

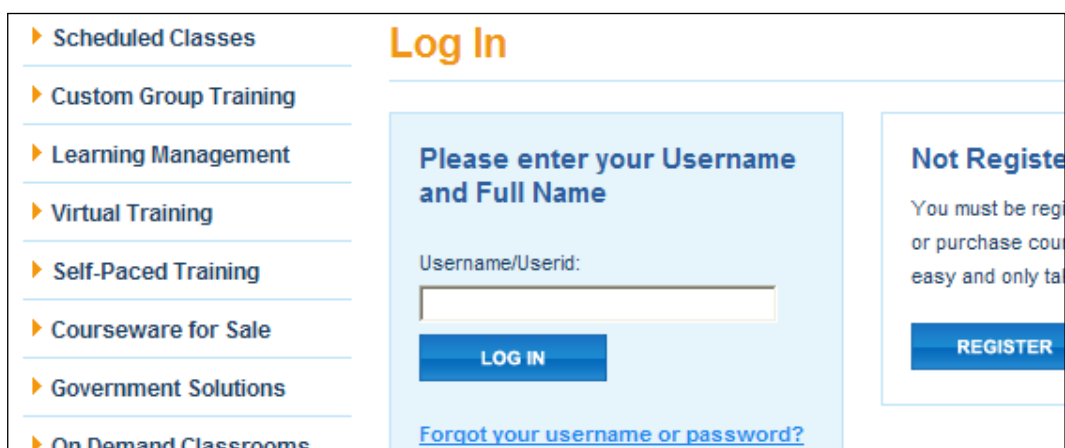
Student Procedures

1. Open Internet Explorer.

Go to <http://www.learnquest.com/cbt-login>.

2. Enter WellPoint User Id.

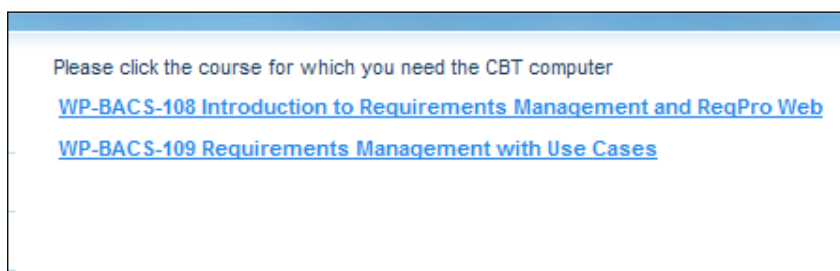
Click Log In.



The screenshot shows the 'Log In' page of the WellPoint CBT system. On the left is a navigation menu with links: Scheduled Classes, Custom Group Training, Learning Management, Virtual Training, Self-Paced Training, Courseware for Sale, Government Solutions, and On Demand Classrooms. The main content area is titled 'Log In' and contains a form with the heading 'Please enter your Username and Full Name'. The form has a label 'Username/Userid:' followed by a text input field and a blue 'LOG IN' button. Below the button is a link: 'Forgot your username or password?'. To the right of the login form is a 'Not Registered' section with the text 'You must be registered or purchase courseware to access this page. It is easy and only takes a few minutes.' and a blue 'REGISTER' button.

3. It is possible no computers will be available when a student logs in. See Potential Problem 1 at the end of this document.
4. If the student is registered for more than one CBT course, they will see a course selection page.

Click the appropriate course.

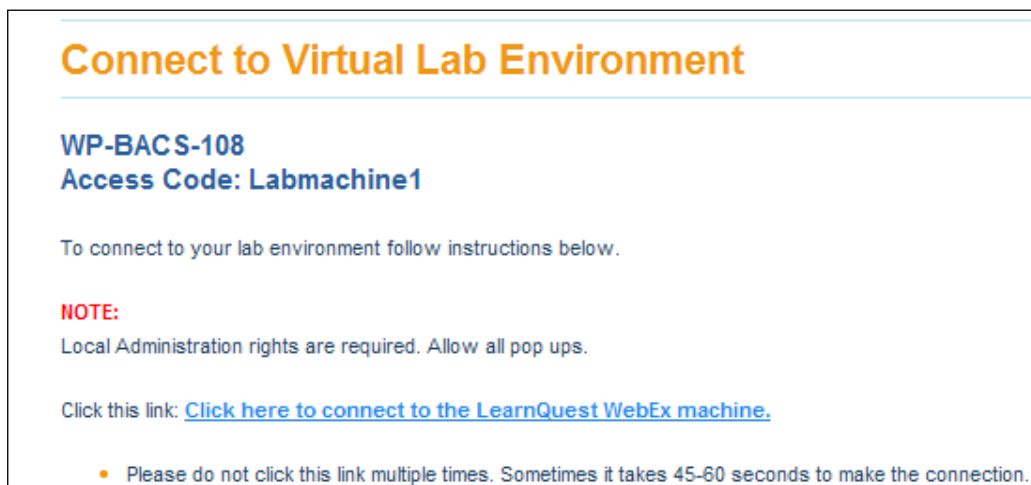


The screenshot shows a course selection page with the heading 'Please click the course for which you need the CBT computer'. Below the heading are two blue hyperlinks: 'WP-BACS-108 Introduction to Requirements Management and ReqPro Web' and 'WP-BACS-109 Requirements Management with Use Cases'.

If the student is registered for only one CBT course, they will not see this page.

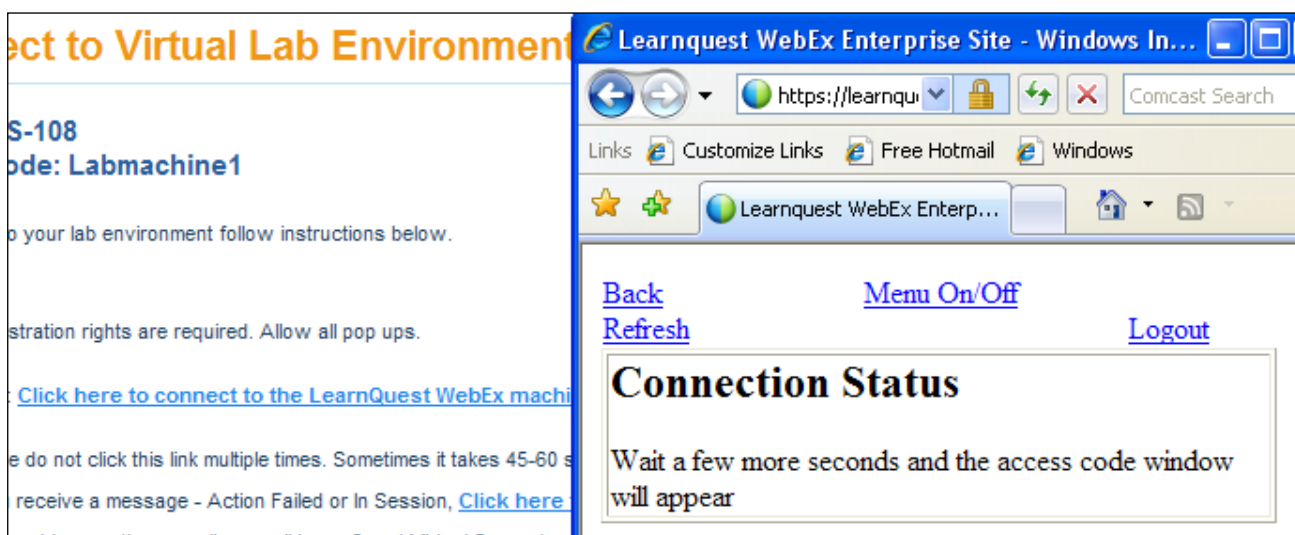
5. In either case, the connection page will be displayed. Click the line that says **Click here to connect to the LearnQuest WebEx machine.**

Please note the Access Code. The student will have to type this Access Code in the next step.



6. A second window will appear on the right side of the page showing the status of the connection process.

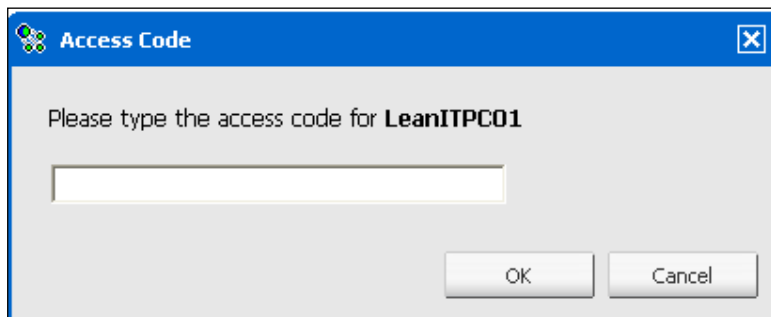
Be patient, it can take a little bit of time.



7. When the connection process completes, the student will be prompted for the Access Code which is displayed on the previous page on the third line.

The Access Code is case sensitive so type the Access Code exactly as it appears.

Click OK.



8. It is possible this Access Code dialog does not display because of timing issues. See Potential Problem 2 at the end of this document.

9. After entering the Access Code, the student might see this screen.



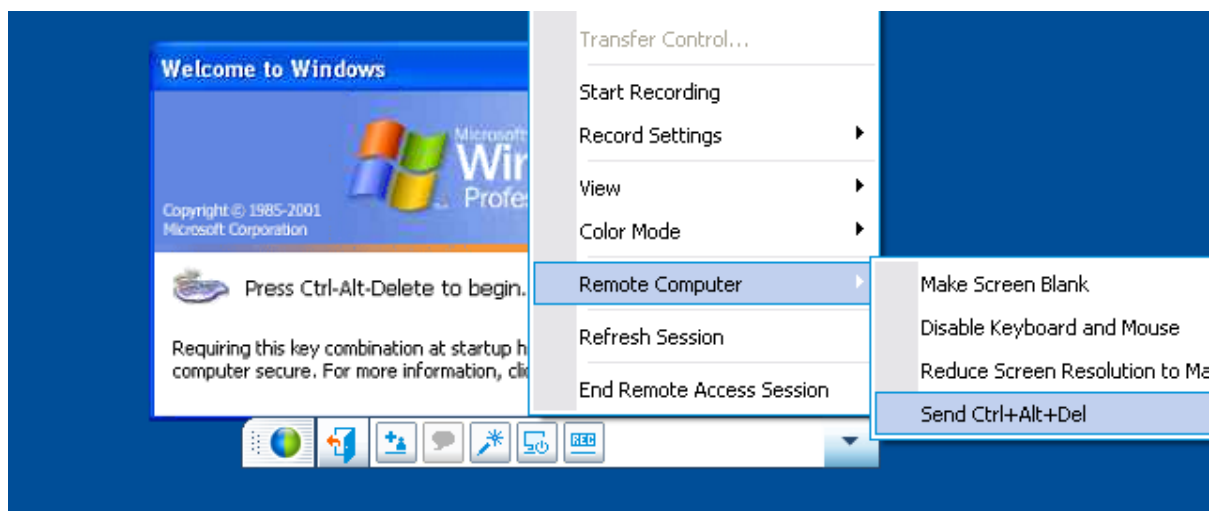
- a. If so, locate the WebEx tool bar which is usually at the lower right of the screen.



Click the down arrow on the right.

Wave over Remote Computer.

Click **Send Ctrl+Alt+Del**



10. Contact Learnquest IT support if this dialog is displayed showing the computer is in use and has been locked. (The last student did not Logout.)



11. The student should now see the Windows Login dialog.

Type your Wellpoint User Id into the User name field.

The first time a student ever connects to the LeanIT machine, they must enter the password: P@ssword1. Otherwise, enter the password that was created during a previous connection.

Make sure the Log on to drop down shows LEANIT.

If it shows anything else, select LEANIT from the drop down.

Click OK.



12. If this is the first time the student has EVER connected to a LeanIT machine, they will be forced to enter a password.

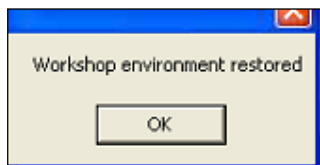
Enter the new password as indicated and click OK.



13. After a few moments, a message will be displayed stating either
- Workshop environment was Initialized (first time a student accesses the virtual lab) or



- Workshop environment was restored (after the first access).



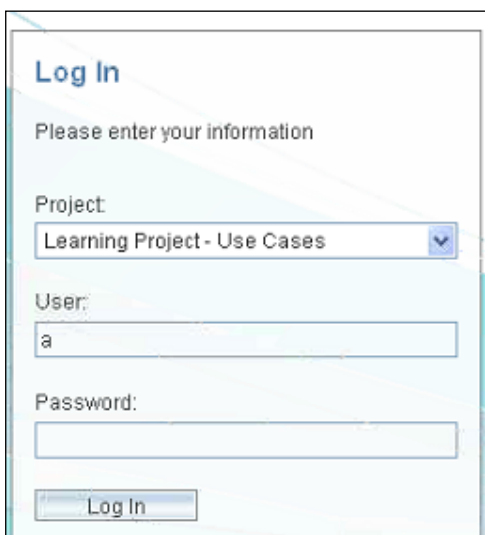
In either case, click OK.

14. The workshop environment is started. (If this page does not appear, there was a problem with the login. Probably permissions. Contact LQ immediately).

Select Learning Project – Use Cases from the drop down.

Type anything into the User name field.

Click Login.



The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- Please enter your information
- Project:** A dropdown menu with 'Learning Project - Use Cases' selected.
- User:** A text input field containing the letter 'a'.
- Password:** An empty text input field.
- Log In** (Submit Button)

15. The workshops can now be started.

If the student is returning after starting the workshops at an earlier time, the project should now show their earlier changes.

16. When all finished, click Start **on the WebEx machine** and click Log Off.

The lower Start button is on the student's machine, the upper Start button is on the WebEx machine.



17. Click Log Off.



The log off process saves the student's work.

If the student does not follow the logoff process, they might lose the work they completed this session and will have to start over again. Log off to save your work.

18. Click OK to the message that the Workshop environment was saved.

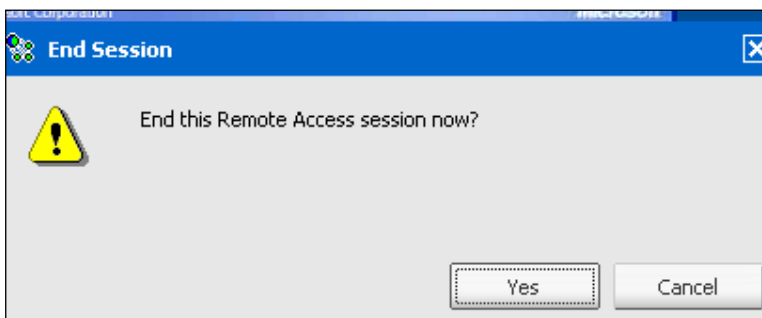


19. Click the down arrow on the WebEx tool bar.

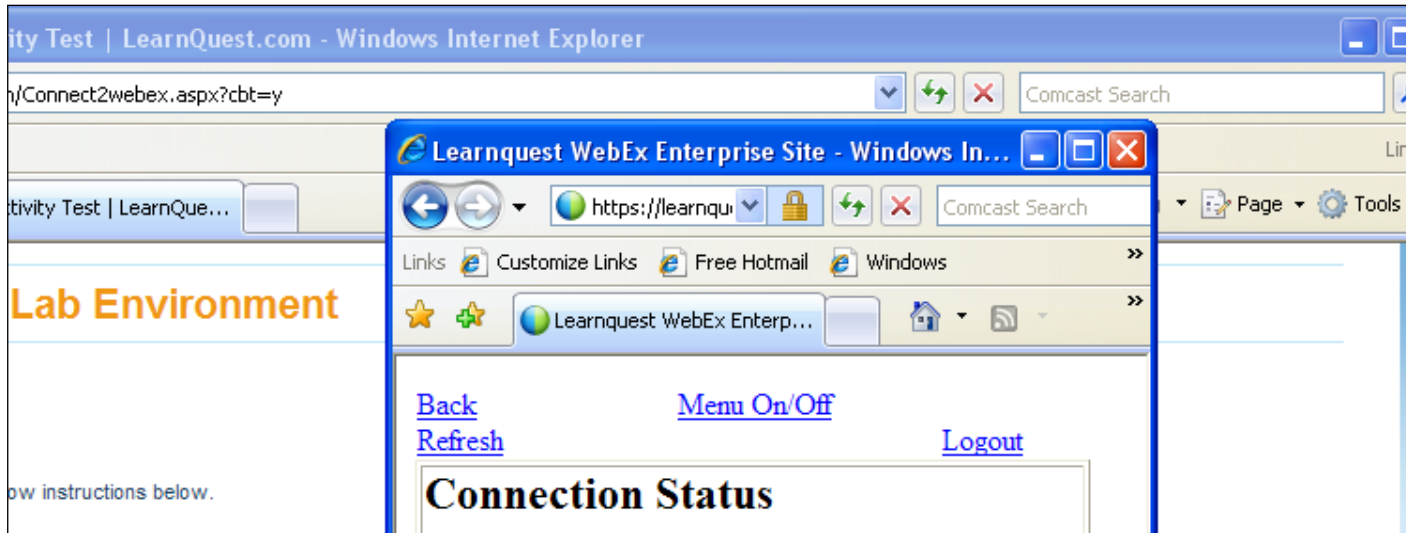
Click **End Remote Access Session**.



20. Click Yes to this message.



21. Close both the WebEx connection status window and the LearnQuest.com window.

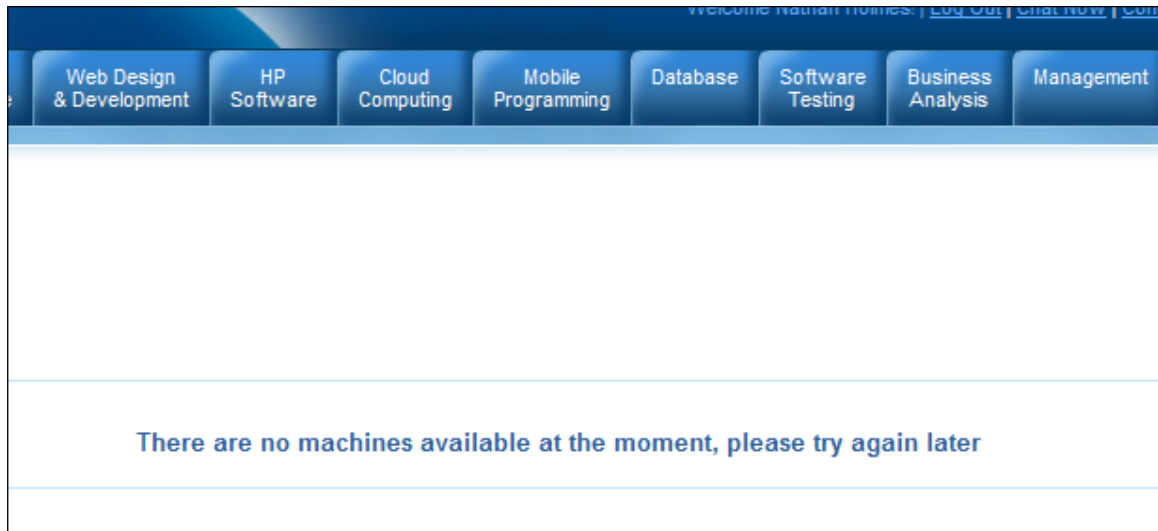


Potential Problems

1. It is possible no computers will be available when a student logs in.

In that case, this page will be displayed.

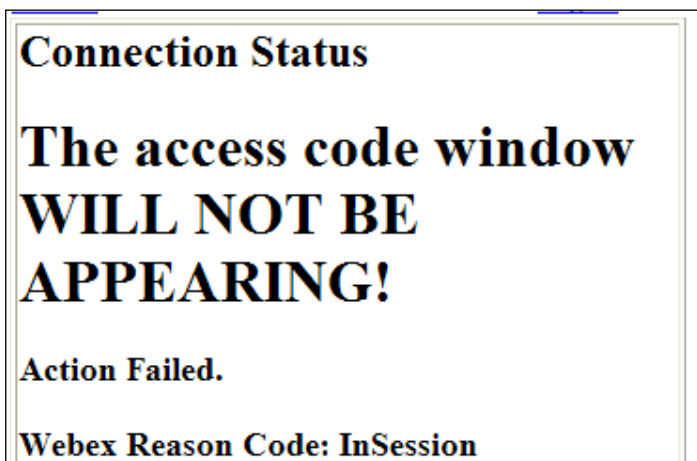
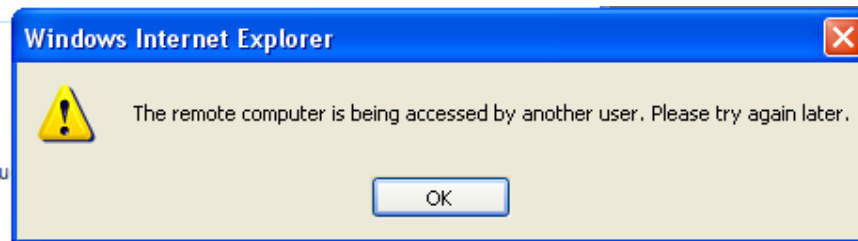
Try again later. An email is sent to LQ's IT staff.



2. The access code may not display.

Instead this dialog could be displayed. This will happen if 2 students are connecting at exactly the same time and click the link at approximately the same time.

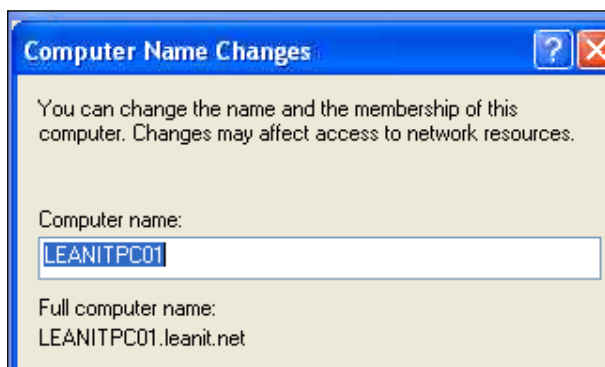
If this displays, click the back button on the browser and try again.



Nate Procedures

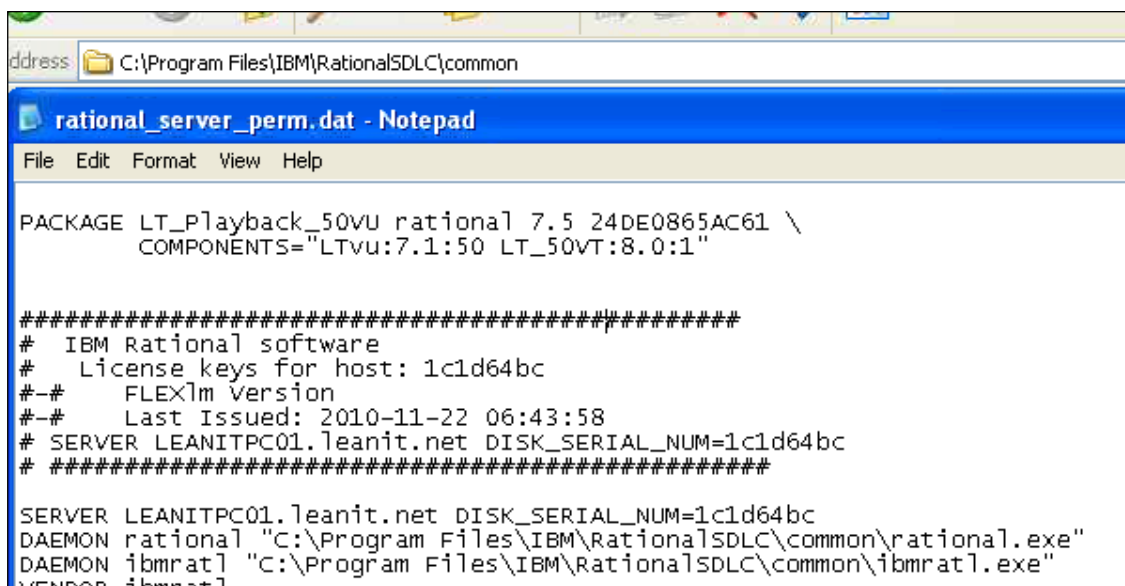
Randy image machines must have 3 modifications.

1. The computer name must be changed.

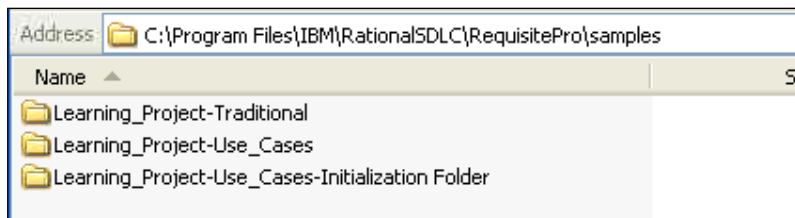


2. The computer name in the following file must reflect the correct computer name.

C:\Program Files\IBM\RationalSDLC\common\rational_server_perm.dat



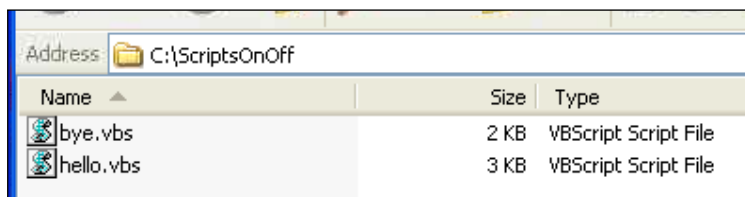
3. The folder **Learning Project-Use Cases-Initialization Folder** must be in the C:\Program Files\IBM\RationalSDLC\RequisitePro\samples



The folder C:\Program Files\IBM\RationalSDLC\RequisitePro\samples must be set up so Authenticated Users have Modify permission.

If this is not done, the logon script fails with a permission error.

4. The ScriptsOnOff folder must be in the C: drive.



5. REBOOT THE MACHINE AFTER MAKING ANY OF THESE CHANGES!!!

Add a new machine WebEx machine to the pool

1. Go to CLASS. Distribution List.

Cbt-hosting -> machines

Page:	cbt-hosting
ID:	machines
Usage Notes:	<p>list of machines followed by courses followed by user name/pswd</p> <p>machine=name; courses=c1, c2; user=uname,pswd</p> <p>leanit10 1</p>
Specifics:	<p>machine=LeanITPC01 ; courses=wp-bacs-108, wp-bacs-109;</p> <p>user=leanit102,Labmachine1</p> <p>machine=LeanITPC02 ; courses=wp-bacs-108, wp-bacs-109;</p> <p>user=leanit102,Labmachine1</p> <p>machine=LeanITPC03 ; courses=wp-bacs-108; user=leanit103,Labmachine1</p> <p>machine=LeanITPC04 ; courses=wp-bacs-108; user=leanit104,Labmachine1</p>
<p>Update SaveAs Delete</p>	

2. Add a line to Specifics for the machine. Even if it does not look like it in this picture, each machine fits on one line. The information is terminated with a semi colon.

machine= WebEx name of machine

courses = course(s) for which this WebEx machine is configured (multiple courses are separated by commas)

user = WebEx user id and password to be used in the student connection process for this machine

This list of machines is used when the student logs in and is assigned to the next available machine.

Weekly Access Code change for Machines

1. Go to CLASS. Distribution List.

Cbt-hosting -> access-code

Page:	<input type="text" value="cbt-hosting"/>
ID:	<input type="text" value="access-code"/>
Usage Notes:	<div>Access Code for the cbt machines</div>
Specifics:	<div>Labmachine1</div>

The access code entered here appears on the student's connection page.

Add a new course

1. Go to CLASS. Distribution List.

Cbt-hosting ->courses

Page:	cbt-hosting
ID:	courses
Usage Notes:	list of course numbers used when assigning students to a course
Specifics:	WP-BACS-108 WP-BACS-109
<div>Update SaveAs Delete</div>	

2. One line per course. The course specified here is the course specified on the machine lines.
3. Then go back and add the machines for the new course as described above. (If an existing machine can be used for the new course and an existing course, just add the new course to the course list.

Remaining distribution list entries

Page	Id	Value
cbt-hosting	access-code	Labmachine1
cbt-hosting	Availability-user	JPolec/Ruscomb1
cbt-hosting	courses	WP-BACS-108 WP-BACS-109
cbt-hosting	emailtext	<table cellpadding=0 cellspacing=2 border=1 > <tr><td>Student Name<td>??StudentName?? <tr><td>Date/Time<td>??Date/Time?? <tr><td>Problem: <td>??problem?? </table>
cbt-hosting	machines	machine=LeanITPC01 ; courses=wp-bacs-108, wp-t machine=LeanITPC02 ; courses=wp-bacs-108, wp-t machine=LeanITPC03 ; courses=wp-ba more.....
cbt-hosting	sendto	john.polec@learnquest.com

Availability-user: WebEx user name and password used when checking for the next available machine when a student logs in.

Emailtext: Text of email sent when a student encounters a connection process.

Sendto: email address where the above emailtext is sent!