

ATUTOR POLICIES/GUIDELINES

- The Atutor resource is to be used for educational purposes
- Content and membership to ATutor course workspace is not private. Department staff will periodically check the master user list and the number and types of courses. The administrator will enter a course workspace if its' use is disrupting the service of other users, otherwise 24 hour notice will be given to the workspace owner before an administrator will enter a particular workspace.
- Atutor Administrators include Elementary/Intermediate Technology Specialist, Senior High Technology Specialist and French Language Technology Specialist. Please contact the administrator at your grade level for Atutor support.
- A short introduction to the Atutor system and Acceptable Use Policies will be provided to teachers prior to having an account created at the "Instructor" level. (Instructors are able to create course workspaces with access to the various course management tools)
- Instructors must be professional educators. (Assistant rights to courses may be assigned by the teacher to pre-service teachers, student leaders, etc.)
- All courses must be created as "PRIVATE". Failure to do so will result in any user (including accounts created with fictitious information) being able to access and use the tools available in that course.
- Select a CATEGORY for your course that matches your school level (i.e. elementary, consolidated, intermediate, or senior) and school name from the drop down menus. This will make it easier for students to identify and locate particular courses.
- Students must use their network LAN logins (i.e.: doejd01) when creating logins and registering as a new user from the main ATutor screen. They must also use their Netmail school email address. i.e: doejd01@netmail.edu.pe.ca Have students fill in their names when registering. Accounts that are not created with the above information will be deleted.
- Students may create (and subsequently change) their Atutor account password. The password must be a combination of eight or more numeric and alphabetic characters. To avoid "forgot" passwords please require students use their LAN password along with "filler" number 9's to reach the eight digit minimum. i.e.: should their LAN password be 2fish2, which is six characters in length, have them use 2fish299 to reach the 8 digit minimum password length. (Passwords are encrypted and cannot be read by the Atutor Administrators)
- Students must apply for membership to your course by selecting "Browse Courses" -

“Enter Course” (for your particular course) and selecting - “Enroll”. It is the responsibility of the “course instructor” to ensure that enrollment be given only to their students. (Please check the ATutor login name to the students’ school network login name)

- During development of a course workspace (and after all students have been enrolled/ admitted to your course/workspace) please select “Manage” - “Properties” and “Hide this course from the browser list”. This will prevent the “Browse Courses” area from becoming overwhelmed as ATutor use grows.
- When creating a course workspace, assign only those course tools that students will need to use for a particular activity. For instance, if the activity will make use of discussion forums disable other tools such as “Chat” and “Tests and Surveys”.
- Periodically check your course workspace to ensure that the assigned tools are not being abused by students. Un-enroll students (“Manage” - “Enrollment” - “Remove”) if you know they will not be needing to use the workspace in future.
- The ATutor server is being backed up regularly. However, you should also back up content created by selecting “Manage” - “Backup”. ZIP Archive files may be transferred to your local data drive where they may be used to add content to a new class or to place content in another content management tool that is SCORM compliant.
- All students will be deleted from Atutor during the summer months.
- Retiring teachers and those that leave the PEI system will have courses and accounts deleted. An attempt will be made to contact teachers who have not used their Atutor account within the last school year through Groupwise. If a reply is not received within 30 days their courses and account will be deleted.
- ATutor ver. 1.5.4 is distributed free as “Open Source” software under the terms of the GNU General Public License Agreement. As far as can be presently determined the ATutor software will continue to be supported and distributed by the development partners. However, users are cautioned that should the terms of use for this product change that its use may cease. In future, content may need to be exported into another system which might involve some reformatting of course workspaces.
- Upgrades to Atutor. It is recommended that regular upgrades occur during the summer months. French translation files must be available for any new version. The Elementary/Intermediate, Senior High and French Department of Education Technology Specialists will meet to determine if new features in an Atutor release warrant an upgrade request.
- These guidelines will be periodically updated.