CMS :: Content Management System

Content Management System (CMS)

User Manual

Young Digital Planet
Educational ePublishing

Young Digital Planet SA, ul. Słowackiego 175, 80-298 Gdańsk

tel. +4858 768 22 20, fax +4858 768 22 11

e-mail: info@ydp.eu

www.ydp.eu

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Introduction

CMS stands for **Content Management System**. It is an application for browsing and managing resources which are located on project disks.
CMS enables the user to:

- browse the structure of folders located on project disks;
- browse content;
- oversee proper folder structure in the projects;
- report and control bugs in products;
- create SCORM packages for course files.

System requirements

The system requirements for CMS are as follows:

- Operating System: Windows 98/NT/2000/XP, Mac OSX 9 and above, Linux;
- processor: depends on the Operating System;
- RAM: 64 MB or more;
- Internet Browser: Internet Explorer 6 and later, Mozilla Firefox 2.0 and later;
- screen resolution for optimal work: from 1152x864;
- other: JavaScript, enabled cookies, enabled CSS.

CMS – browsing through content

After launching the CMS home page the user will see the main structure of project folders. After clicking on elements from this list the user will gain access to sub-folders. The current path to the folder is displayed in the top part of the screen – by choosing an appropriate folder from the path the user can display its content.

In the upper part of the page there is a bar with the main options available in the system:

- CMS – link forwarding to the CMS start page
- Content Management System – the name of the application
- Logged user – information on the user logged
- Logout – link logging out of the system
- Admin – administrator options (available only for the administrators of the application)
- Services – link to the related application (AMS)

Recommended structure of folders in a project

The structure of folders and files in individual projects should, as much as possible, correspond to the recommended structure. This will help to maintain order in projects and fully benefit from the options available through bugtrack.

In the recommended structure the project folder contains the following subdirectories:

current;

release_(date: yyyy_mm_dd).

The **current** folder contains:

- app – application (to launching courses);
- course – course files (zpg, page, media);
- demo – demo versions;
- documents – project documentation;
- resources – source files (e.g. psd, fla);
- scorm – contains SCORM packages.

The **release** folder contains the subsequent versions of the project. Subfolders are named with the dates of releasing a new version.

Operations on folders / files

Folders and files are displayed in the CMS in the form of a table. The following information is displayed:

- name (folder or file);
- type (file or 'folder' for folders);
- date of last modification;
- size (file, for folders size = 0);
- actions (options: Source, Download, Cexp, LOM).

Below is an example of a project folder with its sub-folders, files and possible actions:

uc_m4t_l104	folder	2010-01-11 14:40	0 Bytes	
uc_m4t_l105	folder	2010-01-11 14:40	0 Bytes	
uc_m4t_l106	folder	2010-01-11 14:40	0 Bytes	
Mathematics_LS.course	course	2006-04-12 12:48	1.1 KB	Source Download CExp LOM
Mathematics_LS.cs	cs	2007-06-01 12:47	27.9 KB	Source Download
Mathematics_LS.jpg	picture	2004-09-30 12:07	6.4 KB	Download
Mathematics_LS_T.course	course	2006-09-27 14:19	1.1 KB	Source Download CExp LOM
Mathematics_LS_T.cs	cs	2007-06-01 12:48	28 KB	Source Download
Mathematics_LS_T.jpg	picture	2005-03-22 12:47	6.0 KB	Download
uc_m4_l001.flo	flo	2008-09-11 11:39	1.9 KB	Source Download LOM
uc_m4_l002.flo	flo	2006-05-15 15:51	2 KB	Source Download LOM
uc_m4_l003.flo	flo	2008-09-11 14:23	1.9 KB	Source Download LOM

Source

Source option allows the user to view the source content of the file.

Download

Download option allows the user to download the file and save it on the hard disk. To save the file, click on the **Download** button and indicate the path.

CExp

Cexp option allows the user to create AICC and SCORM packages for the selected .course file (see the chapter **SCORM**).

LOM

LOM option defines the flo metadata in accordance with IEEE LOM v1.0standard.

SCORM

CMS allows to create SCORM packages basing on the .course files.

Creating a SCORM package

In order to create a SCORM package a relevant .course file has to be found. The .course files should be located in project folders.
Next, a text file should be created. The text file must have a name which is the same as the .course file name, but with 'cms' extension, e.g. project01.course.cms. The file contains information about additional catalogues attached to SCORM package, e.g. grammar, dictionary, etc. The 'common' catalogue and lesson folders are not additional catalogues and do not have to be added to the file. There should be only the word 'scorm:' in the first line of the .cms file, 'include:' in the next line (accepted with ‘enter’), and then relative links to catalogues which are to be included in the SCORM package. The catalogue names should be divided by commas, without spaces e.g.:

scorm:
include: basisstof/common,extra_basisstof/common

We either use **CExp** option in Actions column to export the .course file to SCORM package or start the *.course file and choose **Create scorm** option. Once **one of the options** has been chosen, CMS switches to a page with detailed information about the export. Three tabs can be seen:

- Course content with the course structure. Lessons which shouldn't be included in the SCORM package should be deselected, and those which should – selected

- Course description with the course information (Course name, Duration, Content structures, Description, Icon). By default the fields are filled in with data from *.course file)
- SCORM information with Export name field to be filled with the SCORM name (the zip file)

Create SCORM Package button on SCORM information tab should be clicked to execute the export. The export takes some time, depending on the course size. After the export is completed, the user logged in to CMS will be informed (by an email sent form the system) about the completion of the export process and the location of the SCORM package.

CMS Bugtrack

CMS Bugtrack is a tool used for reporting and controlling mistakes (bugs) that occur in the material. Appropriate usage of the tool will improve the control of correcting mistakes in the content.

Note that CMS Bugtrack constitutes official documentation of projects' corrections, therefore, all reported mistakes/changes/comments should be brief and exact.

In the project folder, all bugs reported for the same '.flo' will be visible in all of the lessons with the same name if they are in different folders (bugs reported for '*.flo' with the name *name*.flo will be visible in all of the lessons with the name *name*.flo).

Reporting and monitoring bugs

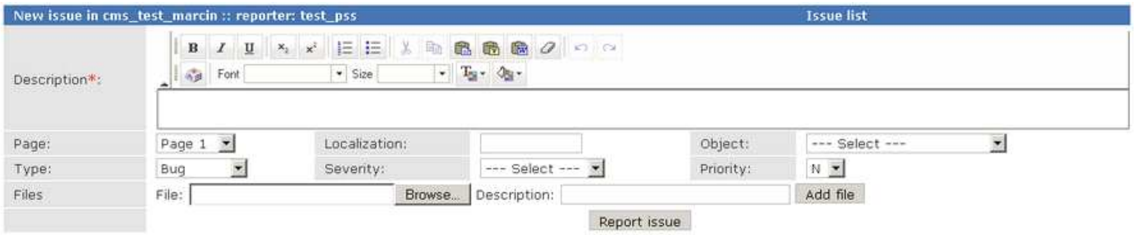
Any user browsing through lessons (.flo files) can report bugs noticed on the lesson pages.

Reporting bugs

To report a bug:

- click on the **New issue** option (available on the left below the .flo);
- fill in the bug report form;
- confirm by clicking on **Report issue** below.

The bug report form is available below the displayed lesson. At the top, both the name of the lesson and the name of the person reporting the bug are visible.



Below is a description of all fields available in the bug report form:

Field	**Description of field**
Description	Here, a brief but exact description of the bug should be typed in. The text can be formatted (the following tools are available: bold, italics, underlined, lower index, upper index, numbered list, bulleted list)
Page	The number of page in the .flo file where the bug is situated; this page number is read by CMS automatically. It is possible that a reported bug does not apply to any page – then, one of the following options should be chosen: ▪ General – a general bug, ▪ Flo – the bug applies to the whole lesson, ▪ Panel – the bug applies to the lesson's panel
Localization	The location of the bug (e.g. tab, tab in tab, etc.)
Object	The object in which the bug occurs (e.g. animation, text, illustration, etc.)
Type	The type of report (bug, change, comment)
Severity	The severity of the reported bug (C – critical, M – main, I – inconvenient, T – trivial)
Priority	The priority of the report (N – normal, L – low, H – high; the high-priority reports are marked in bold)
Assign to	Field specifying who the bug is assigned to (who is responsible for fixing it); here type in the correct login or leave empty.
AMS resource id	Field specifying the id of the resource in AMS, which is connected with the described bug (if the field is filled, the id of the resource is copied in the form of a link to the beginning of the field 'Description')
Mailing	Field allowing the user to activate the auto mailing option (option unavailable for outside clients); in the Cc field the list of the mail addressees (logins) can be provided. The logins should be separated by “;”.

Files	The possibility of adding additional files to the reported bug; to add a file: ▪ click on **Browse** to choose a suitable file, ▪ describe the file, ▪ click on **Add file**

After filling in the bug report form correctly, click on the **Report issue** button below – the bug will be added to the list of reported bugs.

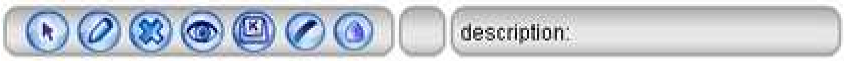
Printscreen

CMS Bugtrack allows to attach screenshots to the bug reports. To do this:

- open the form of reporting a bug below the .flo;
- use the printscreen tool;
- report the bug (**Report issue**).

<u>The printscreen tool</u>

Below the displayed .flo, the printscreen tool is available.



<u>Available options (from the left):</u>

- marking an area to be printscreened;

- a marker to draw on the printscreen;

- resetting the tool's settings (undoes the drawing and zeroes the area);

- making a printscreen by clicking on the button;

- making a printscreen by using the Shift + Insert combination (e.g. when the mouse is needed for executing the 'on mouse over' action);

- choosing the marker's thickness;

- choosing the marker's colour;

- the 'description' field allows the user to add a description to the printscreen.

Note that to save the printscreen you need to have the bug report form opened. To make a printscreen you also need to mark a proper area (button with an arrow).

Editing the reported bugs

By clicking on the bug description in the table, CMS directs the user to a detailed view of the bug. Here, the user can edit each field (the description of which you can find in 'Reporting bugs') as well as add a comment. Additionally, a field is displayed, that indicates the status of the bug.
Available statuses:

- new – assigned to fixing;
- fixed;
- invalid (the bug was reported incorrectly);
- closed.
- Pending – status available only in the external CMS; the bugs on this status are not visible in the internal CMS. The client reports the bug to the YDP team changing the status from 'Pending' to 'New'.

All changes need to be confirmed by clicking on **Update issue** at the bottom of the page.

To return to the list of bugs click on **Bugtrack** (above the table with the details of the bug).

Browsing through reported bugs

Bugs in CMS Bugtrack are displayed in a table with the following information:

- the page number on which the bug occurs;
- the location of the bug (e.g. tab);
- the object in which the bug occurs (animation, illustration, etc.);
- the description of the bug;
- the severity of the bug;
- the person reporting the bug (Reported by);
- the assignee of the bug (Assigned to);
- the status of the bug.

After clicking on a .flo file in CMS (on the list of available files), the program opens the lesson. Below the lesson, there is a list of bugs reported for this lesson. While viewing the flo the user has access to the following bugtrack options:

- Bugtrack – displays a list of bugs for a given .flo.

When browsing through the bugs different options of bug display are available:

- My reports/All reports

Displays only the bugs reported by logged user/ Displays all bugs.

- My issues/All issues

Displays only the issues assigned to the currently logged user/Displays all issues.

- Client's issues/Mixed issues

Displays only the issue reported by clients/Displays all issues.

- Edit multiple issues/View flo issues

Makes it possible to make basic changes in the table displaying the issues (without the need to edit each issue separately).

- View all descriptions/Hide all descriptions

Displays full descriptions of the bugs in the table/ Hides full descriptions of the bugs in the table.

- Legend

Switches on/off the legend describing the use of colours in the bug tables.

- Show restrictions/Hide restrictions

Displays extra bug searching filters/Hides extra bug searching filters.

- Export to xml

Option exporting the bug list to xml.

Filtering the bugs (e.g. option 'Show restrictions')

Available filters

CMS Bugtrack provides access to a number of filters that facilitate the filtering and displaying only those bugs which are of interest to the user. The following filtering criteria are available:

- Type;
- Status;
- Client status;
- Object;
- Severity;
- Reported by;
- Assigned to;
- Mailing;
- Reported;
- Modified.

You need to check the chosen options and click on **Apply** (on the right). The checked options may be reset by clicking on **Reset** (on the right).

Bugtrack homepage

It is possible to view the whole bugtrack – not only for the current lesson but also for all .flo files. To do so, a catalogue with the courses included in the bugtrack should be located and **View bugtrack** option (upper right corner) clicked.

In the bugtrack main view an additional menu is available:

First piece of information is the current bugtrack name.

'Bugtracks' links to the bugtracks list.

'Go to directory' option guides the user to the main directory in which a main bugtrack is built.

'View report' option moves the user to the screen with current bugtrack reports.

'Export to xml' option enables the user to export the list of bugs to .xml file.

The individual lessons are displayed on cross fields in this view. The name of the .flo and lesson statistics (error count, changes, comments) are available on the fields. By default the fields are minimized and the bugs are not displayed. The field can be maximised and minimised again to gain access to bug lists. Use **>>** button to minimise and maximise the fields.

Apart from the bug list display options such as browsing the bugs in a selected lesson, other options are available:

- Report general issue

Opens the report form of general bugs which are not connected with *.flo and *.page files (NonLeo Bugtrack)

- Expand lessons/Collapse lessons

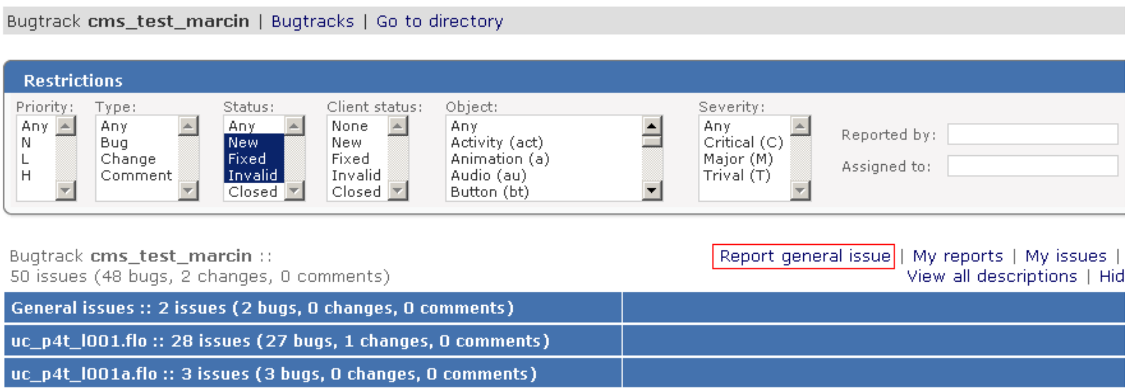
Expands/collapses bars (folds/unfolds bugs for particular flo.)

NonLeo Bugtrack

CMS Bugtrack can also be used to report bugs in projects that do not use .flo files (bugs are not related to any pages in .flo).

To add bugs to such a Bugtrack:

- find a project folder in CMS in relation to which the Bugtrack was created;
- display the Bugtrack by clicking on the **View bugtrack** link (upper right corner of the screen);
- report 'general issue' by clicking on the **Report general issue** link (under the filter set);



fill in the bug report form and save it by clicking on the **Report general issue** link.

NOTICE:

- 'General issue' bugs can be reported for each bugtrack unless they are related to *.flo and *.page file.

- 'General issue' bug report form is similar to a standard bug report form (the 'page' field is unavailable).
- When submitting a 'general issue' the tool for making screenshots is not available.
- 'General issues' bugs are located in the bugtrack, on the top of the site and under the .flo bugs (if there are any).

Reindex

When creating a lesson, the order of the added lessons may sometimes change, new pages may be created, some of the pages may be removed, etc. If there are any changes to the structure of the lesson to which the bugs have already been reported, the assignment of 'bug – page' will become invalid. All new reported bugs will be assigned correctly and formerly assigned bugs will contain misleading information. To eliminate that problem, the reindexing of the pages is necessary. To do this:

- display bugtrack general view
- choose 'Reindex option' from the lesson bar (the one which we want to reindex)

At this point 'bug – page' connections will be updated.

NOTICE:
In Bugtrack bugs are assigned to specific pages in .flo. Bugs are connected to .page file not to the position in .flo where the specific page appears. Therefore, the 'Reindex pages' function will not work when we change the order of pages in .flo while also changing names of the files that contain those pages. To make 'Reindex' work properly, do not change the names of .page files connected to .flo

Reporting

The option 'View report', which is available in the view of the whole bugtrack, makes it possible to switch to the page with reports concerning the current bugtrack. The menu on this screen is the following:

List of bugtracks | Browse bugtrack | Go to directory

Clicking on the option 'List of bugtracks' switches to the screen with the list of bugtracks. Clicking on 'Browse bugtrack' switches to the main view of the whole bugtrack and clicking on 'Go to directory' switches to the main folder where the bugtrack has been created.

The screen with the view of the report is divided into three sub-tabs:

- General – this tab contains general information about the bugtrack:
  - Bugtrack name – the name of the bugtrack;
  - Created – the date the bugtrack has been created;
  - Browse – link to the main view of the bugtrack;
  - CMS project path – link to the folder where the bugtrack has been created (the path via CMS);
  - Real path – link to the folder with project files (not in CMS)
  - The oldest issue – the date of the first bug;
  - The youngest issue – the date of the latest bug.

Total issues – this tab contains tables with information about the bugs reported; all tables contain the number of bugs according to their types (Bug, Comment, Change, Total):

  - orderings to the course elements (Total, General, Page, Flo, Panel) – Issue Numbers Table;
  - severity of a given bug (Critical, Major, Inconvenient, Trivial, no parameter) – Severity Table;
  - bug status (New, Fixed, Closed, Invalid) – Status Table.

- User statistics – this tab contains two tables displaying the information on the number of issues, depending on the type of issue, status and type of issue and the total number of issues for:
  - reporter – Issues per reporter;
  - assignee – Issues per assignee.
- Object statistics – this tab contains a table displaying the number of issues assigned to different objects on page (Activity, Animation, Audio etc.)

Administrator options

CMS administrator can create new project folders (Shares) and Bugtracks. Both options are available in the 'Admin' on the left side of the page.

Shares

The 'Shares' option makes it possible to browse through, edit, create and delete new shares.

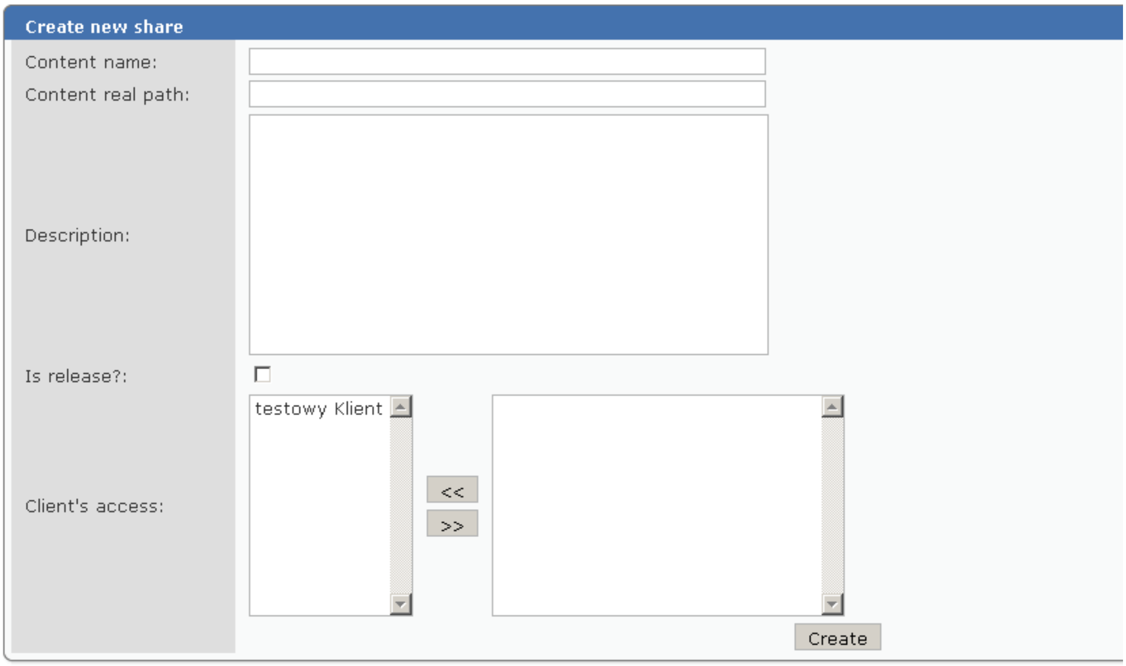
Restrictions

In the 'Restrictions' area the user can filter the displayed shares. The following options are available in this area:

- Content name – name of the share
- Path – path to the share's main folder
- Client's Release – displaying only public shares (Yes), only private shares (No), displaying all shares.
- User – displaying shares assigned to external users (external)

Creating new share

Below the 'Restrictions' area there is 'Create new share' link. Clicking on this link will open a form to open new share:



This form contains the following options:

- Content name – name of the share;
- Content real path – real path to the share's main folder;
- Description;
- Is release? – option providing access to the share in the external CMS;
- Client's access – list of external users who can have access to the share.

After completing the form click on **Create** to open new share.

Share list

The share list contains the following columns displaying the available information and options:

Name	Path	Created	Is client	Users	Actions
Universal Curriculum English	c:/ydp/resources/cms/uc/en	2010-01-11 15:10	No		Details Edit Remove
Universal Curriculum Danish	c:/ydp/resources/cms/uc/dk	2010-01-05 11:29	No		Details Edit Remove
UC English Release	c:/ydp/resources/cms/uc/en/release	2010-01-11 14:25	Yes	[illegible]	Details Edit Remove

Name – name of the share (clicking on the name of the selected share switches to the share's main folder);

- Path – path to the share's main folder;
- Created – the date the share has been created;
- Is clientRelease – information whether the share is accessible in the external CMS (release);
- Users – list of the external users assigned to the share;
- Actions – list of available actions (Details, Edit, Remove):

- o Details – displays all data on the share's details:
  - Content name – name of the share;
  - Content path – path to the share's main folder;
  - Description – share's description;
  - Is client's path – information whether the share is accessible in the external CMS (release);
  - Client's users – list of the external users assigned to the share;
  - Created – the date the share has been created;
  - Modified – the date the share has last been modified.
- o Edit – displays the share's edition form with the same options as when creating new share.
- o Remove – removes the selected share.

Bugtracks

'Bugtracks' option makes it possible to browse through, edit, create and remove new bugtracks.

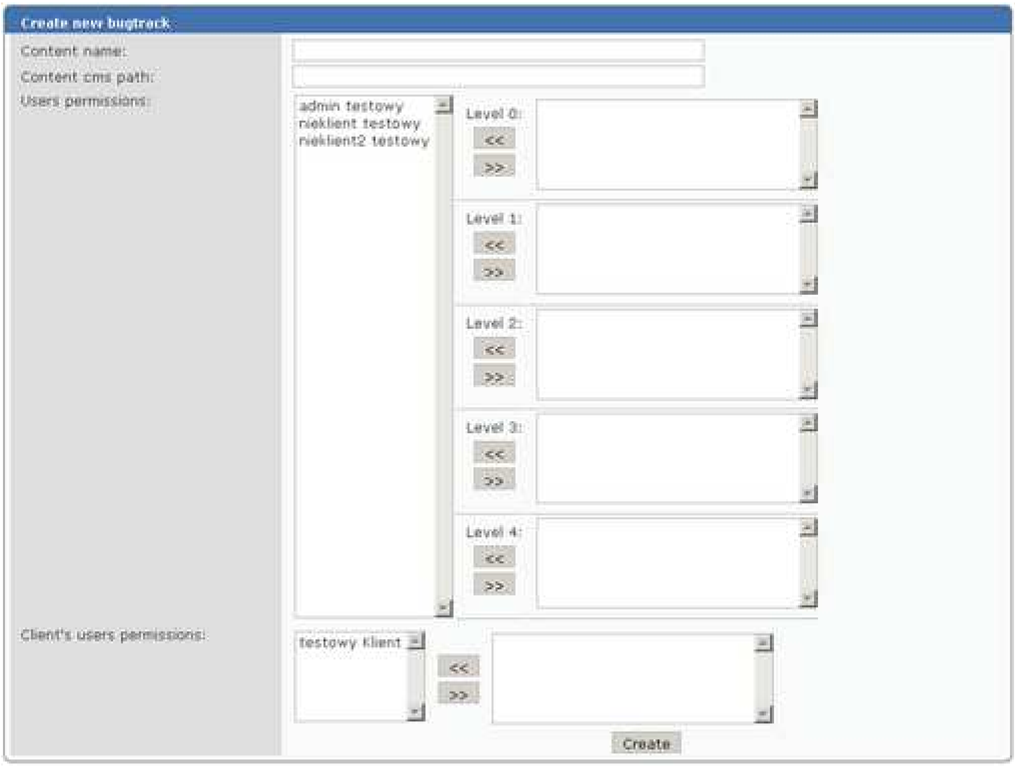
Restrictions

In the 'Restrictions' area the user can filter the displayed bugtracks. The following options are available in this area:

- Name – name of the bugtrack;
- Content Path – path to the bugtrack’s main folder (the cms path to the foldername to which the bugtrack is assigned)

Creating new bugtrack

Below the 'Restrictions' area there is a 'Create new bugtrack' link. Clicking on this link will open a form to create new bugtrack:



This form contains the following options:

- Content Bugtrack name – name of the bugtrack;
- Content cms path – cms path to the bugtrack's main folder
- Users permissions – here users can be assigned to bugtrack on one of five levels of access; Options available according to the assigned access are presented in the table below:

	0	1	2	3	4
View bugtrack	x	x	x	x	x
Report new bugs		x	x	x	x
Edit bug		x	x	x	x
Change status to Fixed, Invalid		x	x	x	x
Change status to Closed			x	x	x
Edit 'Assigned to' field			x	x	x

- Client's users permissions – here external users can be assigned to bugtrack;

After completing the form, click on **Create** to create new bugtrack.

Bugtrack list

The bugtrack list contains the following columns displaying the following information and options:

Name ▼	Path ▲▼	Created ▲▼	Actions
uc_english_bugtrack	Universal Curriculum English	2010-01-07 16:13	Edit

- Name – name of the bugtrack (clicking on the name of the selected bugtrack switches the user to the bugtrack homepage);
- Content path – path to the bugtrack's main folder (the cms path to the folder to which the bugtrack is assigned)
- Created – the date the bugtrack has been created;
- Actions – list of the available actions. In this column, after clicking on 'Edit', the user can change the settings of the selected bugtrack with the aid of the same form as when creating new bugtrack.

Remarks

- When creating new bugtrack with the option of reporting bugs by external users, one has to make sure that inside the folder (share) where the bugtrack is being created, there is a share, which had been made accessible for external use (release).
- Please remember that a bug is assigned to specific flo, therefore a bug reported to a specific flo will be displayed next to all the flo files with the same name located inside the folder with the bugtrack. Please make sure that different flo files have unique names.
- Before creating new Bugtrack on given folder, make sure that it will not interfere with another bugtrack.