

# Learning Nexus Course Builder

# Support Toolkit

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# Contents

How can I use this toolkit?	4
What do I need to do before I build an e-learning project?	4
Course Builder overview	4
Navigating your way around Course Builder	5
'Administrator': How do I manage users and projects?	5
How do I edit user details? (including password resets)	7
How do I create a new project?	7
'Creator': How do I build a Project?	8
Define Project Styles	9
Benefits of Styles	9
Creating Colour Styles	9
Creating Textfield Styles1	1
How do I insert a Glossary?1	3
How do I add Resources?14	4
Project structure	6
Page Types10	6
Adding a Module1	7
Renaming a Module1	7
Adding a Unit1	8
Renaming a Unit1	8
Adding a Learning Page19	Э
Renaming a Learning Page	C
Editing a Learning Page (adding content to a new page)20	C
Previewing, Saving and Exiting the Build Page2	1
Objects, what are they?2	1
The object toolbar2	1
Adding a textfield to a learning page2	5
Adding an image to a learning page29	9
Adding a video to a learning page	2

Adding a progress bar	35
Adding an animation	37
Adding a shape to a page	
Adding a line to a page	40
Creating a timeline	41
Purging the timeline	42
Mouse Interactions	43
Question Pages	45
Adding a Question Page	45
Clickable Textfields and Common Controls	47
Image Questions	51
Shape Questions	52
Animation Questions	55
Drag and Drop Questions	59
Top tips for drag and drop objects:	64
'Creator': Marking elements as 'complete' ready for review	65
Marking a Glossary or Resource as complete:	65
Marking a Learning or Question Page as Complete	66
'Creator' and 'Reviewer': Reviewing the Project as a Whole	66
'Reviewer': Accepting/Rejecting Pages and Quality Assurance Comments	68
'Administrator'': Publishing Projects	70
Publishing a project using an LMS/ VLE	70
Publishing a project to run standalone from an intranet	73
Unlocking a project	76
Locking a project	76
Shortcut Keys	77

### How can I use this toolkit?

This reference resource has been designed to help you use Course Builder effectively, and enhance your skills and confidence.

A table of contents has been provided so that you can simply click on the section you wish to view. Please consider the environment when choosing to print – remembering that if you do need to print, you can just print the few pages required.

The *Symbol* is used throughout this guide to indicate a helpful tip.

# What do I need to do before I build an e-learning project?

There are a few things that you can do before using Course Builder that will help you successfully build an e-learning project:

- 1. A storyboard, and/or detailed lesson plan of the e-learning project you would like to produce. The best projects are the ones that are planned around defined learning objectives, written with the learning needs of the audience in mind. This is where most of the effort should go when producing a quality e-learning project. If you have no storyboard or lesson plan, you don't yet have a project!
- 2. Take care of the technical stuff:
  - a. Set your screen resolution to 1280 x 1024. This will allow you to see all the menu options available in Course Builder. The Menu toolbar has been set to a strict value, to ensure that you can see all options on screen when creating the project and you get a view of the screens your learners will see.
  - Install the latest version of Internet Explorer. Course Builder is only compatible with Internet Explorer 7 or above. You will know that you need to upgrade, as Course Builder won't let you log in with Internet Explorer 6.
  - c. Install the latest version of Flash.

# **Course Builder overview**

Once you have logged in to Course Builder there are up to 6 tabs on screen. The first 3 from left to right are the administrator, creator and reviewer tabs. Depending on the roles your user account has been assigned will depend on which tabs you can see. On the right, you will see media library, e-share catalogue and services tabs.

Role	Description
'Administrator'	The 'Administrator' has access to creating new users, new projects and publishing projects.
'Creator'	Creates new e-learning projects (using the projects created by the 'Administrator'), makes amendments to existing projects.
'Reviewer'	Reviews the e-learning projects. It is highly recommended that the 'Reviewer' and 'Creator' are separate people. The 'Creator' often is too close to the e-learning project to effectively proofread it, and may not have an understanding of the subject.

'Media Library'	Course Builder has an ever-expanding media library from which you can search for and view image, audio, bullet, animation and video files that are available to use in your project. When lesson planning, it is good to see what media is available to use in your project.
'e-share Catalogue'	Listed are the Learning Nexus Core Ranges and e-share projects that are available to edit in Course Builder. Only Administrators will see this tab and can request projects to be copied over to your Course Builder site, subject to contractual terms and conditions. Please speak to your Account Manager for more information.
'Services'	Listed are the production services and their associated cost that are available to help with your project.

- Remember that any user can have more than one role assigned to their profile. One user could be an 'Administrator', 'Creator' and 'Reviewer', or any mix of these roles.
- We recommend that 'Creator' and 'Reviewer' are different people to help with your quality assurance process for each project.
- Subject matter experts would normally have 'Reviewer' access only.

#### Navigating your way around Course Builder

There are no back or next buttons in the Course Builder. The best way to navigate your way around the system is to use the breadcrumb trail. This is the menu at the top of the screen that shows the screens you have clicked on, and the path that you should take to go back a step or two:

Creator > Edit Project > Define Project Styles

In the example above to return to the 'Edit Project' screen you would click on 'Edit Project'. To return to the screen to view all available projects you would click on the 'Creator' option.

- When you are in a learning or question page, you must exit out of the page to reactivate the breadcrumb trail.
- When using Course Builder, maximise your screen by pressing the 'F11' key on your keyboard.

# 'Administrator': How do I manage users and projects?

The role of the 'Administrator' is threefold:

- Create and manage users, and their access permissions
- Create projects for the 'Creator' to take forward
- Publish completed projects (publishing projects is covered later in this toolkit see <u>'Administrator'; Publishing projects</u>)

### How do I create a new user?

When creating users, you need to decide what role or roles the user will need access to. You can choose from 'Administrator', 'Creator' and/or 'reviewer'.

Only 'Administrators' are able to create new users.

Log in as an 'Administrator' and select the 'Administrator' tab and select the 'Manage Users' Option:



The 'Manage Users' screen will appear. From this screen, shown below, you can edit or add existing user accounts.

Adm	inistrator	Creator	Reviewer	0	Media Library		You	are logged in as Claire	Treadwell (Sign O
27	Administrator >	Manage Users							
to 7 u	iser(s) of 7 total							Item	s per page: <b>10</b> 20 3
	User Name		Surname	Forename	E-Mail	Roles	Date Created	Date Modified	Modified By
	🔒 marzia.edwards@	@learningnexus.co.u	k Edwards	Marzia	marzia.edwards@learningnexus.co.uk	Administrator, Creator, Reviewer	30/06/2010 12:46:36	01/07/2010 10:17:43	Claire Treadwell
	🔒 debbie.fairman@	learningnexus.co.uk	Fairman	Debbie	debbie.fairman@learningnexus.co.uk	Administrator, Creator, Reviewer	05/07/2010 13:27:21	05/07/2010 13:27:21	Claire Treadwell
	🕵 <u>mark.finlay@lear</u> i	ningnexus.co.uk	Finlay	Mark	mark.finlay@learningnexus.co.uk	Administrator, Creator, Reviewer	05/07/2010 13:23:28	05/07/2010 13:23:28	Claire Treadwell
	Amanda.hoynes@	@learningnexus.co.u	k Hoynes	Amanda	Amanda.hoynes@learningnexus.co.uk	Administrator, Creator, Reviewer	05/07/2010 13:25:34	05/07/2010 13:25:34	Claire Treadwell
	🚺 shona.smart@le:	amingnexus.co.uk	Smart	Shona	shona.smart@learningnexus.co.uk	Administrator, Creator, Reviewer	05/07/2010 13:21:42	05/07/2010 13:21:42	Claire Treadwell
	lesley.steventon@	@learningnexus.co.u	k Steventon	Lesley	lesley.steventon@learningnexus.co.uk	Administrator, Creator, Reviewer	05/07/2010 13:26:21	05/07/2010 13:26:21	Claire Treadwell

Select the 'Add New User' option to enter the new user's details.

Field	Description
Username	The name that the user will use to log onto Course Builder.
Password	The password the user will use to log into Course Builder
Forename	Users' personal details
Surname	
Email	
Gender	To ease confusion over non-gender specific names, eg Jo, Chris etc
Roles	Allows you to select if the user is an 'Administrator', 'Creator' or 'Reviewer'

Once all the details have been entered click on the 'Save' button at the bottom of the screen:

#### How do I edit user details? (including password resets)

From the 'Administrator' tab, select the 'Manage Users' option and select the username of the user you wish to amend.

To edit any of the details, just over-type the existing information or amend the check boxes as required. To reset their password place a check against the 'reset password' check box and over-type the old password with the new one, click on the 'save' button to save the changes.

#### How do I create a new project?

Only 'Administrators' are able to create new projects. This is to ensure that projects aren't deleted or created by mistake.

From the 'Administrator' tab select the 'Manage Projects' option:

learningnexus	Learning Nexus CSM Team
Administrator Creator Reviewer 🐼 Media Library	You are logged in as Claire Treadwell (Sign Out)
Manage Users	
Manage Projects	

Click on the 'Add Project' option at the bottom of the screen:

earningnexus				arningnexus					learning creating e-learnin	nexus		
Administrator	Creator	Reviewer	$\bigcirc$	Media Library					You are logged in as	Claire Treadwell (	Sign Out)	
Administrator 3	> Manage Pr	ojects								ltems per page:	<b>10</b> 20 30	
Project Name	Project ID	Description			Status	Date Shared	Date Published	Date Created	Date Modified	Modified By	Tools	
How to Bake a Cake	CAKE	This lesson will run th	rough how to	bake a sponge cake	In Progress			01/07/2010 14:27:13	01/07/2010 14:27:13	Claire Treadwell	-	
1 to 1 projects(s) of 1 total					Page: 1					Items per page:	<b>10</b> 20 30	
Add Project				Publish Project			Share Project			Delete I	Project	

Enter the details required. A full decription of the fields is provided below:

Field	Description
Project ID	The project code. This is searchable in the LMS when allocating projects and reporting. It is recommended that this is something meaningful to your organisation.
Project Name	The name of the project. It is important that you make the name meaningful to the intended learner audience, as this is what the user will see in the Learning Management System (LMS) used to deploy the project when it's complete.
Project Description	This gives the user a description of what the project entails. Again this information may be used by the LMS so it is important that you get this right before publishing the project.

Once you have entered the relevant information click on the 'save' button. Once saved, the project will be available for the 'Creator' to create new learning materials.

# 'Creator': How do I build a Project?

Once a project has been created by the 'Administrator' the 'Creator' can then start working on building the project content.

Click on the 'Creator' tab at the top of the screen and then click on the name of the project:

learningney	sector	Learning N	Nexus CSM Team	learning creating e-learni	ng together
Administrator	Creator Reviewer 🕢 Media Library			You are logged in a	is Claire Treadwell (Sign Ou
1 to 1 project(s) of 1 total					Items per page: <b>10</b> 20 3
Project Name	Description	Status	Date Created	Date Modified	Modified By
How to Bake a Cake	This lesson will run through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell
1 to 1 projects(s) of 1 total		Page: 1			Items per page: 10 20 3

By default a new project always contains the following basic structure for you to customise to the needs of your project:

- 1 x module
- 1 x unit
- 1 x learning page
- 1 x assessment
- 1 x assessment question
- 1 x assessment summary

Your project structure will look like the picture below. Later in this toolkit, we outline each of the main elements.

Item Type and Name	Item ID	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
🗌 🎨 How to bake a cake	CAKE	How to bake a cake	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell		
🗌 🥠 1. <u>Module 1</u>		This is the first module of this course.	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell		
1. Unit 1		This is the first unit of the first module of this course.	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell		
🔲 💋 1. <u>Page 1</u>		This is the first page in the first unit of the first module of this course.	Not Started	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	9	Í
2. Assessment 1		This is the first assessment in the first unit of the first module of this course.	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell		
1. Assessment 1 - Question 1		This is the first question in the first assessment in the first unit of the first module of this course.	Not Started	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	9	Í
2. Assessment 1 - Summary		This is the summary of the first assessment in the first unit of the first module of this course.	Not Started	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	<u> </u>	•]

To get started with your project place a check against the project title. As soon as you do this the menu toolbar will highlight the options available to you:

lea	rning for the	private sector	Learning	Nexus	CSM Team		ingnex e-learning toge	US -	
Admi	inistrator	Creator Reviewer	Media Library			You are lo	gged in as Claire 1	Treadwell (S	Sign Ou
		> Edit Project							
	Define Project	Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
-	Styles	🗹 🍫 How to Bake a Cake	This lesson will run through how to bake a sponge cake	Not Started (	01/07/2010 14:27:13 0	1/07/2010 16:07:3	4 Claire Treadwell	1	
ale	Glossary								
	Insert Resources								
	Insert Lesson								

Define Project Styles	Define Project Styles	This option allows the user to define the colour and heading styles that will be used throughout the project.
Glossary	Insert Glossary	Activates the Glossary function for the active project.
Insert Resources	Insert Resources	Activates the Resources function, which allows the insertion of links to resources such as websites and pages on the intranet.
Insert Module	Insert Module	Allows the insertion of a project module. By default a project module will already be inserted into your project.

# **Define Project Styles**

Before you start creating a project it is recommended you create some Project Styles. Project Styles allow you to define both the colour scheme and the font styles you would like to use throughout the project.

# **Benefits of Styles**

There are a number of benefits to using styles in a project:

- Keeps colours and fonts consistent throughout this project and can be transferred to other projects, should you wish to have a corporate template.
- You can import both colour and font styles from other projects so you don't have to start from scratch.

# **Creating Colour Styles**

Place a check against the project you wish to define the styles for and click on the 'Define Project Styles' option:

lea	rning for the	private sector	Learning	) Nexus CSM Team	learningnexus
Adr	ninistrator	Creator Reviewer	Media Library		You are logged in as Claire Treadwell (Sign Out)
	Creator	> Edit Project			
	Define Project	Item Type and Name	Description	Status Date Created	Date Modified Modified By Comment Tools
-	Styles	🗹 🍫 How to Bake a Cake	This lesson will run through how to bake a sponge cake	Not Started 01/07/2010 14:27:13 01	I/07/2010 16:07:34 Claire Treadwell
	Insert Glossary				
	Insert Resources				
	Insert Lesson				

When adding styles to a new project you have the option to 'Add Colour' or 'Import Colours'.

- Colours can only be imported if no existing colours have yet been added to the project.
- Imported colours can be amended once imported into a project, so do this to make minor changes eg a colour tweak or adding another colour.
- If starting a new project import colours whenever you can!

learningnexus		Learning Ne	xus CSM Team	creating e-learning together
Administrator Creator Rev	iewer 🕢 Media Library			You are logged in as Claire Treadwell (Sign Out)
Creator > Edit Project > Define Project Sty	/les			
NEW: Test Projet				
Custom Colours				
Name Colour	Date Created	Date Modified	Modified By	
Add Colour	Import Colours		Delete Colour	
Textfield Styles				_
Style Name Font Name Font Size	Font Colour Decoration Alignment	Line Spacing Date Created	Date Modified Modified By	
Add Style	Import Styles		Delete Style	

To import colours click on the 'Import Colours' option and place a check against the project you would like to copy the colours from then select the 'Import Colours' option:

learning	nexus				Learning N	lexus CSM Team	learning nexus
Administrator	Creator	Reviewer	$\mathbf{O}$	Media Library			You are logged in as Claire Treadwell (Sign Out)
Creator > E	Edit Project > Defin	e Project Styles >	Import Projec	t Colours			
Project Name			Description			Colour Col	int
How to Bake a C	ake		This lesson	will run through how	/ to bake a sponge cake	5	
Notes on Using	the CourseBuilder Too	bl	Shonas Not	es on How to use CE	B - a random bit of e-learning	4	
Import Colours						Cancel Ir	nport
CAKE: How to Bake Custom Colours	Creator	Reviewer	0	Media Library	]		Creating e-learning together You are logged in as Claire Treadwell (Sign Out)
Name Name		Colour	Dat	e Created	Date Modified	Modified By	
1. Baby Blue			01/07/	2010 14:42:33	01/07/2010 14:42:33	Claire Treadwell	
2. Blue Headi	ng		01/07/	2010 14:44:29	01/07/2010 14:44:29	Claire Treadwell	
3. Pink Icing			01/07/	2010 14:42:19	01/07/2010 14:42:19	Claire Treadwell	
4. Purple Haz	<u>e</u>		01/07/	2010 14:42:48	01/07/2010 14:42:48	Claire Treadwell	
5. Purple Hea	ding		01/07/	2010 14:43:44	01/07/2010 14:43:44	Claire Treadwell	
Add Colour				Import Colours		Delete C	olour

If you wish to add additional colours click on the 'Add Colour' option:

You can then use the slider to select the colour or enter the HSB /RGB or Pantone # value of the colour you wish to add.

- The colour in the preview screen will be the colour added to your project.
- If you are unsure about colour use, ask your corporate marketing department as they usually have corporate colours and should be able to provide you with values for the HSB, RGB or # values.
- If you are looking for inspiration or are a little unsure what colours to put together try having a look on the internet for colour scheme design tools, there are lots out there.
- You can add as many colours as you like to a project, but err on the side of caution as too many can cause learner fatigue!

# **Creating Textfield Styles**

Textfield styles work in the same way as colour styles.

- Textfield styles can only be imported if no other textfield styles are already defined in the project.
- Imported styles can be amended once imported into a project. The styles are simply copied from an existing project.
- If starting a new project import styles whenever you can!

To import styles from an existing project simply click on the 'Import Styles' option:

Textfield	I Styles									
🗆 s	Style Name	Font Name	Font Size	Font Colour	Decoration	Alignment	Line Spacing	Date Created	Date Modified	Modified By
Add Style Import Styles									Delete Style	

Place a check against the project you wish to import the styles from and click on 'Import Styles':

Administrator Creator	Reviewer 🕢 Media Library	You are logged in as Claire Treadwell (Sigr
Creator > Edit Project > Define F	Project Styles > Import Project Styles	
Project Name	Description	Style Count
Basic bread baking	A guide to the basic rules for baking delicious bread	1
Driving a car	Detailed instructions	1
fire	Fire Safety Awareness Session	2
How to Bake a Cake	This lesson will run through how to bake a sponge cake	3
How to clean your house	Tips and ideas on how to get your house clean and sparkling	1
How to share information	How not to break the law	1
Making a cup of tea	Instructions for making tea	1
] Making Lasagna	The detailed instructions to produce divine lasagna	1
Marketing for Vol Orgs	Brief guide to how to market your organisation to potential customers	1
New kitchen	step by step guide to buying a new kitchen	1
Notes on Using the CourseBuilder Tool	Shonas Notes on How to use CB - a very random bit of e-learning	3
] Test	test	3

The styles will then be imported into your project:

Textfie	eld Styles											
	Style Name	Font Name	Font Size	Font Colour	Dec	orat	ion	Alignment	Line Spacing	Date Created	Date Modified	Modified By
1	I. Body Text	LN Arial	12pt		B	I	Ū		2pt	01/07/2010 14:45:22	01/07/2010 14:46:48	Claire Treadwell
	2. Heading 1	LN Arial	24pt		B	I	Ū		12pt	01/07/2010 14:44:08	01/07/2010 14:44:08	Claire Treadwell
3	8. Heading 2	LN Arial	18pt		B	I	U		4pt	01/07/2010 14:44:51	01/07/2010 14:46:58	Claire Treadwell
A	dd Style							Import Styles				Delete Style

To add a new style just click on the 'Add Style' option:

learningnexus	Learning Nexus CSM Team	learningnexus
Administrator Creator Reviewer 🐼 Media Library		You are logged in as Claire Treadwell (Sign Out)
Creator > Edit Project > Define Project Styles > Add Style Style Name: Heading 3 Font: LN Verdana  Font Size (pt): 14 Font Calour: Custom Decoration: B I II Alignment: E = = Line Spacing (pt): 8 Save Cancel Style Preview: -	<ul> <li>○</li> <li>○</li></ul>	
lone		🔕 🚭 Internet 🦓 🔹 🔍 100% 🔹

From this screen you can change:

Field	Description
Style Name	The name you wish to give to the style. This could be Heading 1, 2, 3 etc or something meaningful to you.
	Agree your style naming conventions with the other 'Creators' before you start adding styles. This way if you import styles from another project you all understand what they are used for.
Font	From the drop down menu select the font you wish to use. There are only certain fonts available in the Course Builder as fonts are subject to copyright.
	If you wish to add a new font to the drop down list please consult Learning Nexus to discuss the options available.
Font Colour	You can select a colour your have created in styles from the drop down menu. Or select a custom colour by clicking on the colour preview box, doing this will show the menu above.
Decoration	This is allows the font to appear in <b>Bold,</b> <i>italic or</i> <u>underlined.</u>
Alignment	This allows you to select if the text should be:
	Left Aligned Centred or Right Aligned
	Its good practise to left align text (particularly in page headings etc) as it can look 'jumpy' to the learner when text is either centred or right aligned.

Line Spacing	This is the number of "points" you would like to appear between lines of text. For example:
	1pt would appear as shown below:
	The quick brown fox jumps over the lazy dog
	6pts would look like:
	The quick brown fox
	jumps over the lazy dog
Style Preview	Shows you what the style will look like if it is used in the e-learning programme.

Once happy with your selection click on the 'Save' button and the style will be added.

# How do I insert a Glossary?

Select the name of the project to activate the toolbar. Then select the 'Insert Glossary' option:

lea	rning for the	private sector	Learnin	g Nexus CSM Team <i>learningnexus</i>
Admi	nistrator	Creator Reviewer	Media Library	You are logged in as Claire Treadwell (Sign Ou
	Creator >	> Edit Project Item Type and Name	Description	Status Date Created Date Modified Modified By Comment Tools
	Project Styles	W Now to Bake a Cake	This lesson will run through how to bake a sponge cak	· · · · · · · · · · · · · · · · · · ·
ale	Insert Glossary	1. Introduction	Introduction to what you will learn	Not Started 07/07/2010 15:33:01 07/07/2010 15:33:01 Claire Treadwell
	Insert Resources			
	Insert Lesson			

A glossary will be added to the project, and will be seen by learners as a 'Glossary' tab from within the project:

lea	rning for the	private sector	Learning	Nexus CSM	Team le	arningnex reating e-learning toge	US ther
Admi	inistrator	Creator Reviewer	Media Library		Ŷ	'ou are logged in as Claire	Treadwell (Sign Ou
	Creator	> Edit Project Item Type and Name	Description	Status Date C	reated Date M	odified Modified By	Comment Tools
	Project Styles	W Now to Bake a Cake	This lesson will run through how to bake a sponge cake				
Jh	Insert	🗌 🔹 Glossary	Project Glossary	Not Started 09/07/201	0 13:58:42 09/07/201	0 13:58:42 Claire Treadwe	II
SFC.	Glossary	1. Introduction	Introduction to what you will learn	Not Started 07/07/201	0 15:33:01 07/07/201	0 15:33:01 Claire Treadwe	I
	Insert Resources						
	Insert Lesson						

To add terms to the Glossary click on the word 'Glossary':

learning for the prive	exus			Learning No	exus CSM Team	learningnexus creating e-learning together
Administrator	Creator	Reviewer	Media Library			You are logged in as Claire Treadwell (Sign Out)
Creator > Edit CAKE: How to Bake a	t Project > Edit Glo Cake	ssary				
Comment:						Save
Term	Definition		Date Created	Date Modified	Modified By	
Add Tem			Mark Complete		Delete	Term

The comments section allows you to add comments to the 'Reviewer' or other 'Creator's. These comments are not visible in the final project. These could be comments such as 'not finished' etc.

To add a new term click on the 'Add Term' button at the bottom of the screen, the screen below will appear. Enter the details and click on the 'Save' button:



#### The term will then be added to the Glossary:

Creator : CAKE: How to Ba	Edit Project > Edit Glossary ke a Cake			
Comment:				Save
Term	Definition	Date Created	Date Modified	Modified By
E Self Raising Flour	Flour that contains a raising agent. This has many uses including baking cakes and results in the cake raising when placed in the oven.	09/07/2010 14:05:59	09/07/2010 14:05:59	Claire Treadwell
Add Term	Mark Complete			Delete Term

All your Glossary terms should be defined in your lesson plan.

#### How do I add Resources?

Resource can be added to a project. These will appear as links in the resources tab, on the top menu bar of the published project.

Only hyperlink resources can be added to a project. This also allows changes to be made to the source document (eg on your intranet) without having to re-publish the project due to a new version of a supporting document being published.

To add a resource functionality to your project, place a check against the relevant project and select the 'Insert Resources' option on the left hand side of the screen:

learning	private sector	Learning	g Nexus CSM Team	learningnext	IS ther
Administrator	Creator Reviewer	Media Library		You are logged in as Claire T	readwell (Sign Ou
Creator	> Edit Project				
Define Project	Item Type and Name	Description	Status Date Created	Date Modified Modified By	Comment Tools
Styles	🗹 🥎 How to Bake a Cake	This lesson will run through how to bake a sponge cake	In Progress 01/07/2010 14:27:13 0	1/07/2010 16:07:34 Claire Treadwell	
Insert	🔲 🎪 Glossary	Project Glossary	In Progress 09/07/2010 13:58:42 0	9/07/2010 14:09:45	

To add items to the resources click on the 'Resources':

lea	rning for the	private sector	-			Learning	Nexus	CSM Tear	m <i>learni</i>	ngnex e-learning toge	US -	
Admir	nistrator	Creator	Reviewer	•	Media Library				You are lo	gged in as Claire 1	Freadwell (S	Sign Ou
	Creator	> Edit Project Item Type and N	Jame		Description		Statua	Date Created	Data Madified	Modified By	Comment	Taola
	Project				Description		Status	Date Created	Date Modified	Modified By	comment	TOOIS
-	Styles	How to Bake a G	Cake		This lesson will ru	n through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:3	Claire Treadwell		
ab	Insert	🔲 🎪 Glossary			Project Glossary		In Progress	09/07/2010 13:58:42	09/07/2010 14:09:4	5		
Gre	Glossary	🔲 🧃 Resources			Project Resources		Not Started	09/07/2010 14:20:23	09/07/2010 14:20:23	3 Claire Treadwell		
	Insert Resources	Edit Resou	urces		Introduction to what	it you will learn	Not Started	07/07/2010 15:33:01	07/07/2010 15:33:0	Claire Treadwell		

To add a new resource click on the 'Add Resource' option:

learningney	sector	•		Learning I	Nexus CSM Team	n learningnexus	
Administrator	Creator	Reviewer	Media Library			You are logged in as Claire Treadwell	(Sign Out)
Creator > Edit Pro	oject > Edit Resou	rces					
CAKE: How to Bake a Cak	(e						
Comment:						Save	
Name Dese	cription	Date	Created	Date Modified	Modified By	View	
Add Resource			Mark Complete			elete source	

#### Enter the details of the resource:

Field	Description
Name	Give the resource a meaningful name.
Description	This will appear when you hover over the resource link, so is visible to the learner.
Web Address	Enter the address/ location of the resource. When entering a website address you must include 'http://' for example if entering <u>www.google.co.uk</u> you should enter the address as <u>http://www.google.co.uk</u> .

Add resources as detailed in your lesson plan.

# **Project structure**

Projects are built using 3 levels of hierarchy, which allow the project to be built in manageable chunks that reflect the main and sub-topics of the project content. The structure of the project is normally defined in the storyboard or lesson plan;

Element	Description
Module	A module is highest level of topic arrangement in your project. When dealing with large amounts of learning, you may want to split the learning into several project modules.
Unit	Units are the topics that are contained within each module. You may wish to arrange a module into a number of supporting units, to aid learner comprehension and to ensure that the units are bite-size.
Page	Units are made up of a number of pages which contain the content of the project. Pages can be 'learning pages' or 'question pages'.

# Page Types

Description
A page where text, images, video or audio combine to form a piece of learning,
or simply think of them as information pages were learning content is added.
Question pages are interactive pages where questions can be added. These can
be added in the following types:
Clickable Textfields
Clickable Images
Clickable Shapes
Clickable Animations
<ul> <li>Drag and Drop</li> </ul>
A pool of questions which can be used as an end of unit assessment or as an
end of project assessment.
When the project is published you can decided if you would like the pool of
questions to be randomised i.e. the questions are asked in a random order,
asked in the same order and how many questions you would like the learner to
be asked.

# Adding a Module

If you have a larger project you may wish to break in down into smaller chunks this can be done by adding additional modules or units, depending upon how you wish to structure the project.

Place a check against the project you wish to add the module to and select the 'Insert Module' option:

earning	private sector				Learni	ing Nex	us CSM Tea	am <i>learn</i>	ingnex e-learning toge	US ether	
Administrator	Creator	Reviewer	$\odot$	Media Library				You are lo	ogged in as Claire	Treadwell (	Sign ()
Creator : Define	> Edit Project	Name		Description		Status	Date Created	Date Modified	Modified By	Comment	Too
Project Styles	How to Bake a				in through how to bake a cake		09/07/2010 12:25:06				
h Insert	🔲 🎪 Glossary			Project Glossary		Not Started	16/07/2010 09:39:48	16/07/2010 09:39:48	Claire Treadwell		
Glossary	🔲 🧃 Resources	<u>s</u>		Project Resource	S	Not Started	16/07/2010 09:39:51	16/07/2010 09:39:51	Claire Treadwell		
Insert Resources											
Insert Module											

Enter the details:

Field	Description
Module Name	Enter the name of the module. Remember that this will be shown as the module title when the project is published.
Description	This is the detailed description of the module. This learner guidance will appear when the learner moves their mouse over the module name

Click on the 'Save' button at the bottom of the screen to save the changes:

#### The module is then added to the project.

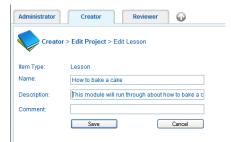
earning	private sector	Learning	Nexus CS	SM Team		ngnex learning togel	IS her	
Administrator	Creator Reviewer	Media Library			You are log	ged in as Claire T	readwell (S	ign Out
<b>V</b>	> Edit Project							
Define Project	Item Type and Name	Description	Status Da	ite Created	Date Modified	Modified By	Comment	Tools
Styles	🗹 🌭 How to Bake a Cake	This lesson will run through how to bake a sponge cake	In Progress 01/07	/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell		
ab Insert	🔲 🎪 Glossary	Project Glossary	In Progress 09/07	/2010 13:58:42	09/07/2010 14:09:45			
Glossary	Resources	Project Resources	In Progress 09/07	/2010 14:20:23	14/07/2010 11:30:12	Amanda Hoynes		
Insert Resources	1. Introduction	Introduction to what you will learn	Not Started 07/07	/2010 15:33:01	14/07/2010 11:30:03	Amanda Hoynes		
Insert Module								

#### **Renaming a Module**

You can rename your module by clicking on 'Module 1':

Administrator	Creator Reviewer	Ô	Media Library	e-Share Catalogue	Services	Claire	Freadwell (Sign Out
Creator	⊳ Edit Project						<b>P</b>
Toolbox 🛹	Item Type and Name	Item ID Description	Status	Date Created	Date Modified	Modified By	Comment Tools
Define Project	🗌 🍬 How to bake a cake	CAKE How to bake a cake	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	
Styles Insert	🔲 🧼 1. <u>Module 1</u>	This is the first module of this course.	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	

The edit module screen will appear:



From this screen you can over type the 'Name' and 'Description' of the module. The comments section is used for you to add any comments for the project 'Reviewer', click on the 'Save' button to save your changes.

The description of the module appears to the learner after the project is published and provides an overview of what the module will cover.

### Adding a Unit

Place a check against the modules you would like to add the 'Unit' to and select the 'Insert Unit':

learning	private sector	Learning	g Nexus C	SM Team		ngnexi e-learning toge	IS ther
Administrator	Creator Reviewer	Media Library			You are log	gged in as Claire T	readwell (Sign Ou
Creator >	> Edit Project						
Define	Item Type and Name	Description	Status D	ate Created	Date Modified	Modified By	Comment Tools
Project Styles	🔲 🍬 How to Bake a Cake	This lesson will run through how to bake a sponge cake	In Progress 01/0	7/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell	
and Insert	🔲 🎪 Glossary	Project Glossary	In Progress 09/0	7/2010 13:58:42	09/07/2010 14:09:45	5	
Glossary	🔲 🎳 Resources	Project Resources	In Progress 09/0	7/2010 14:20:23	14/07/2010 11:30:12	Amanda Hoynes	
Insert Resources	V 🔶 1. Introduction	Introduction to what you will learn	Not Started 07/0	7/2010 15:33:01	14/07/2010 11:30:03	Amanda Hoynes	
Insert Module							
Insert Unit							

Enter the required details:

Field	Description
Unit Name	Enter the name of the module. For example 'Induction'
Description	This is the description of what is entailed in the module. This is what will appear in the project roll over when the project is published.

Click on the 'Save' button to save your changes:

#### **Renaming a Unit**

You can rename your unit by clicking on 'Unit 1':

Administrator	Creator Reviewer		Media Library	e-Share Catalogue	Services	Claire	Freadwell (Sign Ou
Creator >	▹ Edit Project						<b>S</b>
Toolbox -	Item Type and Name	Item ID Description	Status	Date Created	Date Modified	Modified By	Comment Tools
Define Project	🗌 🔷 How to bake a cake	CAKE How to bake a cake	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	
Styles Insert Glossary	🗌 🥠 1. <u>How to bake a cake</u>	This module will run through about how to bake a cake	n Progress	24/05/2011 15:41:51	24/05/2011 16:14:18	Claire Treadwell	
	🔲 🛄 1. <u>Unit 1</u>	This is the first unit of the first module of this course.	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	

From the 'edit unit' screen you can over type the 'Name' and 'Description' of the unit. The comments section is used for you to add any comments for the project 'Reviewer', click on the 'Save' button to save your changes.

The description of the unit appears to the learner after the project is published and provides an overview of what the unit will cover.

#### Adding a Learning Page

Place a check against the unit and select the 'Insert Learning Page' option from the left hand side of the screen:

earning	private sector			Learning	Nexus	CSM Tear	m <i>learni</i>	ngnex e-learning togel	IS ther
Administrator	Creator	Reviewer 🕢	Media Library				You are log	gged in as Claire T	readwell (Sign O
Creator	> Edit Project								
Define Project	Item Type and Nam	ne	Description		Status	Date Created	Date Modified	Modified By	Comment Tools
Styles	🔲 🍬 How to Bake a Cak	(e	This lesson will run thr	ough how to bake a sponge cake	In Progress	01/07/2010 14:27:13	8 01/07/2010 16:07:34	4 Claire Treadwell	
ala Insert	🔲 🎪 Glossary		Project Glossary		In Progress	09/07/2010 13:58:42	2 09/07/2010 14:09:4	5	
GIC Glossary	🔲 🥡 <u>Resources</u>		Project Resources		In Progress	09/07/2010 14:20:23	3 14/07/2010 11:30:1	2 Amanda Hoynes	
Insert Resources	🔲 🥠 1. Introductio	on	Introduction to what you	u will learn	In Progress	07/07/2010 15:33:01	1 14/07/2010 11:30:03	3 Amanda Hoynes	
Resources	I. Introd	uction	This unit will cover the	lesson objectives	Not Started	16/07/2010 09:54:03	3 16/07/2010 09:54:03	3 Claire Treadwell	
Insert Module									
Insert Unit									
Insert Learning Page									
? Insert Question Page									
Assessment Pool									

Enter the name of the page and description and click on the 'Save' button:

The page is then added to the unit. To add information to the page click on the paint palette icon at the right hand side of the screen:

earningnexus				Learning	Nexus	CSM Tear	m <i>learni</i>	ingnex	US -	
Administrator	Creator Reviewer	$\bigcirc$	Media Library				You are log	gged in as Claire 1	readwell (S	Sign Ou
<b>V</b>	> Edit Project									
Define Project	Item Type and Name		Description		Status	Date Created	Date Modified	Modified By	Comment	Tools
Styles	🔲 🍬 How to Bake a Cake		This lesson will rur	n through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	4 Claire Treadwell		
and Insert	🔲 🎪 Glossary		Project Glossary		In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45	5		
Glossary	E V Resources		Project Resources		In Progress	09/07/2010 14:20:23	14/07/2010 11:30:12	2 Amanda Hoynes		
Insert	🗌 🔶 1. Introduction Int		Introduction to wha	t you will learn	In Progress	07/07/2010 15:33:01	14/07/2010 11:30:03	3 Amanda Hoynes		
Resources	1. Introduction		This unit will cover	the lesson objectives	In Progress	16/07/2010 09:54:03	16/07/2010 09:54:03	3 Claire Treadwell		
Insert	1. Induction				Not Started	16/07/2010 10:40:08	16/07/2010 10:40:08	3 Claire Treadwell		·1

The learning page editor will appear on screen:

MAIN 🕧	PROPERTIES PANEL
8HH 🕈	
An Testfield	No object is being edited
irage	No object is being edited Please click an object to see its editable properties.
Video	
Progress Bar	
Auto	
Animation	
shape 🗸	
-	

#### **Renaming a Learning Page**

Page naming, although time consuming, is very important. It helps when you are talking to the 'Reviewer' or reviewing the project to know what page you are talking about. It doesn't need to be complicated, just meaningful. For example you could name a page 'm1u2p3 for Module 1, unit 2, page 3.

You can rename your page by clicking on 'Page 1':

Creator >	⊳ Edit Project							
Toolbox -	Item Type and Name	Item ID	Description	Status	Date Created	Date Modified	Modified By	Comment Tool
Define Project	🗆 🎨 How to bake a cake	CAKE	How to bake a cake	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	
Styles	🔲 🥠 1. How to bake a cake		This module will run through about how to bake a cake	In Progress	24/05/2011 15:41:51	24/05/2011 16:14:18	Claire Treadwell	
Glossary	1. Selecting the correct ingredients		This module will cover how to select the correct ingredients	In Progress	24/05/2011 15:41:51	24/05/2011 16:17:03	Claire Treadwell	
Insert Resources	🗖 🌽 1. <u>Page 1</u>		This is the first page in the first unit of the first module of this course.	Not Started	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	9 <i>4</i>

The edit page screen will appear:

Create	or > Edit Project > Edit Learning Page
Item Type:	Learning Page
Item ID:	
Name:	Introduction
Description:	An introduction of what the course entails.
Comment:	
Completed:	
	Save

From this screen you can over type the 'Name' and 'Description' of the page. The comments section is used for you to add any comments for the project 'Reviewer', click on the 'Save' button to save your changes.

#### Editing a Learning Page (adding content to a new page)

You will notice that not all pages of the learning project have the option described below; this function is only available on 'pages' and not on learning units or modules. This is to keep the structure of the project correct.

To manage content on a page use the paint palette at the right hand side of the screen:

lea	rning for the	private sector	Learning	Nexus CSM Team	learningnexus creating e-learning together	
Admir	nistrator	Creator Reviewer	Media Library		You are logged in as Claire Tread	well (Sign Out
	Creator	> Edit Project Item Type and Name	Description	Status Date Created	Date Modified Modified By Com	nment Tools
1	Project Styles	🗌 🍬 How to Bake a Cake	This lesson will run through how to bake a sponge cake	In Progress 01/07/2010 14:27:13 (	01/07/2010 16:07:34 Claire Treadwell	
ah	Insert	🔲 🎪 Glossary	Project Glossary	In Progress 09/07/2010 13:58:42 (	09/07/2010 14:09:45	
GLC.	Glossary	E W Resources	Project Resources	In Progress 09/07/2010 14:20:23 1	14/07/2010 11:30:12 Amanda Hoynes	
	Insert Resources	1. Introduction	Introduction to what you will learn	In Progress 07/07/2010 15:33:01	14/07/2010 11:30:03 Amanda Hoynes	
		1. Introduction	This unit will cover the lesson objectives	In Progress 16/07/2010 09:54:03 1	16/07/2010 09:54:03 Claire Treadwell	
	Insert Module	1. Induction		Not Started 16/07/2010 10:40:08 1	16/07/2010 10:40:08 Claire Treadwell	1

The learning page editor will appear on screen, and is a blank page at this stage. We will learn how to add and manage different content elements as we work through this toolkit:

iain 👔 Propi	ERTIES PANEL	
a Textfield	No object is being edited Click an object to see its editable properties	
Image	or click empty space to see screen properties.	
Video		
YouTube		
Progress Bar		
Audio		
Animation		
Shape 🔻		

# Previewing, Saving and Exiting the Build Page

The Main Menu shown above has four distinct 'Save and Exit' options for you to explore, and the green flag icon allows you to preview the learning page as you build it.

### **Objects, what are they?**

Objects are simply elements of learning content eg textfields, images, videos, YouTube, progress bars, audio and shapes that when combined create a learning page.

A simple page may use 5 or 6 objects to create a basic page with a page heading, 3 bullet points and a static image, all displayed at the same time.

A more engaging page will likely be made up of a combination of many different objects combined and playing in a determined sequence, for example a video tutor with bullet points timed to appear on screen at an appropriate point in the audio track.

#### The object toolbar

Once any object has been added to a page a number of options are available:



Button	Description
<b>+</b>	Selecting this option allows you to move the object around the screen. Press and hold this button with the left mouse button and move the object to where you would like it to sit. You can also move an object manually by using the directional arrows on your keyboard.
	Alternatively, you can use both the drag handle and the keyboard. This method allows to keep the horizontal or vertical position of an object fixed while you amend the other one manually by dragging.

		horizontal position, hold down the Shift key on the keyboard while dragging your ock the vertical position of an object when dragging you hold down the Ctrl key
	while draggi	ng the object using the mouse.
0		n. This allows you to copy the object. This will place the copied object directly the selected object as shown below
		Introduction         This course will cover the following lesson objectives:         ■ The equipment needed to bake a cake         ■ The ingredients needed to bake a cake         ■ How to mix the ingredients correctly         ■ How to ensure the cake is bake properly         ■ How to ensure the cake is bake properly         ■ How to ensure the cake is bake properly         ■ How to ensure the cake is bake properly         ■ How to ensure the cake is bake properly
$\bigcirc$	Allows you t	o edit the timeline of when you would like an object to appear on screen:
		Event name (click to change):         When (s):           FADE IN         Change         0
		Timeline events for this object:       [X] FADE IN, When: 0       Add empty event
		Close
	Events and T events you c	Fimelines allow you to add transitions to the page. There are a number of different can select:
		EVENTS AN Event name (clck FADE IN FADE IN Timeline eve [X] FADE IN, Add empty ev Close
		EVENTS AND TIMELINE EDITOR
	Opacity	Event name (dick to change):       When (s):       To:       Duration (s):         OPACITY       Change       0       100       0.5       Update         Timeline events for this object:       [X] FADE IN, When: 0       Add empty event       Image: 0       Image: 0
		Define when the object fades in and what the object opacity fades from and to. In the example above the object will appear on screen at 0 seconds - as soon as the screen loads. It will go from 0 opacity (invisible) to fully visible over 0.5 of a second.
	Fade In	EVENTS AND TIMELINE EDITOR Event name (click to change): When (s):
		FADE IN     Change     1     Update       Timeline events for this object:     [X] FADE IN, When: 0       Add empty event
		This option allows you to state when the object should appear on screen or

		'fade in'.					
		Enter the number of seconds in the 'When (s)' and click on the 'update' button					
		to save the changes. In the example above the object will appear on screen					
		after 1 second.					
	Fade Out	EVENTS AND TIMELINE EDITOR					
	Faue Out	Event name (click to change): When (s): FADE OUT Change] 10 Update					
		Timeline events for this object: [X] FADE IN, When: 0					
		Add empty event					
	This option allows you to state when an object should disappear from screen or						
	This option allows you to state when an object should disappear from screen or 'fade out'.						
	Enter the number of seconds in the 'When (s)'and click on the 'update' button						
	to save the changes. In the example above the object will disappear from screen after 10 seconds.						
	$\checkmark$ You can have more than one event on an object.						
	FILTERS textfield_in_arial_3						
		Shadow on     Bevel on     Giow on     Blur on       Inner shadow 4     Bevel 1 sharp     Medium glow     Soft blur 1					
		Show advanced Show advanced Show advanced					
	You can apply 'filters' to a variety of objects to enhance their presence on screen. For example,						
	if you wanted to distort an image of a person to make them unidentifiable, then you could use the 'blur' filter to achieve this.						
	the blur filter to achieve this.						
	${\mathscr N}$ Play around with the various filters, remembering that you can combine them to						
	achie	eve the desired effect.					
•	This allows v	ou to delete an object from the screen.					
•							
	Click on the on the 'Delete' button and the following message will appear on screen:						
		CONFIRM DELETE					
		Do you really want to delete this object?					
		Tin					
		Hold the SHIET key while pressing the delete					
		Hold the SHIFT key while pressing the delete button to bypass this confirmation box					
		Hold the SHIFT key while pressing the delete					
		Hold the SHIFT key while pressing the delete					
		Hold the SHIFT key while pressing the delete button to bypass this confirmation box					
		Hold the SHIFT key while pressing the delete button to bypass this confirmation box         CONFIRM       CANCEL         nfirm' to confirm you would like to delete the object, or 'Cancel' if you have					
		Hold the SHIFT key while pressing the delete button to bypass this confirmation box					
	selected the	Hold the SHIFT key while pressing the delete button to bypass this confirmation box         CONFIRM       CANCEL         nfirm' to confirm you would like to delete the object, or 'Cancel' if you have					
	selected the Group object objects in or	nfirm' to confirm you would like to delete the object, or 'Cancel' if you have wrong button.					

	The ingredients needed to bake a cake How to mix the ingredients correctly How to ensure the cake is bake properly How to ensure the cake is bake properly To Mins 15 Mins
	Then click on the 'Group' button on the toolbar:
	The objects will then be grouped together:
	The ingredients needed to bake a cake How to mix the ingredients correctly How to ensure the cake is bake properly How to ensure the cake is bake properly Group or ungroup objects Group or ungroup objects
	Change object depth: This option opens up the layering options:
	Selecting this option will allow you to move the object forward and back.
	And the options below:
¥	Sends the object backwards by one layer.
1	This option sends the object to the back of all the objects that appear on screen.
1	This sends the object forward one layer.
Ŧ	This sends the object to the front of all the objects on screen.
	This allows the user to lock the object, so that it can't be edited. Once this option is selected the 'Locked and hidden objects' menu appear on the right hand side of the screen.
	Locked and hidden objects (i)
	This menu allows you to unlock or hide objects.
	Hiding objects makes it easier to work with the screen. Hiding object only hides it from the screen, as soon as you publish the project the object will appear on screen.
	To hide an object click on the 'eye' symbol on the 'Locked and hidden objects' menu on the

	right hand side of the screen.	
i	This button is a help button and appears in lots of elements on screen. Whenever you see the information button click on it to gain contextualised help on the appropriate subject.	

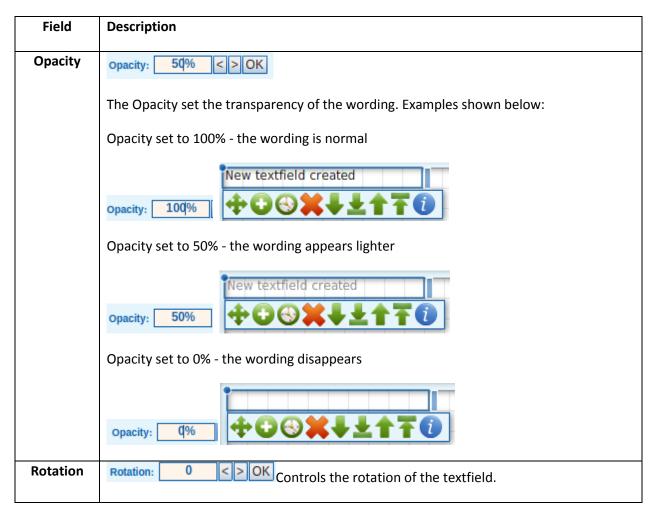
- When inserting most types of object, the default placement is on top left of page for you to move to where it is appropriate.
- One exception to this is bullet points/textfields which when duplicated appear underneath the last in the list.

# Adding a textfield to a learning page

Select the 'Textfield' option and a textfield is added to the screen:

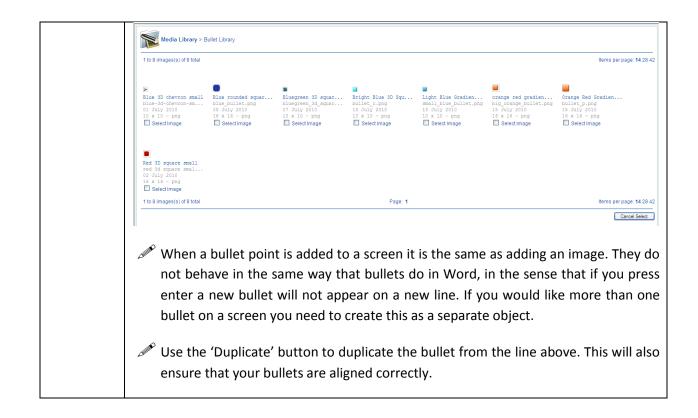
opacity: 100% < > OK	style: None Change	
Rotation: 0 < > OK	Formatting: / U B size: 25 V < > OK Font co	olour
x: 40 < > OK	Font: LN Verdana font Change	
Y: 30 < > OK	Alignment: Left Centre Right	
Width: 331 < > OK	Hyperlink:	]
Height: 36.1		

When you add an object to a screen a properties box appears. This allows you to amend the properties of the selected object. Textfields have a number of aspects that can be amended, as shown below:



X and Y	X:10< > OKY:10< > OKThe X and Y values set where the field appears on screen.			
Width and Height	Width:       199.95       < > OK         Height:       19.9       Change the Width and Height of the object.			
Style	Style:DefaultChangeOf the 'defined project styles' set at the beginning of the project.			
Formatting	Formatting: / U B Size: VOK Font colour			
	Formatting allows you to change the font to italic, underlined or bold, size of font and colour.			
	To change the font size over type the value or select the down arrow next to the font size and use the slider to set the required size and click on the 'OK' button to save your changes:			
TEXTFIELD PROPERTIES restrictied, in, verdana_0       Show advanced view       Image: Show advanced view				
	To select the font colour from the palette of colours defined in the 'define project style click on the 'Font colour' button and select from the available options.			
	TEXTFIELD PROPERTIES textfield in verdana.9       Show advanced view       ()         opacity:       100%       <>OK       Style:       None       V         rectation:       0       <>OK       Formating:       ()       ()       B size:       10       V<<<>>()       Colour         v:       20       <>OK       For       Palette:       Cutront:       ()       Cutront:       ()       <			
	To apply a different colour from those defined in the project styles, select the 'Web safe' button to access the selection below:			
	TEXTFIELD PROPERTIES textified in verdana_9       Show advanced view         opacity:       100%       \$>0K         victor       0       <>0K         victor       0       >0K         uddet       Hypedin       Current:         Builet poin       0       0         uddet       0       0         udd			

	To apply a very specific shade of a colour, click on the 'HSB' button to access the HSB					
	Palette.					
	TEXTFIELD PROPERTIES textfield_In_verdana_9 Show advanced view (					
	Opusity:         100%         ≤ ≥ OK         Style:         None         ▼           Rotation:         0         < > OK         Formatting:         []         U         B         size:         10         ▼ < > OK         Fornt colour           xis:         300         < > OK         Palette:         Custom Web safe         155         €         CLOSE           v:         20         < > OK         Formatting:         []         E         U         E         E         E         CLOSE         €         CUSTOR         €         CUSTOR         €         CUSTOR         €         E         <					
	Height:       23.2         Height:       23.2         Height:       <         Saturation:       <         Saturation:       <         Saturation:       <         Red:       <         C       OK         Blue:       <>OK         Hex:       OK					
	< Saturation >					
	This will allow you to select the exact colour you need using the RGB values, the HSB					
	values or the HTML colour code/HEX number without creating a style in your project.					
	Your marketing team should be able to give you details of the codes required for any corporate colours used within your organisation					
	corporate colours used within your organisation.					
Font	Font: LN Verdana font Change					
	Click on the 'Change' button and select the font you would like to use.					
	Click off the Change button and select the fort you would like to use.       TEXTFIELD PROPERTIES toolid h, tectare, 0       operity:     0%     0%     10     10       y     10     10					
	Click on the 'Close' button to apply the change to the textfield.					
Alignment	Alignment: Left Centre Right					
	You can set the alignment of the text in regards to the text box.					
Hyperlink	Hyperlink: OK					
	Enter the hyperlink address and click on 'OK'.					
	If you are entering a web address enter http:// at the beginning of the website.					
Bullet Point	Bullet point: Set					
	To set a bullet point click on the 'Set' button and select the bullet you would like to use by placing a check against the 'select image' option:					



# Adding an image to a learning page

Photographs and other images can be added to a learning page. This section will run through how to add an image and how to edit image properties.

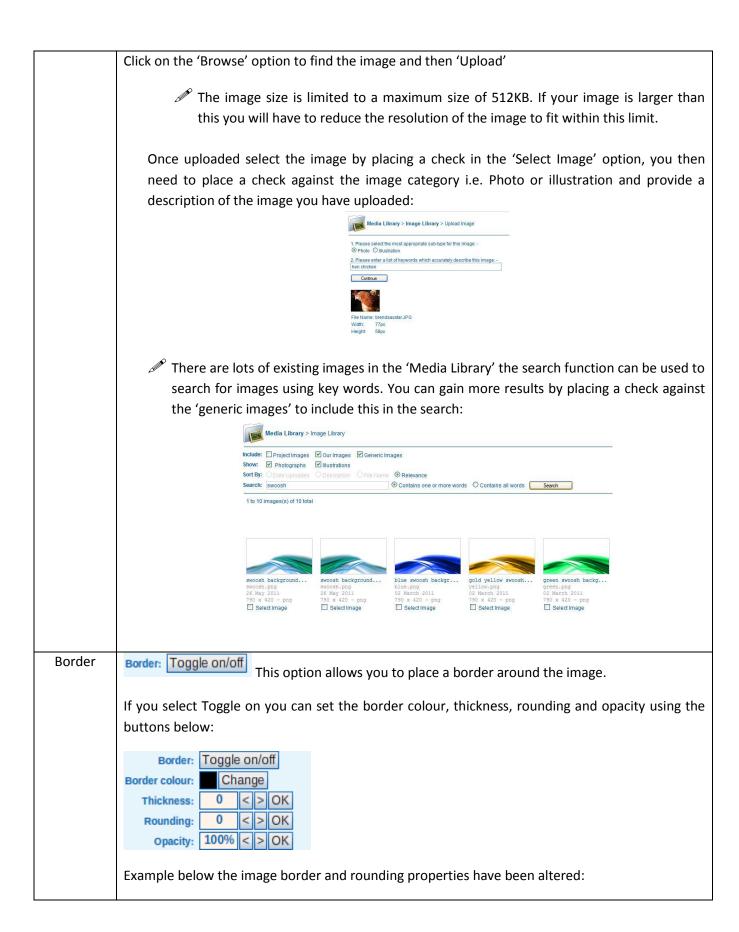
To insert and image object onto a learning page click on the 'Image' option from the 'Main' menu:

MAIN 👔		6
88 📣	Opacity:         100%         <>>OK         mage:         Set           Rotation:         0         <>>OK         Frame         Toggle on/off	
	x. 0 < > OK	
Aa Textfield	Y: 0 < > OK width: 115.9 < > OK	
	Height:         100         <	
Video		
YII YouTube		
Progress Bar		
Audio		
Animation		
Shape 🔻		

Once an image object has been added to a screen you can then alter the properties from the 'Image Properties' menu. These are described below:

Field	Description		
Opacity	Opacity: 50% < > OK		
	The Opacity set the transparency of the image. Examples shown below:		
	Opacity set to 100% - the image is normal		
	Opacity: 100%		
	Opacity set to 50% - the image appears lighter		
	Opacity: 50%		
	Opacity set to 0% - the image disappears		
	Opacity: 0%		
Х	x: 10 <> OK		
Y	Y: 10 < > OK The X and Y values set where the field appears on screen.		
Width	Width: 199.95 < > OK		
Height	Height: 19.9 Control the width and height of the object.		
Image	Image: Set		

Press the Set Image button to set the image. You can select image from the image library or				
upload your own image by using the 'Upload Image' option:				
Media Library > Image Library				
Include: Project Images Our Images Generic Images Show: Photographs VIIIustrations				
Sort By:  Date Uploaded  Description  File Name  Relevance Search:				
1 to 14 images(s) of 38 total				
New textfield text textfield course b help object toolba				
Next cextiteld.JFG         textiteld.JFG         Help.JFG           10 June 2011         10 June 2011         10 June 2011           79 x 254 - jpg         158 x 135 - jpg         24 x 22 - jpg				
Select Image Select Image Select Image				
Images can only be uploaded if you own the copyright to them.				
filter course builder timeline and events				
Filter.JPG timeline and event 09 June 2011 09 June 2011				
21 x 23 - jpg 22 x 23 - jpg				
Select Image Select Image				
1 to 14 images(s) of 38 total				
Upload Image				
Before you can upload any images you need to agree to the image use disclaimer. Read the				
information on screen carefully and if you agree with the disclaimer place a check in the 'I Agree				
'option:				
Media Library > Image Library > Upload Image				
Please acknowledge the following statement before uploading your image file: -				
Learning Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this image.				
I certify that I have obtained permission from the copyright owner to use and share this image and I agree to hold harmless and indemnify Learning Nexus Ltd. from all losses, damages, expense itabilities, claims and demands whatseever anising in connection with Learning Nexus Ltd. having produced and provided the image				
and from any subsequent use of the image.  I Agree				
Doing this will ensure that the image can be uploaded into the library:				
Media Library > Image Library > Upload Image				
Please acknowledge the following statement before uploading your image file: - Learning Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this image.				
I certify that I have obtained permission from the copyright owner to use and share this image and I agree to hold harmless and indemnify Learning Nexus Ltd from all losses, damages, expense liabilities, claims and demands whatsoever arising in connection with Learning Nexus Ltd. Naving produced and produced the image				
and from any subsequent use of the image.				
Please select an image file to upload (Max 512 KB); -				
C:tfakepath_MG_7232.jpg Browse Upload				



	MAIN MAIN Textfield	IMAGE PROPERTIES image_0           opacity:         100%         2 0K           Rotation:         0         2 0K           v:         10         2 0K           reder colou::         Change           v:         10         2 0K           reder colou::         2 0K           reder colou::         2 0K           reder colou::         100% < 2 0K           opacity:         100% < 2 0K           opacity:         100% < 2 0K           opacity:         100% < 2 0K           Description:         Type description here
	<ul> <li>▶ Progress Bar</li> <li>▲ Audio</li> <li>✓ Aximation</li> <li>✓ Shape</li> </ul>	
Description	Description: Type description here	
	You can enter the description of the	ne image.

# Adding a video to a learning page

Flash videos can also be added to a learning page. As with any media resource it is important to ensure that you have copyright rights to the object to use it in the project.

To add a video into a learning page, click on the video icon from the menu on the left hand side of the screen.

MAIN	0
Aa Textfield	
Image	
Video	

The video object will appear on the learning page in the top left hand corner of the screen and the video properties will appear on screen:

JIDEO PROPERTIES           opacity:         100%         <         > OK           totation:         0         <         > OK           x:         10         <         > OK           y:         10         <         > OK           width:         320         <         > OK           width:         240         <         > OK           scale:         100%         <         > OK	video_4 Video: Set		0
Measure ingration		be able to:	

Field	Description
Opacity	Opacity: 50% < > OK
	The Opacity set the transparency of the wording. Examples shown below:
	Opacity set to 100% - the Video is normal
	Opacity:       100%
	Opacity set to 50% - the Video appears lighter
	Opacity: 50%
	Opacity set to 0% - the Video disappears
	Opacity: ♥%
х	X: 10 <> OK Y: 10 <> OK The X and V values set where the field appears on screen
Y	Y: 10 < > OK The X and Y values set where the field appears on screen.
Width	width:       199.95       >OK         Height:       19.9       Control the width and height of the object.
Height	
Video	Video: Set

<form></form>		
<pre>stret: @cate upaced @cecopies @read with an any result Place make your search move general and by again.</pre>	Media Library > Vid	to Library
<text><text><text><text></text></text></text></text>	Sort By:      Date Uploaded	Description OFile Name ORelevance
New videos can be uploaded into the Learning Nexus video Library. Videos can or uploaded if you own the copyright to them. Before you can upload any video you need to agree to the video use disclaimer. Read information on screen carefully and if you agree with the disclaimer place a check in Agree option': Image: The theory of the th	Unfortunately, your query did not	return any results! Please make your search more general and try again.
uploaded if you own the copyright to them. Before you can upload any video you need to agree to the video use disclaimer. Read information on screen carefully and if you agree with the disclaimer place a check in Agree option': $\begin{tabular}{lllllllllllllllllllllllllllllllllll$	Upload Video	
Before you can upload any video you need to agree to the video use disclaimer. Readinformation on screen carefully and if you agree with the disclaimer place a check in Agree option':   Image: Disclaim a statement before upload you	New videos car	n be uploaded into the Learning Nexus video Library. Videos can on
<image/>	uploaded if you	own the copyright to them.
<image/>	Before vou can	upload any video you need to agree to the video use disclaimer. Rea
Agree option':	•	
For a region of the second		
Persee acknowledge the following statement before uploading your video file:- Learning Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this video file. Leftify that I have obtained permission from the copyright owner to use and share this video file and largere to demands whatsoever arising in connection with Learning Nexus Ltd. Thaving produced and provided the video time and from any subsequent use of the video file. Leftify that I have obtained permission from the copyright of this video file. I a gree Doting this will ensure that the video can be uploadded: Mease acknowledge the following statement before uploading your video file:- Lesse acknowledge the following statement before uploading your video file. Letring Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this video file. Letring Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this video file. Learning Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this video file. Learning Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this video file. Loring that the eotidate opermission from the copyright owner to use and share this video file and i agree to hoth arrites and indemnify Learning Nexus Ltd. thaving produced and provided the video termands whatsoever arising in connection with Learning Nexus Ltd. thaving produced and provided the video termands whatsoever arising in connection with Learning Nexus Ltd. thaving produced and provided the video file. Ligre Plase select a video file to upload. Under the video file to upload. Un		
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Doing this will ensure that the video can be uploaded: Weia Library > Video Library > Upload Video Please acknowledge the following statement before uploading your video file: - Learning Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this video file. Learning Nexus Ltd. does not represent or warrant that it is the owner of the copyright of this video file. Loritify that I have obtained permission from the copyright or owner of use and share this video file and i agree to hold hamilese and indemnify Learning Nexus Ltd from all losses, damages, expense liabilities, claims and demands whatsever arising in connection with Learning Nexus Ltd. having produced and provided the video I Agree Please select a video file to upload:- Unitare Defined		demands whatsoever arising in connection with Learning Nexus Ltd. having produced and provided the video
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C:Vakepath/Picture 057.140) Browse Upload		
		C:\fakepath\Picture 057.MO\ Browse
	Click on the 'Bro	
	<u>^</u>	owse' option to find the video and then 'Upload'.
The video can only be in Flash Video (FLV) format	<u>^</u>	owse' option to find the video and then 'Upload'.
	🎢 The video c	bwse' option to find the video and then 'Upload'.
The video can only be in Flash Video (FLV) format Once uploaded select the video by placing a check in the 'Select Video' option:	🎤 The video c	bwse' option to find the video and then 'Upload'.
<i>On</i> ce uploaded select the video by placing a check in the 'Select Video' option:	The video of Once uploaded	bwse' option to find the video and then 'Upload'. <i>Can only be in Flash Video (FLV) format</i> select the video by placing a check in the 'Select Video' option:
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Once uploaded select the video by placing a check in the 'Select Video' option:	The video of the	bowse' option to find the video and then 'Upload'. <i>Fan only be in Flash Video (FLV) format</i> select the video by placing a check in the 'Select Video' option: Video Library
Once uploaded select the video by placing a check in the 'Select Video' option:	The video of Once uploaded	Utdead         cowse' option to find the video and then 'Upload'.         can only be in Flash Video (FLV) format         select the video by placing a check in the 'Select Video' option:         video Library         • Video Library         • Operation Of File Name         • Operation Of Pile Name         • Operation Of Contains and used of Contains all useds
Once uploaded select the video by placing a check in the 'Select Video' option:	The video of Once uploaded	Ubload         cowse' option to find the video and then 'Upload'.         can only be in Flash Video (FLV) format         select the video by placing a check in the 'Select Video' option:         • Video Library         • Opeorigion • File Name Ordenance
Once uploaded select the video by placing a check in the 'Select Video' option:	The video of Once uploaded Once uploaded	Ubload         cowse' option to find the video and then 'Upload'.         can only be in Flash Video (FLV) format         select the video by placing a check in the 'Select Video' option:         'Video Library         'Video Library         'Obscription 'File Name         Orderates one or more words         Contains all words         Seach         Remove         Image: Date Uploaded         Video Library         Image: Date Uploaded

Controls Controls timeline: No Toggle

	This determines whether the video controls of the timeline of the screen. This is an important option as if 'No' is selected and there are problems with slow internet, the other
	elements will load on screen regardless of whether the video has loaded and played.
	If this option is set to 'Yes' then the other objects on screen will only come in when the
	video has reached the same point at it would have if the video was working properly.
	For example if an object was set to appear after 30 seconds and this was timed because it was relevant to what was said in the video. If there was a problem with the internet connection and the video wasn't showing properly, the object would appear on screen after 30 seconds regardless of the state of the video, if the 'Controls timeline' option was set to 'No'.
	If the 'Controls timeline' option was set to 'Yes' then the object would appear at what would be 30 seconds into the video regardless of the fact the internet was running slow. So would appear at the correct point.
	If the object needs to come in at a certain time so that it matches the video, set the 'controls timeline' option to 'Yes'.
Video	Video duration: 00:16 (16.92 sec.) Refresh
duration	
	This shows how long the video lasts for.

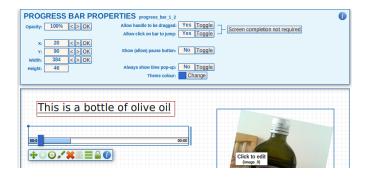
#### Adding a progress bar

Progress bars allow the learner to have an indication of the timeline of the screen, and allows users to skip, rewind or pause any actions taking place on screen. It is recommended progress bars are only added to project that have media in them, such as Audio or Video.

To add a progress bar to a learning screen click on the 'Progress Bar' button:



You will see a sub-menu with the 3 different styles of progress bar available. Click on the one you prefer to have the progress bar appear on screen:



Field	Description
Opacity	Opacity: 50% < > OK
	The Opacity set the transparency of the Progress Bar. Examples shown below:
	Opacity set to 100% - the Progress Bar is normal
	Opacity: 100%
	Opacity set to 50% - the Progress Bar appears lighter
	Opacity: 50%
	Opacity set to 0% - the Progress Bar disappears
	Opacity: 0%
X and Y	<ul> <li>x: 10 &lt;&gt; OK</li> <li>Y: 10 &lt;&gt; OK</li> <li>The X and Y values set where the field appears on screen.</li> </ul>
Width and Height	Width:       199.95       < > OK         Height:       19.9       Control the width and height of the object.
Allow handle to	Allow handle to be dragged: Yes Toggle
be dragged	This option allows you to set if you would like the learner to be able to move the progress bar to rewind or fast forward the information that appears on screen.
Allow click on bar to	Allow click on bar to jump: Yes Toggle
jump	This option allows the learner to click on a point of the progress bar and move the screen to that point.

Screen completion	Screen completion not required
not required	This option allows you to force the users of the course to view a screen from beginning to end <b>the first time</b> it is visited, regardless of the fact that the drag and jump options (above) may be enabled. On following visits to the same screen the user will be allowed to drag and jump according to the settings selected for these options.
Show	Show (allow) pause button: No Toggle
(allow)	Togeling this option to Yes will add a 'Dause' butten pout to the progress bar, allowing
pause	Toggling this option to Yes will add a 'Pause' button next to the progress bar, allowing
button	the users of the course to pause the screen at any time.
Always	Always show time pop-up: No Toggle
show time	If this option is set to 'yes' the time is show on the progress bar as a pop up. As
pop-up	shown below:
	0001 0000
Theme	Theme colour: Change
colour	This allows the progress bar marker colour to be changed.

# Adding an animation

Flash animations can be added to a learning screen. These can be Flash images or animations. To add an animation to the screen click on the 'Animation' button:

MA 🚫	IN ()
Aa	Textfield
	Image
	Video
	Progress Bar
0	Audio
€	Animation

The animation will appear on screen:

	RTIES sw_5 swF: Set	Show advanced view
pacity:         100%         < > OK           station:         0         > OK           x:         10         < > OK           Y:         10         > OK           Y:         10         < > OK           Width:         112         < > OK	Description: Type description here	
leight: 100 < > OK		
Scale: 100% < > OK		
ni of t	he course you should be able to:	
	correctly	
aredients		
gredients		
gredients	sfully	
Success	sfully	

Field	Description
Opacity	Opacity: 50% < > OK

	The Opacity set the transparency of the animation. Examples shown below:
	Opacity set to 100% - the animation will be 100% visible on screen
	Opacity: 100%
	Opacity set to 50% - the animation appears lighter
	Opacity: 50%
	Opacity set to 0% - the animation disappears
	opacity: 0%
X and Y	x:10< > OKY:10< > OKThe X and Y values set where the field appears on screen.
Width and Height	Width:       199.95 < > OK         Height:       19.9         Control the width and height of the object.
SWF	swF: Set This option allows you to select a SWF file or animation from the media library.
Description	Description: Type description here
	Allows you to enter a description of the animation.

Once the animation has been added to the screen you will be able to amend the colour of the object using the 'Set theme colour' button:



# Adding a shape to a page

From the 'Main' menu select the 'Shapes' button and select which kind of shape you would like to add to the screen:



- You can select:
  - Rectangle
  - Triangle
  - Oval

Field	Description
Opacity	Opacity: 50% < > OK
	The Opacity set the transparency of the shape. Examples shown below:
	Opacity set to 100% - the shape is set to full visibility.
	Opacity: 100%
	Opacity set to 50% - the object appears lighter
	Opacity: 50%
	Opacity set to 0% - the object disappears
	Opacity: 0%
X and Y	x:10< > OKY:10< > OKThe X and Y values set where the field appears on screen.
Width and Height	Width:       199.95       < > OK         Height:       19.9       Control the width and height of the object.

# Adding a line to a page

From the 'Main' menu select the 'Line' button:

MAIN 👔
88
Aa Textfield
Image
Video
YII YouTube
💊 Progress Bar 🔻
Audio
Animation
Shape  Speech bubble
Line

The line will be added to your screen and you will see the following options in the properties panel:

Field	Description
Opacity	opacity: 50% < > OK
	The Opacity sets the transparency of the line. Examples shown below:
	Opacity set to 100% - the line is set to full visibility.
	opacity: 100%
	Opacity set to 50% - the line appears lighter
	Opacity: 50%
	Opacity set to 0% - the line disappears
	opacity: 0%
Rotation	Rotation: 0 < > OK Controls the rotation of the line
X and Y	x:10< > OKY:10< > OKThe X and Y values set where the field appears on screen.
Width and Height	Width:     199.95     < > OK       Height:     19.9     Control the width and height of the chiest
Teight	Control the width and height of the object.

Line Variation	Line variation: Straight <> Allows to create a curve or an angle instead of a straight line by adding an additional anchor to the object. See example below:
Curve angle/point (X) and (Y)	Curve / angle point (X):       50       < > OK         Curve / angle point (Y):       50       < > OK         Allow to manually change the location of the curve or angle across the horizontal or vertical axis.
Line Colour	Line colour: Change Changes the colour of the line to the selected shade.
Line Thickness	Line thickness: 2 <> OK Changes the thickness of the line to the selected value.
Line ending size mod.	Line ending size mod. 0 <> OK Normally the line ending (if added) scales proportionally with the line thickness but here you can increase or decrease the size of the line ending further according to needs.
Line ending style	Line ending style: None  V < Presents a list of various arrows and other symbols that can be placed at the end of the line.
Line style	Line style: Solid <> Allows to set the line to be solid or dashed.

# Creating a timeline

A timeline can be created for every screen by making object appear, disappear, or change in opacity at different times.

To cause an object to be influenced by passing time, you will need to click on the Timeline button available on the object toolbar.

This will open the Timeline Events control panel.



By default, when an object is added to any screen, it will appear immediately and stay on the screen, when the screen is played. This is reflected in the Timeline Events panel by the fact that the object will have a 'FADE IN' event set to occur at 0 seconds.

To amend the time when the object appears on the screen, simply change the value in the 'When (s)' box and click on the 'Update' button to save the change.

To add another timeline event, click on the '+ Click here to add new empty event' option, then select what type of event you want (FADE IN, FADE OUT, or OPACITY) from the 'Event type' box, and finally set the number of seconds in the 'When (s)' box.

Click on 'Update' to save the changes.

## Purging the timeline

This option allows to remove all timeline functionality from a screen. This means that all objects that were supposed to appear on the screen at a specific time different from zero seconds, are automatically reverted back to the default time of 0 (i.e. they will all appear as soon as the screen is displayed).

Below is a summary of the effects this functions has on different objects:

- YouTube objects Deleted
- Video objects Deleted
- Audio objects Deleted, even if it was a child object of another object (like feedback text in a question)
- Animation objects Deleted if it 'follows timeline'.
- Progress Bar objects Deleted
- Any other object (including Animations not deleted) Reset timeline events to default values of that object normally leaves only a FADE IN event at 0 seconds.

The Option to do this is found under the Advanced view of the screen properties panel, so to access it you need to click on an empty area of the screen, then select the 'Show Advanced View' button from the Properties Panel:

Once the Advanced options are displayed, click on the 'Purge timeline' button.

SCREEN PROPERTIES		Hide advanced view 👔
Screen type: Page	Snap to grid: Yes Toggle	Screen width: 790
Timeline length: 00:01 (1 sec.) Refresh		Screen height: 420
		Grid width: 10 < > OK
Horizontal margin: 0 < > OK		Grid height: 10 < > OK
Vertical margin: 0 < > OK		Grid opacity: 5 < > OK
		Grid colour: Change
		Purge timeline

You will be asked to confirm the actions, and then you will see a log of the changes that have been applied, similar to the example below:

PURGE TIMELINE
Timeline events have been reset and objects syncing with timeline has been removed: Information tags: Info: Child or another object Info: Child or another object Info: Child or another object Info: No parent or parent is not a summary object O10. Reset timeline events on: toutided in, scipt / (Info{SUCCES}) 210. Reset timeline events on: toutided in, scipt / (Info{SUCCES}) 210. Reset timeline events on: toutided on (Info) 210. Detect: value of start is a media object (Info) 210. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 311. Detect: value of start is a media object (Info) 312. Detect: value of start is a media object (Info) 313. Detect: value of start is a media object (Info) 314. Detect: value of start is a media object (Info) 315. Detect: value of start is a media object (Info) 316. Detect: value of start is a media object (Info) 317. Detect: value of start is a media object (Info) 318. Detect: value of start is a media object (Info) 319. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object (Info) 310. Detect: value of start is a media object

**Important:** It is not possible to undo the Purge Timeline actions. The process can be only be reverted by exiting the Page Builder without saving the screen. For this reason it is important to test your screen before saving it.

## Mouse Interactions

Mouse Interactions' can be used to create 'hot spots' to objects to provide more information or allow the learner to click on an object as part of a developing activity.

To add 'Mouse Interactions' click on the 'View mouse events' button (accessed via the 'timeline' control):

TIMELINE EVENTS image_3		0
Event name (click to change): When (s): FADE IN Change 0	Update	
Timeline events for this object: [X] FADE IN, When: 0		
+ Click here to add new empty event		
	View mouse events	Close

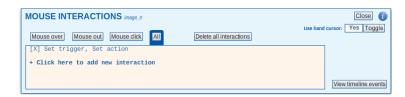
The 'Mouse Interactions' Screen appears:

MOUSE INTERACTIONS image_0	Close 🧃
Mouse over Mouse out Mouse click All Delete all interactions	Use hand cursor: Yes Toggle
No mouse interactions defined for this object yet. + Click here to add new interaction	View timeline events

To create a new interaction click on the '+ click here to add new interaction':

MOUSE INTERACTIONS image_0	Close ()
Mouse over Mouse out Mouse click All Delete all interactions	Use hand cursor: Yes Toggle
No mouse interactions defined for this object yet. + Click here to add new interaction	
	View timeline events

You can then set the trigger, action and objects by clicking on the relevant item in the string:



#### Setting the Trigger

MOUSE INTE	RACTIONS	image_0		_	Close 🕧
Set trigger Mouse over Mouse out Mouse click	CLOSE	se click All on teraction	Delete all interactions	Use hand cursor: Y	es Toggle
				View tin	neline events

You can select three types of movement:

Mouse Over	This option allows something appear or disappear from the screen if the
	mouse is moved over the object.

Mouse Out	This option allows something appear or disappear from the screen if the mouse is moved away from the object.
Mouse Click	This option allows something appear or disappear from the screen if the mouse is used to click on the object.

#### Setting the Action

MOUSE INT	ERACTIONS image_0	
Mouse over	Set action CLOSE	Use hand cursor: Yes Toggle Delete all interactions
[X] Set trig	Fade out	
	Go to website Play Pause Stop	View timeline events

Fade in	The object will 'fade in' when the relevant mouse interaction is used.
Fade out	The object will 'fade out' when the relevant mouse interaction is used.
Fade to	The object will 'fade to' a specified opacity over a specified time period, when the relevant mouse interaction is used.
Enable mouse	The object will be allowed to be used as a trigger for an interaction
interactions	
Disable	Even if you have one or more interactions allocated to the object, this action will disable
mouse	them making the object inactive.
interactions	
Go to website	This option will open a pre-selected website when the relevant mouse interaction is used.
Play	The play option will play the video or YouTube object when the relevant mouse interaction is used.
Pause	The pause option will pause the video or YouTube object when the relevant mouse interaction is used.
Stop	The stop option will stop the video or YouTube object when the relevant mouse interaction is used.

#### Setting the Object



Clicking on 'Select objects' will open a new box to the right of the Mouse Interactions Properties pane. This box will list all the objects present on the screen. The interaction selected will apply to all the objects selected in this box.

#### **Allowing Mouse Interactions to Complete Screens**

Toggling the 'Require click to complete screen' option to 'Yes' will cause the screen to never complete unless the mouse interaction set has been carried out by the user. This means that the Next button will not appear for the user until they perform the selected mouse click.

## **Question Pages**

Question pages can be added to a project. These can be used as formative learning questions or be added to an 'Assessment Pool' for post course or end of unit/module questions. There are five different types of question pages that can be created:

- 1. Textfield Questions
- 2. Image Questions
- 3. Shape Questions
- 4. Animation Questions
- 5. Drag and Drop Questions

There are lots of common question properties, which are described fully in the section on 'clickable textfield questions' and are highlighted with <u>orange text headings</u> in the table.

## Adding a Question Page

Place a check against the lesson you would like to add the question to and select the 'Insert Question Page' option:

Toolbox -	Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
Define Project	🗌 🍫 How to Bake a Cake	This lesson will run through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell		
Styles Insert	🗆 🌺 Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			
Glossary	🗆 i <u>Resources</u>	Project Resources	In Progress	09/07/2010 14:20:23	16/07/2010 13:59:02	Claire Treadwell		
Insert Resources	🗌 🥠 1. How to Bake a Cake		In Progress	07/07/2010 15:33:01	03/08/2010 10:42:09	Claire Treadwell		
Insert	I. How to Bake a Cake	This unit will cover the lesson objectives	In Progress	16/07/2010 09:54:03	06/08/2010 11:31:49	Claire Treadwell		
Insert Unit	🗌 📝 1. Induction		In Progress	16/07/2010 10:40:08	03/08/2010 10:44:06	Claire Treadwell		🧊 🎸
Insert Unit	2. Objectives		In Progress	16/07/2010 14:12:04	19/07/2010 17:40:53	Claire Treadwell		· <b>]</b> &
Learning Page	2. Ingredients		In Progress	19/07/2010 17:29:37	19/07/2010 17:29:37	Claire Treadwell		
? Insert Question	1. Click on the ingredients you can use to flavour a cake		In Progress	19/07/2010 17:30:13	03/08/2010 10:41:39	Claire Treadwell		🥑 🆑

Enter the name of the question page and the description and click on the 'Save' button:

The name of the page could be the question itself.

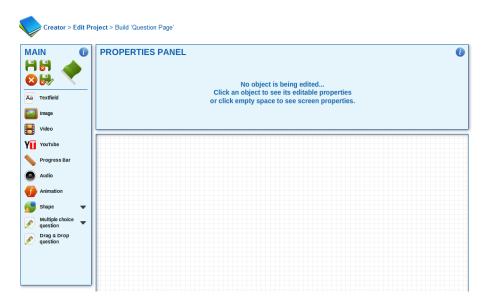
learning	private sector	•			Learning Nexus CSM Team
Administrator	Creator	Reviewer	$\bigcirc$	Media Library	You are logged in as Claire Treadwell (Sign Out)
Creator	> Edit Project > Insert L	Learning Question			
Position:	3				
Question Name:	Enter the name of the pa	age			
Description:	Enter the description he	ere			
	Save	Cancel			

To add content to the question page, click on the paint palette icon to the right hand side of the page:



dministrator	Creator	Reviewer	6	Media Library	1			You are lo	gged in as Clair	e Treadwell (	Sign O
Creator >	Edit Project										
oolbox 🛛 🛹	Item Type and N	ame			Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
Define Project Styles	🔲 🤶 How to Bake a C	Cake			This lesson will run through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell		
h. Insert	🔲 🎪 Glossary				Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			
Glossary	🔲 🥡 <u>Resources</u>				Project Resources	In Progress	09/07/2010 14:20:23	16/07/2010 13:59:02	Claire Treadwell		
Resources	🔲 🥎 1. <u>How to I</u>	Bake a Cake				In Progress	07/07/2010 15:33:01	03/08/2010 10:42:09	Claire Treadwell		
Insert	✓ 1. Hov	w to Bake a Cake			This unit will cover the lesson objectives	In Progress	16/07/2010 09:54:03	06/08/2010 11:31:49	Claire Treadwell		
	🗖 🌽 1.	Induction				In Progress	16/07/2010 10:40:08	03/08/2010 10:44:06	Claire Treadwell		÷
Insert Unit	🗖 🌽 2.	Objectives				In Progress	16/07/2010 14:12:04	19/07/2010 17:40:53	Claire Treadwell		÷ <i>ا</i> ن
Learning Page	2 3.	Click on the ingredie	ents you ca	n use to flavour a		In Progress	19/07/2010 17:30:13	06/08/2010 16:47:31	Claire Treadwell		<b>ن</b> ار ا
Insert Question	. 4.	Click on the ingredie	ints you ne	ed to bake a cake		Complete	20/07/2010 13:12:24	06/08/2010 13:44:34	Claire Treadwell		¢¢
Page Insert Assessment	2 5.	. What equipment is u	ised in cak	e baking?		Not Started	06/08/2010 16:47:56	06/08/2010 16:47:56	Claire Treadwell		Í
Pool										Build Learning	g Ques
Assessment Summary											
Copy Selected											
Move Up Selected											
Move Down											

You can then select the type of question you would like to create:



The following sections give guidance on how to use each of the question types.

### **<u>Clickable Textfields and Common Controls</u>**

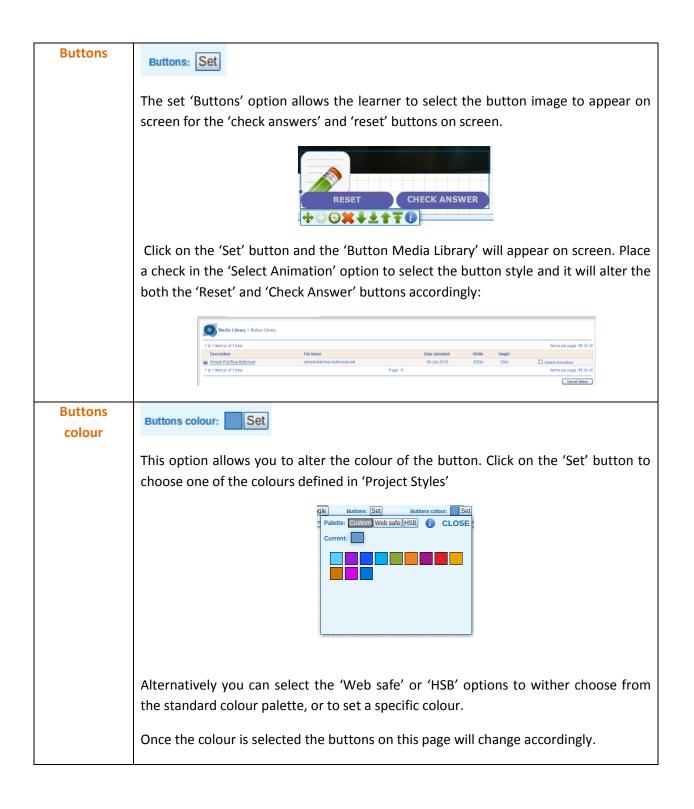
To create a multiple choice 'Clickable Textfield' select this option from the 'Multiple Choice Questions' menu. At this stage, two textfields will appear on screen – one for the question and one for the 'question choice' or answer:

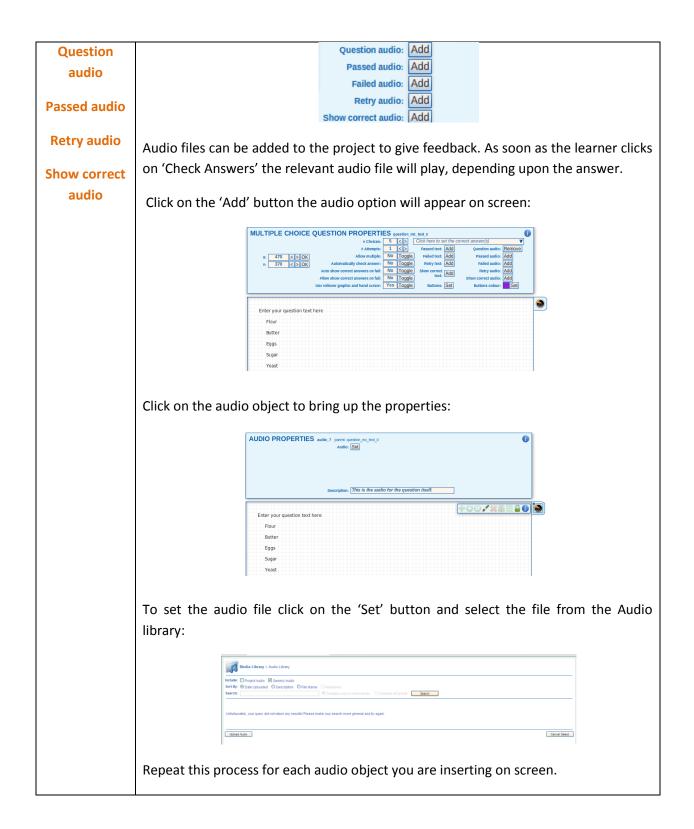
MAIN 🚺	MULTIPLE CHOICE	QUESTION PROPERTI	ES q	uestion_m	c_text_0			0
88 🔺		# Choices:	1	< >		set the	correct answer(s)	•
		# Attempts:	1	< >	Passed text:	Add	Question audio:	Add
88 🌄 🔪 🚺	x: 470 < > OK	Allow multiple:	No	Toggle	Failed text:	Add	Passed audio:	Add
	Y: 370 < > OK	Automatically check answer:	No	Toggle	Retry text:	Add	Failed audio:	Add
Aa Textfield		Auto show correct answers on fail:	No	Toggle	Show correct text:	Add	Retry audio:	Add
Image		Allow show correct answers on fail:	No	Toggle	text:		Show correct audio:	Add
		Use rollover graphic and hand cursor:	Yes	Toggle	Buttons:	Set	Buttons colour:	Set
Video								
YII YouTube								
Y YOUTUBE	Enter your question text	here						
💊 Progress Bar 🛛 🔻	· ·							
	Question choice							
Audio								
Animation								
shape 🔻 🔻								
Speech bubble								
Line								
Multiple choice								
guestion								
Clickable textfields								
Clickable images					<i>(</i>	~		
Clickable shapes Clickable animations								
Drag & Drop guestion								
					Re	set	Check	answer
					+00	/ 🕽	!```≡₩0⊨	

By default only the question and one answer will appear on screen. You can increase the number of responses by changing the question properties as described below:

Field	Description	
X and Y	x: 470 < y: 370 <	<b>&gt;OK</b> <b>&gt;OK</b> The X and Y values set where the field appears on screen.
Choices		This will set the number of options the learner has to choose oment there is only one choice for the learner to make. But this could as many as you like. The example below shows how using this option en:
	Two Choices: Five Choices:	MULTIPLE CHOICE QUESTION PROPERTIES metals at at at            x 400 x 400
		Adv site correct avers on that     No     Toggie     the correct avers on that     Mo     Toggie     the correct avers on that     the correct avers on the correct av

Attempts	# Attempts: 1 Select the number of attempts that the learner can have to attempt the question. In other words a 'retry' option.
Allow Multiple	Allow multiple: No Toggle Selecting 'yes' allows the learner to select more than one correct response to the question.
Automatically Check Answer	Automatically check answer:       No       Toggle       When the learner selects the answer it is automatically checked.         If you have selected the 'Allow Multiple' select answers you will not be able to select this option.       Select this option.
Auto show correct answers on fail	Auto show correct answers on fail:NoToggleYou can enter the information if learner will see if the learners 'fail' the question.
Use rollover graphic and hand cursor	Use rollover graphic and hand cursor: Yes Toggle Shows the hand cursor as a guide to the learner when selecting the responses.
Click here to the right to set the correct answer(s)	Click here to set the correct answer(s) Click on the inverted triangle on the right of this option to select the right answers and the following menu will appear: Correct answers for this question: Correct - Flour Incorrect - Butter Incorrect - Butter Incorrect - Sugar Incorrect - Yeast This allows you to select the correct answer, by clicking on 'Incorrect' next to the right answer.
Passed text Failed text Retry text Show correct text	Passed text:       Remove         Failed text:       Remove         Retry text:       Remove         Show correct       Add         You can add the text you would like to appear on screen if the learner passed, failed, needs to retry or clicks on the 'show correct' answers button.         It is really important to ensure your feedback is descriptive when creating learning questions so that the learner knows when they are correct and why. For example if you have allowed the learner to see the 'show correct' button you need to explain that they have given the wrong response, why, and that if they click on 'Show correct' then the correct answers will be displayed on screen.





## **Image Questions**

Image question can be used so that the learner can select the relevant images on the question page to give their response.

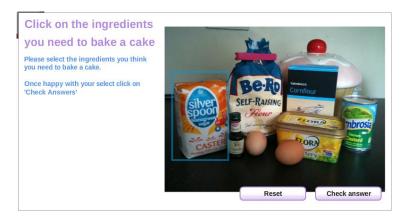
To create a multiple choice 'Clickable Images' select the 'Clickable Images' option from the 'Multiple Choice Questions' menu. The question field and an image object will appear on screen:

** choices:       1       >       Click here to set the correct answer(s)       *         ** attempts:       1       >       Passed text:       Add       Question audio:       Add         ** attempts:       1       >       Passed text:       Add       Question audio:       Add         *:       370 < > OK       Allow multiple:       No       Toggle       Failed text:       Add       Passed audio:       Add         *:       370 < > OK       Autonatically check answer:       No       Toggle       Retry text:       Add       Failed audio:       Add         *:       370 < > OK       Auto show correct answers on fail:       No       Toggle       Show correct Add       Retry text:       Add       text:       Add       text:       Add       text:       Add       text:       Add       text:       Add       text:       Show correct audio:       Add       text:       Show<
X     470     2     0K     Allow show correct answers on tail.     No     Toggle     Retry text:     Add     Fasled text:     Add     Fasled audio:     Add       X:     470     2     0K     Automatically check answers:     No     Toggle     Retry text:     Add     Fasled audio:     Add       Y:     370     <>     0K     Automatically check answers:     No     Toggle     Retry text:     Add     Fasled audio:     Add       More show correct answers on tail.     No     Toggle     Show correct audio:     Add     Show correct audio:     Add       Use rollover graphic and hand cursor:     Yes     Toggle     Buttons:     Set     Buttons: colour:     Set
Aa     Textfield     V:     370 <>OK     Automatically check answer:     No     Toggle     Retry text:     Add     Failed audio:     Add       Automatically check answer:     No     Toggle     Show correct angle:     Show correct a
Aa       rextfield       V: 370 <> OK       Automatically check answer: No       Toggle       Retry text: Add       Failed audio: Add         Automatically check answer: No       Toggle       Show correct       Show correct       Retry audio: Add         Automatically check answer: No       Toggle       Show correct       Show correct       Retry audio: Add         More show correct answers on fail: No       Toggle       Show correct audio: Add       Show correct audio: Add         Use rollover graphic and hand cursor: Yes       Yes       Toggle       Buttons: Set       Buttons colour: Set
Aa     reamed     Auto show correct answers on fail:     No     Toggle     show correct     Add       Allow show correct answers on fail:     No     Toggle     text:     Fadd     Show correct audio:     Add       Use rollover graphic and hand cursor:     Yes     Toggle     Buttons:     Set     Buttons colour:     Set
Image       Allow show correct answers on tait.       No       10ggge       Show correct audio: (Add)         Use rollover graphic and hand cursor:       Yes       Toggle       Buttons: Set       Buttons colour:       Set
Use rollover graphic and hand cursor: Yes Toggle Buttons: Set Buttons colour: Set
Vit youTube
Yii YouTube Enter your question text here
Progress Bar
Audio
Animation
shape 🗸
Speech bubble
y distin
Clickable textfields
Clickable images
Clickable shapes
Clickable animations
Drag & Drop
guestion Reset Check answer
Reset Cneck answer
0 Timeline length (s)

Field	Description
X and Y	X:       470       > OK         Y:       370       > OK         The X and Y values set where the field appears on screen.
Choices	# Choices: 1 This will set the number of options the learner has to choose from. At the moment there is only one choice for the learner to make. But this could be increased to as many as you like. The example below shows how using this option affects the screen: Two Choices          Two Choices       Image: Choice of the learner to make it is could be increased to as many as you like.         The example below shows how using this option affects the screen:         Two Choices       Image: Choice of the learner to make it is could be increased to a set the screen it is could be incre
Refer to previous guidance	For information on common question properties please refer to the table in 'Clickable Textfields' above

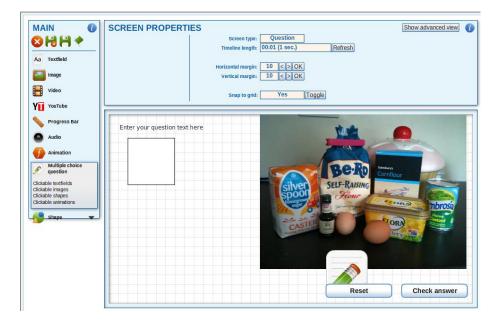
## **Shape Questions**

Shape questions allow the creation of questions where you can select objects within an image. In the example below the learner needs to select which cake ingredients are needed to bake a cake:



If you are going to create a question using shapes in relation to an image, like the example above, insert the image before you add the 'Clickable Shapes' to your screen.

To create a multiple choice 'clickable Shapes' select the 'Clickable Shapes' option from the 'Multiple Choice Questions' menu. Shapes will appear on screen:

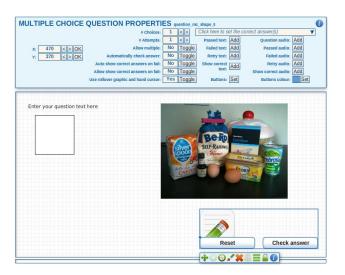


Replace the text with the question you would like to ask:

Sector         Sector<	IES redied p. verdan_2 style: Default Change Formatting: [] U B 12 [Font size] Font colour Font: LN Verdana font Change Alignment: Left Centre Right +yperlink: OK	Show advanced view
Height: 19.9 Click on the ingredients yo	Builet point: Set	

And change the textfield properties as you require.

Once happy with the information click on the 'Check Answers' box in the bottom right hand corner of the screen, the 'Multiple Choice Question Properties' box will appear at the top of the screen:



The table below highlights how these properties affect your the question page:

Field	Description		
X and Y	X:       470       > OK         Y:       370       > OK         The X and Y values set where the field appears on screen.		
Choices	# Choices: 1 This will set the number of options the learner has to choose from. At the moment there is only one choice for the learner to make. But this could be increased to as many as you like. The example below shows how using this option effects the screen:		
	Two Choices:         Untry Counce (QUESTION PROPERTIES)         Unit of the intervent water in the intervent water intervent watervent water intervent watervent watervent		
	Five Choices:		
	Once you have added the number of choices on screen you can then edit the shape properties by clicking on the shape.		

Field	Description		
Opacity	Opacity: 50% < > OK		
	The Opacity set the transparency of the shape. Examples shown below:		
	Opacity set to 100% - the shape is set to full visibility.		
	Opacity: 100%		
	Opacity set to 50% - the object appears lighter		
	Opacity: 50%		
	Opacity set to 0% - the object disappears		
	Opacity: 0%		
	Shape objects can be placed over the top of images so that learners can select part of the image.		
	If you wish the object to be invisible until the learner selects it, ensure that the		
	opacity of the object is 100%, but the border and fill opacity are set to 0. See the example below:		
	SHAPE PROPERTIES and 2       Unity - Life - Cold		
X and Y	x:     10     < > OK       Y:     10     < > OK		
	The X and Y values set where the field appears on screen.		
Width and Height	Width:         199.95         <		
	Control the width and height of the object.		
Refer to previous guidance	For information on common question properties please refer to the table in 'Clickable Textfields' above		

## **Animation Questions**

Animation questions allow you to create true/ false, yes/no questions or customisable questions with only two answers.

To create a multiple choice 'Clickable Animations' select the 'Clickable Animations' option from the 'Multiple Choice Questions' menu to see the screen below:

MAIN 🕧	MULTIPLE CHOICE	QUESTION PROPERTI	ES question_m	c_swf_0		
H H 🔺		# Choices:	1 < >	Click here to set	the correct answer(s)	V
		# Attempts:	1 < >	Passed text: A		
> 🔛 🔨	x: 470 < > OK	Allow multiple:	No Toggle	Failed text: A		
a Textfield	Y: 370 < > OK	Automatically check answer:	No Toggle	Retry text: A		
a rextileiu		Auto show correct answers on fail:	No Toggle	Show correct text:	dd Retry audio:	
image 👔		Allow show correct answers on fail:	No Toggle		Show correct addio.	
Video		Use rollover graphic and hand cursor:	Yes Toggle	Buttons: S	et Buttons colour:	Set
Video						
YouTube						
Progress Bar 🔻	Enter your question text	here				
Progress Bar 🛛 🔻						
Audio						
Animation						
Animation						
🖢 Shape 🛛 🔻						
Speech bubble						
Line						
Multiple choice						
question						
ickable textfields						
ckable images ckable shapes				· · · · · · · · · · · · · · · · · · ·		
ickable animations						
Drag & Drop question						
question						
				Rese	t Check	answer
				+00/	***	
					🚗 📖 💳 🖏 😈 📂	

Before you set any of the multiple choice question properties, set the type of question you would like to create by selecting the relevant 'swf' file. The reason this is recommended first is when you set the number of choices the animation is copied. SO if you have four options four of the same animation will appear on screen. This prevents you from having to set the same animation four times.

To do this click on the large 'F' icon showing on screen to bring up the 'Animation Properties', as shown below:

ANIMA	ATION PROPER	TIES swf_2, parent: question_mc_swf_0	0
Opacity:	100% < > OK	swF: Set	
Rotation:	0 < > OK	Set SWF from Media Library	
X: [	50 < > OK		
Y: [	60 < > OK		
Width:	112 < > OK		
Height:	100 < > OK		
Scale:	100% < > OK	Description: Type description here	
Enter	r your question text he	re	

From the 'Animation Properties' menu select the 'Set' button next to the 'SWF'. The animations media library will open up:

1 to 20 item(s) of 31 total				Items p	per page: <b>20</b> 40
Description	File Name	Date Uploaded	Width	Height	
Dynamic width rounded gradient buttons with customisable LN Arial labels and background colour and text and border colour	choice_this_or_that_dynamic_arial_border.swf	26 April 2011	350px	ЗЗрх	Select Animation
Dynamic width rounded gradient buttons with customisable LN Arial labels and background colour and text colour	choice_this_or_that_dynamic_arial.swf	26 April 2011	350px	ЗЗрх	Select Animation
Dynamic width themeable maximum of 10 choices first label correct or any other correct randomly sorted at runtime	choice_dynamic_several.swf	22 October 2010	155px	63рх	Select Animation
Simple Flat Blue True False Choice	simple-flat-blue-true-false-choice.swf	09 July 2010	170px	31px	Select Animation
Simple Flat Blue Yes No Choice	simple-flat-blue-yes-no-choice.swf	09 July 2010	170px	31px	Select Animation
Slide left or right starting left with double LN Arial bold label and custom background colour	choice_slideleftright2_arial_bold_default_left.swf	21 April 2011	730px	48px	Select Animation
Slide left or right starting left with double LN Arial label and custom background colour	choice_slideleftright2_arial_default_left.swf	21 April 2011	730px	48px	Select Animation
Slide left or right starting left with double LN Verdana bold label and custom background colour	choice_slideleftright2_bold_default_left.swf	22 February 2011	730px	48px	Select Animation
Slide left or right starting left with double LN Verdana label and custom background colour	choice_slideleftright2_default_left.swf	22 February 2011	730px	48px	Select Animation
Slide left or right starting left with single LN Arial bold label and custom background colour	choice_slideleftright1_arial_bold_default_left.swf	21 April 2011	730px	ззрх	Select Animation
Slide left or right starting left with single LN Arial label and custom background colour	choice_slideleftright1_arial_default_left.swf	21 April 2011	730px	ЗЗрх	Select Animation
Slide left or right starting left with single LN Verdana bold label and custom background colour	choice_slideleftright1_default_left.swf	22 February 2011	730px	ЗЗрх	Select Animation
Slide left or right starting left with single LN Verdana label and custom background colour	choice slideleftright1 default left.swf	11 March 2011	730px	33px	Select

There are a large number of options to choose from and the library is forever growing. If you are unsure how an animation option works select it, and have a play with it!

From the list click on the name of the Animation you would like to use:

200 Media	a Library > Question Choice Library > View Question Choice
TRUE	FALSE
File Name:	simple-flat-blue-true-false-choice.swf
Description:	Simple Flat Blue True False Choice
Owner:	Learning Nexus Production Team
Uploaded By:	Tim Harding - 09/07/2010 16:22:14
Width:	170px
Height	31px
Frame Rate:	25fps
Usage Count	39770
Select Animation	Cancel Select < Back

Click on the 'Select Animation' button and the animation will appear on screen:

ANIM	ATION PROPERTIES swf_2, parent: question_mc_swf_0
Opacity:	100% < > OK SWF: Set
Rotation:	0 < > OK Follow timeline: NO Toggle
X:	50 < > OK
Υ:	60 < > OK
Width:	170 < > OK
Height:	31 < > OK
Scale:	100% < > OK Description: Type description here
•-	r your question text here TRUE FALSE
•	÷ · · · · · · · · · · · · · · · · · · ·

Once you have added your animation you can then add your statement/ options. You can do this by adding a 'textfield' from the main menu:

MAIN 🚺	TEXTFIELD PROPERTIES textfield_In_verdana_3	Show advanced view (
Aa Textfield	Opacity:         100%         <>>OK         Style:         None         Change           Formating:         //         //         //         //         //         //         Font colour           x:         0         <>>OK         Font         LN Verdana font         Change           Y:         0         <>>OK         Alignment.         Left Centre         Right           width:         199.95         <>>OK         Hypertink:	
Image	Height: 21.1 Bullet point: Set	
Video Video	•	
YUTube		
Progress Bar		
Audio	TRUE FALSE	

Enter the text for your question and move the objects on screen so that your question and text fits:

ZEXTFIELD PROPERT           opacity:         100%         < > OK           x:         20         < > OK           y:         70         < > OK           width:         384         < > OK           Height:         21.1	ES textiled in verdane 3 Style: None Change Formsting: [] U B size: 13 V OK Font colour Font: LN Verdana font Change Alignment: Left Centre Right Hyperlink: Bullet point: Set	Show advanced view) (1
Enter your question text he You don't have to bake all	akes in the oven?	SE

Question properties can now be amended. To this click on the 'Manage Question' and the 'Multiple Choice Question Properties' will appear on screen:

MAIN 🕕	
	# choices: 1 <> Click here to set the correct answer(s)
	# Attempts: 1 <> Passed text: Add Question audio: Add
88 🗸 🗸	x: 470 < > OK Allow multiple: No Toggle Failed text: Add Passed audio: Add
	Y: 370 < > OK Automatically check answer: No Toggle Retry text: Add Failed audio: Add
Aa Textfield	Auto show correct answers on fail: NO Toggle Show correct Add Retry audio: Add
Image	Allow show correct answers on fail: NO Toggie Show correct audio: Add
	Use rollover graphic and hand cursor: Yes Toggle Buttons: Set Buttons colour: Set
Video	
YII YouTube	
	You can bake all the cakes in the oven at the same time <b>TRUE FALSE</b>
Progress Bar 🔻	
Audio	
Animation	
🚰 Shape 🛛 🔻	
Speech bubble	
Line Line	
Multiple choice question	
Clickable textfields	
Clickable images Clickable shapes	
Clickable animations	
Drag & Drop	
🥭 question	
	Reset Check answer
	+ 0 3 / ¥ ■ = 🗑 0

Field	Description
X and Y	x:       470       < > OK         y:       370       < > OK         The X and Y values set where the animation appears on screen.
Choices	# Choices: 1 <> This will set the number of options the learner has to choose from. At the moment there is only one choice for the learner to make. But this could be increased to as many as you like. The example below shows how using this option affects the screen:
	Two Choices: Vou don't have to bake all cakes in the oven? TRUE FALSE TRUE FALSE
	Five Choices: Tou don't have to bake all cakes in the oven? TRUE FALSE TRUE FALSE TRUE FALSE TRUE FALSE TRUE FALSE
	Once you have added the number of choices on screen you can then edit the animation properties by clicking on the animation icon.

Field	Description
Opacity	The Opacity set the transparency of the animation. Examples shown below:
	Opacity set to 100% - the animation will be 100% visible on screen
	Opacity: 100% TRUE FALSE
	Opacity set to 50% - the animation appears lighter
	opacity: 50%
	Opacity set to 0% - the animation disappears
	Opacity: 0%
X and Y	x: 10 <> OK Y: 10 <> OK
	The X and Y values set where the field appears on screen.
Width and Height	Width:         199.95         < > OK           Height:         19.9
	Control the width and height of the object.
SWF	swF: Set
	This option allows you to select a SWF file or animation or amend existing ones.
Description	Description: Type description here
	Allows you to enter a description of the animation.
Refer to	For information on common question properties please refer to the table in 'Clickable
previous guidance	Textfields' above

## **Drag and Drop Questions**

Drag and drop questions are the most flexible of all question types. You can create really interactive questions using the drag and drop function.

From the 'Main' menu select the 'Drag and Drop' question option:



The following message will appear on screen stating that by default no objects will appear on screen. Click on the 'Confirm' button to continue:



The question object will appear at the bottom right of your screen:

Reset	Check answer
+00 <b>/</b> **	

#### The Properties panel will now display the 'Drag & Drop Question Properties':

DRAG & DROP QUE	STION PROPERTIES question_drag_drop	_v2_0	0
	Draggable objects: Add	Drop targets: A	dd
	# Attempts: 1 < >	Passed text: Add Qu	estion audio: Add
x: 470 < > OK	Allow multiple: Yes Toggle	Failed text: Add F	assed audio: Add
Y: 370 < > OK	Show correct stacking: Top to bottom (left) < >	Retry text: Add	Failed audio: Add
	Auto show correct answers on fail: No Toggle	Show correct text: Add	Retry audio: Add
	Allow show correct answers on fail: No Toggle	text: Show of	correct audio: Add
	Use rollover graphic and hand cursor: Yes Toggle	Buttons: Set Bu	ttons colour: Set

From this menu you control the draggable objects and the drop targets, in other words the items you want to drag and the place you want to drop the objects on.

Object	Description
Textfield (LN Verdana font)	Adding these objects adds a textfield to the screen that can be
Textfield (LN Times font)	dragged to the drop target. The textfield can either be added with the following font types:
Textfield (LN Arial font)	LN Verdana
Textfield (LN Courier font)	LN Times
Textfield (LN Script)	<ul> <li>LN Arial</li> <li>LN Courier</li> <li>LN Script</li> </ul>
Image container	An image can also be dragged to a drop target. This could be any image. Just like when adding images to a page. An example of when you may use a draggable image is if you want to ask the learner to drag and drop the images that show where there is a risk.
Animation	Animations work in the same way as images. They are scalable objects, containing an image, that can be dragged onto a drop target.
	An example of when you may use a draggble animation is if you wanted a user to drag all the objects that are used to show when an establishment is geared up for someone with a visual or hearing impairment.

A number of objects can be added to the screen as draggable objects:

To add a draggable object click the 'Add' button next to the draggable objects option. You will see the menu below:

Select object:	CLOSE
Textfield (LN Verdana fo Textfield (LN Times font Textfield (LN Arial font) Textfield (LN Courier for Textfield (LN Script) Image container Animation	)

Select the type of draggable object you would like to use and this will appear on screen. In the example below textfields will be used as draggable objects:

RAG & DROP QUE	STION PROPERTIES question_drag_dro	p_v2_0	
	Draggable objects: Add Manage	Drop	targets: Add
	# Attempts: 1 < >	Passed text: Add	Question audio: Add
x: 470 < > OK	Allow multiple: No Toggle	Failed text: Add	Passed audio: Add
Y: 370 < > OK		Retry text: Add	Failed audio: Add
	Auto show correct answers on fail: No Toggle		Retry audio: Add
	Allow show correct answers on fail: No Toggle	text:	Show correct audio: Add
	Use rollover graphic and hand cursor: Yes Toggle	Buttons: Set	Buttons colour: Set
Enter your question text h	ere		
This is a draggable qu	estion		
This is a draggable que choice. Could be a tex			

As a textfield has been added as a draggable object, you can now overtype the pre-set text with the words you would like the textfield to state:

Drag and drop into the box the ingredients you need to bake a cake: This is a draggable question choice. Could be a textfield,	Drag and drop into the box the ingredients you need to bake a cake: Flour
image, shape or animation	\+ · · · · · · · · · · · · · · · · · · ·

You can add further draggable objects by clicking on the icon to bring up the 'Drag & Drop Question Properties' and repeating the process.

Once you have added all the draggable objects onto the screen you can then add a 'drop target'. Click on the 'Add' button next to the 'Drop targets' from the 'Drag and Drop Question Properties':

	Draggable objects:	Add Manage		Drop targets: Add		
	# Attempts:	1 < >	Select object:	CL OSE	Add a new drop target to th	ho guo
x: 470 < > OK	Allow multiple:	No Togg		CLUSE		ne que
Y: 370 < > OK			Image container Animation		led audio: Add	
			Rectangle		try audio: Add	
	Allow show correct answers on fail:	No Togg	Triangle		ect audio: Add	
			Oual			
Drag and drop into the bo	Use rollover graphic and hand cursor: x the ingredients you need to ba		Oval		ns colour: Set	
Drag and drop into the bo			Oval			
			Oval			
Flour			Oval			
Flour Eggs			Oval			

You can select a number of objects from this list:

Object	Description
Image Container	The image could be any image that you would like the learner to drag objects to. An example of this is the words associated with a risk could be dragged to a picture containing an image of a person at risk.
Animation	An animation could be used so that a learner could drag objects into or onto it. For example you could have an image of a shopping trolley and have to drag all the objects you need to make a cake into the trolley.

Rectangle	You can use shapes as drop targets too. These can be rectangles, triangles or ovals.
Triangle	
Oval	Shapes can be used just to highlight the area of the target zone.

You can select any of the options above. In the example below a rectangle drop target has been added.

By default the 'allow multiple' option is set to 'No'. Change this option to 'Yes' if you would like to allow the learner to be able to drag more than one object into the target:

	Draggable objects: Add Manage	Dro	p targets: Add
	# Attempts: 1 <>	Passed text: Add	Question audio: Add
x: 470 < > OK	Allow multiple: Yes Toggle	Failed text: Add	Passed audio: Add
Y: 370 < > OK	Show correct stacking: Top to bottom (left)	Retry text: Add	Failed audio: Add
	Auto show correct answers on fail: No Toggle		Retry audio: Add
	Allow show correct answers on fail: No Toggle		Show correct audio: Add
	Use rollover graphic and hand cursor: Yes Toggle	Buttons: Set	Buttons colour: Set
• .	ox the ingredients you need to bake a cake:		
rag and drop into the bo Flour Eggs Butter	ox the ingredients you need to bake a cake:		
Flour Eggs	ox the ingredients you need to bake a cake:		
Flour Eggs Butter	ox the ingredients you need to bake a cake:		

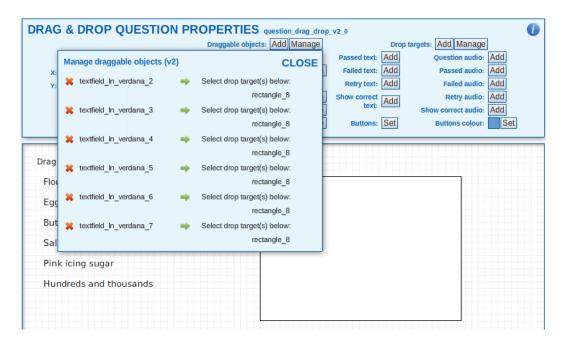
Of course, if you need to, you can add more than one drop target.

Once all the draggable objects and drop targets you need have been added to the screen, you will need to indicate which object belongs to which target(s).

You can do this using the menu that will appear when you click on the 'Manage' button at the side of the 'Draggable Objects' option:

X: Y:	Manage draggable objects (v2) <pre> textfield_in_verdana_2 textfield_in_verdana_3 </pre>	Draggable objects: Add Manag CLOSE Select drop target(s) below: rectangle_8 Select drop target(s) below: rectangle_8	Passed text: Add Question audio: Add
Drag	🗙 textfield_ln_verdana_4 🛛 👄	Select drop target(s) below: rectangle_8	
Flou	🗙 textfield_ln_verdana_5 🛛 👄	Select drop target(s) below: rectangle_8	
Egg	🗙 textfield_ln_verdana_6 🛛 🔿	Select drop target(s) below: rectangle_8	
But Sal	🗙 textfield_ln_verdana_7 🛛 👄	Select drop target(s) below: rectangle_8	
	k icing sugar ndreds and thousands		

#### The menu will display all the available targets under each of the draggable objects.



By default all the objects have no drop targets. When a target is set this is counted as a correct answer. To set the drop target for each of the correct answers, click on the name of the target in the list under the object you are working on. The object will be highlighted, an orange line will point to the drop target, and a green tick will appear next to the name of the target you have selected.

If you don't set a drop target for one or more of the draggable objects, then the answer is incorrect. Repeat this process until you have set one or more targets for the objects that require them.

The controls for 'Passed Text', 'Buttons' and 'Passed Audio' are the same as for the multiple choice question types and are listed above.

## Top tips for drag and drop objects:

Always ensure that the drop target depth is set to sit right at the back. This will ensure that the draggable objects will sit on top of the drop target and will not disappear behind it:



Always ensure that the 'Allow multiple' option is set to 'Yes' in the 'Drag and Drop Question Properties'. This will ensure you can assign more than one target to each draggable object.

DIVING BILOF QUE	STION PROPERTIES question_drag_drop_0		
	Draggable objects: Add Manage	Drop targets: Add Manage	
	# Attempts: 1 <>	Passed text: Add Question audio: Add	
x: 470 < > OK	Allow multiple: Yes Toggle	Failed text: Add Passed audio: Add	
Y: 370 < > OK	Show correct stacking: Top To Bottom Ch Allow	v multiple draggable objects in each drop target?	
	Allow show correct answers on fail: No Toggle	text: Add Show correct audio: Add	
	Use rollover graphic and hand cursor: Yes Toggle	Buttons: Set Buttons colour:	et

If you need to delete either a draggable object or a drop target this can be done clicking on the red cross available from the 'Manage' button:

Ма	nage draggable objects (v2)		CLOSE
×	textfield_In_verdana_2	•	Select drop target(s) below:
			rectangle_8
×	textfield_ln_verdana_3	•	Select drop target(s) below:
			rectangle_8
×	textfield_In_verdana_4	٠.	Select drop target(s) below:
			rectangle_8
×	textfield_In_verdana_5	•	Select drop target(s) below:
١			rectangle_8
×	textfield_In_verdana_6	٠.	Select drop target(s) below:
			rectangle_8
×	textfield_In_verdana_7	٠.	Select drop target(s) below:
			rectangle_8

# 'Creator': Marking elements as 'complete' ready for review

Once you have created all the learning pages, question pages, glossary and resources the project need to be reviewed. To do this the 'Creator' needs to mark each element as 'complete' to allow the 'Reviewer' to access the elements and make comment and accept or reject each page:

dministrator	Creator Reviewer 🕢 Media Library				You are	logged in as Cl	aire ireadwe	n (SIG
Creator >	Edit Project Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
Define Project	🗌 🍫 How to Bake a Cake	This lesson will run through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell		
Styles Insert	🗆 🎄 Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			
Glossary	🗌 ij Resources	Project Resources	In Progress	09/07/2010 14:20:23	16/07/2010 13:59:02	Claire Treadwell		
Resources	🗌 🔶 1. <u>How to Bake a Cake</u>		In Progress	07/07/2010 15:33:01	03/08/2010 10:42:09	Claire Treadwell		
Insert	1. How to Bake a Cake	This unit will cover the lesson objectives	In Progress	16/07/2010 09:54:03	06/08/2010 11:31:49	Claire Treadwell		
	🗌 💋 1. Induction		In Progress	16/07/2010 10:40:08	03/08/2010 10:44:06	Claire Treadwell		<b>I</b> 4
Insert Unit	Discretives		In Progress	16/07/2010 14:12:04	19/07/2010 17:40:53	Claire Treadwell		ن¢∳
Learning Page	3. Click on the ingredients you can use to flavour a cake		In Progress	19/07/2010 17:30:13	06/08/2010 16:47:31	Claire Treadwell		<b>:</b> }
? Insert Question	2 4. Click on the ingredients you need to bake a cake		In Progress	20/07/2010 13:12:24	10/08/2010 10:00:18			<b>:</b> J&
Page	5. What equipment is used in cake baking?		In Progress	06/08/2010 16:47:56	10/08/2010 15:53:19	Claire Treadwell		<i>i</i> j
Assessment Pool	6. Select the kicthen equipment you would use to bake a cake		In Progress	09/08/2010 16:49:01	10/08/2010 15:53:00	Claire Treadwell		<i>i</i> j
Assessment Summary	7. Click on the equipment you need to bake a cake using a food processor		Not Started	10/08/2010 15:53:52	10/08/2010 15:53:52	Claire Treadwell		1

Only the 'Glossary', the 'Resources' page, 'Learning Pages' and 'Question Pages' can be marked as 'Complete'

#### Marking a Glossary or Resource as complete:

Click on the term 'Glossary' or 'Resource' and the editing screen will appear. Click on the 'Mark Complete' option

learningnexus	Lea	arning Ne	kus CSM Team	learning nexus
Administrator Creator Reviewer 🎧 Media Library			You are logge	ed in as Claire Treadwell (Sign Out)
Creator > Edit Project > Edit Glossary CAKE: How to Bake a Cake Comment:			Save	
Term Definition	Date Created	Date Modified	Modified By	
Self Raising Flour         Flour that contains a raising agent. This has many uses including baking cakes and results in the cake raising when placed in the oven.	09/07/2010 14:05:59	09/07/2010 14:05:59	Claire Treadwell	
Add Tem Mark Complete			Delete Term	

The element status is changed to 'Awaiting Review'

learning	Nexus		Learnir	ig Nexus	CSM Tea	am <i>lear</i>	ningnext ng e-learning toget	US Contraction
Administrator         Creator         Reviewer         Media Library         You are logged in as Claire Treadwell (Sign Out)								
	Edit Project							2
Toolbox -	Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
Define Project	🗌  How to Bake a Cake	This lesson will run through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell		
Styles	🔲 🎪 Glossary	Project Glossary	Awaiting Review	09/07/2010 13:58:42	11/08/2010 17:00:39	Claire Treadwell		

This is the same process for both the 'Glossary' and 'Resources'.

## Marking a Learning or Question Page as Complete

Click on the name of the page and place a check in the 'Completed' box and click on the 'Save' button:

learning	nexus	Learning Nexus CSM Team learning nexus
Administrator	Creator Reviewer 🕢 Media Library	You are logged in as Claire Treadwell (Sign Out)
Creator	> Edit Project > Edit Learning Page	
Name:	Induction	
Description:		
Comment		
Completed:		
	Save	

The page status will be changed to 'Awaiting Review':

learning	nexus		Learnin	g Nexus (	CSM Tear	m <i>learni</i>	ngnexus	•
Administrator	Creator Reviewer 🕢 Me	dia Library			You are log	ged in as Clain	e Treadwell (	Sign Out
	> Edit Project							
Toolbox -	Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
Define Project	🗌 🎨 How to Bake a Cake	This lesson will run through how to bak a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell		
Styles Insert	🗆 🎪 Glossary	Project Glossary	Awaiting Review	09/07/2010 13:58:42	11/08/2010 17:00:39	Claire Treadwell		
Glossary	🗆 ij <u>Resources</u>	Project Resources	Awaiting Review	09/07/2010 14:20:23	11/08/2010 17:08:46	Claire Treadwell		
Resources	🗌 帐 1. How to Bake a Cake		In Progress	07/07/2010 15:33:01	03/08/2010 10:42:09	Claire Treadwell		
Insert	1. How to Bake a Cake	This unit will cover the lesson objectives	In Progress	16/07/2010 09:54:03	06/08/2010 11:31:49	Claire Treadwell		
	🗆 💋 1. Induction		Awaiting Review	16/07/2010 10:40:08	11/08/2010 17:08:41	Claire Treadwell		<b>1</b> 1

Repeat this process until all the pages and all elements have been marked as 'Complete'.

'Reviewers' can review single pages, so the whole project does not need to be completed before the review process takes place.

## 'Creator' and 'Reviewer': Reviewing the Project as a Whole

The full project can be reviewed by the 'Creator' and 'Reviewer' so that both people can see how the project will look to the Learner once it is published. You can do this by clicking on the 'Preview Project' button from the top right hand corner of either the 'Creator' or 'Reviewer' tab:

Administrator Creator Reviewer		Media Library	e-Share Catalogue	Servic	es Clair	e Treadwell (Sign Out
Creator > Edit Project						Preview Project
Toolbox 🛹 Item Type and Name	Item ID Description	Status	Date Created	Date Modified	Modified By	Comment Tools
Define 🔲 🌑 How to bake a cake	CAKE How to bake a cake	In Progress	24/05/2011	24/05/2011	Claire	

Once you have selected the button the following screen will appear. Select the theme you wish to follow and click on the next button:



Step two will explain how the project will be published, click on the next button:

			Handling Violence and Apprecision at Work	15
	A Course About Some Subject	COMPANY learningerus	(No Audio)	COMPANY learning errs
	Nain Nany Search Report Resources Elessory	Help Dat	Hain Hera Beach Report Resources Convery Handling Violence and Appression at Work	Pade Exit
	L An Introduction to Some Subject      J. Information Almost the Subject	An Introduction to the Course	Mending Visions and Appreciation at Work	
	a 3. More Information About the Subject	An introduction for the Subject	Assisting Violance and Approach at Werk	
	. Even Hore Information About the Subject	Setting Nove Selected on Apout the Subject	Dualing with Appressive Behaviour	
	1 5. Yet Nove Enformation About the Subject		Coaling with Violent Bahaviour	
	6. Company Publics on the Soliject     7. 2. Deal Receivedore Check on the Soliject		Tind Assessment	
	1. An Introduction to Some Subject		Handling Violance and Appreciation at Work	
	This is the description of the like Introduction to Some Sub	(ed' eodule.	This module introduces the subject of vinimos and appression at some axis when it is likely to accur.	A, applores who is at risk, investigates the causes and
	🗋 Telet yest visited 🗮 Constrained 🗮 Constraines 🖸	Passed Dirather study recommended	Not yet violati 📕 Unfriduati 🗮 Completer 🛃 Passed	C Futher study recommended
	Default Theme		O Personal Safety Theme	8
				-
	Next			
itep 2:	The following publishin	g settings will be used for	vour preview: -	
		33		
	<ul> <li>The course will r</li> </ul>	run as it would when using	an LMS with the project being	a single SCO
		s will have a pass mark of 6		a single coo.
		s will be included in the ove		
			all the questions will be asked	
	<ul> <li>Assessments w</li> </ul>	ill not be randomised and a		

The project will appear on screen and can be previewed as though it was the real thing:

	Your Logo Would Go Here	
Main Menu Search Report Resources Glossary		Help Exit
1. How to Bake a Cake		
	_	_
How to Bake a Cake	Your Logo Would Go Here	learningnexus
Main Menu Search Report Resources Glossary		Help Exit
Introduction		
This course will cover the following lesson objectives: The ingredients needed to bake a cake How to mix the ingredients correctly How to ensure the cake is bake properly How to ensure the cake is bake properly 15 Mins		Go to next sc

If you need to make any changes to the project they can be done in the normal manner. If you want to add comments to the project or review it follow the 'Marking a project as complete' guide.

## 'Reviewer': Accepting/Rejecting Pages and Quality Assurance Comments

Prior to publication, all learning and question pages should be subject to review as part of a robust quality assurance process.

Elements of a project are reviewed from the 'Reviewer' tab:

Administrator Creator	Reviewer	$\mathbf{O}$		Media Library	e-Share Catalogue	Services	Claire Tr	eadwell (Sign O
Reviewer 1 to 14 project(s) of 14 total Items per page: 20 40 60								
1 to 14 project(s) of 14 total							items per	page: 20 40 60
Project Name	Project ID	Description			Status	Date Created	Date Modified	Modified By
Scottish Parliament Demo	DEMOSP	blah blah			In Progress	31/05/2011 11:08:08	31/05/2011 11:08:08	Shona Smart
How to bake a cake	CAKE	How to bake a cake			In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell
A course for Sit-up TV	SU01	k;jduhfgusdhguhdghgh			In Progress	19/05/2011 11:59:57	19/05/2011 11:59:57	Marzia Edwards
For Judith - Southern Rail	SRM				In Progress	20/04/2011 10:12:01	16/05/2011 17:19:32	Laura May

Click on the name of the project you wish to review and the project layout will appear on screen:

Administrator Creator Reviewer		Medi	a Library	e-Share Catalogue	Services	Claire Treadwell	(Sign Ou
🌾 1. How to Bake a Cake		In Progress	07/07/2010 15:33:01	03/08/2010 10:42:09	Claire Treadwell		^
1. How to Bake a Cake	This unit will cover the lesson objectives	In Progress	16/07/2010 09:54:03	20/09/2010 12:49:54	Yvonne Heffernan		
💋 1. Introduction	Details of the aims and objectives of the course	Awaiting Review	14/10/2010 14:03:19	24/05/2011 17:00:27	Claire Treadwell	9	¢8
2. Copy of Introduction	Details of the aims and objectives of the course	Awaiting Review	07/02/2011 13:35:31	25/05/2011 11:22:46	Claire Treadwell	9	÷
3. Click on the ingredients you need to bake a cake		Awaiting Review	20/07/2010 13:12:24	02/06/2011 09:41:32	Claire Treadwell	9	S.
? 4. What equipment is used in cake baking?		Awaiting Review	06/08/2010 16:47:56	02/06/2011 09:45:39	Claire Treadwell	<b>Q</b> j	S.

# Click the

icon to review the 'Glossary', 'Resource', 'Question Page' or 'Learning Page':

ct:	How to bake a cake		
:	Question Page		
ription	к 		
	ouring a cake		
	on the ingredients you can use t Coffee	flavour a cake:	
1	lce cream		
١	Vanilla Essense		
F	Fondant icing		
0	Chocolate		
		Reset	Check answer

From this screen the 'Reviewer' has the ability to add comments to the comments box and save them using the 'Save' button, and should 'Accept' or 'Reject' the screen using the corresponding buttons.

Comments can only be viewed by the 'Reviewer' and 'Creator' and will not be visible to the learner when the project is published.

If a page is accepted its status changes to 'Completed' and it will be ready for publication in the project.

Administrator Creator Reviewer				Media Libra	ry e-: Cat	Share Services	Claire Treadwell (Sign O
Reviewer > Review Project							
Item Type and Name	Item ID Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
Now to Bake a Cake	CAKE This lesson will run through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell		
a Glossary	Project Glossary	Complete	09/07/2010 13:58:42	22/09/2010 17:04:22	Claire Treadwell		Ś
iii Resources	Project Resources	Complete	09/07/2010 14:20:23	15/09/2010 16:43:45	Claire Treadwell	add more resources	×
鯵 1. How to Bake a Cake		In Progress	07/07/2010 15:33:01	03/08/2010 10:42:09	Claire Treadwell		
1. How to Bake a Cake	This unit will cover the lesson objectives	In Progress	16/07/2010 09:54:03	20/09/2010 12:49:54	Yvonne Heffernan		
1. Introduction	Details of the aims and objectives of the course	In Progress	14/10/2010 14:03:19	02/06/2011 11:46:14	Claire Treadwell	The introduction heading Also the circle image coul changed to a clock.	

If an element is rejected the 'Reviewer' needs to add comments to the 'comments' field to clearly state what needs to be changed:

Project:	How to Bake a Cake	
Name:	Introduction	
Description:	Details of the aims and objectives of the course	se
Comment:	The introduction heading is a little large. Also	the circle image could do with been changed to a clock.

Once the element is rejected the status changes to 'In Progress':

for the private sector		Le	arning Ne	kus CSM <sup>-</sup>	Team <i>l</i>	Carningnexu	IS e
Administrator         Creator         Reviewer         Image: Contract of the second						ll (Sign Ou	
Reviewer > Review Project							
Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
	This lesson will run through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell		
allo Glossary F	Project Glossary	Complete	09/07/2010 13:58:42	11/08/2010 17:16:56	Claire Treadwell		Sec.
🐗 Resources 🛛 💡	Project Resources	In Progress	09/07/2010 14:20:23	11/08/2010 17:24:19	Claire Treadwell	add more resources	

The 'Creator' then knows to make the relevant changes and then mark the element as 'Complete' ready for the 'Reviewer' to review the element again.

Only once all the elements are marked as 'Complete' can the project be published.

# 'Administrator'': Publishing Projects

Only 'Completed' projects can be published. You can publish in two ways, depending on your requirement for deployment:

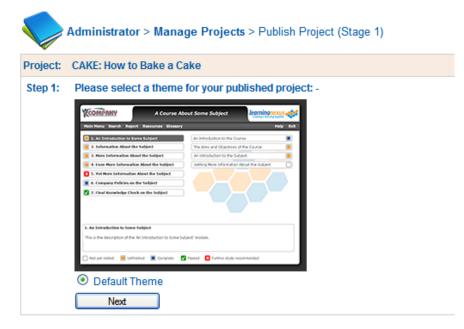
- Using an LMS/ VLE
- Standalone from an intranet

## Publishing a project using an LMS/ VLE

Place a check against the project you would like to publish and click on the 'Publish Project' button:

Administrator Creator I	Reviewer	Media Library				Y	ou are logged in as	Claire Treadwell (	Sign Out)
Administrator > Manage Projects									
1 to 10 project(s) of 10 total								Items per page: 3	<b>20</b> 40 60
Project Name	Project ID	Description	Status	Date Shared	Date Published	Date Created	Date Modified	Modified By	Tools
How to train a Dog at home like a Professional Dog Trainer	YH123	This course outlies how to train your dog like the professionals	Not Started			15/09/2010 16:04:37	15/09/2010 16:04:37	Yvonne Heffernan😋	× B
Sales Team Project	TEST	roll over	Complete		14/09/2010 15:51:24	31/08/2010 11:50:32	31/08/2010 15:09:26	Claire Treadwell	<b>&gt;</b>
amanda test	AH1	test	In Progress			14/07/2010 10:58:23	14/07/2010 10:58:30	Amanda Hoynes	-
Admiral Test Project	AD1	Getting to know course builder	In Progress			12/07/2010 15:33:35	12/07/2010 15:33:35	Mark Finlay	- Ali
World Cup	WC1	An overview of the world cup to date	In Progress		09/07/2010 14:38:44	09/07/2010 13:43:15	09/07/2010 13:43:15	Claire Treadwell	-
Driving a car	IW01	Detailed instructions	In Progress			09/07/2010 11:20:28	09/07/2010 11:20:28	Imogen Woolley	S.
Test	TEST	test	In Progress		08/07/2010 14:36:48	08/07/2010 13:27:00	08/07/2010 13:27:00	Claire Treadwell	-
Basic bread baking	ME01A	A guide to the basic rules for baking delicious bread	In Progress			08/07/2010 10:43:34	08/07/2010 11:54:56	Marzia Edwards	× B
Notes on Using the CourseBuilder Tool	SHONAS	Shonas Notes on How to use CB - a very random bit of e-learning	In Progress			06/07/2010 11:50:28	08/07/2010 11:28:44	Shona Smart®	× B
How to Bake a Cake	CAKE	This lesson will run through how to bake a sponge cake	Complete			01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell	× Be
1 to 10 projects(s) of 10 total Add Project		Page:	1	Share P	roject			Items per page: 2 Delete F	

Place a check against the theme you wish to use and click on the 'Next' Button:



Place a check against the 'Using an LMS/VLE' and click on the 'Next' option:

Step 2	Please select how the published project will be accessed: -
	Osing an LMS / VLE
	O Standalone from an Intranet
	Next

Place a check against how you would like the LMS to track the learning:



The most common option here is to publish as a single item (single SCO).

If you have one or more assessment pools in your project, this will be identified during the publishing process and the following two steps will be displayed. Please note that in the absence of assessment pools the steps below will be skipped:

learningnexus						
Adminis	trator	Creator	Reviewer	$\bigcirc$		Media
	Administra	ator > Manage I	Projects > Publish	Project (	Stage 2)	
ME03:	Bread bak	ing				
Module:	The secre	cts to successful	bread baking (1 of	1)		
Unit:	baking the	bread (1 of 1)				
Step 1:	It has bee	%	is unit contains one	e or more	assessment pools. Please enter the pass mark for these assessment	nts: -

Here you are able to select the pass mark for the assessments, before moving to the next step:

Step 2:	Please indicate if the score from these assessment pools should be included in the overall score for the unit; if the questions in these assessment pools should be randomised and if so, how many questions should be selected from the pool: -						
	Assessment Pool Name:	4. knowledge check					
	Include in the overall score:						
	Randomise Questions:						
	Next						

Here you can decide if the score for each assessment pool will be included in the overall score for the unit, and if the questions should be randomly asked.

The project will now be published:

earningnexus	<b>•</b>		Learning Ne	exus CSM Team	learningnexus
Administrator Creator	Reviewer 🕢 Media Library	у		You are logge	d in as Claire Treadwell (Sign C
Generating screen XML	0				
Generating styles XML	•				
Generating glossary XML	•				
Generating resources XML	0				
Generating SCORM manifest XML	0				
Generating AICC course definition files	0				
Gathering media assets	0				
Preparing download file	0				
Cleaning up	0				
Purged 0 unused media assets	0				
Congratulations! Your project has been such	essfully published and can be downloaded using t	the link below: -			
How to Bake a Cake: CAKE-unit-sco.	ip				
Please note that this download link will expir	at 05:00 on 16/09/2010				

Once the publishing process is finished, click on the name of the project at the bottom of the screen to download the files.

You will be asked if you would like to open or save the file, click on the 'Save' option:



Save As							?
Save in:	Besktop		~	6	1 🖻	•	
My Recent Documents Desktop My Documents	My Documents My Computer My Network Plan Add to Suite Desktop Event Presentai Images from Ipl New Folder To Print and upl World cup course	tions none oad					
My Computer							
<b></b>	File name:	CAKE-unit-sco.zip			~		Save
My Network	Save as type:	zip Archive			~		Cancel

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

# Publishing a project to run standalone from an intranet

Place a check against the project you would like to publish and click on the 'Publish Project' button:

Administrator	Creator	Reviewer	0	Media Library	]				Y	ou are logged in as	Claire Treadwell (	Sign Out
Administrate	or > Manage Projects											
I to 10 project(s) of 10 t	otal										Items per page:	20 40 60
Project Name		Project ID	Description			Status	Date Shared	Date Published	Date Created	Date Modified	Modified By	Tools
How to train a Dog Dog Trainer	g at home like a Professiona	HI YH123	This course professiona	outlies how to train y Is	our dog like the	Not Started			15/09/2010 16:04:37	15/09/2010 16:04:37	Yvonne Heffernan😋	S.
Sales Team Proje	ct	TEST	roll over			Complete		14/09/2010 15:51:24	31/08/2010 11:50:32	31/08/2010 15:09:26	Claire Treadwell	<b>&gt;</b>
amanda test		AH1	test			In Progress			14/07/2010 10:58:23	14/07/2010 10:58:30	Amanda Hoynes	S.
Admiral Test Proje	ect	AD1	Getting to kn	ow course builder		In Progress			12/07/2010 15:33:35	12/07/2010 15:33:35	Mark Finlay	Å.
World Cup		WC1	An overview	of the world cup to d	ate	In Progress		09/07/2010 14:38:44	09/07/2010 13:43:15	09/07/2010 13:43:15	Claire Treadwell	S.
Driving a car		IW01	Detailed ins	tructions		In Progress			09/07/2010 11:20:28	09/07/2010 11:20:28	Imogen Woolley	Se al an
Test		TEST	test			In Progress		08/07/2010 14:36:48	08/07/2010 13:27:00	08/07/2010 13:27:00	Claire Treadwell	-
Basic bread bakin	<u>ig</u>	ME01A	A guide to th	e basic rules for bak	ing delicious bread	In Progress			08/07/2010 10:43:34	08/07/2010 11:54:56	Marzia Edwards	S.
Notes on Using th	e CourseBuilder Tool	SHONAS	Shonas Not of e-learning	es on How to use CE I	3 - a very random bit	In Progress			06/07/2010 11:50:28	08/07/2010 11:28:44	Shona Smart®	S.
How to Bake a Ca	ke	CAKE	This lesson cake	will run through how	to bake a sponge	Complete			01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell	A Contraction of the second se
I to 10 projects(s) of 10	total				Page:	1					Items per page:	20 40 60
Add Project			(	Publish Project			Share P	roject			Delete F	Project

Place a check against the theme you wish to use and click on the 'Next' Button:

	Administrator > Mana	ge Projects > Publish Project (Stage 1)
Project:	CAKE: How to Bake a C	ake
Step 1:	A Course Al     Alexan Annual An	for your published project: -

Select the 'Standalone from an Intranet' option and click on the 'next' button:

	Step 2:	Please select how the published project will be accessed: -
l		O Using an LMS / VLE
		Standalone from an Intranet
l		ived

If you have one or more assessment pools in your project, this will be identified during the publishing process and the following two steps will be displayed. Please note that in the absence of assessment pools the steps below will be skipped:

lear	for the private sector	Le
Adminis	strator Creator Reviewer	Media
	Administrator > Manage Projects > Publish Project (Stage 2)	
ME03: Module:	Bread baking The secrects to successful bread baking (1 of 1)	
Unit:	baking the bread (1 of 1)	
Step 1:	It has been detected that this unit contains one or more assessment pools. Please enter the pass mark for these assessment % Next	S: -

Here you are able to select the pass mark for the assessments, before moving to the next step:

Step 2:	Please indicate if the score from these assessment pools should be included in the overall score for the unit; if the questions in these assessment pools should be randomised and if so, how many questions should be selected from the pool: -							
	Assessment Pool Name:	4. knowledge check						
	Include in the overall score:							
	Randomise Questions:							
	Next							

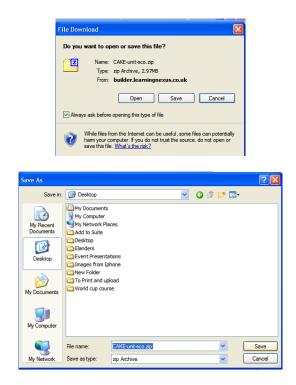
Here you can decide if the score for each assessment pool will be included in the overall score for the unit, and if the questions should be randomly asked.

The project will publish with the files available at the bottom of the screen:

learningnexus	Learning Nexus CSM Team
Administrator Creator Reviewer 🐼 Media Library	You are logged in as Claire Treadwell (Sign Out
Generating screen XML	<u>-</u>
Generating styles XML	
Generating glossary 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: -	
How to Bake a Cake: CAKE-project-sco.zip	
Please note that this download link will expire at 05:00 on 23/09/2010	

Once the publishing process is finished, click on the name of the project at the bottom of the screen to download the files.

You will be asked if you would like to open or save the file, click on the 'Save' option and save it to a location where you can use the file on your intranet:



The file will then download to the specified location ready for you to make available for learners to access as a standalone unit.

## **Unlocking a project**

Once a project is published the project is removed from the 'Creator' tab and sits within the 'Administrator'' tab as a locked project:

to	13 project(s) of 13 total							Ite	ms per page:	20 40 (
	Project Name	Project ID	Description	Status	Date Shared	Date Published	Date Created	Date Modified	Modified By	Tools
	Scottish Parliament Demo	DEMOSP	blah blah	In Progress			31/05/2011 11:08:08	31/05/2011 11:08:08	Shona Smart	<b>}</b>
	How to bake a cake	CAKE	How to bake a cake	In Progress			24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	<b>A</b>
	For Judith - Southern Rail	SRM		In Progress			20/04/2011 10:12:01	16/05/2011 17:19:32	Laura May	<b>}</b>
	How to create an elearning workshop	NUSDU01	Beginners guide to help create an e learning workshop	Complete			19/04/2011 09:32:20	19/04/2011 09:32:20	Sarah S	<b>}</b>
	SW test	ME02	A random blank course	In Progress			13/04/2011 11:17:26	13/04/2011 11:17:26	Marzia Edwards	<b>A</b>
	Before and After Production	DEMONSTRATION	Demonstration of how purchasing PU's (Production Units) can help improve your course.	In Progress			01/02/2011 13:54:29	06/04/2011 10:15:48	Tim Harding	<b>)</b> • 4
	Sales Team Project	TEST	roll over	Complete		08/03/2011 16:12:02	31/08/2010 11:50:32	31/08/2010 15:09:26	Marzia Edwards	<b>()</b> • •
	North Yorkshire: Diversity, Equality and Discrimination	DE01	This course helps you understand the links between the different equality strands and the benefits brought to the workplace.	In Progress			24/08/2010 11:04:56	18/02/2011 11:29:50	Claire L Treadwell	ock Pro
	For Debbie: Northumberland County Council	NCC01-DEMO	This course is your Induction to working for Northumberland County Council.	In Progress			02/08/2010 12:05:42	05/05/2011 15:59:37	Laura May	<b>()</b> • •
	Basic bread baking	ME01A	A guide to the basic rules for baking delicious bread	In Progress			08/07/2010 10:43:34	08/07/2010 11:54:56	Marzia Edwards	<b>}</b>
	Using the Course Builder Tool	SHONAS	Introduction to using Course Builder	In Progress			06/07/2010 11:50:28	21/09/2010 11:09:38	Shona Smart	<b>}</b>
	How to Bake a Cake	CAKE	This lesson will run through how to bake a sponge cake	In Progress		22/09/2010 17:13:40	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell	<b>}</b>
	For Debra - Gender Based Violence	GBV001-DEMO	For Debra - After completing this course you should have a better understanding of the subject of gender based violence. This course will take approximately 1.3/4 hours to complete.	In Progress			30/06/2010 12:44:20	21/02/2011 15:36:11	Laura May	<b>}</b> *

If you wish to make changes to a project or update it, this is possible by unlocking the project:

Click on the padlock icon next to the project details to unlock it. The following message will appear:

1	Message	from webpage
-	2	WARNING: You should only unlock a project which is marked as being locked if you are certain that the project is definitely not being worked on by another administrator!
		Unlocking a project which is being worked on by another administrator can lead to unpredictable results and unrecoverable data loss!
		OK Cancel

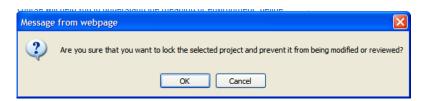
Click on the OK button and the project will appear in the 'Creator' tab.

## Locking a project

You can also lock a project if you do not wish for someone else to work on a particular project. You can lock your project from the 'Administrator'' tab and clicking on the pad lock:

Administrator Creator	Reviewer	<b>O</b>	Media	a Library	e-Shar Catalog	e S	ervices	laire Treadv	/ell (Sign O
Project Name	Project ID	Description	Status	Date Shared	Date Published	Date Created	Date Modified	Modified By	Tools
Scottish Parliament Demo	DEMOSP	blah blah	In Progress			31/05/2011 11:08:08	31/05/2011 11:08:08	Shona Smart©	<b>}</b> ∳ ∳₿
How to bake a cake	CAKE	How to bake a cake	In Progress			24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell	Dr 48
For Judith/Diane - Southern	SR-FA	This course will help you to understand the meaning of 'environment', define the key elements of an environmental management system and understand	In			20/04/2011	02/06/2011	Laura	Lock Pro

You will be asked if you are sure you want to lock the project. Click on the 'OK' button:



Once locked the project will no longer appear in the 'Creator's list of available projects, to make it available on the 'Creator' tab you will have to unlock the project.

# **Shortcut Keys**

Course Builder has some useful keyboard shortcuts for common tasks, listed below:

**SHIFT + Delete** = Hold the SHIFT key when pressing the 'delete' icon in the object toolbar to delete an object (or objects) without having a message box asking if you really want to delete them.

**SHIFT + CTRL** = When these keys are held while no object is selected a border is drawn around every object in the screen, regardless of visibility, if they are hidden, locked or very small. This function is really handy for finding objects that may be hiding behind other objects.

**ESC** = Stops editing of the any object currently selected and removes the selection rectangle from the object.

**SHIFT + CLICK** = When clicking objects with the SHIFT key held you will be creating a selection of objects that can be managed as a group (dragged or aligned for example). You can then also group the selection if you wish using the 'group' icon.

**TAB** = Press the TAB key to cycle through objects and groups in the screen. Handy for when you don't want to move objects out of the way in order to select an object behind.

**SHIFT + TAB** = Cycle through objects in reverse order.

**ARROW KEYS** = While an object is selected you can move it with the arrow keys on the keyboard in 1-pixel increments. For textfields (as you can move the cursor in the textfield) try pressing the 'move' icon in the toolbar briefly (without dragging it) and then move the textfield with the arrow keys.

**SHIFT +ARROW KEYS** = As above but moves the object in 10 pixel increments.

**SHIFT + CTRL + ARROW KEYS** = As above but moves the object a distance equal to the screen grid height or screen grid width (depending on direction you're moving the object). For example if screen's grid width is 20 and grid height is 30, pressing SHIFT + CTRL + UP will move an object 30 pixels up. Pressing SHIFT + CTRL + LEFT will the object 20 pixels to the left.

#### Notes:

In order for any keyboard shortcuts to work the Builder needs to be 'focused' by simply clicking on any object or empty part of the screen you're building. The properties panel should change to indicate what you have clicked on/selected.

Keyboard shortcut functions can sometimes blocked by your browser.