



Content 8.3 and 8.4

User Guide

Third edition, April 14, 2009

eLearning *your way*

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Contents

Content	6
Creating new modules.....	7
Creating new topics.....	9
Create New File	9
Course File.....	9
Upload New File	9
QuickLink.....	10
To create a new topic.....	10
Adding multiple new topics.....	12
Importing course content from an LOR.....	14
Importing a SCORM package.....	15
Copying modules or topics	16
Editing a module	17
Editing multiple modules	18
Editing a topic	19
Editing multiple topics	20

Remove Simple Sequencing from a SCORM package	21
Using a custom content home page.....	22
Changing display settings and preferences	24
Restoring default display settings for course content	27
Moving modules or topics	28
Re-ordering modules and topics.....	29
Searching for content.....	30
Previewing course content.....	31
Downloading and printing content	32
Publishing a course, module or topic to an LOR	33
Deleting modules or topics	35
Course statistics and feedback	36
Viewing course statistics	37
Viewing detailed statistics	37
Exporting course statistics.....	37
Resetting course statistics	37
Viewing course feedback	38
Viewing detailed course feedback	38
Exporting course feedback.....	38
Resetting Course Feedback	38

Viewing SCORM Reports on objects and users	39
Viewing reports on SCORM objects.....	39
Viewing reports on users for SCORM objects	40
Appendix A: Addendum for 8.3.0	41
8.3.1	41
Creating a new topic using a QuickLink.....	41
Publishing a course, module or topic to an LOR.....	41
Appendix B: Addendum for 8.4. information.....	44
8.4.0	44
Publishing a course, module or topic to an LOR.....	44
Appendix C: Revision History	46
Index	47

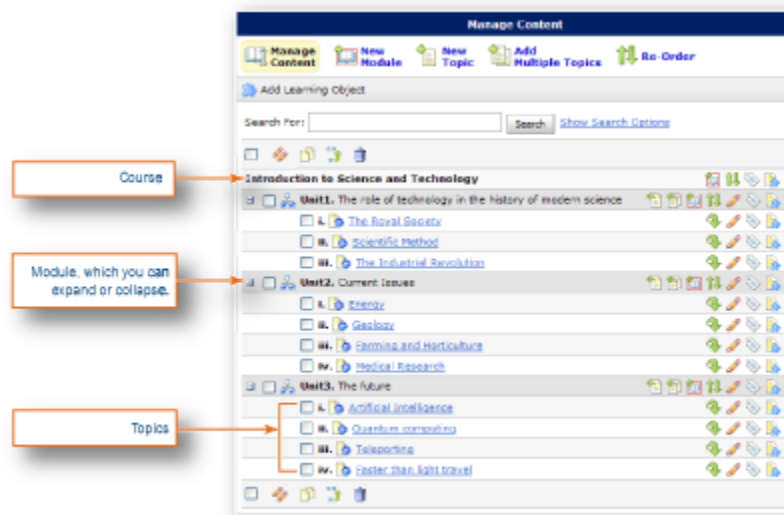
Content

The Content tool enables you to create, edit, organize, and delete modules and topics in your course. Using the Content tool you can:

- create and edit the modules and topics that make up the course curriculum
- bring course content in from existing sources and export it for reuse later
- change the way the Learning Environment displays your course's content
- link course topics to existing discussion topics

► **To access the tool**


Click **Content** on the navbar.




Manage Content page

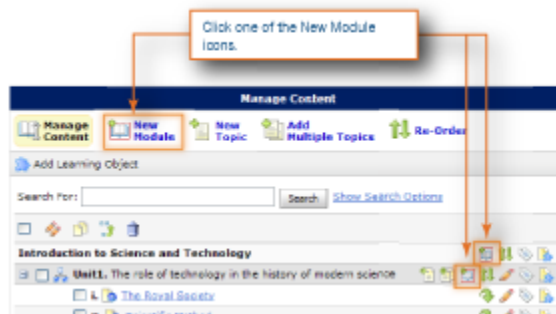
Creating new modules

You must create a module before you can insert topics. You can create modules within existing modules to establish a deeper hierarchy.

Note If your course is SCORM 2004-compliant then any new modules you create are outside the sequencing and navigation built into the SCORM package. SCORM topics have the  SCORM icon beside their titles.

► To create a new module

- 1 On the Manage Content page, click one of the  **New Module** icons.



Part of the Manage Content page with New Module icons highlighted

- 2 You can change the parent from the **Parent Module** drop-down list:
 - Select **None** if you don't want the module to be a sub-module.
 - Select a module from the list of existing modules if you want it to be a sub-module.

- 3 Type your module title in the **Title** field.

- 4 You can type in a **Short Title** as an option.

The Learning Environment uses the short title in the **Content Map** widget to help users navigate through modules. If you don't specify a short title, the Learning Environment uses the Title field.

- 5 If you want to exclude this module from the numbering system, select the **Hide Enumeration** checkbox.

For example, hiding enumeration on an introductory module does not affect the numbering on later modules.

- 6 Set further options:

Option	Procedure
Hide a module from participants' view	<ol style="list-style-type: none"> 1 Click the Restrictions tab. 2 Select the Hidden checkbox. All topics beneath this module are also hidden.
Set date/time restrictions	<ol style="list-style-type: none"> 1 Click the Restrictions tab. 2 Select appropriate Available Starting and Available Ending dates.
Set release conditions	<ol style="list-style-type: none"> 1 Click the Restrictions tab. 2 To set pre-existing release conditions to the module, click Attach Existing and select the conditions from the list in the pop-up window. 3 To create new conditions and attach them to the module, click Create and Attach. For details on creating release conditions refer to the <i>Release Conditions User Guide</i>.
Add comments	<ol style="list-style-type: none"> 1 Click the Comments tab. 2 To add comments that only you can see, type your comments into the Personal Comments text field. 3 To add comments, type your comments into the Shared Designer Comments.

- 4 Click **Save** to save your changes, or to continue creating modules, click **Save & New**.

Creating new topics

You can create topics in the **Content** tool in one of four ways.

Create New File

Create your document completely online.

Course File

Browse your Manage Files area to create topics from existing files.

Types of files that you can use as topics.

Extension	File Type
HTM, HTML, MHT, MHTML	Web Document
RTF, PPT, PPS, PDF, DOC, XLS, TXT, WPD	Text Document
JPG, JPEG, PNG, GIF	Image
SWF, MPG, MPEG, RM, WMV, WMA, MP3, AVI, WAV, RAM, ASF, MOV, RA	Media

For web documents, the Learning Environment strips the HTML tag <title> and the text with that tag from user created web documents.

Using WMA files as topics requires that you download a plug-in from <http://port25.technet.com/pages/windows-media-player-firefox-plugin-download.aspx>.

Upload New File

Upload files from your computer directly into the **Content** tool.

The table shows file extensions that are not supported when uploading files to the Learning Environment.

Restricted Upload Extensions			
ASP	ASHX	JSL	VB

Restricted Upload Extensions			
ASPX	ASMX	LICX	VBPROJ
EXE	AXD	REM	VJSPROJ
BAT	CDX	RESOURCES	VSDISCO
DLL	CER	RESX	WEBINFO
COM	CONFIG	SHTM	INI
ASA	IDC	SHTML	
ASAX	CS	SOAP	
ASCX	CSPROJ	STM	

Note For web documents, the Learning Environment strips the HTML tag <title> and the text with that tag from user created web documents.

Warning When you upload HTM files that use accented or special characters in the body, you must use UTF-8 encoding and the ISO-8859 character set for them. Accented and special characters not encoded this way are stripped of the accents when you edit the file in the HTML editor.


QuickLink

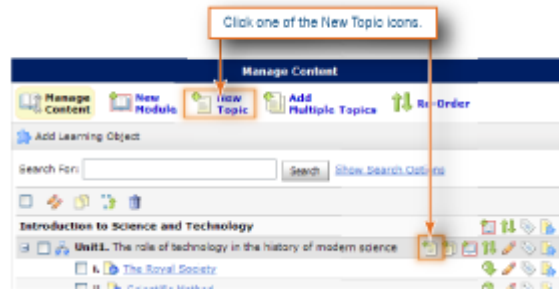
Create QuickLinks to other areas of your course site and external sites.

Note If your course is SCORM 2004-compliant then any new topics you create are outside the sequencing and navigation built into the SCORM package. SCORM topics have the SCORM icon beside their titles.

To create a new topic






Important You must create at least one module before creating a topic.

- 1 On the Manage Content page, click one of the  **New Topic** icons beside the module that you want to add a topic to, or in the top tool menu.



Part of the Manage Content page with New Topic icons highlighted

- 2 Do one of the following:

Option	Procedure
Click the  Create New File link.	<ol style="list-style-type: none"> 1 If you want to change the file's name, type the new name in the File Name field. 2 Create your content in the content area.
Click the  Course File link.	<ol style="list-style-type: none"> 1 Click the Browse button to locate the course file. 2 Select the course file by clicking the radio button beside it.
Click the  Upload New File link.	<ol style="list-style-type: none"> 1 Click the Browse button to locate the file. 2 Browse for the file on your computer, and select it.
Click the  QuickLink link.	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Type the URL in the URL field. • Click the  Insert QuickLink icon beside the URL field, select a Category and Item, and click Insert. <p>Note If you want the link to open in a new window, select the Preview/view the content topic in a new window or tab checkbox.</p>

- 3 The **Parent Module** defaults to the module that you selected, or to the first module in the list. To change the parent module, select one from the drop-down list.
- 4 Type a topic **Title**. For some types of topics the title defaults as the file's name, which you can change.
- 5 Type a **Short Title** as an option.
The Learning Environment uses the short title in the **Content Map** widget to help users navigate through modules. If you don't specify a short title, the Learning Environment uses the Title field.
- 6 Select the **Hide Enumeration** checkbox to exclude this topic from the numbering system.

For example, you can hide enumeration on an introductory topic.

7 Set further options:

Option	Procedure
Hide a topic from participants' view	<ol style="list-style-type: none"> 1 Click the Restrictions tab. 2 Select the Hidden checkbox.
Set date/time restrictions	<ol style="list-style-type: none"> 1 Click the Restrictions tab. 2 Select appropriate Available Starting and Available Ending dates.
Set release conditions	<ol style="list-style-type: none"> 1 Click the Restrictions tab. 2 Do one of the following: <ul style="list-style-type: none"> • To set pre-existing release conditions to the topic, click Attach Existing and select the conditions from the list in the pop-up window. • To create new conditions and attach them to the topic, click Create and Attach. For details on creating release conditions refer to the <i>Release Conditions User Guide</i>.
Associate a discussion topic	<ol style="list-style-type: none"> 1 Click the Discussions tab. 2 Select a discussion from the Topic Discussion drop-down. 3 You can also select a discussion from the Topic Help Discussion drop-down. If you don't have any discussions set up for the course, refer to the <i>Discussions User Guide</i>.
Add comments	<ol style="list-style-type: none"> 1 Click the Comments tab. 2 To add comments that only you can see, type your comments into the Personal Comments text field. 3 To add comments, type your comments into the Shared Designer Comments text field.

8 Click **Save**, or to continue creating topics, click **Save & New**.

Adding multiple new topics

You must have already created or uploaded the files in the Learning Environment before you can add them to a module. These topic files are stored in the **Manage Files** area.

► **To add multiple new topics**

- 1 On the Manage Content page, click the  **Add Multiple Topics** icon beside the module that you want to bulk add topics to, or in the top tool menu.



Part of the Manage Content page with Add Multiple Topics icons highlighted


- 2 Select from the **Parent Module** drop-down list to choose a module.
- 3 Select the files you want to create topics from.
- 4 If you want to update a topic's title or add a short title, edit the **Title** field and add a **Short Title**.
- 5 Click **Create**.

Importing course content from an LOR

If course content exists from previous offerings you can import course content from an LOR. You can import the content in several ways:

- Create a dynamic link to the object, which always uses the latest version of the object regardless of changes made to the learning object after you create the link.
- Create a locked link from content, which links to the version of the learning object at the time you create the link. Changes to the learning object after this are not reflected in your course.
- Import the object into the **Content** tool, which uses the learning object with its navigational structure intact and creates copies of all associated files in your course file folder.

► **To import a learning object or asset from an LOR**

- 1 From the Manage Content page click  **Add Learning Object** on the action bar.
- 2 Perform a search to find the learning object you want.
- 3 Select the learning object you want to retrieve.
- 4 Click **Next**.
- 5 Select the way you want to import the learning object: dynamic link, locked link, or import.
- 6 Click **Next**.
- 7 Select a parent module from the drop-down list, or select **None**.
- 8 If you are importing the course files and the destination folder listed is not the one you want, click **Browse** to select a new folder.
- 9 Click **Import/Create Link**.

Importing a SCORM package

If you use SCORM for your course you must import an existing package as a zip file to the Learning Environment. The SCORM package includes all the Sharable Content Objects (SCOs) and the associated Sharable Content Assets (SCAs). Sequencing and navigation are also part of the package.


Note If your package is SCORM-2004 compliant you must select the **Select all Components** checkbox on the Select Course Material page for the sequencing and navigation to function properly.

Refer to *Editing course tools and properties User Guide*.


Copying modules or topics

Within a course you can copy modules or topics. This can be useful if you wish to use a topic or module as a template. You can copy the module or topic's properties, such as release conditions, comments, discussions, and metadata. If you want to copy course components, refer to *Editing course tools and properties User Guide*.

► **To copy modules or topics to another module.**

- 1 On the Manage Content page, select the modules or topics you want to copy.
- 2 Click the  **Copy** icon at the top or bottom of the list.
- 3 Select a parent module. For modules you can select **None**.
- 4 Select whether to copy properties.
- 5 Click **Copy**.

Editing a module

- 1 On the Manage Content page, click the  **Edit** icon next to a module.
- 2 Edit the module properties.

Option	Procedure
Properties tab	
Change parent module	Select a new parent module from the Parent Module drop-down.
Edit title	Type changes in the Title field
Edit short title	Type changes in the Short Title field.
Hide or show enumeration	Do one of the following: <ul style="list-style-type: none"> • Select the Enumeration checkbox to hide numbering on this module. • Clear the Enumeration checkbox to show numbering on this module.
Restrictions tab	
Hide a module from participants' view	Select the Hidden checkbox. All topics beneath this module are also hidden.
Set date/time restrictions	Select appropriate Available Starting and Available Ending dates.
Set release conditions	<ol style="list-style-type: none"> 1 To set pre-existing release conditions to the module, click Attach Existing and select the conditions from the list in the pop-up window. 2 To create new conditions and attach them to the module, click Create and Attach. For details on creating release conditions refer to the <i>Release Conditions User Guide</i>.
Comments tab	
Add comments	<ol style="list-style-type: none"> 1 To add comments that only you can see, type your comments into the Personal Comments text field. 2 To add comments, type your comments into the Shared Designer Comments.


- 3 Click **Save**.

Editing multiple modules


You can edit basic properties of several modules at once. Edits are limited to:

- Changing the modules' Titles
- Changing the modules' Short titles
- Hide or unhide the modules
- Hide or show enumeration for the modules

▶ **To edit multiple modules**

- 1 On the Manage Content page, select the modules you want to edit.
- 2 Click the  **Edit selected items** icon at the top or bottom of the list.
- 3 Edit the module properties.

Editing a topic


- 1 On the Manage Content page, click the  **Edit** icon next to a topic.
- 2 Edit the topic's properties.

Option	Procedure
Properties tab	
Change parent module	Select a new parent module from the Parent Module drop-down.
Edit title	Type changes in the Title field
Edit short title	Type changes in the Short Title field.
Hide or show enumeration	Do one of the following: <ul style="list-style-type: none"> • Select the Enumeration checkbox to hide numbering on this topic. • Clear the Enumeration checkbox to show numbering on this topic.
Edit the topic's content	Do one of the following: <ul style="list-style-type: none"> • Type your changes into the content editing field. • To select a new file for the topic, click Change File and locate the new file for the topic.
Restrictions tab	
Hide a topic from participants' view	Select the Hidden checkbox.
Set date/time restrictions	Select appropriate Available Starting and Available Ending dates.
Set release conditions	<ol style="list-style-type: none"> 1 To set pre-existing release conditions to the topic, click Attach Existing and select the conditions from the list in the pop-up window. 2 To create new conditions and attach them to the topic, click Create and Attach. For details on creating release conditions refer to <i>Release Conditions User Guide</i>.
Discussions tab	
Associate a discussion topic	<ol style="list-style-type: none"> 1 Select a discussion from the Topic Discussion drop-down. 2 You can also select a discussion from the Topic Help Discussion topic. If you don't have any discussions set up for the course, refer to <i>Discussions User Guide</i>.

Option	Procedure
Comments tab	
Add comments	<ol style="list-style-type: none"> 1 To add comments that only you can see, type your comments into the Personal Comments text field. 2 To add comments, type your comments into the Shared Designer Comments.

- 3 Click **Save**, or to create a new topic, click **Save & New**.

Editing multiple topics

- 1 On the Manage Content page, select the topics you want to edit.
- 2 Click the  **Edit** icon at the top of the list.
- 3 Edit the topics' properties.

Option	Procedure
Change parent module	Select a new parent module from the Parent Module drop-down.
Edit title	Type changes in the Title field
Edit short title	Type changes in the Short Title field.
Hide or show enumeration	Do one of the following: <ul style="list-style-type: none"> • Select the Enumeration checkbox to hide numbering on this module. • Clear the Enumeration checkbox to show numbering on this module.

Remove Simple Sequencing from a SCORM package

You can remove the sequencing and navigation rules from a SCORM package if you want to use some of the modules or topics in another course, or re-order modules and topics in the current course.

If you do this, then progress tracking data for all users using this SCORM package are lost. The topics retain the SCORM icons after you remove the sequencing.

► **To remove simple sequencing**

From the Manage Content page, click the  **Remove SCORM 2004 Simple Sequence** icon next to the module for which you want to remove sequencing.

Using a custom content home page

You can create a customized home page for course content. This page replaces the default table of contents when users click **Content** on the navbar.

For example, using the custom content home page you can create a page that contains an annotated table of contents.

Before you add a custom content home page, you need to create the page using a web editing, image editing or similar application.

Note Desire2Learn recommends using an HTML file or similar. You can also use an image file supported by web browsers (JPG, GIF, or PNG).



Course offering with and without the custom content home page.

► To add a custom content home page

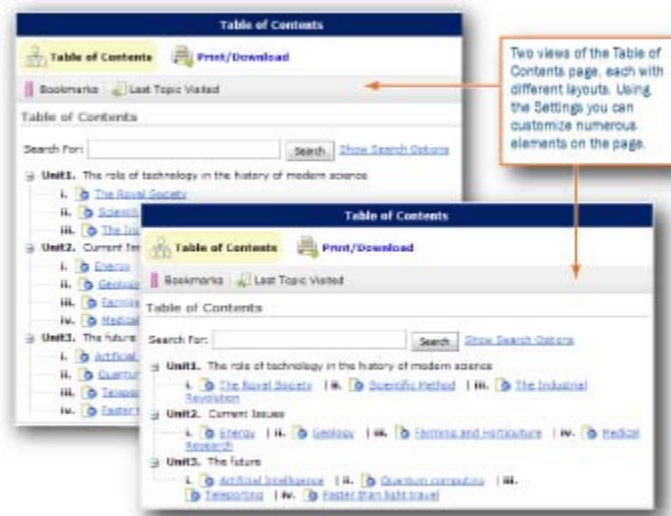
- 1 In the course, click **Content** on the navbar.
- 2 In the left tool menu, click **Settings**.
- 3 In the **Content Home** area, select **Content Home**.
- 4 Click **Browse** and navigate to the file you want to use.

- 5 If you want the sidebar (a version of the table of contents using short titles) to appear on the custom Content Home page, select **Show Sidebar**.
- ▶ **To remove a custom content home page**
- 1 In the course, click **Content** on the navbar.
 - 2 In the left tool menu, click **Settings**.
 - 3 In the **Content Home** area, clear **Content Home**.

Changing display settings and preferences


You can change how course content appears in the content viewer. For example, you can define:

- the appearance of the sidebar in topics
- the look of the course TOC (table of contents) on the Content Home
- whether to use a custom content home page
- titles for pages and widgets
- numerical schemes for modules and topics



Course Content page from the users' view


► To change how the main page displays

- 1 On the Manage Content page, in the left tool menu, click  **Settings**.
- 2 Make changes to the display settings for the table of contents.

Option	Description
Content Home Area	
Custom Home	In the Content Home area, select Content Home to use a custom content home page. See Using a custom content home page, p. 22, for details on this feature.
Show Sidebar	Select Show Sidebar to show the sidebar on the left of the custom content home page.
Table of Contents Area	
Content List Style	Changes the TOC on the content home from a vertical list, to a horizontal list, or show only the modules.
Heading	Changes the Heading for the TOC, or replace it with a variable: {CourseName} The name of the current course {OrgName} The name of the organization
Module Name Display	Changes the how the module name appears. Variables are the same as for Heading plus the following: {URLStart} Marks the beginning of a link {URLEnd} Marks the end of a link. {Enumeration} The enumerated number of the current module or topic. {ModuleLongTitle} The long title of the current module {ModuleShortTitle} The short title of the current module
Topic Name Display	Changes the how the topic name appears. Variables are the same as for Module Name Display plus the following: {TopicLongTitle} The long title of the current topic {TopicShortTitle} The short title of the current topic
Show Sidebar	Select Show Sidebar to show the sidebar on the left of the table of contents.
Sidebar area	
Box Title	Same as for Heading in the Table of Contents area, but applies only to the sidebar, if it's present.
File Type Icon	Select the File Type Icon checkbox to show the file type for the topics in the course.
Module Name Display	Same as for Module Name Display in the Table of Contents area, but applies only to the sidebar, if it's present.
Topic Name Display	Same as for Topic Name Display in the Table of Contents area, but applies only to the sidebar, if it's present.

- 3 Click **Save**.


► **To change how content topics display**

- 1 On the Manage Content page, in the left tool menu, click  **Settings**.
- 2 Click **Content Viewer** in the top tool menu.
- 3 Make changes to the display settings for course topics.

Option	Description										
Properties Area											
Title	Changes the title of the content viewer action bar.										
Show Sidebar	Select Show Sidebar to show a table of contents on the left of the custom content home page.										
Sidebar area											
Box Title	Changes the title of the sidebar. Type a title or use a variable: <table border="0" style="margin-left: 20px;"> <tr> <td>{CourseName}</td> <td>The name of the current course</td> </tr> <tr> <td>{OrgName}</td> <td>The name of the current organization</td> </tr> </table>	{CourseName}	The name of the current course	{OrgName}	The name of the current organization						
{CourseName}	The name of the current course										
{OrgName}	The name of the current organization										
File Type Icon	Select the File Type Icon checkbox to show the file type for the topics in the course (e.g., Word, HTML, PowerPoint).										
Module Name Display	Changes the how module names appear. Variables are the same as for Heading plus the following: <table border="0" style="margin-left: 20px;"> <tr> <td>{URLStart}</td> <td>Marks the beginning of a link</td> </tr> <tr> <td>{URLEnd}</td> <td>Marks the end of a link</td> </tr> <tr> <td>{Enumeration}</td> <td>The enumerated number of the current module or topic.</td> </tr> <tr> <td>{ModuleLongTitle}</td> <td>The long title of the current module</td> </tr> <tr> <td>{ModuleShortTitle}</td> <td>The short title of the current module</td> </tr> </table>	{URLStart}	Marks the beginning of a link	{URLEnd}	Marks the end of a link	{Enumeration}	The enumerated number of the current module or topic.	{ModuleLongTitle}	The long title of the current module	{ModuleShortTitle}	The short title of the current module
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{ModuleLongTitle}	The long title of the current module										
{ModuleShortTitle}	The short title of the current module										
Topic Name Display	Changes the how the topic name appears. Variables are the same as for Module Name Display plus the following: <table border="0" style="margin-left: 20px;"> <tr> <td>{TopicLongTitle}</td> <td>The long title of the current topic</td> </tr> <tr> <td>{TopicShortTitle}</td> <td>The short title of the current topic</td> </tr> </table>	{TopicLongTitle}	The long title of the current topic	{TopicShortTitle}	The short title of the current topic						
{TopicLongTitle}	The long title of the current topic										
{TopicShortTitle}	The short title of the current topic										

- 4 Click **Save**.

► **To change module and topic enumeration**

- 1 On the Manage Content page, in the left tool menu, click  **Settings**.
- 2 Click **Enumerations**.


- 3 Make changes to the enumeration for the course.

Note The table always displays four rows. If you have more than four levels, level four applies to all lower levels.


Column	Description
Level	The level column indicates the level in the hierarchy.
Before Enumeration	Defines the look and feel of the text before the module or topic level number (you can define text size and colour) using HTML tags.
Enumeration	Choose the enumeration (number) style from the drop-down list. Note If you choose the “no enumeration” option, the period (.) continues to appear in place of the enumeration until you click Main Page in the top tool menu and delete the period in the Module Name Display field.
After Enumeration	Closes the HTML tags you use in the Before Enumeration column.
Restore Default	Click the restore icon to restore enumeration to the default setting.

- 4 Click **Save**.

Restoring default display settings for course content


In any section and for any field click the  **Restore** icon and click **Save**.

Moving modules or topics

- 1 On the Manage Content page, select the module or topic.
- 2 Click the  **Move** icon at the top or bottom of the list.
- 3 Select a new **Parent Module** for your module or topic from the drop-down list.
- 4 Click **Move**.

Re-ordering modules and topics

Use this feature to change the order in which modules and topics appear on the Manage Content page.

- 1 On the Manage Content page, click **Re-order** in the top tool menu, or the  **Re-Order** icon beside the module in the list of modules.
- 2 Use the drop-down menus in the **Sort Order** column to select the order for an item. Other items reposition themselves according to the new order.
- 3 Click **Save** when you have finished the changes.

Searching for content

You can search within the course for modules and topics by their title or short title. You cannot search for text within the body of a topic. You can use the search options to narrow your search.

Search results are listed in their order within the structure of the course. For example a topic in unit one is listed before a topic in unit two.

From the search results you can view, add new topics or modules, edit, reorder, edit metadata, and delete.

► **To search for modules or topics**

- 1 On the Manage Content page type your search term in the **Search For** text box.
- 2 To narrow your search, click **Show Search Options**.
- 3 Click **Search**.

Click **Clear Search** to return to the list

Previewing course content

You can preview course content after making edits or adding new modules or topics. This is useful for quality checking purposes.

- ▶ **To preview course content**

Click  **View Content** in the left tool menu.



- ▶ **To return to Manage Content from the preview**



When you finish previewing course content and want to return to the Manage Content page, click **Content** on the navbar.

Downloading and printing content

You can print and download individual topics or whole modules through the Print/Download page.

► **To download and print content**

- 1 On the Manage Content page, click  **View Content**.
- 2 Click  **Print/Download** in the top tool menu.
- 3 Select the topics or modules you want work with.
- 4 Do one of the following:

Option	Procedure
Print the selected items	<ol style="list-style-type: none"> 1 Click the  Print icon. 2 Click the Print button.
Download the selected items	<ol style="list-style-type: none"> 1 Click the  Download icon. 2 Click the link in the Download Selected Items pop up.




Note If a topic contains a Microsoft PowerPoint file that was saved as an HTML file that topic generates an error for download and does not print.

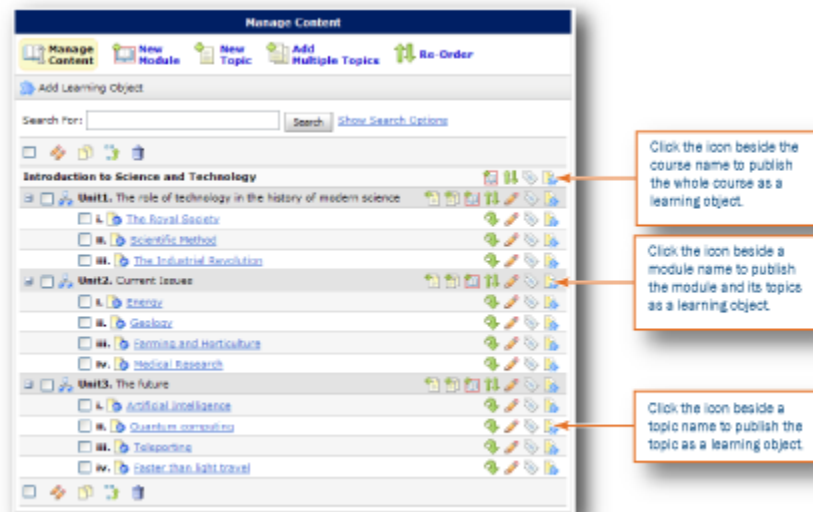
Publishing a course, module or topic to an LOR

If you have course content that you want to save for use later in a different course offering, or to make it available for different users, and your organization uses the Learning Repository, you can publish content to it. You can publish individual modules, topics, or the whole of the course content. If you want to publish individual topics or modules, you need to publish them separately.

► To publish course content to an LOR

1 On the Manage Content page do one of the following:

- To publish a topic, click the  **Publish to LOR** icon on that topic's row.
- To publish a module and its topics, click the  **Publish to LOR** icon on that module's row.
- To publish all the course content, click the  **Publish to LOR** icon beside the course title.



Manage Content page showing the Publish icons

2 Do one of the following:


- Create a new object then pick the destination repository.
- Overwrite an existing object then search for the object to overwrite.

- 3 If you want to hide the learning object from others, select the **Hide Learning Object** checkbox.
- 4 Click **Publish**.


Deleting modules or topics

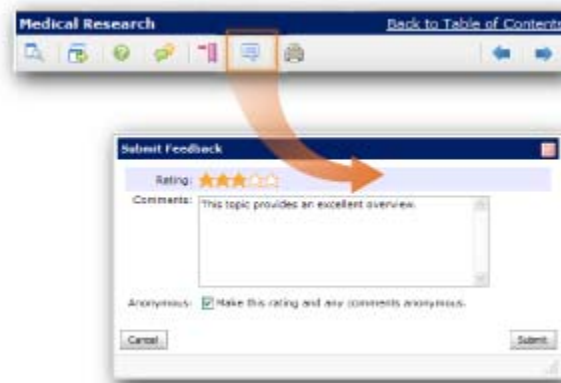
Deleting a module deletes all topics within that module.

► **To delete modules or topics**

- 1 On the Manage Content page, select the modules or topics.
- 2 Click the  **Delete** icon at the top or bottom of the list.
- 3 Choose whether you want to delete associated files.
- 4 Click **Delete Selected**.

Course statistics and feedback

Users can submit feedback through the  **Feedback** icon located on the action bar in the content viewer. They can rate the topics on a five-star rating scale and leave comments. Comments may or may not be anonymous.




The Feedback page, where users submit feedback

Viewing course statistics

Course statistics display the topics with the number of unique visitors and the average time spent by each visitor. A user who visits multiple times is only counted once.

▶ **To view course statistics**

- 1 Click **Content** on the navbar.
- 2 Click  **Reports** in the left tool menu.

Viewing detailed statistics


On the Statistics page, click the number in the **Users Visited** column for a topic to see the users who have visited the topic.

Note If the user times out or is visiting the topic when you click through to the details the time spent is not calculated.

Exporting course statistics

You can export statistics to a CSV file for use in a spreadsheet or database.

▶ **To export course statistics**

- 1 On the Statistics page, click  **Export Statistics** on the action bar.
- 2 Click **Save** and select a location to save the CSV file to, or click **Open** the file to work with it immediately.

Resetting course statistics

You can delete course statistics for the whole course.



▶ **To reset course statistics**

On the Statistics page, click  **Reset Statistics** on the action bar.

Viewing course feedback

Feedback shows the rating and comments given by users for the course content. Comments can show the user's name or be anonymous if the user chooses. If users leave their name with the feedback, you can contact them by email. After you review the feedback you can export or reset it.

▶ **To view course feedback**

- 1 Click **Content** on the navbar.
- 2 Click  **Reports** in the left tool menu.
- 3 Click  **Feedback** in the top tool menu.

Viewing detailed course feedback

You can see ratings and comments from individual users.

▶ **To view detailed course feedback**

On the Feedback page, click the number in the **Ratings** column for a topic.

Exporting course feedback

You can export feedback to a CSV file for use in a spreadsheet or database.

▶ **To export course feedback**

On the Feedback page, click  **Export Feedback** on the action bar.

Resetting Course Feedback

You can delete course feedback for the whole course.

▶ **To reset course feedback**

On the Feedback page, click  **Reset Feedback** on the action bar.

Viewing SCORM Reports on objects and users

If your course is based on SCORM, or uses SCOs as part of the course content, you have access to additional activity reports for each SCORM object and user. The reports track the activity on a topic and individuals' progress with meeting defined objectives, and in defined interactions with the course content.

Note The data in these reports depends on the data communicated to the Learning Environment by your SCOs. For example, if the SCO does not set values for objectives, then no objective information is available in the SCORM reports for that SCO.

You can export SCORM statistics; however, unlike non-SCORM courses you cannot reset the statistics.



Viewing reports on SCORM objects

The Learning Environment records for each SCORM object:



- number of user attempts on the object
- number of attempts completed. Some attempts show incomplete if a user ends the attempt at an object.
- number of attempts passed and the average passing score
- average time spent on the object


You can also view details on user attempts, objectives and interactions for each item.

► **To view reports on SCORM objects**

- 1 Click **Content** on the navbar.
- 2 Click  **Reports** in the left tool menu.
- 3 Click  **SCORM Reports** in the top tool menu.

► **To view detailed reports on SCORM objects**

- 1 From the **SCORM Objects** tab on the SCORM Reports page, click one of the icons:
 -  **Summary** icon for information on the users who have attempted the object and whether the attempt was complete or incomplete, their score, number of attempts, time spent, average time spent and day/time they last accessed it.
 -  **Objective Details** icon for information on the users' progress with the course objectives including their score, pass or fail, complete or incomplete and progress measure.

-  **Interaction Details** icon for information on the users' attempts at the interactions in an objective including question type, correct and user response, result, weighting and time spent.
- 2 Click the **Show Additional Details** link for totals of the information in the summary table.
 - 3 From the details pages, click **Go Back** to return to the main SCORM Reports page.



Viewing reports on users for SCORM objects

The Learning Environment records for each user of SCORM content:

- users' name and ID numbers
- the number of SCORM objects attempted

You can also access details on progress, scores, time spent, last accessed, and on objectives and interactions for each user.

▶ To view reports on users for SCORM objects

- 1 Click **Content** on the navbar.
- 2 Click  **Reports** in the left tool menu.
- 3 Click  **SCORM Reports** in the top tool menu.
- 4 Click the **Users** tab.

▶ To view a detailed report on an individual user for SCORM content

- From Users tab on the SCORM Reports page, click the name of the user you want to see detailed information on.


Note From the details pages, click  **Go Back** to return to the main SCORM Reports page.

Appendix A: Addendum for 8.3.0


8.3.1

Creating a new topic using a QuickLink

If you create a new topic using a QuickLink, you can force it to open in a new window or tab.

From the New Topic page, click the  QuickLink link.

Do one of the following:

- Type the URL in the **URL** field.
- Click the  **Insert QuickLink** icon beside the **URL** field, select a **Category** and **Item**, and click **Insert**.


Note If you want the link to open in a new window, select the **Preview/view the content topic in a new window or tab** checkbox.

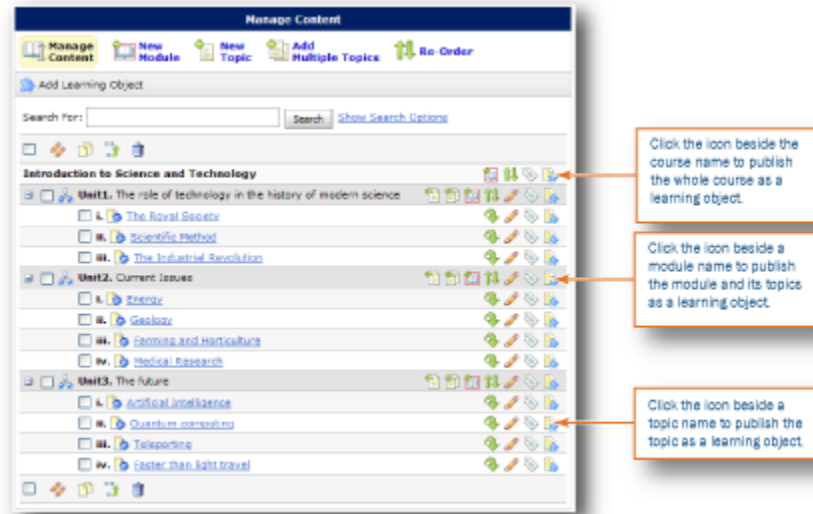
Publishing a course, module or topic to an LOR

If you publish your course content to an LOR, you can make it available to the public outside your instance of the Learning Environment.

You can also manually add assets to the learning object that are not automatically selected for publication.

► **To publish a learning object (topic, module or course)**

- 1 Click the  **Publish to LOR** icon for the topic or module that you want to publish, or at the top of the list to publish the whole course.



Manage Content with the Publish to LOR icons shown

- 2 Select one of the following:
 - Click **Create a new object** and select a repository from the **Destination repository** drop-down list.
 - Click **Overwrite an existing object** and **Search** to find the learning object you want to overwrite.
- 3 If you want to hide the learning object, select **Hide learning object**. You can change this option once the object is published to the LOR.

Note Only you and users with sufficient permission can view hidden learning objects you have published.
- 4 If you want to make the object available to the public outside your instance of the Learning Environment, select the **Make Learning Object publicly available for viewing** checkbox.
- 5 If you want to remove items from the package, clear the checkboxes next to topics or modules you do not want to publish. Clearing a module clears all its associated topics and sub-modules.
- 6 If you want to add, edit or delete metadata, click **Edit Metadata**. For details on editing metadata, refer to the *Metadata User Guide* document.

Note The LOR automatically populates the metadata IEEE LOM title field with the name of the topic, module or course (unless a title already exists).
- 7 Click **Next**.
- 8 Verify that additional assets files are included.
 - To add more files, click **Add Files**.

- To delete files, click the **delete** icon next to the files you want to delete
- 9 Click **Publish**.

Appendix B: Addendum for 8.4. information


8.4.0

Note As of 8.4 you can no longer right click on topics to open them in a new window or tab.

Publishing a course, module or topic to an LOR

If you have course content that you want to save for use later in a different course offering, or to make it available for different users, and your organization uses the Learning Repository, you can publish content to it. You can publish individual modules, topics, or the whole of the course content. If you want to publish individual topics or modules, you need to publish them separately.

► **To publish course content to an LOR**


- 1 Go to the course you want to publish, or from which you want to publish a module or topic. You can also use the LOR widget from the course home page.
- 2 Click **Content** on the navbar to open the Manage Content page.
- 3 Click the  **Publish to LOR** icon for the topic or module that you want to publish, or at the top of the list to publish the whole course.
- 4 Select one of the following:
 - Click **Create a new object** and select a repository from the **Destination repository** drop-down list.
 - Click **Overwrite an existing object** and **Search** to find the learning object you want to overwrite.
- 5 If you want to hide the learning object, select **Hide learning object**. You can change this option once the object is published to the LOR.

Only you and users with sufficient permission can view your hidden learning objects.
- 6 If you want to make the object available publically to users without an ID and password to the Learning Environment, select the **Make Learning Object publicly available for viewing** checkbox.
- 7 Select the **Associate Creative Commons license with Learning Object** checkbox if you want to set a license for the object.

Creative Commons licensing enables you to retain copyright on your work while allowing different degrees of re-use to other users. You can reserve all rights to your

work, some or release it to the public domain. For more information go to <http://creativecommons.org/>.

If you associate a license with your learning object, choose what restrictions you want to place on it.

- 8 If you want to remove items from the package, clear the checkboxes next to topics or modules you do not want to publish. Clearing a module clears all its associated topics and sub-modules.
- 9 If you want to add, edit or delete metadata, click  **Edit Metadata**. For details on editing metadata, refer to the *Metadata User Guide* document.

The LOR automatically populates the metadata IEEE LOM title field with the name of the topic, module or course (unless a title already exists).

- 10 Click **Next**.
- 11 Verify that additional assets files are included.
 - To add more files, click **Add Files**.
 - To delete files that you manually added, click the **delete** icon next to the files you want to delete.
- 12 Click **Publish**.

Setting default fonts for topics you create in Content through the HTML editor

- 1 On the Manage Content page, in the left tool menu, click **Settings**.
- 2 Click **HTML Editor**.
- 3 Make changes to the default font for the course using the **Font Face** and **Font Size** drop-down menus and click **Save**.

Appendix C: Revision History

Edition	Notes
Second (August 21, 2008)	Added addendum of changes for 8.3.1. Added warning that when you upload HTM files with accented or special characters in the body, you must use UTF-8 encoding and the ISO-8859 character set for them.
Third (March 30, 2009)	Added addendum of changes for 8.4.0

Index

A

access
content, 6

C

content
download, 32
preview, 31
print, 32
search, 30
copy
modules, 16
topics, 16
courses
publish to LOR, 33, 44
create
multiple topics, 12
new module, 7
new modules, 7
new topic, 9, 10
create new topic
from quicklink, 10
upload file, 9
create new topic
from existing file, 9
new file, 9
custom content home page, 22
add, 22
remove, 23

E

edit
module, 17
multiple modules, 18
multiple topic, 20
topic, 19

F

feedback, 38

export, 38
reset, 38
view, 38
feedback, 36

I

import
asset, 14
learning object, 14
SCORM package, 15
import content
from an LOR, 14

M

modules
delete, 35
moving modules, 28
publish to LOR, 33, 44
re-ordering modules, 29
topics to LOR, 33, 44

N

new module
options, 8

O

overview
content, 6
SCORM reports, 39

P

preferences
change preferences, 24

S

SCORM
remove simple sequencing, 21
SCORM Reports
detailed user reports, 40

- details object reports, 39
- object reports, 39
- user reports, 40
- view, 39
- search
 - content, 30
 - modules, 30
 - topics, 30
- settings
 - change content topics display settings, 26
 - change display settings, 24
 - change main page displays, 24
 - module and topic enumeration, 26

- restore default display settings, 27
- statistics
 - export, 37
 - reset, 37
 - view, 37
- statistics, 37

T

- topics
 - delete, 35
 - moving topics, 28
 - re-ordering topics, 29