

# Quick Start Guide

## *for Instructors and Class Managers*

**Immersive Engineering, Inc.**  
**Version 2.5**

Getting Started .....	2
Launching the Program .....	2
Logging In.....	2
My Immersive .....	2
Creating a Class.....	3
Navigation .....	5
Viewing Course Material .....	6
Class Reports.....	6
User Registration .....	7
Instructor Registration .....	7
Student Registration.....	7
Retrieving User Information.....	9

## Getting Started

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### Launching the Program

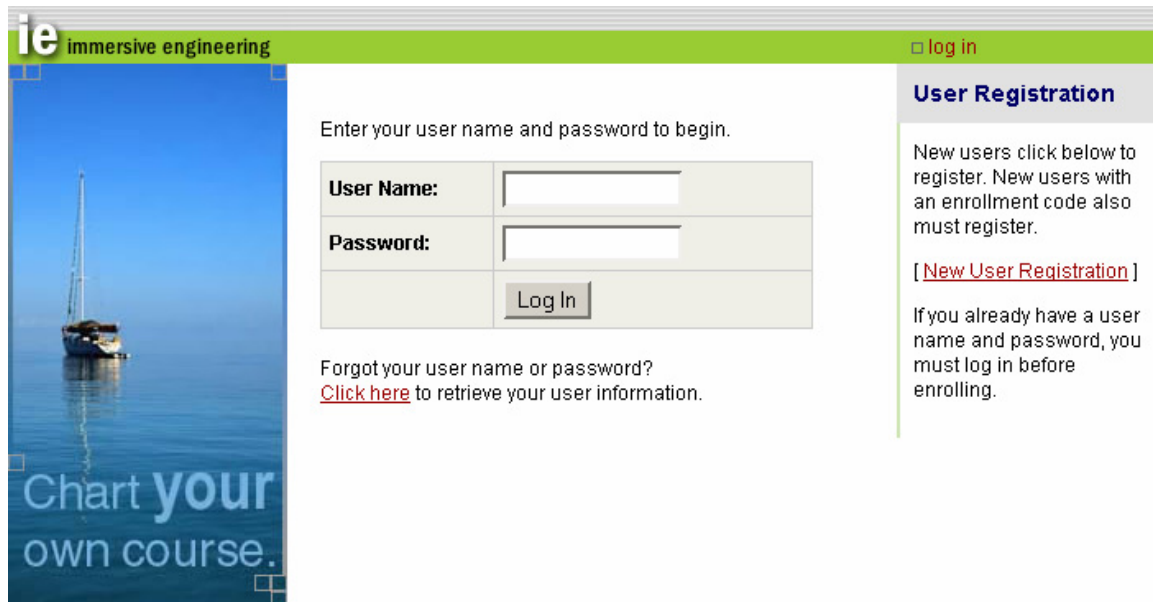


The program should be launched from the appropriate desktop icon, or by inserting a program disc. If you are using a CD, the program should start automatically when the disc is inserted in the drive. If the system is not launched properly, some features may not be available.

Depending on your location and the configuration of your network, Internet access may be required. Contact your system administrator for more information.

### Logging In

From the Log In screen, enter your user name and password. User name and password entries are case sensitive.



The screenshot shows a web browser window titled "ie immersive engineering" with a "log in" link in the top right. The main content area has a blue background with a sailboat and the text "Chart your own course." On the right, there is a "User Registration" sidebar. The central form contains the following elements:

Enter your user name and password to begin.

<b>User Name:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
	<input type="button" value="Log In"/>

Forgot your user name or password?  
[Click here](#) to retrieve your user information.

**User Registration**

New users click below to register. New users with an enrollment code also must register.

[ [New User Registration](#) ]

If you already have a user name and password, you must log in before enrolling.

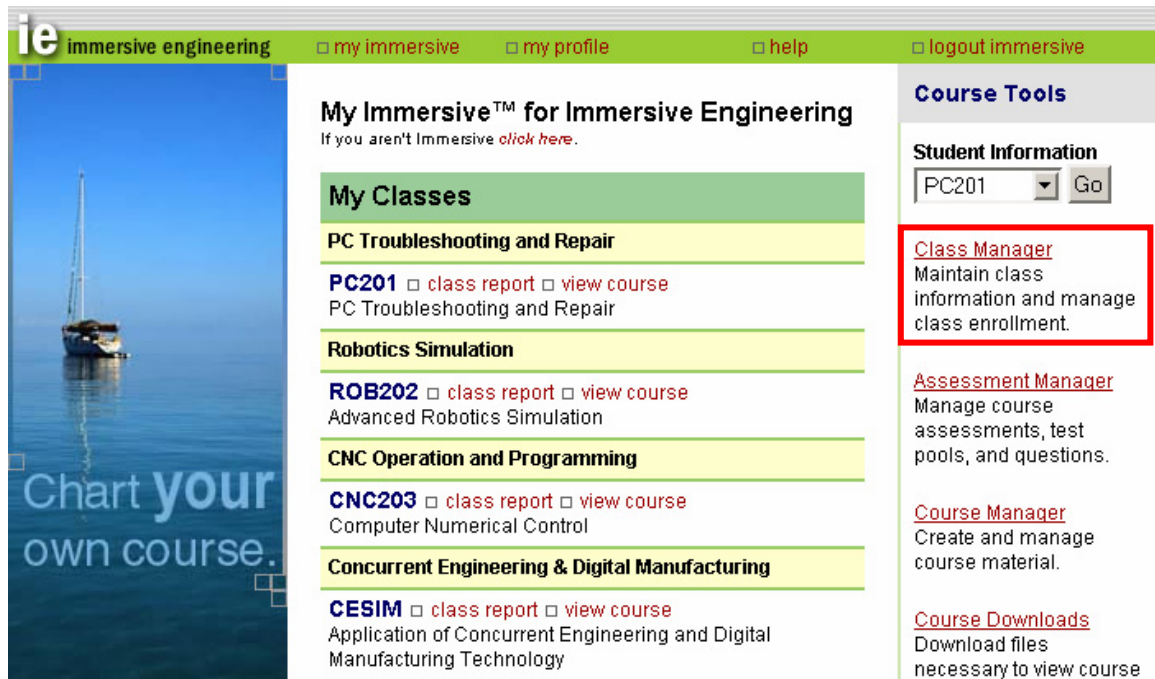
### My Immersive

After logging in, the My Immersive page is displayed. My Immersive displays all available classes for each course, and provides access to profile settings, learning material, student reports, Class Manager, Assessment Manager, support files, and other management tools.

To begin viewing course material, a class must be available. The **Class Manager** is used to create and manage classes.

## Creating a Class

[1] To create a class, select the ‘Class Manager’ link from My Immersive.



**My Immersive™ for Immersive Engineering**  
If you aren't Immersive [click here](#).

**My Classes**

**PC Troubleshooting and Repair**

**PC201** [class report](#) [view course](#)  
PC Troubleshooting and Repair

**Robotics Simulation**

**ROB202** [class report](#) [view course](#)  
Advanced Robotics Simulation

**CNC Operation and Programming**

**CNC203** [class report](#) [view course](#)  
Computer Numerical Control

**Concurrent Engineering & Digital Manufacturing**

**CESIM** [class report](#) [view course](#)  
Application of Concurrent Engineering and Digital Manufacturing Technology

**Course Tools**

**Student Information**  
PC201

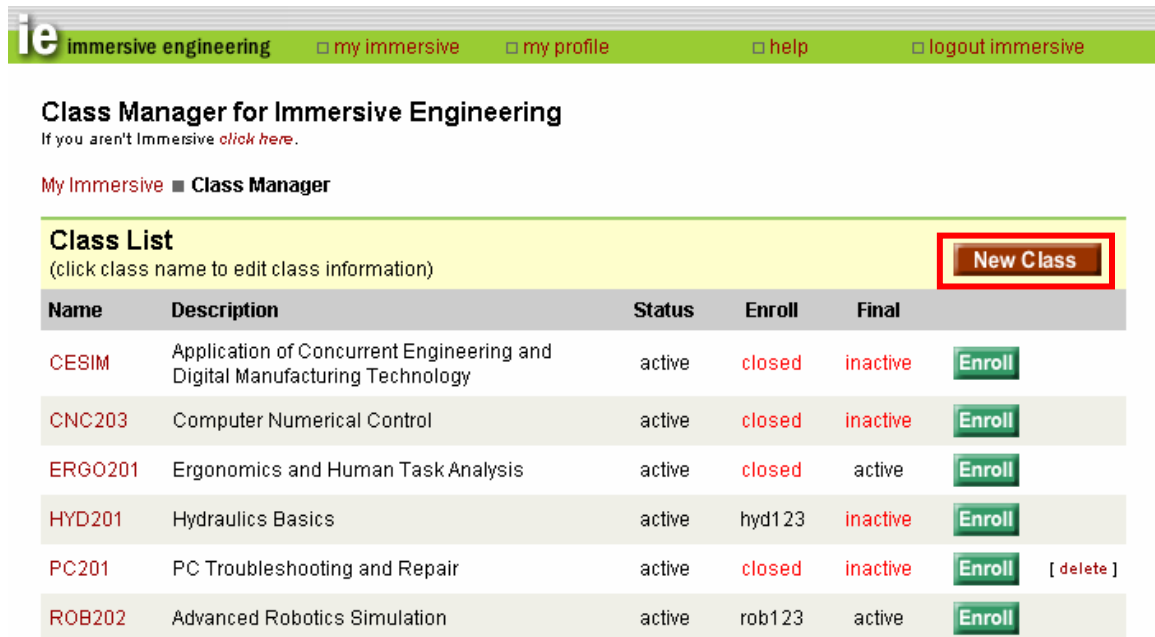
**Class Manager**  
Maintain class information and manage class enrollment.

**Assessment Manager**  
Manage course assessments, test pools, and questions.

**Course Manager**  
Create and manage course material.

**Course Downloads**  
Download files necessary to view course

[2] From the Class Manager window, select the ‘New Class’ button.



**Class Manager for Immersive Engineering**  
If you aren't Immersive [click here](#).

My Immersive ■ **Class Manager**

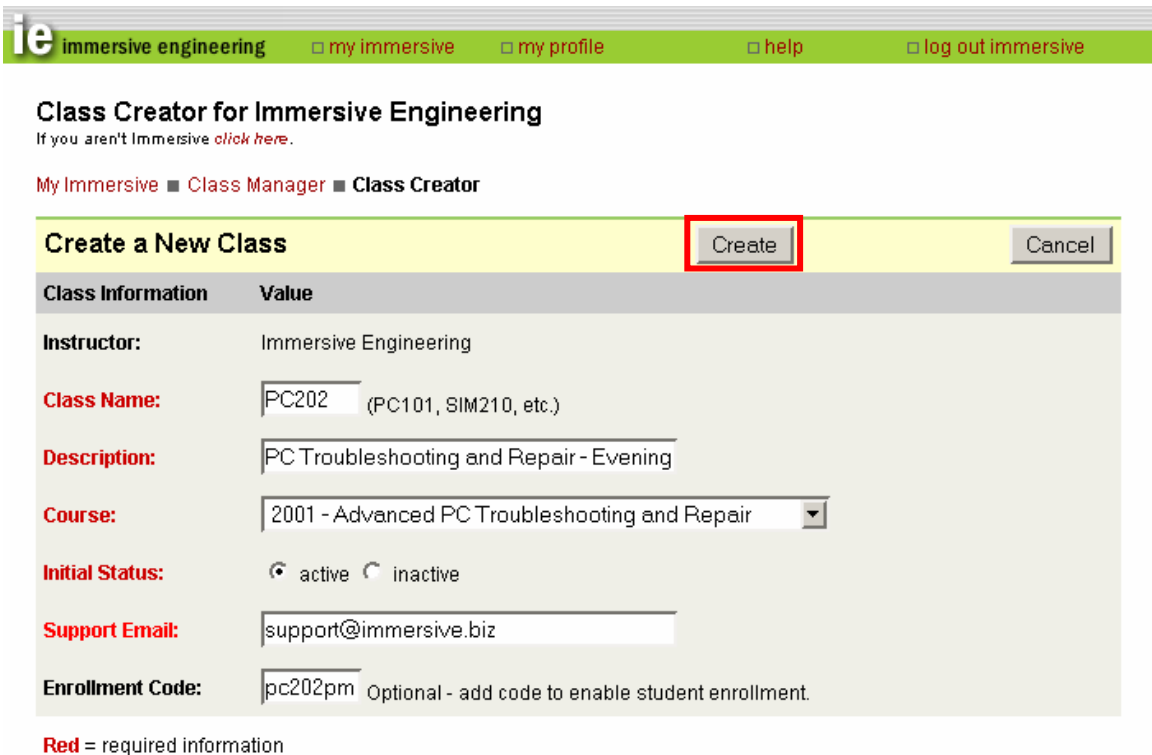
**Class List**  
(click class name to edit class information)

Name	Description	Status	Enroll	Final	
CESIM	Application of Concurrent Engineering and Digital Manufacturing Technology	active	closed	inactive	<input type="button" value="Enroll"/>
CNC203	Computer Numerical Control	active	closed	inactive	<input type="button" value="Enroll"/>
ERGO201	Ergonomics and Human Task Analysis	active	closed	active	<input type="button" value="Enroll"/>
HYD201	Hydraulics Basics	active	hyd123	inactive	<input type="button" value="Enroll"/>
PC201	PC Troubleshooting and Repair	active	closed	inactive	<input type="button" value="Enroll"/> [ delete ]
ROB202	Advanced Robotics Simulation	active	rob123	active	<input type="button" value="Enroll"/>

[3] Enter the appropriate information in the Class Creator. Labels in red indicate required information.

[4] To enable student enrollment, enter a unique **Enrollment Code**. Students use the Enrollment Code to enroll in the class. The instructor must confirm the enrollment of each student before the student can view the course material.

[5] When all the necessary information is completed, click the 'Create' button to create the new class. Class information can be modified at any time.



**ie** immersive engineering  my immersive  my profile  help  log out immersive

### Class Creator for Immersive Engineering

If you aren't Immersive [click here](#).

My Immersive ■ Class Manager ■ **Class Creator**

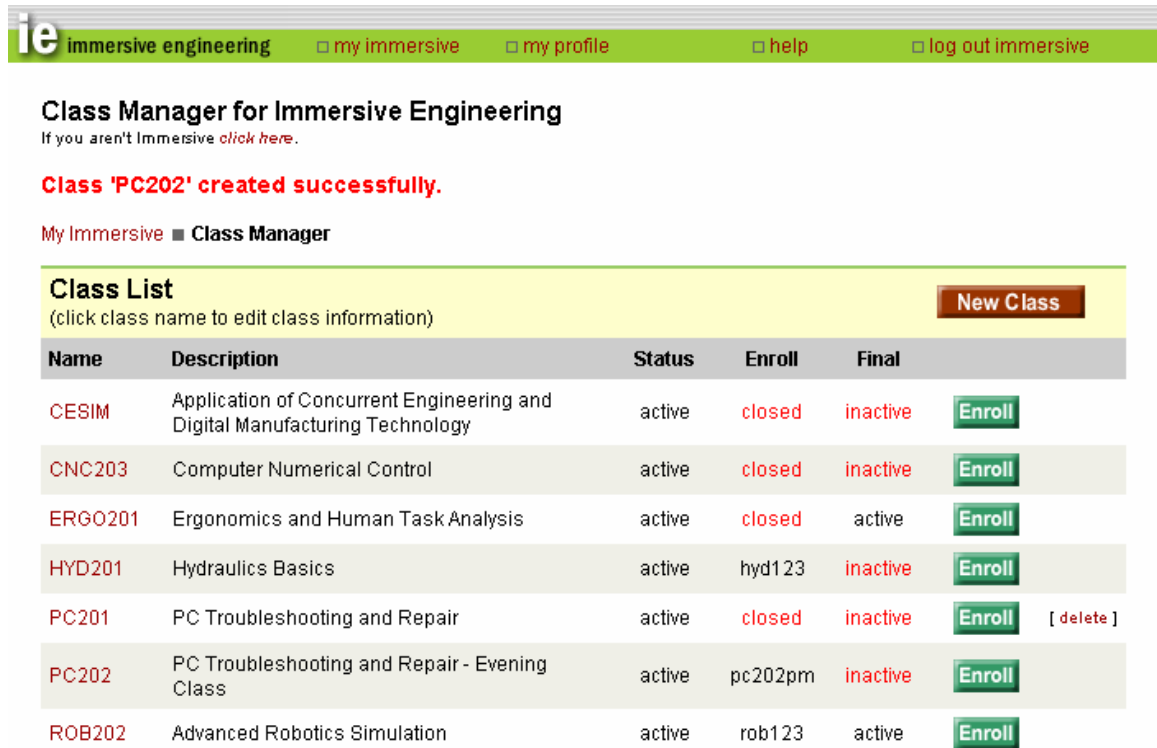
**Create a New Class**

Class Information	Value
<b>Instructor:</b>	Immersive Engineering
<b>Class Name:</b>	<input type="text" value="PC202"/> (PC101, SIM210, etc.)
<b>Description:</b>	<input type="text" value="PC Troubleshooting and Repair - Evening"/>
<b>Course:</b>	<input type="text" value="2001 - Advanced PC Troubleshooting and Repair"/> ▼
<b>Initial Status:</b>	<input checked="" type="radio"/> active <input type="radio"/> inactive
<b>Support Email:</b>	<input type="text" value="support@immersive.biz"/>
<b>Enrollment Code:</b>	<input type="text" value="pc202pm"/> Optional - add code to enable student enrollment.

**Red** = required information

[6] The new class is added to the Class Manager class list. Class settings for status, enrollment, and the comprehensive (final) exam are displayed on the class list. The 'Enroll' button is used to manage individual student enrollment and settings. Class information (class name, enrollment code, etc.) can be modified by clicking the class name.

[7] To view the course material or student reports, select a 'My Immersive' link from the header or the context menu to return to the My Immersive page.



**Class Manager for Immersive Engineering**  
If you aren't Immersive [click here](#).

**Class 'PC202' created successfully.**

My Immersive > Class Manager

**Class List**  
(click class name to edit class information) New Class

Name	Description	Status	Enroll	Final	
CESIM	Application of Concurrent Engineering and Digital Manufacturing Technology	active	closed	inactive	<a href="#">Enroll</a>
CNC203	Computer Numerical Control	active	closed	inactive	<a href="#">Enroll</a>
ERGO201	Ergonomics and Human Task Analysis	active	closed	active	<a href="#">Enroll</a>
HYD201	Hydraulics Basics	active	hyd1 23	inactive	<a href="#">Enroll</a>
PC201	PC Troubleshooting and Repair	active	closed	inactive	<a href="#">Enroll</a> [ delete ]
PC202	PC Troubleshooting and Repair - Evening Class	active	pc202pm	inactive	<a href="#">Enroll</a>
ROB202	Advanced Robotics Simulation	active	rob1 23	active	<a href="#">Enroll</a>

## Navigation

A link to My Immersive is always available in the page header and can be selected at any time. Links in the page header are available on every page. In addition, each page has a unique **context menu**. The context menu displays the title of the current page as well as its relationship to other pages. To jump to a particular page listed on the context menu, click the name of the page from the context menu.



**Class Creator for Immersive Engineering**  
If you aren't Immersive [click here](#).

My Immersive > Class Manager > Class Creator

**Create a New Class** [Create](#) [Cancel](#)

Class Information	Value
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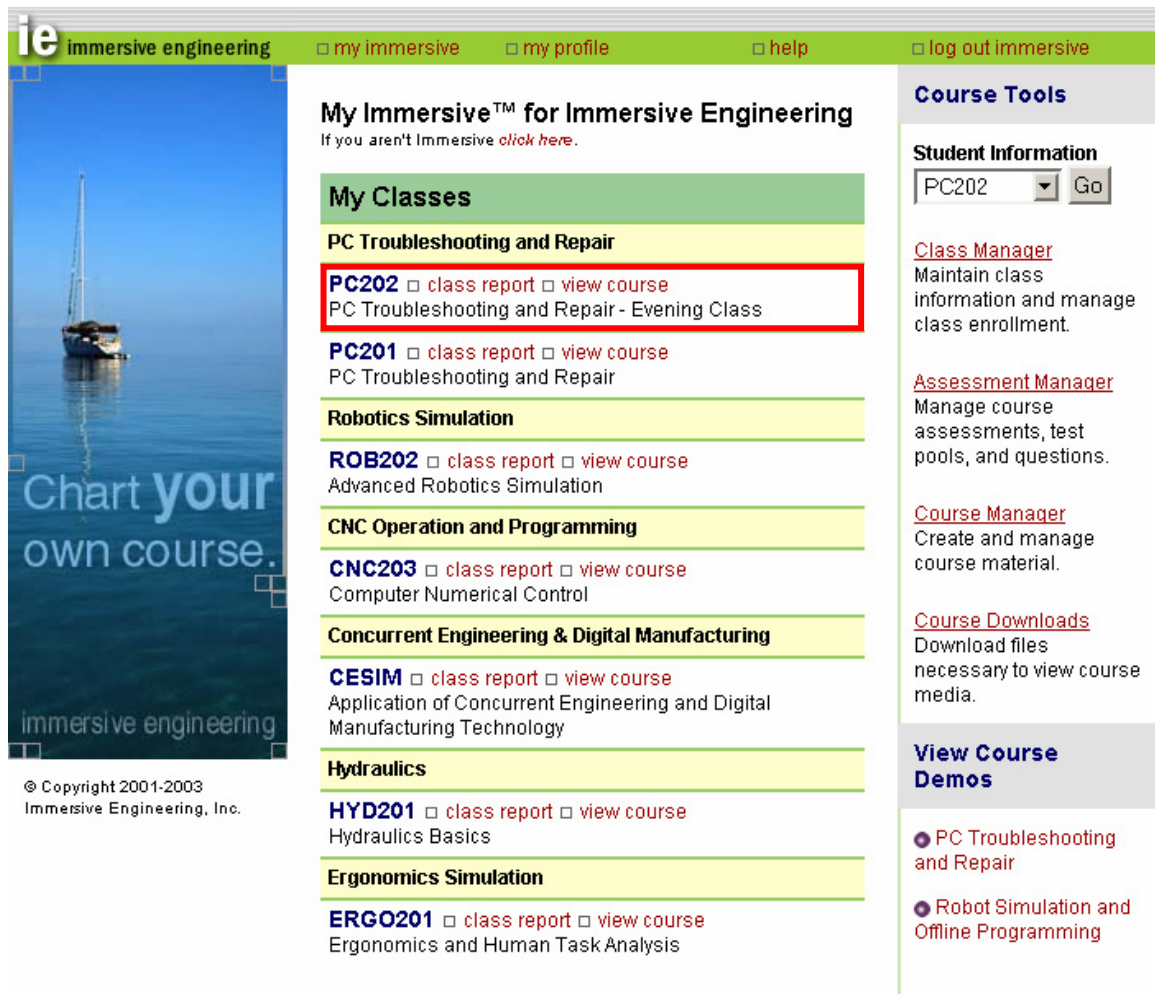
## Viewing Course Material

From My Immersive, course material is viewed by selecting the ‘view course’ link. Additional information regarding the learning material is provided in the *IE Learning Environment User Guide*.

## Class Reports

To access class and student reports, click the ‘class report’ link next to the appropriate class. A summary report for each class and individual student reports are available. Pre and post-test results are displayed for each student, and can be reset by the instructor.

Student profile information, including user names, passwords, and email addresses, can be accessed using the ‘Student Information’ menu. Select the appropriate class, then click the ‘Go’ button to access the reports.



**ie** immersive engineering  my immersive  my profile  help  log out immersive

**My Immersive™ for Immersive Engineering**  
If you aren't Immersive [click here](#).

**My Classes**

**PC Troubleshooting and Repair**

**PC202**  class report  view course  
PC Troubleshooting and Repair - Evening Class

**PC201**  class report  view course  
PC Troubleshooting and Repair

**Robotics Simulation**

**ROB202**  class report  view course  
Advanced Robotics Simulation

**CNC Operation and Programming**

**CNC203**  class report  view course  
Computer Numerical Control

**Concurrent Engineering & Digital Manufacturing**

**CESIM**  class report  view course  
Application of Concurrent Engineering and Digital Manufacturing Technology

**Hydraulics**

**HYD201**  class report  view course  
Hydraulics Basics

**Ergonomics Simulation**

**ERGO201**  class report  view course  
Ergonomics and Human Task Analysis

**Course Tools**

**Student Information**  
PC202

[Class Manager](#)  
Maintain class information and manage class enrollment.

[Assessment Manager](#)  
Manage course assessments, test pools, and questions.

[Course Manager](#)  
Create and manage course material.

[Course Downloads](#)  
Download files necessary to view course media.

**View Course Demos**

PC Troubleshooting and Repair

Robot Simulation and Offline Programming

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## User Registration

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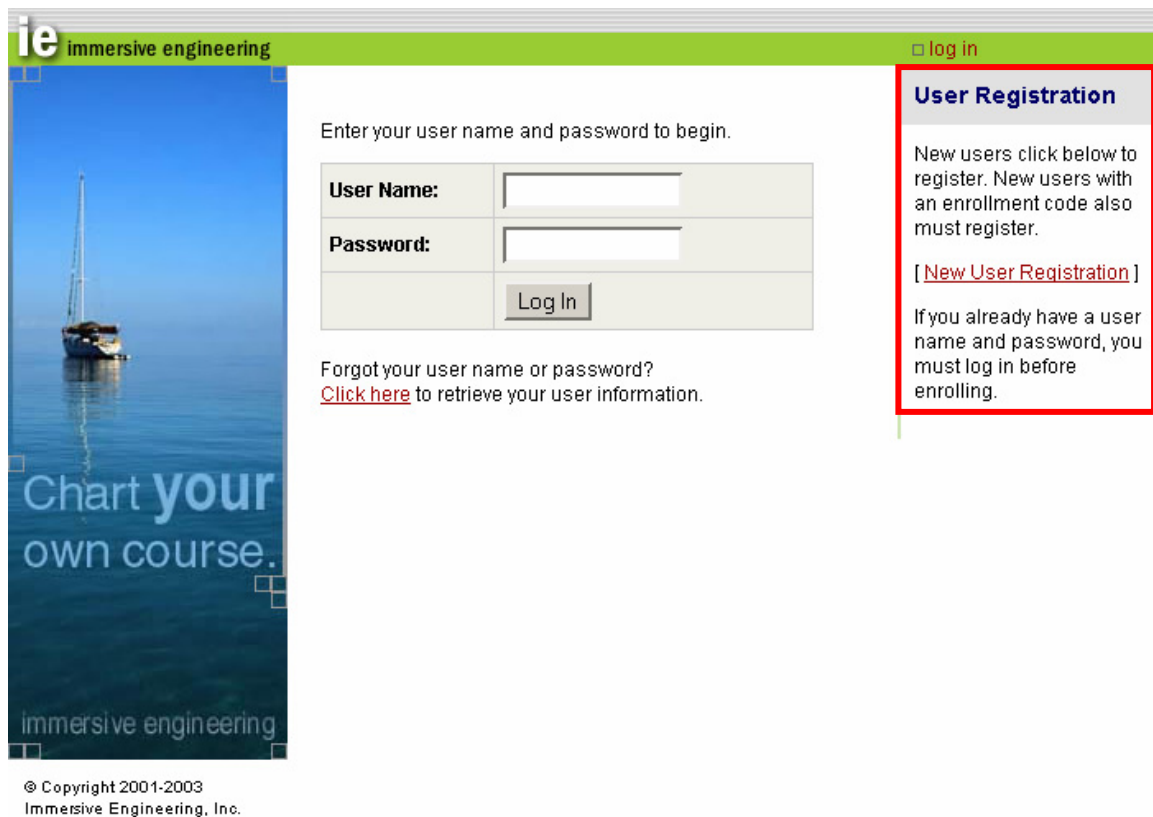
### Instructor Registration

The system administrator registers instructors and provides a user name and temporary password. New instructors should log in and change their password before they begin using the system.

### Student Registration

Students that do not have a user name and password must self-register before they can log in and use the system.

[1] Students self-register by selecting the ‘New User Registration’ link from the log in page. The New User Registration page appears.



The screenshot shows the Immersive Engineering login page. The header includes the 'ie immersive engineering' logo and a 'log in' link. The main content area features a login form with fields for 'User Name' and 'Password', and a 'Log In' button. Below the form is a link for 'Forgot your user name or password? Click here to retrieve your user information.' A red box highlights the 'User Registration' section on the right, which contains instructions for new users and a link for 'New User Registration'.

ie immersive engineering log in

Enter your user name and password to begin.

<b>User Name:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
<input type="button" value="Log In"/>	

Forgot your user name or password?  
[Click here](#) to retrieve your user information.

**User Registration**

New users click below to register. New users with an enrollment code also must register.

[\[ New User Registration \]](#)

If you already have a user name and password, you must log in before enrolling.

Chart your own course.

immersive engineering

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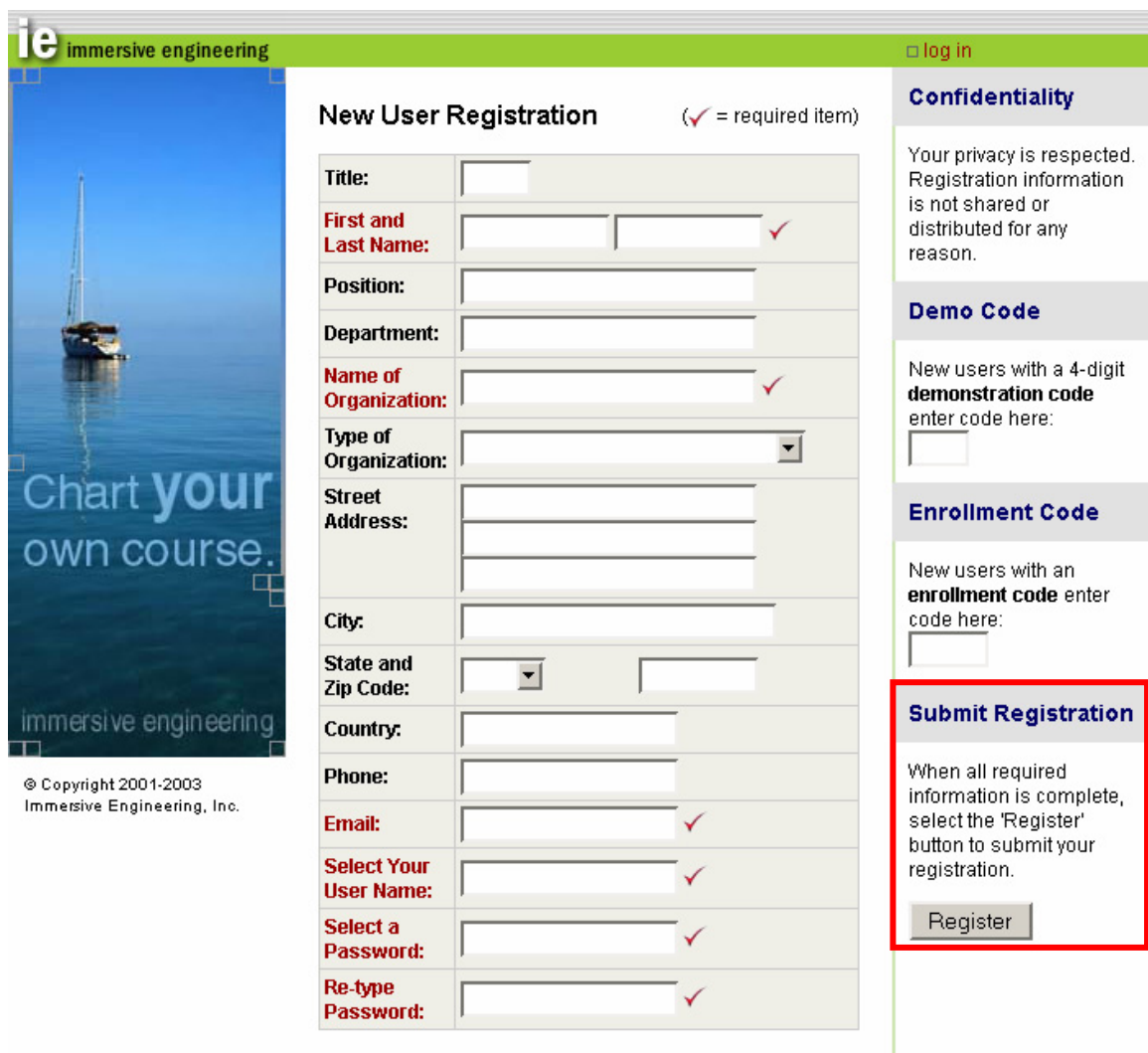
[2] On the New User Registration page, information that is required for registration is indicated by a checkmark. All required information must be completed before the registration information is submitted.

If the new user has a **Demonstration Code**, the code is entered into the 'Demo Code' field before the form is submitted.

If the new user has an **Enrollment Code**, the code is entered into the 'Enrollment Code' field before the form is submitted.

[3] When all the necessary information is completed, select the 'Register' button to submit the registration information. If an error is made, or additional information is necessary, the user is returned to the registration page and a message providing additional instructions is provided.

After submitting the registration information, the user is returned to the log in page. A message is displayed to indicate that the registration was successful. In addition, a confirmation message is sent to the user's registered email address.



**ie** immersive engineering log in

### New User Registration (✓ = required item)

Title:	<input type="text"/>
<b>First and Last Name:</b>	<input type="text"/> <input type="text"/> ✓
Position:	<input type="text"/>
Department:	<input type="text"/>
<b>Name of Organization:</b>	<input type="text"/> ✓
Type of Organization:	<input type="text"/>
Street Address:	<input type="text"/> <input type="text"/>
City:	<input type="text"/>
State and Zip Code:	<input type="text"/> <input type="text"/>
Country:	<input type="text"/>
Phone:	<input type="text"/>
<b>Email:</b>	<input type="text"/> ✓
<b>Select Your User Name:</b>	<input type="text"/> ✓
<b>Select a Password:</b>	<input type="text"/> ✓
<b>Re-type Password:</b>	<input type="text"/> ✓

**Confidentiality**

Your privacy is respected. Registration information is not shared or distributed for any reason.

**Demo Code**

New users with a 4-digit **demonstration code** enter code here:

**Enrollment Code**

New users with an **enrollment code** enter code here:

**Submit Registration**

When all required information is complete, select the 'Register' button to submit your registration.

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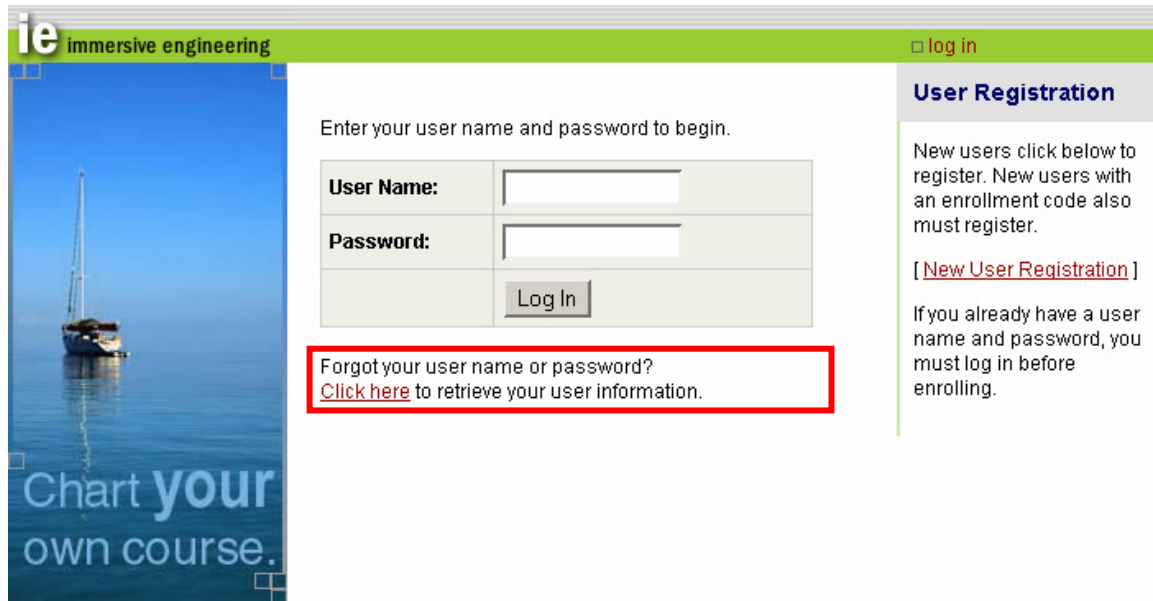


## Retrieving User Information

A user can recover a lost user name or password only if the user has a registered email address.

An instructor can access a student's user name and password if the student is enrolled in one of the instructor's classes.

[1] To recover lost user information, select the appropriate link from the log in page.



ie immersive engineering log in

Enter your user name and password to begin.

<b>User Name:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
	<input type="button" value="Log In"/>

Forgot your user name or password?  
[Click here](#) to retrieve your user information.

**User Registration**

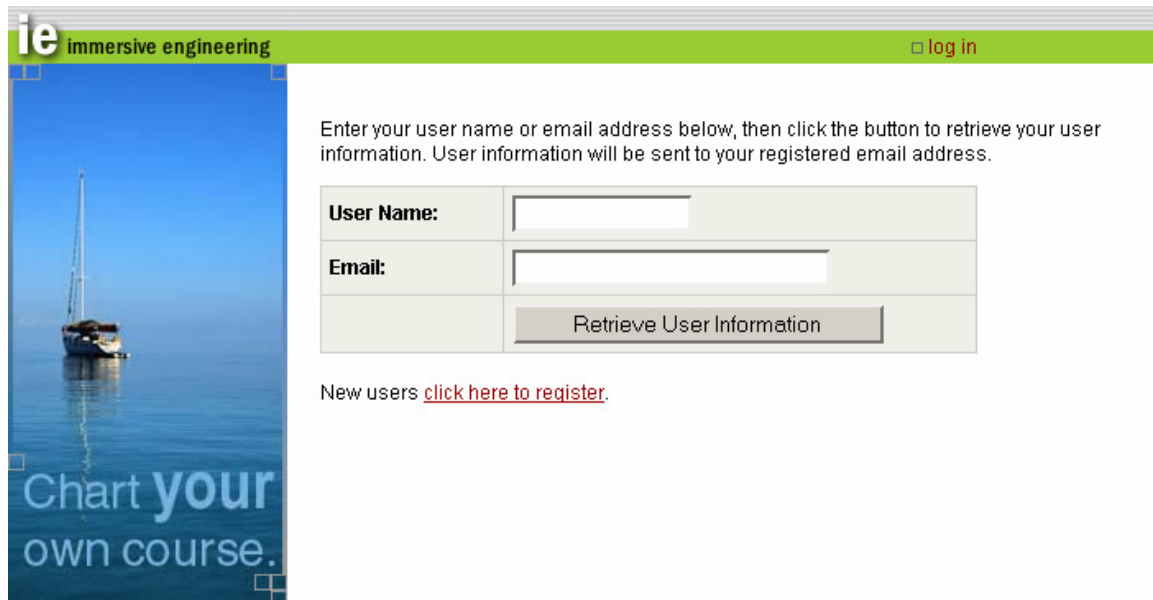
New users click below to register. New users with an enrollment code also must register.

[ [New User Registration](#) ]

If you already have a user name and password, you must log in before enrolling.

Chart your own course.

[2] Enter a valid user name or email address, then select the 'Retrieve User Information' button. The user name and password are sent to the user's registered email address.



ie immersive engineering log in

Enter your user name or email address below, then click the button to retrieve your user information. User information will be sent to your registered email address.

<b>User Name:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
	<input type="button" value="Retrieve User Information"/>

New users [click here to register](#).

Chart your own course.