



Learning Nexus Course Builder

Support Toolkit

Revised –15 May 2012

Version – 2.3

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 Styles.....	11
How do I insert a Glossary?.....	13
How do I add Resources?.....	14
Project structure	16
Page Types	16
Adding a Module.....	17
Renaming a Module.....	17
Adding a Unit	18
Renaming a Unit.....	18
Adding a Learning Page.....	19
Renaming a Learning Page.....	20
Editing a Learning Page (adding content to a new page)	20
Previewing, Saving and Exiting the Build Page	21
Objects, what are they?	21
The object toolbar.....	21
Adding a textfield to a learning page	25
Adding an image to a learning page	29
Adding a video to a learning page	32

Adding a progress bar	35
Adding an animation.....	37
Adding a shape to a page.....	39
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.
 - b. 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'	<p>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.</p> <p> When lesson planning, it is good to see what media is available to use in your project.</p>
'e-share Catalogue'	<p>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.</p>
'Services'	<p>Listed are the production services and their associated cost that are available to help with your project.</p>



-  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:



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:

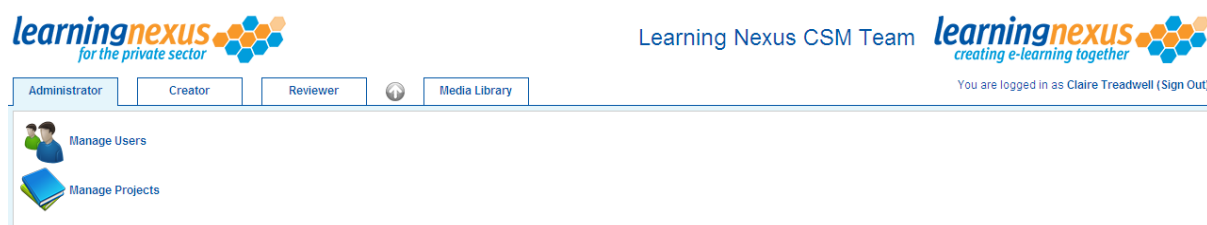
- Create and manage users, and their access permissions
- Create projects for the 'Creator' to take forward
- Publish completed projects (publishing projects is covered later in this toolkit – see ['Administrator'; Publishing projects](#))

How do I create a new user?

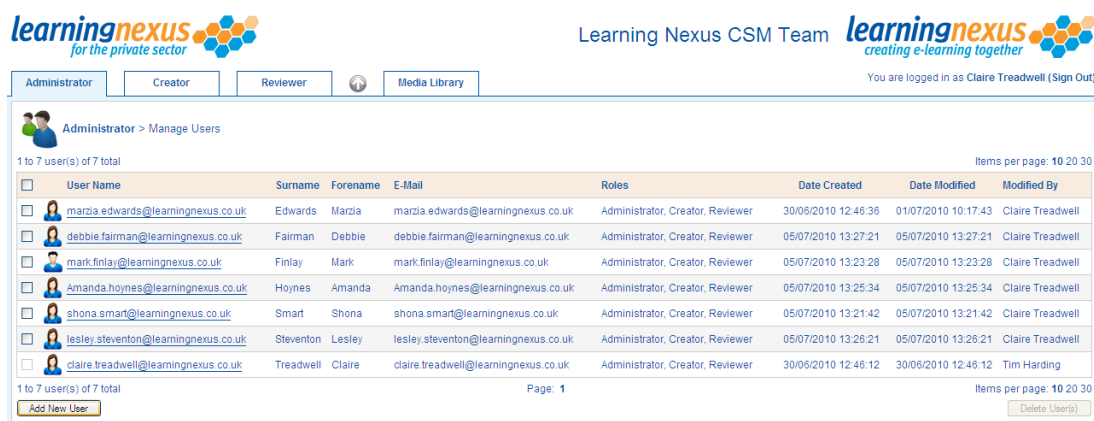
When creating users, you need to decide what role or roles the user will need access to. You can choose from 'Administrator', 'Creator' and/or 'reviewer'.

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.



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)

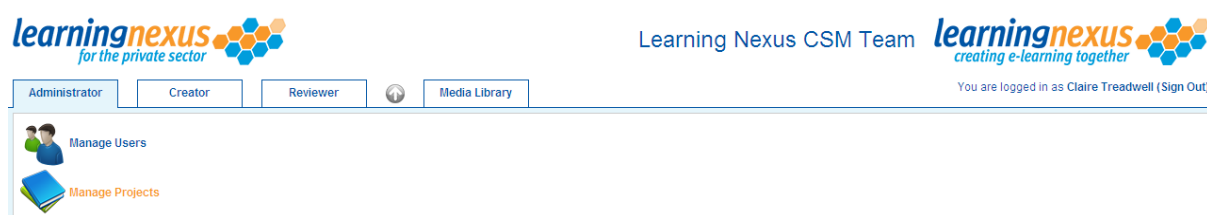
From the 'Administrator' tab, select the 'Manage Users' option and select the username of the user you wish to amend.

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.

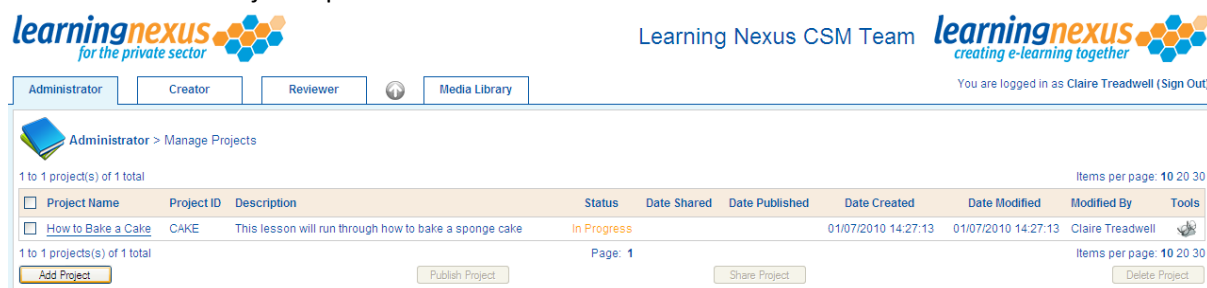
How do I create a new project?

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:



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



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

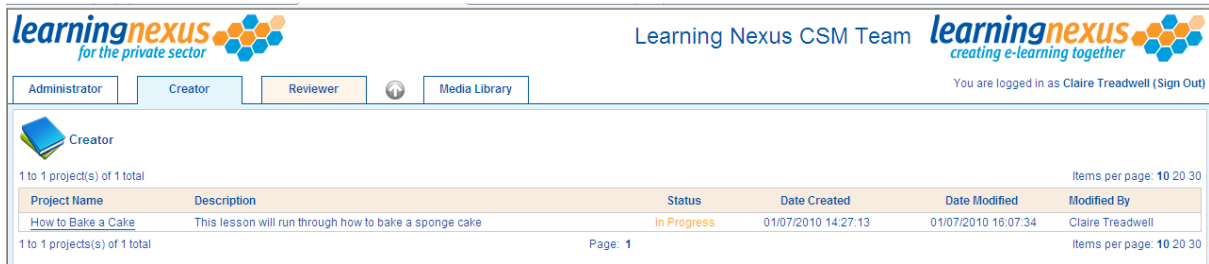
Field	Description
Project ID	The project code. This is searchable in the LMS when allocating projects and reporting. It is recommended that this is something meaningful to your organisation.
Project Name	The name of the project. It is important that you make the name meaningful to the intended learner 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:



The screenshot shows the Learning Nexus interface. At the top, there are navigation tabs: Administrator, Creator (selected), Reviewer, and Media Library. The user is logged in as Claire Treadwell. Below the tabs, there is a 'Creator' section with a table of projects. The table has columns for Project Name, Description, Status, Date Created, Date Modified, and Modified By. One project is listed: 'How to Bake a Cake' with a description 'This lesson will run through how to bake a sponge cake', status 'In Progress', and dates '01/07/2010 14:27:13' and '01/07/2010 16:07:34'. The modified by is 'Claire Treadwell'.

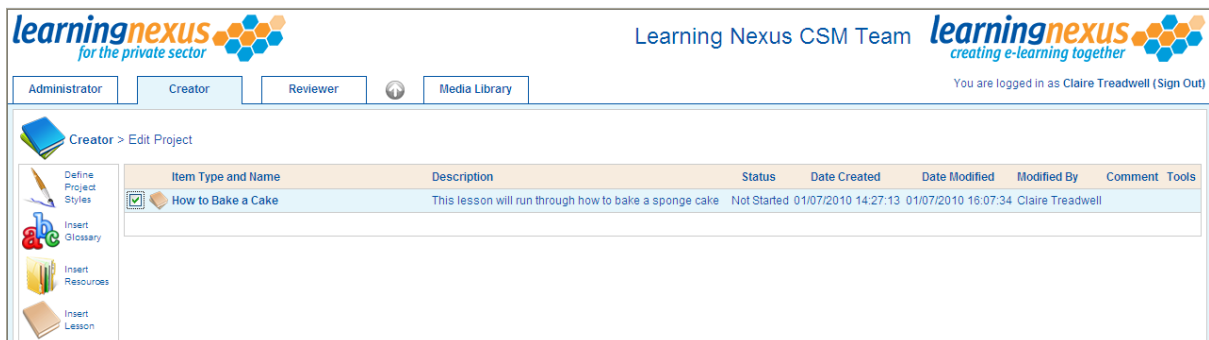
By default a new project always contains the following basic structure for you to customise to the needs of your project:

- 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
<input type="checkbox"/> 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		
<input type="checkbox"/> 1. Module 1		This is the first module of this course.	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell		
<input type="checkbox"/> 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		
<input type="checkbox"/> 1. Page 1		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		
<input type="checkbox"/> 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		
<input type="checkbox"/> 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		
<input type="checkbox"/> 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		

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:



The screenshot shows the Learning Nexus interface in the 'Creator > Edit Project' mode. The navigation tabs are the same as in the previous screenshot. The main content area shows a table with one row: 'How to Bake a Cake' with a description 'This lesson will run through how to bake a sponge cake', status 'Not Started', and dates '01/07/2010 14:27:13' and '01/07/2010 16:07:34'. The modified by is 'Claire Treadwell'. On the left side, there is a toolbar with icons for 'Define Project Styles', 'Insert Glossary', 'Insert Resources', and '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.
 Insert 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.

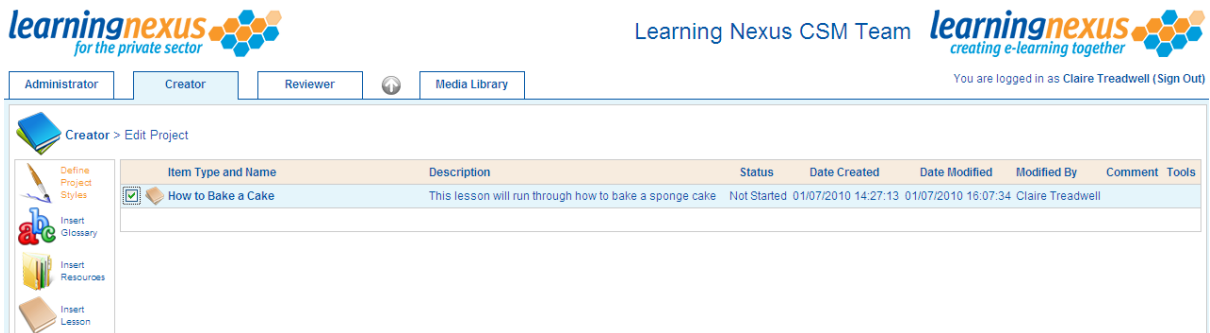
Benefits of Styles

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:



The screenshot shows the Learning Nexus CSM Team interface. At the top, there are logos for 'learningnexus for the private sector' and 'learningnexus creating e-learning together'. Below the logos, there are navigation tabs: 'Administrator', 'Creator', 'Reviewer', and 'Media Library'. The 'Creator' tab is active. The user is logged in as 'Claire Treadwell'. The main content area shows a table with columns: 'Item Type and Name', 'Description', 'Status', 'Date Created', 'Date Modified', 'Modified By', 'Comment', and 'Tools'. The table contains one row with a checked checkbox, 'How to Bake a Cake', 'This lesson will run through how to bake a sponge cake', 'Not Started', '01/07/2010 14:27:13', '01/07/2010 16:07:34', 'Claire Treadwell', and 'Tools'. On the left side of the table, there is a sidebar with icons for 'Define Project Styles', 'Insert Glossary', 'Insert Resources', and 'Insert Lesson'. The 'Define Project Styles' icon is highlighted.

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!

Administrator | Creator | Reviewer | Media Library

Creator > Edit Project > Define Project Styles

NEW: Test Projct

Custom Colours

<input type="checkbox"/>	Name	Colour	Date Created	Date Modified	Modified By
<input type="button" value="Add Colour"/> <input type="button" value="Import Colours"/> <input type="button" value="Delete Colour"/>					

Textfield Styles

<input type="checkbox"/>	Style Name	Font Name	Font Size	Font Colour	Decoration	Alignment	Line Spacing	Date Created	Date Modified	Modified By
<input type="button" value="Add Style"/> <input type="button" value="Import Styles"/> <input type="button" value="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:

Administrator | Creator | Reviewer | Media Library

Creator > Edit Project > Define Project Styles > Import Project Colours

<input type="checkbox"/>	Project Name	Description	Colour Count
<input type="checkbox"/>	How to Bake a Cake	This lesson will run through how to bake a sponge cake	5
<input checked="" type="checkbox"/>	Notes on Using the CourseBuilder Tool	Shonas Notes on How to use CB - a random bit of e-learning	4

Administrator | Creator | Reviewer | Media Library

Creator > Edit Project > Define Project Styles

CAKE: How to Bake a Cake

Custom Colours

<input type="checkbox"/>	Name	Colour	Date Created	Date Modified	Modified By
<input type="checkbox"/>	1. Baby Blue		01/07/2010 14:42:33	01/07/2010 14:42:33	Claire Treadwell
<input type="checkbox"/>	2. Blue Heading		01/07/2010 14:44:29	01/07/2010 14:44:29	Claire Treadwell
<input type="checkbox"/>	3. Pink Icing		01/07/2010 14:42:19	01/07/2010 14:42:19	Claire Treadwell
<input type="checkbox"/>	4. Purple Haze		01/07/2010 14:42:48	01/07/2010 14:42:48	Claire Treadwell
<input type="checkbox"/>	5. Purple Heading		01/07/2010 14:43:44	01/07/2010 14:43:44	Claire Treadwell




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.

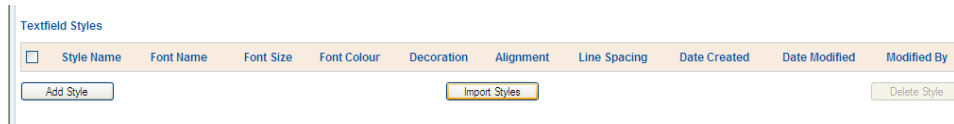
- The colour in the preview screen will be the colour added to your project.
- If you are unsure about colour use, ask your corporate marketing department as they usually have corporate colours and should be able to provide you with values for the HSB, RGB or # values.
- If you are looking for inspiration 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:



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

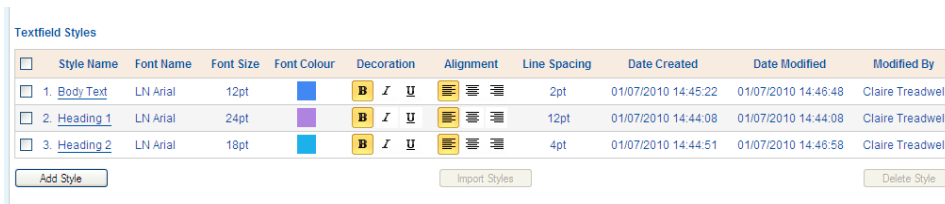


The screenshot shows the Learning Nexus CSM Team interface. The breadcrumb trail is 'Creator > Edit Project > Define Project Styles > Import Project Styles'. A table lists various projects with checkboxes and style counts. The 'Basic bread baking' project is selected.

Project Name	Description	Style Count
<input checked="" type="checkbox"/> Basic bread baking	A guide to the basic rules for baking delicious bread	1
<input type="checkbox"/> Driving a car	Detailed instructions	1
<input type="checkbox"/> fire	Fire Safety Awareness Session	2
<input type="checkbox"/> How to Bake a Cake	This lesson will run through how to bake a sponge cake	3
<input type="checkbox"/> How to clean your house	Tips and ideas on how to get your house clean and sparkling	1
<input type="checkbox"/> How to share information	How not to break the law	1
<input type="checkbox"/> Making a cup of tea	Instructions for making tea	1
<input type="checkbox"/> Making Lasagna	The detailed instructions to produce divine lasagna	1
<input type="checkbox"/> Marketing for Vol Orgs	Brief guide to how to market your organisation to potential customers	1
<input type="checkbox"/> New kitchen	step by step guide to buying a new kitchen	1
<input type="checkbox"/> Notes on Using the CourseBuilder Tool	Shonas Notes on How to use CB - a very random bit of e-learning	3
<input type="checkbox"/> Test	test	3

Buttons: 'Import Styles' and 'Cancel Import'.

The styles will then be imported into your project:



The screenshot shows the 'Textfield Styles' interface with a table of imported styles. The table has columns: Style Name, Font Name, Font Size, Font Colour, Decoration, Alignment, Line Spacing, Date Created, Date Modified, and Modified By.

Style Name	Font Name	Font Size	Font Colour	Decoration	Alignment	Line Spacing	Date Created	Date Modified	Modified By
<input type="checkbox"/> 1. Body Text	LN Arial	12pt	Blue	B I U	Left	2pt	01/07/2010 14:45:22	01/07/2010 14:46:48	Claire Treadwell
<input type="checkbox"/> 2. Heading 1	LN Arial	24pt	Purple	B I U	Center	12pt	01/07/2010 14:44:08	01/07/2010 14:44:08	Claire Treadwell
<input type="checkbox"/> 3. Heading 2	LN Arial	18pt	Red	B I U	Center	4pt	01/07/2010 14:44:51	01/07/2010 14:46:58	Claire Treadwell

Buttons: 'Add Style', 'Import Styles', and 'Delete Style'.

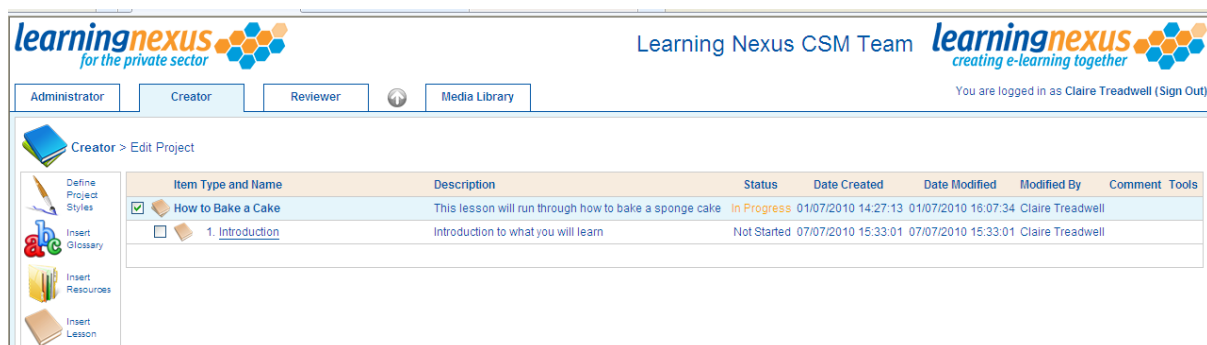
To add a new style just click on the 'Add Style' option:

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

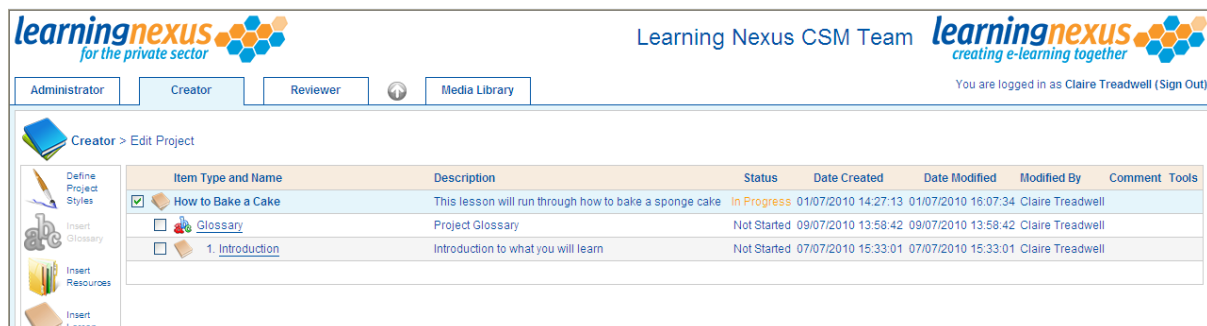
Once happy with your selection click on the ‘Save’ button and the style will be added.

How do I insert a Glossary?

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



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



To add terms to the Glossary click on the word ‘Glossary’:

Administrator | **Creator** | Reviewer | Media Library

Creator > Edit Project > Edit Glossary

CAKE: How to Bake a Cake

Comment:

<input type="checkbox"/> Term	Definition	Date Created	Date Modified	Modified By
<input type="button" value="Add Term"/> <input type="button" value="Mark Complete"/> <input type="button" value="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:

Creator > Edit Project > Edit Glossary > Add Term

Term:

Definition:


The term will then be added to the Glossary:

Creator > Edit Project > Edit Glossary

CAKE: How to Bake a Cake

Comment:

<input type="checkbox"/> Term	Definition	Date Created	Date Modified	Modified By
<input checked="" type="checkbox"/> 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
<input type="button" value="Add Term"/> <input type="button" value="Mark Complete"/> <input type="button" value="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:

The screenshot shows the Learning Nexus CSM Team interface. At the top, there are navigation tabs: Administrator, Creator, Reviewer, and Media Library. The user is logged in as Claire Treadwell. The main content area is titled 'Creator > Edit Project'. On the left sidebar, there are options for 'Define Project Styles', 'Insert Glossary', and 'Insert Resources'. The main table lists project items:

Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input checked="" type="checkbox"/> 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		
<input type="checkbox"/> Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			

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

The screenshot shows the Learning Nexus CSM Team interface. The 'Insert Resources' option is selected in the left sidebar. The main table now includes three items:

Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input checked="" type="checkbox"/> 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		
<input type="checkbox"/> Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			
<input type="checkbox"/> Resources	Project Resources	Not Started	09/07/2010 14:20:23	09/07/2010 14:20:23	Claire Treadwell		
<input type="checkbox"/> Edit Resources	Introduction to what you will learn	Not Started	07/07/2010 15:33:01	07/07/2010 15:33:01	Claire Treadwell		

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

The screenshot shows the Learning Nexus CSM Team interface. The user is in the 'Creator > Edit Project > Edit Resources' section. The page title is 'CAKE: How to Bake a Cake'. There is a 'Comment:' field with a 'Save' button. Below the comment field is a table with columns: Name, Description, Date Created, Date Modified, Modified By, and View. At the bottom, there are three buttons: 'Add Resource', 'Mark Complete', and 'Delete Resource'.

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 www.google.co.uk you should enter the address as http://www.google.co.uk .

✎ 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

Type of Page	Description
Learning Page	A page where text, images, video or audio combine to form a piece of learning, or simply think of them as information pages where learning content is added.
Question Page	Question pages are interactive pages where questions can be added. These can be added in the following types: <ul style="list-style-type: none">● Clickable Textfields● Clickable Images● Clickable Shapes● Clickable Animations● Drag and Drop
Assessment Pool	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:

Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input checked="" type="checkbox"/> How to Bake a Cake	This lesson will run through how to bake a cake	In Progress	09/07/2010 12:25:06	09/07/2010 12:25:06	Claire Treadwell		
<input type="checkbox"/> Glossary	Project Glossary	Not Started	16/07/2010 09:39:48	16/07/2010 09:39:48	Claire Treadwell		
<input type="checkbox"/> Resources	Project Resources	Not Started	16/07/2010 09:39:51	16/07/2010 09:39:51	Claire Treadwell		

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.

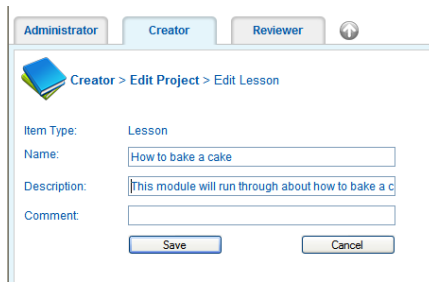
Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input checked="" type="checkbox"/> How to Bake a Cake	This lesson will run through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell		
<input type="checkbox"/> Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			
<input type="checkbox"/> Resources	Project Resources	In Progress	09/07/2010 14:20:23	14/07/2010 11:30:12	Amanda Hoynes		
<input type="checkbox"/> 1. Introduction	Introduction to what you will learn	Not Started	07/07/2010 15:33:01	14/07/2010 11:30:03	Amanda Hoynes		

Renaming a Module


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

Item Type and Name	Item ID	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input type="checkbox"/> 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		
<input type="checkbox"/> 1. Module 1		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:

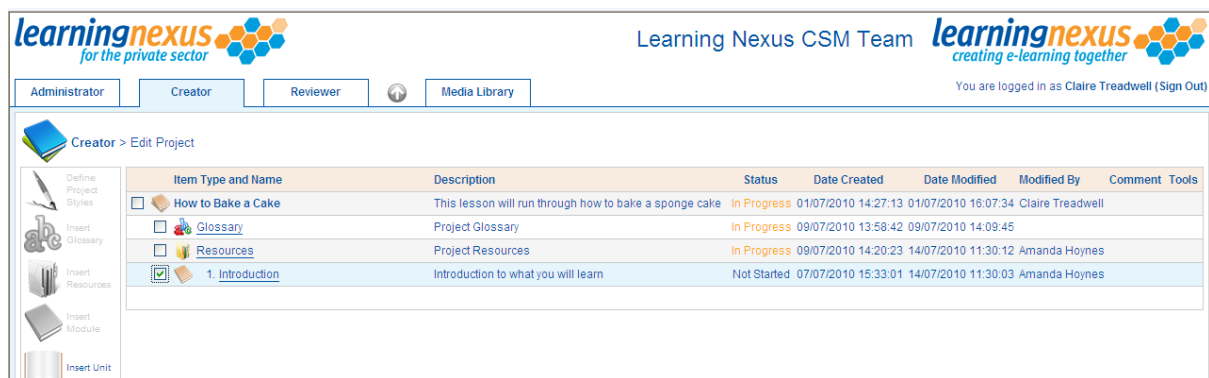


From this screen you can over type the 'Name' and 'Description' of the module. The comments section is used for you to add any comments for the project 'Reviewer', click on the 'Save' button to save your changes.

-  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':



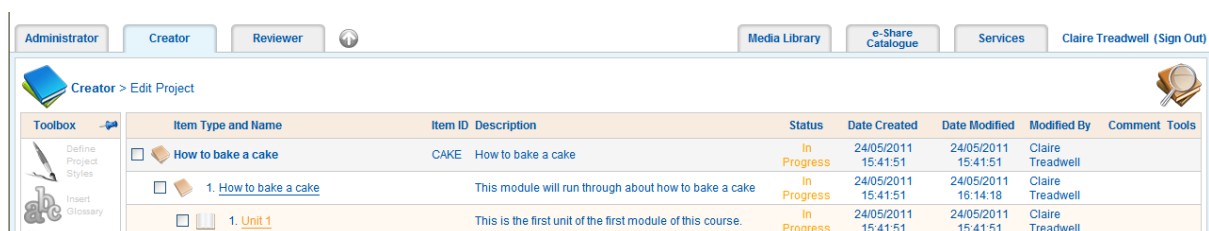
Enter the required details:

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':

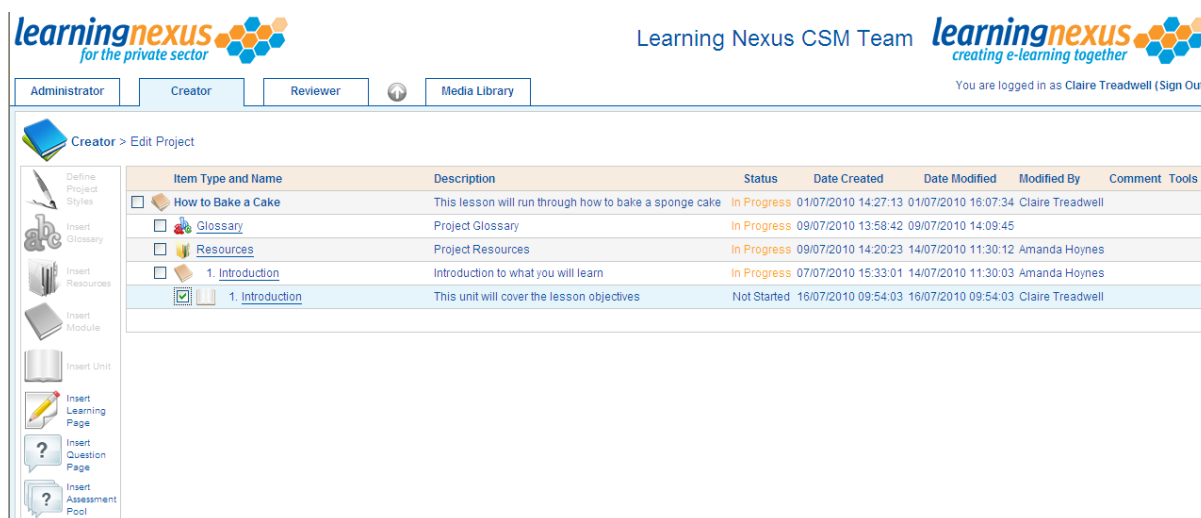


From the 'edit unit' screen you can over type the 'Name' and 'Description' of the unit. The comments section is used for you to add any comments for the project 'Reviewer', click on the 'Save' button to save your changes.

-  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

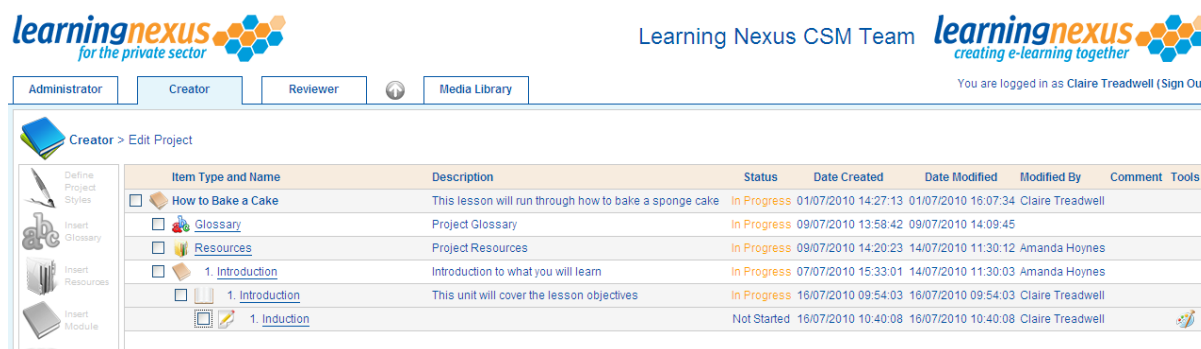
Place a check against the unit and select the 'Insert Learning Page' option from the left hand side of the screen:




Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input type="checkbox"/> 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		
<input type="checkbox"/> Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			
<input type="checkbox"/> Resources	Project Resources	In Progress	09/07/2010 14:20:23	14/07/2010 11:30:12	Amanda Hoynes		
<input type="checkbox"/> 1. Introduction	Introduction to what you will learn	In Progress	07/07/2010 15:33:01	14/07/2010 11:30:03	Amanda Hoynes		
<input checked="" type="checkbox"/> 1. Introduction	This unit will cover the lesson objectives	Not Started	16/07/2010 09:54:03	16/07/2010 09:54:03	Claire Treadwell		

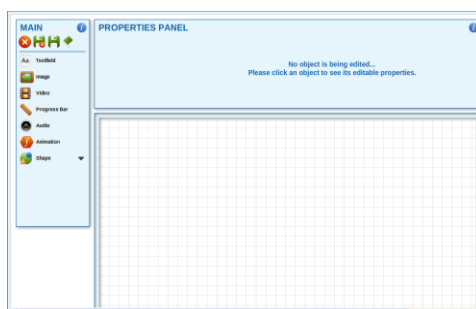
Enter the name of the page and description and click on the 'Save' button:

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:



Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input type="checkbox"/> 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		
<input type="checkbox"/> Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			
<input type="checkbox"/> Resources	Project Resources	In Progress	09/07/2010 14:20:23	14/07/2010 11:30:12	Amanda Hoynes		
<input type="checkbox"/> 1. Introduction	Introduction to what you will learn	In Progress	07/07/2010 15:33:01	14/07/2010 11:30:03	Amanda Hoynes		
<input type="checkbox"/> 1. Introduction	This unit will cover the lesson objectives	In Progress	16/07/2010 09:54:03	16/07/2010 09:54:03	Claire Treadwell		
<input checked="" type="checkbox"/> 1. Induction		Not Started	16/07/2010 10:40:08	16/07/2010 10:40:08	Claire Treadwell		

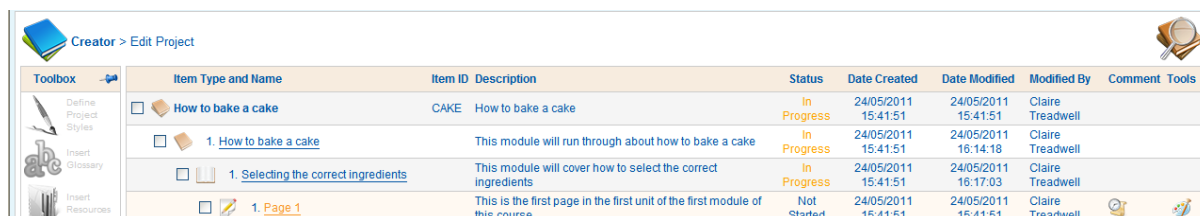
The learning page editor will appear on screen:



Renaming a Learning Page

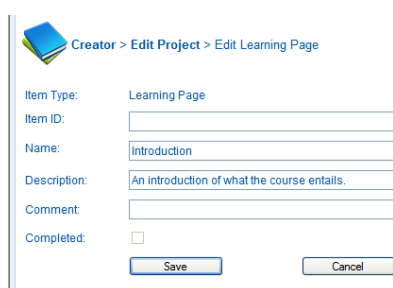
Page naming, although time consuming, is very important. It helps when you are talking to the 'Reviewer' or reviewing the project to know what page you are talking about. It doesn't need to be complicated, just meaningful. For example you could name a page 'm1u2p3 for Module 1, unit 2, page 3.

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



Item Type and Name	Item ID	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input type="checkbox"/> 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		
<input type="checkbox"/> 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		
<input type="checkbox"/> 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		
<input type="checkbox"/> 1. Page 1		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		

The edit page screen will appear:



Creator > Edit Project > Edit Learning Page

Item Type: Learning Page

Item ID:

Name:

Description:

Comment:


Completed:

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)

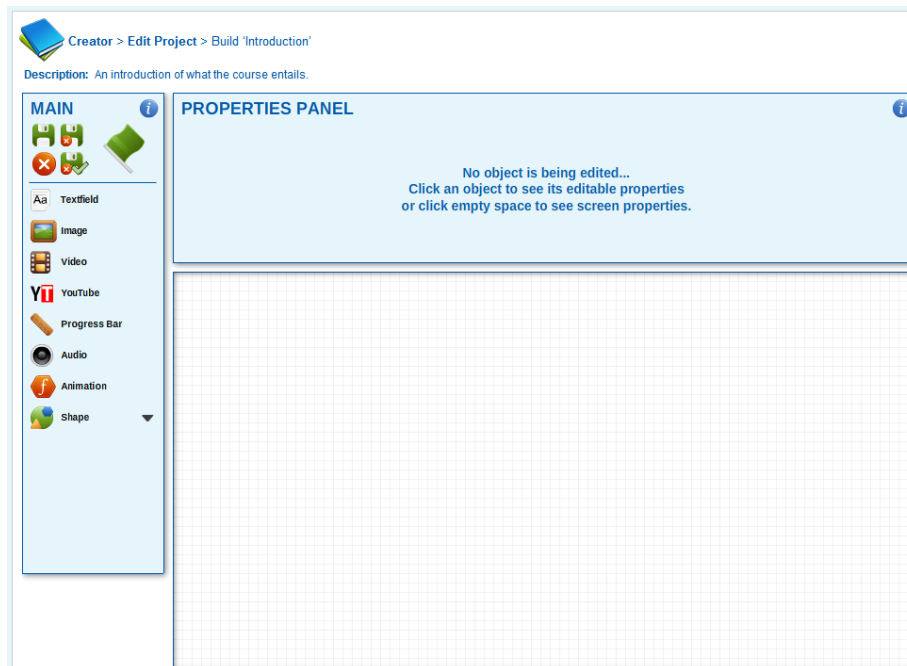
You will notice that not all pages of the learning project have the option described below; this function is only available on 'pages' and not on learning units or modules. This is to keep the structure of the project correct.

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



Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input type="checkbox"/> 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		
<input type="checkbox"/> Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			
<input type="checkbox"/> Resources	Project Resources	In Progress	09/07/2010 14:20:23	14/07/2010 11:30:12	Amanda Hoynes		
<input type="checkbox"/> 1. Introduction	Introduction to what you will learn	In Progress	07/07/2010 15:33:01	14/07/2010 11:30:03	Amanda Hoynes		
<input type="checkbox"/> 1. Introduction	This unit will cover the lesson objectives	In Progress	16/07/2010 09:54:03	16/07/2010 09:54:03	Claire Treadwell		
<input type="checkbox"/> 1. Induction		Not Started	16/07/2010 10:40:08	16/07/2010 10:40:08	Claire Treadwell		

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:



[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:

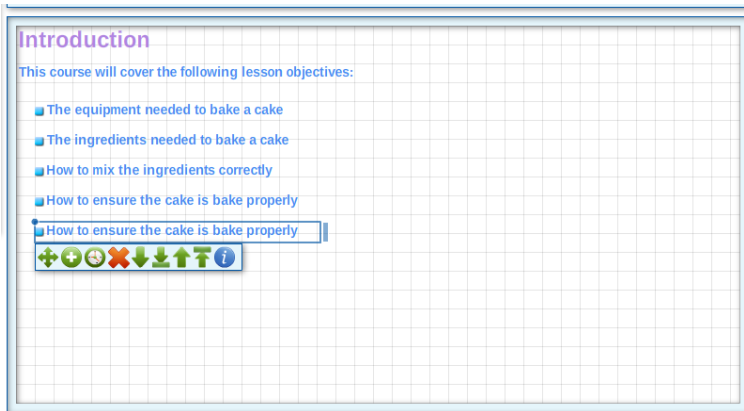


Button	Description
	<p>Selecting this option allows you to move the object around the screen. Press and hold this button with the left mouse button and move the object to where you would like it to sit.</p> <p>You can also move an object manually by using the directional arrows on your keyboard.</p> <p>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.</p>

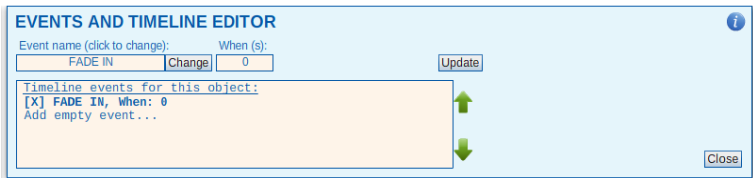
To lock the horizontal position, hold down the Shift key on the keyboard while dragging your object. To lock the vertical position of an object when dragging you hold down the Ctrl key while dragging the object using the mouse.



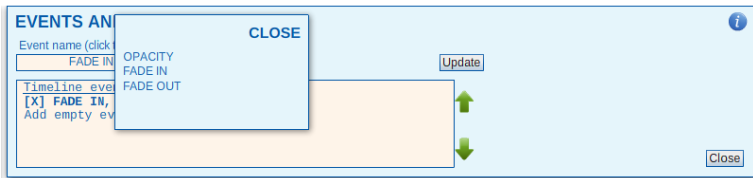
Copy button. This allows you to copy the object. This will place the copied object directly underneath the selected object as shown below



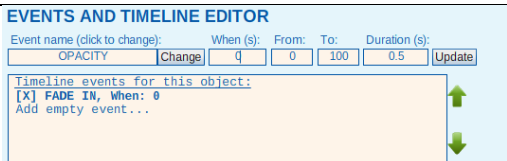
Allows you to edit the timeline of when you would like an object to appear on screen:



Events and Timelines allow you to add transitions to the page. There are a number of different events you can select:

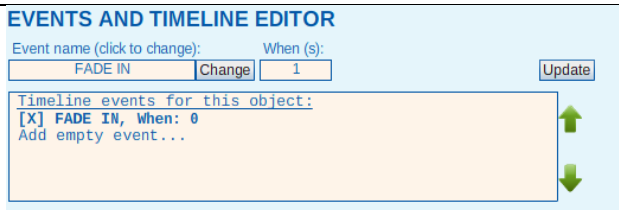


Opacity

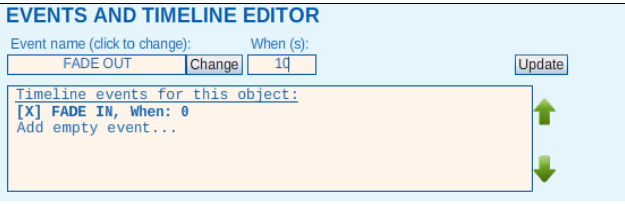





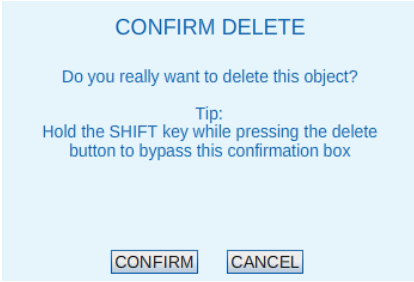



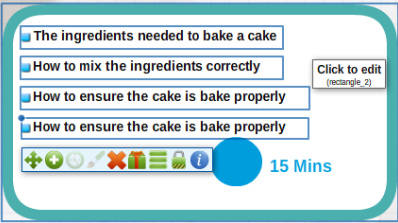

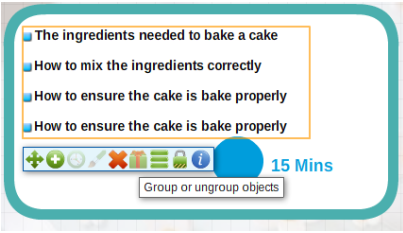







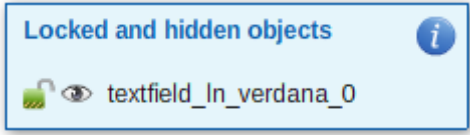
Define when the object fades in and what the object opacity fades from and to. In the example above the object will appear on screen at 0 seconds - as soon as the screen loads. It will go from 0 opacity (invisible) to fully visible over 0.5 of a second.


Fade In





This option allows you to state when the object should appear on screen or

	<p>'fade in'.</p> <p>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.</p>
<p>Fade Out</p>	 <p>This option allows you to state when an object should disappear from screen or 'fade out'.</p> <p>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.</p>
<p> You can have more than one event on an object.</p>	
	 <p>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.</p> <p> Play around with the various filters, remembering that you can combine them to achieve the desired effect.</p>
	<p>This allows you to delete an object from the screen.</p> <p>Click on the on the 'Delete' button and the following message will appear on screen:</p>  <p>Click on 'Confirm' to confirm you would like to delete the object, or 'Cancel' if you have selected the wrong button.</p>
	<p>Group objects together to allow you to move them together, hide them, or delete a number of objects in one go. To group objects, press on the 'Shift' key on your keyboard, whilst holding the button down use your mouse to select the objects you wish to group:</p>

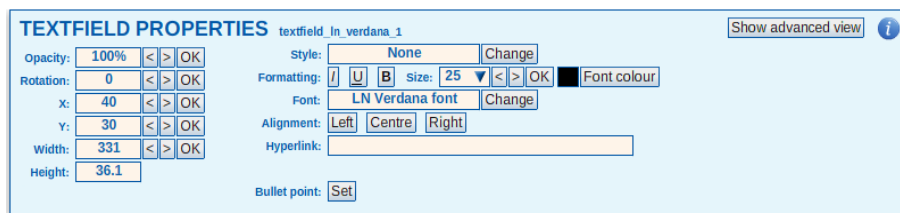
	 <p>Then click on the 'Group' button on the toolbar: </p> <p>The objects will then be grouped together:</p> 
	<p>Change object depth: This option opens up the layering options:</p> <p>Selecting this option will allow you to move the object forward and back.</p>  <p>And the options below:</p>
	<p>Sends the object backwards by one layer.</p>
	<p>This option sends the object to the back of all the objects that appear on screen.</p>
	<p>This sends the object forward one layer.</p>
	<p>This sends the object to the front of all the objects on screen.</p>
	<p>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.</p>  <p>This menu allows you to unlock or hide objects.</p> <p>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.</p> <p>To hide an object click on the 'eye' symbol on the 'Locked and hidden objects' menu on the</p>

	right hand side of the screen.
	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.

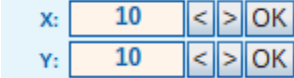
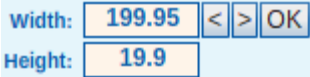


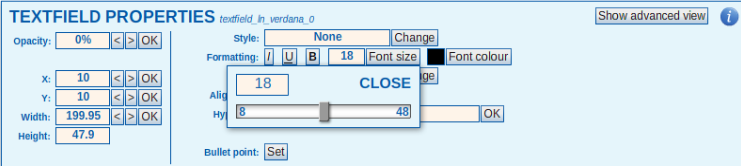
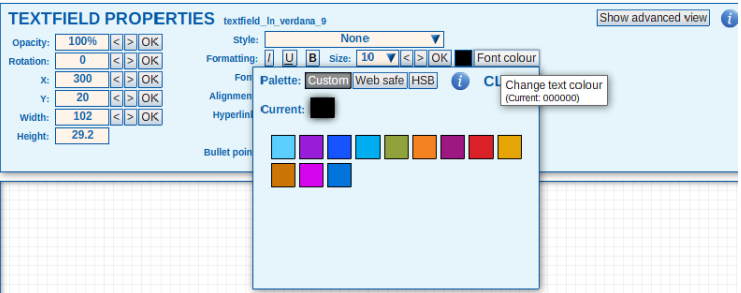
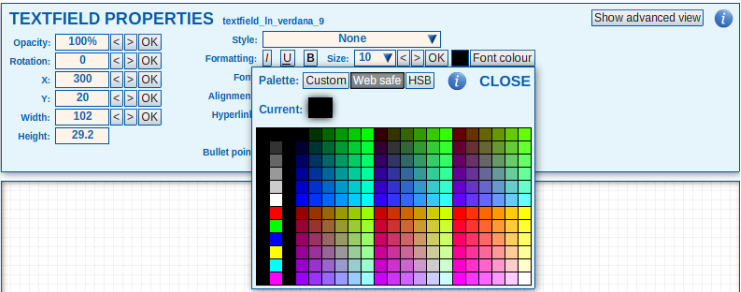
Adding a textfield to a learning page

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

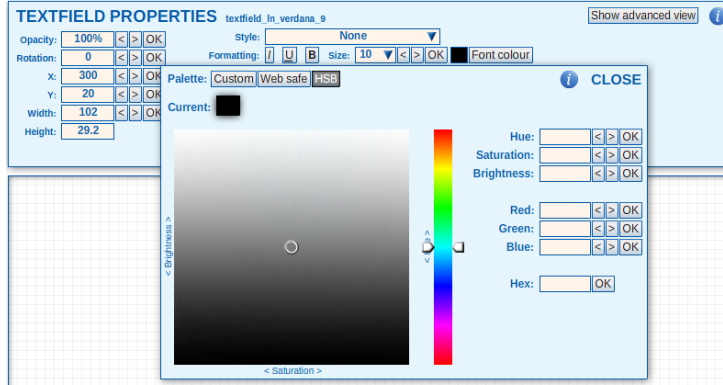


When you add an object to a screen a properties box appears. This allows you to amend the properties of the selected object. Textfields have a number of aspects that can be amended, as shown below:

Field	Description
Opacity	<p>Opacity: <input type="text" value="50%"/> < > OK</p> <p>The Opacity set the transparency of the wording. Examples shown below:</p> <p>Opacity set to 100% - the wording is normal</p>  <p>Opacity: <input type="text" value="100%"/></p> <p>Opacity set to 50% - the wording appears lighter</p>  <p>Opacity: <input type="text" value="50%"/></p> <p>Opacity set to 0% - the wording disappears</p>  <p>Opacity: <input type="text" value="0%"/></p>
Rotation	<p>Rotation: <input type="text" value="0"/> < > OK Controls the rotation of the textfield.</p>

<p>X and Y</p>	 <p>The X and Y values set where the field appears on screen.</p>
<p>Width and Height</p>	 <p>Change the Width and Height of the object.</p>
<p>Style</p>	 <p>Allows you to change the style of the font to one of the 'defined project styles' set at the beginning of the project.</p>
<p>Formatting</p>	 <p>Formatting allows you to change the font to italic, underlined or bold, size of font and colour.</p> <p>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:</p>  <p>To select the font colour from the palette of colours defined in the 'define project styles' click on the 'Font colour' button and select from the available options.</p>  <p>To apply a different colour from those defined in the project styles, select the 'Web safe' button to access the selection below:</p> 

To apply a very specific shade of a colour, click on the 'HSB' button to access the HSB Palette.



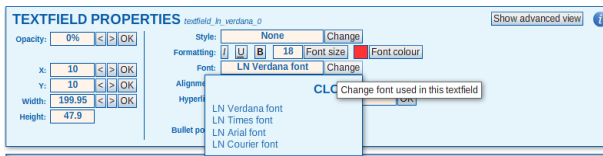
This will allow you to select the exact colour you need using the RGB values, the HSB values or the HTML colour code/HEX number without creating a style in your project.

Your marketing team should be able to give you details of the codes required for any corporate colours used within your organisation.

Font

Font: **LN Verdana font** **Change**

Click on the 'Change' button and select the font you would like to use.



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**

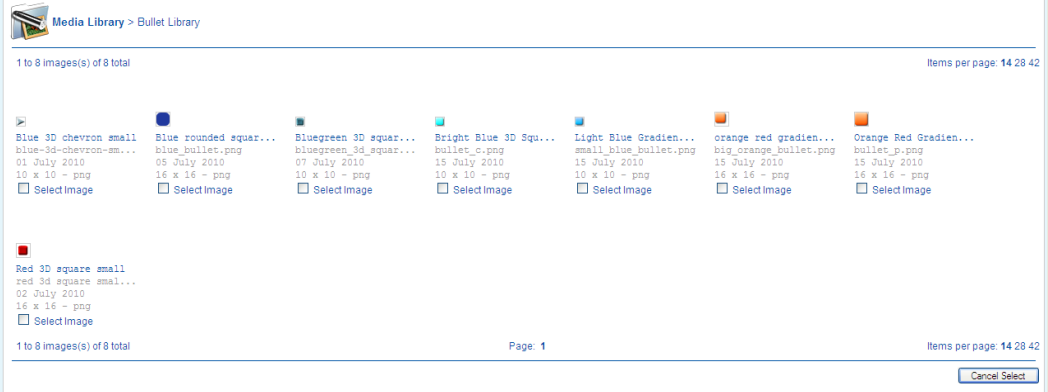
Enter the hyperlink address and click on 'OK'.

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:

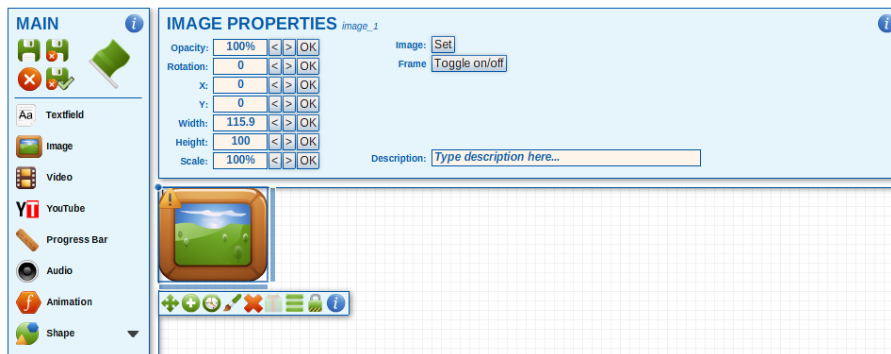


- ✎ When a bullet point is added to a screen it is the same as adding an image. They do not behave in the same way that bullets do in Word, in the sense that if you press enter a new bullet will not appear on a new line. If you would like more than one bullet on a screen you need to create this as a separate object.
- ✎ Use the 'Duplicate' button to duplicate the bullet from the line above. This will also ensure that your bullets are aligned correctly.


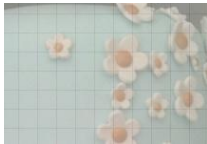
Adding an image to a learning page

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.

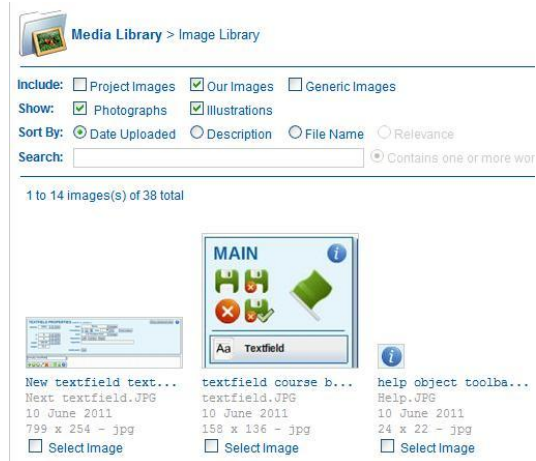
To insert an image object onto a learning page click on the 'Image' option from the 'Main' menu:



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	<p>Opacity: <input type="text" value="50%"/> < > OK</p> <p>The Opacity set the transparency of the image. Examples shown below:</p> <p>Opacity set to 100% - the image is normal</p>  <p>Opacity: <input type="text" value="100%"/></p> <p>Opacity set to 50% - the image appears lighter</p>  <p>Opacity: <input type="text" value="50%"/></p> <p>Opacity set to 0% - the image disappears</p> <p>Opacity: <input type="text" value="0%"/></p>
X	<p>X: <input type="text" value="10"/> < > OK</p> <p>Y: <input type="text" value="10"/> < > OK</p> <p>The X and Y values set where the field appears on screen.</p>
Y	
Width	<p>Width: <input type="text" value="199.95"/> < > OK</p> <p>Height: <input type="text" value="19.9"/></p> <p>Control the width and height of the object.</p>
Height	
Image	Image: <input type="button" value="Set"/>

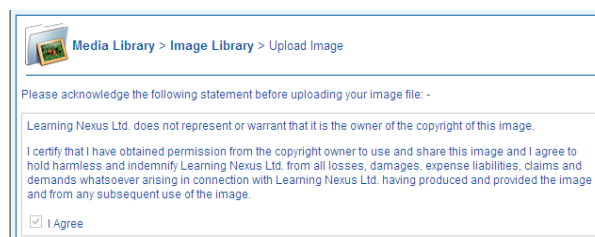
Press the Set Image button to set the image. You can select image from the image library or upload your own image by using the 'Upload Image' option:



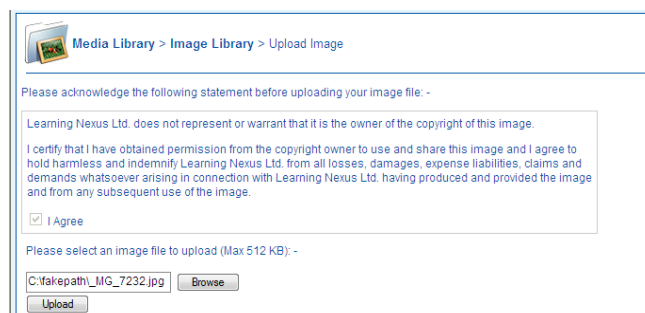
Images can only be uploaded if you own the copyright to them.




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:



Doing this will ensure that the image can be uploaded into the library:




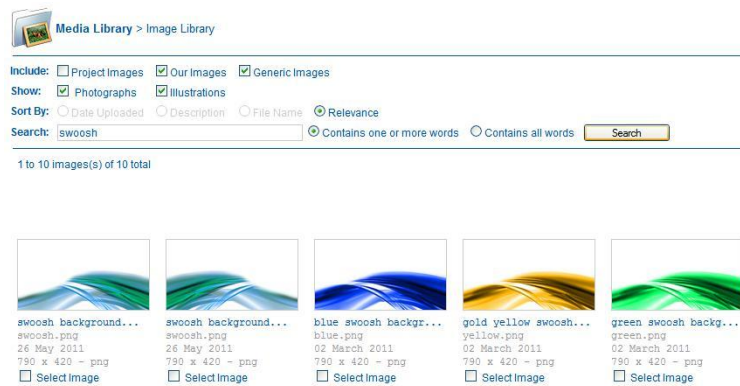
Click on the 'Browse' option to find the image and then 'Upload'

 The image size is limited to a maximum size of 512KB. If your image is larger than this you will have to reduce the resolution of the image to fit within this limit.

Once uploaded select the image by placing a check in the 'Select Image' option, you then need to place a check against the image category i.e. Photo or illustration and provide a description of the image you have uploaded:



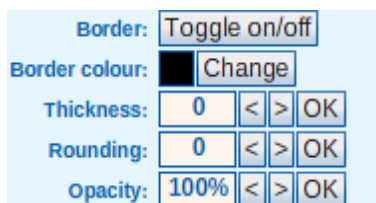
 There are lots of existing images in the 'Media Library' the search function can be used to search for images using key words. You can gain more results by placing a check against the 'generic images' to include this in the search:



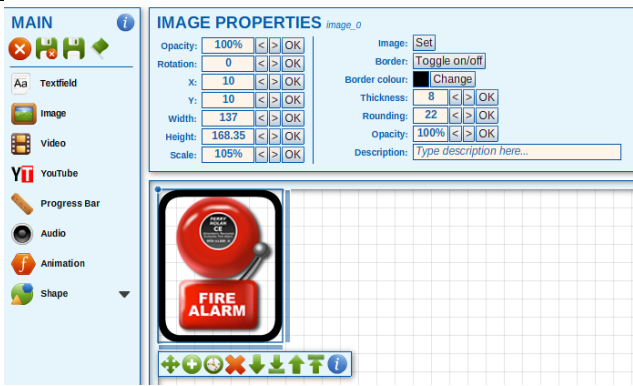
Border

Border: **Toggle on/off** This option allows you to place a border around the image.

If you select Toggle on you can set the border colour, thickness, rounding and opacity using the buttons below:



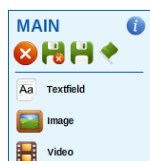
Example below the image border and rounding properties have been altered:

	
Description	<p>Description: <input type="text" value="Type description here..."/></p> <p>You can enter the description of the image.</p>

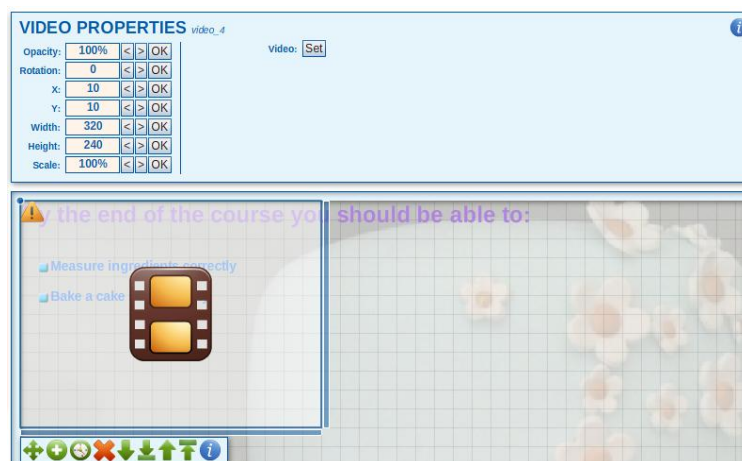
Adding a video to a learning page

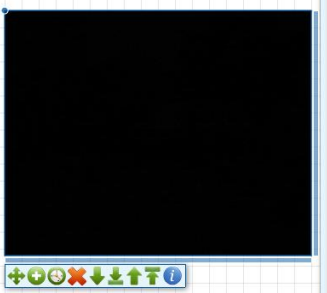


Flash videos can also be added to a learning page. As with any media resource it is important to ensure that you have copyright rights to the object to use it in the project.

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

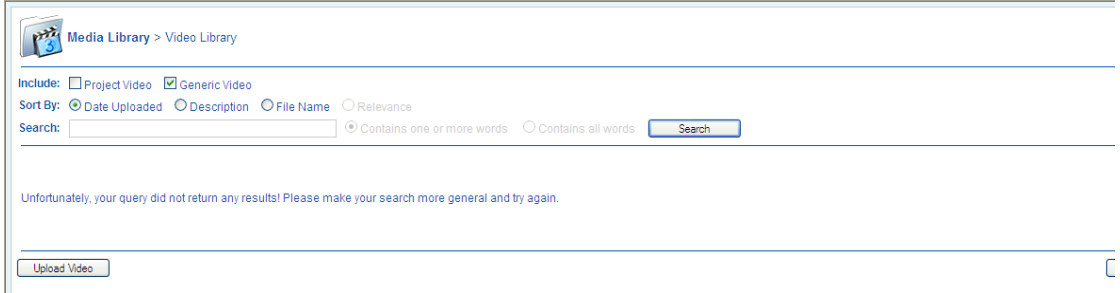


The video object will appear on the learning page in the top left hand corner of the screen and the video properties will appear on screen:



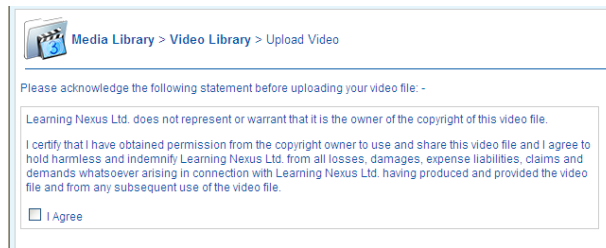
Field	Description
Opacity	<p data-bbox="360 259 683 297">Opacity: <input type="text" value="50%"/> < > OK</p> <p data-bbox="360 342 1238 376">The Opacity set the transparency of the wording. Examples shown below:</p> <p data-bbox="360 409 855 443">Opacity set to 100% - the Video is normal</p>  <p data-bbox="360 801 906 835">Opacity set to 50% - the Video appears lighter</p>  <p data-bbox="360 1193 842 1227">Opacity set to 0% - the Video disappears</p> 
X	<p data-bbox="360 1588 651 1626">x: <input type="text" value="10"/> < > OK</p>
Y	<p data-bbox="360 1626 1353 1664">y: <input type="text" value="10"/> < > OK The X and Y values set where the field appears on screen.</p>
Width	<p data-bbox="360 1722 667 1760">Width: <input type="text" value="199.95"/> < > OK</p>
Height	<p data-bbox="360 1760 1201 1798">Height: <input type="text" value="19.9"/> Control the width and height of the object.</p>
Video	<p data-bbox="360 1991 491 2029">Video: <input type="text" value="Set"/></p>

Press the 'Set' button. You can select a video from the image library or Upload your own video by using the 'Upload video' option:

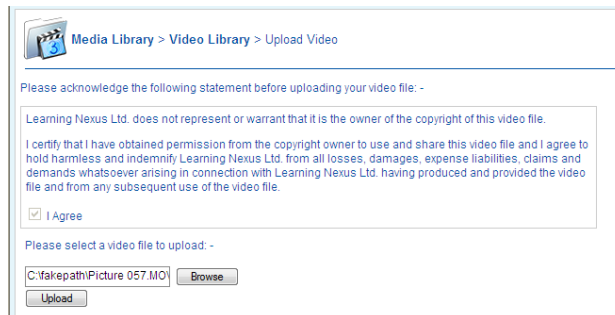


New videos can be uploaded into the Learning Nexus video Library. Videos can only be uploaded if you own the copyright to them.


Before you can upload any video you need to agree to the video use disclaimer. Read the information on screen carefully and if you agree with the disclaimer place a check in the 'I Agree' option':



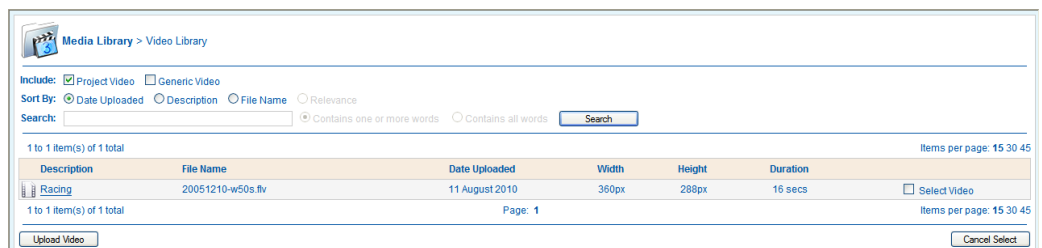
Doing this will ensure that the video can be uploaded:



Click on the 'Browse' 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:



Controls timeline

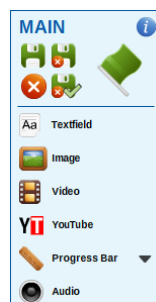
controls timeline:

	<p>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.</p> <p>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.</p> <p>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'.</p> <p>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.</p> <p> If the object needs to come in at a certain time so that it matches the video, set the 'controls timeline' option to 'Yes'.</p>
Video duration	<p>Video duration: <input type="text" value="00:16 (16.92 sec.)"/> <input type="button" value="Refresh"/></p> <p>This shows how long the video lasts for.</p>

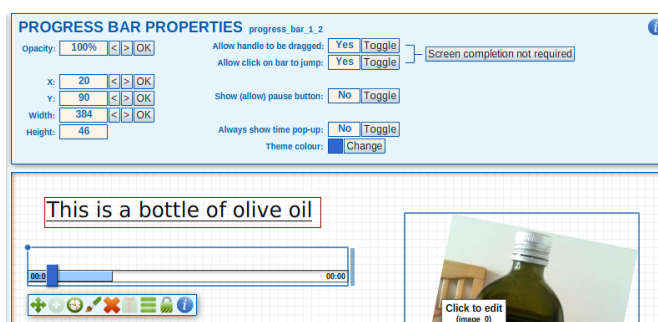
Adding a progress bar

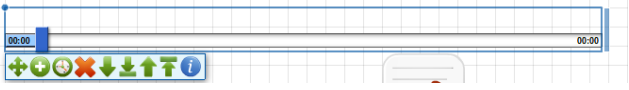
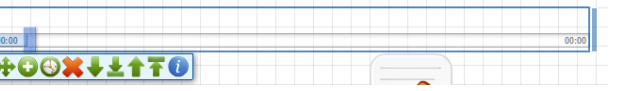
Progress bars allow the learner to have an indication of the timeline of the screen, and allows users to skip, rewind or pause any actions taking place on screen. It is recommended progress bars are only added to project that have media in them, such as Audio or Video.

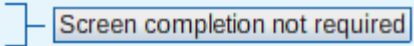
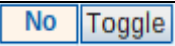
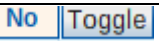


To add a progress bar to a learning screen click on the 'Progress Bar' button:



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:

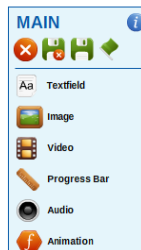


Field	Description
Opacity	<p data-bbox="357 259 683 297">Opacity: <input type="text" value="50%"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/></p> <p data-bbox="357 342 1289 376">The Opacity set the transparency of the Progress Bar. Examples shown below:</p> <p data-bbox="357 409 932 443">Opacity set to 100% - the Progress Bar is normal</p> <div data-bbox="357 477 1235 566"> <p data-bbox="357 521 571 560">Opacity: <input type="text" value="100%"/></p>  </div> <p data-bbox="357 600 986 633">Opacity set to 50% - the Progress Bar appears lighter</p> <div data-bbox="357 667 1235 757"> <p data-bbox="357 712 571 750">Opacity: <input type="text" value="50%"/></p>  </div> <p data-bbox="357 790 922 824">Opacity set to 0% - the Progress Bar disappears</p> <div data-bbox="357 857 579 902"> <p data-bbox="357 857 579 902">Opacity: <input type="text" value="0%"/></p> </div>
X and Y	<p data-bbox="357 943 655 981">x: <input type="text" value="10"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/></p> <p data-bbox="357 987 655 1025">y: <input type="text" value="10"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/> The X and Y values set where the field appears on screen.</p>
Width and Height	<p data-bbox="357 1137 667 1176">Width: <input type="text" value="199.95"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/></p> <p data-bbox="357 1182 555 1220">Height: <input type="text" value="19.9"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/></p> <p data-bbox="687 1193 1198 1227">Control the width and height of the object.</p>
Allow handle to be dragged	<p data-bbox="357 1361 826 1395">Allow handle to be dragged: <input type="text" value="Yes"/> <input type="button" value="Toggle"/></p> <p data-bbox="357 1417 1385 1496">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.</p>
Allow click on bar to jump	<p data-bbox="357 1541 810 1574">Allow click on bar to jump: <input type="text" value="Yes"/> <input type="button" value="Toggle"/></p> <p data-bbox="357 1597 1385 1675">This option allows the learner to click on a point of the progress bar and move the screen to that point.</p>

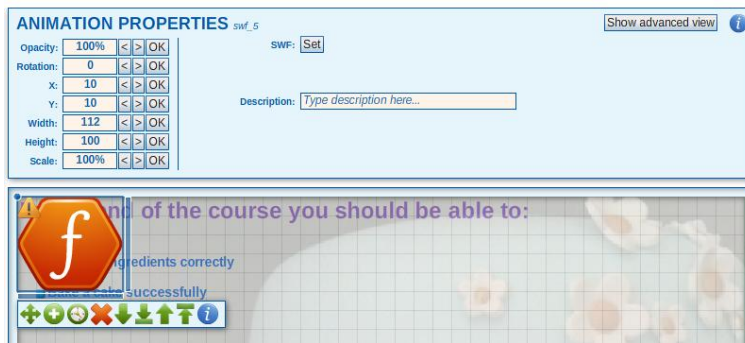
Screen completion not required	 <p>This option allows you to force the users of the course to view a screen from beginning to end the first time it is visited, regardless of the fact that the drag and jump options (above) may be enabled. On following visits to the same screen the user will be allowed to drag and jump according to the settings selected for these options.</p>
Show (allow) pause button	<p>Show (allow) pause button: </p> <p>Toggling this option to Yes will add a 'Pause' button next to the progress bar, allowing the users of the course to pause the screen at any time.</p>
Always show time pop-up	<p>Always show time pop-up: </p> <p>If this option is set to 'yes' the time is show on the progress bar as a pop up. As shown below:</p> 
Theme colour	<p>Theme colour: </p> <p>This allows the progress bar marker colour to be changed.</p>

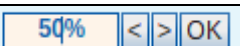
Adding an animation


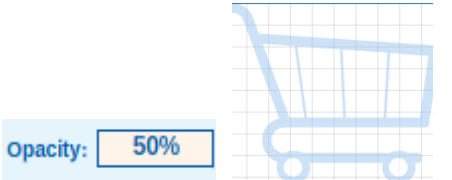
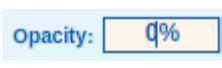
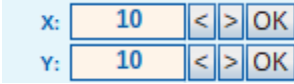
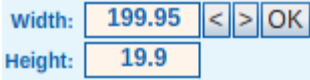


Flash animations can be added to a learning screen. These can be Flash images or animations. To add an animation to the screen click on the 'Animation' button:



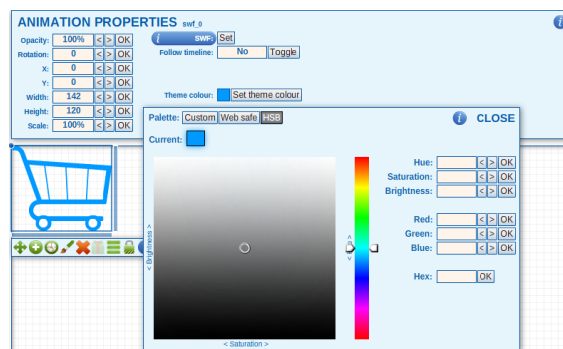
The animation will appear on screen:



Field	Description
Opacity	<p>Opacity: </p>

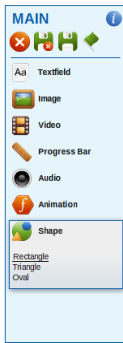
	<p>The Opacity set the transparency of the animation. Examples shown below:</p> <p>Opacity set to 100% - the animation will be 100% visible on screen</p>  <p>Opacity set to 50% - the animation appears lighter</p>  <p>Opacity set to 0% - the animation disappears</p> 
X and Y	 <p>The X and Y values set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

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:



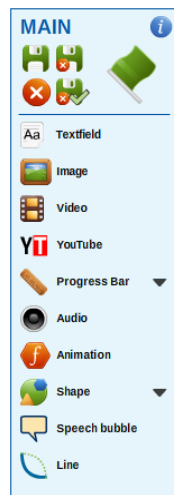
You can select:

- Rectangle
- Triangle
- Oval

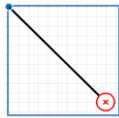
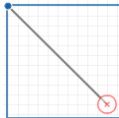
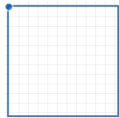
Field	Description
Opacity	<p>Opacity: <input type="text" value="50%"/> < > OK</p> <p>The Opacity set the transparency of the shape. Examples shown below:</p> <p>Opacity set to 100% - the shape is set to full visibility.</p> <p>Opacity: <input type="text" value="100%"/> </p> <p>Opacity set to 50% - the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

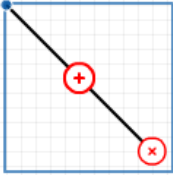
Adding a line to a page

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




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

Field	Description
Opacity	<p>Opacity: <input type="text" value="50%"/> < > OK</p> <p>The Opacity sets the transparency of the line. Examples shown below:</p> <p>Opacity set to 100% - the line is set to full visibility.</p> <p><input type="text" value="100%"/> </p> <p>Opacity set to 50% - the line appears lighter</p> <p><input type="text" value="50%"/> </p> <p>Opacity set to 0% - the line disappears</p> <p><input type="text" value="0%"/> </p>
Rotation	<p>Rotation: <input type="text" value="0"/> < > OK Controls the rotation of the line</p>
X and Y	<p>x: <input type="text" value="10"/> < > OK</p> <p>y: <input type="text" value="10"/> < > OK The X and Y values set where the field appears on screen.</p>
Width and Height	<p>Width: <input type="text" value="199.95"/> < > OK</p> <p>Height: <input type="text" value="19.9"/> Controls the width and height of the object.</p>

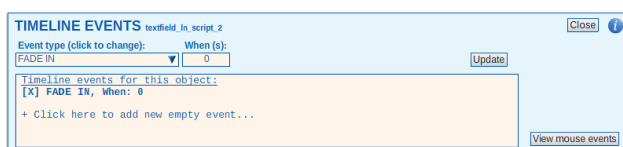
Line Variation	<p>Line variation: <input type="text" value="Straight"/> <input type="button" value="<"/> <input type="button" value=">"/> Allows to create a curve or an angle instead of a straight line by adding an additional anchor to the object. See example below:</p>  <p>Dragging the anchor in the middle will increase, decrease or relocate the curve or angle.</p>
Curve angle/point (X) and (Y)	<p>Curve / angle point (X): <input type="text" value="50"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/></p> <p>Curve / angle point (Y): <input type="text" value="50"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/> Allow to manually change the location of the curve or angle across the horizontal or vertical axis.</p>
Line Colour	<p>Line colour: <input type="color" value="black"/> <input type="button" value="Change"/> Changes the colour of the line to the selected shade.</p>
Line Thickness	<p>Line thickness: <input type="text" value="2"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/> Changes the thickness of the line to the selected value.</p>
Line ending size mod.	<p>Line ending size mod. <input type="text" value="0"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="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.</p>
Line ending style	<p>Line ending style: <input type="text" value="None"/> <input type="button" value="<"/> <input type="button" value=">"/> Presents a list of various arrows and other symbols that can be placed at the end of the line.</p>
Line style	<p>Line style: <input type="text" value="Solid"/> <input type="button" value="<"/> <input type="button" value=">"/> Allows to set the line to be solid or dashed.</p>

[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.

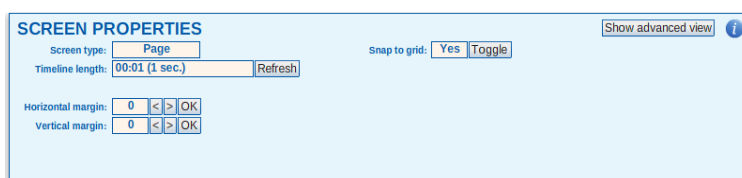
Purging the timeline

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).

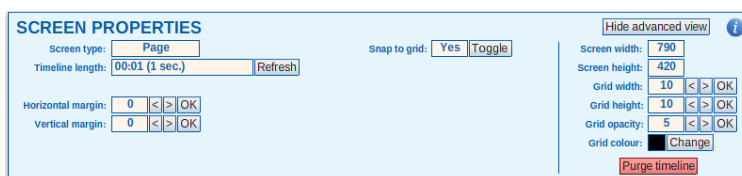
Below is a summary of the effects this functions has on different objects:

- 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.

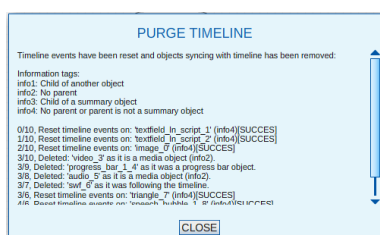
The Option to do this is found under the Advanced view of the screen properties panel, so to access it you need to click on an empty area of the screen, then select the 'Show Advanced View' button from the Properties Panel:



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



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:

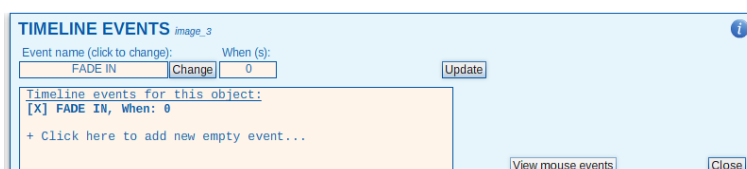


Important: It is not possible to undo the Purge Timeline actions. The process can be only be reverted by exiting the Page Builder without saving the screen. For this reason it is important to test your screen before saving it.

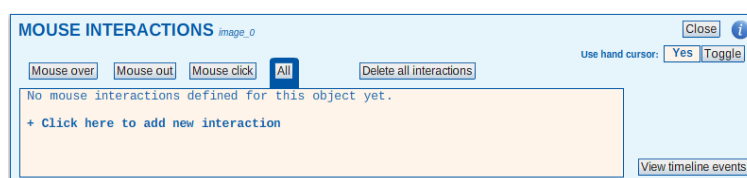
Mouse Interactions

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.

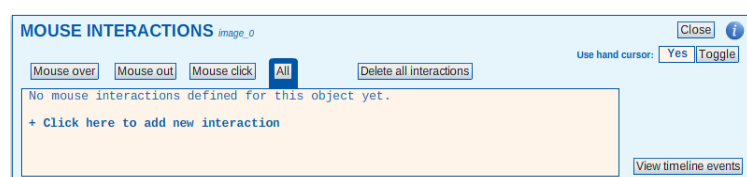
To add 'Mouse Interactions' click on the 'View mouse events' button (accessed via the 'timeline' control):



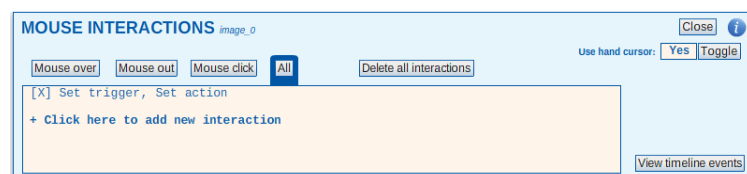
The 'Mouse Interactions' Screen appears:



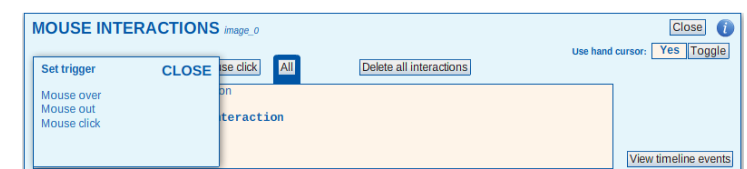
To create a new interaction click on the '+ click here to add new interaction':



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



Setting the Trigger

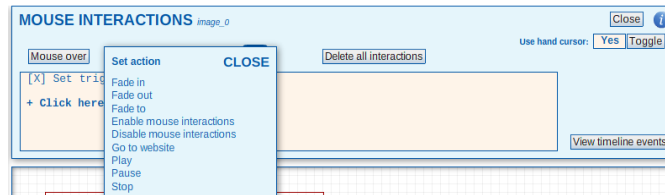


You can select three types of movement:

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

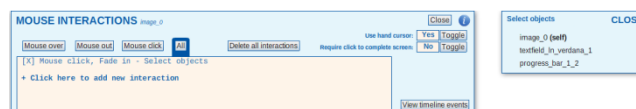
Mouse Out	This option allows something appear or disappear from the screen if the mouse is moved away from the object.
Mouse Click	This option allows something appear or disappear from the screen if the mouse is used to click on the object.

Setting the Action



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 interactions	The object will be allowed to be used as a trigger for an interaction
Disable mouse interactions	Even if you have one or more interactions allocated to the object, this action will disable them making the object inactive.
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 orange text headings 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
	<input type="checkbox"/> 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		
	<input type="checkbox"/> Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45	Claire Treadwell		
	<input type="checkbox"/> Resources	Project Resources	In Progress	09/07/2010 14:20:23	16/07/2010 13:59:02	Claire Treadwell		
	<input type="checkbox"/> 1. How to Bake a Cake		In Progress	07/07/2010 15:33:01	03/08/2010 10:42:09	Claire Treadwell		
<input checked="" type="checkbox"/>	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		
	<input type="checkbox"/> 1. Induction		In Progress	16/07/2010 10:40:08	03/08/2010 10:44:06	Claire Treadwell		
	<input type="checkbox"/> 2. Objectives		In Progress	16/07/2010 14:12:04	19/07/2010 17:40:53	Claire Treadwell		
	<input type="checkbox"/> 2. Ingredients		In Progress	19/07/2010 17:29:37	19/07/2010 17:29:37	Claire Treadwell		
	<input type="checkbox"/> 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 Nexus CSM Team

Administrator
Creator
Reviewer
Media Library

You are logged in as Claire Treadwell (Sign Out)

Creator > Edit Project > Insert Learning Question

Position: 3

Question Name:

Description:

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



Administrator | Creator | Reviewer | Media Library | You are logged in as Claire Treadwell (Sign Out)

Creator > Edit Project

Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input type="checkbox"/> 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		
<input type="checkbox"/> Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			
<input type="checkbox"/> Resources	Project Resources	In Progress	09/07/2010 14:20:23	16/07/2010 13:59:02	Claire Treadwell		
<input type="checkbox"/> 1. How to Bake a Cake		In Progress	07/07/2010 15:33:01	03/08/2010 10:42:09	Claire Treadwell		
<input checked="" type="checkbox"/> 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		
<input type="checkbox"/> 1. Induction		In Progress	16/07/2010 10:40:08	03/08/2010 10:44:06	Claire Treadwell		
<input type="checkbox"/> 2. Objectives		In Progress	16/07/2010 14:12:04	19/07/2010 17:40:53	Claire Treadwell		
<input type="checkbox"/> 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		
<input type="checkbox"/> 4. Click on the ingredients you need to bake a cake		Complete	20/07/2010 13:12:24	06/08/2010 13:44:34	Claire Treadwell		
<input type="checkbox"/> 5. What equipment is used in cake baking?		Not Started	06/08/2010 16:47:56	06/08/2010 16:47:56	Claire Treadwell		

Build Learning Question

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

Creator > Edit Project > Build 'Question Page'

MAIN

- Textfield
- Image
- Video
- YouTube
- Progress Bar
- Audio
- Animation
- Shape
- Multiple choice question
- Drag & Drop question

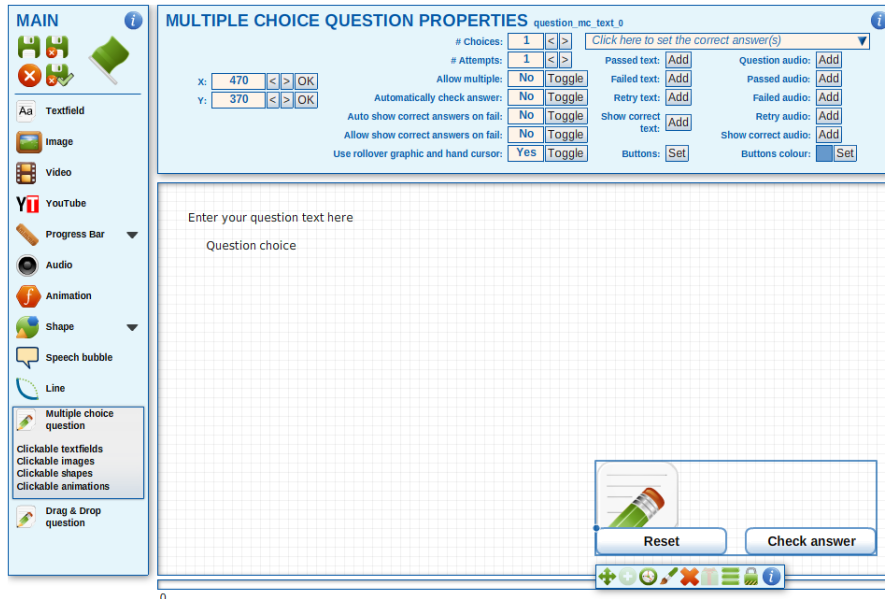
PROPERTIES PANEL

No object is being edited...
Click an object to see its editable properties
or click empty space to see screen properties.

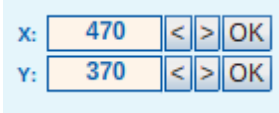

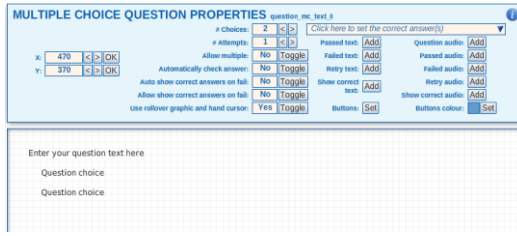
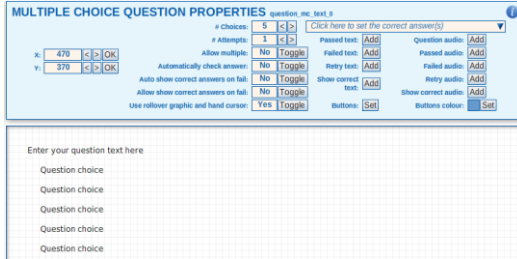
The following sections give guidance on how to use each of the question types.



Clickable Textfields and Common Controls

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:



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:

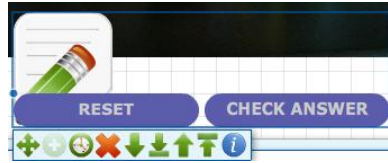
Field	Description
X and Y	 <p>The X and Y values set where the field appears on screen.</p>
Choices	<p># Choices:  This will set the number of options the learner has to choose from. At the moment there is only one choice for the learner to make. But this could be increased to as many as you like. The example below shows how using this option affects the screen:</p> <p>Two Choices: </p> <p>Five Choices: </p>

<p>Attempts</p>	<p># Attempts: <input type="text" value="1"/> <input type="button" value="<"/> <input type="button" value=">"/> Select the number of attempts that the learner can have to attempt the question. In other words a 'retry' option.</p>
<p>Allow Multiple</p>	<p>Allow multiple: <input type="button" value="No"/> <input type="button" value="Toggle"/> Selecting 'yes' allows the learner to select more than one correct response to the question.</p>
<p>Automatically Check Answer</p>	<p>Automatically check answer: <input type="button" value="No"/> <input type="button" value="Toggle"/> When the learner selects the answer it is automatically checked.</p> <p> If you have selected the 'Allow Multiple' select answers you will not be able to select this option.</p>
<p>Auto show correct answers on fail</p>	<p>Auto show correct answers on fail: <input type="button" value="No"/> <input type="button" value="Toggle"/></p> <p>You can enter the information if learner will see if the learners 'fail' the question.</p>
<p>Use rollover graphic and hand cursor</p>	<p>Use rollover graphic and hand cursor: <input type="button" value="Yes"/> <input type="button" value="Toggle"/></p> <p>Shows the hand cursor as a guide to the learner when selecting the responses.</p>
<p>Click here to the right to set the correct answer(s)</p>	<p><input type="button" value="Click here to set the correct answer(s)"/></p> <p>Click on the inverted triangle on the right of this option to select the right answers and the following menu will appear:</p> <div data-bbox="632 1126 1177 1294" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Correct answers for this question: <input type="button" value="v"/></p> <p>Correct - Flour</p> <p>Incorrect - Butter</p> <p>Incorrect - Eggs</p> <p>Incorrect - Sugar</p> <p>Incorrect - Yeast</p> </div> <p>This allows you to select the correct answer, by clicking on 'Incorrect' next to the right answer.</p>
<p>Passed text</p> <p>Failed text</p> <p>Retry text</p> <p>Show correct text</p>	<div data-bbox="395 1444 695 1666" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Passed text: <input type="button" value="Remove"/></p> <p>Failed text: <input type="button" value="Remove"/></p> <p>Retry text: <input type="button" value="Remove"/></p> <p>Show correct text: <input type="button" value="Add"/></p> </div> <p>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.</p> <p> 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.</p>

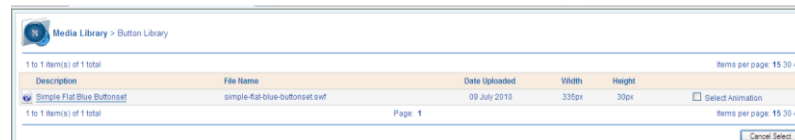
Buttons

Buttons:

The set 'Buttons' option allows the learner to select the button image to appear on screen for the 'check answers' and 'reset' buttons on screen.



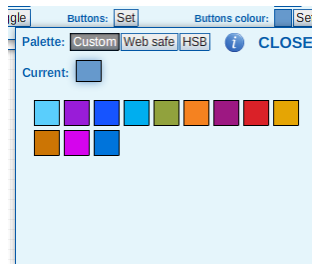
Click on the 'Set' button and the 'Button Media Library' will appear on screen. Place a check in the 'Select Animation' option to select the button style and it will alter the both the 'Reset' and 'Check Answer' buttons accordingly:



Buttons colour

Buttons colour:

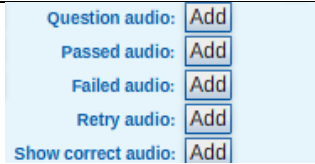
This option allows you to alter the colour of the button. Click on the 'Set' button to choose one of the colours defined in 'Project Styles'



Alternatively you can select the 'Web safe' or 'HSB' options to wither choose from the standard colour palette, or to set a specific colour.

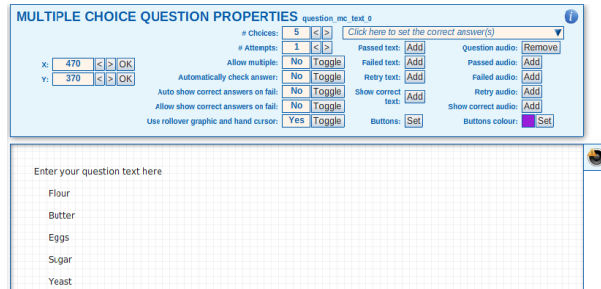
Once the colour is selected the buttons on this page will change accordingly.

Question audio
Passed audio
Retry audio
Show correct audio

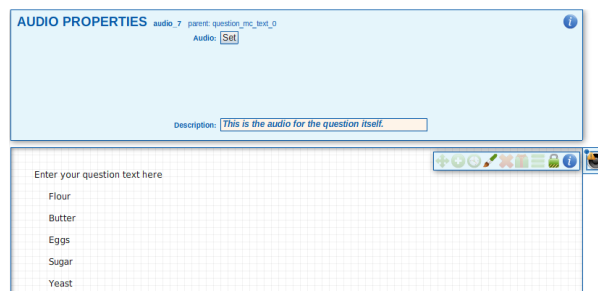


Audio files can be added to the project to give feedback. As soon as the learner clicks on 'Check Answers' the relevant audio file will play, depending upon the answer.

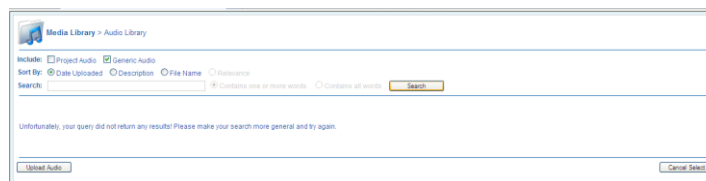
Click on the 'Add' button the audio option will appear on screen:



Click on the audio object to bring up the properties:



To set the audio file click on the 'Set' button and select the file from the Audio library:

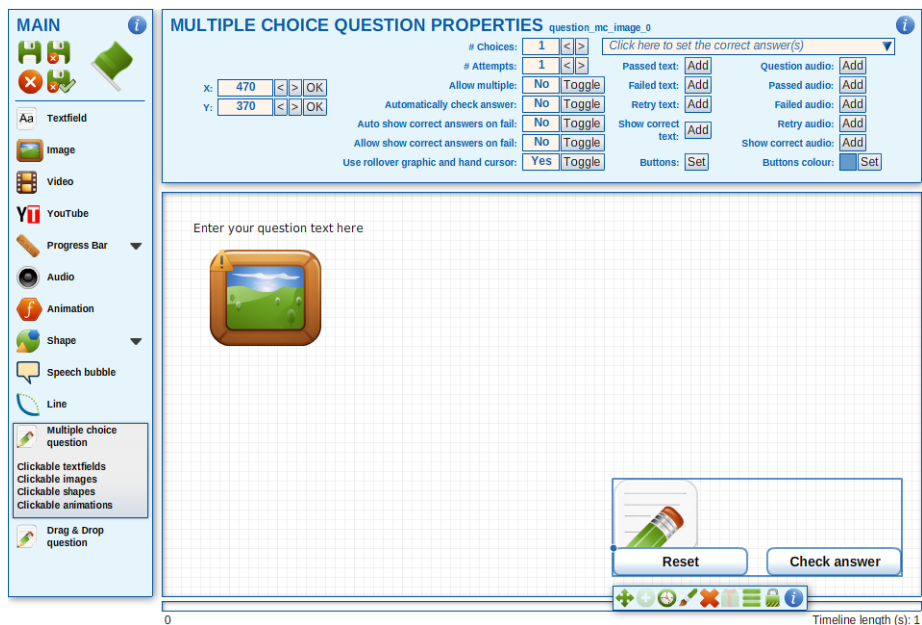


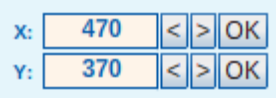

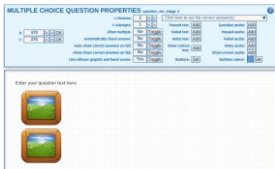
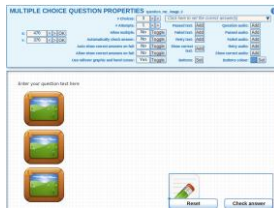
Repeat this process for each audio object you are inserting on screen.

Image Questions

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

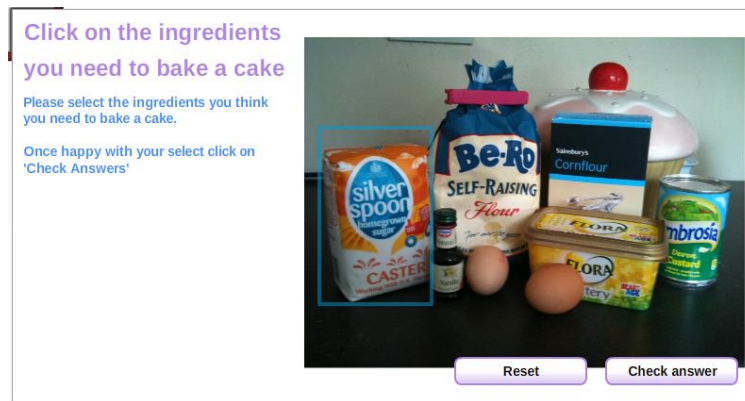
To create a multiple choice 'Clickable Images' select the 'Clickable Images' option from the 'Multiple Choice Questions' menu. The question field and an image object will appear on screen:




Field	Description
X and Y	 <p>The X and Y values set where the field appears on screen.</p>
Choices	<p># Choices:  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:</p> <p>Two Choices  Three Choices </p>
Refer to previous guidance	For information on common question properties please refer to the table in 'Clickable Textfields' above

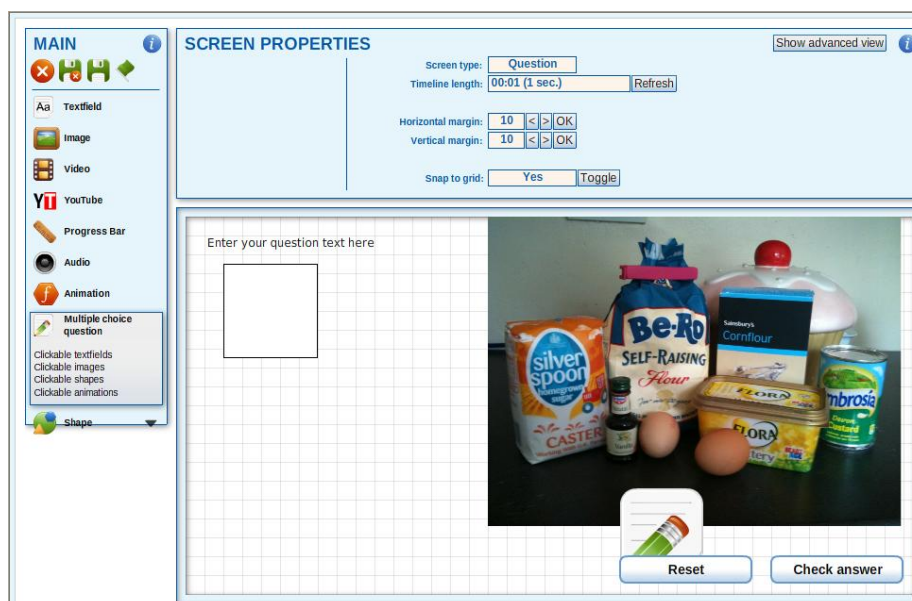
Shape Questions

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:

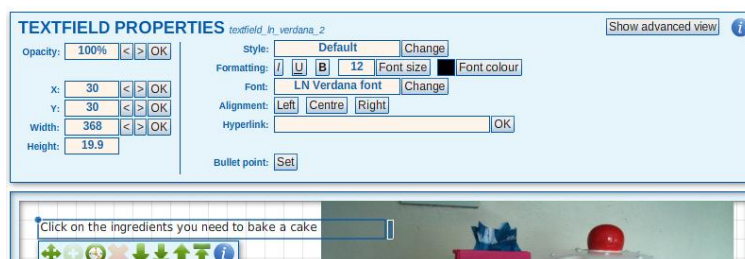


 If you are going to create a question using shapes in relation to an image, like the example above, insert the image before you add the 'Clickable Shapes' to your screen.

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

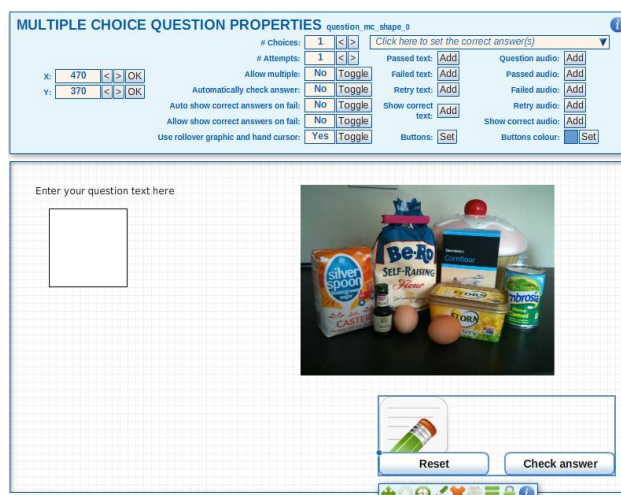


Replace the text with the question you would like to ask:

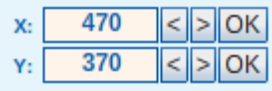

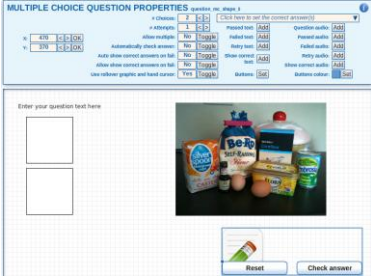
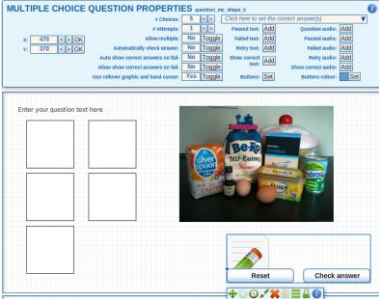



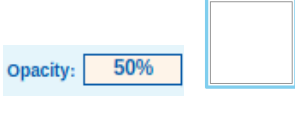
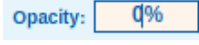


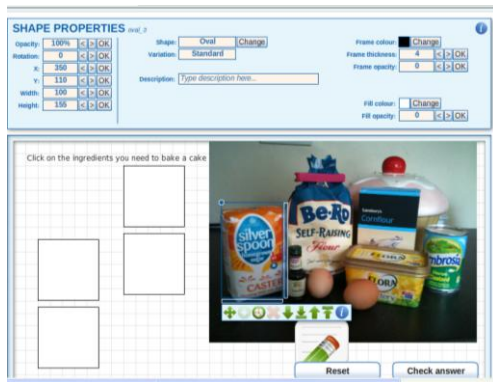
And change the textfield properties as you require.

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:

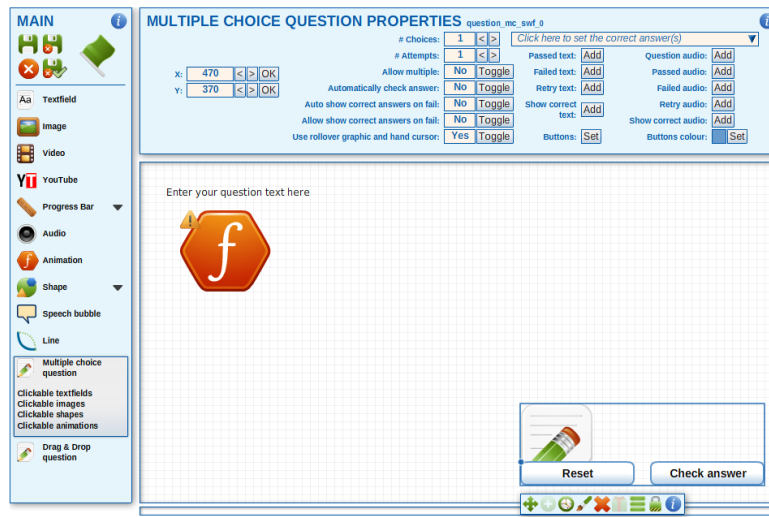
Field	Description
X and Y	 <p>The X and Y values set where the field appears on screen.</p>
Choices	<p># Choices:  This will set the number of options the learner has to choose from. At the moment there is only one choice for the learner to make. But this could be increased to as many as you like. The example below shows how using this option effects the screen:</p> <p>Two Choices: </p> <p>Five Choices: </p> <p>Once you have added the number of choices on screen you can then edit the shape properties by clicking on the shape.</p>

Field	Description
<p>Opacity</p>	<p>Opacity: <input type="text" value="50%"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/></p> <p>The Opacity set the transparency of the shape. Examples shown below:</p> <p>Opacity set to 100% - the shape is set to full visibility.</p>  <p>Opacity set to 50% - the object appears lighter</p>  <p>Opacity set to 0% - the object disappears</p>  <ul style="list-style-type: none">  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: 
<p>X and Y</p>	<p>X: <input type="text" value="10"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/></p> <p>Y: <input type="text" value="10"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/></p> <p>The X and Y values set where the field appears on screen.</p>
<p>Width and Height</p>	<p>Width: <input type="text" value="199.95"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="OK"/></p> <p>Height: <input type="text" value="19.9"/></p> <p>Control the width and height of the object.</p>
<p>Refer to previous guidance</p>	<p>For information on common question properties please refer to the table in 'Clickable Textfields' above</p>

Animation Questions

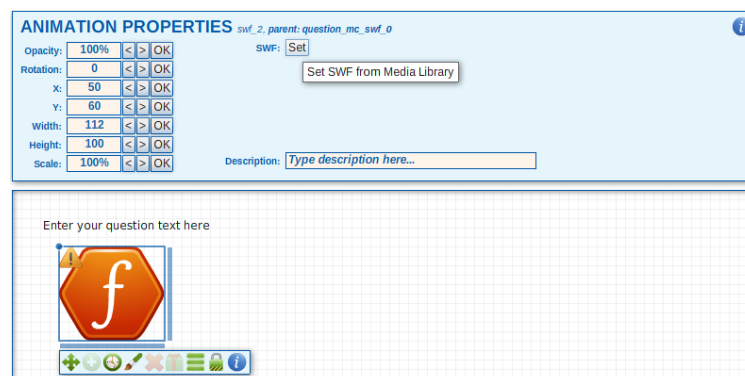
Animation questions allow you to create true/ false, yes/no questions or customisable questions with only two answers.

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



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:



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

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	33px	<input type="checkbox"/> 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	33px	<input type="checkbox"/> 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	63px	<input type="checkbox"/> Select Animation
Simple Flat Blue True False Choice	simple-flat-blue-true-false-choice.swf	09 July 2010	170px	31px	<input type="checkbox"/> Select Animation
Simple Flat Blue Yes No Choice	simple-flat-blue-yes-no-choice.swf	09 July 2010	170px	31px	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> 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	33px	<input type="checkbox"/> 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	33px	<input type="checkbox"/> 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	33px	<input type="checkbox"/> 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	<input type="checkbox"/> Select Animation

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:

Media 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

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

ANIMATION PROPERTIES swf_2_parent:question_mc_swf_0

Opacity: 100%

Rotation: 0

X: 50

Y: 60

Width: 170

Height: 31

Scale: 100%

SWF:

Follow timeline:

Description:

Enter 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
- Image
- Video
- YouTube
- Progress Bar
- Audio

TEXTFIELD PROPERTIES textfield_in_verdana_s

Opacity: 100%

Style: None

Formatting:

Font: LN Verdana font

Alignment:

Hyperlink:

Bullet point:

X: 0

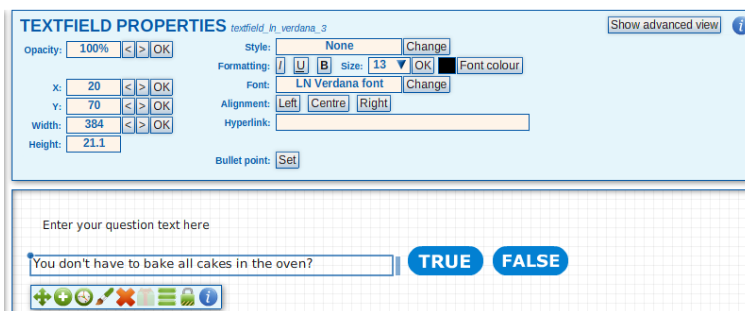
Y: 0

Width: 199.95

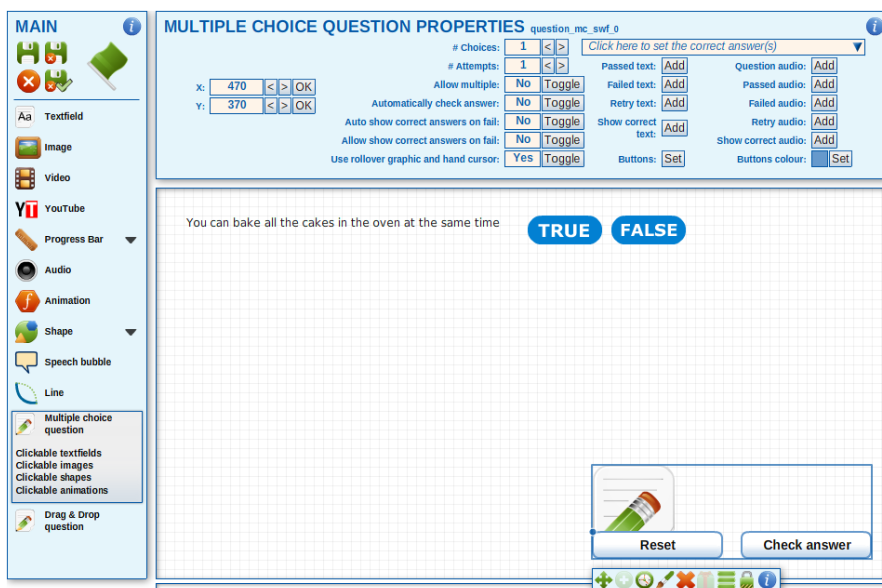
Height: 21.1

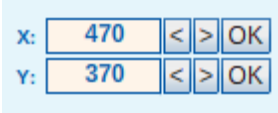


TRUE FALSE




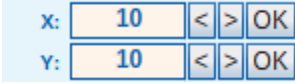
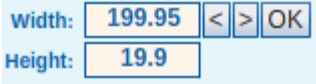

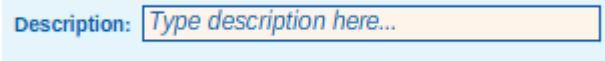
Enter the text for your question and move the objects on screen so that your question and text fits:



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



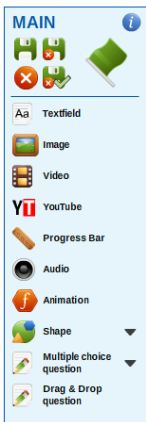
Field	Description
X and Y	 <p>The X and Y values set where the animation appears on screen.</p>
Choices	<p># Choices: <input type="text" value="1"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>This will set the number of options the learner has to choose from. At the 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:</p> <p>Two Choices:</p>  <p>Five Choices:</p>  <p>Once you have added the number of choices on screen you can then edit the animation properties by clicking on the animation icon.</p>

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

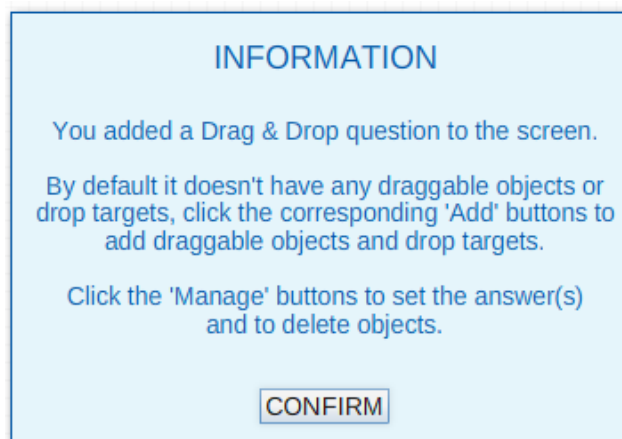
Drag and Drop Questions

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

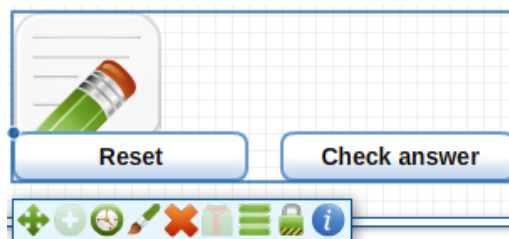
From the 'Main' menu select the 'Drag and Drop' question option:



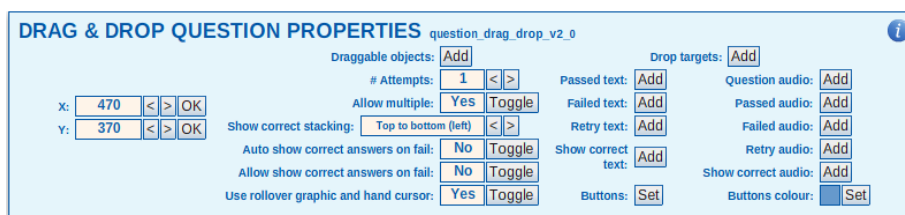
The following message will appear on screen stating that by default no objects will appear on screen. Click on the 'Confirm' button to continue:



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



The Properties panel will now display the ‘Drag & Drop Question Properties’:

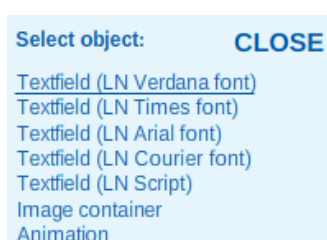


From this menu you control the draggable objects and the drop targets, in other words the items you want to drag and the place you want to drop the objects on.

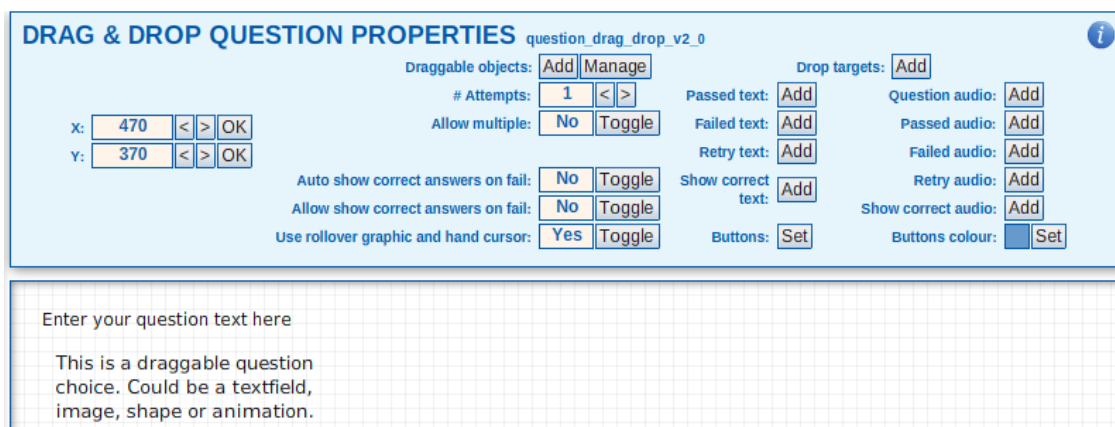
A number of objects can be added to the screen as draggable objects:

Object	Description
Textfield (LN Verdana font) Textfield (LN Times font) Textfield (LN Arial font) Textfield (LN Courier font) Textfield (LN Script)	Adding these objects adds a textfield to the screen that can be dragged to the drop target. The textfield can either be added with the following font types: <ul style="list-style-type: none"> • LN Verdana • LN Times • LN Arial • LN Courier • LN Script
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 dragble 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.

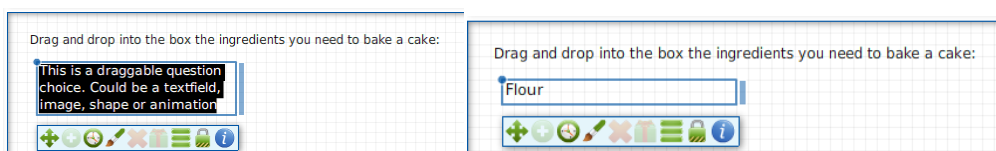
To add a draggable object click the ‘Add’ button next to the draggable objects option. You will see the menu below:



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:

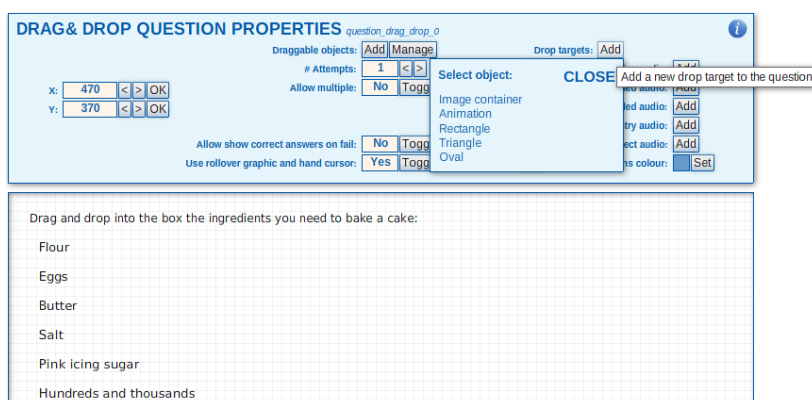


As a textfield has been added as a draggable object, you can now overwrite the pre-set text with the words you would like the textfield to state:



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':



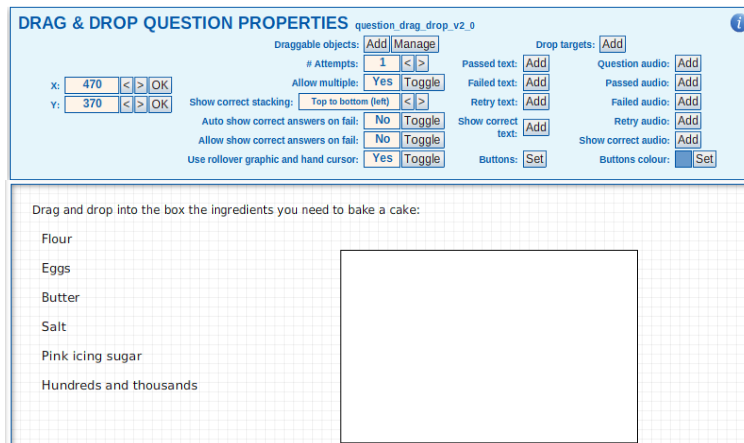
You can select a number of objects from this list:

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. Shapes can be used just to highlight the area of the target zone.
Triangle	
Oval	

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

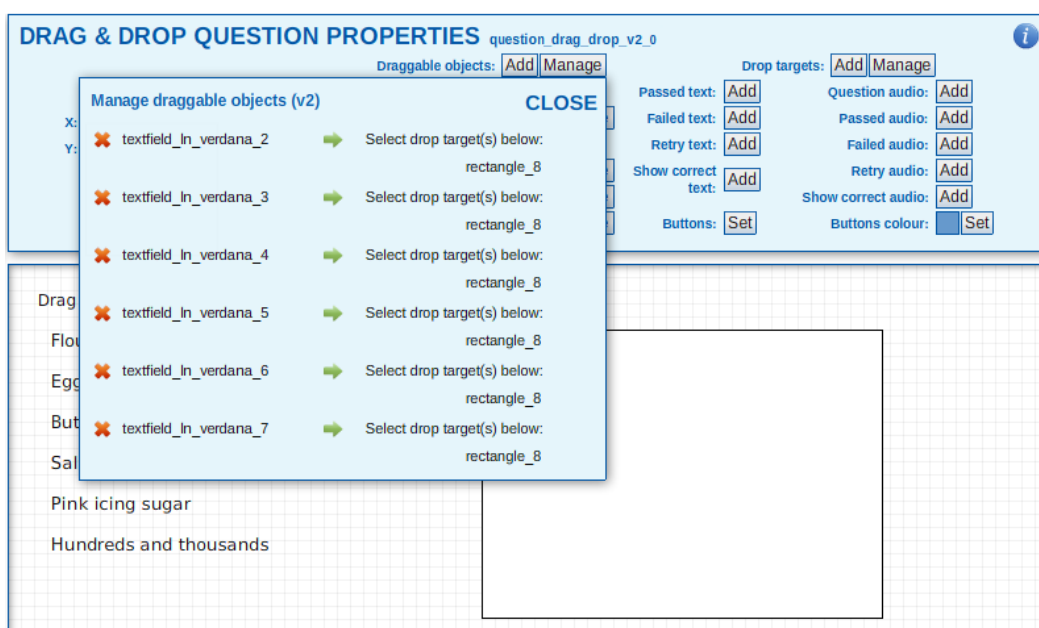
By default the 'allow multiple' option is set to 'No'. Change this option to 'Yes' if you would like to allow the learner to be able to drag more than one object into the target:



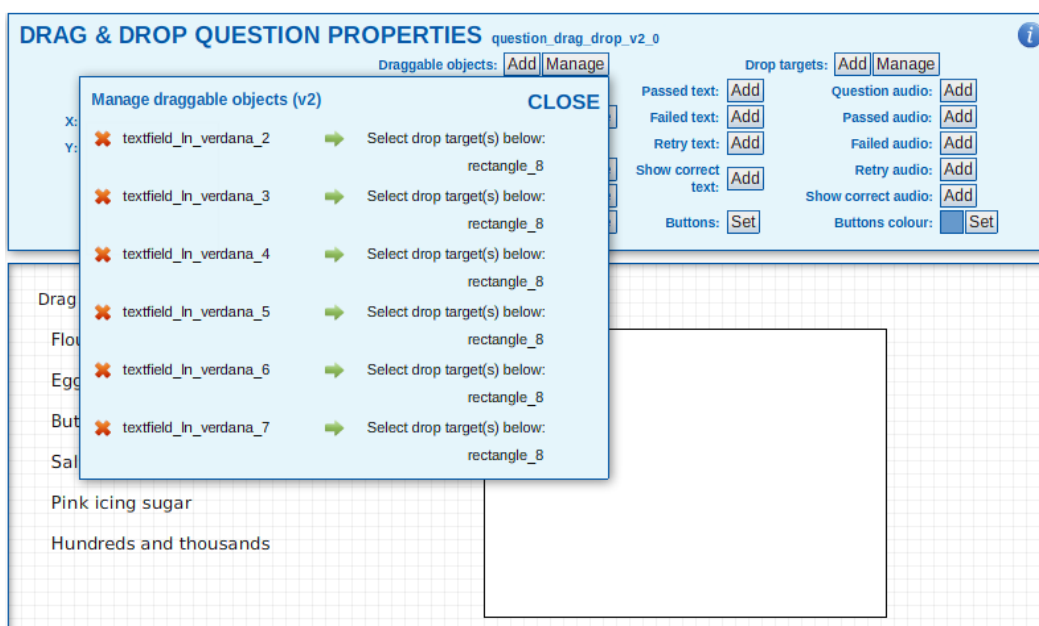
Of course, if you need to, you can add more than one drop target.

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:



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



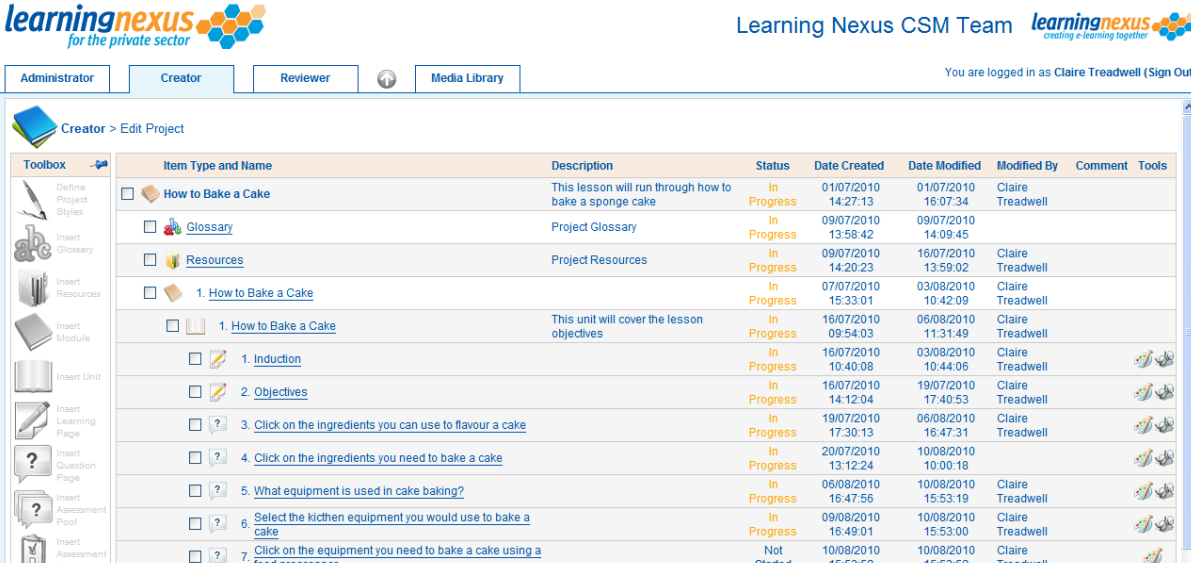
By default all the objects have no drop targets. When a target is set this is counted as a correct answer. To set the drop target for each of the correct answers, click on the name of the target in the list under the object you are working on. The object will be highlighted, an orange line will point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

'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:



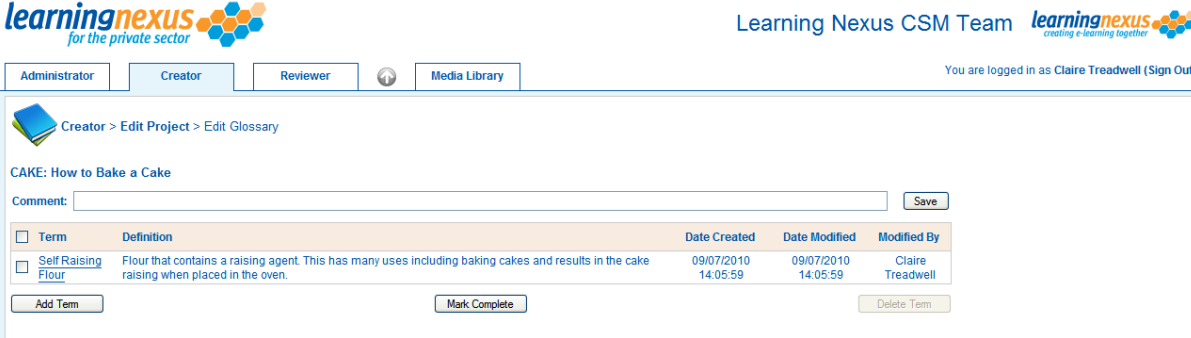
The screenshot shows the 'Creator > Edit Project' interface. A table lists project items with columns for Item Type and Name, Description, Status, Date Created, Date Modified, Modified By, Comment, and Tools. The items are:

Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
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		
Glossary	Project Glossary	In Progress	09/07/2010 13:58:42	09/07/2010 14:09:45			
Resources	Project Resources	In Progress	09/07/2010 14:20:23	16/07/2010 13:59:02	Claire Treadwell		
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	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		
2. Objectives		In Progress	16/07/2010 14:12:04	19/07/2010 17:40:53	Claire Treadwell		
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		
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			
5. What equipment is used in cake baking?		In Progress	06/08/2010 16:47:56	10/08/2010 15:53:19	Claire Treadwell		
6. Select the kitchen equipment you would use to bake a cake		In Progress	09/08/2010 16:49:01	10/08/2010 15:53:00	Claire Treadwell		
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		

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

Marking a Glossary or Resource as complete:

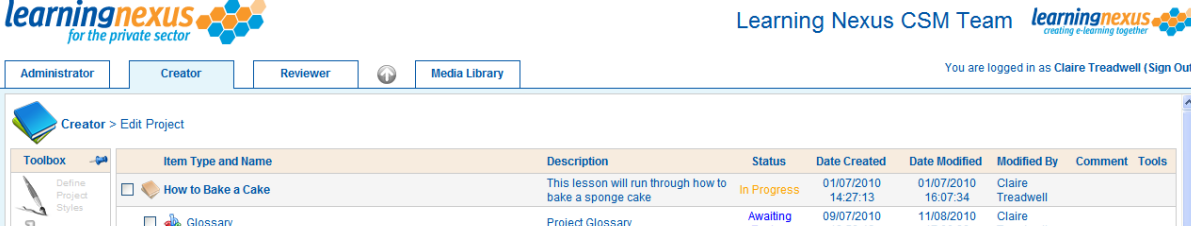
Click on the term 'Glossary' or 'Resource' and the editing screen will appear. Click on the 'Mark Complete' option



The screenshot shows the 'Creator > Edit Project > Edit Glossary' interface. It displays a table of glossary terms for 'CAKE: How to Bake a Cake'. The table has columns for Term, Definition, Date Created, Date Modified, and Modified By. The term 'Self Raising Flour' is selected, and the 'Mark Complete' button is visible.

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

The element status is changed to 'Awaiting Review'



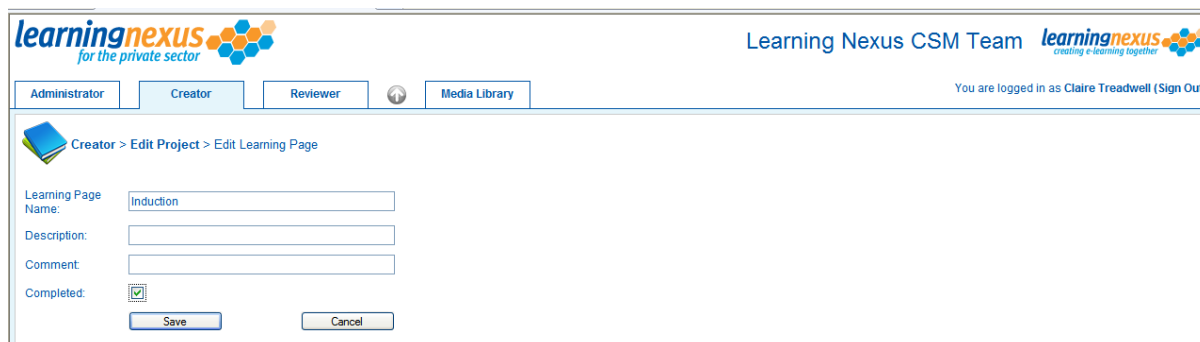
The screenshot shows the 'Creator > Edit Project' interface with the updated table. The status of 'Glossary' has changed to 'Awaiting Review'.

Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
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		
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:



learningnexus for the private sector Learning Nexus CSM Team learningnexus creating e-learning together

Administrator Creator Reviewer Media Library You are logged in as Claire Treadwell (Sign Out)

Creator > Edit Project > Edit Learning Page

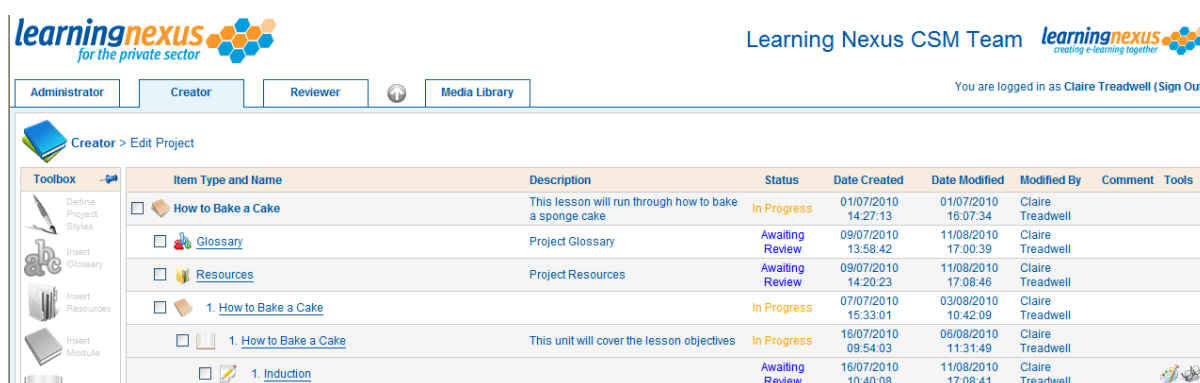
Learning Page Name:

Description:

Comment:

Completed:

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



learningnexus for the private sector Learning Nexus CSM Team learningnexus creating e-learning together

Administrator Creator Reviewer Media Library You are logged in as Claire Treadwell (Sign Out)

Creator > Edit Project

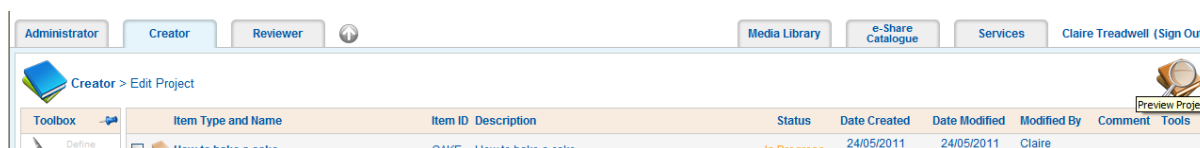
Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input type="checkbox"/> How to Bake a Cake	This lesson will run through how to bake a sponge cake	In Progress	01/07/2010 14:27:13	01/07/2010 16:07:34	Claire Treadwell		
<input type="checkbox"/> Glossary	Project Glossary	Awaiting Review	09/07/2010 13:58:42	11/08/2010 17:00:39	Claire Treadwell		
<input type="checkbox"/> Resources	Project Resources	Awaiting Review	09/07/2010 14:20:23	11/08/2010 17:08:46	Claire Treadwell		
<input type="checkbox"/> 1. How to Bake a Cake		In Progress	07/07/2010 15:33:01	03/08/2010 10:42:09	Claire Treadwell		
<input type="checkbox"/> 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		
<input type="checkbox"/> 1. Induction		Awaiting Review	16/07/2010 10:40:08	11/08/2010 17:08:41	Claire Treadwell		

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:



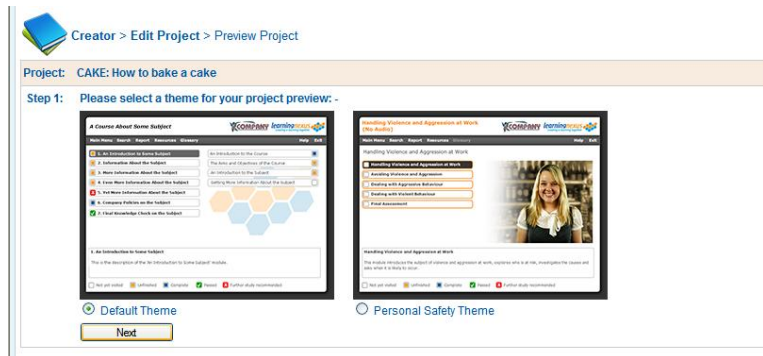
Administrator Creator Reviewer Media Library e-Share Catalogue Services Claire Treadwell (Sign Out)

Creator > Edit Project

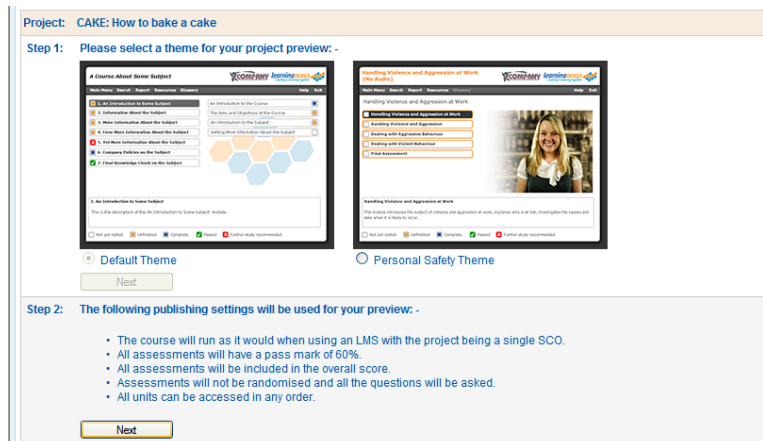
Item Type and Name	Item ID	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
<input type="checkbox"/> How to bake a cake	CAKE	How to bake a cake	In Progress	24/05/2011	24/05/2011	Claire		

Preview Project

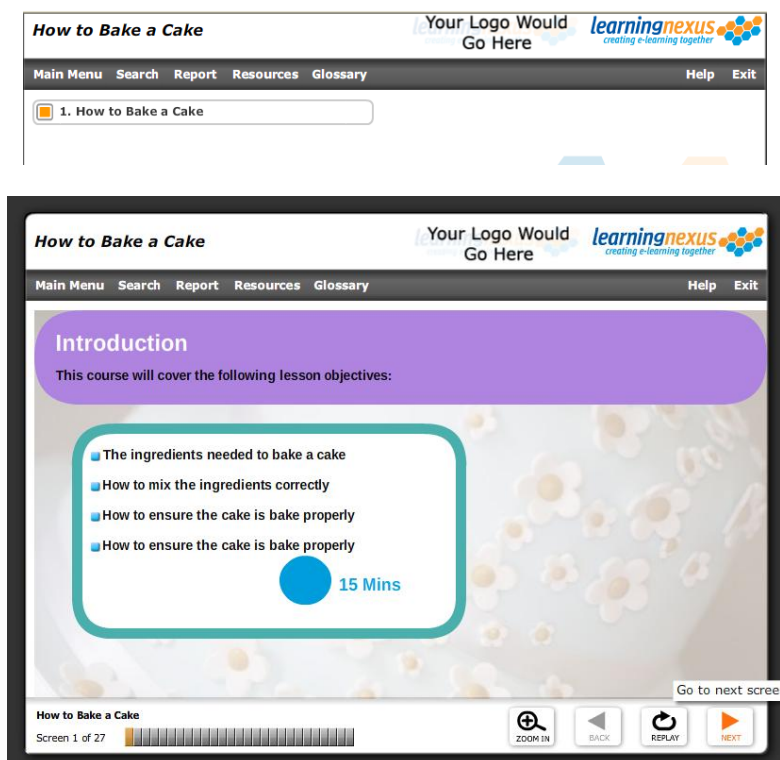
Once you have selected the button the following screen will appear. Select the theme you wish to follow and click on the next button:



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



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

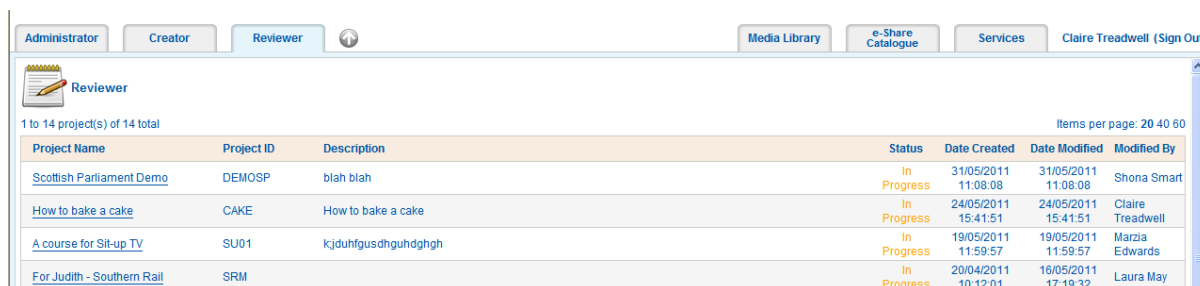


If you need to make any changes to the project they can be done in the normal manner. If you want to add comments to the project or review it follow the 'Marking a project as complete' guide.

'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:




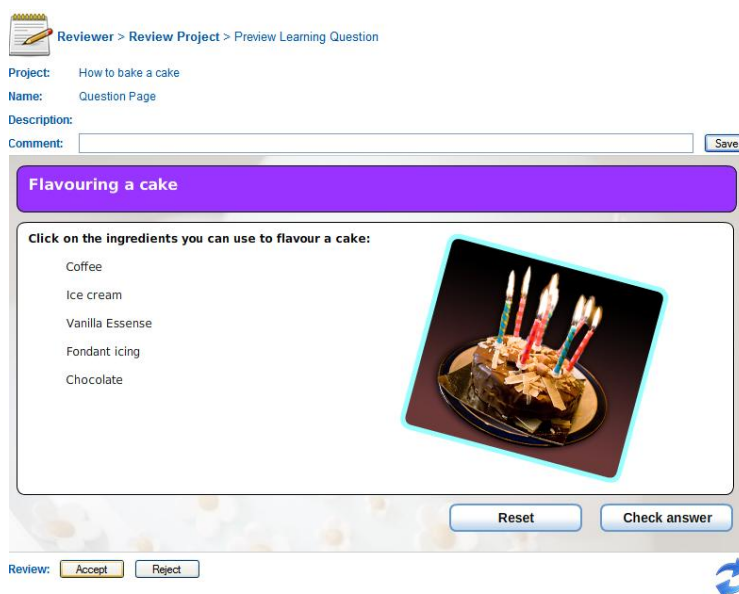
Project Name	Project ID	Description	Status	Date Created	Date Modified	Modified By
Scottish Parliament Demo	DEMOSP	blah blah	In Progress	31/05/2011 11:08:08	31/05/2011 11:08:08	Shona Smart
How to bake a cake	CAKE	How to bake a cake	In Progress	24/05/2011 15:41:51	24/05/2011 15:41:51	Claire Treadwell
A course for Sit-up TV	SU01	kjduhfgusdhgudghgh	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:



Item	Description	Status	Date Created	Date Modified	Modified By
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
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
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
4. What equipment is used in cake baking?		Awaiting Review	06/08/2010 16:47:56	02/06/2011 09:45:39	Claire Treadwell

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




Reviewer > Review Project > Preview Learning Question

Project: How to bake a cake
Name: Question Page
Description:
Comment:

Flavouring a cake


Click on the ingredients you can use to flavour a cake:

- Coffee
- Ice cream
- Vanilla Essence
- Fondant icing
- Chocolate



Review:

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.

Item Type and Name	Item ID	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
How 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		
Glossary		Project Glossary	Complete	09/07/2010 13:58:42	22/09/2010 17:04:22	Claire Treadwell		
Resources		Project Resources	Complete	09/07/2010 14:20:23	15/09/2010 16:43:45	Claire Treadwell	add more resources	
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	02/09/2011 11:46:14	Claire Treadwell	The introduction heading is a little large. Also the circle image could do with been 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:

Reviewer > Review Project > Preview Learning Page

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

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

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

Item Type and Name	Description	Status	Date Created	Date Modified	Modified By	Comment	Tools
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		
Glossary	Project Glossary	Complete	09/07/2010 13:58:42	11/08/2010 17:16:56	Claire Treadwell		
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 | Reviewer | | Media Library | You are logged in as Claire Treadwell (Sign Out)

Administrator > Manage Projects

1 to 10 project(s) of 10 total | Items per page: 20 40 60

<input type="checkbox"/>	Project Name	Project ID	Description	Status	Date Shared	Date Published	Date Created	Date Modified	Modified By	Tools
<input type="checkbox"/>	How to train a Dog at home like a Professional Dog Trainer	YH123	This course outlines how to train your dog like the professionals	Not Started			15/09/2010 16:04:37	15/09/2010 16:04:37	Yvonne Heffernan	
<input type="checkbox"/>	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	
<input type="checkbox"/>	amanda test	AH1	test	In Progress			14/07/2010 10:58:23	14/07/2010 10:58:30	Amanda Hoynes	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Driving a car	IW01	Detailed instructions	In Progress			09/07/2010 11:20:28	09/07/2010 11:20:28	Imogen Woolley	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input checked="" type="checkbox"/>	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	


1 to 10 projects(s) of 10 total | Page: 1 | Items per page: 20 40 60

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

Administrator > Manage Projects > Publish Project (Stage 1)

Project: CAKE: How to Bake a Cake

Step 1: Please select a theme for your published project: -



Default Theme

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: -

Using an LMS / VLE

Standalone from an Intranet

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

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

- Each unit will be tracked as a separate item (multiple SCOs)
- Each module will be tracked as a separate item (multiple SCOs)
- The project will be tracked as a single item (single SCO)

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 for the private sector

Administrator | Creator | Reviewer | Media

Administrator > Manage Projects > Publish Project (Stage 2)

ME03: Bread baking
Module: The secrets 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 assessments: -

%

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:

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:

learningnexus for the private sector

Learning Nexus CSM Team | **learningnexus** challenge learning together

Administrator | Creator | Reviewer | Media Library

You are logged in as Claire Treadwell (Sign Out)

- Generating screen XML...
- 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...

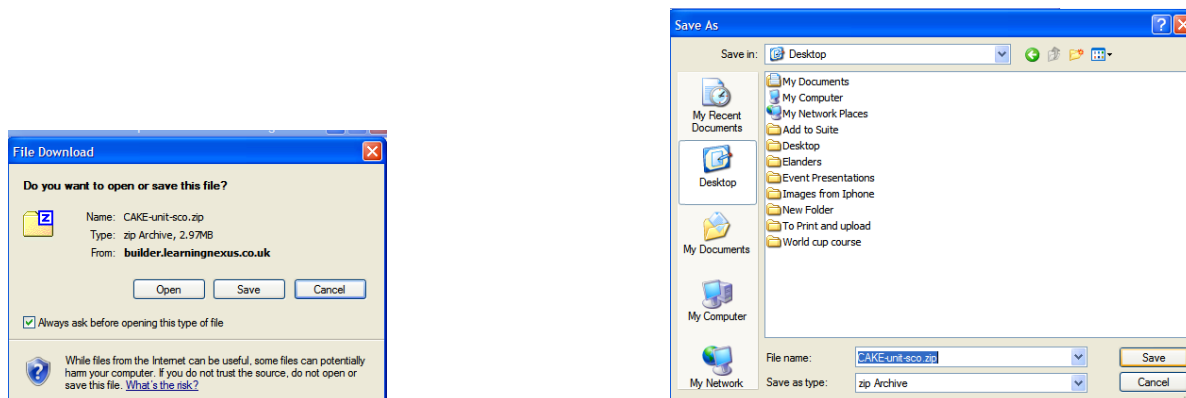
Congratulations! Your project has been successfully published and can be downloaded using the link below: -

[How to Bake a Cake: CAKE.unit.sco.zip](#)

Please note that this download link will expire 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:



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 | | Media Library | You are logged in as Claire Treadwell (Sign Out)

Administrator > Manage Projects

1 to 10 project(s) of 10 total Items per page: 20 40 60

<input type="checkbox"/>	Project Name	Project ID	Description	Status	Date Shared	Date Published	Date Created	Date Modified	Modified By	Tools
<input type="checkbox"/>	How to train a Dog at home like a Professional Dog Trainer	YH123	This course outlines how to train your dog like the professionals	Not Started			15/09/2010 16:04:37	15/09/2010 16:04:37	Yvonne Heffernan	
<input type="checkbox"/>	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	
<input type="checkbox"/>	amanda test	AH1	test	In Progress			14/07/2010 10:58:23	14/07/2010 10:58:30	Amanda Hoynes	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Driving a car	IW01	Detailed instructions	In Progress			09/07/2010 11:20:28	09/07/2010 11:20:28	Imogen Woolley	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input checked="" type="checkbox"/>	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	

1 to 10 projects(s) of 10 total Page: 1 Items per page: 20 40 60

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

Administrator > Manage Projects > Publish Project (Stage 1)

Project: CAKE: How to Bake a Cake

Step 1: Please select a theme for your published project: -

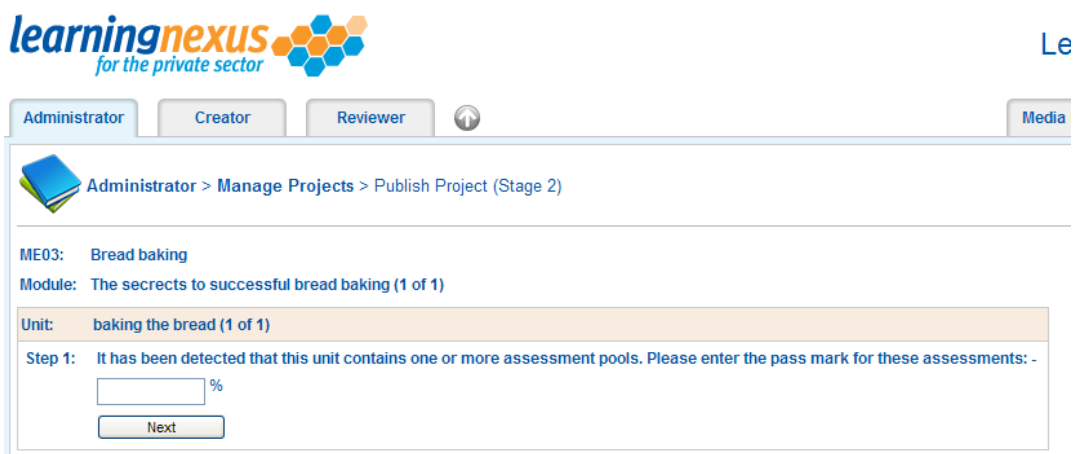
Default Theme

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

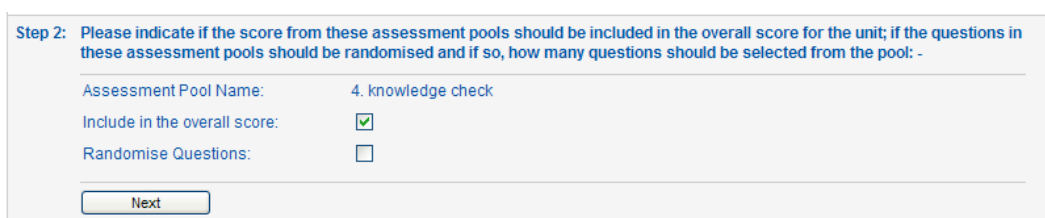
Step 2: Please select how the published project will be accessed: -

Using an LMS / VLE
 Standalone from an Intranet

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:

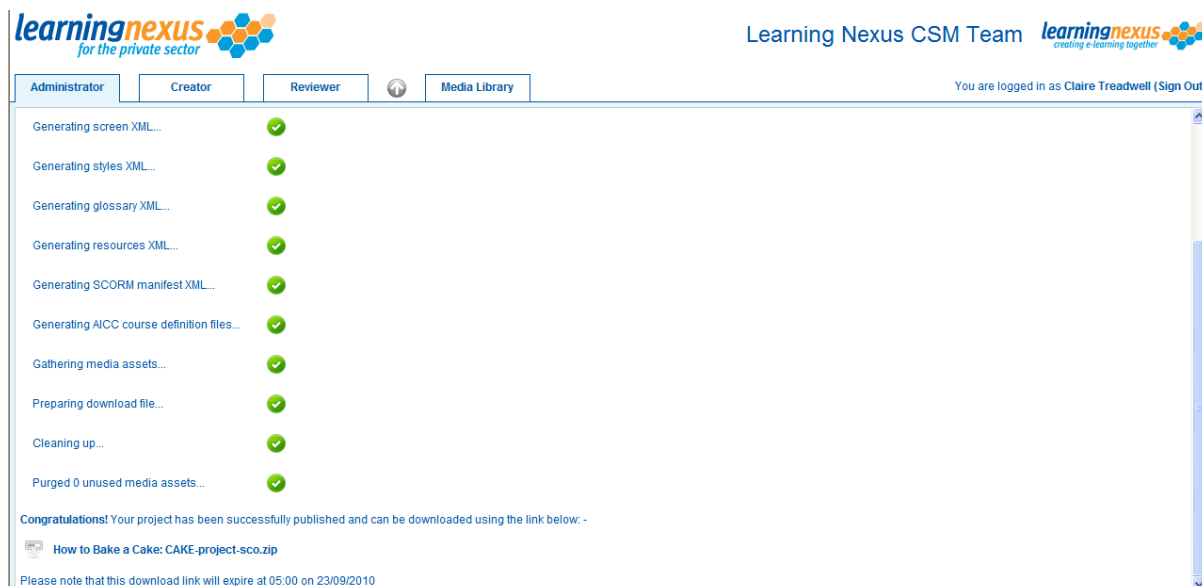


Here you are able to select the pass mark for the assessments, before moving to the next step:



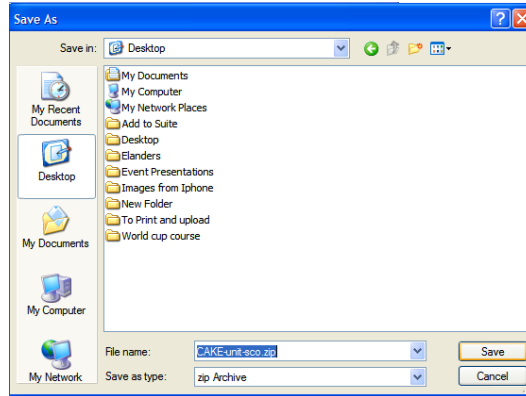
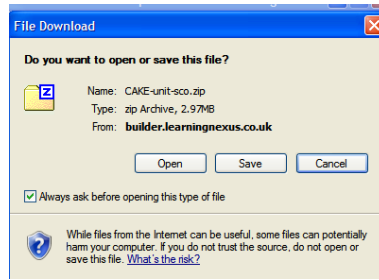
Here you can decide if the score for each assessment pool will be included in the overall score for the unit, and if the questions should be randomly asked.

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



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

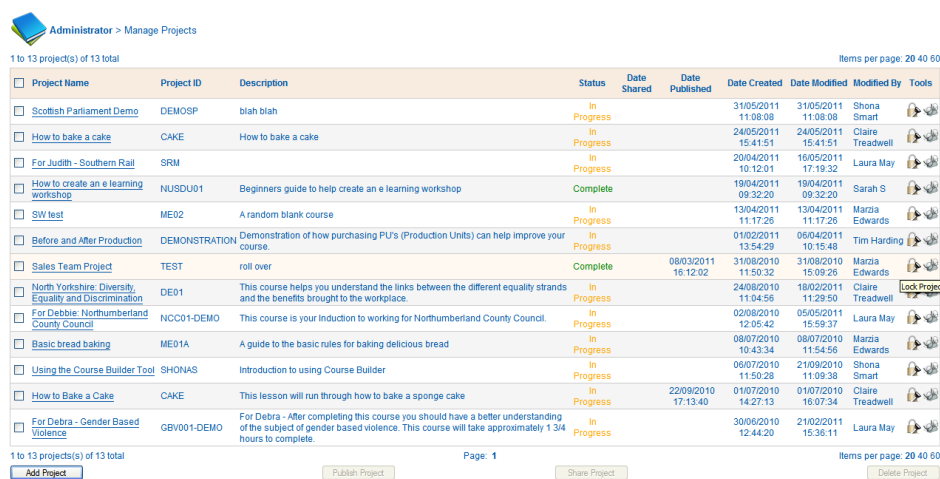
You will be asked if you would like to open or save the file, click on the 'Save' option and save it to a location where you can use the file on your intranet:



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

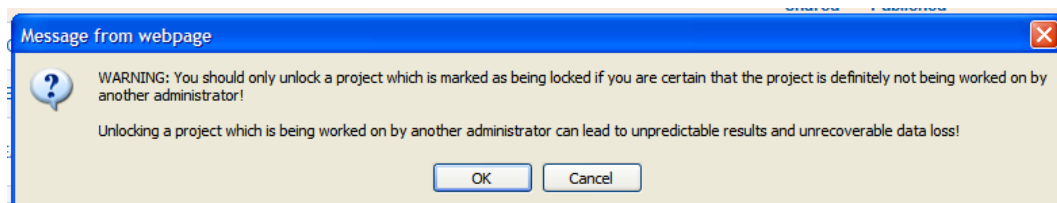
Once a project is published the project is removed from the 'Creator' tab and sits within the 'Administrator' tab as a locked project:



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	
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	
For Judith - Southern Rail	SRM		In Progress		20/04/2011 10:12:01	16/05/2011 17:19:32		Laura May	
How to create an e learning 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	
SW test	ME02	A random blank course	In Progress		13/04/2011 11:17:26	13/04/2011 11:17:26		Marzia Edwards	
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	
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	
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 Treadwell	Lock Project
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	
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	
Using the Course Builder Tool	SHONAS	Introduction to using Course Builder	In Progress		06/07/2010 11:50:26	21/09/2010 11:09:36		Shona Smart	
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	
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	

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:



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

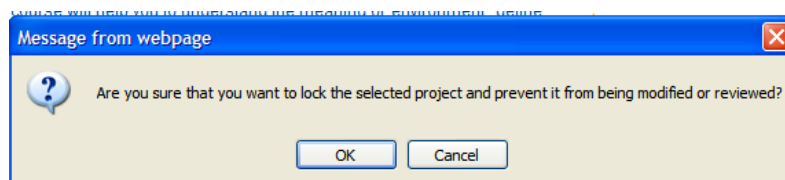
Locking a project

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:



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	
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	
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 Progress		20/04/2011 10:12:01	02/06/2011 15:41:51		Laura	Lock Project

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 be blocked by your browser.