



The Online eLearning Course Creation Tool

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# Overview

This guide describes the use of the Virtual College eLearning content creation tool Create.

Create allows users to create Scorm 1.2 complaint content for upload into virtual learning environments, learning management systems and managed learning environments.

Create allow users to use a range of media to create eLearning content, including text, audio, images and videos.

Create provides Content creators with:

- Ability to embed videos, from YouTube and as a direct upload
- Ability to add Flash content (swf)
- Ability to hyperlink to email and websites
- Ability to preview courses before exporting
- New HTML5 standard templates
- New HTML5 interactive templates with simple but effective quizzing options
- New Page interactions, including timings and dis/appearance of page elements
- New inclusion of written narration

# **Technical Details**

To use Create you will need:

• Internet access on any browser above IE7, Chrome 23, Firefox 28

#### **Content media requirements**

Media to be used in Create is required to be in the following formats:

- Images: jpg, png, gif
- Movies: file size limited to 30MB
  - To embed from YouTube- embed code
  - Direct upload- mp4, mov, wmv, avi
- Embedding Flash (swf) files
- Audio: mp3

Please note: All file sizes are limited to 30MB

## **Terminology used**

In Create we use the following terms;

**Activity:** Activities are a collection of pages that are exported to create an eLearning package. With Create you can create as many pages and select which to export to make your Activity.

**Activity page:** Activity pages are single pages of content that you create in order to build your Activity.

**Template:** Templates are pre-set page designs that are provided for you to create Activity pages.

# **Accessing Create**

The Create tool is an online content creation tool available anywhere you have an internet connection.

To log on you will need to have a username and password assigned to you. Your Account Manager or Administrator will be able to provide this for you.

To log on to the online content creation tool log on to your browser and visit:

<section-header><section-header><section-header><section-header><section-header><section-header><section-header><text>

https://create.virtual-college.co.uk/

Log on to the tool using the details provided by your Virtual College Account Manager.

Ticking the **Remember Me** box will keep your details on the page to help you log in more easily.

*Please Note: You should only do this on a secure machine to prevent unauthorised access to your courses.* 

🔺 Create	Welcome to Create
	Virtual College's online Authoring Tool, developed at our customers' repart to that you can create your own in-house trackable (SCORM compliant) e-learning content for itel/why via Emable, your Virtual College Learning Management System.
Wetcome, mel hall ( soar) Ghenge Pissword i Log out	If you need help or assistance, just CaR or email your Account Manager or our Create hotime where we will arrange for someone to help talk you through any quarter or quantions you may have.
Activities	Please notic: after a period of inactivity of 20 minutes on this site, you will automatically be logged out, to please ensure you save all course content as you go.
VIRTUAL	So start Creating today.
Conseque.	Croste an View MV
	Activity Courses

A successful log in will result in the above Welcome screen appearing.

## **User Details**

The system offers the ability to change your password.

To do this use the change password link on the left-hand menu.

Welcome, Andrea Change Password | Log out

ld Password:	New Password:
*	*
	Confirm New Password:
	*
Change Cancel	

To change your password,

- Enter your current password in the old password field
- Fill in the new password field with your new chosen password
- You will need to confirm the new password by entering the new password for a second time

To save the new password select Change.

# **To Create Content**

In the Virtual College Authoring tool, Create, an eLearning content package is called an Activity. Activities are made up of a series of Activity pages.

When you log into Create you can view existing Activities and create new Activities from the home page.



### **Getting Started**

The first step in the process is to create a new Activity. The 'Activity' is the package of pages that will make up your learning package.

Selecting Create an Activity opens the Create Activity page.

Create	Home Activities
Verkoemen mei haft ( unar) sange Password   Ling bat	Activities Your activities are listed here. To start creating a new activity, click the 'Add New Activity' button.
VIRTUAL	Add New Activity +
Consection	Looks like you don't have any activities. Would you like to create one?

Select Add New Activity (or create one) to start and the Create Activity page will appear.

Create	Home Activities Create Activity	
Welcome, mini hell ( user) Change Factoretti ( Lag col)	Create Activity Please enter the name of your course and a brief description o course, and then pick the option of HTMLS if thes is an HTMLS	f oo more than 250 characters. Select the master page you would like to use far this course.
	Activity Name	Master Page
COLLEGE		Please select a Template
Contact Us	Description	IS HTME ST
	Descrution	×
	Size Cancel	

Enter the name of your Activity (learning package), add a description if required.

Select a template for the Activity. There are two templates within Create, *Master* is used for Activities that are intended for only PC use, *HTML5 Master* is for use on all devices, including tablets and smartphones.

If using HTML5 as Master Page Templates please ensure the HTML5 slider is turned to green.

s HTI	ML5?
~	

Select **Save** to set the parameters of the Activity.

<b>*</b>	Create	Home Activities Create Activity	
	nations, mainal pribacement i Log out	Create Activity Please enser the name of your course and a brief description of course, and then pick the option of HTMLS-If this is an HTMLS-	no more than 250 characters. Select the master gage you would like to use for this ourse.
-	Grees		
-	Companies	Activity Name	Master Page
	Activities	User Manual	Please select a Template
會	Branding	Description	S FITHE Measure Template
=	Templates	Save Cancel	
90	Template Resources	A STATE	
A	Sample Containts		
	Contact Us		

Selecting **Save** brings up a view of the pages created.

As this is your first Activity and page your list will be empty and the Page List box will invite you to create one.

To create a	new slide	select Add	new nage	hutton or	r the <b>Creat</b>	e one lini	in the P	age List box.
io create a	new shue	Select Auu	new page	bullon of	the creat			age List DUA.

	Master Page
•	Master
	Update Cancel
	a second a s
Filters	

# **Creating a Page**

Pages are content pages that are contained within your Activity which can contain images, text, video and sound files.

Content pages are built using any of the templates available from the template drop down.

Activity Page		
e enter a name and description for your page. Please also template this page uses.	provide a narration media file and som	e narration text. You will also need to s
emplate this page uses.		
ime	Narration	
lame 🔺	Choose File	Choose file
escription	Narration Text	
Selcription	hame	
	Template	
	Please select a Template	

Creating a page is two-staged process; the first step is set the parameters for your page, to set these follow the following steps:

- **Name the Page**: Add the name and any description of the page in the name and description fields. NB: The name will be the name by which the page is listed in the content and on the previous Activity page.
- **Optional Add a description:** Add any description of the page into the description fields.
- **Optional Add Audio narration:** Using the **browse** button and browse to a saved file, and select **save**. The maximum size for a sound file is 30MB.
- **Optional Add narration text:** Either type in the text or copy and paste text into the field.
- **Select a layout:** Select a template from the drop down menu; this will display the format of the content page to enable a user to select the most appropriate layout for the content.

**NB:** Content cannot be edited until, at the least, the name and template have been selected and saved.

When basic details have been added, **Save** the page to enter the content editing stage.

When the screen refreshes the template elements on the page become available to edit.

# **Editing Content**

To add content to an Activity page simply left click into any of the elements on the page to access the editor functions.

	Added
ame	Narration
example html5 page 🗙	Choose File Choose file
escription	Narration Text
Description	Name
	Template
	HTML5 Title, Subtitle, Image next to Body
Save Cancel	
	HeaderSection1
Head	derSection2
ImageSection1	BodySection1

#### **Editing Images**

To enter an image simply left click on the image area in the template to show the Edit Content page.

Images can be .jpeg, .gif or .png formats.

image:					
oose File	Choose file	Update	Cancel		

- 1. Browse for an image using the **Choose file** option, which opens your operating system navigation enabling you to navigate through your file structure to select your chosen image.
- 2. Selecting or opening the file (depending on your operating system) will add the file to the field.
- 3. Select **Update** to embed the image in the slide.

NB: any large image entered will be automatically scaled down to the size of the image in the slide. However smaller images will not be scaled up.

<i>Header</i> HeaderSe	rSection1
Headerse	CUON2 BodySection1

### **Editing Text**

To edit text on a page, double click on the text areas you wish to change, this brings up the editing function.



The screen will refresh to display the Edit Content page where text can be entered and formatted.



The editing functions allow users to use a wide range of formatting options; a guide to the text functions is available in <u>Appendix 1</u>.

Once text has been entered and edited **Update** to save the content.



## Timeline

The new Timeline feature enables content creators to add HTML5 animations to your courses that enable the content elements on the page to appear at a timed interval.

Animations available are:

- fade in down this fades the element into focus from a grey background
- fade in up this fades the element into focus from a grey background
- fade in this fades the element in to focus from a grey background
- **fade out** this fades the element out gradually and then removes the image
- fade out remove this fades the element out until it is grey and then removes it
- scale in this expands the image from a point at its central point to its full size

Controls for these are:

- **hide on page load** this hides the element when the page is loaded and then performs the animation according to the time controls set
- start time this delays the start of an animation for the specified number of seconds
- duration this plays the animation for the specified number of seconds

Timeline elements are set using the add animation control.

Add Animation

To set a Timeline control:

- 1. Select an animation
- 2. Select the page element to be animated
- 3. If required set a start time (in seconds) and duration for the animation, again in seconds
- 4. If the element is to be hidden when the page loads set the **Hide on page load** to green
- 5. Update to save

Animation:	StartTime:		
Phease select a Arimation			
Page Denerit:	Our ation:		
Phase select a Element	۰		
Hide on page load?	Update		
×			

On the page refresh the timeline control will display and be available for editing or deletion.

		Example	HTMLS Page		
		Lorum	Lorax		
5			elefend a eitt ac dignis sollicitudin nen in nich utrickis. Maecenta ten eitt anim utrau utrices nu elit enim utraces. Draecent leo neus, plan Cras ac wilt a tentor va et magnis dis patuliet graeida mi sagien, non Nam sagien neque. lec sotlerisque semper ma armet, formerdum sed	amet, consectetur atlgasto sin. Ettam sed augus es an . Sad molestie torem ubrice are molestie torem ubrice are molestie torem ubrice are molestie tore quam consectet stat ut vulputate quic, tinci- rius sagitis. Cum socia nat it montes, nazostur ridiculu molestie arms loborts id. Inia convallis congue vestib agna. Mauris neque net. Allo pours. Nularis eque net. Allo pours. Nularis eque total allo pours. Nularis eque total allo	te tempor is mi congue lus fermentum, ur wi, et semper dunt eget ribb, oque pematibus is mut, feultam ukum, guet eu locufs sit mic. Petfentesque
meline					
Add Animation +	o yetur courses triat er	aure the content elemen	ts on the page to appear at	a timed interväl.	
Template location	Start time	Duration	Animation	Hide on page load?	
ImageSection1	0		facleinDown	Yes	

To add further animations repeat the process with another of the page elements.

#### Adding YouTube Video

A Helpful feature in Create is the ability to add YouTube videos.

To add a YouTube video you will need to select the *YouTubeNoTitleNoText* template or the *HTML5 Title, Subtitle, YouTube* template.

		Added	
ame		Narration	
Youtube	*	Choose File	Choose file
escription		Narration Text	
Description		Name	
		Template	
		HTML5 Title, Subtitle, Youtube	2
Save			
	Header	Section1	

To add a YouTube video you will need the Video's embed code. This can be found on the YouTube page of your chosen video.



The embed code required is the string of letters and numbers after <u>http://youtu.be/</u> in this example the embed code is yslzPF3BfpQ

To add this use the **Edit Video Embed Code** button to access this page or select the **YouTube** text in the HTML5 template.

Content			
uTube embed code:			
XgIATND_bTU			

Paste or type the embed code into the field, please note this is case specific, and then **Update** to save.

The screen will refresh and you can preview the content on the Activity page, **Save** the content when you are satisfied with your upload.



Please note: no other control is enabled with the YouTube code so adding start times or resizing will not have any effect on the video embedded.

#### Adding Video

To add video to your Activity you will need to use the *VideoUploadNoTitleNoText* or *HTML5 Title, Subtitle, Video* template.

Choose File Choose file
Narration Text
Name
Template
HTML5 Title, Subtitle, Video
HeaderSection1

Video formats that Create can upload are as follows:

- mp4
- mov
- wmv
- avi

These files need to be less than 30MB in size, while this seems like a small file 30MB is around 3 -3½ minutes of play.

As content in Create is designed to be viewed on as many platforms as possible, any video uploaded is converted into four other formats, FLV, MP4, OGV and WEBM. These formats enable the video to be seen on a wide range of mobile devices and in all the major browsers.

To upload video use the **Edit Video** button to access the editing screen or if using the HTML5 template click on the **Video Upload** text.

Browse for your chosen video and click **Update**.



On updating you will be taken to the Progress page. This page allows you to view the progress of the conversion of your video to the four formats.

You will need to wait for all formats to be processed before you can move forward.

	d correctly and is currently be			
	ensure your video content is p of the encoding below.	layable on as many devi	ces as possible.	
verall Progress (	25%)			
FLV	0			
MP4	0			
	~			
OGV	0			
WEBM	0			
A R POPULATION				

When your video has been converted you will be given the option to go back to your Activity page.

#### Progress

Your video has been uploaded correctly and is currently being encoded into multiple video formats. This process is carried out to ensure your video content is playable on as many devices as possible. You can monitor the progress of the encoding below.

FLV	0
MP4	<b>e</b>
OGV	<b>e</b>
WEBM	<b>e</b>

On returning to the Activity page you will be able to preview your video.



When you are ready **Save** your Activity page.

#### **Adding Flash Content**

To add Flash content to your Edit Activity Page Activity you will need to use Please enter a name and description for your page. Please also provide a namation media file and some namation test. You will also need to select what template this page uses. the FlashNoTitleNoText template. Name Narration As with all Activities save the flash \* Choose File Choose file page parameters to access the Description Narration Text Edit Flash button. Name Template Flash/NoTitle/NoText Since Cancel Flash

On clicking the Edit Flash text you will be given the option to upload both a .swf file and an image file.

As Flash is not supported by a number of handheld devices Create has the option to upload an image in place of a Flash file so that your users view an alternative image to the inaccessible flash content.

Edit Content	
	choose to use flash in your activity, that you include a back-up image. This is because flash isn't supported in ices. This image will show in the instance that flash ISN'T supported.
mammyblue2.swf	Change
Now select the flash file you wa	ant to use where flash IS supported:
frog.jpg	Change
Update Cancel	

Please ensure both are uploaded. Update the Activity and Save the page as usual.

# **Quizzing templates**

Create now has quizzing templates.

The template included allow content creators to add the following

- Drag and drop
- Single correct answer multiple choice questions
- Multiple correct answer multiple choice questions

### Drag and drop

Drag and drop quizzes can be used to test user's understanding by asking them to match fields together.

To demonstrate the functionality of a drag and drop course this example will show how to create a drag and drop quiz.

In the example below we have 2 drop zones, blue and yellow and a series of items which will be matched into one or the other of them.

Match the words to t	heir colour
	Question: 1/1
Please select the items below and then select	which area you think they belong in
Sea	Sand
Sun	Sky
Blue	Yellow
Submit	
11/4 <b>+</b>	

## To set up the page use the *HTML5*, *Title*, *Drag* template.

lame	Narration		
drag 🗶	Choose File Choose file		
Pescription	Narration Text		
Description	Name		
	Template		
	HTML5 Title, Drag		
Save	HeaderSection1		

Click **Manage the Drag and Drop Quiz** to access the Quiz Manager.

When in the Quiz Manager the first step in the set up process is to set up the first drop zone, click **Add Drop** to access the control.

# Quiz Manager

Add as many drops as you like below:



rop:		Add Cancel	
Blue	*	Add Cancel	

Type in the text label for the Drop Zone and select **Add** to add it to the quiz.

Next add in the draggable elements by selecting Add Drag.

Edit Drop		
		Added
Drop: Blue	*	Update Cancel
Drags Add Drag		
Drag	ls correct?	Points

Draggable elements can be marked as correct options by using the **Is Correct** slider, when marked green the element is marked in Create as the correct option.

Add Drag	
Enter an option to this, the number of points allocate	ed (integers only) and whether this is the correct option
Drag	Is Correct?
Sky *	
Points:	Update Cancel
10 *	

Optional: Drags can also be scored, these scores report out in some Learning Management Systems. If scores are required please add whole number in as points.

When all details have been added select **Update** to save the drag.

This will update and the Drag item will appear as an editable item.

		Added
Drop: Blue	*	Update
Drags Add Drag		
	ls correct?	Points
Drag	is correct.	

To add further draggable items repeat the process.

Below the 'Sea' Drag is added. To add this enter the Text, points, select if is the correct option.

Drag		Is Correct?	
Sea	*		
Points:		Update Cancel	
10	*		

Select **Update** to add the Drag element.

As only two drags are being added to this example the next step is to update the Drop element, this will save the drag elements within it. Select **Update** to do this.

Edit Drop		
		Edited
Drop: Blue	*	Update Cancel
Drags		
Add Drag		
Drag	ls correct?	Points
Sky	Yes	10
Sea	Yes	10

The Quiz Manager page will then show the Blue Drop item as an editable item.

Quiz Manager	
Add as many drops as you like below:	
	Edited
Drop	
Blue	

To add the second range of drag option and their drop zone, repeat the process by adding a new Drop zone. This time the Drop Zone is Yellow.

Add Drop	Select <b>Add Drop</b> to add in the new Zone. Type in the Text and Use Add to save the Drop
Add Drop	
Drop: Yellow	Add Cancel

Add Drag

Add the Drag elements to the drop by selecting Add Drag.

### First Sun, with the following settings;

Add Drag	
Enter an option to this, the number of points allocate	ed (integers only) and whether this is the correct option
Drag	Is Correct?
Sun 🗶	
Points:	Update Cancel
10 *	



Edit Drag	
Enter an option to this, the number of points allocated	(integers only) and whether this is the correct option
Drag:	Is Correct?
Sand * Points:	Update Cancel
10 *	

And once again **Update** the Drags and the Drop to save the changes.

### This appears in the Quiz Manager as below.

Quiz Manager	
Add as many drops as you like below: Add Drop	
	Edited
Drop	
Blue	
Yellow	

The drag and drop options are now set in the Quiz Manager.

Once the drags and drops are configured navigate back to the Edit Activity page to set up the title/question by clicking on the header text and then save the question.

ring. Description	Chevrole Wile	
Description		Choose file
	Internation Treat	
Department of	And a local diversity of the local diversity	
	Torquiero	
	HTMUSTER Dieg	

This completes the slide.

When previewed or exported the slide appears as below.

	Question: 1/1
Please select the items below and then select whi	ich area you think they belong in
Sea	Sand
Sun	Sky
Blue	Yellow
Submit	

To answer the quiz users click on a drag item and then on the drop zone, this places the drag item into the drop zone. Selecting **Submit** marks the question and gives feedback to the user.

	Match the words	to their colour
		Question: 1/1
Please select t	he items below and then se	elect which area you think they belong in
		Sand
Blu	е	Yellow
Sea ✔	Sun 🗙	Sky 🗙
Submit		
You did get part of the	question correct. Review your a	inswers above - you may need to add more answers.

A correct response is shown below.

	Match the word	s to their colour	
			Question: 1/1
Please select	the items below and then s	elect which area you think t	hey belong in
Blu			low
sky 🗸	Sea 🗸	Sun 🗸	Sand 🗸
Submit			
	Congratulations, that	is the correct answer!	
1/4 +			

### Adding single correct answer multiple choice questions

Create provides the ability for course creators to test user's understanding using single answer quizzes.



Edit Activity Page

To set up a single answer quiz open a new page and use the *HTML5 Title, Quiz* Template.

Click **Manage Quiz** to access the controls to build the quiz. Please enter a name and description for your page. Please also provide a narration media file and some narration text. You will also need to select what template this page uses.

	Added	
Name	Namation	
Single Correct 🔹	Choose File Choose file	
Description	Narration Test	
Description	nama	
	Template	
	HTMLS TIEL QUIE	
Save	HeaderSection1	
Manana (04)		
Manage Quiz		

In the resulting screen select **Add Question** to add the Quiz's question.



This will open the control to add the question to be asked and the option for the response.

a Question type

In question type select Single- correct and add the text of the question under Question.

	Question Type:
s the Queen's birthday? *	Single-correct

Select **Add** to save the Question settings.

Once the Question is saved, the control for adding Answers appears. Use **Add Answer** to add the first answer option.

		Added	
Question: When is the Queen's birthday? Update Cancel	*	Question Type: Single-correct	•
swers td'Answer			
nswer	ls correct?	Points	

Add the answer text, mark as correct or incorrect and add a score; in this example this is the correct answer. Select **Update** to save this answer option.

Add Answer	
Enter an option to this, the number of points allocate	ed (integers only) and whether this is the correct option
Answer 21st April * Points:	Is Correct?
100 *	

Add incorrect answers by following the same process, leaving the Is Correct as off (red)

Add Answer		
Enter an option to this, the number of points allocate	ed (integers only) and whether this is the correct option	
Answer	Is Correct?	
11th March \star		
Points:	Update Cancel	
o  *		

*Tip: use an even number of answers as this looks best on the page design.* 

When all answers are added, **Update** the question to save the settings.

		Added	
Question:		Question Type:	
Update Cancel	dayê 🗶	Single-correct	1
swers			
sweis			
sd Answer			
dd Answer	ls correct?	Points	
	Is correct?	Points 100	/ 0
ld Answer nswer st April	1214240306510	11202-0228	
id Answer	Yes	100	

The question then appears as an editable item in the Quiz Manager.

Quiz Manager		
	Edited	
Question	Туре	
When is the Queen's birthday?	Single-correct	

# Navigate back to the Edit Activity page to **Save** the settings of the Page.

Name	Narration
Single Correct *	Choose File Choose file
Description	Narration Text
Description	Name
	Template
	HTML5 Title, Quiz
Save	
	HeaderSection1
Manage Quiz	

A header may be added, if no header is required for the page then no header will appear in the final page

	Question: 2/2
When is the Queen's birthday?	
21st April	21st June
25th December	11th March
	Submit
<b>■</b> 1/5 ←	

On export or preview the completed question will appear as below:

Create User Manual v2.2
The Create tool gives appropriate feedback to the user according to the answers given.

The Correct feedback is as below.



### Incorrect feedback is as below



# **Adding Multiple Correct Answer Questions**

Adding multiple correct answer quizzes is almost the same process as single answer quizzes except that the Multiple choice option is selected and more correct answers are set.

The example below shows the process for setting up the question.

To add a multi response quiz set up the template as per the single answer (use HTML5 Title, Quiz).

dd Activity Page ease enter a name and description for your page. Please also p hat template this page uses.	provide a narration media file and some narration text. You will also need to select
Name Multiple Correct * Description	Narration Choose File Narration Text
Description	Name
Save	Template HTML5 Title, Quiz
,	HeaderSection1
Quiz	

Use the Quiz manager to add the question.



Add the question text and for a Multi response select the Multi- correct option.

Edit Question	
Question:	Question Type:
What are the Queen's sons called?	Multi-correct
Update Cancel	

Add questions, with text, marked as correct or incorrect and any points to be awarded for successful selection as shown in the previous example. **Update** to save the answer.

This is an example of the setup of a correct answer.

Edit Drag	
Enter an option to this, the number of points allocate	d (integers only) and whether this is the correct option
Drag:	ls Correct?
Charles *	
Points:	Update Cancel
33 *	

### This is an example of the setup of an incorrect answer.

Edit Drag		
Enter an option to this, the number of points allocate	ed (integers only) and whether this is the correct option	
Drag: William * Points: 0 *	Is Correct?	

Add as many responses as required.

*Tip: Use an even number of answers as this looks best on the page design.* 

Edit Question						
		Edited				
Question: What are the Queen's Update Cancel		Question Type: Multi-correct	•			
Answers	Answers					
Add Answer	Add Answer					
Answer	ls correct?	Points				
Charles	Yes	33				
Edward	Yes	33	<ul> <li></li></ul>			
Andrew	Yes	33				
William	No	0				

A populated question appears as above; when all answers are added **Update** the question to save the settings.

The question then appears as an editable item in the Quiz Manager.

Quiz Manager		
	Edited	
Question	Туре	
What are the Queen's sons called?	Multi-correct	

Navigate back to the edit Activity page and **Save** the page to save all of the settings.

On export or preview the quiz appears as below



The quiz gives appropriate feedback to users; this is an example of an incorrect response

This is an example of a correct response.



### **Edit Activity**

The edit Activity page allows a user to control the pages created within an Activity. This allows the user to arrange the Activity as needed. With the option to turn off pages as a feature, a course can be built and then exported for differing audiences without deleting pages.

Edit Activity	
Please enter the name of your course and a brief description of no course, and then pick the option of HTML5 if this is an HTML5 course.	more than 250 characters. Select the master page you would like to use for this se.
Name	Master Page
Demo *	HTML5 Master Template
Description	HTML5 Course?
optional	
	Update Cancel
Add New Page + Preview O	
Activity Page Name	Package? Order
example html5 page	
Youtube	
Video Upload	
drag	

Controls for the pages within an Activity are:

- To re-edit the page: use the pencil icon to re-open the page
- To reorder pages: use the arrows to move pages up and down the list
- To add further pages: select add new page at the top of the screen
- To delete a page: select the red bin icon and confirm deletion when asked

## Packaging up your Activity

Once all of your required slides are created and in the correct order, you will need to export the pages to upload to your learning management system.

### **Preparing for Export**

Before exporting you should;

- Ensure pages required are created and all elements in the pages are edited
- Ensure pages are in the order you wish for them to be viewed in. (In descending order 1, 2, 3 etc.)
- Select which pages are not/to be exported
  - To include the slides in the package to be exported ensure the green ticks are displayed
  - To remove any from the package click to deselect. Deselected pages are noted by the red x. Deselecting pages enables different versions of packages to be exported out of the Authoring Tool without deleting any pages.

When all pages are fully populated, in the correct order and de/selected the package is ready to export.

Activity Page Name	Package?	Order
example html5 page		
Youtube		
Video Upload		
drag		
Single Correct		
Multiple Correct		

## Administrator functions:

Create has a number of functions which are limited to Administrator roles.

**Exporting courses:** This is limited so that courses can be quality checked and approved before export and upload to any LMS.

**Branding:** Branding only applies to Activities built with the master template. Branding allows users to label the exported courses with a corporate logo.

User control: This allows users to create and delete users and the companies in which they belong.

### **Exporting your Package**

Exporting your Activity is done from the Home page.



To export from the main page simply use the **Export** button to start the system packaging up your Activity.

This will open the Open/Save command in whichever operating system you are using.

In IE9 this appears as:



In Firefox this will open the following:



In Chrome the download appears on the bottom bar:



In Safari this opens the following:



Always use the **Save/Save as** functions where available to save the exported file in a recognisable and accessible place on your computer/network.

The export contains a Scorm 1.2 ready zip file that is ready for upload to your LMS, no conversion is required.

The package can then be uploaded into the LMS using the standard process for your LMS.

### Branding

The Authoring tool offers the opportunity to add your organisation's logo to the navigation bar to brand your learning material.

The logo will appear in the learning material's navigation bar as shown.

NB: Branding your organisation is limited to Administrator roles.



 Branding
 To access the branding function click on menu item on the left hand menu and select branding.

 Company Branding
 Value of the second of th

In the branding tool simply click on **Choose file**; this will open your operating systems navigation to enable the user to browse to the image required. Use Open/Save, depending on your operating system, to select the image. This will display the file name in the field.

Current Logo	Your Company's Logo Here		
New Company Logo	Choose File	Choose file	

Selecting Save will save the image and apply it to all courses exported from the tool.

The maximum dimensions for your logo are 154x70px; these can be in jpeg or png format.

Should you wish to change the logo simply revisit the page and repeat the procedure.

### User control

The user controls allow administrators to add users onto the system.

Users				
Add New User 🕂	Filters			
First Name	Surname	Email	Enabled	
mel	hall ( user)	mel.hall@me.com	<b>~</b>	<b>/</b>

### To add a new user

Use the Add New User button to access the controls, and add the new user's details.

Add	l Ne	ωU	ser

Email:	First Name:
*	*
Password:	Surname:
*	*
User Type:	Company:
Please select a User Type	мнс
Create	

In use	r choose either:	User Type:	
Or	<i>Customer Admin</i> , if you are creating an adminstrator (can add users and export content) <i>User</i> if they are only to create content	Please select a User Type Please select a User Type Customer Admin User	•
In con	npany, if a range is available, pick the company they	Company,	

Company:	
МНС	•

Create the user by selecting **Create.** 

are to be added to.

The user will have been added in to Create and can then access the system using their email address and the password you set for them.

# **Appendix 1: Using the Text Editor Functions**

The text editor allows users to be able to use more formatting controls whilst creating their content. As the editor has a wide range of functions an outline of the functionality is given below. The functionality is broken down by toolbar, with button functions reading left to right.

Source		allows users to view or edit the source code of the functions is useful for users who are familiar with
	Print: This button will open a dialogue box to allow the user to print the content of the page	
Editing functions: Cut, paste, o	сору	
X B B B 4 >		Cut: This function allows the user to cut a selected text fragment to the clipboard
		Copy: This function allows the user to copy the selected text fragment to the clipboard
		Paste: This function is used in conjunction with cut and copy to embed content
		Paste content as plain text: This function pastes content from the clipboard without any formatting
		Paste from Microsoft Word: This function pastes content copied from MS word (or similar) from the clipboard with formatting
		Undo & redo: Undo or redo the most recent action performed

# Text manipulation

Q ta   🗐   ABS+	Find: This function allows a user to find a word or phrase in the document.
	Find and replace: this function enables a user to find and replace a word or phrase in the document
	Select all: This button selects all contents of the document.
	Spell check: This feature checks the spelling of the document text or turn on the <i>Spell Check As You Type</i> (SCAYT) feature.

# Text formatting options

BIU <del>S</del> x <sub>2</sub> x <sup>2</sup> T <sub>x</sub>	Bold: adds Bold formatting to text
B 1 0 3 A 1X	Italic: adds Italic formatting to text
	Underline: adds Underline formatting to text
	Strike-through: adds strikethrough formatting to text
	Subscript: this function converts the highlighted text to <sub>subscript</sub>
	Superscript: this function converts the highlighted text to <sup>superscript</sup>
	Remove formatting: this function removes the formatting from highlighted text

# Layout options

]= := += +E 9	? ♡♡ ≧ Ξ Ξ ≡ ▶¶ ¶.		
	Insert/ remove a numbered list: Create a numbered list.		
	Insert/ remove a bulleted list: Create a bulleted list.		
	Decrease/ Increase Indentation: This function defines the spacing between the beginning of a block-level element and the left margin or gutter. Multiple levels of indentation can be used. Note: due to the nature of this formatting option, indentation can only be applied to a block-level element, like a paragraph or a list item.		
	Block quote: This can be used for highlighting quotations. It is recommended to use this type of formatting when the quoted text consists of several lines or at least 100 words. To add a block quotation to your text, press the button on the toolbar. Once added, the block quote formatting appears in the document on the location of the cursor.		
	Div Container: This is an advanced feature that should only be used if you have sufficient knowledge of Web standards. This tool can be used to apply the same formatting rules to block- level elements throughout a page. Sometimes it is also useful to be able to apply formatting to a larger document fragment that extends beyond one block. If this is the case, a standard practice is to add a div container around a document fragment.		
	To add a div element to your text, press the toolbar button. The Create Div Container dialog window that will open enables you to set configuration options that define the properties.		
	<ul> <li>Text alignment: This function determines the placement of text relative to the page (or the editing area).</li> <li>Text alignment can only be applied to a block-level element, like a paragraph, an image or a list item.</li> <li>The Editor supports the following alignment options: <ul> <li>Align Left</li> <li>Centre</li> <li>Align Right</li> <li>Justify</li> </ul> </li> </ul>		
	Set text direction as from left to right (default value for most Western languages) or from right to left (languages like Arabic, Persian, Hebrew).		

<ul> <li>Link: This function allows a user to create a hyperlink in the text.</li> <li>These features can also be used for the following Hyperlink types:</li> <li>Website</li> <li>Email</li> <li>Anchored (flag) text</li> </ul>
Unlink: Unlink removes any links assigned to the highlighted text
Anchor: this functionality allows a user to jump to identify selections of text. To use this function:
<ul> <li>Highlight text to be referred to and 'flag' it with a name.</li> <li>To link to the flagged text, highlight text and use the link function with the 'link to anchor in text'</li> </ul>

Table: This function enables a user to create a table with a user defined number of columns and rows. Users can set the height and width of the table as well as control cell padding, boarder width and text alignment. A caption and/or summary of the content can also be added.
Divider: this function inserts a divider line (horizontal) into the page
Special character: This function inserts a special character or symbol from a selectable range into the page.
Iframe: This function allows a user to embed other web content into a page using an iframe.

Styles • Nor	Block styles: selecting from block styles allows a user to format a block of text.
Block Styles	
Italic Title	To use this function highlight text and select the style required from the drop down menu.
Subtitle	
Special Container	
Inline Styles	
Marker	-



TIP: When using these functions please consider readability, as some colours are harder to read than others
Maximise: This function maximizes the editor to the full browser window. Show Block: This function highlights all block-level elements in the document.

## **Appendix 2: All Slide Layouts**

### **Master Sides**

### Image comparison slides





### Images Left and Right.

The left and right images slides have the same options, just with the images either on the left or the right hand side.



Title		
branch that operated a and Navy of the Galacts functioned under their Imperial stormtroopers to Emperor Palpatine, dt	own <u>command structure</u> , ultimately answered directly se architect of the <u>New Order</u> of the known <u>galaxy</u> under hief enforcers—both within the	lmage left, title subtitle

# Large Image Slides







# **Text Slides**

Sub title	
Lorem ipsum dolor silt amet, consectetur adipiscing elit. Proin rhoncus erat sed Jaculis ullamcorper. Curabitur imperdiet nunc sed orci portxitor, eu blandit mi volutpat. Praesent eros dui, interdum vitae erat eget, eleifend malesuada elit. Pellentesque posuere est quis pulvinar ornare. In hendrerit pretium turpis ut rhoncus.	Text subtitle
Title Lorem Ipsum dolor six amet, consectetur adipiscing elit. Proin rhoncus erat sed iaculis ullamcorper. Curabitur imperdies nunc sed orzi portitor, eu blandit mi volutpat. Praesent eros dui, interdum vitae erat eget, eleifend malesuada elix. Pellentesque posuere est quis pulvinar ornare. In hendrerit pretium turpis ut rhoncus.	Text Title
Title Sublitie Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin rhoncus erat sed iaculis ullamcorper. Curabitur imperdiet nunc sed orci portitor, eu blandit mi volutpat. Praesent eros dui, interdum vitae erat eget, eleifend malesuada elit. Pellentesque posuere est quis pulvinar ornare. In hendrerit pretium turpis ut rhoncus.	Text Title Subtitle

## **Multimedia Slides**



# **HTML5 Master Templates**

These slides are all HTML5 complaint and should not be mixed with the master slides.





	Title Subtitle Video
Match the words to their colour Question: 1/4	
Please select the items below and then select which area you think they belong in	
Send Sky	
Blue Yellow	
	Drag and Drop Quiz
Subout	
Question: 2/4	
When is the Queen's birthday?	
21st.April 21st.June	Single Correct
25th December 11th March	Answer Quiz
Submit	

What are the Que	Question: 3/4 en's sons called?	
Charles	Edward	Multiple Correct
Andrew	William	Answer Quiz
	Submit	
■127 ◆ ◆		

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