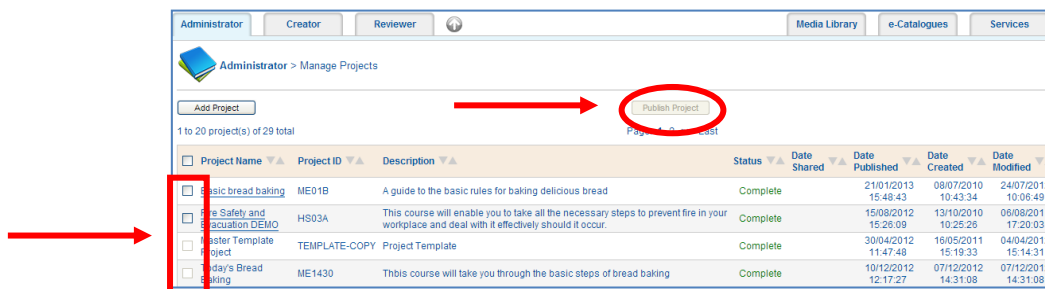


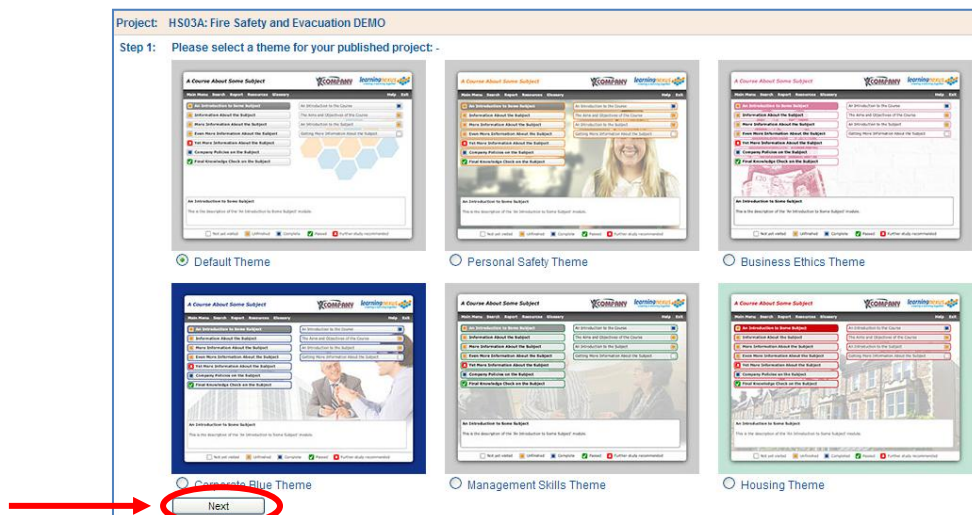
Once a project has reached the status 'Completed', Administrators can publish it to be used either as a standalone course from an Intranet, or to be deployed via a VLE/LMS.

The instructions below will guide you through the process of publishing a course which will be deployed via a VLE/LMS:

- 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 be 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 **Using a LMS/VLE** option, then click on the **Next** button:

Step 2: Please select how the published project will be accessed: -

Using an LMS / VLE

Standalone from an intranet

Next

- 4) The next step will ask you to decide how you would like the LMS/VLE to track the course. These options will define how the LMS will display and manage the course both for the end users and for the administrators using SCO objects. A SCO object is a learning resource that communicates with the LMS/VLE that launches it. This means that the individual object will send usage information to the system and therefore it represents the lowest level of granularity of a learning resource that a VLE/LMS should track. The options will allow you to set the course, each module, or each unit as SCO objects.

Select the option that will best cater for your needs, then click on the **Next** button:

Step 3: Please select how you would like the published project to be tracked by your LMS / VLE: -

Each unit will be tracked as a separate item (multiple SCOs)

Each module will be tracked as a separate item (multiple SCOs)

The project will be tracked as a single item (single SCO)

Next

- 5) If you in the previous step you have selected for each module or for the project to be tracked as a SCO object, 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:

Step 1: Please indicate if you would like to require that each unit in this module be completed before the next unit can be studied: -

Enable this completion requirement

Do not enable this completion requirement

Next

- 6) 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:

Module: Test (2 of 2)

Step 1: It has been detected that this module contains one or more assessment pools. Please enter the pass mark for these assessments: -

%

Next

- 7) 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:

Step 2: Please indicate if the score from these assessment pools should be included in the overall score for the module; if the questions in these assessment pools should be randomised and if so, how many questions should be selected from the pool: -

Unit 1:	Final assessment
Item 1:	All the questions
Include in the overall score:	<input checked="" type="checkbox"/>
Randomise Questions:	<input type="checkbox"/>

**Next**

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.

- 8) 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:

Administrator > Manage Projects > Publish Project (Final Stage)

Please be patient while your project is built.

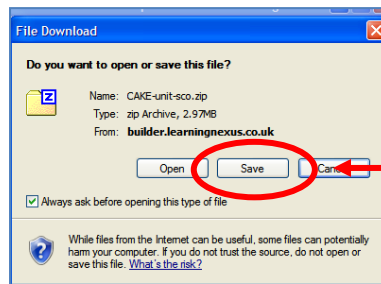
Preparing project folder...	✓
Generating module XML...	✓
Generating screen XML...	✓
Generating styles XML...	✓
Generating resources XML...	✓
Generating SCORM manifest XML...	✓
Generating AICC course definition files...	✓
Gathering media assets...	✓
Preparing download file...	✓
Cleaning up...	✓
Purged 0 unused media assets...	✓

**Congratulations!** Your project has been successfully published and can be downloaded using the link below: -

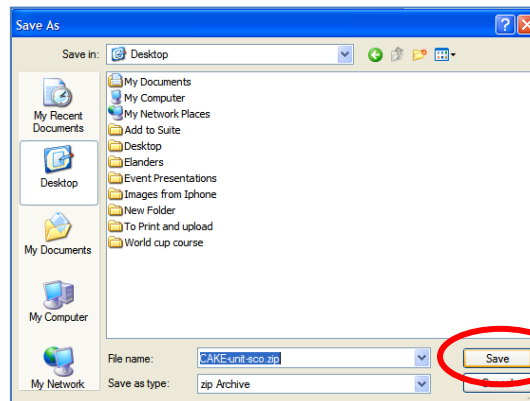
**Fire Safety and Evacuation DEMO: HS03A-unit-sco.zip**

Please note that this download link will expire at 05:00 on 24/01/2013

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



10) 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.