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GLP MANUAL

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1. INTRODUCTION

The GLP course is an interactive video course which teaches its students to deal with the requirements imposed by working with a quality control system.

Seven different studies constitute the core of the program. First a short documentary is shown for each study which indicates the various phases which the studies go through. The student follows the study in more detail. Questions direct the student to ensure that the study is carried out in such a way that it meets the applicable quality requirements. He or she can hereby make use of study plans, work regulations, raw data and reports which can be called up on screen. In this way the course closely approximates real research practice.

The GLP course is intended for all staff with some prior experience in working under a quality control system. The course has two levels:

- 1 study directors and quality control staff;
- 2 executing staff such as laboratory staff, analysts and animal keepers.

The studies dealt with in the various modules are the same for both target groups, but the learning material and exercises differ to the differing perspectives on the studies.

The course consists of 2 introductory modules and 7 study modules. All modules can be followed separately.

- Introduction
- Opinion poll
- Toxicity study
- Feed preparation
- Quality study animals
- Water study
- Blood test
- Product test
- Bioanalytical study

Probably only a single study will be immediately recognisable to the student from his/her daily practice. Nevertheless, it is didactically very effective to also examine the other studies. By applying knowledge in a partially unrecognisable situation the student experiences that the system underlying each study is virtually identical. This will improve his/her understanding of the principles of a quality control system. Many of those principles are elementary, but are often faced with opposition and miscomprehension.

That is why the course deals with matters such as:

- Planning
- Qualified staff members
- Working in accordance with the procedures
- Collecting reliable data
- Careful registration

The program confronts students with situations in which these principles are applied. Regularly the consequences shown reveal the importance of these principles. Moreover, a number of studies have been linked. For example, the rats used for the toxicological study are bred in the laboratory animal study. This illustrates the close ties between the quality of own research and the quality of the study materials and tools supplied.

Moreover, the course can be entirely adapted to suit your wishes.

- The subjects a student is to take can be selected in advance. In this way each student can be provided with individual, customised training.
- Moreover, student results are registered so that training quality can be continually monitored.
- Furthermore, the program also allows you to rapidly and easily adapt texts and create company specific questions.

2. GENERAL

This manual provides a short explanation of the GLP Training Application. The GLP Training Application consists of three components:

1. GLP Training (chapter 4 t/m 6)
2. GLP Registration (chapter 7)
3. GLP Editor (chapter 8)

Choose: [START] → <PROGRAMS> → <MEDIAVISION> → <GLP ENGLISH> to open these components.

The training has two CD-ROM's.

CD 1 Module 1 Introduction
 Module 2 Opinion poll
 Module 3 Toxicity study
 Module 4 Feed preparation
 Module 5 Quality study animals

CD 2 Module 6 Water study
 Module 7 Blood test
 Module 8 Product test
 Module 9 Bioanalytical study

3. INSTALLATION

Hardware Requirements

To run the application successfully, you need a **Pentium 200 MMX** with **Windows 95 or higher**, **32 MB** memory and a **sound card**. When using Windows NT 4.0, a Pentium 233 MMX with 64 MB memory is necessary. The installed application uses approximately 70 MB memory space on the hard disk (excluding the video

Installation

Plug in the enclosed sentinel computer plug

1. Insert CD-ROM 1 'GLP' into the CD-ROM player.
2. Open Windows Explorer and (double-) click the CD-ROM drive on the left side of the screen. (GLP_uk_1of2).
3. The right part of Windows Explorer will then show the contents of the CD-ROM (GLP_uk_1of2), including the file "Setup.exe".
4. Double-click "Setup.exe" and follow the instructions on the screen.
5. The install procedure is finished when a folder named GLP ENGLISH appears on the screen containing three icons (GLP TRAINING, GLP EDITOR and GLP REGISTRATION).
6. Close the "GLP English" folder. You can now find the new application GLP with its three components in the Start menu under PROGRAMS > MEDIAVISION. The desktop now includes the "GLP English" icon. Use this icon to start the training.

Optional: Only necessary if required as a solution to the problems indicated on the next page.

7. Return to the Windows Explorer and open the "indeo" folder. Double-click "Iv5setup.exe" and follow the instructions on the screen. Press [OK] if any messages appear.
8. Then open de "Msupdate" folder and double-click "40comupd.exe". Follow the instructions on the screen. If asked, choose to restart the computer.

GLP with "Sentinel key" (*only when the Sentinel-Key was provided*)

1. Attach the "Sentinel-key" to the PC (Parallel Port)
2. Open the folder "Sentinel" and one of the folders "9x_&_NT4" (doubleclick on "setup.exe") or "2000_&_XP" (doubleclick on "SSD5411-32bit.exe") according to your operating system to install the drivers.
3. Restart the computer when you are asked to.
4. The first time you run the training program, an "Access code" has to be entered.

The "Access code and Sentinel key" determine how long the programme is valid.

Possible Problems That Can Be Encountered When Using GLP

1. Instead of the video playing, the following error message appears: “Video is not available, cannot find the decompressing program vids:IV5”.
 - *Your system does not have the right version for decompressing Indeo video. Run the set-up in the directory “Indeo” on CD-ROM 1 of “GLP”. This contains the correct version.*
2. The colours are not correct.
 - *Check whether your video card is in the right mode; 65K colours (16-bit High Colour)*
3. A large black border remains visible during the training
 - *Check whether your video card is in the right mode; 800x600*
4. The control buttons on the bottom of the screen are not visible
 - *Check whether your video card is in the right mode; 800x600*
5. The video hesitates..
 - *Is the system fast enough? MINIMUM requirement: Pentium 200 MMX with 32MB memory.*
 - *Is the video card in the right mode? 65K Colours (16-bit) NOT 16.7M Colours (24-bit) or (32-bit)!!*
 - *Did you install Indeo 5 from the CD-ROM? Some operating systems support Indeo 5, however it's better to install the latest version, which is on CD-ROM 1.*
6. Instead of seeing the video or hearing any sound, you hear “Not available”.
 - *Is the CD-ROM in the first CD-ROM player?*
 - *If you do NOT want to run the video from the first CD-ROM player in the system, change the directory Video in the Registration System (see chapter 7).*
 - *Allow the CD-ROM player three seconds to come to speed before starting the application..*
7. Error message: MMSYSTEM 281 (or 348, or 263, or 296).
 - *Check SYSTEM.INI in [MCI] should be defined avivideo=mciavi.drv*
 - *Check WIN.INI in [mci extensions] should be defined avi=AVIVideo*
8. No green curlicues or red X's appear in front of the program's components during the route selection in the Registration System. Message: “If you see this 'COMCTL32.DLL' should be updated!”
 - *Install 40comupd.exe. This can be found in the “msupdate” directory on CD-ROM 1.*
- 9. You get the message: Initializing hardware key OR Can't find hardware key**
 - *2 x click setup.exe directory Sentinel at CD-ROM 2.*
 - *Restart the computer (Sentinel computerplug must be plugged in).*

4. TO RUN THE TRAINING PROGRAM

4.1 How to log on the program: the first time

The course starts with a begin screen, followed by the leader, after which the log-in screen appears. Students' data is entered in this screen. These details are successively:

- the student's employee number
- the student's first name
- the student's last name
- the department where the student works
- the route the student must follow. The course supervisor tells the student beforehand which route to follow. The student then selects this.

By clicking on the  [Log-In Other Student] button, several people, who are following the course simultaneously, can log-in. After the student(s) has/have made themselves know to the system, they can use the mouse to do the course.

4.2 Subsequent Log-Ins

Because the student data is registered, a student who logs in for the second time will see which cases he has already done. The student can choose to continue or to repeat studied sections.

4.3 Control buttons

The program is operated by means of buttons shown on the screen. Those are the following:

Function buttons



[BACK] to get back to the previous screen.



[VIDEO] to get back to the last video.



[STUDY FILE] to open the documents in the study file.



[MENU] to go back to the menu.



[GO ON] to go on to the next screen.



[STOP] to end the program. (*only available in the main menu*)

Video buttons



[REPEAT]

to repeat the video fragment from the start.



[PAUSE]

to stop a video fragment.



[PLAY]

to continue a video fragment after pausing.

To go back past a video fragment during the course you should press the pause button during the video, the 'Back' button then appears in the bottom right-hand corner and this allows you to go back a screen.

4.4 Study file

The study file will often have to be accessed during the course. This study file is a collection of documents which become available at particular times during the course so that the student may consult them.

At the start of each study (Modules 3 - 9) the student is given the opportunity to practice navigating around the study file. The following buttons are available to this end:



[STUDY FILE]

to go to the study file / other documents. *(only available on every first page)*



[GO ON]

to go to the next page.



[BACK]

to go to the previous page.



[CONTENTS]

to go back to the table of contents.

5. PROGRAM ELEMENTS

The course consists of a number of components. Questions, texts and video fragments alternate throughout the course. Furthermore, documents from the study file play an important role and Module 2 is an exception in the program as it lists how many different insights there are with regard to working under GLP.

a. Video fragments

Each study module starts (after an explanation from the study file) with a video fragment which details the study and the phases it is sub-divided into. During the study video fragments will be screened of unusual situations.

b. Text screens

Text screens appear in between the questions and video fragments. These often provide additional explanations or provide transitions in the plot.

c. Questions

The course has a wide range of different types of questions. The answers to all the questions in the course are registered as soon as the answer is given. If the answer is changed later on, this is not registered.

- *Multiple choice questions* There is always one correct answer. Feedback appears immediately explaining the right answer.
- *Yes/No questions* The students have to indicate whether the answer provided for the question is right or wrong. Feedback appears per alternative, however this is the same for both the right and the wrong answer.
- *Discussion questions* The discussion question is a type of open question which the student can answer by typing an answer. Corrections can be made to this question until the OK button is pressed. The answer is then registered and the student receives feedback concerning a possible answer.
- *Indication questions* The student is asked to indicate a mistake in the document which appears. If they click their mouse on the mistake a green curlicue appears signalling that they have spotted the right fault in the text. This is also expressed in the feedback. If the student clicks on the mistake a red cross appears and the feedback indicates the right answer.
- *Order questions* The student is asked to put a number of alternative answers in the right order by clicking the alternatives in that order. If they do so correctly, the alternative is moved from the list of choices to the solutions. Summarising feedback only appears if the student gets everything right. However, as soon as a wrong click is made, feedback text appears indicating the right answer.

d. Opinion poll

Module 2 consists of the so-called opinion poll. Three people give their opinion on working under GLP per 'company' in the study module. One is always critical towards GLP, one sees both the good and the bad of the system and the third views GLP as a positive factor. The students have to indicate who they agree with. After the sixth set of three statements they are shown what their attitude towards a quality system is and what they could learn from the course.

6. GLP



GLP is the actual training application. You can open this by pressing <START> <PROGRAMS> <MEDIAVISION> <GLP ENGLISH> <GLP TRAINING>, or by clicking the GLP NEDERLANDS icon on the desktop.

The training can be done in two modes:

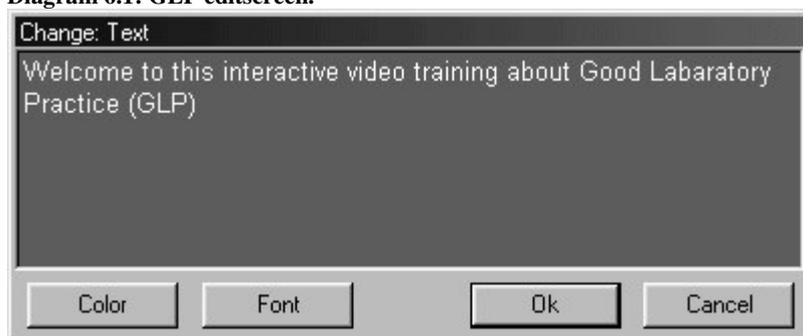
- **Normal**, as the student will view the application.
- or in **'EditMode'**.

Warning: Prevent students from running the application in 'EditMode' and only let one person work with this to prevent chaos!!!

The application can be set to 'EditMode' in the section GLP Registration. See chapter 7 for this. If the application is set to EditMode, you can make changes to the texts directly. All texts (except the names of the practical cases) can be changed.

If you now click on any text during the program, a blue bar will appear with that text.

Diagram 6.1: GLP editscreen.



You can change texts in this field. Click [OK] to enter the change. Click [CANCEL] to revert back to the previous text. You can also change the colour and font of the text. Please note, however, that these changes are carried out for all the texts of questions, alternatives or feedback and that any change can alter the lay-out of these texts drastically.

If the program is in 'Edit Mode' no questions have to be answered, by clicking the 'go on' button you can directly go to the next screen. You can also use the shortcut keys on the keyboard to scroll through the program.

- | | |
|------------|---------------------------------|
| [S] | Skips a video passage. |
| [D] | Continues to the next field. |
| [1-6] | Answers an alternative. |
| [Alt]-[F4] | Closes the program immediately. |

7. GLP REGISTRATION



You can open “GLP Registration” by <START> <PROGRAMS> <GLP ENGLISH> and then <GLP REGISTRATION>.

A password must be entered to actually enter the Registration System. The default password is ‘MV’. We recommend changing this password directly after enter the Registration System (by <EDIT>, <OPTIONS> [PASSWORD]). You can then enter a new password that is only accessible to those who are authorized.

7.1 Access to the Registration System:

The Registration System can be accessed on two levels:

- Instructor (lowest level, least authority)
- Administrator (highest level, most authority).

When starting the registration system, you must fill in a password. Depending on the password you have filled in, you are logged in as an instructor or as an administrator.

Administrator level gives you access to the student details and to all settings of the program. Logged in as an instructor, you can view the student details but only set/change/add things the administrator has given you access to. How this is done, will be explained later on.

After entering the password ‘MV’ and clicking [OK], you will see an overview of the students that have logged in for the GLP Application.

7.2 The Overview Screen

Diagram 7.1: Registration overview screen

Personnel no.	Name	Department	Date	Time	Score1	Score2
37827	Alex Anderson	Quality Assurance	1-3-01 12:34:56	3:23	85%	76%
89368	Bridget Bodnar	HMD Laboratory	17-1-01 8:49:36	2:49	90%	89%
37485	Chris Constantinescu	Animal Facility	28-2-01 17:10:41	3:41	90%	92%
47828	Donald Dunn	Bioanalysis dep.	5-2-01 9:10:05	2:36	80%	83%
53302	Eve Elderman	Clinical laboratory	14-2-01 15:36:43	2:57	100%	78%
67893	Frank Foster	Product Testing	21-1-01 10:04:52	3:05	75%	85%

Number of students / average score		Re-exam:	
Mod 1: Introduction	0 / - %	Re-exam:	0 / - %
Mod 2: Opinion poll	0 / - %	Re-exam:	0 / - %
Mod 3: Toxicity	0 / - %	Re-exam:	0 / - %
Mod 4: Feed	0 / - %	Re-exam:	0 / - %
Mod 5: Animals	0 / - %	Re-exam:	0 / - %
Mod 6: Water	0 / - %	Re-exam:	0 / - %
Mod 7: Blood	0 / - %	Re-exam:	0 / - %
Mod 8: Product	0 / - %	Re-exam:	0 / - %
Mod 9: Bioanalysis	0 / - %	Re-exam:	0 / - %

Total	
Number of students:	6
Average score:	- %
Average time:	3:05

Buttons: Overview, Details, Analysis, Routes, Print..., Exit

The name, employee number, department and log-in date is shown for each individual student. In addition, the Registration System shows three different times. The first is the date when the student

finished the training. The second gives the total time that the particular student was logged in. The last time registered, contains the time when the last question of the module was answered. Seven scores and seven re-exam scores are also registered, that match the seven practical modules in the training. Scores show the percentage of questions that the student answered correctly.

 **Warning:** You will not see all the columns on the screen after starting the Registration System. You can view the other columns by using the scrollbar, or the arrows to the right and left of the scrollbar.

There are a number of averages (of scores and times of study) under the total overview, allowing you to see at a glance whether a student scores over or under average.

Use the arrow keys to:

- go to the first student on the list (| ◀);
- go back one student on the list (◀);
- go to the next student on the list (▶), and;
- go to the last student on the list (▶ |).

You can also select students directly with the mouse by clicking on the appropriate line or by clicking on the bullet in front of the line. An ▶ will appear in front of the line.

 **Tip:** To select multiple students, hold the CTRL key on the keyboard and simultaneously select the students with the mouse. The averages on the screen will not adapt to this selection. To view the averages of a selection, the selection must be printed or viewed in the print preview (see paragraph 7.4).

The data is automatically sorted by employee number in the first column. It can also be sorted by another column, such as Name, Department or Time of Study, in a- or descending order. For example, by clicking [NAME] in the second column once, the data will be sorted by last name in alphabetical order (A-Z). By clicking [NAME] again, the order is reversed (Z-A).

It is also possible to change the columns in the overview screen as follows:

- Order:
Click on **column title** and do not release the mouse button. Then move the column title to the left or right and release the mouse button.
- Width:
Click on the **line between the column titles** and do not release the mouse button. Then move the line to the left or right and release the mouse button.

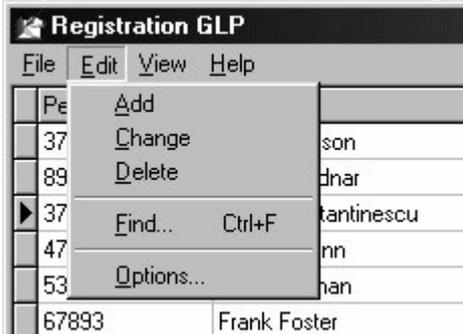
The new column settings must be saved, otherwise the columns will appear in the old set-up after restarting the program. Saving columns is done by choosing <EDIT>, <OPTIONS>; [COLUMNS]. See paragraph 7.7.

STUDENT ADMINISTRATION

There are a number of menus at the top of the overview screen.

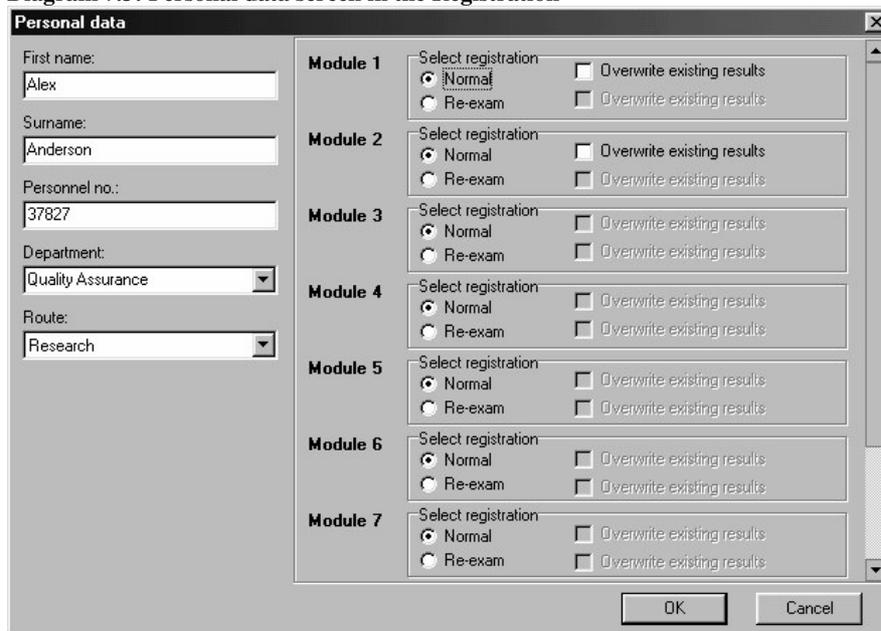
<EDIT> in the menu bar has the following options: <ADD>, <CHANGE>, and <DELETE>. These commands help you to update your student administration (see diagram 7.2). The other commands in the menu bar will be discussed in paragraph 7.8.

Diagram 7.2: The <EDIT> menu of the Registration



A new screen will appear when you give the <ADD> command.

Diagram 7.3: Personal data screen in the Registration

The screenshot shows the 'Personal data' dialog box. On the left, there are input fields for: 'First name: Alex', 'Surname: Anderson', 'Personnel no.: 37827', 'Department: Quality Assurance', and 'Route: Research'. On the right, there are seven 'Module' sections (Module 1 to Module 7). Each module has a 'Select registration' section with radio buttons for 'Normal' (selected) and 'Re-exam', and an 'Overwrite existing results' checkbox. At the bottom, there are 'OK' and 'Cancel' buttons.

You can add the data of a new student to the Registration System before they log in. As soon as the student logs in, the computer will recognize him and fill in his personal data itself. This prevents any mistakes occurring when students log in themselves.

You can also determine here when a student will do a test and how the results of this test should be saved. You can choose from the following options, which you can decide per module:

- Normal, Re-exam. The results are saved as normal or as resit. Example: re-exam is on, which means a student is doing the test for the second time. Both results are registered.

- ✓ **Overwrite Existing Results.** This command lets you decide whether the existing results may be overwriting one time. Example: overwriting results is on. A student is doing a module for the second time. Only the results of the second session are registered.

If overwriting cannot be switched on or off, it is because the student has not yet done this part, so that there are no results that can be overwritten.

The personal details of registered students can also be changed. Choose <EDIT>, <CHANGE> or double-click the selected student in the overview screen. This will retrieve the personal details screen already containing the data. You can type the changes in this screen. If the student is to do a re-exam, this can be shown here too.

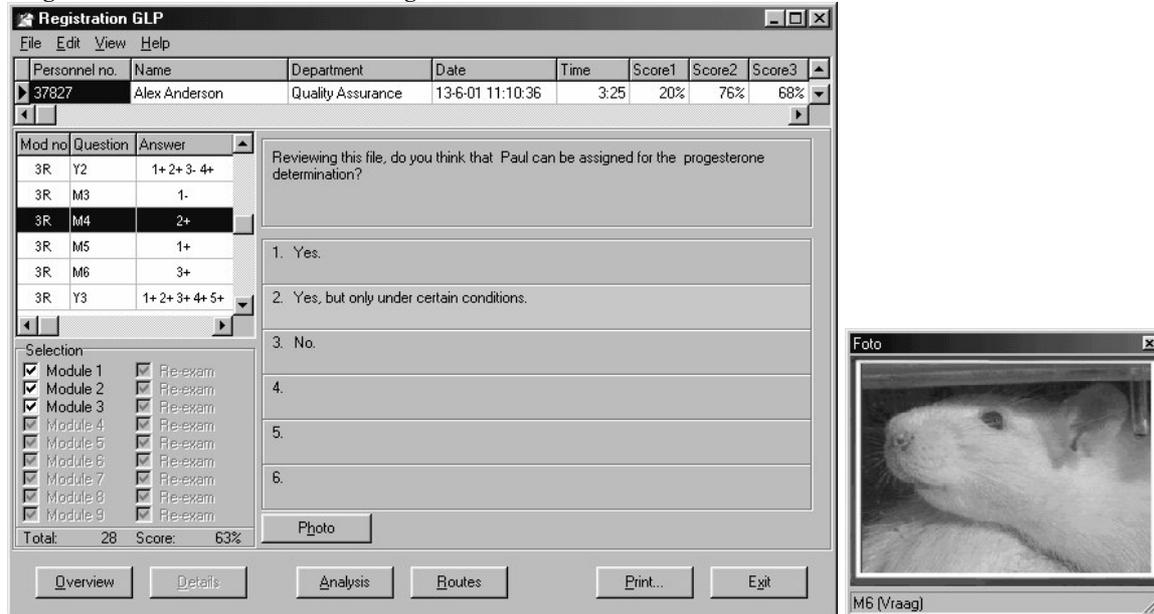
To **delete** students from your registration file, go to <EDIT>, <DELETE>. This command deletes one of more students from the file.

 **Warning:** The options <ADD>, <CHANGE> and <DELETE> are only available to you as instructor if the administrator has given you that authority. For the administrator, please see <EDIT>, <OPTIONS> [INSTRUCTOR]; 'Student Data'.

7.3 The Detailed Screen

The button [DETAILS] gives detailed information of the results of an individual student. First select the student whose detailed data you would like to see. (Use the mouse to click on the data of the particular person or use the arrow keys). Then click [DETAILS].

Diagram 7.4: Detailed screen of the Registration



This shows the answers the student in question provided for the questions. The first column indicates the number of the module, followed by the letter R (research leader/researcher) or the letter E (executing party/executive). The second column indicates the type of question and its number. Finally, the figures in the 'Answer' column indicate which answer was given and whether this was right or wrong.

Multiple choice questions (M)

For multiple choice questions the answer column has a figure followed by a + or - which indicates whether the question was answered right or wrong. For example:

- Answer '3+' means the student choose the third alternative (3) and that this was the right answer (+).
- Answer '1-' means the student choose the first alternative and that this was the wrong answer (-).

The posed (test) question with the matching answer possibilities will be shown next to the table with the questions. The correct answer is always green (lighter grey in diagram 7.4). This way you can check which answer a student gave for every question and whether this was correct.

Yes/No questions (Y)

In the case of Yes/No questions the correctness (+) or incorrectness (-) of each answer alternative is indicated. To the right of the table, the alternatives which should have been answered 'Yes' are coloured green and those to which 'No' should have been answered are coloured red.

Discussion questions (Q)

Naturally, the answer column for the discussion questions does not indicate whether the question was answered right or wrong. However on the right of the screen you can read what the student answered to the question concerned.

Indication questions (P)

Only right (+) or wrong (-) is indicated for the indication questions. The right-hand side of the screen shows the right and the wrong feedback.

Order questions (O)

The same applies to the order questions as does to the indication questions. Here too the program indicates whether the answer was right or wrong per answer alternative. To the right of the photo button there is a list which indicates the correct order.

Clicking the [PHOTO] button will allow you to view the photo belonging to the selected question. You will also see the accompanying photo if you click on the text of a question or of an alternative answer. If the question and the alternative answers each have a photo, more than one photo will appear on the photo screen. You can move, enlarge or reduce the photo window. When the text 'not available' appears, the question was accompanied by a document instead of a photo.

7.4 Printing

There are two ways to print data in the Registration System. The fastest way is with the [PRINT] button at the bottom of the overview and detailed screen.

Diagram 7.5: Print screen of the Registration



You can decide how to print information in the select print screen:

- Options. Decides how data will be printed. For example you can choose to print an overview of all or a number of students, with details such as answers per student, you can print a certificate for each student or you can print the discussion. With the option question overview you can print an overview with the average score per separate question. (like the analysis screen, see paragraph 7.5).
- Selection. Prints details of all or only a selected number of students.
- Order. Indicates whether the pages should be printed in an ascending (e.g. A-Z) or descending (e.g. Z-A) order.
- Sort Order. Chooses what factor determines the order of printing (for example score or date).

Tips:

- It is possible now to print an overview of only a selection or the certificates of a group of selected students.
- By pressing [PRINT PREVIEW] you will be able to preview what you wish to print.
- You can determine what information to print in the <EDIT> <OPTIONS> menu. This will be discussed in paragraph 7 of this chapter.

7.5 The analysis screen

By pressing the [ANALYSIS] button, the analysis screen will appear. This screen shows per question how often a question was answered correctly and how often it was answered incorrectly. It also displays the average time in seconds it took to answer a question.

Diagram 7.6: Analysis screen of the Registration

The screenshot shows the 'Analysis' window. On the left is a table with columns 'Name', 'Avg. Time', and 'Score analysis'. The table lists questions from 3R_Y5 to 3R_M13. Below the table are 'Question selection' (radio buttons for 'Both', 'Normal', 'Re-exam') and 'Score selection' (sliders for 'Min.' and 'Max.'). At the bottom are 'Delete', 'Delete all', 'Photo', and 'Close' buttons. On the right, a detailed view for question 1 is shown, titled 'Which things with respect to a specific study have to be archived?'. It shows '5 = total answers good' and 'total answers false = 1'. The question text is '1. Study plan.' and the statistics are '1 = 100%' and '0 = 0%'. Below it are sections for '2. Study report.', '3. SOPs.', '4. Raw data.', '5. Samples used for the study.', and '6. Samples of test article and control substance.', each with its own '1 = 100%' and '0 = 0%' statistics.

Name	Avg. Time	Score analysis
3R_Y5	0	83% 17%
3R_Y4	0	100% 0%
3R_Y3	1	100% 0%
3R_Y2	0	75% 25%
3R_Y1	0	25% 75%
3R_M9	4	100% 0%
3R_M8	2	100% 0%
3R_M7	4	0% 100%
3R_M6	3	100% 0%
3R_M5	3	100% 0%
3R_M4	4	100% 0%
3R_M3	0	0% 100%
3R_M2	15	0% 100%
3R_M15	1	0% 100%
3R_M14	1	0% 100%
3R_M13	1	0% 100%

The analysis screen gives an overview of **all** the questions in the entire training, so that you can view per question whether it was generally answered correctly.

You can use the arrow keys on your keyboard or the mouse to scroll through the questions. Of a selected question, the screen will show, per alternative answer, how many students choose this alternative answer correctly or incorrectly. If the alternative number is green, it means this alternative is correct. With Yes/No-questions the Yes-alternatives are green and the No-alternatives red.

Some or all of the analysis results can be deleted with the <DELETE> and <DELETE ALL> buttons (only available to an instructor when allowed by the administrator). Go to <EDIT>, <OPTIONS>, [MISCELLANEOUS], ✓ Allow Delete Analysis.



Tips:

- 'Question Selection' and 'Score Selection' (at the top right-hand corner of the screen) allow you to select any or all of the questions. For example, 'Question Selection' allows you to see the resit results or all results, whereas 'Score Selection' can show you all questions that scored between 70% and 80%.
- If you select a question in the detailed screen and open the analysis screen simultaneously, the selected question will be automatically selected in the analysis screen.
- The [PHOTO] button also allows you to view photos with the questions in the analysis screen.
- The data of the analysis is not directly linked to the list of students, so that if you remove students from the registration file, the data of the analysis does **NOT** change as a result. Analysis information will not be deleted until you delete it yourself.

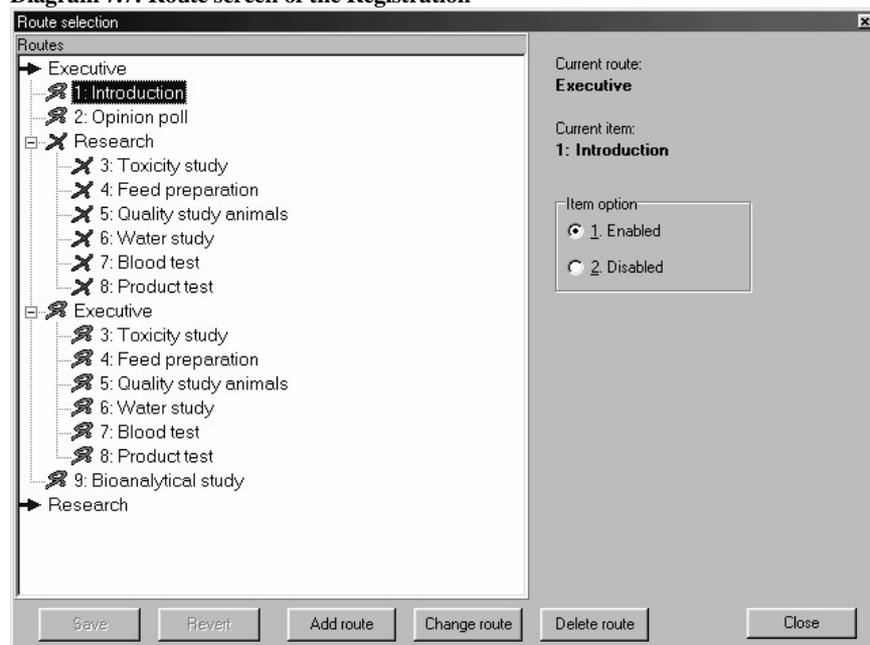
7.6 Routes

You can select <ROUTES> in the <VIEW> menu or by clicking on the [ROUTES] button at the bottom of the screen. This command allows you to make certain default programs for students. A default program is called a route. This allows you to select modules and which level (research leader or executing party) these are supposed to be done. There are two standard routes:

- Research, all the modules have been selected at research level
- Executive, all the modules have been selected at executive level

Naturally, these standard routes can be altered and you can create your own routes for example with only a handful of modules.

Diagram 7.7: Route screen of the Registration



To create a new route:

- Press the [ADD ROUTE] button.
- Type a name under 'new route' (this will appear under the existing route) and press <ENTER>. All sections are selected in a new route. Now you can indicate which sections you do **not** want to include in the route. **WARNING:** If one of the modules 3 to 8 are selected on both levels, only the research level will be active.
- Double-click the new route name and the three 'standard' modules and the two levels will appear. By double-clicking on one of the two levels, or by clicking  the remaining modules will be shown.

 A green curlicue means that the section has been selected and that it will be discussed in the training.

 A red X means that a section is not selected and will not be included in the training.

- Deselect a module or an entire level that you do not want to include by clicking  2. DISABLED or pressing [ALT]-[2]. An X will replace the curlicue in front of the part you just unselected.

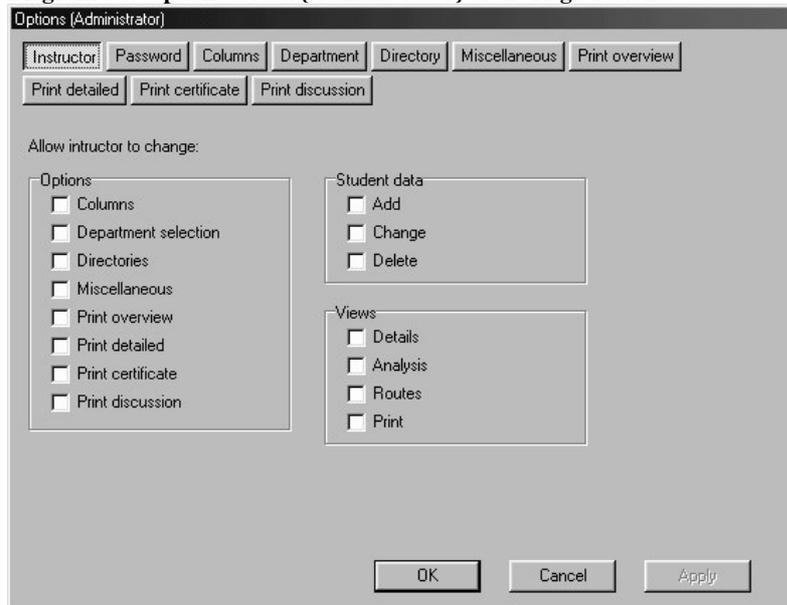
 **Caution:** Routes are not saved automatically. To save the new route, click on [SAVE]. Click [REVERT] to revert to the previously saved route.

To delete a route, click on the route, then click [DELETE ROUTE]. The route will vanish from the screen after you have confirmed the deletion. However, this change must be saved too!

7.7 Options

The <EDIT> menu contains the command <OPTIONS>. This allows you to turn all settings of the GLP training and the Registration System on or off. The following screen will appear:

Diagram 7.8: Options screen {Administrator} of the Registration



The options are:

[INSTRUCTOR] - [PASSWORD] - [COLUMNS] - [DEPARTMENT] - [DIRECTORY] - [MISCELLANEOUS] - [PRINT OVERVIEW] - [PRINT DETAILS] - [PRINT CERTIFICATE] - [PRINT DISCUSSION]

Three buttons are available for almost all options: <OK>, <CANCEL> and <APPLY>.

<OK >: saves all changed settings and closes the window.

<CANCEL >: closes the window without saving any changes.

<APPLY >: only saves the options currently shown in the window. All previously saved options remain the same.

- [INSTRUCTOR] (This option is only visible to the administrator):
“Options” allows the administrator of the system to decide which options the instructor of the system has access to. “Student Data” can be used to determine whether the instructor may add, change or delete student information.
- [PASSWORD] (This option is only visible to the administrator):
Two passwords can be changed here. Choose one password for the administrator and another for the instructor. Please note that if the passwords are the same, the administrator level will be chosen (a warning will appear). If the password is empty or if it has been deleted from the file ‘GLP.ini’, ‘MV’ will automatically become the correct password.
- [COLUMNS]:
This is where you determine which columns are visible in the overview screen by ticking the column titles ✓.

 **Caution:** The administrator and instructor each have different settings, so that they can organize the columns themselves as they want to. However, the administrator can turn off the option [COLUMNS] for the instructor, so that the instructor cannot save his column settings himself. The button [DEFAULT] resets all the columns to their original place and size.

➤ [DEPARTMENT]
Use this option to indicate whether, when logging on, the student has to choose a department from a list of departments put together by you or must fill in the name of his department himself.

To enter names of departments, type the names in the right-hand bar and click [ADD]. Then switch the option USE DEPARTMENT SELECTION on. If you want students to fill in their department themselves when logging on, then turn USE DEPARTMENT SELECTION off. By selecting a department and pressing [DELETE], you remove a department from the list.

➤ [DIRECTORY]
This is where the program's directories are determined. If you are using two CD-ROM players (or two or more hard-discs) for the GLP program, then fill the letters of the drives in here from which the data of the second, third and fourth CD must be read.

 **Caution:** The newly determined directories are not yet valid for all active programs. Therefore close these first and then restart the programs. The determined directories will be used after this.

- [MISCELLANEOUS]
- **Automated Mouse;** the pointer of the mouse will automatically move to the “Go on” button during the training.
 - **EditMode;** allows you to change texts by clicking on the text in question during the training.
 - **Overwriting results.**
Turning on this option has the following consequences:
 - the results of all students will always be overwritten if questions are redone.
 - a student can do questions more than once and thus try to get a higher score
 - this option does not turn itself off and must therefore be turned off manually. It is less risky to turn on the option of overwriting previous results during a resit per student and per test through <EDIT>, <CHANGE>.
 - **Show Warning;** the following message is then shown during start-up: the last back-up was created x days ago. Create a new back-up immediately! You can set the number of days after which this message appears yourself. It is a useful memory aid.
 - **Allow Delete Analysis;** allows you to delete questions from the analysis list.
 - **Multiple log on;** allows more than one student to follow the course simultaneously. The data of all logged-in students is registered. However, before joining another group, students must finish modules first.

- **Hint Interval Training/Registration;** allows you to determine the time that passes before the yellow explanatory bars (at the buttons of the training, or the feedback texts in the Detailed Screen) will appear.
- **Hint Duration Training/Registration;** this command determines how long the yellow explanatory bars stay on the screen after appearing.
- **Show Question Numbers;** you can choose to have the numbers of the test questions, texts and videos on the screen. This will help students to clearly indicate which question they are referring to, for instance, if they have any comments in any subsequent discussions. The use of question numbers can also be useful for documenting changes made in the training.

➤ [PRINT OVERVIEW]

This is where you decide:

- which columns must be printed on the overview
- “Paper Size” what the orientation is : portrait or landscape
- what the position and the size of a column are (use the arrow keys and scroll bar)

A column marked in red shows that it does not fit on the paper and that it will therefore not be printed. The administrator and the instructor can each have their own print settings here.

➤ [PRINT DETAILS]

Here you determine which data must be printed on the detailed overview. The administrator and the instructor can each have their own print settings here. In addition, you can decide whether you would like each test in a new column and whether the resit must be printed on a new page.

➤ [PRINT CERTIFICATE]

This is where you decide what information should be printed on the certificate. It is also possible to choose a different border or logo here. Please note that the format of any other picture must be approximately the same as the format of the original picture. The picture of the logo must be square, otherwise the logo will be distorted. These settings are the same for the administrator and the instructor.

 **Tip:** Return to the ‘Overview Screen’ and click on [PRINT] and then on [PRINT PREVIEW] to see how your changes will look on the printed copy.

➤ [PRINT DISCUSSION]

You can indicate here what data you wish to print of the answers to the questions for discussion.

7.8 Menu bars

The following commands can be given with the menu bars in the GLP Registration:

<FILE>

- <OPEN...>
Opens a file with registration information, for example when you want to consult a back-up.
- <COPY TO...>
Writes registration data to a back-up file. It is advisable to make a back-up file often. You can set the number of days after which the system will remind you to make a back-up file under <OPTIONS>.
- <SAVE AS TEXT...>
Saves students' registration data in a text file. This text file can be read by various other programs.
- <PRINT> **page 16**
Prints data. You can choose which way to have that printed.
- <EXIT>
Closes the GLP Registration

<EDIT>

- <ADD> **page 13**
Adds a student.
- <CHANGE> **page 14**
Changes the filled-in information of a student.
- <DELETE> **page 14**
Deletes students from the Registration System.
- <FIND...>
Finds information sorted by name, department or employee number, when you wish to look up a particular student's data.
- <OPTIONS...> **page 20**
Changes the GLP Training's and Registration's settings. Certain options are only available to the administrator and not to the instructor.

<VIEW>

- <OVERVIEW> **page 11**
This screen shows an overview of all students and their data.
- <DETAILS> **page 15**
This screen shows an overview of all the answered questions of one selected student.
- <ANALYSIS> **page 18**
This screen shows all questions and an overview of the scores per question.
- <ROUTES> **page 19**
Routes that can be followed by students, can be created in this screen.
- <PHOTO> **pages 15 and 18**
Shows the photo of a selected question.

<HELP>

- <ABOUT>
This screen offers information about MediaVision.

8. GLP EDITOR (Summarized description)



The “GLP Editor” provides the structure and contents of the training application. You can open the Editor by clicking <START>, <PROGRAMS>, <MEDIAVISION> <GLP ENGLISH> followed by GLP EDITOR.

By using the Editor you can make changes to the training application. To access the Editor, first enter the password ‘MV’. Again, we advise you to change this immediately.

Changes to the contents of the application can be made in two ways:

1. In ‘EditMode’ (as described in chapter three)
2. In the ‘GLP Editor’.

1. Edit mode

We strongly advise you to make textual changes directly in the training application, and not in the GLP Editor. To do this, select the EditMode in GLP Registration. Please see page 10 for EditMode.

Why?

- Because you will see what is changing on the screen right away. You will quickly decide whether the change is correct and technically possible as far as the lay-out is concerned.
- Because it will be easier for you to see what you are doing.
- And because the chances are smaller of accidentally changing the structure or performing unintended actions.

2. Editor

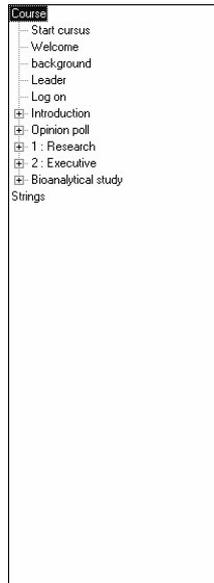
If you still want to use the Editor, then first make a copy of the contents in the Editor by copying the ‘Data’ directory from the ‘Glp_Uk’ directory. Save this copy as a back-up.

8.1 The structure of the training

The screen that you will see after opening actually consists of two parts. The *structure* of the training application is described on the left side. The right side contains the *contents* of the structure, as can be seen in the actual application.

The structure of the course can be compared to the structure of a tree. The training, or the tree trunk, has 5 introductory screens, followed by the first two modules, the two levels and finally the last module. (see diagram 8.1).

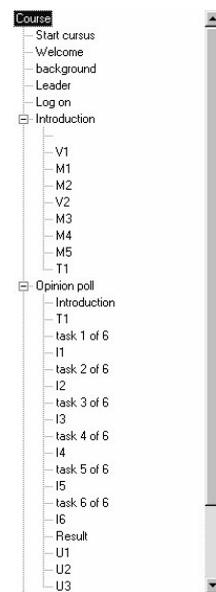
Diagram 8.1: Structure of the training in the Editor



These branches are subdivided into a number of smaller side branches that in turn consist of even smaller parts (items). By clicking  you will go one level down or deeper into the structure. So  indicates that there are more side branches or items and that these can be 'opened'.

 indicates a branch has already been opened. By clicking on , you will 'close' the branch or item again and move to a higher level. Diagram 8.2 shows how module 1 and 2 are structured.

Diagram 8.2: Structure Introduction in the Editor



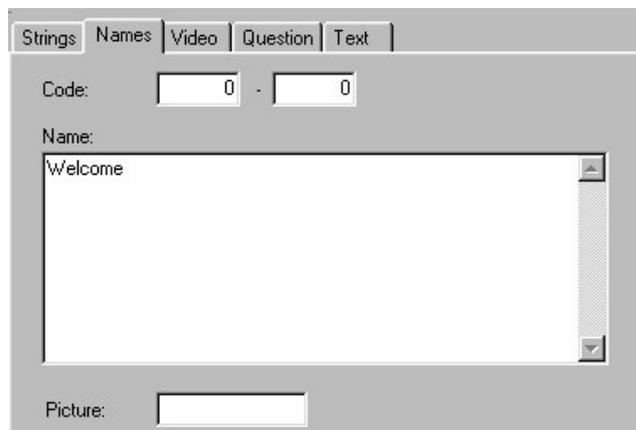
The lowest level contains *items*. These show what video, what question and what text are shown to the student on the screen during the GLP Training Application. The items first show what type of item they are: T (text); V (Video); M, Y, Q, P, O (Question, depending on type); Z (opinion poll) followed by a number. The number is a serial number for the type of item in that module. Furthermore, you will encounter dates, titles and 'docs' in the research modules.

When you select an item, its contents will appear on the right side of the Editor screen.

8.2 The contents of the training

As was mentioned before, the right side of the Editor presents the contents of the training. The contents consists of five sections: Strings, Name, Video, Question and Text.

Diagram 8.3: Contents of the training in the Editor



- Strings: see paragraph 5.5 for explanation.
- Name: contains the name of the item, as is also shown in the structure.
- Video: shows what video is being played.
- Question: shows what question is being asked together with its related alternatives, feedback, photo's and documents. Additionally, the kind of question is visible (multiple-choice, yes/no) and which answer is the correct one (OK: Y/N).
- Text: contains the text presented in the training.

When you click on an item on the left side (in the structure), its contents will appear on the right.

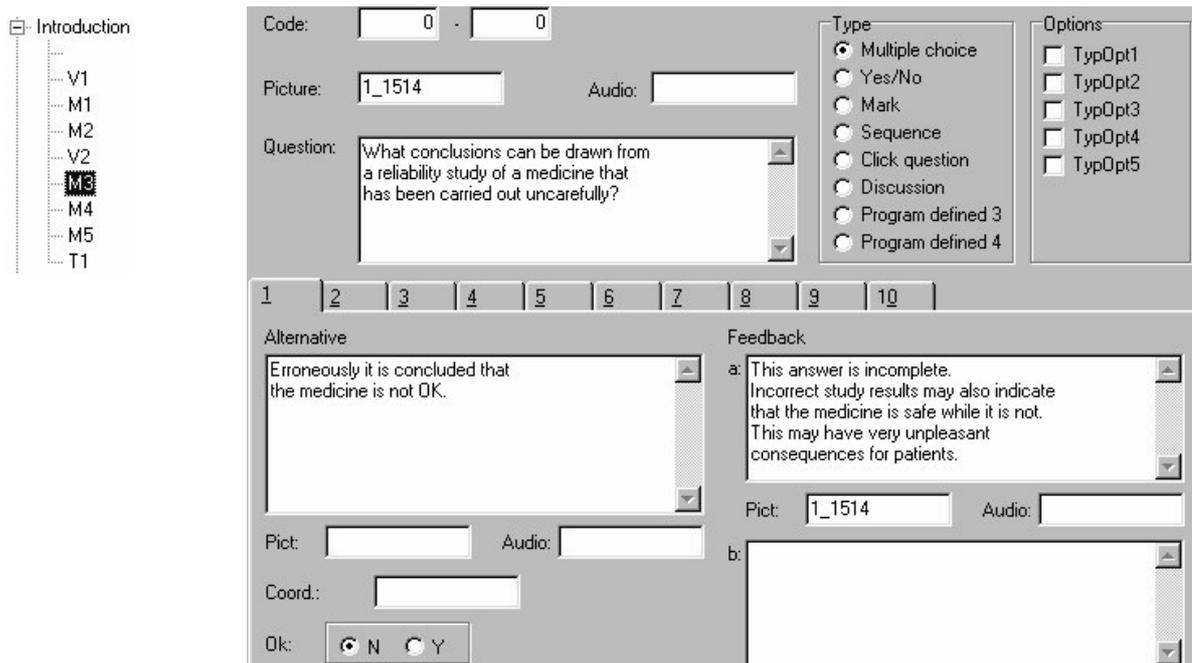
It is possible to make changes in the structure as well as in the contents. However, think ahead about what you are going to change and NEVER just change something as an experiment, as changes are made effective immediately.

8.3 Making changes to the contents

Changing questions

Look up the particular question you wish to change in the structure of the Editor on the left part of the screen. Select this question by clicking on it.

Diagram 8.4: Contents of question M3 alternative 1



On the right-hand side the content of the question appears: the Question itself, the Alternatives and the Feedback. Alterations can also be made in these entry fields. To the right of the entry field beside the 'Question' entry field there is a list of six 'Question types':

This is followed by the 10 answer alternatives with their feedback and their answers (the course does not support more than 6 alternatives and the limit is 5 for order questions)

Changing Right/Wrong questions

Whether the alternative is right (Y) or wrong (N) is indicated under the alternatives by OK. By clicking the Y or N you can change the valuation of an alternative. In the case of multiple choice questions there is always one alternative marked Y, the rest are N. Several alternatives will be Y in the case of Yes/No questions.

- Let op:** When changing a correct answer (Y) to an incorrect (N) one, please check the Feedback to see if it is still correct. For example, if you change the Y into an N in a multiple-choice question, you must also change the Feedback from Correct to Incorrect!

Changing documents or photographs

In order to change the documents which automatically accompany a question or answer alternative you have to fill this out in the 'audio' field. In order to change the document which accompanies a question you enter the change in the audio field above the question field. In order to change the document which accompanies an item of feedback you enter the change under the feedback field.

- Please note:** The programs supplied do not enable you to make changes to the documents themselves. This requires HTML design program and some knowledge of HTML. In order to change the documents themselves please refer to the manual of the design program in question. Macromedia's Dreamweaver was used to create the documents in this course. We therefore recommend this program. Other (widely available) options include: Microsoft Word, Netscape Composer or simply Windows notepad, but these all have their limitations.

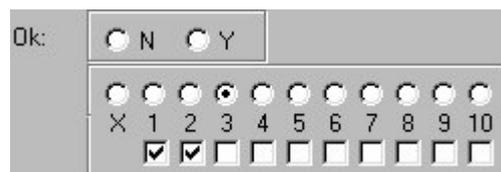
Use the same method to alter photographs, with the exception that the changes are made in the 'Photo' field.

- Tip:** You can view the photos (and video passages) directly in the Editor. Press the right mouse button in the box with the photo's or video's number. A bar will appear with for instance <SELECT>, <SHOW PHOTO> and <WATCH VIDEO>. By clicking <WATCH VIDEO>, the video will be shown on the screen.

Changing order questions

To change order questions you have to assign a place to the alternatives (1 - 5). This can be accomplished by clicking on the numbered boxes. The alternative for Figure 8.5 has now been set to Position 2.

Diagram 8.5: Order question in the editor



Changing an indication question

If you wish to change an indication question you can do so using the editor.

Diagram 8.6: Indication question in the editor



If you want to enlarge the field, you should reduce the first two figures. The last two figures must be increased. Based on the coordinates in Figure 8.5, a larger indication field could be selected for 100, 175, 175, 210. If you wish to reduce the size of the indication field the opposite applies. Check whether the indication field has the correct size in the GLP program.

8.4 Making Changes to the Structure

It is possible to add or remove items (videos, questions and texts), paragraphs and even modules to and from the application. However, we distinctly recommend not to change anything in the structure, because this requires substantial experience with the Editor. There is always the possibility that the structure is modified in such a way that the application will not work anymore!

Since making changes to the structure is not simple and since we cannot take any responsibility for any changes you make, this manual will not give any further explanation on how to make changes in the structure.

If you would, nevertheless, like to change the structure of the training, we suggest you contact MediaVision.

8.5 Strings

In the structure, you will see **Strings** at the bottom of the training formation. A String is the name for a text that appears within the Editor or the Registration system of GLP. A String does not only refer to the texts in the menu structure (File, Change, Options, Help), but also to all other texts appearing in one of the two applications. So, all texts in the right part of the Editor are also considered to be Strings (like the Code, Photo, Question, Type, and so on).

The Strings are intended to make changing texts used in the Editor and the Registration System easy. The Strings mainly contain code words with an English translation. You can change this translation, but again, our advice is to keep it intact as much as possible to prevent errors.

Finally, it is also possible to add other photos to the program. However, the problem is that these photos will not have the same frame as was used in the program. We therefore advise you to contact MediaVision about this.

You can also contact MediaVision for any other changes or for questions about the GLP Application.

8.6 Menu bars

The previous paragraphs briefly explained the Editor's purpose and what can be done with it. There are a number of other options in the Editor which will be discussed in this paragraph.

<FILE>

- <SAVE>
Saves changes.
- <EXPORT>
Exports texts from the Editor to a text file.
- <CHANGE PASSWORD>
Changes the password for entering the Editor. This prevents unauthorized changes to the program.
- <PRINT>
Prints texts or parts of these texts.
- <EXIT>
Exits the Editor.

<EDIT>

- <UNDO>
Undoes the last-made change in a text box.
- <CUT>
Moves selected text. First select the text with the mouse. Then choose <CUT> in the <EDIT> menu. Move the cursor to the place where you want the text. Click <PASTE>.
- <COPY>
Copies selected text to other places while the selected text stays in its original place (see 'cut').
- <PASTE>
Inserts the cut or copied text at a marked place.
- <FIND...>
Finds certain (parts of) words that are used in the training.

<OPTIONS>

- <RENEW STRUCTURE OF TRAINING>
Renews the left column. Changes to the structure or to names are not always visible immediately in the left column, although they have been implemented.
- ✓ TEXT PREVIEW
Approximately determines the size of the selected text, where it will be hyphenated on a line, corresponding with the training. This is done at the top of the right box.
- ✓ ALLOW MOVING
Allows you to move questions or videos in the training. It is advisable to leave this option off (without the check mark), so that you do not accidentally move parts of the training, thus changing the structure.
- ✓ SHOW NAMES
Shows the name of a section and a number of technical details.

<HELP>

- <ABOUT>
This screen offers information about MediaVision.