



## Disability Accommodations Training Environment

# DARE to Care

## Installation Instructions

Version 1.0



# DARE to Care

• Disability Accommodations Training Environment •

## Installation Instructions Document

This project was developed by the [Instructional Technology Development Center \(ITDC\)](#) at [Long Beach City College](#), and funded in part by a three-year grant from the [Fund for the Improvement of Postsecondary Education \(FIPSE\)](#) at the [U.S. Department of Education](#).

### Contents:

1. Installation Overview and Checklist.....	3
2. Uploading the Application .....	9
3. Creating / Configuring the Databases.....	10
4. Creating Admin Accounts.....	12
5. Setting Configuration Files .....	13
6. Linking to the Training .....	17
7. Customizing the Training.....	18

## 1. Installation Overview and Checklist

Thank You for your interest in DARE to Care!

You (or anyone at your institution) are always free to login and use LBCC's web-based version of DARE to Care found at:

<http://dare.lbcc.edu/training.html>.

However, if you have the **in-house expertise and the desire to customize the program and/or track your users**, you may be eligible to install the DARE to Care Training Program by selecting "**Customize DARE for your Institution**" and filling out the form.

Installation requires Information Technology personnel who are comfortable with installing and configuring internet servers and MySQL database configuration on your campus' web site.

### PLEASE NOTE:

We do not offer technical support of any kind beyond the installation instructions manual found on the "Customize DARE for your Institution" page: <http://dare.lbcc.edu/DAREpacketRequest.html>

We are simply sharing this resource to those who are able to use it.

---

Should you decide to install and customize DARE on your server, we hope that the installation process will be quick and simple for you. Installing this interactive training program will allow your faculty to login to your campus's Internet or intranet site to use the DARE to Care training program (rather than login to the LBCC site). This program will also allow the tracking of users' activity throughout their experience with the training.

## A. What is in this Packet?

The DARE to Care package includes the following:

- The interactive, Flash-based DARE to Care Training Program to be uploaded to your Website.  
(The same can be seen when you login to on the DARE Web site at <http://dare.lbcc.edu/training.html>, although you are free to customize your packet in any way.)
- The MySQL-based Communications Database Administrative Application (dAdmin) -- to track users progress. (See screen capture below.)
- This detailed Installation Instructions Manual, (the PDF file you are reading) which is occasionally updated and posted at <http://dare.lbcc.edu/install.pdf>

### **NOTICE:**

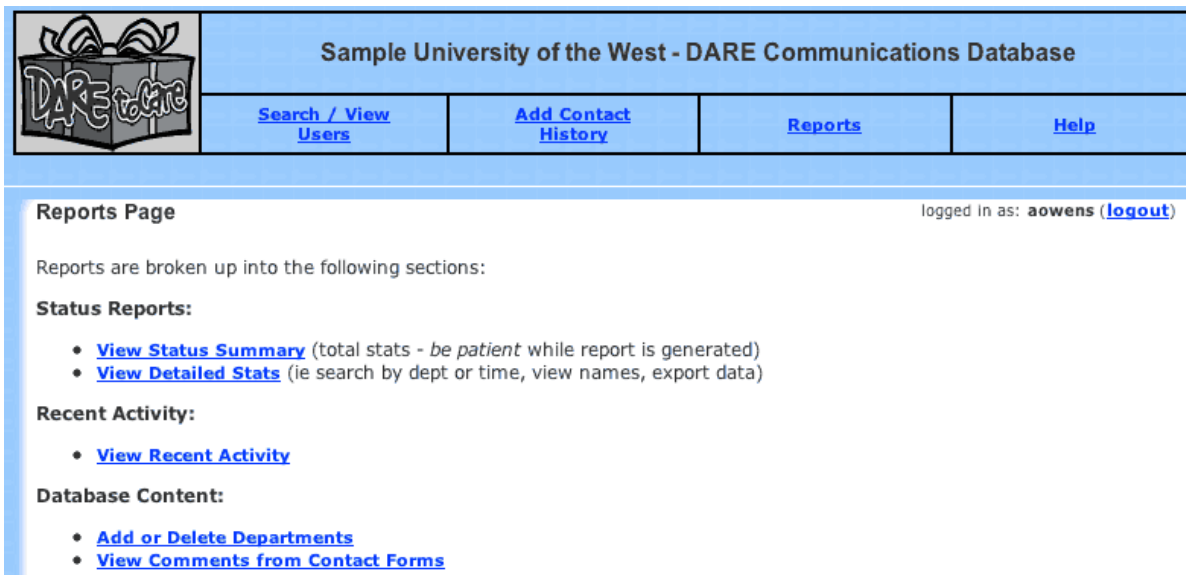
- This is a free product provided to you so that you can customize it to meet your institutional needs; no technical support of any kind is available beyond this manual.
- You may customize any portion of this product to meet your institutional needs as long as you include credit to the original creators: Instructional Technology Development Center (ITDC) at Long Beach City College (LBCC)
- We ask that you keep us informed of your work upon installation.  
Email us at [dare@lbcc.edu](mailto:dare@lbcc.edu)

## B. What is in the dAdmin database?

After installing and configuring DARE on your institution's Web server, you can use the dAdmin database to track usage and training status for FLEX activities, contractual assignments, or any other purpose. Additionally, the customized installation allows you to set up key personnel to view and print reports from the database, export the reports to Excel and even import them into any other database.

Figure 1a and 1b below is a screenshot of the dAdmin database's Web-based interface. Activity of registered users on your server can be tracked as necessary for training purposes; this includes login dates, training status in each module, and completion dates. Emailed requests for help or questions sent to DSPS and DARE administrators can be viewed as well.

**Figure 1a**



The screenshot shows the 'Sample University of the West - DARE Communications Database' interface. At the top left is a logo for 'DARE to Care' featuring a gift box. To the right of the logo is a navigation bar with four links: 'Search / View Users', 'Add Contact History', 'Reports', and 'Help'. Below the navigation bar, the page title is 'Reports Page' and the user is logged in as 'aowens (logout)'. The main content area explains that reports are broken up into sections: Status Reports, Recent Activity, and Database Content. Each section contains a list of links to specific report views.

**Reports Page** logged in as: aowens ([logout](#))

Reports are broken up into the following sections:

**Status Reports:**

- [View Status Summary](#) (total stats - *be patient* while report is generated)
- [View Detailed Stats](#) (ie search by dept or time, view names, export data)

**Recent Activity:**

- [View Recent Activity](#)

**Database Content:**

- [Add or Delete Departments](#)
- [View Comments from Contact Forms](#)

**Figure 1b.**



The screenshot shows the search filters for the Reports Page. It includes a 'View' section with three dropdown menus: 'All (FT & PT) LBCC Instructors in', 'All Departments', and 'Any User Status'. Below the dropdowns is a 'GO!' button with a warning message: '(This may take a while - click only once!)'. At the bottom, there is a link to 'Back to Reports List'.

**Reports Page**

View

All (FT & PT) LBCC Instructors in

All Departments that have

Any User Status

**GO!** (This may take a while - click only once!)

[Back to Reports List](#)

Figure 2 below shows a sample of one of the many reports that can be generated from the dAdmin database's interface. By Choosing **“View Detailed Stats”** under **“Status Reports”** (see Figure 1) and choosing **“Started DARE Training”** you can see the following information about all users who have logged in:

## Figure 2

### Reports Page

[Change Search Fields](#) | [Back to Reports List](#)

Those who have joined DARE to Care (Independent of their progress)

(Total - 4) ::  [Export to Excel](#)

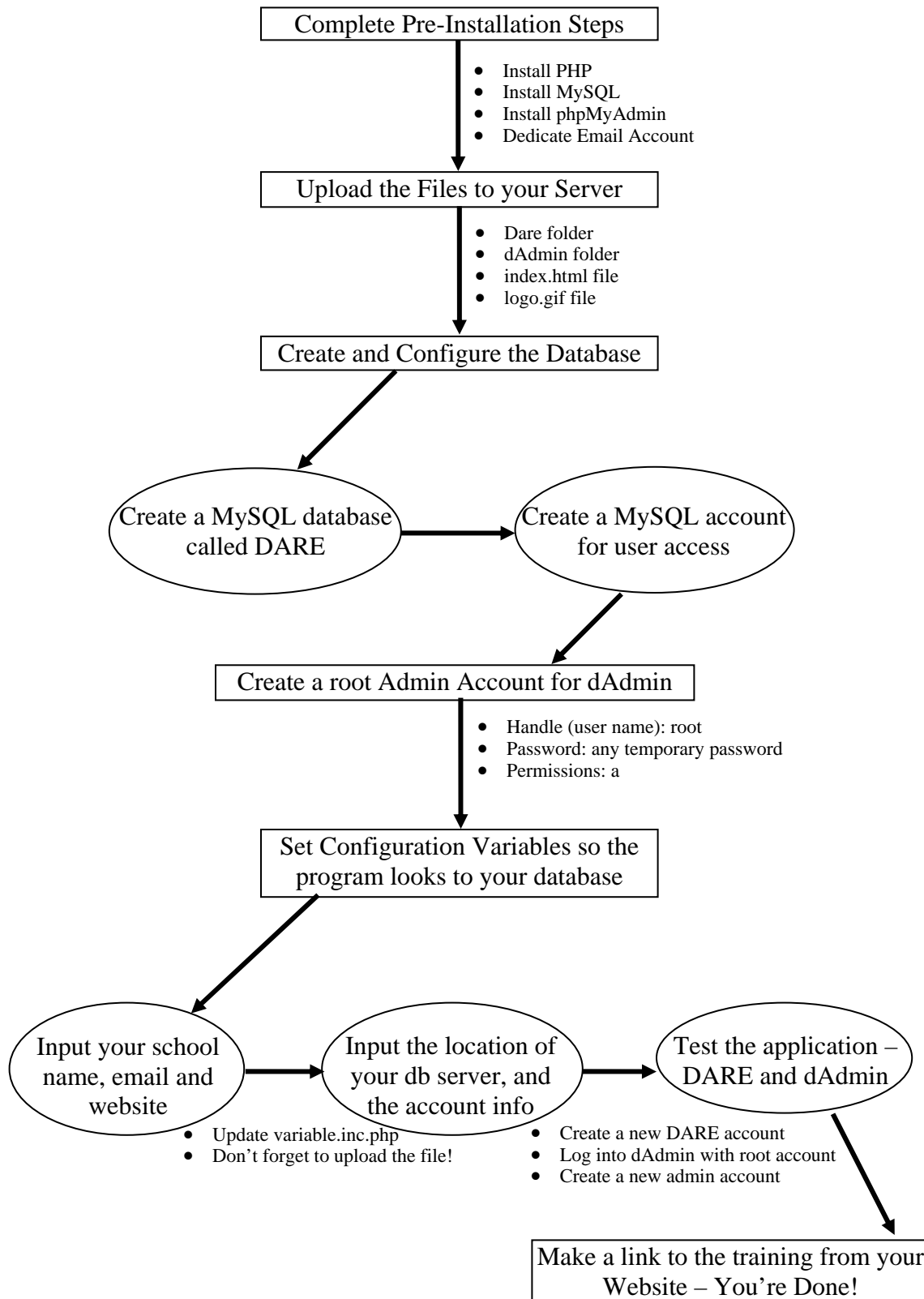
Name	Email	Phone	Dept	Status	DARE Status
<a href="#">John Doe</a>	jdooe@suw.edu	####	Allied Health	Full Time	Started DARE
<a href="#">James Lee</a>	jlee@suw.edu	####	Math and Engineering	Part Time	Done with DARE
<a href="#">Test Person</a>	test@example.com	####	Physical Science	Full Time	Started DARE
<a href="#">Mary Smith</a>	msmith@suw.edu	####	Child Development	Administrator / Manager	Started DARE

Notice that you also have the option of downloading an Excel spreadsheet with this information by clicking on the **“Export to Excel”** icon above the report.

Other reports that can be generated from this interface are a listing of those who have completed the training, listed by department, by status (FT/PT administrator, etc.), or all login activity within the last days, months or years.

Although in-depth programming knowledge is not required for installing and running the program, it is recommended that the person installing or overseeing the project have some experience in Web design and Web publishing. Additionally, the checklist and flowchart provided on the next pages should be followed stepwise and completed for successful installation.

## DARE Installation Overview Flow Chart



## Pre Installation Steps

- Obtain access to a Web server that has PHP / MySQL installed on it. PHP version 4.4.1 or higher is recommended, MySQL 4.1.15 is recommended (rather than version 5. \*Some problems may occur when trying to import the database into a MySQL version 5 database server.) PHP can be obtained from <http://www.php.net/downloads.php>, MySQL from <http://dev.mysql.com/downloads/>

*\*Note: You can also have a Web server with only PHP on it, and have a second database server with MySQL on it.*

- It is highly helpful if phpMyAdmin is installed on the Web server as well. It can be obtained from [http://www.phpmyadmin.net/home\\_page/downloads.php](http://www.phpmyadmin.net/home_page/downloads.php)
- Dedicate an email address that will be used for answering email questions from faculty using the program. This may be an existing account, or one created specifically for the program, e.g. [dare@suw.edu](mailto:dare@suw.edu).

Notice, SUW – Sample University of the West is a simulated school used here for the template settings. You may want these correspondences to go to a Counselor from the Disabled Student's Office, an administrator in charge of training, an HR representative, or a programmer who updates and monitors the program.

**Whoever is selected as a recipient of these emails must be able to answer any questions about content *and* technical issues, or be able to refer users to the appropriate contact person in a timely manner.**

## 2. Uploading the Application

***O.K., Here we go!*** The first step is to choose the location on the Web server in which the entire application will reside. The location of the folder on your server can be its own domain, although this is not required. For example, <http://dare.suw.edu> and <http://www.suw.edu/dare> are both fine.

Next, copy the **contents** of the folder entitled “DARE to Care Site” into your location on the server. This may take a while as the folder contains about eight megabytes of data. The contents are as follows:

1. An **index.html** file that has a link to launch the program, and a **logo.gif** file that goes with it.  
(This can be changed to fit your own style, or you can put a link from another Website. Step 6 below shows how to do this.)
2. A folder called “**dare**” which contains the faculty training program.
3. A folder called “**dAdmin**” which contains the admin application.

This uploading can be done with a standard FTP Program like WS-FTP, or it can be done with Dreamweaver. To check if this step has been completed successfully, navigate with a Web browser to the root level of where you uploaded it. You should see a basic page welcoming you to the DARE to Care program with a link to launch the training. You can click to enter the training, but once there you will not be able to sign in or create a new account yet!

### 3. Creating / Configuring the Database

There are two things that need to be done next. First, the database must be created on the database server. Second, a MySQL account must be created for the DARE program to access the database.

These steps can be done at the computer terminal or through the command prompt of your server if you are familiar with working with MySQL manually. Below is a description of the way to accomplish this using the phpMyAdmin application, which was previously recommend to be pre-installed. (See the pre-installation checklist.)

#### 1. Inserting the MySQL database

- a. Log onto the **phpMyAdmin Application** on your server.  
(You will need to be logged on to the MySQL server with an account that can **create** databases and tables, and that can **grant** accounts.)
- b. Create a new database called '**dare**'
- c. Select '**dare**' from the left frame database drop down menu.
- d. Click the '**SQL**' tab on the top of the right frame.
- e. Choose to **run a query** from a '**textfile**', and browse to the following file in the package folder: The file needed is inside the root level folder, and called '**dare.sql**,' select this file and click '**Go**'.  
(Make sure to click the second 'Go' button.)
- f. The database should now be populated with tables and the structure necessary to run the training application. You should see a list of tables on the left frame (the first one being **adminUsers**).

## 2. Creating the MySQL account

- a. Go back to the home page of the phpMyAdmin application.  
(Clicking the little home icon on the left frame can do this.)
  - b. Now, in the main frame click on the link that says “**Privileges.**”
  - c. Click on the link that says ‘**Add a new User**’ (near the bottom) and fill in the form with the following values.
    - i. User name: ‘**dareApp**’
    - ii. \*Host: ‘**localhost**’
    - iii. \*\*Password: ‘**dpass**’
    - iv. Global Privileges: check ‘**SELECT**’, ‘**INSERT**’, ‘**UPDATE**’, ‘**DELETE**’, ‘**CREATE**’, and ‘**DROP**’
  - d. Leave all the other fields as they are and click the ‘GO’ button.  
This will create the account for the application.
- 

\* From step ii above: The host name in step ii above reflects the host on which the application resides. If this is the same server that the database resides on, then localhost is the correct value here. However, if you have a separate database server, the value here must be the hostname of the server where the application resides. IP Addresses work best.

\*\*From step iii above: The Password field can be changed to whatever you desire, but if you change it you must also change it in the ‘**variables**’ include file.  
(See step 5 “**Setting Configuration File**” below.)

## 4. Creating Admin Accounts

While you are still logged into the phpMyAdmin application, create a root account that will access the DARE communications database, called dAdmin. This account will be a temporary LEVEL A\* account that allows login to the dAdmin to create more admin accounts. These accounts will be for personnel who will be keeping track of faculty's progress in the training, as well as those who will be helping faculty with questions related to the training.

The admin accounts will reside on the table called '**adminUsers**' in the database. To add the root account, you will manually add the record to the table on the database. This involves the following two steps:

First, select the '**dare**' database from the dropdown menu on the left (if it's not already selected). You should see on the left frame a list of 18 tables, the first one being '**adminUsers**.' Click on this one.

Secondly, along the top menu bar, click on '**insert**' and input both the '**root** for user name (a.k.a. handle) as well as any **temporary password** you like. (It is important to note that is *must* be 'root' for the handle.) Don't put anything for id (leave blank), but you must **put the letter 'a'** for permissions (a.k.a. perm). This is important because if you don't put 'a' here, you will not be able to create accounts for others in the dAdmin. Then **press the 'go'** button and you're done.

Also note that once you login to the root account and create new accounts, it is a good idea to delete the root user. Just make sure you have created a new LEVEL A account first. If you ever lose all accounts and can't create new ones, you can always add the root user manually again, as was done in this section, and login that way.

*Note that there are two Permissions Levels for the dAdmin. **LEVEL A** allows the user to create, delete, and change the password on other dAdmin accounts, as well as view all the dAdmin functions, where as **LEVEL B** accounts can only view all the dAdmin functions. For **LEVEL A** users to manage accounts, they must click on the '**manage accounts**' link (next to the 'logout' link) on the **Search** Page.*

## 5. Setting Configuration File

This step is crucial because it converts the “template” style application pages to live production pages, which will connect to your database server and display your institution’s name.

To complete this step you will need an html editor; Dreamweaver is a very good choice. If you don’t have an html editor, windows Notepad works fine too, or Mac’s TextEdit as well. When you open the files, make sure you go to the “**Code**” view if you are using a graphic html editor like Dreamweaver. **Also make sure the file names and extensions don’t change as you edit them!**

The file to change is located in the ‘**dare**’ folder, and inside another folder called ‘**db.**’ Open the file called ‘**variables.inc.php**’ inside the folder. It should currently look like the following:

```
// INSTITUTION VARIABLES +-----+
$institution = "Sample University of the West";
$instShort = "SUW";
$contactEmail = "dare@suw.edu";
$dareRootLink = "http://dare.suw.edu/";

// +-----+

// DARE DATABASE VARIABLES +-----+

$hostName = "localhost";
$databaseName = "dare";
$username = "dareApp";
$password = "dpass";
```

### NOTE:

The First four variables are the *Institution Variables*; they are there to hold the name of your school, a contact email address and the absolute link to your DARE to Care Website. The next four are the database variables for the *DARE database*.

## Change<sup>1</sup> the Institution Variables as follows:

1. The Institution Variable (`$institution`) should be changed to the Name of your college/university. **Important:** Make sure you don't use any double quotes or special characters in the variable. **Usable characters are letters [A-Z, a-z] and numbers [0-9] only.** (Single quotes and dashes are ok).
2. The Institution Short Name Variable (`$instshort`) should be changed to an abbreviation for your institution. **Important:** Make sure you don't use any double quotes or special character in the variable. **Usable characters are letters [A-Z, a-z] and numbers [0-9] only.** (Single quotes and dashes are ok).
3. The Contact Email Variable (`$contactEmail`) must be changed to the email that was dedicated to help answer questions your faculty may have. If you don't designate an email address to receive emails you may leave it **blank** (`""`), but then all of the contact features of the program will be disabled.
4. The Dare Root Link Variable<sup>2</sup> (`$dareRootLink`) must be an absolute link to your base level of the program, (*not* to the dare folder).

Examples: "http://dare.suw.edu/" or "http://www.suw.edu/dare/"

**Make sure there is a slash on the end of the link!**

---

<sup>1</sup> Make sure in all your changes that you don't change anything to the left of the equal sign (=). The only things that should be changed are the words that are inside the quotes. Also be certain that the quotes remain intact, and the semi-colon remains at the end of each line. A backup of this file has been placed in the db folder and named 'varBackup.inc.php' in case the original is altered unusable.

<sup>2</sup> It is very important that this variable (`$dareRootLink`) is changed correctly!

The next four variables correspond to the default set-up of the database application. They may only need to be changed in special circumstances:

1. The **Host Name** variable should be changed if your database server is a different server than the application server. In this case, you need to put the IP address or domain name of the **database** server.
2. The **Database Name** variable should not be changed as you should have created the database with that name in step 3
3. The **User Name** and **Password** variables should not be changed unless you changed the MySQL account password in step 3.

**Once these steps have been completed, save and upload the file 'variables.inc.php' to the server.**

Whew, that was a lot! Hopefully, the previous file was successfully updated. Now is a good time to test all that has been done in the last three steps. If everything has worked properly, you should be able to start using the program!

To test, navigate using Internet Explorer (PC) or Safari (Mac) Web browser to the root location of your DARE to Care Application. E.g. <http://dare.suw.edu/>. You should now be able to launch the training, create an account, log in, and then begin the training! Browse a few of the modules, check your progress report, and then click the "Quit" button on the bottom of the navigation bar.

You should now also be able to test the dAdmin admin application by logging in. Go to your root level and add /dAdmin to the end, (e.g. <http://dare.suw.edu/dAdmin>). You may want to bookmark this location. Here you need to login with the root admin account you set up in step 4. Check to see if your

school's name shows up on the top of the header navigation frame. (It should say, e.g. "My School Name – DARE Database Admin.")

Now click on the **Reports** tab, and then click on '**view recent activity**' under the Recent Activity section. You should see the name with which you created the user account on the 'recent users' list. (See Figure 3).

**Figure 3**

Reports Page	
<a href="#">Change Time</a>   <a href="#">Back to Reports List</a>	
<b>Recent DARE to Care Activity (Last 24 Hours)</b>	
(Total - 1)	
Name:	Login Time:
<a href="#">John Doe</a>	Dec-21-05 3:11pm
<a href="#">Back to Reports List</a>	

If you like, you can also browse through the other features of the dAdmin application at this point.

Now would be a good time to create a new admin account as needed. Clicking **Search / View Users**, then clicking '**manage accounts**' next to the logout link, can do this. Make sure you create a level A account so you can create others with that account. Don't forget that it's also a good idea to delete the root user account once you have set up a new one.

**Note: You can't delete an account while you are logged into that account.** Once you are done, click on '**logout**' to logout of the admin application.

One last thing: the program (Training App, not dAdmin) is set up with a "**Guest User**" access. At any time, you can login with the username: **guest** and password: **guest**. It's up to you if you want to make that information available to the general public so they can try the training before they sign up. However this is not recommended since **guest users' info and progress is not stored or tracked**.

## 6. Linking to the Training

**Congratulations!** You are on the final step to institutionalizing a customized version of the DARE training. All that is left to do now is to create a link and a presence to your new DARE to Care Web application and make any changes you feel might suit your needs. There are no limits to how you can use this program and how it will help your institution become more properly equipped to accommodate all of your students learning needs.

At this point, you may want to create your own customized front page to the training, or you may want to simply link to the standard start/login page that came with this package. To create your link to the training, just follow these simple steps. Since the program must be run in a specifically sized pop-up window, it is important to follow these steps accurately.

To link to the training, open the **index.html** file in the root folder of your DARE to Care Site. Find the link on the page, and notice how it is set up:

```
<a href="#" onClick="javascript: window.open('dare/modules/', 'gateway',
'scrollbars=yes, resizable=yes, width=760, height=550')"> TEXT OR IMAGE
FOR LINK GOES HERE </a>
```

It is important that you keep any links that point to the training in the form you see above. However, if you link from another page, e.g. www.suw.edu, you will need to change one small part of the line above. Since the index.html page is in the same folder as the training application, the above link is a 'relative' link. You will need to make any links from other pages be 'absolute' links.

Therefore, what you would need to change in the above <a> tag is what is inside the single quotes, right after this: "window.open(". You will need to change it to the absolute link to your folder where you uploaded the program, with what you see above (**dare/modules/**) appended to the end of it.

For example, your <a> tag may look like the following:

```
<a href="#" onClick="javascript:
window.open('http://dare.suw.edu/dare/modules/', 'gateway',
'scrollbars=yes, resizable=yes, width=760, height=550')"> TEXT OR IMAGE
FOR LINK GOES HERE </a>
```

The italicized part is what was added to the original tag. Once decided, you can simply send out an invitation email to all personnel describing where to find the DARE start/login Web page so that they may begin the training program!

## 7. Additional Changes – Optional

As DARE to Care was created at and for Long Beach City College Faculty, there are some references that may talk about college resources that may be named differently at other institutions. When your faculty members go through the training, they will be made aware of this, but you also have the option of changing these content issues to reflect your school environment and resources.

It is recommended that someone with strong HTML knowledge and possibly some PHP programming experience do the changes.

### **Areas in the program you may consider changing to fit your school needs are:**

If your school has a resource center where instructors may go to get instructional technology assistance, replace references to LBCC's **Instructional Technology Dev. Center (ITDC)** with your resource wherever you see it.

Similarly, other department and offices, most notably the **Disabled Students Services Center** at your institution, may be called something different, and different timelines and procedures for services provided may be in place. Please go over the training carefully to make appropriate changes, or simply advise your faculty that the information in the training was originally created for Long Beach College, and some of the names and procedures may be different at your institution.