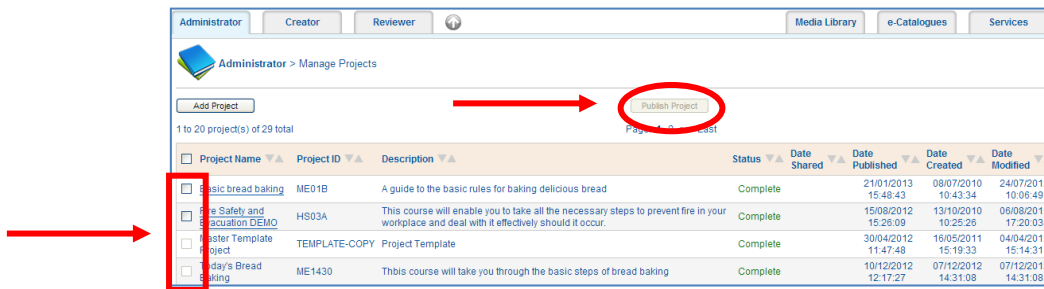


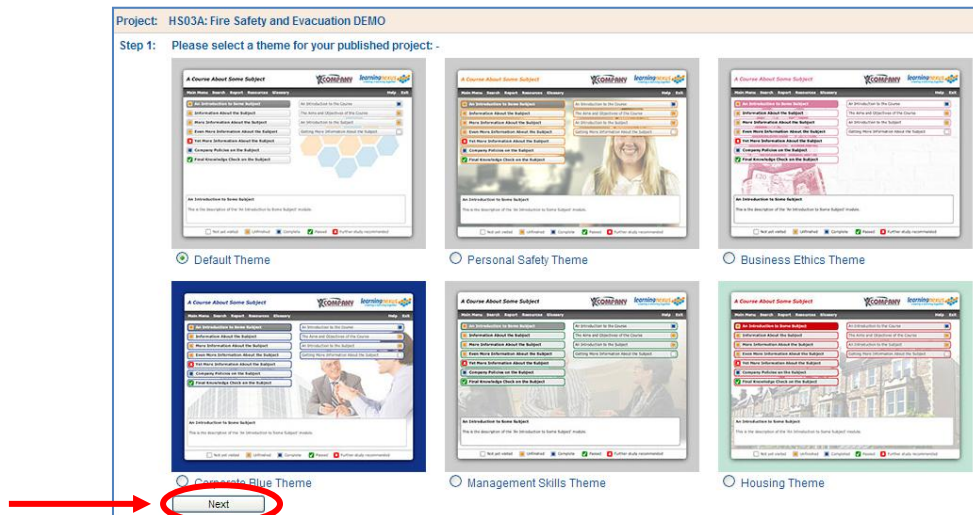
Once a project has reached the status 'Completed', Administrators can publish it to be used either as a standalone course from an Intranet, or to be deployed via a VLE/LMS.

The instructions below will guide you through the process of publishing a course which will be deployed as a standalone element via an intranet:

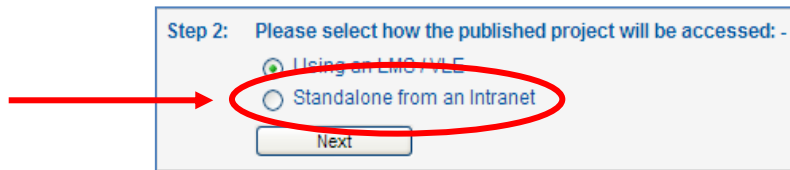
- 1) From the main **Administrator** tab click on **Manage Projects**, then place a tick in the selection box for the project you wish to publish. The **Publish Project** button will become available. Click on it:



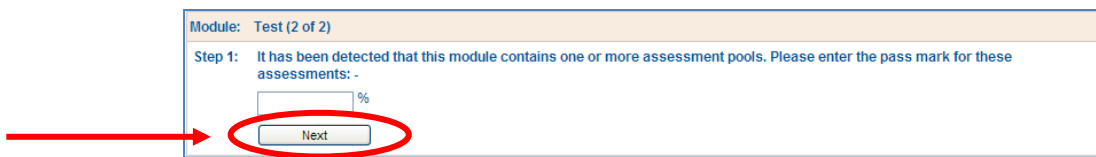
- 2) The publishing wizard will launch and the first thing you will need to decide is which theme you would like to use for your course. Place a check against the name of the theme you wish to use, then click on the **Next** button:



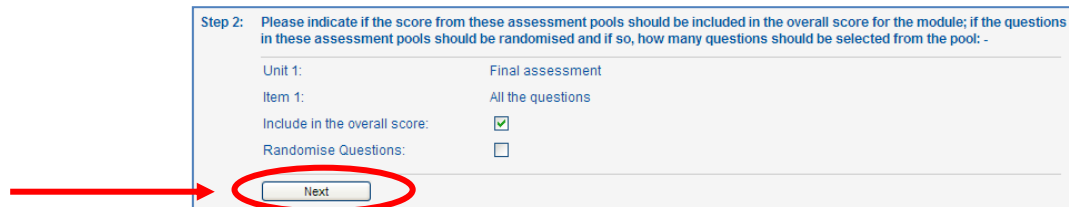
- 3) The next step will ask you to select which way you will deploy the course. Select the **Standalone from an Intranet** option, then click on the **Next** button:



- 4) If you have one or more assessment pools in your project, this will be identified and the following two steps will be displayed. In the first one, enter the pass mark for your assessment, then click on the **Next** button:

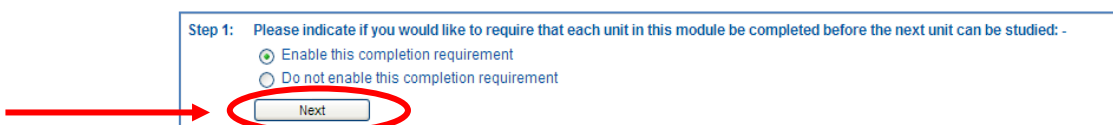


- 5) In the following step you will be able to decide if the score for each assessment pool will be included in the overall score for the module or project and if the questions should be asked in a random order:

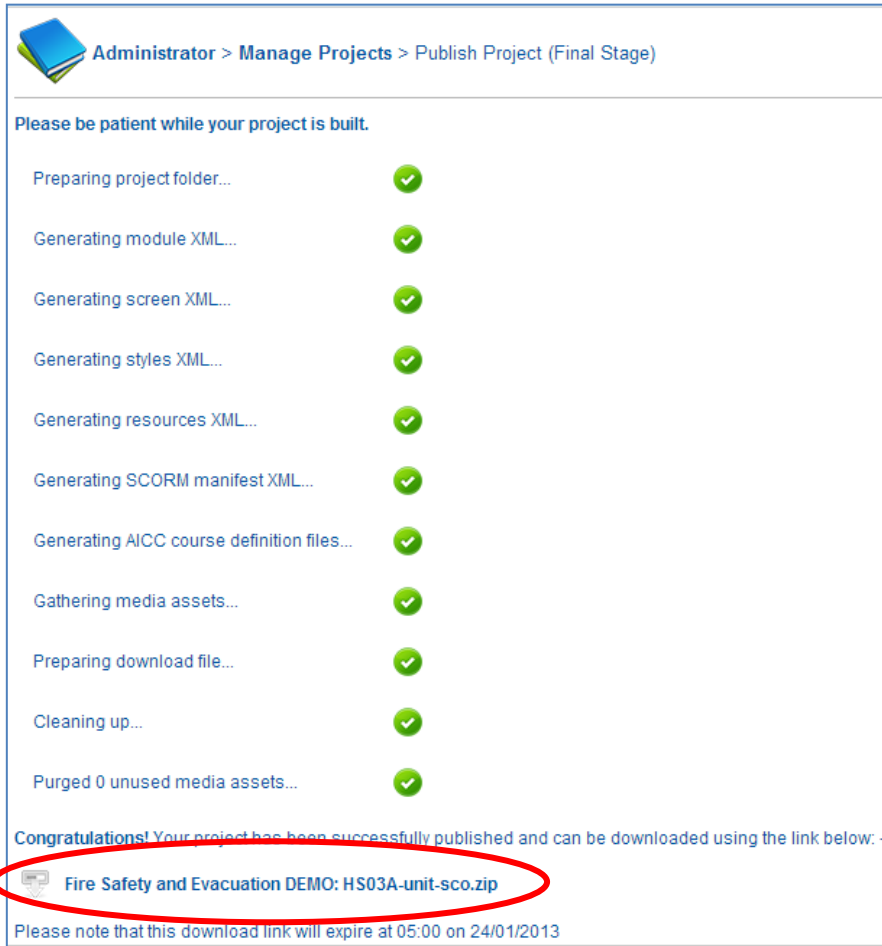


If you select the **Randomise Questions** option, you will also be able to decide how many questions should be asked out of the whole assessment pool. Once you have made your selections, click on the **Next** button to complete the publishing process.

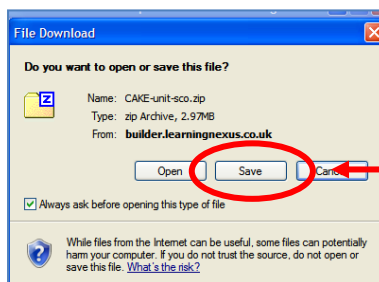
- 6) If your course contains several modules or units, you will also be asked if the individual elements of the course (modules or units) need to have a completion requirement. Make your selection, then click on the **Next** button:



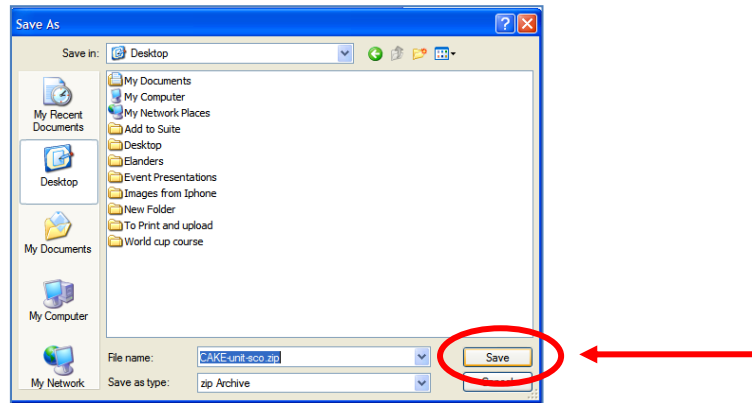
- 7) The project will be published and you will see a series of green ticks appearing on the screen as the files and folder required by a course to work correctly are created. Once the publishing process is complete, you will need to download the .zip file which has been created. To do this, click on the name of the project at the bottom of the screen:



- 8) You will be asked if you would like to open or save the file. Click on the **Save** option:



- 9) At this point you will be asked to indicate the location where the file is to be saved. Browse on your computer to find the desired location, then click on the **Save** button:



The file will now download to the specified location ready to be uploaded to your learning management system.