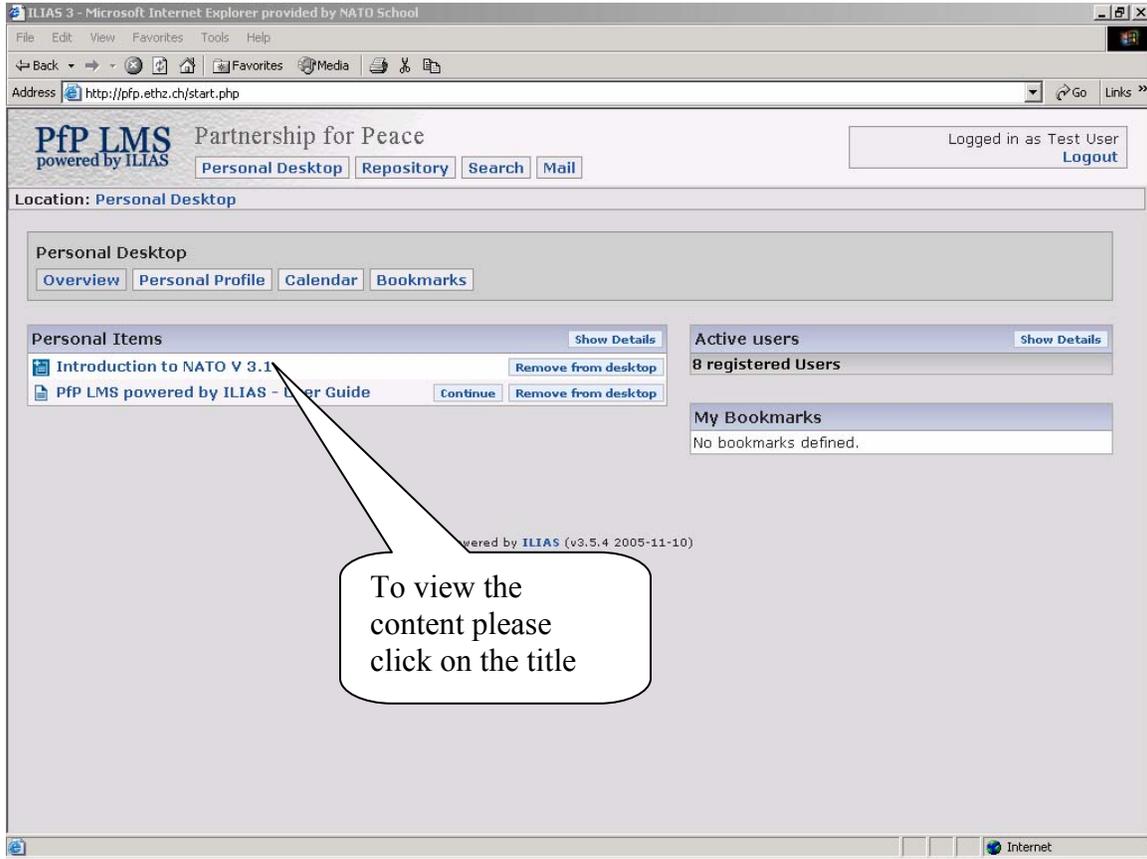


2. Once you have opened the *NATO/Partnership for Peace Courses* you can select the courses of your interest and put them for later review on your personal desktop. Please be aware that the course list is following the alphabetical order; to find your preferred course you need to scroll down to the end of that page.



3. Once you selected a course you will be linked to the Course Registration page. You find all necessary information about the course (the syllabus and registration regulations). Before being able to attend the online course you have to "Register".

4. Once you are registered to a course, that ADL module will be automatically be shown on your Personal Desktop where you can open it by clicking on the Course title.



Fifth Step – Working with the ADL Course:

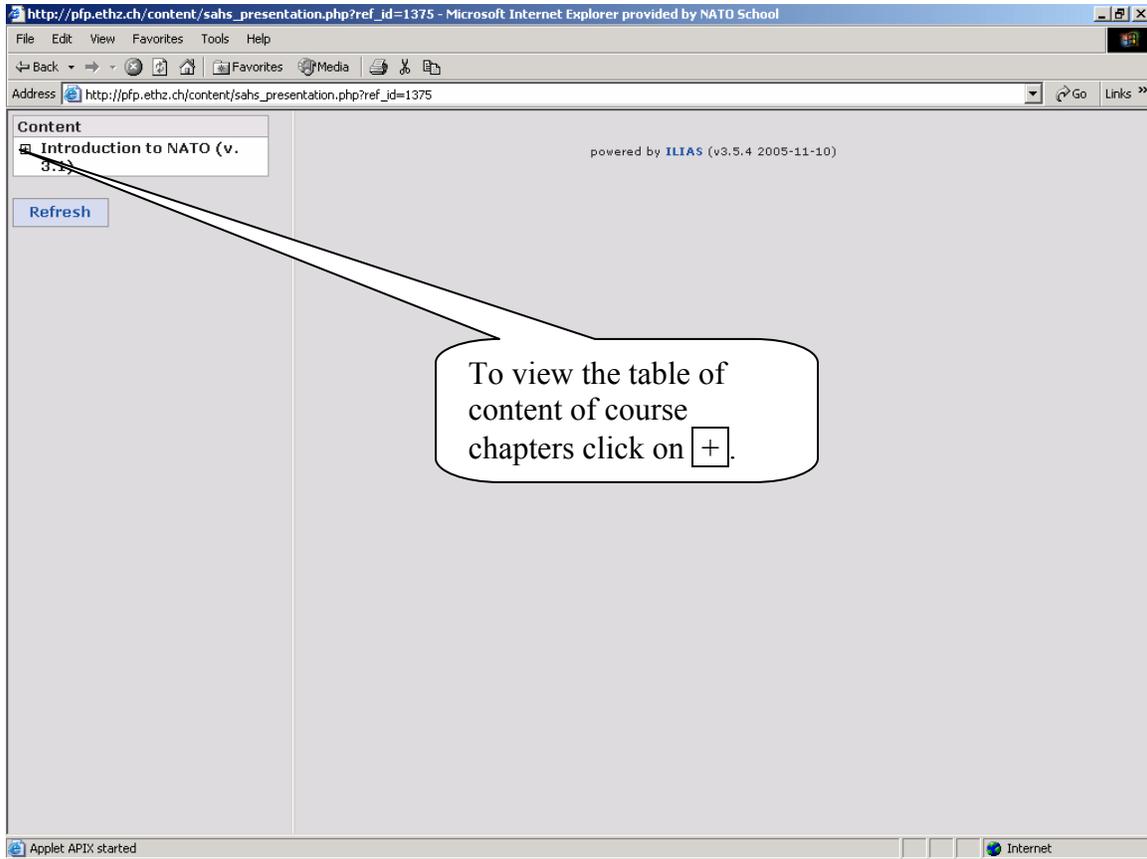
1. Once you choose a course from your Personal Desktop the Course Content will be shown. To view the chapters of the selected course, you have to click again on the course title. You will be forwarded to the course page (it will open automatically in a new window).

The screenshot shows a web browser window displaying the Pfp LMS interface. The page title is 'Introduction to NATO v 3.1'. Below the title, there is a description: 'This course introduces the history, organisational structure and operations of NATO. (Updated Jan 2006)'. There are three buttons: 'View Content', 'Course Details', and 'Unsubscribe'. Below this, there is a section titled 'Course content' with a table listing the course items.

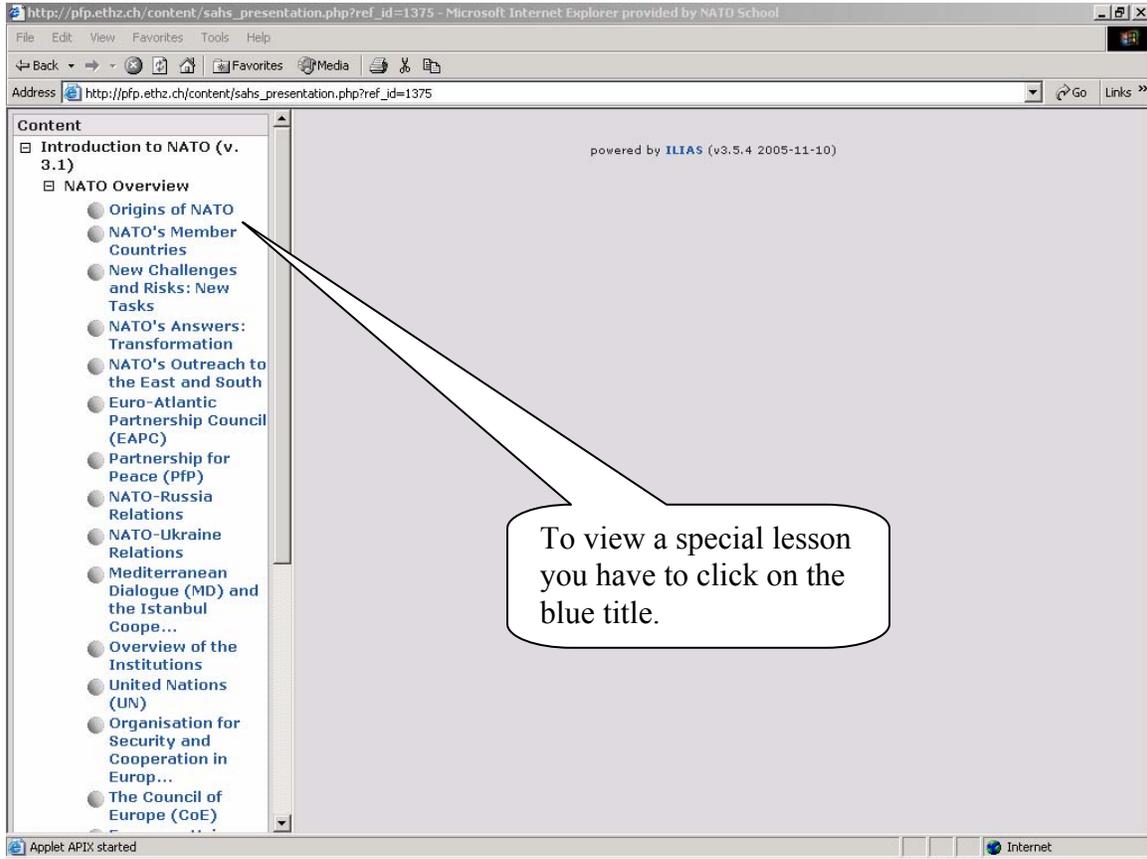
Type	Title	Activation
seo	Introduction to NATO, v.3.1 - New students should take the NEW course. <i>This course introduces the history, organisational structure and current operations of NATO.</i>	Unlimited
seo	Introduction to NATO (v 3.1) - NEW! <i>This course introduces the history, organisational structure and operations of NATO. (Updated January 2006)</i>	Unlimited
	Introduction to NATO (v. 3.1): Glossary <i>Glossary for terms and acronyms used within the course.</i>	Unlimited
	Feedback Survey: Introduction to NATO v 3.1 <i>Please take a moment to submit an evaluation of this course.</i>	Unlimited

A callout box with a pointer to the first two rows of the table contains the text: 'To view the lessons of a course click on the title'.

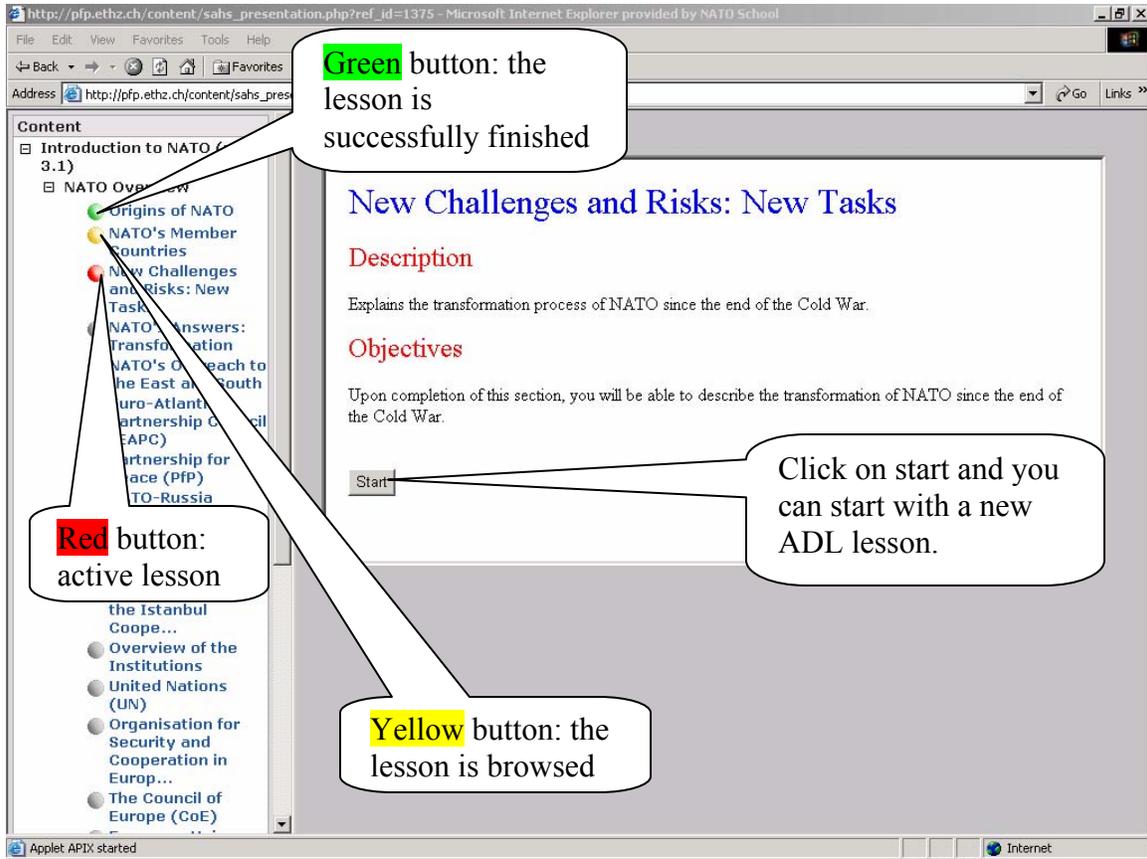
2. After being linked to the course page you can view the table of content or the list of the lessons by clicking on the . Once you clicked on the , the list of the different chapters is visible. You run through the whole course, or select either that lesson where you left at your last ADL session, or choose your special fields of interested – it is recommended, once you join a course for the first time to start from the beginning.



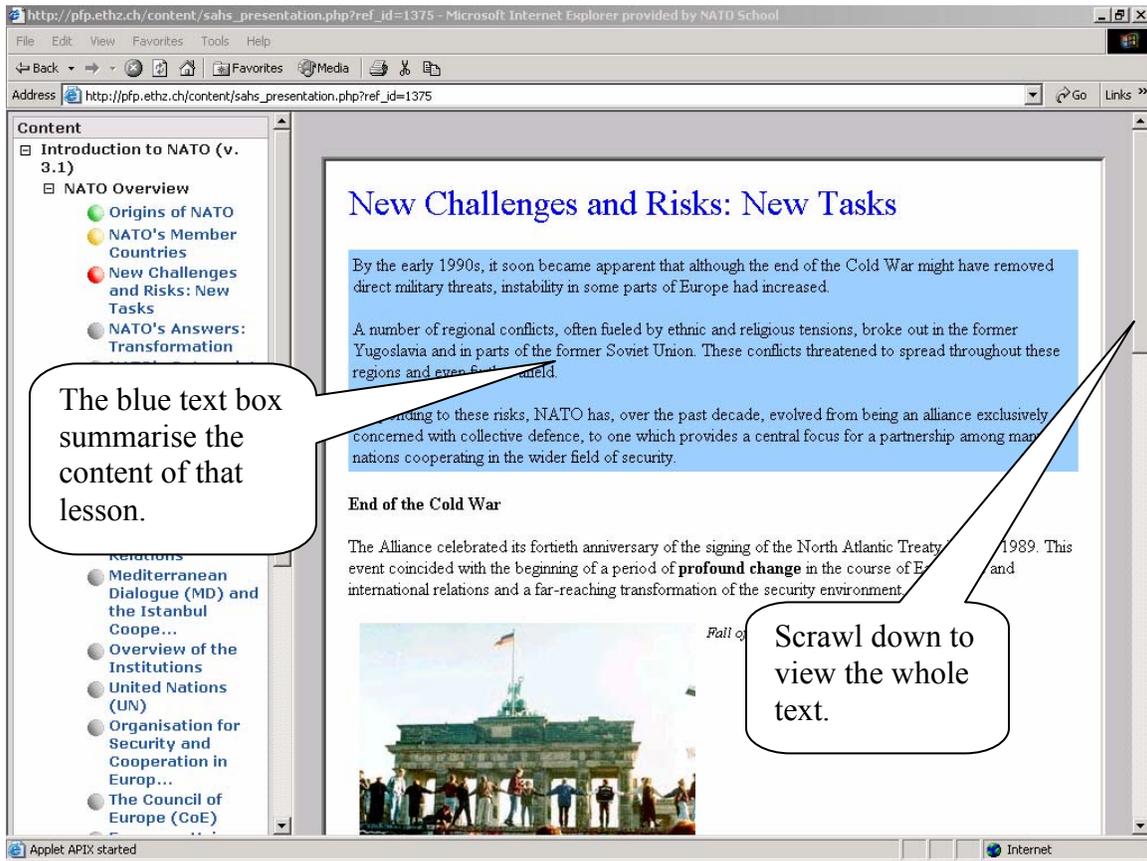
3. After choosing a chapter the various lessons are viewed on the left column of the screen. To open a special lesson you have to click on the title. The content of the course will be shown in the right column.



4. After selecting a lesson the red button next to the lesson title will turn into red, once you have skipped that lessons this button will turn yellow. Once you successfully concluded that lesson the button turns into green. That will help you to keep track of your success once you login on the PFP LMS again.
The content of the lesson is visible in the right column. You will first get a short description of the lesson and an outline of the objectives. To start with the lesson you have to click Start.



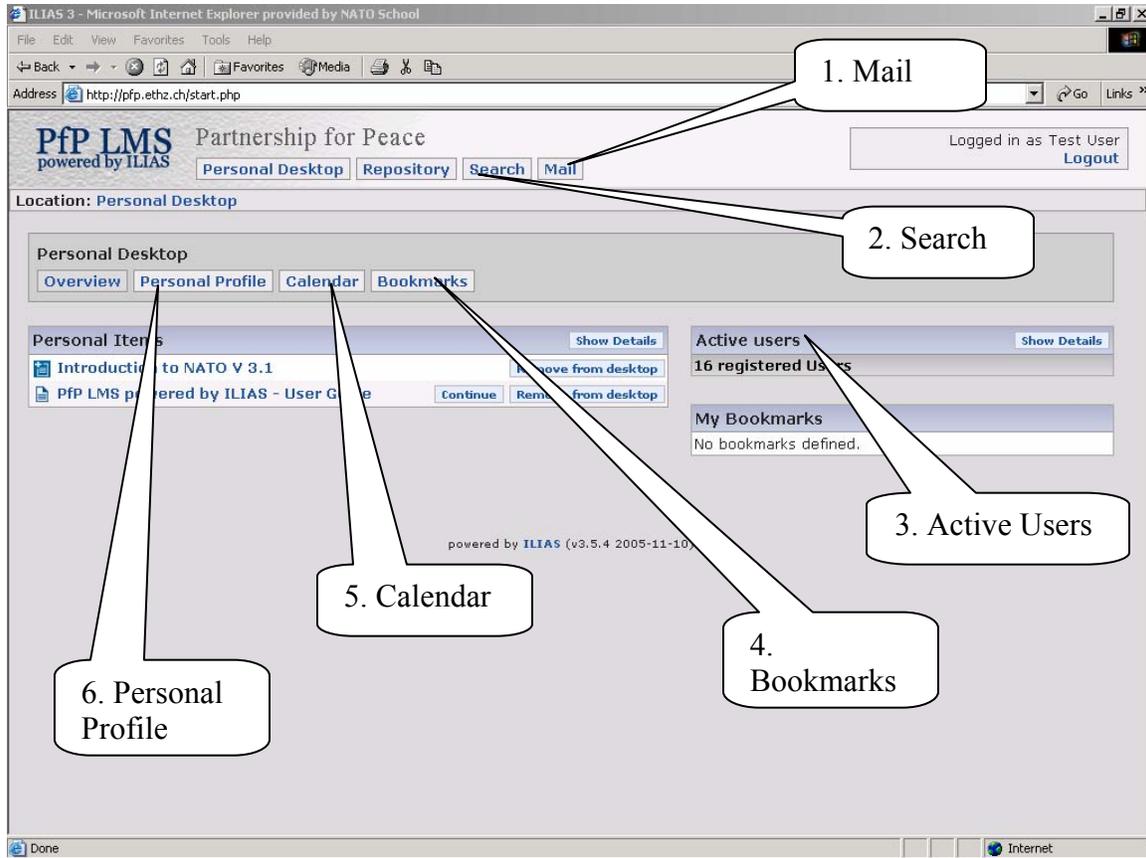
- The lessons are visible in on the right column. Depending on the ADL course you choose there might be videos, interactive maps, internet links and exercises within one lesson. Once you finished concluded a lesson successfully you should continue with the next one, till a chapter, and finally the whole ADL course is finished.



Sixth Step – Additional Tools on the Pfp LMS powered by ILIAS:

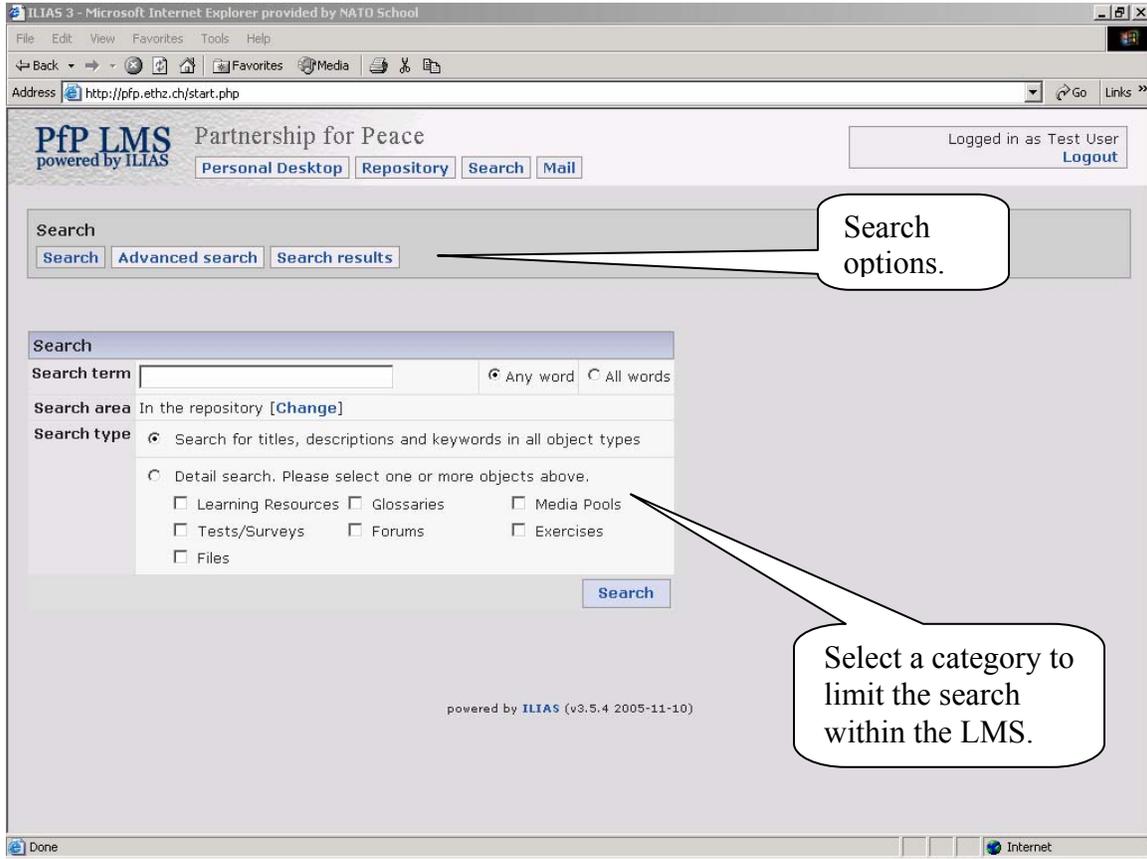
Besides offering ADL courses, the Pfp LMS is supporting some others tools to facilitate the use of the website.

If you want more information on that please read through the “User Guide”, which is available in the Pfp LMS.



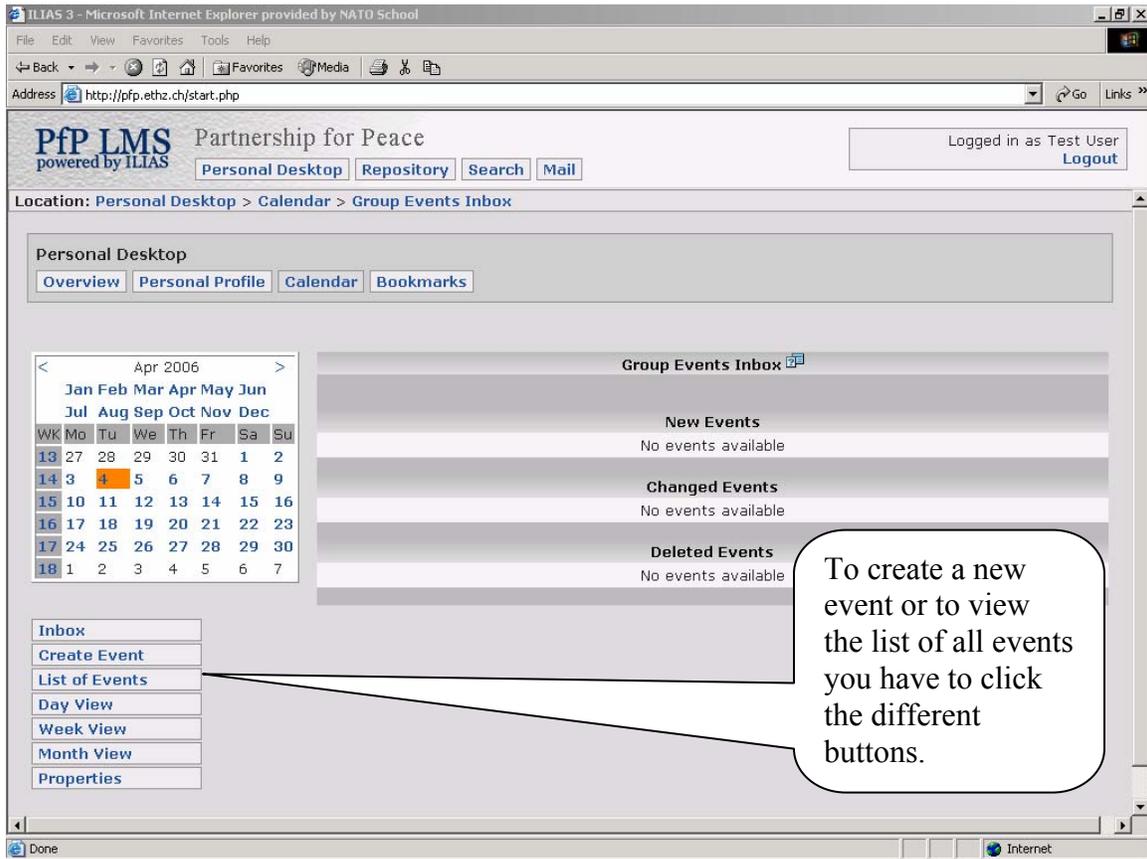
1. Mail: The Pfp LMS is supporting a mail function which allows the user to receive and send mails from his Pfp LMS account to get in contact with other users.

2. Search: This function should help the user to find all related information to a special topic. Within the search function the user can choose which categories should be included into the search.

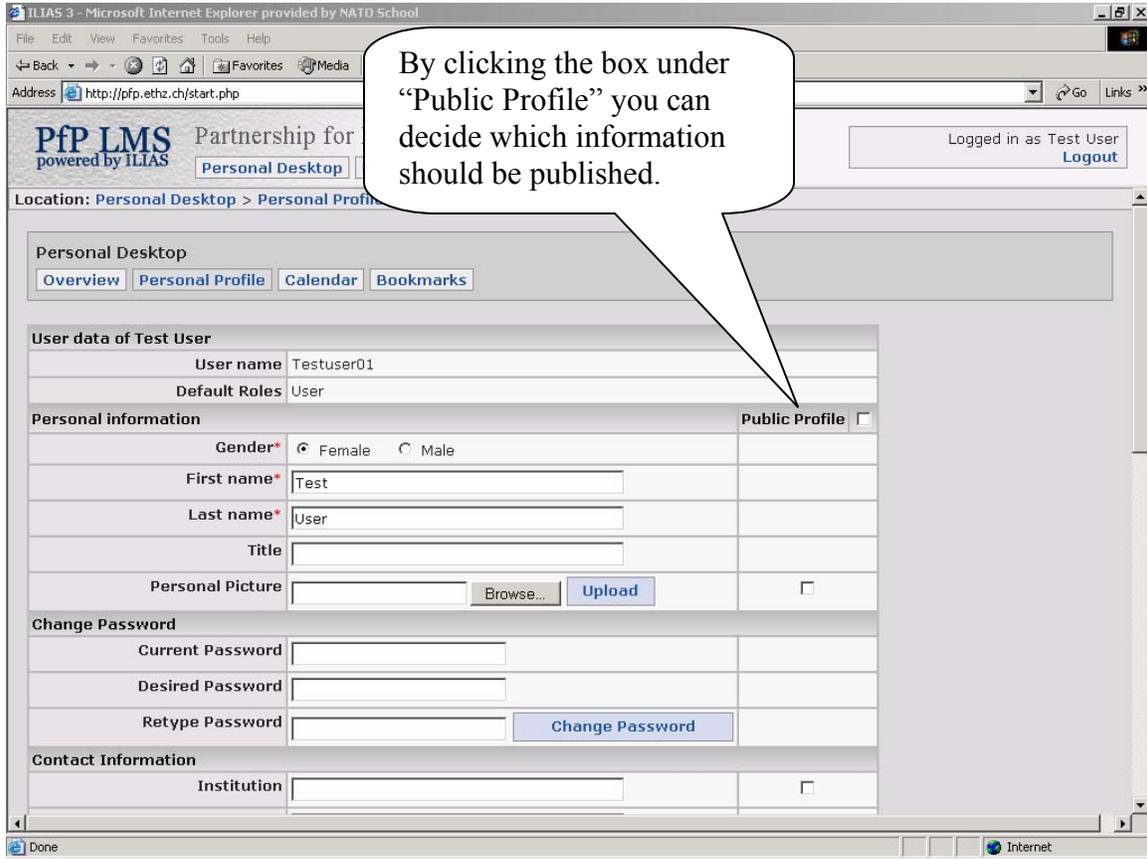


3. Active Users: This list shows you how many registered users and visitors are online at the time being. By clicking on "Show Details", you can see who the registered users are. For every user you find the related user name, the full name, the time he or she is online and probably a picture (thumbnail) and a link to his or hers profile (click "Profile"). If you want to contact a registered user, click on "Mail" to write her or him a message

4. **Bookmarks:** You can add bookmark folders to your bookmark list to order bookmarks in a thematic way, e.g. all bookmarks to interesting websites about eLearning. Bookmark folders can have bookmarks and folders as content. These bookmarks are stored on the ILIAS server and unlike the ones of your browser available everywhere.
5. **Calendar:** This function allows you to keep track of events, related either to your group or to all users.



6. Personal Profile: In this section you can administrate your personal settings like your public profile, your password, contact information and settings. You have entered most of the information in this setting when you registered.



If you have any further questions on NATO School's ADL programme please contact:

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