MOS Player for iPad

LEARNER GUIDE

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MOS
Player
for iPad

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1   What is MOS Player for iPad?

MOS Player for iPad is an iPad app that lets you follow your eLearning courses and track your progress on your iPad.

MOS Player for iPad can be used in offline and online mode, meaning that you can follow your eLearning course (and then sync your results) when you're on the road or simply offline.
The app lets you do the following:

- Download your eLearning courses and follow them offline
- Synch your scores and progress data as soon as you go back online
- Follow your eLearning courses online without having to log onto the MOS Chorus Learning Management System platform
- Receive news from your training tutors and administrators in one place

MOS Player for iPad is the iPad version of MOS Player eLearning module visualisation tool which runs on Windows PC.

2   Pre-requisites

2.1   iPad and iOS version

To run *MOS Player for iPad* you need an iPad 2G or above with iOS 6 or above.

2.2   Sound

To ensure you do not have any difficulties with the sound in your eLearning modules, make sure that the **Side Switch** on your iPad is not set to **Mute**.

3   Getting the app and getting started

3.1   Downloading MOS Player for iPad

You can download the *MOS Player for iPad* app from the App Store, just like any other app.

1.   On your iPad, tap on **App Store**.

2.   Tap into the **Search** field in the top right hand corner of your screen and type ***MOS Player for iPad.***

3.   Tap Search.

4.   Tap the **Install app** button next to the *MOS Player for iPad* app.

5.   In the **Apple ID Password** window that pops up, enter your password and tap **OK**.

6.   After a couple of minutes your *MOS Player for iPad* icon will appear among your apps.

7.   Once you have downloaded the app, you will have the options to:

a. View the demo content provided by MOS - MindOnSite, without having your progress and scores tracked.

b. Enter your personal login consisting of an email address and password (these are provided by MOS - MindOnSite and will be given to you by your employer) into the Identification window that pops up. This will allow you to view your personalised eLearning content. Please note that you will only need to identify yourself on the app in this way the very first time you run the app.

NOTE: You should keep in mind that there is a second way to access your eLearning modules on your iPad.

1. On your iPad home screen, tap on the **Safari** app to open up the browser.
2. In the address bar, type the internet address (URL) provided to you by your employer to access your personalised version of the MOS Chorus Learning Management System that contains all your eLearning modules.
3. On the page that opens, enter your personal **ID** consisting of your **email address** and your MOS Chorus **password**. This way you can log in to your eLearning courses directly from your iPad browser.

3.2 Starting up the app

Once you have downloaded the *MOS Player for iPad* app, you can get started.

1. Tap on the app icon once to start *MOS Player for iPad*.

2. If the **Unlock** window pops up, enter your four digit password provided by MOS - MindOnSite. (Some *MOS Player for iPad* configurations do not require you to enter this password so don't worry if the Unlock window doesn't pop up.)

You are now in the app. Let's see what we can find there.

4   What's what in MOS Player for iPad

4.1 Navigation bar

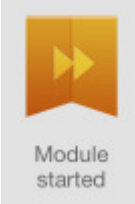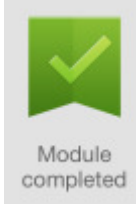At the bottom of your app, you will see a navigation bar with four or five different tabs:
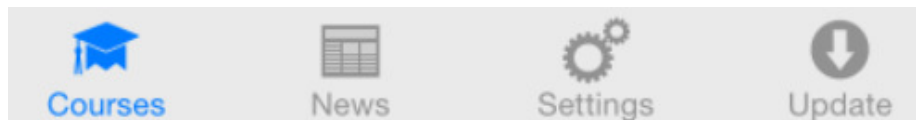
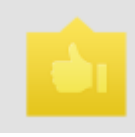|	
Courses	Gives you access to course catalogues and lets you view your training content
News	Gives you access to news sent by your tutor or training administrator
Settings	Lets you change various app parameters
Updates	Notifies you which training modules that you downloaded require updating

Let's now take a look at what you can find on each of these tabs.

4.2 Courses

4.2.1 Course catalogues

1. Tap on the **Courses** tab.

2. As you can see, the training modules that you have access to are grouped into catalogues. Tap on the first catalogue to see the list of all training modules belonging to that catalogue.

3. You can see some summary information related to each module here. You can see the following information about each module:

Progress	Module not started Module started Module completed		
Success	Not passed yet	Passed	
Score	Your score expressed as a percentage		
Last access	Date and time you last accessed the module (either in your browser or on the app)		
Estimated time	Suggested time for completing the entire module		

4. All information about your progress in the modules on your iPad will be automatically communicated to the Learning Management System in which your module is stored when you connect to the Internet. When you have downloaded a module and followed it offline, you will be able to see some additional information in the module summary view. This information includes all instances of access to the module and the time you have spent on the module.

5. As soon as you connect to the Internet and run the app again, your progress information will be synchronised. This means that whether you're accessing your training modules from the app on your iPad or from a browser, your progress data will always be up-to-date.

6. You will notice that some modules have a **Download** button next to them. You can tap on **Download** to install the module locally on your iPad so that you can follow it even when your iPad is not connected to the Internet.

7. Other modules, as you will see, have the message **Network connection required to launch this module** next to them. These modules can only be accessed when your iPad is connected to the Internet.

4.2.2   Filter

1. To view only certain types of modules, tap on the **Filter** button on the **My courses** bar.
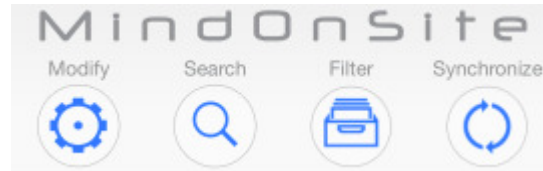
2. You will see a menu open with four different options: **By catalogue**, **By module type**, **By success status**, and **By completion status**.

3. Tap **By catalogue** to select a particular thematic catalogue or view all catalogues at once. To go confirm and go back, click on **Filters**.

4. Tap **By module type** to select modules that can only be viewed in online mode (**Online**), those that can be viewed locally on your iPad (**Offline**), those that you have already downloaded on your iPad (**Installed**), those that need updating (**Update required**), those that you have just downloaded (**New**), and those that are promoted by your training administrator (**Main features**).

4.2.3   Search

1. To look for particular modules, tap on the **Search** button on the **My courses** bar.

2. You can choose a module from the list of modules that appears in the menu that opens up, or you can tap into the blank search bar and type a keyword from the title of a training module you are looking for. All modules containing that keyword in their title will appear in the **Training search** menu.

3. Tap on a course to see more information about it and launch it.

4.2.4   Synchronise

1. Modules that you have followed in offline mode locally on your iPad but haven't yet synchronised are symbolised by two circular arrows in the course catalogue.

2. To synchronise your latest results on the related Learning Management System, tap the **Synchronize** button. The following information for all catalogues will be synchronised:

    a. Progress you made locally on *MOS Player for iPad* when offline.

    b. Your list of training modules so that those modules that are no longer available on the Learning Management System (LMS) are deleted from your app and that new ones that have been added to the LMS are added to your app.

    c. All the configuration data linked to your account.

    d. All the metadata for your modules including the author name, the course description, the recommended time for following the modules, etc.

    e. All your news appearing on the **News** tab.

f. You'll also see a red badge appear over the **Update** tab if a new version of the *MOS Player for iPad* is available for download.

3. The synchronisation is complete when your screen goes back to its normal colour and the **Results synchronization** wheel disappears. You will see all your progress and results appear on the main catalogue page. Note that the main catalogue page only displays synchronised results, it doesn't display results achieved locally on the iPad that haven't been synchronised with the Learning Management System.

4.2.5 Modify

1. Tap on the **Modify** button to delete those modules that you downloaded but no longer want to keep locally on your iPad. A page with the list of downloaded modules opens.

2. Tap on **Uninstall** next to the module you want to delete. Keep in mind that your iPad needs to be connected to the Internet for the uninstallation to proceed because a synchronisation of your locally saved progress is required before the module can be deleted.

3. A window pops up checking whether you are sure you want to uninstall the module. Tap **OK**.

4. The module is no longer listed on the page, meaning that it has been deleted from your iPad.

5. Tap **Complete**.

4.3 News

4.3.1 Reading messages

1. Let's now look at the **News** tab. If you have new messages, a numbered badge will appear on top of the News tab.

2. Tap on the **News** tab to see all news items sent to you by your tutor or administrator. You will see all the news, read and unread, in the panel on the left. Unread news have a checked radio button next to them; read news have an unchecked radio button.

3. To read a news item, tap on it in the panel on the left and you will see the text appear in full on the right. You will be able to see the text as well as the **Author** of the news item and the **Date** that it was sent on.

4.3.2 News feeds

1. To view the different news feeds you are subscribed to, tap on **News Feed**.

2. The **News Feed** menu opens up listing all the news feeds you have access to.

3. Tap on a particular news feed to select or unselect it (you will see the checkmark appear and disappear) so that you can view only particular feeds at a time.

4. To go back to your news, tap **Submit**.

4.3.3 Updating

1. Tap on **Updated** on to update your news.

2. All your news items will appear in the panel on the left when you update your news.

4.4 Settings

There are plenty of things that you can customise in your *MOS Player for iPad* app to get the right configuration for your needs. Let's see what these are one by one.

4.4.1   Changing your user account

1. Tap on the **Settings** tab.

2. In the **User account** area you can see the email address associated with your **Login**.

3. If you wish to enter a different user account for your *MOS Player for iPad* app, tap on **Change user account**.

4. In the **Change user account** window that pops up, type the email address associated with the new **Login** and your **Password**.

5. Tap **Submit**.

4.4.2   Setting the language

1. *MOS Player for iPad* is currently available in English, French, German and Spanish. To change the language of your app, tap on **Language**.

2. In the window that pops up, tap on the language you want to set your app to.

3. Tap **Submit**.

4.4.3   Changing your code

1. You can deactivate your four-digit code if you wish to keep your app unlocked at all times.

    a. Tap on **Deactivate code**.

    b. In the **Deactivate code** window that pops up, enter your four digit code.

    c. Your code is now deactivated. If you look back at the **Lock** area of the **Settings** tab, you can now see that the **Automatic lock** and **Change your code** options are no longer available.

    d. If you wish to reintroduce a code again, tap on **Code lock**.

    e. In the **Enter code** window that pops up, enter your four digit code once, and then confirm it a second time. You'll be able to see that the code has been reactivated and that the **Automatic lock** and **Change your code** options are available once again.

2. When your four digit code is activated, your *MOS Player for iPad* app will lock itself after a few minutes so that no authorised person can access your training modules. To set after how many minutes you want the app to lock itself:

    a. Tap on **Automatic lock**.

    b. In the menu that appears, tap on **5 minutes, 10 minutes or 15 minutes.**

    c. Tap **Submit** to finish.

3. You can at any point change your 4-digit code to your *MOS Player for iPad* app.

    a. To change the code, tap on **Change your code**.

    b. In the window that pops up enter your current code.

    c. Then enter your new code.

    d. Enter your new code for the second time to confirm it.

4.4.4   Synchronizing

1. You can see the date and time of your last data synchronisation in **Last synchronization**.

2. If you want to synchronise all your *MOS Player for iPad* data with the associated Learning Management Systems, tap **Start full synchronization**.

3. In the **Synchronization** window that pops up, tap **OK**.

4. The start page of the app opens. Wait for a couple of minutes for the synchronisation to complete.

5. If the **Unlock** window pops up, enter your four digit code.

4.4.5   Downloading

1. The *MOS Player for iPad* app gives you the option to download all training modules available to you in one go. To do this, tap **Install all modules available**.

2. A warning pops up telling you that the downloading of several modules at the same time can take some time during which you will not be able to use your *MOS Player for iPad* app. If you are sure you want to proceed with the download, tap **OK**.
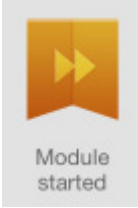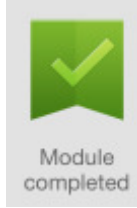
4.5 Update

1. The numbered badge on top of the **Update** tab tells you the number of downloaded modules for which updates are available.

2. Tap on **Update**.

3. On the page that opens, tap on the **Update** button next to the module you want to update.

4. To update all modules at once, tap on **Update all**.

5. In either case, a warning pops up telling you that downloading modules can take time and that MOS Player won't be available during the installation. If you are sure you want to proceed, tap **OK**.

5 Viewing your training modules

Now that you know what's what on your *MOS Player for iPad* app, let's see how you can actually go about viewing your training modules.

5.1 Selecting a module

1. Tap on the **Courses** tab.

2. Tap on a module of your choice (download the course first following the instructions above if you need to). A summary view of the training module containing the following information will pop up:

Progress	Module not started Module started Module completed
Success	Not passed yet Passed
Score	Your score expressed as a percentage
Estimated time	Suggested time for completing the entire module
Time spent	Total time you have spent on the module so far
Last access	Date and time you last accessed the module (either in your browser or on the app)
Synchronized on	Date and time you last synchronised your progress data for that module
Description	Brief description of the content covered in the module
In progress	*Online*, if the module hasn't or can't be downloaded and will be played directly from the Learning Management System *Offline*, if the module has been downloaded and can't be followed without an Internet connection
Difficulty	Level of difficulty of the module
Activity type	Types of activities contained in the module
Author	Person or entity holding the copyright over the module

3. To go back to the full list of modules, swipe the summary information about the module to the right using your index finger and your middle finger.

5.2 Launching a module

To start watching the module, tap on the circular blue **Launch** button.

5.3 Quitting a module

To quit the module and go back to the app, tap on **Back**.