

# A GUIDE TO THE ADAPT AUTHORIZING TOOL



# CONTENTS

This contents page is interactive.

Introduction	Page 3
Logging in	Page 4
Menu items	Page 5
Adding a course	Pages 6-7
Options	Pages 8-9
Articles, Blocks and Components	Pages 10-11
Component types	Page 12
Layout options	Page 13

## TYPES OF COMPONENT

Accordion	Pages 14-15
Assessment Results	Page 16
Blank	Page 17
Graphic	Pages 17-19
Hot Graphic	Pages 20-21
Media	Page 22
Multiple Choice	Page 23
Narrative	Page 24
Text	Page 25
Text Input	Page 25

---

Secondary Classes	Pages 26-27
Extensions	Page 28
Resources / Tutor	Page 29

Can Background	Pages 30-31
Trickle	Page 32
Publishing	Page 33



# AN INTRODUCTION TO ADAPT

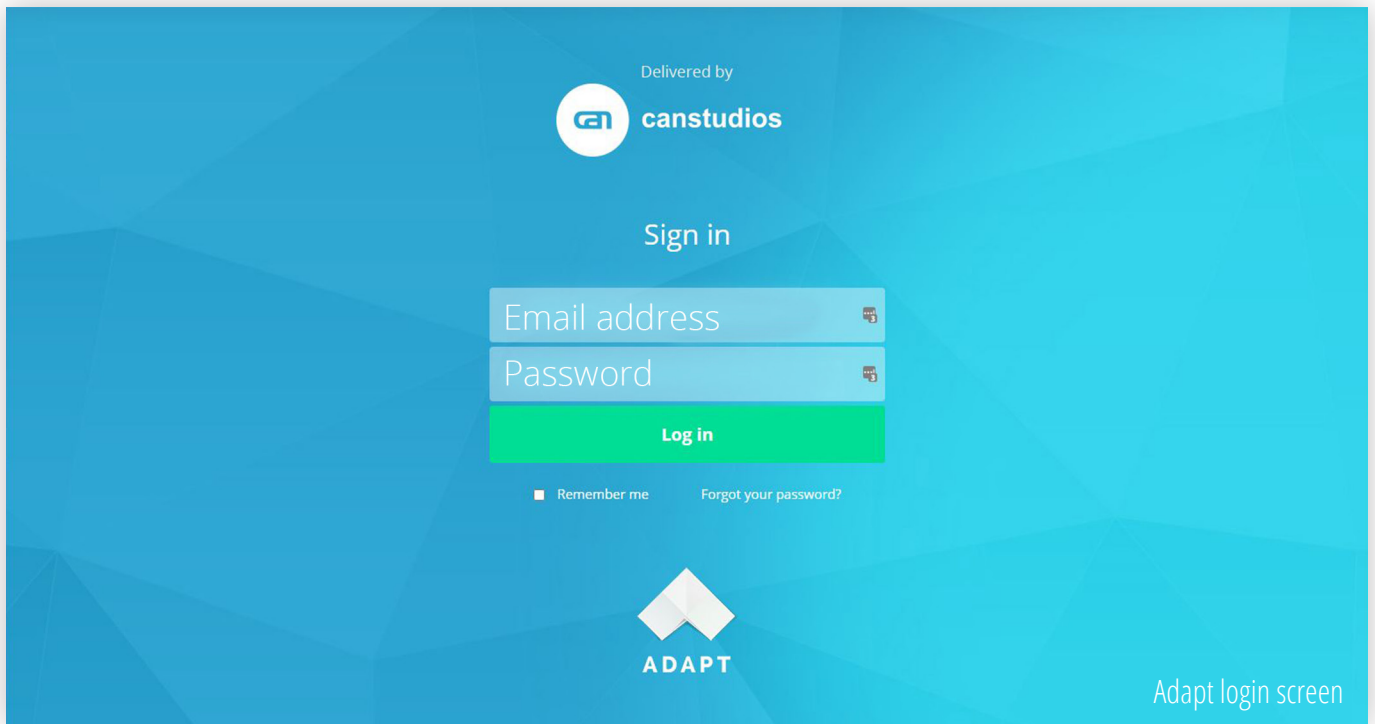
- Rapid authoring tool for producing responsive, multi-device eLearning
- Intuitive and easy to use with a typical LMS or website
- Adapt adapts! Responsive design - fluid layout produces intuitive scrolling pages that work beautifully on all devices
- Cloud based for easy collaboration

Adapt was built as an eLearning community-led project, bringing together some of the leading developers within the eLearning space. The major benefit of this community project is a product with various takes on what an authoring tool should be, encompassing everyone's ideas to build THE complete Authoring Tool.

**No more templates:** Adapt pages are constructed by combining a wide range of interactive Components in a flexible two-column layout capable of crafting much more complex learning paths.

**Web-inspired navigation:** No longer is page content limited by screen capacity; Adapt's scrolling page layout gives the learning designer control over how their courses should be navigated.

# LOGGING IN



Here you will need to input your email address and password.

# HOME SCREEN

Create a new course

Private course(s) you have created

All courses that have been shared with other users

Search function

Options for sorting and viewing the courses



# MENU ITEMS

The first menu you will look at will only appear when you create a course. It can, however, be revisited. It allows you to input any details that are needed for creation.

Here is a breakdown of each menu item:

## GENERAL:

This is where you name and describe your course, can decide whether you want to share it with other users and can add tags so your courses can be easily found.

## SETTINGS:

Allows you to add custom classes to the course (e.g. a font class which would change the font across the entire course).

## START SETTINGS:

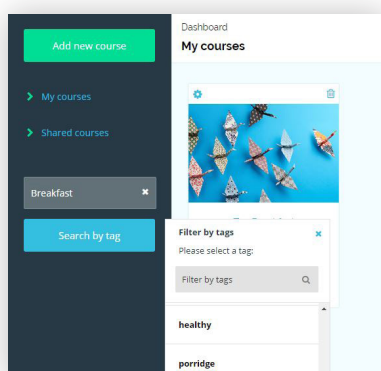
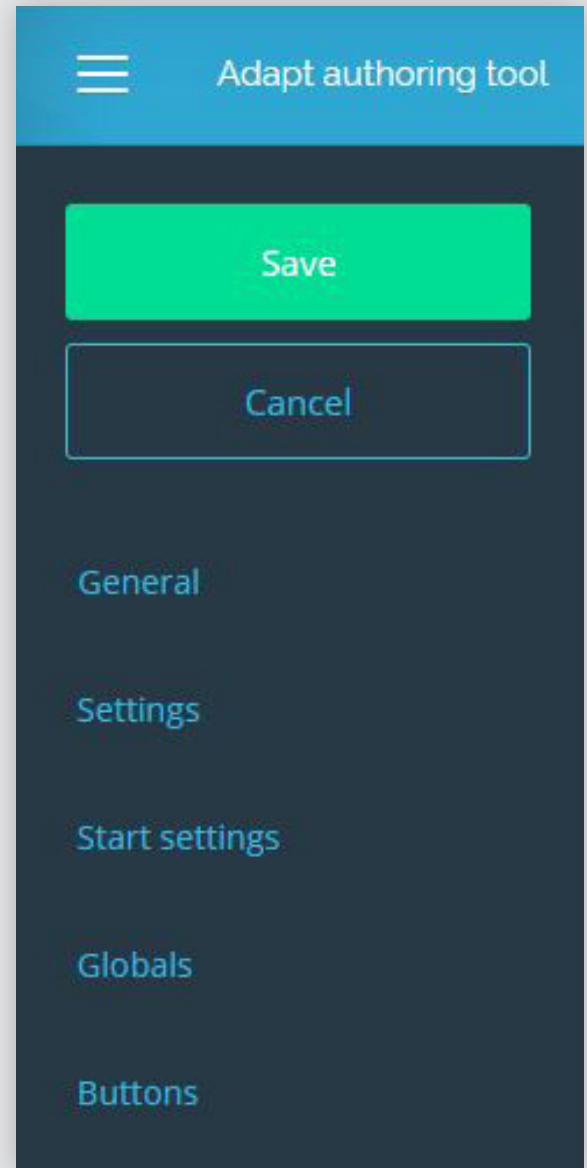
Here you can select which menu type to use. If you just have a standalone module, you can even skip the menu. This is explained on page 9.

## GLOBALS:

You will only touch the global settings if you are an advanced Adapt user.

## BUTTONS:

You will only touch the button settings if you are an advanced Adapt user.



## SEARCHING FOR A COURSE

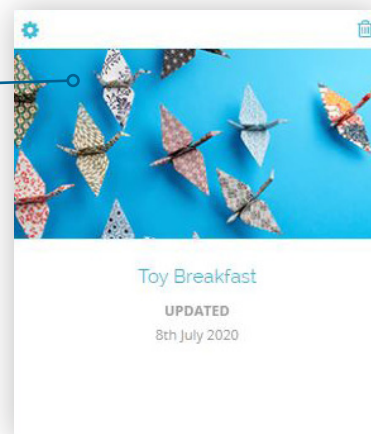
If a course has already been created and you simply need to search for it, you can either search by 'name' or by 'tag'.

All of the matching courses will then be displayed.

# ADDING A COURSE - BASIC SETTINGS

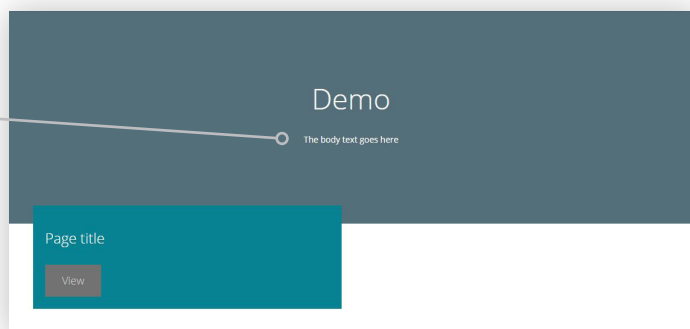
Click the 'Add new course' button on the dashboard as shown on page 4.

- 1 The first thing you will see is 'Preview image'. This has a preset of origami swans. You can change this here.
- 2 Give the course a title. You will notice that there are two input boxes for this: 'Title' and 'Display Title'. We would advise that you keep these the same. However, if you do want to give the course a different display title, you can click the icon to the right to unlink the two title values."



- 3 Description: You don't have to fill anything in here. What you enter is added to the course's manifest file, which contains metadata and is not displayed anywhere.

- 4 The body text can be a brief description of the course. It will be displayed here



- 5 Tags are a good way of making your course searchable. When you have a large library of courses, Adapt will search using the tags given.

- 6 'Share with all users' and 'Share with specific users' are handy as you may not want to initially share the course with your organisation until it is fully built and approved.

- 7 Click Save.

Once the course has been created, it should show up on the dashboard. Double click the course or click the gear icon [⚙️] and then choose 'Edit'. This will take you into the course editor as shown on the opposite page.

Adapt authoring tool Lite  Advanced Help

Dashboard  
**Add course**

**7 Save**  
Cancel

General  
Settings  
Start settings  
Globals  
Buttons

**1** Select an Asset Select an External Asset

**2** Title ⓘ Course title

Display Title ⓘ  
Course title ⓘ

**3** Description ⓘ

**4** Body ⓘ

Source [Icons] [Rich Text Editor]

\_html Class Name ⓘ

**5** Tags ⓘ

Share with all users ⓘ

Share with specific users ⓘ

**6**



TOP TIP: If you can't remember what a certain function does, hover over the info icon [i] and a description will appear.

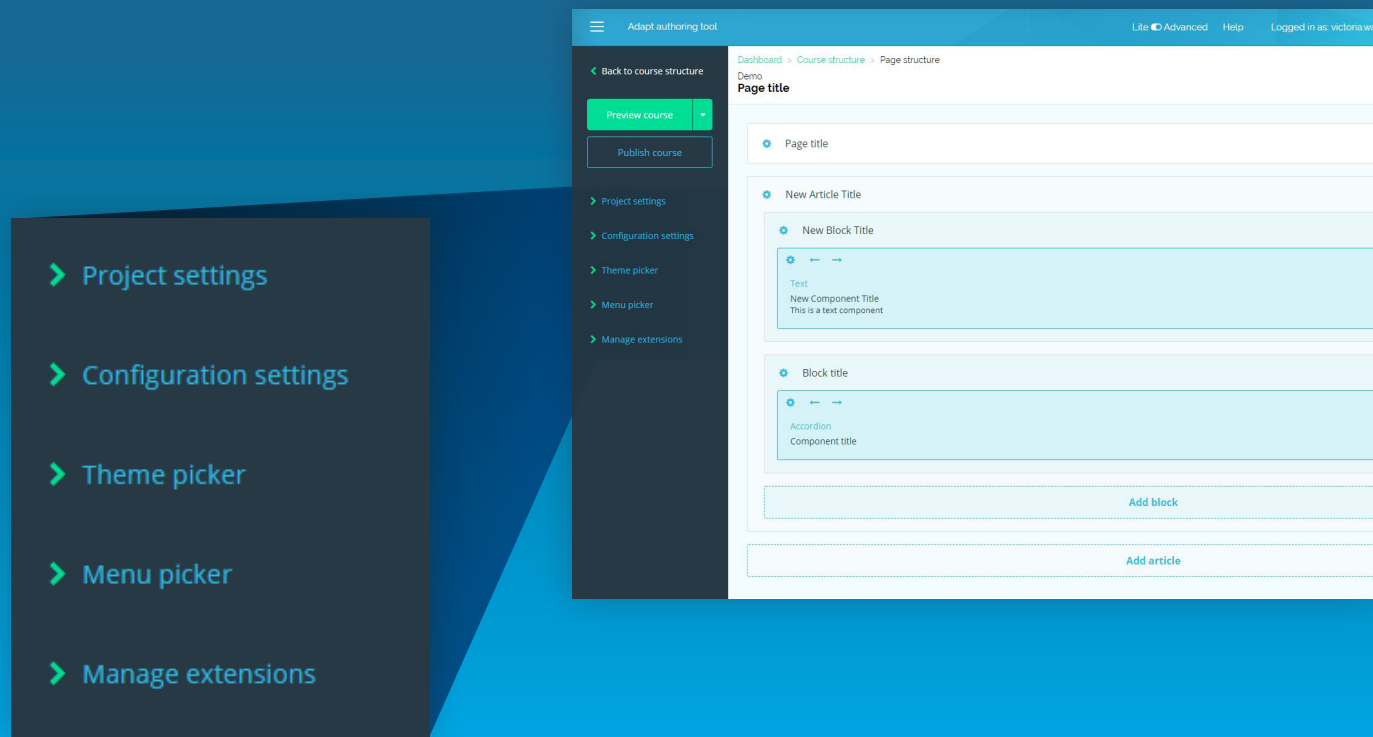
Title ⓘ  
New Component Title

Display Title ⓘ  
New Component

displaytitle  
When viewing a component - this is the title that will be displayed

# OPTIONS

Adapt has five main areas. You will see this menu on the left hand side of your screen.



## PROJECT SETTINGS

Control the global settings for the course, which can also include things such as the course title, course description and tags. This is another way to edit the settings you learnt on the previous page.

## CONFIGURATION SETTINGS

Control course behaviour settings such as SCORM tracking and assessment weighting.

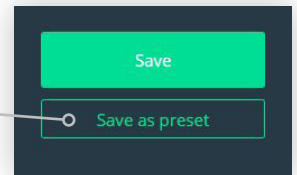
Here you will also find options including language, completion criteria, accessibility and screen size.

# THEME PICKER

This is where you can choose fonts and colours to match your company's brand guidelines or corporate colours. You can also apply any custom themes and saved style presets using the two drop-downs below.



**TOP TIP:** You can save your style selections as a 'preset' for quick access later. Do this using the button in the sidebar.



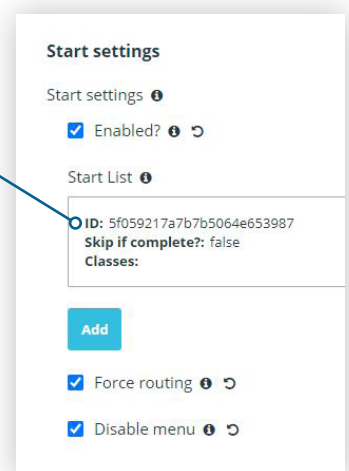
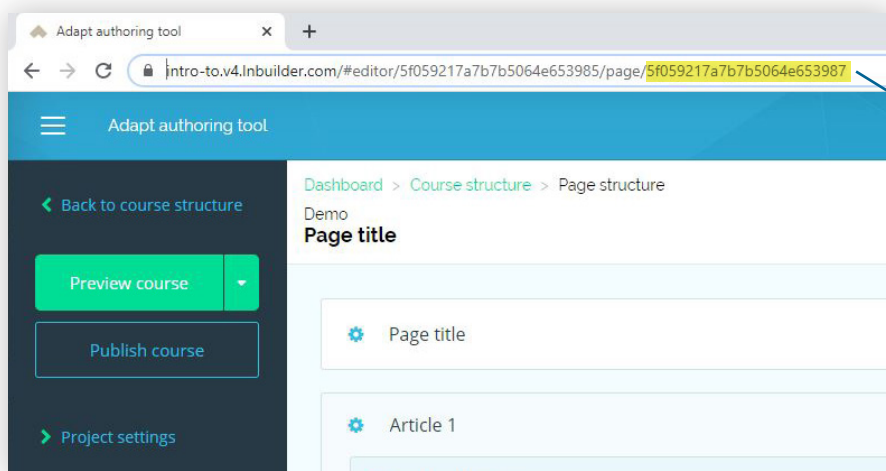
# MENU PICKER

This is where you pick the style of menu to use for when you have multiple modules in your course.

To bypass a menu and go straight to the beginning of a Page, you'll need to copy its unique ID by clicking on the [⚙️] icon and selecting 'Copy ID to clipboard'.

Go to 'Project settings' and scroll down to 'Start settings'. Check the box next to 'Enabled?' and then click on 'Add'.

Paste the ID into the box provided and click 'OK'. Finally, check the boxes next to 'Force routing' and 'Disable menu'.



# MANAGE EXTENSIONS

Allows you to add the extensions which will be relevant to the course you are creating. They include an extension to add images in the background, to have question feedback boxes pop up and the ability to add resources. We will go through these later on in the guide.

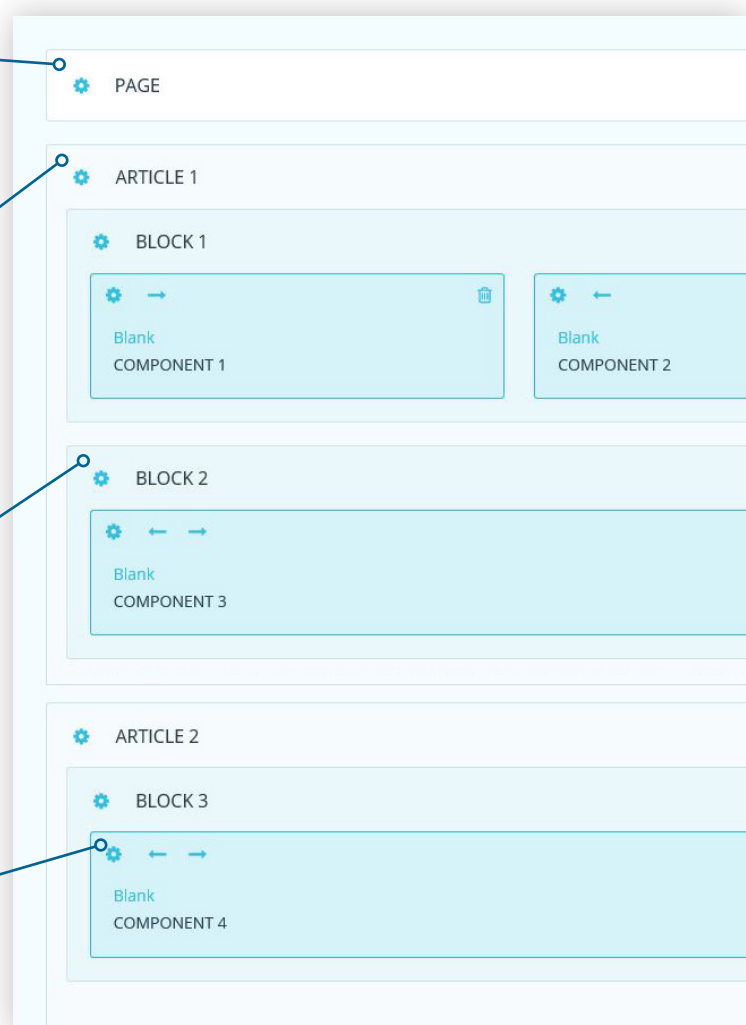
# ARTICLES, BLOCKS AND COMPONENTS: ABCs

Pages are how the main learning content is presented (similar to a page on the web), perfect for presenting a single topic in an eLearning course.

Articles are used to present compound pieces of information within the page. Like Pages, Articles can be formed of many sub-elements. Also used to split up a page for presentation purposes.

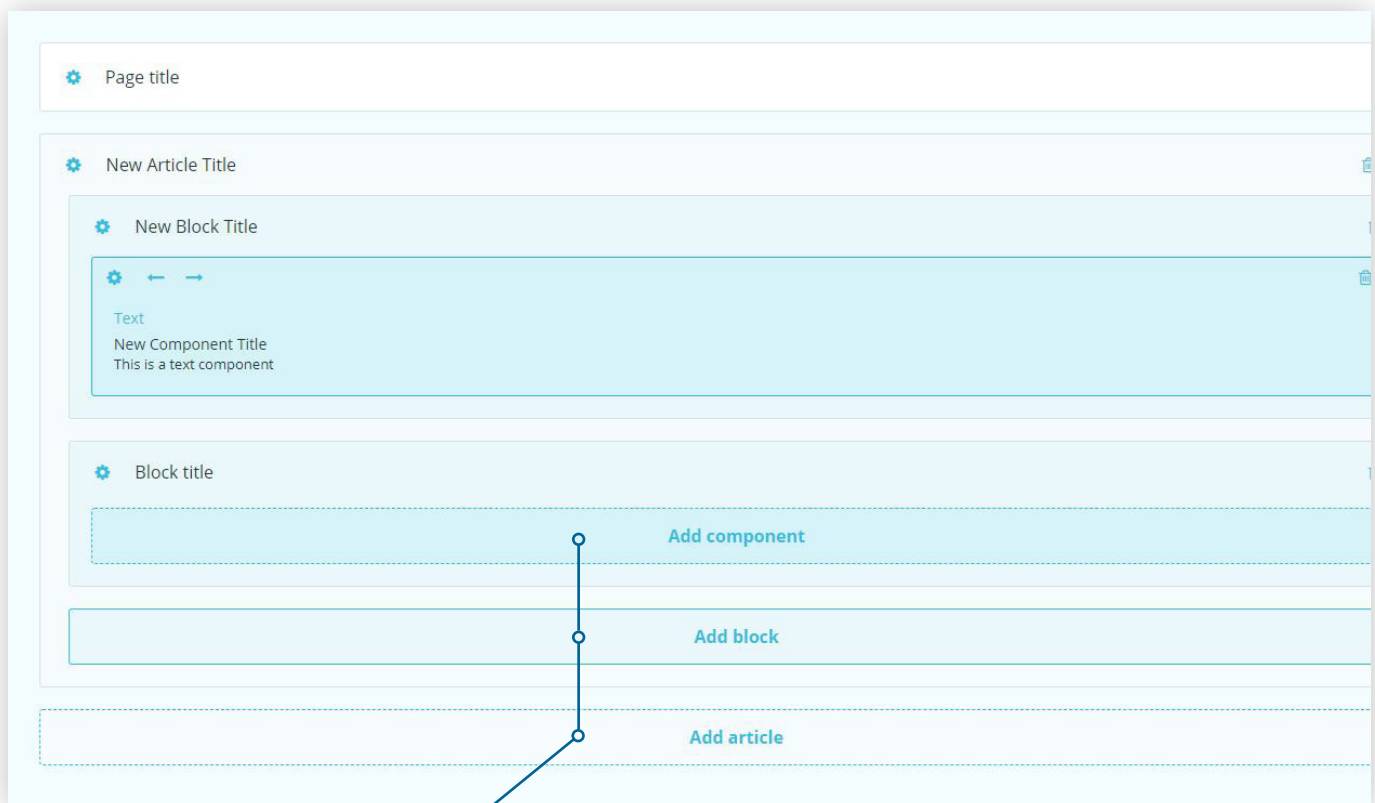
Blocks have replaced the traditional screens/slides found in most eLearning publishing software, and present small chunks of related content using Components.

Components are the main interactions in Adapt. They can be full width or placed next to other Components.





TOP TIP: A good way to remember the hierarchy of Adapt is as simple as ABC...  
Article, Block, Component.



These buttons are where you add new Components, Blocks and Articles.

It is worth noting that you can have any number of Blocks in an Article, but only two Components in a Block.



# COMPONENT TYPES

Selecting the best Component to deliver a message is a key part of the learning design when working with Adapt.

Once you have clicked on the 'Add component' button you will see a list to choose from. Let's have a look at them in order:

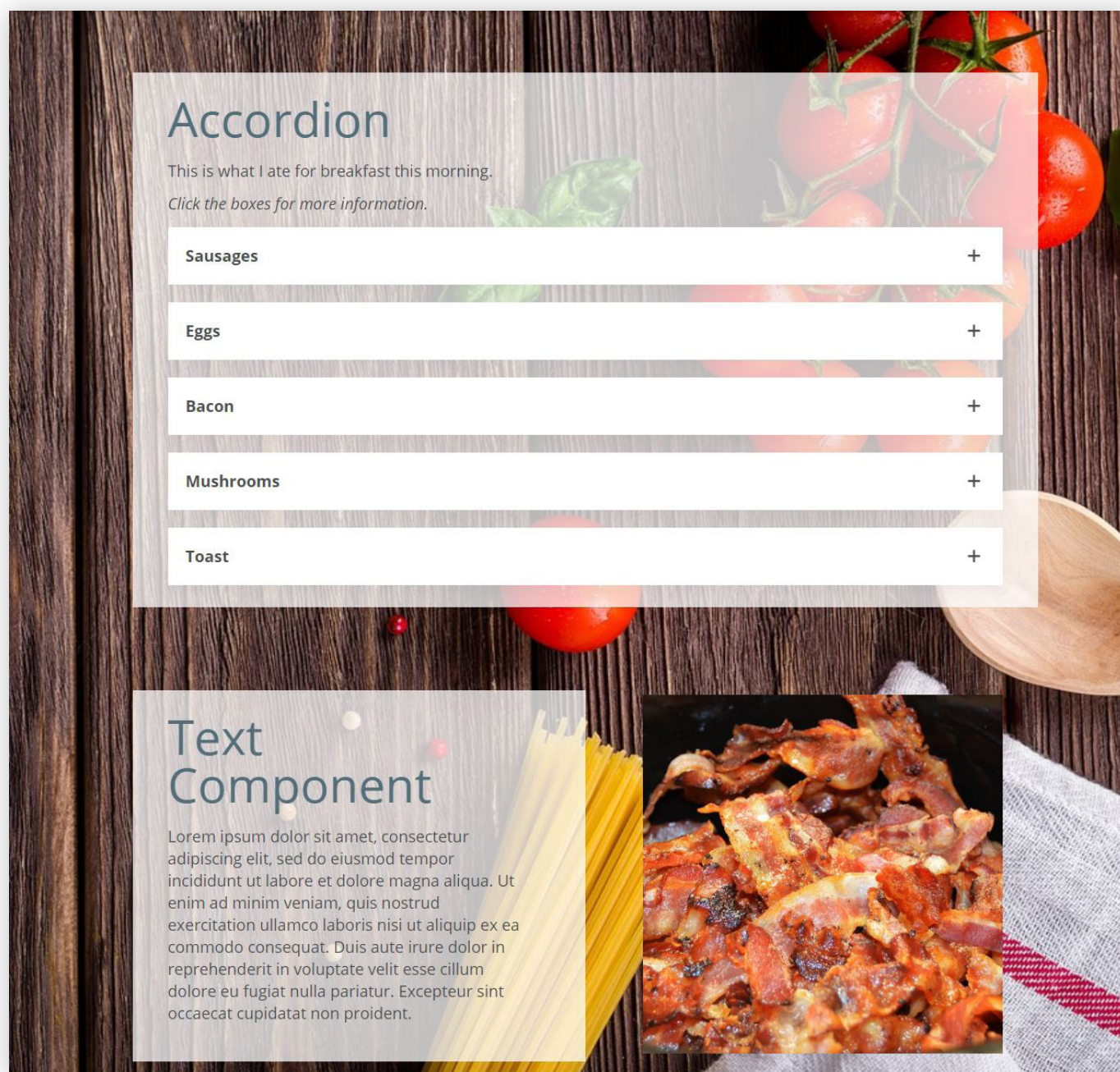
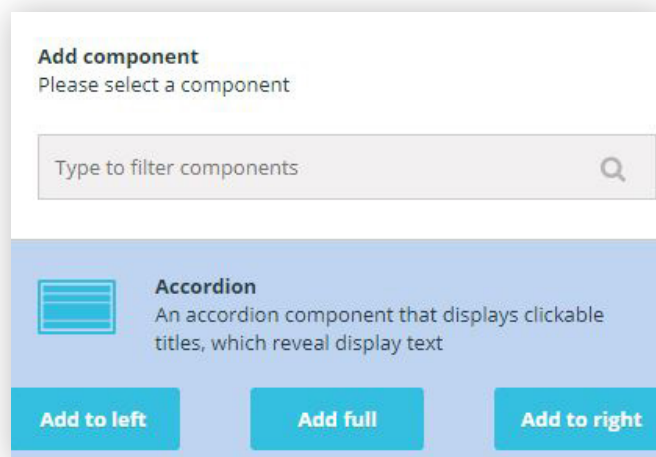
## COMPONENT CONTENTS This contents page is interactive.

Accordion	Pages 14-15
Assessment Results	Page 16
Blank	Page 17
Graphic	Pages 17-19
Hot Graphic	Pages 20-21
Media	Page 22
Multiple Choice Question	Page 23
Narrative	Page 24
Text	Page 25
Text Input	Page 25

# LAYOUT OPTIONS

For each Component you are given the option to have it to the left, to the right or full width of the screen.

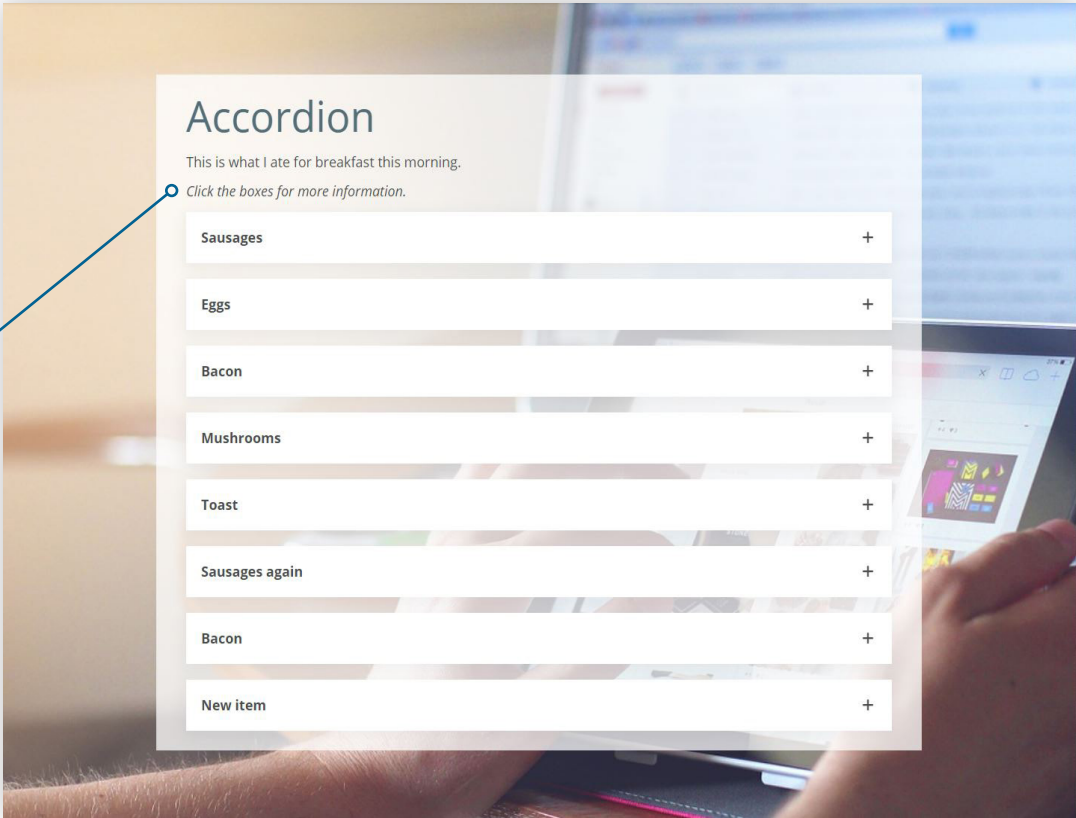
Below, the Accordion is set to full screen, the Text Component is set to left and the Graphic Component is set to the right. You have the option to change these if you change your mind.



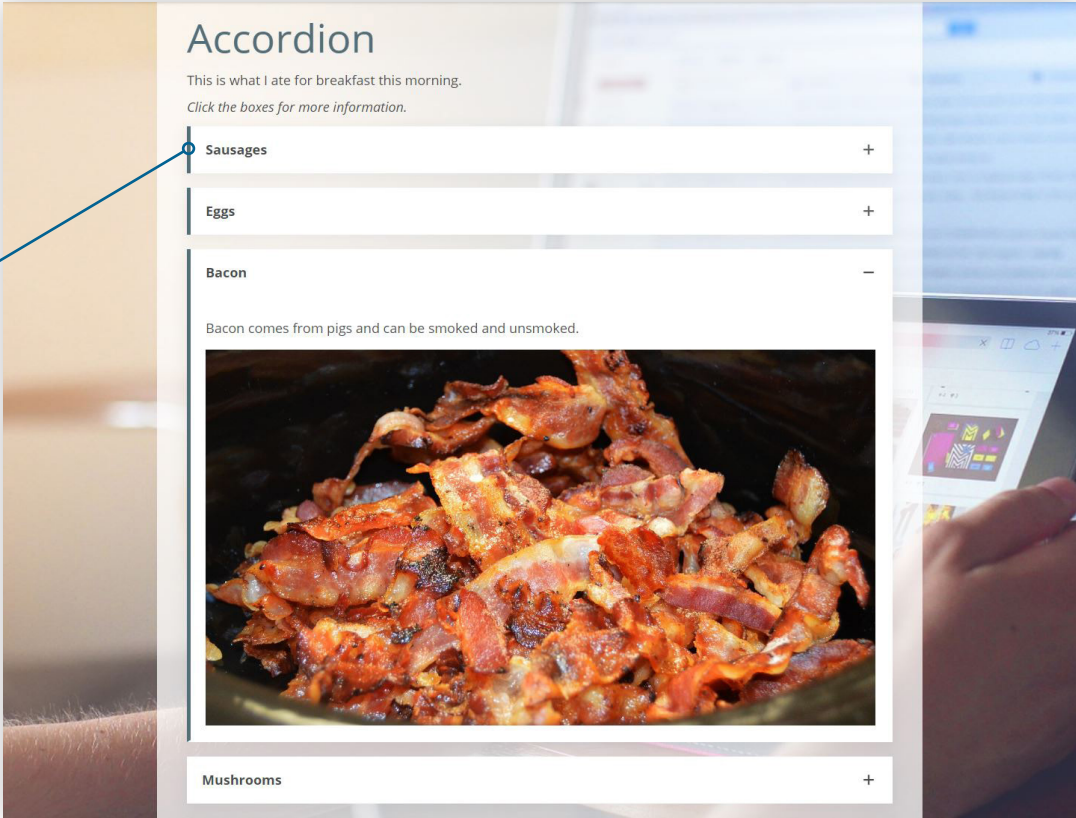
# ACCORDION

Displays clickable items which can be expanded/collapsed to show/hide text and image content.

Instructional text.

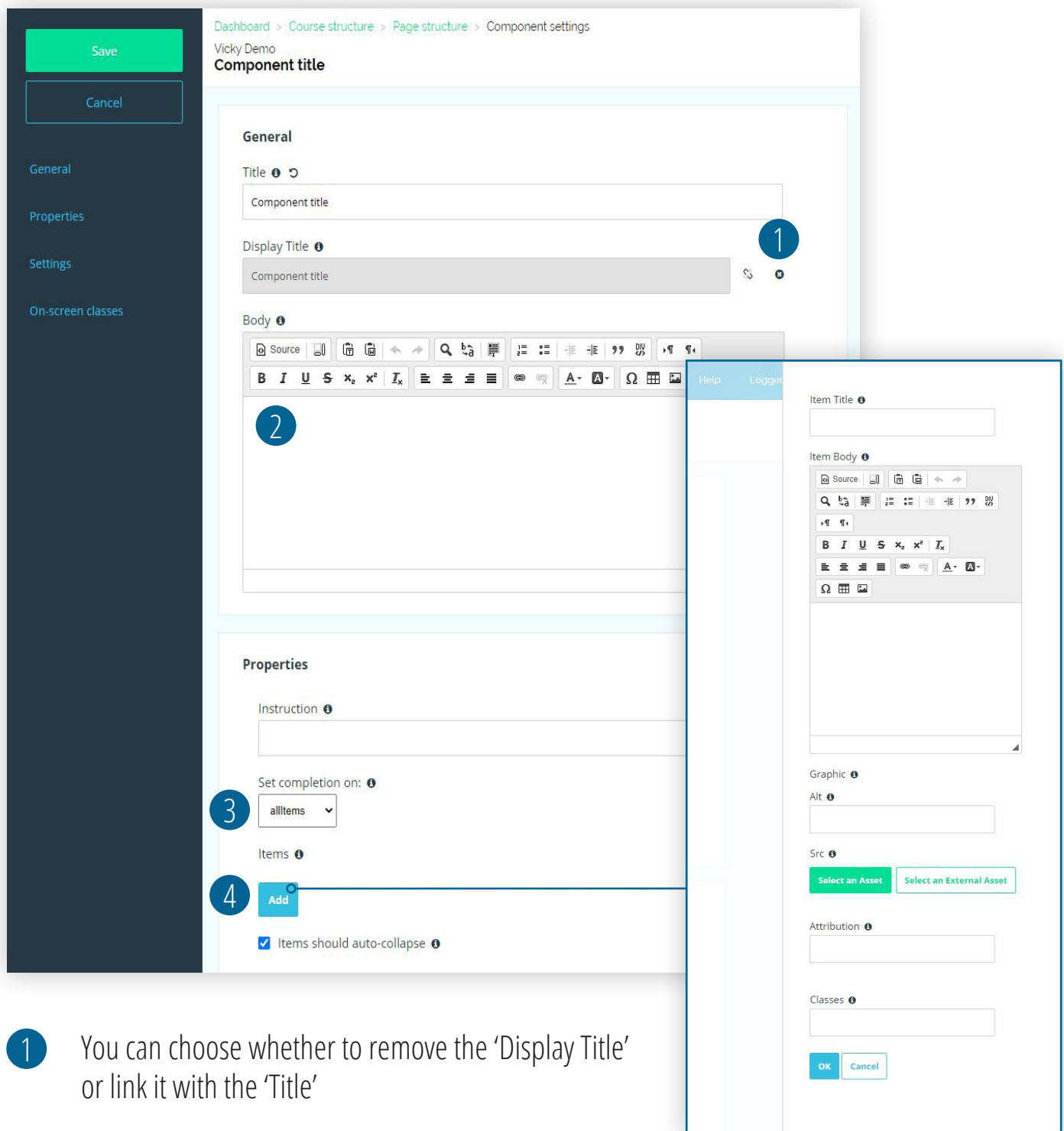


Coloured accents to indicate item completion.





When you have selected Accordion as the type of Component, and whether you want it left, right or full screen, you are taken to this screen:



- 1 You can choose whether to remove the 'Display Title' or link it with the 'Title'
- 2 You can also add body text and instructional text in the boxes below.
- 3 Under this box you can say whether each item has to be viewed in order to move on.
- 4 Then when you click 'add' another dialogue box pops up. This is where you add the item's title, body text and image. Then click 'OK' to return to the main screen.

# ASSESSMENT RESULTS

A Component used to display a single assessment's results.

**FINAL ASSESSMENT INSTRUCTION**  
Answer the questions, you wont receive any feedback as you progress through the course. You need to get 80% to pass.

**QUESTION 01**  
*Select the breakfast items that come from pigs*

- Bacon
- Eggs
- Toast
- Sausages

**ASSESSMENT RESULTS**  
Congratulations! You got 1 out of 1.

**Feedback Text**

Source

**B** *I* U ~~S~~  $x_2$   $x^2$  *I<sub>x</sub>*

{{{feedback}}}

**Bands**

**Score:** 60  
**Feedback:** Congratulations! You got {{{score}}} out of {{{maxScore}}}.  
**Allow Retry:** false  
**Classes:**

**Score:** 0  
**Feedback:** Oh no! You got {{{score}}} out of {{{maxScore}}}.  
**Allow Retry:** true  
**Classes:**

Add

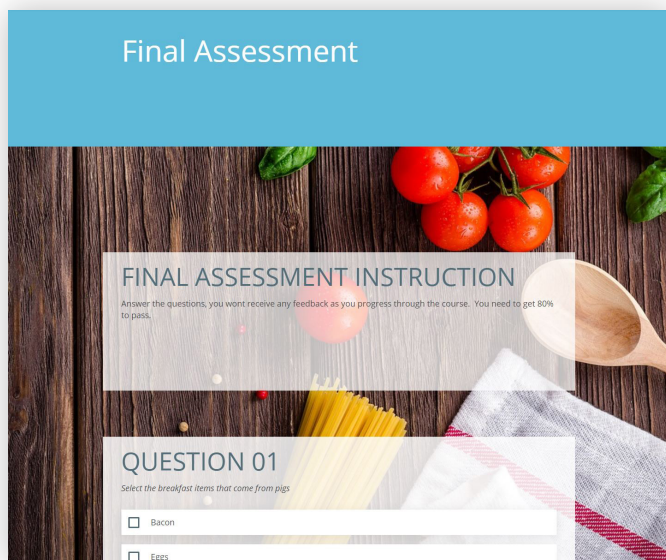
The Assessment Results Component is a straightforward one. Halfway down the page there is a section as shown here. Follow our example, including the curly brackets, and it will show the score out of the maximum possible score.

# BLANK

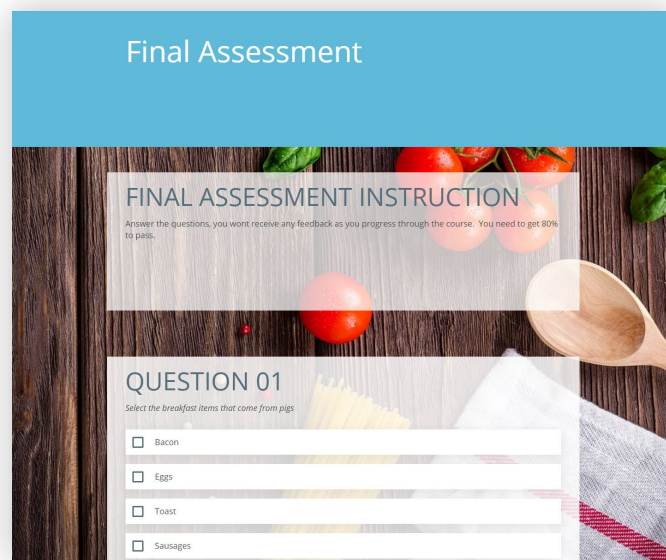
A simple Adapt core Component.

This is a good way of adding a bit more space between Components.

WITH BLANK



WITHOUT BLANK



**TOP TIP:** If you can see 'Article title', 'Block title' and/or 'Component Title' when you preview your course, remember you can change or remove their Display Titles by using these buttons [🔗 🗑️]

# GRAPHIC

The Graphic Component dynamically displays small and large images of different resolutions based upon device width.

**Properties**

Instruction ⓘ

Graphic ⓘ

Alternative Text ⓘ 🗑️

Large ⓘ

Select an Asset Select an External Asset

Small ⓘ

Select an Asset Select an External Asset

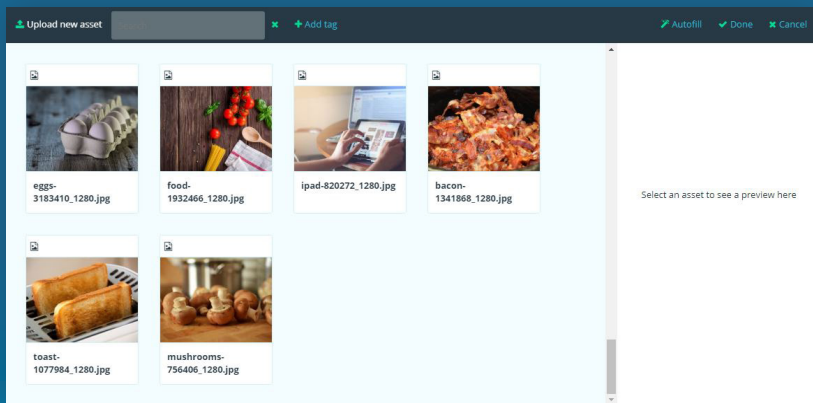
Attribution ⓘ 🗑️

After you have added a Graphic Component, you will see you have two options to upload a 'large' and 'small' asset. Large is for desktops and small is for mobile devices.

Large is normally a width of 1024 pixels and small (or a half width Component) is 512 pixels.

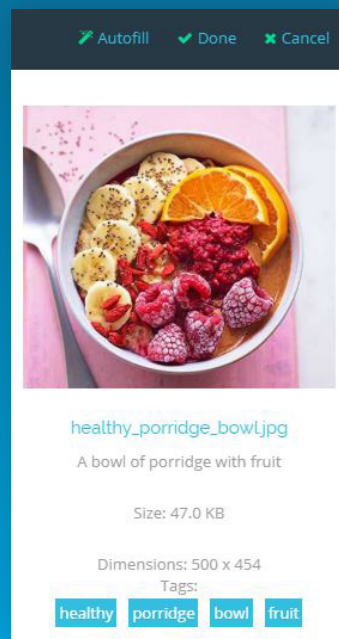
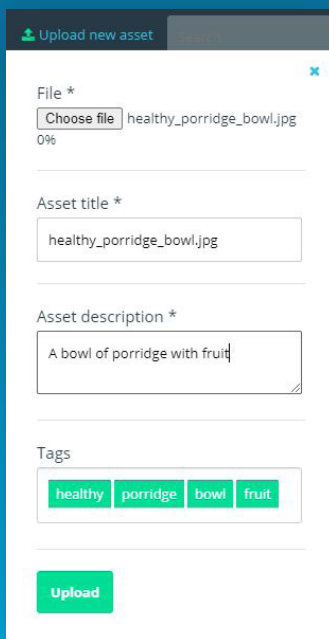
Then you click on the 'Select an Asset' button. These images will be available to all users in your organisation. The names and tags will be visible so be careful with what you name and tag images.

# GRAPHIC (CONTINUED)



You will then be taken to the upload screen. Here you can upload a new image or choose one you have already uploaded.

To upload an image, click 'Upload new asset'. Then a dialogue will appear. You choose the image, add a description and also add tags so that the image can be found easily in the future. The image will then appear on the right hand side of the screen. To add it and return to the Component's settings, click 'Done'.



To search for an image, there is a search function next to the upload button.

Try and keep files sizes low as they can affect the loading time of the course.

## FINDING IMAGES

First impressions really do count. If you've taken the time to create a beautifully themed course, don't let a below par image detract from the quality of the content. In this guide we will cover where to find images, how to edit them and then format them ready for use in Adapt.

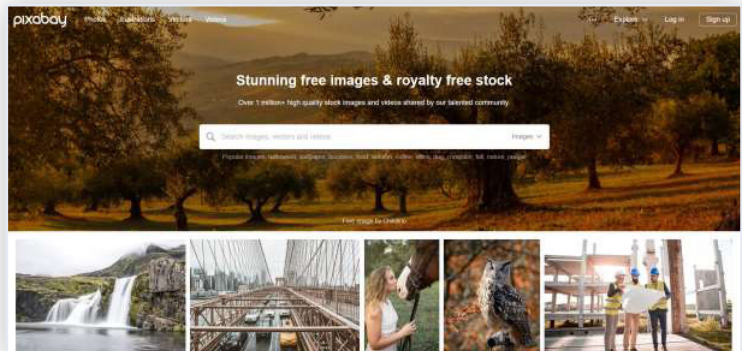
## SOURCING IMAGES

Some organisations will have their own image library or access to a licensed image library like shutterstock.com. Check with your design, communication or marketing departments to see if they



can help. If you still can't access a suitable image, try a licence-free library which allows you to download royalty-free images. The following sites are a good starting point:

- [pixabay.com](https://pixabay.com)
- [pexels.com](https://pexels.com)
- [unsplash.com](https://unsplash.com)



## EDITING YOUR IMAGE

The image might look beautiful, but is it the right size and cropped correctly? If you don't have access to image editing software like Adobe Photoshop, fear not. Basic cropping and resizing tasks can be carried out on free cloud-based software like [pixlr.com](https://pixlr.com).



## FORMATTING YOUR IMAGE

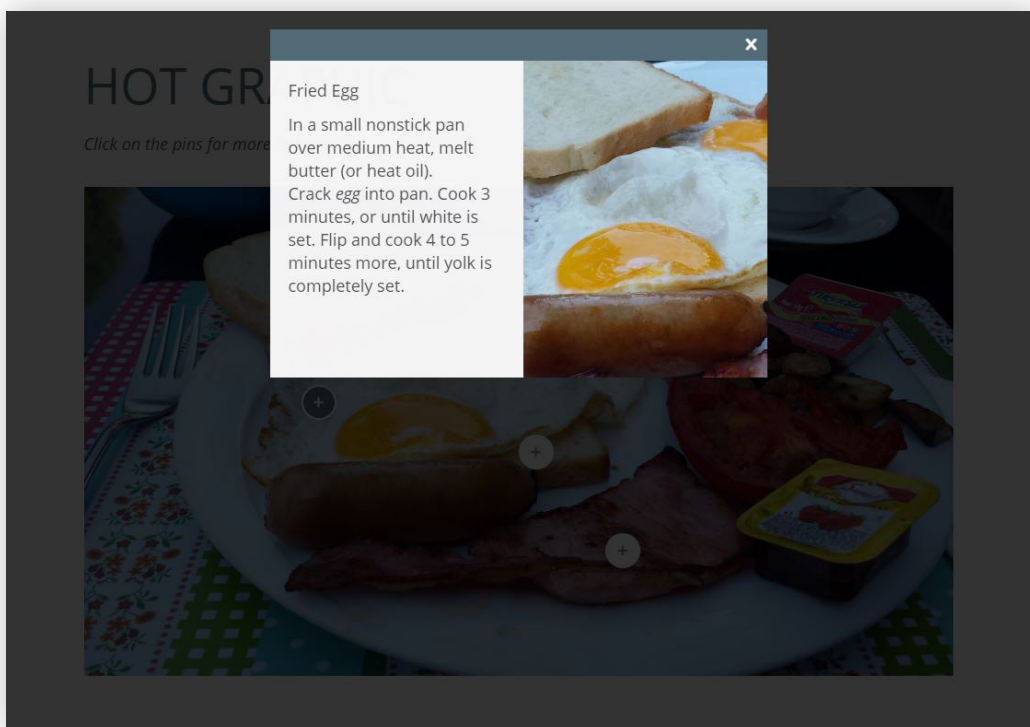
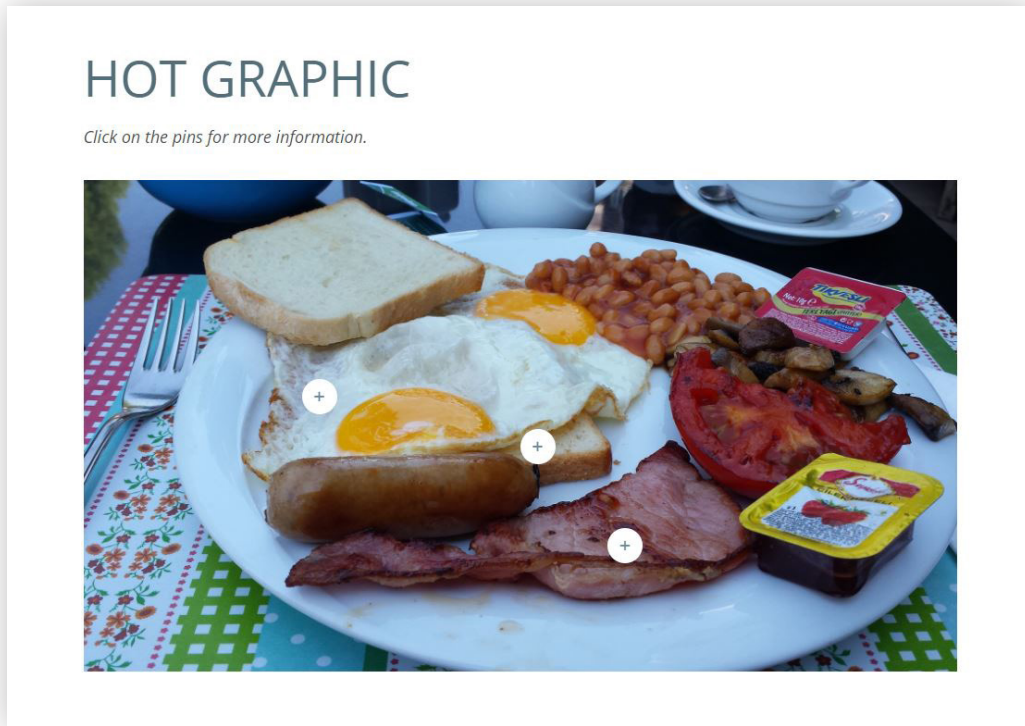
Sourcing the perfect image and cropping it to suit your design will ensure your course looks great. But we're not quite finished. Formatting your image correctly for use on the web will benefit everyone. Images of a large resolution and file size will result in a larger course size.

This will affect not only the server space used on your LMS, but also the load time for every learner trying to access the course. Make sure that when you're saving your images, you're using low, web-ready resolutions. If the software you're using doesn't give you this option then visit a site like [tinypng.com](https://tinypng.com), where you can compress images to make the file's size as small as possible.



# HOT GRAPHIC

Enables the user to click on hotspots over an image to display popups containing text and supporting images.



**Properties**

Instruction ⓘ


Click on the pins for more information.

Set completion on: ⓘ

allItems

Main hotgraphic ⓘ

Src ⓘ



<course/assets/3072605cd719f851db00c54e907ed05cf1982722.jpg>

Remove Asset

After you have added the Hot Graphic Component, you will see a section where you add the main background that the pins will sit on. After you have added it, if you scroll down slightly you will see a blue button that says 'Add'. A dialogue box will appear as shown in the image to the right.

To position the pins, the image you added is split into a grid. 0-100 from left to right and 0-100 top to bottom. This may take a bit of trial and error to get the pins exactly where you want them.

There is another way to position your pins exactly where you want them. Right click on the edge of the pin button and click on 'Inspect Element'. In the stylesheet box to the right of your screen you will see the properties 'top' and 'left'. Adjusting the percentage values for these properties will move the pin around the main Hot Graphic image (an easier way to do this is to highlight each value and use the up and down keys on your keyboard). Once you have the desired position, enter the same values into the Hot Graphic item's settings.

If you tick the 'Hide pagination' box then the user won't be able to just scroll through the pins, they will have to select them one at a time.

Hide pagination ⓘ

Cycle through item pagination ⓘ

Use graphics as pins ⓘ

Title ⓘ

Vitamin B

Title level ⓘ

0

Body ⓘ

Source


Mushrooms are rich in the B vitamins: riboflavin, niacin, and pantothenic acid.

Strapline ⓘ

Vitamin B

Item Graphic ⓘ

Src ⓘ



<course/assets/33b4a4e7d7525b6c5a6cbe8702105>

Remove Asset

Alt ⓘ

Attribution ⓘ

Graphic Classes ⓘ

Item Pin ⓘ

Src ⓘ

Select an Asset Select an External Asset

Alt ⓘ

Item Popup Classes ⓘ

Pin Position - Left ⓘ

50

Pin Position - Top ⓘ

50

OK Cancel



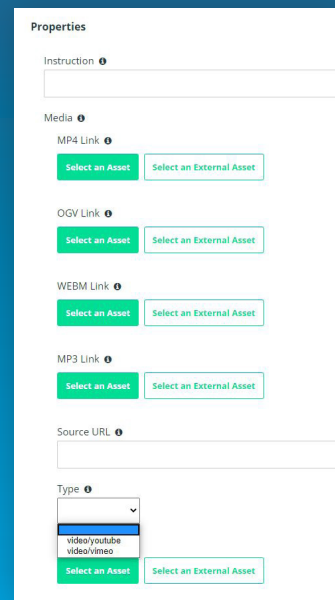
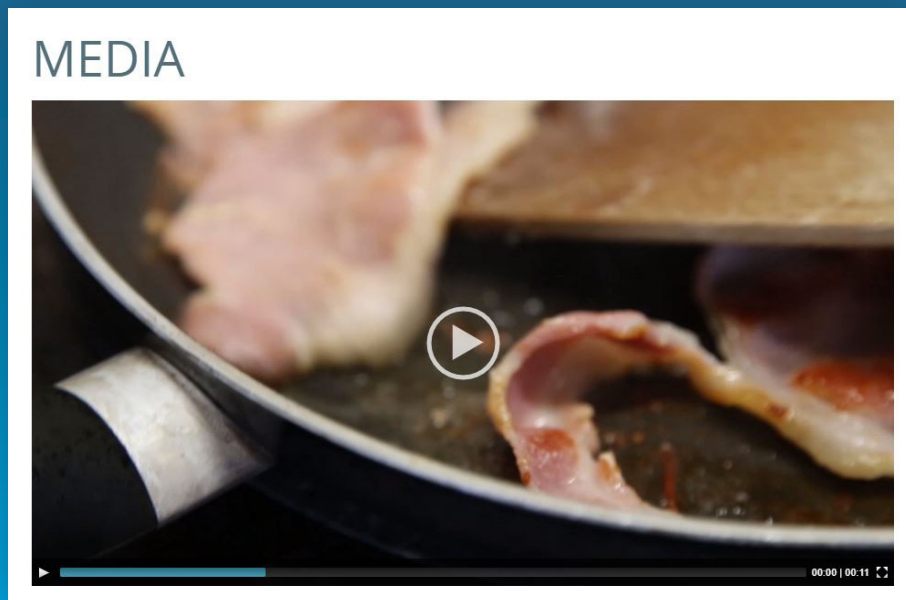
**TOP TIP:** If the dialogue box doesn't close when you have clicked 'OK', there is an error or you have missed something that is required.

Strapline ⓘ

Required

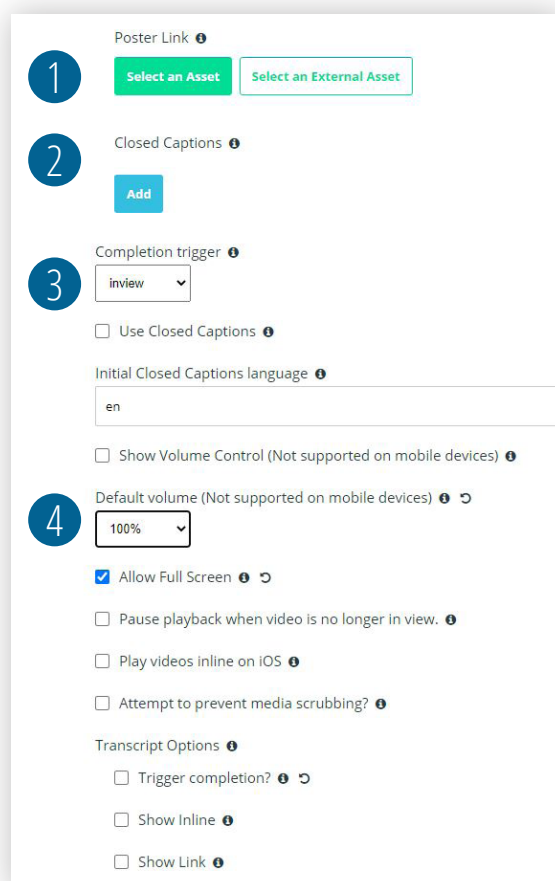
# MEDIA

Playback of video and audio with Flash Player fallback for IE8. Supported file formats include MP4 and MP3.



You can also link to videos on YouTube or Vimeo. These have their own settings you can change.

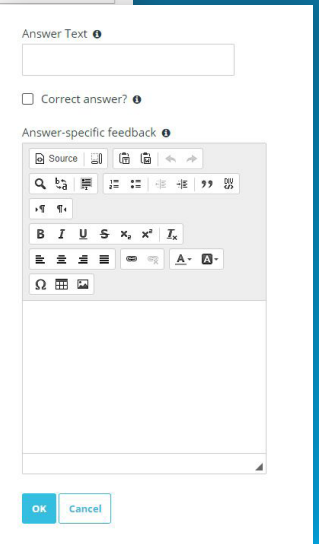
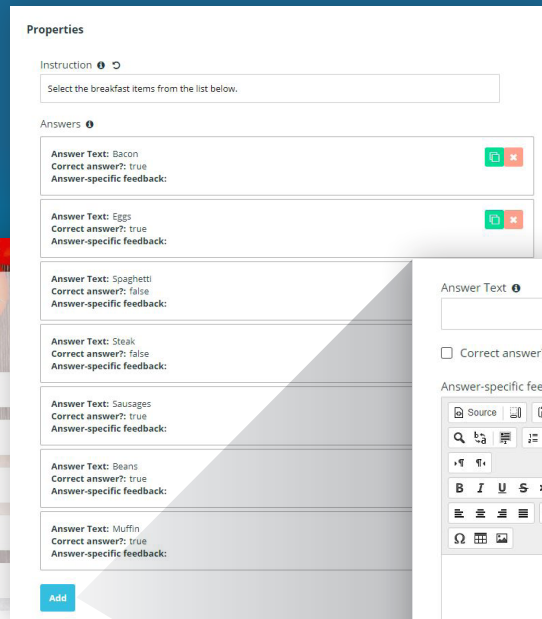
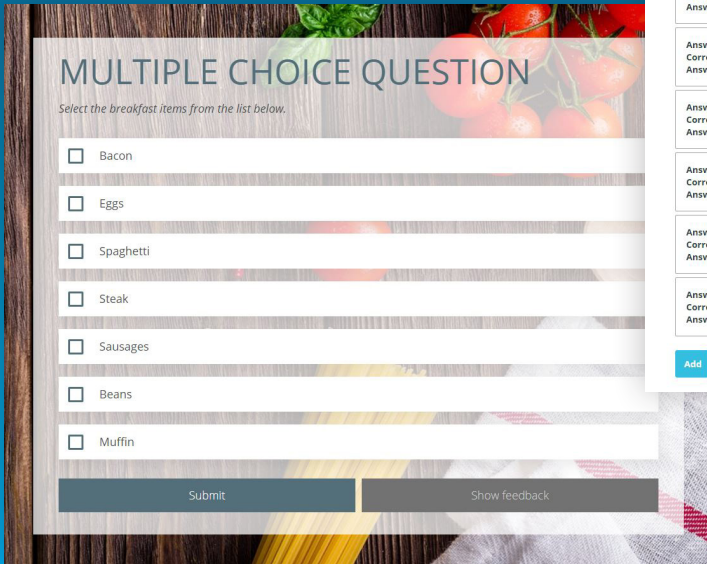
- 1 'Poster Link' refers to a poster image that is displayed before the video is played. This excludes Vimeo. The Vimeo website has the options for this function.
- 2 Here you can add subtitles. Below these is the option to select the language.
- 3 In order for the user to move on, you have three options: inview (is visible onscreen), play (has been started) or ended (has ended).
- 4 There are some other options. These include default volume, and transcript options. We advise that you leave these as their default setting.



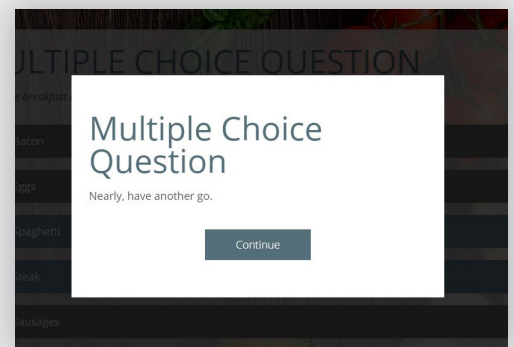
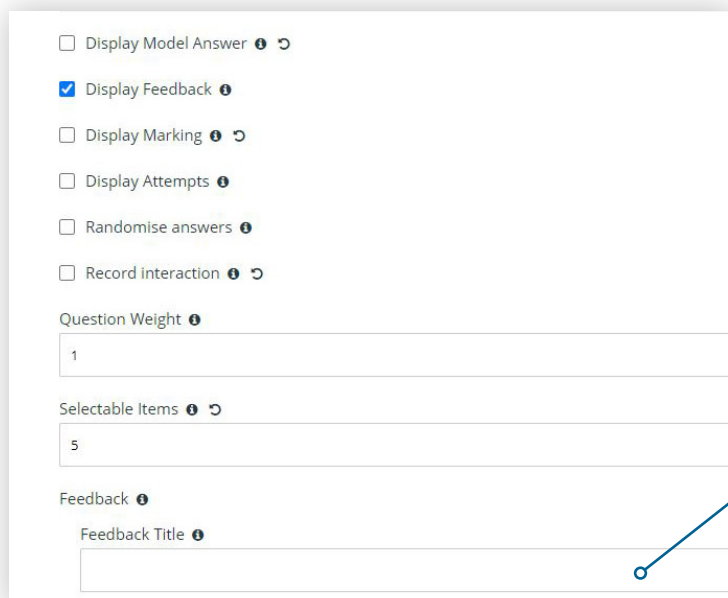


# MULTIPLE CHOICE QUESTION

This can help test the user's knowledge throughout the course. To add your options, simply click the blue 'Add' button. Here you can also state if it is correct.



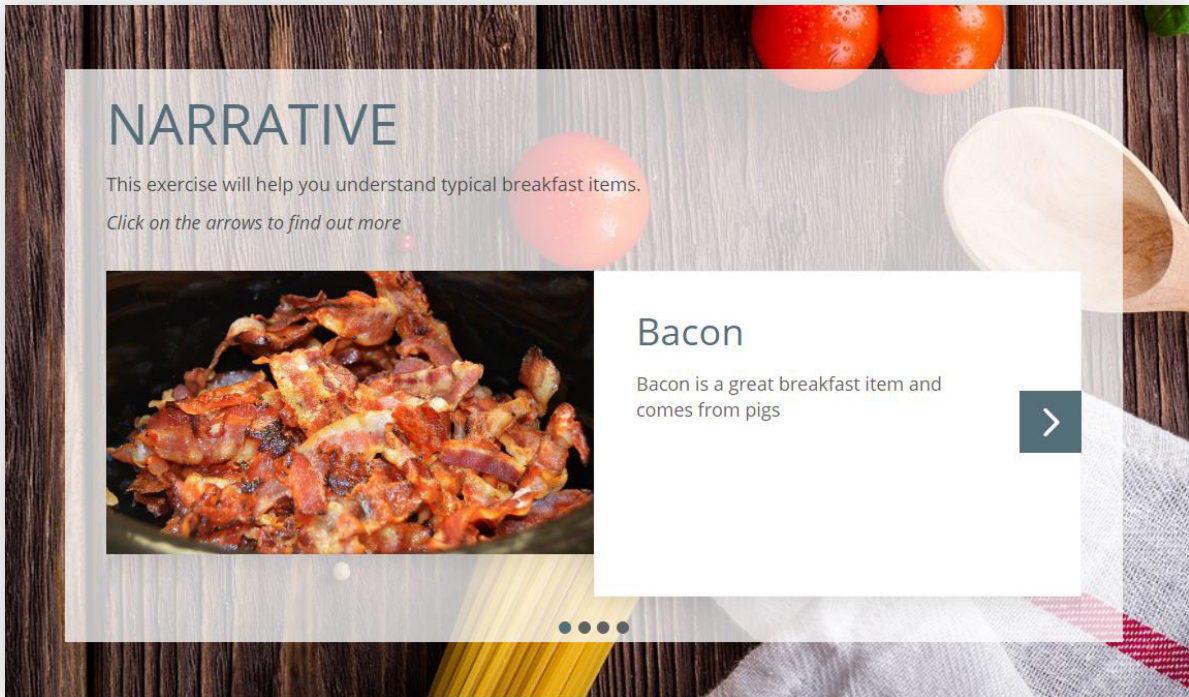
After you have added your possible answers you will see a few more options to customise your question. These include how many attempts are allowed, what the question weighting is, and how many items (answers) can be selected. For example, 'Which 3 of the following...?'.



To add feedback you need to first add 'Tutor' in the 'Manage extensions' tab as mentioned on pages 8 and 9. It provides a basic feedback overlay for question Components.

To add the feedback text, you need to input it in the properties section just below where you added the question options.

# NARRATIVE



A Component that displays an image gallery with accompanying text. There are dots that show you how many items there are.

When you populate the 'Narrative Component', the dialogue box is very similar to that of other Components. You have the ability to add a title, image and body text.

There is an option to set completion to when all items have been viewed.

You can add mobile-specific instructional text, as shown below. The mobile version of a Narrative is shown to the right.

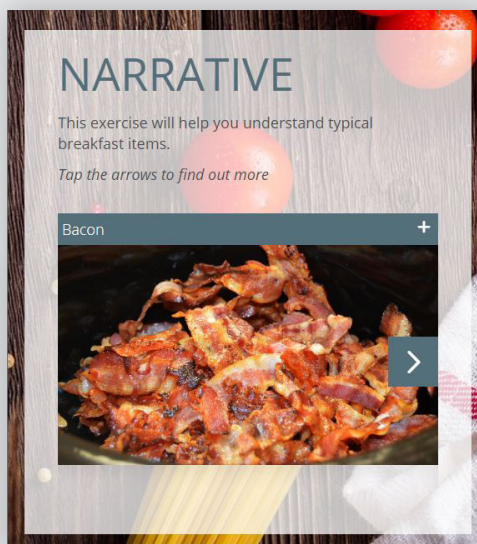
**Properties**

Instruction ⓘ ↻

Click on the arrows to find out more

Mobile Instruction ⓘ ↻

Tap the arrows to find out more



Narrative display title ⓘ

Narrative title level ⓘ

Narrative main text ⓘ

Source ⓘ

Rich text editor with formatting options (B, I, U, S, x<sub>2</sub>, x<sup>2</sup>, I<sub>x</sub>, etc.)

Narrative graphic ⓘ

Select Graphic ⓘ

Select an Asset | Select an External Asset

Alternative Text ⓘ

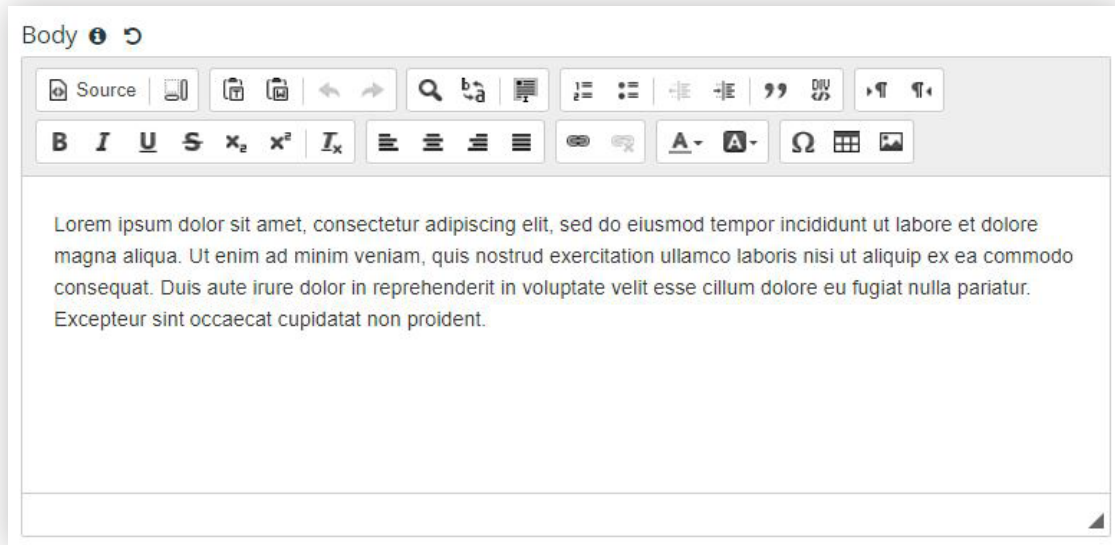
Attribution ⓘ

Narrative strapline ⓘ

OK | Cancel

# TEXT

A simple text Component. There are some options above the text entry box including alignment, bullet points and the ability to add a link.



# TEXT INPUT

A question Component that allows the learner to input text based upon a question stem.

You can add multiple correct answers in case of a typo or spelling mistake, as well as a prefix, suffix and placeholder.

**Properties**

Instruction ⓘ ↻

What breakfast item comes from chickens?

Input Items ⓘ

Answers: 3 items  
Prefix:  
Suffix:  
Placeholder:

**Add**

Answers ⓘ

Eggs 📄 ✖

egs 📄 ✖

eegs 📄 ✖

**Add**

Prefix ⓘ ↻

Chicken

Suffix ⓘ

Placeholder ⓘ

**OK** **Cancel**



# SECONDARY CLASSES

Secondary classes are a good way to incorporate a second colour into your course. The benefit is that you can separate learning content and add obvious learning sections.



## RETURNING TO WORK DURING EXCEPTIONAL TIMES


This course will take around 25 minutes to complete.  
Scroll down to continue.

Primary class

### WHAT YOU'LL LEARN

By the end of this course you'll be able to:


- Prepare for a safe return to work
- Implement best practices to make returning to work in extraordinary circumstances a little easier
- Demonstrate basic health and safety practices throughout your working day



## RETURNING TO YOUR WORKPLACE

So, you've been working from home for the past couple of months and have now been asked to return to your workplace. What are you required to do and how are you going to do this safely?

There's so much going on in the news at the moment and guidelines seem to be constantly changing and adapting so it's completely understandable to feel unsure, confused, worried or anything else in between!



To help you feel more prepared and aware of how to stay safe, we will be working through the best practices and strategies that you can use at each point during your working day.

Secondary class

### GETTING READY FOR WORK

The first step to take before returning to your workplace is to contact your health and safety team or line manager to discuss your company's new policies and guidelines that have been put into place.

They will be able to give you specific advice about changes in your workplace and your particular role.

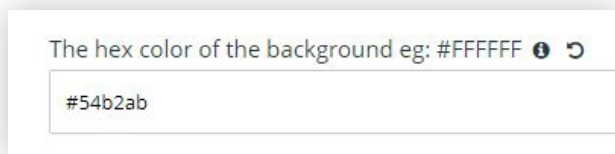


Primary class

Here is how this was achieved:

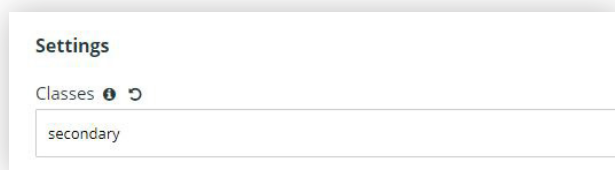
Firstly, the colours have to be set up in the 'Theme picker'. As you can see in this example, the Primary and Secondary colours are different and offer contrast.

For the section you want to apply the secondary class to, you need to set its background to an alternative, ideally contrasting, colour by using the 'Can Background' extension (this is covered in the next chapter).



This hex code is the code that was set in the 'Theme picker'.

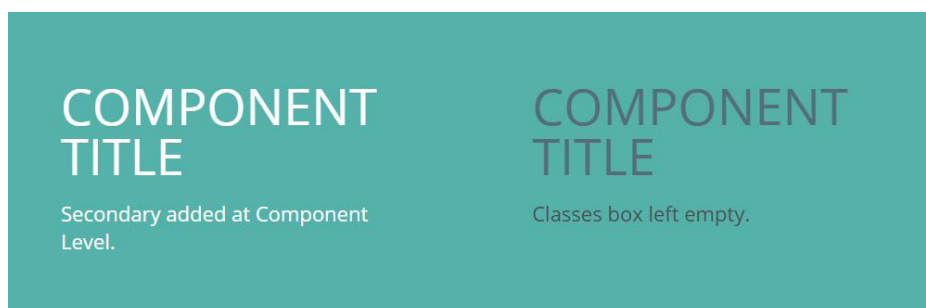
Then you go can either go to an Article, Block or Component's settings and apply the 'secondary' class by adding 'secondary' into the 'Classes' box.



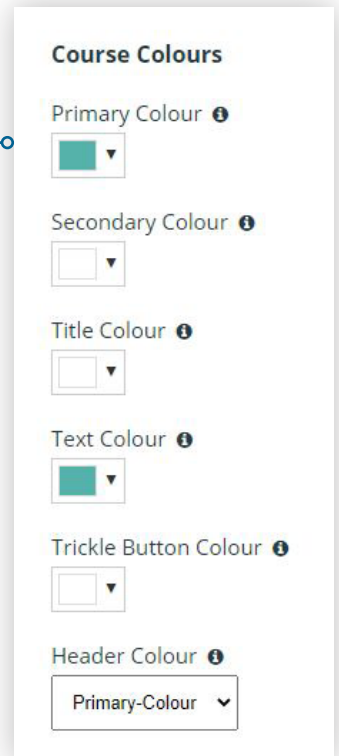
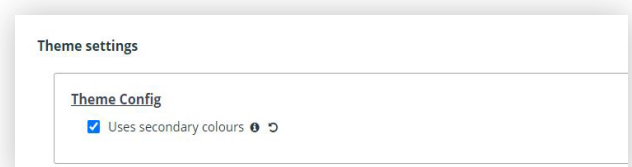
Where you enter 'secondary' will depend on whether you want this class applied to one or more elements. For example, applying the 'secondary' class to an Article will change its style as well as any elements contained within it, i.e. Blocks and Components.

Similarly, applying the class to a Block will change that Block's style as well as any Components contained within it.

Here is an example of applying the 'secondary' class to one of two Components:



The easiest way to apply the 'secondary' class to an Article is to go into its settings and check the 'Use secondary colours' box under 'Theme settings'. We recommend you use this option for sectioning learning content.



# EXTENSIONS

Here is an overview of the different extensions available for you to use:

**Assessment:** Attaches to an Article object to group various question Components and provide a score with feedback.

**Bookmarking:** Tracks the learner's location in the course so that it can return them to that location in a subsequent session.

**Can Notify Content:** Adds support for displaying a Notify popup.

**Developer tools:** Tools for developing and testing Adapt courses.

**Language Picker:** Allows the learner to select the course language in a multi-language course.

**Meter:** Displays a meter.

**Page Level Progress:** Allows a learner to view their progress and jump to specific sections if unlocked.

**Preview Editor:** A WYSIWYG editor for the course preview.

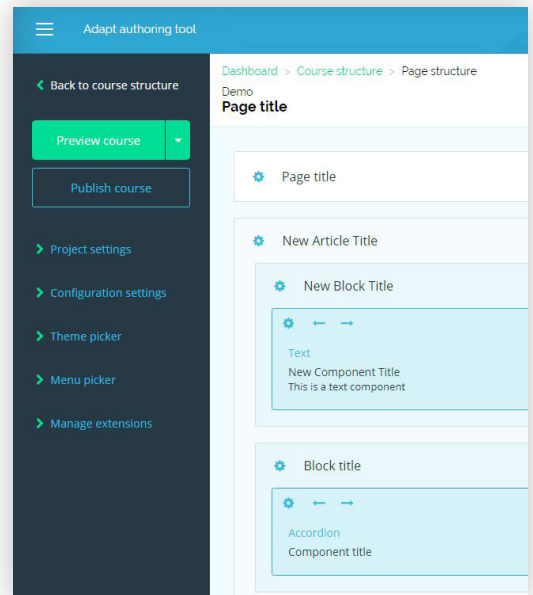
**Reference:** Allows authors to add unique references to elements for easier course reviewing.

**Resources:** Allows learners to view resources.

**Spoor:** Allows basic SCORM tracking.

**Trickle:** Provides functionality for step-locking sections of learning content, such as at the end of every Article or Block.

**Tutor:** Provides a basic feedback overlay for question Components.



Here is some more information about a few of these extensions that deserve a closer look:

# RESOURCES

Once the Resources extension has been enabled you will find its options in 'Project settings'.

There are options for resource types and how each will be displayed, for example whether a resource should open in a new browser window, whether it should be automatically downloaded etc.


Type ⓘ ↕  
document

Force download ⓘ ↕

Title ⓘ ↕  
Factsheet

Filename ⓘ ↕  
Factsheet

Description ⓘ ↕  
Here is a factsheet detailing what you will learn in

Link ⓘ  
  
<course/assets/2999768ac3ddc23f6faecfe2209a25f5b50b4137.p>  
<course/assets/2999768ac3ddc23f6faecfe2209a25f5b50b4137.p>

Remove Asset

OK Cancel

Type ⓘ ↕  
document  
media  
link


Title ⓘ

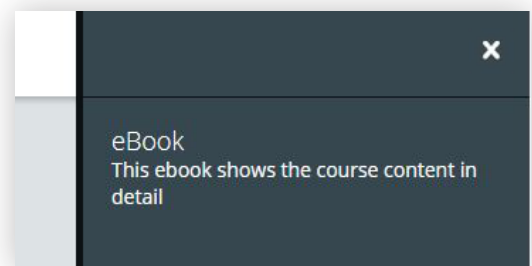
Filename ⓘ

Description ⓘ

Link ⓘ  
Select an Asset Select an External Asset

OK Cancel

Once a resource has been added, it can be viewed when previewing the course. A burger menu  will appear in the top-right corner and that's where they will be:

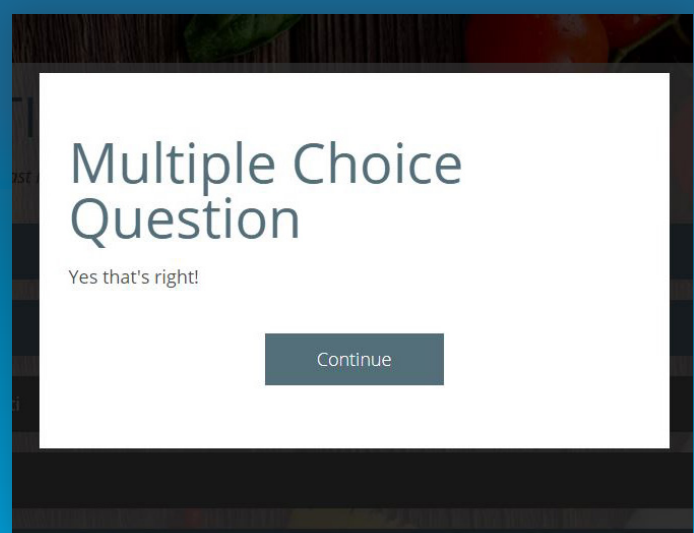


# TUTOR

Tutor gives you the ability to have a feedback popup appear over the question once 'Submit' has been clicked.

The settings for this can be found just under where you add the question options.

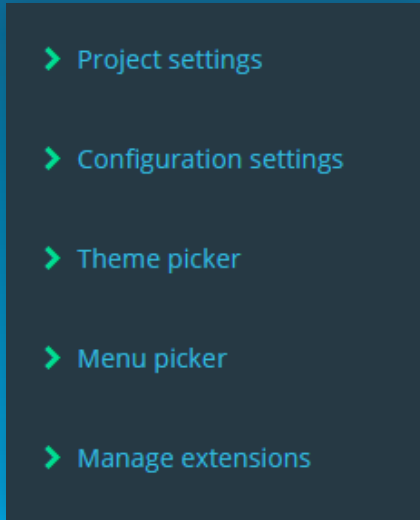
You can set different feedback for how the question is set up. For example, feedback for more than one attempt and feedback for questions answered only partially correctly.





# CAN BACKGROUND

'Can Background' is an extension that gives you the option to add background images or colours to a Page header, or to Articles, Blocks or Components.



You have to enable the 'Can Background' extension first. You do this by clicking on 'Manage extensions' in the side menu as shown on page 8. After clicking on the 'Add' button next to the extension, you will see it move into the 'Enabled extensions' list.

Available extensions		
Extension	Description	Options
Can Background	Adds the option of implementing a background graphic or colour to a page header or article/block/component elements.	<a href="#">Add</a>

Can Background can be set at any level in Adapt:

**Page header is set to teal**

**Article has an image background**

**Component is set to opaque white**

**Block is set to opaque white**

**Breakfast Demo Part 1**  
This course will tell you about accordi

**Breakfast Part 1**

**Accordion**  
← →  
Accordion  
This is what I ate for breakfast

**Block title**  
Blank  
Component title

**Block title**  
Text  
Text Component  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident.

**ACCORDION**  
This is what I ate for breakfast this morning.  
Click the boxes for more information.

- Sausages +
- Eggs +
- Bacon +
- Mushrooms +
- Toast +

**TEXT COMPONENT**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident.

After Can Background has been enabled, you will find it in the settings for each element. Sometimes you have to scroll down to see it.

When you have clicked the tab, a dialogue box like this should appear:

- 1 The first option is to have an image as the background.
- 2 If you have a desktop image and mobile version of it, here is where you select the page width for it to swap over. If you are unsure, just leave the default settings.
- 3 You can also set whether the image is fixed or scrolls, whether it repeats, and where.
- 4 Here is where you enter a colour hex or RGB code. More on this can be found here:

Your organisation may have brand colours and the colour codes for these may be in brand guidelines. If not, a handy tool can be found here:

<https://htmlcolorcodes.com/>

## USING COLOUR

Here are two examples of adding colour. The first is using the colour's hex code. This is a series of 6 letters and numbers. Always remember to add the '#' before the hex code or it won't work. For example, #FFCC00. The second is RGBA (red green blue alpha) which must be entered as shown below. It's the alpha value that determines the colour's opacity.

Always remember accessibility when choosing colours and opacity values.

# TRICKLE

Trickle is a vertical locking extension. Courses will work perfectly fine without this, but using it can make the course feel more like a 'click next' eLearning course.

The Trickle function would work well if there is information the user must see and understand before moving on. For example, a Narrative presenting fire extinguishers and their uses, which is followed by a question about the best extinguisher to use in a certain situation.

Here is how you set up the trickle. Once the Trickle extension has been added, it can be enabled and configured for each Article or Block.

- 1 The first option is self-explanatory. The second determines whether the screen will automatically scroll down to the given location.
- 2 This can be tweaked to set how quickly the page will scroll to the given location.
- 3 Set where the page will scroll to, e.g. @block +1 to scroll to the next Block.
- 4 These two options allow you to control the Trickle button's visibility.
- 5 Here is where you can add what the button says.
- 6 This is where you say whether all items have to be clicked on or viewed in order to be able to move on.

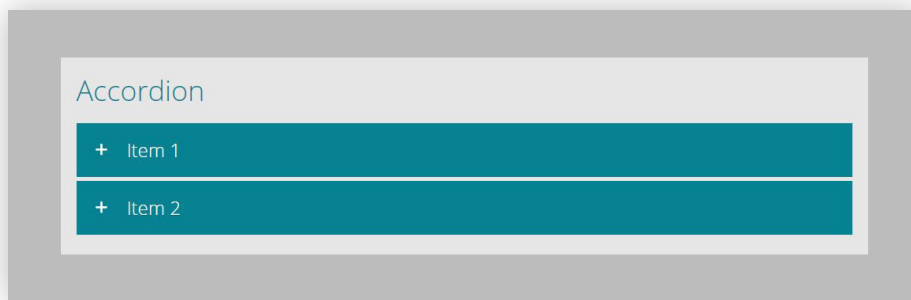
The screenshot shows the 'Extensions' configuration panel for the 'Trickle' extension. The settings are as follows:

- Trickle**
  - Enable Trickle
  - Scroll Automatically
  - Scroll Duration: 500
  - Scroll To: @block+1
  - Button Attributes
    - Enabled
    - Initial Visibility: hidden
    - Final Visibility: hidden
    - Full Width
    - Hide on Scroll
    - Custom Classes: (empty)
    - Button Text: Continue
    - First Button Text: Begin
    - Final Button Text: Finish
    - Trickle Plugin: trickle-button
  - Step Locking Attributes
    - Enabled
    - Completion Required
    - Locked On Revisit

Numbered callouts 1 through 6 are placed on the left side of the form, corresponding to the numbered list items on the left of the page.



Here is an Accordion before the items have been clicked on:



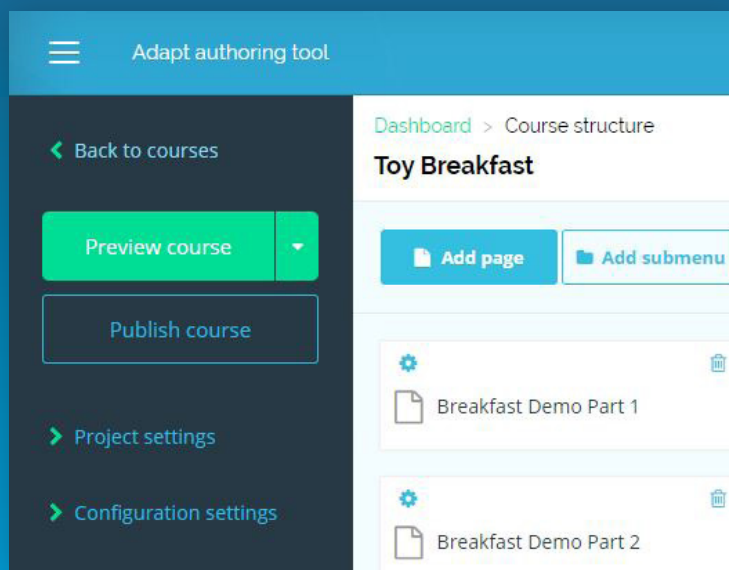
Here is an Accordion after the items have been clicked on and the Trickle button has appeared:



The appearance of the Trickle button can be edited in the Theme picker.

# PUBLISHING

Once you are happy with your course and want to download it to add to a Learning Management System, or keep it as a standalone course, all you have to do is click the 'Publish course' button under the green 'Preview course' button.



The 'Publish course' button will then turn blue and indicate that it's downloading your course. A zip file will then appear in your downloads.

For more guidance on publishing, please view our 'how to' guide on our helpdesk: <https://support.learningnexus.co.uk/>

Any additional help:

There are also other useful resources on our helpdesk: <https://support.learningnexus.co.uk/>

