

# Administration Guide

*Version 4.8.4.45*



For Microsoft SharePoint Server

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# 1 GLOBAL OPTIONS

## 1.1 Global Features

If you wish to provide your end-users help file in your native language, it is possible to override the help files at **Central Administration > Application Management > SharePoint LMS > Global Features > Location of Help Files** section:

**Location of Help Files**

ex: `http://yourserver/help` Leave this field blank to use local help files

URL:

Allow override this option?

Yes  No

It is possible to configure URL prefix for creation of new courses, so that all new courses will be created using the specified managed path. To set it go to **Central Administration > Application Management > SharePoint LMS > Global Features > Managed Path for Course Creation** and enable the option selecting 'Yes' radio button. Then select from the dropdown lists prefixes to be assigned to all newly created courses:

**Managed Path For Course Creation**

Select the location at which to create courses. This should be a wildcard inclusion managed path defined on the web application. If option is not enabled user can choose any managed path on the course creation page.

Existing courses will not be affected.

Specify URL prefix?

Yes  No

`http://sp2013-iwa`

For host-named courses:

`http://<host header>`

It is also possible to hide the course delete option from the organization's course list to prevent users from deleting courses accidentally at **Central Administration > Application Management > SharePoint LMS > Global Features > Hide course delete option** (once courses deleted there is no way to restore course site collections except from the backup):

**Hide course delete option**

Hide course deletion option from course context menu inside the course list

Hide course delete option?

Yes  No

Allow override this option?

Yes  No

If you allow overriding this option this means that an organization admin will have the choice whether he wants to hide it on the Organization level or not.

In the '**Global Options**' section you may enable/disable course options (which means they will not be visible during course creation) and also allow to override such choice at the organization level:

Global options

Options:

- All
- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Learning Module
- SCORM/AICC
- Quizzes
- Assignments
- Drop Box
- Attendance
- Conference
- Grade Book
- Help
- Tracking
- Reports
- Wiki Page Library
- Seating Chart
- Staff
- Roster
- Learners & Groups

**NOTE:** If you disable a feature on the organization level during "Organization edit" operation, it will not be deleted on a course level, and all the tool information (including tool web parts) will remain;  
 If you disable a feature on a course level, all the tool information (including tool web parts) will be deleted.

The other global options include:

<p><b>Hide Site Contents for Learners</b> Specify whether a learner has access to Site Contents page.</p>	<p>Hide Site Contents for learners?  <input checked="" type="radio"/> Yes   <input type="radio"/> No</p> <p>Allow override this option?  <input type="radio"/> Yes   <input checked="" type="radio"/> No</p>
<p>Hide "Navigate Up" menu in breadcrumbs</p>	<p>Hide "Navigate Up" menu in breadcrumbs?  <input type="radio"/> Yes   <input checked="" type="radio"/> No</p>
<p>Reports options</p>	<p>Options:  <input type="checkbox"/> <input type="checkbox"/> Show all courses (including unpublished)  <input type="checkbox"/> <input type="checkbox"/> Only show courses which are managed by the course teacher</p>
<p>Additional Options Choose additional options for organization</p>	<p>Options:  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Course Flow  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Course Wizard</p>
<p>LMS Database Please specify database settings to allow LMS to store information like tracking and usage history e.t.c.</p>	<p>Database Server  <input type="text" value="srv-sql2016"/></p> <p>Database Name  <input type="text" value="SP2016_80_lms_tracking"/></p> <p>Database authentication  <input checked="" type="radio"/> Windows authentication (recommended)  <input type="radio"/> SQL authentication  Account  <input type="text"/>  Password  <input type="text"/></p>

- *Hide Site Contents for Learners* – select whether Site Contents page will be available for learners;
- *Hide "Navigate Up" menu in breadcrumbs* – select whether "Navigate Up" menu will be available in breadcrumbs on courses pages;
- *Reports Options* - select whether all courses (incl. unpublished) will be available for generating reports in the global Reports on organization, and whether course teachers can generate reports for their own managed courses only.
- *Additional Options* – includes 'Course Flow' and 'Course Wizard' options which provide ability to make up course flows from separate courses and additional functionality during creating course from template on organization (like upload new template or advanced search among existing ones).

- *LMS Database* – specify database settings to allow SharePoint LMS to store information;

**Profile Settings**  
Profile fields that will show in specified features

**Profile properties to show:**

Parent Access	Roster	Staff	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Id
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Active Directory Id
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Account name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phonetic First Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phonetic Last Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phonetic Display Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Department
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Department
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manager
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	About me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal site
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Picture
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quick links
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Web site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public site redirect

- *Profile Settings* – select what profile fields you want to show in SharePoint LMS tools like Staff and Roster.

There is also the **Other Configuration Settings** section in **Global features** which is responsible for the following configuration options:

**Other Configuration Settings**

Recurring assignment's opening dates limit:

Recurring task's generation limit:

Group members count

- *Recurring assignment's opening dates limit* – this setting is used when a recurring assignment is added to a learning module. The number defined here limits the number of entries for opening dates that a user will see in a learning module item's form. The default value is 30 (the value must be from 1 to 365);
- *Recurring task's generation limit* – this setting is used when a recurring assignment is configured to 'Show tasks now' to allow learners preview the task before the opening date. In this case tasks are only generated from current date plus the number of days defined here. The default value is 30 (the value must be from 1 to 365);
- *Group members count* – this number is checked when a group or all domain users are added to course Learner group. In case members' count overflows this number a user is shown a warning and has to confirm it's OK to add them to Learners. The default value is 100 (the value must be from 1 to 100000);

**Office 365 Settings**

Enable intagration with Office 365?  
 Yes  No

**Lync Integration Settings**  
 These settings are used to access the web service which handles conference scheduling.

Lync web service root site url

Account

Password

Leave Account and Password empty to access to the web service under the web application pool account.

- *Office 365 Settings* – enable or disable integration with Office 365. See [section 11](#) for more details on Office 365 integration;
- *Lync Integration settings* – specify settings for the service which handles conference scheduling. See [section 1.3](#) for more details on configuring conference feature.



## 1.2 Configuring an Anti-plagiarism System

After configuring the access to the anti-plagiarism tool, SharePoint LMS provides automatic plagiarism control of the uploaded documents from **Assignments** section or documents manually uploaded to SharePoint LMS.

In SharePoint LMS you have a choice of 2 anti-plagiarism systems: *Ephoru* and *Urkund*. You select a system while configuring the [Global Features](#).

To choose a system, do the following:

- 1) Go to **Central Administration > Application Management > SharePoint LMS > Global Features**, and find the **Setup plagiarism checking service** section:

Setup plagiarism checking service

Enable Plagiarism Control?  
 Yes  No

Allow override this option?  
 Yes  No

- 2) Specify the settings:

- *Allow override this option* – define whether you want the **Setup Plagiarism Checking Service** section to be available in the **Organization Features** window in the **Settings > Site Settings** menu;
- *Enable Plagiarism Control* – Select *Yes* to enable the anti-plagiarism control option. After it is on, the new fields will appear;
- *Service* – select an anti-plagiarism system from the drop-down list and specify the settings relevant for the selected system;
- *Key* – type the key you've been provided.

**NOTE:** A key to the anti-plagiarism system is provided depending on the service the user is subscribed to. The key is not included into the SharePoint LMS license agreement and has to be purchased through a third party company, i.e. **Ephorus** (after purchasing a license you will be sent a handin code, which, in turn, needs to be entered here in the **Key** section).

- **Urkund** – complete the **Urkund e-mail address** field as documents are uploaded to the service by being sent to a special *Urkund* e-mail. The request is sent via the site owner's address; however, if it's missing, the address specified in the Outgoing Email settings is used instead. It is recommended to inform the service specialists about your email server IP or the domain which your documents will be submitted from. Once the plagiarism checking process is finished, *Urkund* sends you the notification. Remember to check your Spam box as letters from *Urkund* may be marked as SPAM.

According to the license agreement results, reports are provided within 24 hours; however, normally it takes 4-8 hours:

Setup plagiarism checking service

Enable Plagiarism Control?  
 Yes  No

Service  
 Urkund ▼

Urkund e-mail address

Submitter Email



Account

Password  
 👁

Allow override this option?  
 Yes  No

- **Ephorus** – specify the information on the database where the documents will be stored:

**NOTE:** It's also necessary to have Ephorus support set <http://service.sharepointlms.com/Ephorus.aspx> as the callback URL for your (customer's) handin code. Some features can't be configured by user manually. It's meant that you need to contact Ephorus support to activate or change some settings:

ID	Handin code	Version	Edit
01	(Accepted) handin code 01		
02	(Accepted) handin code 02	Version 3 http://service.sharepointlms.com/Ephorus.aspx	

Setup plagiarism checking service

Enable Plagiarism Control?  
 Yes  No

Service  
 Ephorus ▾

Key:  
 qwerasdf

[Database settings](#)

Database Server  
 SRV-SQLLAB\SPD

Database Name  
 ephorus

Database authentication  
 Windows authentication (recommended)  
 SQL authentication

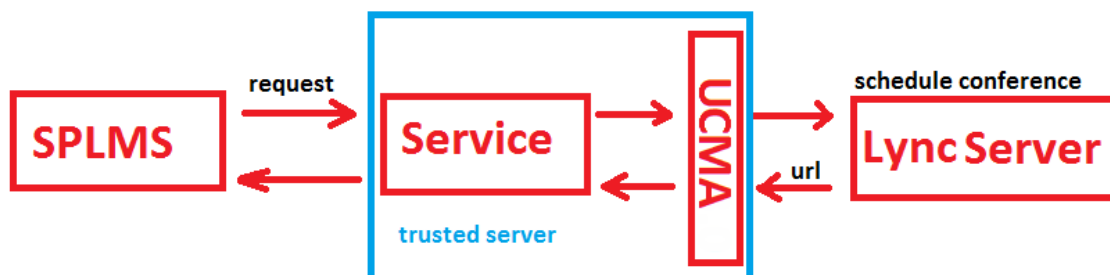
Account

Password

3) Click **OK** to save the settings.

### 1.3 Conference Feature Set Up

The conference course tool allows scheduling and conducting online meetings. The scheme of communication between SharePoint LMS and Lync Server is shown below:



**NOTE:** Integration does not support LYNC in the cloud, just on premises server setup.

To configure integration of LYNC 2013 or LYNC 2010 with SharePoint LMS, do the following:

1. Configure LYNC 2013 or LYNC 2010, and generate SSL Certificate (communication with other applications and servers requires a certificate);
2. Download and install UCMA;

**NOTE:** The web service that will need to be configured for integration is based on UCMA runtime. Use [UCMA 4.0](#) if you're integrating with LYNC 2013. Use [UCMA 3.0](#) if you're integrating with LYNC 2010 or both LYNC 2010/2013.





3. Deploy site with the Lync Service. The service should be available from SharePoint LMS. The implementation is based on web service that represents UCMA application and provides communication between LYNC Server and SharePointLMS

- *Example:* sup.elearningforce.com

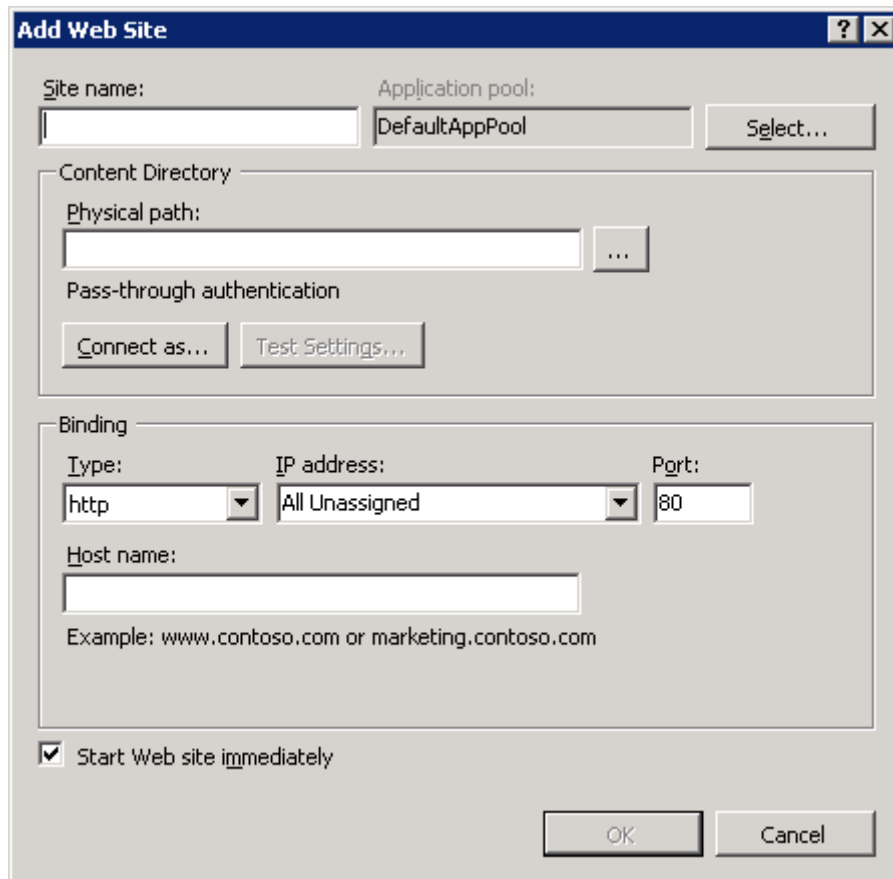
The service is supplied separately from SharePoint LMS.

Current version of the service supposes working with http protocol with Windows authorization.

LYNC Service is a .zip archive with files:

Name ^	Date modif
 bin	23.04.2011
 ConferenceService.svc	13.03.2011
 Global.asax	17.03.2011
 Web.config	23.04.2011

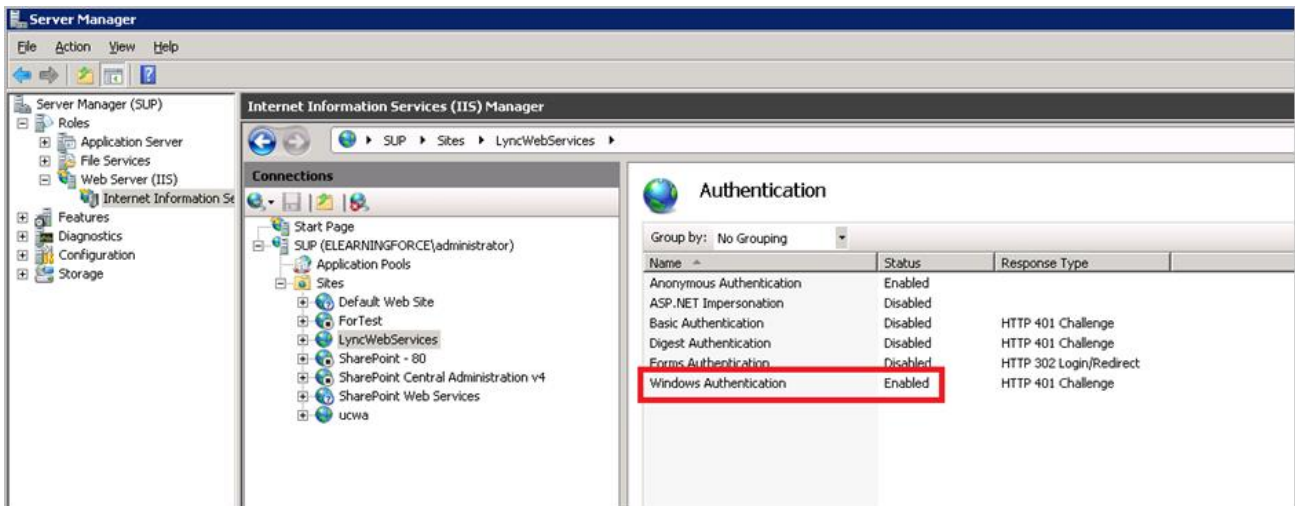
Go to IIS. -> Sites ->Add Web Site:



- Fill Site name;
  - *Example: LyncWebServices*
- Select physical path to folder with the Lync Service files;
- Select application pool;
- Click Ok.

**NOTE:** Recommendations for the application pool account:  
 For a UCMA application to function properly, it should be run in the context of an account that is a member of the RTCComponentsUniversalServices group in Active Directory. The recommended approach is to add the computer account to this group, and then run the UCMA application as a Network Service. Alternatively, you can create a new Active Directory identity for the UCMA application, and add it to the RTCComponentsUniversalServices group.

4. Enable Windows Authentication mode:



**NOTE:** Other settings depend on customer's wish.

- Configure SPLMS settings to access the LYNC Service.  
Go to Global features >LYNC Integration Settings and set authentication parameters for the Service.

- Example:*

**Lync Integration Settings**

These settings are used to access the web service which handles conference scheduling.

Lync web service root site url

Account

Password

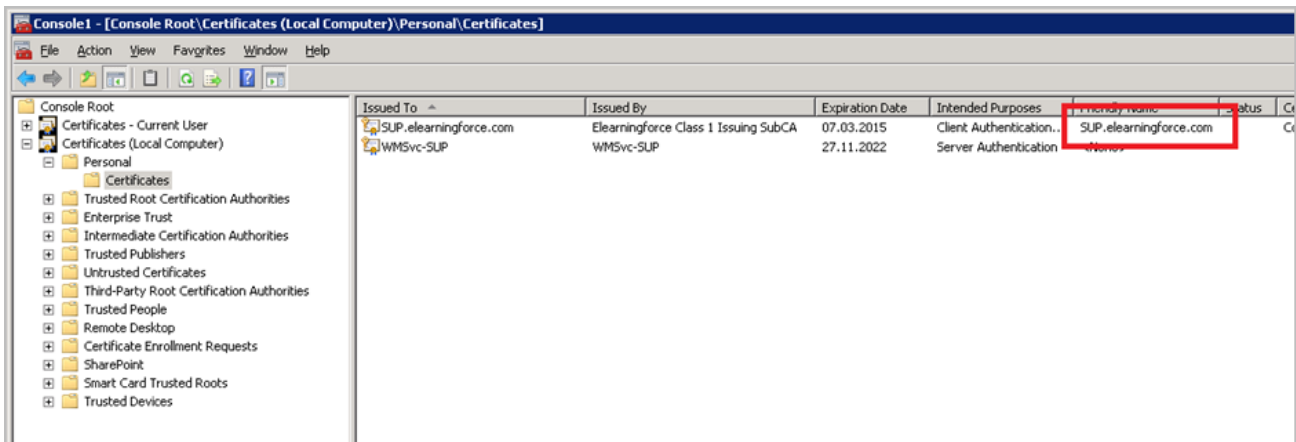
Leave Account and Password empty to access to the web service under the web application pool account.

- LYNC web service root site url – enter path to the Service ( in our example it is sup.elearningforce.com);
- Account – specify account that has access to the Service;
- Password – type the account password.

- In the web.config of the Service provide the friendly name of the certificate that should be used to communicate with the Lync server.  
If the application is using mutual transport - layer security (TLS) it must have adequate permissions to access the certificate in the local computer certificate store that it will use to

authenticate with LYNC Server. You can confirm this by right - clicking on the certificate in the Certificates management console and selecting All Tasks ⇔ Manage Private Keys.

- Example:



Web.config:

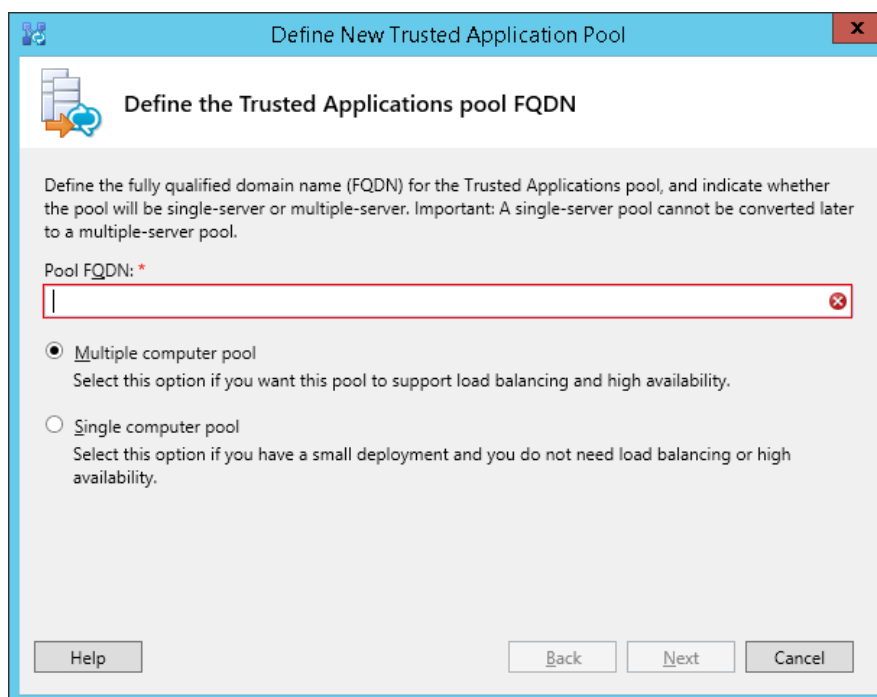
```
<!-- Provide the friendly name of the certificate that should be used to communicate with the server. -->
<!-- The sample looks for a matching cert in the LocalComputer/Personal store. -->
<add key="CertificateFriendlyName" value="SUP.elearningforce.com"/>
```

7. Configure Service to work with LYNC server. Perform the following actions:

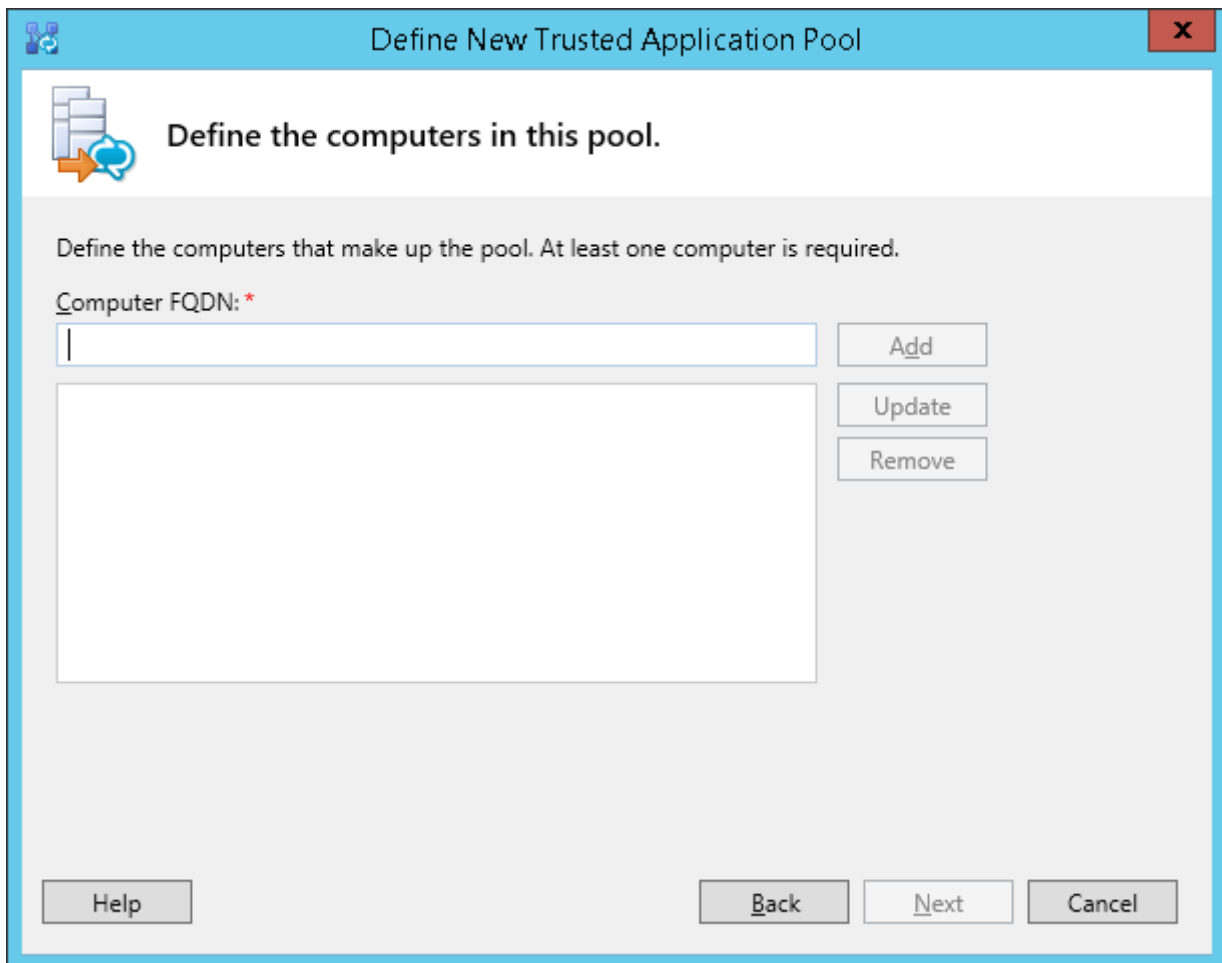
**Create new Trusted Application pool:**

Start the LYNC server Topology Builder -> LYNC server -> Trusted application servers->Actions->New Trusted application Pool.

- Type the Pool FNDQ and click Next
  - Example: sharepoint2013-int.elearningforce.com



- Type the Computer FQDN and click Next
  - *Example: sup.elearningforce.com*



Define New Trusted Application Pool

### Define the computers in this pool.

Define the computers that make up the pool. At least one computer is required.

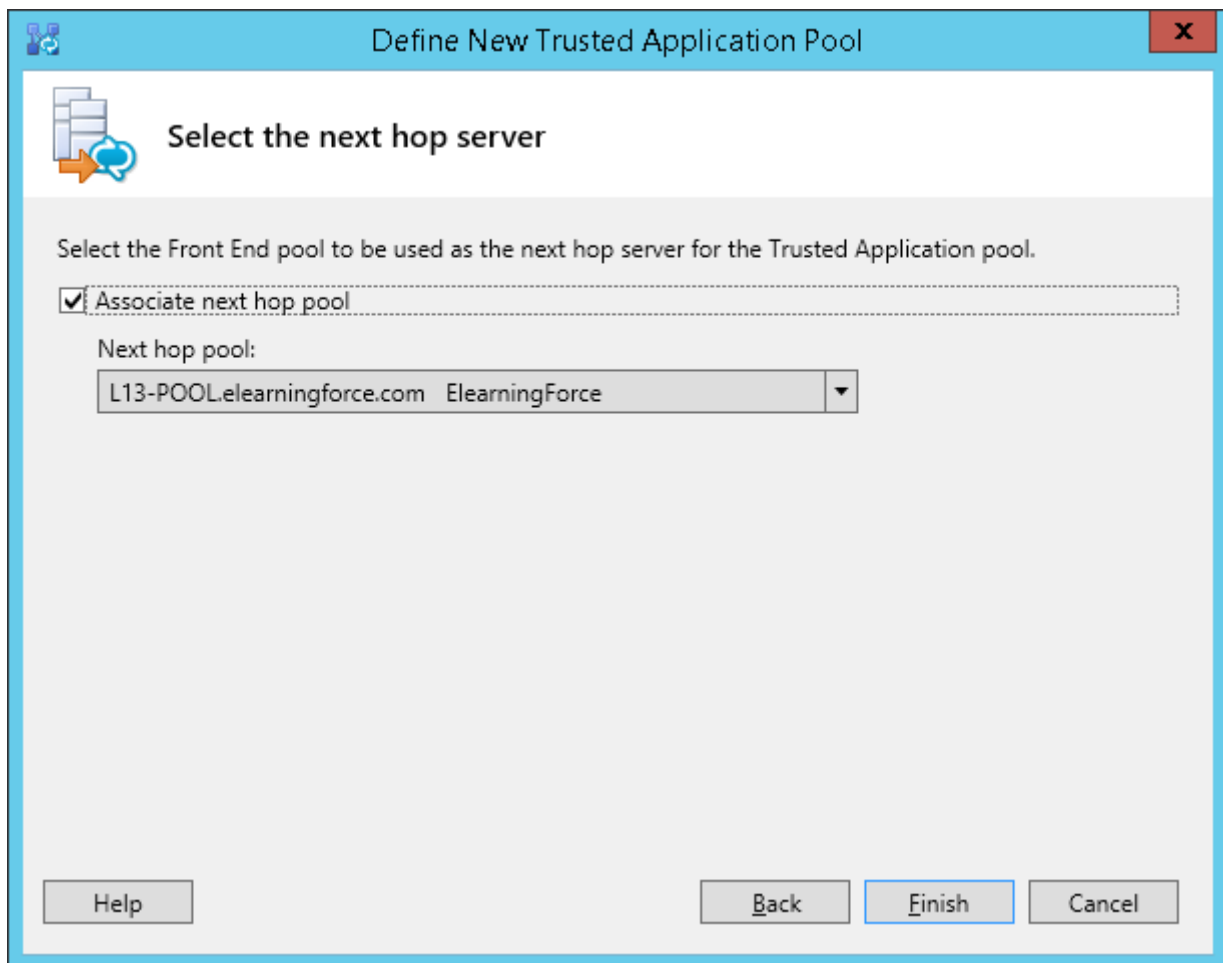
Computer FQDN: \*

Add  
Update  
Remove

Help Back Next Cancel



- Check Associate next hop pool option -> Select you pool and click Finish



Select Action -> Topology -> Publish.

### Create new Trusted Application:

Start Lync Server PS

Enter command *New-CsTrustedApplication* and fill the information:

- ApplicationId: forexample
- TrustedApplicationPoolFqdn: sharepoint2013-int.elearningforce.com
- Port: 15123

**NOTE:** **WARNING!** The following changes must be made in order the operation to be completed.

Enable-CsTopology must still be run for all changes to take effect.

Get-CsTrustedApplication

```

Administrator: Lync Server Management Shell
PS C:\Users\administrator.ELEARNINGFORCE> New-CsTrustedApplication

cmdlet New-CsTrustedApplication at command pipeline position 1
Supply values for the following parameters:
ApplicationId: forexample
TrustedApplicationPoolFqdn: sharepoint2013-int.elearningforce.com
Port: 15123
WARNING: The following changes must be made in order for the operation to be complete.
Enable-CsTopology must still be run for all changes to take effect.

Identity          : sharepoint2013-int.elearningforce.com/urn:application:forexample
ComputerGroups   : <srvo08.elearningforce.com sip:srvo08.elearningforce.com@elearningforce.com;gruu;opaque=srvr:forexample:XX4c1FKJ2165E0px2Un6iAAA,
                  srvo06.elearningforce.com sip:srvo06.elearningforce.com@elearningforce.com;gruu;opaque=srvr:forexample:4UJHic7P_1-p4NI40p0QbWAA>
ServiceGroup     : sip:sharepoint2013-int.elearningforce.com@elearningforce.com;gruu;opaque=srvr:forexample:BUJjn8M6m1n1RAU9Uo_1BgAA
Protocol         : Mtls
ApplicationId     : urn:application:forexample
TrustedApplicationPoolFqdn : sharepoint2013-int.elearningforce.com
Port             : 15123
LegacyApplicationName : Forexample

PS C:\Users\administrator.ELEARNINGFORCE> Get-CsTrustedApplication

Identity          : sharepoint2013-int.elearningforce.com/urn:application:lmscheduledconferenceapp
ComputerGroups   : <srvo08.elearningforce.com sip:srvo08.elearningforce.com@elearningforce.com;gruu;opaque=srvr:lmscheduledconferenceapp:1L22yxwvE1eV5K_VmKpJy9AA,
                  srvo06.elearningforce.com sip:srvo06.elearningforce.com@elearningforce.com;gruu;opaque=srvr:lmscheduledconferenceapp:9KL5RAUUF1G9CS9u1s_CAAA>
ServiceGroup     : sip:sharepoint2013-int.elearningforce.com@elearningforce.com;gruu;opaque=srvr:lmscheduledconferenceapp:-c2Gm1Wv1-whXPMhNuYzQAA
Protocol         : Mtls
ApplicationId     : urn:application:lmscheduledconferenceapp
TrustedApplicationPoolFqdn : sharepoint2013-int.elearningforce.com
Port             : 8990
LegacyApplicationName : lmscheduledconferenceapp

Identity          : sharepoint2013-int.elearningforce.com/urn:application:forexample
ComputerGroups   : <srvo08.elearningforce.com sip:srvo08.elearningforce.com@elearningforce.com;gruu;opaque=srvr:forexample:XX4c1FKJ2165E0px2Un6iAAA,
                  srvo06.elearningforce.com sip:srvo06.elearningforce.com@elearningforce.com;gruu;opaque=srvr:forexample:4UJHic7P_1-p4NI40p0QbWAA>
ServiceGroup     : sip:sharepoint2013-int.elearningforce.com@elearningforce.com;gruu;opaque=srvr:forexample:BUJjn8M6m1n1RAU9Uo_1BgAA
Protocol         : Mtls
ApplicationId     : urn:application:forexample
TrustedApplicationPoolFqdn : sharepoint2013-int.elearningforce.com
Port             : 15123
LegacyApplicationName : forexample

Identity          : sharepoint2010-int.elearningforce.com/urn:application:testapp
ComputerGroups   : <test.elearningforce.com sip:test.elearningforce.com@elearningforce.com;gruu;opaque=srvr:testapp:P3zvGH4Cs16J-9AUKM13jAAA,
                  sup.elearningforce.com sip:sup.elearningforce.com@elearningforce.com;gruu;opaque=srvr:testapp:3_gRpwL6F1S0jPUKEF-UFAAA>
ServiceGroup     : sip:sharepoint2010-int.elearningforce.com@elearningforce.com;gruu;opaque=srvr:testapp:z7rEe8u2-Fln0Y9mQ1qAAA
Protocol         : Mtls
ApplicationId     : urn:application:testapp
TrustedApplicationPoolFqdn : sharepoint2010-int.elearningforce.com
Port             : 15005
LegacyApplicationName : testapp
  
```

## Create new Trusted Application end point:

Start Lync Server PS

Enter command *New-CsTrustedApplicationEndPoint* and fill the information:

- TrustedApplicationPoolFqdn: sharepoint2013-int.elearningforce.com
- ApplicationId: forexample
- Get-CsTrustedApplicationEndPoint

```

Administrator: Lync Server Management Shell
PS C:\Users\administrator.ELEARNINGFORCE> New-CsTrustedApplicationEndPoint

cmdlet New-CsTrustedApplicationEndPoint at command pipeline position 1
Supply values for the following parameters:
ApplicationId: forexample
TrustedApplicationPoolFqdn: sharepoint2013-int.elearningforce.com

Identity          : CN=(daa769c5-2b70-4e5a-af3-923b9d7b1477).CN=Application Contacts,CN=RTC Service,CN=Services,CN=Configuration,DC=elearningforce,DC=com
RegistrarPool    : 488938036
HomeServer       : CN=Lc Services,CN=Microsoft,CN=1:1,CN=Pools,CN=RTC Service,CN=Services,CN=Configuration,DC=elearningforce,DC=com
OwnerUri         : urn:application:forexample
SipAddress       : sip:RtcApplication-eF2541de-7d6c-404e-99fb-6bc7fa711266@elearningforce.com
DisplayName      :
DisplayNumber    :
LineUri         :
PrimaryLanguage  :
SecondaryLanguages :
EnterpriseVoiceEnabled : True
ExUmEnabled      : False
Enabled          : True

PS C:\Users\administrator.ELEARNINGFORCE> Get-CsTrustedApplicationEndPoint

Identity          : CN=(7b9aaf07-1228-4389-8c66-a26278464aff).CN=Application Contacts,CN=RTC Service,CN=Services,CN=Configuration,DC=elearningforce,DC=com
RegistrarPool    : L13-POOL.elearningforce.com
HomeServer       : CN=Lc Services,CN=Microsoft,CN=1:1,CN=Pools,CN=RTC Service,CN=Services,CN=Configuration,DC=elearningforce,DC=com
OwnerUri         : urn:application:lmscheduledconferenceapp
SipAddress       : sip:RtcApplication-44a7b764-f634-4e23-bc2b-491969a79532@elearningforce.com
DisplayName      :
DisplayNumber    :
LineUri         :
PrimaryLanguage  :
SecondaryLanguages :
EnterpriseVoiceEnabled : True
ExUmEnabled      : False
Enabled          : True

Identity          : CN=(a79h3bee-f48b-419b-9b5d-3c37698299a1).CN=Application Contacts,CN=RTC Service,CN=Services,CN=Configuration,DC=elearningforce,DC=com
RegistrarPool    : L10-FE.elearningforce.com
HomeServer       : CN=Lc Services,CN=Microsoft,CN=1:5,CN=Pools,CN=RTC Service,CN=Services,CN=Configuration,DC=elearningforce,DC=com
OwnerUri         : urn:application:testapp
SipAddress       : sip:RtcApplication-10c6c604-0d46-495b-aa52-2d24a49e24f5@elearningforce.com
DisplayName      :
DisplayNumber    :
LineUri         :
PrimaryLanguage  :
SecondaryLanguages :
EnterpriseVoiceEnabled : True
ExUmEnabled      : False
Enabled          : True

Identity          : CN=(daa769c5-2b70-4e5a-af3-923b9d7b1477).CN=Application Contacts,CN=RTC Service,CN=Services,CN=Configuration,DC=elearningforce,DC=com
RegistrarPool    : L13-POOL.elearningforce.com
HomeServer       : CN=Lc Services,CN=Microsoft,CN=1:1,CN=Pools,CN=RTC Service,CN=Services,CN=Configuration,DC=elearningforce,DC=com
OwnerUri         : urn:application:forexample
SipAddress       : sip:RtcApplication-eF2541de-7d6c-404e-99fb-6bc7fa711266@elearningforce.com
DisplayName      :
DisplayNumber    :
LineUri         :
PrimaryLanguage  :
SecondaryLanguages :
EnterpriseVoiceEnabled : True
ExUmEnabled      : False
Enabled          : True
  
```

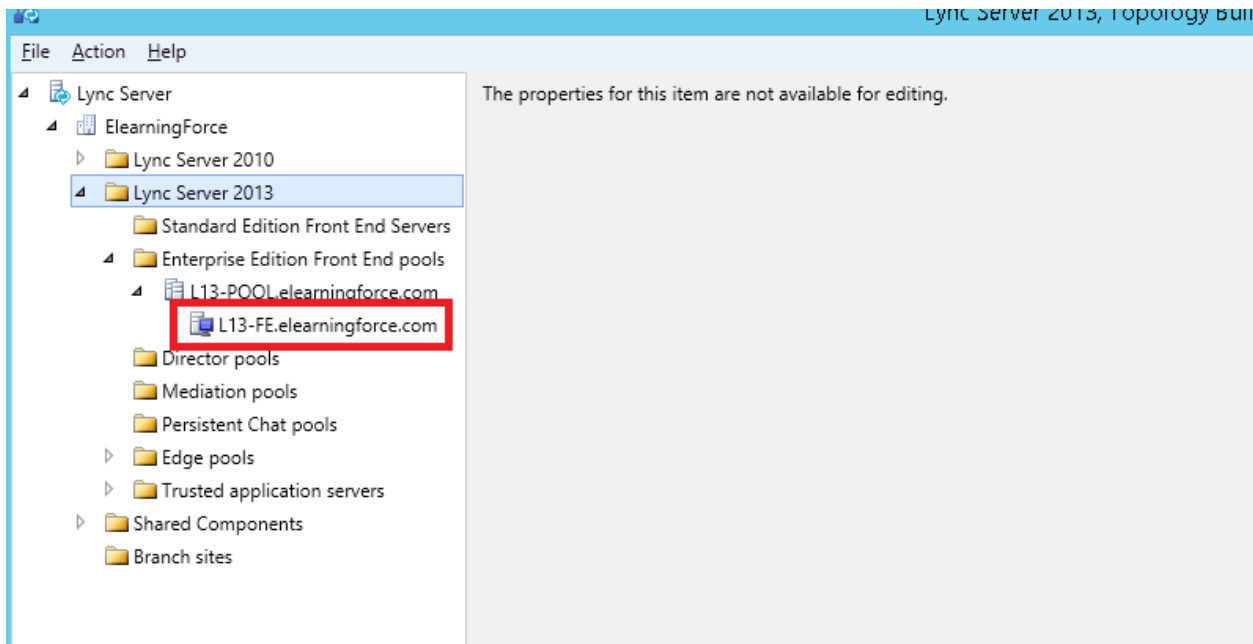
Specify these settings in the web.config:

```
<!-- The port that the application contact is configured to use. -->
<add key="ApplicationPort" value="15123"/>

<!-- The GRUU that the application contact is assigned. -->
<add key="ApplicationGRUU" value="sip:sharepoint2013-int.elearningforce.com@elearningforce.com;gruu;opaque=svr:forexample:BUjJmN8Mv1mIRAV9Vo_1BgAA"/>
<!-- The URI of the contact, in the format user@host -->
<add key="ApplicationContactURI" value="RtcApplication-ef2541de-7d6c-404e-99fb-6bc7fa711266@elearningforce.com"/>
```

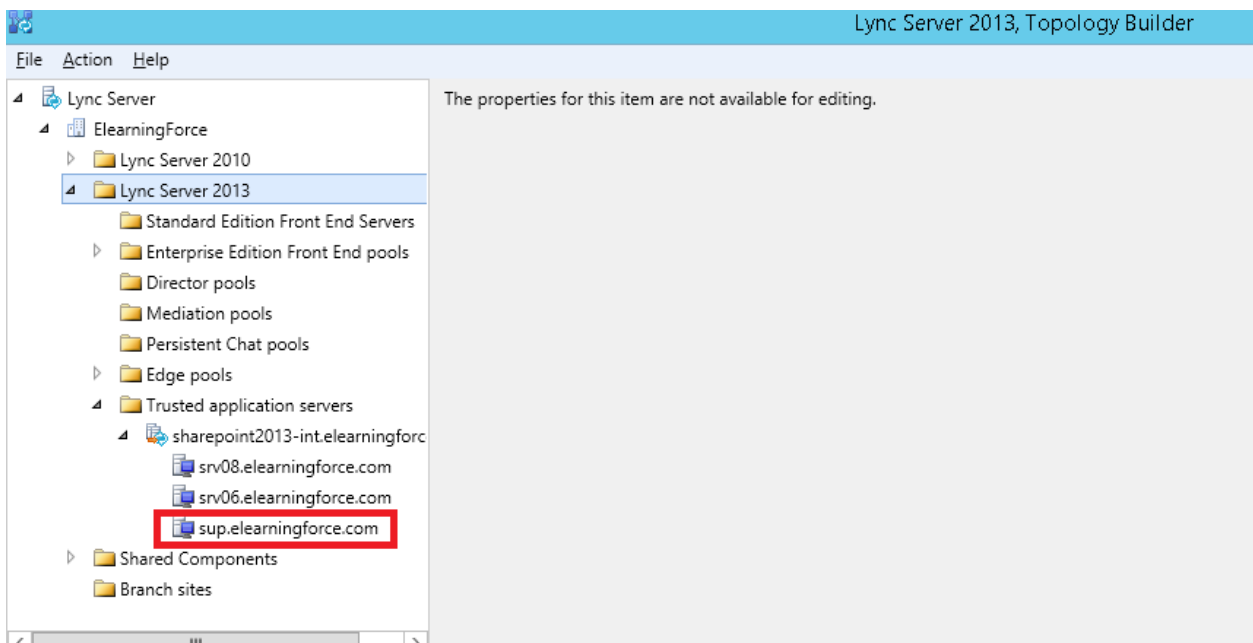
Additional settings of the web.config:

Title of the LYNC Front End:



```
<!-- Provide the FQDN of the Microsoft Lync Server on the topology. -->
<add key="ServerFQDN" value="L13-FE.elearningforce.com"/>
```

Title of the Trusted Application server:

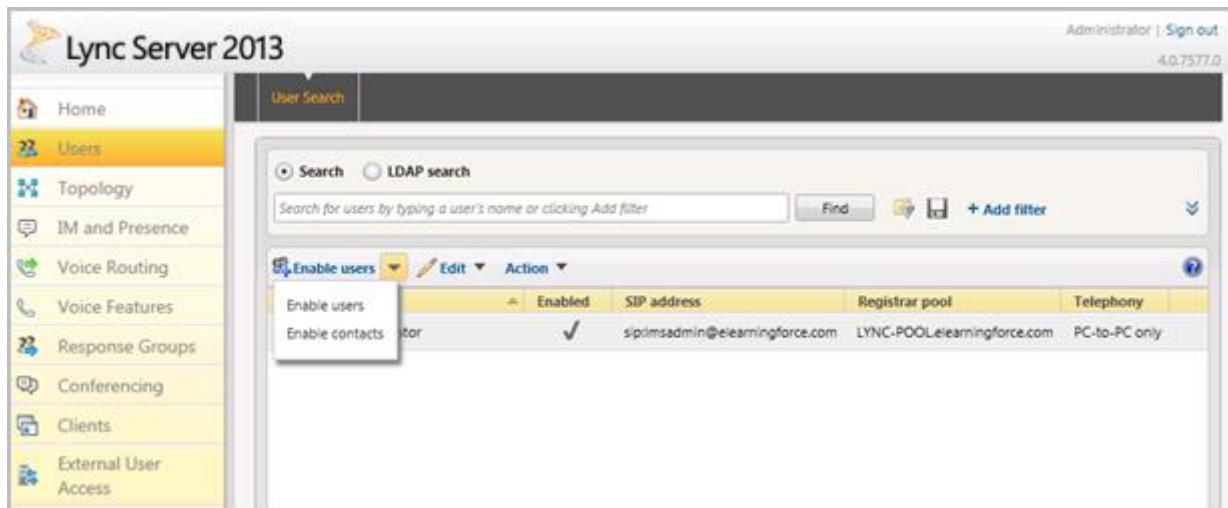


```
<!-- Provide the FQDN of the Machine that the Application contact is configured to. -->
<add key="ApplicationHostFQDN" value="sup.elearningforce.com"/>
```

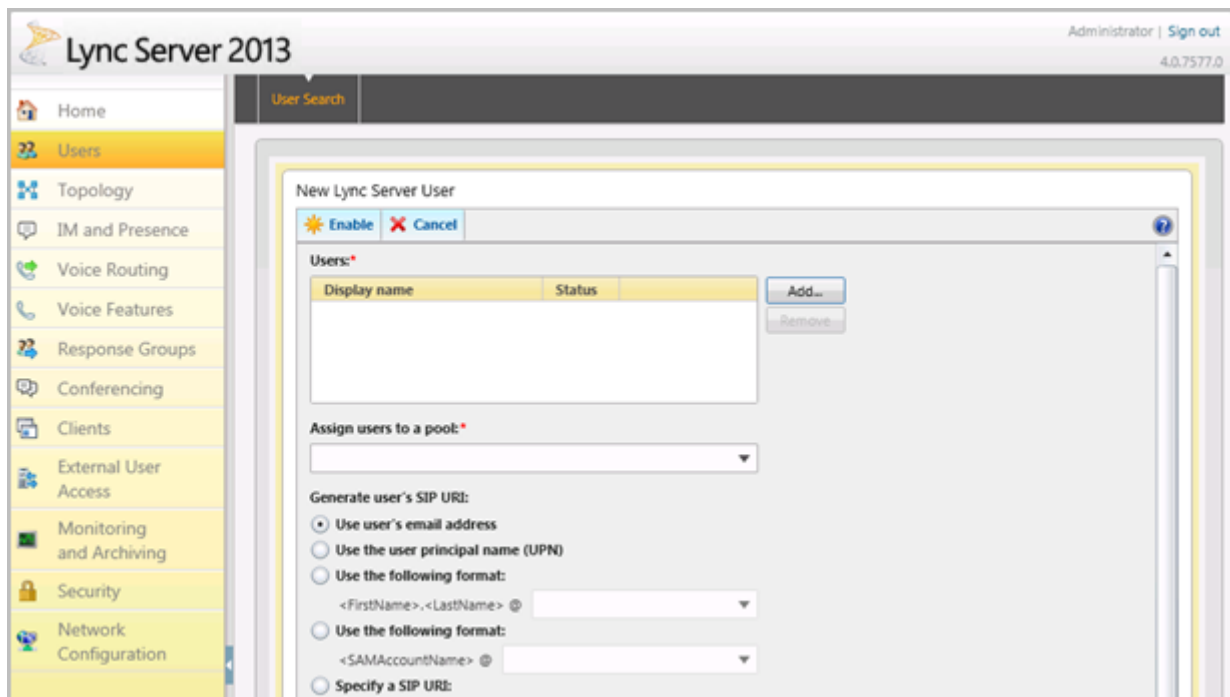
All users who will be using conferencing should have a SIP address. It has to be defined by LYNC administrator on the LYNC server in the Control Panel.

To assign SIP addresses do the following:

- 1) Go to Users section and click Enable users:



- 2) Click Add:



3) Search and select users from AD:

Select from Active Directory

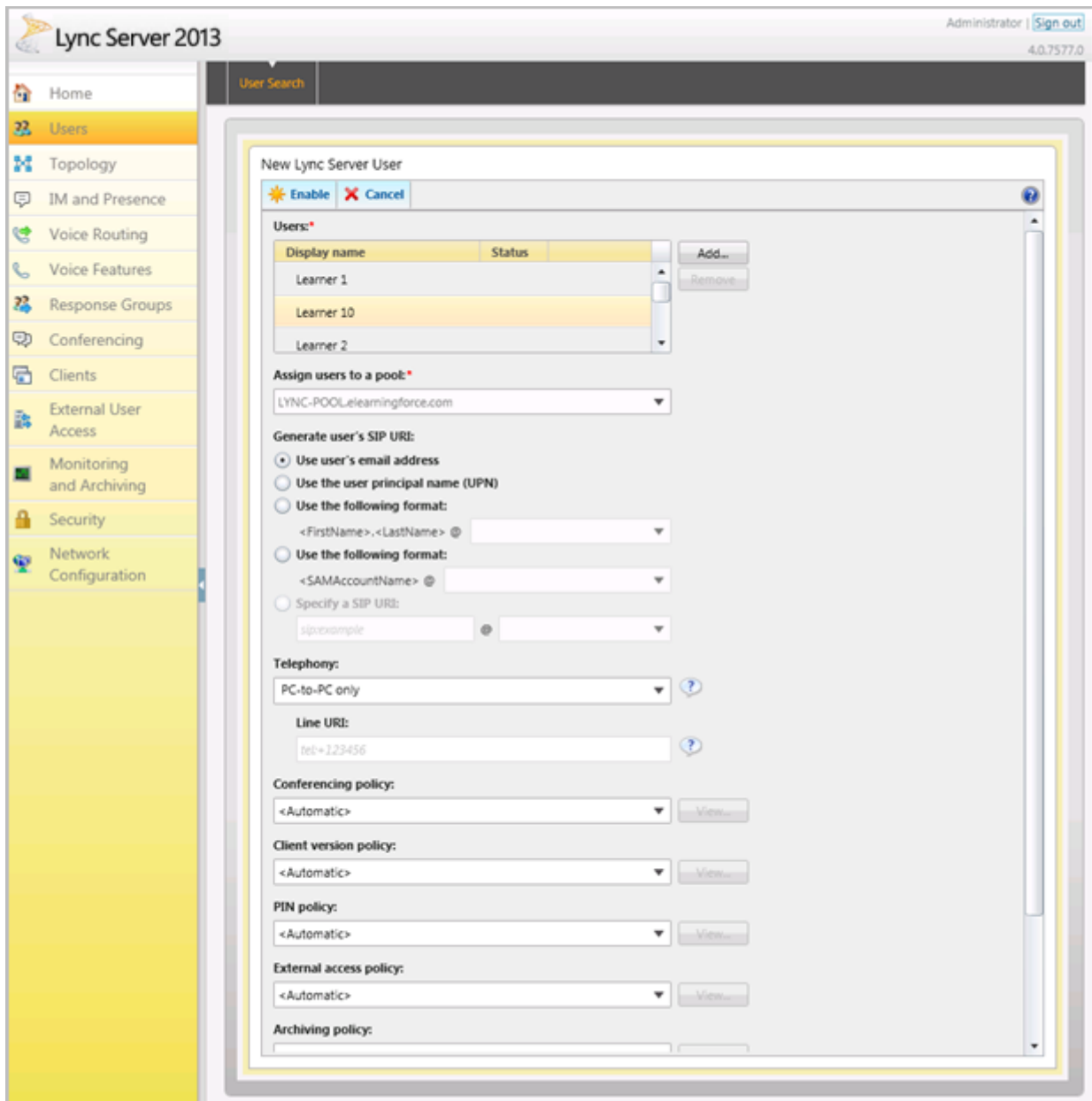
Search  LDAP search

learner

Search results: 34

Name	Display name	Email	User principal name (UPN)	First name	Last name
Fujitsu Learner	Fujitsu Learner		fujitsu_j@elearningforce.com	Fujitsu	Lea
Fujitsu_Learner	Learner Fujitsu	wisanu@th.fujitsu.com	Fujitsu_Learner	Learner	Fuji
HO Learner	HO Learner		hoj@elearningforce.com	HO	Lea
I1	Learner 1	I1@elearningforce.com	I1@elearningforce.com	Learner	1
I10	Learner 10	I10@elearningforce.com	I10@elearningforce.com	Learner	10
I2	Learner 2	I2@elearningforce.com	I2@elearningforce.com	Learner	2
I3	Learner 3	I3@elearningforce.com	I3@elearningforce.com	Learner	3
I4	Learner 4	I4@elearningforce.com	I4@elearningforce.com	Learner	4
I5	Learner 5	I5@elearningforce.com	I5@elearningforce.com	Learner	5
I6	Learner 6	I6@elearningforce.com	I6@elearningforce.com	Learner	6
I7	Learner 7	I7@elearningforce.com	I7@elearningforce.com	Learner	7
I8	Learner 8	I8@elearningforce.com	I8@elearningforce.com	Learner	8
I9	Learner 9	I9@elearningforce.com	I9@elearningforce.com	Learner	9
Learner 21	Learner 1	lm21@efl.com	Learner 21	Learner	1
Learner 22	Learner 22	LRN22@efl.com	Learner 22	Learner	22
learner anz1	learner anz1		learneranz1@elearningforce.com		
Learner LT1	Learner LT1		LTL1@elearningforce.com	Learner	LT1
Learner LT2	Learner LT2		LTL2@elearningforce.com	Learner	LT2
Learner LT3	Learner LT3		LTL3@elearningforce.com	Learner	LT3
Learner LT4	Learner LT4		LTL4@elearningforce.com	Learner	LT4

- 4) Assign users to a pool and select how users' SIP address will be generated (for example, users' email addresses):



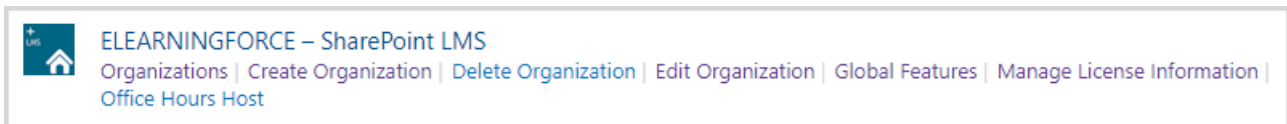
- 5) Click Enable.

## 2 SITE ORGANIZATIONS MANAGEMENT

### 2.1 Organization Creation

To create the new Organization, do the following:

- 1) Go to **Central Administration > Application Management**, and find **SharePoint LMS** section:



- 2) Click the **Create Organization** link. The following form will appear:

## Create Organization i

**Web Application**  
Select a web application.

To create a new web application go to [New Web Application](#) page.

**Title and Description**  
Type a title and description for your new site. The title will be displayed on each page in the site.

**Web Site Address**  
Specify the URL name and URL path to create a new site, or choose to create a site at a specific path.

To add a new URL Path go to the [Define Managed Paths](#) page.

Web Application: [http://spd-moss13/](#) ▼

Title:

Description:

URL:  
[http://spd-moss13/](#)  ▼

- *Title* – type the organization title.
- *Description* – type the description if needed.
- *URL* – specify the UNIQUE location for the organization
- *Parent Organization* – specify a parent organization if you need it for your organizations hierarchy:

Parent Organization

Specify parent organization for this organization

Organization: No selection ▾

- a) Click **No selection** > **Change Organization**:

Parent Organization

Specify parent organization for this organization



Organization: No selection ▾

Change Organization



- b) In the open dialog box, select the name of the earlier created organization. Its name will become highlighted;
- c) Click **OK**:




**Primary Site Collection Administrator**  
Specify the administrator for this site collection. Only one user login can be provided; security groups are not supported.

User name:   


**Secondary Site Collection Administrator**  
Optionally specify a secondary site collection administrator. Only one user login can be provided; security groups are not supported.

User name:   


**Theme**  
Specify the theme for the site collection. To add a new theme install custom SPLMS theme.

Default (no theme) 



**Language**  
Specify the language for this Web site collection

Select a language: English 

**Quota Template**  
Select a predefined quota template to limit resources used for this site collection.

Select a quota template: <none> 

To add a new quota template, go to the [Manage Quota Templates](#) page.

- *Primary Site Collection Administrator* – specify the main administrator for the new organization; use the **Check Names** () or **Browse** () buttons to find users;
  - *Secondary Site Collection Administrator* – if needed, specify another administrator;
  - *Theme* – select the theme for the site collection;
  - *Language* – specify the language for the web site collection;
  - *Quota Template* – indicate quota template to limit resources used for the collection;
- 3) Complete the form. (Option: You can use Managed paths to separate sites and courses of different organizations (schools, faculties, branches) to avoid problems with duplicate names);
  - 4) Click **OK**.

<b>NOTE:</b>	Make sure you select the right language while creating organizations, it cannot be changed later.
<b>NOTE:</b>	Make sure you select the right web application while creating organizations; otherwise it will not appear in front end interface.

## 2.2 Host Named Organization Creation

Host Named Site Collection is a feature of SharePoint that allows individual site collections to have their own top-level URL. To create a Host Named Site for SharePoint LMS solution, use the following stsadm command:

```
stsadm -o createorganization -url "http://custom-host/lms" -title "Hostnamed Org" -owner example\administrator -hostHeaderWebApplication http://real-webapplication-url
```

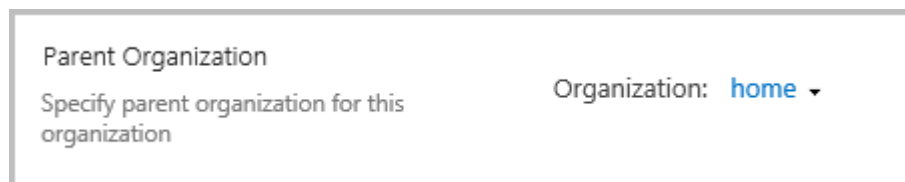
After an organization is created, you can create host named courses by regular ways (through the UI).

**NOTE:** Using a Host Named Site Collection has the following limitations:

- You cannot create several SharePoint LMS sites (organizations and courses) with the same Server Relative URL within one web application;
- If the organization is host named, you can create host named courses ONLY within the organization.

## 2.3 Organizations Hierarchy

To create a structured organization hierarchy, specify a higher level organization in the **Parent Organization** section of the organization creation form:



The screenshot shows a form with the following text: "Parent Organization" and "Specify parent organization for this organization". To the right, there is a dropdown menu labeled "Organization:" with the value "home" selected and a downward arrow.

## 2.4 Editing Organization

To edit an organization, click **Edit Organization** in Central Administration section, and select the organization you would like to change. The form will open:

# Edit Organization ⓘ

Web Application: <http://spd-moss13/> ▾

OK

Cancel

## Organization

Browse for organization to be edited.

Organization: [LMS](#) ▾

## Url

<http://spd-moss13/lms>

## Technical Administrators

[Technical Administrators](#)

## Title and Description

Type a title and description for site. The title will be displayed on each page in the site.

Title:

Description:



## Parent Organization

Specify parent organization for this organization

Organization: [home](#) ▾

- *Organization* – select the organization to be edited;
- *URL* – location of the selected organization (cannot be edited);
- *Technical Administrators* – select user(s) to grant permissions of Technical Administrator;

**NOTE:** We recommend adding single users but not groups to this field (since they will be granted Site Collection Administrator's permissions to the organization's courses, and SharePoint does not handle groups for Site Collection Administrators).

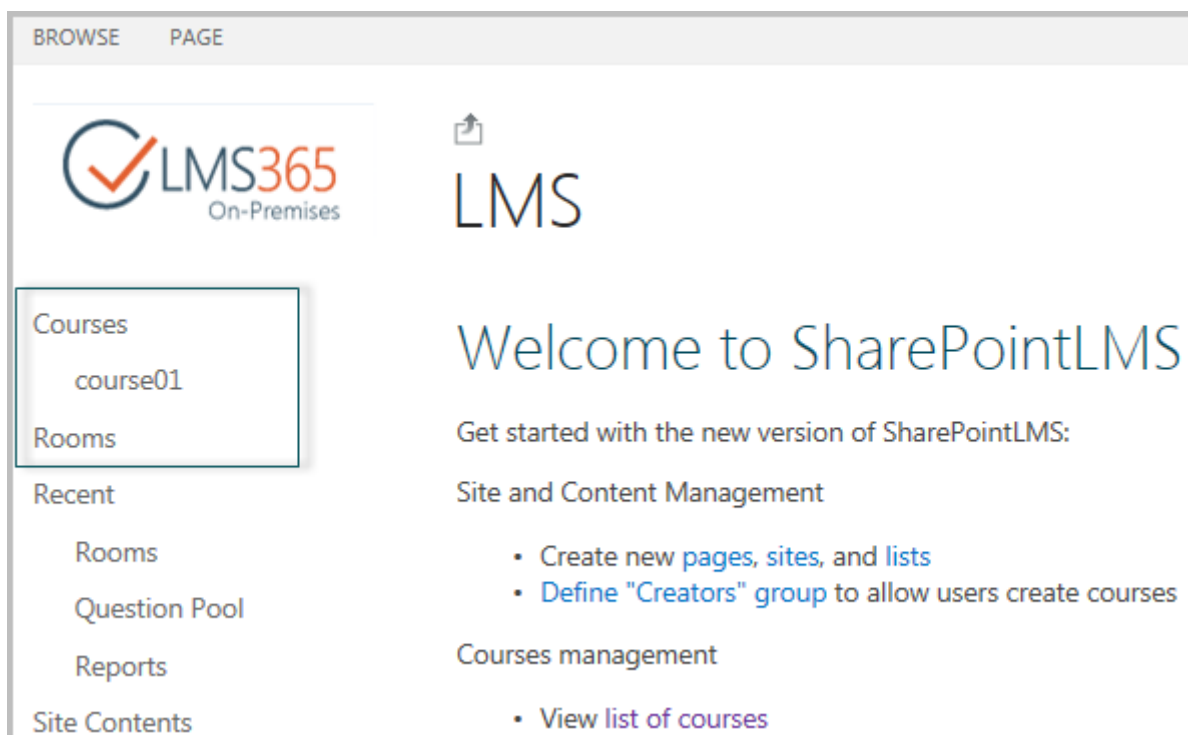
- *Title and Description* – edit the title and description if needed;
- *Parent Organization* – select a parent organization if you need it for your organizations hierarchy;
- *Primary Site Collection Administrator* – specify the main administrator for the organization; use the **Check Names** () or **Browse** () buttons to find users;
- *Secondary Site Collection Administrator* – if needed, specify another administrator;

- *Quota Template* – indicate quota template to limit resources used for the collection.

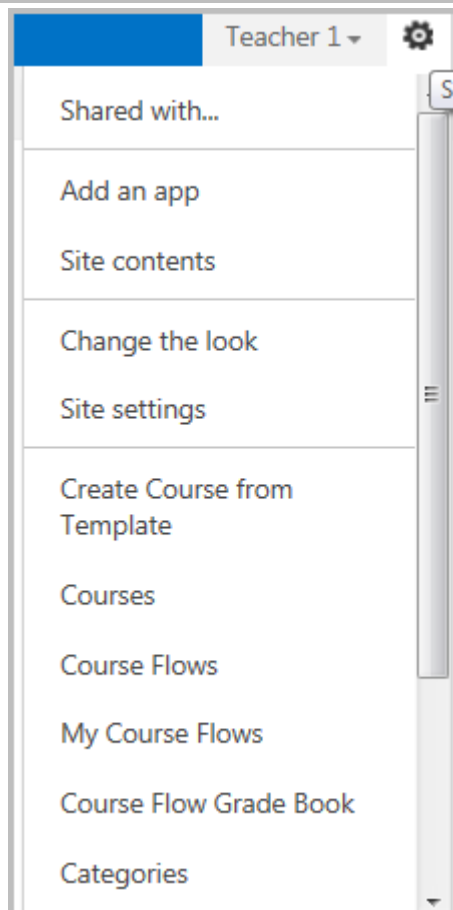
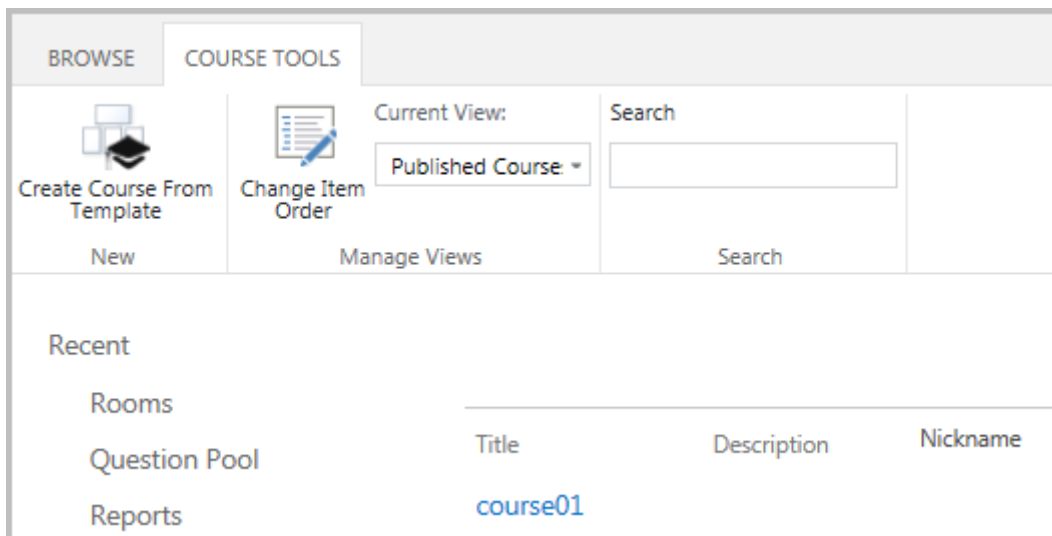
## 2.5 Organization Features

To specify the main organization features, do the following:

- 1) Go to **Central Administration > Application Management > SharePoint LMS > Global Features:**
  - **Setup plagiarism checking service** - specify the anti-plagiarism system. For the additional information check the Chapter 1.2 [Configuring an Anti-plagiarism System](#);
  - **Hide course deletion option** – specify whether you want to hide this option on the Organization level or not;
  - **Global Options** - specify menus to be shown in the left navigation bar on the Course level;
  - **Report Options:**
    - **Show all courses (including unpublished)** – specify whether all courses (including unpublished) will be available for generating reports in the global **Reports** section on the Organization level;
    - **Only show courses which are managed by the course teacher** – specify whether course teachers can generate reports for their own managed courses only.
  - **Additional Options** – specify whether to provide additional functionality during creating course from template on Organization level (like uploading new templates or advanced search among existing ones);
  - **Organizational Settings:**
    - **Show “Courses” left navigation bar** – select **Yes** to place the **Courses** link to the current Organization left navigation bar:



- **Hide anyway to create a new course besides from a template** – select **Yes** to remove the **Create Course** button from the **Courses Tools** tab on the ribbon menu and from the **Settings** menu:



- 2) Click **OK** to save the changes OR **Cancel** to discard them.

## 2.6 Deleting Organization

To delete organization, click **Delete organization** in **SharePoint LMS** Central Administration section, and select the organization you would like to delete:

### Delete Organization ⓘ

Web Application: <http://spd-moss13/> ▼

Organization  
Browse for an organization to be deleted.

Organization: [LMS](#) ▼

## 3 COURSE CREATION

<p><b>Application Pool Account Requirements:</b></p>	<p>To ensure the users do not meet errors during creating courses make sure the identity associated with the application pool running corresponds to the following minimum of required permissions:</p> <ol style="list-style-type: none"> <li>a. Databases: <ul style="list-style-type: none"> <li>• (standard application pool account rights) member of WSS_CONTENT_APPLICATION_POOLS on CA databases (farm configuration database &amp; SharePoint_Admin content database) + db_owner on web application's content databases.</li> <li>• EXECUTE permission on Server farm configuration databases (SharePoint_Config).</li> <li>• db_owner on SharePoint LMS databases (tracking, plagiarism, and so on).</li> </ul> </li> <li>b. Machine-level permissions: Member of WSS_ADMIN_WPG (necessary for write access to local storage of persistent objects in 'C:\ProgramData\Microsoft\SharePoint\Config' and so on)</li> <li>c. AD: User should have rights to search users in AD.</li> </ol> <p>If identity associated with the application pool running Central Administration web application differs from the one running SharePoint LMS web application make sure it also meets the minimum of required permissions.</p>
--	---

To create a new course, do the following:

1. On your Organization home page, go to **Courses** and on the toolbar, click **Create Course** (OR go to **Settings > Create Course**):



**SharePoint**

BROWSE COURSE TOOLS

Create Course Create Course From Template Change Item Order

Current View: Published Course Search

New Manage Views Search

**Create Course**

Add a new Course to this Organization

ROOMS

Question Pool	Title	Description	Nickname	Category	Published	Language	Created
Reports	course01			Default	Yes	English (United States)	8/2/2013 6:34 PM

Site Contents

2. Complete the following form according to the fields requirements:

## Courses: New Course

OK

**Course Title and Description**  
Type a title and description for your new Course. The title will be displayed on each page in the Course.

Title:

Description:

**Category**  
Course Categories used to make it easy to search Courses

Category: **Default** ▾

**Web Site Address**  
Please specify the URL suffix for the course and / or select the site collection you wish to publish this course in.

URL: **http://spd-moss13** /sites/ ▾

– *Course Title and Description* – type the name and description for the course.

**NOTE:** When creating courses with the same names in different organizations, make sure they have different URLs. You can alternatively use managed paths to avoid this problem.


- *Category* – specify the course category.
- *Web Site Address* – specify the location for the course. The URL of organizations and the courses in organizations MUST not coincide:

**Additional Metadata**  
Specify Additional Metadata for this Course

**Metadata:**

**Course nickname:**

**Active until:**



12 AM

▼

00

▼

**Course Teachers**  
Specify teachers for this Course.



**User Name:**

Anastasia Koshkina (int.)

People Picker

**Course Learners**  
Specify learners for this Course.

**User Name:**

- *Additional Metadata* – specify some additional metadata, type the course nickname in the corresponding field. To specify the time the course is active until, fill in the *Active Until* field;
- *Course Teachers* – specify teachers for the course;
- *Course Learners* – specify learners for the course;
- *Course Options* – check the course options you want to be present in the course:

# Site Settings ▸ Course Options

## Course Options

Enable / Disable Course options

	Display Administrator	Display Learner	Option Name	Position from Top
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Announcements	1 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Calendar	2 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Documents	3 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Discussion Board	4 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Chat	5 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mailbox	6 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Links	7 ▼
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reports	8 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Learning Module	9 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quizzes	10 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Drop Box	11 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assignments	12 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Attendance	13 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Conference	14 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grade Book	15 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Help	16 ▼
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tracking	17 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wiki Pages	18 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Seating Chart	19 ▼
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Learners & Groups	20 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Staff	21 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Roster	22 ▼
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SCORM/AICC	

## Grade Book Setting

Automatically add grades to Grade book for types:

Assignments  
  Quizzes  
  SCORM/AICC  
  Learning Module

OK

Cancel

**NOTE:** Disabling feature on the organization level will not delete it on the course level, i.e. tool information (including tool Web Parts) will remain.

**NOTE:** Disabling a tool on the course level will hide the containing data. To make the data visible, enable the tool once again. When a tool is disabled, user still can access it via a

direct link.

Teachers are allowed to hide Learners and Groups, Grade Book and Documents tools (not possible in version 2.0) as well as other tools. Learners are allowed to hide the Documents and Grade Book tools (not possible in version 2.0) as well as other tools.

The Learning Module tool is visible if either all or some of its items (a SCORM or a Learning Module) are enabled. If some item is disabled, the link will not be available on the **Create** page either.

### Publishing

Specify publishing options

Published:  Yes  No

Start Date:   12 AM  00

End Date:   12 AM  00

Scale Template: Create predefined set of scales for Course Grade Book

Scale Template: 

- Default (USA)
- Default (UK)
- DK 7-trinsskala
- ECTS

Time Table Template: Specify predefined timetable for the Course

Time Table Template:

Course menu style: Choose preferred course menu style

Horizontal  Vertical

Look and Feel: Specify whether course must inherit organization look & feel or apply custom SPLMS site theme.

Inherit master pages from parent organization  
 Apply a custom SPLMS theme to the course  
 Default (standard master page, no theme)

Language: Specify the language for this Web site collection

Select a language:

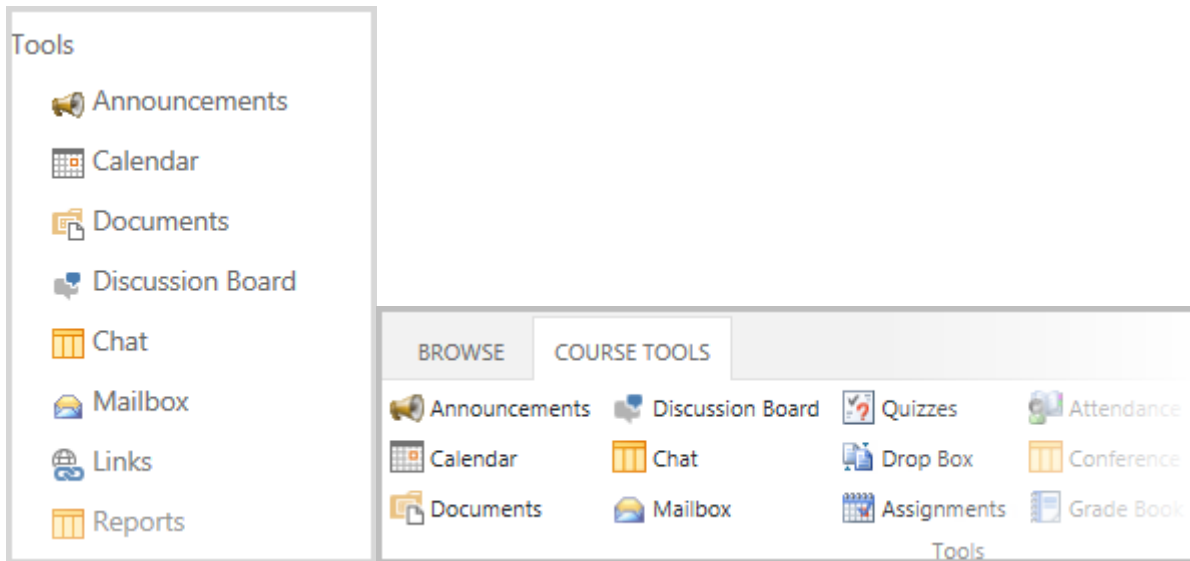
Quota Template: Select a predefined quota template to limit resources used for this site collection.

Select a quota template:

Grade Book Setting: Automatically add grades to Grade book for types:

Assignments  
  Quizzes  
  SCORM/AICC  
  Learning Module

- *Publishing* – specify whether you want to publish the course. If Yes, specify Start Date and End Date;
- *Scale Template* – select the grade for the course Grade Book;
- *Time Table Template* – indicate timetable for the course if any;
- *Course Menu Style* – select menu style for the course: you can select between *Vertical* and *Horizontal* menu:



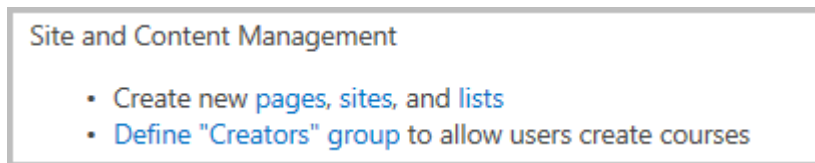
**NOTE:** To Change the Menu Style of the existed course, go to **Settings > Site Settings > Course Menu** in the **Look and Feel** section.

- *Look and Feel* – select whether course must inherit organization look & feel, apply custom SharePoint LMS site theme or leave it default;
- *Language* – specify the language for the web site collection;
- *Quota Template* – indicate quota template to limit resources used for the collection;
- *Grade Book Setting* – select Learning Object types to be added to the Grade Book automatically.

## 4 COURSE ADMINISTRATORS/CREATORS GROUP

To define the Course Creators Group for an Organization or a Sub Organization and allow users to create courses, do the following:

- 1) Go to the front page of your Organization or Sub Organization.
- 2) Click **Define "Creators" group**:



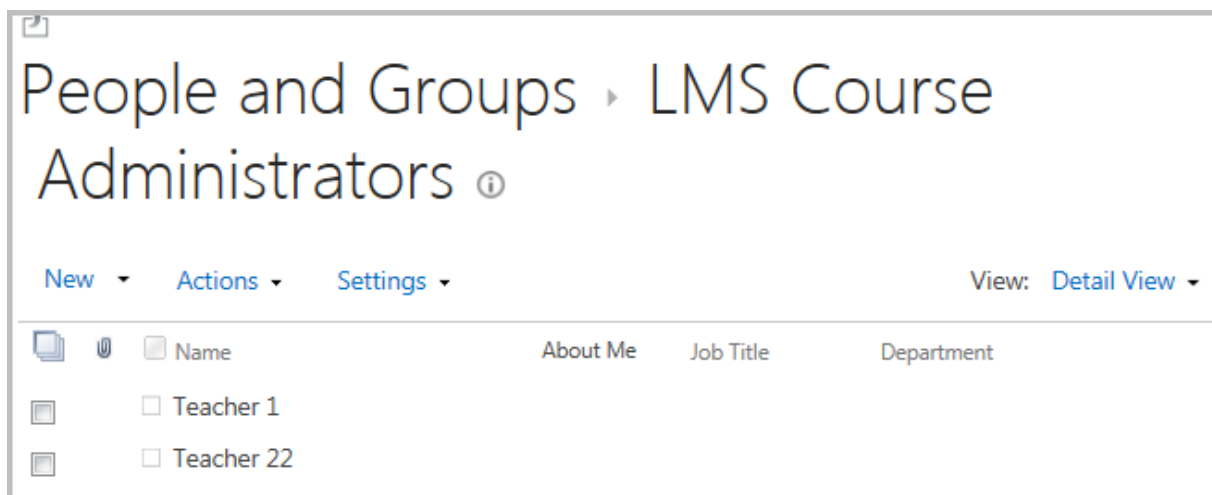
- 3) Complete the open form:

**Course Administrators for this Organization**

Course Administrators can create Courses in the Organization. Create a new group of course administrators or reuse existing SharePoint group.

Create a new group   
  Use an existing group

- 4) Click **OK**.
- 5) Add the wanted users to this group for the selected Organization:

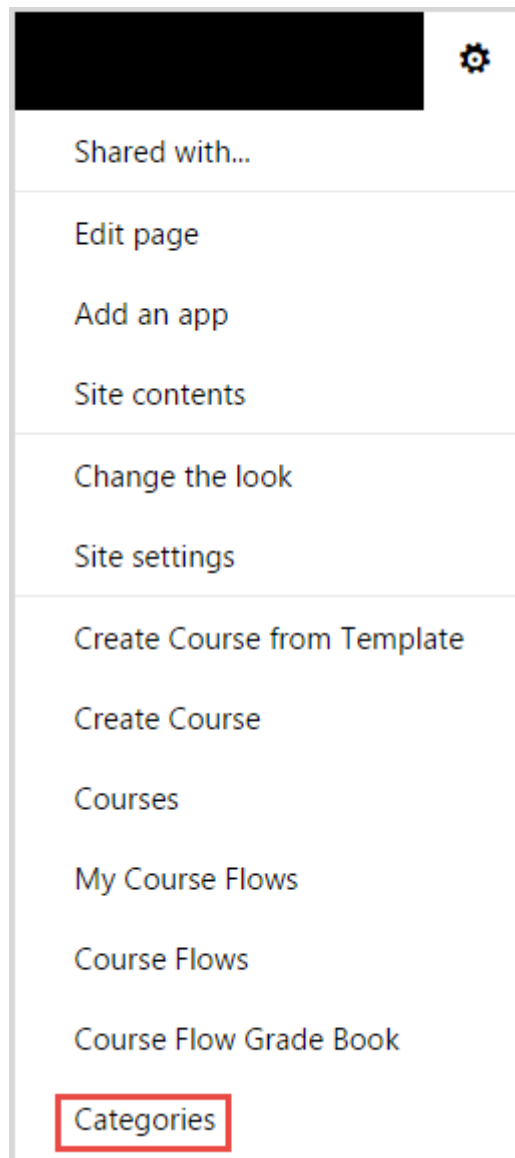


## 5 COURSE CATEGORIES MANAGEMENT

### 5.1 Managing Course Categories

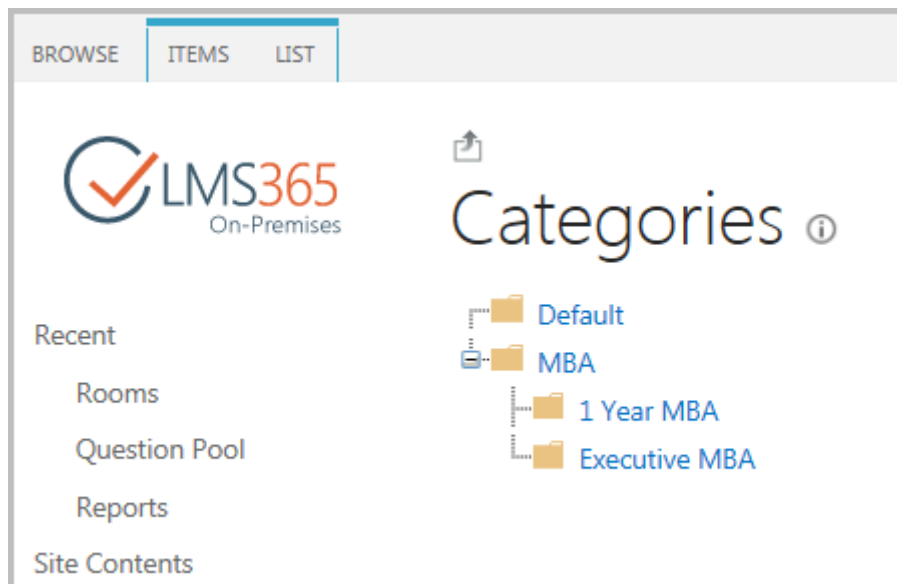
To manage course categories, do the following:

- 1) On the SharePoint LMS course front page, click the **Courses** link.
- 2) Select **Categories** from the **Settings** menu:



The Categories page will appear:

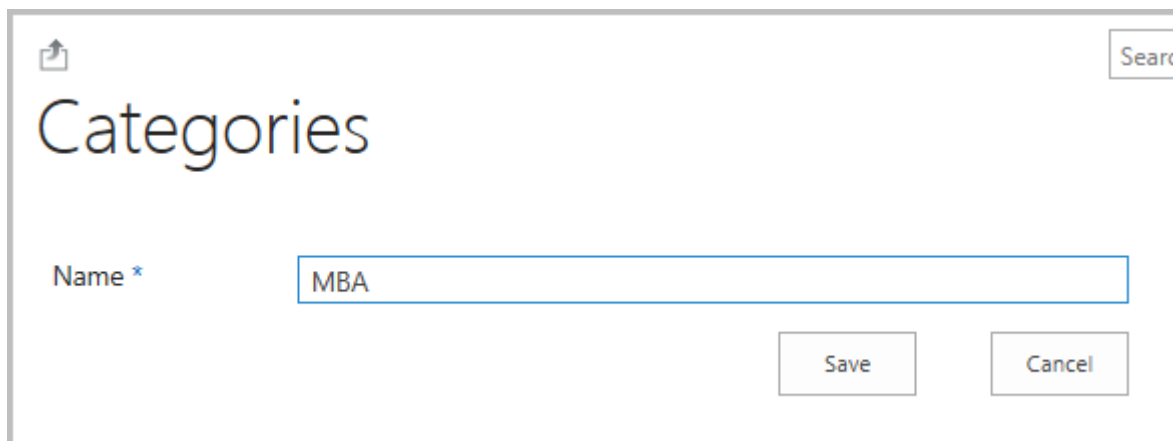




## 5.2 Adding New Course Category

To create a new course category, do the following:

- 1) Open the **Categories** page;
- 2) Click **Items** tab in the ribbon > **New Item** > **Category**:



- 3) In the **Title** field, type the name for the category;
- 4) Click **Save** to add the new category.

## 5.3 Editing Course Category

To edit an existing category, do the following:

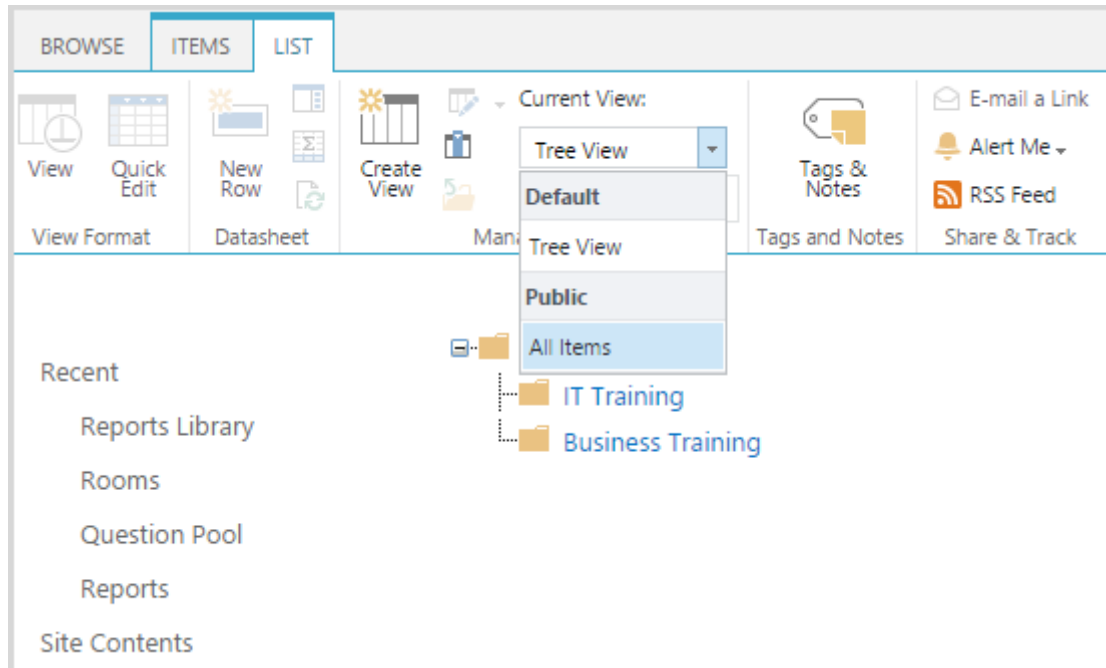
- 1) Open the **Categories** page;
- 2) Change the current view to **All Items**;
- 3) Click the name of the category you want to edit;
- 4) Click **Edit Item** in the upper-left of the page;
- 5) Make the necessary changes to the item; for the details, see [Chapter 5.2](#) "Adding New Course Category";

6) Click **Save** to save the changes.

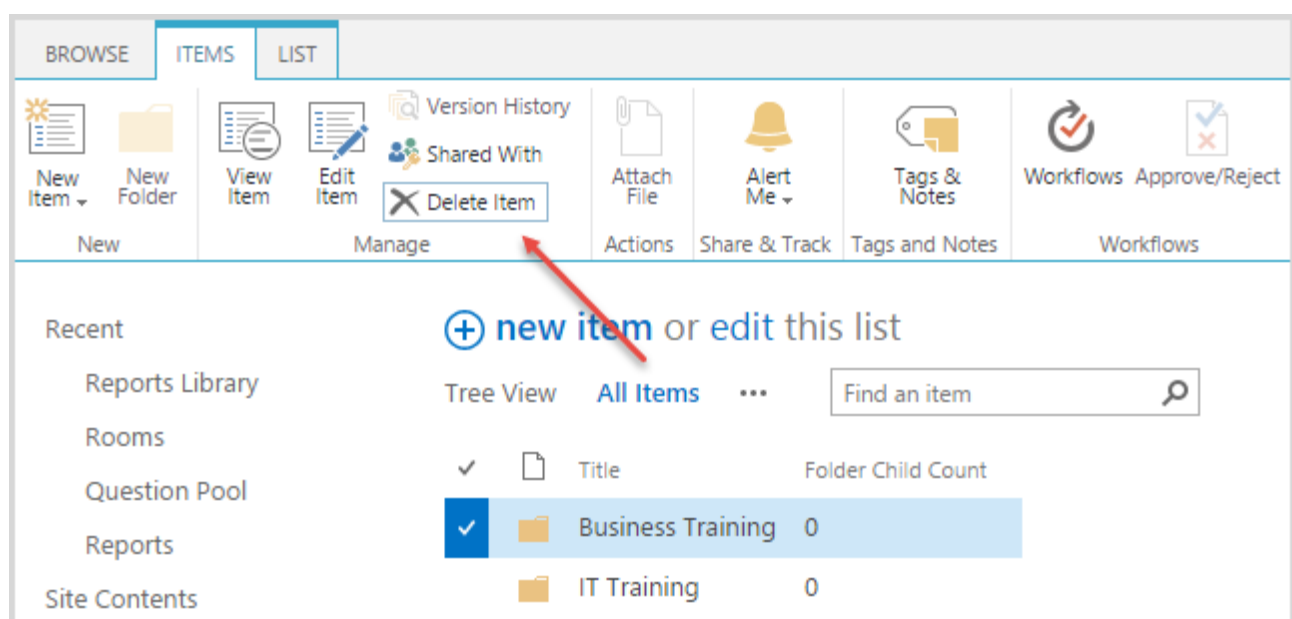
## 5.4 Deleting Course Category

To delete a category, do the following:

- 1) On the Organization level, go to **Settings > Categories**;
- 2) In the **List** tab, change current view from **Tree View** to **All Items**:



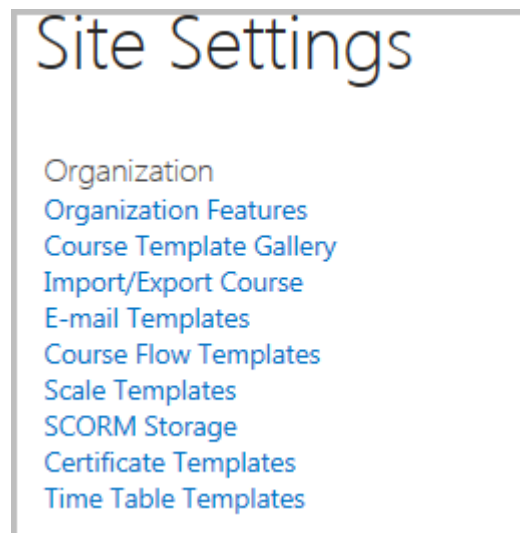
- 3) Select the check box next to the name of the required category;
- 4) In the **Items** tab of the ribbon menu, click **Delete Item**:



- 5) Confirm the deletion.

## 6 CREATION OF SCALES, TIME TABLE AND CERTIFICATE TEMPLATES

Each Organization and Sub Organization can contain Scale, Time Table and Certificate templates:



Before starting the creation of courses, we suggest you creating the needed templates. During the course creation, you can select among these templates and reuse them directly in the courses. To do that, at SharePoint LMS front page go to **Settings > Site Settings**.

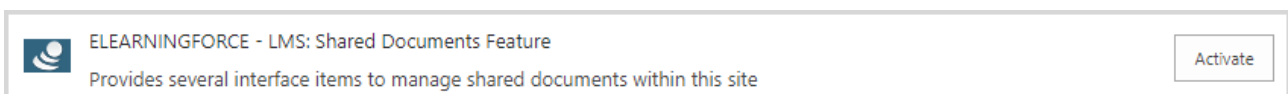
For more information about creation Scale, Time Table and Certificate Templates, please refer to the **SharePoint LMS Teacher's Manual**.

## 7 SHARED DOCUMENTS FEATURE SETTINGS

The feature allows sharing course library documents between other courses and organizations. The feature should be enabled for the site collection which documents need to be shared. The feature activation is not required for site collections where links to documents are located.

To activate the feature, do the following:

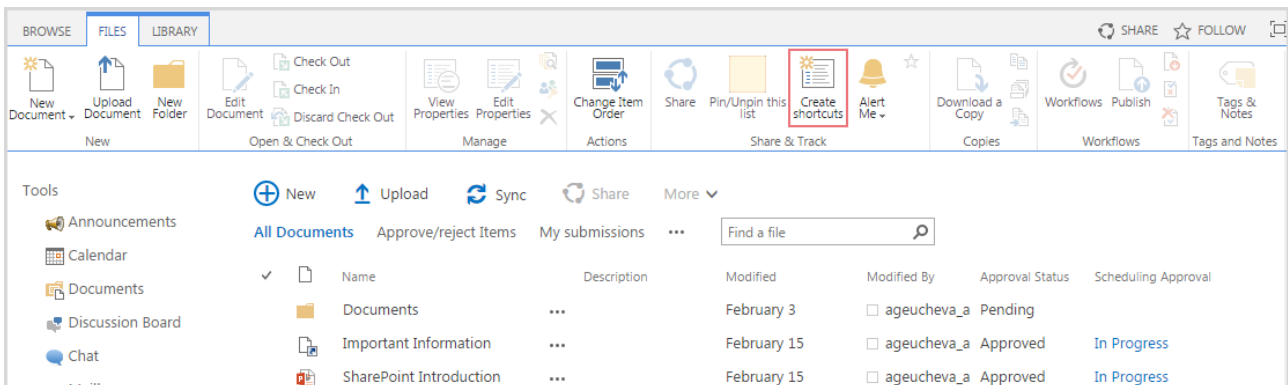
- 1) Go to **Settings > Site Settings > Site Actions > Manage site features**;
- 2) Click **Activate** by the **SharePoint LMS Shared Documents Feature**. Once the feature is activated, you may share documents:



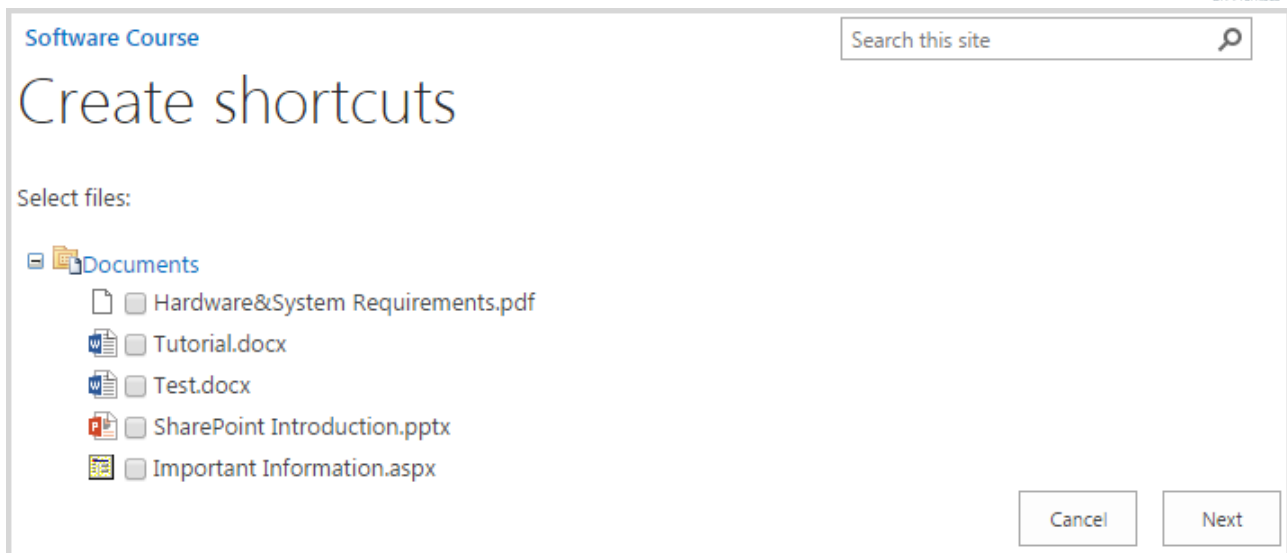
### 7.1 Creating Document Shortcuts

To create a shortcut between courses managed by the same teacher, do the following:

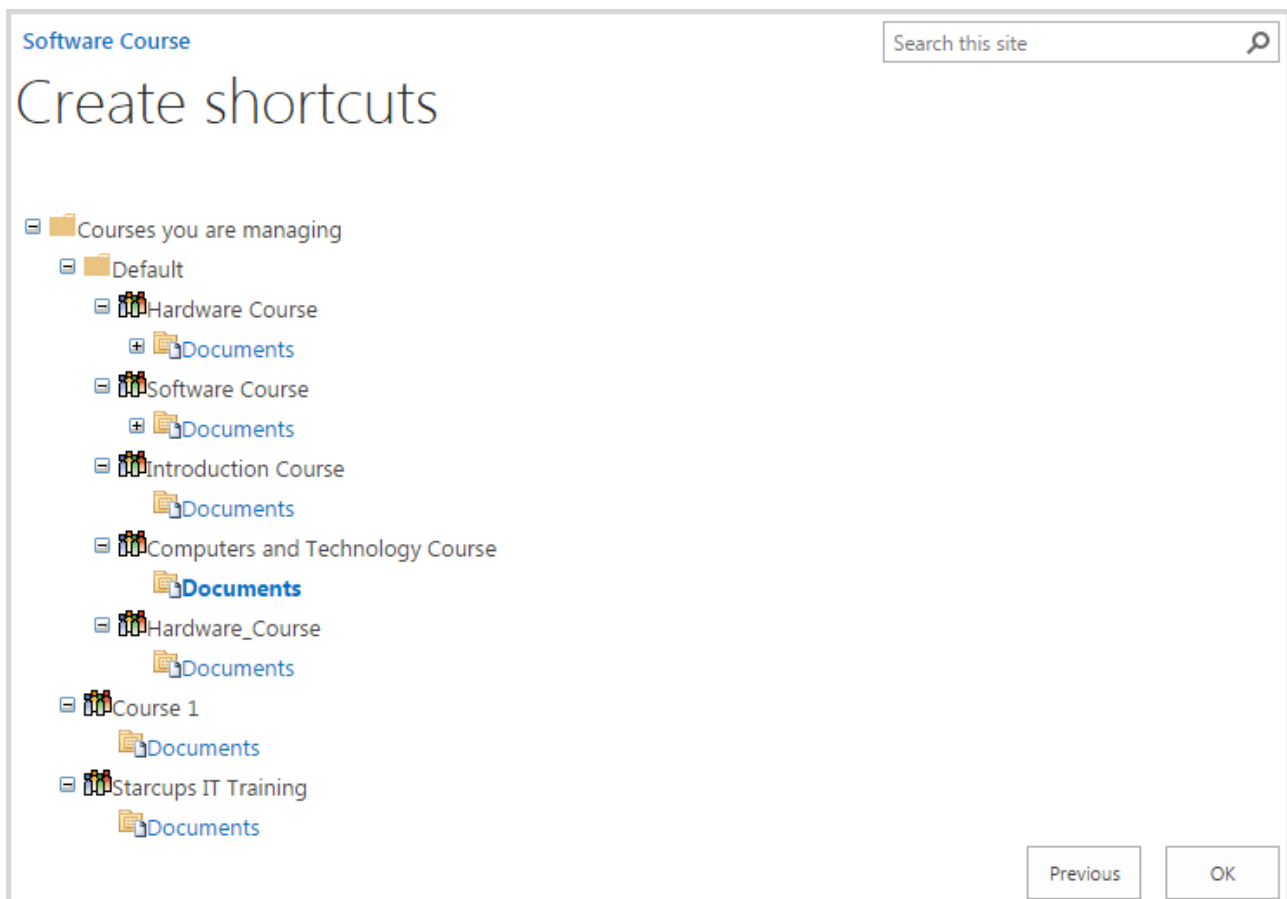
- 1) Open your **Course** section;
- 2) In the **Documents** tab, click **Create shortcuts** in **Share & Track** section:



- 3) Select the check boxes by the documents you want to share with other courses.
- 4) Click **Next**:



- 5) Click the **Documents** link of the course you want to share documents with. The link will become bold:



The links to these documents will appear in the specified course document library.

- 6) Click **OK** to save shortcut.

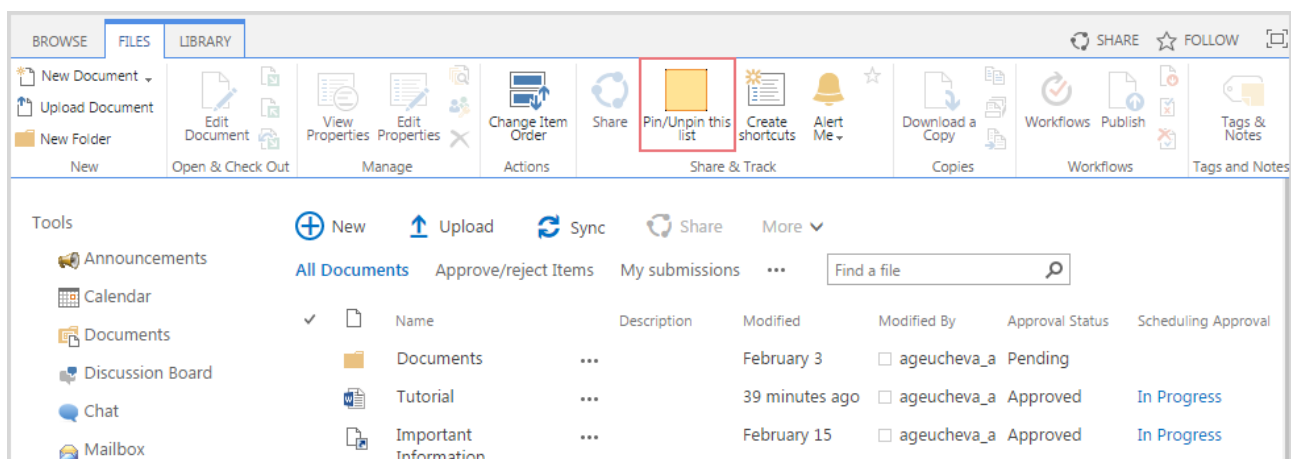
**NOTE:** Once a shortcut is created, users will see a link to a document or folder. This does not

mean they will have the access to the item. Make sure users have the corresponding permissions to view the item.

## 7.2 Sharing Documents

To enable the sharing documents between all organizations, courses or SharePoint libraries, do the following:

- 1) Go to **Documents > Actions > Pin/Unpin this list.**
- 2) Select the **Pin/Unpin this list** check box to enable the option (or clear it to disable the option):



Once the check box is selected, the course documents are available to users from different courses and organizations.

- NOTE:**
- The option can be accessed by a farm administrator only.
  - Documents may be viewed and linked by any SharePoint LMS user.

To access the documents from a different course or organization, do the following:

- 1) Enter a necessary course;
- 2) Go to **Documents > New Document > Link to a document;**
- 3) Create a link to the document. (For more information, see [Chapter 7.1](#) "Creating Document Shortcuts"):

# New link to a document: ①

Tools

- Announcements
- Calendar
- Documents
- Discussion Board
- Chat
- Mailbox
- Links
- Reports
- Learning Module
- Quizzes
- Drop Box
- Assignments
- Attendance
- Conference
- Grade Book
- Help
- Tracking
- Wiki Pages
- Seating Chart
- Learners & Groups
- Staff
- Roster

Document Link

Specify the name and URL of the document you want to link to.

Document Name:

Select document

Select document

Help

SharePoint - 80

- Content Package Storage
- Course Links
- Documents
  - Tutorial.docx
- Drop Box
- Equations
- Form Templates
- Generated Reports
- Grade Book
- Learning Module Gallery
- Links
- List Publishing Scheduler
- Mailbox
- New Learning Module
- Picture Library
- Reports
- Reusable Content
- Site Collection Documents

Uri:

OK Cancel

## 8 GLOBAL QUESTION POOL FEATURE ACTIVATION

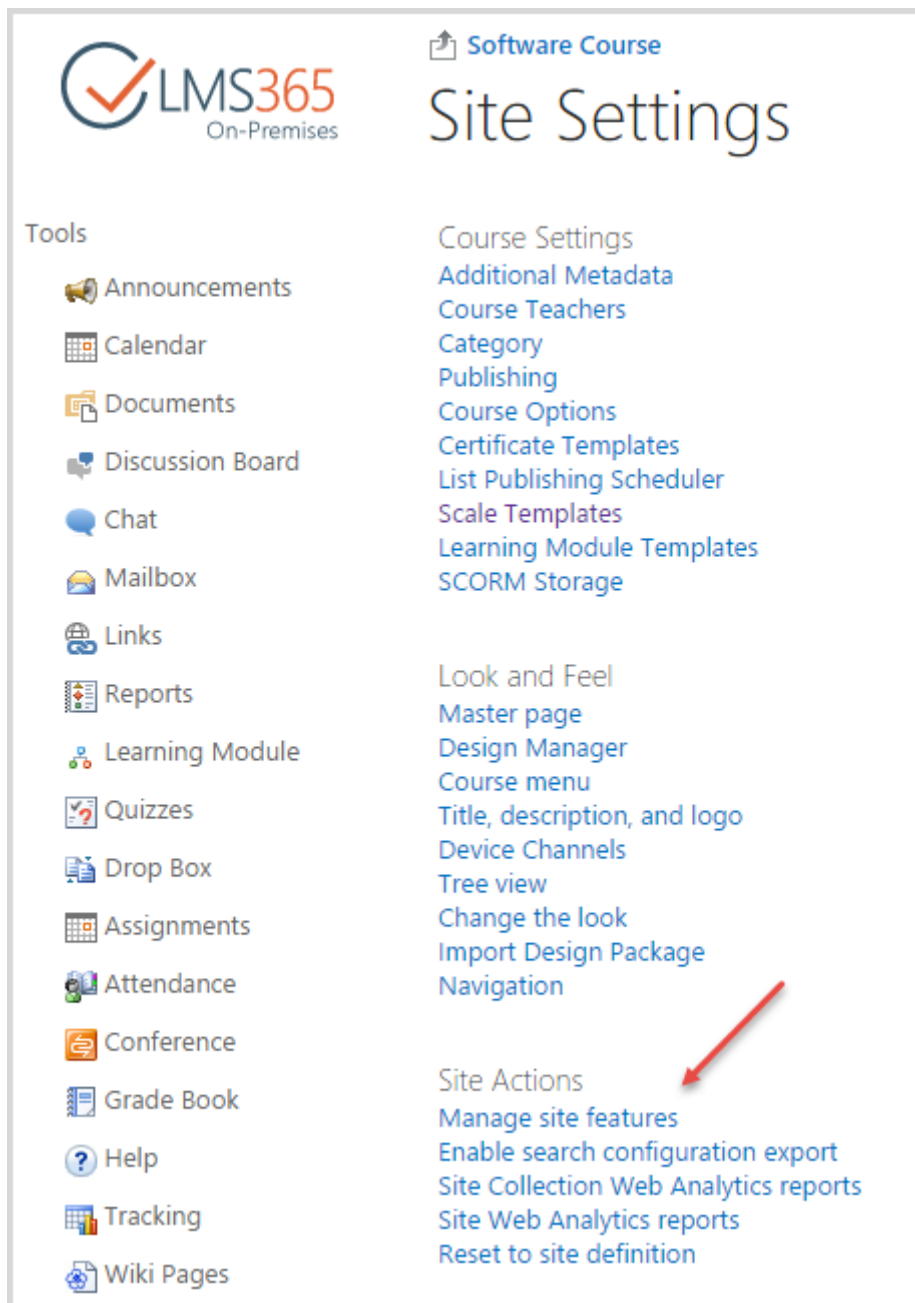
The system allows importing question pool questions from different courses and organizations. To enable questions import, you should activate the **Question Pool** feature.

**NOTE:** The feature is activated by default.

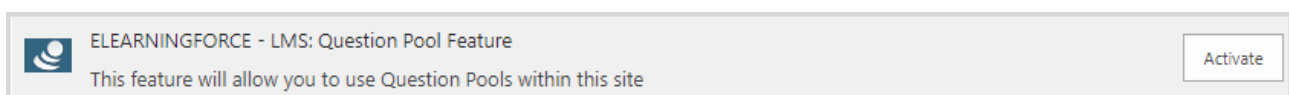
If the feature was deactivated, to activate it, do the following:

- 1) Go to **Settings > Site Settings > Site Actions > Manage site features:**





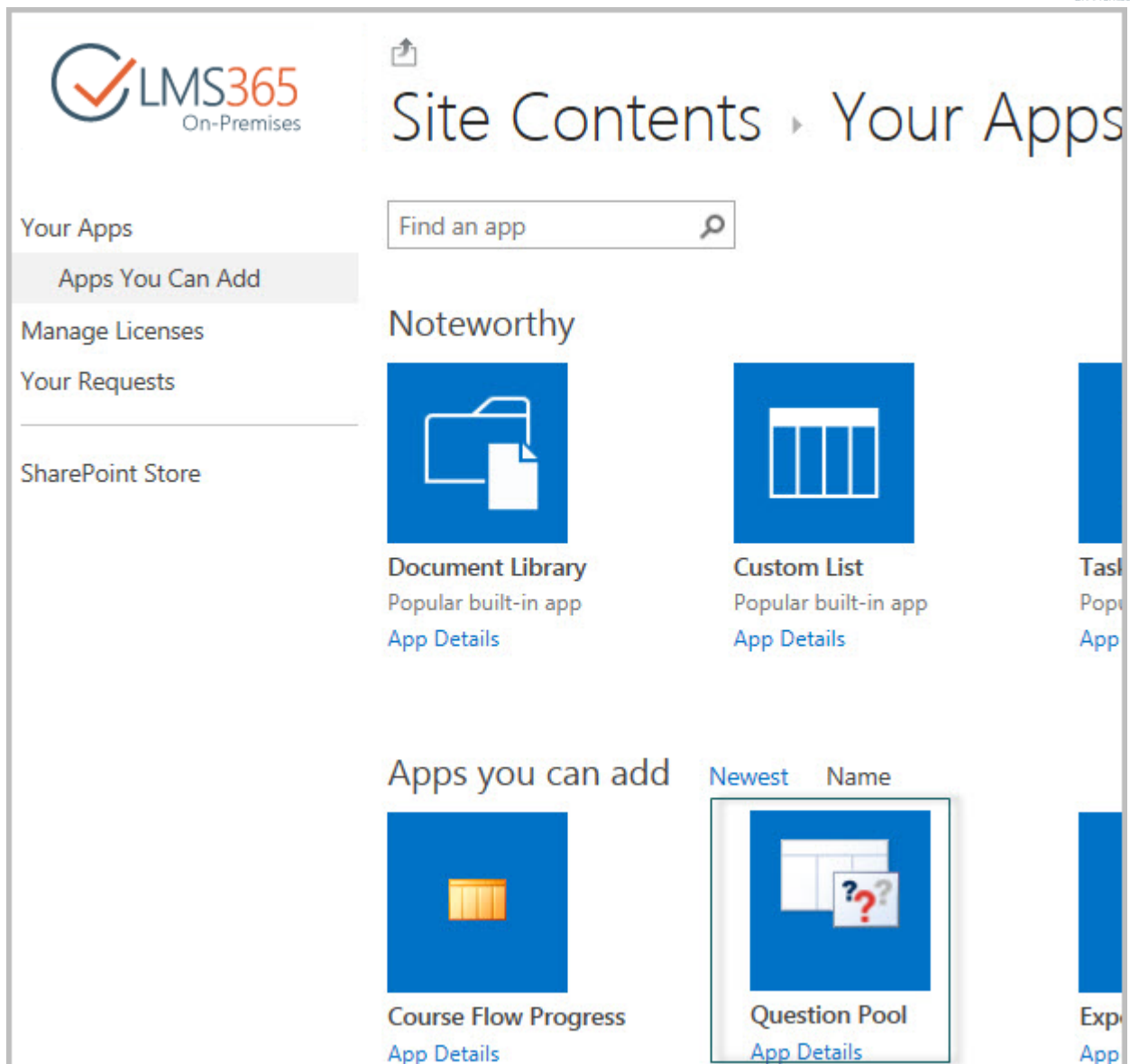
2) Click the **Activate** button next to the **SharePoint LMS Question Pool Feature**:



3) Once the feature is activated, create at least one common question pool.

To create a question pool, do the following:

1) Go to **Settings > More option > Tracking > Question Pool**:



**Site Contents > Your Apps**

Find an app

**Noteworthy**

- Document Library**  
Popular built-in app  
[App Details](#)
- Custom List**  
Popular built-in app  
[App Details](#)
- Task List**  
Popular built-in app  
[App Details](#)

**Apps you can add**

Newest	Name
	<b>Course Flow Progress</b> <a href="#">App Details</a>
	<b>Question Pool</b> <a href="#">App Details</a>
	<b>Exp...</b> <a href="#">App</a>

2) Click **Create**. The dialog box will appear:

## Create Question Pool

**Name and Description**

Type a new name as you want it to appear in headings and links throughout the site. Type a descriptive text that will help site visitors use this resource.

**Name:**

**Description:**

**Advanced settings:**

Provide settings for additional capabilities for this resource

**Navigation:**

Specify whether a link to this resource appears in the Quick Launch.

**Advanced Scoring**

Yes  No

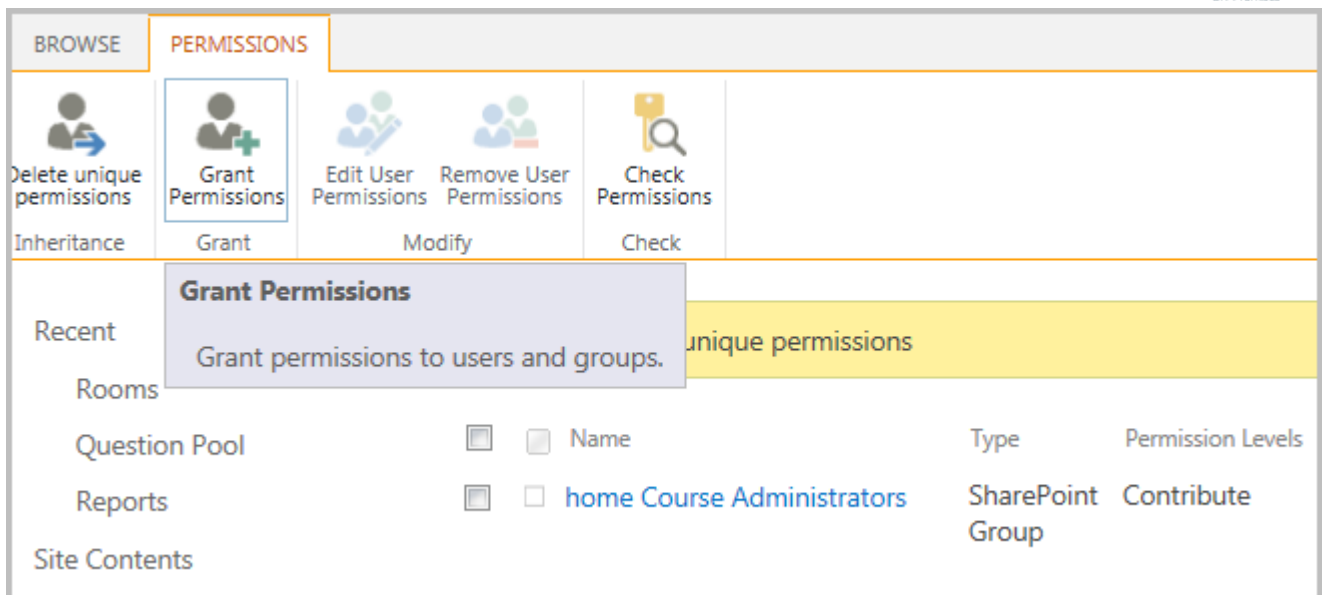
**Display this resource on the Quick Launch?**

Yes  No

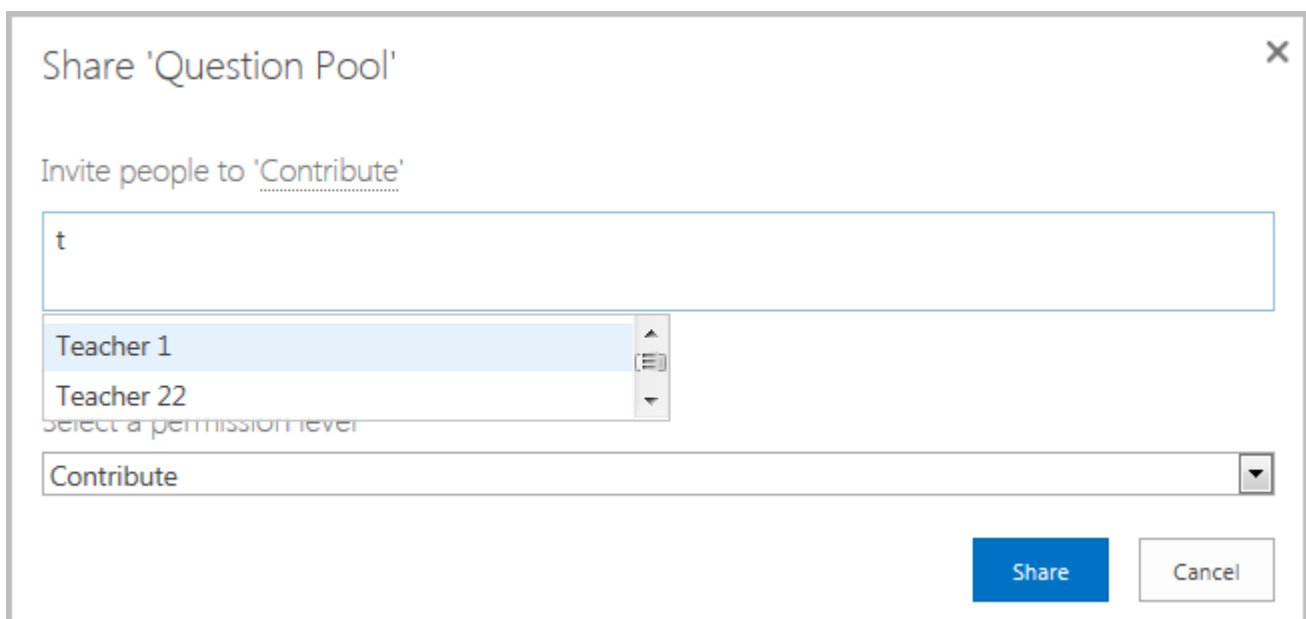
- 3) Fill in the fields as required:
  - *Name and Description* – type the name and brief description for the Question Pool you are creating;
  - *Navigation* – specify whether you want the resource link to appear in the Quick Launch.
- 4) Click **OK** to confirm creation.

Once a Question Pool is created you may add questions to it. To enable users from other courses and organizations to use the Question Pool questions, you should grant the corresponding permissions to them:

- 1) Go to **Site Contents** and enter the **Question Pool** list;
- 2) Go to list's **Settings**;
- 3) Enter **Permissions and Management** > **Permissions for this list**;
- 4) Click **Grant Permissions** to enable certain users or groups to use questions from the Question Pool:



5) In the open form, fill in the fields as required:



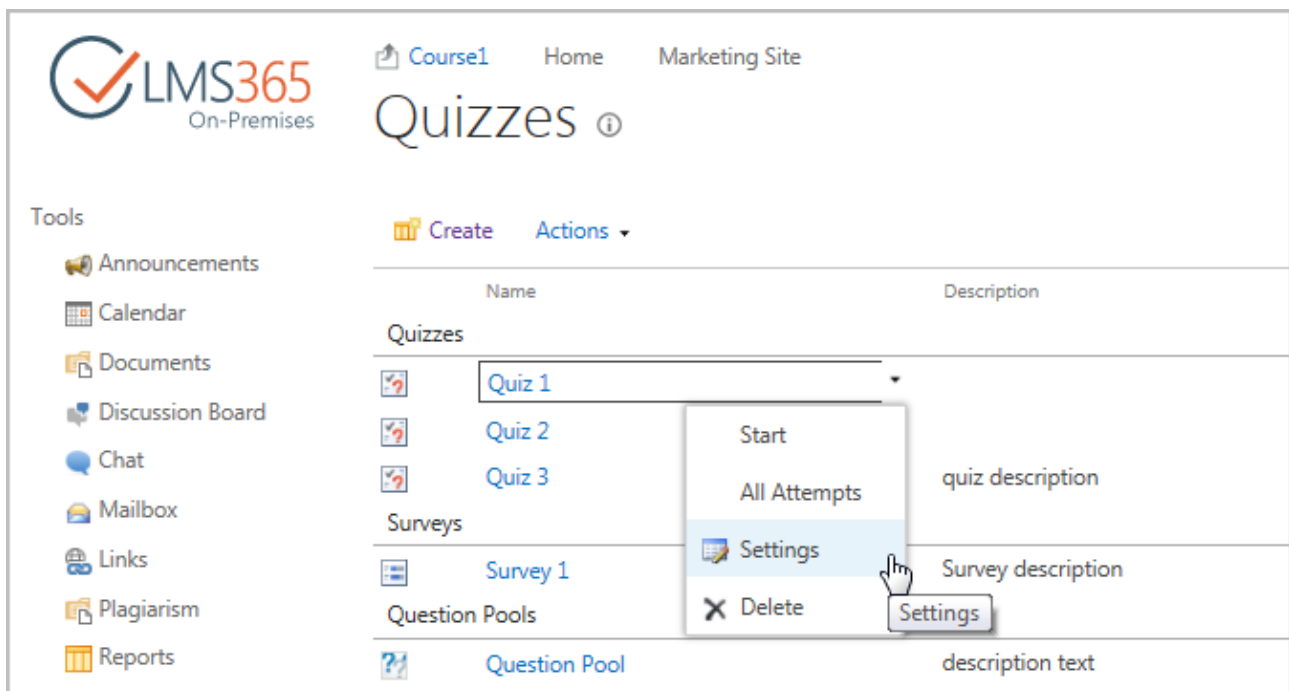
- *Select users* - select users or groups who you want to grant permissions to. Use a semicolon for enumerating users and groups. You can use the **Check names** and **Browse** buttons to specify users and groups;
- *Select a Permission level*– specify the level of permissions you want the user/group to have.

6) Click **OK** to confirm changes.

To import the questions, do the following:

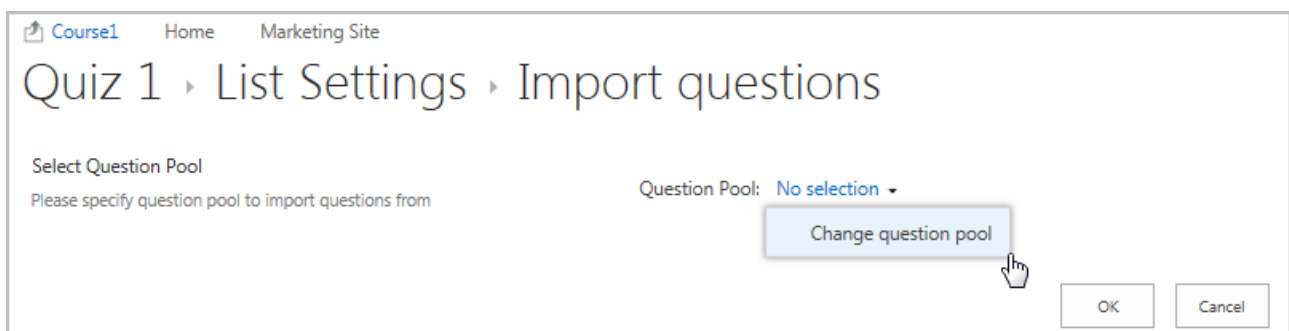
- 1) Click the **Quizzes** icon in the left tools menu;

2) Click the down arrow by the quiz name, and then select **Settings** from the list:

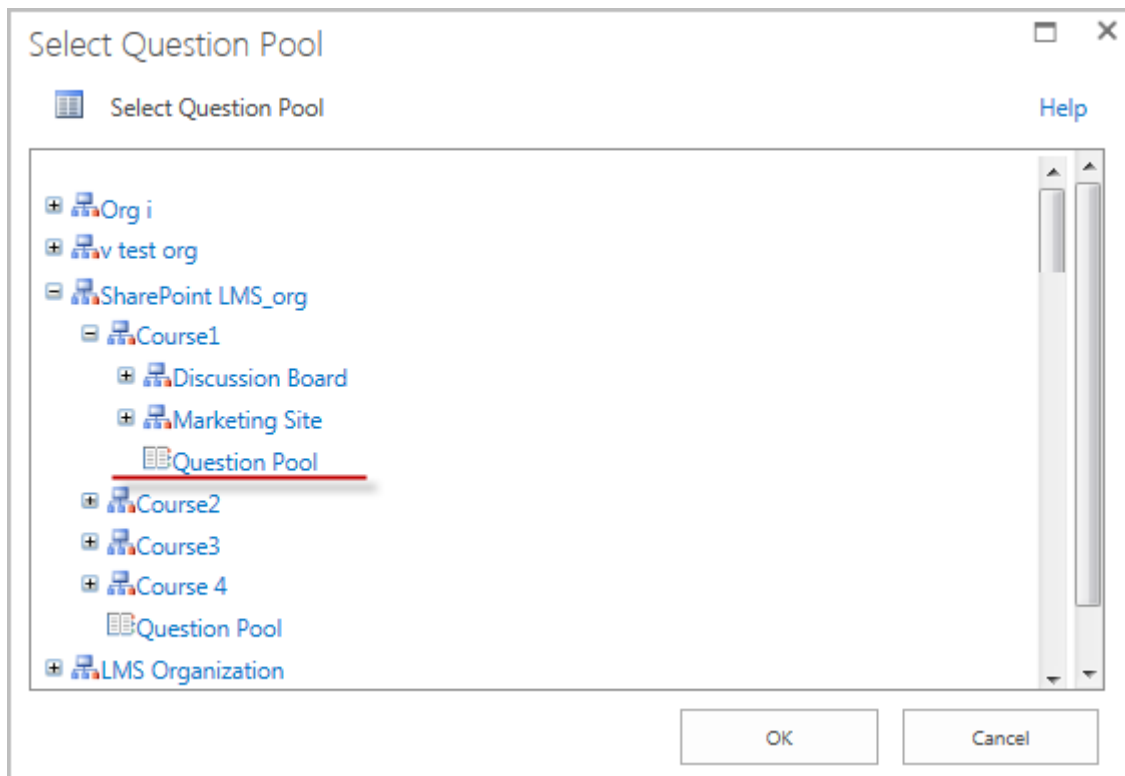


3) In the **Quiz Questions** window, click **Import questions**;

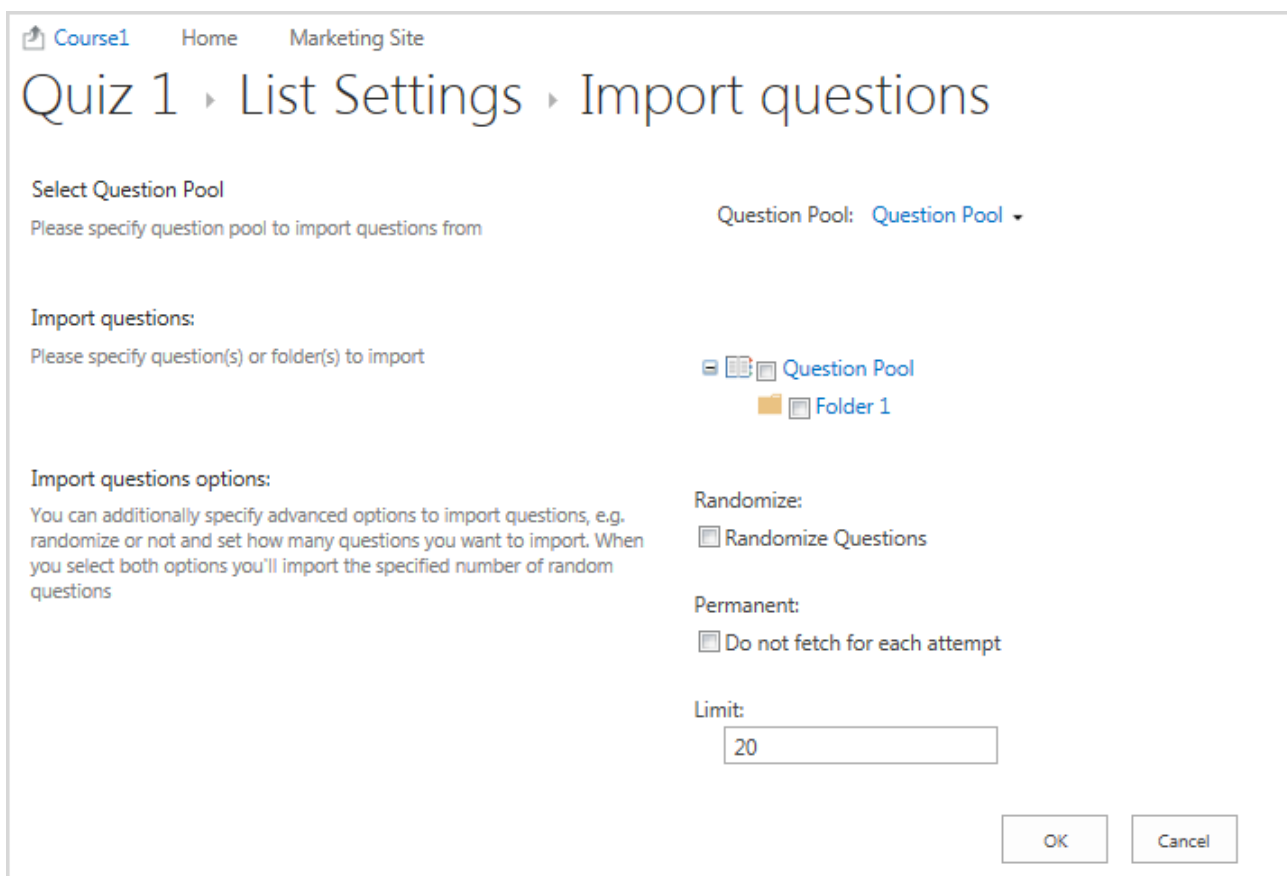
4) Click the down arrow, and then select **Change question pool**:



5) In the open dialog box, select a Question Pool you want to import questions from, and then click **OK**:



6) Fill in the fields as required:

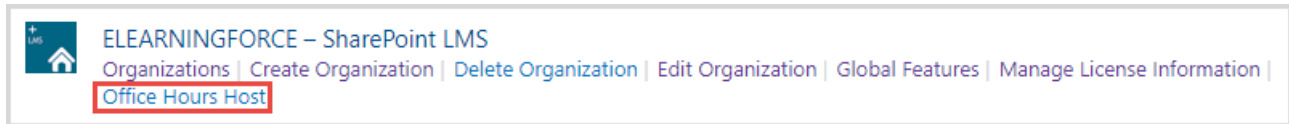


- *Select Question pool* – select other question pool, if necessary;
- *Import questions* – select the check boxes by the questions or folders you want to import;

- *Imports Question Options:*
  - select the **Randomize Questions** check box for the questions to be randomized;
  - select the **Do not fetch for each attempt** check box to keep the same set of questions for each attempt from the ones you import. If the box is not checked only one entry containing a reference to the Question Pool questions will be added to the questions list;
  - in the **Limit** field you can specify the number of questions that will be rotated for each attempt from the ones you import. This makes possible to pull random questions from the pool with each new attempt.
  
- 7) Click **OK** to confirm the changes.

## 9 OFFICE HOURS HOST CREATION

- 1) Go to **Central administration** > **Application management**;
- 2) Click the **Office Hours Host** link in the **SharePoint LMS** tab:



- 3) Fill in the fields as required:
  - *Title and Description* – enter the host title and description, if necessary;
  - *Web site address* – specify the host path;
  - *Primary Site Collection Administrator* – specify the general administrator of the site;
  - *Secondary Site Collection Administrator* – specify another administrator;
  - *Language* – select a language:



# Create Office Hours Host

Web Application: <http://sp2013-iwa/> ▼

OK Cancel

**Title and Description**  
Type a title and description for your new site. The title will be displayed on each page in the site.



Title:

Description:



**Web Site Address**  
Specify the URL name and URL path to create a new site, or choose to create a site at a specific path.  
To add a new URL Path go to the [Define Managed Paths](#) page.

URL:  ▼

**Primary Site Collection Administrator**  
Specify the administrator for this site collection. Only one user login can be provided; security groups are not supported.

User name:   

**Secondary Site Collection Administrator**  
Optionally specify a secondary site collection administrator. Only one user login can be provided; security groups are not supported.

User name:   

**Language**  
Specify the language for this Web site collection

Select a language:  ▼

OK Cancel

4) Click **OK** to save the settings.

For more information about the host, see the **Office Hours** section of the **Teacher Manual**.

# 10 SHAREPOINT LMS USER ROLES AND PERMISSIONS

The SharePoint LMS security model is based on Microsoft Office SharePoint Server security but is simplified in terms of items, lists and libraries permission management.

The SharePoint LMS parts mentioned below correspond to the following SharePoint parts:

SharePoint LMS = SharePoint web application

SharePoint LMS Organization = SharePoint Site Collection

SharePoint LMS Course = SharePoint Site Collection

SharePoint LMS Course Tools = SharePoint Lists and Libraries

SharePoint LMS Course Tools Items = SharePoint List and Library Items

By default, the **SharePoint LMS** security model includes User Roles on the following levels:

## **SharePoint administration level**

**Farm administrator:** such users can create/change/delete the organization levels and configure the SharePoint LMS Global Features. Farm administrators are responsible for operations dealing with SharePoint LMS back up and SharePoint LMS licensing

Farm administrators can change and add any Site Collection (Organization/Course) Administrator.

## **SharePoint LMS Organization level**

**Organization Administrator / Organization Site Collection Administrator:** such users can modify/create/delete anything within their organization level.

**Course Creators** are able to create new courses within a chosen SharePoint LMS organization.

**Technical Administrators** – users have all the same permissions in all organization's courses like a teacher in his course but not have a teacher role.

**Course Flow Administrators** – such users can create Course Flows and add all course items to it (even if they have no permissions for the course), edit and delete course flows created by him. Course Flow Administrators group is created after **Course Flow** feature is activated for organization (should be activated in *CA > Application Management > SharePoint LMS > Global features > Additional Options and Settings > Organization features > Additional Options*).

**Visitors (All authenticated users by default)** can browse through the SharePoint LMS but don't have access to Courses tools or the possibility to add/change/delete data.

## **SharePoint LMS Course level**

**Teachers / Course Site Collection Administrators** – users have unlimited access to a specific course and can add/delete/modify anything within the course by default.

**Teachers Assistants** – users have similar permissions as Teacher but cannot delete course.

**Learners (Learner Permission Level)** have limited access to the tools.

**Faculty** – users in charge of faculty administration, such as secretaries etc. Users have limited access to tools.

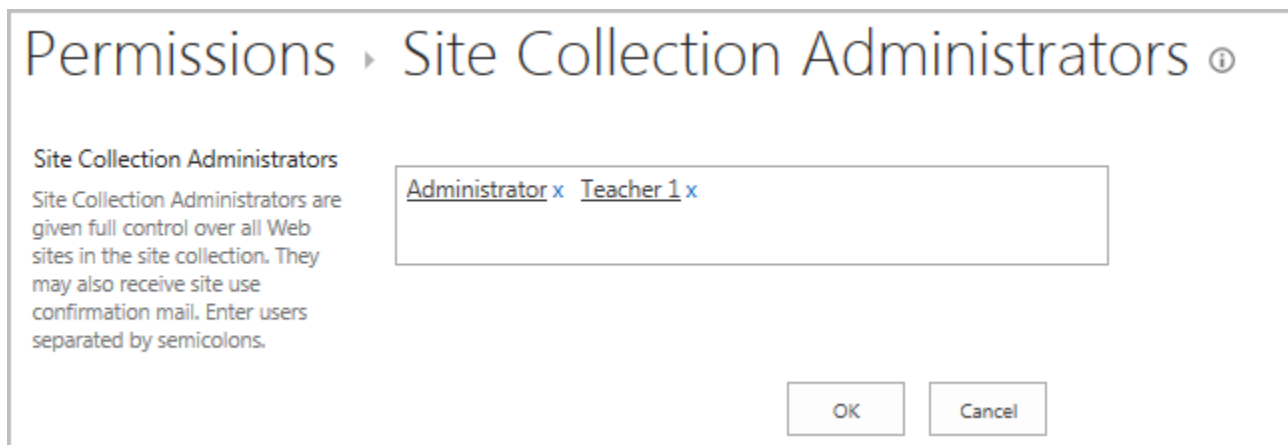
**Visitors (All authenticated users by default)** are allowed to browse through the SharePoint LMS but don't have access to Courses tools or ability to add/change/delete data.


## 10.1 SharePoint LMS Organization Level Administration

**Organization Administrators** are set up during the SharePoint LMS installation. For the details, see [Chapter 2](#) "Site Organizations Management".

To change the Organization Administrators, do the following:

- 1) On the organization page, go to **Settings > Site settings**;
- 2) Find the Site Collection Administrators section in the Users and Permissions section:



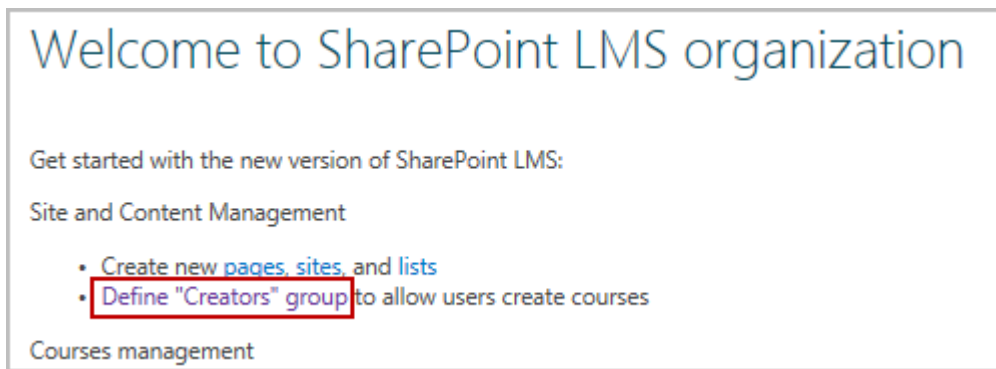
- 3) Select user(s) using the **Browse** icon ();
- 4) Click **OK** to save changes.

Farm Administrators can also add/delete Organization Administrators via SharePoint Central Administration using native SharePoint permission management.

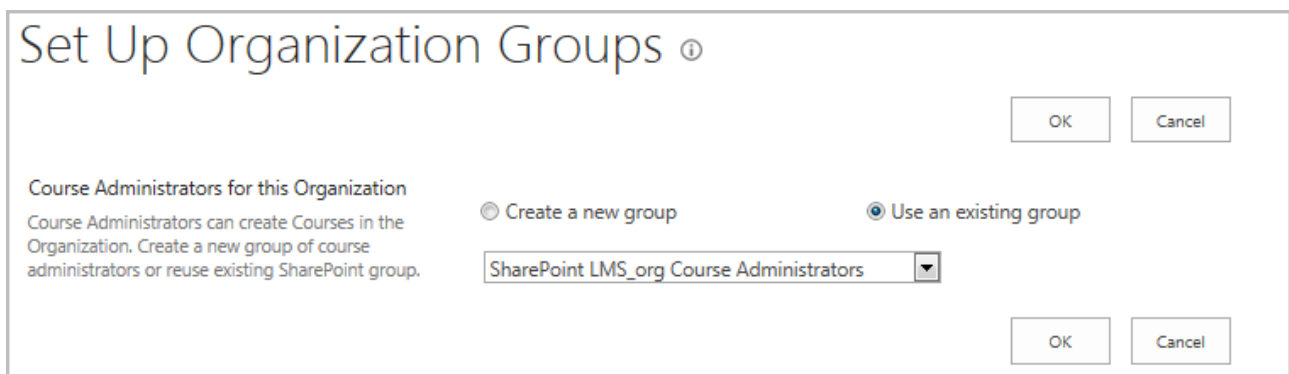
There are two types of users who can create Courses within a specific Organization site collection. The first type is **Organization Administrators**, the other one is the **Course Creators** group members.

To setup **Course Creators** group, do the following:

- 1) On the Organization front page, click the **Define the "Creators" group** link:



- 2) In the open window, select **Use and existing group** to add/delete users within the group or **Create a new group** to add other groups:



- 3) Click **OK**.

See below the permissions for the **Creators** group:

Tool	Course Creators Users Group
Organization scale templates list	Read
Organization time table templates list	Read
Create course ability	Full
Course Export	No

To setup Technical administrators, go to **Central Administration -> Application Management -> Organizations > Edit Organization > Technical Administrators** and pick users to grant permissions:

# Edit Organization ⓘ

Web Application: <http://sp2013-iwa/> ▼

OK Cancel

**Organization**  
Browse for organization to be edited. Organization: [LMS Organization](#) ▼

**Url**  
<http://sp2013-iwa/sites/lmsorg>

**Technical Administrators**  
[Technical Administrators](#)

**Title and Description**  
Type a title and description for site. The title will be displayed on each page in the site.

Title:

Description:

**NOTE:** Only organization's Site collection administrator is able to add user to "Technical administrators".

**Technical Administrators** have the same rights in every course of the organization as **Teachers** have in their courses, but have no specific permissions in the Organization. It is reflected in the information displayed for TA in custom web parts on Organization level and on Course level:

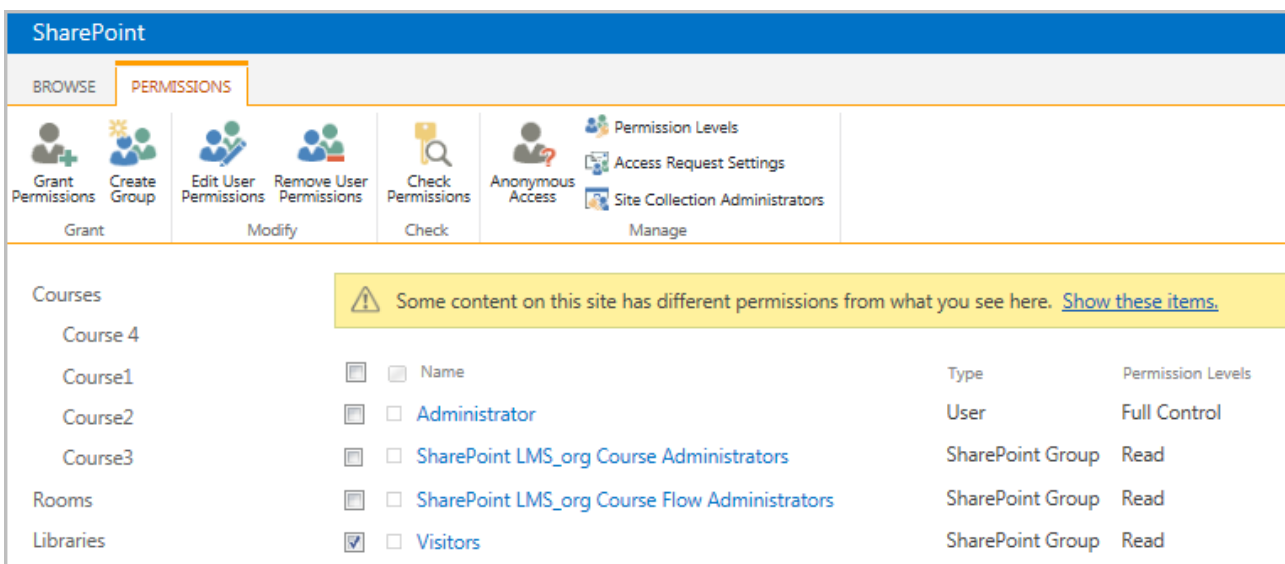
Web part on Organization level	Information displayed
Grades web part	only own grades displayed
Assignments custom web part	no information displayed
Drop Box web part	no information displayed
Announcements web part	no information displayed
Calendar web part	no information displayed
Calendar web part	no information displayed
Mailbox web part	no information displayed
Courses web part	the courses where TA is added are not displayed in sections "Courses you are managing", "Courses you are assisting", "Courses where you have Faculty role"
Web part on Course level	Information displayed
Assignments web part	available assignments from the course are displayed

Announcements web part	all available announcements from the course are displayed
Drop Box web part	new Drop Box items that were assigned to you, nobody or to a group to which you have Read permissions (but you are not the author of these items) are displayed
Calendar web part	all current and upcoming calendar events from the course are displayed
Composite Calendar web part	Conference, Announcements, Assignments and Calendar events from the courses are displayed
Grades web part	only own grades are displayed
Mailbox web part	E-mails sent and received by TA are displayed
Courses web part	the courses where TA is added are not displayed in sections "Courses you are managing", "Courses you are assisting", "Courses where you have Faculty role"

**Visitors** (All the authenticated users by default - in case it was set on the installation step) can browse through the SharePoint LMS, but do not have an access to the Course tools or possibility to add/change/delete data.

To change **Visitors**, do the following:

- 1) Go to **Settings > Site Settings > Site permissions** in the Users and Permissions tab:



The screenshot shows the SharePoint 'PERMISSIONS' page. At the top, there are navigation tabs for 'BROWSE' and 'PERMISSIONS'. Below the tabs are several icons for actions: Grant Permissions, Create Group, Edit User Permissions, Remove User Permissions, Check Permissions, Anonymous Access, Permission Levels, Access Request Settings, and Site Collection Administrators. The main content area shows a list of items with their permissions. A yellow warning banner at the top of the list states: 'Some content on this site has different permissions from what you see here. [Show these items.](#)'

Item	Checked	Name	Type	Permission Levels
Courses	<input type="checkbox"/>	Name	Type	Permission Levels
Course 4	<input type="checkbox"/>	Course1	User	Full Control
Course1	<input type="checkbox"/>	Administrator	SharePoint Group	Read
Course2	<input type="checkbox"/>	SharePoint LMS_org Course Administrators	SharePoint Group	Read
Course3	<input type="checkbox"/>	SharePoint LMS_org Course Flow Administrators	SharePoint Group	Read
Rooms	<input type="checkbox"/>	Visitors	SharePoint Group	Read
Libraries	<input checked="" type="checkbox"/>			

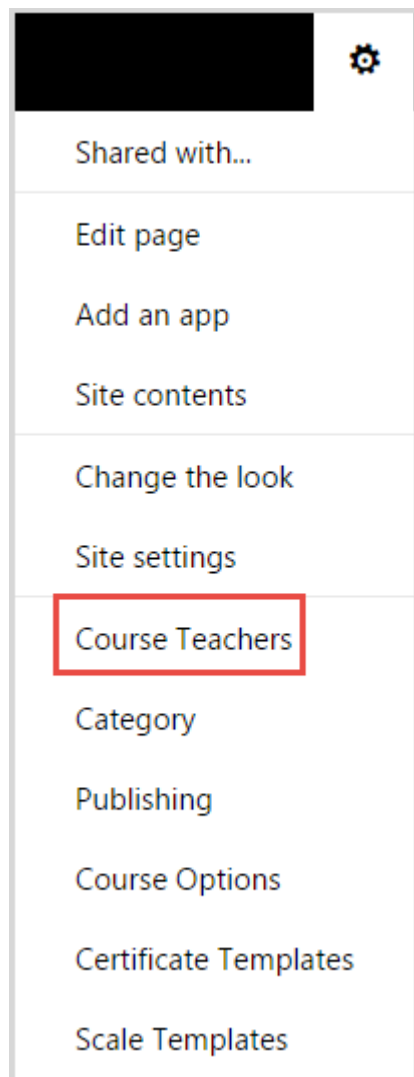
- 2) Apply the **Read** permission for users and groups who will access Organization site collection as **Visitors**.

## 10.2 SharePoint LMS Course Level Administration

The first **Teacher/Course Site Collection Administrator** is set up during the [Course creation](#).

To add/delete Course Teachers, do the following:

- 1) Enter the course.
- 2) Go to **Settings > Course Teachers**:



- 3) Fill in the form specifying which SharePoint users are **Teachers** within your SharePoint Course. If adding several users, separate their names by semicolon.
- 4) Click **OK** to save changes.

**Teacher Assistants, Learners** and the **Faculty** staff have a limited access comparing with **Teachers**.

For more information about groups permissions, see the table:

Tool	Faculty Users Group	Teacher Assistants Users Group	Learners Users Group
<b>Courses Web Part</b>	See courses (both	See courses (both published	Can see

<b>(on the organization level) if the Read access rights are granted by default</b>	published and unpublished)where they have the Faculty role	and unpublished)they assist Teachers with	courses they are enrolled to (published only)
<b>Courses list (on organization level) if the Read access rights are granted by default</b>	Can see their courses(published and unpublished)	Can see their courses (published and unpublished)	Can see courses where they are enrolled to (published only)
<b>Tools menu</b>	Same as Teacher	Same as Teacher (except for the Report tool)	Tools are available and active for learners
<b>Announcements</b>	Full	Full	Read
<b>Calendar</b>	Full	Full	Read
<b>Documents</b>	Full	Full	Read
<b>Learning Module</b>	Full	Full	Read
<b>SCORM</b>	Full	Full	Read
<b>Links</b>	Full	Full	Read
<b>Quizzes</b>	Full	Full	Read
<b>DropBox</b>	Full	Can't see items assigned to other users	Learner
<b>Discussion Board</b>	Full	Full	Read
<b>Discussion Board. The User Information option</b>	If users are administrators, they can see information about all users. Otherwise they can see the information only about themselves	If users are administrators, they can see information about all users. Otherwise they can see the information only about themselves	Can see the information only about themselves
<b>Chat</b>	Full	Full	Learner
<b>Conference</b>	Can't see items assigned to other users	Can't see items assigned to other users	Read
<b>Mailbox</b>	can add new items; can't edit, delete items; can't see items assigned to other users	can add new items; can't edit, delete items; can't see items assigned to other users	Learner
<b>Assignments Calendar</b>	Full	Can create, view, edit assignments	Have no access
<b>Assignments Tasks</b>	By default Reader permission on this list. Can't view Assignments Tasks except tasks assigned directly to them as learners	By default Reader permission on this list (see <a href="#">note</a> on granting privileges to review and grade tasks). Can't view Assignments Tasks except tasks assigned directly to them as learners	Have access to their assignment tasks only. Permissions depend on task status.
<b>Attendance</b>	Full	Same as Learner	Read
<b>Grade Book</b>	Can update learners' results, configure	Can update learners' results, configure corresponding	Read Learner sees



	corresponding settings; Can add columns (quizzes, learning modules, assignments)	settings; Can add columns (quizzes, learning modules, assignments)	only his/her own grades
<b>Tracking</b>	Full	Full	No
<b>Seating Chart</b>	Read	Read	Read
<b>Wiki Page Library</b>	Full	Full	Read
<b>Course Home Page</b>	Full	Full	Read
<b>Certificate templates</b>	Full	Full	No
<b>Scale settings</b>	Full	Full	No
<b>Course options</b>	Full	Full	No
<b>Course publishing</b>	Full	Can publish/unpublish course	No
<b>Course certificate configuration</b>	No	No	No
<b>Course categories management</b>	Full	Can edit	No
<b>List Publishing Scheduler</b>	Full	Full	No
<b>Learning Module templates</b>	Full	Full	No
<b>Look and Feel settings</b>	Full	Full	No
<b>Galleries settings</b>	Full except for Workflows	Full except for Workflows	No
Site Administration Settings			
<b>Permissions management</b>	Full	No	No
<b>Subsites (e.g. team sites, Meeting Workspace sites and Document Workspace sites) creation</b>	Full	No	No
<b>Group creation</b>	Full	No	No
<b>Alerts management</b>	Full	No	No
<b>Websites management (incl. content)</b>	Full	No	No
<b>View report on web site usage</b>	Full	No	No
<b>Adding users to course (Learners &amp; Groups Tool)</b>	Only in groups where they are owners (same as Assistant)	Assistants can add users only to groups where they are group owners. There are two ways to manage learners:	No

		<ul style="list-style-type: none"> <li>Teacher can set <i>Assistants</i> group as <i>Group Owner</i> for default <i>Learners</i> group.</li> <li>Teacher can create a new group with the <i>Learner</i> permission level and set <i>Assistants</i> group as group owner.</li> </ul> <p>Teachers can add/delete users in groups where <i>Assistants</i> are owners.</p>	
Delete users from a site collection	No	No	No
Staff -> Modify Display Settings Action	Full	Full	No
Staff -> Reorderaction	Full	Full	No
Roster -> Modify Display Settings Action	Full	Full	No
Roster -> Reorderaction	Full	Full	No

**NOTE:** To give **Assistants** ability to edit and add grade Assignments tasks you need to do following:  
 go to course **Site Settings > Site permissions**-> click on *Show me these items* link in the warning message "Some content on this site has different permissions from what you see here." Click on **Manage permissions** link right after *Assignments*->fill checkbox **Assistants** and click *Edit Permissions*. By default **Assistants** group has Reader permissions. Remove **Reader** and add **Assistant** permission, click OK.

**Learners** and **Teacher Assistants** are managed via Learners and Groups Course tool. Please refer to the appropriate documentation section.

Course **Visitors** is a default course group containing users who can view the information about a Course located on the Course front page. To change Visitors group members, enter the Learners and Groups tool and click the Visitors link. Add /remove group members using group menu.

# 11 OFFICE 365 INTEGRATION WITH SHAREPOINT LMS

## 11.1 Account Requirements

The account that's used in Global Features configuration should be a site collection admin of the O365 portal.

In order that exchange web parts work properly the following conditions should be met:

- Microsoft.Exchange.WebServices.dll assembly is installed to server GAC (use the following [reference](#) to make that happen)
- The account specified in CA must have the Application Impersonation role in Office 365. This can be checked in the O365 portal > Outlook > Permissions > Permissions tab > Application Impersonation > Add user to this role;
- User should have an e-mail address, which will be his exchange online email.

**NOTE:** Our integration with O365 implies that it will be possible to get information from the Exchange online web parts and SharePoint online documents straight from the online site into your local SharePoint portal.

If you need to provide SSO meaning that an Office 365 user can login to LMS application using his Office 365 account you would need to have a working AD FS infrastructure connected to an Office 365 subscription. Please refer to the following online documentation for how to plan and setup AD FS 2.0 for single sign-on:

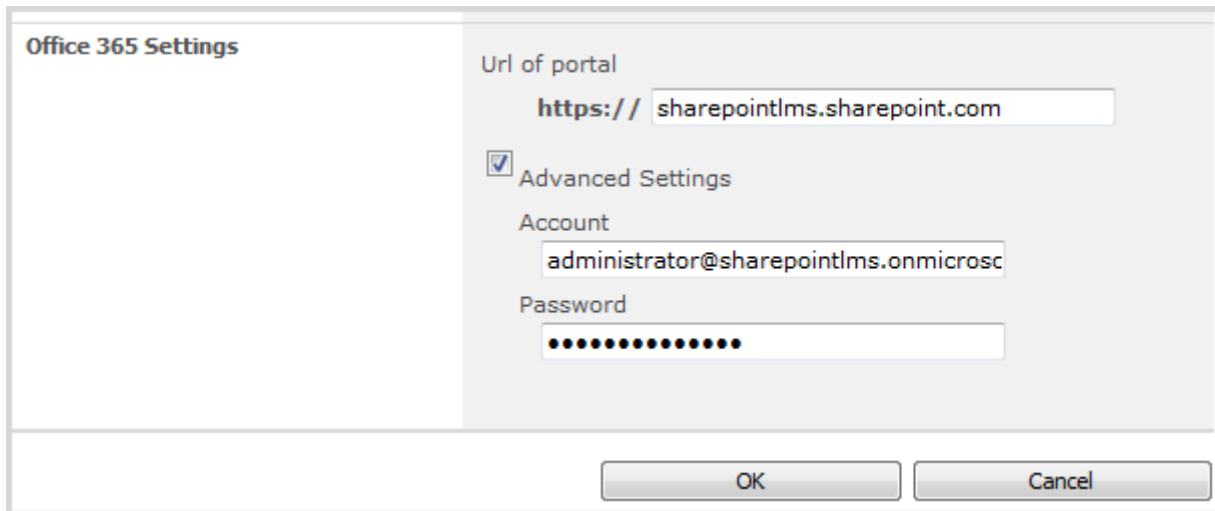
<http://technet.microsoft.com/en-us/video/setting-up-single-sign-on-with-office-365-using-adfs-2-0.aspx>

[http://technet.microsoft.com/en-us/library/adfs2-step-by-step-guides\(v=ws.10\).aspx](http://technet.microsoft.com/en-us/library/adfs2-step-by-step-guides(v=ws.10).aspx)

## 11.2 Configuration

In order to have Office 365 content transmitted to your local SharePoint server a connection should be established between Office 365 Portal and SharePoint Portal. To do that, follow the steps described below:

- a. Go to your local SharePoint Server 2013 **Central Administration** site;
- b. Go to **Application Management** section;
- c. Go to **LMS>Global features** section;
- d. Select a proper web application
- e. At the bottom of the page, in the **Office 365 Settings** section, fill in the required information:



The image shows a dialog box titled "Office 365 Settings". It contains the following fields and options:

- Url of portal:** A text box containing "https:// sharepointlms.sharepoint.com".
- Advanced Settings:** A checkbox that is checked.
- Account:** A text box containing "administrator@sharepointlms.onmicrosc".
- Password:** A text box filled with 12 black dots.

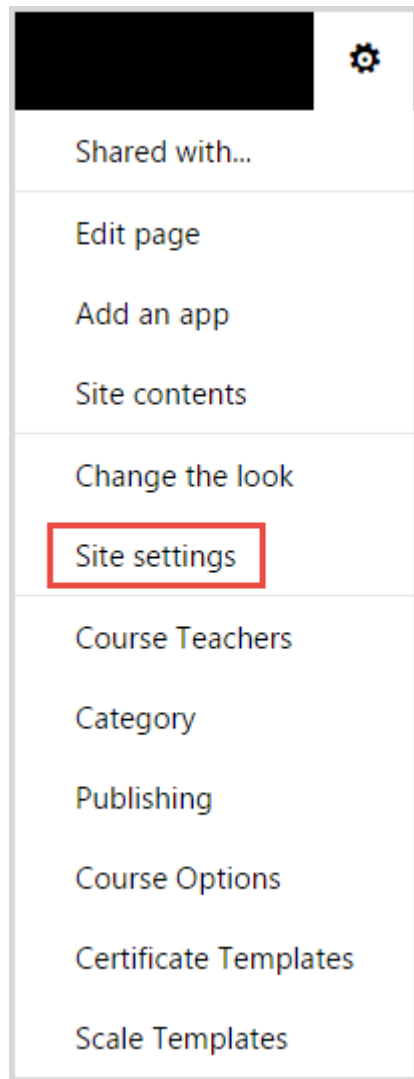
At the bottom of the dialog box are two buttons: "OK" and "Cancel".

1. *URL of portal* – is the URL of your SharePoint team site at Office 365 portal
2. *Advanced settings* – this setting is necessary in order for utilizing the feature to insert documents/files managed in SharePoint Online document libraries. Enter the credentials of the site collection administrator of the SharePoint team site at Office 365 portal.

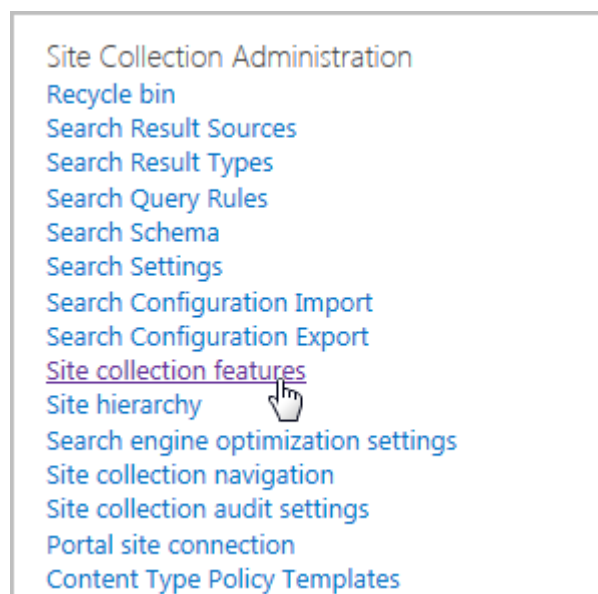
f. Press **OK** to save the Changes;

Afterwards you need to activate the **ELEARNINGFORCE – LMS: Integration with Office 365** site-scoped feature. To do it, follow the steps described below,

- a. Log in to your local SharePoint site from the web application for which integration has been configured (this can be SHAREPOINT LMS organization or course or other);
- b. Go to **Settings >Site Settings:**



- c. Go to **Site Collection Administration**>**Site collection features**:



- d. Activate the **ELEARNINGFORCE – LMS: Integration with Office 365** feature:

**ELEARNINGFORCE - LMS: Integration with Office 365** Activate  
 Provides several user interface components for integration with Office 365

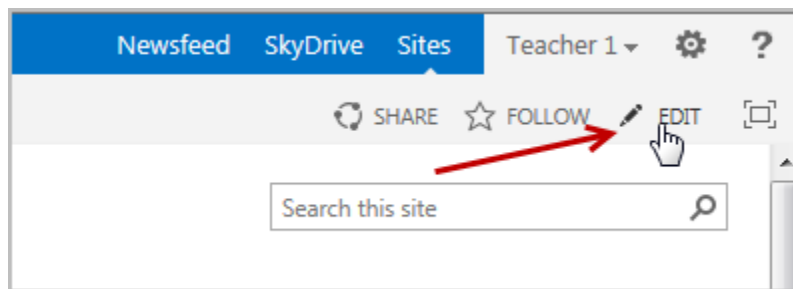
## 11.3 Integration

Once integration is configured you can get information from the Exchange online web parts and SharePoint online documents straight from the online site into your local SharePoint portal.

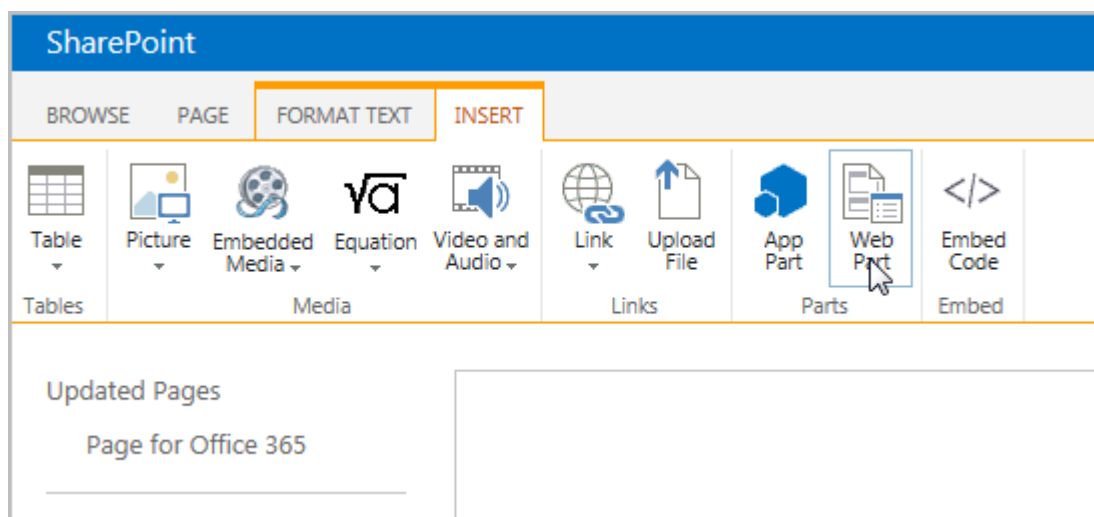
### 11.3.1 Office 365 Web Parts

In order to add Office 365 web parts that will transmit data from your Office 365 Portal follow the described steps,

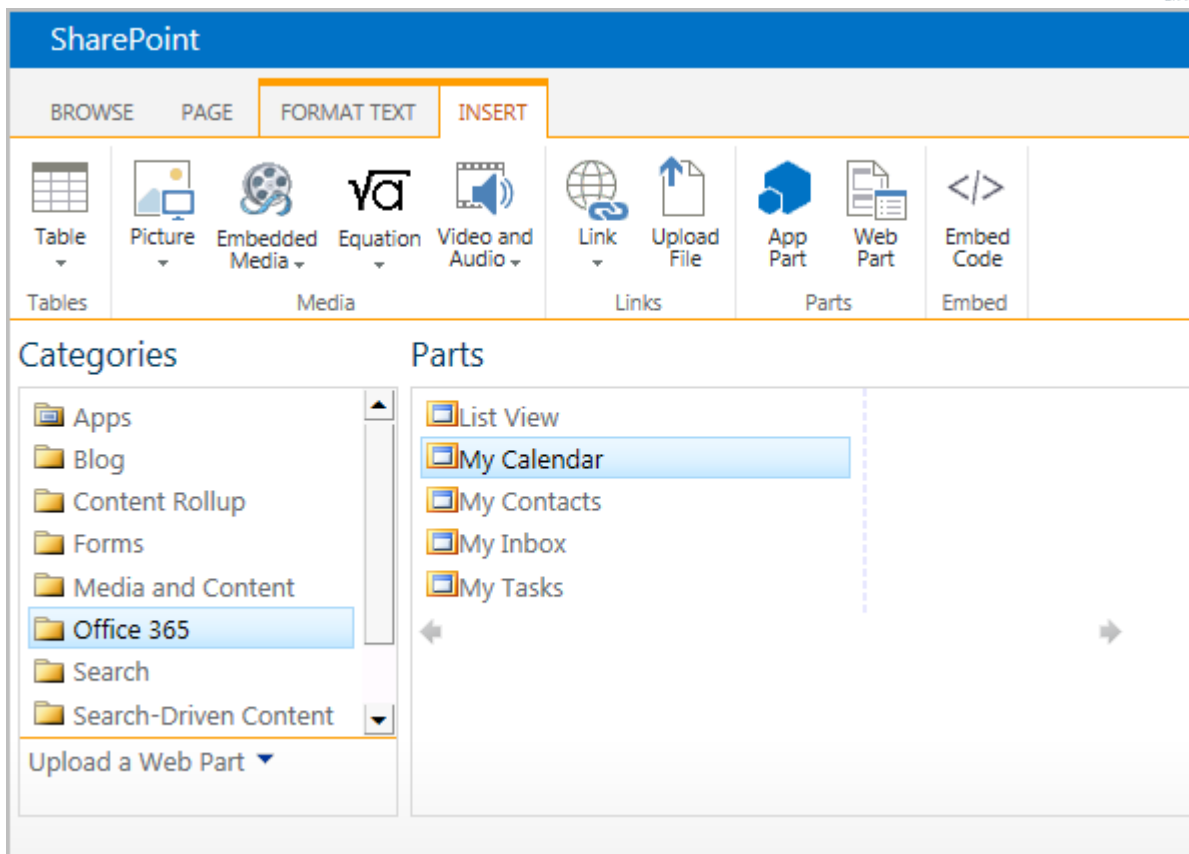
- a. Log in to your local SharePoint site from the web application for which integration has been configured (this can be SHAREPOINT LMS organization or course or other);
- b. On the ribbon menu click **Edit** button:




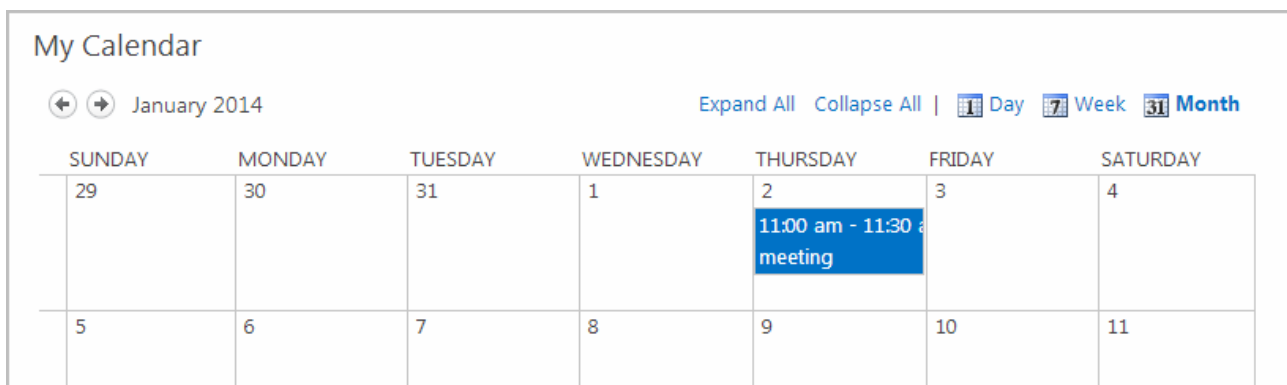
- c. On the **Editing Tools** menu click **Insert**. Choose **Web Part**:



- d. From the **Categories** menu, choose **Office 365**, then choose and add the needed web part (click **Add** button on the right):



- e. Click the **Save & Close** button on the ribbon ();
- f. The chosen web part will now appear on the Course home page:



Data transmission will be processed with the help of the next web parts:


# Page for Office 365

## My Tasks

### Today

 Confirm registration  
 Progress: 0%




## My Contacts

 Teacher 1  
 teacher@mail.com


## My Inbox

-  RE: SCORM player 365 manuals (extra-raw version) 1/29/2014 11:11:23 PM  
 From: Freddy Bang
-  RE: SCORM player 365 manuals (extra-raw version) 1/29/2014 6:44:25 PM  
 From: Andrei Khudavets

## List View

<input type="checkbox"/> Type	Name	Modified	<input type="checkbox"/> Modified By
	Enroll multiple users	1/10/2014 3:06 AM	Artem Milevsky
	Environment	1/10/2014 1:36 AM	Artem Milevsky
	Testing enviroment	1/10/2014 2:06 AM	Artem Milevsky

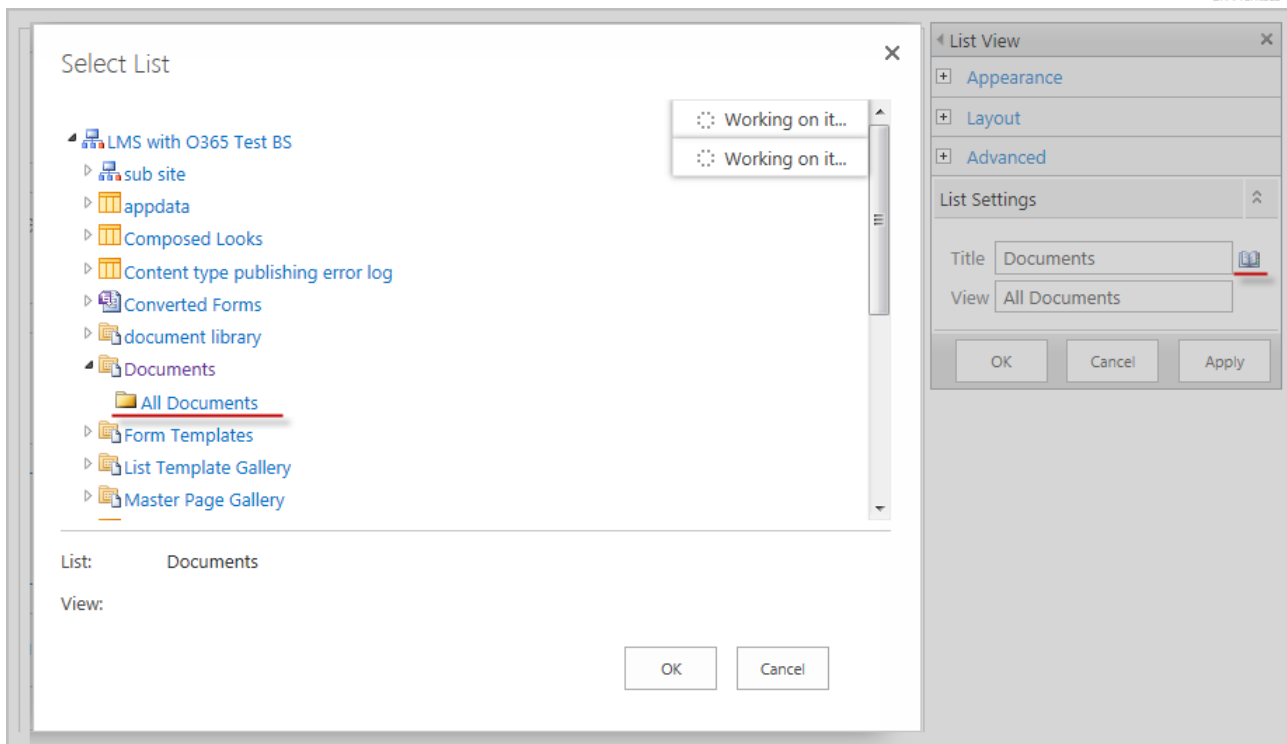
## My Calendar

  January 2014
 
 Expand All Collapse All |  Day  Week  Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2 11:00 am - 11:30 a meeting	3	4
5	6	7	8	9	10	11

- *My Calendar* – displays information from the Office 365 Outlook Exchange Calendar;
- *My Contacts* – displays information from the Office 365 Outlook Exchange Contacts;
- *My Inbox* – displays information from the Office 365 Outlook Exchange Inbox;
- *My Tasks* – displays information from the Office 365 Outlook Exchange Tasks;
- *List View* – a list view web part that can show information from any list of the Office 365 SharePoint team site. You can specify the list and list view in the web part's properties:





**NOTE:** The List View web-part displays the data under impersonation not under current user. It means that Learner will see all list documents, not only shared with him. But he won't be able to open them.

### 11.3.2 Sharing Documents

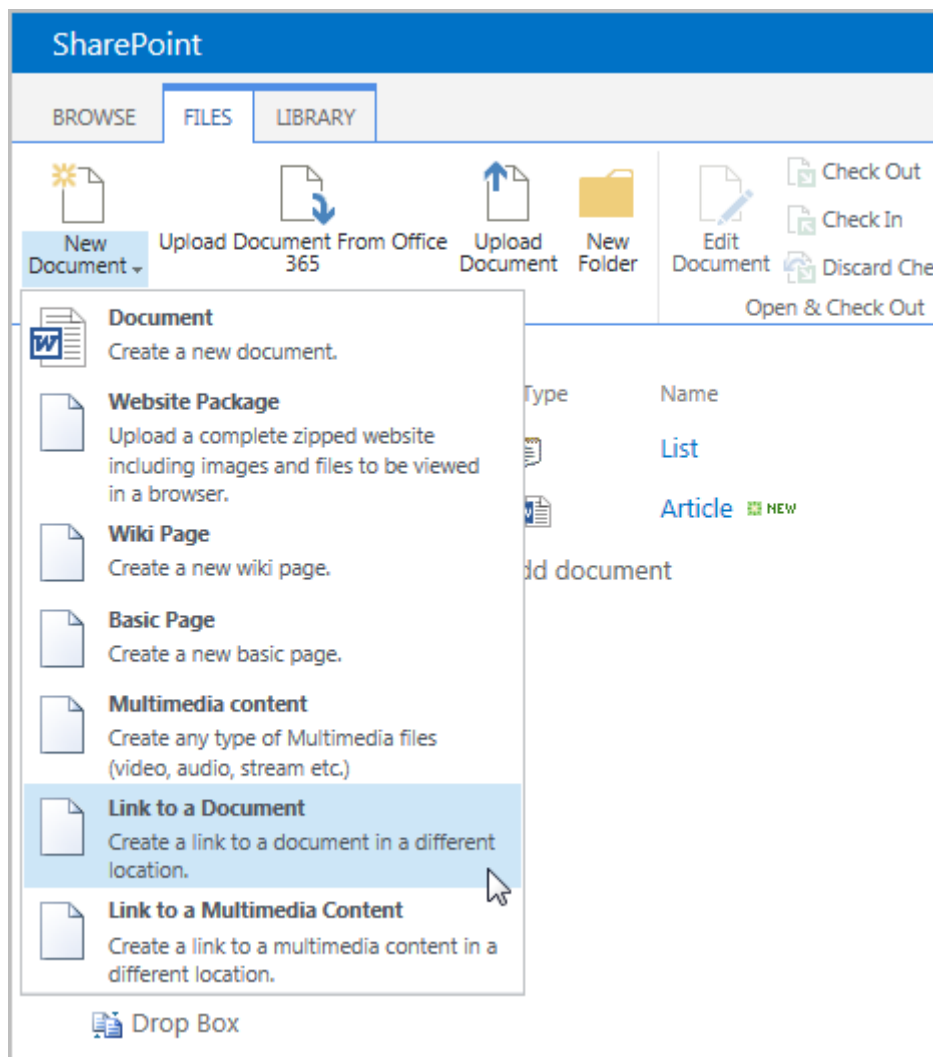
**NOTE:** When you use documents from your Office 365 portal, you don't have to download them constantly and then upload them to your local SP Server. You can now simply create a link to the needed Office document from your SP Server.

#### 11.3.2.1 Adding Shared Documents

To provide links to shared documents, follow the steps described below:

- a. On the Course level, go to the **Documents** section;
- b. On the ribbon menu, choose **Documents** from the **Library Tools**:

c. Click **New Document>Link to a Document**:



d. In the open form, on the **Document URL** form click the **Browse** button (📁):

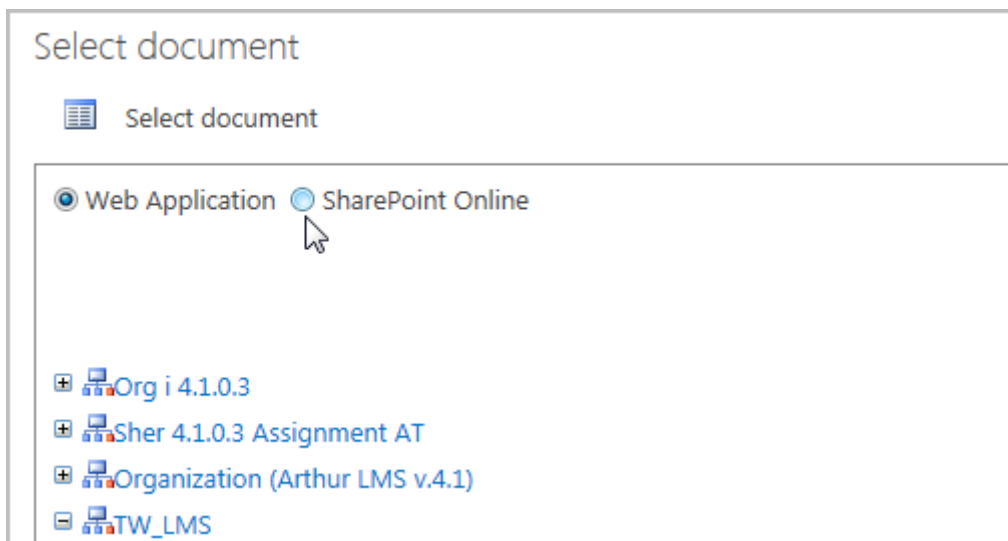
## New link to a document: ⓘ

Document Link  
Specify the name and URL of the document you want to link to.

Document Name:

Document URL (Click here to test):  📁

e. In the open form, check the **SharePoint Online** radio button:



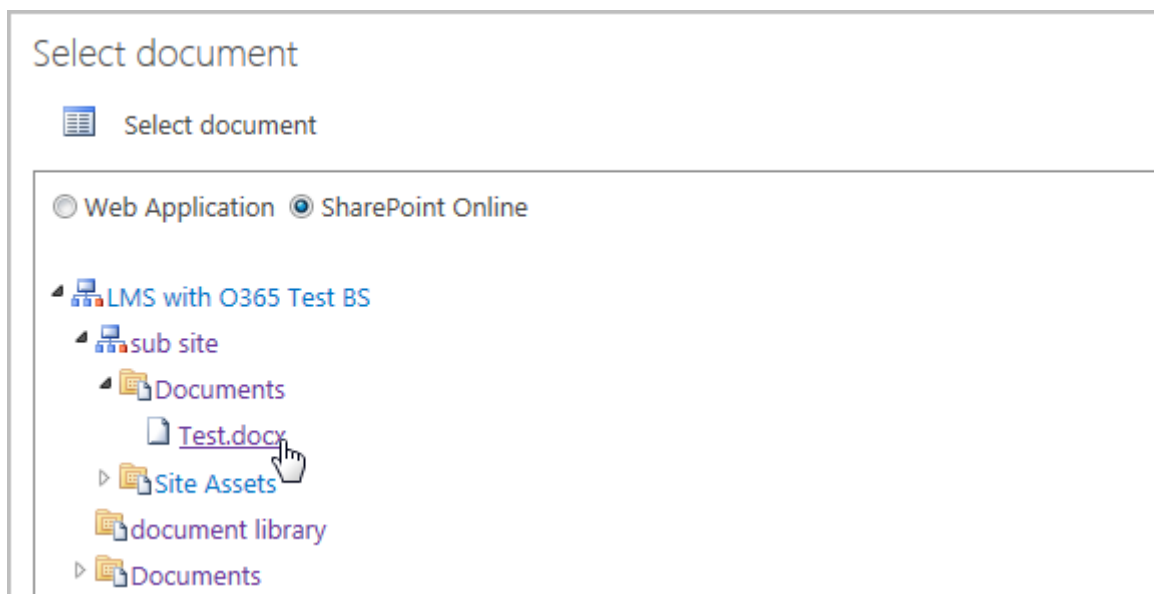
Select document

Select document

Web Application  SharePoint Online

- Org i 4.1.0.3
- Sher 4.1.0.3 Assignment AT
- Organization (Arthur LMS v.4.1)
- TW\_LMS

f. In the open form choose the document you want to be linked. Click **OK**. Then again **OK**:



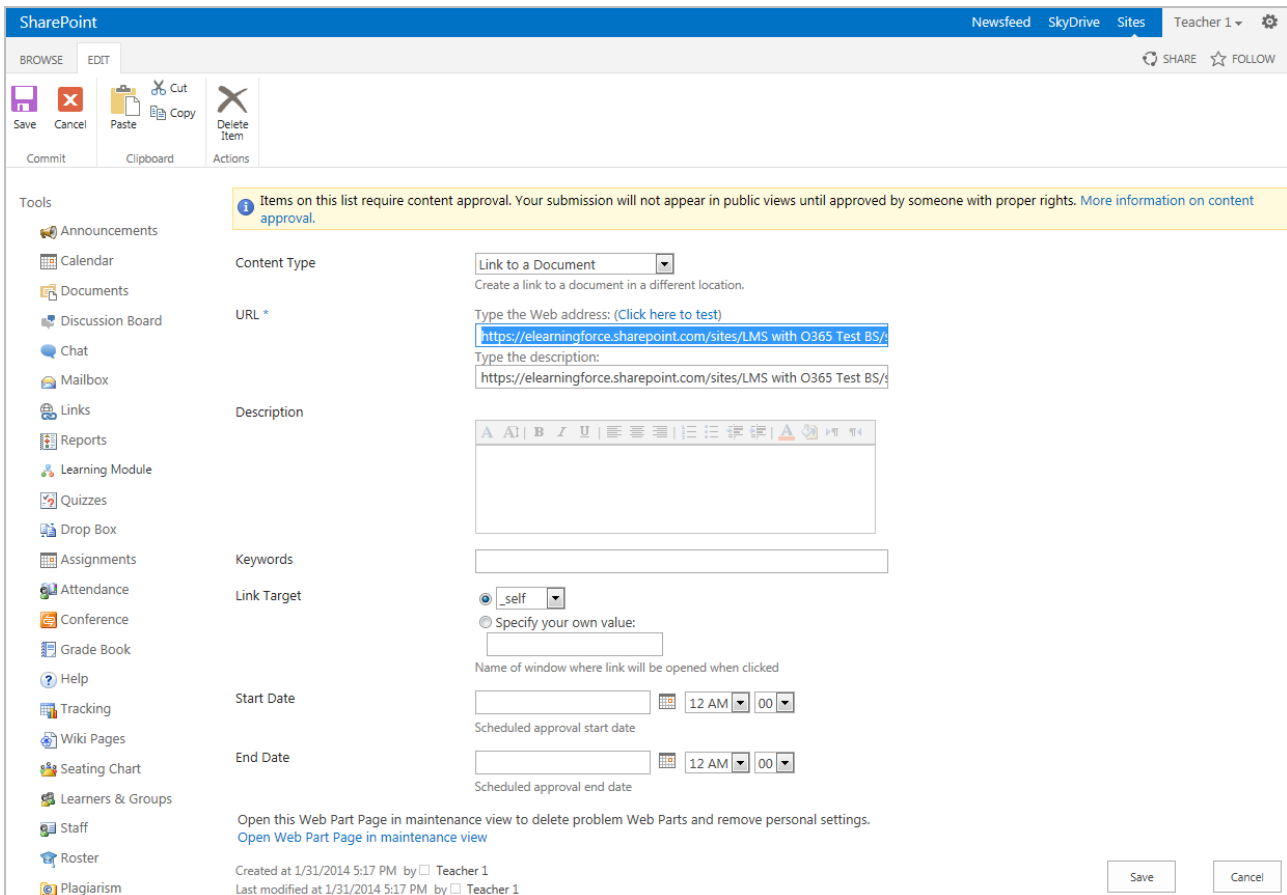
Select document

Select document

Web Application  SharePoint Online

- Test.docx
    - Site Assets
    - document library
    - Documents

g. In the edition form fill in all required fields and click the **Save** button:



SharePoint Newsfeed SkyDrive Sites Teacher 1

BROWSE EDIT SHARE FOLLOW

Save Cancel Paste Copy Delete Item

Tools

Announcements Calendar Documents Discussion Board Chat Mailbox Links Reports Learning Module Quizzes Drop Box Assignments Attendance Conference Grade Book Help Tracking Wiki Pages Seating Chart Learners & Groups Staff Roster Plagiarism

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Content Type: Link to a Document  
 Create a link to a document in a different location.

URL \*  
 Type the Web address: (Click here to test)  
<https://elearningforce.sharepoint.com/sites/LMS with O365 Test BS/>  
 Type the description:  
<https://elearningforce.sharepoint.com/sites/LMS with O365 Test BS/>

Description

Keywords

Link Target  
 \_self  
 Specify your own value:  
 Name of window where link will be opened when clicked

Start Date  
 12 AM 00  
 Scheduled approval start date

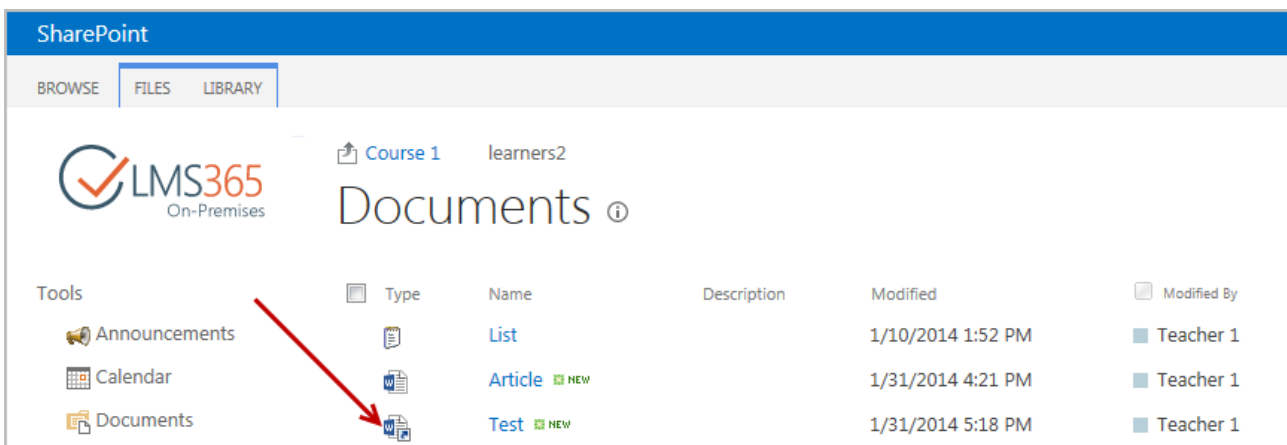
End Date  
 12 AM 00  
 Scheduled approval end date

Open this Web Part Page in maintenance view to delete problem Web Parts and remove personal settings.  
[Open Web Part Page in maintenance view](#)

Created at 1/31/2014 5:17 PM by Teacher 1  
 Last modified at 1/31/2014 5:17 PM by Teacher 1

Save Cancel

h. You will be redirected to the **Documents** section with the newly added linked document:



SharePoint

BROWSE FILES LIBRARY

LMS365 On-Premises Course 1 learners2 Documents

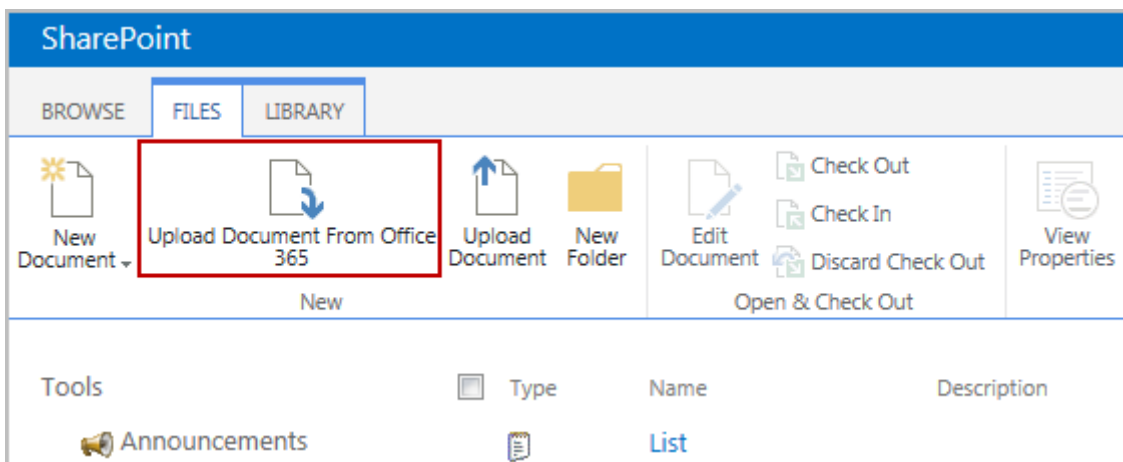
Tools	Type	Name	Description	Modified	Modified By
Announcements	List	List		1/10/2014 1:52 PM	Teacher 1
Calendar	Article	Article <span>NEW</span>		1/31/2014 4:21 PM	Teacher 1
Documents	Test	Test <span>NEW</span>		1/31/2014 5:18 PM	Teacher 1

### 11.3.2.2 Uploading Documents from Office 365

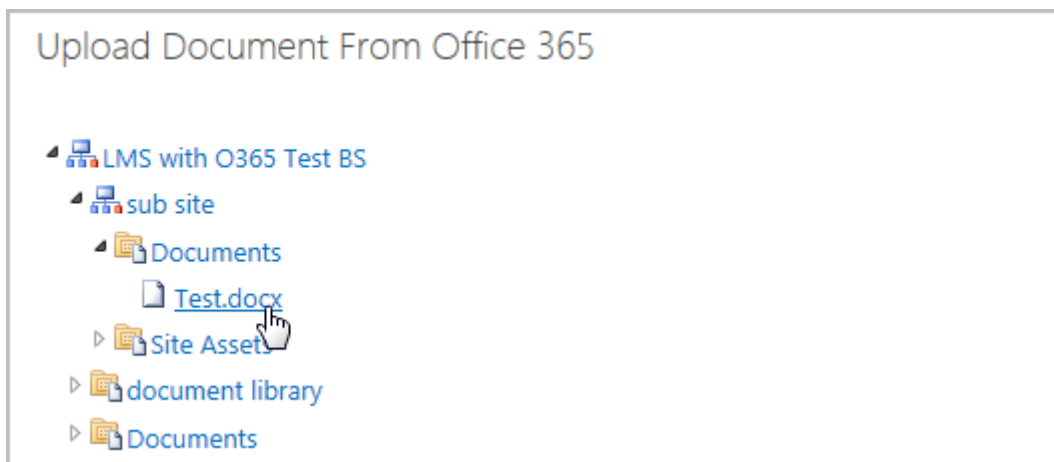
You may not only provide links to shared documents, but also upload documents straight from the **Office 365** portal. To do it, follow the steps described below:

- On the Course level, go to the **Documents** section;
- On the ribbon menu, choose **Files** tab:

c. Click **Upload Document from Office 365**:



d. In the open form choose the document you want to upload. Click **OK**:



e. In the edition form fill in all required fields and click the **Save** button:

Documents - Test.docx

EDIT

Save Cancel Paste Copy Delete Item

Commit Clipboard Actions

**i** Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Content Type: Document  
Create a new document.

Description

Link Target:  \_self  Specify your own value:  
Name of window where link will be opened when clicked

Start Date: Scheduled approval start date

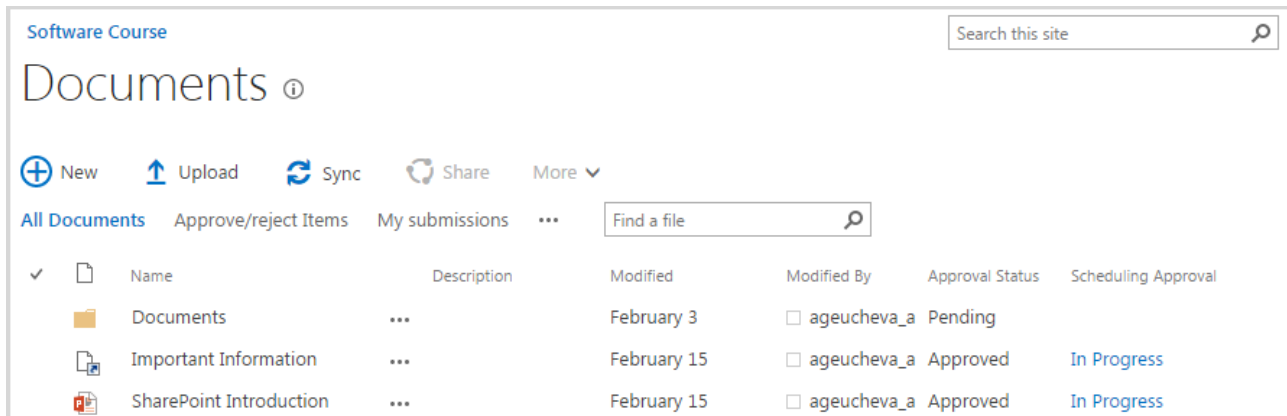
End Date: Scheduled approval end date

Keywords

Created at 1/31/2014 5:24 PM by  Teacher 1  
Last modified at 1/31/2014 5:24 PM by  Teacher 1

Save Cancel

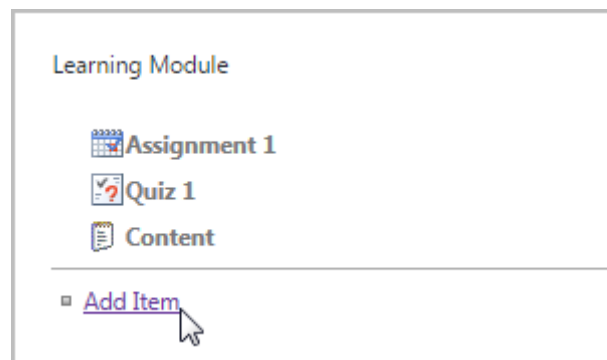
- f. You will be redirected to the **Documents** section with the newly uploaded document:



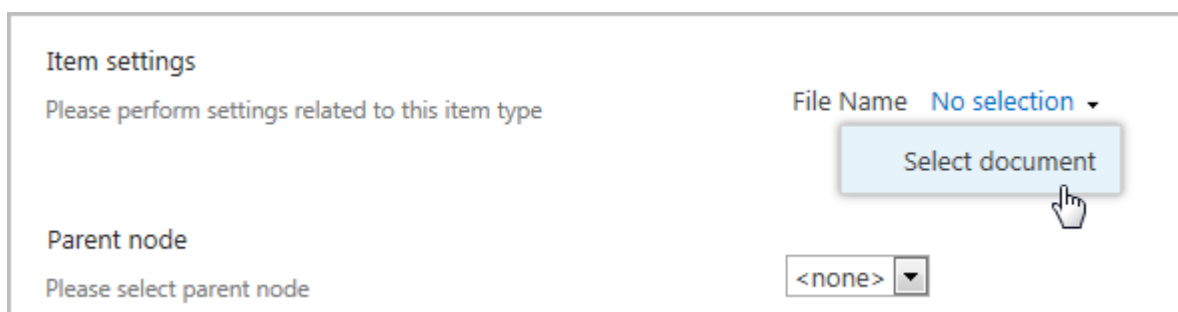
### 11.3.2.3 Adding Shared Documents to a Learning Module

You can also add shared documents to a Learning Path. To do it, follow the steps described below,

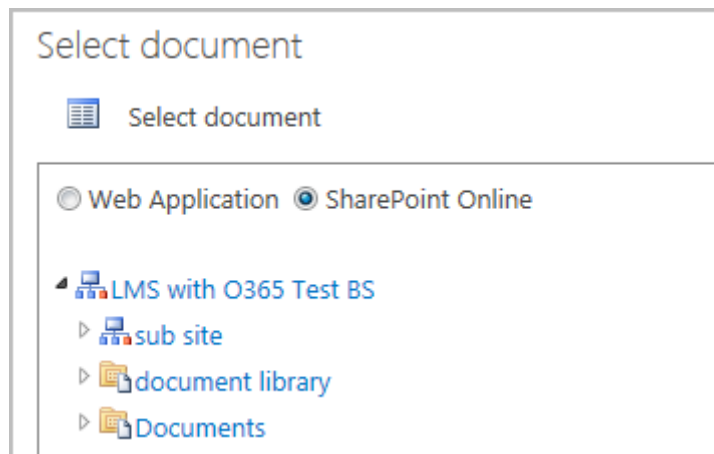
- On the Course level, go to the **Learning Module** section;
- Choose the needed Learning Module and enter the **Settings** section;
- Click **Add Item**:



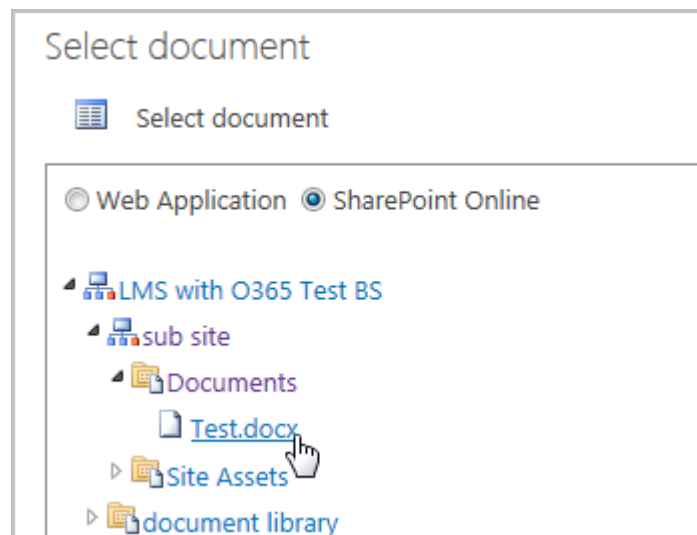
- In the **Item Type** section choose **Document**; in the **Items Settings** section click the **No Selection > Select document**:



- In the open form, check the **SharePoint Online** radio button:



- f. In the open form choose the document you want to be added to the current Learning Module. Click **OK**. Then again **OK**:



- g. The link to the newly added document will appear in the **Add Item** form:



# lp1 ▸ List Settings ▸ Add Item

**Item Type**  
Select the type of item you want to create

**Item Type:**

- AICC
- Chapter
- Content
- Document
- File
- Link
- LRM
- Quiz
- SCORM
- Survey
- Assignment

**Item settings**  
Please perform settings related to this item type

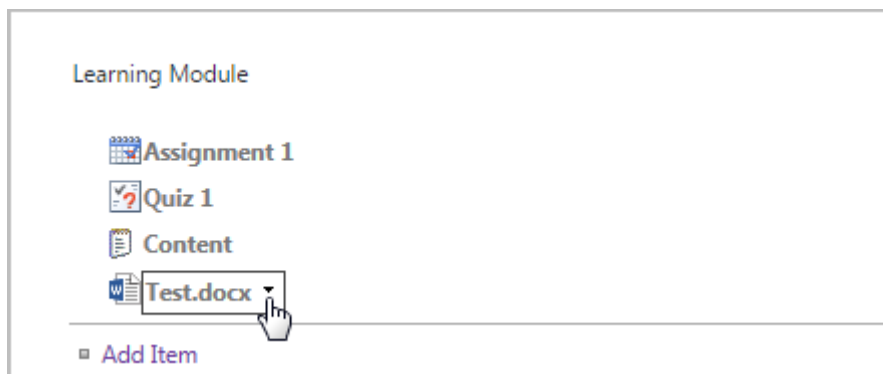
File Name <https://elearningforce.sharepoint.com/sites/LMS with O365 Test BS/sub site/Shared Documents/Test.docx> ▾

**Parent node**  
Please select parent node

<none> ▾

▸ [Prerequisites](#)

- h. Click **OK** to save the changes. You will be redirected to the current Learning Module **Settings** section with the newly added linked document:



## 12 SHAREPOINTLMS LOGGING

SharePointLMS generates specific logs only during installation/upgrade process. These logs are created and stored in the installation files' folder. Else, there are no specific log files. All logs are captured in the windows event viewer and SharePoint ULS logs on the server side.

Logs related to SharePointLMS are generated in ULS log files under the category 'EFI' which is a category of the elearningforce.sharepoint.common.wsp solution. Additionally there's a farm feature **SharePointLMS Logging** that allows configuring what kind of warning will be captured. To activate it go to **Central Administration>System Settings> Manage Farm Features** and activate the mentioned feature:



When it's activated, the following categories are registered for SharePointLMS available for Diagnostic Logging:

### Diagnostic Logging

**Event Throttling**

Use these settings to control the severity of events captured in the Windows event log and the trace logs. As the severity decreases, the number of events logged will increase.

You can change the settings for any single category, or for all categories. Updating all categories will lose the

Select a category

Category	Event Level	Trace Level
<input type="checkbox"/> All Categories		
<input type="checkbox"/> Access Services		
<input type="checkbox"/> Access Services 2010		
<input type="checkbox"/> Business Connectivity Services		
<input type="checkbox"/> CCM		
<input type="checkbox"/> Dashboard		
<input checked="" type="checkbox"/> SharePointLMS		
<input checked="" type="checkbox"/> General	Warning	Medium
<input checked="" type="checkbox"/> GlobalAnnouncements	Warning	Medium
<input checked="" type="checkbox"/> Plagiarism	Warning	Medium
<input checked="" type="checkbox"/> Reports	Warning	Medium
<input checked="" type="checkbox"/> Tasks	Warning	Medium