



ELMS for MSDNAA  
**Set Up Instructions**

msdn academic alliance

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ELMS FOR MSDNAA SET-UP INSTRUCTIONS



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# ELMS Administration

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# ELMS Set-Up Instructions

There are three basic areas that require configuration/setup in ELMS before you can “go live” with your system:



System Management enables you to brand your system and customize your contact information.

Product Management enables you to configure one or more delivery methods on a product-by-product basis.

User Management (allows for 2 options):

1. Enables you to import lists of email addresses or unique identifiers of eligible student and faculty members and create a unique password for each to login and access the system. OR
2. You can optionally choose to integrate directly with your existing Campus authentication network to allow direct access to the system. (see “Integrated Campus Authentication” for more details)

Please follow the step-by-step guide provided as you setup your system to reduce errors when your system goes live.

## 1.0 STEP 1—System Management

### 1.1 *Customize Your System and Contact Info*

In order to customize your ELMS system click on the “System Management” feature. This feature allows you to upload your college/department logo, add “alt-text” to your logo, name the browser window, and add a tag line.

## 2.0 STEP 2—Product Management

### 2.1 Decide How You Want to Deliver Your MSDNAA Software

Choose one or more of the delivery methods for each product you wish to make available:

#### 1) Secure Internet Download

**Direct Student Download** – This option allows your students to download 35+ software products from e-academy directly; there is no cost associated to do this. **(Available only in Europe, Middle East and Africa)**

**Campus Hosted Download** – This option requires a local download server hosted on campus. It allows secure software downloads from your campus download server to students and faculty who can be either on or off campus.

2) **Network Based Install** – This option allows software installation from network share points, typically used in Intranet (on-campus) environments.

3) **CD Check-Out** – This is a library reserve model for loaning out CD media.

4) **CD Media Sales** - This option allows students and faculty to purchase CD media on selected products in ELMS with Visa or Master Card (payment method may differ for regions) and e-academy will ship directly to the purchaser's home address. If you are just starting your ELMS setup, this delivery option is automatically configured for your convenience. **(Available only in North America, Europe, Middle East and Africa)**

5) **Customize Software Distribution** - You can now customize your own software distribution method. This delivery method can be configured when you want students to order software through ELMS, but you want the distribution of software to take place outside of ELMS. This method allows you to name your own delivery method and add text to inform your students on how the delivery method works.

In order for a software product to be available for distribution through ELMS, at least one of the many delivery types must be configured for it to show up in the Software section found under the main Software button in your ELMS.

Now you are ready to begin setting up your products for delivery.

## **2.2 Secure Internet Download**

### **Rapid Setup: Setup a Product for Direct Student Download**

#### **Let e-academy host your software!**

This option allows students and faculty to download software products directly from e-academy's server. For more details click on the "Direct Student Download" icon on your ELMS site.



## **2.3 Rapid Setup: Setup a Product for Campus Hosted Download**

### **2.3.1 4 Steps are Required for Set-up:**

- a) Campus Download Server Setup
- b) Download Files from Rapid Setup Download
- c) Configure Products in ELMS
- d) Test the Download



You'll find this icon on the main **Administration** page in ELMS. Click on this icon to reach the "Rapid Setup" area of ELMS.

### **2.3.2 Setting-Up your Campus Download Server**

HTTP Download Server Configuration: While the ELMS application itself is hosted by e-academy, the secured files downloaded from Rapid Setup, or additional ones you will create using the SDC Wizard, need to be hosted on one of your web servers on campus. The configuration of this web server is simple:

- you need enough disk space to store the secured files you create using the SDC Wizard; and
- the server needs to be http-addressable. If your server is behind a firewall, generally Port 80 is required to be open in order to enable downloads.

Beyond this, there are no further configuration requirements for your web server i.e. in order to work, the ELMS application is not picky about how you setup your download server in terms of OS, memory, etc.

**Note: Server 2003 MIME TYPES\***

If you're using Windows Server 2003, you'll also have to add a new mime type as follows:

- Launch Internet Information Services (IIS) Manager
- Under Web Sites, select the web site you plan to use for hosting, then right-click and choose properties
- Select on the HTTP Headers tab
- Select MIME Types
- Select New
- Configure the new MIME type as follows
  - Extension: SDC
  - MIME type: application
- Click OK to save

When you've finished, your web server will properly download SDC (Secure Digital Container) files.

### **2.3.3 Download Files from Rapid Setup Download**

Rapid Setup Download provides you with over 50 applications that are in SDC file format and ready for hosting on your server. For applications that are not available under Rapid Setup Configuration Download, please refer to Section 2.4

Go to ELMS Administration and click on the "Rapid Setup Download" link found on the main Administration page. There you can download the over 50 SDC files.

Move the SDC files into a folder on your download server.

### **2.3.4 Configure Products in ELMS Using Rapid Setup Configuration**

After you have downloaded the SDC files from Rapid Setup Download, you must configure your hosting location in ELMS so ELMS know where to stream downloads from when you go live. To configure "Secure Internet Download" click on "Rapid Setup Configuration".

You should always test each product you setup for Secure Internet Download before you go live with your system. To test that Secure Internet Download is functioning properly, you should download the entire software package and successfully install the software product.

## **2.4 Secure Internet Download for Non-Rapid Setup Products**

**IMPORTANT NOTICE !!!! This Section (2.4) is only required for those products that are not included in the "Rapid Setup" section in ELMS Administration.**

Products not included in Rapid Setup must first use e-academy's Secure Delivery Client (SDC) Wizard to prepare each MSDNAA software application for secure distribution via HTTP download. The SDC Wizard places an encrypted container (wrapper) around all of the files in any given MSDNAA software application thereby creating a single, encrypted file (with .sdc as the extension). The SDC wrapper is located on the Product configuration page once you select a product for "Secure Internet Download".

e-academy's SDC technology provides three basic forms of security:

- 1) It places an encryption container around the entire software application which prevents unauthorized redistribution;
- 2) it prevents the student from seeing the hosting location of the SDC files on campus or at e-academy; and
- 3) it restricts the number of times a student can download each software application.

### **2.4.1 Download and Install Secure Delivery Client Tool**

To install the Secure Delivery Client Tool, you simply copy the executable to the folder of your choice on the software wrapping workstation.

Note: During the packaging process, the wrapping tool creates a temporary file in the same folder where the EXE itself is located, so you should run the tool from a folder with at least twice the available bytes free as the application being packaged. For example, if you're packaging an application in which the full set of installation files takes 500 MB, you should run the tool from a folder with at least 1 GB of free space.

### **2.4.2 How to Wrap an MSDNAA product using the SDC Tool**

To package an application for secure delivery over the Internet, follow these steps:

- (1) Launch the SDC Wrapping Tool
- (2) Enter the source folder where the application to be wrapped is found (you can browse for the folder by clicking the browse button to the right of the input box). This folder should contain the complete set of files required to install the application (the folder can be on a CD or on disk).

In many cases, where a CD contains only one application, this is the root or top-level folder on the CD. If there are multiple applications on a single CD,

or the software is on disk, you may have to do some research to determine the folder to choose. In these cases, you want the highest level folder that still contains the entire application.

If you're wrapping a single file (such as an ISO image, self-extracting executable, zip file, etc.), create a new folder and give it a name descriptive of the application to be wrapped. Copy the file into this folder, and choose this folder as the source folder.

- (3) Enter the package output folder where the final SDC package will be stored after the application is wrapped (you can browse as above to select a folder).

Note that the package output folder can not be the same as the source folder, and can not be a sub-folder of the source folder, as otherwise the wrapping tool would attempt to wrap the package within itself.

- (4) Enter the name you want to give the SDC package. If you don't specify a file extension, the wrapping tool will automatically add a .SDC extension to the filename.

- (5) Click on the "Start Wrapping" button.

The wrapping process may take a considerable amount of time if the package to be wrapped is very large and contains a large number of folders (for example, the entire 5 CD set for Visual Studio .NET contains over 25,000 folders alone). If you're unsure if the SDC Wrapping Tool is still packaging, check the hard disk indicator on your wrapping station for activity. We've not encountered any reports of the tool locking up during the wrapping process however, so it's best to wait until it completes.

Note: If the SDC package output from the wrapping procedure is very small compared to the original application, it's possible you have run out of disk space on the wrapping station or package output folder. You can delete any .TMP files in your SDC application folder (wherever the SDC Wrapping Tool executable is located) and the associated .SDC package in the package output folder.

### 2.4.3 Move Wrapped Files onto Your Download Server

Once you have wrapped the products you would like to deliver by Secure Internet Download, you must move each file into a directory on your download server.

1. Create a directory on your download server e.g. "MSDNAA software"
2. Move all of the files you've secured for download using the SDC Wizard into this directory

## 2.4.4 Configure “Secure Internet Download” in ELMS (Non-Rapid Setup Products Only)

Once you’ve prepared an application for secure delivery by packing it into an SDC, you need to configure the application for delivery through your ELMS for MSDNAA Software Center. To do this, follow these steps:

1. Log into your ELMS system.
2. Select the [PRODUCT MANAGEMENT](#) link in the left navigation bar.
3. Select the [Configuration](#) link beneath the PRODUCT MANAGEMENT link.
4. In the Select Product drop box, select the title of the package you want to activate and click GO.
5. Click on the Secure Internet Download button.

Details on how to configure each field and the hosting locations are located directly on the configuration page and are included below.

### *Enable SDC Delivery*

If you want to disable Secure Internet Delivery as a delivery option on this product, select No.

### *Show on Software Center*

Set this to Yes to enable all users in your system to download directly from the Software Center. Configure this to No if you’d prefer to restrict access to the application, and issue licenses directly from the Administrative interface to users who request the software.

### *Launch Filename*

This is the relative path and filename of the file to be launched after the package is delivered, and is typically the same file you would double-click to begin the installation manually. If you’d prefer to allow customers to launch the application manually, enter a backslash ('\') for the launch filename. In this case, customers will be presented with an open folder containing the downloaded files after the delivery is complete.

The launch file is really just the file that users would manually double-click to begin the installation process (ex. SETUP.EXE). If you’re not sure what the launch file is, or would simply prefer to let users begin the install manually, just enter a backslash ('\').

### *Default name for delivery client*

When users click “Download Software” from the Software Center, this is the default name given to delivery client when they download it. You should enter something descriptive here so that they can easily find the delivery client when they download it (for example, “Visual Studio NET”).

#### *Default number of downloads*

This is the number of times each user is allowed to download this particular package. For example, if you enter 2 for this value, users will be able to double-click the delivery client and download the entire application two times. Typically, you will want to enter 1 or 2 for this value depending on the application.

Each time a user downloads an application, their install count is decremented. When the install count reaches zero, users must request an additional download in order to install again. To issue an additional download you must go to the "user support section" and select the feature "Issue Additional Downloads"

#### *SDC Size*

Enter the size of the SDC file you've created in MB.

#### *Exact SDC Size (BYTES)*

Enter the exact size of the SDC file you've created in bytes. We realize this seems a little redundant to enter the bytes and MB, but there are good reasons, we assure you. To determine the byte count, refer to the section below "Calculating the SDC Byte Size."

#### *Space Required by Extracted Bits*

This is the size of the original application in MB prior to packaging. To get this value, simply right-click the application folder (source folder entered in the wrapping step) and choose properties.

#### *Space Required for Installation*

This is an optional value, and indicates the amount of space required to actually install the application. This value is used for information purposes, and is displayed to the end-user in the software center (on the actual product data-sheet).

#### *Text for Delivery Option at time of Purchase*

This text is displayed to the student/faculty after clicking "Get It" on a specific product from the Software Center.

Sample text: "Secure Internet Download enables you to download this software directly to your computer and install/create an installation CD".

#### *Hosting Locations*

Click on the Hosting Locations button and enter the exact URL where you've hosted the SDC package. Please be sure to include the leading `http://` in the URL you enter here. You must specify one or more hosting locations for the SDC package. Each location takes the form of the fully qualified HTTP address where the package is located, for example:

<http://msdnaa.campus.edu/software/Package1.SDC>

To ensure that the location you enter is correct, try pasting it into the location bar of your browser. If the location is valid, you should be prompted to save the package to disk (choose no). You can optionally specify descriptive text for the location, to be displayed to the end-user at time of download (if no descriptive text is entered, the base portion of the URL entered for the hosting location is displayed).\*\* To edit hosting locations you can select the hosting location from the drop down bar and edit then resubmit the new entry.

You may specify multiple hosting locations if you choose, however, only hosting locations flagged as active are available on the Software Center for download.

## 2.4.5 Calculating the SDC Byte Size

- (1) Using My Computer or Windows Explorer, browse your computer or the network to find the SDC file you're configuring for distribution through ELMS.
- (2) Right-click on the file and choose Properties
- (3) The SDC size is displayed on the property sheet. Here are some examples of the information displayed on the property sheet for a few of the SDC files pre-packaged by e-academy:

1010_VS_DOTNET_CD1_ISO.sdc	265 MB (278,782,197 bytes)
8000_VS_NET_PRO_FULL.sdc	1.58 GB (1,699,317,157 bytes)

The byte size for these two packages is the larger value. When entering these values into ELMS, do not include the commas.

To ensure that you've successfully downloaded the entire original package from e-academy, ELMS compares the byte count of your file to that of the original. If they don't match, your download didn't complete properly.

Note: You may be presented with two size calculations; (i) Size and (ii) Size on Disk. Do not use the Size on Disk value (this generally higher than the actual file size).

## 2.4.6 Sample Configuration: Campus Wrapped Software

The following example shows how you configure an SDC wrapped package in ELMS (we've used SQL Server 2000 Enterprise Edition for the example). Note that the SDC configuration screens are different for campus wrapped vs. e-academy pre-wrapped packages. The data entry below matches what you will find for packages that have not been pre-configured by e-academy for rapid setup.

Enable SDC delivery:	Yes
Show on Software Center:	Yes
Launch filename:	autorun.exe

Default name for delivery client:	SQL Server 2000	
Default number of installs:	1	
SDC size:	468	MB
Exact SDC size (bytes):	490733568	BYTES
Space required by extracted bits:	518	MB
Space required for installation:	748	MB

Text for delivery option at time of purchase:  
Choose this option if you wish to download the software over the Internet.

#### Example of Hosting Locations

Location:	http://bits01.e-academy.com/sdcs/msdn/SQL2000Ent.sdc
Location description:	e-academy Inc.
Active:	Yes

## 2.4.7 Sample Configuration: For “Secure Internet Download” using the Rapid Setup Section

The following example shows how to configure a pre-packaged SDC in ELMS for products you've downloaded from Rapid Setup. Note the data entry is reduced because e-academy has pre-configured the product, and you simply have to enter the hosting location and description as shown in the example below:

Hosting Location:	http://w2.e-academy.com/sdcs/msdn/1007_Windows_XP_ISO.sdc
Description:	e-academy Inc.
Active:	Yes

## 2.4.8 Test the Download

You should always test each product you setup for Secure Internet Download before you go live with your system.

## 2.5 Setup a Product for Network Based Install

In order to make a product available for Network Based Install, you must:

- a) setup your network shares on your LAN
- b) configure product in ELMS with the appropriate network share information.
- c) test the installation

### 2.5.1 Setup Network Shares on LAN

Please refer to the setup instructions provided by Microsoft for details on setting up network shares for MSDNAA software. It is important to note that if a client station is unable to manually connect to a network share if given the appropriate information, the same client will not be able to connect using the Network Delivery Client delivered by ELMS. This delivery option does not provide any additional functionality beyond the existing network infrastructure you have in place today. It is your responsibility to properly configure your network for delivery to the client station

first, after which you can use ELMS to automate the process and hide much of the information from the end user.

Consider the following example of how to connect to a network resource from the command prompt on a Windows NT/2000/XP workstation:

```
net use T: \\server\share password /user:domain\username
```

The same command may be used on a Windows 95/98/Me workstation, however, these operating systems do not make use of the password. You can refer to this example when reading the descriptions below.

## 2.5.2 Configure “Network Based Install” in ELMS

Click on the main Administration button, then “Product Management”, then “Configuration”. Select from the drop-down menu the MSDNAA software title you would like to configure for Network Based Install. Click GO. Click on Network Based Install to configure. Details on how to configure each field are located directly on the configuration page and below.

### *Enable Network Based Install*

If you want to disable Network Based Install as a delivery option on this product, select No.

### *Show on Software Center*

Yes= product will appear in the Software Center once configuration is complete and Yes is selected under “Enable Network Based Install”

No= product will not appear in the Software Center regardless of whether configuration is complete and “Enable Network Based Install” is enabled above. You can select “No” if you want to temporarily remove it from the Software Center but have it still enabled for licenses you distribute through “Issue License”.

### *Number of Reboots Requiring a Network Connection*

The network delivery client must reconnect the network share after a reboot prior to the installation wizard taking control to continue the software install. Enter the number of reboots required by a full install of the software product, the network delivery client will reconnect exactly this number of times on reboot, then permanently disconnect the network share.

### *Server Name*

This is the name of the server on which the network share resides.

### *Share Name*

This is the actual share name that users must connect to on the server above.

### *Username for Share (domain\username)*

If the share requires authentication in order to connect, this is the username required to connect. Depending on your server setup, you may be required to enter simply the username or the domain\username combination.

#### *Password for Share*

If there is a password associated with the username above, enter it here. Note that only Windows NT/2000/XP support client connections requiring both username and password (Windows 95/98/Me do not recognize or send password information when negotiating a network connection, and have known limitations when connecting across domains without a trust relationship in place).

#### *Name of Delivery Client Downloaded to Start Install*

This is the default name for the Network Delivery Client when downloaded on client workstations. Users are free to override this name when saving to disk, however, providing a descriptive name resembling the software being delivered is recommended to aid users in finding the delivery client after download has completed.

#### *File to Launch to Start Install*

This is the file that users would manually double-click to begin the install. You must specify the full path and filename beneath the share in order for the delivery client to properly begin the install. If command line arguments are required enter here EG: setup.exe option1 option2.

#### *Number of Authorized Installs*

You can specify the number of times each customer may connect to the network share to begin an install. This should not be confused with the number of reboots required. Think of this as "how many stations can the customer install the software on, based on the licensing agreement with the publisher." In most cases, this value will be 1 or 2, depending on the publisher's rules regarding home/office installation rights.

#### *Space Required for Installation*

This is an optional value, and indicates the amount of space required to actually install the application. This value is used for information purposes, and is displayed to the end-user in the software center (on the actual product data-sheet).

#### *Text for Delivery Option at time of Purchase*

This text is displayed to the student/faculty after clicking "Get It" on a specific product from the Software Center.

Sample text: "Only choose this delivery option if you are at a computer which is connected to the LAN."

### **2.5.3 Test the Installation**

You should always test each product you setup for Network Install before you go live with your system.

## ***2.6 Setup a Product for CD Check-Out***

In order to make a product available for CD Checkout, you must:

- a) burn X copies of the CD provided to you by Microsoft
- b) configure product in ELMS with the appropriate CD loan information
- c) assign "CD Check-Out" privileges in ELMS to the person(s) who will be physically checking out and checking in the CDs to students (check-out/check-in done via ELMS)

### **2.6.1 Burn CDs**

Decide how many copies of the CD you want to make available for distribution and burn that many copies of the CD.

### **2.6.2 Configure "CD Check-Out" in ELMS**

Click on the main Administration button, then "Product Management", then "Configuration". Select from the drop-down menu the MSDNAA software title you would like to configure for CD Check-Out. Click GO. Click on CD Check-Out to configure. Details on how to configure each field are located directly on the configuration page and below.

#### *Enable CD Check-Out*

If you want to disable CD Check-Out as a delivery option on this product, select No.

#### *Show on Software Center*

Yes= product will appear in the Software Center once configuration is complete and Yes is selected under "Enable CD Check-Out"

No= product will not appear in the Software Center regardless of whether configuration is complete and "Enable CD Check-Out" is enabled above. You can select "No" if you want to temporarily remove it from the Software Center but have it still enabled for licenses you distribute through "Issue License".

#### *Total Number of Shared Units*

Enter the number of CDs you've burned for this product.

#### *When media becomes available how long before reservations are cancelled?*

Specify the period of time after which you would like ELMS to automatically expire a reservation.

*How long can this media be on loan / checked out?*

Specify the loan period i.e. number of days/hours you will allow this CD to be out on loan.

*Text for Delivery Option at time of Purchase*

This text is displayed to the student/faculty after clicking "Get It" on a specific product from the Software Center.

Sample text: "Pick-up Location: Help Desk in CS Department"

### 2.6.3 Assign CD Check-Out Privileges

You can designate one or more people to check in and out CDs to students. This privilege is called "CD Checkout Administrator" in ELMS. This privilege only gives the administrator access to the CD Checkout module in ELMS. They do not have access to any other features in the administration navigation menu except for the CD Check-Out option.

To apply privileges, click on "Administration", then "User Management". If the person already has an account in ELMS, click on "Edit Privileges" under "Privileged Users". Enter the email address of their account. Check off CD Check-Out Administrator. If the person does not have an account, you must create one using the "ELMS Authentication", then "Add" feature.

## 2.7 Setup a Product for CD Media Sales

**Please note:** Refer to the *Announcements* section for details on release dates of CD media sales within your region.

To setup a product for sale through ELMS, go to "Administration" then "Product Management", then "Media Sales". Once here enable all products or select a few, then click "submit". This feature can be configured instantly and takes no further set up.

If a student orders a product for media sales, he/she pays a small fee for the media as well as shipping and handling. e-academy will ship direct to the student's home address. The student can select from multiple shipping options based on the speed of delivery which suits their needs best. For a list of products available for CD Media Sales, please click on the CD Media Sales icon on the main Administration page in ELMS.



You'll find this icon on the main **Administration** page in ELMS. Click on this icon to for further details about CD Media Sales in ELMS.

## 2.8 Setup a Product for Customize Software Distribution

This delivery method can be configured when you want students to order software through ELMS, but the distribution of software takes place outside of ELMS. By using this delivery method, you still require your students to agree to the Student Use

Guidelines therefore you are still able to track the order through ELMS. If a product key is required for installation, ELMS will continue to distribute the key via "My Software", as is the case in other delivery methods in ELMS.

This delivery method can be used in a variety of ways. Below are two examples of when you might use this delivery method.

- A.** You've created a CD image of a product and placed it on a laboratory computer(s). Students order the product through ELMS for this delivery type and are given instructions in ELMS to bring a blank CD to the computer lab and burn a copy of the software onto CD for installation on their home computer.

Example of configuration in ELMS:

Name your delivery method (This text will appear as the label for the delivery method): ie. CD Create

Text displayed to student when choosing delivery method in ELMS: Please bring a blank CD to the computer lab in Building X. You will find an image of this product on the computers in this lab and can burn your own CD.

- B.** You've burned copies of a product onto CD and are going to distribute these to your students. You do not require the student to return the CD, only to pick up the CD up at a particular location on campus.

Example of configuration in ELMS:

Name your delivery method (This text will appear as the label for the delivery method): ie. CD Pick up

Text displayed to student when choosing delivery method in ELMS: You can pick up this CD in Room X, Building Y between the hours of 9 and 5, Monday to Friday.

## ***2.9 Feature Products in Software Center***

Once you've setup some products for distribution through the Software Center, you can choose which products you'd like to feature on the Software Center main page. This step is optional, however it is recommended for ease of use for your students and faculty.

To feature a product in the Software Center, go to Administration, then Product Management. Select "Featured Products" and select a product from the dropdown menu then click GO. Next fill in the mandatory fields as shown below. Please note that the "Icon Title" and the "Software Search Text" should closely match the product

name, if not you will receive an error message when a student selects the same product on the Software Center.

Example:

Product: Project Professional 2002 (Single-User)

Icon Title: Project Professional 2002

Software Search Text: Project Professional 2002 (Single-User)

## 3.0 STEP 3: User Management

You have two options to manage student and faculty accounts in ELMS:

1. **ELMS Authentication** enables you to import lists of email addresses or unique identifiers of eligible student and faculty members and create a unique password for each to login and access the system. OR
2. **Integrated Campus Authentication** enables you to integrate directly with your existing Campus authentication network to allow direct access to the system.

The first step is to create groups in ELMS.

### 3.1 Create Groups in ELMS

Click on the main Administration button, then "User Management" then "Groups". To create a new group, click on "Add New Group". You can later edit your groups if you need to fix typos or choose to disable a group all together.

Note\* Setting Expiration Dates: ELMS will automatically deactivate all accounts contained within a certain group based on the expiry date you set.

**Next you have 2 options for users to login. Refer to section 3.2 or 3.3**

### 3.2 Integrated Campus Authentication

To simplify the management of users within your ELMS for MSDNAA Software Center, you can integrate directly with your existing Campus authentication network. For full details on how to integrate you can go to the "user management section found on the administration menu.

In most cases, integration with your campus authentication network is easy if you've already got an existing web based interface that allows students to login to campus services.

While coding and testing your interface set Campus Authentication to "Test Mode" and enter the URL to your campus hosted login page. When you're ready to go live, set Campus Authentication to "Enabled".

Listed below are the variables to be passed between ELMS and your campus login page. The variable name is on the right (with a short description on the left). Variables in **bold** are required to complete integration. **All fields marked with a \* must be completed in order to continue.**

<u>FIELD NAME</u>	<u>EXAMPLE</u>
Campus Authentication: * <input checked="" type="checkbox"/> Disabled <input type="checkbox"/> Test Mode <input type="checkbox"/> Enabled	
Campus Authentication URL: *	<input type="text" value="https://w2.e-academy.com/roxio"/>
Department to check against: *	<input type="text" value="department name"/>
IP Address of Server coming from CGI: *	<input type="text" value="195.0.65.44"/>
CGI Connection URL:	<a href="https://dev01.e-academy.com/lasalle-academy_cb/index.cfm?loc=login/login_campus_authenticate_backend">https://dev01.e-academy.com/lasalle-academy_cb/index.cfm?loc=login/login_campus_authenticate_backend</a>
Username:	<b>uid</b>
Academic Status:	<b>status</b>
Return URL:	<b>return_url</b>
Security Token:	<b>security_token</b>
Department:	<b>department</b>
First Name: (optional)	fname
Last Name: (optional)	lname
Email Address: (optional)	email

Once you have completed this step your students and faculty will be able to login to ELMS using your existing Campus authentication network.

### 3.3 ELMS Authentication

1. obtain an email address or other unique identifier for each eligible student/faculty (e.g. student ID, first/last name)
2. sort the students and faculty into manageable groups

3. create a list for each group
4. import each list into a group in ELMS

### 3.3.1 Obtain an Email Address/Unique Identifier for Each Student/Faculty Member

You can create accounts in ELMS using either an email address or another unique identifier for each eligible student/faculty member.

### 3.3.2 Sort Students/Faculty into Groups

The number of groups you will use to manage your email addresses is largely dependant on how you obtained your list of email addresses in the first place. If you queried a central database, it's possible that you performed several queries:

- e.g. all students taking at least one class in X department  
all faculty teaching in X department

In this case, you would most likely sort users into two groups:

- a) students
- b) faculty

It is up to you how many individual groups you would like to use for managing your student/faculty accounts in ELMS.

### 3.3.3 Create a List Per Group

Once you have determined how many groups you are going to manage, create one text file per group and save as the name of the group.

- e.g. students.txt  
faculty.txt

The text file should have one email address or unique identifier listed per line.

If you are using email addresses, your file should look like this:

```
Student1@emailaddress.com  
Student 2@emailaddress.com
```

If you are using a unique identifier for each student (e.g. student ID), your text file **MUST** include the header "**UID**" at the top as shown below:

```
UID  
123456789  
564987564  
264897845
```

No commas or tabs are required to separate email addresses or unique identifiers.

### 3.3.4 Import Each List into a Group in ELMS

Once you have created your groups, you are ready to start importing your lists into ELMS. To import a list you must select an associated group name. Please refer to "User Management" for more details.

#### Importing Lists of Email Addresses

When you import a list into a particular group, you will use "Import List" function. This import will create an account for each email address contained on the list. An email message is automatically generated by ELMS to each email address on the list. This email message contains a login name (student/faculty email address) and a password. The message also includes an embedded URL to your ELMS.

#### Importing Lists of Unique Identifiers (Non-Email Addresses)

Once you complete the unique identifier upload onto ELMS a register button as shown below will automatically appear on the main login screen of ELMS for your students. This button allows your student to register with their "UID" and then enter their own email address on ELMS to create an account.



When using UID it would be best to inform your students and faculty to begin the registration process by directing them to your ELMS URL, clicking on the register button and entering their UID, confirming their email address and creating a password. Registering on ELMS will allow your students and faculty to login and begin ordering/downloading software. Once they have entered their UID and email address, they will receive an email from e-academy with a password to ELMS.

NOTE: The System generally creates new accounts within 24 hours of importing a list.

**Once these steps are completed, ELMS will be ready to distribute and track all your MSDNAA software throughout your entire department!☺**