Lab-Volt®

Mind-Sight™ User Guide: Student

Mind-Sight™

Lab-Volt® Multimedia eTraining System
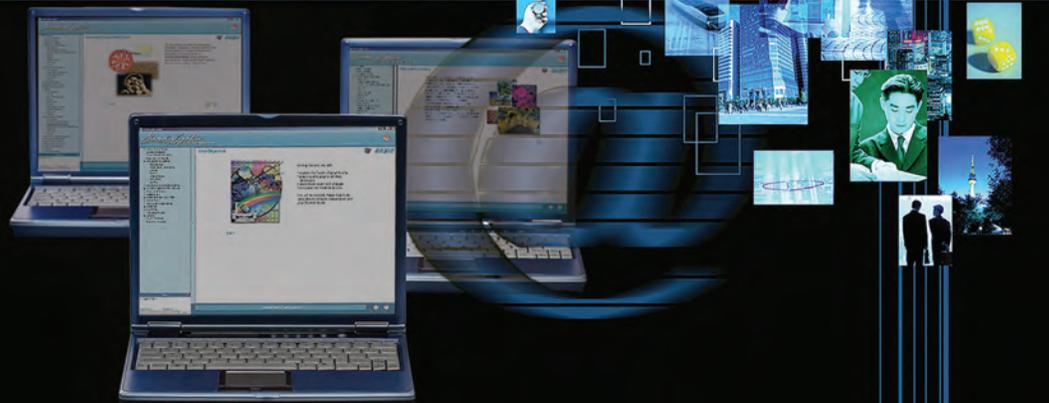
Mind-Sight™
Lab-Volt© Multimedia eTraining System

User Guide: Student
eSeries

Lab-Volt®

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Introduction

Mind-Sight™ Lab-Volt© Multimedia eTraining System (Mind-Sight eTraining System or Mind-Sight) is a seamless integration of courseware delivery and classroom management with hands-on learning activities.

Use the table of contents to quickly locate information within the guide.

Mind-Sight™ Lab-Volt© Multimedia eTraining System (Mind-Sight eTraining System or Mind-Sight) is primarily offered as a solution to deliver curriculum.

Click the Help icon at the top right-hand corner of the Mind-Sight screen to view the product's on-screen help. This navigable window will incorporate any product changes as they occur.

Client Workstation Requirements

Microsoft® Windows® XP (or later)

Internet Explorer 7® or higher

Microsoft® .NET 4.0 Framework

Adobe® Flash® Player 10 or higher

Microsoft® Silverlight®

Sound card

Broadband Internet connection

Minimum 1024 pixel width display resolution
(1280 pixel width display resolution is recommended.)

Determine Your Environment

Mind-Sight can display content via the Mind-Sight Desktop Client, an application that can be installed to your computer. Mind-Sight can also stream content directly to your Internet browser via the Mind-Sight Web Client. The Desktop Client downloads a copy of a desired course to the local computer, then displays the content locally. It also communicates with the FACET Base Unit in FACET courseware and provides the ability to link additional applications as suggested in many Tech-Design courses. The Web Client does not require a program to be installed, and offers the ability to log on and view content from virtually any computer with broadband Internet access. However, the Web Client cannot communicate with the FACET Base Unit in FACET courseware and cannot link to external applications. You will most likely use the Mind-Sight Web Client. However, your instructor will tell you which one to use.

If your classroom or laboratory utilizes FACET, you must run the Mind-Sight Desktop Client when in the classroom, as this is the only means of automating communication between the courseware and the FACET Base Unit. If your laboratory utilizes Tech-Design, the Mind-Sight Desktop Client is still recommended because most Tech-Design courses advise the use of the Application Launch feature, by which Mind-Sight links directly to third-party software applications.

If you will not be using a FACET Base Unit or Tech-Design courses, the Mind-Sight Web Client is recommended, as it offers the convenience of access to the Mind-Sight system and courseware from virtually any computer with broadband Internet access without requiring a software installation.

Your instructor may wish for you to utilize a combination of the two Mind-Sight Client environments. For example, if you are using the FACET program, you may use the Mind-Sight Web Client to read or review fundamentals or discussion content at home, then run the Mind-Sight Desktop Client when in the laboratory for hands-on procedures that require the FACET Base Unit.

Navigating to the Mind-Sight Web Client

If you need to use the Mind-Sight Web Client, navigate to it using the following steps:

1. Navigate using a web browser (such as Internet Explorer or Firefox) to the URL provided to you.

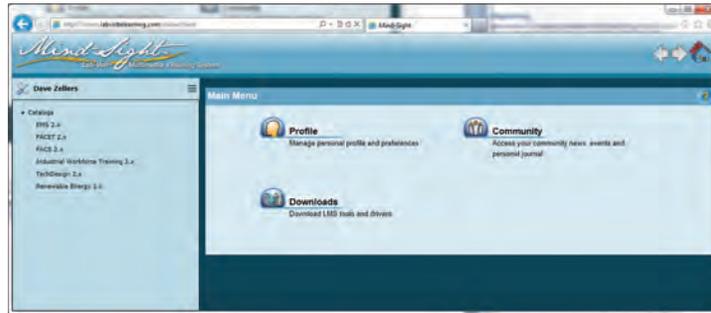2. Click "login" on the top right of the screen. Log in using the user name and password provided.
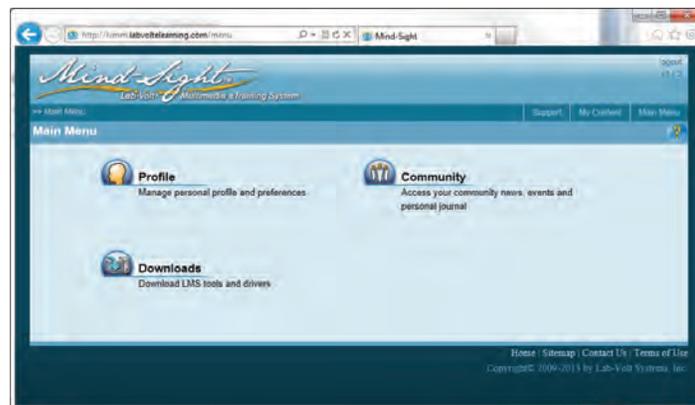
Main Menu

3. Click Downloads.

4. From the Downloads screen, download and install .NET and Silverlight if necessary.

>   **NOTE:** *The .NET software may require a restart.*

5. In the upper-right corner of the screen, click My Content to launch the Mind-Sight Web Client.

Mind-Sight Web Client

Installing the Mind-Sight Desktop Client

If your instructor tells your to use the Mind-Sight Desktop Client, software must be downloaded and installed. To download the Mind-Sight Desktop Client to a workstation, follow these steps:

>   **NOTE:** *Repeat these steps for each computer workstation used to access Mind-Sight eSeries curriculum.*

1. A URL will be provided to you in your registration details; use a web browser (such as Internet Explorer or Firefox) to access this URL.

2. Click "login" on the top right of the screen. Log in using the user name and password provided.

3. From the Main Menu, click the Downloads button.

Downloads Menu

4. Download and install .NET and Silverlight. Then, download and install Mind-Sight. During the Mind-Sight setup, you will be prompted to enter a server address. Enter the URL provided to you; this is the same URL you entered in the browser window.
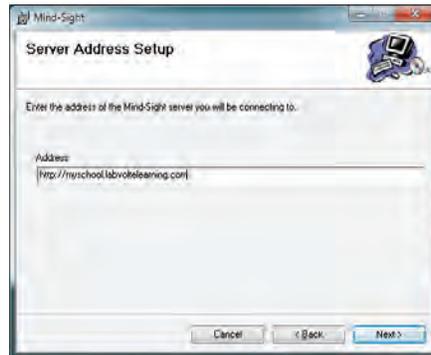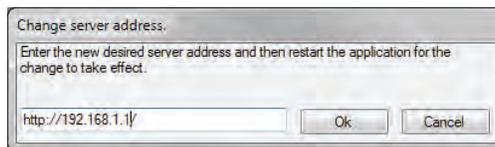
Server Address Setup

> **NOTE:** *The .NET software may require a restart.*

    a.   If you have purchased Lab-Volt's FACET product, you will also need the Base Unit Drivers as part of setting up the Base Unit. Please see the next section, "Installing the FACET Base Unit."

5.   When all downloads have been installed at the workstation, launch the Mind-Sight Client application.

> **NOTE:** *The first time the application runs, there will be a "cycling ring" wait animation. It may take a few moments for the Mind-Sight Client software to finish loading.*

6.   If the client software cannot find the Mind-Sight device on your network, the following message will appear in the client software window: "Connection Failure. There was no response from a Mind-Sight system at the given address." If this occurs:

    a.   Click inside the Username field so that the blinking text input cursor appears there.

    b.   Hold down the Ctrl and Shift keys and simultaneously press the "i" key. This will cause the server address window to appear.

Change Server Address

    c.   Key in the IP address (beginning with http://) for your Mind-Sight appliance into the Change Server Address window.
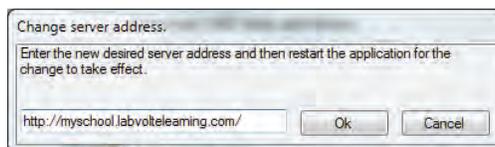

New Server Address

    d.   Click the OK button.

    e.   Quit the Mind-Sight Client software, then relaunch it.

Installing the FACET Base Unit

If you have purchased Lab-Volt's FACET product, set up the Base Unit by following the steps below:

> **NOTE:** *You may need assistance from your instructor or from Lab-Volt support to complete these steps.*

1. Before installing the base unit's drivers or attaching the base unit hardware to the workstation, launch the Mind-Sight Client and access the Control Panel.
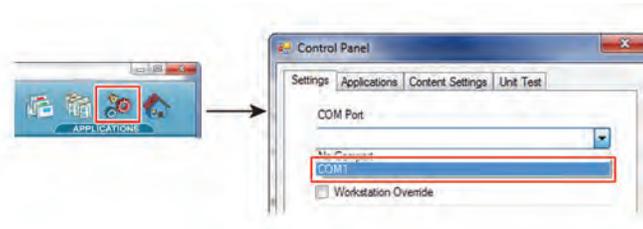
Mind-Sight Control Panel

2. In the COM Port section of the Settings tab, there will be a Status indicated.

3. Above the Status, there is a pull-down menu which lists available COM ports. Click this menu to view its contents and take note of what is in the list.

> **NOTE:** *In most cases, no COM ports will be configured on the workstation, and the menu will only contain a "No Comport" option. However, if the current workstation has some peripherals that use COM ports, there may be some items in the list.*

4. Close the Control Panel.

Drivers

1. Before attaching the base unit to the workstation, download and install the accompanying software.

   a. The base unit driver file can be obtained from the Downloads screen within Mind-Sight.

Downloads > Base Unit Drivers

   b. When running the file, either specify where it should decompress its contents, or note the default destination that it selects.

2. The driver file will deliver two installers at the specified destination, one for 32-bit systems, and one for 64-bit systems. Run the installer that is appropriate for your workstation's operating system.

Attach the Base Unit

1. When the driver installation is complete, attach the base unit to the workstation.

Attach USB Cable to FACET Base Unit and to Computer

2. Plug the base unit's power cord into an outlet.

   NOTE: *Mind-Sight cannot detect the system's COM port unless the unit is attached and powered.*

Configuration

1. Now return to the Mind-Sight Client software and view the Control Panel again.

   NOTE: *If the Control Panel was left open during the installation of the base unit, it is necessary to close and relaunch the Control Panel now.*

2. In the COM Port section's pull-down menu, there will be a new entry. The newly-listed COM port is the one that matches the base unit. Be sure that it is the COM port selected.
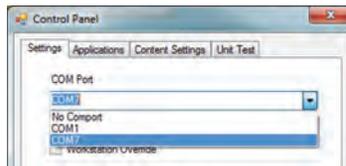

COM Port Settings

   NOTE: *If the COM port selected does not match the COM port of the base unit, it will not work.*

Troubleshooting

If there is a need to confirm which COM port belongs to the base unit on a workstation which already has base unit drivers, the Windows Device Manager can be used.

1. Access the Windows Control Panel from the Start Menu, then click on Device Manager.

2. Under the "Ports (COM & LPT)" entry, the base unit's name should appear.

3. In parentheses at the end of the base unit's name, the COM port that it has claimed is identified.
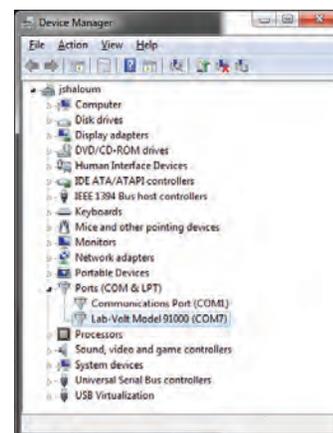
Lab-Volt Model 91000 in
Windows Device Manager

> **NOTE:** *If the parenthetical information does not appear by the device's name or is in doubt, double-click the device's name to view its properties. Under the General tab's "Location" heading, there will be more data about the device's port. This should assist in confirming which COM port it is using.*

If a base unit has been removed, follow the steps below to prevent Mind-Sight problems that can arise from trying to access a COM port without a base unit attached:

1. Go to the Control Panel.

2. On the Settings tab, select the "No Comport" option.

> **NOTE:** *The menu in the Control Panel does not update dynamically. If your hardware configuration has changed (i.e., if a base unit has been attached or detached since the Control Panel was launched), you must exit the Control Panel and relaunch it to view the current COM ports.*

Log In to the Mind-Sight Desktop Client

Your instructor or training coordinator should have created a user account for you and provided you with a password. If your administrator did not assign a password for you, you will be prompted to create one when logging in. In order to log in, follow the steps below:

1. Double-click on the Mind-Sight icon on your desktop to open the Mind-Sight Multimedia eTraining System. (You may also launch Mind-Sight from your Start menu; it appears under the Lab-Volt program group.)

2. The login fields are located at the lower left-hand corner of the Mind-Sight window under the label Users.

3. Type your Username and Password into the corresponding fields.

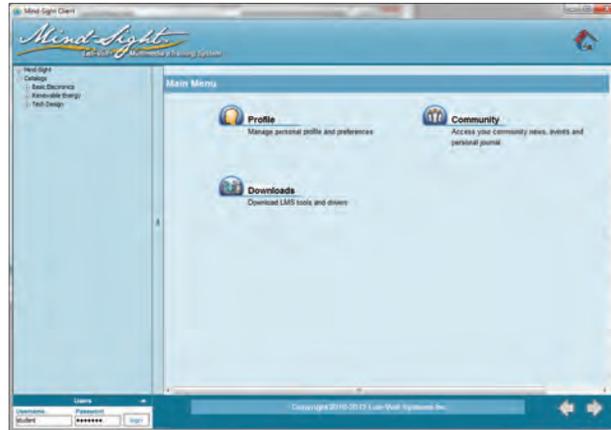4. Press Enter or click on the login button.

Login Area

5. This will bring you to the Main Menu.

6. You will navigate from the Main Menu in order to set up your class data in the Mind-Sight system.

Main Menu

Once you log in, the Main Menu is displayed.

Main Menu

You may use the Main Menu screen or the Menu Tree displayed at the left to access the features of Mind-Sight. Instructions in this Guide refer to the Main Menu screen as the method of access. If you use the tree, please note that you may need to click the "plus sign" icons beside the currently-visible headings in order to reveal additional headings beneath them.
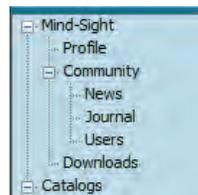
Menu Tree

View Your Profile

Click on the Profile button to review your User Profile. To change your password, follow the steps below:

1. Please review your institution's IT policy before changing your password.
2. To change your password, check the Password checkbox.
3. Follow the directions to enter your new password in the space provided.
4. The minimum password length is six characters and passwords are case-sensitive.
5. Retype to confirm it. This will now be the password you must use when you log in. (It is not necessary to log in again at this time.)

Courseware

Available courses can be found in the menu tree under Catalogs. A catalog is a group of content that may contain a single course's pretest, content, and post-test or it can contain this information for several courses under a particular category. Items in the menu tree that contain the "plus sign" icons are catalogs that must be expanded to access all available content. Active items in this menu appear highlighted on mouse-over.

Catalogs and Courses

Tests

Most courses begin with a pretest and conclude with a posttest. Typically, these tests consist of a randomized group of multiple choice questions.

Pretest

You can use your mouse or keyboard to answer questions and advance through the test. Your grade is displayed upon completion.

Courses typically conclude with a similarly structured posttest at the end of each course.

Navigation Tools

Use the icons below to navigate the courseware.

	Home Button: click to return to the Main Menu.
	Forward Navigation: click to advance through menu items.
	Forward Navigation: click to advance to new screens.
	Backward Navigation: click to return to previous menu items.
	Backward Navigation: click to return to previous screens.
	Question Mark Icon: click to open the Help Files.
	Annotation Tool: access granted to Instructor only.
	Annotation Icon: appears on any screen that contains an Annotation.
APPLICATIONS	Applications Tab: click to access any linked third-party software applications. Select the required application from the drop-down menu.
	Control Panel: access granted to Administrator and Instructor only.
	Appears only in FACET courses. Circuit Modification Toggle Button icon: first state.
	Appears only in FACET courses. Circuit Modification Toggle Button icon: second state.
Lab-Volt®	Lab-Volt Logo: click to cancel the Zoom feature for the current unit screens, if it has been enabled.

		Printer Icon: click to print the current screen.
		Reports: access granted to Administrator and Instructor only.
		Student Notes Icon: click to open a text box. Type your notes and click on the close button to save notes. To print notes, click on the print button. A new note text box opens for each menu item.
		Text to Speech Icon: click to listen to the text, if this feature has been enabled.
		Course Organizer Icon: access granted to Instructor only.

Illustrated Courseware
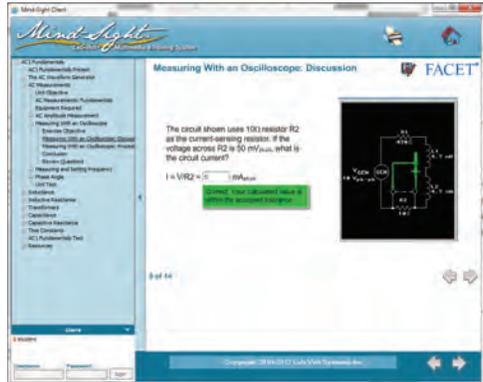

Sample Illustrated Courseware

Illustrated courses offer a self-paced approach to reading content and viewing multimedia. You will sometimes be presented with questions which must be answered correctly before you proceed. You will also be presented with bold blue "hot words"; click on these links for more information.


Hot Word

If you are using Lab-Volt's FACET courseware, an active connection to the Base Unit is required for the Procedure and Troubleshooting sections. A diagnostic tool appears at the bottom of the Procedure and Troubleshooting sections to indicate if the Base Unit is connected and properly configured.
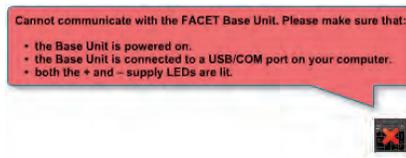
Base Unit Diagnostic Tool

Animated Courseware

Some courses feature narration and animation. At the bottom of each screen, they have pause/play buttons and a progress track. Some courses also include volume controls and closed captions.
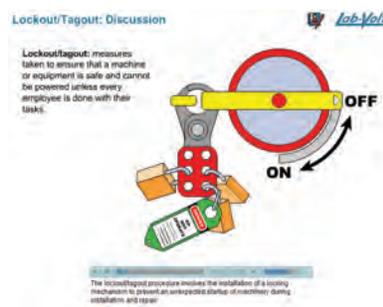
Animated Courseware

Profile

The Profile button opens your own User Profile. Your profile shows Recent Journal Entries by date and My Course Grades by Course Title including Course Notes. It also includes Account Information, General Information, Contact Information, and Groups. (The Groups list reflects all groups that you are a member of.)

User Profile

My Course Grades

My Course Grades is a list view that allows students to view their own available courses, grades they have accumulated, and course notes they have taken.

1. The list can be sorted by course or by grade by clicking on the appropriate column header.

2. Clicking on a course title and then on the Notes button produces a PDF of the notes taken on each screen of a particular course.

3. Your instructor can produce a Student Note report by using the Report Interface.

Editing Profile Information

Your ability to edit information in the User Profile will depend upon your assigned security role. To edit your information, follow the steps below:

1. Click on the field to edit the information. (Only the Username cannot be edited.)

2. Check the box next to Password if you wish to change your password. Note that Passwords must be at least six characters and are case-sensitive.

    *   The General Information tab includes details such as the full name and address of the user as well as a record of the Organization to which they belong. None of these fields are required to be filled in.

    *   The Contact Information tab provides space to record Parent/Guardian or Emergency contact names and phone numbers. These fields are not required.

3. If you edit any information, click on the Save button before returning to the Main Menu.

Community

The Community button on the Main Menu opens three additional options: News, Journal, and Users.

Community Menu

News

This is the menu button to use if you wish to make a blog entry or to search and view other blog entries. Instructors may wish to use this tool to notify students of assignments.

To add a News entry, follow the steps below.

1. While on the News screen, click the "plus sign" button at the top right to add a blog entry.


News Screen

2. A new screen opens. This is the Information section:

Add Blog Entry

a. Title is required.
b. The following is optional information:
- Assign the entry to a particular Category.
- Add Tags (for sorting or searching purposes).
- Establish priority.
- Determine the viewing audience by choosing the state from the drop-down menu:
  ◦ Any entries created as Public will appear as a list on the opening screen when the News button is selected.
  ◦ Any entries created as Published will appear as a list on the opening screen upon launching the Mind-Sight Client.
- Determine the entry's lifespan by setting Publish and Expiration Dates.

3. Content section – type your message here.

Blog Content

4. News entries can be viewed, edited, or deleted by clicking on the appropriate icon at the top of the entry.
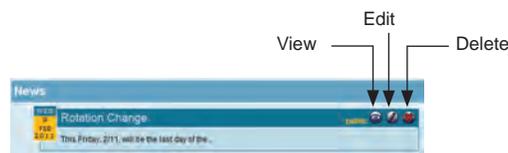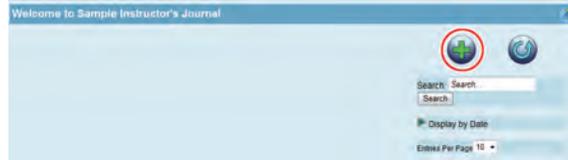

News Entry

Journal

To add a Journal entry, follow the steps below:

1. While on the Journal screen, click on the "plus sign" button at the top right to add an entry.

Journal Screen

2. A new screen opens. This is the Information section:

Add Journal Entry

    a.   Title is required.

    b.   The following is optional information:

- Assign the Journal to a particular Category.
- Add Tags (for sorting or searching purposes).
- Establish priority.
- Determine the viewing audience by choosing the state from the drop-down menu.
    - Draft is for an entry that you are still working on. Instructors can view Draft entries.
    - Private is an entry you've finished and only you can view. Private is disabled for students by default.
    - Public is an entry you've finished and authenticated users can view.
    - Published is an entry you've finished and all other users can view.
- Set Publish and Expiration Dates.

3. Content section – type your message here.

Journal Content

4. Entries can be viewed, edited, or deleted by clicking on the appropriate icon at the top of the entry.

Journal Entry

5. Any entries created by the user will appear as a list on the opening screen when the News button is selected. The list shows the date, title, state, and offers options to edit or delete any of the entries.

Users

The Users screen displays all public and published Journal entries from all users in your group.