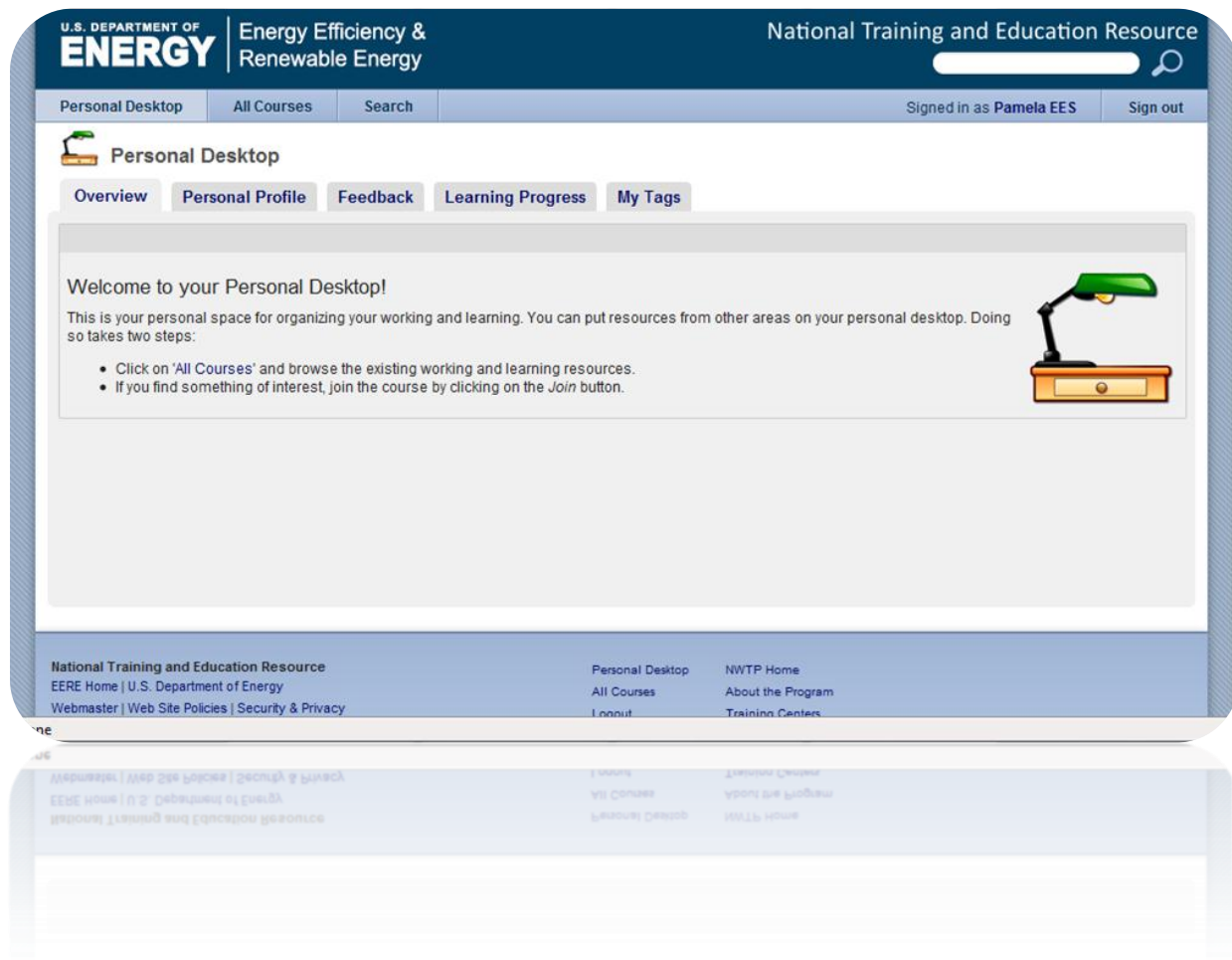




# National Training and Education Resource

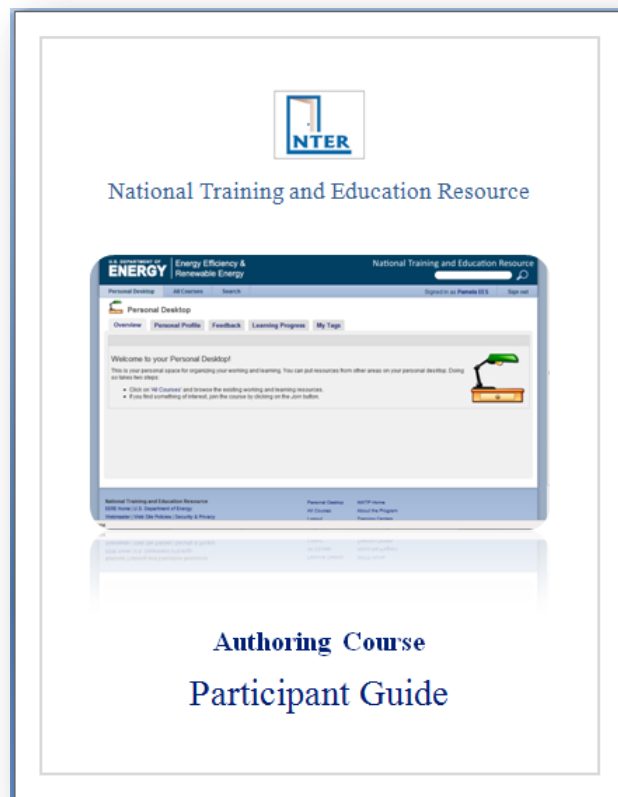


## Authoring Course Participant Guide

## Table of Contents:

<i>OBJECTIVES</i> .....	4
<i>OVERVIEW OF NTER</i> .....	5
<i>System Requirements</i> .....	5
<i>NTER Capabilities</i> .....	6
<i>What is the SCORM Player</i> What is SCORM?.....	7
<i>Roles and Permissions</i> .....	8
<i>Learning System Concepts &amp; Design Guidelines</i> .....	9
<i>LOGIN</i> .....	10
<i>INTRODUCTION TO NTER</i> .....	11
<i>Personal Desktop</i> .....	11
<i>All Course Tab</i> .....	12
<i>Learning Module/Authoring Mode</i> .....	13
<i>CREATING A LEARNING MODULE</i> .....	14
<i>Place a Course on the Desktop</i> .....	14
<i>Learning Module Design Plan</i> .....	15
<i>Add a Learning Module to a Course</i> .....	16
<i>Add a Chapter to a Learning Module</i> .....	17
<i>Add a Lesson (SCO) to a Chapter</i> .....	18
<i>Add a Page to a Lesson (SCO)</i> .....	19
<i>Add a Template Page to a Lesson</i> .....	20
<i>ADDING AND FORMATTING TEXT</i> .....	21
<i>Add Text to a Page</i> .....	21
<i>Formatting Text</i> .....	22
<i>Built-in Style Class</i> .....	23
<i>Styles and In-Line Formatting</i> .....	24
<i>Built in Syntax Shortcuts</i> .....	25
<i>Add an Advanced Table</i> .....	26
<i>Add Content to a Table</i> .....	27
<i>Format a Table</i> .....	28
Add, Move or Delete Rows and Columns within a Table.....	28
Refine Table Cell Properties .....	29
<i>Using Advanced Lists: Bullets</i> .....	30
<i>Using Advanced Lists: Numbered (within a template)</i> .....	31
<i>ADD MULTIMEDIA CONTENT</i> .....	32

<i>Add a Media Asset</i> .....	32
<b>PUBLISHING THE LEARNING MODULE</b> .....	33
<i>Publishing Task Flow</i> .....	33
Preview the Learning Module .....	34
Export a Learning Module .....	35
Add a New Item to a Course .....	36
Import the Learning Module .....	37
Set Learning Module Properties .....	38
Set Time Estimates .....	39
<b>CREATING A MEDIA POOL</b> .....	40
<i>Create a Media Pool</i> .....	40
<i>Create Media Pool Folders</i> .....	41
<i>Add an Item to a Media Pool</i> .....	42
<b>KNOWLEDGE CHECK QUESTIONS</b> .....	43
<i>Types of Knowledge Check Questions</i> .....	43
<i>Add Knowledge Check Questions</i> .....	44
<i>Add a Multiple Choice Question (with multiple correct answers)</i> .....	45
<b>FINISHING TOUCHES</b> .....	46
<i>Last Page Notice</i> .....	46
<i>Encouraging Feedback</i> .....	47
<b>HELP</b> .....	48




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

This participant guide was written to aid participants during and after classroom or online NTER Authoring training. It contains step by step instructions on the subjects learned during the training. At the completion of training, participants should be able to:

- Navigate within the NTER environment.
- Add a learning module to a course.
- Add a Chapter to a learning module.
- Add a Lesson to a chapter.
- Add a blank page (and template page) to a lesson.
- Add and format text within a page and add multimedia content within a page
- Publish a learning module.
- Create a media pool to be accessed during the development of a learning module.
- Add questions to a learning module that will help to check participant knowledge of the subject matter.
- Add a final page to a learning module that will notify participants that the module has ended and/or encourage participants to send feedback.

### *System Requirements*



## System Requirements

System Requirements are minimal:

- PC or MAC
  - Internet connection
  - Standard browser
    - *We recommend the installation of Chrome for better viewing of 3D.*

#### **System Requirements:**

The system Requirements for NTER are very minimal. The basic requirements are listed above.



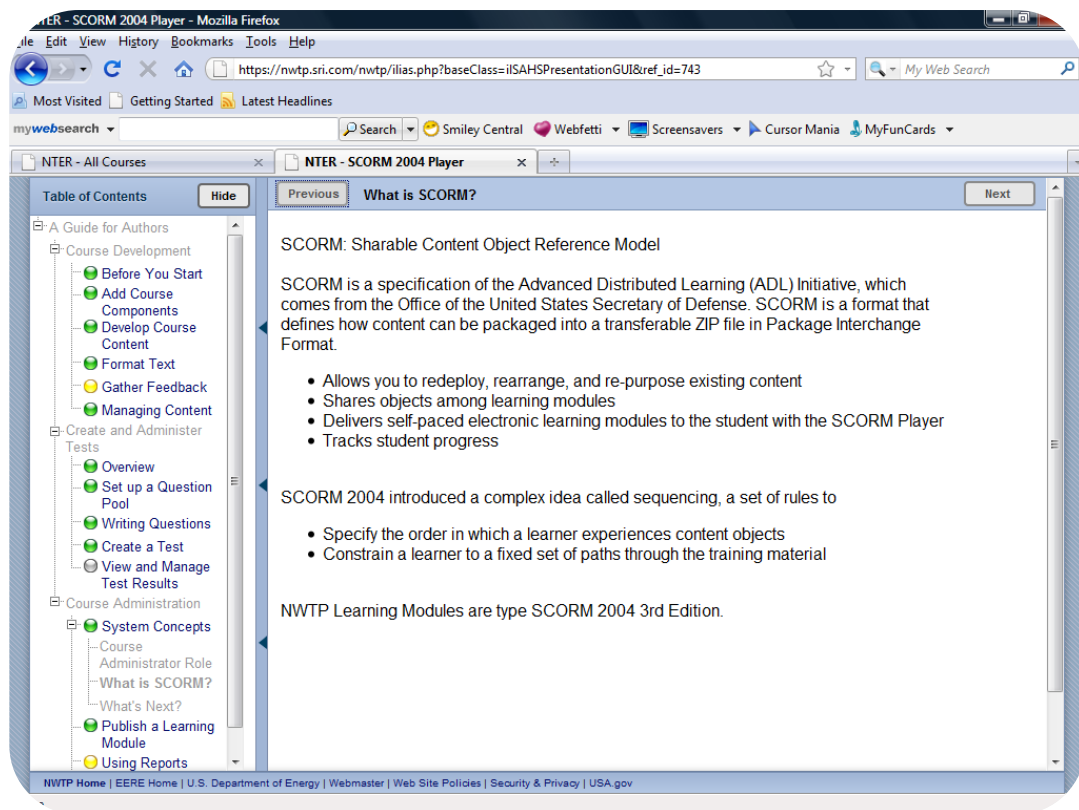
# Capabilities

- User-oriented tools
  - Self register
  - Join course
  - Search
  - Personal Desktop
- System administration tools
  - User roles, permissions
  - Course configuration
  - Course authorization
- Course management tools
  - Track student learning progress
  - Generate reports
  - Analyze test results
- Authoring tools
  - Supports multi-media assets
  - Tools for tests and glossaries
  - Allows reuse existing materials
  - Tools for sharing media and test
- Learner tools [not yet enabled]
  - Communication tools
  - Productivity tools
  - Collaboration tools
- Technical aspects
  - SCORM-compliant
  - Open Source
  - Widely used browsers
  - Windows and Unix server support

### **Capabilities:**

This software provides a large range of features and tools to facilitate the development, delivery, and management of training materials. Many of the capabilities of this system are listed above.

## What is the SCORM PlayerWhat is SCORM?



SCORM stands for Sharable Content Object Reference Model. The SCORM Player allows the learning module to open in a separate window when a user selects a class to participate in. The following are more features within SCORM:

- Allows redeployment, rearrangement, and re-purpose of existing content
- Shares objects among learning modules
- Delivers self-paced electronic learning modules to the student with the SCORM Player
- Tracks student progress

SCORM is a specification of the Advanced Distributed Learning (ADL) Initiative, which comes from the Office of the United States Secretary of Defense. SCORM is a format that defines how content can be packaged into a transferable ZIP file in Package Interchange Format

SCORM 2004 introduced a complex idea called sequencing, a set of rules to

- Specify the order in which a learner experiences content objects
- Constrain a learner to a fixed set of paths through the training material

NTER Learning Modules are considered type: SCORM 2004 3rd Edition.



# Roles and Permissions

---

- User
  - Student who can take classes
- Course Author
  - Can develop and publish courses
- Course Administrator
  - Course Authoring
  - Post - publish management of courses
- System Administrator
  - Configures learning system
  - Manages user accounts and roles
  - Creates courses






### **Roles and Permissions:**

There are several roles available. The Course Author has permission to develop courses as well as publish courses. The available roles and permissions are listed above.



---

## *Learning System Concepts & Design Guidelines*

	Course	Collection of Learning Modules [SCORM]
	Learning Module	Collection of chapters
	Chapter	Collection of SCOs
	SCO – Shareable Content Object	Collection of pages
	Page	Contains the text, graphics, video, audio and 3D

### **The Learning System Concepts and Terminology:**

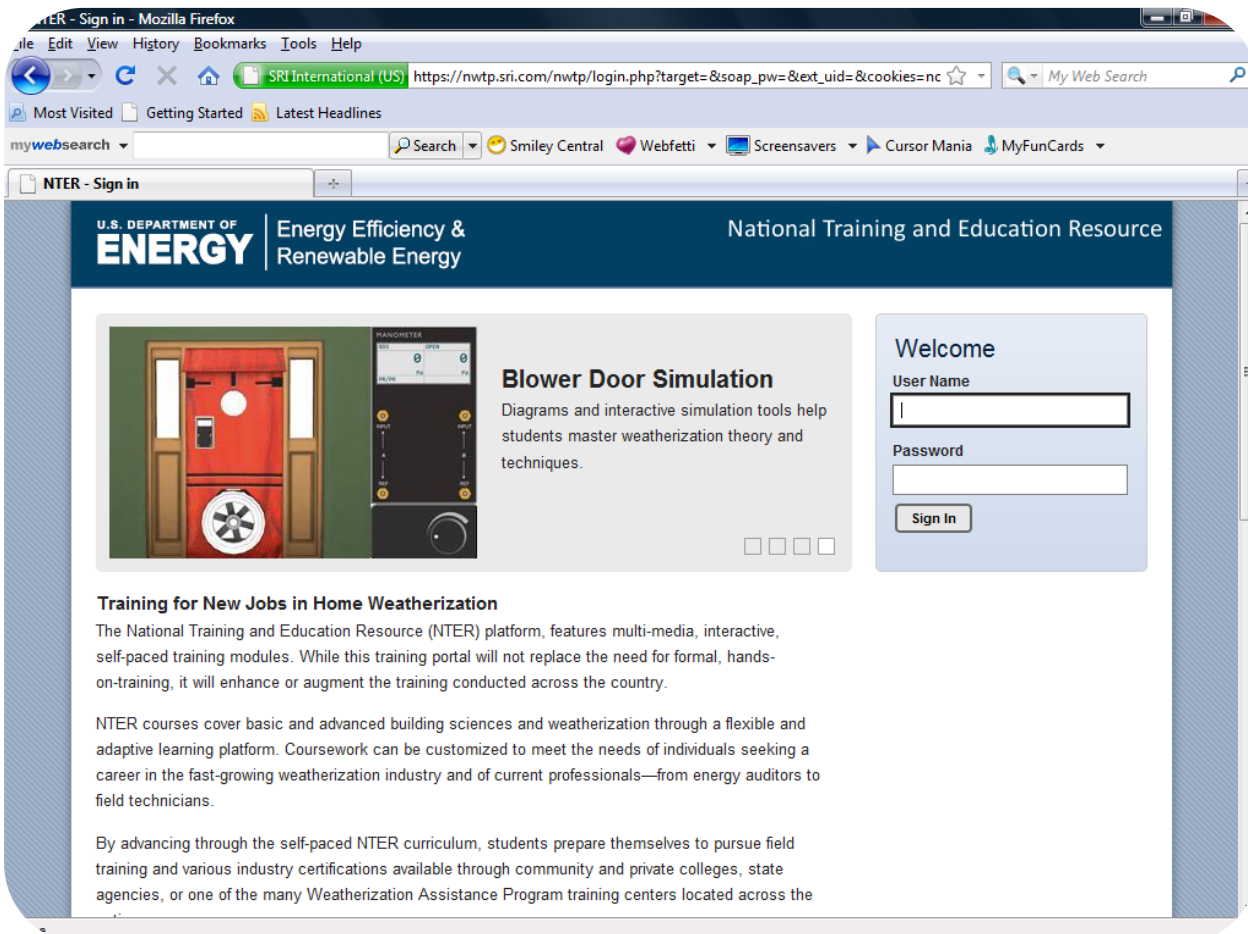
The NTER learning system is organized into a hierarchical structure of containers from the repository of All Courses down to the page, which contains the actual content of a lesson. The Learning System Components are:

- Repository or All Courses: Contains all the courses for a site/server.
- Category: is a Container for related courses.
- Course: is a collection of related modules.
- Learning Module: is similar to a class in a traditional setting.
- Chapter: is similar to a section.
- SCO: (Shareable Content Object) is similar to a lesson.
- Page: contains the content for a lesson. The content can include text, videos, 3-D models, and other material that are developed outside of the learning system.

### **Design Guidelines for Learning Modules:**

Before creating an actual learning module the following design guidelines should be considered.

- Write an outline of the contents according to the following hierarchical structure:
  - Course, Learning Module, Chapters, Lessons/SCOs, Pages.
- Limit the number of chapters, lessons/SCOs and pages to about 7 each.
- Limit the page length to minimize scrolling
- Collect Multi-media assets into a media pool so you can add them to pages as needed.
- Begin a question pool and continue adding questions to the pool as needed.
- Begin a glossary and continue adding terms to the glossary as needed.



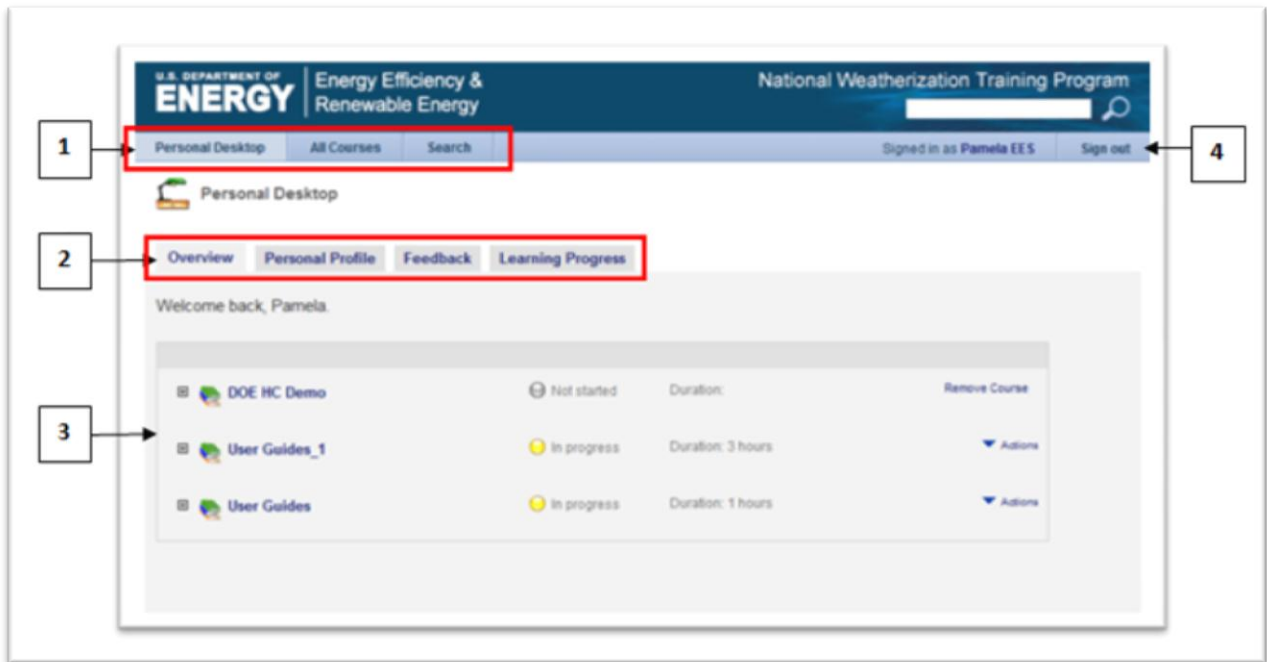
## To Login:

A standard browser can be used to login. The following URL will be used for authoring: <https://nwtp.sri.com/nwtp/login.php>. After getting to the login screen do the following:

1. Type your user name into the **User Name** field.
2. Type your password into the **Password** field.
3. Click on the **Sign in** button.

# INTRODUCTION TO NTER

## Personal Desktop



### First Time User's Screen:

This is the first screen that you will see when you log into NTER. It is called the Personal Desktop. It contains access to other pages and tabs. When you initially login, the Overview tab will display a welcome message. The parts of this Personal Desktop screen are described below.

#### 1. 3 Pages:

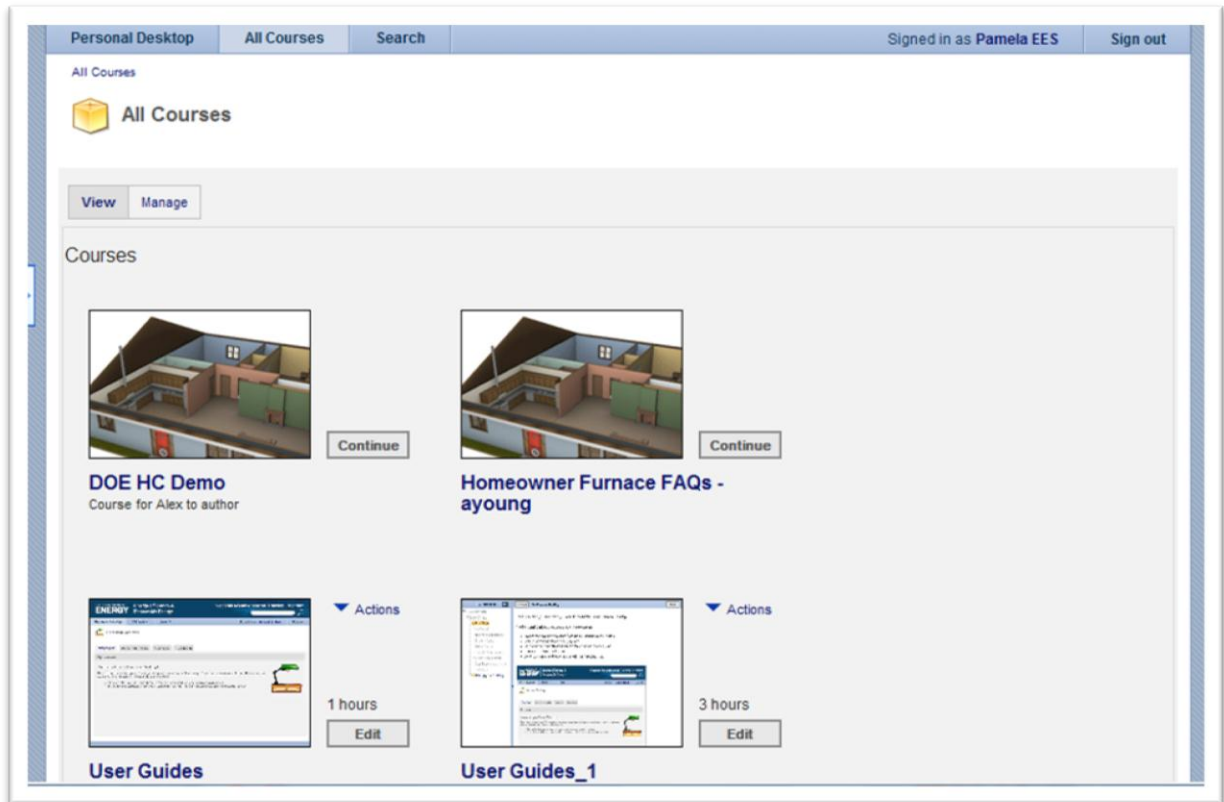
- The Personal Desktop – gives users a personal space for organization, and resources from other areas can be placed on it.
- All Courses – allows ability to browse all of the courses that are available
- Search – allows ability to search for items in the learning system

#### 2. 4 Tabs:

- Overview – Initially displays a welcome message, but after the initial login it will contain courses that have been selected and placed on the desktop. It will also display the status of the course (such as in progress or not started) and it will display the approximate time it will take to complete the course.
- Personal Profile tab – where user can create personal profile.
- Feedback tab – allows user to send comments and report errors.
- Learning Progress tab – displays training progress of the user such as planned, started and finished learning modules.

#### 3. Content Pane: will display data based on which page or tab is selected

## All Course Tab



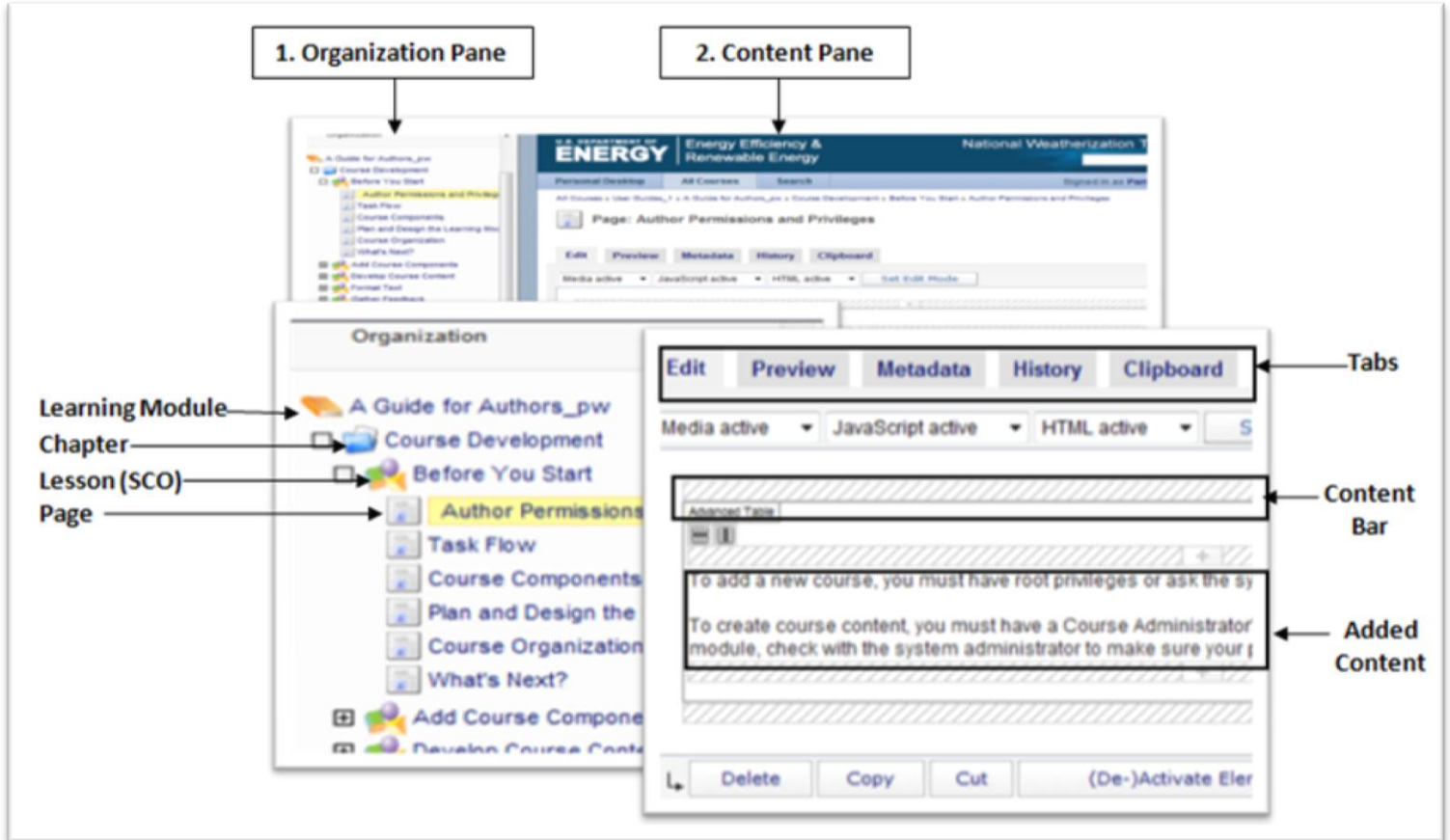
### All Courses Tab:

The All Courses tab allows access to all of the courses available to the user. The buttons adjacent to the courses may be different. Examples of the different types of buttons are below.

- **Continue button** – means that the user has already placed the course on the personal desktop and by clicking on this button the user can continue the course.
- **Join button** – means that the course has not been placed on the personal desktop, and by clicking this button the user will be prompted to add the course to the desktop.
- **Edit button** – means that the user has permission to edit the course and by clicking this button the course will open allowing the user to edit it.

FYI: The user usually has the ability to click on the title of the course to open it.

## Learning Module/Authoring Mode



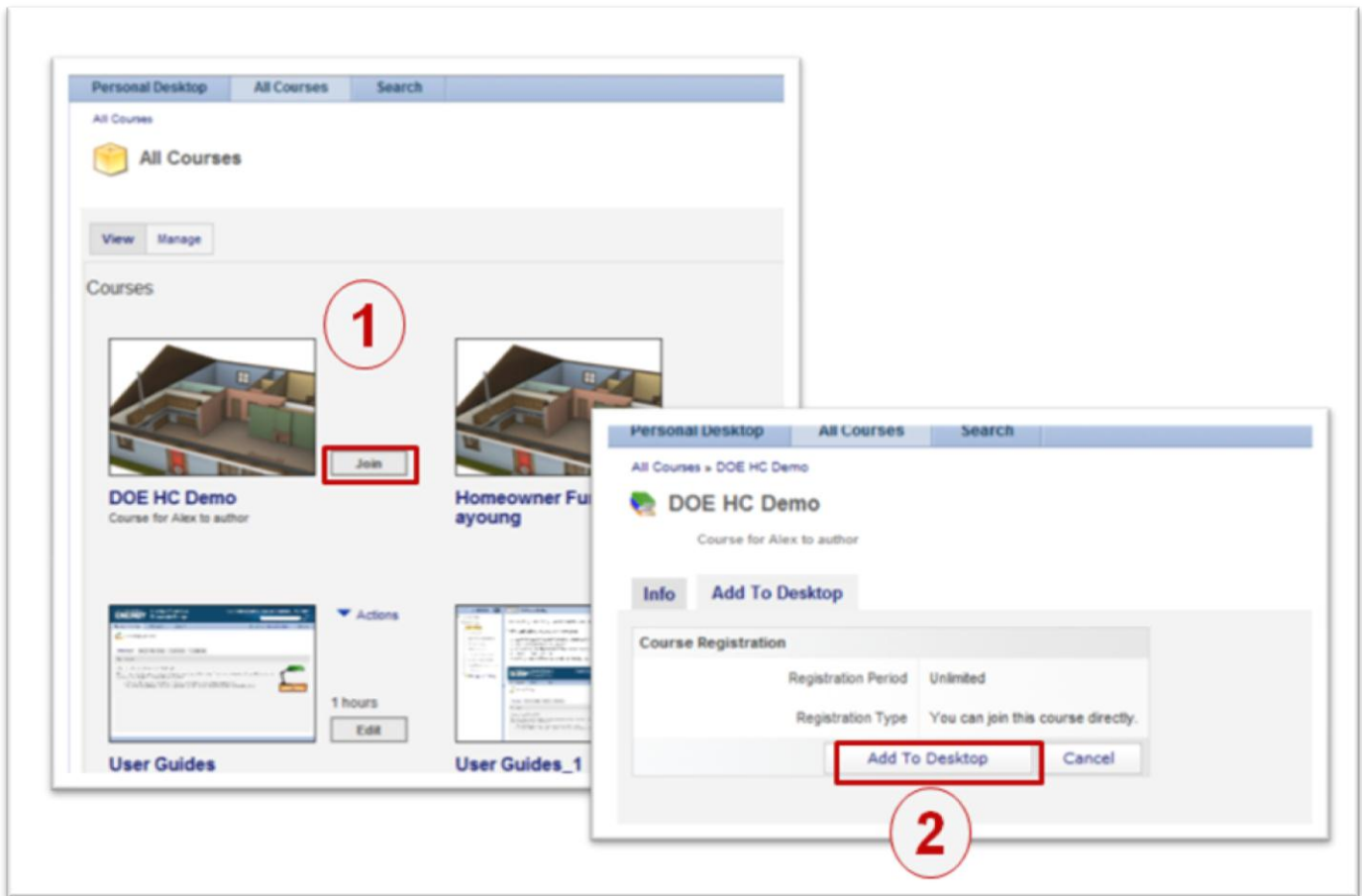
### A Learning Module in Authoring Mode:

The screen of a learning module that is in authoring mode looks similar to the screen above. This screen has two sections.

1. Organization Pane – allows access to the following:
  - a. Learning Module, Chapter(s), Lesson(s)/SCO(s), Pages
2. Content Pane – The content pane will changed based on what is selected within the Organization pane.
  - a. Tabs (the tabs most used are described below:
    - i. Edit tab – used to make changes
    - ii. Preview tab – used to view changes
  - b. Content Bar (with Plus Sign) – When selected displays a list of actions such as Adding Text.
  - c. Added Content – content that has been inserted or typed into the page.

## CREATING A LEARNING MODULE

### *Place a Course on the Desktop*



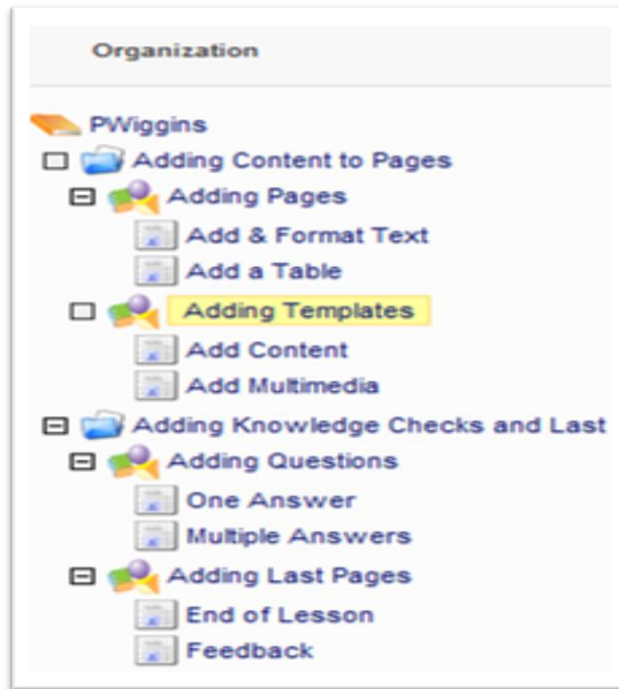
#### **To place a Course on the Desktop:**

1. From within the All Courses tab, click on the **Join** button of the desired course. The Course Registration screen will display.
  - [As an example: Authoring Webinar – one day course]
2. Click on the **Add to Desktop** button that is on the bottom of the Course Registration screen. The page for the course will open. It contains the Learning Modules within the course and the Personal Desktop tab will now contain the new course.



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## *Learning Module Design Plan*



### **Learning Module Design Plan:**

This participant guide will provides example data for the creation of a Learning Module. The first step is to give the learning module a name and decide what data is going to be entered into each page. The example data will follow the designed plan below:

(The title of the Learning Module will be the participant's first initial and full last name, for example Pamela Wiggins = PWiggins)

Learning Module = PWiggins

Chapter 1 = Adding Content to Pages

Lesson 1 = Adding Pages

Page 1 = Add & Format Text

Page 2 = Add a Table

Lesson 2 = Adding Templates

Page 1 = Add Content

Page 2 = Add Multimedia

Chapter 2 = Adding Knowledge Checks & Last Pages

Lesson 1 = Adding Questions

Page 1 = One Answer

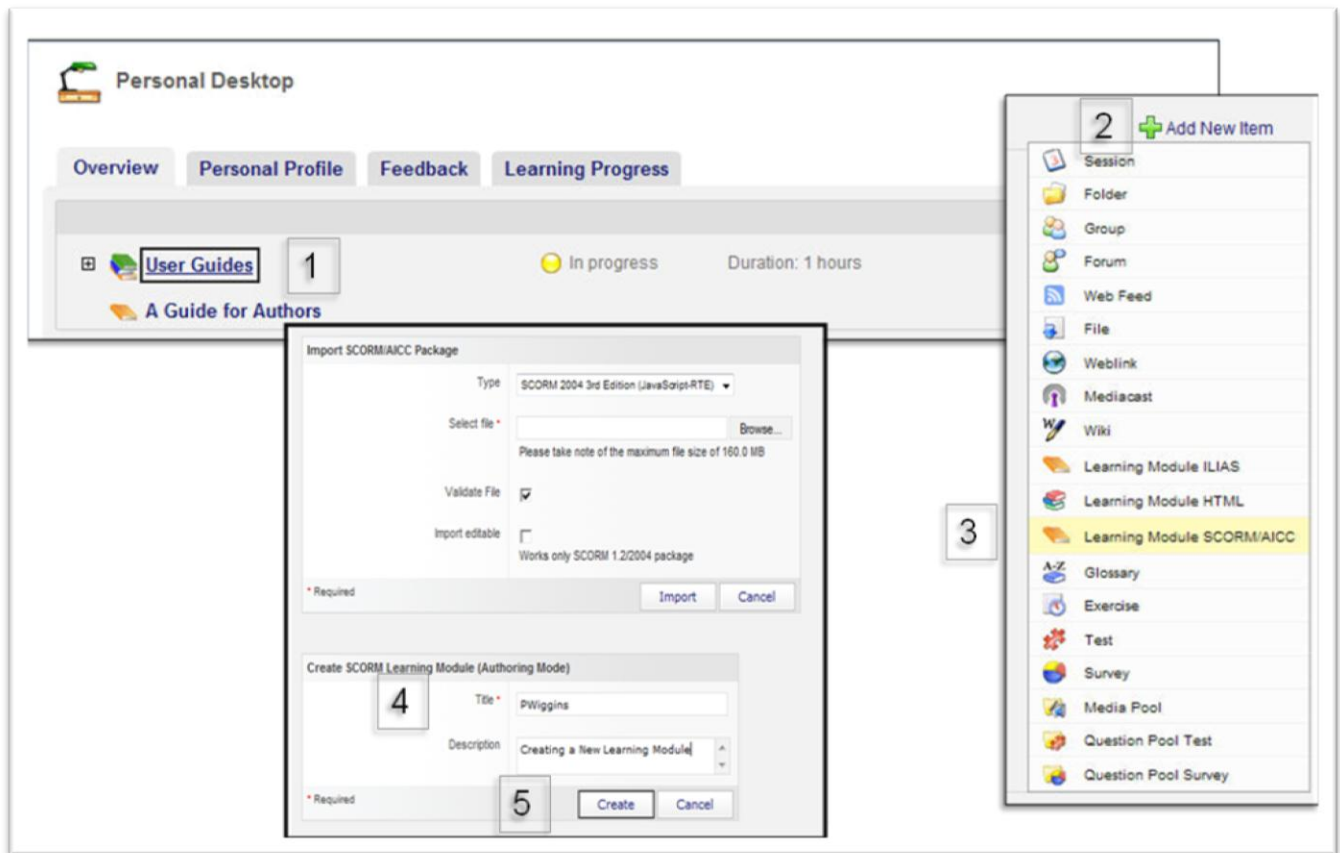
Page 2 = Multiple Answers

Lesson 2 = Adding Last Pages

Page 1 = End of Lesson

Page 2 = Feedback

## Add a Learning Module to a Course



### To add a Learning Module to a Course:

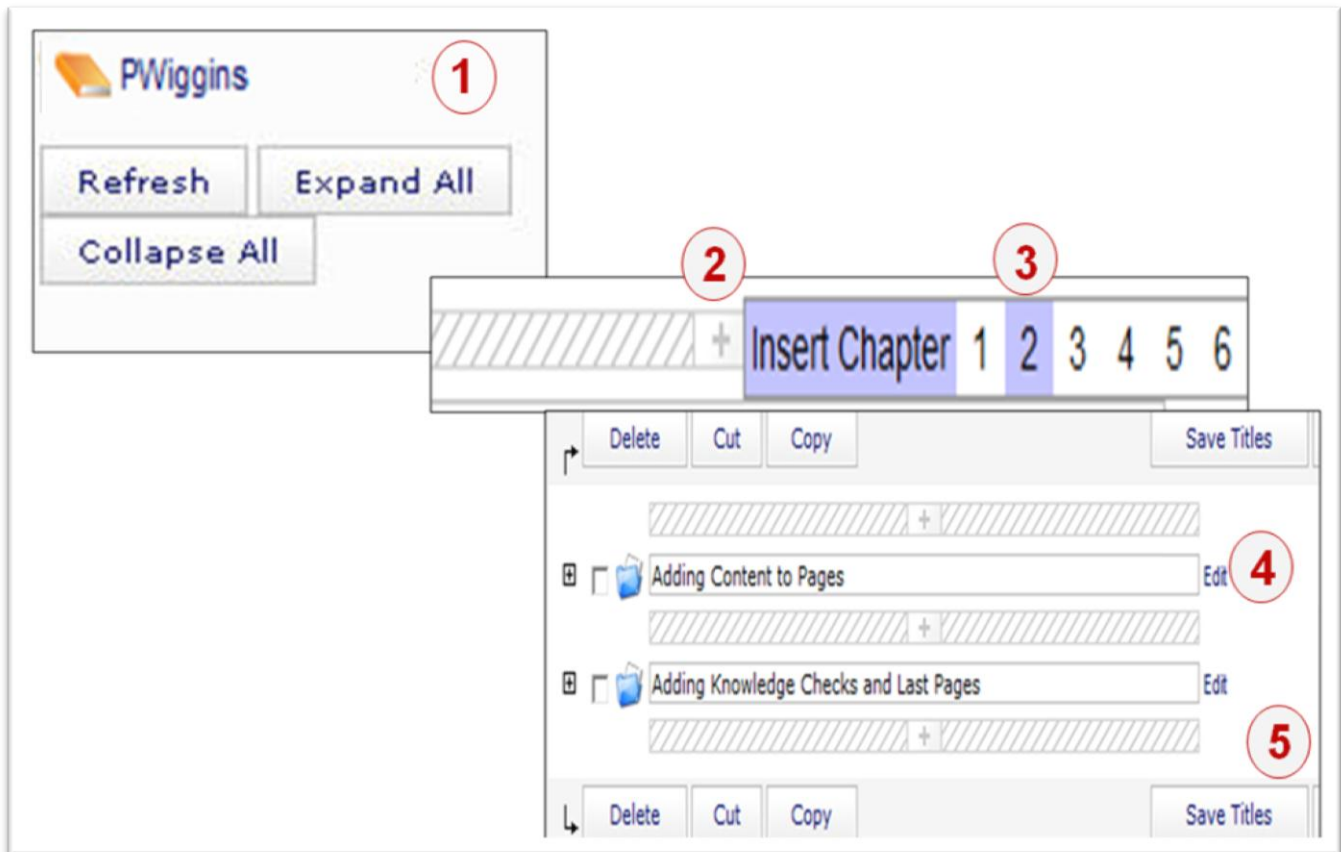
To add a learning module to a course, the account must be set up with authoring permissions; then do the following:

1. Click on the name of the course that you are developing, from your Personal Desktop or from the list of All Courses to select it.
2. Click on the **Add New Item** link to add a learning module and a drop down menu will appear.
3. Click **SCORM/AICC** from the menu to select it.
4. Type the title and description in their fields (in the lower half of the screen).
  - [As an example: in the title field, type **your first initial and last name** for the title and in the description field type: **“Creating a New Learning Module”**.]
5. Click on the **Create** button.



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## Add a Chapter to a Learning Module

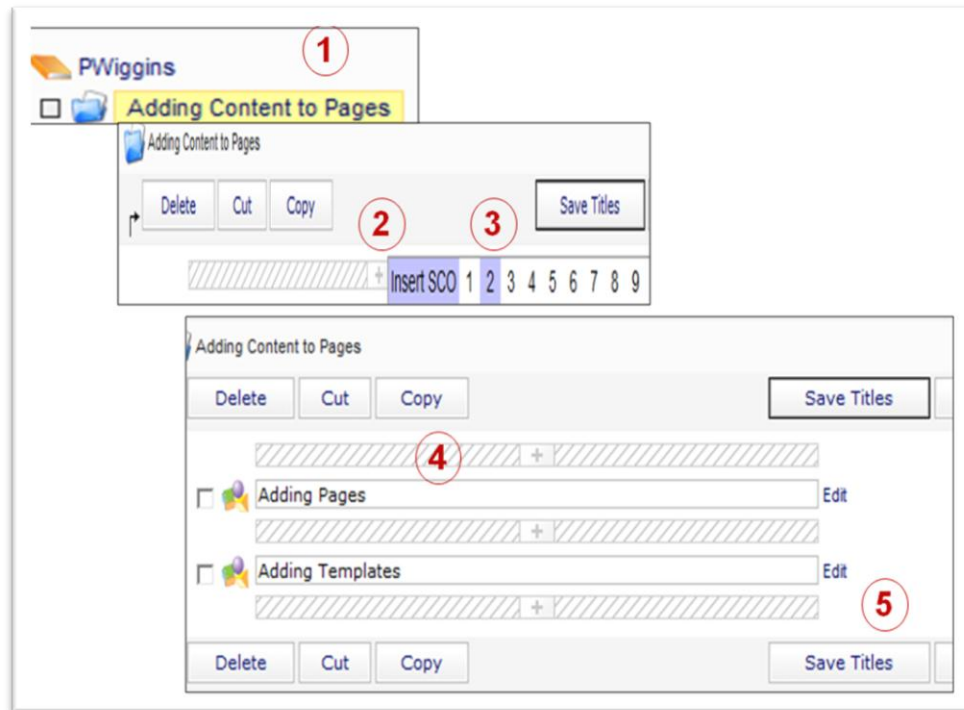


### To add a Chapter to a Learning Module:

1. From within the Organization Pane, click on the **title** of the learning module to select it.
2. Click on the **Plus Sign** at the top of the Content page, and a list of chapter numbers display.
3. Click on the desired **number** of the amount of chapters you want to add.
  - [As an example: click on the number “2”] Notice that the default name for each chapter is “New Chapter”.
4. To change the name of a chapter: select “**New Chapter**” and type the desired **title** of the chapter. You can repeat this step for each Chapter.
  - [As an example: select the first chapter and type “1. **Adding Content to Pages**” and then select the second chapter and type 2. **Adding Knowledge Checks & Last Pages**]
5. Click on the **Save Titles** button at the bottom of the screen to save the chapter(s) you created.

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## Add a Lesson (SCO) to a Chapter



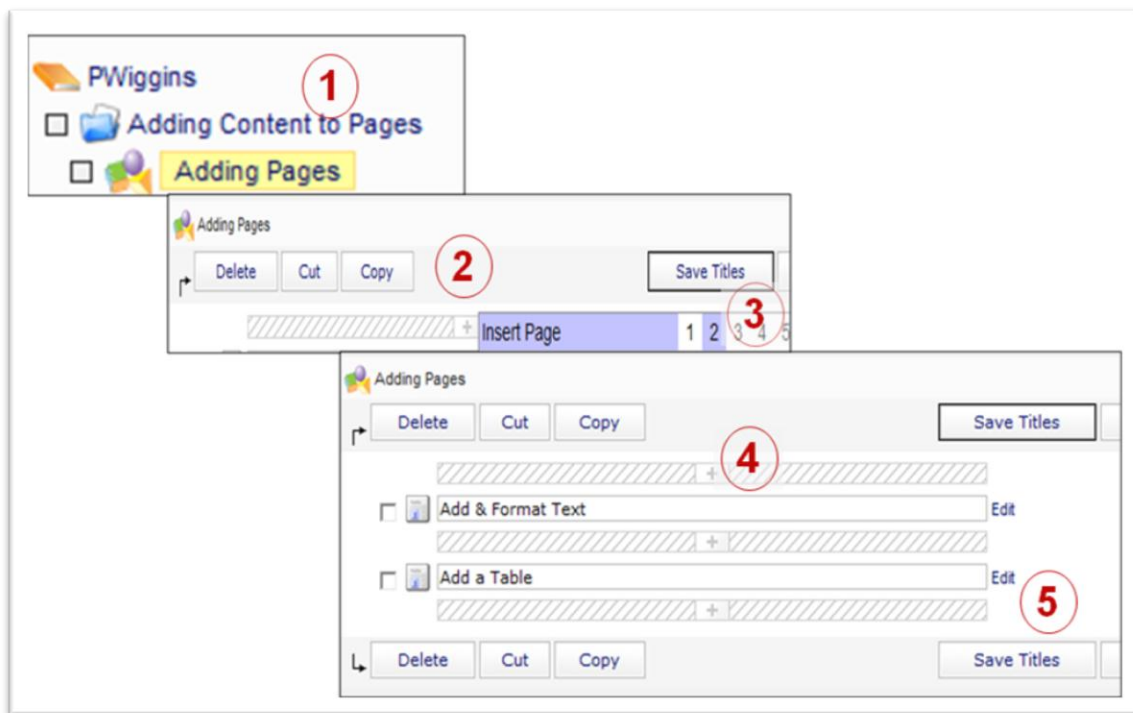
### To add a Lesson to a Chapter:

One way to add a lesson to a chapter is to make sure that the learning module has been selected from within the Organization Pane of the desired Course, and then do the following.

1. Click on the desired Chapter from within the Organization pane.
  - [As an example: click on the chapter titled “**Adding Content to Pages**”]
2. From within the Content pane, click on the **Plus Sign** at the top of the page, and a menu displays.
3. Click on the desired number of lessons (adjacent to “Insert SCO”). By default the title of each lesson is “New SCO”.
  - [As an example: click on the number “2”]
4. To rename a default title: select **New SCO** and type the desired title. Repeat this step for each lesson.
  - [As an example: type “**Adding Pages**” for the first New SCO, and “**Adding Templates**” for the second New SCO within the 1<sup>st</sup> chapter.]
5. Click on the **Save Titles** button to save the new lesson(s).
6. Continue to add lessons to chapters as necessary.
  - [As an example: Select the 2<sup>nd</sup> chapter “**Adding Knowledge Checks & Last Pages**” and click on its plus sign and select “2”.
  - Change the first New SCO to “**Adding Questions**” and change the 2<sup>nd</sup> New SCO to “**Adding Last Pages**”]
7. Click on the **Save Titles** button to save the new lesson(s).

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## Add a Page to a Lesson (SCO)

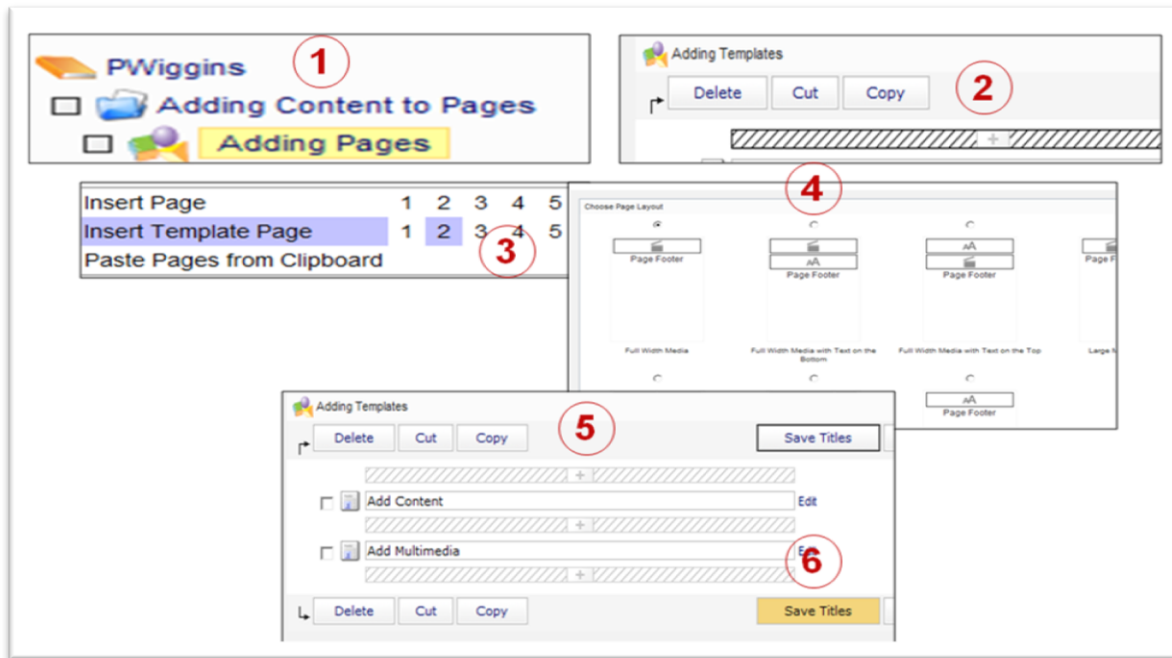


### To add a Page to a Lesson:

One way to add a Page to a Lesson is to make sure that the desired learning module and chapter has been selected from within the Organization Pane, and then do the following.

1. Click on the desired Chapter from within the Organization Pane.
  - [As an example: click on “**Adding Pages**”.]
2. From within the Content Pane, click on the **Plus Sign** of the desired lesson title, and a menu will display.
3. Click on the desired **number** (adjacent to “**Insert Page**”) of the amount of pages that you want to add. The default title for each new page is “New Page”.
  - [As an example: click on the number “2”.]
4. To rename a default title, select **New Page** and type the desired title. Repeat this step for each page.
  - [As an example: select the first “New Page” and type “**Add & Format Text**” and then select the second “New Page” and type “**Add a Table**”.]
5. Click on the **Save Titles** button to save the new title(s).
6. Repeat the steps above to add pages to each lesson.
  - Add two pages to the lesson titled “Adding Questions” and name them “**One Answer**” and “**Multiple Answers**” and **Save** the titles.
  - Add two pages to the lesson titled “Adding Last Pages” and name them “**End of Lesson**” and “**Feedback**” and **Save** the titles.

## Add a Template Page to a Lesson



### To add a Template Page to a Lesson:

Templates provide predefined page layouts for different types of content.

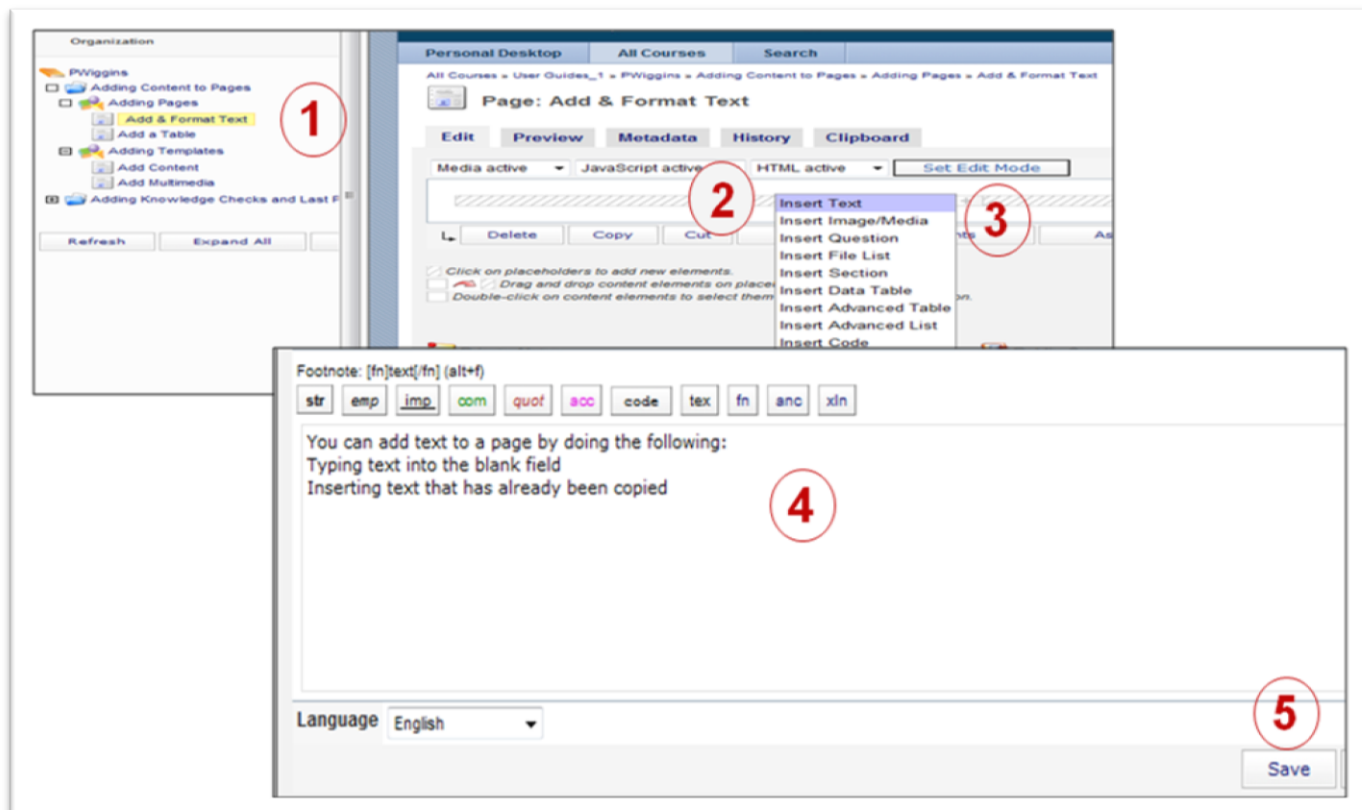
Templates generally consist of predefined areas where text, multi media, and questions should be entered. Adding a template page is very similar to adding a blank page.

(From within the Course, make sure that the desired learning module and chapter are selected.)

1. Select the title of the lesson from the Organization pane.
  - [As an example: click on “**Adding Templates**”.]
2. From within the Content Pane, click on the **Plus Sign** below the learning object title and a menu will appear.
3. Click on the desired **number** (adjacent to “**Insert Template Page**”) of the amount of pages that you want to add. A “Choose Page Layout” screen will appear allowing selection of a template style.
  - [As an example: click on the number “**2**”.]
4. Click on the radio button above the desired template style. Then Click on the Insert button. The default title of each page is “New Page”.
  - [As an example: click on the **second radio button at the top** – Full Width Media with Text on the Bottom and then click on the Insert button.]
5. To rename a default page: select **New Page** and type the desired title. Repeat this for each desired page.
  - [As an example: select the 1<sup>st</sup> New Page and type “**Add Content**” and then select the 2<sup>nd</sup> New Page and type “**Add Multimedia**”.]
6. Click on the **Save Titles** button.

## ADDING AND FORMATTING TEXT

### Add Text to a Page



#### To add a Text to Pages:

These procedures apply to template pages as well as blank pages. Make sure that the desired lesson and chapter are selected, and then do the following.

1. Click on the **Edit** button that is on the right of the desired page title or if the page is selected go to the next step.
  - [As an example: click on the page titled “**Add & Format Text**” from within the Organization Pane.]
2. Within the Content pane, click on the **Plus Sign** and a dropdown menu will appear, and then select **Insert Text** from the menu.
3. Click in the blank field and begin typing, or paste text that has already been copied from another source.
  - [As an example: Type the following text “**You can add text to a page by doing the following:**” then press the Enter Key on your keyboard (to go down one line) and type “**Typing text into the blank field**”, then press the Enter Key again, and type “**Inserting text that has already been copied.**”]
4. Click on the **Save** button.

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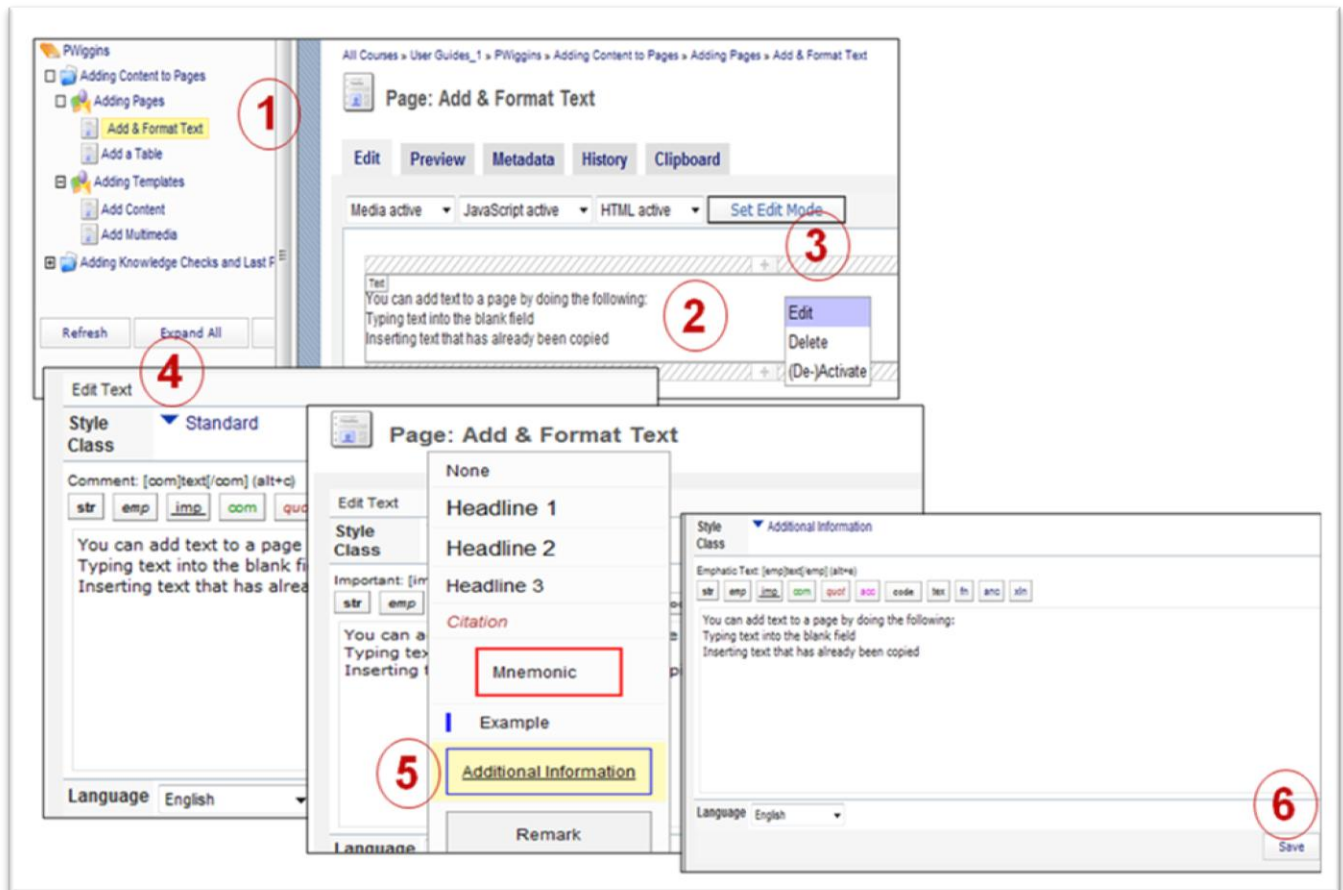
## *Formatting Text*

<b>Style class</b>	Sets the style for an entire box of text
<b>In-line styles</b>	Sets the style for a selected word or phrase
<b>Style syntax</b>	Sets the style or format for text within a box of text
<b>Advanced tables</b>	Formats text into rows and columns
<b>Advanced lists</b>	Sets numbers, bullets, indents for more complex lists

### **Formatting Text:**

There are several built in formatting options within this system. The table above displays options for formatting text. The next section will demonstrate the various techniques.

## Built-in Style Class



### To add Built-in Style Class:

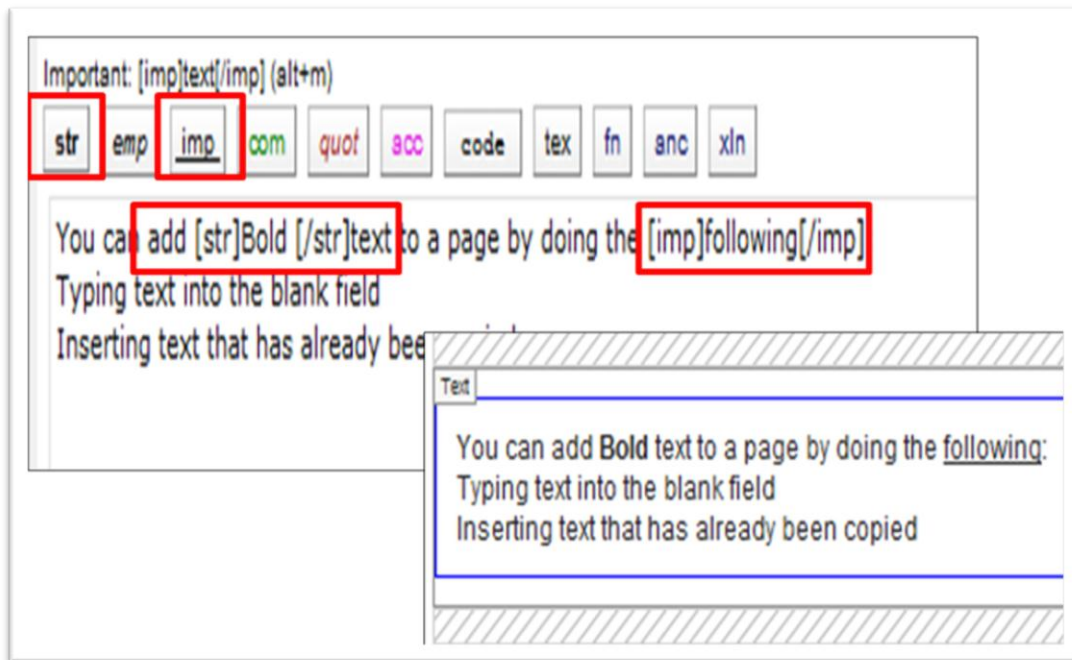
There is a **Style Class** pull-down menu above the text box, which provides some options for formatting blocks of text. These options apply to all the text within the selected text box.

1. Select the page that contains the text that you want to format (if necessary).
  - [As an example: click on the page titled “**Add and Format Text**”.
2. Click inside the field that contains the text and a menu will appear.
3. Click on **Edit** from the menu and the screen will display in Edit Mode.
4. Click on the **Style Class** drop-down arrow and a list of styles will appear.
5. Click on the desired style to choose it.
  - [As an example: click on the style named **Remark**).
6. Click on the **Save** button.
7. Click on the **Preview** tab to preview the changed text and then click back on the **Edit** tab to return to edit mode. (In the example: notice that the text has a border around it and shading.)



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## Styles and In-Line Formatting



### To add Styles and in-line Formatting:

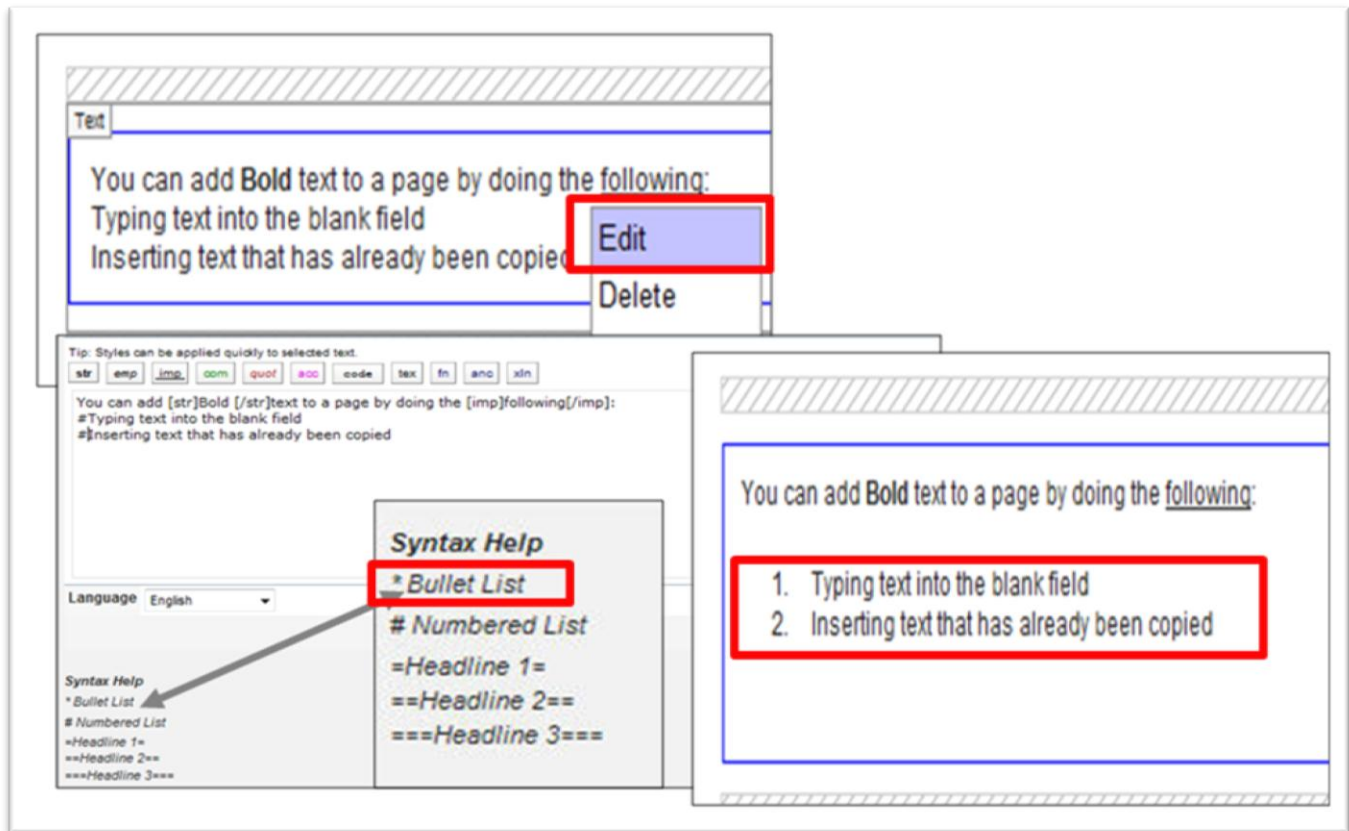
1. Select the desired page containing the text to be formatted (if necessary).
2. [As an example: click on the page titled “**Add and Format Text**”.]
3. Click in the field that contains the text and a menu will appear.
4. Click **Edit** from the menu and the screen will be in edit mode.
5. There are several ways to change the font. For example:
  - When you insert text into a page, you can change the font by using the in-line tags that appear in boxes at the top of the text box. These are sets of "tags" similar to HTML tags that turn on and off a particular text style.
    - 1) For example, when you click on the box labeled “str”, the appropriate tags appear. Type the word or phrase you want to appear in bold between the tags, and click on the save button.
      - [As an example: Place your cursor before the word “**text**” within the sentence and click on “**str**” and then type the word “**Bold**” and add a space.]
    - 2) You can also select text and then click on one of the boxes; the set of tags are automatically inserted into your line of text.
      - [As an example: select the last word “**following**” and click on “**imp**”]
    - 3) Click on the **Save** button and preview the changes. (In the example, notice that the word “**Bold**” is formatted bold and the word “following” is underlined.

You can use other HTML tags to format text. You may find non-breaking spaces (&nbsp;) and blank line (&#10) codes helpful to create indentations and space.



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## Built in Syntax Shortcuts

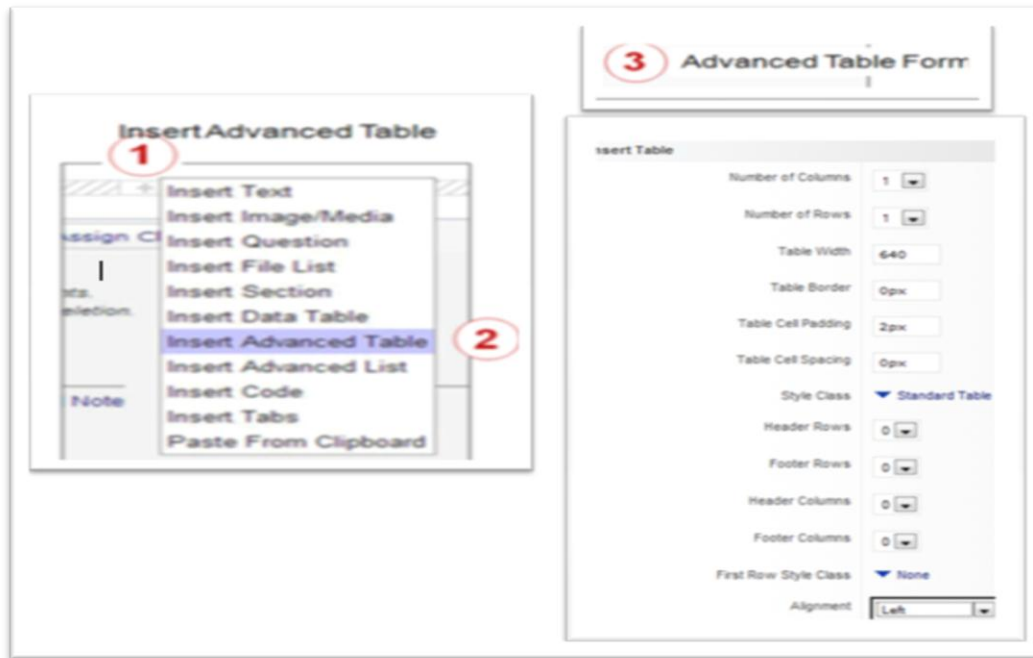


### To Add Styles and formatting by using Built-in Syntax Shortcuts:

1. Select the desired page containing the text to be formatted.
  - [As an example click on page titled “**Add & Format Text**”.]
2. Click in the field that contains the text and a menu will appear.
3. Click **Edit** from the menu and the screen will be in edit mode.
4. Syntax Help options allow you to format lines of text within a textbox.
  - You can use the **Syntax Help** options at the bottom of the page to provide some formatting for simple lists and page headlines by adding the desired symbol before the text.
    - [As an example: **type a “#” sign** before the word “**Typing**” and type a “#” symbol before the word “**Inserting**”
  - Click on the **Save** button and preview the changes. (In the example, notice that the last two sentences are numbered.)

---

## Add an Advanced Table



### To add an Advanced Table:

- Tables can be used in a variety of ways to format text in addition to the conventional display of tabular information in rows and columns. Tables of a consistent size can be used throughout the pages to specify a maximum line length for text (use a single column and row table to set the margins and to place images and text side-by-side as in the page templates

To add an advanced table, you must be within the “Edit” tab of the desired page.

[As an example: Make sure the page titled “**Add a Table**” is selected from within the Organization Pane.]

1. Click on the **plus sign** from within the Content Pane, and a menu will appear.
2. Click **Insert Advanced Table** from the menu. An “Insert Table” screen will appear that allows you to specify various values for the table.
3. Enter the desired values.

[As an example to specify the line length of a textbox]

- Change the **Numbers of Columns** field and the **Number of Rows** field to **1**, by selecting the desired number from its drop-down arrow.
  - In the **Table Width** field type “**640**”.
  - Change the Table Border field to 0px
  - Change the Header Row field to 0px
  - Change the Alignment field to Left alignment
4. Click on the **Save** button.

---

## Add Content to a Table



### To add Content to a Table:

Adding contents to a table cell is similar to adding text and graphics and other content items to a page.

1. Click on the **Plus Sign** within the desired table cell and a menu will appear. Then select the desired type of content from the menu such as text, media, question, or other type of content.
  - [As an example: make sure that the page titled “**Add a Table**” is selected.]
2. When inserting text, click inside the blank field and type or copy and paste the desired text. You can embed lists and other tables in table cells. Then click on the **Save** button.
  - [As an example:
    - A. Click on the first **plus sign**, within the table and choose “**Insert Text**” and type the following into the textbox.
      - “Tables can be used in a variety of ways to format text. In addition to the conventional display of tabular information in rows and columns, you can use tables of a consistent size throughout the pages to specify a maximum line length for text and to place images and text side-by-side which is similar to using a template.”
    - B. Click on the **Save** button.
3. Preview the content by clicking on the **Preview** tab and click on the Edit tab when finished previewing.

---

## Format a Table

### Add, Move or Delete Rows and Columns within a Table



## Format a Table

### Add, Move or Delete Rows and Columns within a Table:

You can add move or delete rows and columns within a table by completing the following steps:

[As an example: Make sure the page titled “**Add a Table**” is selected from within the Organization Pane.]

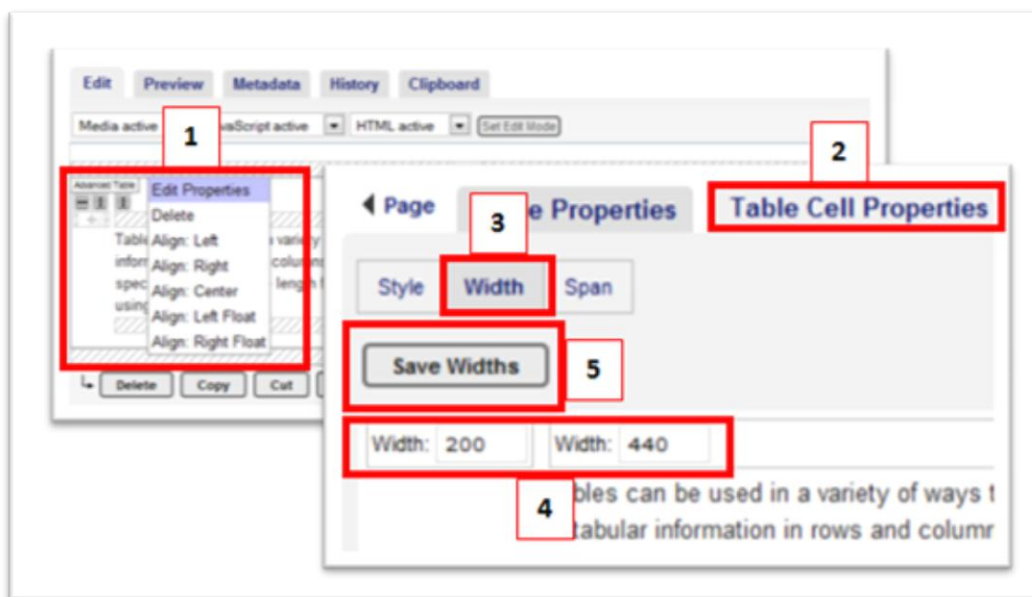
1. Click on the column or row icon   that is above the table, on the left-hand side,

and a menu will appear.

2. Click on desired menu option. Depending on the chosen option, the row or column will be added, deleted or moved.
  - [As an example: click on the column icon and choose the **Add Column Before** option. A new column will be displayed on the left side of the original column.]

---

## Refine Table Cell Properties



### Format a Table

#### **Refine Cell Properties:**

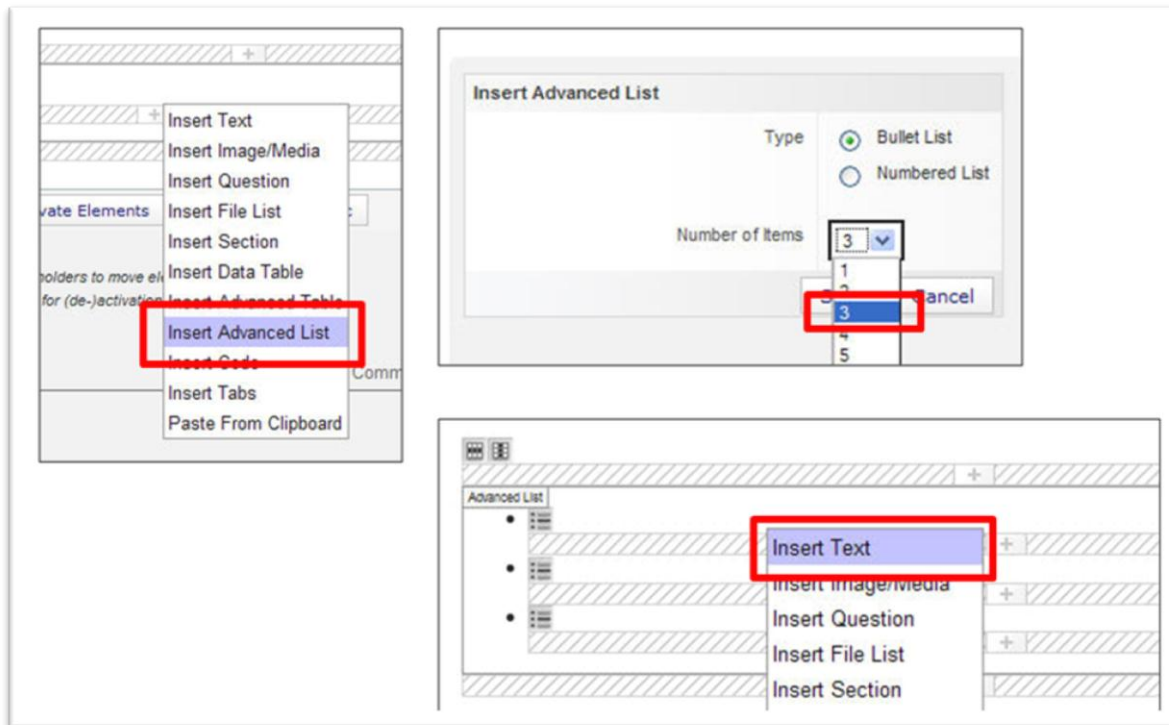
You can edit the table properties and the table cell properties to refine the size of the cells. The page that contains the desired table must be selected, then perform the following steps.

[As an example: Make sure the page titled “**Add a Table**” is selected from within the Organization Pane.]

3. Click on a blank area of the field that contains the table and a menu will appear, and click on **Edit Properties** from the menu.
4. Click on the **Table Cell Properties** tab.
5. Click on the **Width** button
6. Enter the desired width for each cell.
  - [As an example: Change the width in the left cell to “**200**” and change the width in the right cell to “**440**”.]
7. Click on the **Save Widths** button.

---

## Using Advanced Lists: Bullets



### To add Bulleted Advanced Lists:

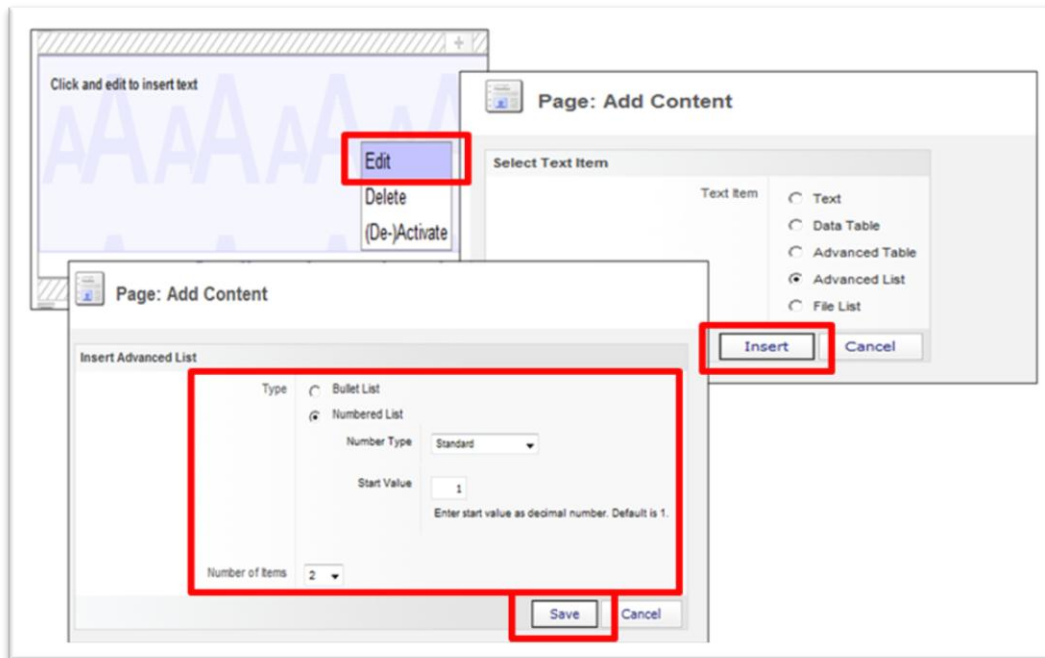
Advanced lists allow the creation of more complex lists and procedures than the simple list. Advanced lists allow the ability to reset the number values, insert indented paragraphs, and add graphics to a list.

1. Select a page in the Organization pane and make sure you are in the Edit tab.
  - [As an example: Click on the page titled “**End of Lesson**” from within the Organization Pane.]
2. Click on the **Plus Sign** and a menu will appear.
3. Click on **Insert Advanced List** from the menu. The Insert Advanced List screen will display. The Bullet radio button is already selected by default.
4. Click on the **Number of Items** drop-down arrow and select the desired amount (if necessary).
  - [As an example: Click on “3”.]
5. Click on the **Save** button. Notice that you can add text, media etc to the bulleted list by clicking on the plus sign and selecting the desired action from the list.

(To add or delete list items, click on the list icon and select the appropriate selection from the list.)

---

## *Using Advanced Lists: Numbered (within a template)*



### **Adding Numbered Advanced Lists (within a template):**

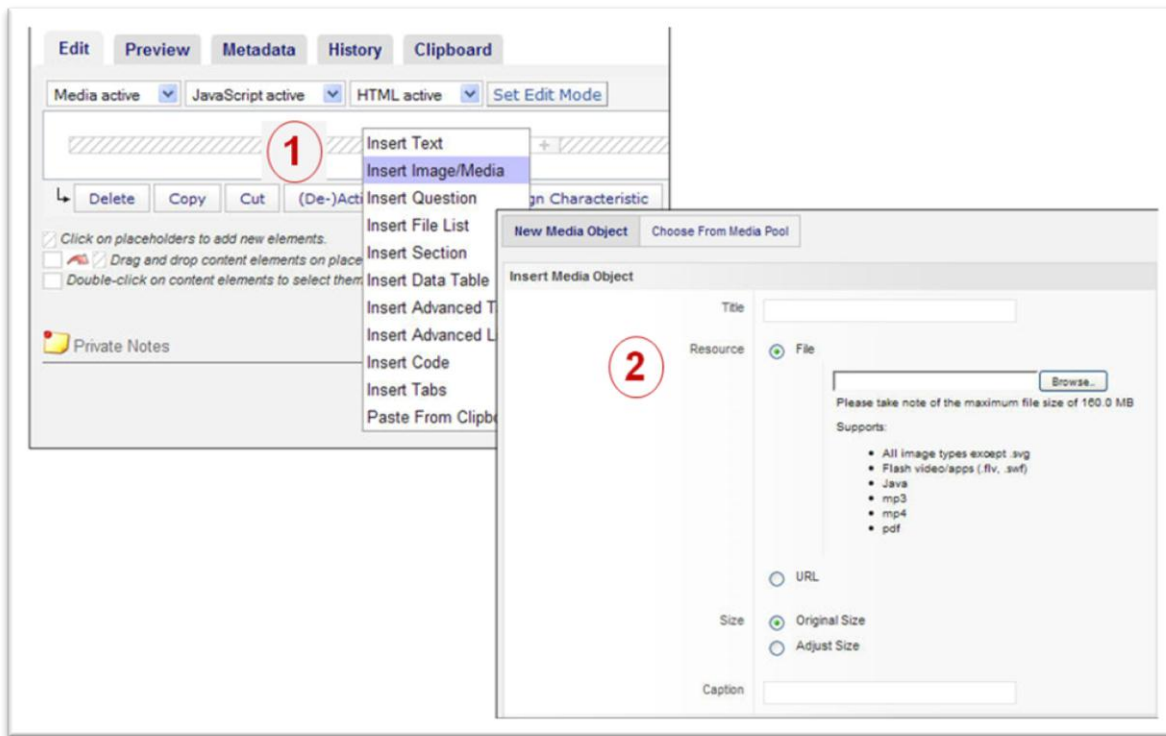
Adding numbered lists for writing instructional steps is similar to adding a bullet list. The form for defining the numbered list is a little different. It allows you to specify the style for the numbers and the starting number for the step. This allows you to interrupt a procedure with text or graphics and then resume the same procedure.

1. Select a **page** in the Organization pane and make sure you are within the **Edit** tab.
  - [As an example: select the page titled “**Add Content**”.]
2. Click in the bottom field that states (“Click and edit to insert text”), and a menu will appear.
3. Click on **Edit** from the menu and a “Select Text Item” screen displays.
4. Click on the “**Advanced List**” radio button.
5. Click on the **Insert** button.
6. Click on the **Numbered List** radio button.
7. Click on the **Number Type** drop-down arrow and select a desired type.
  - [For this example, do not change the default type “**Standard**”.]
8. Click in the **Start Value** field and type the desired value.
  - [As an example: Type 1]
9. Click on the **Number of Items** drop-down arrow and select the desired amount (if necessary).
  - [For this example, do not change the default number “**2**”.]
10. Click on the **Save** button. Notice that you can add text, media etc to the bulleted list by clicking on the plus sign and selecting the desired action from the list.



## ADD MULTIMEDIA CONTENT

### Add a Media Asset



#### To add a Media Asset:

This system supports a wide range of multi-media assets such as Movies and videos, 3D models and simulations, various kinds of graphics, and Interactive and animated graphics.

1. Click on the **Plus Sign** on the desired page and select **Insert Media/Image** or if adding to a template follow the example below:
  - [As an example:
    1. Click on the page titled “**Add Multimedia**” from within the Organization pane.
    2. Click inside the top field and click on **Edit** from the menu.]

Notice that there are two tabs on the top of the screen. The “New Media Object” tab allows insertion of media from a source outside of this software, and the “Choose From Media Pool” tab allows the insertion of media from within a Media Pool that has been already created within this software.

2. Enter and save the desired data within the fields.
  - [As an example:
    1. Type “**To Add Multimedia:**” in the title field.
    2. Click on the **Browse** button and navigate to/and select the desired media or image. It may take a few minutes depending on the size of the file.]
3. Click on the **Save** button.



### ***Publishing Task Flow***

#### **Publishing Task Flow:**

1. Preview the learning module before you put it online
2. Export the learning module into a set of executable files
3. Add a new item for the online version of the learning module in the course
4. Import the learning module into the course

#### **To Publish a learning Module:**

After creating a learning module, it can be published under the appropriate course and can be made available to students. There are two ways to publish a learning module; using the Publish button or using the Export/Import feature. The Export/Import feature allows you to store the learning module outside of NTER, and its publishing task flow is displayed above.

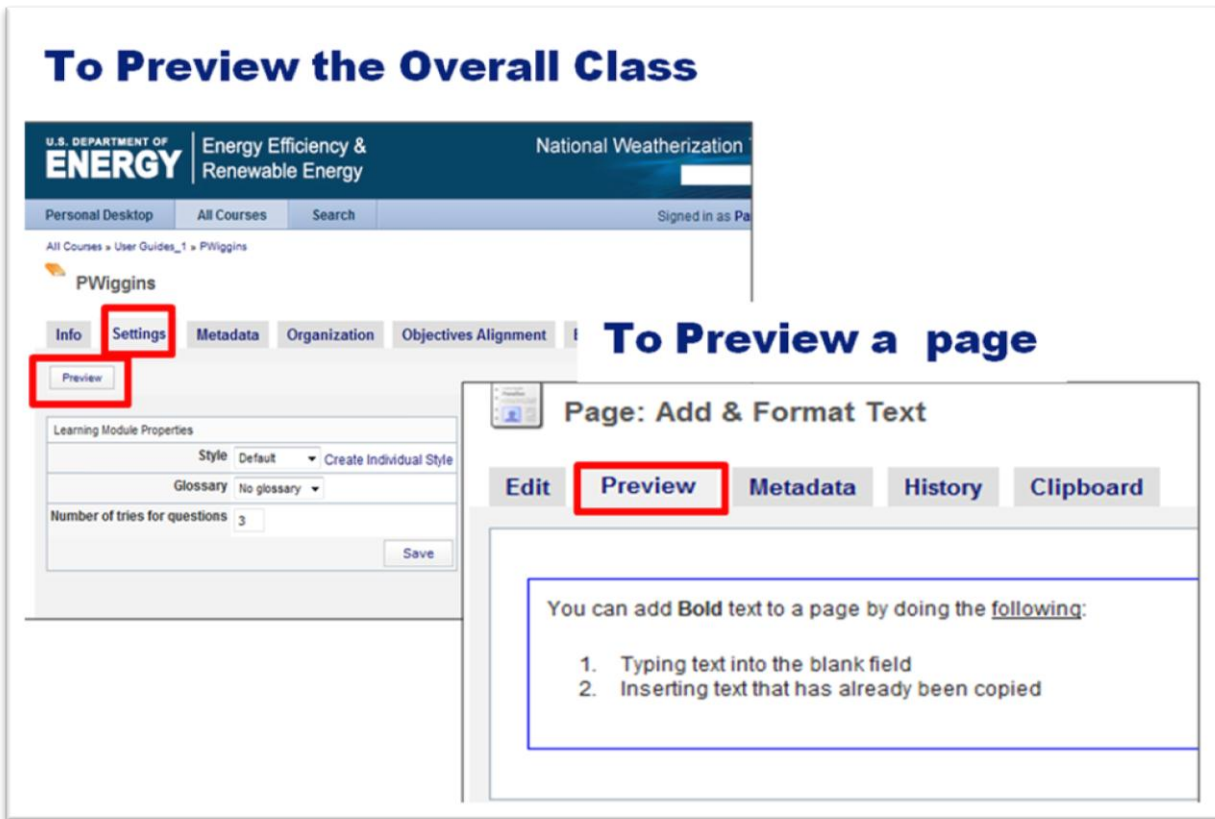
To publish a learning module using the Publish button:

- Preview the learning module. (The following page displays how to preview learning modules.)
- Click on the **Setting** tab of the desired learning module.
- Click on the **Publish** button. A list of courses will display.
- Select the location where you want the published version to reside.
- Click on the **Publish** button. The Properties tab of the published learning module will appear.
- Make sure that the **Online** button is selected.

To publish a learning module using the Export/Import feature; follow the instructions displayed in the following three pages.

---

## Preview the Learning Module



### Preview Learning Module:

Before publishing the Learning Module, each page can be previewed or the overall module can be previewed to see what the online students' version looks like. The learning module can be previewed to ensure:

- text is formatted correctly
- media operates as specified
- Knowledge check questions and answers make sense

To Preview the Overall class:

1. Click on the learning module title in the Organization pane.
2. Click on the **Settings** tab.
3. Click on the **Preview** button.

To Preview a page:

1. Click on the title of the page in the Organization pane.
2. Click on the **Preview** tab.

---

## Export a Learning Module



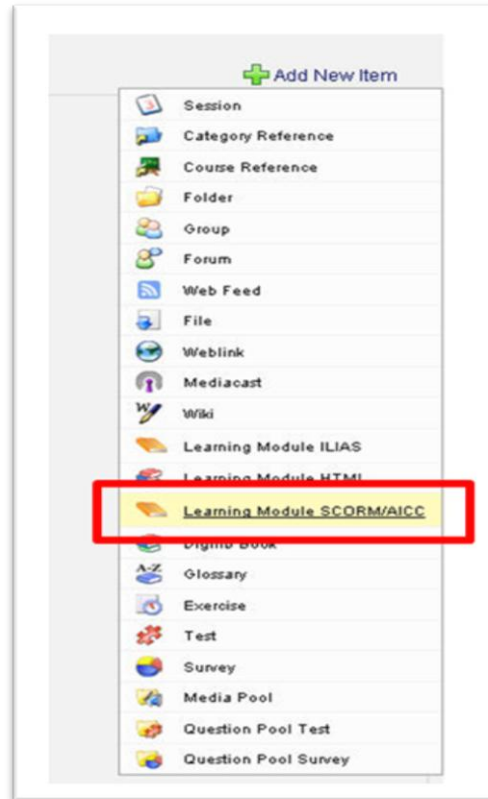
### To Export a Learning Module:

The following three steps are required to export a Learning Module, but first make sure that the title of the learning module has been selected and the Export tab has been selected, and then do the following:

1. Export the learning module to a zip file by clicking on the **Export** button from within the Export tab. The system will automatically generate a name. The last 4 digit in the name will remain consistent for the learning module.
2. Select the learning module by clicking on the **checkbox** that is to the left of the auto-generated name.
3. Download the zip file to a directory by clicking on the **Execute** button. A window will appear asking to Open or Save. You should save it to a location that you can easily find.
  - a. Click on the **Save** button.
  - b. Navigate to/and double-click on the desired location to save the exported learning module.

---

## Add a New Item to a Course



### To Add a New Item to a Course:

The next step after exporting a learning module is to make a place for the learning module in the course.

1. Click on the Personal Desktop tab or the All Courses tab.
2. Click on the title of the desired course.
  - [As an example: Authoring Webinar – one day course]
3. Click on the **Add New Item** link and a menu will appear.
4. Select **SCORM/AICC** from the list of items within the menu.
5. Precede with the import procedures.

## Import the Learning Module

The screenshot shows the 'Import SCORM/AICC Package' dialog box. It has a title bar and a main area with several fields and buttons. Red circles with numbers 1, 2, and 3 are overlaid on the image to indicate specific steps. Callout 1 points to the 'Browse...' button next to the 'Select file' field. Callout 2 points to the 'Validate File' checkbox, which is checked. Callout 3 points to the 'Import' button at the bottom right.

Import SCORM/AICC Package

Type: SCORM 2004 3rd Edition (JavaScript-RTE) ▼

Select file: C:\Documents and Settings\thomas\lv Browse... (1)

Please take note of the maximum file size of 160.0 MB

Existing file: - Select from the upload directory - ▼

(2) Validate File: ☒

Import editable: ☐ Works only SCORM 1.2/2004 package

(3) Import Cancel

### To Import a Learning Module:

The learning module should be imported in a functional on-line format that students cannot modify by performing the following steps.

1. Click on the Browse button within the field at the top.
2. Select the zip package from directory where it's located (Downloads, by default)
3. Select the **Validate File** checkbox (it should be already selected); **do NOT** select Import editable
4. Click on the **Import** button. It may take a few minutes, wait until Properties tab is displayed.

**Note:** If a copy of the learning module has already been imported, it can be deleted or renamed to keep track of the most recent version. Consider using the Preview feature until ready to release a version of the learning module for student use and avoid changing the released version too frequently.

## Set Learning Module Properties

The screenshot shows a software interface for setting learning module properties. At the top, there are five tabs: 'Info', 'Properties', 'List Files', 'Tracking Data', and 'Certificate'. The 'Properties' tab is currently selected. Below the tabs are two buttons: 'View' and 'Upload new version'. The main area is titled 'Learning Module Properties' and 'Version: 1'. It contains a table of settings:

Learning Module Properties		Version: 1
Online	<input checked="" type="checkbox"/>	<b>1</b>
Max. number of attempts	0	
Default lesson mode	Normal	
Credit mode (for lesson mode 'normal')	Credit	
Set lesson mode 'review' if student completed SCO	<input type="checkbox"/>	
Unlimited Session Timeout	<input type="checkbox"/>	
Disable Topnavigation-Bar	<input type="checkbox"/>	
Hide leftside Navigation-Tree	<input type="checkbox"/>	
<b>Save</b>		<b>2</b>

### To set Learning Module Properties:

1. After clicking on the Import button, (make sure the properties tab is selected), click on the **Online** checkbox to select it, (it should be already selected), and set any other appropriate options.
2. Click on the **Save** button.

After completing the steps above, the new Learning Modules will appear in the list of Learning Modules. It will not be in authoring mode, but will be available for students and it will open in a SCORM player when selected.

## Set Time Estimates

The screenshot shows the 'SCO: Before You Start' interface. The 'Metadata' tab is selected and highlighted with a red box. The 'Quick Edit' sidebar is open on the right, showing various fields for editing the SCO. The 'Typical Learning Time' field is highlighted with a red box, showing 'Month: 00', 'Days: 00', and 'Time: 00:15 (hh:mm)'. The 'Save' button is also highlighted with a red box.

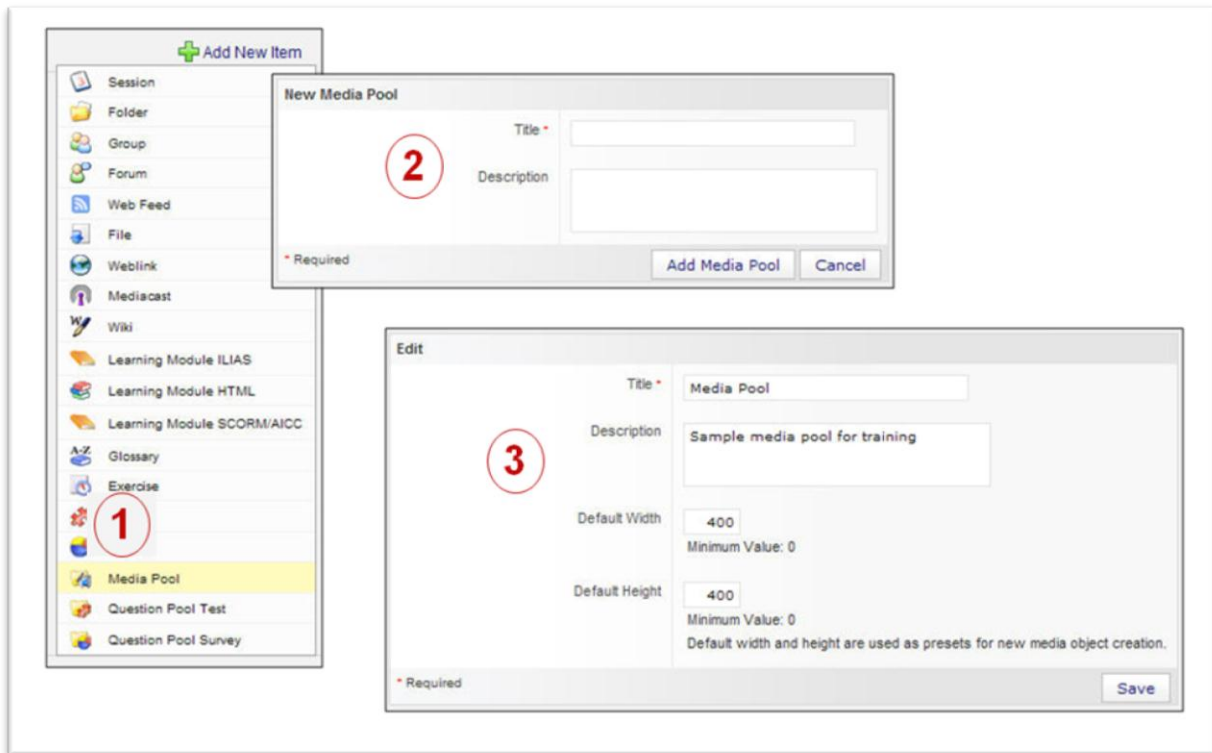
### To set Time Estimates:

Time estimates can be set for learning modules and their components. The time estimates tell students about how long it will take to complete a learning module. Time estimates can be set from the learning module and each part down to the page level, (from within the Metadata tab). The Metadata tab allows information to be provided about many aspects of the learning module.

1. Click on the **Metadata** tab and a Quick Edit screen will appear (at the bottom of the screen).
2. Enter the desired time in the **Typical Learning Time** field. Enter other appropriate information in the one or more of the fields within this screen (if desired).
  - a. [As an example: click on the dropdown arrow for the minutes, which is the last field within the Typical Learning Time section, and then select “15”.
3. Click on the **Save** button.

## CREATING A MEDIA POOL

### Create a Media Pool



#### To create a Media Pool:

A media pool allows the ability to sort and store media which include: graphics, 3D, audio, and video resources for the learning module or for the entire course. To create a media pool for a learning module: Make sure that the desired course is selected from within the All Courses tab.

1. Click on the **Add New Item** link and select **Media Pool** from the list of options. A “New Media Pool” screen will display.

2. Enter and add desired data.

[As an example enter the following data:

- Type your first initial and last name and then type “Media Pool” into the Title field.
- Type “Media Pool for my course” into the description field.

3. Click on the **Add Media Pool** button. An “Edit” screen will display.

- Enter and save the desired data.

[As an example enter the following:

- Enter 400 in the “Default Width” field.
- Enter 400 in the “Default Height” field.
- Click on the **Save** button. The media pool that was just created will appear after returning back to the course.



---

## Create Media Pool Folders

The image contains two screenshots of a web interface for managing media pools.

The top screenshot shows a view labeled "Sample". At the top, there are tabs: "Folders", "All Media Objects", "Info", "Edit Properties", "Permissions", and "Clipboard". Below the tabs is a header bar with "Thumbnail" and "Title and Description". The main area is empty, with the text "No Items" in the center. At the bottom right, there are two buttons: "Create Folder" and "Create Media Object". A red circle with the number "1" is placed over the "Create Folder" button.

The bottom screenshot shows a form titled "New Folder". It has the same tabs as the top screenshot. Below the tabs is a header bar with "New Folder". The form has a "Title \*" field with a red asterisk indicating it is required. Below the field is a red asterisk and the word "Required". At the bottom right, there are two buttons: "Save" and "Cancel". A red circle with the number "2" is placed over the "Save" button.

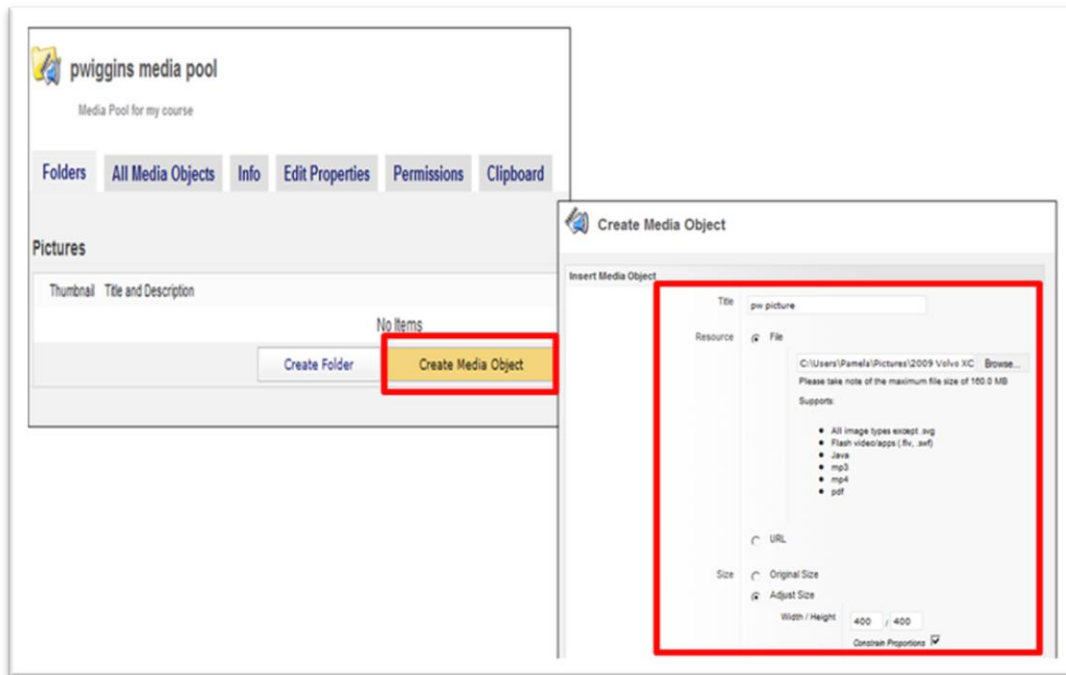
### To create Media Pool Folders:

Folders can be used to organize all the media assets for a course.

1. Select the Media Pool from the list of course items and click on the **Create Folder** button.
  - [As an example: select the media pool that was just created and click on the “Create Folder” button.]
2. Enter a **title** for the folder and click on the **Save** button.
  - [As an example: type “**Pictures**” in the Title field and click on the **Save** button.]

---

## *Add an Item to a Media Pool*



### **To add an Item to a Media Pool:**

This same procedure can be used whether adding media to the general pool, or within folders to organize media pool assets.

(After selecting a Media Pool from the list of course objects do the following)

- [As an example: Choose the Media Pool and then the folder that was just created.]

#### **1. Click on Create Media Object**

(Fill out the form – same as for adding a media object to a page.)

#### **2. Enter and save the desired data within the fields.**

- [As an example: type your first and last initial and the word “Picture” within the title field.]

#### **3. Click on the Browse button and navigate to/and select the desired media or image.**

- [As an example: navigate to your pictures folder and select the desired picture.]

#### **4. Click the Save button.**

### **To add an object from a media pool to a page in a learning module:**

1. Click on the **Choose from Media Pool** tab.
2. Select the course from a list of options and select the media pool you are using and specify the particular media asset to add to the page.

(To add an item to a Media Pool folder: Click on the title of the folder first and then follow the procedures above.)

# KNOWLEDGE CHECK QUESTIONS

---

## *Types of Knowledge Check Questions*

NTER supports a variety of question types. Using different kinds of questions for testing helps make tests unique, interesting, and provides different ways to assess learning. The Authoring environment allows the creation of questions inside pages within learning modules, question pools (to allow sharing), and tests. The following table lists and defines the types of questions that are supported.

<b>Multiple Choice</b>	Multiple choice questions offer several options from which the student chooses the correct answer. Multiple choice questions can be created with one correct answer or several correct solutions. A True/False question is a type of Multiple Choice question.
<b>Cloze</b>	Cloze questions are also known as fill-in-the-blank. With Cloze questions, the author can write a sentence or a short paragraph leaving gaps where the student supplies key terms. Authors can specify a Cloze question where the student fills in a solution which must match an answer that was specified as correct, or can use a pull-down menu of possible choices from which the student selects.
<b>Numeric</b>	Numeric questions require the student to enter a numeric value. These questions often require the student to perform a calculation that was presented in a learning module.
<b>Text Subset</b>	A text subset question is a kind of text gap or fill-in-the-blank question where the student must enter a number of terms from a comprehensive set of correct answers. This kind of question can be useful for checking if a student can provide labels for the different parts of a device.
<b>Matching</b>	Matching questions require the student to find matching pairs of terms and definitions or pictures and definitions from a list of options.
<b>Ordering</b>	Ordering questions require the student to put a list of terms, steps, or images in order. Authors can specify that the answer be provided in the form of a number (Order the following steps in chronological order, beginning with 1.) Authors can also create a special JavaScript that allows the student to drag and drop the terms in the specified order.
<b>Imagemap</b>	Imagemaps are pictures with clickable areas called hot spots. The author can upload a picture and then use the tools in NTER to define hotspots, or can upload an imagemap that was previously created in HTML. An imagemap question would ask the student to identify the correct part of an imaged picture.
<b>Java Applet</b>	Java applet questions are created outside the NTER environment. The creator of the applet question has to use a special interface to integrate the question and send the correct information about the correct solution and points back to NTER.
<b>Essay</b>	An essay is a short written piece that a student creates in response to a question on a test. NTER allows you to specify keywords and assign points automatically, but to really assess the accuracy of an essay response; you must actually read and evaluate the student's work.

---

## Add Knowledge Check Questions

The screenshot shows a multi-step process for adding a question. Callout 1 points to a plus sign in the top toolbar. Callout 2 points to the 'Insert Question' option in the dropdown menu. Callout 3 points to the 'Question Type' dropdown menu, which is open and shows 'Multiple Choice Question (Single Response)' selected. Callout 4 points to the 'Title' field, which contains the number '1'. Callout 5 points to the 'Save' button at the bottom right of the form.

Page: One Answer

Insert Question

Question Type \*

Multiple Choice Question (Single Response)

Multiple Choice Question (Multiple Response)

Cloze Question

Question (Single Response)

Title \*

1

Question \*

What is the name of this Learning Module?

Number of tries \*

3

Minimum Value: 1

Shuffle Answers

☒

Answers \*

Answer Text	Points	Actions
PWiggins	50	<input checked="" type="radio"/> <input type="radio"/>
I don't know	0	<input type="radio"/> <input checked="" type="radio"/>
It doesn't have a name	0	<input type="radio"/> <input checked="" type="radio"/>

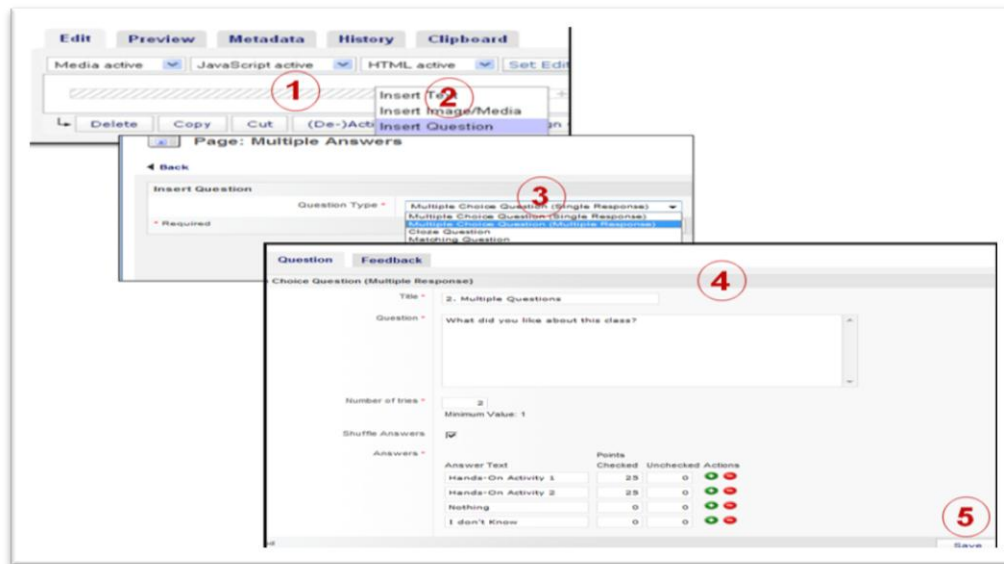
Save

### To add Knowledge Check Questions:

This example creates a multiple choice question with a single answer (only one correct answer).

1. Click on the **Plus Sign** of the desired page. A separate page can be added for a quiz.
  - [As an example: select the page titled **One Answer** and click on the plus sign within the Content pane.]
2. Select **Insert Question** from the menu. The Insert Question screen will display.
3. Click on **Question Type** dropdown arrow and select the desired option and then click on the Save button and a form will display.
  - [As an example: select **“Multiple Choice Question (Single Response)”**.]
4. Fill-in the appropriate information within the form.
  - [As an example: fill in the following:
    1. Type “1. Single Response” in the Title field.
    2. Type “What is the name of this Learning Module?” in the question field.
    3. Leave 3 in the “Number of tries” field.
    4. Type the correct name of the Learning Module in the “Answer Text” field.
    5. Type 50 in the “Points” field
    6. Click on the green plus sign icon to add another answer field.
    7. Type “I don’t know.” in the second answer field.
    8. Type “0” in the “Points” field.
    9. Click on the green plus sign icon to add another answer field.
    10. Type “It doesn’t have a name.” in the Answer Text field.
    11. Type “0” in the Points field
5. Click on the **Save** button.

## Add a Multiple Choice Question (with multiple correct answers)



### To add Multiple Choice Questions (with more than one correct answer):

Multiple choice questions can be the traditional type where a student selects the correct answer from a list of possibilities. Multiple choice questions can be defined where the student selects more than one correct answer from the list. A True/False question is also a type of multiple choice question.

1. Click on the **Plus Sign** of the desired page. A separate page can be added for a quiz.
  - [As an example: Click on the page titled “**Multiple Answers**”, then click on the **Plus sign** within the Content pane. Usually you would click on a different plus sign within the same page as the other question(s).]
2. Select **Insert Question** from the menu. The Insert Question screen will display.
3. Click on the **Question Type** dropdown arrow and select **Multiple Choice Question Multiple Response**, and then click on the **Save** button and a form will display.
4. Fill-in the appropriate information within the form.
  - [As an example: Do the following:
    1. Type “2. Multiple Responses” in the title field.
    2. Type “What did you like about this class.”
    3. Enter “2” in the “Number of tries” field.
    4. Click the check box to shuffle the answers..
    5. Type “Hands-On Activity1” in the Answer field and Type “25 in the Points Checked field, and Type “0” in the “Unchecked” field, click on the green plus sign. Then repeat steps 5 again but replace the “1” after Activity with 2.
    6. Type “Nothing” in the Answer field and Type 0 in the Points Checked Field, and type 0 in the “Unchecked” field and click on the green plus sign. Then repeat step 6, but type “I don’t know” in the Answer field and don’t click on the green plus sign again.
5. Click on the **Save** button.

### *Last Page Notice*

Previous

What's Next?

You have reached the last page of the introductory unit, which presents information about the course development task flow and the architecture of a learning module.

If you found any of the information to be unclear, or if you would like to see more (or less) explanation, please provide feedback. There is a Feedback tab on the personal desktop where you can report website errors and make general comments. Be as specific as possible, especially when reporting a problem.

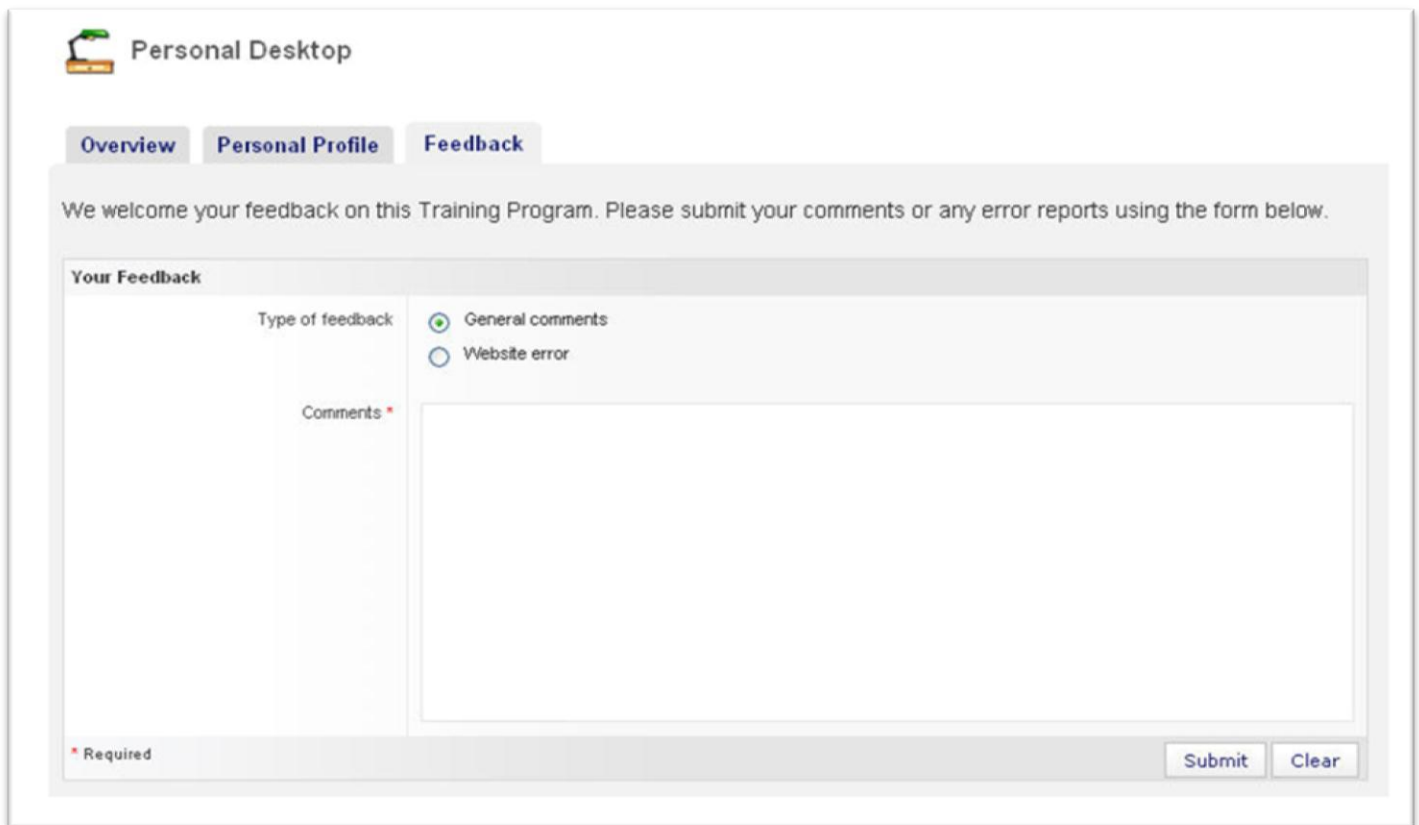
The next unit, Add Course Components, provides procedures for setting up a learning module.

#### **To add a Last Page Notice:**

Adding a “Last Page” notice (after completing topics and pages in a unit) can tell students what to do next. The notice can provide an encouraging message congratulating the student on getting to that point in the unit, or learning module; and provide instructions such as selecting the next unit, closing the learning module, taking a test or providing feedback. The Last Page Notice would be created by entering the desired information on a separate page which would be the last page in the unit or learning module.

---

## *Encouraging Feedback*



The screenshot shows a web interface titled "Personal Desktop" with a small icon of a tree and a house. Below the title are three tabs: "Overview", "Personal Profile", and "Feedback". The "Feedback" tab is selected. A message reads: "We welcome your feedback on this Training Program. Please submit your comments or any error reports using the form below." The form is titled "Your Feedback" and contains two sections. The first section, "Type of feedback", has two radio buttons: "General comments" (selected) and "Website error". The second section, "Comments", is marked with a red asterisk and contains a large text area. At the bottom left, a red asterisk indicates a required field. At the bottom right, there are "Submit" and "Clear" buttons.

Personal Desktop

Overview Personal Profile Feedback

We welcome your feedback on this Training Program. Please submit your comments or any error reports using the form below.

Your Feedback

Type of feedback

☒ General comments

☐ Website error

Comments \*

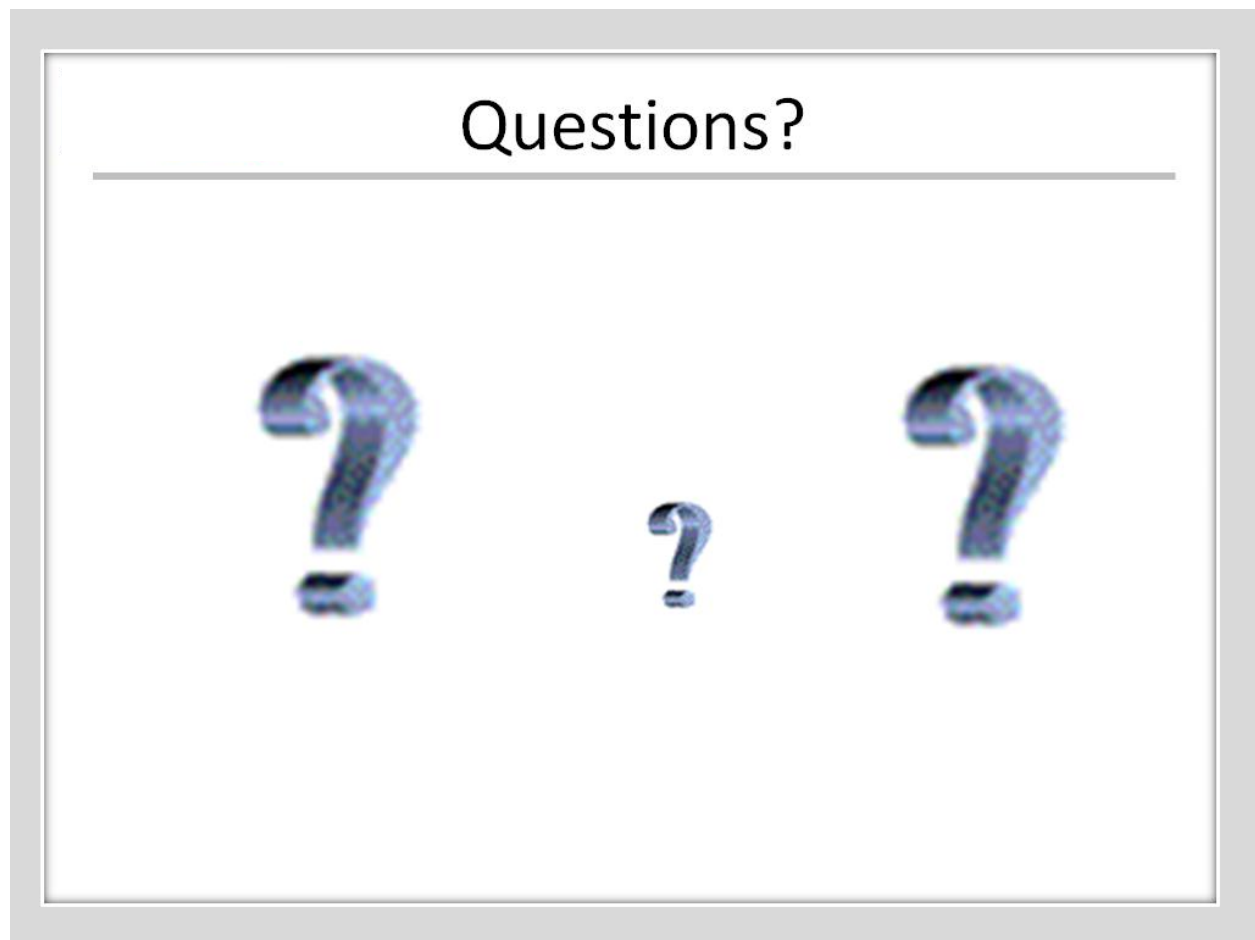
\* Required

Submit Clear

### **Encouraging Feedback:**

Consider using a last page in each lesson to review and encourage students to use the feedback tab to submit questions and comments. The feedback tab allows students to submit questions about learning modules, using the system, and reporting website errors.





**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 within NTER.