

# CairoIT Asset Management Portal (CAMP) Guide

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## Getting Started

Welcome to CAMP, the CairoIT Asset Management Portal, an online system for delivering assets and providing feedback for the Intel® Teach Elements courses during development.

## Using the Preferred Web Browser

Firefox is the preferred Web browser for using CAMP. Please use the most updated version available for Windows and Macintosh. You can download or update Firefox at:

[www.mozilla.com/en-US/firefox/all.html](http://www.mozilla.com/en-US/firefox/all.html)

## Using the CAMP Vendor Login


- CAMP v2: (PA 2010 & all new courses).  
[www.cairoitlive.com/camp2/Login-Vendor.aspx](http://www.cairoitlive.com/camp2/Login-Vendor.aspx)

**User Name:** <add your information here>

**Password:** <add your information here>

## Understanding User Names and Passwords

1. The vendor is receiving one account on CAMP system (for example, Arabic User is an account with user name: *Arabic* and password: *arabic@126759*). All users use the same account, so please do not change the user name and password profile.
2. Multiple users can use the same vendor account at the same time.
3. When one user of an account performs an operation in CAMP (such as, enters a comment), it will appear dynamically for all other account users who are logged in at the same time.

 **Login Screen**

**Please Login using your username and password**


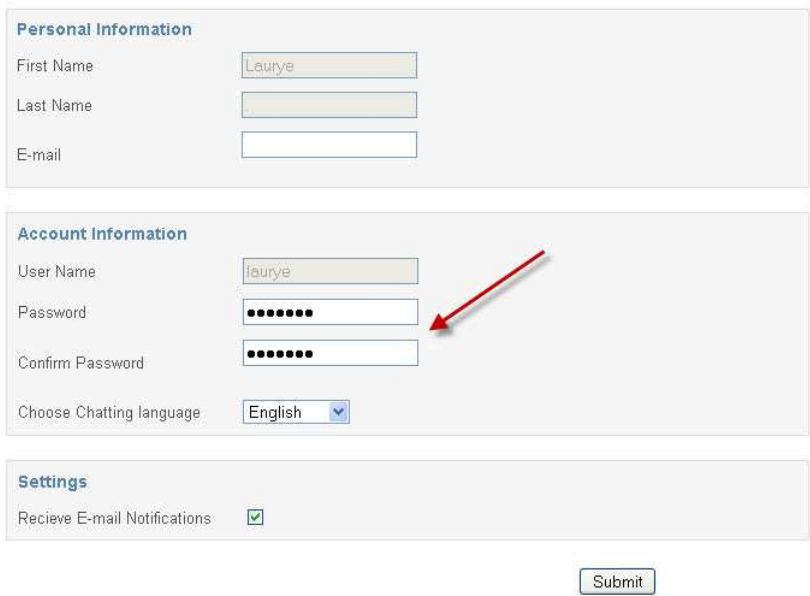
 Username:

Password:

[Best practices to use the camp](#)

**It's recommended to use [the latest version of firefox](#) to get the best experience of CAMP**

## Updating Your Profile

<p>1. Click the <b>Profile</b> link in the left corner.</p>	
<p>2. Do not change your user name and password. For efficiency, each country is assigned only one user name and password.</p>	

3. To receive e-mail notification when changes have been made in CAMP:
  - a. Ensure an e-mail address is listed in the **E-mail** text box.
  - b. Ensure the **Receive E-mail Notifications** box is checked.

The screenshot shows a user profile form with three sections: Personal Information, Account Information, and Settings. In the Personal Information section, the E-mail field is empty and has a red arrow pointing to it. In the Account Information section, the User Name is 'leurye', Password and Confirm Password are masked with dots, and the language is set to English. In the Settings section, the 'Recieve E-mail Notifications' checkbox is checked and has a red arrow pointing to it. A 'Submit' button is located at the bottom right of the form.

Personal Information	
First Name	leurye
Last Name	
E-mail	

Account Information	
User Name	leurye
Password	••••••
Confirm Password	••••••
Choose Chatting language	English

Settings	
Recieve E-mail Notifications	<input checked="" type="checkbox"/>

Submit

## Navigating CAMP

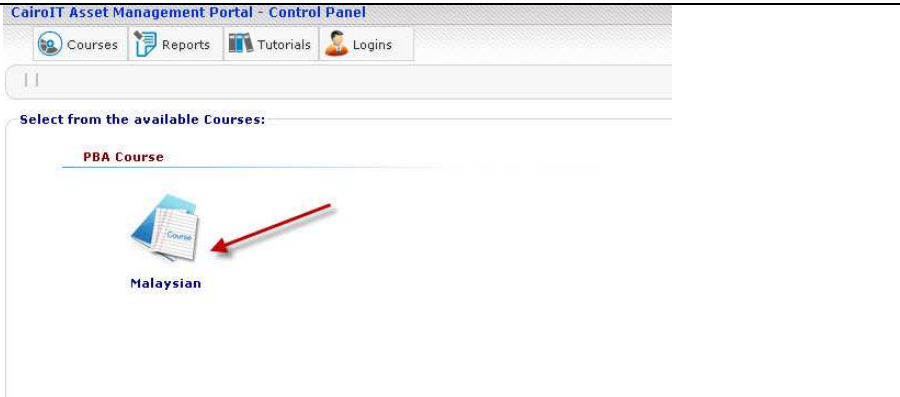
After logging in, you should see your course icons and four tabs.



- The **Courses tab** displays an entry page which contains course icons. If you have multiple courses, each course will have an icon on this page. Click a course icon to open the course.
- The **Reports tab** lists available reports in CAMP, including:
  - **Comments Report**—Allows you to view all open comments, reply to comments, close and approve comments.

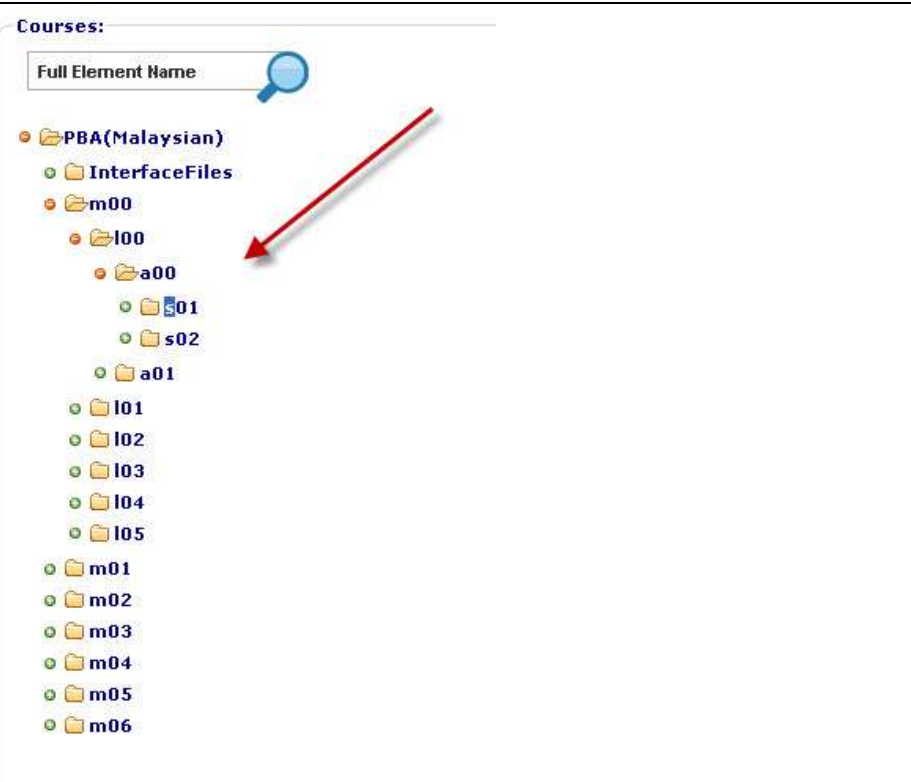
- **Localization Uploads Report**—Allows you to verify that uploads are successful and assigned in the system correctly
- **Log Reports**—Allows you to view user activity in a course in CAMP. A user can select individual activities or all activities.
- The **Tutorials tab** lists available tutorials
- The **Logins tab** lists users logged in currently or during the current day.

### Step: Using a Course Icon

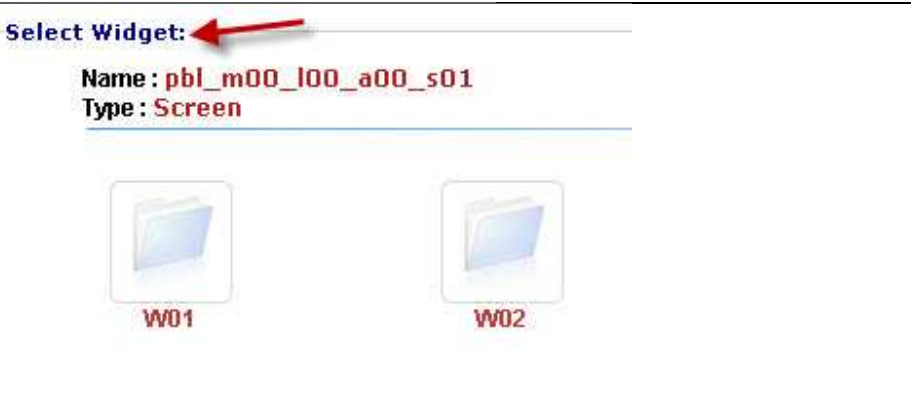
<p>1. Click a course icon to begin. You can navigate in three main ways: left navigation, icons, and breadcrumbs.</p>	 <p>The screenshot shows the 'CairoIT Asset Management Portal - Control Panel' interface. At the top, there are navigation tabs for 'Courses', 'Reports', 'Tutorials', and 'Logins'. Below the tabs is a search bar. The main content area is titled 'Select from the available Courses:'. Underneath, there is a section for 'PBA Course' which contains a blue folder icon labeled 'Course' and the text 'Malaysian'. A red arrow points to the 'Course' icon.</p>
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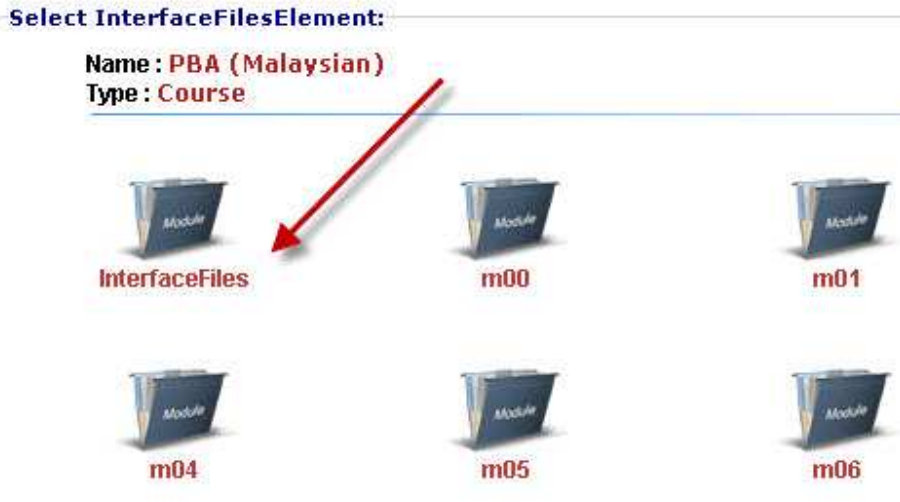



2. Click in the left navigation to navigate to any section in the course.





Once you click on a screen link like in the above picture (s01) you will see buckets on the screen called widget. Widget is a term used often in comments and communications.







<p>3. Click an icon to access course files.</p>	<p><b>Select InterfaceFilesElement:</b></p> <p><b>Name : PBA (Malaysian)</b> <b>Type : Course</b></p> 
<p>4. Click breadcrumbs on the top of the page to move through the course.</p>	

### Reviewing Buttons Throughout CAMP

The following buttons are found throughout CAMP. Below is an explanation on their function.

<p><b>Upload Assets</b>—Located at the top level of the course. Click the green up arrow to upload XML, image, audio, and resource files to CAMP.</p>	
<p><b>Comments</b>—Used to add a comment to the course.</p>	
<p><b>Note:</b> Depending on the button's location, it can be used to</p>	

<p>add a global comment or a comment on a specific module, lesson, activity, or widget.</p>	
<p><b>Delete Course Item</b>—Used to delete a section or widget from the course.</p>	
<p><b>Preview Screen</b>—Used to see the screen as a whole.</p>	
<p><b>Save</b>—Used to save changes.</p>	
<p><b>History</b>—Used to preview the history of changes to that widget.</p>	


## Delivering Assets

### Working with the Upload Panel

1. Review the Upload Panel.

**Note:** The course content is divided into different elements, as shown in the table.

**Upload Course**



Screen Backgrounds

Xml Files

Widget Images

Widget Narrations

Resource Files

Element Name	Description	Supported Types
Screen Backgrounds	Background images and Screen shots throughout the course	.gif, .png, .jpg, .jpeg, .bmp
Widget XML	XML files containing the text to be translated	.xml
Widget Images	Images throughout the course	.gif, .png, .jpg, .jpeg, .bmp
Widget Narrations	Audio files of the narrations	.mp3
Resource Files	General files	*.*

## Uploading

<p>1. Click the course icon to begin.</p>	
<p>2. Click the <b>Upload</b> button.</p>	
<p>3. Click the specific icon that matches the asset to upload.</p>	





4. Browse to the compressed file and click okay.



5. Wait for confirmation.



## Verifying an Upload

<p>1. Click <b>Localization Uploads</b> on the Reports tab.</p>	<p><b>Available Reports:</b></p> <ul style="list-style-type: none"> <li>• Comments Monitor</li> <li>• Localization Uploads </li> <li>• Localization Updates</li> <li>• Log Reports</li> </ul>										
<p>2. Click the file name in the Upload_Report (Download) column.</p> <p><b>Note:</b> If you do not see your upload, the upload was unsuccessful.</p>	<table border="1"> <thead> <tr> <th></th> <th>Uploaded_File(Download)</th> <th>Uploaded_As</th> <th>Upload_Report(Download)</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><a href="#">Element_Kr_final.zip</a></td> <td>InterfaceWidgetResourceFile</td> <td><a href="#">Element_Kr_final.zip.xls</a> </td> <td>Korea Vendor</td> </tr> </tbody> </table>		Uploaded_File(Download)	Uploaded_As	Upload_Report(Download)	By	1	<a href="#">Element_Kr_final.zip</a>	InterfaceWidgetResourceFile	<a href="#">Element_Kr_final.zip.xls</a> 	Korea Vendor
	Uploaded_File(Download)	Uploaded_As	Upload_Report(Download)	By							
1	<a href="#">Element_Kr_final.zip</a>	InterfaceWidgetResourceFile	<a href="#">Element_Kr_final.zip.xls</a> 	Korea Vendor							
<p>3. Review the file.</p> <p><b>Note:</b> Check all files designated as <b>Not Assigned</b>.</p>	<p>File Name: Upload file name</p> <p>Uploaded By: Name of author uploading the file</p> <p>Uploaded As: Defines if it was xml, images, audio, resources, widget text, widget image, widget narration, widget resources</p> <p>Supported File Type(s): Lists type of files supported</p> <p>Uploaded At: Date and time</p> <p>Statistics</p> <p>No of Files: Number of files</p> <p>Auto Assigned by Name Convention: These files have the correct file name so the system has automatically assigned them to the correct widget in CAMP</p> <p>Not Assigned(Require Manual Assign): These files do not have the correct file name so the system is unable to automatically assigned them to the correct widget in CAMP. It requires you to navigate to the widget in CAMP and browse for the file and save</p> <p>Not Supported Type(s):</p> <p>Repeated in Upload: Lists any duplicate files</p> <p>No of Error(s): Number of errors</p> <p>File List: All files included in the upload</p>										

	A	B	C	D	E
1	Column1	Column2			
2	File Name:	Philippines_xml.zip			
3	Uploaded By:	Philippines Vendor			
4	Uploaded As:	WidgetText			
5	Supported File Type(s):	.xml			
6	Uploaded At:	4/16/2010 12:58:23 AM			
7	Statistics	-----			
8	No of Files:	33			
9	Auto Assigned by Name Convention:	33			
10	Not Assigned(Require Manual Assign):	0			
11	Not Supported Type(s):	0			
12	Repeated in Upload:	0			
13	No of Error(s):	0			
14	Files List:	-----			
15	pbl_m01_l01_a03_s01.xml				
16	pbl_m01_l01_a03_s02.xml				
17	pbl_m01_l02_a01_s02.xml				
18	pbl_m01_l02_a01_s03.xml				
19	pbl_m01_l02_a03_s01.xml				

<p>4. If the <b>Auto Assigned by Name Convention</b> matches the number of files and <b>No of Error(s)</b> is 0...</p>	<p>No other action is needed.</p>
--	-----------------------------------




## Fixing Upload Errors

### Error Type: Not Assigned


1. Check to see if the **Not Assigned(Require Manual Assign)** has a file number.

	A	B	C
1	Column1	Column2	
2	File Name:	VoiceOver.zip	
3	Uploaded By:	Indonesia Vendor	
4	Uploaded As:	WidgetNarration	
5	Supported File Type(s):	.mp3	
6	Uploaded At:	3/15/2010 7:34:42 AM	
7	Statistics	-----	
8	Total:	150	
9	Auto Assigned by Name Convention:	148	
10	Not Assigned(Require Manula Assign):	2	
11	Not Supported Type(s):	0	
12	Repeated in Upload:	0	
13	Error:	0	
14	Files List:	-----	



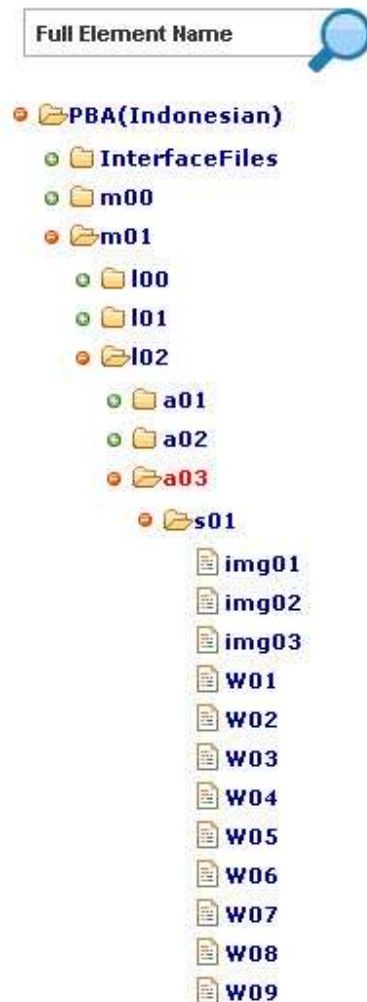
2. If a number appears, review the list of files to identify which file(s) encountered an issue.





14	Files List:	-----			
15	pbl_m00_l00_a01_s01_W02_snd01.mp3				
16	pbl_m00_l00_a01_s01_W03_snd01.mp3				
17	pbl_m00_l05_a01_s01_W02_snd01.mp3				
18	pbl_m00_l05_a01_s01_W07_snd01.mp3				
19	pbl_m00_l05_a01_s01_W09_snd01.mp3				
20	pbl_m00_l05_a01_s01_W11_snd01.mp3				
21	pbl_m01_l00_a01_s01_W01_snd01.mp3				
22	pbl_m01_l00_a01_s01_W02_snd01.mp3				
23	pbl_m01_l02_a03_s01_W02_snd01.mp3				
24	pbl_m01_l02_a03_s01_W02_snd02.mp3	Not Assigned(Require Manula Assign)			
25	pbl_m01_l02_a03_s01_W03_snd02.mp3				
26	pbl_m01_l02_a03_s01_W04_snd01.mp3				
27	pbl_m01_l02_a03_s01_W09_snd01.mp3				
28	pbl_m01_l02_a03_s01_W13_snd01.mp3				



### Option 1: Rename a File

1. Navigate to the widget in CAMP using the left navigation to identify the correct file name.



<p>2. Identify the correct file name and rename the file.</p>	
<p>3. Click the <b>Upload</b> button.</p>	
<p>4. Click the icon for the specific asset.</p>	
<p>5. Browse to the compressed file.</p>	

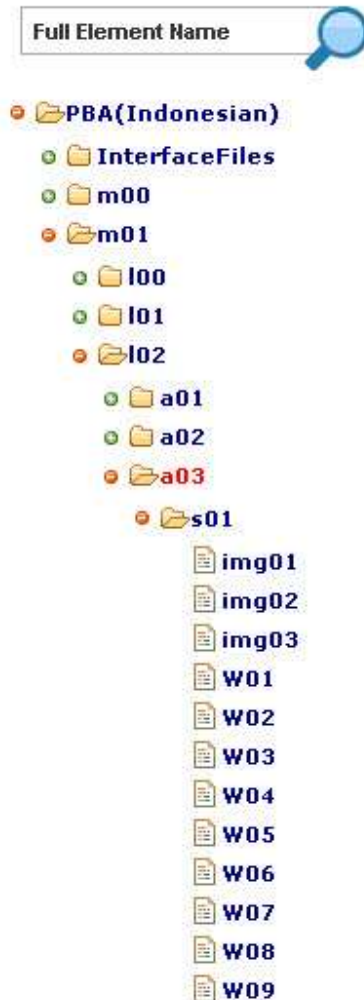
6. Wait for confirmation.

The screenshot shows a web interface titled "Upload Xml Files". It contains the following elements:

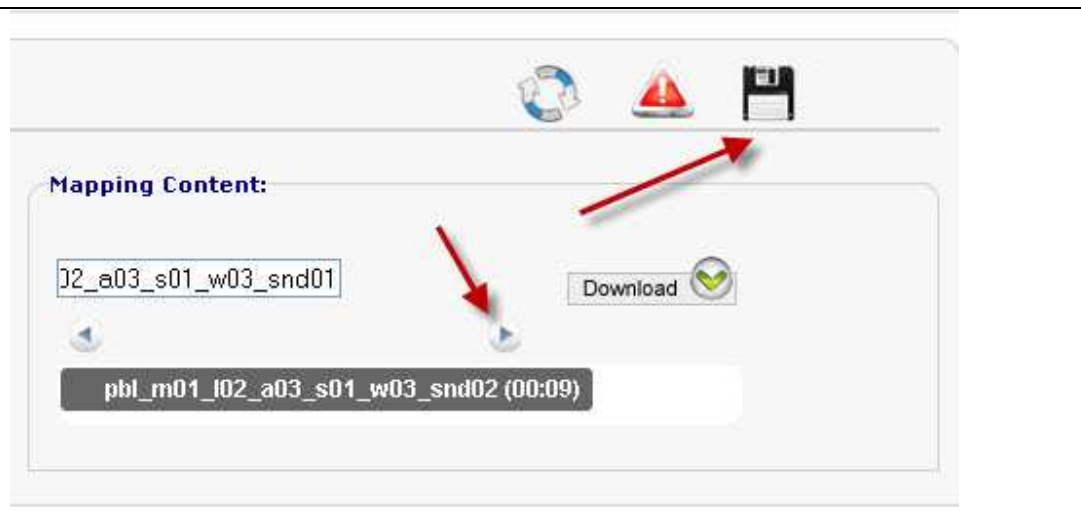
- Instructions:
  - \* Upload using ZIP archives only.
  - \* Nested folders not recommended.
  - \* Supported file(s): .xml (Xml files must be saved in utf-8 encoding - [How To Save File as UTF-8](#))
- Confirmation box: A light blue box with the text "French.xml.zip" and "All files received." A red arrow points to this box.
- Buttons: A "Browse File" button with a green arrow icon.
- Link: A blue link labeled "Download English Xml Files".

### Option 2: Manually Assign a File

1. Navigate to the widget in CAMP using the left navigation to identify the correct file name.



1. Click the arrow button and page through all available files to find the correct file.
2. Click save.



### Error Type: File Corrupt

1. The compressed file is corrupt and the system cannot uncompress the file. Please recompress and reupload.

### Uploading Screen Backgrounds

You can use three kinds of screen backgrounds:

- Screen shots you provide with the correct file name
- Screen shots that include short text that will need to be translated, and the development team will create the screen shot
- Screen shots with longer text on them that require you to deliver a Word document or presentation so the development team can create the screen shot

**Note:** This section only instructs how to deliver screen shots you provide with correct file names. For instructions on how to deliver screen shots that include short text and screen shots that include longer text, please see the [Creating a Screen Comment](#) section.



**Screen shots you provide with the correct file name:**

1. Download the course screen shot tracker spreadsheet from the [File Sharing site](#). **Element Course Files > Course > Images**. Use the screen shot tracker to understand and follow naming conventions.

**File Names**

[AST\\_Photo\\_Tracker.xls](#)  
[AST\\_Props/Stock\\_Images\\_Tracker.xls](#)  
[AST\\_Screenshot\\_Graphic\\_Image\\_Text\\_Tracker.xls](#)

**Photo Contact Sheets**






2. Compress the screen shots into one file.
3. Click the **Upload Screen Backgrounds** button.
4. Browse to the compressed file.
5. Wait for confirmation.



6. Check the upload report and confirm the success of the file upload and file names.

	Uploaded_File(Download)	Uploaded_As	Upload_Report(Download)	By
1	<a href="#">Element_Kr_final.zip</a>	InterfaceWidgetResourceFile	<a href="#">Element_Kr_final.zip.xls</a>	Korea Vendor

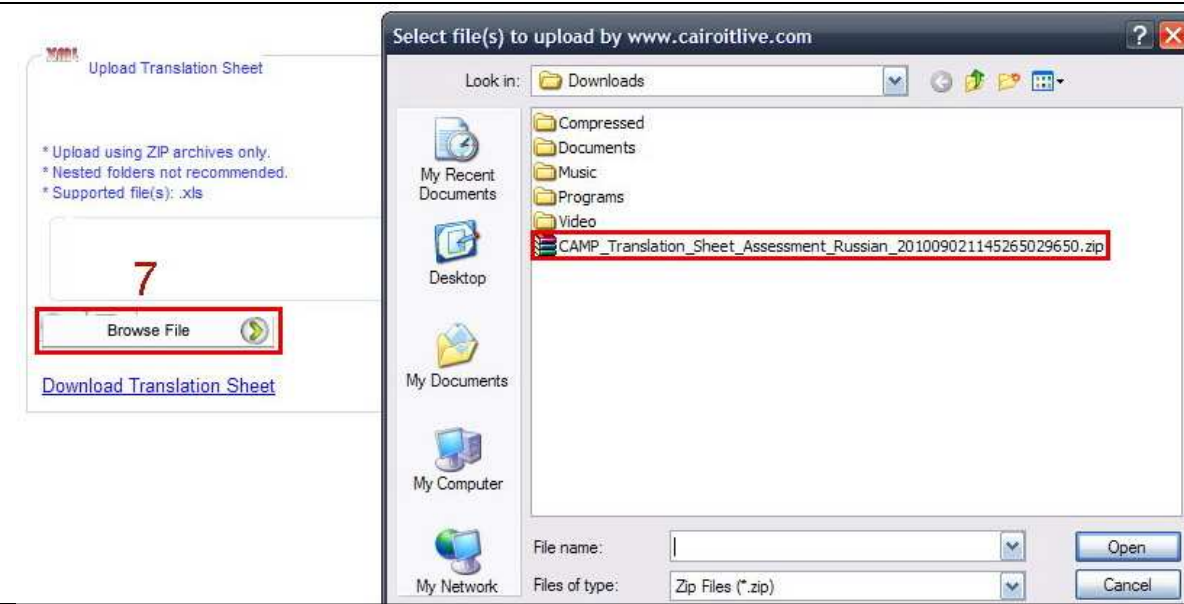
## Uploading XML

<p>E-Learning Content</p>	<p>The e-Learning Content is divided into 2 sections:</p> <ol style="list-style-type: none"> <li>1. e-learning XML course content script - located in CAMP for download (instructions below)</li> <li>2. Structure document - located on File Sharing site</li> </ol> <p>The e-learning XML course content script is a downloadable translation spreadsheet in CAMP. This spreadsheet contains all the screen XML content that is needed for translation. Once the spreadsheet is downloaded, you will add your translated/localized content into the spreadsheet and upload back into CAMP to submit for re-engineering the course.</p>
<p>1. Select your course from Available Courses.</p>	<p>Select from the available Courses:</p> 
<p>2. Select the Upload Course Material icon.</p>	<p>Name : <b>Assessment (Russian)</b> Type : <b>Course</b></p> 
<p>3. Choose the XML Translation Sheet option.</p>	

- Download the Translation Sheet. (**Note:** this is a system-generated .xls document. Long text is truncated and identified as ###; double-click on the cell to display the full text).
- Save the Translation Sheet on your local hard-drive.


- Modify and add text in the Translation Text column only.


SN	Original_Text	Translation_Text	Item_Name
1	Intel<sup>*</sup>Teach Elements	Курс «Элементы» Intel<sup>*</sup> Teach	asst_m00_i00_a00_s01_W01_txt01
2	A Series of 21st Century Short Courses	Серия коротких учебных курсов 21 века	asst_m00_i00_a00_s01_W02_txt01
3	Assessment In 21st Century Classrooms	Методы оценивания в классе 21 века - modified	asst_m00_i00_a00_s01_W03_txt01
4	Project-Based Approaches	Курс «Методы проектов»	asst_m00_i00_a00_s01_W04_txt01
5	Next	Далее	asst_m00_i00_a00_s01_W05_txt01
6	Paul Otellini on Intel's Commitment to Education	Пол Отеллини о вкладе Intel® в образование	asst_m00_i00_a00_s02_W01_txt01
7	Intel is pleased to provide this online course content at no charge to teachers, because we believe quality education is the foundation for opportunity and innovation.	Корпорация Intel рада представить учителям этот бесплатный онлайн-курс. Мы верим в то, что качественное образование является основой для новых возможностей и инноваций.	asst_m00_i00_a00_s02_W02_txt01
8	Paul S. Otellini	Пол Отеллини (Paul S. Otellini)	asst_m00_i00_a00_s02_W03_txt01
9	President and CEO	Президент и CEO - modified	asst_m00_i00_a00_s02_W04_txt01
10	Intel Corporation	Корпорация Intel	asst_m00_i00_a00_s02_W05_txt01
11	Welcome to the Intel Teach elements series of courses.	Добро пожаловать в Курс «Элементы» Intel® Teach.	asst_m00_i00_a00_s02_W06_txt01
12	Intel is pleased to provide this online course content at no charge to teachers because we believe quality education is the foundation for opportunity and innovation.	Корпорация Intel рада предоставить учителям этот бесплатный онлайн-курс. Мы верим в то, что качественное образование является основой для новых возможностей и инноваций.	asst_m00_i00_a00_s02_W07_txt01
13	An innovated global economy needs young people capable of analyzing information	Передовая глобальная экономика нуждается в молодых специалистах, способных анализировать информацию,	asst_m00_i00_a00_s02_W08_txt01
14	collaborating with others and communicating their ideas using technology.	сотрудничать друг с другом и представлять свои идеи с использованием современных технологий.	asst_m00_i00_a00_s02_W10_txt01
15	At Intel we work with teachers to build education programs that combine the best practices with the power of technology.	Корпорация Intel вместе с учителями разрабатывает образовательные программы, сочетающие в себе лучшие практики преподавания и технологические достижения.	asst_m00_i00_a00_s02_W11_txt01
16	Since 1999 the Intel Teach program has helped 6 million educators in more than 50 countries	С 1999 года образовательные программы Intel Teach помогли 6 миллионам учителей в более чем 50 странах	asst_m00_i00_a00_s02_W12_txt01
17	to make learning more compelling and relevant through the use of technology.	сделать процесс обучения более захватывающим и эффективным при помощи новых технологий.	asst_m00_i00_a00_s02_W13_txt01
18		Вы присоединяйтесь к сообществу преподавателей, которые используют	

<p>7. Upload your localized version of the Translation Sheet.</p>	
<p>Structure Document</p>	<p>The Structure document contains all the module, lesson, and activity titles in the menu for the course. It should be translated and then uploaded to CAMP. Open a comment and attach the structure document as an attachment. Please see <a href="#">Opening a Comment</a> for more information.</p>

## Uploading Images

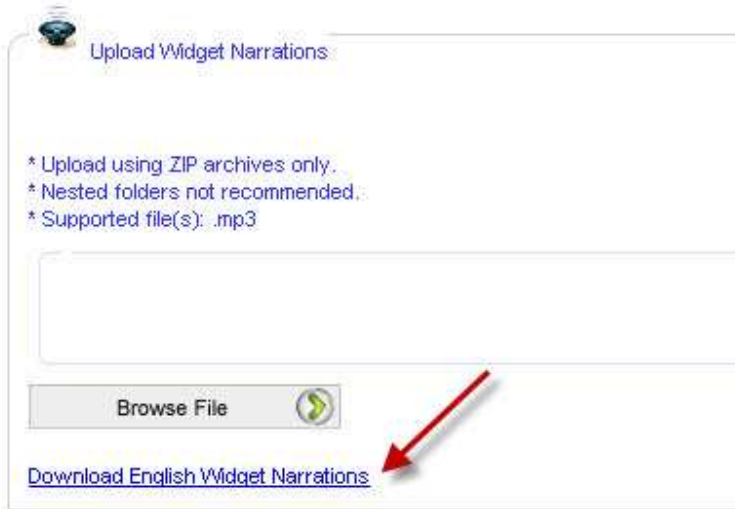

<p><b>Images:</b> On initial upload, you do not need to worry about the file names of the images. The developers need to apply the gradients and cropping. Once they have applied all the styles to the images, they will reupload the images to CAMP with the proper file</p>	
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<p>names. If you need to replace or change an image, this is when you will need to make sure the file name matches the image you are replacing or changing.</p> <ol style="list-style-type: none"> <li>1. Download the course image tracker spreadsheet from the <a href="#">File Sharing site</a>. <b>Element Course Files &gt; Course &gt; Images</b>. Use the image tracker to understand what images you should be delivering.</li> </ol>	
<ol style="list-style-type: none"> <li>2. Compress the images into one file. <b>Note:</b> If the compressed file is too big, you may organize the images into groups and compress each group individually. Refer to the file sharing site for how to organize images into folders.</li> <li>3. Click the <b>Upload Images</b> button.</li> <li>4. Browse to the ZIP file.</li> <li>5. Wait for confirmation.</li> </ol>	 <p>The screenshot shows a web interface for uploading widget images. At the top, there is a title 'Upload Widget Images' with a small icon. Below the title, there are three lines of instructional text: '* Upload using ZIP archives only.', '* Nested folders not recommended.', and '* Supported file(s): .gif, .png, .jpg, .jpeg, .bmp'. Underneath the text is a large, empty rectangular text input field. At the bottom of the interface is a 'Browse File' button with a folder icon. A red arrow points to the right side of the 'Browse File' button.</p>

											
<p>6. Check the upload report and confirm the success of the upload. It is okay for the report to say manual assignment needed. However, make sure the error line is empty and does not state corrupted.</p>	<table border="1" data-bbox="813 647 1955 699"> <thead> <tr> <th></th> <th>Uploaded_File(Download)</th> <th>Uploaded_As</th> <th>Upload_Report(Download)</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><a href="#">Element_Kr_final.zip</a></td> <td>InterfaceWidgetResourceFile</td> <td><a href="#">Element_Kr_final.zip.xls</a></td> <td>Korea Vendor</td> </tr> </tbody> </table>		Uploaded_File(Download)	Uploaded_As	Upload_Report(Download)	By	1	<a href="#">Element_Kr_final.zip</a>	InterfaceWidgetResourceFile	<a href="#">Element_Kr_final.zip.xls</a>	Korea Vendor
	Uploaded_File(Download)	Uploaded_As	Upload_Report(Download)	By							
1	<a href="#">Element_Kr_final.zip</a>	InterfaceWidgetResourceFile	<a href="#">Element_Kr_final.zip.xls</a>	Korea Vendor							

### Uploading Narrations

<p>1. Download the course audio file list from the <a href="#">File Sharing site</a>. <b>Element Course Files &gt; Course &gt; Audio</b>. Use the audio file list to understand and follow naming conventions.</p> <p><b>Note:</b> You also have the option of downloading the English files for comparison.</p>	<div style="background-color: black; color: white; padding: 5px; text-align: center;"> <b>Reference the English US version of the Voice Over Scripts</b> </div> <p><a href="#">PBA_English_US_VO_Scripts_for_Reference.zip</a> - We are providing the US English version of the voice over scripts for you to reference as an example when building your scripts.</p> <p><a href="#">PBA_Audio_File_List.xls</a> - Use this file list to understand the naming convention and ensure you have recorded all relevant dialogs.</p>
--	--

	
<ol style="list-style-type: none"><li>1. Compress the audio into one file.</li><li>2. Click the <b>Upload Audio</b> button.</li><li>3. Browse to the compressed file.</li><li>4. Wait for confirmation.</li></ol>	

5. Check the upload report and confirm successful upload.

**Upload Xml Files**

\* Upload using ZIP archives only.  
 \* Nested folders not recommended.  
 \* Supported file(s): .xml (Xml files must be saved in utf-8 encoding - [How To Save File as UTF-8](#))

French.xml.zip  
All files received.

Browse File

[Download English Xml Files](#)

	Uploaded_File(Download)	Uploaded_As	Upload_Report(Download)	By
1	<a href="#">Element_Kr_final.zip</a>	InterfaceWidgetResourceFile	<a href="#">Element_Kr_final.zip.xls</a>	Korea Vendor

## Uploading Resource Files

1. Compress the resources into one file. Please do not organize by folder.
2. Click the **Upload Resource** button.
3. Browse to the compressed file.
4. Wait for confirmation.

**Upload Widget Images**

\* Upload using ZIP archives only.  
 \* Nested folders not recommended.  
 \* Supported file(s): .gif, .png, .jpg, .jpeg, .bmp

Browse File



											
<p>5. Check the upload report and confirm successful upload.</p>	<table border="1" data-bbox="768 647 1910 699"> <thead> <tr> <th></th> <th>Uploaded_File(Download)</th> <th>Uploaded_As</th> <th>Upload_Report(Download)</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><a href="#">Element_Kr_final.zip</a></td> <td>InterfaceWidgetResourceFile</td> <td><a href="#">Element_Kr_final.zip.xls</a></td> <td>Korea Vendor</td> </tr> </tbody> </table>		Uploaded_File(Download)	Uploaded_As	Upload_Report(Download)	By	1	<a href="#">Element_Kr_final.zip</a>	InterfaceWidgetResourceFile	<a href="#">Element_Kr_final.zip.xls</a>	Korea Vendor
	Uploaded_File(Download)	Uploaded_As	Upload_Report(Download)	By							
1	<a href="#">Element_Kr_final.zip</a>	InterfaceWidgetResourceFile	<a href="#">Element_Kr_final.zip.xls</a>	Korea Vendor							

## Uploading Other Files




If you do not see an icon for your asset, such as animated demonstrations that are used in the Assessment Course, please [create a global comment](#) and attach the files.

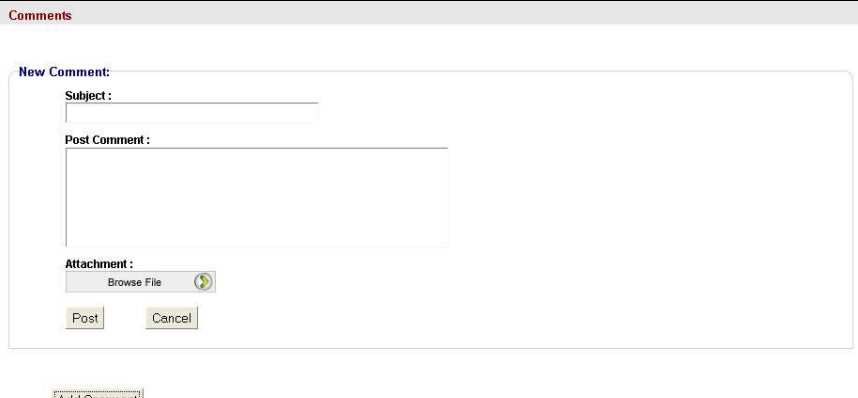

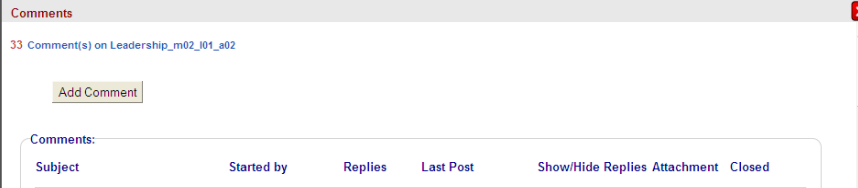
## Commenting

Comments should be made at the lowest level possible. Whenever possible, please navigate to the section of the course where the comment applies and open the comment.

## Creating a Global Comment

Global comments should be opened when making a comment that applies to the entire course. Examples include delivering image tracker spreadsheets or reporting an issue with the Paul Otellini video.

<p>1. Click the course icon to begin.</p>	 <p>CairoIT Asset Management Portal - Control Panel</p> <p>Courses Reports Tutorials Logins</p> <p>Select from the available Courses:</p> <p><b>PBA Course</b></p> <p>Course</p> <p>Malaysian</p>														
<p>2. Click the <b>Comment</b> button.</p>															
<p>3. Click <b>Add Comment</b>.</p>	 <p>Comments</p> <p>0 Comment(s) on PBA (Malaysian)</p> <p>Add Comment</p> <p>Comments:</p> <table border="1"><thead><tr><th>Subject</th><th>Started by</th><th>Replies</th><th>Last Post</th><th>Show/Hide Replies</th><th>Attachment</th><th>Closed</th></tr></thead><tbody><tr><td colspan="7">No Comments Found</td></tr></tbody></table>	Subject	Started by	Replies	Last Post	Show/Hide Replies	Attachment	Closed	No Comments Found						
Subject	Started by	Replies	Last Post	Show/Hide Replies	Attachment	Closed									
No Comments Found															

<p>4. Enter a subject and details, and then click <b>Post</b>.</p> <p><b>Note:</b> Please be as detailed as possible. You can attach a document or screen shot. If you are letting the developers know a file or sound is missing, please attach the file again. Please start all comments when possible with an action.</p>	 <p>The screenshot shows a 'Comments' window with a title bar. Below the title bar is a 'New Comment:' section. It contains three main areas: 'Subject:' with an empty text input field, 'Post Comment:' with a larger empty text area, and 'Attachment:' with a 'Browse File' button and a right-pointing arrow. At the bottom of the form are 'Post' and 'Cancel' buttons.</p>
<p>5. <i>Example:</i></p>	 <p>The screenshot shows the 'Comments' form with example text. The 'Subject:' field contains 'Replace Maria's Action plan.pdf'. The 'Post Comment:' text area contains 'Please use the attached as Maria's new action plan.'. The 'Attachment:' section has a 'Browse File' button with a right-pointing arrow. 'Post' and 'Cancel' buttons are at the bottom.</p>
<p>6. Close the comments screen or continue adding comments.</p>	 <p>The screenshot shows the 'Comments' window with a title bar and a close button. Below the title bar, it says '33 Comment(s) on Leadership_m02_01_a02'. There is an 'Add Comment' button. Below that is a 'Comments:' section with a table header: 'Subject', 'Started by', 'Replies', 'Last Post', 'Show/Hide Replies', 'Attachment', and 'Closed'.</p>

### Adding Screen Shot and Image Tracker Spreadsheets

1. Screen shot and Image trackers should be delivered to the development team to provide clear direction on how to replace the corporate images with your local images.
2. Click the course icon to begin.



3. Click the **Comment** button.



4. Click **Add Comment**.



5. Enter a subject and details, and then click **Post**.

*Example:*

Subject: Image Instructions

Comment: Please use the attached to understand how to replace the corporate images with the Korean images.

**Note:** if you will not be replacing the corporate images with local images you need to still add a comment and instruct the development team that no changes to images is required.

Comments

New Comment:

Subject:

Post Comment:

Attachment:

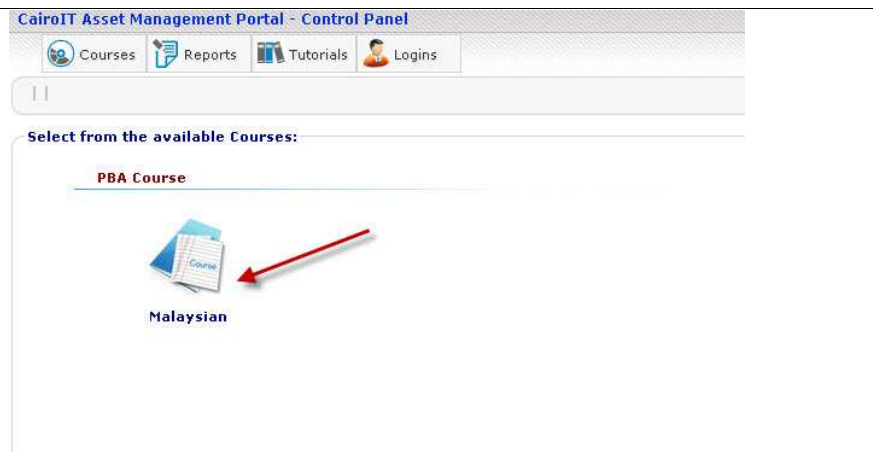
Browse File

Post Cancel


Add Comment

## Creating a Screen Comment

1. Click the course icon to begin.




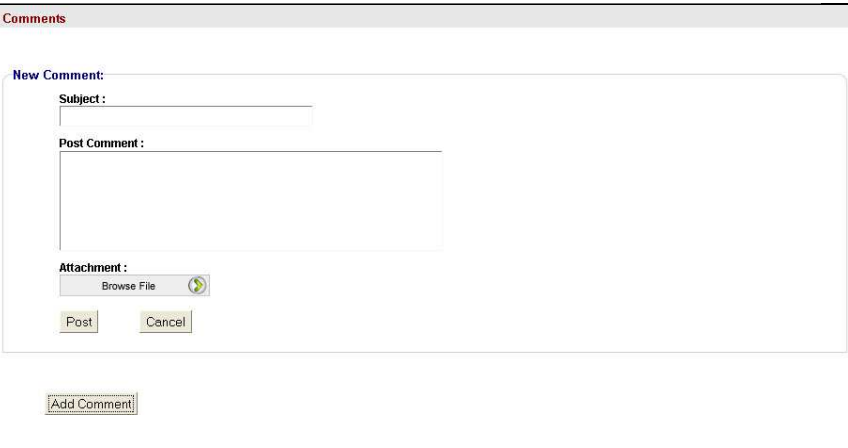

2. Navigate to the module, lesson, activity, or widget to create a comment that is closest to the comment's topic.

Full Element Name 

- PBA(Indonesian)
  - InterfaceFiles
  - m00
  - m01
    - l00
    - l01
    - l02
      - a01
      - a02
      - a03
        - s01
          - img01
          - img02
          - img03
          - W01
          - W02
          - W03
          - W04
          - W05
          - W06
          - W07
          - W08
          - W09

3. Click the **Comment** button.





<p>4. Click <b>Add Comment</b>.</p>	
<p>5. Enter a subject and details, and then click <b>Post</b>.</p> <p><b>Note:</b> Please be as detailed as possible. You can attach a document or screen shot. If you are letting the developer know a file or sound is missing, please attach the file.</p>	
<p>6. Close the comments screen or continue adding comments.</p>	

## Commenting on Screen Shots with Short Text

<p><b>Screen shots that include short text that will need to be translated. The development team will create the screen shot:</b></p> <ol style="list-style-type: none"> <li>1. Download the course screen shot tracker spreadsheet from the <a href="#">File Sharing site</a>. <b>Element Course Files &gt; Course &gt; Images</b>. Use the screen shot tracker to understand which screen shots include short text.</li> </ol>	 <p>The screenshot shows a list of files under the heading "File Names". The files listed are:</p> <ul style="list-style-type: none"> <li>AST_Photo_Tracker.xls</li> <li>AST_Props/Stock_Images_Tracker.xls</li> <li>AST_Screenshot_Graphic_Image_Text_Tracker.xls</li> </ul> <p>Below the list, the text "Photo Contact Sheets" is partially visible.</p>
<ol style="list-style-type: none"> <li>2. Navigate to the screen where the text appears.</li> </ol>	



	<p>Full Element Name </p> <ul style="list-style-type: none"><li>• PBA(Indonesian)<ul style="list-style-type: none"><li>• InterfaceFiles</li><li>• m00</li><li>• m01<ul style="list-style-type: none"><li>• l00</li><li>• l01</li><li>• l02<ul style="list-style-type: none"><li>• a01</li><li>• a02</li><li>• a03<ul style="list-style-type: none"><li>• s01<ul style="list-style-type: none"><li>img01</li><li>img02</li><li>img03</li><li>W01</li><li>W02</li><li>W03</li><li>W04</li><li>W05</li><li>W06</li><li>W07</li><li>W08</li><li>W09</li></ul></li></ul></li></ul></li></ul></li></ul></li></ul>
<p>3. Click the <b>Comment</b> button on the widget with the screen shot.</p>	

4. Add the localized content in the comment.
5. Post and wait for confirmation.

Comments

**New Comment:**

**Subject :**

**Post Comment :**

**Attachment :**

### Commenting on Screen Shots with Long Text

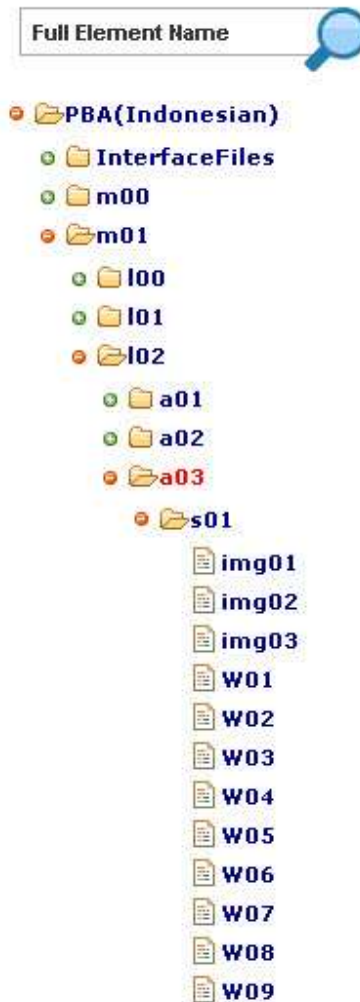
For screen shots with longer text that require you to deliver a word processing document or presentation so the development team can create the screen shot:

1. Download the course screen shot tracker spreadsheet from the [File Sharing site](#). **Element Course Files > Course > Images**. Use the screen shot tracker to understand which screen shots include long text.



Photo Content Sheets

2. Navigate to the screen where the text appears.



3. Click the **Comment** button on the widget with screen shot.




- 4. Browse to the file.
- 5. Post and wait for confirmation.

**Comments**

**New Comment:**

**Subject :**

**Post Comment :**

**Attachment :**  
 

*Example:*



**New Comment:**

**Subject :**

**Post Comment :**

**Attachment :**  
 

## Viewing All Open Comments

<p>1. Click the <b>Comments Monitor</b> link on the Reports tab.</p>	<p><b>Available Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Comments Monitor</b></li> <li>• <b>Localization Uploads</b></li> <li>• <b>Log Reports</b></li> </ul> 
<p>2. Select <b>Open</b> in the Comment Status drop-down list.</p> <p>3. Click <b>Run</b>.</p>	<p><b>Comment Status</b></p> <p>ALL ▾</p> 

Comments have the following components:

- **Serial Number**—A unique number for each comment
- **Item Name**—Link to open the comment for full details
- **Subject**—Subject of the comment
- **Text**—Details of the comment
- **Attached File**—If a comment includes an attached file, it will be linked in this column
- **By**—User name
- **At**—Date and time
- **Status**—Open or closed

### An example comments report

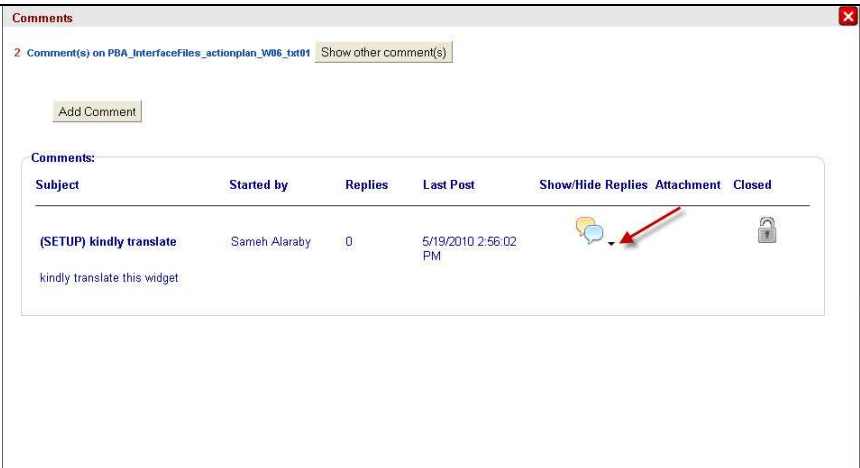
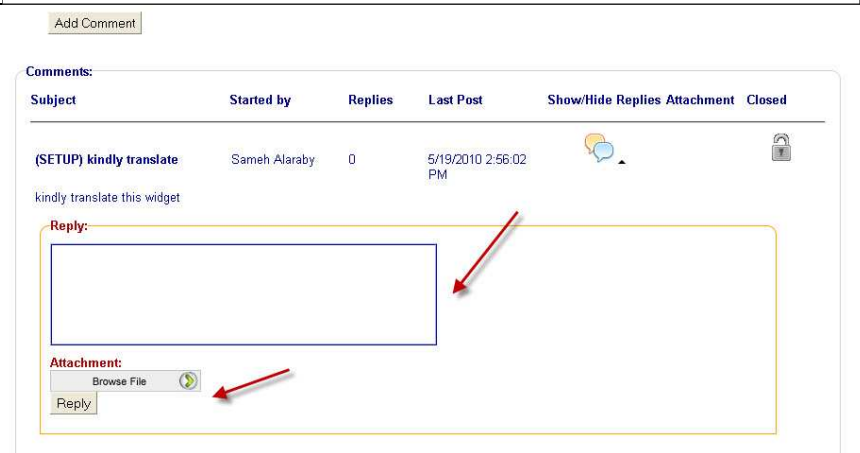

A	B	C	D	E	F	G	H	I
IncrementStep	Serial_No	Item_Name	Subject	Text	Attached_File_x0028_	By	At	Status
1	2529	PBA	(SETUP) Module 1 Lesson 3 A1 Interactivity	On Module 1, Lesson 3 named A1: Interactivity. When you mouse over the laptop graphic, no text appears compared to the rest of the graphics.	N/A		2010-08-18T19:11:48-07:00	Open
0			--Reply--	(SETUP) Please ,I need the specific name of the screen as I can't find any laptops in this lesson.	N/A		2010-08-22T13:51:35-07:00	
1	2530	PBA	(SETUP) Slow Loading of Quizzes	Working inside Intel office with fast connection, it still took time for most of the Quiz questions to load up or appear. I have to press the button back then forward button so that the questions will appear.	N/A		2010-08-18T19:16:32-07:00	Open
1	2531	PBA	(SETUP) English Curriculum Resource	Please add the attached elementary English curriculum resource on the same page where the High School Curriculum resources are presently located. Thanks.	BEC_Elementary_English.pdf		2010-08-18T19:34:46-07:00	Open
0			--Reply--	(SETUP) Done	N/A		2010-08-22T12:12:30-07:00	
1	2532	PBA	(SETUP) Math Curriculum Resource	Please add the attached elementary Math curriculum resource on the same page where the High School Curriculum resources are presently located. Thanks.	BEC_Elementary_Mathematics.pdf		2010-08-18T19:38:36-07:00	Open
0			--Reply--	(SETUP) Done	N/A		2010-08-22T12:12:49-07:00	
0			--Reply--	(SETUP) Done	N/A		2010-08-22T12:13:25-07:00	
1	2533	PBA	(SETUP) Science Curriculum Resource	Please add the attached elementary Science curriculum resource on the same page where the High School Curriculum resources are presently located. Thanks.	BEC_Elementary_Science.pdf		2010-08-18T19:40:54-07:00	Open

## Replying to Comments

**Note:** Do not open a new comment to reply to a developer question. Please follow the steps below to reply to a developer.

1. Click the item name.

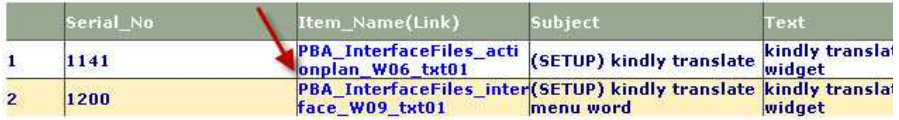


	Serial_No	Item_Name(Link)	Subject	Text
1	1141	<a href="#">PBA_InterfaceFiles_acti onplan_W06_txt01</a>	(SETUP) kindly translate	kindly translate widget
2	1200	<a href="#">PBA_InterfaceFiles_inter face_W09_txt01</a>	(SETUP) kindly translate menu word	kindly translate widget

<p>2. Click the down-arrow next to the comment balloon.</p>	 <p>The screenshot shows a 'Comments' window with a table of comments. The table has columns: Subject, Started by, Replies, Last Post, Show/Hide Replies, Attachment, and Closed. A red arrow points to a small downward arrow next to the 'Show/Hide Replies' icon for the first comment.</p>
<p>3. Enter a response in the Reply box. If applicable, click the <b>Browse File</b> button to upload a file. Click <b>Reply</b>.</p>	 <p>The screenshot shows the same 'Comments' window, but with a 'Reply' box and an 'Attachment' section below the comment. A red arrow points to the 'Reply' button. Another red arrow points to the 'Browse File' button in the 'Attachment' section.</p>
<p>4. Click the <b>Close</b> button in the top right corner to close the comment screen.</p>	 <p>The screenshot shows the top right corner of the 'Comments' window, with a red arrow pointing to a red 'X' icon used for closing the window.</p>

## Closing Comments

You can close a comment if the issue has been resolved or you added a comment in the wrong place and it needs to be deleted.

**Note:** You can only close comments you have opened. If the developer opened a comment, the developer is responsible for reviewing, approving, and closing the comment.

<p>1. Click the item name.</p>	
<p>2. Click the lock to close the comment and okay to confirm.</p> <p><b>Note:</b> If the lock is not gold, you do not have permission to close the comment.</p>	
<p>3. After you receive a confirmation dialog box stating that the comment was approved, click <b>OK</b>.</p>	



4. If you need to review approved and closed comments:
  - a. Drop down the Comment Status option and select **All** or **Closed**.
  - b. Click **Run**.

Comment Status

ALL





## Making Edits

### Making Text Changes

1. Navigate to the module, lesson, activity, or widget to make a text change.

Full Element Name 

- PBA(Indonesian)
  - InterfaceFiles
    - m00
      - m01
        - l00
        - l01
        - l02
          - a01
          - a02
          - a03
            - s01
              - img01
              - img02
              - img03
              - W01
              - W02
              - W03
              - W04
              - W05
              - W06
              - W07
              - W08
              - W09

<p>2. Edit the text.</p>	
<p>3. Click <b>Save</b>.</p>	

## Replacing Image and Narration Files

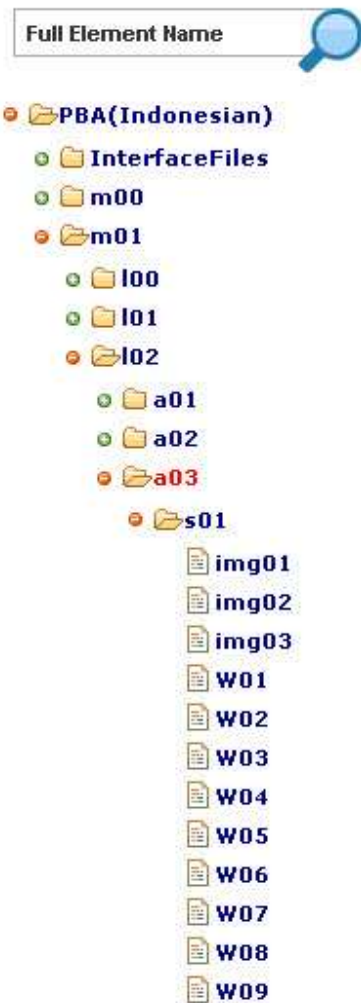
You have two options for replacing image and audio files:


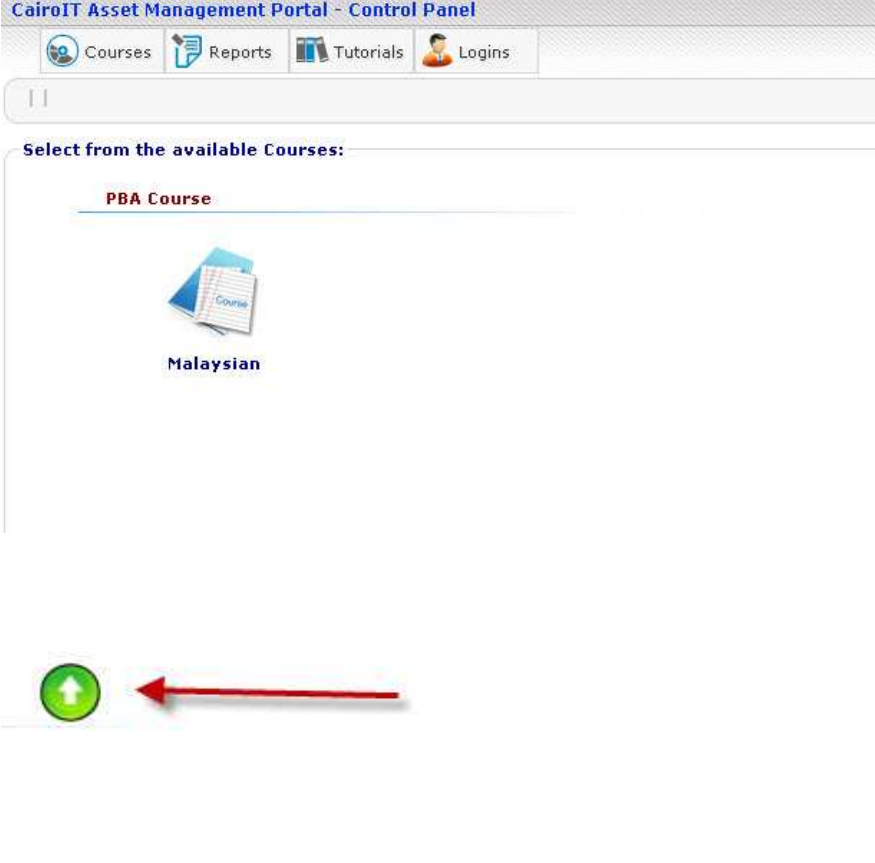
- **Option 1**—Upload an image or audio file with the correct file name
- **Option 2**—Upload a new image or audio without the correct file name and manually assign it to the widget





### Option 1: Upload an Image or Audio File with the Correct File Name

1. Verify the image or audio file has the exact file name used in the course.

**Tip:** Navigate to the widget in the course to find the file name.



	
<p>2. Click the <b>Upload</b> button on the Courses tab.</p>	

<p>3. Click the <b>Upload</b> button for the Upload Widget Images or Widget Narrations</p>	<p><b>Upload Course</b></p>  <p>Screen Backgrounds   Xml Files   Widget Images   Widget Narrations   Resource Files</p>
<p>4. Browse to the compressed file.</p>	<p>Upload Widget Images</p> <p>* Upload using ZIP archives only. * Nested folders not recommended. * Supported file(s): .gif, .png, .jpg, .jpeg, .bmp</p> <p>Browse File </p>
<p>5. Wait for confirmation.</p>	<p>Upload Xml Files</p> <p>* Upload using ZIP archives only. * Nested folders not recommended. * Supported file(s): .xml (Xml files must be saved in utf-8 encoding - <a href="#">How To Save File as UTF-8</a>)</p> <p>French xml.zip All files received. </p> <p>Browse File </p> <p><a href="#">Download English Xml Files</a></p>

6. Check the upload report and confirm the success of the upload and file names.

	Uploaded_File(Download)	Uploaded_As	Upload_Report(Download)	By
1	<a href="#">Element_Kr_final.zip</a>	InterfaceWidgetResourceFile	<a href="#">Element_Kr_final.zip.xls</a>	Korea Vendor

**Option 2: Upload a New Image or Audio without the Correct File Name and Manually Assign It to the Widget**


1. Click the **Upload** button on the Courses tab.

CairoIT Asset Management Portal - Control Panel


[Courses](#)
[Reports](#)
[Tutorials](#)
[Logins](#)




Select from the available Courses:

**PBA Course**



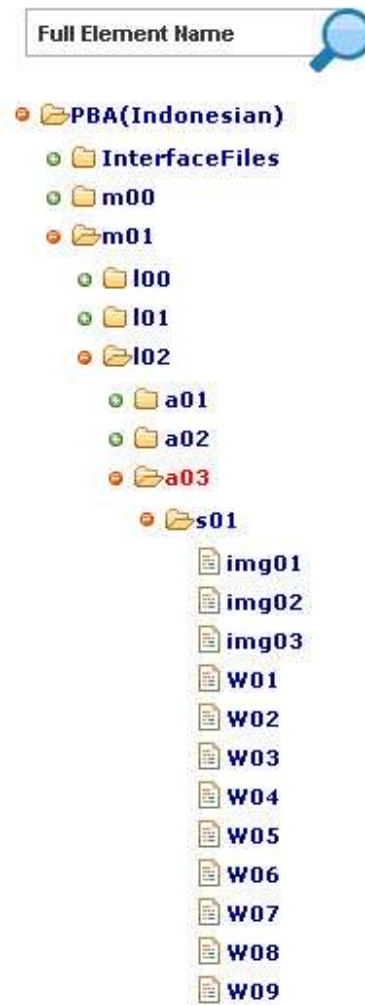
Malaysian



<p>2. Click the <b>Upload</b> button for the Upload Widget Images or Widget Narrations.</p>	
<p>3. Browse to the compressed file.</p>	
<p>4. Wait for confirmation.</p>	



5. Navigate to the image or audio widget.



<p>6. Using the arrows, page through the list until you find the new file you just uploaded.</p>	
<p>7. Click <b>Save</b>.</p>	

## Understanding Log Reports

Available Reports: \_\_\_\_\_

- **Comments Monitor**
- **Localization Uploads**
- **Localization Updates**
- **Log Reports** ←

A log report is used to view user activity in a course in CAMP. A user can select individual activities or all activities. Activities include:

- Add comment
- Attach file with comment
- Add reply
- Attach file with reply
- Close comment
- Update text
- Update audio file
- Update Image file
- Runtime errors when updating (text, image and audio)
- Upload files
- Update resource file

**Log Reports**

**Localization**  
PBA (Demo[CairoIT])

**To**  
[Empty field] [Clear]

**Run**

**Header Text**  
ALL

**From**  
[Empty field] [Clear]

ALL  
Add comment  
Attach file with comment  
Add reply  
Attach file with reply  
Close comment  
Update text  
Update audio file  
Update image file  
Runtime errors when updating(text,image and audio)  
Upload files  
Update resource file