



# Learninglogics® LCMS 4.36 User Guide

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# 1 Introducing LCMS 4.36

The Learninglogics® Learning Content Management System (LCMS) is a content development tool that allows Instructional Systems Designers (ISDs), courseware developers and Subject Matter Experts (SMEs) to build state-of-the art web-based lessons and tests.

Using a SCORM architecture based on reusable learning objects, the LCMS makes it easy to develop, assemble, reuse, update and maintain content. Learning objects are essentially “chunks” of training that contain content and assessment based on specific learning objectives. The size and level of granularity of Sharable Content Object Reference Model (SCORM) learning objects packaged for a Learning Management System (LMS) varies, depending on project requirements. The SCORM learning object may be an entire activity, part of an activity or the multimedia assets for an activity.

Different types of activities can be created, called:

- Independent Study (a CBT lesson)
- Test (a CBT test)
- Instructor Led Lesson

The Independent Study and Test activities may both be used for independent study. They can be used as stand-alone lessons that can be copied and reused in many different courses. The ability to copy content between Independent Study lessons and Instructor Led lessons provides additional flexibility to reuse content. The Instructor Led Lessons are used for the delivery of facilitated training. All provide web-based training with a powerful and flexible content development tool.

The LCMS automates the process of content creation by using a wide range of predefined templates for instruction and question screens, and allows the integration of a range of web-compatible multimedia. It lets trainers build glossaries and test banks, create a media library, manage prompts and training documentation, track copyright permissions and perform production analysis.

The LCMS also enables trainers to register the course(s) in a compatible LMS. Once the activities have been created, the LCMS enables users to build or design courses for use in a compatible LMS. Activities may be reused to construct multiple versions of courses. When course activities are accessed from the LMS, a user's progress and performance are tracked.

There are various types of system-generated user roles that may be assigned rights within the LCMS:

- Administrator
- Manager
- Developer
- Senior Developer
- Reviewer
- Review Manager
- Review Monitor
- Review Process Manager
- Approval Authority
- Media Developer

## 1.1 LCMS System Highlights

The Learninglogics® LCMS 4.36 is a fully integrated content management system (CMS) that is designed for high performance and simple user management.

Highlights include:

- **Web-Based System** - Learninglogics® LCMS offers a completely web-based, Sharable Content Object Reference Model (SCORM) conformant system that provides both power and flexibility.
- **Standards Based** - Learninglogics® LCMS supports all of the standards of the SCORM for web-based learning. These evolving standards ensure a high degree of system durability, accessibility and interoperability within a worldwide training environment.
- **Reusable Learning Objects** - Learninglogics® LCMS architecture, based on reusable "learning objects," makes it easy for trainers to assemble, reuse and

update content.

- **Automated Authoring** - Learninglogics® LCMS automates the process of content creation by providing trainers with templates based on sound instructional design principles. Using these templates, trainers can develop new learning objects or convert existing content.
- **Personalized Learning** - Courses can be customized for individuals or groups of users. Learning objects can be reused to construct multiple versions of courses.
- **Fully-Customizable Interface** - The LCMS interface can be customized to reflect an organization's desired look and corporate image.

## 1.2 Key LCMS Development Features

The LCMS provides Developers with a range of tools and features, including:

- **Predefined Screen Styles** - Choose from a wide range of predefined screen styles that emphasize sound instructional design and allow the trainer to integrate a range of web-compatible multimedia.
- **Comprehensive Tests** - Create a wide range of test questions including multiple choice, drag and drop, animated graphic selection and clickable images. Users can also create question banks that can be stored and the questions may be reused within learning objects in multiple courses.
- **Media Auditing and Media Library** - Track the progress of graphic development using Learninglogics® Media Library, a powerful media monitoring tool. Users can search for multimedia files, track and assess usage, and reuse media from a central media library.
- **Multimedia Integration** - Integrate any web-compatible multimedia content such as streaming video, animation, audio and simulation. The LCMS supports embedded images, Adobe Flash and any other media that can be embedded in HTML screens.
- **Glossary** - Create a glossary of key terms that can be grouped by category and searched by users from the courseware interface.
- **Reusable Content:**
  - Easily copy activities to other courses for flexible and cost-effective content

development.

- Easily reuse topics within lessons to maximize reuse of lesson content.
- Easily reuse multimedia files to maximize reuse of graphics, movies, animations, audios and simulations.

## 1.3 Deliver Activities

Delivery options for developed activities are available in different formats. Activities may be exported as SCORM packages, offline packages or ZIP files that can be imported into another LCMS.

The LCMS allows users to automatically register an activity in one or more Learning Management System(s). Once registered, the activity is available to instructors for course design and assignment to users as active courseware.

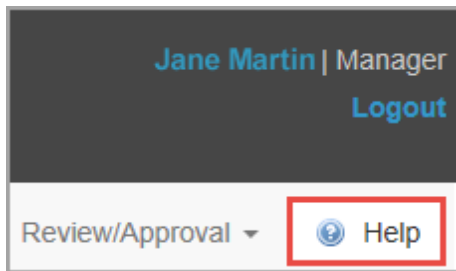
## 1.4 Getting Started

This manual consists of topics structured according to the layout of menus in the LCMS user interface. It also includes a section containing overviews of key Example Processes.

The following chapters deal with getting started after a new install of the LCMS:

- Add new users
- Create a new project
- Assign users to a project
- Add a project interface
- Create a new activity
- Create Test Questions

As you work in the LCMS, you will find web help available at any time by clicking the **Help** button.



## 2 Basic Navigation and Features

This information applies to all user roles, and will help you understand how to navigate and use the LCMS in general. **Note:** If you encounter an issue when interacting with the application, a **Issue Encountered** (error) message will display to provide you with an issue ID. Report the issue ID to your LCMS support staff.

### Issue Encountered



We have encountered an issue performing this action. Please report Issue ID: E3F56022-C364-91EA-8F39E622E02F86ED to your LCMS support staff.

### 2.1 System Roles

The following system roles are available:

User Type	Description
Administrator	The Administrator role has site-wide, unrestricted read and write permissions with the exception of the ability to read Review Inbox and Approval Inbox and the ability to generate the My Responsibilities report.
Manager	<p>The Manager role has full (read, edit, delete) privileges for the Content Repository, Question Bank, Snippet Bank, Media Library, Glossary, Tag Manager and Content Packaging.</p> <p>The Manager may also generate the following reports: Courseware Summary Report, Changes Required Report, Review Audit, Question Bank Report, Courseware Workflow Report, Detailed Project Metrics Report, Production Analysis, Media Distribution Report and Project Media Audit.</p> <p>They also have privileges for the following Miscellaneous Features: Screen Prompts, 3rd Party Content (SCO Search), Tag Search and Document Management.</p>
Developer	The Developer role has full (read, edit, delete) privileges for the Content Repository (assigned activities only), Question Bank,

	<p>Snippet Bank (if owner), Glossary.</p> <p>The Developer role has read and edit privileges under the Media Library. They also have privileges for the following Miscellaneous Features: 3rd Party Content, Tag Search and Document Management</p> <p>The Developer also has access the Course Summary Report. Only assigned activities return to them.</p>
Senior Developer	<p>The Senior Developer role has full (read, edit, delete) privileges for the Content Repository, Question Bank, Snippet Bank, Media Library, Glossary and Content Packaging.</p> <p>The Senior Developer can generate the following reports: Courseware Summary Report, Changes Required Report, Review Audit, Question Bank Report, Courseware Workflow Report, Detailed Project Metrics Report, Production Analysis, Media Distribution Report and Project Media Audit.</p> <p>They also have privileges for the following Miscellaneous Features: 3rd Party Content, Tag Search and Document Management.</p>
Reviewer	<p>The Reviewer role has no privileges except read permission for Document Management, full permission for Review Inbox and the ability to generate the My Responsibilities report.</p> <p>The Reviewer role is used in the review process when an activity is submitted for review.</p>
Review Manager	<p>The Review Manager has no privileges except read permission for Document Management, full permission for Review Inbox and the ability to generate the My Responsibilities report.</p> <p>The Review Manager role is used in the review process to finalize reviews once they have been checked by Reviewers.</p> <p><b>Note:</b> The availability of this role can be turned on or off in</p>



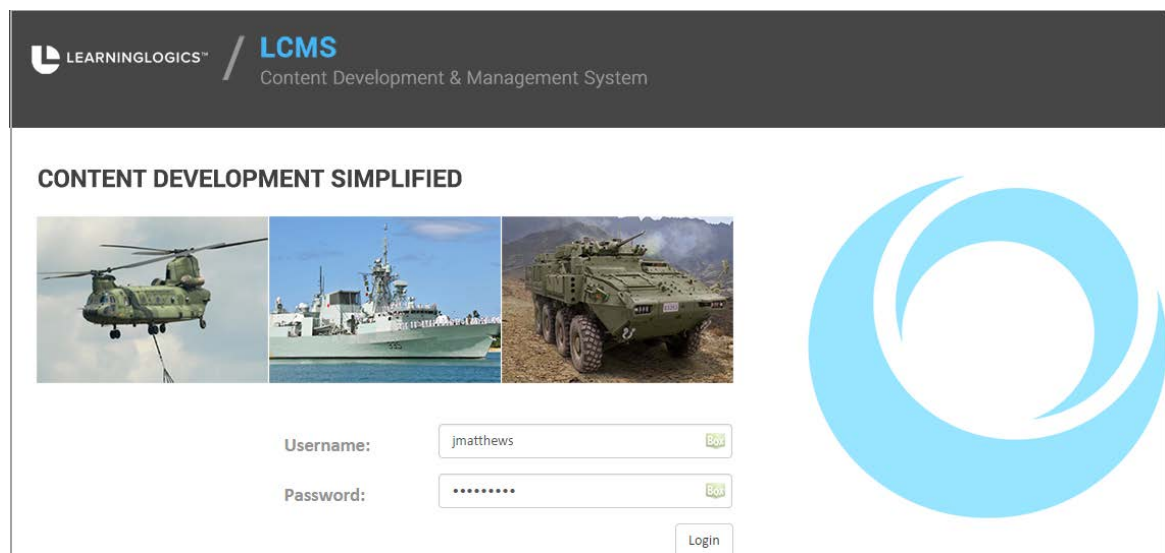
	Application Preferences.
Review Monitor	<p>The Review Monitor is similar to a Review Manager but with read-only access. The Review Monitor therefore has no privileges except read permission for Document Management, read permission for Review Inbox and the ability to generate the My Responsibilities report.</p> <p>The Review Monitor role is used in the review process to observe reviews without commenting on them or altering anything.</p> <p><b>Note:</b> The availability of this role can be turned on or off in Application Preferences.</p>
Review Process Manager	<p>The Review Process Manager has no privileges except read permission for all content and the ability to submit activities for review to an end client.</p> <p>The Review Process Manager role is used in the review process to send activities with the Ready state to the end client for final approval. When the review is completed and returned by the end client, the Review Process Manager is able to review the end client comments.</p> <p>When the developer unlocks the activity and changes the status to In Production, the Review Process Manager is able to insert comments to provide guidance to the developer on the disposition of the comments. By default, the Review Process Manager does not have the ability to delete the end client comments unless the feature is enabled in Project Preferences.</p>
Approval Authority	<p>The Approval Authority role has no privileges except read permission for Document Management and full permission for the Approval Inbox, and the ability to generate the following reports: Courseware Summary and My Responsibilities reports.</p> <p>The Approval Authority role may be used in the review process when an activity is submitted for approval.</p>

Media Developer	The Media Developer role has full (read, edit, delete) privileges for the Media Library. They also have the privilege of unlocking media-related screens in the Activity.
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## 2.2 Log In

The **Username** and **Password** fields are case sensitive. If **Enforce Strong Passwords** is enabled in the **Application Settings** screen, user passwords must be a minimum length of eight characters consisting of all of the following: at least one number, at least one uppercase character, at least one lowercase character and at least one special character. **Note:** The maximum password length is 64 characters.

1. On the LCMS User Login screen, which will open automatically if you enter the correct url in a browser and are not logged in.
2. Enter your username in the **Username** field.
3. Enter your password in the **Password** field.
4. Click the **Login** button. **Note:** If the Security Assertion Markup Language (SAML) option is enabled on the LCMS, users will be presented with a Single Sign On (SSO) option on the login screen. See SAML for more information.



LEARNINGLOGICS™ / **LCMS**  
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**CONTENT DEVELOPMENT SIMPLIFIED**

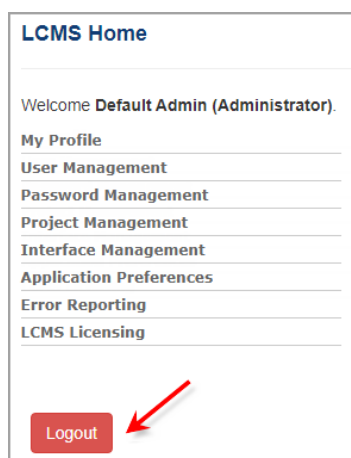
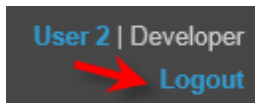
Username:  [Show](#)

Password:  [Show](#)

[Login](#)

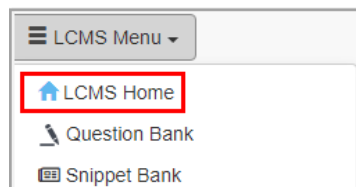
## 2.3 Log Out

You can log out of the LCMS by clicking the **Logout** link at the top of the LCMS window or the red **Logout** button on the **LCMS Home** screen. **Note:** An Administrator **LCMS Home** screen is depicted in this topic. Users, with fewer privileges, will see fewer menu options on their **LCMS Home** screen.



## 2.4 Return to LCMS Home

1. To return to the **LCMS Home** screen, click the down arrow on the **LCMS Menu**.
2. Select **LCMS Home** from the drop-down menu to open the **LCMS Home** screen.

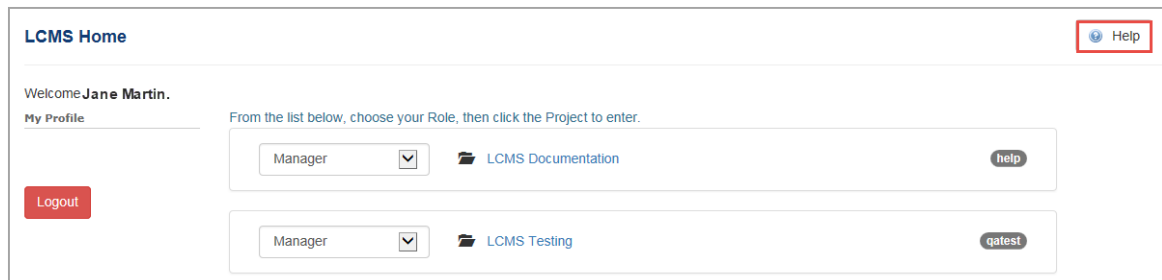


## 2.5 Help

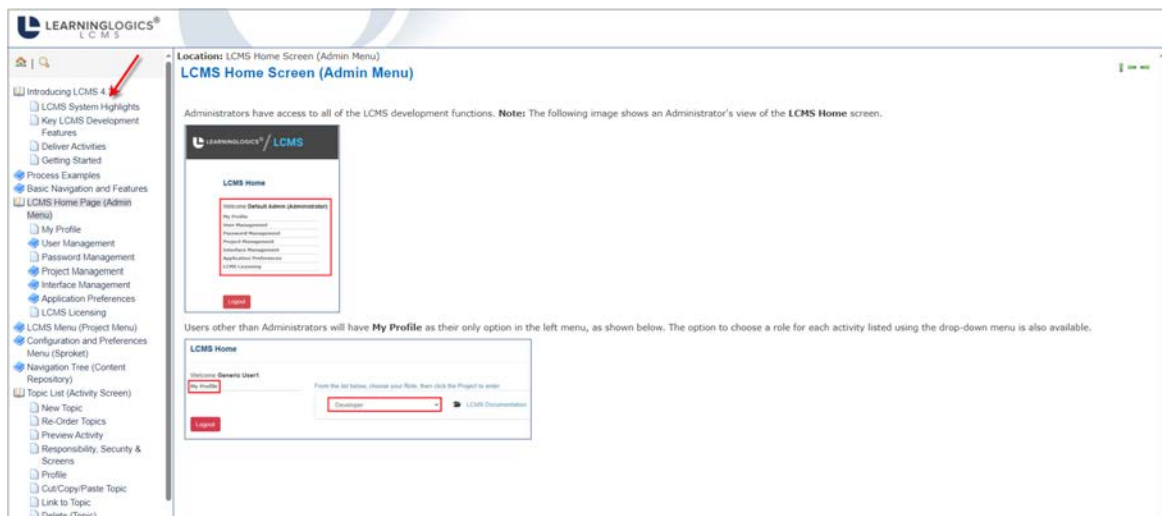
Throughout the LCMS, a **Help** button is available to give you access to the online LCMS Help.

1. Click the **Help** button anywhere in the application to open the online **Help** in a new

window.



2. On the **Help** window, click the desired topic(s) in the Navigation pane to display detailed information and/or step-by-step instructions relating to the selected topic.

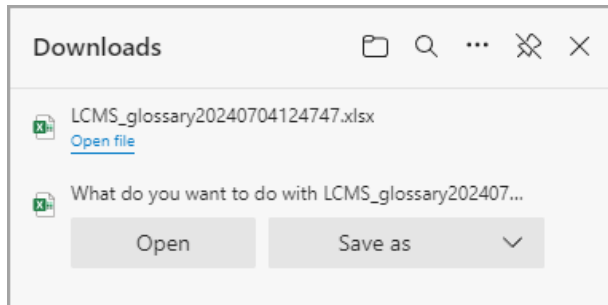


3. Click **X** at the top of the **Help** window to exit the online Help and return to the previous screen.

## 2.6 Export Functions

1. When export functions are available, export buttons will display on the screen.
2. Click the desired button (Excel, CSV or PDF) to download a file in the selected format. The CSV, or comma-separated value, format can be opened by Microsoft Excel. The downloaded file may be saved or opened from the Downloads window. **Note:** There are export buttons in the LCMS that will create .zip, .html or .xml files (offline course, glossaries, batch exports, translation exports, etc.) to download.

		Excel	CSV	PDF
Glossary Term	Definition			
BTSI	Bluedrop Training and Simulation Inc.			



## 2.7 Sort Items in a Table

To sort items in a table between the ascending and descending order, click the desired column heading or the corresponding Up/Down arrow.

User Management (1100 Users)		LCMS home	Add New User	Import LDAP Users	Access Log Report	Help
Administrators		Users	Inactive Users			
Show 25 entries		Filter		Excel CSV PDF		
Name (Last, First)		Organization				
1, Developer		Bluedrop				
1, Manager		Bluedrop				
1, Review Manager		Bluedrop				

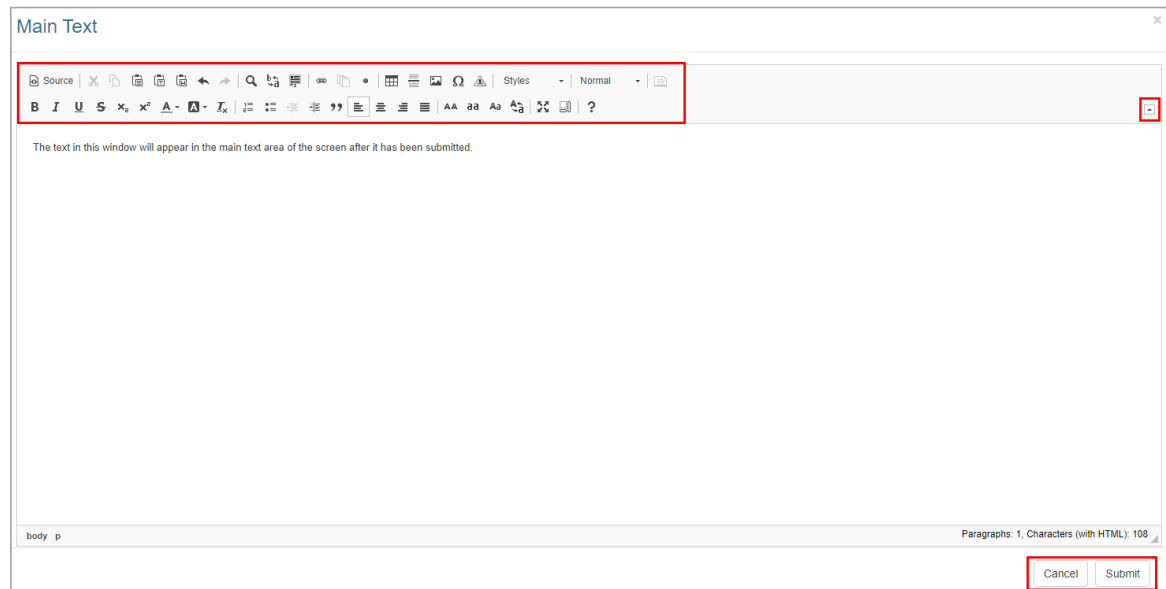
## 2.8 HTML Editor

The HTML editor is a sophisticated WYSIWYG rich-text editor that (in the background) writes the content entered into the HTML (source) format. Unlike plain text editors, this allows you to include basic formatting into your content such as bold, italics, and underline. The editor also allows you to insert images, links, snippets, and tables. The toolbar can be collapsed or expanded by clicking the small arrow to the far right of the toolbar. **Note:** The toolbar in the HTML editor has many functions and is highly-customizable. It may appear slightly different if the configuration has been changed for your installation of the LCMS.

1. Click the desired text field or the pencil icon beside the field, to open the HTML editor in a new window. The toolbar located at the top of the window contains formatting and editing functions. Hovering the mouse cursor over the button displays it's function in a tooltip. Most of these functions will be familiar to users from similar editing features available in modern word-processors or HTML editors. **Note:** The formatting functions

available for each screen and/or text field will vary.

2. Enter and format the text/content as required.
3. Click the **Submit** button to save the changes and return to the text field or click the **Cancel** button to return to the text field without saving.



## 2.8.1 Toolbar Buttons: Top Row

The toolbar buttons may vary from the configuration of your LCMS installation. The image below represents the standard configuration for the HTML editor.



The top row buttons in the standard configuration (left to right), are as follows:

- **Source:** Toggles between HTML source-code and rich-text editing views. When you click this button for the first time it will reveal the underlying HTML mark-up on the screen you're editing, whereas you normally see the rendered HTML in the editing area. For example, bold text would appear as this is bold in rich-text view but as `<b>this is bold</b>` in the HTML source view. You can insert all HTML entities using their entity name and number when the editor is in source view.
- **Cut (CTRL+X):** Cuts out the selected content and copies to the clipboard. This does the same as pressing CTRL+X in most browsers.

- **Copy (CTRL+C):** Copies the selected content to the clipboard. This does the same as pressing CTRL+C in most browsers.
- **Paste (CTRL+V):** Pastes the contents of the clipboard directly into the HTML editor, including some formatting markup, which the editor will try to automatically convert to valid HTML. **Note:** Pasting content from the clipboard in response to a button-click is *disabled* in most browsers for security reasons. This will normally open a dialogue box that asks you to paste content manually by pressing CTRL+V.
- **Paste as Plain Text (ALT+Q):** Formatting can be stripped out in the same way by first pasting content into a plain text editor like Microsoft Notepad and copying it again from there. In the Chrome and Firefox browsers, the same thing can be done more quickly by holding down the SHIFT key while pasting, i.e., pressing ALT+Q pastes the contents of the clipboard as plain text, removing all formatting. This is an important practice because pasting content into an HTML editor from HTML documents or other document formats, especially MS-Word, can lead to unexpected results if formatting is not removed. **Note:** Pasting content from the clipboard in response to a button-click is *disabled* in most browsers for security reasons. This will normally open a dialogue box that asks you to paste content manually by pressing CTRL+V. This does the same as **Remove Formatting** to the content in the clipboard before pasting it into the current text area.
- **Paste from Word (ALT+W):** Attempts to preserve some of the formatting from MS-Word documents, while converting the contents of the clipboard to valid HTML. It's important to be careful when pasting content copied from MS-Word documents into an HTML editor because it can lead to unexpected results. **Note:** Pasting content from the clipboard in response to a button-click is disabled in most browsers for security reasons. This will normally open a dialogue box that asks you to paste content manually by pressing CTRL+V.
- **Undo:** Reverses the last edit made in the HTML editor using the mouse or keyboard.
- **Redo:** Redoes the last undone edit.
- **Find:** Opens a new window for performing a text search.
- **Replace:** Opens a new window for performing a text search and replace.
- **Select All:** Selects all content in the text area, like pressing CTRL+A in most browsers.

- **Insert Link:** Opens a dialogue to insert a hyperlink. See the section titled Add/Edit/Delete Hyperlink for more information.
- **Insert Text Build:** Used to insert a break between sections in a text build, allowing sections of content within a single screen to be revealed progressively to the user.
- **Insert Bullet:** Inserts a single bullet-point symbol. **Note:** This should never be used to create a bullet-point list as this will potentially create an inconsistent appearance if other screens contain bullet-lists formatted using the HTML <ul> element.
- **Table:** Opens a widget for designing HTML tables. See the section titled Insert Table for more information.
- **Horizontal Rule:** Inserts a horizontal line for separating sections of text.
- **Image:** Opens a dialogue for inserting an inline image in the HTML.
- **Special Characters:** Opens a widget for inserting special characters.
- **Advisory Notices:** Opens a widget for creating special advisory notices such as warnings, notes, and cautions.
- **Styles Drop-down:** Allows user to use pre-defined styles for formatting selected text.
- **Paragraph Format Drop-down:** Allows the user to select different HTML mark-up for blocks of text, such as paragraph (normal), heading 1, heading 2, etc. **Note:** The screen title is normally H1 so H2 should usually be used for sub-headings. If they look too big, the font size should be changed in the theme.
- **Snippet:** Allows user to create or insert a snippet. See Create Snippet for more information.

## 2.8.2 Toolbar Buttons: Bottom Row

The toolbar buttons may vary from the configuration of your LCMS installation. The image below represents the standard configuration for the HTML editor.





The bottom row buttons in the standard configuration, in order from left to right, are as follows:

- **Bold:** Makes the selected text bold by using the `<strong>` HTML element, as if pressing CTRL+B in most browsers. **Note:** Technically, this marks up the text as "strong"; the bold styling is arbitrary, and could be rendered differently in different viewers.
- **Italic:** Makes the selected text italicized by using the `<em>` HTML element, as if pressing CTRL+I in most browsers. **Note:** Technically, this marks up the text as "emphasized"; the italicized styling is arbitrary, and could be rendered differently in different viewers.
- **Underline:** Makes the selected text underlined by using the `<u>` HTML element, as if pressing CTRL+U in most browsers. **Note:** Sometimes underlining can make the text appear like a hyperlink to users.
- **Strike Through:** Makes the selected text struck through by using the `<s>` HTML element.
- **Subscript:** Makes the selected text subscript by using the `<sub>` HTML element.
- **Superscript:** Makes the selected text superscript by using the `<sup>` HTML element.
- **Text Color:** Changes the selected text to the selected color by using the `<span>` HTML element. **Note:** Text colors may be restricted to predefined colors.
- **Text Highlight:** Highlights the selected text with the selected color by using the `<span>` HTML element. **Note:** Text highlight colors may be restricted to predefined colors.
- **Remove Format:** Using this button strips out *most* (but not all) formatting from the selected text. Similar to pasting content as plain text.
- **Insert/Remove Numbered List:** Adds or removes a numbered list, using the `<ol>` HTML element.
- **Insert/Remove Bullet List:** Adds or removes a bullet list, using the `<ul>` HTML element. **Note:** To change the colour of the bullet, right-click the list, open the **Bulleted List Properties** window, and enter the desired colour in the **Color** field.

- **Decrease Indent:** Decreases an indent by changing or removing the style HTML attribute and the margin-left CSS property. **Note:** Using this button inserts inline CSS code into the HTML, which can interfere with styles defined in the theme.
- **Increase Indent:** Increases an indent by changing or removing the style HTML attribute and the margin-left CSS property. **Note:** Using this button inserts inline CSS code into the HTML, which can interfere with styles defined in the theme.
- **Block Quote:** Inserts a block quote, using the <blockquote> HTML element.
- **Align Left:** Aligns the selected text to the left by using an HTML style attribute with the text-align: left rule. **Note:** This is sometimes avoided because it inserts inline CSS code into the HTML, which can interfere with styles defined in the theme.
- **Centre:** Aligns the selected text to the centre by using an HTML style attribute with the text-align: centre rule. **Note:** This inserts inline CSS code into the HTML, which can interfere with styles defined in the theme.
- **Align Right:** Aligns the selected text to the right by using an HTML style attribute with the text-align: right rule. **Note:** This inserts inline CSS code into the HTML, which can interfere with styles defined in the theme.
- **Justify:** Aligns the selected text with full justification by using an HTML style attribute with the text-align: justified rule. **Note:** This inserts inline CSS code into the HTML, which can interfere with styles defined in the theme.
- **Transform Text to Uppercase:** By using this button the selected text transforms to UPPERCASE.
- **Transform Text to Lowercase:** By using this button the selected text transforms to lowercase.
- **Capitalize Text:** By using this button the selected text transforms to title case (Capitalizes Each Word).
- **Transform Text Switcher:** By using this button change the selected text to either UPPERCASE or lowercase depending on the original format.
- **Maximize:** Increase the size of the HTML editor text area to fill most of the available screen space in the LCMS browser window by using this button. **Note:** This is a very useful feature if you are editing a large or complex screen.

- **Show Blocks:** By using this button, some HTML elements will be visible in the rich-text editor window by displaying a dotted border around them and the element name. **Note:** This can be a useful feature for spotting anomalies in the HTML, which would otherwise be invisible to the developer, and correcting them.
- **About CKEditor:** Display information about the HTML editor including the version number by using this button.

### 2.8.3 Insert Mathematical Notation (LaTeX)

Mathematical notation is available in the LCMS, through a library called MathJax, which is managed by the American Mathematical Society. This allows markup written in the LaTeX format to be entered in the HTML editor and rendered as mathematical symbols in the viewer. You can find detailed documentation on the MathJax and LaTeX websites. There's an excellent Wikibook on LaTeX, and you can find information about formula editors on Wikipedia. **Note:** You will not be able to view your mathematical notation within the HTML editor; you must preview the activity or course to render it in the viewer.

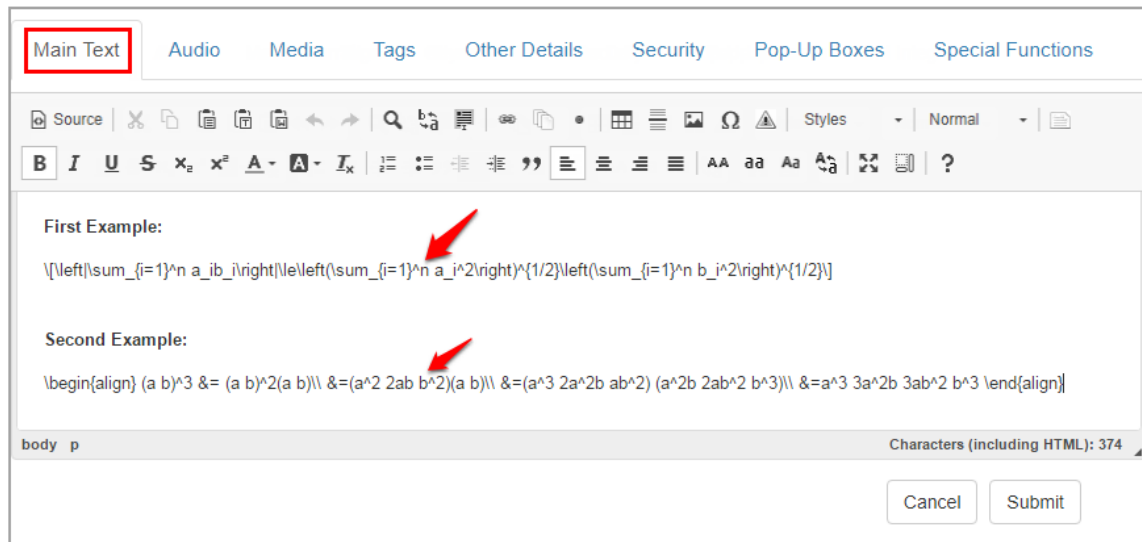
LaTeX uses plain text that is marked-up using a special notation, which is then rendered in the browser using mathematical symbols. LaTeX markup can therefore be easily copied and pasted from other sources, or from one screen to another, using plain text format.

1. Create a new Activity and from the **Screen List** screen, click the **Add Screen** button to create a new screen; click on any screen-style containing HTML text. (See Manage the Content Repository for more information on creating new Activities and Screens.)
2. Cut and paste the following two sample pieces of LaTeX markup into the HTML editor.  
**Note:** Make sure you enter LaTeX in plain text format; you can ensure this by using the **Paste as Plain Text** button on the HTML editor toolbar.

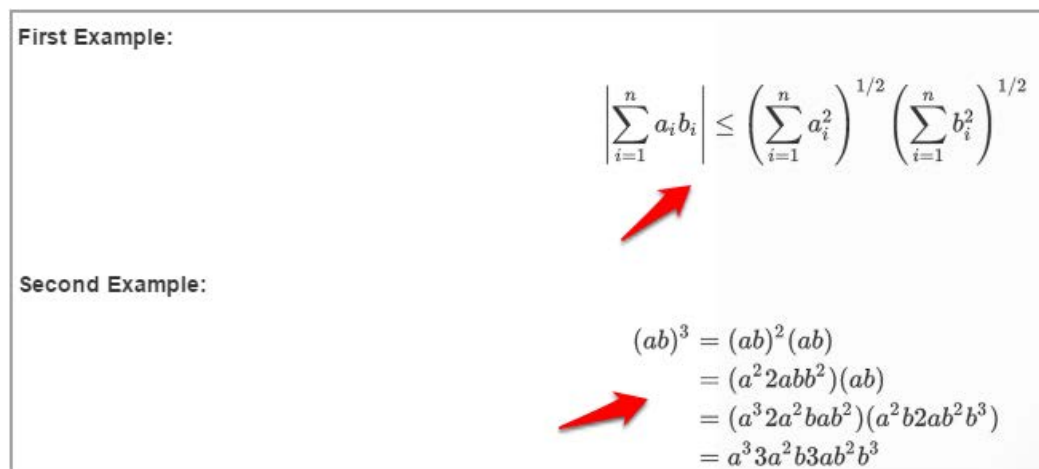
```
\left|\sum_{i=1}^n a_{ib_i}\right|\leq\left(\sum_{i=1}^n a_i^2\right)^{1/2}
\left(\sum_{i=1}^n b_i^2\right)^{1/2}\]
```

```
\begin{align} (a+b)^3 &= (a+b)^2(a+b)\\ &= (a^2+2ab+b^2)(a+b)\\ &= (a^3+2a^2b+ab^2) + (a^2b+2ab^2+b^3)\\ &= a^3+3a^2b+3ab^2+b^3 \end{align}
```

3. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen.



4. At the top of the screen, click the **Preview** button to open the screen in the viewer and you should see the LaTeX markup rendered correctly as mathematical notation. (You may need to select a viewer from the list of ones available.) **Note:** In Storyboard view, LaTeX notation will not be rendered as mathematical symbols; choose another viewer to access this feature.



## 2.8.4 Image Button

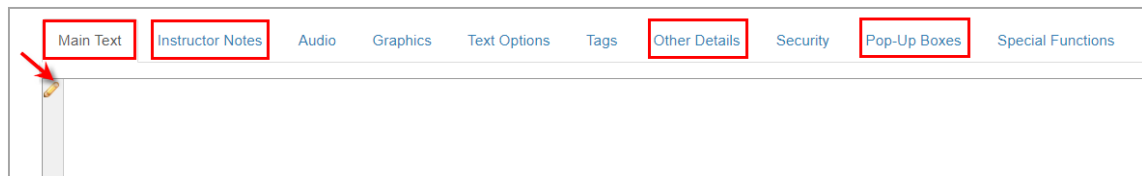
The **Image** button on the HTML editor toolbar allows the user to insert inline images in **Main Text**, **Instructor Notes**, **Media Description**, **Caption**, and **Review Instructions** fields.



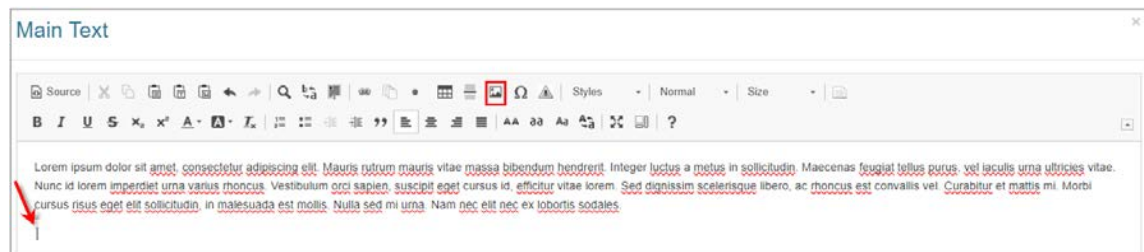
### 2.8.4.1 Add Inline Image in Text Fields

To enter an inline image in a **Main Text**, **Instructor Notes**, or **Review Instructions** field:

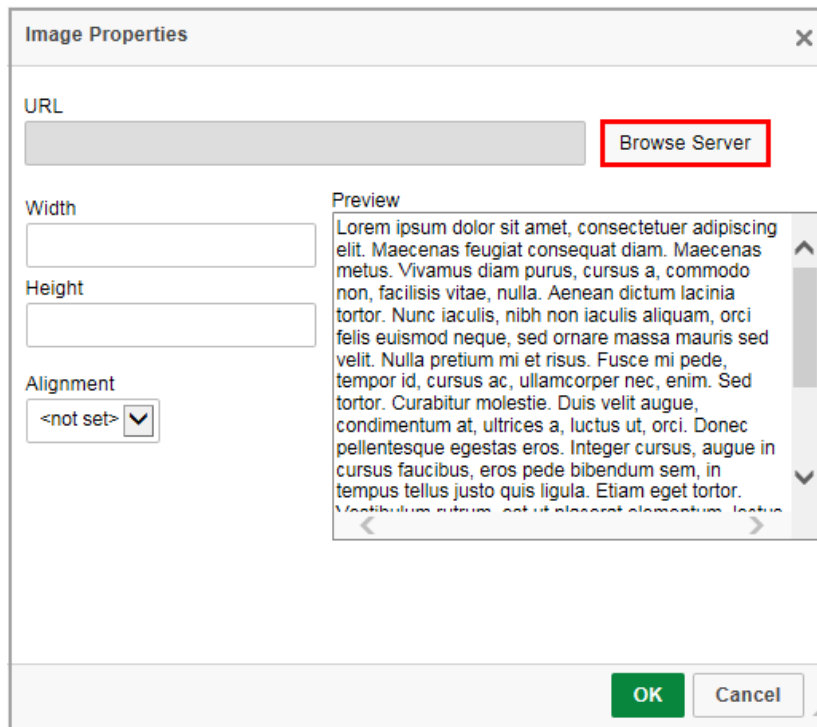
1. Click the desired tab to access the corresponding text field.
2. Click the pencil icon or the text field itself to open the HTML editor. **Note:** The **Main Text** field is depicted in this topic.



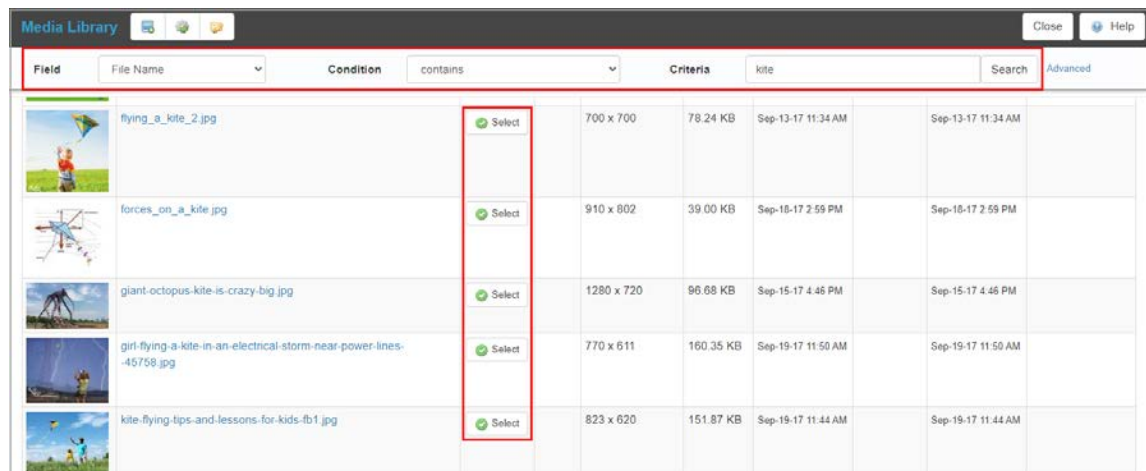
3. On the HTML editor window, place the cursor where the image is to be inserted.
4. On the toolbar, click the **Image** button.



5. On the **Image Properties** window, click the **Browse Server** button to open the **Media Library**.

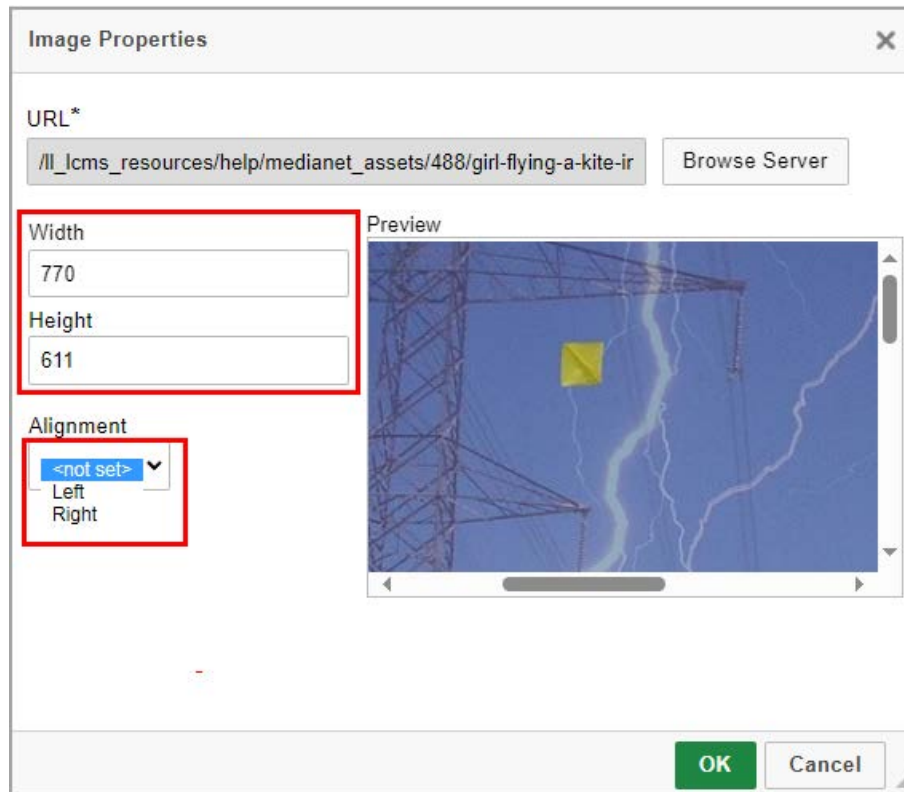


6. In the **Media Library**, search for the desired image by using one of the search functions, and then click the **Search** button. See Search Media Library for more information.
7. Select the desired image from the list by clicking the corresponding **Select** button.



8. When the image is selected from the **Media Library**, you will return to the **Image Properties** window. You will now see the chosen image in the **Preview** window. Here you can set the **Alignment**, **Width** and **Height** to make it fit better with the text, if

required. **Note:** The **Width** and **Height** fields are locked to each other to maintain the image proportions, so changing one will change the value in the other field automatically.



9. Click the **OK** button to save the desired image properties and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without saving.
10. On the HTML editor window, click the **Submit** button to save the inline image and return to the text field or click the **Cancel** button to return to the text field without saving. **Note:** It is also possible to attach hyperlinks to inline images, including links to pop-up windows. See Add Hyperlink for more information.

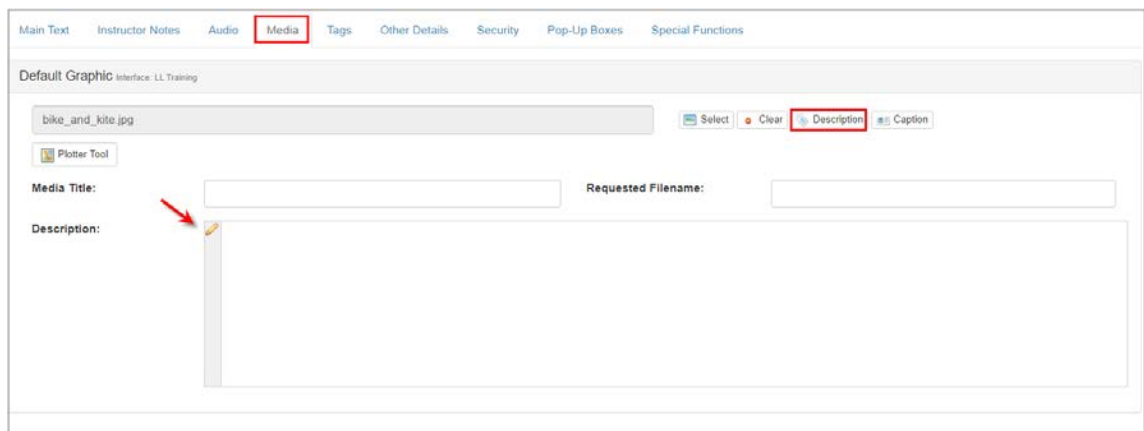
### 2.8.4.2 Add Inline Image in Media Text Fields

To enter an inline image in a **Media Description** or **Caption** field:

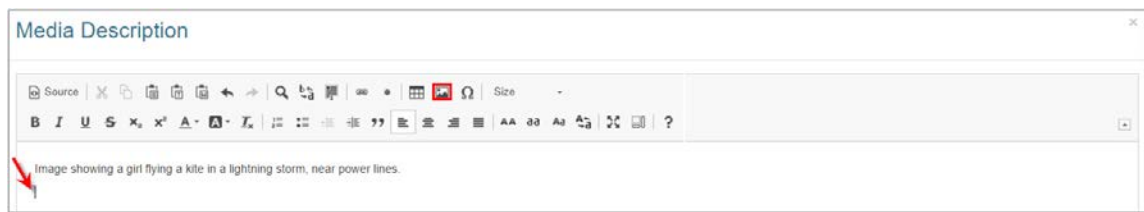
1. Click the desired tab (**Media**, **Graphic** or **Audio**) to access the media description and/or caption field. **Note:** The **Media** tab is depicted in the topic.
2. On the **Media**, **Graphic** or **Audio** tab, click the **Description** and/or **Caption** button to

open the corresponding pane. **Note:** The **Caption** button is not an option the **Audio** tab.

3. On the **Description** or **Caption** pane, click the pencil icon or the text field itself to open the HTML editor.

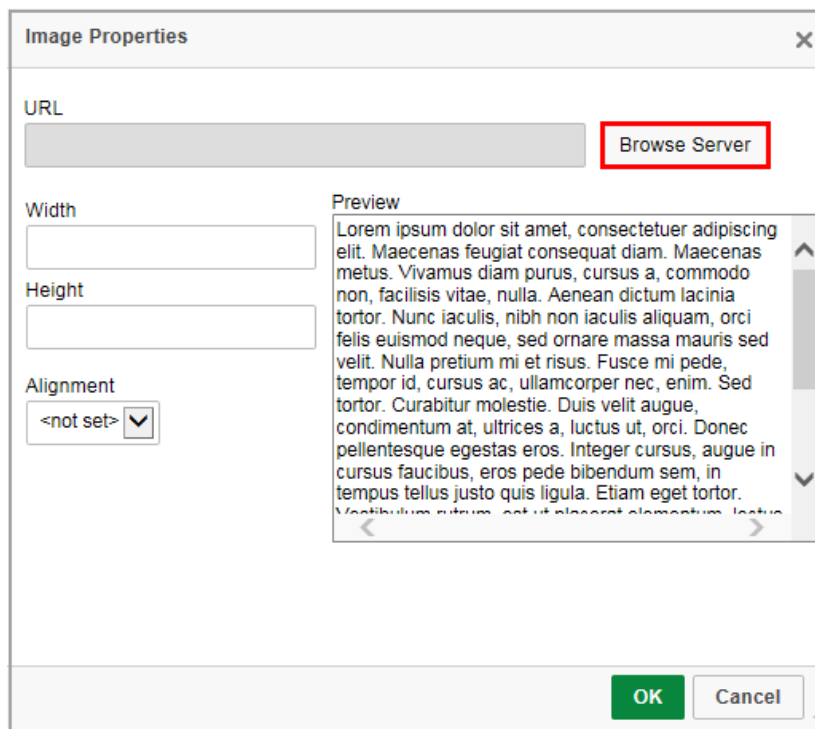


4. On the HTML editor window, place the cursor where the image is to be inserted.
5. On the toolbar, click the **Image** button.

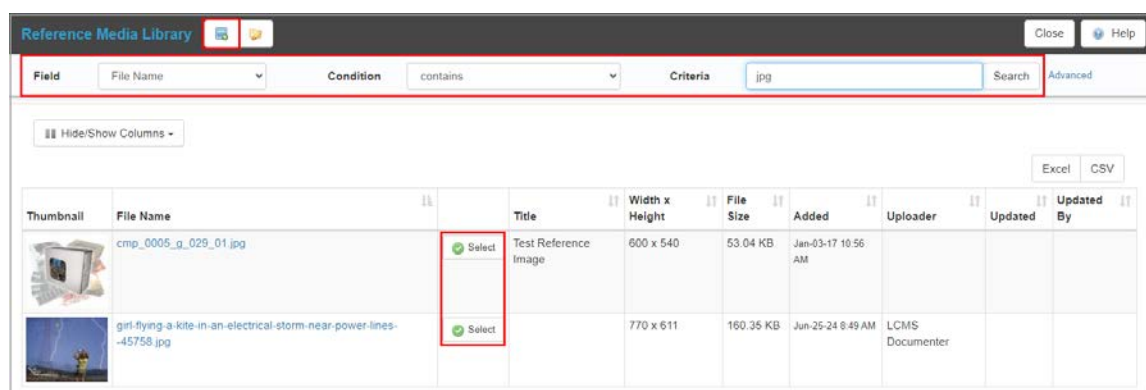


6. On the **Image Properties** window, click the **Browse Server** button to open the **Reference Media Library**. The **Reference Media Library** contains images used as draft or reference content, visible to reviewers alongside other media description information but not intended for inclusion in the final packaged version of the activity. You can upload new images here or select existing images from the repository. See [Add Media to Library](#) for more information. **Note:** Images uploaded to the main **Media Library** will not be visible in the **Reference Media Library**, and vice versa.



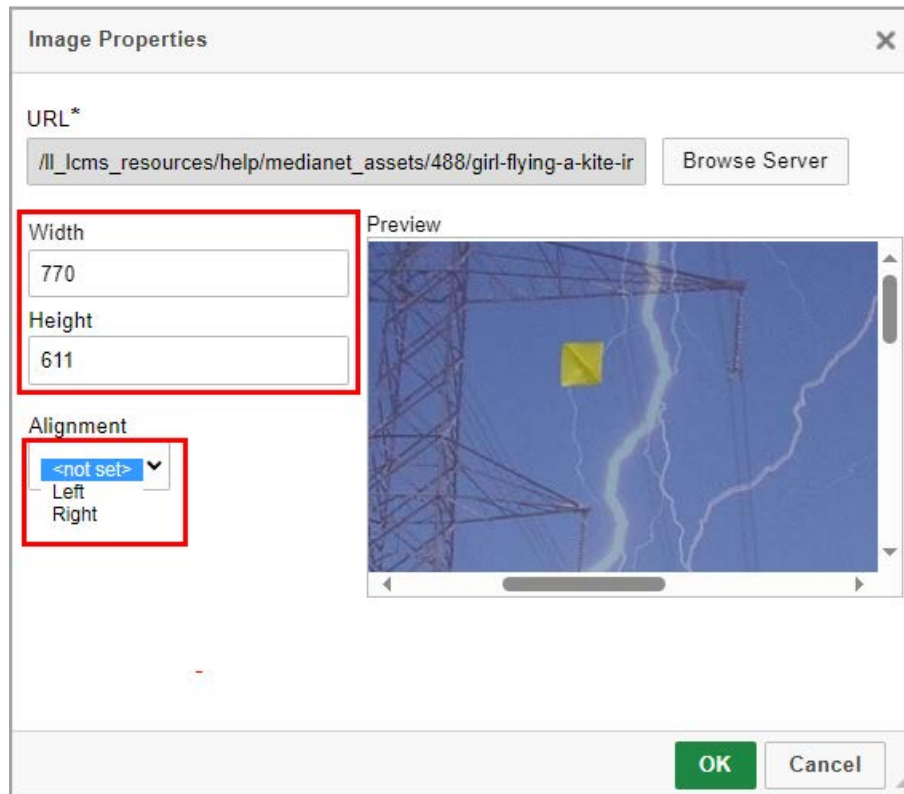


7. In the **Reference Media Library**, search for the desired reference image by using one of the search functions, and then click the **Search** button. See Search Media Library for more information.
8. Select the desired reference image from the list by clicking the corresponding **Select** button.



9. When the image is selected from the **Reference Media Library**, you will return to the **Image Properties** window. You will now see the chosen image in the **Preview** window. Here you can set the **Alignment**, **Width** and **Height** to make it fit better alongside the text, if any. **Note:** The **Width** and **Height** fields are locked to each

other to maintain the image proportions, so changing one will change the value in the other field automatically.



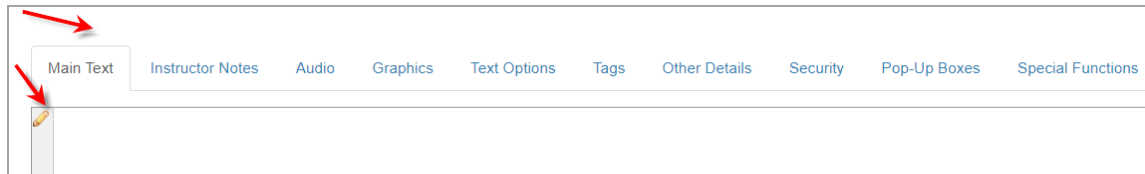
10. Click the **OK** button to save the desired image properties and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without saving.
11. On the HTML editor window, click the **Submit** button to save the inline image and return to the text field or click the **Cancel** button to return to the text field without saving. **Note:** It is also possible to attach hyperlinks to inline images, including links to pop-up windows. See Add Hyperlink for more information.

## 2.8.5 Insert Advisory Notice Button

The **Insert Advisory Notice** button on the HTML editor toolbar allows the user to insert advisory notices into **Main Text**, **Text Options**, and **Collapsible Text** fields. Advisory notices may also be inserted into the media text fields.

1. Click the desired tab to access the corresponding text field. **Note:** The **Main Text** field is depicted in this topic.

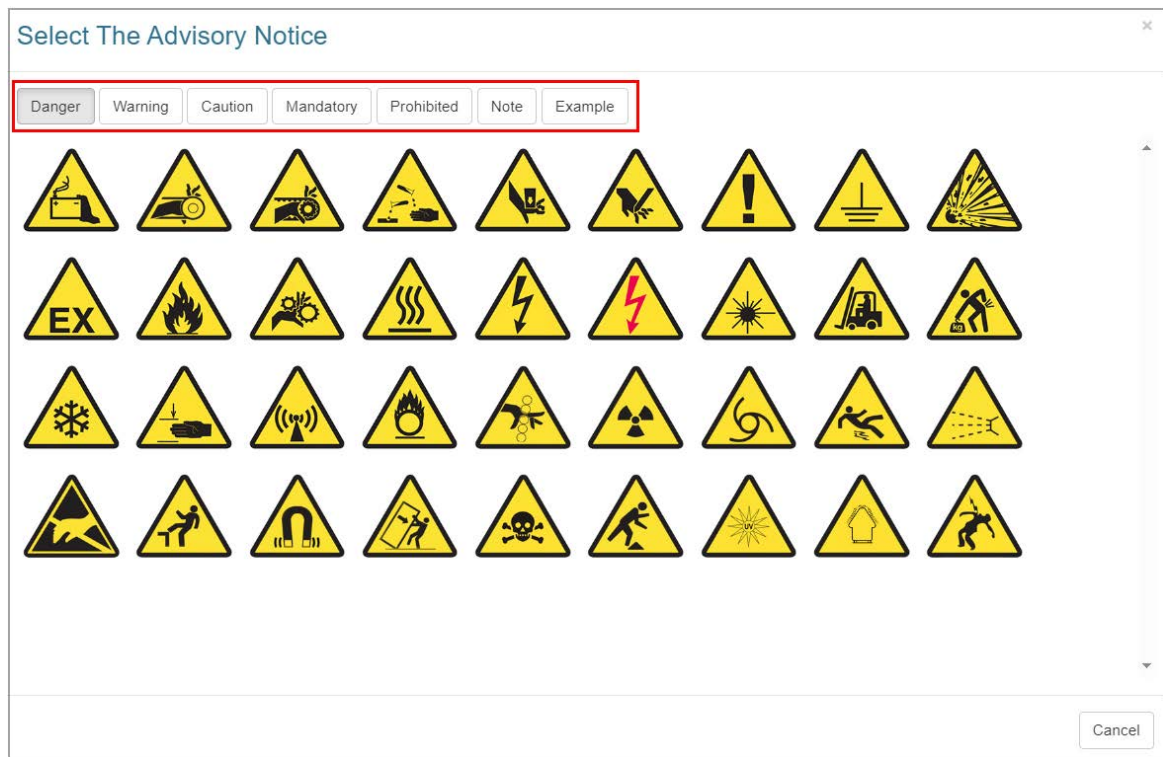
2. Click the pencil icon or the text field itself to open the HTML editor.



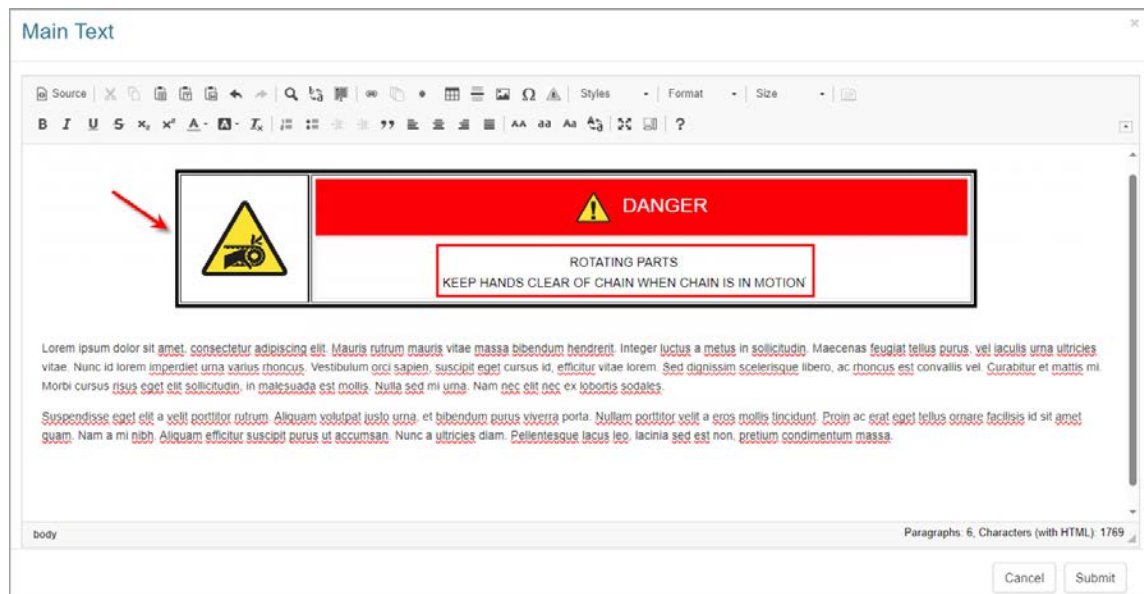
3. On the HTML editor window, place the cursor where the advisory is to be inserted.
4. On the toolbar, click the **Insert Advisory Notice** button. The **Insert Advisory Notice** button is a special widget. This widget allows users to insert information that will be formatted according to predefined styles for advisory notices, such as warnings, notes, and cautions.



5. On the **Select The Advisory Notice** window, click the tab for desired the advisory category (**Danger**, **Warning**, **Caution**, **Mandatory**, **Prohibited**, **Note**, or **Example**) to see the list of available icons for the selected category. **Note:** The icons used in the special widget are either ISO 3864-1:2011 Standard or OSHA/ANSI Z535.6 2013 Standard.



6. Click the desired icon to insert the corresponding advisory notice into the HTML editor. **Note:** Hovering the mouse cursor over the icon displays a tool tip indicating what the icon represents.
7. On the advisory notice, enter the desired summary and description in the corresponding field.
8. On the HTML editor window, click the **Submit** button to save the advisory and return to the text field or click the **Cancel** button to return to the text field without saving.

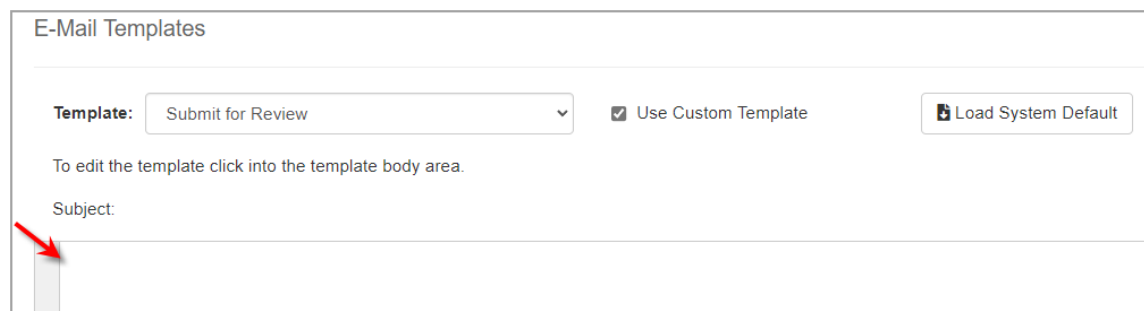


## 2.8.6 Insert Dynamic Variable Button

The **Insert Dynamic Variable** button on the HTML editor toolbar allows users to insert dynamic variables into the e-mail templates. This feature is only active when the HTML editor is open in a selected e-mail template. See Project Management, Preferences E-Mail Templates Tab or Application Preferences E-Mail Templates Tab for more information.

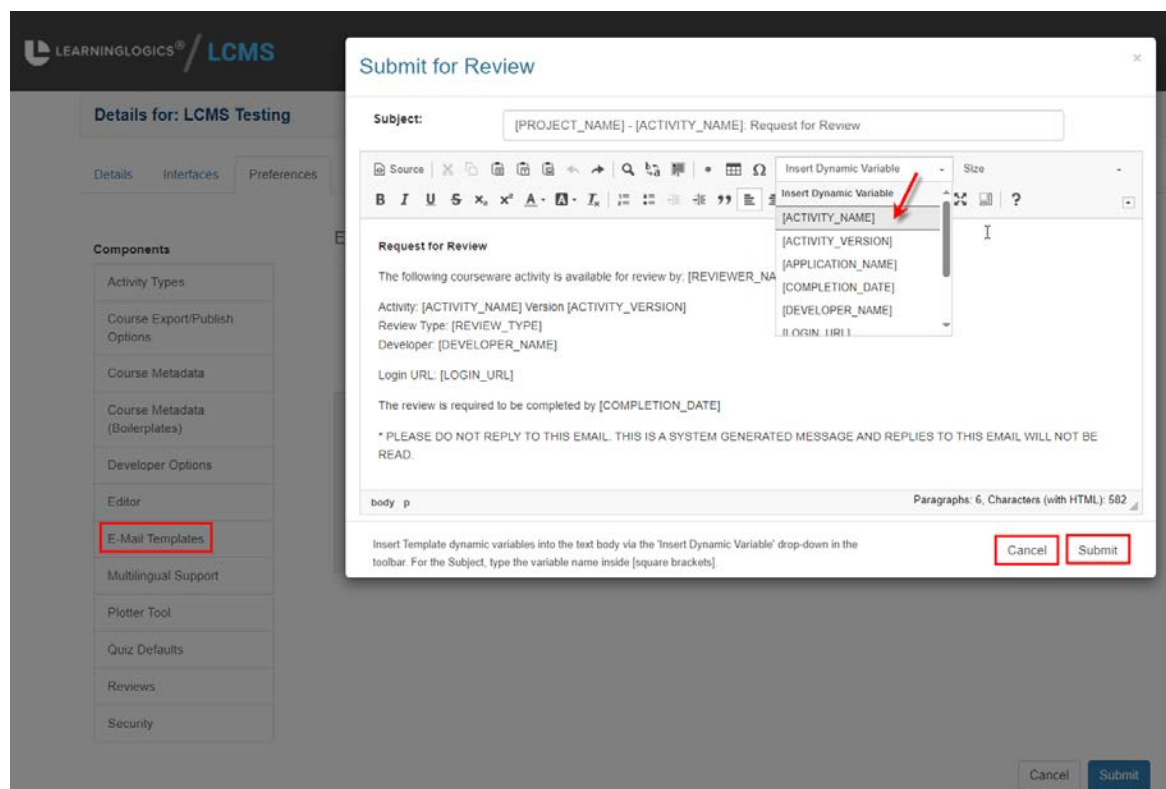
**Note:** The Project Management Preferences E-Mail Templates are used throughout this topic.

1. On the **E-Mail Template** pane, click the **Text** field to open the HTML editor. **Note:** The **Submit for Review** e-mail template is depicted in this topic.



2. On the HTML editor window, place the cursor where the dynamic variable is to be inserted in the text body.
3. On the toolbar, click the **Insert Dynamic Variable** button.

4. Select the desired dynamic variable from the **Insert Dynamic Variable** drop-down menu. **Note:** Selecting a dynamic variable from the **Insert Dynamic Variable** drop-down menu is only possible in the text body. For the **Subject** field, type the dynamic variable inside square brackets (i.e. [PROJECT\_NAME] - [ACTIVITY\_NAME]) directly into the field. Alternatively, insert the dynamic variable into the text body, then cut/paste it into the **Subject** field.
5. Click the **Submit** button to submit the changes to the HTML editor, and return to the **E-Mail Templates** pane or click the **Cancel** button to return to the **E-Mail Templates** pane without saving.



6. On the **Preferences** tab, click the **Submit** button to save the changes and return to the **Project Management** screen or click the **Cancel** button to return to the **Project Management** screen without saving. **Note:** You must click the **Submit** button on the **Preferences** tab to save the changes submitted to the HTML editor.

## 2.8.7 Create/Insert Snippet Button

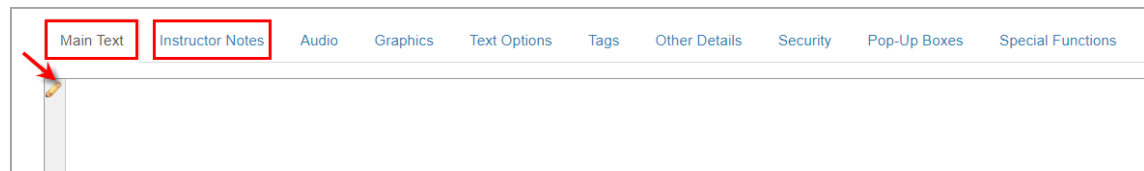
The **Create/Insert Snippet** button on the HTML editor toolbar allows the user to create and/or insert snippets in the **Main Text** and **Instructor Notes** fields. **Note:** Snippets are unclassified text blocks that can be reused as needed. Content considered to be Controlled Goods (**CAT 1-3**) or Classified (**Restricted**, **Confidential**, or **Secret**) should not be included in snippets.



### 2.8.7.1 Create Snippet

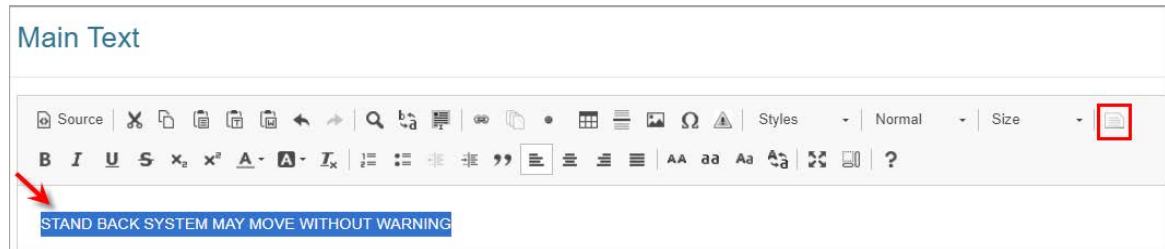
To create a snippet in a **Main Text** or **Instructor Notes** field:

1. On the **Main** tab or **Instructor Notes** tab, click the **Main Text** or **Instructor Notes** field to open the HTML editor. **Note:** The **Main Text** field is depicted in this topic.

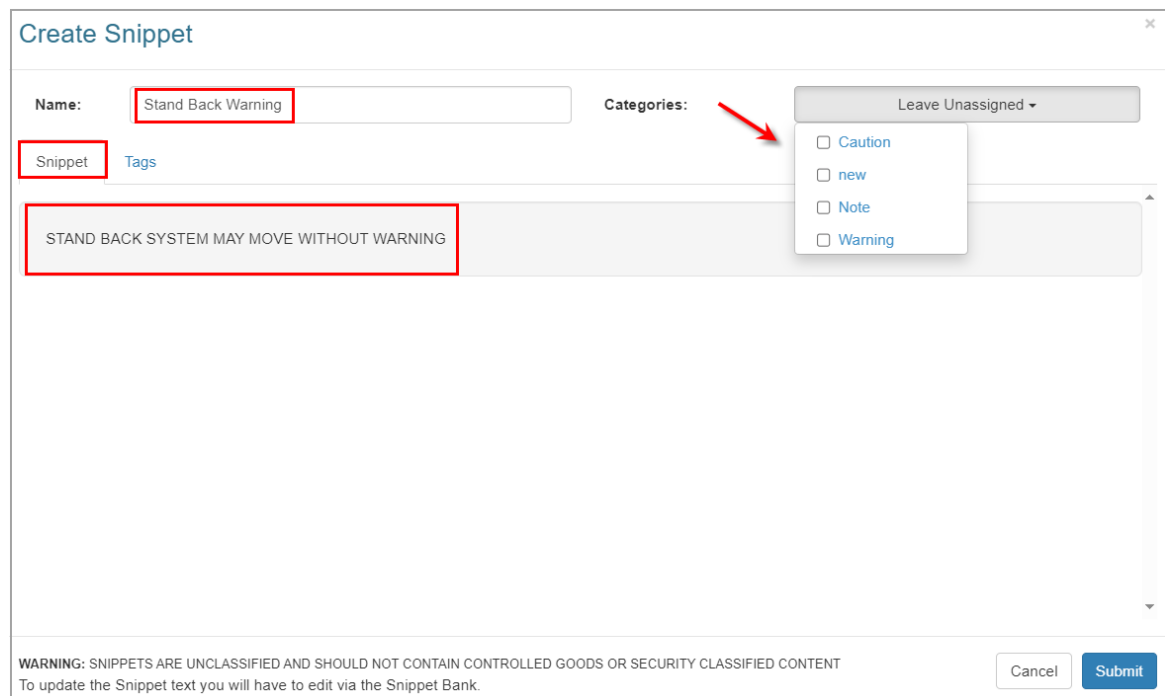


2. On the HTML editor window, place the cursor where the snippet is to be created.

3. Enter the desired text to include in the snippet, and then select the text. **Note:** Snippets are unclassified text blocks that can be reused as needed. Content considered to be Controlled Goods (**CAT 1-3**) or Classified (**Restricted**, **Confidential**, or **Secret**) should not be included in snippets.
4. On the toolbar, click the **Snippet** button to open the **Create Snippet** window.



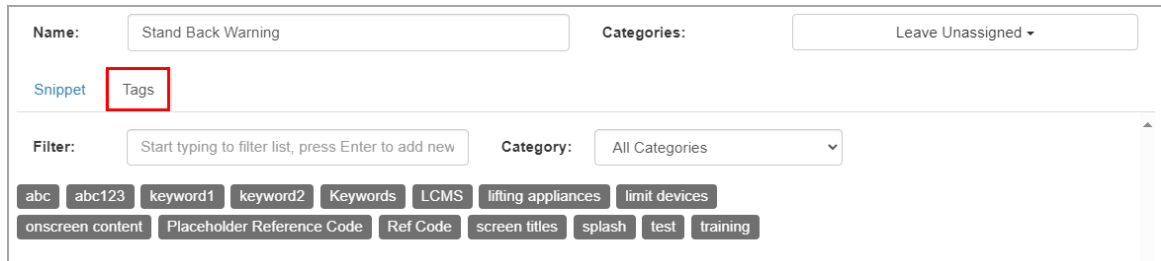
5. On the **Create Snippet** window, the selected text becomes the snippet and displays with a grey background on the **Snippet** tab.
6. Enter the desired name for the snippet in the **Name** field.
7. Select a category for the new snippet from the **Categories** drop-down or leave it unassigned.



8. Click the **Tags** tab and enter the desired tags or select them from the available list.

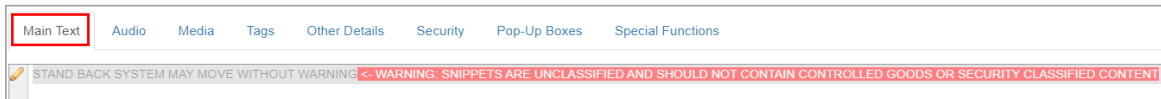


See Add Tag for more information.



The screenshot shows a form for creating a snippet. At the top, there is a 'Name' field with the text 'Stand Back Warning' and a 'Categories' dropdown menu set to 'Leave Unassigned'. Below these are two tabs: 'Snippet' and 'Tags', with 'Tags' being the active tab. Under the 'Tags' tab, there is a 'Filter' input field with the placeholder text 'Start typing to filter list, press Enter to add new' and a 'Category' dropdown menu set to 'All Categories'. Below the filter and category fields is a list of tags: 'abc', 'abc123', 'keyword1', 'keyword2', 'Keywords', 'LCMS', 'lifting appliances', 'limit devices', 'onscreen content', 'Placeholder Reference Code', 'Ref Code', 'screen titles', 'splash', 'test', and 'training'.

9. Click the **Submit** button to save the snippet or click the **Cancel** button to return to the previous screen. The newly create snippet will display in the the **Main Text** or **Instructor Notes** field. **Note:** It is not possible to create a snippet inside of a snippet (you must create a separate snippet). Snippets can be edited in the **Snippet Bank** by an Administrator, Manager, Senior Developer, or the Developer who created the snippet. When a snippet is modified in the **Snippet Bank** all instances of the snippet will be updated. See Snippet Bank for more information.

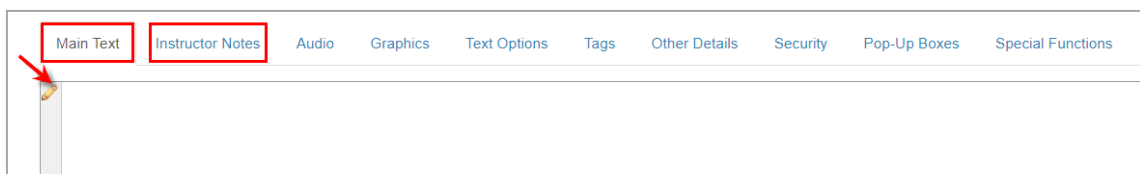


The screenshot shows the snippet insertion interface. At the top, there is a tabbed interface with tabs: 'Main Text', 'Audio', 'Media', 'Tags', 'Other Details', 'Security', 'Pop-Up Boxes', and 'Special Functions'. The 'Main Text' tab is selected. Below the tabs is a text area containing the text 'STAND BACK SYSTEM MAY MOVE WITHOUT WARNING' followed by a red warning message: 'WARNING: SNIPPETS ARE UNCLASSIFIED AND SHOULD NOT CONTAIN CONTROLLED GOODS OR SECURITY CLASSIFIED CONTENT'.

## 2.8.7.2 Insert Snippet

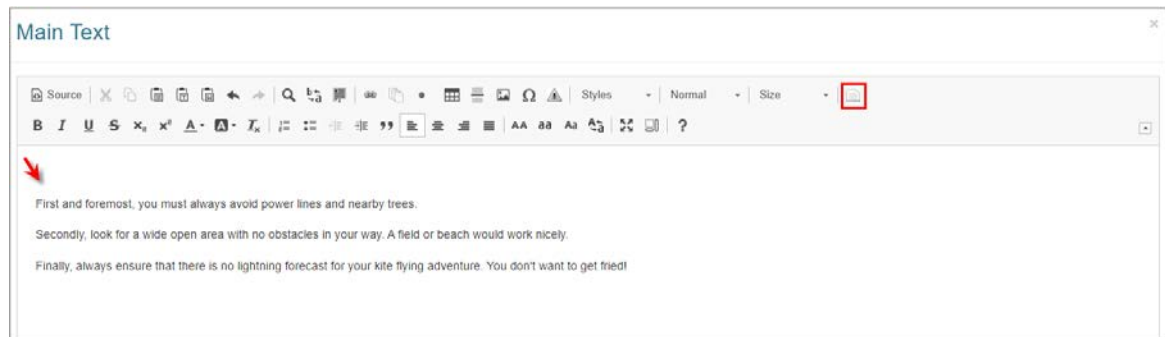
To insert and snippet into a **Main Text** or **Instructor Notes** field:

1. On the **Main** tab or **Instructor Notes** tab, click the **Main Text** or **Instructor Notes** field to open the HTML editor. **Note:** The **Main Text** field is depicted in this topic.

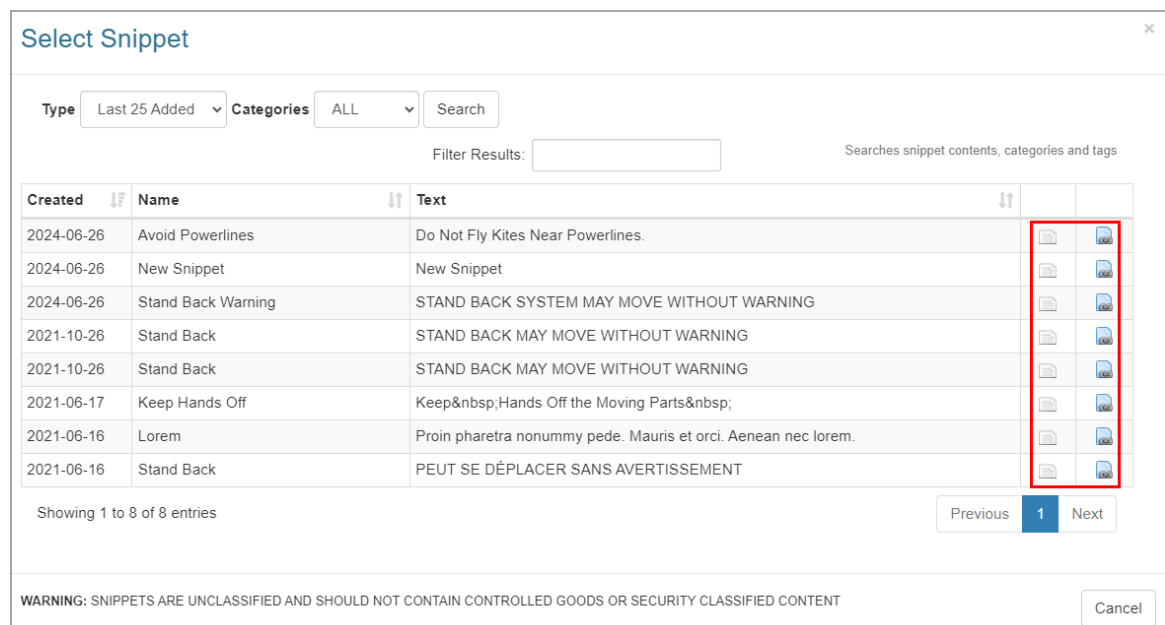


The screenshot shows the HTML editor window. At the top, there is a tabbed interface with tabs: 'Main Text', 'Instructor Notes', 'Audio', 'Graphics', 'Text Options', 'Tags', 'Other Details', 'Security', 'Pop-Up Boxes', and 'Special Functions'. The 'Main Text' tab is selected. Below the tabs is a large text area for editing the HTML content. A red arrow points to the 'Main Text' tab.

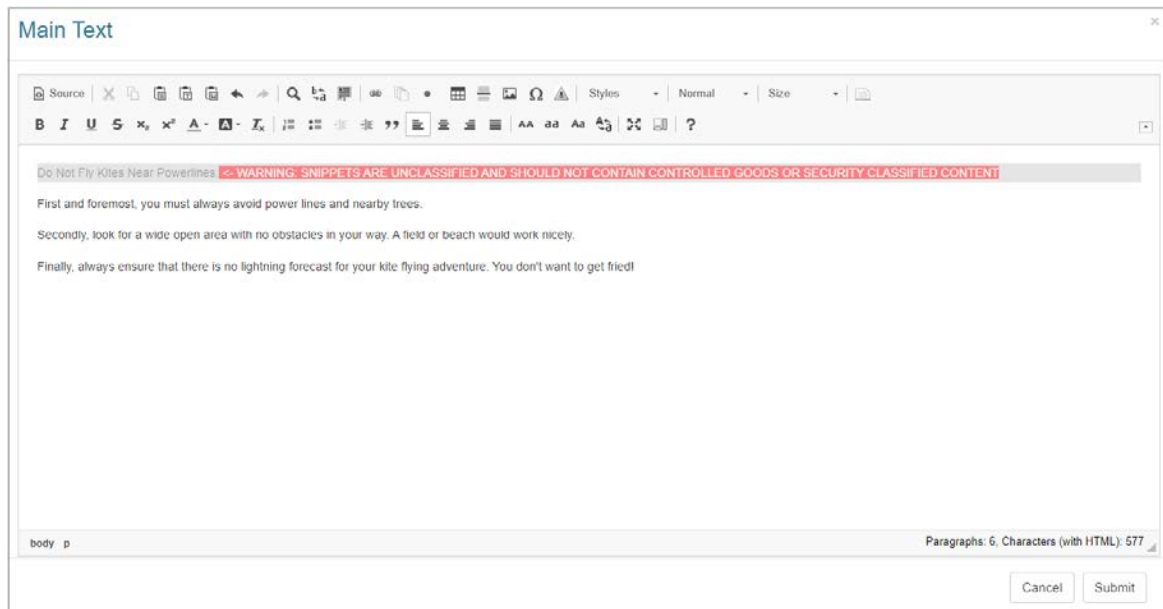
2. On the HTML editor window, place the cursor where the snippet is to be inserted.
3. On the toolbar, click the **Snippet** button to open the **Select Snippet** window.



4. On the **Select Snippet** window, select the desired **Snippet** from the list by clicking the Link icon in the last column. This will insert the snippet (text block) into the HTML editor. You may also convert the desired snippet to text by clicking the Text icon. This will remove the text block and insert only text into the HTML editor. **Note:** You may search for a snippet using the search options. See Search Snippet Bank for more information. You may also return to the previous screen without inserting a snippet by clicking the **Cancel** button.



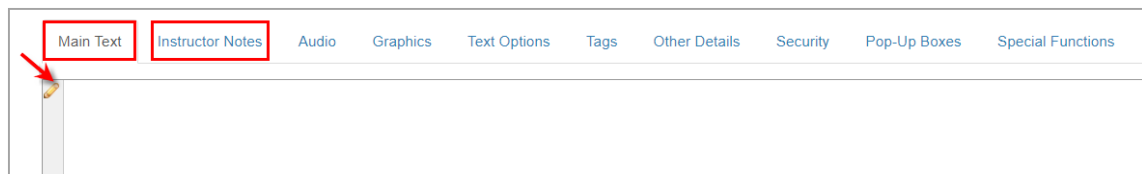
5. On the HTML editor window, click the **Submit** button to save the inserted snippet/text or click the **Cancel** button to return to the previous screen.



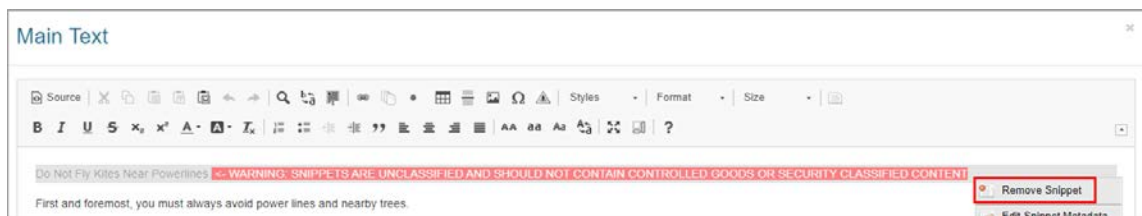
### 2.8.7.3 Remove Snippet

To convert the snippet to text:

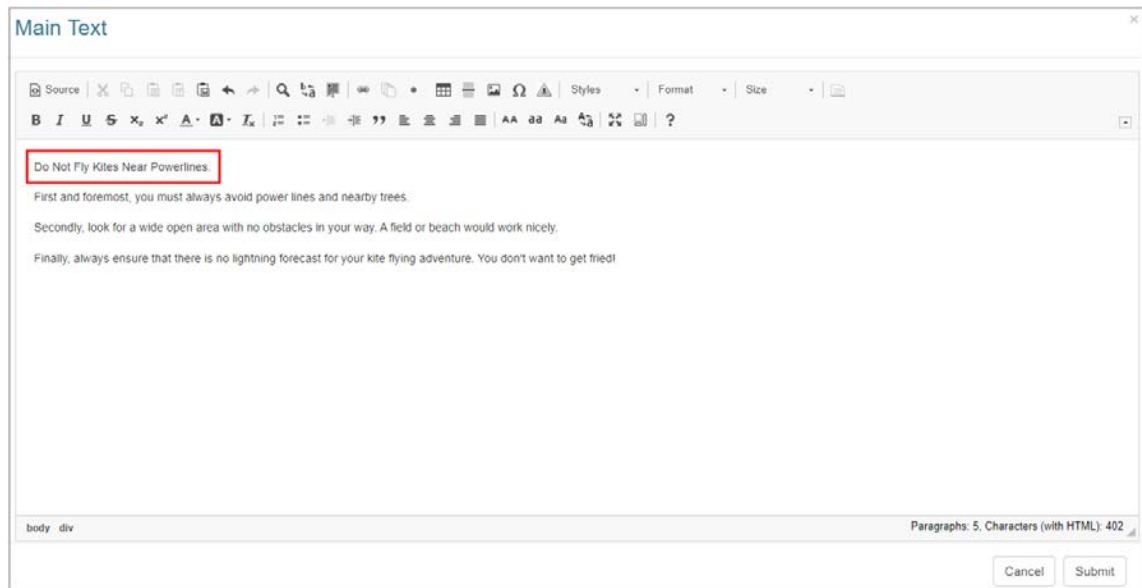
1. On the **Main** tab or **Instructor Notes** tab, click the **Main Text** or **Instructor Notes** field to open the HTML editor. **Note:** The **Main Text** field is depicted in this topic.



2. On the HTML editor window, right-click the snippet, and then select the **Remove Snippet** option to convert the snippet to text (grey background removed).



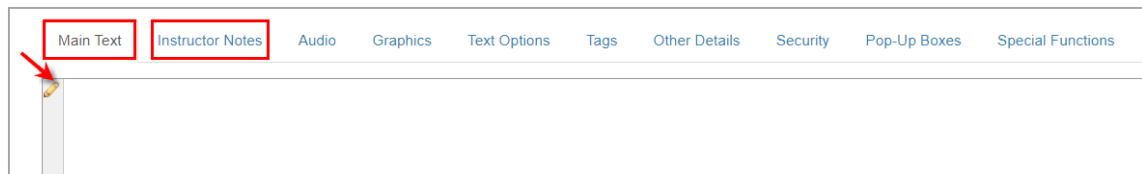
3. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen.



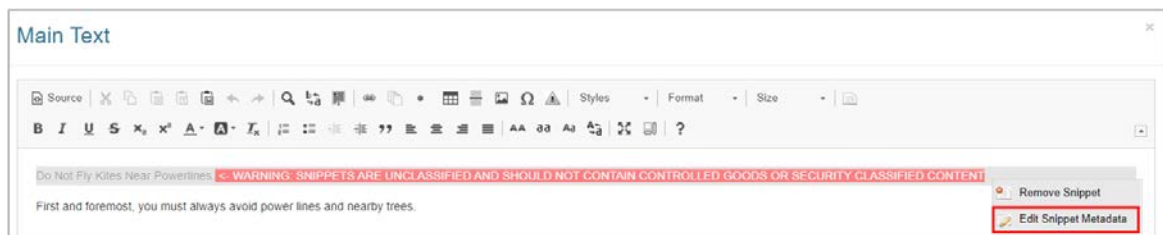
### 2.8.7.4 Edit Snippet Metadata

To edit the snippet metadata:

1. On the **Main** tab or **Instructor Notes** tab, click the **Main Text** or **Instructor Notes** field to open the HTML editor. **Note:** The **Main Text** field is depicted in this topic.



2. On the HTML editor window, right-click the snippet and select the **Edit Snippet Metadata** option to open the **Edit Snippet** window.



3. On the **Edit Snippet** window, edit the name of the snippet, select a category from the **Categories** drop-down menu, and/or select tags. The snippet itself cannot be edited in this window. **Note:** Snippets can be edited in the **Snippet Bank** by an Administrator,

Manager, Senior Developer, or the Developer who created the snippet. When a snippet is modified in the **Snippet Bank** all instances of the snippet will be updated. See Snippet Bank for more information.

4. Click the **Submit** button to submit the changes to the HTML editor, and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without saving.

**Edit Snippet**

**Name:** Avoid Powerlines **Categories:** Leave Unassigned ▼

**Snippet** **Tags**

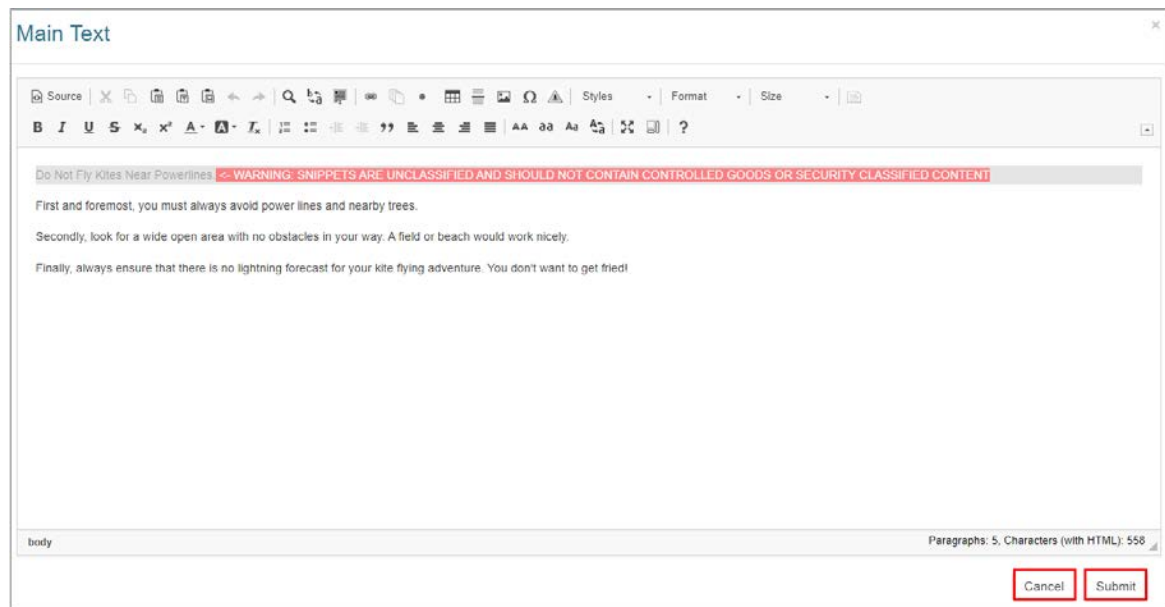
**Filter:** Start typing to filter list, press Enter to add new **Category:** All Categories ▼

abc abc123 keyword1 keyword2 Keywords LCMS lifting appliances limit devices  
onscreen content Placeholder Reference Code Ref Code screen titles splash test training

**WARNING:** SNIPPETS ARE UNCLASSIFIED AND SHOULD NOT CONTAIN CONTROLLED GOODS OR SECURITY CLASSIFIED CONTENT  
To update the Snippet text you will have to edit via the Snippet Bank.

Cancel Submit

5. On the HTML editor window, click the **Submit** button to save the changes and return to the **Main Text** tab or click the **Cancel** button to return to the **Main Text** tab without saving. **Note:** Only the metadata will change, if changes were made here.



## 2.8.8 Insert Link Button

The **Link** button on the HTML editor toolbar allows the user to insert hyperlinks in the **Main Text**, **Instructor Notes**, **Text Options**, **Collapsible Text**, **Review Instructions**, **Media Description**, and **Caption** fields. Hyperlinks may also be added to inline media in a **Main Text** field.

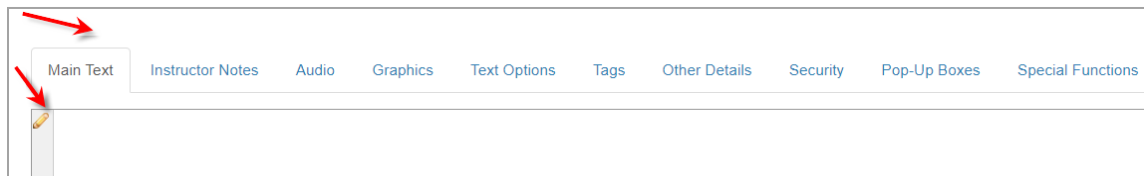


Adding, editing and deleting hyperlinks for pop-ups, URLs, emails, media states, and references on question and instruction screens follows the same steps. **Note:** The **Link** button is not an available option for **Text Options** or **Option Choices** in Question screen-styles.

### 2.8.8.1 Add Hyperlink

To add a hyperlink:

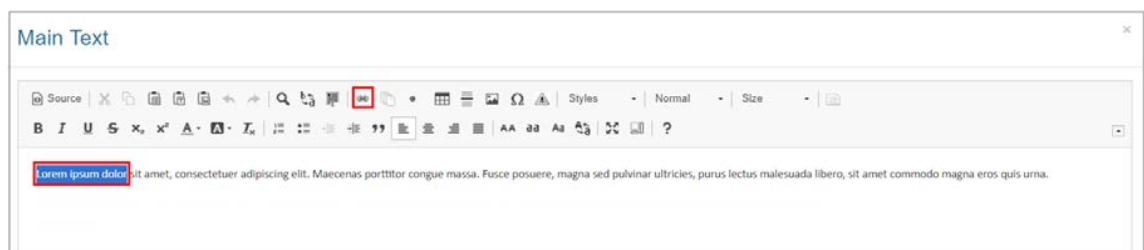
1. Click the desired tab to access the corresponding text field. **Note:** The **Main Text** field is depicted in this topic.
2. Click the pencil icon or the text field itself to open the HTML editor.



3. On the HTML editor window, select the text you wish to associate the hyperlink with.

**Note:** Hyperlinks may also be added to inline media in a **Main Text** field.

4. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.

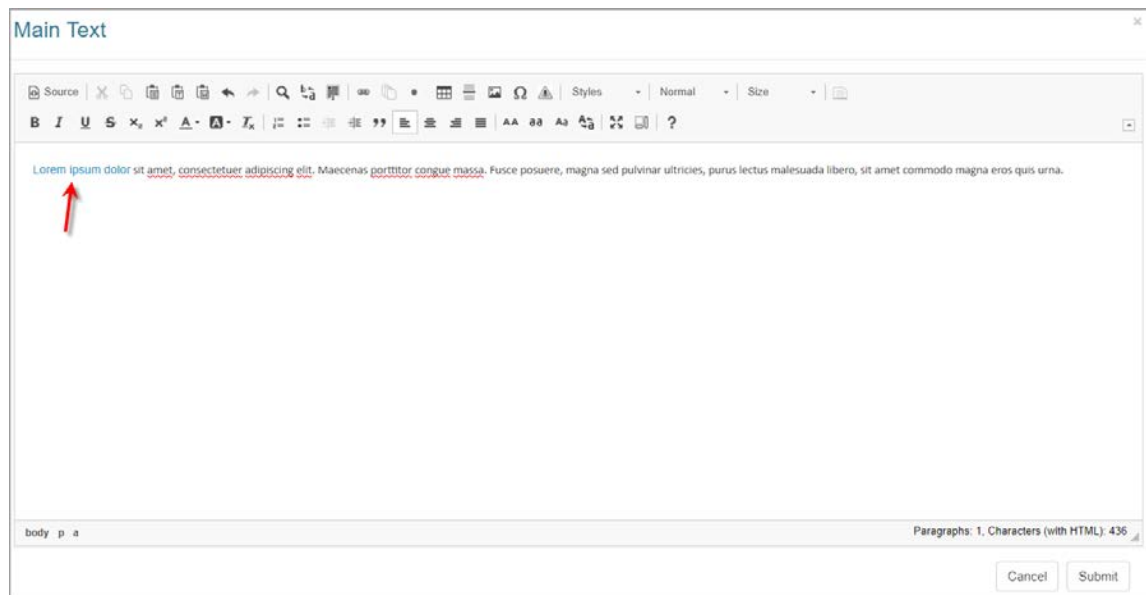


5. On the **Link Properties** window, select the type of hyperlink from the **Type** drop-down menu and enter the other properties, if required. When a hyperlink type is not available for the selected screen style, it will display in the drop-down menu with a not supported message in brackets. You will not be able to select it as a option. **Note:** More hyperlink types of hyperlinks are available in the instruction screens than in the question screens.

A screenshot of the 'Link Properties' dialog box. It has a blue header bar with the title 'Link Properties'. Below the header, there are three sections: 'Type:', 'URL:', and 'Target:'. The 'Type:' section has a drop-down menu with 'HTTP' selected. The 'URL:' section has a text input field with 'http://' entered. The 'Target:' section has a drop-down menu with '\_blank' selected. At the bottom right, there are two buttons: 'Cancel' and 'Select'.

6. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without saving.
7. On the HTML editor window, click the **Submit** button to save the hyperlink and return

to the text field or click the **Cancel** button to return to the text field without saving.



#### 2.8.8.1.1 Hyperlink to 3D Model State

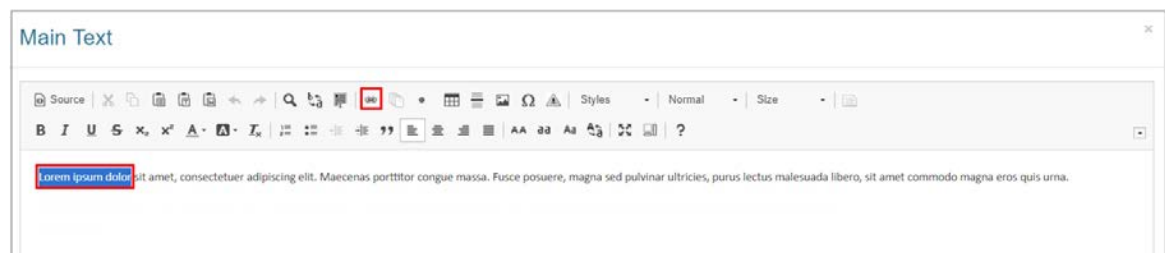
Hyperlinks to 3D Explorer States can be added in 3.02, 3.04, 3.06, 3.14 and 3.17 screens. A 3D Model state must be created before you can link to it. See Modest Tree 3D Explorer Settings for more information.

To link to a 3D Model State:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.

**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.

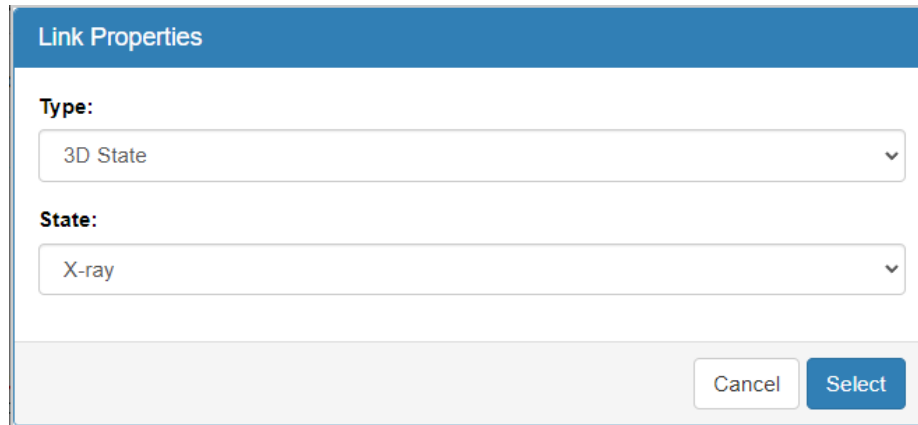
2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **3D State** from the **Type** drop-down menu.

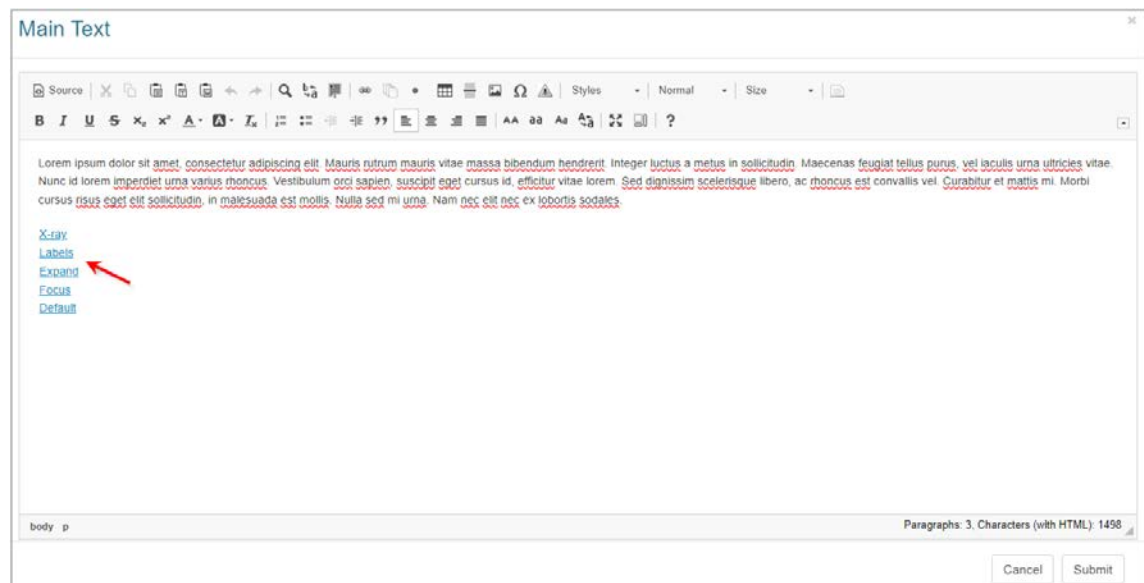


4. Select the desired state from the **State** drop-down menu. **Note:** States must be created before they appear in the menu. See Modest Tree 3D Explorer Settings for more information.



The 'Link Properties' dialog box has a blue header. It contains two dropdown menus: 'Type:' with '3D State' selected, and 'State:' with 'X-ray' selected. At the bottom right are 'Cancel' and 'Select' buttons.

5. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
6. On the HTML editor window, click the **Submit** button to save the hyperlink(s) and return to the text field or click the **Cancel** button to return to the text field without saving.



The 'Main Text' window shows an HTML editor. The top toolbar includes icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and a help icon. The text area contains placeholder Lorem Ipsum text. Below the text, a list of links is visible: 'X-ray', 'Labels', 'Expand', 'Focus', and 'Default'. A red arrow points to the 'Expand' link. At the bottom right, there are 'Cancel' and 'Submit' buttons. The status bar at the bottom indicates 'Paragraphs: 3. Characters (with HTML): 1458'.

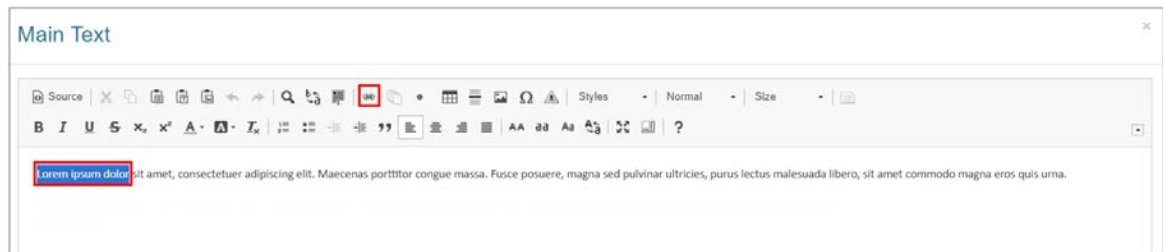
## 2.8.8.1.2 Hyperlink to Email Address

To link to an email address:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.

**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.

2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **E-Mail** from the **Type** drop-down menu.
4. Enter the desired email address in the **To** field. **Note:** This email address will be the recipient of the email once the email is sent.
5. Enter the desired subject of the e-mail in the **Subject** field.

A screenshot of the 'Link Properties' dialog box. It has a blue header bar with the title 'Link Properties'. Below the header, there is a 'Type:' label followed by a dropdown menu showing 'E-Mail'. Underneath, there is a 'To:' label followed by an empty text input field. Below that is a 'Subject:' label followed by another empty text input field. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Select'.

6. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
7. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.

**Note:** When the link is clicked in a viewer the user's default email application will open in a new window. The email address and subject fields will be populated with the predetermined information. The user will need to compose a message, and then send the email to the recipient.

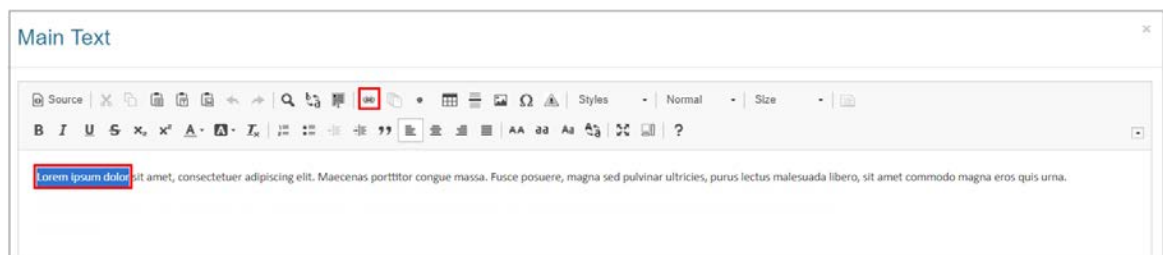
#### 2.8.8.1.3 Hyperlink to Flash Media Label

To link to Flash media label:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.

**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.

2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Flash Media** from the **Type** drop-down menu.
4. Enter the desired frame in the **Frame Label or Frame No.** field.

**Link Properties**

**Type:**

Flash Media

**Frame Label or Frame No.:**

☒ Go to and Play

☐ Go to and Stop

Cancel Select

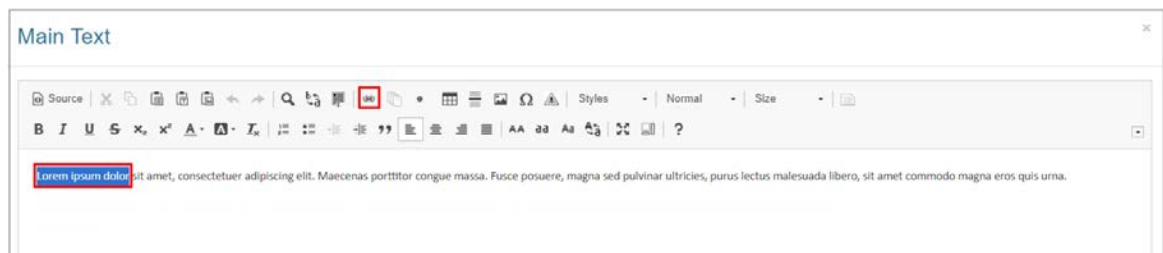
5. Use the radio buttons to select **Go to and Play** or **Go to and Stop**.
6. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
7. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.

#### 2.8.8.1.4 Hyperlink to Adobe Animate Media

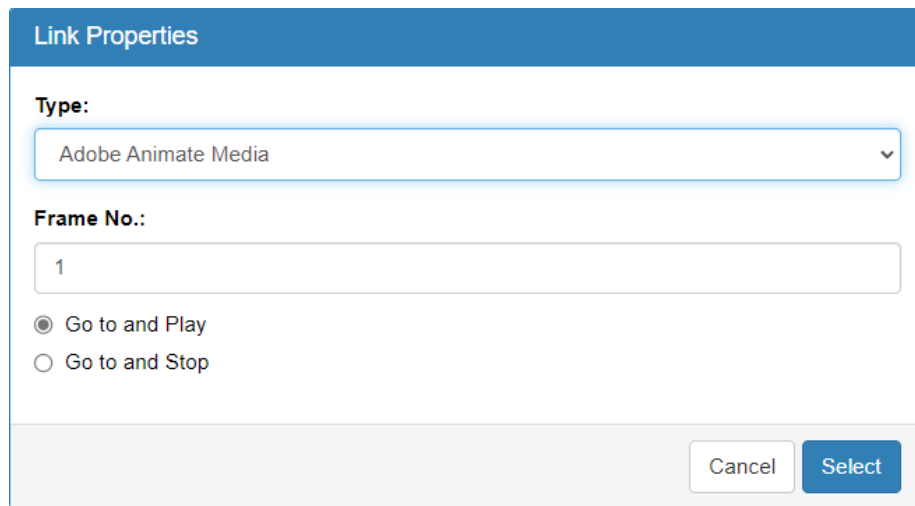
Hyperlinks to Animate media can be added in 3.02, 3.04, 3.06, 3.14 and 3.17 screens.

To link to Adobe Animate media:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.  
**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.
2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Adobe Animate Media** from the **Type** drop-down menu.
4. Enter the desired frame in the **Frame No.** field.



The 'Link Properties' dialog box has a blue header. Below it, the 'Type:' label is followed by a dropdown menu showing 'Adobe Animate Media'. The 'Frame No.:' label is followed by a text input field containing '1'. Below this are two radio buttons: 'Go to and Play' (selected) and 'Go to and Stop'. At the bottom right are 'Cancel' and 'Select' buttons.

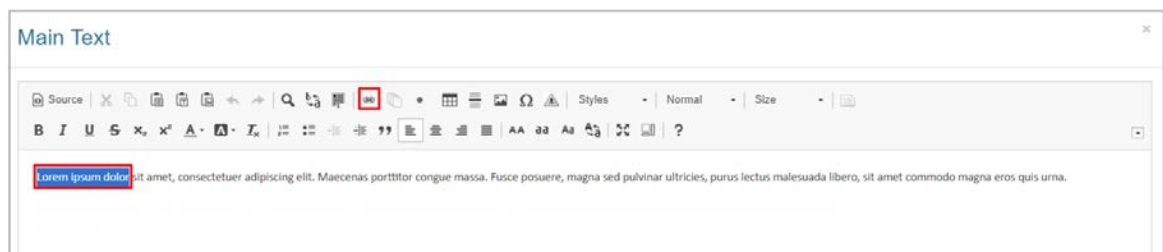
5. Use the radio buttons to select **Go to and Play** or **Go to and Stop**.
6. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
7. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.

#### 2.8.8.1.5 Hyperlink to Swap Graphic

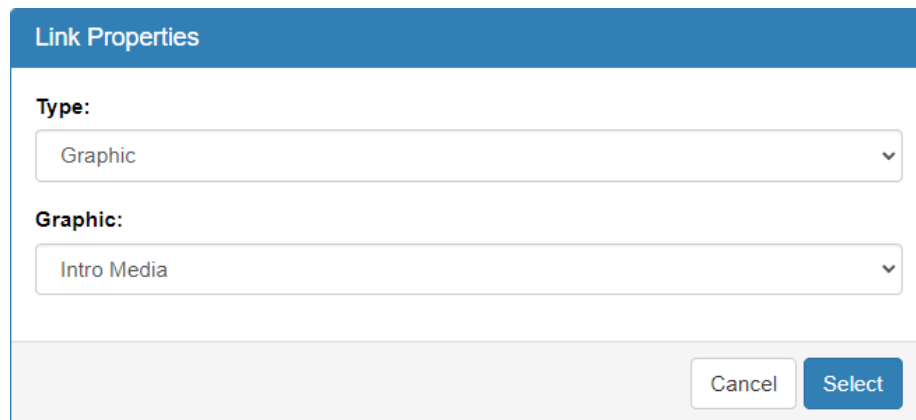
Hyperlinks that swap out media are only available in the 3.17 screen. They can be added to text within the **Main Text**, **Text Options** or **Collapsible Text** fields.

To link to a swappable graphic:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.  
**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.
2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Graphic** from the **Type** drop-down menu.
4. Select the desired media from the **Graphic** drop-down menu. **Note:** The **Graphic** drop-down menu will display all the graphics entered in the Media fields.



The screenshot shows a 'Link Properties' dialog box. It has a blue header bar with the text 'Link Properties'. Below the header, there are two sections. The first section is labeled 'Type:' and contains a drop-down menu with 'Graphic' selected. The second section is labeled 'Graphic:' and contains a drop-down menu with 'Intro Media' selected. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Select'.

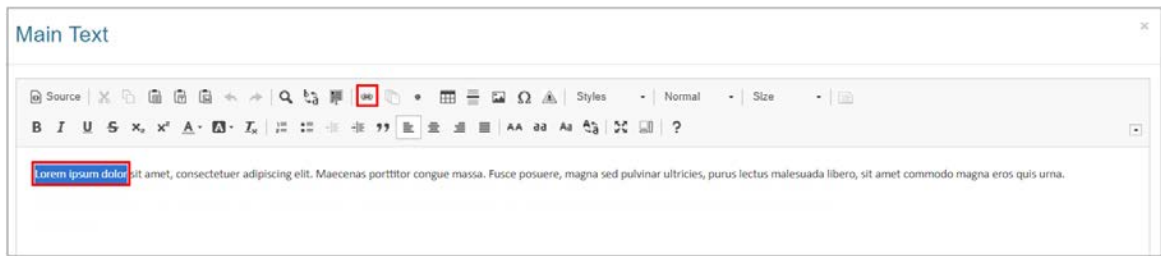
5. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
6. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.  
**Note:** The hyperlink information now associated with this screen will be displayed in the activity storyboard.

#### 2.8.8.1.6 Hyperlink to Slide

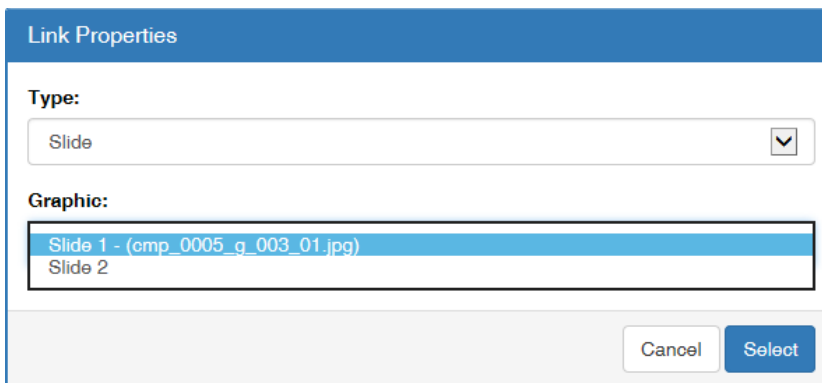
Hyperlinks that link to slides are only available in 3.15 screens. Slides need to be created before you can link to them. See Slide Show (3.15) for more information.

To hyperlink to a slide:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.  
**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.
2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Slide** from the **Type** drop-down menu.
4. Select the desired slide from the **Graphic** drop-down menu. **Note:** The **Graphic** drop-down menu will display all the slides entered in the Media fields.



5. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
6. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving. **Note:** The hyperlink information now associated with this screen will be displayed in the activity storyboard.

#### 2.8.8.1.7 Hyperlink to Image Highlight

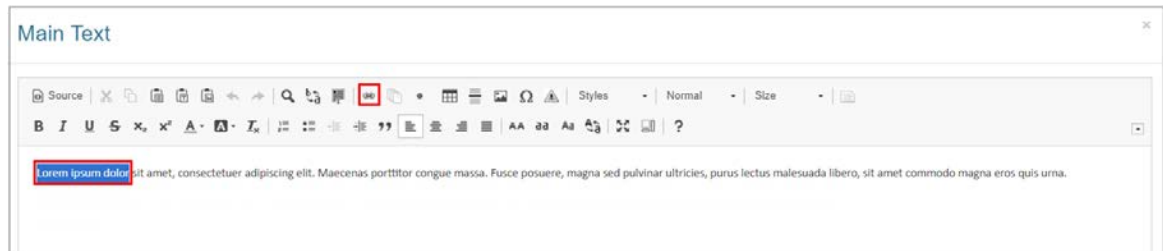
Hyperlinks that link to image highlights are only available in the 3.10 screen. A highlight must be created on the image before you can link to it. See The Plotter Tool and Media with Highlights (3.10) for more information.

To hyperlink to an image highlight:

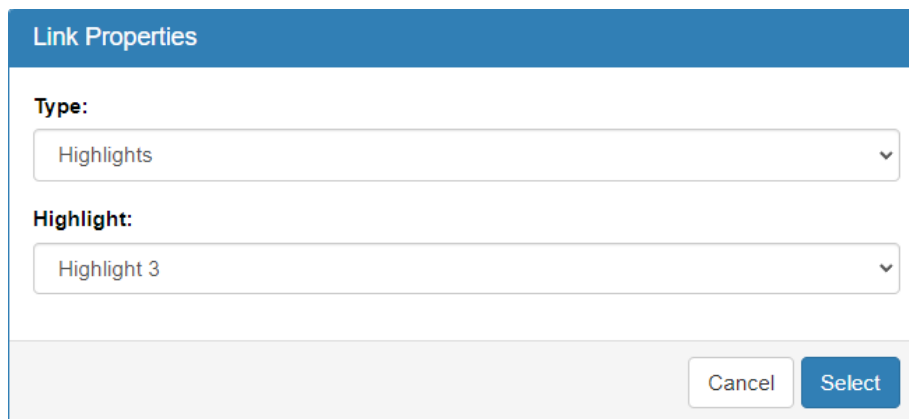
1. On the HTML editor window, select the text you wish to associate the hyperlink with.

**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.

2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Highlights** from the **Type** drop-down menu.
4. Select the desired highlight from the **Highlight** drop-down menu.



5. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
  6. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.
- Note:** The hyperlink information now associated with this screen will be displayed in the activity storyboard.

#### 2.8.8.1.8 Hyperlink to Image Hotspot

Hyperlinks that link to image hotspots are only available in the 3.11 screen. A hotspot must be created on the image before you can link to it. See The Plotter Tool and Media with Hotspots (3.11) for more information.

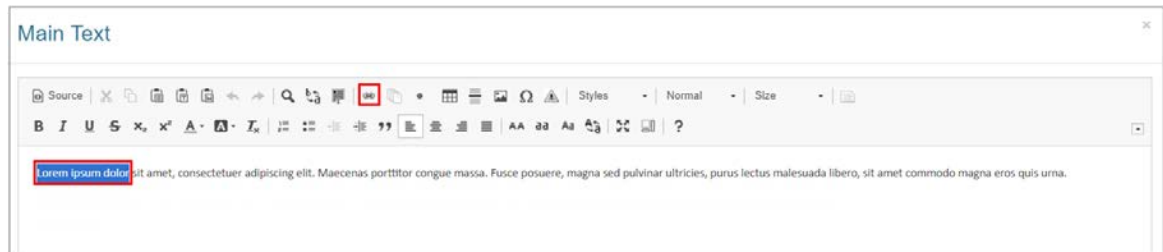


To hyperlink to an image hotspot:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.

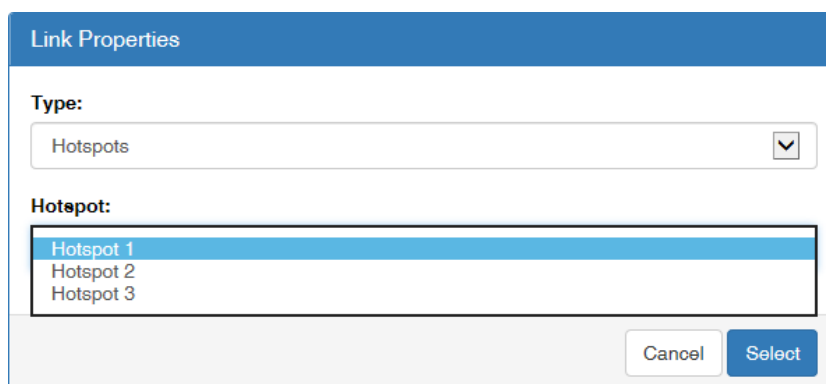
**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.

2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Hotspots** from the **Type** drop-down menu.

4. Select the desired hotspot from the **Hotspot** drop-down menu.



5. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.

6. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.

**Note:** The hyperlink information now associated with this screen will be displayed in the activity storyboard.

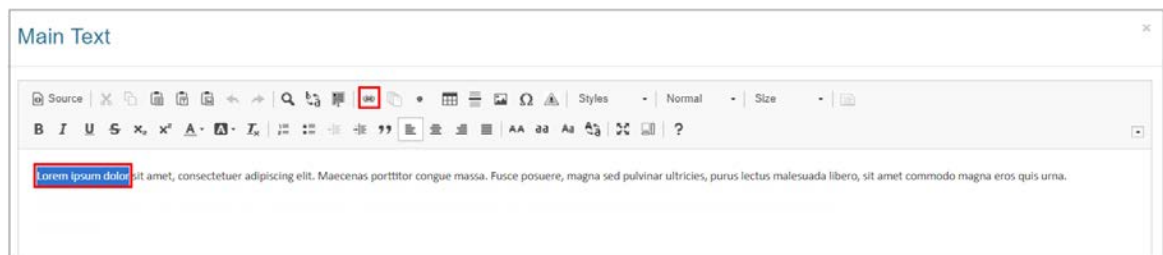
#### 2.8.8.1.9 Hyperlink to URL (HTTP)

To hyperlink to a URL:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.

**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.

2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **HTTP** from the **Type** drop-down menu.
4. Enter the desired URL address in the **URL** field.

A screenshot of the 'Link Properties' dialog box. The dialog has a blue header with the title 'Link Properties'. Inside, there are three fields: 'Type:' with a dropdown menu showing 'HTTP', 'URL:' with a text input field containing 'http://', and 'Target:' with a dropdown menu showing '\_blank'. At the bottom right, there are two buttons: 'Cancel' and 'Select'.

5. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
  6. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.
- Note:** When the hyperlink is clicked in the viewer, the URL address will open in a new window.

#### 2.8.8.1.10 Hyperlink to Pop-Up

A Pop-Up must be created for the screen before you can hyperlink to it. See Create Pop-

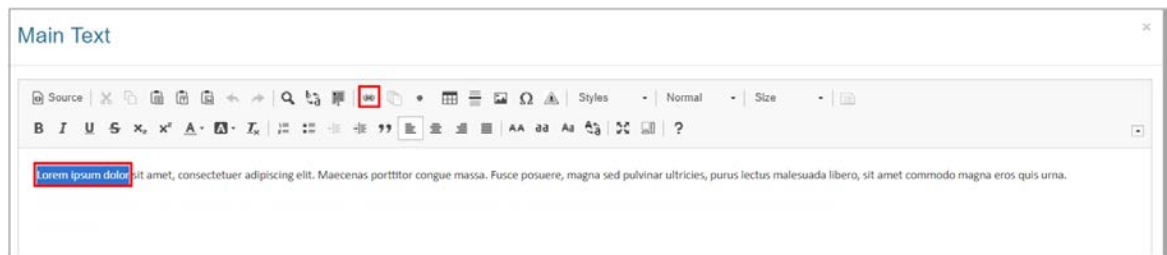
Up for more information.

To hyperlink to a Pop-Up:

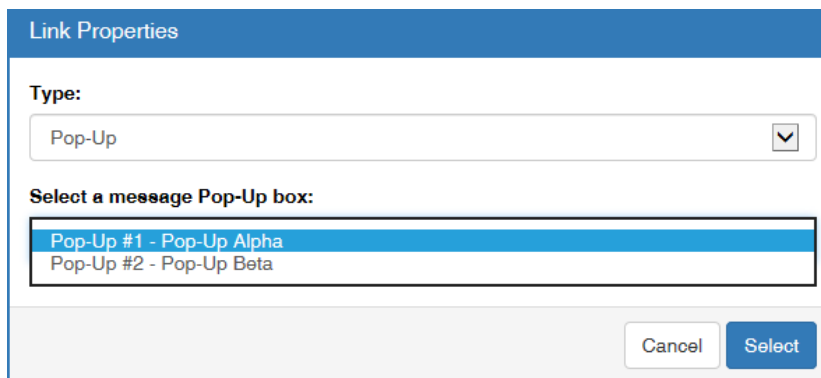
1. On the HTML editor window, select the text you wish to associate the hyperlink with.

**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.

2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Pop-Up** from the **Type** drop-down menu. From the **Type** drop-down list, select **Pop-Up**.
4. Select the desired pop-up box from the **Select a message Pop-Up box** drop-down menu.



5. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
  6. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.
- Note:** The hyperlink information now associated with this screen will be displayed in the activity storyboard. The **Pop-Up Name** will only be displayed in the storyboard if

you have selected the checkbox for **Use Pop-Up Name As Window Title**.

#### 2.8.8.1.11 Hyperlink to Reference

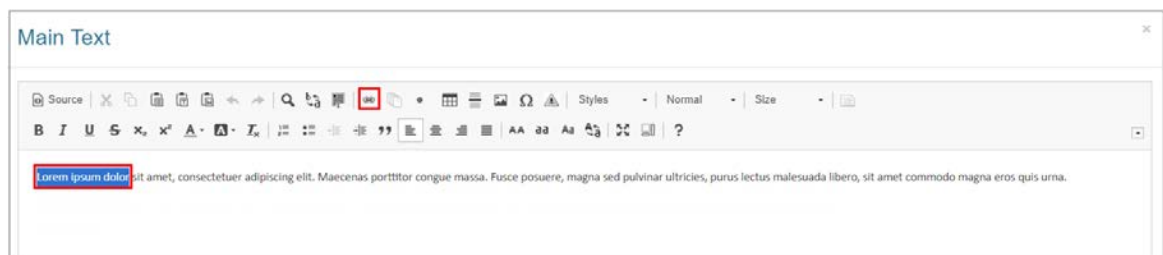
A Reference must be created for the Activity before you can link to it. See [Add a File Reference to an Activity](#) or [Add a URL Reference to an Activity](#) for more information.

To hyperlink to a Reference:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.

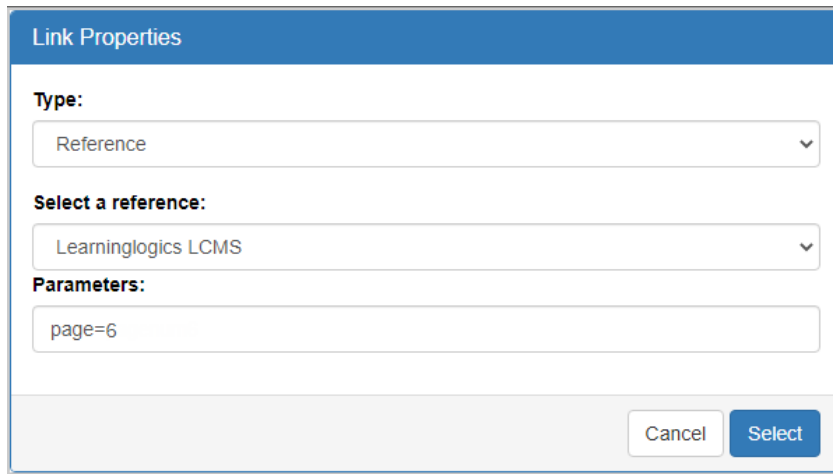
**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.

2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Reference** from the **Type** drop-down menu.
4. Select the desired Reference from the **Select a reference** drop-down menu. When a PDF file is selected, parameters can be set using the **PDF Parameters** field. For example, you may specify a named destination in the PDF or a numbered page:

- *nameddest=name* - specifies a named destination in the PDF.
- *page=pagenum* - specifies a numbered page in the document, using an integer value. The document's first page has a pagenum value of 1.



The Link Properties dialog box has a blue header with the title "Link Properties". It contains three main sections: "Type:" with a dropdown menu showing "Reference"; "Select a reference:" with a dropdown menu showing "Learninglogics LCMS"; and "Parameters:" with a text input field containing "page=6". At the bottom right, there are two buttons: "Cancel" and "Select".

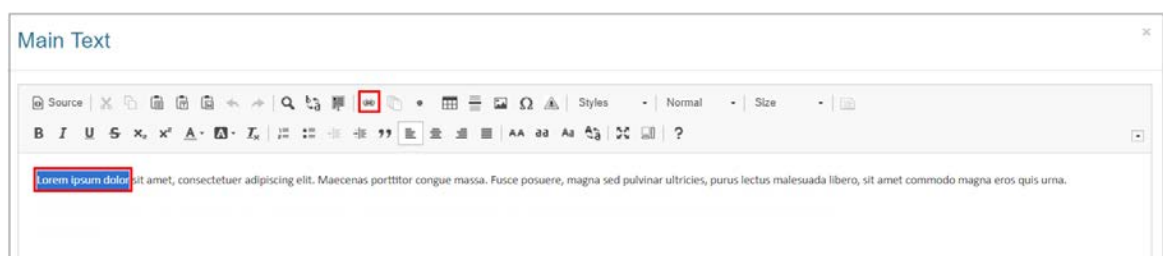
5. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
6. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.  
**Note:** When the hyperlink is clicked in the viewer, the Reference will open in a new window. The Reference must be listed as visible in the **Maintain References** list. See Maintain References for more information.

#### 2.8.8.1.12 Hyperlink to Screen

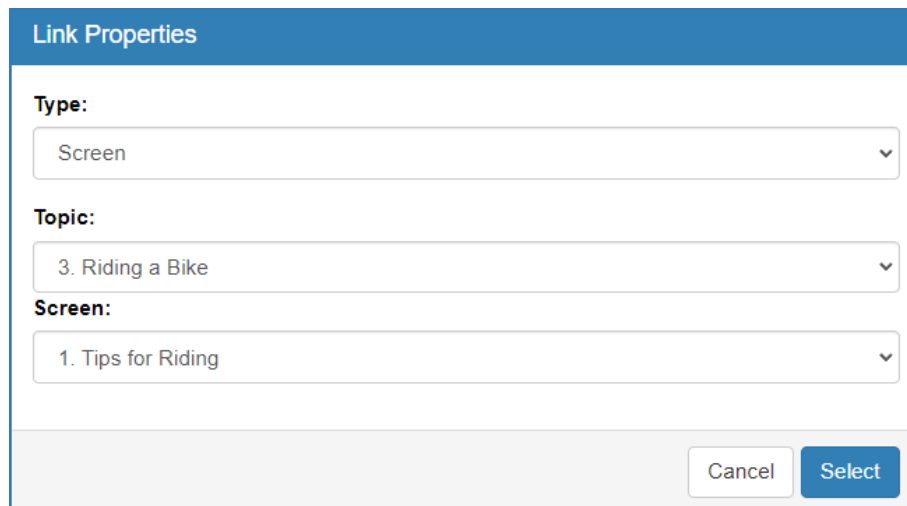
Hyperlinks that link to another screen within an activity can only be created in instruction screens.

To hyperlink to another screen within an activity:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.  
**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.
2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Screen** from the **Type** drop-down menu.
4. Select the desired topic from the **Topic** drop-down menu.
5. Select the desired screen from the **Screen** drop-down menu. **Note:** Only the screens available in the selected topic will display in the drop-down menu.



The screenshot shows a 'Link Properties' dialog box. It has a blue header with the text 'Link Properties'. Below the header, there are three drop-down menus. The first is labeled 'Type:' and has 'Screen' selected. The second is labeled 'Topic:' and has '3. Riding a Bike' selected. The third is labeled 'Screen:' and has '1. Tips for Riding' selected. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Select'.

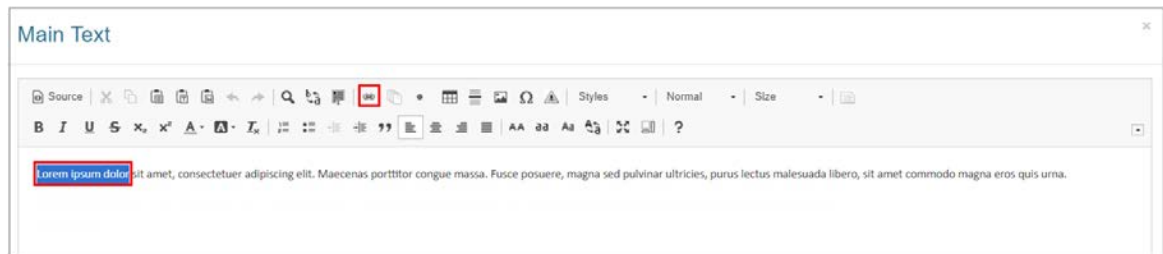
6. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
7. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.  
**Note:** When the hyperlink is clicked in the viewer, it will open the selected screen. The user may use the navigation tree to return to the initial screen.

#### 2.8.8.1.13 Hyperlink to Video

Hyperlinks to videos can be added in 2.52, 3.02, 3.04, 3.06, 3.13, 3.14 and 3.17 screens.

To hyperlink to an .mp4 video:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.  
**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.
2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Video** from the **Type** drop-down menu. **Note:** This option is only available when an .mp4 video is selected for the media.
4. Enter the desired starting time for the video in the **Time (seconds)** field.

5. Use the radio buttons to select **Go to and Play** or **Go to and Stop**. **Note:** When the link is clicked in the viewer, the video will start playing at the desired time if **Go to and Play** is selected. If **Go to and Stop** is selected, the video will only advance to the desired time. It will not play until the user clicks the play button.
6. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
7. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.

#### 2.8.8.1.14 Hyperlink to Unity Model Viewer

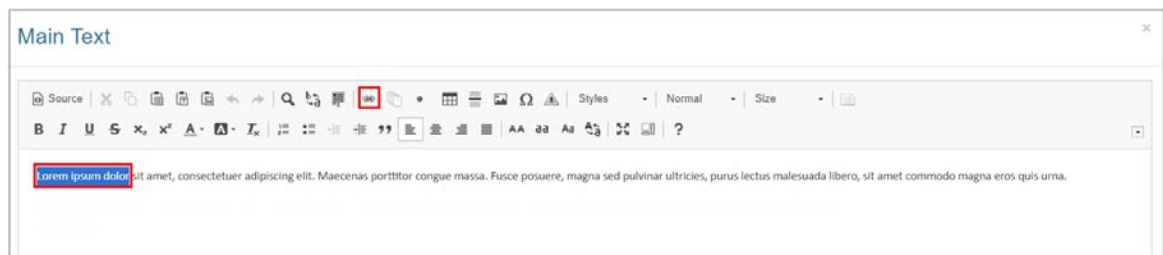
Hyperlinks to Unity Model Viewer states can be added in 3.02, 3.04, 3.06, 3.12, 3.14 and 3.17 screens. A state must be created before you can link to it.

To hyperlink to the Unity Model Viewer:

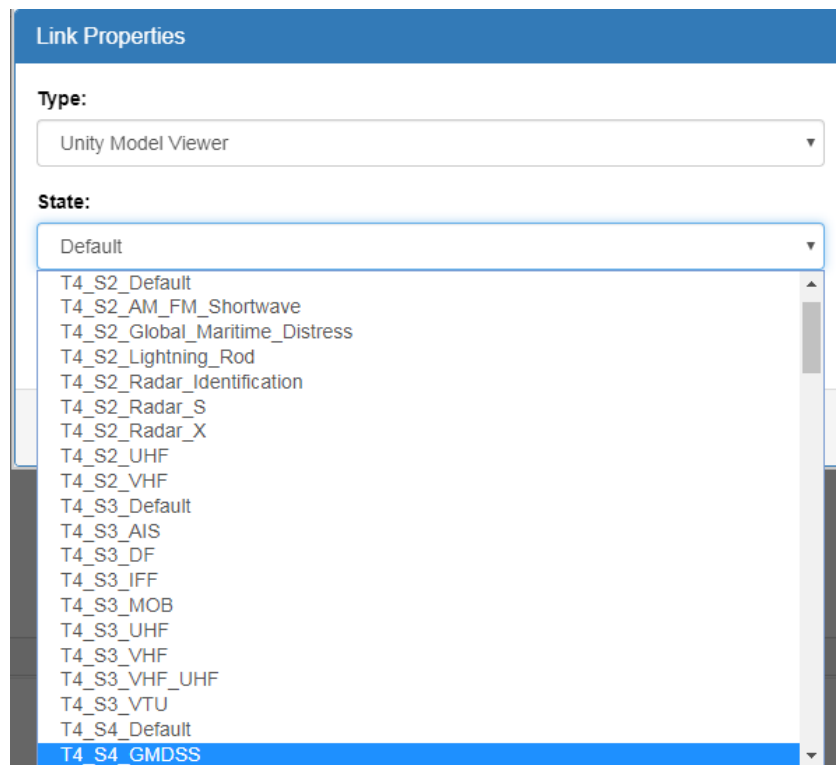
1. On the HTML editor window, select the text you wish to associate the hyperlink with.

**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.

2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Unity Model Viewer** from the **Type** drop-down menu.
4. Select the desired state from the **State** drop-down menu.



5. Use the radio buttons to select **with Transition** or **without Transition**. **Note:** The **with Transition** or **without Transition** functionality is only available in the 3.14 screen. See Interactive Media States (3.14) for more information.



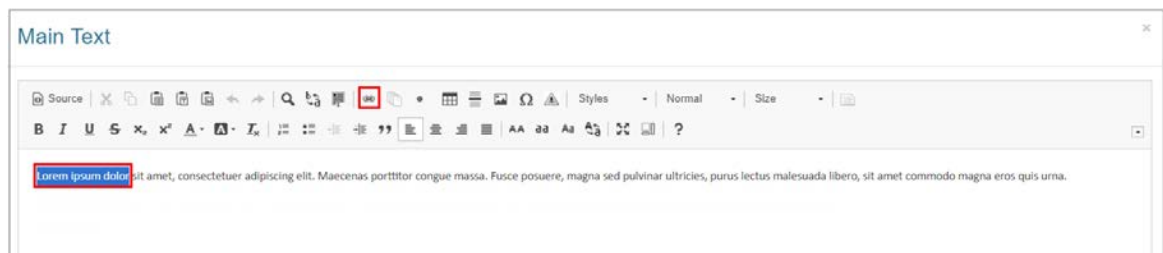
6. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
7. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.

#### 2.8.8.1.15 Hyperlink to Zoom Type Viewer State

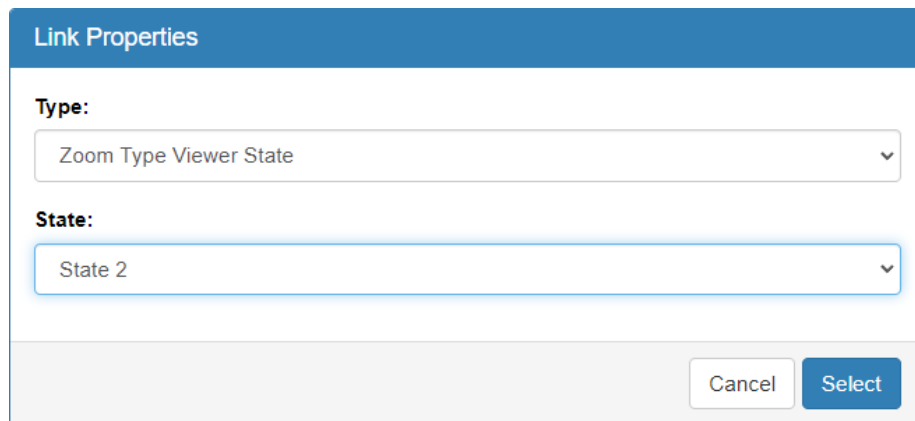
Hyperlinks to Zoom Type Viewer State can be added in 3.02, 3.04, 3.06, 3.12, 3.14 and 3.17 screens. A Zoomify state must be created before you can link to it. See Zoomify States for more information.

To hyperlink to a Zoom Type Viewer State:

1. On the HTML editor window, select the text you wish to associate the hyperlink with.  
**Note:** Hyperlinks may also be added to inline media in a **Main Text** field. The **Main Text** field is depicted in this topic.
2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Zoom Type Viewer State** from the **Type** drop-down menu.
4. Select the desired state from the **State** drop-down menu.

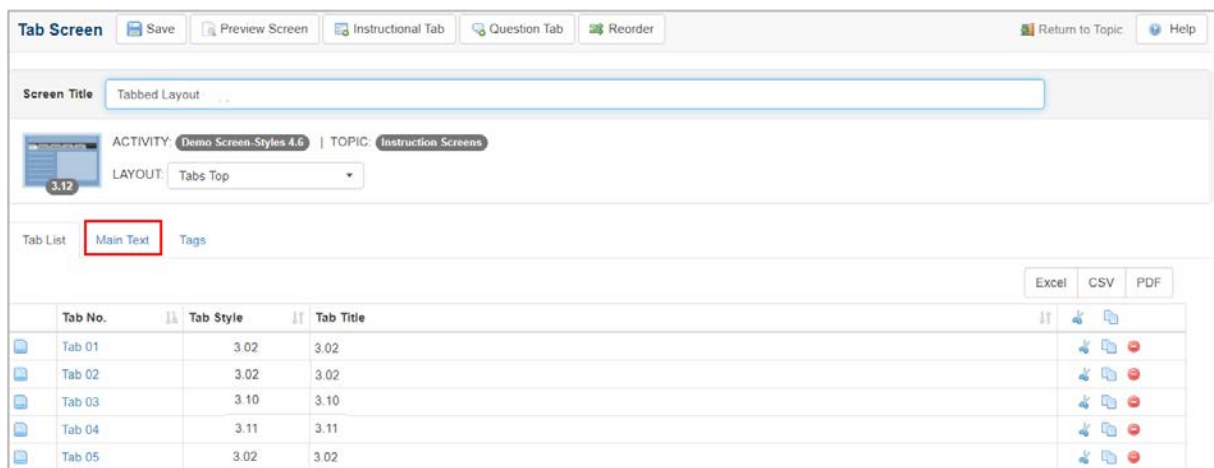


The Link Properties dialog box has a blue header with the text "Link Properties". Below the header, there are two sections. The first section is labeled "Type:" and contains a dropdown menu with the text "Zoom Type Viewer State". The second section is labeled "State:" and contains a dropdown menu with the text "State 2". At the bottom right of the dialog box, there are two buttons: "Cancel" and "Select".

5. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
6. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.

#### 2.8.8.1.16 Hyperlink to Tab

Hyperlinks that link to tabs are only available in the **Main Text** field of 3.12 screens. Tabs need to be created before you can link to them. See Tabbed Layout (3.12) for more information.



The screenshot shows the "Tab Screen" editor interface. At the top, there is a toolbar with buttons for "Save", "Preview Screen", "Instructional Tab", "Question Tab", and "Reorder". Below the toolbar, the "Screen Title" field is set to "Tabbed Layout". The "ACTIVITY" field is "Demo Screen-Styles 4.6" and the "TOPIC" field is "Instruction Screens". The "LAYOUT" dropdown is set to "Tabs Top". Below this, the "Tab List" section shows a red box around the "Main Text" tab. At the bottom, there is a table with columns "Tab No.", "Tab Style", and "Tab Title".

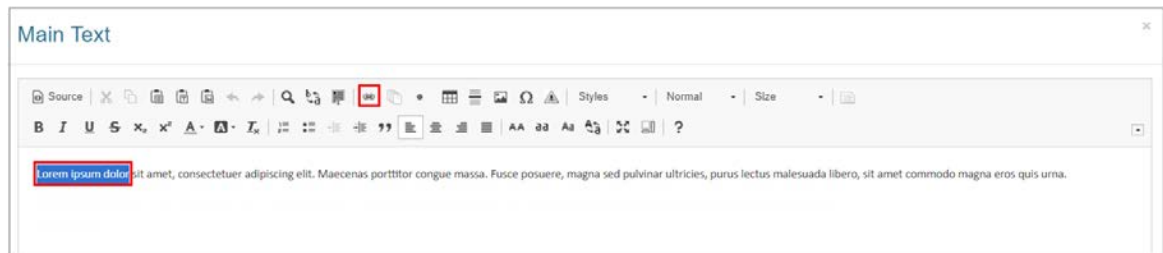
Tab No.	Tab Style	Tab Title
Tab 01	3.02	3.02
Tab 02	3.02	3.02
Tab 03	3.10	3.10
Tab 04	3.11	3.11
Tab 05	3.02	3.02

To hyperlink to a tab:

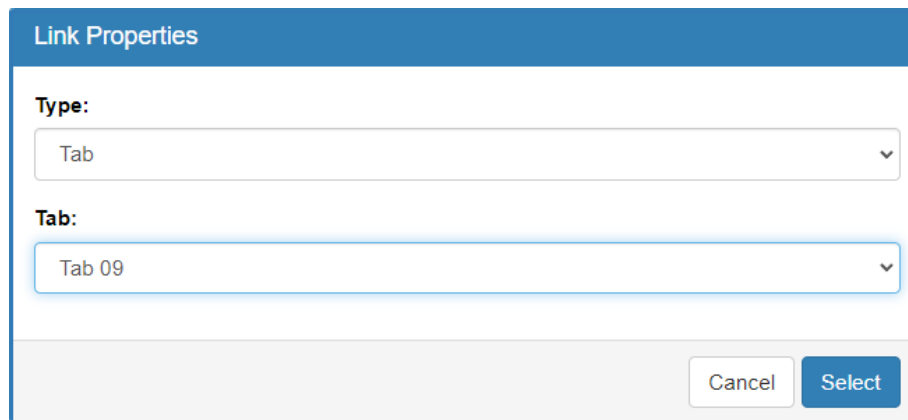
1. On the HTML editor window, select the text you wish to associate the hyperlink with.

**Note:** Hyperlinks may also be added to inline media in the 3.12 **Main Text** field. The **Main Text** field is depicted in this topic.

2. On the toolbar, click the **Insert Link** button to open the **Link Properties** window.



3. On the **Link Properties** window, select **Tab** from the **Type** drop-down menu.
4. Select the desired tab number from the **Tab** drop-down menu.



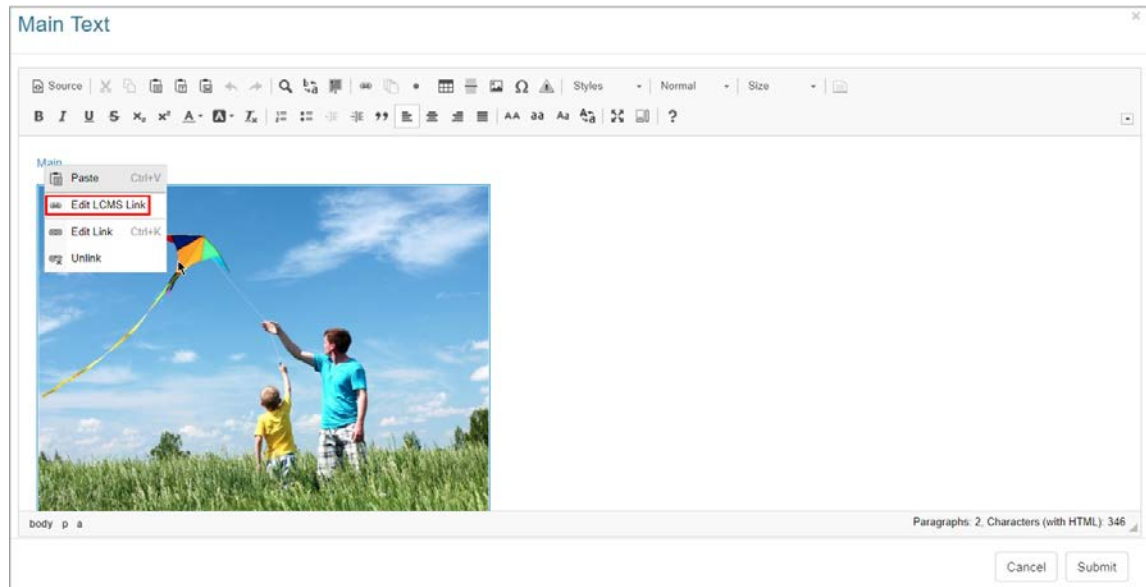
5. Click the **Select** button to insert the hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
6. On the HTML editor window, click the **Submit** button to save the hyperlink and return to the text field or click the **Cancel** button to return to the text field without saving.  
**Note:** The hyperlink information now associated with this screen will be displayed in the activity storyboard.

### 2.8.8.2 Edit Hyperlink

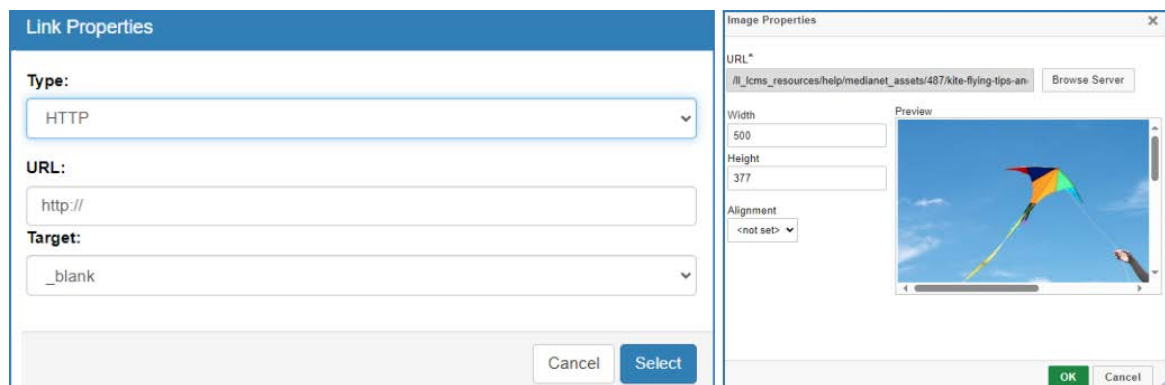
To edit a hyperlink:

1. On the HTML editor window, double click on an existing hyperlink (text or image) to open the **Link Properties** window. Alternatively, you may right-click on the hyperlink (text) and select the **Edit LCMS Link** option to open the **Link Properties** window. When the hyperlink is anchored to an image, right-click and select the **Image**

**Properties** options to open the **Image Properties** window. **Note:** Selecting the **Edit Link** option will open the **Link** window where the HTML editor (Source) attributes can be modified.



2. On the **Link Properties** or **Image Properties** window, modify each field as required.



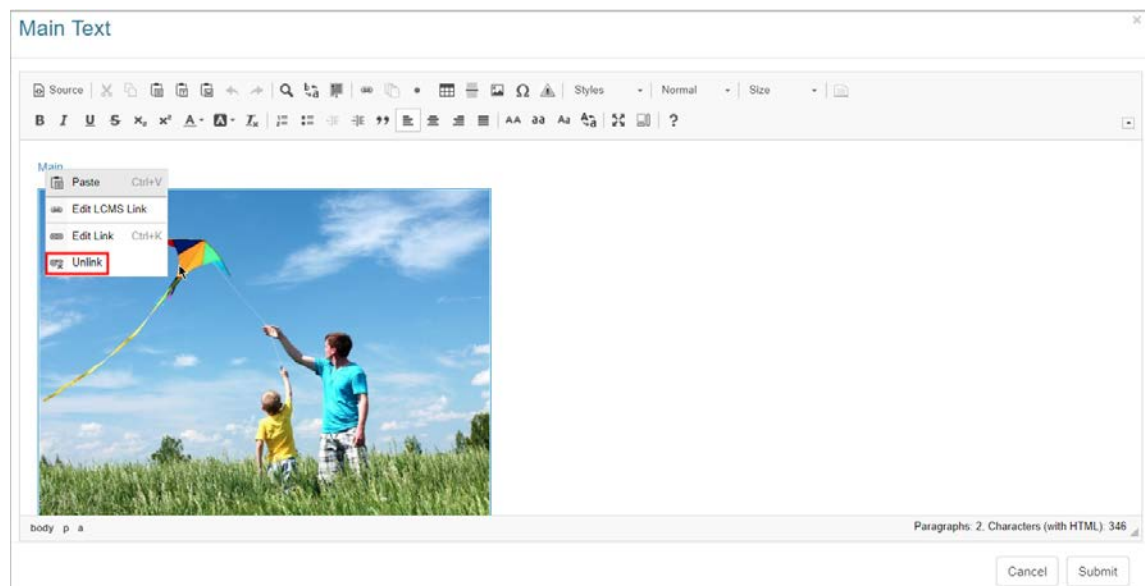
3. On the **Link Properties** window, click the **Select** button to insert the modified hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting. **Note:** On the **Image Properties** window, click the **OK** button to insert the modified hyperlink and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
4. On the HTML editor window, click the **Submit** button to save the modified hyperlink and return to the text field or click the **Cancel** button to return to the text field

without saving.

### 2.8.8.3 Remove Hyperlink

To covert a hyperlink to text or image:

1. On the HTML editor window, right-click on an existing hyperlink (text or image) to open the special content menu.
2. Select the **Unlink** option from the menu. **Note:** The hyperlink will covert to text or image.



3. Click the **Submit** button to save the change and return to the text field or click the **Cancel** button to return to the text field without saving.

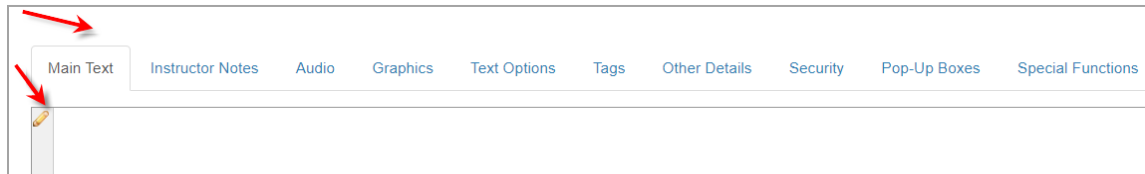
### 2.8.9 Table Button

The **Table** button on the HTML editor toolbar allows the user to insert tables in the **Main Text**, **Instructor Notes**, **Text Options**, **Collapsible Text**, **Feedback**, **Review Instructions**, **Media Description**, and **Caption** fields.

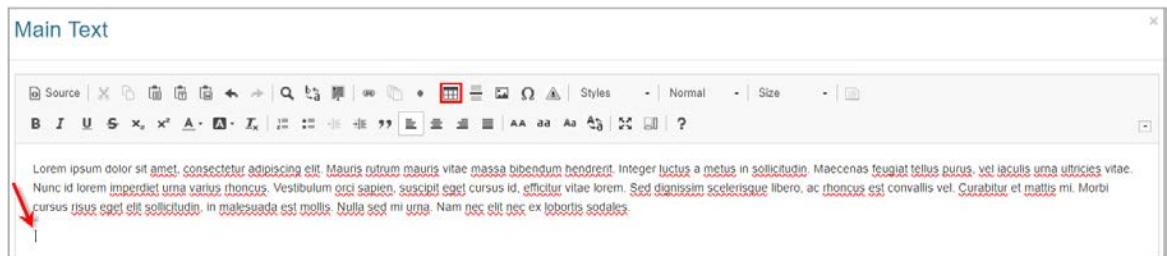
To add a table:

1. Click the desired tab to access the corresponding text field. **Note:** The **Main Text** field is depicted in this topic.

- Click the pencil icon or the text field itself to open the HTML editor.



- On the the HTML editor window, place the cursor where the table is to be inserted.
- On the toolbar, click the **Table** button to open the **Table Properties** window. **Note:** The **Table Properties** window opens to the **Table Properties** tab.



- On the **Table Properties** tab, enter the desired number of rows in the **Rows** field.
- Enter the desired number of columns in the **Columns** field.
- Enter the desired width and height of the table in the **Width** and **Height** fields. **Note:** The table will automatically adjust to the content if these fields are left blank. The column width can also be adjusted by dragging to the desired width.

Table Properties

Table Properties Advanced

Rows: 3 Width: 500px

Columns: 2 Height:

Headers: First column

Cell spacing: 1

Border size: 1 Cell padding: 1

Alignment: Left

Caption: Bikes Part List

Summary: All parts associated with this model..

OK Cancel

8. Select the desired header option (**None**, **First Row**, **First Column** or **Both**).
9. To insert a border around the table, enter the desired border size in the **Border size** field. **Note:** Leave the field blank if a border is not required.
10. To insert cell padding and spacing for the table cells, enter the desired cell padding/spacing in the **Cell padding** and **Cell spacing** fields.
11. Select the text alignment within the cells (**Left**, **Center** or **Right**) from the **Alignment** drop-down menu.

**Table Properties** [X]

**Table Properties** | Advanced

Rows: 3 | Width: 500px  
Columns: 2 | Height: [ ]

**Headers**: First column ▾ | **Cell spacing**: 1  
**Border size**: 1 | **Cell padding**: 1  
**Alignment**: Left ▾

**Caption**: Bikes Part List  
**Summary**: All parts associated with this model..

OK Cancel

12. Enter a table title in the **Caption** field. **Note:** The table caption displays at the top of the table.
13. Enter a brief description of the table content in the **Summary** field or leave blank.  
**Note:** This field does not display in the text field.



The screenshot shows the 'Table Properties' dialog box with the 'Table Properties' tab selected. The 'Caption' section is highlighted with a red box. The 'Caption' text is 'Bikes Part List', the 'Summary' text is 'All parts associated with this model..', and the 'OK' button is highlighted in green.

Table Properties	
Rows	Width
3	500px
Columns	Height
2	
Headers	Cell spacing
First column	1
Border size	Cell padding
1	1
Alignment	
Left	
Caption	
Bikes Part List	
Summary	
All parts associated with this model..	
OK Cancel	

14. Click the **Advanced** tab to assign an **Id** and **Stylesheet Class** attribute that can be used in a specified CSS stylesheet. Additionally, you may assign the language text direction from the **Language Direction** drop-down menu (**Left to Right** or **Right to Left**).

The screenshot shows the 'Table Properties' dialog box with the 'Advanced' tab selected. The 'Advanced' tab is highlighted with a red box. The 'Id' field is empty, the 'Language Direction' dropdown is set to '<not set>', the 'Style' field contains 'width:500px;', and the 'Stylesheet Classes' field is empty. The 'OK' button is highlighted in green.

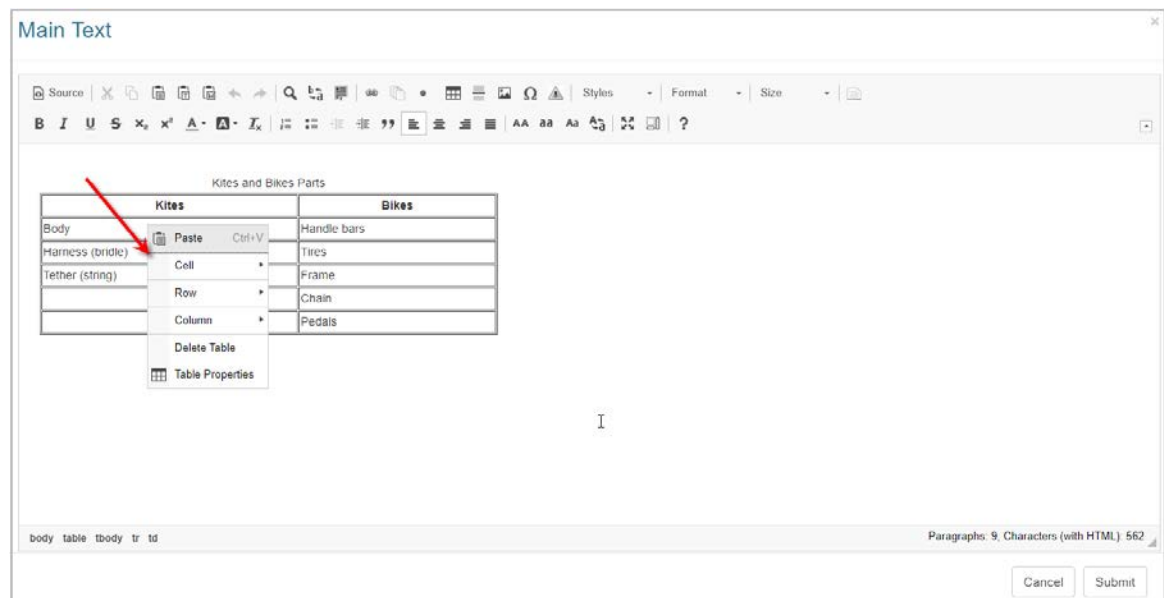
Table Properties	
Advanced	
Id	Language Direction
	<not set>
Style	Stylesheet Classes
width:500px;	
OK Cancel	

15. Click the **OK** button to insert the table and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window without inserting.
16. On the HTML editor window, click the **Submit** button to save the table and return to the text field or click the **Cancel** button to return to the text field without saving.

### 2.8.9.1 Edit Table

To edit a table:

1. On the HTML editor window, right-click on the existing table to open a special context menu.
2. Select the desired option from the menu. **Note:** You will have options to insert and delete rows, columns, cells, merge and split cells. You will also have the option to delete the table and view or modify the table properties.



3. Click the **Submit** button to save the changes and return to the text field or click the **Cancel** button to return to the text field without saving.

### 2.8.10 Keyboard Shortcuts

The following shortcut keys work in the HTML editor:

## Working with a Document

**Escape** – Closes a dialogue window, drop-down list, or context menu in the editor.

**Enter** – Selects a function in the toolbar, drop-down list, or context menu.

**Shift+F10** – Opens the current element's context menu.

**Ctrl+K** – Enables the modification of the HTML editor (Source) attributes through the Link window.

## Navigation

**Home** – Jumps to the beginning of the line.

**Ctrl+Home** – Jumps to the beginning of the document.

**End** – Jumps to the end of the line.

**Ctrl+End** – Jumps to the end of the document.

**PgDn** – Scrolls down the document, approximately by the length of the editing area.

**PgUp** – Scrolls up the document, approximately by the length of the editing area.

## Writing

**Enter** – Ends a paragraph and starts a new one (by inserting HTML `<p>` paragraph tags).

**Shift+Enter** – Adds a line break, by inserting the HTML `<br/>` tag.

**Shift+Ctrl+3** – Enables entering content (by adding a new paragraph) before a problematic element such as an image, table or `<div>` element that starts or ends a document, list, or even adjacent horizontal lines.

**Shift+Ctrl+4** – Enables entering content (by adding a new paragraph) after a problematic element such as an image, table or `<div>` element that starts or ends a document, list, or even adjacent horizontal lines.

**Backspace, Del** – Deletes a character.

**Ctrl+Backspace, Ctrl+Del** – Deletes a word.

**Shift+Space** – Non-breaking space (inserts the &nbsp; HTML entity). **Note:** This character is indistinguishable from a normal (breaking) space in rich-text view but it can affect line wrapping so be careful to avoid inserting these characters unintentionally.

## Undo and Redo

**Ctrl+Z** – Performs the undo operation.

**Ctrl+Y, Shift+Ctrl+Z** – Performs the redo operation.

## Cut, Copy and Paste

**Ctrl+X, Shift+Del** – Cuts the selected content to the clipboard.

**Ctrl+C** – Copies the selected content to the clipboard.

**Ctrl+V, Shift+Insert** – Pastes a text fragment from the clipboard.

**ALT+Q** – Pastes the contents of the clipboard as plain text (stripping all formatting).

**Note:** This works in most web browsers *except* Internet Explorer.

**ALT+W** – Paste from MS-Word, converting some basic formatting into HTML and discarding other mark-up.

## Text Selection

**Ctrl+A** – Selects all document contents.

**Shift+Arrow** – Selects content by letters.

**Ctrl+Shift+Arrow** – Selects content by words.

**Shift+Home** – Selects content from the cursor to the beginning of the line.

**Shift+End** – Selects content from the cursor to the end of the line.

**Ctrl+Shift+Home** – Selects content from the cursor to the beginning of the document.

**Ctrl+Shift+End** – Selects content from the cursor to the end of the document.

**Shift+PgDn** – Selects content of approximately the length of the editing area starting from the cursor and going down.

**Shift+PgUp** – Selects content of approximately the length of the editing area starting from the cursor and going up.

## Text Styling

**Ctrl+B** – Applies bold formatting to a text fragment.

**Ctrl+I** – Applies italics formatting to a text fragment.

**Ctrl+U** – Applies underline formatting to a text fragment.

## Rich Text

**Ctrl+L** – Opens the Link dialog window.

**Tab** – Indents a list.

**Shift+Tab** – Outdents a list.

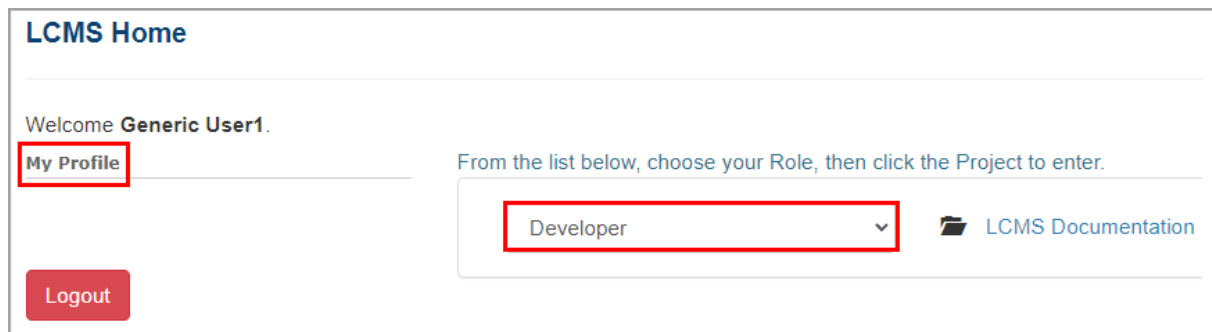
**Note:** Clicking the right mouse-button in the HTML editor will open a special context menu. You can override this and open the standard browser context-menu by holding down the CTRL key and right-clicking with the mouse.

### 3 LCMS Home Page (Admin Menu)

The **LCMS Home** screen includes the user's **LCMS Home** menu and a list of assigned projects. **Note:** LCMS Administrators have access to all the LCMS functions.



Users other than Administrators will have **My Profile** as the only option in the **LCMS Home** menu. They will also have the option of selecting a specific role before entering the project. It is possible for users to be assigned multiple roles in a project. They may be assigned to the role of Manager, Developer, and Reviewer for a project and assigned the Super Developer role on another project. **Note:** The role selected for the project will determine the permissions the user will have for the project, when the project is launched.



#### 3.1 My Profile

All users can change their own profile settings on the **My Profile** screen.

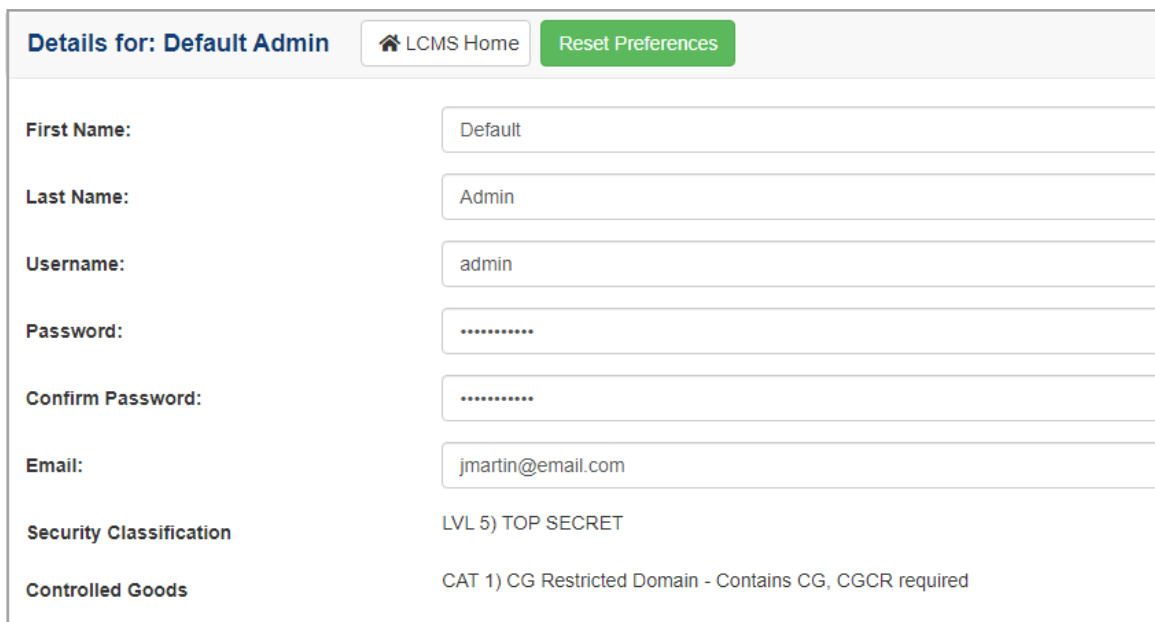
To change the profile settings:

1. On the **LCMS Home** screen, click the **My Profile** link to open the profile **Details** window.




A screenshot of the Admin Menu. The menu items are listed vertically: My Profile, Application Preferences, Error Reporting, Interface Management, LCMS Licensing, Password Management, Project Management, Scheduled Tasks, and User Management. A red arrow points to the 'My Profile' item.

2. On the profile **Details** window, edit each field as required. **Note:** If **Enforce Strong Passwords** is enabled, user passwords must be a minimum of eight characters in length consisting of: at least one number, at least one uppercase character, at least one lowercase character and at least one special character. See Application Preferences Logins Tab for more information.



A screenshot of the 'Details for: Default Admin' window. The window has a header bar with 'Details for: Default Admin', a home icon and 'LCMS Home' button, and a green 'Reset Preferences' button. The main area contains several fields: First Name (Default), Last Name (Admin), Username (admin), Password (masked with dots), Confirm Password (masked with dots), Email (jmartin@email.com), Security Classification (LVL 5) TOP SECRET, and Controlled Goods (CAT 1) CG Restricted Domain - Contains CG, CGCR required.

3. Click the  button to save the changes.
4. Click the **LCMS Home** button to return to the **LCMS Home** screen.
5. Clicking the **Reset Preferences** button will reset the configuration of the navigation tree. This may be useful if you encounter technical problems with the rendering or functionality of the navigation tree.

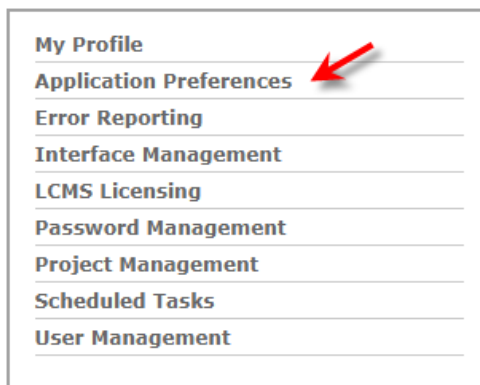
## 3.2 Application Preferences

On the **Application Preferences** screen, Administrators may set the parameters for various functions within the LCMS such as formatting date/time, email templates, login attempts and timeouts, version settings, review settings and other configuration settings.

**Note:** The changes made in **Application Preferences** will affect all projects in the LCMS.

To configure the LCMS application settings:

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.



2. On the **Application Preferences** screen, click the desired tab from the **Components** menu:

- General
- API Token
- Application Logging
- Background Services
- Course Packaging
- Date/Time Formatting
- Editor
- E-Mail Templates
- Forgot Password
- Logins
- SAML
- Notices
- Reviews
- Screen Labels
- Security
- TDM Integration
- Versioning

3. Selecting a tab from the **Components** menu will open the corresponding pane where the related configurations or parameters may be set. The **Application Preferences**



screen opens to the **General** tab by default. **Note:** The SAML tab only display when the LCMS is configured for the Security Assertion Markup Language (SAML).

4. Click the **LCMS Home** button to return to the **LCMS Home** screen.

### 3.2.1 General Tab

To configure the general settings:

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **General** pane, the **Detected URL** field displays the current application URL. **Note:** There are times when the LCMS may not detect the application URL properly, especially when installed behind a load balancer.
3. Click the **Always use https** checkbox to enable the **Always use https** function if required. **Note:** Enabling this feature may be required to ensure the background features function properly.
4. Enter the desired email address in the **Support E-Mail** field. This email address displays on the **LCMS Home** page. **Note:** Leave this field blank to use the default email address.
5. Enter the desired email address in the **E-Mail From Address** field. This email address will display in the **From** field on system-generated emails such as user notifications and review reminders. **Note:** To test the configured email address, click the **Test E-Mail Configuration** button. Using the **Test E-Mail Configuration** window, the administrator can send a quick email test, and then download the email log file to see if any issues are recorded.
6. Enter the desired value (0 – 100,000) in the **Daily Recipient Limit** field. This field represents the SMTP daily recipient limit, which may vary by provider. For more information consult your SMTP provider. **Note:** When zero is entered, the option will be disabled. When values 1–100,000 are entered, the current daily average is monitored and displays in the (Current average =) field.
7. Enter the desired location for the wkhtmltopdf tool in the wk<html>Topdf field. **Note:** To render HTML into PDF, the LCMS uses wkhtmltopdf, which is an open source (LGPLv3) command line tool. This tool is installed during the installation. The default location where the tool installs is C:\Program Files\. To change the location, enter the

desired path (actual location) in the wk<html>Topdf field. Ensure the path name ends with a back slash (\) (i.e., C:\NewPath\).

General

**Detected URL** http://172.16.10.10/ll\_lcms/  
☐ Always use https

**Support E-Mail**

**E-Mail From Address**

**Daily Recipient Limit**  must be between 0 and 100000, 0 being no limit  
 (Current average = 158)

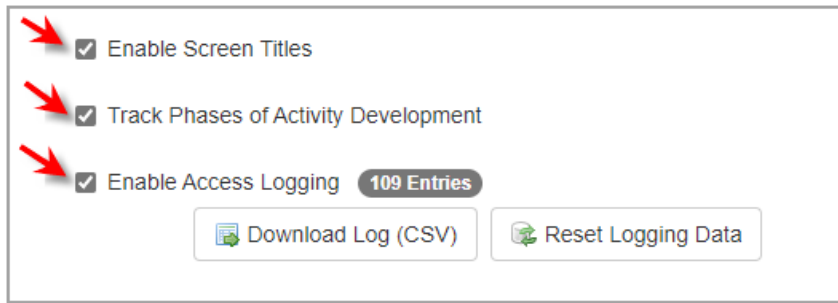
**wk<html>Topdf**

☒ Enable Screen Titles

☒ Track Phases of Activity Development

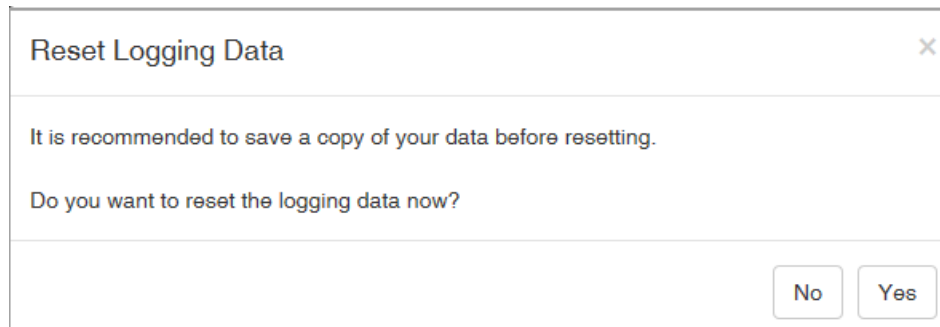
☒ Enable Access Logging **1814 Entries**

8. Click the **Enable Screen Titles** checkbox to toggle screen titles on or off. By enabling screen titles, an extra input field displays on the various screen style input screens. The screen title will display when viewing the **Topic Screen** listing. It is currently not displayed via the interfaces.
9. Click the **Track Phases of Activity Development** checkbox to enable users to set development phases for activities (i.e. Lesson Outline, Storyboard, Lesson, etc.).
10. Click the **Enable Access Logging** checkbox to enable tracking of user access to the LCMS. The **Access Log Report** button will be available on the **User Management** screen when this checkbox is selected. Administrators may download the current access log in a CSV format by clicking the **Download Log (CSV)** button. They may also reset the logging data by clicking the **Reset Logging Data** button.



11. When the **Reset Logging Data** button is clicked, the **Reset Logging Data** window opens.

12. On the **Reset Logging Data** window, click the **Yes** button to reset the logging data or click the **No** button to return to the **General** tab screen.



13. On the **General** pane, click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

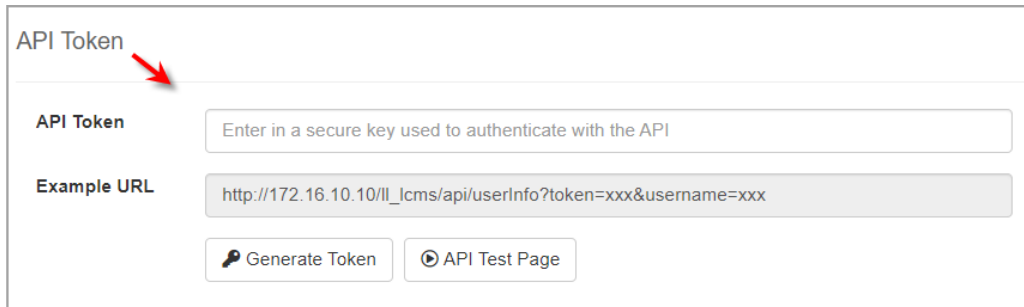
### 3.2.2 API Token Tab

Learninglogics® LCMS API is an optional feature that may be configured on your LCMS. The LCMS API allows Administrators to use their own tool for managing users in the LCMS. The various API calls and options are visible on the **API Test Page**.

To configure the API token:

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **API Token** tab from the **Components** menu to open the **API Token** pane.
3. On the **API Token** pane, enter the desired API token in the **API Token** field. This

token may be any combination of characters and numbers. Alternatively, you may click the **Generate Token** button to populate the **API Token** field with a computer generated token. **Note:** The API token must be able to access the LCMS API.



API Token

API Token

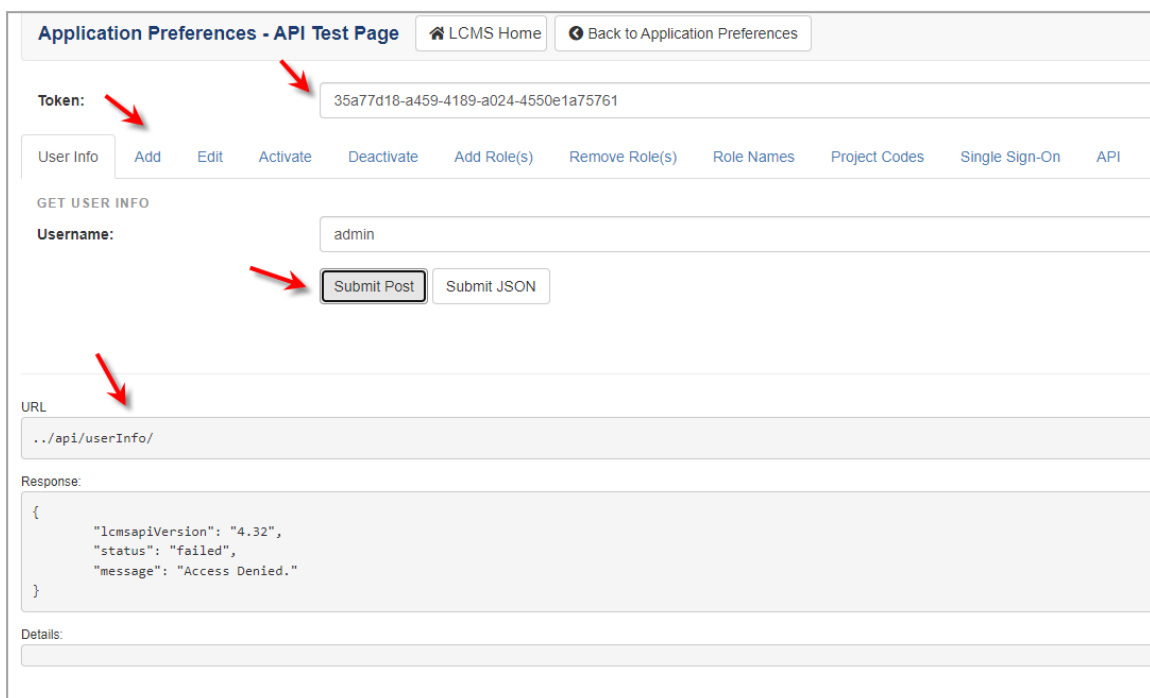
Enter in a secure key used to authenticate with the API

Example URL

<http://172.16.10.10/lcms/api/userInfo?token=xxx&username=xxx>

Generate Token API Test Page

- Click the **API Test Page** button to open the **API Test Page** screen.
- On the **API Test Page** screen, copy/paste or enter the API token (from the **API Token** field) in the **Token** field.
- Click the desired tab to perform the corresponding test, and then click the **Submit Post** or **Submit JSON** button to display the test results. **Note:** Clicking the **API** tab (this tab is the API Help) opens the **LCMS WEBSERVICE API INFORMATION** pane. Click each tab in this pane to display the corresponding API information. See API for more information.



Application Preferences - API Test Page [LCMS Home](#) [Back to Application Preferences](#)

Token: 35a77d18-a459-4189-a024-4550e1a75761

User Info [Add](#) [Edit](#) [Activate](#) [Deactivate](#) [Add Role\(s\)](#) [Remove Role\(s\)](#) [Role Names](#) [Project Codes](#) [Single Sign-On](#) [API](#)

GET USER INFO

Username: admin

[Submit Post](#) [Submit JSON](#)


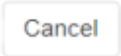
URL

../api/userInfo/

Response:

```
{
  "lcmsapiVersion": "4.32",
  "status": "failed",
  "message": "Access Denied."
}
```

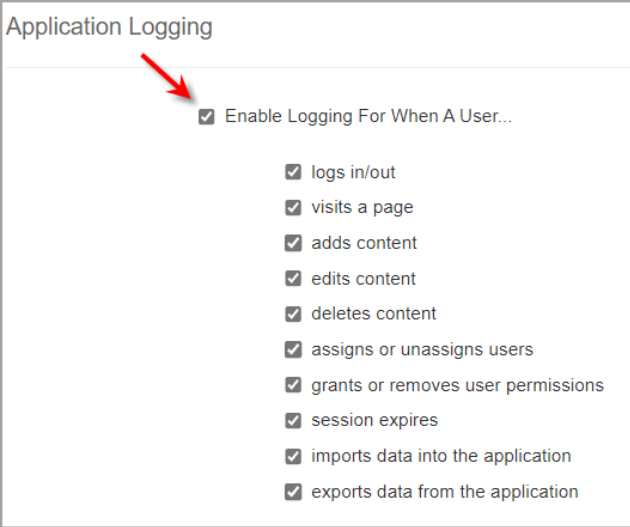
Details:

7. On the **API Token** pane, click the  button to save the changes or click the  button to return to the previous screen without saving.

### 3.2.3 Application Logging

To configure the application logging settings:


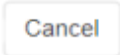
1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **Application Logging** tab to open the **Application Logging** pane.
3. On the **Application Logging** pane, the **Enable Logging For When A User** checkbox and all user actions are enabled by default. This feature enables the LCMS to write an external log file of when each user action occurred. **Note:** Deselect the desired user action(s) by clicking the corresponding checkbox. The deselected user actions will not be included in the written log file. Deselecting the **Enable Logging For When A User** checkbox will disable this feature.



Application Logging

☒ Enable Logging For When A User...

- ☒ logs in/out
- ☒ visits a page
- ☒ adds content
- ☒ edits content
- ☒ deletes content
- ☒ assigns or unassigns users
- ☒ grants or removes user permissions
- ☒ session expires
- ☒ imports data into the application
- ☒ exports data from the application

4. Click the  button to generate the log file or click the  button to return to the previous screen. **Note:** This file is a CSV file that can be downloaded and

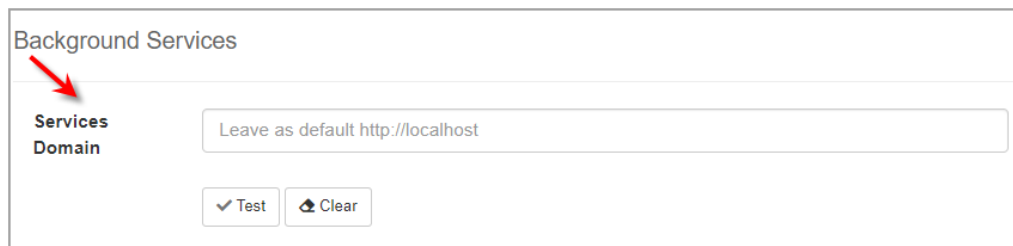
used in applications such as Microsoft Excel.

### 3.2.4 Background Services Tab

Administrators may customize the domain for background services used for tasks such as course publishing if required. **Important Note:** Only modify this field if it is a requirement of your network environment. This field should be left blank to use the LCMS detected value.

To configure the background services setting:

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **Background Services** tab from the **Components** menu to open the **Background Services** pane.
3. On the **Background Services** pane, enter the desired services domain in the **Services Domain** field. **Note:** This field should be left blank to use the LCMS detected value. Only change if the detected domain does not work properly.
4. Click the **Test** button to test the domain entry.
5. Click the **Clear** button to clear the entry.


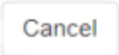


Background Services

**Services Domain**

Leave as default http://localhost

✓ Test    🗑 Clear

6. On the **Background Services** pane, click the  button to save the changes or click the  button to return to the previous screen without saving.

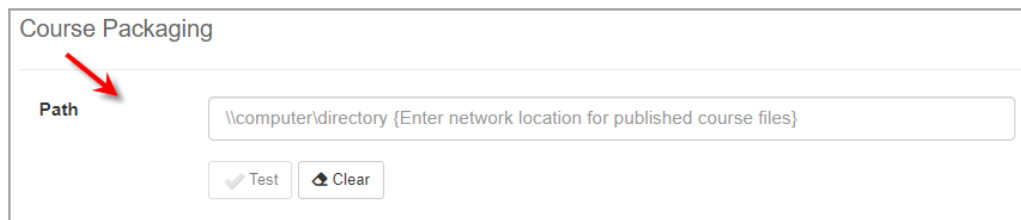
### 3.2.5 Course Packaging Tab

The Course Packaging path is a local or network location shared by the Learninglogics® LCMS and the Learninglogics® LMS (or other LMS). This is the path/ location that SCORM

packages will be saved to.

To configure the course packaging setting:

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **Course Packaging** tab from the **Components** menu to open the **Course Packaging** pane.
3. On the **Course Packaging** pane, enter the desired course packaging path in the **Path** field. **Note:** This path must be accessible by the IIS\_IUSRS of the Internet Information Services. If this is a network path, make sure the Application Pool the "Services" application is running under has sufficient rights (i.e. Rather than running as the default "ApplicationPoolIdentity", you may have to run it under a Custom account.)
4. Click the **Test** button to verify that the server has access prior to submitting a change. **Note:** If you receive an error, the path entered is most likely incorrect or the IIS\_IUSRS user does not have permission to perform one of the copy, create or delete tasks.
5. Click the **Clear** button to clear the path entered in the **Path** field.



The screenshot shows a web interface titled "Course Packaging". It features a label "Path" with a red arrow pointing to a text input field. The input field contains the placeholder text "\\computer\directory {Enter network location for published course files}". Below the input field are two buttons: "Test" (with a checkmark icon) and "Clear" (with a trash can icon).

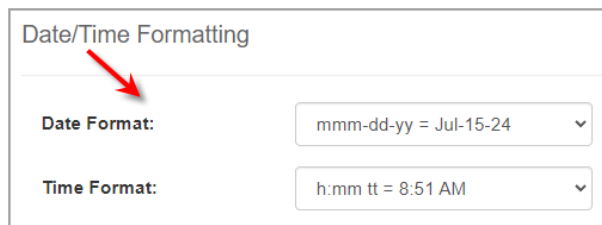
6. On the **Course Packaging** pane, click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

### 3.2.6 Date/Time Formatting Tab


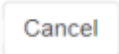
To configure the date and time settings:

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.

2. On the **Application Preferences** screen, click the **Date/Time Formatting** tab from the **Components** menu to open the **Date/Time Formatting** pane.
3. On the **Date/Time Formatting** pane, select the desired date format from the **Date Format** the drop-down menu. The date entered in the LCMS will display in the selected format on screens and output.
4. Select the desired time format from the **Time Format** drop-down menu. The time entered in the LCMS will display in the selected format on screens and output.



The screenshot shows a window titled "Date/Time Formatting". Inside, there are two dropdown menus. The first is labeled "Date Format:" and shows "mmm-dd-yy = Jul-15-24". The second is labeled "Time Format:" and shows "h:mm tt = 8:51 AM". A red arrow points to the "Date Format:" dropdown menu.

5. Click the  button to save the changes or click the  button to return to the previous screen without saving.

### 3.2.7 Editor Tab

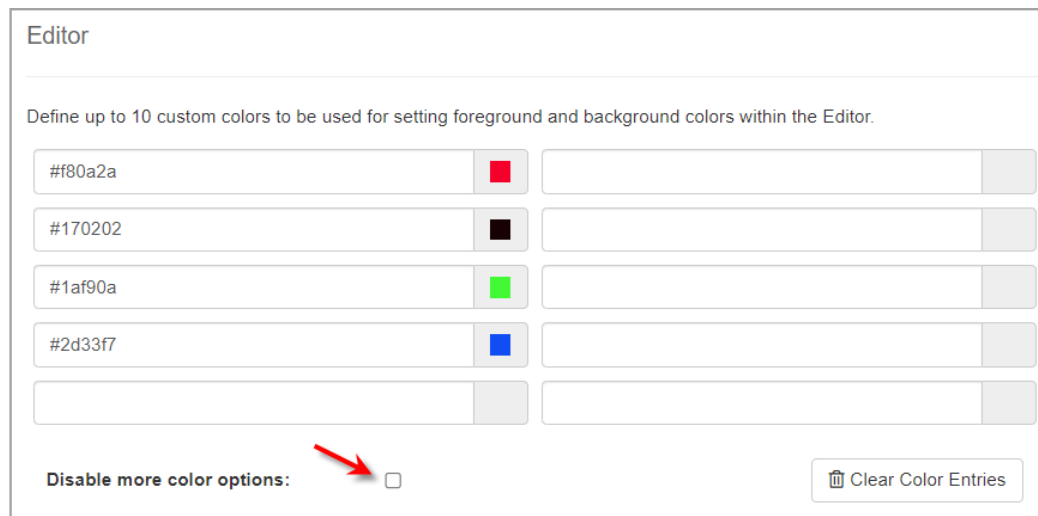
To configure the editor color settings:

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **Editor** tab from the **Components** menu to open the **Editor** pane.
3. On the **Editor** pane, click the grey area beside the input field to open the color palette, or enter the color by name (white, black) or hex color value (bbbbbb, ff0200, 002200).
4. Define up to ten custom colors in the CK editor. The defined colors will be the default foreground and background colors the CK editor. Clicking the **Clear Color Entries** button will delete all of the color entries. See HTML Editor for more information about the CK editor.





5. Click the **Disable more color options** checkbox to restrict the user's ability to choose additional colors. Users may only select from the defined default colors.

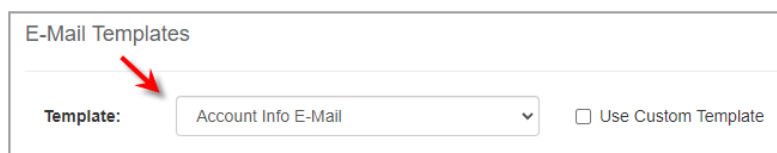


6. On the **Editor** pane, click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

### 3.2.8 E-Mail Templates Tab

The E-Mail templates provide customized or standardized messages to send to the users for various notifications such as overdue notices.

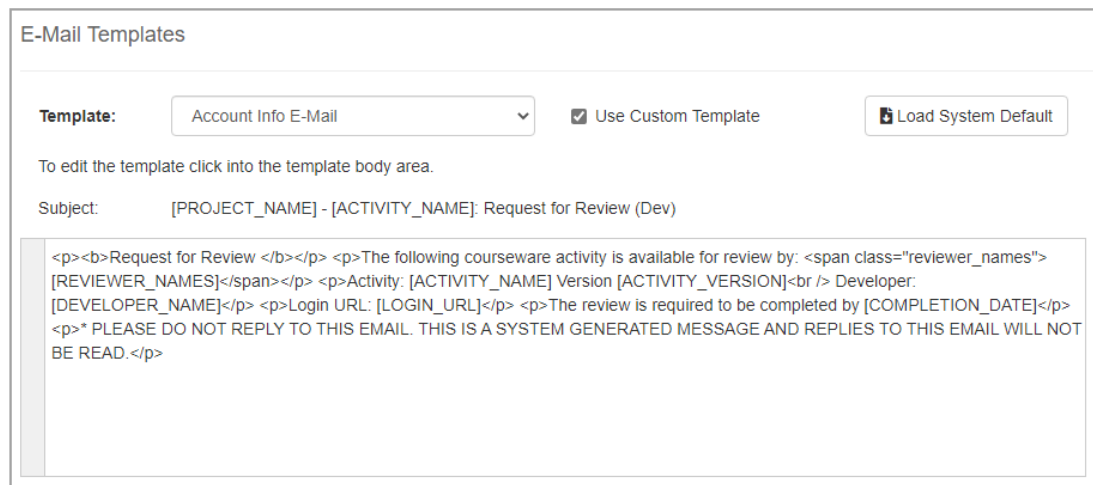
1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **E-Mail Templates** tab from the **Components** menu to open the **E-Mail Templates** pane.



E-Mail Templates

Template: Account Info E-Mail ▼ ☐ Use Custom Template

3. On the **E-Mail Templates** pane, select the desired email **Template** from the drop-down menu. **Note:** The templates in the drop-down menu are LCMS defaults.
4. To create a custom template, click the **Use Custom Template** checkbox and enter the desired information in each field. **Note:** Any templates created will override the templates used by the LCMS. To continue to use the LCMS defaults, leave the **Use Custom Template** checkbox deselected.



E-Mail Templates

Template: Account Info E-Mail ▼ ☒ Use Custom Template

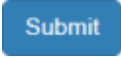
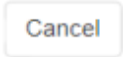
To edit the template click into the template body area.

Subject: [PROJECT\_NAME] - [ACTIVITY\_NAME]: Request for Review (Dev)

<p><b>Request for Review </b></p> <p>The following courseware activity is available for review by: <span class="reviewer\_names">[REVIEWER\_NAMES]</span></p> <p>Activity: [ACTIVITY\_NAME] Version [ACTIVITY\_VERSION]<br /> Developer: [DEVELOPER\_NAME]</p> <p>Login URL: [LOGIN\_URL]</p> <p>The review is required to be completed by [COMPLETION\_DATE]</p> <p>\* PLEASE DO NOT REPLY TO THIS EMAIL. THIS IS A SYSTEM GENERATED MESSAGE AND REPLIES TO THIS EMAIL WILL NOT BE READ.</p>

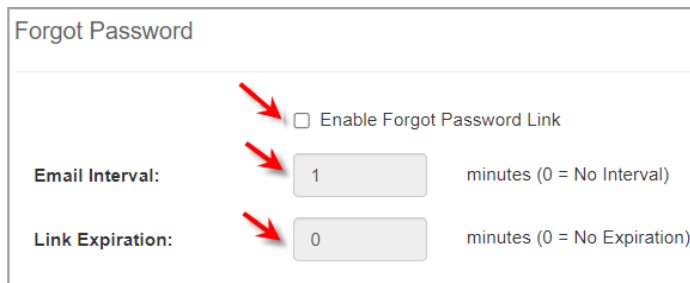
5. To edit the **Template**, select the desired template from the drop-down menu.
6. Click the **Load System Default** button and modify the text in the text field. **Note:** Insert template dynamic variables into the text body by clicking the text body window, and then the **Insert Dynamic Variable** drop-down menu in the toolbar. For the

**Subject**, type the variable name inside [square brackets].

7. On the **E-Mail Templates** pane, click the  button to save the changes or click the  button to return to the previous screen without saving.

### 3.2.9 Forgot Password Tab

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **Forgot Password** tab from the **Components** menu to open the **Forgot Password** pane.
3. On the **Forgot Password** pane, click the **Enable Forgot Password Link** checkbox to enable (display) the **Reset Password** link on the login screen.
4. Enter a value (in minutes) into the **Email Interval** field. **Note:** This field represents the length of time a user must wait before submitting another password reset. Entering zero minutes in this field means there is no interval of time.
5. Enter a value (in minutes) into the **Link Expiration** field. **Note:** This field represents the length of time the reset link will remain valid. Entering zero minutes in this field means the link remains valid indefinitely.


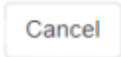


Forgot Password

☐ Enable Forgot Password Link

Email Interval:  minutes (0 = No Interval)

Link Expiration:  minutes (0 = No Expiration)

6. Click the  button to save the changes or click the  button to return to the previous screen without saving.

### 3.2.10 Logins Tab

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **Logins** tab from the **Components** menu to open the **Logins** pane.

#### Logins

**Authentication Method:**  
☒ Internal Authentication ☐ Active Directory Authentication (LDAP) ☐ Hybrid Supporting Both

**Login Attempts:**  0 = Unlimited, max = 999

**Timespan for Failed Attempts:**  minutes (0 = unlimited, max = 60 minutes) **OPTIONAL**

**Lockout on Fail:**  minutes (0 = No Lock Out, max = 9999)

**Admin Session Timeout:**  minutes (must be between 1 and 2880)

**Default Session Timeout:**  minutes (must be between 1 and 2880)

**Max Concurrent Sessions:**  0 = unlimited, max = 5

**Application Timeout:**  hours (must be between 0 and 24, 0 being disabled)

☐ Show Timeout Info

3. On the **Logins** pane, select an **Authentication Method** by clicking the radio button beside the option **Internal Authentication**, **Active Directory Authentication (LDAP)** or **Hybrid Supporting Both**. The three methods allow customization of the maximum number of login attempts, number of failed attempts and the failed attempt lockout period. Session and application timeouts are also customizable. **Note:** To enable **Active Directory Authentication (LDAP)** or **Hybrid Supporting Both**, a Lightweight Direct Access Protocol (LDAP) server must be configured and the administrator must have the credentials for query access on the LDAP server. When either **Active Directory Authentication (LDAP)** or **Hybrid Supporting Both** is chosen, administrators will be able to import users from the LDAP server. See Import LDAP Users.
4. Enter the desired maximum number of failed login attempts (up to a maximum of 999) a user is permitted before being temporarily locked out of the system in the **Login Attempts** field. If the field is set to 0, users will have unlimited login attempts.

5. The **Timespan for Failed Attempts** field is optional. This field determines the timespan for consecutive failed login attempts to be considered. Entering a value of 1 to 60 minutes indicates the desired timespan to check for failed login attempts prior to the current failed login attempt. If 0 is entered in this field, all previous failed login attempts will be considered in determining if the account should be locked.
6. Enter the desired lockout period (up to a maximum of 9999 minutes) for failed logins in the **Lockout on Fail** field. This determines how long a user must wait to try logging in again after exceeding the maximum number of failed login attempts. If the field is set to 0, no lockout occurs after users exceed the maximum number of failed login attempts.
7. Enter the desired session timeout period (up to a maximum of 2880 minutes) in the **Admin Session Timeout** field. This indicates how long administrators will remain logged in to the LCMS without user interaction.
8. Enter the desired session timeout period (up to a maximum of 2880 minutes) in the **Default Session Timeout** field. This indicates how long the LCMS will remain logged in without user interaction.
9. Enter the desired maximum number of concurrent logins a user is permitted to have (up to a maximum of 5) in the **Maximum Concurrent Sessions** field. **Note:** If 0 is entered in this field, the user is permitted an unlimited number of concurrent logins.
10. Enter the desired application timeout period (up to a maximum of 24 hours) in the **Application Timeout** field. This indicates how many hours a user may remain logged into the system before they have to verify their credentials again. If the field is set to 0, applications timeouts will be disabled.
11. Click the **Show Timeout Info** checkbox to have the application timeout information display in the header. **Note:** The application timeout information will not display in the header if the **Application Timeout** field is set to 0.

### 3.2.10. Internal Authentication

#### 1

1. On the **Application Preferences** screen, click **Logins** from the **Components** menu.
2. Click the radio button beside **Internal Authentication** to select this authentication method. **Note:** When this method is chosen, users can **only** login using their LCMS username and password. Users may be prompted to change their password after the

initial login. The **Active Directory Authentication (LDAP)** tab will also be disabled.

Logins

**Authentication Method:**

☒ Internal Authentication ☐ Active Directory Authentication (LDAP) ☐ Hybrid Supporting Both

**Login Attempts:**  0 = Unlimited, max = 999

**Timespan for Failed Attempts:**  minutes (0 = unlimited, max = 60 minutes) **OPTIONAL**

**Lockout on Fail:**  minutes (0 = No Lock Out, max = 9999)

**Admin Session Timeout:**  minutes (must be between 1 and 2880)

**Default Session Timeout:**  minutes (must be between 1 and 2880)

**Max Concurrent Sessions:**  0 = unlimited, max = 5

**Application Timeout:**  hours (must be between 0 and 24, 0 being disabled)

☐ Show Timeout Info

**Internal Authentication** Active Directory Authentication (LDAP)

- Enter the values for the **Login Attempts**, **Timespan for Failed Attempts**, **Lockout on Fail**, **Admin Session Timeout**, **Default Session Timeout**, **Max Concurrent Sessions** and **Application Timeout** fields.
- Select the **Enforce Strong Passwords** checkbox to force users to have a password of 8 to 64 characters consisting of:
  - At least one number
  - At least one lower case letter
  - At least one upper case letter
  - At least one special character
- Enter a period in days that a password is valid for (up to a maximum of 999) in the **Password Expiry** field. This determines how long a password can be used before the user must change it. If the field is set to 0, passwords will not expire. **Note:** Users will be prompted to change their password.

6. Enter a number of days before password expiry (up to a maximum of 999) to display a warning to users in the **Warn User** field. If the field is set to 0, users will not be warned that their password is going to expire.
7. Enter a minimum password length in the **Min. Password Length** field. The minimum password length must be between 8 to 64 characters.
8. Enter the number of previous passwords (up to a maximum of 999) that cannot be reused in the **Password Reuse** field. When a user changes their password, the new password will be compared against the set number of previous passwords to ensure it has not been used before. If the field is set to 0, no limit will be enforced on password reuse.
9. Select the **require password reset** checkbox to prompt new users to change their password after the initial login.
10. Enter the number of days an account can be inactive before it is disabled in the **Days Inactive Before Disabling** field. **Note:** Setting the number of days inactive before the account is disabled will automatically create a daily task that checks if any users have not accessed the LCMS during the desired time period.
11. Click the **Notify user when their account has been disabled** checkbox to notify the user, if required. An Account Disabled Notification email will be sent to the user. See E-Mail Templates Tab for more information.
12. Click the **Notify user in advance prior to disabling their account** checkbox to notify the user in advance and enter the number of days in advance in the input field. An Account to be Disabled Notification email will be sent to the user. See E-Mail Templates Tab for more information.

**Internal Authentication** Active Directory Authentication (LDAP)

☐ Enforce Strong Passwords

**Password Expiry:** 7 days (0 = no expiry, max = 999)

**Warn User:** 7 days prior to expiry (0 = no warning, max = 999)

**Min. Password Length:** 8 6 to 64

**Password Reuse:** 1 prohibit reuse of previous X passwords (0 = disabled, max = 999)

**Reset password on first login:** ☒ require password reset Require new users to reset password the first time they login.

**Days Inactive Before Disabling:** 30 0 = Never disable, # of days of inactivity before automatically disabling.

☒ Notify user when their account has been disabled

☒ Notify user in advance prior to disabling their account

7


13. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

### 3.2.10. Active Directory Authentication (LDAP) 2

1. On the **Application Preferences** screen, click **Logins** from the **Components** menu.
2. Click the radio button beside **Active Directory Authentication (LDAP)** to select this authentication method. **Note:** When this method is chosen users (except administrators) can only login using their LDAP username and password. The **Internal Authentication** tab will also be disabled.



Logins

**Authentication Method:** 

☐ Internal Authentication
 ☒ Active Directory Authentication (LDAP)
 ☐ Hybrid Supporting Both

**Login Attempts:**  0 = Unlimited, max = 999

**Timespan for Failed Attempts:**  minutes (0 = unlimited, max = 60 minutes) **OPTIONAL**

**Lockout on Fail:**  minutes (0 = No Lock Out, max = 9999)

**Admin Session Timeout:**  minutes (must be between 1 and 2880)

**Default Session Timeout:**  minutes (must be between 1 and 2880)

**Max Concurrent Sessions:**  0 = unlimited, max = 5

**Application Timeout:**  hours (must be between 0 and 24, 0 being disabled)

☐ Show Timeout Info

[Internal Authentication](#)
[Active Directory Authentication \(LDAP\)](#)

**Server:**  **Port:**

**Authentication Username:**  **Password:**

**Start:**

**Group Query:**

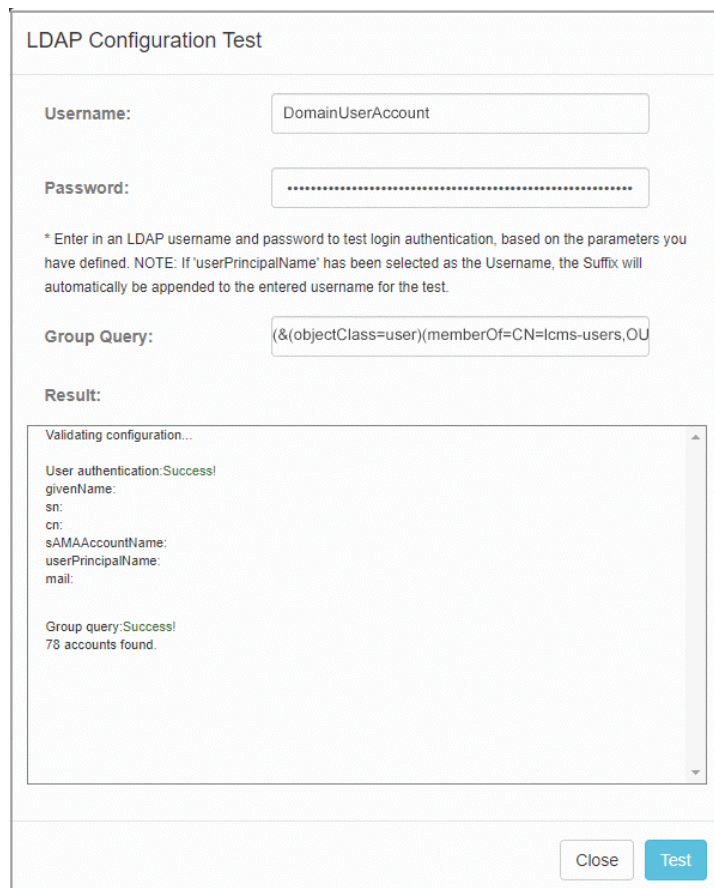
- On the **Active Directory Authentication (LDAP)** pane, enter the IP address or hostname (fully qualified domain name) of the LDAP server (domain controller) in the **Server** field.
- Enter the port number of the LDAP server (389 or 636) in the **Port** field. If the **Security** field is set to **None**, enter 389 in the **Port** field. If the **Security** field is set to **CFSSL\_BASIC**, enter 636 in the **Port** field. **Note:** 389 is the default port of LDAP and 636 is the default port of LDAPS.
- In the **Authentication Username** field, enter the username of a domain user account. This must be a domain user account and the username must be in the userPrincipalName format. **Note:** This account will be used to query Active Directory via LDAP.

6. In the **Password** field, enter the password of the specified domain user account.
7. In the **Start** field, enter the path to search for users in Active Directory. For example:  
If you wish to retrieve users that are located in the Organization Unit (OU):  
Contoso.com (domain), Users (OU), then the value you would enter in the **Start** field would be OU=Users,DC=Contoso,DC=com.
8. In the **Group Query** field, enter the default query that will be used to search for users. In order for users to log into the LCMS using their Active Directory accounts, their account must be included in the query results. For example: If you wish to only grant access to users in the lcms-users group, you can use the group query: (&(objectClass=user)(memberOf=CN=lcms-users,OU=Groups,DC=Contoso,DC=com)). If you wish to grant access to all users that match the Start query, we can use the group query: (&(objectClass=user)).
9. In the **Attributes** field, click the **View Mappings** button to open the **LDAP Attribute Mapping** window. Modify each attribute (if required), and then click the **Submit** button.
10. In the **Security** field, select (**None** or **CFSSL\_BASIC**) from the drop-down menu.  
**Note:** **CFSSL\_BASIC** must be selected for LDAPS. If **CFSSL\_BASIC** is selected, the Domain SSL certificate must be imported into ColdFusion keystore.

The screenshot shows the 'Active Directory Authentication (LDAP)' configuration window. The 'Server' field is set to 172.16.10.3, 'Port' is 389, 'Authentication Username' is sa-ll-dap@learninglogics, 'Password' is masked, 'Start' is OU=User Accounts,DC=learninglogics,DC=com, 'Group Query' is (&(objectClass=user)), and 'Security' is set to None. A note indicates to double-check the port, with 'usually none = 389' and 'CFSSL\_BASIC = 636'. The 'Test Configuration' button is visible at the bottom.

11. When all the fields are configured, click the **Test Configuration** button to test the configuration. When the LDAP Configuration Test modal opens:

12. Enter the username and password of a LDAP user, or enter the configured **Authentication Username** and **Password** (domain user account).
13. Enter a **Group Query** or enter the default **Group Query** configured.
14. Click the **Test** button. The results display in the **Result** field.



The image shows a dialog box titled "LDAP Configuration Test". It contains the following fields and controls:

- Username:** A text input field containing "DomainUserAccount".
- Password:** A password input field with masked characters (dots).
- Group Query:** A text input field containing "(&(objectClass=user)(memberOf=CN=lcms-users,OU)".
- Result:** A large text area displaying the following output:

```
Validating configuration...  
  
User authentication: Success!  
givenName:  
sn:  
cn:  
sAMAccountName:  
userPrincipalName:  
mail:  
  
Group query: Success!  
78 accounts found.
```
- Buttons:** "Close" and "Test" buttons at the bottom right.

15. Click the **Close** button to return to the previous screen.
16. On the **Active Directory Authentication (LDAP)** pane, click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

### 3.2.10. Hybrid Supporting Both 3

1. On the **Application Preferences** screen, click **Logins** from the **Components** menu.
2. Click the radio button beside **Hybrid Support Both** to select this authentication method. **Note:** When this method is chosen users can login using their LCMS or LDAP username and password. This method works best when some of the LCMS user accounts are accounts that are not included in the active directory (i.e., external contractors).
3. The **Internal Authentication** and **Active Directory Authentication (LDAP)** tabs will remain enabled. Configure the fields under both tabs. **Note:** The configuration fields under the **Internal Authentication** tab will only apply to LCMS logins. Click the **Test** button (if required). See Active Directory Authentication (LDAP) for more information.

Logins

**Authentication Method:**

☐ Internal Authentication
 ☐ Active Directory Authentication (LDAP)
 ☒ Hybrid Supporting Both

**Login Attempts:**  0 = Unlimited, max = 999

**Timespan for Failed Attempts:**  minutes (0 = unlimited, max = 60 minutes) **OPTIONAL**

**Lockout on Fail:**  minutes (0 = No Lock Out, max = 9999)

**Admin Session Timeout:**  minutes (must be between 1 and 2880)

**Default Session Timeout:**  minutes (must be between 1 and 2880)

**Max Concurrent Sessions:**  0 = unlimited, max = 5

**Application Timeout:**  hours (must be between 0 and 24, 0 being disabled)

☐ Show Timeout Info

[Internal Authentication](#)
[Active Directory Authentication \(LDAP\)](#)

**Server:**  **Port:**

**Authentication Username:**  **Password:**

**Start:**

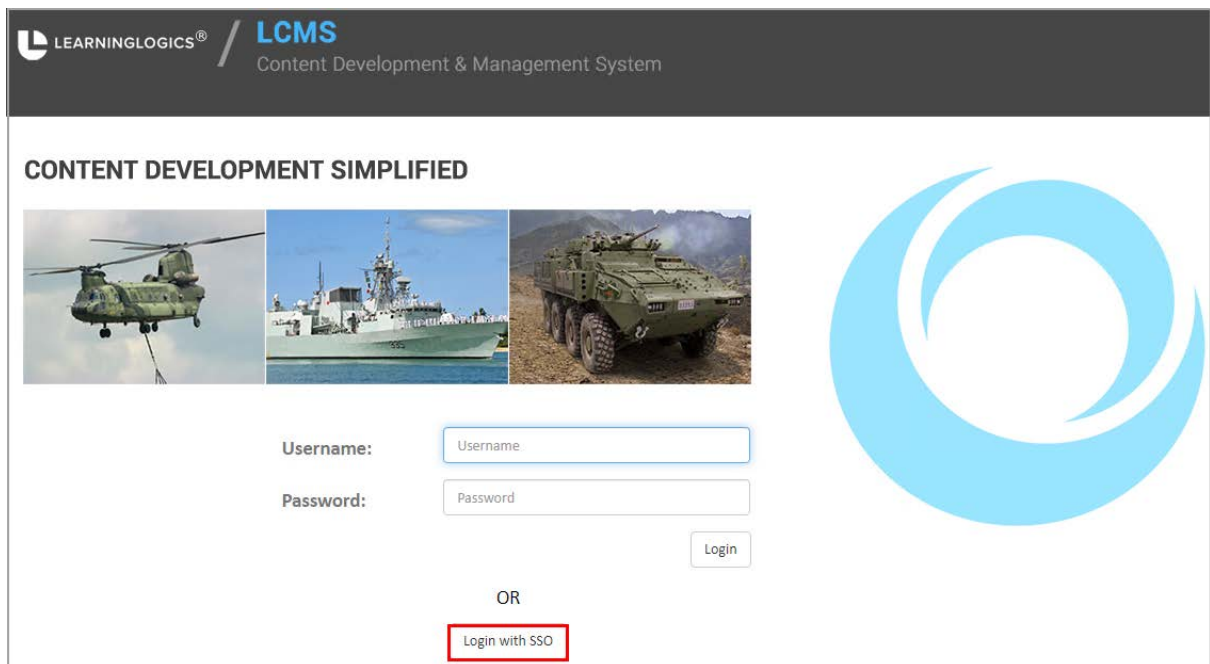
**Group Query:**

**Attributes:**

4. Click the  button to save the changes or click the  button to return to the previous screen without saving.

### 3.2.11 SAML Tab

When the Security Assertion Markup Language (SAML) option is enabled on the LCMS, users will be presented with a Single Sign On (SSO) option on the login screen. The SAML option is only available to LCMS clients using ColdFusion 2021 and up. Consult with your System Administrator for more information about SAML and/or your ColdFusion license.



LEARNINGLOGICS® / **LCMS**  
Content Development & Management System

**CONTENT DEVELOPMENT SIMPLIFIED**

Username:

Password:

Login

OR

### 3.2.11. Enable SAML

#### 1

To enable SAML:

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **SAML** tab from the **Components** menu to open the **SAML** pane.
3. On the **SAML** pane, click the **On** radio button from the **Turn On/Off** field. The default for this field is **Off**.
4. Select the desired default organization from the **Organization** drop-down menu or enter a new organization in the **Name** field.
5. Enter the desired identity provider in the **Identity Provider Name** field, if required.  
**Note:** This is a custom field used to override the default Identity Provider (SAML-IP) configured in ColdFusion. If multiple Identity Providers are configured in ColdFusion, enter the desired identity provider in the **Identity Provider Name** field. Leave this field blank if the default is to be used.
6. Enter the desired service provider in the **Service Provider Name** field, if required.

**Note:** This is a custom field used to override the default Service Provider (SAML-LCMS) configured in ColdFusion. If multiple LCMS Service Providers are configured in ColdFusion, enter the desired service provider in the **Service Provider Name** field. Leave this field blank if the default is to be used.

SAML

Turn On/Off:

☐ On ☒ Off

Organization:


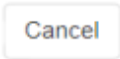
Administration Group ▾

 or 

{type new organization name}

Identity Provider Name:

Service Provider Name:

4. Click the  button to save the changes or click the  button to return to the previous screen without saving.

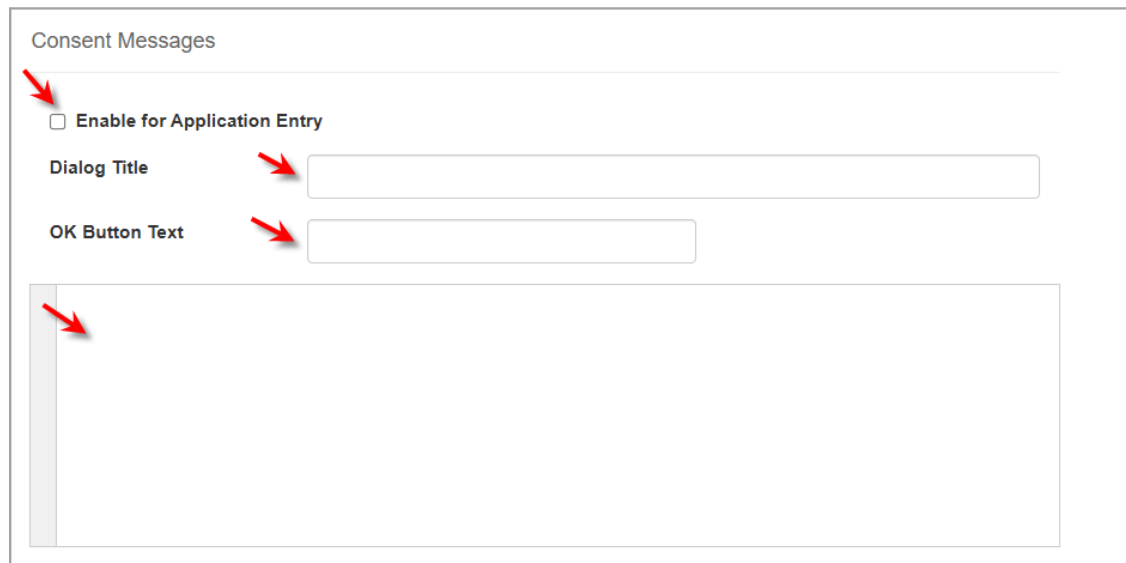
### 3.2.12 Consent Messages Tab

Administrators may customized or standardized application and/or project consent messages. These messages are presented to users before access to the LCMS and/or project is granted.

To configure application and/or project consent messages:

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **Consent Messages** tab from the **Components** menu to open the **Consent Messages** pane.
3. On the **Consent Messages** pane, click the **Enable for Application Entry** checkbox to enable this feature. **Note:** When this feature is enabled, the desired Application consent message will display on the login screen. Users are required to consent/acknowledge the message before entering their credentials.
4. Enter the desired title for the notice in the **Dialog Title** field.

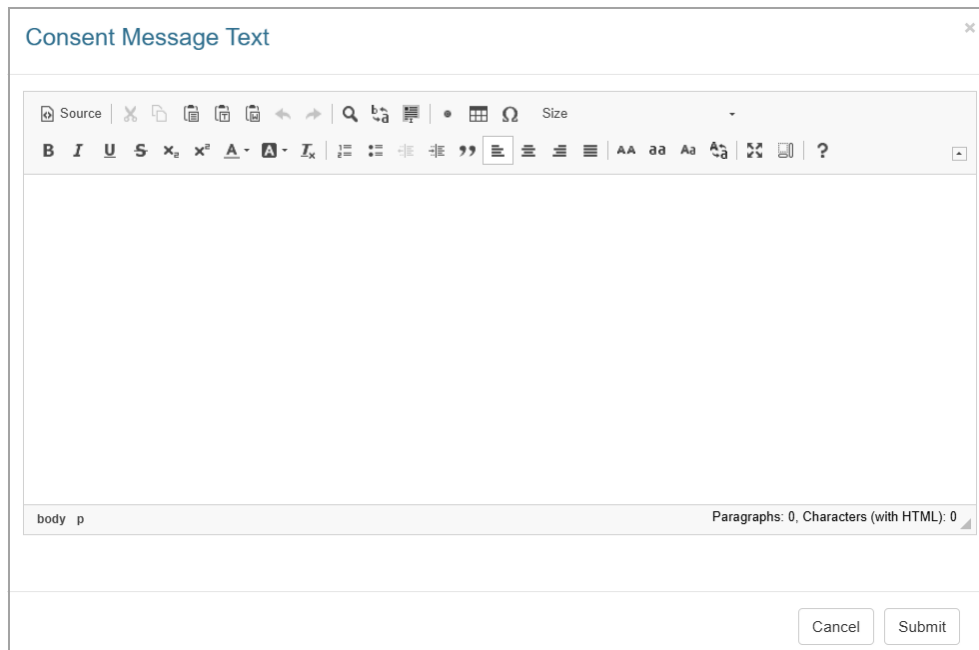
5. Enter the desired text for the consent/acknowledge button in the **OK Button Text** field.
6. On the text field, click the pencil icon or the text field to open the **Consent Message Text** window. See HTML Editor for more information.




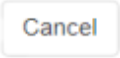
The screenshot shows the 'Consent Messages' window. It contains a checkbox labeled 'Enable for Application Entry'. Below it are two text input fields: 'Dialog Title' and 'OK Button Text'. At the bottom is a large text area for the message content. Red arrows point to the checkbox, the 'Dialog Title' field, the 'OK Button Text' field, and the large text area.

7. On the **Consent Message Text** window, enter and format the desired text/content.
8. Click the **Submit** button to save the entry and return to the **Consent Messages** pane or click the **Cancel** to return to the **Consent Messages** pane.





9. On the **Consent Messages** pane, click the **Enable for Project Entry** checkbox to enable this feature. When this feature is enabled, the desired Project consent message will display when the user selects the project from the Project list. Users are required to consent/acknowledge the message before entering their credentials. **Note:** This consent message can be customized for each project using the **Project Preferences Consent Messages** component.
10. Enter the desired title for the consent message in the **Dialog Title** field.
11. Enter the desired text for the consent/acknowledge button in the **OK Button Text** field.
12. Enter the desired text for the decline consent button in the **Cancel Button Text** field.
13. On the text field, click the pencil icon or the text field to open the **Notice Text** window.
14. On the **Consent Message Text** window, enter and format the desired text/content. See HTML Editor for more information.
15. Click the **Submit** button to save the entry and return to the **Consent Messages** pane or click the **Cancel** to return to the **Consent Messages** pane.

16. On the **Consent Messages** pane, click the  button to save the changes or click the  button to return to the previous screen without saving.


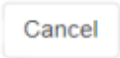
### 3.2.13 Reviews Tab

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **Reviews** tab from the **Components** menu to open the **Reviews** pane.

3. On the **Reviews** pane, click the checkbox labeled **Include French text in**

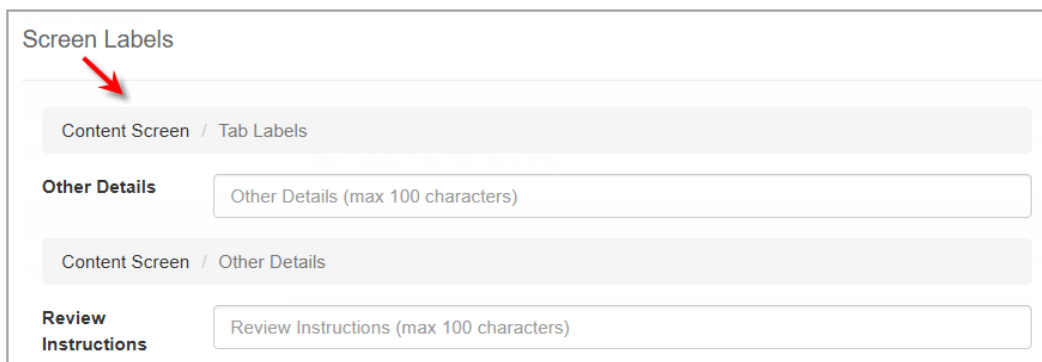
**notification e-mails** to toggle on or off the default French translation included in notification emails sent by the LCMS as part of the review process.

4. Click the checkbox labeled **Review Manager Required** to toggle on and off the requirement for a Review Manager in the Review process. A review manager must sign off on reviews before the reviews can move on to the next phase of the process.
5. Click the checkbox labeled **Review Monitor Enabled** to toggle on and off the availability of the Review Monitor role.
6. Enter the **Length of Review Period** in days to indicate the default period of time a reviewer is given to complete their review. The default value for this field is 30 days.
7. Enter the **Min # of Reviewers** required to satisfy the approval requirements. The default value for this field is 1 reviewer.

8. Click the  button to save the changes or click the  button to return to the previous screen without saving.

### 3.2.14 Screen Labels Tab

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **Screen Labels** tab from the **Components** menu to open the **Screen Labels** pane.



Screen Labels

Content Screen / Tab Labels


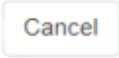
**Other Details** Other Details (max 100 characters)

Content Screen / Other Details

**Review Instructions** Review Instructions (max 100 characters)

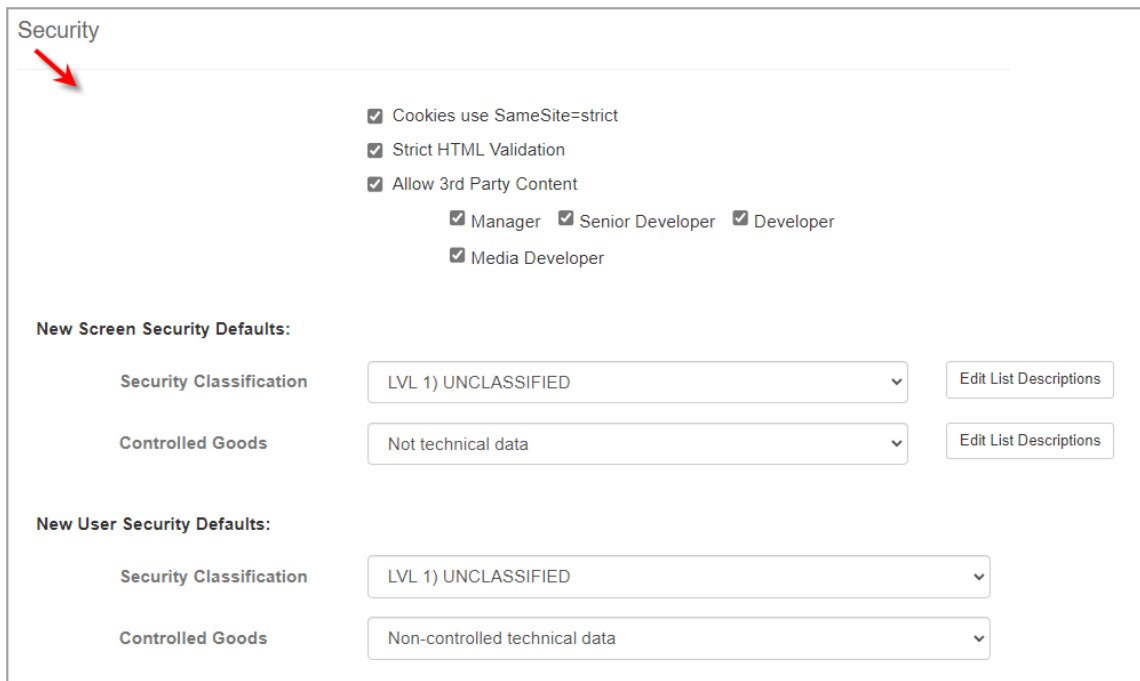
3. On the **Screen Labels** pane, enter a custom label for the **Other Details** tab in the **Other Details** field. **Note:** This will change the name of the **Other Details** tab in all projects. Up to 100 characters may be entered in the field. Do not use " or #.

4. Enter the desired review instructions in the **Review Instructions** field. **Note:** This will change the name of the **Review Instructions** field in all projects. Up to 100 characters may be entered in the field. Do not use " or #.

5. Click the  button to save the changes or click the  button to return to the previous screen without saving.

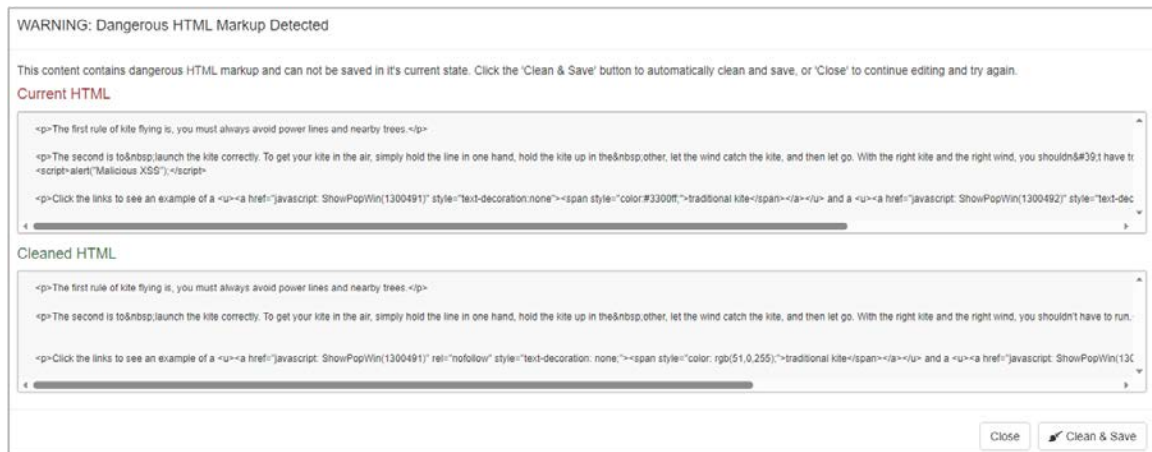
### 3.2.15 Security Tab


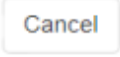
1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **Security** tab from the **Components** menu to open the **Security** pane.
3. On the **Security** pane, click the checkbox beside **Cookies use SameSite=strict** to enable greater security against potential click-jacking attempts. **Note:** Enabling this feature may cause issues if the LCMS is launched through a portal.



4. Click the checkbox beside **Strict HTML Validation** to enable strict HTML validation using a modified version of OWASP AntiSamy. **Note:** Visit OWASP.org for more information.

5. When **Strict HTML Validation** is enabled, the user will receive warnings whenever unsafe HTML is entered in a text field. A warning window will open to display the current HTML causing the warning along with a clean version of the HTML. The user may click the **Clean & Save** button to have the LCMS clean the HTML automatically or click the **Close** button to clean the HTML themselves. **Note:** Users will not be able to save the HTML until it is deemed to be clean.



6. Deselect the **Allow 3rd Party Content** checkbox to disable the import/upload of 3rd party content. **Note:** This option is enabled by default.
7. Deselect the checkbox for the roles who will not have access to 3rd party content. **Note:** All roles have access to 3rd party content by default.
8. Set the **New Screen Security Defaults** by selecting the **Security Classification** and **Controlled Goods** category from the corresponding drop-down menu. **Note:** This will set the security classification and controlled goods category defaults for new screens within a new project.
9. Set the **New User Security Defaults** by selecting the **Security Classification** and **Controlled Goods** category from the corresponding drop-down menu. **Note:** This will set the security defaults used when a new user is created.
10. Click the  button to save the changes or click the  button to return to the previous screen without saving.

### 3.2.15. Edit Security Classification Description

#### 1

1. On the **Application Preferences** screen, click the **Security** tab from the **Components** menu to open the **Security** pane.
2. On the **New Screen Security Defaults** pane, click the **Edit List Description** button beside the **Security Classification** field.

**New Screen Security Defaults:**

<b>Security Classification</b>	LVL 1) UNCLASSIFIED	<b>Edit List Descriptions</b>
<b>Controlled Goods</b>	Not technical data	<b>Edit List Descriptions</b>

3. On the **Edit Security Classification Defaults** window, click the **Description** field for the classification default you wish to edit.
4. Enter the desired changes in the **Description** field.
5. Click the **Save** button to save the description.
6. Click the **Submit** button to save the changes.

**Edit Controlled Goods Defaults**

Category	Description
1	Restricted
2	Managed access
3	Non-controlled technical data
4	Unrestricted

Save Cancel

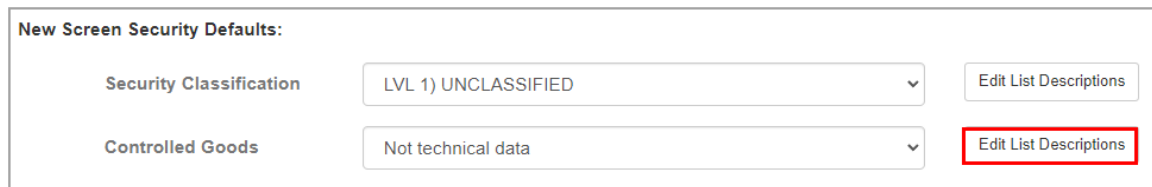
This is a fixed list with values 1 thru 4. You may edit the Descriptions, but not add or delete.  
*Example about Categories:* If you are Category 4 then you do not have permission to see content at Category 3 and lower.

Revert to System Defaults Close **Submit**

7. Click the **Revert to System Defaults** button to reset the controlled goods categories to the system default categories.
8. Click the **Submit** button to save the changes.

## 3.2.15. Edit Controlled Goods Description 2

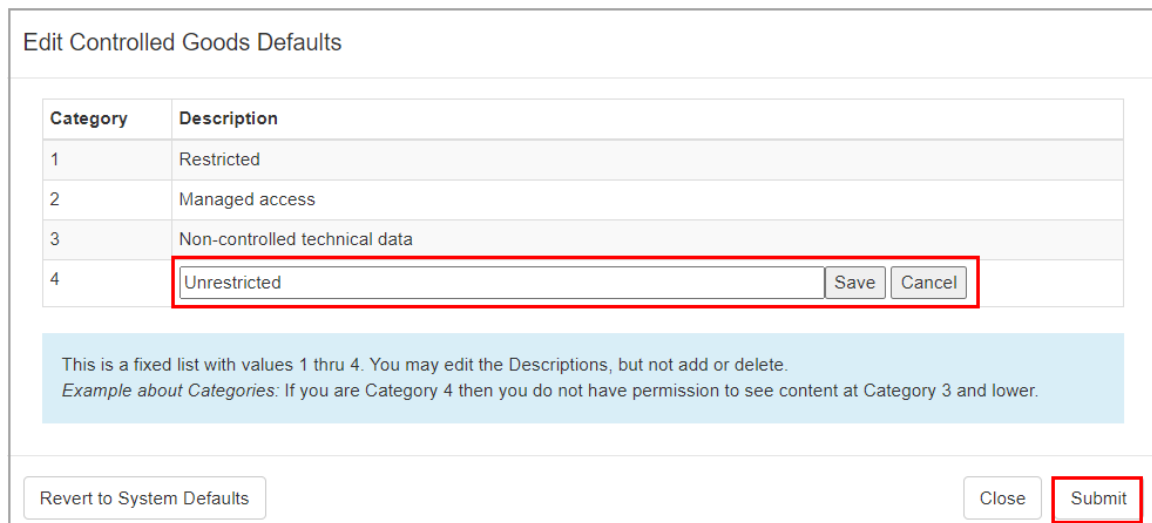
1. On the **Application Preferences** screen, click the **Security** tab from the **Components** menu to open the **Security** pane.
2. On the **New Screen Security Defaults** pane, click the **Edit List Description** button beside the **Controlled Goods** field.



**New Screen Security Defaults:**

Security Classification	LVL 1) UNCLASSIFIED	Edit List Descriptions
Controlled Goods	Not technical data	Edit List Descriptions

3. On the **Edit Controlled Goods Defaults** window, click the **Description** field for the controlled good default you wish to edit.
4. Enter the desired changes in the **Description** field.
5. Click the **Save** button to save the description.
6. Click the **Submit** button to save the changes.



**Edit Controlled Goods Defaults**

Category	Description
1	Restricted
2	Managed access
3	Non-controlled technical data
4	Unrestricted

This is a fixed list with values 1 thru 4. You may edit the Descriptions, but not add or delete.  
Example about Categories: If you are Category 4 then you do not have permission to see content at Category 3 and lower.

Revert to System Defaults

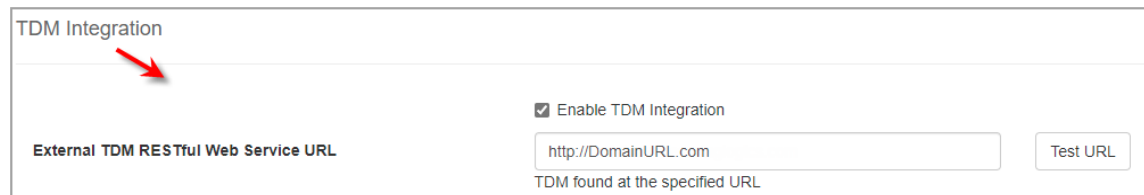
Close Submit

7. Click the **Revert to System Defaults** button to reset the security classifications to the system default classifications.
8. Click the **Submit** button to save the changes.

### 3.2.16 TDM Integration Tab

Learninglogics® Training Document Manager (TDM) is a product in the Learninglogics® suite that can be used in conjunction with the LCMS. TDM enables **Subject Matter Experts (SMEs)** to create schemas and document templates such as: **Qualification Standards and Plans (QSPs)** or **Qualification Standards (QSS)** and **Training Plans (TPs)** to support competency and skills documentation.

1. On the **LCMS Home** screen, click the **Application Preferences** link to open the **Application Preferences** screen.
2. On the **Application Preferences** screen, click the **TDM Integration** tab from the **Components** menu to open the **TDM Integration** pane.
3. On the **TDM Integration** pane, click the checkbox beside the **Enable TDM Integration** field. This will enable the access to TDM. Once enabled, **TDM Integration** will be available at the activity and screen level. See the TDM Integration section for more information.

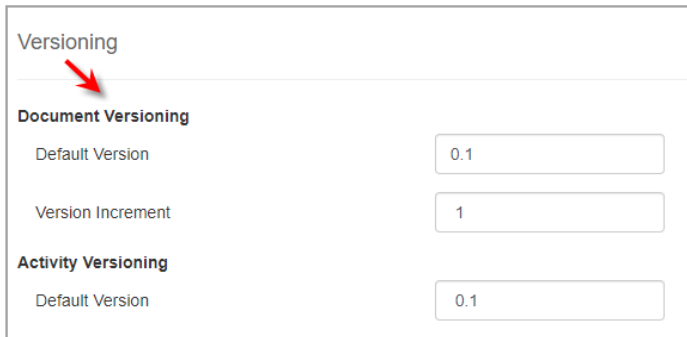


4. Enter the desired domain URL in the **External TDM RESTful Web Service URL** field.  
**Note:** Only enter a domain URL if TDM resides on a different server than the LCMS.
5. Click the **Test URL** button to verify the entry. The message **TDM found at the specified URL** displays when the test is successful. **Note:** If the test is unsuccessful, verify the TDM domain to ensure the URL has been entered correctly.
6. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

### 3.2.17 Versioning Tab

1. On the **Application Preferences** screen, click on **Versioning** from the **Components** menu.





Versioning


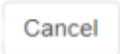
**Document Versioning**

Default Version

Version Increment

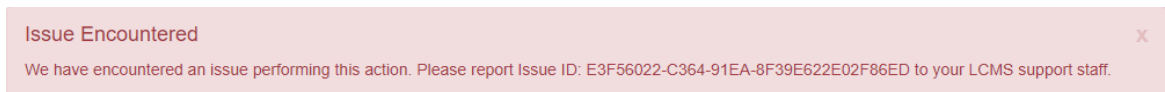
**Activity Versioning**

Default Version

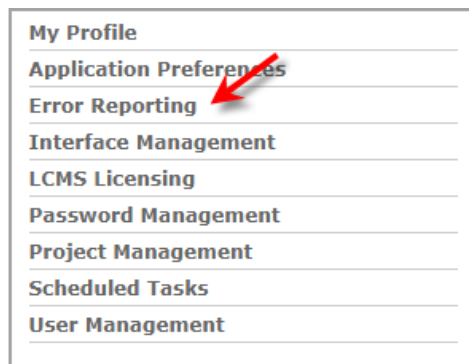
2. Under **Document Versioning**, enter a value for **Default Version** to set the initial version number assigned in **Document Management**.
3. Under **Document Versioning**, enter a value for **Version Increment** to set the increment used for version numbering in **Document Management**.
4. Under **Activity Versioning**, enter a value for **Default Version** to set the initial version number assigned when creating new activities.
5. Click the  button to save the changes or click the  button to return to the previous screen without saving.

### 3.3 Error Reporting

When an issue is encountered in the LCMS an error code message displays for the user. Administrators and/or users with permissions may investigate the issue and provide more details as to why it occurred by using the **Error Reporting** feature.



1. Click the **Error Reporting** link on the **LCMS Home** screen to open the **Error Reporting** screen.



2. On the **Error Reporting** screen, enter the Issue ID (submitted by the user) in the **Error ID** field.
3. Click the **Find Error** button to display the issue in greater details in the **Error Information** window.

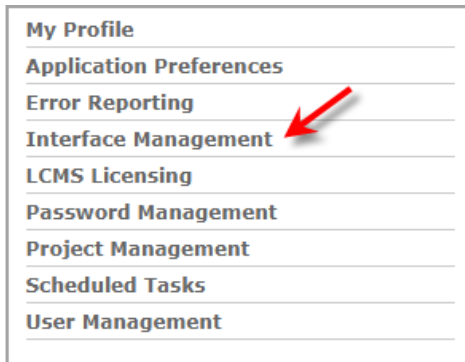
 A screenshot of the 'Error Reporting' screen. At the top, there's a header with 'Error Reporting' and 'LCMS home'. Below this, there's a form with 'Error ID:' and a text input field containing 'CFF3F910-E217-9D47-5716945D7C43CEAB'. To the right of the input field is a 'Find Error' button. Below the input field is a large text area labeled 'Error Information:' containing detailed error logs. To the right of the text area is a vertical stack of buttons: 'Copy To Clipboard', 'Download Log', and 'Empty Log'. Below these buttons is a section labeled 'Additional Logs:' with three more buttons: 'Download Application Log', 'Download Exception Log', and 'Download HTTP Log'.

4. Click the **Copy To Clipboard** button to copy the report, if required.
5. Click the **Download Log** button to download the report, if required. **Note:** You may also click the **Download Application Log** button, **Download Exception Log** button or the **Download HTTP Log** button to download the corresponding reports.
6. Click the **Empty Log** button to clear an/or delete all logs.

## 3.4 Interface Management

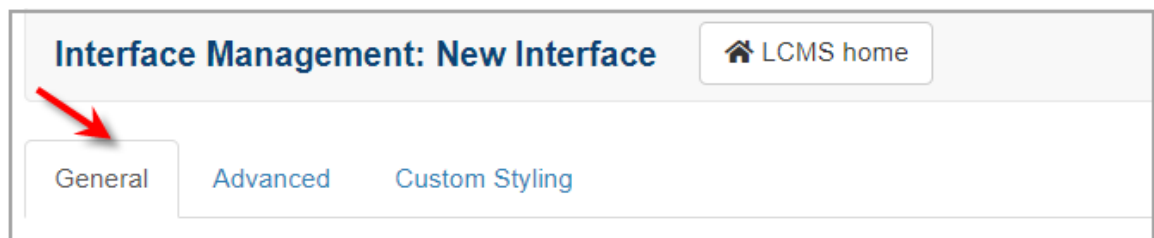
Once an interface has been added to the LCMS through the **Interface Management**

feature, you have the option of choosing an interface when you preview an activity. You can add or delete interfaces from within the **Interface Management** screen. New projects automatically have the system "Default Interface" made available to them.



### 3.4.1 Add Interface

1. On the **LCMS Home** screen, click the **Interface Management** link to open the **Interface Management** screen.
2. On the **Interface Management** screen, click the **New Interface** button to open the **New Interface** screen. The newly created interface may be configured with entries/values entered on the **General**, **Advanced**, and **Custom Styling** tabs.



#### 3.4.1.1 General Tab

1. On the **General** tab, enter the required information in each field or select an existing interface from the **Based On** drop-down menu, and click the **Fill in Fields** button to copy its default values.

2. Enter the desired title for the new interface in the **Interface Name** field.
3. Enter the desired initial width and height values (pixels) for the interface in the **Width** and **Height** fields. The default values are 1904 (W) and 950 (H).
4. Select the desired projects for the interface from the **Projects** selection box. When selected, the projects will have the interface available for selection. Multiple interfaces may be available for the project.

**Interface Management: New Interface** [LCMS home](#)

**General** [Advanced](#) [Custom Styling](#)

**Based On:**

**Width:**

**Height:**

**Projects:**

- Media Sandbox
- Question Automation
- Question Import Test
- TDM Integration
- Test Project Metaspace
- Translation Testing
- ValidProjectName
- ValidProjectName2
- ValidProjectName3
- ValidProjectName4

5. Click the **Submit** button to save or click the **Advanced** tab to continue configuring the interface. See Advanced Tab for more information. **Note:** When the new interface is created, the window will reload to display the **Pop-out Content Buttons** and **Custom Logic** tabs. See Pop-out Content Buttons Tab and Custom Logic Tab for more information.

[General](#) [Advanced](#) [Custom Logic](#) [Custom Styling](#) [Pop-out Content Buttons](#)

### 3.4.1.2 Advanced Tab

The **Advanced** tab contains the settings for the engine path, root directory, and the window options. The **Engine Path** and **Root Directory** fields should be left at their default settings. The window options may be enabled or disabled if required.

To configure the window for the activity/topic preview:

1. Select or deselect the desired option by clicking the corresponding checkbox in the **Windows Options** field.

The screenshot shows the 'Interface Management: New Interface' dialog box with the 'Advanced' tab selected. The 'General' tab is also visible. The 'Advanced' tab contains the following fields and options:

- Engine Path:** A text input field.
- Root Directory:** A text input field.
- Window Options \*:** A list of checkboxes:
  - ☒ resizable
  - ☒ Status Bar
  - ☐ Tool Bar
  - ☐ Menu Bar
  - ☒ Location (Address Bar)

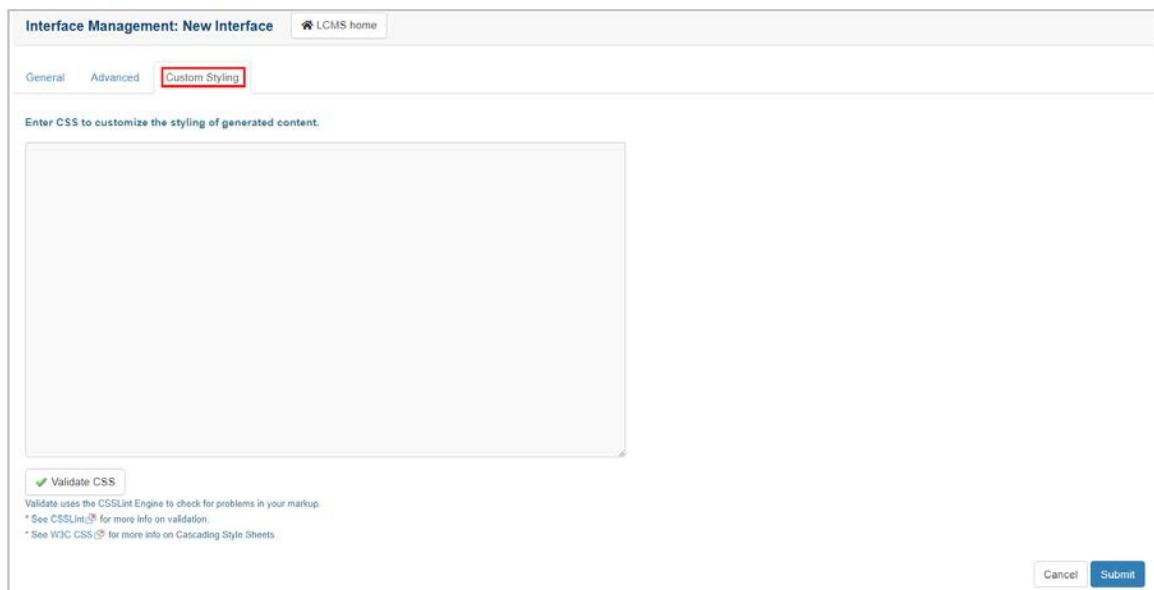
A note at the bottom states: '\* Not all browsers support the above Window Options.' At the bottom right, there are 'Cancel' and 'Submit' buttons.

2. Click the **Submit** button to save or click the **Custom Styling** tab to continue configuring the interface. See Custom Styling Tab for more information. **Note:** When the new interface is created, the window will reload to display the **Pop-out Content Buttons** and **Custom Logic** tabs. See Pop-out Content Buttons Tab and Custom Logic Tab for more information.



### 3.4.1.3 Custom Styling Tab

1. On the **Custom Styling** tab, enter the desired CSS to customize the styling of generated content in the corresponding input field.
2. Click the **Validate CSS** button to check for issues in the CSS.



The screenshot shows the 'Interface Management: New Interface' window with the 'Custom Styling' tab selected. The tab is highlighted with a red rectangle. The main area is a large text input field for CSS. Below the input field is a 'Validate CSS' button and a small text area with validation information. At the bottom right are 'Cancel' and 'Submit' buttons.

3. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving. **Note:** When the new interface is created, the window will reload to display the **Pop-out Content Buttons** and **Custom Logic** tabs. See Pop-out Content Buttons Tab and Custom Logic Tab for more information.



### 3.4.1.4 Custom Logic Tab

1. On the interface **Edit window**, click the **Custom Logic** tab to configure the viewer interface.
2. On the **Video** pane, enable the desired options (**Always Show Controls**, **Rewind When Finished Playing**, **Auto Play On Show**, **Show Full Screen Button**, and/or **Show PIP Button**) by clicking the corresponding checkbox.
3. On the **Tests** pane, enable the desired options (**Show Evaluate Button When All Answered**, **Show Evaluate Button Immediately** and/or **Confirm Dialog Questions Not Answered**) by clicking the corresponding checkbox.
4. On the **Media** pane, enable the **Hide Media Assets** by clicking the corresponding checkbox.

5. On the **Gating** pane, enter a value in seconds in the **Delay Navigation by Seconds** field.
6. Click the checkbox beside **Disable Next Button Only** to enable the option.
7. Enable the desired options (**Allow in LMS**, **Allow in LCMS Previews**, **Allow in LCMS Reviews**, **Ignore Tree Menu**, **HTML Media Loading Auto Gate Next**, and/or **HTML Media Ignore Questions**) by clicking the corresponding checkbox.

8. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

Pane	Option	Description
Video	Always Show Controls	<p>When this option is enabled, the player control bar at the bottom of the video will always appear.</p> <p>When this option is disabled, the player control bar at the bottom of the video will only show on mouse over.</p>
	Rewind When Finished Playing	<p>When this option is enabled, the play head will move to the beginning of the video when the video ends.</p> <p>When this option is disabled, the play head will stay at the end of video. This is the default option</p>

Pane	Option	Description
		for the play head.
	Auto Play On Show	<p>When this option is enabled, the video is shown on screen and will start playing right away.</p> <p>When this option is disabled, the video is paused at the beginning and the user must click the play button. This is the default option for videos.</p>
	Show Full Screen Button	<p>When this option is enabled, the full screen button will display on the player controls to show the video in full screen mode.</p> <p>When this option is disabled, the full screen button will not display.</p>
	Show PIP Button	<p>When this option is enabled, the picture-in-picture (PIP) button will display on the player controls to show a pop out of the video that can be dragged around the monitor.</p> <p>When this option is disabled, the PIP button will not display.</p>
Tests	Show Evaluate Button When All Answered	<p>When this option is enabled, the Evaluate button will display once the user has answered all the questions. The user clicks the button to obtain a score for the test.</p> <p>When this option is disabled, the Evaluate Button will display on the last question. The user does not have to answer the questions to see the button. This is the default option.</p>
	Show	When this option is enabled, the Evaluate button



Pane	Option	Description
	Evaluate Button Immediately	<p>will display at the beginning of the test and remain on screen.</p> <p>When this option is disabled, the Evaluate Button will display on the last question. The user does not have to answer the questions to see the button. This is the default option.</p>
	Confirm Dialog Questions Not Answered	<p>When this option is enabled, if the user clicks the Evaluate button but does not answer all the questions a Yes/No window will display asking the user if they still want to evaluate the test. The user can click No and navigate through the test to answer each question. If the user clicks Yes the unanswered questions are scored as incorrectly answered.</p> <p>When this option is disabled, if the user clicks the Evaluate button but does not answer all the questions, the unanswered questions are scored as incorrectly answered.</p>
Media	Hide Media Assets	<p>When this option is enabled, the media assets will not load in any screen. Only the media descriptions will load if available.</p> <p>When this option is disabled, the media assets will load in any screen.</p>
	Delay Navigation by Seconds	<p>When this option is enabled, the navigation buttons will be disabled for the value entered in the <b>Delay Navigation by Seconds</b> field.</p>

Pane	Option	Description
Gating	Disable Next Button Only	<p>When this option is enabled, the only the Next button will be disabled. This option is only enabled when the value entered in the <b>Delay Navigation by Seconds</b> field is greater than zero.</p> <p>When this option is disabled, the Previous and Next buttons will be disabled by default.</p>
	Allow in LMS	When this option is enabled, any type of navigation gating will work in the LMS.
	Allow in LCMS Previews	When this option is enabled, any type of navigation gating will work in the LCMS preview screens.
	Allow in LCMS Reviews	When this configuration is enabled, any type of navigation gating will work in the LCMS review screens.
	Ignore Tree Menu	When this configuration is enabled, the navigation in the tree menu is not disabled when gating is enabled in LCMS reviews.
	HTML Media Loading Auto Gate Next	<p>When this configuration is enabled, the next button will be automatically disabled when loading HTML media.</p> <p>Media assets may have code to enable the next button but not the code to disable the next button, if this is the case use this configuration to automatically disable the next button in the viewer, when loading HTML media.</p>
	HTML Media	When this configuration is enabled, if the media has code to disable navigation the code will be

Pane	Option	Description
	Ignore Questions	ignored when the HTML media is on a question screen.

### 3.4.1.5 Pop-out Content Buttons Tab

1. On the edit **Interface** window, click the **Pop-out Content Buttons** tab to configure buttons for pop-up content. **Note:** Up to five buttons can be configured (text only, icon only or icon and text). Buttons can be deleted by clicking the corresponding delete icon.

The screenshot shows the 'Pop-out Content Buttons' configuration window. It contains five buttons, each with a 'Pop-Up Style' (New Window or Inline), 'Button Text', 'Button Icon (code or icon)', 'Fontawesome Classes', 'Upload Icon', and a 'Preview' section. Each button has a delete icon. At the bottom are 'Cancel' and 'Submit' buttons.

2. To configure a button, select the **Pop-up Style** (New Window or Inline). **Note:** When Inline is selected, a **Pop-up Style Dimensions** window opens.
3. On the **Pop-up Style Dimensions** window, enter the desired dimensions and click the **Submit** button.

The screenshot shows the 'Button 4 - Pop-up Style Dimensions' window. It has fields for 'Height' and 'Width', each followed by a 'px' unit. At the bottom are 'Cancel' and 'Submit' buttons.

4. On the **Pop-out Content Buttons** tab, enter the desired button text in the **Button**

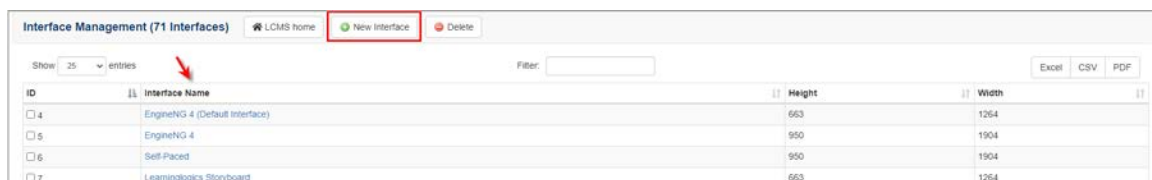
**Text** field or leave it blank. **Note:** A maximum of 40 characters may be entered in the **Button Text** field.

5. Enter a Font Awesome class in the **Fontawesome Classes** field or click the **Select** button to upload a desired icon or leave blank. **Note:** Font Awesome classes can be sourced on the internet. Only free Font Awesome classes are supported.
6. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

### 3.4.2 Edit Interface Field Information

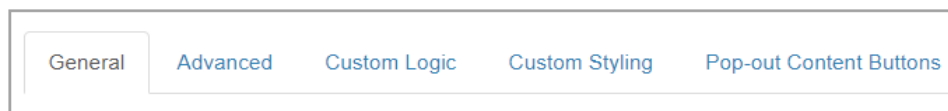
To edit an interface:

1. On the **LCMS Home** screen, click the **Interface Management** link to open the **Interface Management** screen.
2. On the **Interface Management** screen, click the desired interface from the list to open the interface **Edit** window.



ID	Interface Name	Height	Width
<input type="checkbox"/> 4	EngineNG 4 (Default interface)	663	1264
<input type="checkbox"/> 5	EngineNG 4	900	1904
<input type="checkbox"/> 6	Self-Paced	900	1904
<input type="checkbox"/> 7	Learninglogics Storyboard	663	1264

3. On the interface **Edit** window, click the desired tabs and modify the desired information as required.



General
Advanced
Custom Logic
Custom Styling
Pop-out Content Buttons

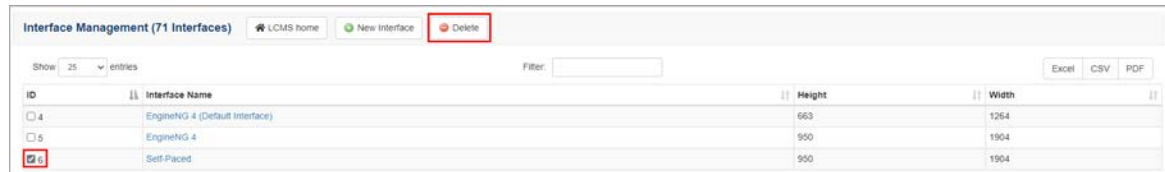
4. Click the **Submit** button to save the changes and return to the previous screen or click the **Cancel** button to return to the previous screen without saving.

### 3.4.3 Delete Interface

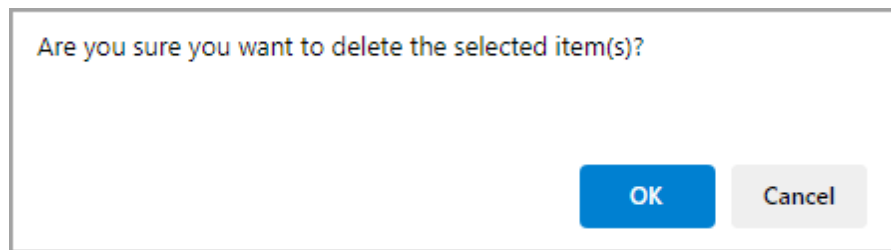
To delete an interface:

1. On the **LCMS Home** screen, click the **Interface Management** link to open the **Interface Management** screen.

2. On the **Interface Management** screen, click the checkbox for the desired interface.
3. Click the **Delete** button to open the delete window.



4. On the delete window, click the **OK** button to delete the interface or click the **Cancel** button to return to the previous screen without saving.

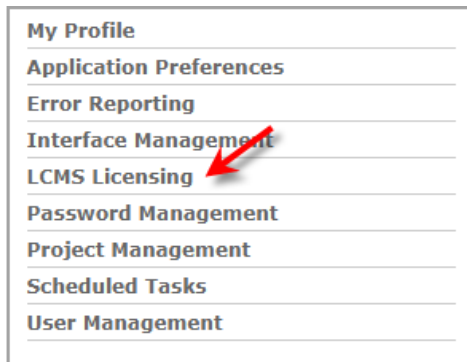


## 3.5 LCMS Licensing

The LCMS Licensing is a feature available to Administrators, in which an activation key is provided by BTSI. This notifies the Administrator of the status and validity of the license, as well as the allowable number of seats (active users) within the system. **Note:** An active user only counts as one seat; meaning the user may be assigned multiple projects or roles without changing the seat count. The roles that count towards the license are: Administrator, Senior Developer, Media Developer, Developer or Manager. Some roles, such as Reviewer type roles, do not count towards the license. Assigning or removing a user (role dependent) from a role or project may not change the seat count for the license.

To activate the LCMS:

1. On the **LCMS Home** screen, click the **LCMS Licensing** link to open the **Licensing & Module Activation** screen.



2. On the **Licensing & Module Activation** screen, enter the BTSI supplied license key in the **License Key** field to activate the LCMS. The license key should validate automatically, if not click the **Validate** button to validate the supplied license key.

**Note:** The remaining fields will auto populate based on the license key activation. The information contained in these fields cannot be modified.

A screenshot of the 'Licensing & Module Activation' screen. The screen has a header with 'Licensing & Module Activation' and a 'LCMS home' link. Below the header, there are several fields: 'License Key:', 'Company:', 'City/Location:', 'Expiry Date:', 'Seats:', and 'Modules:'. The 'License Key' field is a large text input box. To its right is a 'Validate' button. Below the 'License Key' field, the 'Company' field is populated with a grayed-out value. The 'City/Location' field is also grayed out. The 'Expiry Date' field is set to 'No Expiry'. The 'Seats' field is set to '100' with a note '\* Actively assigned users'. The 'Modules' field shows a list of modules: 'Modest3D', 'Zoomify', 'Surveys', and 'Multilingual'. At the bottom right, there are 'Cancel' and 'Submit' buttons. Red arrows point to the 'License Key' field and the 'Validate' button.

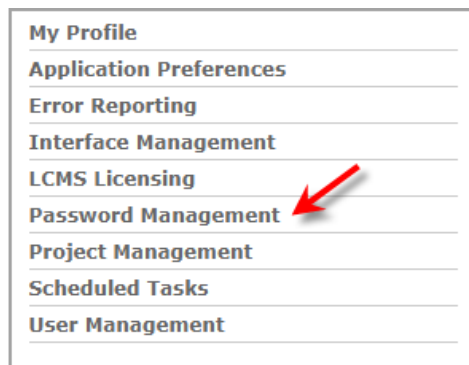
3. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

## 3.6 Password Management

Administrators and other roles with the **Password Management** privilege enabled, may manage the passwords of other users. The password management function tracks the date that a user password was changed, and allows the Administrator to email selected users to prompt them to change their password. **Note:** If **Warn User** is configured in the **Application Preferences**, users receive a message when their password is about to expire. If **Enforce Strong Passwords** is enabled in the **Application Preferences**, user passwords must be between 8-64 characters consisting of all of the following: at least one number, at least one uppercase character, at least one lowercase character and at least one special character. See Logins for more information.

To prompt a user to change their password:

1. On the **LCMS Home** screen, click the **Password Management** link to open the **Password Management** screen. **Note:** This screen displays with a list of users and the dates their passwords were last changed.



2. On the **Password Management** screen, select the desired user by clicking the corresponding checkbox.
3. Click the **Email Selected Users** button to open your default email application in a new window. The email address and subject fields will be populated with the predetermined information.

A screenshot of the Password Management screen. At the top, there's a 'Password Lifespan (days):' dropdown set to 'All', with 'Submit' and 'Clear' buttons. Below that is the 'Email Selected Users' button, highlighted with a red arrow. Underneath is a 'Show 10 entries' and a 'Filter:' input field. A table follows with columns: 'Full Name (Last, First)', 'Password Changed', 'Password Age (days)', and a checkbox. The first row shows '1, Manager' with 'Mar-02-15' and '30' days, and its checkbox is checked and highlighted with a red arrow. The second row shows '1, Reviewer' with 'Mar-30-15' and '2' days.

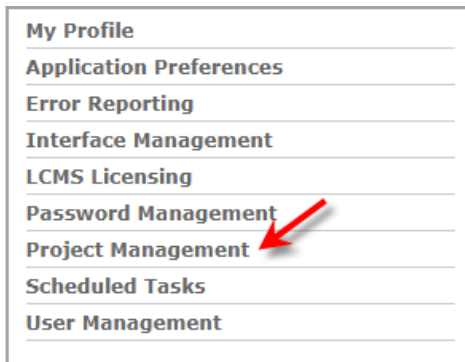
Full Name (Last, First)	Password Changed	Password Age (days)	
1, Manager	Mar-02-15	30	<input checked="" type="checkbox"/>
1, Reviewer	Mar-30-15	2	<input type="checkbox"/>

4. On the email application window, compose a message, and then send the email to the recipient.

## 3.7 Project Management

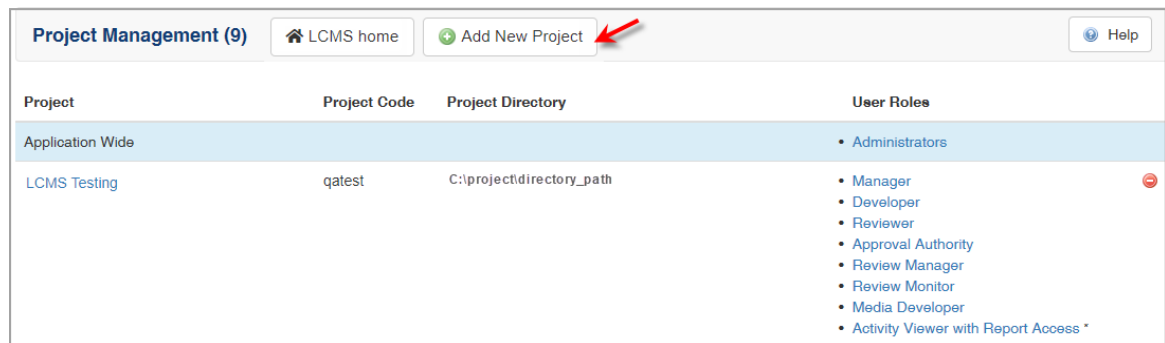
The **Project Management** administrative functions include adding new project titles to

the LCMS, modifying existing project titles and assigning users to a project.



### 3.7.1 Add New Project

1. On the **LCMS Home** screen, click the **Project Management** link to open the **Project Management** screen. **Note:** The **Project Management** screen displays a list of all active projects.
2. On the **Project Management** screen, click the **Add New Project** button to open the **Add New Project** window.



3. On the **Add New Project** window, enter the desired project name and project in the **Project Name** and **Project Code** fields.
4. Click in the **Project Directory** field. The project directory and the reference collection information will be automatically entered for you.
5. If required, enter the desired information in the **Manage Footer** field. This information is placed on the bottom of reports generated by the LCMS Report Manager feature.
6. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen. The new project title will be added to the **Project Management**



screen. A database will also be created for the new project.

The screenshot shows a web form titled "Project Management: Add New Project" with a "Help" icon in the top right. Below the title bar is a "Details" tab. The form contains five input fields: "Project Name:" (a text box with a cursor), "Project Code:" (a short text box), "Project Directory:" (a long text box), "Reference Collection:" (a long text box), and "Manage Footer:" (a large text area). Below the "Manage Footer" field is a character count: "(Max. 4000 characters - 4000 characters remaining)". At the bottom right are "Cancel" and "Submit" buttons.

### 3.7.2 Edit Project Information

1. On the **LCMS Home** screen, click the **Project Management** link to open the the **Project Management** screen.
2. On the **Project Management** screen, click the desired project title from the list to open the project's **Details** screen
3. On the **Details** screen, click the desired tab **Details**, **Interfaces** and **Preferences**. Selecting the tab will open the corresponding pane where the related configurations or parameters may be set. The **Details** tab opens by default.

The screenshot shows a web form titled "Details for: LCMS Testing". At the top, there are three tabs: "Details", "Interfaces", and "Preferences", with "Details" highlighted by a red box. Below the tabs are five input fields: "Project Name:" (containing "LCMS Testing"), "Project Code:" (containing "qatest"), "Project Directory:" (containing "D:\inetpub\Dev\ll\_lcms\_resources\qatest\"), "Reference Collection:" (containing "qatest"), and "Manage Footer:" (a large text area). Below the "Manage Footer" field is a character count: "(Max. 4000 characters - 4000 characters remaining)". At the bottom right are "Cancel" and "Submit" buttons.

### 3.7.2.1 Details Tab

1. On the project **Details** tab, edit the **Project Name** and **Manage Footer** fields as required. **Note:** These are the only fields that can be modified.

Details for: LCMS Testing

Details Interfaces Preferences

Project Name: LCMS Testing

Project Code: qatest

Project Directory: C:\project\directory\_path

Reference Collection: qatest

Manage Footer:

(Max. 4000 characters - 4000 characters remaining)

Cancel Submit

2. Click the **Submit** button to save the changes and return to the **Project Management** screen or click the **Cancel** button to return to the **Project Management** screen without saving.

### 3.7.2.2 Interfaces Tab

1. On the project **Details** screen, click the **Interfaces** tab to see a list of interfaces.
2. Ctrl-click to select each interface the project to have access to.

Details for: LCMS Testing

Details Interfaces Preferences

Interfaces:

- Default IL Interface
- Default Interface
- Default Interface Test

CTRL-Click to select each interface, you would like this Project to have access to.

Cancel Submit

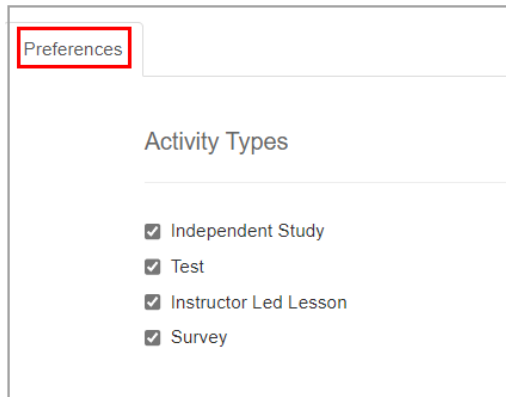
3. Click the **Submit** button to save the changes and return to the previous screen or click the **Cancel** button to return to the previous screen without saving.

### 3.7.2.3 Preferences Tab

1. On the project **Details** screen, click the **Preferences** tab to open the **Preferences**

screen.

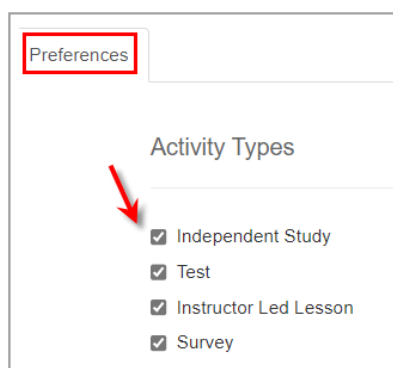
2. On the **Preferences** screen, click the desired tab from the **Components** menu. Selecting a tab from the **Components** menu will open the corresponding pane where the related configurations or parameters may be set. By default, the **Preferences** screen opens to the **Activity Types** tab.


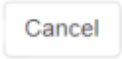


#### 3.7.2.3.1 Activity Types Tab

To enable activity types for the project:

1. On the **Activity Types** pane, click the checkbox for the desired activity type to enable it in the project. The activity types that may be created by users are: **Independent Study**, **Test**, **Instructor Led Lesson** and **Survey**.

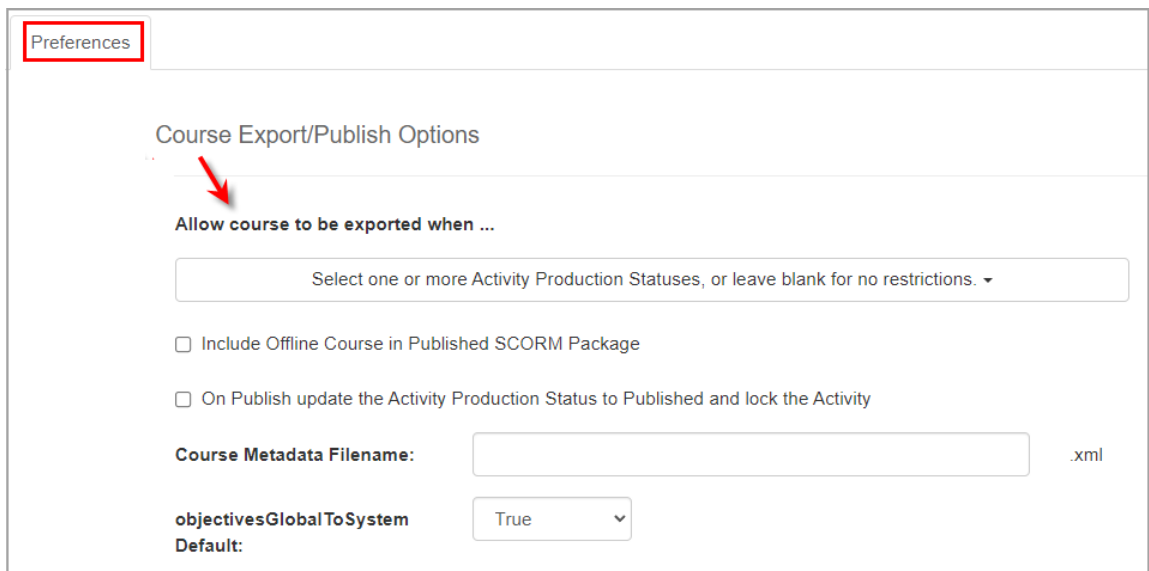


2. Click the  button to save the changes and return to the previous screen or click the  button to return to the previous screen without saving.

## 3.7.2.3.2 Course Export/Publish Options

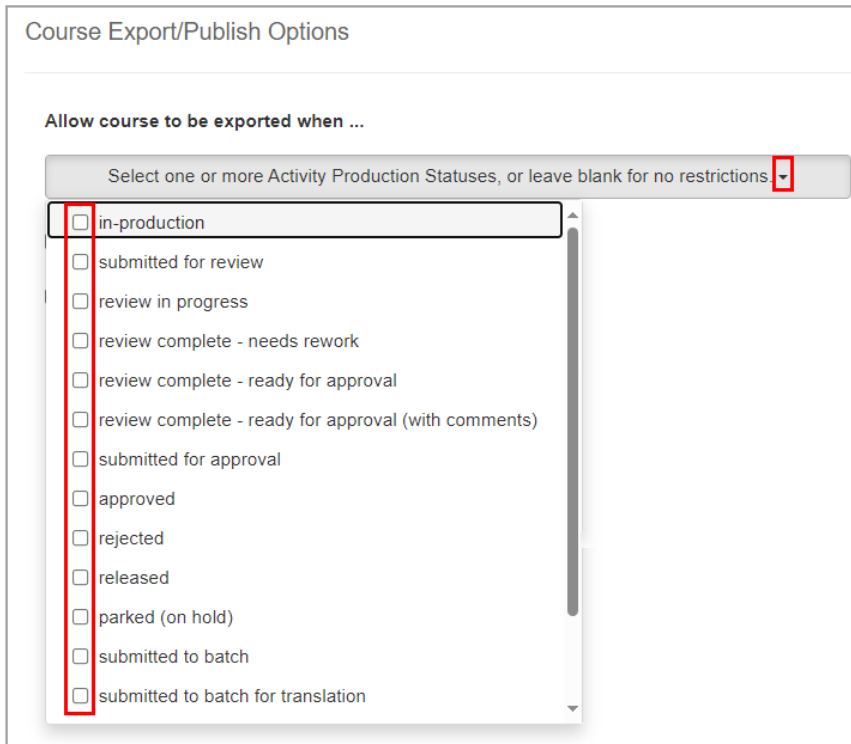
To configure the course export/publish settings:

1. On the **Preferences** screen, click the **Course Export/Publish Options** tab from the **Components** menu to open the **Course Export/Publish Options** pane.
2. On the **Course Export/Publish Options** pane, click the down arrow to open the **Allow course to be exported when...** drop-down menu. **Note:** Activities with the selected activity production statuses will be included in a course export.



The screenshot shows the 'Preferences' screen with the 'Course Export/Publish Options' tab selected. The 'Allow course to be exported when ...' drop-down menu is highlighted with a red arrow. Below the drop-down menu are two checkboxes: 'Include Offline Course in Published SCORM Package' and 'On Publish update the Activity Production Status to Published and lock the Activity'. At the bottom, there is a 'Course Metadata Filename:' field with a text input and a '.xml' suffix, and a 'objectivesGlobalToSystem Default:' field with a 'True' value and a dropdown arrow.

3. On the **Allow course to be exported when...** drop-down menu, click the checkbox for the desired activity production status to include in the course export. Several activity production statuses may be selected. **Note:** Leave the list unchecked if restrictions for when an activity may be exported are not required.



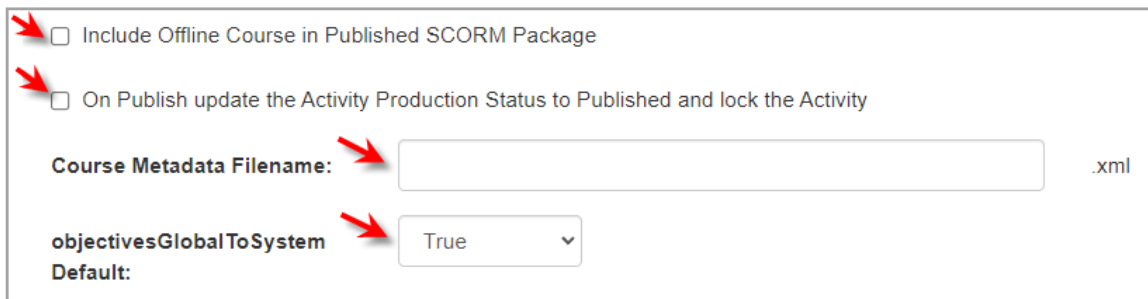
Course Export/Publish Options

Allow course to be exported when ...

Select one or more Activity Production Statuses, or leave blank for no restrictions.


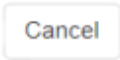
- ☒ in-production
- ☐ submitted for review
- ☐ review in progress
- ☐ review complete - needs rework
- ☐ review complete - ready for approval
- ☐ review complete - ready for approval (with comments)
- ☐ submitted for approval
- ☐ approved
- ☐ rejected
- ☐ released
- ☐ parked (on hold)
- ☐ submitted to batch
- ☐ submitted to batch for translation

4. Click the **Include Offline Course in Published SCORM Package** checkbox to toggle between including or excluding an offline version of the course in the published course package. See Course Packaging for more information. **Note:** The default setting is to include an offline version of the course.
5. Click the **On Publish update the Activity Production Status to Published and lock the Activity** checkbox to toggle (on or off) changing the activity production status to **Published** and locking the activity after it is published. **Note:** When this option is selected, the corresponding changes will be made automatically.
6. Modify the filename in the **Course Metadata Filename** field, if required. **Note:** This field allows the user to change what file name will be in the SCORM package. The information specified in the desired file will be used when the courses in this project are being published.
7. Set the global objectives default (true or false) in the **objectivesGlobalToSystemDefault** field, if required. **Note:** This option provides the ability to control the adlseq:objectivesGlobalToSystem element in the imsmanifest.xml from true to false when the course is published.



The screenshot shows a configuration form for Course Metadata. It contains the following elements:

- Two unchecked checkboxes at the top:
  - ☐ Include Offline Course in Published SCORM Package
  - ☐ On Publish update the Activity Production Status to Published and lock the Activity
- A text input field labeled "Course Metadata Filename:" followed by ".xml". A red arrow points to the input field.
- A dropdown menu labeled "objectivesGlobalToSystem Default:" with "True" selected. A red arrow points to the dropdown.

8. Click the  button to save the changes and return to the previous screen or click the  button to return to the previous screen without saving.

#### 3.7.2.3.3 Course Metadata Tab

The LCMS supports additional SCORM metadata in its course publishing routines. This information can be defined at the project level and act as a default for all publishing. Also, for each publish you have the ability to refine these defaults which will stay attached to the Activity (direct publishing) or the Course.

On the **Course Metadata** tab, course publish SCORM metadata may be predefined and used as the defaults by the course publishing routines. These defaults may be refined as required for each course publish.

To configure the default course publish SCORM metadata:

1. On the **Preferences** screen, click the **Course Metadata** tab from the **Components** menu to open the **Course Metadata** pane.
2. On the **Course Metadata** pane, click the **Tags** field to open the **Select Tags** screen, if required. **Note:** On the **Select Tags** screen, you may add, remove or enter new tags. See Tags/Categories (Tab) for more information.

**Preferences**

Course Metadata

**Tags** [Click to add tags...](#)

**Educational:**

Description	<input type="text"/>
Interactivity Type	<input type="text" value="active"/>
Interactivity Level	<input type="text" value="very low"/>
Learning Resource Type	<input type="text" value="narrative text"/> <a href="#">+</a>
Difficulty	<input type="text" value="very easy"/>
Typical Age Range	<input type="text"/> <a href="#">+</a>
Typical Learning Time	<input type="text"/> minutes
Learning Time Desc.	<input type="text"/>

**Rights:**

Cost	<input type="text" value="yes"/>
------	----------------------------------

3. Enter the required SCORM information in the corresponding fields. Some fields have an add button that may be used whenever additional entries are needed for the field. Click the add button to add an additional field. The additional fields added may be reordered or deleted. Click and drag the desired field to reorder it. Click the delete button beside the desired field to delete it.

Course Metadata

Tags [Click to add tags...](#)

Educational:

Description

Interactivity Type

Interactivity Level

Learning Resource Type

Learning Resource Type

Difficulty

Typical Age Range

Typical Learning Time  minutes

4. Click the  button to save the changes and return to the **Project**

**Management** screen or click the  button to return to the **Project Management** screen without saving.

#### 3.7.2.3.4 Course Metadata (Boilerplates) Tab

For the SCORM metadata that is not included in the LCMS course publishing routines, boilerplate contributions (XML) may be created and inserted into the parent element as needed. Boilerplate contributions can only be added to a parent element that is selected for inclusion in the **Course Metadata** tab. See Course Metadata Tab for more information.

To contribute SCORM metadata that is not included in the LCMS course publishing routines:

1. On the **Preferences** screen, click the **Course Metadata (Boilerplate)** tab from the **Components** menu to open the **Course Metadata (Boilerplate)** pane.
2. On the **Course Metadata (Boilerplate)** pane, enter the desired parent element in the **Parent Element** field.
3. Enter the desired element in the **Insert After Element** field. **Note:** The new metadata contribution will be inserted after the desired element entered in the field.



4. Click the **Add** button to open the **Boilerplate XML** window. **Note:** If the parent element is not included in the course metadata, you will not be able to add the boilerplate until the parent element is included in the **Course Metadata** tab.

Parent Element	Insert After Element	XML
Lifecycle	Status	Add

5. On the **Boilerplate XML** window, insert the desired contribution into the XML field.
6. Click the **Submit** button to save the contribution and return to the **Course Metadata (Boilerplate)** pane or click the **Close** button to return to the **Course Metadata (Boilerplate)** pane without saving.

Boilerplate XML Parent: Lifecycle / Insert After: Status

```
<contribute>
<role>
<source>LOMv1.0</source>
<value>instructional designer</value>
</role>
<entity> BEGIN:VCARD VERSION:1.0
      N:LANGUAGE=en-us:Smith;John CIV FN:John Smith
      ORG:CACI
      TEL;WORK;VOICE:(555)555-5555
      TEL;HOME;VOICE: Optional
      TEL;CELL;VOICE: Optional
      ADR;WORK:123 Main Street;Suite 700;Some City;Some State;Some ZIP
      EMAIL;PREF;INTERNET:johnsmith@company.com
      REV:20191122T120000Z
      END:VCARD
</entity>
<date>
<dateTime>2024-02-14</dateTime>
</date>
</contribute>
```

Close Submit

7. On the **Course Metadata (Boilerplate)** pane, click the **Edit** button to modify the contribution (**XML**) or click the plus icon to insert additional contributions.

Course Metadata (Boilerplates)

Parent Element	Insert After Element	XML	
Lifecycle	Status	Edit	+

8. Click the **Submit** button to save the changes and return to the **Project**

**Management** screen or click the **Cancel** button to return to the **Project Management** screen without saving.

#### 3.7.2.3.5 Developer Options Tab

1. On the **Preferences** tab, click the **Developer Options** tab from the **Components** menu.
2. On the **Developer Options Media Related** pane, click the checkbox beside the media related developer option to grant developers the permissions to perform the corresponding tasks (**Add/Update Media**, **Delete Media**, and **Update/Delete Media (Only if uploader)**) on the project.
3. On the **Developer Options Tags** pane, click the **Can create new tags** checkbox to grant developers the permission to add new tags. **Note:** When the checkbox is selected, developers may add, select and deselect tags. When the checkbox is left unchecked, developers will only be able to select or deselect tags.

Preferences

Developer Options

Media Related

- ☒ Add/Update Media
- ☒ Delete Media
- ☐ Update/Delete Media (Only if uploader)

Tags

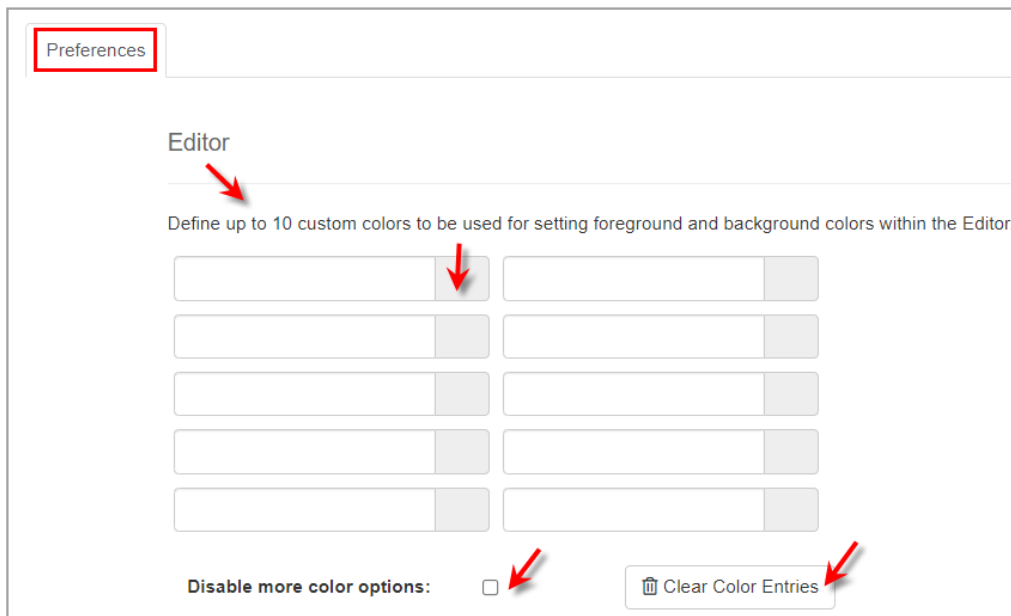
- ☐ Can create new tags

4. Click the **Submit** button to save the changes and return to the previous screen or

click the  button to return to the previous screen without saving.

#### 3.7.2.3.6 Editor Tab

1. On the **Preferences** tab, click the **Editor** tab from the **Components** menu.
2. On the **Editor** pane, click the grey area beside the input field to open the color palette, or enter the color by name (white, black) or hex color value (bbbbbb, ff0200, 002200).



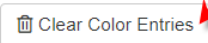
Preferences

Editor

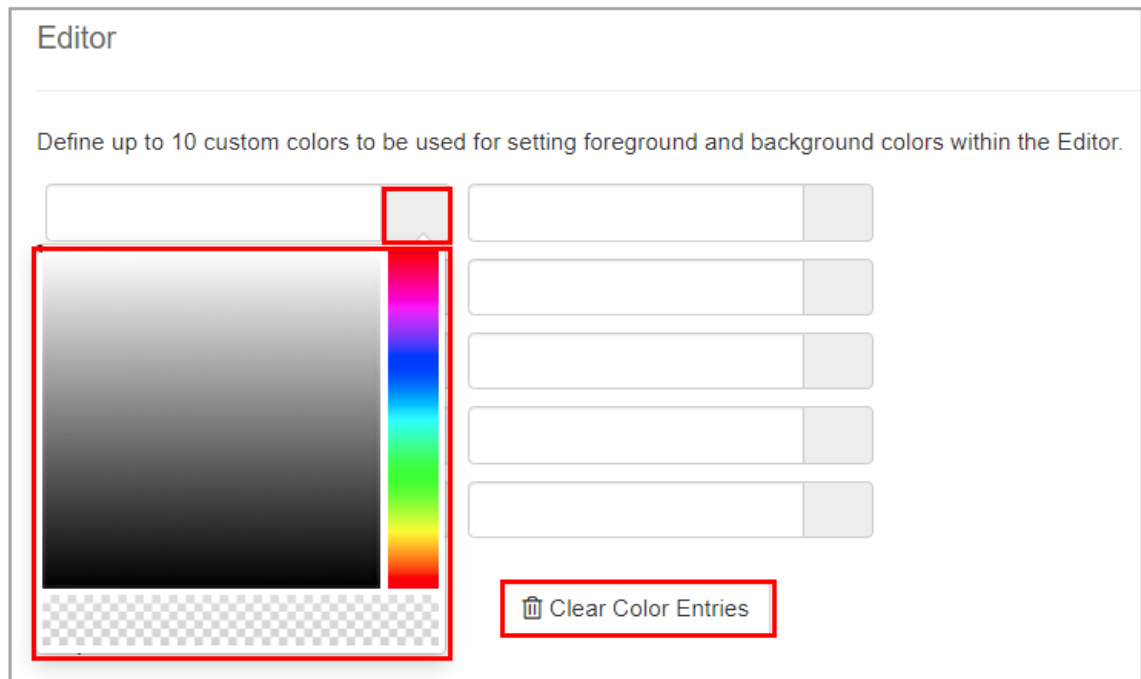
Define up to 10 custom colors to be used for setting foreground and background colors within the Editor.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>


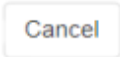
Disable more color options: ☐



3. Define up to ten custom colors in the CK Editor. The defined colors will be the default foreground and background colors the CK editor. Clicking the **Clear Color Entries** button will delete all of the color entries. See The HTML Editor for more information about the CK Editor.

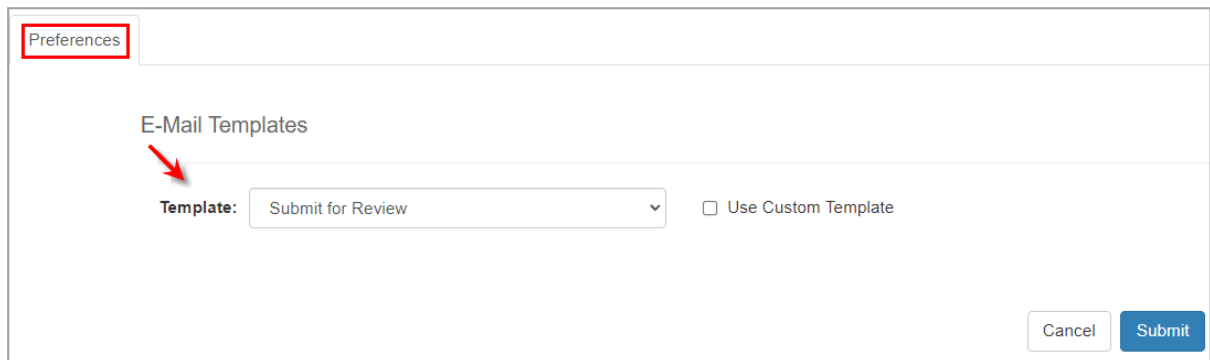


4. Click the **Disable more color options** checkbox to restrict the user's ability to choose additional colors. Users may only select from the defined default colors.

5. Click the  button to save the changes and return to the previous screen or click the  button to return to the previous screen without saving.

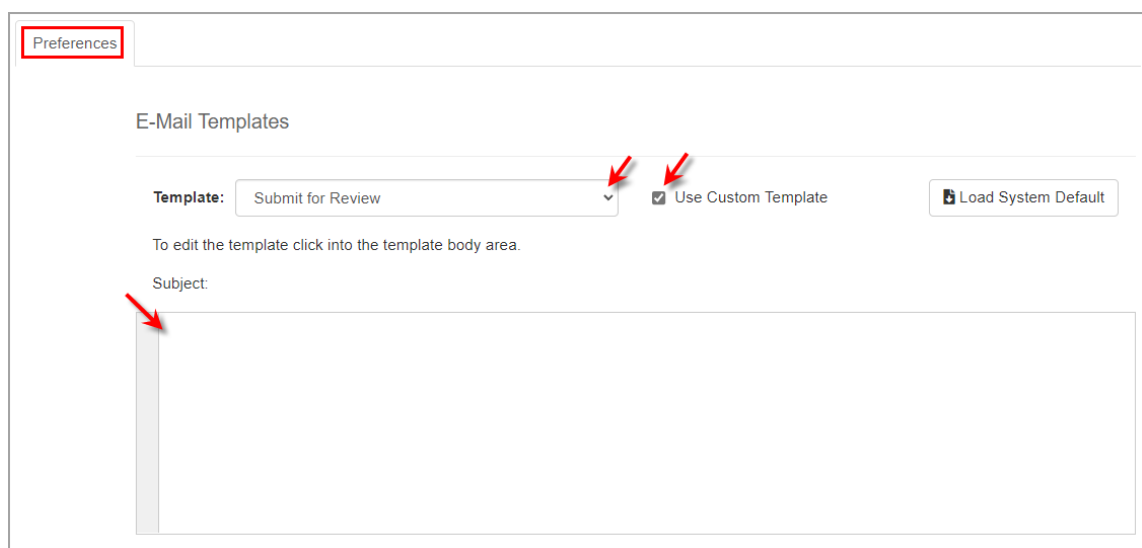
#### 3.7.2.3.7 E-Mail Templates Tab

The e-mail templates are used to customize messages sent to the users for various project related notifications. Any e-mail templates stored here will override the e-mail templates defined in the **Application Preferences, E-Mail Templates** tab. **Note:** The e-mail templates listed in **Application Preferences** include application and project e-mail templates. To continue using the e-mail templates defined in **Application Preferences**, leave this section blank. See Application Preferences E-Mail Templates for more information.



#### 3.7.2.3.7.1 Use Custom Template

1. On the **Preferences** tab, click the **E-Mail Templates** tab from the **Components** menu.
2. On the **E-Mail Templates** pane, select the desired e-mail template from the **Template** drop-down menu. **Note:** The templates in the drop-down menu are the LCMS defaults. Any templates created will override the templates defined **Application Preferences**. To continue to use the default templates, leave the **Use Custom Template** checkbox blank.
3. To create a custom template, click the **Use Custom Template** checkbox to open a blank template.
4. On the **E-Mail Templates** pane, click the main text field to open the HTML editor.



4. On the HTML editor window, enter the desired text and dynamic variables for your e-

mail template. Enter the desired dynamic variables by selecting them from the **Insert Dynamic Variable** drop-down menu. **Note:** Selecting a dynamic variable from the **Insert Dynamic Variable** drop-down menu is only possible in the text body. For the **Subject** field, type the dynamic variable inside square brackets (i.e. [PROJECT\_NAME] - [ACTIVITY\_NAME]) directly into the field. Alternatively, insert the dynamic variable into the text body, then cut/paste it into the **Subject** field. See Insert Dynamic Variable Button for more information.

- Click the **Submit** button to submit the changes to the HTML editor, and return to the **E-Mail Templates** pane or click the **Cancel** button to return to the **E-Mail Templates** pane without saving.

**Submit for Review**

**Subject:** [PROJECT\_NAME] - [ACTIVITY\_NAME]: Request for ...

**Insert Dynamic Variable**

- [ACTIVITY\_NAME]
- [ACTIVITY\_VERSION]
- [APPLICATION\_NAME]
- [COMPLETION\_DATE]
- [DEVELOPER\_NAME]
- [LOGIN\_URL]

This is the body of your e-mail template

Compose your message....

Insert your dynamic variables where needed

\* PLEASE DO NOT REPLY TO THIS EMAIL. THIS IS A SYSTEM GENERATED MESSAGE AND REPLIES TO THIS EMAIL WILL NOT BE READ.

body p Paragraphs: 4, Characters (with HTML): 309

Insert Template dynamic variables into the text body via the 'Insert Dynamic Variable' drop-down in the toolbar. For the Subject, type the variable name inside [square brackets].

**Cancel** **Submit**

- On the **Preferences** tab, click the **Submit** button to save the changes and return to the **Project Management** screen or click the **Cancel** button to return to the **Project Management** screen without saving. **Note:** You must click the **Submit** button on the **Preferences** tab to save the changes submitted to the HTML editor.

## 3.7.2.3.7.2 Edit E-Mail Template

1. On the **Preferences** tab, click the **E-Mail Templates** tab from the **Components** menu.
2. On the **E-Mail Templates** pane, select the desired e-mail template from the **Template** drop-down menu. **Note:** The templates in the drop-down menu are the LCMS defaults. Any templates created will override the templates defined **Application Preferences**. To continue to use the default templates, leave the **Use Custom Template** checkbox blank.
3. To edit the e-mail template, click the **Use Custom Template** checkbox to open a blank template.
4. Click the **Load System Default** button to load the desired e-mail template.
5. On the **E-Mail Templates** pane, click the main text field to open the HTML editor.

Preferences

E-Mail Templates

Template: Review Overdue

☒ Use Custom Template

Load System Default

To edit the template click into the template body area.

Subject: [PROJECT\_NAME] - [ACTIVITY\_NAME]: Review Overdue

[EMAIL\_RECEIVER], the following review request was made on [REVIEW\_SUBMIT\_DATE] but has not been started yet.

**Review Request Details:**  
 Project: [PROJECT\_NAME]  
 Activity: [ACTIVITY\_NAME] [ACTIVITY\_VERSION]  
 Development Phase: [DEVELOPMENT\_PHASE]  
 Developer: [DEVELOPER\_NAME]  
 Review Type: [REVIEW\_TYPE]  
 The review was to be completed by [REVIEW\_COMPLETED\_DATE] and is now overdue.

\*\* PLEASE DO NOT REPLY TO THIS EMAIL. THIS IS A SYSTEM GENERATED MESSAGE AND REPLIES TO THIS EMAIL WILL NOT

6. On the HTML editor window, modify the desired text and dynamic variables as required.. Insert template dynamic variables into the text body by clicking the **Insert Dynamic Variable** drop-down menu in the toolbar. **Note:** Selecting a dynamic variable from the **Insert Dynamic Variable** drop-down menu is only possible in the text body. For the **Subject** field, type the dynamic variable inside square brackets (i.e. [PROJECT\_NAME] - [ACTIVITY\_NAME]) directly into the field. Alternatively, insert the dynamic variable into the text body, then cut/paste it into the **Subject** field. See Insert Dynamic Variable Button for more information.

5. Click the **Submit** button to submit the changes to the HTML editor, and return to the **E-Mail Templates** pane or click the **Cancel** button to return to the **E-Mail Templates** pane without saving.

8. On the **Preferences** tab, click the **Submit** button to save the changes and return to the **Project Management** screen or click the **Cancel** button to return to the **Project Management** screen without saving. **Note:** You must click the **Submit** button on the **Preferences** tab to save the changes submitted to the HTML editor.

#### 3.7.2.3.8 Multilingual Support Tab

The purpose of this feature is to support content that needs to be displayed with an additional language. Currently the LCMS supports two languages at a time within a project, i.e. English and French.

With **Multilingual Support** enabled, features such as **Translation** options are available. This allows for exporting of content for translation. It may then be imported back into your project, overwriting the existing content with a translated copy. Future versions of the LCMS will be able to use this feature when publishing to an LMS, to include both languages

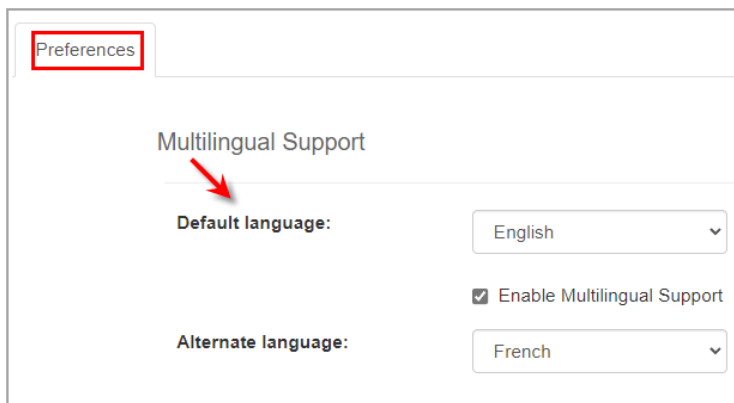


and enable "hot-swapping" within the viewer.


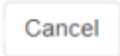
Other features that show additional language support are:

- Glossary
- Screen Prompts
- Question Bank
- Navigation Tree folder options for batch translation:
  - Translation Batch Import
  - Add to Batch for Translation
  - Submit Translation Batch
- Navigation Tree Paste option now gives the ability to mark the Activity as the opposite language of the Activity being copied, creating a link between the two. This is used as part of the Translation work-flow.

1. On the **Preferences** tab, click the **Multilingual Support** tab from the **Components** menu.
2. On the **Multilingual Support** pane, select the default language from the **Default language** drop-down menu.
3. Click the **Enable Multilingual Support** checkbox to enable multiple language supports.
4. Select the alternate language from the **Alternate language** drop-down menu.

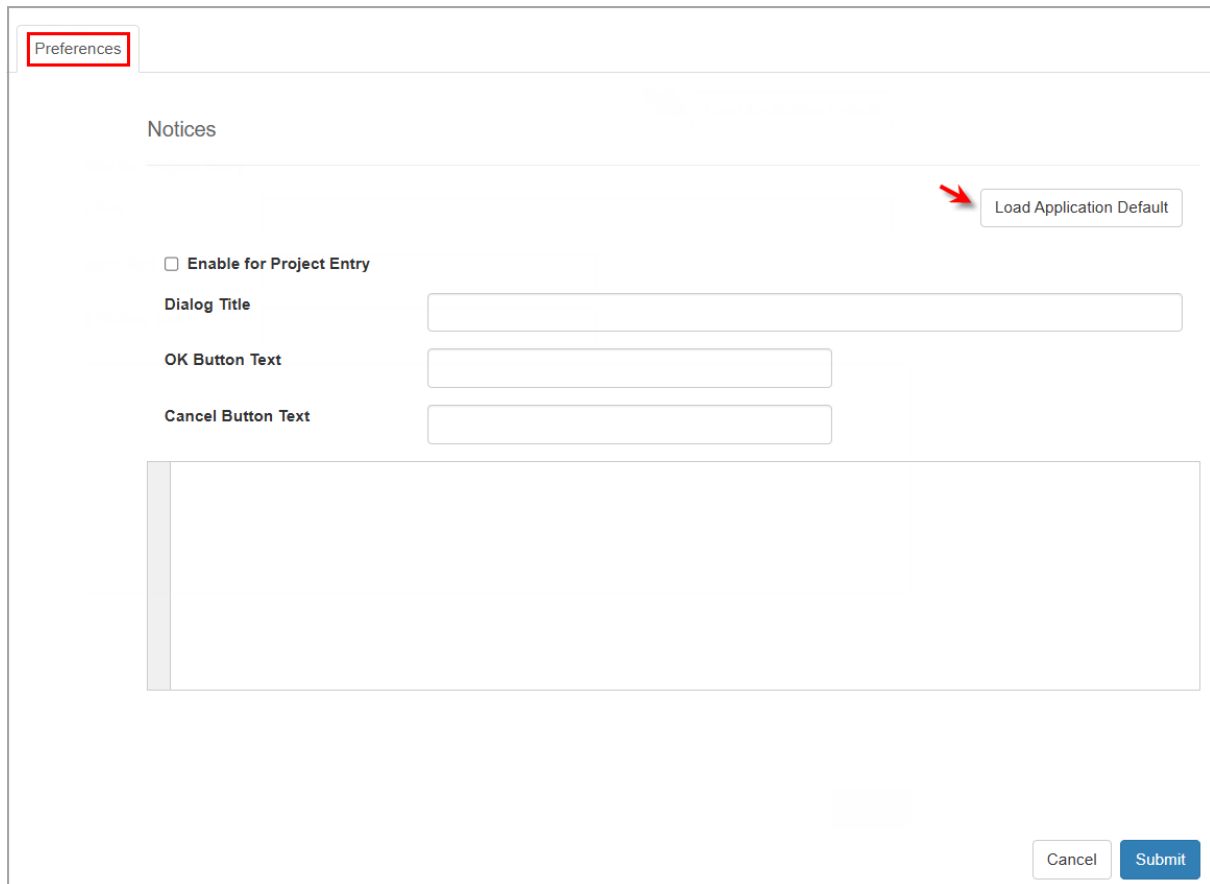


The screenshot shows the 'Preferences' tab selected in the top left. Below it, the 'Multilingual Support' section is visible. A red arrow points to the 'Default language' dropdown menu, which is currently set to 'English'. Below this, there is a checkbox labeled 'Enable Multilingual Support' which is checked. At the bottom, the 'Alternate language' dropdown menu is set to 'French'.

5. Click the  button to save the changes and return to the previous screen or click the  button to return to the previous screen without saving.

#### 3.7.2.3.9 Notices Tab

Administrators may customized or standardized project notices (i.e. Standard mandatory notices and consents). These notices are presented to users when projects are selected from the project list. They only display once during the browser session. See Application Preferences Notices Tab for more information. **Note:** The default Project Notice configured in **Application Preferences** may be used as the Project Notice by clicking the **Load Application Default** button, and then clicking the **Submit** button.



The screenshot shows the 'Preferences' tab in the application. The 'Notices' section is active. A red box highlights the 'Preferences' tab label. A red arrow points to the 'Load Application Default' button. The form includes a checkbox for 'Enable for Project Entry', and input fields for 'Dialog Title', 'OK Button Text', and 'Cancel Button Text'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

#### 3.7.2.3.10 Plotter Tool Tab

1. On the **Preferences** tab, click **Plotter Tool** under the **Components** menu. This option allows you to configure the Plotter Tool labels for your specific project. You may configure the project Plotter Tool labels to use **Legacy** or **Modern** labels. **Note:**

The **Modern** option is not compatible with Internet Explorer (IE) 11 or older browsers.

2. Select the version for the Plotter Tool labels (**Legacy** or **Modern**) from the **Label Version** drop-down menu. Selecting the **Legacy** option limits the HTML Editor options available for formatting the labels. **Note:** This selection is compatible with all browsers. Selecting the **Modern** option enables more HTML Editor options for formatting the labels than what is available for the **Legacy** option. The **Modern** label text may also be aligned (top, right and center) within its text box.
3. When **Legacy** is selected, you may click the **Allow Hybrid Labels** checkbox to enable both **Legacy** and **Modern** labels. With **Allow Hybrid Labels** enabled, you will be able to create legacy or modern labels. You will also be able to change existing legacy labels to modern labels in the project using the **Upgrade Label** button. **Note:** Modern labels are not compatible with IE 11 or older browsers and cannot be changed to Legacy labels.
4. Click the **Always maximize window** checkbox to enable the Plotter Tool to always open in a maximized window.

The screenshot shows a 'Preferences' window for the 'Plotter Tool'. It contains a 'Label Version' dropdown menu currently set to 'Legacy'. Below this are two checkboxes: 'Allow Hybrid Labels' and 'Always maximize window'. Red arrows are drawn on the image to highlight the 'Legacy' dropdown, the 'Allow Hybrid Labels' checkbox, and the 'Always maximize window' checkbox.

5. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

#### 3.7.2.3.11 Quiz Defaults Tab

The **Quiz Defaults** assigned on this screen will be used to calculate the average time to complete a quiz, when the **Enforce Time Limit Option** is enabled for the **Activity**.

**Note:** These defaults will only be used when a Question screen does not have an estimated time to complete value entered. The ability to assign **Quiz Defaults** is role specific, you must have the required role/rights.

1. On the **Preferences** tab, click **Quiz Defaults** from the **Components** menu.
2. Enter the time (in seconds) to complete default in the field beside each Question difficulty level. The default values (in seconds) are: **Low**, **Medium**, and **High**. **Note:** If the fields are left blank, no default values are assigned. These defaults will be used to calculate the quiz time if the **Level of Difficulty**, **Point Value** and **Est.Time** fields are blank on the Question screen.
3. Enter the **Estimated time to be spent on instructional/information screens** (in seconds). **Note:** If the field is left blank, no default value is assigned. This default will be used only when a completion time has been not entered on the **Question** screen.

Preferences

Quiz Defaults

Time to complete default, for each Question difficulty level:

Low  seconds (blank = no default, max = 99999)

Medium  seconds (blank = no default, max = 99999)

High  seconds (blank = no default, max = 99999)

Estimated time to be spent on instructional/information screens:  seconds (blank = no default, max = 99999)

4. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

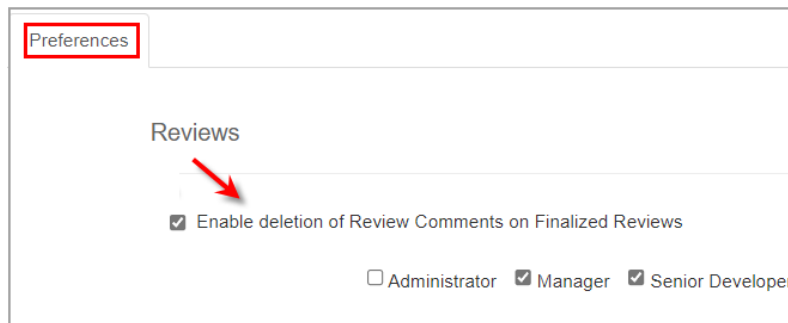
#### 3.7.2.3.12 Reviews Tab

The **Reviews** option is used to enable or disable the ability to delete review comments from the finalized reviews. By default this feature is enabled and Administrators, Managers and Senior Developers are able to delete the comments from the finalized review. **Note:** When this option is disabled, review comments cannot be deleted from the finalized reviews.

To disable a specific role's ability to delete review comments from the finalized reviews:

1. On the **Preferences** tab, click the **Reviews** tab from the **Components** menu.

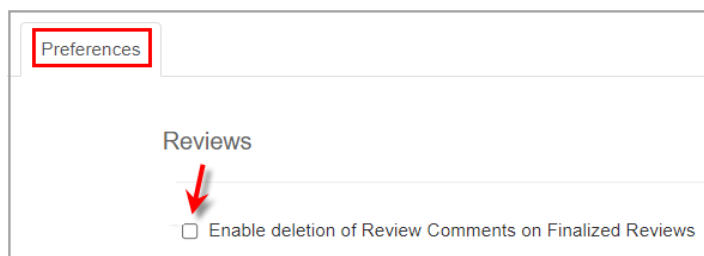
2. On the **Reviews** pane, leave the **Enable deletion of Review Comments on Finalized Reviews** checkbox selected.
3. Deselect the desired role by clicking the corresponding checkbox. **Note:** Disabling a role prevents that role from deleting comments on the finalized review.



4. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

To disable the ability to delete review comments from the finalized reviews:

1. On the **Preferences** tab, click the **Reviews** tab from the **Components** menu.
2. On the **Reviews** pane, deselect the **Enable deletion of Review Comments on Finalized Reviews** checkbox. **Note:** Disabling this feature prevents comments from being deleted from the finalized review.

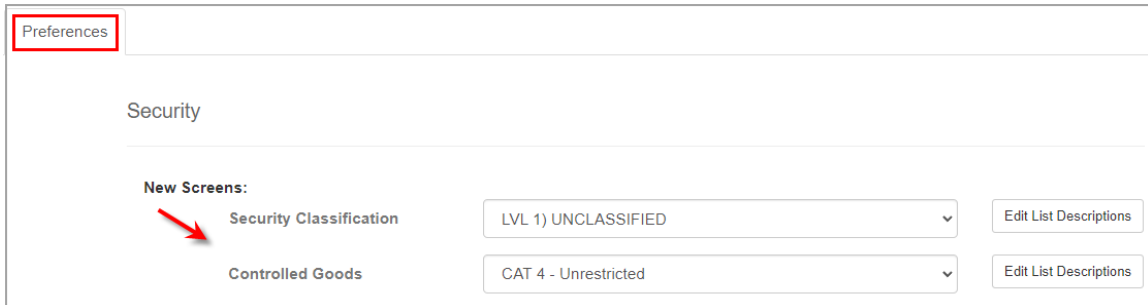


3. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

#### 3.7.2.3.13 Security Tab

1. On the **Preferences** tab, click **Security** from the **Components** menu.

2. Select the desired security classification from the **Security Classification** drop-down menu. **Note:** This will set the security classification default for new screens created within the project.
3. Select the desired controlled goods category from the **Controlled Goods** drop-down menu. **Note:** This will set the controlled goods category default for new screens created within the project.



Preferences

Security

New Screens:

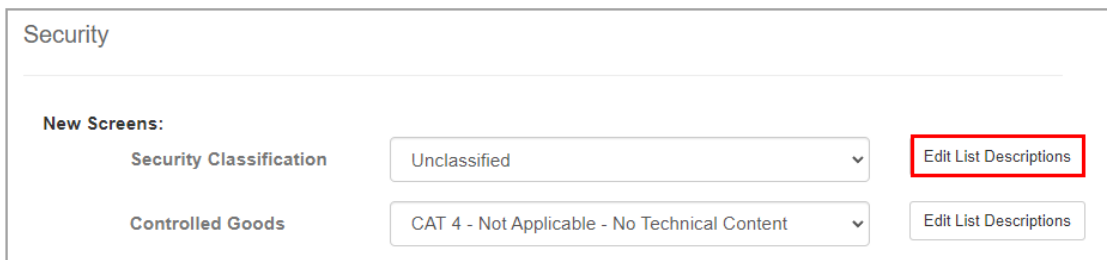
Security Classification LVL 1) UNCLASSIFIED Edit List Descriptions

Controlled Goods CAT 4 - Unrestricted Edit List Descriptions

4. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

#### 3.7.2.3.13.1 Edit Security Classification Description

1. On the **Preferences** tab, click **Security** from the **Components** menu.
2. Click the **Edit List Description** button beside the **Security Classification** field.



Security

New Screens:

Security Classification Unclassified Edit List Descriptions

Controlled Goods CAT 4 - Not Applicable - No Technical Content Edit List Descriptions

3. On the **Edit Security Classification Defaults** window, click the **Description** field for the classification default you wish to edit.
4. Enter the desired changes in the **Description** field.
5. Click the **Save** button to save the description.

6. Click the **Submit** button to save the changes.

### Edit Security Classification Defaults

Level	Description
1	<input type="text" value="LVL 1) PROPRIETARY"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>
2	LVL 2) RESTRICTED
3	LVL 3) CONFIDENTIAL
4	LVL 4) SECRET
5	LVL 5) TOP SECRET

Click the Classification to change the description. The LCMS supports up to 5 classifications.  
To have a Level not appear as an option, edit and blank out the description.  
*Example about Levels:* If you are Level 1 then you do not have permission to see content at Level 2 and higher.

7. Click the **Revert to System Defaults** button to reset the security classifications to the system default classifications.
8. Click the **Submit** button to save the changes.
9. Click the **Revert to Application Preferences** button to reset the security classifications to match those set in **Application Preferences**. See Security for more information.
10. Click the **Submit** button to save the changes.

#### 3.7.2.3.13.2 Edit Controlled Goods Description

1. On the **Preferences** tab, click **Security** from the **Components** menu.
2. Click the **Edit List Description** button beside the **Controlled Goods** field.

Security

---

**New Screens:**

Security Classification

Controlled Goods

3. On the **Edit Controlled Goods Defaults** window, click the **Description** field for the controlled goods default you wish to edit.
4. Enter the desired changes in the **Description** field.
5. Click the **Save** button to save the description.
6. Click the **Submit** button to save the changes.

Edit Controlled Goods Defaults


Category	Description
1	CAT 1 - CG Restricted Domain - Contains CG, CGCR required
2	CAT 2 - Managed Access - Contains CG, No CGCR
3	CAT 3 - Non-Controlled Technical Data - Reviewed & No CG
4	<input type="text" value="CAT 4 - Unrestricted"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>

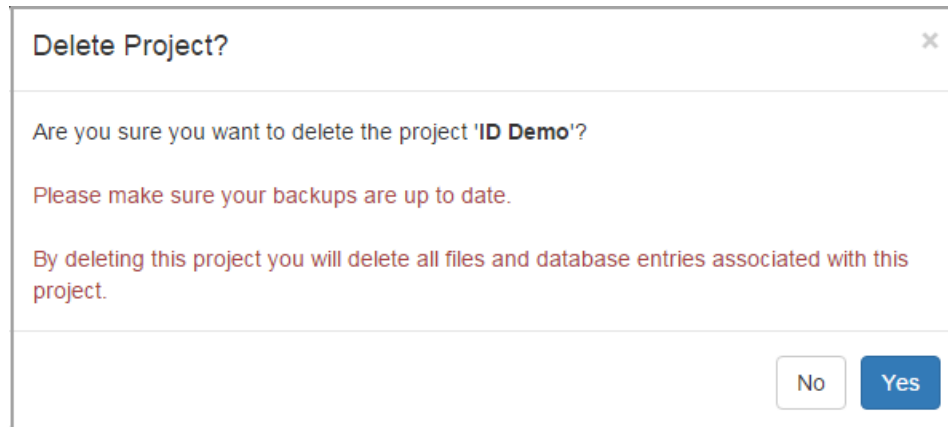
This is a fixed list with values 1 thru 4. You may edit the Descriptions, but not add or delete.  
*Example about Categories:* If you are Category 4 then you do not have permission to see content at Category 3 and lower.

7. Click the **Revert to System Defaults** button to reset the controlled goods categories to the system default categories.
8. Click the **Submit** button to save the changes.
9. Click the **Revert to Application Preferences** button to reset the controlled goods categories to match those set in **Application Preferences**. See Security for more information.
10. Click the **Submit** button to save the changes.



### 3.7.3 Delete a Project

1. On the **Project Management** page, click the **Delete** icon  beside the name of the project you wish to remove.
2. A window will appear asking if you are sure you wish to delete the project. Click **Yes** to delete.



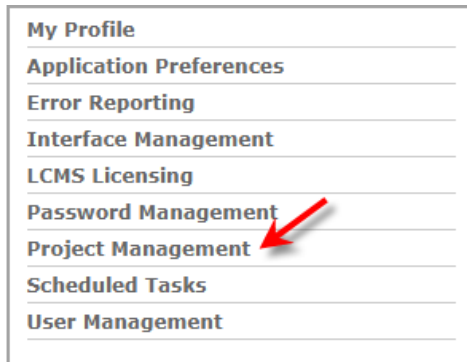
### 3.7.4 Assign Users to a Project

Once you have added a project to the LCMS, you must assign users who will have rights to the project. Administrator is a sitewide role. In addition, there are several system-generated user roles for projects:

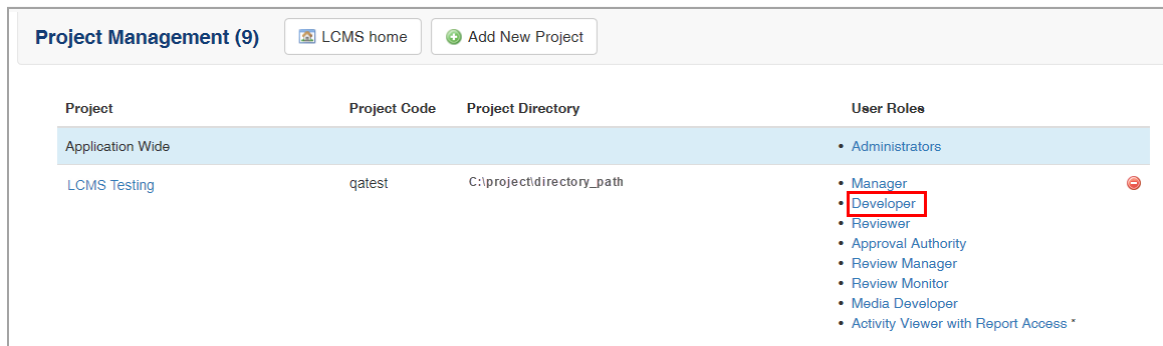
- Manager
- Developer
- Senior Developer
- Approval Authority
- Reviewer
- Review Manager
- Review Monitor
- Media Developer

**Note:** It is possible to assign one user to more than one role in a project. In this case, they will be presented with a drop-down menu from which to select their chosen role when entering the project from the home screen. Assigning the user to multiple roles or projects does not change the seat count for the license. One user equals one license.

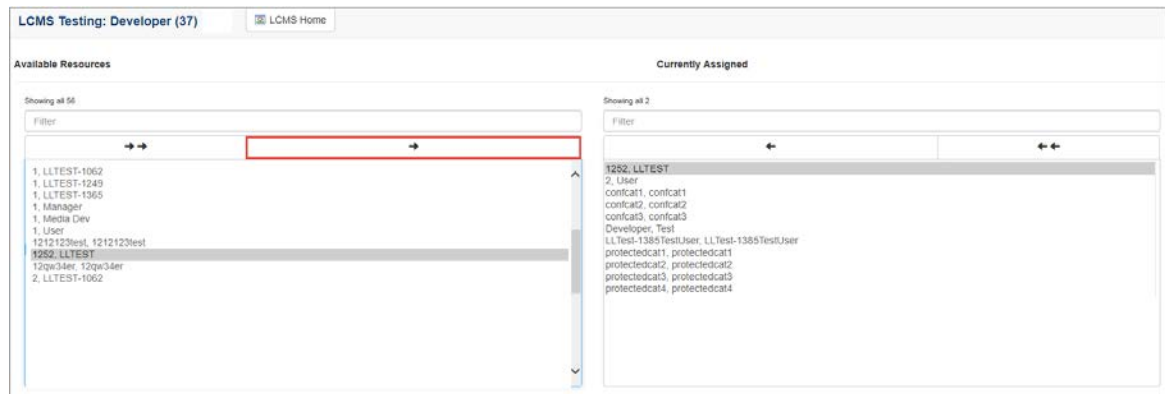
1. On the **LCMS Home** screen, click the **Project Management** link to open the **Project Management** screen.

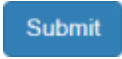


2. On the **Project Management** screen, click the links for the rights you wish to assign. For example, to assign Developer rights to a project, click the **Developer** link. A new window opens listing all users assigned to the LCMS. Resource names are listed alphabetically by last name, first name. Use the **Filter** field to type in a user's name to speed up your search.



3. Select the name or names of the users in the **Available Resources** column that you would like to add to the project. Click the right arrow button to move the name(s) to the **Currently Assigned** column. To remove a user from the **Currently Assigned** column, select the user and click the left arrow button to move the name back.

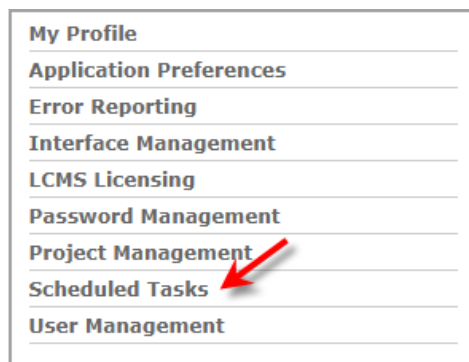


4. Click the  button. The selected users are now assigned Developer rights to the project. **Note:** You can assign or remove all users at one time by simply clicking the left or right double arrow buttons.
5. Repeat steps 1 – 5 to assign the required users to the project. **Note:** To manage the review/approve activities process within the LCMS, a Reviewer or Review Manager and Approval Authority must be assigned to the project.

## 3.8 Scheduled Tasks

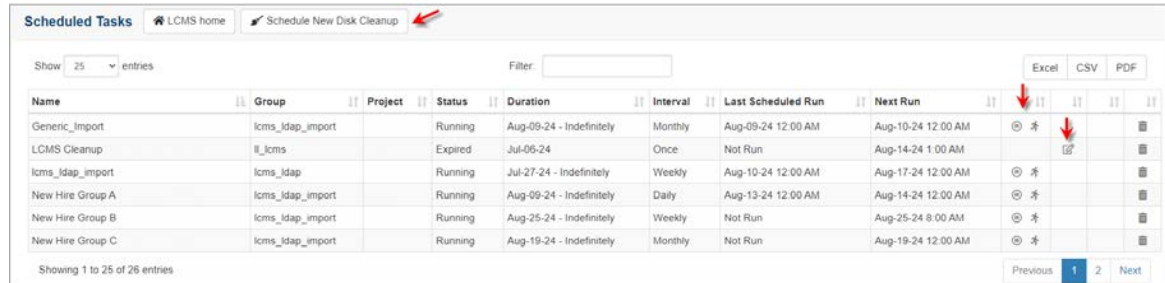
This feature allows Administrators to view the list of scheduled tasks that will run in the LCMS (i.e. LDAP user imports, review reminders and batch exports). Admin may also create tasks to clean up project files on the server.

1. On the **LCMS Home** screen, click the **Scheduled Tasks** link to open the **Scheduled Tasks** screen.



2. On the **Scheduled Tasks** screen, click the **Schedule New Disk Cleanup** button to open the **Schedule New Disk Cleanup** window. **Note:** On the scheduled task list you

may also pause the task, run the task now, or edit the task by clicking the corresponding icon.



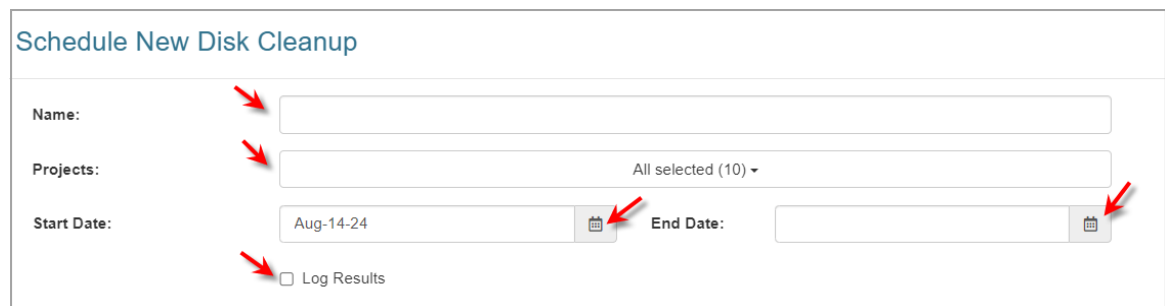
**Scheduled Tasks** | [LCMS home](#) | [Schedule New Disk Cleanup](#)

Show: 25 entries | Filter:  | [Excel](#) | [CSV](#) | [PDF](#)

Name	Group	Project	Status	Duration	Interval	Last Scheduled Run	Next Run				
Generic_Import	lcms_ldap_import		Running	Aug-09-24 - Indefinitely	Monthly	Aug-09-24 12:00 AM	Aug-10-24 12:00 AM				
LCMS Cleanup	ilcms		Expired	Jul-06-24	Once	Not Run	Aug-14-24 1:00 AM				
lcms_ldap_import	lcms_ldap		Running	Jul-27-24 - Indefinitely	Weekly	Aug-10-24 12:00 AM	Aug-17-24 12:00 AM				
New Hire Group A	lcms_ldap_import		Running	Aug-09-24 - Indefinitely	Daily	Aug-13-24 12:00 AM	Aug-14-24 12:00 AM				
New Hire Group B	lcms_ldap_import		Running	Aug-25-24 - Indefinitely	Weekly	Not Run	Aug-25-24 8:00 AM				
New Hire Group C	lcms_ldap_import		Running	Aug-19-24 - Indefinitely	Monthly	Not Run	Aug-19-24 12:00 AM				

Showing 1 to 25 of 26 entries | [Previous](#) | [1](#) | [2](#) | [Next](#)

- On the **Schedule New Disk Cleanup** window, enter the desired name for the cleanup task in the **Name** field.
- Select the desired projects from the **Projects** drop-down menu. By default all projects are selected. Click the corresponding checkbox to deselect the project.
- Select the desired date range (start/end) required for the report from the **Start Date/End Date** fields. Click each field and select the desired date from the calendar widget.  
**Note:** If an end date is not selected for the scheduled task, the end date will be set to indefinitely.
- Click the **Log Results** checkbox to log the results of the task, if required.



**Schedule New Disk Cleanup**

**Name:**

**Projects:**

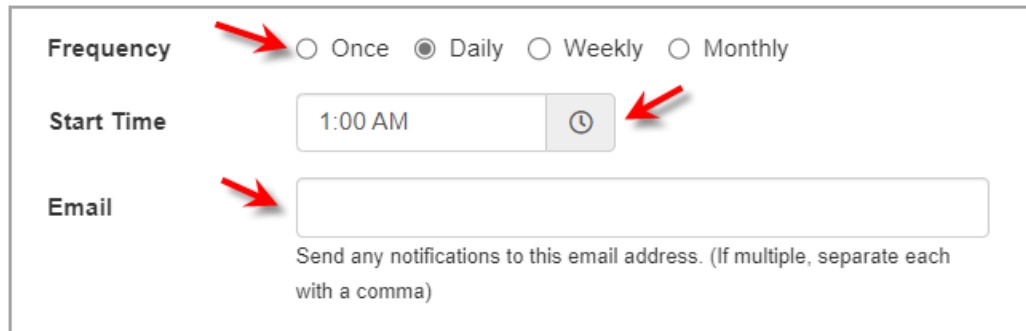
**Start Date:**

**End Date:**

☐ Log Results

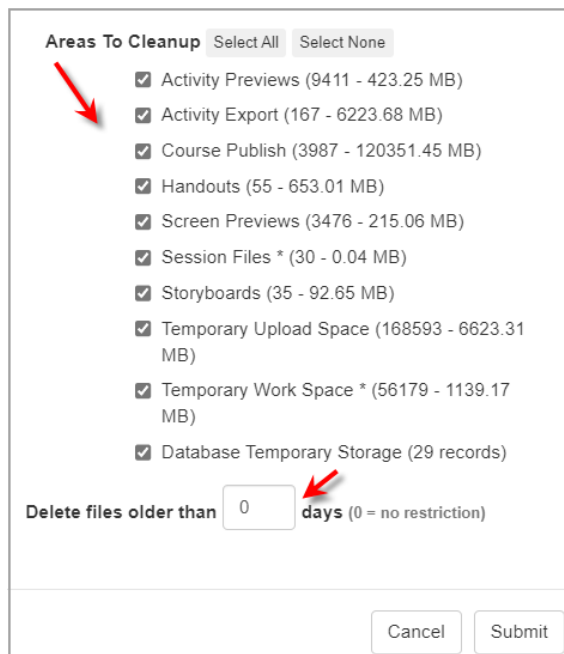
- Select the desired frequency (once, daily, weekly or monthly) to run the scheduled task by clicking the corresponding radio button in the **Frequency** field.
- Select the desired start time to run the scheduled task from the time widget in **Start Time** field.
- Enter the desired email address in the **Email** field, if required. **Note:** The recipient will receive the notifications related to this scheduled task. Multiple email addresses may be

entered separated by a comma.



The screenshot shows a configuration form with three main sections. The first section is labeled 'Frequency' and contains four radio buttons: 'Once', 'Daily' (which is selected), 'Weekly', and 'Monthly'. A red arrow points to the 'Once' radio button. The second section is labeled 'Start Time' and contains a text input field with '1:00 AM' and a clock icon button. A red arrow points to the clock icon button. The third section is labeled 'Email' and contains a large text input field. A red arrow points to the input field. Below the input field, there is a note: 'Send any notifications to this email address. (If multiple, separate each with a comma)'.

10. On the **Areas To Cleanup** pane, click the corresponding checkbox to deselect the options that are not required for the scheduled cleanup task. **Note:** You may use the **Select None** button to deselect all the options at the same time. You may also click the **Select All** button to select all the options at the same time. All options are selected by default. **Note:** The number of associated files and overall size of the associated files are also listed with each option.
11. Enter the desired number of days in the **Delete files older then (XX) days** field or leave it set to zero for no restrictions. **Note:** This field only applies to the Activity Export, Course Publish and Session Files options. If zero days is entered for the Session Files options the default of one day is used.



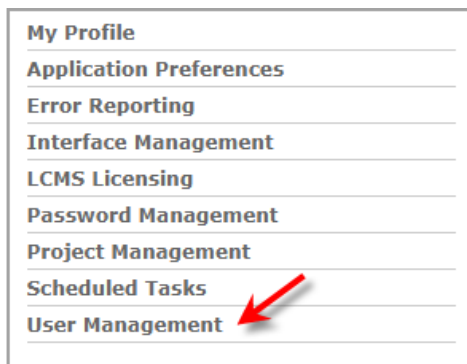
The screenshot shows the 'Areas To Cleanup' pane. At the top, there are two buttons: 'Select All' and 'Select None'. Below these buttons is a list of items, each with a checked checkbox and a label indicating the item name and its size in MB. The items are: 'Activity Previews (9411 - 423.25 MB)', 'Activity Export (167 - 6223.68 MB)', 'Course Publish (3987 - 120351.45 MB)', 'Handouts (55 - 653.01 MB)', 'Screen Previews (3476 - 215.06 MB)', 'Session Files \* (30 - 0.04 MB)', 'Storyboards (35 - 92.65 MB)', 'Temporary Upload Space (168593 - 6623.31 MB)', 'Temporary Work Space \* (56179 - 1139.17 MB)', and 'Database Temporary Storage (29 records)'. A red arrow points to the first checkbox. Below the list, there is a label 'Delete files older than' followed by a text input field containing '0' and the word 'days (0 = no restriction)'. A red arrow points to the input field. At the bottom of the pane, there are two buttons: 'Cancel' and 'Submit'.

12. Click the **Submit** button to schedule the cleanup task and return to the previous screen or click the **Cancel** button return to the previous screen.

## 3.9 User Management

The **User Management** feature allows the Administrator to control access to the LCMS, register users and change user profile information. Other user roles with the **User Management** privilege will also be able to access this feature.

1. Click the **User Management** link on the **LCMS Home** screen to open the **User Management** screen.



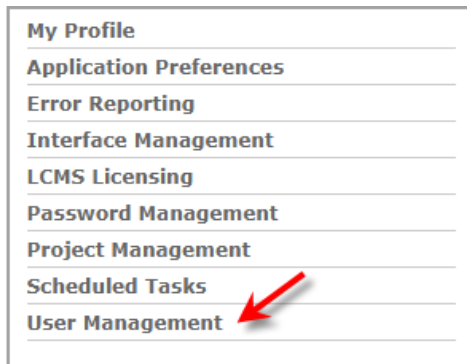
2. On the **User Management** screen, click the desired tab (**Administrators**, **Users** and **Inactive Users**) to view a list of users.



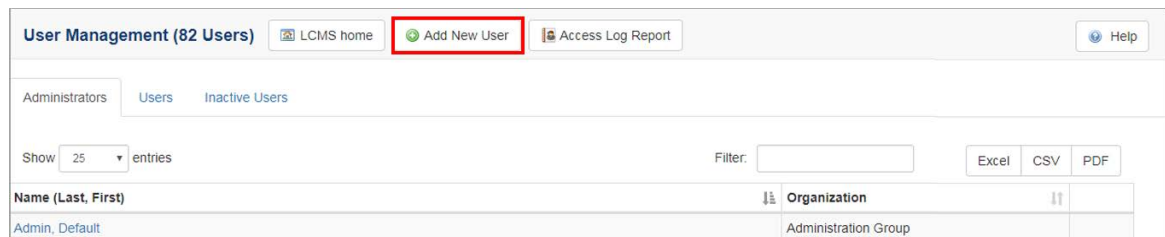
### 3.9.1 Add New User

To add a new user:

1. Click the **User Management** link on the **LCMS Home** screen to open the **User Management** screen.



- On the **User Management** screen, click the **Add New User** button to open the **User Management Add New User** screen. This screen consists of the **Profile** and **Security** tabs. By default the **Profile** tab is open.



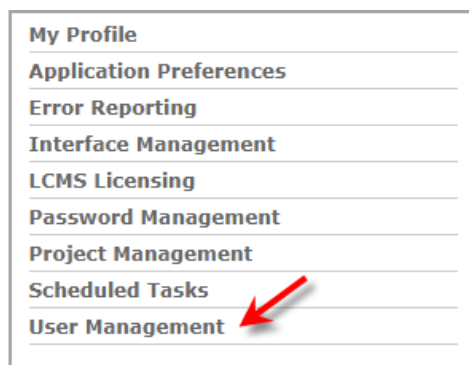
- On the **Profile** tab, enter the new user's information in the **First Name**, **Last Name**, **User Name**, **Password**, **Confirm Password** and **Email** fields. **Note:** If **Enforce Strong Passwords** is enabled in the **Application Settings** screen, user passwords must be between 8 to 64 characters in length consisting of all of the following: at least one number, at least one uppercase character, at least one lowercase character and at least one special character.
- Select the organization that the new user belongs to from the drop-down menu. If the organization is not displayed in the drop-down menu enter the name of the new organization in the corresponding field.
- Click the checkbox beside **Send user their login information**. The new user will be notified by e-mail about the account creation.
- Click the checkbox beside **Include login credentials**, when the **User Name** and **Password** will also be included in the email.

7. Click the **Submit** button to save the profile or click the **Cancel** button to return to the previous screen.
8. Once the new profile is created, the user can be added to a project. See the instructions to Assign Users to a Project.

### 3.9.2 Deactivate User

To deactivate a user:

1. Click the **User Management** link on the **LCMS Home** screen to open the **User Management** screen.



2. On the **User Management** screen, click the **Users** tab to display the User list.
2. On the User list, click the **Make User Inactive** icon beside the desired user. **Note:** The selected user will be moved to the **Inactive Users** list.



User Management (61 Users)

LCMS home

Add New User

Access Log Report

Help

Administrators

Users

Inactive Users

Show25entries

Filter:

ExcelPDF

Name (Last, First)	Organization	
Approval Authority, Test	new place	
testuser1, testuser1	ManagerOrganization	
reviewtest, reviewtest	ReviewManagerOrganization	

4. On the **Deactivate User** window, click the **Yes** button to confirm the deactivation or the **No** button to cancel and return to the list of Users. **Note:** Clicking the send notification checkbox will send a notification to project managers that the user has been deactivated. When the user is a reviewer or review manager, clicking this checkbox will send a notification to the review activity developer, review manager and managers of the review project that the user has been deactivated.

Deactivate User

NOTE: There are still active reviews in the following projects:

- LCMS Testing (7)

Are you sure that you want to deactivate **Reviewer 1**?

☐ Send a notification to the interested parties of those Activities with recommendations on how to proceed.

NOTE: This user is currently assigned to one or more reviews that are currently in progress.

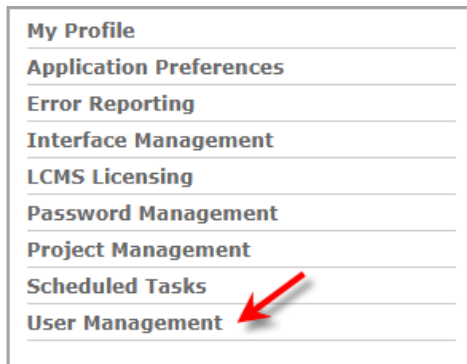
Yes
No

### 3.9.3 Unlock User Account or Modify User Profile (Profile Tab)

User accounts may be automatically "locked" as a result of repeated login failures. Account status must be set to "unlocked" to allow users to work within the LCMS again.

To unlock a user account or update user information:

1. Click the **User Management** link on the **LCMS Home** screen to open the **User Management** screen.

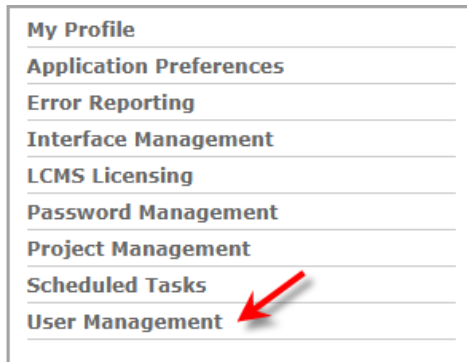


2. On the **User Management** screen, click the **Users** tab to display the User list.
3. On the User list, click the desired user to open the **User Details** screen.
4. On the user's **Profile** tab, click the **Select to unlock account immediately** checkbox for the **Failed Login Lock** field to unlock the user's account. This may be done before the **Lockout on Fail** time has expired. **Note:** You may also edit the user's information, if required.
5. Click the **Submit** button to unlock the user account or click the **Cancel** button to return to the previous screen. **Note:** Unlocking the user account will also clear any failed attempt timeouts that may have occurred. See Logins for more information.

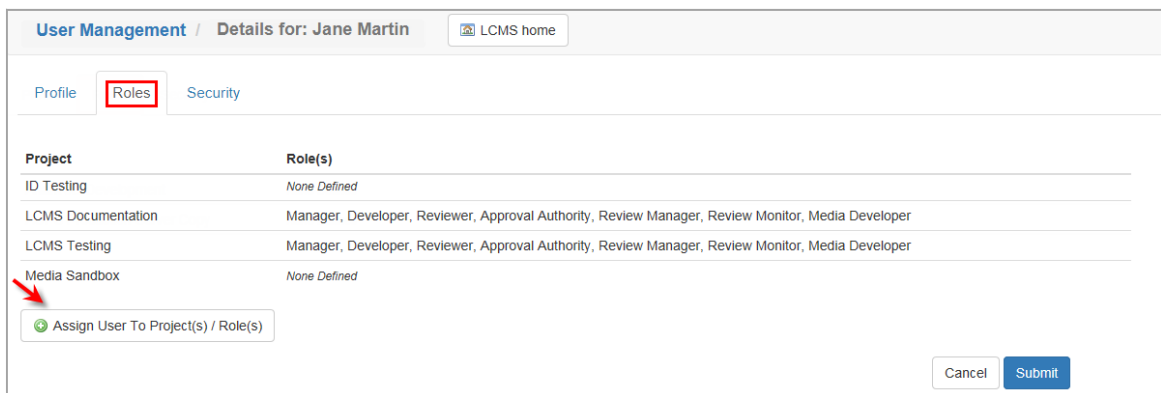
### 3.9.4 Set User Roles

Administrators can now easily see which project(s) a user is assigned to, as well as the role(s) the user has within the project.

1. Click the **User Management** link on the **LCMS Home** screen to open the **User Management** screen.

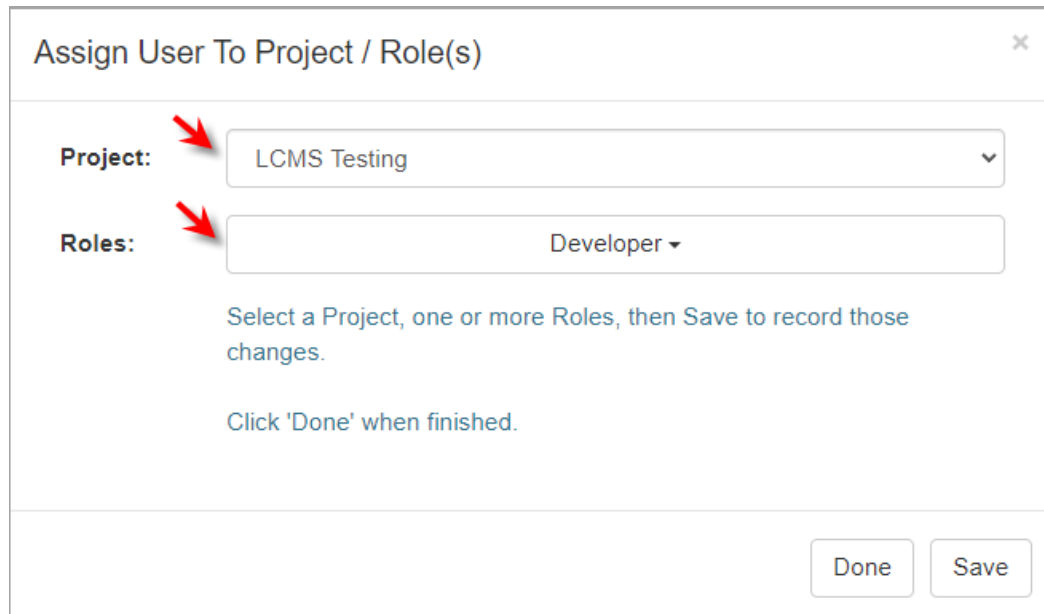


2. On the **User Management** screen, click the **Users** tab to display the User list.
3. On the User list, click the desired user to open the **User Details** screen.
4. On the **User Details** screen, click the **Roles** tab to view a list of the projects the user is assigned to and their assigned role(s) on each project.



5. Click the **Assign User to Project(s) / Role(s)** button to modify this list, if required.
6. On the **Assign User To Project / Role(s)** window, select the desired project from the **Project** drop-down menu.
7. Select the desired role from the **Roles** drop-down menu.
8. Click the **Save** button to save the changes.
9. Click the **Done** button to close the **Assign User To Project / Role(s)** window and

return to the **Roles** tab.



The dialog box titled "Assign User To Project / Role(s)" contains two dropdown menus. The first dropdown, labeled "Project:", has "LCMS Testing" selected. The second dropdown, labeled "Roles:", has "Developer" selected. Below the dropdowns, there is instructional text: "Select a Project, one or more Roles, then Save to record those changes." and "Click 'Done' when finished." At the bottom right, there are two buttons: "Done" and "Save". Red arrows point to the "Project:" and "Roles:" labels.

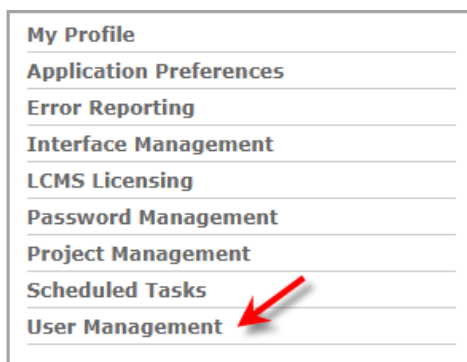
10. On the **Roles** tab, click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen.

### 3.9.5 Set Security Levels

Administrators can set security classification and controlled goods levels of security for users.

To set or edit user security information:

1. Click the **User Management** link on the **LCMS Home** screen to open the **User Management** screen.



A vertical list of links in a box. The links are: "My Profile", "Application Preferences", "Error Reporting", "Interface Management", "LCMS Licensing", "Password Management", "Project Management", "Scheduled Tasks", and "User Management". A red arrow points to the "User Management" link at the bottom.

1. On the **User Management** screen, click the **Users** tab to display the User list.
2. On the User list, click the desired user to open the **User Details** screen.
3. On the **User Details** screen, click the **Security** tab.
2. On the **Security** tab, select the desired security classification from the **Security Classification** drop-down menu.
6. Select the desired controlled goods category from the **Controlled Goods** drop-down menu.

User Management / Details for: Manager 1 [LCMS home](#)

Profile Roles **Security**

Security Classification: LVL 3) CONFIDENTIAL

Controlled Goods: Restricted

Cancel Submit

7. Click **Submit** to save the changes or click the **Cancel** button to return to the previous screen.. **Note:** If a user tries to access content that has a security classification or controlled goods level higher than their assigned clearance in the LCMS, a security notice will display.

**Security Notice** [Help](#)

You do not have the necessary permissions to view this content.

**Your Permissions**  
**Classification:** Unclassified  
**Controlled Goods:** CAT 4 - Not Applicable - No Technical Content

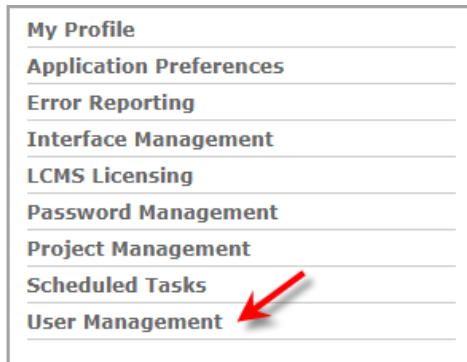
**Content Permissions**  
**Classification:** Confidential  
**Controlled Goods:** CAT 2 - Managed  
**Access:** - Contains CG, No CGCR

### 3.9.6 Unlink LDAP Users

LDAP user accounts that were imported into the LCMS may be unlinked from the external identify provider and relinked to another identity or made inactive.

To unlink an LDAP user account:

1. On the **LCMS Home** screen, click the **User Management** link to open the **User Management** window.



2. On the **User Management** window, click the **Users** tab to view a list of internal and external users. **Note:** Users that were imported as LDAP users will have **External** displayed in the **Source** column. The **Unlink External Account** button displays in the last column for these users.
3. Click the **Unlink External Account** button for the desired user to open the **Unlink External Account** window. **Note:** For users that were imported as LDAP users, the **Unlink External Account** button is also available on the user profile screen.

A screenshot of the 'User Management (1101 Users)' window. The 'Users' tab is selected. The table displays a list of users with columns for Name (Last, First), Organization, Source, and an action column. Red arrows point to the 'Unlink External Account' buttons for users with 'External' source.

Name (Last, First)	Organization	Source	
user7, user7	Bluedrop	Internal	
user9, user9	Bluedrop	Internal	
UserAa, UserAa	Bluedrop	External	Unlink External Account
UserAb, UserAb	Bluedrop	External	Unlink External Account
userAD1, userAD1	Bluedrop	External	Unlink External Account
userAD2, userAD2	Bluedrop	External	Unlink External Account
userAD3, userAD3	Bluedrop	External	Unlink External Account
userAD4, userAD4	Bluedrop	External	Unlink External Account
UserBa, UserBa	Bluedrop	External	Unlink External Account

4. On the **Unlink External Account** window, click the **Yes** button to unlink the account or click the **No** button to return to the **User Management** window. **Note:** To relink a previously unlinked LDAP user account use the **Import LDAP Users** function. See **Import LDAP Users** for more information.

Unlink External Account

Are you sure that you want to unlink the external account for **userAD4 userAD4**?

Yes

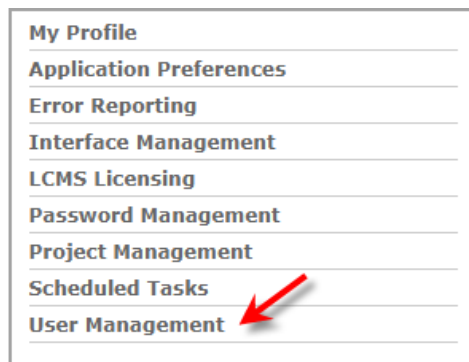
No

### 3.9.7 Import LDAP Users

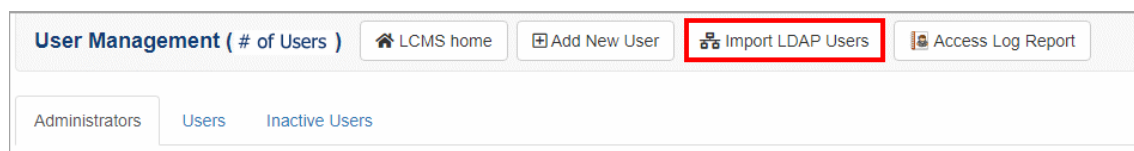
When **Active Directory Authentication** or **Hybrid Supporting Both** authentication is enabled, administrators can import users from the LDAP server. The import can be immediate or automated to occur at a later time.

To import LDAP users immediately:




1. Click the **User Management** link on the **LCMS Home** screen to open the **User Management** screen.

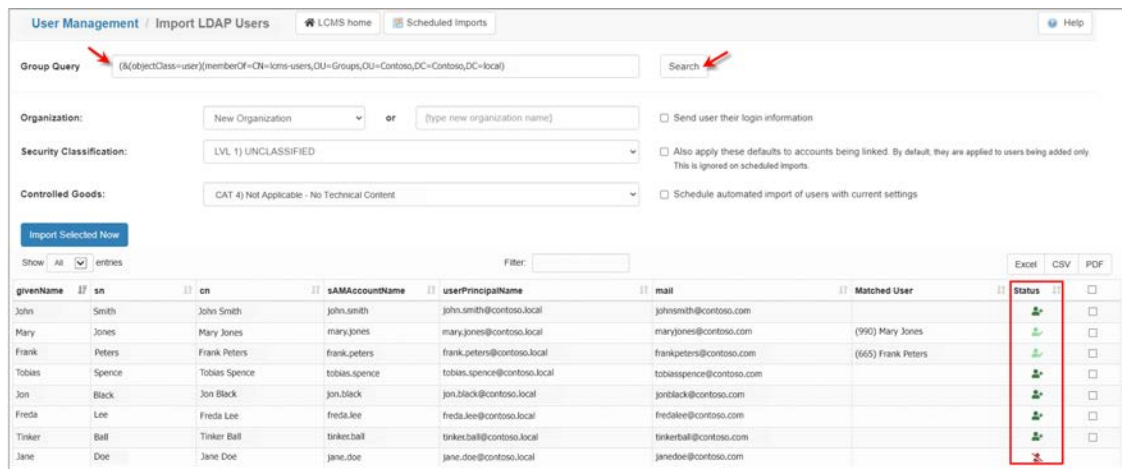


1. On the **User Management** screen, click the **Import LDAP Users** button to open the **Import LDAP Users** screen.



2. On the **Import LDAP Users** screen, modify the **Group Query** field or use the default value, and then click the **Search** button. **Note:** All users on the LDAP server that match the Group Query entry will display in a list. In the **Status** column next to each user, an icon will depict the user's LCMS status:

-  This icon displays when a user has not been added to the LCMS.
-  This icon displays when a user with a matching first and last name, or email address exists in the LCMS. It could also mean the user exists but their information has been updated. **Note:** When these users are selected, they will link to the existing LCMS account.
-  This icon displays when a user exists in the LCMS.



**User Management / Import LDAP Users**

Group Query:  Search

Organization:  or  ☐ Send user their login information

Security Classification:  ☐ Also apply these defaults to accounts being linked. By default, they are applied to users being added only. This is ignored on scheduled imports.

Controlled Goods:  ☐ Schedule automated import of users with current settings

Show:  entries Filter:

givenName	sn	cn	sAMAccountName	userPrincipalName	mail	Matched User	Status
John	Smith	John Smith	john.smith	john.smith@contoso.local	johnsmith@contoso.com		
Mary	Jones	Mary Jones	mary.jones	mary.jones@contoso.local	maryjones@contoso.com	(990) Mary Jones	
Frank	Peters	Frank Peters	frank.peters	frank.peters@contoso.local	frankpeters@contoso.com	(665) Frank Peters	
Tobias	Spence	Tobias Spence	tobias.spence	tobias.spence@contoso.local	tobiaspence@contoso.com		
Jon	Black	Jon Black	jon.black	jon.black@contoso.local	jonblack@contoso.com		
Freda	Lee	Freda Lee	freda.lee	freda.lee@contoso.local	fredalee@contoso.com		
Tinker	Ball	Tinker Ball	tinker.ball	tinker.ball@contoso.local	tinkerball@contoso.com		
Jane	Doe	Jane Doe	jane.doe	jane.doe@contoso.local	janedoe@contoso.com		

3. Select a default from the drop-down menu for the **Organization**, **Security Classification**, and **Controlled Goods** fields. These defaults will be applied to the imported users.
4. Click the checkbox beside **Send user their login information** to email the imported users their LCMS login (optional).
5. Click the checkbox beside **Also apply these defaults to accounts being linked** to apply the defaults to existing LCMS users that are being linked to LDAP accounts (optional). **Note:** If this is not selected, the users will retain their assigned **Organization**, **Security Classification**, and **Controlled Goods**.
6. Click the checkbox beside each user to be imported, and then click the **Import Selected Now** button to import the selected users.



**User Management / Import LDAP Users** LCMS home Scheduled Imports Help

**Group Query**  Search

**Organization:** New Organization or  ☐ Send user their login information

**Security Classification:** LVL 1 UNCLASSIFIED ☐ Also apply these defaults to accounts being linked. By default, they are applied to users being added only. This is ignored on scheduled imports.

**Controlled Goods:** CAT 4 Not Applicable - No Technical Content ☐ Schedule automated import of users with current settings

Import Selected Now

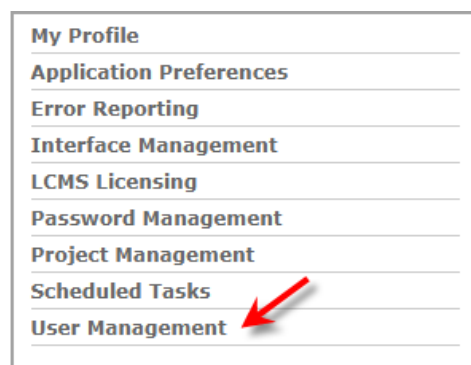
Show: All entries Filter:

givenName	sn	cn	sAMAccountName	userPrincipalName	mail	Matched User	Status	
John	Smith	John Smith	john.smith	john.smith@contoso.local	johnsmith@contoso.com			<input type="checkbox"/>
Mary	Jones	Mary Jones	mary.jones	mary.jones@contoso.local	maryjones@contoso.com	(990) Mary Jones		<input type="checkbox"/>
Frank	Peters	Frank Peters	frank.peters	frank.peters@contoso.local	frankpeters@contoso.com	(665) Frank Peters		<input type="checkbox"/>
Tobias	Spence	Tobias Spence	tobias.spence	tobias.spence@contoso.local	tobiaspence@contoso.com			<input type="checkbox"/>
Jon	Black	Jon Black	jon.black	jon.black@contoso.local	jonblack@contoso.com			<input type="checkbox"/>
Freda	Lee	Freda Lee	freda.lee	freda.lee@contoso.local	fredalee@contoso.com			<input type="checkbox"/>
Tinker	Ball	Tinker Ball	tinker.ball	tinker.ball@contoso.local	tinkerball@contoso.com			<input type="checkbox"/>
Jane	Doe	Jane Doe	jane.doe	jane.doe@contoso.local	janedoe@contoso.com			<input type="checkbox"/>

### 3.9.7.1 Schedule LDAP Import

To schedule the automated import of LDAP users:

1. Click the **User Management** link on the **LCMS Home** screen to open the **User Management** screen.






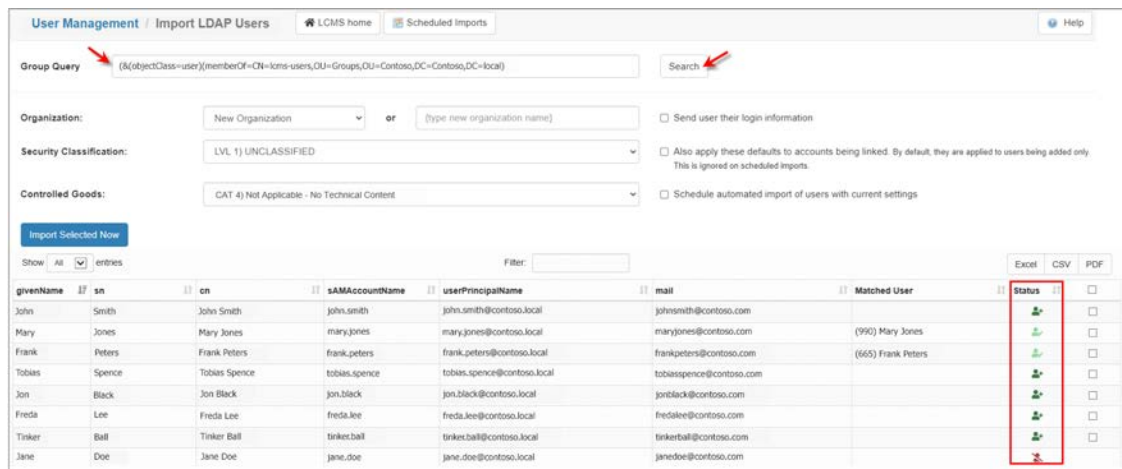
2. On the **User Management** screen, click the **Import LDAP Users** button to open the **Import LDAP Users** screen.

**User Management ( # of Users )** LCMS home Add New User Import LDAP Users Access Log Report

Administrators Users Inactive Users

3. On the **Import LDAP Users** screen, modify the **Group Query** field or use the default value, and then click the **Search** button. **Note:** All users on the LDAP server that match the Group Query entry will display in a list. In the **Status** column next to each user, an icon will depict the user's LCMS status:

-  This icon displays when a user has not been added to the LCMS.
-  This icon displays when a user with a matching first and last name, or email address exists in the LCMS. It could also mean the user exists but their information has been updated. **Note:** When these users are selected, they will link to the existing LCMS account.
-  This icon displays when a user exists in the LCMS.



givenName	sn	cn	sAMAccountName	userPrincipalName	mail	Matched User	Status	
John	Smith	John Smith	john.smith	john.smith@contoso.local	johnsmith@contoso.com			<input type="checkbox"/>
Mary	Jones	Mary Jones	mary.jones	mary.jones@contoso.local	maryjones@contoso.com	(990) Mary Jones		<input type="checkbox"/>
Frank	Peters	Frank Peters	frank.peters	frank.peters@contoso.local	frankpeters@contoso.com	(665) Frank Peters		<input type="checkbox"/>
Tobias	Spence	Tobias Spence	tobias.spence	tobias.spence@contoso.local	tobiaspence@contoso.com			<input type="checkbox"/>
Jon	Black	Jon Black	jon.black	jon.black@contoso.local	jonblack@contoso.com			<input type="checkbox"/>
Freda	Lee	Freda Lee	freda.lee	freda.lee@contoso.local	fredalee@contoso.com			<input type="checkbox"/>
Tinker	Ball	Tinker Ball	tinker.ball	tinker.ball@contoso.local	tinkerball@contoso.com			<input type="checkbox"/>
Jane	Doe	Jane Doe	jane.doe	jane.doe@contoso.local	janedoe@contoso.com			<input type="checkbox"/>

4. Select a default from the drop-down menu for the **Organization**, **Security Classification**, and **Controlled Goods** fields. These defaults will be applied to the imported users.
5. Click the checkbox beside **Send user their login information** to email the imported users their LCMS login (optional).
6. Click the checkbox beside **Also apply these defaults to accounts being linked** to apply the defaults to existing LCMS users that are being linked to LDAP accounts (optional). **Note:** If this is not selected, the users will retain their assigned **Organization**, **Security Classification**, and **Controlled Goods**.
7. Click the **Schedule automated import of users with current setting** checkbox to open the schedule import pane.

User Management / Import LDAP Users LCMS home Scheduled Imports Help

Group Query:  Search

Organization:  or  ☐ Send user their login information

Security Classification:  ☐ Also apply these defaults to accounts being linked. By default, they are applied to users being added only. This is ignored on scheduled imports.

Controlled Goods:  ☐ Schedule automated import of users with current settings

Show:  entries Filter:  Excel CSV PDF

givenName	sn	cn	sAMAccountName	userPrincipalName	mail	Matched User	Status	
John	Smith	John Smith	john.smith	john.smith@contoso.local	johnsmith@contoso.com			<input type="checkbox"/>
Mary	Jones	Mary Jones	mary.jones	mary.jones@contoso.local	maryjones@contoso.com	(990) Mary Jones		<input type="checkbox"/>
Frank	Peters	Frank Peters	frank.peters	frank.peters@contoso.local	frankpeters@contoso.com	(665) Frank Peters		<input type="checkbox"/>
Tobias	Spence	Tobias Spence	tobias.spence	tobias.spence@contoso.local	tobiaspence@contoso.com			<input type="checkbox"/>
Jon	Black	Jon Black	jon.black	jon.black@contoso.local	jonblack@contoso.com			<input type="checkbox"/>
Freda	Lee	Freda Lee	freda.lee	freda.lee@contoso.local	fredalee@contoso.com			<input type="checkbox"/>
Tinker	Ball	Tinker Ball	tinker.ball	tinker.ball@contoso.local	tinkerball@contoso.com			<input type="checkbox"/>
Jane	Doe	Jane Doe	jane.doe	jane.doe@contoso.local	janedoe@contoso.com			<input type="checkbox"/>

- On the schedule import pane, enter the desired import name in the **Import Name** field, if required. **Note:** This field may be used as a reference when multiple imports are scheduled.
- Select the desired frequency (**Daily**, **Weekly** or **Monthly**) for the import by clicking the corresponding radio button in the **Frequency** field.
- Select the desired start date and time for the import by using the calendar widget in the **Start Date/Time** field. **Note:** When **Weekly** or **Monthly** is chosen, the subsequent imports will occur on the same day of the week and time.
- Enter the desired email address in the **Email** field to send the email recipient notifications about the automated imported (optional). **Note:** The scheduled import will display on the Scheduled LDAP Imports list.

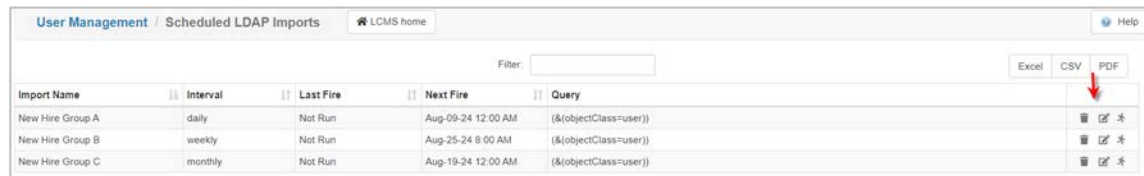
Import Name:  Used for reference when multiple imports are scheduled.

Frequency: ☒ Daily ☐ Weekly ☐ Monthly

Start Date/Time:   NOTE: The time in 'Start Date/Time' will be the time it is executed each day.

Email:  Send any notifications to this email address. (If multiple, separate each with a comma)

- Click the **Automate Import** button to schedule the import and open the **Scheduled LDAP Imports** screen to display a list of scheduled LDAP imports. **Note:** On the **Scheduled LDAP Imports** screen, you may edit, delete or run the scheduled LDAP import by clicking the corresponding icon in the last column.

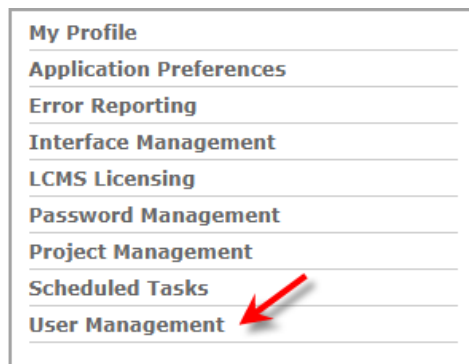


Import Name	Interval	Last Fire	Next Fire	Query	
New Hire Group A	daily	Not Run	Aug-09-24 12:00 AM	(&(objectClass=user))	Excel CSV PDF
New Hire Group B	weekly	Not Run	Aug-25-24 8:00 AM	(&(objectClass=user))	Excel CSV PDF
New Hire Group C	monthly	Not Run	Aug-19-24 12:00 AM	(&(objectClass=user))	Excel CSV PDF

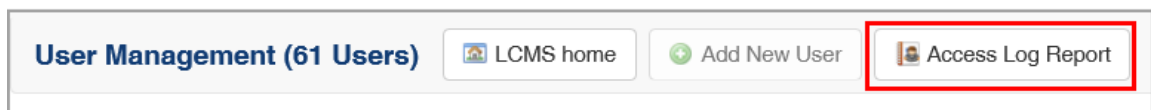
### 3.9.8 Access Log Report

The **Access Log Report** feature records user access to the LCMS and provides Administrators with reporting and download functions to evaluate the data (e.g. when users log in and out, as well as when a screen was last updated). This feature can be enabled or disabled in the **Application Preferences General** tab. See General for more information.

1. Click the **User Management** link on the **LCMS Home** screen to open the **User Management** screen.



2. On the **User Management** screen, click the **Access Log Report** button to view a report on user access to the LCMS. **Note:** The **Access Log Report** button will only display when the feature is enabled.



3. On the **Access Log Report** screen, data can be filtered by **Role(s)**, **Date Accessed** and **Project(s)**.
4. Click the **Submit** button to generate the report. **Note:** The report can be downloaded in the Excel, CSV or PDF format. See Access Log Report for more information.

User Management / Access Log Report

LCMS home

Help

Role(s):  
Developer

Project(s):  
LCMS Documentation

From Date:

To Date:

Submit

Show 50 entries

Filter:

Excel CSV PDF

Date/Time	Action	User	Role	Organization	IP	Project
May, 03 2024 13:36:03	enter_project	Generic User1	Developer	Administration Group	192.168.228.5	LCMS Documentation
May, 03 2024 13:31:50	enter_project	Generic User1	Developer	Administration Group	192.168.228.5	LCMS Documentation
January, 23 2024 12:22:32	enter_project	User4a User4a	Developer	Bluedrop	192.168.228.52	LCMS Documentation
January, 23 2024 12:17:38	enter_project	User4a User4a	Developer	Bluedrop	192.168.228.52	LCMS Documentation
January, 23 2024 08:06:41	enter_project	User4a User4a	Developer	Bluedrop	192.168.228.52	LCMS Documentation

Showing 1 to 5 of 5 entries

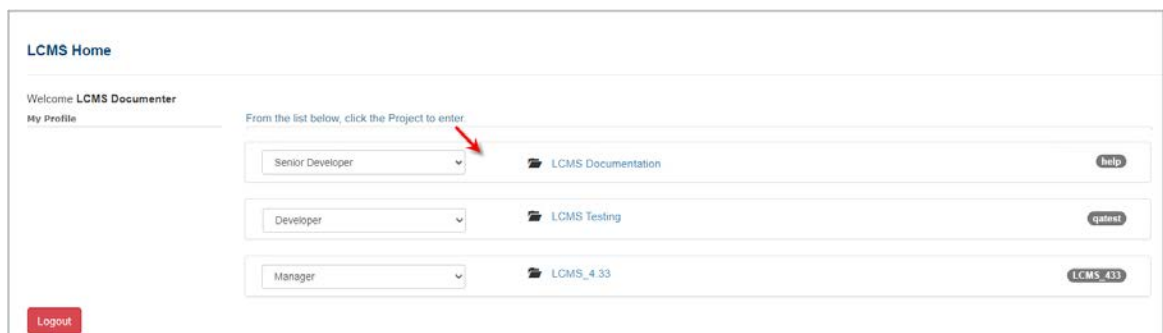
Previous 1 Next

## 4 LCMS Menu (Project Menu)

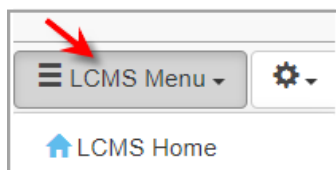
The **LCMS Menu** provides a number of options to Administrators and Managers for managing individual project options. Some of these options are also available to Senior Developers, and other roles.

To access the **LCMS Menu**:

1. On the **LCMS Home** screen, click the desired project to open the project screen. **Note:** The project screen opens to the activity accessed.



2. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
3. On the expanded drop-down menu, click the desired option to open the corresponding screen. **Note:** You may also click the **LCMS Home** option to return to the **LCMS Home** screen.

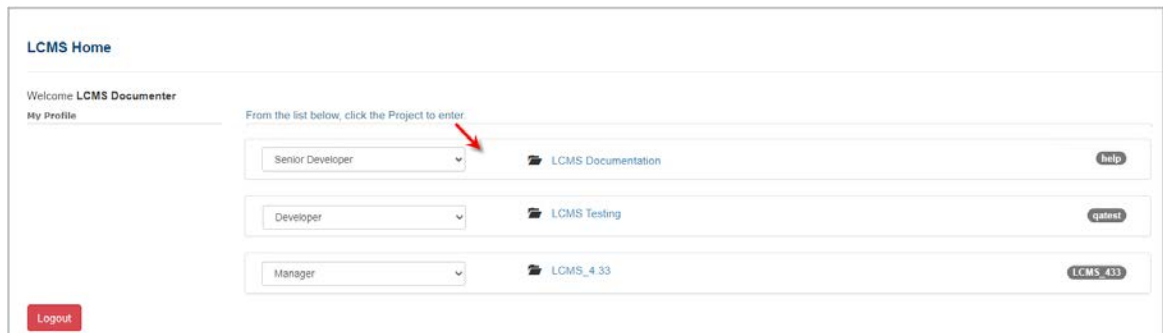


### 4.1 Question Bank

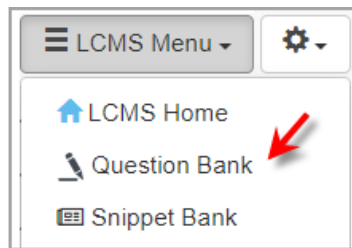
Users with the required privileges are able to access the **Question Bank** to view, edit or delete the entries. All questions for a project are developed and stored in the **Question Bank**. Once questions are developed, they can be added to Independent Study, Instructor Led Lesson or Test activities.

To access the Question Bank:

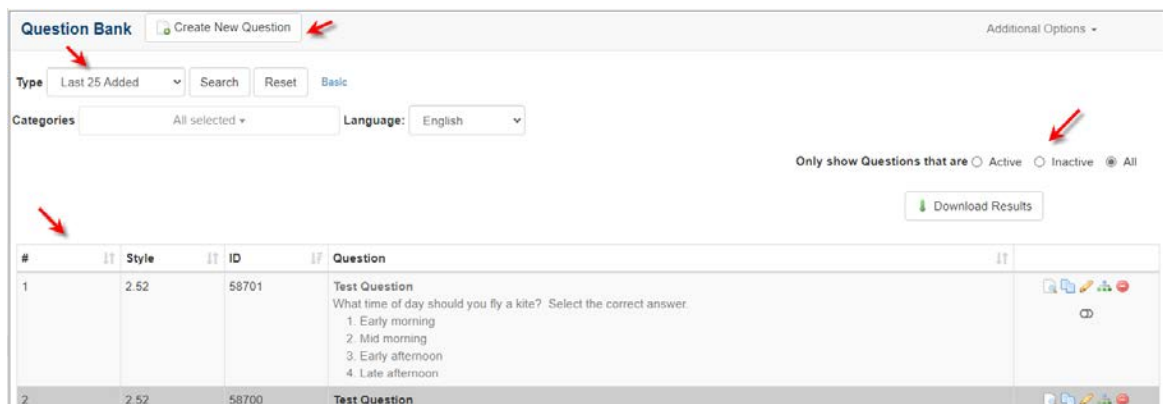
1. On the **LCMS Home** screen, click the desired project to open the project screen.



2. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
3. On the expanded drop-down menu, click the **Question Bank** option to open the **Question Bank** screen.



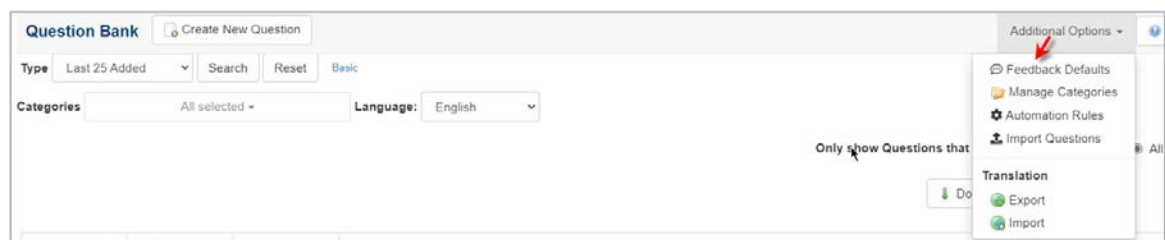
On the **Question Bank** screen, you may create a new question, view a list of existing questions, filter the list of questions, and toggle between active, inactive and all questions.



You may also preview, copy, edit, delete and see the usage of individual questions by clicking their corresponding icons.

#	Style	ID	Question	
1	2.52	58701	Test Question What time of day should you fly a kite? Select the correct answer. 1. Early morning 2. Mid morning 3. Early afternoon 4. Late afternoon	
2	2.52	58700	Test Question	

The **Additional Options** menu on the **Question Bank** screen, allows you to further configure the Question Bank. Translation options will only display in the **Additional Options** menu when Multilingual Support is enabled. See Multilingual Support Tab for more information.

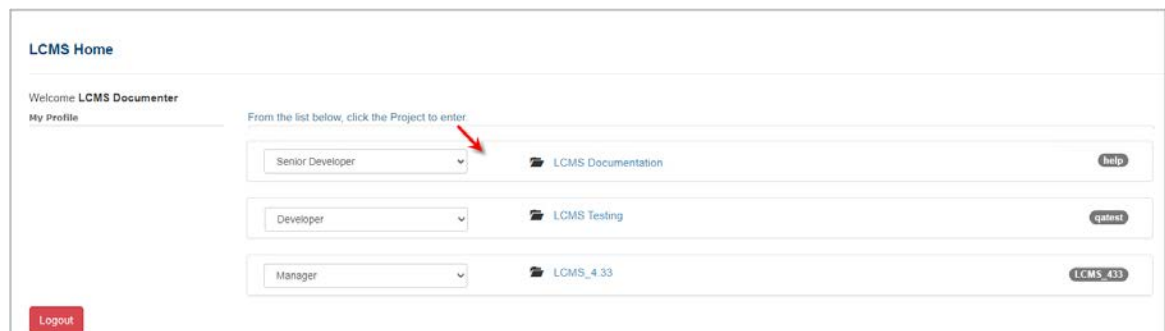


### 4.1.1 Search Question Bank

You can search the Question Bank using different search categories and criteria.

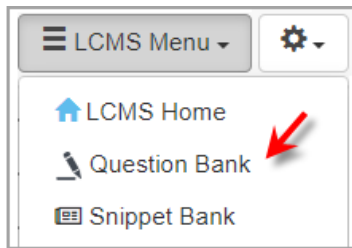
To search the question bank:

1. On the **LCMS Home** screen, click the desired project to open the project screen.



2. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
3. On the expanded drop-down menu, click the **Question Bank** option to open the **Question Bank** screen.





4. On the **Question Bank** screen, select the desired search option (Answer Constraint, Content, ID, Tags, Last 25 Added [default], Last 50 Added, Main Text and Style [screen]) from the **Type** drop-down menu. Depending on the type of search selected, you may then enter a specific value in the **Criteria** field. **Note:** You may also click the **Advanced** link to search for questions by categories and screen languages.
5. Click the **Search** button to generate a list of questions corresponding to your search criteria. By default, only active questions are displayed in the search results. When the **Criteria** field is blank and all categories are selected, all items in the question bank will be returned by default. When searching by content, an **Information** icon appears next to each search result. When you hover over the icon, a pop-up message displays telling you exactly which part of the content matched the search **Criteria**. Content searches accept partial or whole words only, not multiple words. Screen content searches include the screen title text. **Note:** Clicking the **Reset** button will clear the **Criteria** field.
6. Click the **Inactive** or **All** radio button at the top right of the search results to change the filter, if required. **Note:** Inactive questions cannot be viewed in the search results when adding questions to a lesson or test.

Criteria: animal    Type: Content    Search    Reset    Advanced

Only show Questions that are ☒ Active ☐ Inactive ☐ All

[Download Results](#)

#	Style	ID	Question
6	4.55	114196	<b>Zoology Question</b> Match the animal to its type. 1. Horse 2. Chicken 3. Dog 4. Corn Snake 5. Shark 6. Whale 7. Goldfish 8. Frog
5	2.56	114159	<b>Riddle</b> What animal is like a writing desk? 1. ***** 2. Raven
4	2.52	113902	What animal has 8 legs? 1. Horse 2. Fly 3. Ant 4. Octopus

7. Click the **Download Results** button to download a CSV file of selected search

Criteria: animal    Type: Content    Search    Reset    Advanced

Only show Questions that are ☒ Active ☐ Inactive ☐ All

[Download Results](#)

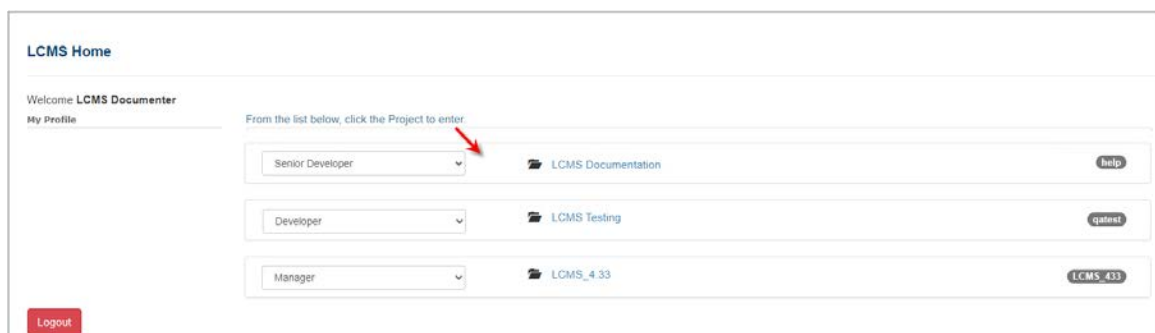
#	Style	ID	Question
6	4.55	114196	<b>Zoology Question</b> Match the animal to its type. 1. Horse 2. Chicken 3. Dog 4. Corn Snake 5. Shark 6. Whale 7. Goldfish 8. Frog
5	2.56	114159	<b>Riddle</b> What animal is like a writing desk? 1. ***** 2. Raven
4	2.52	113902	What animal has 8 legs? 1. Horse 2. Fly 3. Ant 4. Octopus

## 4.1.2 Create New Question

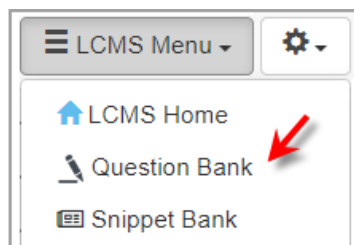
See the section titled Edit Question and Instruction Screens for more general information on editing both question screens and instruction screens, and the section titled The HTML Editor for more information on entering text and HTML content.

To create a new question in the Question Bank:

1. On the **LCMS Home** screen, click the desired project to open the project screen.



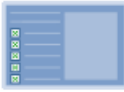

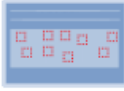

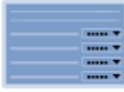



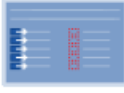
2. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
3. On the expanded drop-down menu, click the **Question Bank** option to open the **Question Bank** screen.



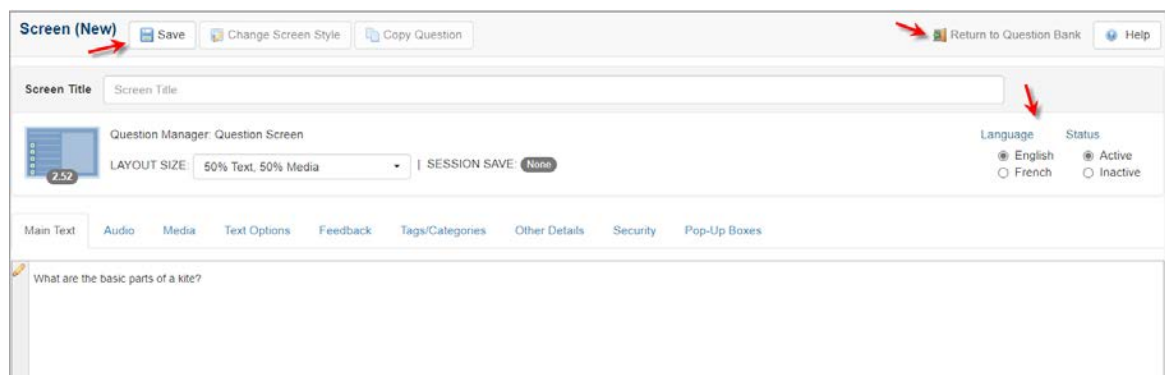
4. On the **Question Bank** screen, click the **Create New Question** button to open the **Question Manager** screen.



5. On the **Question Manager** screen, select the desired question screen style to open the **Screen (New)** window. **Note:** The screen style 2.52 is depicted in this topic. See Question Screen Styles for more information about each screen style.

	<b>2.52</b> <ul style="list-style-type: none"> <li>HTML text</li> <li>HTML multiple choice with 9 options</li> <li>media</li> </ul>		<b>2.54</b> <ul style="list-style-type: none"> <li>HTML text</li> <li>HTML multiple choice with 9 options with graphics</li> </ul>
	<b>2.55</b> <ul style="list-style-type: none"> <li>HTML text</li> <li>HTML multiple choice</li> <li>graphic with 9 hotspots</li> </ul>		<b>2.56</b> <ul style="list-style-type: none"> <li>HTML text</li> <li>HTML fill in the blank</li> </ul>
	<b>2.57</b> <ul style="list-style-type: none"> <li>HTML text</li> <li>9 matching or sequencing options</li> </ul>		<b>2.58</b> <ul style="list-style-type: none"> <li>HTML text</li> <li>Sequencing Drag and Drop</li> </ul>
	<b>2.60</b> <ul style="list-style-type: none"> <li>Full Screen 3rd Party SCORM Media</li> <li>Optional HTML text (up to 60%)</li> </ul>		<b>4.52</b> <ul style="list-style-type: none"> <li>HTML text</li> <li>9 drag text options or graphic options</li> <li>9 target drop areas over graphic</li> </ul>
	<b>4.55</b> <ul style="list-style-type: none"> <li>HTML text</li> <li>9 drag text options or graphic options</li> <li>9 target text &amp; drop boxes</li> </ul>		

- On the **Screen (New)** window, enter the desired information in all applicable tabs and associated fields.
- Selected the desired language and status by clicking the corresponding radio button.
- Click the **Save** button at the top of the screen to save the information you enter in the fields. **Note:** All information entered in these fields will be available in the storyboard.



- Click the **Return to Question List** button to see the newly created question, with the screen style and question ID appearing in the search list. Questions are automatically assigned a question ID when they are created. **Note:** In an activity, you can also add created questions from within a topic by clicking the **Add Question** button at the top of the screen. See Add Question for more information.



### 4.1.2.2 Add Text Options

**Text Options** are completed differently for different question screen types. See the screen type information in Question Screen Styles for more information.

### 4.1.2.3 Add Feedback

By entering values on the Feedback tab, the developer can assign optional feedback to a question screen, which will be displayed when the user submits their response. **Note:** Default values for feedback fields can be set at the project level, and these will be used to automatically populate the feedback fields in individual question screens, although in such a way that they can still be edited by users.

1. On the **Screen (New)** window, click the **Feedback** tab to open the tab.
2. On the **Feedback** tab, enter the desired correct feedback text in the **Correct Feedback** field. This will be displayed when the user submits the correct response to the question.
3. Enter the desired incorrect text in the **Incorrect Feedback 1** field. This will be displayed the first time a user submits an incorrect response. **Note:** The **Incorrect Feedback 1** text displays if individualized feedback has not been entered in the **Text Options** field.
4. Enter the desired incorrect text in the **Incorrect Feedback 2** field. This will be displayed the second time a user submits an incorrect response. **Note:** If this field is blank the user will only be permitted to have one attempt at answering the question, whereas if it includes text, the user will be given two attempts. Should
5. Click the **Add More Feedback** button and enter the feedback in the corresponding text field (i.e., Incorrect Feedback 3, Incorrect Feedback 4), if required. **Note:** If the Feedback fields are left blank, the user will be given one attempt to answer the question correctly and will be shown default feedback.

The screenshot shows the 'Feedback' tab selected in the top navigation bar. Below the tab, there is a section titled 'Feedback' containing four feedback items. Each item has a header, a text area, and a red minus icon in the top right corner. The first item is 'Correct FeedBack' with the text 'That is correct. The correct answer is shown on the screen.' The second item is 'Incorrect FeedBack 1' with the text 'That is incorrect. Try again.' The third item is 'Incorrect FeedBack 2' with the text 'That is incorrect. The correct answer is shown on the screen.' The fourth item is 'Incorrect FeedBack 3' with an empty text area. A red arrow points to the 'Add More Feedback' button at the bottom right of the feedback section.

#### 4.1.2.4 Add Other Details

1. On the **Screen (New)** window, click the **Feedback** tab to open the tab.
2. Select the desired level of difficulty from the **Level of Difficulty** drop-down menu.  
**Note:** To use the automated rule feature for assigning questions to a test, the level of difficulty for each question must be assigned.
3. Select the desired answer constraint from the **Answer Constraint** drop-down menu.  
**Note:** This allows individual questions to be set as essential to answer and/or answer correctly in order to pass the exam. The user could potentially get a passing grade based on questions answered, but if they do not successfully answer the questions denoted as **Mandatory**, **Mandatory Critical** or **Critical**, they will not pass the test or exam. When **Mandatory** is selected, the user must answer the question. If the question is not answered, the exam will not be evaluated and the user will be directed to the question that is mandatory to answer. When **Mandatory Critical** is selected, the user must answer the question, and it must be answered correctly to pass the exam. When **Critical** is selected, the answer must be correct to pass the exam. For example, the passmark is 50% and the user reaches 90%, but one of the questions they answered incorrectly was critical. The user will receive a failed status for the exam.
4. Enter the estimated time (in seconds) to complete the question in the **Est. Time** field, if required. **Note:** The estimated time to complete a question will help to calculate the overall time it takes to complete a quiz when a time limit is imposed.
5. On the **Review Instructions** and/or **Personal Notes** field, click the pencil icon or the

text field itself to open the HTML editor.

Screen | Save | Preview Screen | Change Screen Style | Copy Question | Language Options | Return to Question Bank | Help

Main Text | Audio | Media | Text Options | Feedback | Tags/Categories | **Other Details** | Security | Pop-Up Boxes

Other Details

Level of Difficulty: medium | Est. Time: 75 (1 minute 15 seconds)

Answer Constraint: Mandatory

Review Instructions

Personal Notes

- On the HTML editor window, enter the desired text, and then click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving. **Note:** When the question is added to a test activity the **Point Value** field and the **Enable Partial Scoring** checkbox display on the **Other Details** tab. Assign a point value (0-999) in the **Point Value** field, if required. Click the **Enable Partial Scoring** box to enable the weighted value inputs on the **Text Options** tab. **Note:** The **Weighted Value** fields will only display when partial scoring is enabled.

Main Text | Audio | Media | Text Options | Feedback | Tags/Categories | **Other Details** | Security | Pop-Up Boxes

Other Details

Level of Difficulty: low | Point Value: 1.00 | Est. Time:

Answer Constraint: Mandatory | Enable Partial Scoring: ☐

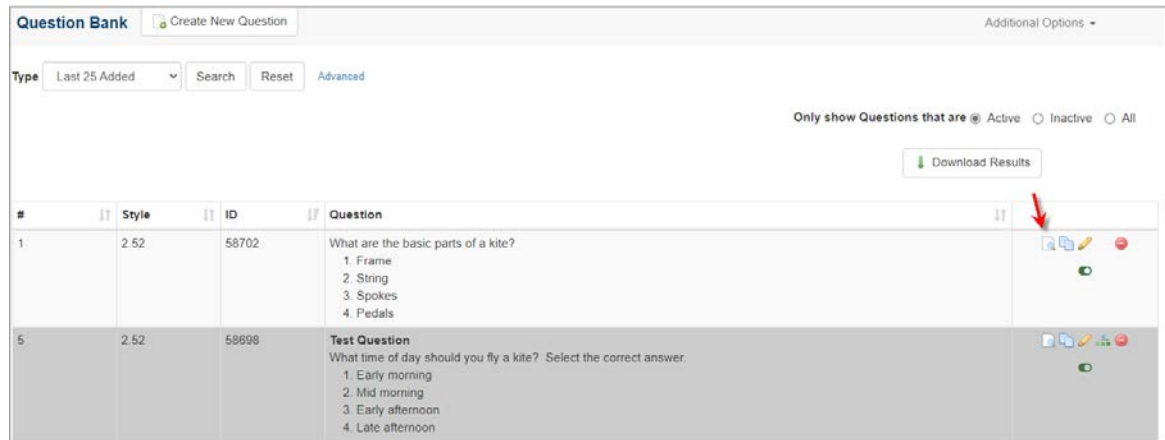
### 4.1.3 Preview Question Screen

Questions may be previewed in the Question Bank or in the activity to which they have been added.

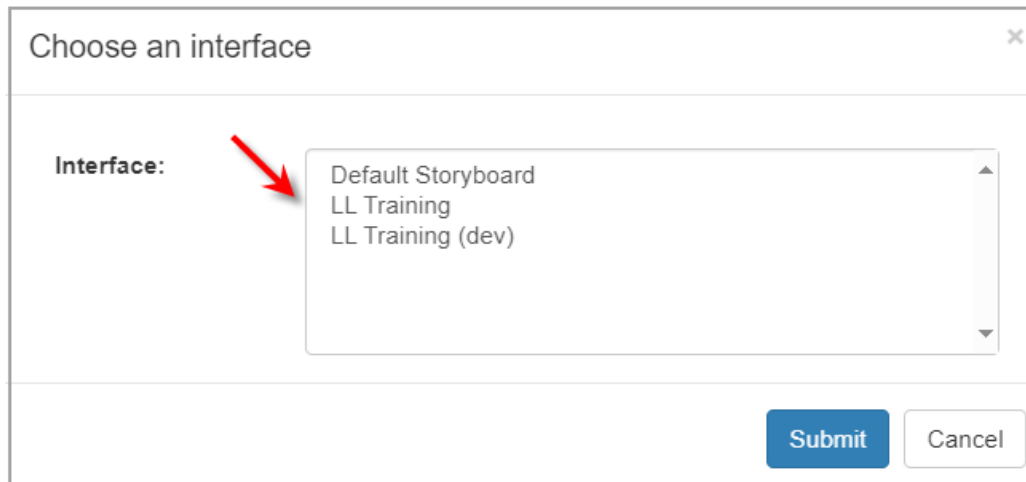
- On the **Question Bank** screen, select the desired question to preview. You may search for the question using the Question Bank search features.



2. Click the Preview icon for the desired question to open the **Choose an interface** window.



3. On the **Choose an interface** window, select the desired interface. **Note:** The question will be previewed in the selected interface. When previewing individual screens using the Storyboard Interface, the functioning screen will be rendered in the browser, rather than the storyboard layout used in the Storyboard Report or when the whole activity is opened in the Storyboard Interface.
4. Click the **Submit** button to open the preview in a new window.



5. Close the preview window and exit the preview and return to the previous screen.

#### 4.1.4 Copy Question Screens

To copy an question:

1. On the **Question Bank** screen, select the desired question(s) to copy.
2. Click the Copy Question icon for each question to place them on the clipboard and display the **Paste Questions** button.



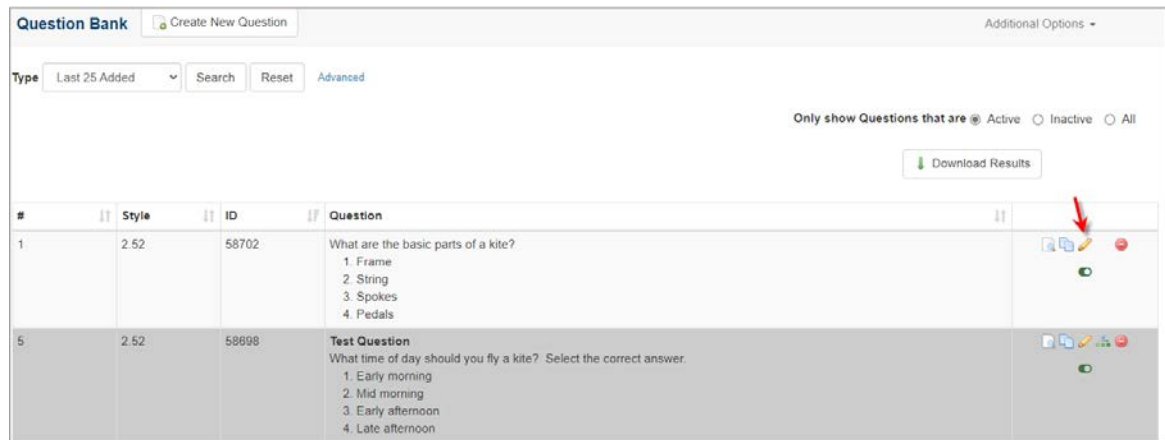
3. Click the **Paste Question(s)** button to create copies of the question(s) selected or clicking the **Clear Clipboard** button to deselect all questions and return to the previous screen. The copied question(s) will display in the list. Click the Edit icon to make changes to the copy (changes will not be reflected in the original question). See Edit Question Screen for more information. **Note:** You may also copy questions from the **Question Bank** and paste them into an activity. Questions can also be copied from one activity to another.



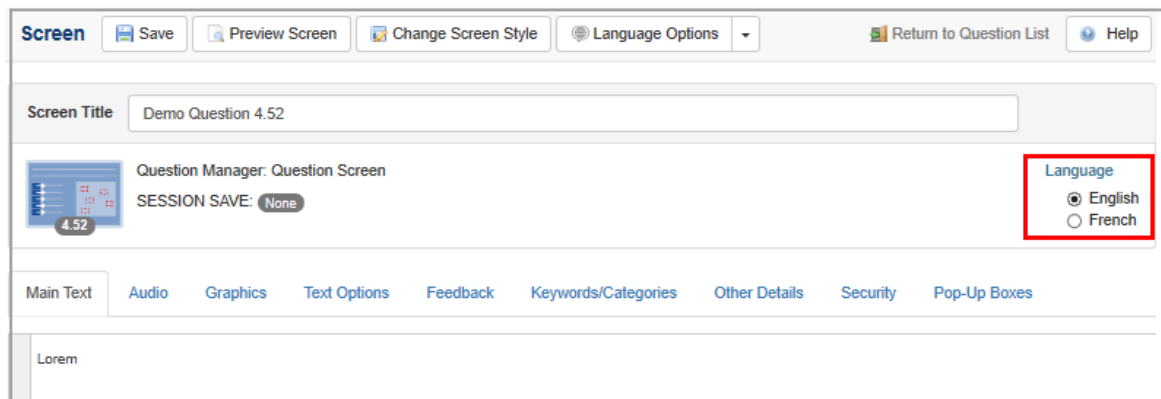
### 4.1.5 Edit Question Screen

To edit a question:

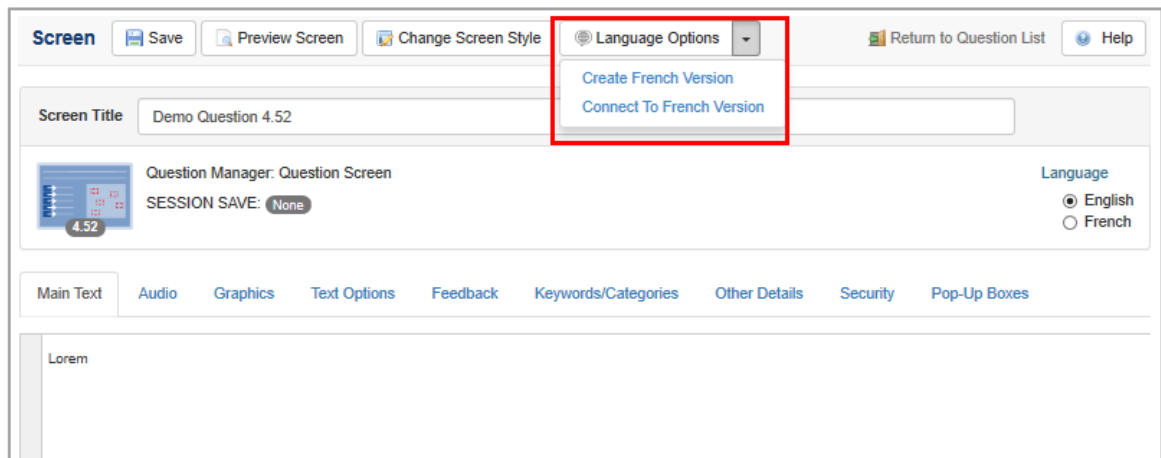
1. On the **Question Bank** screen, select the desired question(s) to edit.
2. Click the Edit icon to open the question screen. **Note:** You cannot edit a question that is assigned to a locked activity.
3. On the question screen, edit the required fields, then click the **Save** button at the top of the screen.



4. If **Multilingual Support** is enabled: A **Language** toggle button takes you to the alternate language screen, disconnecting you from the original screen.



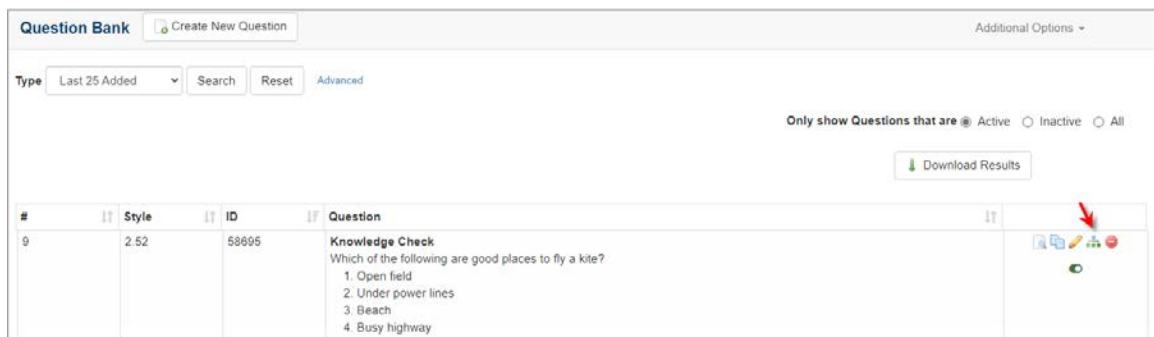
5. If the question screen is not connected to an alternate language, from the **Language Options** drop-down, you can **Create 'Alternate Language' Version** (copy/paste) or **Connect to 'Alternate Language' Version** (search for screen and link the two).



## 4.1.6 Question Usage

To view a question's usage:

1. On the **Question Bank** screen, select the desired question(s) to view.
2. Click the Usage icon to open the **Question Screen Usage** window. **Note:** The Usage icon displays when the question is in more than one location.



3. On the **Question Screen Usage** window, click the desired **Learning Object** link to open the location of the question. **Note:** The **Question Screen Usage** window displays all of the learning objects in which the question is used.

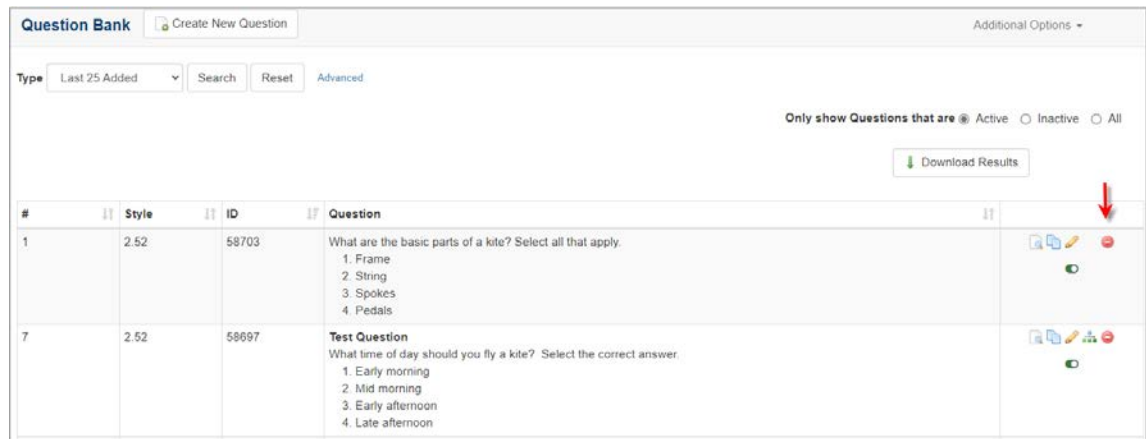
Question Screen Usage		
<b>Test Activity</b> <b>Demo Topic 2</b> <b>Screen: 3</b> This question is used in 7 activities.		
Folder: Verification Guide		
Learning Object	Topic	Screen #
<a href="#">Test Activity</a>	<a href="#">Demo Topic 2</a>	3
<a href="#">Kite and Bike Basics</a>	<a href="#">Flying a Kite</a>	5
<a href="#">demo test jodi</a>		1
<a href="#">Test Activity</a>	<a href="#">Demo Topic</a>	13
<a href="#">Test Activity</a>	<a href="#">Demo Topic (2)</a>	13

## 4.1.7 Delete Question

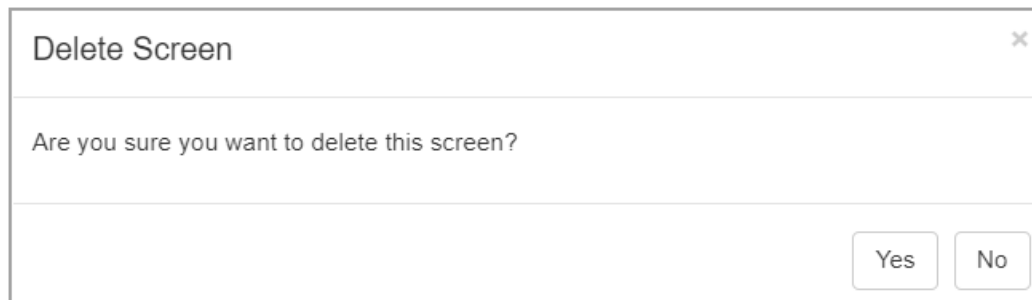
To delete a question:

1. On the **Question Bank** screen, select the desired question to delete.

2. Click the Delete icon for the question to open the **Delete Screen** window.



3. On the **Delete Screen** window, click the **Yes** button to delete the question or click the **No** button to close the **Delete Screen** window.



When the question is used in more than one location the **Question Screen Usage** window opens, indicating the question is being used in other activities. On the **Question Screen Usage** window, click the **Delete** button to delete the question or click the **Close** button to close the **Question Screen Usage** window without deleting the question.

Question Screen Usage

Demo Screen-Styles 4.6

Question Screens

Screen: 33

This question is used in 1 activity and 1 learning object.

Folder: Screen Style Examples

Learning Object	Topic	Screen #
Demo Screen-Styles 4.6	Question Screens	33

Delete

Close

When the question you are deleting has a linked translated version, the **Question Screen Usage** window opens with the following possibilities:

- A translated version of the question exists and you now have the option to also delete the alternative language version by clicking the corresponding checkbox. Click the **Delete** button to delete the question or click the **Close** button to close the **Question Screen Usage** window without deleting the question.

Question Screen Usage

Cerfs-Volants et V?los

Introduction

Screen: 2

This question is used in 2 activities.

Folder: Verification Guide \ French Test Activity

Learning Object	Topic	Screen #
Cerfs-Volants et V?los	Introduction	2
Cerfs-Volants et V?los	Flying a Kite	7

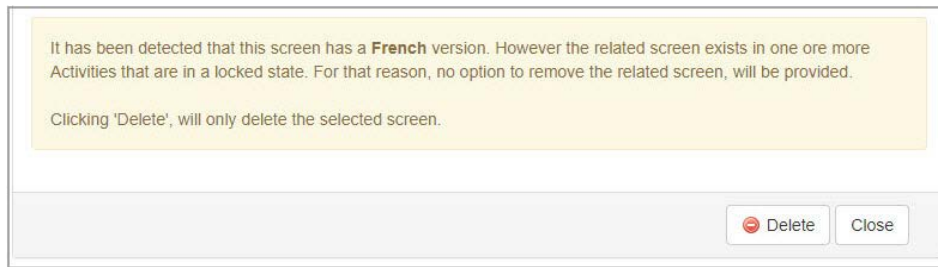
It has been detected that this screen has a **French** version. Select the option in the footer below to also remove that screen.

☐ Also delete **French** version

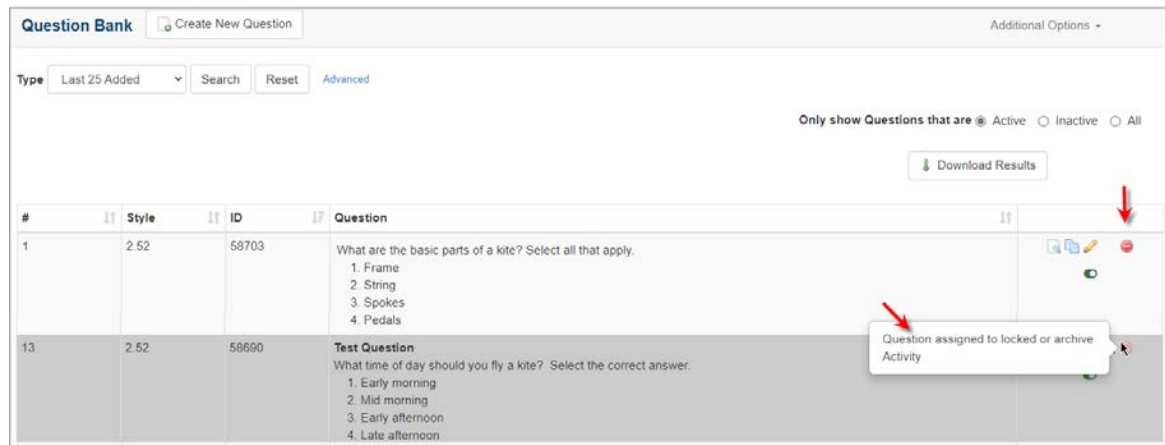
Delete

Close

- A translated version of the question exists, but it is located in an activity that is currently locked. In this case, clicking the **Delete** button will only delete the selected question, breaking the link with the translated version.



When the question is assigned to a locked or archived activity, the Delete icon is disabled.

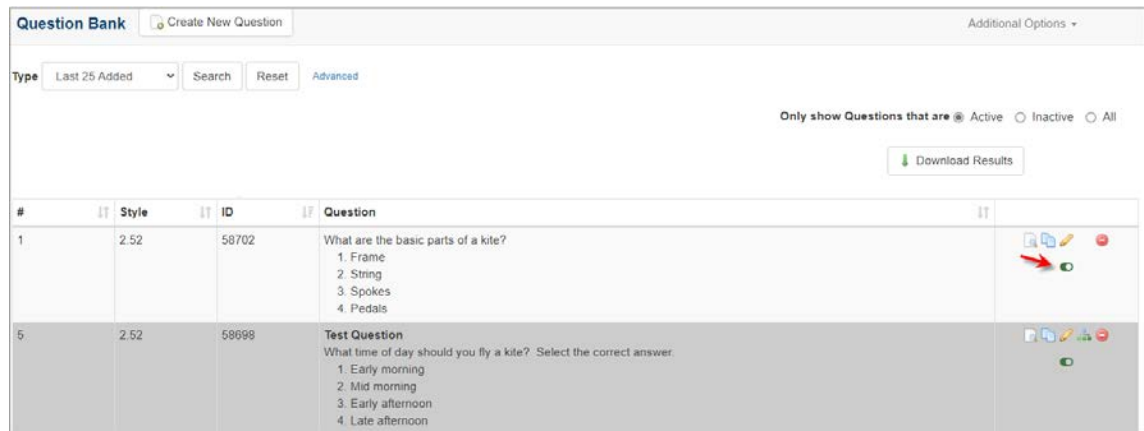


## 4.1.8 Deactivate Question

Inactive questions will still appear in the Question Bank and in any lessons or tests they were added to prior to deactivation. These questions can be edited or deleted just like active questions. Once a question is inactive, however, it cannot be added to lessons or tests. Deactivating is useful when you wish to discontinue a question without impacting existing activities.

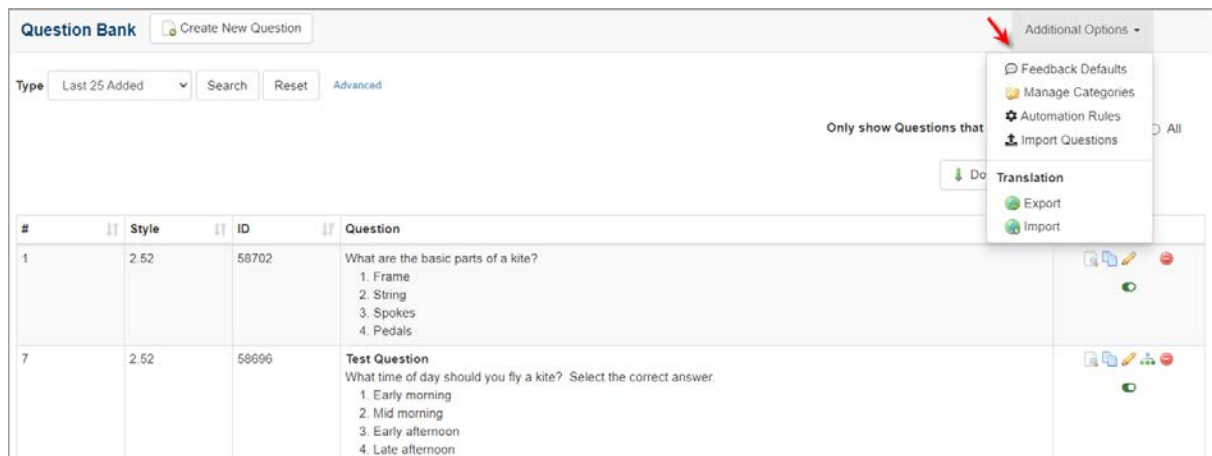
To deactivate a question:

1. On the **Question Bank** screen, select the desired question to deactivate.
2. Click Active toggle icon for the question to deactivate. **Note:** To reactivate an inactive question, use the search features to locate the question you wish to reactivate. Make sure that the **Inactive** or **All** status filter radio button is selected.



## 4.1.9 Additional Options Menu

The **Additional Options** menu on the **Question Bank** screen, allows you to set feedback defaults, create categories, set automation rules for questions as well as import and export questions.



### 4.1.9.1 Feedback Defaults

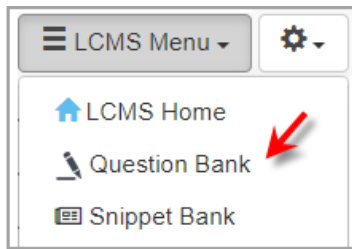
Administrators and Managers may assigned default feedback for questions in the Question Bank. The default feedback will be used to automatically populate the fields in new question screens. **Note:** The developer will be able to edit or modify these defaults.

To set default feedback for all questions in the Question Bank:

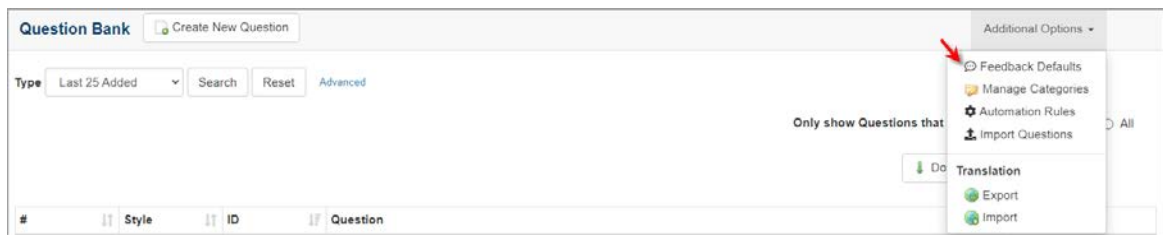
1. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click the **Question Bank** option to open the



**Question Bank** screen.



3. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Feedback Defaults** to open the **Feedback Defaults** screen.



4. On the **Feedback Defaults** screen, enter the desired feedback for the **Correct Feedback**, **Incorrect Feedback 1**, and/or **Incorrect Feedback 2** fields.
5. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

A screenshot of the 'Question Bank: Feedback Defaults' screen. It has a breadcrumb trail 'Question Bank' at the top. The main area contains three input fields: 'Correct Feedback' with the text 'Correct', 'Incorrect Feedback 1' with the text 'Try again.', and 'Incorrect Feedback 2' with the text 'Incorrect'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

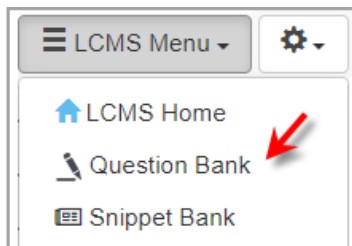
## 4.1.9.2 Manage Categories

Categories are used to manage questions in the Question Bank. Before developing questions, set up the categories for all questions in the project. The categories must be

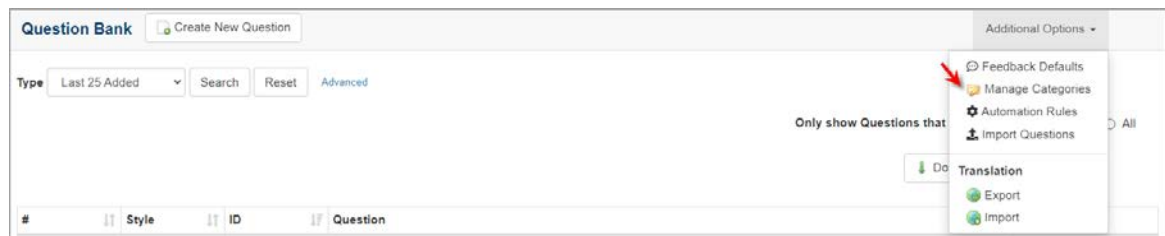
named and organized to manage all questions used throughout the project activities.

To view the Question Bank categories:

1. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click the **Question Bank** option to open the **Question Bank** screen.



3. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Manage Categories** to open the **Manage Categories** screen.



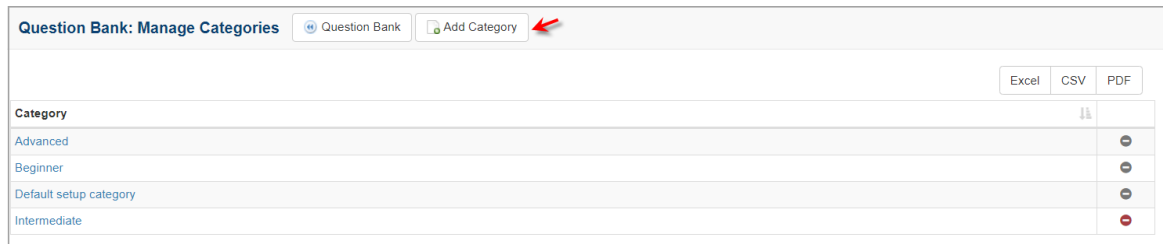
#### 4.1.9.2.1 Add a Category

To add a Question Bank category:

1. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Manage Categories** to open the **Manage Categories** screen.



2. On the **Manage Categories** screen, click the **Add Category** button to open the **New Category** screen.



Question Bank: Manage Categories

Question Bank Add Category

Excel CSV PDF

Category	
Advanced	
Beginner	
Default setup category	
Intermediate	

- On the **New Category** screen, enter the desired category name in the **Category** field.



New Category

Category New category name

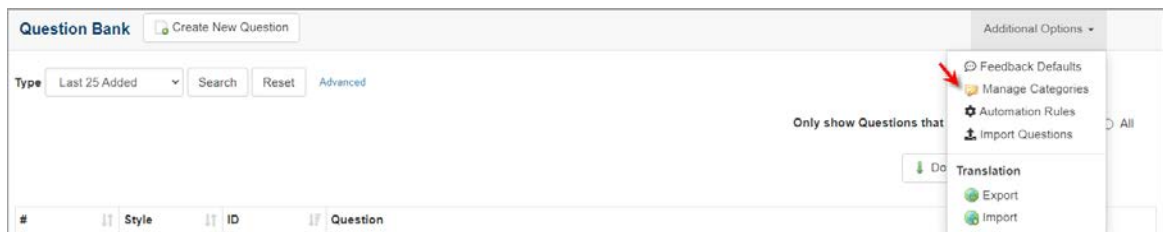
Cancel Submit

- Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving. **Note:** The new category name will display on the **Manage Categories** screen.

#### 4.1.9.2.2 Edit a Category

To edit a Question Bank category:

- On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Manage Categories** to open the **Manage Categories** screen.



Question Bank Create New Question

Type Last 25 Added Search Reset Advanced

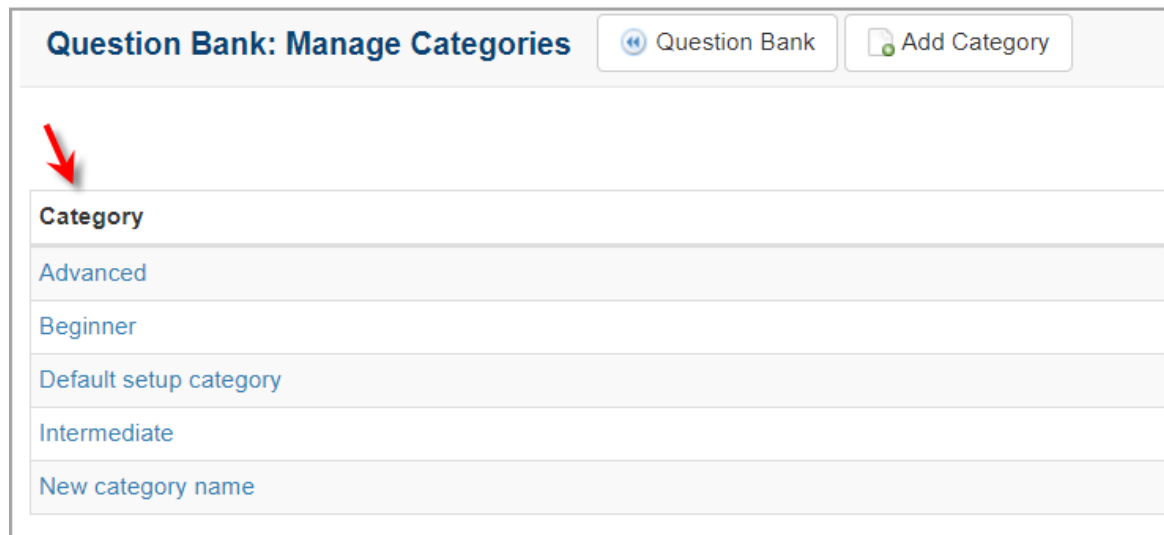
Only show Questions that

Additional Options

- Feedback Defaults
- Manage Categories
- Automation Rules
- Import Questions
- Translation
- Export
- Import

#	Style	ID	Question
---	-------	----	----------

- On the **Manage Categories** screen, click the desired category link to open the **Edit Category** screen.



**Question Bank: Manage Categories** [Question Bank](#) [Add Category](#)

Category
Advanced
Beginner
Default setup category
Intermediate
New category name

3. On the **Edit Category** screen, edit the category name in the **Category** field.



**Edit Category: New category name**

**Category**

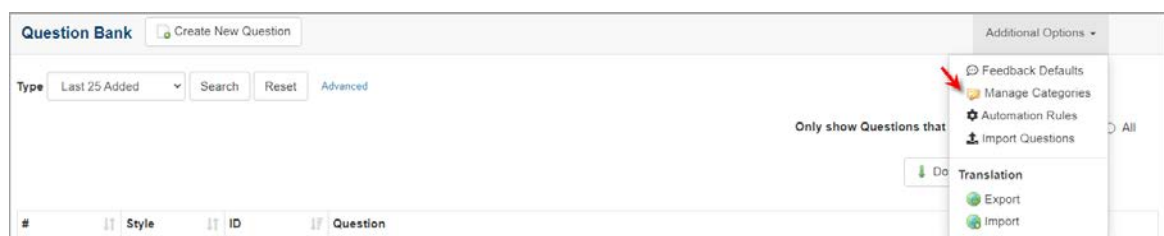
[Cancel](#) [Submit](#)

4. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving. **Note:** The edited category name will display on the **Manage Categories** screen.

#### 4.1.9.2.3 Delete a Category

To delete a Question Bank category:

1. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Manage Categories** to open the **Manage Categories** screen.



**Question Bank** [Create New Question](#)

Type: [Last 25 Added](#) [Search](#) [Reset](#) [Advanced](#)

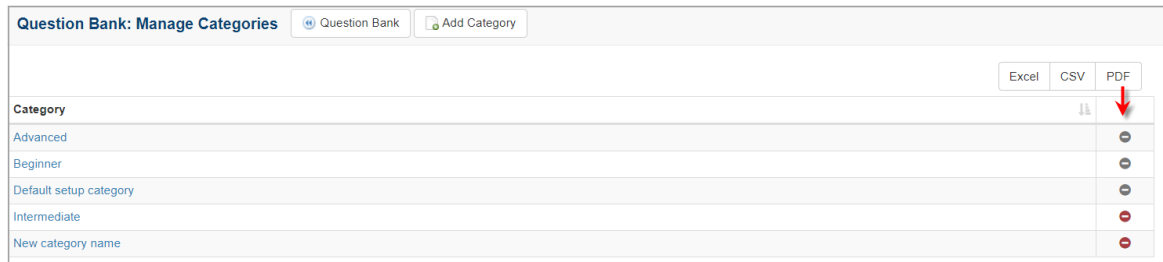
Only show Questions that [Do](#)

**Additional Options**

- Feedback Defaults
- Manage Categories**
- Automation Rules
- Import Questions
- Translation
- Export
- Import

#	Style	ID	Question
---	-------	----	----------

2. On the **Manage Categories** screen, click the Delete icon for the desired category to remove the category. **Note:** When questions are assigned to a category the Delete icon is greyed-out.



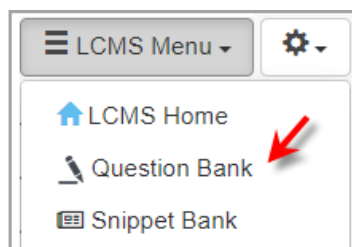
### 4.1.9.3 Automation Rules

Questions for a project are created using the Question Bank. When a test is created, questions may be added to the test one at a time, or all at once using the automated rule feature. You can use one or both options to enter questions in the same test.

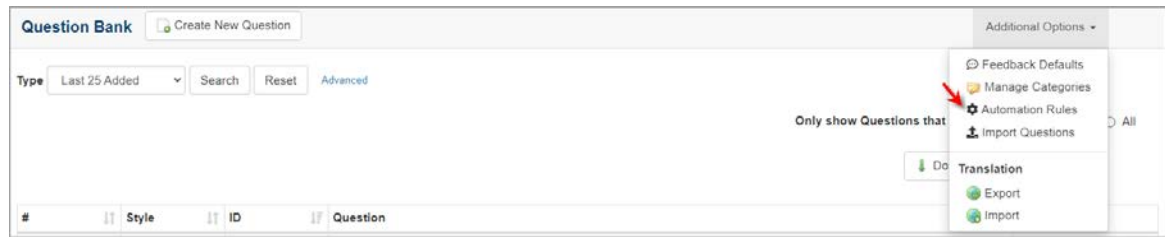
Before the questions are automatically added to the Test Activity, a rule must be created that defines the specifications for the automatic generation of the questions. To use this feature, each question that was developed must have a level of difficulty specified.

To view the Question Bank automation rules:

1. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click the **Question Bank** option to open the **Question Bank** screen.



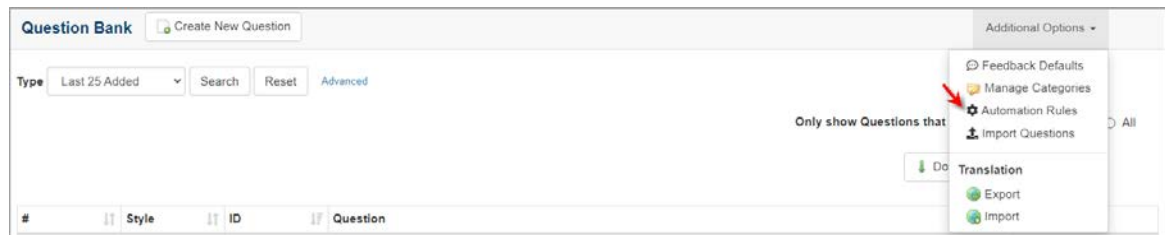
3. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Automation Rules** to open the **Manage Automation Rules** screen.



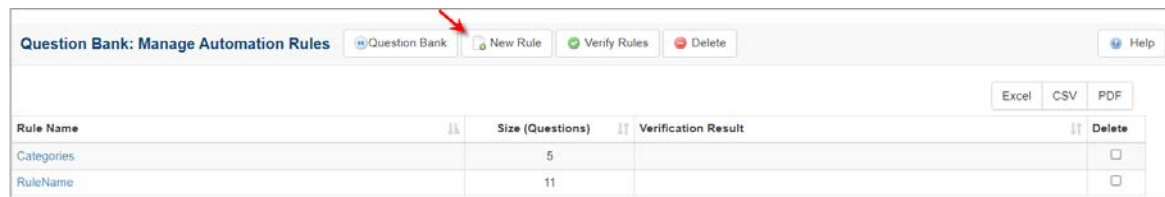
#### 4.1.9.3.1 Create New Rule

To create a new automation rule:

1. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Automation Rules** to open the **Manage Automation Rules** screen.



2. On the **Manage Automation Rules** screen, click the **New Rule** button to open the **New Rule** screen.



3. On the **New Rule** screen, enter the desired name in the **Rule Name** field.
4. Select the desired filter option from the **Filter Type** drop-down menu to open the corresponding window.

Question Bank: Manage Automation Rules: New Rule

Rule Name : New Rule

Filter Type ▼

- Category
- Tag
- Screen Style

by adding Question filters. The order of your filters, will be the order Questions are found.

	Low	Med	High	Sub-total
Totals	0	0	0	0

Cancel Submit

5. On the corresponding window, select the desired option from the drop-down menu.  
**Note:** The Category option is depicted in this topic.

Question Bank: Manage Automation Rules: New Rule

Rule Name : New Rule

Filter Type ▼

Build your Automation Rule by adding Question filters. The order of your filters, will be the order Questions are found.

Select Category

- ( Please Select a Category )
- ( Please Select a Category )
- Advanced (15)
- Beginner (3)
- Default setup category (75)

Cancel Ok

6. Click the **Ok** button to close the window. A new row will appear in the automation rule. The total count of screens that match the row filter will display beneath the row's input fields. If **Multilingual Support** is enabled, the screen count will be shown for both languages. **Note:** To reorder filters, use the drag-handles on the top-left of the **Filter Name** field.
7. Enter the number of questions required for each level of difficulty within each filter. The number in brackets [ ] beside each field indicates the number of questions assigned that level of difficulty. Sub totals will show the number of questions required from each filter; totals will show the total number of questions required from all categories at the low, medium and high level of difficulty. **Note:** If the number required exceeds the number of Questions available in the level categories a (low, medium or high) a **Validation has failed** message displays. A validation error can occur if **Multilingual Support** is enabled and the screen count for the alternate language questions is zero.

Rule Name :

Filter Type ▾

Build your Automation Rule by adding Question filters. The order of your filters, will be the order Questions are found.

	Low	Med	High	Sub-total
## Default setup category	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	[57 / 12] ?	[1 / 0] ?	[0 / 0] ?	
## 2.52	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	[15 / 3] ?	[1 / 0] ?	[0 / 0] ?	
Totals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

en / fr screen count for this category and level.

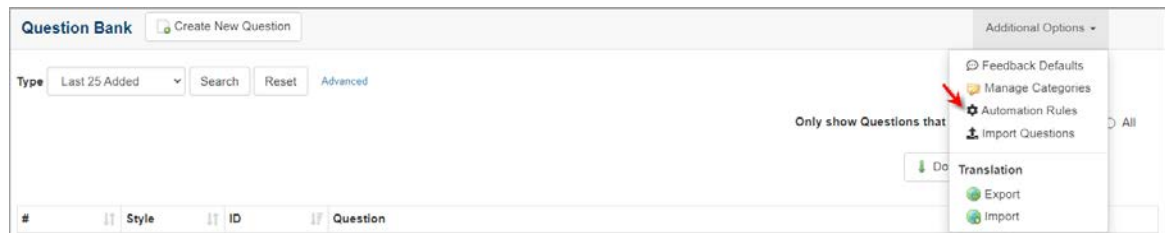
Cancel Submit

- Click the **Submit** button to save the changes or click the **Cancel** button the return to the previous screen without saving. **Note:** The new rule will be displayed on the **Manage Automation Rules** screen.

#### 4.1.9.3.2 Edit Rule

To edit an automation rule:

- On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Automation Rules** to open the **Manage Automation Rules** screen.



- On the **Manage Automation Rules** screen, click the desired automation rule to open the rule's screen.

Question Bank: Manage Automation Rules

Question Bank New Rule Verify Rules Delete Help

Excel CSV PDF

Rule Name	Size (Questions)	Verification Result	Delete
Categories	5		<input type="checkbox"/>
New Rule	64		<input type="checkbox"/>
RuleName	11		<input type="checkbox"/>



3. On the rule's screen, edit the information in the appropriate fields. **Note:** Filters may be reordered using the drag-handles on the top-left of the **Filter Name** field.

Question Bank: Manage Automation Rules: RuleName

Rule Name :

Filter Type

Build your Automation Rule by adding Question filters. The order of your filters, will be the order Questions are found.

	Low	Med	High	Sub-total
Default setup category	<input type="text" value="10"/> [69]?	<input type="text" value="1"/> [1]?	<input type="text" value="0"/> [0]?	<input type="text" value="11"/>
2.52	<input type="text" value="16"/> [16]?	<input type="text" value="0"/> [1]?	<input type="text" value="0"/> [0]?	<input type="text" value="16"/>
Totals	<input type="text" value="26"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="27"/>

4. Click the **Submit** button to save the changes or click the **Cancel** button the return to the previous screen without saving.

#### 4.1.9.3.3 Verify Rule

When each question was created using **Question Bank**, it was assigned a category (mandatory) and a level of difficulty (optional). In order for the automation rules feature to be used, questions must be assigned a level of difficulty.

To verify the automation rule:

1. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Automation Rules** to open the **Manage Automation Rules** screen.

Question Bank

Type:    [Advanced](#)

Only show Questions that

Additional Options

- Feedback Defaults
- Manage Categories
- Automation Rules
- Import Questions
- Translation
- Export
- Import

#	Style	ID	Question
---	-------	----	----------

2. On the **Manage Automation Rules** screen, click the **Verify Rules** button. The results will be displayed in the **Verification Result** fields. If the rule is verified, this will be indicated. Verification means that the number of questions chosen for a level of

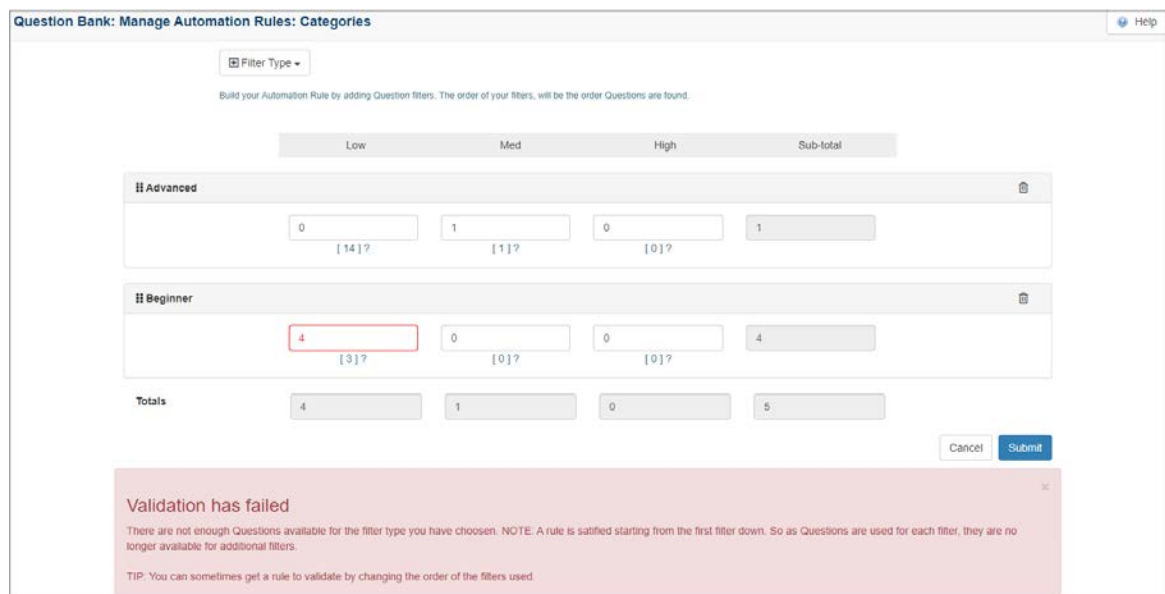
difficulty within a category did not exceed the number of questions available.



Rule Name	Size (Questions)	Verification Result	Delete
Categories	5		<input type="checkbox"/>
New Rule	64		<input type="checkbox"/>
RuleName	11		<input type="checkbox"/>

If the number of questions chosen for a level of difficulty within a category exceeds the number of questions available, the rule will not be verified. **Note:** Try reordering the filters in the rule if the validation fails. Filters may be reordered using the drag-handles on the top-left of the **Filter Name** field. To find out why the rule did not verify, click the **Rule Name**.

The **Rule Name** window will open stating the reason(s) why the rule was not verified.



Question Bank: Manage Automation Rules: Categories

Filter Type ▾

Build your Automation Rule by adding Question filters. The order of your filters, will be the order Questions are found.

	Low	Med	High	Sub-total
<b>Advanced</b>	0 [14]?	1 [1]?	0 [0]?	1
<b>Beginner</b>	4 [3]?	0 [0]?	0 [0]?	4
<b>Totals</b>	4	1	0	5

Cancel Submit

**Validation has failed**

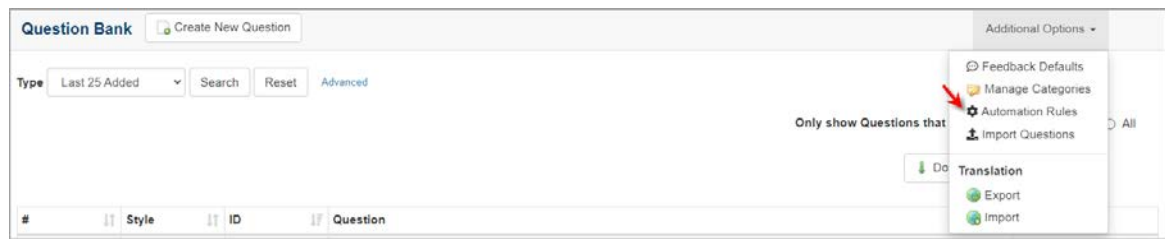
There are not enough Questions available for the filter type you have chosen. NOTE: A rule is satisfied starting from the first filter down. So as Questions are used for each filter, they are no longer available for additional filters.

TIP: You can sometimes get a rule to validate by changing the order of the filters used.

#### 4.1.9.3.4 Delete Rule

To delete the automation rule:

1. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Automation Rules** to open the **Manage Automation Rules** screen.



2. On the **Manage Automation Rules** screen, click the checkbox for the desired rule, and then click the **Delete** button to delete the selected rule.

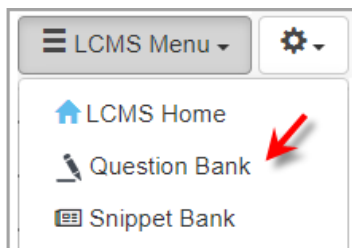


#### 4.1.9.4 Import Questions

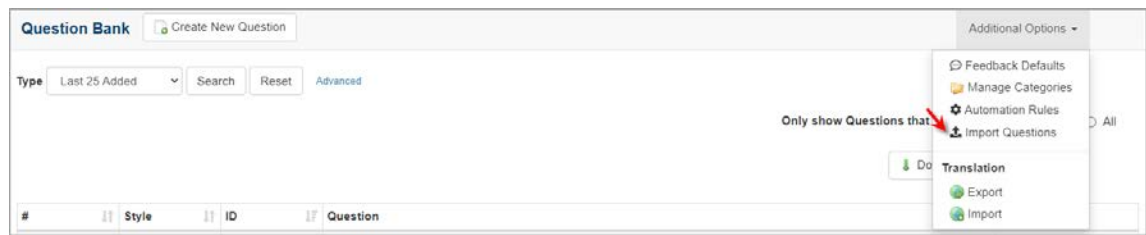
Administrators, managers and senior developers can import existing questions into the Question Bank from a CSV file using the **Import Questions** tool.

To import existing questions:

1. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click the **Question Bank** option to open the **Question Bank** screen.



3. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Import Questions** to open the **Import Questions** screen.



4. On the **Import Questions** screen, click the **Choose File** button to select the file you wish to import in the **Import File** field.
5. Select the desired language from the **Language** drop-down menu to import the corresponding question screens. **Note:** This field will only display when **Multilingual Support** is enabled.
6. Enter keywords in the **Tags** field to import questions with the selected tags, if required. **Note:** By default, the field is automatically populated with a unique identifier for the import. This tag can be used later to locate all questions associated with the import.

 A screenshot of the 'Import Questions' form. At the top, there's a 'Question Bank' button. The form has several fields:
 

- Import File:** A text box with a 'Choose File' button (highlighted with a red arrow) and 'No file chosen' text.
- Language:** A dropdown menu showing 'English' (highlighted with a red arrow).
- Tags:** A text box containing 'import\_20210831\_0907' (highlighted with a red arrow).
- Below the Tags field, a message says 'A Tag has been populated for you.' with an information icon.
- Categories:** A dropdown menu showing 'None selected'.
- Classification:** A dropdown menu showing 'Unclassified'.
- Controlled Goods:** A dropdown menu showing 'CAT 4 - Not Applicable - No Technical Content'.
- A 'Submit' button is at the bottom right.

7. Select the desired categories from the **Categories** field to import questions in the selected categories.
8. Select the desired security classification from the **Classification** drop-down menu to import questions with the selected security classification.
9. Select the desired controlled goods classification from the **Controlled Goods** drop-down menu to import questions with the controlled goods classification.

**Import Questions**
Question Bank

Import File:
 No file chosen

Language:
English

Tags

A Tag has been populated for you.

Categories:
None selected

Classification:
Unclassified

Controlled Goods:
CAT 4 - Not Applicable - No Technical Content

10. Click the **Submit** button to open the **Import Preview** window. The **Import Preview** window will display a preview of the questions to be imported. The preview will include the question (Line number, Type, Style, Title, Question Text and Additional Data). A green checkmark will appear next to valid questions. A red x will appear next to invalid questions. When invalid questions are found, the import will not proceed. Issues identified with invalid questions are displayed in red text to help users correct the problem.
11. On the **Import Preview** window, click the **Import Questions** button to proceed with the import. Once the import is complete, the **Question Bank** will display all imported questions.

Import Preview

Filter:

	Line	Type	Style	Title	Question Text	Additional Data
✓	1	MC	2.51	Math Question	What's 2+2?	Option: 3 (FALSE) / Option: 2 (FALSE) / Option: 5 (FALSE) / Option: 4 (TRUE) / Option: 5 (FALSE) / Option: 6 (FALSE) / Option: 7 (FALSE) / Option: 8 (FALSE) / Option: 9 (FALSE) /
✗	2	???	xxx	xxx	Invalid Question Type (AC)	What's 4-2?(2)(TRUE)(1)(FALSE)000000000000

Showing 1 to 2 of 2 entries

Issues found, unable to import.

#### 4.1.9.4.1 Question Formatting

All questions imported into the Question Bank must adhere to a specific format. The required format will vary based on the question type. The table below lists all question

types currently supported and the format for each type:

Question Type	Code	Screen Style	Format	Notes
Multiple Choice	MC	2.52	Question Type (code), Title, question text, text option 1, correct/incorrect, text option 2, correct/incorrect, etc.	<ul style="list-style-type: none"> <li>Up to 9 text options are supported.</li> <li>Multiple answers can be correct.</li> </ul>
Matching	MAT	4.55	Question Type (code), Title, question text, text option 1, matching target text, text option 2, matching target text, etc.	<ul style="list-style-type: none"> <li>Up to 9 answers and matching text are supported.</li> <li>The 'randomize target text at run-time' option will be selected for any imported questions of this type.</li> <li>Multiple text options may use the same target text.</li> </ul>
Fill in the Blank	FI B	2.56	Question Type (code), Title, question text, input mask, answer 1, answer 2, etc.	<ul style="list-style-type: none"> <li>Input mask can be blank.</li> <li>Multiple valid answers accepted.</li> <li>If an input mask is specified, all valid answers must match the input mask.</li> </ul>

An example document is displayed in table format below. This format must be followed or the import will fail. **Note:** The Title column can remain blank if question titles are not used.

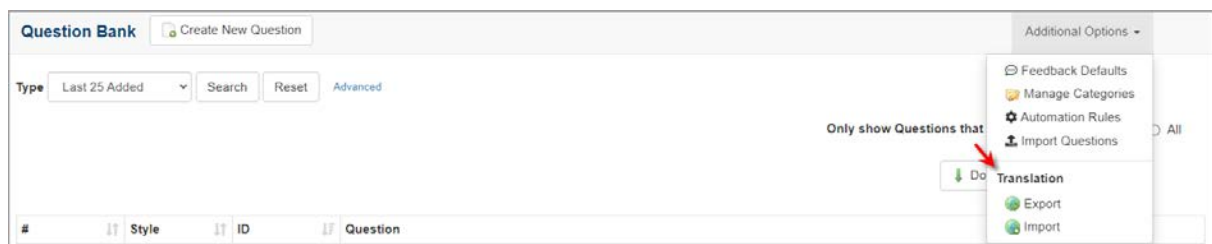
MC	Knowledge Check 1	What is 22 + 40?	52	incorrect	62	correct	72	incorrect
----	-------------------	------------------	----	-----------	----	---------	----	-----------

M A T	Knowle dge Check 2	Match the word to its definition.	Auto dida ct	A person who has learned a subject without the benefit of a teacher	Syno nym ous	Equivale nt in meaning	Defen estrat e	To throw out a window
F I B	Knowle dge Check 3	What animal is like a writing desk?	* * * * *	Raven	rave n			

**Note:** When creating questions in Microsoft Excel or similar spreadsheet software, ensure the file is saved in CSV format.

### 4.1.9.5 Translation

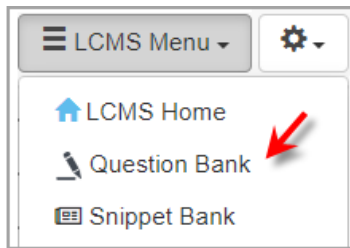
When Multilingual Support is enabled, the **Additional Options** menu, on the **Question Bank** screen, will also include a **Translation** section. The **Translation** section will have the **Export** and **Import** options.



#### 4.1.9.5.1 Export

To export a questions translation file from the Question Bank:

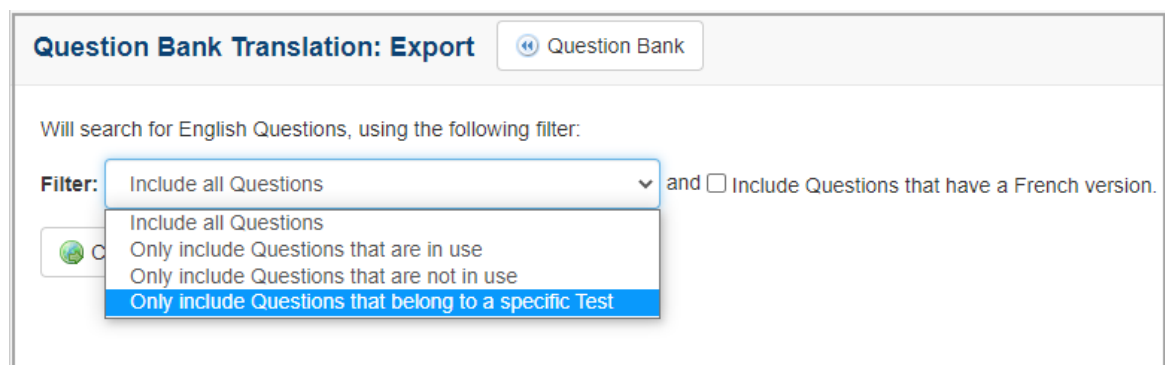
1. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click the **Question Bank** option to open the **Question Bank** screen.



3. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Export** to open the **Question Bank Translation: Export** screen.

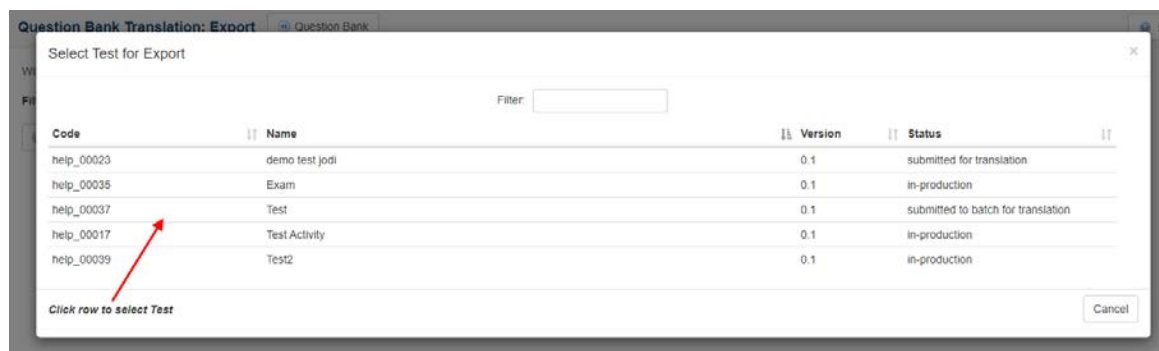


4. On the **Question Bank Translation: Export** window, use the **Filter** field to choose the questions you wish to export.
5. Click the **Include Questions that have a French version**, if required. **Note:** When the filter **Only include Questions that belong to a specific Test** is selected, the **Select Test for Export** window opens.

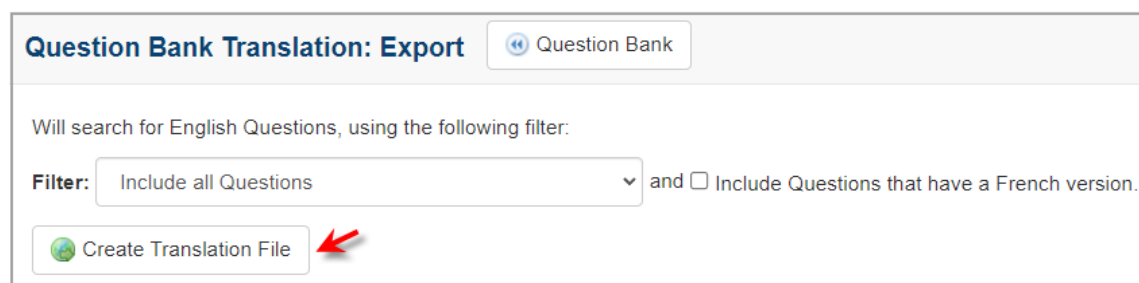


6. On the **Select Test for Export** window, click the row of the desired test to select it.

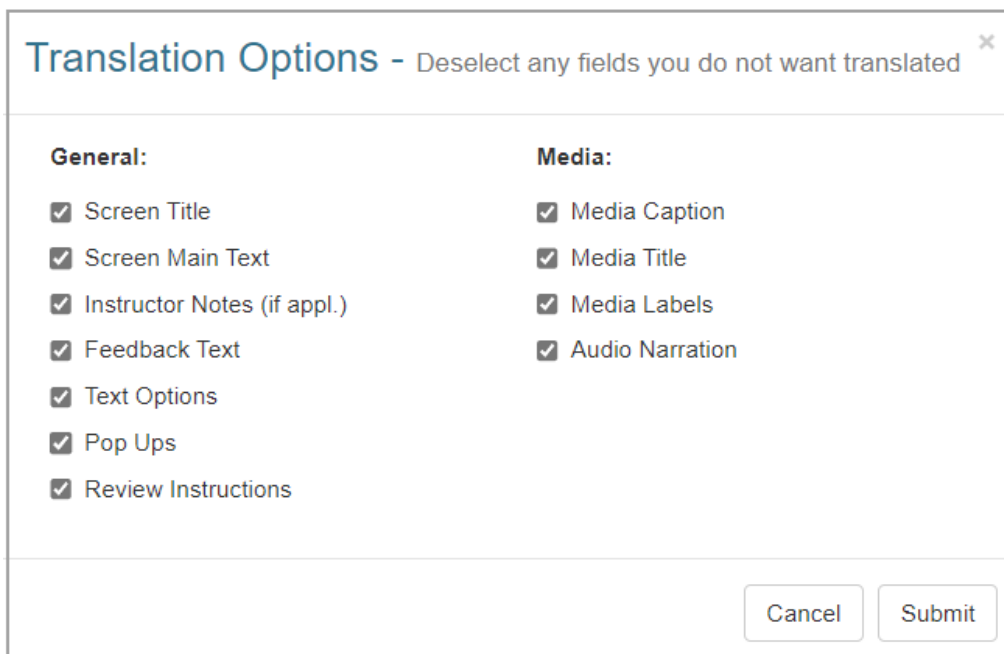




7. On the **Question Bank Translation: Export** window, click the **Create Translation File** button to open the **Translation Options** window.



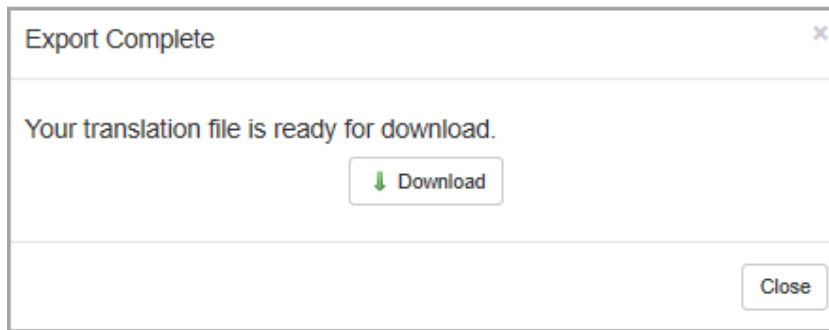
8. On the **Translation Options** window, deselect any fields you do not want translated.



9. Click the **Submit** button to save the changes and open the **Export Complete**

window or click the **Cancel** button the return to the previous screen without saving.

10. On the **Export Complete** window, click the **Download** button (if your are using IE, right-click and select **Save Target As**) to download. The downloaded file is an HTML document.

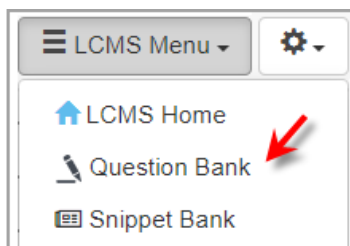


11. Click the **Close** button to close the **Export Complete** window and return to the previous screen.

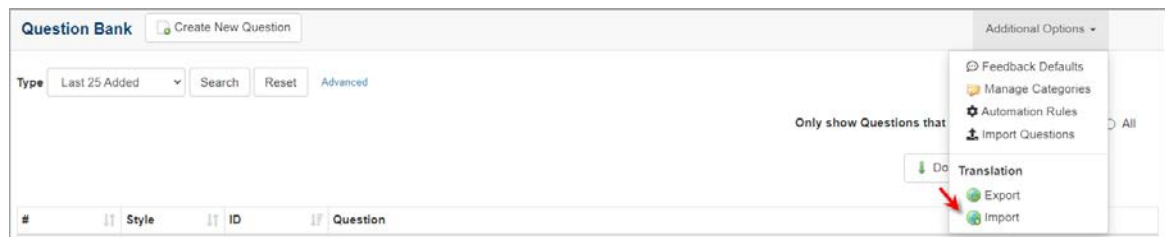
#### 4.1.9.5.2 Import

To import a questions translation file into the Question Bank:

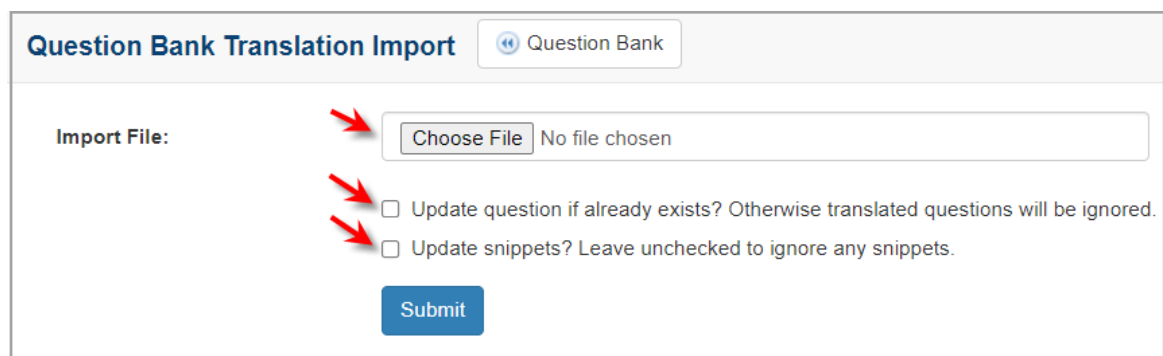
1. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click the **Question Bank** option to open the **Question Bank** screen.



3. On the **Question Bank** screen, click the **Additional Options** drop-down menu, and select **Import** to open the **Question Bank Translation Import** screen.



4. On the **Question Bank Translation Import** screen, click the **Choose File** button to browse for the file you wish to import.
5. Click the **Update question, if already exists?** checkbox to update questions. **Note:** Existing translated questions will be ignored if this is left unchecked.
6. Click the **Update Snippets?** checkbox to update snippets. **Note:** Existing translated snippets will be ignored if this is left unchecked.



7. Click the **Submit** button. Several details will display in a status report.
8. On the status report, click the checkbox for items with a ready status in the **Import Status** column.
9. Click the **Import Selected** button. **Note:** Do not navigate away from this screen during the import.

Activity	Type	Development Phase	Code	Version	Production Status	Import Status
Question Bank	n/a	n/a	question_bank	n/a	n/a	Ready

## 4.2 Snippet Bank

A snippet is a small piece of text that can be inserted and reused throughout an **Activity** or **Project** such as boilerplate text, cautions and warnings. When created or inserted **Snippets** display as text with a grey background. The ability to edit a **Snippet** is role specific with assigned permissions (**Administrator**, **Manager**, **Senior Developer**, or the **Developer** who created the snippet). Once a snippet is created, it resides in the **Snippet Bank** where it can be selected for reuse, edited (role specific), or deleted. **Snippets** are created or inserted in the **Main Text** field and **Instructor Notes**. See Create Snippet for more information.

When Multilingual Support is enabled, Snippets are translated as part of the **Main Text** field. Language option radio buttons display to toggle between English and the alternate language. See Translated Snippet for more information.

To access the snippet bank:

1. On the **LCMS Home** screen, click the desired project to open the project screen.

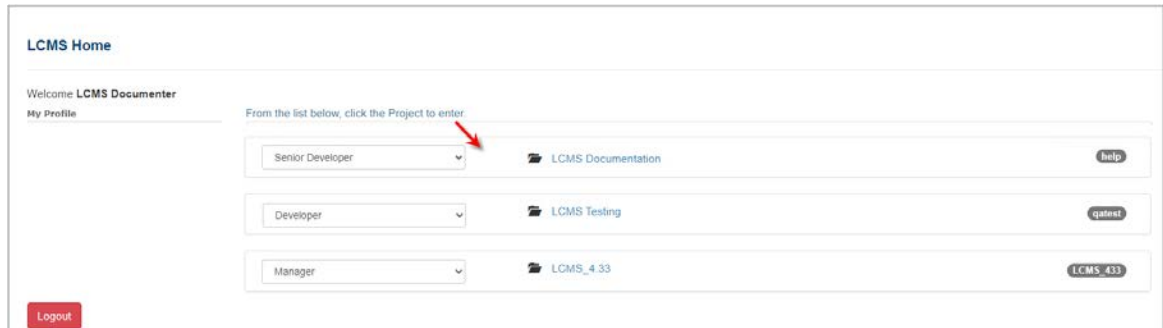
- 2.

## 4.2.1 Search Snippet Bank

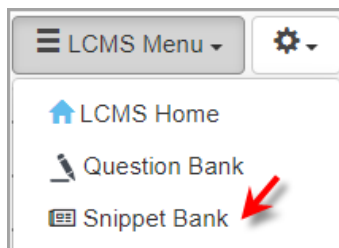
You can search the Snippet Bank using different search categories and criteria.

To search the snippet bank:

1. On the **LCMS Home** screen, click the desired project to open the project screen.



2. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
3. On the expanded drop-down menu, click the **Snippet Bank** option to open the **Snippet Bank** screen.



4. On the **Snippet Bank** screen, select the desired search option (Last 25 Added, Last 50 Added, My Snippets, Name, Text, and Tags) from the **Type** drop-down menu. Snippet searches default to search by Last 25 Added. **Note:** Depending on the type of search selected, you may then enter the desired text in the **Criteria** field. When you leave the **Criteria** field blank all snippets for the selected type in the Snippet Bank will be returned by default.

**Snippet Bank** Manage Categories

WARNING: SNIPPETS ARE UNCLASSIFIED AND SHOULD NOT CONTAIN CONTROLLED GOODS OR SECURITY CLASSIFIED CONTENT

Type: Last 25 Added Search Reset Advanced

Filter on: ☒ Active ☐ Inactive ☐ All  
☒ English ☐ French ☐ All

Name	Snippet	Updated	Owner
Avoid Powerlines	Do Not Fly Kites Near Powerlines.	Jun-27-24 1:03 PM	LCMS Documenter
Stand Back Warning	STAND BACK SYSTEM MAY MOVE WITHOUT WARNING	Jun-26-24 10:37 AM	LCMS Documenter
Stand Back	STAND BACK MAY MOVE WITHOUT WARNING	Oct-26-21 7:52 AM	Default Admin
Stand Back	PEUT SE DÉPLACER SANS AVERTISSEMENT	Jul-13-21 7:41 AM	Default Admin
Keep Hands Off	Keep Hands Off the Moving Parts	Jun-22-21 7:10 AM	Default Admin
Lorem	Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.	Jun-16-21 1:59 PM	Default Admin

5. Click the **Advanced** link to search for snippets by categories, if required.

**Snippet Bank** Manage Categories

WARNING: SNIPPETS ARE UNCLASSIFIED AND SHOULD NOT CONTAIN CONTROLLED GOODS OR SECURITY CLASSIFIED CONTENT

Criteria: { leave blank for all } Type: Text Categories: All selected

Search Reset Basic

Filter on: ☒ Active ☐ Inactive ☐ All  
☒ English ☐ French ☐ All

Categories dropdown menu:

- ☒ All Categories
- ☒ Caution
- ☒ new
- ☒ Note
- ☒ Warning

Name	Snippet	Updated	Owner
Avoid Powerlines	Do Not Fly Kites Near Powerlines.	Jun-27-24 1:03 PM	LCMS Documenter
Stand Back Warning	STAND BACK SYSTEM MAY MOVE WITHOUT WARNING	Jun-26-24 10:37 AM	LCMS Documenter

6. Click the **Search** button to display a list of snippets corresponding to your search criteria. By default, only active snippets are displayed in the search results.
7. Click the **Inactive** or **All** radio button in the **Filter on** field to change the filter. **Note:** Inactive snippets will not display in the search results when adding snippets to an activity or test. When **Multilingual Support** is enabled, filters for the languages will also be available.

**Snippet Bank** Manage Categories

WARNING: SNIPPETS ARE UNCLASSIFIED AND SHOULD NOT CONTAIN CONTROLLED GOODS OR SECURITY CLASSIFIED CONTENT

Criteria: { leave blank for all } Type: Text Categories: All selected

Search Reset Basic

Filter on: ☒ Active ☐ Inactive ☐ All  
☒ English ☐ French ☐ All

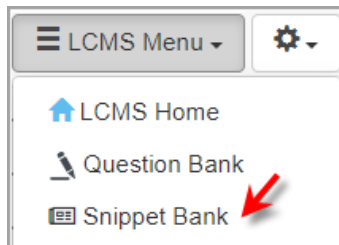
Name	Snippet	Updated	Owner
Avoid Powerlines	Do Not Fly Kites Near Powerlines.	Jun-27-24 1:03 PM	LCMS Documenter
Stand Back Warning	STAND BACK SYSTEM MAY MOVE WITHOUT WARNING	Jun-26-24 10:37 AM	LCMS Documenter

## 4.2.2 Manage Categories

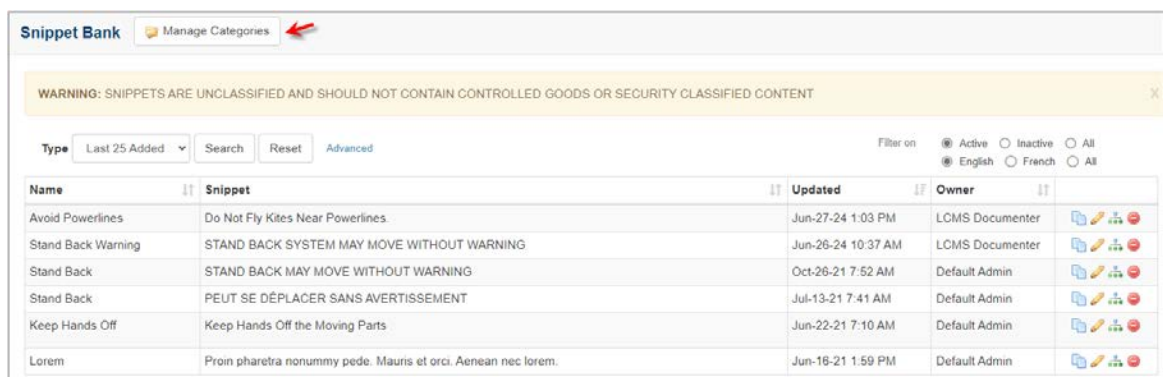
Categories are used to manage and organize snippets in the **Snippet Bank**. Before developing snippets, set up the categories for all snippets in the project.

To access the snippet bank categories:

1. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click the **Snippet Bank** option to open the **Snippet Bank** screen.



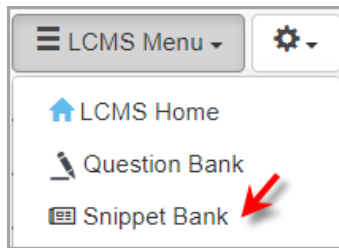
3. On the **Snippet Bank** screen, click the **Manage Categories** button to open the **Manage Categories** screen.



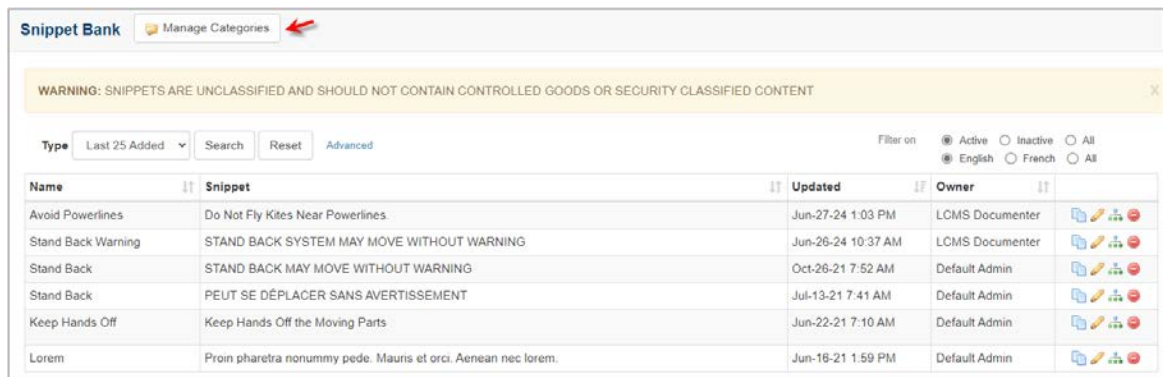
#### 4.2.2.1 Add a Category

To add a category to the Snippet Bank:

1. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click the **Snippet Bank** option to open the **Snippet Bank** screen.



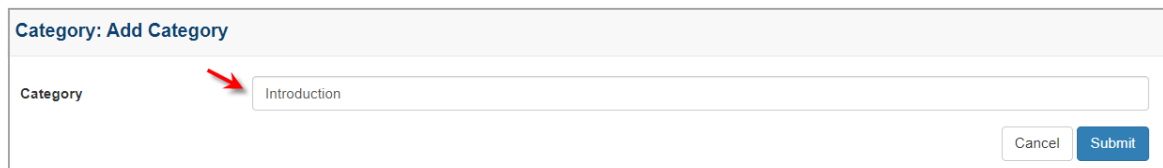
3. On the **Snippet Bank** screen, click the **Manage Categories** button to open the **Manage Categories** screen.



4. On the **Manage Categories** screen, click the **Add Category** button to open the **Add Category** screen.



5. On the **Add Category** screen, enter the desired name in the **Category** field.



6. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving. **Note:** The new category name will display on the



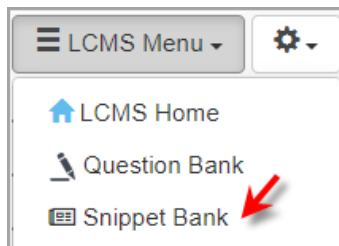
**Manage Categories** screen.

- On the **Manage Categories** screen, click the **Return to Snippet Bank** button to return to the **Snippet Bank** screen.

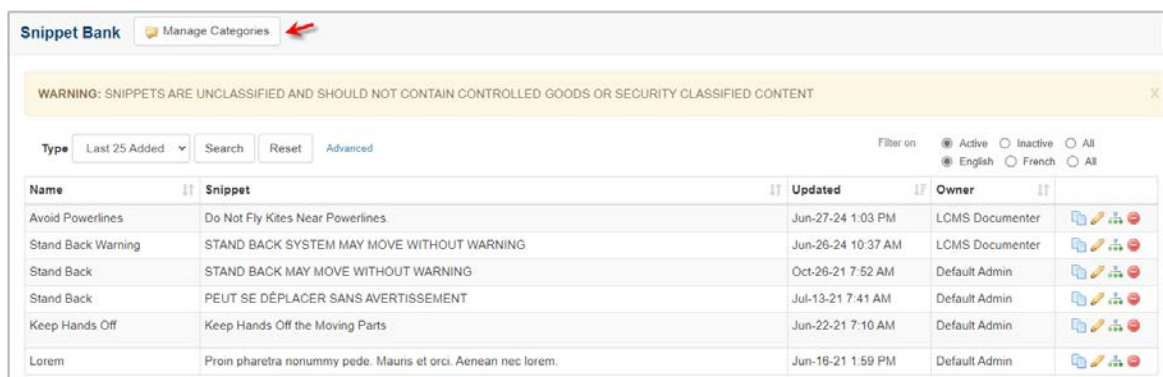
#### 4.2.2.2 Edit a Category

To edit a Snippet Bank category:

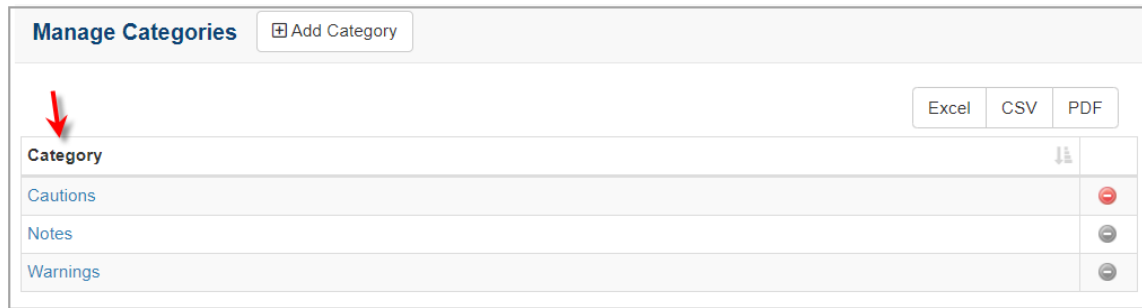
- On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
- On the expanded drop-down menu, click the **Snippet Bank** option to open the **Snippet Bank** screen.



- On the **Snippet Bank** screen, click the **Manage Categories** button to open the **Manage Categories** screen.



- On the **Manage Categories** screen, click the desired category in the list to open the **Edit Category** screen.



The screenshot shows the 'Manage Categories' interface. At the top, there is a header with the title 'Manage Categories' and a button 'Add Category'. Below the header is a table with columns for 'Category', 'Excel', 'CSV', and 'PDF'. The table contains three rows: 'Cautions', 'Notes', and 'Warnings'. A red arrow points to the 'Category' column header.

5. On the **Edit Category** screen, modify the category field as required.



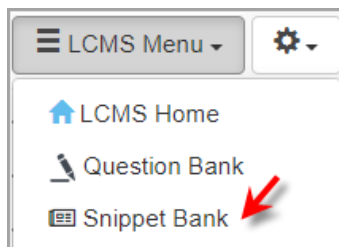
The screenshot shows the 'Edit Category' screen. The title is 'Category: Edit Category'. Below the title is a form with a 'Category' label and a text input field containing the word 'Caution'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

6. Click the **Submit** button to save the changes or click the **Cancel** button to return to the previous screen without saving.

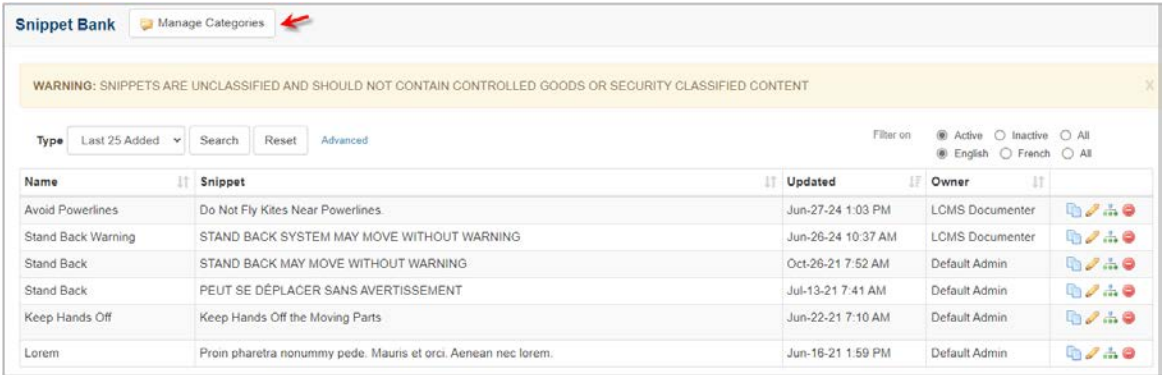
### 4.2.2.3 Delete a Category

To delete a Snippet Bank category:

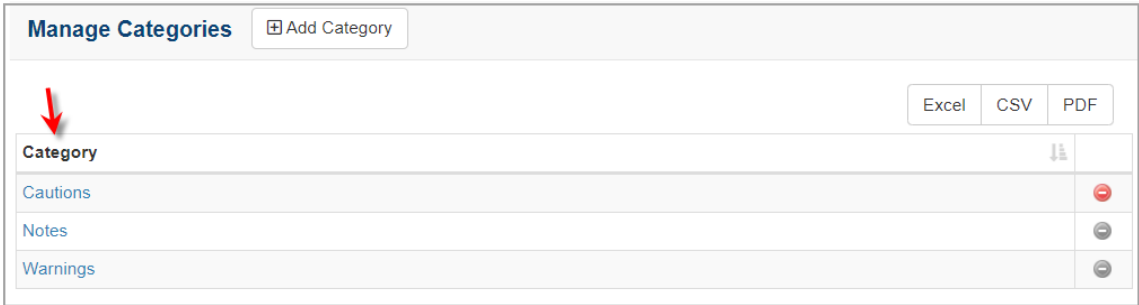
1. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click the **Snippet Bank** option to open the **Snippet Bank** screen.



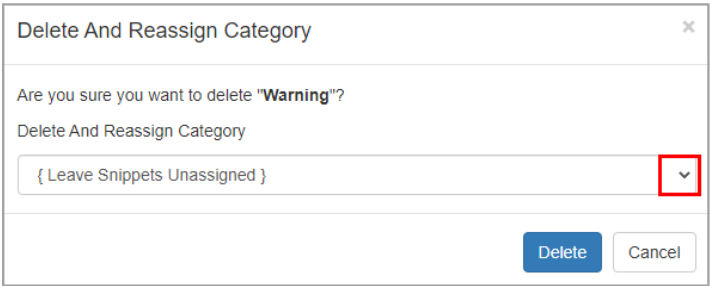
3. On the **Snippet Bank** screen, click the **Manage Categories** button to open the **Manage Categories** screen.



4. On the **Manage Categories** screen, click the Delete icon for the desired category in the list. **Note:** If snippets are assigned to the category selected for deletion, the **Delete And Reassign Category** window opens and provides the opportunity to reassign the snippets to another category. Deleting a category without reassigning will leave the snippets orphaned.



5. On the **Delete And Reassign Category** window, click the down arrow and selecting the desired category from the drop-menu.



3. Click the **Delete** button to delete the category or click the **Cancel** button the return to the previous screen without deleting.

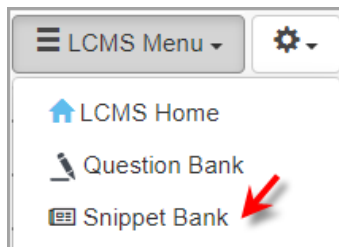
## 4.2.3 Create New Snippet

See Create Snippet for more information.

## 4.2.4 Copy Snippet

To copy a snippet:

1. On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click the **Snippet Bank** option to open the **Snippet Bank** screen.





















3. On the **Snippet Bank** screen, click the Copy icon for the desired snippet(s) to copy.

**Snippet Bank** [Manage Categories](#)

**WARNING:** SNIPPETS ARE UNCLASSIFIED AND SHOULD NOT CONTAIN CONTROLLED GOODS OR SECURITY CLASSIFIED CONTENT

Type: Last 25 Added Search Reset Advanced

Filter on: ☒ Active ☐ Inactive ☐ All   
 ☒ English ☐ French ☐ All

Name	Snippet	Updated	Owner	
Avoid Powerlines	Do Not Fly Kites Near Powerlines.	Jun-27-24 1:03 PM	LCMS Documenter	  
Stand Back Warning	STAND BACK SYSTEM MAY MOVE WITHOUT WARNING	Jun-26-24 10:37 AM	LCMS Documenter	  
Stand Back	STAND BACK MAY MOVE WITHOUT WARNING	Oct-26-21 7:52 AM	Default Admin	  
Stand Back	PEUT SE DÉPLACER SANS AVERTISSEMENT	Jul-13-21 7:41 AM	Default Admin	  
Keep Hands Off	Keep Hands Off the Moving Parts	Jun-22-21 7:10 AM	Default Admin	  
Lorem	Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.	Jun-16-21 1:59 PM	Default Admin	  

4. Click the **Paste Snippet(s)** button at the top of the screen to create copies of the snippet(s) selected. The copied snippet will display in the list.

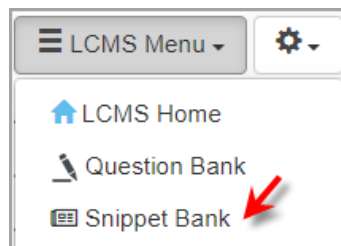


- Click the Edit icon for the copied snippet to make changes to the copy (changes will not be reflected in the original snippet). See Edit Snippet for more information.

## 4.2.5 Edit Snippet

To edit a snippet:

- On the project screen, click the **LCMS Menu** button to expand the drop-down menu.
- On the expanded drop-down menu, click the **Snippet Bank** option to open the **Snippet Bank** screen.





- On the **Snippet Bank** screen, click the Edit icon for the desired snippet to edit to open the **Snippet** screen. You cannot edit the snippet's text when the snippet is assigned to a locked activity. A warning displays at the bottom of the screen to notify you that the snippet is in a locked activity. The snippet's metadata can be modified when the snippet is in a locked activity. **Note:** Users with the Developer role will only be able to edit their own snippets.

**Snippet Bank** [Manage Categories](#)

**WARNING:** SNIPPETS ARE UNCLASSIFIED AND SHOULD NOT CONTAIN CONTROLLED GOODS OR SECURITY CLASSIFIED CONTENT

Type: Last 25 Added Search Reset Advanced

Filter on: ☒ Active ☐ Inactive ☐ All   
☒ English ☐ French ☐ All

Name	Snippet	Updated	Owner	
Stand Back	STAND BACK MAY MOVE WITHOUT WARNING	Tuesday, October 26, 2021 07:46:31	Default Admin	  
Stand Back	STAND BACK MAY MOVE WITHOUT WARNING	Tuesday, July 13, 2021 07:41:40	Default Admin	  
Keep Hands Off	Keep Hands Off the Moving Parts	Tuesday, June 22, 2021 07:10:31	Default Admin	  
Lorem	Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.	Wednesday, June 16, 2021 13:59:47	Default Admin	  

- On the **Snippet** screen, modify the text, and then click the **Submit** button to save.  
**Note:** When a snippet is modified all instances of this snippet will be updated. If you are editing an English snippet and it has been translated, the **Go to French** button displays at the bottom of the screen. For French snippets the **Go to English** button displays.


**Snippet**

[Edit Snippet](#) [Metadata](#)

STAND BACK MAY MOVE WITHOUT WARNING

Paragraphs: 1, Characters (with HTML): 43

**WARNING!** This Snippet is attached to Activities locked or in a review state. Editing the text is not permitted, though you can modify the Metadata.

 Usage [Go to French](#) Cancel Submit

## 4.2.6 Snippet Usage

- On the **Snippet Bank** screen, locate the snippet you wish to use by using the Snippet Bank search features.
- If the snippet is being used in another location(s), a **Usage** icon is visible beside it. Click the icon to see usage details.

**Snippet Bank** [Manage Categories](#) [Help](#)


Type: Last 25 Added Search Reset Advanced Show Snippets that are: ☒ Active ☐ Inactive ☐ All

Name	Snippet	Updated	Owner	
Stand Back	STAND BACK MAY MOVE WITHOUT WARNING	Tuesday, July 13, 2021 07:48:52	Default Admin	  
Stand Back	STAND BACK MAY MOVE WITHOUT WARNING	Tuesday, July 13, 2021 07:41:40	Default Admin	  
Keep Hands Off	Keep Hands Off the Moving Parts	Tuesday, June 22, 2021 07:10:31	Default Admin	  
Lorem	Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.	Wednesday, June 16, 2021 13:59:47	Default Admin	  

3. The **Snippet Usage** window appears containing all of the learning objects in which the snippet is used.

Snippet Usage				
<b>Stand Back</b> STAND BACK MAY MOVE WITHOUT WARNING				
Folder: Screen Style Examples				
Learning Object	Topic	Status	Screen #	
Demo Screen-Styles 4.6	Snippet Screen	in-production	1	Main Text
Demo Screen-Styles 4.6	Snippet Screen	in-production	2	Main Text
Demo Screen-Styles 4.6	Snippet Screen	in-production	3	Main Text
Folder: Verification Guide				
Learning Object	Topic	Status	Screen #	
Kite and Bike Basics	Introduction	in-production	1	Main Text
Close				

## 4.2.7 Delete Snippet

1. On the **Snippet Bank** screen, use the search features to locate the snippet you wish to delete.
2. Click the **Delete**  icon beside the snippet.

3. The **Snippet Usage** pop-up window appears, indicating if the snippet is being used in other activities. If you still wish to delete the snippet, click **Delete**; otherwise, click **Close**.

Folder: Screen Style Examples				
Learning Object	Topic	Status	Screen #	
Demo Screen-Styles 4.6	Snippet Screen	in-production	1	Main Text
Demo Screen-Styles 4.6	Snippet Screen	in-production	2	Main Text
Demo Screen-Styles 4.6	Snippet Screen	in-production	3	Main Text
Folder: Verification Guide				
Learning Object	Topic	Status	Screen #	
Kite and Bike Basics	Introduction	in-production	1	Main Text
			<div> <span>Delete</span> <span>Close</span> </div>	

## 4.2.8 Deactivate Snippet

Inactive snippets will still appear in the **Snippet Bank** and in any lessons or tests they were added to prior to deactivation. These snippets can be edited or deleted just like active snippets. Once a snippet is inactive, however, it cannot be added to lessons or tests. Deactivating is useful when you wish to discontinue a snippet without impacting existing activities.

1. On the **Snippet Bank** screen, use the search features to locate the snippet you wish to deactivate.
2. Click the **Edit** icon next to the active snippet.



Snippet Bank

Manage Categories

Paste Snippet(s)

Clear Clipboard

Help

WARNING: SNIPPETS ARE UNCLASSIFIED AND SHOULD NOT CONTAIN CONTROLLED GOODS OR SECURITY CLASSIFIED CONTENT

Type

Last 25 Added

Search

Reset

Advanced

Filter on

☒ Active

☐ Inactive

☐ All

☒ English

☐ French

☐ All

Name	Snippet	Updated	Owner	
Stand Back	STAND BACK MAY MOVE WITHOUT WARNING	Tuesday, October 26, 2021 07:46:31	Default Admin	<div><div></div><div></div><div></div></div>
Stand Back	STAND BACK MAY MOVE WITHOUT WARNING	Tuesday, July 13, 2021 07:41:40	Default Admin	<div><div></div><div></div><div></div></div>
Keep Hands Off	Keep Hands Off the Moving Parts	Tuesday, June 22, 2021 07:10:31	Default Admin	<div><div></div><div></div><div></div></div>
Lorem	Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.	Wednesday, June 16, 2021 13:59:47	Default Admin	<div><div></div><div></div><div></div></div>

3. Click the **Metadata** tab and select the radio button **Inactive**.

4. Click the **Submit** button to save.

Snippet

Edit Snippet

Metadata

Name:

Stand Back

Categories:

Leave Unassigned

☐ Active

☒ Inactive

☐ English

☐ French

Filter:

Start typing to filter list, press Enter to add new tag

Category:

All Categories

abc

abc123

CH47\_1903

demo

keyword1

keyword2

Keywords

Placeholder Reference Code

Ref Code

test

Usage

Go to English

Cancel

Submit

5. To reactivate an inactive snippet, use the search features to locate the snippet you wish to activate, and then click the **Active** radio button.

### 4.2.9 Translated Snippet

Snippets are translated as part of the Activity, when the Activity is exported for translation. See Export for Translation for more information.

When **Multilingual Support** is enabled, toggle the language filters to view **English**, **French** or **All** snippets.

Snippet Bank

Manage Categories

WARNING: SNIPPETS ARE UNCLASSIFIED AND SHOULD NOT CONTAIN CONTROLLED GOODS OR SECURITY CLASSIFIED CONTENT

Type

Last 25 Added

Search

Reset

Advanced

Filter on

☒ Active

☐ Inactive

☐ All

☐ English

☐ French

☒ All

Name	Snippet	Updated	Owner	
Keep Hands Off	Gardez les mains hors des pièces mobiles	Wednesday, October 27, 2021 12:57:46	Default Admin	<div><div></div><div></div><div></div></div>
Stand Back	PEUT SE DÉPLACER SANS AVERTISSEMENT	Wednesday, October 27, 2021 12:55:15	Default Admin	<div><div></div><div></div><div></div></div>
Lorem	Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.	Wednesday, October 27, 2021 11:51:34	Default Admin	<div><div></div><div></div><div></div></div>
Stand Back	STAND BACK MAY MOVE WITHOUT WARNING	Tuesday, October 26, 2021 07:56:31	Default Admin	<div><div></div><div></div><div></div></div>
Stand Back	STAND BACK MAY MOVE WITHOUT WARNING	Tuesday, October 26, 2021 07:52:33	Default Admin	<div><div></div><div></div><div></div></div>
Stand Back	PEUT SE DÉPLACER SANS AVERTISSEMENT	Tuesday, July 13, 2021 07:41:40	Default Admin	<div><div></div><div></div><div></div></div>
Keep Hands Off	Keep Hands Off the Moving Parts	Tuesday, June 22, 2021 07:10:31	Default Admin	<div><div></div><div></div><div></div></div>
Lorem	Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.	Wednesday, June 16, 2021 13:59:47	Default Admin	<div><div></div><div></div><div></div></div>

## 4.3 Media Library

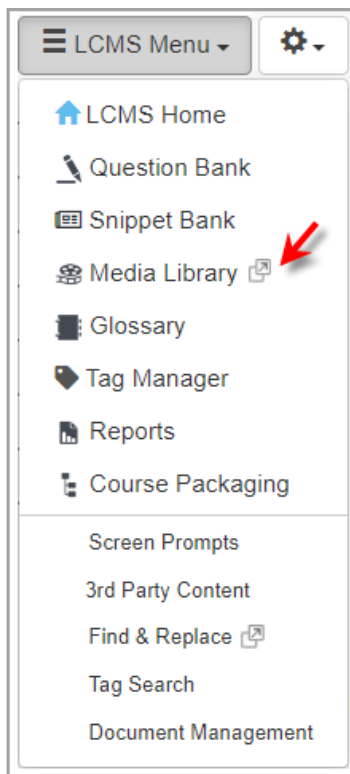
Administrators, Managers, Developers and other users with the **Media Library** privilege enabled can manage media files.

The Media Library is a multimedia storage and retrieval tool that allows users to build a catalogue of multimedia files that can be searched, tracked and reused whenever necessary.

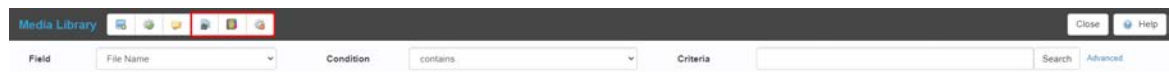
**Note:** Some of the file formats accepted by the **Media Library** are .jpg, .gif, .png, .zip, .mp3, and html. They may or may not display as thumbnails. Packaged or zipped content can also be added to the Media Library.

Once the multimedia files have been added to the **Media Library** database, users can search for files, assign keywords (tags), add detailed descriptions and categorize files to provide an extensive media production library. The Media Library can store both source files and final files that are used in activities.

1. To access the Media Library, click **Media Library** from the **Project Menu** drop-down list. You can also access the **Media Library** from an activity screen by clicking **Select** from the **Media** tab.



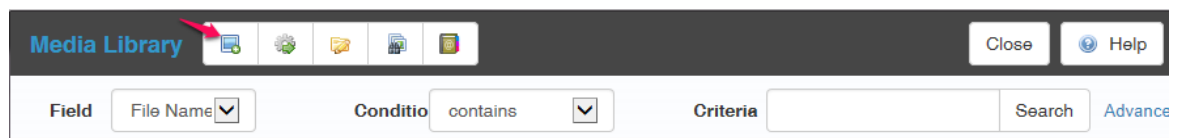
2. The **Media Library** welcome screen appears, showing the main menu and search controls. **Note:** The **Find Duplicates**, **View References Library** and **Batch Delete Media** icons toggle are not available for Developers (Administrators, Managers and Media Developers only).



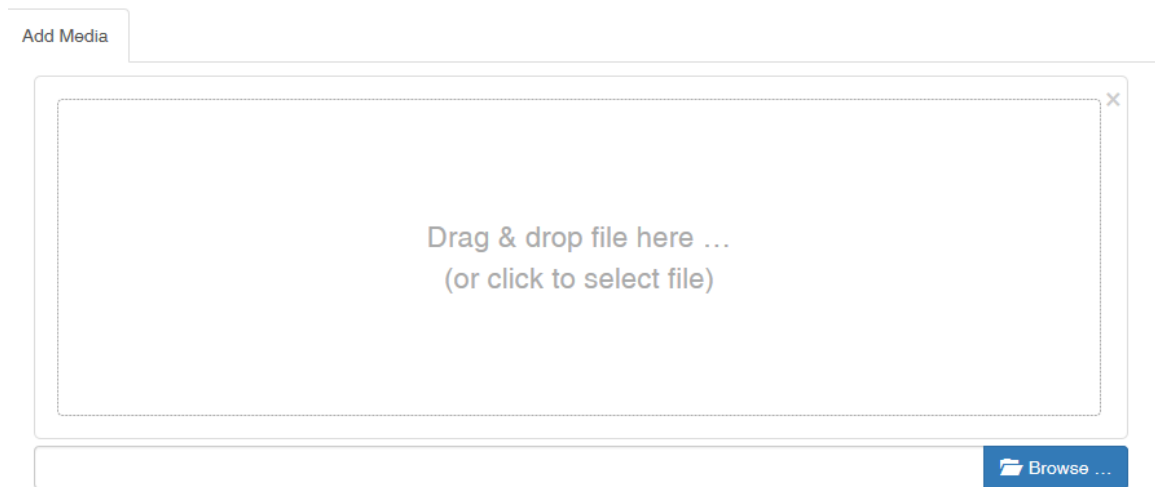
3. To exit the **Media Library**, click the **Close** button or the **X** at the top right corner of the screen.

### 4.3.1 Add Media to Library

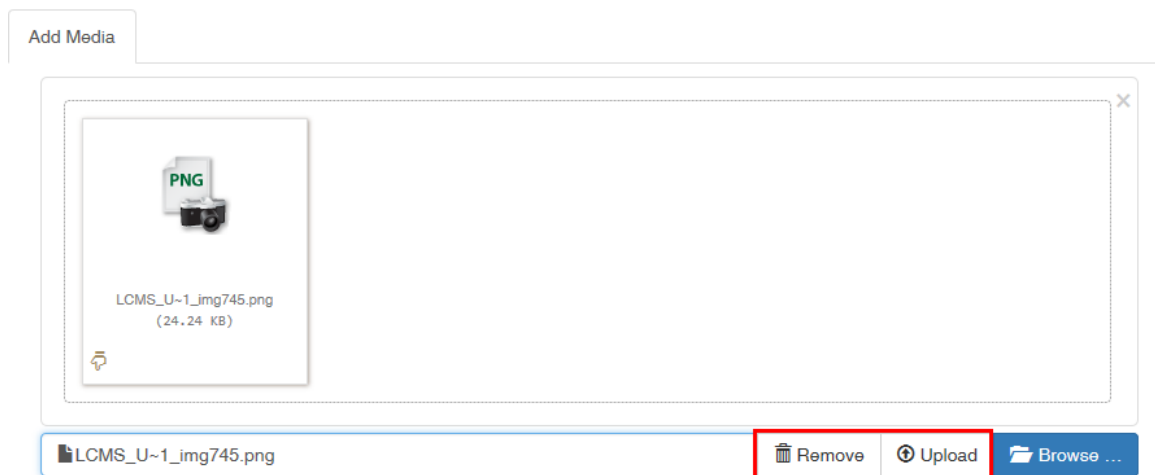
1. To add one media file (mov, html, jpg, jpeg, gif, PDF, png, zip, mp3), click the **Add Media** button at the top left of the Media Library window.



2. Click the **Browse** button, then locate the file you wish to upload.




3. Click **Upload** if this is the correct file or **Remove**, if not.



If the media filename already exists, you will receive an **Upload Error** message. If you choose "click here to continue with upload", you will upload a second file with the same name.

Add Media



LCMS\_U~1\_img745.png  
(24.24 KB)  
100%

LCMS\_U~1\_img745.png [Browse ...](#)

**Upload Error**  
Media already exists.  
Click [here](#) to view current media, or click [here](#) to continue with upload.

4. In the **Media Details** window, enter any required metadata, then click the **Save** button to add the media asset to the Media Library. You can find the asset by doing a Media Library search.

Media Details - LCMS\_U~1\_img728.png

Summary General Technical Rights Security Update Media Locate Media History

Filename  
LCMS\_U~1\_img728.png

Description

Tags

Original Media (Source File)

Title



Categories  
Select one or more Categories

Close Save

**Note:** If you have uploaded a Unity 3D or Modest Tree file, select Unity3D or ModestTree (currently using 5x option) from a drop-down menu in **Media Details**. If you do not select the correct file type the, model may not render properly in the viewer.

Hide/Show Columns ▾

Showing 1 to 1 of 1 entries
Filter: 
Previous **1** Next

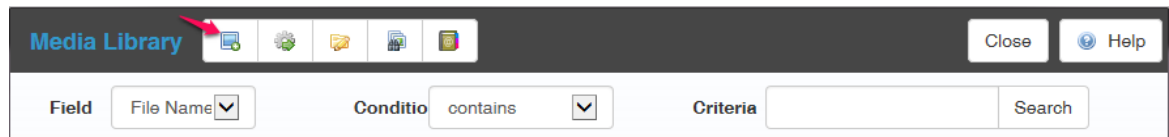
Thumbnail	File Name	Title	Width x Height	File Size	Added	Uploader	Updated	Updated By	Metadata
	lcms_u~1_img745.png		321 x 261	24.82 KB	Thursday, April 13, 2017 15:45:31	Default Admin	Thursday, April 13, 2017 16:28:40	Default Admin	

Showing 1 to 1 of 1 entries
Previous **1** Next

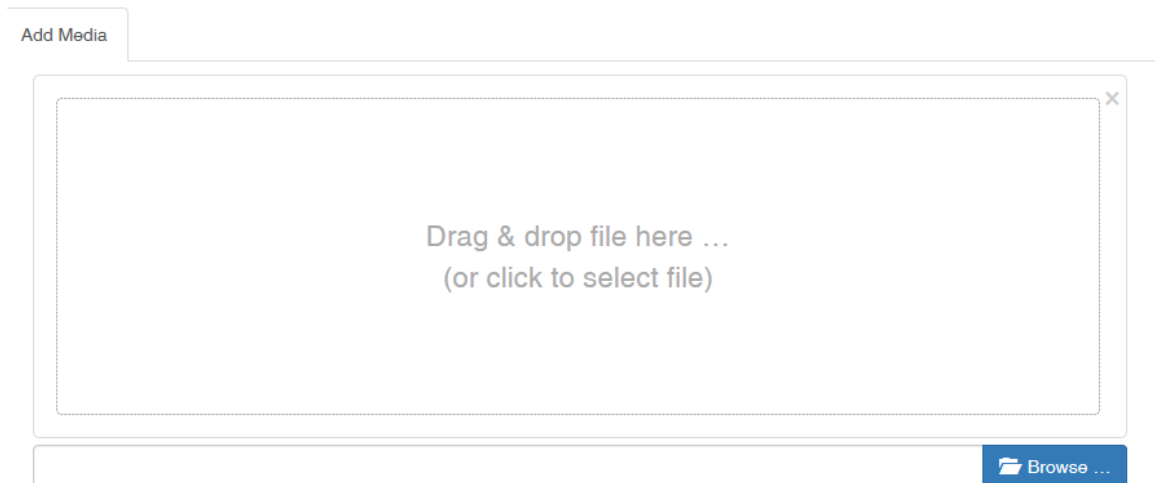
### 4.3.1.1 Add Giga Image Viewer File

To add a Giga Image Viewer file:

1. Click the **Add Media** icon.



2. Click the **Browse** button and select the Giga Image Viewer file you wish to upload.



3. Make sure the **Media Type** field has **Giga Image Viewer** checked if that's the correct file type.
4. Enter the **Title**, which is mandatory for this file type.

5. Manually enter the **Height** and **Width** fields. **Note:** These fields must be entered correctly for the Giga Image Viewer to render properly.
6. The **Description** field is optional.
7. Click **Submit** to save or **Cancel** to quit without saving.

**Note:** If you select a Giga Image Viewer file for the **Default Graphics** field of a screen, you will see a **Settings** button on the **Graphics** tab, which can be used to configure the Giga Image Viewer for that screen. See the Add Graphics topic for more information.

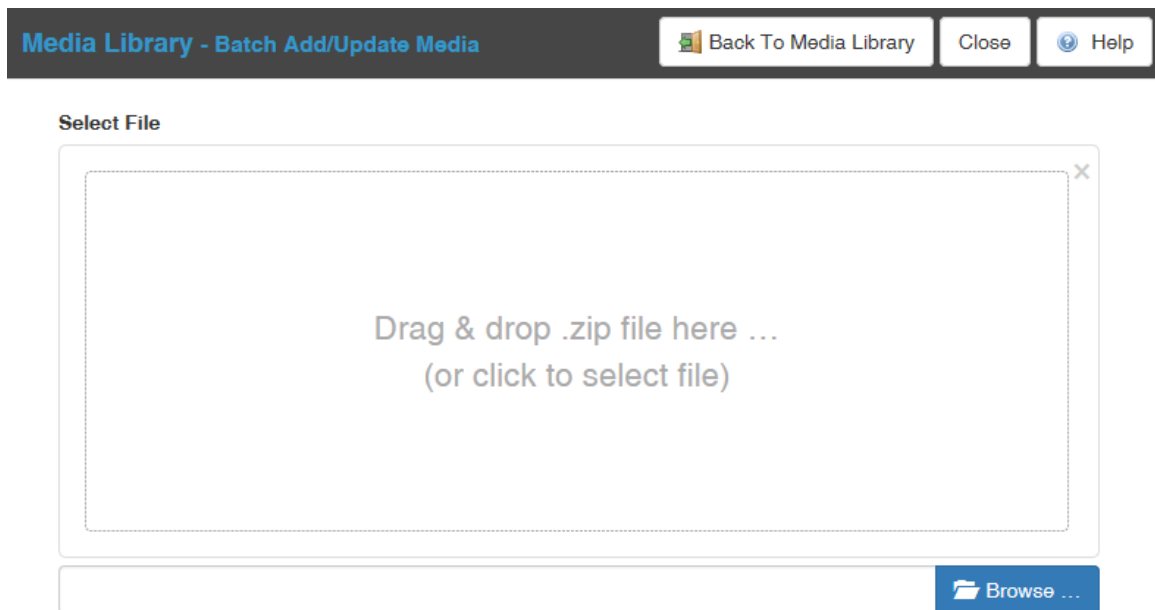
### 4.3.1.2 Batch Add/Update Media

Batch add or update multiple media asset files in the Media Library by uploading them in a single zip file.

1. Click the **Batch Add/Update Media** icon.



2. Click the **Browse** button, then select a zip file containing the media assets you want to batch add or update.



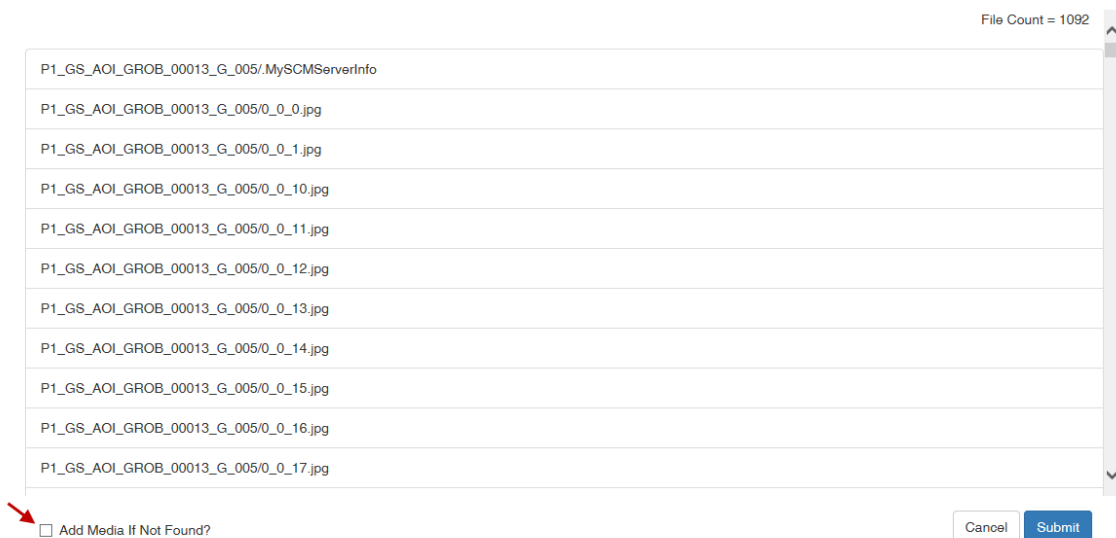
3. Click **Upload** to continue or click **Remove** if this is not the file you want to batch add or update.

#### Select File



3. You will see a **Confirm Batch Contents** dialogue box listing all batch files uploaded. If you want to upload new files that exist in your zip file (not currently in the Media Library), click the **Add Media if Not Found?** checkbox. This checkbox must be clicked to batch add new media. Click **Submit** to continue, or **Cancel** to exit without updating.

#### Confirm Batch Contents



4. You will see a **Batch Update Status** dialogue box, listing the files and showing whether they were successfully updated/added or not. Green checkmarks indicate



that a media asset has been updated/added successfully; red crosses indicate the file was skipped because a corresponding filename was not found in the **Media Library**, so it could not be updated (only occurs if the checkbox for **Add Media if Not Found?** was not selected).

Batch Update Status

File Count = 1092

✓ .MySCMServerInfo
✓ 0_0_0.jpg
✓ 0_0_1.jpg
✓ 0_0_10.jpg
✓ 0_0_11.jpg
✓ 0_0_12.jpg
✓ 0_0_13.jpg
✓ 0_0_14.jpg
✓ 0_0_15.jpg
✓ 0_0_16.jpg
✓ 0_0_17.jpg

Show Updated Media

5. Click **Show Updated Media** to see the updated media in the Media Library.

**Note:** Filenames in the **Media Library** are not unique. It's possible to have more than one media asset with the same filename. In this case, the **Batch Update Media** feature will warn the user that duplicate filenames exist in the **Media Library** and you will have the option to continue.

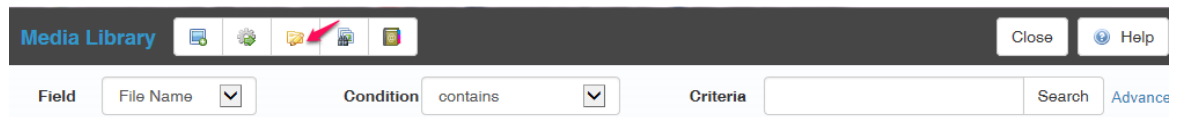
### 4.3.2 Manage Categories


Categories within the **Media Library** can be managed by Managers and Administrators.

#### 4.3.2.1 Add Category

To add a category:

1. Click the **Manage Categories** icon.



Media Library  Close Help

Field: File Name ▼ Condition: contains ▼ Criteria:  Search Advance

- Click the **Add Category** button.
- Enter the new category name in the **Category** field. Click **Submit**.
- The new category name will be displayed in the category search results table.

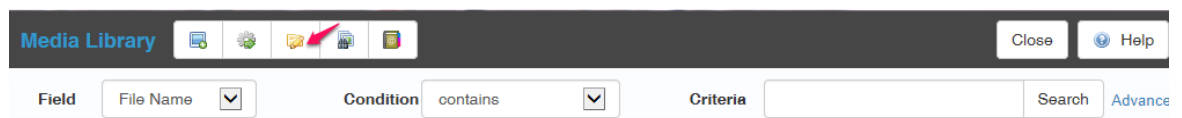
Category		CSV	PDF
		↓	2
Grob			
Helo			
ME			


**Note:** You will now be able to assign this category to any SCORM component of your choosing through the metadata form and also search for all SCORM components assigned to this category from the Category Search drop-down list.

### 4.3.2.2 Edit Category

To edit a category name:

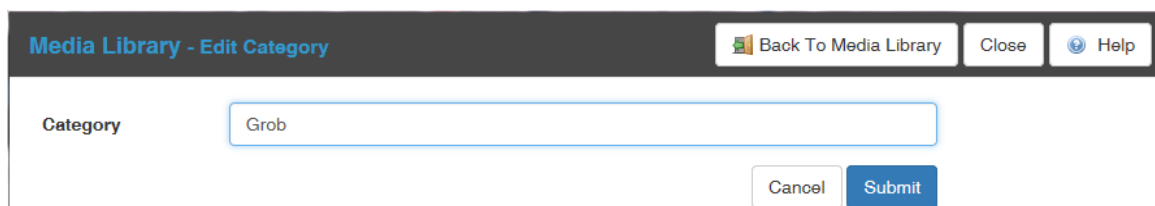
- Click the **Manage Categories** icon.



Media Library  Close Help

Field: File Name ▼ Condition: contains ▼ Criteria:  Search Advance

- Click the name of the category in the category search results table that you want to change.
- Edit the category name in the **Category** field and click **Submit**.



Media Library - Edit Category Back To Media Library Close Help

Category:

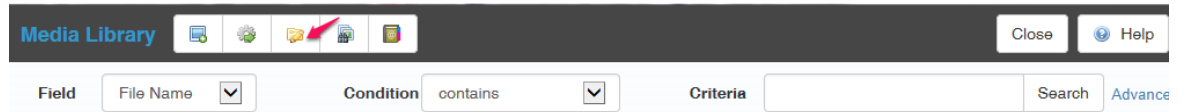
Cancel Submit


The updated category name will be displayed in the category search results table.

### 4.3.2.3 Delete Category

To delete a category:

1. Click the **Manage Categories** icon.



2. Click the **Delete Category** icon  beside the name of the category that you wish to delete.
3. Click **Delete** to confirm the deletion.

#### Delete Category



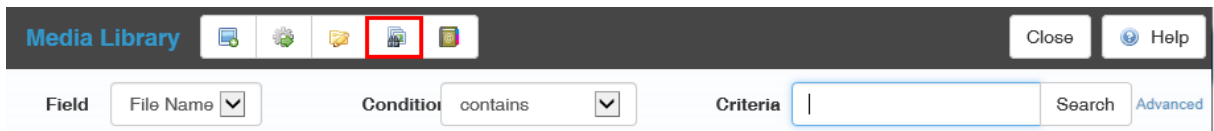
Are you sure you want to delete "Grob"?

Cancel

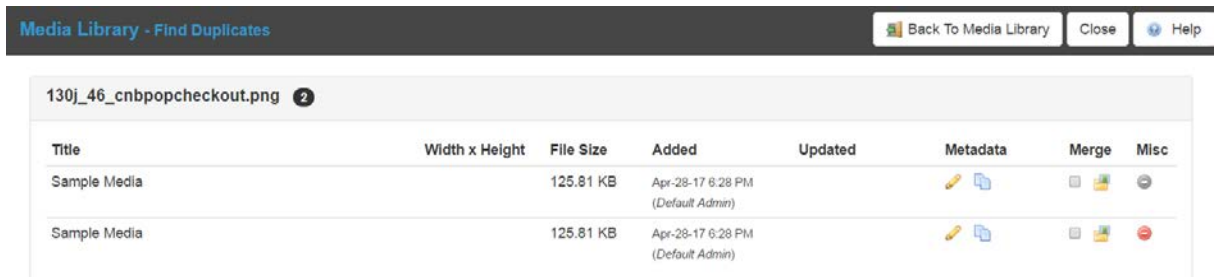
Delete

### 4.3.3 Find Duplicates

Click the **Find Duplicates** icon in the Media Library to search for duplicate media. From here, duplicates can be merged into one asset. This feature is available to Administrators, Managers and Media Developers.



If duplicates exist, they will be displayed in the **Media Library - Find Duplicates** window.



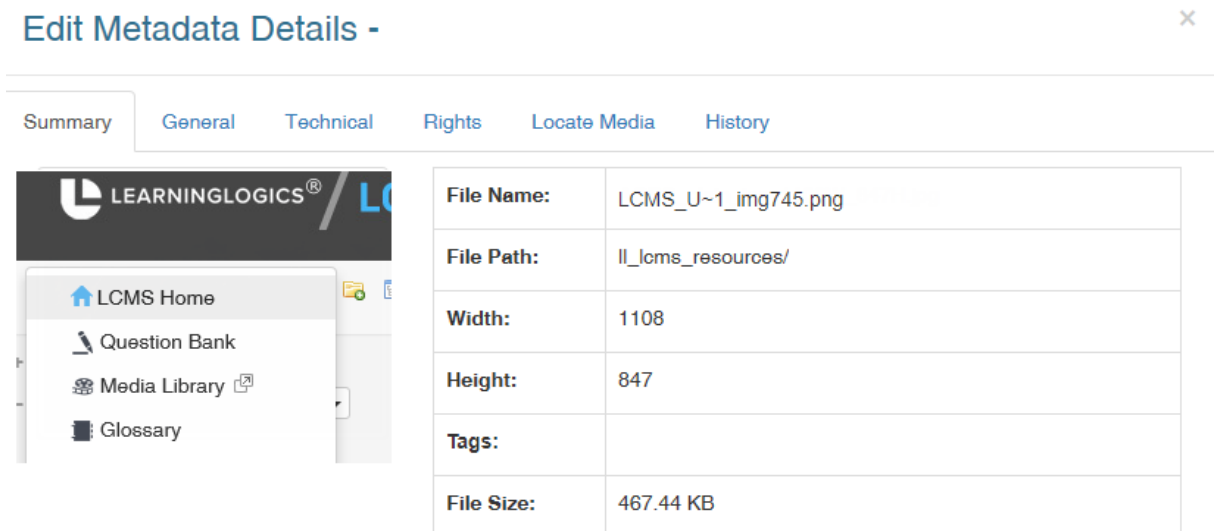
Several icons are located to the right of the duplicate files. Each is described in the following sections.

### 4.3.3.1 Edit Metadata

Click the **Edit metadata** icon if you want to make changes to the asset's metadata.



This will open the **Edit Metadata Details** window where you view metadata or make changes to it. Click **Cancel** to close without saving changes or **Save** to save changes and close the window.



4.3.3.2 Copy Metadata

Click the **Copy metadata** icon to copy metadata information to the clipboard.

LCMS\_U - 1\_img745.png 1

Title	Width x Height	File Size	Added	Updated	Metadata	Merge	Misc
Media	0 x 0	2.13 KB	Friday, November 26, 2019 10:33:42 (Default Admin)				
Media	0 x 0	2.13 KB	Friday, November 26, 2019 10:34:05 (Default Admin)				
Media	0 x 0	2.13 KB	Wednesday, September 23, 2020 13:55:57 (Default Admin)				
Media	0 x 0	2.13 KB	Thursday, September 24, 2020 13:54:00 (Default Admin)				

Click the **Paste to Group** button to paste metadata to all duplicates or use the **Paste** icon beside an asset to paste metadata to only that file.

130j\_46\_cnbpopcheckout.png 2

Paste Metadata To Group

Title	Width x Height	File Size	Added	Updated	Metadata	Merge	Misc
Sample Media		125.81 KB	Apr-28-17 6:28 PM (Default Admin)				
Sample Media		125.81 KB	Apr-28-17 6:28 PM (Default Admin)				

4.3.3.3 Delete media











The **Delete** icon is greyed out if the media is in use. Hover over the icon to see how many locations the media is currently used in.

If the media is not in use, the Developer who uploaded it may also delete it from the repository.

Title	Width x Height	File Size	Added	Updated	Misc
Sample Media		125.81 KB	Apr-28-17 6:28 PM (Default Admin)		
Sample Media		125.81 KB	Apr-28-17 6:28 PM (Default Admin)		

4.3.3.4 Merge Approval

Select **Merge Approval** checkbox if you think this asset can be merged with a duplicate.

Title	Width x Height	File Size	Added	Updated	Metadata	Merge	Misc
Sample Media		125.81 KB	Apr-28-17 6:28 PM (Default Admin)		 	 	
Sample Media		125.81 KB	Apr-28-17 6:28 PM (Default Admin)		 	<input checked="" type="checkbox"/>  	

Item okay to be merged

### 4.3.3.5 Keep Media

Click the **Keep media** icon once you have decided which media to keep (the **Merge Approval** checkbox must be selected on the other media asset)

Title	Width x Height	File Size	Added	Unrelated	Metadata	Merge	Misc
Sample Media		125.81 KB	Apr-28-17 6:28 PM (Default Admin)			 	
Sample Media		125.81 KB	Apr-28-17 6:28 PM (Default Admin)		 	<input checked="" type="checkbox"/>  	

This message box will appear, asking you to confirm that you wish to merge the duplicates of this group. Click **Yes** to continue.

#### Merge Media

**IMPORTANT!** It is highly recommended you verify the media in question before continuing with the merge.

Are you sure you want to merge the duplicates of this group, into this instance?  
Content areas using the media in this group will now reference the selected item.

No

Yes

If you have not selected the Merge Approval checkbox on another asset, you will see this message:

## Error Message



The following form error(s) have occurred:

You have not selected any media to merge into this item.

Close

If media is merged, it will be logged in the History tab to show what has happened.

### 4.3.4 View Reference Library

Administrators, managers and media developers are able to toggle between the **Media Library** and **Reference Media Library**:

- Click the **View Reference Library** icon to switch from the **Media Library** to the **Reference Media Library**.

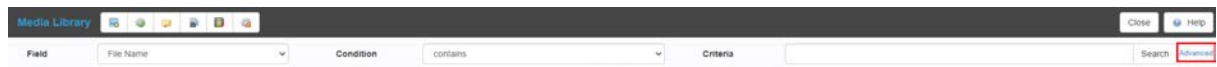


- Click the **View Media Library** icon to return to the **Media Library** from the **Reference Media Library**.



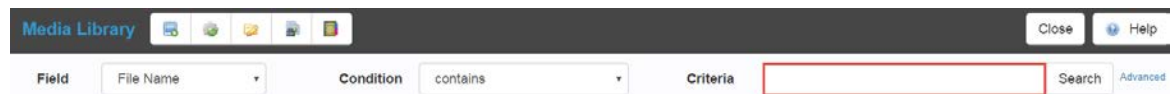
### 4.3.5 Search Media Library

The Media Library search options (**File Name** [or path], **Original Media**, **Title**, **Description**, **Tags**, **Category**, **Classification**, or **Controlled Goods**) are available from the **Field** drop-down menu. You may use one of these search options to define a search or click the **Advanced** link to define a search using multiple search options.



### 4.3.5.1 Search by File Name, Original Media or Title

1. Select **File Name**, **Original Media**, **Title** or **Description** from the **Field** drop-down menu.



The screenshot shows the 'Media Library' search interface. At the top, there's a header with 'Media Library' and several icons. Below the header, there's a search bar with three main sections: 'Field', 'Condition', and 'Criteria'. The 'Field' dropdown menu is set to 'File Name'. The 'Condition' dropdown menu is set to 'contains'. The 'Criteria' field is an empty text input box. To the right of the 'Criteria' field are two buttons: 'Search' and 'Advanced'.

2. Select the **Condition** "contains" or "does not contain".
2. Type the full name or partial name of the file or text you wish to locate in the **Criteria** search field.
3. Click **Search**. The search results will appear underneath.

### 4.3.5.2 Search by Tags

1. Select **Tags** in the **Field** drop-down menu. Enter the desired tag(s) to use for the search in the **Criteria** search field. Separate the tags by a comma.



The screenshot shows the 'Media Library' search interface. At the top, there's a header with 'Media Library' and several icons. Below the header, there's a search bar with three main sections: 'Field', 'Condition', and 'Criteria'. The 'Field' dropdown menu is set to 'Tags'. The 'Condition' dropdown menu is set to 'equals'. The 'Criteria' field is an empty text input box. To the right of the 'Criteria' field are two buttons: 'Search' and 'Advanced'.

2. Click the **Search** button. The search results will appear underneath.

### 4.3.5.3 Search by Category

1. Select **Category** in the **Field** drop-down menu. Select the desired category from the **Criteria** drop-down menu. **Note:** If **All Media (categorized)** is selected, the search results will be restricted to include only media assets that are currently assigned to ANY category. If **All Media (not categorized)** is selected, the search results will be restricted to include only media assets that are currently NOT assigned to ANY category. If a specific named category is selected, the search results will be restricted to media assets that are assigned to that category only.





2. Click the **Search** button. The search results will appear underneath.

#### 4.3.5.4 Search by Classification

1. Select **Classification** in the **Field** drop-down menu. Select the desired classification (**Unclassified**, **Restricted**, **Confidential**, or **Secret**) from the **Criteria** drop-down menu.



2. Click the **Search** button. The search results will appear underneath.

#### 4.3.5.5 Search by Controlled Goods

1. Select **Controlled Goods** in the **Field** drop-down list. Select the desired classification (**CAT1**, **CAT2**, **CAT3**, or **CAT4**) from the **Criteria** drop-down list.



2. Click the **Search** button. The search results will appear underneath.

#### 4.3.5.6 Results (Hide/Show Columns)

Once you have submitted your search, the **Search Results** table lists all media that satisfies your search criteria. For each media asset, you will see a thumbnail image, File Name, Title, Width and Height (pixels), File Size, Date Added, Uploader, Date Updated, Updated By, Classification, Controlled Goods and Metadata.




Hide/Show Columns ▾

Showing 1 to 1 of 1 entries

Show 5 ▾ entries

Filter:

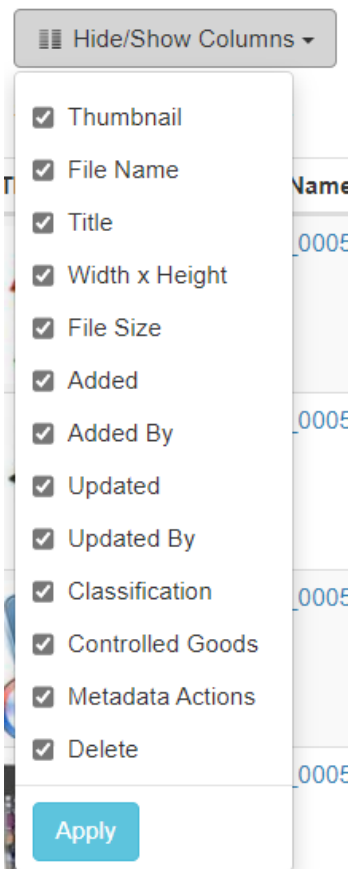
Previous 1 Next

Thumbnail	File Name	Title	Width x Height	File Size	Added	Uploader	Updated	Updated By	Metadata
	cmp_0005_g_001_01.jpg	Media	600 x 540	66.53 KB	Apr-28-17 6:28 PM	Default Admin			 

Showing 1 to 1 of 1 entries

Previous 1 Next


Click **Hide/Show Columns** for a list of available columns. Select the check box by each to hide or show that column. Click **Apply** to save your changes.



To navigate through the **Search Results** screens (if there is more than one), use **Previous**, **1**, **2**, **3** and **Next** at the bottom of the screen.

### 4.3.6 Delete Media File

To delete a media file from the **Media Library**:

1. Locate the desired media file by using the search options.
2. Click the **Delete** icon  beside the desired file in the **Search Results** table.
3. Click **Yes** to confirm the deletion.



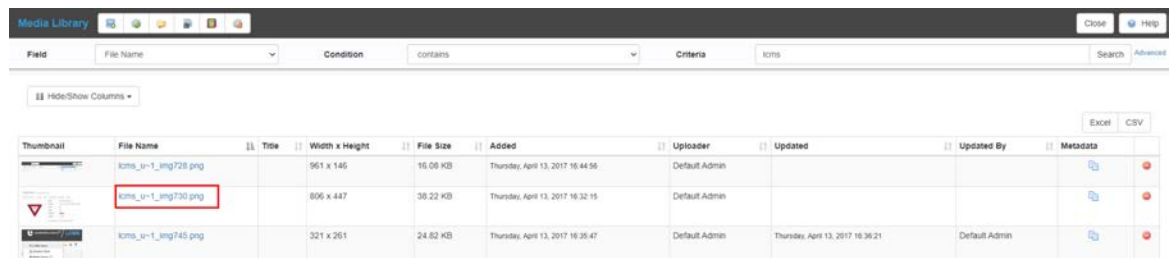
To delete a batch of files from the **Media Library**:

1. Locate the desired media file by using the search options.
2. Select the button for **Batch Delete Mode**.
3. The **Delete** icon is replaced by a check box next to each file. Select the files you wish to delete by selecting the appropriate boxes.
4. Click the **Delete Selected Media** button.
5. Confirm **Yes** or **No** to delete the files.

### 4.3.7 Media Details (Metadata)

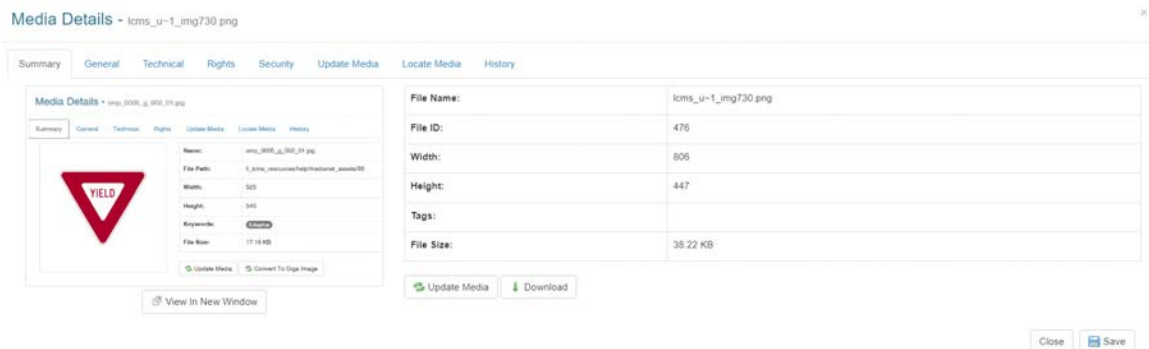
Metadata is used to describe the multimedia assets and SCORM components to help locate and identify media files at a later date. To view **Media Details** (view, add or edit metadata):

1. Click the media file name on the **Search Results** screen.



Thumbnail	File Name	Title	Width x Height	File Size	Added	Uploader	Updated	Updated By	Metadata
	lcms_u-1_img728.png		961 x 146	16.08 KB	Thursday, April 13, 2017 16:44:56	Default Admin			
	lcms_u-1_img730.png		806 x 447	38.22 KB	Thursday, April 13, 2017 16:32:15	Default Admin			
	lcms_u-1_img745.png		321 x 261	24.62 KB	Thursday, April 13, 2017 16:35:47	Default Admin	Thursday, April 13, 2017 16:36:21	Default Admin	

2. A separate **Media Details** window opens for this file. The file name, file ID, media size, and file size populate automatically. All other metadata must be added or updated manually in each tab - **General**, **Technical**, **Rights**, **Security**, **Update Media** (not available for Developers), **Locate Media** and **History**. Each tab is described in the following sections.



**Media Details - lcms\_u-1\_img730.png**

Summary General Technical Rights Security Update Media Locate Media History

**Media Details - img\_0008\_g\_002\_01.png**

Summary General Technical Rights Update Media Locate Media History

Name: img\_0008\_g\_002\_01.png  
 File Path: f:\lcms\_resources\help\media\img\_0008\_g\_002\_01.png  
 Width: 806  
 Height: 447  
 Keywords:   
 File Size: 38.22 KB

3. To download the file to your computer, click **Download**. If the media asset is a .giga or .zoom, the button appears as **Download As Zip**.
4. To save any changes you have made in this window, click the **Save** button. If you do not wish to save any changes, click the **Close** button to return to the media library.

### 4.3.7.1 Summary

The **Summary** tab displays the media's **File Name**, **File ID**, **Width**, **Height**, **Tags** and **File Size**. This information cannot be edited from this tab.


There is also an **Update Media** button available that to opens the **Update Media** tab.

Media Details - lcms\_u-1\_img730.png

Summary General Technical Rights Security Update Media Locate Media History

Media Details - img\_2006\_g\_002\_01.jpg

Summary General Technical Rights Update Media Locate Media History



Name: img\_2006\_g\_002\_01.jpg  
File Path: f:\cms\_resources\help\media\set\_assets\00  
Width: 505  
Height: 343  
Keywords:   
File Size: 17.18 KB

Update Media Connect To Giga Image

View In New Window

File Name: lcms\_u-1\_img730.png  
File ID: 476  
Width: 806  
Height: 447  
Tags:  
File Size: 38.22 KB

Update Media Download

Close Save

### 4.3.7.2 General

From the **General** tab, you can view the media filename and can add or update general information about the file, including:

- **Original Media**

Type the name of the original file, i.e. the source file that was used to create this file.

- **Title**

Type a descriptive name for the content of the file.

- **Description**

Type a narrative description of the file.

- **Tags**

Type the tag(s) in this field. Press Enter after typing each tag or group of tags.

- **Categories**

Use the drop-down list to assign one or more categories to the file. Choose **Select All** to assign all categories to the media file.

Media Details - lcms\_u-1\_img730.png

Summary General Technical Rights Security Update Media Locate Media History

Filename  
lcms\_u-1\_img730.png

Description

Tags

Original Media (Source File)

Title

Categories  
Select one or more Categories ▾

Close Save

### 4.3.7.3 Technical

The **Technical** tab contains information about the technical requirements and characteristics of the file. You can add or update this information, including:

- **Format**

Type the file format in the Format field. (e.g. video/mpeg; text/html; animation)

- **Platform Requirements**

Type any information about other software and hardware requirements for the SCORM component in this field. (e.g. sound card; Min. RAM: 16 Mb; video card and display: at least 800x600 pixels x 256 colours)

Media Details - lcms\_u-1\_img730.png

Summary General Technical Rights Security Update Media Locate Media History

Format  
image/png

Platform Requirements

Close Save

### 4.3.7.4 Rights

The **Rights** tab contains information about the intellectual property rights and conditions

of use for the file. You can add or update this information, including:

- **Cost**  
Select **Yes** or **No**.
- **Copyright**  
Select **Yes** or **No**.
- **Description**  
Type a description of the copyright requirements.

Media Details - cmp\_0005\_g\_002\_01.jpg

SummaryGeneralTechnicalRightsTarget FileUpdate MediaLocate MediaHistory

Cost

☒ Yes ☐ No

Copyright

☒ Yes ☐ No

Description

4.3.7.5 Security

The **Security** tab contains information about the security required for the file. You can choose information from drop-down lists for:

1. Classification

Media Details - giga/cmp\_0005\_g\_002\_01.giga

SummaryGeneralTechnicalRightsSecurityUpdate MediaLocate MediaHistory

Classification

Unclassified  
Restricted  
Confidential  
Secret

Controlled Goods

CAT 4 - Not Applicable - No Technical Content

2. Controlled Goods

Media Details - giga/cmp\_0005\_g\_002\_01.giga

SummaryGeneralTechnicalRightsSecurityUpdate MediaLocate MediaHistory

Classification

Unclassified

CAT 1 - CG Restricted Domain - Contains CG, CGCR required  
CAT 2 - Managed Access - Contains CG, No CGCR  
CAT 3 - Non-Controlled Technical Data - Reviewed & No CG  
CAT 4 - Not Applicable - No Technical Content

### 4.3.7.6 Target File

The **Target File** tab is available only when media contains multiple files. It allows the user to select the applicable file that packages everything together when uploading a .zip or a multi-asset file. This is usually a .html file that loads the interface for the video (play controls), as well as the video itself to be displayed.

#### Media Details - index.html

[Summary](#) [General](#) [Technical](#) [Rights](#) [Target File](#) [Update Media](#) [Locate Media](#) [History](#)

☐ bootstrap.min.css

☐ bootstrap.min.js

☒ index.html

☐ media/aops\_00096\_27-G14-000\_M003.mp4

☐ player/background.png

☐ player/bigplay.fw.png

☐ player/bigplay.png

☐ player/bigplay.svg

☐ player/controls-ted.png

☐ player/controls-wmp-bg.png

☐ player/controls-wmp.png

☐ player/controls.fw.png

☐ player/controls.png

☐ player/controls.svg

☐ player/flashmediaelement.swf

☐ player/jquery.js

☐ player/jumpforward.png

☐ player/loading.gif

☐ player/mediaelement-and-player.min.js

**Please Note:** The uploaded media contains more than one file. Please indicate the "Target file" for this multi-asset media.

### 4.3.7.7 Update Media

The **Update Media** tab is available for Managers, Administrators and Media (not Developers).

From the **Update Media** tab, you can update existing media. Instructions on how to update media are provided on the tab, as shown below.



Media Details - cmp\_0005\_g\_002\_01.jpg

[Summary](#)
[General](#)
[Technical](#)
[Rights](#)
[Target File](#)
[Update Media](#)
[Locate Media](#)
[History](#)

Drag & drop file here ...

(or click to select file)

Browse ...

1. Browse for, or drag media for upload.
2. Click "Upload" when ready.
3. When form reloads, update any related fields. I.e. Title, Dimensions etc.
4. Click "Save" to replace existing media.

### 4.3.7.8 Locate Media

The **Locate Media** tab shows where the media file is being used in all activities. Click the **View Media** button to see media location details, including **Activity**, **Version**, **Topic**, **Screen** and **Screen Location**.

Media Details - aops\_plain\_front\_895W\_807H.jpg

[Summary](#)
[General](#)
[Technical](#)
[Rights](#)
[Security](#)
[Update Media](#)
[Locate Media](#)
[History](#)

View Media

Validate Locations

Show

100

entries

Filter:

Activity	Version	Topic	Screen	Screen Location	
Question Bank - Screen ID: 197	N/A	N/A	Demo Question 4.52	media # 1	
Test Activity (2)	0.2	# 1 - My Test Topic	# 1 - Slideshow Example	media # 1	
Test Activity (2)	0.2	# 1 - My Test Topic	# 2 - 3.17 Example	media	
Test Activity (2)	0.2	# 1 - My Test Topic	# 2 - 3.17 Example	popup media #1	

**Note:** You will be alerted if the media is used in a tabbed screen.

If there is an issue finding the location of the particular piece of media within the library, the **Validate Locations** button allows you to search further, or to find other possible locations for the media.

### 4.3.7.9 History

The **History** tab shows details about when a media file has been added, updated or merged. Details include **Date**, **User** and **Description**.

Media Details - LCMS\_U~1\_img730.png

Summary	General	Technical	Rights	Security	Update Media	Locate Media	History
---------	---------	-----------	--------	----------	--------------	--------------	---------

Excel CSV PDF


Date	User	Description
Thursday, April 13, 2017 16:32:15	Default Admin	added LCMS_U~1_img730.png

### 4.3.7.1 Custom Thumbnail

The **Custom Thumbnail** tab appears on the **Media Details** screen only with non-image file types (.mov, .unity, .unity3d, .zoom). This functionality allows users to upload an image to appear as a thumbnail for the non-image asset.

Media Details - cmp\_0005\_m\_006\_01

Summary	General	Technical	Rights	Update Media	Locate Media	Custom Thumbnail	History
---------	---------	-----------	--------	--------------	--------------	------------------	---------



Clear Thumbnail

Drag & drop file here ...  
(or click to select file)

Browse ...

1. Browse for, or drag thumbnail image for upload.
2. Click "Upload" when ready.



Close Save

### 4.3.8 Copy and Paste Metadata

Metadata values can be copied from one asset to another (others) from the **Search**

**Results** screen. To copy and paste metadata, follow these steps:

- 1. Click the **Copy Metadata** icon in the **Metadata** column to copy the metadata to a clipboard.

Thumbnail	File Name	Title	Width x Height	File Size	Added	Uploader	Updated	Updated By	Metadata
	cmp_0005_g_001_01.jpg	Media	600 x 540	66.53 KB	Apr-28-17 6:28 PM	Default Admin			

- 2. Click the **Paste Metadata** icon beside another asset to paste the metadata into that media asset's records. Alternatively, to paste the same metadata into multiple assets, click the **Paste To All Results** button.

Hide/Show Columns




Paste To All Results

Showing 1 to 5 of 31 entries

Showing 5 entries

Filter:

Previous 1 2 3 4 5 6 7 Next

Thumbnail	File Name	Title	Width x Height	File Size	Added	Uploader	Updated	Updated By	Metadata
	cmp_0005_g_001_01.jpg	Media	600 x 540	66.53 KB	Apr-28-17 6:28 PM	Default Admin			 

- 3. A window will appear, asking you to confirm which pieces of data should be pasted from the original record.

Paste Metadata

☒ General

☒ original media

☒ title

☒ description

☒ dimensions

☒ keywords

☒ categories

☒ Technical

☒ format

☒ platform requirements

☒ Rights

☒ cost

☒ copyrights

☒ description

☒ Security

☒ Classification

☒ Controlled Goods

WARNING! Any existing metadata will be overwritten.

Cancel

Submit

4.3.9 Add Media to Screen

Once multimedia files have been uploaded to the **Media Library**, developers can populate

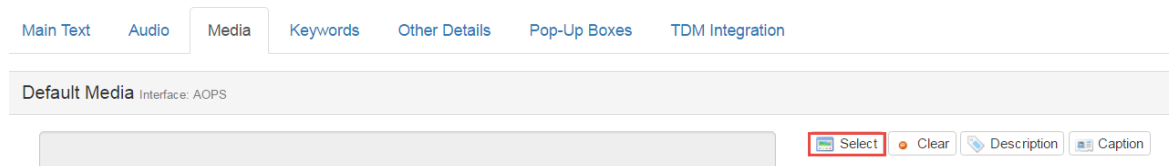
the media fields in an activity in two ways:

1. Selecting a single media file to add to a screen in the activity.
2. Using **Update Media Links** to place all available media files in the activity at once.

### 4.3.9.1 Add Individual Media

To add a media file to an individual screen:



1. Click the **Media** tab, then click the **Select** button.



2. Search for the desired media by using one of the search options described earlier (File Name (or path), Original Media, Title, Description, Tags or Category). If you are searching by file name, enter it in the **Criteria** field and click **Search**.



3. Your results will now appear on the **Search Results** screen. If this is the file you wish to upload, click the **Select** button.

Thumbnail	File Name		Title	Width x Height	File Size	Added	Uploader	Updated	Updated By
	cmp_0005_g_028_01.jpg		Media	600 x 540	53.43 KB	Apr-28-17 6:28 PM	Default Admin		

**Note:** If you are unsure if this is the file you want and wish to see the **Media Details**, click the file name to see the file information. This is described in the **Media Details (Metadata)** section.

Once you choose Select, the **Media Library** window closes and the media file name automatically populates the file name field. Click **Clear** if you wish to remove this file name.

### 4.3.9.2 Add Multiple Media

To add all available media to an activity at one time:

1. Add all filenames to the **Requested Filename** field in the **Media** tab **Description** field for each screen in the activity. Once you add a filename to this field and click **Save**, the filename will appear in the **Media Filename** field with "Requested Filename -" in front of it.


Screen Title: 3.02 Example

ACTIVITY: Test Activity (2) | TOPIC: My Test Topic  
SESSION SAVE: 12:51:35 P.M.

3.06


Main Text Audio **Media** Keywords Other Details Pop-Up Boxes TDM Integration


Default Media Interface: Default Interface

Requested Filename - LCMS\_img739 

Select Clear **Description** Caption

Media Title:

Requested Filename: LCMS\_img739 


Description: 

2. Choose **Update Media Links** from the **Additional Options** drop-down list.

Activity New Topic Preview Activity




Additional Options Review/Approval Help



NAME: Independent Study Activity

CODE: HELP\_00018 | VERSION: 0.1 | STATUS: IN-PRODUCTION | PHASE: N/A | SECURITY:  | RESP

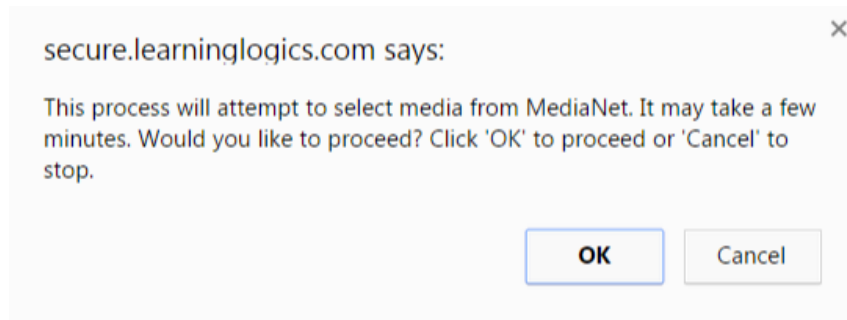
Topic List

Topic No.	Topic Title
1	Instruction Screens

Dependencies (0)   

Activity Profile  
Word Count  
Version History  
Activity Log  
View Storyboard   
View Lesson Outline   
Export Activity to LCMS  
Media Audit  
**Update Media Links**  
Maintain References 0  
Maintain Attachments 0  
Publish as Course  
Publish Course History 0  
TDM Integration

3. To proceed, click **OK** on the dialogue box.

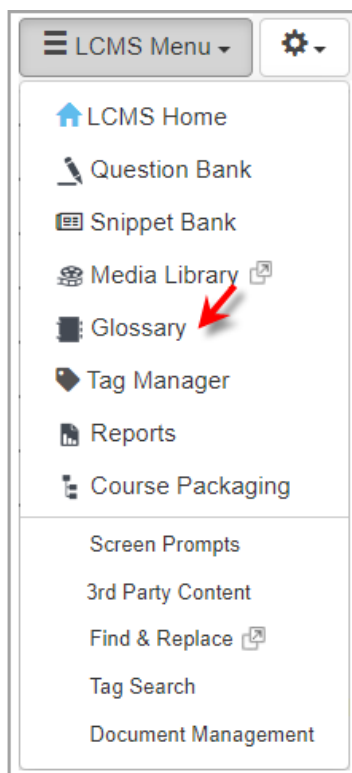


4. Once all available media has been added to the activity, you will see a window listing all media files with **Skipped**, **Updated** or **Not Found** beside each filename.

## 4.4 Glossary

Administrators, Managers, Developers and other users with the **Glossary** privilege enabled, can manage glossaries.

The LCMS provides the tools to build a database of glossary terms that can be accessed by the student in the courseware. If a glossary is required for the courseware, the interface must provide glossary functionality. LCMS users with the relevant privileges can view, edit or delete entries using the **Glossary** link from the **LCMS Menu**. Glossary terms and categories can also be exported from one project into another. One or more glossary categories can be created for all activities; however, each activity can display only one category. The procedure for creating a glossary is outlined on the following pages.

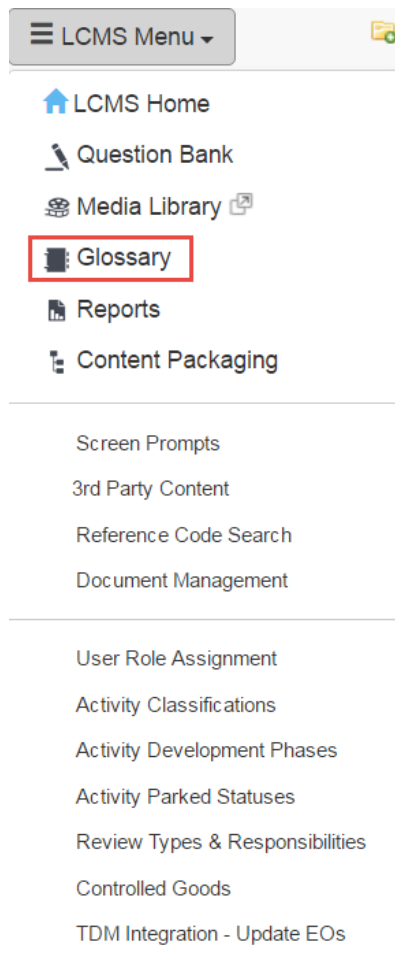


**Note:** If Multilingual Support is enabled additional fields for the alternate language term and definition appear below the English term and definition fields. When adding or editing a prompt, you will see an input field for the alternate language

Refer to the Translation - Multilingual Support topic.

#### 4.4.1 Add Glossary Terms

1. Click **Glossary** from the **Project Menu**.



2. Click the **Add Glossary Term** button from the **Glossary** screen.



3. An **Add Glossary Term** screen will appear. Type the term in the **Glossary Term** field. Note that if multilingual support is enabled, you will also see fields for the alternate language term and definition.
4. Type the glossary term description in the **Definition** field. Use the text editor toolbar to add bullets, make font changes, etc.
5. Click the checkbox beside each **Glossary Category** you wish to assign to the term.



### Glossary: Add Glossary Term

Help

Glossary Term \*

Definition:

Source | B I U S x<sub>2</sub> x² • A - T\_x | ¶ ≡ ☰ ☲ ☱ ” ⌵ ⌶ ⌷ ⌸ |

✂ 📄 🗑 📋 🔍 ↩ ↪ 🔎 🔧 🏠 ⌨ Ω AA aa Aa ↺ ↻ 🔄 ?

Paragraphs: 0, Characters (with HTML): 0

Glossary Category

☐ Acronym☐ Valve

Cancel

Submit

6. Click the **Submit** button. The glossary term will now be added to the selected category(ies).

**Note:** Glossary links can be turned on or off for the following areas of courseware:

- Main screen text
- Option text
- Instructor notes

If the terms added to the glossary are from within these areas, the terms in the glossary have to match exactly with these terms in the lesson. They have to be the same case, context, one word, two words, etc. for the links to be created properly when exporting content. You do not have to add plural forms of terms to the glossary as the LCMS will automatically pick these up when creating linkage. Glossary links can also be configured to only link up to the first occurrence of the glossary term, rather than all instances of the term, on every screen within all the applicable areas (main text, instructor notes, etc.).

#### 4.4.2 Create a Glossary Category

1. Select **Glossary** from the **Project Menu**.
2. The **Glossary** screen will appear. To create a glossary category, start by clicking the **Manage Categories** button.

Glossary [Add Glossary Term](#) **Manage Categories** [Export Glossary](#) [Import Glossary](#) [Help](#)

Criteria (Term/Definition)  [Search](#) # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Filter by category All Glossary Terms

- The **Manage Categories** window will appear, listing the glossary category titles. Click the **Add Glossary Category** button to add a new category.

Glossary: Manage Categories **Add Glossary Category** Cancel [Help](#)

Excel CSV PDF

Category Title	
Acronym	
Valve	

- Type the title of the glossary category in the **Category Title** field and click **Submit**. The title of your glossary will now be listed on the **Manage Categories** window.

Glossary: Add Glossary Category [Help](#)

Category Title:

Cancel Submit

- Repeat steps 2-5 for each glossary category you wish to create. Once the glossary category has been created, you can enter the glossary terms in the database.

### 4.4.3 Search for a Glossary Term

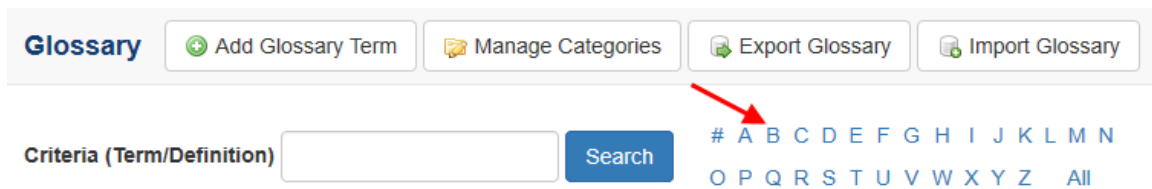
There are two ways to search for glossary terms from the **Glossary** screen:

- Type a keyword into the **Criteria** field.

Glossary [Add Glossary Term](#) [Manage Categories](#) [Export Glossary](#) [Import Glossary](#)

Criteria (Term/Definition)  [Search](#) # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

- Click a letter of the alphabet to see all glossary terms starting with that letter.



**Glossary** [Add Glossary Term](#) [Manage Categories](#) [Export Glossary](#) [Import Glossary](#)

Criteria (Term/Definition)  [Search](#)

# [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#)  
[O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

### 4.4.3.1 Search by Tag

1. Type the keyword in the field.



**Glossary** [Add Glossary Term](#) [Manage Categories](#) [Export Glossary](#) [Import Glossary](#) [Help](#)

Criteria (Term/Definition)  [Search](#)

# [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#)  
[O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Filter by category [All Glossary Terms](#)

2. Select the glossary category you wish to search from the **Filter** by category drop-down list.
3. Click the **Search** button. A glossary list will appear, listing all the terms that have been assigned that keyword. The glossary term and the definition will be searched.



Show  entries Filter:

[Print](#) [CSV](#) [PDF](#)

Glossary Term	Definition
<a href="#">A</a> CHT	Aircraft Handling Test

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

### 4.4.3.2 Search by Letter

1. To search for a specific glossary item from the **Glossary** screen, click the letter of the alphabet that corresponds to the first letter of the term.

**Glossary** Add Glossary Term Manage Categories Export Glossary Import Glossary Help

Criteria (Term/Definition)  Search # A B C D E F G H I J K **L** M N O P Q R S T U V W X Y Z All Filter by category All Glossary Terms

Show 10 entries Filter:

Glossary Term	Definition
LCMS	Learning Content Management System
LMS	Learning Management System

Showing 1 to 2 of 2 entries Previous 1 Next

2. Select the **Glossary Category** from the **Filter** by category drop-down list on the **Glossary** screen. A glossary list will appear, listing all the terms that have been added for that letter.

### 4.4.3.3 Search all Glossary Terms

1. To view all glossary terms, select the **Glossary Category** from the **Filter** by category drop-down list on the **Glossary** screen.

**Glossary** Add Glossary Term Manage Categories Export Glossary Import Glossary Help

Criteria (Term/Definition) test Search # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **All** Filter by category All Glossary Terms

2. Click **All**. When this option is selected, it will show all glossary terms for either a category or all categories, depending on the category(s) selected from the drop-down list. A glossary list will appear, listing all the terms for the **Glossary Category(s)** selected.

### 4.4.4 Edit a Glossary Term

1. Using one of the search functions, find the glossary item you wish to edit on the **Glossary** screen.
2. Click the name of the glossary term. Make any changes on the **Edit Glossary Term** window. **Note:** If **Multilingual Support** is enabled, the alternate language term and definition fields display.

**Glossary: Edit Glossary Term** Help

Glossary Term \*

Definition:

Servo Amplifier Unit


Paragraphs: 1, Characters (with HTML): 28

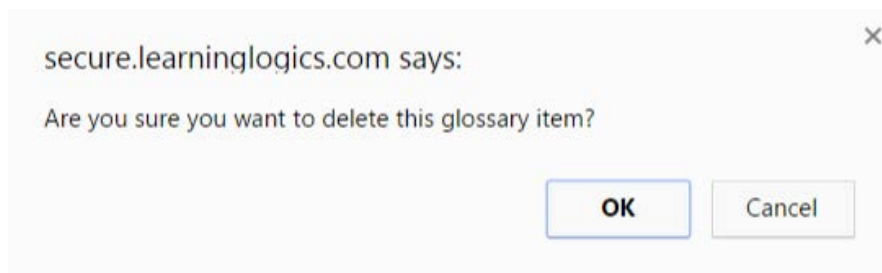
Glossary Category ☐ English ☐ français

Cancel Submit

3. Click **Submit**. The revised glossary term will be displayed on the **Glossary** screen.

#### 4.4.5 Delete a Glossary Term

1. Using one of the search functions, find the glossary item you wish to edit or delete on the **Glossary** screen.
2. Click the **Delete** icon  beside the glossary term you wish to remove.
3. A window will appear asking for confirmation to delete the glossary term. Click **OK**.



4. The glossary term will be deleted from the list of terms on the **Glossary** screen.

#### 4.4.6 Export Glossary

Glossaries can be exported for use in another project, by Admins, Managers, Developers, and other users who can access the navigation tree.


1. Click the **Export Glossary** button. The **Export Glossary** screen will be displayed.

**Export Glossary**  Return to Glossary Mana


**Filename:** N/A


**Date Exported:** N/A

**File size:** N/A

 Export


2. Click the **Export** button to begin the export process.

**Export Glossary**  Return to Glossary Mana

**Filename:** glossary.xml 

**Date Exported:** Tuesday, August 23, 2016 14:12:32

**File size:** 4,276 bytes

 Export

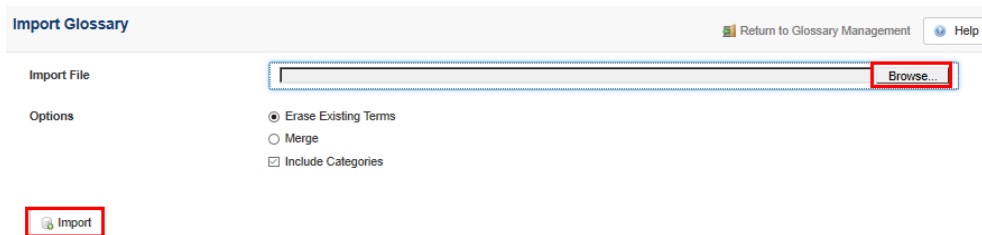
3. An XML file will be created and a download link displayed on the screen. Right-click on the link and select the **Download** or **Save target as...** option from your browser's context menu to save the XML file to your local **Downloads** folder.

## 4.4.7 Import Glossary

Admins and Managers are the only users who can import glossaries that have been

exported from another project.

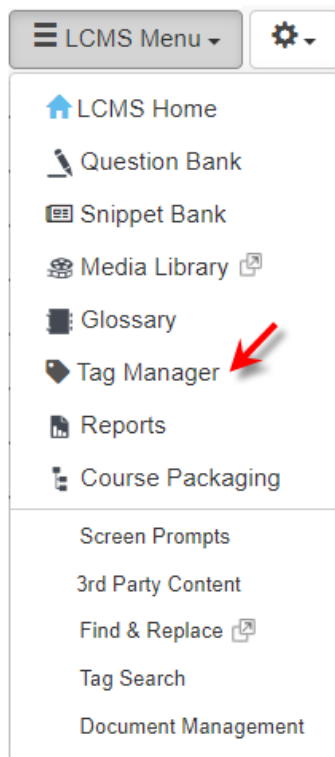
1. Click the **Import Glossary** button. The Import Glossary screen will be displayed.
2. Click the **Browse** button and select the exported XML file to upload from your local drive.
3. Select the Options radio button for **Erase Existing Terms** or **Merge**.
4. Click the checkbox for **Include Categories** to toggle on or off.
5. Click the **Import** button to begin the process. A brief report will be displayed showing how many terms and categories were added.



## 4.5 Tag Manager

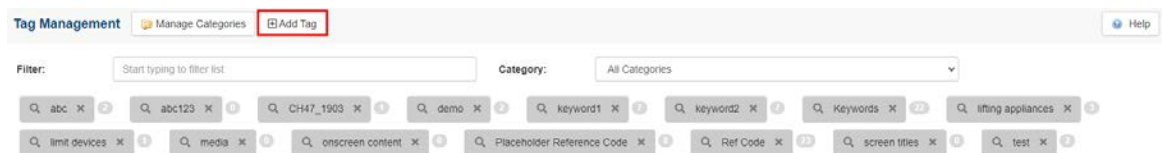
The LCMS provides the tools to build a database of tags.

1. On the **Project** screen, click the **LCMS Menu** button to expand the drop-down menu.
2. On the expanded drop-down menu, click **Tag Manager** to open the **Tab Management** screen.



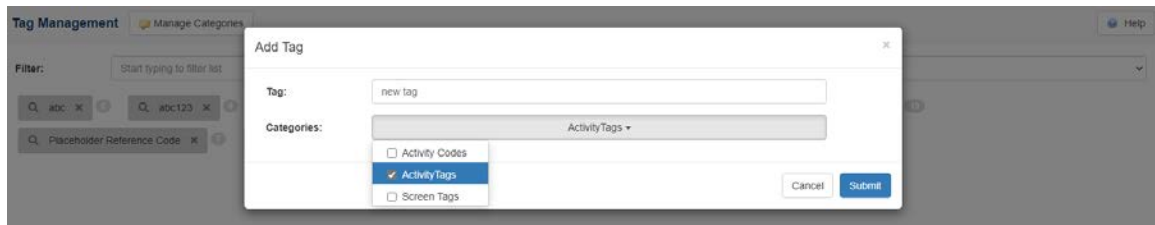
## 4.5.1 Add Tags

1. Click the **Add Tag** button from the **Tag Management** screen. **Note:** The ability to add a tag is role specific (**Administrator**, **Manager** and **Senior Developer**). The permission to add tags may be granted to **Developers**, see Configure Developer Options for more information.



2. Enter the desired name in the **Tag** field.
3. Click the checkbox beside the desired category from the **Categories** drop-down menu. **Note:** The tag may be assigned to multiple categories.

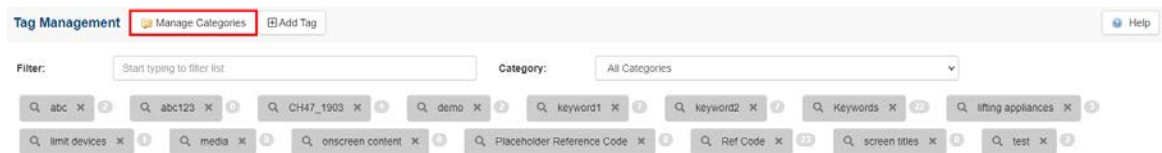




- Click the **Submit** button to save the tag or **Cancel** to exit without saving.

## 4.5.2 Create a Tag Category

- Select **Tag Manager** from the **Project Menu**.
- On the **Tag Management** screen, click the **Manage Categories** button.



- On the **Manage Categories** window, click the **Add Category** button to add a new category.



- Enter the desired name of the tag category in the **Category** field.
- Click the checkbox beside **Available to reviewers** to make the desired category available to reviewers. **Note:** Tag categories provide the reviewer with a filtered list of tags they can use to categorize their review comments (i.e., media, interface, internal, etc.).
- Click **Submit**. The new tag category will be listed on the **Manage Categories** window. **Note:** There must be at least one category defined as being for reviews. By default the **Reviews** category is available to reviewers. Once the tag category has been created, you can enter the tag name in the database.

**Manage Categories** [+ Add Category](#)

Excel CSV PDF

Category		
<a href="#">Activity Keywords</a>		
<a href="#">Internal Review</a>	✓	
<a href="#">Reference Codes</a>		
<a href="#">Reviews</a>	✓	
<a href="#">Screen Keywords</a>		

NOTE: You should have at least one category defined as being for reviews in order for reviewers to assign tags to their comments.

### 4.5.3 Search for a Tag

When searching the LCMS for tags, if there is a large number of tags to search from, a warning message displays when a search is conducted.

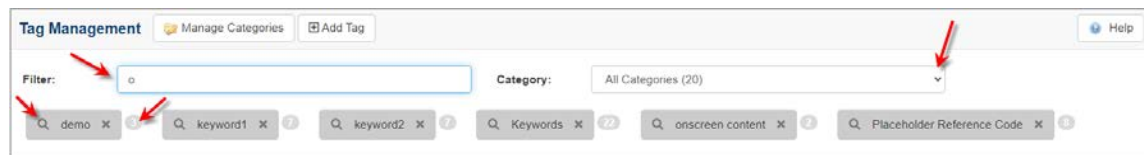
The Tag repository currently contains 6050 tags. To improve performance please execute a search or select a Category to refine any results.

If there is more than 2000 tags to search from in a category, a message to refine the search or add a tag displays when a search is conducted.

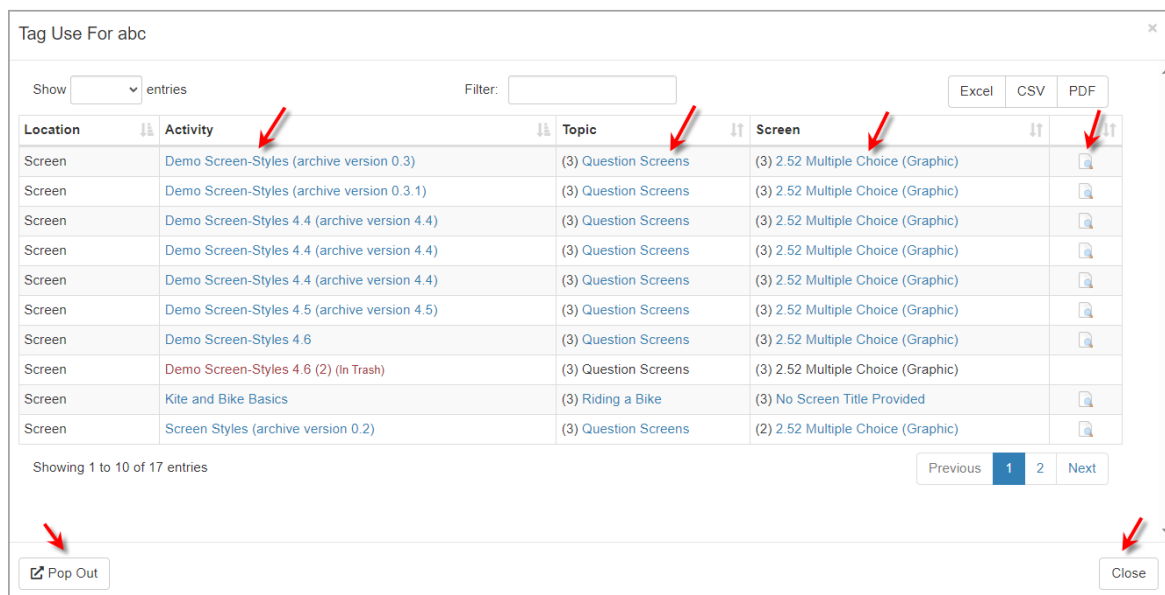
Your search returned 2001 tags. Please refine your search or click 'Add Tag'.

To search for a tag in the **Tag Manager**:

1. On the **Tag Management** screen, enter a partial or full tag name into the **Filter** field and select a category from the **Category** drop-down menu to display the corresponding tags. If **All Categories** is selected, the desired tag will be searched for in all categories. You may also leave the **Filter** field blank and search only by category. Selecting **All Categories** will return a search of all tags in all the categories. **Note:** The count to the right of the tag name displays the number of times the tag had been used. Counts and instances/locations may differ because questions and master linked screens only exist once. Therefore, the tags are only counted once.

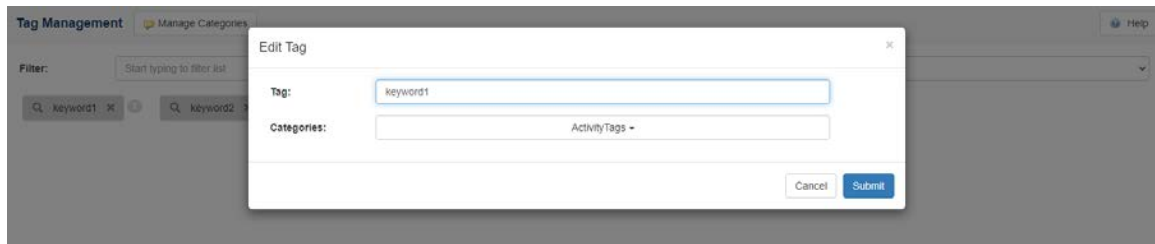


2. Click the **Search** icon to the left of the tag name to open the **Tag For Use** window. This window displays all instances of where the tag is used.
3. On the **Tag For Use** window, click the desired hyperlink to navigate to the Activity, Topic, or Screen where the tag is being used. Click the desired Preview button to display the screen in the viewer. If an interface is not assigned, you will be prompted to select an interface.
4. Click the **Pop Out** button at the bottom of the window to display the content in a separate window or click the **Close** button to exit the window.




## 4.5.4 Edit a Tag

1. Using one of the search functions, find the tag you wish to edit on the **Tag Management** screen.
2. Double-click the name of the tag. Modify the name in the **Tag** field.



3. Click **Submit**. The revised tag term will be displayed on the **Tag Management** screen.

### 4.5.5 Delete a Tag

1. Using one of the search functions, find the tag you wish to delete on the **Tag Management** screen.
2. Click the **Delete** icon  beside the tag name you wish to remove.
3. A window will appear asking for confirmation to delete the tag name. Click the **Yes** button.



4. The tag name will be deleted from the list of tags on the **Tag Management** screen.

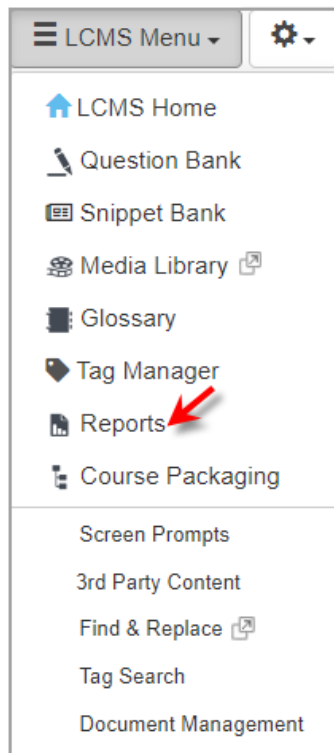
## 4.6 Reports

The **Report** option provides a series of reports for a project that may be accessed in Excel, PDF and CSV formats. Different user roles have access to specific report types depending on their privileges. Administrators and Managers can access most of the available report types. The only option available to Developers in **Reports** is **Screen Content Search**.

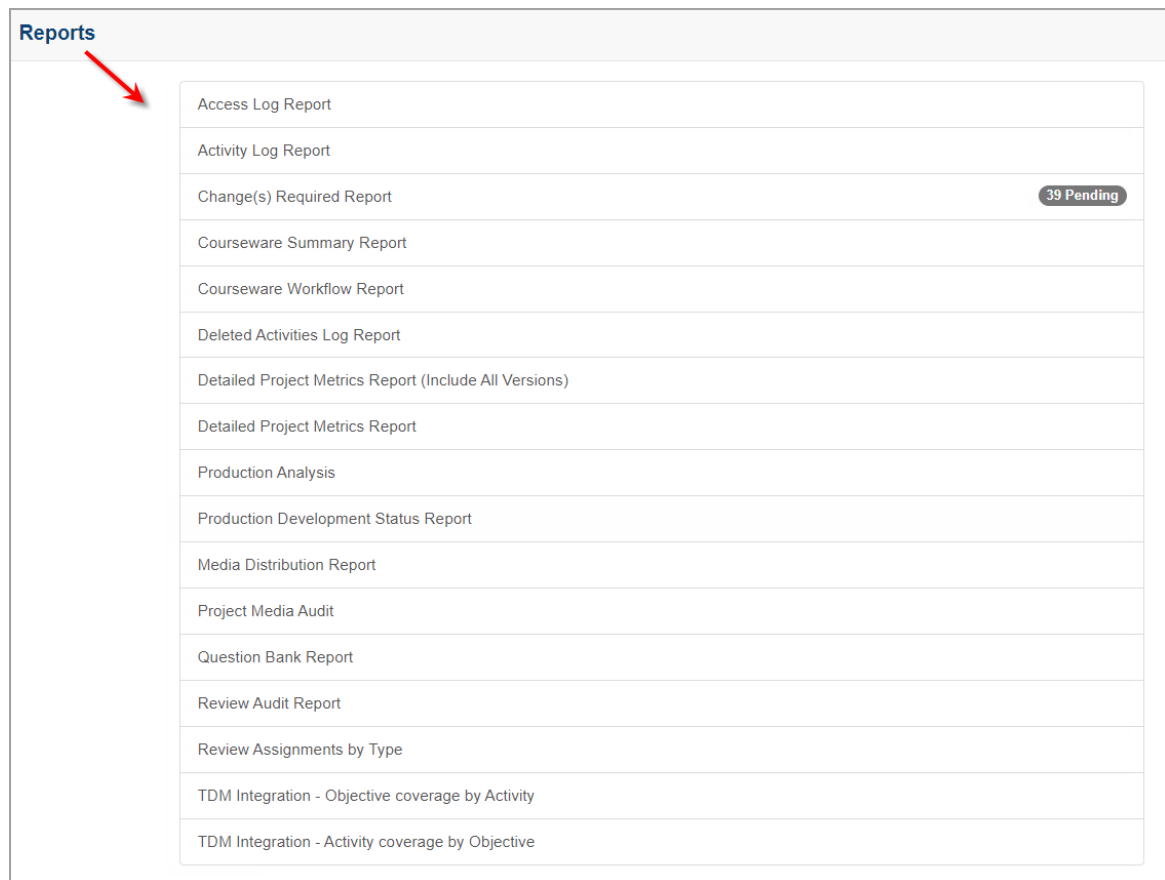
To access the report screens:

1. On the **Project** screen, click the **LCMS Menu** button to expand the drop-down menu.

2. On the expanded **LCMS Menu**, click the **Reports** option to open the **Reports** screen.



3. On the **Reports** screen, click the desired report type to open the corresponding screen.



## 4.6.1 Access Log Report

To create an Access Log Report:

1. On the **Reports** screen, click the **Access Log Report** type to open the **Access Log Report** screen.
2. On the **Access Log Report** screen, filter the report by selecting the desired **Role(s)**, **Action(s)** and **User(s)** from the drop-down menu. Leave the fields blank to include all options. The report may also be filter by **Date**.
3. Select the desired date range (to/from) required for the report from the **Date Accessed/To** date fields. Click each field and select the desired date from the calendar widget. Click the corresponding **Clear** button to clear the date field.

**Reports / Access Log Report** Print Back Help

Role(s) 
 Users(s)

Action(s)

Date Accessed:

**Submit**

- Click the **Submit** button to generate the report. **Note:** For all the matches in the search criteria, the report will list the **Date/Time**, **Action**, **User**, **Role**, **Organization**, **IP** and **Project**.
- On the **Access Log Report**, click the **Excel**, **CSV** or **PDF** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the screen.

Show  entries Filter:  Excel CSV PDF

Date/Time	Action	User	Role	Organization	IP	Project
Jul-02-24 1:33 PM	enter project	LCMS Documenter	Administrator	Bluedrop	192.168.228.82	LCMS Documentation
Jul-02-24 6:51 AM	enter project	LCMS Documenter	Administrator	Bluedrop	192.168.228.82	LCMS Documentation
Jul-03-24 10:18 AM	enter project	LCMS Documenter	Administrator	Bluedrop	192.168.228.105	LCMS Documentation
Jul-03-24 12:18 PM	enter project	LCMS Documenter	Administrator	Bluedrop	192.168.228.105	LCMS Documentation
Jul-03-24 6:35 AM	enter project	LCMS Documenter	Administrator	Bluedrop	192.168.228.105	LCMS Documentation
Jul-03-24 7:42 AM	enter project	LCMS Documenter	Administrator	Bluedrop	192.168.228.105	LCMS Documentation
Jul-04-24 10:28 AM	exit project	LCMS Documenter	Administrator	Bluedrop	192.168.228.130	LCMS Documentation

## 4.6.2 Activity Log Report

The Activity Log Report provides Administrators and Managers with a quick way to view the history of all activities.

To create an Activity Log Report:

- On the **Reports** screen, click the **Activity Log Report** type to open the **Activity Log Report** screen.
- On the **Activity Log Report** screen, filter the report by selecting the desired options from each drop-down menu. Click the corresponding checkbox for the available options to filter the report. Leave the fields blank to include all options. The report information may be filtered by **Folder**, **Type**, **Activity Development Phase**, **Status**, **Status In Log**, **User**, **Log Activity Development Phase** and **Status in Log**. **Note:** If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down menu will display in the report filter options.
- Enter the version information in the **Current Version** and **Log Version** fields.

**Reports / Activity Log Report** Print Back Help



**Folder**

**Type** 
**User**

**Activity Development Phase** 
**Log Activity Development Phase**

**Status** 
**Status In Log**



**Current Version** 
**Log Version**

**From:**  
**To:**  

**Tags:**
☐ Include activities with Tags  
☐ Exclude activities with Tags

Clear Submit

4. Select the desired date range (to/from) required for the report from the **To/From** date fields. Click each field and select the desired date from the calendar widget. Click the corresponding **Clear** button to clear the date field.

**From:**  
**To:**  

**Tags:**

☐ Jun 2024

☒ July 2024

☐ August 2024

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1		1	2	3	4	5	6						1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	
30																					

5. Click the **Include screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window, and then click the **Submit** button to return to the **Activity Log Report** screen. See Tags/Categories (Tab) for more information.
6. Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Activity Log Report** screen.



Tags:

☒ Include activities with Tags  
Click to select...

☒ Exclude activities with Tags  
Click to select...

[Clear](#) [Submit](#)

- On the **Activity Log Report** screen, click the **Submit** button to generate the report or click the **Clear** button to clear the filters. **Note:** For all activities that match the search criteria, the report will list the **Activity**, **Code**, **Current Production Status**, **Current Version**, **Current Activity Development Phase**, **Date**, **User**, **Log Production Status**, **Log Version**, **Log Activity Development Phase**, **Parked Status**, **Parked Description** and **Note**.
- On the **Activity Log Report**, click the **Excel** or **CSV** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the screen.

												Excel	CSV
Activity	Code	Current Production Status	Current Version	Current Activity Development Phase	Date	User	Log Production Status	Log Version	Log Activity Development Phase	Parked Status	Parked Description	Note	
Documentation													
Kites and Bikes - Instructor	HELP_00058	in-production	0.1		Jun-26-24 7:28 AM	LCMS Documenter (Administrator)	in-production	0.1				Review Retracted	
Screen Style Examples													
Demo Screen-Styles 4.6	HELP_00009	submitted for translation	4.6	Storyboard	Jun-26-24 11:45 AM	LCMS Documenter (Administrator)	submitted for translation	4.6	Storyboard			Screen deleted - Style (3.02)	

### 4.6.3 Change(s) Required Report

When activities are sent to assigned Reviewers/Approvers, the Reviewer/Approver provides comments which may be documented in the **Change(s) Required Report**. The **Change(s) Required Report** allows you to view all of the comments and responses in full for all versions of the selected activity.

To create a Change(s) Required Report:

- On the **Reports** screen, click the **Change(s) Required Report** type to open the **Change(s) Required Report** screen.
- On the **Change(s) Required Report** screen, select the desired activities for the report from the **Activity** field. All activities within the project are listed in the **Activity** field. If required, click the **Clear** button to clear the selection or click the **Select All**

button to select all the activities in the list.

Reports / Change(s) Required Report Filter

Activity

- Demo Activity 1 (help\_00001)
- Demo Activity 1 (help\_00019)
- Demo Screen-Styles (archive version 0.3) (\_help\_00009\_0.3)
- Demo Screen-Styles (archive version 0.3.1) (\_help\_00009\_0.3.1)
- Demo Screen-Styles 4.4 (archive version 4.4) (\_help\_00009\_4.4)
- Demo Screen-Styles 4.5 (archive version 4.5) (\_help\_00009\_4.5)
- Demo Screen-Styles 4.6 (help\_00009)
- Kite and Bike Basics (help\_00020)
- Kite and Bike Basics (archive version 0.2) (\_help\_00020\_0.2)
- Kite and Bike Basics (archive version 0.3) (\_help\_00020\_0.3)
- Kites and Bikes - Instructor (help\_00058)
- Test Activity (help\_00008)
- Test Activity (2) (archive version 0.1) (\_help\_00020\_0.1)

Clear Select All

3. Select the desired reporting period required for the report from the **Reporting period** date fields. Click each field and select the desired date from the calendar widget. **Note:** Clicking the corresponding **Clear** button clears the date field.

Reporting period

Jul 2024 to Jul-31-24

Jul 2024 August 2024 September 2024

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

4. Select the desired option from the **Developer**, **Reviewer**, **Status**, **Activity Development Phase**, and **Review Type** drop-down menu to filter the report. Leave the fields blank to include all options.
5. Click the **Display Summarized Version** to generate a summarized version of the report.

Developer All Reviewer All

Status All

Activity Development Phase All

Review Type All

☐ Display Summarized Version

6. Click the **Include screens with Tags** checkbox (if required), choose the tags from the

**Select Tags** window, and then click the **Submit** button to return to the **Activity Log Report** screen. See Tags/Categories (Tab) for more information.

- Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Activity Log Report** screen.

- On the **Change(s) Required Report** screen, click the **Submit** button to generate the report or click the **Cancel** button to return to the **Reports** screen. **Note:** For each comment made by the assigned Reviewer/Approver, the report will list the **Activity Title**, **Change ID**, **Scope**, **Screen**, **Version**, **Review Type**, **Developer**, **Comment Author/Date** and time comment was made, **Status** of comment, **Response Author/Date** and time response comment was made.
- On the **Change(s) Required Report**, click the **Excel** or **CSV** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the report.

Change ID	Scope	Screen	Version	Review Type	Developer	Comment Author	Date	Status	Response Author	Date
Test Activity (2) (archive version 0.1)										
13969	Activity		0.1	Content	Default Admin	Default Admin	Wednesday, May 24, 2017 11:38:42	Pending		

## 4.6.4 Courseware Summary Report

To create a Courseware Summary Report:

- On the **Reports** screen, click the **Courseware Summary Report** type to open the **Courseware Summary Report** screen.
- On the **Courseware Summary Report** screen, enter the desired Activity name and version in the **Activity** and **Version** fields and/or select the desired option from the **Folder**, **Type**, **Status**, **Activity Development Phase** and **Review Type** drop-down

menu to filter the report. Leave the fields blank to include all options. **Note:** If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down menu will display in the report filter options.

3. Click the **Include screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window, and then click the **Submit** button to return to the **Courseware Summary Report** screen. See Tags/Categories (Tab) for more information.
4. Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Courseware Summary Report** screen.

Reports / Courseware Summary Report Print

Folder: All

Activity:  Status:

Type: All Version:

Activity Development Phase: All

Review Type: All

Tags:

☒ Include activities with Tags  
Click to select...

☒ Exclude activities with Tags  
Click to select...

Clear Submit

5. On the **Courseware Summary Report** screen, click the **Submit** button to generate the report or click the **Clear** button to clear the filters. **Note:** For all activities that match the search criteria, the report will list the **Activity**, **Code**, **Activity**, **Status**, **Type**, **Version** and the names of the **Developer**, **Reviewer(s)/Review Manager**, **Manager** and **Approval Authority**.
6. On the **Courseware Summary Report**, click the **Excel**, **CSV** or **PDF** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the screen.


<div>Excel CSV PDF</div>								
Activity	Code	Activity Development Phase	Status	Type	Version	Developer	Reviewers	Approval Authority
Screen Style Examples								
Demo Screen-Styles 4.6	HELP_00009	Storyboard	Content - in-production	Independent Study	4.6	Default Admin	Default Admin	

## 4.6.5 Courseware Workflow Report

This report is used to track the flow of activities through the review process. Once an activity is submitted for review, the date that the review must be completed by and the number of days left for the review are tracked.

To create a Course Workflow Report:

1. On the **Reports** screen, click the **Courseware Workflow Report** type to open the **Courseware Workflow Report** screen.
2. On the **Courseware Workflow Report** screen, select the desired options from each drop-down menu to filter the report. Leave the fields blank to include all options. The report information may be filtered by **Folder**, **Type**, **Activity Development Phase**, **Review Type**, and **Status**. Leave the fields blank to include all options. **Note:** If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down menu will display in the report filter options.
3. Click the **Include screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window, and then click the **Submit** button to return to the **Courseware Workflow Report** screen. See Tags/Categories (Tab) for more information.
4. Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Courseware Workflow Report** screen.

**Reports / Courseware Workflow Report** 

Folder: Subfolder 3

Type: All Status: in-production


Activity Development Phase: All

Review Type: All

Tags:

☒ Include activities with Tags  
Click to select...

☒ Exclude activities with Tags  
Click to select...

 Clear **Submit**

- On the **Courseware Workflow Report** screen, click the **Submit** button to generate the report or click the **Clear** button to clear the filters. **Note:** For all activities that match the search criteria, the report will list the **Activity Title, Code, Activity Development Phase, Status, Review Days Remaining, Review Due Date** and **Reviewer/Approver** authorities.
- On the **Courseware Workflow Report**, click the **Excel, CSV** or **PDF** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the screen.

								Excel	CSV	PDF
Activity	Code	Activity Development Phase	Status	Review Days Remaining	Review Due Date	Reviewer / Approver				
Subfolder 3										
Independent Study Activity	HELP_00018	N/A	in-production							
Instructor Led Activity	HELP_00004	N/A	in-production							

## 4.6.6 Deleted Activities Log Report

The **Deleted Activity Log Report** provides Administrators and Managers with a quick way to view all deleted activities.

To create a Deleted Activity Log Report:

- Click **Deleted Activity Log Report** from the **Reports** screen menu.
- The information can be filtered by **Type** from the drop-down list. If no selections are made, all will be automatically selected. **Deleted Between** dates can be adjusted from

this screen as well.

3. Click **Submit** to view the report.

For all activities that match your search criteria, the report will list **Activity**, **Code**, **Current Version**, **Activity Type**, **Developer**, **Creation Date**, **Deletion Date**, **Deleted By**, and **Log**.

4. Click the **Excel** or **CSV** buttons to see the report in either format.

5. You also have the option to **Hide/Show Columns**, if you wish.

**Note:** If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down will appear in the report filter options.

## 4.6.7 Detailed Project Metrics Report (Include All Versions)

The **Detailed Project Metrics Report (Include All Versions)** provides information on all versions that exist for an activity, including the versions that were archived when new versions were created. **Note:** Versions are managed in the **Version** field of the **Activity Profile** function.

To create a Detailed Project Metrics Report (Include All Versions):

1. Click **Detailed Project Metrics Report (Include All Versions)** from the **Reports** screen.
2. The **Detailed Project Metrics Report** screen is displayed. Information for each activity includes the **Version**, whether it is archived, number of topics, number of instruction screens, number of question screens, number of **Depreciated** screens, number of **Graphics**, number of **Video** files, number of **Audio** files, number of **Reference** files, number of **Change** comments and number of **Outstanding Comments**. The totals are also given for all activities included in the report.

Reports / Detailed Project Metrics Report - All Versions												Print	Back	Help
Show	25	▼	entries	Filter:				Excel	CSV	PDF				
Activity	Version	Archive?	Topic	Instruction Screen	Test Screen	Deprecated *	Graphic (s)	Video	Audio	Reference	Change	Outstanding Comments		
Content Screen Styles	0.1	Yes	3	46	22	32	151	16	3	0	0	0		
Demo Activity 1	0.1	No	3	2	3	3	7	2	0	0	5	5		
Demo Activity 1	0.1	No	3	2	3	3	7	2	0	0	2	2		

Click the **Excel**, **CSV** or **PDF** buttons to see the report in those formats.

## 4.6.8 Detailed Project Metrics Report

The **Detailed Project Metrics Report** provides information on all versions that exist for an activity, but does not include archived versions of that activity.

To create a Detailed Project Metrics Report:

1. Click **Detailed Project Metrics Report** from the **Reports** screen.
2. The **Detailed Project Metrics Report** screen is displayed. Information for each activity includes the **Version**, number of topics, number of instruction screens, number of question screens, number of **Deprecated** screens, number of **Graphics**, number of **Video** files, number of **Audio** files, number of **Reference** files, number of **Change** comments and number of **Outstanding Comments**. The totals are also given for all activities included in the report.



Reports / Detailed Project Metrics Report											
Print											
Back Help											
Excel CSV PDF											
Activity	Version	Topic	Instruction Screen	Test Screen	Deprecated *	Graphic (s)	Video	Audio	Reference	Change	Outstanding Comments
Demo Activity 1	0.1	3	2	3	3	7	2	0	0	5	5
Demo Activity 1	0.1	3	2	3	3	7	2	0	0	2	2
Demo Screen-Styles 4.6	4.6	5	47	22	38	152	17	3	1	1	0
demo test jodi	0.2	0	0	1	0	0	0	0	0	0	0
Holst Test	0.1	0	0	0	2	0	0	0	0	0	0
ID Sprint Testing Folder	0.1	1	0	0	0	0	0	0	0	0	0
Independent Study Activity	0.3	1	10	0	6	17	4	0	0	0	0
Instructor Led Activity	0.1	2	0	0	0	0	0	0	0	0	0
Kite and Bike Basics	0.4	4	11	1	0	7	0	1	1	0	0
Math Notation	0.1	1	0	0	1	0	0	0	0	0	0
Screen Styles	0.1	1	2	0	0	0	0	0	0	0	0
Test Activity	0.3	4	40	9	0	30	4	0	0	5	4
test survey	0.1	0	0	0	1	0	0	0	0	0	0
Activity (13)		25	114	39	54	220	29	4	2	13	11

\* Depreciated screens should be converted to a supported screen style.

Click the **Excel**, **CSV** or **PDF** buttons to see the report in those formats.

## 4.6.9 Production Analysis

The frequency of use for the different instruction or question screen styles and the level of difficulty assigned to questions can be located using the **Production Analysis** feature.

To view production analysis statistics:

1. Click **Production Analysis** from the **Reports** menu. The **Production Analysis** reports window will appear.
2. Click the **Screen Distribution** link to view screen distribution statistical information for a project or for a specific activity.

## Production Analysis

### Analysis Applied To

**Project**

**Activity**

**Project/Activity**

### Analysis Type

[Screen Distribution](#)

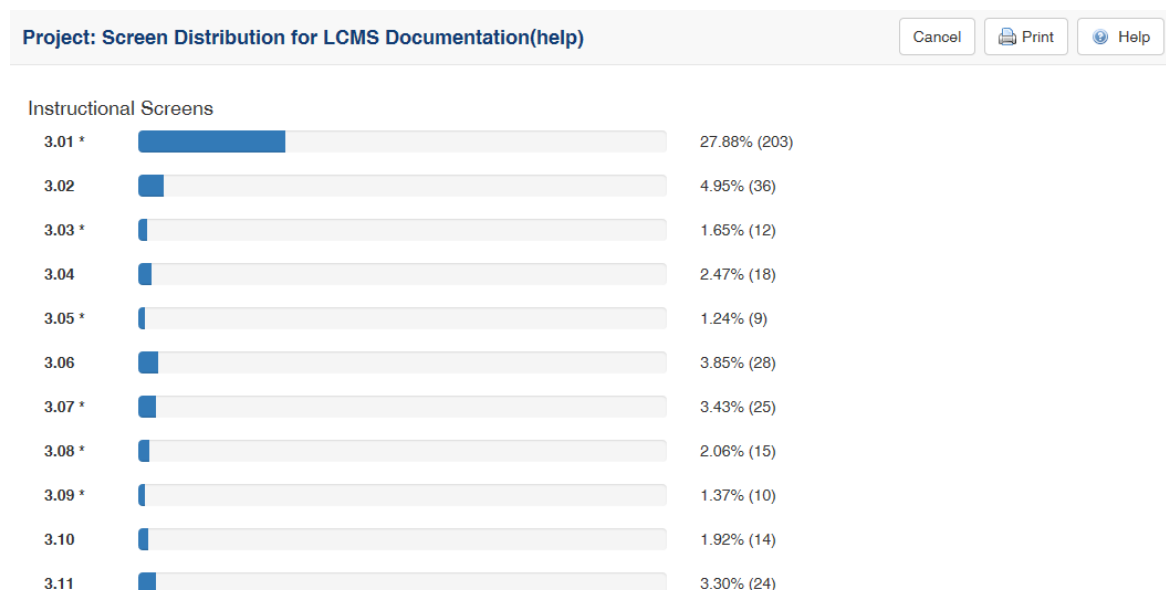
[Screen Distribution](#)

[Questions - Level of Difficulty Distribution](#)

- Click the **Questions - Level of Difficulty Distribution** link to view the question level of difficulty distributions for a project or activity.

### 4.6.9.1 Screen Distribution - Project

- Click **Screen Distribution** beside **Project** on the **Production Analysis** screen to see a **Project: Screen Distribution** screen showing the various screen styles used in the project. Their use is shown as a bar graph, expressed as a percentage (%) and identified by the number of times each screen style is used.



A screen distribution **Summary** for the activity is provided at the bottom of the screen.

### Summary

<b>Instructional Screens:</b>	510
<b>Question Screens:</b>	218
<b>Total Screens:</b>	728

\* Legacy Screen Styles

2. To return to the **Production Analysis** screen, click the **Cancel** button in the top right corner or the Browser's back button. There is also a **Print** button located here.

### 4.6.9.2 Screen Distribution - Activity

1. Click **Screen Distribution** beside **Activity** on the **Production Analysis** screen.

#### Activity: Screen Distribution Project: Dev Project

---

Folders

Select a folder to generate activities ▼

2. Select the activity folder you wish to analyze from the drop-down list.

#### Activity: Screen Distribution Project: Dev Project

---

Folders

Default setup folder ▼

Activities

Select an activity for comparison ▼

3. Select the activity you wish to analyze from the drop-down list. An **Activity: Screen Distribution** window will appear that displays the various screen styles used in the project. Their use is shown as a bar graph, expressed as a percentage

(%) and identified by the number of times each screen style is used. A screen distribution summary for the activity is provided at the bottom of the screen.

**Activity: Screen Distribution for Test Activity (help\_00008)**

Cancel

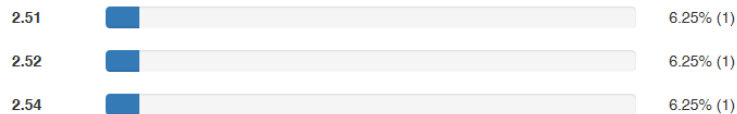
Print

Help

**Instructional Screens**



**Question Screens**



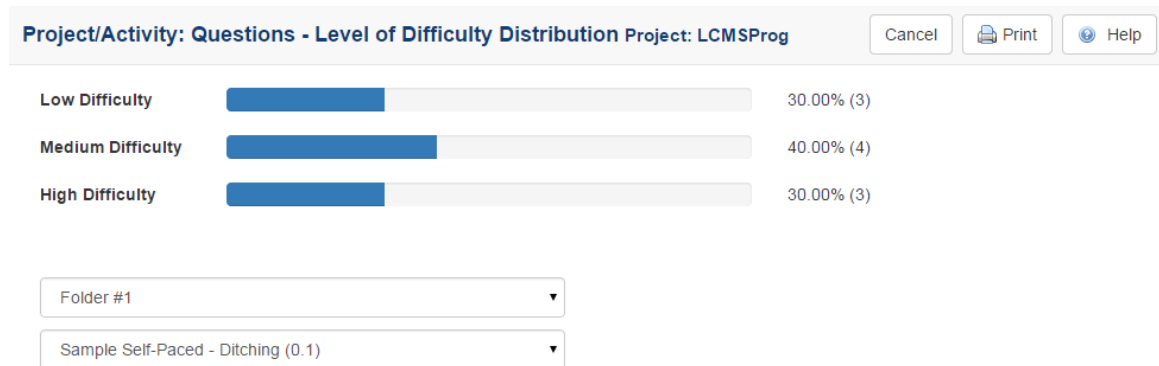
**Summary**

Instructional Screens:	13
Question Screens:	3
Total Screens:	16

- To return to the **Production Analysis** screen, click the **Cancel** button in the top right corner or use the Browser's back button. There is also a **Print** button located here.

### 4.6.9.3 Questions - Level of Difficulty Distribution

- Click **Questions - Level of Difficulty Distribution** beside Project/Activity on the **Production Analysis** screen. A screen will appear, indicating the distribution of questions with low, medium or high difficulty ratings for a specific project. Their use is shown as a bar graph, expressed as a percentage (%) and identified by the number of times each screen style is used.
- To further refine your analysis, select an activity folder from the drop-down list, then select an activity from the next drop-down list. Results will be displayed on the **Difficulty Distribution** window.



3. To return to the previous screen, click the **Browser Back** button or **Cancel**.

#### 4.6.10 Production Development Status Report

The **Production Development Status Report** provides an overview of the production status for each activity in the project. The report also provides the number of days an activity has spent in each status, which can be used in analyzing the project's performance metrics.

To create a Production Development Status Report:

1. On the **Reports** screen, click the **Production Development Status Report** type to open the **Production Development Status Report** screen.
2. On the **Production Development Status Report** screen, select the desired options from each drop-down menu or enter the desired Activity name and version in the **Activity** and **Version** fields to filter the report. Leave the fields blank to include all options. The report information may be filtered by **Folder**, **Type**, **Activity Development Phase**, **Activity**, **Status**, **Developers**, and **Version**. **Note:** If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down menu will display in the report filter options.
3. Click the **Include screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window, and then click the **Submit** button to return to the **Production Development Status Report** screen. See Tags/Categories (Tab) for more information.
4. Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Production Development Status Report** screen.
5. On the **Production Development Status Report** screen, select **Activity Creation**

**Date** or **Use Inputted Date** and enter a valid date in the **Activity Since Field** to choose how the activity stats will be calculated.

**Reports / Production Development Status**

Folder:

Type:  Status:

Activity Development Phase:  Developers:

Activity:

Version:

Tags:

☒ Include activities with Tags

☒ Exclude activities with Tags

Calculate Options

☒ Activity Creation Date

☐ Use Inputted Date

- Click the **Submit** button to generate the report or click the **Clear** button to clear the filters. **Note:** For all activities that match the search criteria, the report will list the **Activity, Code, Created Date, Activity Development Phase, Status, Type, Version** and **Current Developer**, along with the number of days the activity has spent in the following phase: **Development, Review, Parked** and **Waiting**.
- On the **Production Development Status Report**, click the **Excel, CSV** or **PDF** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the screen.

												Excel	CSV	PDF
												Days		
Activity	Code	Created	Activity Development Phase	Status	Type	Version	Developer	Development	Review	Parked	Waiting			
<b>Documentation</b>														
Kites and Bikes - Instructor	HELP_00058	Apr-22-22		in-production	Instructor Led Lesson	0.1	User4a User4a	580.2	241.6					
								580.2	241.6	0	0			

## 4.6.11 Media Distribution Report

This report is used to view all the media files associated with a project.

To create a Media Distribution Report:

1. On the **Reports** screen, click the **Media Distribution Report** type to open the **Media Distribution Report** screen.
2. On the **Media Distribution Report** screen, click the corresponding checkbox to include the desired option in the report.
3. Click the **Include screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window, and then click the **Submit** button to return to the **Media Distribution Report** screen. See Tags/Categories (Tab) for more information.
4. Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Media Distribution Report** screen.

Reports / Media Distribution Report Filter

☐ Graphic(s) (also includes embedded media)

☒ Video/Animations

☐ Audio

☐ Pop-Up Boxes

☐ References

☐ Include All Versions

☐ Include File Description

Tags:

☒ Include media with Tags

Click to select...

☒ Exclude media with Tags

Click to select...

Cancel Submit

5. On the **Media Distribution Report** screen, click the **Submit** button to generate the report or click the **Cancel** button to return to the **Reports** screen. **Note:** For media files that match the search criteria, the report will list the **File Name**, **Media Title**, and **Location**. If the **Include File Description** is included in the report a **Description** field will also be listed in the report.
6. On the **Media Distribution Report**, click the **Excel** or **CSV** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the report.

Reports / Media Distribution Report Filter / Media Distribution Report

Print

Back

Help

Show25entries

Filter:

Excel

CSV

File Name	Media Title	Location
VIDEO / ANIMATIONS		
bunny_test.mp4	Bunny Test	<ul style="list-style-type: none"><li>Independent Study Activity</li><li>Test Activity</li><li>Test Activity (2)</li></ul>

## 4.6.12 Project Media Audit

This report is used to report the status of all media files associated with a project. It lists the number of files specified, in place and missing.

To create a Project Media Audit Report:

1. On the **Reports** screen, click the **Project Media Audit** type to open the **Project Media Audit** screen.
2. On the **Project Media Audit** screen, click the desired activity to select it for the report. To select more than one activity, hold the Ctrl key and click the desired activities. To choose all activities, click the **Select All** button. **Note:** Click the Clear button to clear the filters.
3. Click the desired option from the **Filter by Media Type** drop-down menu.
4. Click the **Include screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window, and then click the **Submit** button to return to the **Project Media Audit** screen. **Note:** Only the Tags used on the media will be loaded in the **Select Tags** window. See Tags/Categories (Tab) for more information.
5. Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Project Media Audit** screen.



Reports / Project Media Audit Filter

Select the activities below. This report may take a while to process, depending on the number of activities selected.

Clear Select All

Filter by Media Type: All, Graphic(s), Video, Audio

Tags: ☒ Include media with Tags (Click to select... (NOTE: Only tags used on Media have been pre-loaded))  
☒ Exclude media with Tags (Click to select... (NOTE: Only tags used on Media have been pre-loaded))

Cancel Submit

- On the **Project Media Audit** screen, click the **Submit** button to generate the report or click the **Cancel** button to return to the **Reports** screen. **Note:** For each Activity that match the search criteria, the report will list the **Files specified**, **Files in place**, **Files Missing** and **Overall Completion**.
- On the **Project Media Report**, click the **Excel**, **CSV** or **PDF** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the report.

Reports / Project Media Audit Filter / Project Media Audit

Media: Graphic(s), Video, Audio

Excel CSV PDF

Activity	Files specified	Files in place	Files Missing	Overall Completion
Kite and Bike Basics (help_00020)	4	54	2	50.00%
Kites and Bikes - Instructor (help_00058)	1	41	0	100.00%

### 4.6.13 Question Bank Report


To create a Question Bank Report:

- On the **Reports** screen, click the **Question Bank Report** type to open the **Question Bank Report** screen.
- On the **Question Bank Report** screen, filter the report by selecting the desired options from each drop-down menu. Click the corresponding checkbox for the available options to filter the report. Leave the fields blank to include all options. The report may also be filtered by entering time in the **Time Limit** fields or the desired text in the **Main Text Contains** field. **Note:** If **Multilingual Support** is enabled on the project, an **Activity**

**Language** drop-down menu will appear in the report filter options.

3. Click the **Include screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window, and then click the **Submit** button to return to the **Question Bank Report** screen. **Note:** Only the Tags used on the Question screen will be loaded in the **Select Tags** window. See Tags/Categories (Tab) for more information.
4. Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Question Bank Report** screen.
5. On the **Question Bank Report** screen, click the desired radio button from the **Only Show** field.
6. Click the **Category & distribution break-down, Questions** or **Activity Usage** checkbox to include the option in the report. **Note:** The **Category & distribution break-down** option is only available when the **Print Format** radio button is selected. The **Activity Usage** option will take longer to generate, as the report will find all the activities that use the question screen.
7. Click the desired radio button from the **Format** field.
8. Select the desired details to output from the **Data To Output** menu.

**Reports / Question Bank Selection**

Category 

Screen Style  Difficulty

Answer Constraint  Time Limit from  to  in minutes

Main Text Contains

Tags:

☒ Include questions with Tags

☒ Exclude questions with Tags

Only show ☒ Active ☐ Inactive ☐ All

Format ☒ Print Format ☐ Excel Format

Include ☐ Category & distribution break-down  
☒ Questions  
☐ Activity Usage

Data To Output ☒ Options  
☒ Targets  
☒ Media  
☒ Correct Answer(s)  
☒ Feedback  
☒ Tags  
☒ Category  
☒ Review Instructions  
☒ Personal Notes

9. Click the **Submit** button to generate the report or click the **Cancel** button to return to the **Reports** screen. **Note:** The details provided for each question depend on the fields completed on each individual question screen when the questions were developed in the Question Bank. Details for each question include the **Question ID**, **Screen Style**, **Level of Difficulty**, **Answer Constraint**, **Time Limit**, **Question Stem**, **Options**, **Correct Answer**, **Feedback**, **Media Descriptions**, **Tags**, and **Category**.
10. On the **Question Bank Report**, click the **Print** button to print the report (if required).

Reports / Question Bank Selection / Question Bank Report [Print](#) [Back](#) [Help](#)

### Question Bank Categories & Distribution (all active screens)

Category	Low	Med	High	Total
Advanced	14	1		15
Beginner	4			4
<b>Total</b>	<b>109</b>	<b>5</b>	<b>0</b>	<b>118</b>

### Questions (Total: 248)

Classification: LVL 1) UNCLASSIFIED		Controlled Goods: CAT 4 - Unrestricted		
Question ID: 109	Screen Style: 2.52	Difficulty: Low	Answer Constraint: Mandatory	Time Limit:
<p><b>Question Stem</b></p> <p>Knowledge Check Which of the following are good places to fly a kite?</p> <p><b>Options</b></p> <ul style="list-style-type: none"> <li>1. Open field</li> <li>2. Under power lines</li> <li>3. Beach</li> <li>4. Busy highway</li> </ul>				

## 4.6.14 Review Audit Report

To create a Review Audit Report:

1. On the **Reports** screen, click the **Review Audit Report** type to open the **Review Audit Report** screen.
2. On the **Review Audit Report** screen, filter the report by selecting the desired options from each drop-down menu. Click the corresponding checkbox for the available options to filter the report. Leave the fields blank to include all options. The report information may be filtered by **Activity Status**, **Activity Development Phase** and **Review Type**. **Note:** If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down menu will display in the report filter options.
3. Select the desired date range (to/from) required for the report from the **Date Submitted From** and **to** date fields. Click each field and select the desired date from the calendar widget. Click the corresponding **Clear** button to clear the date field.
4. Click the **Include screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window, and then click the **Submit** button to return to the **Review Audit Report** screen. See Tags/Categories (Tab) for more information.
5. Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the

**Select Tags** window and then click the **Submit** button to return to the **Review Audit Report** screen.

6. On the **Review Audit Report** screen, click the **Submit** button to generate the report or click the **Cancel** button to return to the **Reports** screen. **Note:** For each Activity that match the search criteria, the report will list the **Version**, **Activity Phase**, **Review Type**, **Submitted**, **Finalized**, **Author** and **Comments**.
7. On the **Review Audit Report**, click the **CSV** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the report.

Version	Activity Phase	Review Type	Submitted	Finalized	Author	Comment
<b>Kite and Bike Basics - help_00020</b>						
Current Activity Status: submitted for translation						
0.4		Content	Sep-20-22 9:15 AM	Sep-20-22 11:23 AM	User2a User2a - Reviewer f	Finalized by Review Manager
0.4		Content	Sep-20-22 9:15 AM	Sep-20-22 11:23 AM	User Not Found - Review Manager	
0.4		Content	Sep-19-22 11:37 AM	Sep-20-22 8:20 AM	User2a User2a - Reviewer v	Finalized by Review Manager
0.4		Content	Sep-19-22 11:37 AM	Sep-20-22 8:20 AM	User Not Found - Review Manager	
0.4		Content	Sep-19-22 10:25 AM	Sep-19-22 10:28 AM	User2a User2a - Reviewer v	Finalized by Review Manager
0.4		Content	Sep-19-22 10:25 AM	Sep-19-22 10:28 AM	User Not Found - Review Manager	
0.4		Content	Sep-16-22 11:26 AM	Sep-16-22 1:48 PM	User2a User2a - Reviewer v	Finalized by Review Manager
0.4		Content	Sep-16-22 11:26 AM	Sep-16-22 1:48 PM	User Not Found - Review Manager	
0.4		Peer	Oct-16-18 11:40 AM	Oct-16-18 11:58 AM	User Not Found - Reviewer	Finalized by Review Manager
0.4		Peer	Oct-16-18 11:40 AM	Oct-16-18 11:58 AM	User Not Found - Review Manager	
0.4		Peer	Oct-16-18 10:47 AM	Oct-16-18 10:51 AM	User Not Found - Reviewer	Finalized due to Role removal
0.4		Peer	Oct-16-18 10:47 AM	Oct-16-18 11:35 AM	User Not Found - Review Manager	
0.4		Peer	Sep-25-18 2:23 PM	Oct-16-18 10:09 AM	User Not Found - Reviewer	
0.4		Peer	Sep-25-18 2:23 PM	Oct-16-18 10:44 AM	User Not Found - Review Manager	
0.3		Peer	Sep-13-18 12:30 PM	Sep-13-18 1:22 PM	User Not Found - Review Manager	A few minor changes!
<b>Kites and Bikes - Instructor - help_00058</b>						
Current Activity Status: in-production						
0.1		Client	Jan-24-24 9:37 AM	Jun-26-24 7:28 AM	User2a User2a - Reviewer	Retracted by LCMS Documenter
0.4		Client	Jan-24-24 9:37 AM	Jun-26-24 7:28 AM	User Not Found - Review Manager	Retracted by LCMS Documenter

## 4.6.15 Review Assignments by Type

This report provides a list of Review Types and the users assigned to various roles within the Reviews assigned to those Review Types.

To create a Review Assignments by Type Report:

1. On the **Reports** screen, click the **Review Assignments by Type** report type to open the **Review Assignments by Type** screen.
2. On the **Review Assignments by Type** screen, filter the report by selecting the desired options from each drop-down menu. Click the corresponding checkbox for the available options to filter the report. Leave the fields blank to include all options. The report information may be filtered by **Activity Status**, **Activity Development Phase**, **Developers** and **Review Type**. **Note:** If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down menu will display in the report filter options.
3. Select the desired date range (to/from) required for the report from the **Date Submitted From** and **to** date fields. Click each field and select the desired date from the calendar widget. Click the corresponding **Clear** button to clear the date field.
4. Click the **Include screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window, and then click the **Submit** button to return to the **Review Assignments by Type** screen. See Tags/Categories (Tab) for more information.
5. Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Review Assignments by Type** screen.

**Reports / Review Assignments by Type Filter**

Activity Status:

Activity Development Phase:

Date Submitted From:  to

Developers:

Review Type:

Tags:

☒ Include activities with Tags

☒ Exclude activities with Tags

- On the **Review Assignments by Type** screen, click the **Submit** button to generate the report or click the **Cancel** button to return to the **Reports** screen. **Note:** For each Activity that match the search criteria, the report will list the **Review Type**, **Reviewers** and **Approval Authorities**.
- On the **Review Assignments by Type** report, click the **Excel**, **CSV** or **PDF** button to download or view the report in the corresponding format.

			Excel	CSV	PDF
Review Type	Reviewers	Approval Authorities			
Client	User2a User2a				
Content	User1a User1a User2a User2a				
Peer					

#### 4.6.16 TDM Integration - Objective Coverage by Activity

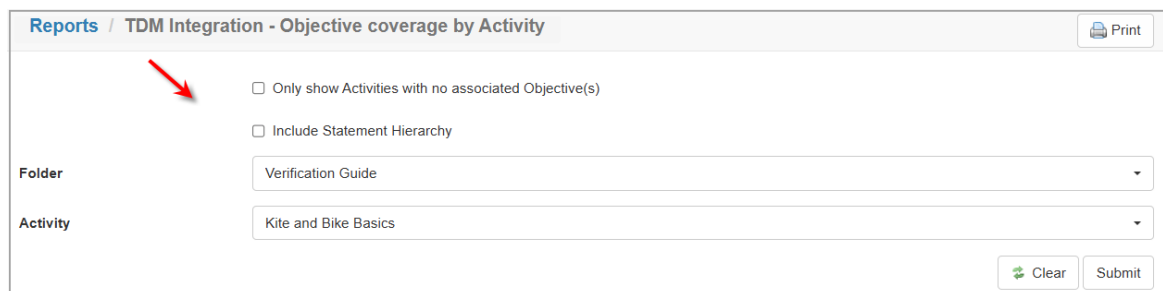
When TDM Integration is enabled, users associate teaching points (objectives) to screens at the topic and activity level. The **TDM Integration - Objective coverage by Activity** Report is used to view the coverage of the objective by Activity. **Note:** This report is only available when TDM is installed. See TDM Integration for more information.

To create a **TDM Integration - Objective coverage by Activity** Report:

- On the **Reports** screen, click the **TDM Integration - Objective coverage by Activity** report type to open the **TDM Integration - Objective coverage by Activity** screen.
- On the **TDM Integration - Objective coverage by Activity** screen, click the **Only show Activities with no associated Objective(s)** checkbox, if required. **Note:** This

will filter the available selections for the **Folder** drop-down menu. Only Activities that are not associated with objectives will display.

- Click the **Include Statement Hierarchy** checkbox, if required. **Note:** When this checkbox is selected, the TDM statement hierarchy will be included in the report.
- Select the desired course folder from the **Folder** drop-down menu.
- Select the desired Activity from the **Activity** drop-down menu.



Reports / TDM Integration - Objective coverage by Activity Print

☐ Only show Activities with no associated Objective(s)

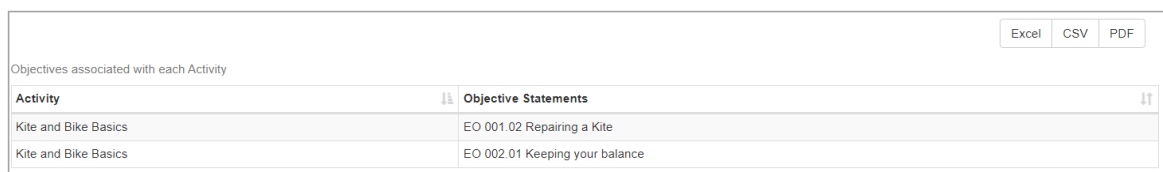
☐ Include Statement Hierarchy

**Folder** Verification Guide

**Activity** Kite and Bike Basics

Clear Submit

- Click the **Submit** button to generate the report or click the **Clear** button to clear the filters. **Note:** For all activities that match the search criteria, the report will list the **Activity** and **Objective Statement**.
- On the **TDM Integration - Objective coverage by Activity** report, click the **Excel**, **CSV** or **PDF** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the report.



Objectives associated with each Activity

Excel CSV PDF

Activity	Objective Statements
Kite and Bike Basics	EO 001.02 Repairing a Kite
Kite and Bike Basics	EO 002.01 Keeping your balance

#### 4.6.17 TDM Integration - Activity Coverage by Objective

When TDM Integration is enabled, users associate teaching points (objectives) to screens at the topic and activity level. The **TDM Integration - Activity coverage by Objective** report is used to view the coverage of the Activity by the objective. **Note:** This report is only available when TDM is installed. See TDM Integration for more information.

To create a **TDM Integration - Activity coverage by Objective** report:

- On the **Reports** screen, click the **TDM Integration - Activity coverage by Objective**



report type to open the **TDM Integration - Activity coverage by Objective** screen.

- On the **TDM Integration - Activity coverage by Objective** screen, click the **Only show Activities with no associated Objective(s)** checkbox, if required. **Note:** This will filter the available selections for the **Folder** drop-down menu. Only objectives that are not associated with Activities will display.
- Click the **Include Statement Hierarchy** checkbox, if required. **Note:** When this checkbox is selected, the TDM statement hierarchy will be included in the report.
- Select the desired course folder from the **Folder** drop-down menu.
- Select the desired course objective from the **Course** drop-down menu.
- Select the desired performance objective from the **Performance Objective** drop-down menu.
- Select the desired enabling objective from the **Enabling Objective** drop-down menu. Leave the field blank to include all options.

**Reports / TDM Integration - Activity coverage by Objective** Print

☐ Only show Objectives with no associated Activity

☐ Include Statement Hierarchy

**Folder** Verification Guide

**Course** Pinwheels (1), v.1

**Performance Objective** leave unselected for all

Clear Submit

- Click the **Submit** button to generate the report or click the **Clear** button to clear the filters. **Note:** For all activities that match the search criteria, the report will list the **Enabling Objective** and **Activity**.
- On the **Activity coverage by Objective** report, click the **Excel**, **CSV** or **PDF** button to download or view the report in the corresponding format. **Note:** To print the report, click the **Print** button at the top of the report.

Excel CSV PDF

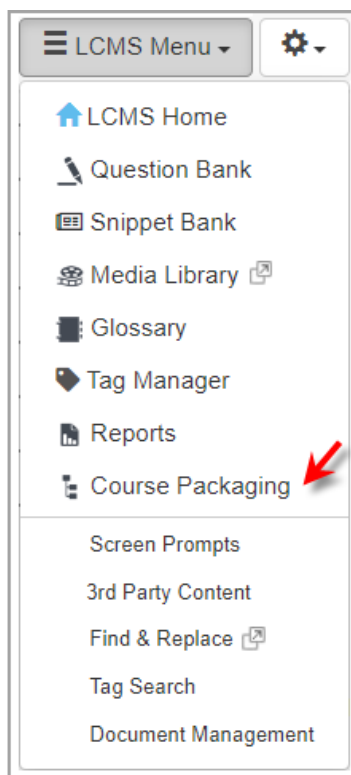
Activities associated with each Enabling Objective

Enabling Objective	Activity
EO 001.01 Making a homemade kite	
EO 001.02 Repairing a Kite	Kite and Bike Basics

## 4.7 Course Packaging

Depending on the privileges you have been assigned, you may have access to some or all of the LCMS **Content Packaging** functions for developing and managing activities in a project. You can design a course made up of activities using this function. Once your course is created, you can export the course for use in the Learninglogics® LMS.

To access the **Course List**, click **Course Packaging** from the **LCMS Menu**. This screen lists all of the created courses by name, code, description and version. It also includes the date of course creation, along with its date of last modification.



Content Packaging : Course List

New Course

Published Courses

Help

List Courses Generated from Activity

ON

OFF

Filter:

Excel

CSV

PDF

Code	Name	Version	Date Created	Date Modified					
A1	Demo Course	0.1	Friday, August 14, 2015	Friday, August 14, 2015					
Code 1	Demo Course	0.1	Thursday, August 27, 2015	Thursday, August 27, 2015					

From the **Content Packaging: Course List** screen, you can:

- Create a new course structure

- Modify an existing course structure
- Edit the course properties (archive versions of a course structure)
- View published courses
- Select an archived course structure as the master
- Copy an existing course structure
- Delete an existing course structure
- Toggle **List Courses Generated from Activity** On or Off
- Open **Course Designer**

## 4.7.1 Create New Course

1. From the **Content Packaging** screen, click the **New Course** button.

**Content Packaging : Course List** New Course Published Courses Help

☒ List Courses Generated from Activity ON OFF

Show  entries Filter:

Excel CSV

Code	Name	Version	Date Created	Date Modified				
A1	Demo Course	0.1	Friday, August 14, 2015	Friday, August 14, 2015				
Code 1	Demo Course	0.1	Thursday, August 27, 2015	Thursday, August 27, 2015				

Showing 1 to 2 of 2 entries

Previous 1 Next

2. Enter the **Name**, **Code**, **Description**, **Version** and **Language** (if required) of the course on the **Course Properties** screen.

### Content Packaging : Course Properties

[Help](#)

Name \*

Code \*

Description

Version \*

0.1

Language

en ▼

\* Indicates a required field

[Cancel](#)[Submit](#)

3. Click the **Submit** button. A dialogue box appears asking if you would like to add activities to the course.

### Content Packaging

**Sample Course - WG (1234)** has been created.

Would you like to add activities to the course now?

[Yes](#)[No](#)

4. Click **Yes** to continue creating your course structure within **Course Designer**. **Note:** Click **No** to create your course structure later. You will return to the **Course List** screen.

The screenshot displays the 'Course Designer' interface within the 'Content Packaging : Course List' section. The top navigation bar includes 'Edit', 'Settings', 'Metadata', 'Boilerplates', and 'Publish' tabs, along with a 'Save' button. The 'Assign Activity' tab is active, showing a tree view with 'Demo Course' selected. The right-hand configuration panel is divided into 'General' and 'Options' sections. The 'General' section includes checkboxes for 'Is Visible', 'Instructor Authentication', and 'Allow LMS to automatically launch first Activity (Control Mode Flow)'. Below these are fields for 'Activity Type' (set to 'Determine automatically'), 'Identifier' (set to 'Code 1'), 'URL Parameters' (set to 'query string'), 'Passmark' (set to '0 - 100 %'), 'Attempt Count Limit' (set to 'no number is unlimited'), 'Attempt Time Limit' (with fields for Hour, Minute, and Second), and 'Time Limit Action' (set to a dropdown menu).

### 4.7.1.1 Course Designer

You will add and edit activities and course structure within **Course Designer**. This is also where you will create your SCORM or Off-Line package.

#### 4.7.1.1.1 Add Activity to Folder

If a course contains many modules, you may wish to add activity folders to the course for organizational purposes. You may add activities (SCOs) to the course folder or the activity folders, depending on the desired course structure. This course structure will be used by trainees and instructors to access the course and all of its activities within the LMS.

1. Select the course or activity folder within **Course Designer**.
2. Right-click the **Activity**, and then select **Create** to add a child node. **Note:** The **Activity** can also be renamed or deleted.

Content Packaging : Course List / Course Designer

Edit Settings Metadata Boilerplates Publish

Assign Activity

Demo Course

General Options

☐ Is Visible

☐ Instructor Authentication

☐ Allow LMS to automatically launch first Activity (Control Mode Flow)

Activity Type  
(Determine automatically)

Identifier  
Code 1

URL Parameters  
query string

Passmark  
0 - 100 %

Attempt Count Limit  
no number is unlimited

Attempt Time Limit  
Hour H Minute M Second S

Time Limit Action

3. Click the **Assign Activity** to choose an **Activity** module to add to the course structure. Select the **Activity** module from the list, and then click the **Assign** button or click the **Cancel** button to return to the **Course Designer** screen. The selected **Activity** module will display in the course structure. You may select an activity module from the Active, Archived, or Imported/3rd Party scrolling list. If you wish to narrow your search, type a full or partial activity name in the search field, and then click **Search**. **Note:** Any archived activities included in a course structure will be identified in blue.

Select Activity

Active

Search:

Name	Code
Aircraft Plumbing Repairs	help_00026
Aircraft Plumbing Repairs (Import)	help_00041
Cerfs-Volants et Velos	help_00034
Demo Activity 1	help_00001
Demo Activity 1	help_00019
Demo Aircraft Plumbing Repairs	help_00040
Demo Screen-Styles 4.6	help_00009
demo test jodi	help_00023
Exam	help_00035
Exam (2)	help_00036

Assign Cancel

4. Once the activity module is selected, the activity name will be displayed in the **Name** for activity field. If you wish to change the name of the selected activity module, right-

click the activity module and select **Rename**. Enter a name in the activity name field.

- Click the **General** tab to assign course parameters such as, **Is Visible**, **Instructor Authentication**, **Identifier**, **URL Parameters** (i.e., reference material), **Passmark**, **Attempt Count Limit**, **Attempt Time Limit** (hours, minutes, and seconds) and **Time Limit Action**. **Note:** If desired, click the checkbox beside **Allow LMS to automatically launch the first Activity (Control Mode Flow)** to enable this feature in the LMS.

The screenshot shows the 'Course Designer' interface. On the left, there's a list of activities under 'Assign Activity' with 'Demo Course' selected. On the right, the 'General' tab is active, showing various settings:
 

- Is Visible:** A checkbox that is currently unchecked.
- Instructor Authentication:** A checkbox that is currently unchecked.
- Allow LMS to automatically launch first Activity (Control Mode Flow):** A checkbox that is currently unchecked.
- Activity Type:** A dropdown menu set to '(Determine automatically)'.
- Identifier:** A text field containing 'Code 1'.
- URL Parameters:** A text field containing 'query string'.
- Passmark:** A text field containing '0 - 100'.
- Attempt Count Limit:** A text field containing 'no number is unlimited'.
- Attempt Time Limit:** Fields for Hour, Minute, and Second, all currently empty.
- Time Limit Action:** A dropdown menu.

- Note:** When instructor authentication is enabled, the user may launch the activity from within **My Courses (Learninglogics® LMS)**, but will not be able to view screens until the instructor has entered a username and password.

The screenshot shows a dialog box titled 'Authentication Required'. It contains the text 'Ask your instructor to authenticate.' Below this, there are two input fields: 'Instructor username' and 'Instructor password'. At the bottom, there are two buttons: 'Close' and 'Submit >'.

- On the new **Activity** module, the **Options** tab will also be enabled. From the **Options** tab, select an **Interface** (viewer) and/or a **Glossary** from the drop-down menu.

8. On the **SCORM 2004 Sequencing** pane, select the desired close/relaunch behaviour for the activity by clicking the corresponding checkbox. These sequencing options are activity specific and will set the expected results when an activity is closed and relaunched by the user in the LMS. Support for the **SCORM 2004 Sequencing** options is dependent on the LMS SCORM player. **Note:** The **SCORM 2004 Sequencing** panes will only display if the activity is published as a **SCORM 2004 3rd** or **SCORM 2004 4th** package.
9. On the **SCORM 2004 Sequencing Macros** pane, Click the **Continue to next Activity on end** checkbox. When this feature is enabled, the next activity in the sequence will launch automatically in the LMS.

The screenshot shows the 'Activity: Aircraft Plumbing Repairs' interface. On the left, a tree view shows the activity 'Aircraft Plumbing Repairs' selected. On the right, the 'Options' tab is active, showing the following settings:

- Interface:** (use default)
- Glossary:** (use default)
- SCORM 2004 Sequencing:**
  - ☐ Completion Set By Content
  - ☐ Objective Set By Content
  - ☐ Skip when satisfied/completed
  - ☐ Disable when satisfied/completed
- SCORM 2004 Sequencing Macros:**
  - ☐ Continue to next Activity on end

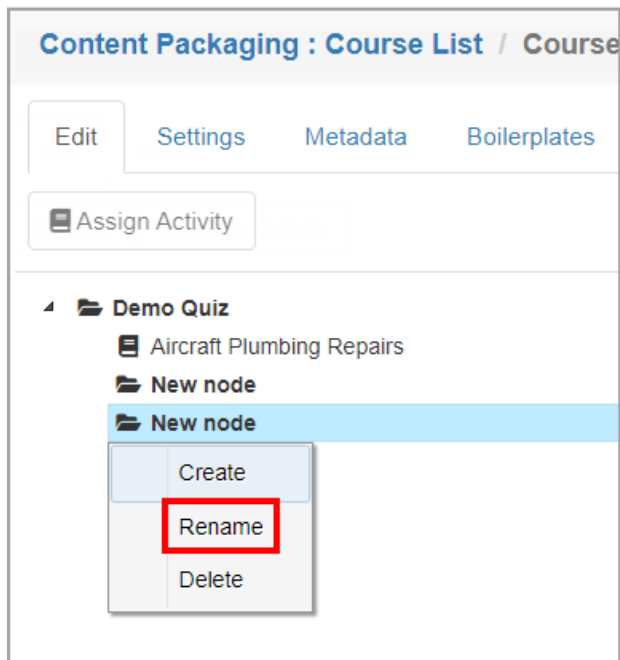
SCORM 2004 Sequencing Option	Description
Completion Set by Content	The Completion Set by Content option indicates the activity is responsible for communicating whether or not the activity is complete. If the Completion Set by Content is defined as False and the activity does not communicate completion information, the LMS will assume the activity has been completed when the current attempt on the activity ends.
Objective Set by	The Objective Set by Content option indicates the activity is responsible for communicating whether or not the activity's objective is



Content	satisfied. If the Objective Set by Content is defined as False and the activity's associated content object does not communicate success information, the LMS will assume the activity's objective has been satisfied when the current attempt on the activity ends.
Skip when satisfied/ completed	The Skip when satisfied/completed option will choose satisfied if the activity is a Test and completed if the activity is a Independent Study. If the activity is either satisfied or completed the activity is not considered a candidate for delivery during a flow sequencing request. The activity may still be chosen with a choice sequencing request.
Disable when satisfied/ completed	The Disable when satisfied/completed option will choose satisfied if the activity is a Test and completed if the activity is a Independent Study. If the activity is either satisfied or completed the activity may not be the target of any sequencing or delivery request. The presentation is normally greyed in the course tree. If needed, also choose Skip when satisfied/completed option to not interrupt any flow sequencing.

#### 4.7.1.1.2 Edit Activity/Activity Folder Name/Contents

1. Select the activity folder or activity you wish to edit within **Course Designer**.
2. Right-click the activity, and select **Rename** from the option list.



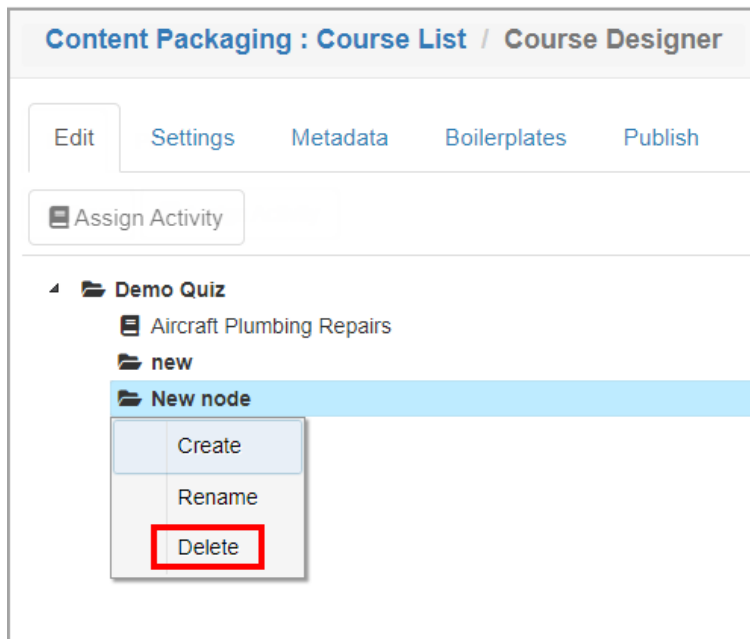
3. Edit the name in the **Name** for activity field if desired.
4. To re-order the activities, click and drag the activity to the desired location.
5. Click the **Save** icon.

#### 4.7.1.1.3 Re-Order Activity Folder/Activity

1. Select the folder or activity you wish to re-order within **Course Designer**.
2. Click and drag the folder or activity
3. The folder or activity will move to the desired location.
4. Click the **Save** icon.

#### 4.7.1.1.4 Delete Activity or Activity Folder

1. Select the activity folder you wish to delete within **Course Designer**.
2. Right-click and select **Delete** from the option list. The selected folder or activity will be deleted.



3. Click the **Save** icon.
4. To delete an activity from the course structure. Click **Course Packaging** from the **LCMS Menu**, and then click the delete icon beside the activity. **Note:** The activity and all the associated modules will be deleted.

List Courses Generated from Activity ☒ ON ☐ OFF

Filter:

Excel CSV PDF

Code	Name	Version	Date Created	Date Modified					
A1	Demo Course	0.1	Friday, August 14, 2015	Friday, August 14, 2015					
Code 1	Demo Course	0.1	Thursday, August 27, 2015	Thursday, August 27, 2015					
help_00008	Test Activity	0.3	Tuesday, August 29, 2017	Tuesday, August 29, 2017					
help_00020	Kite and Bike Basics	0.4	Monday, March 4, 2019	Monday, March 4, 2019					
help_00037	Test	0.1	Monday, October 5, 2020	Monday, October 5, 2020					
help_00038	testing	0.1	Tuesday, September 22, 2020	Tuesday, September 22, 2020					
help_00039	Test2	0.1	Thursday, October 1, 2020	Thursday, October 1, 2020					

#### 4.7.1.1.5 Create SCORM Package

Once a course is created in **Course Designer**, you will create a SCORM package for the course. This function wraps the course, making it SCORM conformant for delivery via a SCORM conformant LMS. You may assign SCORM package requirements at the course level or at the activity level.

To create the SCORM package within **Course Designer**:

1. On the **Content Packaging: Course List**, click the Course Designer icon for the desired course or activity to open the **Course Designer** screen. **Note:** If the requirements are the same for all (or the majority) of activities in the course, select the course and then click the Course Designer icon. If the requirements must be customized for an individual activity, select the activity and then click the Course Designer icon.

Content Packaging : Course List New Course Published Courses Help

List Courses Generated from Activity ☐ ON ☒ OFF

Filter:  Excel CSV PDF

Code	Name	Version	Date Created	Date Modified					
A1	Demo Course	0.1	Aug-14-15	Aug-14-15					
aa	Kites and Bikes Basics	0.1	Sep-28-22	Sep-28-22					
CF6311722422112621	Verification Guide	0.1	Jul-31-24	Jul-31-24					
CF6311722422295925	Verification Guide	0.1	Jul-31-24	Jul-31-24					
CF6311722422776659	Verification Guide	0.1	Jul-31-24	Jul-31-24					
CF6311722598871909	Verification Guide	0.1	Aug-02-24	Aug-02-24					
Code 1	Demo Course	0.1	Aug-27-15	Aug-27-15					

2. On the **Course Designer** screen, click the **Publish** tab to open the **Publish** pane.

Content Packaging : Course List / Course Designer Return to Course List

Edit **Publish**

**Interface** LL Training

**Glossary**

**Package** ☒ SCORM 2004 3rd ☐ SCORM 2004 4th ☐ SCORM 1.2 ☐ CMI-5 ☐ Offline

☐ On publish, set activity production status to 'Published' and lock the activity

☒ Include Content Viewer

☒ Include screens with Tags Click to select...

☒ Exclude screens with Tags Click to select...

Create

3. On the **Publish** pane, select the desired interface for the course or activity from the

**Interface** drop-down menu.

4. Select the desired glossary for the course or activity from the **Glossary** drop-down menu.
5. Select the desired SCORM version radio button for the SCORM package from the **Package** field.
6. Click the **On publish, set activity production status to Published and lock the activity** checkbox, if required.
7. Click the **Include Alternate Language** checkbox, if required. **Note:** Multilingual Supports must be enabled in **Project Preferences** for this checkbox to display. See Multilingual Support Tab for more information.
8. Click the **Include Content Viewer** checkbox to include the content viewer, if required.
9. Click the **Include screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required). See Tags/Categories (Tab) for more information.
10. Click the **Exclude screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required).

The screenshot shows a form for creating a SCORM package. Red arrows point to the following elements:

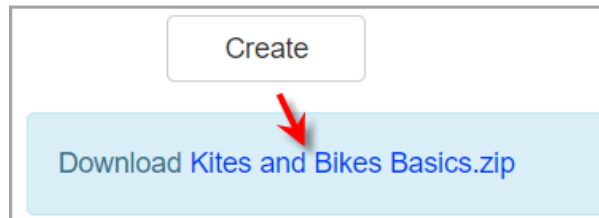
- Interface** dropdown menu (set to "LL Training").
- Glossary** dropdown menu.
- Package** section, which includes:
  - Radio buttons for SCORM versions: **SCORM 2004 3rd** (selected), SCORM 2004 4th, SCORM 1.2, CMI-5, and Offline.
  - Checkbox: ☐ On publish, set activity production status to 'Published' and lock the activity.
  - Checkbox: ☒ Include Content Viewer.
  - Checkbox: ☒ Include screens with Tags, followed by a "Click to select..." button.
  - Checkbox: ☒ Exclude screens with Tags, followed by a "Click to select..." button.
- Create** button at the bottom.

11. Click the **Create** button to create the SCORM package. **Note:** All characters (\ / : \*

? " > < | ) not allowed in SCORM file titles will be removed from the course or activity filename when the SCORM package (.zip file) is created.

- Click the link to download the SCORM package and save it in the desired location.

**Note:** When the file is downloaded and saved, it is available for import into the LMS. This import is done from within the LMS if an LMS is installed.



#### 4.7.1.1.6 Create Offline Package

This feature is used within **Course Designer** to create an offline package as a .zip file for a course that will run outside of the LMS. It shows the tree structure and allows a user to launch and view a course. Since it is outside of the LMS, there are no tracking capabilities.

To create the offline package within **Course Designer**:

- On the **Content Packaging: Course List**, click the Course Designer icon for the desired course or activity to open the **Course Designer** screen. **Note:** If the requirements are the same for all (or the majority) of activities in the course, select the course and then click the Course Designer icon. If the requirements must be customized for an individual activity, select the activity and then click the Course Designer icon.

Content Packaging : Course List

New Course

Published Courses

Help

List Courses Generated from Activity ☒ ON ☐ OFF

Filter:

Excel

CSV

PDF

Code	Name	Version	Date Created	Date Modified					
A1	Demo Course	0.1	Aug-14-15	Aug-14-15					
aa	Kites and Bikes Basics	0.1	Sep-28-22	Sep-28-22					
CF6311722422112621	Verification Guide	0.1	Jul-31-24	Jul-31-24					
CF6311722422295925	Verification Guide	0.1	Jul-31-24	Jul-31-24					
CF6311722422776659	Verification Guide	0.1	Jul-31-24	Jul-31-24					
CF6311722598871909	Verification Guide	0.1	Aug-02-24	Aug-02-24					
Code 1	Demo Course	0.1	Aug-27-15	Aug-27-15					

2. On the **Course Designer** screen, click the **Publish** tab to open the **Publish** pane.

Content Packaging : Course List / Course Designer

Edit Publish

Interface LL Training

Glossary

Package

☐ SCORM 2004 3rd ☐ SCORM 2004 4th ☐ SCORM 1.2 ☐ CMI-5 ☒ Offline

☐ On publish, set activity production status to 'Published' and lock the activity

☒ Include Content Viewer

☒ Include screens with Tags

Click to select...

☒ Exclude screens with Tags

Click to select...

Create

3. On the **Publish** pane, select the desired interface for the course or activity from the **Interface** drop-down menu.
4. Select the desired glossary for the course or activity from the **Glossary** drop-down menu.
5. Select the **Offline** radio button from the **Package** field.
6. Click the **On publish, set activity production status to Published and lock the activity** checkbox, if required.
7. Click the **Include Alternate Language** checkbox, if required. **Note:** Multilingual Supports must be enabled in **Project Preferences** for this checkbox to display. See Multilingual Support Tab for more information.
8. Click the **Include Content Viewer** checkbox to include the content viewer, if required.
9. Click the **Include screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required). See Tags/Categories (Tab) for more information.

10. Click the **Exclude screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required).

Interface: LL Training

Glossary:

Package:

☐ SCORM 2004 3rd ☐ SCORM 2004 4th ☐ SCORM 1.2 ☐ CMI-5 ☒ Offline

☐ On publish, set activity production status to 'Published' and lock the activity

☒ Include Content Viewer

☒ Include screens with Tags

Click to select...

☒ Exclude screens with Tags

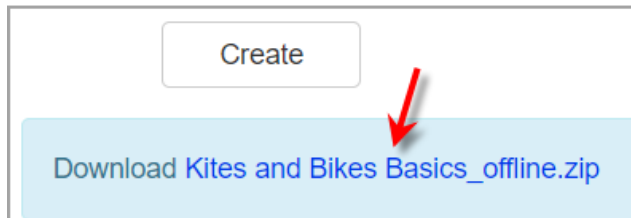
Click to select...

Create

11. Click the **Create** button to create the Offline package.

12. Click the link to download the Offline package and save it in the desired location.

**Note:** When the file is downloaded it is available to run from the downloaded location.



#### 4.7.1.1.7 Create CMI 5 Package

To create the SCORM package within **Course Designer**:

- On the **Content Packaging: Course List**, click the Course Designer icon for the desired course or activity to open the **Course Designer** screen. **Note:** If the requirements are the same for all (or the majority) of activities in the course, select the course and then click the Course Designer icon. If the requirements must be customized for an individual activity, select the activity and then click the Course Designer icon.







**Content Packaging : Course List** [New Course](#) [Published Courses](#) [Help](#)

List Courses Generated from Activity ☐ ON ☒ OFF

Filter:

Excel CSV PDF

Code	Name	Version	Date Created	Date Modified					
A1	Demo Course	0.1	Aug-14-15	Aug-14-15					
aa	Kites and Bikes Basics	0.1	Sep-28-22	Sep-28-22					
CF6311722422112621	Verification Guide 	0.1	Jul-31-24	Jul-31-24					
CF6311722422295925	Verification Guide 	0.1	Jul-31-24	Jul-31-24					
CF6311722422776659	Verification Guide 	0.1	Jul-31-24	Jul-31-24					
CF6311722598871909	Verification Guide 	0.1	Aug-02-24	Aug-02-24					
Code 1	Demo Course	0.1	Aug-27-15	Aug-27-15					

- On the **Course Designer** screen, click the **Publish** tab to open the **Publish** pane.

**Content Packaging : Course List / Course Designer**

Edit **Publish**

**Interface**

**Glossary**

**Package** ☐ SCORM 2004 3rd ☐ SCORM 2004 4th ☐ SCORM 1.2 ☒ CMI-5 ☐ Offline

☐ On publish, set activity production status to 'Published' and lock the activity

☒ Include Content Viewer

☒ Include screens with Tags

☒ Exclude screens with Tags

- On the **Publish** pane, select the desired interface for the course or activity from the **Interface** drop-down menu.
- Select the desired glossary for the course or activity from the **Glossary** drop-down menu.
- Select the **CMI-5** radio button from the **Package** field.
- Click the **On publish, set activity production status to Published and lock the activity** checkbox, if required.

7. Click the **Include Alternate Language** checkbox, if required. **Note:** Multilingual Supports must be enabled in **Project Preferences** for this checkbox to display. See Multilingual Support Tab for more information.
8. Click the **Include Content Viewer** checkbox to include the content viewer, if required.
9. Click the **Include screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required). See Tags/Categories (Tab) for more information.
10. Click the **Exclude screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required).

Interface: LL Training

Glossary:

Package:

☐ SCORM 2004 3rd ☐ SCORM 2004 4th ☐ SCORM 1.2 ☒ CMI-5 ☐ Offline

☐ On publish, set activity production status to 'Published' and lock the activity

☒ Include Content Viewer

☒ Include screens with Tags

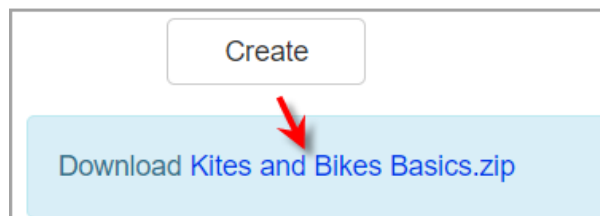
Click to select...

☒ Exclude screens with Tags

Click to select...

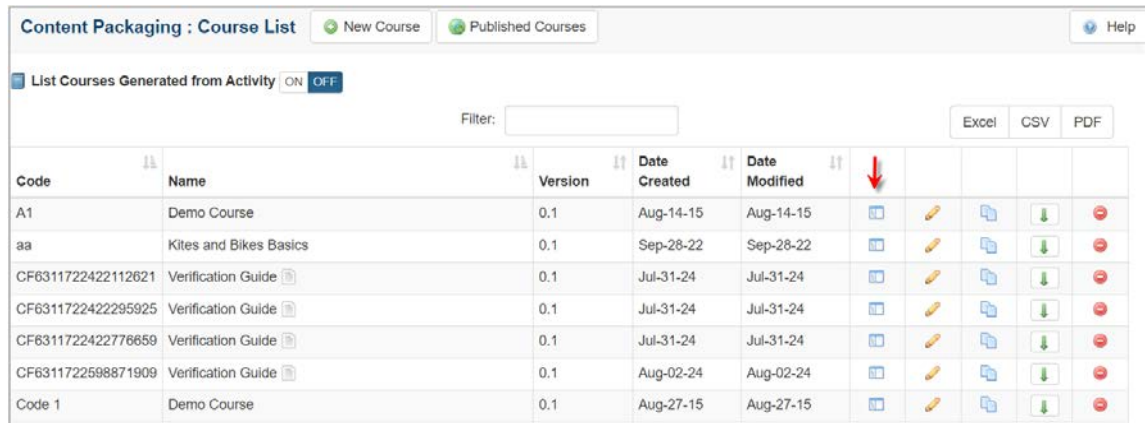
Create

11. Click the **Create** button to create the CMI 5 package.
12. Click the link to download the CMI 5 package and save it in the desired location.  
**Note:** When the file is downloaded and saved, it is available for import into the LMS. This import is done from within the LMS if an LMS is installed with xAPI enabled.



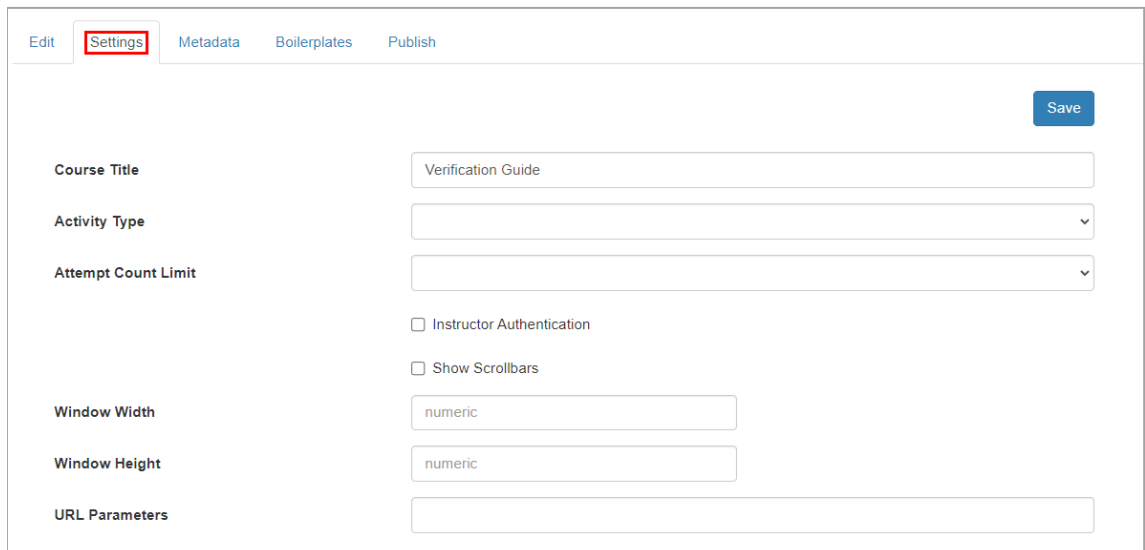
## 4.7.1.1.8 Settings

1. On the **Content Packaging: Course List**, click the Course Designer icon for the desired course or activity to open the **Course Designer** screen.



Code	Name	Version	Date Created	Date Modified					
A1	Demo Course	0.1	Aug-14-15	Aug-14-15					
aa	Kites and Bikes Basics	0.1	Sep-28-22	Sep-28-22					
CF6311722422112621	Verification Guide	0.1	Jul-31-24	Jul-31-24					
CF6311722422295925	Verification Guide	0.1	Jul-31-24	Jul-31-24					
CF6311722422776659	Verification Guide	0.1	Jul-31-24	Jul-31-24					
CF6311722598871909	Verification Guide	0.1	Aug-02-24	Aug-02-24					
Code 1	Demo Course	0.1	Aug-27-15	Aug-27-15					

2. On the **Course Designer** screen, click the **Settings** tab to open the **Settings** pane.  
**Note:** The fields available on this tab will vary for the different Activity types.



Settings

Course Title: Verification Guide

Activity Type: [Drop-down menu]

Attempt Count Limit: [Drop-down menu]

☐ Instructor Authentication

☐ Show Scrollbars

Window Width: numeric

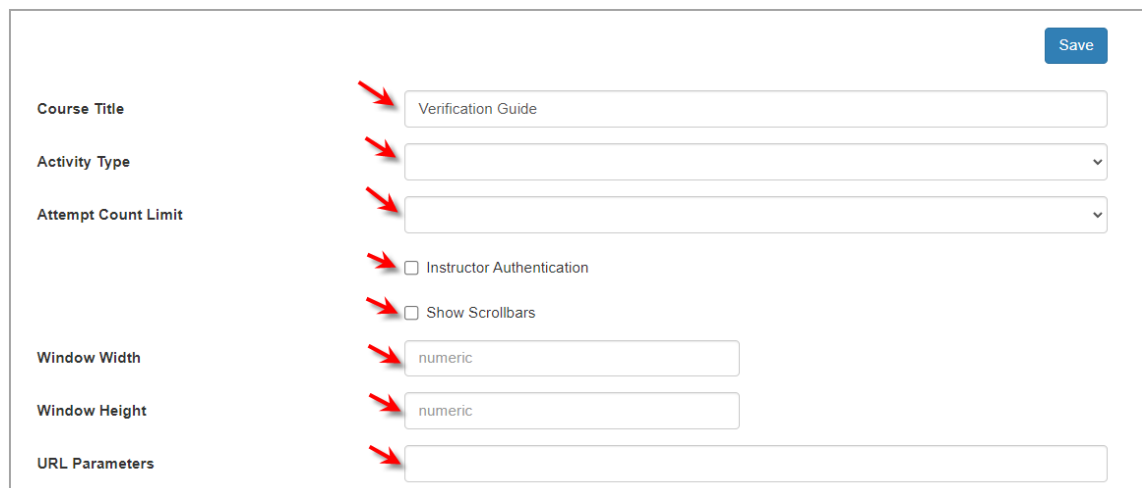
Window Height: numeric

URL Parameters: [Text input field]

Save

3. On the **Settings** pane, edit the **Course Title** field, if required.
4. Select the activity type from the **Activity Type** drop-down menu, if required.
5. Select the number of times the user may attempt this course from the **Attempt Course Limit** drop-down menu, if required.

6. Click the **Instructor Authentication** checkbox, if required to enable the feature.  
**Note:** When this feature is enabled, the Instructor will need to enter their credentials before users can launch the Course.
7. Click the **Show Scrollbars** checkbox to enable this feature. **Note:** When this feature is enabled, a scrollbar will display in the interface when the course is viewed.
8. Enter the desired window width and window height in the corresponding fields, if required. **Note:** Entering width and height dimensions in the **Window Width** and **Window Height** fields will override the interface settings. Leave these fields blank to use the interface settings.
9. Enter the desired URL parameters in the **URL Parameters** field, if required.
10. Click the **Save** button to save the changes.



The screenshot shows a course configuration form with the following fields and controls:

- Course Title:** Text input field containing "Verification Guide".
- Activity Type:** Dropdown menu.
- Attempt Count Limit:** Dropdown menu.
- Instructor Authentication:** Checkbox, currently unchecked.
- Show Scrollbars:** Checkbox, currently unchecked.
- Window Width:** Text input field containing "numeric".
- Window Height:** Text input field containing "numeric".
- URL Parameters:** Text input field.
- Save:** Blue button in the top right corner.

Red arrows point to each of the input fields and checkboxes, indicating where to click or enter data.

#### 4.7.1.1.9 Metadata

The course publish SCORM metadata values loaded on this screen are the project defaults entered in Project Management. If required, these defaults may be refined. See Course Metadata Tab for more information.

#### 4.7.1.1.10 Boilerplates

For the SCORM metadata that is not included in the LCMS course publishing routines,

boilerplate contributions (xml) may be created and inserted into the parent element as needed. See Course Metadata (Boilerplates) Tab for more information.

## 4.7.2 Edit Course Properties




1. From the **Content Packaging: Course List** screen, locate the desired course.
2. Click the pencil icon (**Edit**).

**Content Packaging : Course List** [New Course](#) [Published Courses](#) [Help](#)

**List Courses Generated from Activity** ☐ ON ☒ OFF

Show  entries Filter:

[Excel](#) [CSV](#)

Code	Name	Version	Date Created	Date Modified	Edit
1234	Sample Course - WG	0.1	Tuesday, August 29, 2017	Tuesday, August 29, 2017	
A1	Demo Course	0.1	Friday, August 14, 2015	Friday, August 14, 2015	
Code 1	Demo Course	0.1	Thursday, August 27, 2015	Thursday, August 27, 2015	

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

3. Edit the existing properties for this course. **Note:** Changing the version number will automatically archive the previous version.

### Content Packaging : Course Properties

**Name \***

**Code \***

**Description**

**Version \***

**Language**

\* Indicates a required field

[Cancel](#)

[Submit](#)

- Click the **Submit** button. If the version number has changed, you will be prompted to enter an archive comment for the previous version.

### Content Packaging : Archive Comments

---

**Name** Test Quiz

**Code** 11

**Version** 0.1

**Comment**

*Maximum Characters: 4000 characters - 4000 characters remaining*

Cancel

Submit

- Click the **Submit** button. The new version number will show up beside the course under the version column of the **Content Packaging: Course List** screen.

## 4.7.3 Copy Existing Course Structure

- From the **Content Packaging: Course List** screen, locate the desired course.
- Click the **Copy** icon beside the pencil icon.

**Content Packaging : Course List** [New Course](#) [Published Courses](#) [Help](#)

**List Courses Generated from Activity** ☐ ON ☒ OFF

Show  entries Filter:

[Excel](#) [CSV](#)

Code	Name	Version	Date Created	Date Modified				
1234	Sample Course - WG	0.2	Tuesday, August 29, 2017	Tuesday, August 29, 2017				
A1	Demo Course	0.1	Friday, August 14, 2015	Friday, August 14, 2015				

3. Enter the **Name**, **Code**, **Description**, **Version** and **Language** of the new copied course on the **Copy Course** window.

**Content Packaging : Course List / Copy Course** [Help](#)

**Course to be copied**  
Name Sample Course - WG  
Code 1234

**Name \***

**Code \***

**Description**

**Version \***

**Language**

\* Indicates a required field

[Cancel](#) [Submit](#)

4. Click **Submit**.

The new copied course will be added to the course list on the **Content Packaging: Course List** screen.

## 4.7.4 Delete Existing Course Structure

1. From the **Content Packaging: Course List** screen, locate the desired course.
2. Click the **Delete** icon beside the **Copy** icon.

**Content Packaging : Course List** New Course Published Courses Help

List Courses Generated from Activity ON OFF

Show 25 entries Filter:  Excel CSV

Code	Name	Version	Date Created	Date Modified				
1234	Sample Course - WG	0.2	Tuesday, August 29, 2017	Tuesday, August 29, 2017				
A1	Demo Course	0.1	Friday, August 14,	Friday, August 14,				

3. Click **OK**. The course will be removed from the course list on the **Content Packaging** screen.



## 4.7.5 View Published Courses

Each time a course is published, an archived version of the course is saved so users can re-download it if needed.

1. Click the Published Courses button to see a list of these courses. Note: Users can also see the list of courses from within an activity by clicking Additional Options/Published Courses.



**Content Packaging : Course List** [New Course](#) [Published Courses](#) [Help](#)

**List Courses Generated from Activity** ☐ ON ☒ OFF

Show  entries Filter:

[Excel](#) [CSV](#)

Code	Name	Version	Date Created	Date Modified				
1234	Sample Course - WG	0.2	Tuesday, August 29, 2017	Tuesday, August 29, 2017				
A1	Demo Course	0.1	Friday, August 14, 2015	Friday, August 14, 2015				

2. For each published course listed, there are options for Administrators and Managers to:

- Indicate that the course has been pushed to an LMS
- Download the published course
- Delete the published course

**Note:** Developers will see the list of courses, but will not have access to these options.

#### 4.7.5.1 Published to LMS Indication

For each published course listed, you may indicate that the course has been pushed to an LMS. This is not automatic functionality.

1. Click **Published Courses**.
2. Click the **Sent to LMS?** checkbox.

Show  entries Filter:

[Excel](#) [CSV](#)

Published	Name	Version	Published By	Sent To LMS?	Offline		
Wednesday, August 30, 2017 10:40:41	Sample Course - WG	0.1	Default Admin	<input type="checkbox"/>			

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

## 4.7.5.2 Download Published Course

You have the option to download each published course listed.

1. Click the **Published Courses** button.

**Content Packaging : Course List** [+ New Course](#) [Published Courses](#) [Help](#)

**List Courses Generated from Activity** ☐ ON ☒ OFF

Show  entries Filter:

[Excel](#) [CSV](#)

Code	Name	Version	Date Created	Date Modified				
1234	Sample Course - WG	0.2	Tuesday, August 29, 2017	Tuesday, August 29, 2017				
A1	Demo Course	0.1	Friday, August 14, 2015	Friday, August 14, 2015				

2. Click the **Download** icon on the right to download the selected course.

Show  entries Filter:

[Excel](#) [CSV](#)

Published	Name	Version	Published By	Sent To LMS?	Offline			
Wednesday, August 30, 2017 10:40:41	Sample Course - WG	0.1	Default Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

## 4.7.5.3 Delete Published Course

You have the option to download each published course listed.

1. Click **Published Courses**.
2. Click the **Delete** icon on the right.

Show  entries Filter:

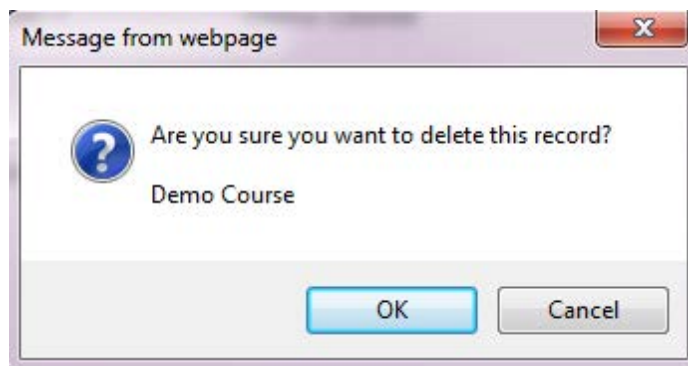
[Excel](#) [CSV](#)

Published	Name	Version	Published By	Sent To LMS?	Offline		
Wednesday, August 30, 2017 10:40:41	Sample Course - WG	0.1	Default Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="↓"/>	<input type="button" value="⊘"/>

Showing 1 to 1 of 1 entries

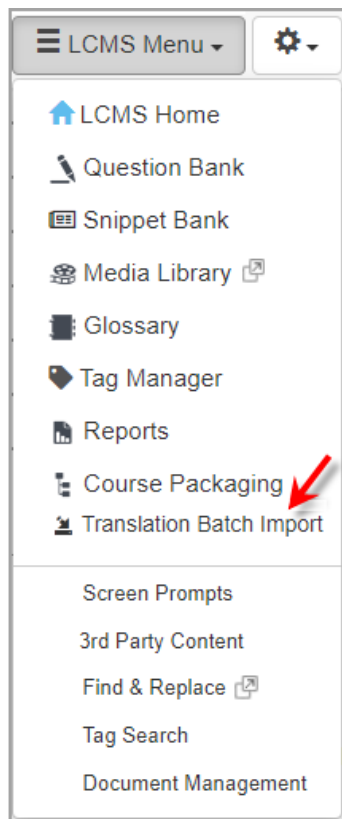
[Previous](#) [1](#) [Next](#)

3. A dialogue box appears, asking if you are sure you want to delete the record. Click **OK** to delete the course, or **Cancel**.



## 4.8 Translation Batch Import

1. To access the **Translation Batch Import** window, click **Translation Batch Import** from the **LCMS Menu**. Note: Only display when there is a translation batch ready to import.



2. From the **Translation Batch Import** screen, browse to and select the .zip file containing your translated HTML files, then click **Submit**.
3. A status report window appears with a list of activities ready for import. Activities that cannot be imported will be indicated under the **Import Status** column. Click **Import Selected** once you have selected the desired activities.

**Batch Import HTML Translation Files** Help

Check all Activities to import. X

Import Selected Cancel

Excel CSV PDF

Activity	Type	Development Phase	Code	Version	Production Status	Import Status	
<b>Verification Guide</b>							
Kite and Bike Basics	Independent Study		help_00020	0.4	submitted for translation	Ready	<input type="checkbox"/>
Test Activity	Independent Study		help_00008	0.3	submitted for translation	Ready	<input type="checkbox"/>

**Note:** While the import is in process, you should not navigate away from the screen.

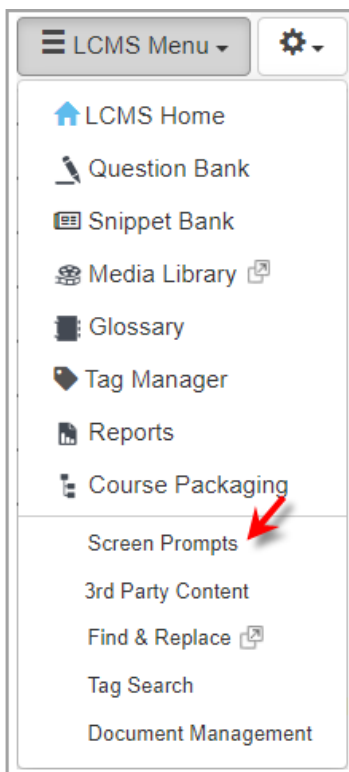
The Import Status column will change to a check mark once the activity is successfully imported. The Production Status column will change to "submitted for translation" once import is complete. The Activity Status will also be updated to "translated", but the activity will remain locked.

							Excel	CSV	PDF
Activity	Type	Development Phase	Code	Version	Production Status	Import Status			
<b>Verification Guide</b>									
Kite and Bike Basics	Independent Study		help_00020	0.4	translated	✓			
Test Activity	Independent Study		help_00008	0.3	translated	✓			

When imports are complete, the repository tree will refresh to show the translated content.

## 4.9 Screen Prompts

Administrators, Managers, Developers and other users with the **Screen Prompts** privilege enabled can manage prompts.



All screen prompts are managed through the **Screen Prompts** screen. The development of prompts is often the responsibility of those assigned LCMS Manager rights, although any

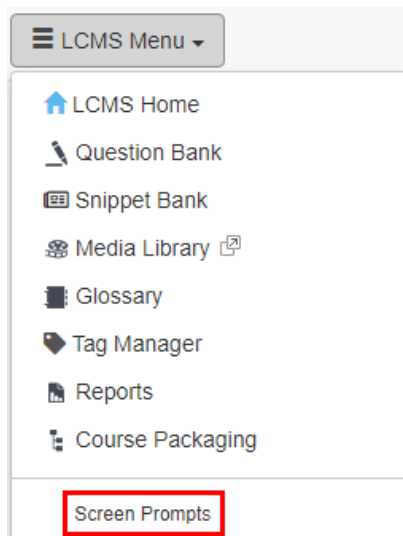
user with the privilege set may access the **Screen Prompts** screen. The prompts used will depend on the screen styles and the activities in which they are used. Prompts may be added, edited or deleted. The revision of a prompt will update all screens where the prompt is used.

**Note:** If **Multilingual Support** is enabled an additional column for the alternate language appears beside the prompt list. When adding or editing a prompt, an input field for the alternate language displays.

Refer to the Translation - Multilingual Support topic.







## 4.9.1 Add a Prompt








1. From the **Project Menu** click **Screen Prompts**.



2. The **Screen Prompts** screen will appear. Click the **Add Prompt** button. Note that if multilingual support is enabled, you will also see a field for the alternate language prompt.

**Screen Prompts**

 Add Prompt  Set Instructional Defaults  Set Question Defaults  Export Prompts  Import Prompts  Help

Click 'exit' to leave the exercise or click 'menu' to go to the Topic Menu.	
Click each bullet to see the highlighted areas, then click the right arrow to continue.	
Click each bullet to view the graphic, then click the right arrow to continue.	
Click each hotspot on the graphic for a close up view, then click the right arrow to continue.	
Click the play arrow to start the movie, then click the right arrow to continue.	
Click the right arrow to continue.	
Default setup prompt	

3. Enter the prompt in the **Prompt** field.
4. Click the **Submit** button and the new prompt will be added to the prompt list on the **Prompt Manager** screen.

#### Screen Prompts : Add Prompt

 Help

Prompt








x

Cancel

Submit

## 4.9.2 Edit a Prompt

1. From the **Project Menu** click **Screen Prompts**.

-  [LCMS Home](#)
-  [Question Bank](#)
-  [Media Library](#) 
-  [Glossary](#)
-  [Reports](#)
-  [Content Packaging](#)

---

**Screen Prompts**


3rd Party Content

Reference Code Search

Document Management

2. The **Screen Prompts** screen will appear. Click the prompt you wish to edit from the prompt list. Note that if multilingual support is enabled, you will also see a field for the alternate language prompt.
3. Edit the prompt in the **Prompt** field.

**Screen Prompts : Edit Prompt**

 [Help](#)

**Prompt**

Cancel

Submit


This prompt is not currently set as a default for any Screen Styles.


4. Click **Submit**. The revised prompt will be displayed in the prompt list.



### 4.9.3 Delete a Prompt


1. From the **Project Menu** click **Screen Prompts**.





 LCMS Home

 Question Bank

 Media Library 

 Glossary

 Reports


 Content Packaging

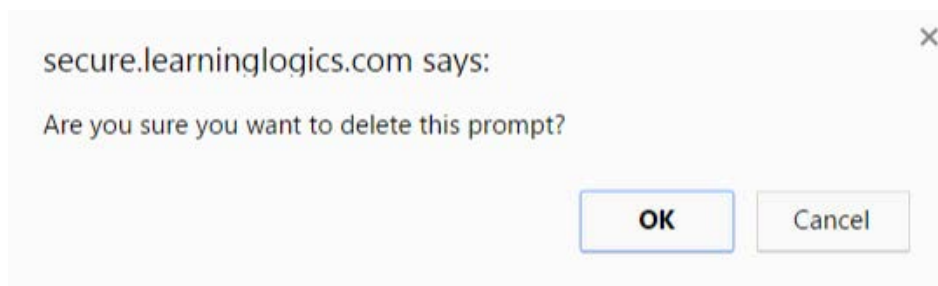
Screen Prompts

3rd Party Content

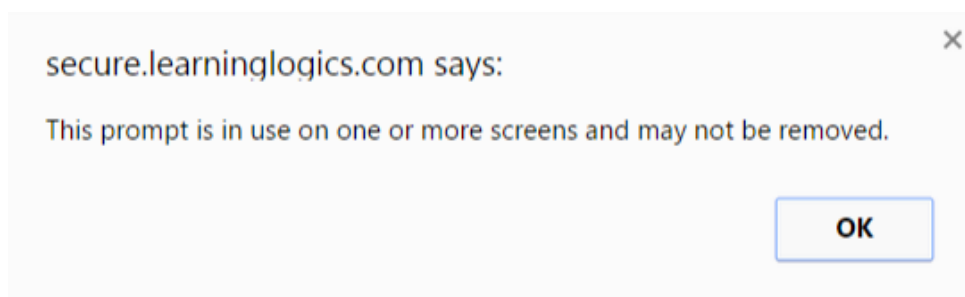
Reference Code Search

Document Management

2. The **Screen Prompts** screen will appear. Click the **Delete** icon  beside the prompt you wish to remove.
3. A window will appear asking if you wish to delete the prompt. Click **OK**. The prompt will no longer appear in the prompt list.



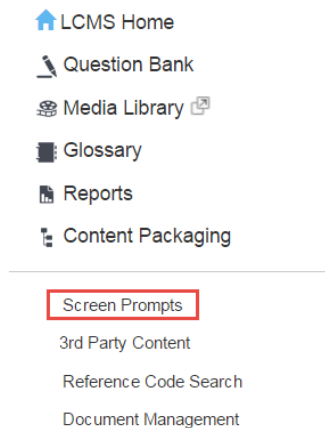
4. If the prompt is assigned to a screen(s), a window will appear stating that the prompt cannot be deleted. Click **OK**. The prompt will remain in the prompt list.



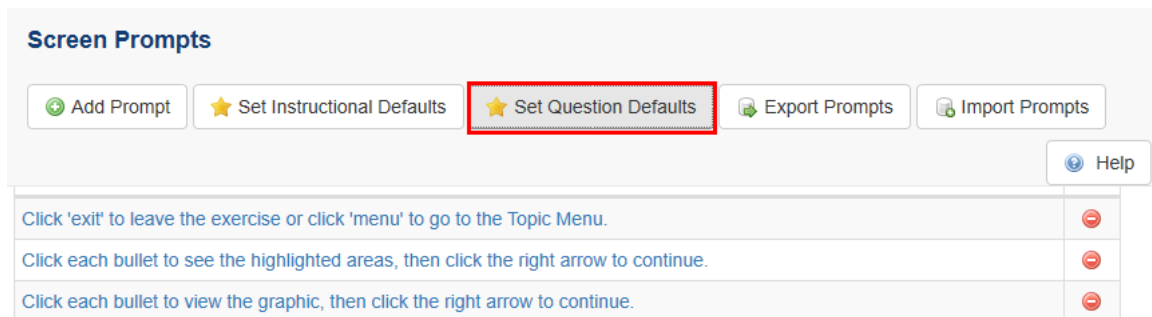
## 4.9.4 Set Question Defaults

This feature allows the Manager to define a default screen prompts for certain screen styles.

1. From the **Project Menu** click **Screen Prompts**.



2. The **Screen Prompts** screen will appear. Click **Set Question Defaults**.



3. Click the drop-down menu for the screen on which you would like to set the default screen prompt. Select the screen prompt to apply to that screen style, then click **Save Defaults**.

### Screen Prompts: Set Question Defaults








For each Screen Style choose a Prompt to be automatically selected by default, when developers create new screens.

2.51	2.52
<ul style="list-style-type: none"> <li>HTML text</li> <li>HTML multiple choice with 9 options</li> </ul>	<ul style="list-style-type: none"> <li>HTML text</li> <li>HTML multiple choice with 9 options</li> <li>media</li> </ul>
<p>Default: <span>Change to set default</span></p>	<p>Default: <span>Change to set default</span></p>
<p><b>Change to set default</b></p> <p>Answer the question, then click 'Evaluate'.</p> <p>Answer the question, then click Evaluate.</p> <p>Answer the question, then click Evaluate.</p> <p>Click 'Exit' to leave the exercise or click 'Menu' to go to the Topic Menu.</p> <p>Click each bullet to see the highlighted areas, then click the right arrow to continue.</p> <p>Click each bullet to view the graphic, then click the right arrow to continue.</p> <p>Click each hotspot on the graphic for a close up view, then click the right arrow to continue.</p> <p>Click NEXT to continue</p> <p>Click right-arrow to continue...</p> <p>Click the forward arrow to continue.</p> <p>Click the play arrow to start the movie, then click the right arrow to continue.</p> <p>Click the right arrow to continue.</p> <p>Click the right-arrow to continue...</p> <p>Default setup prompt</p> <p>Select an answer, then click the right arrow to continue. Once you have answered all questions, click Evaluate.</p> <p>Select the tab at the top of the screen to navigate to the next tab.</p>	

## 4.9.5 Export Prompts

This feature allows you to create an XML file, which can also be easily translated and exported. This allows for prompts to be copied into other LCMS projects.

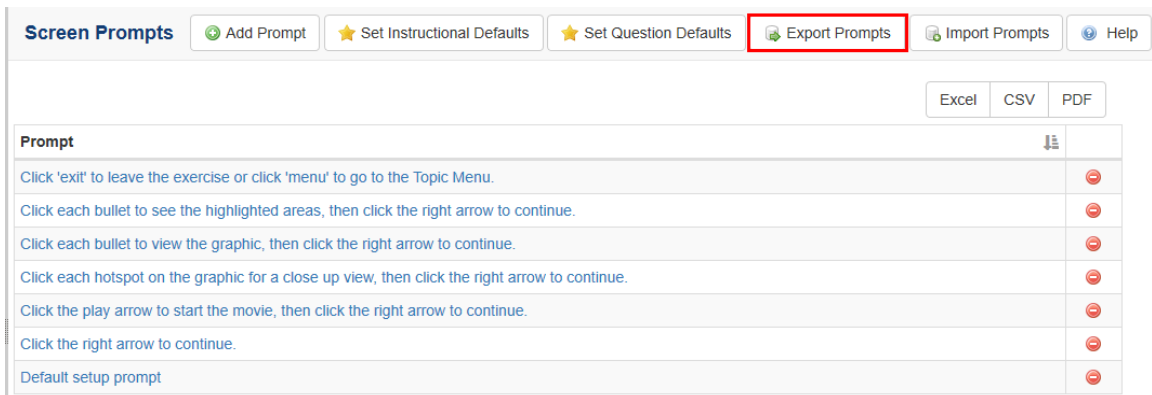
1. From the **Project Menu** click **Screen Prompts**.







-  LCMS Home
-  Question Bank
-  Media Library 
-  Glossary
-  Reports
-  Content Packaging

#### Screen Prompts








- 3rd Party Content
- Reference Code Search
- Document Management

- The **Screen Prompts** screen will appear. Click **Export Prompts** to open the **Export Prompts** window.

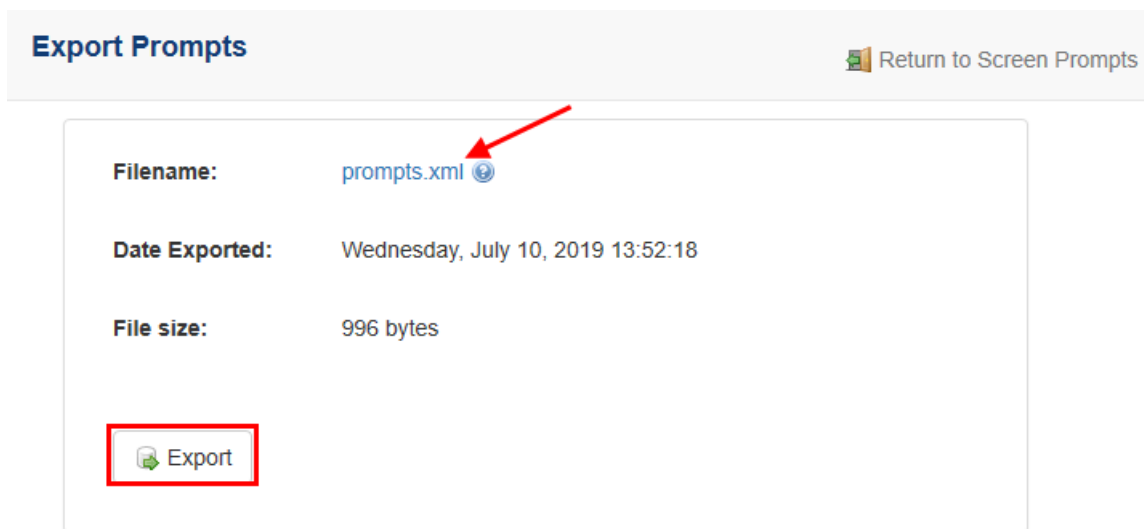


**Screen Prompts**  Add Prompt  Set Instructional Defaults  Set Question Defaults  **Export Prompts**  Import Prompts  Help

Excel CSV PDF

Prompt	
Click 'exit' to leave the exercise or click 'menu' to go to the Topic Menu.	
Click each bullet to see the highlighted areas, then click the right arrow to continue.	
Click each bullet to view the graphic, then click the right arrow to continue.	
Click each hotspot on the graphic for a close up view, then click the right arrow to continue.	
Click the play arrow to start the movie, then click the right arrow to continue.	
Click the right arrow to continue.	
Default setup prompt	

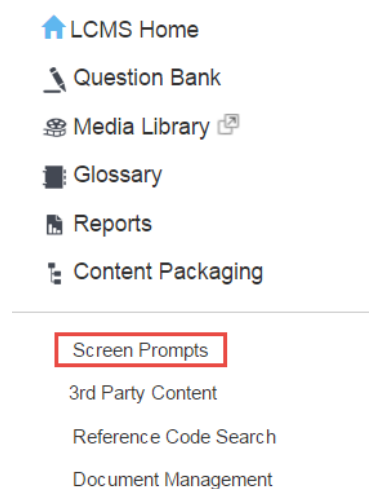
- Click the **Export** button to create an XML file of all prompts.



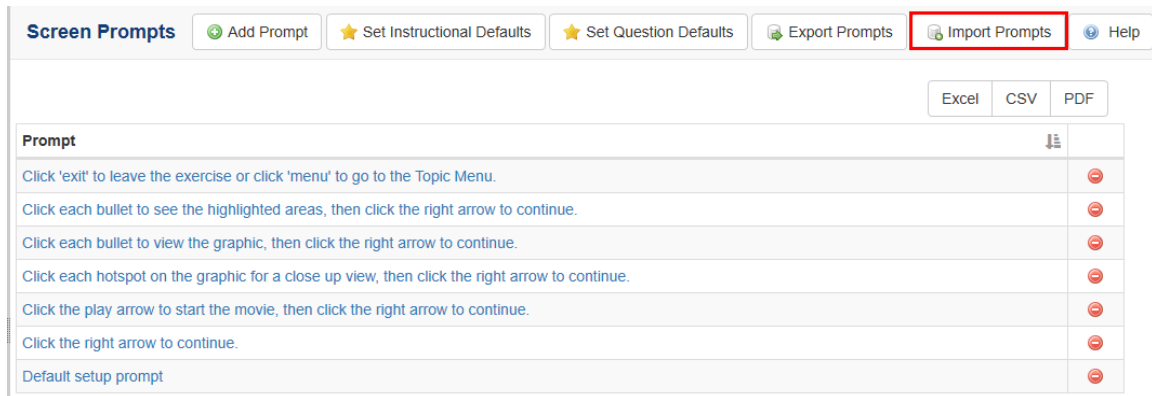
## 4.9.6 Import Prompts

This feature allows you to import an XML file of prompts to allow for prompts to be copied from other LCMS projects.

1. From the **Project Menu** click on **Screen Prompts**.



2. The **Screen Prompts** screen will appear. Click **Import Prompts** to open the **Import Prompts** window.

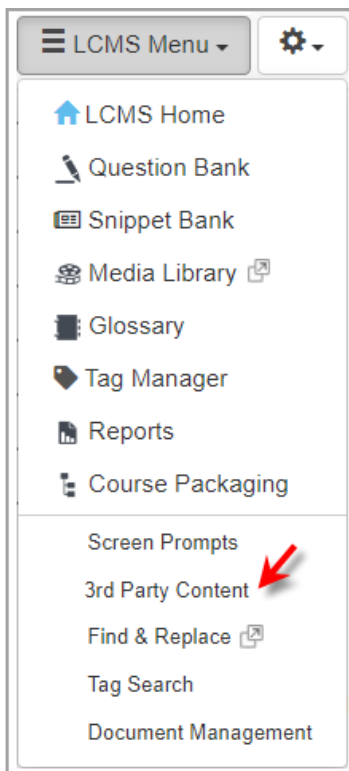


- Click the **Browse** button to locate your XML file of prompts, then click the **Import** button to import the file.



## 4.10 3rd Party Content

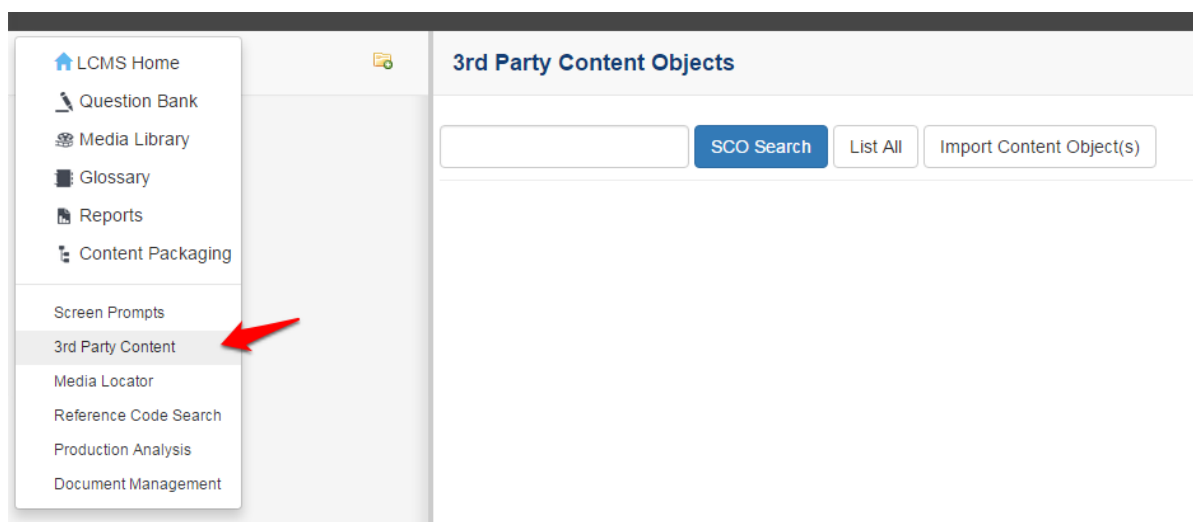
Depending on the privileges you have been assigned, you may have access to import compressed (.zip) files containing Shareable Content Objects (SCOs). SCOs consist of HTML screens and associated assets, such as images, audio and video files, etc., for use within a course. Once your file is imported, you can use **Course Designer** to add it to a course structure.



### 4.10.1 Import Content Objects

To import a Shareable Content Object (SCO):

1. From the **Project Menu**, click the **3rd Party Content** link.



2. Click the **Import Content Object(s)** button on the **Imported Content Objects**

screen.

- Click the **Browse** button on the **Select Import File** screen.

### 3rd Party Content Object(s): Select Import File

Import File  No file chosen

- Locate and select the file to be imported.
- Click the **Open** button.
- Click the **Submit** button on the Select Import File screen to import the selected file. The LCMS will attempt to detect the use of SCORM calls and the version of SCORM (2004 or 1.2) being used on every imported file.

### 3rd Party Content Object(s): Edit Properties

Content Object Name

☐ Content object uses SCORM calls.

☒ 2004 ☐ 1.2

Launch Target File

- ☒ LCMSprog\_00003/content\_XML/attachments.xml
- ☐ LCMSprog\_00003/content\_XML/config.xml
- ☐ LCMSprog\_00003/content\_XML/references.xml
- ☐ LCMSprog\_00003/content\_XML/screens1.xml
- ☐ LCMSprog\_00003/content\_XML/screens2.xml
- ☐ LCMSprog\_00003/content\_XML/screens3.xml
- ☐ LCMSprog\_00003/content\_XML/screens4.xml
- ☐ LCMSprog\_00003/content\_XML/screens5.xml

- Change the name of the imported SCO if desired and/or select that it uses SCORM calls, if the calls are needed and were incorrectly detected at the time of import. You will also have to choose what version of SCORM (2004 or 1.2) is used for these calls.

**Note:** If you imported a zip file that is not part of a SCORM package, but contains multiple files, you will be prompted to select a target file. A target file is the one file that will be launched to open up some or all of its dependent files listed on this screen.



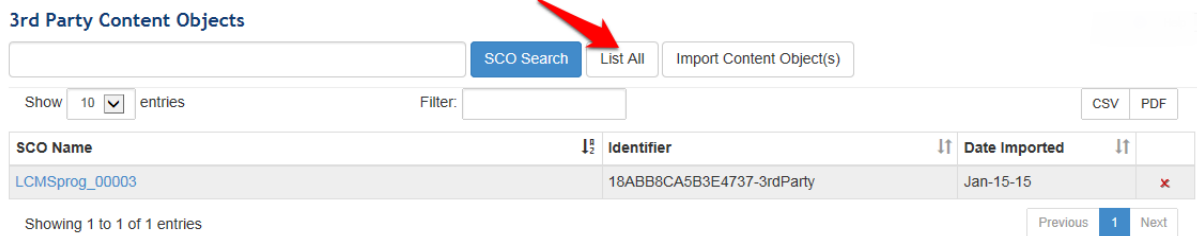
- Click the **List All** button or perform a search on the **Imported Content Objects** screen to view the newly imported file.

## 4.10.2 View List of All Imported SCOs

To view a list of all the imported SCOs:

- Click the **List All** button on the **Imported Content Objects** screen. All imported SCOs will be displayed. Each will have a name, an identifier and an import date.

### 3rd Party Content Objects



SCO Search List All Import Content Object(s)

Show 10 entries Filter: CSV PDF

SCO Name	Identifier	Date Imported
LCMSprog_00003	18ABB8CA5B3E4737-3rdParty	Jan-15-15

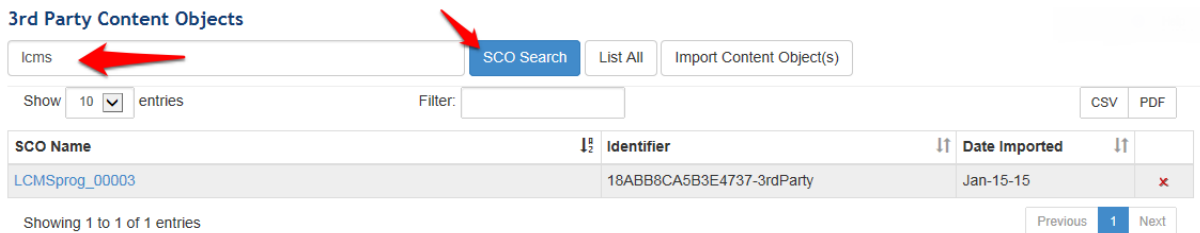
Showing 1 to 1 of 1 entries Previous 1 Next

## 4.10.3 Search for Imported SCOs

To search for an imported SCO:

- Enter a full or partial name of the SCO to be found.
- Click the **Search** button. The search results will be listed below in a table.

### 3rd Party Content Objects



lcms SCO Search List All Import Content Object(s)

Show 10 entries Filter: CSV PDF

SCO Name	Identifier	Date Imported
LCMSprog_00003	18ABB8CA5B3E4737-3rdParty	Jan-15-15

Showing 1 to 1 of 1 entries Previous 1 Next

## 4.10.4 Edit Properties of Imported SCOs

To edit certain properties of imported SCOs:

- Search or list all to find the desired SCO.
- Click the name of the desired SCO.

### 3rd Party Content Objects

lcms SCO Search List All Import Content Object(s)

Show 10 entries Filter:

SCO Name	Identifier
<a href="#">LCMSprog_00003</a>	18ABB8CA5B3E4737-3rdParty

Showing 1 to 1 of 1 entries

3. Edit the name of the imported SCO if desired and/or select that it uses SCORM calls, if the calls are needed and were incorrectly detected at the time of import. You will also have to choose what version of SCORM (2004 or 1.2) is used for these calls.

#### 3rd Party Content Object(s): Edit Properties

Content Object Name

☒ Content object uses SCORM calls.

☒ 2004 ☐ 1.2

Launch Target File

- ☐ LCMSprog\_00003/content\_XML/attachments.xml
- ☐ LCMSprog\_00003/content\_XML/config.xml
- ☒ LCMSprog\_00003/content\_XML/references.xml
- ☐ LCMSprog\_00003/content\_XML/screens1.xml
- ☐ LCMSprog\_00003/content\_XML/screens2.xml
- ☐ LCMSprog\_00003/content\_XML/screens3.xml
- ☐ LCMSprog\_00003/content\_XML/screens4.xml
- ☐ LCMSprog\_00003/content\_XML/screens5.xml

Cancel Submit

**Note:** If you are editing a SCO containing multiple files, you will also have the option to change the target file. A target file is the one file that will be launched to open up some or all of the other dependent files listed on this screen.

4. Click the **Submit** button.

## 4.10.5 Delete Imported SCOs

To delete an imported SCO:

1. Search or list all to find the desired SCO.
2. Click the red x **Delete** icon beside the name of the SCO you wish to delete.

**3rd Party Content Objects**

SCO Search List All Import Content Object(s)

Show 10 entries Filter:

CSV PDF

SCO Name	Identifier	Date Imported
LCMSproj Test	18ABB8CA5B3E4737-3rdParty	Jan-15-15

Showing 1 to 1 of 1 entries

Previous 1 Next

3. Click the **OK** button to confirm deletion.

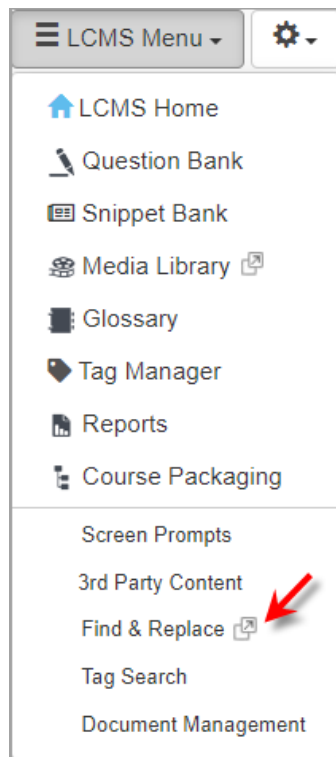


## 4.11 Find & Replace

The **Find & Replace** function may be used by the Administrator, Manager, or Senior Developer to find and replace content globally.

To find and replace content globally:

1. Click **Find & Replace** from the **LCMS Menu** drop-down list or click the expand icon to display the **Find & Replace** window.



2. On the **Find & Replace** window, enter the desired content to search for in the **Search For** field.
3. Select the desired search option (**Word or Phrase**, **All Words**) to refine the search.
4. If desired, click the checkbox beside **Case-sensitive** to further refine the search.
5. Enter the desired content in the **Replace With** field. **Note:** The content entered in the **Replace With** field will replace the content entered in the **Search For** field.
6. Click the checkbox beside the desired option to include in the search from the **Include Fields** options. **Note:** If media related text fields are chosen, the **Pop-Ups** option should also be selected if the pop-up media text field also needs to be included in the search. Click the **Select All button** to include all of the options or the **Select None** button to exclude all of the options.

**Find & Replace**

**Search For**

search is not case-sensitive

☒ Word or Phrase ☐ All Words ☐ Case-sensitive

**Replace With**

search is not case-sensitive

**Include Fields**

☐ Screen Title ☐ Audio Narration ☐ Text Options ☐ Activity Name

☐ Main Text ☐ Media Description ☐ Tab Name

☐ Instructor Notes ☐ Media Title ☐ Pop-Ups

☐ Review Instructions ☐ Media Caption ☐ Feedback

☐ Personal Notes ☐ Media Labels

\*partial word search

7. On the **Screen Related** pane, select the desired tags by clicking the **Tags** field to access the **Select Tags** window, and then click the **Submit** button. **Note:** Clicking the **Clear Tags** button will remove all the tags from the search. See Tags/Categories (Tab) for more information.
8. Enter the desired screen style to include in the search in the **Screen Style(s)** field. **Note:** Separate the entries by a comma (3.02, 3.10, 3.14).
9. Select the desired classification from the **Classification** drop-down menu or leave the field blank to include all classifications.
10. Select the desired controlled goods category from the **Controlled Goods** drop-down menu or leave the field blank to include all controlled goods categories.
11. Enter the desired screen ID(s) separated by a comma in the **Screen ID** field. **Note:** When searching by screen ID no other inputs are valid.

**Screen Related**

**Tags**

**Screen Style(s)**

Enter a list of screen styles separated by a comma

**Classification**

Leave unselected for all

**Controlled Goods**

Leave unselected for all

**Screen ID\***

Enter a list of screen ID's separated by a comma

\*When searching via Screen ID no other inputs are valid

12. On the **Activity Related** pane, select the desired language from the **Screen Language** drop-down menu. **Note:** This field is only available when **Multilingual Support** is enabled on the project.
13. Select the desired developer from the **Developer** drop-down menu or leave blank to include all developers in the search.
14. Select the desired activity status from the **Activity Status** drop-down menu or leave blank to include all activity statuses in the search.

15. Select the desired activity development phase from the **Activity Development Phase** drop-down menu or leave blank to include all activity development phases in the search.
16. Enter the desired activity version in the **Activity Version** field and select the desired option **Include Activities at Version** or **Exclude Activities at Version**.

The screenshot shows a search criteria form with the following fields and options:

- Screen Language:** English (dropdown)
- Developer:** Leave unselected for all... (dropdown)
- Activity Status:** Leave unselected for all... (dropdown)
- Activity Development Phase:** Leave unselected for all... (dropdown)
- Activity Version:** (text input)
- Include Activities at Version:** (radio button, selected)
- Exclude Activities at Version:** (radio button)
- Warning!** Depending on the size of your Content Repository, this search could take a few minutes to complete.
- Find** button

17. Click the **Find** button to begin the search. **Note:** The search may take a few moments to complete.
18. On the **Search Status** window, click the **View Results** button to display the list on the **Find & Replace** screen or click the **Search Again** button to repeat the search.

The screenshot shows the **Search Status** window with the following information:

- Available Screens 0.6** (594)
- Screen Title 0.3** (1)
- Total 00:00** (1)
- Formatting Report 00:00**
- 100%** progress bar
- Search Again** button
- View Results** button

19. On the **Find & Replace** screen, click the **Change** icon beside the desired list item to review the requested change on the **Replace** window. **Note:** Locked fields require a manual change.

Find & Replace

Search AgainHelp

ExcelCSVPDF

Activity	Topic	Screen	Style	Screen ID	Text Location	Activity Status	Activity Development Phase			
Demo Screen-Styles 4.6	2 - Instruction Screens	58 - Kites Tab 1 - Kites	3.02	48641	Main Text	submitted for translation	Storyboard			<input type="checkbox"/>
Demo Screen-Styles 4.6	6 - Snippet Screen	4	3.02	58673	Main Text	submitted for translation	Storyboard			<input type="checkbox"/>
Kite and Bike Basics	2 - Flying a Kite	2 - Kite Safety	3.02	14937	Main Text	submitted for translation	n/a			<input type="checkbox"/>
Kite and Bike Basics	2 - Flying a Kite	18	3.11	58675	Main Text	submitted for translation	n/a			<input type="checkbox"/>
Kites and Bikes Test		1 - Kite Safety * remediation screen	3.02	14937	Main Text	in-production	n/a			<input checked="" type="checkbox"/>
Sample Exam		1 - Kite Safety * remediation screen	3.02	14937	Main Text	in-production	n/a			<input checked="" type="checkbox"/>

Replace All

20. On the **Replace** window, click the **Replace** button to replace the highlighted old text with the highlighted new text. **Note:** When clicked, the **Replace** button changes to an **Undo** button, allowing the user to immediately undo the replace function. The **Undo** button is no longer available once the user clicks the **Previous**, **Next** or **Close** button. **Note:** A checkmark displays in the line item checkbox, when the text is replaced.
21. Click the **Previous** or **Next** button to view additional occurrences.
22. Click the **Close** button to return to the **Find & Replace** screen. **Note:** A checkmark displays beside the list item when the content has been replaced.

Replace Main Text

Old Text:

Lorem

Kites and Bikes Parts

Kites	Bikes
Body	Handle bars
Harness (bridle)	Tires
Tether (string)	Frame
	Chain

New Text:

Lorem

Kite and Bikes Parts

Kite	Bikes
Body	Handle bars
Harness (bridle)	Tires
Tether (string)	Frame
	Chain

Occurrences: 2

Replace

<

 Previous

>

 Next

Close

23. On the **Find & Replace** screen, click the **Replace All** button to replace all the listed content at once. A confirmation window displays when the **Replace All** button is clicked.
24. On the **Find & Replace** confirmation window, click the **Continue** button to execute the Replace All function for all occurrences listed or click the **Cancel** button to return to the **Find & Replace** screen. **Note:** If a large amount of content requires replacing, consider performing this function during an off-peak period.

### Find & Replace













Are you sure you want to replace all the occurrences noted in the report?

**NOTE: Locked rows will be skipped.**

Depending on the number of updates i.e. thousands, you may want to consider running this during an off-peak period to improve performance.

Cancel
Continue

25. On the **Find & Replace** screen, click the **View** icon to view the corresponding screen.

Activity	Topic	Screen	Style	Screen ID	Text Location	Activity Status	Activity Development Phase		
Demo Screen-Styles 4.6	2 - Instruction Screens	58 - Kites Tab 1 - Kites	3.02	48641	Main Text	submitted for translation	Storyboard		
Demo Screen-Styles 4.6	6 - Snippet Screen	4	3.02	58673	Main Text	submitted for translation	Storyboard		
Kite and Bike Basics	2 - Flying a Kite	2 - Kite Safety	3.02	14937	Main Text	submitted for translation	n/a		
Kite and Bike Basics	2 - Flying a Kite	18	3.11	58675	Main Text	submitted for translation	n/a		
Kites and Bikes Test		1 - Kite Safety * remediation screen	3.02	14937	Main Text	in-production	n/a		
Sample Exam		1 - Kite Safety * remediation screen	3.02	14937	Main Text	in-production	n/a		

Excel CSV PDF

Replace All

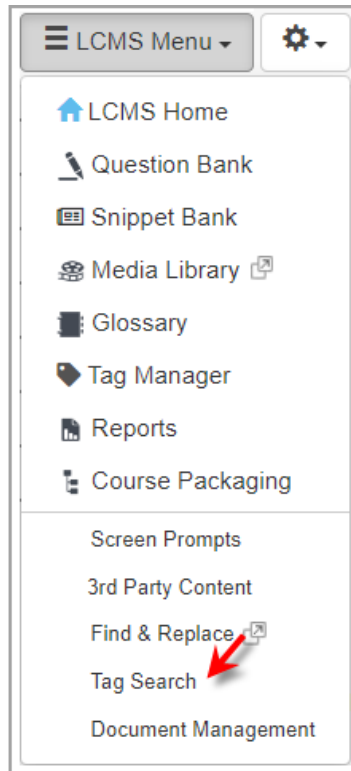
## 4.12 Tag Search

All activities, topics and screens have a **Tags** field. Tags generally refer to specific metadata associated with individual topics or screens. These **Tags** can be tracked to locate activities, topics and screens to which they have been assigned by using the LCMS **Tag Search** function. **Note:** Tags entered within Pop-Up boxes on a screen will also be tracked.



To search the LCMS for activities, screens, topics, or snippets containing specific tags:

1. Select **Tag Search** from the **LCMS Menu**.



2. Enter a desired tag and select **activities**, **screens** or **topics** from the drop-down menu, then click the **Search** button to do a search. You will be shown a list of results.
3. On the **Results** screen for each item, you will see a **Preview** icon, click the icon to view the result in the viewer. If no previous interface has been selected, a menu will appear allowing you to select the interface you wish to view the screen or topic. The screen or topic will open for viewing. When launching a topic, the entire activity will open. It will not open directly to the first screen of that topic, but it will open to the topic menu of the activity.

**Tag Search** Help

The Tag Search feature lets you trace the use of all Tags. The specific locations that correspond to the Tag will be listed

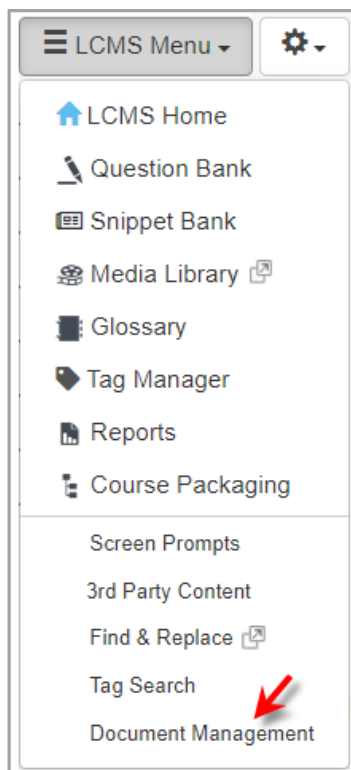
abc screens Search

Excel CSV PDF

Activity (Activity ID)	Topic (Topic Number)	Screen (Screen ID)	Style	Tags
Demo Screen-Styles 4.6 (657)	Question Screens (3)	3 (766)	2.52	abc
Kite and Bike Basics (13850)	Riding a Bike (3)	3 (28471)	3.13	abc, abc123
Test Activity (2) (15648)	Demo Topic (1)	5 (231)	2.51	abc
Test Activity (2) (15648)	Demo Topic (2) (4)	5 (15463)	2.51	abc
Test Activity (632)	Demo Topic (2) (4)	5 (231)	2.51	abc
Test Activity (632)	Demo Topic (1)	5 (15463)	2.51	abc

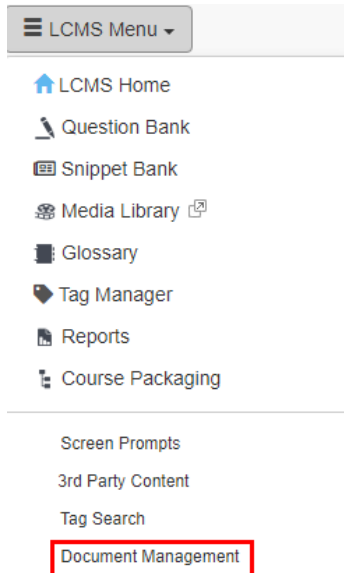
## 4.13 Document Management

The **Document Management** feature is used to manage documents associated with a project. These documents may be accessed or edited by users during the production and review of activities, depending on how the relevant privileges are configured for their user role.

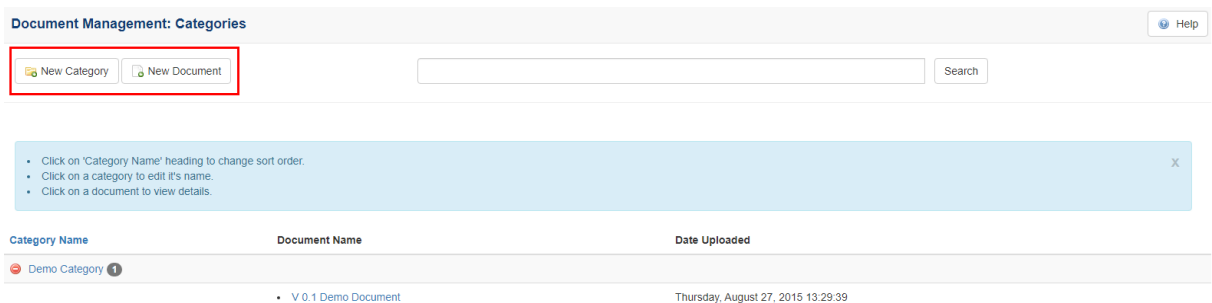


## 4.13.1 Add Document

1. Click **Document Management** from the Additional Features in the **Project Menu**.



2. To add a new document you must have at least one category. Click **New Category** to add a new category.



3. Click the **New Document** button.
4. On the **Add New Document** window, enter the name of the document in the Document Name field.

**Document Management: Add New Document** [Help](#)

Enter a document name and then click on browse button to find the document location. X

Document Name   
(i.e. LCMS Documentation Storyboards)

Document Location  No file chosen

Version

Select a category

- Click the **Browse** button to select the document.
- Enter the version number you wish to assign to the document in the **Version** field.
- Select the category you wish to assign to the document to from the drop-down list.
- Click the **Submit** button. The document will be displayed on the **Document Manager: Categories** screen.

### 4.13.2 Add Document Category

Categories are created to organize documents. To create a document category:

- Click **Document Management** from the Additional Features in the **Project Menu**.
- Click the **New Category** button.

**Document Management: Categories**

- Type the name of the category in the **Category Name** field.
- Click the **Submit** button. The category will be displayed on the **Document Manager: Categories** screen.

### 4.13.3 Add New Version of Document

- Click **Document Management** from the Additional Features in the **Project Menu**.

2. Click the document you wish to add a new version to.
3. Click **Add New Version** on the **Document Management: Details** screen.

#### Document Management : Details

**Document Name:** Test document  
**Current Version:** 0.1  
**Document Location:** ../../ll\_lcms\_resources/LCMSprog/Documents/  
**Category:**

#### Version History:


 Add New Version  Delete Version(s)

Document Name	Version	Master	Date Uploaded
1. Test document_v0.1 	0.1		2015-01-13 08:54:22.0

4. Click the **Choose File** button to locate the new version.
5. Enter the version number in the Version field.
6. Click the **Submit** button. The new version will be displayed.

#### Document Management: Add New Version

 Help


Click on the browse button to upload the new version. 

**Document Name** Demo Document  
**Document Location**   
**Version**

### 4.13.4 Change Document Category

1. Click **Document Management** from the Additional Features in the **Project Menu**.
2. Click the document you wish to change the category for.
3. Select the new category from the **Category** drop-down list.

**Document Management : Details**

Document Name: Test document  
 Current Version: 0.2  
 Document Location: ../..//lcms\_resources/LCMSprog/Documents/  
 Category:  Test Category  
Test Category 2

**Version History:**

Document Name	Version	Master	Date Uploaded
1. Test document_v0.2 	0.2		2015-01-13 09:11:10.0
2. Test document_v0.1 	0.1		2015-01-13 08:54:22.0

4. Document is automatically updated.

5. Click **Return to Document List** in the top right hand corner to return.


## 4.13.5 Delete Document

1. Click **Document Management** from the Additional Features in the **Project Menu**.

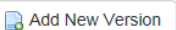


2. Click the document you wish to delete on the **Document Management: Categories** screen. The **Document Management: Details** window will be displayed.

3. Click **Delete Version(s)**.

**Document Management : Details**

Document Name: Test document  
 Current Version: 0.2  
 Document Location: ../..//lcms\_resources/LCMSprog/Documents/  
 Category: Test Category 2 

**Version History:**

Document Name	Version	Master	Date Uploaded
1. Test document_v0.2 	0.2		2015-01-13 09:11:10.0
2. Test document_v0.1 	0.1		2015-01-13 08:54:22.0

4. Select the box(es) beside the version(s) you wish to delete or click the **Select All** button to select all the versions.

## Document Management : Delete Document

**Document Name:** Test document

**Current Version:** 0.2

Select the checkbox next to the document version(s) that you want to delete:

Version	Version Filename
<input checked="" type="checkbox"/> 0.2 	license1.rtf
<input type="checkbox"/> 0.1	license.rtf

5. Click the **Submit** button. A Delete Document window will be displayed.

6. Enter **Yes** in the Delete this document? Field.

## Delete Document

Are you sure that you want to delete the following document versions:

To Confirm the deletion of the document(s), type '**YES**' into the box below, then click the delete button.

Delete (Type '**YES**')

7. Click the **Delete** button.



### 4.13.6 Delete Document Category

1. Click **Document Management** from the Additional Features in the **Project Menu**.
2. Click the **Delete** icon (-) beside the category you wish to delete.

#### Document Management: Categories

[New Category](#)
[New Document](#)
 Search

- Click on 'Category Name' heading to change sort order.
- Click on a category to edit it's name.
- Click on a document to view details.

Category Name	Document Name	Date Uploaded
 Test Category <span>1</span>	• V 0.2 Test document	Jan-13-15 9:11 AM
 Test Category 2 <span>0</span>		

3. A window will be displayed stating that the category and all related documents will be deleted. To accept this option, click the **Submit** button.

#### Document Management: Delete Category

Number of documents in this category: 1

Deletion Options:

- ☒ Delete category and all related documents. \*\*\*
- ☐ Move all the documents to another category. \*\*

\*\*\*Note: This option will delete all the document and category records from the database and will remove the corresponding files from the server.



### 4.13.7 Edit Document Category

1. Click **Document Management** from the Additional Features in the **Project Menu**.



2. Click the category link you wish to edit.
3. Edit the category name.
4. Click the **Submit** button.

### 4.13.8 Select Master Version of Document

The master version is used to control the document version seen by LCMS users. To select the master version:

1. Click **Document Management** in the **Project Menu**.
2. Click the document name you wish to make the master version.
3. The document versions will be displayed. The version identified with a checkmark is the current master version.
4. To change the master version, hover over the row of the version you want to make the Master, then click the **Make Master** button that appears.

**Document Management : Details**

**Document Name:** Test document

**Current Version:** 0.2

**Document Location:** ../../lcms\_resources/LCMSprog/Documents/

**Category:**

Test Category 2

**Version History:**

Add New Version

Delete Version(s)

Document Name	Version	Master	Date Uploaded
1. Test document_v0.2	0.2	✓	2015-01-13 09:11:10.0
2. Test document_v0.1	0.1	Make Master	2015-01-13 08:54:22.0

To select a new Master version, hover over the row of the version you want to make the Master, then click the 'Make Master' button that appears.

### 4.13.9 View Document

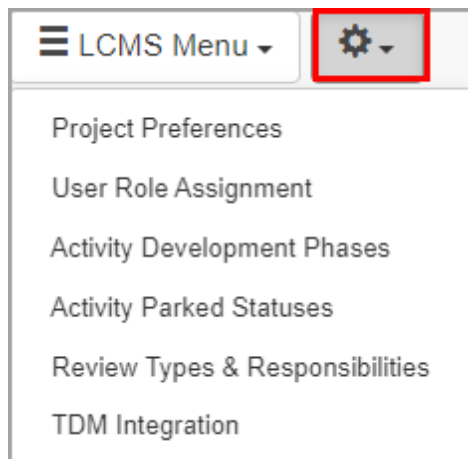
1. Click **Document Management** from the Additional Features in the **Project Menu**.
2. Click the document link on the **Document Management: Categories** window. The

document will be displayed.

## 5 Configuration and Preferences Menu (Sprocket)

The sprocket menu is located next to the **LCMS Menu** in the navigation tree. This drop-down menu contains project **Configuration** and **Preferences** options. These options are available to Administrators and Managers, and Senior Developers. Other roles may also have access to these options.

Click the down arrow to choose the desired option.

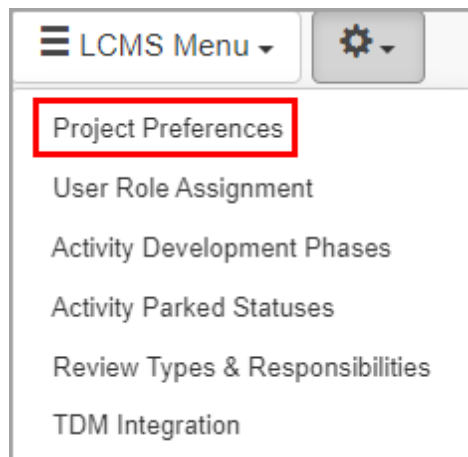


### 5.1 Project Preferences

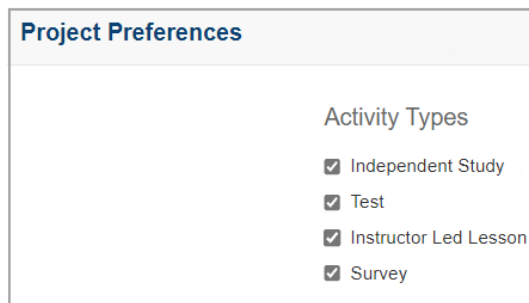
The **Project Preferences** function may be used by Administrators and Managers to define various parameters for a specific project project.

To set the various project parameters:

1. Click **Project Preferences** link from the sprocket drop-down menu to open the **Project Preferences** screen.



2. On the **Project Preferences** screen, click the desired tab from the **Components** menu. Selecting a tab from the **Components** menu will open the corresponding pane where the related configurations or parameters may be set. The **Project Preferences** screen opens to the **Activity Types** tab. See Project Management Preferences Tab for more information about configuring each component.



### 5.1.1 Configure Activity Types

See Activity Types Tab for more information.

### 5.1.2 Configure Course Export Options

See Course Export/Publish Options Tab for more information.

### 5.1.3 Configure Developer Options

See Developer Options Tab for more information.

### 5.1.4 Configure Editor

See Editor Tab for more information.

### 5.1.5 Configure Project E-Mail Templates

See E-Mail Templates Tab for more information.

### 5.1.6 Configure Interfaces

1. On the **Project Preferences** screen, click **Interfaces** under the **Components** menu to see a list of interface options for the project. Ctrl-click to select each interface you wish to be available for the project.
2. Click the **Submit** button to save your changes or return to the previous screen without saving.



### 5.1.7 Configure Multilingual Support

See Multilingual Support Tab for more information.

### 5.1.8 Configure Notices

See Notices Tab in Project Management Project Preferences for more information.

### 5.1.9 Configure Plotter Tool

See Plotter Tool Tab for more information.

### 5.1.10 Configure Quiz Defaults

See Quiz Defaults Tab for more information.

### 5.1.11 Configure Reviews

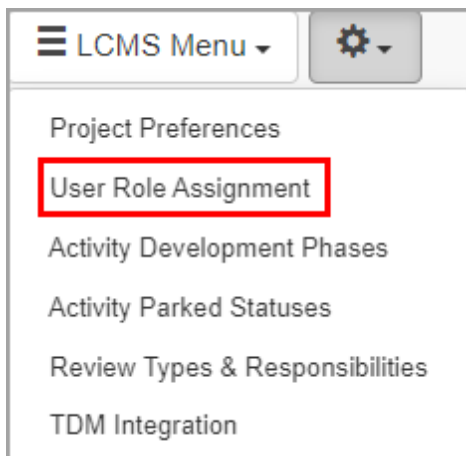
See Reviews Tab for more information.

### 5.1.12 Configure Security

See Security Tab for more information.

## 5.2 User Role Assignment

Managers can assign users to specific roles within the project by selecting the **User Role Assignment** option from the **Configuration and Preferences** menu.



1. Click the **Select Role** drop-down and choose to which role to assign users.

**User Role Assignment** Help

Select Role: Developer

**Available Resources** Showing all 56

Filter

1, LLTEST-1062  
1, LLTEST-1249  
1, LLTEST-1365  
1, Manager  
1, Media Dev  
1, User  
1212123test  
1252, LLTEST  
12qw34er  
2, LLTEST-1062

**Currently Assigned** Showing all 30

Filter

1252, LLTEST  
2, User  
confcat1, confcat1  
confcat2, confcat2  
confcat3, confcat3  
Developer, Test  
LLTest-1365TestUser, LLTest-1365TestUser  
protectedcat1, protectedcat1  
protectedcat2, protectedcat2  
protectedcat3, protectedcat3  
protectedcat4, protectedcat4

• Click 'Move all' (⇌) to move all users to the opposite list.  
 • CTRL or SHIFT-Click to select multiple users, then click 'Move selected' (→) to move them to the opposite list.  
 • Click 'Save' after making changes to a Role.

Save

2. Select one or more users from the **Available Resources** selection box on the left and click the single right-arrow button to add them to the **Currently Assigned** column.
3. Select one or more users from the **Currently Assigned** selection box on the right and click the single left-arrow button to remove them from the **Currently Assigned** column.
4. Use the *double* left and *double* right arrow buttons to add or remove all users.
5. Click the **Save** button to save your changes.

**Note:** Use the **Filter** to quickly find users.

## 5.3 Activity Development Phases

Administrators, Managers, and Developers can manage the activity development phases available if the feature is enabled in the **Application Preferences**. See Application Preferences General Tab for more information.

**Application Preferences** [LCMS home](#)

**Components**

- General
- API Token
- Background Services
- Course Packaging
- Date/Time Formatting
- Editor
- E-Mail Templates
- Forgot Password
- Logins
- Reviews
- Screen Labels
- Security
- TDM Integration
- Versioning

**General**

**Detected URL**   
☐ Always use https

**Support E-Mail**

**E-Mail From Address**

**wk<html>ropdf**

☒ Enable Screen Titles

☒ Track Phases of Activity Development

☒ Enable Access Logging **4900 Entries**

[Download Log \(CSV\)](#) [Reset Logging Data](#)

[Cancel](#) [Submit](#)

All phases are managed through the **Activity Development Phase Management** screen. New projects have the default phases:

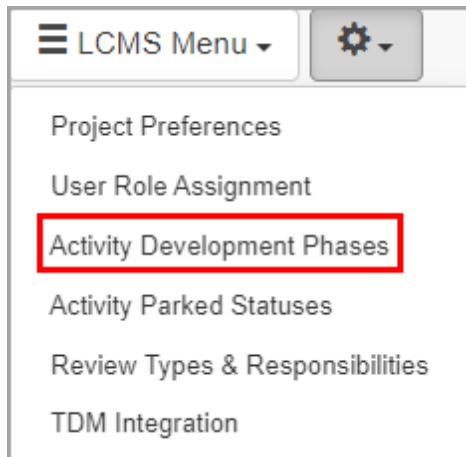
- Lesson
- Lesson Outline
- Storyboard

**Note:** The activity development phase can be changed by the developer in the **Activity Profile** screen, and it will be displayed to the reviewer and review manager in their inbox.

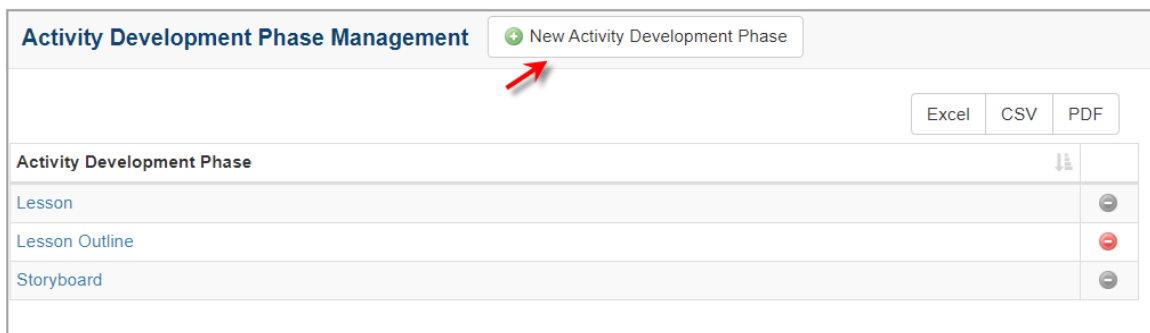
### 5.3.1 Add Activity Development Phase

1. Click **Activity Development Phases** link from the sprocket drop-down menu to open the **Activity Development Phase Management** screen.





2. On the **Activity Development Phase Management** screen, click the **New Activity Development Phase** button to open the **New Activity Development Phase** screen.



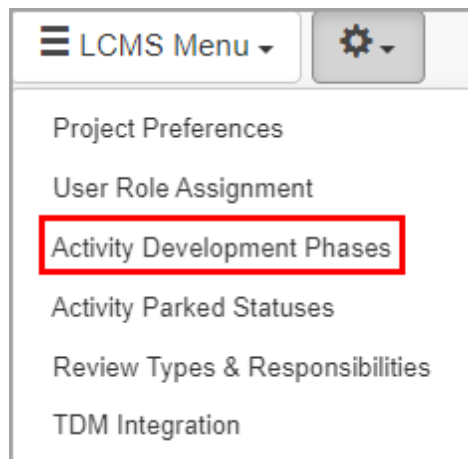
3. On the **New Activity Development Phase** screen, enter the desired phase in the **Activity Development Phase** field.



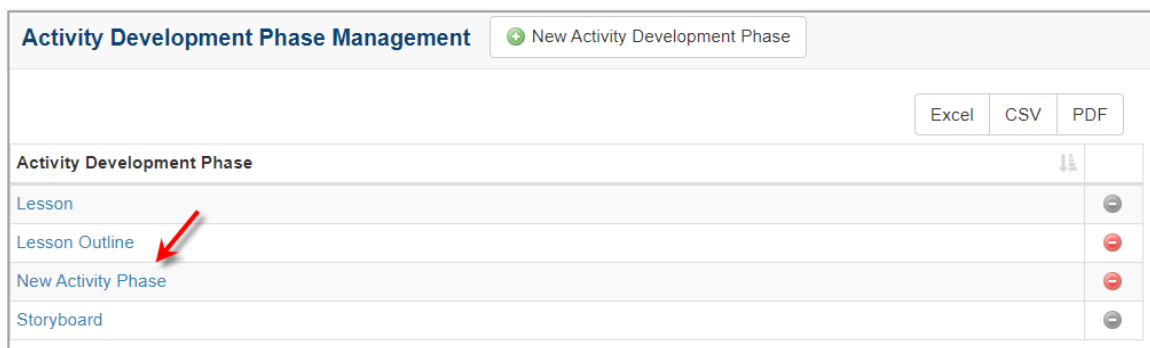
4. Click the **Submit** button to save the changes or click **Cancel** to return to the previous screen without saving. **Note:** The new activity development phase will be added to the list of options available in the **Activity Profile** screen.

### 5.3.2 Edit Activity Development Phase

1. Click **Activity Development Phases** link from the sprocket drop-down menu to open the **Activity Development Phase Management** screen.



2. On the **Activity Development Phase Management** screen, click the desired activity development phase to open the **Edit Activity Development Phase** screen.



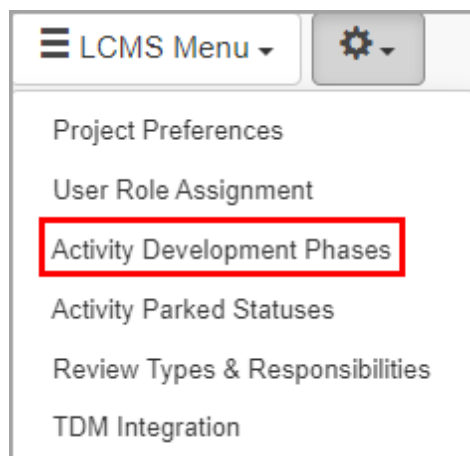
3. On the **Edit Activity Development Phase** screen, modify the **Activity Development Phase** field as required.



4. Click the **Submit** button to save the changes or click **Cancel** to return to the previous screen without saving.

### 5.3.3 Delete Activity Development Phase

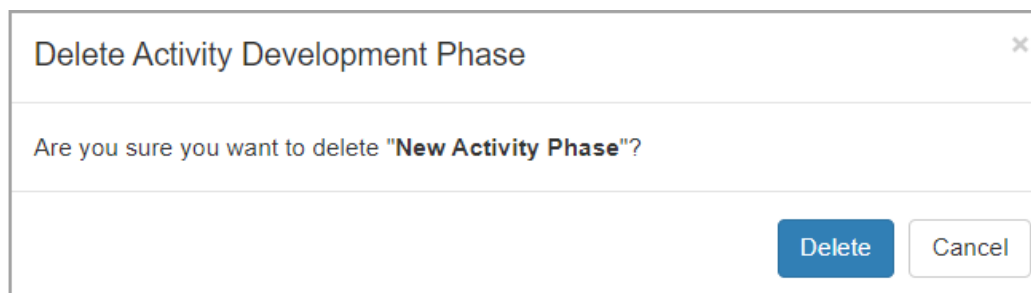
1. Click **Activity Development Phases** link from the sprocket drop-down menu to open the **Activity Development Phase Management** screen.



2. On the **Activity Development Phase Management** screen, click the **Delete** icon (🗑️) beside the desired activity development phase to open the **Delete Activity Development Phase** window. **Note:** The delete icon will be gray if the activity development phase is being used in an activity, otherwise it will be red.



3. On the **Delete Activity Development Phase** window, click the **Delete** button to remove the activity development phase or click the **Cancel** button to return to the previous screen. **Note:** If the activity development phase is assigned to an activity, the **Delete and Reassign Activity Development Phase** window will open.



4. On the **Delete and Reassign Activity Development Phase**, select a new development phase, from the list available, to be assigned in its place.

5. Select the desired activity development phase from the drop-down menu.
6. Click the **Delete** button to reassign the activity development phase or click the **Cancel** button to exit without making any changes. **Note:** When deleting the only remaining activity development phase, or when the **Leave Activities Unassigned** option is selected from the drop-down menu, the **Activity Development Phase** for the current activity will be set to unassigned.

Delete And Reassign Activity Development Phase

Are you sure you want to delete "Storyboard"?

This Activity Development Phase as is it currently in use on one or more Activities. Please select the new Activity Development Phase to be assigned to those Activities, or select 'Leave Activities Unassigned', to not have any Activity Development Phase assigned.

{ Leave Activities Unassigned }

Cancel
Delete

## 5.4 Activity Parked Statuses

Different statuses can be defined for Activities that are parked. A drop-down menu will be displayed in the **Activity Profile** screen when an Activity is parked, populated with the options defined in this setting.

1. Click on the **Activity Parked Statuses** link in the Project Menu, and the **Activity Parked Status Management** screen will be displayed.

Activity Parked Status Management
New Parked Status

CSV
PDF

Order	Label	Description	Comment Required	
1	Other	Enter a description here	✓	✗

### 5.4.1 New Parked Status

1. Click the **New Parked Status** button on the **Activity Parked Status Management** window to add a new parked status.

**Activity Parked Status Management: New Parked Status**

**Label**

☐ **Comment Required**

**Description**  

(Max. Chars: 250 - 250 characters remaining)

Cancel

Submit

2. Enter a value for the **Label** field, to be used to name the **Activity Parked Status**.
3. Click the checkbox labeled **Comment Required** if you want users who select this status to have to add a text comment as explanation.
4. Enter a **Description** for the Activity Parked Status.
5. Click **Submit** to save the changes or **Cancel** to return to the preceding screen without saving.

## 5.4.2 Edit Parked Status

1. Click the **Label** (name) of an existing Activity Parked Status on the **Activity Parked Status Management** window to edit its fields.

**Activity Parked Status Management: New Parked Status**

**Label**

☐ **Comment Required**

**Description**  

(Max. Chars: 250 - 250 characters remaining)

Cancel

Submit

2. Enter a value for the **Label** field, to be used to name the **Activity Parked Status**.
3. Click the checkbox labeled **Comment Required** if you want users who select this status to have to add a text comment as explanation.
4. Enter a **Description** for the Activity Parked Status.
5. Click **Submit** to save the changes or **Cancel** to return to the preceding screen without saving.

### 5.4.3 Delete Parked Status

1. Click the **Delete** icon beside an existing Activity Parked Status on the **Activity Parked Status Management** screen to remove it. A confirmation window will appear asking "Delete Parked Status. Are you sure you want to delete [Label]?"
2. Click the **Delete** button to delete or **Cancel** button to exit without deleting.

## 5.5 Review Type & Responsibilities

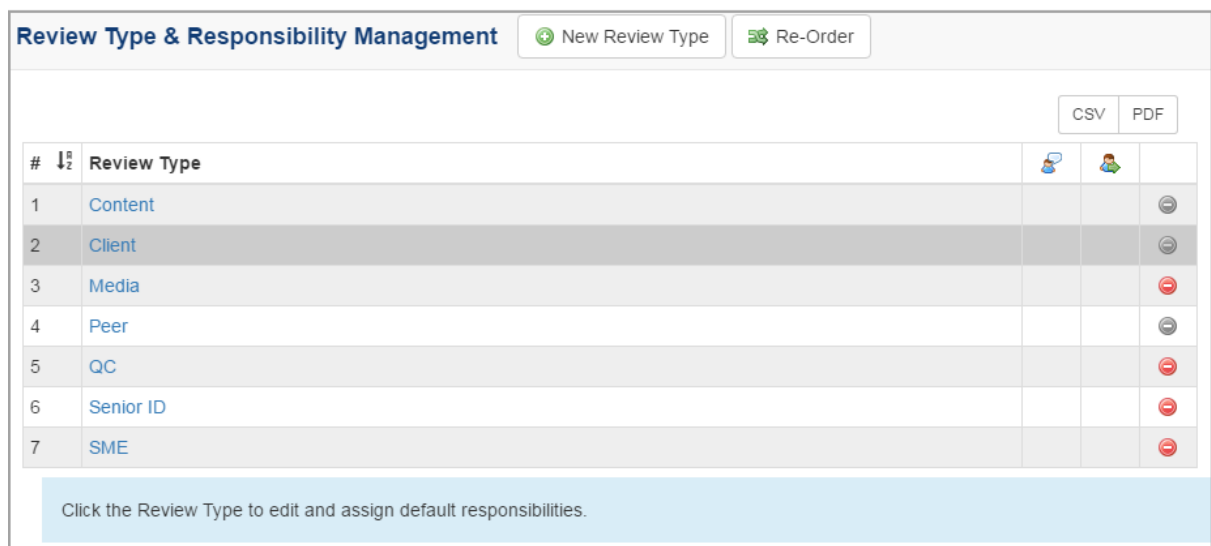
Administrators and Managers can manage review types.

All review types are managed through the **Review Type & Responsibility Management** screen. New projects have a default review type, named **Content**.

**Note:** If multiple review types exist, the review type selected can be changed by the developer when the review is being submitted, and it will be displayed to the reviewer and review manager in their Inbox.

## 5.5.1 Add Review Type

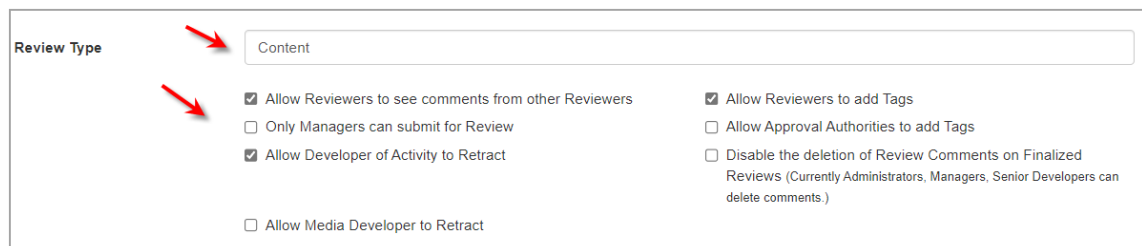
1. From the Configuration and Preferences (sprocket) menu, click on **Review Type & Responsibilities**.
2. On the **Review Type & Responsibility Management** screen, click the **New Review Type** button.



#	Review Type			
1	Content			
2	Client			
3	Media			
4	Peer			
5	QC			
6	Senior ID			
7	SME			

Click the Review Type to edit and assign default responsibilities.

3. Enter the desired name for review type in the **Review Type** field.
  4. Click each checkbox to toggle the feature on or off for the current **Review Type**.
- Note:** If **Only Managers can submit for Review** is selected, then Managers will receive an automatic email notification when the corresponding **Review Type** is finalized.



**Review Type** Content

☒ Allow Reviewers to see comments from other Reviewers

☐ Only Managers can submit for Review

☒ Allow Developer of Activity to Retract

☐ Allow Media Developer to Retract

☒ Allow Reviewers to add Tags

☐ Allow Approval Authorities to add Tags

☐ Disable the deletion of Review Comments on Finalized Reviews (Currently Administrators, Managers, Senior Developers can delete comments.)

5. Select a pool of one or more users from the drop-down menus for the following roles: **Reviewers, Review Managers, Review Monitors, Approval Authorities.** **Note:** The pool of users set at this level will become the default for each Activity, but a subset of these users can then be assigned to the individual Activity.
6. Click the **Submit** button and the new review type will be added to the list of options available when setting the review type in an activity.
7. Click the **Re-Order** button to re-arrange the order in which **Review Types** appear in the drop-down menu displayed to developers.

## 5.5.2 Edit Review Type

1. From the **Configuration and Preferences** (sprocket) menu, click on **Review Type & Responsibilities**.
2. On the **Review Type & Responsibility Management** screen, click the name of an existing **Review Type** to edit.

**Review Type & Responsibility Management**
New Review Type
Re-Order

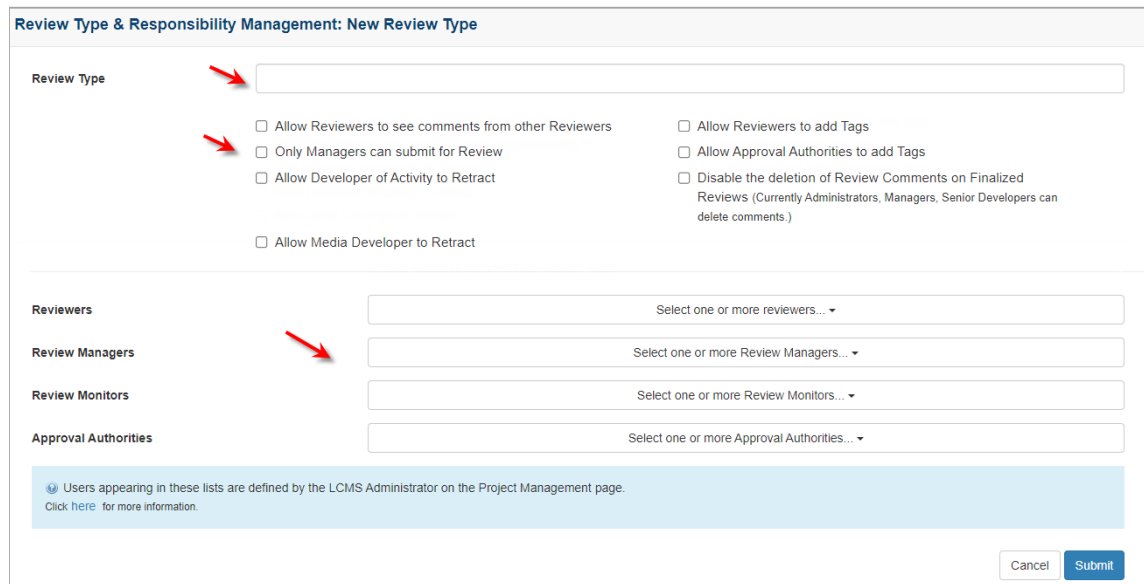
CSV
PDF

#	Review Type			
1	<a href="#">Content</a>			
2	<a href="#">Client</a>			
3	<a href="#">Media</a>			
4	<a href="#">Peer</a>			
5	<a href="#">QC</a>			
6	<a href="#">Senior ID</a>			
7	<a href="#">SME</a>			

Click the Review Type to edit and assign default responsibilities.

3. Enter the desired change in the **Review Type** field, if required.






- Click each checkbox to toggle the feature on or off for the current **Review Type**.

**Note:** If **Only Managers can submit for Review** is selected, then Managers will receive an automatic email notification when the corresponding **Review Type** is finalized.

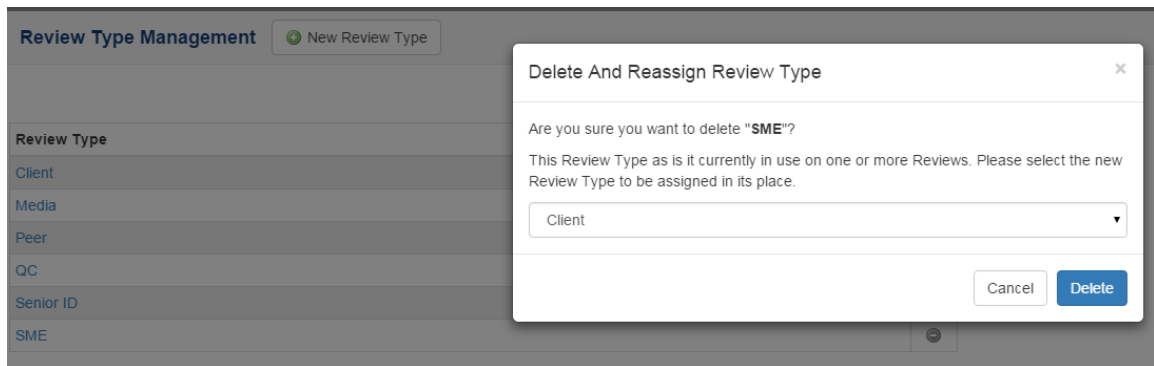
- Select a pool of one or more users from the drop-down menus for the following roles: **Reviewers, Review Managers, Review Monitors, Approval Authorities**. **Note:** The pool of users set at this level will become the default for each Activity, but a subset of these users can then be assigned to the individual Activity.
- Click the **Submit** button and the new review type will be added to the list of options available when setting the review type in an activity.
- Click the **Re-Order** button to re-arrange the order in which **Review Types** appear in the drop-down menu displayed to developers.

### 5.5.3 Delete Review Type

- From the **Configuration and Preferences** (sprocket) menu, click on **Review Type & Responsibilities**.
- On the **Review Type & Responsibility Management** screen, click the **Delete** icon  beside the review type you want to remove. **Note:** The delete icon will be gray if the review type is being used in an activity, otherwise it will be red.
- A window will appear asking if you wish to delete the review type. Click **OK**. The

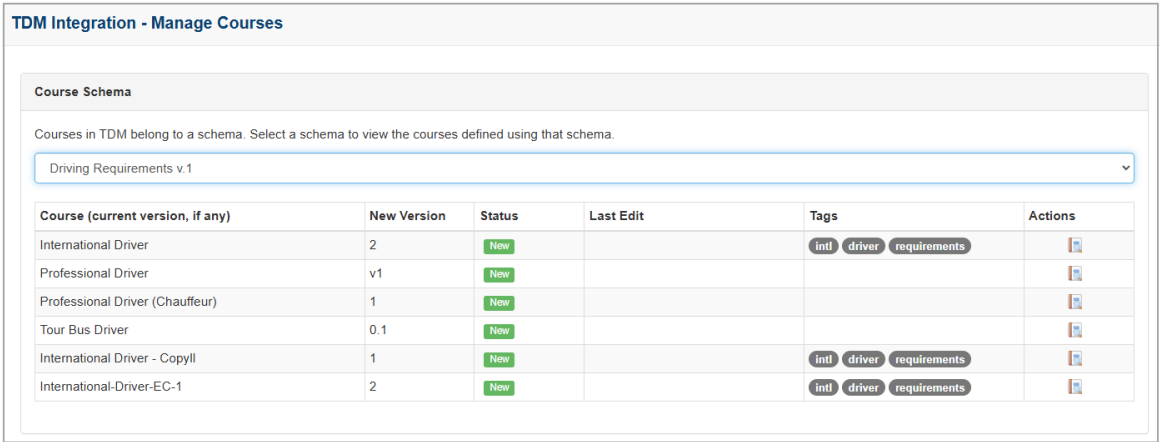
review type will be deleted.

4. If the review type is assigned to an activity, a window will appear prompting you to select a new review type, from the list available, to be assigned in its place. Choose a **Review Type** from the drop-down list and click the **Delete** button to reassign, or click the **Cancel** button to exit without making any changes. **Note:** If you delete all of the review types the value of the **Review Type** field will be blank in all Activities in the project.

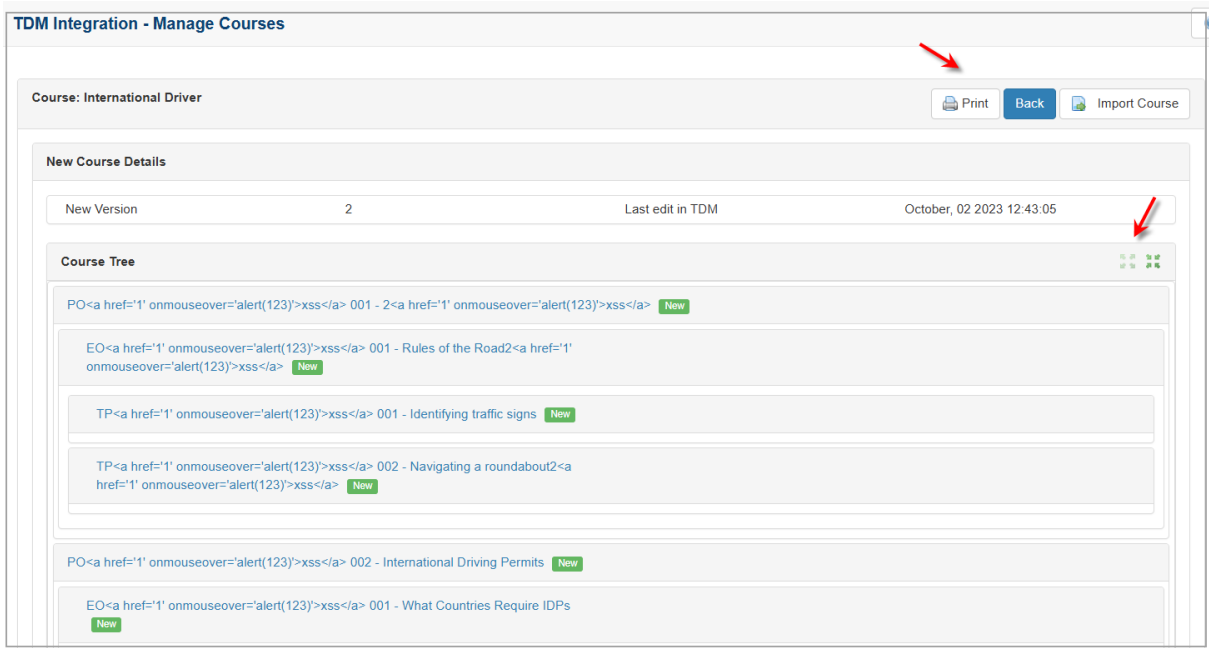


## 5.6 TDM- Manage Training Documents

1. On the Activity screen, select **TDM - Manage Training Documents** for the **Configuration and Preferences** sprocket drop-down menu.
2. On the **TDM Integration - Manage Courses** screen, select the desired schema from the list in the drop-down menu.
3. On the **Course Schema** field, select the desired **Course** from the list. **Note:** The **Course** list also displays the version, status (**No change**, **New**, **Updated**, **No Updates**, **Imported** or **Deleted**), date of last edit, and tags associated with each Course.



4. Click the New Course icon beside the desired new Course. **Note:** The **New Course Details** window displays the **Course Tree** for the desired course. Click the expand icon to view the entire course tree. For courses with the **Updated** status, changes are identified in the **Course Tree** with the New icon. Review Courses with the **Updated** status as they may generate rework for the Activity.
5. Click the **Import Course** button to make the desired TDM course available in the LCMS or click the **Back** button to return to the previous screen. You may also click the **Print** button to print the Course Tree.

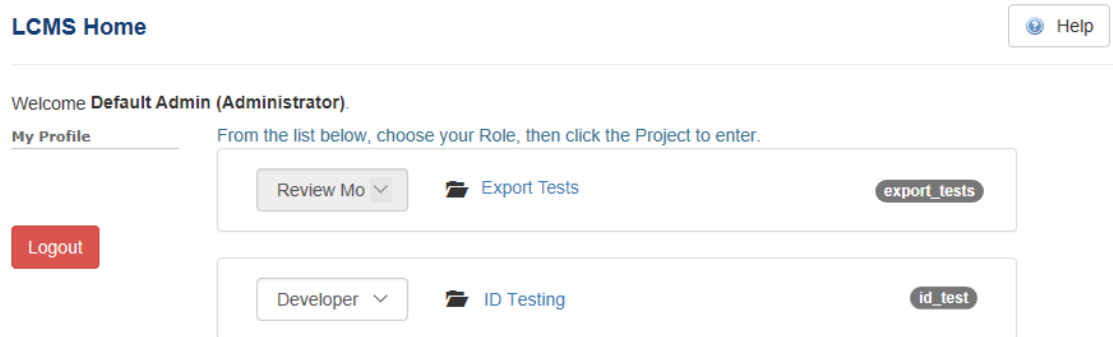


6. The imported course displays in the **Course** list with the status **Imported**.

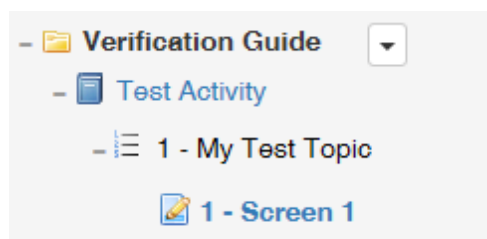
## 6 Navigation Tree (Content Repository)

On the **LCMS Home** screen, you will see a list of available projects. **Note:** Administrators can see all the projects but other users will only see those to which they've been assigned.

1. If you are assigned to a project under more than one user role, you will see a drop-down menu beside the project name from which you can select the role you want to use. **Note:** If you have been assigned only one type of role within a project, the name of that role will be visible and cannot be changed.



2. Click the name of a project to open it. The first time you do this, you will see a welcome screen on the right, beside a navigation tree. The navigation tree displays the hierarchy of folders, subfolders, activities, topics, and screens that constitute the current project's content repository.

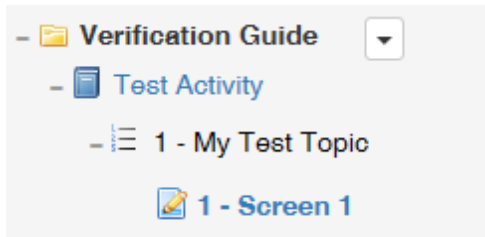


There may be one or more levels of subfolders, nested hierarchically within one another.

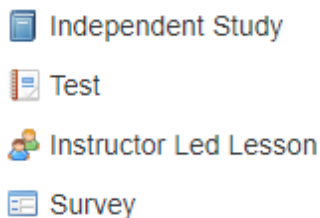
### 6.1 Icons in Navigation Tree

When working within a project, you will see the following icons in the navigation tree on

the left-hand side of the screen. The following icons represent folders and subfolders, followed by activities, then topics and screens.



There are four different activity types in the LCMS, each represented by a different icon design in the navigation tree.



The following icon designs indicate the state of certain elements in the tree:

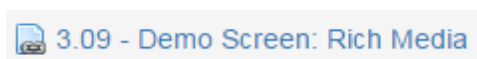
A superimposed pencil icon on an activity, topic, or screen indicates that it is currently being edited. Activities or screens will also be marked in bold if they are currently being edited.



A plus sign to the left of a folder, activity, or topic, indicates that it contains other elements and is in a collapsed state. Clicking the icon will toggle it between collapsed and expanded states. When expanded, the plus sign is replaced with a minus sign.



A superimposed chain link icon on a topic or screen indicates that it is linked from a master topic or screen elsewhere in the **Content Repository**.



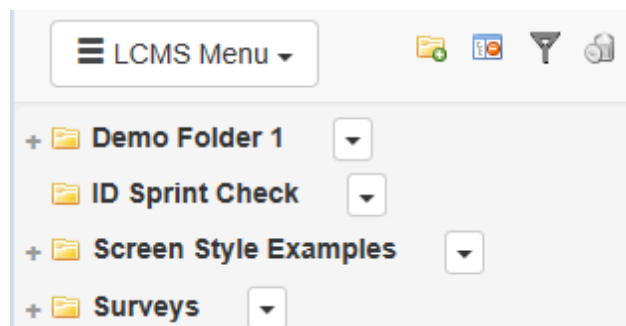
The chain link icon can also appear in the pane to the right of the navigation tree in the

**Topic List** and **Screen List** screens, to indicate that a topic or screen is linked.

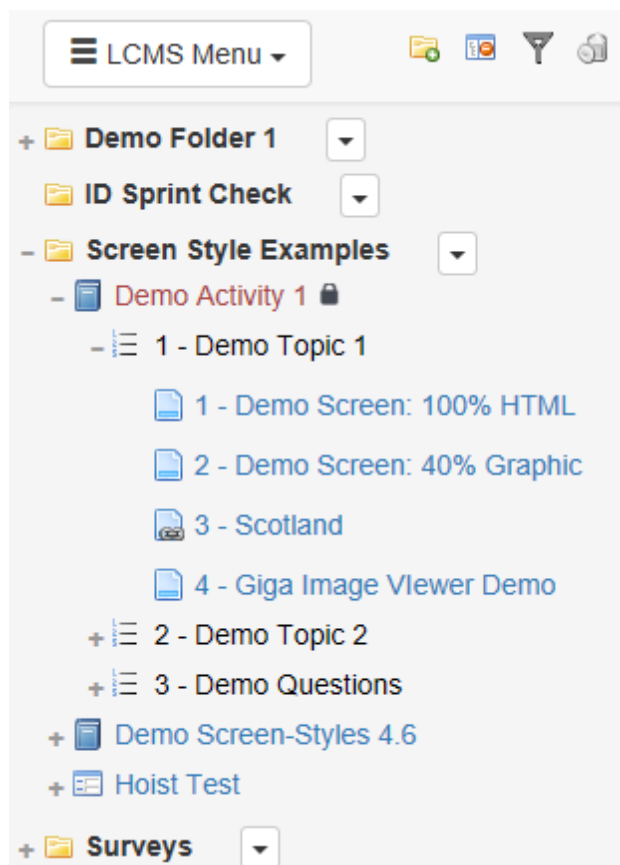
Topic No.	Topic Title	Dependencies	
1	Demo Topic 1	(1)	▼
2	Demo Topic 2	(0)	▼
3	Interactive Screen-Types	(0)	▼
 4	Demo Topic 1		▼
5	Demo Questions	(0)	▼

## 6.2 Expand/Collapse

1. Click the title of an existing project to open its **Content Repository**. **Note:** When you first open an existing project, the folders in the navigation tree will be collapsed by default.



2. Click a folder, activity, or topic to toggle it between collapsed view and expanded view, in which its contents become visible. You can expand and collapse folders in the tree, and you can also expand and collapse activities and topics. The LCMS will remember the state of the tree so that when you return later the same folders, activities and topics will remain expanded or collapsed, as you left them.

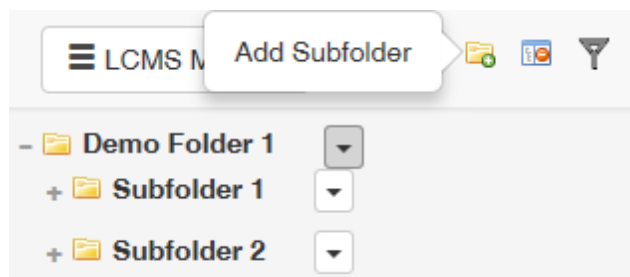


3. To reset the state of the tree, click the **Reset Preferences** button in the **My Profile** screen available from the menu in the **LCMS Home** screen.

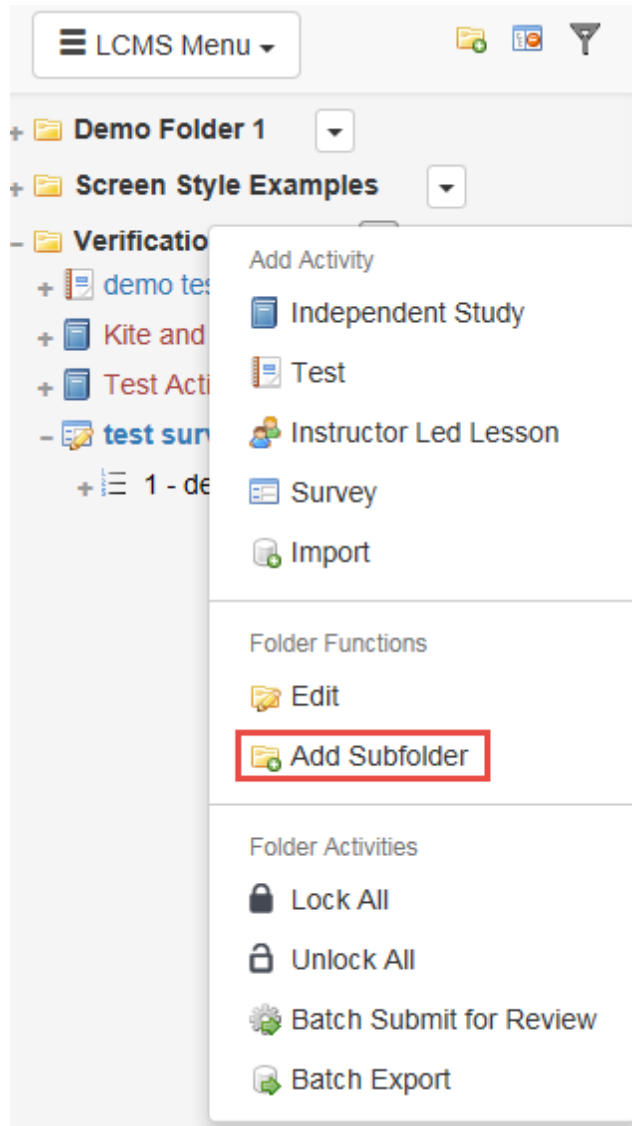
## 6.3 Add Subfolder (Top Level)

New folders are created in the navigation tree of the **Content Repository**. Administrators and Managers have this privilege, but not Developers.

1. To create a new folder at the top level, click the **Add Subfolder** icon above the **Navigation Tree**.



**Note:** You can also create a new folder by clicking the drop-down arrow beside a folder or subfolder and choosing **Add Subfolder** from the list.



2. The **New Activity Folder** screen will appear with an **Activity Folder Name** field. Enter the new activity folder name in the field.

#### New Activity Folder

[Help](#)

Activity Folder Name

Cancel

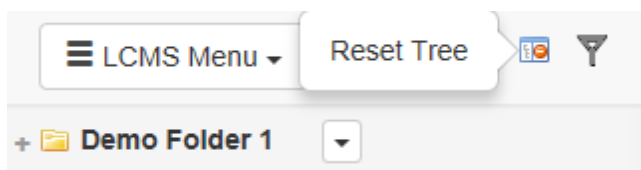
Submit



3. Click the **Submit** button. The assigned folder will now appear on the **Content Repository** navigation tree.

## 6.4 Reset Tree

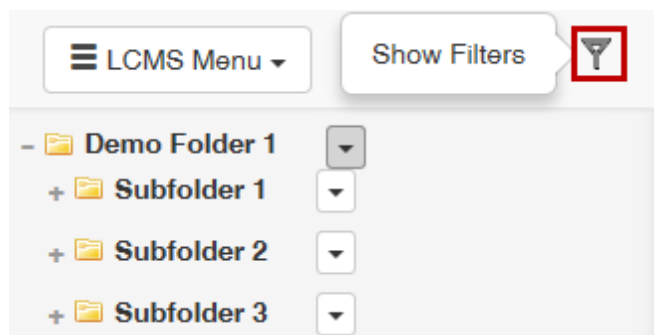
Click the **Reset Tree** icon above the **Navigation Tree** to reset the tree to its default state.



**Note:** This can fix most temporary issues with the Navigation Tree.

## 6.5 Show Filters

The navigation tree can be filtered in several different ways by clicking the **Show Filters** icon at the top of the tree to set **Filter Options**.



1. Enter a value for **Activity Title** to display only activities matching that search.
2. Enter a value for **Activity Code** to display only activities matching that search.
3. Check the **Independent Study**, **Test**, or **Instructor Led Lesson** boxes to display only activities of those types.
4. Select a language from the **Activity Languages** radio buttons to display only activities assigned to that language.

5. Select one or more developers from the **Developers** drop-down to display only activities assigned to them.
6. Select one or more values for **Production Status** to display only activities meeting that criterion.
7. Select a classification from the **Classification** drop-down to display only activities meeting that criterion.
8. Select a controlled goods category from the **Controlled Goods** drop-down to display only activities meeting that criterion.
9. Click the **Reset** button to clear the filter or the **Submit** button to apply it to the tree.

Content Repository : Filters Options Help

Activity Title	<input type="text"/>
Activity Code	<input type="text"/>
Activity Types	<input type="checkbox"/> Independent Study <input type="checkbox"/> Test <input type="checkbox"/> Instructor Led Lesson <input type="checkbox"/> Survey
Activity Languages	<input checked="" type="radio"/> All <input type="radio"/> English <input type="radio"/> Arabic
Developers	<input type="text" value="None selected"/>
Production Status	<input type="text" value="None selected"/>
Classification	<input type="text"/>
Controlled Goods	<input type="text"/>

## 6.6 Show Only my Activities

Developers can click the **Show Only My Activities** icon to toggle a filter on and off, which will hide all activities in the current project except the ones assigned to the current user. **Note:** This is useful if you're working in a project with a large number of activities assigned to other Developers.

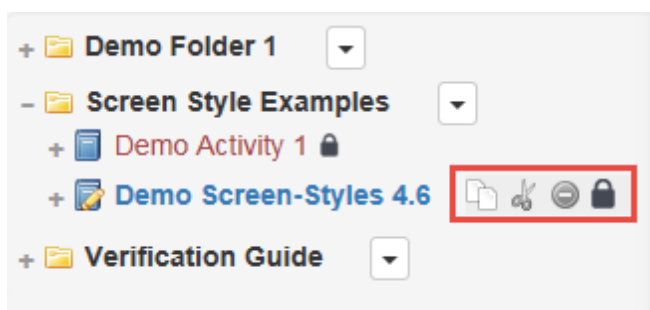


## 6.7 Activity Management Icons

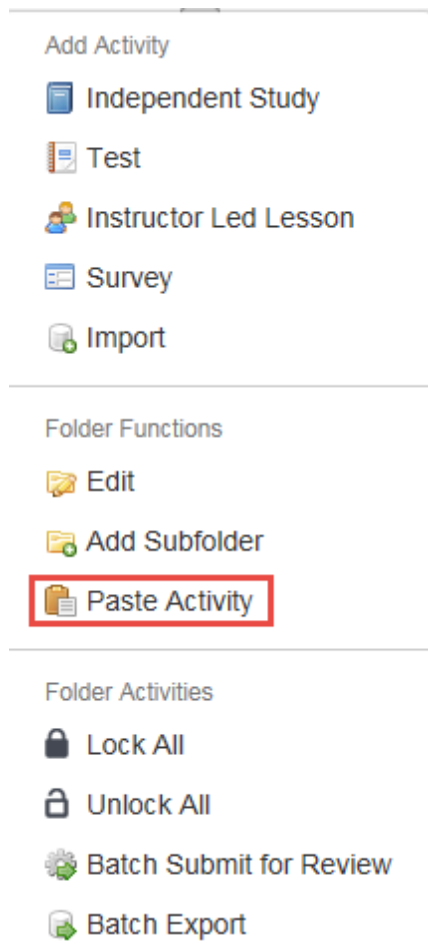
From the tree navigation view, users can perform basic functions such as adding new activities, copy/cut and paste activities, lock/unlock activities, delete activities, and opening the **Topic List** to access other **Activity Management** functions.

### 6.7.1 Copy/Cut/Paste Activity

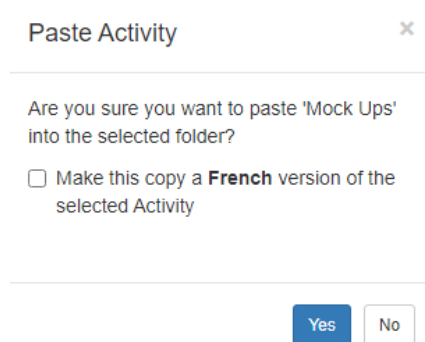
1. Hover over an activity title in the **Content Repository** tree menu to see **Copy**, **Cut**, **Delete** and **Lock** icons on the right.



2. Click the **Copy** or **Cut** icons to copy an activity to the clipboard.
3. Click the drop-down arrow beside the folder you wish to paste the activity into. Choose **Paste Activity** from the drop-down list. A copy of the activity is then created in the folder selected. The new activity has the same name as the original, but is followed by **(2)** to show that it is a copy of the activity.



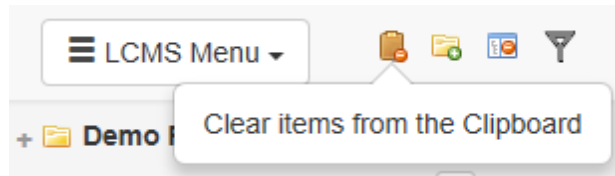
**Note:** If **Multilingual Support** is enabled for the project, a dialog box appears asking if you would like to make a {French} copy of the activity. The type of copy will depend on the source language, automatically picking the opposite. Upon paste, the new activity will be the opposite language of the source. This is identified in the Activity Profile.



**Note:** If you used **Cut**, the original activity will be deleted, whereas if you used **Copy**,

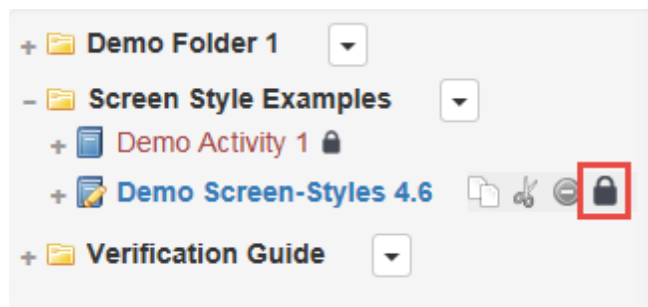
you will now have two copies of the same activity.

**Note:** When Activities are copied or cut, an icon appears to the right of the LCMS menu. This allows you to clear the clipboard, as required.



## 6.7.2 Lock/Unlock Activity

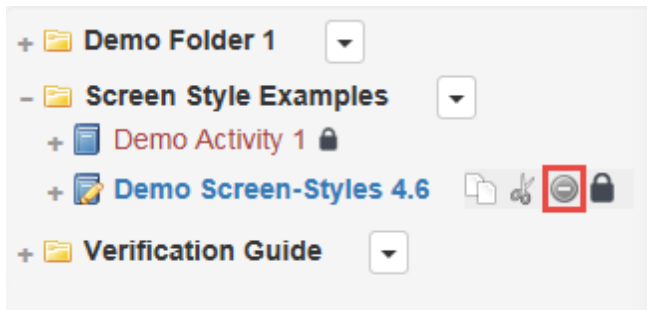
1. In the navigation tree, hover the mouse over the name of an activity until the icons display to the right.
2. Click the **Lock** icon to toggle lock on and off. When an activity is locked, users are temporarily prevented from making changes to it.



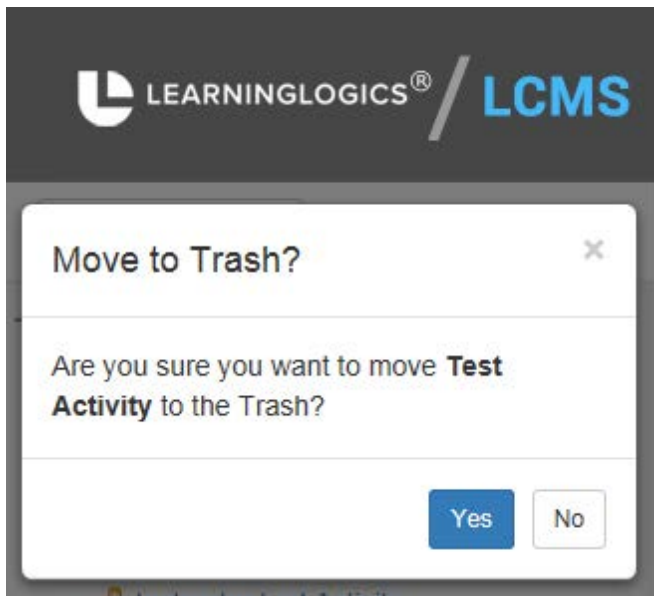
**Note:** Locked activities are indicated by a closed-padlock symbol which appears beside them in the navigation tree.

## 6.7.3 Delete Activity

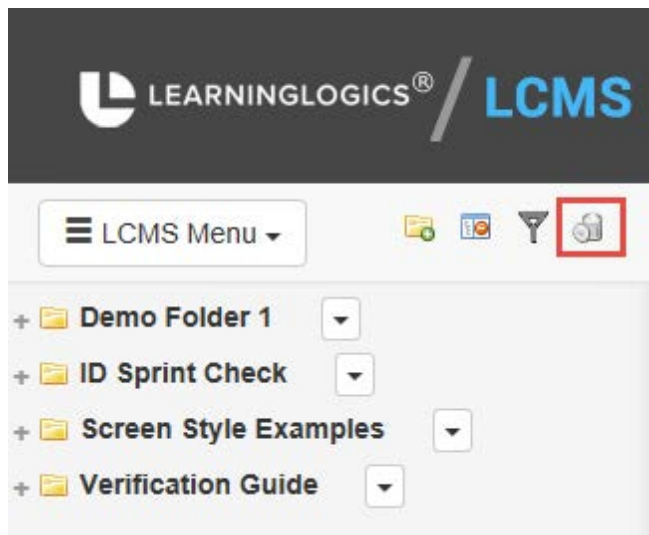
1. In the navigation tree, hover the mouse over the name of an activity until the icons display to the right.
2. Click the **Delete Activity** icon to remove an activity.



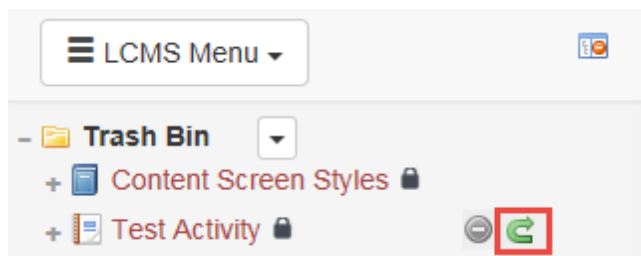
3. A prompt is displayed to ensure that you want to delete the item and move it to the Trash.



4. The Trash Bin icon appears next to the **LCMS Menu** button, containing any deleted activities.

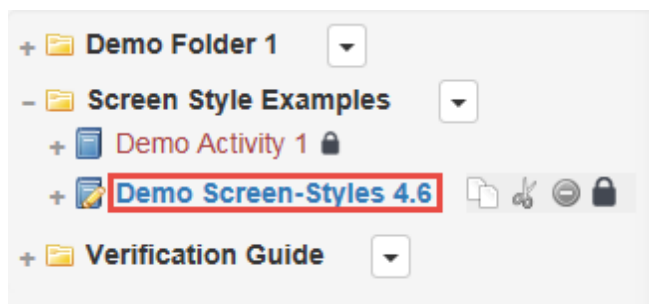


5. To restore a deleted activity, click the **Trash Bin** icon. The list of deleted items is shown. Click **Restore** next to the activity you would like to bring back for development.



## 6.7.4 Edit Activity

Click on the name of an activity in the navigation tree to open the **Topic List** screen in the right-hand pane.



From this screen you can:

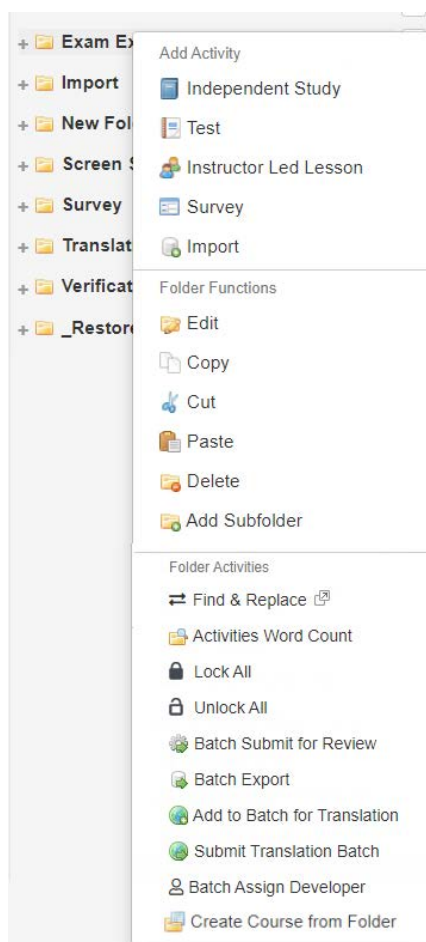
- Manage activity topics
- Preview the activity in a viewer
- Edit the Activity Profile
- View a storyboard report
- Submit the activity for review
- Perform other functions

## 6.7.5 Folder Menu

Before developing any course activities, you must first create one or more folders where the activities can reside. Each folder you create must be assigned a name, such as the title of the course, the name of a developer or some other organizing reference. This folder structure is created for production purposes, while the course structure created in **Course Designer** is created for delivery of the courseware in the LMS. These structures may differ as they have different purposes.

Folders can be created, edited, or deleted in the navigation tree of the **Content Repository** by users with the relevant privileges.





### 6.7.5.1 Add Activity

There are three Activity types in the LCMS that can be added from the Folder Menu:

- Independent Study
- Test
- Instructor Led Lesson

If Multilingual Support is enabled for a project, you may select the language of the activity from the Activity Profile.

Enabling Multilingual Support is described in the Configure Multilingual Support topic.

## 6.7.5.1.1 Independent Study

**Independent Study** is basically a computer-based training (CBT) lesson.

1. Click the **down arrow** button beside a folder from the **Content Repository** navigation tree.
2. Select the desired activity type (i.e. **Independent Study**, **Test**, etc.) from the drop-down list. Once the activity type is selected, a **New Activity** screen will appear.

Profile
Additional Details
Developer
Course Publish Settings

Activity Title

Description
  
(Max. Chars: 255 - 255 characters remaining)

Activity Development Phase

Activity Production Status

Version

Classification

Controlled Goods

Submit

3. Under the **Profile** tab, enter the following information:

Information Fields	Meaning
<b>Activity Title</b>	Type the name of the activity.
<b>Language</b>	If Multilingual Support is enabled for the project, select the language of the activity.
<b>Description</b>	Provide a brief description of the activity.
<b>Activity Development</b>	Select the phase of development from the drop-down list.

Information Fields	Meaning
<b>Phase</b>	
<b>Activity Production Status</b>	Production status of activity. Read-only at time of creation.
<b>Version</b>	Type the version of the test (e.g. 0.1).
<b>Classification</b>	The test classification is set to "Unclassified" by default. The security classification level changes based on the content within the activity. Read-only at time of creation.
<b>Controlled Goods</b>	The Controlled Goods category is set to "CAT 4 - Not applicable - No Technical Content" by default. The category changes based on the content within the activity. Read-only at time of creation.

4. Enter the following information in the data entry fields under the **Additional Details** tab:

Information Fields	Meaning
<b>Tags</b>	Enter and separate tags with a comma. Tags must be representative of the activity's content for accurate search capability.
<b>Cost/Details</b>	Select " <b>Yes</b> " or " <b>No</b> " from the drop-down list, depending on whether or not the activity is available on a pay-per-use basis. Provide a brief description of the cost details.
<b>Copyright/Details</b>	Select " <b>Yes</b> " or " <b>No</b> " from the drop-down list,

Information Fields	Meaning
	depending on whether or not there is a restriction on the specific activity. Provide a brief description of the copyright details.
<b>TDM Integration</b>	The activity can be linked to a training document and enabling objective from the Training Development Manager (TDM). <b>Note:</b> this field is only available if TDM is included in the LCMS license purchase.

5. Click the **Developer** tab to select one or more Developers who can work on the activity.

**New Independent Study**

Profile Additional Details **Developer** Course Publish Settings

Developer Pool

Developer

6. Enter the following information in the data entry fields under the **Course Publish Settings** tab:

Information Fields	Meaning
<b>Navigation Direction</b>	Select <b>Forward Only</b> or <b>Any</b> . Determines the direction users will be able to navigate when viewing the activity.
<b>Navigation on Question</b>	Select the checkbox to require users to answer each question before navigating away from the screen when viewing the activity.
<b>Passmark %</b>	Disabled for Independent Study Activities.

Information Fields	Meaning
<b>Completion %</b>	Enter a course completion % criteria for the activity. The completion % represents the number of screens a user must view before the activity is considered complete.
<b>Activity Type</b>	Select lesson.
<b>Maximum Attempts</b>	Select the maximum number of times users can attempt the activity.
<b>Instructor Authentication</b>	Select the checkbox to require instructors to enter their credentials before users can launch the activity.
<b>Show Scrollbar</b>	Select the checkbox to display a scrollbar in the interface when viewing the activity.
<b>Window Width</b>	Enter a width for the activity interface. Overrides the interface settings.
<b>Window Height</b>	Enter a height for the activity interface. Overrides the interface settings.
<b>URL Parameters</b>	Enter any custom URL parameters required.
<b>Interface</b>	Select an interface to use when viewing the activity.
<b>Glossary</b>	Select a glossary to include with the activity.
<b>SCORM Version</b>	Select CMI-5, 2004 4th, 2004 3rd or 1.2.

7. Once all the information is captured, click the **Submit** button. A screen will appear

indicating that the new activity has been created. The activity profile information is displayed. Verify that the activity profile information is correct.

#### 6.7.5.1.2 Test

All test questions are developed using **Question Bank** and added to the test. To create a Test Activity:

1. Click the **down arrow** button beside a folder from the **Navigation Tree**.
2. Select **Test** from the drop-down menu to open the **New Test** screen.
3. On the **New Test** screen, enter the desired information in the data entry fields under the **Activity Profile** tab:

**New Test**

[Profile](#) [Additional Details](#) [Developer](#) [Course Publish Settings](#)

Activity Title

Language

☒ English ☐ French

Description

(Max. Chars: 255 - 255 characters remaining)

Activity Development Phase

N/A

Activity Production Status

in-production

Version

0.1

Display questions randomly?

No

Display multiple choice options randomly

Yes

Display prefix for each available question choice

Numbers

Show subset ⓘ

NOTE: The "Show Subset" option can only be selected after you have created your Question list.

Classification

Unclassified

Controlled Goods

CAT 4 - Not Applicable - No Technical Content

Submit

Information Fields	Meaning
Activity Title	Type the name of the test.
Language	If Multilingual Support is enabled for the project, select the language of the activity.

Information Fields	Meaning
<b>Description</b>	Provide a brief description of the test.
<b>Activity Development Phase</b>	Select the phase of development from the drop-down list.
<b>Activity Production Status</b>	Production status of test. Read-only at time of creation.
<b>Version</b>	Type the version of the test (e.g. 0.1).
<b>Display questions randomly?</b>	Select <b>Yes</b> if you wish to have the test questions randomly displayed each time the test is launched. Select <b>No</b> if you wish to have questions displayed in the same sequence each time the test is launched.
<b>Display multiple choice options randomly?</b>	Select <b>Yes</b> if you wish to have the multiple choice question options randomly displayed each time the test is launched. Select <b>No</b> if you wish to have multiple choice question options displayed in the same sequence each time the test is launched.
<b>Display prefix for each available question choice</b>	Select the desired prefix ( <b>Letters</b> , <b>Numbers</b> or <b>Roman Numerals</b> ) if you wish to have multiple choice question options displayed with a prefix. <b>Note:</b> The <b>Display multiple choice options randomly</b> field must be set to <b>No</b> , when this option is used.
<b>Show Subset</b>	Select to show a subset of questions when taking the test. Read-only at time of creation. See Configure Subset Settings for more information.
<b>Classification</b>	The test classification is set to "Unclassified" by



Information Fields	Meaning
	default. The security classification level changes based on the content within the test. Read-only at time of creation.
<b>Controlled Goods</b>	The Controlled Goods category is set to "CAT 4 - Not applicable - No Technical Content" by default. The category changes based on the content within the test. Read-only at time of creation.

4. Enter the following information in the data entry fields under the **Additional Details** tab:

Information Fields	Meaning
<b>Introductory Text</b>	Type any introductory text (e.g. exam instructions) that must be seen by the user to begin answering the questions.
<b>Summary Text</b>	Type the desired summary text that must be seen by the user along with the test summary details.
<b>Tags</b>	Enter and separate tags with a comma. Tags must be representative of the activity's content for accurate search capability.
<b>Cost/Details</b>	Select " <b>Yes</b> " or " <b>No</b> " from the drop-down list, depending on whether or not the activity is available on a pay-per-use basis. Provide a brief description of the cost details.
<b>Copyright/Details</b>	Select " <b>Yes</b> " or " <b>No</b> " from the drop-down list, depending on whether or not there is a restriction on the specific activity. Provide a brief description of the copyright details.

Information Fields	Meaning
<b>TDM Integration</b>	The test can be linked to a training document and enabling objective from the Training Development Manager (TDM). <b>Note:</b> this field is only available if TDM is included in the LCMS license purchase.

5. Click the **Developer** tab to select a Developer to be assigned to the test.

The screenshot shows the 'Developer' tab selected in the top navigation bar. Below the tabs, there are two dropdown menus. The first is labeled 'Developer Pool' and has 'Test Developer' selected. The second is labeled 'Developer' and has 'Select current developer...' selected. A 'Submit' button is located at the bottom right of the form.

6. Enter the following information in the data entry fields under the **Course Publish Settings** tab:

Information Fields	Meaning
<b>Navigation Direction</b>	Select <b>Forward Only</b> or <b>Any</b> . Determines the direction users will be able to navigate when viewing the activity.
<b>Navigation on Question</b>	Select the checkbox to require users to answer each question before navigating away from the screen when viewing the activity.
<b>Feedback</b>	Select the checkbox to provide user feedback on each screen.
<b>Passmark %</b>	Enter the percentage of questions users must answer correctly to pass the test.

Information Fields	Meaning
<b>Completion %</b>	Enter a course completion % criteria for the activity. The completion % represents the number of screens a user must view before the activity is considered complete.
<b>Activity Type</b>	Select quiz, exam, ec or pc.
<b>Maximum Attempts</b>	Select the maximum number of times users can attempt the test.
<b>Enforce Time Limit</b>	Select the checkbox to enforce a time limit for the test.
<b>Instructor Authentication</b>	Select the checkbox to require instructors to enter their credentials before users can launch the activity.
<b>Show Scrollbar</b>	Select the checkbox to display a scrollbar in the interface when viewing the activity.
<b>Window Width</b>	Enter a width for the activity interface. Overrides the interface settings.
<b>Window Height</b>	Enter a height for the activity interface. Overrides the interface settings.
<b>URL Parameters</b>	Enter any custom URL parameters required.
<b>Interface</b>	Select an interface to use when viewing the activity.
<b>Glossary</b>	Select a glossary to include with the activity.
<b>SCORM Version</b>	Select CMI-5, 2004 4th, 2004 3rd or 1.2.

7. Click the **Submit** button to save the entries.
8. A screen will appear indicating that the new test has been created. The test profile information is displayed. Verify that the test profile information is correct. **Note:** To add questions to a test, you have two options:
  - Add each question manually.
  - Acquire questions by automation.

**New Test Activity Created**

The following Test profile has been created:

<b>Activity Title:</b>	demo test
<b>Code:</b>	help_00023
<b>Description:</b>	

#### 6.7.5.1.3 Instructor Led Lesson

Instructor Led Lessons are identical to Independent Study Activities, except that all instruction screens contain an additional field called **Add Instructor Notes**. **Navigation Settings** cannot be configured for Instructor Led Lessons.

#### 6.7.5.1.4 Survey

1. Click the **down arrow** button beside a folder from the **Content Repository** navigation tree.
2. Click **Survey** to open the **New Survey** screen.
3. On the **New Survey** screen, enter the desired title in the **Activity Title** field.  
**Note:** Enter any other initial details in each tab. See Independent Study or Test Add Activity for more information on completing the **New Survey** screen.
4. Click the **Submit** button to save the changes.

**New Survey**

[Profile](#) [Additional Details](#) [Developer](#) [Course Publish Settings](#)

Activity Title

Description

(Max. Chars: 255 - 255 characters remaining)

Activity Development Phase

N/A

Activity Production Status

in-production

Version

0.1

Classification

LVL 1) UNCLASSIFIED

Controlled Goods

CAT 4 - Unrestricted

Submit

- On the **Activity** screen, click the **New Page** button to add a page or “topic” to the survey.
- On the **New Page** screen, enter the desired title in the **Page Title** field.
- Enter the desired description of the new page in the **Description** field (if required).
- Click the **Tags** field, select the desired tags from the **Select Tags** screen, and then click the **Submit** button to save the selection.
- On the **New Page** screen, click the **Submit** button to save the page or **Cancel** button to return to the previous screen.

**Generic Course Survey: New Page**

Page Title

Description

Tags

Click to add tags...

Cancel Submit

- Click the **Add Question** button to add a survey question to the desired page.

11. On the Page screen, click the desired survey question style (**Introduction**, **Multiple Choice**, **Comment Box** or **Rating Scale**). **Note:** Survey questions are shown by default in the order they are added. The order can be changed by clicking **Re-Order Screens**. To publish or preview the survey without the question numbers, go to **Additional Options > Activity Profile > Course Publish Settings** and deselect **"Show Question Numbers"**.
12. The survey can be previewed in the same fashion as any other activity type. Click **Preview Activity** to launch the survey in a new window.

Test Survey

demo

1. test question text

2. comment test

3. test

a b c d

4. test MC

a b c d

Done

**Note:** The survey has its own "viewer", therefore when submitting for review, the **Interface** and **Glossary** do not apply. This is also the case when the survey is published with the **Course Designer**.

**This is an optional feature. For more information, please contact [learninglogics-support@bluedrop.com](mailto:learninglogics-support@bluedrop.com).**

#### 6.7.5.1.4.1 Screen Styles

These are the screen styles available to use in a survey. There are multiple options to

pose a variety of questions to instructors or users.

### Thumbnail

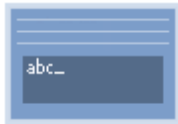


### Description

7.01 **HTML/Media**. Allows selection between different layouts: "No Text, 100% Media", "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", or "100% Text, No Media" (static media). **Note:** Default layout size is 40% Text, 60% Media.



7.02 **Multiple Choice**. Options for single choice (radio button) or multiple choice (checkbox).



7.03 **Comment Box**. Allows for HTML text to add comment(s).



7.04 **Rating Scale**. Option for a single choice with a weighted value.

#### 6.7.5.1.5 Import (Activity)

1. Click the **down arrow** button beside a folder from the **Content Repository** navigation tree.
2. Click **Import** to open the **Import Activity** screen.
3. Click the **Browse** button and select the zip file you wish to import and click the **Upload** button. **Note:** Clicking the **Remove** buttons clears the field.

#### Import Activity: Select Import File

Import File:

help\_00027.zip

Remove

Upload

Browse ...

4. Select the **Ignore previously imported Questions** checkbox to skip importing questions that already exist in the project's Question Bank. If this checkbox is not selected, existing questions will be imported as duplicates.

**Import Activity: Select Import File**

Import File:

Uploaded file help\_00027.zip successfully.

File Uploaded.

File has successfully uploaded and unzipped to the server. Select the language of the Activity being imported and press submit to Import now.

Language: English

☒ Ignore previously imported Questions.

Cancel Submit

- Once the file has successfully uploaded and unzipped to the server, click the **Submit** button to complete the import.

**Note:** If multilingual support is enabled, a prompt will appear asking what language the imported activity is. The selected language will be assigned to the activity upon import. Otherwise, the language will be set as the current primary language.

#### 6.7.5.1.5.1 Importing to Project

When importing an activity to another project on the current (same) LCMS, current project users may need to be assigned their respective roles. A warning message displays, listing which users require role assignments. See Assign Users to a Project for more information.

**Import Activity: Select Import File** Help

File has successfully uploaded and unzipped to the server. Press submit to import after viewing the information below.

☐ Ignore previously imported Questions.

**WARNING**

If you continue, the following users will need to be assigned to this project with the role indicated for them access the reviews via Completed Reviews.

- Developer Developer, PHD - Developer
- Review User - Reviewer
- Review Manager - Review Manager
- New Reviewer - Reviewer

\* Save this list for future reference.

Cancel Submit

When importing an activity to a project on a different LCMS, current project users may need to be assigned their respective roles during the activity import. **Note:** Review types are not included in the import and also need to be assigned.

- Select the desired individual from the drop-down menu for the **Developer**,



**Reviewer, Review Manager, Review Monitor** and **Approval Authority** fields. At least one user must be assigned to the activity. **Note:** User information is included in the import file to attempt to match users. Matching a user is done via the email address, which takes precedence over the selection from the individual drop-down fields.

2. Select the review type from the **Review Type** drop-down menu to assign a review type to the reviews included in the import.
3. Click the **Submit** button to complete the import.

**Import Activity: Select Import File** [Help](#)

File has successfully uploaded and unzipped to the server. Press submit to import after viewing the information below.

☐ Ignore previously imported Questions.

This import contains Review History Data which was exported from a different LCMS installation. You will need to assign users who should take ownership for the Roles listed below.

Developer	<input type="text"/>	*
Reviewer	<input type="text"/>	*
Review Manager	<input type="text"/>	*
Review Monitor	<input type="text"/>	*
Approval Authority	<input type="text"/>	*

**NOTE:** User information is included in the import file to attempt to match users based on e-mail address. Matching via e-mail address will take precedence over your selections above. This is done for those cases where your Reviewers were doing reviews in a different installation.

Review types are not included in the import. Please assign a Review Type to the Reviews being imported. Hint: Perhaps create a Review Type for "Imported Reviews".

**Review Type**

\* In order to import this Activity you need to assign at least one user to this Project in the indicated Roles.

## 6.7.5.2 Folder Functions

### 6.7.5.2.1 Edit Folder

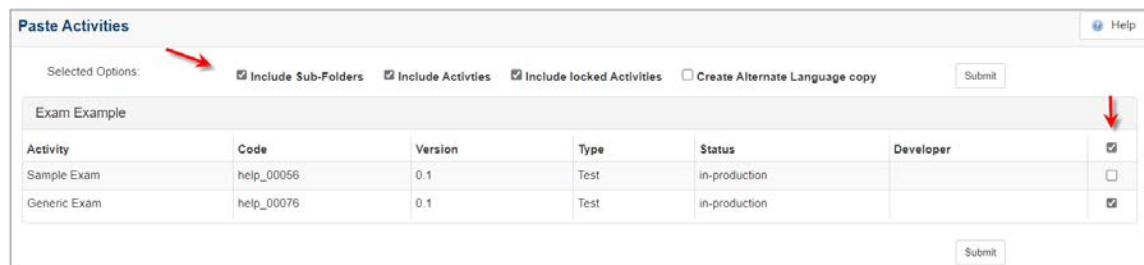
1. Click the **down arrow** button beside a folder name you wish to edit from the **Content Repository** navigation tree and select **Edit**.
2. The **Edit Activity Folder** screen will appear. Modify the assigned folder name.
3. Click **Submit**. The revised folder name will show on the **Content Repository** navigation tree.

### 6.7.5.2.2 Copy Folder

1. Click the down arrow beside the desired folder from the **Content Repository**

navigation tree and select **Copy** to place the folder on the clipboard.

2. On the **Content Repository** navigation tree, click the down arrow beside the folder where the copied folder is to be pasted and select **Paste** to open the **Paste Activities** screen. **Note:** If desired, you may create a new folder to paste into.
3. On the **Paste Activities** screen, click the desired checkbox to exclude the corresponding option when pasting to the new location. The **Create Alternate Language copy** checkbox will only display when Multilingual Supports are enabled. **Note:** Sub-folders, activities and locked activities are included by default. When activities are excluded only the folder structure will be created.
4. Click the desired activities' checkbox to exclude the activity when pasting to the new location. **Note:** All activities are included by default.
5. Click the **Submit** button to save the selections. **Note:** A **Submit** button is included at the top and bottom of the list.



**Paste Activities** Help

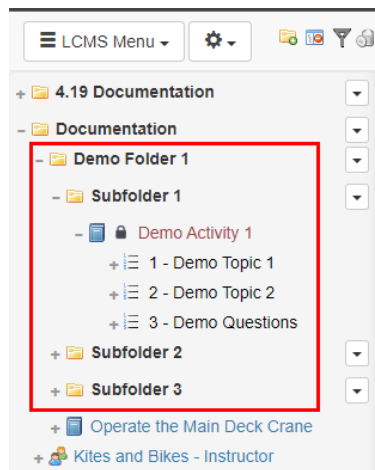
Selected Options: ☒ Include Sub-Folders ☒ Include Activities ☒ Include locked Activities ☐ Create Alternate Language copy Submit

Activity	Code	Version	Type	Status	Developer	
Sample Exam	help_00056	0.1	Test	in-production		<input type="checkbox"/>
Generic Exam	help_00076	0.1	Test	in-production		<input checked="" type="checkbox"/>

Submit

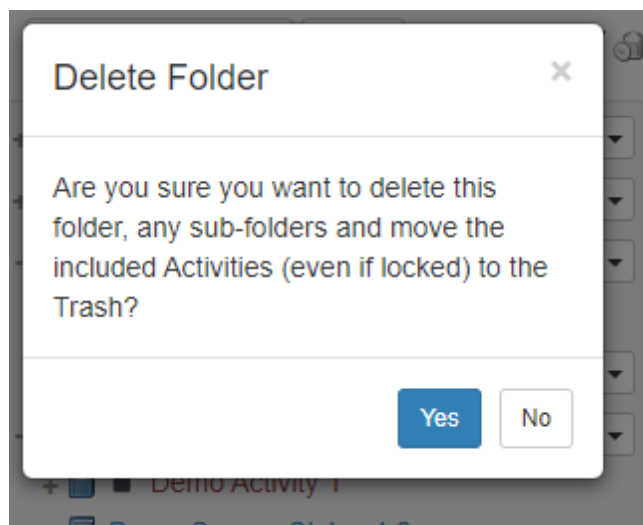
#### 6.7.5.2.3 Cut and Paste Folder

1. Click the **down arrow** button beside the desired folder from the **Content Repository** navigation tree and select **Cut**. **Note:** The **Paste** option becomes available when **Cut** has been selected from the list of options.
2. On the **Content Repository** navigation tree, navigate to the desired folder (where you want to paste) and click the **down arrow** button.
3. Select **Paste** from the option list to paste the cut folder in the desired location. **Note:** All the activities in the folder including the subfolders will be cut/paste to the new location on the **Content Repository** navigation tree.



#### 6.7.5.2.4 Delete Folder

1. On the **Content Repository**, click the down arrow beside the desired folder and click **Delete**.
2. On the **Delete Folder** window, click the **Yes** button to remove the folder. **Note:** All activities within the folder will move to the Trash. This also includes the locked activities.



#### 6.7.5.2.5 Add Subfolder (Nested)

New folders are created in the navigation tree of the **Content Repository**. Administrators and Managers have this privilege, but not Developers.

1. To create a new folder nested *within* an existing folder, you must click the **down arrow** button to the right of the parent folder and select the **Add Subfolder** option from the drop-down menu that appears.
2. The **New Activity Folder** screen will appear with an **Activity Folder Name** field. Enter the name you wish to assign to the new activity folder in the field.

**New Activity Folder** Help

Activity Folder Name

3. Click the **Submit** button. The assigned folder will now appear on the **Content Repository** navigation tree.

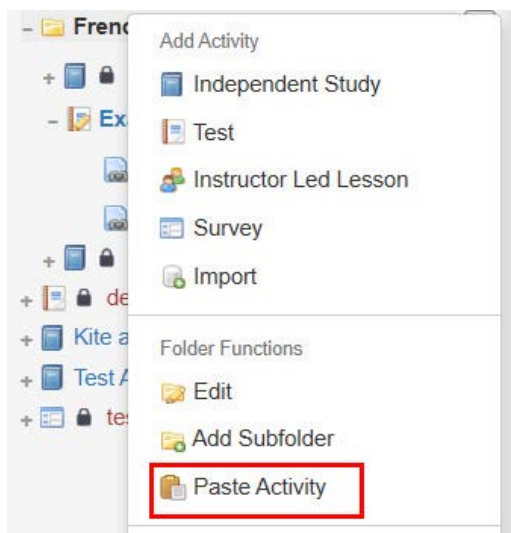
#### 6.7.5.2.6 Make an Alternate Language Copy

With **Multilingual Support** enabled, you may create a copy of an activity in the alternate language selected, by following these steps:

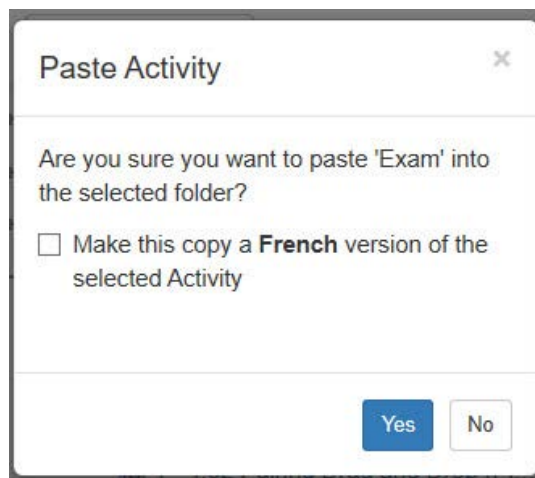
1. Click the copy icon beside the test in the tree menu to copy the activity.



2. Select **Paste Activity** from the Folder Menu for the folder where you want to paste the activity.



3. You will see a dialogue box asking if you would like this to be an alternate language copy of the activity. Click the checkbox if the answer is yes. The LCMS will search for the translated version of the question screen when making the copy.



**Note:** Once you paste the activity after selecting the checkbox saying you want to make this an alternate language version, you will not be allowed to paste another alternate language version. The LCMS will only allow for a "regular copy" to be pasted.

### 6.7.5.3 Folder Activities

#### 6.7.5.3.1 Find & Replace

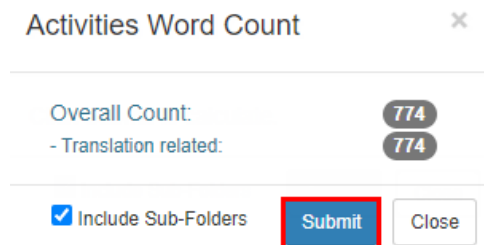
The **Find & Replace** function may be used by the Administrator, Manager, or Senior Developer to find and replace content within a folder.

1. Click the **down arrow** button beside the desired folder from the **Content Repository** navigation tree and select **Find & Replace**.
2. See Find & Replace for more information.

#### 6.7.5.3.2 Activities Word Count

The **Activities Word Count** function may be used by the Administrator, Manager, or Senior Developer to calculate the word count within the folder.

1. Click the **down arrow** button beside the desired folder from the **Content Repository** navigation tree and select **Activities Word Count**.
2. On the **Activities Word Count** window, click the check box beside **Include Sub-Folders** to include the content of the corresponding subfolders.
3. Click the **Submit** button to calculate the word count.



Activities Word Count

Overall Count: 774

- Translation related: 774

☒ Include Sub-Folders

Submit Close

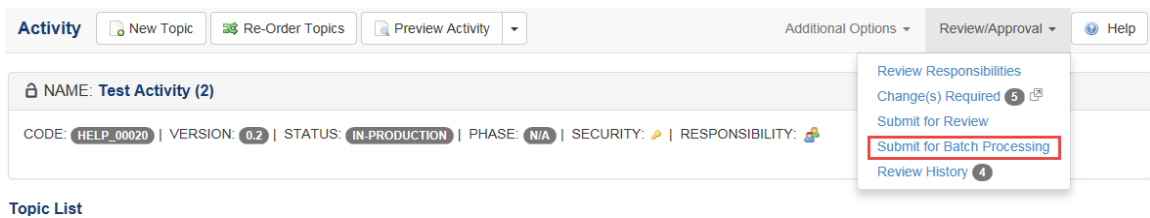
#### 6.7.5.3.3 Lock All/Unlock All

1. Click the **down arrow** button beside a folder you wish to delete from the **Content Repository** navigation tree.
2. Select **Lock All** to prevent all of the activities within a folder from being changed.
3. Select **Unlock All** to restore the ability to change the folder's contents.
4. Locked activities are indicated by a closed-padlock symbol which appears beside them in the navigation tree.

## 6.7.5.3.4 Batch Submit for Review

After activities have been submitted that form part of a pending batch, an Administrator or Manager can use the **Batch Submit for Review** feature to process the batch, thereby initiating the review process and sending out notifications. The activities to include in the batch can be selected at this stage.

1. A Developer or Manager first submits the activity/activities for batch processing.



2. Once some Activities have been submitted by Developers or Managers for inclusion in a batch, click on the **Batch Submit for Review** option in the **Folder Menu**. The **Submit for Batch Processing: Submit Reviews** screen will be displayed, containing a list of all pending review requests for Activities within the folder (or its subfolders) that have been submitted for inclusion in a batch process.

**Submit for Batch Processing: Submit Reviews** Help

**Due Date:** Thursday, October 5, 2017

Check all submissions you want to submit for review. X

Expand All Submit Selected

CSV PDF

	Submitted To Batch	Activity	Activity Type	Development Phase	Code	Version	Review Type	
<b>Verification Guide</b>								
	Tuesday, September 5, 2017	Test Activity	Independent Study		help_00008	0.3	Content	<input type="checkbox"/>
<b>Developer</b> Default Developer <b>Review Manager</b> Default Review Manager <b>Review Monitors</b> Default Review Monitor		Interface: Default Interface Glossary: No glossary		<span>Retract Review</span>				
	Tuesday, September 5, 2017	Test Activity (2)	Independent Study		help_00020	0.2	Content	<input type="checkbox"/>

3. Click the **Expand/Collapse** icon to the left of each review request to see more information on the review, such as the **Developer, Review Manager, Review Monitor, Interface, and Glossary** selected. Alternatively, click the **Expand All/Collapse All** button at the top of the screen to toggle between expanded and collapsed views for all requested reviews listed.

4. Click the **Retract Review** button beside any review requests that you wish to retract and thereby remove from the batch.
5. Click the **Select All** checkboxes beside individual review requests to confirm which ones you want to submit for review as part of the batch. Alternatively, click the checkbox at the top to toggle between select all and deselect all.
6. Select the **Due Date** for the whole batch using the calendar input at the top of the screen.
7. Click the **Submit Selected** button to submit the selected reviews as a batch.
8. A confirmation dialogue box will be displayed, asking "Are you sure you want to submit these Activities for review?" Click **OK** to continue or **Cancel** to exit without submitting. If you choose to submit the batch, you will see a screen showing a brief summary of the Activities submitted for review.

#### 6.7.5.3.5 Batch Export

Administrators and Managers can package more than one lesson into a batch for export.

1. Select Batch Export from the **Folder Menu**.
2. Click the checkbox beside **Do you want to include and Review History if exists?**, and then select the review types from the **Include Review Types** drop-down menu to include the corresponding review for each activity in the list (if required). **Note:** If the project only has one review type, the **Include Review Types** drop-down menu will not display.
3. Verify the lessons to be exported are included in the **Activity** list, then click **Batch Export Listed Activities** button to export the batch.

**LCMS to LCMS Batch Export** Help

Click the button below to submit a batch job that will export the Activities listed below. Upon completion you will be sent an e-mail with a status report of the batch job, including a link to download the batch zip file.

☒ Do you want to include any Review History if exists?

Include Review Types: Content  
Client  
Media  
Peer  
Review

[Batch Export Listed Activities](#)

[Excel](#) [CSV](#) [PDF](#)

Activity	Version	Status	Developer
Demo Activity 1	0.1	review complete - ready for approval	Default Developer
Demo Screen-Styles 4.6	4.6	submitted for translation	Default Developer

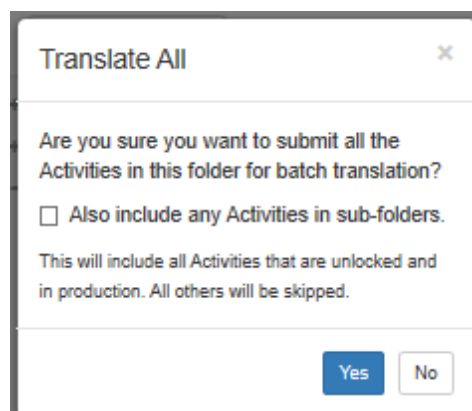


Once the process is finished, the user receives an email confirmation with links to download the .zip files.

#### 6.7.5.3.6 Add to Batch for Translation

Administrators and Managers can package more than one lesson into a batch to export for translation.

1. Select **Add to Batch for Translation** from the **Folder Menu**.
2. Verify that all activities listed are to be submitted for batch translation. If you wish to also include activities in sub-folders, click this checkbox. Click **Yes**.



The activity Status field in each activity now states SUBMITTED TO BATCH FOR TRANSLATION.

#### 6.7.5.3.7 Submit Translation Batch

Administrators and Managers can submit a translation batch for export.

1. Select **Submit Translation Batch** from the **Folder Menu**.
2. Click the check-box for the listed activities that you wish to submit for translation, then click **Submit Selected**.

Submit For Translation
Help

Check all Activities you want to submit for translation.

Submit Selected

Excel CSV PDF

Activity	Type	Development Phase	Code	Version	
Verification Guide					
demo test jodi	Test		help_00023	0.1	<input type="checkbox"/>
Kite and Bike Basics	Independent Study		help_00020	0.4	<input type="checkbox"/>
Test Activity	Independent Study		help_00008	0.3	<input type="checkbox"/>
test survey	Survey		help_00025	0.1	<input type="checkbox"/>

3. In the **Translation Options** window, deselect any fields you do not want translated. Click **Submit**.

Translation Options - Deselect any fields you do not want translated

**General:**
☒ Screen Title
☒ Screen Main Text
☒ Instructor Notes (if appl.)
☒ Feedback Text
☒ Text Options
☒ Pop Ups

**Media:**
☒ Media Caption
☒ Media Title
☒ Media Labels
☒ Audio Narration

**Other Options:**
☐ Include questions that have not yet been translated?

Cancel Submit

4. After export is complete (files saved and zipped), click the **Download** button (if your are using IE, right-click and select **Save Target As** to download) to download the HTML files for translation.

Export Complete

Your translation file is ready for download.

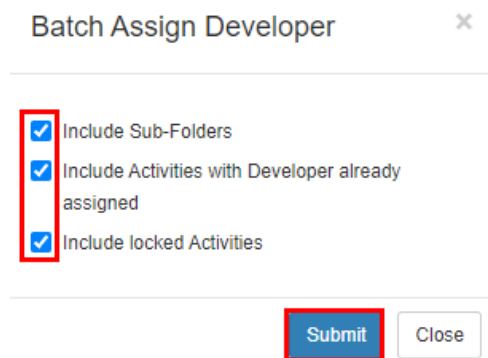
Download

Close

## 6.7.5.3.8 Batch Assign Developer

The **Batch Assign Developer** function may be used by the Administrator, Manager, or Senior Developer to assign a developer to all of the Activities within the folder.

1. Click the **down arrow** button beside the desired folder from the **Content Repository** navigation tree and select **Batch Assign Developer**.
2. On the **Batch Assign Developer** window, click the checkbox beside **Include Sub-Folders**, **Include Activities with Developer already assigned** and/or **Include locked Activities** to select the Activities that will be batch assigned to the developer.
3. Click the **Submit** button.



Batch Assign Developer

☒ Include Sub-Folders

☒ Include Activities with Developer already assigned

☒ Include locked Activities

Submit Close

4. On the **Batch Assign Developer** screen for the chosen folder, select the desired developer from the **Developer** drop-down menu. **Note:** The Activities being assigned to the developer will display in the list with a checkmark. **Note:** You may deselect an Activity by clicking the checkbox . Deselected Activities will not be assigned to the developer.
5. Click the **Submit** button to save the selection.

**Batch Assign Developer** - Documentation & sub-folders Help

Developer Select Developer to be assigned to the selected Activities Submit

Excel CSV PDF

Activity Title	Code	Developer	Status	
Documentation				
Kites and Bikes - Instructor	HELP_00058	developer1a developer1a	in-production	<input checked="" type="checkbox"/>
Documentation / Demo Folder 1				
Operate the Main Deck Crane	HELP_00059		in-production	<input type="checkbox"/>
Documentation / Demo Folder 1 / Subfolder 1				
Demo Activity 1	HELP_00001		submitted to batch	<input type="checkbox"/>
Documentation / Demo Folder 1 / Subfolder 2				
Math Notation	HELP_00005		in-production	<input type="checkbox"/>
Documentation / Demo Folder 1 / Subfolder 3				
Independent Study Activity	HELP_00018		in-production	<input type="checkbox"/>
Instructor Led Activity	HELP_00004		in-production	<input checked="" type="checkbox"/>
Test Activity	HELP_00017		in-production	<input checked="" type="checkbox"/>

6. On the **Confirm Continue** window, click **Yes** to complete the batch assignment or click **No** to return to the previous screen. **Note:** Activities within the folder that are in review during the batch assignment will also be updated with the newly assigned developer.

### Confirm Continue



Do you wish to continue?

Yes

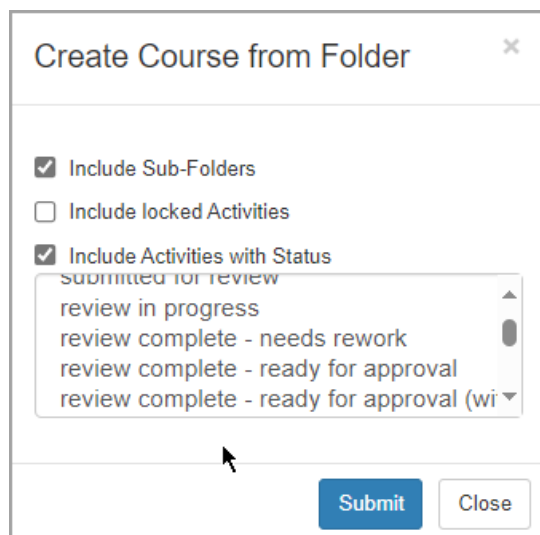
No

#### 6.7.5.3.9 Create Course from Folder

The **Create Course from Folder** options allows users to create course content packages based on a selected Course folder in the Navigation Tree. After the course content package is created, it can be published as a Course.

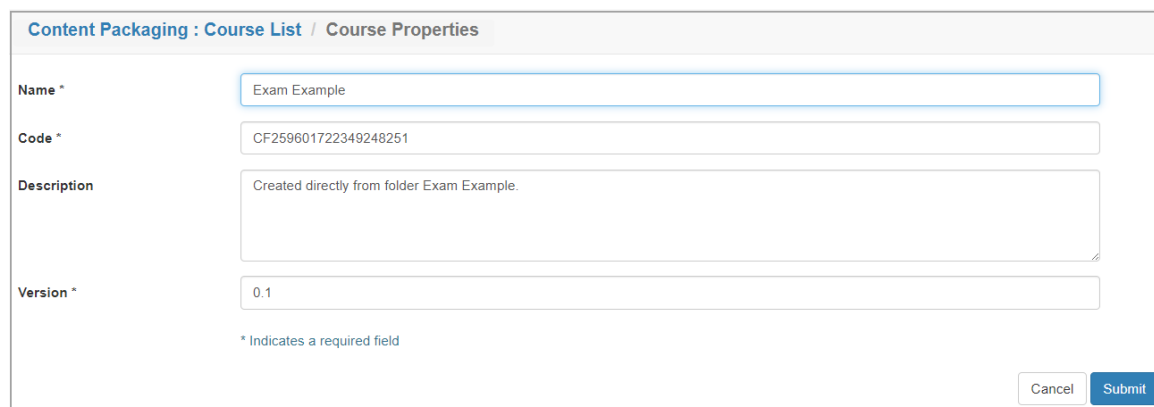
To create a course content package from the **Course** folder:

1. On the Navigation Tree, click the down arrow for the desired Course folder to expand the menu.
2. On the expanded menu, click the **Create Course from Folder** option to open the **Create Course from Folder** window.
3. On the **Create Course from Folder** window, select the desired option to include in the course content package by clicking the corresponding checkbox. The structure of the Activities and selected options included within the desired Course will be copied to the

**Course Designer.**

A dialog box titled "Create Course from Folder" with a close button (X) in the top right corner. It contains three checkboxes: "Include Sub-Folders" (checked), "Include locked Activities" (unchecked), and "Include Activities with Status" (checked). Below the third checkbox is a scrollable list of activity statuses: "submitted for review", "review in progress", "review complete - needs rework", "review complete - ready for approval", and "review complete - ready for approval (wi". At the bottom right are "Submit" and "Close" buttons.

4. Click the **Submit** button to create the course content package or click **Close** to return to the Navigation Tree. **Note:** When the course content package is created the **Content Packaging: Course List/ Course Properties** screen opens with the associated fields populated.



A screen titled "Content Packaging : Course List / Course Properties". It contains four input fields: "Name \*" with the value "Exam Example", "Code \*" with the value "CF259601722349248251", "Description" with the value "Created directly from folder Exam Example.", and "Version \*" with the value "0.1". A note at the bottom states "\* Indicates a required field". At the bottom right are "Cancel" and "Submit" buttons.

5. On the **Content Packaging: Course List/ Course Properties** screen, click the **Submit** button to save the course content package or the **Cancel** button to return to the previous screen. **Note:** The newly created course content package displays on the **Content Packaging: Course List** where it can be published through the Course Designer. See Course Designer for more information.

Content Packaging : Course List

New Course

Published Courses

List Courses Generated from Activity

ON

OFF

Filter:

Excel

CSV

PDF

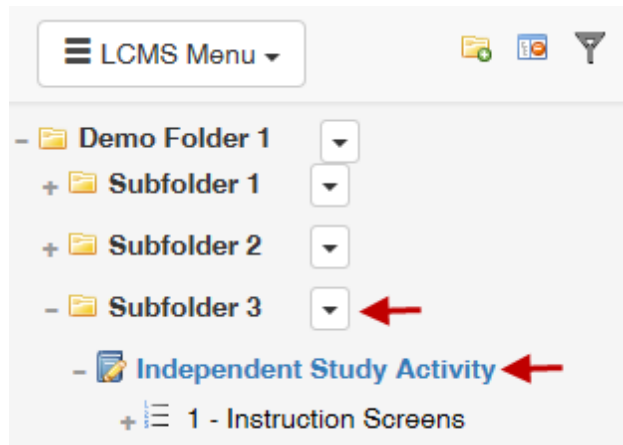
Code	Name	Version	Date Created	Date Modified					
A1	Demo Course	0.1	Aug-14-15	Aug-14-15					
aa	Kites and Bikes Basics	0.1	Sep-28-22	Sep-28-22					
CF259601722349248251	Exam Example	0.1	Jul-30-24	Jul-30-24					
Code 1	Demo Course	0.1	Aug-27-15	Aug-27-15					

## 7 Topic List (Activity Screen)

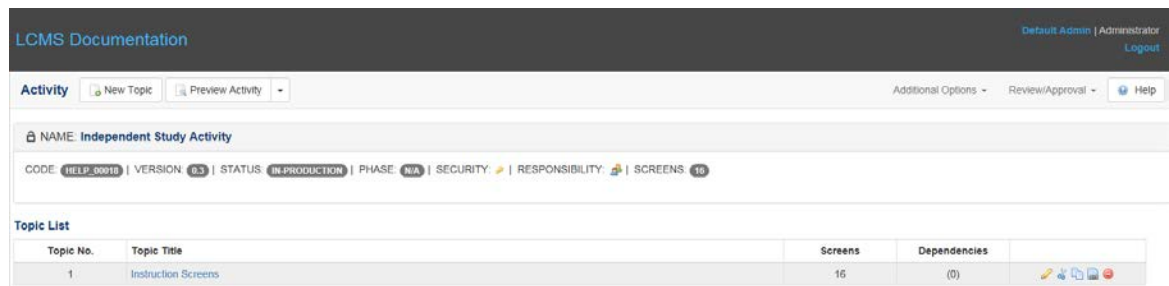
Instructor Led and Independent Study Activities are divided into topics, which must be created in the LCMS before the text and media content can be defined.

To access the **Topic List** or **Screen No.**:

1. Select the folder that the activity belongs to from the navigation tree in the **Content Repository**. Select the lesson activity title in the navigation tree.



2. The **Activity Screen** with the **Topic List** appears once the activity title is selected.



3. When a **Test Activity** is selected, the **Activity Screen** includes **Total Points** and the estimated time to complete (**Est. Time**), if these values have been entered in their corresponding fields and the **Enforce Time Limit** is enabled.

Activity: **Test**

CODE: **HELP\_00037** | VERSION: **0.1** | STATUS: **IN PRODUCTION** | PHASE: **N/A** | SECURITY: **🔒** | RESPONSIBILITY: **👤** | SCREENS: **2** | Total Points: **8.00** | Est. Time: **4 minutes**

Excel CSV PDF

Screen No.	Style	Main Text	
Screen 1	2.53	Demo Question: 2.53 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris rutrum mauris vitae massa bibendum hendrerit. Integer luctus a metus in sollicitudin. Maecenas feugiat tellus puru...	🔍 📄 🗑️
Screen 2	2.52	2.52 Multiple Choice (Graphic) - 2.52 Multiple Choice (Graphic) What rudder actuator component is fitted with a series of pistons/vanes that move back and forth within a cylinder? Select the cor...	🔍 📄 🗑️

4. When the **Enforce Time Limit** is enabled and the time is exceeded, a banner message displays on the **Activity Screen** to notify the user.

Activity: **Test**

CODE: **HELP\_00037** | VERSION: **0.1** | STATUS: **IN PRODUCTION** | PHASE: **N/A** | SECURITY: **🔒** | RESPONSIBILITY: **👤** | SCREENS: **2** | Total Points: **8.00** | Est. Time: **4 minutes**

Screen estimation times exceed the time limit entered on the course publish settings.

Excel CSV PDF

5. Upon completion of the test, the user is presented with a **Summary** screen. This screen provides the test outcomes such as; **passing score**, **pass/fail status** and number of correctly answered questions, etc.,.

Summary Correct Answers Your Answers 100%

**Passing Score: 50%**  
**Status: Failed**  
**Score: 0%**

Total Questions: **1**  
 Questions Answered Correctly: **0**  
 Questions Answered Incorrectly: **1**

Click the **Correct Answers** tab to see the correct answer for each question you answered incorrectly. View the correct answers by using the left and right arrows.

Click the **Your Answers** tab to see the answer you selected for each question you answered incorrectly. View your answers by using the left and right arrows.

You may select either tab at any time and navigate within the tab contents by using the left and right arrows.

Question	Answers	Earned Point Value	Max Point Value	Critical	Score															
Which of the following are good places to fly a kite?	<table border="1"> <thead> <tr> <th>Choice</th> <th>Correct</th> <th>Your</th> </tr> </thead> <tbody> <tr> <td>Open field</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Under power lines</td> <td></td> <td></td> </tr> <tr> <td>Beach</td> <td>✓</td> <td></td> </tr> <tr> <td>Busy highway</td> <td></td> <td></td> </tr> </tbody> </table>	Choice	Correct	Your	Open field	✓	✓	Under power lines			Beach	✓		Busy highway			0	1		0%
Choice	Correct	Your																		
Open field	✓	✓																		
Under power lines																				
Beach	✓																			
Busy highway																				

## 7.1 New Topic

1. Click the **New Topic** button.







Activity **New Topic** Preview Activity

Additional Options Review/Approval Help

NAME: **Independent Study Activity**

CODE: **HELP\_00018** | VERSION: **0.3** | STATUS: **IN-PRODUCTION** | PHASE: **N/A** | SECURITY: **🔒** | RESPONSIBILITY: **👤** | SCREENS: **16**

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	Instruction Screens	16	(0)	   

2. The **New Topic** screen appears. The lesson activity title that you are adding the topic to shows at the top of the screen. Add the required information in the data entry fields.

Data Entry Fields	Meaning
<b>Topic Title</b>	Type the name of the topic (maximum 200 characters).
<b>Hide topic from presentation</b>	Click the checkbox to hide the screen from the Activity preview (this is a show/hide feature).
<b>Tags</b>	Click to select tags.

Screen Styles: **New Topic** Help

Topic Title

Hide topic from presentation ☐

Tags

Cancel Submit

3. Click the **Submit** button. This returns you to the **Topic List** screen, where the topic you created is now listed.
4. Repeat steps 1 to 3 to create as many topics as you require for each lesson. The number of topics created shows on the **Topic** screen in the courseware.

## 7.2 Re-Order Topics

You can re-order lesson topics at any time by performing the following steps:

1. On the **Activity** screen, click the **Re-Order Topics** button.

**Activity** New Topic **Re-Order Topics** Preview Activity Additional Options Review/Approval Help

NAME: **Test Activity**

CODE: **HELP\_00008** | VERSION: **0.3** | STATUS: **IN-PRODUCTION** | PHASE: **N/A** | SECURITY: | RESPONSIBILITY: | SCREENS: **30**

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	Demo Topic	13	(0)	

2. A **Sort Activity Content** screen appears, with the title of your activity displayed at the top and a list of your topics below.

**Sort Activity Content**

Activity: **Test Activity**

Expand All  Collapse All

Demo Topic

Demo Topic 2

Meteorology

Cancel Submit

- Click the drag handles of the topic you wish to re-order and drag it to the desired order.
- Once the topics are in the correct order, click the **Submit** button. The topic or topics that you have rearranged show in the new order on the **Topic List** screen.

**Note:** You can also rearrange screens within topics and move screens from one topic to another at this time by clicking the “+” symbol to the left of each topic name. The screen names appear below their topic and can be dragged to their new positions.

## 7.3 Preview Activity

This feature allows you to preview an entire activity, which is useful throughout the development and revision process. To preview an activity:

- Click **Preview Activity** from the top of the **Activity** screen. To change the interface, click the drop-down arrow and click **Interface** to open a dialogue box with a list of interface selections available to you. The activity opens in a new browser window using the selected interface, glossary (if one was selected), and emulation (device type). **Note:** Click **Tag Filtering** to include/exclude screens with specifics tags. A checkmark displays when tags are selected.



The screenshot shows the 'Activity' screen with a 'Preview Activity' button highlighted by a red box. Below the button, the activity details are displayed: NAME: Demo Activity 1, CODE: HELP-00010, VERSION: 0.1, STATUS: CLIENT - REVIEW COMPLETE - READY FOR APPROVAL, PHASE: N/A, SECURITY: (lock icon), RESPONSIBILITY: (person icon), and SCREENS: 3. A 'Topic List' table is shown below, with columns for Topic No., Topic Title, Screens, Dependencies, and a set of icons. The table contains three rows of data.

Topic No.	Topic Title	Screens	Dependencies	
1	Demo Topic 1	4	(0)	[Icons]
2	Demo Topic 2	0	(0)	[Icons]
3	Demo Questions	4	(0)	[Icons]

- If you have never chosen an interface for a specific type of activity (Instructor Led, Independent Study, etc.) you will be prompted to choose one in the **Preview Settings** dialogue box. **Note:** All new projects have the **Default Interface** automatically available. Other interfaces can be assigned by an Administrator in the Interface Management section.
- Click the checkbox for **Use as default Interface for Instructor Led Lesson Activity types** to enable this function. **Note:** Leave this unchecked if you do not want all Instructor Led Activity types to have the same interface.

4. To change the **Glossary**, click the drop-down arrow and select the desired **Glossary** from the list.
5. The **Emulation** field is used to define the preview screen size for the device types: **Desktop**, **Tablet**, **Phone (Portrait)** and **Phone (Landscape)**. To change the screen size, click the drop-down arrow and select the desired **Emulation**: **Desktop**, **Tablet**, **Phone (Portrait)**, **Phone (Landscape)**. **Note: Desktop** is the default setting.
5. Click the **Include screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required).
6. Click the **Exclude screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required).
7. Click the **Submit** button to save the changes or the **Cancel** button to return to the Activity screen.

Preview Settings

**Independent Study**

Interface:

Engine NG5 (dev)

Glossary:

All Glossaries

Emulation:

Desktop

**Filter screens via Tags**

☒ Include screens with Tags

Click to select...

☒ Exclude screens with Tags

Click to select...

Cancel

Submit

**Tip:** To see the media size and file name at the top of the media area in **Preview**, click anywhere onscreen, then use the keyboard shortcut **CTRL+Alt+Shift+S**.

## 7.4 Responsibility, Security & Screens

1. Hover the mouse over the **Responsibility** icon in the **Activity Screen** to see a list of users assigned to the Developer, Reviewer, Review Manager, Review Monitor and Approval Authority roles for the current activity, along with their organization names. **Note:** Reviewers, Review Monitors and Approval Authorities are only assigned responsibility for an Activity once it has been submitted for review or approval.

The screenshot shows the 'Activity' screen for 'Independent Study Activity'. The top bar includes 'New Topic' and 'Preview Activity' buttons, along with 'Additional Options', 'Review/Approval', and 'Help' links. The activity details show CODE: HELP\_00018, VERSION: 0.3, STATUS: IN-PRODUCTION, PHASE: N/A, and SECURITY: UNCLASSIFIED. A dropdown menu for 'Responsibility' is open, showing 'Developer' as the selected option. To the right, a 'SCREENS: 16' indicator is visible. Below the activity details is a 'Topic List' table with one entry: 'Instruction Screens' with 16 screens and 0 dependencies.

Topic No.	Topic Title	Screens	Dependencies
1	Instruction Screens	16	(0)

2. Hover over the **Security** icon on the **Activity Screen** to see the **Classification** and **Controlled Goods** category that are applied to the lesson.

The screenshot shows the 'Activity' screen for 'Independent Study Activity'. The top bar is the same as the previous screenshot. The activity details show CODE: HELP\_00018, VERSION: 0.3, STATUS: IN-PRODUCTION, PHASE: N/A, and SECURITY: UNCLASSIFIED. A dropdown menu for 'Security' is open, showing 'Classification' (Unclassified) and 'Controlled Goods' (CAT 4 - Not Applicable - No Technical Content). To the right, a 'RESPONSIBILITY: [icon]' and 'SCREENS: 16' indicator is visible. Below the activity details is a 'Topic List' table with one entry: 'Instruction Screens' with 16 screens and 0 dependencies.

Topic No.	Topic Title	Screens	Dependencies
1	Instruction Screens	16	(0)

3. The total screen count for the activity is shown next to **Responsibility** and **Security**.

## 7.5 Profile

You can change a topic's profile information at any time.

1. Click the **Profile** icon located beside a topic title in the **Topic List**.

**Activity** New Topic Preview Activity Additional Options Review/Approval Help

**NAME:** Independent Study Activity

**CODE:** HELP\_00018 | **VERSION:** 0.3 | **STATUS:** IN-PRODUCTION | **PHASE:** N/A | **SECURITY:** | **RESPONSIBILITY:** | **SCREENS:** 16

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	Instruction Screens	16		<span>Profile</span>

2. Change any required information in the **Topic Title** or **Tags** fields.

**Kite and Bike Basics - Topic: Introduction** Help

**Topic Title**

**Tags**

Cancel Submit

3. Click the **Submit** button.

## 7.6 Cut/Copy/Paste Topic

Topics created for other lessons may be cut or copied and used within the same lesson or within a new lesson activity. To cut or copy existing topics:

**Note:** Topics cannot be cut or copied if they are in a locked state.

1. Click the **Cut Topic** icon beside each topic you want to cut. Click the **Select All** icon to cut all the topics simultaneously.

**Activity** New Topic Re-Order Topics Preview Activity Additional Options Review/Approval Help

**NAME:** Test Activity

**CODE:** HELP\_00008 | **VERSION:** 0.3 | **STATUS:** IN-PRODUCTION | **PHASE:** N/A | **SECURITY:** | **RESPONSIBILITY:** | **SCREENS:** 17

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	Demo Topic	13	(0)	
2	Demo Topic 2	3	(0)	
3	Meteorology	1	(0)	

2. Alternatively, if you wish to copy topic(s), click the **Copy Topic** icon or click the **Select All** icon to copy all topics simultaneously.

**Activity** New Topic Re-Order Topics Preview Activity Additional Options Review/Approval Help

**NAME: Test Activity**

CODE: **HELP\_00008** | VERSION: **0.3** | STATUS: **IN-PRODUCTION** | PHASE: **N/A** | SECURITY: | RESPONSIBILITY: | SCREENS: **17**

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	Demo Topic	13	(0)	
2	Demo Topic 2	3	(0)	
3	Meteorology	1	(0)	

3. Navigate to where you want to place the cut or copied topic(s) (could be within the same activity or another one of the same type) and click the **Paste Topic** button at the top of the topic list. This example shows the topic(s) copied to the same activity.

**Activity** New Topic Paste Topic Re-Order Topics Preview Activity Additional Options Review/Approval Help

**NAME: Test Activity**

CODE: **HELP\_00008** | VERSION: **0.3** | STATUS: **IN-PRODUCTION** | PHASE: **N/A** | SECURITY: | RESPONSIBILITY: | SCREENS: **17**

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	Demo Topic	13	(0)	
2	Demo Topic 2	3	(0)	
3	Meteorology	1	(0)	

4. If this is the first time this topic has been copied, the copied topic will have the original topic name and the number (2) beside it. Click the copied topic's **Profile** icon to enter a different topic name.

**Activity** New Topic Paste Topic Re-Order Topics Preview Activity Additional Options Review/Approval Help

**NAME: Test Activity**

CODE: **HELP\_00008** | VERSION: **0.3** | STATUS: **IN-PRODUCTION** | PHASE: **N/A** | SECURITY: | RESPONSIBILITY: | SCREENS: **30**

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	Demo Topic	13	(0)	
2	Demo Topic 2	3	(0)	
3	Meteorology	1	(0)	
4	Demo Topic (2)	13	(0)	

5. Click the **Submit** button.

6. To remove the topic(s) from the clipboard, select the green checkmark (over the **Cut** or **Copy Topic** icons) or click the **Select All** icon.

Activity New Topic Paste Topic Re-Order Topics Preview Activity Additional Options Review/Approval Help

NAME: **Test Activity**

CODE: **HELP\_00008** | VERSION: **0.3** | STATUS: **IN-PRODUCTION** | PHASE: **N/A** | SECURITY: | RESPONSIBILITY: | SCREENS: **30**

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	<a href="#">Demo Topic</a>	13	(0)	
2	<a href="#">Demo Topic 2</a>	3	(0)	
3	<a href="#">Meteorology</a>	1	(0)	
4	<a href="#">Demo Topic (2)</a>	13	(0)	

**Note:** When Topics (as well as Activities) are copied or cut, an icon appears to the right of the LCMS Menu. This allows you to clear the clipboard as required.

## 7.7 Link to Topic

Topics created for other lessons may be used to create a new lesson. Revisions to linked topics can only be made in the activity in which they were created. Therefore, any revisions made in the originating topic are reflected in your linked topic. To link to existing topic(s):

1. Click the **Link to Topic** icon beside each topic you want to link. The link icon(s) changes to a clipboard. Click the **Select All** icon to link all topics simultaneously.

Activity New Topic Preview Activity Additional Options Review/Approval Help

NAME: **Independent Study Activity**

CODE: **HELP\_00018** | VERSION: **0.3** | STATUS: **IN-PRODUCTION** | PHASE: **N/A** | SECURITY: | RESPONSIBILITY: | SCREENS: **16**

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	<a href="#">Instruction Screens</a>	16	(0)	

2. Navigate to where you want to insert the linked topic(s) (could be within the same activity or another one of the same type) and open the activity.
3. Click the **Insert Topic Link** button at the top of the screen to insert the linked topic(s).



**Activity** [New Topic](#) [Insert Topic Link](#) [Re-Order Topics](#) [Preview Activity](#) Additional Options Review/Approval [Help](#)

**NAME:** Test Activity

**CODE:** [HELP\\_00008](#) | **VERSION:** [0.3](#) | **STATUS:** [IN-PRODUCTION](#) | **PHASE:** [N/A](#) | **SECURITY:** [🔒](#) | **RESPONSIBILITY:** [👤](#) | **SCREENS:** [30](#)

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	Demo Topic	13	(0)	<a href="#">🔗</a> <a href="#">👤</a> <a href="#">📄</a> <a href="#">🗑️</a>

4. The new topic(s) appear at the bottom of the **Topic List**. They will have an icon to the left of the topic number to indicate that they are actually linked topic(s).

5. To change the name of the linked topic(s), click the **Profile** link to open a pop-up box.

**Activity** [New Topic](#) [Insert Topic Link](#) [Re-Order Topics](#) [Preview Activity](#) Additional Options Review/Approval [Help](#)

**NAME:** Test Activity

**CODE:** [HELP\\_00008](#) | **VERSION:** [0.3](#) | **STATUS:** [IN-PRODUCTION](#) | **PHASE:** [N/A](#) | **SECURITY:** [🔒](#) | **RESPONSIBILITY:** [👤](#) | **SCREENS:** [46](#)

**Topic List**

Topic No.	Topic Title	Screens	Dependencies	
1	Demo Topic	13	(0)	<a href="#">🔗</a> <a href="#">👤</a> <a href="#">📄</a> <a href="#">🗑️</a>
2	Demo Topic 2	3	(0)	<a href="#">🔗</a> <a href="#">👤</a> <a href="#">📄</a> <a href="#">🗑️</a>
3	Meteorology	1	(0)	<a href="#">🔗</a> <a href="#">👤</a> <a href="#">📄</a> <a href="#">🗑️</a>
4	Demo Topic (2)	13	(0)	<a href="#">🔗</a> <a href="#">👤</a> <a href="#">📄</a> <a href="#">🗑️</a>
5	Instruction Screens	16		<a href="#">🔗</a> <a href="#">👤</a> <a href="#">📄</a> <a href="#">🗑️</a>

6. The **Master Topic Details** pop-up contains a field for **New Topic Name**, along with details about the master topic. Click the **Master Topic** link to view and edit the master screens.

**Instructor Led Activity (help\_00004)** [Help](#)

Master Topic Details

**Folder**

**Activity**

**Master Topic**

**New Topic Name**

[Cancel](#) [Submit](#)

7. Click the **Submit** button.

8. **Note:** If you click on the title of a linked topic from the **Topic List** screen, you will be taken to its **Screen List**, where you will see a link to its master topic at the top of the screen. This link reads: "**Click to edit the master topic screens.**"

**Topic** Return to Activity Help

NAME: **Instruction Screens**  
[Click to edit the master topic screens.](#)

ACTIVITY: **Independent Study Activity**

**Screen List**

Screen No.	Style	Main Text
Screen 1	3.01	3.01 HTML 100% - The following screens just use HTML 100% (3.01), which is the most basic screen style. However, they
Screen 2	3.02	Modest Tree Editor Sample -

9. At the top of the **Screen List** screen of the master topic, you will see a message box warning that the topic is referenced in other Activities and that changes made will also affect those Activities. There is a "**click here**" link that opens a window with details of one or more *linked* topics associated with the current *master* topic.

**Topic** Add Screen Add Question Re-Order Screens Return to Activity Help

**Warning:** Topic is referenced in other Activities. Changes made here will affect those Activities as well. X

To view the Dependencies [click here](#).

## 7.8 Delete (Topic)

You can delete a lesson topic at any time, unless there are screens within it that are linked elsewhere.

1. Click the **Delete** icon to the right of the topic name in the **Topic List**. A dialogue pop-up window verifies that you wish to continue.

The screenshot shows the 'Activity' management interface. At the top, there are buttons for 'New Topic' and 'Preview Activity', along with 'Additional Options', 'Review/Approval', and 'Help'. Below this, the activity details for 'Independent Study Activity' are displayed, including fields for CODE (HELP\_00018), VERSION (0.3), STATUS (IN-PRODUCTION), PHASE (N/A), SECURITY, RESPONSIBILITY, and SCREENS (16). A 'Topic List' table follows, with columns for Topic No., Topic Title, Screens, Dependencies, and a Delete button. The table contains one entry: Topic No. 1, Topic Title 'Instruction Screens', Screens 16, Dependencies (0), and a Delete button.

Topic No.	Topic Title	Screens	Dependencies	
1	Instruction Screens	16	(0)	Delete

2. Click **OK** to remove the topic from the **Topic List** or **Cancel** to keep the topic.

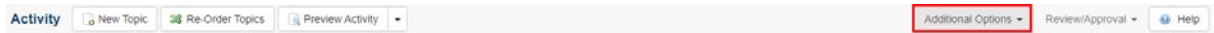
**Note:** If the topic has an alternate language version in another activity, a dialogue pop-up window will prompt you with this information. You will have the option to go to the other topic to view it and to also delete the alternate language version of this topic.

The screenshot shows a 'Delete Topic' dialog box. It asks 'Are you sure you want to delete this topic?' and provides information about an alternate language version: 'It has been detected that this Activity has a **French** version. Select the option below to also remove the corresponding Topic from that Activity: "Cerfs-Volants et Velos" - [Take me there...](#)'. There is a checkbox labeled 'Also delete **French** Topic.' and two buttons at the bottom: 'Yes' and 'No'.

**Note:** If the topic is linked from another location (from a master topic), the master topic cannot be deleted.

## 7.9 Additional Options Menu (Drop-Down)

This menu is available on the **Topic List** screen once an activity has been selected. Depending on the rights you have been assigned, you may have access to some or all of the LCMS **Additional Options** management functions for managing activities. Those assigned LCMS management rights control access to all lesson and test activities. This is an important feature in configuration management since it restricts any unauthorized personnel from changing content during the courseware review or client approval processes.



The LCMS **Additional Options** management functions include:

- Go to Alternate Language
- Disconnect/Connect Alternate Language
- Activity Profile
- Activity Word Count
- Version History
- Activity Log
- Find & Replace
- View Storyboard
- View Lesson Outline
- Print Test
- Generate Handout
- Import Translated Activity
- Export Activity to LCMS
- Export for Translation
- Export to Batch for Translation
- Media Audit
- Update Media Links
- Question Audit
- Snippet Audit
- Maintain References
- Maintain Attachments
- Validate Activity
- Publish as Course
- Published Courses
- Course List
- Batch Tag Screens
- Set Security Defaults
- TDM Integration

### 7.9.1 Go to Alternate Language

If the activity has been translated, the LCMS allows you to toggle to the translated activity by clicking **Go to <Language>** from the **Additional Options** menu.

Activity | New Topic | Preview Activity

NAME: Aircraft Plumbing Repairs

CODE: **HELP\_00026** | VERSION: **1.0** | STATUS: **TRANSLATED** | PHASE: **N/A** | SECURITY: **🔒** | RESPONSIBILITY: **👤** | SCREENS: **21**

Additional Options

Go to French | Disconnect French Version

The activity will automatically switch to the alternate language.

Activity | New Topic | Preview Activity

NAME: Réparations de la tuyauterie de l'aéronef

CODE: **HELP\_00027** | VERSION: **0.1** | STATUS: **IN PRODUCTION** | PHASE: **N/A** | SECURITY: **🔒** | RESPONSIBILITY: **👤** | SCREENS: **21**

Topic List

Excel | CSV | PDF

Topic No.	Topic Title	Screens	Dependencies
1	Réparations de la tuyauterie de l'aéronef	21	(0)

## 7.9.2 Disconnect/Connect Alternate Language

If there is a translated activity that is linked to the original activity, the LCMS allows you to disconnect the alternate language activity.

1. Click **Disconnect <Language> Version** from the **Additional Options** menu.

Activity | New Topic | Preview Activity

NAME: Aircraft Plumbing Repairs

CODE: **HELP\_00026** | VERSION: **1.0** | STATUS: **TRANSLATED** | PHASE: **N/A** | SECURITY: **🔒** | RESPONSIBILITY: **👤** | SCREENS: **21**

Additional Options

Go to French | Disconnect French Version

2. A pop-up box will appear, asking if you are sure you want to break the relationship between this activity and its alternate language copy. Click **Yes** to break this relationship. **Note:** If you do disconnect from the alternate language activity, you can reconnect to it from the **Additional Options** menu by selecting **Connect to <Language> Copy** and then choosing your activity from the list.

Disconnect

Are you sure you want to break the relationship between this Activity and its "French" copy, "Réparations de la tuyauterie de l'aéronef".

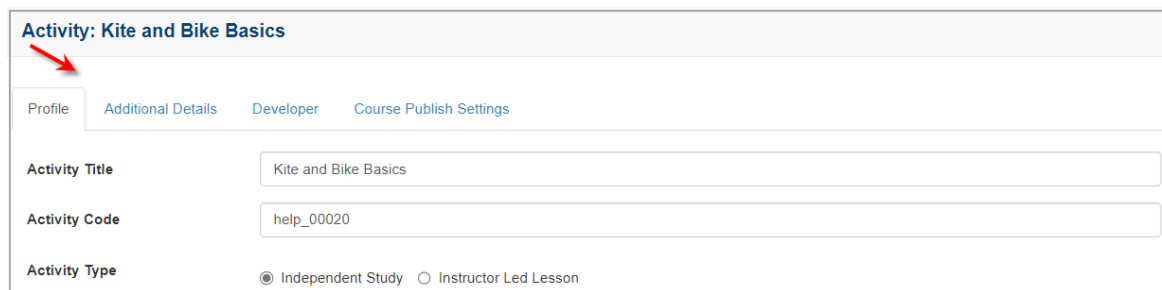
Yes No

## 7.9.3 Activity Profile

When an activity is created, the **Activity Profile** information is entered. This information may also be edited or viewed at any time. Your rights to edit will depend on the LCMS rights you have been assigned.

To edit or view the Activity profile:

1. On the **Activity** screen, click the **Additional Options** tab to expand the menu.
2. On the **Additional Options** menu, click **Activity Profile** to open the **Activity Profile** window.
3. On the **Activity Profile** window, click the desired tab to open the corresponding window. **Note:** Activity specific information may be entered or viewed on the **Profile**, **Additional Details**, **Developer** and **Course Publish Settings** tabs. The **Activity Profile** window opens to the **Profile** tab.



The screenshot shows the 'Activity Profile' window for an activity titled 'Kite and Bike Basics'. The window has a header bar with the title and a red arrow pointing to the 'Profile' tab. Below the header, there are four tabs: 'Profile', 'Additional Details', 'Developer', and 'Course Publish Settings'. The 'Profile' tab is active, showing three input fields: 'Activity Title' with the value 'Kite and Bike Basics', 'Activity Code' with the value 'help\_00020', and 'Activity Type' with two radio buttons: 'Independent Study' (selected) and 'Instructor Led Lesson'.

### 7.9.3.1 Profile Tab

To edit or view the **Profile** tab information:

1. On the **Profile** tab, edit each field (if required). **Note:** Depending on the activity type, the fields available to edit may vary. Independent Study is depicted in this topic.
2. Click the **Submit** button to save the changes.

**Activity: Kite and Bike Basics** [Return to Activity](#)

Profile

Additional Details

Developer

Course Publish Settings

Activity Title

Kite and Bike Basics

Activity Code

help\_00020

Activity Type

☒ Independent Study ☐ Instructor Led Lesson

Description

(Max. Chars: 255 - 255 characters remaining)

Activity Development Phase

N/A

Activity Production Status

submitted for translation

Keep current status

Version

0.4

Version History

Lock activity

☐

Classification

Unclassified

Controlled Goods

CAT 4 - Not Applicable - No Technical Content

Verify

Submit

Information Field	Description
Activity Title	The Activity's title will populate in the <b>Activity Title</b> field. A new Activity Title may be entered in this field.
Activity Code	The Activity's auto generated code will be populated in the <b>Activity Code</b> field. If desired, a new value may be entered in this field. Activity codes must be unique and must only contain letters, numbers, dashes and underscores.
Activity Type	The <b>Activity Type</b> radio buttons allow an Administrator or Manager to switch the activity type from Independent Study to Instructor Led. When the activity type is switched to Independent Study from Instructor Led, the Instructor Notes will move to the Review Instructions field if the field is empty. <b>Note:</b> If the Review Instructions field is not empty, the Instructor Notes will not copy over. They will

Information Field	Description
	continue to exist and will display when the activity type is switched back to Instructor Led. When the activity type is switched from Instructor Led to Independent Study, the Review Instructions will move to the Instructor Notes field if the field is empty. <b>Note:</b> If the Instructor Notes field is not empty, the Review Instructions will not copy over. They will continue to exist and will display when the activity type is switched back to Independent Study.
<b>Language</b>	The <b>Language</b> radio buttons allow an Administrator or Manager to switch the activity language from English to the alternate language. <b>Note:</b> This field is only available when <b>Multilingual Support</b> is enabled on the project.
<b>Description</b>	The Activity's description will populate in the <b>Description</b> field, if a description was entered when the Activity was created. The description may be entered or modified in this field. <b>Note:</b> A maximum of 255 characters may be entered in this field.
<b>Activity Development Phase</b>	The activity development phase is set by selecting an option from the <b>Activity Development Phase</b> drop-down menu. See Activity Development Phase for more information.
<b>Activity Production Status</b>	When the <b>Activity Production Status</b> is set to <b>Parked (on hold)</b> , a drop-down menu will be displayed, from which you can select the <b>Parked Status</b> . <b>Note:</b> When an Activity is parked it is also automatically locked, and the <b>Lock activity</b> checkbox is disabled. An activity can only be unlocked when the <b>Activity Production Status</b> is set to "in-production".



Information Field	Description
<b>Version</b> and <b>Version History</b> button	The Activity's current version will populate in the <b>Version</b> field. A new version may be entered in this field. <b>Note:</b> Archived version information may be viewed by clicking the <b>Version History</b> button.
<b>Lock activity</b>	An activity can only be locked or unlocked when the <b>Activity Production Status</b> is set to <b>in-production</b> . See Lock or Unlock Activity for more information.
<b>Display questions randomly?</b>	To randomize questions in a Test Activity, select <b>No</b> or <b>Yes</b> from the <b>Display questions randomly?</b> drop-down menu. <b>Note:</b> This field is only available in a Test Activity.
<b>Display multiple choice options randomly</b>	To randomize the multiple choice options in a Test Activity, select <b>No</b> or <b>Yes</b> from the <b>Display multiple choice options randomly</b> drop-down menu. <b>Note:</b> This field is only available in a Test Activity.
<b>Display prefix for each available question choice</b>	To display a prefix for each choice option in a Test Activity, select the desired prefix from the <b>Display prefix for each available question choice</b> drop-down menu. <b>Note:</b> The <b>Display multiple choice options randomly</b> field must be set to <b>No</b> when this option is used. <b>Note:</b> This field is only available in a Test Activity.
<b>Show subset</b>	Test activities can be configured with a subset of questions that display when the activity is launched. See Configure Subset Settings for more information. <b>Note:</b> This field is only available in a Test Activity.
<b>Classification</b>	The Activity's Classification setting will populate in the <b>Classification</b> field. <b>Note:</b> The highest

Information Field	Description
	Classification assigned to any of the screens in the Activity is the value that will automatically populate in this field.
<b>Controlled Goods</b>	The Activity's Controlled Goods setting will populate in the <b>Controlled Goods</b> field. <b>Note:</b> The highest Controlled Goods category assigned to any of the screens in the Activity is the value that will automatically populate in this field. <b>Note:</b> To determine if the <b>Classification</b> and <b>Controlled Goods</b> values are correct, click the <b>Verify</b> button to recalculate the values.

#### 7.9.3.1.1 Activity Development Phase

The **Activity Development Phase** can be set using the drop-down menu in the **Activity Profile**.

The options available are set by clicking **Activity Development Phase** in the main menu.

Profile

Additional Details

Developer

Course Publish Settings

Activity Title

Independent Study Tests

Activity Code

qatest\_27365

Language

☒ English ☐ French

Description

(Max. Chars: 255 - 255 characters remaining)

Activity Development Phase

N/A

Lesson

Lesson Outline

Storyboard

Test Phase

Activity Production Status

in-production

Keep current status

Version

0.2

Version History

Lock activity

☒

Classification

Secret

Controlled Goods

CAT 1 - CG Restricted Domain - Contains CG, CGCR required

✓ Verify

Submit

**Note:** An activity can only be unlocked when the **Activity Production Status** is set to "in-production".

#### 7.9.3.1.2 Lock or Unlock Activity

Access to activities is controlled by "locking" an activity after it has been developed. To lock an activity:

1. Select the activity that you wish to lock from the **Content Repository** screen.
2. On the **Topic List** screen, click **Activity Profile** from the **Additional Options** menu.

**Activity** [New Topic](#) [Preview Activity](#) Additional Options Review/Approval [Help](#)

**NAME:** Independent Study Activity

**CODE:** HELP\_00018 | **VERSION:** 0.1 | **STATUS:** IN-PRODUCTION | **PHASE:** N/A | **SECURITY:** 🔒 | **RESP:**

**Topic List**

Topic No.	Topic Title
1	Instruction Screens

**Dependencies**

(0) [🔗](#) [📄](#) [🗑️](#)

**Activity Profile**

- Word Count
- Version History
- Activity Log
- View Storyboard [🔗](#)
- View Lesson Outline [🔗](#)
- Export Activity to LCMS
- Media Audit
- Update Media Links
- Maintain References 0
- Maintain Attachments 0
- Publish as Course
- Publish Course History 0
- TDM Integration

3. The **Activity** screen will appear.

4. Add a checkmark by clicking the box beside the words **Lock activity**.

**Profile** **Additional Details** **Developer** **Course Publish Settings**

**Activity Title**

**Activity Code**

**Language** ☒ English ☐ French

**Description**   
(Max. Chars: 255 - 255 characters remaining)

**Activity Development Phase**  ☒

**Activity Production Status** in-production  ☒

**Version**  [Version History](#)

**Lock activity** ☒

**Classification** Secret

**Controlled Goods** CAT 1 - CG Restricted Domain - Contains CG, CGCR required [✓ Verify](#)

[Submit](#)

5. Click the **Submit** button.
6. The activity will now be locked and unavailable for editing purposes.
7. To unlock an activity, repeat steps 1-3 above and then click the **Lock activity** box to remove the checkmark. Click **Submit** to unlock the activity.

**Note:** An activity can only be unlocked when the **Activity Production Status** is set to "in-production".

#### 7.9.3.1.3 Version

Activity versions are controlled by changing the entry in the **Version** field. When an activity is originally created, the default entry in the **Version** field on the **Activity Profile** screen appears as **Draft**. Depending on your configuration management policy, the word "Draft" may be replaced with a version number at the time the activity is created. (e.g. 1.0).

**Note:** Caution is required when changing the version number of an activity as this will automatically archive the current version and create a new one.

When a new version of an activity is created, the current version is archived.

1. Under **Additional Options**, click **Activity Profile** on the **Topic List** screen.

The screenshot shows the 'Activity Profile' screen. At the top, there are tabs for 'Activity', 'New Topic', and 'Preview Activity'. Below these, the 'NAME' field is set to 'Independent Study Activity'. The 'CODE' field is 'HELP\_00018', 'VERSION' is '0.1', 'STATUS' is 'IN-PRODUCTION', 'PHASE' is 'N/A', 'SECURITY' is 'N/A', and 'RESP' is 'RESP'. Below this, there is a 'Topic List' table with one row: '1' | 'Instruction Screens'. To the right of the 'Topic List' table, there is a dropdown menu for 'Additional Options'. The dropdown menu is open, showing options: 'Activity Profile' (highlighted with a red box), 'Word Count', 'Version History', 'Activity Log', 'View Storyboard', 'View Lesson Outline', 'Export Activity to LCMS', 'Media Audit', 'Update Media Links', 'Maintain References', 'Maintain Attachments', 'Publish as Course', 'Publish Course History', and 'TDM Integration'.

2. Enter the new version in the **Version** field.

3. Revise any **Activity Profile** fields required for the new version that is being created. **Note:** If the **Activity** is in a locked state, a warning message displays. Remove the checkmark in the **Lock this activity?** field to unlock the activity prior to clicking the **Submit** button. **Note:** An activity can only be unlocked when the **Activity Production Status** is set to "in-production".
4. If desired, enter a comment in the **Enter Comment for this Activity Archive** field.
5. Click the **Submit** button.

Lock this activity?	<input checked="" type="checkbox"/>	<b>WARNING!</b> This Activity is currently locked, versioning while it is still in a locked state, will disable the ability to update review comments.
Activity ID	<input type="text" value="12300"/>	
Activity Code	<input type="text" value="training_00093"/>	
		<input type="button" value="Submit"/>



6. An **Activity Archive** screen will appear, identifying the activity version that will be archived. The **Activity Code** and the **Activity Archive Version** are also displayed. A screen will appear stating that the activity has been successfully archived. Click the **Finish** button to go to the new activity.


### Activity Archive: Test Activity (archive version 0.2)



The following activity has been successfully archived:  
**\_help\_00008\_0.2 (Version: 0.3)**

Click the 'Finish' button to return to the activity.

7. The new version will be displayed on the **Topic List** screen.

**Activity**  New Topic  Preview Activity ▼

 NAME: **Independent Study Activity**

CODE: **HELP\_00018** | **VERSION: 0.2** | STATUS: **IN-PRODUCTION** | PHASE: **N/A** | SECURITY:  | RESPONSIBILITY: 

**Topic List**

#### 7.9.3.1.4 Configure Subset Settings

Test activities can be configured so that a subset of questions is displayed when the activity is launched. For example, a test containing 100 questions could display a subset of 25 random questions. Any **critical**, **mandatory** or **mandatory critical** questions are automatically included in the subset.

To configure a test's subset settings:

1. On the **Test Activity** screen, click the **Additional Options** tab to expand the menu.
2. On the **Additional Options** menu, click **Activity Profile** to open the **Activity Profile** window.
3. On the **Profile** tab, click the **Define Subset** button to open the **Subset Definition** window.

**Activity: Generic Exam**

Activity Title:

Activity Code:

Description:   
(Max. Chars: 255 - 255 characters remaining)

Activity Development Phase:

Activity Production Status: in-production


Version:

Lock activity: ☐

Display questions randomly?:

Display multiple choice options randomly:

Display prefix for each available question choice:

Show subset 

4. On the **Subset Definition** window, enter the number of questions to display in the **Show subset** field. **Note:** This number cannot be more than the total number of questions in the activity (less one). Also, this number cannot be less than the number of mandatory or critical questions.
5. Click the **When re-taking the Exam, display questions not previously shown?** checkbox if required.
6. On the **Refine questions based on a Filter if required** field, click the **Filter Type** button to filter the list of remaining questions by (Category, Screen Style or Tag).  
**Note:** The remaining questions not previously used will be displayed when users retake the test.
7. For each filter type, enter the desired value for each difficulty level (Low, Medium and High). **Note:** Entering the desired value in the fields determines the number of question with the desired difficulty that will be displayed in the subset.



Subset Definition

Number of Questions: 9

☒ When re-taking the Exam, display questions not previously shown?

Refine questions based on a Filter if required: 9 remaining

Filter Type

Filter	Low	Medium	High	
Default setup category	0	0	0	
abc	0	0	0	
abc123	0	0	0	
test	0	0	0	
2.52	0	0	0	

Do not show subset
Cancel
Save

8. Click the **Save** button to save the subset and return to the previous screen or click the **Cancel** button to return to the previous screen without saving.

9. On the **Activity Profile** window, click the **Submit** button to save the changes. **Note:** When the subset is created the **Edit Subset Definition** button replaces the **Define Subset** button.

Display questions randomly? Yes

Display multiple choice options randomly? Yes

Display prefix for each available question choice? None

Show subset ⓘ Edit Subset Definition

Classification LVL 1) UNCLASSIFIED

Controlled Goods CAT 4 - Unrestricted

Verify

Submit

### 7.9.3.2 Additional Details Tab

1. Click the **Additional Details** tab from the **Activity Profile** screen. **Note:** Test Activities have the additional fields **Introductory Text** and **Summary Text** available.
2. Edit or view the required fields. **Note:** For Test Activities, enter the desired introductory text in the **Introductory Text** field and the desired summary text in the **Summary Text** field.
3. Click the **Submit** button to save the changes or click **Cancel** to return to the previous screen without saving.

The screenshot shows the 'Additional Details' tab selected, indicated by a red arrow. The tab is part of a set including 'Profile', 'Developer', and 'Course Publish Settings'. The main content area contains several fields: 'Tags' with a 'Click to add tags...' button, 'Cost/Details' with a 'No' dropdown and a text area, 'Copyright/Details' with a 'No' dropdown and a text area, and 'Activity ID' with a value of '13850'. A 'Submit' button is located at the bottom right.

Activity: Kite and Bike Basics	
<b>Profile</b> <b>Additional Details</b> <b>Developer</b> <b>Course Publish Settings</b>	
Tags	Click to add tags...
Cost/Details	No [text area]
Copyright/Details	No [text area]
Activity ID	13850
<b>Submit</b>	

Activity: demo test

Profile Additional Details Developer Course Publish Settings

Introductory Text

Summary Text

Tags

Click to add tags...

### 7.9.3.3 Developer Tab

Admins and Managers can define a pool of developers for each Activity. The current developer can then re-assign the Activity to one of the other members of the developer pool.

1. Click the **Developer** tab on the **Activity Profile** screen. **Note:** You must be logged in as a Manager or Admin to access the Developer Pool.
2. Select one or more developers from the drop-down menu for the **Developer Pool**. **Note:** The developers available depend on the settings in the **Project Preferences** area.
3. Select one developer from the pool in the **Developer** drop-down menu.

Profile Additional Details Developer Course Publish Settings

Developer Pool

Developer

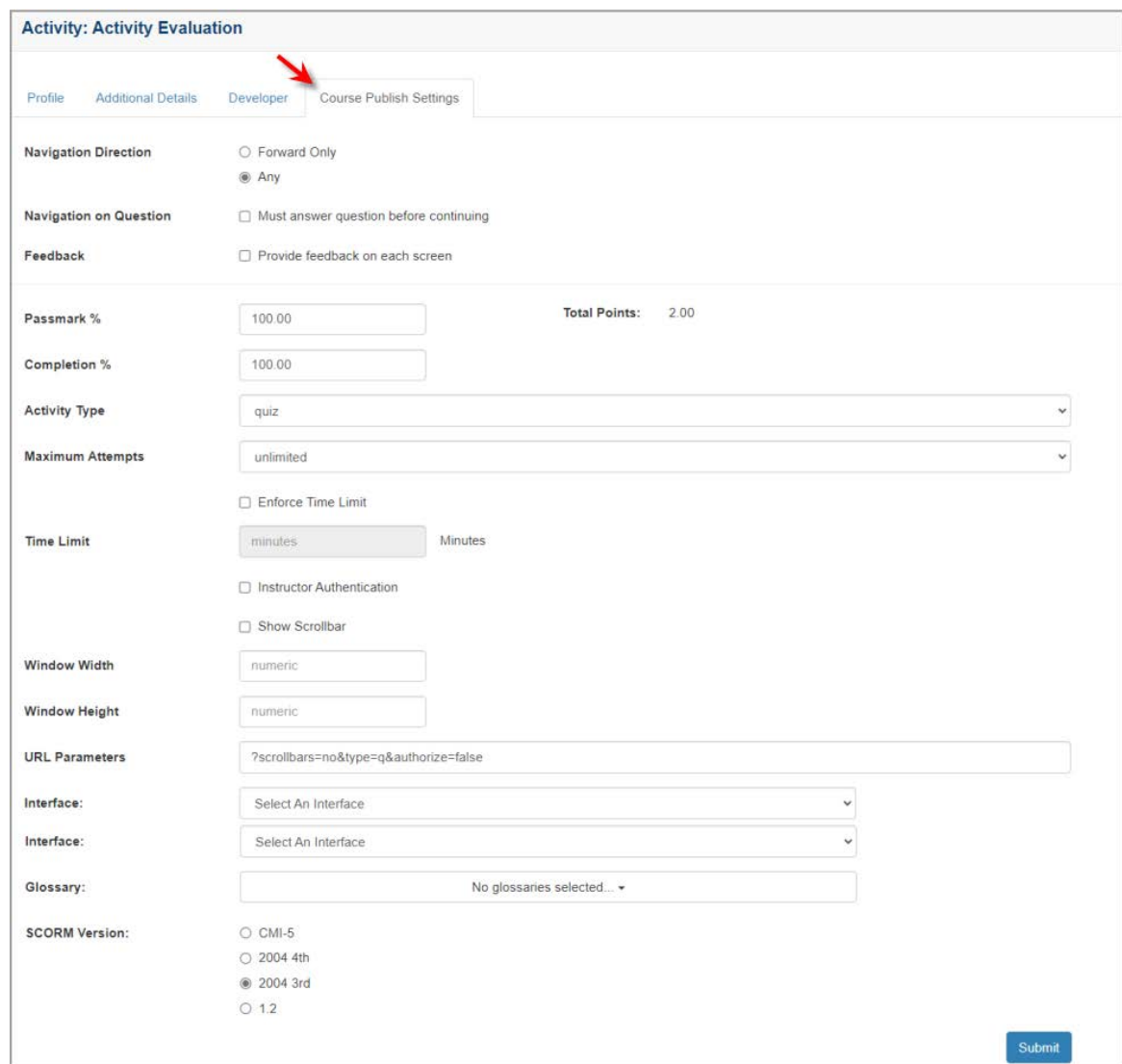
Submit

4. Click **Submit** to save changes. The developer will now be able to re-assign the lesson to another member of the **Developer Pool** by using the **Developer** drop-down on the **Activity Profile** screen. **Note:** Only one developer at a time can be assigned to an Activity.

### 7.9.3.4 Course Publish Settings Tab

Administrators, Managers and Developers assigned to that activity can make changes to the information in the **Course Publish Settings** tab.

1. Click the **Course Publish Settings** tab on the **Activity Profile** screen.



**Activity: Activity Evaluation**

Profile Additional Details **Developer** **Course Publish Settings**

Navigation Direction ☐ Forward Only ☒ Any

Navigation on Question ☐ Must answer question before continuing

Feedback ☐ Provide feedback on each screen

Passmark %  Total Points: 2.00

Completion %

Activity Type

Maximum Attempts

☐ Enforce Time Limit

Time Limit  Minutes

☐ Instructor Authentication

☐ Show Scrollbar

Window Width

Window Height

URL Parameters

Interface:

Interface:

Glossary:

SCORM Version: ☐ CMI-5 ☐ 2004 4th ☒ 2004 3rd ☐ 1.2

**Submit**

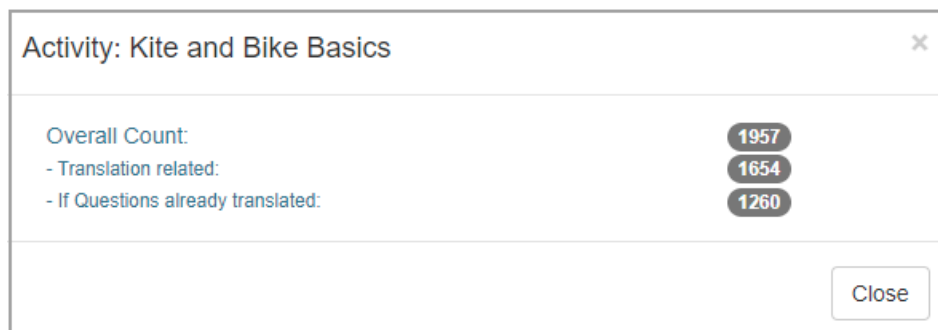
2. Make any necessary changes to these fields.

3. Click **Submit** to save changes.

## 7.9.4 Activity Word Count

The LCMS allows you to access a word count for any lesson or test activity. This is often used for translation purposes. The word count is the total number of words displayed on all screens in an activity.

1. Select the lesson or test activity from the **Content Repository** screen.
2. On the **Activity** screen, click the **Additional Options** tab to expand the menu.
3. Click **Word Count** from the **Additional Options** menu.
4. A pop-up window will appear, indicating the activity name and the word count.



5. When you are finished viewing the word count, click the **Close** button to close the window.

## 7.9.5 Version History

When more than one version of an activity exists, the version displayed to all users - which is referred to as the Master Version - may be controlled by the person assigned LCMS Administrator rights. **Note:** The **Version History** screen is available when an **Activity** is locked, but it is read-only.

1. Click **Version History** from the **Additional Options** menu.
2. The **Archived Versions** screen will appear, displaying the current version title and all archived versions of the activity. Here you have the options **Create New Version** or **Select Master Version**.

**Activity: Test Activity (2) (archive version 0.2) - Archived Versions** [Return to Topic List](#) [Help](#)

[Create New Version](#) [Select Master Version](#)

Activity Code: **help\_00020**  
Current Editable Version: **0.2**

[CSV](#) [PDF](#)

	Version	Date Archived	Archived by	Comments
1	0.2	Tuesday, June 6, 2017 14:21:01	Admin	

### 7.9.5.1 Select Master Version

To make a version of an activity the master version, follow these steps:

1. Click **Select Master Version** from the activity's **Archived Versions** screen.

**Activity: Test Activity - Archived Versions** [Return to Topic List](#) [Help](#)

[Create New Version](#) [Select Master Version](#)

Activity Code: **help\_00008**  
Current Editable Version: **0.2**

[CSV](#) [PDF](#)

	Version	Date Archived	Archived by	Comments
1	0.1	Thursday, June 1, 2017 10:26:02	jmartin	Versioned following SME review.

2. In the **Select Master Version** window, click the button beside the master version you wish to be displayed to all LCMS users. **Note:** Except for those assigned Administrator rights, this is the only version that will be available to all LCMS users.

### Activity: Test Activity - Select Master Version

Activity Code

help\_00008

Version

0.2

	Version	Select Master Version
1.	0.1	<input checked="" type="radio"/>

Cancel

Submit

3. Click the **Submit** button. The activity selected as the **Master Version** will be displayed. The **VERSION** number at the top of the **Activity** screen will reflect which version is being used as the master.

Activity

New Topic

Preview Activity

Additional Options

Review/Approval

Help

NAME: Independent Study Activity

CODE: HELP\_00018

VERSION: 0.1

STATUS: IN-PRODUCTION

PHASE: N/A

SECURITY:

RESPONSIBILITY:

#### Topic List

Topic No.	Topic Title	Dependencies	
1	Instruction Screens	(0)	

## 7.9.5.2 Create New Version

To create a new version of an activity, follow these steps:

1. Click **Create New Version** from the activity's **Archived Versions** screen.

**Activity: Test Activity (2) (archive version 0.2) - Archived Versions** [Return to Topic List](#) [Help](#)

**Create New Version** **Select Master Version**

Activity Code: **help\_00020**  
Current Editable Version: **0.2**

CSV PDF

	Version	Date Archived	Archived by	Comments
1	0.2	Tuesday, June 6, 2017 14:21:01	jmartin	

- In the **Create New Version** window, type in the new version number.

**Activity: Test Activity (2) - Create New Version**

**Version**

Enter comment for this activity archive: (Max. 1000 Max. Chars - 1000 characters remaining)

Cancel Submit

- Click the **Submit** button. The **VERSION** number at the top of the **Activity** screen will reflect the version change.

### 7.9.5.3 Preview a Version of an Activity

You may choose to preview a specific version of an activity from the **Archived Versions** window. Select the **Preview** link to the right of the version you wish to preview. **Note:** The activity will open for previewing in the interface that is currently selected on the **Topic List** screen.



**Activity: Test Activity (2) (archive version 0.2) - Archived Versions**
[Return to Topic List](#)
[Help](#)

[Create New Version](#)
[Select Master Version](#)

Activity Code: **help\_00020**  
Current Editable Version: **0.2**

[CSV](#)
[PDF](#)

	Version	Date Archived	Archived by	Comments
1	0.2	Tuesday, June 6, 2017 14:21:01	jmartin	

## 7.9.6 Activity Log

Access the **Activity Log** feature from the **Additional Options** drop-down menu.

The **Activity Log** tab lists all changes in an activity's **Production Status, Version, Development Phase, Parked Status and Parked Description**, and **Notes**. It also lists the date the change occurred and the user who made the change. Click the **CSV** or **PDF** buttons to download this information in either format. **Note:** The Activity Log is also included in the activity export.

**Activity History**
[Return to Topic List](#)
[Help](#)

Show  entries
Filter: 
[CSV](#)
[PDF](#)

Date	User	Production Status	Version	Development Phase	Parked Status	Parked Description	Note
Thursday, May 25, 2017 11:26:14	jmartin	in-production	0.2				
Thursday, May 25, 2017 11:25:48	fjones	review complete - needs rework	0.2				Review Finalized
Thursday, May 25, 2017 10:46:48	fjones	review in progress	0.2				Review Started
Thursday, May 25, 2017 10:45:53	jmartin	submitted for review	0.2				Submitted For Review
Wednesday, May 24, 2017 12:19:22	jmartin	in-production	0.1				

## 7.9.7 Find & Replace

The **Find & Replace** function may be used by the Administrator, Manager, Senior Developer to find and replace content within the Activity. Developers can also use the

**Find & Replace** function in an Activity they created.

To find and replace content in an Activity:

1. On the **Activity** screen, click the **Additional Options** tab to expand the menu.
2. On the **Additional Options** menu, click **Find & Replace** or the expand icon to display the **Find & Replace** window.
3. On the **Find & Replace** window, enter the desired content to search for in the **Search For** field.
4. Select the desired search option (**Word or Phrase**, **All Words**) to refine the search.
5. If desired, click the checkbox beside **Case-sensitive** to further refine the search.
6. Enter the desired content in the **Replace With** field. **Note:** The content entered in the **Replace With** field will replace the content entered in the **Search For** field.
7. Click the checkbox beside the desired option to include in the search from the **Include Fields** options. **Note:** If media related fields are chosen, the **Pop-Ups** option should also be selected if the pop-up media also needs to be included in the search. Click the **Select All** button to include all of the options or the **Select None** button to exclude all of the options.

The screenshot shows the 'Find & Replace' window. It has a title bar 'Find & Replace'. Below it, there are two input fields: 'Search For' and 'Replace With'. Both fields have a placeholder text 'search is not case-sensitive'. To the right of the 'Search For' field, there are three radio buttons: 'Word or Phrase' (selected), 'All Words', and 'Case-sensitive'. Below the 'Replace With' field, there is a section titled 'Include Fields' with two buttons: 'Select All' and 'Select None'. To the right of this section, there is a list of checkboxes for various fields: Screen Title, Main Text, Instructor Notes, Review Instructions, Personal Notes, Audio Narration, Media Description, Media Title, Media Caption, Media Labels, Text Options, Tab Name, Pop-Ups, Feedback, and Activity Name. A note '\* partial word search' is next to the 'Activity Name' checkbox. Red arrows point to the 'Search For' field, the 'Word or Phrase' radio button, the 'Case-sensitive' radio button, the 'Replace With' field, the 'Select All' button, and the 'Screen Title' checkbox.

8. On the **Screen Related** pane, enter the desired screen style to include in the search in the **Screen Style(s)** field. **Note:** Separate the entries by a comma (3.02, 3.10, 3.14).
9. Select the desired classification from the **Classification** drop-down menu or leave the field blank to include all classifications.
10. Select the desired controlled goods category from the **Controlled Goods** drop-down menu or leave the field blank to include all controlled goods categories.

11. Enter the desired screen ID(s) separated by a comma in the **Screen ID** field. **Note:** When searching by screen ID no other inputs are valid.
12. Click the **Find** button to begin the search. **Note:** The search may take a few moments to complete.

The screenshot shows a search form titled "Screen Related". It contains four input fields: "Screen Style(s)" with a placeholder "Enter a list of screen styles separated by a comma", "Classification" with a dropdown menu showing "Leave unselected for all...", "Controlled Goods" with a dropdown menu showing "Leave unselected for all...", and "Screen ID\*" with a placeholder "Enter a list of screen ID's separated by a comma". A note below the fields states: "\*When searching via Screen ID no other inputs are valid." A blue "Find" button is located at the bottom right. Red arrows point to each of the four input fields.

13. On the **Search Status** window, click the **View Results** button to display the list on the **Activity Find & Replace** screen or click the **Search Again** button to repeat the search.

The screenshot shows the "Search Status" window. It contains a table with the following rows:

<input checked="" type="checkbox"/> Available Screens 0.6	594
<input checked="" type="checkbox"/> Screen Title 0.3	1
Total 00:00	1
<input checked="" type="checkbox"/> Formatting Report 00:00	

Below the table is a blue progress bar showing "100%". At the bottom right, there are two buttons: "Search Again" and "View Results". Red arrows point to these two buttons.

14. On the **Activity Find & Replace** screen, click the **Change** icon beside the desired list item to review the requested change on the **Replace** window. **Note:** Locked entries such as screens with snippets will require a manual change.

Activity: Find & Replace Search Again Help

Excel CSV PDF

Activity	Topic	Screen	Style	Screen ID	Text Location	Activity Status	Activity Development Phase		
Kites and Bikes - Instructor	3 - Riding a Bike	3 - Why Does a Kite Fly?	3.10	13853	Screen Title	in-production	n/a	View	Change <input type="checkbox"/>
Kites and Bikes - Instructor	2 - Flying a Kite	1 - Why Does a Kite Fly?	3.10	48478	Screen Title	in-production	n/a	View	Change <input type="checkbox"/>
Kites and Bikes - Instructor	2 - Flying a Kite	2 - Kite Safety	3.02	48479	Screen Title	in-production	n/a	View	Change <input type="checkbox"/>

Replace All

15. On the **Replace** window, click the **Replace** button to replace the highlighted old text with the highlighted new text. **Note:** When clicked, the **Replace** button changes to an **Undo** button, allowing the user to immediately undo the replace function. The **Undo** button is no longer available once the user clicks the **Previous**, **Next** or **Close** button. **Note:** A checkmark displays in the line item checkbox, when the text is replaced.
16. Click the **Previous** or **Next** button to view additional occurrences.
17. Click the **Close** button to return to the **Find & Replace** screen. **Note:** A checkmark displays beside the list item when the content has been replaced.

Replace Main Text

**Old Text:**

Lorem

Kites and Bikes Parts

<b>Kites</b>	<b>Bikes</b>
Body	Handle bars
Harness (bridle)	Tires
Tether (string)	Frame
	Chain

**New Text:**

Lorem

Kite and Bikes Parts

<b>Kite</b>	<b>Bikes</b>
Body	Handle bars
Harness (bridle)	Tires
Tether (string)	Frame
	Chain

Occurrences: 2

Replace Previous Next Close

18. On the **Activity Find & Replace** screen, click the **Replace All** button to replace all the listed content at at once. A confirmation window displays when the **Replace All**

button is clicked.

19. On the **Find & Replace** confirmation window, click the **Continue** button to execute the Replace All function for all occurrences listed or click the **Cancel** button to return to the **Activity Find & Replace** screen. **Note:** If a large amount of content requires replacing, consider performing this function during an off-peak period.

### Find & Replace

**Are you sure you want to replace all the occurrences noted in the report?**

**NOTE: Locked rows will be skipped.**

Depending on the number of updates i.e. thousands, you may want to consider running this during an off-peak period to improve performance.

Cancel
Continue

20. On the **Activity Find & Replace** screen, click the **View** icon to view the corresponding screen.

Activity: Find & Replace







Search Again

Help

Excel

CSV

PDF

Activity	Topic	Screen	Style	Screen ID	Text Location	Activity Status	Activity Development Phase			
Kites and Bikes - Instructor	3 - Riding a Bike	3 - Why Does a Kite Fly?	3.10	13853	Screen Title	in-production	n/a	 <a href="#">View</a>	 <a href="#">Change</a>	<input type="checkbox"/>
Kites and Bikes - Instructor	2 - Flying a Kite	1 - Why Does a Kite Fly?	3.10	48478	Screen Title	in-production	n/a	 <a href="#">View</a>	 <a href="#">Change</a>	<input type="checkbox"/>
Kites and Bikes - Instructor	2 - Flying a Kite	2 - Kite Safety	3.02	48479	Screen Title	in-production	n/a	 <a href="#">View</a>	 <a href="#">Change</a>	<input type="checkbox"/>

Replace All

## 7.9.8 View Storyboard

The **View Storyboard** function allows the user to access an electronic version of the storyboard. To access the storyboard:

1. Click **View Storyboard** from the **Additional Options** menu. A new browser window opens, showing the elements that make up the storyboard.
2. Select the boxes beside the elements you wish to see displayed in the storyboard.  
**Note:** You may want to exclude Developer Notes from some storyboards, for example.
3. Select specific topics to display by using your Ctrl key, if desired.

4. Click the **Include screens with Tags** checkbox, choose the tags from the **Select Tags** window, and then click the **Submit** button (if required).
5. Click the **Exclude screens with Tags** checkbox, choose the tags from the **Select Tags** window, and then click the **Submit** button (if required).
6. Choose the **Storyboard Format** you wish to preview or print, by clicking the radio button: **Detailed** (includes all lesson details; pop-ups, text, media, text options, drop-down text, etc), **Basic** (text and media) or **Basic Tabular** (text only is a good option for activities where the screens are primarily 100% text).
7. Click the **Generate PDF** button to export the storyboard to a PDF file, then the **View PDF** button to open it in another browser window. The PDF can then be saved if needed.
8. Alternatively, click the **Preview** button to display the storyboard content in HTML format.

The screenshot shows a web interface titled "Sample Activity" with buttons for "Preview" and "Generate PDF". Below the title bar, there are radio buttons for "Storyboard Format": "Detailed" (selected), "Basic", and "Basic Tabular".

On the left, under "Select the storyboard elements to display.", there is a list of checkboxes, all of which are checked:

- Main Screen Text
- Options
- Instructor Notes
- Prompt
- Security
- Audio Narration
- Pop-Up
- Feedback & Evaluation
- Media
- Other Details
- Show media thumbnails
- Personal Notes
- Hidden Screens

At the bottom of this list are "Select All" and "Select None" buttons.

On the right, under "Select the topics to display.", there is a text box containing "Topic 1", "Topic 2", and "Topic 3".

Below the text box, there is a section "Filter screens via Tags" with two radio buttons: "Include screens with Tags" (selected) and "Exclude screens with Tags".

At the bottom right, there is a button labeled "Click to add tags...".

9. When viewing the HTML storyboard in one window, make changes to the course as normal in the main browser window, then click the **Refresh** button at the top of the storyboard screen to update it with your changes. To print the HTML version of the storyboard, use the **Print** button at the top of the screen. **Note:** The example shown below is in **Detailed** storyboard format.

Sample Activity Refresh Print Close Help

**Learninglogics® LCMS Storyboard**  
4.24 Test Project: Sample Activity


Version	0.1
Status	in-production
SCO Type	Independent Study
SCO Code	424test_00001
Size	3 Topic(s) / 9 Screen(s)
Developer	
Reviewers	
Approval Authority	
Classification	Unclassified
Controlled Goods	CAT 4 - Not Applicable - No Technical Content
Tags	

Topic(s)	Screen(s)
1 <a href="#">Topic 1</a>	2
2 <a href="#">Topic 2</a>	2
3 <a href="#">Topic 3</a>	5

10. Click the **Close** button to return to the activity's **Topic List** screen.

11. The **Topic(s)** table at the start of the storyboard resembles a table of contents and contains hyperlinks to individual topics for ease of navigation. The topics in this table are also collapsible, and when expanded reveal hyperlinks to the individual screens.


12. The **Load Screen** icon is available at the top of each screen in the storyboard. Click this icon to jump to that screen in the LCMS.

**Topic: 1 - My Test Topic** **Screen:** Load Screen...  TOP

**Screen Title:** Landing Gear

**Main Text:**

With this type of aircraft, you will notice that the landing gear is...



3.10

A description of the information that can be selected for inclusion in the storyboard view is provided in the following table:

Item	Description
<b>Activity Profile</b>	
<b>Project Title</b>	title of project under which the activity is developed
<b>Activity Title</b>	title of activity
<b>Version</b>	version number
<b>Status</b>	status of activity - e.g. in production, submitted for review, review in progress, review complete - needs rework, review complete – ready for approval, approved, rejected, ready for training
<b>SCO Type</b>	type of activity - e.g. instructor led lesson, self paced lesson, self paced test, briefing
<b>SCO Code</b>	code assigned to activity
<b>Size of Activity</b>	summary of the number of topics and the number of screens within each topic
<b>Developer of Activity</b>	name of Developer assigned to develop the activity
<b>Reviewer(s) of Activity</b>	name of Reviewer(s) assigned to review the activity - be aware that you may have to assign more than one reviewer
<b>Manager of Activity</b>	name of Manager assigned to manage the activity
<b>Approval Authority of</b>	name of Approval Authority assigned to approve



Item	Description
<b>Activity</b>	the activity
<b>Classification</b>	classification assigned to the activity - e.g. unclassified, restricted, confidential, secret, top secret
<b>Controlled Goods</b>	controlled goods category assigned to the activity - e.g. CAT 1, CAT 2, CAT 3, CAT 4
<b>Tags</b>	tags assigned to the activity
<b>Topic Summary</b>	
<b>Topic Number(s)</b>	the number of each topic in the activity
<b>Topic Title(s)</b>	the title of each topic within the activity
<b>Number of Screens per Topic</b>	the number of screens within each topic of the activity
<b>References Summary</b>	
<b>Reference Number(s)</b>	the number of the reference order
<b>Reference Name(s)</b>	the given name of the reference
<b>Reference File(s)</b>	the file name or location of the reference
<b>Activity Screen Information</b>	
<b>Topic Title</b>	number and title of topic

Item	Description
<b>Screen Number</b>	number of screen within the topic - e.g. 1/3
<b>Screen Style</b>	style of screen chosen from screen template selection - e.g. 2.02
<b>Main Screen Text</b>	the main screen text that will be displayed on the screen - e.g. instruction screens, question stem on question screen
<b>Pop Up Content</b>	content which may include text or text and graphics (including 3D states), made available in addition to main screen text
<b>Question Options</b>	possible distractors and correct answer(s) for each question
<b>Correct Answer</b>	correct answer for each question
<b>Feedback</b>	feedback provided for student selection of correct and incorrect answers
<b>Question Category(ies)</b>	the categories to which lesson and quiz questions are assigned in the database
<b>Question Tags</b>	the tags assigned to each question in the database
<b>Question Level of Difficulty</b>	the level of difficulty assigned to each question - e.g. low, medium, high
<b>Instructor Notes</b>	notes developed for instructor use in instructor led lessons

Item	Description
<b>Prompt</b>	the navigation instructions for a user/instructor, provided for each screen in an activity
<b>Test Introduction</b>	test information provided to a user when the test is launched
<b>Media Filename(s)</b>	file names assigned to each media file (graphics, movies, audio, etc.)
<b>Media Description</b>	description of the media file required for multimedia production
<b>Audio Narration</b>	the narration written for narrator use during audio sittings; used for production of audio files
<b>Screen Identification Number</b>	identification number automatically assigned to a screen
<b>Tags</b>	tags assigned to a screen
<b>Review Instructions</b>	notes written to the Reviewer or Review Manager
<b>Personal Notes</b>	notes written by the Developer during development - e.g. reminders, questions for the Subject Matter Expert, etc.
<b>Media Thumbnails</b>	activity thumbnails of media and plotter tool data that have been developed and integrated into the courseware ( <b>Note:</b> Certain types of media, such as videos, cannot be displayed in thumbnail form)




Item	Description
<b>Point Value</b>	point values assigned to each question; used to help determine the final mark on a test when partial scoring is enabled
<b>Estimated Time</b>	estimated time it takes to complete a question; used to determine total test time

### 7.9.9 View Lesson Outline

The **View Lesson Outline** function allows the user to access a report similar to the storyboard but intended to provide a higher level overview of basic course design information.

To access the Lesson Outline:

1. Click **View Lesson Outline** from the **Additional Options** menu. A new browser window will open, displaying the Lesson Outline report. **Note:** The Lesson Outline report includes hidden screens, which are identified by a red banner.
2. Click the **View** icon on the left of each screen to open the LCMS content screen in a separate browser window. This makes it easy to navigate between content screens and the Lesson Outline for editing purposes.
3. Click the **Refresh** button after making any edits to content in the main LCMS window. The Lesson Outline will be updated with your changes.
4. Click the **Summary View** button to toggle the rows of the Lesson Outline between expanded and collapsed states. **Note:** In the **Summary View** (collapsed state), it is easier to view the overall structure of topics and screens in the course.
5. Click the **Print** button to print the report.

Lesson: Sample Activity <span>Refresh</span> <span>Print</span> <span>Summary View</span> <span>Close</span> <span>Help</span>						
	Topic Title	Scrn #	Content	Comments/Questions	Media	Ref/QSP
	Topic 1					
		1	<div>HIDDEN</div> <div>Screen 1</div> <div>Main Text</div> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a tempus orci, non consequat lorem. Duis ac risus sed magna porta finibus. Mauris porttitor vitae sapien eu varius. Etiam efficitur rutrum est vitae tristique. Suspendisse ex enim, dignissim a pretium vitae, viverra vel nisi. Maecenas cursus ante id ex pulvinar, a faucibus risus volutpat. Nulla facilisi. Praesent et aliquam mi, lobortis dapibus tellus. Sed quis aliquam tellus. Sed sed ipsum porta dolor faucibus imperdiet in vulputate elit.</p> <p>Vestibulum quis venenatis dolor. Suspendisse venenatis laoreet rutrum. Ut condimentum in risus vel varius. Vestibulum non molestie erat. Fusce et turpis blandit, semper ipsum at, pulvinar diam. Mauris eu nisi sit amet velit gravida consectetur. Morbi auctor, quam quis efficitur vulputate, augue ante scelerisque nulla, id posuere ligula purus a turpis. Fusce nibh tellus, dictum et ligula sit amet, consectetur mattis sem. Vivamus quis semper dolor. Duis dictum pretium lorem, vitae pharetra nisi lobortis nec. Morbi ut lacus metus.</p>		LCMS_DEMO_002_G_004_01.jpg	
		2	<div>Screen 2</div> <div>Main Text</div> <p>Sed vel efficitur quam. Mauris bibendum justo ut enim interdum, vitae tristique orci tincidunt. Vestibulum a convallis ante, eu mollis magna. Ut tempus, sem bibendum tempor vehicula, massa odio finibus magna, in lobortis metus nulla ac erat. Aliquam vulputate neque eu placerat pharetra. Sed sagittis tincidunt arcu vel dapibus. Fusce lobortis lacinia est, nec pellentesque orci congue sit amet. Aenean eleifend tortor in tempor pretium. Quisque sodales sapien quis sagittis lacinia. Suspendisse potenti.</p>		DEMO_TRAIN_00001_G_033.png	

## 7.9.10 Print Test

The **Print Test** function provides the ability to print Test Activities (exams, final tests) to paper. **Note:** Ensure the test content is printable before printing; Video, audio, and SCORM media will not print.

1. On the **Test Activity**, click **Print Test** from the **Additional Options** menu to open the **Print Test** screen.
2. On the **Cover Page Options** pane, click the checkbox for the desired cover page options to be included on the Test Activity. **Note:** Each option selected will be included in the printed version.

**Print Test** [Print] [Close] [Help]

### Generic Exam Print Options

**Cover Page Options**

- ☒ Activity Title
- ☒ Activity Version
- ☒ Classification
- ☒ Controlled Goods
- ☒ Number of Questions
- ☒ Date Printed

**Custom Cover Page Inputs**

## Date	[Delete]
## Student Name (printed)	[Delete]
## Signature	[Delete]

Drag and drop to set the order.  
Click to edit and change the label.

[Add]

**Layout Options**

- ☐ Display Questions that normally have a side by side layout to a top and bottom layout
- ☒ Show generic "print related" instructions
- ☐ Show Answers NOTE: Do not reload this page when printing without answers and with answers, as the order of some options will change.

**Additional Instructions:**

**Activity Profile Settings:** Displaying questions randomly / Displaying multiple choice options randomly / Including subset of 9 questions a sub-set of questions with the following tags: **abc** **abc123** **LCMS**

4. On the **Custom Cover Page Inputs** pane, modify the input fields if required. **Note:** These fields are manually entered on the printed version of the test. To add additional inputs, click the **Add** button. To remove the input, click the **Delete** icon. Use the drag handles to reorder the inputs.

**Print Test** [Print] [Close] [Help]

### Generic Exam Print Options

**Cover Page Options**

- ☒ Activity Title
- ☒ Activity Version
- ☒ Classification
- ☒ Controlled Goods
- ☒ Number of Questions
- ☒ Date Printed

**Custom Cover Page Inputs**

## Date	[Delete]
## Student Name (printed)	[Delete]
## Signature	[Delete]

Drag and drop to set the order.  
Click to edit and change the label.

[Add]

**Layout Options**

- ☐ Display Questions that normally have a side by side layout to a top and bottom layout
- ☒ Show generic "print related" instructions
- ☐ Show Answers NOTE: Do not reload this page when printing without answers and with answers, as the order of some options will change.

**Additional Instructions:**

**Activity Profile Settings:** Displaying questions randomly / Displaying multiple choice options randomly / Including subset of 9 questions a sub-set of questions with the following tags: **abc** **abc123** **LCMS**

5. Select the desired layout from the **Layout Options**. **Note:** You may change the layout of side-by-side questions to a top/bottom layout. To print an answer key, do not reload the page. Click the checkbox beside **Show Answers**. The **Answer Sheet** will display beneath the **Test Activity** name on the cover page, when printed.

6. Enter the desired supplementary information for the cover page in the **Additional Instruction** field if required. **Note:** The **Activity Profile Settings** field displays the activity settings associated with the Test Activity. If a subset is defined for Test Activity, the printed version will be based on a random selection of the defined subset. See Configure Subset Settings for more information.

**Print Test** [Print] [Close] [Help]

### Generic Exam Print Options

**Cover Page Options**

- ☒ Activity Title
- ☒ Activity Version
- ☒ Classification
- ☒ Controlled Goods
- ☒ Number of Questions
- ☒ Date Printed

**Custom Cover Page Inputs**

Date	[X]
Student Name (printed)	[X]
Signature	[X]

Drag and drop to set the order.  
Click to edit and change the label.

[Add]

**Layout Options**

- ☐ Display Questions that normally have a side by side layout to a top and bottom layout
- ☒ Show generic "print related" instructions
- ☐ Show Answers NOTE: Do not reload this page when printing without answers and with answers, as the order of some options will change.

**Additional Instructions:**

You will have one (1) hour to complete this exam. Good Luck!

**Activity Profile Settings:**

Displaying questions randomly / Displaying multiple choice options randomly / Including subset of 9 questions a sub-set of questions with the following tags: **abc** **abc123** **LCMS**

7. Click the **Print** button. **Note:** Ensure the computer is connected to a printer.

## Generic Exam

Version:	0.1
Classification:	LVL 1) UNCLASSIFIED
Controlled Goods:	CAT 4 - Unrestricted
Questions:	
Printed:	Aug-12-24 10:06 AM
Date:	<input type="text"/>
Student Name (printed):	<input type="text"/>
Signature:	<input type="text"/>

You will have one (1) hour to complete this exam. Good Luck!



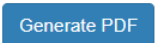
## 7.9.11 Generate Handout

The **Generate Handout** function allows the user to create a handout such as student or instructor guides based on the chosen content. Video, audio and some media will not be generated in a handout. **Note:** This function is not available for a Test Activity. See Print Test for more information.


To generate a handout:

1. On the **Activity** screen, click the **Additional Options** tab to expand the menu.
2. On the **Additional Options** menu, click **Generate Handout** to open the **Activity - Generate Handouts** window.
3. On the **Activity - Generate Handouts** window, select an interface from the **Interface** drop-down menu. If an interface was previously chosen for the Activity, the interface will automatically be populated this field. **Note:** The generated handout will have the same look and feel as the Activity preview.
4. Select the desired options to include in the handout by clicking the corresponding checkbox in the **Include** field. **Note:** Select the desired cover page from the **Cover Page** drop-down menu, if required.

**Activity: Kite and Bike Basics - Generate Handouts**

**Interface: \*** LL Training   

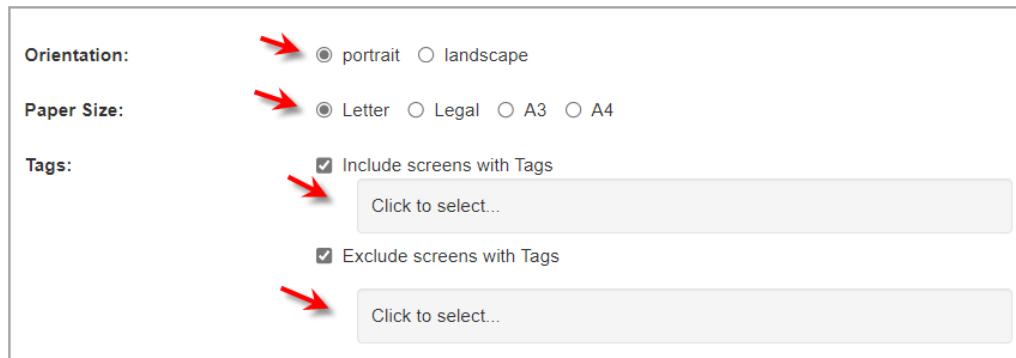
**Include: \***

<input checked="" type="checkbox"/> Activity Name	<input checked="" type="checkbox"/> Cover Page
<input checked="" type="checkbox"/> Topic Name	
<input checked="" type="checkbox"/> Screen Title	<input checked="" type="checkbox"/> Table of Contents
<input checked="" type="checkbox"/> Main Text	<input checked="" type="checkbox"/> Header and/or Footer
<input checked="" type="checkbox"/> Text Options	<input checked="" type="checkbox"/> Include Screen Number
<input checked="" type="checkbox"/> Media	<input type="checkbox"/> Hidden Topics and Screens
<input checked="" type="checkbox"/> Popup Boxes	
<input type="checkbox"/> Review Instructions	

5. Select the desired page orientation (portrait or landscape) by clicking the corresponding radio button.
6. Select the desired paper size (Letter, Legal, A3 or A4) by click the corresponding radio button.



7. Click the **Include screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Activity - Generate Handouts** window. See Tags/Categories (Tab) for more information.
8. Click the **Exclude screens with Tags** checkbox (if required), choose the tags from the **Select Tags** window and then click the **Submit** button to return to the **Activity - Generate Handouts** window.



**Orientation:** ☒ portrait ☐ landscape

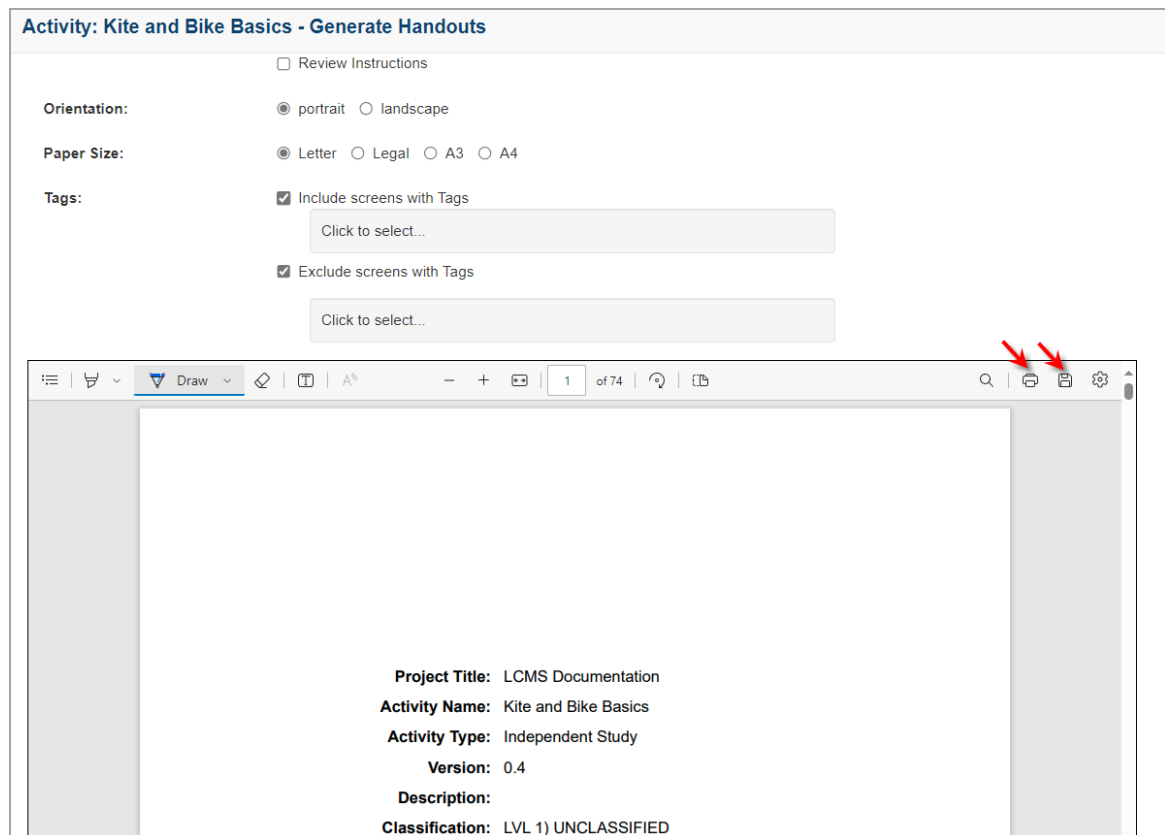
**Paper Size:** ☒ Letter ☐ Legal ☐ A3 ☐ A4

**Tags:**

☒ Include screens with Tags

☒ Exclude screens with Tags

9. Click the **Generate PDF** button to generate handout. When the handout is finished, it will open in a PDF reader window on the **Activity - Generate Handouts** window. Print or Save the PDF as required.



## 7.9.12 Import Translated Activity

The **Import Translated HTML** feature is available to Developers, Managers and Administrators.

To upload and import an HTML file containing the translated content of an activity:

1. Click **Import Translated HTML** from the **Additional Options** menu. **Note:** The Activity Production Status must be set to **SUBMITTED FOR TRANSLATION**.
2. Browse to find your translated HTML file, then click **Submit**. You will have the option to ignore questions, in case the question bank was previously translated. On import, if screens are missing, these details will display in a status report.

### Import HTML Translation File

Import File:

3. If the Import Status indicates Ready, check the items you wish to import and click **Import Selected**. **Note:** You should not navigate away from this screen during import.

### Import HTML Translation File

Check all Activities to import.

Activity	Type	Development Phase	Code	Version	Production Status	Import Status	
<b>French Test Activity</b>							
Cerfs-Volants et Vélos	Independent Study		help_00034	0.1	submitted for translation	Ready	<input type="checkbox"/>

The Import Status column will change to a check mark once the activity is successfully imported and the Production Status column will change to "submitted to translation". The Activity Status will also be updated to "Translated", but the activity will remain locked.

Activity	Type	Development Phase	Code	Version	Production Status	Import Status	
<b>French Test Activity</b>							
Cerfs-Volants et Vélos	Independent Study		help_00034	0.1	submitted for translation	✓	<input type="checkbox"/>

Once the import is complete, the repository tree will refresh to show the translated content.

To import more than one translated activity at a time, there is also an option for Translation Batch Import.

## 7.9.13 Export Activity to LCMS

The Activity Export feature is available to Managers and Administrators.

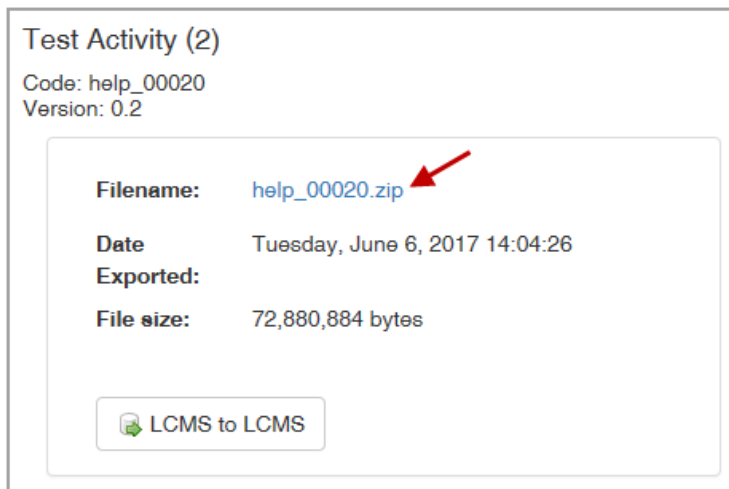
To export an activity:

1. Click **Export Activity to LCMS** from the **Additional Options** menu.
2. Click the checkbox beside **Validate Media** to ensure media required for the activity exists in the LCMS. **Note:** De-selecting this feature decreases the time it takes to generate the export file.
3. Click the checkbox beside **Include Review History** to include previous reviews. Select the review type(s) to include from the **Include Review Type** drop-down menu.
4. Click the **LCMS to LCMS** button to begin the exporting process.



The screenshot shows the 'Activity Export' dialog box. At the top, it says 'Kite and Bike Basics' with 'Code: help\_00020' and 'Version: 0.4'. Below this, there are fields for 'Filename:' (help\_00020.zip), 'Date Exported:' (Tuesday, May 17, 2022 12:18:44), and 'File size:' (70,225,392 bytes). There are two checkboxes: 'Validate Media' (checked) and 'Include Review History (11 Reviews)' (checked). Below these is a dropdown menu for 'Include Review Types:' with 'Content' and 'Peer' selected. At the bottom left is a button labeled 'LCMS to LCMS'. At the top right are links for 'Return to Activity' and 'Help'.

5. After the export is complete, click on the zip **Filename** to download. You will now see the **Date Exported** and the **File Size**. To export more than one activity at a time, there is also an option to **Batch Export**.

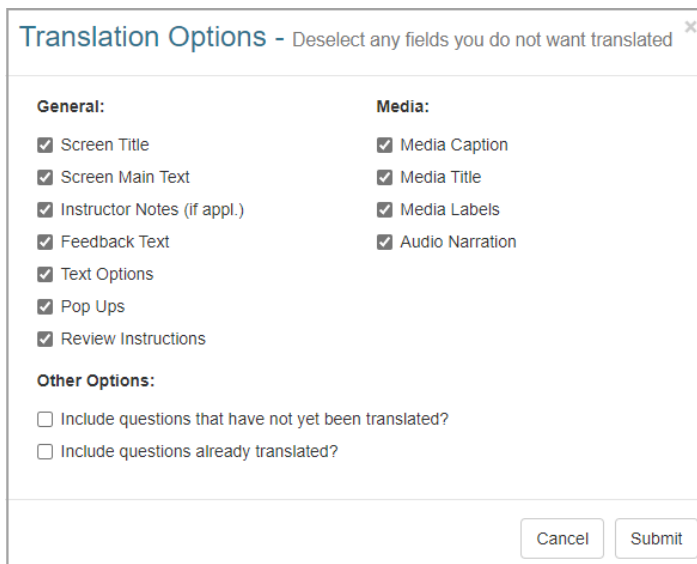


## 7.9.14 Export for Translation

The **Export for Translation** feature is available to Developers, Managers and Administrators.

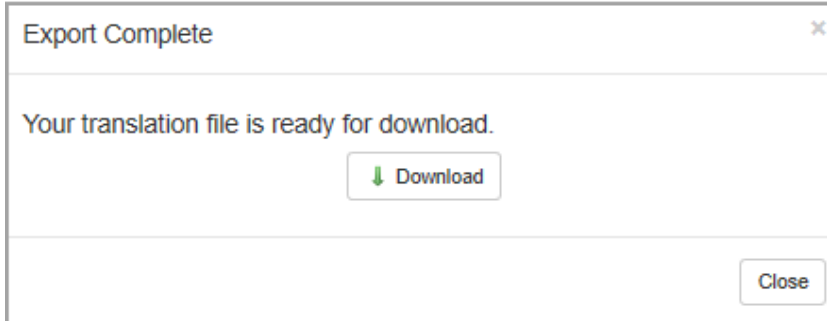
To export an activity, including a test activity for translation:

1. Click **Export for Translation** from the **Additional Options** menu.
2. On the **Translation Options** window, click the checkbox to deselect the desired options. **Note:** The deselected options will not be included in the translation export.
3. Click the checkbox beside **Include questions that have not been translated?** and/or **Include questions already translated?** to include these options in the export.
4. Click the **Submit** button to export the activity for translation. **Note:** The activity **STATUS** field now states **SUBMITTED FOR TRANSLATION**.



The screenshot shows a dialog box titled "Translation Options - Deselect any fields you do not want translated". It contains three sections: "General:", "Media:", and "Other Options:". The "General:" section has seven checked items: Screen Title, Screen Main Text, Instructor Notes (if appl.), Feedback Text, Text Options, Pop Ups, and Review Instructions. The "Media:" section has four checked items: Media Caption, Media Title, Media Labels, and Audio Narration. The "Other Options:" section has two unchecked items: "Include questions that have not yet been translated?" and "Include questions already translated?". At the bottom right are "Cancel" and "Submit" buttons.

5. On the **Export Complete** window, click the **Download** button (if you are using IE, right-click and select **Save Target As** to download) to download the HTML files for translation. To export more than one activity at a time for translation, there is also an option to Export to Batch for Translation.



The screenshot shows a dialog box titled "Export Complete". It contains the text "Your translation file is ready for download." and a "Download" button with a green downward arrow icon. At the bottom right is a "Close" button.

### 7.9.15 Export to Batch for Translation

The **Export to Batch for Translation** feature is available to Developers, Managers and Administrators.

To export an activity, including a test activity to batch for translation, click **Export to Batch for Translation** from the **Additional Options** menu. The activity **STATUS** field now states **SUBMITTED TO BATCH FOR TRANSLATION**.

## 7.9.16 Media Audit


The LCMS provides a media audit of all types of media (audio, graphics, movies, etc.) used in an activity. This is valuable when assessing the status of multimedia development for specific activities. To view the status of media files:

1. Click **Media Audit** from the **Additional Options** menu to open the **Media Audit** screen.
2. The **Media Audit** screen displays the activity name and code at the top, as well as the date and time of the generated report. The **Summary** section indicates how many media files have been specified (selected + requested but not selected), put in place (selected) and missed (requested but not selected) for the entire activity.

The **Format Count** details how many of each type of media are used in the activity, and each type is grouped by the file extension.

The **Overall Completion** section gives a percentage of how many media files are in place out of how many that were specified. All of the above details are also given for each individual topic within the activity.

3. Use the **Expand All/Collapse All** button for all topics, or the expand button located before the topic name for each one, to open/close more details about the media under the **Details by Topic/Screen** section.

**Media Audit for: Independent Study Activity (help\_00018)** 

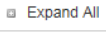

Date Generated: Thursday, January 25, 2018 - 12:07:10


**Summary**

Files specified: 23  
Files in place: 23  
Files Missing: 0  
Overall Completion:  100%

**Format Count**

giga 3  
jpg 7  
mp4 1  
png 3  
swf 6  
unity3d 2


**Details by Topic/Screen**  


 **Instruction Screens**

Files specified: 23  
Files in place: 23  
Files Missing: 0  
Overall Completion:  100.00%

4. The media details for each topic include: screen number, screen style, screen ID, and if available, main text, requested filename and description (on mouse rollover of icon) and the selected filename. The green checkmark beside all of the selected filenames indicates all of the files that are in place. Clicking the **Usage** icon opens a new pane that displays a list of Activities using the media.
5. On the Usage pane, click the Popout button to open the **Media Usage** window.

**4. 3.03 - (14505) 3.03 Modest Tree (Fin Stabilizer) - Modest Tree files are Unity 3D models that the user can interact**

Request Details		Selected Filename	
1.		Fin Stabilizer Media Blueprint...	

 Popout

Excel CSV PDF

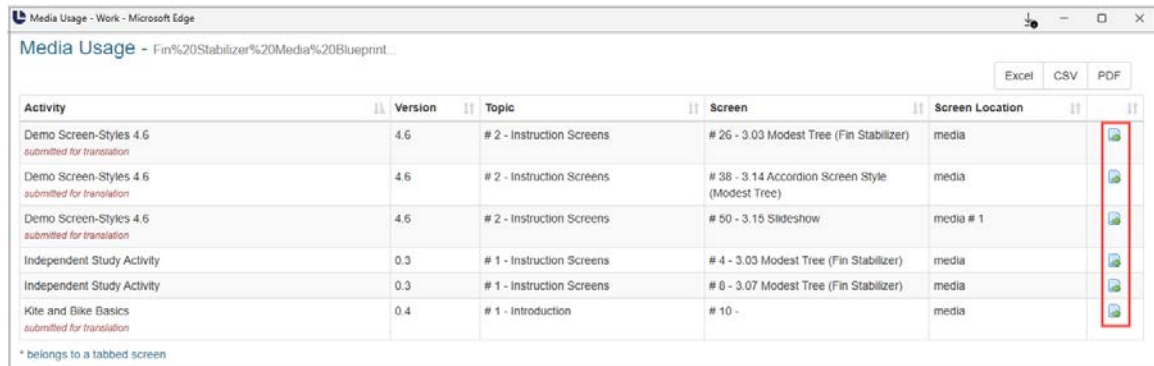
Activity	Version	Topic	Screen	Screen Location
Demo Screen-Styles 4.6 <small>submitted for translation</small>	4.6	# 2 - Instruction Screens	# 26 - 3.03 Modest Tree (Fin Stabilizer)	media
Demo Screen-Styles 4.6 <small>submitted for translation</small>	4.6	# 2 - Instruction Screens	# 38 - 3.14 Accordion Screen Style (Modest Tree)	media
Demo Screen-Styles 4.6 <small>submitted for translation</small>	4.6	# 2 - Instruction Screens	# 50 - 3.15 Slideshow	media # 1
Independent Study Activity	0.3	# 1 - Instruction Screens	# 4 - 3.03 Modest Tree (Fin Stabilizer)	media
Independent Study Activity	0.3	# 1 - Instruction Screens	# 8 - 3.07 Modest Tree (Fin Stabilizer)	media
Kite and Bike Basics <small>submitted for translation</small>	0.4	# 1 - Introduction	# 10 -	media

\* belongs to a tabbed screen

6. On the **Media Usage** window, click the Link icon for the desired listed item to locate it in the Navigation tree. **Note:** You may also download the report or close the window



to return to the **Media Audit** screen.



Activity	Version	Topic	Screen	Screen Location
Demo Screen-Styles 4.6 <i>submitted for translation</i>	4.6	# 2 - Instruction Screens	# 26 - 3.03 Modest Tree (Fin Stabilizer)	media
Demo Screen-Styles 4.6 <i>submitted for translation</i>	4.6	# 2 - Instruction Screens	# 38 - 3.14 Accordion Screen Style (Modest Tree)	media
Demo Screen-Styles 4.6 <i>submitted for translation</i>	4.6	# 2 - Instruction Screens	# 50 - 3.15 Slideshow	media # 1
Independent Study Activity	0.3	# 1 - Instruction Screens	# 4 - 3.03 Modest Tree (Fin Stabilizer)	media
Independent Study Activity	0.3	# 1 - Instruction Screens	# 6 - 3.07 Modest Tree (Fin Stabilizer)	media
Kite and Bike Basics <i>submitted for translation</i>	0.4	# 1 - Introduction	# 10 -	media

\* belongs to a tabbed screen

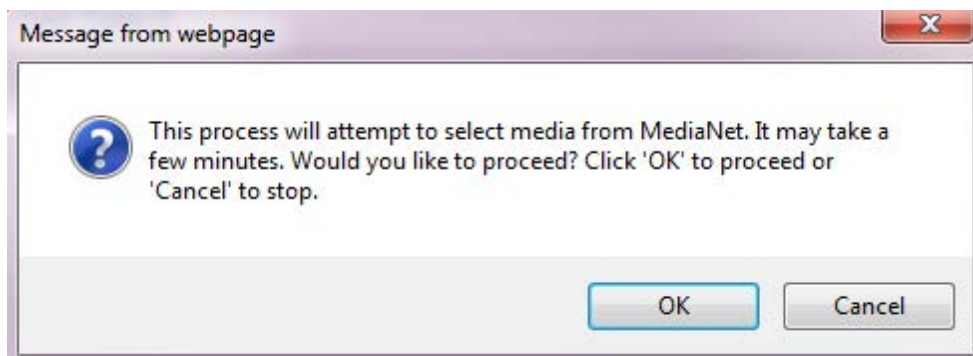
7. On the **Media Audit** screen, click the **Print** button to print the Media Audit report.

8. Click the **Return to Topic List** to return to the **Topic List** screen.

### 7.9.17 Update Media Links

Once the multimedia files are developed and placed in the **Media Library**, you can populate all empty media fields in an activity with the media requested in the **Requested Filename** field. **Note:** Once you have added a filename to the **Requested Filename** field and clicked **Save**, the filename will appear in the media filename field with "Requested Filename -" in front of it. You may leave off the file extensions on the requested filenames, as they will ultimately be ignored and the files searched by name only within the **Media Library** when using **Update Media Links**.

1. Click **Update Media Links** from the **Additional Options** drop-down menu.
2. Click **OK** in the message window to continue or click **Cancel** to abort the update.



3. A window will open showing all requested filenames and whether they were **Updated**,

**Skipped or Not Found. Note:** Once a media field is populated, the **Update Media Links** feature will not replace or overwrite the file selected with any **Requested Filename** (if available). **Update Media Links** will only populate empty media fields.



- Click the **Clear** button to clear the media field, then click **Update Media Links**. Now the field will populate with the new **Requested Filename**. To learn about adding individual media to a screen, visit the Add Individual Media section.

The screenshot shows the LCMS interface for editing a screen. At the top, there are buttons for 'Screen', 'Save', 'Preview Screen', 'Change Screen Style', and 'Change(s) Required'. Below these is a 'Screen Title' field containing '3.17 Example'. The main content area has a 'Media' tab selected, showing a file input field with the text 'ops\_plain\_front\_895W\_807H.jpg'. To the right of the input field are buttons for 'Clear', 'Clear' (highlighted with a red border), 'Description', and 'Caption'. Above the input field, there are labels for 'ACTIVITY: Test Activity (2)' and 'TOPIC: My Test Topic'. Below these are 'LAYOUT SIZE: 50% Text, 50% Media' and 'SESSION SAVE: None'. At the bottom, there is a 'Sync reorder with Text Options: ON OFF' toggle.

## 7.9.18 Question Audit



To generate an activity Question Audit:


- On the **Activity** screen, click the **Additional Options** tab to expand the menu.
- On the **Additional Options** menu, click **Question Audit** to generate the question audit for the desired activity. The generated audit will display the date it was generated and the total number of questions found in the desired activity. The generated audit also provides a summary of the questions found in each topic.


**Question Audit: Kite and Bike Basics (help\_00020)**  

Date Generated: Jan-27-25 9:33 PM

Total Questions: 6

Details by Topic/Screen  Expand All  Collapse All

 Introduction

 Flying a Kite





Riding a Bike



No Snippets Found


Conclusion










No Snippets Found

3. On the **Question Audit** window, click the desired Topic/Screen Expand Button to view the list of questions included in the topic. If required, click the edit icon to open the Question Bank and modify the question. See Edit Question Screen for more information. You may also click the Usage icon to open the Question Bank and view the question's usage. See Question Usage for more information. **Note:** Click the **Expand All** button to display all questions at once. Click the **Collapse All** button to hide all questions at once.

**Question Audit: Kite and Bike Basics (help\_00020)**    

Details by Topic/Screen  Expand All  Collapse All

 Introduction

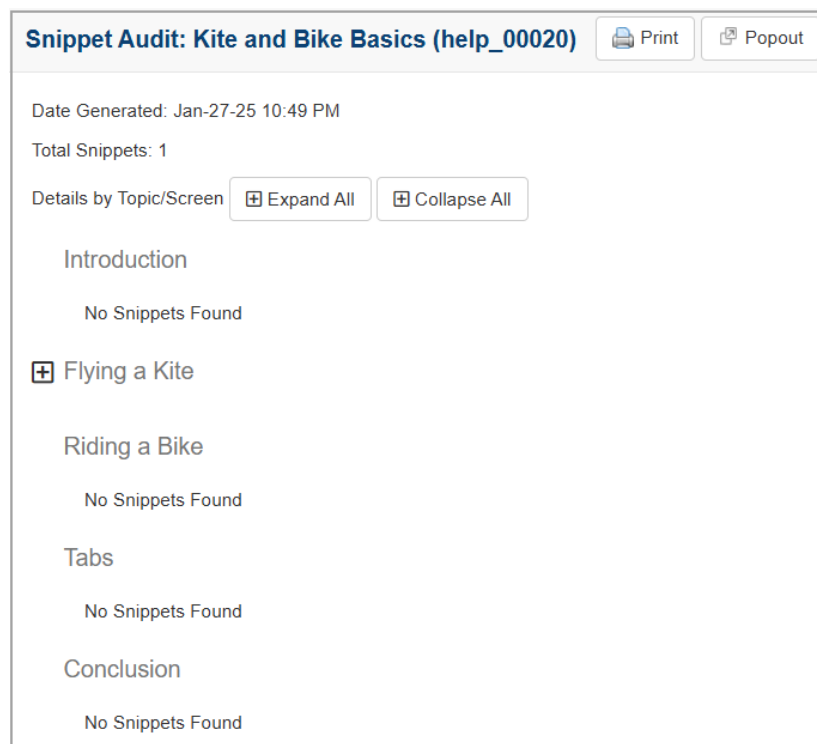
#	Style	ID	Question	
1	4.52	15207	<b>Demo Question 4.52</b> Lorem 1. Option 1 2. Option 2 3. Option 3	 
2	2.52	15427	<b>Knowledge Check</b> Which of the following are good places to fly a kite? 1. Open field 2. Under power lines 3. Beach 4. Busy highway	 
3	2.53	15436	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris rutrum mauris vitae massa bibendum hendrerit. Integer luctus a metus in sollicitudin. Maecenas feugiat tellus purus, vel iaculis urna ultricies vitae. Nunc id lorem imperdiet urna varius rhoncus. Vestibulum orci sapien, suscipit eget cursus id, efficitur vitae lorem. Sed dignissim scelerisque libero, ac rhoncus est convallis vel. Curabitur et mattis mi. Morbi cursus risus eget elit sollicitudin, in malesuada est mollis. Nulla sed mi urna. Nam nec elit nec ex lobortis sodales.	 
4	4.52	15442	Lorem 1. Option 1 2. Option 2 3. Option 3	 
5	2.52	48580	main 1. A. 2. B.	

4. Click the **Popout** button to display the Question Audit in a new browser window.
5. Click the **Print** button to print the Question Audit. **Note:** Ensure the computer is connected to a printer.

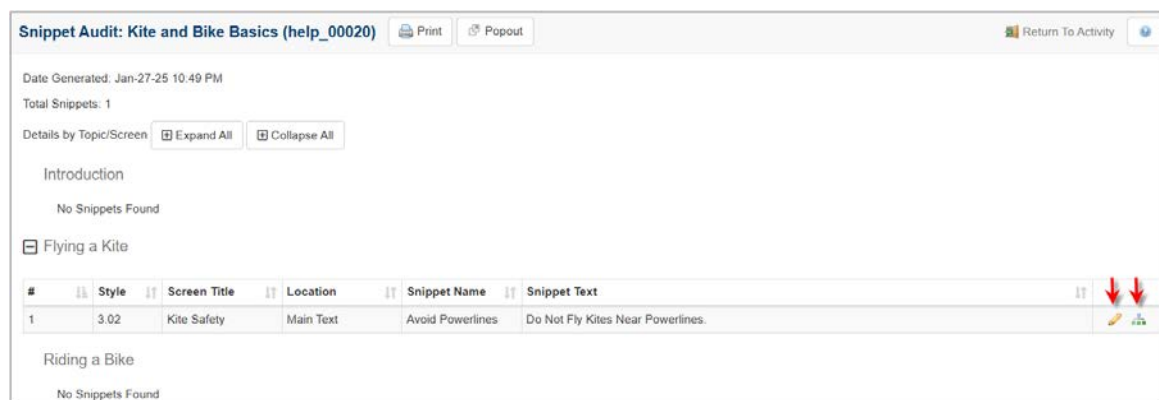
## 7.9.19 Snippet Audit

To generate an activity Snippet Audit:

1. On the **Activity** screen, click the **Additional Options** tab to expand the menu.
2. On the **Additional Options** menu, click **Snippet Audit** to generate the snippet audit for the desired activity. The generated audit will display the date it was generated and the total number of snippets found in the desired activity. The generated audit also provides a summary of the snippets found in each topic.



3. On the **Snippet Audit** window, click the desired Topic/Screen Expand Button to view the list of snippets included in the topic. If required, click the edit icon to open the Snippet Bank and modify the snippet. See Edit Snippet for more information. You may also click the Usage icon to open the Snippet Bank and view the snippet's usage. See Snippet Usage for more information. **Note:** Click the **Expand All** button to display all snippets at once. Click the **Collapse All** button to hide all snippets at once.



4. Click the **Popout** button to display the Question Audit in a new browser window.
5. Click the **Print** button to print the Question Audit. **Note:** Ensure the computer is connected to a printer.

## 7.9.20 Maintain References

Administrators, Managers, Developers and other users with the relevant privileges enabled can manage references.

References may include URL links to websites, links to files such as MS Word and Adobe Acrobat files, links to media assets, etc. They are made available to learners to help them complete the activity (e.g. a procedure manual that must be referred to when completing a Test, a web page that further explains concepts highlighted in an Instructor Led lesson, etc.).

When an activity features the References functionality, you may access references in two ways from within the activity:

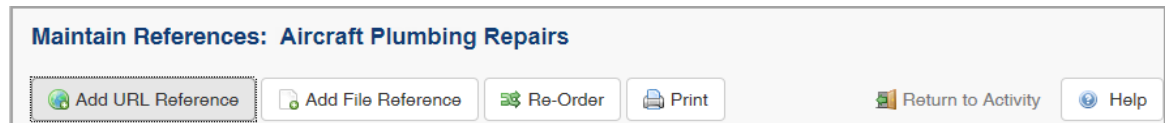
1. By clicking hyperlink text on any screen to open a reference.
2. By clicking the **References** button while on any screen. The **References** button will only be enabled when there is at least one “visible” reference available. **Note:** For instructions on accessing hyperlink texts from a screen, see Hyperlink to Reference.

To add, edit or delete activity references, select the **Maintain References** link under the **Additional Options** menu.

## 7.9.20. Add a URL Reference to an Activity

1

1. Click **Maintain References** from the **Additional Options** drop-down menu.
2. The **Maintain References** screen appears. Click the **Add URL Reference** button at the top of the screen.



3. Type the name of the reference in the **Reference Name** field.
4. Type the URL address in the URL field.
5. Select **Hidden** or **Visible** from the **Reference Visibility** field. If the reference is to be accessed on a specific screen only (not throughout the activity), select **Hidden**. If the reference may be accessed at any time throughout the activity (by clicking the References button), select **Visible**. **Note:** Hidden references are only hidden from the **References List** in the viewer interface.

6. Click the **Submit** button. The URL reference will be shown on the **Maintain References** screen.

## 7.9.20. Add a File Reference to an Activity

2

1. Select **Maintain References** from the **Additional Options** menu.
2. The **Maintain References** screen appears. To add a file reference, click the **Add File Reference** button.

**Maintain References: Aircraft Plumbing Repairs**

[Add URL Reference](#)
[Add File Reference](#)
[Re-Order](#)
[Print](#)
[Return to Activity](#)
[Help](#)

3. Type the file address in the **File** field or click the **Select** button to locate the file. All files must reside in the **Media Library** or be uploaded to the **Media Library**.

**Add File Reference**

**File**  [Select](#) [Clear](#)


**Reference Name**  Title will be retrieved upon selecting media. Leave blank to default to Media Title

**Reference Visibility**  Visible ☐ Upon selecting the media, the Media Title will be retrieved.

TIP: Leave this blank to have the Title retrieved at the time of Preview or Publishing. This allows for greater consistency across all Activities that use this Reference.

[Cancel](#) [Submit](#)

4. Type the name of the reference in the **Reference Name** field. This is the reference name that the user sees in the activity. If you leave this field empty, the Media Title displays as the reference name when previewed/published.
5. Select **Hidden** or **Visible** from the **Reference Visibility** field. If the reference is to be accessed on a specific screen only (not throughout the activity), select **Hidden**. If the reference may be accessed at any time throughout the activity (by clicking the **References** button), select **Visible**. **Note:** Hidden references are only hidden from the **References List** in the viewer interface.
6. Click the **Submit** button. The reference file is displayed on the **Maintain References** screen. **Note:** If the **Reference Name** field is blank and a Media Title exists, a yellow icon appears beside the reference name on the **Maintain References** screen with a tip indicating that the Media Title will be used.

					Excel	CSV	PDF
#	Reference	Type	Visibility	Location/Filename			
1	Grob Checklist 			Grob Checklist Issue 3 Rev 2 dated 10 Jun 2012.pdf			

Reference name is blank and will use the Media Title information.

**Note:** If there is no Media Title **and** you do not enter a title in the **Reference Name** field, the reference file name populates the **Reference Name** field when previewed/

published.

**Note:** If the same reference is entered more than once, the LCMS accepts each one and changes the file name by adding 1, 2, 3, etc. to the end of it.

## 7.9.20. Edit an Activity Reference

### 3

1. Select **Maintain References** from the **Additional Options** menu.
2. The **Maintain References** screen appears. Select the reference you wish to edit.

#	Reference	Type	Visibility	Location/Filename	
1	Grob Checklist ⚠	File	Visible	Grob Checklist Issue 3 Rev 2 dated 10 Jun 2012.pdf	

3. The **Edit File Reference** screen appears. Edit the chosen field(s). The file currently used is displayed in the **File** field. Click the **Select** button beside the **File** field to select the revised file from the Media Library.

4. Select **Hidden** or **Visible** from the **Reference Visibility** field. If the reference is to be accessed on a specific screen only (not throughout the activity), select **Hidden**. If the reference may be accessed at any time throughout the activity (by clicking the **References** button), select **Visible**. **Note:** Hidden references are only hidden from the **References List** in the viewer interface.
5. Click the **Submit** button. The revision is shown on the **Maintain References** screen.



## 7.9.20. Re-order Activity References

### 4

When there are two or more references on a **References** screen, the references may be re-ordered.

1. Select **Maintain References** from the **Additional Options** menu.
2. The **Maintain References** screen appears. Click the **Re-Order** button.

#	Reference	Type	Visibility	Location/Filename
1	Grob Checklist ⚠	File	Visible	Grob Checklist Issue 3 Rev 2 dated 10 Jun 2012.pdf
2	Phase 1 Training Plan ⚠	File	Visible	Ph I_TP_V3.02_2Feb13.pdf

3. A **Reference Re-Order** screen appears. Use the drag handles beside the reference names to re-order them. The order you choose is the order in which users see the list of references within the activity.

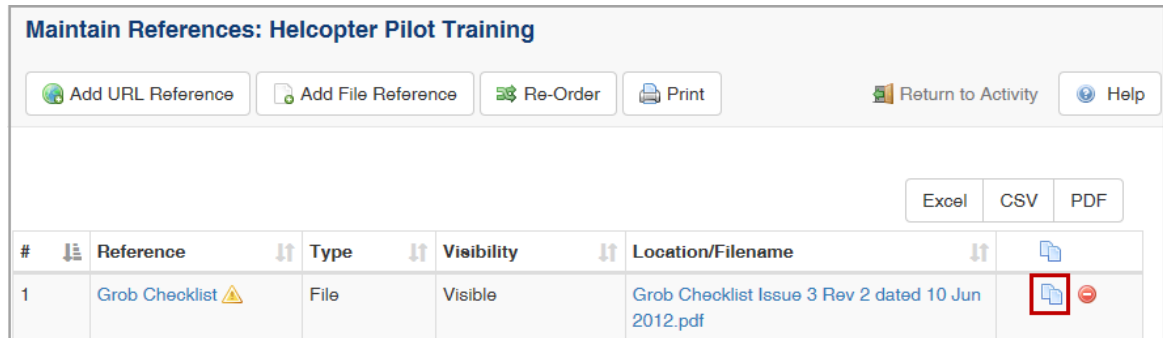
4. Click the **Submit** button. The order you selected is displayed on the **Maintain References** screen.

## 7.9.20. Copy an Activity Reference

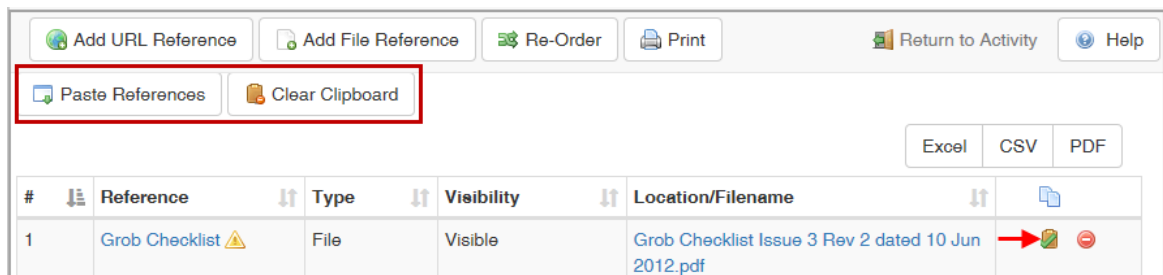
### 5

1. Select **Maintain References** from the **Additional Options** menu.

- The **Maintain References** screen appears. Click the **Copy** icon beside the reference you wish to copy to the clipboard.



- The **Copy** icon changes to a checkmark to indicate that the reference has been copied to the clipboard. Buttons now appear at the top of the screen for **Paste References** and **Clear Clipboard**.



- Click **Paste References** to paste the selected reference(s) into the activity you are currently in. **Note:** Hover your mouse over the **Paste** button to see which references are on the clipboard.
- Click **Clear Clipboard** to remove copied references from the clipboard.

## 7.9.20. Delete an Activity Reference


### 6

- Select **Maintain References** from the **Additional Options** menu.
- The **Maintain References** screen appears. Click the **Delete** icon beside the reference you wish to delete.

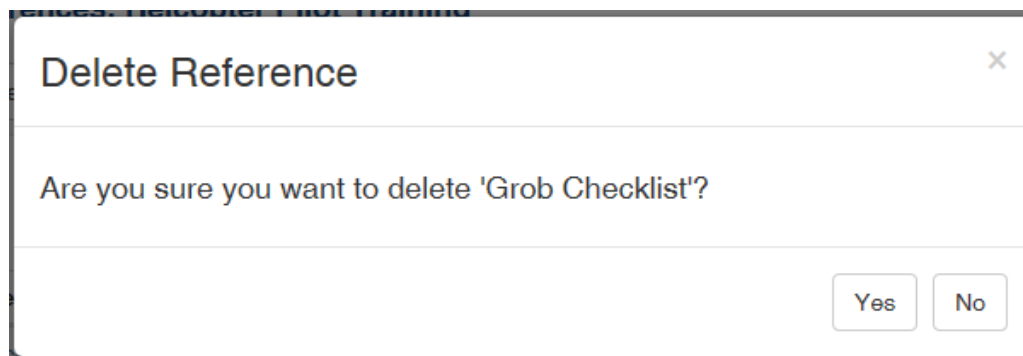
**Maintain References: Helicopter Pilot Training**

[Add URL Reference](#) [Add File Reference](#) [Re-Order](#) [Print](#) [Return to Activity](#) [Help](#)

Excel CSV PDF

#	Reference	Type	Visibility	Location/Filename	
1	Grob Checklist ⚠	File	Visible	Grob Checklist Issue 3 Rev 2 dated 10 Jun 2012.pdf	

3. A window appears asking if you are sure you wish to delete the reference.



4. Click **Yes** to delete the reference from the **Maintain References** screen.

## 7.9.21 Maintain Attachments

Attachments are documents that you can add to an activity so that they will be available to all individuals involved in the development of that activity, such as Reviewers, Subject Matter Experts and Clients. These documents can consist of standard document formats for which the end user platform has a viewer (Word, Excel, PDF, etc.). Attachments are specific to the activity they are added to. The list of attachments is shown for all versions of an activity.

### 7.9.21. Add an Attachment

1

1. Click **Maintain Attachments** from the **Additional Options** menu.
2. The **Attachments** screen will appear for the activity. Click the **Add Attachment** button.
3. The **Add Attachment** screen will appear. Enter a name for the attachment in the

**Description** field.

4. Select the file location using the **Browse** button and add a description for the file.
5. Once you have located the file, click the **Open** button. The location will show in the **Attachment File** field.

6. Click the **Submit** button. The attachment will appear on the **Attachments** screen. The list of attachments is shown for all versions of an activity. **Note:** The number of attachments assigned to an activity will be displayed in brackets ( ) on the **Additional Options** menu.

## 7.9.21. Open an Attachment 2

On the **Maintain Attachments** screen, click the link for the attachment you wish to access under the **Filename** heading. The attachment will open.

## 7.9.21. Delete an Attachment 3

1. Select **Maintain Attachments** from the **Additional Options** menu.
2. Click the **Delete** icon beside the attachment you wish to delete. The attachment will be removed from the **Attachments** screen.

	Description	Filename	Size
1.	test doc	bluesourcecode.txt	0.39648 kb

3. The number of attachments assigned to an activity will be displayed on the **Additional Options** menu.

## 7.9.22 Validate Activity

An activity may be validated prior to publishing to ensure there are no issues such as missing correct answers and/or missing media files.

To validate an activity:

1. Click **Validate Activity** from the **Additional Options** menu to open the **Activity Validation** screen. The **Activity Validation** screen displays any validation issues found in the activity with corresponding screen links.
2. On the **Activity Validation** screen, click the **Topic** or **Screen ID** link to open the activity screen at the selected location.

Activity Validation for: Kite and Bike Basics Return to Activity Help

**Kite and Bike Basics**  
Production Status: submitted for translation Excel CSV PDF

Topic	Screen ID	Screen	Validation Issues
Introduction	48580	No Screen Title Provided	missing correct answer for question
Flying a Kite	48579	No Screen Title Provided	missing correct answer for question
Tabs	48564	Question	missing correct answer for question
Tabs	48564	Question 2	missing correct answer for question
Tabs	48564	Question	missing requested graphics: IMG_00051_07_G023
Tabs	48564	Question 2	missing requested graphics: IMG_00051_07_G023

Popout

3. On the open activity screen, resolve the validation issue, and then click the **Save** button.
4. Resolve all validation issues prior to publishing the activity as a course. Validation errors will display when you are trying to publish a course, if all validation issues have not been resolved.

## 7.9.23 Publish as Course

Courses can be published from within an activity by following the steps below.

1. Click **Publish as Course** from the **Additional Options** menu.
2. The **Course Designer** opens on the **Publish** tab. **Note:** Click the **Settings** tab and modify the **Course Code** and **Course Description** fields if required. You may also add and edit course details and structure. For more information see Course Designer.

The screenshot shows the 'Settings' tab of the Learninglogics LCMS 4.36 interface. At the top, there are four tabs: 'Edit', 'Settings' (which is highlighted with a red box), 'Metadata', 'Boilerplates', and 'Publish'. A 'Save' button is located in the top right corner. Below the tabs, there are three input fields: 'Course Title' with the value 'Independent Study Activity', 'Course Code' with the value 'help\_00018', and 'Course Description' with the value 'Direct publish from Activity'. The 'Course Description' field has a small icon in the bottom right corner, likely for text formatting.

3. On the **Publish** tab, select the desired interface from the **Interface** drop-down menu.
4. Select the desired glossary from the **Glossary** drop-down menu, if required.
5. Select the desired package type **SCORM** or **Offline**. **Note:** When one of the SCORM option is selected, click the **Include Offline Download** checkbox to include the offline course in the SCORM package. This function wraps the course, making it SCORM conformant for delivery via a SCORM conformant LMS.
6. Click the **On publish, set activity production status to 'Published' and lock the activity** checkbox, if required. **Note:** This will change the status of the activity to published and lock the activity.
7. Click the **Include Alternate Language** checkbox, if required. **Note:** Multilingual Supports must be enabled in **Project Preferences** for this checkbox to display.
8. Click the **Include Content Viewer** checkbox to include the content viewer, if required.
10. Click the **Include screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required).
11. Click the **Exclude screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required).
12. Click the **Create** button to create your SCORM or Offline package.

Activity: Kite and Bike Basics

Return to Activity Help

Edit Settings Metadata Boilerplates **Publish**

Interface: Engine NG5 (dev)

Glossary: No Glossary

Package: ☐ SCORM 2004 3rd ☐ SCORM 2004 4th ☐ SCORM 1.2 ☒ CMI-5 ☐ Offline

☒ Include Offline Download

☒ On publish, set activity production status to 'Published' and lock the activity

☒ Include Alternate Language

☒ Include Content Viewer

☒ Include screens with Tags

Click to select...

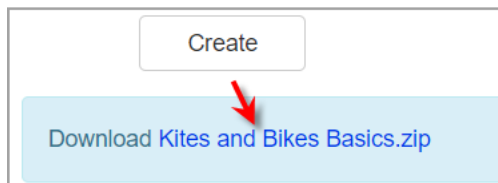
☒ Exclude screens with Tags

Click to select...

Create

13. After a few minutes, the package will be created.

14. Click the course link to download the SCORM package. When the file is downloaded, save the file in the desired location. **Note:** Now that you have wrapped the desired course in a SCORM package and downloaded it, it is available for import into the LMS. This import is done from within the LMS.



15. Click **Return to Activity** when you have finished publishing your course.

## 7.9.24 Published Course

Each time a course is published, an archived version of the course is saved so users can re-download it if needed.

1. Click **Published Course History** from the **Additional Options** menu. If there are no published courses, this link will do nothing. The number of published courses is indicated beside the link.
2. For each published course listed, there are options for Administrators and Managers to:

- a. Indicate that the course has been pushed to an LMS - see Published to LMS Indication for more details
- b. Indicate that the course is available as an offline course - see Offline Course Launcher for more details
- c. Download the published course - see Download Published Course for more details
- d. Delete the published course - see Delete Published Course for more details

**Note:** Developers will see the list of courses, but will not have access to these options.

Activity: Kite and Bike Basics : Published Courses									
<a href="#">Publish as Course</a>									
<a href="#">Excel</a> <a href="#">CSV</a> <a href="#">PDF</a>									
Published	Name	Version	Published By	Sent To LMS?	Offline	Download			
Wednesday, July 7, 2021 10:14:47	<a href="#">Kite and Bike Basics</a>	0.4	Default Admin	<input type="checkbox"/>					
Wednesday, July 7, 2021 10:21:58	<a href="#">Kite and Bike Basics</a>	0.4	Default Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

**Note:** Users can also access the list of published courses through **LCMS Menu/Content Packaging/Published Courses**.

## 7.9.25 Course List

On the **Activity** screen, click **Course List** from the **Additional Options** menu to display the **Activity Course List** screen. This screen displays a list of courses this activity is found in. This includes courses in **Course Packaging** as well as direct published courses.

## 7.9.26 Batch Tag Screens

On this screen, the user can apply or remove tags to Activity screens using the Screens list.

- Click the desired radio button (**Apply Tags** or **Remove Tags**) to apply or remove the tags from screens.
- Click within the **Tags** field to select or deselect the tags populated on the **Select Tags** screen, or use the **Load Tags From** drop-down menu options (**Activity**, **Topics**, **Screens** or **Combined Activity, Topics & Screens**). The tags assigned to the chosen option will populate on the **Select Tags** screen. Select or deselect the desired tags.

**Note:** New tags can also be added in the **Select Tags** screen. See Add Tag for more



information.

- Click **Submit** to save the selection(s).

**Batch Tag Screens** • Kite and Bike Basics Return to Activity

**Action:** ☒ Apply Tags ☐ Remove Tags

**Tags:**  Load Tags From...

**Refine by:**

**Screen Type:** ☒ All Screens ☐ Question Screens ☐ Instructional Screens

**Difficulty:** ALL

**Screen Style:** All Styles

Apply Action to Selections

- The list of Activity screens can be refined by selecting options for **Screen Type**, **Difficulty**, and **Screen Styles**. **Note:** Only the selected options display in the list. **Note:** The **Difficulty** options (**Low**, **Medium** and **High**) represent the level of difficulty for Questions. When the **Instructional Screens** option is selected, the **Difficulty** field should remain set to **ALL**.

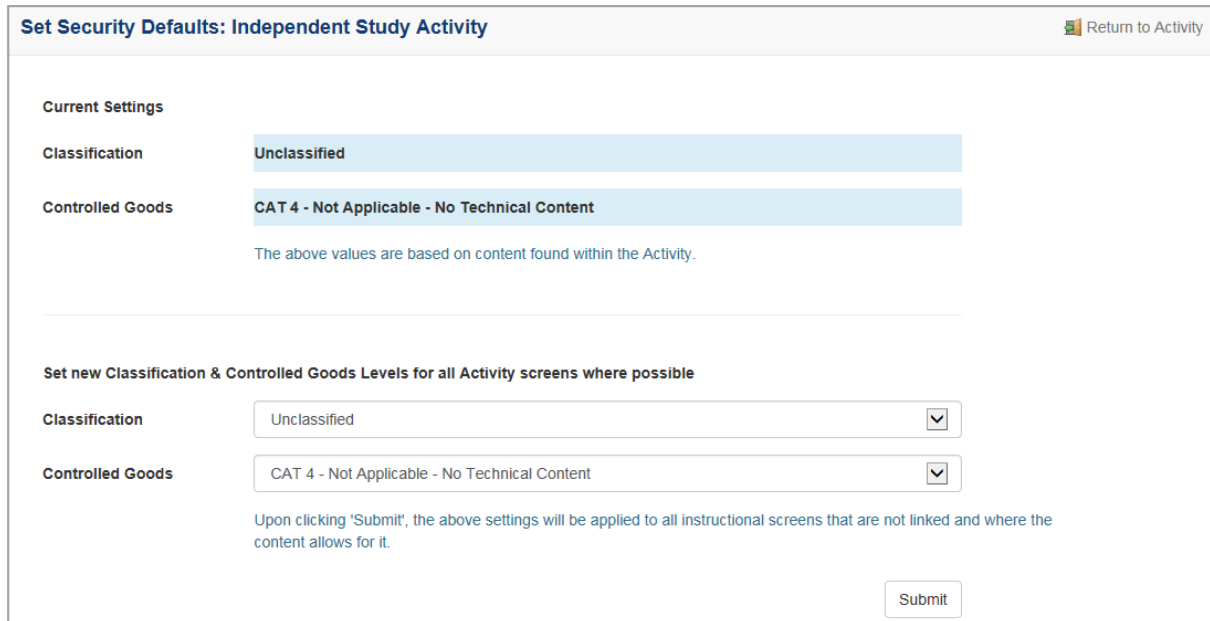
Filter: <input type="text"/>						Excel	CSV	PDF
#	Style	ID	Topic	Screen	Tags	Difficulty	<input type="checkbox"/>	
1	3.02	14884	01. Introduction	01. <b>Screen 1</b> In this lesson, you will receive an overview of the basic science and skills involved in kite flying and bike riding. If you're having trouble keeping your kite in the air or your bike upright, this is the course for you.			<input type="checkbox"/>	
2	4.52	15207	01. Introduction	02. <b>Demo Question 4.52</b> Lorem 1. Option 1 2. Option 2 3. Option 3		Low	<input type="checkbox"/>	
3	2.52	15427	01. Introduction	03. <b>Knowledge Check</b> Which of the following are good places to fly a kite? 1. Open field 2. Under power lines 3. Beach 4. Busy highway		Low	<input type="checkbox"/>	
4	2.53	15436	01. Introduction	04. <b>Demo Question: 2.53</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris rutrum mauris vitae massa bibendum hendrerit. Integer luctus a metus in sollicitudin. Maecenas feugiat tellus purus, vel iaculis urna ultricies vitae. Nunc id lorem imperdiet urna varius rhoncus. Vestibulum orci sapien, suscipit eget cursus id, efficitur vitae lorem. Sed dignissim scelerisque libero, ac rhoncus est convallis vel. Curabitur et mattis mi. Morbi cursus risus eget elit so ...		Low	<input type="checkbox"/>	
5	4.52	15442	01. Introduction	05. <b>Demo Question 4.52</b> Lorem 1. Option 1		Low	<input type="checkbox"/>	

- Select the desired screen(s) to apply or remove the tag(s) by clicking the checkbox in the last column. Select all the screens in the list by clicking the checkbox at the top of the last column. **Note:** The action to apply or remove the tag(s) will only apply to the selected screens.
- Click the **Apply Action to Selection button** to apply or remove the tag(s). When the tags are applied to the selected screens, they will display in the list in the **Tags** column. When the tags are removed from the selected screen, they will no longer display in the list.

## 7.9.27 Set Security Defaults

By selecting **Set Security Defaults** under the **Additional Options** menu, the

**Classification** and **Controlled Goods** levels can be set for the activity. The **Current Settings** are displayed first, with the drop-down options to set new levels for the activity (where possible).



**Set Security Defaults: Independent Study Activity** [Return to Activity](#)

**Current Settings**

**Classification** **Unclassified**

**Controlled Goods** **CAT 4 - Not Applicable - No Technical Content**

The above values are based on content found within the Activity.

---

**Set new Classification & Controlled Goods Levels for all Activity screens where possible**

**Classification**

**Controlled Goods**

Upon clicking 'Submit', the above settings will be applied to all instructional screens that are not linked and where the content allows for it.

## 7.9.28 TDM Integration

When TDM Integration is enabled, users can manage teaching points associations to screens at the topic and activity level.

1. On the **Activity** screen, click **TDM Integration** from the **Additional Options** menu.
2. The **TDM Integration** screen will open. **Note:** If a training document is associated with the Activity, the pertaining information displays in the **Statements associated with this Activity** field. If no training document has been associated, the **Statements associated with this Activity** field is blank.



**TDM Integration: Kite and Bike Basics** [Return to Activity](#)

**Statements associated with this Activity** [Link to TDM Course](#)

**Course: Pinwheels v.1**

- EO 001.01 Making a homemade kite
- EO 001.02 Repairing a Kite
- EO 002.01 Keeping your balance

The screenshot shows a web interface titled "TDM Integration: Kite and Bike Basics". In the top right corner, there is a "Return to Activity" link. Below the title, there is a section labeled "Statements associated with this Activity" which is currently empty. To the right of this section is a button labeled "Link to TDM Course".

## 7.9.28. Link Activity to TDM

### 1

1. On the **Activity** screen, click **TDM Integration** from the **Additional Options** menu.
2. When the **TDM Integration** screen opens, click the **Link to TDM Course** button.
3. Select a Course from the **Courses** drop-down menu. **Note:** The **Courses** drop-down menu displays the courses entered in TDM.
4. Select a course level to associate with the Activity from the **Course Levels** drop-down menu. **Note:** The **Course Levels** are dependent on the course schema entered in TDM. The course schema is designed using statement levels. Course Levels may be performance objective (level 1), enabling objective (level 2), teaching point (level 3), and sub-teaching point (level 4).
5. Select the desired statement level from the drop-down menu.
6. Click the **Submit** button to save.

The screenshot shows a dialog box titled "Associate a Course and Statement with this activity." with a close button (X) in the top right corner. Inside the dialog, there is a light blue instruction box with the following text: "1. Select the TDM course this activity is related to. 2. Indicate which statement level of the course the activity corresponds to. 3. Select the specific statement or statements this activity will address. 4. Submit your selection." Below this, it says "Child statements of the selected level can then be associated with screens in the activity." The dialog contains three drop-down menus: "Courses" with "Pinwheels (1), v.1" selected, "Course Levels" with "Enabling Objective (EO)" selected, and "Enabling Objective" with "Making a homemade kite" selected. At the bottom right, there are "Submit" and "Cancel" buttons.

## 7.9.28. Link Screens to Teaching Points

### 2

1. Click the EO to access the screen where you will associate the teaching points with activity screens. Click the **Link Screens to Teaching Point(s)** button.

**TDM Integration: Kite and Bike Basics** Return to Activity

Statements associated with this Activity Link to TDM Course

Course: Pinwheels v.1

EO 001.01 Making a homemade kite	
EO 001.02 Repairing a Kite	
EO 002.01 Keeping your balance	

Screen relationships: EO 001.01 Making a homemade kite Link Screens to Teaching Point(s)

Teaching Point(s) addressed on the following screens

Sequence	Teaching Point	Screens
1	Best tools for making a homemade kite	
2	How to thread a kite	

Unassigned screens

Topic	Screens
Flying a Kite (topic 2)	Why Does a Kite Fly? (screen 1)
Flying a Kite (topic 2)	Kite Safety (screen 2)
Flying a Kite (topic 2)	Getting Started (screen 3)
Flying a Kite (topic 2)	How-To Video (screen 4)
Flying a Kite (topic 2)	Knowledge Check (screen 5)
Flying a Kite (topic 2)	This is a slideshow. (screen 6)
Flying a Kite (topic 2)	Demo Question 4.52 (screen 7)

- For each teaching point, choose the desired screen(s) from the drop-down list that you would like to associate it to.
- Click the **Submit** button to save.

**Link Screens to Teaching Point(s)** ×

**EO 001.01 Making a homemade kite (Pinwheels v.1)**

Select the screens which will address each Teaching Point.

Sequence	Teaching Point	Screens
1	Best tools for making a homemade kite	select screen(s) ▼
2	How to thread a kite	select screen(s) ▼

Submit Cancel

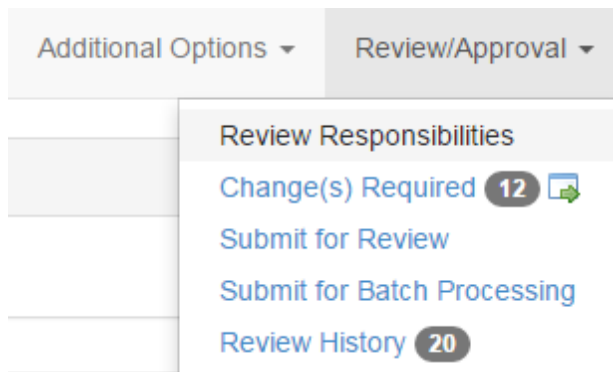
**Note:** You can also access the **Link Screens to Teaching Point(s)** window by clicking the **Link Screens to TDM statements** button at the top of the topic list screens. Unassigned screens list at the Activity level. To link a question screen to teaching points see Link Question Screen to Teaching Points.

Topic	Add Screen	Add Question	Preview Topic	Re-Order Screens	Link Screens to TDM statements	Return to Activity	Help
NAME: Introduction							
ACTIVITY: Kite and Bike Basics							
Screen List							
	Screen No.	Style	Main Text	Excel CSV PDF			
1	Screen 1	3.02	Screen 1 - In this lesson, you will receive an overview of the basic science and skills involved				
2	Screen 2	4.52	Demo Question 4.52 - Lorem				
3	Screen 3	2.52	Knowledge Check - Which of the following are good places to fly a kite?				
4	Screen 4	2.53	Demo Question: 2.53 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris rutrum mauris vitae massa bibendum h				
5	Screen 5	4.52	Demo Question 4.52 - Lorem				

## 7.10 Review/Approval Menu (Drop-Down)

Depending on the role you have been assigned, you may have access to some or all of the **Review/Approval** functionality for activities within the LCMS.

The **Review/Approval** drop-down options change depending on your role and where the particular activity is in the review process. Each drop-down item is described on the following pages.



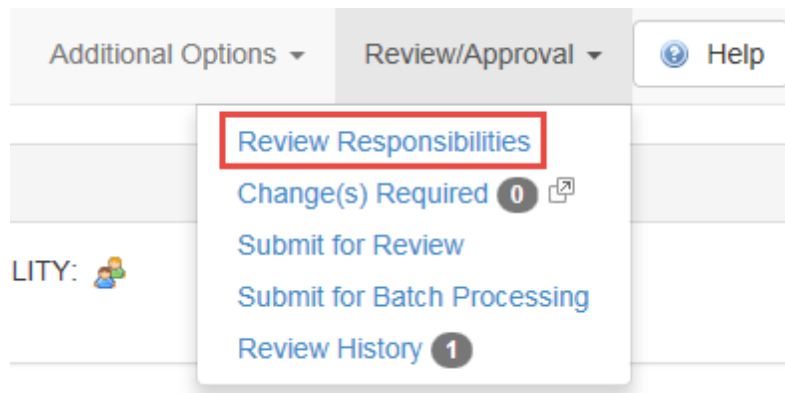
**Note:** Reviewers, Review Managers and Approval Authorities may be required to review or approve activities that were developed in the LCMS. Activities submitted for review or approval may be accessed directly in the LCMS. You will open the activity, add required comments, then notify the appropriate personnel that your review or approval is complete.

### 7.10.1 Review Responsibilities

Managers and Admins have the ability to assign a pool of users to each of the Reviewer, Review Manager, and Approval Authority roles. These users can be defined differently for each **Review Type**. When a Developer then submits a lesson for review, they may choose

one or more Reviewers, Review Managers, and Approval Authorities from the pools chosen by their Manager or Admin. This allows the Manager to create a sub-set list of users so that the Developer can then choose from the list who to send the review.

1. Within an Activity select **Review Responsibilities** from the **Review/Approval** menu.



2. You will then see the **Review Responsibilities** screen, where you may choose the **Review Type** to configure for the current Activity, from the first drop-down menu.  
**Note:** The available Review Types can be defined by the Admin or Manager in the Review Types screen.

**Review Responsibilities: Kite and Bike Basics (0.2)** Return to Activity

<b>Review Type:</b>	<input type="text" value="Content"/>
<b>Available Reviewers for this Review Type</b>	<input type="text" value="All selected (7)"/>
<b>Available Reviewer Managers for this Review Type</b>	<input type="text" value="All selected (7)"/>
<b>Available Reviewer Monitors for this Review Type</b>	<input type="text" value="All selected (26)"/>
<b>Available Approval Authorities for this Review Type</b>	<input type="text" value="Select one or more Approval Authorities..."/>

**Tip!** For each Review Type you must define a pool of users for each category, from which the Developer can select during the Review submission process. For each Review Type, make your selections and click 'Save'. Click the Help button to see more information. ✕

**NOTE:** Users appearing in these lists are defined by the LCMS Administrator on the Project Management page.

3. The users who have been assigned to the Reviewer, Review Manager, Review Monitor and Approval Authority roles in the Project Management screen, will appear as options in the three remaining drop-down menus. Select one or more users for

each role.

4. Click **Save Changes** to save, or **Cancel** to exit without saving.

**Note:** Developers will then be able to choose one or more users for each role when submitting Activities for Review or Approval. If you have only defined one possible user for a role then they will automatically be selected when the Developer attempts to submit the Activity for review or approval.

## 7.10.1. Submit Activities for Review

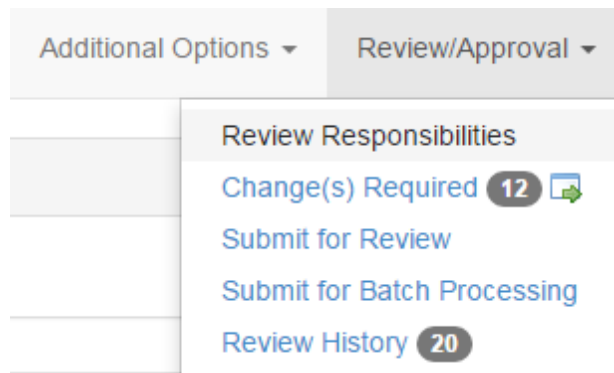
### 1

Once an activity is developed and ready to enter the review process, it may be submitted for review using the **Submit for Review** feature under **Review/Approval**. Normally this is done by Developers, although Managers, Admins and custom roles may also have this privilege. The assigned personnel are notified that the activity is ready for review and comments that are made can later be retrieved using the **Review Comments** feature under **Review/Approval**. **Note:** A Review Manager must be assigned under the **Project Management** feature if **Review Manager Required** has been selected in **Application Preferences**. Once the assignments have been made, a submission for review can be sent. See Assign Users to a Project.

**Note:** Review requests can also be held in a batch to be sent to reviewers at a later time. See Submit for Batch Processing.

To submit an activity for review:

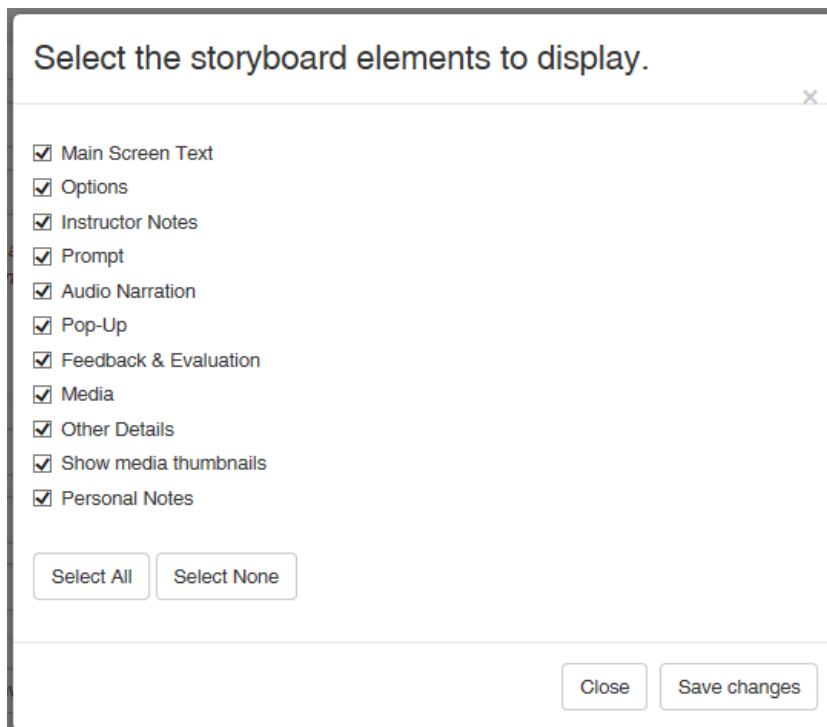
1. Select the activity from the **Content Repository** list on the left. **Note:** The Manager or Admin should already have assigned one or more Reviewers and/or Review Managers and Approval Authorities (if applicable) to the activity in **Project Preferences**, and defined pools of users for these roles in the **Review Responsibilities** screen.
2. Click **Review/Approval** and select **Submit for Review** from the drop-down menu.



3. Select a **Review Type** from the drop-down menu. If your Manager has only set one user to be available for a role, they will automatically be selected, otherwise you will be presented with a drop-down menu from which you can select one or more users for each role (Reviewer, Review Manager and Review Monitor). **Note:** There is some input validation here, e.g. Reviewers cannot be the same person as Review Managers.







Select the storyboard elements to display.

- ☒ Main Screen Text
- ☒ Options
- ☒ Instructor Notes
- ☒ Prompt
- ☒ Audio Narration
- ☒ Pop-Up
- ☒ Feedback & Evaluation
- ☒ Media
- ☒ Other Details
- ☒ Show media thumbnails
- ☒ Personal Notes

Select All    Select None

Close    Save changes

6. If a glossary review is required, select it from the drop-down list. The default setting is "no glossary".
7. Click the **Calendar** icon to select a due date for review completion.
8. Ensure the **Request for Review** information is correct.
9. Click the **Send** button to complete your submission. **Note:** Once the form is sent, the status of the activity is automatically changed to "submitted for review". Under the **Activity Profile** tab, the activity is locked and it will be made available for review to the assigned Review Manager and Reviewer(s). An activity can only be unlocked when its status is set to "in-production".
10. A notice is displayed saying that the xml documents for the activity have been created and are now ready for review.

All the xml documents for **Sample Self-Paced - Ditching** have been created and are now available for review.

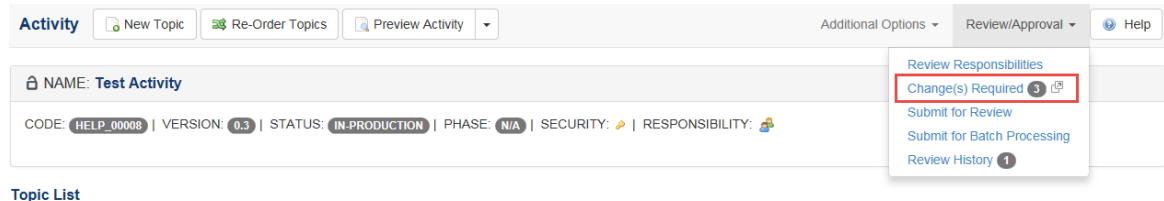
[return to activity](#)

**Note:** All personnel assigned to the review receive notification by email (a checkbox allows you to choose whether or not to send the notification to Managers). The **Notify**

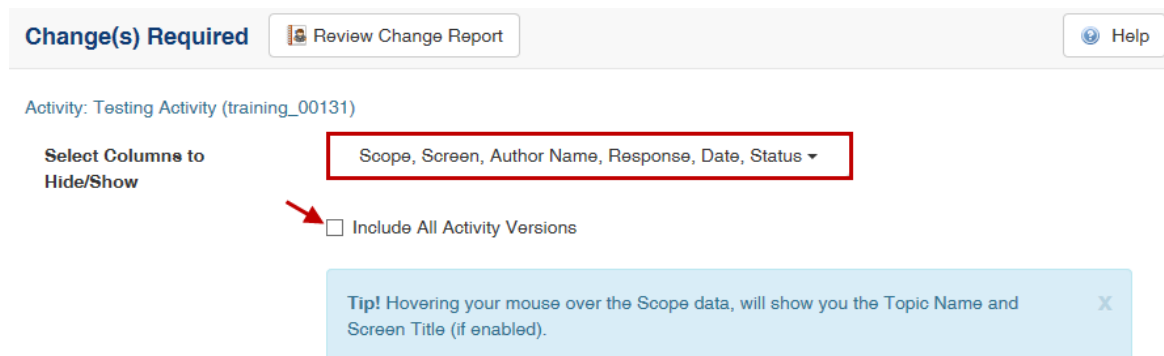
**Developer** checkbox is deselected by default if the sender is the Developer and selected by default if the sender is not the Developer. Once notification is received, the Review Manager and/or Reviewer may log into the LCMS using their assigned username and password. If a review is 24 hours or more overdue, a notification is sent to Reviewers/Review Managers. Also, you can set an email reminder notification to be sent halfway through a review time period.

## 7.10.2 Change(s) Required

1. Developers can access activity review comments (from Reviewers, Review Managers and/or Approval Authorities) by clicking **Change(s) Required** from the **Review/Approval** menu at the top of the screen. The number of comments assigned to the activity is shown to the right. These comments are used to make further content development changes.



2. The **Change(s) Required** screen opens in a new browser window, displaying a list of comments. These are arranged according to the version number of the lesson to which they refer. You can hide or show the following columns by selecting them from the drop-down list.
3. Check **Include All Activity Versions** to see changes from previous versions of the activity.



4. In the **Changes Required** window, you will see all of the columns you chose from

the drop-down list, along with a description of the **Change** required. Comments are shown truncated, but can be expanded by clicking the **Expand/Collapse Comment and Response** icon on the left of each row.

**Change(s) Required** [Review Change Report](#) [Help](#)

Activity: Test Activity (help\_00008)

Select Columns to Hide/Show Scope, Screen, Author Name, Response, Date, Status, Attachments

☐ Include All Activity Versions

**Tip!** Hovering your mouse over the Scope data, will show you the Topic Name and Screen Title (if enabled).

Scope	Screen	Change	Author Name	Change Response	Date	Status	
<b>Version: 1.0</b>							
		Expand/Collapse Comment and Response					
		Title: Wings (2) Update the content on this screen.	Jane Martin	test	Wednesday, August 30, 2017	Pending	
T1/S1	635	Title: Wings Please replace this image.	Jane Martin		Wednesday, August 30, 2017	Pending	

Excel PDF

- Click the link in the **Scope** column (e.g. T4/S4) to open that screen in the LCMS viewer. Hover your mouse over the **Scope** values to see the **Topic Name** and **Screen Title** (if enabled).

Scope	Screen
<b>Version : 1.0</b>	
T4/S4	
T4/S3	

Topic: *Atmospheric Stability and Instability*

Title: *Determining Atmospheric Stability*

[Click to preview...](#)

- Click a comment in the **Change** column to open a separate window with details on the change required. The information provided for each comment (made by the Reviewer/Approver) includes: the **Change ID**, **Author**, **Date**, **Scope**, **Screen**, **Style ID**, **Screen No.**, **Screen Title** and **Topic**. **Note:** The **Style ID**, **Screen Number**, **Screen Title** and **Topic Title** are only displayed in comments that were made for a particular screen from within the activity.

- Enter a response to the comment in the **Change Response** field, then select a value from the **Modify Status** drop-down (default is "Pending" but can be changed to "Resolved", "Input Required" or "No Action"). You may also modify priority by selecting Minor, Normal, Major or Critical from the **Modify Priority** drop-down, select or deselect tags, and modify the category. **Previous** and **Next** buttons are provided at

the top of the window to allow you to navigate through the comments. To save the comment responses automatically, set the **Save on nav** toggle button to **ON**.

The screenshot displays the LCMS Review Manager interface. At the top, there's a navigation bar with 'Change(s) Required', 'Previous', 'Next', 'Save on nav' (set to ON), 'Back', and 'Help'. Below this, the activity is identified as 'Kite and Bike Basics (help\_00020)'. A table lists change details: Change ID (15140), Author (LCMS Review Manager), Date (Tuesday, September 20, 2022 09:18:44), Scope (T1/S2), Screen (15207), Style ID, Screen No. (2), Screen Title (Demo Question 4.52), and Topic (Introduction). A 'Jump To Screen' button is next to the screen number. The 'Change Response' section features a large text area for input, a 'body p' label, and a character count 'Paragraphs: 0, Characters (with HTML): 0'. Below the text area are 'Modify Priority' (set to Normal) and 'Modify Status' (set to Pending) dropdowns. A 'Tags' section shows a 'media x' tag. A note states 'NOTE: Tag changes are auto-saved, even if you click Cancel below.' At the bottom right are 'Cancel' and 'Submit' buttons.

**Note:** Changes are only saved by clicking **Submit**. Using **Previous** or **Next** will not save a change response or status modification. If you do not click **Submit** before moving on, you will receive a prompt (see below).

### Changes have been detected!

Changes have been detected on the form.

- **Cancel**, to return to the form and continue with edits.
- **Save & Continue** to save your changes and continue with navigation.
- **Continue Without Save** to ignore the changes and continue with navigation.

[Cancel](#)[Save & Continue](#)[Continue Without Save](#)

8. Click the **Submit** button to save changes.

**Note:** The **Jump to Screen** button takes you to the LCMS screen associated with that comment.

9. If you selected **Tracking** from the drop-down list on the main **Changes Required** screen, you will see an **Update Tracking** toggle **ON/OFF** button at the top of each individual **Changes Required** window. Set **Update Tracking** to **ON** to enable tracking checkmarks that can be toggled on and off by Developers to help them track which changes have been dealt with.

**Change(s) Required** [Previous](#) [Next](#) **Update Tracking** ☐ ON ☒ OFF **Save on nav** ☐ ON ☒ OFF

Activity: [Kite and Bike Basics \(archive version 0.3\) \(\\_help\\_00020\\_0.3\)](#)

Original Change

Change ID: 15087 Remove the comma in sentence 1.

Author: Jane Martin

Date: Thursday, September 13, 2018 13:19:42

Scope: T2/S2

Screen: 14937 [Jump To Screen](#)

Style ID: 3.02

Screen No.: 2

Screen Title: Kite Safety

Topic: Flying a Kite

**Note:** These checkmarks only remain selected (green) for that session. Once you close the **Changes Required** screen, they automatically become deselected.

[Excel](#) [PDF](#)

	Scope	Screen	Change	Author Name	Change Response	Date	Status		
Version : 0.3									
	T1/S3	13906	Title: Wings (2) <a href="#">Update the content on this screen.</a>	Jane Martin	test	Wednesday, August 30, 2017	Resolved		

**Note:** If there is an attachment to the review comment, it is indicated under the attachment (paperclip) icon.

**Note:** Details of **Changes Required** for a specific screen are also available by clicking the **Changes Required** button when editing the screen, or via the properties screen of a question screen.

## 7.10.2. Review Change Report

### 1

The **Review Change Report** will allow you to view all of the comments and responses in full for all versions of the selected activity.

1. Click the **Review Changes Report** button from the top of the **Change(s) Required** screen to view the report. The **Changes Required** report includes the selected columns for the **Select Columns to Hide/Show** drop-down menu.

Change(s) Required **Review Change Report** Help

Activity: Kite and Bike Basics (help\_00020)

Select Columns to Hide/Show All selected (12) ▼

☐ Include All Activity Versions

**Tip!** Hovering your mouse over the Scope data, will show you the Topic Name and Screen Title (if enabled).

2. Use the **Print** button at the top of the screen to print the report or save as a PDF.

Change(s) Required **Print** Back Help

Excel CSV

Change ID	Scope	Priority	Screen	Version	Review Type	Developer	Comment Author	Date	Status	Response Author	Date
<b>Kite and Bike Basics</b>											
15139	T01/S01	Normal	001	0.4	Content		LCMS Review Manager	Tuesday, September 20, 2022 09:17:56	Pending		
Title: Screen 1 Please remove the comma in sentence 1. Tags: <span>on-screen content</span>											
15140	T01/S02	Normal	002	0.4	Content		LCMS Review Manager	Tuesday, September 20, 2022 09:18:44	Pending		
Title: Demo Question 4.52 Please apply standard sizing for the media Tags: <span>media</span>											

### 7.10.3 Submit Activities for Approval

Once an Activity has been marked as ready for approval by the Review Manager, the option to **Submit for Review** will be replaced with **Submit for Approval** in the **Review/Approval** menu, available to Admins, Managers and Developers.

- Click the **Submit for Approval** option in the **Review/Approval** menu. The **Submit for Approval** screen will be displayed. **Note:** This is similar to the **Submit for Review** screen.

Additional Options ▼ **Review/Approval** ▼ Help

**Review Responsibilities**

**Change(s) Required** 0 📄

**Submit for Review**

**Submit for Batch Processing**

**Review History** 1

- Complete the relevant fields. Click the checkbox labeled **Notify Manager(s) as well**, if you want a notification email to be sent to all Managers assigned to the

- project.
3. Modify the **Subject** line of the notification email, if required.
  4. Select the **Glossary** to use. Note: The **Interface** field will be set to the one used in the preceding review process.
  5. Set the **Due Date** using the calendar input.
  6. Modify the body of the email notification, if required.
  7. Click the **Send** button to send the Activity to the Approval Authority for approval.

#### Submit for Approval: Demo Screen-Styles 4.6

[Return to Topic List](#)

To: Frank Smith

cc: Mary Jones

☐ Notify Manager(s) as well...

(\*) = Indicates user has no e-mail address and therefore will not receive any notifications.

Subject: LCMS Documentation Request for Approval

Review Type: Client

Interface: Default Interface

Select a glossary: No glossary

Due Date: Saturday, October 1, 2016

Source
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Request for Approval

The following courseware learning object is available for approval by:

Activity: Demo Screen-Styles 4.6 version 4.6

Developer: Jane Martin

The review is required to be completed by Saturday, October 1, 2016

Characters (including HTML): 277

Upon submission of this form

- The status of this learning object will be changed to "submitted for approval"
- The Learning object will be locked for editing
- The Learning object will be made available for review

Cancel

Send



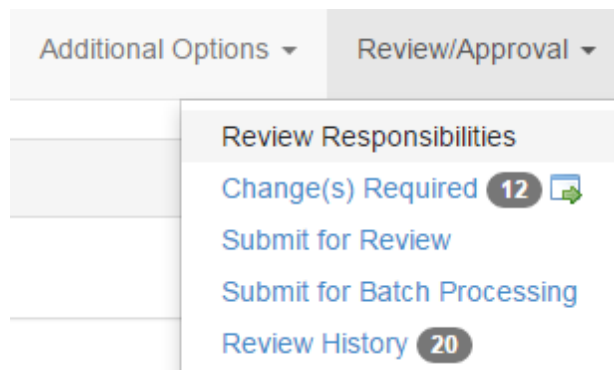
## 7.10.4 Submit for Batch Processing

Administrators, Managers, and Developers can submit Activities for inclusion in a "batch", which will be held until submitted for review by a Manager or Admin at a later time rather than being sent immediately for review. **Note:** Notification emails will not be sent out until the whole batch is submitted for review.

After Activities have been submitted to form part of a pending batch, an Admin or Manager can use the Batch Submit for Review feature to process the batch, thereby initiating the review process, and sending out notifications.


1. Click the **Submit for Batch Processing** option from the **Review/Approval** menu.

The **Submit for Batch Processing** screen will be displayed, which resembles the normal **Submit for Review** screen, except that the Due Date is automatically generated when the whole batch is submitted by the Admin or Manager. You will see a notice at the top of the screen that says "Upon Submitting, the review will be placed in a Batch to be submitted by the Manager."



2. Complete the fields on the screen and click the **Submit** button to add the Activity to a batch, which may be sent for review by a Manager or Admin at a later time. As soon as the Activity has been submitted for inclusion in the batch, its **Status** will be updated to "Submitted to batch".

## Submit for Batch Processing: Demo Screen-Styles 4.6

 [Return to Topic List](#)

Upon Submitting, the review will be placed in a Batch to be submitted by the Manager.

Review Type:

Reviewers

Review Manager

Review Monitors

(\*) = Indicates user has no e-mail address and therefore will not receive any notifications.

Select an interface:

Select a glossary:

Subject: 

**Request for Review**

The following courseware activity is available for review by:

Activity: Demo Screen-Styles 4.6 version 4.6  
Developer: Jane Martin

The review is required to be completed by [DATE-AUTOGENERATED-DO-NOT-REMOVE]


Characters (including HTML): 276

Upon submission of this form

- The status of this learning object will be changed to "submitted to batch"
- The Learning object will be locked for editing


## 7.10.5 Review History

The total number of times an activity has been submitted for review and/or approval is displayed in the **Review/Approval** menu beside **Review History**. To view the details of each activity review or approval submission, click **Review History**.

Additional Options ▼ Review/Approval ▼  Help

RESPONSIBILITIES

Review Responsibilities

Change(s) Required 0 

Submit for Review

Submit for Batch Processing

**Review History 1**

At the top of the **Review History** window you will see the date the activity was submitted, activity title, version number and development phase. The name of the Developer, Reviewers and Review Manager are shown below this. There are also columns for **Type** (review or approval), **Review Type** (Client, Content, Media, Peer, QC, SME or SISD), **Due** (date the review/approval is/was due), **Completed** (date and time the review/approval was completed, if applicable). At the bottom is a field for a **Completion Comment** from a reviewer or approver on finalizing a review or approval. Once a review has been completed, the icon at the top of the screen will change from a white arrow in a yellow circle to a checkmark in a green circle. **Note:** The review history is sorted in descending order of date submitted.

**Review History**
Return to Activity
Help

Activity: 0 - Introduction to Development (il\_train\_23576)

✓ Submitted Oct-21-16

Introduction to Development (archive version 0.2)  
Version: 0.2

Developer	Reviewers	Review Manager
Marcia Franklin		Valerie Finney

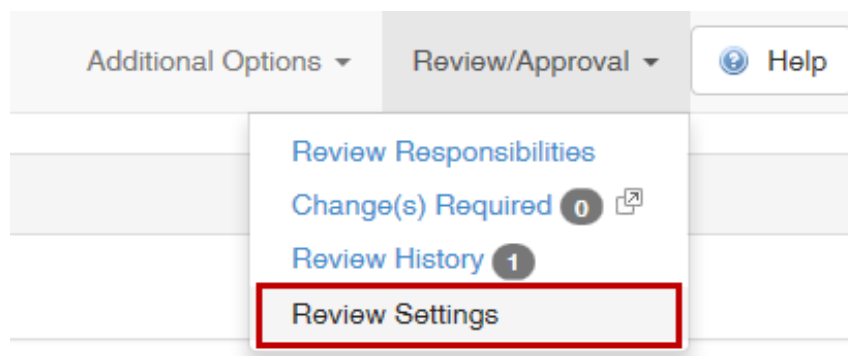
Type	Review Type	Due	Completed
Review	Content	Oct-28-16	Oct-24-16 3:43 PM

**Completion Comment** (Valerie Finney (Review Manager) - Oct-24-16):  
*Some small fixes Marcia but it looks very good. Great job!*

## 7.10.6 Review Settings

The Review Settings option appears in the **Review/Approval** menu when a review has been submitted. Admins and Managers can use this feature to change the Interface, Glossary, Reviewers, or Review Manager settings, and also to retract reviews. Developers can view this information, but as read-only.

- To review the settings, click **Review Settings** in the **Review/Approval** menu.



2. The **Review Settings** window will be displayed.

**Review Settings: Testing Activity (0.1)** [Retract Review](#) [Help](#)

**Select an interface:** Learninglogics Storyboard

**Select a glossary:** No glossary

**Assign Reviewers:** Select one or more reviewers...

**Review Manager:**

**Review Monitors:** Select one or more Review Monitors...

[Cancel](#) [Submit](#)

3. Use the drop-down lists to change the interface and glossary for a particular activity being reviewed or approved.
4. You can also assign Reviewers or Review Monitors and can change the Review Manager. **Note:** Click and hold down Shift or CTRL to select more than one Reviewer or Review Monitor from the list.
5. Click **Submit** if there is a change. A notice will be displayed saying that the xml documents for the activity have been created and are now ready for review (or approval).

## 8 Screen List (Topic Screen)

When adding screens within a topic, Developers can choose from a series of standard instruction and question screen style templates. The LCMS content development templates allow the automated integration of text and media in a wide range of types and formats. See Screen Styles (Question and Instruction Screens) for more specific information.

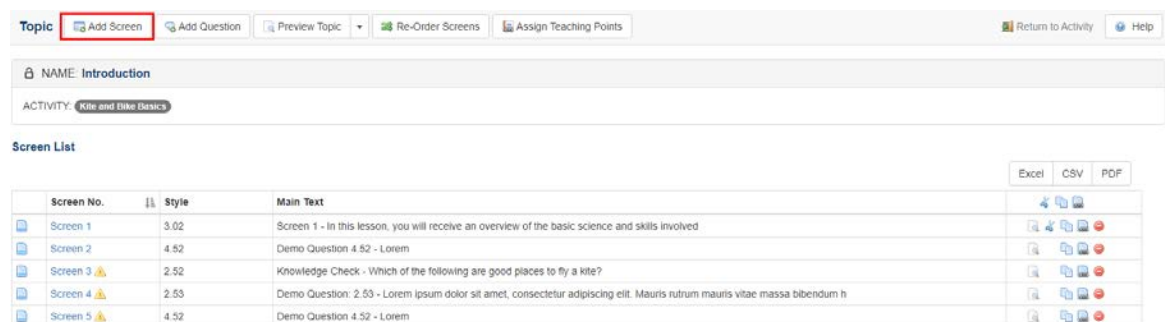
Should it be required, the LCMS standard development screens can also be customized to meet the specific and unique training needs and objectives of any enterprise.

**Note:** Most instruction screen styles have in common the basic tabs labeled **Main Text**, **Audio**, **Media**, **Tags**, **Other Details**, **Security**, **Pop-Up Boxes**, and **Special Functions**. Some screens have additional tabs or different fields within the common tabs. Screens within Instructor Led Lessons also contain the **Instructor Notes** tab.

### 8.1 Add Screen (Instruction Screen)

Once you select a topic, you can add instruction screens and question screens to the topic. To add an instruction screen:

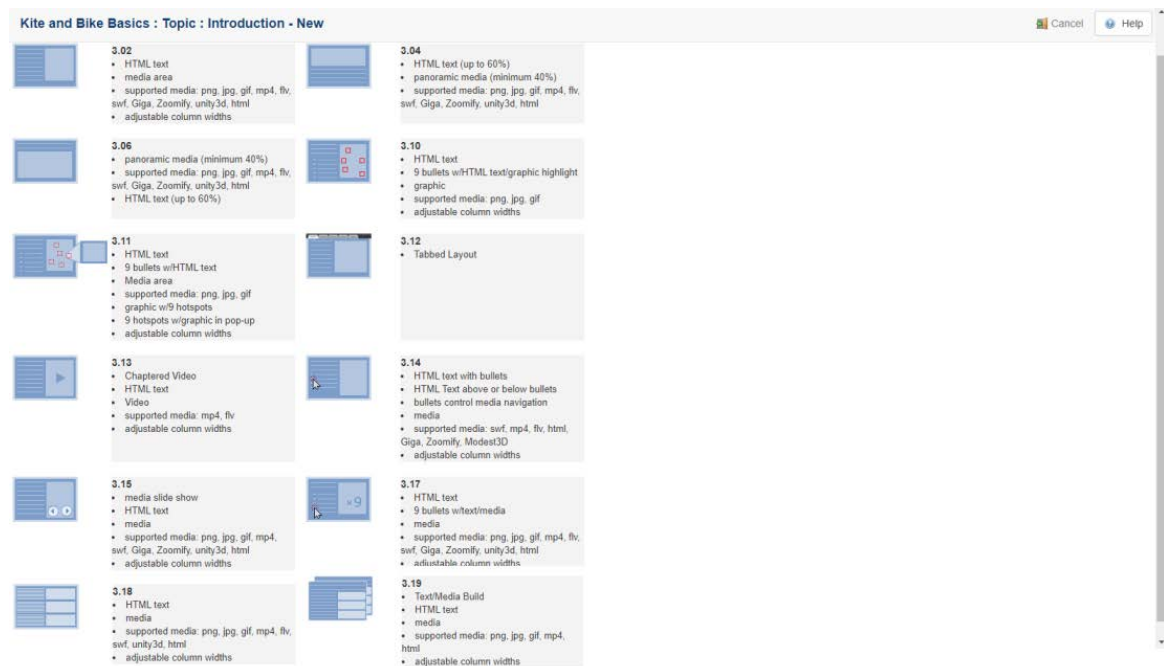
1. Click the **Add Screen** button in the **Topic List**.



The screenshot shows the LCMS interface for a topic named 'Introduction'. The 'Add Screen' button is highlighted in the top navigation bar. Below the button, the 'Screen List' table is displayed, showing columns for Screen No., Style, and Main Text. The table lists five screens with their respective styles and main text content.

Screen No.	Style	Main Text
Screen 1	3.02	Screen 1 - In this lesson, you will receive an overview of the basic science and skills involved
Screen 2	4.52	Demo Question 4.52 - Lorem
Screen 3	2.52	Knowledge Check - Which of the following are good places to fly a kite?
Screen 4	2.53	Demo Question: 2.53 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris rutrum mauris vitae massa bibendum h
Screen 5	4.52	Demo Question 4.52 - Lorem

2. A screen appears showing all available instruction screen styles. Select the screen style you wish to use. The screen style you select is displayed with all applicable fields for content and media.



3. To save the screen at any time, click **Save** at the top of the screen. All information entered in these screen fields is displayed in the activity storyboard. The **Screen Title** field is displayed at the top of the content area in the viewer, in a heading format. **Note:** In the Screen List, hidden screens are identified by an information icon.

Screen List

Screen No.	Style	Main Text	Excel	CSV	PDF
Screen 1	3.02	Screen 1 - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec a temporis orci, non consequat lorem. D			
Screen 2	3.04	Screen 2 - Sed vel efficitur quam. Mauris bibendum justo ut enim interdum, vitae tristique orci tincidunt. Vest			

## 8.2 Add Question

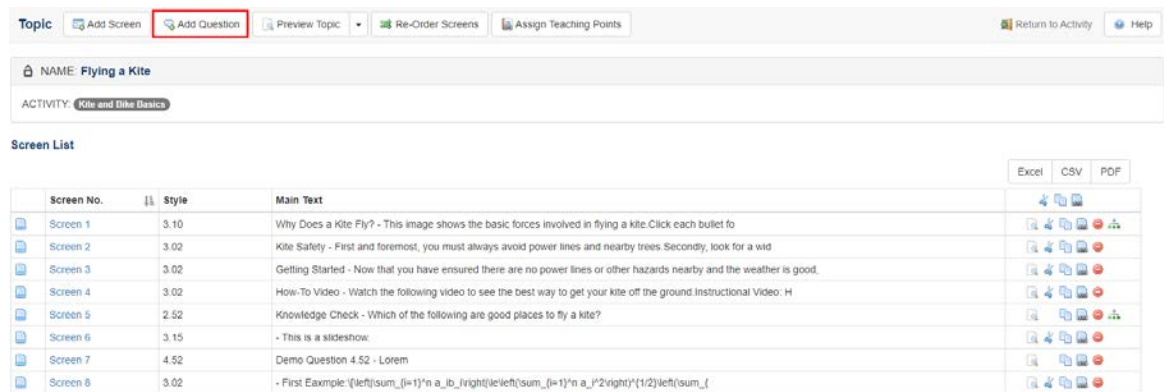
All questions are developed in the **LCMS Question Bank**. Once the questions have been developed, they can be added to lesson and test activities. **Note:** To add questions to a test, you have two options: (1) add each question manually or (2) acquire questions by automation.

Sometimes a Developer may decide to add a question when developing the content in a topic. These types of “confirmation” questions are included in a lesson to assist with a user’s retention of content knowledge, and to confirm that specific teaching points have been fully understood before proceeding further with a topic.

**Note:** The functionality of a question within a lesson topic is different from that of a test activity. In a lesson activity, the user has two attempts to answer a question. Feedback is provided for each attempt. If the user does not answer the question correctly on the second attempt, the correct answer and feedback are provided. In a test activity, all questions are answered prior to clicking the **Evaluate** button.

The following steps outline how to add one or more questions from the **Question Bank** to a lesson topic.

1. Click the **Add Question** button from the **Topic screen**.



The screenshot shows the 'Topic' screen for 'Flying a Kite'. The 'Add Question' button is highlighted with a red box. Below the topic name, there is a 'Screen List' table with columns for Screen No., Style, and Main Text. The table contains 8 rows of screen data. To the right of the table are buttons for Excel, CSV, and PDF.

Screen No.	Style	Main Text
Screen 1	3.10	Why Does a Kite Fly? - This image shows the basic forces involved in flying a kite. Click each bullet fo
Screen 2	3.02	Kite Safety - First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a wid
Screen 3	3.02	Getting Started - Now that you have ensured there are no power lines or other hazards nearby and the weather is good,
Screen 4	3.02	How-To Video - Watch the following video to see the best way to get your kite off the ground. Instructional Video: H
Screen 5	2.52	Knowledge Check - Which of the following are good places to fly a kite?
Screen 6	3.15	- This is a slideshow:
Screen 7	4.52	Demo Question 4.52 - Lorem
Screen 8	3.02	- First Example: $\left(\left(\left(\sum_{i=1}^n a_i b_i\right)\right)\right)$





2. The **Question Bank** screen will appear. Locate the question(s) you wish to add by entering specific search **Criteria**. See the section on conducting searches in the **Question Bank** for more details.

**Question Bank** [Back](#) [Help](#)

Criteria  Type

[Download Results](#) [Add Selected Question\(s\)](#)

Showing 1 to 2 of 2 entries  
Show  entries [Previous](#) [1](#) [Next](#)

#	Style	ID	Question		
1	2.52	109	<b>Demo Question: 2.52</b> Lorem2	 	<input checked="" type="checkbox"/>
2	2.52	766	<b>2.52 Multiple Choice (Graphic)</b> 2.52 Multiple Choice (Graphic) What rudder actuator component is fitted with a series of pistons/vanes that move back and forth within a cylinder? Select the correct answer. 1. Rudderstock 2. Rotor 3. Bearings 4. Lower housing 5. Expansion rings	 	<input type="checkbox"/>

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

- Click the checkboxes to the right of each question returned in your search results to select one or more for inclusion in the activity.
- Click **Add Selected Question(s)** to append all your checked questions to the **Screen List** of the current activity.

## 8.2.1 View Question List

- Once one of the search options has been selected, a list of all matching questions appears.
- Before you select the question you wish to add, check the question usage in other activities and preview the question. See View Question Usage. **Note:** If a question that is used in other activities is revised, the same revision applies to all activities in which the question is used.
- Select one or more questions using the checkbox(es), then click the **Add Selected Question(s)** icon.



**Question Bank** [Back](#) [Help](#)

Criteria  Type

[Download Results](#) [Add Selected Question\(s\)](#)

Showing 1 to 2 of 2 entries  
Show  entries [Previous](#) [1](#) [Next](#)

#	Style	ID	Question		
1	2.52	109	Demo Question: 2.52 Lorem2		<input checked="" type="checkbox"/>
2	2.52	766	2.52 Multiple Choice (Graphic) 2.52 Multiple Choice (Graphic) What rudder actuator component is fitted with a series of pistons/vanes that move back and forth within a cylinder? Select the correct answer. 1. Rudderstock 2. Rotor 3. Bearings 4. Lower housing 5. Expansion rings		<input type="checkbox"/>

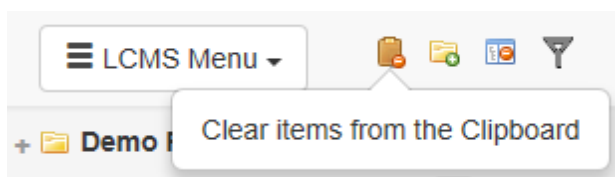
Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

4. Select a prompt from the drop-down list. The prompt provides direction for the user on how to use the screens in the courseware. The prompt that you select depends on the screen style you developed and the activity you are adding the screen to. All of the prompts are developed in the **Prompt Manager**, and therefore are predefined for the Developer.

5. Click the **Submit** button.

6. The question is added to your **Screen List** screen.

**Note:** You can also copy and paste questions from one Activity to another, or from the Question Bank into a Topic of your choice. When making a copy, it duplicates the question which is inserted upon pasting. Once a question is copied, an icon appears to the right of the LCMS menu. This allows you to clear the clipboard as required.



## 8.2.2 View Question Usage

1. To see where a question has been used, click the **Usage** icon beside the desired

question on the **Matching Questions** screen in the **Question Bank**.

If the question is not used, the **Usage** icon does not appear.

**Question Bank**
Add New Question
Manage Categories
Automation Rules
Help

Criteria { leave blank for all }
Type ID
Advanced
Search
Reset

Download Results

Show 10 entries

#	Style	ID	Question	
1	2.56	315	<b>Demo Question: 2.56</b> What is the capital of Scotland? 1. E*****h 2. Edinburgh	
2	2.51	601	<b>Scotland</b> Q: What is the capital of Scotland? 1. Edinburgh 2. Glasgow 3. Aberdeen	

Showing 1 to 2 of 2 entries
Previous 1 Next

- The **Question Screen Usage** window appears, indicating all of the activities that use the question. The name of the Developer who developed the activity is also shown. Do not edit a question that is used in more than one activity until you are certain that the edit is acceptable for the other activities in which the question is used.

## Question Screen Usage

Sample Self-Paced - Ditching  
Response to a Ditching Situation  
Screen: 5

This question is used in 3 activities.

Folder: Folder #1

Learning Object	Topic	Screen #
Sample Self-Paced - Ditching	Response to a Ditching Situation	5
test		2

Folder: Default setup folder

Learning Object	Topic	Screen #
Weather Post Test		2

Close


- Click the **Close** button to close the window.
- If you attempt to delete a question that is already placed in a lesson or test, the **Question Screen Usage** pop-up window appears to show you where it is located before you can delete it.

Question Screen Usage

**Independent Study**  
**LCMS-686**  
**Screen: 2**  
This question is used in 1 activity.

Folder: 4.3 Testing

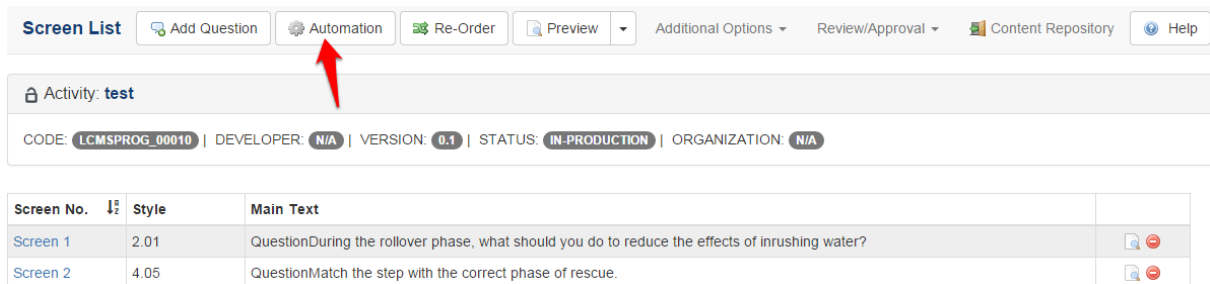
Learning Object	Topic	Screen #
Independent Study	LCMS-686	2

 Delete Close





## 8.2.3 Automation

Before questions can be added to the test automatically, the automated rule must be created using the **Question Bank** feature and the **Test** activity must be created. If no automation rule has been created, a dialogue box will appear with the message "No automation rules exist".

1. Select the test that you would like to automatically add questions to from the activity folder on the **Content Repository** screen.
2. Click the **Automation** button.



The screenshot shows the 'Content Repository' interface. At the top, there is a navigation bar with buttons: 'Screen List', 'Add Question', 'Automation' (highlighted with a red arrow), 'Re-Order', 'Preview', 'Additional Options', 'Review/Approval', 'Content Repository', and 'Help'. Below the navigation bar, there is a section for 'Activity: test' with metadata: CODE: LCMSPROG\_00010, DEVELOPER: N/A, VERSION: 0.1, STATUS: IN-PRODUCTION, ORGANIZATION: N/A. Below this is a table with columns: Screen No., Style, Main Text, and an icon column.

Screen No.	Style	Main Text	
Screen 1	2.01	QuestionDuring the rollover phase, what should you do to reduce the effects of intrushing water?	 
Screen 2	4.05	QuestionMatch the step with the correct phase of rescue.	 

3. A screen displaying the rule(s) will appear. If more than one rule is displayed, select the rule you wish to apply to the test.

### Question Bank: Acquire Questions by Automation

[Help](#)

Based on the Activity settings, English questions will be selected...

#### 1. Choose the rule to apply

Rule	Number of Questions	Details
<input checked="" type="radio"/> Categories	2	<a href="#">Details</a>

#### 2. Please select a prompt

Click 'exit' to leave the exercise or click 'menu' to go to the Topic Menu.

\* Verification failed due to screens existing in multiple categories. Not enough screens found to satisfy the rule.

[Cancel](#)
[Submit](#)

4. Select a prompt from the drop-down list. The prompt provides direction for the user

on how to use the screens in the courseware. The prompt that you select depends on the screen style you developed and the activity you are adding the screen to. All of the prompts are developed in the **Prompt Manager**, and therefore are pre-defined for the developer.

- Click the **Submit** button.

## 8.2.4 Test Start Placeholder

When questions are added to Test activities, they will display on the **Screen List** screen beneath the **TEST START PLACEHOLDER** indicator. Developers may place instructional screens above the **TEST START PLACEHOLDER** indicator. **Note:** The instructional screens may contain information the user can review before taking the test.

To add instructional screens to a test:

- Click the **Add Screen** button. **Note:** Only the 3.02 screen style is available as an instruction screens.
- On the 3.02 screen style, enter the desire information in each field/tab. See Instruction Screen Style Descriptions for more information.

Activity: 2025 Exam

CODE: **HELP\_00094** | VERSION: **0.065** | STATUS: **IN-PRODUCTION** | PHASE: **N/A** | SECURITY: **🔒** | RESPONSIBILITY: **👤** | SCREENS: **4** | Total Points: **0.00**

Questions Remediation Screens

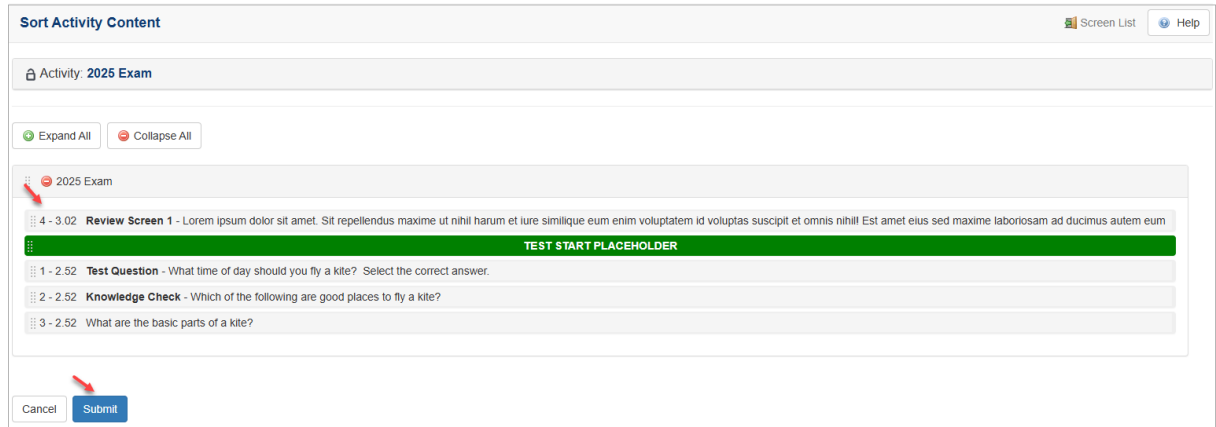
TIP! To change the position of the "TEST START PLACEHOLDER" use the Re-Order Screens function.

Excel CSV PDF

Screen No.	Style	Screen ID	Main Text
<b>TEST START PLACEHOLDER</b>			
Screen 1	2.52	58705	What time of day should you fly a kite? Select the correct answer.
Screen 2	2.52	58704	Which of the following are good places to fly a kite?
Screen 3	2.52	58702	What are the basic parts of a kite?
Screen 4	3.02	78709	Lorem ipsum dolor sit amet. Sit repellendus maxime ut nihil harum et iure similique eum enim voluptatem id voluptas suscipit et omnis nihil Est amet eius sed maxime laboriosam ad ducimus autem eum cu...

- Click the **Re-Order Screens** button to open the **Sort Activity Content** screen.
- On the **Sort Activity Content** screen, click and drag the instructional screen(s) to the desired location above the **TEST START PLACEHOLDER** indicator. **Note:** Only Instructional screens can be placed above the **TEST START PLACEHOLDER** indicator. The Questions below the indicator may be reordered, if required.

5. Click the **Submit** button. The rearranged screen(s) display in the new order on the **Screen List** screen.



## 8.3 Access Question from Activity Screen

1. To access a question from an Independent Study Activity screen, select the question from the **Navigation** tree. **Note:** Information regarding the Question displays under the Details and Remediation tabs. See Remediation Tab for more information.
2. To preview or edit the question, click the **Edit** button. This will open the chosen question from the **Question Bank**.

Activity: Kite and Bike Basics

Return to Topic Help

Details Remediation

Folder Verification Guide

Activity Kite and Bike Basics

Version 0.4

Topic Flying a Kite

Screen 5 of 9

Hide screen from presentation ☐

Pop-out Screen via Button using: Not Enabled In order for this feature to be enabled, the interface selected for this content must have 'Pop-out Content Buttons' defined.

Prompt Click 'exit' to leave the exercise or click 'menu' to go to the Topic Menu.

Screen Title Knowledge Check

Custom Title

TDM Integration Associate Teaching Point(s)

Question Bank Edit

Cancel Submit

3. Make any changes to the required fields, then click the **Save** button at the top of the screen. **Note:** Any changes you make will be made to the question saved in the question bank.

Screen Save Preview Screen Change Screen Style

Screen Title Knowledge Check

ACTIVITY: Test Activity | TOPIC: Demo

SESSION SAVE: None

Main Text Audio Media Text Options Feedback Tags/Categories Other Details Security Pop-Up Boxes

Donec laoreet nonummy augue?

4. When the **Activity** is in the **locked** state, the question is not editable. The **Edit** button changes to a **View** button.

Activity: Test Activity

Version: 1.0

Screen: 5 of 6

Prompt: Click 'exit' to leave the exercise or click 'menu' to go to the Topic Menu.

Question Bank: [View](#) The Question won't be editable while the Activity is in a locked state.

Cancel Submit

5. Click the **View** button to preview the question.

### 8.3.1 Edit Question

Questions are not unique to topics or activities. A single question may be used across multiple tests or lessons. When editing a question, be aware that your changes may impact other activities.

1. Click the screen number link on the **Screen List** screen.

Activity: Exam Tests

Return to Screen List Help

Folder: 4.18 Testing

Activity: Exam Tests

Version: 1.2

Screen: 4 of 9

Prompt: Click 'exit' to leave the exercise or click 'menu' to go to the Topic Menu.

Screen Title:

Custom Title:

Question Bank: [Edit](#)

Cancel Submit

2. A form will display fields relevant to the question as it appears in the current activity or topic. Changes made on this form will not affect other topics or activities.
3. Select a prompt from the **Prompt** drop-down.
4. Enter a screen title in the **Custom Title** field. This will override the question screen



title.

5. Click the **Submit** button to save your changes.
6. To make changes to the question screen's contents, click the **Edit** button. This will enable you to modify the question in the Question Bank.

If the question is used by other topics or activities, a **Usage** button will appear next to the **Edit** button. Click the Usage button to view a report of all other locations the questions appears.

The screenshot shows the Learninglogics LCMS interface. On the left, there is a sidebar with a navigation tree. The main area displays a question screen. Below the question, there are two buttons: 'Edit' and 'Usage'. The 'Usage' button is highlighted with a red box. A dialog box titled 'Question Screen Usage' is open, showing the following information:

This question is used in 4 activities.

Folder: 4.18 Testing \ Test Tickets

Learning Object	Topic	Screen #
LLTEST-919 Exams		2
LLTEST-961		7
LLTEST-964		4

Folder: 4.18 Testing \ Test Tickets \ LLTEST-929 \ LLTEST-929 2

Learning Object	Topic	Screen #
LLTEST-964 (2)		3

Close

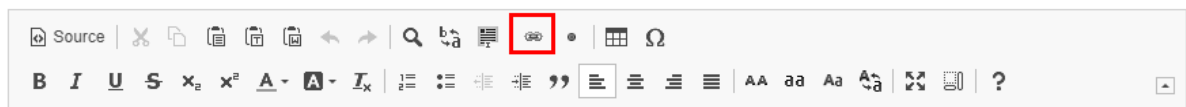
### 8.3.2 Remediation (Tab)

The **Remediation** tab is used to provide additional remediation feedback that can be appended to existing feedback or can replace existing feedback. **Note:** The **Remediation** tab is not available for the **Fill-in-the-Blank Essay** screen style (2.62).

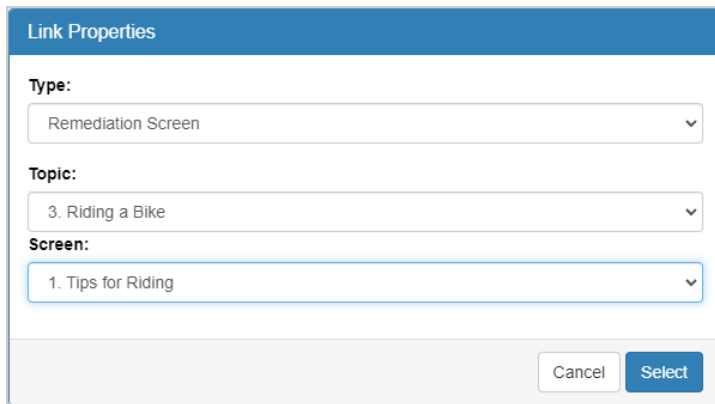
1. On the Activity screen, select the question from the **Navigation** tree.

- Click the **Remediation** tab to open the **Feedback** window.

- Click the pencil icon to open the **Correct Feedback**, **Incorrect Feedback 1** or **Incorrect Feedback 2** field.
- Enter the desired feedback in each field.
- Click the link icon to open the **Link Properties** window.



- Select **Remediation Screen** form the **Type** drop-down menu.
- Select the desired topic from the **Topic** drop-down menu.
- Select the desired screen from the **Screen** drop-down menu.
- Click the **Select** button.



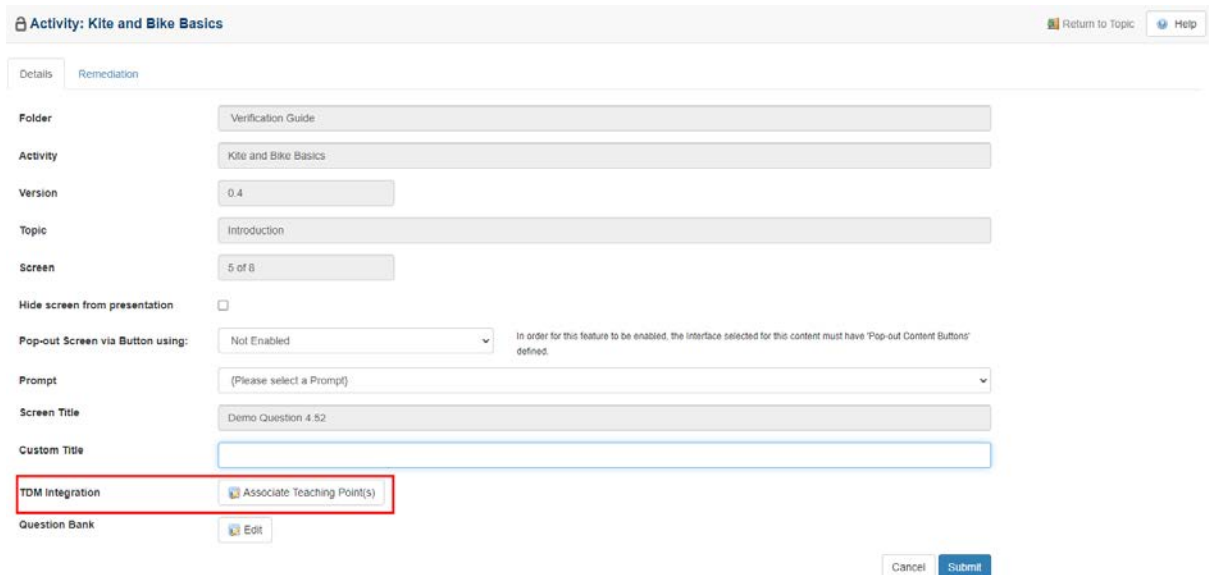
The 'Link Properties' dialog box has a blue header. It contains three dropdown menus: 'Type' with 'Remediation Screen' selected, 'Topic' with '3. Riding a Bike' selected, and 'Screen' with '1. Tips for Riding' selected. At the bottom right are 'Cancel' and 'Select' buttons.

10. Click the radio beside **Append To Feedback** or **Replace Feedback**.

11. Click the **Submit** button to save.

### 8.3.3 Link Question Screen to Teaching Points

1. On the Activity screen, click the desired Question from the Navigation tree.
2. Click the **Associate Teaching Point(s)** button beside the **TDM Integration** field.



The 'Activity: Kite and Bike Basics' screen shows details for a remediation screen. Fields include Folder (Verification Guide), Activity (Kite and Bike Basics), Version (0.4), Topic (Introduction), and Screen (5 of 8). There is a checkbox for 'Hide screen from presentation'. The 'Pop-out Screen via Button using:' dropdown is set to 'Not Enabled' with a note about interface requirements. The 'Prompt' dropdown is set to '(Please select a Prompt)'. The 'Screen Title' is 'Demo Question 4.52'. The 'Custom Title' field is empty. The 'TDM Integration' field has a button labeled 'Associate Teaching Point(s)' which is highlighted with a red box. The 'Question Bank' has an 'Edit' button. At the bottom right are 'Cancel' and 'Submit' buttons.


3. On the **Associate TDM statements with this question screen**, select a statement from the drop-down menu.
4. Click the checkbox beside the desired teaching points.

5. Click the **Close** button to return to the previous screen. **Note:** To link an instruction screen to teaching points, see Link Teaching Points for more information.

Associate TDM statements with this question screen ×

EO 002.01 Keeping your balance [Pinwheels] ▼

Select those Teaching Points addressed by this screen.

	Sequence	Teaching Point	References
<input checked="" type="checkbox"/>	1	Pushing with one foot 	



Close

### 8.3.4 Link Question to Remediation Screen (Test Activity)

In a Test activity, the **Remediation Screens** tab is used to provide remediation feedback to a user. This remediation feedback is given to the user when the number of attempts to answer a question correctly is exceeded. **Note:** After the failed attempts, the user may be redirected to the content and asked to review.



**Screen List** Add Question Add Screen Automation Re-Order Screens Preview Activity Additional Options Review/Approval Help

Activity: **Sample Exam**

CODE: **HELP\_00056** | VERSION: **0.1** | STATUS: **IN PRODUCTION** | PHASE: **N/A** | SECURITY:  | RESPONSIBILITY:  | SCREENS: **2** | Total Points: **2.00**

**Questions** **Remediation Screens**

Excel CSV PDF

Screen No.	Style	Main Text
Screen 1	3.02 	Kite Safety - First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a wide open area with no obstacles in your way. A field or beach would work nicely. ... 

1. To link a question to a remediation screen, select the desired Activity from the navigation tree.
2. Select the desired topic within the activity.



3. On the screen list, select the desired screen for the remediation, and then click the **Link to Screen** icon. **Note:** A hidden screen may be selected for remediation.

Screen List

Screen No.	Style	Main Text	
Screen 1	3.10	Why Does a Kite Fly? - This image shows the basic forces involved in flying a kite. Click each bullet to	
Screen 2	3.02	Kite Safety - First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a wide	
Screen 3	3.02	Getting Started - Now that you have ensured there are no power lines or other hazards nearby and the weather is good,	

4. Return to the Test activity, click the **Remediation Screens** tab to open the window.
5. Click the **Insert Screen Link** button. **Note:** The linked activity screen now displays in the **Remediation Screens** list with a link icon.

Screen List

Activity: Sample Exam

CODE: **HELP\_00056** | VERSION: **0.1** | STATUS: **IN PRODUCTION** | PHASE: **N/A** | SECURITY: **🔒** | RESPONSIBILITY: **👤** | SCREENS: **2** | Total Points: **2.00**

Questions **Remediation Screens**

Screen No.	Style	Main Text	
Screen 1	3.02	Kite Safety - First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a wide open area with no obstacles in your way. A field or beach would work nicely. ...	

6. Navigate the desired Question in the Test activity, and click the **Remediation Screens** tab.
7. Enter the desired feedback (i.e. Please review XX content) in the **Incorrect Feedback 1** field. **Note:** Click within the **Incorrect Feedback 1** field to open the CKEditor.
8. Highlight the desired feedback, and then click the **Link** icon to open the **Link Properties** window.

## Incorrect FeedBack 1

9. On the **Link Properties** window, select **Remediation Screen** from the **Type** drop-down menu.
10. Select the desired screen from the **Screen** drop-down menu.
11. Click the **Select** button to save the selection.

## 8.4 Re-Order Screens

Sometimes when you are developing a topic, you may wish to re-order some of the screens.

1. Click the **Re-Order Screens** button from the **Screen List** screen of a chosen topic.

Screen No.	Style	Main Text
Screen 1	3.10	Why Does a Kite Fly? - This image shows the basic forces involved in flying a kite. Click each bullet fo
Screen 2	3.02	Kite Safety - First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a wid
Screen 3	3.02	Getting Started - Now that you have ensured there are no power lines or other hazards nearby and the weather is good,
Screen 4	3.02	How-To Video - Watch the following video to see the best way to get your kite off the ground. Instructional Video: H
Screen 5	2.52	Knowledge Check - Which of the following are good places to fly a kite?
Screen 6	3.15	- This is a slideshow:
Screen 7	4.52	Demo Question 4.52 - Lorem
Screen 8	3.02	- First Example: $\left(\left(\left(\sum_{i=1}^n a_i b_i\right)\right)\right)$

2. A **Sort Activity Content** screen appears with the title of your activity displayed at the top and a list of screens below the name of the chosen topic.

The screenshot shows the 'Sort Activity Content' interface. At the top, the title 'Sort Activity Content' is on the left, and 'Topic List' and 'Help' buttons are on the right. Below this, the activity name 'Activity: Kite and Bike Basics' is displayed. A toolbar contains 'Expand All' and 'Collapse All' buttons. The main area lists several screens for re-ordering: 'Introduction', 'Screen 1' (with a description), 'Demo Question 4.52', 'Knowledge Check', 'Demo Question: 2.53', and 'Demo Question 4.52'. Each screen entry has a three-dot menu icon to its left. Below the list are three more screen entries: 'Flying a Kite', 'Riding a Bike', and 'Conclusion', each also with a three-dot menu icon. At the bottom, there are 'Cancel' and 'Submit' buttons.

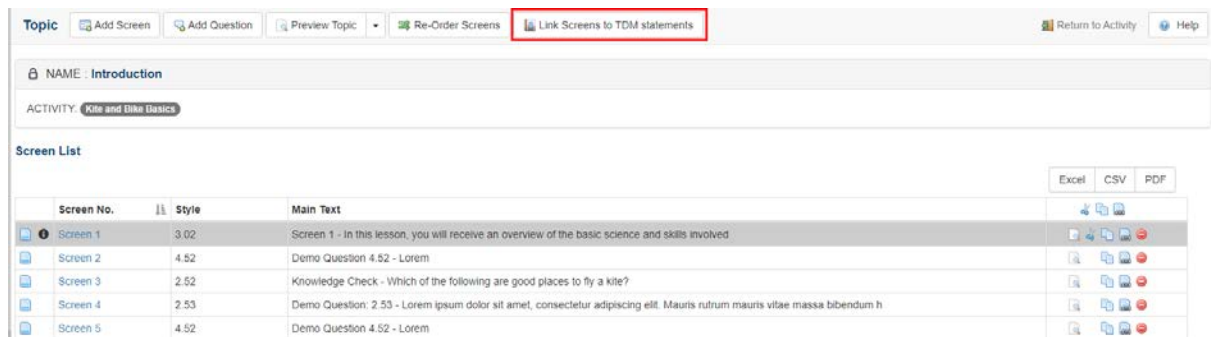
3. Select and drag the name of the screen you wish to re-order.
4. Once the screen has been moved to the correct position, click the **Submit** button. The screen or screens you have rearranged show(s) in the new order on the **Screen List** screen.

**Note:** You can also rearrange topics and move screens from one topic to another at this time.

## 8.5 Link Teaching Points

If a training document from TDM has been associated with a specific LCMS activity, the **Link Screens to TDM statements** button is available at the top of the topic list screens. To link a question screen to a teaching point see Link Question Screen to Teaching Points for more information.

1. Click the **Link Screens to TDM statements** button to access the teaching points.



- For each teaching point in the **Link Screens to Teaching Points** window, choose the desired screen(s) from the drop-down list that you wish to associate it to.
- Click the **Submit** button to save.

Link Screens to Teaching Point(s)

EO 001.01 Making a homemade kite (Pinwheels v.1)

Select the screens which will address each Teaching Point.

Sequence	Teaching Point	Screens
1	Best tools for making a homemade kite	select screen(s) ▼
2	How to thread a kite	select screen(s) ▼

Submit

Cancel

- The **TDM Integration** tab is also available from each screen within the activity.
- Select the desired statement from the **TDM statements addressed by this screen** drop-down menu. **Note:** More than one statement can be selected.
- Click the checkbox beside the desired teaching points. **Note:** Click the Learning Steps icon beside a teaching point to view child statements.



Main Text Audio Media Tags Other Details Security Pop-Up Boxes **TDM Integration** Special Functions

TDM statements addressed by this screen

EO 001.01 Making a homemade kite [Pinwheels]

Select those Teaching Points addressed by this screen.

	Sequence	Teaching Point	References
<input checked="" type="checkbox"/>	1	Best tools for making a homemade kite	
<input type="checkbox"/>	2	How to thread a kite	

## 8.6 Preview (Screen and Topic)

Once a screen has been saved, you can preview it in a separate browser window. Viewing screens in the Preview window is the same as viewing screens in the actual courseware (media appears in Preview once it has been uploaded and added to each screen. See Add Media to Screen for more information).

- From the **Topic** screen, click the **Preview** icon beside the screen you wish to view.  
**Note:** The **Preview** settings already selected at the **Activity** level are assigned to the topic screens. The screen automatically launches when you click the **Preview Screen** button on the **Screen Details** screen. Otherwise, a dialogue box appears prompting you to select an interface.

Topic Add Screen Add Question Preview Topic Re-Order Screens Assign Teaching Points Return to Activity Help

NAME: Flying a Kite

ACTIVITY: Kite and Dike Basics

Screen List

Screen No.	Style	Main Text	
Screen 1	3.10	Why Does a Kite Fly? - This image shows the basic forces involved in flying a kite. Click each bullet fo	
Screen 2	3.02	Kite Safety - First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a wid	
Screen 3	3.02	Getting Started - Now that you have ensured there are no power lines or other hazards nearby and the weather is good,	
Screen 4	3.02	How-To Video - Watch the following video to see the best way to get your kite off the ground. Instructional Video: H	
Screen 5	2.52	Knowledge Check - Which of the following are good places to fly a kite?	
Screen 6	3.15	- This is a slideshow:	
Screen 7	4.52	Demo Question 4.52 - Lorem	
Screen 8	3.02	- First Example: $\left(\left(\sum_{i=1}^n a_i b_i\right)\left(\sum_{i=1}^n a_i\right)^2\right)\left(\frac{1}{2}\right)\left(\sum_{i=1}^n a_i\right)$	

Excel CSV PDF

**Note:** On graphic screens where no graphic is available, the **Media Description** is displayed in Preview.

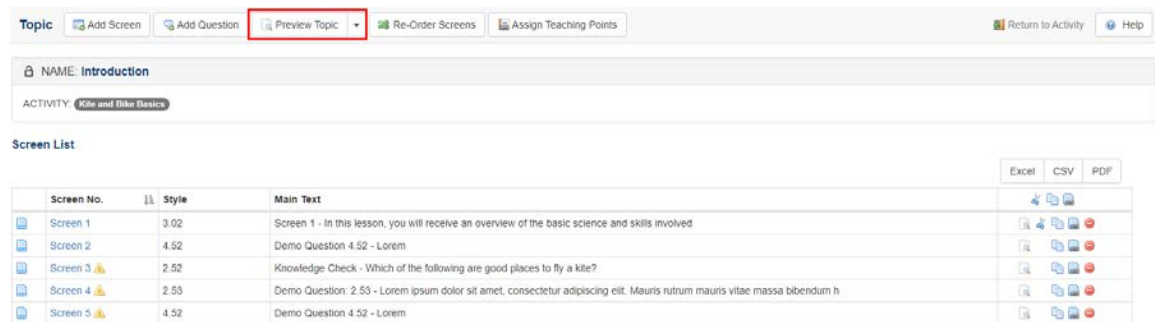
- When you have finished previewing a screen, click the browser's **Close** button.

**Note:** When previewing individual screens using the Storyboard Interface, the functioning screen is rendered in the browser rather than the storyboard layout used in the Storyboard Report or when the whole activity is opened in the Storyboard Interface.

**Tip:** To see the media size and filename at the top of the media area in Preview, click anywhere onscreen, then use the keyboard shortcut **CTRL+Alt+Shift+S**.



3. From the **Screen List** screen, click the **Preview Topic** button. Use the drop-down arrow to customize the interface, glossary, and emulation setting for the topic. See Preview Activity for more information.



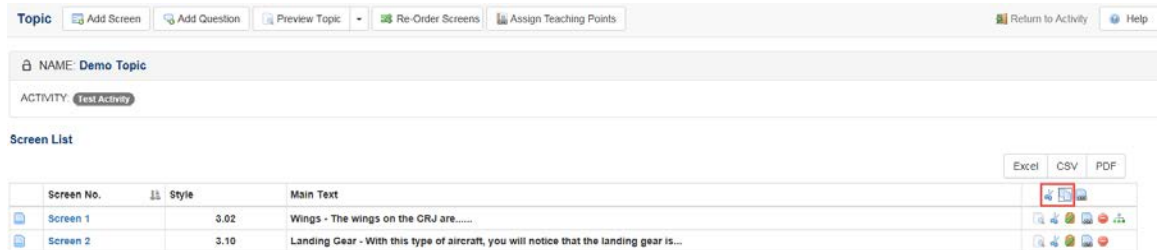
## 8.7 Cut/Copy and Paste (Screen)

The **Screen List** screen contains a list of screens contained within that topic.

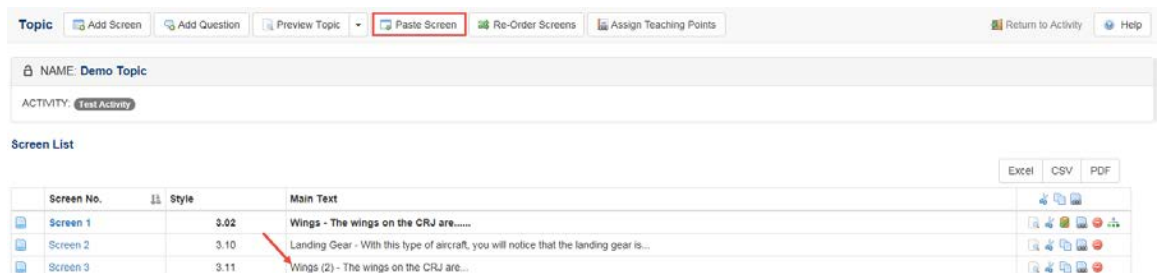
1. Click the **Cut** or **Copy Screen** icon to copy the selected screen to the clipboard (a green checkmark appears). Clicking the green checkmark removes the screen from

the clipboard.

- To cut or copy all instructional screens in the topic, click the **Select All Screens for Copy (or Cut)** icon in the header row. Click this icon again to toggle all screen selections off.



- A **Paste Screen** button appears at the top of the window (within the same or a different topic). Click the button to add copies of the selected screen(s) to the end of the screen list. The newly copied screens have the number (2) after the **Screen Title**. To change the screen name, click the screen No. and type the new title in the **Screen Title** field.



- To change the order of screens, use the **Re-Order Screens** button, drag the screens to the desired order and click **Submit**.

**Note:** Changes made to the original screen or the copy are totally independent of one another, unlike changes made to linked screens.

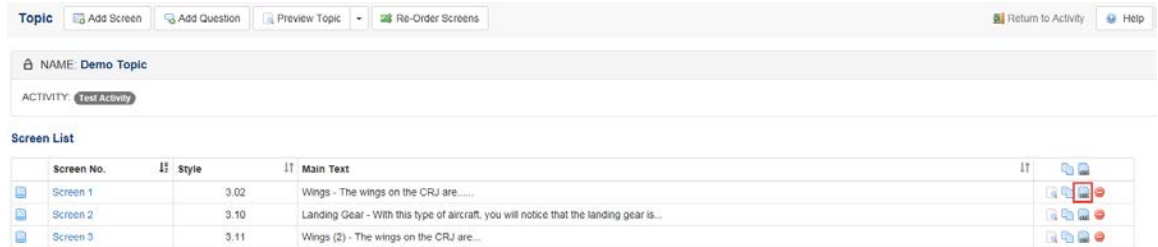
**Note:** When Screens (as well as Activities) are copied, an icon appears to the right of the LCMS menu. This allows you to clear the clipboard as required.

## 8.8 Link to Screen

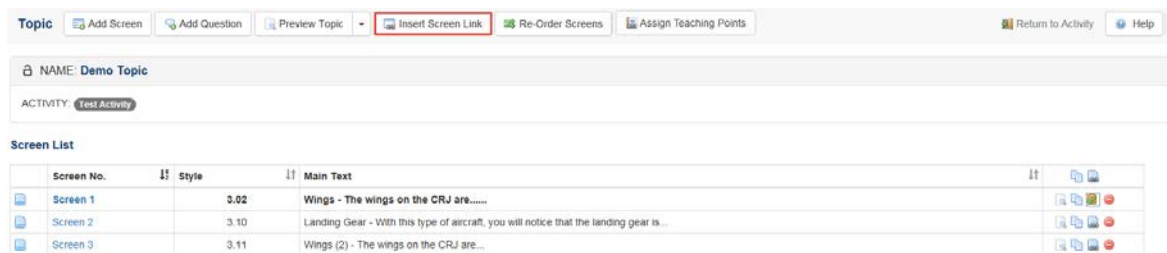
On the **Screen List** screen, there is a list of screens that fall within the current topic.

- Click the **Link Screen** icon to select a screen you would like to link to (click this

icon a second time to toggle the selection off).





- You can select more than one screen at a time to link. Click the **Select All Screens for Link** icon in the header row of the screen list to automatically select all the screens in the current topic (click this icon a second time to toggle the selection off).
- In the **Screen List** for the same or other topics, a button labeled **Insert Screen Link** appears at the top of the screen once a screen has been designated as a "linked screen". Click this button to add links to the selected screen(s). The linked screen appears at the end of the **Screen List**.



- The chain icon appears beside the new screen to indicate that it is linked to an existing screen.
- A **Usage** icon appears next to the original screen, indicating that a link to it exists so changes made to it will have effects elsewhere.



- The order of screens can be changed using the **Re-Order** button at the top of the **Screen List** screen.
- In the **Screen List**, you can click a linked screen's number to open a window containing Activity information.

 <b>Screen 6</b>	3.15	Slideshow Example - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum i psum arcu, quis auctor le	 
---	------	--	---

8. In the activity information window, click the **Master Screen** hyperlink to open the screen from which the linked screen is derived. **Note:** When the linked screen is a hidden screen, the message **Master is a hidden screen** displays beside the **Master Screen** field. Click the checkbox beside **Hide screen from presentation** to hide the linked screen.

Activity: Sample Activity Return to Topic Help

Folder: Default setup folder

Activity: Sample Activity

Version: 0.1

Topic: Topic 1

Master Screen: 1 of 2 Master is a hidden screen.

Hide screen from presentation: ☐

Prompt: Default setup prompt

Cancel Submit

9. The Prompt for the screen can also be configured on this screen.

**Note:** Changes made to the original screen are reflected in the linked screen, unlike with screens created using the copy feature.

## 8.9 Delete (Screen)
















1. On the **Screen List** screen, click the **Delete** icon beside the screen you wish to remove.

Topic Add Screen Add Question Preview Topic Re-Order Screens Assign Teaching Points Return to Activity Help

NAME: My Test Topic

ACTIVITY: Test Activity (2)

**Screen List**

Screen No. ↓↑	Style ↓↑	Main Text ↓↑	↓↑
 Screen 1	3.15	Slideshow Example - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum i psum arcu, quis auctor le	   
 Screen 2	3.17	3.17 Example - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum arcu, quis auctor le	   
 Screen 3	3.06	3.02 Example - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum	   

2. A pop-up confirmation window appears asking if you wish to delete this screen.  
Click **YES** or **NO**.

Delete Screen
×

---

**Are you sure that you want to delete this screen?**

Screen 4: *Fuselage - The fuselage of the CRJ is...*

---

Yes
No

3. If the screen is linked elsewhere (it is a master screen), a prompt appears asking if you wish to keep the instance of the screen in the linked location(s).

Independent Study Activity
Instruction Screens (Screen No.: 16)

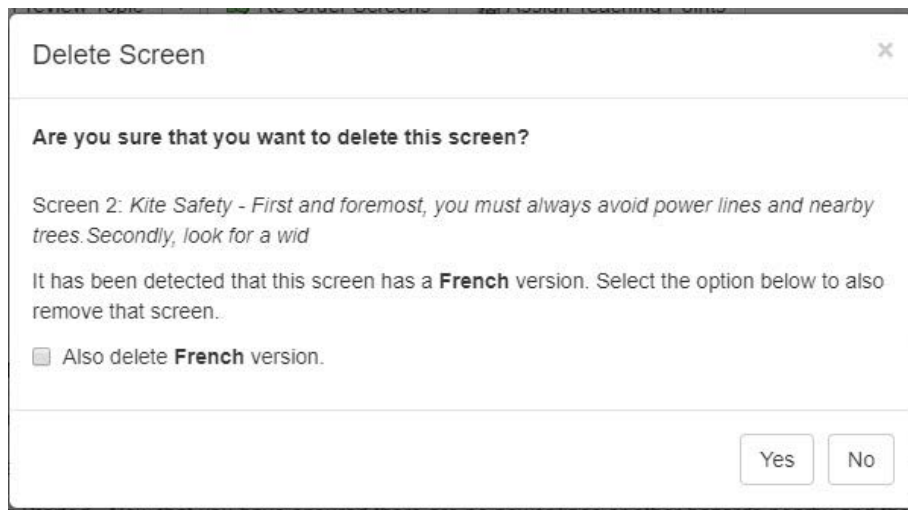
This screen is referenced in 1 other locations.

Folder(s)	Learning Object	Topic	Screen No.	Keep
Demo Folder 1 / Subfolder 3	<a href="#">Instructor Led Activity</a>	<a href="#">Demo Topic 1</a>	1	<input type="checkbox"/>

TIP: Click the Learning Object title, to navigate to that Activity.  
or Click the Topic title, to navigate to that Topic.  
Click 'Return to {topic name}' to navigate back to the original topic.  
Note: Links are not available for Archived versions

Delete
Close

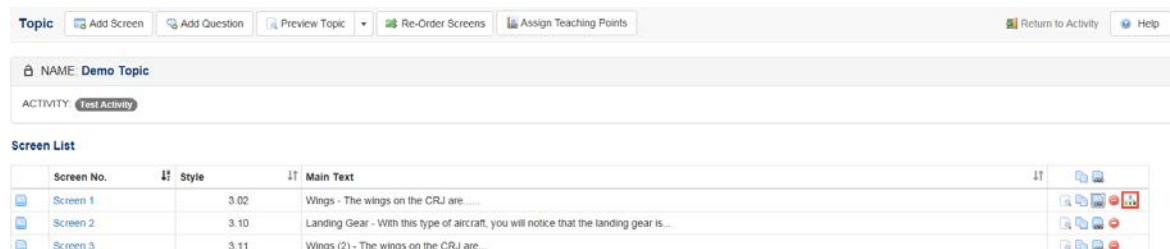
**Note:** If the screen has an alternate language version in another activity, a dialogue pop-up window will prompt you with this information. You will have the option to delete the alternate language version of this screen.



## 8.10 Usage (Master Screen)

Once you have inserted a linked screen, the **Usage** icon appears beside the originating/master screen on the Screen List screen. This Usage icon appears beside the master screen to give the location of all screens linking up to it. To view the usage details:

1. Click the **Usage** icon beside the desired master screen on the **Screen List** screen.



The details include the location (by folder, activity, topic and screen number) of the master screen at the top of the pop-up window and the location of the screen(s) linking to it, below.

Test Activity (2) My Test Topic (Screen No.: 1)

This screen is referenced in 1 other locations.

Folder(s)	Learning Object	Topic	Screen No.
Verification Guide	Test Activity (2)	Test Topic 2	6

TIP: Click the Learning Object title, to navigate to that Activity.  
or Click the Topic title, to navigate to that Topic.  
Click 'Return to {topic name}' to navigate back to the original topic.

Close

- Click the **Close** button when done viewing the usage details.

## 8.11 Edit Screen

- Click the screen number link on the **Screen List** screen. For example, clicking Screen 1 will take you directly to that screen.

### Screen List

Screen No.	Style	Main Text	
<a href="#">Screen 1</a>	3.15	Slideshow Example - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum arcu, quis auctor leo	
<a href="#">Screen 2</a>	3.17	3.17 Example - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum arcu, quis auctor leo	
<a href="#">Screen 3</a>	3.02	3.02 Example - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum arcu, quis auctor leo	

- On the **Screen** screen, below the **Screen Title**, you will see the screen style, activity and topic name, layout size drop-down menu and the time of your last session save. You will also see various tabs, depending on the screen style chosen. For a 3.02, you would see Main Text, Audio, Media, Tags, Other Details, Security, Pop-up Boxes and TDM Integration. Make your changes to the screen then click the **Save** button at the top of the screen.

Screen

Screen Title: 3.02 Screen

ACTIVITY: [Kite and Lake Basics](#) | TOPIC: [Riding a Horse](#)

LAYOUT SIZE: 50% Text, 50% Media | SESSION SAVE: [None](#)

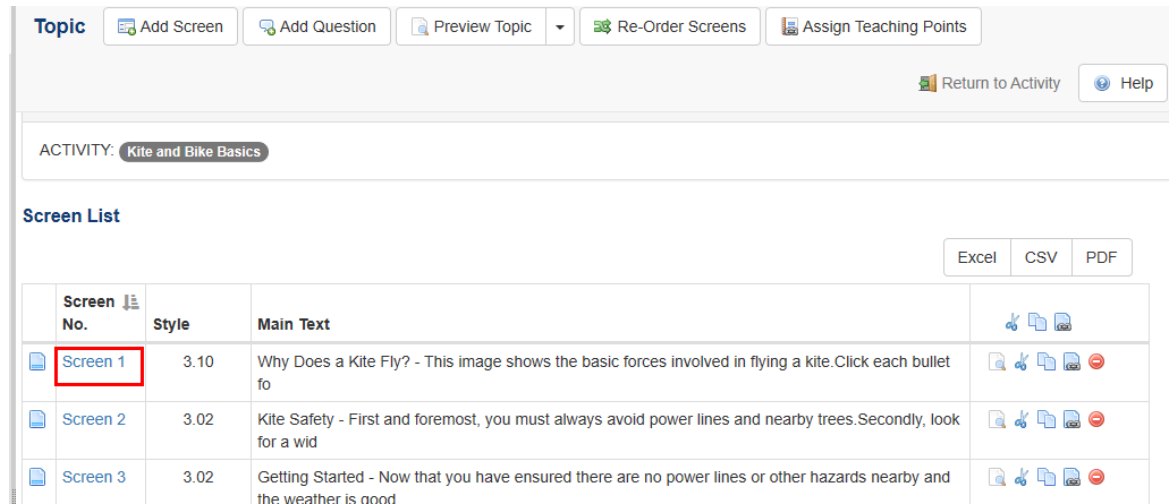
Main Text | Audio | Media | Tags | Other Details | Security | Pop-Up Boxes | TDM Integration

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum arcu, quis auctor leo aliquet eu. Phasellus porta congue dolor vitae vulputate. Pellentesque scelerisque elit a dui rutrum, ut lacus nisi lacus. Sed eu lectus quis mauris laoreet efficitur. Phasellus elementum dignissim condimentum. Quisque aliquam imperdiet sapien, in gravida ligula pulvinar in. Donec viverra magna sed fringilla vestibulum. Vestibulum bibendum placerat convallis. Suspendisse sollicitudin pharetra ullamcorper. Donec vel facilisis nulla. Phasellus id luctus odio, ultricies gravida enim. Morbi vitae eleifend odio. Sed ut sapien maximus. Interdum neque sit amet, euismod elit. Quisque at mattis eros, at semper tellus. Ut nunc leo, viverra ac mattis quis, mattis in dolor.



## 8.12 Edit Screen Prompt

1. To edit a **Prompt** in an Activity, first open the **Topic** screen (**Screen List**).
2. Click the **Screen No.** of the screen for which you would like to change the prompt.



The screenshot shows the 'Topic' screen interface. At the top, there are buttons for 'Add Screen', 'Add Question', 'Preview Topic', 'Re-Order Screens', and 'Assign Teaching Points'. Below these are 'Return to Activity' and 'Help' buttons. The 'ACTIVITY' is set to 'Kite and Bike Basics'. The 'Screen List' section contains a table with three columns: 'Screen No.', 'Style', and 'Main Text'. The first row, 'Screen 1', is highlighted with a red box. To the right of the table are buttons for 'Excel', 'CSV', and 'PDF'. Each row in the table has a set of icons for editing, deleting, and other actions.

Screen No.	Style	Main Text
Screen 1	3.10	Why Does a Kite Fly? - This image shows the basic forces involved in flying a kite. Click each bullet fo
Screen 2	3.02	Kite Safety - First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a wid
Screen 3	3.02	Getting Started - Now that you have ensured there are no power lines or other hazards nearby and the weather is good

3. Change the prompt by using the prompt drop down.

### Prompt:

Click 'exit' to leave the exercise or click 'menu' to go to the Topic Menu.



## 9 Screen Styles (Question and Instruction Screens)

The LCMS has a number of template screen styles for both instruction screens and question screens.

Question screens and instruction screens have a similar interface but are accessed and edited slightly different from one another:

- Question screens are typically accessed via the **Question Bank**, discussed in the section entitled Add New Question.
- Instruction screens are typically accessed via the **Screen List**, discussed in the section entitled Add Screen (Instruction Screens).

This section contains some basic guidance that applies to editing both types of screens.

You can add multimedia such as graphics, audio and video files to both instruction and question screens. The type of multimedia that may be used with a screen depends on the screen style selected.

Once media files are developed and uploaded to the **Media Library**, there are two ways of populating media fields. These are:

1. Using the **Update Media Links** feature to add multiple media at once: This link populates all empty media fields in an activity with the media requested in the **Requested Filename** field. If the field is already populated and a **Requested Filename** is changed for that field, selecting **Update Media Links** will not update the populated media field with the new file. The **Clear** button must be used to allow the media field to be populated again with the new filename in the **Requested Filename** field. See the section Update Media Links for more information.
2. Selecting individual media files: Click the **Select** button to locate the required file in the **Media Library**. See the section Add Individual Media for more information.

### 9.1 Instruction Screen Styles

The following pages contain a list of the standard HTML-based instruction screen styles available. Additional details are provided for the interactive screen styles, explaining how to edit the fields that define each type of screen.

**Note:** See the section titled Screen List (Topic Screen) for more general information on

adding Question and Instruction Screens.

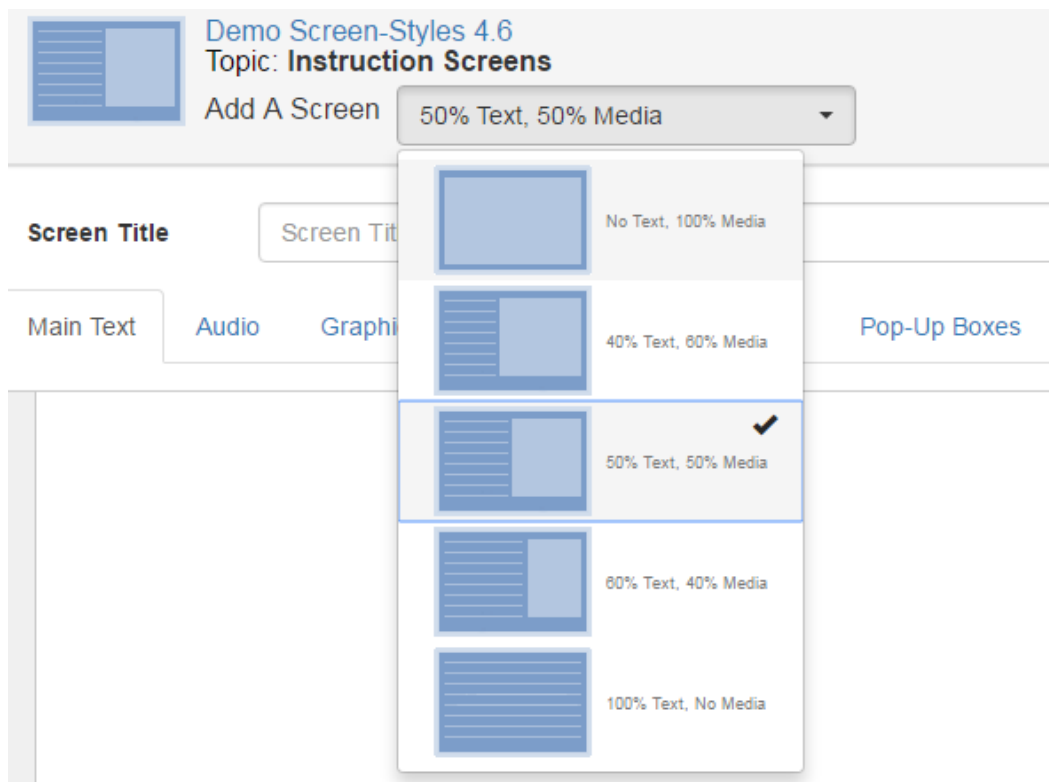
The following file formats are supported for inclusion in the screen styles available:

- Graphic: jpg, png, gif
- Graphic zoom: Zoomify, Giga Image Viewer
- Video: flv, mp4, HTML5
- Video plugin: mov, wmv, unity3d, html

### 9.1.1 Instruction Screen Style Descriptions

These are the main instruction screen styles available. They mainly determine the layout of HTML and media on the screen. Any type of supported media asset can be inserted in most screen styles. Interactive screen styles also make different types of user interaction available, as explained below.

Most screens have text/media layout options, which are accessed from a drop-down menu at the top of the screen.



## Basic Screen Styles

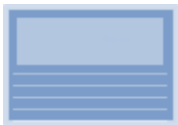
These screens have an area in which media assets can be displayed, which may be in the following formats: static graphics (png, jpg, gif and pdf), Animate animations (HTML), videos (mp4), large zoomable images (Giga and Zoomify) or 3D models (Unity 3D and Modest 3D). **Note:** The media area may also be used to contain a second HTML pane if the media filename is left blank, and the **Caption** field will expand to fill the whole space normally available for media. You can also embed static graphics inline in HTML content areas (but not other media types). **Note:** When a video (mp4) media is chosen in a screen style that supports video, the **Autoplay** and **Loop** options will display. The **Autoplay** enables the video to begin playing automatically when the screen is launched. The **Loop** option enables the video to loop when it has finished playing.

### Thumbnail

### Description



3.02 **HTML/Media**. Allows selection between different layouts: "No Text, 100% Media", "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", "100% Text, No Media", or "100% Text, Background Media" (all media types). **Note:** Default layout size is "40% Text, 60% Media".



3.04 **Panoramic Media Above**. Split vertically, with up to 60% HTML at the bottom, and at least 40% panoramic media at the top. If less HTML content is present, the media area will become taller to fill the available space (all media types).



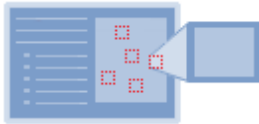
3.06 **Panoramic Media Below**. Split vertically, with up to 40% HTML at the top, and at least 60% panoramic media at the bottom. If less HTML content is present, the media area will become taller to fill the available space (all media types).

## Interactive Screen Styles

All of these screen styles have a *basic* layout resembling 3.02: split horizontally, with 40% , 50% or 60% on the left for HTML **Main Text** and **Text Options** and 40%, 50% or 60% media on the right. However, they also include various kinds of user interaction. **Note:** Most of these screens can use *any* supported type of media asset, except 3.10 and 3.11, which only support static images, 3.13 which only supports videos, and 3.14 which can only use Giga and Zoomify Images, Unity 3D models, or Animate animations. Screen 3.17 allows the 100% text option selection.

**Thumbnail****Description**

3.10 **Media with Highlights.** Click Text Options or links to display up to nine corresponding highlighted areas on the media asset (Static images only - png, jpg, gif). Collapsible text areas may also be included beneath each Text Option, to be revealed when they are clicked. Allows selection between these layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media".



3.11 **Media with Hotspots.** Click Text Options or corresponding highlighted hotspots on the media asset to reveal an additional media asset, which must be a static graphic, either in a pop-up window or replacing the main media asset (Static images only - png, jpg, gif). This screen style can be used to create simple interactive control panels. Collapsible text areas may also be included beneath each Text Option, to be revealed when they are clicked. Allows selection between these layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", or "No Text, 100% Media".



3.12 **Tabbed Layout.** Displays multiple screens of different styles as navigable tabs, which are revealed when clicked.



3.13 **Chaptered Video.** Click HTML "chapters" to jump to different parts of the video. Chapters are highlighted as specified time markers are reached during playback. Playback can either be continuous or set to pause following each chapter. Collapsible text areas may also be included beneath each Text Option, to be revealed when they are clicked (mp4). Allows selection between these layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media".



3.14 **Interactive Media States.** Click Text Options to activate up to nine different states of a single media asset, i.e. changing between Giga or Zoomify Image or Unity 3D states, or playing different sections of an Animate animation. Optionally, collapsible text underneath each Text Option can also be displayed when they are selected (HTML, mp4, flv, Giga, Zoomify and Modest 3D). Allows selection between these layouts: "40% Text, 60% Media", "50%

Text, 50% Media", "60% Text, 40% Media".



**3.15 Slide Show.** Click thumbnails or arrows at the top of the media area or hyperlinks within the main text area to navigate through up to nine media in a slide show format (png, jpg, gif, Giga, Zoomify, Unity3d, HTML, pdf). Text-only slides can be created by leaving the media file name blank, and then the caption area will expand to fill the whole slide. Allows selection between these layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", or "100% Text, No Media".



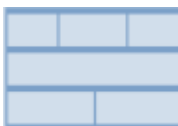
**3.17 Swappable Media.** Click on either Text Options or hyperlinks to switch between up to 15 media assets. Media selected replaces the default asset in the left-hand pane. If the filename is left blank, the caption text will fill the available space in the media area. Optionally, collapsible text underneath each Text Option can also be displayed when they are selected. All media formats are supported. The Giga Image, Zoomify, Unity 3D and Modest Tree states only supported on the default graphic.



**3.18 Stacked Layout.** Displays multiple text blocks and media (png, jpg, gif, mp4, Unity 3D, HTML) in two stacked columns. Allows selection between these layouts: "40% Text, 60% Media", "50% Text, 50% Media" or "60% Text, 40% Media".



**3.19 Build Slide.** Click the arrows at the top of the media area to navigate through up to 15 text and/or media options in a slide show format (png, jpg, gif, Zoomify, Unity3d, HTML). The text options can be appended or replaced. Text-only slides can be created by leaving the media file name blank, and then the caption area will expand to fill the whole slide. Allows selection between these layouts: "No Text, 100% Media", "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", or "100% Text, No Media". **Note:** The screen ratio for this screen-style refers to the percentage between the text options and media.



**3.20 Grid Layout.** Displays multiple text and/or media (png, jpg, gif, mp4, and HTML) blocks in a grid (columns and rows format). **Note:** This screen-style is not compatible with IE11.



**3.21 Flip/Flash Cards.** Click-to-reveal up to 25 text and/or media options on a flip card format (png, jpg, gif, mp4, HTML). Allows selection between these layouts: "40% Text, 60% Card", "50% Text, 50% Card", "60% Text, 40% Card", or "No Text, 100% Card".

**Note:** This screen-style is not compatible with IE11.

### 9.1.1.1 Interactive Screen Styles

The interactive screen styles allow you to interact with the content in a variety of ways (i.e. adding multiple **Text Options**, **Graphics** or sets of **Plot Coordinates**). All of these screens have a drop-down menu at the top of the screen, allowing the user to select the layout. These screens are described in more detail in the following pages.

#### 9.1.1.1.1 Media with Highlights (3.10)

##### Thumbnail



##### Description

**3.10 Media with Highlights.** Click Text Options or links to display up to nine corresponding highlighted areas on the media asset. Collapsible text areas may also be included beneath each Text Option, to be revealed when they are clicked (static images only - png, jpg, gif). Allows selection between these layouts: "100% Text, No Media", "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", .

This screen style basically displays a list of bullet points with text on the left side of the viewer, which the user can click to highlight different areas on an image on the right side of the viewer. It is similar to 3.17 except that instead of *multiple* images, a single default image is displayed with multiple areas on it which can be highlighted.

1. In addition to the standard fields, including **Main Text**, this screen has a **Graphics** tab that contains a single **Default Graphic** field, which functions in the same way as the **Graphic** fields in the basic graphic screen styles described earlier. However, the images will be displayed on the right side of the viewer with yellow boxes superimposed to highlight specific areas in response to user interaction. The **Graphic** tab is disabled when the **"100% Text, No Media"** option is chosen.
2. The **Caption** field holds HTML that will be displayed below the **Default Graphic**.  
**Note:** Hyperlinks and inline images may also be entered in the **Caption** field using the HTML editor.

3. This screen style also has a **Text Options** tab with multiple numbered fields, which is used to define the text displayed as interactive bullet points on the left side of the viewer. Click the **Add Text Option** button at the bottom of the tab to add more options, to a maximum of nine. HTML tags can be inserted into the **Text Options** field to format text. To re-order **Text Options** fields, use the drag handles on the top-left of the **Text Option** field. **Note:** If the **Text Option** has a plotted shape, the shape will also be reordered. To remove a text option, click the **Remove Text Option** icon. **Note:** If the **Text Option** has a plotted shape, the shape will also be deleted.
4. Click the **Plotter Tool** button to open the **Plotter Tool** window. **Note:** One or more highlights can be plotted using this tool for each **Text Option** or **Link** in the Main Text or Collapsible text area. **Note:** See The Plotter Tool for more information.

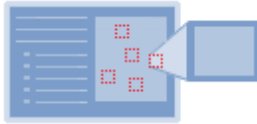


5. Click the **Collapsible Text** button to display an HTML editor field for optional hidden text that will appear when the corresponding **Text Option** is clicked in the viewer.
6. **Links** to highlights on the image can be added to the **Main Text** area or to **Collapsible** text. When the user clicks a **Link**, the plot area defined by the corresponding **Coordinates** is highlighted on the image, in the style selected using the **Plotter Tool**. See Add/Edit/Delete Hyperlinks for more information on this feature.
7. Click the checkbox labeled **Autoselect first option on load** to display **Text Option 1** with its corresponding **Coordinate** when the screen loads.
8. When you preview this screen style, the **Default Graphic** displays on the right with **Main Text** and **Text Options** on the left. When each **Text Option** is clicked, its associated highlight is automatically displayed on the image. Highlights appear in the order of the **Text Options**. For example, clicking **Text Option 1** will bring up **Coordinate 1**. Clicking another text option will hide the first coordinate and show the one matching the currently selected text option. **Coordinates** associated with **Links** will be displayed according to the Hotspot manually selected from the list of available hotspots. See Hyperlink to Image Highlight (Hotspot) for more information on this feature.



## 9.1.1.1.2 Media with Hotspots (3.11)

## Thumbnail

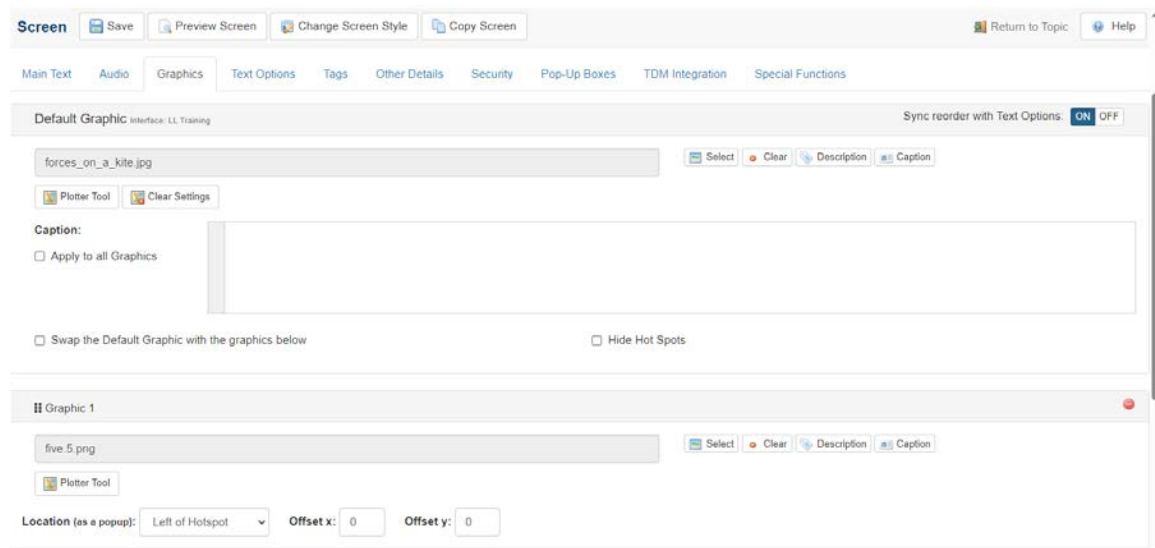


## Description

**3.11 Media with Hotspots.** Click Text Options or corresponding highlighted hotspots on the media asset to reveal an additional media asset, which must be a static graphic, either in a pop-up window or replacing the main media asset. This screen style can be used to create simple interactive control panels. Collapsible text areas may also be included beneath each Text Option, to be revealed when it is clicked. (Static images only- png, jpg, gif). Allows selection between these layouts: "100% Media Bottom", "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", "100% Text, No Media", "Text, Max 1/2 Media Top", "Text, Max 2/3 Media Top", "Text, Max 1/2 Media Bottom", or "Text, Max 2/3 Media Bottom". **Note:** The screen ratio for this screen-style refers to the percentage between the text options and media.

This screen style is basically a combination of 3.17 and 3.10. The user is shown a list of **Text Options** with the **Default Graphic** displayed to the right in the viewer. When they click on a **Text Option** the corresponding area of the **Default Graphic** is highlighted and a corresponding image is displayed in a pop-up screen. Alternatively, instead of being opened in a pop-up, different graphics can replace the **Default Graphic**, which is useful if you want to simulate an interactive control panel.

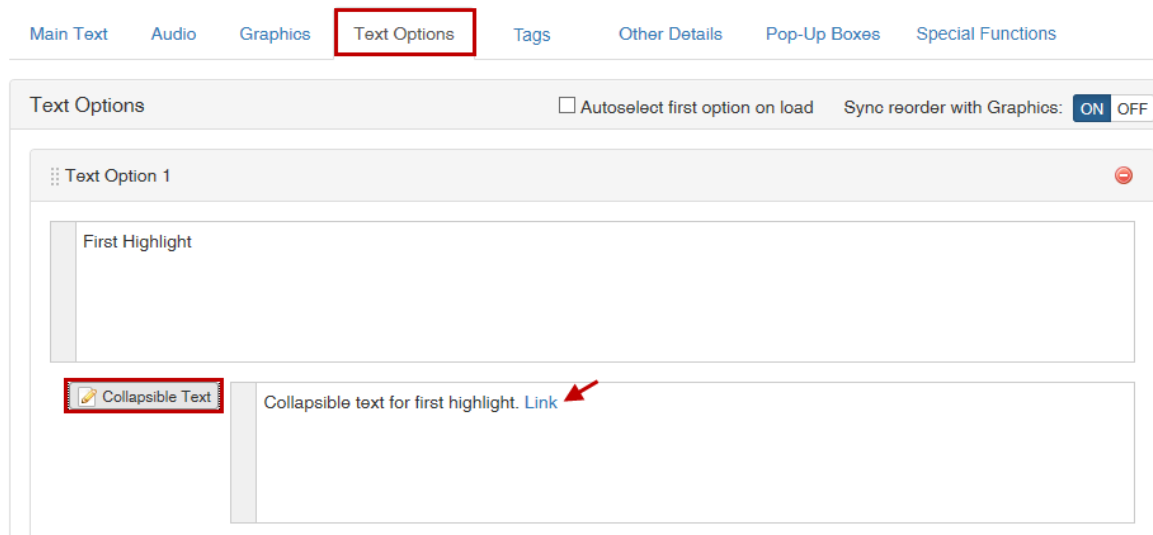
1. In addition to the standard fields, including **Main Text**, this screen has a **Graphics** tab that contains a single **Default Graphic** field and multiple **Graphic** fields, numbered one to fifteen. When the screen is launched, the **Default Graphic** is displayed on the right and **Text Options** on the left. When a **Text Option** is clicked, the associated graphic appears, either in a pop-up box or replacing the **Default Graphic** on the right. To reorder **Graphic** fields, use the drag-handles (top-left of field). Be sure the **Sync reorder with Text Options** toggle is **ON**, if you wish to reorder the associated text options at the same time. To remove a graphic, click the **Remove Graphic** Icon. To add more graphics (to a maximum of nine), click the **Add Graphic** button. **Note:** The **Graphic** tab is disabled when the **"100% Text, No Media"** option is chosen.



2. Click the checkbox labeled **Swap the Default Graphic with the graphics below** to toggle between showing graphics in pop-ups or using them to replace the **Default Graphic** in the right pane. Click the checkbox labeled **Hide Hot Spots** to hide hotspots. The **Caption** field of the **Default Graphic** appears underneath it, and the **Captions** for the other graphics will appear below them in the pop-up windows. If you wish to have the same caption for all the images on this screen, click the **Apply to all Graphics** checkbox in the **Default Graphic Caption** field.  
**Note:** Hyperlinks and inline images may also be entered in the **Caption** field using the HTML editor.
3. Click the **Plotter Tool** button to open the **Plotter Tool** in a new window. The **Plotter Tool** button displays for every graphic added. **Note:** On the default graphic, one or more hotspot can be plotted for each **Text Option**. **Note:** See The Plotter Tool for more information on this feature.
4. Select a value for the **Location** drop-down for each graphic to choose where the pop-up appears on the screen, relative to the hotspot that triggers it (Bottom, Top, Left, Right), enter values for **Offset X** and **Offset Y** to control the exact positioning. **Note:** These settings are not relevant if the **Swap the Default Graphic** box is checked.
5. The **Text Options** tab is used to define the text displayed as interactive Text Options on the left. These fields correspond with the **Graphics** fields of the same number (i.e., **Text Option 1** corresponds with **Graphic 1**). Click the **Add Text Option** button to add more **Text Options**, up to a maximum of nine. HTML tags can be inserted into the **Text Options** field, to format text. To reorder **Text Options**

fields, use the drag-handles on the top-left of the **Text Option** field. To reorder the associated media at the same time as the **Text Options**, be sure the **Sync reorder with Graphics** toggle is **ON**. To remove a text option, click the **Remove Text Option** Icon. **Note:** Deleting a **Text Option** does not delete its corresponding graphic. Graphics must be deleted separately.

6. Click the **Collapsible Text** button under each **Text Option** to display an HTML editor field. Here you can add optional hidden text, to be displayed when the corresponding **Text Option** is clicked in the viewer. You may also add links in **Collapsible Text** to the hotspot coordinates on the image. See [Hyperlink to Image Highlight \(Hotspot\)](#) for more information.



7. On preview, **Main Text** appears on the left and the **Default Graphic** on the right. Click **Text Options** or corresponding highlighted hotspots on the media asset to reveal an additional graphic (in a pop-up window or replacing the main media asset). The corresponding **Graphic** file is displayed in a pop-up window unless **Swap the Default Graphic with the graphics below** is checked, in which case the image in the right pane will change. Click the checkbox labeled **Autoselect first option on load** to display **Text Option 1** with its corresponding **Coordinate** when the screen loads.

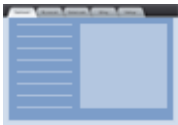
## Interactive Control Panel

To use this screen to simulate an interactive control panel, you will normally want to have multiple versions of the same graphic, each showing a control panel with identical buttons but different output on a display or gauges. By drawing hotspots over the buttons, you can make them clickable. **Note:** It's important that the buttons are in the same location in

each graphic because the hotspots will always be in the same position. When the user clicks a specific button the graphic can be swapped to show the same control panel in a different state, e.g. with relevant output shown on its display.

#### 9.1.1.1.3 Tabbed Layout (3.12)

### Thumbnail

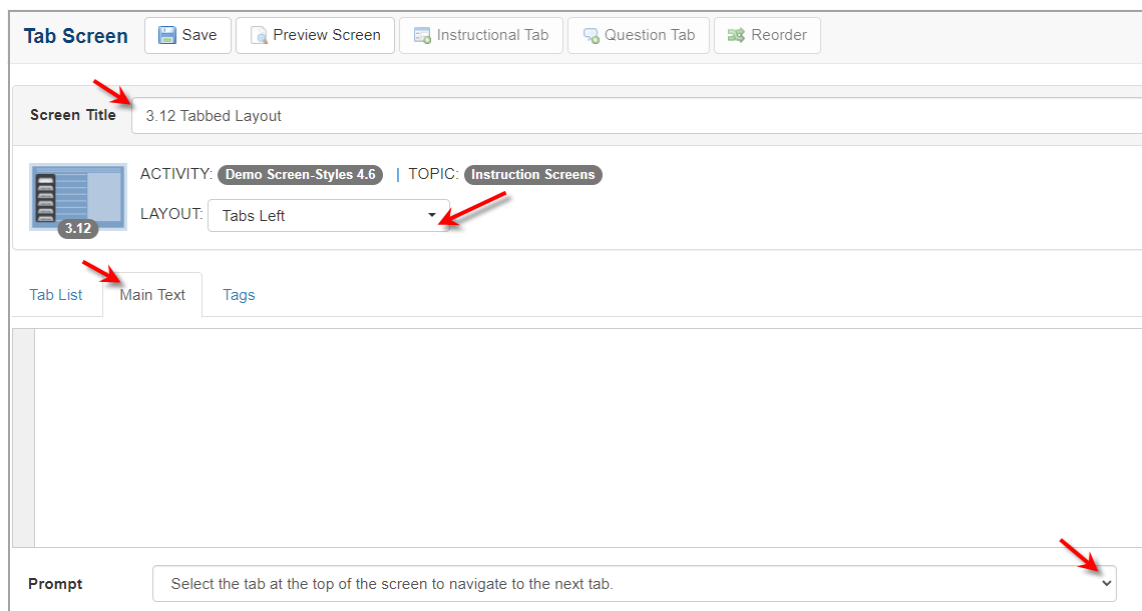


### Description

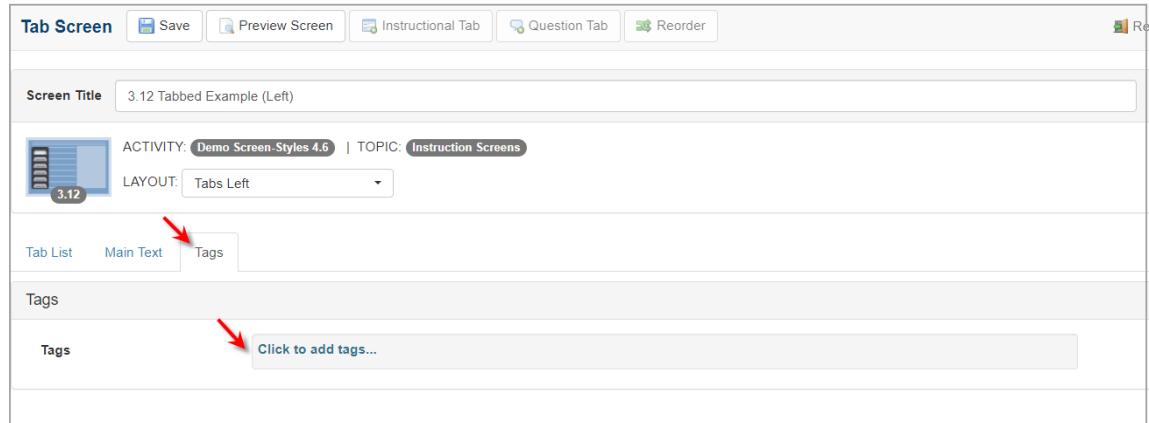
**3.12 Tabbed Layout.** Displays multiple screens of different styles as navigable tabs, which are revealed when clicked. The tabs may be displayed at the top of the screen or on the left side of the screen.

The tabbed layout screen helps you organize related content into tabs within a single screen. Any screen style can be used within a tab. The editing tool for this screen functions differently from other screen styles.

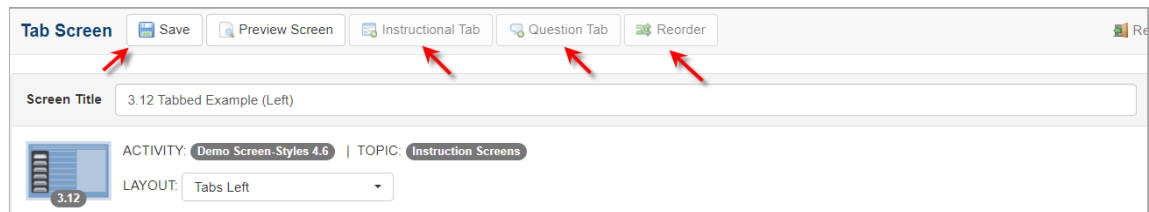
1. Enter the desired title in the **Screen Title** field.
2. Select the tabs layout (**Tabs Top** or **Tabs Left**) from the **LAYOUT** drop-down menu.
3. Click **Main Text** tab and select a prompt from the **Prompt** drop-down menu (if prompts are set up for your project). **Note:** Alternatively, you may enter a prompt by clicking the **Main Text** tab and entering a prompt in the **Main Text** field.

A screenshot of the 'Tab Screen' editing interface. At the top, there are buttons for 'Save', 'Preview Screen', 'Instructional Tab', 'Question Tab', and 'Reorder'. Below these, the 'Screen Title' field contains '3.12 Tabbed Layout'. A red arrow points to this field. Below the title, there is a thumbnail of the screen style, followed by 'ACTIVITY: Demo Screen-Styles 4.6' and 'TOPIC: Instruction Screens'. Below that, the 'LAYOUT' dropdown menu is set to 'Tabs Left', with a red arrow pointing to it. Below the layout, there are three tabs: 'Tab List', 'Main Text', and 'Tags'. A red arrow points to the 'Main Text' tab. Below the tabs, there is a large text area. At the bottom, there is a 'Prompt' field with the text 'Select the tab at the top of the screen to navigate to the next tab.' and a dropdown arrow, with a red arrow pointing to it.

- Click the **Tags** tab and then click the **Tags** field to enter the desired tags. See Tags/ Categories (Tab) for more information.



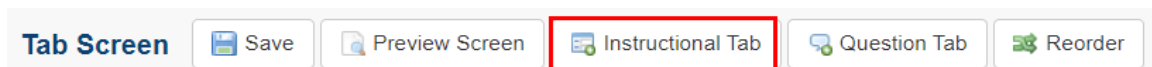
- Click the **Save** button at the top of the screen to save the changes.
- Click the **Instructional Tab** button or **Question Tab** button at the top of the screen to add a new tab. See Add an Instructional Tab and Add a Question Tab for more information.
- Click the **Reorder button** at the top of the screen to reorder the tabs. **Note:** On the **Sort Tags** screen, click and drag the tabs into the desired order, and then click the **Submit** button to reorder them and return to the **Tab Screen**. Click the **Cancel** button to return to the **Tab Screen** without reordering the tabs.



#### 9.1.1.1.3.1 Add an Instructional Tab

To add an instructional tab:

- On the **Tab Screen**, click the **Add an Instructional Tab** button.



- On the **Tab Title** window, enter the desired title in the **Title** field.

3. Click the **Submit** button to bring up a screen showing various tab styles to choose from. These are the same **Screen Style** options you see when adding a new screen to a topic. Click the screen style you would like to use.

Tab Title ×

Title

4. A **Screen (New Tab)** window will open. Add the **Screen Title** (to appear at the top of the tab screen) and text to the **Main Text** field. Also, change screen **Layout Size** if layout sizing is an option for the screen style. **Note:** You must add text to the **Main Text** field in order to save the screen (you can use placeholder text). Click **Return to Tab List** when you are done editing this tab and are ready to add another. **Note:** If the **Main Text** field is empty when you click **Save**, you will receive a warning message stating that the **Main Text** field cannot be empty. Also, you must save the screen once before the **Change Screen Style** button is enabled.

**Screen (New Tab)**

Screen Title  ↖

ACTIVITY: Test Activity | TOPIC: Meteorology

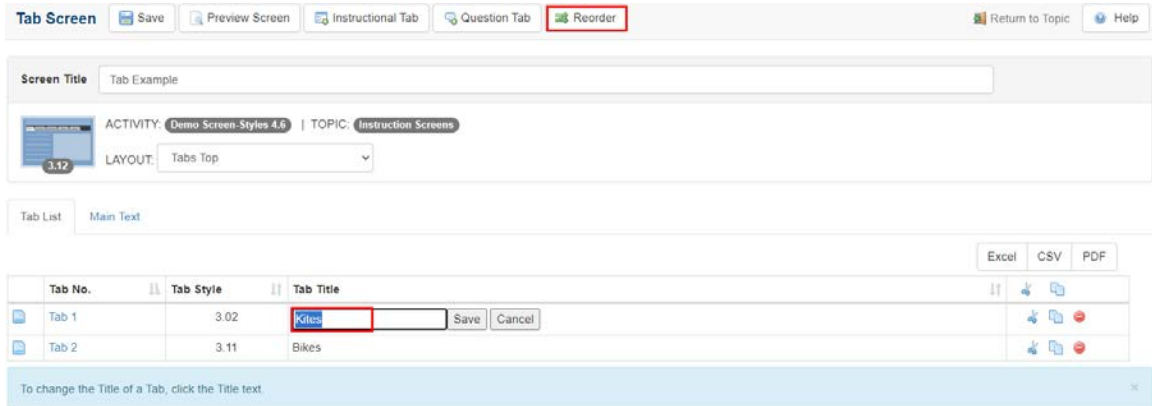
LAYOUT SIZE: 40% Text, 60% Media | SESSION SAVE: 10:23:57 A.M. | TAB: Third Tab

Main Text
Audio
Graphics
Text Options
Tags
Other Details
Pop-Up Boxes
Special Functions

Text goes here... ↖

5. The newly-created tab is now displayed as part of the **Tab List** on the main **Tab Screen**. You may continue to add as many tabs as you wish. Click the **Re-Order** button to re-arrange the sequence of the tabs. To edit a tab, click the **Tab Number** from the list on the left. This will open the normal edit screen for that **Screen Style**. **Note:** The **Tab Number** and **Tab Title** will be displayed beside the

screen style number in the header of the edit screen. Click the **Tab Title** in the list to rename a tab by editing the name inline.



Tab Screen [Save] [Preview Screen] [Instructional Tab] [Question Tab] [Reorder] [Return to Topic] [Help]

Screen Title: Tab Example

ACTIVITY: Demo Screen-Styles 4.6 | TOPIC: Instruction Screens

LAYOUT: Tabs Top

Tab List: Main Text

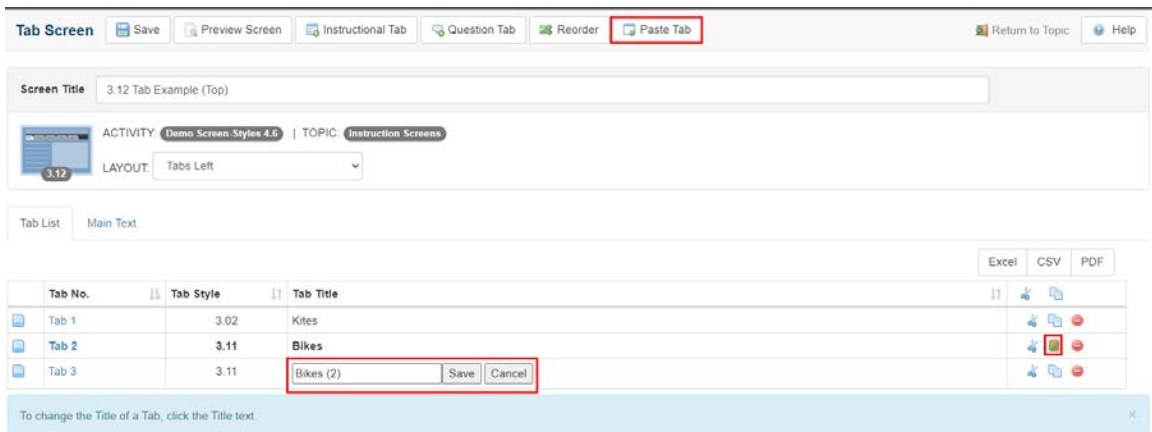
Tab No.	Tab Style	Tab Title
Tab 1	3.02	Kites
Tab 2	3.11	Bikes

To change the Title of a Tab, click the Title text.

6. Click the **Delete** icon to delete a tab.

7. To copy and paste within the same **Tabbed Layout** screen, or into another **Tabbed Layout** screen, click the **Copy Tab** icon, then click **Paste Tab** at the top of the screen. The newly copied tab will have the same title as the original with the number (2) after it.

8. Enter a **Tab Title** and click the **Save** button.



Tab Screen [Save] [Preview Screen] [Instructional Tab] [Question Tab] [Reorder] [Paste Tab] [Return to Topic] [Help]

Screen Title: 3.12 Tab Example (Top)

ACTIVITY: Demo Screen-Styles 4.6 | TOPIC: Instruction Screens

LAYOUT: Tabs Left

Tab List: Main Text

Tab No.	Tab Style	Tab Title
Tab 1	3.02	Kites
Tab 2	3.11	Bikes
Tab 3	3.11	Bikes (2)

To change the Title of a Tab, click the Title text.

9. Screens from the same project folder may be copied and pasted as tabs. Click the **Copy Screen** icon beside the correct screen in the **Screen List**, then click **Paste Screen as Tab** at the top of the tabbed layout screen.

10. Enter a **Tab Title** and click the **Save** button.

Tab Screen   Save   Preview Screen   Instructional Tab   Question Tab   Reorder   **Paste Screen As Tab**   Return to Topic   Help

Screen Title: 3.12 Tab Example (Top)

ACTIVITY: Demo Screen Styles 4.6 | TOPIC: Instruction Screens

LAYOUT: Tabs Left

Tab List   Main Text

Tab No.	Tab Style	Tab Title
Tab 1	3.02	Kites
Tab 2	3.11	Bikes
Tab 3	3.11	Trains
Tab 4	3.02	[Enter Name For Tab]

To change the Title of a Tab, click the Title text.

9. Tabs from the same project folder may be copied and paste as screens. Click the **Copy Tab** icon beside the desired tab in the **Tab List**, then click **Paste Tab As Screen** at the top of the desired **Topic** screen. The copied tab will paste as a new screen in the **Screen List**.

Topic   Add Screen   Add Question   Preview Topic   **Paste Tab As Screen**   Re-Order Screens   Return to Activity   Help

NAME: Flying a Kite

ACTIVITY: Kites and Bikes - Instructor

Screen List

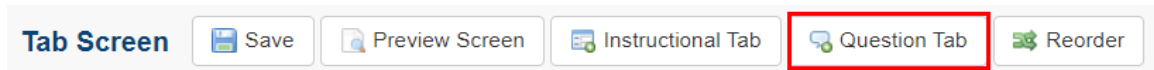
Screen No.	Style	Main Text	Instructor Notes
Screen 1	3.10	Why Does a Kite Fly? - This image shows the basic forces involved in flying a kite. Click each bullet to	This image shows the basic forces involved in flying a kite. Click each bullet
Screen 2	3.02	Kite Safety - First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a wid	First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a w
Screen 3	3.02	Getting Started - Now that you have ensured there are no power lines or other hazards nearby and the weather is good,	Now that you have ensured there are no power lines or other hazards nearby and the weather is good,
Screen 4	3.02	How-To Video - Watch the following video to see the best way to get your kite off the ground. Instructional Video&ix	Watch the following video to see the best way to get your kite off the ground. Instructional Video.
Screen 5	2.52	Knowledge Check - Which of the following are good places to fly a kite?	Which of the following are good places to fly a kite?
Screen 6	3.15	- This is a slideshow.	This is a slideshow.
Screen 7	4.52	Demo Question 4.52 - Lorem	
Screen 8	3.02	- First Eaxmple: $\sum_{i=1}^n a_i b_i$	
Screen 9	3.11	3.11 Plotter Tool - a	
Screen 10	2.52	Test Question - What time of day should you fly a kite? Select the correct answer.	
Screen 11	2.52	Knowledge Check - Which of the following are good places to fly a kite?	

#### 9.1.1.1.3.2 Add a Question Tab

To add a Question tab:



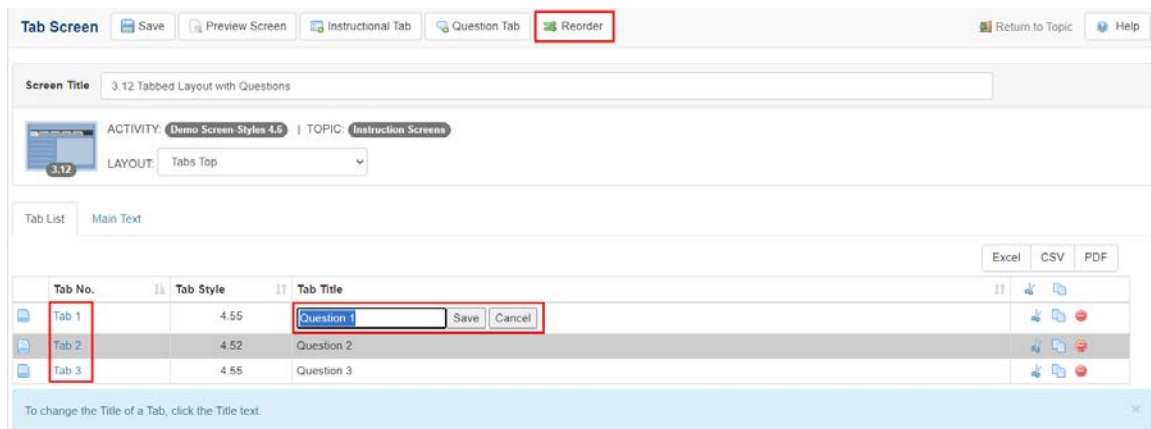
1. On the **Tab Screen**, click **Question Tab** and enter a title in the **Title** field and click **Submit** to bring up the **Question Bank** screen. The **Tab Title** will appear as a label at the top of the tab.



2. On the **Tab Title** window, enter the desired title in the **Title** field.
3. Click the **Submit** button to bring up the **Question Bank**.

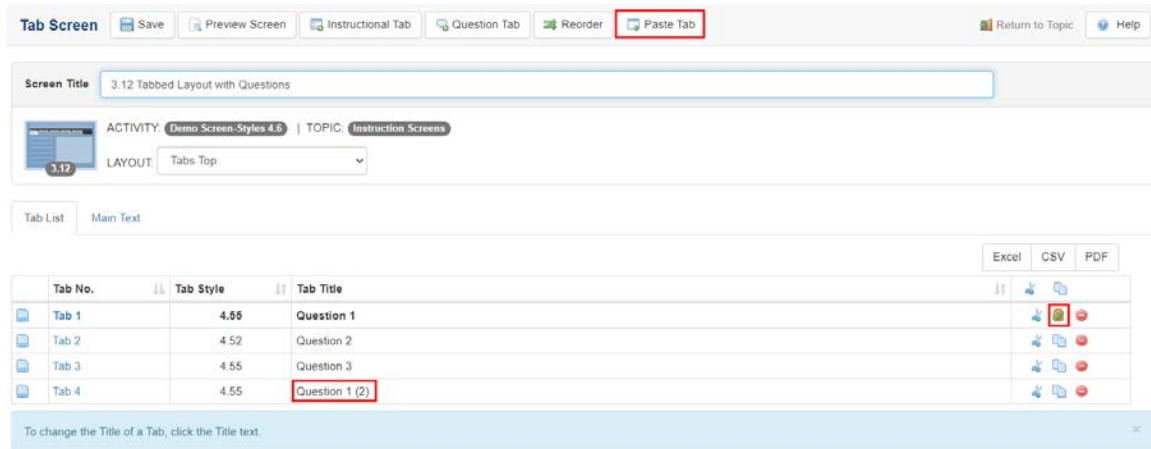
A screenshot of the 'Tab Title' window. The title 'Tab Title' is at the top left, and a close button 'x' is at the top right. Below the title is a large text input field labeled 'Title' on the left. The first part of this field is highlighted with a red rectangular box. At the bottom right of the window are two buttons: 'Cancel' and 'Submit', with the 'Submit' button highlighted by a red rectangular box.

4. Select a question from the **Question Bank** and click the **Add the Selected Question** button or click the **Create a New Question** button. For more information see the Create New Question section.
5. The newly-created tab is now displayed as part of the **Tab List** on the main **Tab Screen**. You may continue to add as many tabs as you wish. Click the **Reorder** button to re-arrange the sequence of the tabs. To edit a tab, click the **Tab Number** from the list on the left. This will open the normal edit screen for that **Screen Style**. **Note:** The **Tab Number** and **Tab Title** will be displayed beside the screen style number in the header of the edit screen. Click the **Tab Title** in the list to rename a tab by editing the name inline.



6. Click the **Delete** icon to delete a tab.

7. To copy and paste within the same **Tabbed Layout** screen, or into another **Tabbed Layout** screen, click the **Copy Tab** icon, then click **Paste Tab** at the top of the screen. The newly copied tab will have the same title as the original with the number (2) after it.



7. Question Tabs from the same project folder can be copied and pasted as screens. Click the **Copy Tab** icon beside the correct tab in the **Tab List**, then click **Paste Tab As Screen** at the top of the desired **Topic** screen. The copied tab will paste as a new screen in the **Screen List**.

Topic

Add Screen

Add Question

Preview Topic

Paste Tab As Screen

Re-Order Screens

Return to Activity

Help

NAME : Flying a Kite

ACTIVITY: Kites and Bikes - Instructor

Screen List

Excel

CSV

PDF

Screen No.	Style	Main Text	Instructor Notes	
Screen 1	3.10	Why Does a Kite Fly? - This image shows the basic forces involved in flying a kite. Click each bullet fo	This image shows the basic forces involved in flying a kite. Click each bullet	
Screen 2	3.02	Kite Safety - First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a wid	First and foremost, you must always avoid power lines and nearby trees. Secondly, look for a w	
Screen 3	3.02	Getting Started - Now that you have ensured there are no power lines or other hazards nearby and the weather is good,	Now that you have ensured there are no power lines or other hazards nearby and the weather is good,	
Screen 4	3.02	How-To Video - Watch the following video to see the best way to get your kite off the ground. Instructional Video&#x	Watch the following video to see the best way to get your kite off the ground. Instructional Video.	
Screen 5	2.52	Knowledge Check - Which of the following are good places to fly a kite?	Which of the following are good places to fly a kite?	
Screen 6	3.15	- This is a slideshow.	This is a slideshow.	
Screen 7	4.52	Demo Question 4.52 - Lorem		
Screen 8	3.02	- First Example: $\sum_{i=1}^n a_i b_i / n$		
Screen 9	3.11	3.11 Plotter Tool - a		
Screen 10	2.52	Test Question - What time of day should you fly a kite? Select the correct answer.		
Screen 11	2.52	Knowledge Check - Which of the following are good places to fly a kite?		

## 9.1.1.1.4 Chaptered Video (3.13)

## Thumbnail



## Description

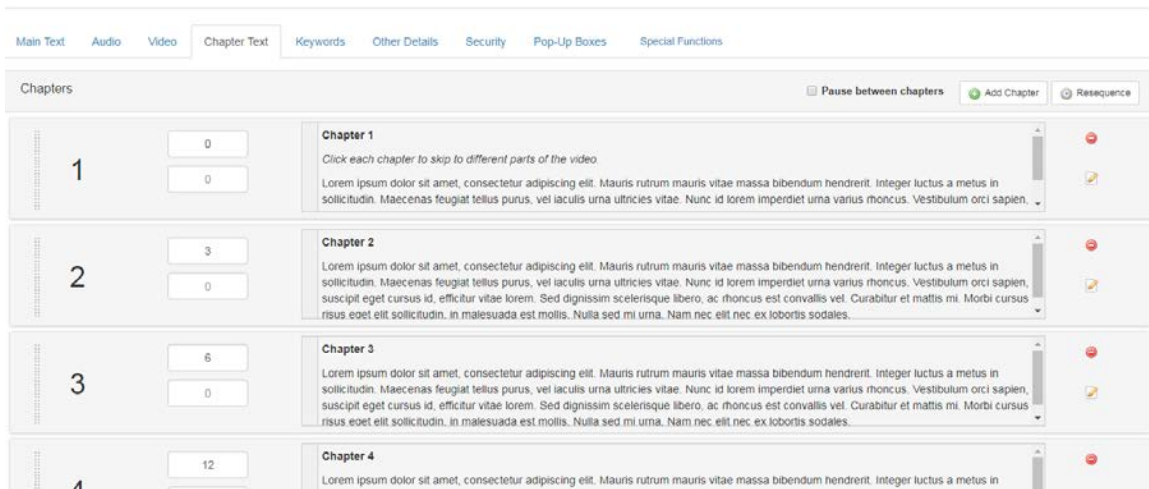
**3.13 Chaptered Video.** Click on HTML "chapters" to jump to different parts of the video. Chapters are highlighted as specified time markers are reached during playback. Playback can either be continuous or set to pause following each chapter (mp4 and flv only). Collapsible text areas may also be included beneath each Text Option, to be revealed when they are clicked.

The chaptered video screen style allows the developer to define a series of chapters, consisting of HTML content, to be displayed beside an MP4 video and highlighted as specific time markers are reached during playback.

1. The **Main Text** area can be left blank. However, add content if you want text to appear above or below the list of chapters. A blue line (text build) is used to separate the above and below text within the **Main Text** field, as shown in the screen capture below.



2. Add the content for multiple chapters to the **Chapter Text** tab, containing HTML content. Click **Add Chapter** to add a new chapter.



3. Click the **Delete** button to remove a chapter.
4. Enter a value for the **Chapter Start Time** and **End Time**, in seconds. If no end time is entered, it is assumed the end time is the same as the start time for the next chapter. This is the time during playback at which the chapter will be highlighted in the viewer. Decimal numbers can be used for fractions of a second.  
**Note:** This value must be unique. If the value is blank or zero, the chapter will be highlighted immediately, as soon as playback begins.
5. You can drag chapters and rearrange their order, or click **Resequence** to sort chapters into order according to the **Chapter Start Time** settings.
6. Click the **Delete** icon in a **Chapter** area to delete the chapter.
7. Click the **Hide/Show Collapsible Text** icon to edit collapsible text for the chapter.
8. Check the **Pause between chapters** checkbox to stop playback at the end of each chapter. If unchecked, the video will play through without pausing.

## 9.1.1.1.5 Interactive Media States (3.14)

**Thumbnail Description**

I



3.14 **Interactive Media States**. Click **Text Options** to activate up to nine different states of a single media asset, such as:

- Changing between Giga Image Viewer, Zoomify or Modest Tree 3D states
- Playing different sections of Animate or MP4 media

Optionally, collapsible text under each text option can also be displayed when it is selected. This screen style allows selection between these layouts: "100% Text, No Media", "40% Text, 60% Media", "50% Text, 50% Media" or "60% Text, 40% Media".

This screen style resembles 3.17, except that when the user clicks on a bulleted text option, this action can change the state of a media asset. The types of media currently supported are:

- Giga Image Viewer files
- Modest Tree files
- MP4
- html (published from Adobe Animate)

1. The **Main Text** field can contain HTML content that will be displayed either above or below the collapsible sections. This is distinguished by using the **Text Build** feature to insert a separating line. Any content above the line will be displayed at the top, above the collapsible sections, and any content below the line will be displayed at the bottom, below the collapsible sections. **Note:** Links can be added above or below the line.

Screen (New) [Save] [Change Screen Style] [Return to Topic] [Help]

Screen Title: 3.14 Sample Screen

ACTIVITY: Test Activity (2) | TOPIC: Another Topic

LAYOUT SIZE: 40% Text, 60% Media | SESSION SAVE: None

Main Text | Audio | Media | Text Options | Tags | Other Details | Pop-Up Boxes | Special Functions

Above Text Options

Below Text Options

- This screen also has a **Media** tab that contains a single **Default Media** field. When the screen is launched, the default media will be displayed on the right side of the bullets. The buttons on this tab function the same way as on other screen styles. If Modest Tree media files are selected, a **Settings** button appears allowing you to add/edit hotspots and states. See Media (Tab) for more information. **Note:** The **Media** tab is disabled when the "100% Text, No Media" option is chosen.

Main Text | Audio | Media | Text Options | Tags | Other Details | Pop-Up Boxes | Special Functions

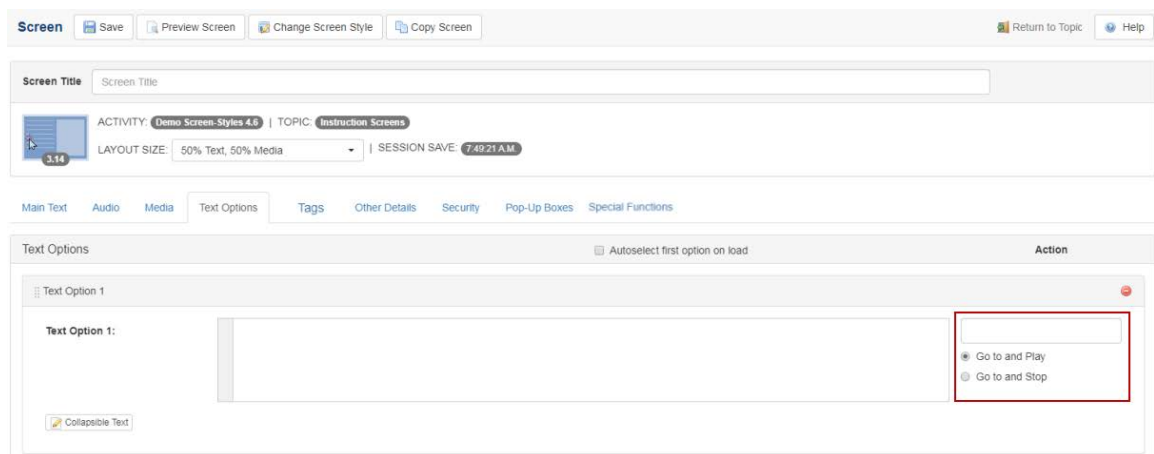
Default Media

giga/omp\_0005\_g\_002\_01.giga [Select] [Clear] [Description] [Caption]

[Settings] Interface: Default Interface

- This screen style has a **Text Options** tab, with multiple fields numbered one to nine, used to define the text displayed as interactive bullets. Click the **Add Text Options** button to add more text options, to a maximum of nine. The **Text Options** fields can be reordered by clicking on the drag handles on the top-left of the **Text Option** field. To remove a text option, click the **Remove Text Option** icon.
- Click the **Collapsible Text** button to display a HTML editor field to add optional hidden text, to be displayed when the corresponding text option is clicked in the viewer. Also, links can be added within the collapsible text. See Add New Hyperlink for more information.
- Click the checkbox labeled **Autoselect first option on load** to display **Text Option 1** with its corresponding state when the screen loads.
- This screen also has a set of **Action** fields beside each text option. If a Giga Image

Viewer or Modest Tree file has been inserted, this area will display drop-down menus from which you can select states to be activated when the corresponding bullet points (text options) are clicked by the user in the interface. If a Flash or Animate media file has been inserted then you will see text input fields here, which can contain parameters for the Flash or Animate file. Entering a number here will cause the Flash or Animate file to navigate to the corresponding frame number when the user clicks the text option. For video files, entering a number will allow the user to navigate to the indicated time stamp. Names of labels defined by media developers can also be used here. **Note:** If an Animate file, or MP4 video has been selected, you will also see radio buttons marked **Go to and Play** and **Go to and Stop** underneath each **Action** field. These can be used to control whether animations and videos play through or stop at the first frame.



**Note:** If a Unity 3D file has been selected, you will see radio buttons marked **With Transition** and **Without Transition**. These can be used to control whether a transition animation is displayed when switching between states.

7. If a **Text Build** has been used to divide the **Main Text** field, the text below the **Text Build** will appear in the viewer below the **Text Options** and collapsible text. **Note:** Not every bullet point needs to activate a change in the state of the media. Also, **Text Options** do not need to have **Collapsible Text**.

#### 9.1.1.1.6 Slide Show (3.15)

### Thumbnail

### Description



**3.15 Slide Show.** Click thumbnails or arrows at the top of the media area or hyperlinks within the **Main Text** area to navigate through up to nine media in a slide show format (png, jpg, gif, Giga, Zoomify, Unity3D, html, pdf and mp4). Text-only slides can be created by leaving the media file name blank, and then the caption area will expand to fill the whole slide. This screen style allows selection between these layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", "100% Text, No Media", "Text, Max 1/2 Media Top", "Text, Max 2/3 Media Top", "Text, Max 1/2 Media Bottom", or "Text, Max 2/3 Media Bottom".

Click the **Media** tab on your screen to add or remove media to include in the slide show.

1. Click **Caption** to open the **Caption** field. If you enter a caption, it will be displayed beneath the slide. Hyperlinks and inline images may also be entered in the **Caption** field using the HTML editor. If you wish to have the same caption for all media on this screen, click the **Apply to all Media** checkbox in the **Slide 1 Caption** field. **Note:** If no graphic is selected but a caption has been provided, the caption will expand to fill the whole available slide area, allowing users to create text-only slides.
2. Click the **Add Slide** button in the bottom-right corner to add another **Slide** field (can include up to nine).
3. Click the **Clear** button to remove the media file name for a slide.



4. Click the red **Remove Slide** icon to delete a slide.
5. Add media descriptions using the **Description** button (click to open a separate **Description** window).
6. The **Plotter Tool** is available for each slide that is a graphic file type (png, jpg, gif). **Settings** is available for slides that are the Unity3D file type, and **Default State** is available for slides that are the Animate type.
7. Click the **Select** button to add available media from the **Media Library**. For more information, go to Add Individual Media.

#### 9.1.1.1.7 Swappable Media (3.17)

##### Thumbnail



##### Description

**3.17 Swappable Media.** Click on either Text Options or hyperlinks to switch between up to fifteen media assets. Media selected replaces the default asset in the left-hand pane. If the file name is left blank, the caption text will fill the available space in the media area. Optionally, collapsible text underneath each Text Option can also be displayed when it is selected. (Giga Image is not supported on Default Graphic).

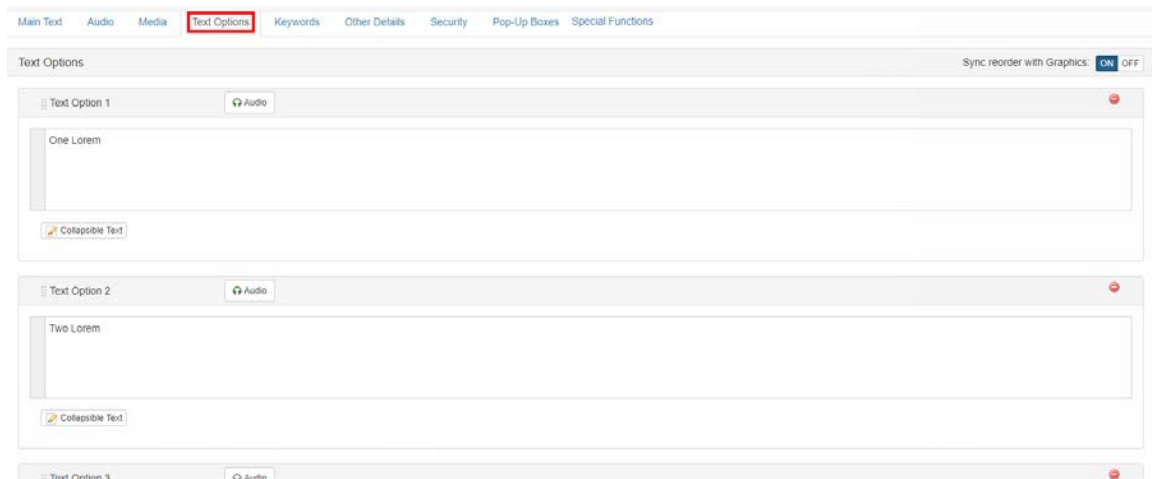
This screen style displays a list of **Text Options** which the user can click to display corresponding media assets. There is also the option of adding **Collapsible Text** that will reveal beneath each **Text Option** when it is clicked.

1. In addition to the standard fields, including **Main Text**, this screen has a **Media** tab that contains **Intro Media** and multiple **Media** fields, numbered one to fifteen. To reorder **Media** fields, use the drag-handles (top-left of field). Be sure the **Sync reorder with Text Options** toggle is **ON**, if you wish to reorder the associated text options at the same time. To remove a media asset, click the **Remove Graphic** icon. To add more media (to a maximum of nine), click the **Add Graphic** button. **Note:** The **Media** tab is disabled when the "**100% Text, No Media**" option is chosen.

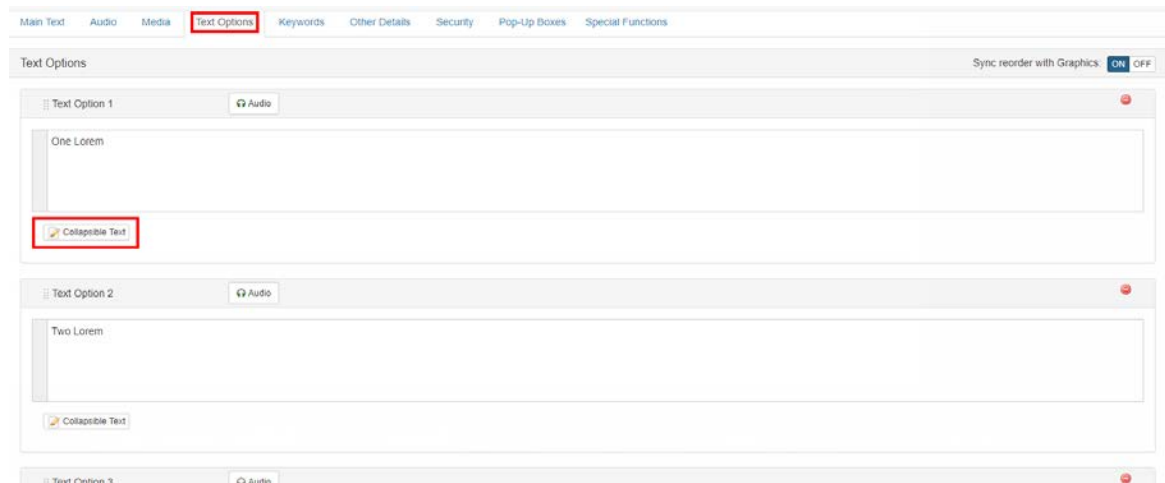
The screenshot displays the 'Media' configuration tab in the LCMS 4.36 interface. At the top, navigation tabs include 'Main Text', 'Audio', 'Media' (which is highlighted), 'Text Options', 'Keywords', 'Other Details', 'Pop-Up Boxes', and 'Special Functions'. Below these, the 'Intro Media' section features a text input field containing the filename 'aops\_plain\_front\_895W\_807H.jpg'. To the right of this field are four buttons: 'Select' (with a magnifying glass icon), 'Clear' (with a red circle and dot icon), 'Description' (with a document icon), and 'Caption' (with a speech bubble icon). Below the filename field is a 'Plotter Tool' button with a small icon. To the right of the 'Intro Media' section is a toggle switch for 'Sync reorder with Text Options', currently set to 'ON'. Below this, the 'Media 1' section is visible, containing a large, empty rectangular text input field. To the right of this field are five buttons: 'Select', 'Clear', 'Description', 'Caption', and a red circular button with a minus sign. The interface is clean and uses a light gray color scheme.

**Note:** The **Plotter Tool** is also available for use with the Default Graphic. See The Plotter Tool for more information. If you wish to have the same caption for all media on this screen, click the **Apply to all Media** checkbox in the **Intro Media Caption** field.

2. These fields function in the same way as the **Media** fields in the basic screen styles described earlier. However, the media will be displayed on the right-side of the viewer and change based on user interaction.
3. This screen style also has a **Text Options** tab, with multiple numbered fields, which is used to define the text displayed as interactive bullets on the left side of the viewer. These fields correspond with the **Media** fields of the same number (i.e., **Text Option 1** corresponds with **Media 1**). **Note:** The **Media** tab is disabled when the **100% Text, No Media** options is selected. You may also click the **Audio** icon to enter an audio file in each **Text Option** field. The **Text Option** field may contain both text and audio. If no text accompanies the audio file, the play button displays. **Note:** Click the **Add Text Option** button to add more **Text Options**, up to a maximum of fifteen. HTML tags can be inserted into the **Text Options** field, to format text. To reorder **Text Options** fields, use the drag-handles on the top-left of the **Text Option** field. To reorder the associated media at the same time as the **Text Options**, be sure the **Sync reorder with Graphics** toggle is **ON**. To remove a text option, click the **Remove Text Option** Icon. **Note:** Deleting a **Text Option** does not delete its corresponding graphic. Graphics must be deleted separately.



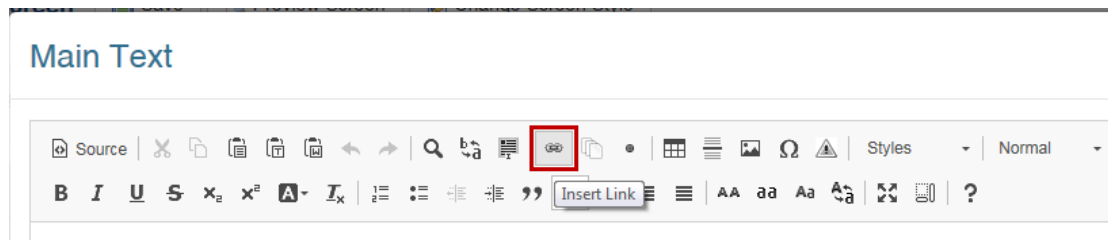
4. Click the **Collapsible Text** button to display an HTML editor field, which you can use to add optional hidden text, to be displayed when the corresponding **Text Option** is clicked. You can also create hyperlinks within **Collapsible Text** that activate changes in the media (i.e., swapping out the current image for the linked image). See Add New Hyperlink for more information.



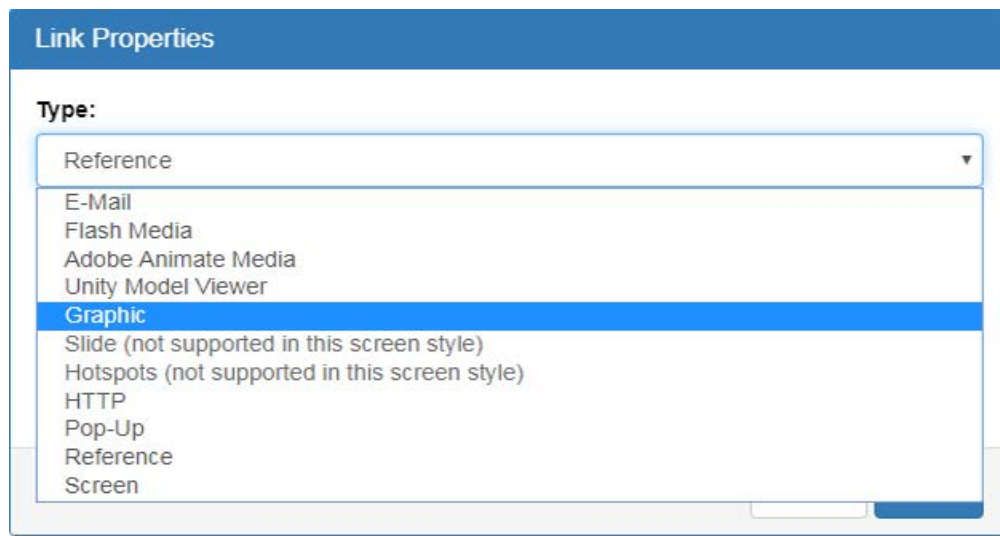
5. When previewing this screen style, **Main Text** and **Text Options** are on the left and the **Default Graphic** is on the right. Clicking a **Text Options** swaps the media on the right, *replacing* the **Default Graphic** with the graphic that corresponds to the selected Text Option. **Note:** When "100% Text, No Media" is chosen as the layout, the text will fill the screen.

**Note:** Hyperlinks can also be added to the **Main Text** area to activate changes in the media (e.g., swapping out the current image for the linked image). Click the **Link** icon at the top of the **Main Text** window and follow the same procedure.

**Note:** Links to swap media is currently supported only in the 3.17.



6. Choose an option from the **Type** drop-down menu in the **Link Properties** window. See Add New Hyperlink for more information.



#### 9.1.1.1.8 Stacked Layout (3.18)

### Thumbnail



### Description

3.18 **Stacked Layout.** Displays multiple text blocks and media (png, jpg, gif, mp4, Unity 3D, html, PDF and Zoomify) in two stacked columns. Allows selection between these layouts: "40% Text, 60% Media", "50% Text, 50% Media" or "60% Text, 40% Media".

This screen style displays **Text** field with corresponding media assets in stacked columns. User clicks anywhere on the screen to reveal a new row of text and media.

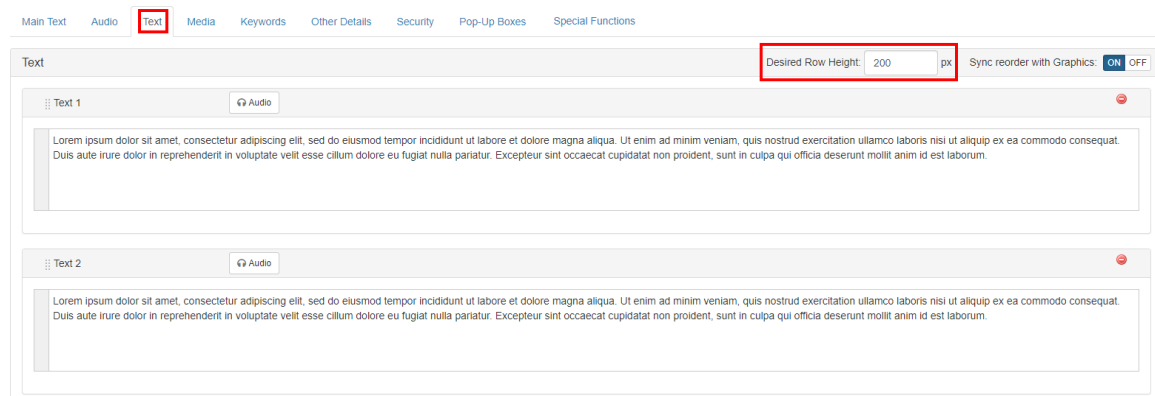
1. In addition to the standard fields, including **Main Text**, this screen has a **Media** tab that contains multiple **Media** fields, numbered one to nine. To reorder **Media** fields,

use the drag-handles (top-left of field). Be sure the **Sync reorder with Text Options** toggle is **ON**, if you wish to reorder the associated text field at the same time. To remove a media asset, click the **Delete Media** icon. To add more media (to a maximum of nine), click the **Add Graphic** button.

The screenshot shows a software interface with a top navigation bar containing tabs: Main Text, Audio, Text, Media (highlighted with a red box), Keywords, Other Details, Security, Pop-Up Boxes, and Special Functions. Below the navigation bar, there are four media management sections labeled Media 1, Media 2, Media 3, and Media 4. Each section includes a text input field for a media filename, a 'Plotter Tool' button, and a row of action buttons: 'Select', 'Clear', 'Description', and 'Caption'. A toggle switch for 'Sync reorder with Text Options' is located at the top right of the Media 1 section, currently set to 'ON'.

**Note:** The **Plotter Tool** is also available for use with each **Media** field. See The Plotter Tool for more information. If you wish to have the same caption for all media on this screen, click the **Apply to all Media** checkbox in the **Media 1 Caption** field.

- These fields function in the same way as the **Media** fields in the basic screen styles described earlier. However, the media will be displayed on the right-side of the viewer and remain on screen when the next row displays.
- This screen style also has a **Text** tab, with multiple fields numbered one to nine, which is used to define the text displayed on the left side of the viewer. These fields correspond with the **Media** fields of the same number (i.e., **Text 1** corresponds with **Media 1**). You may also click the **Audio** icon to enter an audio file in each **Text** field. The **Text** field may contain both text and audio. If no text accompanies the audio file, the play button displays. **Note:** Click the **Add Text Option** button to add more **Text** fields, up to a maximum of nine. HTML tags can be inserted into the **Text** field to format text. To reorder **Text** fields, use the drag-handles on the top-left of the **Text** field. To reorder the associated media at the same time as the **Text** fields, be sure the **Sync reorder with Graphics** toggle is **ON**. To remove a text field, click the **Remove Text Option** icon. **Note:** Deleting a **Text** field does not delete its corresponding graphic. Graphics must be deleted separately. **Note:** Enter a value in the **Desired Row Height** field to set the row height (100–900). If no value is entered the row height will adjust automatically.



4. When previewing this screen style, **Main Text** displays above the stacked rows. In the rows, the **Text fields** are on the left and the graphics are on the right. The **Indicator** icons on the top-left of the screen represent the number of rows left to display.

#### 9.1.1.1.9 Build Slide (3.19)

### Thumbnail Description

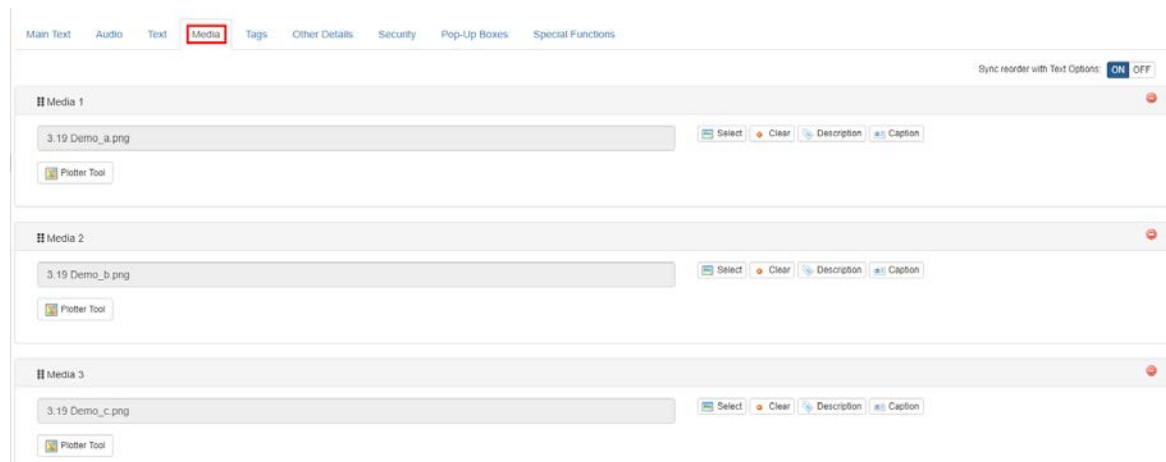


**3.19 Build Slide.** Click the arrows at the top of the media area to navigate through up to 100 text and/or media options in a slide show format (png, jpg, gif, mp4 and HTML). The text options can be appended or replaced. Text-only slides can be created by leaving the media file name blank, and then the caption area will expand to fill the whole slide. Allows selection between these layouts: "100% Media Bottom", "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", "100% Text, No Media", "Text, Max 1/2 Media Top", "Text, Max 2/3 Media Top", "Text, Max 1/2 Media Bottom", or "Text, Max 2/3 Media Bottom". **Note:** The screen ratio for this screen-style refers to the percentage between the text options and media.

This screen style displays main text with text fields and associated media assets in a slide show format. User clicks arrows at the top of the screen to reveal new text and media.

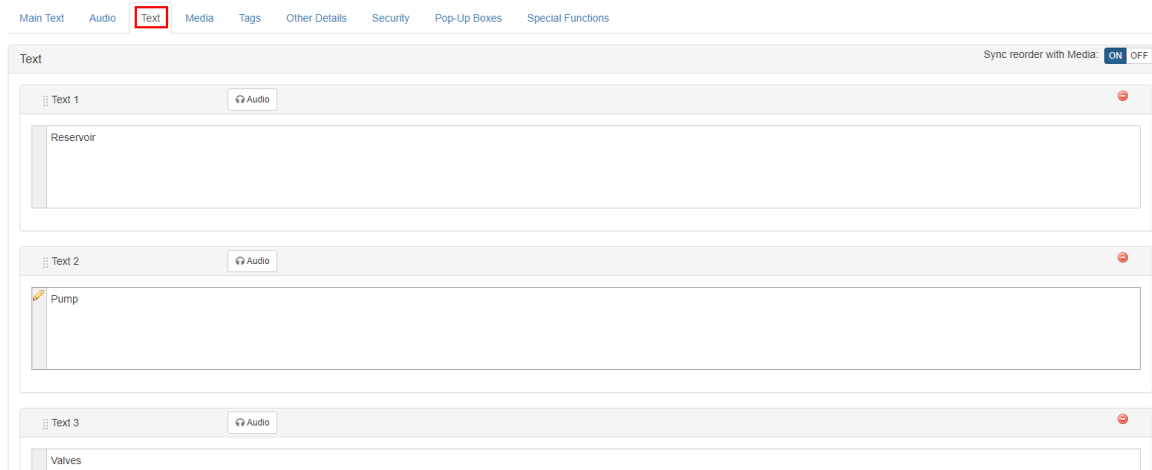
1. In addition to the standard fields, including **Main Text**, this screen has a **Media** tab that contains multiple **Media** fields, numbered 1 to 100. To reorder **Media** fields, use the drag-handles (top-left of field). Be sure the **Sync reorder with Text Options** toggle is **ON**, if you wish to reorder the associated text field at the same time. To remove a media asset, click the **Delete Media** icon. To add more media

(to a maximum of 100), click the **Add Graphic** button.



**Note:** The **Plotter Tool** is also available for use with each **Media** field. See The Plotter Tool for more information. If you wish to have the same caption for all media on this screen, click the **Apply to all Media** checkbox in the **Media 1 Caption** field.

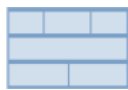
2. These fields function in the same way as the **Media** fields in the basic screen styles described earlier. However, the media will be displayed on the right-side of the viewer and change based on user interaction.
3. This screen style also has a **Text** tab, with multiple fields numbered 1 to 100, which is used to define the text displayed on the left side of the viewer. These fields correspond with the **Media** fields of the same number (i.e., **Text 1** corresponds with **Media 1**). You may also click the **Audio** icon to enter an audio file in each **Text** field. The **Text** field may contain both text and audio. If no text accompanies the audio file, the play button displays. **Note:** Click the **Add Text Option** button to add more **Text** fields, up to a maximum of 100. HTML tags can be inserted into the **Text** field to format text. To reorder **Text** fields, use the drag-handles on the top-left of the **Text** field. To reorder the associated media at the same time as the **Text** fields, be sure the **Sync reorder with Graphics** toggle is **ON**. To remove a text field, click the **Remove Text Option** icon. **Note:** Deleting a **Text** field does not delete its corresponding graphic. Graphics must be deleted separately.



4. When previewing this screen style, **Main Text** displays above the stacked rows. The **Text fields** are on the left and the graphics are on the right.

#### 9.1.1.1.10 Grid Layout (3.20)

### Thumbnail Description



3.20 **Grid Layout.** Displays multiple text and/or media (png, jpg, gif, mp4, and HTML) blocks in a grid (columns and rows format). Text and media may be aligned horizontally left, right or center) and vertically (top, middle and bottom). Rows and columns can be added, copied or removed. **Note:** This screen-style is not compatible with IE11.

The Grid layout screen style allows the developer to present main text with text or media blocks in a grid (columns and rows) format. User clicks each grid to reveal new text or media.

1. This screen has a **Grid** tab that contains the **Add Column** and **Add Row** buttons to create the grid. The columns and rows can be collapsed, expanded and resized as required. They can also be reordered using the drag-handles (top-left of field).





- Click the empty grid and select the **Media** or **Text** radio button in the **Content** field. If **Media** is selected, only media will display. The media fields function in the same way as the **Media** fields in the basic screen styles described earlier. **Note:** The **Plotter Tool** is also available for use with each **Media** field. See The Plotter Tool for more information. If **Text** is selected, only text will display. HTML tags can be inserted into the **Text** field to format text. The media or text content can be aligned horizontally (left, right or center). The content can also be aligned vertically (top, bottom or middle).
- Click the **Submit** button to save the changes.

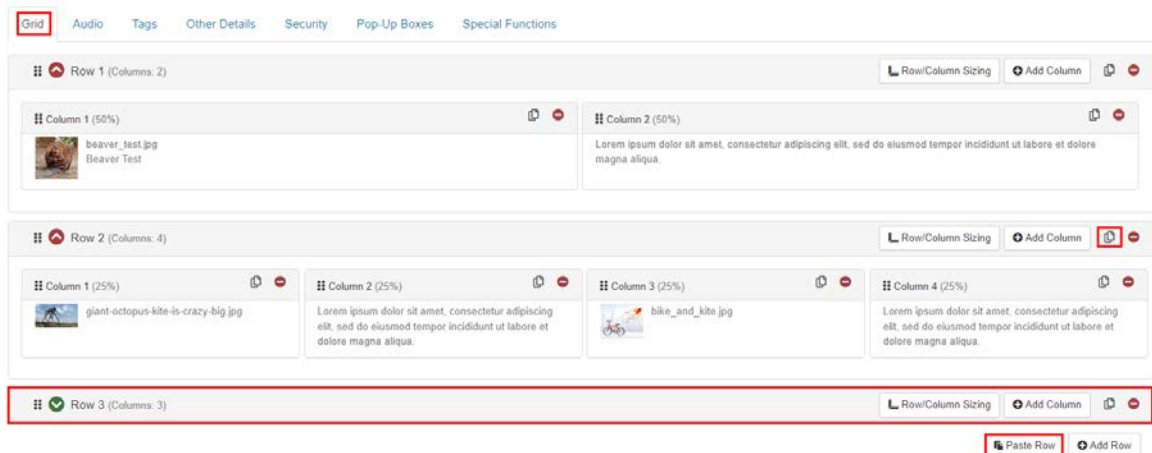
Row 1 Column 1

**Content:** ☒ Media ☐ Text

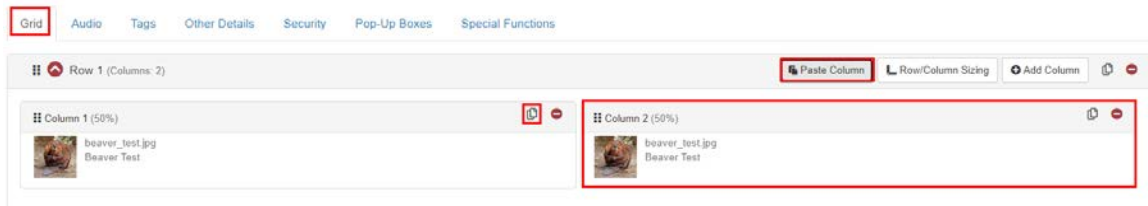
**Content Alignment** Horizontal:  Vertical:

**Media:**

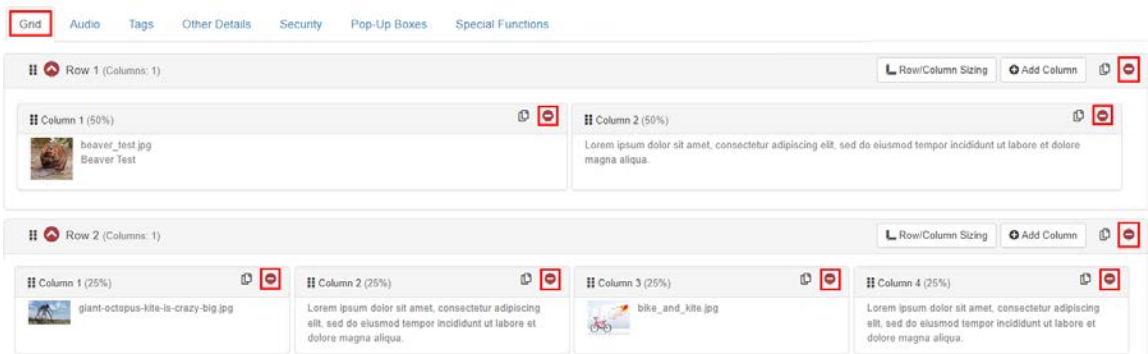
- To copy a row below an existing row, click the Copy Row icon for the desired row and then the **Paste Row** button.



5. To copy a column beside an existing column, click the desired Copy Column icon and then click the **Paste Column** button. **Note:** If multiple columns exist, the new column will display to the right of the existing columns.



6. To delete a column or row, click the corresponding Delete icon.



7. To resize the row or column, click the **Row/Column Sizing** button to open the **Row/Column Sizing** window. Enter the desired dimension in the **Row Height** and **Column** field(s) or leave the fields empty. **Note:** You may enter a percentage or pixels in these fields. By default the columns will distribute evenly up to 100% (i.e. If there are 2 columns, each column will take up 50% of the screen). When these fields are left empty, the viewer will evenly distribute the rows and columns.

#### 9.1.1.1.11 Flip/Flash Cards (3.21)

### Thumbnail Description

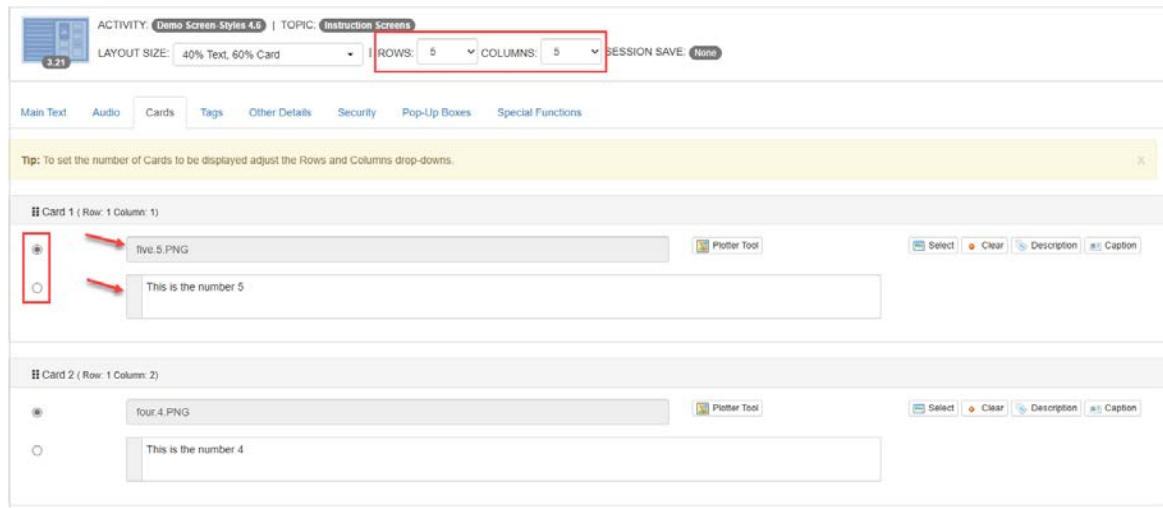


**3.21 Flip/Flash Cards.** Click-to-reveal text and/or media (png, jpg, gif, mp4, and HTML) flip cards. Up to 25 cards presented in a definable columns and rows format (maximum of 5 columns and rows). When clicked the card flips over to presents the media or text depending on the default selected. Allows selection between these layouts: "40% Text, 60% Card", "50% Text, 50% Card", "60% Text, 40% Card", "No Text, 100% Card". **Note:** This screen-style is not

compatible with IE11.

In addition to the standard fields, including **Main Text**, this screen has a **Cards** tab to add the media file for each card.

1. Click the **Rows** or **Columns** drop-down menu button to add additional cards (can include up to 25).
2. Click the **Select** button to add the desired media from the **Media Library**. See Add Individual Media for more information. **Note:** The media filename will display in the input field.
3. Click the **Set as default view** radio button next to the media filename to display the card with the image side up. **Note:** The **Plotter Tool** is available for each card. See Plotter Tool for more information.
4. Enter the desired text in the input field below the media filename. **Note:** Click the **Set as default view** radio button next to this input field to display the card with the text side up.
5. Click the **Clear** button to remove the media file name for the desired card.
6. Add media descriptions using the **Description** button (click to open a separate **Description** window).
7. Click the **Caption** button to open the **Caption** field. **Note:** The placement of the caption is dependent on the viewer selected for the activity. Hyperlinks, inline text and images may also be entered in the **Caption** field using the HTML editor.
8. Use the drag-handles (top-left of field) to reorder the **Card** fields.



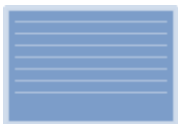
## 9.1.2 List of Legacy Screen Styles

**Note:** These are *legacy* screen styles, which have been replaced. Most of them are Adobe Flash-based screens that have been replaced by HTML versions, although the last section consists of HTML-based screens, which are capable of displaying Flash media assets. The Flash-based graphic screen styles also accept .swf Flash video files. Where indicated, the interface for editing these screens is similar to the corresponding HTML screens.

### Flash Instruction-Screen Styles

#### Text-Only Screen Styles

##### Thumbnail



##### Description

1.01

text (100%), like 3.01 above

#### Graphic (and SWF) Screen Styles

##### Thumbnail



##### Description

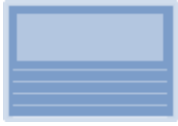
1.02

text (60%), graphic or video (40%), like 3.02 above



1.03

text (40%), graphic or video (60%), like 3.03 above



1.04

text (50%), panoramic graphic or video (50%)



1.06

panoramic graphic or video (50%), text (50%)



1.07

graphic or video (100%), like 3.07 above

## Rich-Media Screen Styles

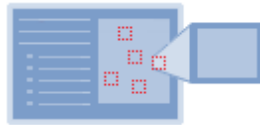
### Thumbnail

### Description



1.05

text (60%), video area with controls (40%), like 3.05 above



1.08

text (60%), flash video with controls (40%), like 3.05 above



1.09

flash video with controls (100%), like 3.09 above



1.20

video (100%), like 3.09 above



1.21

text (40%), video (60%), like 3.08 above

## Interactive Styles

### Thumbnail

### Description



1.10

text (top 15%), graphic (50%), 5 bullets w/text/graphic highlight (50%), like 3.10 above



1.11

text (top 15%), graphic w/5 hotspots (50%), 5 bullets w/text, 5 hotspots w/graphic in pop-up (50%), like 3.11 above



1.12

text (40%), graphic zoomify (60%) - not currently supported as HTML-based screen



1.13

graphic zoomify (100%) - not currently supported as HTML-based screen



1.15

graphic slider (100%), like 3.15 above



1.17

text (top 15%), graphic (50%), 5 bullets w/text/graphic (50%), like 3.17 above

## Rich-Media Screen Styles (HTML Based)

### Thumbnail

### Description



3.05

HTML text (60%), rich media (40%)



3.08

HTML text (40%), rich media (60%)



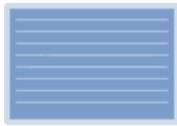
3.09

rich media (100%)

## Graphic Screen Styles (HTML Based)

### Thumbnail

### Description

3.01 **HTML Only.** 100% plain HTML text; the simplest screen style.3.03 **60% Media.** Split horizontally, with 40% HTML on the left and 60% media on the right. (All media types.)3.07 **Full-Screen Media.** 100% media, with no HTML area. A caption including text may also be displayed below the media asset. (All media types.)

## 9.2 Question Screen Styles

The following screens contain a list of the standard HTML-based question screen styles available, followed by a list of legacy Flash-based screen styles. Additional details are provided for the HTML screen styles, explaining how to edit the fields that define each type of screen.

**Note:** Most question screen styles have in common the basic tabs labeled **Main Text**, **Audio**, **Audio Narration**, **Text Options**, **Feedback**, **Tags**, **Other Details**, **Security**,

**Pop-Up Boxes** and **TDM Integration**. Some screens have additional tabs or different fields within the common tabs. See the information on Basic Multiple-Choice Screen Style first, as this contains the basic functionality found in other question types. Question screens can be copied and pasted for ease of reuse.

**Note:** Some of these screens permit adding multiple **Text Options**, **Graphics** or sets of **Plot Coordinates**, up to a maximum of nine.

#### Supported Files-Types:

- Graphic: jpg, png, gif, Zoomify, Giga, Unity 3D
- Video: mp4, HTML5
- Flash: Animate (html)

## 9.2.1 List of HTML Screen Styles

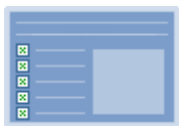
### HTML Question-Screen Styles

Most of the question screens that accept media assets only display static images, apart from 2.52, which can display any supported media type, including Giga Images and Unity 3D models, videos and Animate animations.

### Basic Styles (Multiple-choice)

#### Thumbnail

#### Description

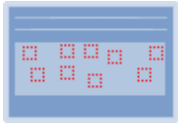


**2.52 Multiple-Choice with Media.** Creates either multiple-choice single-response or multiple-response style questions, with 60% media pane on the right (all media types), and up to nine options (text and/or audio). Allows selection between different layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", or "100% Text, No Media". **Note:** Default layout size is 50% Text, 50% Media.



**2.54 Multiple-Choice with Graphic Options.** User clicks one or more media assets for single-response or multiple-response question (static graphic only).

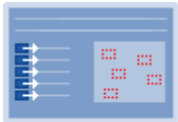


**Thumbnail****Description**

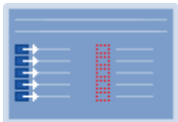
2.55 **Multiple-Choice with Hotspots.** User clicks one or more hotspots superimposed on media asset for single-response or multiple-response question (static graphic only). Allows selection between different layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", "Text, Auto Media", "Text, Max 1/2 Media" or "Text, Max 2/3 Media". **Note:** Default layout size is 40% Text, 60% Media.

**Drag and Drop Styles****Thumbnail****Description**

2.58 **Sequencing Drag and Drop.** Drag list items for single-response sequencing question types. Up to nine draggable list items/audio files. Allows selection between different layouts: "40% Text, 60% List", "50% Text, 50% List" or "60% Text, 40% List". **Note:** Default layout size is 40% Text, 60% List.



4.52 **Drag and Drop to Image.** Drag graphic options or text options to specified drop zones on a media asset for either single-response, multiple-response, matching or sequencing question types. Up to nine draggable items (text/audio) and drop zones (static graphic only). Allows selection between different layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", "Text, Auto Media", "Text, Max 1/2 Media" or "Text, Max 2/3 Media". **Note:** Default layout size is 40% Text, 60% Media.

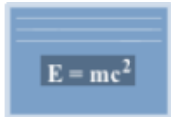


4.55 **Drag and Drop to Text Boxes.** Drag graphic thumbnails or text boxes with text labels for either single-response, multiple-response, matching or sequencing question types. Up to nine draggable items and drop zones, with optional randomization (static graphic only).

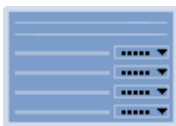
**Other Styles****Thumbnail****Description**



2.56 **Fill-in-the-Blank.** User types in a short response to a question in a text input field or up to nine short responses with embedded fill-in-the-blank fields. Optional mask can be displayed showing some characters but not others (no media).



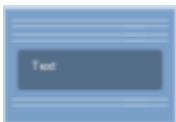
2.59 **Fill-in-the-Blank Mathematical.** User types in a short response to a mathematical equation in a text input field or up to nine short responses with embedded fill-in-the-blank fields (no media).



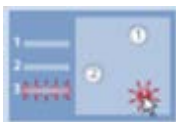
2.57 **Matching Drop-Downs.** Can be used to create pairing, categorizing (including true-false), or sequencing question types. Up to nine text options and unlimited drop-down items, with optional randomization.



2.60 **Full Screen 3rd Party SCORM Media.** For example, a Storyline-published question would use SCORM to send data and the question would act like an LMS and record the answer. Allows selection between different layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", or "No Text, 100% Media". **Note:** Default layout size is No Text, 100% Media.



2.62 **Fill-in-the Blank Essay.** Users types in a response to an essay style question in the text input field (no media). **Note:** Only one text input field is supported.



4.53 **Image Step Builder.** Users click hotspots on media to completed a sequence of steps. Up to 25 steps. Text may be appended or replaced as required for each step. Users may be provided with correct/incorrect feedback as they progress.

## 9.2.2 List of Legacy Flash-based Screen Styles

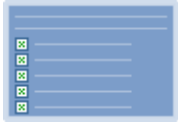
### Flash Question-Screen Styles

**Note:** These are *legacy* Adobe Flash-based screen styles, which are in the process of being replaced by the HTML versions.

## Basic Styles

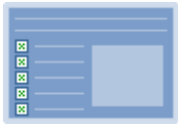
### Thumbnail

### Description



2.01

text, multiple choice with 5 options, like 2.51 above



2.02

text, multiple choice with 5 options, graphic, like 2.52 above



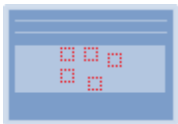
2.03

text, multiple choice with 5 options, video with controls, like 2.53 above



2.04

text, multiple choice with 3 options with graphics, like 2.54 above



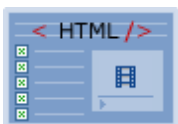
2.05

text, multiple choice, graphic with 5 hotspots, like 2.55 above



2.07

text, multiple choice with 5 options, flash video with controls, like 2.57 above



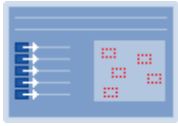
2.53

HTML text, HTML multiple choice with 5 options, rich media

## Drag and Drop Styles

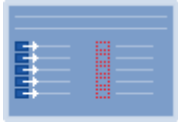
### Thumbnail

### Description



4.02

text, drag & drop 5 text options, graphic with 5 draggable graphics, like 4.52 above

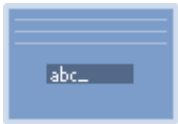


4.05

text, drag & drop 5 text options, 5 target text, graphic with 5 draggable graphics, like 4.52 above

### Fill-in-the-blank Style

#### Thumbnail



#### Description

2.06

text, fill in the blank, like 2.56 above

## 9.2.3 List of Legacy HTML Screen Styles

These screen styles are no longer selectable when creating a new screen, but existing screens in these styles may still be edited and included in courseware.

#### Thumbnail

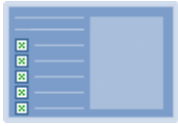


#### Description

2.51 **Multiple-Choice**. Creates either multiple-choice single-response or multiple-response style questions, with text only, and up to nine options (no media). It is recommended that users update screens in this style to the 2.52 screen style.

## 9.2.4 Basic Multiple-Choice Screen Style

Several of the question screen styles are designed to display multiple-choice (single or multiple-response) in the viewer. The simplest is 2.52, which consists of HTML text and up to nine multiple choice options.

**Thumbnail****Description**

2.52 **Multiple-choice.** Creates either multiple-choice single-response or multiple-response style questions, with text only, and up to nine options. Includes media pane on the right (all media types).

Other question-screen styles build on this basic functionality by adding support for graphics, rich media, hot spots, and different screen layouts.

**Note:** Screen style 2.52 allows selection between these layouts: "100% Text, No Media", "40% Text, 60% Media", "50% Text, 50% Media", or "60% Text, 40% Media".

1. In the **Text Options** tab, you may enter multiple **Text Option** fields, numbered one to nine, containing text and/or audio options for the user to choose between.

**Note:** Five Text Options are displayed by default, click the **Add Text Option** button to add another option, up to a maximum of nine. The **Text Options** fields can be re-ordered by clicking on the drag-handles on the top-left of the **Text Option** field.

2. You may click the **Media** tab to enter an image. Click the **Plotter Tool** button to open a pop-up containing the **Default Media**, in which you can plot up to nine areas of the image, depending on how many **Text Option** fields have been added.

**Note:** See The Plotter Tool for more information on this feature.

3. You may click the **Audio** icon to enter an audio file in each **Text Option** field. The **Text Option** field may contain both text and audio. If no text accompanies the audio file, the play button displays.

4. Individualized feedback may be entered for each **Text Option**. To provide more tailored feedback for each incorrect question response, click the **Feedback** icon and enter the corresponding feedback.

Text Options

Correct Answer(s)

Text Option 1 ☐ Audio ☐ Feedback

Text Option 2 ☐ Audio ☐ Feedback

Text Option 3 ☐ Audio ☐ Feedback

5. You may click the **Correct Answer(s)** checkboxes beside the **Text Option** fields to indicate one or more correct answers. (If you select only one answer, the question is treated as multiple-choice single-response, otherwise it is treated as a multiple-response type question.)

Text Options

Correct Answer(s)

Text Option 1 ☐ Audio ☐ Feedback

Text Option 2 ☐ Audio ☐ Feedback

Text Option 3 ☐ Audio ☐ Feedback

In **Test Activities**, if partial scoring is enabled, a **Weighted Value** may also be entered by clicking the **Text Options** tab. Partial scoring can be used to calculate the final mark of a test.

Main Text Audio Media **Text Options** Feedback Keywords/Categories Other Details Security Pop-Up Boxes

Text Options

Correct Answer(s) **Weighted Value**

Text Option 1 ☐ Audio ☒ Feedback

Rudderstock ☒ 1.00

Text Option 2 ☐ Audio ☒ Feedback

Rotor ☒ 3.00

6. In the **Media** tab, you may select a graphic or rich media to display on the right side of the multiple choice question in the viewer.
7. In the **Feedback** tab, you may enter custom feedback for correct or incorrect questions.

**Note:** The functioning of the Feedback fields depends on whether the user is in a lesson (Independent Study or Instructor Led Lesson) or a Test activity and whether one or more fields have been defined for **Incorrect Feedback**.

If the question is used in a lesson, the user typically has two opportunities to obtain the correct answer. Complete the **Correct Feedback** field (user answers question correctly), the **Incorrect Feedback 1** field (user answers question incorrectly on the first try), and the **Incorrect Feedback 2** field (user answers question incorrectly on the second try).

**Note:** The **Incorrect Feedback 1** text displays if individualized feedback has not been entered in the **Text Options** field. Should additional feedback fields be required (i.e., **Incorrect Feedback 3**, **Incorrect Feedback 4**), click the **Add More Feedback** button. Up to a maximum of nine Incorrect Feedback fields may be added. The **Feedback** fields can be re-ordered by clicking on the drag-handles on the top-left of the **Correct/Incorrect** fields.

If the question is used in a Test only, the fields that are completed will depend on the test functionality options chosen when the activity is exported from the LCMS. The following options are available:

1. If the option to have users review the questions they answered incorrectly will be selected, complete the Correct Feedback field only.
2. If the option to have users re-do the questions they answered incorrectly will be selected, none of the fields must be completed.

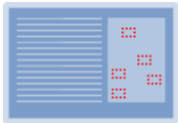
**Note:** See the section titled Screen List (Topic Screen) for more general information on adding Question Screens and Instruction Screens.

## 9.2.5 More Multiple-Choice Screen Styles

Several question-screen styles are based on the basic multiple-choice question (2.52) style, but introduce graphics, video or an alternative layout.

**Thumbnail****Description**

2.54 **Multiple-choice with Graphic Options.** User clicks on one or more media assets for single-response or multiple-response questions (static graphic only)



2.55 **Multiple-choice with Hotspots.** User clicks on one or more hotspots superimposed on media assets for single-response or multiple-response questions (static graphic only)

Screen style 2.54 is also similar to 2.52 except that it replaces the **Text Options** with a **Graphics** tab. This enables the developer to select up to nine graphic files as possible answers to the question. Users click an image to answer the question. Individualized feedback may be entered for each **Graphic**. To provide more tailored feedback for each question response, click the **Feedback** icon and enter the corresponding feedback. In **Test Activities**, if partial scoring is enabled in the **Other Details** tab, weighted values may be entered in the **Weighted Value** fields. Partial scoring can be used to calculate the final mark of a test. **Note:** If you wish to have the same caption for all the images on this screen, click the **Apply to all Graphics** checkbox in the **Graphic 1 Caption** field.

The correct answer is indicated by selecting one or more checkboxes beside the corresponding **Graphic** fields.

Screen style 2.55 is similar to 2.52 except that in addition to the **Graphics** tab, which allows the developer to select a single **Default Graphic**, it also has a **Plotter Tool** tab. This enables the developer to map plot areas for hot spots on the **Default Graphic**, which the user can click on in the viewer in response to the question. One or more hot spots can be selected by selecting the **Correct Answer(s)** checkboxes. The user can select multiple hot spots in the viewer by clicking on them. Allows selection between these



layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", "Text, Auto Media", "Text, Max 1/2 Media" or "Text, Max 2/3 Media".

1. Click the **Plotter Tool** tab to open a pop-up containing the **Default Graphic**, in which you can plot up to nine areas of the image, depending on how many **Text Option** fields have been added. **Note:** See The Plotter Tool for more information on this feature.
2. Select the number of the set of coordinates (1-9) from the drop-down in the control panel and drag the mouse to define a rectangular area on the **Default Graphic**.
3. When you click **Save**, the coordinates of areas plotted in this way will be automatically saved into the corresponding **Coordinates** fields of the **Plotter Tool** tab. If you do not wish for the plotted areas to be visible to users in the viewer, ensure the **Show Highlights** toggle is **OFF**. By default, plotted areas will be highlighted in the viewer.
4. Click the checklist buttons to the right of the **Coordinates** fields to indicate one or more **Correct Answer(s)** for this question.
5. Click the **Feedback** icons to the right of the **Coordinates** fields to provide individualized, tailored feedback for each incorrect response to the question.
6. Enter a value in the **Weighted Value** fields (Test Activity only), if required. **Note:** Partial scoring must be enabled in **Other Details** tab.

The screenshot shows the 'Plotter Tool' tab selected in a navigation bar. Below the navigation bar, there is a table with five rows of coordinates. Each row has a 'Coordinates' label, a text input field for the coordinates, a 'Correct Answer(s)' checkbox, a 'Weighted Value' input field, and a 'Feedback' button. The 'Show Highlights' toggle is set to 'OFF'.

Coordinates	Correct Answer(s)	Weighted Value	Feedback
Coordinates 1:	<input checked="" type="checkbox"/>	1.00	<input type="checkbox"/> Feedback
Coordinates 2:	<input checked="" type="checkbox"/>	1.00	<input type="checkbox"/> Feedback
Coordinates 3:	<input checked="" type="checkbox"/>	1.00	<input type="checkbox"/> Feedback
Coordinates 4:	<input type="checkbox"/>	1.00	<input type="checkbox"/> Feedback
Coordinates 5:	<input type="checkbox"/>	1.00	<input type="checkbox"/> Feedback

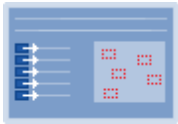
At the bottom of the table, there is a button labeled 'Add Additional Plot Coordinate'.

## 9.2.6 Drag and Drop Screen Styles

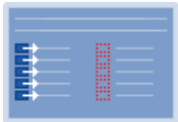
There are two drag and drop question-screen styles, which are configured in a similar manner.

**Thumbnail****Description**

2.58 **Sequencing Drag and Drop.** Drag list items for single-response sequencing question types. Up to nine draggable list items/audio files (no media). Allows selection between different layouts: "40% Text, 60% List", "50% Text, 50% List" or "60% Text, 40% List". **Note:** Default layout size is 40% Text, 60% List.



4.52 **Drag and Drop to Image.** Drag graphic options or text options to specified drop zones on a media asset for either single-response, multiple-response, matching or sequencing question types. Up to nine draggable items and drop zones (static graphic only).



4.55 **Drag and Drop to Text Boxes.** Drag graphic thumbnails or text into boxes with text labels for either single-response, multiple-response, matching or sequencing question types. Up to nine draggable items and drop zones, with optional randomization (static graphic only).

**Screen Style 2.58**

**Note:** Screen style 2.58 allows the developer to define short pieces of text (words or phrases) and/or audio and their correct order a list. Screen style 2.58 does not support media.

**Note:** Screen style 2.58 allows selection between these layouts: "40% Text, 60% List", "50% Text, 50% List", "60% Text, 40% List".

Screen 2.58 includes the standard question-screen fields, with the exception of the **Graphics** and **Text Option** tabs.

1. The **List Items** tab has multiple **List Item** fields and corresponding **Select Order** fields, numbered one to five (only two are shown here). You may click the **Audio** icon to enter an audio file in each **List Item** field. The **List Item** field may contain both text and audio. It cannot contain audio only. **Note:** Click the **Add List Item** button to add more list items and select order fields, up to a maximum of nine. To reorder **List Item** fields, use the drag-handles on the top-left of the field. To remove a list item, click the **Remove List item** icon. **Note:** Enable **Do not randomize, use selected order** by clicking the checkbox. **Note:** If randomization is turned on, the **Select Order** fields do not display.

2. You may also enter weighted values in the **Weighted Value** fields, if partial scoring is enabled (**Test Activity** only).

Main Text Audio **List Items** Feedback Keywords/Categories Other Details Security Pop-Up Boxes

List Items ☒ Do not randomize, use selected order Weighted Value

List Item 1 Audio { Select Order... } 1.00

List Item 2 Audio { Select Order... } 1.00

## Screen Style 4.52

**Note:** Screen style 4.52 allows the developer to define *either* images or short pieces of text (words or phrases) and/or audio that can be dragged onto the target image.

**Note:** Screen style 4.52 allows selection between these layouts: "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", "Text, Auto Media", "Text, Max 1/2 Media" or "Text, Max 2/3 Media".

1. In addition to the standard question-screen fields, screen 4.52 has a **Graphics** tab with a **Default Graphic** and multiple **Graphic** fields, numbered one to five. To reorder **Graphic** fields, use the drag-handles (top-left of field). Be sure the **Sync reorder with Text Options** toggle is **ON**, if you wish to reorder the associated text options at the same time. To remove a graphic, click the **Remove Graphic** icon. To add more graphics (to a maximum of nine), click the **Add Graphic** button.

Main Text Audio **Graphics** Text Options Feedback Keywords/Categories Other Details Security Pop-Up Boxes

Default Graphic Interface: Engine NG5 (dev) Sync reorder with Text Options: **ON** OFF

4.52\_Rotary Vane Steering Gear.png Select Clear Description Caption

Plotter Tool Clear Settings

Graphic 1

01DeckExample.png Select Clear Description Caption

☒ Scaled to text option 1 ☒ Show Border

Graphic 2

Select Clear Description Caption

2. Select a **Default Graphic** to display to the right of the viewer, which will be the area *into* which the student drags and drops their responses.
3. The **Graphic** fields define the images that will be displayed on the left of the viewer, which the student may drag and drop in order to answer the question. By default, the **Scaled to text option #** checkbox is selected. Remember to deselect the checkbox if you do not want the image to scale to the drop area. Select the **Show Border** checkbox to display a border around the graphic. By default, graphics (including graphics with a transparent background) are displayed without a border.
4. The question screen **Text Options** tab contains multiple **Text Option** fields, numbered one to five, which correspond with the **Graphic** fields (i.e. **Graphic 1** is displayed beside **Text Option 1** and should be dropped in the area defined by **Plot Coordinates 1** for a correct response). You may click the **Audio** icon to enter an audio file in each **Text Option** field. The **Text Option** field may contain both text and audio. If no text accompanies the audio file, the play button displays. Individualized feedback may be entered for each **Text Option**. To provide more tailored feedback for each incorrect question response, click the **Feedback** icon and enter the corresponding feedback. You may also enter weighted values in the **Weighted Value** fields, if partial scoring is enabled (**Test Activity** only). **Note:** If the **Graphic** fields are blank, the text in the **Text Options** fields will be rendered in draggable boxes, allowing the user to drag text labels to the image. The audio file is not draggable. **Note:** Click the **Add Text Option** button to add more **Text Options**, to a maximum of nine. To reorder **Text Options** fields, use the drag-handles on the top-left of the field. To reorder the associated media at the same time, be sure the **Sync reorder with Graphics** toggle is **ON**. To remove a text option, click the **Remove Text Option** icon. To highlight regions on the **Default Graphic** where options may be dragged when the question is displayed in the viewer, ensure the **Show Drop-Zones** toggle is **ON**. **Note:** Deleting a **Text Option** does not delete its corresponding graphic. Graphics must be deleted separately. Plot the coordinates on the Default Graphic using the **Plotter Tool** at the top of the screen. See The Plotter Tool for more information. **Note:** If you wish to have the same caption for all the images on this screen, click the **Apply to all Graphics** checkbox in the **Default Graphic Caption** field.

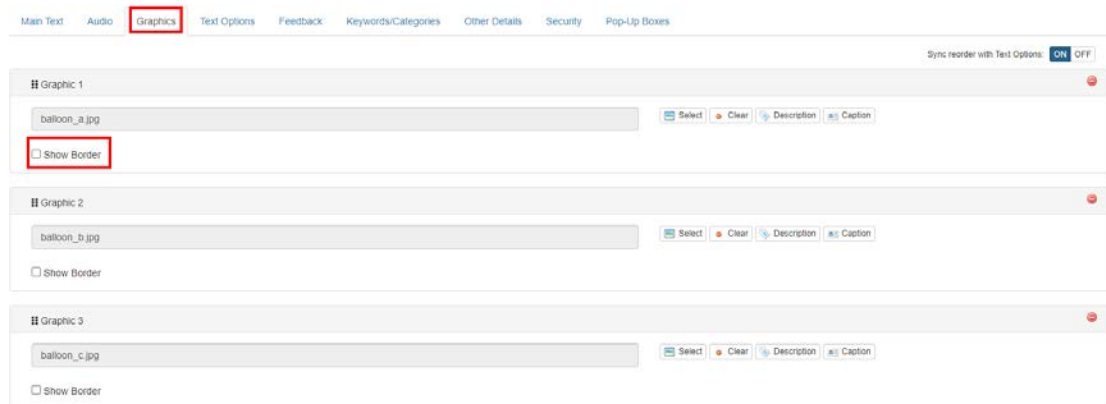
5. The **Correct Answer** checkboxes are used to indicate whether the user is expected to drop the corresponding graphic there or not.

**Note:** The **Text Options** on this screen are displayed beside the corresponding graphics to be dragged and remain in that position unless the **Graphics** fields are left blank, in which case the **Text Options** will appear as draggable text labels. The audio file entered in **Text Options** is not draggable.

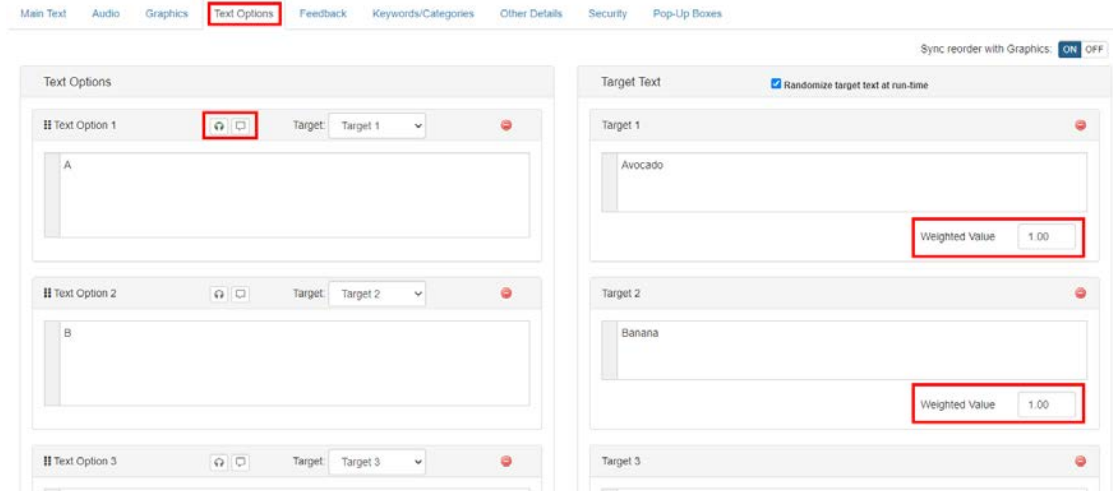
**Note:** This screen style can be used for matching type questions, but it can also be used to create a multiple-choice type question by defining the plot area as the whole of the **Default Graphic** and selecting one correct answer, which has to be dragged into it.

## Screen Style 4.55

3. Screen style 4.55 is a drag and drop multiple-choice question similar to 4.52, except that text or graphics are dragged into blank boxes with text labels. The **Graphics** tab does not have a **Default Graphic** field because the text or graphics are dragged and dropped into boxes rather than onto a larger image. To reorder **Graphic** fields, use the drag-handles (top-left of field). Be sure the **Sync reorder with Text Options** toggle is **ON** if you wish to reorder the associated text options at the same time. Select the **Show Border** checkbox to display a border around the graphic. By default, graphics (including graphics with a transparent background) are displayed without a border. To remove a graphic, click the **Remove Graphic** icon. To add more graphics (to a maximum of nine), click the **Add Graphic** button.
- Note:** If you wish to have the same caption for all the images on this screen, click the **Apply to all Graphics** checkbox in the **Default Graphic Caption** field.



4. The **Text Options** tab has multiple **Text Option** fields and corresponding **Target** fields, numbered one to five (only two are shown here). You may click the **Audio** icon to enter an audio file in each **Text Option** field. The **Text Option** field may contain both text and audio. If no text accompanies the audio file, the play button displays. Individualized feedback may be entered for each **Text Option**. To provide more tailored feedback for each incorrect question response, click the **Feedback** icon and enter the corresponding feedback. **Note:** Click the **Add Text Option** button to add more text option and target fields, up to a maximum of nine. To reorder **Text Options** fields, use the drag-handles on the top-left of the field. To reorder the associated media at the same time, be sure the **Sync reorder with Graphics** toggle is **ON**. To remove a text option, click the **Remove Text Option** icon. **Note:** Deleting a **Text Option** does not delete its corresponding graphic. Graphics must be deleted separately.
5. The checkbox labelled "**Randomize target text at run-time**" allows the user to toggle randomization on and off. **Note:** For questions that involve ordering draggable items into a sequence, randomization will need to be turned off. For instance, stages in a process into chronological order, or ranking items in order of importance.



6. The **Text Option** field on the left appears on the left-side of the viewer, beside the corresponding **Graphic** to be dragged. **Note:** If no graphics are defined, the **Text Option** text will be draggable. This allows the developer to enter words or phrases that can be dragged and dropped onto the target image. The audio file entered in **Text Options** is not draggable.
7. The **Target for this Option** field contains a drop-down that allows the developer to select the correct response by indicating the **Target Text**, which the user should drag the **Text Option** onto. Choose "No selection" from the drop-down to create a distractor, a potential response which is not part of the correct answer. **Note:** This allows a *many-to-one* relationship between draggable items and drop-zones. So multiple items can be dropped in the same target, e.g. allowing the developer to create sorting or categorizing questions in which multiple items are sorted into two or three categories. Multiple true-false questions can be created this way by defining **Target 1** as "true" and **Target 2** as "false", and placing statements in the **Target Options** fields, which the user can categorize accordingly. You may also enter weighted values in the **Weighted Value** fields, if partial scoring is enabled (**Test Activity** only).

## Examples

- **One-to-one Matching (Pairing):** For a simple one-to-one pairing exercise, create a different **Text Option** item for each **Target Text** (4.55) or **Plot Coordinate** (4.52). You may also want to add additional **Text Options** as distractors.
- **Ordering or Sequencing:** To create an ordering (or sequencing) type exercise using screen style 4.55, simply create **Target Text** with names that represent the order, such as "First", "Second" and "Third", or "Before", "During" and "After", etc.

**Note:** Make sure that randomization is *turned off* if you intend to create an ordering type question.

- **Many-to-one (Sorting):** To create a sorting (or categorizing) type exercise, like sorting multiple items into two columns, using screen style 4.55, simply create two **Target Text** items (such as "safe" and "unsafe" or "weekly" and "monthly"). There can be a many-to-one relationship between **Text Options** and **Target Text**, i.e. you can assign the same **Text Option** as the correct answer for more than one **Target Text**.
- **True or False:** You can create "true" or "false" type questions in this way, as a many-to-one type exercise, by creating two **Target Text** fields labeled "true" and "false" and assigning them to up to five statements in the **Text Options** fields. You can think of this as sorting the **Text Options** into two (or more) categories.

## 9.2.7 Fill-in-the-Blank Screen Styles

Question-screen type 2.56, fill-in-the-blank, is very different from the multiple-choice ones.

### Thumbnail



### Description

2.56 **Fill-in-the-blank.** User types in a short response to a question in a text input field or up to nine short responses with embedded fill-in-the-blank fields. Optional mask can be displayed showing some characters but not others (no media).

1. In addition to the standard question fields, it has a **Fill in Blank** field, which contains fields entitled **Expected Answer(s)**, **Input Mask** and **Weighted Value** (**Test Activity** only).

Main Text Audio **Fill In Blank** Feedback Keywords/Categories Other Details Security Pop-Up Boxes

Fill In Blank	Expected Answer(s)	Input Mask	Weighted Value
Input 1	<input type="text" value="rudderstock assembly"/> <small>Separate multiple options with a tilde (~). i.e. color~colour</small>	<input type="text" value="*****a*****"/> <small>Optional Mask Character = * (i.e. Vol. **pp**)**</small>	1.00
Input 2	<input type="text"/> <small>Separate multiple options with a tilde (~). i.e. color~colour</small>	<input type="text"/> <small>Optional Mask Character = * (i.e. Vol. **pp**)**</small>	1.00

[Add Additional Input](#)

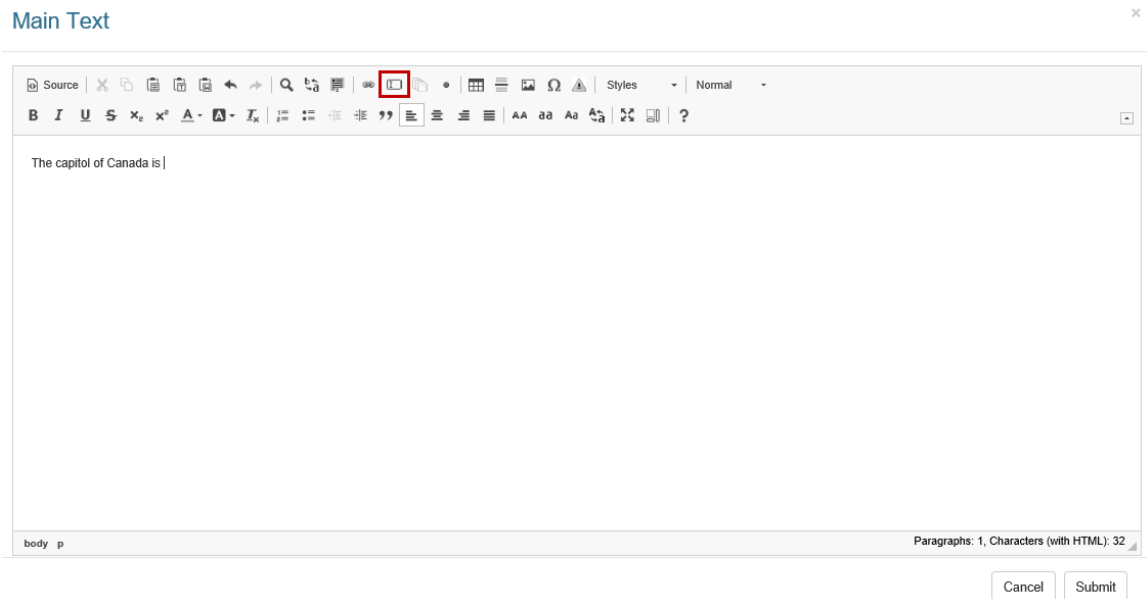


2. The **Expected Answer(s)** field contains the word or phrase the user must enter to have the question marked correct.
3. Multiple correct answers can be specified by separating them with the tilde (~) character, e.g., there may be several acceptable ways to spell an answer such as "gray" or "grey".
4. The **Input Mask** field is optional and if left empty, the user will be allowed just to enter free text as normal to submit their response in the viewer.
5. However, if you include an input mask in the format E\*\*\*\*\*h, the student will be presented with an input control that already has the specified letters but expects them to fill in the missing letters indicated by the mask character (\*).

**Note:** If using an input mask, the number of characters must be identical to the number of characters in the **Expected Answer** field. You therefore cannot combine multiple expected answers of different lengths with a single input mask.

Up to nine **Fill in Blank** fields can be added to a question that requires multiple answers. To add more than one field:

1. Click the **Fill in Blank** tab.
2. Click the **Add Additional Input** button. A new **Fill in Blank** input will appear.  
**Note:** inputs can be reordered by clicking and dragging an input's **Drag Handle** or deleted by clicking the **Remove Input** icon next to the input.
3. Enter the **Expected Answer(s)** and **Input Mask**, if desired.
4. Enter a value in the **Weighted Value** fields (**Test Activity** only), if desired. **Note:** Partial scoring must be enabled in **Other Details** tab.
5. Click the **Main Text** tab.
6. Click the text area. The text editor will open in a modal dialog.
7. Place the cursor in the text where you wish to insert the input field and click the **Insert Input** button in the text editor toolbar.



8. Select a **Fill in Blank** input to insert from the drop-down.



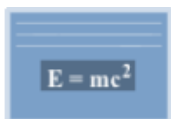
9. Click the **Ok** button.

**Note:** When inputs are reordered or removed in the **Fill in Blank** tab, the **Main Text** inputs will be updated automatically to reflect the changes.

## 9.2.8 Fill-in-the-Blank Mathematical Screen Style

Question-screen type 2.59, fill-in-the-blank, is very different from the multiple-choice ones.

### Thumbnail



### Description

2.59 **Fill-in-the-blank**. User types in a short response to a mathematical equation in a text input field or up to nine short responses with embedded fill-in-the-blank fields (no media). The

inputs may be reordered or removed as requested.

1. In addition to the standard question tabs, this question style has a **Formulas** tab, which contains fields entitled **Parameters**, and **Answer Formula**. Up to nine **Fill in Blank** fields can be added to a mathematical question that requires multiple answers. **Note:** When more than one formula is used, all responses must be correct for the question to be correct.

2. On the **Parameters** pane, enter the desired parameter name in the **Name** field. You may enter up to 50 parameters. **Note:** The curly brackets do not need to be entered in this field.
3. Enter the desired range of values in the **Min** and **Max** fields (i.e. If the desired number range is between one and ten, enter 1 in the **Min** field and 10 in the **Max** field. The numbers within this range of numbers will randomly be chosen when the question is displayed in the browser.
4. If the number range needs to include decimal numbers enter the desired decimal placement in the **Dec** field (i.e. To have the number range [1–10] display with decimal numbers [1.1 – 10.9], enter 1 in the **Dec** field).
5. Click the **Add Parameter** button to add up to 50 parameters. The **Parameters** fields can be re-ordered by clicking on the drag-handles on the top-left of the **Parameter** field.

Parameters					+ Add Parameter	
	Name	Min	Max	Dec		
⋮	a	1	10	0	🗑	
⋮	b	1	10	0	🗑	

- On the **Answer Formulas** pane, enter the desired mathematical equation that will be used to generate the correct value. **Note:** The parameters must be entered in curly brackets {a}{b}.
- Enter the desired tip in the **Input Tip** field. **Note:** You can use this field to convey additional information about the input. This text will appear when the question is displayed in the browser.
- Enter the desired tolerance (+/-) value in the **T** field, if required.
- Enter the desired decimal placement in the **D** field, if required.
- Click the **Add Formula** button to add up to nine formulas. The **Formula** fields can be re-ordered by clicking on the drag-handles on the top-left of the **Formula** field.

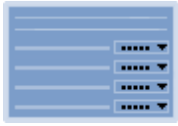
Answer Formulas ?					+ Add Formula	
	Formula	Input Tip	T ?	D ?		
⋮ 1	c = {a}+{b}	Input Tip	0	0	🗑	

- Click the **Save** button to save the changes.

## 9.2.9 Matching Screen Style

The matching screen style (2.57) is very versatile because it allows one-to-one and many-to-one matching, and can also be used for sequencing (ordering) type questions.

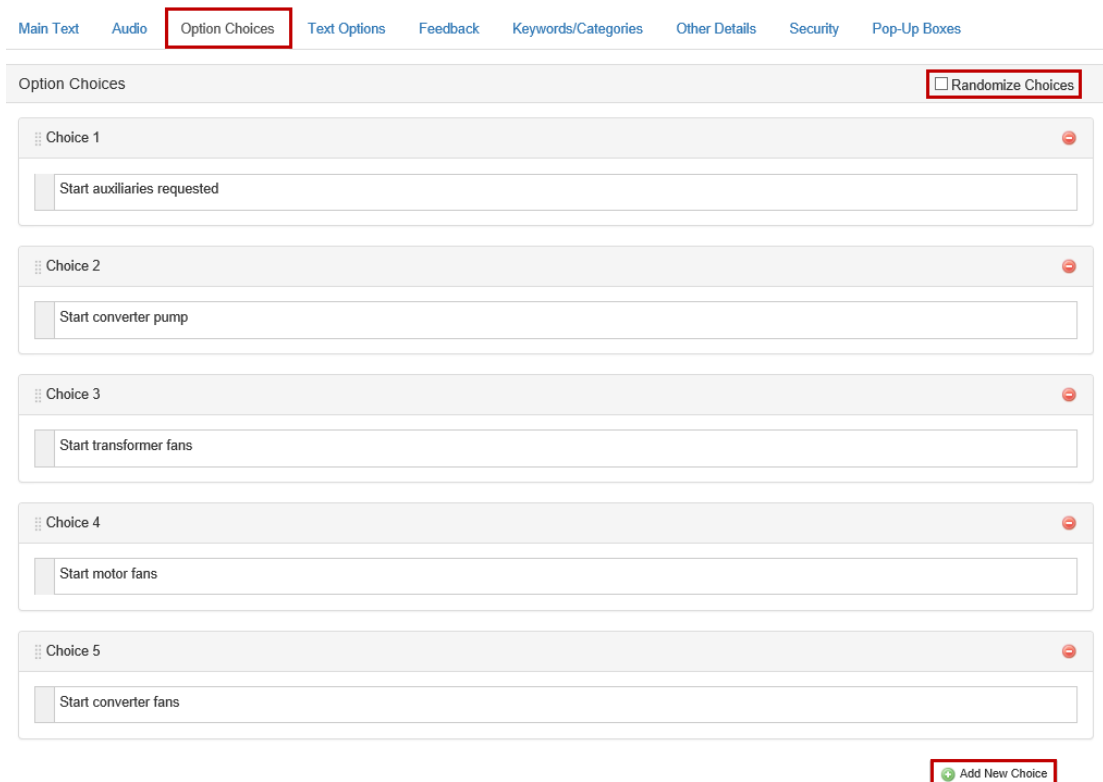
## Thumbnail



## Description

2.57 **Matching Drop-downs**. Can be used to create pairing, categorizing (including true-false) or sequencing question types. Up to nine text options and unlimited drop-down items with optional randomization (no media).

1. In the **Option Choices** tab, you can configure the list of options that appear in the drop-down menu in the viewer beside each **Text Option**. **Note:** Click the **Add New Choice** button in the **Option Choices** tab to add more **Option Choices**, up to a maximum of nine. The **Choice** fields can be re-ordered by clicking on the drag-handles on the top-left of the **Choice** field.
2. Click the checkbox labeled **Randomize Choices** to toggle randomization on and off, which will change the order the items are displayed in in the viewer's drop-down list.



Main Text Audio **Option Choices** Text Options Feedback Keywords/Categories Other Details Security Pop-Up Boxes

Option Choices ☐ Randomize Choices

Choice 1 Start auxiliaries requested

Choice 2 Start converter pump

Choice 3 Start transformer fans

Choice 4 Start motor fans

Choice 5 Start converter fans

Add New Choice

3. Click the **Delete** icon to remove any unwanted items from the list.

4. In the **Text Options** tab, you may enter multiple **Text Option** fields, numbered one to five, which will appear on the left of the viewer as text against which the correct item from a drop-down must be matched. **Note:** Click the **Add Text Option** button to add more **Text Options**, up to a maximum of nine. You may click the **Audio** icon to enter an audio file in each **Text Option** field. The **Text Option** field may contain both text and audio. If no text accompanies the audio file, the play button displays. Individualized feedback may be entered for each **Text Option**. To provide more tailored feedback for each incorrect question response, click the **Feedback** icon and enter the corresponding feedback. In **Test Activities**, if partial scoring is enabled in the **Other Details** tab, weighted values may be entered in the **Weighted Value** fields. Partial scoring can be used to calculate the final mark of a test. The **Text Options/Feedback** fields can be re-ordered by clicking on the drag-handles on the top-left of the **Text Option/Correct/Incorrect** fields.

The screenshot shows the 'Text Options' tab in the LCMS interface. The tab is highlighted in red. It displays two text options, each with a text input field, an 'Audio' icon, a 'Feedback' icon, a dropdown menu for the correct answer, and a 'Weighted Value' field. Text Option 1 has the text 'Bulkhead mounted LLL strip, pointing right' and a dropdown menu set to 'Green' with a weighted value of 1.00. Text Option 2 has the text 'Bulkhead mounted LLL strip, pointing left' and a dropdown menu set to 'Red' with a weighted value of 1.00. There are checkboxes for 'Audio' and 'Feedback' for each option. A 'Never Randomize' checkbox is located at the top of the tab.

5. The list items you defined in the **Option Choices** tab will appear in the drop-downs in the **Text Options** tab, in the **Correct Answer(s)** column. Select the correct answer for each **Text Option**.
6. Click the checkbox labeled **Never Randomize** to override any activity settings than may cause text options to be randomized. This will cause text options to always be displayed in the same order in the viewer.

## Examples

- **One-to-one Matching (Pairing):** For a simple one-to-one pairing exercise, create a different **Option Choice** list item for each **Text Option**. You may also want to add additional **Option Choices** as distractors.
- **Ordering or Sequencing:** To create an ordering (or sequencing) type exercise, simply create **Text Options** with names that represent the order, such as "First",

"Second" and "Third", or "Before", "During" and "After", etc. **Note:** Make sure that randomization is *turned off* if you intend to create an ordering type question.

- **Many-to-one (Sorting):** To create a sorting (or categorizing) type exercise, like sorting multiple items into two columns, simply create two **Option Choices** (such as "safe" and "unsafe" or "weekly" and "monthly"). There can be a many-to-one relationship between **Text Options** and **Option Choices**, i.e. you can assign the same **Option Choice** as the correct answer for more than one **Text Option**.
- **True or False:** You can create "true" or "false" type questions in this way as a many-to-one type exercise, by creating two **Option Choices** labeled "true" and "false" and assigning them to up to nine statements in the **Text Option** fields. You can think of this as sorting the **Text Options** into two (or more) categories.

### 9.2.10 3rd Party SCORM Media Screen Style

The full screen 3rd party SCORM media screen style (2.60) allows you to upload 3rd party question content and have the results tracked and recorded using SCORM.

#### Thumbnail

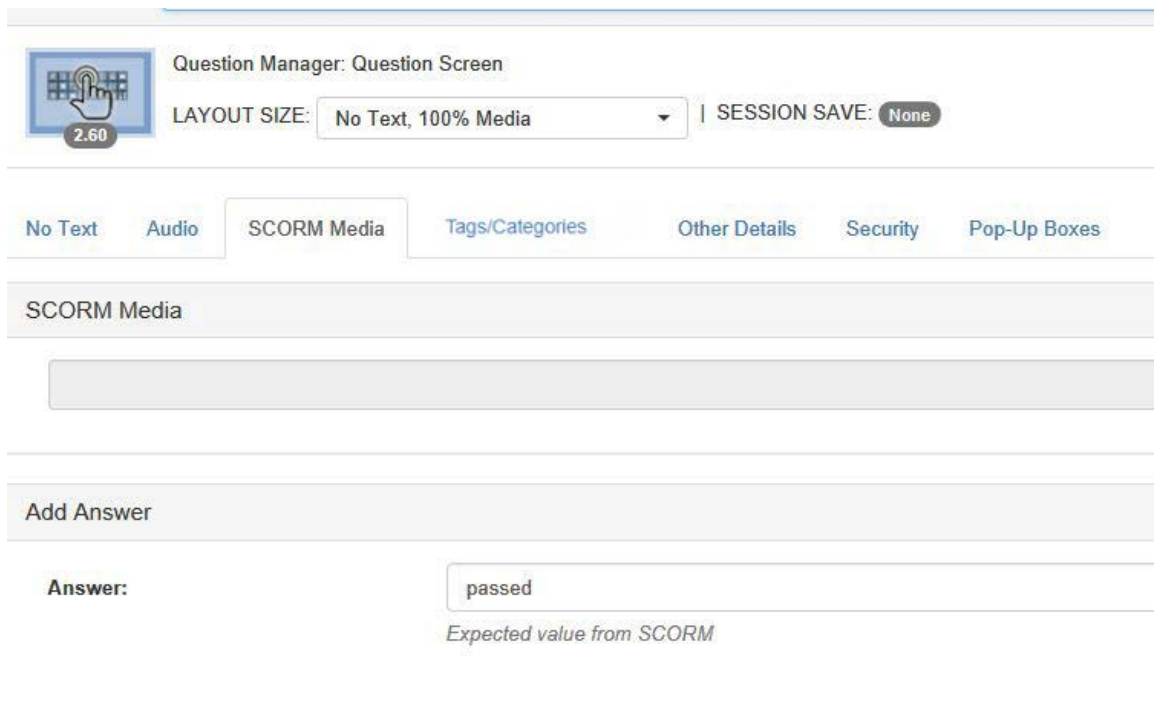


#### Description

2.60 **Full Screen 3rd Party SCORM Media.** For example, a Storyline published question would use SCORM to send data and the question would act like an LMS and record the answer. There is also the option for HTML text (up to 60%).

The 2.60 Question Style has tabs for Audio, SCORM Media, Tags/Categories, Other Details, Security and Pop-Up Boxes.

1. In the **SCORM Media** tab, click **Select** to upload an available media file. If your media is not complete yet, click **Description** and enter the filename in the **Requested Filename** field. You may also wish to include the media description in the **Description** field for review purposes.
2. In the Answer field, add the SCORM values expected, based on cmi runtime data elements. It will use values from cmi.completion\_status (complete/incomplete) or cmi.success\_status. (passed/failed).



Question Manager: Question Screen

LAYOUT SIZE: No Text, 100% Media | SESSION SAVE: None

No Text Audio **SCORM Media** Tags/Categories Other Details Security Pop-Up Boxes

SCORM Media

Add Answer

Answer:

*Expected value from SCORM*

3. Click **Save**.

## 9.2.11 Fill-in-the Blank Essay Screen Style

The Fill-in-the-Blank Essay screen style (2.62) is very versatile because it allows scenario based questions or essay style questions to be used.

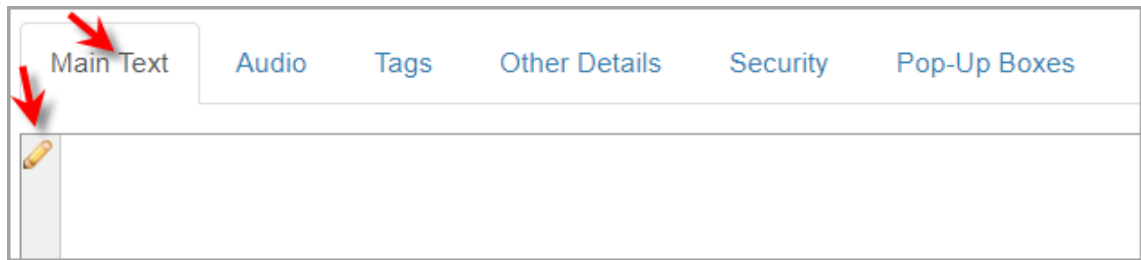
### Thumbnail Description



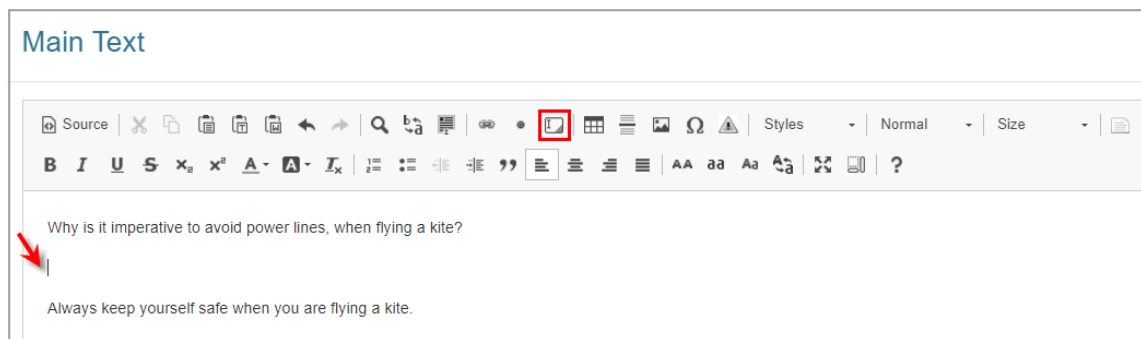
**2.62 Fill-in-the Blank Essay**. Can be used to create an essay style question (no media). Only one text input field is supported in this screen-style. Users may insert the text input field, where it is needed in the **Main Text** field using the HTML editor. By default the text input field will display at the end of the content.

1. On the **Main Text** tab, click the pencil icon or the text field itself to open the HTML editor. **Note:** The **Main Text** field is depicted in this topic.
2. Click the pencil icon or the text field itself to open the HTML editor.

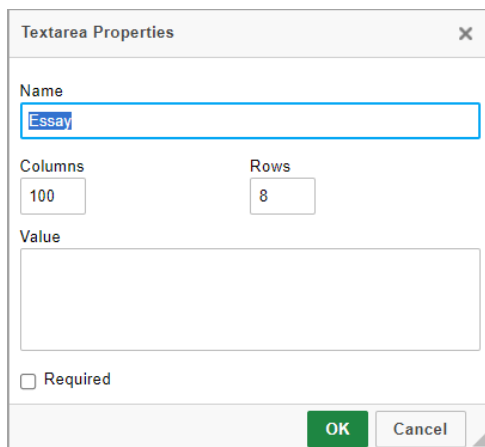




3. On the HTML editor window, enter the desired text.
4. Place the cursor where the text input field is to be inserted.
5. On the toolbar, click the **Textarea** button to open the **Textarea Properties** window.

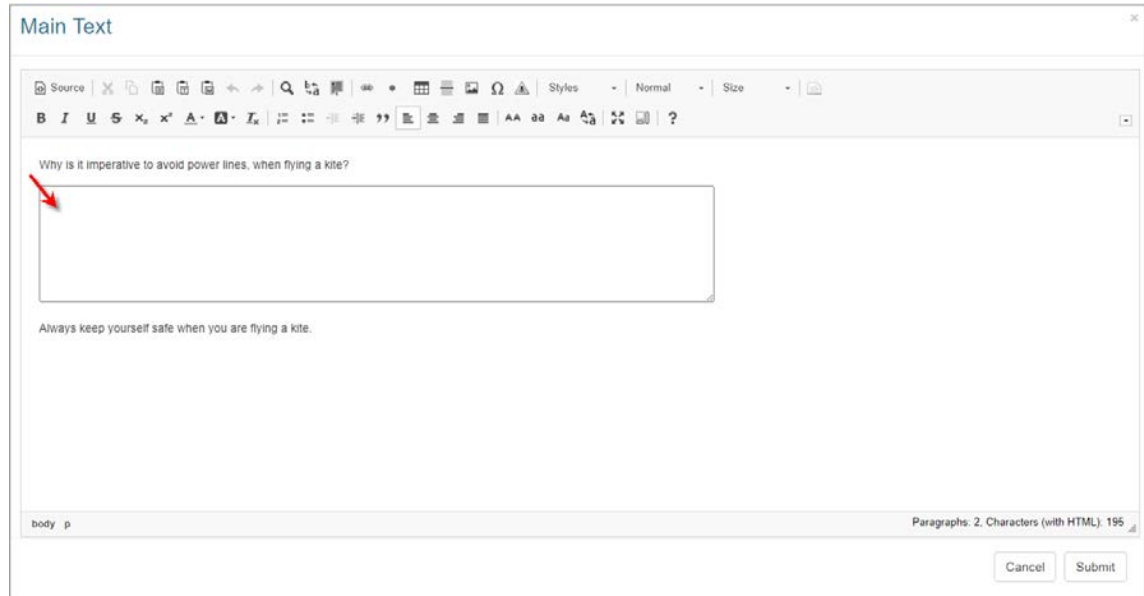


6. On the **Textarea Properties** window, click the **OK** button to insert the text input field and return to the HTML editor window or click the **Cancel** button to return to the HTML editor window. **Note:** The **Textarea Properties** window is also used for optional attributes that provide additional functionality in the viewer.



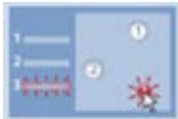
7. On the HTML editor window, click the **Submit** button to save the text input field and

return to the **Main Text** field or click the **Cancel** button to return to the **Main Text** field without saving.



## 9.2.12 Image Step Builder

### Thumbnail



### Description

4.53 **Image Step Builder**. User clicks hotspots on media to completed a sequence of steps. Up to 25 steps Text may be appended or replaced as required for each step. Users may be provided feedback as they progress.

Screen style 4.53 enables the developer to plot areas for hot spots on the image. The user clicks the hot spots in the viewer to complete a series of steps. As the user interacts with the image, the main text is appended or replaced. **Note:** This screen may also be used as an Instruction screen.

1. In addition to the standard question-screen fields, screen 4.53 has a **Steps** tab with multiple step fields, numbered one to twenty-five. To reorder the step fields, use the drag-handles (top-left of field). Each step field, may contain an image with text and/or audio inputs. The text inputs may be set to append or replace the previous text inputs. Each step field may also include correct/incorrect clickable areas with user feedback. **Note:** If an audio file is required, click the **Audio** tab to select the default audio file. See Audio Tab for more information.

2. Enter the desired text in the text input field. **Note:** If an audio file is required, click the **Audio** icon and select the audio file.
3. Click the **Select** button to open the **Media Library** and select the desired media file.  
**Note:** Only images that are compatible with the Plotter Tool can be used on this screen.
4. Click the **Plotter Tool** button to plot correct/incorrect areas on the media. See Plotter Tool for more information.
5. On the **Correct Areas** pane, click the drop-down menu, and then select the desired correct/incorrect area from the media. Click the checkbox beside the listed area, if the area is a correct area. Leave it unchecked if the listed area is not the correct answer.  
**Note:** If there are more than one correct actions in a step, the user must correctly identify all areas before they can move on to the next step or next screen.
6. Click the **Feedback** button to the right of the listed area to provide individualized, tailored feedback (up to five) for the user's incorrect responses. When the button is clicked the **Feedback** window displays.

7. On the **Feedback** window, enter the desired text in the Feedback 1 field.
8. Click the **Add More Feedback** button to insert additional Feedback fields, if required. A maximum of five Feedback fields may be inserted. **Note:** The Feedback fields may be reordered using the drag-handles (top-left of field) or deleted by clicking the corresponding delete button.
9. Click the **Submit** button to save the changes and return to the previous screen or the **Cancel** button to return to the previous screen.

10. On the **Correct Areas** pane, click the **Add Area** button to insert additional plotted correct/incorrect areas and feedback fields, if required.

11. Click the **Add Step** button at the bottom of the screen to add additional steps.

12. Click the **Save** button to save the changes.

## 9.3 Save (Screen)

Both Question and Instruction screens consist of multiple fields, divided across several tabs. These fields can be completed all at once or you can return to screens later to complete empty fields or revise existing field data.

### 9.3.1 Save Screen

1. To save a screen, click the **Save** button at the top of the screen.

Screen **Save** Preview Screen Change Screen Style Return to Topic Help

Screen Title Wings

ACTIVITY: Test Activity | TOPIC: Demo Topic

LAYOUT SIZE: 50% Text, 50% Media | SESSION SAVE: None

Main Text Audio Media Text Options Tags Other Details Security Pop-Up Boxes TDM Integration

The wings on the CRJ are...

**Note:** Each time a new instruction screen has been saved, it will be added to the bottom of the **Screen List** screen. Question Screens are added to the **Question Bank**.

Topic Add Screen Add Question Re-Order Screens Return to Activity Help

NAME: My Test Topic

ACTIVITY: Test Activity (2)

**Screen List**

Screen No. ↓↑	Style ↓↑	Main Text ↓↑	
Screen 1	3.15	Slideshow Example - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum arcu, quis auctor le	
Screen 2	3.17	3.17 Example - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum arcu, quis auctor le	
Screen 3	3.06	3.02 Example - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum arcu, quis auctor le	
Screen 4	3.02	New Screen - Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum arcu, quis auctor le	

**Note:** If a screen is already being accessed by another user, you will receive a warning

message like the one below, telling you who accessed the lesson and at what time. You will not be allowed to make any changes if the screen is already in use.

The screenshot shows the 'Screen' interface. At the top, there is a 'Screen' tab and two buttons: 'Preview Screen' and 'Change Screen Style'. On the right, there is a 'Return to Topic' button. Below this is a red warning banner that reads: 'Warning: This screen is in use.' The main content area has a 'Screen Title' field with the value 'Wings'. Below the title, there is a thumbnail of a screen layout with a '3.02' label. To the right of the thumbnail, it says 'ACTIVITY: Test Activity | TOPIC: Demo Topic'. Below that, it says 'LAYOUT SIZE: 50% Text, 50% Media' and 'SESSION SAVE: None'. At the bottom, there is a horizontal menu with tabs: 'Main Text', 'Audio', 'Media', 'Text Options', 'Tags', 'Other Details', 'Security', 'Pop-Up Boxes', and 'TDM Integration'.

## 9.3.2 Autosave Screen

Screens can be set to save automatically in the background. This feature is available to Developers only.

1. Click the drop-down arrow beside the **Save** button at the top of the **Screen Details** screen. You will see a checkbox with labeled **Auto Save**.

This screenshot shows the same 'Screen' interface as before, but with the 'Save' button's dropdown menu open. The dropdown menu contains a checkbox labeled 'Auto Save'. The rest of the interface, including the 'Screen Title' field, activity/topic information, layout size, session save setting, and the bottom menu, remains the same.

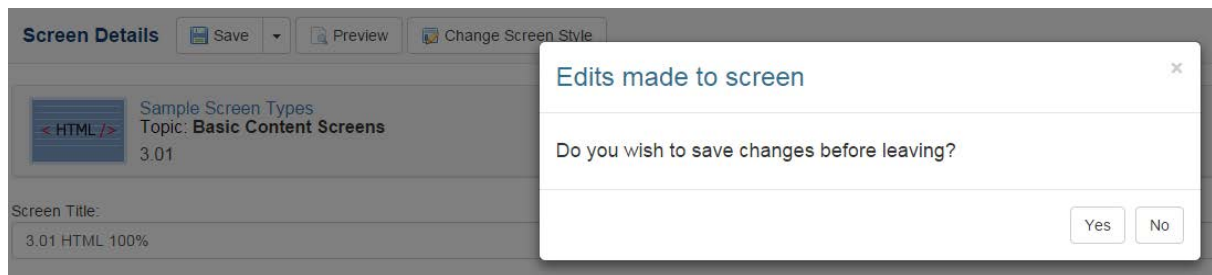
2. Check or uncheck the box to toggle the **Auto Save** function on or off. When **Auto Save** is turned on, edits are saved at one-minute intervals. The button text will change to indicate that **Auto Save** is currently turned on.

**Note:** The **Auto Save** feature will only save fields that contain *valid* content. If certain fields cannot be auto saved, a warning message will appear at the top of the screen that says "For Your Attention: Changes were saved with the exception of the following issues:", followed by a list of fields that could not be saved and the reasons.

### 9.3.3 Navigating Away from Unsaved Screen

The LCMS will try to prevent users from losing content by navigating away from screens containing unsaved work.

If you make changes to a screen which have not been saved and click on a link to navigate to another screen, a warning message will be displayed.

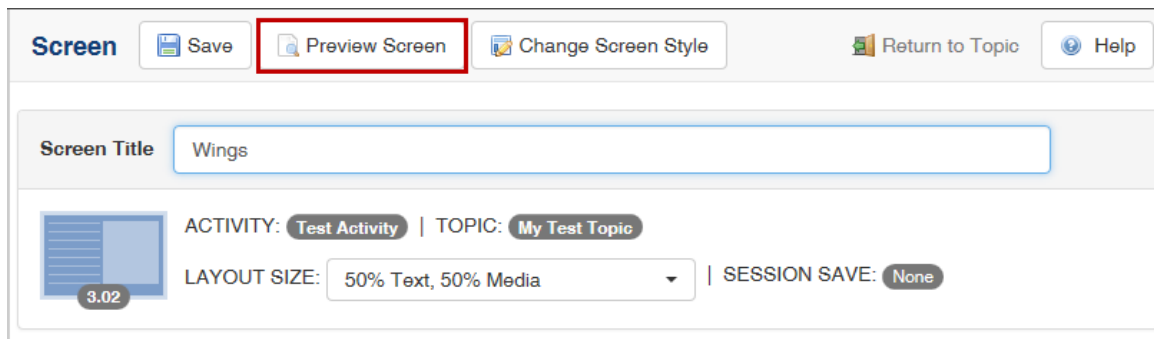


If you click the **Yes** button your work will be saved. If you click the **No** button your changes will be discarded. In either case, you will now navigate away from the screen to the screen you selected. You may also click the small **x** or **Close** icon in the top-right of the dialogue box, if you want to cancel the navigation and return to the current screen without saving anything.

## 9.4 Preview (Screen)

Once a question or instruction screen has been saved, you will be able to preview it in a separate browser window, while you continue editing in the main window.

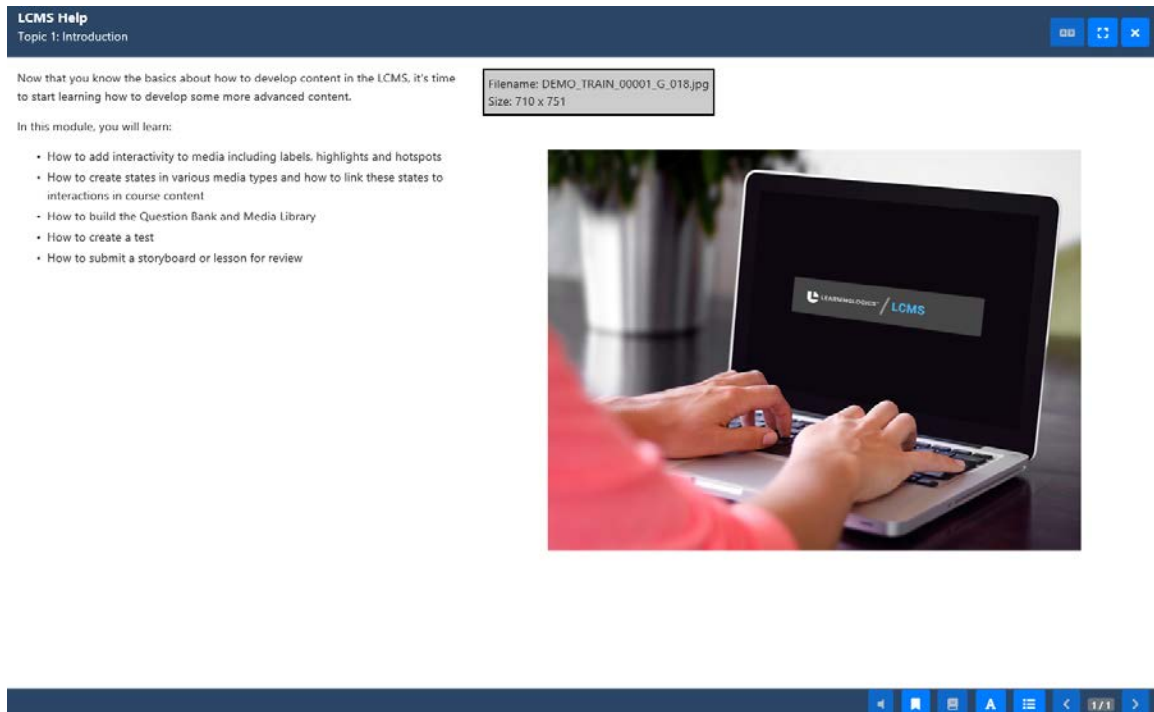
1. Click the **Preview Screen** button at the top of the Screen Details screen.



2. The current screen will open in a separate browser window using the selected interface. If an interface has already been selected at the Activity level, it will automatically launch when you click the **Preview** button on the **Screen Details** screen. Otherwise, a dialogue box will appear asking you to select an interface. Click the checkbox to enable **Use as default Interface for Instructor Led Lesson Activity types**. **Note:** Leave this unchecked if you do not want all Instructor Led Activity types to have the same interface.

3. Click **Tag Filtering** to include/exclude screens with specifics tags.

**Tip:** To see the media size and filename at the top of the media area in Preview, click anywhere onscreen, then use the keyboard shortcut **CTRL+Alt+Shift+S**.

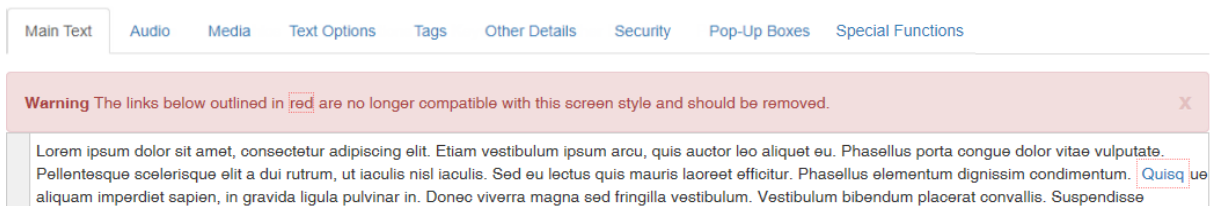




## 9.5 Change Screen Style

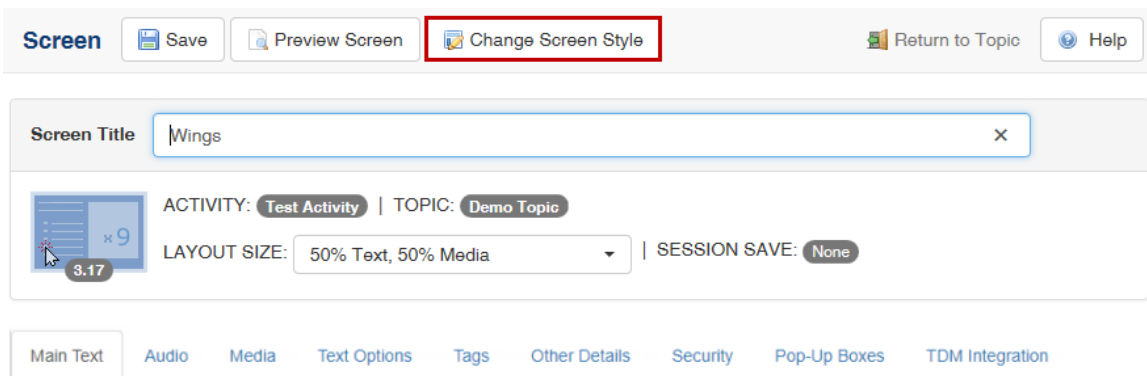
Once you have saved an instruction or question screen, you have the option of changing screen styles. **Note:** Changing screen styles may potentially lead to the loss of data in fields that are not supported in the target screen style.

Also, if the previous screen contained links that do not function with the new screen style, the link will show with a red box around it (in the new screen) and you will see this message:



### 9.5.1 Change Instruction Screen Style

1. Click the **Change Screen Style** button.



2. From the **Change Screen Style** screen, select the screen style you wish to change to by clicking on the thumbnail image.



- 3.02**
- HTML text
  - media area
  - supported media: png, jpg, gif, mp4, flv, swf, Giga, Zoomify, unity3d, html
  - adjustable column widths



- 3.04**
- HTML text (up to 60%)
  - panoramic media (minimum 40%)
  - supported media: png, jpg, gif, mp4, flv, swf, Giga, Zoomify, unity3d, html



- 3.06**
- panoramic media (minimum 40%)
  - supported media: png, jpg, gif, mp4, flv, swf, Giga, Zoomify, unity3d, html
  - HTML text (up to 60%)



- 3.10**
- HTML text
  - 9 bullets w/HTML text/graphic highlight
  - graphic
  - supported media: png, jpg, gif
  - adjustable column widths



- 3.11**
- HTML text
  - 9 bullets w/HTML text
  - Media area
  - supported media: png, jpg, gif
  - graphic w/9 hotspots
  - 9 hotspots w/graphic in pop-up
  - adjustable column widths



- 3.13**
- Chaptered Video
  - HTML text
  - Video
  - supported media: mp4, flv
  - adjustable column widths



- 3.14**
- HTML text with bullets
  - HTML Text above or below bullets
  - bullets control media navigation
  - media
  - supported media: swf, mp4, flv, html, Giga, Zoomify, Modest3D
  - adjustable column widths



- 3.15**
- media slide show
  - HTML text
  - media
  - supported media: png, jpg, gif, mp4, swf, Giga, Zoomify, unity3d, html
  - adjustable column widths

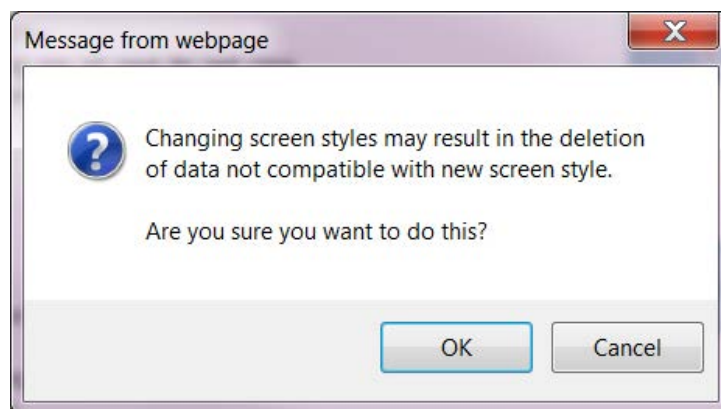


- 3.17**
- HTML text
  - 9 bullets w/text/media
  - media
  - supported media: png, jpg, gif, mp4, flv, swf, Giga, Zoomify, unity3d, html
  - adjustable column widths



- 3.18**
- HTML text
  - media
  - supported media: png, jpg, gif, mp4, flv, swf, unity3d, html
  - adjustable column widths

3. A window will appear asking if you are sure you want to change the screen style. Click **OK**.



## 9.5.2 Change Question Screen Style

To access a question in order to change its screen style, you can go through the **Question Bank** or click the question from within an activity.



1. On the **Question Bank** screen, locate the question you wish to change using the

Search function, then click the **Edit** icon (pencil) beside the question you wish to change.

Showing 1 to 25 of 265 entries  
Show  entries

Filter:

Previous **1** 2 3 4 5 ... 11 Next

#	Style	ID	Question	
265	4.55	115326	Match the city to the corresponding country. 1. Los Angeles 2. Ottawa 3. Birmingham 4. Dublin 5. St Johns 6. Paris	 

- Click a question within an activity to open the Question Details screen. Then, click the **Edit** button.

Activity

Test Activity


Version

0.1

Screen

5 of 6

Prompt

Click 'exit' to leave the exercise or click 'menu' to go to the Topic Menu. 






Question Bank

 Edit

Cancel

Submit

- The question content window appears. Click the **Change Screen Style** button to access the screen style options.

Screen  Save  Preview Screen ** Change Screen Style**  Return to Screen Info  Help

Screen Title

How well do you know colours?



ACTIVITY: **Test Activity** | TOPIC: **Demo Topic**

SESSION SAVE: **None**

Main Text

Audio

Media

Text Options

Feedback

Tags/Categories

Other Details


Security

Pop-Up Boxes

From the choices below, Choose the colour that is magenta.

4. The **Change Screen Style** screen appears. Click a thumbnail to change the screen style.

#### Change Screen Style

Current Screen Style	4.55
Screen Styles <span>Click on a thumbnail to change the screen style.</span> <span>Cancel</span>	
	<b>2.52</b> <ul style="list-style-type: none"> <li>• HTML text</li> <li>• HTML multiple choice with 9 options</li> <li>• media</li> </ul>
	<b>2.54</b> <ul style="list-style-type: none"> <li>• HTML text</li> <li>• HTML multiple choice with 9 options with graphics</li> </ul>
	<b>2.55</b> <ul style="list-style-type: none"> <li>• HTML text</li> <li>• HTML multiple choice</li> <li>• graphic with 9 hotspots</li> </ul>
	<b>2.56</b> <ul style="list-style-type: none"> <li>• HTML text</li> <li>• HTML fill in the blank</li> </ul>
	<b>2.57</b> <ul style="list-style-type: none"> <li>• HTML text</li> <li>• 9 matching or sequencing options</li> </ul>
	<b>2.58</b> <ul style="list-style-type: none"> <li>• HTML text</li> <li>• Sequencing Drag and Drop</li> </ul>
	<b>2.60</b> <ul style="list-style-type: none"> <li>• Full Screen 3rd Party SCORM Media</li> <li>• Optional HTML text (up to 60%)</li> </ul>
	<b>4.52</b> <ul style="list-style-type: none"> <li>• HTML text</li> <li>• 9 drag text options or graphic options</li> <li>• 9 target drop areas over graphic</li> </ul>
	<b>4.55</b> <ul style="list-style-type: none"> <li>• HTML text</li> <li>• 9 drag text options or graphic options</li> <li>• 9 target text &amp; drop boxes</li> </ul>

5. A window appears asking if you are sure you want to change the screen style.  
Click **OK** or **Cancel**.

## 9.6 Copy Screen

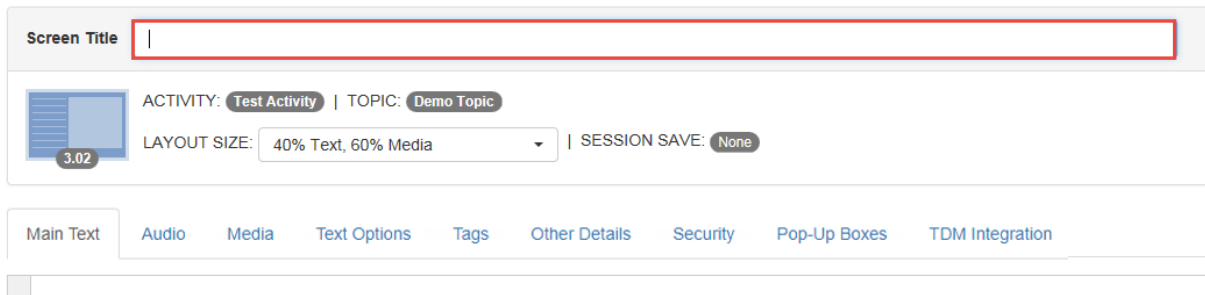
Once a question or instruction screen has been saved, you will be able to copy it into another topic or activity.

1. Click the **Copy Question** button at the top of the Screen Details screen. A clipboard icon will appear at the top of the **Navigation Tree** to the left.



## 9.7.1 Screen Title

If the LCMS is configured to enable the **Screen Title** field, Developers and other users who have the appropriate editing privileges to create screens will be able to edit the title.



The screenshot shows a user interface for editing a screen. At the top, there is a label "Screen Title" followed by a large, empty text input field with a red border. Below this, there is a section with a blue icon and the number "3.02". To the right of the icon, it says "ACTIVITY: Test Activity | TOPIC: Demo Topic". Below that, it says "LAYOUT SIZE: 40% Text, 60% Media" with a dropdown arrow, and "SESSION SAVE: None". At the bottom, there is a horizontal menu with several tabs: "Main Text", "Audio", "Media", "Text Options", "Tags", "Other Details", "Security", "Pop-Up Boxes", and "TDM Integration". The "Main Text" tab is currently selected.

**Note:** If this setting is not enabled, **Screen Titles** will be hidden and users will be unable to edit them.

## 9.7.2 Screen Prompt

**Note:** **Text Prompts** are used for **Independent Study** activity type only. Both question screens and instruction screens within **Independent Study** activities have prompts.

Text prompts provide directions for students using the screens in the courseware. The prompt that you will select depends upon the screen style you have developed. For example, if you have used a screen style that contains a movie, the standard prompt will be: "Click the play arrow to watch the movie, then click the right arrow to continue." See Manage Screen Prompts for more information on creating, editing and deleting prompts.

All of the prompts are predefined in the **Prompt Manager**, so the selection process is straightforward. To select text prompts:

1. Click the **Prompt** drop-down list and select the appropriate prompt.

Screen Title

ACTIVITY: Test Activity | TOPIC: Demo Topic

LAYOUT SIZE: 40% Text, 60% Media | SESSION SAVE: None

Main Text Audio Media Text Options Tags Other Details Security Pop-Up Boxes TDM Integration

Prompt:

Click 'exit' to leave the exercise or click 'menu' to go to the Topic Menu.

2. Click the **Save** button at the top of the screen when you have completed all desired screen fields. The prompt now associated with this screen will be displayed in the activity storyboard.

## 9.8 Instructor Notes (Tab)

**Instructor Notes** can be added to instruction screens within **Instructor Led Lesson** type activities, not within **Independent Study** activities.

1. Click the **Instructor Notes** tab to open the Instructor Notes editor window.

## Instructor Notes

**New**

- New skills you will learn

**Review**

- Crew management (Clearances)
- Voice procedures
- Existing skills you will practice

2. Enter information here for the instructor to view while presenting the lesson.

## 9.9 Audio (Tab)

Audio can be added to both instruction and question screens, depending on the screen type. **Note:** See the sections on Question Screen Styles and Instruction Screen Styles for more information.

To add audio files:

1. Select the desired screen, then click the **Audio** tab.

Main Text **Audio** Media Text Options Tags Other Details Security Pop-Up Boxes Special Functions

Default Audio

[Text Input Field]

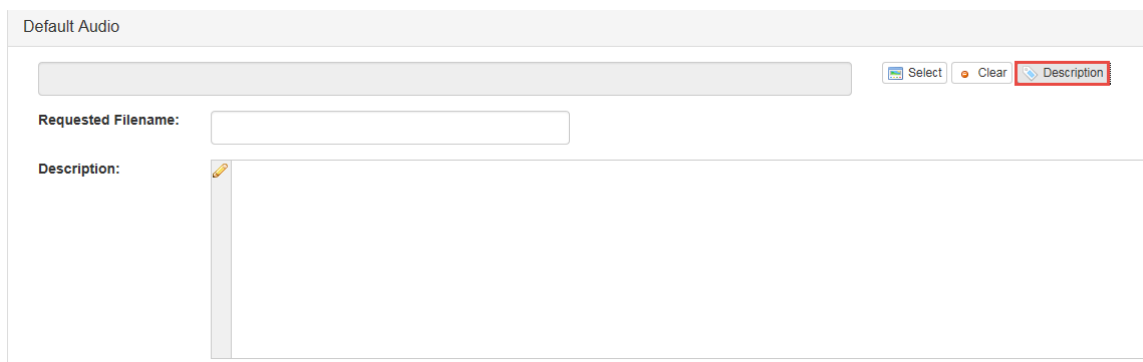
Select Clear Description

Audio Narration: (Max. 2000 characters - 2000 characters remaining)

[Text Input Field]

2. To add a description of the media file required, click the **Description** button and a window will appear.





3. Enter a description for the required media and its filename in the **Media Description** and **Requested Filename** fields. Click **Submit** to save, or **Cancel** to exit without saving. **Note:** This information may be visible in the storyboard report.
4. You may also enter up to 2000 characters for **Audio Narration** in the field at bottom of the **Audio** tab.
5. Click the **Select** button on the **Audio** tab to select a media file, if one is available. This will open a pop-up window of the **Media Library**, where you can search for and select media files. See the section titled Media Library files for more information.

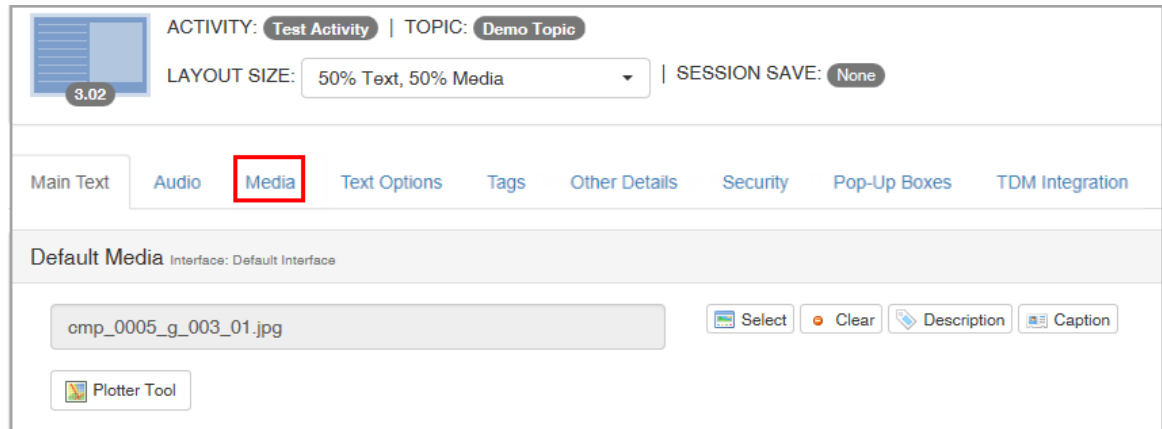
## 9.10 Media (Tab)

Graphics can be added to both instruction and question screens, depending on the **Screen Style**. See the sections titled Question Screen Styles and Instruction Screen Styles for more information. **Note:** Graphics can also be added inline using the CKEditor toolbar buttons in most HTML fields. If you use the image button from inside the **Media Description**, it is associated with the **Reference Media Library**, which contains images used as draft or reference content, visible to reviewers alongside other media description information but not intended for inclusion in the final packaged version of the activity. However, elsewhere, this button accesses the main **Media Library**. If you are editing the **Media Description** field, you will be taken to the **Reference Media Only** library. You can upload new images here or select existing images from the repository. Images uploaded to the main **Media Library** will not be visible here, and *vice versa*. See the section on Managing Media Files for more information on the **Media Library**.

**Note:** The number of fields in the **Media** tab will depend on the screen style selected. For example, the **2.52 Multiple-Choice** question style requires the use of three graphics, while you can include up to nine graphic thumbnails and a default graphic for the **4.55 Drag and Drop** question style.

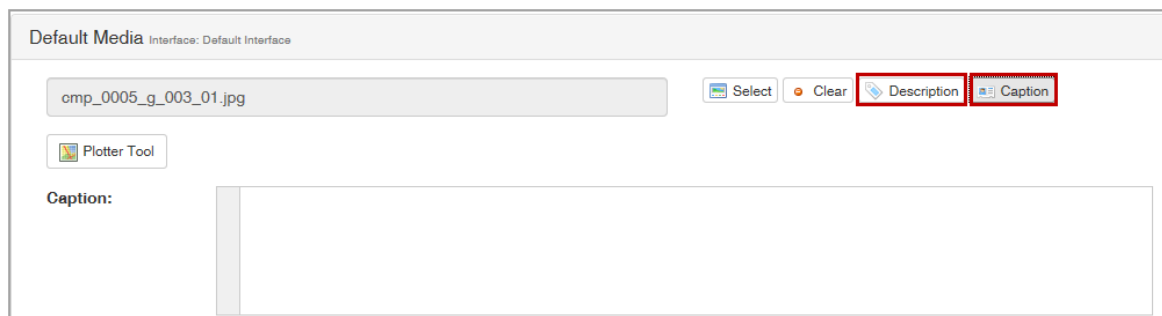
To add graphic files:

1. Select the desired screen, then click the **Media** tab.



The screenshot shows the LCMS interface with the **Media** tab selected. At the top, it displays 'ACTIVITY: Test Activity | TOPIC: Demo Topic' and 'LAYOUT SIZE: 50% Text, 50% Media'. Below the tabs, the 'Default Media' section is visible, showing a file name 'cmp\_0005\_g\_003\_01.jpg' and buttons for 'Select', 'Clear', 'Description', and 'Caption'. A 'Plotter Tool' button is also present.

2. Click the **Description** and **Caption** buttons to make these fields visible. **Note:** If content has been placed within a **Description** or **Caption** field, the corresponding button will change appearance to include a pencil icon. Click the **Caption** button to display the **Caption** field, where you can enter HTML which will appear under the graphic in the viewer. **Note:** Hyperlinks and inline images may also be entered in the **Caption** field using the HTML editor.



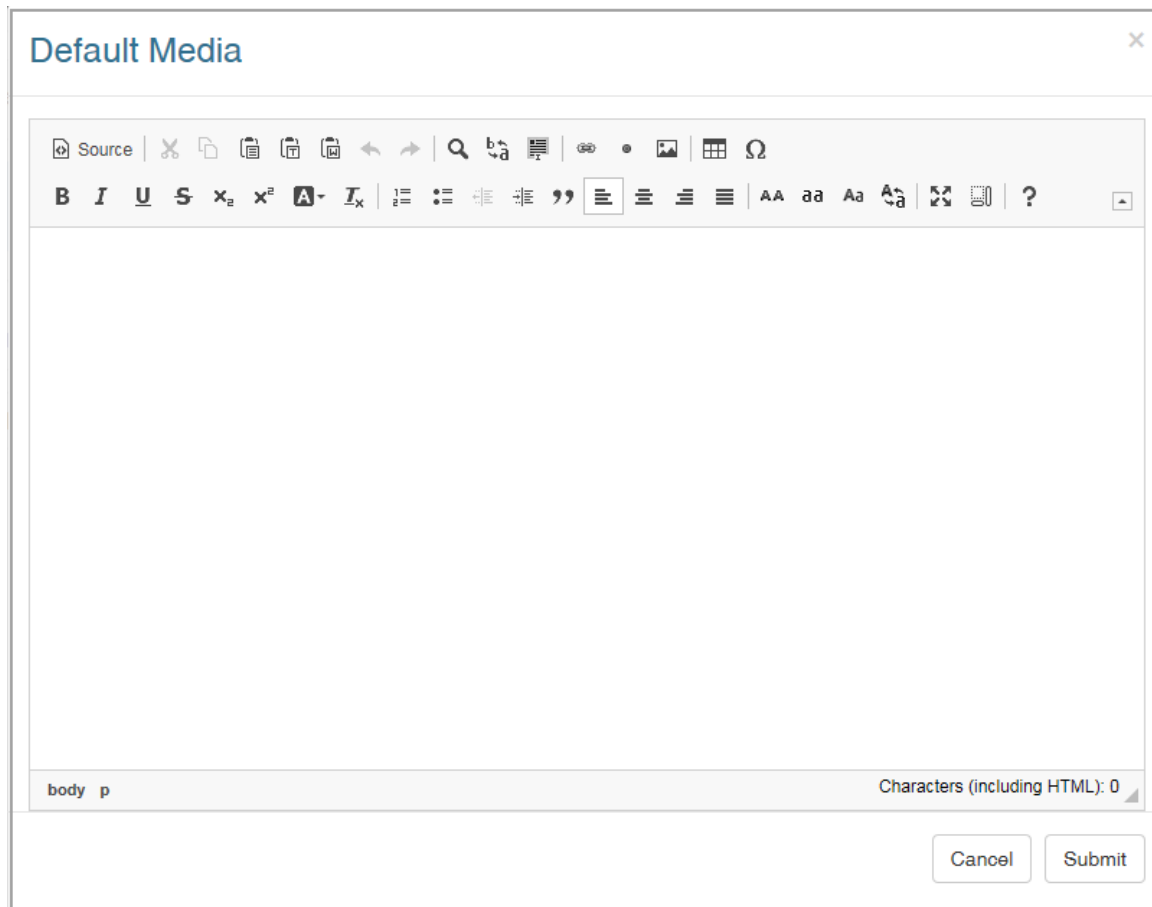
The screenshot shows the LCMS interface with the **Description** and **Caption** buttons highlighted. The 'Caption' field is now visible, showing a text area for entering HTML content. The 'Description' button now includes a pencil icon, indicating it is active.

3. The **Description** button brings up fields for **Media Title**, **Requested Filename** and **Description**, where you can enter all required media information. **Note:** The **Media Title** field is superimposed on the image when it is rendered in the viewer. Also, once you have entered a requested filename and clicked **Save**, this filename will appear in the media filename field with the prefix "Requested Filename: ".

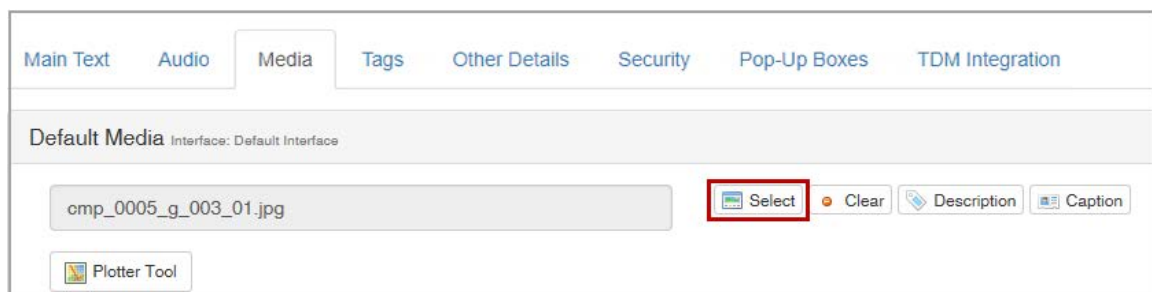
**Tip:** When previewing a screen, use the keyboard shortcut **CTRL+Alt+Shift+S** to bring up the media filename at the top of the media area. Be sure to click the text area on the left first.

The screenshot displays the 'Default Media' interface within a software application. At the top, there is a navigation bar with tabs: 'Main Text', 'Audio', 'Media' (selected), 'Tags', 'Other Details', 'Pop-Up Boxes', and 'TDM Integration'. Below the tabs, the 'Default Media' section is visible, with a sub-header 'Interface: Default Interface'. The main area contains a media selection interface. At the top of this section is a large grey rectangular area for media preview. To its right are four buttons: 'Select' (with a camera icon), 'Clear' (with a trash icon), 'Description' (with a document icon and highlighted by a red box), and 'Caption' (with a speech bubble icon). Below these buttons are three input fields: 'Media Title:' (with a red arrow pointing to it), 'Requested Filename:' (with a red arrow pointing to it), and a large 'Description:' text area (with a red arrow pointing to it). The 'Description' text area has a small pencil icon in its top-left corner.

4. Click inside the **Description** field to open a separate window for adding a media description (used for review and media development). Click **Submit** once the description is complete. **Note:** The **Description** will be displayed in the media area onscreen if no media file is available.



5. If the media you wish to add is already available, click the **Select** button on the **Media** tab to open a pop-up window for the **Media Library**. Here you can search for and select media files (see Media Library for more information). The name of the selected file will appear in the field on this tab once selected. Click the **Clear** button if you need to remove the filename from this field.



**Note:** When a Giga Image Viewer, Modest Tree or Zoomify file is selected from the **Media Library**, a **Settings** button will be visible on the **Media** tab instead of the **Plotter Tool**, which is available with graphic file types (jpg, png and gif). Click

**Settings** to display the settings screen and preview. Giga Image Viewer, Modest Tree 3D Explorer and Zoomify **Settings** are described in the following pages, along with the **Plotter Tool**.

**Note:** When an HTML file is selected from the **Media Library**, you will have the ability to enter Javascript and set a default state. Click the **Custom Javascript** button to open this field. Select an option from the **Default State** drop-down menu to set the default state. A hyperlink can be added in the to display the media at a different state (see Hyperlink to HTML Graphic). HTML and HML files will also have a **URL Parameters** field display. URL Parameters are media specific. Enter the desired URL parameter in the **URL Parameters** field. If multiple parameters are required separate them by an "&".

**Note:** When a PDF file is selected from the **Media Library**, parameters can be set using the **PDF Parameters** field. For example, you may specify a named destination in the PDF or a numbered page:

- *nameddest=name* - specifies a named destination in the PDF.

- *page=pagenum* - specifies a numbered page in the document, using an integer value. The document's first page has a pagenum value of 1.

The screenshot shows the 'Media' tab selected in the top navigation bar. Below the tabs, there is a section titled 'Default Graphic' with the text 'Interface: RCMT IL'. Underneath, there is a text input field containing 'Learninglogics® LCMS.pdf'. To the right of this field are four buttons: 'Select', 'Clear', 'Description', and 'Caption'. Below the text field, there is a label 'PDF Parameters:' followed by a text input field containing 'page=6'. This input field is highlighted with a red rectangular border.

### 9.10.1 Giga Image Viewer Settings

1. Click the **Settings** button in the **Media** tab to configure the states of a Giga Image Viewer file for the current screen. The Giga Image Viewer states are configured using the navigation buttons at the bottom of the preview and other controls.



2. Click the name of a state to select it from the drop-down labeled **Select a State**.
3. Click the **Delete State** button to remove a state.
4. Click the **New State** button to create a state.
5. Click the **Edit Label** button and enter a new value to change the name of a state.
6. Click the **Default** checkbox to toggle whether the currently-selected state is the one that will be shown first, by default, in the viewer.
7. Zoom in and out using the scroll wheel (if you have one) on your mouse, or click on the magnifying glass icons to zoom in and out in stages.
8. Click and hold down the mouse-button on the arrow buttons to pan up, down, left,

- or right.
9. Click the dot button to zoom as far out as possible, or the crosshair button to zoom as far in as possible.
  10. Click the mouse button and hold to drag the image around the viewport.
  11. Double-click part of the image to center the viewport on it.
  12. Click the thumbnail in the bottom-right corner of the preview, to move around the viewport.
  13. Click the **Hotspot Editor** button to open a new dialogue box in a pop-up window that will allow you to edit hotspots and create states for hotspots in the Giga Image Viewer.
  14. Click the **Save State** button to save a state. **Note:** It's important to save a state before switching to view another state or leaving this editing screen, otherwise you may lose your changes.
  15. Click the **Save & Exit** button to save your changes and return to the LCMS screen editing screens or click the **Close** icon in the top-right of the browser window to exit without saving.

**This is an optional feature. For more information, please contact [learninglogics-support@bluedrop.com](mailto:learninglogics-support@bluedrop.com).**

### 9.10.1. Giga Image Viewer Hotspots

#### 1

1. Click on the **Hotspot Editor** button in the **Giga Image Viewer Settings** to open the **Hotspot Editor** screen in a new pop-up window.
2. Enter the name of a new hotspot in the **Name** field or select an existing one from the drop-down menu, if available.
3. Set the **Hotspot Location** by clicking the **Record Location** button and then panning and zooming to the required location in the **Giga Image Viewer Settings** window. Click where you want the hotspot to appear and the **X** and **Y** fields will automatically be populated with the coordinates. Click **Stop Recording** when you have the correct coordinates. **Note:** Although you can type in **X** and **Y** values



- manually it's unlikely you'd ever want to do this.
4. Enter the title you want to appear at the hotspot using the **Label** field.
  5. Select the position of the **Label** of the hotspot (left, right, top, bottom, etc.) using the **Label Positioning** drop-down menu. **Note:** The default is left.
  6. Enter any content you want to appear at the hotspot using the **Content** field.  
**Note:** As this field uses the HTML editor, you can embed an image, which will be displayed within the Giga Image Viewer.
  7. Select the position of the content relative to the **Label** of the hotspot (left, right, top, bottom, etc.) using the **Content Positioning** drop-down menu.
  8. Click **Save Hotspot** to save the hotspot or **Remove Hotspot** to delete it, or quit without saving.

**Hotspot Editor**

Cancel & ExitSave & Exit

**Name**

Demo Hotspot

Re-select

**Hotspot Location**

X1098

Y382

Record Location

**Label**

Demo Hotspot

body p

Characters (including HTML): 20

**Label Positioning**  
*(In relation to the X/Y location)*

Left

Left

Top Left

Top

Top Right

Right

Bottom Right

Bottom

Bottom Left

**Content**

body p

Characters (including HTML): 49

**Content Positioning**  
*(In relation to the Label)*

Left

Left

Top Left

Top

Top Right

Right

Bottom Right

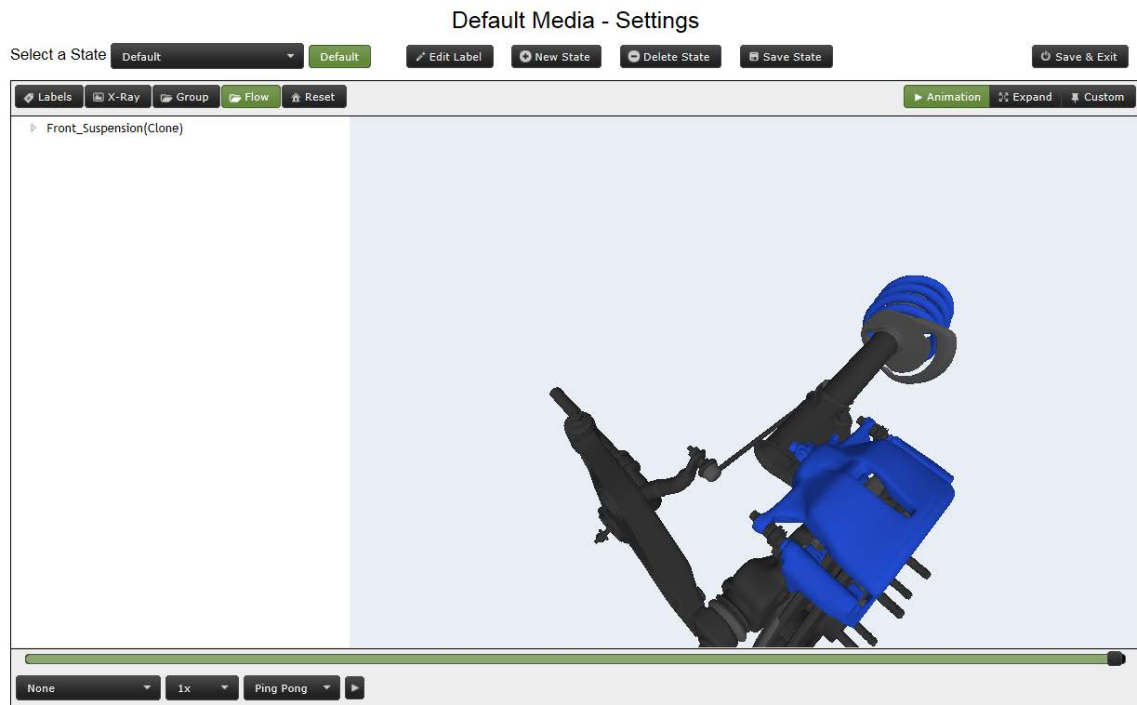
Bottom

Bottom Left

Save Hotspot

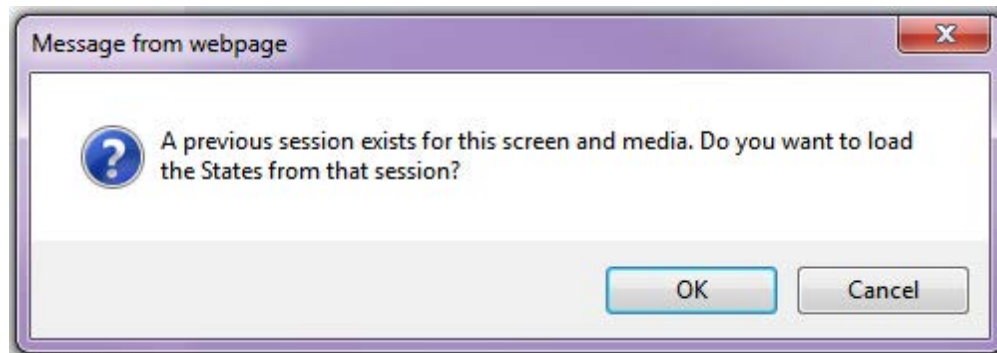
## 9.10.2 Modest Tree 3D Explorer Settings

1. Click on the **Settings** button in the **Media** tab to configure the states of a Modest Tree 3D Explorer file for the current screen. The 3D Explorer states are configured using the navigation buttons at the bottom of the preview and other controls.



2. Click on the name of a state to select it from the drop-down labeled **Select a State**.
3. Click the **Delete State** button to remove a state.
4. Click the **New State** button to create a state.
5. Click the **Edit Label** button and enter a new value to change the name of a state.
6. Click the **Default** button to toggle whether the currently selected state is the one that will be shown first, by default, in the viewer.
7. Zoom in and out using the scroll wheel (if you have one) on your mouse.

8. Click on a part of the model to select and highlight it, or click on its label in the list on the left.
9. Double-click on part of the model to center the viewport on it.
10. Hold down the CTRL key on your keyboard and the mouse button simultaneously to drag and drop a part of the model.
11. Click the **X-Ray** button to toggle x-ray view on and off for the whole model.
12. Click on the **Labels** button to toggle labels on and off for the whole model.
13. Click the **Reset** button to restore the state to its original configuration.
14. Click the **Animation** button to configure animation for the state. Animation controls will be displayed, including a drop-down for the animation type, drop-down for speed, drop-down for repeat-style (play once, loop, or ping-pong), **Play** button, and scrub bar. **Note:** You must have pressed **Play** and be currently watching the animation when you click **Save State** for the animation to be saved as the state.
15. Click the **Expand** button to configure expand for the state. An **Expand Method** drop-down will be displayed and a scrub bar, which allows you to set the degree of expansion.
16. Click the **Custom** button to configure custom states.
17. Right-click your mouse on the label for a component or group to display a context menu with the options **Focus**, **Isolate**, **Toggle X-Ray**, **Toggle Label**, and **Toggle Visibility**. These changes will be applied only to the selected component or group.
18. Click the **Save State** button to save a state.
19. Click the **Save & Exit** button to save your changes and return to the LCMS screen editing screens or click the **Close** icon in the top-right of the browser window to exit without saving. **Note:** Modest Tree Unity media now uses the browser local storage to save your editing session until you click **Save & Exit**. This will allow you to reload the saved session, should a crash occur. When you re-open the **Settings** window, you will be presented with a confirm dialog to load the previous session. Click **OK** to load the states from your previous session.

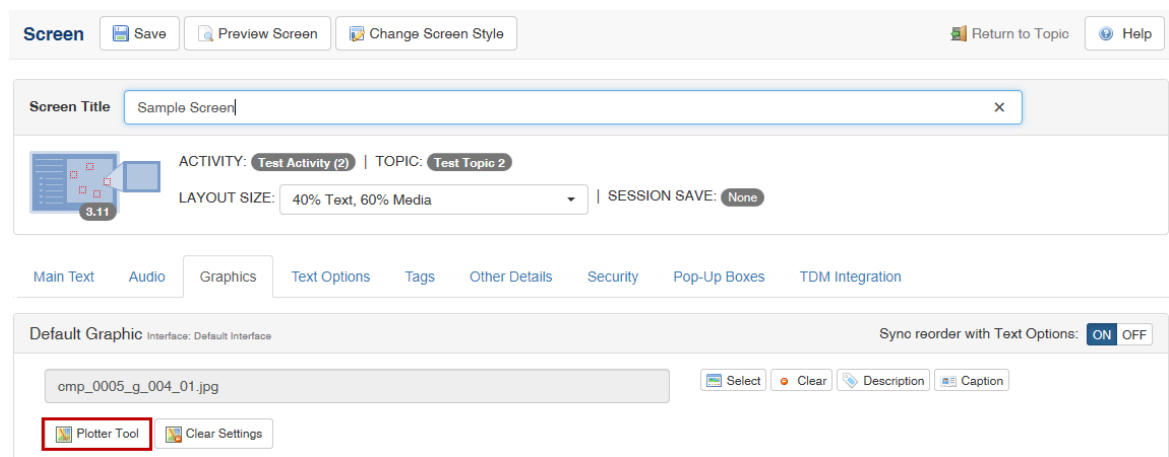


**Note:** You can create hyperlinks that allow users to navigate between different 3D Explorer states in the lesson. See [Hyperlink to 3D Explorer State](#) for more information.

**This is an optional feature. For more information, please contact [learninglogics-support@bluedrop.com](mailto:learninglogics-support@bluedrop.com).**

### 9.10.3 The Plotter Tool

The **Plotter Tool** button is available within several screen styles and also within the **Edit Pop-Up Box** window. The tool can be used to plot hotspots/highlights and labels on static graphics, some of which can be linked to **Text Options** on the screen.



The functionality of the **Plotter Tool** varies, depending on the screen style. For example:

- **3.02, 3.04, 3.06, 3.15, 3.18, 3.20:** Hotspots/highlights can be added, along with text labels with arrows. Options are not associated with any of these elements.
- **2.52, 3.10, 3:17, 3.19, Media with Highlights:** Linking a highlight to a **Text Option** or **Link** in the **Main Text** area means that the highlight will only become

visible when the student clicks on the **Text Option** or **Link**. Text labels with arrows can also be added.

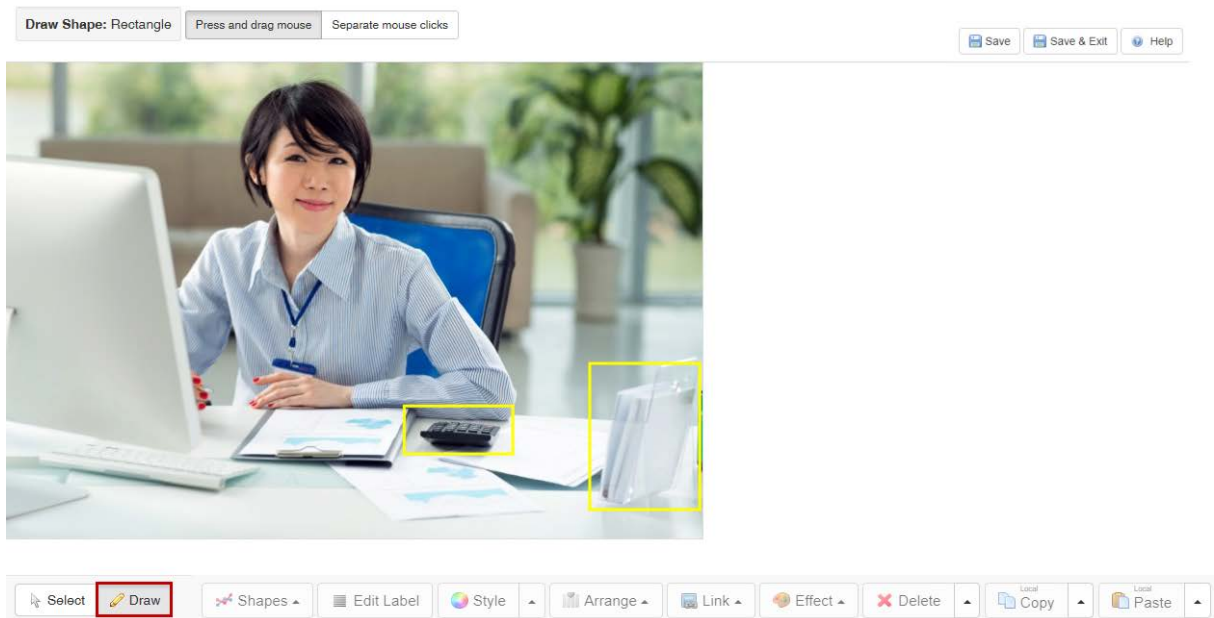
- **3.11 Media with Hotspots:** Linking a highlight to a **Text Option** means that clicking on either the highlight or the **Text Option** will cause an associated pop-up window to be displayed containing text and/or another image. (Alternatively, an image may be used to replace the **Default Graphic**, which can be used to simulate a basic control panel.) Text labels with arrows can also be added.
- **2.55 Multiple-choice with Hotspots:** Linking a highlight to a **Text Option** means that students will be able to click on one or more highlights to select them as responses to the multiple-choice question. This screen style cannot have text labels or lines added.
- **4.52. Drag and drop to Image:** Can add highlight but not text labels or lines.  
**Note:** The **Plotter Tool** button for this screen style is available with the graphic on the **Graphic** tab and on the **Text Options** tab.

### 9.10.3. Draw Highlights/Hotspots

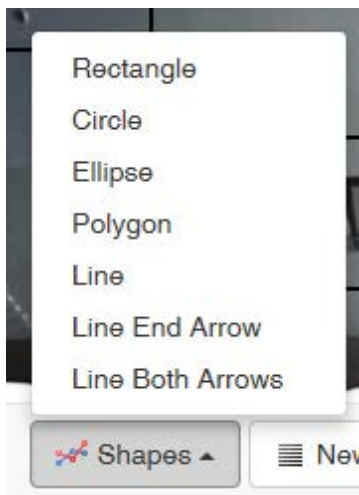
#### 1

The **Plotter Tool** allows you to draw highlights/hotspots as rectangles, circles, ellipses, polygons and lines (with or without arrows).

**Note:** When you open the **Plotter Tool** for the first time, the cursor is in **Draw** mode (cursor shows as a pen). If the cursor is showing as a hand, this means you are in **Select** mode and you need to click the **Draw** button to change modes. After you have drawn a shape, the mode changes automatically to **Select**. To draw another shape, click the **Draw** button again.



The default shape selection is set to **Rectangle**. To change this, click the **Shapes** button and choose the shape or line you wish to draw. The shape you select will be shown at the top of the screen. For example, **Draw Shape: Polygon**.



Before you begin to draw, you have the ability to set custom styling for the shape by clicking the **Style** button. The style you set will be applied to all of the shapes you add to the image. See Edit Highlights/Hotspots for more information on using the **Shape Styles** window. You also have the ability to customize the placement of the shapes. See Settings for more information.

When you are ready to draw a shape, select your preferred method from these two

options (at the top of the window): **Press and drag mouse** or **Separate mouse clicks**.

**Draw Shape: Rectangle**

**Press and drag mouse**

**Separate mouse clicks**

1. **Press and drag mouse** - To create the following shapes with this method, follow the instructions below:

- **Rectangle** - Click once to plot one corner, move the mouse to plot the opposite corner, then release.
- **Circle** - Click once to plot the centre, move the mouse to plot the circumference, then release.
- **Ellipse** - Click once to plot the centre, move the mouse to plot the opposite side, then release.
- **Polygon** - Cannot be drawn using this method.
- **Line** - Click once to plot the start, move the mouse to plot the end, then release.

2. **Separate mouse clicks** - To create the following shapes with this method, follow the instructions below:

- **Rectangle** - Click once to plot one corner, move the mouse to plot the opposite corner, then click again.
- **Circle** - Click once to plot the centre, move the mouse to plot the circumference, then click again.
- **Ellipse** - Click once to plot the centre, move the mouse to plot the opposite side, then click again.
- **Polygon** - Click once to plot the first corner of the polygon, then again to plot the next, and so on for each point. Press the **Enter key** to complete the shape.
- **Line** - Click once to plot the start, move the mouse to plot the end, and then click to complete the line.

To copy and paste shapes, click the shape you wish to copy. Use the keyboard short cuts **Ctrl+C** (copy) and **Ctrl+V** (paste) or use the **Copy** and **Paste** buttons. Click the

up arrow and choose **Copy All Shapes**, and then **Paste All Shapes** to copy and paste all the shapes.

Once created, you may rotate the shapes using the keyboard shortcuts **Shift + ←** to rotate counterclockwise and **Shift + →** to rotate clockwise. You may lock or constrain the direction a shape moves (horizontally or vertically) by holding **Shift** on the keyboard and using the mouse to drag the shape horizontally or vertically. The shape will only move along the X (horizontal) or Y (vertical) axis. **Note:** Releasing the **Shift** key will release the lock.

You may also move multiple shapes together by holding **Ctrl** on the keyboard and using the mouse to select, and then drag the desired shapes. Holding **Shift + Ctrl** and using the mouse to select, and then drag the desired shapes will lock or constrain the direction the shapes move (horizontally or vertically). **Note:** Releasing the **Shift** key will release the lock.

### 9.10.3. Edit Highlights/Hotspots

#### 2

The following steps describe how to edit a shape once it has been drawn, and how to associate it with a **Text Option**.

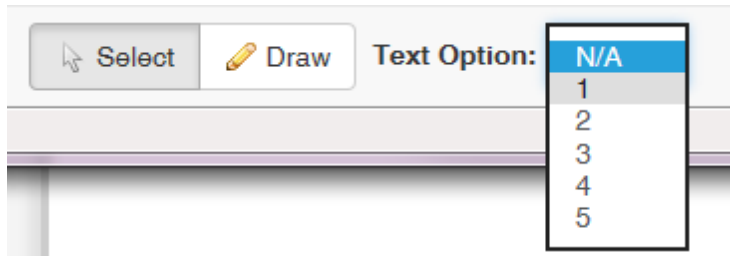
1. Click the **Select** button to change the mouse function to select (hand symbol).
2. Click the shape you want to edit. You will see a black outline box appear on the shape with black drag points in the corners and on the sides.
3. To resize a shape, click the drag points and drag them to the desired size.
4. To rotate a shape, click the white circle and move the mouse to rotate. **Note:** You may also rotate a shape using the keyboard shortcuts **Shift + ←** to rotate counterclockwise and **Shift + →** to rotate clockwise.



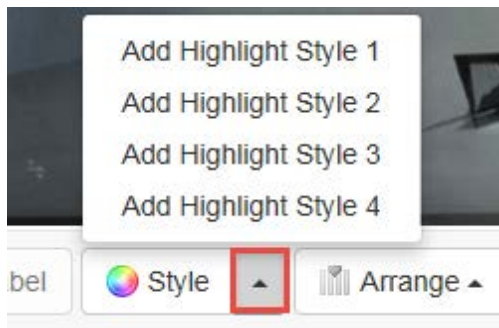
5. To copy and paste a selected shape, select **CTRL+C** to copy, then **CTRL+V** to paste or use the **Copy** and **Paste** buttons.



6. To associate the shape with a **Text Option**, first ensure the shape is selected (click **Select**, then click the shape). Then, select a number from the **Option** drop-down for the associated **Text Option**. **Note:** There can be a one-to-one or many-to-one relationship between **Text Options** and shapes.



7. To set the highlight for a shape to the style set for the viewer, click the **arrow** beside the **Style** button and click **Add Highlight Style**. For each interface, there are now predefined highlight styles to choose from based on project requirements.



8. To customize the highlight for a shape, click the **Style** button to open the **Shape Styles** dialogue box. Here you will find fields for line **Color**, **Thickness** and **Opacity** and background **Color** and **Opacity**.

Shape Styles
×

Line

Color

Format: #rrggbb, or [color keywords]. Example of red: #ff0000, or red

Thickness

The unit is in pixels (px)

Opacity

(0 - 1): 0 is fully transparent, 0.5 is half, and 1 is fully opaque

Rounded Corners

rx
ry

horizontal (rx) and vertical (ry) radius of rounded corners, in pixels

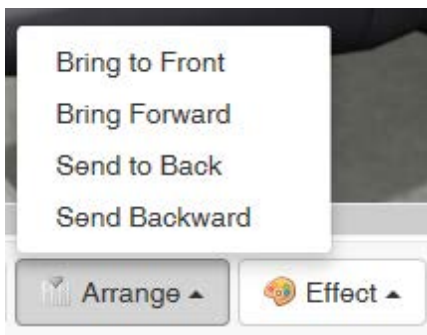
Background

Color
Opacity

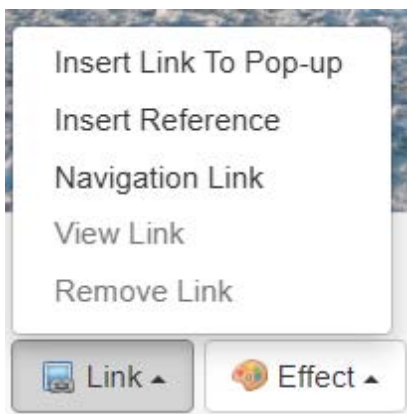
Remove All
Apply
Cancel

9. Under **Line** settings, enter a hexadecimal value for the line **Color**, a value in pixels for the **Thickness** of the line, and a decimal value from 0 to 1 for **Opacity**. **Note:** The opacity of the line is usually less noticeable than the opacity of the background fill. Enter the values in pixels for the **Rounded Corners rx** and **ry** fields. **Note:** These fields only apply to the rectangle shape.
10. Under **Background** settings, enter a hexadecimal value for the fill Color, and a decimal value from 0 to 1 for the fill Opacity. **Note:** Opacity of 1 is totally opaque, opacity of 0 is totally transparent, and anything between is partially opaque. A value of roughly 0.2 (20% opacity) will allow you to highlight an area but still see the image in the background.
11. The **Remove All** button will remove any custom highlights and return the shape to the highlight style set by the viewer (only if you have previously added a highlight style by clicking **Add Highlight Style**). If you have not added a highlight style (by clicking **Add Highlight Style**), then clicking **Remove All** will make the shape solid and black.

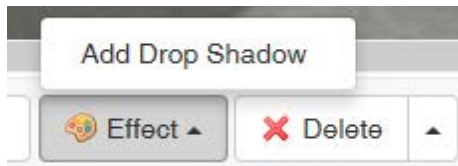
12. Click the **Apply** button to save your settings or the **Cancel** button to exit without saving. You will return to the previous screen in the **Plotter Tool** window.
13. Click the **Arrange** button to bring up a menu that will allow you to send a shape backward/forward or to the front or back.



14. Click the **Link** button to bring up a menu that will allow you to add a hyperlink to a pop-up or reference. You will be able to view and/or remove the hyperlink. This feature also enables you to set user navigation. On the **Navigation Link** window you may set the coordinates to navigate to a specific screen in a topic. You may also set the navigation to the Next Screen, Previous Screen, Next Item or Previous Item. **Note:** The Next Item and Previous Item options are only available for the 3.19 screen style.



15. Click the **Effect** button to toggle a drop shadow on or off. To delete a selected shape, click the **Delete** button.



16. When you have finished editing your shapes within the **Plotter Tool** window, click the **Save** button to save your changes, **Save & Exit** button to save the changes and exit the Plotter Tool, or close the window to exit without saving. **Note:** You may also undo/redo (**Ctrl+Z** or **Ctrl+Y**), copy and paste the shape using the **Undo/Redo**, **Copy** and **Paste** buttons. Click the corresponding up arrow beside the delete, copy and paste buttons to delete, copy or paste all the shapes. You may also move multiple shapes together by holding the left **Ctrl** key on the keyboard and selecting the desired shapes to move.
17. With a shape selected, click the **Properties** button to open the **Properties** window and display the shapes's (**Name**, **X**, **Y**, **Width**, **Height** and **Rotation**) or (**Line Plot** and **Rotation**) properties. **Note:** The properties displayed are shape specific (e.g, Circles will display the **Name**, **X**, **Y** and **Radius** properties).
18. Edit the desired property(ies), click the **Submit** button to save the changes. **Note:** The shape will change based on the newly entered properties.

 Two screenshots of a 'Properties' dialog box. The top dialog is for a rectangle named 'rec1' with fields for X (422.59), Y (530.74), Width (103.14), Height (110.15), and Rotation (0.00). The bottom dialog is for a circle named 'circle 1' with fields for X (118.42), Y (513.09), and Radius (98.54). Both dialogs have 'Cancel' and 'Submit' buttons at the bottom right.

### 9.10.3. Plot Labels 3

The **Plotter Tool** also allows text labels to be superimposed on static graphic media assets on the following screen styles:

- 3.02 Media and Text
- 3.04 Panoramic Media Above
- 3.06 Panoramic Media Below
- 3.10 Media with Highlights
- 3.11 Media with Hotspots
- 3.15 Slide Show
- 3.17 Swappable Media
- 3.18 Media and Text Stacked
- 3.19 Media and Text Build
- 3.20 Media and Text Grid
- 2.52 Multiple-choice with Media

To add a label, follow these steps:

1. Click the **Draw** button, then click the **New Label** button at the bottom of the **Plotter Tool**. The **Label** window will open.



2. Click the radio button beside **This is just text to create text** for text that you can style manually or choose the radio button beside **Label (styled by viewer)** for text that will appear within a pre-styled box, with an arrow attached. **Note:** If the **Label (styled by viewer)** option is selected, you will also be able to select the desired arrow position (Auto, Top, Right, Left or Bottom) from the **Select the arrow position** drop-down menu. Auto is the default setting.

3. Enter the text in the HTML editor field. **Note:** For plain text, you can style using bold, italics, underline, font colors, font style and font size. However, for pre-styled labels, these toolbar buttons will not be available. See Configure Plotter Tool for more information about the Plotter Tool labels.
4. Click **Apply** to apply your changes and close the window or **Cancel** to exit without applying changes. If you apply the changes, the label will be superimposed on your graphic. **Note:** When labels are added to an image using the Plotter Tool an identifier (lesson, quiz or instructor led) is also added. However, if the screen can belong to various activity types the identifiers are no longer valid.

Label

Type

☒ **Label (styled by viewer)** ☐ This is just text.  
You can **add** style to this text

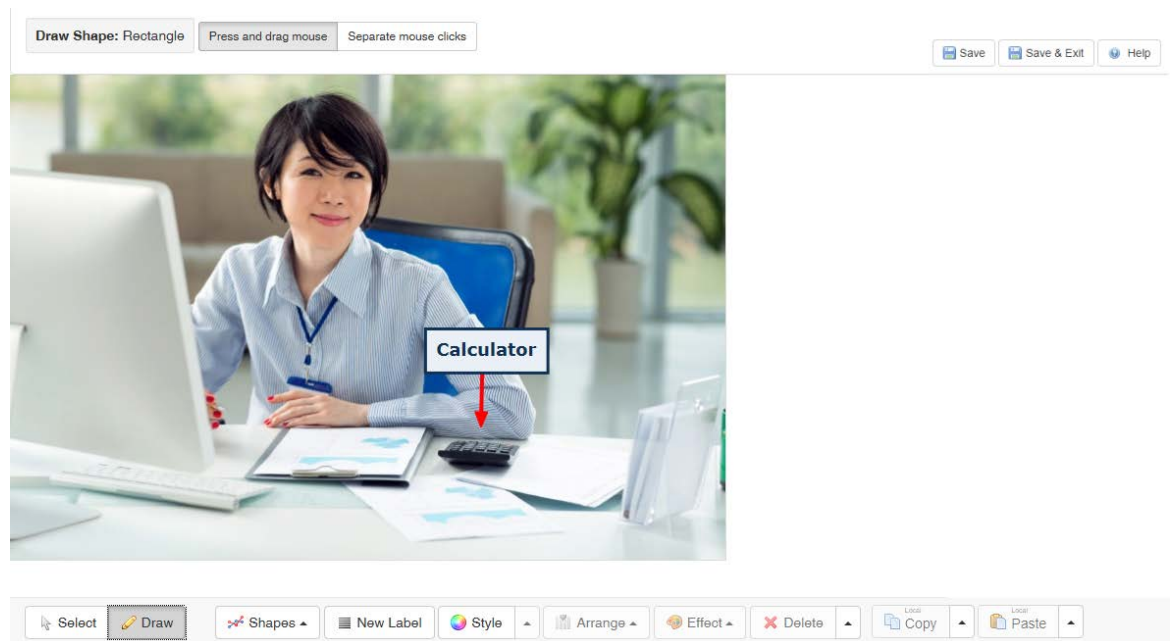
Text

← → **B** *I* U ~~x~~ <sub>x<sub>2</sub></sub> <sup>x<sup>2</sup></sup> **A** *I* **x** • Font Size

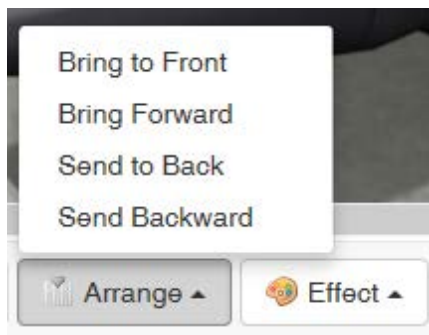
Auto Select the arrow position

Apply Cancel

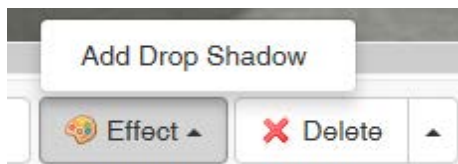
5. Click the **Select** button at the bottom of the Plotter Tool and then click on the text label to drag and position it on the graphic.
6. Click the arrow (the line, not the arrowhead) and drag points will appear at either end of the line. You can drag these to reposition both ends of the arrow.



7. Click the **Arrange** button to bring up a menu that will allow you to send a label backward/forward or to the front or back.



8. Click the **Effect** button to toggle a drop shadow on or off.



### 9.10.3. Settings

#### 4

The **Plotter Tool Settings** panel provides additional functionality for the placement of shapes or labels. Click the desired checkbox to enable the setting, and then click the

**Close** button.

The settings include:

- **Show arrows on select:** This setting is specific to the **Line End Arrow** and **Line Both Arrow** shape. **Note:** When enabled, the arrowhead shape will always remain visible.
- **Snap content to grid:** This setting provides the ability to snap shapes or labels to a desired grid location. **Note:** The top-left corner of the shape or label snaps to the top-left-corner of the desired grid.
- **Show grid lines:** This setting shows or hides a grid overlay that is based on the **Grid size** value. **Note:** Users may have **Show grid** enabled and **Snap to grid** disabled or vice versa.
- **Grid size:** This setting provides the ability to customize the size of the grid in pixels for more precise snapping to grid. It also provides for a more precise placement of shapes or labels.
- **Label mode:** This setting is predetermined by the Plotter Tool setting in Project Preferences. See Plotter Tool Tab for more information.

Settings

☒ Show arrowheads on select

☐ Snap content to grid

☐ Show grid lines

**Grid size (px):**

0

**Label mode:**

☐ Modern ☒ Legacy

**More Info**

Hover your mouse over a setting to see more information...

Close

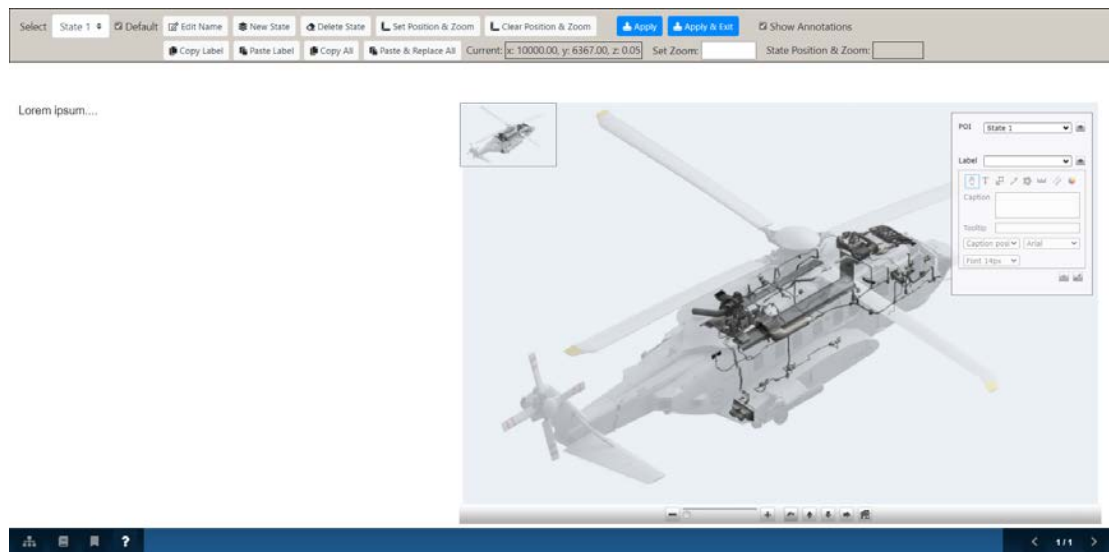


## 9.10.4 Zoomify

1. On the **Media** tab, click the **Settings** button.



2. On the Settings screen, you may create and configure Zoomify states and labels. See States and Annotations Panel for more information. You may also show or hide the Annotations panel.

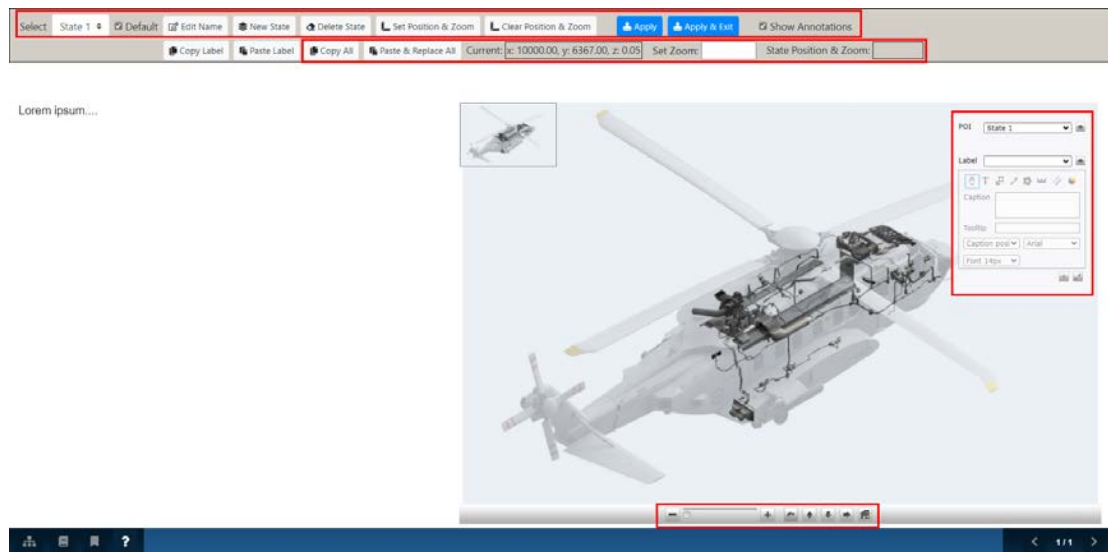


**Zoomify is an optional feature. For more information, please contact [learninglogics-support@bluedrop.com](mailto:learninglogics-support@bluedrop.com).**

### 9.10.4. States

1

1. On the Settings screen, configure the Zoomify states using the buttons at the top of the window, along with the navigation arrows at the bottom. **Note:** For screen-styles 3.02, 3.04 and 3.06 hyperlinks may be used in the **Main Text** field to display states. See [Hyperlink to Zoom Type Viewer State](#) for more information.



2. Click the **Default** checkbox to toggle whether the currently selected state is the one that will be shown first, by default, in the viewer.
3. Click the **Edit Name** button to change the name of a state. On the new pane, enter the desired state name in the **Name** field, and then click the **Save** button to return to the previous screen.
4. Click the **New State** button to create a state.
5. Zoom and pan to the desired view of the graphic and click the **Set Position & Zoom** button. Zoom in and out using the mouse scroll wheel, the scroll bar to zoom in and out in stages, or by entering a value in the **Set Zoom** field. You can also click and hold the navigation arrows to pan up, down, left or right. The **Current** and **State Position & Zoom** fields display the current position and zoom level of the Zoomify file. **Note:** Click the **Clear Position & Zoom** button to remove the values in the **State Position & Zoom** field.
6. If required: Add any labels or highlights. See Annotations Panel for more information.
7. Click **Apply** to save the state. **Note:** It is important to save the state before switching to view another state or leaving this editing screen, otherwise you may lose your changes. Click the **Apply & Exit** button to save your changes and return to the **Media** tab, or click the **Close** icon in the top-right of the screen to exit without saving.
8. To edit a previously-created state:

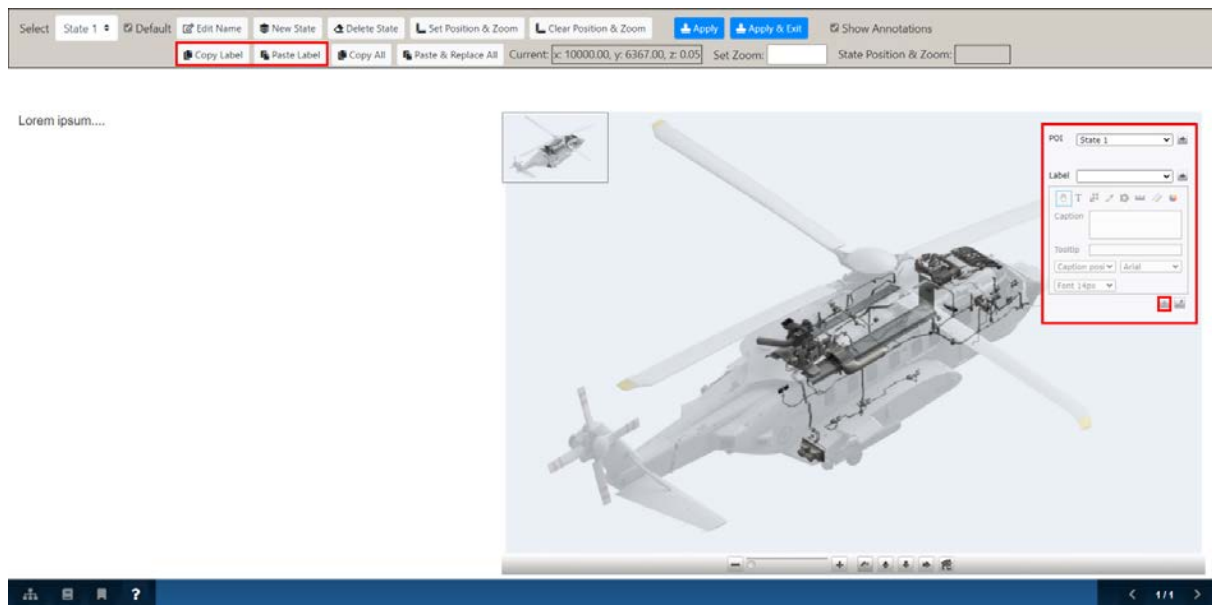
- a. Select the name from the **Select a State** drop-down menu.
  - b. If required: Zoom and pan to the desired view of the graphic and click the **Set Position & Zoom** button (zoom in and out using the mouse scroll wheel, the scroll bar to zoom in and out in stages, or by entering a value in the **Set Zoom** field. You can also click and hold the navigation arrows to pan up, down, left or right). The **Current** and **State Position & Zoom** fields display the current zoom level of the Zoomify file. You may also click the **Clear Position & Zoom** button to remove the values in the **State Position & Zoom** field.
  - c. Add any labels or highlights (if required). See Annotations Panel for more information.
  - d. Click **Apply** to save a state. **Note:** It is important to save a state before switching to view another state or leaving this editing screen, otherwise you may lose your changes.
  - e. Click the **Apply & Exit** button to save your changes and return to the **Media** tab, or click the **Close** icon in the top-right of the screen to exit without saving.
9. To remove a state: Select the desired state and click the **Delete State** button.
  10. Click the **Copy All**, **Paste** and **Replace All** buttons to copy, paste, and replace all the settings from one Zoomify to another Zoomify on a different screen.

## 9.10.4. Annotations Panel

### 2

On the Settings screen, the **Show Annotations** checkbox is selected by default to display the Annotations panel. Deselect the checkbox to hide the panel.

The Zoomify Annotations panel allows you to customize each state with labels and captions.

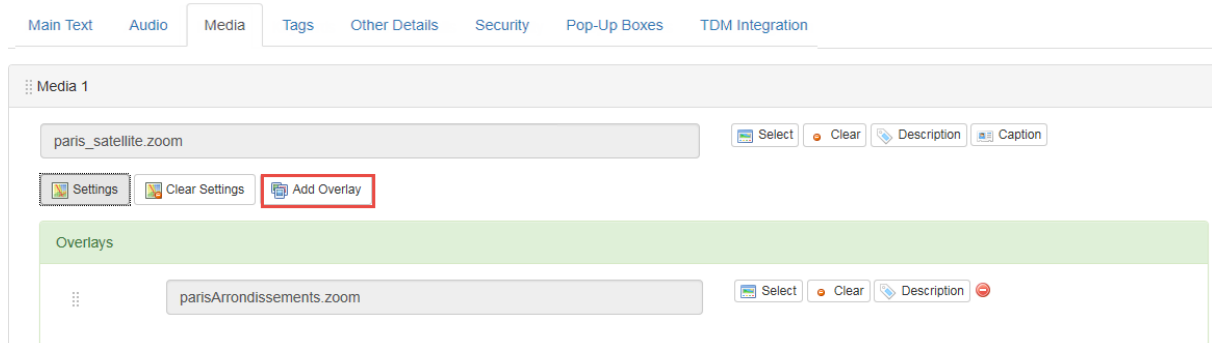


1. Click the **+** button at the bottom of the panel to enable the following label options: **Image Navigation, Toggle Color Palette, Freehand Drawings, Text Labels, Icon Labels, Rectangle Labels, Polygon Labels** and **Measurements**.
2. To add a text label, click anywhere on the image to make the label appear. Click in the **Caption** field to edit the text within the label. **Note:** Creating text labels at various zoom levels results in varying sizes of text labels. When text labels all need to appear the same size, select the desired zoom level, and then create the text labels. When adding text labels to an existing Zoomify, verify the zoom level and then create the text label.
3. For shapes and drawings, you can customize the way you would like them to appear on the image. You can also customize the caption and use the drop-down menu to choose the position in relation to the shape.
4. Once you are satisfied with your label or highlight, click the **Save** button at the bottom right of the panel.
5. Click the **Copy Label** button, and then the **Paste Label** button to copy and paste a label from one state to another.

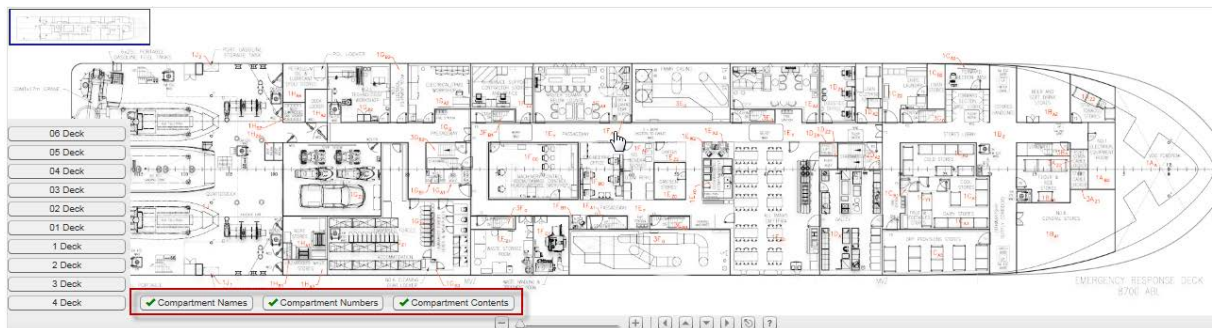
### 9.10.4. Overlay 3

When a Zoomify file is added to a screen, the tool gives you the option to add an overlay

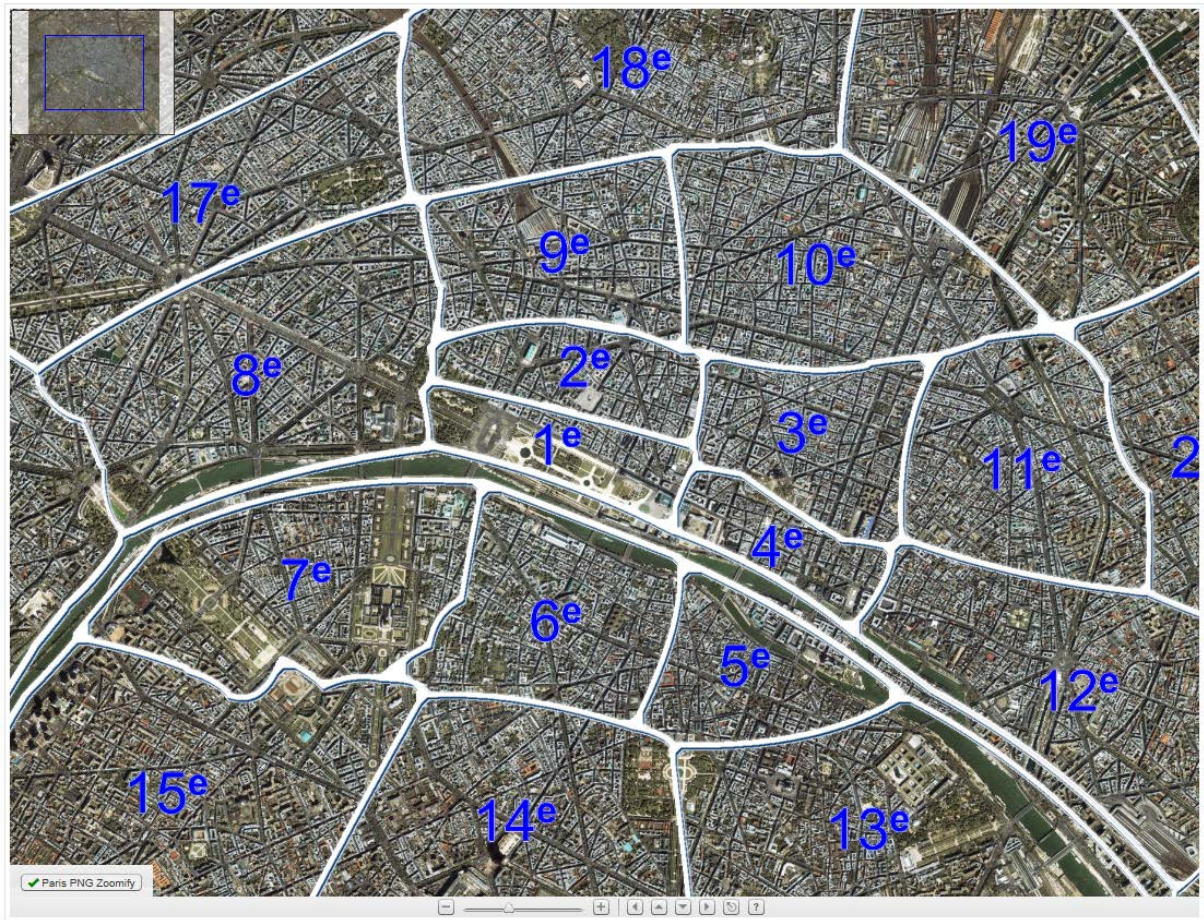
(graphic(s) that appear over layers). As long as the file is formatted with a transparency (.png), you can add an overlay to the default image. Overlays can be used to add details, icons or other components.



With the overlay populated, the preview shows the default image with the overlay option(s) along the bottom left. Once an option is clicked, that overlay appears over top of the default image (see examples below). **Note:** Overlay buttons are toggles - they can be turned on and off so multiple overlays can be viewed simultaneously. A green checkmark indicates that this overlays is currently "on".





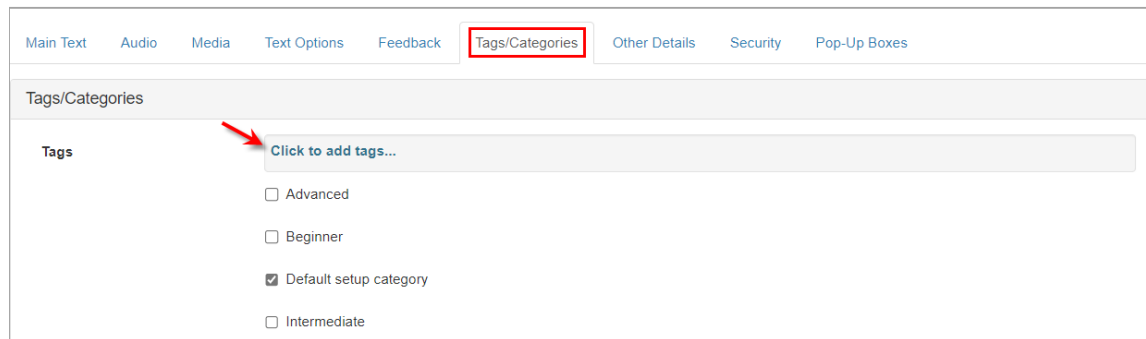


## 9.11 Tags/Categories (Tab)

Both instruction screens and question screens have tabs for assigning tags; however, the question screen types also include an interface for assigning question categories on this tab.

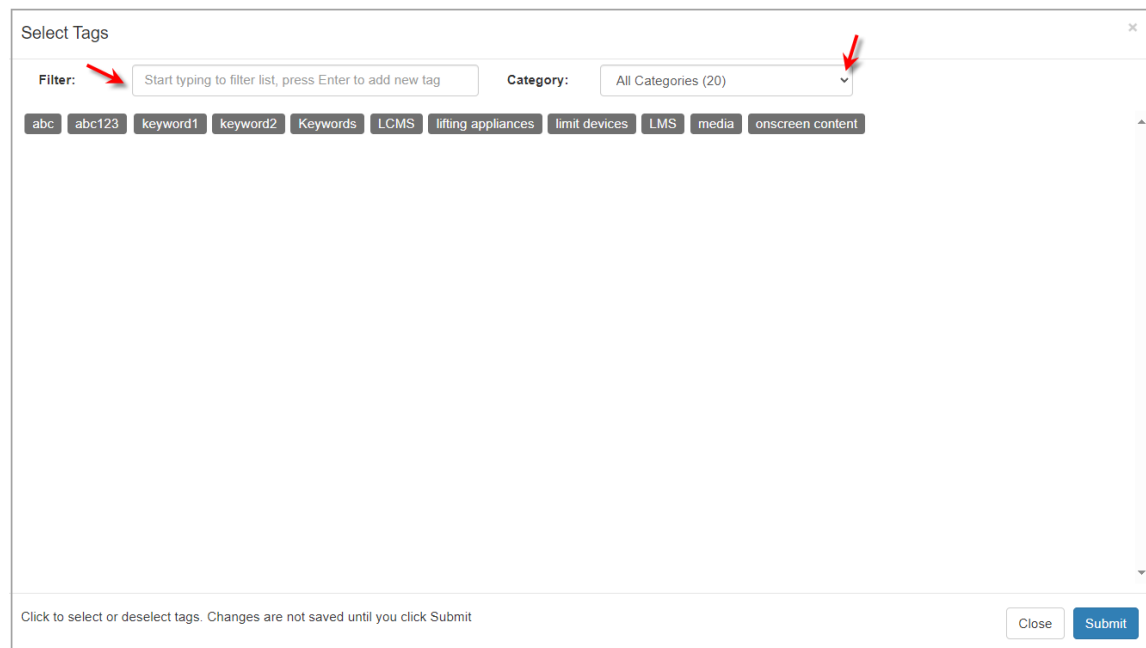
Assigning keywords or tags to a question makes it easier to find screens you are looking for. A question screen must have at least one category selected. The categories are required in order to use the **Automation Rules** functionality. **Note:** Some viewers may allow students to search for screens by tags.

1. Click the **Tags** tab, called **Tags/Categories** on questions screens.
2. Click in the **Tags** fields to open the **Select Tags** window.



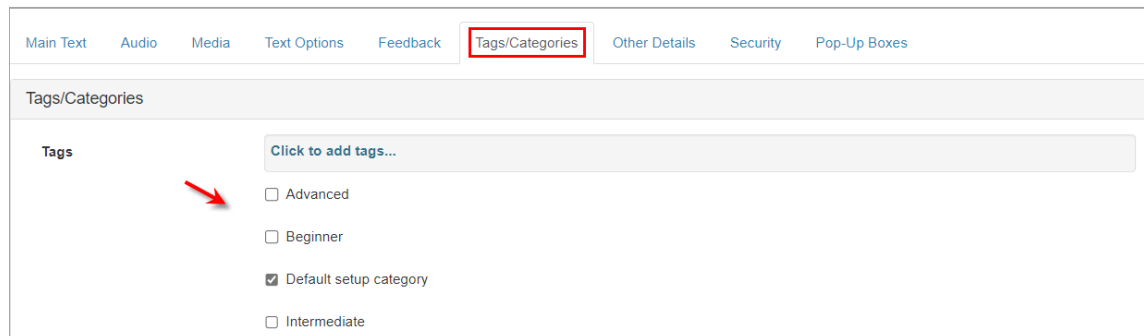
The screenshot shows a software interface with a top navigation bar containing tabs: Main Text, Audio, Media, Text Options, Feedback, Tags/Categories (highlighted with a red box), Other Details, Security, and Pop-Up Boxes. Below the navigation bar, the 'Tags/Categories' section is active. It features a 'Tags' label and a button labeled 'Click to add tags...' with a red arrow pointing to it. Below this button are four checkboxes: 'Advanced', 'Beginner', 'Default setup category' (which is checked), and 'Intermediate'.

3. On the **Select Tags** window, click the desired tags in the list or type the desired keyword in the **Filter** field, and then press the enter key. **Note:** When you press the enter key or navigate away from the field, the keyword will be turned into a separate tag. **Note:** Tags may be filtered by selecting the desired category from the **Category** drop-down menu.
4. Click the **Submit** button to add the tags and return to the **Tags** window or click the **Close** button to return to the **Tags** window without adding the tags.



The screenshot shows a 'Select Tags' window. At the top, there is a 'Filter:' label with a red arrow pointing to a text input field containing the placeholder text 'Start typing to filter list, press Enter to add new tag'. To the right of the filter field is a 'Category:' dropdown menu with a red arrow pointing to it, currently showing 'All Categories (20)'. Below these fields is a horizontal list of tags: 'abc', 'abc123', 'keyword1', 'keyword2', 'Keywords', 'LCMS', 'lifting appliances', 'limit devices', 'LMS', 'media', and 'onscreen content'. At the bottom of the window, there is a footer message: 'Click to select or deselect tags. Changes are not saved until you click Submit'. To the right of the footer are two buttons: 'Close' and 'Submit'.

5. In question screens, to assign a category, click the checkbox beside one or more categories. **Note:** The **Default** category will always be selected automatically for new screens.



Tags/Categories

Tags

Click to add tags...

☐ Advanced

☐ Beginner

☒ Default setup category

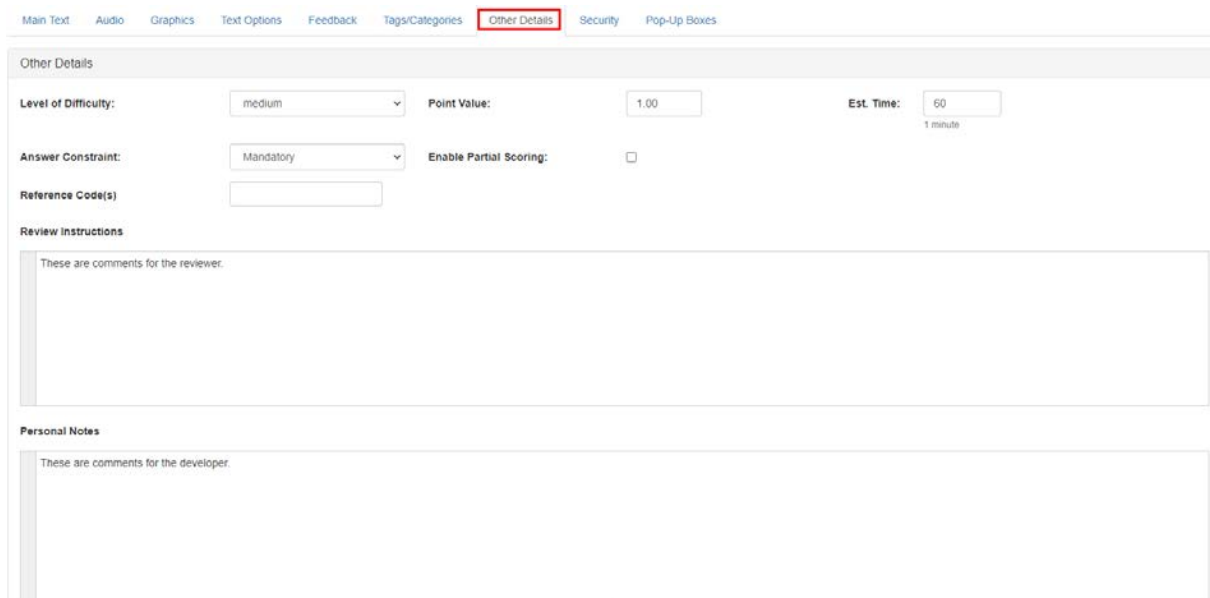
☐ Intermediate

- Click the **Save** button at the top of the screen to save your changes. The tags and/or categories will now be associated with the screen, and will be displayed in the activity storyboard.

## 9.12 Other Details (Tab)

Instruction and question screens both have an **Other Details** tab, but the fields are slightly different. Instruction screens have fields titled **Review Instructions** and **Personal Notes** in the **Other Details** tab. Question screens have these fields and also **Level of Difficulty**, **Answer Constraint**, **Point Value**, and **Est. (Estimated) Time**. **Note:** The **Other Details** tab and associated fields are customizable. See Screen Label Tab for more information.

- Click the **Other Details** tab.



Main Text Audio Graphics Text Options Feedback Tags/Categories **Other Details** Security Pop-Up Boxes

Other Details

Level of Difficulty: medium Point Value: 1.00 Est. Time: 60  
1 minute

Answer Constraint: Mandatory Enable Partial Scoring: ☐

Reference Code(s)

Review Instructions

These are comments for the reviewer.

Personal Notes

These are comments for the developer.



2. For question screens, select the level of difficulty from the drop-down menu: low, medium, or high. **Note:** To use the automated rule feature for assigning questions to a test, the level of difficulty for each question must be assigned.
3. For question screens, assign a **Point Value** (0-999) (if required) and an estimated time to complete the question in seconds **Est. Time** (if required). Select the answer constraint from the drop-down menu: **None**, **Mandatory**, **Mandatory Critical**, or **Critical**. If desired, click the **Enable Partial Scoring** box to enable the weighted value inputs on the **Text Options** tab. **Note:** The estimated time to complete a question will help to calculate the overall time it takes to complete a quiz when a time limit is imposed.
4. As required, enter some comments for the **Review Instructions**. This area functions like the **Main Text** field and has the same rich-text/HTML toolbar. **Note:** You may want to enter questions for the Subject Matter Expert (SME) here, as this information is displayed in storyboard reports.

**Review Instructions**

These are comments for the reviewer.

5. As required, enter some comments for **Personal Notes**. This area is never published to the storyboard or lesson. **Note:** Only users with access to the LCMS can see the contents of this field, which usually includes all of the Developers, Managers and the Administrators.

**Personal Notes**

These are comments for the developer.

## 9.13 Security (Tab)

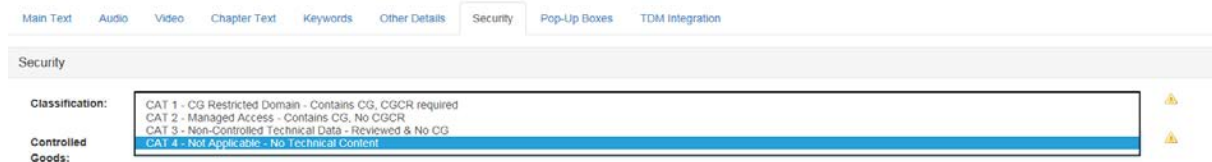
Instruction and question screens both have a **Security** tab, which contains information about the security required for the **screen**. You can choose information from drop-down lists for:

### 1. Classification



The screenshot shows the 'Security' tab selected in a navigation bar. Below the tab, the 'Classification' dropdown menu is open, displaying the following options: Unclassified, Restricted, Confidential, Secret, and Top Secret. To the right of the dropdown, there are two yellow warning icons.

### 2. Controlled Goods



The screenshot shows the 'Security' tab selected in a navigation bar. Below the tab, the 'Controlled Goods' dropdown menu is open, displaying the following options: CAT 1 - CG Restricted Domain - Contains CG, CGCR required; CAT 2 - Managed Access - Contains CG, No CGCR; CAT 3 - Non-Controlled Technical Data - Reviewed & No CG; and CAT 4 - Not Applicable - No Technical Content. To the right of the dropdown, there are two yellow warning icons.

**Note:** If these options appear disabled on the screen, it is because there is screen content dictating the lowest classification level that can be assigned.

## 9.14 Pop-Up Boxes (Tab)

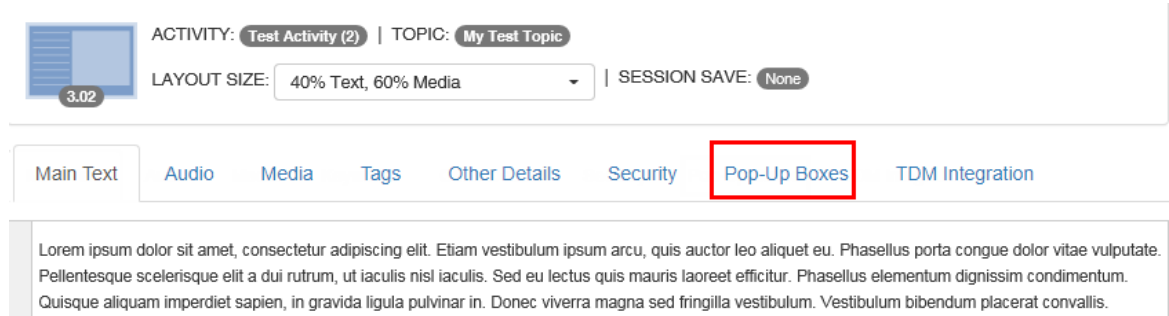
**Pop-Up Boxes** can be added to both instruction and question screens. In the viewer, pop-up boxes are launched by clicking hyperlinked text or inline images. Pop-up windows may contain text and/or media (graphics, animations, audio, video, zoomify and pdfs). They may be either browser pop-ups, which open in a new window and can be resized or moved around, or inline (modal) windows, which open inside the same window and cannot be resized or moved.

### 9.14.1 Create Pop-Up

Pop-ups can contain text and/or media. In addition to normal graphic files, pop-ups can also include Animate (HTML) files, Unity 3D files, audio/video (mp3/mp4) files and pdf files.

**Note:** Once a pop-up is created, you will need to create a hyperlink to it from the **Main Text** area. See Hyperlink to Pop-Up for more information.

1. Select the desired question/instruction screen.
2. Click the **Pop-Up Boxes** tab.



The screenshot shows the 'Pop-Up Boxes' tab selected in a software interface. At the top, there is a header bar with a blue icon and the text '3.02'. Below this, the 'ACTIVITY' is set to 'Test Activity (2)' and the 'TOPIC' is 'My Test Topic'. The 'LAYOUT SIZE' is set to '40% Text, 60% Media' and the 'SESSION SAVE' is set to 'None'. The main content area has a tabbed interface with 'Main Text', 'Audio', 'Media', 'Tags', 'Other Details', 'Security', 'Pop-Up Boxes' (highlighted with a red box), and 'TDM Integration'. Below the tabs, there is a text area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vestibulum ipsum arcu, quis auctor leo aliquet eu. Phasellus porta congue dolor vitae vulputate. Pellentesque scelerisque elit a dui rutrum, ut iaculis nisl iaculis. Sed eu lectus quis mauris laoreet efficitur. Phasellus elementum dignissim condimentum. Quisque aliquam imperdiet sapien, in gravida ligula pulvinar in. Donec viverra magna sed fringilla vestibulum. Vestibulum bibendum placerat convallis.'

3. To add a new pop-up, click the **New Pop-Up** button. The **Add Pop-Up** window will appear, where you will specify the requirements for the pop-up box.
4. Enter a **Pop-Up Name**, if required. This will appear beside the pop-up in the **Pop-Up Boxes** tab and in the **Link Properties** dialogue for easier identification. If you also wish to have this name as the pop-up window title, select the "**Use Pop-Up Name As Window Title**" checkbox. **Note:** The **Pop-Up Name** will only appear in the storyboard when this checkbox is selected.
5. Select either **New Window** for a browser pop-up that will open in a *new* window that can be resized and moved around, or **Inline** for a modal window, which cannot be resized or moved and will appear *inside* the current browser window.
6. Choose the layout for your pop-up. Choices include: **Text Top - Media Bottom**, **Media Top - Text Bottom**, **Text Left - Media Right**, **Media Left - Text Right**. The default layout is set to **Media Top - Text Bottom**. **Note:** If only **Media** or **Text** is being used, that content will fill the window. **Note:** When a video (mp4) media is chosen, the **Autoplay** and **Loop** options will display. Click **Autoplay** to enable the video to begin playing automatically. Click the **Loop** option to enable the video to loop when it has finished playing.

Add Pop-Up
Help

Pop-Up Details


**Pop-Up Name:**

☐ Use Pop-Up Name As Window Title

**Pop-Up Style:** ☒ New Window ☐ Inline

**Layout:**

☐ Text Top, Media Bottom
☒ Media Top, Text Bottom \*
☐ Text Left, Media Right
☐ Media Left, Text Right



\* NOTE: If only Media or Text is being used, that content will fill the window.

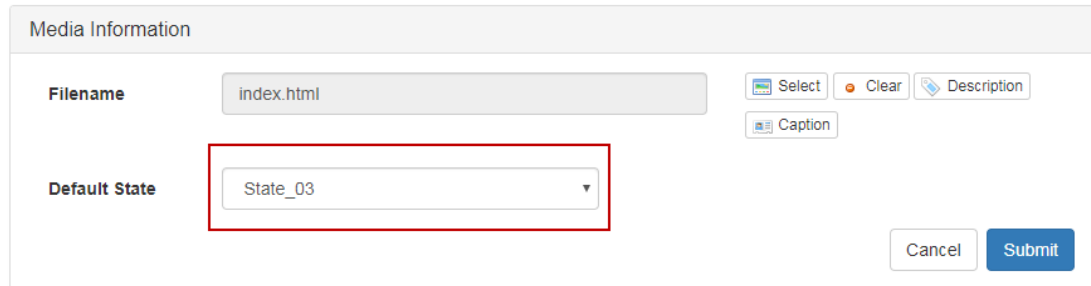
**Window Size**

**Width:**  **Height:**

Main Text

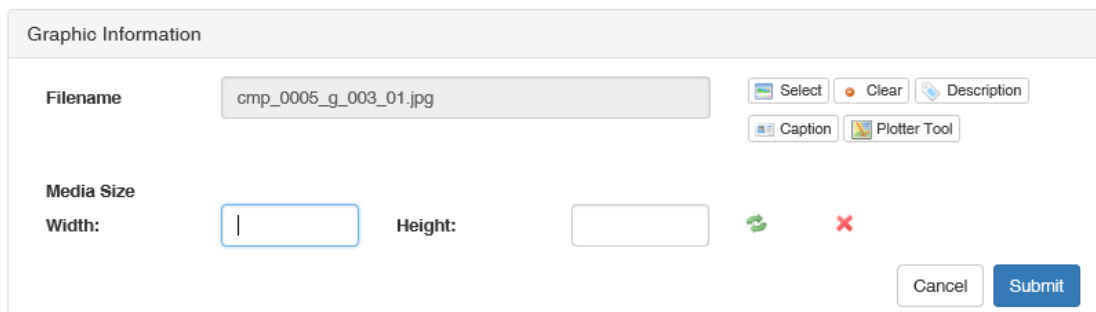
7. Enter the text for the pop-up box in the **Main Text** field, which contains rich-text and a toolbar identical to the **Main Text** field of the main screen.
8. Type the window **Width** and **Height** in the corresponding fields. The size you choose is dependent on the interface features, the screen resolution for the design and the amount of content shown in the window. **Note:** If an **Inline** (modal) pop-up style is selected, these fields will appear under the media file name as **Media Size**. Aspect ratio of the image will be maintained.
9. If you wish to include media (graphic, Flash, Unity 3D, pdf or audio/video), either select a file from the **Media Library** or type the file name you want assigned to the file by the Multimedia Developer (for example, graphic\_01.jpg) in the **Requested Filename** field. **Note:** For information on how to populate the media **Filename** field once the media is developed, see Media (Tab).
10. Add a **Media Title** or a **Caption**, if required. Add a media description to the **Description** field. Like other media descriptions, this will be used to describe the media for review and development. **Note:** The **Plotter Tool** is available for use within pop-ups. See The Plotter Tool for more information. When a Unity file is

selected the default state of the pop-up image can be selected from the **Default State** drop-down menu.



The 'Media Information' form contains a 'Filename' text field with 'index.html', a 'Default State' dropdown menu with 'State\_03' selected, and buttons for 'Select', 'Clear', 'Description', and 'Caption'. 'Cancel' and 'Submit' buttons are at the bottom right.

11. If you change the height or width of images used in inline pop-ups, they will update automatically to constrain proportions. To increase the values, click the **Reset to original size** icon (green arrows) first to retrieve the maximum size of the image. Click the **Clear** size icon to clear the **Width** and **Height** fields. The image will automatically resize.





The 'Graphic Information' form contains a 'Filename' text field with 'cmp\_0005\_g\_003\_01.jpg', 'Media Size' fields for 'Width' and 'Height', a 'Reset to original size' icon (green arrows), a 'Clear' icon (red X), and buttons for 'Select', 'Clear', 'Description', 'Caption', and 'Plotter Tool'. 'Cancel' and 'Submit' buttons are at the bottom right.

12. Click in the **Tags** fields to open the **Select Tags** window. See Tags/Categories (Tab) for more information about selecting tags.
13. Click the **Submit** button to submit your pop-up information. **Note:** The **Pop-Up Name(s)**, if available, will be displayed beside the pop-up number in the **Pop-Up Boxes** tab.

Pop-Up:

New Pop-Up


Pop-Up # 1  Pop-Up Alpha

Pop-Up # 2  Pop-Up Beta

The **Pop-Up Name(s)** will now be listed in the **Link Properties** window. See [Hyperlink to Pop-Up](#) for more information on how to link to pop-ups.

Link Properties

Type:

Pop-Up 

Select a message Pop-Up box:

Pop-Up #1 - Pop-Up Alpha

Pop-Up #2 - Pop-Up Beta


Cancel Select


### 9.14.2 Edit Pop-Up

1. Select the desired question/instruction screen.
2. Click the **Pop-Up Boxes** tab.
3. Select the pop-up box you wish to edit from the list.

Pop-Up:

New Pop-Up

Pop-Up # 1  Pop-Up Alpha


Pop-Up # 2  Pop-Up Beta

4. Make the necessary changes in the **Edit Pop-Up Box** window.
5. Click the **Submit** button.


### 9.14.3 Copy Pop-Up

1. Select the desired question/instruction screen.
2. Click the **Pop-Up Boxes** tab.
3. Select the **Copy Pop-up to clipboard** icon to copy a pop-up box.

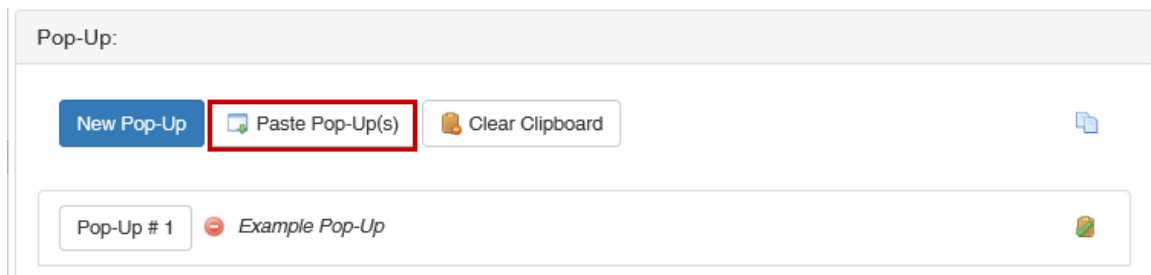
Pop-Up:

New Pop-Up 

Pop-Up # 1  Example Pop-Up

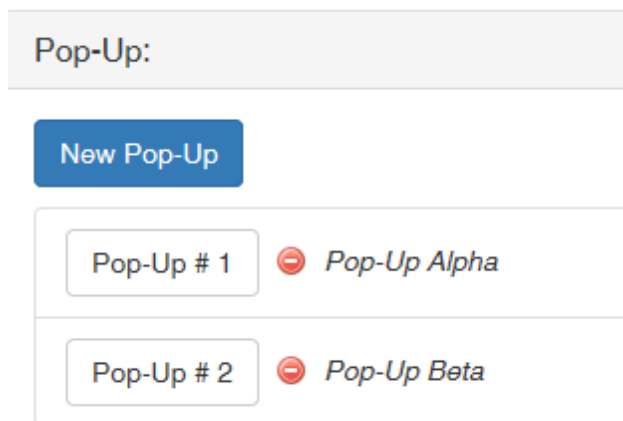
Copy Pop-up to clipboard 

4. Click **Paste Pop-Up(s)** to paste, or **Clear Clipboard** to clear the copied pop-up from the clipboard.



### 9.14.4 Delete Pop-Up

1. Select the desired question/instruction screen.
2. Click the **Pop-Up Boxes** tab.
3. Click the **Delete** icon beside the pop-up box you wish to remove.



4. A confirmation dialogue box will appear. Click **OK** to confirm deletion of the pop-up or **Cancel** if you do not wish to delete it.

## 9.15 Special Functions (Tab)

All Instruction screen styles have the **Special Functions** tab. This tab enables hidden screens and pop-out screens using buttons. **Note: The Pop-out Screen via Button using** feature is only available if the Activity interface has **Pop-out Content Buttons** defined. These customized quick launch buttons display on the Activity interface. When



clicked, these buttons will launch a desired screen from the activity such as (Lesson Summary, Lesson Overview etc.). See Pop-out Content Buttons for more information.

1. On the **Special Functions** pane, click the **Hide screen from presentation** checkbox to hide a screen from the presentation. **Note:** When a screen is hidden, the Information Marker (i) will display beside the screen on the **Screen List** to indicate the screen has a special function associated with it. When a tab is hidden, the Information Marker (i) will display beside the screen on the **Tab List** to indicate the tab has a special function associated with it.
2. To set the screen as a cover page in a generated handout, click the **Handout Cover Page checkbox**. One or more screens may be selected as a cover page. When generating handouts, you will be able to select the desired cover page from the **Cover Page** drop-down menu. Alternatively, you may select the Interface default. **Note:** This function is not available in a 3.12 screen style.
3. To set the screen as a pop-out screen, select the desired option from the **Pop-out Screen via Button using** drop-down menu (Not Enabled, Button 1, Button 2, Button 3, Button 4, or Button 5). **Note:** This function is not available in a 3.12 screen style.

Screen Title: 3.02 Graphic 50%

ACTIVITY: Demo Screen Styles | TOPIC: Instruction Screens

LAYOUT SIZE: 50% Text, 50% Media | SESSION SAVE: None

Main Text Audio Media Tags Other Details Security Pop-Up Boxes **Special Functions**

Special Functions:

Hide screen from presentation: ☐

Handout Cover Page: ☐

Pop-out Screen via Button using: Not Enabled

In order for this feature to be enabled, the interface selected for this content must have 'Pop-out Content Buttons' defined.

4. Click the **Save** button to save the changes.

## 9.16 TDM Integration (Tab)

If a training document from TDM has been associated with a specific LCMS activity, the **TDM Integration** tab is available from each screen within the activity. From here, you can use the checkbox to indicate the teaching points that are addressed by this screen. See TDM Integration for more information.

[Main Text](#) [Audio](#) [Media](#) [Tags](#) [Other Details](#) [Security](#) [Pop-Up Boxes](#) **[TDM Integration](#)** [Special Functions](#)

TDM statements addressed by this screen

EO 001.01 Making a homemade kite [Pinwheels ]

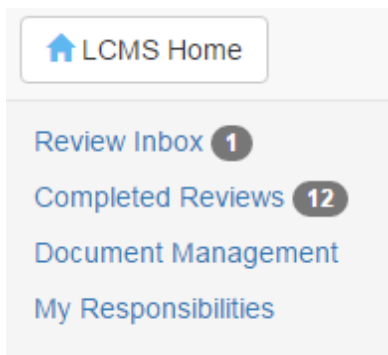
Select those Teaching Points addressed by this screen.

	Sequence	Teaching Point	References
<input checked="" type="checkbox"/>	1	Best tools for making a homemade kite	
<input type="checkbox"/>	2	How to thread a kite	

## 10 Reviewer Screen

Activities submitted for review or approval may be accessed directly in the LCMS through a special Reviewer Screen. This is visible only to Reviewers, Review Monitors, Review Managers and Approval Authorities.

This screen consists of several features that enable reviewing and approval of Activities within the LCMS. Each is described in the following screens.



### 10.1 Review Inbox

From the **Review Inbox**, you may launch the activity (enter comments), view the changes required, finalize your review or approval for submission and view the Storyboard.

**Note:** Reviews in the **Inbox** are sorted by **Date Due**, followed by **Date Submitted**, then **Activity Name**.

### Review Inbox (1)

#### 1. Helicopter Pilot Training (Version: 0.1)

Folder: *Verification Guide*

<b>Submitted:</b>	Friday, March 9, 2018
<b>Due:</b>	Sunday, April 8, 2018
<b>Interface:</b>	Learninglogics Storyboard
<b>Developer:</b>	Jane Martin
<b>Activity Development Phase:</b>	N/A
<b>Review Type:</b>	QC
<b>Activity Status:</b>	submitted for review

[Launch](#)[Changes Required \*\*0\*\*](#)[Finalize Review](#)

When logged in as a Reviewer or Approval Authority, the **Review Inbox** will list:

- Name and version of the activity being reviewed or approved, with the folder it resides in listed underneath
- Date the review was submitted
- Date the review/approval is due
- Interface selected for viewing
- Name of the Developer who created the activity
- Activity development phase (only if this feature is enabled in Application Preferences)
- Review type
- Activity status

When logged in as a Review Manager, you will also see a list of Reviewers' names between the Developer and activity status.

## 10.1.1 Launch (Activity)/Add Comments


1. Click the **Launch** button to open the activity within the interface that was selected

when the review was submitted.

**Review Inbox (1)**

1. Kites and Bikes - Instructor (Version: 0.1)  
Folder: Documentation

<b>Submitted:</b>	Jan-23-24
<b>Due:</b>	Feb-22-24
<b>Interface:</b>	LL Training
<b>Developer:</b>	User4a User4a
<b>Activity Development Phase:</b>	N/A
<b>Review Type:</b>	Content
<b>Activity Status:</b>	submitted for review

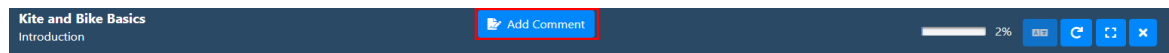
 Launch

Changes Required **0**

Finalize Review

View Storyboard

2. Once the activity launches, an **Add Comment** button displays at the top of each screen. Click the **Add Comment** button to open the **Change Required** window.



3. On the **Change Required** window, enter a comment in the **State change required below** field. Also, select a radio button to indicate if the comment is at the **Screen**, **Activity** or **Project** level. Choose a priority for the comment from the **Priority** drop-down menu **Critical**, **Major**, **Normal** or **Minor**. To add an attachment (i.e., a screen shot), click the **Choose File** button.

## Change Required

[Help](#)

State change required below

Remove the comma in sentence 1.

body p

Paragraphs: 0, Characters (with HTML): 0

Relates To:

☒ Screen ☐ Activity ☐ Project

Priority:

Normal

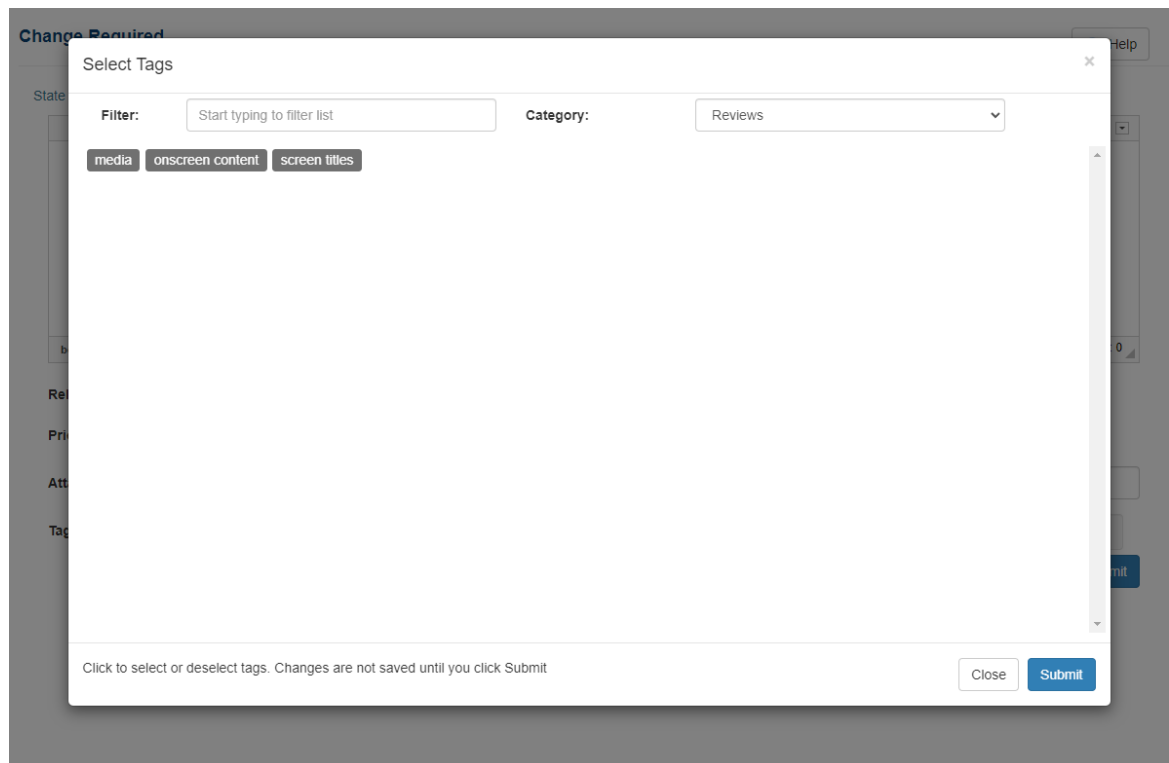
Attachment File \*

[Choose File](#) No file chosen

Tags:

[Click to select tags...](#)[Cancel](#)[Submit](#)

4. Click within the **Tags** field to open the **Select Tags** screen.
5. Click the desired tag from the list to select or deselect it. Search for the desired tag by entering the name in the **Filter** field and/or select the desired category from the **Category** drop-down menu.
6. Click the **Submit** button to select or deselect the tag(s) or the **Close** button to exit without saving.



7. Click **Submit** to save the new comment or **Cancel** to exit without saving. **Note:** Saved comments will display on the **Previous Changes Required** pane, if this feature is enabled for the review type. See Add Review Type for more information. When enabled, this pane will display your comments as well as the comments from other reviewers. See Viewing Other Reviewer Comments and for more information.

**Change Required**

Select Comment Details

Hide Comments (1)

Help

**Previous Changes Required** ☐ Screen (0)

☒ Activity (1) ☒ Project (0)

#15141 - Added by **User1a User1a** on Jan-23-24 (0 days ago) **v0.1**  
Please use project standards

**State change required below**

body p Paragraphs: 0, Characters (with HTML): 0

**Relates To:** ☒ Screen (Topic: 1, Screen: 2) ☐ Activity ☐ Project

**Priority:**

Normal

**Attachment File**

Choose File

No file chosen

**Tags:**

Click to add tags...

NOTE: Tag changes are auto-saved, even if you click Cancel below.

Cancel

Submit

### 10.1.1. Viewing Other Reviewer Comments

1. Click the **Launch** button to open the activity within the interface that was selected when the review was submitted.

**Review Inbox (1)**

1. Kites and Bikes - Instructor (Version: 0.1)  
Folder: Documentation

**Submitted:** Jan-23-24

**Due:** Feb-22-24

**Interface:** LL Training

**Developer:** User4a User4a

**Activity Development Phase:** N/A

**Review Type:** Content

**Activity Status:** submitted for review

Launch

Changes Required **0**

Finalize Review

View Storyboard



2. On the launched screen, click the **Add Comment** button to open the **Change Required** window.



3. On the **Change Required** screen, all comments from previous reviewers are listed on the **Previous Changes Required** pane, if this feature is enabled for the review type. See Add Review Type for more information.
4. Click the **Select Comment Details** button to open the **Select Comment Details to Hide/Show** window.

A screenshot of the 'Change Required' window. The window has a title bar 'Change Required' and a toolbar with buttons 'Select Comment Details' (highlighted with a red box), 'Hide Comments (1)', and 'Help'. The main content area is divided into two panes. The left pane, titled 'Previous Changes Required', contains a list of comments. The first comment is highlighted with a red box: '#15141 - Added by User1a User1a on Jan-23-24 (0 days ago) v0.1 Please use project standards'. The right pane, titled 'State change required below', contains a text area for the comment body. Below the text area are fields for 'Relates To' (radio buttons for Screen, Activity, Project), 'Priority' (a dropdown menu set to 'Normal'), 'Attachment File' (a 'Choose File' button and 'No file chosen' text), and 'Tags' (a 'Click to add tags...' button). At the bottom right are 'Cancel' and 'Submit' buttons. A note at the bottom states: 'NOTE: Tag changes are auto-saved, even if you click Cancel below.'






5. On the **Select Comment Details to Hide/Show** window, show or hide the desired comment details (**Icon**, **Comment#**, **Comment Made By**, **Comment Date**, **Days Ago**, **Activity Version** and **Response**) by selecting or deselecting the corresponding checkbox. **Note:** You may also show or hide all the comment details by clicking the **Select All** button.
6. Click the **Apply** button to save the selection(s).

Select Comment Details to Hide/Show ✕

- ☒ Icon
- ☒ Comment #
- ☒ Comment Made By
- ☒ Comment Date
- ☒ Days Ago
- ☒ Activity Version
- ☒ Response

Select AllApplyCancel

A list of possible icons is shown in the following image:

Pending	
Resolved	
Input Required	
No Action	
Deferred	

7. Click the **Hide/Show Comments** button to show or hide the **Previous Changes Required** pane.

## Change Required

Show Comments (1)Help

State change required below

body p

Paragraphs: 0, Characters (with HTML): 0

Relates To:

☒ Screen (Topic: 1, Screen: 1) ☐ Activity ☐ Project

Priority:

Normal

Attachment File \*

Choose File No file chosen

Tags:

Click to add tags...

NOTE: Tag changes are auto-saved, even if you click Cancel below.

CancelSubmit


## 10.1.2 Changes Required

1. In the **Reviewer/Approval Inbox**, click the **Changes Required** button to open the **Changes Required** screen. **Note:** The number of comments made is indicated here.

**Review Inbox (1)**

**1. Helicopter Pilot Training (Version: 0.1)**  
Folder: *Verification Guide*

<b>Submitted:</b>	Friday, March 9, 2018
<b>Due:</b>	Sunday, April 8, 2018
<b>Interface:</b>	Learninglogics Storyboard
<b>Developer:</b>	Jane Martin
<b>Activity Development Phase:</b>	N/A
<b>Review Type:</b>	QC
<b>Activity Status:</b>	submitted for review

 Launch

**Changes Required 0**

Finalize Review

2. The **Changes Required** screen lists any comments you have made under the columns: **ID**, **Priority**, **Scope** (Activity, Project or Topic/Screen), **Review Type**, **Change**, **Author Name**, **Date** and **Status**. Comments are shown truncated, but can be expanded by clicking the **Expand/Collapse Comment** and **Response** icon on the left of each row. The **Expand All/Collapse All** button also toggles between expanded and collapsed view for all comments. **Note:** The expand/collapse states are remembered when you navigate away and return.
3. To launch the screen to which a comment pertains, click its link in the **Scope** column. The screen launches in the selected viewer.
4. To edit a comment, click the comment itself in the **Change** column. **Note:** Reviewers are able to edit or delete their own comments. Reviewers are also able to view the comments of other Reviewers assigned to the same review request, if this feature is enabled for the review type. See Add Review Type for more information. Review Managers are able to view, edit or delete their own comments, as well as the comments of other Reviewers assigned to the same review request. If a Review Manager edits another Reviewer's comment, the author (Reviewer) of the original comment does not change. See Viewing Other Reviewer Comments for more information.

From the **Change(s) Required** screen for each individual comment, you can toggle **Update Tracking** ON/OFF. If set to ON, this means that the tracking checkmark automatically updates when navigating Previous and Next through the comments. You can also toggle **Save on nav** ON/OFF. If set to ON, you will automatically save changes while navigating Previous and Next between the comments. You can also modify the comment priority (Minor, Normal, Major, Critical) and tags from this window.

**Change Required**

◀ Previous ▶ Next **Update Tracking** ON OFF **Save on nav** ON OFF Preview

Helicopter Pilot Training

**Change ID:** 15981

**Screen Title:** Sample Screen 3.02

**Status:** Pending

[State change required below](#)

Please replace this image with one showing a side view of the helicopter.

- Click the **Add Comment** button at the top of the screen to add activity or project wide comments. **Note:** Activity or Project comments entered here will also display in the **Previous Changes Required** pane.
- Click the **Launch** button at the top of the screen to open the activity within the interface that was selected when the review was submitted.
- Click the **Review Change Report** button at the top of the screen to open the **Review Change Report** window. Also, there is an **Include Previous Review Comments** check box if you wish to include all previous review comments. **Note:** This report is designed to be suitable for printing.

**Review Change Report** Print Help

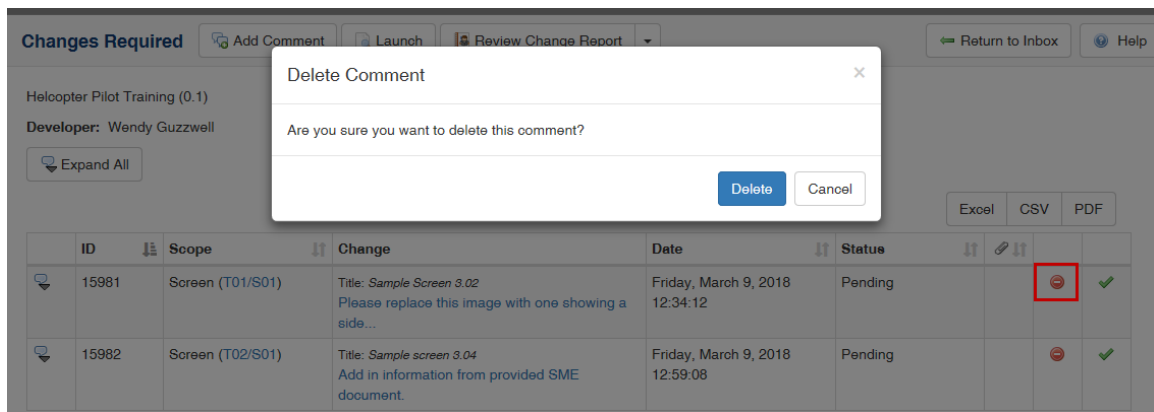
Excel CSV

Change ID	Scope	Priority	Screen	Version	Review Type	Developer	Comment Author	Date	Status	Response Author	Date
<b>Kite and Bike Basics</b>											
15139	T01/S01	Normal	001	0.4	Content		LCMS Review Manager	Tuesday, September 20, 2022 09:17:56	Pending		
Title: Screen 1 Please remove the comma in sentence 1. Tags: <b>onscreen content</b>											
15140	T01/S02	Normal	002	0.4	Content		LCMS Review Manager	Tuesday, September 20, 2022 09:18:44	Pending		
Title: Demo Question 4.52 Please apply standard sizing for the media Tags: <b>media</b>											

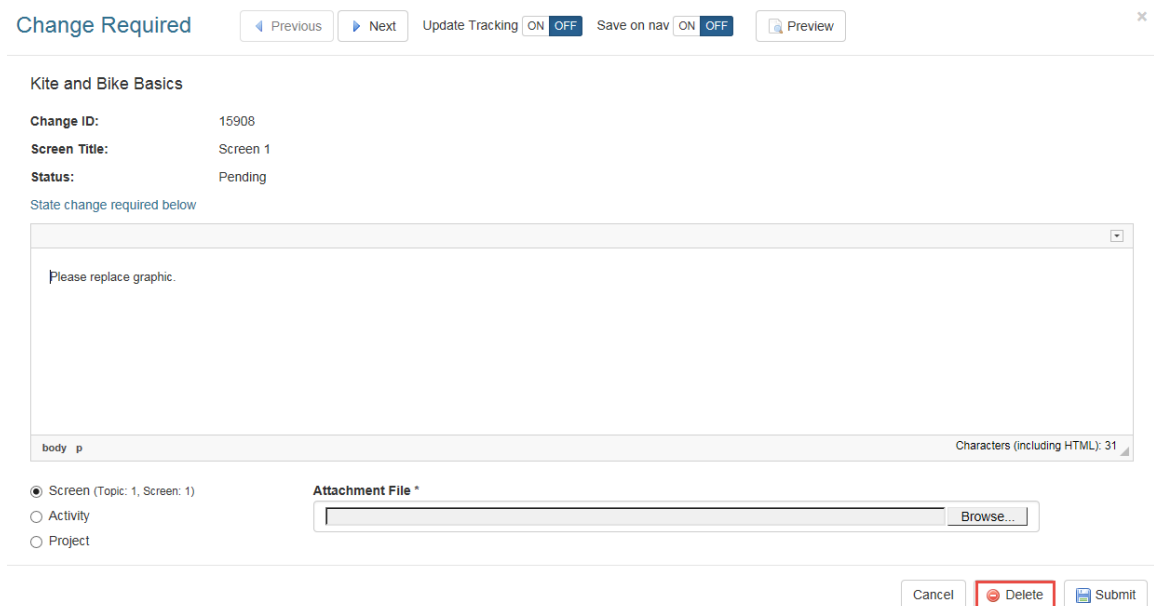
## 10.1.2. Delete Comments

### 1

1. There are two ways to delete a review comment.
  - a. In the **Change(s) Required** screen, click the **Delete** icon beside the review comment you wish to delete. A window appears asking if you are sure you wish to delete the comment. **Note:** This feature is only available within the Manager role.



- b. In an individual comment screen, the **Review Manager** can also delete a comment by clicking the **Delete** button at the bottom. Once the comment is deleted, the next comment is shown in sequence.



2. Click **OK** to delete, or **Cancel** to abort. Upon deletion, the comment is removed

from the screen and the number of comments assigned to the activity is updated on the **Review/Approval** menu.

**Note:** Comments cannot be deleted once a review/approval has been finalized.

### 10.1.3 Finalize Review/Approval


An activity must first be reviewed, finalized and assigned before it can be submitted for approval by the **Submit for Approval** feature under **Review/Approval**. The assigned personnel are notified that the activity is ready for approval and comments that are made can later be retrieved using the **Review Comments** feature under **Review/Approval**. Ensure that an Approval Authority has been assigned to the project under the **Project Management** feature. The user e-mail addresses must also be entered. See Assign Users to a Project. **Note:** To unlock an activity after approval, it must be set to **in-production** status.

1. Click the **Finalize Review** button from the **Reviewer Inbox**.

**Review Inbox (1)**

**1. Helicopter Pilot Training (Version: 0.1)**  
*Folder: Verification Guide*

<b>Submitted:</b>	Friday, March 9, 2018
<b>Due:</b>	Sunday, April 8, 2018
<b>Interface:</b>	Learninglogics Storyboard
<b>Developer:</b>	Jane Martin
<b>Activity Development Phase:</b>	N/A
<b>Review Type:</b>	QC
<b>Activity Status:</b>	review in progress

 Launch

Changes Required **2**

**Finalize Review**

2. On the **Finalize Review** screen, add comments if necessary and then click the **Submit** button. In the new window, click **OK** to finalize the review or **Cancel** to return to the review.

**Helicopter Pilot Training (0.1) - Finalize Review** [Help](#)

**Developer:** Jane Martin  
**Notification e-mail(s) will be sent to the following...**

**To:** Frank Smith  
**cc:** Jane Martin

Once you have finalized the review, you will no longer be able to comment on this SCO.

**Comments (Optional)**  
(Max. 4000 characters - 4000 characters remaining)

The activity is removed from the **Review Inbox** or **Approval Inbox** screen and placed on the **Completed Reviews** or **Completed Approvals** screen. The numbers in brackets ( ) updates to correspond.

3. The activity must then be finalized by a Review Manager. Select **Rejected**, **Approved** or **Approved with comments** and enter comments, if desired. To opt in to the notification email, Review Managers click the **Send me a copy of the notification e-mail** checkbox. **Note:** The names of users who will receive email notifications (or be cc'd in) appear on this screen. Click the **Submit** button, then in the new window, click **OK** to finalize the review or **Cancel** to return to the review.

**Helicopter Pilot Training (0.1) - Finalize Review** [Help](#)

**Developer:** Jane Martin  
**Notification e-mail(s) will be sent to the following...**

**To:** Frank Smith  
☐ Send me a copy of the notification e-mail.

Select a review status from the options below. Once you have finalized the review, you will no longer be able to comment on this SCO.

**Status Options**  
☐ Rejected  
☒ Approved  
☐ Approved with comments

**Comments (Optional)**  
(Max. 4000 characters - 4000 characters remaining)

**Note:** When the Review Manager feature is turned on, notification of a Reviewer's

completed review is sent to the Review Manager and copied to the Reviewer. Notification of a Review Manager's completed review is sent to the Manager and copied to the Developer and Approval Authority.

### 10.1.3. Address Comments

#### 1

Once a review is finalized, it is the task of the Developer to address comments. See Review/Approval Menu (Drop-Down) for more information.

### 10.1.4 View Storyboard

1. On the **Review Inbox** or **Approval Inbox** screen, click the **View Storyboard** link.

**Note:** This link is not available if the review was submitted using a storyboard interface.

The screenshot shows the 'Review Inbox (1)' interface. At the top right is a 'Help' button. Below the header, the first item is '1. Helicopter Pilot Training (Version: 0.1)' with a sub-header 'Folder: Verification Guide'. A table of details follows:

Submitted:	Friday, March 9, 2018
Due:	Sunday, April 8, 2018
Interface:	Default Interface
Developer:	Jane Martin
Activity Development Phase:	N/A
Review Type:	QC
Activity Status:	submitted for review

At the bottom of the card are four buttons: 'Launch' (with a document icon), 'Changes Required' (with a '0' badge), 'Finalize Review', and 'View Storyboard' (which is highlighted with a red border).

2. The storyboard window appears. Select the elements and topics you wish to have displayed in the storyboard. **Note:** The **Review Instructions** field can be used for correspondence between the Developer and personnel assigned to the review/approval, to ensure all information associated with the activity is documented in the storyboard.



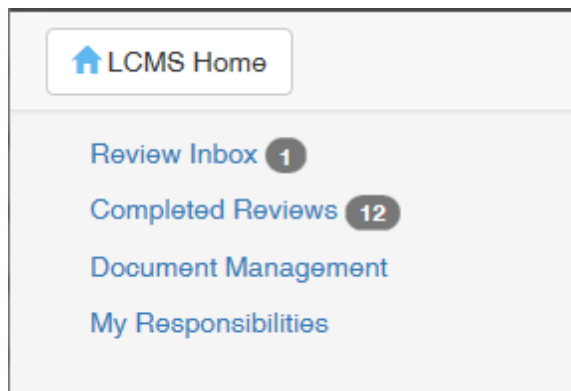
The screenshot shows a web interface for configuring a storyboard. At the top, there are buttons for 'Sample Activity', 'Preview', and 'Generate PDF', along with 'Close' and 'Help' buttons. Below this, the 'Storyboard Format' section has three radio buttons: 'Detailed' (selected), 'Basic', and 'Basic Tabular'. A section titled 'Select the storyboard elements to display.' contains a list of checkboxes: 'Main Screen Text', 'Options', 'Instructor Notes', 'Prompt', 'Security', 'Audio Narration', 'Pop-Up', 'Feedback & Evaluation', 'Media', 'Other Details', 'Show media thumbnails', 'Personal Notes', and 'Hidden Screens'. All these checkboxes are checked. Below the list are 'Select All' and 'Select None' buttons. To the right, a section titled 'Select the topics to display.' contains a list box with 'Topic 1', 'Topic 2', and 'Topic 3'. Below the list box are two radio buttons: 'Include screens with Tags' (selected) and 'Exclude screens with Tags'. At the bottom right, there is a button labeled 'Click to add tags...'.

3. Click the **Submit** button. The storyboard is displayed.
4. Use the icons at the top of the screen to print or save the storyboard.

## 10.2 Completed Reviews/Approvals

The **Completed Reviews** screen shows a history of completed reviews/approvals.

1. Click the **Completed Reviews/Approvals** link on the **Reviewer Screen**.



You will see a **Completed Reviews** report, showing the total number of completed reviews at the top in parentheses. When logged in as a Reviewer or Approval Authority, the report shows the name and version of the Activity that was reviewed/approved, the folder it resides in, Date Finalized, Date Submitted, Developer, Reviewer(s), Activity Development Phase, Review Type and Activity Production Status.




2. Click the **Launch** button beside a completed review to launch the version of the

reviewed activity in the viewer.

**Completed Reviews (12)** Help

Hide/Show Columns ▼

Excel CSV PDF




Activity	Version	Date Finalized	Submitted	Developer	Reviewer (s)	Activity Development Phase	Review Type	Activity Production Status	
Helicopter Pilot Training	0.1	Friday, March 9, 2018	Friday, March 9, 2018	Jane Martin		N/A	QC	submitted for review	Launch 
Kite and Bike Basics (archive version 0.3)	0.3	Monday, January 29, 2018	Monday, January 29, 2018	Jane Martin		N/A	N/A	in-production	 

3. Click the **Changes Required** button beside a completed review to see the **Changes Required** report for that review. **Note:** These comments, including the scope of comments (Screen, Activity, Project), cannot be edited or deleted once a review/approval has been finalized. But any previous comments that have a status of Input Required or Resolved (set by the Developer) will have the required statuses (Accepted or Needs Rework) to choose from and a field available for the Reviewer/Approver to respond to the Developer.

Excel CSV PDF

Activity	Version	Date Finalized	Submitted	Developer	Reviewer (s)	Activity Development Phase	Review Type	Activity Production Status	
Helicopter Pilot Training	0.1	Friday, March 9, 2018	Friday, March 9, 2018	Jane Martin		N/A	QC	submitted for review	Changes Required 

4. Click the **View Storyboard** button beside a completed review to see the **Storyboard** for that review.

Activity	Version	Date Finalized	Submitted	Developer	Reviewer (s)	Activity Development Phase	Review Type	Activity Production Status	
Helicopter Pilot Training	0.1	Friday, March 9, 2018	Friday, March 9, 2018	Jane Martin		N/A	QC	submitted for review	 
Kite and Bike Basics (archive version 0.3)	0.3	Monday, January 29, 2018	Monday, January 29, 2018	Jane Martin		N/A	N/A		View Storyboard 

**Note:** Reviews that were retracted are indicated by the word "RETRACTED" in red.

demo test jodi <b>RETRACTED</b>	0.2	Thursday, January 11, 2018	Thursday, January 11, 2018	Jane Martin		N/A	N/A	in-production	
------------------------------------	-----	----------------------------------	----------------------------------	-------------	--	-----	-----	---------------	---

## 10.3 Document Management

To view documents added into the LCMS:

1. Click the **Document Manager** link on the **Reviewer Screen**. A list of documents divided into different **Categories** will be displayed.
2. Click the desired document name link. The document will open for viewing.

**Document Management: Categories**Help

Search

- Click on 'Category Name' heading to change sort order.
- Click on a document to view details.

Category Name	Document Name	Date Uploaded
Demo Category <span>1</span>	<ul style="list-style-type: none"><li>• <a href="#">V 0.1 Demo Document</a></li></ul>	Thursday, August 27, 2015 13:29:39

3. Click the **Close** icon **X** in the top right corner to close.

## 10.4 My Responsibilities

To view only a list of your assigned activities for the previously selected project:

1. Click the **My Responsibilities** link on the **Reviewer Screen**. All assigned activities will be listed.
2. Use the search feature to find a specific activity that has been assigned. You can search by: **Folder, Activity, Status, Type, Version, Activity Development**

### Phase, or Review Type.

- Click **Submit** to search or **Clear** to reset the form. You'll see a list of Activities, divided up by folder, showing the Activity name, Activity Development Phase, Status, Type, Version, Developer, Reviewers and Approval Authority.

**My Responsibilities**
Print
Help

Folder

Activity
Status

Type
Version

Activity Development Phase

Review Type

Clear
Submit

**Screen Style Examples**

Show  entries
Filter:

Activity	Activity Development Phase	Status	Type	Version	Developer	Reviewers	Approval Authority
Demo Activity 1	N/A	Client - submitted for review	Independent Study	0.1	Jane Martin	Frank Jones Mary Smith	
Demo Screen-Styles 4.6	Storyboard	Client - review complete - ready for approval	Independent Study	4.6	Jane Martin	Frank Jones Mary Smith	

Showing 1 to 2 of 2 entries
Previous
1
Next

## 11 Process Examples

This section provides examples and explains the user interface for the following processes:

- Review and Approval
- Survey
- Translation - Multilingual Support

### 11.1 Review and Approval Example

The review process can take different forms, depending in part on how the LCMS has been configured. However, the most common scenario is described below.

#### Settings

1. In the **Application Settings** screen, **Min # of Reviewers** should be 1 and **Review Manager Required** should be checked.
2. Users should be assigned the roles of Developer, Senior Developer, Reviewer, Review Manager and Approval Authority in the **Project Management** screen.
3. In the project, under the Home menu, the Manager should select **Review Types and Responsibilities** and set the **Review Types**, assigning a pool of Reviewers, Review Managers, Review Monitors and Approval Authorities to each one.
4. In the **Activity Profile** for the activity to be reviewed, the manager must select a pool of Developers and assign the **Activity** to the current Developer.
5. The manager may also select pools of Reviewers, Review Managers, Review Monitors and/or Approval Authorities in the **Responsibility** tab for each **Review Type**, or allow the **Activity** to use the default pools set at the project level above.

#### Developer Submits for Review

1. The Developer (or Senior Developer) begins the review process by submitting the activity for review, clicking the **Review/Approval** drop-down in the **Topic List** screen and selecting **Submit for Review** or **Submit for Batch Processing**.
2. The Developer selects the **Review Type**, and may need to select one or more

Reviewer(s), Review Manager(s), Review Monitor or Approval Authority(ies), depending on the configuration of the **Review Type** selected.

3. The activity is now *automatically* locked so that the Developer cannot make further changes, and its status is shown as "Submitted for Review".

### **Reviewer Responds**

1. The Reviewer sees the activity listed in their **Review Inbox**.
2. They can launch it in the viewer and add comments at the project, activity or individual screen level.
3. Once a comment has been added by the Reviewer, the activity status changes from "Submitted for Review" to "Review in Progress".
4. The Reviewer then finalizes their review, handing it over to the Review Manager.  
**Note:** If more than one Reviewer is assigned, then the activity status remains "Review in Progress" until all the Reviewers have finalized their reviews.

### **Review Manager Finalizes Review**

1. After checking the Reviewer's comments, the Review Manager finalizes the review, if appropriate, and sets its status to either "Needs Re-Work" or "Ready for Approval".
2. If re-work is required, the Developer can now unlock the activity, make changes, add comments, change its status in **Activity Profile** to "In Production", and resubmit it for review from the **Review/Approval** drop-down in the **Topic List** screen. **Note:** Changes made by the Developer are not visible to the Reviewer or Review Manager until they have resubmitted the activity for review.
3. If the activity is ready for approval, the Developer can make a final check and then select **Submit for Approval** from the **Review/Approval** drop-down in the **Topic List** screen. **Note:** If no Review Manager is assigned, then once finalized by the Reviewer, the activity is handed back to the Developer to be submitted for approval.

**Note:** If the Review Manager finalizes the review before the Reviewer has made any comments, the activity is removed from the Reviewer's inbox and the status is changed to whatever the Review Manager selected. The Developer is now able to unlock the activity and make changes before submitting it again for review.

### Developer Submits for Approval

1. Once all changes have been finalized, the Developer can submit the activity for approval, which will change its status to "Submitted for Approval".
2. The Approval Authority can then check the activity and make additional change requests before clicking **Finalize Approval** and changing the status to either "Rejected" or "Approved".
3. If the activity is approved, it should remain locked to prevent changes. The **Lock this activity?** checkbox is only enabled when the **Activity Production Status** is set to "In Production".
4. If the activity requires further changes, the Developer changes the **Activity Production Status** to "In Production", unlocks the activity and makes the changes. They can then resubmit it for review and subsequent approval (i.e. returning to the start of the process for another cycle).

**Note:** If no Approval Authority has been assigned, the project Manager or site Administrator can select Submit for Approval and will be given the message: "Warning! No Approval Authority has been assigned to this Activity. By clicking 'Continue', you will be changing the status of this Activity to 'APPROVED'." By doing so, they may force an activity to be changed to "Approved" status without the need to submit it to an Approval Authority.

## 11.2 Survey Example

The following surveys are examples of surveys that can be created using the Survey activity in the LCMS. See Survey for more information on creating surveys.

1. Customer Satisfaction (Rating)
  - a. Customer Service
  - b. Information Technology

### Customer Service

1. Professional Service

Unsatisfactory

2

3

4

5

6

7

8

Excellent

2. Timely and Responsive Service

Unsatisfactory

2

3

4

5

6

7

8

Excellent

3. Courteous Service

Unsatisfactory

2

3

4

5

6

7

8

Excellent

4. COMMENTS

## 2. Form (Text Input)

### a. Personal Information

### Personal Information

1. Surname

\* 2. Given Names

3. Service Number

4. Rank

5. Were you able to successfully access, read, and understand the Joining Instructions? If not, please contact client services immediately (clientservices@kfaero.ca).

Yes

No

6. Primary Language / Langue Maternelle

French

English

Other \*

7. DND Entry Program

8. Parent Unit

\* Response Required



b. Previous Experience

3. Mixed

a. Survey

### Survey

1. I received my joining instructions \_\_\_ prior to my course start date.

☐ 5 Weeks or greater before arrival

☐ 4 Weeks before arrival

☐ 3 Weeks before arrival

☐ Two weeks or less before arrival

☐ Did not receive my joining instructions

2. I found the joining instructions to be well laid out and easy to find the information.

☐ **Stongly Agree**    ☐ **Agree**    ☐ **Neutral**    ☐ **Disagree**    ☐ **Strongly Disagree**    ☐ **Other (Please Specify) \***

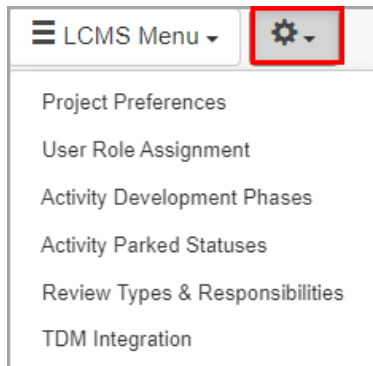
3. The joining instructions and welcome package provided me with all the information I needed as to what to bring and what was expected of me.

☐ **Stongly Agree**    ☐ **Agree**    ☐ **Neutral**    ☐ **Disagree**    ☐ **Strongly Disagree**    ☐ **Other (Please Specify) \***

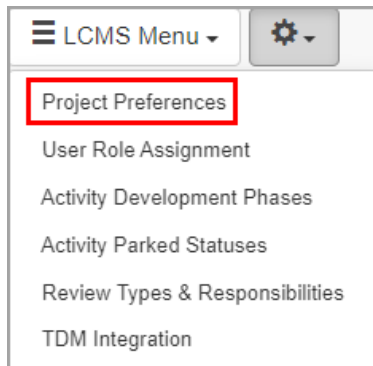
4. Please provide any suggestions that you may have that would improve the delivery, content or layout of the joining instructions or the welcome package

## 11.3 Translation - Multilingual Support

1. On the **Configuration** and **Preferences** (sprocket), click the down arrow to open the menu. **Note:** The **Multilingual Support** feature may also be enabled from **Project Management** on the **LCMS Home** screen. See Project Management Preferences Tab for more information.



2. Select **Project Preferences** from the menu to open the **Project Preferences** screen.



3. On the **Project Preferences** screen, click **Multilingual Support** from the **Components** menu.
4. On the **Multilingual Support** pane, click the **Enable Multilingual Support** checkbox to enable the feature, and then read the tip in the **Tip** window. **Note:** Update the Screen Prompt list and Glossary if required. See Screen Prompts and Glossary for more information.

The screenshot shows the 'Project Preferences' window with the 'Multilingual Support' pane selected. On the left, a 'Components' sidebar lists various settings, with 'Multilingual Support' highlighted by a red arrow. The main area of the pane contains settings for 'Default language' (set to 'English'), 'Alternate language' (set to 'French'), and a checked 'Enable Multilingual Support' option. A red arrow points to the 'Enable Multilingual Support' checkbox. At the bottom right is a 'Submit' button.

5. On the **Tip** window, click the **Close** button or the **X** to return to the previous pane.

**Note:** Some content may be blank if the screen prompts and glossary are not updated.

The screenshot shows a 'Tip!' window with a close button (X) in the top right corner. The text inside reads: 'With enabling multilingual support, your Screen Prompt list and Glossary should be updated with alternate language entries, otherwise some content could appear blank.' At the bottom right is a 'Close' button.

6. On the **Multilingual Support** pane, select the alternate language from the **Alternate language** drop-down menu.
7. Click the **Submit** button to save the selections.

**Project Preferences**

**Components**

- Activity Types
- Course Export/Publish Options
- Course Metadata
- Course Metadata (Boilerplates)
- Developer Options
- Editor
- E-Mail Templates
- Interfaces
- Multilingual Support**
- Plotter Tool
- Quiz Defaults
- Reviews
- Security

**Multilingual Support**

**Default language:** English

☒ Enable Multilingual Support

**Alternate language:** French

**Submit**

Enabling multilingual support will turn on such features as:

- Alternate language input fields for Screen Prompts and Glossary
- Identification of screens in the **Question Bank** as being one language or the other, as well as being able to match up related screens indicating if an activity is based on the default or alternate language
- Exporting activities for translation
- Importing translated activities

### Typical Work Flow (using a translation service)

Once all existing content has been approved and finalized (recommended the activities be in a locked state to avoid accidental modification):

- Export all necessary content from the LCMS to various formats (xml & html) that can be sent off to a translation service (Activities, Glossary, Screen Prompts and

Question Bank)

- Copy and paste activities (with Make this copy a French {alternate language} version of the selected activity option checked) into desired folders
- "Add to Batch for Translation" on the folders containing the alternate language activities
- Submit Translation Batch
- Collect all exported files and send to service for translation.

At this point, it would be a good idea to ask your IT department to back up your LCMS database for this project. The database name can be found by looking at the LCMS Home screen. The database name will be prefixed with "ll\_lcms\_" and the code displayed next to your project name.

Upon return of translated files, repeat the reverse of the process and import the files for Glossary, Screen Prompts, Question Bank and Activities (Additional Options > Import Translated HTML or LCMS Menu > Translation Batch Import).

## 12 Frequently Asked Questions (FAQs)

1. Overview of FAQs
2. Answers 1
3. Answers 2

### 12.1 Overview of FAQs

1. How do I edit a question in an activity?
2. How do I update (add a new version of) a media asset?
3. How do I change a screen prompt?
4. Why can't I edit any screens in my activity?
5. Why can I only edit some screens in my activity?
6. How do I add a reviewer to an activity?
7. How can I see review comments?
8. How do I change the pass mark for a test?
9. How can I ensure the user completes each activity in sequence?

## 12.2 Answers 1

Question	
1. How do I edit a question in an activity?	Click on the screen name in the Topic List and then click the Edit button to be taken to the question in the Question Bank.
2. How do I update (add a new version of) a media asset?	Search for the media asset in the Media Library. Click "Update Media". This replaces the old version with the new one.
3. How do I change a screen prompt?	Side menu in navigation tree – Screen prompts. Add new prompt. Change the prompt in the activity screen itself. Only available for CBT activities.
4. Why can't I edit any screens in my activity?	You must be assigned to the Activity as a developer in order to edit it. Assign developer in Activity Profile – Responsibilities.
5. Why can I only edit some screens in my activity?	A linked topic/screen can only be edited from the Master copy. To edit the master copy of a linked screen, click on the screen title and then the hyperlink: "Master Screen".

## 12.3 Answers 2

Question	
6. How do I add a reviewer to an activity?	You must be assigned to the Activity as a reviewer in order to review it. Assign reviewer in Activity Profile – Responsibilities.
7. How can I see review comments?	Review/Approval Menu – Change(s) Required. Click "Review Change Report" to generate report of all comments.
8. How do I change the pass mark for a test?	In Course Designer, select the Course (folder) containing your test. Click the test name to edit details. Enter the required passmark in the Passmark field.
9. How can I ensure the user completes each activity in sequence?	In the Course Designer, select the course (folder) containing the activities you wish to sequence. Click the "Each activity is a prerequisite to the next" box under basic information, and Save.

## 13 Optional Features

The features outlined in this section are optional features of the Learninglogics® Learning Content Management System (LCMS). Check your license to see which features are included in your version of the LCMS.

### 13.1 API

This section provides an outline for working with the Learninglogics® LCMS API. To view the most recent version of the API at any time, visit the following URL of your LCMS installation.

`ll_lcms/api/test.html`

#### 13.1.1 Prerequisites

In order to use the API, each request must contain a valid API Token. This token is defined in the LCMS Application Preferences and can only be updated and activated by an LCMS Administrator.

#### 13.1.2 API Requests

The following requests are supported by the LCMS API:

- `userInfo`
- `userAdd`
- `userEdit`
- `userActivate`
- `userDeactivate`
- `userRoleAdd`
- `userRoleRemove`
- `roleNames`
- `projectCodes`



### 13.1.3 API Endpoints

This section lists the available API endpoints.

#### 13.1.3. userInfo

1

Returns JSON data about a single user.

- **URL**

ll\_lcms/api/userInfo

- **Method**

GET / POST or JSON

- **URL Parameters**

**Required:**

token=[string as defined in LCMS Application Preferences]

username=[string value, max length 200, accepts alphanumeric and underscores]

- **Success Response:**

```
{
  "lcmsapiVersion": "4.17",
  "status": "ok",
  "data": [
    {
      "first_name": "Joe",
      "last_name": "Smith",
      "email": "joesmith@bluedrop.com",
      "administrator": "true",
      "active": "true",
      "projects": [],
      "groups": [
        {
          "name": "Bluedrop"
        }
      ]
    }
  ]
}
```

- **Error Response**

```
{
  "lcmapiVersion": "4.17",
  "status": "failed",
  "message": "Username (jsmith33) not found.",
  "detail": "Error occurred at line (###) of module (xyz)"
}
```

- **Sample Call (GET)**

ll\_lcms/api/userInfo/?token=xxx&username=abc

**Note:** Rather than listing each individual possible error message, only one example is shown above. The "detail" value will only appear if a coding error is detected, i.e. database error.

### 13.1.3. userAdd 2

Adds a user to the LCMS. When **Active Directory Authentication (LDAP)** is the selected authentication method, the userAdd API cannot be used to create users. See Active Directory Authentication (LDAP) for more information. When **Hybrid Supporting Both** is the selected method, the userAdd API will create Internal Authentication users. See Hybrid Supporting Both for more information.

- **URL**

ll\_lcms/api/userAdd

- **Method**

GET / POST or JSON

- **URL Parameters**

**Required:**

token=[string as defined in LCMS Application Preferences]  
firstname=[string, max length 110]  
lastname=[string, max length 110]  
username=[string, max length 200, accepts alphanumeric and underscores]  
password=[string, requirements based on application preferences (See Login Preferences for more information)]  
email=[string, max length 510]  
organization\_name=[string, max length 400]

classification\_id [numeric, max length 1, valid entries = 0 thru 4, defaults to 0]

controlled\_goods\_id [numeric, max length 1, valid entries = 1 thru 4, defaults to 4]

role=[optional, valid role name or names separated by commas \*See /roleNames]

project\_code=[optional, only required if adding role(s) other than Administrator

\*See /projectCodes]

- **Success Response:**

```
{
  "lcmsapiVersion": "4.17",
  "status": "ok"
}
```

- **Error Response**

```
{
  "lcmsapiVersion": "4.17",
  "status": "failed",
  "message": "User first name is required",
  "detail": "Error occurred at line (###) of module (xyz)"
}
```

- **Sample Call (GET)**

ll\_lcms/api/userAdd/?token=xxx&firstname=Joe&lastname=Smith...

**Note:** When adding user to a Role, a project must be specified. You can also update user Roles at a later time via userRoleAdd or userRoleRemove. Rather than listing each individual possible error message, only one example is shown above. The "detail" value will only appear if a coding error is detected, i.e. database error. If **Enforce Strong Passwords** is enabled in the **Application Settings** screen, user passwords must contain at least three of the following: at least one number, at least one uppercase character, at least one lowercase character or at least one special character.

### 13.1.3. userEdit 3

Updates the record of an LCMS user.

- **URL**

ll\_lcms/api/userEdit

- **Method**

GET / POST or JSON

- **URL Parameters**

**Required:**

token=[string as defined in LCMS Application Preferences]

username=[string value, max length 200, accepts alphanumeric and underscores]

**Optional:**

firstname=[string, max length 110]

lastname=[string, max length 110]

new\_username=[string, max length 200, accepts alphanumeric and underscores]

password=[string, requirements based on application preferences (See Login Preferences for more information)]

email=[string, max length 510]

classification\_id=[numeric, max length 1, valid entries = 0 thru 4]

organization\_name=[string, max length 400]

controlled\_goods\_id=[numeric, max length 1, valid entries = 1 thru 4]

account\_disabled=[0=false, 1=true]

If a user is linked to an active directory account (See Active Directory Authentication (LDAP) for more information), only the following fields may be modified using the userEdit endpoint:

classification\_id=[numeric, max length 1, valid entries = 0 thru 4]

controlled\_goods\_id=[numeric, max length 1, valid entries = 1 thru 4]

organization\_name=[string, max length 400]

- **Success Response:**

```
{
  "lcmsapiVersion": "4.17",
  "status": "ok"
}
```

- **Error Response**

```
{
  "lcmsapiVersion": "4.17",
  "status": "failed",
  "message": "i.e. username already in use",
  "detail": "Error occurred at line (###) of module (xyz)"
}
```

- **Sample Call (GET)**

ll\_lcms/api/userEdit/?token=xxx&username=jsmith&password=mynewpassword

**Note:** Rather than listing each individual possible error message, only one example is shown above. The "detail" value will only appear if a coding error is detected, i.e. database error. If Enforce Strong Passwords is enabled in the **Application Settings** screen, user passwords must contain at least three of the following: at least one number, at least one uppercase character, at least one lowercase character or at least one special character.

### 13.1.3. userActivate

#### 4

Activate an LCMS user so they can access the system.

- **URL**

ll\_lcms/api/userActivate

- **Method**

GET / POST or JSON

- **URL Parameters**

**Required:**

token=[string as defined in LCMS Application Preferences]

username=[string value, max length 200, accepts alphanumeric and underscores]

- **Success Response:**

```
{
  "lcmsapiVersion": "4.17",
  "status": "ok"
}
```

- **Error Response**

```
{
  "lcmapiVersion": "4.17",
  "status": "failed",
  "message": "Username (jsmith33) not found.",
  "detail": "Error occurred at line (###) of module (xyz)"
}
```

- **Sample Call (GET)**

ll\_lcms/api/userActivate/?token=xxx&username=jsmith

**Note:** Rather than listing each individual possible error message, only one example is shown above. The "detail" value will only appear if a coding error is detected, i.e. database error.

### 13.1.3. userDeactivate

#### 5

Deactivate an LCMS user to disallow entry into the LCMS.

- **URL**

ll\_lcms/api/userDeactivate

- **Method**

GET / POST or JSON

- **URL Parameters**

**Required:**

token=[string as defined in LCMS Application Preferences]

username=[string value, max length 200, accepts alphanumeric and underscores]

- **Success Response:**

```
{
  "lcmapiVersion": "4.17",
  "status": "ok"
}
```

- **Error Response**

```
{
  "lcmsapiVersion": "4.17",
  "status": "failed",
  "message": "Username (jsmith33) not found.",
  "detail": "Error occurred at line (###) of module (xyz)"
}
```

- **Sample Call (GET)**

ll\_lcms/api/userDeactivate/?token=xxx&username=jsmith

**Note:** The LCMS does not physically delete users from the system, but makes them inactive or active in order to maintain referential integrity of stored data. Rather than listing each individual possible error message, only one example is shown above. The "detail" value will only appear if a coding error is detected, i.e. database error.

### 13.1.3. userRoleAdd

6

Adds an LCMS user to a given role or roles, in a project.

- **URL**

ll\_lcms/api/userRoleAdd

- **Method**

GET / POST or JSON

- **URL Parameters**

**Required:**

token=[string as defined in LCMS Application Preferences]  
username=[string, max length 200, accepts alphanumeric and underscores]  
role=[comma delimited string list of one or more valid roles \*See /roleNames]  
project\_code=[project code user to be assigned to \*See /projectCodes]

- **Success Response:**

```
{  
  "lcmsapiVersion": "4.17",  
  "status": "ok"  
}
```

- **Error Response**

```
{  
  "lcmsapiVersion": "4.17",  
  "status": "failed",  
  "message": "role (xyz) not found",  
  "detail": "Error occurred at line (###) of module (xyz)"  
}
```

- **Sample Call (GET)**

II\_lcms/api/userRoleAdd/?  
token=xxx&username=jsmith&role=Developer&project\_code=XYZ

**Note:** Both a role name and project code must be specified. Role name can be a list of roles separated by commas. Rather than listing each individual possible error message, only one example is shown above. The "detail" value will only appear if a coding error is detected, i.e. database error.

### 13.1.3. userRoleRemove

#### 7

Removes an LCMS user from a given role or roles, in a project.

- **URL**

II\_lcms/api/userRoleRemove

- **Method**

GET / POST or JSON

- **URL Parameters**

**Required:**

token=[string as defined in LCMS Application Preferences]

username=[string, max length 200, accepts alphanumeric and underscores]



role=[comma delimited string list of one or more valid roles \*See /roleNames]  
project\_code=[project code user to be assigned to \*See /projectCodes]

- **Success Response:**

```
{  
  "lcmsapiVersion": "4.17",  
  "status": "ok"  
}
```

- **Error Response**

```
{  
  "lcmsapiVersion": "4.17",  
  "status": "failed",  
  "message": "role (xyz) not found",  
  "detail": "Error occurred at line (###) of module (xyz)"  
}
```

- **Sample Call (GET)**

II\_lcms/api/userRoleRemove/?  
token=xxx&username=jsmith&role=Developer&project\_code=XYZ

**Note:** Both a role name and project code must be specified. Role name can be a list of roles separated by commas. Rather than listing each individual possible error message, only one example is shown above. The "detail" value will only appear if a coding error is detected, i.e. database error.

### 13.1.3. roleNames

#### 8

Returns a list of valid Role Names used by the LCMS.

- **URL**

II\_lcms/api/roleNames

- **Method**

GET / POST or JSON

- **URL Parameters**

**Required:**

token=[string as defined in LCMS Application Preferences]

- **Success Response:**

```
{
  "lcmsapiVersion": "4.17",
  "status": "ok",
  "data": [
    {
      "roles": [
        {
          "name": "Administrator",
          "enabled": "true",
          "role type": "system"
        },
        {
          "name": "Approval Authority",
          "enabled": "true",
          "role type": "system"
        },
        {
          "name": "Developer",
          "enabled": "true",
          "role type": "system"
        },
        {
          "name": "Manager",
          "enabled": "true",
          "role type": "system"
        },
        {
          "name": "Media Developer",
          "enabled": "true",
          "role type": "system"
        },
        {
          "name": "Review Manager",
          "enabled": "true",
          "role type": "system"
        },
        {
          "name": "Review Monitor",
          "enabled": "true",
          "role type": "system"
        },
        {
          "name": "Reviewer",
          "enabled": "true",
          "role type": "system"
        }
      ]
    }
  ]
}
```

- Error Response

```
{
  "lcmsapiVersion": "4.17",
  "status": "failed",
  "message": "Access denied. Invalid token. (xxxxxx)",
  "detail": "Error occurred at line (###) of module (xyz)"
}
```

- **Sample Call (GET)**

ll\_lcms/api/roleNames/?token=xxx

**Note:** Rather than listing each individual possible error message, only one example is shown above. The "detail" value will only appear if a coding error is detected, i.e. database error.

### 13.1.3. projectCodes

9

Returns a list of LCMS Projects.

- **URL**

ll\_lcms/api/projectCodes

- **Method**

GET / POST or JSON

- **URL Parameters**

**Required:**

token=[string as defined in LCMS Application Preferences]

- **Success Response:**

```
{
  "lcmsapiVersion": "4.17",
  "status": "ok",
  "data": [
    {
      "projects": [
        {
          "project_code": "abc",
          "name": "ABC Project"
        },
        {
          "project_code": "xyz",
          "name": "XYZ Project"
        }
      ]
    }
  ]
}
```

- **Error Response**

```
{
  "lcmsapiVersion": "4.17",
  "status": "failed",
  "message": "Access denied. Invalid token. (xxxxxx)",
  "detail": "Error occurred at line (###) of module (xyz)"
}
```

- **Sample Call (GET)**

ll\_lcms/api/projectCodes/?token=xxx

**Note:** Rather than listing each individual possible error message, only one example is shown above. The "detail" value will only appear if a coding error is detected, i.e. database error.

## 13.2 TDM Integration

Learninglogics Training Document Manager (TDM) is a product in the Learninglogics suite that can be used in conjunction with the LCMS. TDM enables **Subject Matter Experts (SMEs)** to create schemas and document templates such as: Qualification Standards and Plans (QSPs) or Qualification Standards (QSs) and Training Plans (TPs) to support competency and skills documentation.

See TDM Integration and TDM Integration (Tab) for more information.

To configure TDM Integration see [TDM Integration](#) for more information.

## 14 Miscellaneous Topics

This section consists of various additional topics that do not fall under one of the preceding headings.

### 14.1 Clearing your Browser Cache

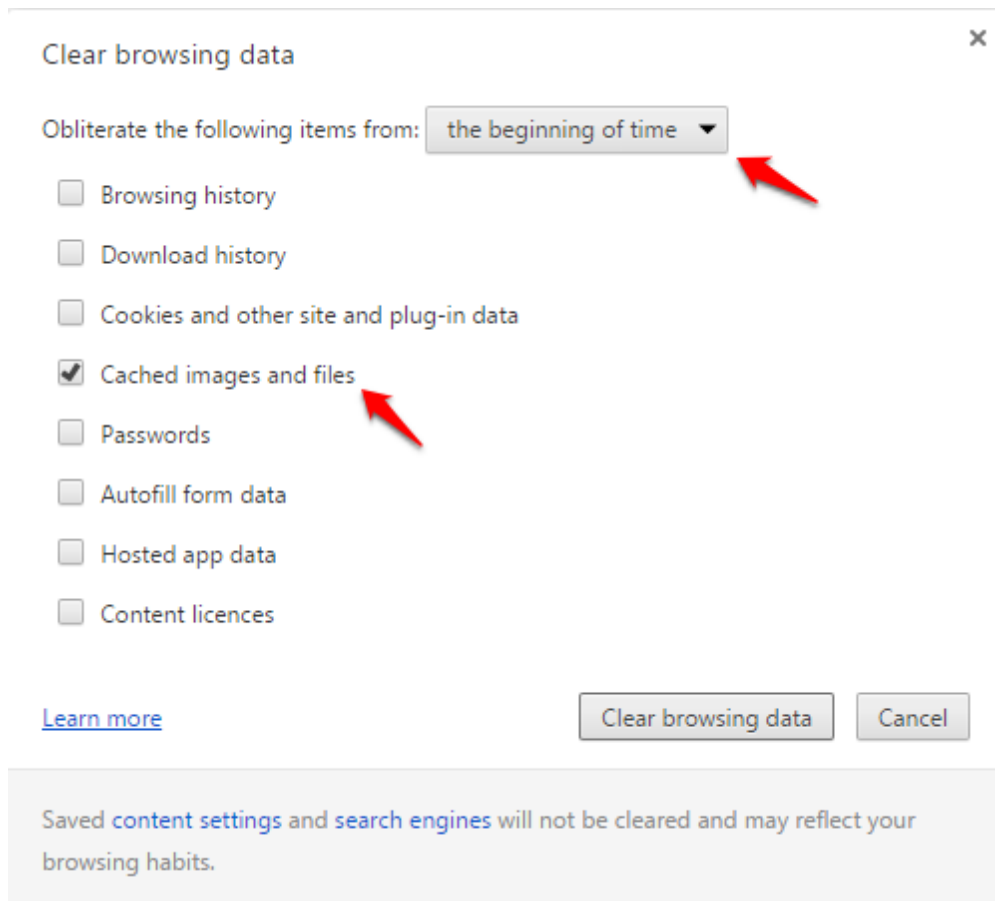
When you visit a website, in order to make it work, your web browser downloads various files from a server, containing HTML, JavaScript, CSS, images, etc. Some of these files are normally saved locally, on your computer's hard drive, in a form of temporary storage called the browser cache. The next time you visit the same site, your browser can speed things up by loading files quickly from its local cache rather than waiting for them to download over the internet again. However, when a web application, like the Learninglogics® LCMS, is updated, that can mean that you're not running the current version, but rather an older version that's been stored in the cache.

Sometimes it will therefore be necessary to delete your cache in order to make sure you're accessing the latest version of the LCMS. The instructions for doing this are virtually identical on all major web browsers. You can reach the relevant settings through your browser's menu system. However, the easiest way to do so is by simultaneously pressing a hotkey combination consisting of the control, shift, and delete buttons (**CTRL+SHIFT+DEL**). This is a *standard* shortcut across all browsers. **Note:** Be careful *not* to press CTRL+ALT+DEL, which interrupts the current program to invoke Windows Security, a dialogue screen allowing you to log out, shutdown, switch users, etc.

#### Google's Chrome Browser

The shortcut opens the "Clear browsing data" dialogue. From the drop-down labeled "Obliterate the following items from:" select the option "the beginning of time". Make sure that only the box labeled "Cached images and files" is checked, and all the others are unchecked. Press the "Clear browsing data" button and wait.

Official Chrome Documentation



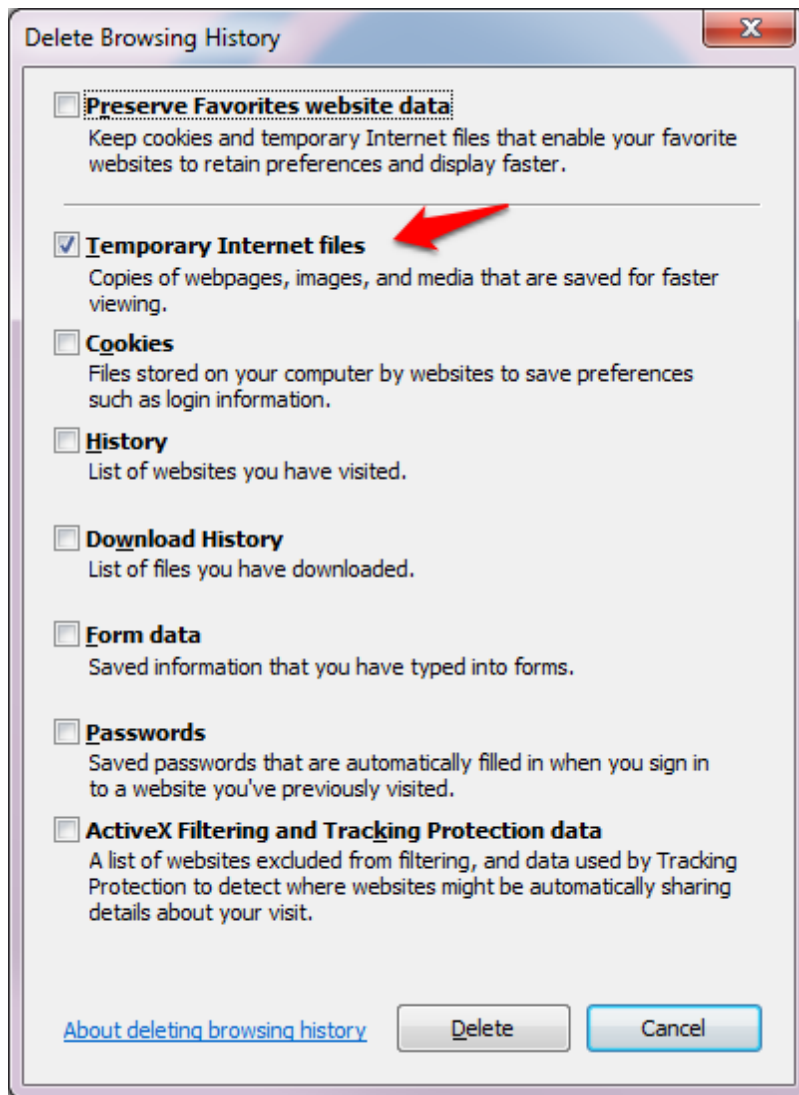
## Microsoft's Internet Explorer and Edge Browsers

### IE9 and Above

The shortcut opens the "Delete Browsing History" dialogue. Make sure that only the box labeled "Temporary Internet Files" is checked, and all the others are unchecked. Press the "Delete" button and wait.

Official Internet Explorer Documentation

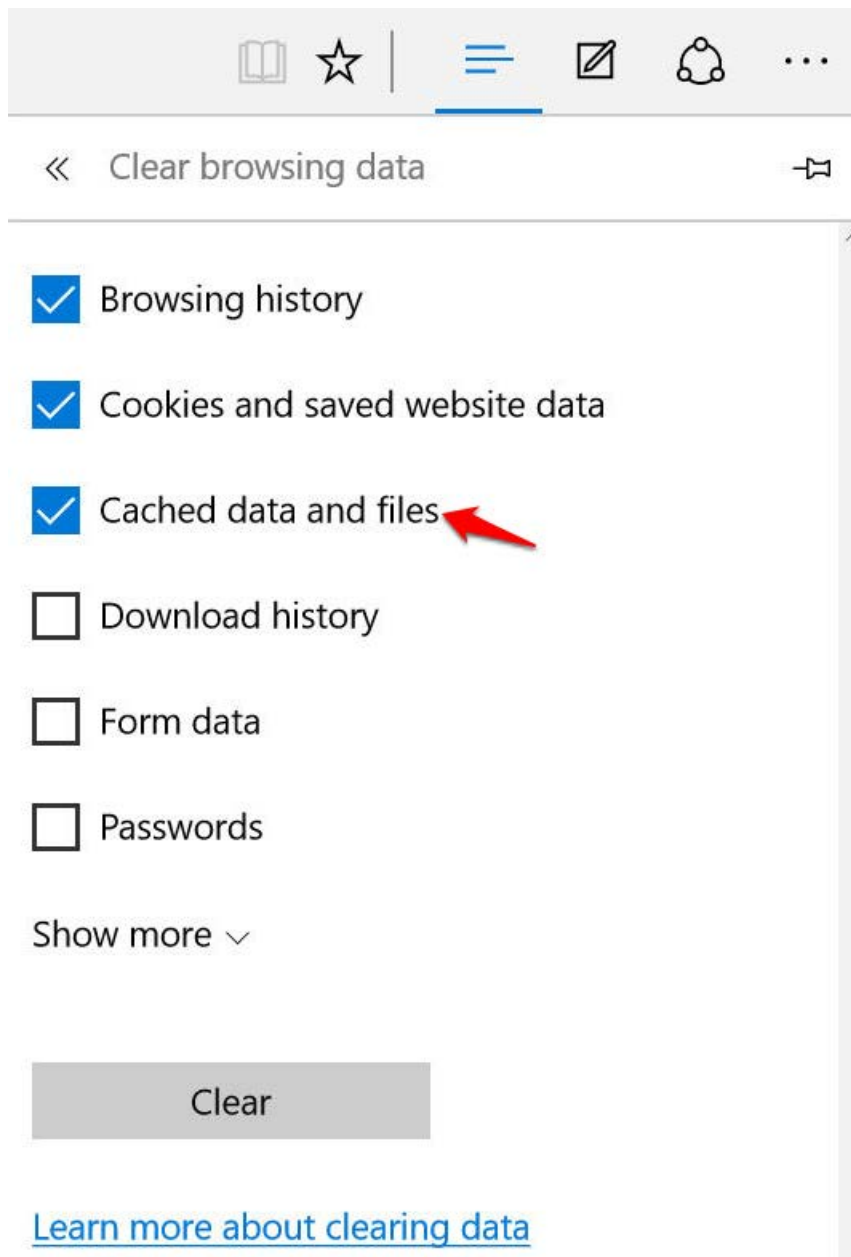




## Edge

The shortcut opens the "Clear browsing data" dialogue. Make sure that only the box labeled "Cached data and files" is checked, and all the others are unchecked. Press the "Clear" button and wait.

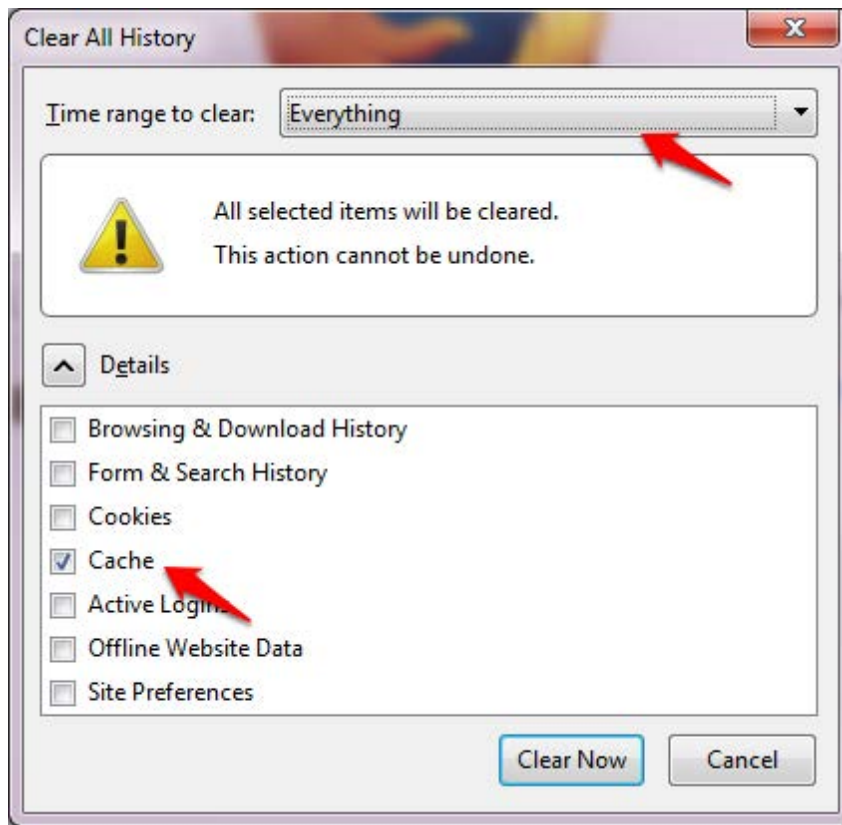
Official Edge Documentation



## Mozilla's Firefox Browser

The shortcut opens the "Clear Recent History" dialogue. From the drop-down labeled "Time range to clear:" select the option "everything". Make sure that only the box labeled "Cache" is checked, and all the others are unchecked. Press the "Clear now" button and wait.

Official Firefox Documentation




**Note:** Please be patient - if you have not cleared your cache for a long time then it may take your computer several minutes to complete this process.

## 14.2 Offline Course Launcher

After creating an off-line course package, you may download and unzip the course. To create an off-line package see [Create Off-Line Package](#) for more information.

1. To download the course, click on the link (course name) and save the .zip file to the desired location.
2. Unzip the file.
3. Click the **Start Course** file. **Note:** You will be prompted to chose the application to open the file with. Select a web browser. (IE, Chrome).

**Test Activity** [Test Activity](#)

## 14.3 What's New

### Version 4.36 - May, 2025

New Features & Enhancements:

- HTTP log is now a download option in Error Reporting
- Notices tab renamed Consent Messages
- Multiple topics can now be copied, pasted or cut from the Topic List
- Multiple topics can now be linked from the Topic List
- New instruction screen style 3.21 Flash/Flip Cards
- New question/instruction screen style 4.53 Image Step Builder
- Daily recipient limits for SMTP can now be configured on the Application Preferences General tab
- Activity media audit report now includes the media usage report
- Course code and course description can now be changed for the Publish as Course function

- Test Start Placeholder now available in Test activities
- Multiple screens can now be designated as a cover page in a generated handout
- Cover page is now a selectable option on the Generate Handout window

### **Version 4.35 - February, 2025**

#### New Features & Enhancements:

- Quick email test functionality now available on the Application Preferences General tab
- Screen-styles (2.54, 3.11, 3.15, 3.17, 3.18, 3.19, 4.52 and 4.55) now have the ability to replicate a caption on all graphic/media entries
- Questions in Subsets for Tests can now be refined by tags
- Activities can now be configured with a completion percentage (number of screens viewed) before the activity is considered complete
- New Notices tab now available in Application Preferences and Project Preferences
- Question Audit feature now available in the Additional Options menu
- Snippet Audit feature now available in the Additional Options menu
- TDM Integration reports can now include the TDM statement hierarchy
- Print capability now available in View Course Tree on the TDM Integration Manage Courses screen
- Plotter tool now has a Navigation Link option
- SAML service provider and identity provider can now be configured in Application Preferences