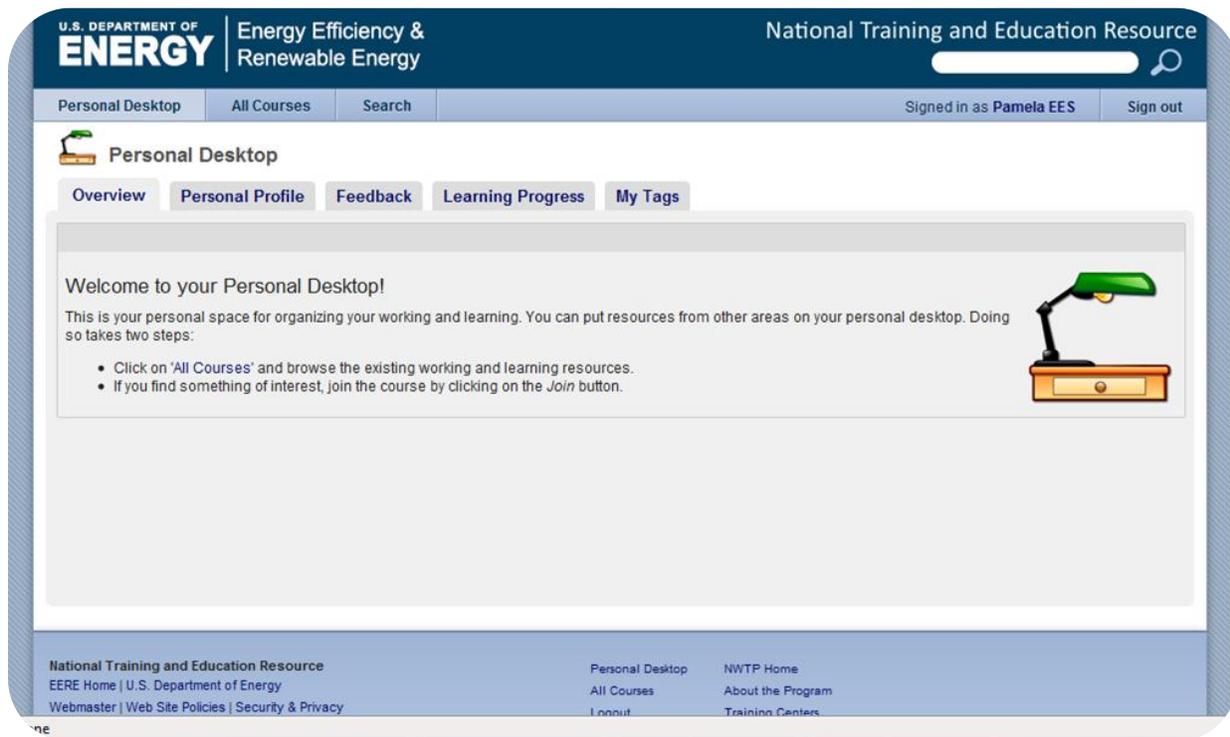




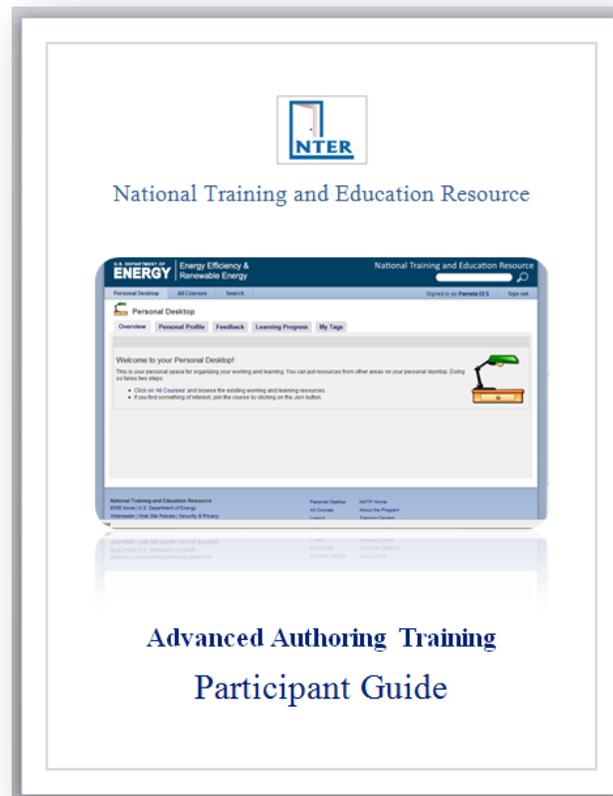
# National Training and Education Resource



## Advanced Authoring Training Participant Guide

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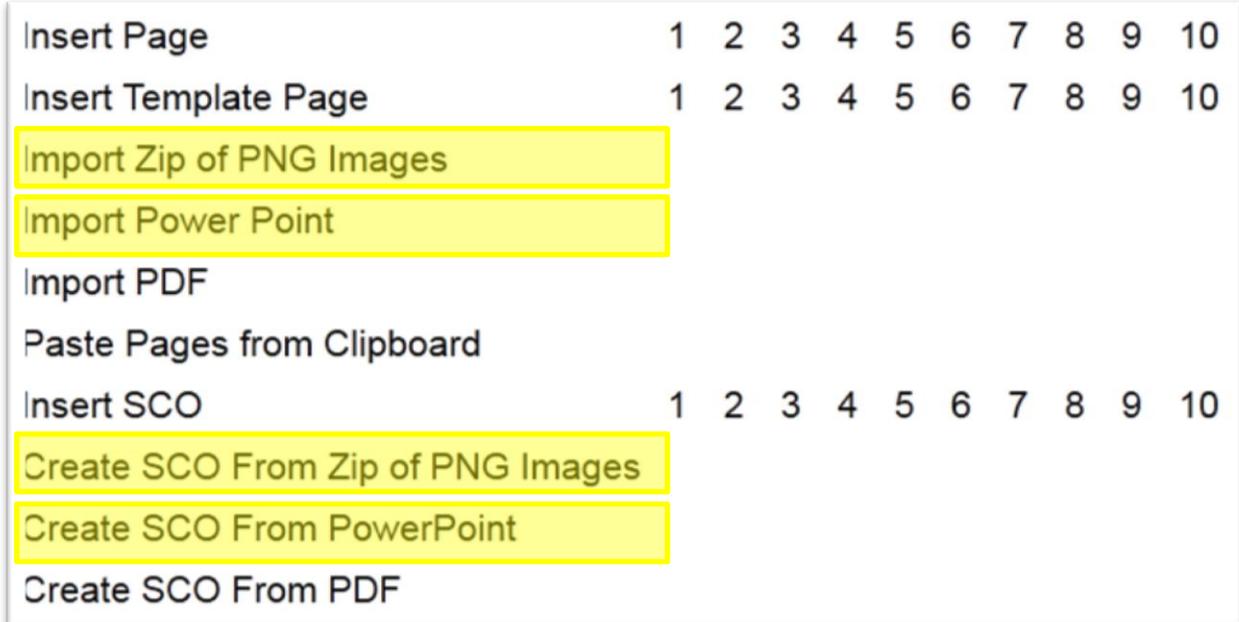
## **NTER Advanced Authoring Training Participant Guide Objectives:**

This participant guide was written to aid participants during and after NTER's Advanced Authoring training. It contains step by step instructions on how to use various advanced features within NTER that were not discussed within the basic *Authoring Training CBT*. At the completion of training, participants should be able to:

- Import PowerPoint into a lesson.
- Manage (add/edit and hide) learning objectives within lessons.
- Specify page navigation styles for a learning module.
- Branch from one page to another within a lesson.
- Link a page to an external website.
- Manage content revisions within a learning module.
- Reuse a lesson using the Export and Import features.

# HOW TO IMPORT POWERPOINT INTO NTER

## *Several Ways to import PowerPoint*



### **Ways to Import PowerPoint:**

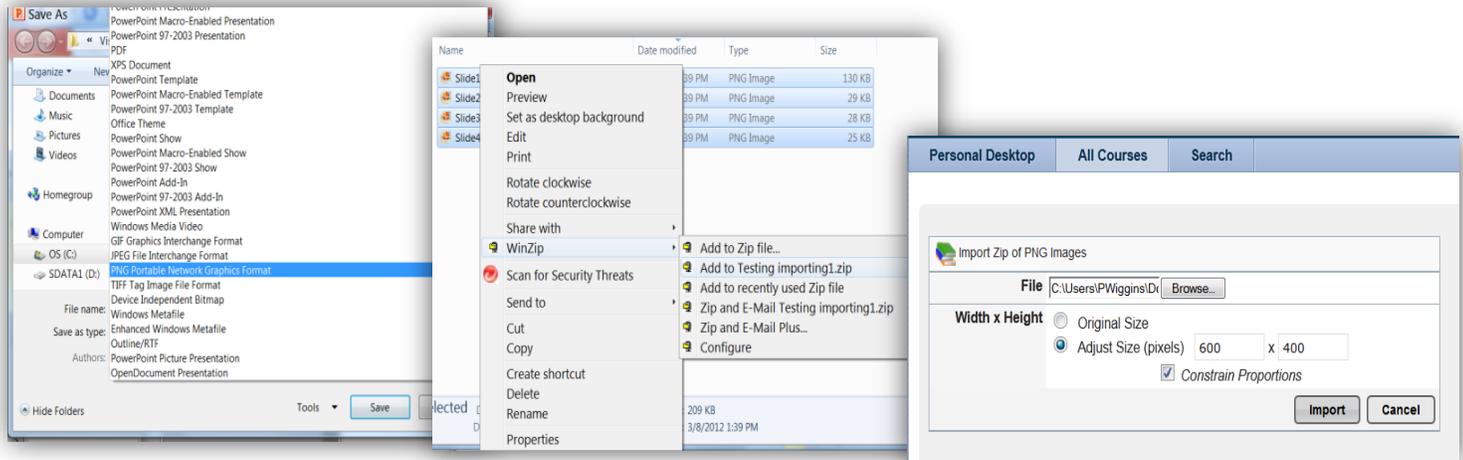
There are several ways to import PowerPoint slides into a learning module within NTER. Each method enables the slides to be a separate page within a SCO. The four main ways are listed below:

- Import Zip of PNG images
  - Allows you to save a presentation as PNG images and import the images into an existing SCO.
- Import PowerPoint (Automatically)
  - Allows you to automatically import a presentation into an existing SCO without saving it as PNG images first.
- Create SCO from Zip of PowerPoint
  - Allows you to save a PowerPoint presentation as PNG images and then import them while creating a new SCO.
- Create SCO from PowerPoint (Automatically)
  - Allows you to automatically import a presentation into a new SCO without saving it as PNG images first.

Automatically importing a presentation without saving it as PNG images is faster and it works well for basic presentations. If you need to import a presentation that contains such items as page numbers and cropped embedded graphics, then you should save the presentation as PNG images first, so that no distortion is displayed.

To import a presentation while creating a new SCO, you can follow the same steps as importing a presentation into an existing SCO, except select Create SCO from zip of PNG images or Create SCO from PowerPoint. All of the steps are displayed below.

## Import Zip of PNG Images



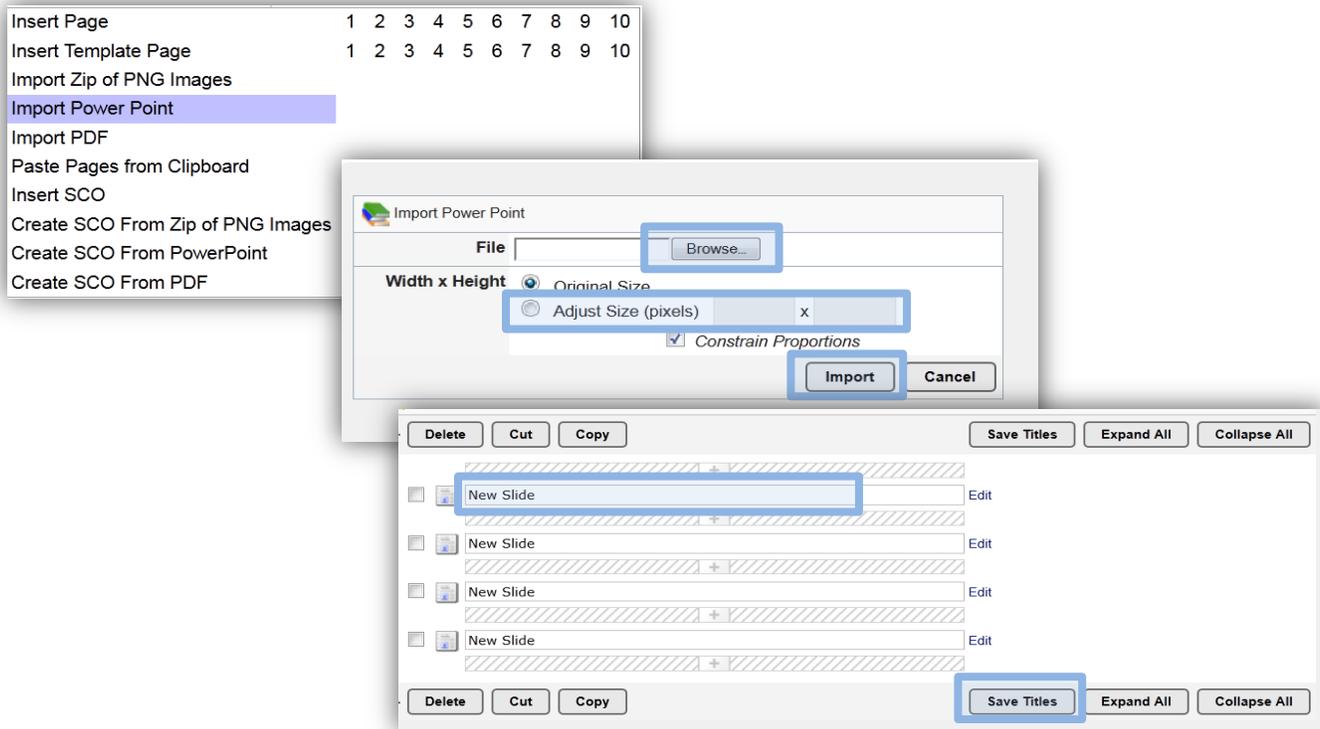
### Import a PowerPoint Presentation as a Zip of PNG images:

The three main steps to import a Presentation as a zip of PNG images are listed below.

1. **Save a PowerPoint Presentation as PNG images** - by completing the following steps:
  - Open the desired PowerPoint Presentation.
  - Click on the **Office** button, (or click on the *File* tab), then select *Save As*.
  - Select the *Other Formats* option or click on the *Save File as type* drop-down arrow.
  - Click on the *PNG Portable Network Graphics format* option.
  - Click on the *Save* button.
  - Click on the *Every Slide* button and click on the *OK* button.
2. **Package the PNG images into a zip file directory**. There are several ways to complete this task, and if you do not know how to zip PNG images and the steps below do not work for you, then you may need to contact your system administrator for help.
  - Select and open the desired directory that you just created.
  - Click on the *File* button if needed.
  - Click on the **WinZip** option. Click on the title of the zip file, and click on the **OK** button. (or select all of the images and then Right click the selected images and click on the **WinZip** option that includes the title of the presentation and click on the **OK** button)
3. **Import the zip of PNG images** – by completing the following steps:
  - Within NTER select the desired SCO, and click on its **Content** bar.
  - Select the *Import Zip of PNG Images* option.
  - Click on the *Browse* button, and select the desired zip file.
  - Click on the *Adjust Size (pixels)* radio button and enter the desired size (i.e. 600 x 400).
  - Click on the *Import* button.

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## Import PowerPoint (Automatically)

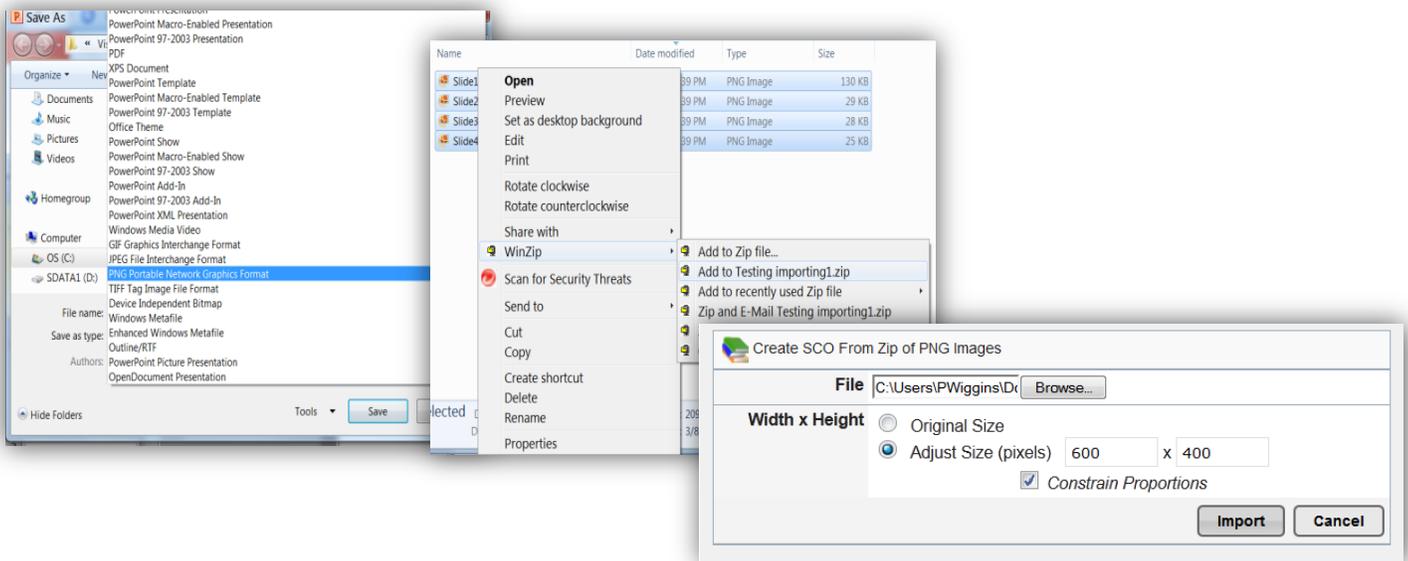


### Automatically Import PowerPoint:

To automatically import a PowerPoint Presentation into a SCO/lesson, complete the following steps:

- Click on the title of the desired chapter.
- Click on the **Content Bar** below the desired SCO/lesson.
- Click on the **Import Power Point** list item.
- Click on the **Browse** button and select the desired PowerPoint presentation.
- Click on the **Adjust Size (pixels)** radio button and enter the desired size (i.e. 600 x 400).
- Click on the **Import** button. Each slide will be titled “New Slide”.
- Change the name of each slide, and click on the **Save Titles** button.
- Click on the **Preview** button to preview the slides.

## Create SCO from Zip of PNG Images



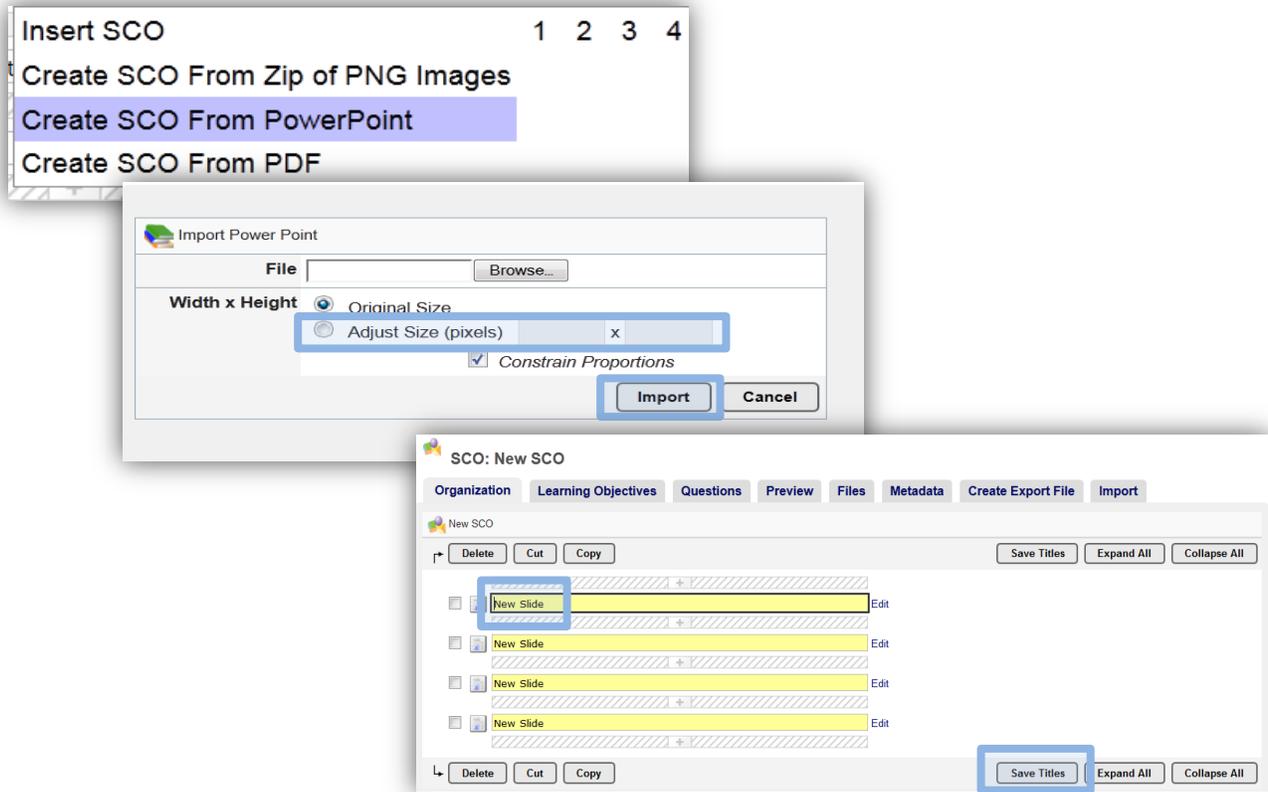
### Create SCO from Zip of PNG images:

To import a PowerPoint presentation while creating a new SCO, complete the following steps.

1. **Save a PowerPoint Presentation as PNG images** - by completing the following steps:
  - Open the **desired Presentation**.
  - Click on the **Office** button or click on the **File** tab, then select **Save As**.
  - Select the **Other Formats** option or click on the **Save File as type** drop-down arrow.
  - Click on the **PNG Portable Network Graphics format** option.
  - Click on the **Save** button.
  - Click on the **Every Slide** button and click on the **OK** button.
2. **Package the PNG images into a zip file directory**. There are several ways to complete this task, and if you do not know how to zip PNG images and the steps below do not work for you, then you may need to contact your system administrator for help.
  - Select and open the **desired directory** that you just created.
  - Click on the **File** button if needed.
  - Click on the **WinZip** option (or select all of the images and then Right click the selected images and click on the **WinZip** option that includes the title of the presentation).
  - Click on the title of the **zip file**, and click on the **OK** button.
3. **Import the zip of PNG images** – by completing the following steps:
  - Within NTER select the **desired chapter**, and click on its **Content** bar.
  - Select the **Create SCO from Zip of PNG** option.
  - Click on the **Browse** button, and select the desired zip file.
  - Click on the **Adjust Size (pixels)** radio button and enter the desired size (i.e. 600 x 400).
  - Click on the **Import** button. The new SCO and each slide/page has default names.
  - Change the names of each slide and the name of the new SCO/lesson

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## Create SCO from PowerPoint (Automatically)



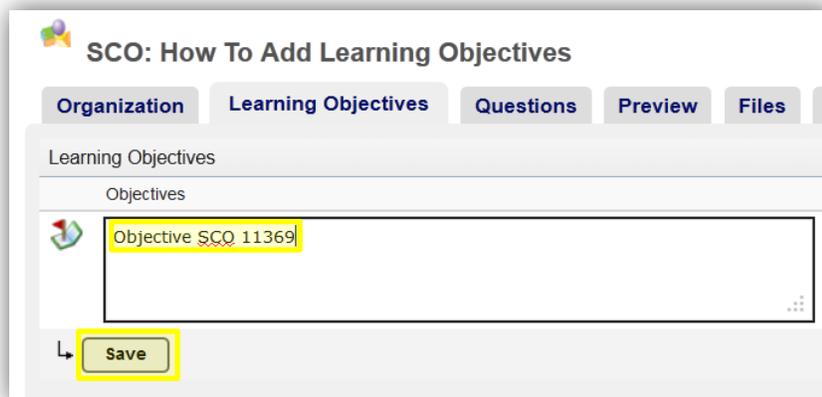
### Create SCO from PowerPoint:

To import a PowerPoint Presentation while creating a new SCO/lesson, complete the following steps:

- Click on the **title** of the desired chapter.
- Click on the **Content Bar**.
- Click on the **Create SCO from Power Point** list item.
- Click on the **Browse** button and select the desired PowerPoint presentation.
- Click on the **Adjust Size (pixels)** radio button and enter the desired size (i.e. 600 x 400).
- Click on the **Import** button. Each slide will be titled “New Slide”.
- Change the name of each slide, and click on the **Save Titles** button.
- Change the name of the SCO/lesson from within the Metadata tab or click on the title of the chapter that contains the SCO, and then change the name of the desired SCO.
- Click on the **Preview** button to preview the slides.

# HOW TO MANAGE LEARNING OBJECTIVES

## *Adding/Editing and Hiding Display of Learning Objectives*

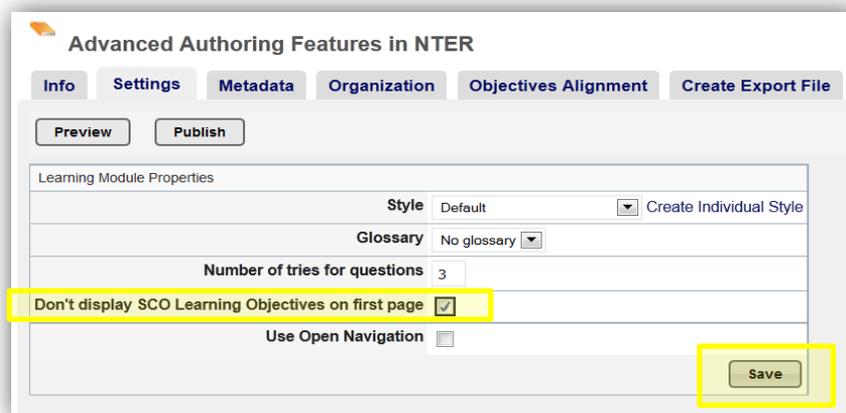


### **Managing Learning Objectives:**

By default a system generated learning objective page is automatically created for each SCO. The default learning objectives can be deleted and you can add your own learning objectives. If desired, you can hide/turn off the default learning objective page. Follow the steps below to manage learning objectives.

#### To edit the default learning objective:

- Select the **desired lesson** and click on its *Learning Objective* tab.
- Select and delete the **default objective** and type the **desired objective**.
- Click on the *Save* button.



#### To turn off the display of the Objective Page:

- Select the title of the **learning module** from within the *Organization* pane.
- Click on its *Settings* tab.
- Click on the **Checkbox** that is adjacent to “*Don’t display SCO Learning Objectives on first page*”.
- Click on the *Save* button.

## HOW TO SPECIFY PAGE NAVIGATION STYLES

### *Flow Style and Open Style*

Learning Module Properties

<b>Style</b>	Default	<input type="button" value="Create Individual Style"/>
<b>Glossary</b>	No glossary	
<b>Number of tries for questions</b>	3	
<b>Don't display SCO Learning Objectives on first page</b>	<input type="checkbox"/>	
<b>Use Open Navigation</b>	<input checked="" type="checkbox"/>	

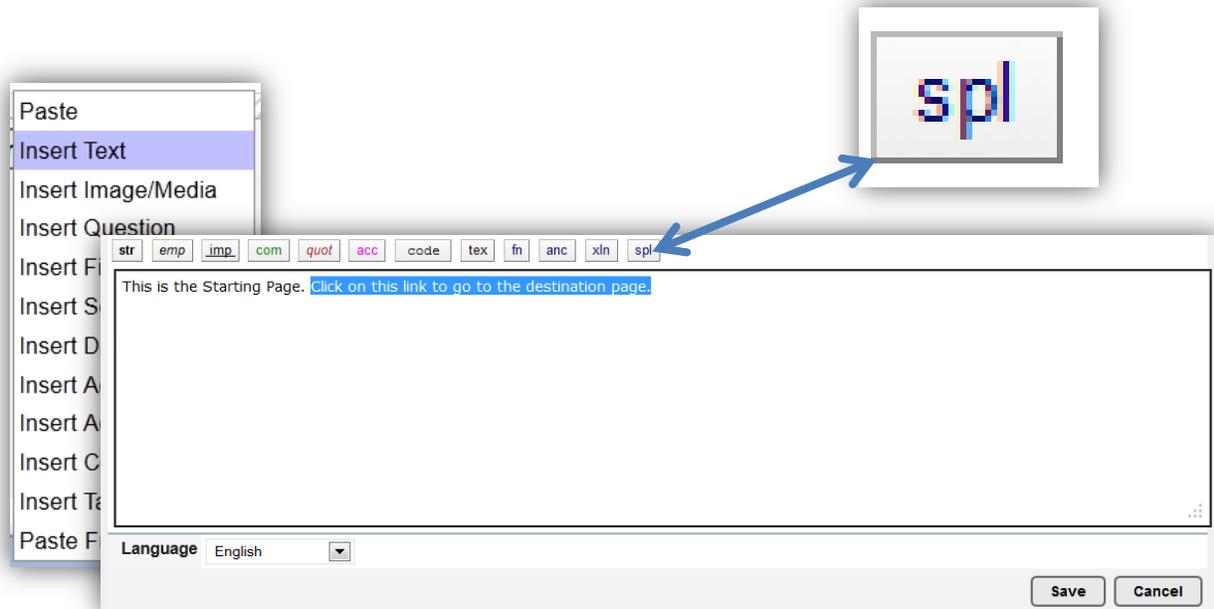
#### **Specifying Navigation Styles within NTER:**

There are two different Navigation styles within NTER; the Flow Style and the Open Style. The default navigation style is the Flow Style which forces students to sequentially view pages within a SCO. The Open Style allows students to sequentially view pages or randomly view pages within a SCO.

1. **Flow Style** – to view the Flow Style of a learning module that contains the default navigation style; follow the steps below:
  - Open the desired **learning module**.
  - Click on its **Setting** tab.
  - Click on the **Preview** button.
  - Click on the **desired lesson** within the table of contents.
  - Notice that the pages within the *Table of Contents* are grayed out, so the student is not able to randomly select pages. The student must click on the *Next* button to view the pages sequentially.
2. **Open Style** – to change from the Flow Style to the Open Style; follow the steps below:
  - Click on the **Setting** tab within the desired learning module.
  - Click on the **Use Open Navigation** checkbox.
  - Click on the **Save** button.
  - Click on the **Preview** button to preview the lesson in the Open Style.
  - Click on the **desired lesson**.
  - Notice that the pages are not grayed out which allows the student to randomly select pages without having to use the *Next* button unless desired.

# HOW TO BRANCH FROM ONE PAGE TO ANOTHER

## Using the SPL Inline Tag



### Branching from one page to another:

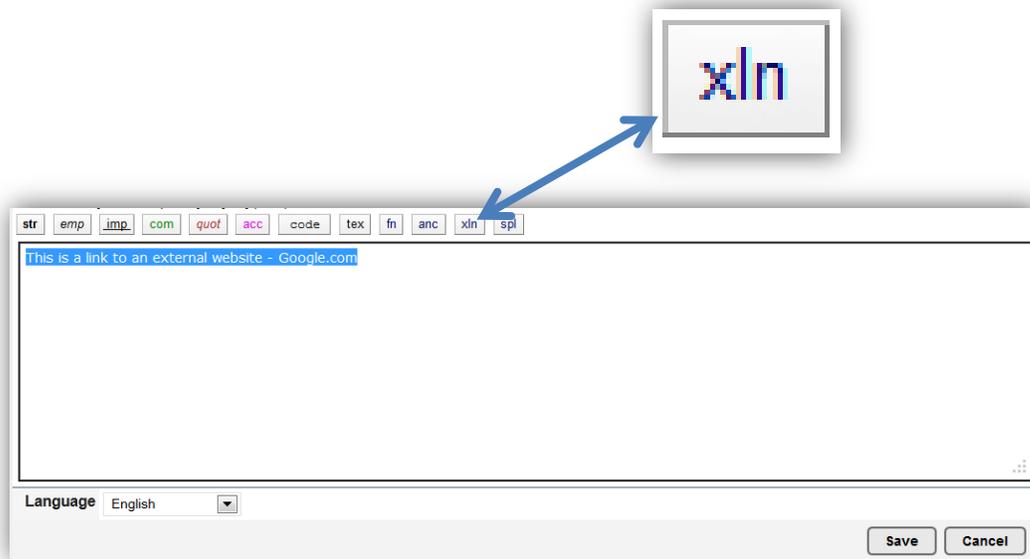
To branch from one page to another, use the step by step instructions below.

- Decide which page is the starting page and which page is the destination page.
- Decide if you are going to use an existing textbox within the starting page or add a new textbox.
- Access the desired Learning Module and select the **desired SCO**.
- Click on the **page** that you want to start at (Starting Page where you want to add the link).
- Click on the **Content Bar** of the Starting Page and add a Textbox by clicking on **Insert Text** or Edit the desired existing textbox by clicking on the textbox and clicking **Edit**.
- Type and select the **desired text** or select the desired existing text.
- Click on the **spl** inline format button.
- Select the **title** of the page that you want the link to branch to (destination page). The command makers will be inserted.
- Click on the **Save** button.
- Preview the learning module and test the link.

# HOW TO LINK FROM A PAGE TO AN EXTERNAL WEBSITE

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## *Using XLN Inline Tag Feature*



### **Linking to an External Website:**

To link from a page to an external website follow the steps below:

- Access the **desired page** that you want to link to an external website.
- Add a textbox to the page or edit the desired textbox.
- Type and/or select the **desired text**.
- Click on the **xln** inline tag. The command marker will be inserted.
- Type the **URL** of the desired website immediately after the double slashes (//) within the command marker.
- Click on the **Save** button.
- Click on the **URL** link within the textbox to test it.

# HOW TO MANAGE CONTENT REVISIONS

## *Using the History Tab to Manage Content Revisions*

The screenshot displays the NTER interface with the 'History' tab selected. The 'Page History' section shows a table of revisions:

Date	User	Action
<input checked="" type="radio"/> 15. Mar 2011, 10:55	EES, Pamela [pcees]	
<input checked="" type="radio"/> 15. Mar 2011, 10:54	EES, Pamela [pcees]	Rollback
<input type="radio"/> 15. Mar 2011, 10:54	EES, Pamela [pcees]	Rollback
<input type="radio"/> 15. Mar 2011, 10:53	EES, Pamela [pcees]	Rollback
<input type="radio"/> 15. Mar 2011, 10:52	EES, Pamela [pcees]	Rollback
<input type="radio"/> 15. Mar 2011, 10:42		
<input type="radio"/> 15. Mar 2011, 10:40		

Below the table is a 'Compare Selected Revisions' button. An inset window shows a side-by-side comparison of two revisions:

- Revision 15. Mar 2011, 10:16 - [pcees]: A plate for serving your sandwich is a nice touch. However, some people just use a napkin or paper towel, and others have been known to eat their sandwich over the sink or even as they walk out the door.
- Revision 15. Mar 2011, 10:23 - [pcees]: A [strip]plate [strip] for serving your sandwich is a nice touch. However, some people just use a napkin or paper towel, and others have been known to eat their sandwich over the sink or even as they walk out the door.

### Managing Content Revisions:

NTER allows the management of content revisions by enabling the ability to view the history of revisions that have been made, compare revisions, and rollback to an earlier version. To manage content revisions follow the steps below:

#### View History

- Access the desired page.
- Click on the **History** tab to view the pages history. It will display the dates that revisions were made within the current page. You can only compare the content within two versions at a time.

#### Compare Versions

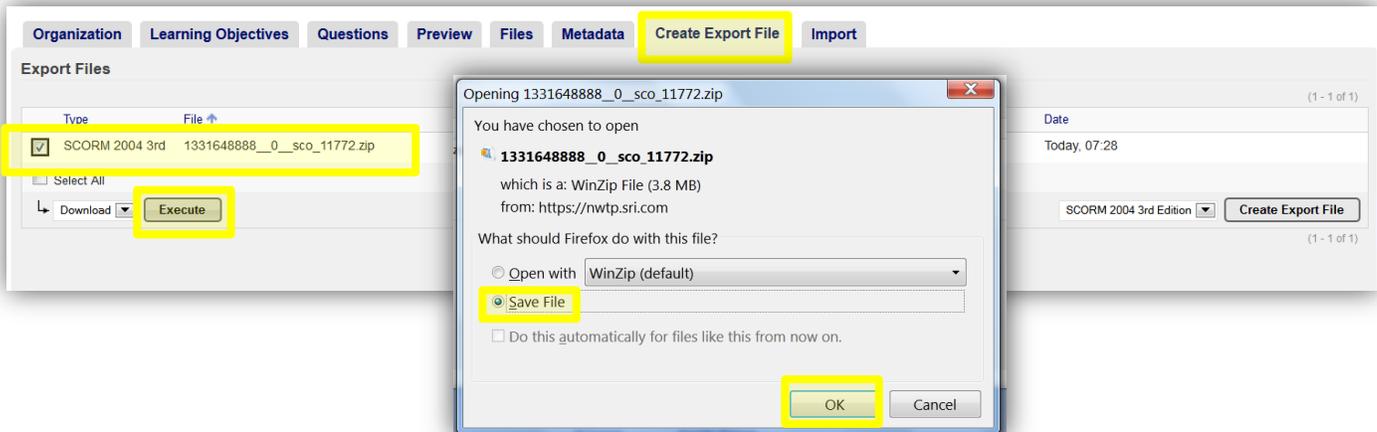
- Select the **radio buttons** of two different revision dates that you want to compare.
- Click on the **Compare Selected Revisions** button. You will be able to see what changes have been made easily because the changes will be highlighted with different colors for different types of changes.
  - Green = New Content
  - Blue = Modified Content
  - Red = Deleted Content
- Click on the **History** tab to go back to the previous screen.

#### Rollback to an earlier version

- Click on the desired **Rollback** link from within the History tab.
- Click on the **Confirm** button.
- Click on the **Preview** button to preview the changes.

# HOW TO REUSE A LESSON

## *The Import & Export Lesson Features*

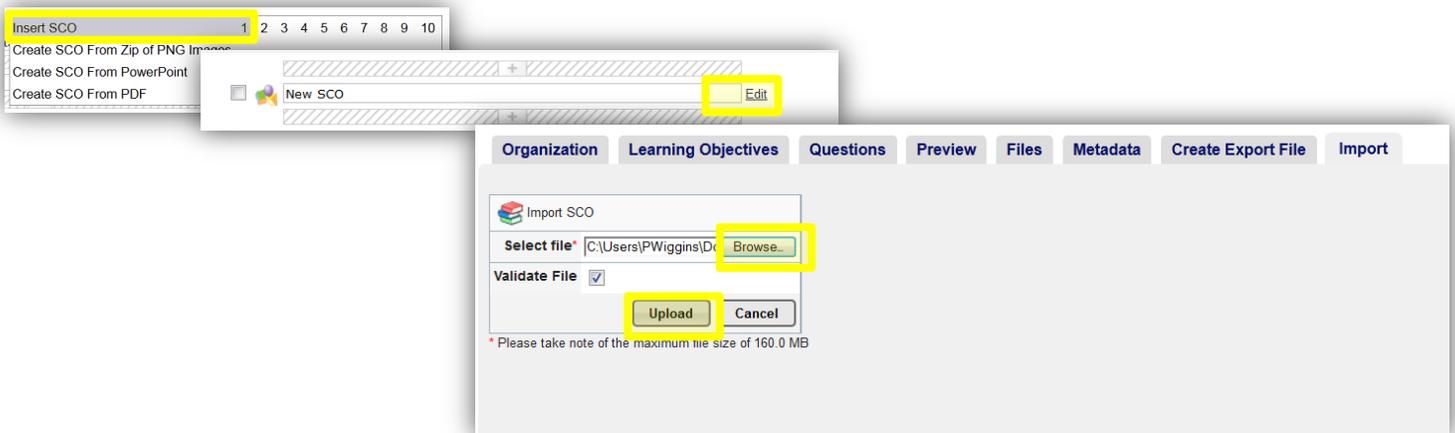


### **Re-Using Lessons:**

NTER allows the reuse of lessons by enabling the exporting of a lesson that you want to reuse and then importing it into the desired learning module. To reuse a lesson, follow the steps below:

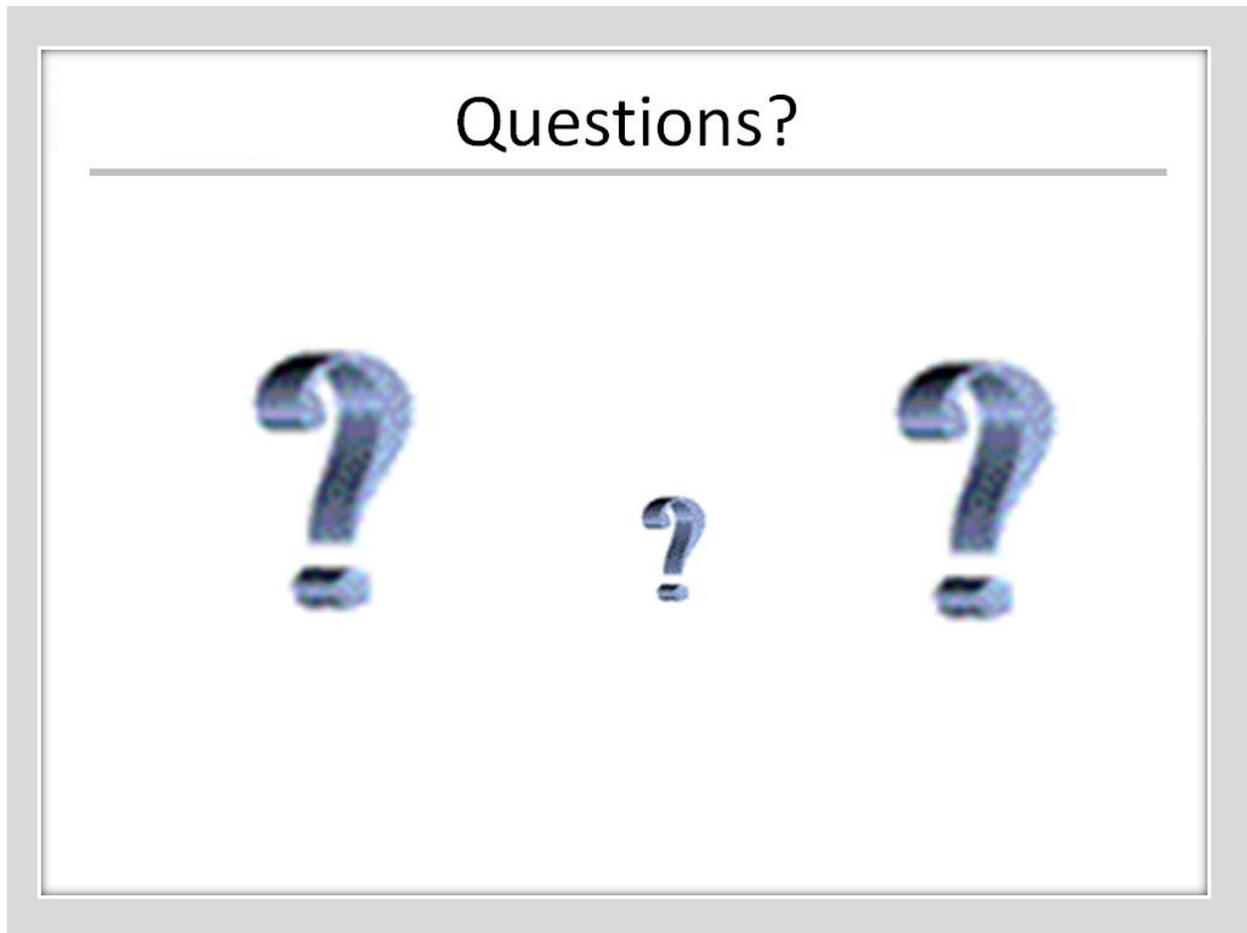
#### Export the desired lesson.

- Click on the **title** of the desired lesson to be exported.
- Click on the **Create Export File** tab.
- Click on the **Create Export File** button. A new export file is created.
- Click on the **checkbox** adjacent to the desired export file (that you just created).
- Click on the **Execute** button.
- If necessary, click on the **Save** radio button, and click on the **OK** button.



#### Import the exported file into the desired learning module.

- Open the desired learning module.
- Add a new lesson/SCO.
- Click on the **Edit** link next to the title of the new lesson.
- Click on the **Import** tab.
- Click on the **Browse** button and select the exported zip file.
- Click on the **Upload** button.
- Preview the exported lesson.



**Need Help:**

- There are other learning modules within NTER that may help, which can be found in the User Guide that is within the Documentation and Training category.