



The Learning Toolkit+ (LTK+) Sub-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/>

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LTK+ Sub-administrator Guide

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Overview of the LTK+ and ePEARL 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**.

Note: Technical information on LTK+ Applications and end-user computer requirements can be found at the end of this manual.

The Administrator Environment

The Administrator environment allows for the configuration of the LTK+ and its applications and for the creation of the schools within a given school board (district or division), classes, teachers and students for each school. Administrators set up all of the sub-administrator accounts. They can also set the default language for ePEARL and can also activate the links to ABRACADABRA (ABRA), IS-21, and ELM. Some of the management features of the administrator environment are also available in the sub-administrator environment.

Students have a space limit for the storage of their portfolio files and for the upload of individual files. The administrator can change the size limit values. The default size for the **Total Portfolio Size** is 40 MB, while **100 MB is preferable**. The recommended **file size** that students can **upload** is **8MB**. Contact the administrator if the portfolio size or file upload size needs to be increased.

Since the administrator creates the password for the sub-administrator accounts, each sub-administrator should ensure that his/her password is communicated to him/her.

The Sub-administrator Environment

The sub-administrator is an individual who can help administer specific parts of the software for a school board (district or division) or for a specific school. The sub-administrator can be a Language Arts consultant, an ICT consultant, a principal, or a teacher.

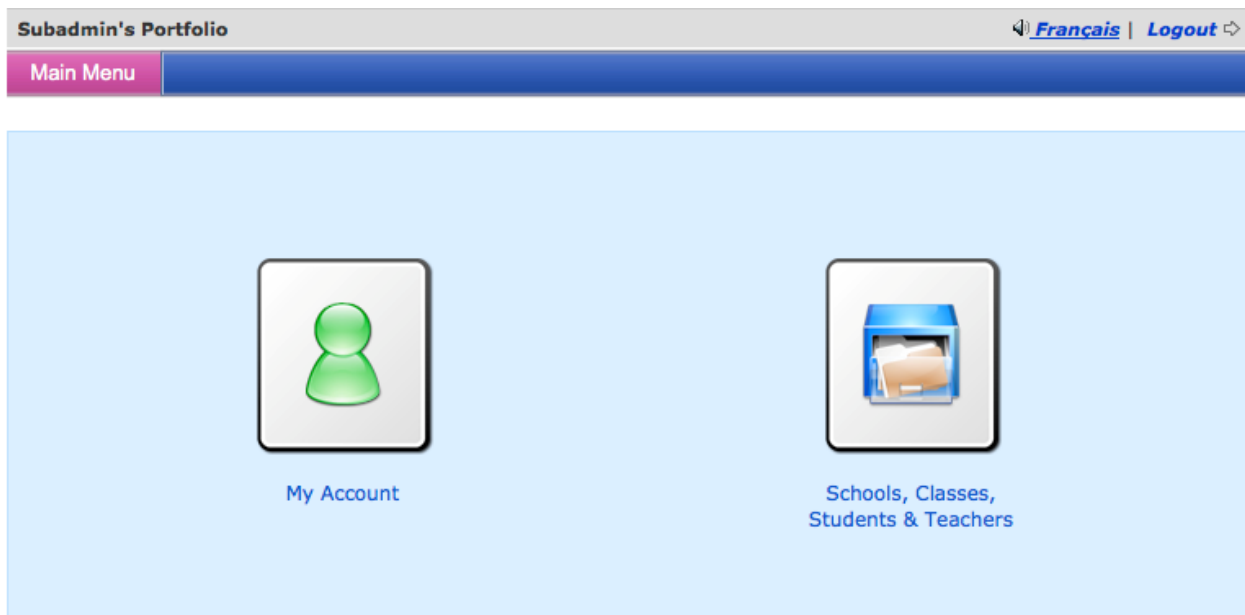
The list of sub-administrators to create must be communicated to the administrator by the Director of the school board (district or division) school or his/her designate. Teachers should also be informed of the sub-administrator in charge of his/her school.

Using the Sub-administrator Environment

Main Menu

The main menu consists of the following two sections:

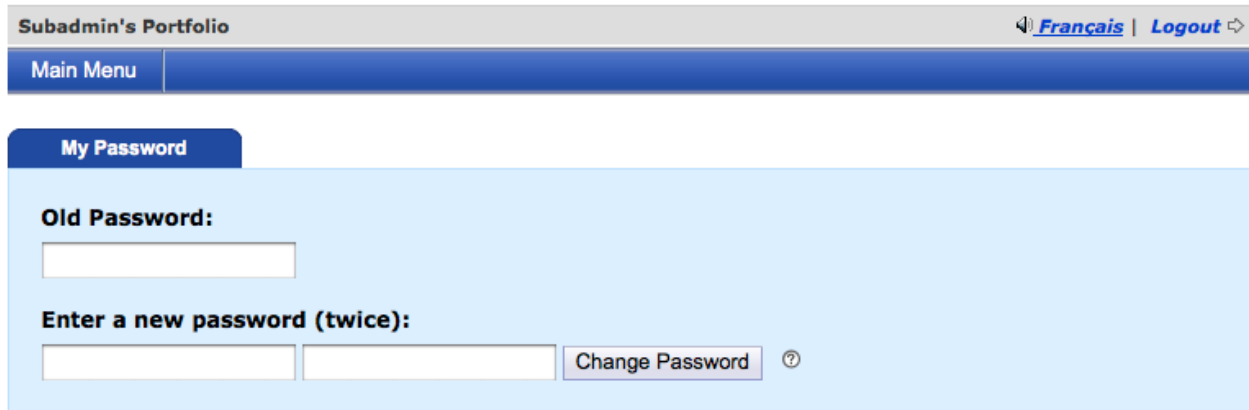
- *My Account*: A password protected section used to modify the subadmin password.
- *Schools, Classes, Students & Teachers*: Allows the creation and management of schools, classes, students and teachers, and the activation of the links to the ABRA, IS-21 and ELM tools.



My Account

Change Password

To change the subadmin password, it is necessary to re-enter the existing password, as a safety measure. Once the password has been validated, it will be possible to modify it.



The screenshot shows the 'Subadmin's Portfolio' interface. At the top right, there are links for 'Français' and 'Logout'. A 'Main Menu' button is visible on the left. The 'My Password' section contains the following fields and controls:

- Old Password:** A single text input field.
- Enter a new password (twice):** Two adjacent text input fields for the new password.
- Change Password:** A button with a question mark icon to the right.

Schools, Classes, Students and Teachers

The Schools, Classes, Students and Teachers section contains the information necessary to add, edit, delete and generally manage these four items. Administrators and Sub-administrators can both manage all these items but the **sub-administrator cannot add or delete schools**.

If a large number of users is being imported (more than 50), then it is recommended that the administrator or sub-administrators import the data from an Excel spreadsheet or a GPI database (only the administrator can import from GPI), rather than enter this data manually. The Excel Import feature is available from the **Import** tab in the Classes, Students and Teachers sections.

*Please refer to the **Importing from Excel Files** section of this document for detailed instructions.*

Schools

The Schools screen presents the list of schools managed by the sub-administrator. Clicking on the Pencil icon will open up the edit window for a particular school.

Subadmin's Portfolio Français | Logout

Main Menu **Schools** Classes Teachers Students

List Schools

- To edit a school, click the pencil icon next to school name.

3 records search

School Name	School Code	Date Added
My School	1	08/22/19
Cedarcrest	3	08/22/19
Edinburgh	8	08/22/19

3 records

The Edit window contains the functions necessary to activate the links to LTK+ tools. Greyed out fields cannot be changed, as they have already been set by the GPI database. To update school information which has been imported from a database, click the "Update School from Database" button.

Subadmin's Portfolio Français | Logout

Main Menu **Schools** Classes Teachers Students

List Schools

Edit

School Code: 001

School Name: Bancroft

ABRA School can use ABRACADABRA.

ePEARL School can use ePEARL.

ELM School can use ELM.

IS-21 School can use IS-21.

OPAC Link: *Not yet defined* Edit

database update: Update School From Database

Cancel Save & Close

3 records search

School Name	School Code	Date Added
Bancroft	001	08/23/19
New School	1	08/23/19
New School 1	19	08/23/19

3 records

The electronic portfolio (ePEARL) is the heart of the LTK+ and is always activated.

School Access to LTK+ Applications

The director of the school board (district or division) or his/her designate, should instruct the administrator about turning the LTK+ tool links on or off. If a tool has been turned on centrally, sub-administrators can turn it off for those schools that do not wish access to the software. Alternatively, sub-administrators can turn it on for those schools that have requested access.

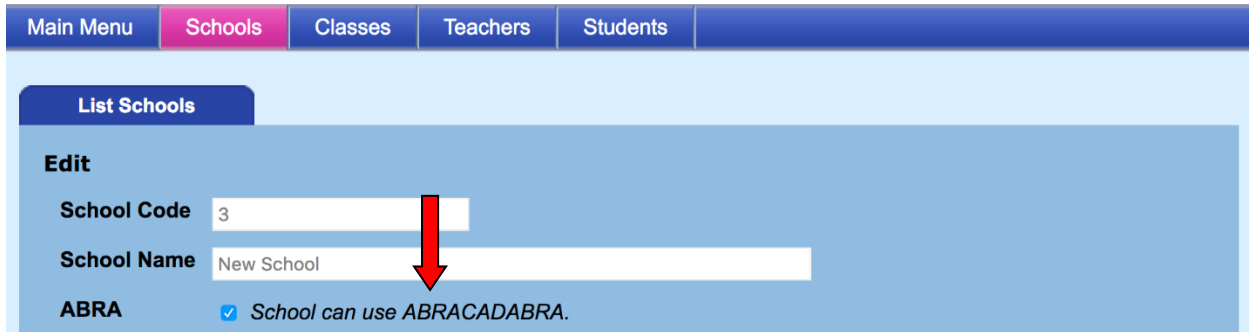
Both the Administrator and the Sub-administrator can activate or deactivate the installed tools for a school (i.e. Deactivate ABRA and ELM for high schools).

The screenshot shows the 'List Schools' page in the LTK+ Sub-administrator interface. The navigation bar includes 'Main Menu', 'Schools', 'Classes', 'Teachers', and 'Students'. The 'Schools' tab is active. The 'List Schools' section has a sub-header 'List Schools' and an 'Edit' form for a school named 'New School' with School Code '3'. The form includes checkboxes for ABRA, ePEARL, ELM, and IS-21, all of which are checked. The OPAC Link is <http://www.myschoollibrary.ca>. Buttons for 'Cancel', 'Save & Close', 'Edit', and 'Reset to Default' are visible. Below the form, a table shows 1 record for 'New School' with School Code '3' and Date Added '08/22/19'.

School Name	School Code	Date Added
New School	3	08/22/19

ABRACADABRA

ABRACADABRA is an early literacy application developed by the CSLP and linked to the Level 1 portfolio. If it has been installed, the sub-administrator can activate the school's access to ABRACADABRA from this window.



List Schools

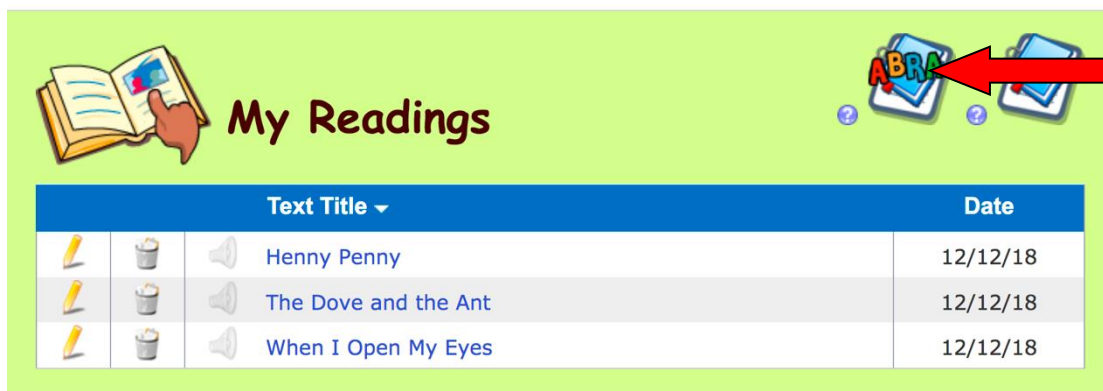
Edit

School Code

School Name

ABRA School can use ABRACADABRA.

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.

ELM

A new evidence-based bilingual tool designed to develop foundational skills in mathematics. The sub-administrator can activate the school's access to ELM from this window.

The screenshot shows the 'List Schools' edit form with the following fields and options:

- School Code:** 3
- School Name:** New School
- ABRA:** School can use ABRACADABRA.
- ePEARL:** School can use ePEARL.
- ELM:** School can use ELM.

A red arrow points to the ELM checkbox.

IS-21

IS-21 is a bilingual information literacy tool. It is available for all Level 2 users. The sub-administrator can activate the school's access to IS-21 from this window.

The screenshot shows the 'List Schools' edit form with the following fields and options:

- School Code:** 3
- School Name:** New School
- 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>

Buttons: Edit, Reset to Default

A red arrow points to the IS-21 checkbox.

Setting up access to the school board/school OPAC (library catalogue)

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 OPAC. In order to activate this feature, the website address for the OPAC must be entered either by the administrator (if a centrally hosted OPAC) or by the sub-administrator (if school-based OPAC).



Sub-administrators are able to over-ride a URL set by the administrator or enter new URLs for each school. In order to do add or change the OPAC URL for each school, click on Edit next to the OPAC URL window, enter the URL for the school's OPAC and Save.

Repeat these steps to setup the OPAC URL for each additional school.

IS-21

School can use IS-21.

OPAC Link: <http://www.myschoollibrary.ca>

Edit

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 for the schools managed by the sub-administrator. 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.



Subadmin's Portfolio Français | Logout



Main Menu Schools **Classes** Teachers Students

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.

New School Any Teacher Create 

1 record  

Class Name	Class Nickname	Date Added
  New Class		08/22/19 <input type="checkbox"/>

1 record

Clicking on the “View Students in This Class” icon will take you to List of Students for this class.

Clicking on the Pencil icon will open up the edit window for this class (see next page). Greyed out fields cannot be changed, as they have already been set by the GPI database. Class Nicknames are set by the teacher.

If the data has been entered manually, the Class Code can be set manually, or you can let the LTK+ choose it. 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 in the LTK+.

Subadmin's Portfolio Français | Logout

Main Menu Schools **Classes** Teachers Students

List Classes Import Classes Import Class Links

Edit







Class Code Let LTK choose the class code.

Class Nickname Chosen by teacher.

Class Name

Cancel Save & Close Delete

2 records X

	Class Name	Class Nickname	Date Added	
  	New Class		03/26/14	<input type="checkbox"/>
  	WHS123 11 Work Habits / Habitudes de travail	Work Habits / Habitudes de travail WHS12	03/10/14	<input type="checkbox"/>

2 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 creation screen will appear, in which all the required information can be entered.

Subadmin's Portfolio Français | Logout

Main Menu Schools **Classes** Teachers Students

List Classes Import Classes Import Class Links

Edit







Class Code Let LTK choose the class code.

Class Nickname Chosen by teacher.

Class Name

Cancel Save & Close Save & Add another

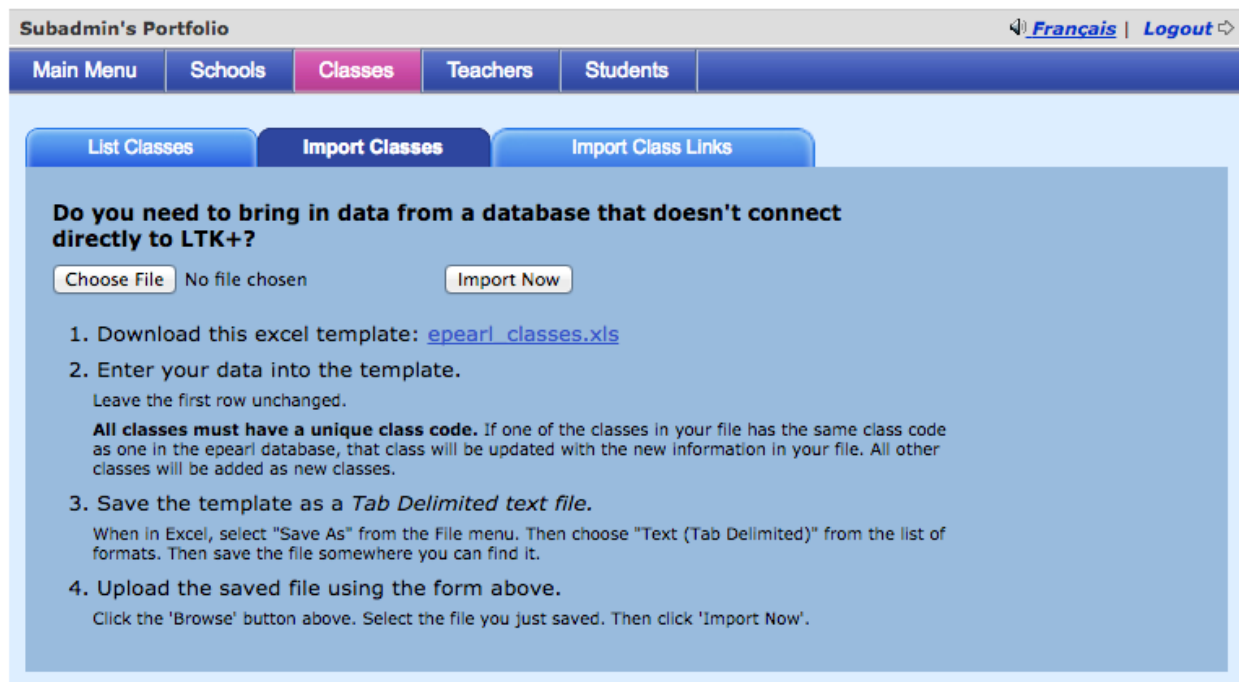
2 records X

	Class Name	Class Nickname	Date Added	
  	New Class		03/27/14	<input type="checkbox"/>
  	WHS123 11 Work Habits / Habitudes de travail	Work Habits / Habitudes de travail WHS12	03/10/14	<input type="checkbox"/>

2 records

Import Classes

The Import Classes tab provides 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 screenshot shows the 'Subadmin's Portfolio' interface. At the top right, there are links for 'Français' and 'Logout'. Below this is a navigation bar with tabs for 'Main Menu', 'Schools', 'Classes' (which is highlighted in pink), 'Teachers', and 'Students'. Under the 'Classes' tab, there are three sub-tabs: 'List Classes', 'Import Classes' (which is highlighted in blue), and 'Import Class Links'. The main content area has a blue background and contains the following text:

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

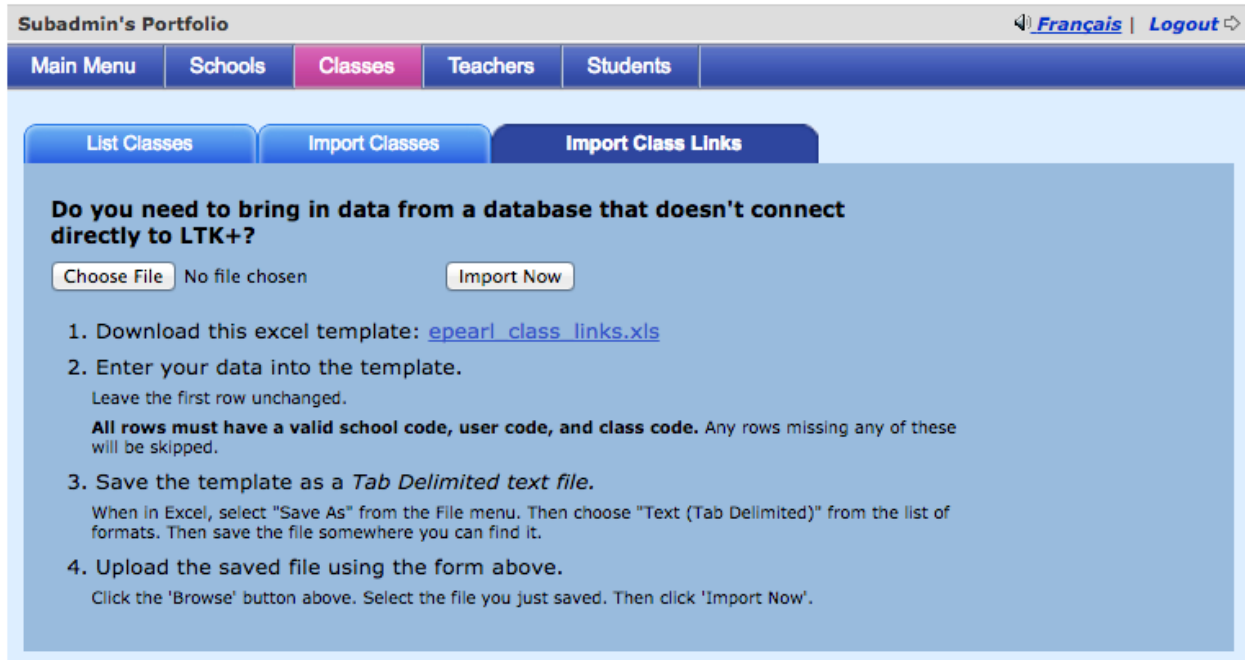
Choose File No file chosen Import Now

1. Download this excel template: [epearl_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 the data is being imported 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 'Subadmin's Portfolio' interface. At the top, there is a navigation bar with 'Main Menu', 'Schools', 'Classes' (highlighted), 'Teachers', and 'Students'. Below this, there are three tabs: 'List Classes', 'Import Classes', and 'Import Class Links' (highlighted). The main content area is a light blue box with the following text:

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

No file chosen

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.

Subadmin's Portfolio Français | Logout

Main Menu Schools Classes **Teachers** Students

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

1 record search

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

1 record

In the list of teachers, click on the printer icon to open a printable version of the list.

Subadmin Subadmin close window

List of Teachers

Name: First Last	Nickname	Username	Password	ePEARL	Date Added
Teacher, New		teacher	123	level1	01/12/15
Teacher, New		14	9853	level2	01/12/15

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. Teacher Nicknames are chosen by the teacher.

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 within the LTK+.

Subadmin's Portfolio Français | Logout

Main Menu Schools Classes **Teachers** Students

List of Teachers Link / Unlink Import Teachers

Edit

School New School

First Name

Family Name

Nickname *Chosen by teacher.*

Username *Let LTK choose the username.*

Password

User Code *Let LTK choose the user code.*

ePEARL

Cancel Save & Close Delete

2 records

	Name: First Last	Nickname	Username	Password	ePEARL	Date Added	
	Teacher, New		teacher	123	level1	01/12/15	<input type="checkbox"/>
	Teacher, New		14	9853	level2	01/12/15	<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.

Subadmin's Portfolio Français | Logout

Main Menu Schools Classes **Teachers** Students

List of Teachers Link / Unlink Import Teachers

Edit

School: Edinburgh

Class: Select Class

First Name: New

Family Name: Teacher

Nickname: *Chosen by teacher.*

Username: 64255 *Let LTK choose the username.*

Password: 8391

User Code: 9994563 *Let LTK choose the user code.*

ePEARL: Level 2

Cancel Save & Close Save & Add another

3 records

	Name: First Last	Nickname	Username	Password	ePEARL	Date Added	
<input type="button" value="✎"/> <input type="button" value="✖"/>	ABECASSIS, HANNA		18335009	6202	level3	03/10/14	<input type="checkbox"/>
<input type="button" value="✎"/> <input type="button" value="✖"/>	Teacher, New		64253	1223	level2	03/27/14	<input type="checkbox"/>
<input type="button" value="✎"/> <input type="button" value="✖"/>	Teacher, New		64255	8391	level2	03/27/14	<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.

Subadmin's Portfolio Français | Logout

Main Menu | Schools | Classes | **Teachers** | Students

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

To link teacher to class:

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

New School New Class

+ Filters

3 records

	Name: First Last	Nickname	Username	Password	ePEARL	Date Added
	Teacher, New		teacher	123	level1	01/12/15
	Teacher, New		14	9853	level2	01/12/15
	Teacher, New		18	1905	level2	01/13/15

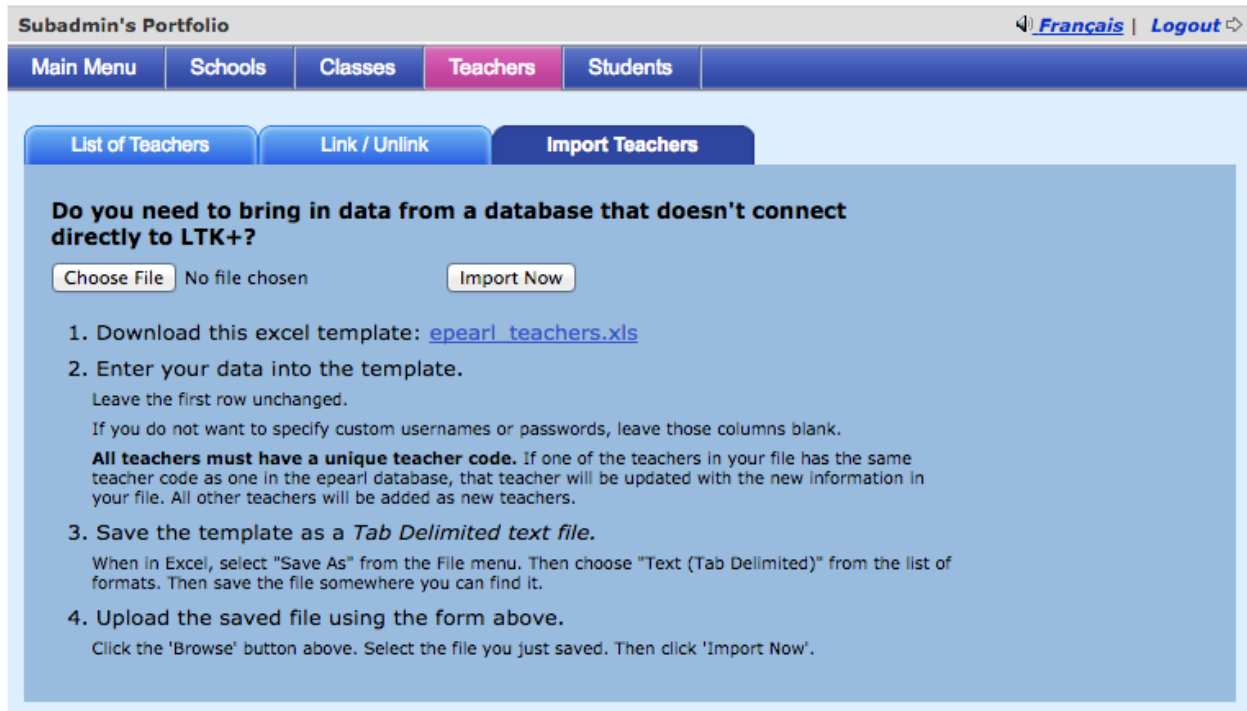
3 records

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 and classes.

Import Teachers

The Import Teachers tab provides 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 screenshot shows the 'Subadmin's Portfolio' interface. At the top, there is a navigation bar with 'Main Menu', 'Schools', 'Classes', 'Teachers' (highlighted), and 'Students'. In the top right corner, there are links for 'Français' and 'Logout'. Below the navigation bar, there are three tabs: 'List of Teachers', 'Link / Unlink', and 'Import Teachers' (highlighted). The 'Import Teachers' tab contains the following content:

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

No file chosen

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.

Subadmin's Portfolio Français | Logout

Main Menu | Schools | Classes | Teachers | **Students**

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 New Class Create

+ Filters

1 record

Name: First Last	Nickname	Username	Password	ePEARL	Date Added	<input type="checkbox"/>
Student, New		13	1182	level2	08/22/19	<input type="checkbox"/>

1 record

In the list of students, click on the printer icon to open a printable version of the list.

Subadmin Subadmin close window

List of Students

Name: First Last	Nickname	Username	Password	ePEARL	Date Added
Student, New	my nickname	newstudent1	123	level1	01/12/15
Student, New		33	8805	level2	01/13/15
Student, New		34	9496	level2	01/13/15
Student, New		35	1833	level2	01/13/15
Student, New		36	7846	level2	01/13/15
student1_lastname, student1_firstname		student1	123	level1	01/09/15
student2_lastname, student2_firstname		student2	123	level2	01/09/15
student3_lastname, student3_firstname		student3	123	level3	01/09/15

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 within the LTK+.

Subadmin's Portfolio Français | Logout

Main Menu Schools Classes Teachers **Students**

List of Students Link / Unlink Import Students

Edit

School New 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

Cancel Save & Close Delete

8 records

Name: First Last	Nickname	Username	Password	ePEARL	Date Added	
Student, New	my nickname 123	newstudent1	123	level1	01/12/15	
Student, New		33	8805	level2	01/13/15	
Student, New		34	9496	level2	01/13/15	
Student, New		35	1833	level2	01/13/15	
Student, New		36	7846	level2	01/13/15	
student1_lastname, studer		student1	123	level1	01/09/15	
student2_lastname, studer		student2	123	level2	01/09/15	
student3_lastname, studer		student3	123	level3	01/09/15	

8 records

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

Note: Teachers can edit his/her student's 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. 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.

Subadmin's Portfolio Français | Logout

Main Menu Schools Classes Teachers **Students**

List of Students Link / Unlink Import Students

Edit

School: My School

Class: Select Class

First Name: New

Family Name: student

Nickname: *Chosen by Student.*

Username: 64256 Let LTK choose the username.

Password: 1320

User Code: 9994564 Let LTK choose the user code.

ePEARL: Level 2

Cancel Save & Close Save & Add another

8 records

	Name: First Last	Nickname	Username	Password	ePEARL	Date Added	
	export, New	export	export	123	level3	01/13/14	<input type="checkbox"/>
	student, New		64256	1320	level2	03/27/14	<input type="checkbox"/>
	student, New	my nickname 123	student1	123	level1	10/01/13	<input type="checkbox"/>
	student, New		64254	7484	level2	03/27/14	<input type="checkbox"/>
	student2, New		student2	123	level2	02/13/14	<input type="checkbox"/>
	student2, New		student3_test2	123	level3	01/21/14	<input type="checkbox"/>
	student2_2, New		student2_2	123	level2	02/13/14	<input type="checkbox"/>
	student3, New		student3	123	level3	02/13/14	<input type="checkbox"/>

8 records

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 screen. Students can be linked to multiple classes. Clicking on “Clear Links For This Class” will unlink all students from the selected class.

Subadmin's Portfolio Français | Logout

Main Menu | Schools | Classes | Teachers | **Students**

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

To link student to class:

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

My School New Class

+ Filters

6 records

	Name: First Last	Nickname	Username	Password	ePEARL	Date Added
	Student, New		33	8805	level2	01/13/15
	Student, New		35	1833	level2	01/13/15
	Student, New		36	7846	level2	01/13/15
	student1_lastname, student1_firstname		student1	123	level1	01/09/15
	student2_lastname, student2_firstname		student2	123	level2	01/09/15
	student3_lastname, student3_firstname		student3	123	level3	01/09/15

6 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 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.

Subadmin's Portfolio Français | Logout

Main Menu Schools Classes Teachers **Students**

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

To import students to an existing school, [click here](#).

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_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.
Click the 'Browse' button above. Select the file you just saved. Then click 'Import Now'.

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.

Subadmin's Portfolio Français | Logout

Main Menu Schools Classes Teachers **Students**

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?

New School [View List of Classes](#)

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.

Excel Imports (For Mac or PC)

Large-scale (schoolboard-wide) import:

1. Go to <http://localhost/ltk/>
2. Login to your account
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 to your account
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.

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 required 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/

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.

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.