



## **COZ for Windows**

**User guide to  
COZ @Home/ iCOZ**

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## Introduction

The COZ system for computer supported education, COZ for Windows, consists of several modules. This guide pertains to the module iCOZ @Home, self study client program

The module is used to gain access to courses and tests that are present on a special iCOZ server that is maintained by your educational institute. The module provides personal access to tests and training problems that are provided to you through the COZ software.

To get access to a courses materials you will be provided with a key (a downloadable file) issued by the institute or the associated teaching assistants, usually through the courses website.

## **1 Purpose of the iCOZ module**

With iCOZ, the COZ @Home module, students can take part in tests and training sessions that are provided on-line through the COZ system for Computer Supported Education.

The iCOZ Client program presents the user with the problems and questions that are stored in the course database of the institute, and keeps records of the progress made by all students. Access is coordinated through the iCOZ Server, an internet hub that is maintained by the institute to provide access to COZ course materials.

To be allowed access to the iCOZ Server students must be registered to the system, an action that is usually coordinated through the st possible course in the curriculum that presents course materials with COZ. Users are provided with a single secret pincode that will be used for all COZ courses. Users cannot change their pincode, and are required to keep it a well guarded secret.

Once the iCOZ Client program is correctly installed, the user can in principle access any COZ hosted course from any workstation with internet access.

Additional security measures may be enforced to provide a secure environment for exams.

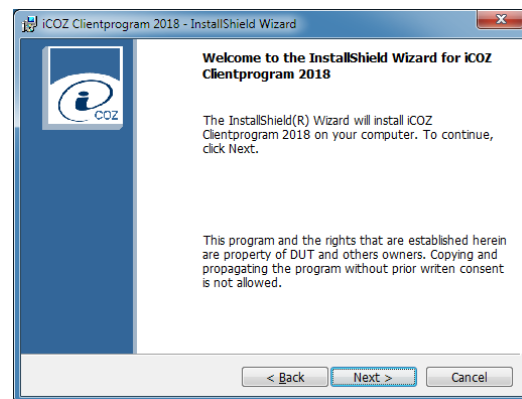
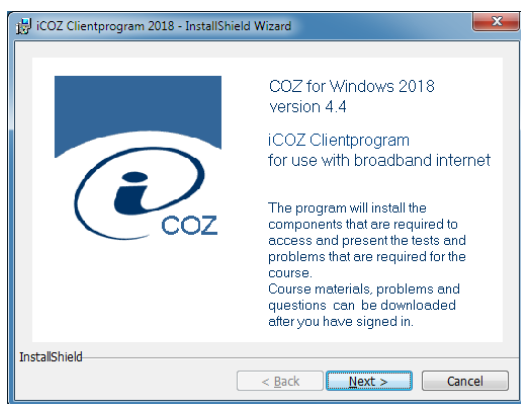
## 2 Installing the program

The iCOZ Client can be deployed from any Windows workstation, and will use the key provided to log in to the correct iCOZ Server and subsequently the required course.

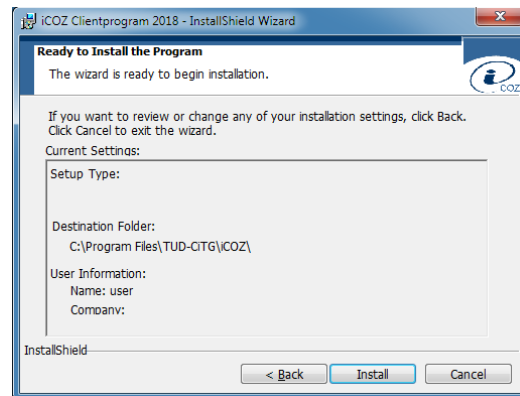
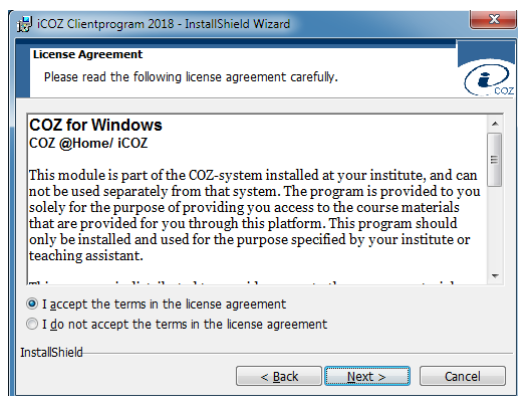
To use the iCOZ Client a pc with Windows Vista or up is required, on which you have sufficient access to install programs. Internet access is also required.

**Remark:** Broadband internet is advised.

Download the installer from your courses web site. You may be able to choose either a ZIP-archive or an EXE-executable program. Use the appropriate Windows command to extract the archive, or doubleclick the executable program to unpack and start the installation.



After download and unpack you may have to start the installation by double clicking the setup.exe program that has been unpacked.

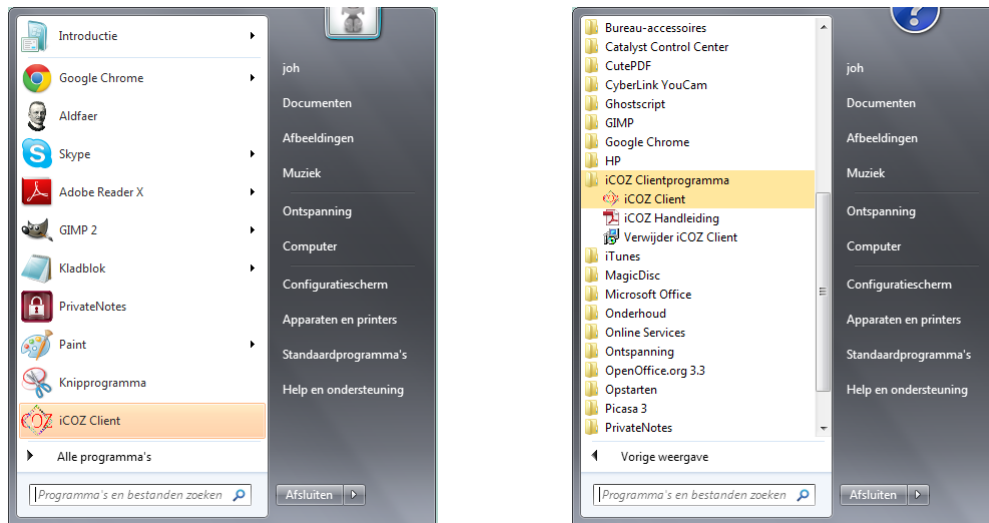


Accept the default settings and proceed by clicking the Next button through the options, and finally the Install button to start the actual installation of the program.

The iCOZ Client program will be installed at the appropriate location on your computer, and an start icon will appear in the Start-menu.

In order to access a COZ Course you must first start the iCOZ Client program from the menu. Make sure that you have a valid login id and pincode available. For each course

you will need a separate course access key (a downloadable file). You can download the access key from the web page of the course.



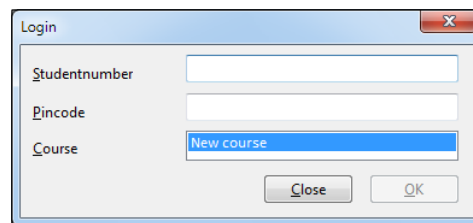
*Remark: no course materials are installed during the installation phase.*

## 3 Using the program

### 3.1 Start the program

The installer places a program icon in your start menu. Click the program icon to start the iCOZ Client program. You will not be allowed to start the program more than once simultaneously. Trying to start the program more than once will have no effect.

Once running the program will fill the screen with a progress screen and a login dialog window is presented. You will have to provide your personal student id and pincode before you can go on. Multiple users can use the iCOZ Client program from the same workstation.

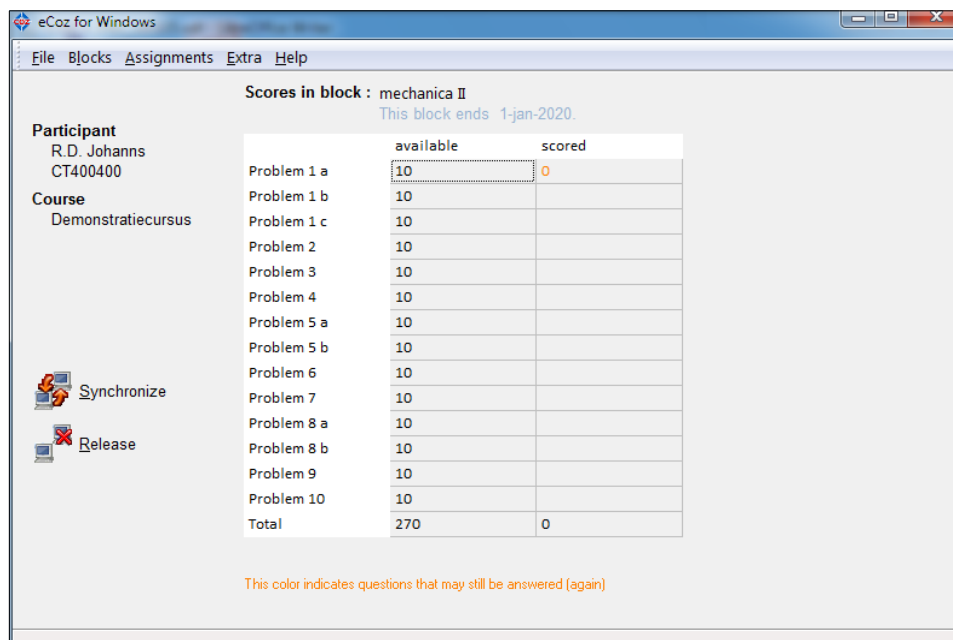


A login dialog box titled "Login" with a close button (X) in the top right corner. It contains three input fields: "Studentnumber", "Pincode", and "Course". The "Course" field has a dropdown menu with "New course" selected. At the bottom, there are "Close" and "OK" buttons.

Only users that are known to the iCOZ Server at the institute will be allowed to connect to that server. You have to make sure that you are properly enrolled for the course and for use of the COZ platform.

### 3.2 Navigating the program

After successful login the program presents a progress overview of the current block within the current course. You will find a table of problems and the scores realized within the block so far.



The main window of the eCoZ for Windows application. It has a menu bar with "File", "Blocks", "Assignments", "Extra", and "Help". The title bar says "eCoZ for Windows". The main content area is titled "Scores in block : mechanica II" and includes a note "This block ends 1-jan-2020". On the left, there is a sidebar with "Participant" (R.D. Johanns, CT400400) and "Course" (Demonstratiecursus). Below this are icons for "Synchronize" and "Release". The main area contains a table of problem scores.

	available	scored
Problem 1 a	10	0
Problem 1 b	10	
Problem 1 c	10	
Problem 2	10	
Problem 3	10	
Problem 4	10	
Problem 5 a	10	
Problem 5 b	10	
Problem 6	10	
Problem 7	10	
Problem 8 a	10	
Problem 8 b	10	
Problem 9	10	
Problem 10	10	
Total	270	0

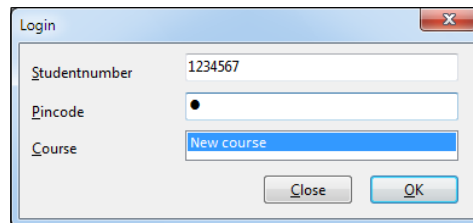
Below the table, a note states: "This color indicates questions that may still be answered (again)".

You can choose commands from the menu bar at the top of the window. These include commands to **Synchronize** results with the iCOZ Server and to **Release** the course from the workstation. These commands are also available as buttons in the window. Double clicking a problem item (row) in the table will present the corresponding

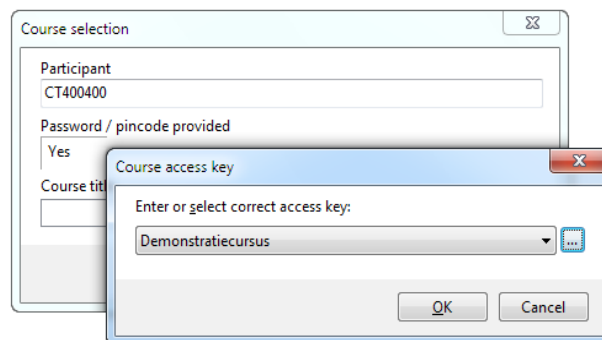
problem on screen. You can also select the problems from the **Assignments** menu, and you can select other blocks within the course from the **Blocks** menu.

**Remark:** Only one block at a time can be active on your workstation. You may change to another block, but that may cause the program to require additional confirmation. Block changes require internet access.

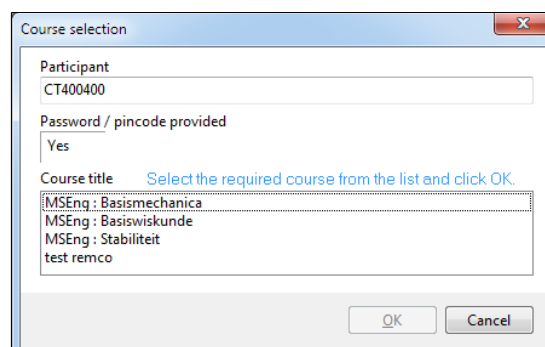
### 3.3 Selecting a course



The iCOZ Client program gets the course materials from an iCOZ server via the internet. In order to access the course you will have to provide an access key. To start the process you select **New course** from the courses field in the login window. Usually this is the only option. The program presents an input window where you can enter the course access key.



Click the browse button to the right of the input line (...) to select the access key you have already downloaded. After you have provided the access key the program will present the course names that are present on the iCOZ server.



Select the appropriate course from the list and click **OK**. The program will sign you in to the course and retrieve the assignments for Block 1.

**Remark:** This command requires internet access.



### 3.4 Releasing a course

After a course has been activated the user is locked out from that course on all other workstations. The iCOZ server maintains a lock that will block all access but the workstation that has initiated the activation. To release the lock and end the session a user will have to select the Release command, either from the extra menu or from the progress overview pane in the main window.

The program also tries to automatically release the active course when you choose to close and exit the program.

**Remark:** Do not allow your workstation to hibernate with the iCOZ course active. Always finish your session and end the program correctly.

**Remark:** This command requires internet access.

### 3.5 Activating a different block

To change to a different block you select one of the blocks presented in the **Blocks** menu. Each block has been issued with a specific start and or end date. These will be checked before the actual change is made, and it may occur that you will not be allowed access to the block you select. The program will provide a popup message to inform.

If you have activated a block that is unavailable the progress overview will always show the appropriate activation date. You can still select a different block through the menu.

The title of the block activated will be shown on top of the progress table. Make sure you **Synchronize** the results in time on or before the end date stated in the heading.

**Remark:** When you are allowed to simultaneously use COZ both at home and on the workstations at your institute, you may not always see the most recent results in your progress overview. After you have synchronized the results may differ from the last overview you have seen.

To change to another block the results from the current block will have to be synchronized. The program will synchronize before a change of block is effectuated.

**Remark:** This command requires internet access.

### 3.6 Dealing with the assignments

Select a problem/question from the **Assignments** menu or double click the corresponding row in the progress overview. The question panel will activate where you can read the assignment and input your answer. You can also cancel the panel and return to the progress overview by pressing Escape or clicking the **Cancel** button.

Return without answer does not count as a try, so all tries remain available after you have entered and canceled an assignment.

In a test (Exam mode) it does matter that an assignment has been viewed, so if you enter and return without answer your tries will remain, but the first assignment will be charged and show 0 points to signal that you have actually seen at least one of the assignments.

An user that has seen an assignment in a test will be treated differently from an user that has not seen any questions when for any reason they happen to log out and log in again later. What the difference actually is, depends on the selections the teaching staff set up when preparing the course. You may find that you are served different assignments, different parameters or you may have to start with a blank slate and lose all prior results.

In solving the assignments the user can use the basic notation associated with the question type. All answers are entered into the answer field. With multiple choice questions the answer is a single character from 'a' up to as many as there are options. Both upper and lowercase will be accepted. With numerical questions the answer is a single number given in regular or exponential notation (eg. 2203,71 or 2.20371E3). Both comma and period will be accepted as decimal separator.

Text questions have to be answered using the vocabulary provided. Each question provides a pop-up help text with the correct vocabulary. You may be required to correctly reproduce upper or lowercase characters.

With multiple choice questions that accept multiple answers the correct characters have to be listed separated with spaces. Both upper and lowercase will be accepted.

With a formula question you answer will be in the form of an algebraic expression using the variables, operators and functions specified with the question. Each question provides a pop-up help text with the correct variable and function names.

The answer will be checked against the core set. The program will provide a short response to each answer, either correct, not correct or partially correct (erroneous sign). Depending on the evaluation, the number of tries and the points available for the question your score will be visible in the progress overview.

**Remark:** Remember to synchronize your progress often to store your results at the institute.

### 3.7 Synchronize results

All results are temporarily stored locally. The progress overview presents the current local state of progress. To communicate the results with the iCOZ Server at the institute the user has to activate the **Synchronize** command. Synchronization will happen automatically when the user changes to another block and when the session is released.

While the program tries to synchronize the user cannot access other parts of the program. Synchronization may not succeed. Until the synchronization is successful the user can not change to another block or release the course.

**Warning:** Synchronization is available only within the assigned activation period of the block. Outside of the start and end dates of the block synchronization will not be available.

**Remark:** This command requires internet access.

### 3.8 Available time

When taking part in a test the time available for a block is limited. The time starts from the moment the user is signed in to the test and a valid test block is activated. The time available is always present in the progress overview. Some test are configured to allow for extra 'overhead' time. This time will be consumed while the user is in the progress overview. Until the extra time is depleted the clock will seem to stagnate while the user is in this view.

On the question panel the remaining time will be presented in the top right, especially when the remaining time is below 5 min.

When the available time is depleted all pending actions are canceled. This also stops answers in the process of being entered to be ignored. An answer can only be accepted if the answer is submitted, OK button clicked, before the time is up.

### 3.9 Release the course

To release a course choose **Release** from the **Extra** menu or click the **Release** button on the progress overview. Once the course is released the login window will be presented. The user can select a different course, or another user can log in to the program to start a new session.

**Remark:** Use **Close** to release the course and stop the program when you are finished with the assignments. Release will leave the user in the login state.

### 3.10 Exit the program

Choose **Close** on the login dialog or from the **File** menu. The program will sign out from the active course and end exit to the operating system.