



# **The Learning Toolkit+ (LTK+)**

## **Administrator Guide**

### **Version 4.9**

LTK+ v4.9 Dated: December 19, 2023

*The Centre for the Study of Learning and Performance*

All the LTK+ Guides and the most recent version of the software are available at:

<https://grover.concordia.ca/ltk/download-site/>

For guidance setting up a webserver that can host the LTK+:

[https://grover.concordia.ca/ltk/download-site/server\\_guide/](https://grover.concordia.ca/ltk/download-site/server_guide/)

*For further information contact Anne Wade at 514-848-2424 x2885*

or send an email to [help.ltk@concordia.ca](mailto:help.ltk@concordia.ca)

# LTK+ Administrator Guide

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## The LTK+ Software

The Learning Toolkit+ (LTK+) is a suite of applications working in tandem to develop students' literacy and self-regulation skills. **ePEARL**, a dynamic, electronic portfolio, is at the heart of the LTK+ and it can be used alone or in conjunction with **ABRACADABRA**, **IS-21**, **ELM** and **READS**.

### Minimum Server Requirements

Providing the LTK+ is the only application on the server:

- Processor: 2 GHz minimum, 2.5 GHz (4-core) recommended
- RAM: 2GB minimum, 8 GB recommended
- Internet connection: 300kb/s upload bandwidth minimum, 1000kb/s recommended

This recommendation supports 30 to 60 users using the portfolio at the same time.

### Load Tests

The tests performed show the results listed below. Please note that the number of *concurrent users* represents the number of users that are performing an action *at the same instant*. In practice, a classroom of 30 students will never be perfectly synchronized, and will behave more like 10-20 concurrent users.

- A 3200 MHz server supports 30 concurrent users, for an average response time of 1.6 seconds. Pages are received at 100 kb/s. For 25 users, the response time decreases to 1.33 seconds, and page reception is at 124 kb/s.
- A server equaling 2 x 3060 MHz supports 60 concurrent users, for an average response time of 1.57 seconds. Pages are received at 39.9 kb/s. For 45 users, the response time decreases to 1.18 seconds, and page reception is at 52.3 kb/s

### Required Software

The LTK+ uses the **PHP** scripting language and a **MySQL** database. In order to run the LTK+ you will need a web server capable of running PHP/MySQL web applications. If you require guidance in setting up a web server that can host the LTK+, this guide may be of use to you:

[https://grover.concordia.ca/ltk/download-site/server\\_guide/](https://grover.concordia.ca/ltk/download-site/server_guide/)

The minimum required versions are **PHP 7.3.0 (with GD support)** and **MySQL 5.6**. The maximum versions are currently PHP 8.2.x and MySQL 8.0.x. The LTK+ has not been tested on PHP 8.3+ and therefore its use is discouraged. MySQL "Innovation Release" versions are not supported. **Apache** or **IIS** may be used as the web server software.

# Installing the LTK+

## ***Pre-Requisites***

Before following the steps below, consult the minimum server requirements for the LTK+ and ensure that you have a compatible web server. If you need help turning your computer into a web server, the following guide may be of use:

[https://grover.concordia.ca/ltk/download-site/server\\_guide/](https://grover.concordia.ca/ltk/download-site/server_guide/)

You will also need to know the following:

1. The location of your web root folder
2. The location of the php.ini file
3. Your MySQL username and password

If you do not know one of these pieces of information, the person who set up your webserver should be able to help.

## **Your Web Root Folder**

You may have been asked to choose the location of your web root folder while installing your web server software. If not, it is probably one of these defaults:

<b>Windows</b>	<code>C:/inetpub/wwwroot/</code>
<b>MacOS</b>	<code>/Library/WebServer/Documents/</code>
<b>Linux</b>	<code>/var/www</code> or <code>/var/www/html</code>

Once you know where your web root folder is, you can test it to make sure it works. Open the folder and create a new file, name it "test.htm", and then edit it with a text editor and save "it works!" as the contents of the file. After you've done this, open any browser, type "<http://localhost/test.htm>" into the address bar, and hit enter. If you see "it works!" displayed inside your browser you've found the right folder. If not, either your web server is off or you're in the wrong folder.

## ***Step 1. Download the Latest LTK+ Package***

The latest version of the LTK+ and its guides are always available on the LTK+ Download site (see below). Visit this site and download the latest version of the LTK+. Make sure you remember where you saved it!

<https://grover.concordia.ca/ltk/download-site/>

## ***Step 2. Decompress the LTK+ Package into your Web Root Folder***

You will have downloaded a zip file whose name looks something like this: "ltk-#.##-#####.zip". When you decompress this file it will become a folder named "ltk". Move the "ltk" folder into the web root folder of your web server.

Check to make sure that when you open the "ltk" folder you see a variety of files and folders. You want those folders to be right inside the "ltk" folder and not inside "ltk/ltk", for example. If they are in the wrong place, you may move them so long as you are careful to move everything.

### **Step 3. Run the LTK+ in a browser**

Now that you have the LTK+ package inside your web root folder, it's time to run the LTK+ for the first time. Open any major browser (Firefox or Chrome recommended), enter <http://localhost/ltk> in the address bar and hit enter.

After a few seconds, you will be taken to the LTK+ Setup page. This page guides you through the remainder of the setup process. Follow the instructions on screen, and reload the page after following each instruction. This page will be able to detect what you've already done and tell you what's left to do.

Here are some tips:

### **The LTK+ Config File**

You will be asked to enter your web protocol configuration and MySQL login information into the LTK+'s config file. The config file is located at "ltk/config.php". Open this file using a text editor.

If your server supports HTTPS, set "https\_enabled" to "true". If your server does not support HTTPS, set "https\_enabled" to "false". Please note, however, that HTTPS is required in order to access the LTK+ remotely.

Enter the MySQL login information by replacing the values for "mysql\_host", "mysql\_username", and "mysql\_password" with the values that apply to your server. If you are not sure what to enter for "mysql\_host", leave it as is.

### **The LTK+ Filestore**

You will be asked to choose a location for the ePEARL's Filestore, and then to create a folder for this Filestore. We recommend placing the Filestore folder outside of the webroot directory. For example, if your web root is "C:/inetpub/wwwroot/", the recommended location would be inside "C:/inetpub/epearl\_files/".

### **Creating the LTK+ Database**

You will be asked to create the LTK+'s database. If you do not know how to do this, you can use phpMyAdmin, a web-based MySQL interface that comes with the LTK+ to do it. Enter <http://localhost/ltk/phpmyadmin/> into the browser's address bar, and hit enter. You will be taken to the phpMyAdmin login screen. Enter your MySQL username and password to log in. Once inside you should see the option to name and create a database. After creating the database, return to the LTK+ setup page.

Note: The bundled phpMyAdmin is pre-configured with a basic setup but you can further customize the configuration by editing the "config.inc.php" file found in the "phpmyadmin" folder. For details on configuring phpMyAdmin, please refer to their Configuration documentation here: <https://docs.phpmyadmin.net/en/latest/config.html>

## Logging In

After everything is complete, you will be able to log into the administrator environment using the username "admin" and the password you chose during the setup process.

## Importing from GPI or Excel files

### GPI Yearly Import:

1. Go to <http://localhost/ltk/>
2. Login as admin
3. Click on “Schools, Classes, Students & Teachers” button
4. Click on “Import from DB” tab on the navigation bar
5. Click on “Create New Profile” button
6. Enter the information as follows for example:
  - a. DB Type: mssql or mysql
  - b. Year: 2017
  - c. DB Host: the host and port of the GPI DB eg: 192.168.1.1,1433
  - d. DB User: gpi\_username
  - e. DB Pass: gpi\_password
  - f. DB Name: gpi\_database\_name
  - g. Student Username Field (default unique username):
    - Student Number ([FICHE] in GPI)
    - Student Number with leading zeros (you choose number of digits)
    - Student Email Address ([ADR\_ELECTR\_ELE\_PORTAIL] in GPI)
  - h. Teacher Username Field (default unique username):
    - School Code & Teacher Number ([ECO]\_[INTERV] in GPI)
    - Teacher Payroll Code ([MATR\_PAIE] in GPI)
    - Teacher Email Address ([ADR\_ELECTR] in GPI)
7. Click on “Save & Close” button (If you see the list of schools in this database, connection was successful)
8. Select schools that you want to import to the ePEARL DB
9. Click on “Update Schools In This Profile”

### Excel Imports (For Mac or PC)

#### Large-scale (schoolboard-wide) import:

1. Go to <http://localhost/ltk/>
2. Login as admin
3. Click on “Schools, Classes, Students & Teachers” button
4. Prepare the data to be imported as per the explanations corresponding to the following documents found by clicking on “Import Schools”, “Import Classes” and so on.
  - i.epearl\_schools.xls
  - ii.epearl\_classes.xls
  - iii.epearl\_teachers.xls
  - iv.epearl\_students.xls
  - v.epearl\_class\_links.xls
5. Once the data to be imported has been prepared, the templates must be saved as “Text (Tab Delimited)” before being imported. This can be done by selecting “Save As” from the File menu in excel.

6. Import the templates using the import button of the appropriate link for each one. It is recommended to import the templates in the following order
  - i. epearl\_schools.txt
  - ii. epearl\_classes.txt
  - iii. epearl\_teachers.txt
  - iv. epearl\_students.txt
  - v. epearl\_class\_links.txt

### **Small-scale (individual school) student import:**

This is an easier way to import a list of students into existing classes of a specific school (i.e. the classes and the school already exist in the database):

1. Go to <http://localhost/ltk/>
2. Login as admin
3. Click on “Schools, Classes, Students & Teachers” button
4. Go to “Students” and then “Import Students”
5. Click on the link where it says “To import students to an existing school, click here.”
6. Prepare the data to be imported as per the on-screen explanations using the following document: epearl\_school\_students.xls.
7. Once the data to be imported has been prepared, the template must be saved as “Text (Tab Delimited)” before being imported. This can be done by selecting “Save As” from the File menu in excel.
8. Select the school from the dropdown list, and import the template using the “Import Now” button found on the current link.
9. This will import the students into the selected school, as well as link each one to the class specified (if any) for the given student in the imported template.



## Using the LTK+ Software

The Learning Toolkit+ is a suite of tools linked together and sharing the same database. Administrative functions for the LTK+ still reside within the ePEARL administrator and teacher environments. Once an administrator is logged in, he will be taken directly into the administrative screens. Once a teacher or student is logged-in, the LTK+ screen will present him/her with the different applications available: **ePEARL**, **ABRACADABRA** (an early literacy tool), **IS-21** (an information literacy tool), **ELM** (an early numeracy tool) and **READS** (a book repository).



### ePEARL Environments

The ePEARL software consists of four environments: Administrator, Sub-administrator, Teacher and Student. Three fully bilingual levels exist within the Student and Teacher environments. They are:

- Level I – Cycle One/Grades 1-2. Level 1 is geared towards beginning readers. The interface design, as well as the type of interaction are simplified and specially suited for young learners. L1 portfolio can be linked to ABRACADABRA (hereafter referred to as ABRA). This is an early literacy application developed by the CSLP. Turning this feature on will result in student access to instructional activities, digital reading material and illustrations from the ABRA software.
- Level II – Cycles 2 & 3/Grades 3-6. In Level 2, the environment allows for more learning opportunities than in L1: students can manage their files, attach different types of files, customize their ePEARL, and allow peers to view and comment on their entries.

- Level III – Secondary/Grades 7-12. Level 3 features allow students more flexibility to go deeper into self-regulation. Tagging is available, as well as a file cabinet in which they can keep files to share and reuse. The style and language are more mature. Quebec schools should be aware that the special POP artifact is available within Level 3.

This Manual will focus on the Administrator environment.

## The Administrator Environment

The Administrator environment allows for the creation of the schools within a given school board, district, or division and all of the sub-administrators, classes, teachers and students for each school.

Users will be directed to their dedicated environment once they have logged in.

**The username for the administrator is: admin.**

**The password will be selected during the initial set-up during installation process.**

## LTK+ Registration

The registration screen is accessible from the main screen of the administrator module. Filling in the registration form will help the CSLP provide support for your school board or district. The technical contact registered will receive the notifications of updates.

The screenshot shows the 'Admin's Portfolio' interface with a navigation bar containing 'Main Menu', 'Register LTK+' (highlighted), 'Installation Information', and 'LTK+ Download Site'. The 'Register LTK+' section is titled 'Installation' and contains three main sections: 'Login URL', 'Organization', and 'Technical Contact'. The 'Login URL' section has a text input field with the value 'http://localhost/ltk-svn/branches/staging/'. The 'Organization' section includes fields for 'Organization Full Name', 'Organization Short Name', 'Organization Location', and a dropdown for 'Organization Type' (set to 'Group of School Boards / Divisions'). The 'Technical Contact' section includes fields for 'Contact Full Name' and 'Contact Email Address'. A 'Submit' button is located at the bottom left of the form.

## Installation Information

The LTK+ includes features to help admins manage and troubleshoot their installations. It consists of the following sections:

- *PHP and MySQL:* Contains information on important settings for both PHP and MySQL.
- *Config File:* Displays the contents of the LTK+ config file.
- *LTK+:* Displays the current LTK+ version and the version of installed tools.
- *Logs:* Gives quick access to error, import, and export logs.

## PHP and MySQL

This section summarizes important LTK+ information for PHP and MySQL. It also contains links to PHP Info for a more detailed and complete list of PHP settings and phpMyAdmin (if installed) for accessing your MySQL database.

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### PHP ([PHP Info](#))

PHP version	8.1.12
XML installed	Yes
JSON installed	Yes
Zip installed	Yes
GD installed	Yes
MySQLi installed	Yes
Maximum upload filesize	10 MB
Session length	180 minutes

### MySQL ([phpMyAdmin](#))

MySQL server version	5.7.40-0ubuntu0.18.04.1
LTK+ storage database version	epearl_v527_20221205
ABRA content database version	abra_v403_20171213

## Config File

This section displays the contents of your LTK+ config file.

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mysql_host	localhost
mysql_username	root
mysql_password	
mysql_database	ltk_staging

## LTK+

This section displays the LTK+ version, release date, and version information for the various tools within the LTK+.

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ltk_version	4.7-rc1
ltk_release_date	20190826
epearl_version	5.23
abra_version	4.9
is21_version	2.9
elm_version	2.8
reads_version	2.3

## Logs

This section displays all error, import, and exports logs of your LTK+ installation. Click one of the links ("Error Logs", "Import Logs", or "Export Logs") to display logs of that type. Click on a log entry to view the log in a popup window.

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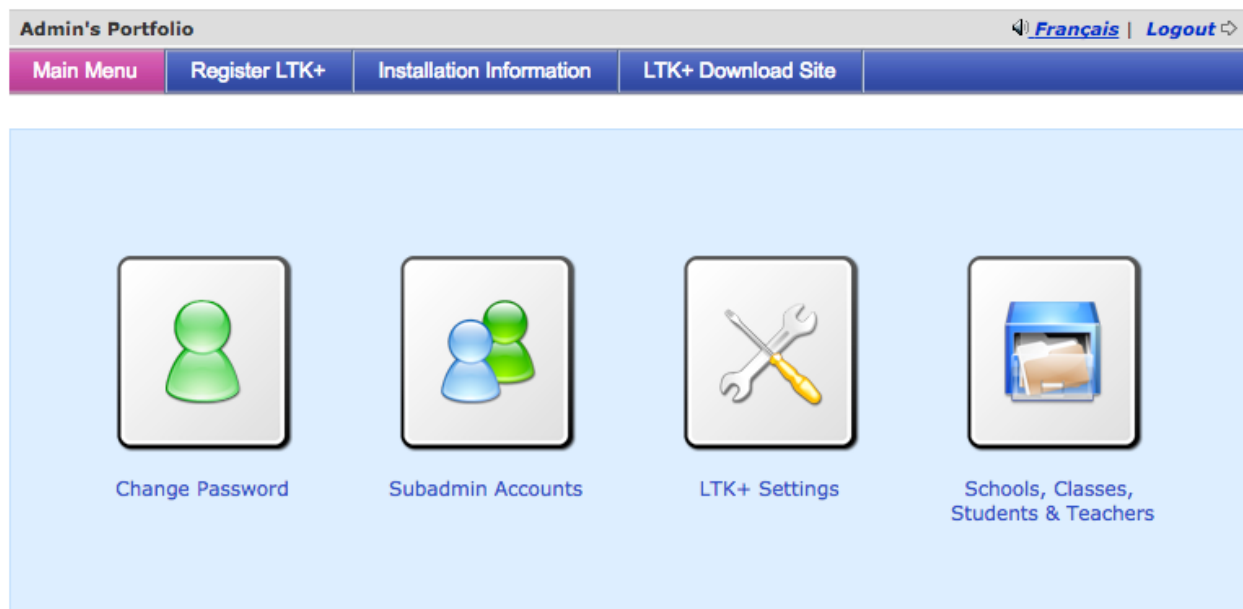
Error Logs | Import Logs | Export Logs

Error Logs (417)	
<a href="#">2017_12_14_rc.htm</a>	<a href="#">2010_08_13_cslp.htm</a>
<a href="#">2017_12_13_cslp.htm</a>	<a href="#">2010_08_06_cslp.htm</a>
<a href="#">2017_12_11_cslp.htm</a>	<a href="#">2010_08_04_cslp.htm</a>
<a href="#">2017_12_05_cslp.htm</a>	<a href="#">2010_07_27_cslp.htm</a>

## Main Menu

The main menu consists of the following sections:

- *Change Password*: a password protected section used to modify the admin password.
- *Subadmin Accounts*: allows the creation and managements of sub-administrators.
- *LTK+ Settings*: to specify settings for ePEARL and to turn on or off the ABRA, IS-21, and ELM applications.
- *Schools, Classes, Students & Teachers*: allows the creation and management of schools, classes, students and teachers.



## Change Password

To change the admin password, it is necessary to re-enter the existing password, as a safety measure.

If there is more than one administrator for the LTK+, this password will have to be shared with all the administrators.

## Subadmin Accounts

The sub-administrator is an individual who can help administer specific parts of the software for a school board/district/division or for a specific school. The sub-administrator may be a Language Arts Consultant, the local RECIT (in Quebec), a tech savvy teacher, a principal, etc. School boards (divisions or districts) should determine how these roles will be assigned and provide a list of sub-administrators names (along with the names of the schools that they are to administer) to the IT dept. It is helpful to have a Sub-admin for each school.

A new type of sub-administrator, CSLP Researcher, is part of each installation. This sub-administrator account has been created to facilitate the collaboration between a school board/district/division and CSLP researchers. Via this account, a CSLP researcher will have the ability to extract general usage information or to link himself to research classes to be able to extract specific information about LTK+ use in research classes. The latter will unfold in accordance to research ethics procedure.

## List of Subadmins

The list of subadmins provides an overview of the existing sub-administrators,

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### List of Subadmins

- To edit a subadmin, click the pencil icon next to the subadmin's name.
- To reduce the list, select a school from the dropdown menu.
- To create a new subadmin, click the "Create" button on the right.

All Schools Create

2 records

Name: First Last	Username	Password	Date Added	
Subadmin, First	subadmin1	3264	08/07/19	<input type="checkbox"/>
Subadmin, Second	subadmin2	7569	08/21/19	<input type="checkbox"/>

2 records

The search field can also be used to look for a specific name. List headings can be clicked on to sort the list by First or Last name, by Username, Password or Date Added. To update one or multiple sub-administrator records, use the checkboxes on the right of the list and then click the pencil icon above the checkboxes. To delete one or multiple sub-administrator records, use the checkboxes on the right and then click the red **X** above the checkboxes.

Clicking on the Pencil icon on the left of the sub-administrator's name will open up the edit window for this sub-administrator.

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**List of Subadmins**

**Edit**

First Name

Family Name

Username  ☐ *Let LTK+ choose the username.*

Password

School ☒ School: New School  
☐ School: Another School

2 records  🔍 ✎ ✖

	Name: First Last	Username	Password	Date Added	
✎ ✖	Subadmin, First	subadmin1	3264	12/19/17	<input type="checkbox"/>
✎ ✖	Subadmin, Second	subadmin2	7569	12/19/17	<input type="checkbox"/>

2 records

Clicking on the red ✖ on the left of the sub-administrator's name will delete that subadmin.

To create a new sub-administrator, click on the + icon, on the right of the screen.  
 The creation screen will appear in which all the required information can be entered.



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**List of Subadmins**

**Edit**

First Name:

Family Name:







Username:  ☒ *Let LTK+ choose the username.*

Password:

School: ☐ School: New School ☐ School: Another School

---

3 records search

	Name: First Last	Username	Password	Date Added	
 	Subadmin, First	subadmin1	3264	12/19/17	<input type="checkbox"/>
 	Subadmin, Second	subadmin2	7569	12/19/17	<input type="checkbox"/>
 	Subadmin, New	5	7021	12/19/17	<input type="checkbox"/>

3 records

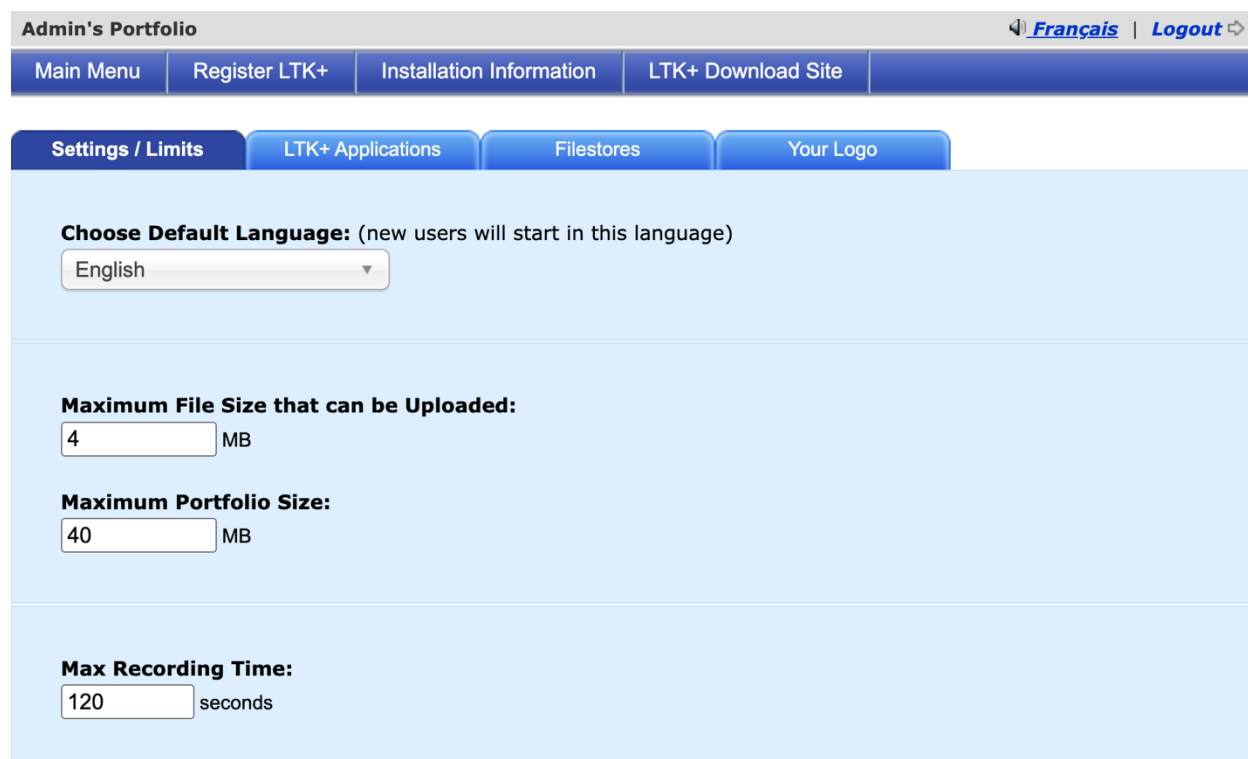
Note: New Usernames and passwords must be defined, even if a user already exists within the database. For example, the teacher Sally Jones at Bancroft School has the following access information: Username: JonesS; Password: 123. If Sally Jones is to be assigned the role of subadmin as well, you must set up NEW access information and it cannot duplicate her existing information.

## LTK+ Settings

The LTK+ Settings section contains the functions defining the application version, the space settings, the LTK+ applications to activate, and the Filestore paths.

## Settings / Limits

The functions to define the appropriate Version and Language of the application are located in the Settings tab.



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**Settings / Limits** [LTK+ Applications](#) [Filestores](#) [Your Logo](#)

**Choose Default Language:** (new users will start in this language)

**Maximum File Size that can be Uploaded:**  
 MB

**Maximum Portfolio Size:**  
 MB

**Max Recording Time:**  
 seconds

## Language

From the **Language** menu, select the default language for the application: English or French. It will be applied to all schools managed within your school board (district or division).

## File Size and Portfolio size

Students have a space limit for storage of their LTK+ and ePEARL files and for the upload of individual files. The administrator can easily change the size limit values.

Define the largest **file size** that students can **upload**. **8MB is recommended**.

NOTE: PHP has a built-in limit restricting the size of files that can be uploaded (usually limited to 2MB) to the server.

**The Maximum File Size in Settings/Limits cannot exceed the value of PHP built-in limit.**

Not sure what the built-in PHP upload size limit is? This info can be found under Installation Information > PHP and MySQL tab (see [page 12](#)).

The process to increase the file upload limit is:

- 1-Change the built-in limit from within the *php.ini* file. It is recommended to increase the limit to 10MB.
- 2-From within the LTK+ the admin can then set File Size Upload to anything below 10MB. The admin user can *reduce* this LTK+ / ePEARL limit, but *cannot* raise it above the built-in limit in the *php.ini* file.

Set the **Total Portfolio Size**. The default size is 40 MB, while **100 MB is preferable**.

## LTK+ Applications

Administrator can activate or deactivate all LTK+ tools except for ePEARL. The default settings are:

Tools	Status
ePEARL	On <i>*Cannot be deactivated</i>
ABRA	Not Installed <i>*Installation is required before activation</i>
IS-21	On
ELM	On

Administrator can activate or deactivate the tools for each school (e.g. Deactivate ABRA and ELM for high schools). The sub-administrator is also able to turn on ABRA, IS-21, and ELM for each school he/she manages. For details on managing schools, please see [page 32](#).

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**LTK+ Tools**  
ePEARL: **ON**   ABRA: **OFF**   Turn ABRA ON   IS-21: **ON**   Turn IS-21 OFF   ELM: **ON**   Turn ELM OFF

+ ePEARL Level 3 Features

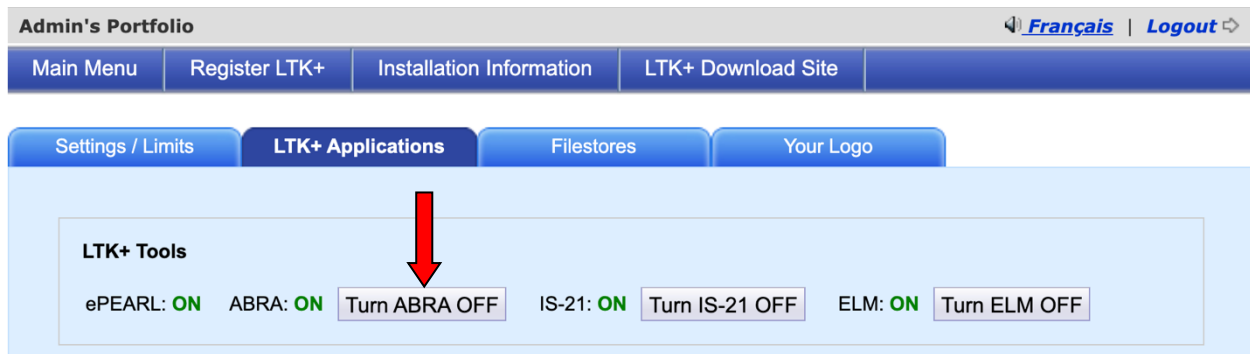
+ ePEARL System Tags

+ IS-21 Search Tools

## ABRACADABRA

ABRACADABRA is an early literacy application developed by the CSLP and linked to the Level 1 portfolio. The director of the school board (district or division) should instruct the administrator on whether ABRACADABRA should be installed and turned on. The sub-administrator will also have the ability to turn on the link for each school he/she manages.

The administrator can activate the link to ABRACADABRA from this tab.



The link to ABRA provides instructional material, digital reading material to children along with a bank of images that accompanies every story. Key screens from the L1 student environment with the ABRA link are shown below.



Screen from: Level 1 student portfolio, list of Readings, with the icon to create a New ABRA Reading on the right side of the screen. This ABRA icon only appears if the link to ABRA is activated.

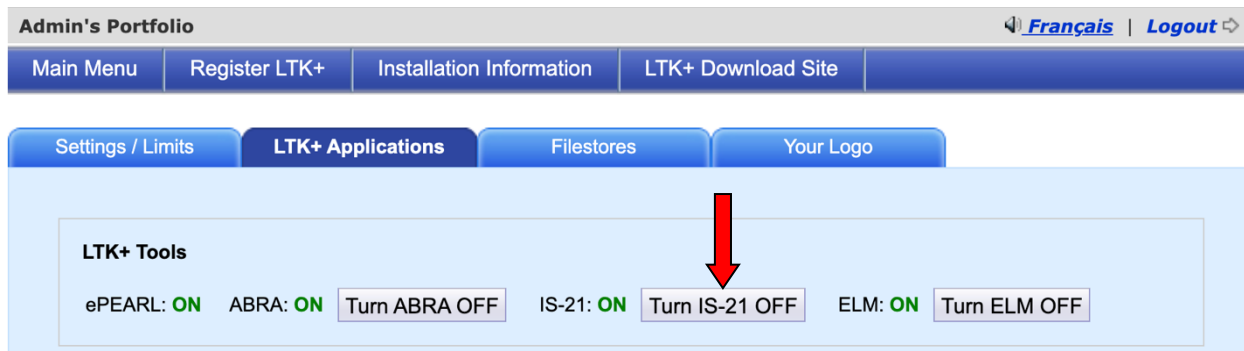
Screen from: Level 1 student portfolio, *Edit Reading*. This screen shows information about the ABRA story selected by the student, as well as the bank of images available from the story.



Screen from: Level 1 student portfolio, *Record*. Once the student has selected the ABRA story to read and has clicked on the record icon, the ABRA story opens up with the audio recorder under it.

## IS-21

IS-21 is a bilingual information literacy tool. It is available for all Level 2 users. The administrator can activate the link to IS-21 from this tab.

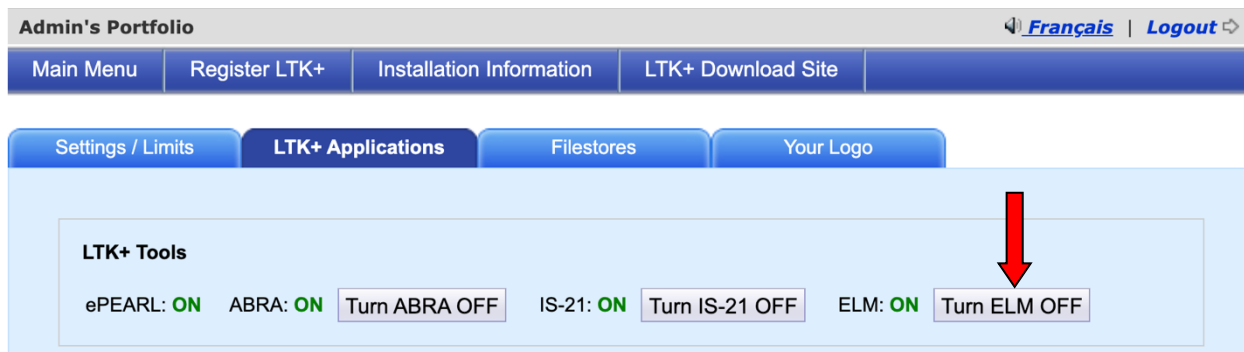


## ELM

A new evidence-based bilingual tool designed to develop foundational skills in mathematics.

The director of the school board (district or division) should instruct the administrator on whether this link should be turned on or off. The sub-administrator will also have the ability to turn on the link for each school he/she manages.

The administrator can activate the link to ELM from this tab.



## ePEARL Level 3 Features

Because the electronic portfolio (ePEARL) is at the heart of the LTK+, it is always activated. ePEARL Level 3 contains three features that can be turned on or off: the File Cabinet, POP, and the calendar. To view these features, click the "ePEARL Level 3 Features" text to expand the section.

**Admin's Portfolio** 🔊 Français | Logout

Main Menu Register LTK+ Installation Information LTK+ Download Site

Settings / Limits **LTK+ Applications** Filestores Your Logo

**LTK+ Tools**

ePEARL: **ON** ABRA: **ON** [Turn ABRA OFF](#) IS-21: **ON** [Turn IS-21 OFF](#) ELM: **ON** [Turn ELM OFF](#)

**- ePEARL Level 3 Features**

☒ File Cabinet ☒ POP ☒ Calendar

**+ ePEARL System Tags**

**+ IS-21 Search Tools**

## File Cabinet

The File Cabinet is an area in which Level 3 users can store files and links. Files contained in the File Cabinet can be shared with other users.

Home Artifacts **Files** Share Overview Personalize Resources

File Cabinet ⓘ [Add File](#) [Add Link](#) File Name ▾

**All Files**

My Files

Files Shared With Me

Links

**File Type**

☐ Audio

☐ Image

☐ Video

☐ Document

☐ Other

**Concordia**  
File Type: Link  
Date Created: 2023-12-12 15:46:53

**Draft Letter.pdf**  
File Type: pdf  
File Size: 3.468 KB  
Date Created: 2023-12-12 15:41:26

**EMSB\_Preserviceteachers.docx**  
File Type: docx  
File Size: 1.215 KB  
Date Created: 2023-12-12 15:40:42

**ePEARL\_L3.pdf**  
File Type: pdf  
File Size: 3.786 KB  
Date Created: 2023-12-12 15:41:53

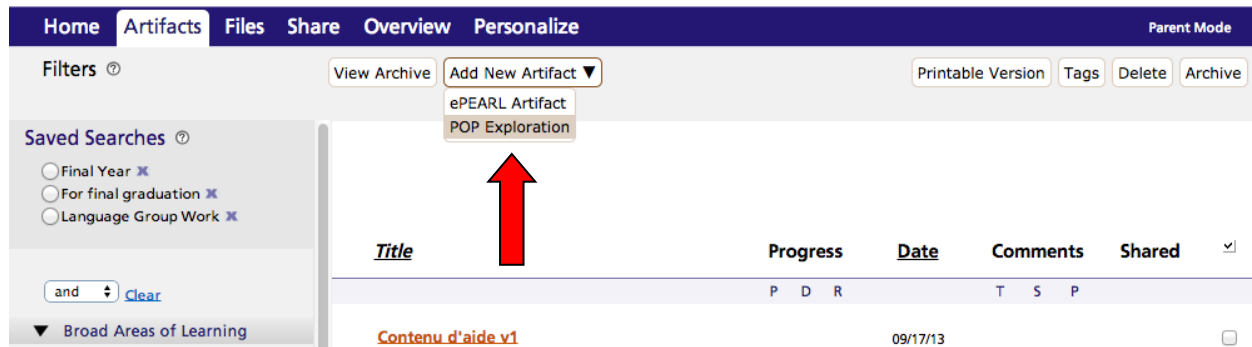
**Monthly\_Expenses.xlsx**  
File Type: xlsx  
File Size: 9.608 KB  
Date Created: 2023-12-12 15:45:09

Screen from: Level 3, File Cabinet

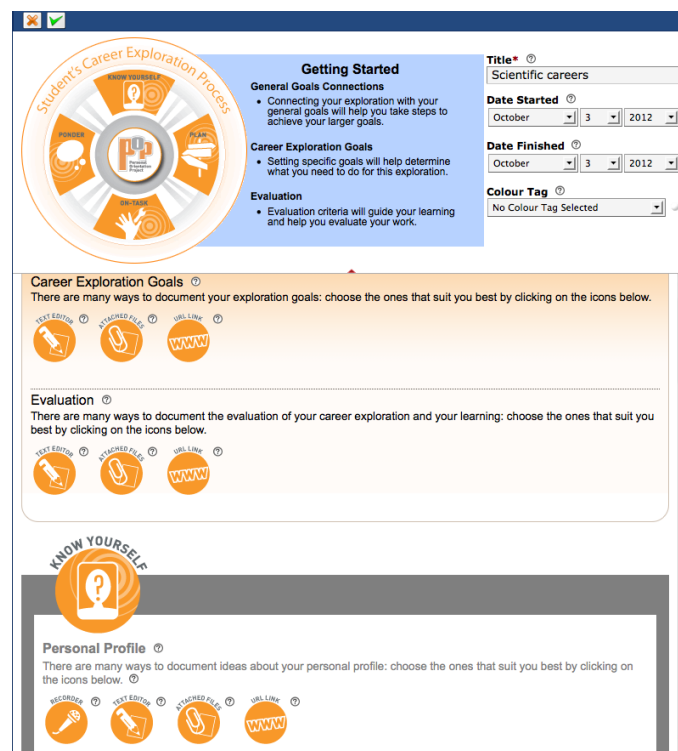
The File Cabinet can be accessed from the top menu. Files can be filtered by file type.

## POP

Pop is a new feature within ePEARL Level 3, developed to support the Personal Orientation Project (POP) of the Quebec curriculum.



Screen from: Level 3, POP. The POP feature can be accessed from the Artifacts section.



Screen from: Level 3, POP. Sample POP work. Some features are similar to ePEARL works, while others are POP specific. The design and navigation differs from ePEARL.





Category: <b>Subjects</b>	Catégorie : <b>Sujets</b>	
Arts	* Arts	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Languages	* Langues	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Mathematics	Mathématique	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Mathematics, Science & Technology	* Mathématique, science et technologie	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Personal Development	* Dév. personnel	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Physical Education	Education physique	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
POP	PPO	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Social Sciences	* Univers social	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Sciences	Science	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Folder 6	* Dossier 6	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Folder 7	* Dossier 7	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Folder 8	* Dossier 8	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Category: <b>Cross-Curricular Competencies</b>	Catégorie : <b>Compétences transversales</b>	
To Use Information	Exploiter l'information	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
To Solve Problems	Résoudre des problèmes	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
To Exercise Critical Judgement	Exercer son jugement critique	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
To Be Creative	Mettre en oeuvre sa pensée créatrice	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
To Use Effective Work Methods	Se donner des méthodes de travail efficaces	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
To Use Information and Communication Techn	Exploiter les technologies de l'information et de	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
To Establish a Personal Identity	Actualiser son potentiel	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
To Work with Others	Coopérer	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
To Communicate Appropriately	Communiquer de façon appropriée	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

\* = Folder Tags in Level 2

[+ IS-21 Search Tools](#)

In Level 2, system tags marked with an \* are displayed as folders when looking at the list of works in the student and teacher environments.

level2's Portfolio [Français](#) | [LTK+](#) | [ABRA](#) | [IS-21](#) | [My Account](#) | [Logout](#)

Home **Artifacts** Share Personalize Parent Mode

**All Artifacts** All Years ? All Years

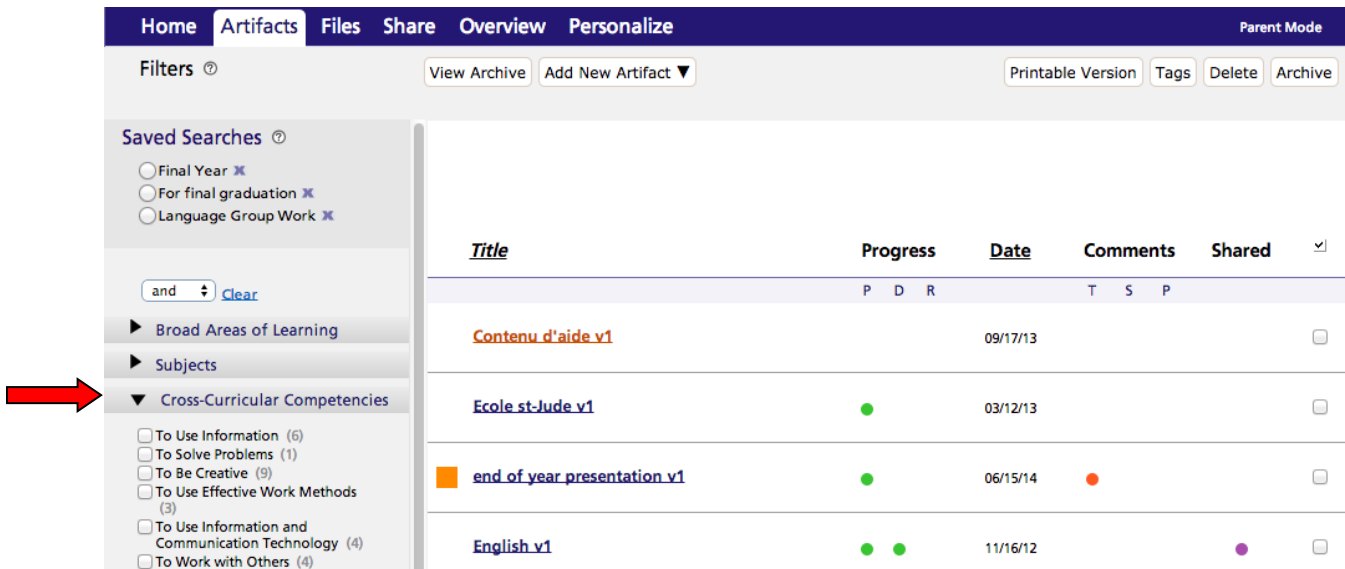
All Artifacts	Arts	Languages	Mathematics, ...	Personal Deve...
Presentations	Social Sciences	Folder 6	Folder 7	Folder 8

[Add New Artifact](#) [Printable Version](#) [Delete Artifacts](#) [To Presentation](#)

	Title	Folder	Date	Goal	Reflection	Comments	
ePEARL Artifacts							
	Educational activity v1	Social Sciences	08/21/19				<input type="checkbox"/>
	Interview v1	Personal Development	08/21/19				<input type="checkbox"/>

Screen from: Level 2. System tags are used as folder names in ePEARL Level2.

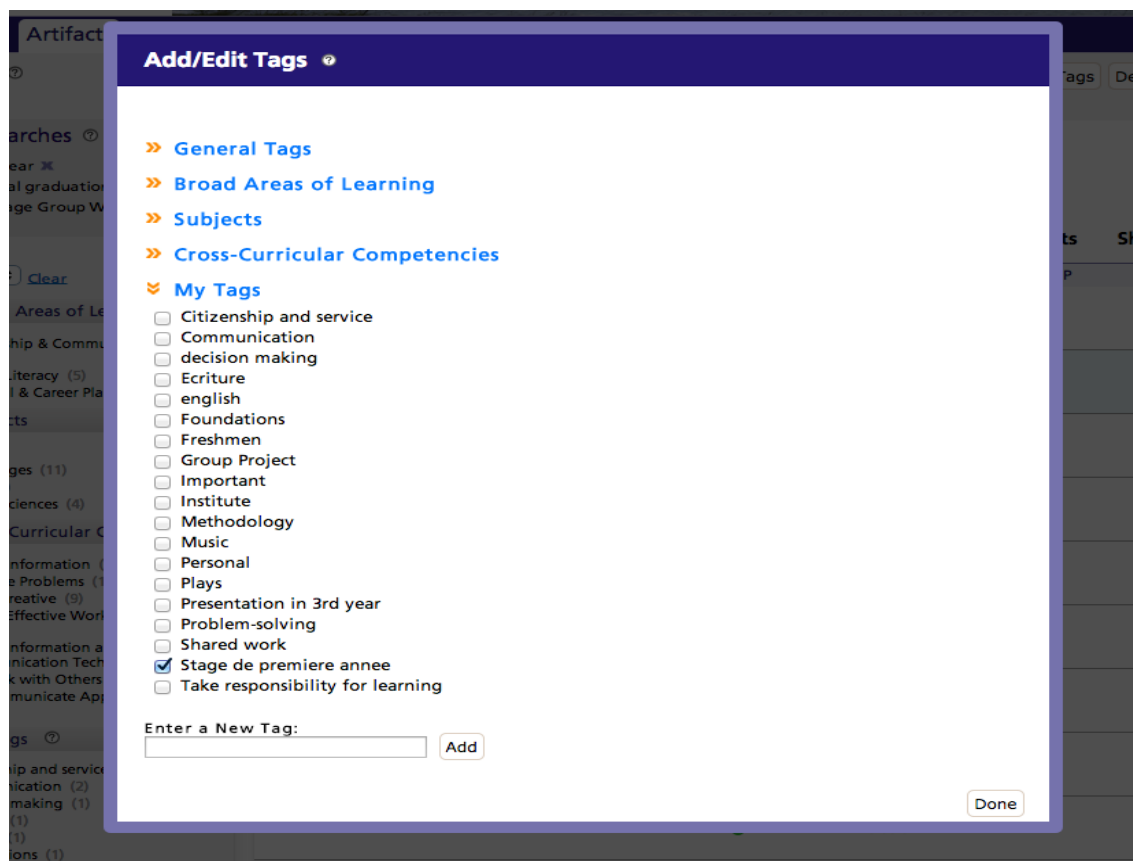
In Level 3, they are used as actual tags that can be applied to student and teacher's works.



The screenshot shows the ePEARL L3 interface. The top navigation bar includes Home, Artifacts, Files, Share, Overview, and Personalize. The Artifacts section is active. On the left, there is a sidebar with filters and saved searches. A red arrow points to the 'Cross-Curricular Competencies' tag category. The main area displays a table of artifacts.

Title	Progress	Date	Comments	Shared
Contenu d'aide v1	P D R	09/17/13	T S P	<input type="checkbox"/>
Ecole st-Jude v1	●	03/12/13		<input type="checkbox"/>
end of year presentation v1	●	06/15/14	●	<input type="checkbox"/>
English v1	● ●	11/16/12		<input type="checkbox"/>

Screen from: Level 3. System tags applied to Artifacts are displayed on the left of the Artifact index in ePEARL L3.



The screenshot shows the 'Add/Edit Tags' window. It has a dark blue header with the title 'Add/Edit Tags'. The main content area is white and contains a list of tags organized into categories. The 'My Tags' category is expanded, showing a list of tags with checkboxes. The 'Stage de premiere annee' tag is checked.

- » General Tags
- » Broad Areas of Learning
- » Subjects
- » Cross-Curricular Competencies
- » My Tags
  - ☐ Citizenship and service
  - ☐ Communication
  - ☐ decision making
  - ☐ Ecriture
  - ☐ english
  - ☐ Foundations
  - ☐ Freshmen
  - ☐ Group Project
  - ☐ Important
  - ☐ Institute
  - ☐ Methodology
  - ☐ Music
  - ☐ Personal
  - ☐ Plays
  - ☐ Presentation in 3rd year
  - ☐ Problem-solving
  - ☐ Shared work
  - ☒ Stage de premiere annee
  - ☐ Take responsibility for learning

At the bottom, there is a text input field labeled 'Enter a New Tag:' and an 'Add' button. A 'Done' button is located in the bottom right corner.

Screen from: Level 3. Add Tags window displaying the various system tags available.

## IS-21 Search Tools

Within the IS-21 EXPLORE and SELECT steps there is a feature that enables students to connect directly to their school's or school board's School Library Catalogue (OPAC).



In order to activate this feature, IS-21 must be “ON” first. The website address for the OPAC Link must be entered either by the administrator (if a centrally hosted OPAC and every school uses the same URL) or by the sub-administrator (if school-based OPAC). This setup should be done during the installation procedure to ensure that students have access to their school's library catalogue from within IS-21.

**Admin's Portfolio** [Français](#) | [Logout](#)

Main Menu Register LTK+ Installation Information LTK+ Download Site

Settings / Limits **LTK+ Applications** Filestores Your Logo


**LTK+ Tools**

ePEARL: **ON** ABRA: **ON** [Turn ABRA OFF](#) IS-21: **ON** [Turn IS-21 OFF](#) ELM: **ON** [Turn ELM OFF](#)

[+ ePEARL Level 3 Features](#)

[+ ePEARL System Tags](#)

**- IS-21 Search Tools**

OPAC Link: <http://www.myschoollibrary.ca/> [Edit](#) 

If each school uses a different URL for their OPAC, then URLs must be entered individually. Both Administrators or Sub-administrators are able to do this setup. For details see setting up OPAC link for individual school on [page 33](#).


## Filestores

The LTK+ / ePEARL files are stored in a **Filestore**. Every uploaded file (files for students' work, Excel spreadsheets used to import data, etc) gets stored in a Filestore. You can add as many Filestores as you want. When one Filestore is full, the next one takes over and any newly uploaded files will be sent there.



Admin's Portfolio [Français](#) | [Logout](#)



Main Menu Register LTK+ Installation Information LTK+ Download Site

Settings / Limits LTK+ Applications **Filestores** Your Logo


List of Filestores 

1 Filestores

Filestore Path	
  /Applications/MAMP/epearl_files/	<input type="checkbox"/>

Click on the pencil icon to edit a Filestore. To delete a single Filestore from the list, click the red  on the left of the Filestore name. To delete multiple Filestore records, use the check boxes on the right of the list and then click the red  above the checkboxes.

### Add a Filestore

Clicking the  icon (add button) allows you to add a Filestore. We recommend keeping all Filestores **outside of the web document root**. This prevents people from accessing Filestore files from outside the LTK+ / ePEARL. Please make sure that web user has permission to read and write to all Filestores.

Admin's Portfolio [Français](#) | [Logout](#)


Main Menu Register LTK+ Installation Information LTK+ Download Site

Settings / Limits LTK+ Applications **Filestores** Your Logo



Edit Filestore Path

Filestore Path

Save Cancel

List of Filestores 

1 Filestores

Filestore Path	
  /Applications/MAMP/epearl_files/	<input type="checkbox"/>

## Your Logo

The ePEARL interface can be customized to your school board/district/division. The bottom area of the home page contains a placeholder for your school board logo.



In order to insert your school board logo, you must replace the files entitled "schoolboard\_en.jpg" and "schoolboard\_fr.jpg" with your own logo.

The files must be **220 x 55 pixels, 72 dpi jpg on a white background**. Make sure to maintain the height of 55 pixels. The width is not as critical.



Your logo should, ideally, be loaded in both the English and French logo areas. If no logo is loaded for one language, the default logo show in the picture above will be displayed for users viewing their portfolio in that language.

## Schools, Classes, Students and Teachers

The Schools, Classes, Students and Teachers section contains the information necessary to add, edit, delete and generally manage schools, classes, students and teachers.

Sub-administrators can also manage these sections but cannot add or delete schools.

If a large number of users are being imported (more than 50) then, rather than enter this data manually, it is recommended that the administrator import the data from an Excel spreadsheet or a GPI database. The Excel Import feature is available from the **Import** tab in the Schools, Classes, Students and Teachers sections. The GPI Import feature is available from the **Import from DB** section, accessible from the navigation bar.

### Schools

The Schools screen contains the information necessary to add, edit, delete and generally manage the schools.

#### List of schools

The List Schools tab provides an overview of the existing schools within the board or district. The search field can be used to look for a specific school. List headings can be clicked on to sort the list by School Name, by School Code, or Date Added. To delete one or multiple school records, use the checkboxes on the right and then click the red **x** above the checkboxes.

Admin's Portfolio Français | Logout

Main Menu **Schools** Classes Teachers Students Import From DB

List Schools Import Schools

- To edit a school, click the pencil icon next to the school name.  
 - To create a new school, click the "Create" button on the right.

Create

2 records search

School Name	School Code	Date Added	
New School	2	08/22/19	<input type="checkbox"/>
New School	3	08/22/19	<input type="checkbox"/>

2 records

Clicking on the Pencil icon will open up the edit window for this school. Greyed out fields cannot be changed, as they have already been set by the GPI database. The School Code can be set manually, or you can let the LTK+ choose it. Letting the LTK+ manage the School code is perfectly acceptable. If, however, an official school code exists we recommend using that code instead. Please note that the School Code must be unique across every school using the LTK+.

To delete a single school from the list, click the red **x** on the left of the school name. If you delete a school that has been imported from GPI, re-importing will restore the school.



To create a new school, click on the **+** icon, on the right of the screen. The Edit screen will appear, in which all the required information can be entered.

**Admin's Portfolio** Français | Logout

Main Menu **Schools** Classes Teachers Students Import From DB

List Schools Import Schools

**Edit**

School Code  ☒ Let LTK+ choose the school code.

School Name

ABRA ☒ School can use ABRACADABRA.

ePEARL ☒ School can use ePEARL.







ELM ☒ School can use ELM.

IS-21 ☒ School can use IS-21.

OPAC Link: <http://www.myschoollibrary.ca> Edit Reset to Default

Cancel Save & Close Save & Add another

3 records search

	School Name	School Code	Date Added	
 	New School	2	08/22/19	<input type="checkbox"/>
 	New School	3	08/22/19	<input type="checkbox"/>
 	New School	7	08/22/19	<input type="checkbox"/>

3 records

### LTK+ Customization for Individual Schools

Administrators can determine which LTK+ Tool(s) are turned ON for individual schools by using the check boxes next to each of the tools. This will overwrite the global LTK+ Application settings. For instance, an elementary school may choose to turn IS-21 OFF because no teachers are using it and they don't want the IS-21 link to appear on the LTK+ Lobby page.

IS-21 Users: Within the IS-21 EXPLORE and SELECT steps there is a feature that enables students to connect directly to their school's or school board's School Library Catalogue (OPAC). If IS-21 is turned ON and a school has their own library catalogue (OPAC), then the OPAC's URL should be entered for the school.

Sub-administrators are also able to customize the LTK+ for individual schools.

## Import Schools

The Import Schools tab provides administrators and sub-administrators with functions to import data from a database that doesn't connect directly to the LTK+. Instructions are provided from the tab, as is a link to a downloadable Excel template to use for the import.

The screenshot shows the 'Admin's Portfolio' interface with a top navigation bar containing 'Main Menu', 'Schools', 'Classes', 'Teachers', 'Students', and 'Import From DB'. The 'Schools' tab is active. Below the navigation bar, there are two sub-tabs: 'List Schools' and 'Import Schools'. The 'Import Schools' sub-tab is selected, displaying a form with the heading 'Do you need to bring in data from a database that doesn't connect directly to LTK+?'. The form includes a 'Choose File' button, a 'No file chosen' status, and an 'Import Now' button. Below these are four numbered instructions for importing data, including a link to a template file and a note about unique school codes.

Admin's Portfolio Français | Logout

Main Menu Schools Classes Teachers Students Import From DB

List Schools Import Schools

**Do you need to bring in data from a database that doesn't connect directly to LTK+?**

Choose File No file chosen Import Now

1. Download this excel template: [epearl\\_schools.xls](#)
2. Enter your data into the template.  
Leave the first row unchanged.  
**All schools must have a unique school code.** If one of the schools in your file has the same school code as one in the epearl database, that school will be updated with the new information in your file. All other schools will be added as new schools.
3. Save the template as a *Tab Delimited text file*.  
When in Excel, select "Save As" from the File menu. Then choose "Text (Tab Delimited)" from the list of formats. Then save the file somewhere you can find it.
4. Upload the saved file using the form above.  
Click the 'Browse' button above. Select the file you just saved. Then click 'Import Now'.

## Classes

The Classes screen contains the information necessary to add, edit, delete and generally manage classes.



### List of Classes


The List Classes tab provides an overview of existing classes within the board (district or division). The list can be filtered by School and, subsequently, by Teacher. The search field can be used to look for a specific class. List headings can be clicked on to sort the list by Class Name, by Class Nickname, or Date Added. To delete one or multiple class records, use the checkboxes on the right and then click the red **x** above the checkboxes. If you delete a class that has been imported from GPI, re-importing will restore the class.



**Admin's Portfolio** Français | Logout






















Main Menu | Schools | **Classes** | Teachers | Students | Import From DB

**List Classes** | Import Classes | Import Class Links

- To **edit a class**, click the pencil icon  next to the class name.
- To **reduce the list**, select a school and/or teacher from the dropdown menus.
- To **view a class list**, click the "View Students in This Class" icon .
- To **create a new class**, click the "Create" button on the right.

All Schools Create 

7 records search  

	Class Name	Class Nickname	Date Added	
  	VAR123 63 Visual Arts / Arts plastiques	Visual Arts / Arts plastiques VAR123 63	08/22/19	<input type="checkbox"/>
  	VAR123 64 Visual Arts / Arts plastiques	Visual Arts / Arts plastiques VAR123 64	08/22/19	<input type="checkbox"/>
  	VAR123 66 Visual Arts / Arts plastiques	Visual Arts / Arts plastiques VAR123 66	08/22/19	<input type="checkbox"/>
  	WHS123 11 Work Habits / Habitudes de travail	Work Habits / Habitudes de travail WHS12	08/22/19	<input type="checkbox"/>
  	WHS123 11 Work Habits / Habitudes de travail	Work Habits / Habitudes de travail WHS12	08/22/19	<input type="checkbox"/>
  	WHS123 63 Work Habits / Habitudes de travail	Work Habits / Habitudes de travail WHS12	08/22/19	<input type="checkbox"/>
  	WHS123 64 Work Habits / Habitudes de travail	Work Habits / Habitudes de travail WHS12	08/22/19	<input type="checkbox"/>

7 records

Clicking on the "View Students in This Class" icon (to the right of the pencil) will take you to a List of Students for this class.

Clicking on the Pencil icon will open up the edit window for this class. Greyed out fields cannot be changed as they have already been set by the GPI database or, in the case of Class Nicknames, have been set by the teacher of this class.

**Note:** For classes entered manually or imported from Excel, the Class Code can be set manually, or you can let the LTK+ choose it. (See below) Letting the LTK+ manage the Class code is perfectly acceptable. If, however, an official class code exists we recommend using that code instead. Please note that the Class Code must be unique across every class using the LTK+.

Admin's Portfolio Français | Logout

Main Menu | Schools | **Classes** | Teachers | Students | Import From DB

List Classes | Import Classes | Import Class Links

**Edit**






















Class Code: 021\_VAR123\_63 *Set by database.*

Class Nickname: Visual Arts / Arts plastiques VAR123 63 *Chosen by teacher.*

Class Name: VAR123 63 Visual Arts / Arts plastiques *Set by database.*

Cancel | Save & Close | Delete

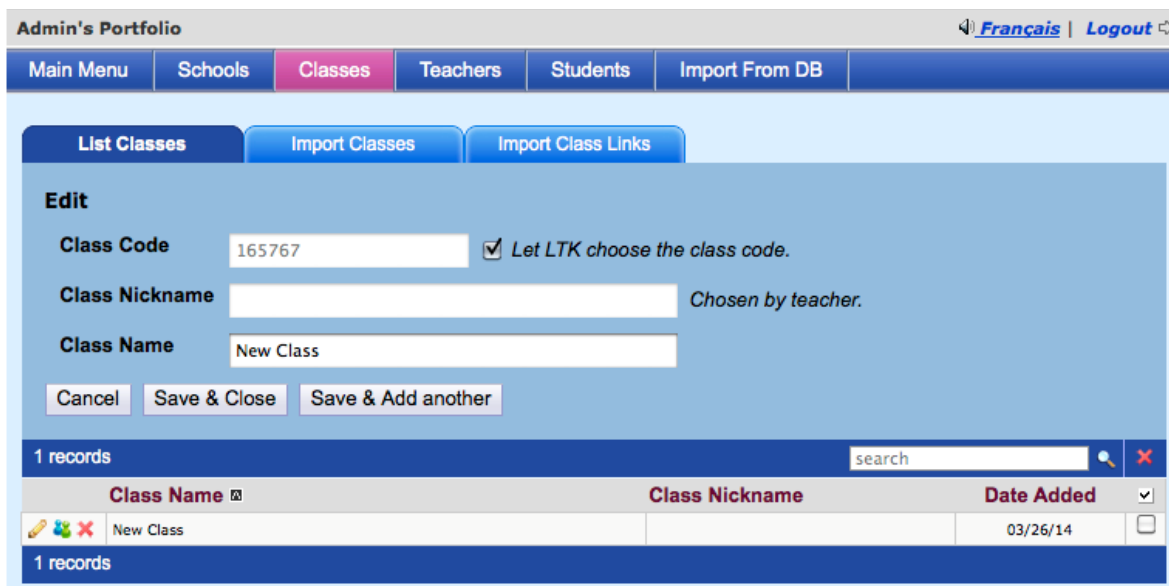
7 records search

	Class Name	Class Nickname	Date Added	
  	VAR123 63 Visual Arts / Arts plastiques	Visual Arts / Arts plastiques VAR123 63	03/25/14	<input type="checkbox"/>
  	VAR123 64 Visual Arts / Arts plastiques	Visual Arts / Arts plastiques VAR123 64	03/25/14	<input type="checkbox"/>
  	VAR123 66 Visual Arts / Arts plastiques	Visual Arts / Arts plastiques VAR123 66	03/10/14	<input type="checkbox"/>
  	WHS123 11 Work Habits / Habitudes de travail	Work Habits / Habitudes de travail WHS12	03/25/14	<input type="checkbox"/>
  	WHS123 11 Work Habits / Habitudes de travail	Work Habits / Habitudes de travail WHS12	03/10/14	<input type="checkbox"/>
  	WHS123 63 Work Habits / Habitudes de travail	Work Habits / Habitudes de travail WHS12	03/25/14	<input type="checkbox"/>
  	WHS123 64 Work Habits / Habitudes de travail	Work Habits / Habitudes de travail WHS12	03/25/14	<input type="checkbox"/>

7 records

To delete a single class from the list, click the red **x** on the left of the class name. If you delete a class that has been imported from GPI, re-importing will restore the class.

To create a new class, click on the **+** icon, on the right of the screen. The Edit screen will appear, in which all the required information can be entered.



**Admin's Portfolio** Franglais Logout

Main Menu | Schools | **Classes** | Teachers | Students | Import From DB

List Classes | Import Classes | Import Class Links

**Edit**

Class Code: 165767 ☒ Let LTK choose the class code.

Class Nickname:  Chosen by teacher.

Class Name: New Class

Cancel | Save & Close | Save & Add another

1 records

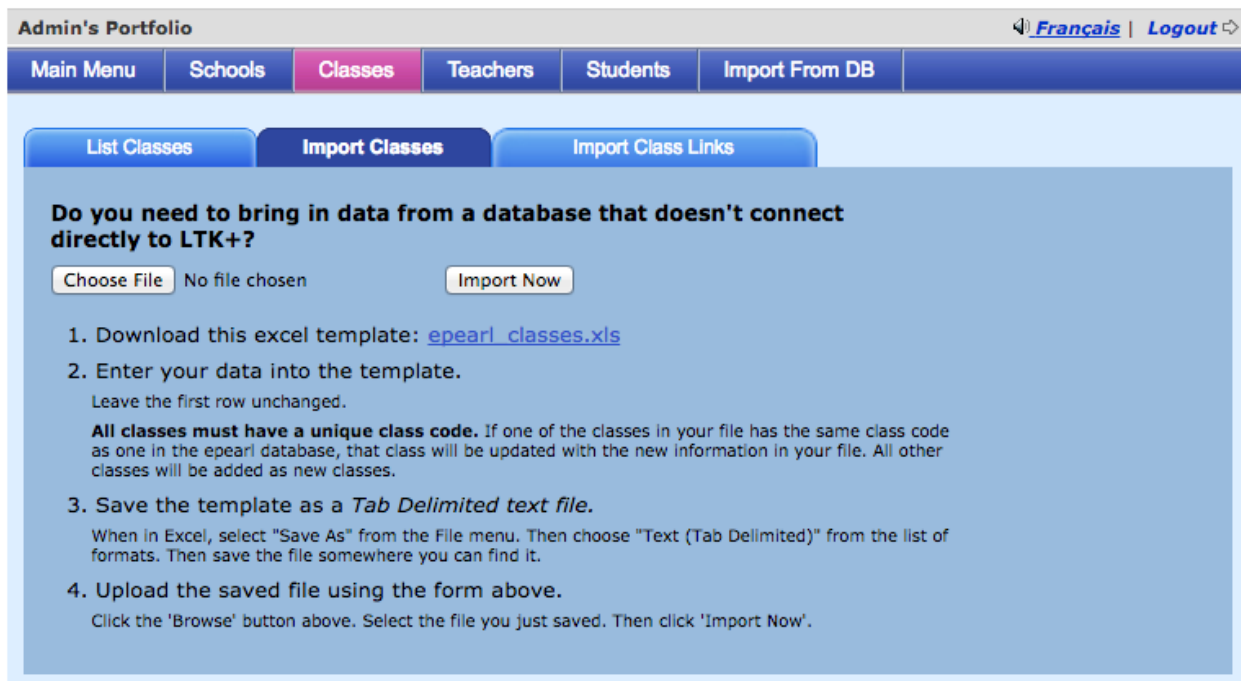
Class Name	Class Nickname	Date Added
New Class		03/26/14

1 records

**Note:** Class Nicknames are chosen by the teacher, not the Administrator.

## Import Classes

The Import Classes tab provides administrators and sub-administrators with functions to import data from a database that doesn't connect directly to the LTK+. Instructions are provided on the tab, as well as a link for a downloadable Excel template to use for the import.



**Admin's Portfolio** Franglais Logout

Main Menu | Schools | **Classes** | Teachers | Students | Import From DB

List Classes | **Import Classes** | Import Class Links

**Do you need to bring in data from a database that doesn't connect directly to LTK+?**

Choose File No file chosen Import Now

1. Download this excel template: [epearl\\_classes.xls](#)
2. Enter your data into the template.  
Leave the first row unchanged.  
**All classes must have a unique class code.** If one of the classes in your file has the same class code as one in the epearl database, that class will be updated with the new information in your file. All other classes will be added as new classes.
3. Save the template as a *Tab Delimited text file*.  
When in Excel, select "Save As" from the File menu. Then choose "Text (Tab Delimited)" from the list of formats. Then save the file somewhere you can find it.
4. Upload the saved file using the form above.  
Click the 'Browse' button above. Select the file you just saved. Then click 'Import Now'.

**Note:** If you are importing from a GPI database, the linking of classes to schools and teachers/students to classes is done automatically.

## Import Class Links

The Import Class Links tab provides administrators and sub-administrators with functions to import links of teachers/students to classes from a non-GPI database. Instructions are provided on the tab, as well as a link for a downloadable Excel template to use for the import.

The screenshot shows the 'Admin's Portfolio' interface. At the top, there is a navigation bar with 'Main Menu', 'Schools', 'Classes' (highlighted in pink), 'Teachers', 'Students', and 'Import From DB'. Below this, there are three tabs: 'List Classes', 'Import Classes', and 'Import Class Links' (highlighted in dark blue). The main content area has a light blue background and contains the following text:

**Do you need to bring in data from a database that doesn't connect directly to LTK+?**

Choose File No file chosen Import Now

1. Download this excel template: [epearl\\_class\\_links.xls](#)
2. Enter your data into the template.  
Leave the first row unchanged.  
**All rows must have a valid school code, user code, and class code.** Any rows missing any of these will be skipped.
3. Save the template as a *Tab Delimited text file*.  
When in Excel, select "Save As" from the File menu. Then choose "Text (Tab Delimited)" from the list of formats. Then save the file somewhere you can find it.
4. Upload the saved file using the form above.  
Click the 'Browse' button above. Select the file you just saved. Then click 'Import Now'.

**Note:** If you are importing from a GPI database, the linking of teachers/students to classes is done automatically.

## Teachers

The Teachers screen contains the information necessary to add, edit, delete and generally manage the teachers.

### List of Teachers

The List of Teachers tab provides an overview of the existing teachers within the board (district or division). The list can be filtered by School and, subsequently, by Class. The search field can be used to look for a specific teacher. Additional filters for active/inactive teachers (used by GPI imports) and ePEARL level can further filter results. Column headings can be clicked on to sort the list by First or Last Name, Nickname, Username, Password, Level or Date Added. To update one or multiple teacher records, use the checkboxes on the right of the list and then click the pencil icon above the checkboxes. To delete one or multiple teacher records, use the checkboxes on the right and then click the red **X** above the checkboxes.

Admin's Portfolio

French | Logout

Main Menu | Schools | Classes | **Teachers** | Students | Import From DB

List of Teachers | Link / Unlink | Import Teachers

- To edit a teacher, click the pencil icon next to the teacher's name.
- To reduce the list, select a school and/or class from the dropdown menus.
- To link a teacher to a class, click the "Link / Unlink" tab above.
- To create a new teacher, click the "Create" button on the right.

All Schools

Create

+ Filters

5 records

Name: First Last	Nickname	Username	Password	ePEARL	Date Added	
Teacher, New		teacher	123	level1	08/22/19	<input type="checkbox"/>
Teacher, New		14	9853	level2	08/22/19	<input type="checkbox"/>
teacher1_lastname, teacher1_firstname		teacher1	123	level1	08/22/19	<input type="checkbox"/>
teacher2_lastname, teacher2_firstname		teacher2	123	level2	08/22/19	<input type="checkbox"/>
teacher3_lastname, teacher3_firstname		teacher3	123	level3	08/22/19	<input type="checkbox"/>

5 records

Click on the printer icon to open a printable version of the list.

Admin ePEARL

close window

List of Teachers

Name: First Last	Nickname	Username	Password	ePEARL	Date Added
Teacher, New		teacher	123	level1	08/22/19
Teacher, New		14	9853	level2	08/22/19
teacher1_lastname, teacher1_firstname		teacher1	123	level1	08/22/19
teacher2_lastname, teacher2_firstname		teacher2	123	level2	08/22/19
teacher3_lastname, teacher3_firstname		teacher3	123	level3	08/22/19

In the list of teachers, clicking on the Pencil icon on the left side of the teachers will open up the edit window for this teacher. Greyed out fields cannot be changed as they have already been set by the GPI database or will be chosen by the teacher later on.

**Note:** For teachers entered manually or imported from Excel, the User Code can be set manually, or you can let the LTK+ choose it. (See below) Letting the LTK+ manage the User Code is perfectly acceptable. If, however, an official teacher code exists, we recommend using that code instead. Please note that the User Code *must* be unique across every teacher and student in every school using the LTK+.

Admin's Portfolio Français | Logout

Main Menu | Schools | Classes | **Teachers** | Students | Import From DB

List of Teachers | Link / Unlink | Import Teachers

**Edit**

School: First School

First Name: Second

Family Name: Teacher

Nickname:  Chosen by teacher.

Username: teacher2 ☐ Let LTK+ choose the username.

Password: 3395

User Code: 9 ☒ Let LTK+ choose the user code.

ePEARL: Level 2

Cancel Save & Close Delete

2 records

Name: First Last	Nickname	Username	Password	ePEARL	Date Added	
Teacher, New		t1	123	level1	06/20/16	<input type="checkbox"/>
Teacher, Second		teacher2	3395	level2	08/16/16	<input type="checkbox"/>

2 records

**Note:** Teachers can modify their own information (including their level) from within the Teacher environment.



To delete a single teacher from the list, click the red **x** on the left of the name. If you delete a teacher that has been imported from GPI, re-importing will restore the teacher.

To create a new teacher, click on the **+** icon, on the right of the screen. The creation screen will appear, in which all the required information can be entered.

**Admin's Portfolio** Français | Logout

**Main Menu** | **Schools** | **Classes** | **Teachers** | **Students** | **Import From DB**

**List of Teachers** | **Link / Unlink** | **Import Teachers**

**Edit**

**School**

**Class**

**First Name**

**Family Name**

**Nickname**  *Chosen by teacher.*

**Username**  ☒ *Let LTK+ choose the username.*

**Password**

**User Code**  ☒ *Let LTK+ choose the user code.*

**ePEARL**

**3 records**

	<b>Name: First Last</b> <input type="checkbox"/>	<b>Nickname</b>	<b>Username</b>	<b>Password</b>	<b>ePEARL</b>	<b>Date Added</b>	<input type="checkbox"/>
<input type="button" value="✎"/> <input type="button" value="✖"/>	Teacher, New		t1	123	level1	06/20/16	<input type="checkbox"/>
<input type="button" value="✎"/> <input type="button" value="✖"/>	Teacher, Second		teacher2	3395	level2	08/16/16	<input type="checkbox"/>
<input type="button" value="✎"/> <input type="button" value="✖"/>	Teacher, New		10	2541	level2	08/16/16	<input type="checkbox"/>

**3 records**

## Link / Unlink

The Link / Unlink tab has the same sorting and searching functions as the List of Teachers. To see which teachers are linked to which classes, select a School and a class from the drop down menus. The list is then updated and teachers linked to the chosen class are highlighted in yellow. To link or unlink a teacher from this class, click on the link icon on the left of the corresponding teacher. Teachers can be linked to multiple classes. Clicking on “Clear Links For This Class” will unlink all teachers from the selected class.

**Admin's Portfolio** Français | Logout

Main Menu | Schools | Classes | **Teachers** | Students | Import From DB

List of Teachers | **Link / Unlink** | Import Teachers

**To link a teacher to a class:**

1. Select a school and a class.
2. Click the chain icon next to the teacher's name.

First School ▼ New Class ▼ Clear Links For This Class

+ Filters

3 records search

	Name: First Last	Nickname	Username	Password	ePEARL	Date Added
	Teacher, New		t1	123	level1	06/20/16
	Teacher, Second		teacher2	3395	level2	08/16/16
	Teacher, New		10	2541	level2	08/16/16

3 records

**Note:** Teachers may also link themselves to classes within the Teacher environment. As well, teachers can link other teachers to their own classes from within the Teacher environment.

**Note:** When importing from a GPI database, teachers are automatically linked to their homeroom class.

## Import Teachers

The Import Teachers tab provides administrators and sub-administrators with functions to import data from a database that doesn't connect directly to the LTK+. Instructions are provided on the tab, as well as a link for a downloadable Excel template to use for the import.

Admin's Portfolio Français | Logout

Main Menu | Schools | Classes | **Teachers** | Students | Import From DB

List of Teachers | Link / Unlink | **Import Teachers**

**Do you need to bring in data from a database that doesn't connect directly to LTK+?**

Choose File No file chosen Import Now

1. Download this excel template: [epearl\\_teachers.xls](#)
2. Enter your data into the template.  
Leave the first row unchanged.  
If you do not want to specify custom usernames or passwords, leave those columns blank.  
**All teachers must have a unique teacher code.** If one of the teachers in your file has the same teacher code as one in the epearl database, that teacher will be updated with the new information in your file. All other teachers will be added as new teachers.
3. Save the template as a *Tab Delimited text file*.  
When in Excel, select "Save As" from the File menu. Then choose "Text (Tab Delimited)" from the list of formats. Then save the file somewhere you can find it.
4. Upload the saved file using the form above.  
Click the 'Browse' button above. Select the file you just saved. Then click 'Import Now'.

## Students

The Students screen contains the information necessary to add, edit, delete and generally manage the students.


### List of Students



The List of Students tab provides an overview of the existing students within the board or district. The list can be filtered by School and, subsequently, by Class. The search field can be used to look for a specific student. Additional filters for active/inactive students (used by GPI imports) and ePEARL level can further filter results. List headings can be clicked on to sort the list by First or Last Name, Nickname, Username, Password, Level or Date Added. To update one or multiple student records, use the checkboxes on the right of the list and then click the pencil icon above the checkboxes. To delete one or multiple student records, use the checkboxes on the right and then click the red **X** above the checkboxes.

**Admin's Portfolio** Français | Logout




Main Menu | Schools | Classes | Teachers | **Students** | Import From DB



**List of Students** | Link / Unlink | Import Students

- To **edit a student**, click the pencil icon  next to the student's name.
- To **reduce the list**, select a school and/or class from the dropdown menus.
- To **link a student to a class**, click the "Link / Unlink" tab above.
- To **create a new student**, click the "Create" button on the right.

New School  Any Class  Create  


+ Filters

1 record search    

	Name: First Last	Nickname	Username	Password	ePEARL	Date Added	
 	Student, New		s1	123	level2	08/22/19	<input type="checkbox"/>

1 record

Click on the printer icon to open a printable version of the list.

**Admin ePEARL** close window 

**List of Students**

Name: First Last	Nickname	Username	Password	ePEARL	Date Added
Student, New		s1	123	level2	08/22/19

In the list of students, clicking on the Pencil icon on the left side of the students will open up the edit window for this student. Greyed out fields cannot be changed as they have already been set by the GPI database or will be chosen by the student later on. The User Code can be set manually, or you can let the LTK+ choose it. Letting the LTK+ manage the User Code is perfectly acceptable. If, however, an official student code exists, we recommend using that code instead. Please note that the User Code *must* be unique across every teacher and student in every school using the LTK+.

Admin's Portfolio Français | Logout

Main Menu | Schools | Classes | Teachers | **Students** | Import From DB

List of Students | Link / Unlink | Import Students

**Edit**

School: First School

First Name:

Family Name:

Nickname:  *Chosen by Student.*

Username:  ☐ Let LTK+ choose the username.

Password:

User Code:  ☒ Let LTK+ choose the user code.

ePEARL:

1 record

Name: First Last	Nickname	Username	Password	ePEARL	Date Added	
Student, New		s1	123	level2	06/20/16	

1 record

**Note:** Student can modify their nickname from within the Student environment.

**Note:** Teachers can edit his/her students' passwords from within the Teacher environment.

**Note:** When importing from a GPI database, students are automatically assigned a level based upon their cycle (or grade).

To delete a single student from the list, click the red **x** on the left of the name. To delete multiple student records, use the check boxes on the right of the list and then click the red **x** above the checkboxes. If you delete a student that has been imported from GPI, re-importing will restore the student.

To create a new student, click on the **+** icon, on the right of the screen. The creation screen will appear, in which all the required information can be entered.

**Admin's Portfolio** Français | Logout

**Main Menu** | **Schools** | **Classes** | **Teachers** | **Students** | **Import From DB**

**List of Students** | **Link / Unlink** | **Import Students**

**Edit**

**School**

**Class**

**First Name**

**Family Name**

**Nickname**  *Chosen by Student.*

**Username**  ☒ *Let LTK+ choose the username.*

**Password**

**User Code**  ☒ *Let LTK+ choose the user code.*

**ePEARL**

1 record search

Name: First Last	Nickname	Username	Password	ePEARL	Date Added	
Student, New		s1	123	level2	06/20/16	<input type="checkbox"/>

1 record

## Link / Unlink

The Link / Unlink tab has the same sorting and searching functions as the List of Students. To see which students are linked to which classes, select a School and a Class from the drop down menus. The list is then updated and students linked to the chosen class are highlighted in yellow. To link or unlink a student from this class, click on the link icon on the left of the corresponding student. Students can be linked to multiple classes. Clicking on “Clear Links For This Class” will unlink all students from the selected class.

**Admin's Portfolio** Français | Logout

Main Menu | Schools | Classes | Teachers | **Students** | Import From DB

List of Students | **Link / Unlink** | Import Students

**To link a student to a class:**

1. Select a school and a class.
2. Click the chain icon next to the student's name.

First School ▼ New Class ▼ Clear Links For This Class

+ Filters

2 records search

Name: First Last	Nickname	Username	Password	ePEARL	Date Added
Student, New		s1	123	level2	06/20/16
Student, Second		s2	6021	level2	08/16/16

2 records

**Note:** Teachers may also link his/her students to his/her classes within the Teacher environment.

**Note:** When importing from a GPI database, students are automatically linked to schools and classes.

## Import Students

The Import Students tab provides administrators and sub-administrators with functions to import data from a database that doesn't connect directly to the LTK+. Instructions are provided on the tab, as well as a link for a downloadable Excel template to use for the import.

The above screenshot corresponds to the standard import excel template for students (epearl\_students.xls) that goes along with the others for schools, classes, teachers, and class links. However, clicking on the link where it says “To import students to an existing school, click here” will bring up an alternate student import screen as shown below.



Admin's Portfolio Français | Logout

Main Menu | Schools | Classes | Teachers | **Students** | Import From DB

List of Students | Link / Unlink | **Import Students**

To return to the main page for importing students, [click here](#).

**Do you need to bring in data directly to an existing school and/or existing classes?**

Select a School No School Selected

Choose File No file chosen Import Now

1. Download this excel template: [epearl\\_school\\_students.xls](#)
2. Enter your data into the template.  
 Leave the first row unchanged.  
 If you do not want to specify custom usernames or passwords, leave those columns blank.  
**All students must have a unique student code.** If one of the students in your file has the same student code as one in the epearl database, that student will be updated with the new information in your file. All other students will be added as new students.
3. Save the template as a *Tab Delimited text file*.  
 When in Excel, select "Save As" from the File menu. Then choose "Text (Tab Delimited)" from the list of formats. Then save the file somewhere you can find it.
4. Upload the saved file using the form above.  
 Make sure the school is selected from the dropdown above, then click the 'Browse' button. Select the file you just saved. Then click 'Import Now'.

This alternate import excel template for students (epearl\_school\_students.xls) is a new template that has been added in order to address the need for some administrators to have an easy way to do small-scale student imports into an existing school and/or existing classes. For large-scale imports, it is recommended to stick with the standard method.

## Import From DB

If you are using a GPI database, you can use the **Import from DB** feature to transfer school, class, teacher and student records from the GPI database into the LTK+.

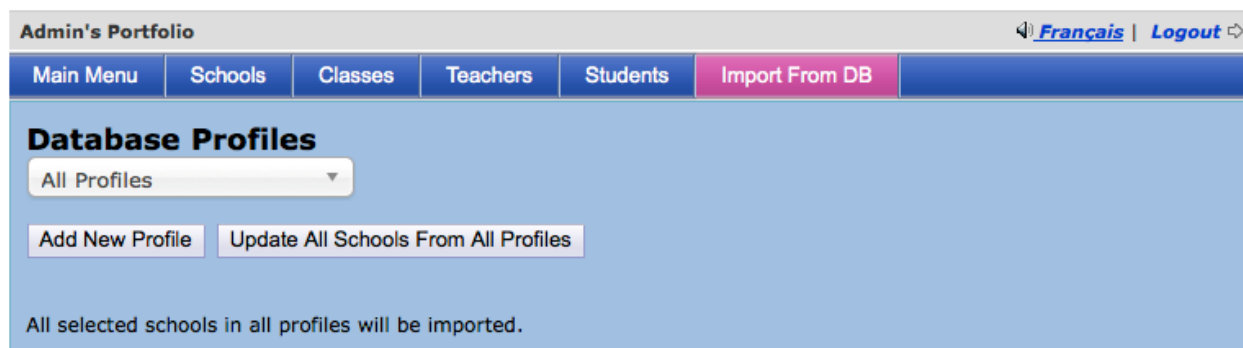
If you are not using a GPI database, you can use the **Excel import** feature, found in the Schools, Classes, Teachers or Students screens. An Excel template with instructions is provided to facilitate data importation.

### *GPI import*

The CSLP has collaborated with GRICs, and the LEARN-RECIT to design an import feature that allows for the seamless transfer of school, class, teacher, and student records from the GRICs GPI database into the LTK+ software.

Please consult the **Importing from GPI** section of this document for instructions on how to perform this transfer.

Database profiles can be added. An existing profile can be selected from the list, or data from all profiles can be imported by clicking “Update Imported Data from All Profiles”.



When a profile is selected, a list of schools within that database will be displayed. Check the schools you want to import and then click “Update Imported Data from Selected Schools”

Admin's Portfolio Français | Logout

Main Menu Schools Classes Teachers Students **Import From DB**

### Database Profiles

GPI Test Database

Edit This Profile Update Schools In This Profile

**Schools In This Database** (selected schools will be imported)

	School Code	School Name
<input type="checkbox"/>	001	Bancroft
<input type="checkbox"/>	002	Carlyle
<input type="checkbox"/>	003	Cedarcrest
<input checked="" type="checkbox"/>	004	Dalkéith
<input checked="" type="checkbox"/>	005	Dante
<input checked="" type="checkbox"/>	006	Dunrae Gardens
<input checked="" type="checkbox"/>	007	East Hill
<input checked="" type="checkbox"/>	008	Edinburgh

A database profile can be edited.

Admin's Portfolio Français | Logout

Main Menu Schools Classes Teachers Students **Import From DB**

### Database Profile Name

GPI Test Database

DB Type: mysql Year: 2005

DB Host: localhost

DB User: root

DB Pass:

DB Name: gpi\_copy

Student Username Field: Student Number: [FICHE]

Teacher Username Field: Teacher Payroll Code: [MATR\_PAIE]

Close Save & Close Delete

### Database Profiles

GPI Test Database

Edit This Profile Update Schools In This Profile

# LTK+ End-User Computer Minimum Requirements, Configuration, Add-Ons

## Minimum Requirements

### General

- Internet Access
- Keyboard and mouse
- Speakers or headphones, microphone
  - *Note: when using the ePEARL recorder, there can be issues with the microphone driver. Microphone compatibility to be verified by the end-users.*
- 1024 x 768 display (1280 x 800 recommended)
- 2 GB of RAM
- 30 GB of available hard-disk space

### Windows

- Intel Pentium 4 or AMD Athlon 64 processor (1GHz or faster)
- Microsoft Windows Vista or newer
- Firefox 115 or newer, latest Chrome 120 or newer, latest Microsoft Edge 120 or newer

### Mac OS

- Multicore Intel processor 1.83GHz or faster
- Mac OS X v10.10 or newer
- Firefox 115 or newer, Safari 10 or newer, latest Chrome 120 or newer, latest Microsoft Edge 120 or newer

## Browser Versions

If a user is browsing the LTK+ with a browser that does not meet the minimum requirements, they will receive a warning message near the top of their browsing window. This message can be removed temporarily by clicking the "X" in the window. This message can only be removed permanently by updating the browser to a newer version. We highly recommend that users update their browsers if they are receiving this message, as the LTK+ may not function properly on older browsers.

**Your browser is out of date.  
This may affect your experience using LTK+.**

**X**

**Note:** We no longer support Internet Explorer, and users will receive a different warning message if they are running that specific browser.

**We no longer support Internet Explorer.  
Please use Edge or another browser.**

**X**

## ***Recommended Plug-ins***

In order to view and use media files from the web, you must have the appropriate players for the files installed on the user's computer (ex: QuickTime and Windows Media for MP3 and other audio files).

- a) **QuickTime Player** (latest version).  
Go to: <http://www.apple.com/quicktime/download>
- b) **Windows Media Player** (latest version).  
Go to: <https://support.microsoft.com/en-ca/help/14209/get-windows-media-player>
- c) **Adobe Acrobat Reader** (for PDF files).  
Go to: <https://get.adobe.com/reader/>

## ***File Compatibility***

The following are examples of file formats that can be attached to works/artifacts within the software. Other formats can be used if the user's computer supports them.

Video: MOV (QuickTime)

Image: JPG, GIF, PNG, BMP

Text: DOC, DOCX, RTF, XLS, XLSX (or any file for which the application software resides on the client)

Audio: MP3, WAV, OGG

## ***External Links Embedded in LTK+***

IS-21 requires students to conduct their research within an environment that supports self regulated learning. A list of web-based search tools can be found at <https://literacy.concordia.ca/resources/is21/search/en/>

All users must have access to **grover.concordia.ca**, **literacy.concordia.ca** and **YouTube**, in order to access IS-21 search tools, LTK+ Resources for teachers and parents, and general help content for the tools.