



Installation and Operation for TeachMe to Sail Theory Courses Created by TeachMe Interactive

Contents

Prerequisites	2
System Requirements	2
Installation	2
Windows XP install process.	3
Course Installation	4
Course Operation	8
Starting the course for the first time.....	8
Communication with your Tutor and Posting your Answers	9
Receiving Answers and Getting Marks.....	9
Moving the course to another PC	10
Completing the course.	10
Restarting the course	10
Your Installer	10

Prerequisites

Before beginning the installation or accessing the course you have purchased, please read the following brief instructions.

System Requirements

The following operating systems are supported by this software

Windows 2000
Windows XP
Vista

Sorry, but at this stage Mac users will have to complete the course using a more traditional method using e-mail and CD.

Please ensure that one of these is installed; you can check your version by going to the control panel from the start menu, click on the Help menu item in the tool bar at the top, then on the About Windows item in the drop down list. We recommend that you have the latest Microsoft patch level for your operating system.

Screen resolution of at least 800x600 and capable of displaying 256 colours

Approximately 400 MB of disc space

.NET 1.0 or greater (the system will detect if this is installed and will automatically download and install from Microsoft in the unlikely event that it is absent)


Installation

Before beginning the installation process

- 1 Make sure you have the access rights on the PC to install software or know the administration password, if not please contact your in house IT department for assistance.
- 2 Please clear out your windows Temp file before beginning or the installation will clear out your temp files.

During the installation process you can get assistance from the FAQ section of www.Connect360.co.uk or by emailing Support@connect360.co.uk please give a contact phone number when sending emails. Any problems with the course contents should be addressed to admin@tm-i.co.uk

Windows XP Install Process

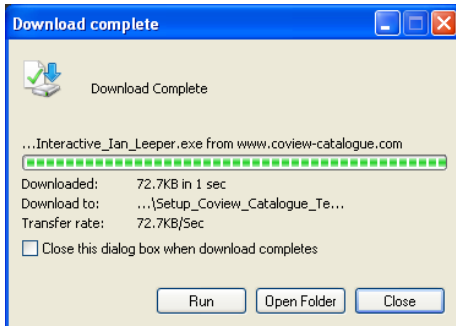
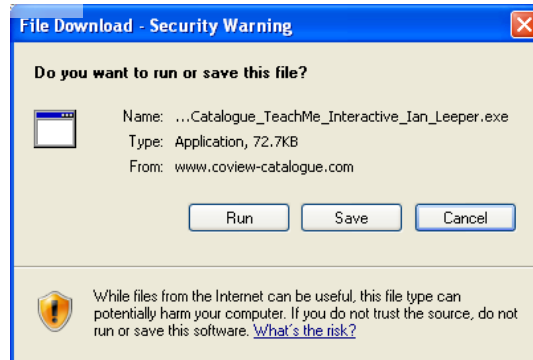
In a further email which will be sent to your designated email address is a URL (website address) which you will need to double click on in order to download your TMI catalogue, through which the on-line part of your course will be run. This will place a TMI icon  on your desktop, clicking on this will open the TMI access page.

After clicking the URL in your e-mail the download process of the installer will begin.

Click 'Save' to place the application file on your hard drive, this will place a Coview Icon on your Desktop for future installation.

or 'Run' to begin the installation.

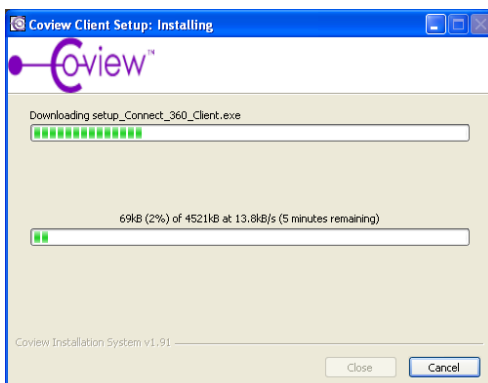
It is recommended that you save this file first to allow for future installations should the need arise.



Click 'Run' to begin the installation.

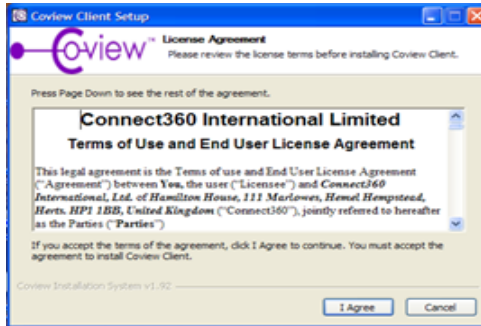
The installation will now commence.

A security warning will appear but this is quite normal wherever the supplier of software is not Microsoft based and does not in this instance indicate a threat to your computer. Click 'run' to continue.



Your computer will now begin to download and install the Coview software which will manage your communication with your tutor and ensure that the course material and documentation is kept up to date.

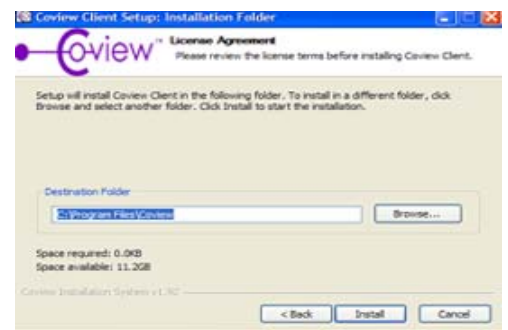
This may take a few minutes depending upon connection speed.



Once completed, the Coview Licence agreement will be displayed.

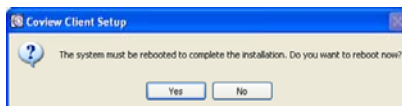
Please read and accept the terms and conditions of the licence agreement.

To accept the install Default Option, click Install. If you wish to install to a different folder use the Browse button. This should only be used by those with the appropriate knowledge.



To complete the installation process the Coview software wizard may require a system reboot.

If a re-boot is requested, we recommend you do this now although it can be done at a more convenient time, if desired.



Connect 360 is the supplier of the Coview system and once the system has rebooted you will see the Connect360 file transfer icons in the centre of the screen and the bottom right hand corner of the screen, as Coview loads your course information and the TMI access page.

Once the process is completed a TMI icon will have appeared on your desktop.



In the system tray (by the clock) you will see the Coview Client Icon; this is a small terminate and is the resident (TSR) program that stays in contact with TMI to keep communication up to date. The functions on the Coview Client are for support personnel use only; any functionality required for your course can be accessed through the desktop icon.

Course Installation



To begin your course double click on the TMI icon, this will display your TM-I Access Page that will allow you to access the necessary functions for the course.

Download TM-I Multi Media Material

Course Papers

Course Templates

My Inbox

View my documents

My Archive Vault

View TM-I Multi Media Material

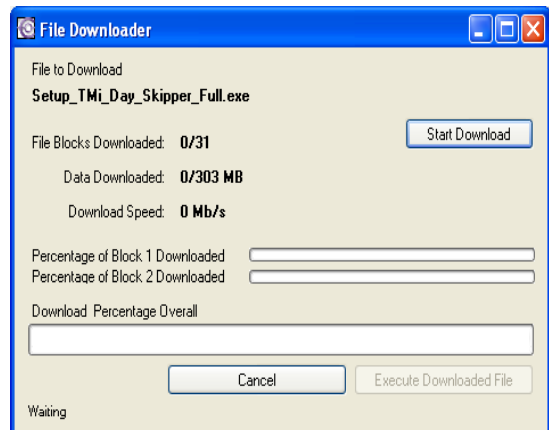
Contact Your Tutor by Voice over the Internet (Skype, you will need a headset and microphone for this function).

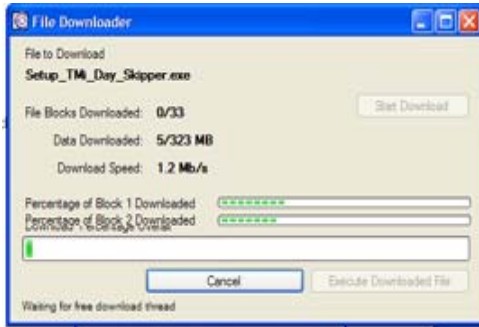
Download TM-I Multi Media Material

Double click on "Download TMI Multi Media Material" to install the content previously supplied on a CD. If this is the first course you have purchased from TMI it will be the only one shown. The course title will be displayed.

Then click 'Start Download' in the 'File Download' window.

This will begin the process of downloading the Interactive Course Material on to your hard drive. Depending upon your available bandwidth, this may take some time. Typically, 2.7 Mb/s will take just over ten minutes. The screen will give a continual update of your progress, should the download stop or you lose connection, just repeat this step and the download manager will restart from where it stopped.



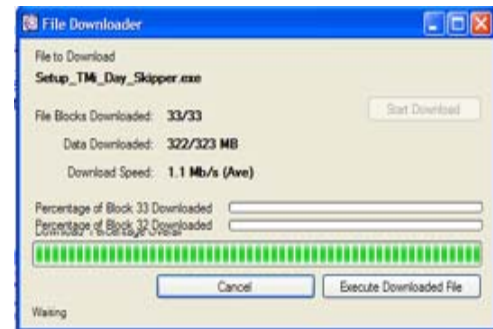


This window can be minimized to allow access to your desktop.

Should you use the internet during the download, the download rate will slow. Unless you have high speed Broadband this is not recommended.

When the Progress bar is complete, please click 'Execute Download File'.

There may be a short delay until the 'Execute' button is operative.

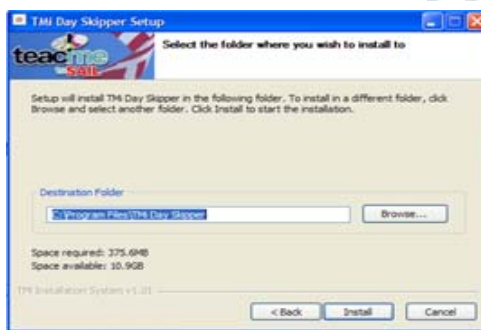


Once completed, the download manager will display the TMI Licence agreement.

Please read the Licence Agreement and click 'I Agree' to continue.

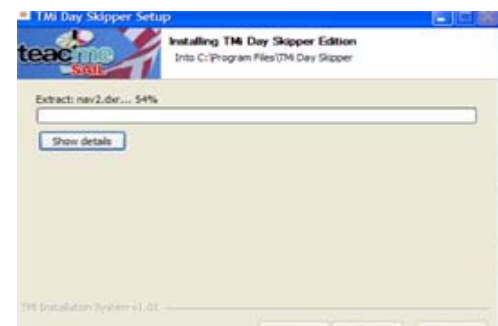


On completion of the Download you will see a 'Save Downloaded File' window. Either you may save directly to 'My Documents' default or chose a designated file as required.

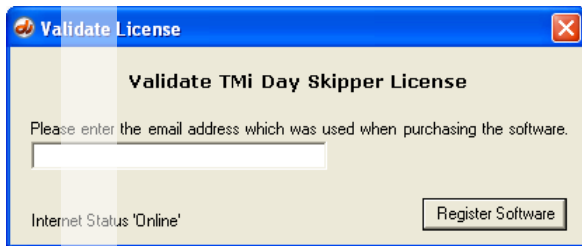
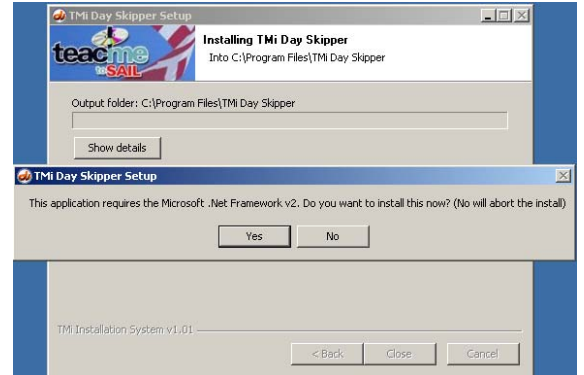


To download the Course Set Up click Install

When the files for your course are downloaded, you will be requested to validate the course.



For those operating Windows 2000, the system requires that you have Microsoft .Net Framework v2 or later installed, this is not the default in Windows 2000. If you do not have this version of the .net framework, the installer will ask you if you wish it to automatically install it in order to continue the installation. Clicking 'no' will abort the entire installation, clicking 'yes' will download and install the latest version of the .net framework which may take several minutes depending on your broadband speed, before completing the installation of your course.



You will be asked to validate the course licence by entering the email address you gave when enrolling for the course. At the end of this process the course icon will be accessible from the Windows Start Menu and from a desktop icon.

You may now start the course and good luck!

Course Papers

The information documents shown are to assist in preparing for the Course, a full explanation is shown under 'Starting the Course'

Course Templates

The two templates are for making contact with your tutor, refer to 'Communicating with your Tutor.'

My Inbox

This is to where the documents are returned by your Tutor following marking or responding to an enquiry.

View my Documents

This gives access to all the documents and files held in the Coview environment. By clicking on a file you are able to save documents to your own computers 'My Documents' .

My Archive Vault

This function is where a copy of a document will be saved automatically prior to posting to the Tutor.

View TM-I Multi Media Material

Click here to view the material downloaded at the commencement of the course.

Other Links

The TM-I Access Page also gives the facility of single click access to:
TM-I Website.

Contact Your Tutor by VOIP (Voice Over Internet Phone).

To use Skype please, if not a user, register at www.skype.com
'Click on the 'Old Sea Dog' which will show the Skype Button Dialer. Click on the 'Call Status' button, this will open an Internet Explorer window. If you wish to speak to your Tutor click 'Allow'. This will open the Skype window and connect with your Tutor.

N.B. A set of earphones or speakers and microphone will be required.

Course Operation

You will have received separately in the post or by courier, a parcel containing the various books, packs including the RYA/Admiralty Electronic Chart Plotter CD and hardware (Day Skipper only) necessary for the successful completion of your course. You should also have downloaded the interactive course content outlined in the previous section. At TMI we pride ourselves on being able to offer you the very latest edition, our course content is updated to reflect the very latest requirements and practices issued by the RYA annually. Coview helps you to keep in direct contact with your tutor and him with you. It also ensures that your answer sheets are instantly delivered, direct to your tutor's desktop. With the audit trails attached to each document, we at TMI are able to monitor effectively the activity of all our students to ensure that you, the student, get the best possible service throughout your course.

Starting the Course for the First Time

Welcome to the beginning of your TMI shore based theory course based on the RYA syllabus which we hope you find both instructive and enjoyable. You have found by double clicking on Course Papers on the TMI Access Page, three vital documents and a further copy of Installation and Operating Instructions.

- The first is the **Course Syllabus** for 'TMI Day Skipper' or 'Coastal Skipper', dependent upon which course you are signed up to as to which one is visible
- The second is the **Tutor Introduction Sheet**, your Tutor is a fully qualified RYA Instructor and will assist you through your course.
- Lastly, the **Course Check List**, so you can check you have received all the component parts of the course.

We suggest that you print these off for ease of future reference. Your Tutor Intro sheet is your most important document when it comes to starting and running your course. It details exactly what part of the course you should start first and what it is recommended you undertake next. If you have any queries at all then your tutors contact details are there for you.

Communication with your Tutor and Running your Course

You will find under the 'Course Templates' heading, two templates which you should use during your course.

- One is for submitting your answers to your tutor and in which you will find an area for you to paste any scans of your plotting etc and a further area for your written answers. This is preset to be delivered back to your tutor when you 'post' it. This template can be used as often as required to complete your answer.
- You will also find a more general template entitled "contact form" should you wish to ask questions of your tutor or make a necessary point.
 - By right clicking on either of the template you wish to use you will be offered several options, you should select the option 'Edit in Coview' and this will open the template apparently in Microsoft Word but still within the Coview environment.
 - You can edit/add to this document as you would with any Word document until you are satisfied with your work, at which time you will close the document and then click 'save' when prompted to do so.
 - Your work has been now been saved locally within Coview as a separate version of the document. This allows you to go back later and do further work on your answer sheet prior to posting it to your tutor.
 - To 'post', or to continue your work, right click again on the template document within your Coview folders. You have several options, select as before 'Edit in Coview' and you will be given the options of deleting your work, further editing your work or posting it.
 - The document has a predetermined folder to which it will go, namely the inbox folder of your tutor, so by posting it you can be absolutely sure that the document has been instantly deposited in your tutors inbox and he has a notification on his screen that it is there awaiting his attention. An internet connection will be necessary for this process.

Receiving Answers and Marked Papers

When your tutor has received your answer sheets or general communications, he will deal with them usually within twenty four hours although in rare circumstances it may take longer. He will then post back to you his response which is also predetermined to arrive in your 'My Inbox'. At this point you will also get a notification that a new document awaits your attention by means of a "new document alert" in the bottom right hand corner of your screen. After the responses have been posted by the Tutor, the documents will be available the next time **you log on to the internet**. You can go directly to "My Inbox" through the TMI access page.

Moving the Course to another PC

Should you wish to, or should circumstances dictate, you can transfer your course to another machine. However, it must be borne in mind that Coview will only ever allow one copy of your course to exist at any given time. To move your course you simply install and download your TMI course, onto the new machine using the procedure set out earlier in this document. All files and folders on the new machine will be exactly the same as they were on your old machine. The installer is accessed by clicking on the link at the bottom of this e-mail or by cutting and pasting from the text of this document if you have saved this e-mail as a document. The 'installer' in the installer folder will work as many times as you wish, however when a course is installed on a new machine any previous version will shortly cease to function.

Completing the Course

There are twelve exercises for you to complete prior to sitting your exam and gaining your RYA certificate. After the successful completion of those twelve exercises your tutor will advise you of the procedure of actually sitting the exam and the exam conditions you will need to observe. At which point he will release to you the exam papers into your template folder. Following his direction and the procedure you will now be familiar with editing a Coview document. You should complete your exam and post your paper back to him for marking. He will then mark your paper and, following a successful completion of your course, recommend us at HQ to issue your RYA certificate which will be sent to you by good old fashioned 1st class Royal Mail.

Restarting the Course

TMI allow you up to twelve months to complete your course which should require approximately forty hours work (depending on your level of experience). If you have been unable to complete your course within that twelve month period **YOU WILL BE CHARGED FOR REACTIVATION!** The folder on your desktop will become inactive and not allow you access to any of the files within it. In these circumstances contact us at TMI either through the website or e-mail or via telephone, all of which are listed on the website. On the successful payment of a reactivation fee TMI will reactivate your Coview folders. Automatically update any documents or files therein, should they have been superseded by more recent version. Your tutor will be commissioned to offer you with a further twelve months of support.