# Learninglogics® LCMS 4.31 User Guide

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# 1 Introducing LCMS 4.31

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 nine different types of system-generated user roles that may be assigned rights within the LCMS:

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

## 1.1 LCMS System Highlights

The Learninglogics® LCMS 4.31 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

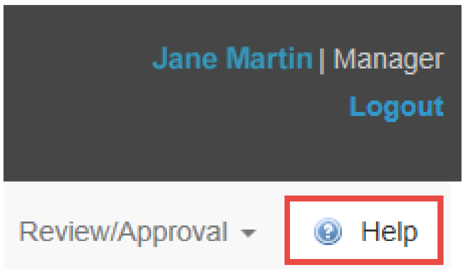
This manual consists of topics structured according to the layout of menus in the LCMS user interface. It also includes a section containing overviews of key Example Processes.

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 Process Examples

This section provides examples and explains the user interface for the following processes:

- Review and Approval
- Survey
- Translation - Multilingual Support

## 2.1 Review and Approval

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".

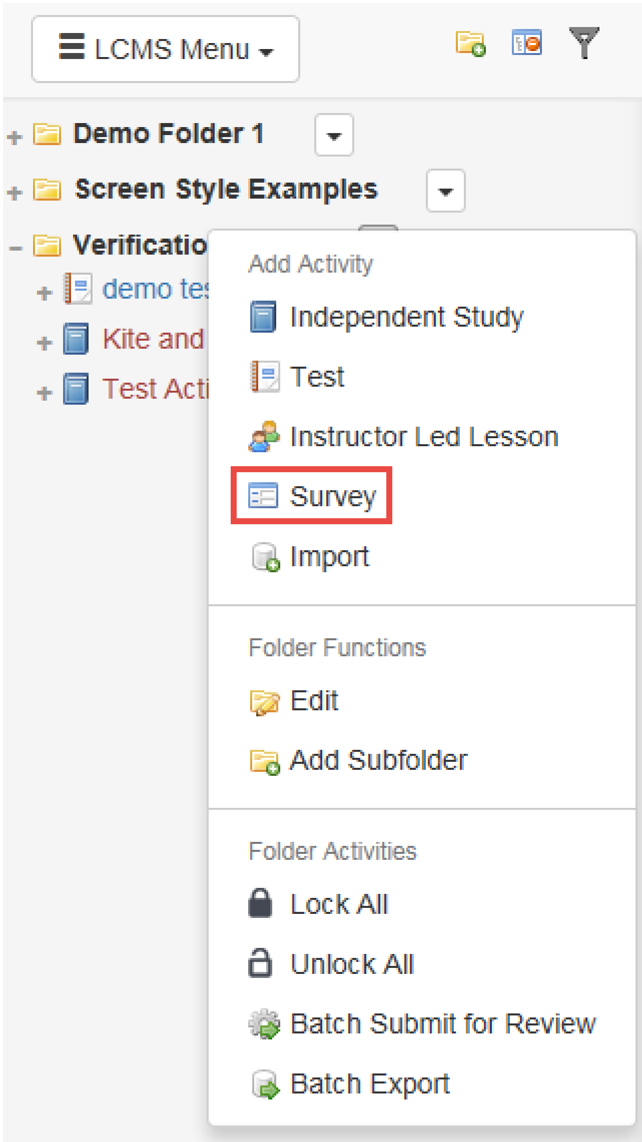
3. If the activity is approved, it should remain locked to prevent changes. The **Lock this activity?** checkbox is only enabled when the **Activity Production Status** is set to "In Production".

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.

## 2.2 Survey

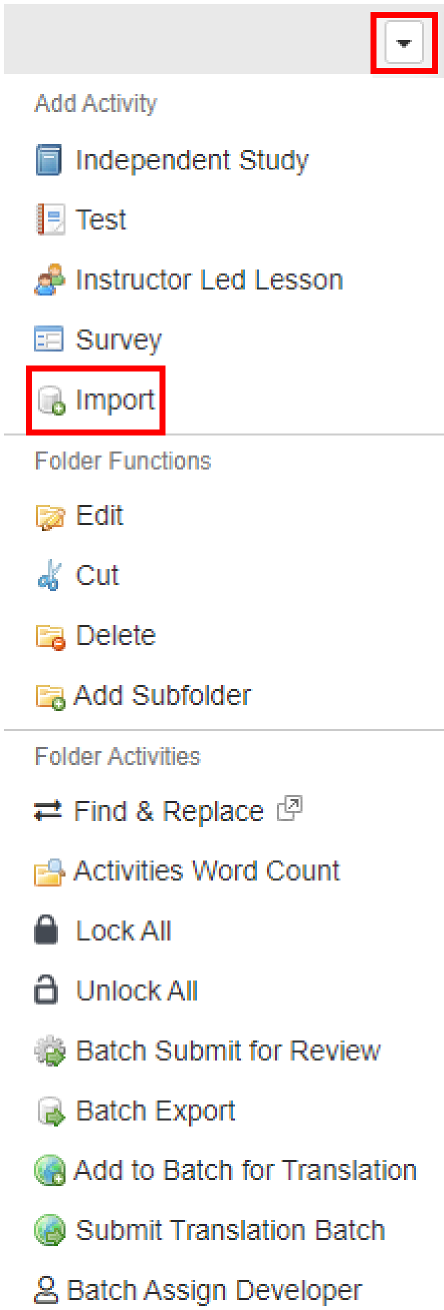
1. From the **Project Menu,** click the drop-down arrow and select **Survey** for the activity.




2. Add a title and any other initial details in the same way you created a test or independent study.

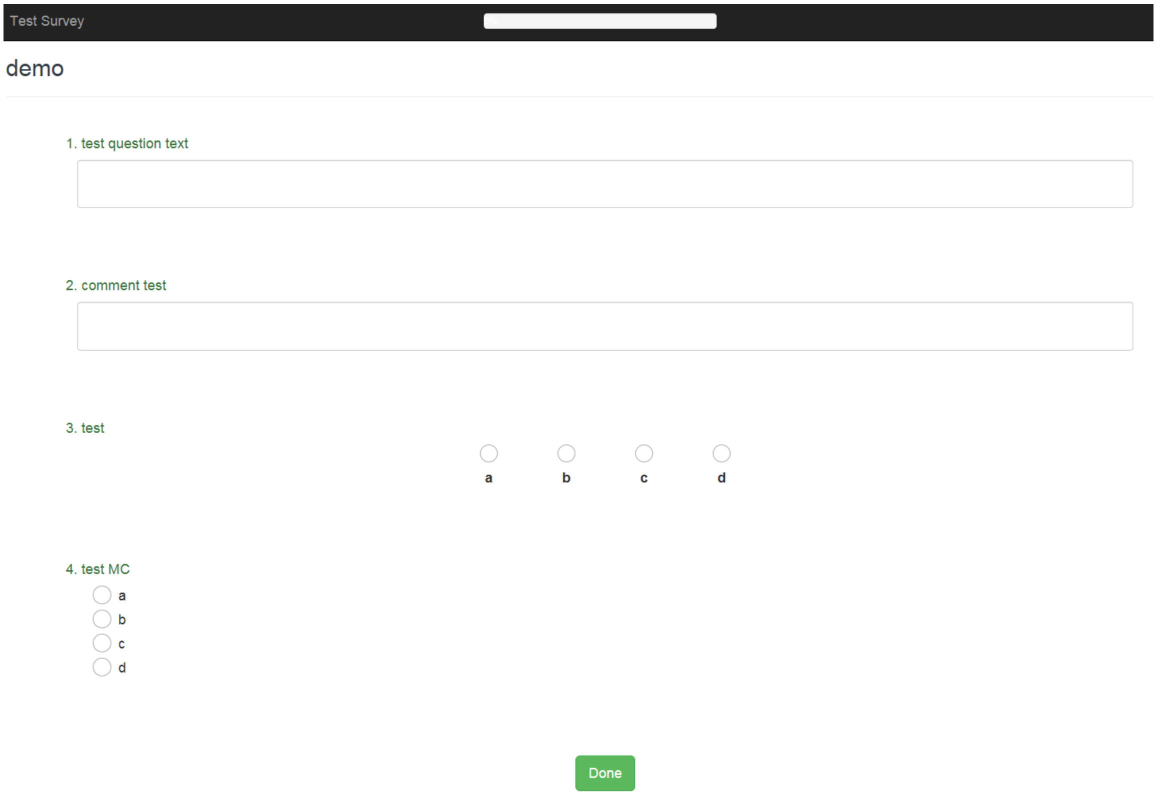
3. Click **New Page** to add a page or “topic” to the survey.

4. Click **Add Question** to add a survey question to a particular page. There are four types to choose from:




5. 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**".

6. 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.

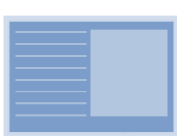


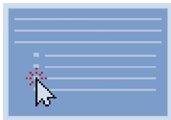

**Note:** The survey has its own "viewer", therefore when submitting for review, the **Interface** and **Glossary** do not apply. This is also the case when the survey is published with the **Course Designer**.

**This is an optional feature. For more information, please contact learninglogics-support@bluedrop.com.**

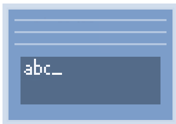
### 2.2.1 Screen Styles

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.

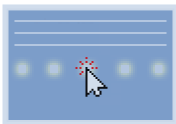
| Thumbnail | Description |
| --- | --- |
|  | 7.01 **HTML/Media**. Allows selection between different layouts: "No Text, 100% Media", "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", or "100% Text, No Media" (static media). **Note:** Default layout size is 40% Text, 60% Media. |



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).

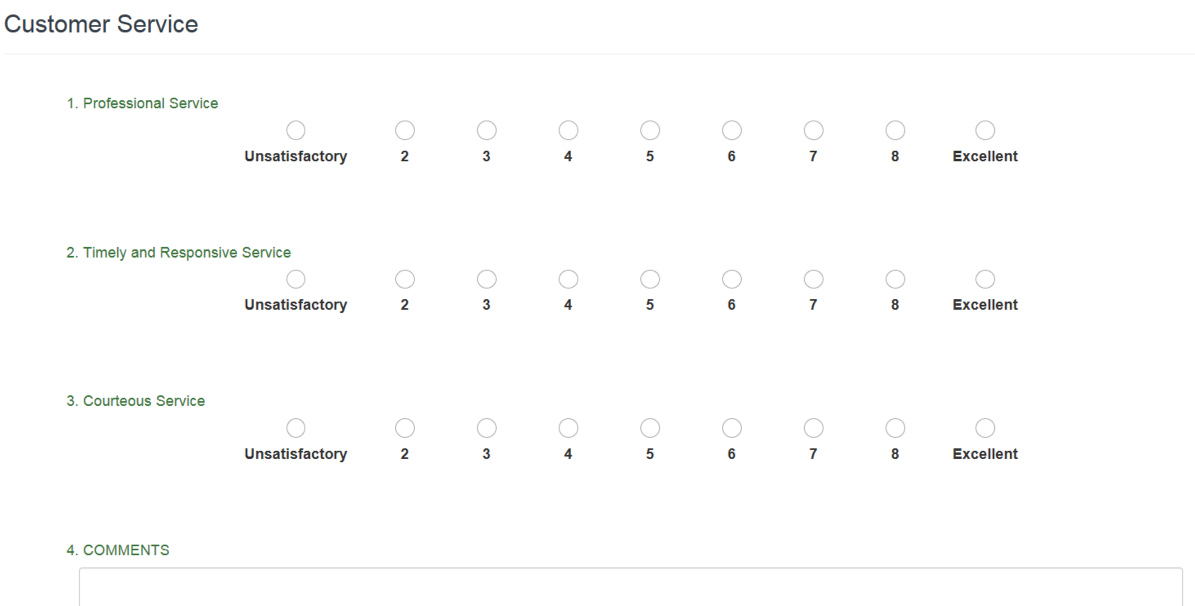


7.04 **Rating Scale.** Option for a single choice with a weighted value.

## 2.2.2 Types and Uses

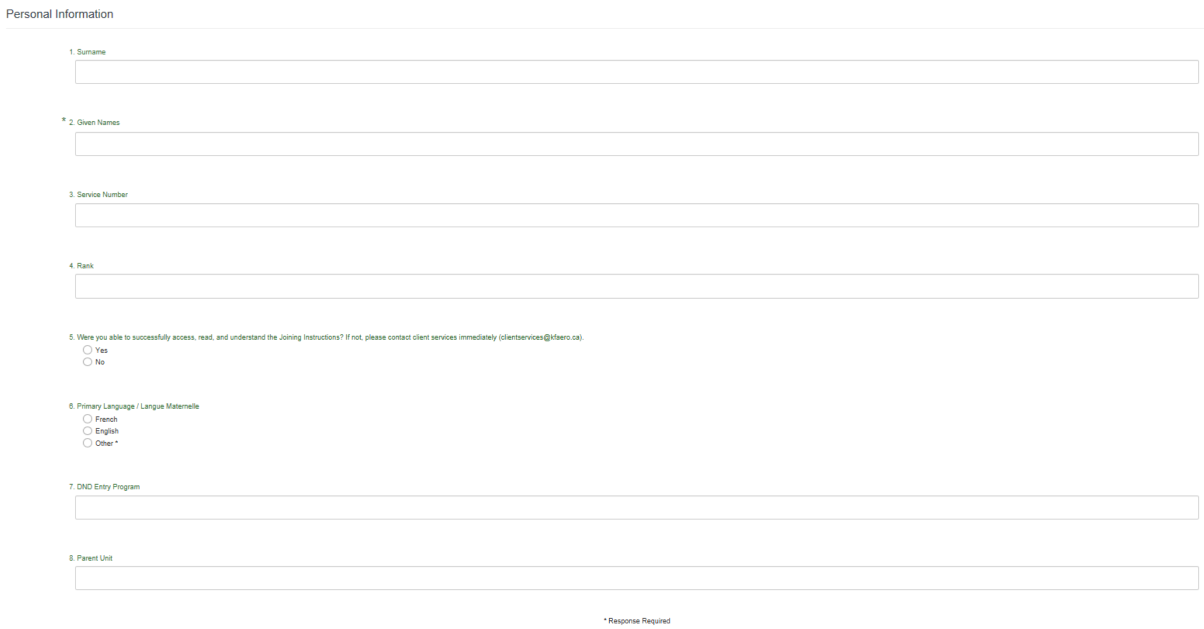
These are a few different purposes for the survey. It can be used to get answers for:

1. Customer Satisfaction (Rating)
    a. Customer Service
    b. Information Technology




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

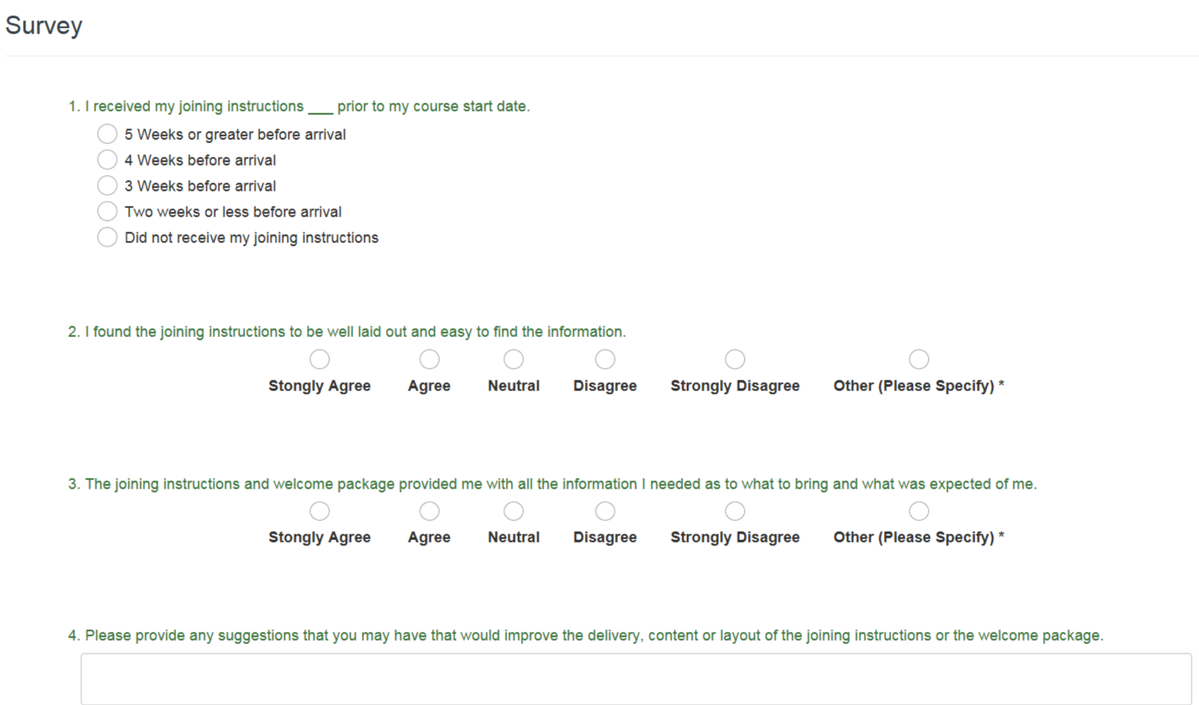
8. Parent Unit

* Response Required

b. Previous Experience

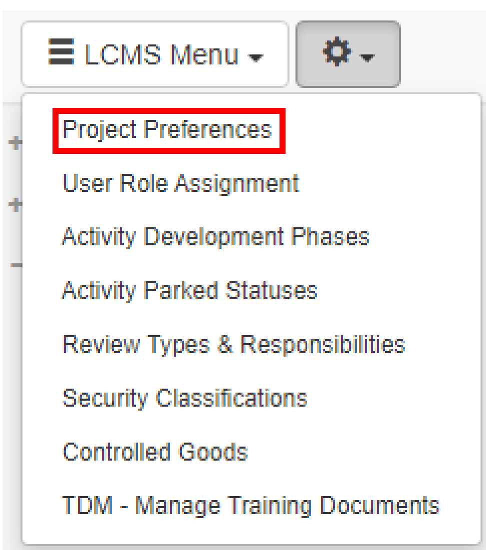
3. Mixed

a. Survey

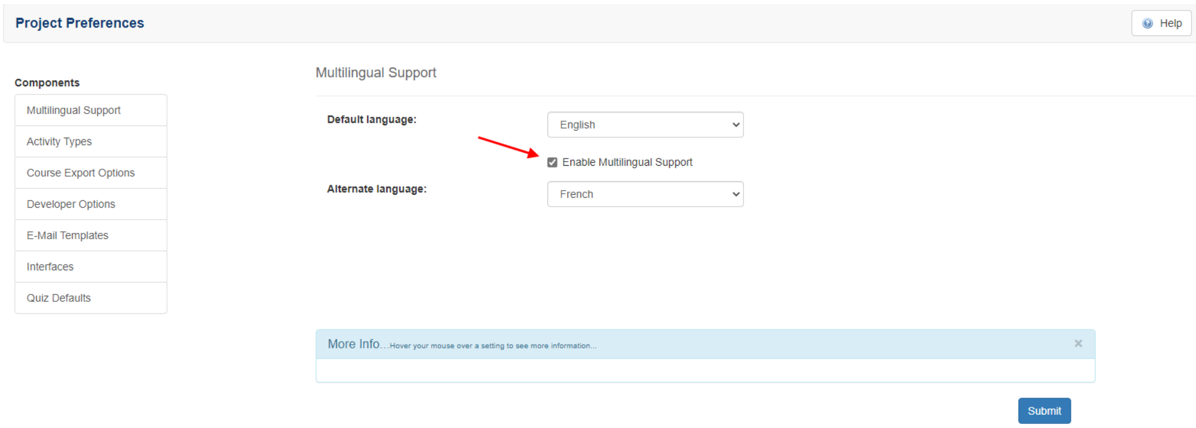



## 2.3 Translation - Multilingual Support

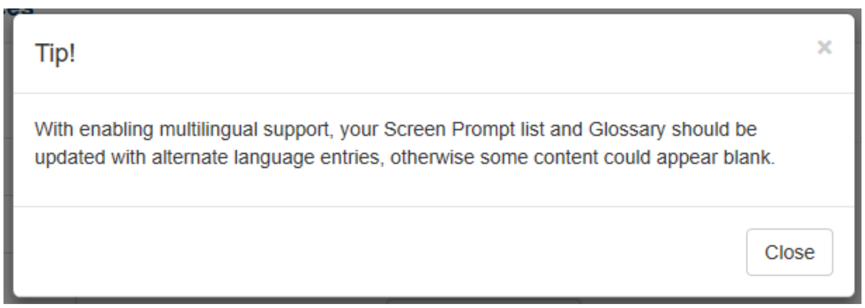
1. The Multilingual Support feature can be enabled from **Project Preferences** from the **Configuration** and **Preferences** (sprocket) options.



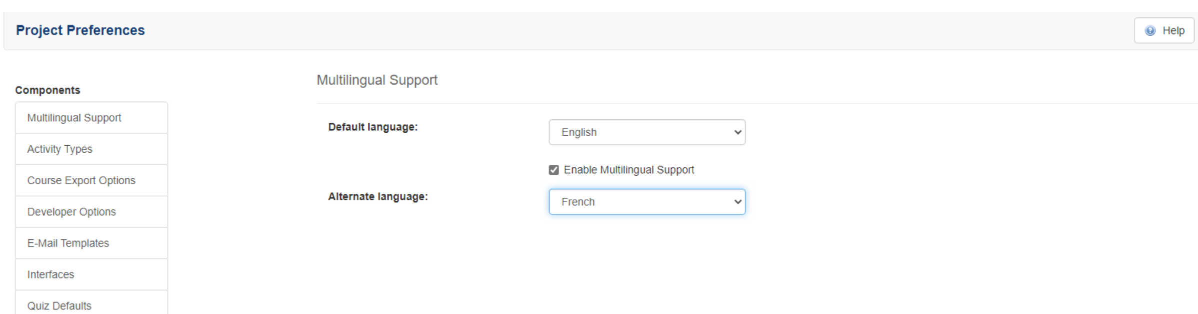

2. From the **Project Preferences** window, click the **Enable Multilingual Support** checkbox.




3. You will receive the following message box. Click **Close**.




4. If enabled, select the alternate language from the drop-down list and then click **Submit**.




Enabling multilingual support will turn on such features as:

- Alternate language input fields for 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).

# 3 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.

## 3.1 System Roles

The following system roles are available:

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

These roles have different privileges sets, which cannot be modified.

**Note:** Certain system roles perform important functions within the LCMS, particularly in relation to the review process.

### 3.1.1 Administrator Role

The Administrator role is unique because it is site-wide rather than restricted to a specific project.

Administrators have all privileges, except the ability to read **Review Inbox** and **Approval Inbox** and the ability to generate the **My Responsibilities** report**.**

### 3.1.2 Manager Role

The Manager role has full (read, edit, delete) privileges under the following module headings:

- Content Repository
- Question Bank
- Snippet Bank
- Media Library
- Glossary
- Tag Manager
- Content Packaging

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
- Project Media Audit

They also have privileges for the following Miscellaneous Features:

- Screen Prompts

- 3rd Party Content (SCO Search)
- Tag Search
- Document Management

### 3.1.3 Developer Role

The Developer role has full (read, edit, delete) privileges under the following module headings:

- Content Repository (assigned activities only)
- Question Bank
- Snippet Bank (if owner)
- Glossary

The Developer role has read and edit privileges under the following module headings:

- Media Library

They also have privileges for the following Miscellaneous Features:

- 3rd Party Content
- Tag Search
- Document Management

The Developer also has access the Course Summary Report. Only assigned activities return to them.

### 3.1.4 Reviewer Role

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.

The Reviewer role is used in the review process when an activity is submitted for review.

### 3.1.5 Review Manager Role

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.

The Review Manager role is used in the review process to *finalize* reviews once they have been checked by Reviewers.

### 3.1.6 Review Monitor

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.

The Review Monitor role is used in the review process to *observe* reviews without commenting on them or altering anything.

**Note**: The availability of this role can be turned on or off in Application Settings.

### 3.1.7 Approval Authority Role

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 Report
- My Responsibilities

The Approval Authority role may be used in the review process when an activity is submitted for approval.

### 3.1.8 Media Developer Role

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.**

### 3.1.9 Senior Developer Role

The Senior Developer role has full (read, edit, delete) privileges under the following module headings:

- Content Repository
- Question Bank
- Snippet Bank
- Media Library
- Glossary
- Content Packaging

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
- Project Media Audit

They also have privileges for the following Miscellaneous Features:

- 3rd Party Content
- Tag Search

- Document Management

## 3.2 Log In

1. Navigate to the LCMS **User Login** screen, which will appear automatically if you enter the correct url in a browser and are not logged in.

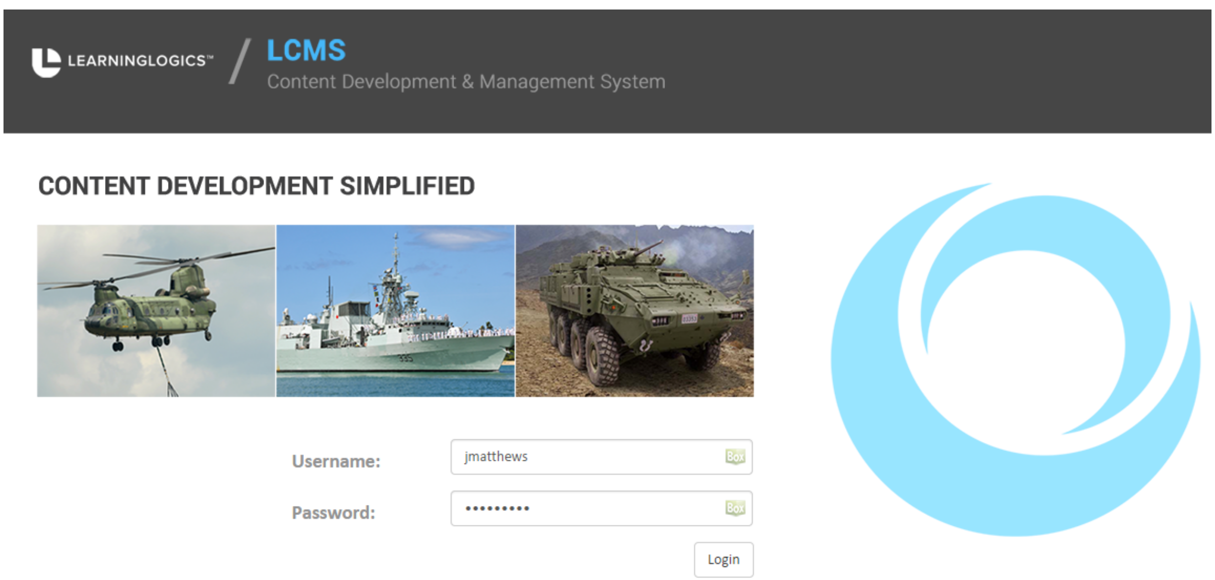
2. Type your username in the **Username** field.

3. Type your password in the **Password** field.

4. Click the **Login** button.

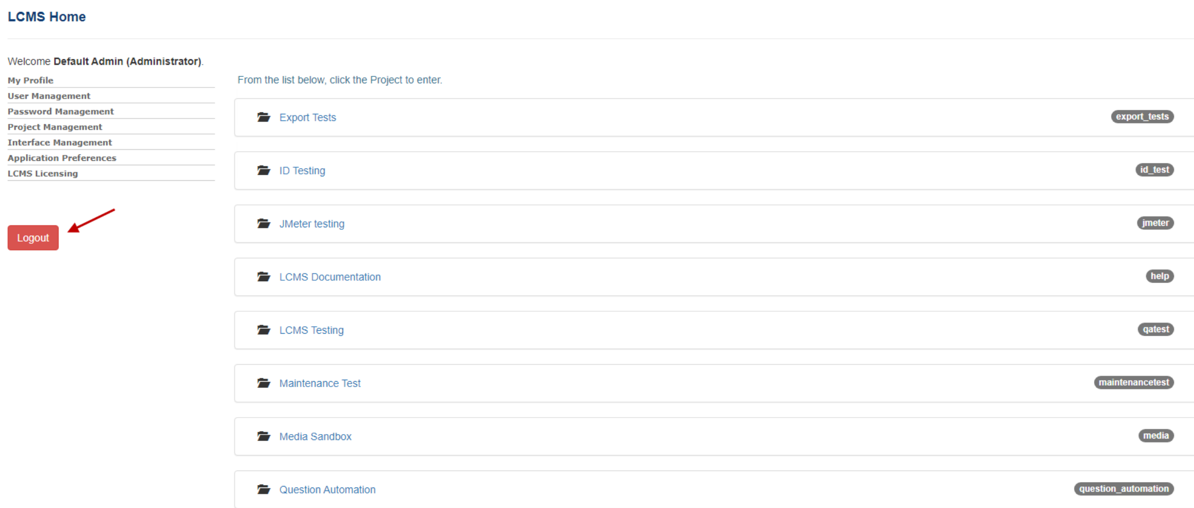
**Note:** The **Username** and **Password** fields are case sensitive.

**Note:** If **Enforce Strong Passwords** is enabled in the **Application Settings** screen, user passwords must be 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.




## 3.3 Log Out

From the **LCMS Home** screen, click the red **Logout** button to exit the LCMS.

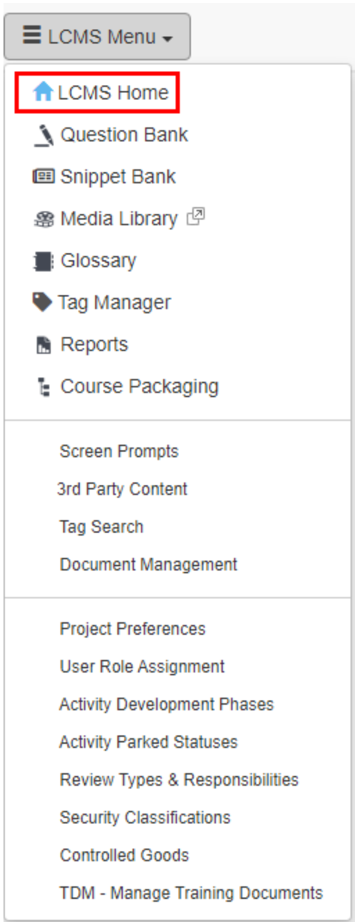



**Note**: This image shows the full range of top-level menu options available to an Administrator. Other users, with fewer privileges, will see fewer menu options.

You can also log out by clicking the **Logout** link in the top bar.


## 3.4 Return to LCMS Home

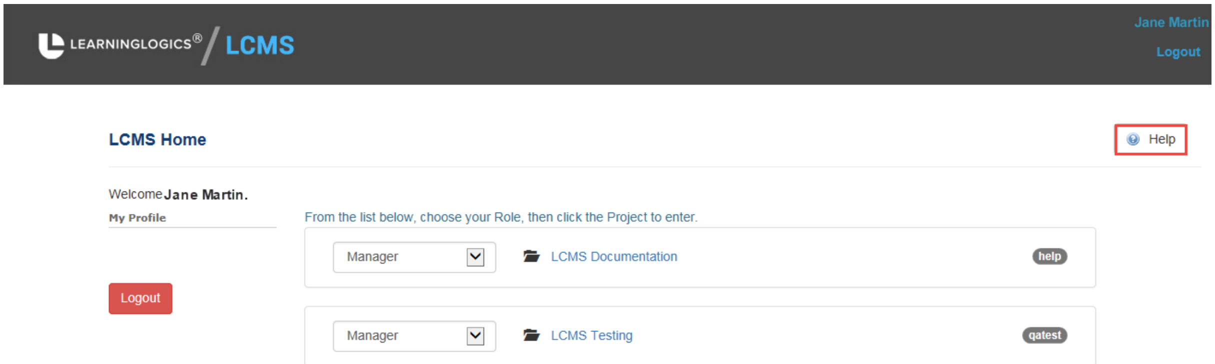
To return to the **LCMS Home** screen, click the **LCMS Menu** button from the **Project Menu** above the navigation tree within in the current activity. Choose **LCMS Home** from the drop-down list.




## 3.5 Help

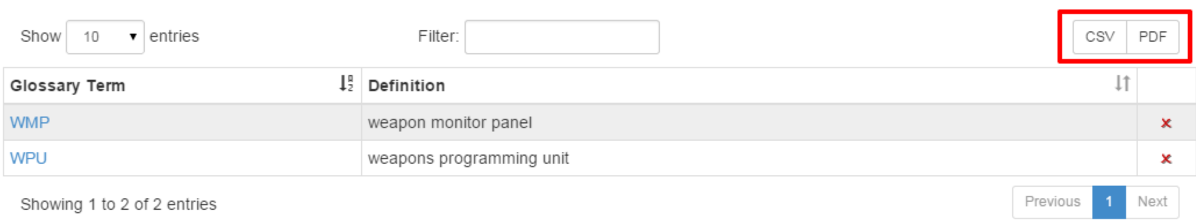
Throughout the LCMS, a **Help** button is available. Clicking the **Help** button gives you access to a full index of topics at any time. In addition to this index, Help topics are also displayed based on the specific LCMS features you are currently viewing.

To access a Help topic, click the **Help** button.




## 3.6 Export Functions

When export functions are available, a series of export buttons will be displayed. A glossary example is displayed below.

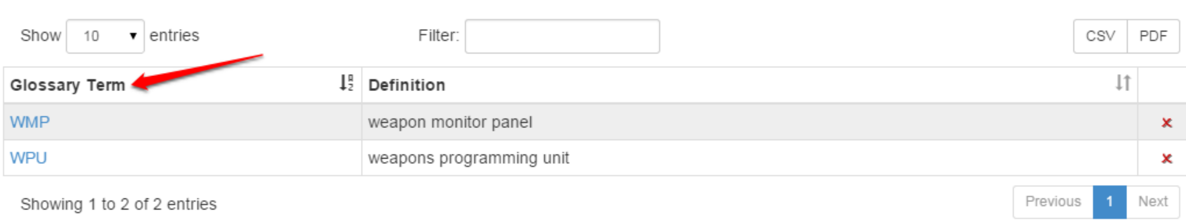



To export, click the button for CSV or PDF.

**Note**: The CSV, or comma-separated value, format can be opened by Microsoft Excel.

## 3.7 Sort Items in a Table

To sort items in a table between ascending and descending order, click the desired column heading.




## 3.8 The HTML Editor

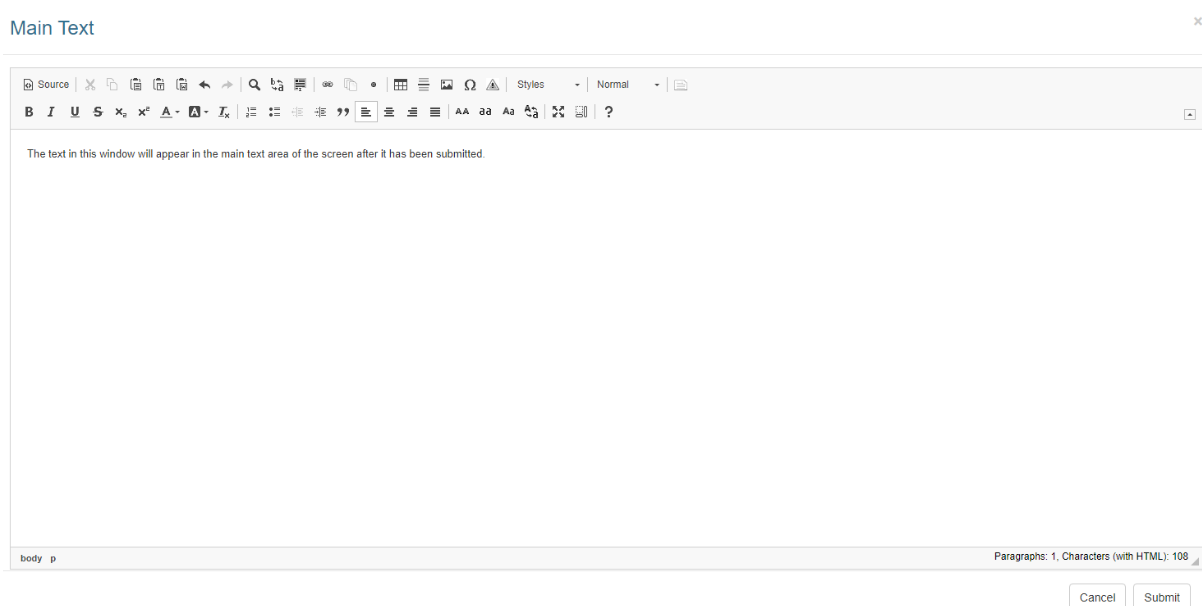
The **Main Text** field on the question and instruction screens and many other areas of the

LCMS use a sophisticated WYSIWYG rich-text editor, which saves your content in HTML format. Unlike plain text, this allows you to include basic formatting such as bold, italics, and underline, as well as functionality such as hyperlinks, and provides many more features.

**Note:** The content of HTML fields is displayed on screen. When you click on it, HTML Editor will open in a new modal window, containing the content for editing purposes. Click the **Submit** button to save your changes or **Cancel** to close the window without saving.

The HTML Editor has a toolbar at the top containing a range of buttons most of which enable common editing functions. Most of these will be familiar to users from similar editing features available in modern word-processors or HTML editors.

**Note:** The toolbar can be collapsed or expanded by clicking the small arrow on the far right.

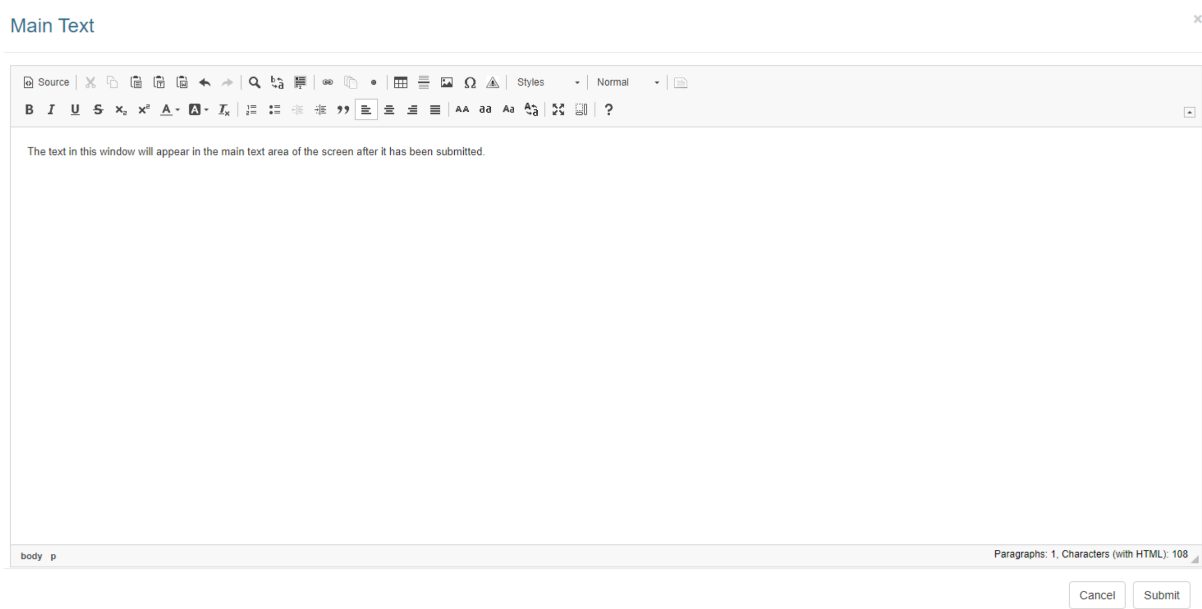



If you are uncertain about any of the toolbar features, just hover your mouse cursor over each button and the function will automatically be displayed on the screen in a tooltip.

**Note:** The toolbar in the editor has many features and is highly-customizable. It may appear slightly different if the configuration has been changed for your installation of the LCMS.

### 3.8.1 Toolbar Buttons: Top Row

**Note:** These buttons may vary slightly depending on the configuration of your software. The example given here deals with the current standard configuration for the HTML editor.




The top row buttons in the standard configuration, in order from 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 dialogue for performing a text search.

- **Replace**: Opens a dialogue 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.

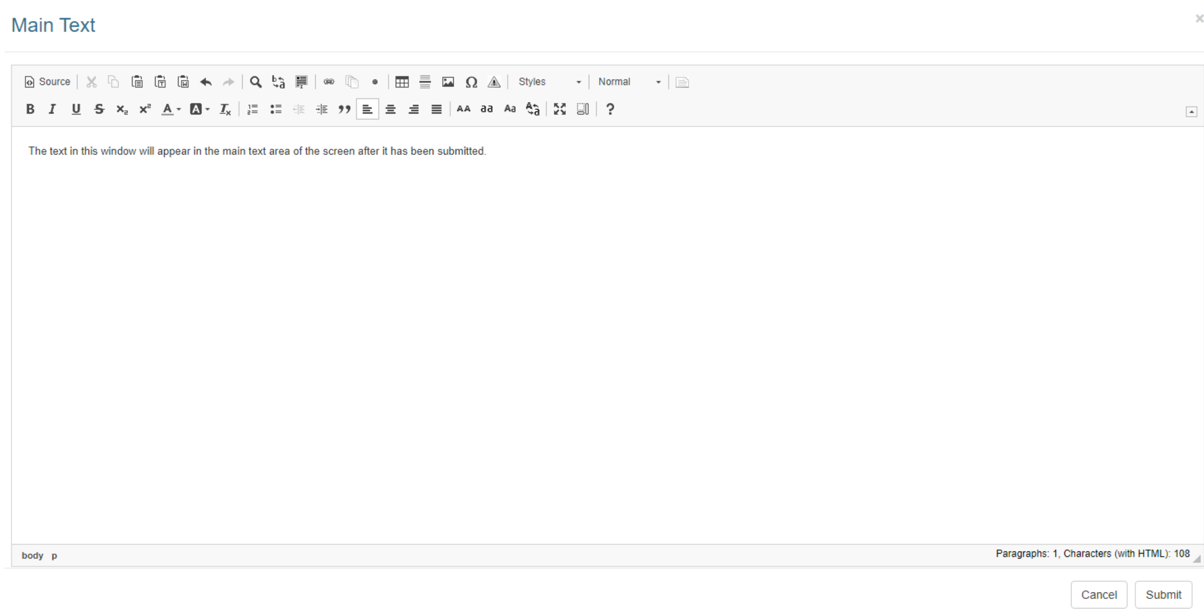
- **Insert Bullet**: Inserts a single bullet-point symbol. **Note:** This should never be used to create a bullet-point list as this will potentially create an inconsistent appearance if other screens contain bullet-lists formatted using the HTML <ul>

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.

### 3.8.2 Toolbar Buttons: Bottom Row

**Note:** These buttons may vary slightly depending on the configuration of your software. The example given here deals with the current 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.

### 3.8.3 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.

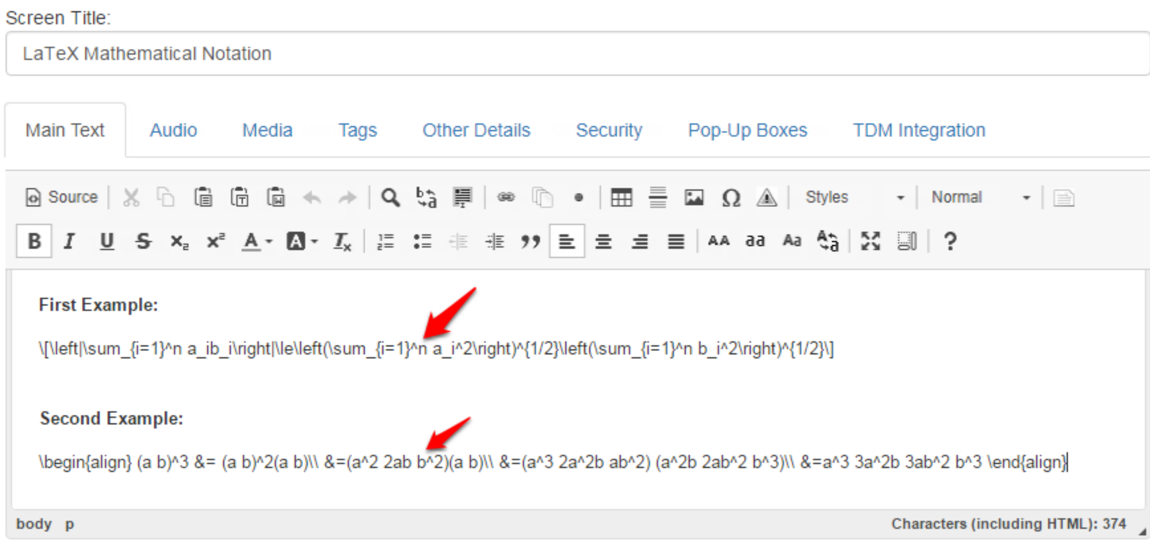
1. Create a new Activity and from the **Screen List** screen, click the **Add Screen**

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 and click the **Save** button. **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.

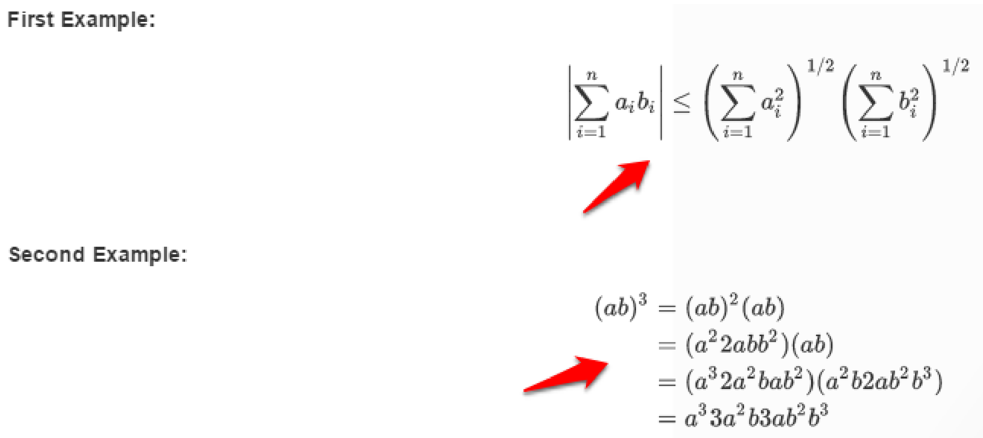
   \[\left|\sum_{i=1}^n a_ib_i\right|\le\left(\sum_{i=1}^n a_i^2\right)^{1/2} \left(\sum_{i=1}^n b_i^2\right)^{1/2}\]

   \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 **Return to the Screen List** link at the top of the screen.

4. Click on the **Preview** icon (shaped like a magnifying glass) to the right of the new screen in the **Screen List**. This will 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.)

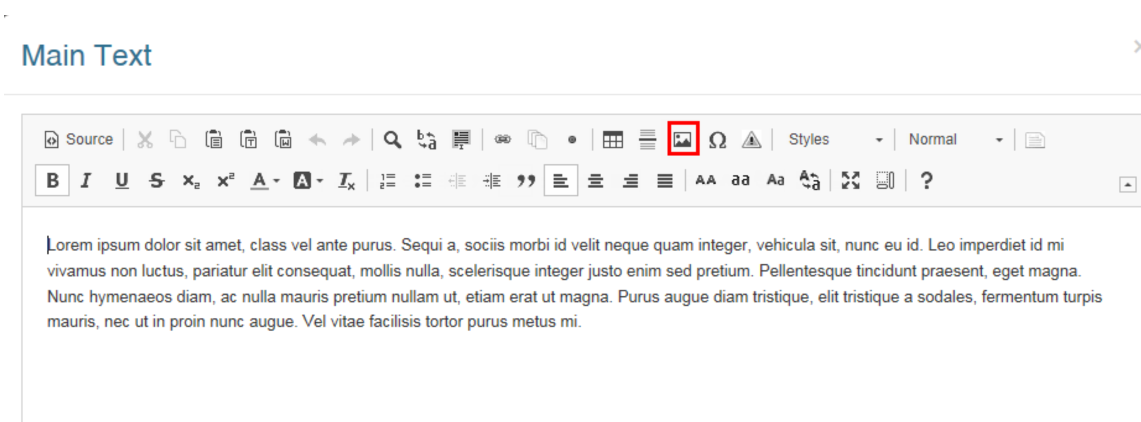



**Note:** In Storyboard view, LaTeX notation will not be rendered as mathematical symbols; choose another viewer to access this feature.

## 3.8.4 Add Inline Image

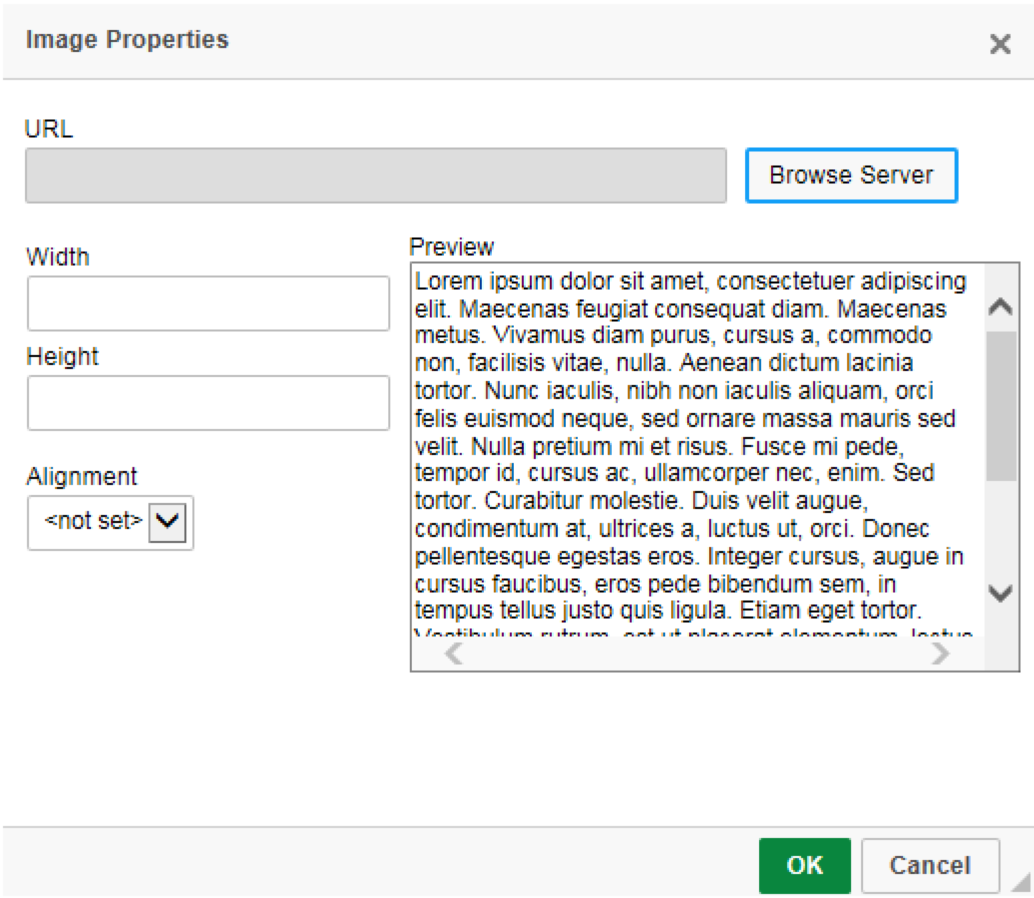
The image button allows the user to insert inline images. If you use the image button from inside the **Media Description**, it is associated with the **Reference Media Library**, which contains images used as *draft* or *reference* content, visible to reviewers alongside other media description information but not intended for inclusion in the final packaged version of the activity. However, elsewhere, this button accesses the main **Media Library**. See the section on Managing Media Files for more information on the **Media Library**.

1. In the HTML editor, click the **Image** button on the toolbar.

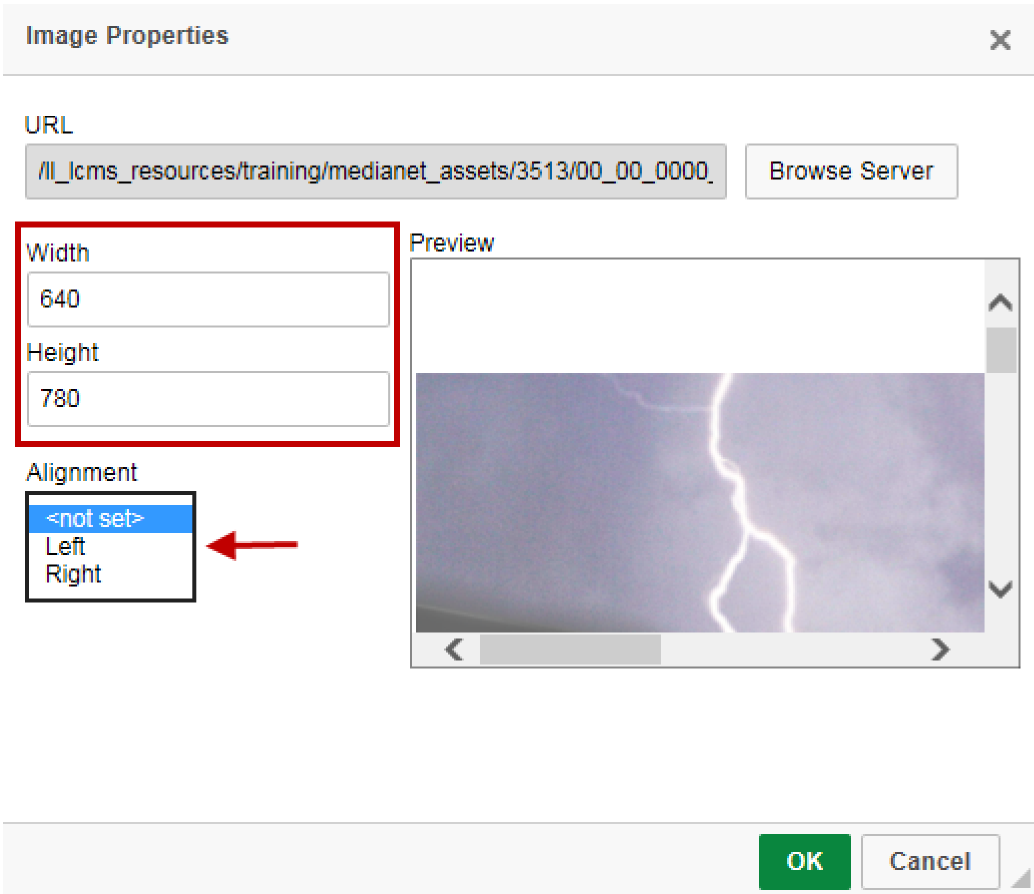



2. You will see the **Image Properties** pop-up. Click the **Browse Server** button. You will be taken to the **Media Library** from which you can search for and select an image. **Note:** If you are editing the **Media Description** field, you will be taken to the **Reference Media Only** library. You 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*.




3. Once you have selected a reference image from the 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.




4. Click **OK** to insert the image inline in the HTML or **Cancel** to exit without saving.

**Note:** Images inserted in the **Media Description** field will be visible anywhere the **Media Description** is displayed, including in previews where no final graphic is available, and in **Storyboard** and **Lesson Outline** views.

**Note:** It is also possible to attach hyperlinks to inline images, including links to modal pop-up windows.

## 3.8.5 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.

### 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   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.

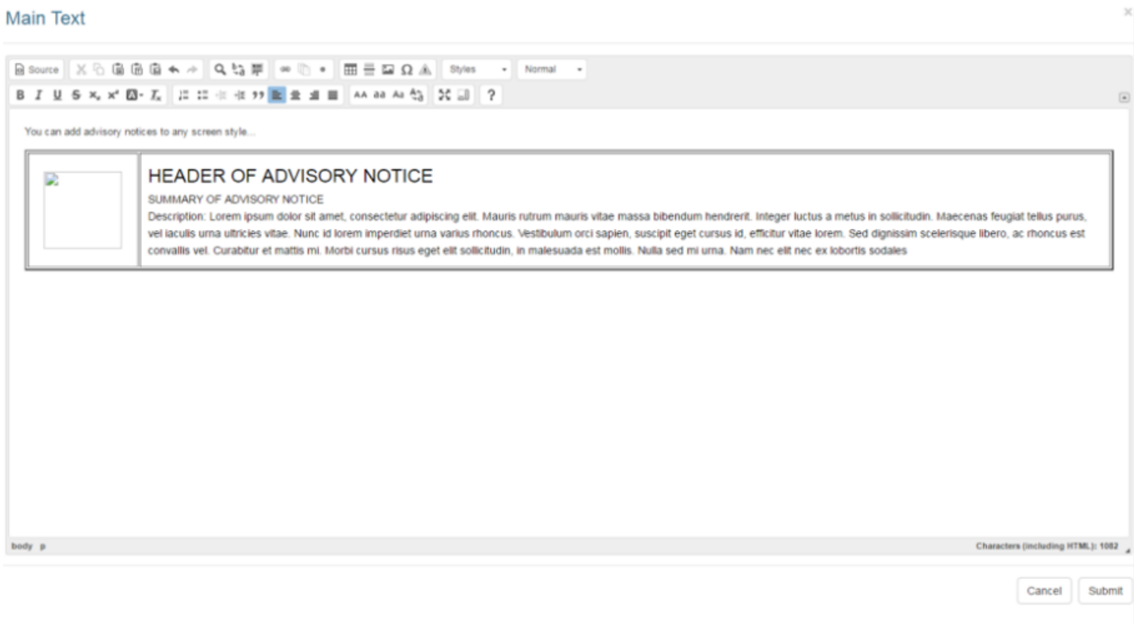
### 3.8.6 Advisory Notices

The HTML editor has a special widget that allows users to insert information that will be formatted according to predefined styles for advisory notices, such as warnings, notes, and cautions. **Note:** The icons used in this special widget are either ISO 3864-1:2011 Standard or OSHA/ANSI Z535.6 2013 Standard.

1. Click on the **Advisory Notice** icon in the HTML editor toolbar. You will see a new window with a list of icons, from which you can choose the type of notice to be created.


2. Click on an icon and the corresponding notice will be inserted inline in the HTML editor.

3. Enter the text you want the notice to contain, just by typing it in directly in the editor.



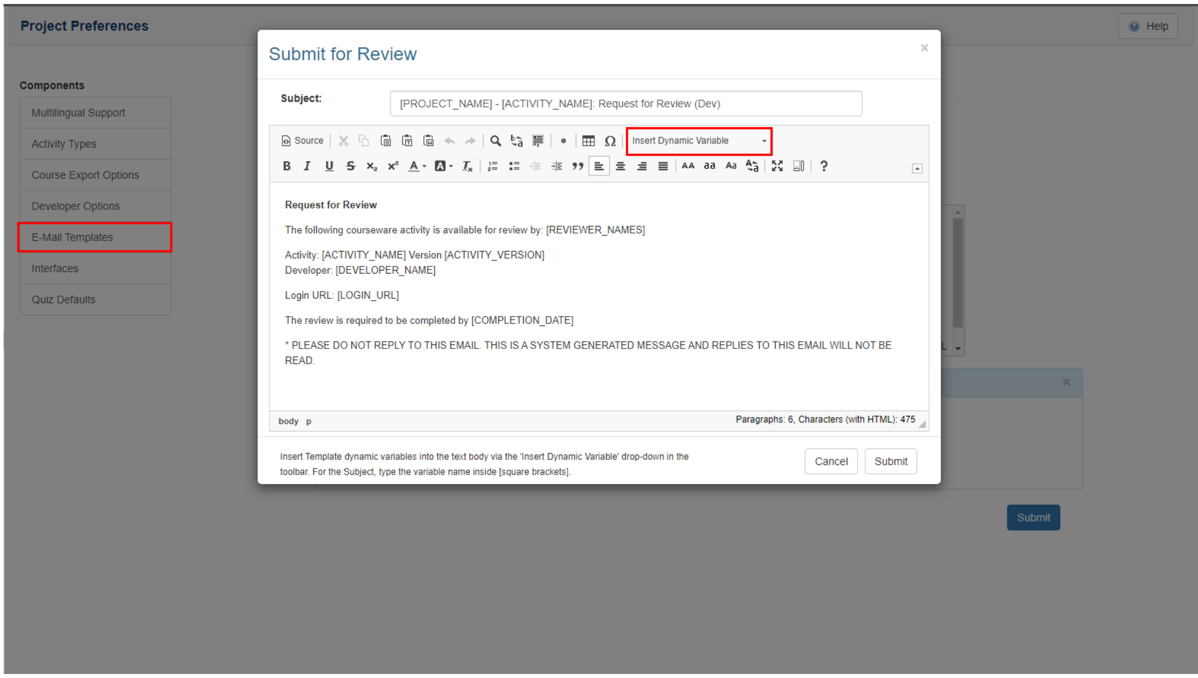

## 3.8.7 Insert Dynamic Variable

The HTML editor also has a **Insert Dynamic Variable** button that allows users to insert dynamic variables into the **E-Mail Templates**. This feature is only active in when the **E-Mail Template** is open.

1. To insert a dynamic variable into the text body, click inside the text field where the dynamic variable will be inserted.

2. Select the desired dynamic variable from the **Insert Dynamic Variable** drop-down menu. **Note:** For the **Subject**, enter the variable name inside the square brackets (i.e. [VARIABLE_NAME]).

3. Click the **Submit** button to save. See E-Mail Templates for more information.

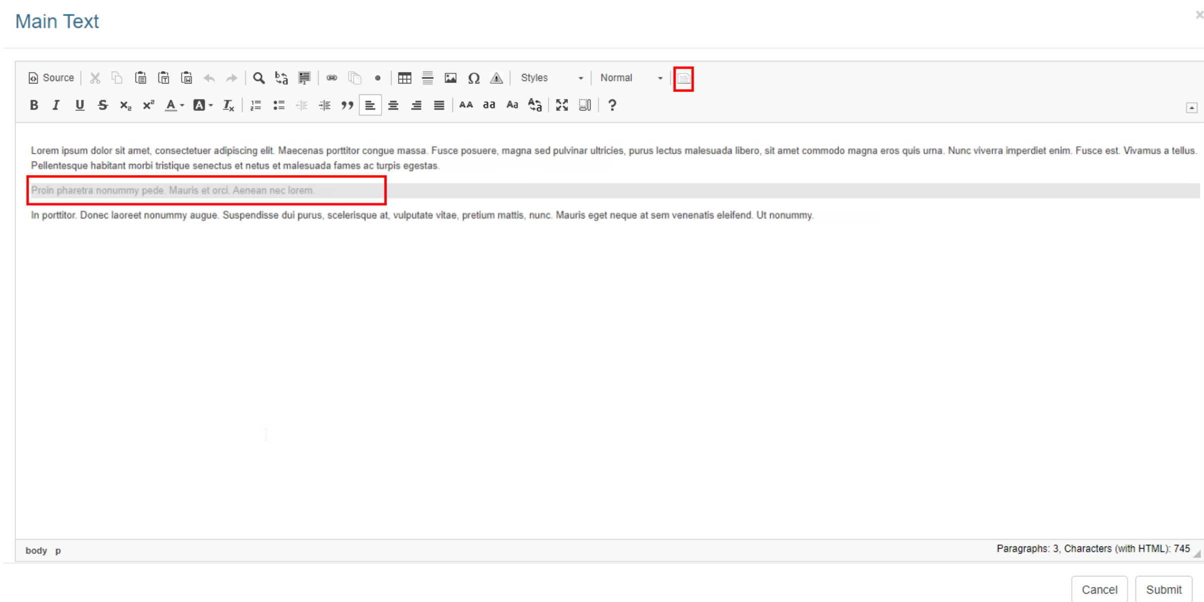



## 3.8.8 Create Snippet

Snippets are created in the **Main Text** field or **Instructor Notes** field using the **Snippet** icon. **Note:** Snippets are unclassified. Content considered to be **Controlled Goods** (**CAT 1-3**) or Classified (**Restricted**, **Confidential**, or **Secret**) should not be included in snippets.

1. Enter text into the **Main Text** field or **Instructor Notes** field.

2. Select the desired text to include in the snippet and click the **Snippet** icon. **Note:** The desired text becomes the snippet and displays with a grey background. Right-click the snippet and select the **Remove Snippet** option to remove the snippet (grey background removed). The text remains (breaks the link to the snippet). **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.

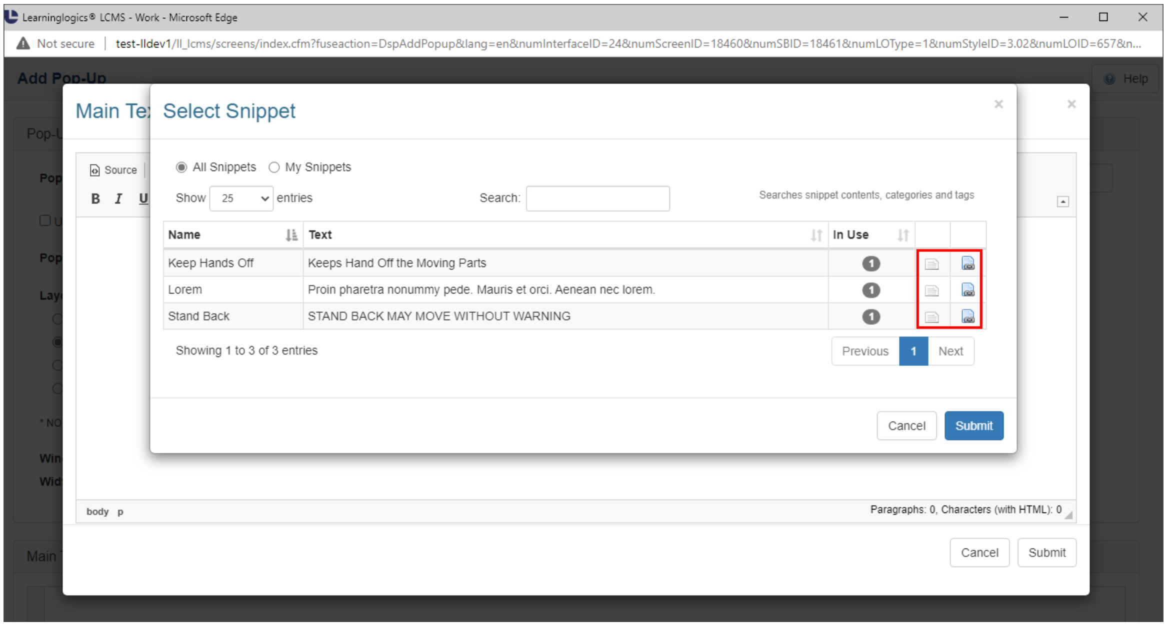



3. Click the **Submit** button to save.

## 3.8.9 Insert Snippet

Snippets can be inserted into a **Main Text** or **Instructor Note** field by placing the cursor inside the field (without selecting text) and clicking the **Snippet** icon.

1. Select the desired **Snippet** from the list by clicking the link icon in the last column. **Note:** Right-click the **Snippet** to break the snippet link but retain the text or to edit the snippet metadata.



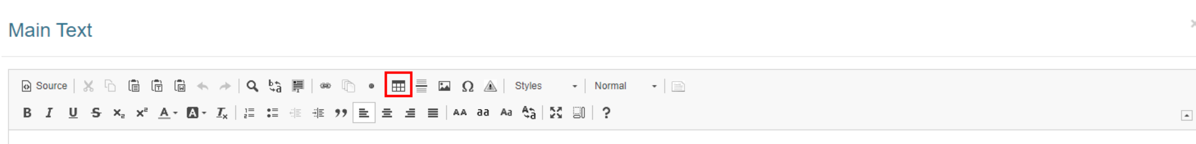

2. Once the snippet link is removed, right-click the text and click cut, copy or paste.

3. Click the **Submit** button to save.

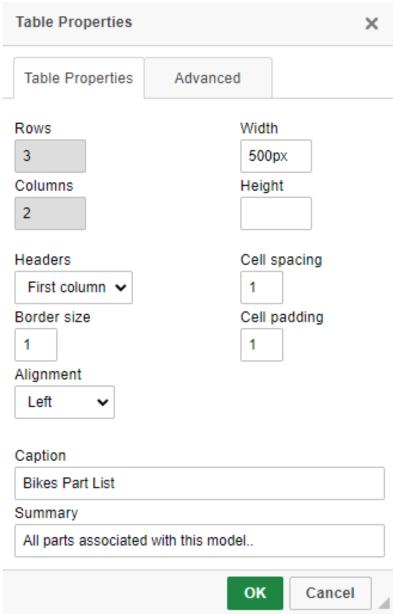
## 3.8.10 Insert Table

1. In the **Main Text** field, click the pencil icon to open the HTML editor.

2. Click the Table icon in the top row.




3. When the **Table Properties** window opens, enter the desired number of rows in the **Rows** field. Enter the desired number of columns in the **Columns** field. **Note:** To insert or delete rows or columns in an existing table, right-click on the table and select the desired action from the list. You can also insert, delete or merge cells and delete the table.




4. 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.

5. Select the desired header option (**None**, **First Row**, **First Column** or **Both**).

6. To insert a border around the table, enter the desired border size in the **Border Size** field. **Note:** No border displays when the field is left blank.

7. To insert cell padding and spacing for the table cells, enter the desired cell padding/ spacing in the **Cell padding** and **Cell spacing** fields.

8. Select the text alignment within the cells from the Alignment drop-down menu (**Left**, **Center** or **Right**).

9. Enter a table title in the **Caption** field. **Note:** The table caption displays at the top of the table.

10. Enter a brief description of the table content in the **Summary** field or leave blank. **Note:** This field does not display in the Main Text field.

11. Click **OK** to save. **Note:** Right-click on the table and select **Table Properties** to view or modify the table properties.

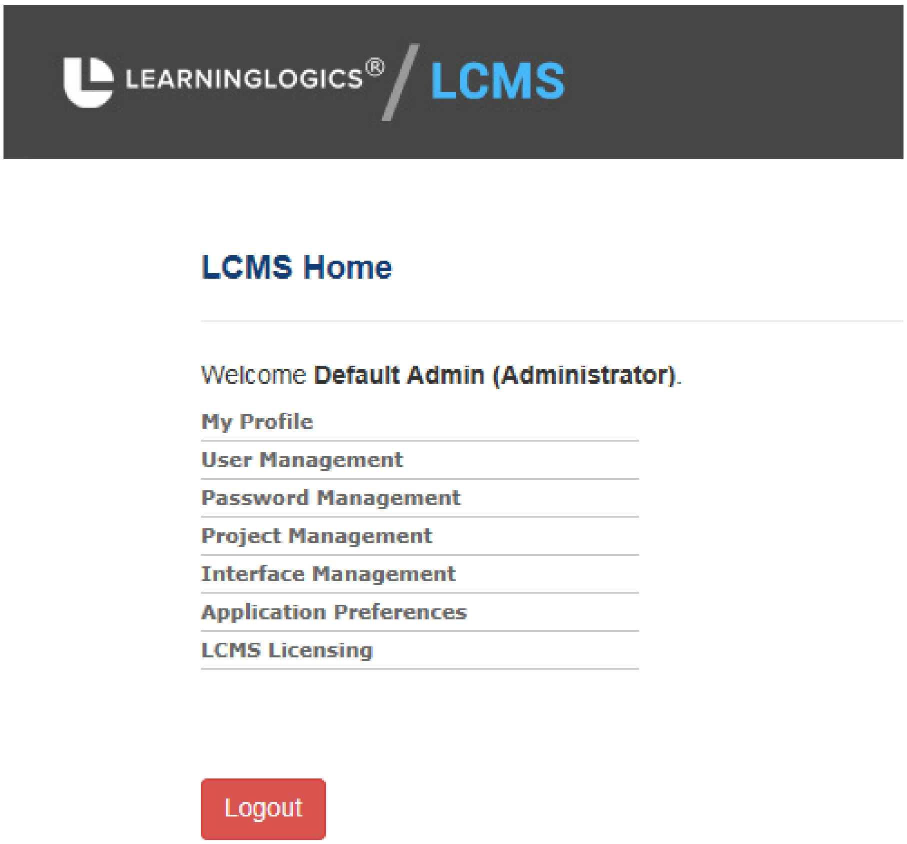
12. Click the **Advanced** tab to assign an Id and Stylesheet Class attribute that can be

used in a specified CSS stylesheet. Additionally, you can assign the language text direction from the **Language Direction** drop-down menu (**Left to Right** or **Right to Left**).

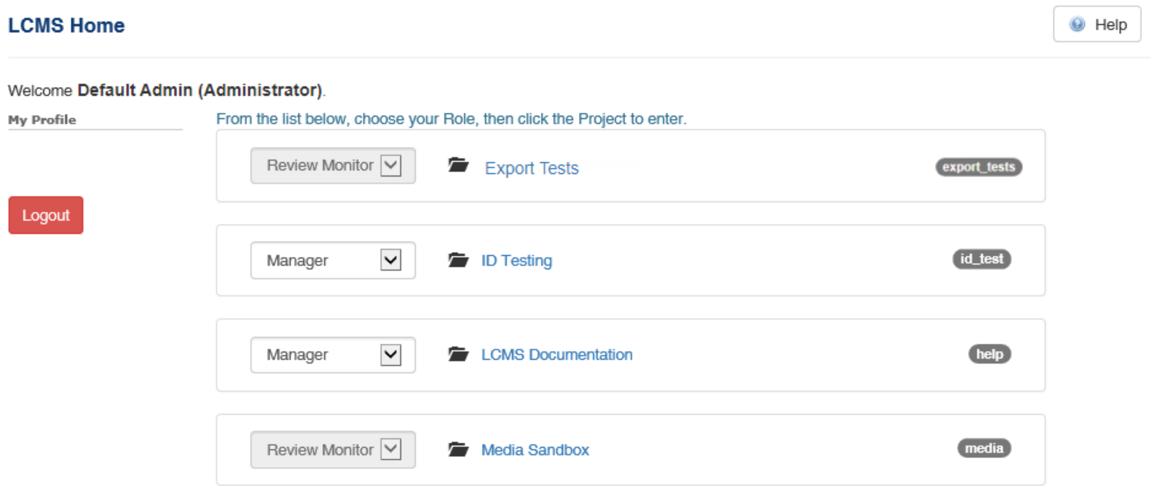
# 4 LCMS Home Page (Admin Menu)

Depending on the rights you have been assigned, you may have access to some or all of the LCMS development functions. Developers and Managers have access to most development functions by default.

This image shows an Administrator's view of the LCMS Home screen.

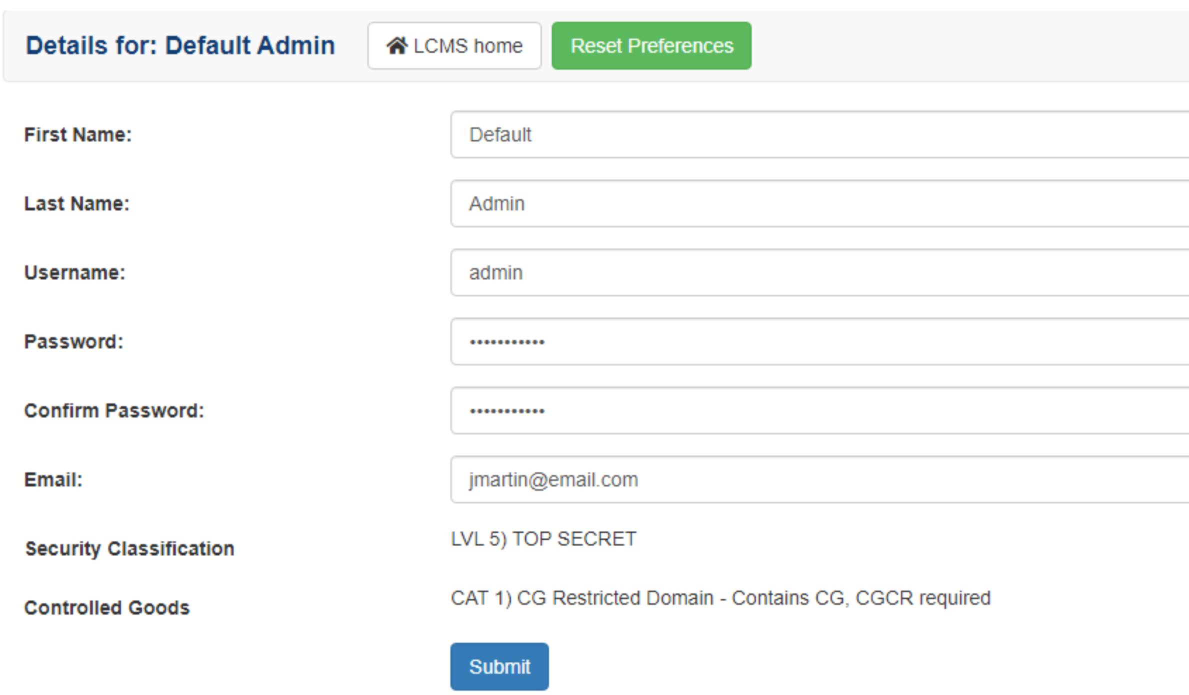



Developers and Managers have **My Profile** as their only option in the left menu, as shown below. The option to choose a role for each activity using the drop-down menu is also available.




## 4.1 My Profile

All users can change their own profile settings by clicking the **My Profile** link at the top of the **Admin Menu** on the **LCMS Home** screen. This will open the **Details** window below.




Clicking the **Reset Preferences** button will reset the configuration of the navigation tree.

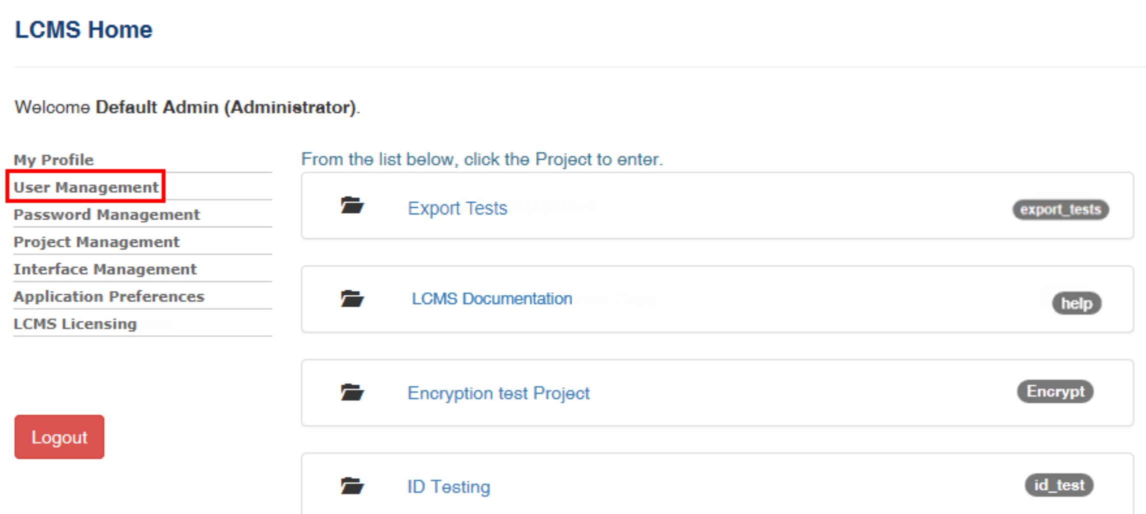
This may be useful if you encounter technical problems with the rendering or functionality of the navigation tree.

**Note:** If **Enforce Strong Passwords** is enabled in the **Application Settings** screen, user passwords must be 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.

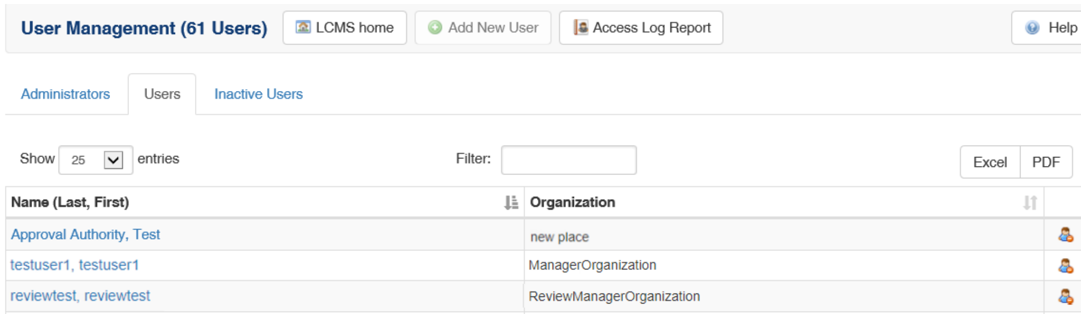
## 4.2 User Management

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.

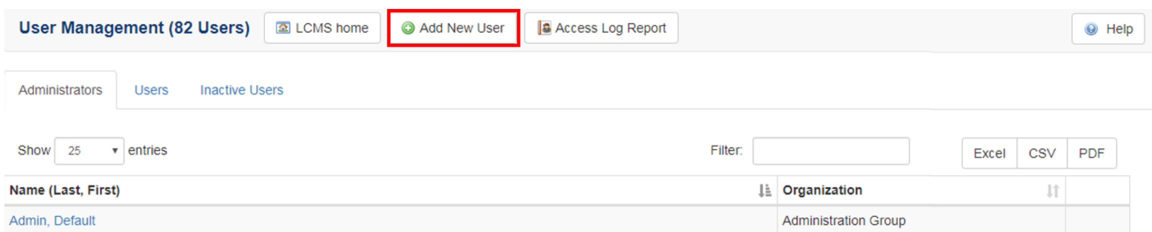



2. The **User Management** window will appear with tabs for **Administrators**, **Users** and **Inactive Users**. Click any tab to see a list of these users. In the image below, the **Users** tab is selected.

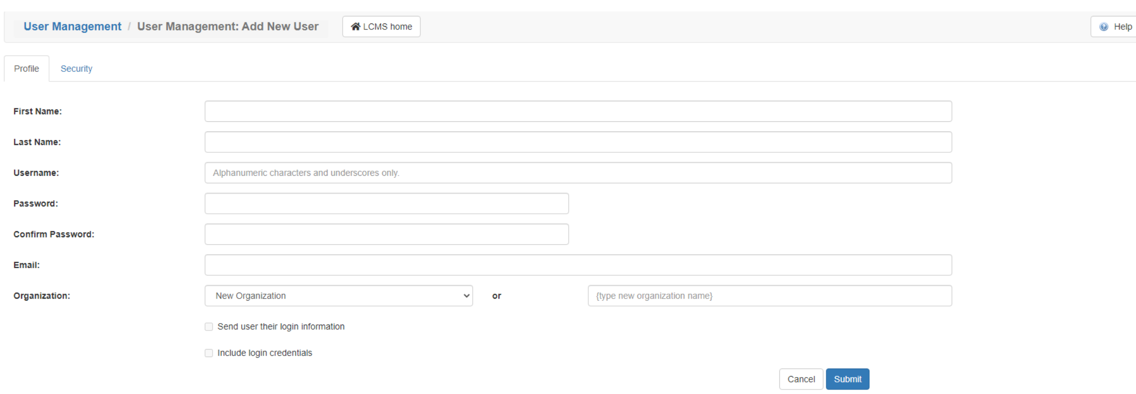



## 4.2.1 Add New User

1. To add a new user, click the **Add New User** button.




2. The **Add New User** window will open.




3. Type the new user information in the fields, including **First Name**, **Last Name**, **User Name**, **Password**, **Confirm Password** and **Email**. **Note:** If **Enforce Strong Passwords** is enabled in the **Application Settings** screen, user passwords must be between 8 to 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.

4. Select the organization that the user belongs to from the drop-down list. If the organization is not displayed in the drop-down list, enter the name of the new

organization in the corresponding field.

5. Click the checkbox beside **Send user their login information.** The new user will be notified by e-mail about the account creation.

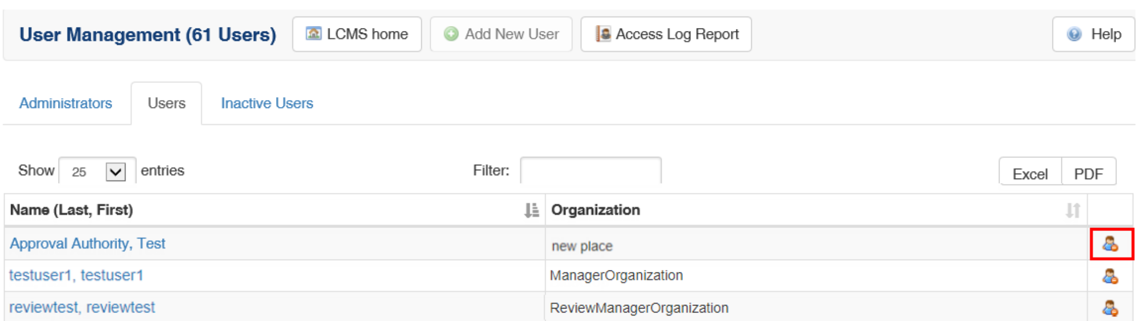
6. Click the checkbox beside **Include login credentials**, when the **User Name** and **Password** will also be included in the email. **Note**: Hover the mouse over the text **Send user their login information** or **Include login credentials** to view the help tip.

7. Click **Submit**.

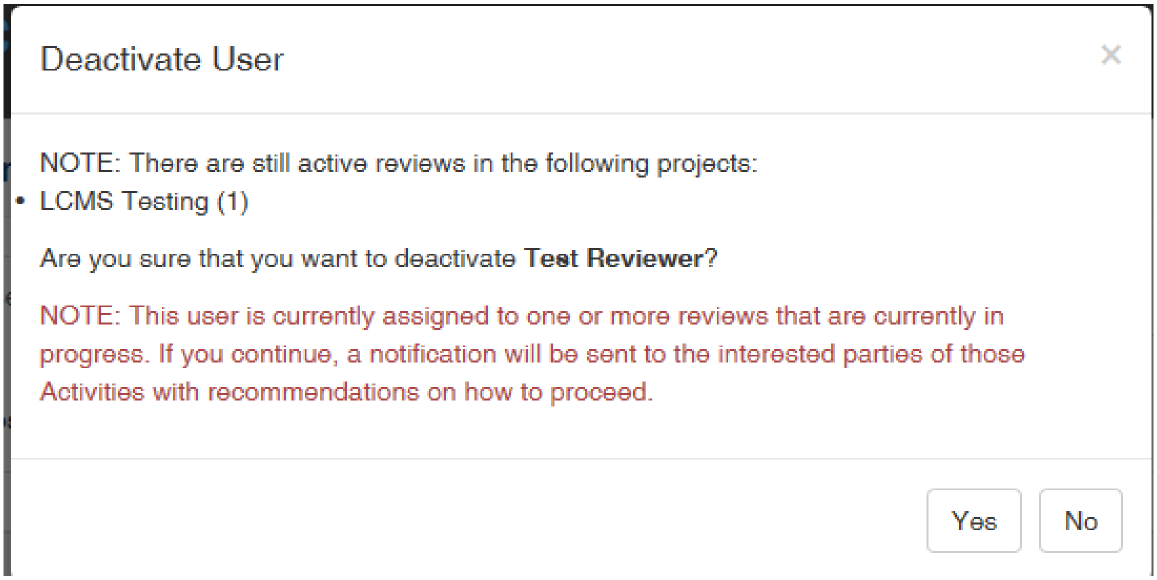
8. Once the new profile is created, the user can be added to a project. See the instructions to Assign Users to a Project.

### 4.2.2 Deactivate User

1. From the **Users** tab, click the **Make User Inactive** icon on the right to move a user to the **Inactive Users** list.




2. A dialogue box will appear. Click **Yes** to confirm the deactivation or **No** to cancel and return to the list of Users.




## 4.2.3 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. The **User Management** window will appear with a list of all registered users.

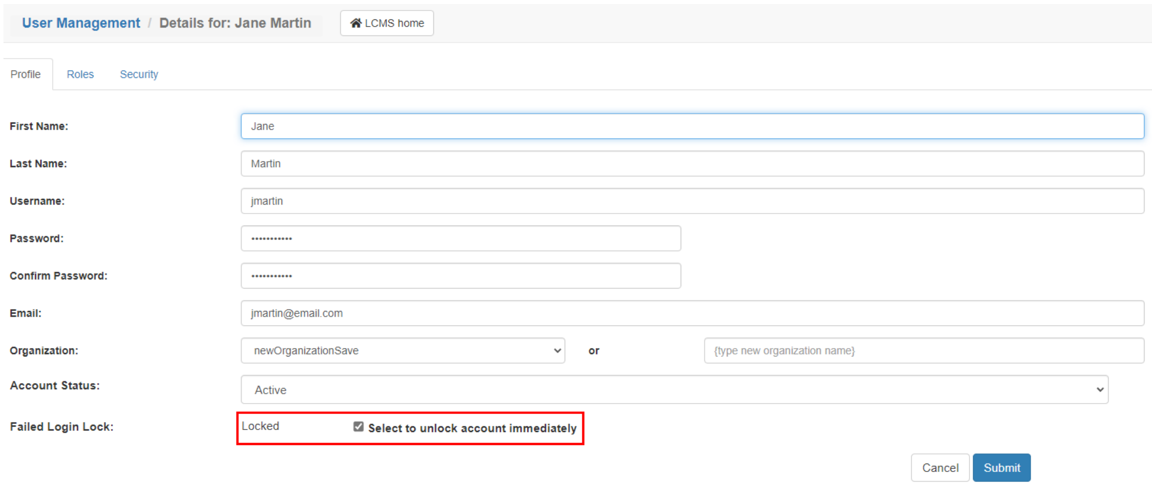
2. Click the **User Name** link to access the user details.

3. Click the **Profile** tab.

4. To modify the user profile, edit each field as required.

5. To unlock the user's account before the **Lockout on Fail** time has expired, click the **Select to unlock account immediately** checkbox for the **Failed Login Lock** field.

6. Click the **Submit** button to unlock the user account. **Note:** Unlocking the user account will also clear any failed attempt timeouts that may have occurred. See Logins for more information.

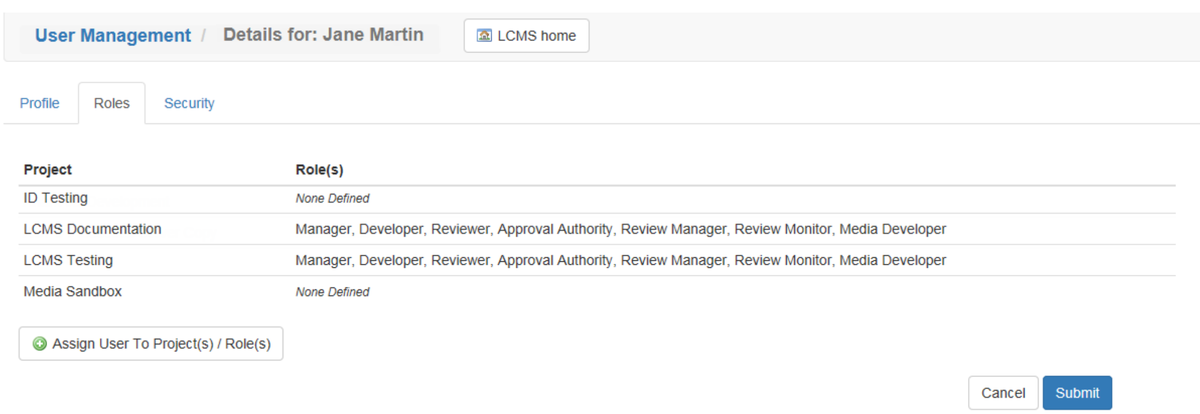



## 4.2.4 Set User Roles

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. Under the **User Management** section, select the **Users** tab. Select a user within the available list to bring up their user profile.

2. Click the **Roles** tab to see which project(s) the user is assigned to and their role(s) on each.




3. To modify this list, click **Assign User to Project(s)/Role(s)**, which opens the drop-down lists of projects and roles in a new pop-up window. Click **Save** to record the changes, or click **Done** when finished.

## 4.2.5 Set Security Levels

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

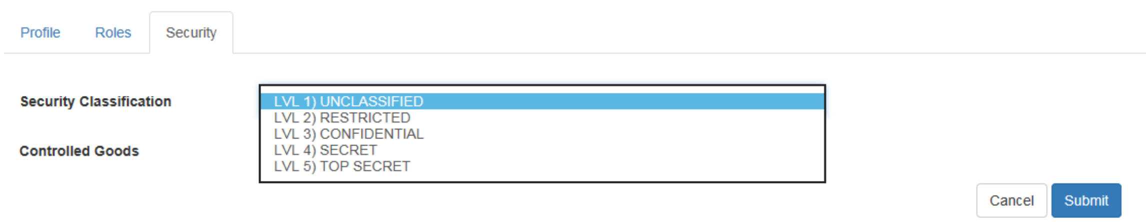
To set or edit user security information:

1. Click **User Management** on the **LCMS Home** screen. The **User Management** window will appear with a list of all registered users.

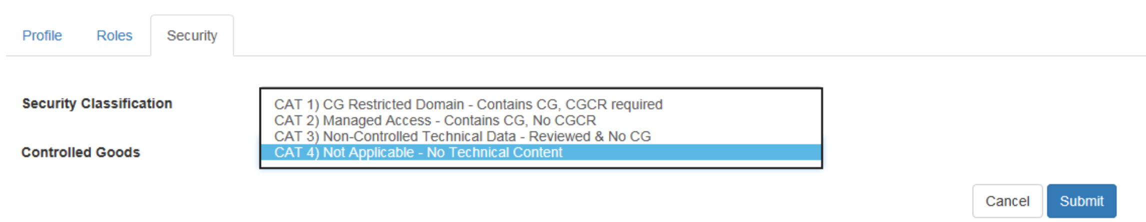
2. Click **User Name** to access the user details.

3. Click the **Security** tab.

4. Options from the **Security Classification** drop-down are:

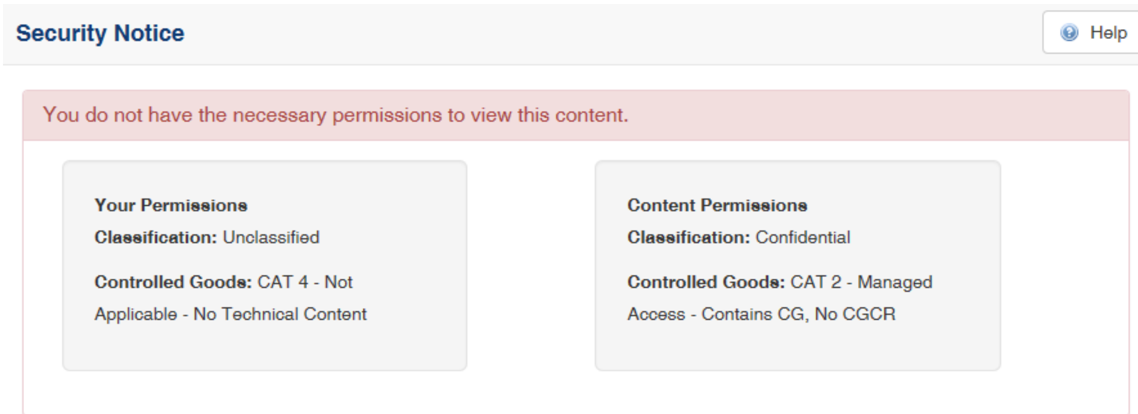



5. Options from the **Controlled Goods** drop-down are:




6. Once you have set the required security levels, click **Submit**.

If a user tries to access content that has a security or controlled goods level higher than their assigned clearance in the LCMS, they will receive a **Security Notice** as follows:

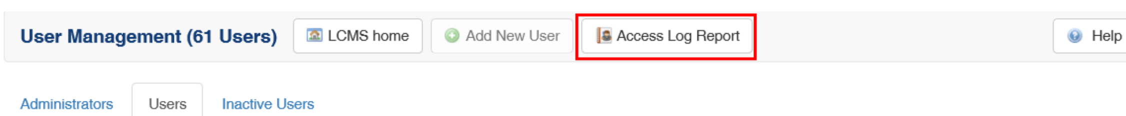



## 4.2.6 Access Log Report

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).

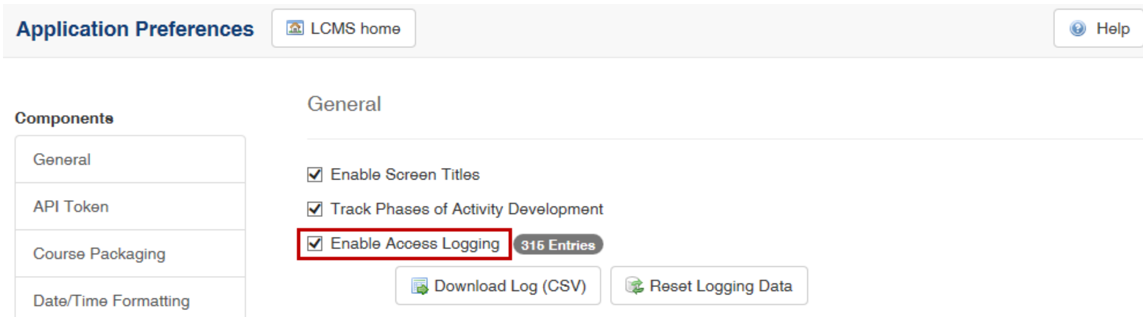
1. Click the **User Management** link on the **LCMS Home** screen.

2. Click the **Access Log Report** button at the top of the screen to view a report on user access to the LCMS.

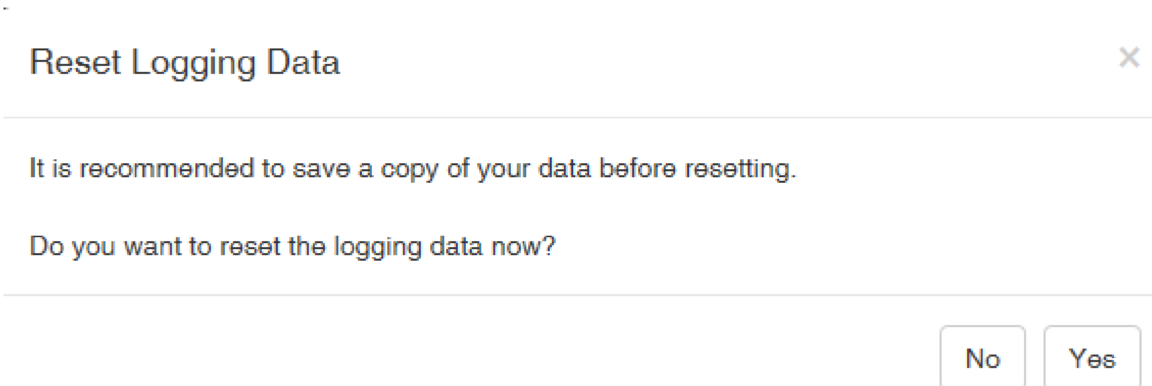



3. From the **Access Log Report** window, data can be filtered by Role, Date Accessed and Project. The report can be opened in Excel or CSV format.

4. This feature can be enabled or disabled via **LCMS Home** > **Application Preferences** > **General**, as shown below. If it is disabled, the **Access Log Report** button will not appear on the **User Management** screen.




5. Administrators can download the current access log in a CSV format by clicking **Download Log (CSV)**, and can reset the data by clicking **Reset Logging Data**. If the **Reset** button is selected, the following message will appear:

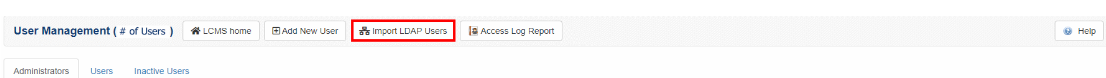



## 4.2.7 Import LDAP Users

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 a later time.

To import immediately:

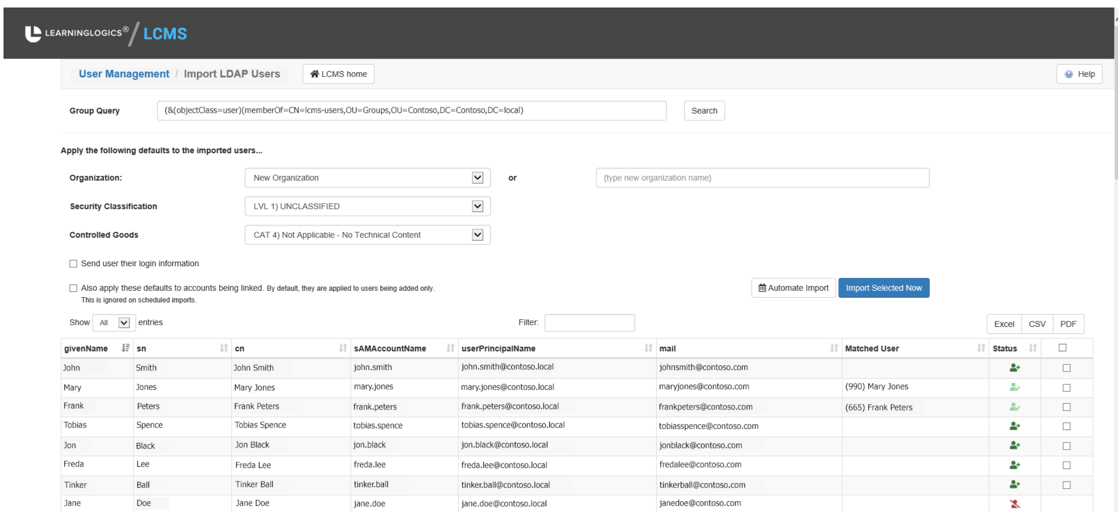
1. Click the **User Management** link on the **LCMS Home** screen, and then click the **Import LDAP Users** button.




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 will display. 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.



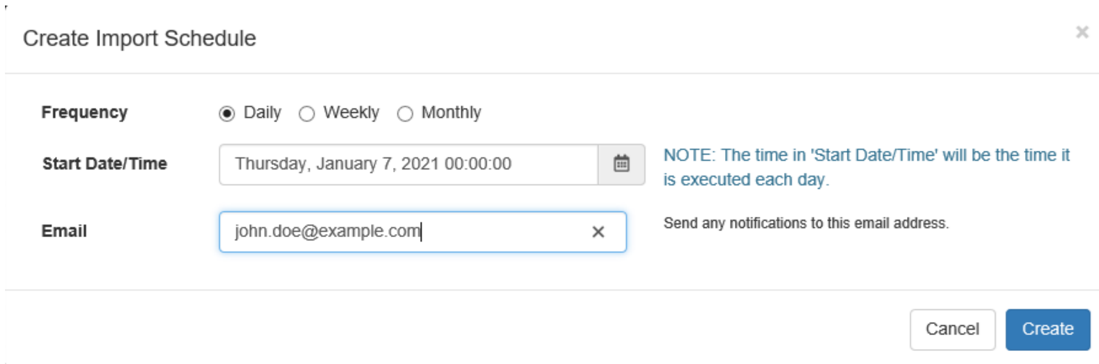

3. Select a default from the drop-down menu for the **Organization**, **Security Classification**, and **Controlled Goods** fields. These defaults will be applied to the imported users.

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** or the **Automate Import** button. **Note:** When the **Import Selected Now** button is clicked the import will finish and a list of imported users will display. When the **Automate Import** button is clicked the **Create Import Schedule** window opens.




7. On the **Create Import Schedule** window, select the **Frequency** (**Daily**, **Weekly** or **Monthly**) and **Start Date/Time** for the import. **Note:** When **Weekly** or **Monthly** is chosen, the subsequent imports will occur on the same day of the week and time.

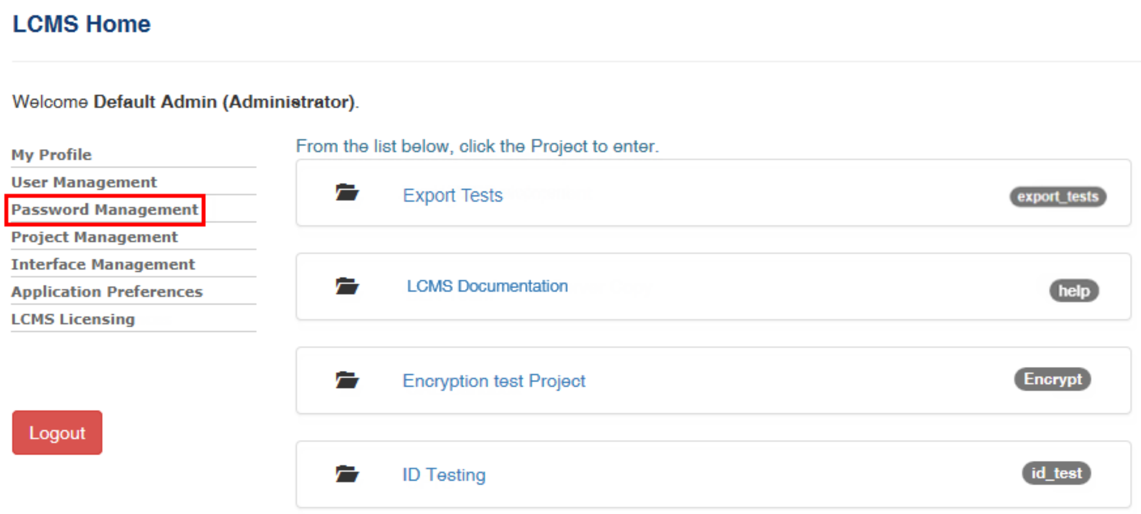
8. Enter an email address in the **Email** field to send the email recipient notifications about the automated imported (optional).

9. Click the **Create** button to create the automate import or click **Cancel** to return to the **Import LDAP User** screen without saving.

## 4.3 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.

1. Click the **Password Management** link on the **LCMS Home** screen. The **Password Management** screen displays with a list of users and the dates their passwords were last changed.

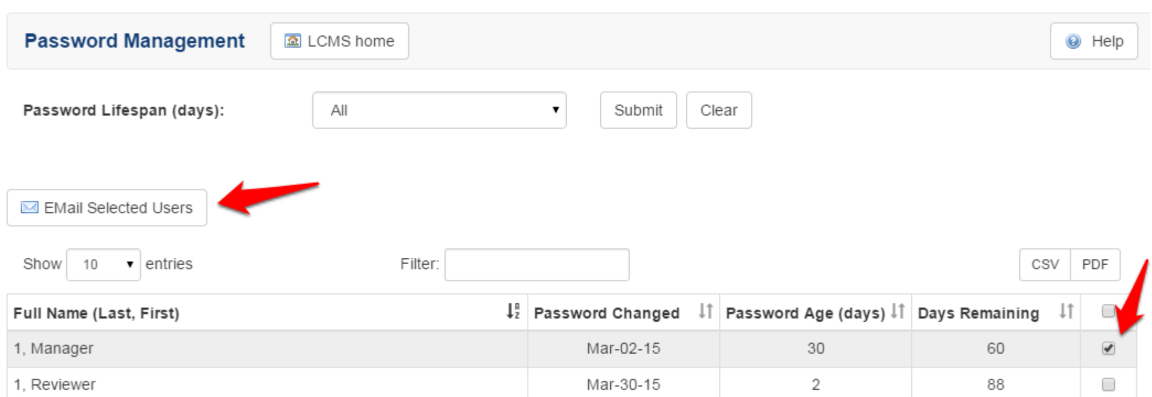



2. To email a selected user, click the checkbox for that user.

3. Click the **Email Selected Users** button. Your default email application will open.

4. Edit the email contents as required.

5. Send email to the selected users.




**Note**: If **Warn User** is configured in the **Application Settings**, users receive a message when their password is about to expire.

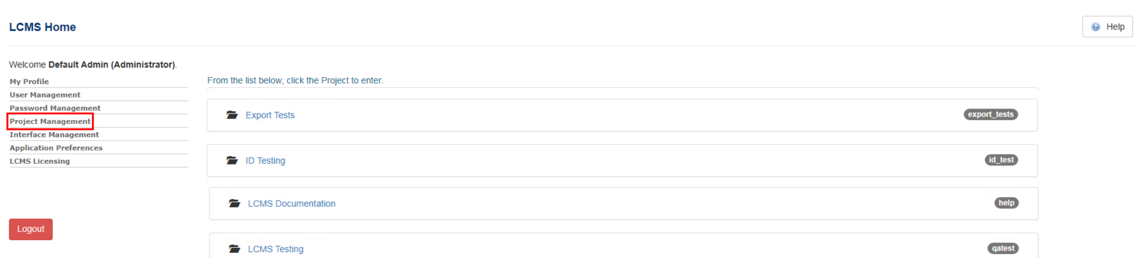
**Note**: If **Enforce Strong Passwords** is enabled in the **Application Settings** screen, user passwords must be between 8-64 characters consisting of all of the following:at least one number, at least one uppercase character, at least one lowercase character and at least one special character.

## 4.4 Project Management

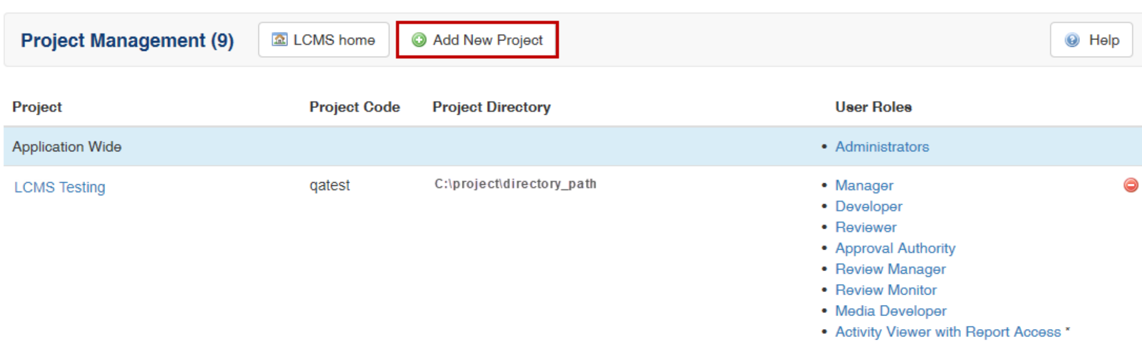
The **Project Management** administrative functions include adding new project titles to the LCMS, modifying existing project titles and assigning users to a project.

### 4.4.1 Add New Project

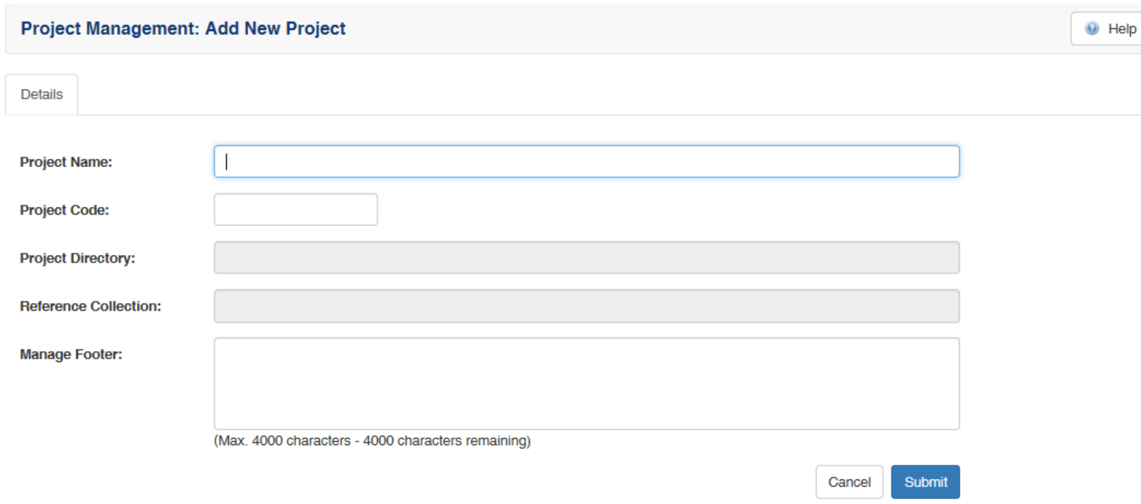
1. Click the **Project Management** link from the **LCMS Home** screen.




2. The **Project Management** screen will appear with a list of all active projects. Click the **Add New Project** button.




3. The **Add New Project** window will appear. Type in the project name and the project code.




4. Click in the **Project Directory** field. The project directory and the reference collection information will be automatically entered for you.

5. If required, type the "manage footer" information in the **Manage Footer** field. This is placed on the bottom of reports generated by the LCMS Report Manager feature.

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

7. The new project title will be added to the **Project Management** screen. A database will also be created for the new project.

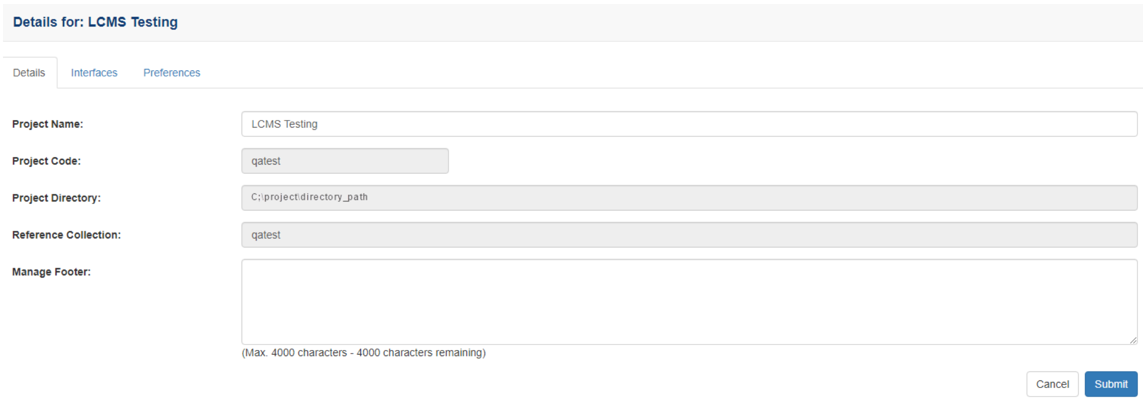
### 4.4.2 Edit Project Information

1. On the **LCMS Home** screen, click the **Project Management** link. The **Project Management** window will appear with a list of all active projects.

2. Click the title of the project you wish to make changes to. You will see tabs for **Details**, **Interfaces** and **Preferences**.

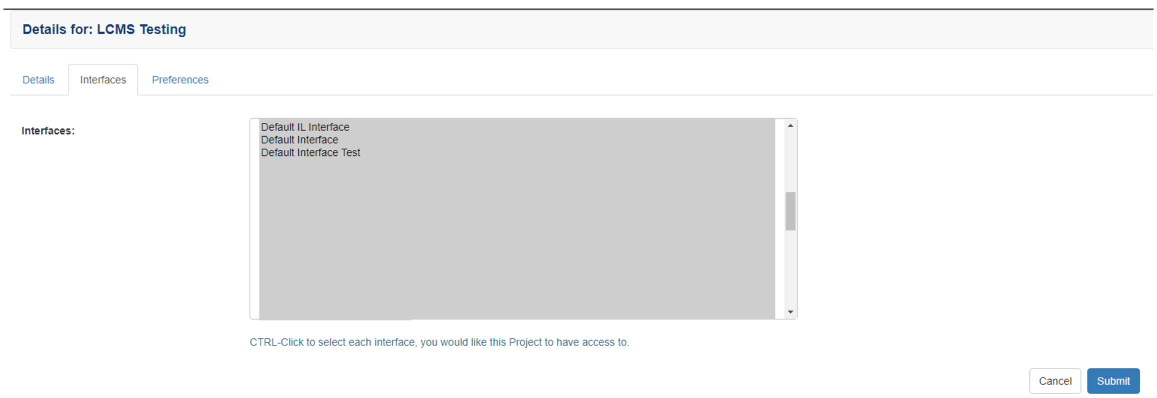
3. Click the **Details** tab to see fields for **Project Name**, **Project Code**, **Project Directory**, **Reference Collection** and **Manage Footer**. From here, you can make changes to **Project Name** and **Manage Footer** information only.

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



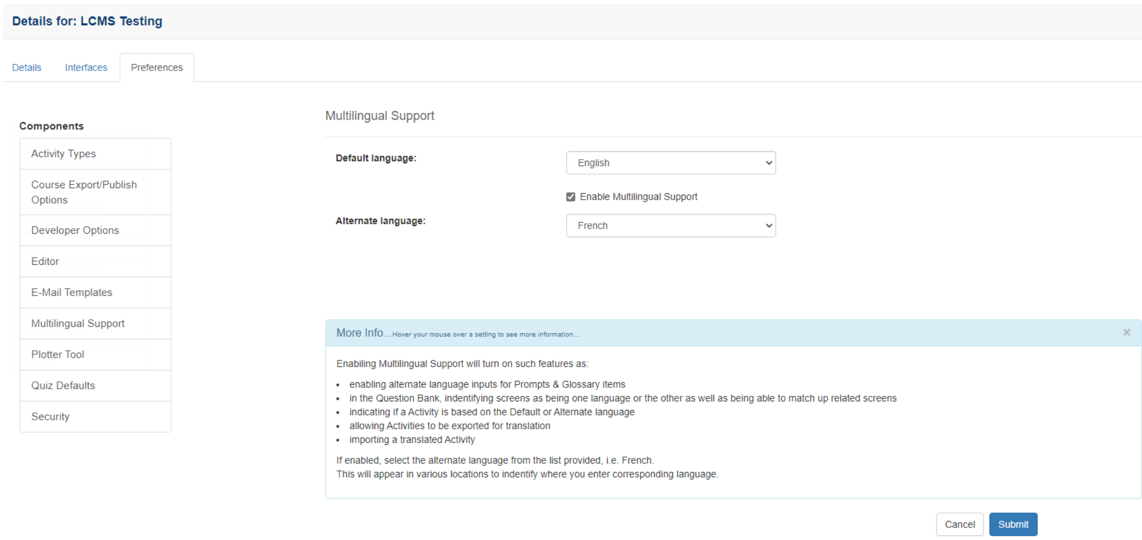

5. Click the **Interfaces** tab to see a list of interface options for the project. Ctrl-click to select each interface you would like the project to have access to.

6. Click the **Submit** button once all selections are made.




7. Click the **Preferences** tab to see a list of available **Components**, for the project.

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

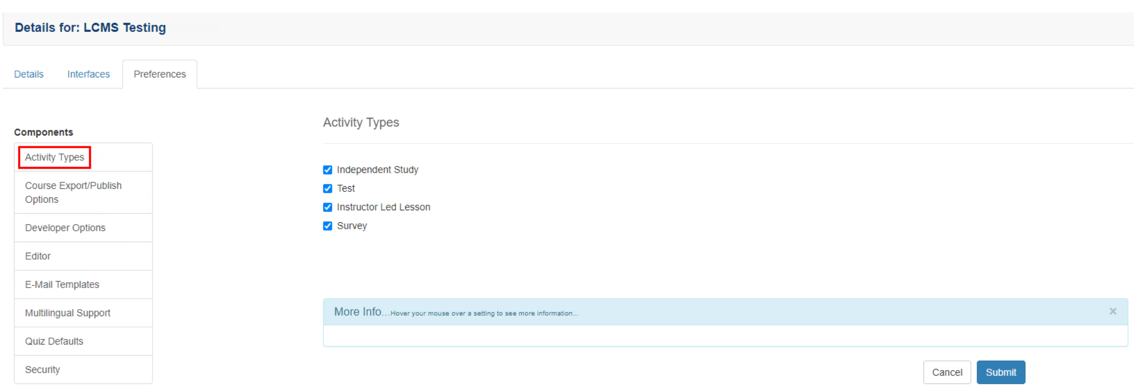



## 4.4.2.1 Activity Types

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

2. Click the **Activity Type** checkbox to choose it from the **Activity Types** list. The activity types allowed to be created by users are: **Independent Study**, **Test**, **Instructor Led Lesson** and **Survey**.

3. Click **Submit** to save the changes.




## 4.4.2.2 Course Export/Publish Options

1. On the **Preferences** tab, click **Course Export/Publish Options** from the **Components** menu.

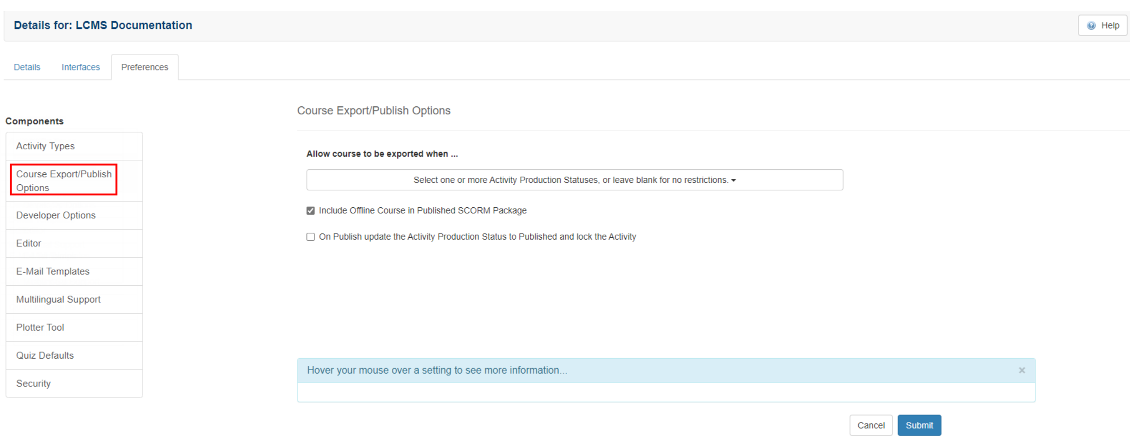
2. Click the checkbox beside the Activity Production status to include in the course

export. Several activity production statuses can be selected that allow the activity to be included in a course export. **Note:** To not have any restrictions on when an activity can be exported, leave the list unchecked.

3. 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. **Note:** The default setting is to include an offline version of the course.

4. 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.

5. Click **Submit** to save the changes.




## 4.4.2.3 Developer Options

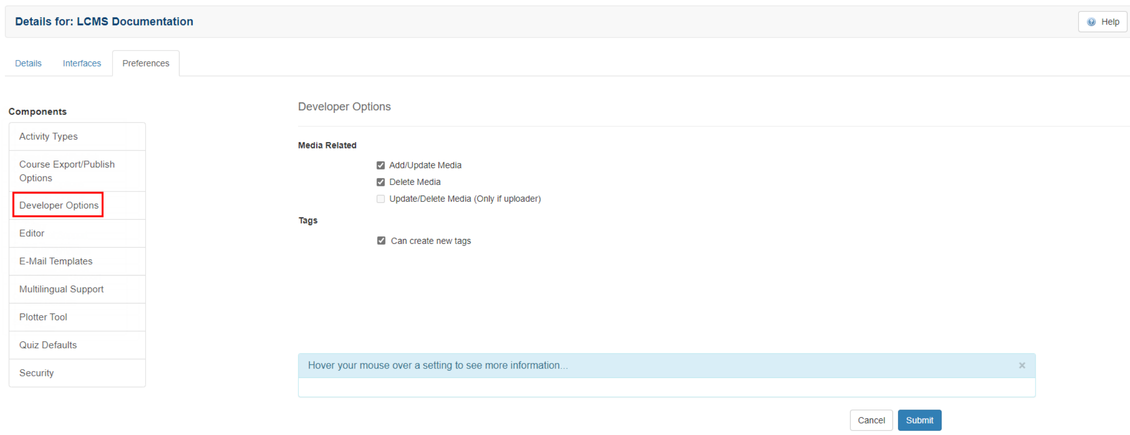
1. On the **Preferences** tab, click **Developer Options** from the **Components** menu. Choose from the list to assign the media related permissions a developers can have for the project.

2. On the **Media Related** pane, click the checkbox to choose the media related **Developer Options** from the list. The following media related developer options may be enabled for the project: **Add/Update Media**, **Delete Media** and **Update/ Delete Media (Only if uploader)**.

3. On the Tags pane, click the checkbox beside **Can create new tags** 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.

4. Click **Submit** to save the changes.



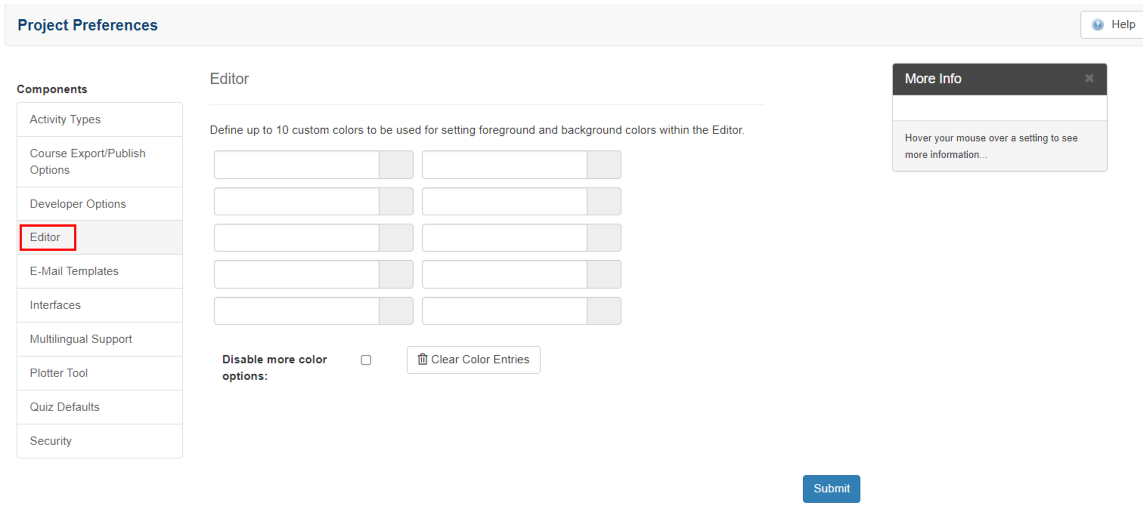

## 4.4.2.4 Editor

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

2. Click the grey area beside the dialog box to open the color palette, or enter the color by name (white, black) or hex color value (bbbbbb, ff0200, 002200). **Note:** Up to ten custom colors can be defined in the CK editor. The defined colors will be the default colors for the font color and highlight color () drop-down menus. Clicking the **Clear Color Entries** button will delete all of the color entries.

3. Select the checkbox beside the **Disable more color options** to restrict the user from choosing additional colors. **Note:** Users may only select from the defined default colors.

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




## 4.4.2.5 E-Mail Templates

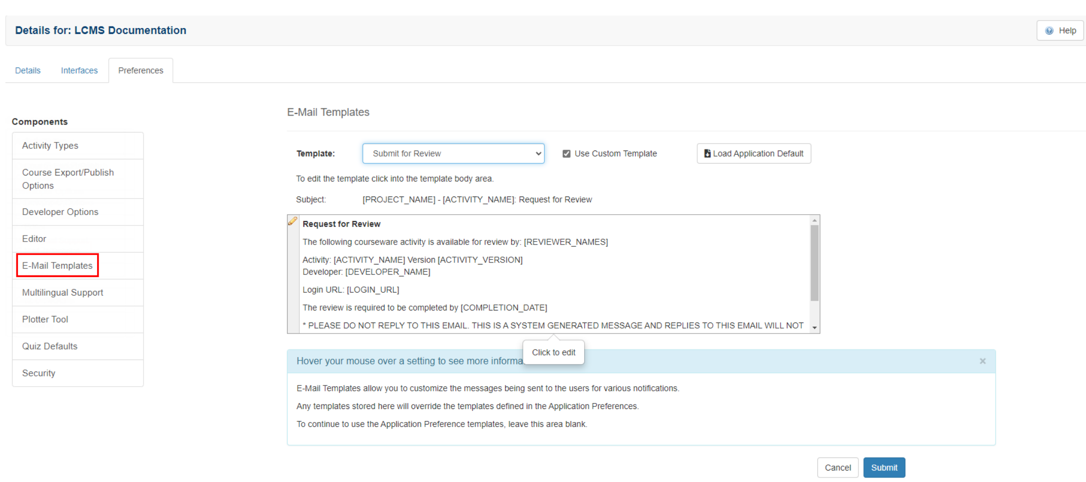
1. On the **Preferences** tab, click **E-Mail Templates** from the **Components** menu.

2. Select the desired email **Template** from the drop-down menu. **Note:** The templates in the drop-down menu are LCMS defaults.

3. 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 defined Application Preferences. To continue to use the default templates, leave the **Use Custom Template** checkbox blank.

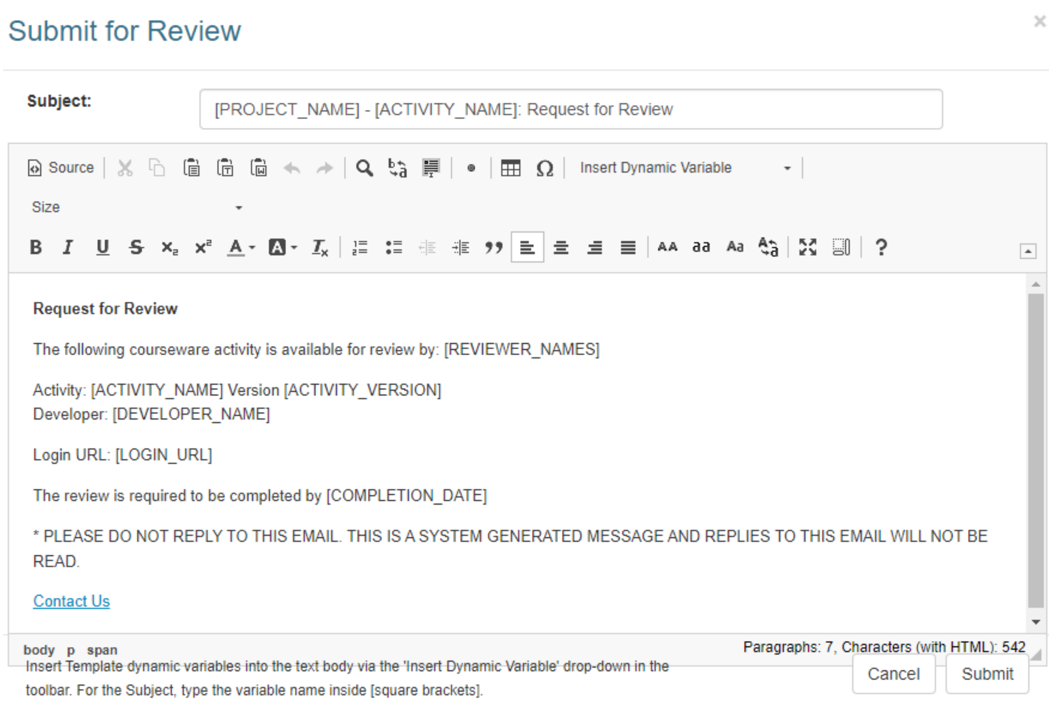
4. To edit the **Template**, select the desired template from the drop-down menu.

5. Click the **Load System Default** button and modify the text in the text field.



5. On the template window, click the text body window to open the Editor. **Note:** Insert template dynamic variables into the text body by clicking the **Insert Dynamic Variable** drop-down menu in the toolbar. For the **Subject**, type the variable name inside [square brackets].

6. Click the **Submit** button and close the window to return to **E-Mail Templates** window.




6. On the **E-Mail Templates** window, click the **Submit** button to save the changes.

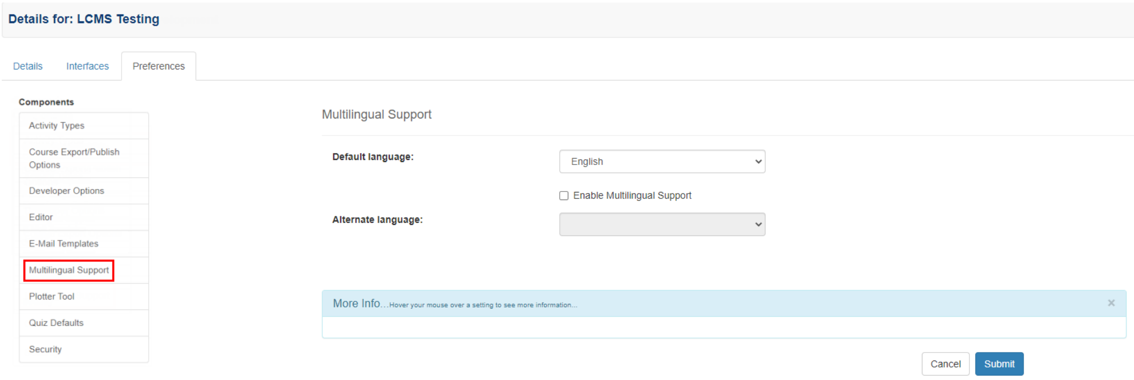
## 4.4.2.6 Multilingual Support

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

2. Assign the default language and alternate language by selecting it in the drop-down menu.

3. Click the **Enable Multilingual Support** checkbox to enable multiple language supports.

4. Click **Submit** to save the changes.




### 4.4.2.7 Plotter Tool

See Configure Plotter Tool for more information.

### 4.4.2.8 Quiz Defaults

To add Quiz Defaults see Configure Quiz Defaults.

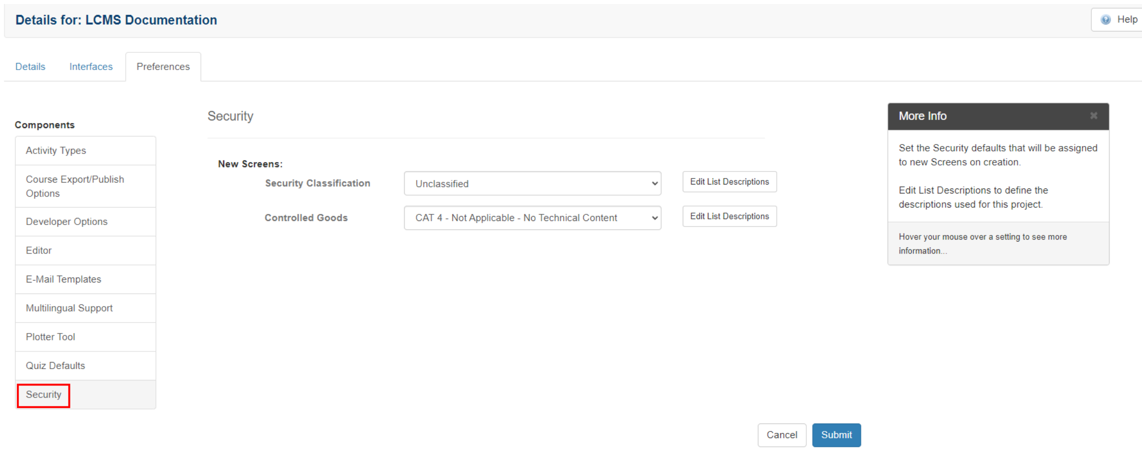
### 4.4.2.9 Security

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.

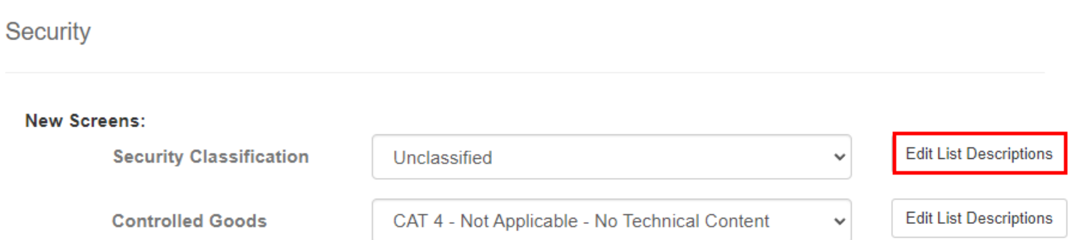
3. Click the **Submit** button to save the changes.




#### 4.4.2.9.1 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.

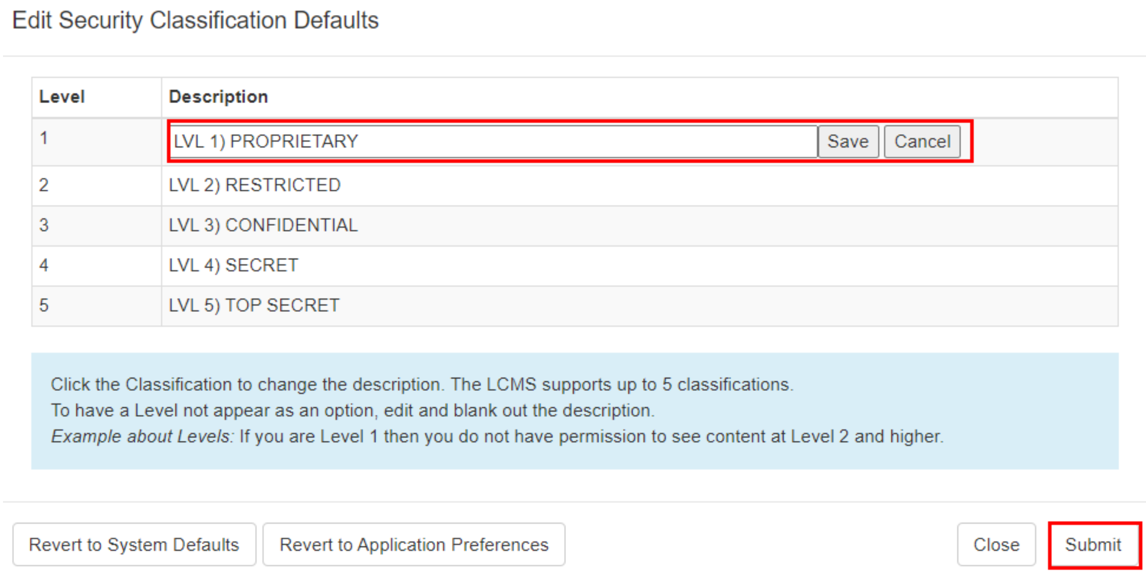



3. On the **Edit Security Classification Defaults** window, click the **Description** field for the classification default you wish to edit.

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.




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.

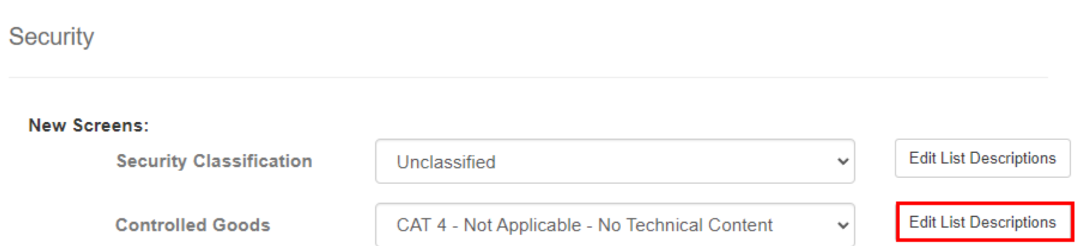
9. Click the **Revert to Application Preferences** button to reset the security classifications to match those set in **Application Preferences**. See Security for more information.

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

#### 4.4.2.9.2 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.

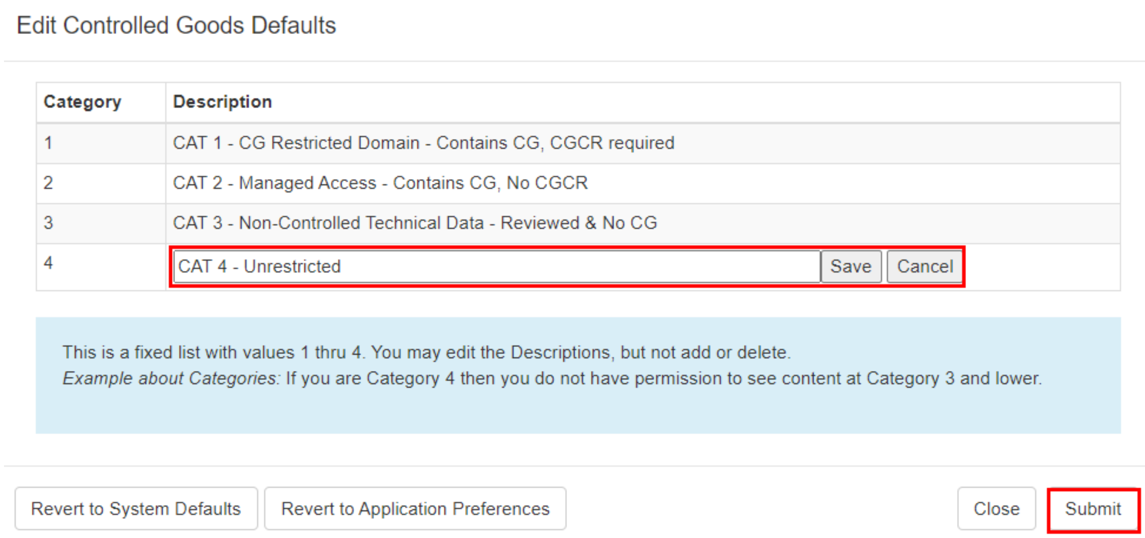


3. On the **Edit Controlled Goods Defaults** window, click the **Description** field for the controlled goods default you wish to edit.

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.




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.

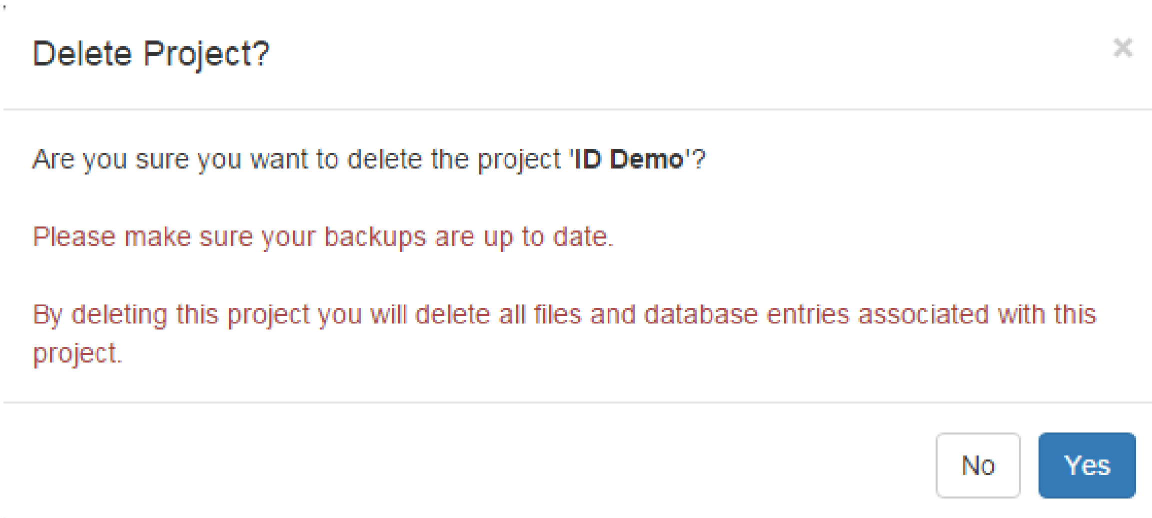
10. Click the **Submit** button to save the changes.

## 4.4.3 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.



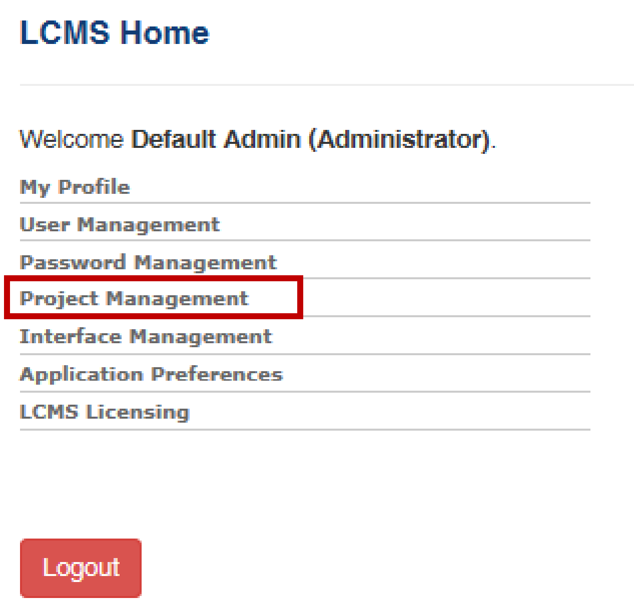

### 4.4.4 Assign Users to a Project

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:

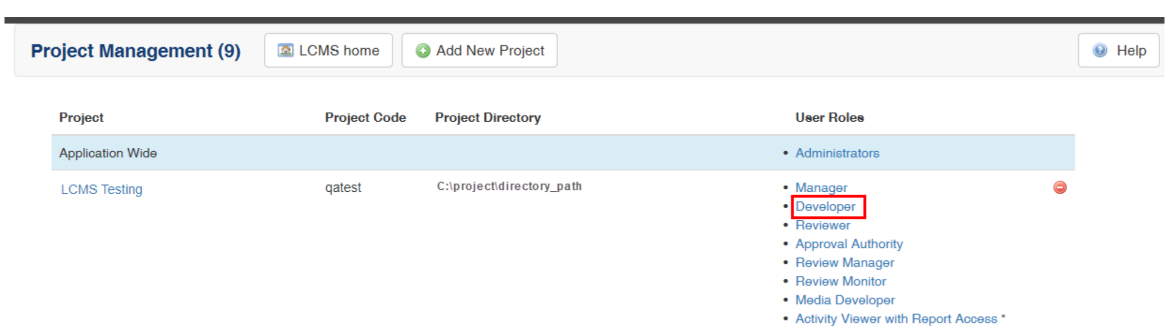
- Manager
- Developer
- Senior Developer
- Approval Authority
- Reviewer
- Review Manager
- Review Monitor
- Media Developer

**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.



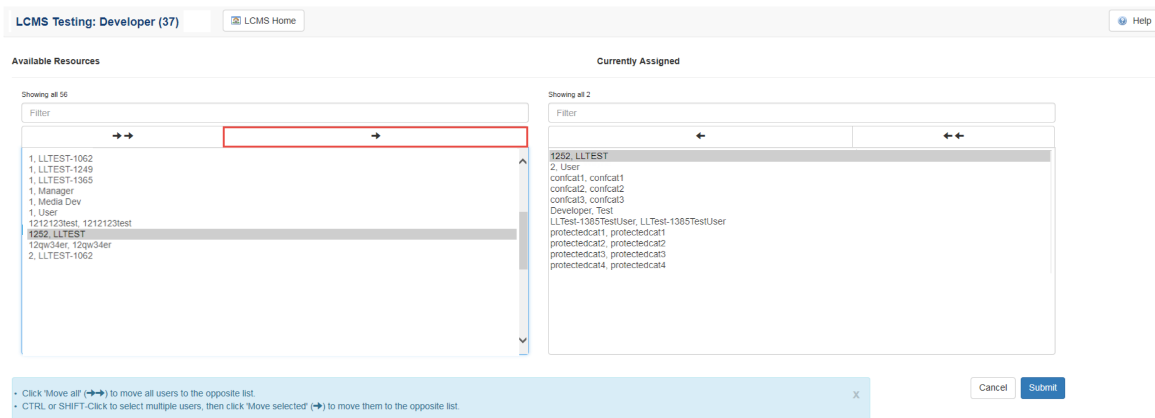

2. The **Project Management** screen appears. To assign rights to the project, click the links for the rights you wish to assign. For example, to assign Developer rights to a project, click the **Developer** link.




3. A window appears 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.

4. 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.




5. Click the **Submit** 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.

6. 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.

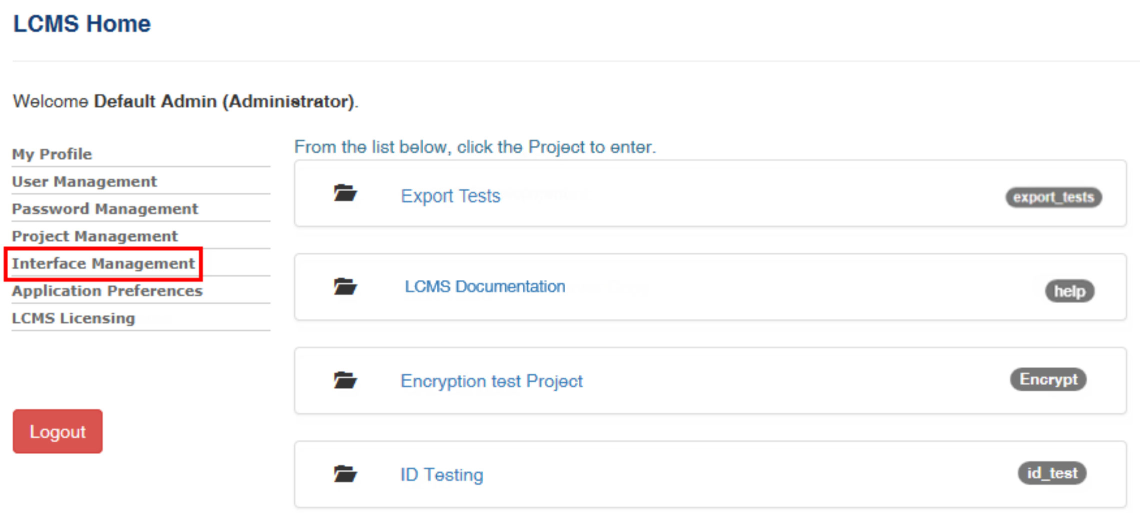
## 4.5 Interface Management

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.

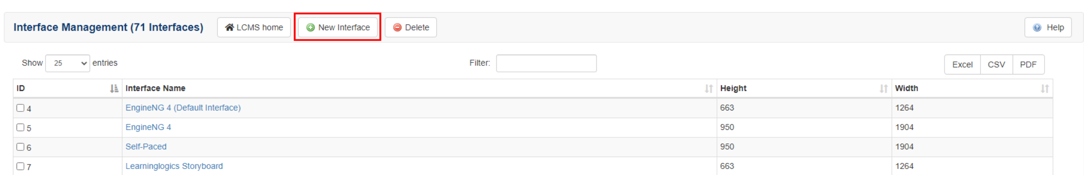
**Note:** New projects automatically have the system "Default Interface" made available to them.

## 4.5.1 Add Interface

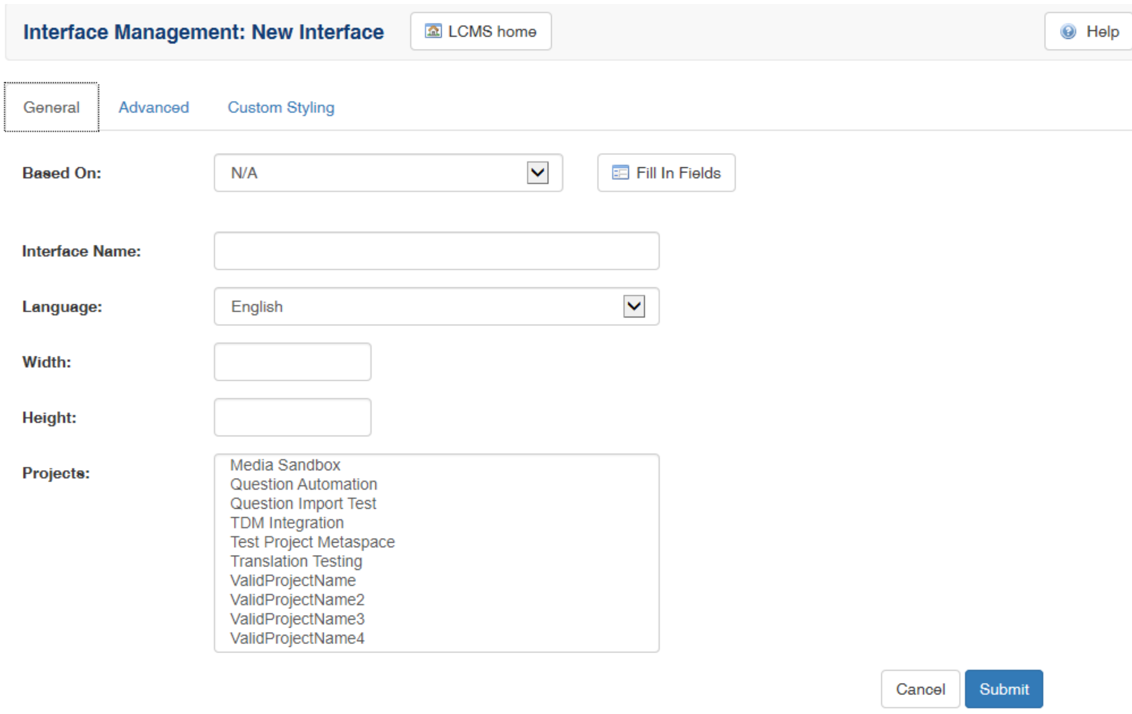
1. On the **LCMS Home** screen, click the **Interface Management** link.




2. The **Interface Management** screen will appear. Click the **New Interface** button.




3. On the **New Interface** window, you will see the tabs: **General**, **Advanced**, and **Custom Styling** tabs. Each tab is described on the following pages.



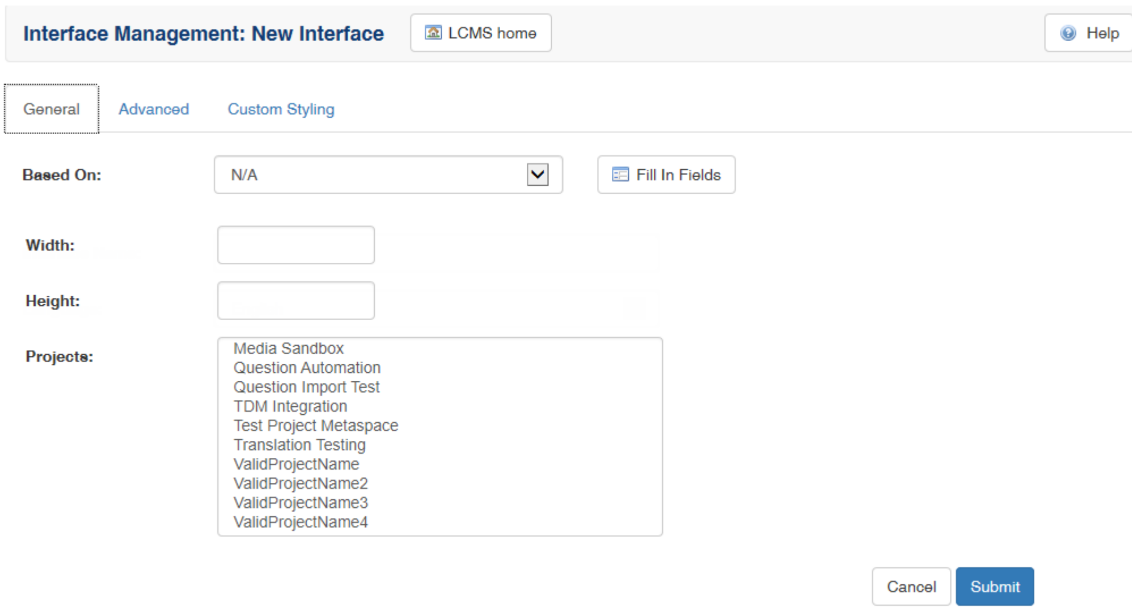

## 4.5.1.1 General Tab

1. In the **General** tab, on the **New Interface** window, enter the necessary information in the fields or select a prototype from the **Based On** drop-down list and click the **Fill in Fields** button to copy its default values.

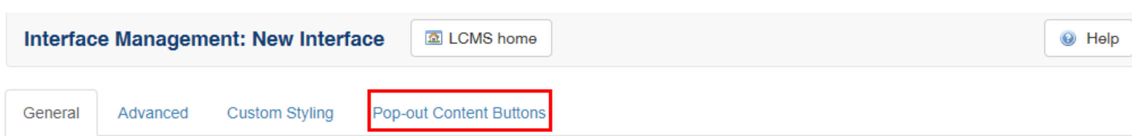
2. Enter a title for the new interface in the **Interface Name** field.

3. Enter values for the initial **Width** and **Height** of the viewer window in pixels. The default values are 1904 (W) and 950 (H).

4. In the **Projects** selection box, choose the projects where you want the interface to be made available.



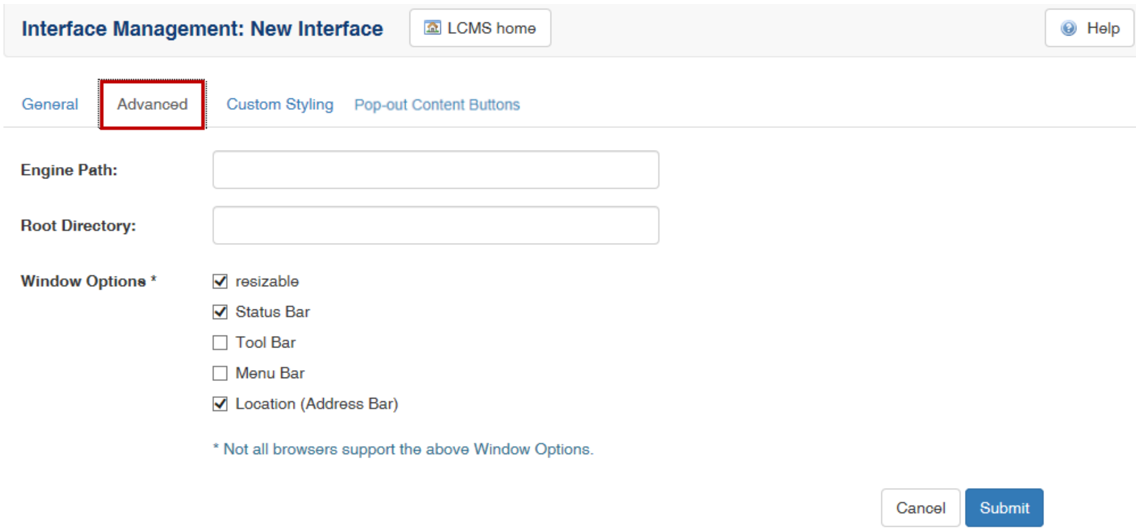

6. Click the **Submit** button to save. **Note:** Once the new interface is created, the window will reload to display the **Pop-out Content Buttons** tab. See Pop-out Content Buttons for more information.




## 4.5.1.2 Advanced Tab

1. The **Advanced** tab, on the **New Interface** window, contains settings for the **Engine Path** and **Root Directory**. **Note**: These should normally be left at their default settings.

2. You can also choose which **Windows Options** to enable/disable for a preview. There are checkboxes for "resizable, Status Bar, Tool Bar, Menu Bar and Location (Address Bar).



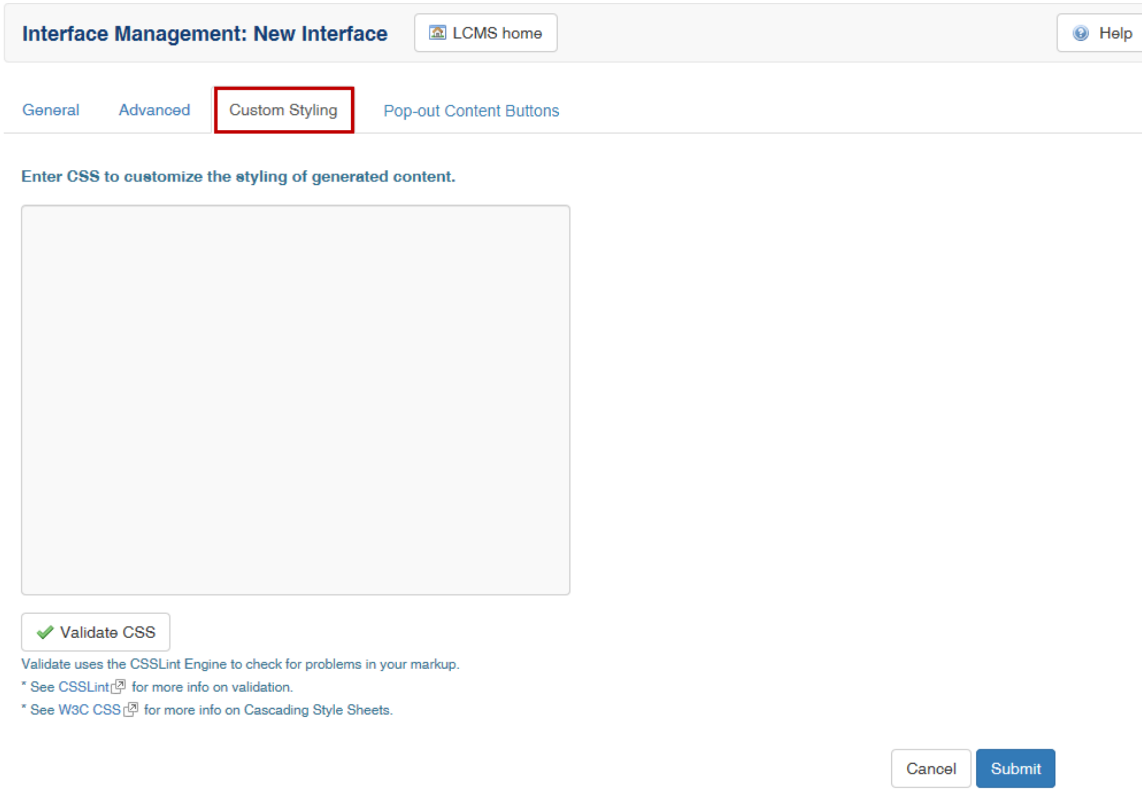

3. The **Pop-out Content Buttons** tab opens. **Note:** The Pop-out Content Button information can only be entered after the interface has been created. Configure the **Pop-out Content Buttons** (if required). See the Pop-out Content Buttons section for more information.

4. Click the **Submit** button. The new interface will be listed in the table on the **Interface Management** screen.

### 4.5.1.3 Custom Styling Tab

1. From the **Custom Styling** tab, on the **New Interface** window, you can enter CSS to customize the styling of generated content.

2. Use the **Validate CSS** button to check for problems in your markup.




3. Click the **Submit** button. The new interface will be listed in the table on the **Interface Management** screen.

## 4.5.2 Edit Interface Field Information

1. Click the name of the interface from the **Interface Name** column on the **Interface Management** screen.

2. On the **Edit Interface screen**, **General** tab you may edit the interface information (name, width, height, and projects). You may also edit the information on the **Advanced** and **Custom Styling** tabs.

3. Change the desired field information and click the **Submit** button.

### 4.5.2.1 Custom Logic

1. On the **Edit Interface** screen, 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.

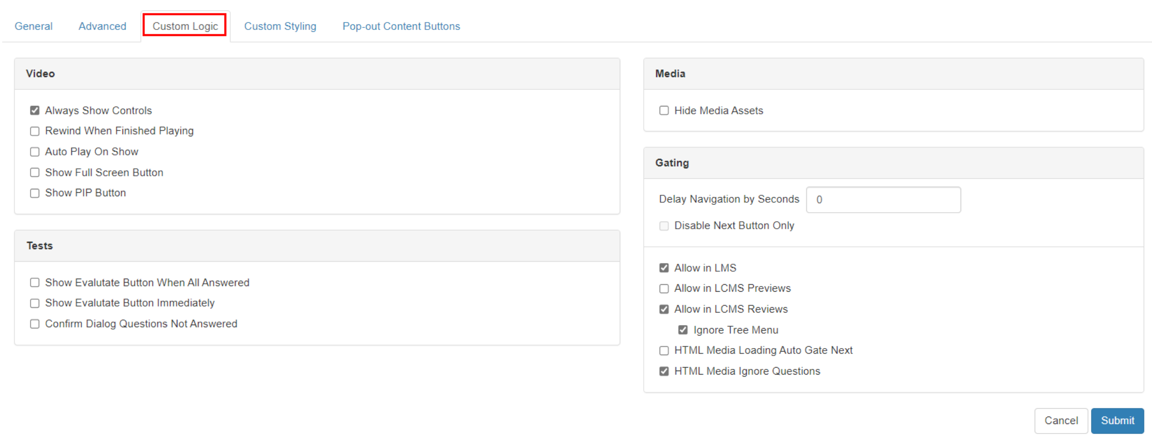
4. On the **Media** pane, enable the **Hide Media Assets** by clicking the corresponding checkbox.

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.




| Pane | Option | Description |
|---|---|---|
| | Always Show Controls | When this option is enabled, the player control bar at the bottom of the video will always appear.<br><br>When this option is disabled, the player control bar at the bottom of the video will only show on mouse over. |

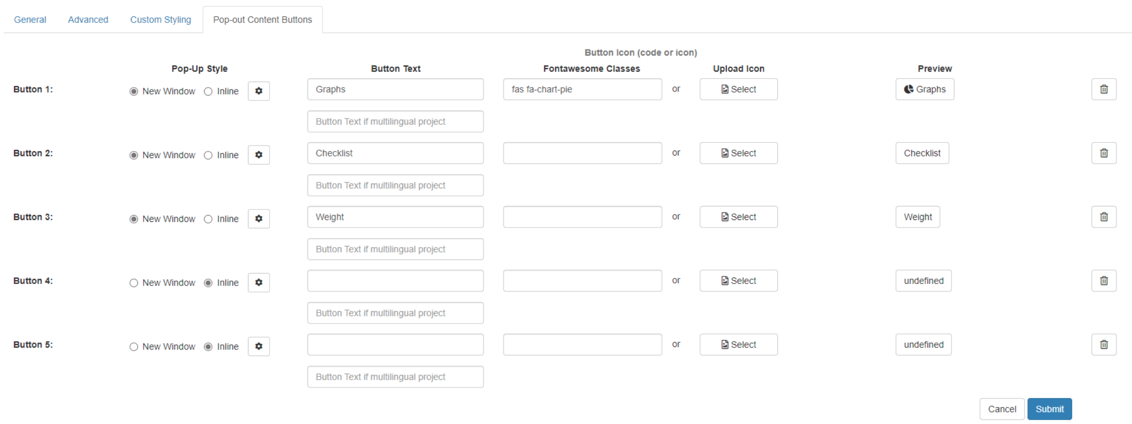
| | | |
|---|---|---|
| Video | Rewind When Finished Playing | When this option is enabled, the play head will move to the beginning of the video when the video ends.<br><br>When this option is disabled, the play head will stay at the end of video. This is the default option for the play head. |
| | Auto Play On Show | When this option is enabled, the video is shown on screen and will start playing right away.<br><br>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. |
| | Show Full Screen Button | When this option is enabled, the full screen button will display on the player controls to show the video in full screen mode.<br><br>When this option is disabled, the full screen button will not display. |
| | Show PIP Button | 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.<br><br>When this option is disabled, the PIP button will not display. |
| Tests | Show Evaluate Button When All Answered | 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.<br><br>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. |
| | Show Evaluate Button Immediately | When this option is enabled, the Evaluate button will display at the beginning of the test and remain on screen.<br><br>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. |
| | Confirm Dialog Questions Not Answered | 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.<br><br>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. |
| Media | Hide Media Assets | When this option is enabled, the media assets will not load in any screen. Only the media descriptions will load if available.<br><br>When this option is disabled, the media assets will load in any screen. |
| Gating | Delay Navigation by Seconds | When this option is enabled, the navigation buttons will be disabled for the value entered in the **Delay Navigation by Seconds** field. |
| | Disable Next Button Only | When this option is enabled, the only the Next button will be disabled. This option is only enabled when the value entered in the **Delay Navigation by Seconds** field is greater than zero.<br><br>When this option is disabled, the Previous and Next buttons will be disabled by default. |
| | 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 | When this configuration is enabled, the next button will be automatically disabled when loading HTML media.<br><br>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. |
| | HTML Media Ignore Questions | When this configuration is enabled, if the media has code to disable navigation the code will be ignored when the HTML media is on a question screen. |

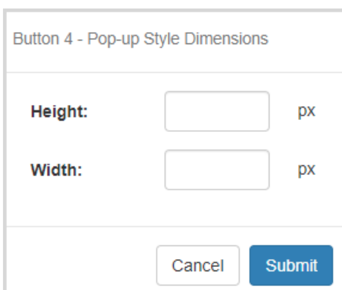
### 4.5.2.2 Pop-out Content Buttons

1. On the **Edit Interface** screen, 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.




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. Enter the desired dimensions and click the **Submit** button.



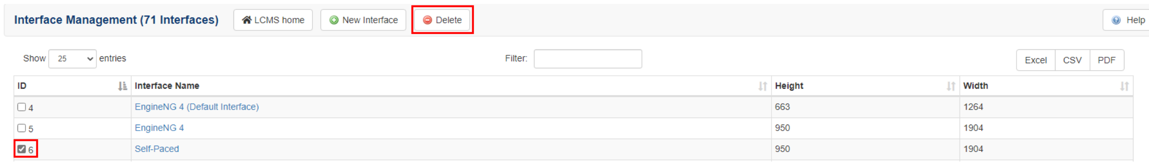

4. Enter the desired button text in the **Button Text** field or leave it blank. **Note:** Up to a maximum of 40 characters can be entered in the **Button Text** field.

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.

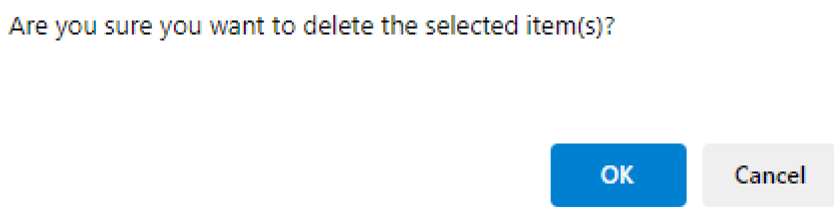
## 4.5.3 Delete Interface

1. Select the ID box beside the interface you want to delete.




2. Click the **Delete** button.

3. A pop-up window will appear and ask if you are sure you want to delete the interface. Click **OK** or **Cancel**.

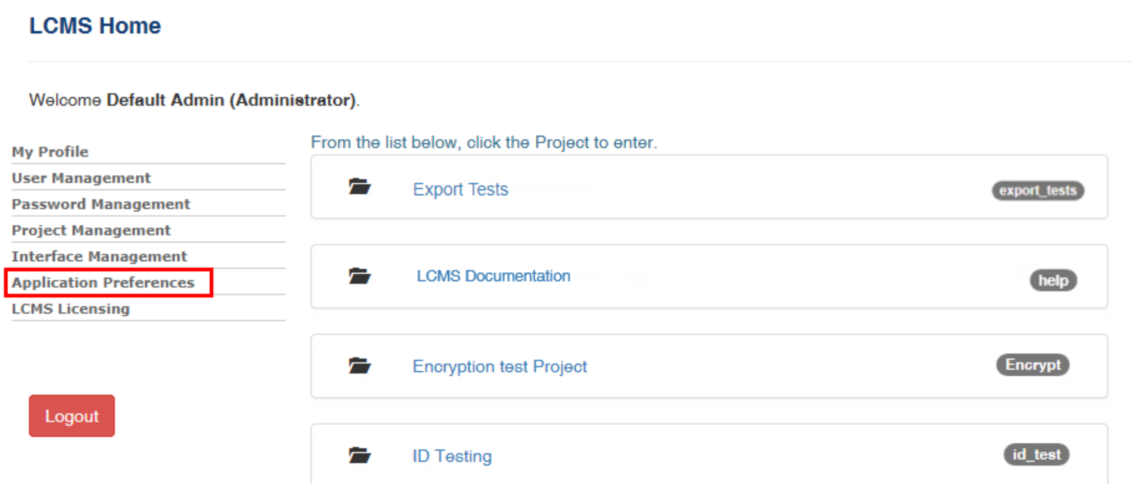



If you click **OK**, the interface will be deleted from the **Interface Management** screen.

## 4.6 Application Preferences

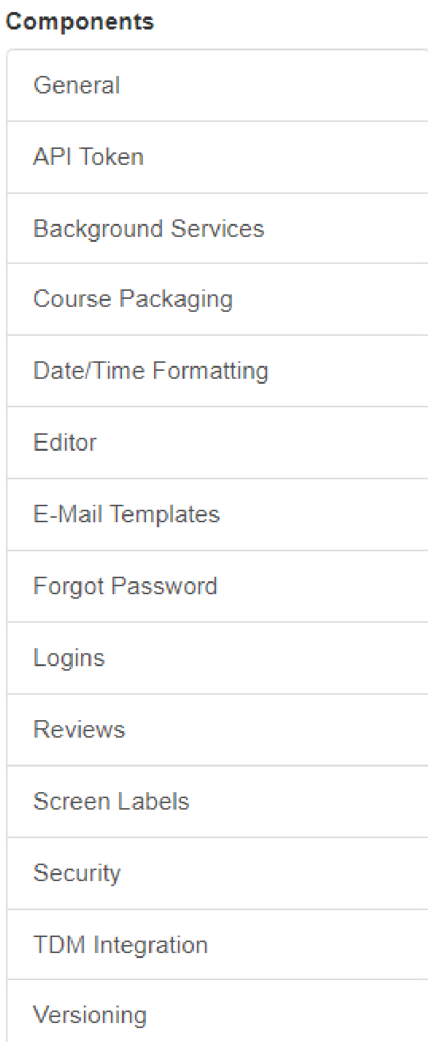
Users with the Administrator role may change **Application Preferences** such as date/time formatting, login attempts allowed, versioning settings, review settings and other configuration settings. Changes made here will affect **all** projects.

1. Click **Application Preferences** from the **LCMS Home** screen.



2. You will see the **Application Preferences** screen and a list of **Components**.

3. Click on the different component types to configure their settings for all projects.




## 4.6.1 General

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

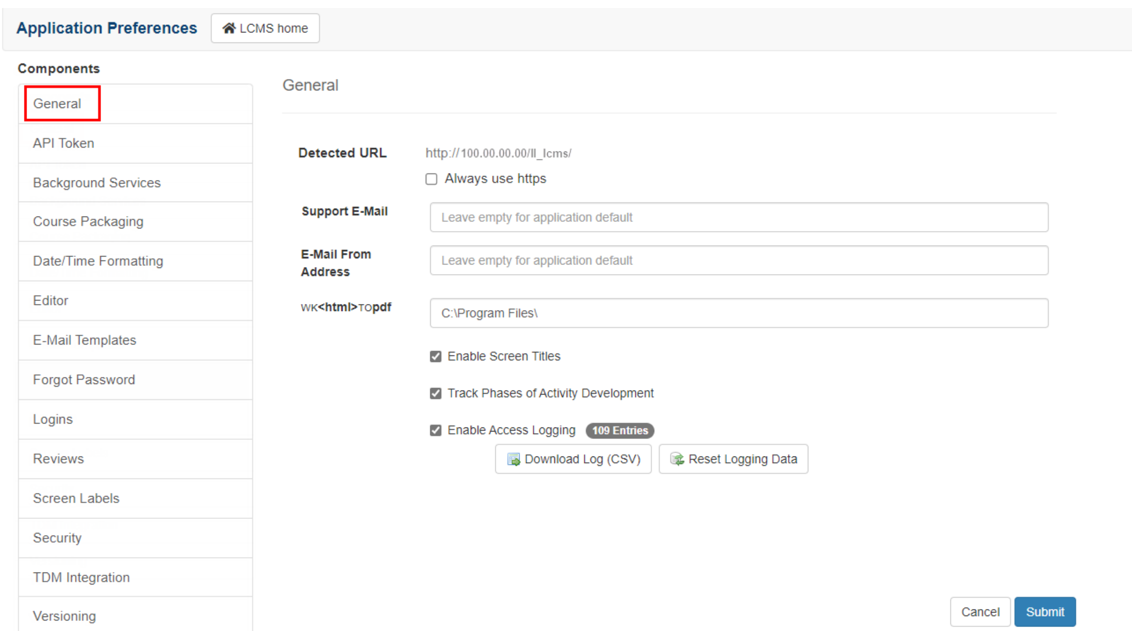
2. The **Detected URL** field displays the current application URL. **Note:** There are times when the LCMS may not detect the application URL properly, especially when installed behind a load balancer.

3. To ensure the background features function properly, you may need to enable the **Always use https** function by clicking the **Always use https** checkbox.

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.

6. 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. **Note:** The default location where the tool installs is C:\Program Files\. To change the location, enter the new path (actual location). Ensure the path name ends with a back slash (\) (i.e., C:\NewPath\).

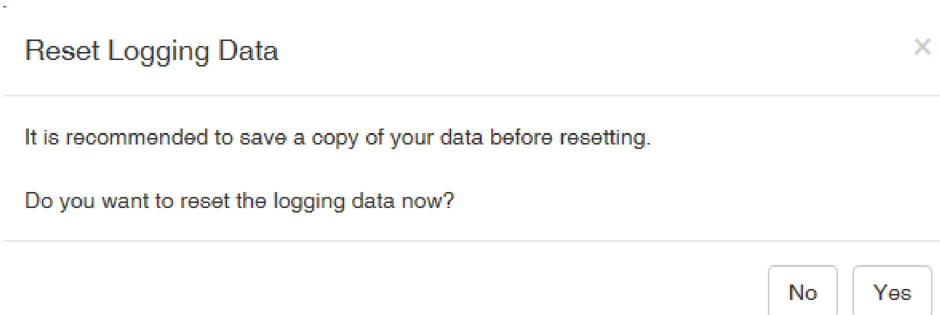



7. Click the **Enable Screen Titles** checkbox to toggle screen titles on or off. By enabling screen titles, an extra input field is shown on the various screen style input screens. In the past, this was used for SEACOT and Anark activity types only. The **Screen Title** shows when viewing the **Topic Screen** listing. It is currently not displayed via the Engine interfaces.

8. Click the **Track Phases of Activity Development** checkbox to enable users to set

development phases for activities (i.e. Lesson Outline, Storyboard, Lesson, etc.).

9. 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 once this checkbox is selected. Administrators can download the current access log in a CSV format by clicking **Download Log (CSV)**, and can reset the data by clicking **Reset Logging Data**. If the **Reset** button is selected, the following message will appear:



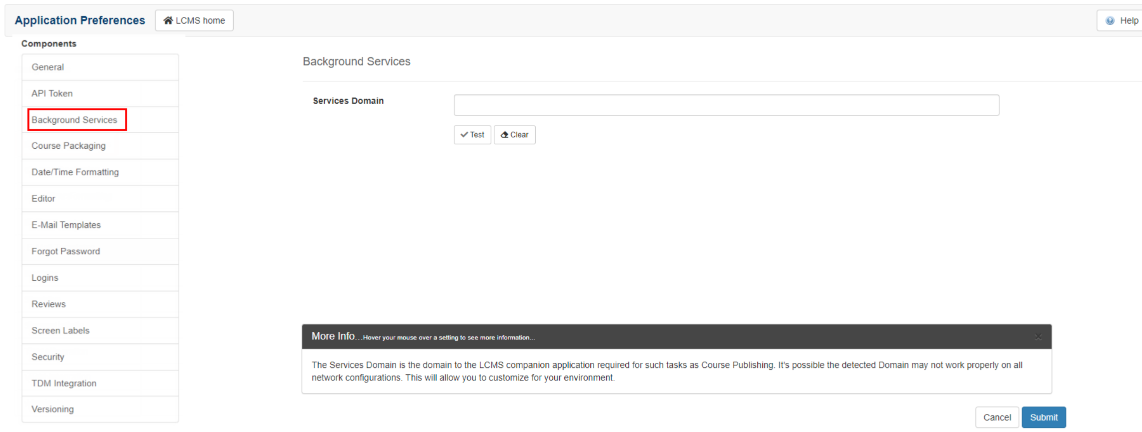

10. Click the **Submit** button to save your changes or click **Cancel** to return to the previous screen without saving.

## 4.6.2 Background Services

Background Services enables an Administrator to customize the domain for background services used for tasks such as course publishing.

**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 calculated value.

1. On the **Application Preferences** screen, click **Background Services** from the **Components** menu.




2. Enter the desired services domain in the **Services Domain** field. **Note:** This field should be left blank to use the LCMS calculated value.

3. Click the **Test** button to verify the entry.

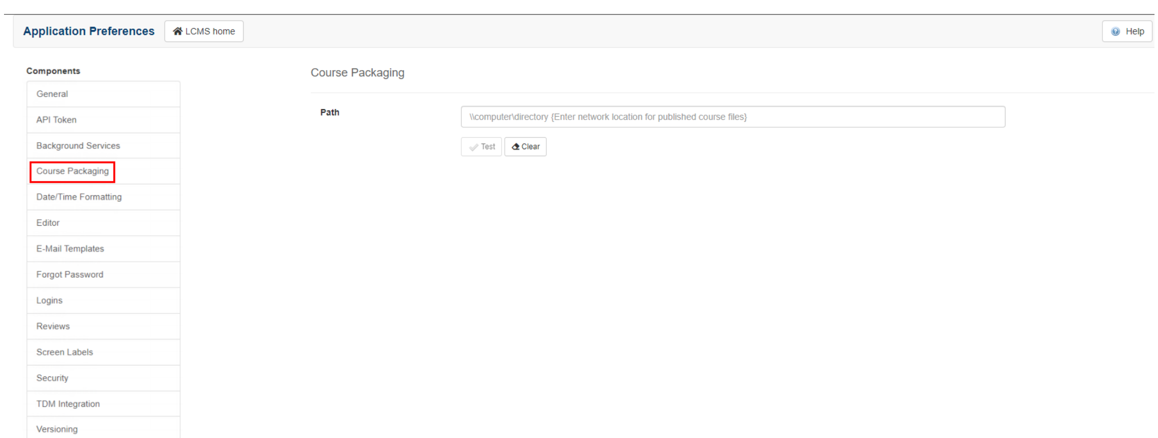
4. Click the **Clear** button to clear the entry.

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

## 4.6.3 Course Packaging

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.

1. On the **Application Preferences** screen, click **Course Packaging** from the **Components** menu.



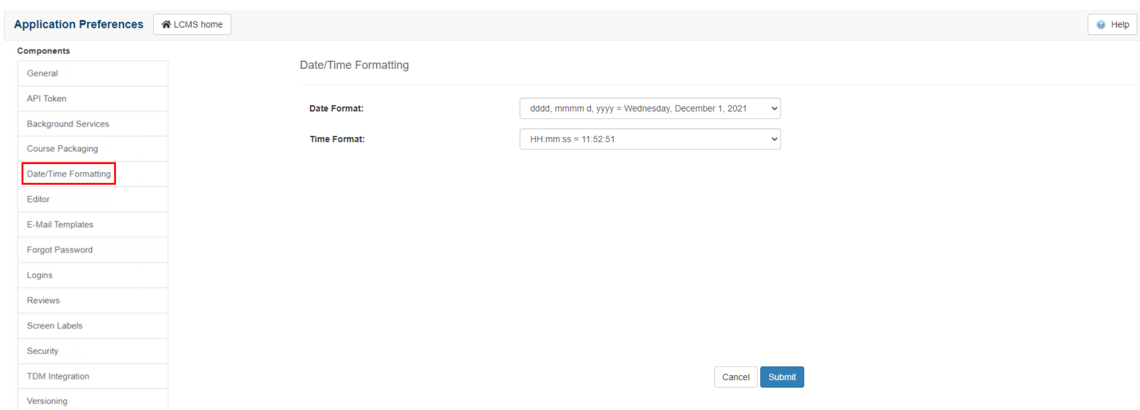
2. Click the **Test** button to verify that the server has access prior to submitting a change. If you receive an error, the path entered is most likely incorrect or the IIS_IUSRS user does not have permission to perform one of the copy, create or delete tasks.

3. Click the **Clear** button to clear the path entry.

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

## 4.6.4 Date/Time Formatting

1. On the **Application Preferences** screen, click on **Date/Time Formatting** from the **Components** menu.




2. Click the drop-down menu to choose a different **Date Format** for screens and output.

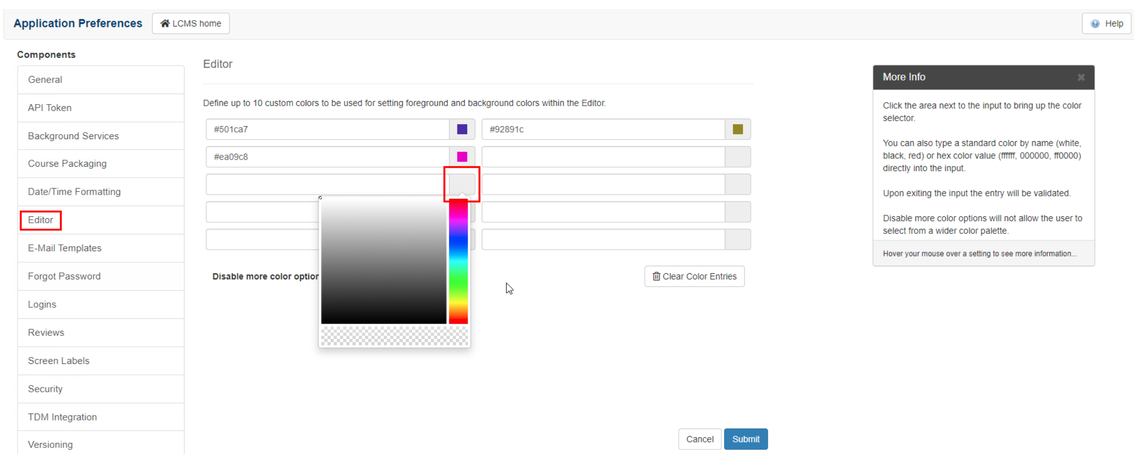
3. Click the drop-down menu to choose a different **Time Format** for screens and output.

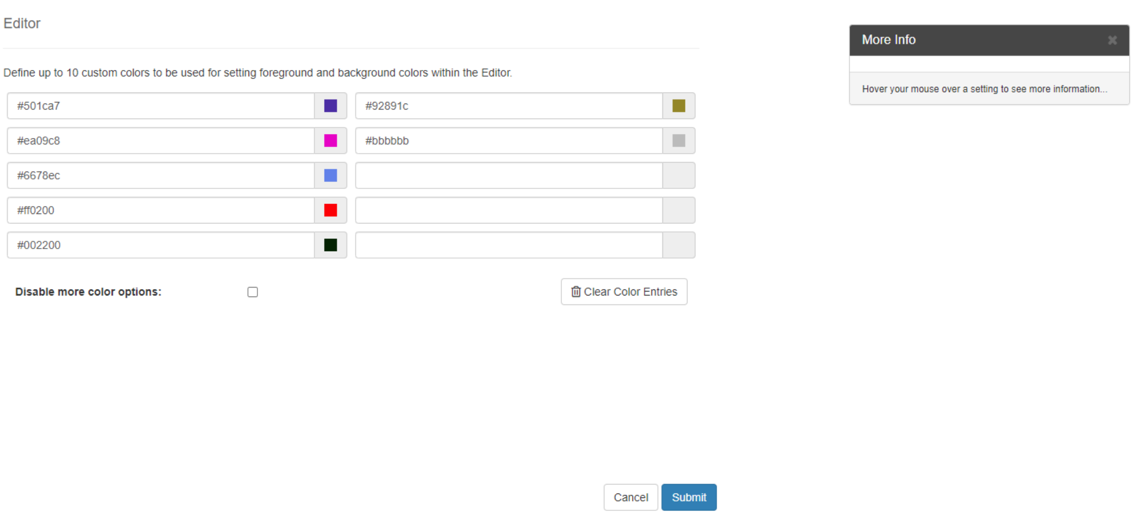
4. Click the **Submit** button to save your changes or click **Cancel** to return to the previous screen without saving.

## 4.6.5 Editor

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

2. Click the grey area beside the dialog box to open the color palette, or enter the color by name (white, black) or hex color value (bbbbbb, ff0200, 002200). **Note:** Up to ten custom colors can be defined in the CK editor. The defined colors will be the default colors for the font color and highlight color ( ) drop-down menus. Clicking the **Clear Color Entries** button will delete all of the color entries.



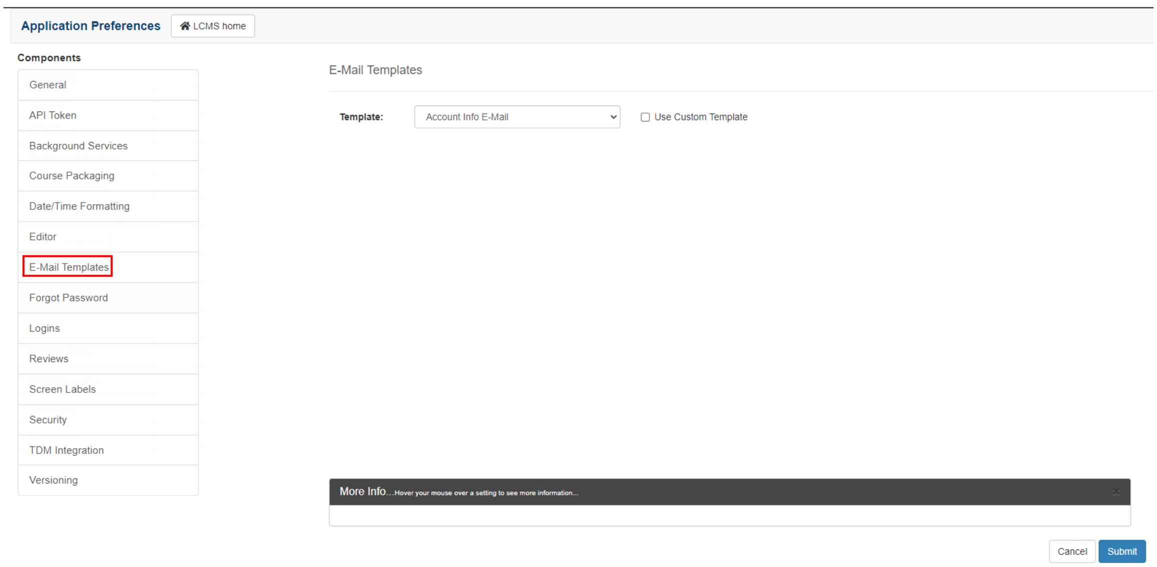

3. Select the checkbox beside the **Disable more color options** to restrict the user from choosing additional colors. **Note:** Users may only select from the defined default colors.

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

## 4.6.6 E-Mail Templates

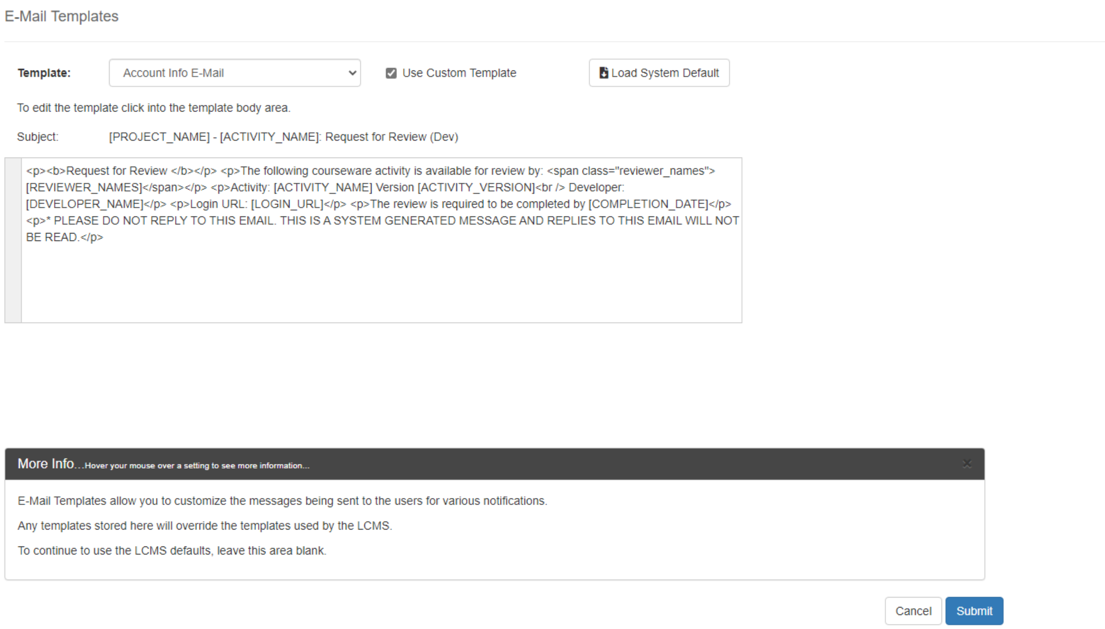
The E-Mail templates provide customized or standardized messages to send to the users for various notifications such as overdue notices.

1. On the **Application Preferences** screen, click **E-Mail Templates** from the **Components** menu.




2. Select the desired email **Template** from the drop-down menu. **Note:** The templates in the drop-down menu are LCMS defaults.

3. 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 blank.




4. To edit the **Template**, select the desired template from the drop-down menu.

5. 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].

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

### 4.6.7 Forgot Password

1. On the **Application Preferences** screen, click **Forgot Password** from the **Components** menu.

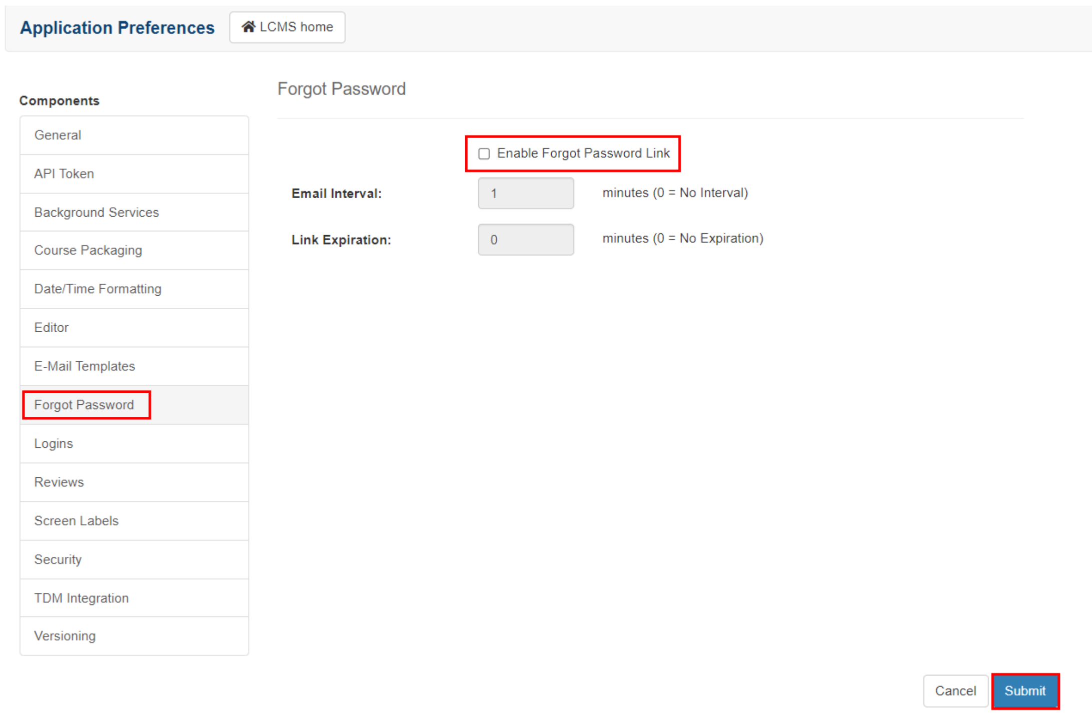
2. Click the **Enable Forgot Password Link** checkbox to enable (display) the **Reset Password** link on the login screen.

3. 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 the field means there is no interval of time.

4. 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

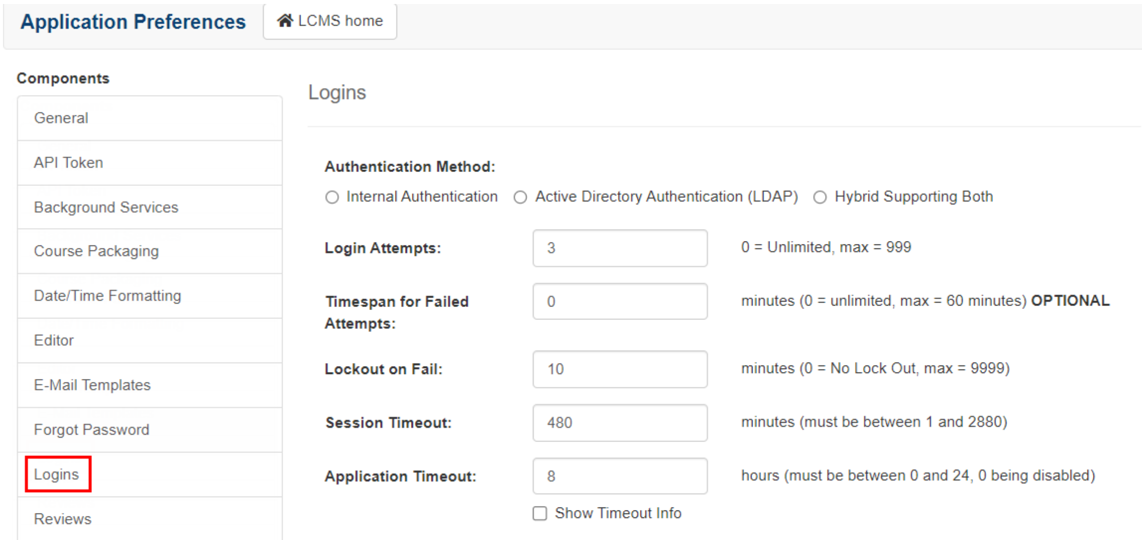
in this field means the link remains valid indefinitely.

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




## 4.6.8 Logins

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




2. 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.

3. Enter a 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.

4. 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.

5. Enter a 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.

6. Enter a session timeout period (up to a maximum of 2880 minutes) in the **Session Timeout** field. This indicates how long the LCMS will remain logged in without user interaction.

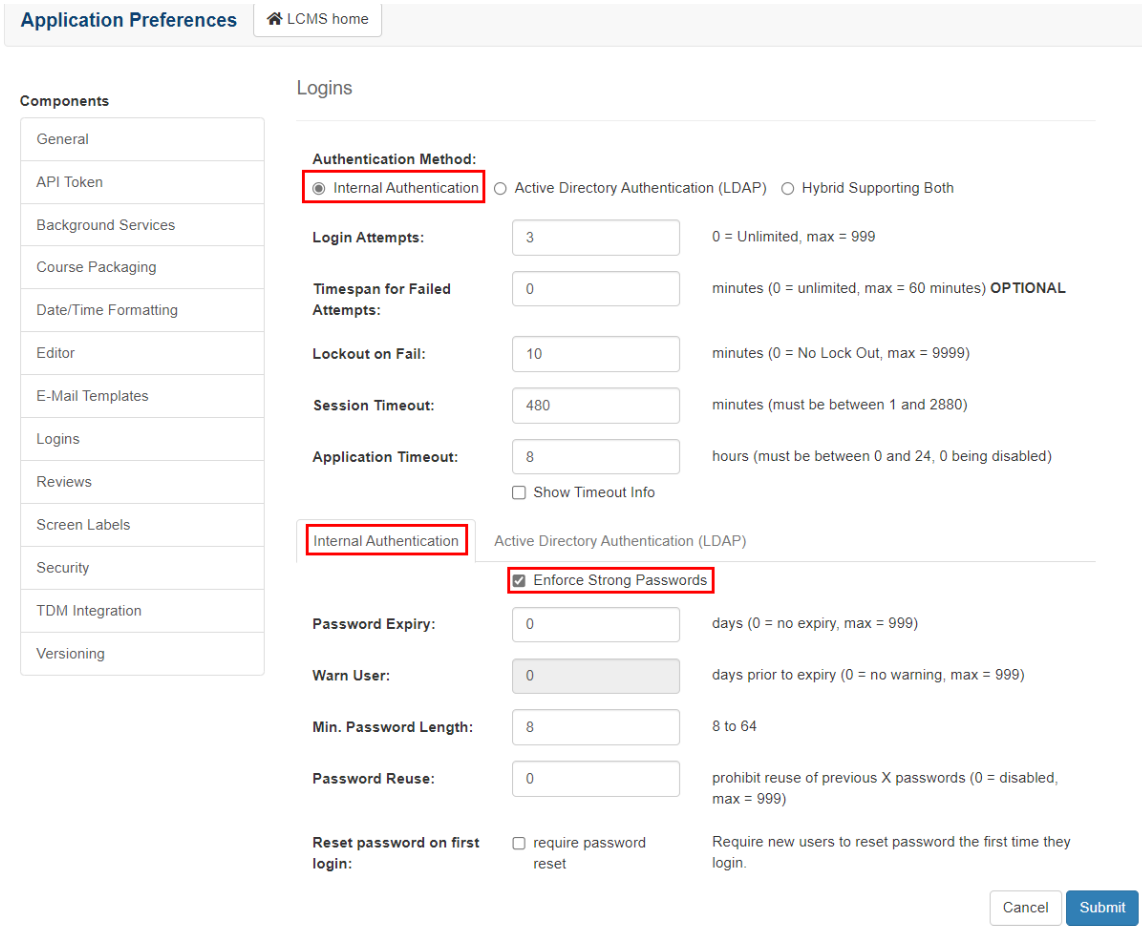
7. Enter a application timeout period (up to a maximum of 24 hours) in the **Application Timeout** field. This indicates how many hours a user may remain logged into the system before they have to verify their credentials again. If the field is set to 0, applications timeouts will be disabled.

8. 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.

### 4.6.8.1 Internal Authentication

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.




3. Enter the values for the **Login Attempts**, **Timespan for Failed Attempts**, **Lockout on Fail**, **Session Timeout**, and **Application Timeout** fields.

4. 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

5. 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.

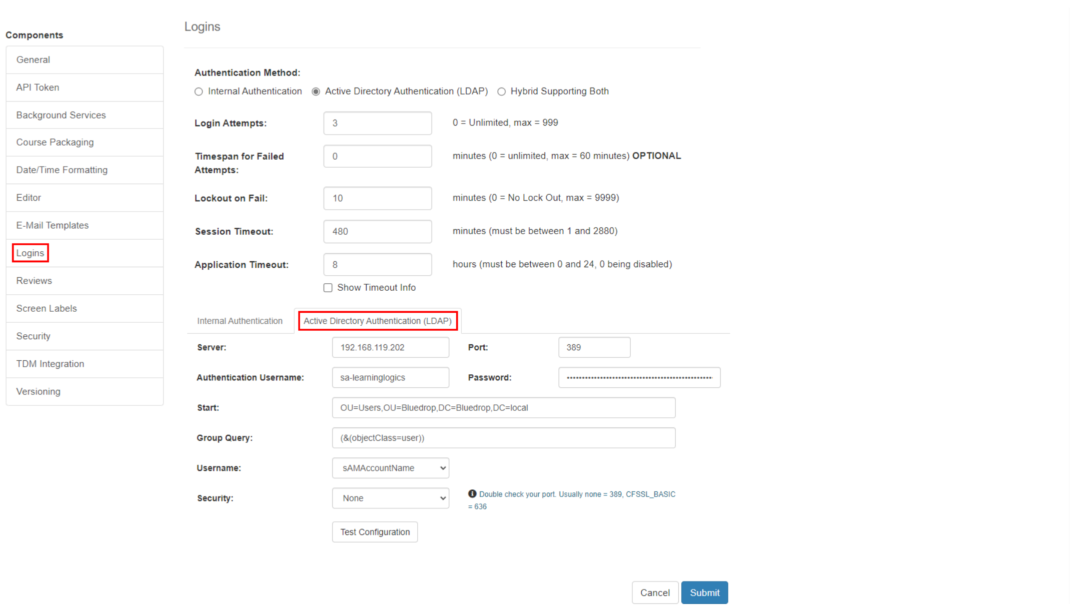
9. Select the **require password reset** checkbox to prompt new users to change their password after the initial login.

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

## 4.6.8.2 Active Directory Authentication (LDAP)

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.



3. Enter the IP address or hostname (fully qualified domain name) of the LDAP server (domain controller) in the **Server** field.

4. 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.

5. 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 **Username** field, select the desired username format from the drop-down menu.

10. In the **Suffix** field, enter the suffix of the usernames. The suffix must include the @ symbol (i.e., @contoso.com). The **Suffix** field is case sensitive.

11. 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.

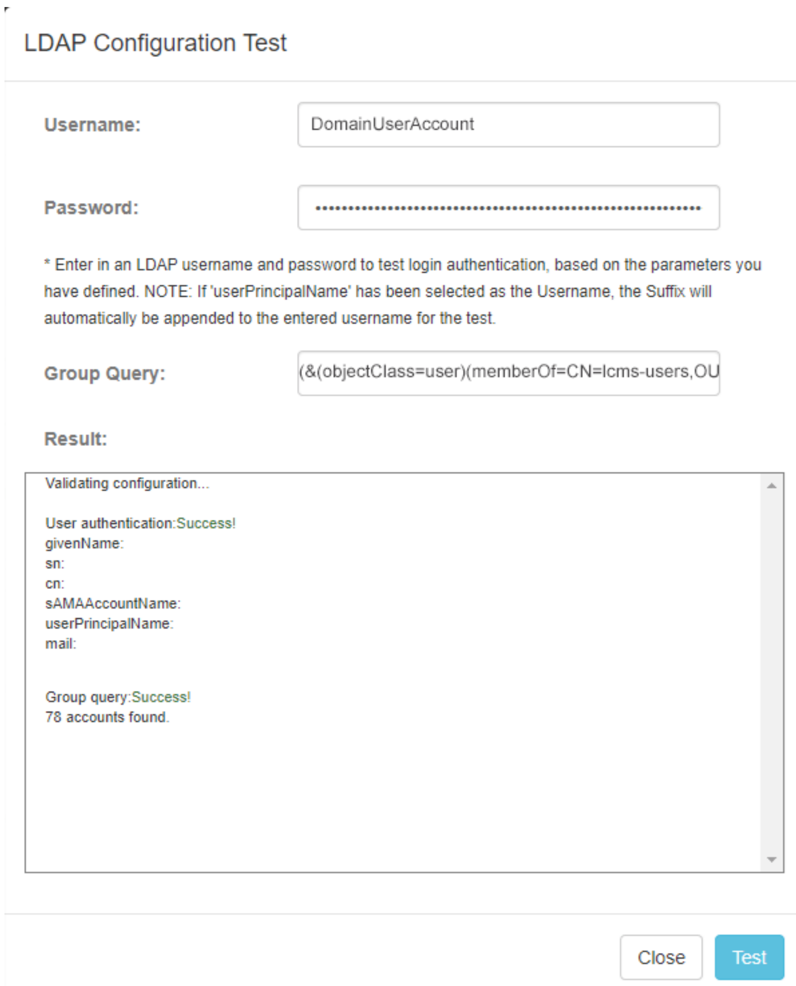
12. When all the fields are configured, click the **Test Configuration** button to test the configuration. When the LDAP Configuration Test modal opens:

a. Enter the username and password of a LDAP user, or enter the configured **Authentication Username** and **Password** (domain user account).

b. Enter a **Group Query** or enter the default **Group Query** configured.

c. Click the **Test** button. The results display in the **Result** field.

d. Click the **Close** button.




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

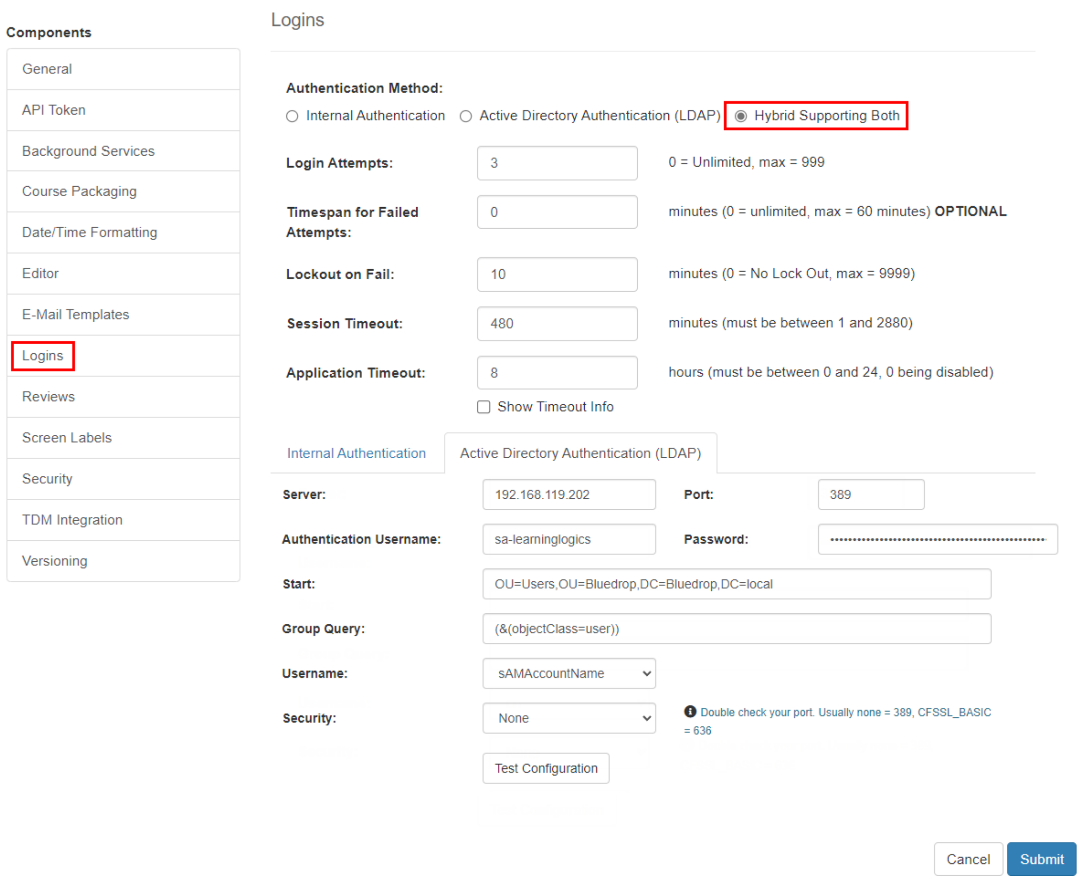
## 4.6.8.3 Hybrid Supporting Both

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).

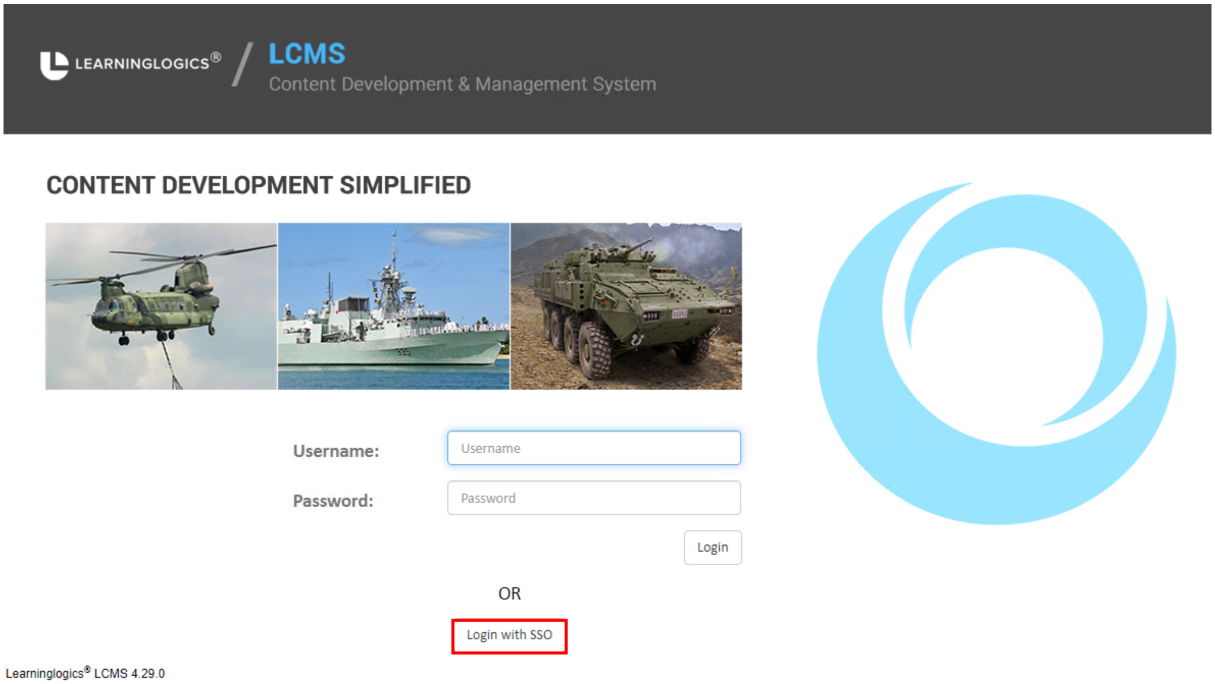
4. Click the **Submit** button to save the changes or click **Cancel** to return to the previous screen without saving.




## 4.6.9 SAML

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

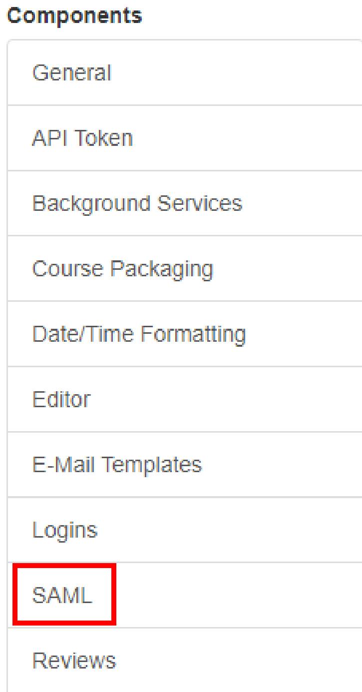
System Administrator for more information about SAML and/or your ColdFusion license.




## 4.6.9.1 Enable SAML

To enable SAML:

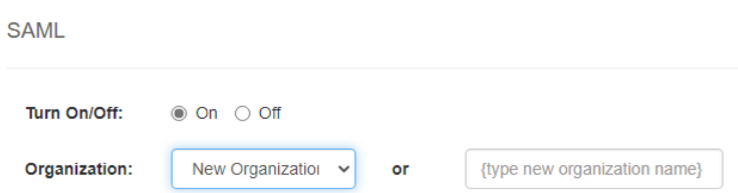
1. On the **Application Preferences** page, click **SAML** from the **Components** menu.




2. On the SAML window, click the **On** radio button from the **Turn On/Off** field. The default for this field is **Off**.

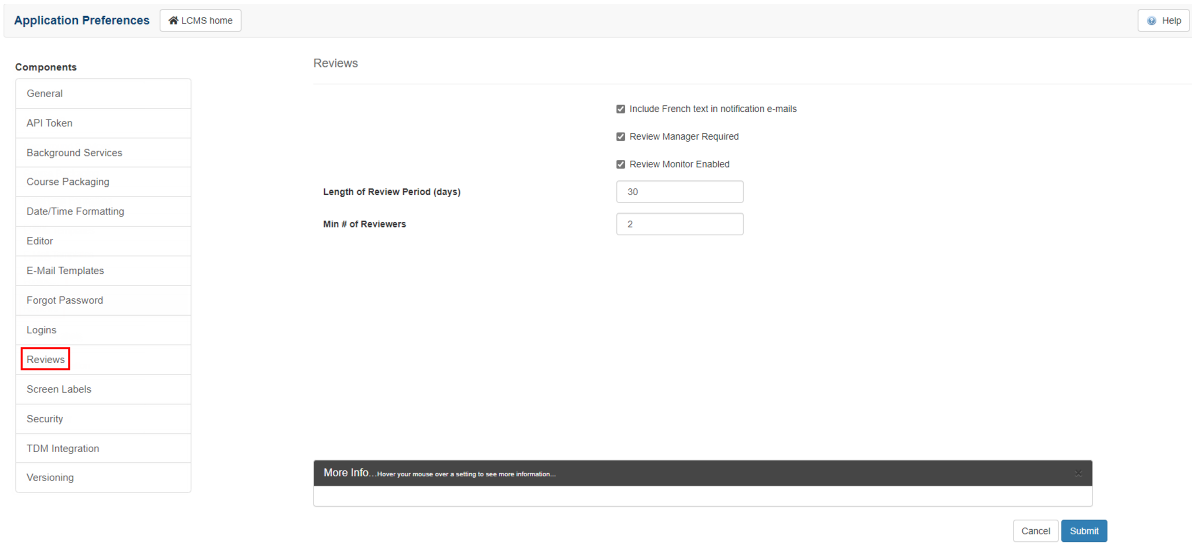
3. Select the desired default organization from the **Organization** drop-down menu or enter a new organization in the **Name** field.

4. Click the **Submit** button to enable SAML.




## 4.6.10 Reviews

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




2. 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.

3. 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.

4. Click the checkbox labeled **Review Monitor Enabled** to toggle on and off the availability of the Review Monitor role.

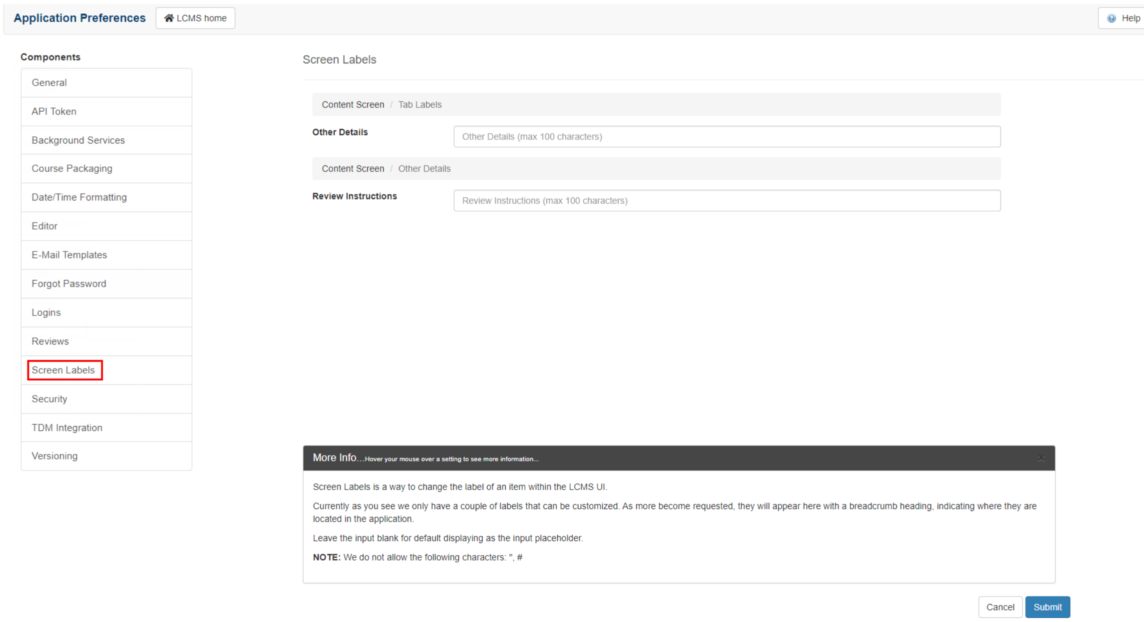
5. Enter the **Length of Review Period** in days to indicate the default period of time a reviewer is given to complete their review. The default value for this field is 30 days.

6. Enter the **Min # of Reviewers** required to satisfy the approval requirements. The default value for this field is 1 reviewer.

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

## 4.6.11 Screen Labels

1. On the **Application Preferences** screen, click **Screen Labels** from the **Components** menu.



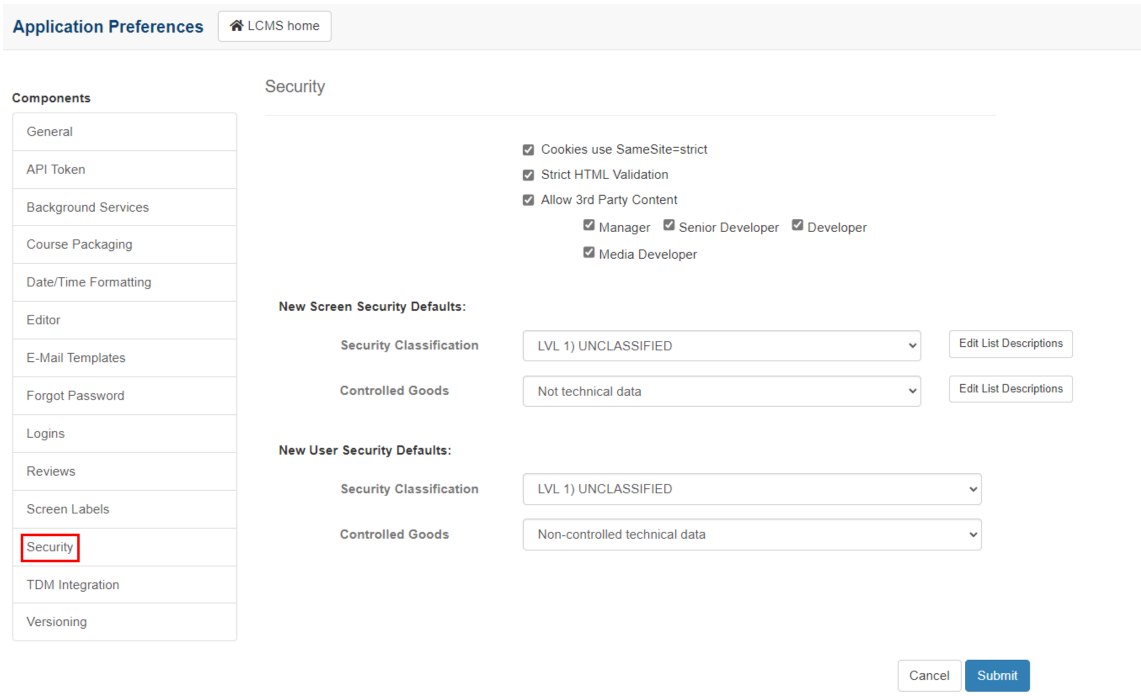

2. Enter a custom label for the **Other Details** tab in the **Other Details** field. **Note:** This will change the name of the **Other Details** tab in all projects. Up to 100 characters may be entered in the field. Do not use " or #.

3. 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 #.

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

## 4.6.12 Security

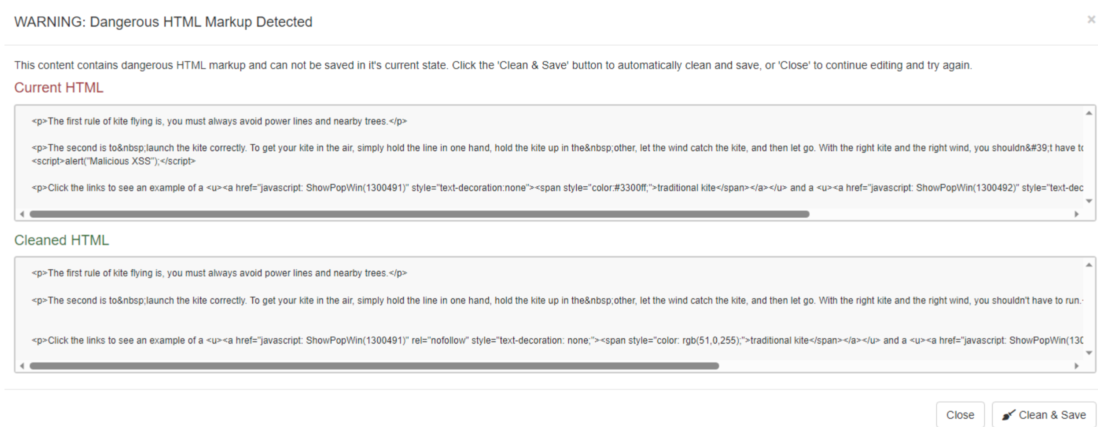
1. On the **Application Preferences** screen, click **Security** from the **Components** menu.




2. 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.

3. 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.

4. 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.




5. Deselect the **Allow 3rd Party Content** checkbox to disable the import/upload of 3rd party content. **Note:** This option is enabled by default.

6. 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.

7. 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.

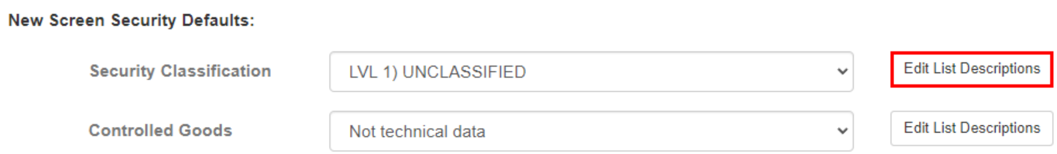
8. Set the **New User Security Defaults** by selecting the **Security Classification** and **Controlled Goods** category from the corresponding drop-down menu. **Note:** This will set the security defaults used when a new user is created.

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

## 4.6.12. Edit Security Classification Description 1

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

2. On the **New Screen Security Defaults** pane, click the **Edit List Description** button beside the **Security Classification** field.

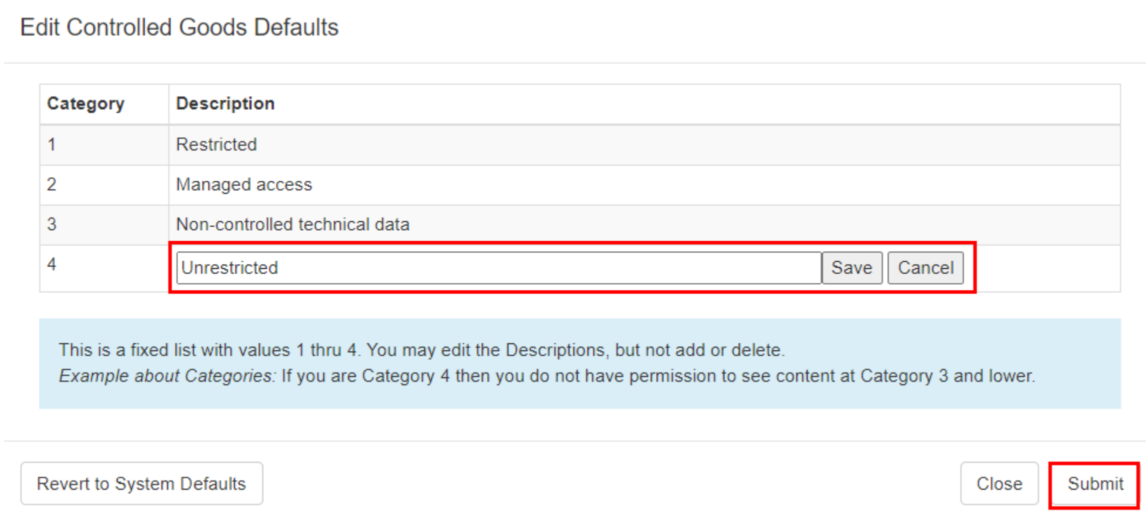



3. On the **Edit Security Classification Defaults** window, click the **Description** field for the classification default you wish to edit.

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.




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

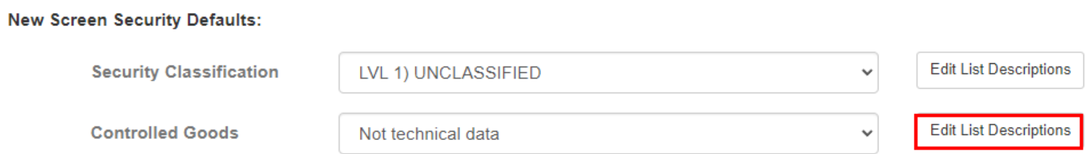
8. Click the **Submit** button to save the changes.

## 4.6.12. Edit Controlled Goods Description 2

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

2. On the **New Screen Security Defaults** pane, click the **Edit List Description**

button beside the **Controlled Goods** field.

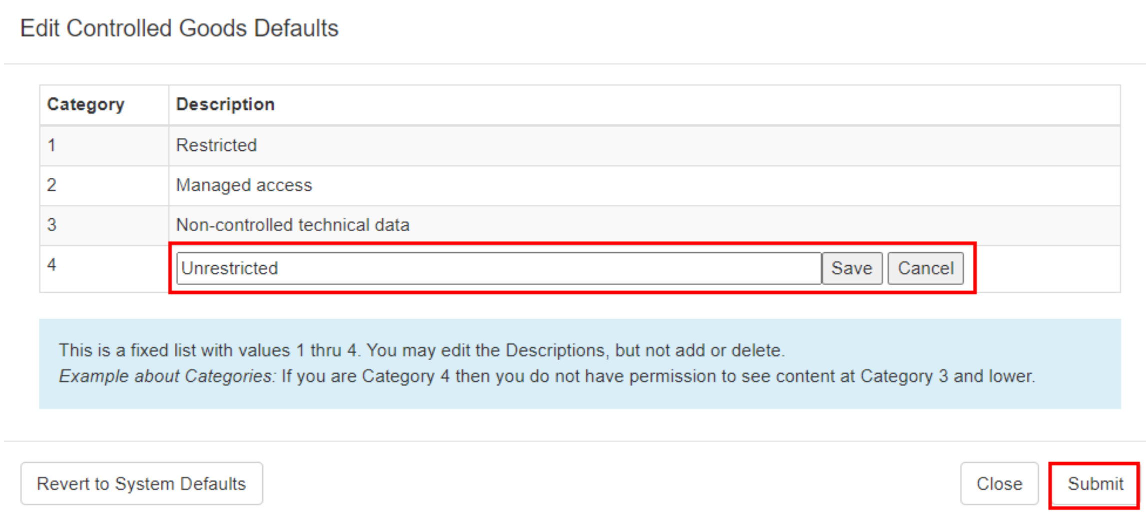



3. On the **Edit Controlled Goods Defaults** window, click the **Description** field for the controlled good default you wish to edit.

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.




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.

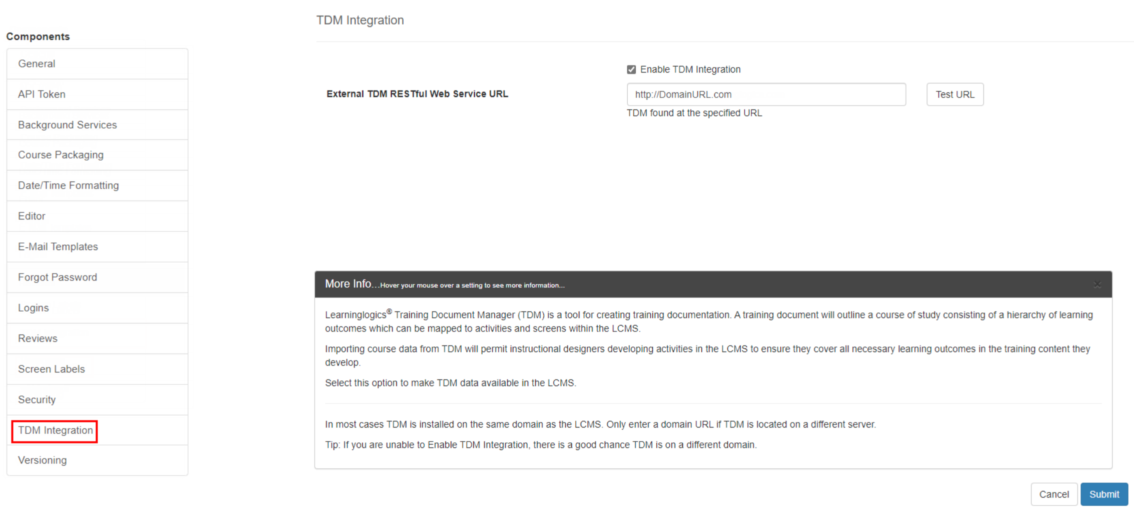
## 4.6.13 TDM Integration

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.

1. Click **Application Preferences** from the **LCMS Home** screen.

2. Click **TDM Integration** from the **Components** menu.

3. 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.



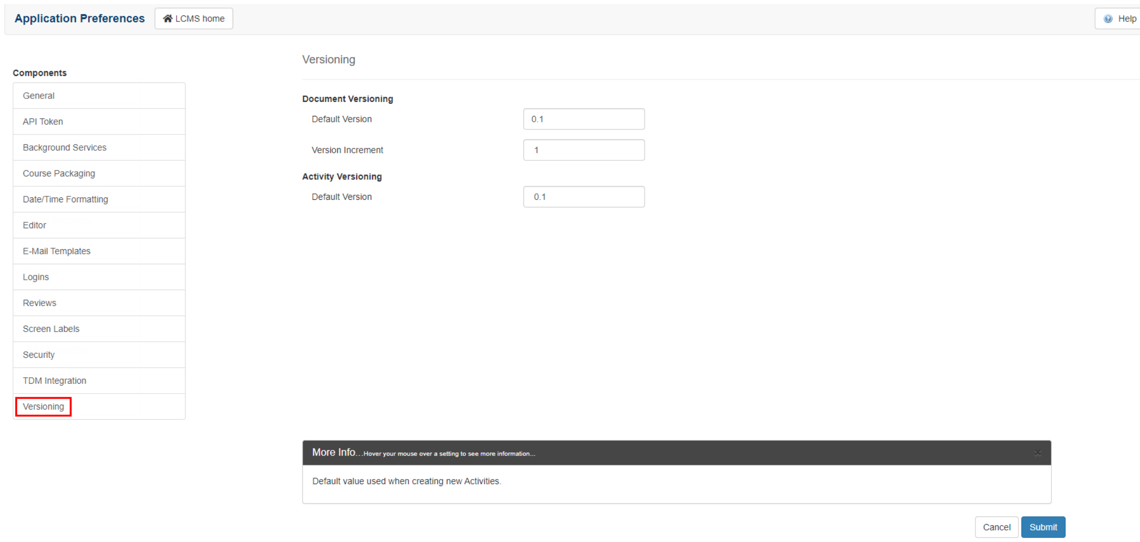

4. Enter the desired domain URL in the **External TDM RESTful Web Service URL** field. **Note:** Only enter a domain URL if TDM resides on a different server than the LCMS.

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 your changes or click **Cancel** to return to the previous screen without saving.

## 4.6.14 Versioning

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




2. Under **Document Versioning**, enter a value for **Default Version** to set the initial version number assigned in **Document Management**.

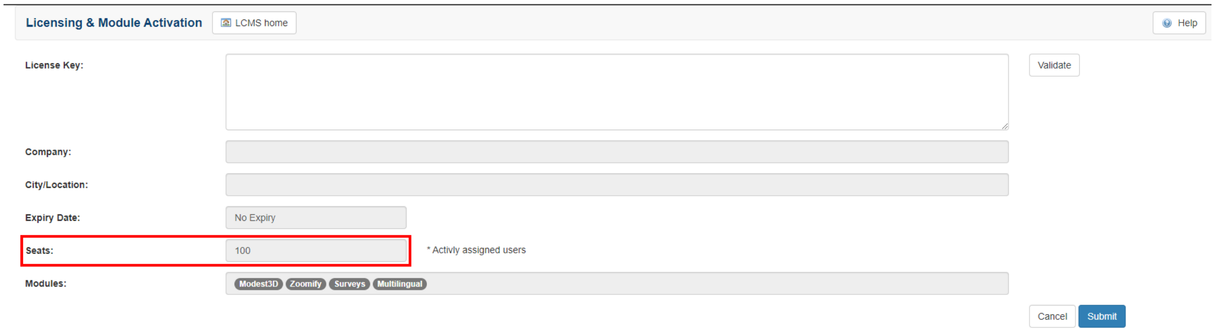
3. Under **Document Versioning**, enter a value for **Version Increment** to set the increment used for version numbering in **Document Management**.

4. Under **Activity Versioning**, enter a value for **Default Version** to set the initial version number assigned when creating new activities.

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

## 4.7 LCMS Licensing

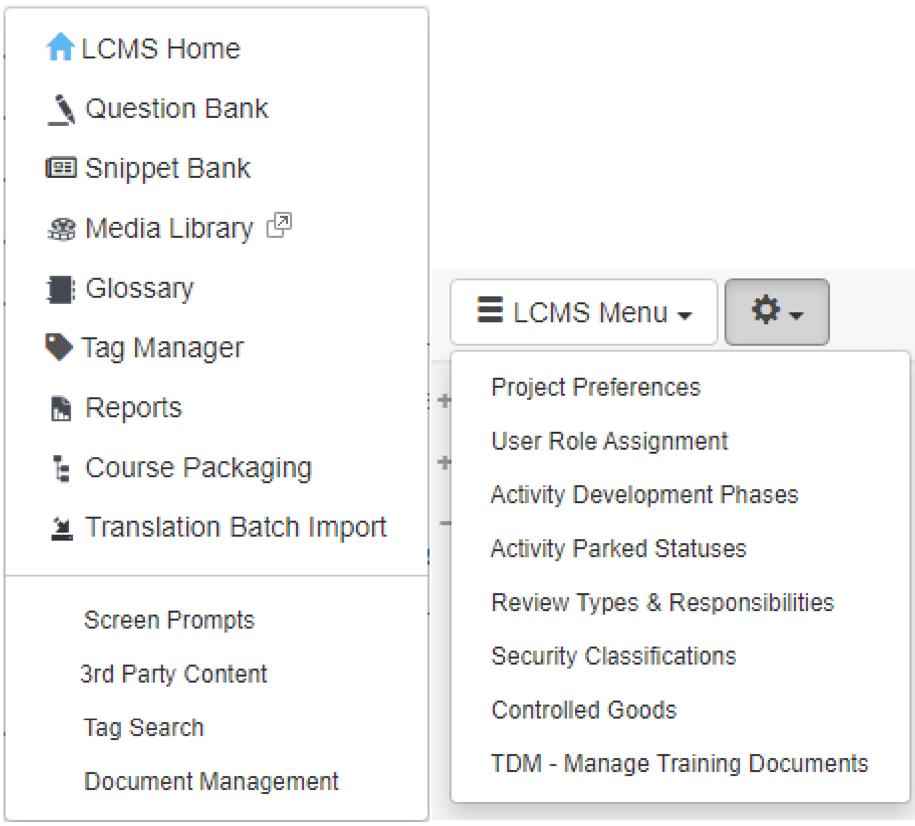
The LCMS Licensing is a feature available to Administrators, in which an activation key is provided by BTSI. This notifies the Administrator of the status and validity of the license, as well as the allowable number of seats (active users) within the system. **Note:** An active user only counts as one 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.


Licensing & Module Activation
LCMS home
Help
License Key:
Validate
Company:
City/Location:
Expiry Date:
No Expiry
Seats:
100
* Activly assigned users
Modules:
Modest3D
Zoomify
Surveys
Multilingual
Cancel
Submit

# 5 LCMS Menu (Project Menu)

A number of options are available to Administrator and Manager users for managing individual project options. Some of these are also available to senior Developers, and other roles.

The **LCMS Menu** (Project Menu) in the navigation tree includes the sprocket drop-down menu. The sprocket drop-down menu contains the project **Configuration** and **Preferences** options. Click the down arrow to choose the desired option.

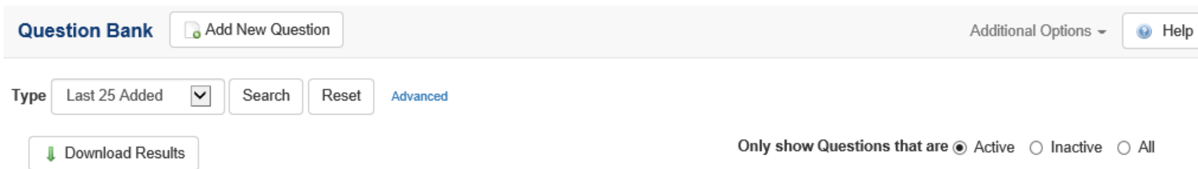



## 5.1 Question Bank

Depending on the privileges set for their role, users may be able to access the **Question Bank** and view, edit or delete entries. Administrators, Managers and Developers have these privileges, and they may also be assigned to custom roles.

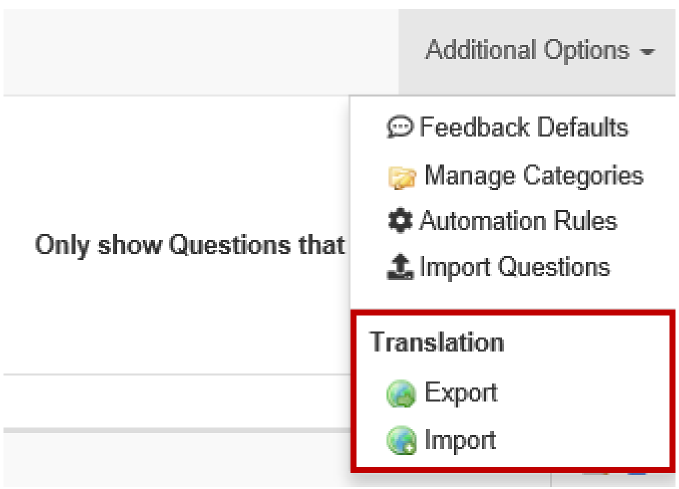
All questions for a project are developed and stored in the **Question Bank**. Once questions are developed, they can be added to Independent Study, Instructor Led Lesson or Test activities.

To access the question bank, click **Question Bank** from the **Project Menu**.

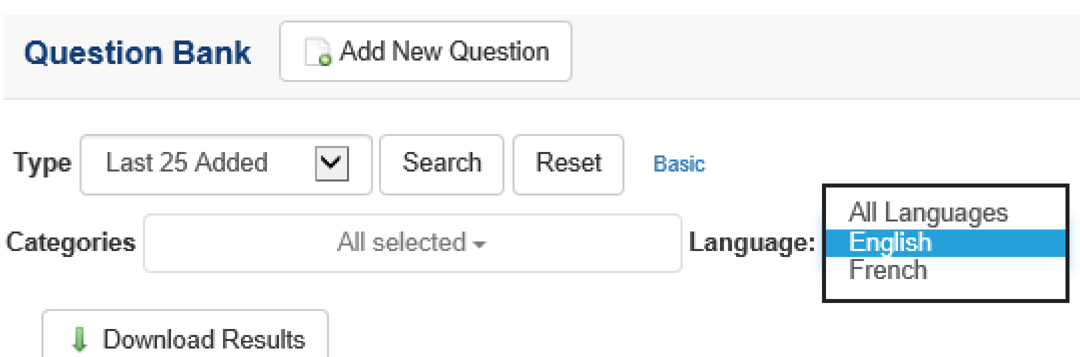



If **Multilingual Support** is enabled, at the top of the main Question Bank screen you will see:

- A **Translation** section in the **Additional Options** dropdown with **Export** and **Import** options.




- A search filter with language drop-down.



For more information, refer to Configure Multilingual Support.

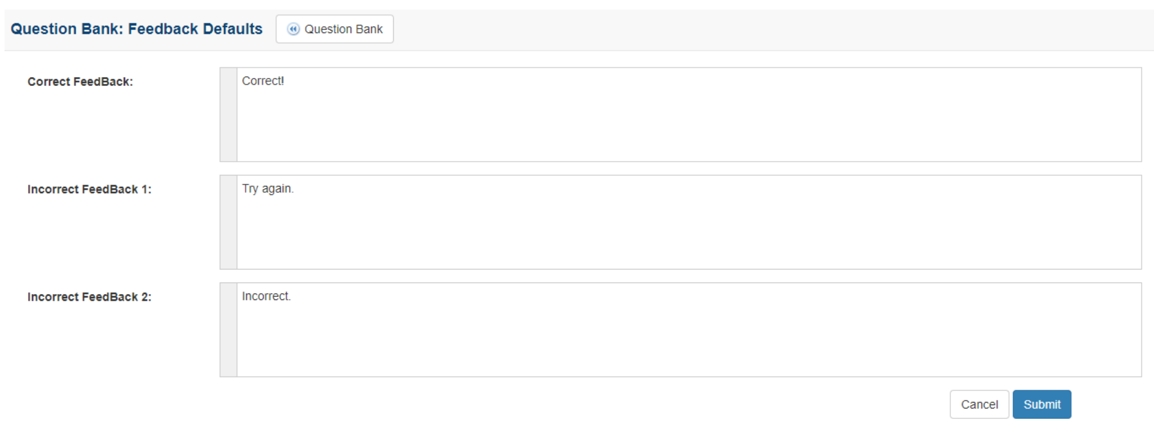
## 5.1.1 Feedback Defaults

**Feedback Default** values can be assigned by the Manager or Admin in the **Question Bank.**

1. Click the **Additional Options** drop-down menu, and select **Feedback Defaults**.

2. Enter the desired feedback for the **Correct Feedback**, **Incorrect Feedback 1**, and/or **Incorrect Feedback 2** fields.

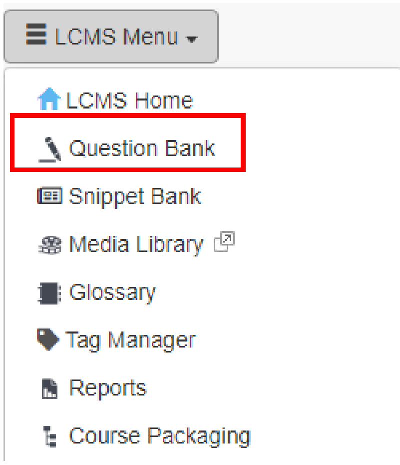
3. Click the **Submit** button to save. These will be used to automatically populate the fields in new question screens. **Note:** The developer will still be able to edit to replace or modify them in any way.



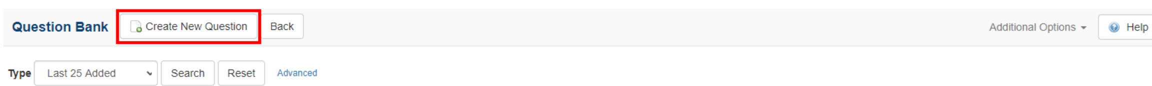

## 5.1.2 Create New Question

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.

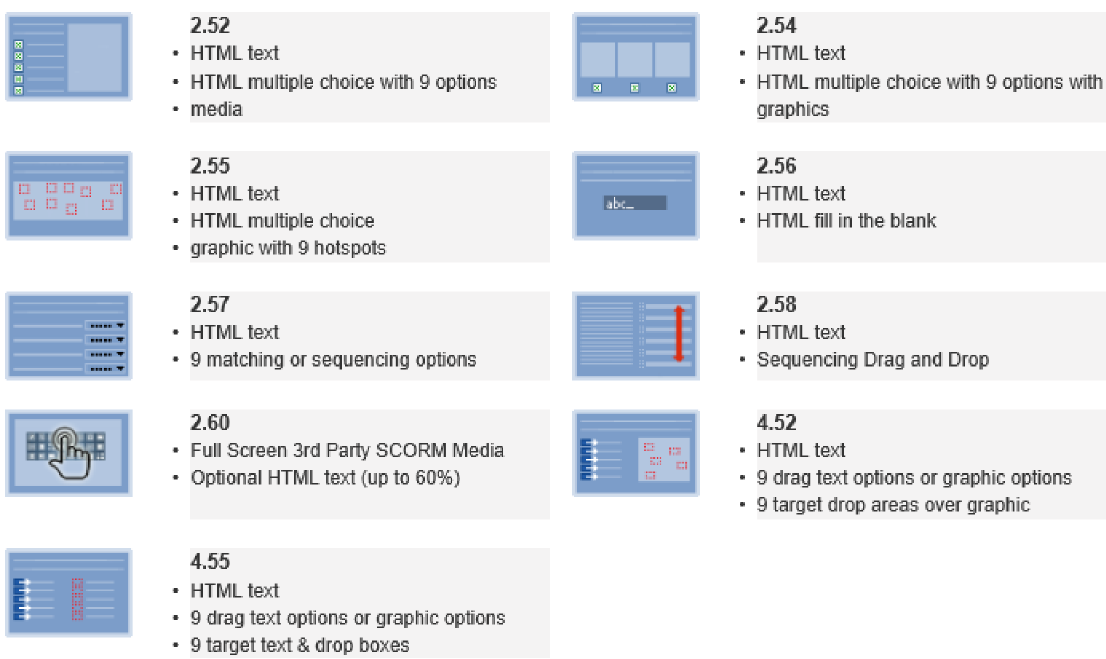
1. Select **Question Bank** from the **LCMS Menu**.




2. On the **Question Bank** screen, click the **Create New Question** button.

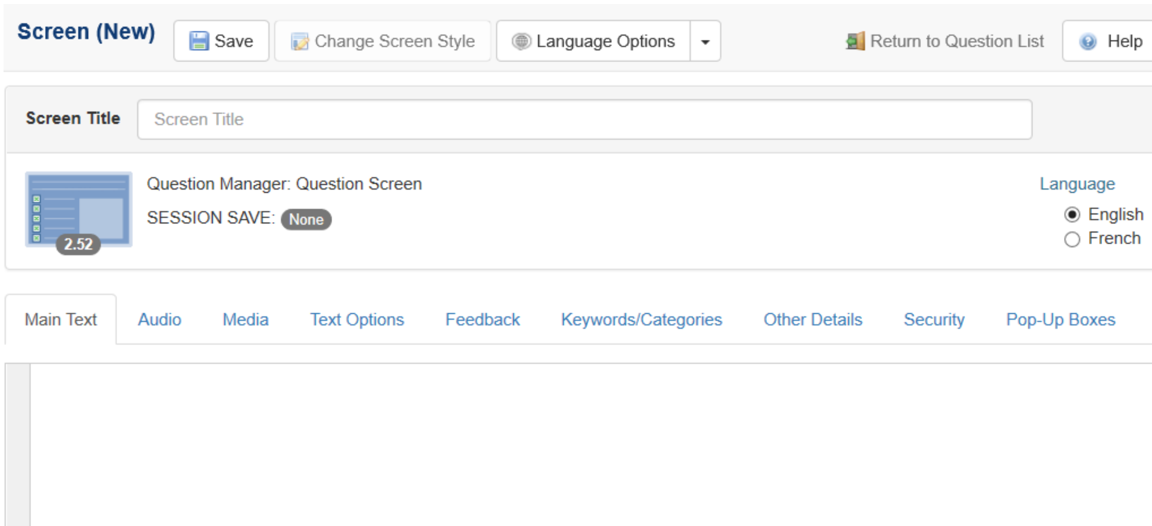



3. A screen appears showing all available question screen styles. Select the screen style that you wish to use.



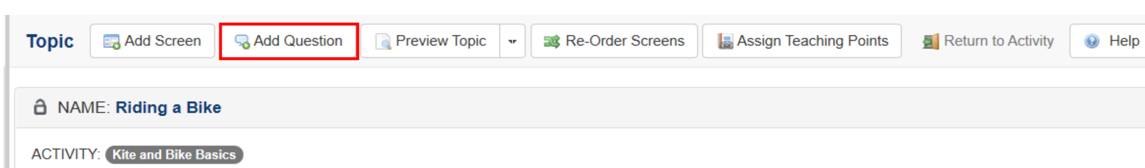

4. The question style you selected, with all applicable fields for content, is then displayed. All information entered in these screen fields is available in the activity storyboard. To save the information you enter in the screen fields, click the **Save**

button at the top of the screen.



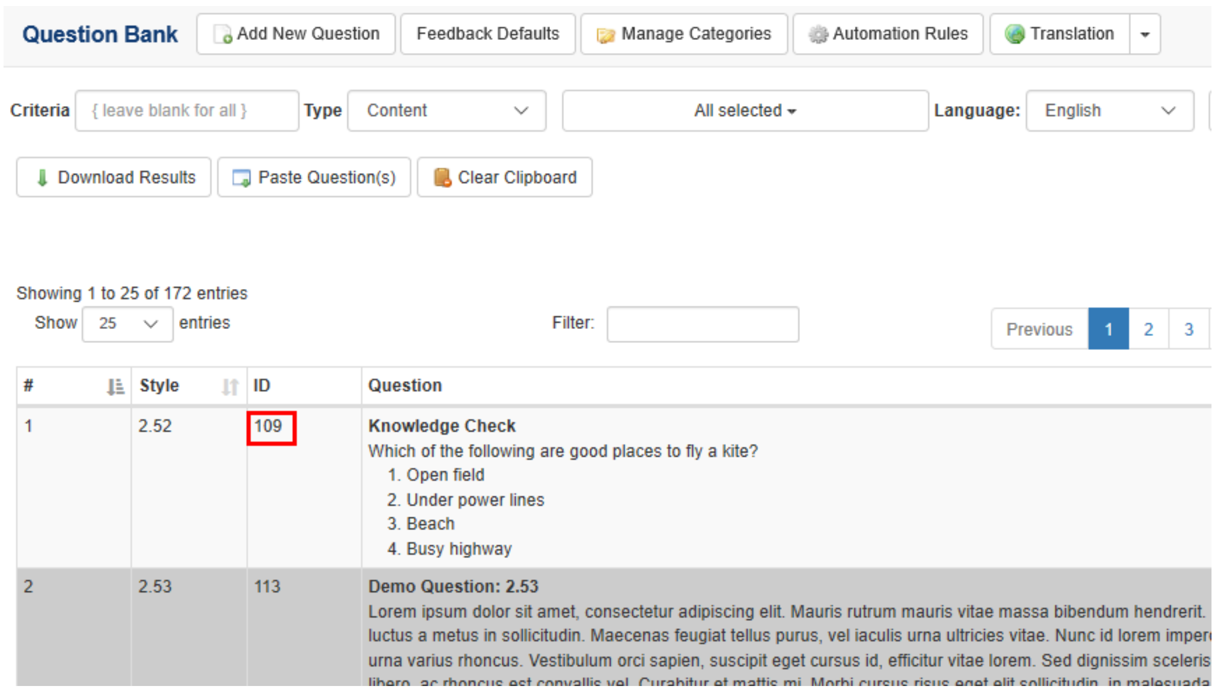

5. Once you have saved your question, click **Return to Question List**. You will now see your newly created question, with the question ID appearing in the Search Criteria field.


**Note:** You can add already-created question(s) from within a topic by clicking the **Add Question** button at the top of the window.



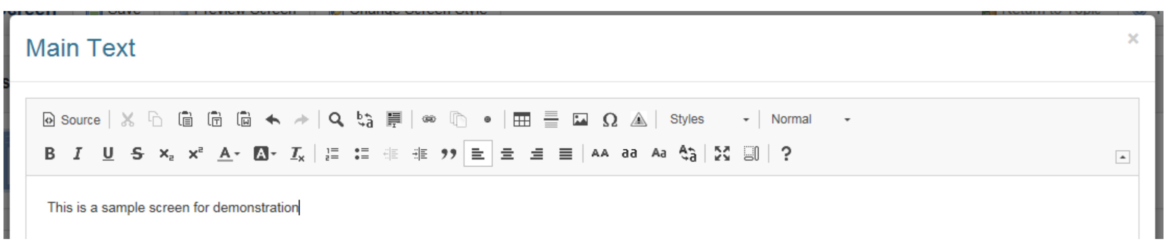

### 5.1.2.1 Question Screen ID

Each time a question screen is created, it is automatically assigned a screen identification number (ID). This number is displayed in the activity storyboard and the question list in the **Question Bank**. It is used when referring to specific screens.



## 5.1.2.2 Add Main Text

1. To add question stem text to any of the instruction screens, type the words in the **Main Text** field on the first tab below the **Screen Title**.



**Note**: For more information see the section entitled Question Screen Styles.

## 5.1.2.3 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.

## 5.1.2.4 Add Feedback

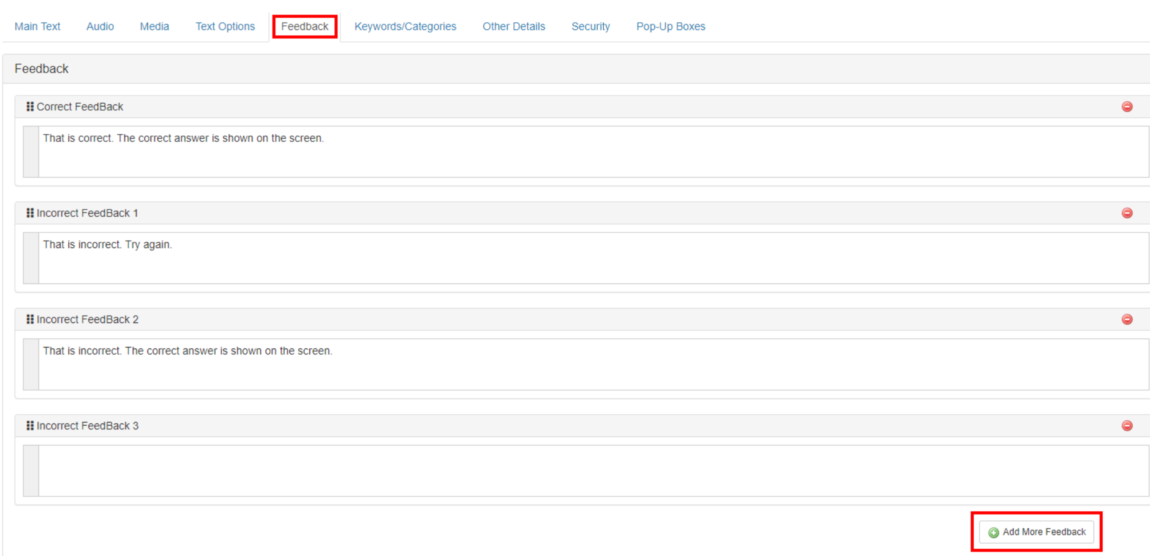
By entering values on the Feedback tab, the developer can assign optional feedback to a question screen, which will be displayed when the user submits their response. **Note:** Default values for feedback fields can be set at the project level, and these will be used to automatically populate the feedback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

1. Enter a value for **Correct Feedback**. This will be displayed when the user submits the correct response.

2. Enter a value for **Incorrect Feedback 1**. 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.

3. Enter a value for **Incorrect Feedback 2**. 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 additional feedback fields be required (i.e., **Incorrect Feedback 3**, **Incorrect Feedback 4**), click the **Add More Feedback** button and enter the feedback in the corresponding text field.

**Note:** If these fields are left blank, the user will be given one attempt to answer the question correctly and will be shown default feedback.




## 5.1.2.5 Add Other Details

See Other Details (tab) for more information.

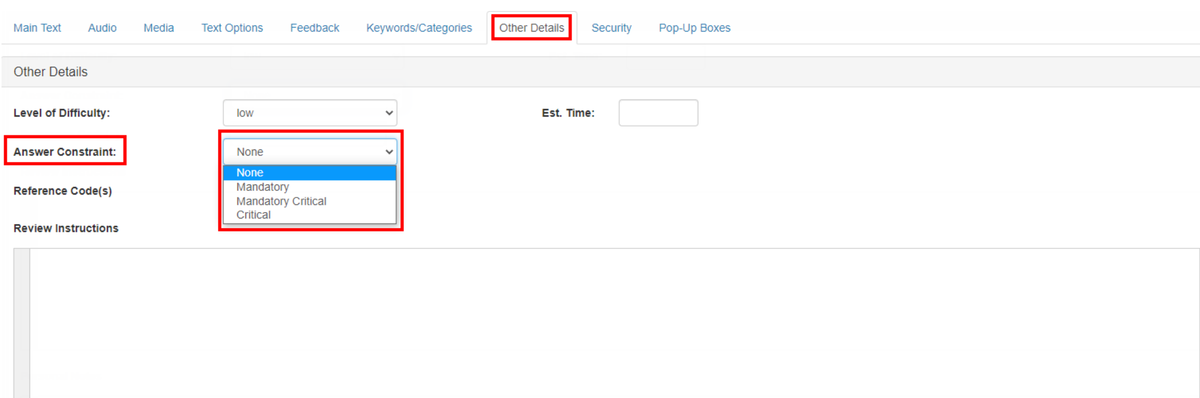
#### 5.1.2.5.1 Mandatory and Critical Questions

Add an **Answer Constraint** to set a question to **Mandatory**, **Mandatory Critical** or **Critical**. 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.

**Mandatory:** 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.

**Mandatory Critical:** The user must answer the question, and it must be answered correctly to pass the exam.

**Critical:** 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.



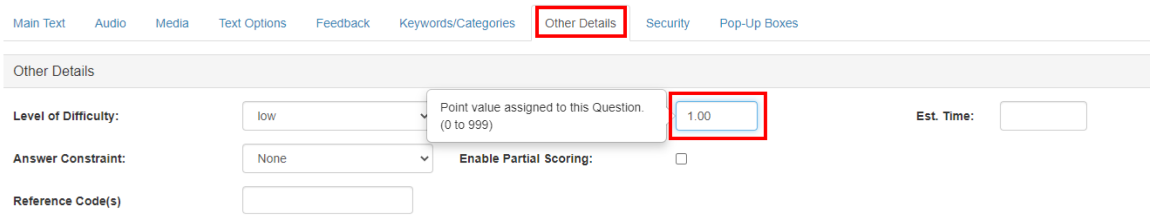

#### 5.1.2.5.2 Assign Point Value

The **Point Value** field displays only when a question is added to a **Test Activity**. This allows a question in a test to be assigned a **Point Value** (0-999) that can be used to calculate the final mark of a test.

1. To add a **Point Value** to a Question, click the **Other Details** tab and enter a value 0–

999.

2. Click the **Save** button.

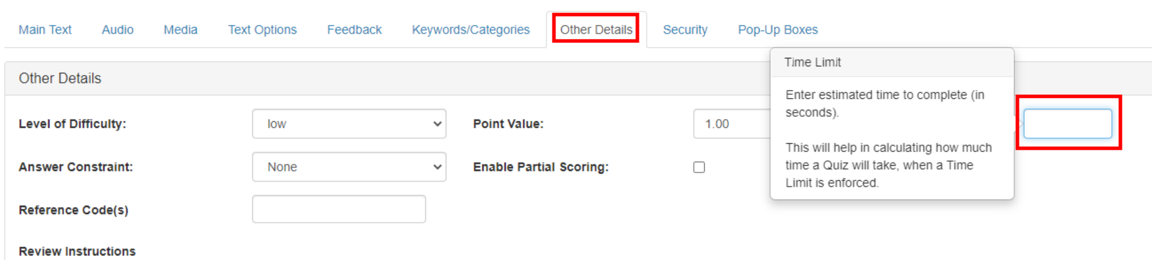



#### 5.1.2.5.3 Estimated Question Time

Questions may be assigned an estimated time to complete. **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.

1. To add an estimated time to complete to a Question, click the **Other Details** tab and enter the estimated time (in seconds) in the **Est. Time** field.

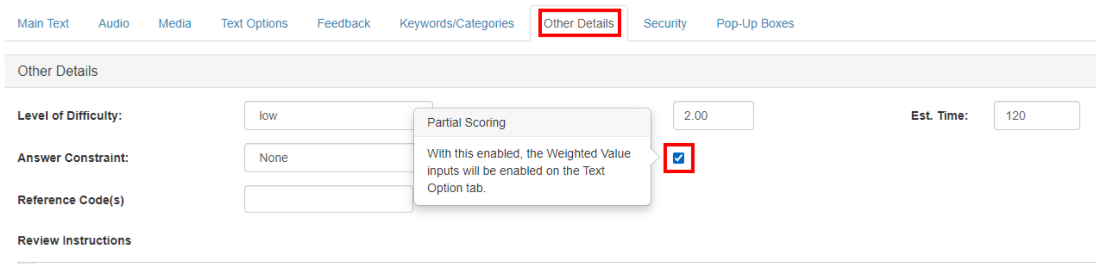
2. Click the **Save** button.



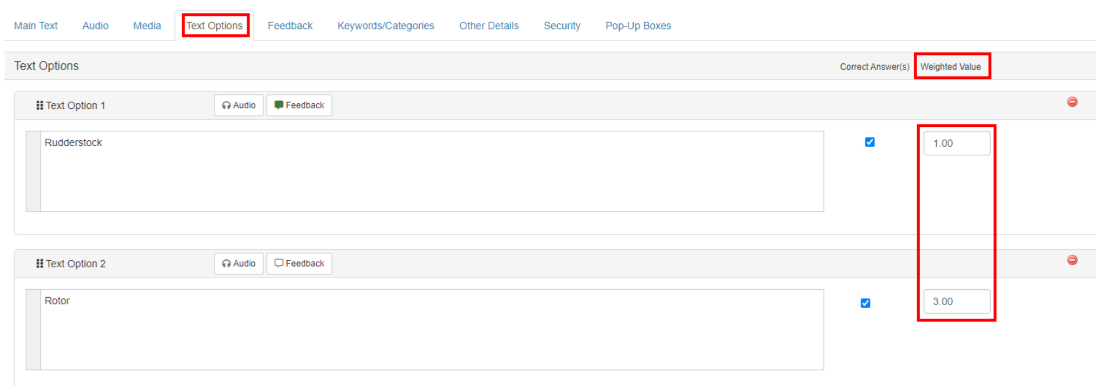

#### 5.1.2.5.4 Enable Partial Scoring

Questions with multiple answers may be weighted to allow a partial mark for the question (i.e. 2 of 3 answers are correct). The **Enable Partial Scoring** checkbox displays only when a question is added to a **Test Activity**. Partial scoring can be used to calculate the final mark of a test.

1. To enable the partial scoring of a Question, click the **Other Details** tab and click the **Enable Partial Scoring** checkbox.




2. Click the **Text Options** tab and enter a value in the **Weighted Value** fields. The default value is 1. **Note: Weighed Value** fields will only display when partial scoring is enabled.



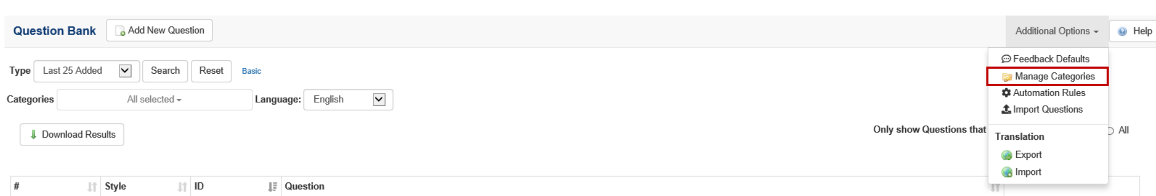

3. Click the **Save** button.

## 5.1.3 Manage Categories

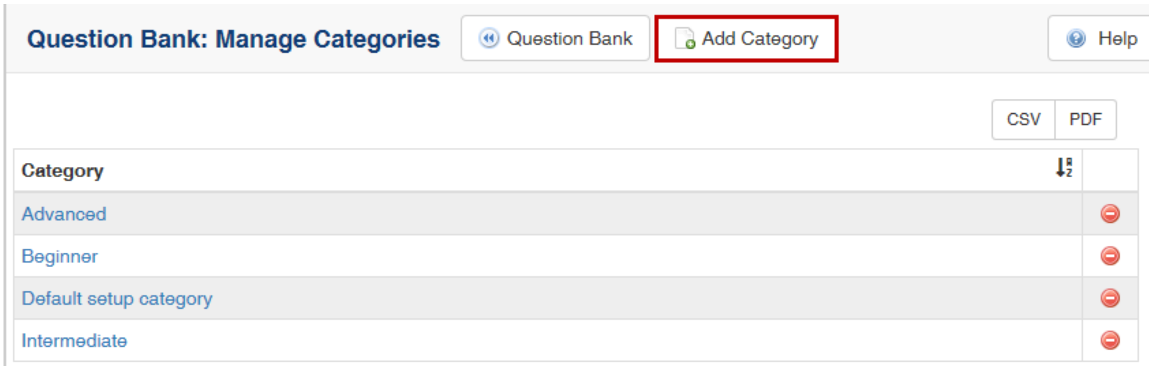
Categories are used to manage questions in the **Question Bank**. Before developing questions, set up the categories for all questions in the project. The categories must be named and organized to manage all questions used throughout the project activities.

### 5.1.3.1 Add a Category

1. Click the **Manage Categories** link on the **Additional Options** menu in the **Question Bank** screen. The **Manage Categories** window will appear.



2. Click the **Add Category** button. The **New Category** page will appear.




3. Type the name of the new category in the **Category** field.

4. Click the **Submit** button.


5. The new category will appear on the **Manage Categories** window.

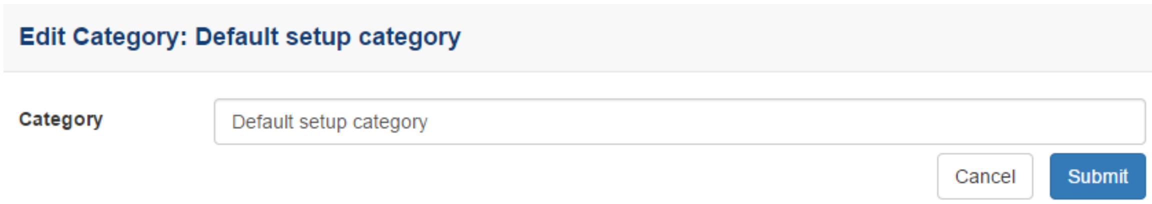
### 5.1.3.2 Edit a Category

1. Click the **Manage Categories** button on the **Question Bank** screen. The **Manage Categories** window will appear, listing all existing question bank categories.

2. Click the category you wish to edit.

3. Make the required changes in the **Category** field.

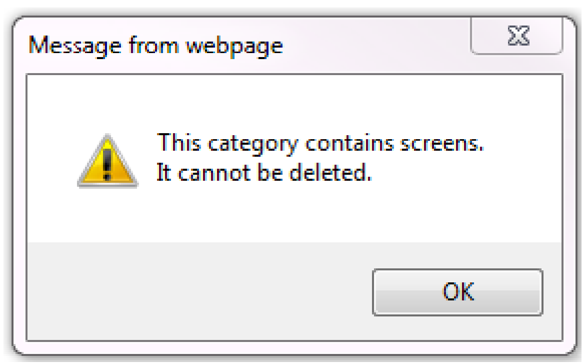
4. Click the **Submit** button.




### 5.1.3.3 Delete a Category

Click the **Delete** icon beside the category you wish to delete on the **Manage Categories** screen.

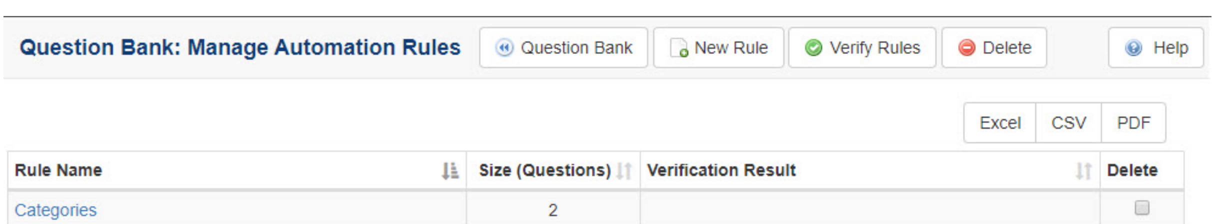
**Note**: If questions are assigned to the category selected for deletion, a window will appear stating that the category cannot be deleted.




## 5.1.4 Automation Rules

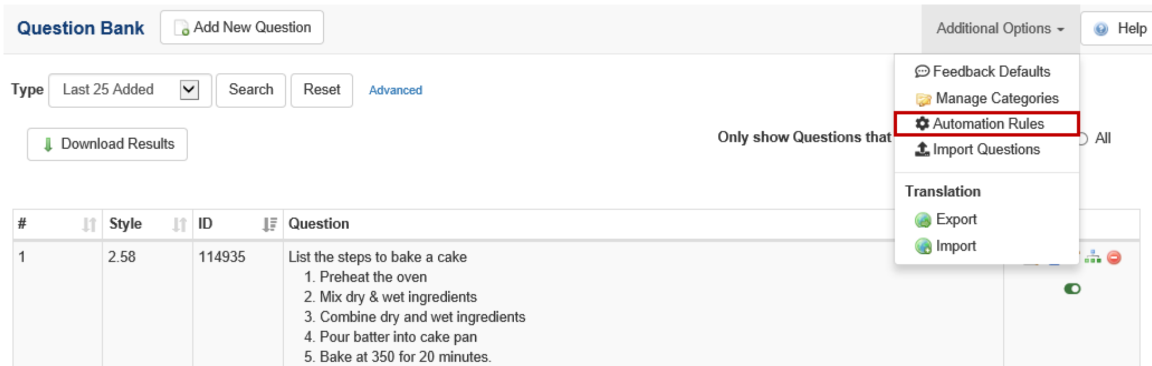
Questions for a project are created using the **Question Bank**. When a test is created, questions may be added to the test one at a time, or all at once using the automated rule feature. You can use one or both options to enter questions in the same test.

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.

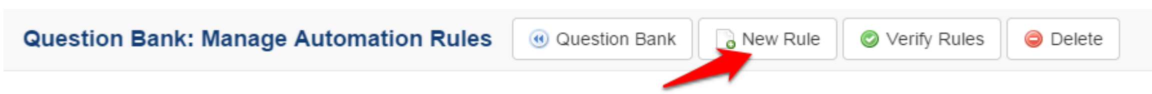


## 5.1.4.1 Create New Rule

1. On the **Question Bank** screen, click **Automation Rules** from the **Additional Options** menu.



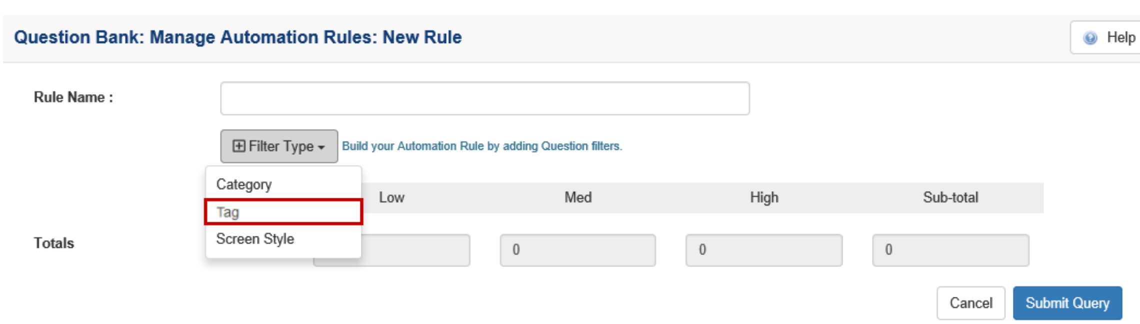

2. The **Manage Automation Rules** page will appear. Select the **New Rule** button.




3. The **Manage Automation Rules: New Rule** window will appear. Enter a Rule Name in the **Rule Name** field.

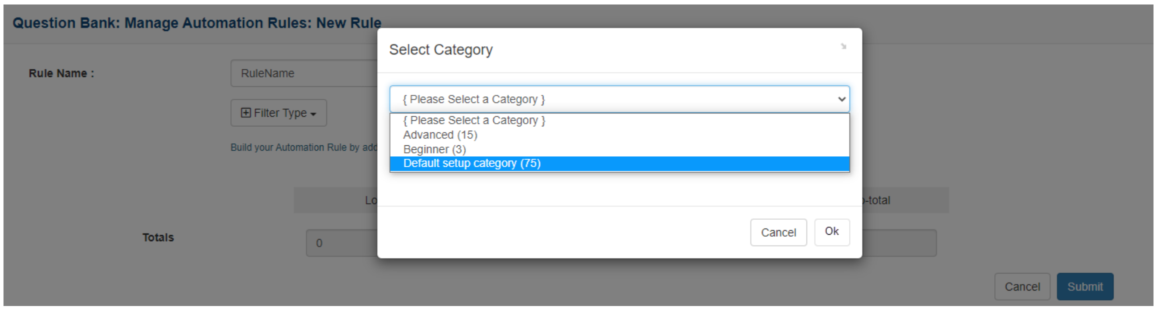
4. If the current project includes older flash-style screens, the **Ignore Flash Screen Styles** checkbox will appear. The checkbox is selected by default. To exclude flash question screens from the automation rule, leave this checkbox selected, or deselect the checkbox to include flash screen styles.


5. Click the **Filter Type** button. A drop-down list of available filter types will appear.



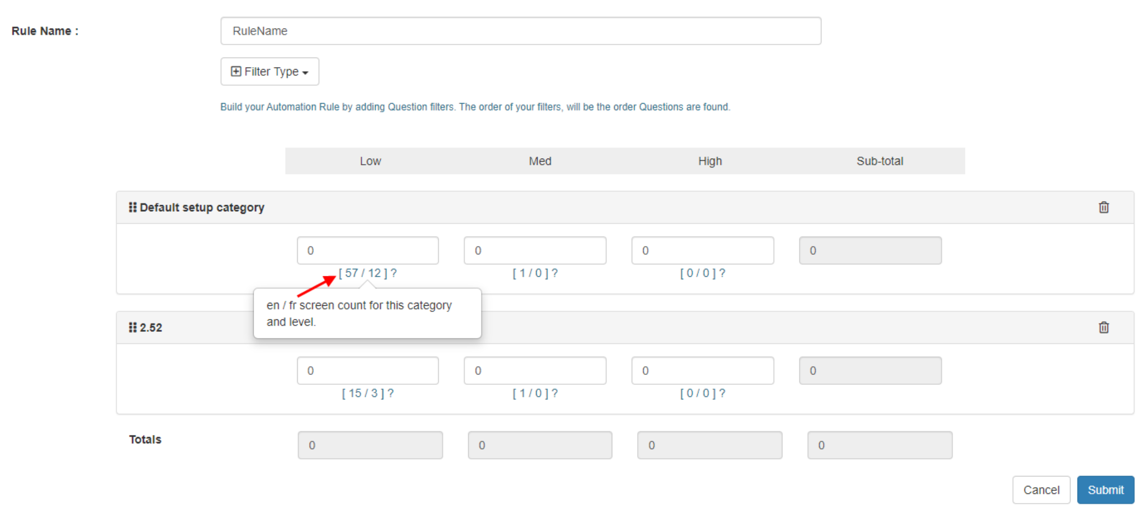
6. Choose from Category, Tag or Screen Style in the **Filter Type** drop-down**.**

7. From the dialog box, select the desired category, tag or screen style you wish to include in the automation rule.



8. Click the **Ok** button to close the dialog box.

9. 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.



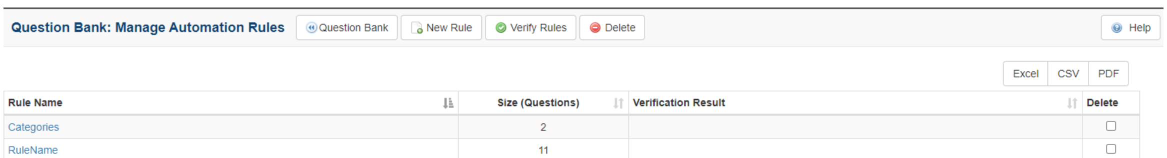
10. Enter the number of questions required for each level of difficulty within each filter. The number in brackets [ ] beside each field indicates the number of questions assigned that level of difficulty. Sub totals will show the number of questions required from each filter; totals will show the total 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.

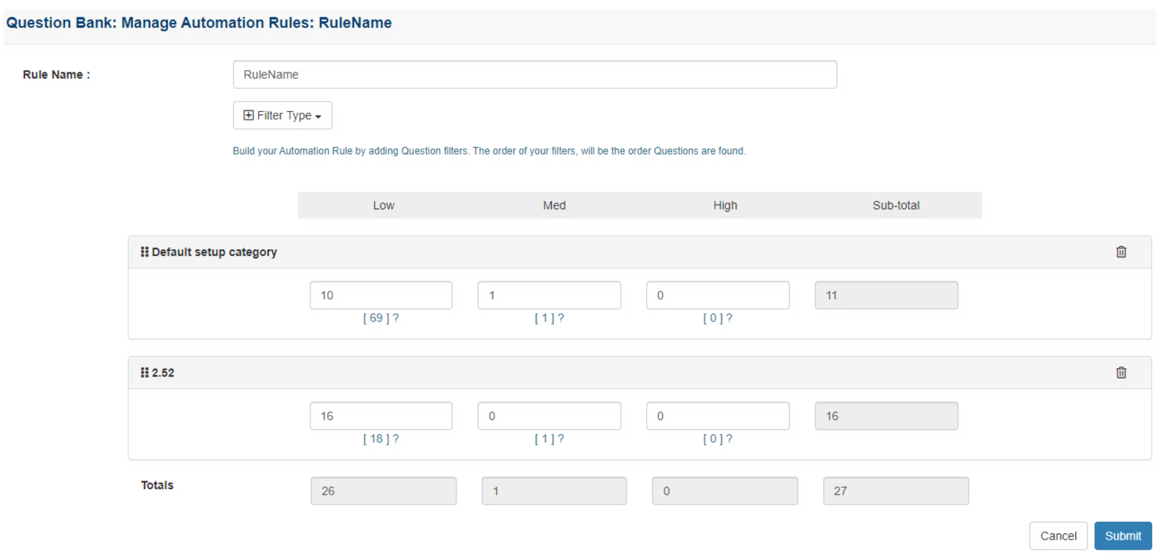
11. Click **Submit**. The new rule will be displayed on the **Manage Automation Rules** screen.

### 5.1.4.2 Edit Rule

1. From the **Manage Automation Rules** screen, select the Rule Name you wish to edit.




2. Enter the information in the appropriate fields. **Note**: Filters may be reordered using the drag-handles on the top-left of the **Filter Name** field.

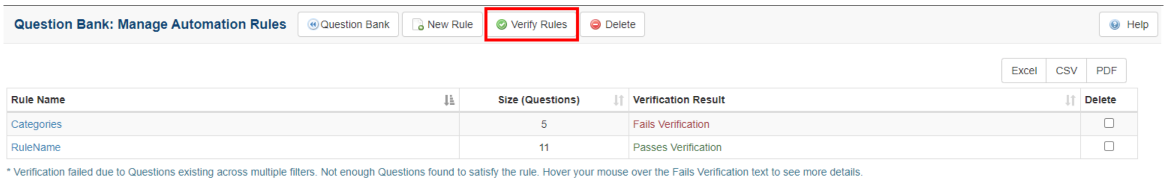



3. Click the **Submit** button.

### 5.1.4.3 Verify Rule

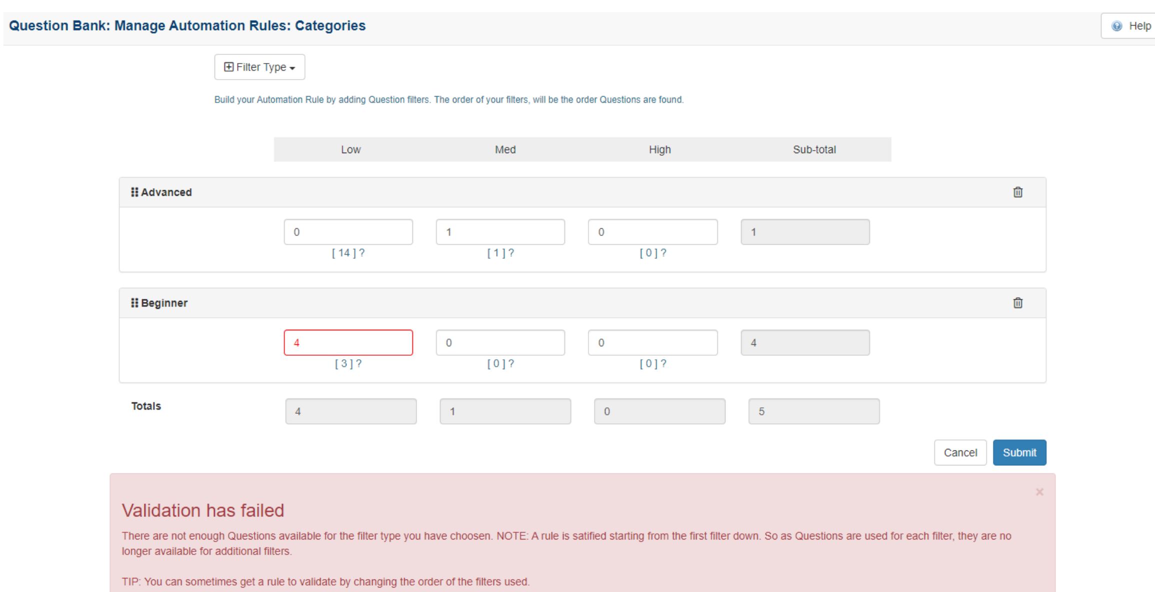
When each question was created using **Question Bank**, it was assigned a category (mandatory) and a level of difficulty (optional). In order for the automation rules feature to be used, questions must be assigned a level of difficulty.

1. Click the **Verify Rules** button on the **Question Bank: Manage Automation Rules** screen. 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.




2. 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**.

3. The **Rule Name** window will open stating the reason(s) why the rule was not verified.




## 5.1.4.4 Delete Rule

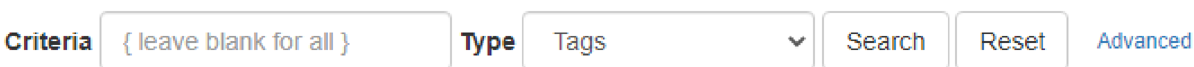
1. On the **Manage Automation Rules** screen, select the box beside the rule you wish to delete.

2. Click the **Delete** button. The **Manage Automation Rules** screen will be displayed and the rule will be deleted.

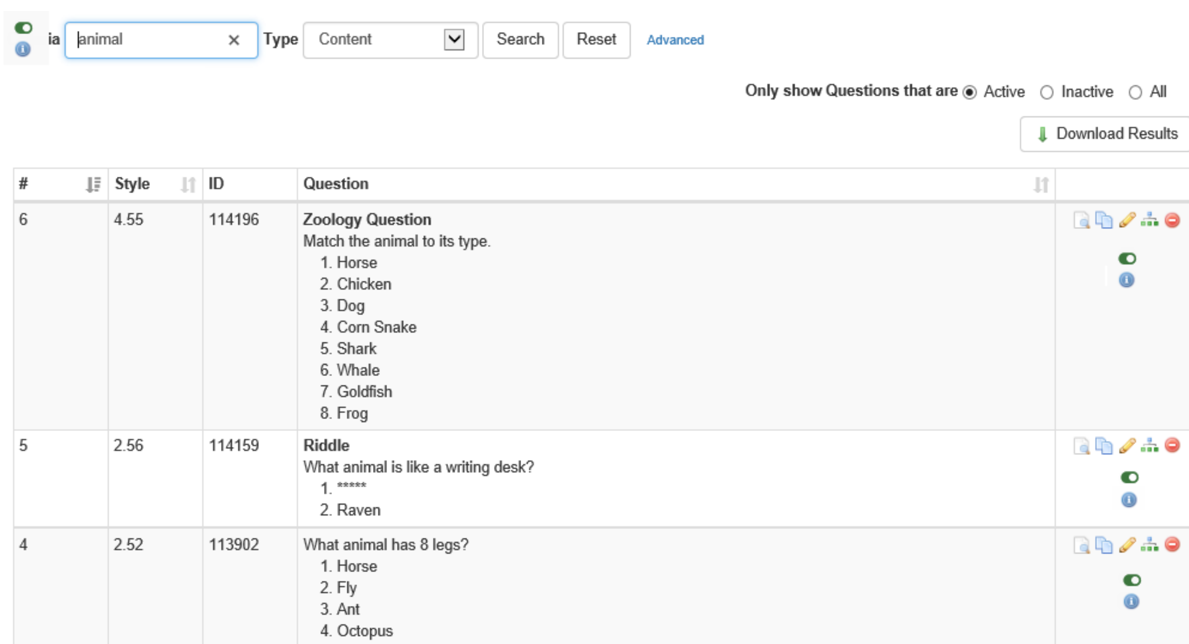
### 5.1.5 Search Question Bank

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

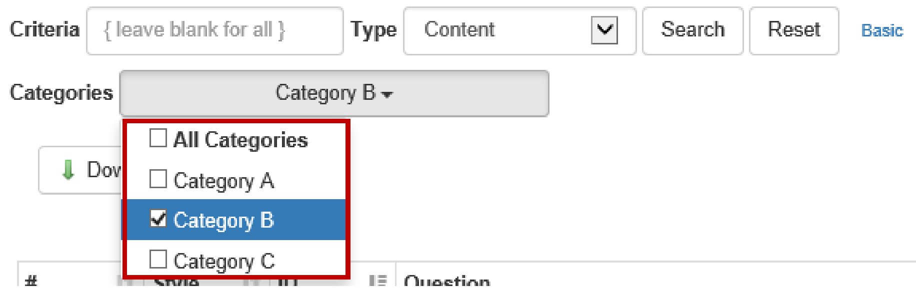
The basic search options available from the **Types** drop-down list are: **Answer Constraint**, **Content**, **ID**, **Tags**, **Last 25 Added**, **Last 50 Added**, **Main Text** and (Screen) **Style.** Depending on the type of search chosen, you may then enter a specific value in the **Criteria** field. Click the **Search** button. **Note:** If you leave the **Criteria** field blank and all categories are selected, all items in the **Question Bank** will be returned by default.




A list of questions corresponding to your search criteria will be displayed underneath.




Clicking the **Advanced** link will display additional search options. Question categories can be selected from the drop-down list before clicking **Search**.




If **Multilingual Support** is enabled, a filter will be available under **Advanced Search** with language drop-down.


To view only basic search options, click the **Basic** link.

By default, only active questions are shown in the search results. Click the **Inactive** or **All** radio button at the top right of the search results to change the filter.


**Note:** Question searches default to search by last 25 questions added.

**Note**: 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:** Inactive questions cannot be viewed in the search results when adding questions to a lesson or test.

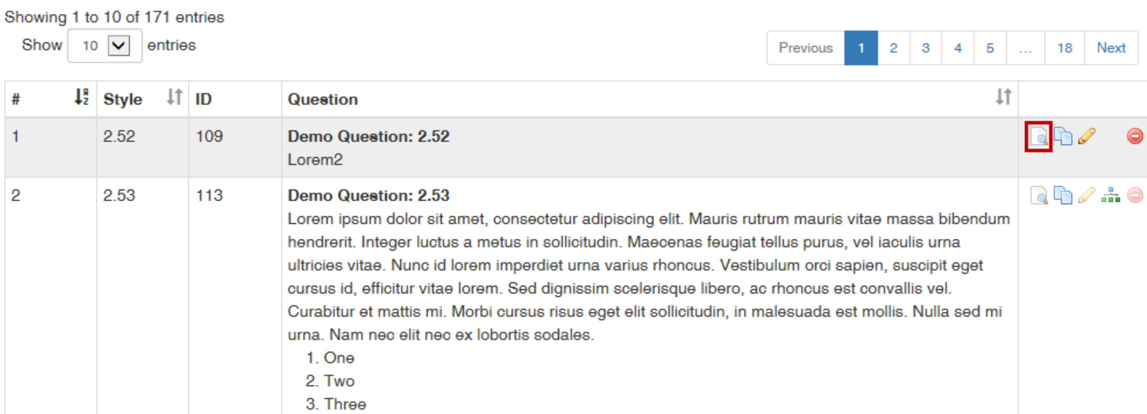
To download a CSV file of the selected search, click **Download Results**.

## 5.1.6 Preview Question Screen

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

1. On the **Question Bank** screen, locate the question you wish to preview using the **Question Bank** search features.

2. Click the **Preview** icon beside the question you wish to preview.




3. Select the interface you wish to preview the question from the drop-down list. The question will be displayed.

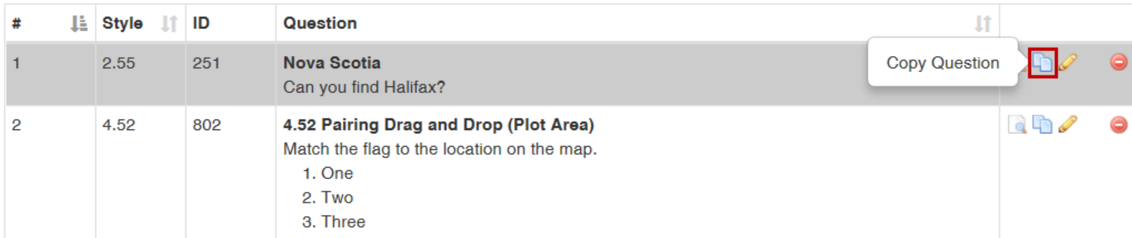
4. When you have finished previewing the screen, click the **Close** icon  in the top right corner of the window.

**Note:** 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.

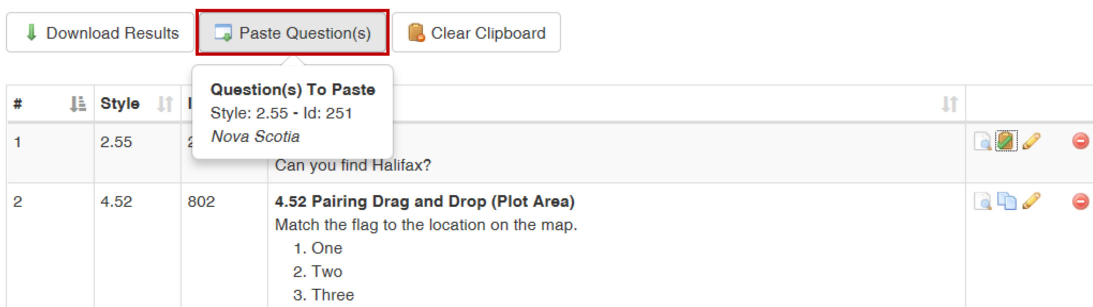
## 5.1.7 Copy Question Screens

Once you have searched and are viewing a list of results in the **Question Bank**, you can copy questions.

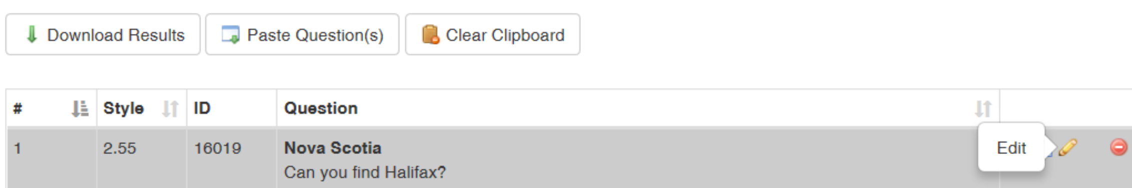
1. In the list of results in the **Question Bank**, click the **Copy** icon beside one *or more* questions you wish to copy.



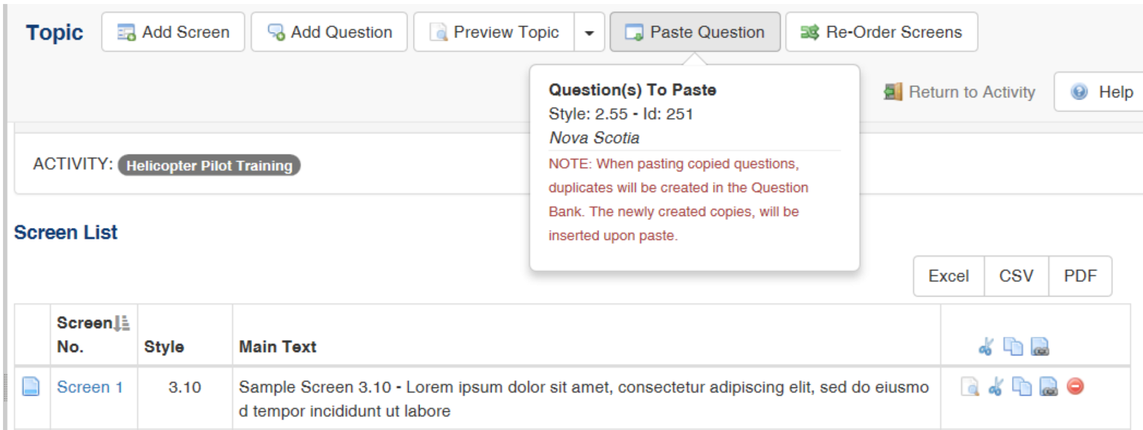

2. Click the **Paste Question(s)** button that appears at the top of the screen to create copies of the question(s) selected.



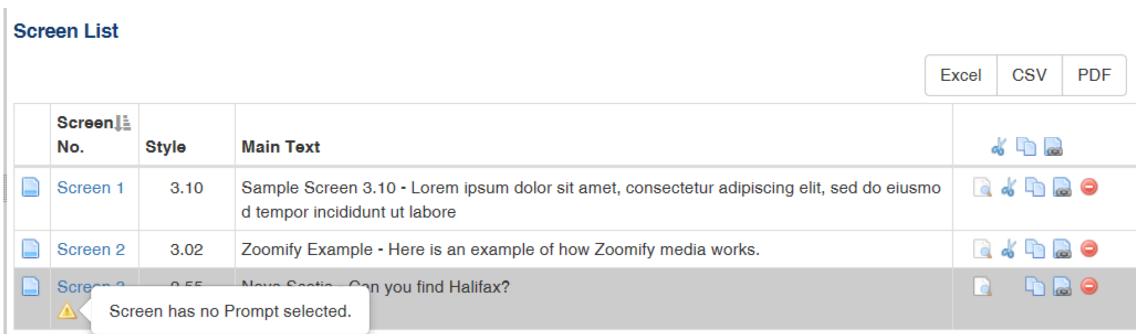

3. You can now see your copied question(s) onscreen. Click the **Edit** button to make changes to the copy (changes will not be reflected in the original question).




**Note:** You may also copy questions from the **Question Bank** and paste them into an activity from the **Clipboard**. Questions can also be copied from one activity to another using the **Clipboard** feature.




A prompt needs to be added to the pasted question. A warning appears next to the screen number indicating there is no prompt selected.




## 5.1.8 Edit Question Screen

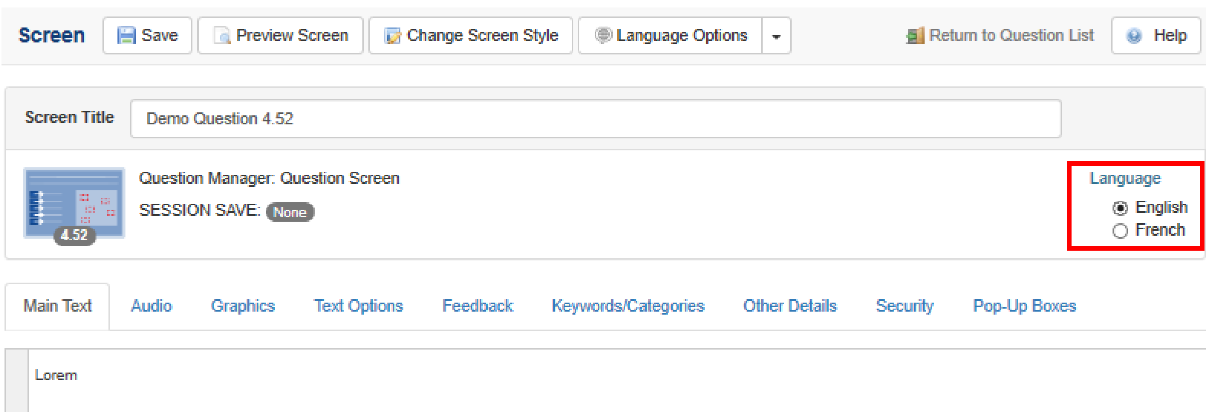
1. On the **Question Bank** screen, locate the question you wish to edit using the Question Bank search features.

2. Click the **Edit** icon beside the question you wish to edit. Note that you cannot edit a question that is assigned to a locked activity.

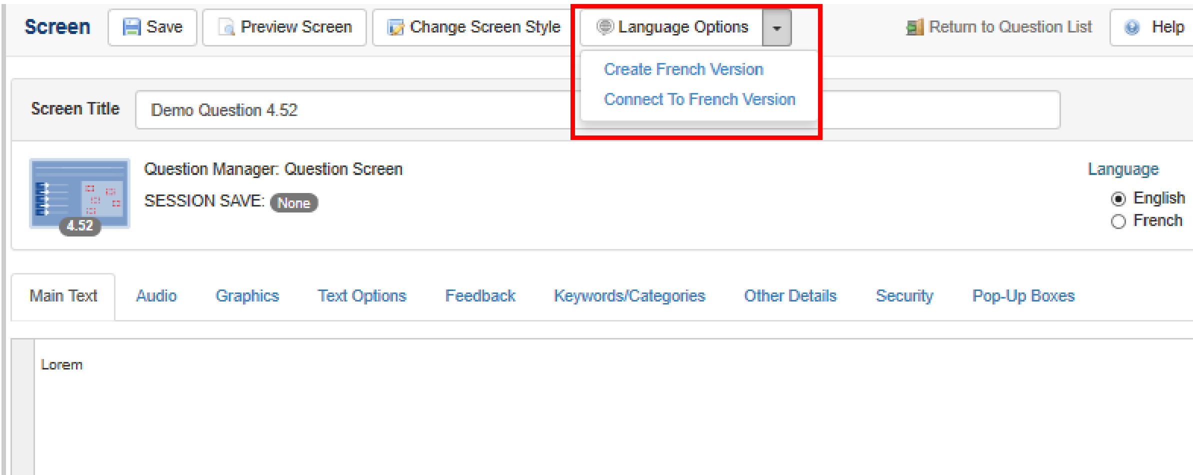

3. Make any changes to the required fields, then click the **Save** button at the top right corner of the screen.

If **Multilingual Support** is enabled:

- A **Language** toggle button takes you to the alternate language screen, disconnecting you from the original screen.



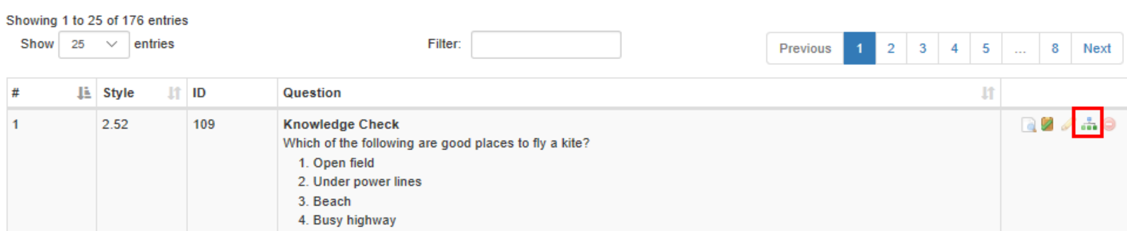

If the question screen is not connected to an alternate language, from the Language Options drop-down, you can **Create 'Alternate Language' Version** (copy/paste) or **Connect to 'Alternate Language' Version** (search for screen and link the two).



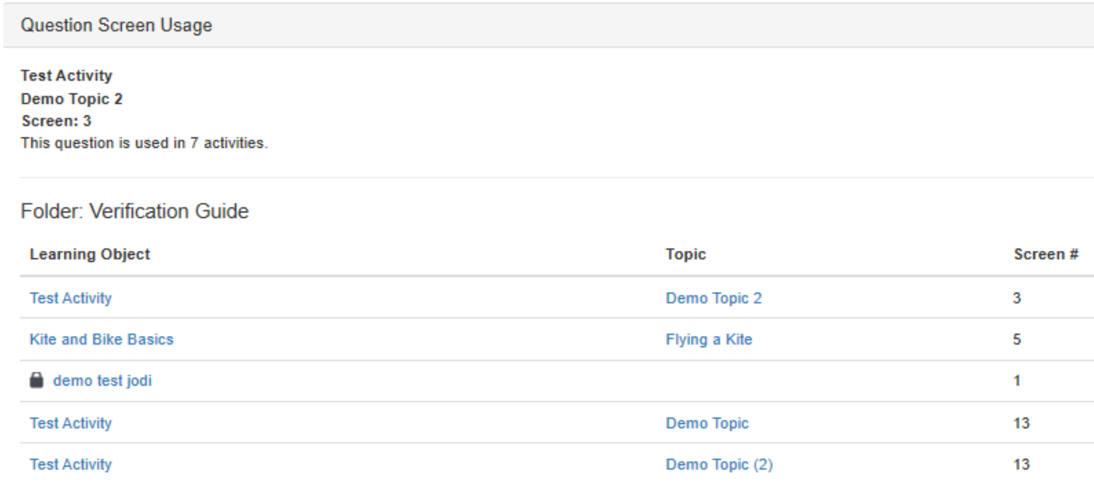

## 5.1.9 Question Usage

1. On the **Question Bank** screen, locate the question you wish to use by using the Question Bank search features.

2. If the question is being used in another location(s), a **Usage** icon is visible beside it. Click the icon to see usage details.




3. The **Question Screen Usage** window appears containing all of the learning objects in which the question is used.

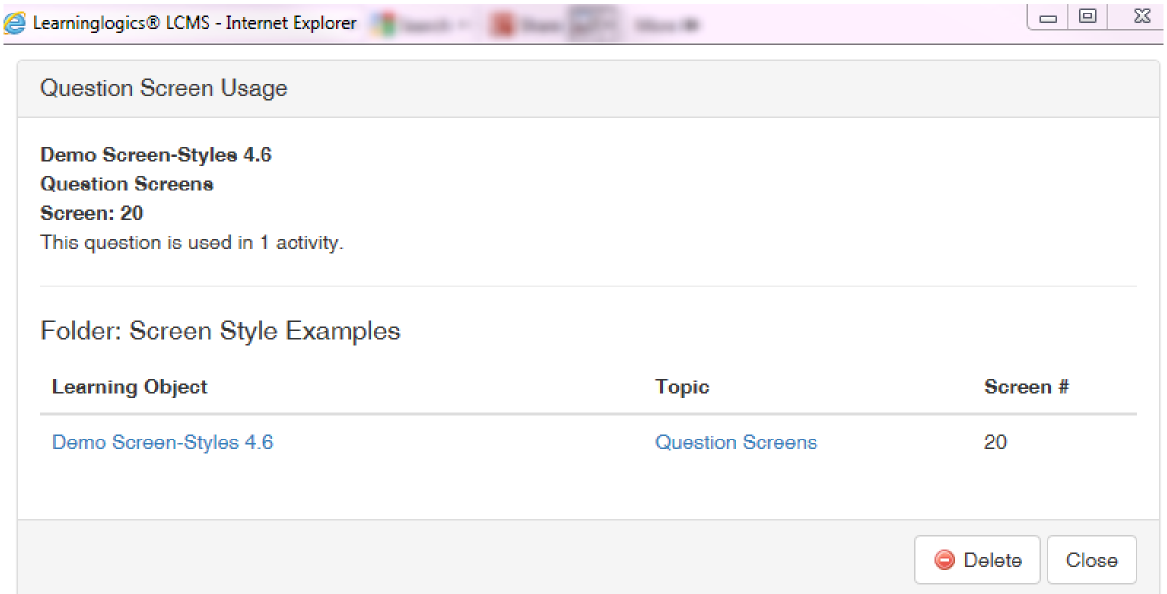



## 5.1.10 Delete Question

1. On the **Question Bank** screen, use the search features to locate the question you wish to delete.

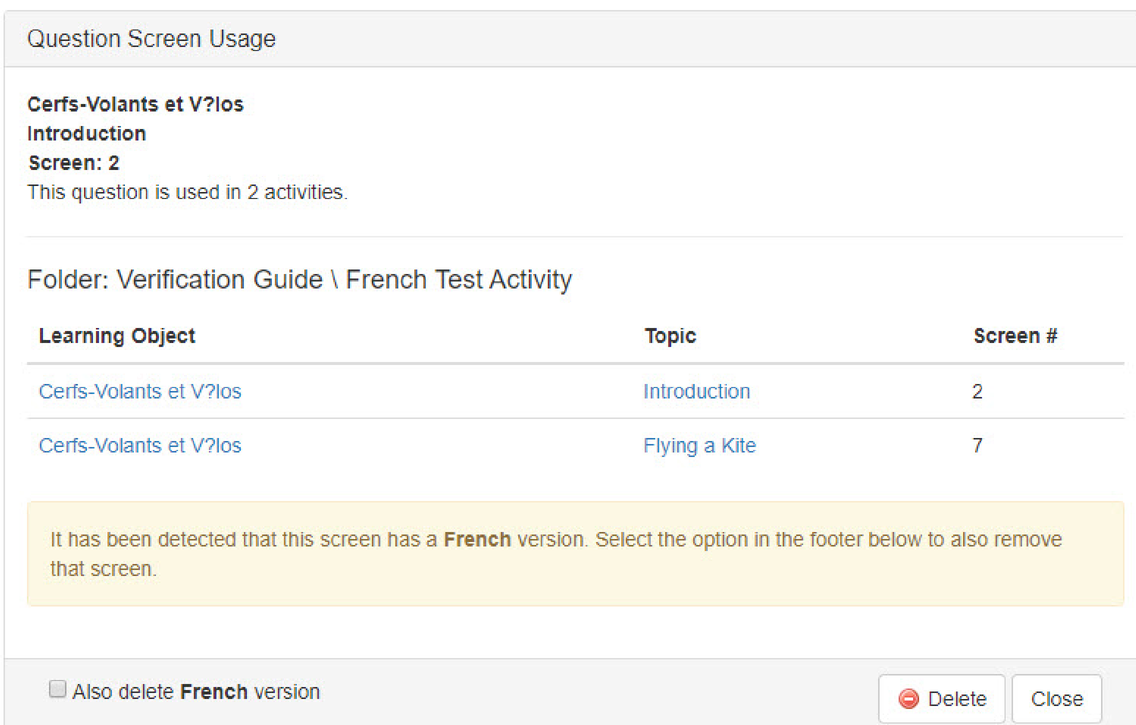
2. Click the **Delete** icon beside the question.

3. The **Question Screen Usage** pop-up window appears, indicating if the question is being used in other activities. If you still wish to delete the question, click **Delete**; otherwise, click **Close**.



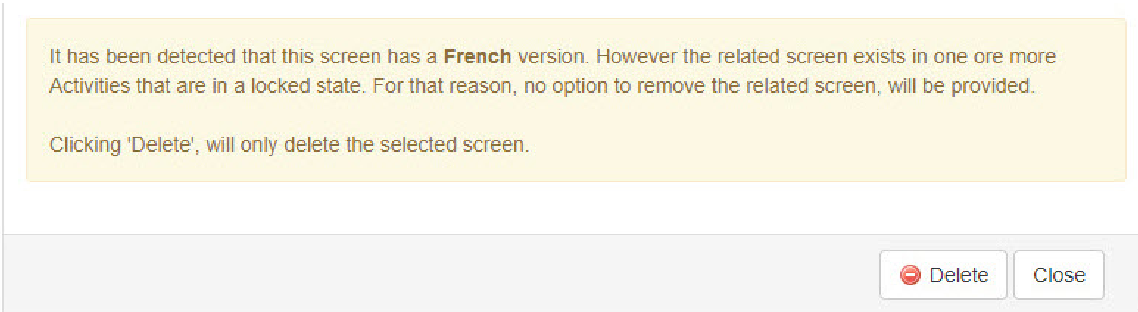

If the question you are deleting has a linked translated version, a dialogue box appears with two possibilities:

1. A translated version of the question exists and you now have the option to also delete the alternative language version.

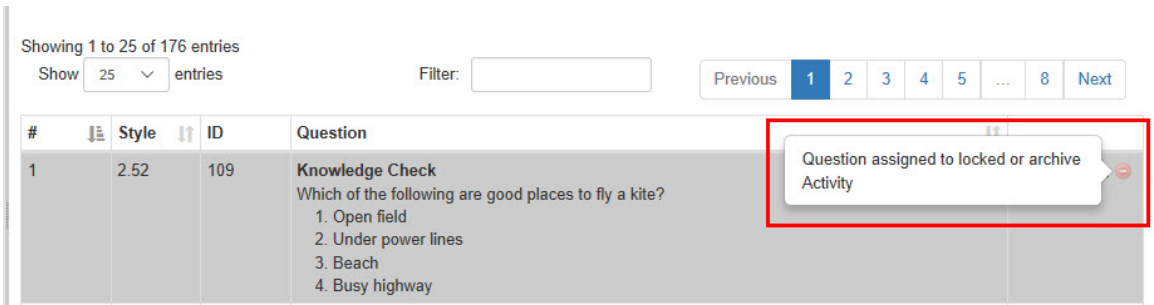



2 A translated version of the question exists, but it is located in an activity that is currently locked. In this case, clicking **Delete** will only delete the selected question,

breaking the link with the translated version.




Note that if the question is assigned to a locked or archived activity, the **Delete** icon is disabled.

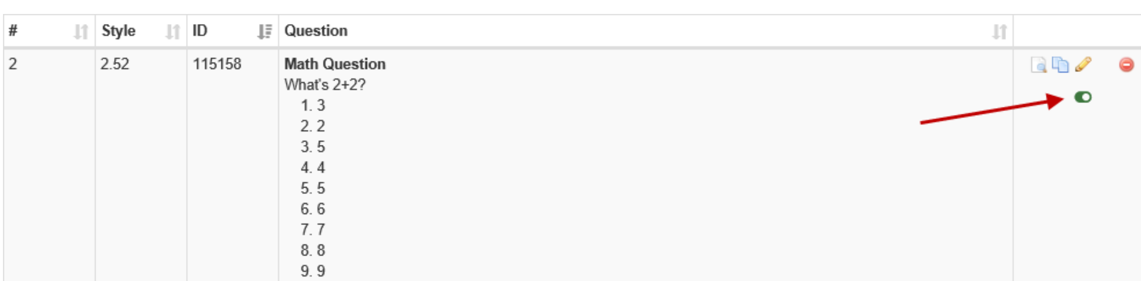



## 5.1.11 Deactivate Question

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 questions 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.

1. On the **Question Bank** screen, use the search features to locate the question you wish to deactivate.

2. Click the **Active** toggle icon next to the active question.

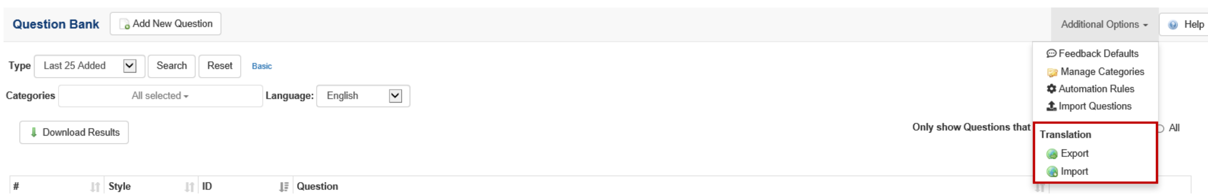


3. To reactivate an inactive question, use the search features to locate the question you wish to deactivate, ensuring that the **Inactive** or **All** status filter radio button is selected.

4. Click the **Active** toggle icon next to the inactive question.

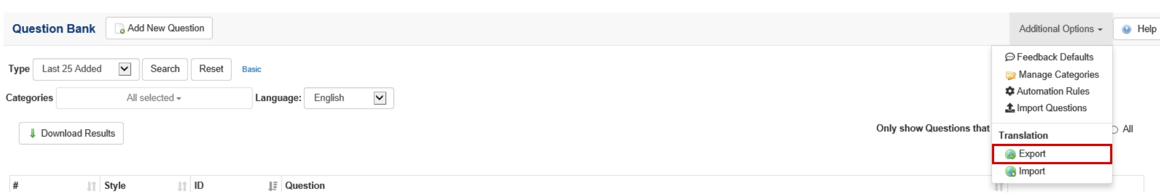
## 5.1.12 Translation

If **Multilingual Support** is enabled, in the **Additional Options** menu of the main Question Bank screen there is a **Translation** section with **Export** and **Import** options.

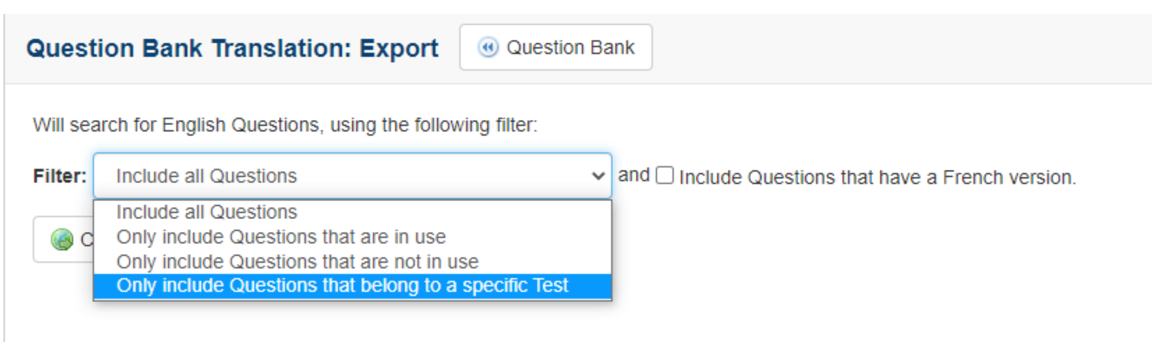



### 5.1.12.1 Export

1. To export questions from the **Question Bank**, click **Additional Options** and select **Export** in the drop-down menu.




2. From the **Question Bank Translation: Export** window, use the **Filter** field to choose the questions you wish to export.

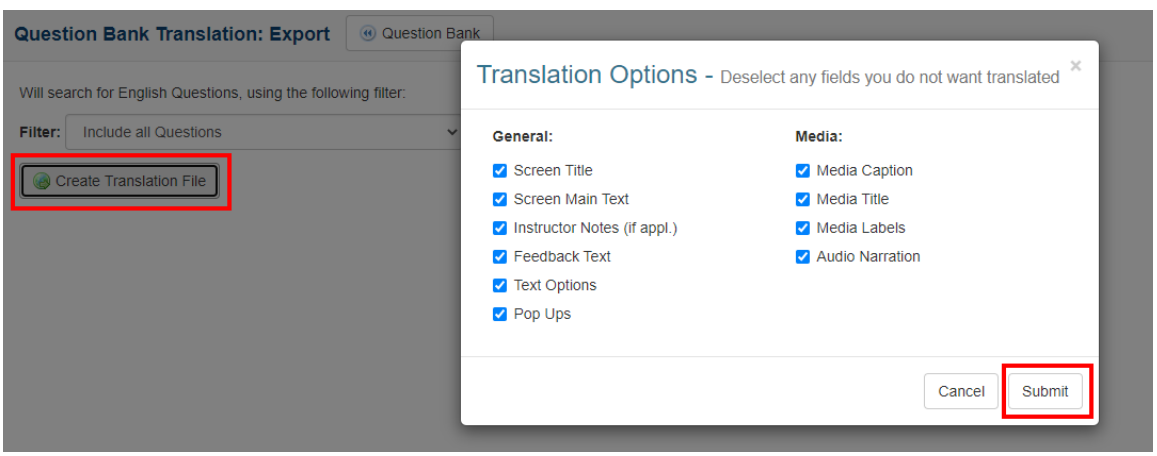


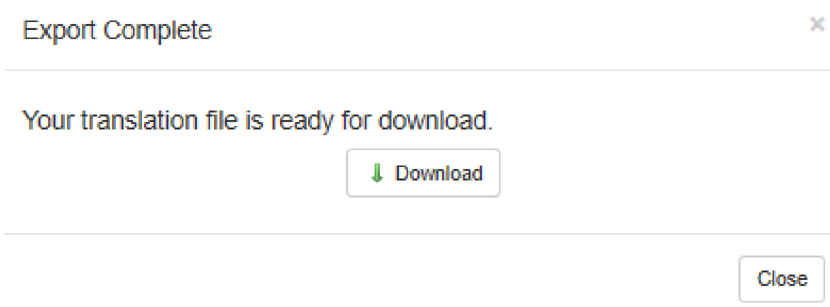
3. When the filter **Only include Questions that belong to a specific Test** is selected, the **Select Test for Export** pop-up window opens. Chose the specific test by clicking on the row.


4. Click **Create Translation File** button**.** In the **Translation Options** window, deselect any fields you do not want translated.

5. Click **Submit**.

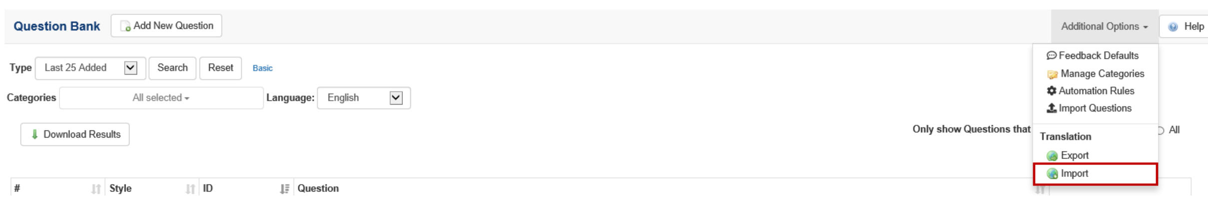
6. After the export is complete, click the **Download** button (if your are using IE, right-click and select **Save Target As**) to download. The downloaded file is an HTML document.






## 5.1.12. Import 2

1. Click **Import**.

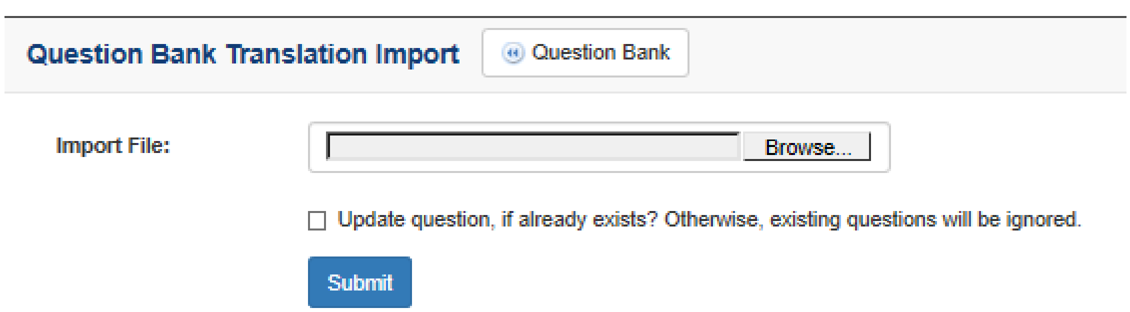



2. In the **Question Bank Translation Import** window, browse for the file you wish to import.

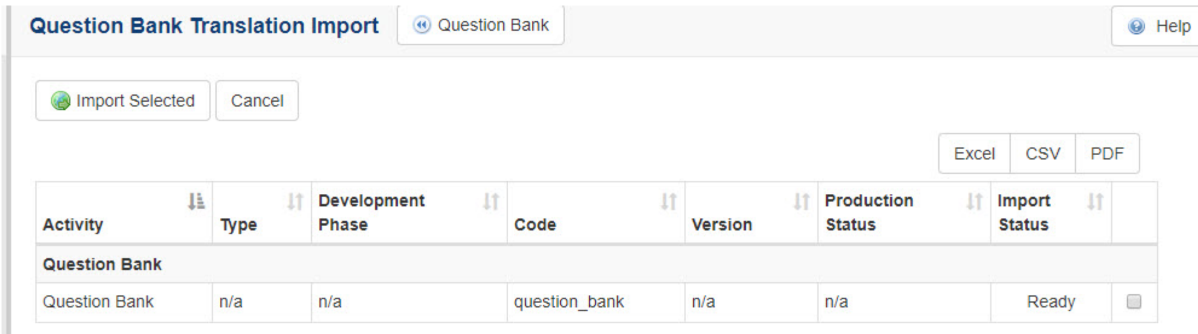
3. Click the checkbox beside **Update question, if already exits?** to update questions. **Note:** Existing Questions will be ignored if this is left unchecked.

4. Click the checkbox beside **Update Snippets?** to update snippets. **Note:** Snippets will be ignored if this is left unchecked.

5. Click the **Submit** button.



6. Several details will display in a status report. Check off items with an Import Status of Ready and click **Import Selected**. **Note:** You should not navigate away from this screen during import.



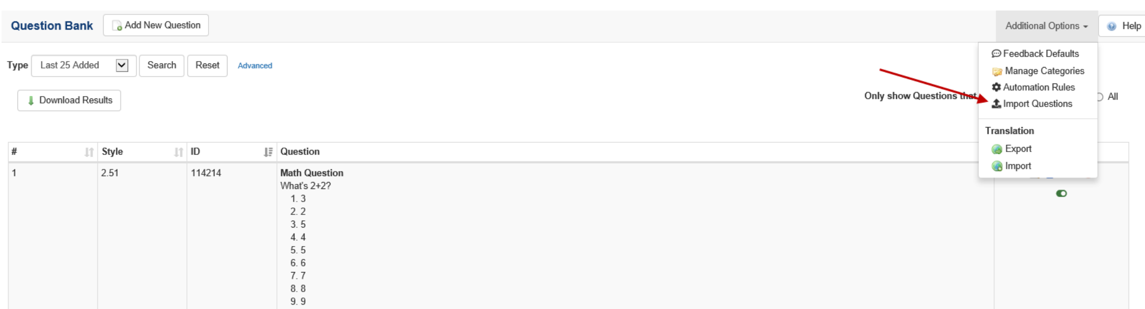

## 5.1.13 Import Questions

Administrators, managers and senior develops can import existing questions into the Question Bank from a CSV file using the **Import Questions** tool.

To import existing questions:

1. From the **Question Bank** screen, click the **Additional Options** menu.

2. Click the **Import Questions** link in the **Additional Options** menu.




3. Click the **Browse** button to select the file you wish to import.

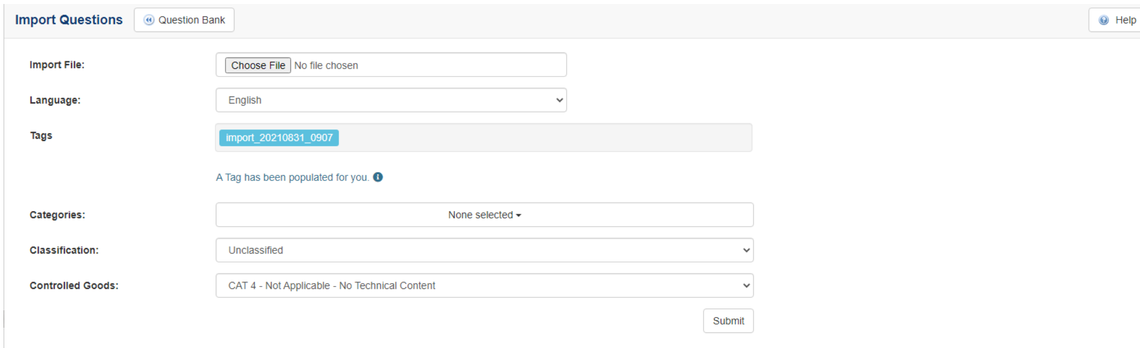
4. If **Multilingual Support** is enabled, select a language from the **Language** drop-down.

5. If desired, enter keywords in the **Tags** field. **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.

6. Select one or more categories from the **Categories** field.

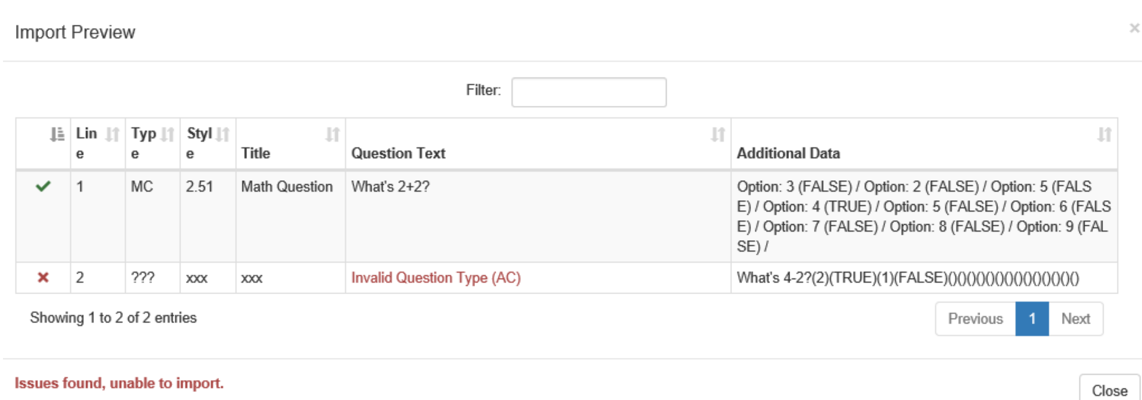
7. Select a security classification from the **Classification** drop-down.

8. Select a controlled goods classification from the **Controlled Goods** drop-down.




9. Click the **Submit** button.

10. An **Import Preview** dialog box 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. Note: if invalid questions are found, the import will be unable to proceed. Issues identified with invalid questions are displayed in red text to help users correct the problem.




11. Click the **Import Questions** button in the **Import Preview** dialog box to proceed with the import.

12. Once the import is complete, the **Question Bank** will display all imported questions.

## 5.1.13.1 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. | • Up to 9 text options are supported.<br>• Multiple answers can be correct. |
| Matching | MAT | 4.55 | Question Type (code), Title, question text, text option 1, matching target text, text option 2, matching target text, etc. | • Up to 9 answers and matching text are supported.<br>• The 'randomize target text at run-time' option will be selected for any imported questions of this type.<br>• Multiple text options may use the same target text. |
| Fill in the Blank | FIB | 2.56 | Question Type (code), Title, question text, input mask, answer 1, answer 2, etc. | • Input mask can be blank.<br>• Multiple valid answers accepted.<br>• If an input mask is specified, all valid answers must match the input mask. |

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 |
| MAT | Knowledge Check 2 | Match the word to its definition. | Autodidact | A person who has learned a subject without the benefit of a teacher | Synonymous | Equivalent in meaning | Defenestrate | To throw out a window |
| FIB | Knowledge Check 3 | What animal is like a writing desk? | ***** | Raven | raven | | | |

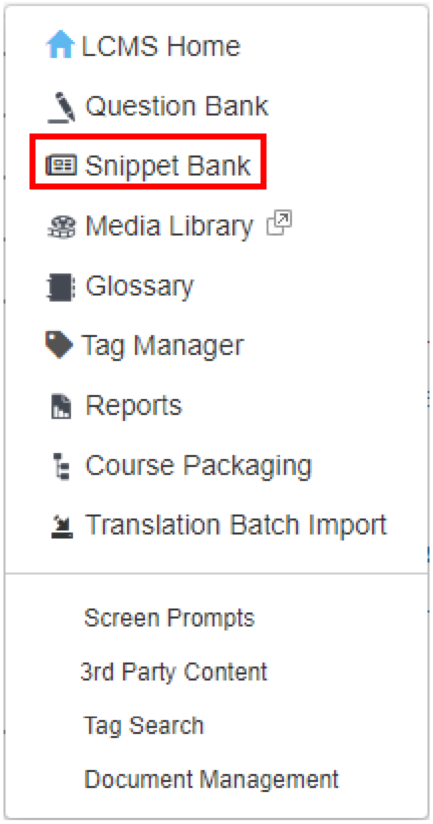
**Note:** When creating questions in Microsoft Excel or similar spreadsheet software, ensure the file is saved in CSV format.

## 5.2 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.

**Note:** When **Multilingual Support** is enabled, Snippets are translated as part of the **Main Text**. Language option radio buttons display to toggle between English and the alternate language. See Translated Snippet for more information.

To access the snippet bank, click **Snippet Bank** from the **LCMS Menu**.

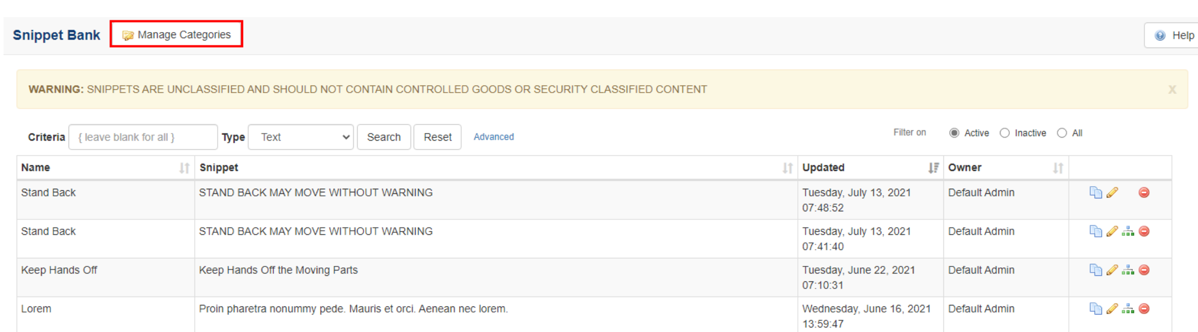



## 5.2.1 Create New Snippet

See Create Snippet for more information.

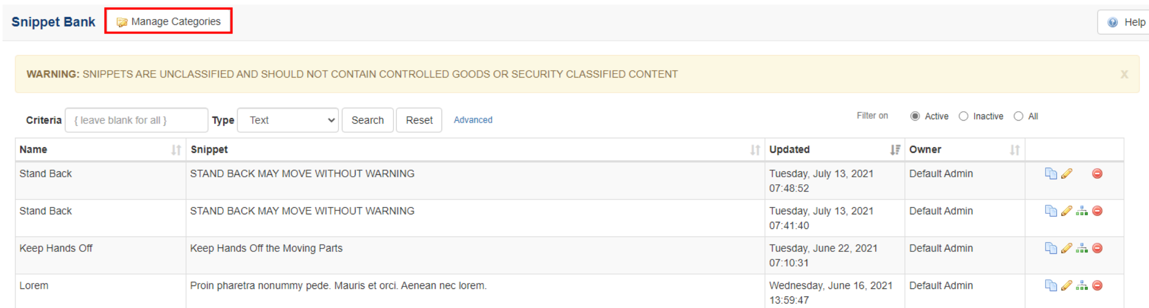
## 5.2.2 Manage Categories

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.

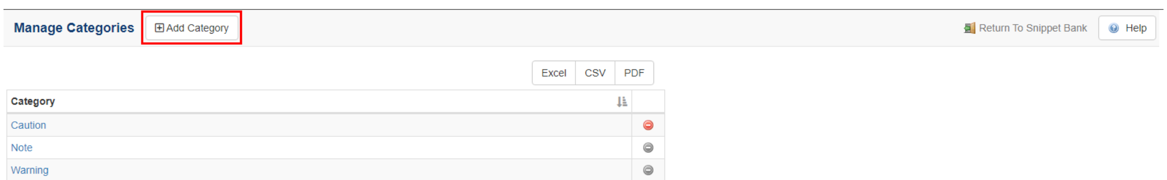


## 5.2.2.1 Add a Category

1. Click the **Manage Categories** button in the **Snippet Bank** screen. The **Manage Categories** window will open.




2. Click the **Add Category** button. The **New Category** window will open.




3. Type the name of the new category in the **Category** field.

4. Click the **Submit** button.


5. The new category will appear on the **Manage Categories** window.

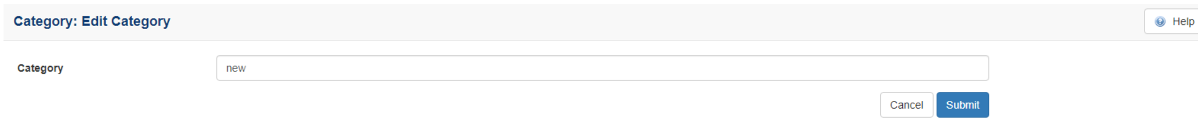
## 5.2.2.2 Edit a Category

1. Click the **Manage Categories** button on the **Snippet Bank** screen. The **Manage Categories** window will appear, listing all existing **Snippet Bank** categories.

2. Click the category you wish to edit.

3. Make the required changes in the **Category** field.

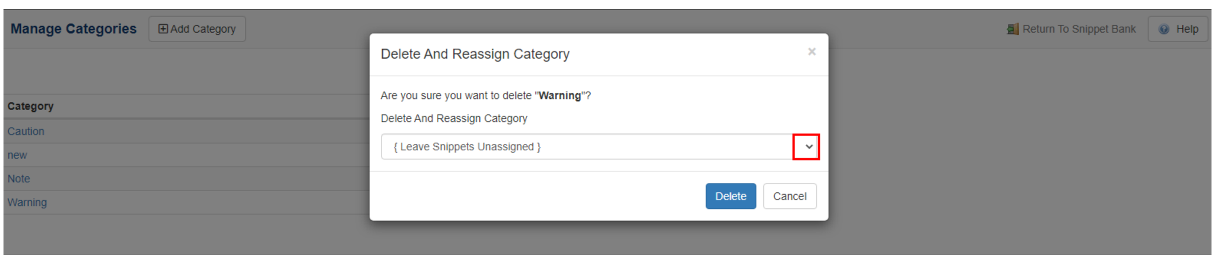
4. Click the **Submit** button.




### 5.2.2.3 Delete a Category

1. Click the **Delete** icon beside the category you wish to delete on the **Manage Categories** screen. **Note:** If snippets are assigned to the category selected for deletion, a warning window opens and provides the opportunity to reassign the snippets to another category. Deleting a category without reassigning will leave the snippets orphaned.

2. Snippets are reassigned by clicking the down arrow and selecting the desired category from the drop-menu.

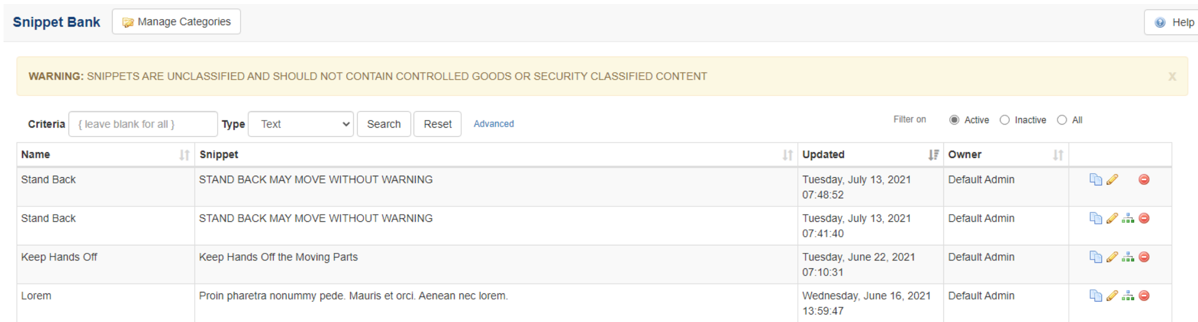



3. Click the **Delete** button to delete the category.

## 5.2.3 Search Snippet Bank

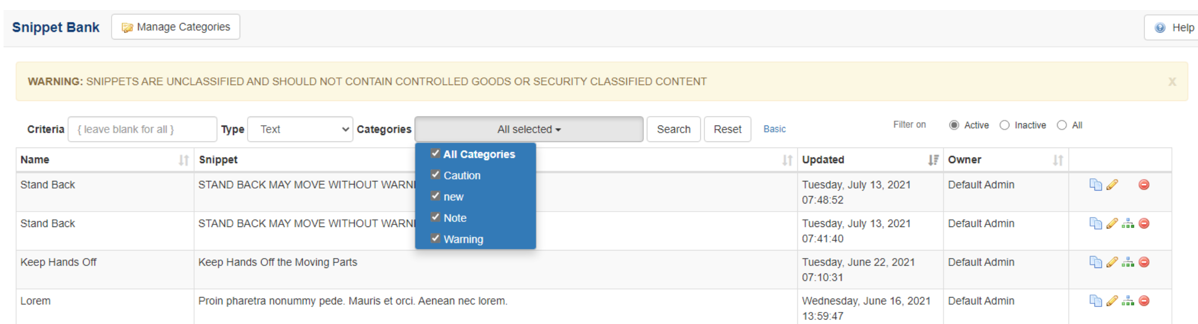
You can search the **Snippet Bank** using different search categories and criteria.

The basic search options available from the **Types** drop-down list are: **Last 25 Added**, **Last 50 Added**, **My Snippets**, **Name**, **Text**, and **Tags**. Depending on the type of search chosen, you may then enter a specific value in the **Criteria** field. Click the **Search** button. **Note:** If you leave the **Criteria** field blank and all categories are selected, all items in the **Snippet Bank** will be returned by default.



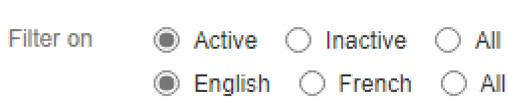

A list of snippets corresponding to your search criteria will display. **Note:** Snippet searches default to search by **Last 25 Added**. Inactive snippets will not display in the search results when adding snippets to an activity or test.

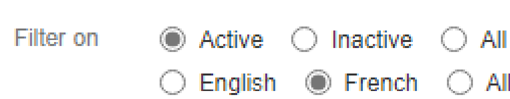
Clicking the **Advanced** link will display additional search options. Snippet categories can be selected from the drop-down menu before clicking **Search**. To view only basic search options, click the **Basic** link.




By default, only active snippets are shown in the search results. Click the **Inactive** or **All** radio button in the Filter on field to change the filter.


When **Multilingual Support** is enabled, filters for the languages will also be available.

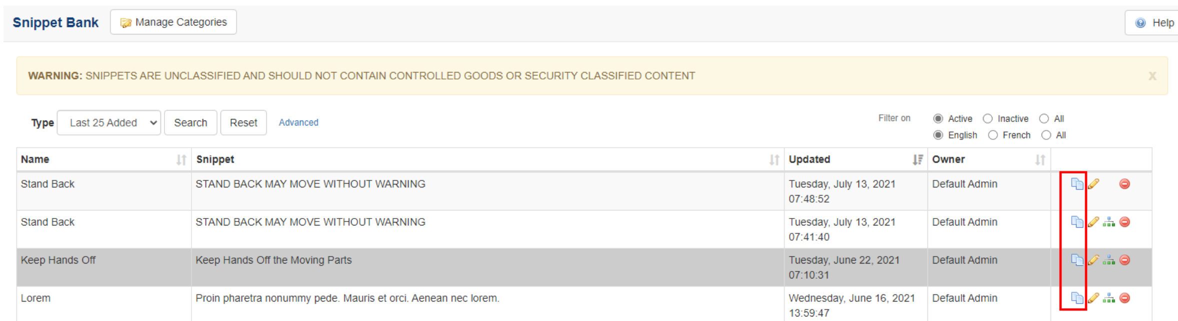


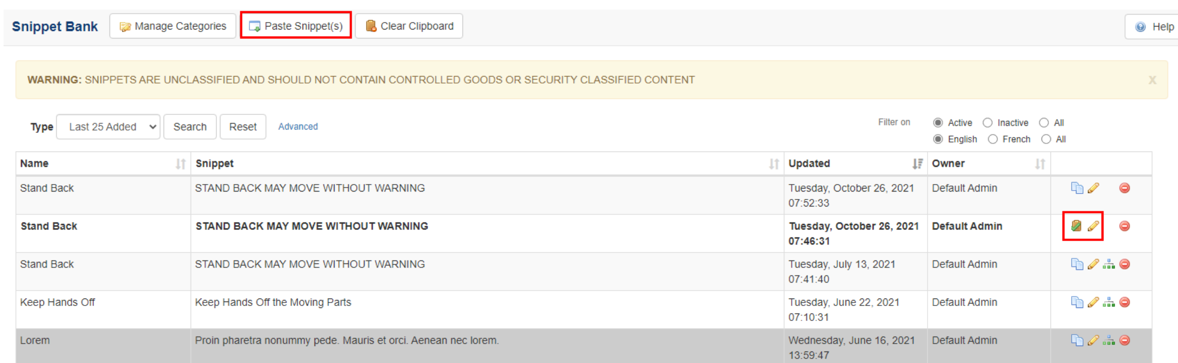

## 5.2.4 Copy Snippet

Once you have searched and are viewing a list of results in the **Snippet Bank**, you can copy snippets.

1. In the list of results in the **Snippet Bank**, click the **Copy** icon beside one or more snippets you wish to copy.



2. Click the **Paste Snippet(s)** button that appears at the top of the screen to create copies of the snippet(s) selected.

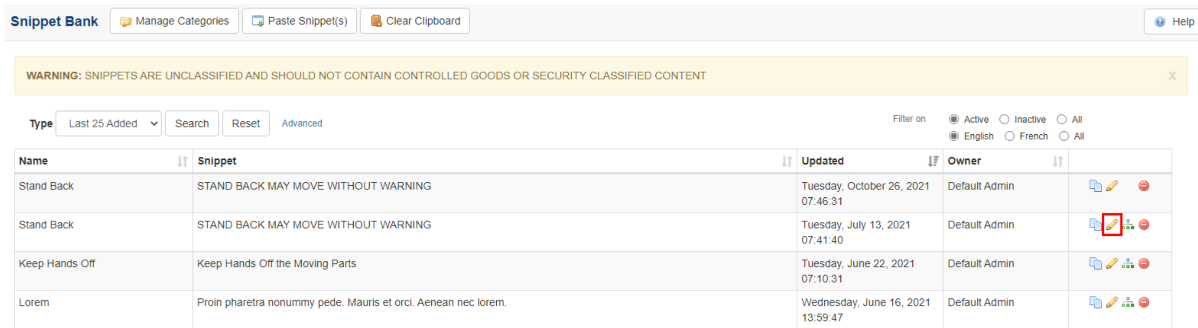


3. You can now see your copied snippet(s) onscreen. Click the **Edit** button to make changes to the copy (changes will not be reflected in the original snippet).

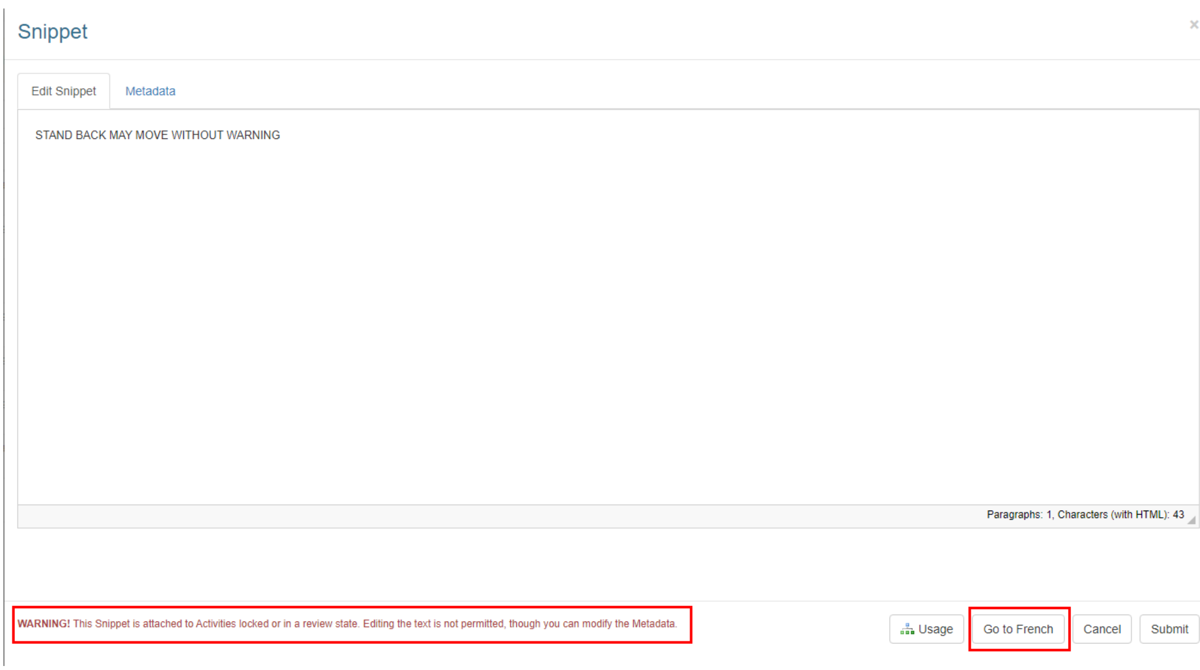
## 5.2.5 Edit Snippet

1. On the **Snippet Bank** screen, locate the snippet you wish to edit using the **Snippet Bank** search features.

2. Click the **Edit** icon beside the snippet you wish to edit. 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.




3. Modify the text, then click the **Submit** button to save. **Note:** When a snippet is modified all instances of the 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.

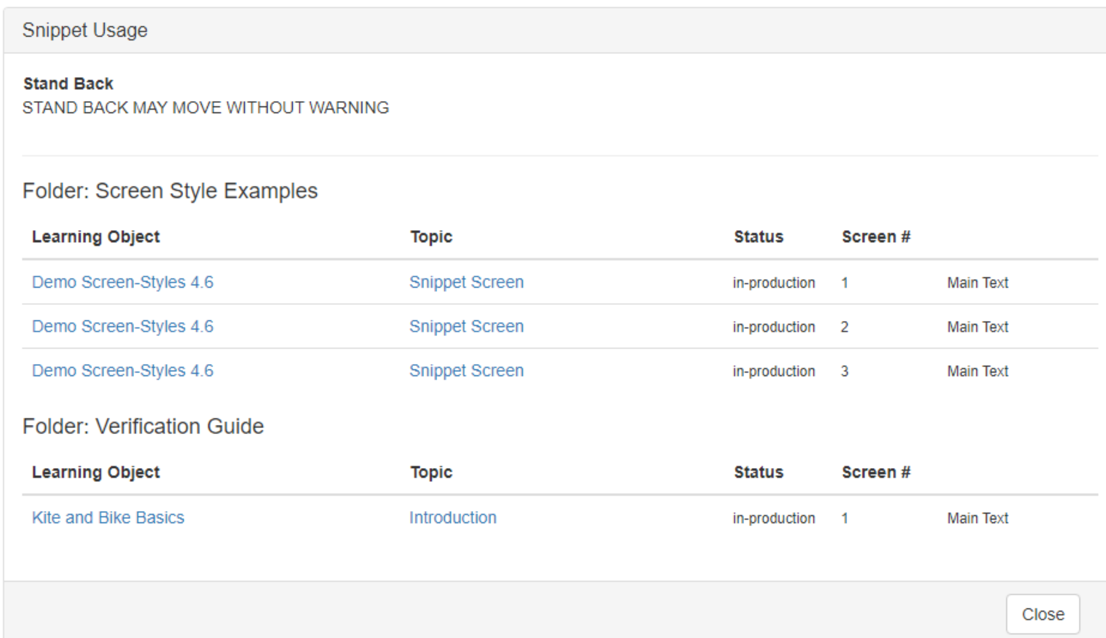



## 5.2.6 Snippet Usage

1. On the **Snippet Bank** screen, locate the snippet you wish to use by using the Snippet Bank search features.

2. If the snippet is being used in another location(s), a **Usage** icon is visible beside it. Click the icon to see usage details.


3. The **Snippet Usage** window appears containing all of the learning objects in which the snippet is used.

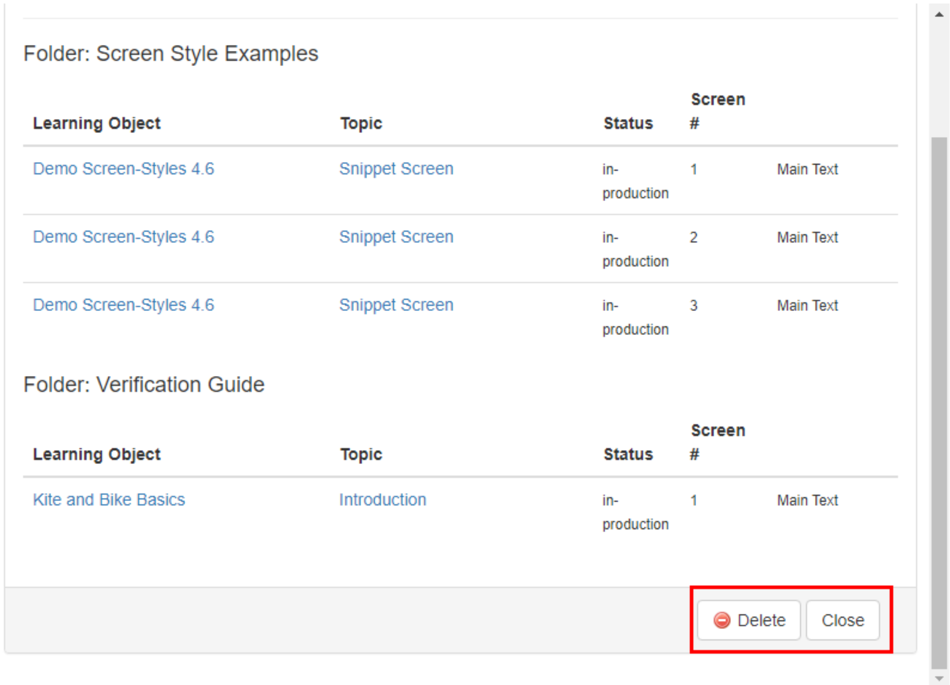



## 5.2.7 Delete Snippet

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**.

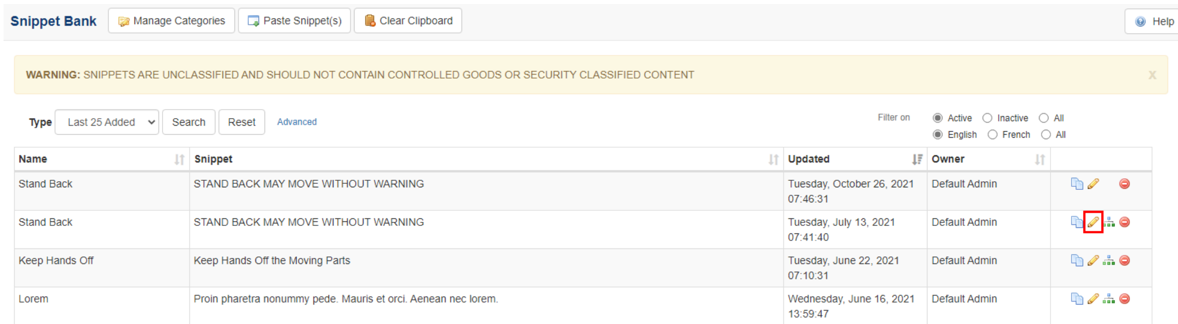



## 5.2.8 Deactivate Snippet

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.

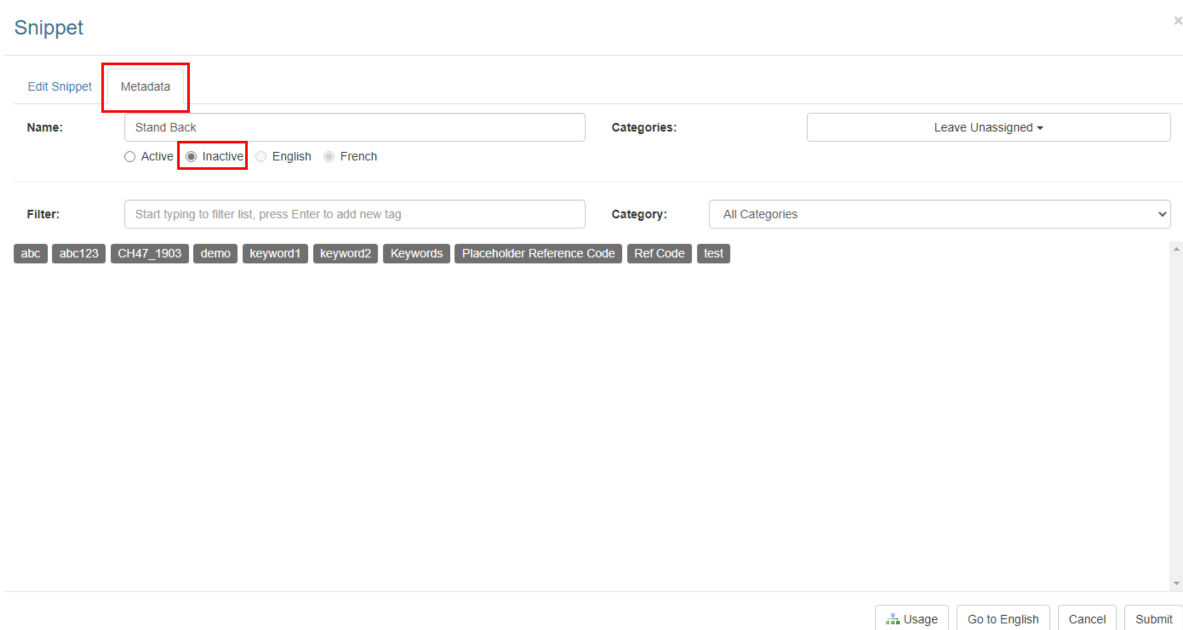
1. On the **Snippet Bank** screen, use the search features to locate the snippet you wish to deactivate.

2. Click the **Edit** icon next to the active snippet.




3. Click the **Metadata** tab and select the radio button **Inactive**.

4. Click the **Submit** button to save.

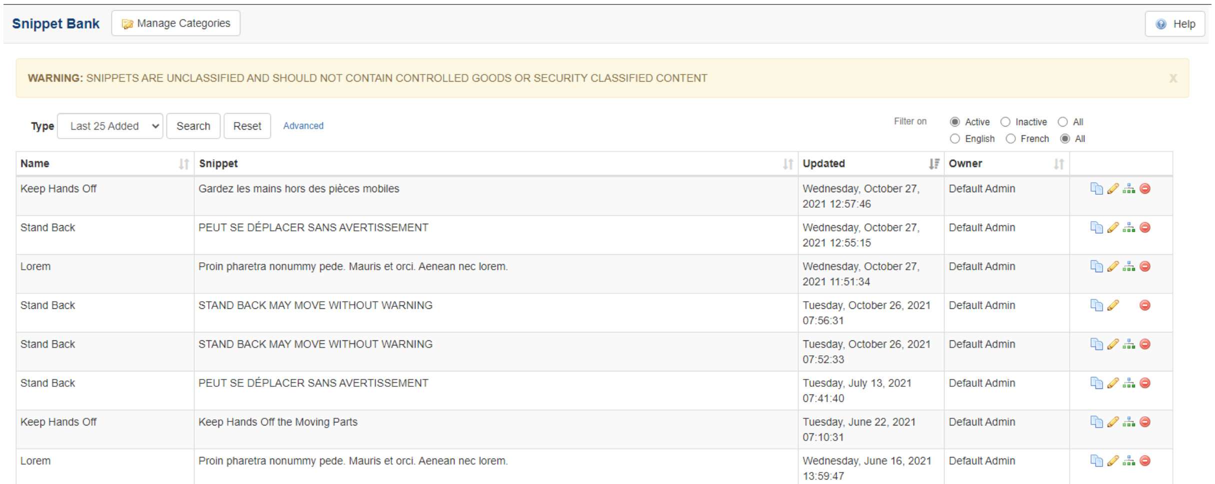



5. To reactivate an inactive snippet, use the search features to locate the snippet you wish to activate, and then click the **Active** radio button.

## 5.2.9 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.




## 5.3 Media Library

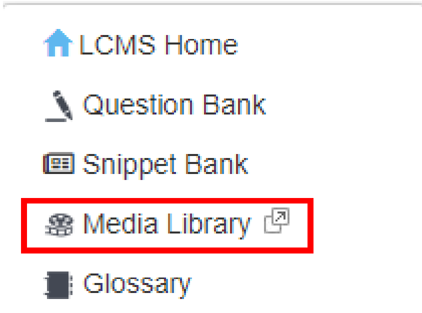
Administrators, Managers, Developers and other users with the **Media Library** privilege enabled can manage media files.

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.

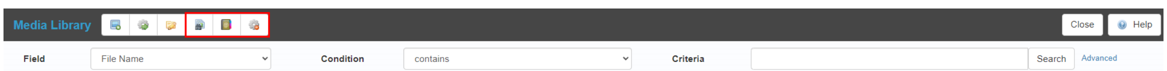
**Note:** Some of the file formats accepted by the **Media Library** are .jpg, .gif, .png, .zif, .mp3, and html. They may or may not display as thumbnails. Packaged or zipped content can also be added to the Media Library.

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.



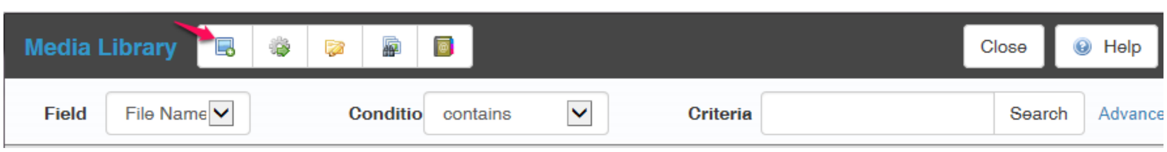

2. The **Media Library** welcome screen appears, showing the main menu and search controls. **Note:** The **Find Duplicates, View References Library** and **Batch Delete Media** icons toggle are not available for Developers (Administrators, Managers and Media Developers only).



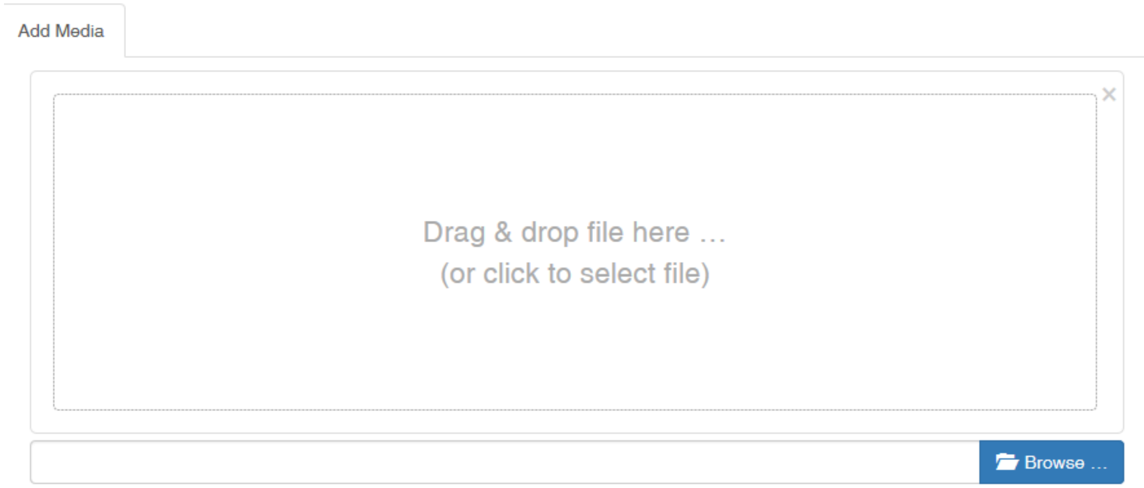

3. To exit the **Media Library**, click the **Close** button or the **X** at the top right corner of the screen.

## 5.3.1 Add Media to Library

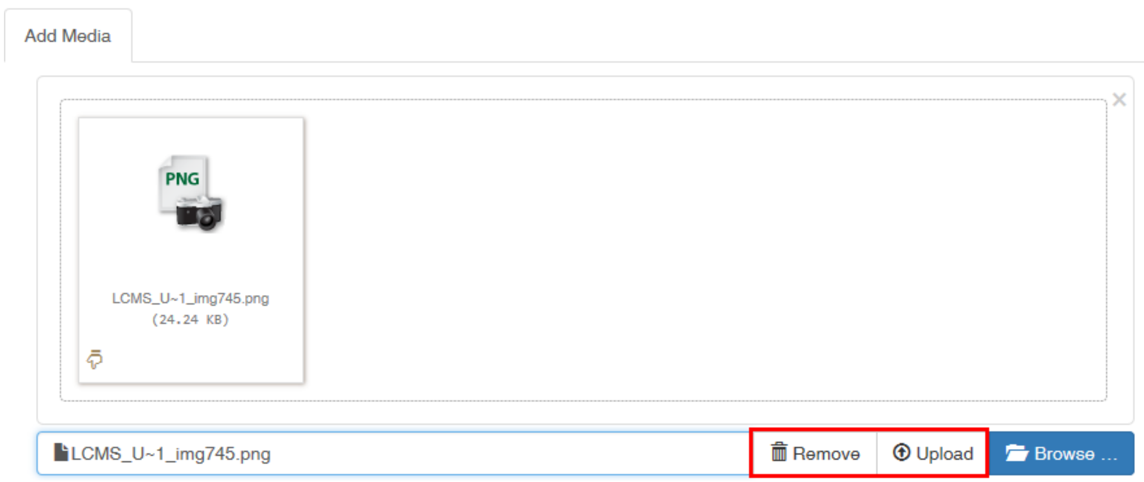
1. To add one media file (mov, html, jpg, jpeg, gif, PDF, png, zif, mp3), click the **Add Media** button at the top left of the Media Library window.



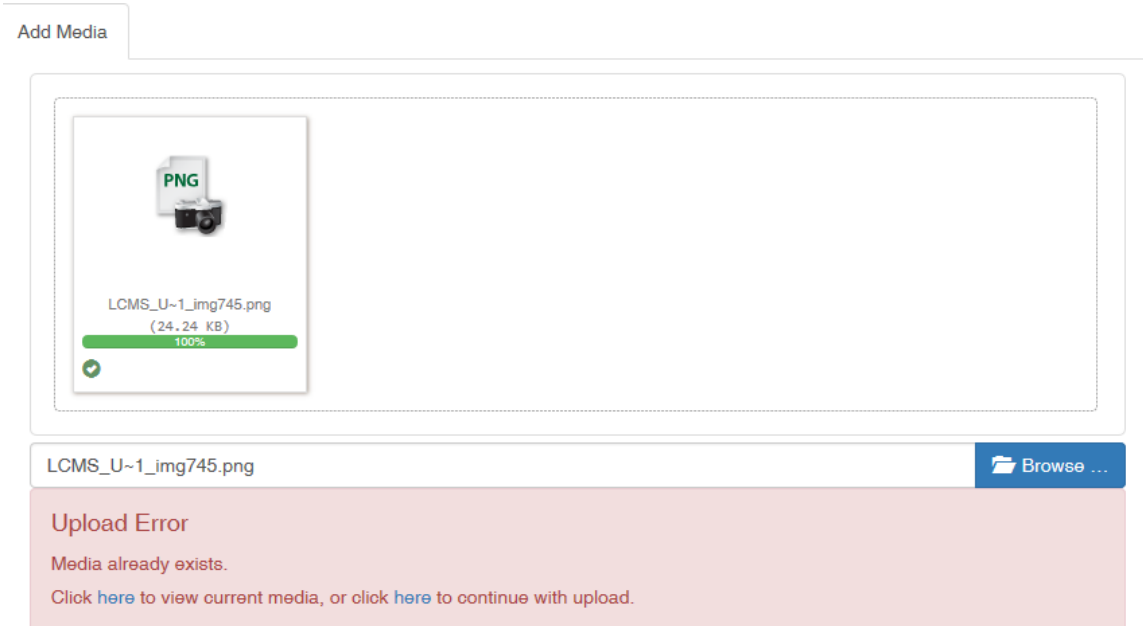

2. Click the **Browse** button, then locate the file you wish to upload.



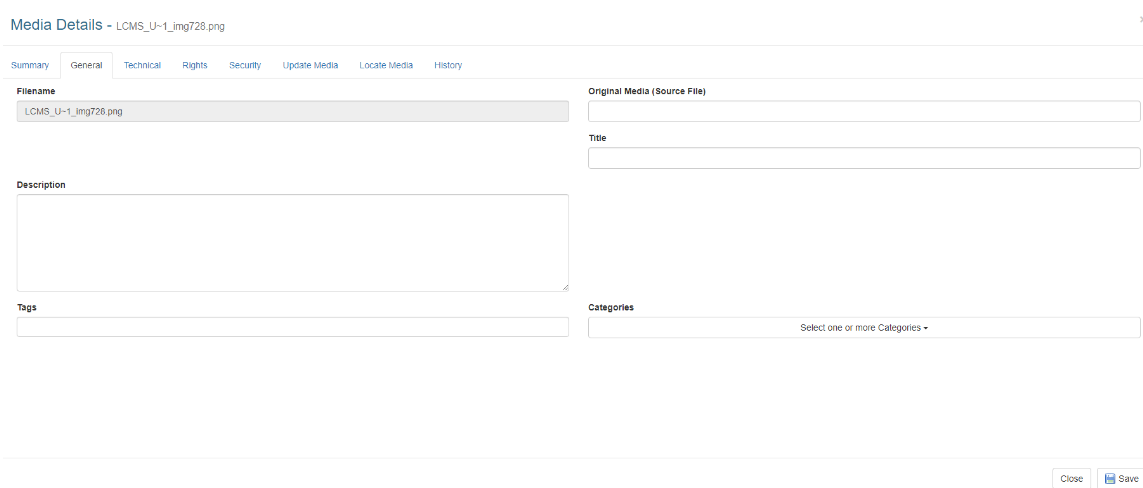

3. Click **Upload** if this is the correct file or **Remove,** if not.



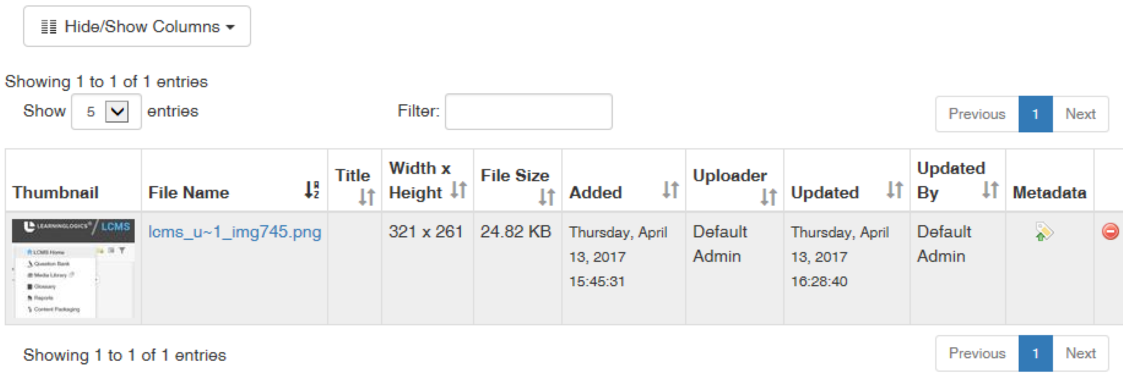

If the media filename already exists, you will receive an **Upload Error** message. If you choose "click here to continue with upload", you will upload a second file with the same name.




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.



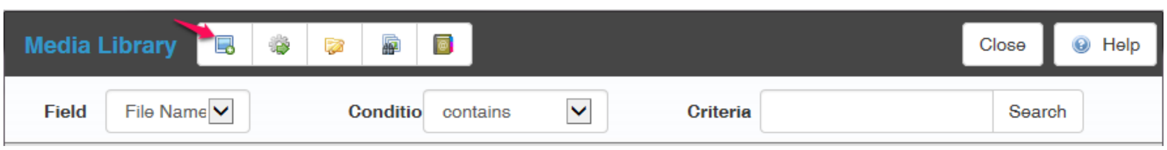

**Note:** If you have uploaded a Unity 3D or Modest Tree file, select Unity3D or ModestTree (currently using 5x option) from a drop-down menu in **Media Details**. If you do not select the correct file type the, model may not render properly in the viewer.



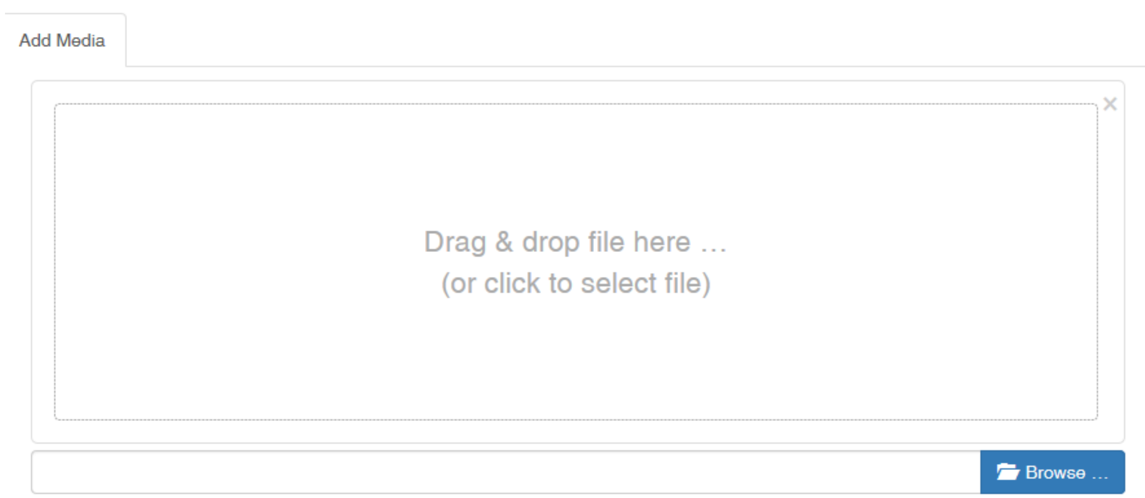

## 5.3.1.1 Add Giga Image Viewer File

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.

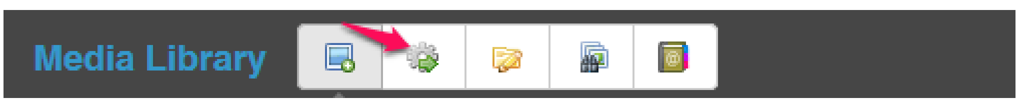
7. Click **Submit** to save or **Cancel** to quit without saving.

**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.

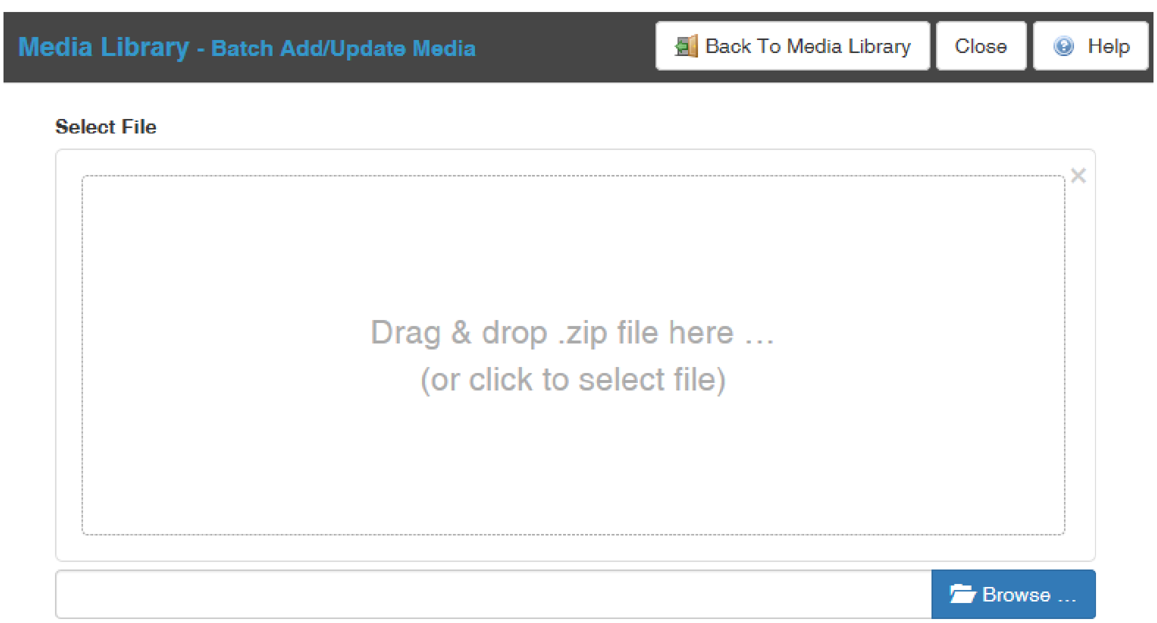
### 5.3.1.2 Batch Add/Update Media

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.

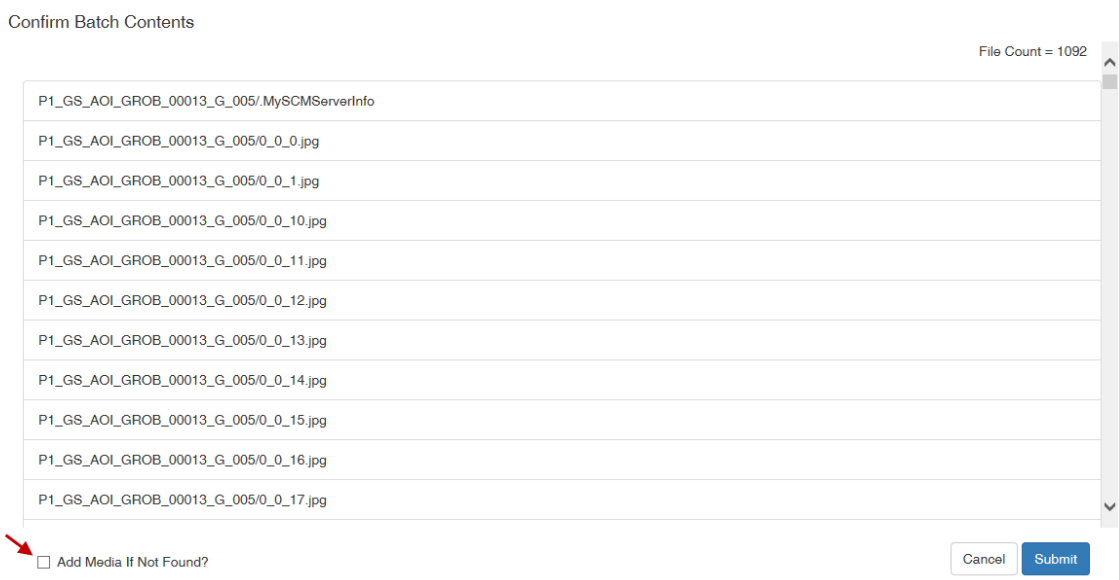



2. Click the **Browse** button, then select a zip file containing the media assets you want to batch add or update.



**3.** Click **Upload** to continue or click **Remove** if this is not the file you want to batch add or update.


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.




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).


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.

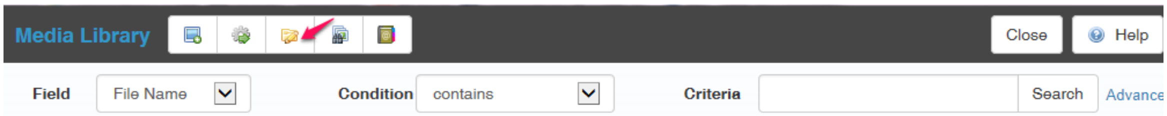
## 5.3.2 Manage Categories

Categories within the **Media Library** can be managed by Managers and Administrators.

### 5.3.2.1 Add Category

To add a category:

1. Click the **Manage Categories** icon.




2. Click the **Add Category** button.

3. Enter the new category name in the **Category** field. Click **Submit**.

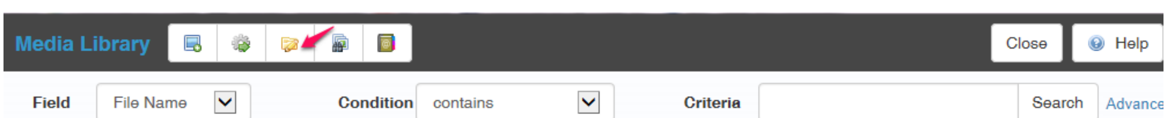
4. The new category name will be displayed in the category search results table.


**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.

## 5.3.2.2 Edit Category

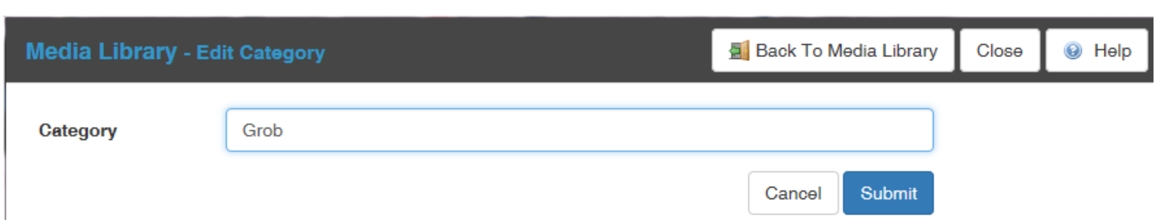
To edit a category name:

1. Click the **Manage Categories** icon.




2. Click the name of the category in the category search results table that you want to change.

3. Edit the category name in the **Category** field and click **Submit**.

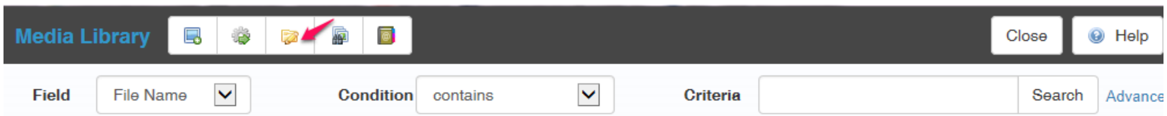


The updated category name will be displayed in the category search results table.

### 5.3.2.3 Delete Category

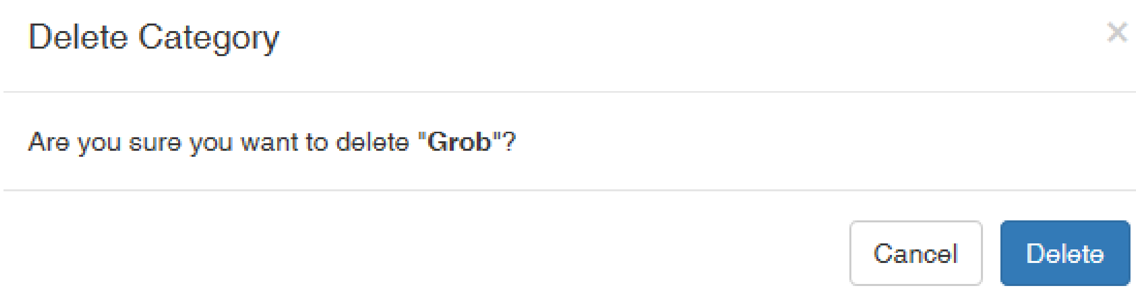
To delete a category:

1. Click the **Manage Categories** icon.



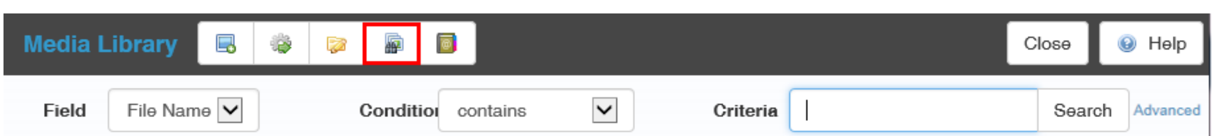

2. Click the **Delete Category** icon beside the name of the category that you wish to delete.

3. Click **Delete** to confirm the deletion.

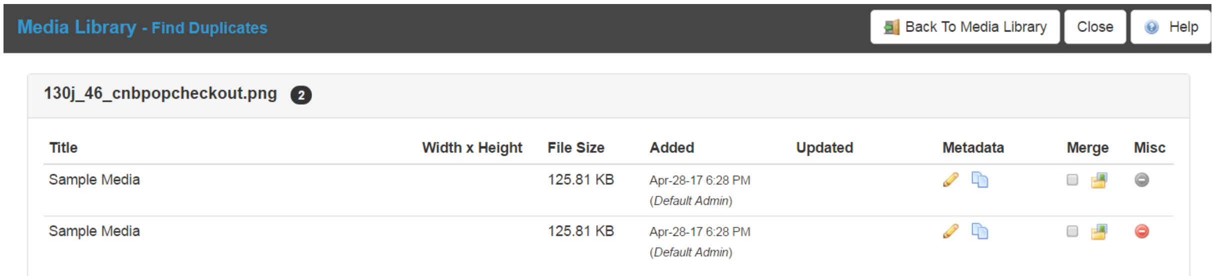



## 5.3.3 Find Duplicates

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.



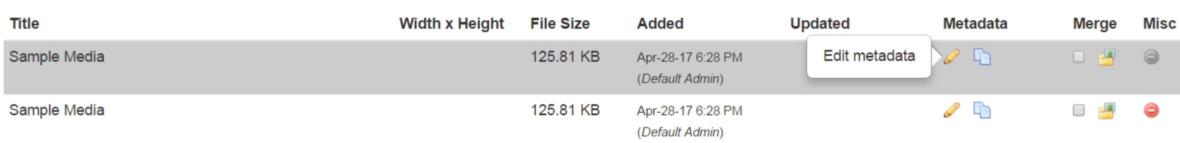

If duplicates exist, they will be displayed in the **Media Library - Find Duplicates** window.



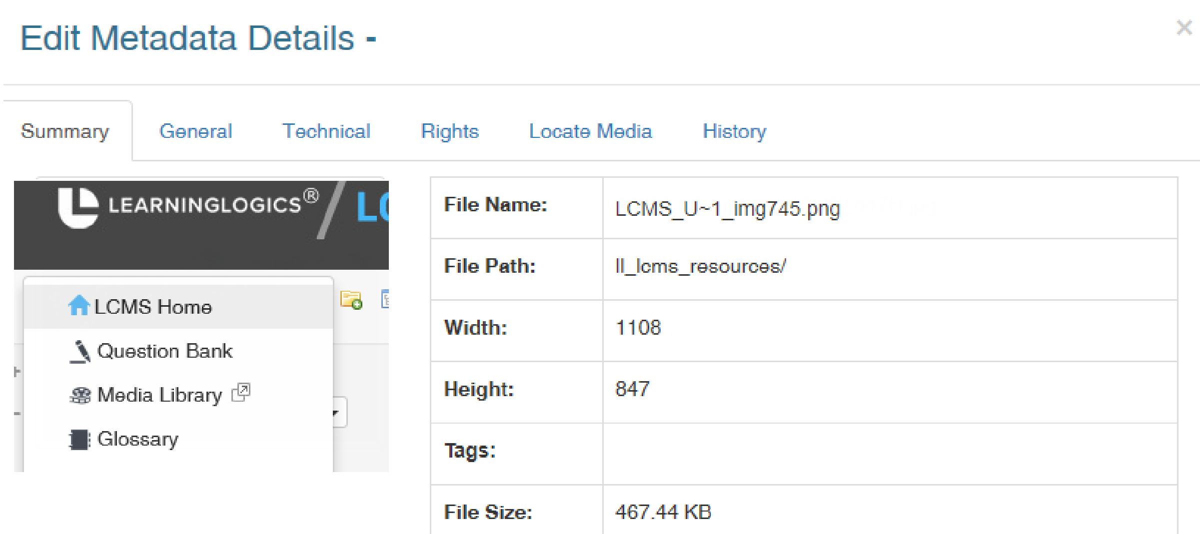

Several icons are located to the right of the duplicate files. Each is described in the following sections.

### 5.3.3.1 Edit Metadata

Click the **Edit metadata** icon if you want to make changes to the asset's metadata.

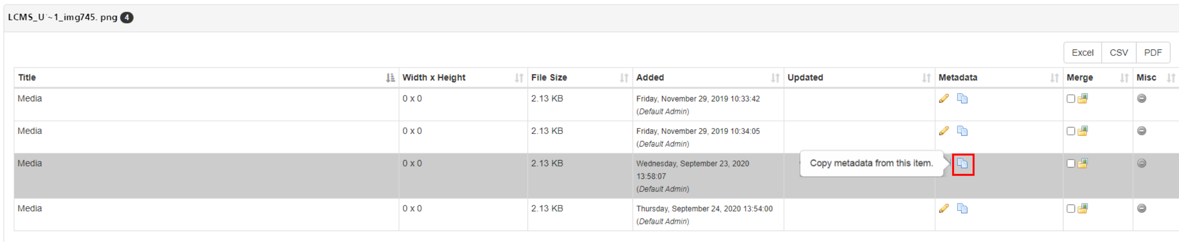



This will open the **Edit Metadata Details** window where you view metadata or make changes to it. Click **Cancel** to close without saving changes or **Save** to save changes and close the window.

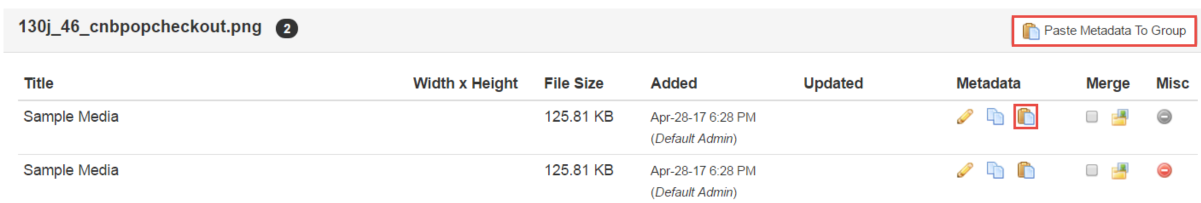


## 5.3.3.2 Copy Metadata

Click the **Copy metadata** icon to copy metadata information to the clipboard.



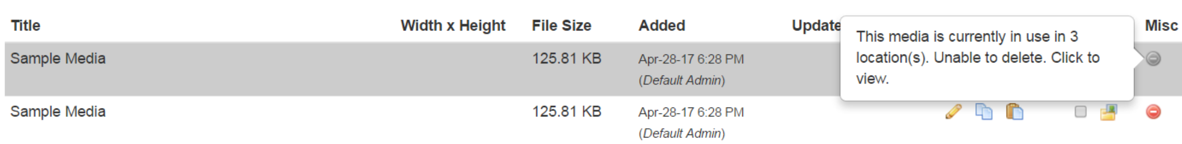

Click the **Paste to Group** button to paste metadata to all duplicates or use the **Paste** icon beside an asset to paste metadata to only that file.




## 5.3.3.3 Delete media

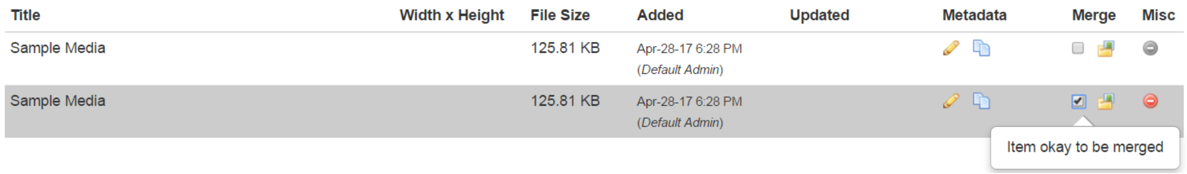
The **Delete** icon is greyed out if the media is in use. Hover over the icon to see how many locations the media is currently used in.

If the media is not in use, the Developer who uploaded it may also delete it from the repository.



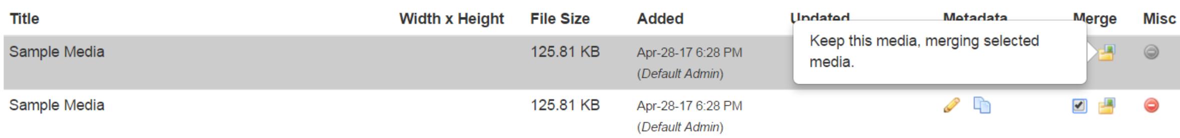

## 5.3.3.4 Merge Approval

Select **Merge Approval** checkbox if you think this asset can be merged with a duplicate.

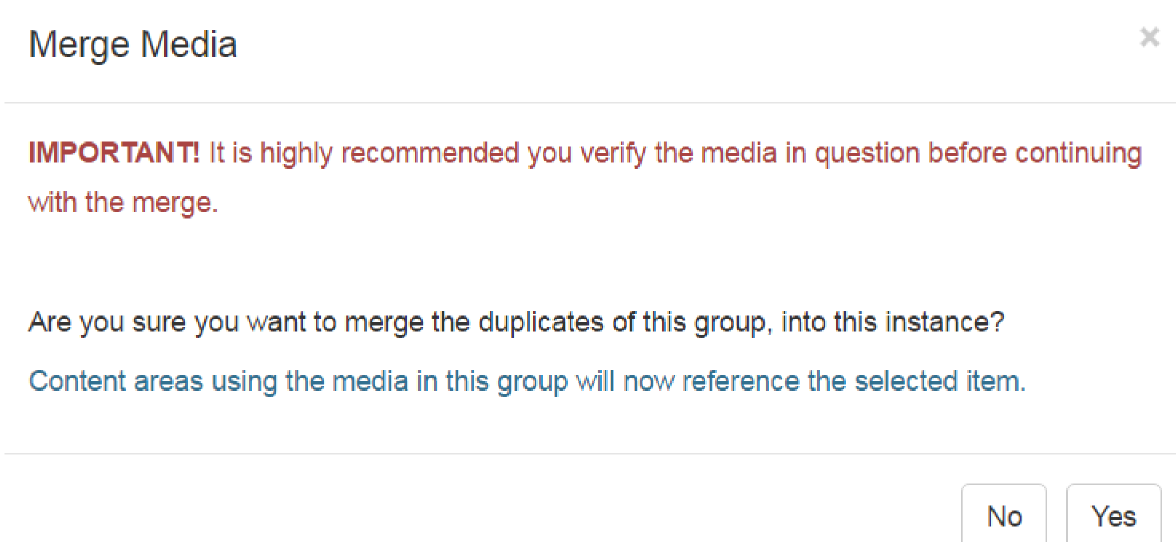



### 5.3.3.5 Keep Media

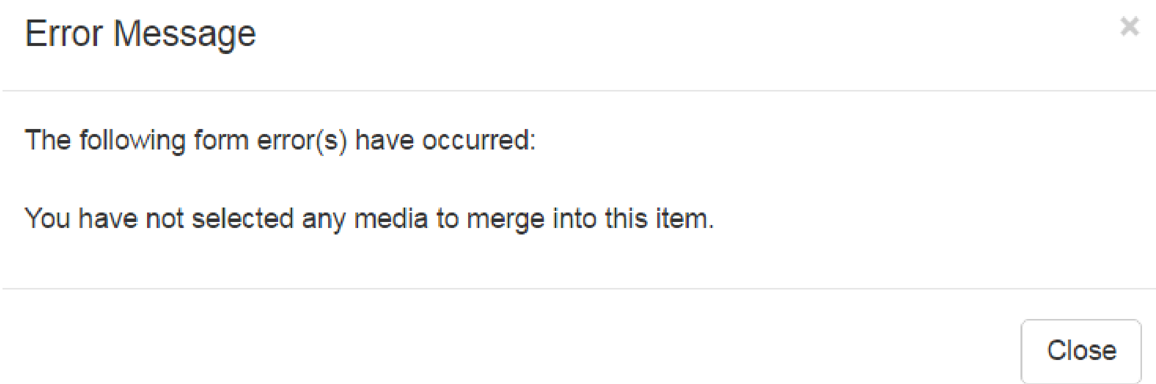
Click the **Keep media** icon once you have decided which media to keep (the **Merge Approval** checkbox must be selected on the other media asset)




This message box will appear, asking you to confirm that you wish to merge the duplicates of this group. Click **Yes** to continue.




If you have not selected the Merge Approval checkbox on another asset, you will see this message:

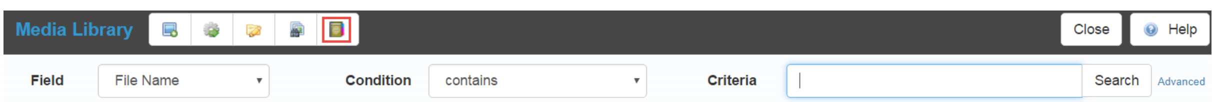



If media is merged, it will be logged in the History tab to show what has happened.

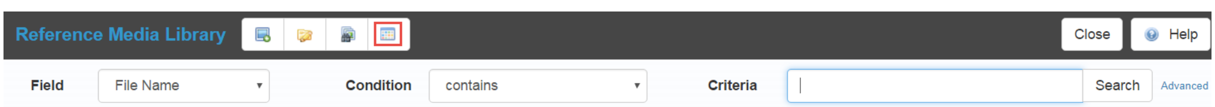
### 5.3.4 View Reference Library

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**.

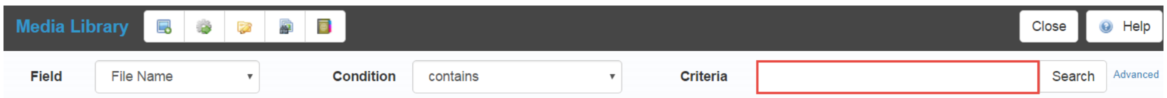



### 5.3.5 Search Media Library

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.

### 5.3.5.1 Search by File Name, Original Media or Title

1. Select **File Name**, **Original Media**, **Title** or **Description** from the **Field** drop-down menu.



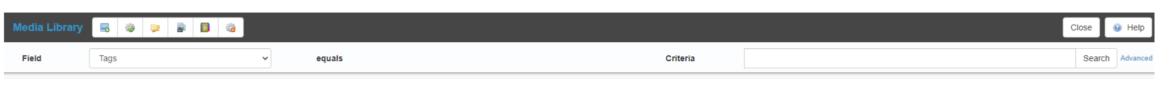

2. Select the **Condition** "contains" or "does not contain".

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.

### 5.3.5.2 Search by Tags

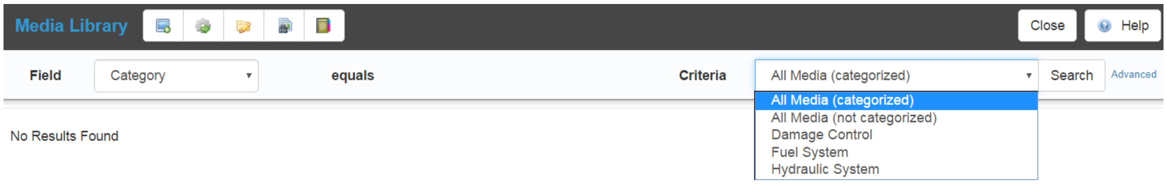
1. Select **Tags** in the **Field** drop-down menu. Enter the desired tag(s) to use for the search in the **Criteria** search field. Separate the tags by a comma.




2. Click the **Search** button. The search results will appear underneath.

### 5.3.5.3 Search by Category

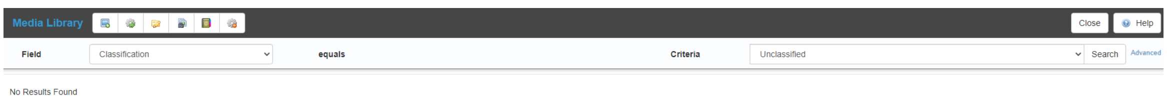
1. Select **Category** in the **Field** drop-down menu. Select the desired category from the **Criteria** drop-down menu. **Note:** If **All Media (categorized)** is selected, the search results will be restricted to include only media assets that are currently assigned to ANY category. If **All Media (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.

## 5.3.5.4 Search by Classification

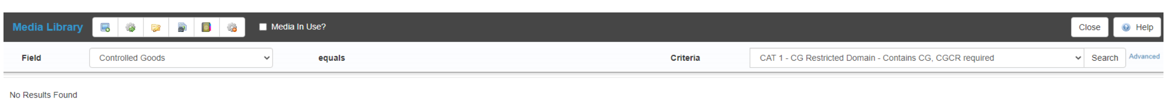
1. Select **Classification** in the **Field** drop-down menu. Select the desired classification (**Unclassified**, **Restricted**, **Confidential**, or **Secret**) from the **Criteria** drop-down menu.




2. Click the **Search** button. The search results will appear underneath.

## 5.3.5.5 Search by Controlled Goods

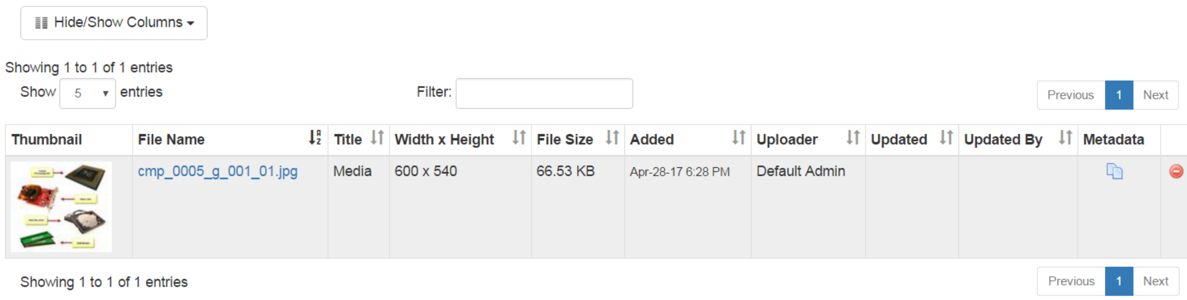
1. Select **Controlled Goods** in the **Field** drop-down list. Select the desired classification (**CAT1**, **CAT2**, **CAT3**, or **CAT4**) from the **Criteria** drop-down list.



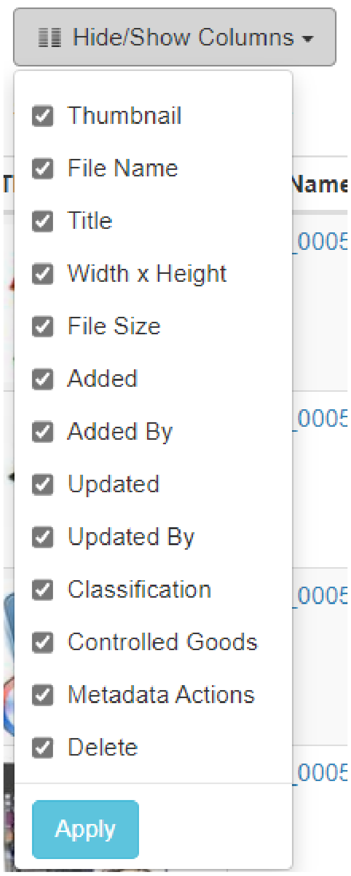

2. Click the **Search** button. The search results will appear underneath.

## 5.3.5.6 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.




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.

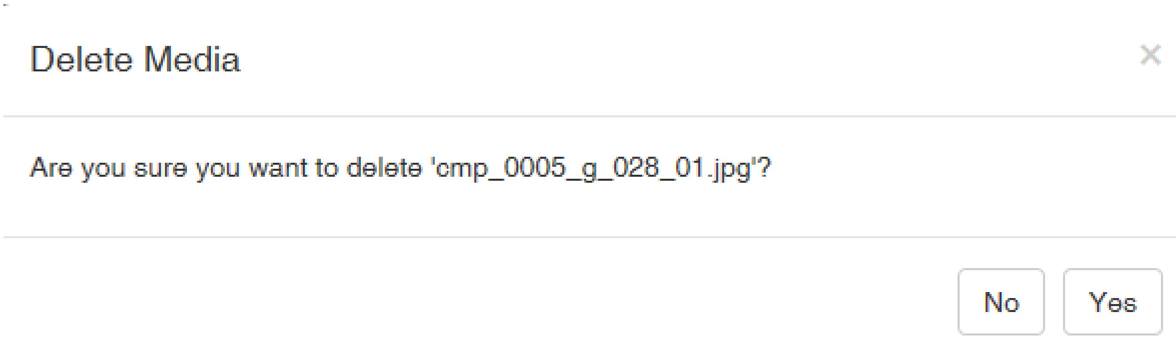
## 5.3.6 Delete Media File

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.

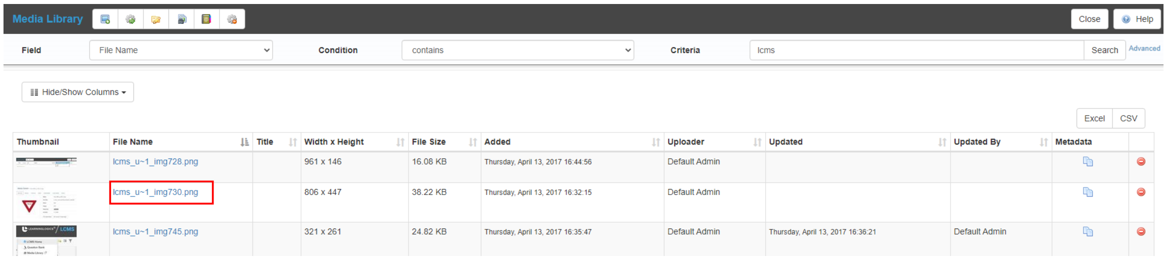
4. Click the **Delete Selected Media** button.

5. Confirm **Yes** or **No** to delete the files.

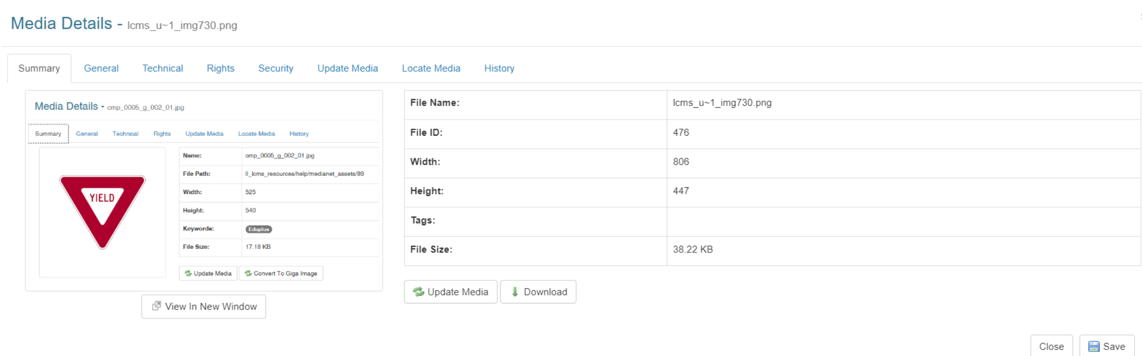
## 5.3.7 Media Details (Metadata)

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.



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.



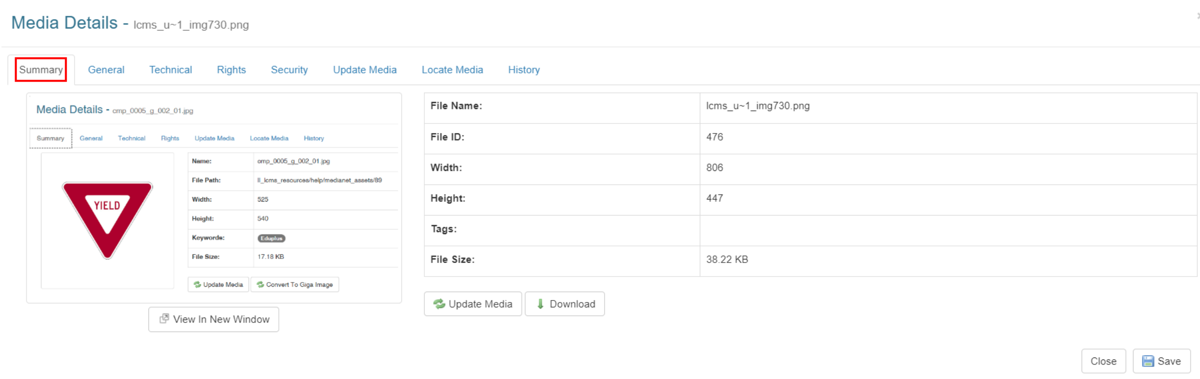
3. To download the file to your computer, click **Download.** If the media asset is a .giga or .zoom, the button appears as **Download As Zip**.

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.

## 5.3.7.1 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.




**Note:** If the image is 2,000 pixels or greater in width or height, a **Convert To Giga Image** button is available to change the current media to a Giga image.

## 5.3.7.2 General

From the **General** tab, you can view the media filename and can add or update general information about the file, including:

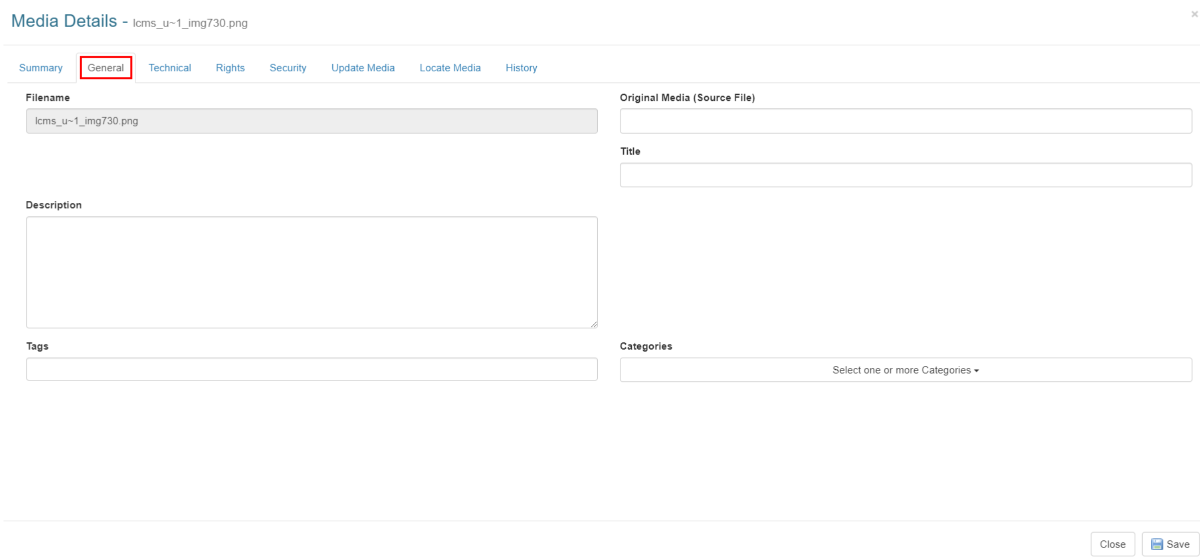
- **Original Media**
  Type the name of the original file, i.e. the source file that was used to create this file.

- **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.

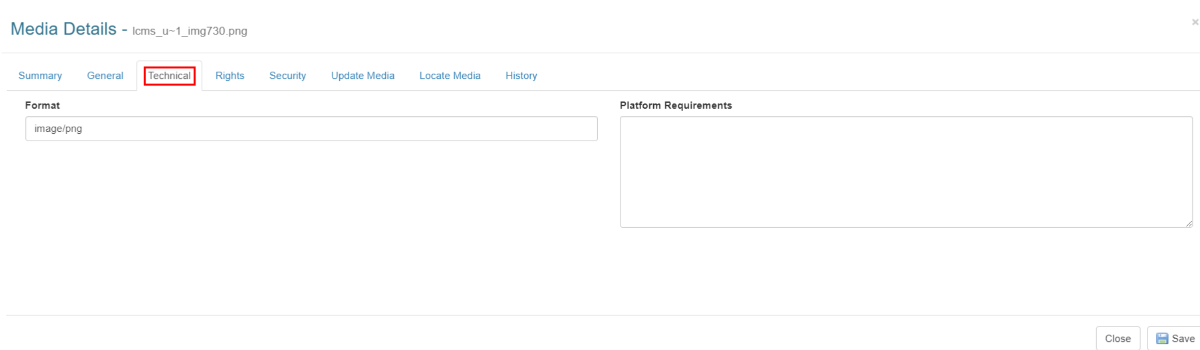



## 5.3.7.3 Technical

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)



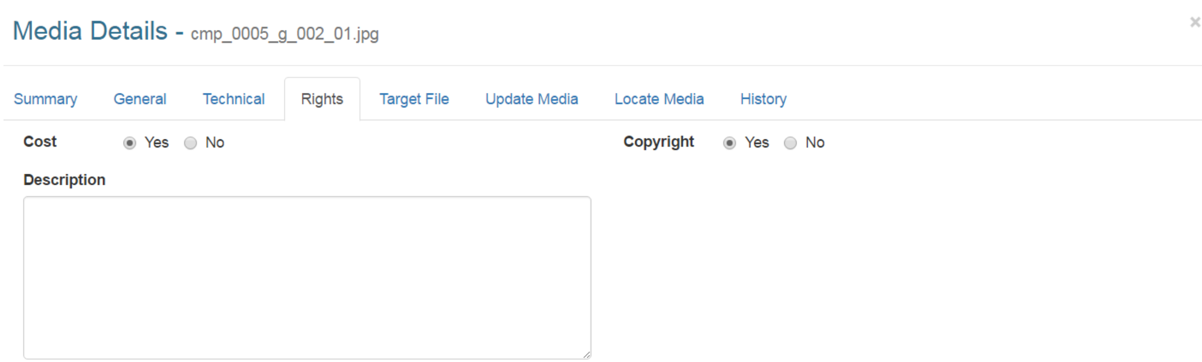

## 5.3.7.4 Rights

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**.

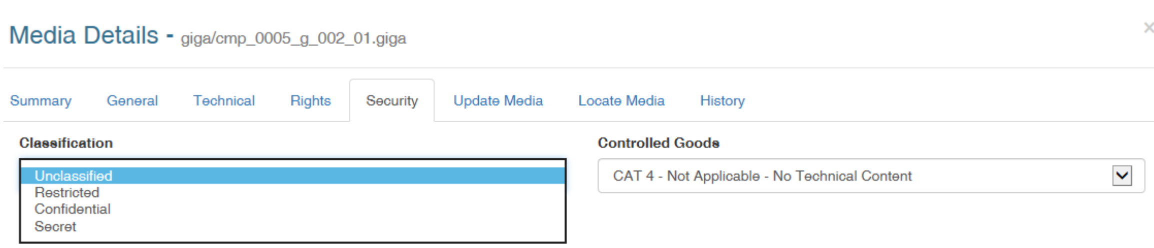
- **Description**
  Type a description of the copyright requirements.



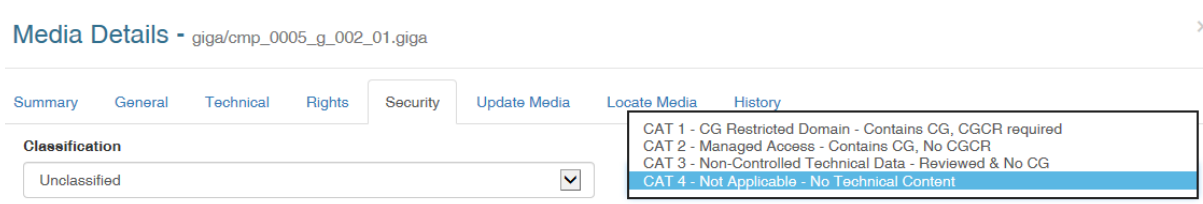

## 5.3.7.5 Security

The **Security** tab contains information about the security required for the file. You can choose information from drop-down lists for:

1. **Classification**

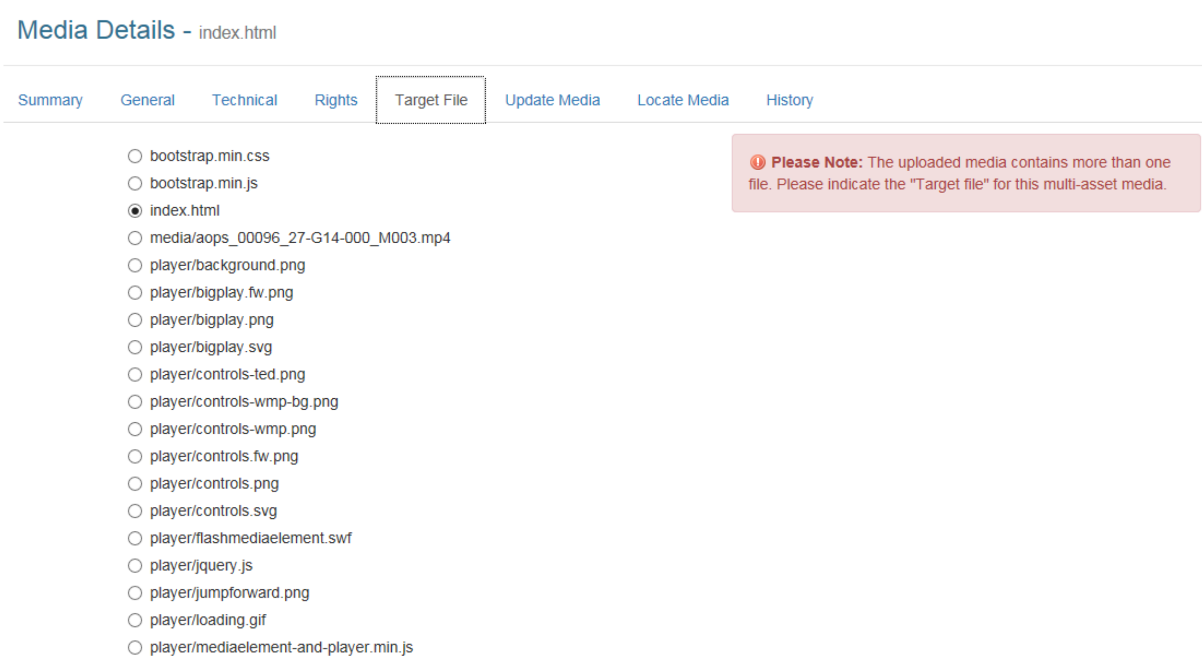



2. **Controlled Goods**



### 5.3.7.6 Target File

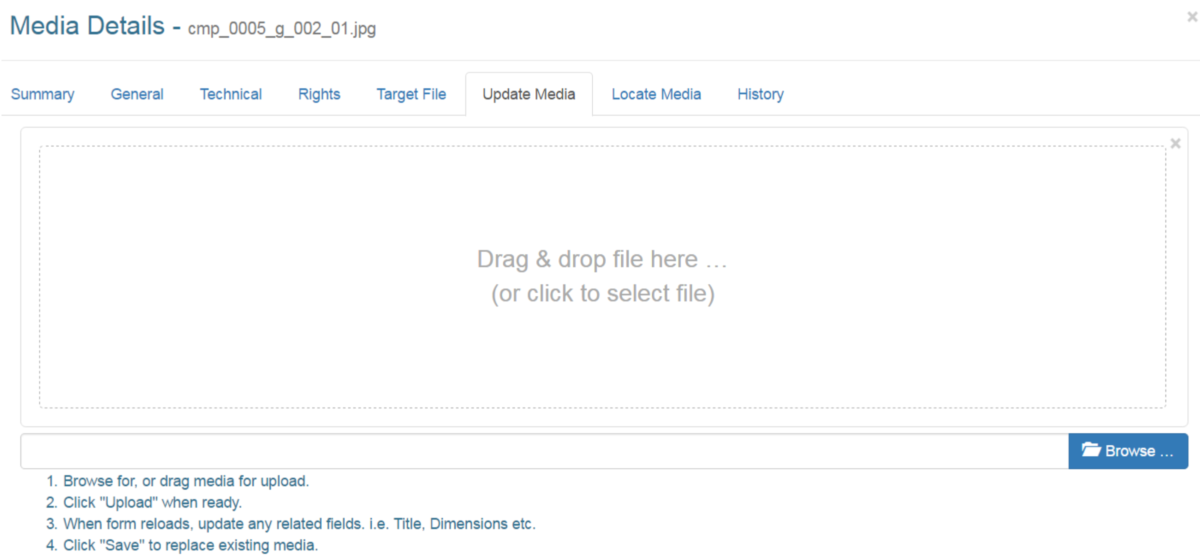
The **Target File** tab is available only when media contains multiple files. It allows the user to select the applicable file that packages everything together when uploading a .zip or a multi-asset file. This is usually a .html file that loads the interface for the video (play controls), as well as the video itself to be displayed.




### 5.3.7.7 Update Media

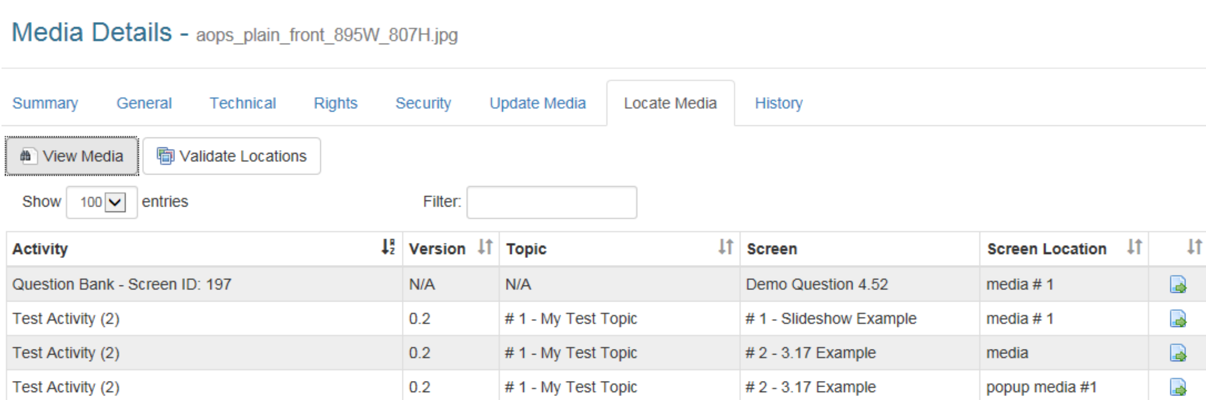
The **Update Media** tab is available for Managers, Administrators and Media (not Developers).

From the **Update Media** tab, you can update existing media. Instructions on how to update media are provided on the tab, as shown below.




## 5.3.7.8 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**.

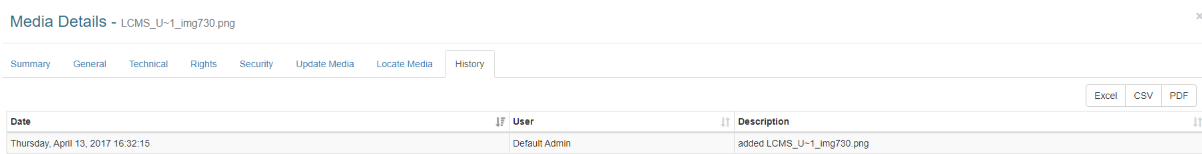



**Note:** You will be alerted if the media is used in a tabbed screen.

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.

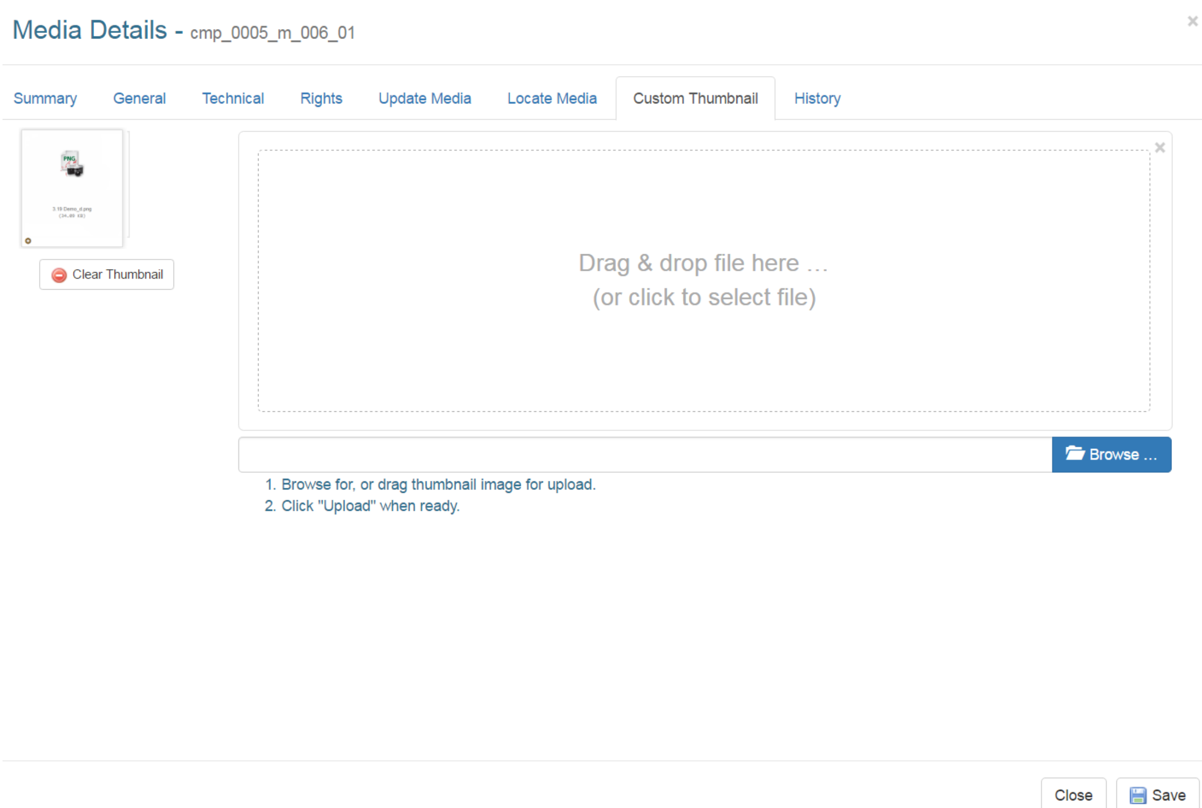
### 5.3.7.9 History

The **History** tab shows details about when a media file has been added, updated or merged. Details include **Date**, **User** and **Description**.




### 5.3.7.10 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.

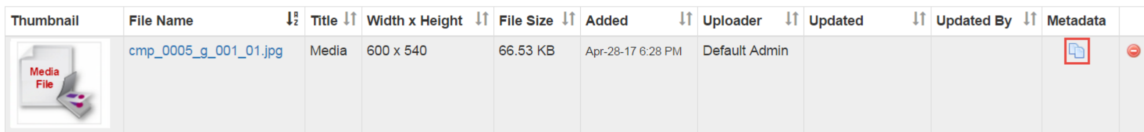



## 5.3.8 Copy and Paste Metadata

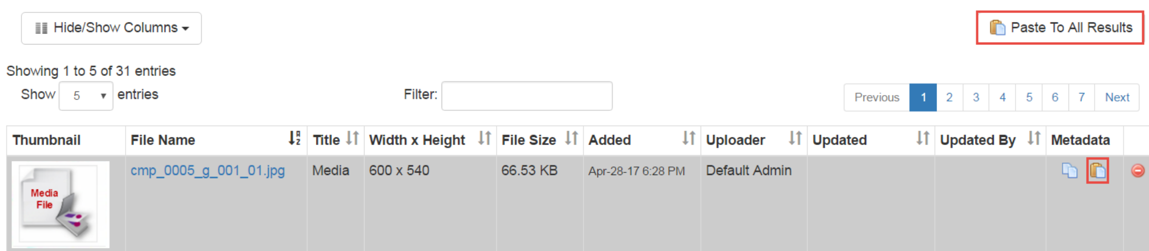
Metadata values can be copied from one asset to another (others) from the **Search**

**Results** screen. To copy and paste metadata, follow these steps:

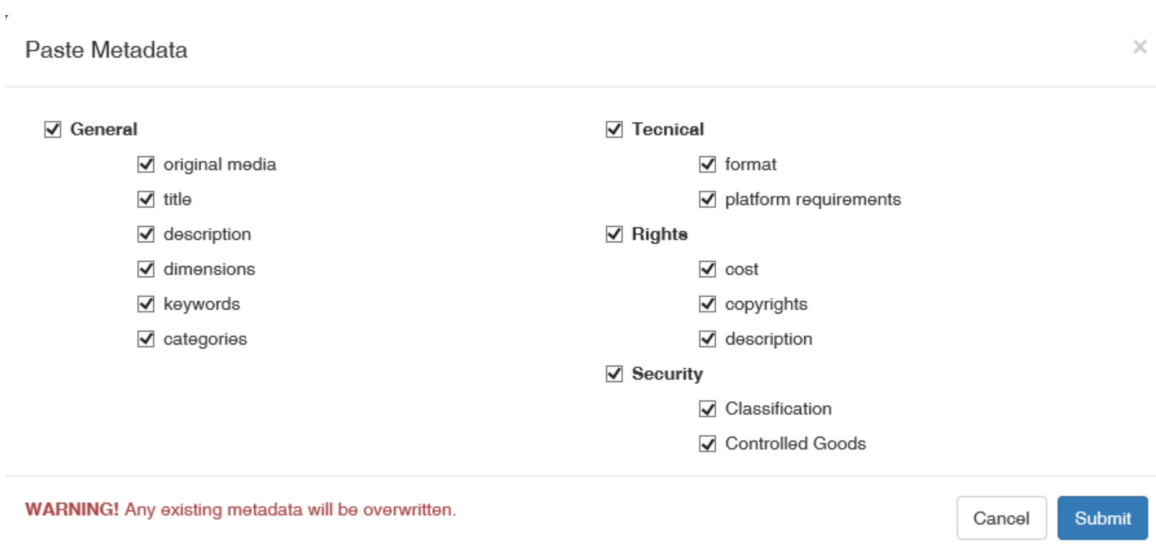
1. Click the **Copy Metadata** icon in the **Metadata** column to copy the metadata to a clipboard.




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.




3. A window will appear, asking you to confirm which pieces of data should be pasted from the original record.




## 5.3.9 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:

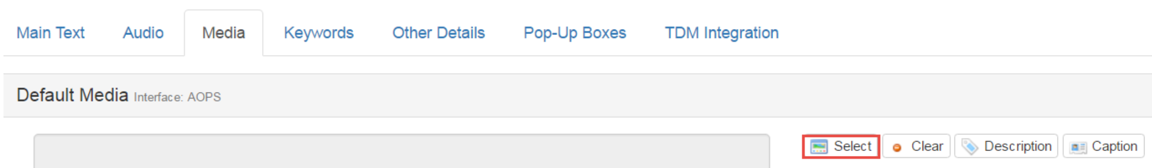
1. Selecting a single media file to add to a screen in the activity.

2. Using **Update Media Links** to place all available media files in the activity at once.

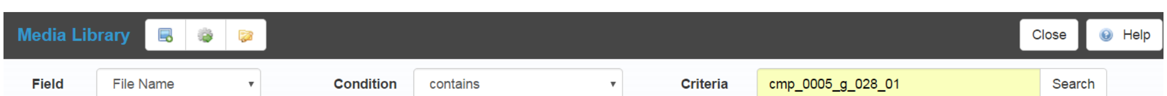
## 5.3.9.1 Add Individual Media

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.

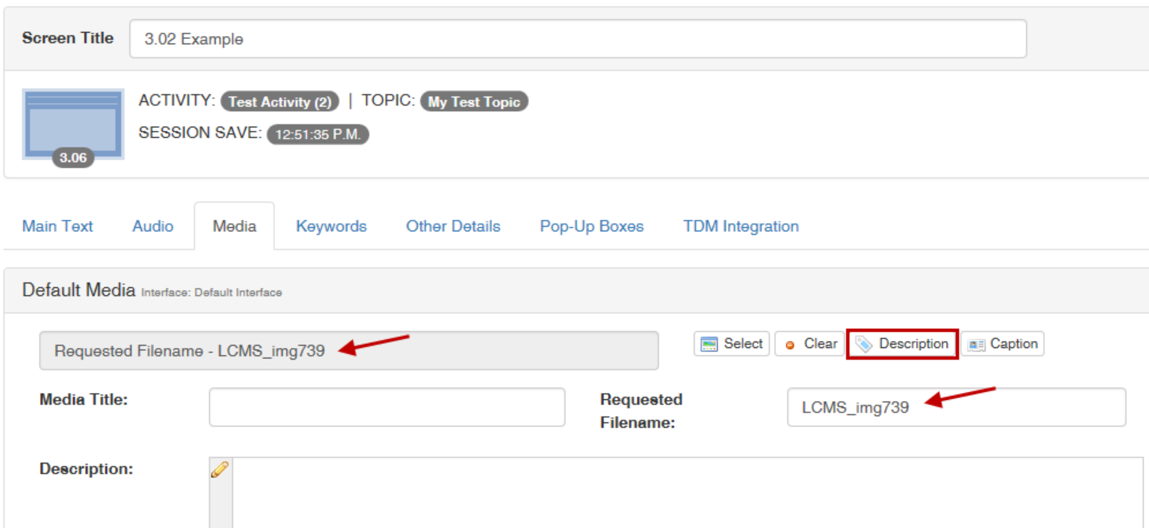

**Note:** If you are unsure if this is the file you want and wish to see the **Media Details**, click the file name to see the file information. This is described in the Media Details (Metadata) section.

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.

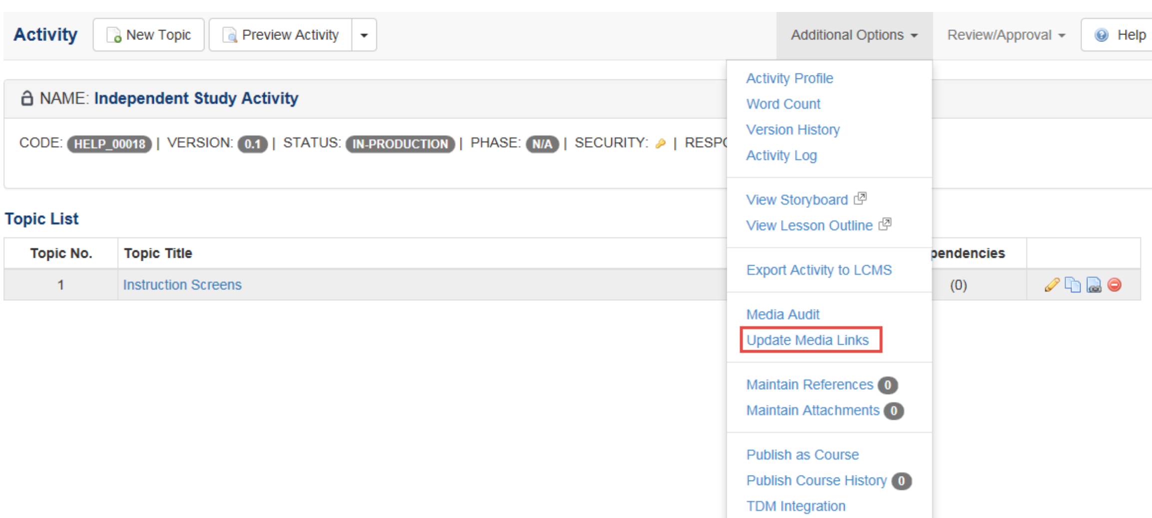
## 5.3.9.2 Add Multiple Media

To add all available media to an activity at one time:

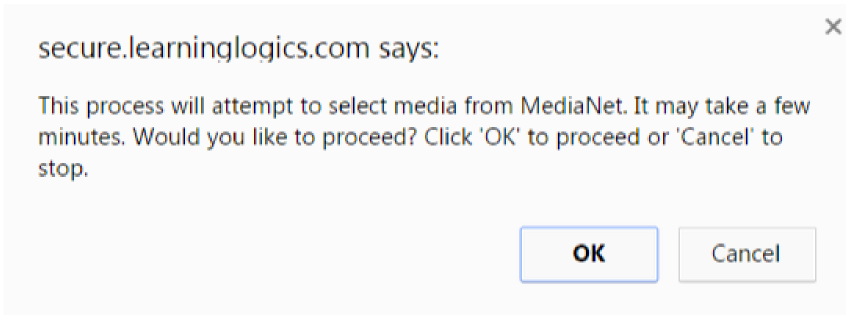
1. Add all filenames to the **Requested Filename** field in the **Media** tab **Description** field for each screen in the activity. Once you add a filename to this field and click **Save**, the filename will appear in the **Media Filename** field with "Requested Filename -" in front of it.




2. Choose **Update Media Links** from the **Additional Options** drop-down list.




3. To proceed, click **OK** on the dialogue box.

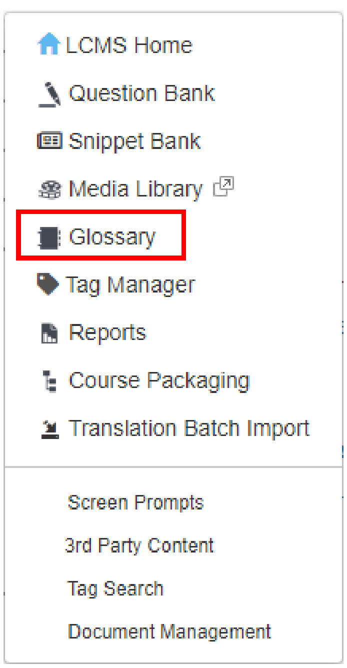



4. Once all available media has been added to the activity, you will see a window listing all media files with **Skipped**, **Updated** or **Not Found** beside each filename.

## 5.4 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.

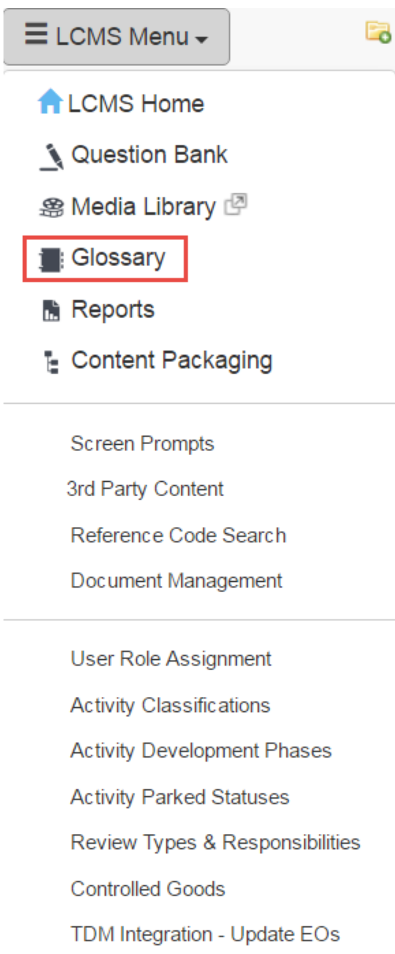


**Note:** If Multilingual Support is enabled additional fields for the alternate language term and definition appear below the English term and definition fields.When adding or editing a prompt, you will see an input field for the alternate language

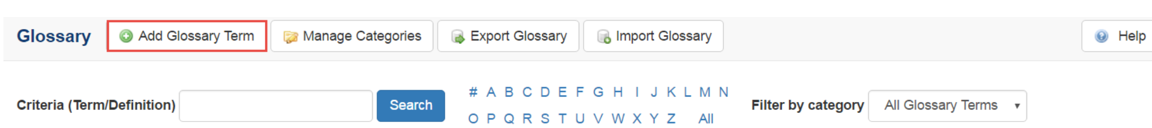
Refer to the Translation - Multilingual Support topic.

## 5.4.1 Add Glossary Terms

1. Click **Glossary** from the **Project Menu**.



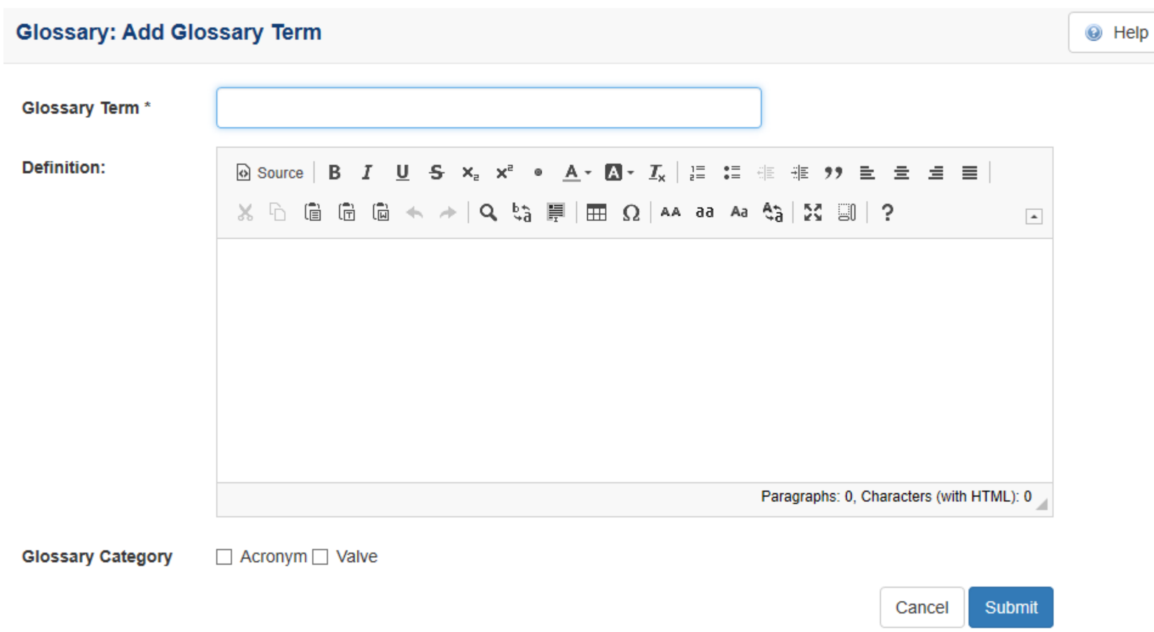

2. Click the **Add Glossary Term** button from the **Glossary** screen.



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.




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

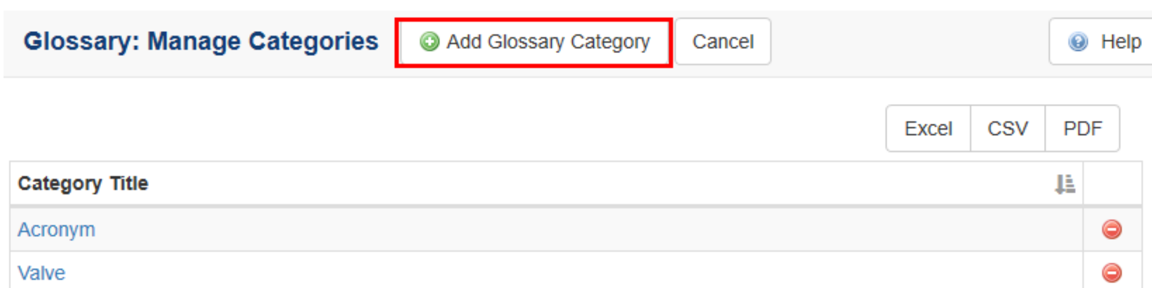
If the terms added to the glossary are from within these areas, the terms in the glossary have to match exactly with these terms in the lesson. They have to be the same case, context, one word, two words, etc. for the links to be created properly when exporting content. You do not have to add plural 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.).

## 5.4.2 Create a Glossary Category

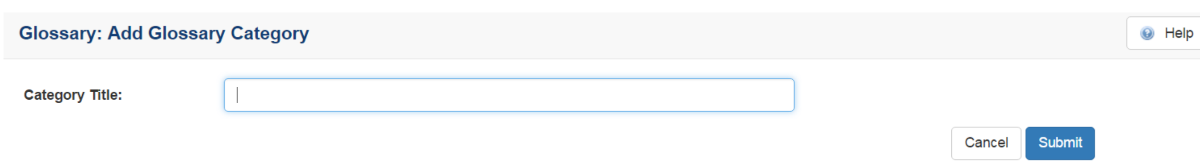
1. Select **Glossary** from the **Project Menu**.

2. The **Glossary** screen will appear. To create a glossary category, start by clicking the **Manage Categories** button.


3. The **Manage Categories** window will appear, listing the glossary category titles. Click the **Add Glossary Category** button to add a new category.




4. 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.

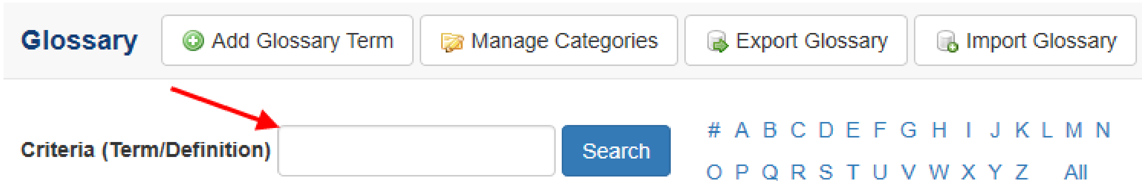



5. Repeat steps 2-5 for each glossary category you wish to create. Once the glossary category has been created, you can enter the glossary terms in the database.

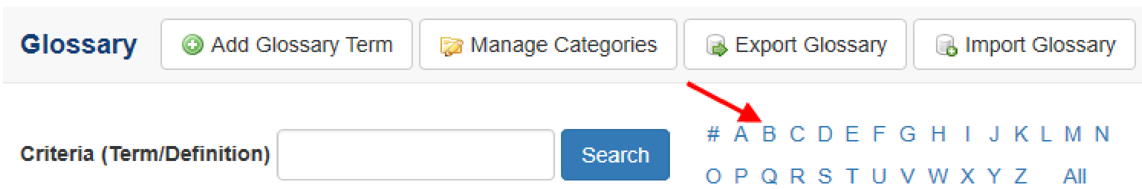
## 5.4.3 Search for a Glossary Term

There are two ways to search for glossary terms from the **Glossary** screen:

1. Type a keyword into the **Criteria** field.

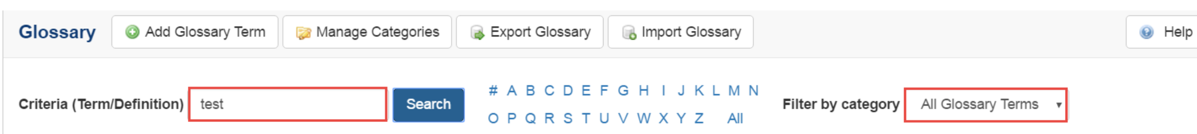



2. Click a letter of the alphabet to see all glossary terms starting with that letter.



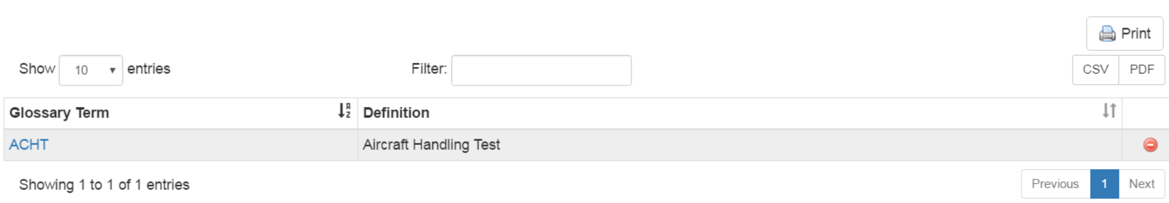

## 5.4.3.1 Search by Tag

1. Type the keyword in the field.



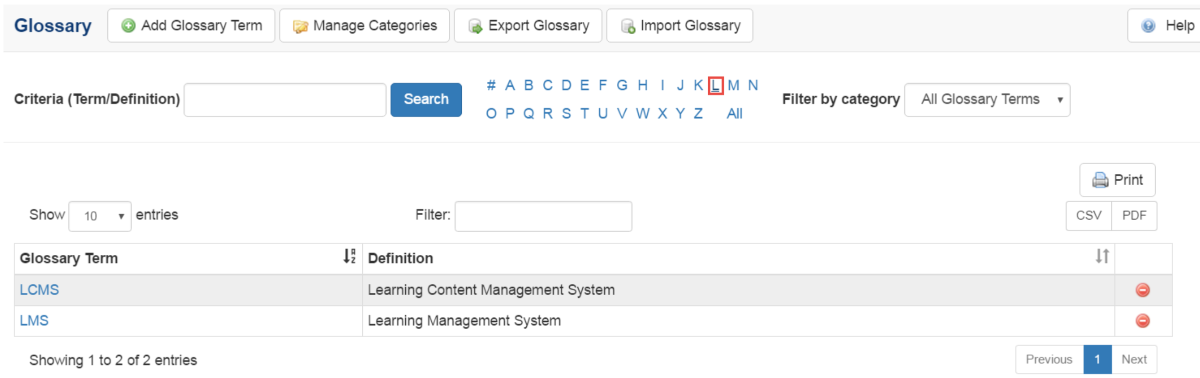

2. Select the glossary category you wish to search from the **Filter** by category drop-down list.

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.



## 5.4.3.2 Search by Letter

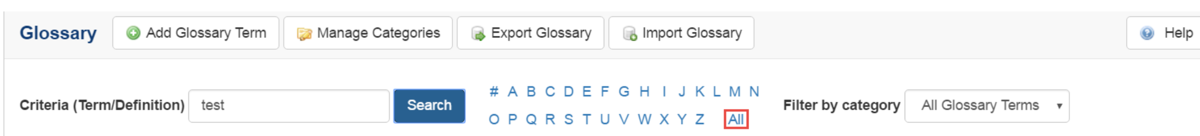
1. To search for a specific glossary item from the **Glossary** screen, click the letter of the alphabet that corresponds to the first letter of the term.




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.

## 5.4.3.3 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.

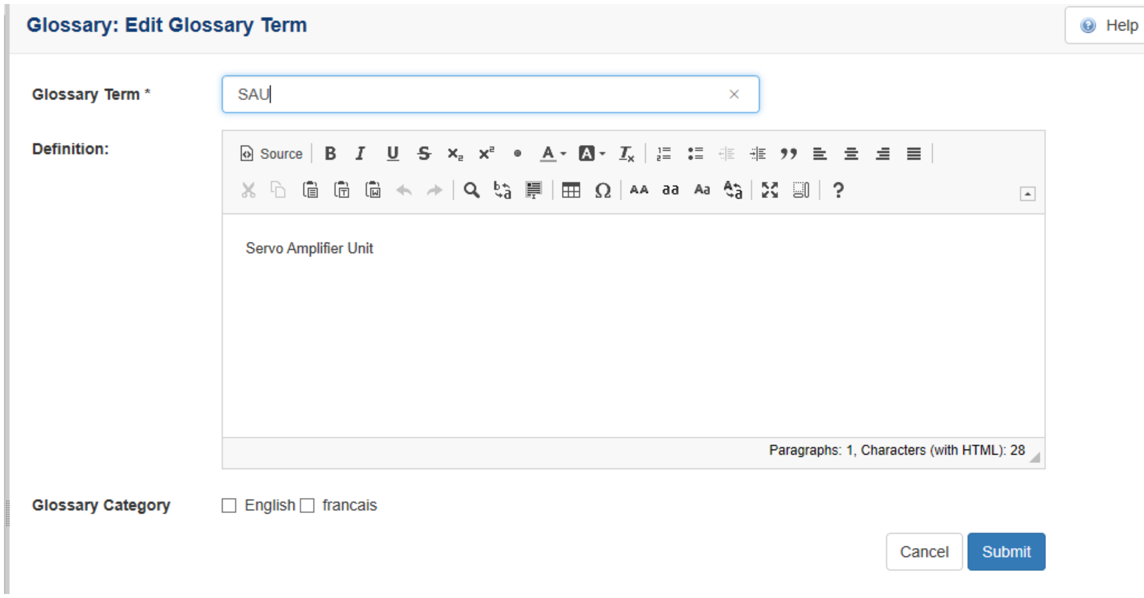



2. Click **All**. When this option is selected, it will show all glossary terms for either a category or all categories, depending on the category(s) selected from the drop-down list. A glossary list will appear, listing all the terms for the **Glossary Category(s)** selected.

## 5.4.4 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.



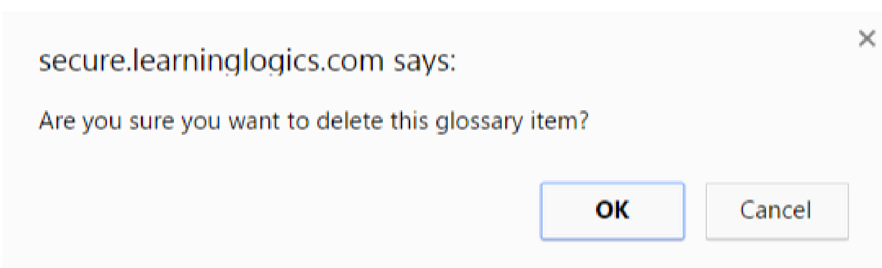

3. Click **Submit**. The revised glossary term will be displayed on the **Glossary** screen.

## 5.4.5 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**.



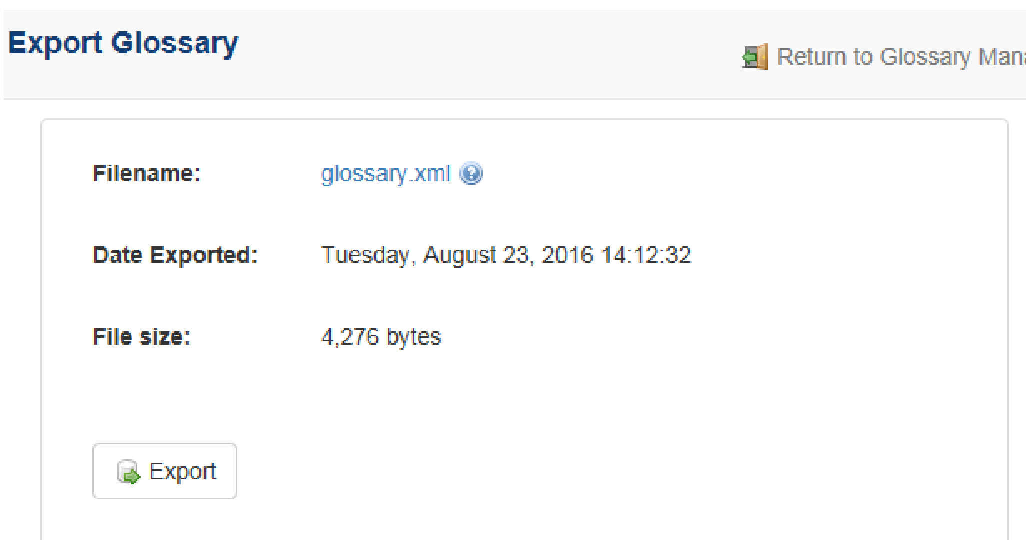

4. The glossary term will be deleted from the list of terms on the **Glossary** screen.

## 5.4.6 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.


2. Click the **Export** button to begin the export process.

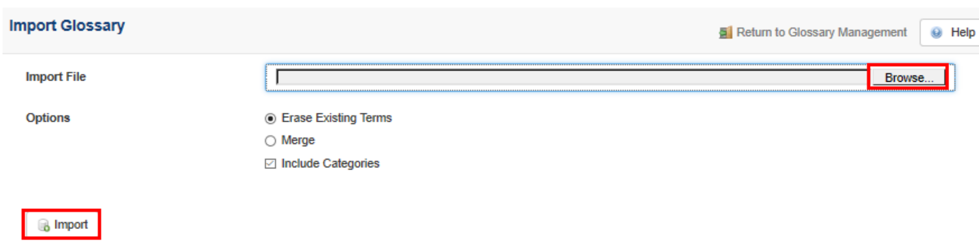



3. An XML file will be created and a download link displayed on the screen. Right-click on the link and select the **Download** or **Save target as...** option from your browser's context menu to save the XML file to your local **Downloads** folder.

## 5.4.7 Import Glossary

Admins and Managers are the only users who can import glossaries that have been exported from another project.

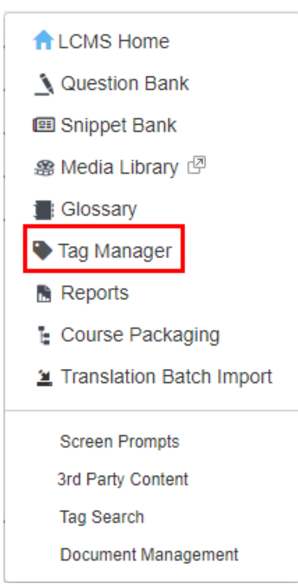
1. Click the **Import Glossary** button. The Import Glossary screen will be displayed.
2. Click the **Browse** button and select the exported XML file to upload from your local drive.
3. Select the Options radio button for **Erase Existing Terms** or **Merge**.
4. Click the checkbox for **Include Categories** 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.




## 5.5 Tag Manager

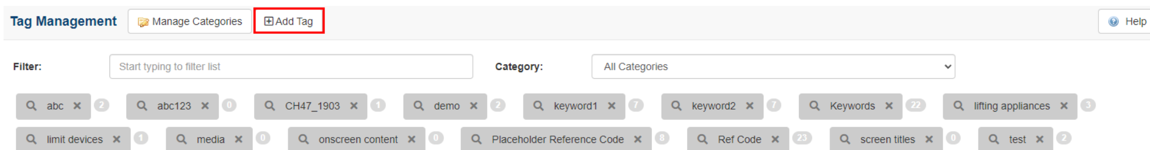
The LCMS provides the tools to build a database of tags.

To access the Tag Manager, click **Tag Manager** from the **Project Menu** drop-down list.



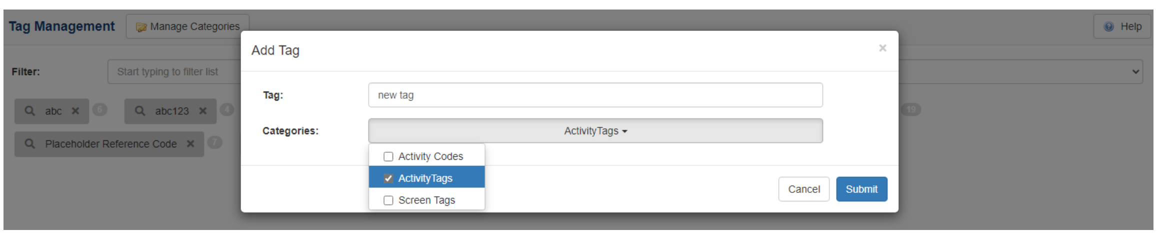
## 5.5.1 Add Tags

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.

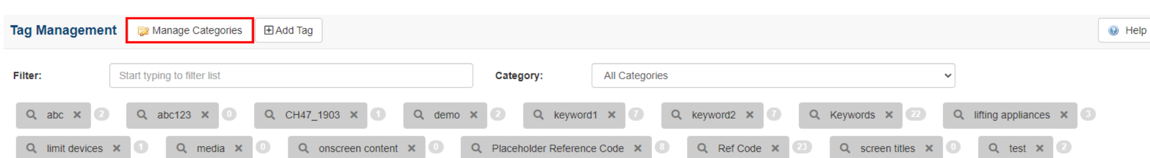



4. Click the **Submit** button to save the tag or **Cancel** to exit without saving.

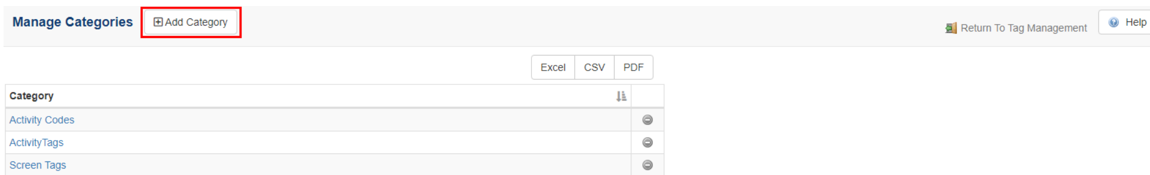
## 5.5.2 Create a Tag Category

1. Select **Tag Manager** from the **Project Menu**.

2. On the **Tag Management** screen, click the **Manage Categories** button.



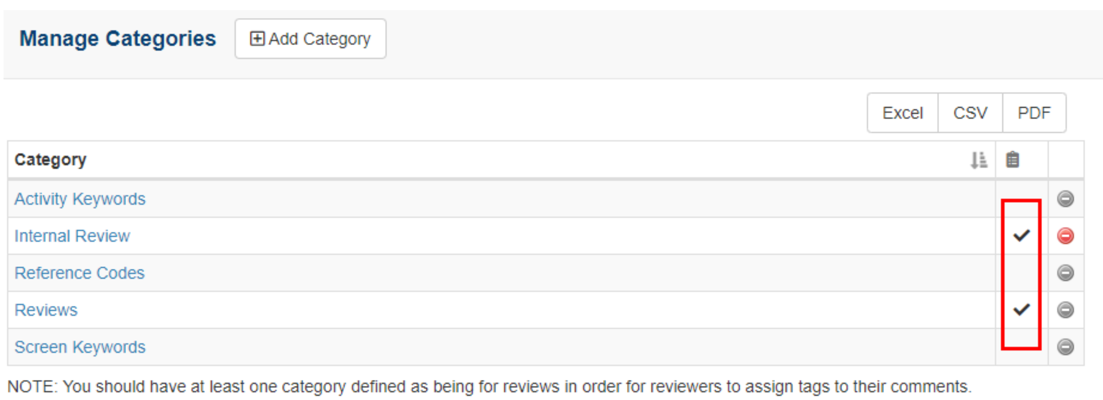
3. On the **Manage Categories** window, click the **Add Category** button to add a new category.




4. Enter the desired name of the tag category in the **Category** field.

5. 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.).

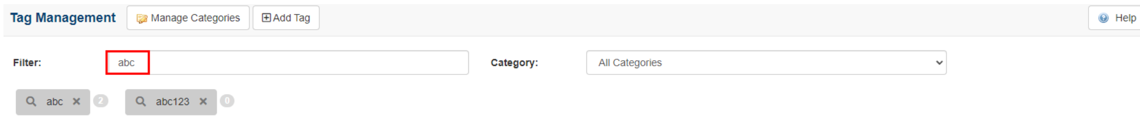
6. Click **Submit**. The new tag category will be listed on the **Manage Categories** window. **Note:** There must be at least one category defined as being for reviews. By default the **Reviews** category is available to reviewers. Once the tag category has been created, you can enter the tag name in the database.



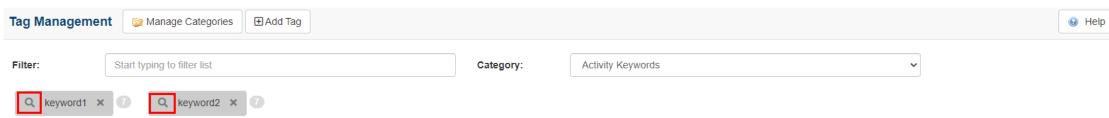

## 5.5.3 Search for a Tag

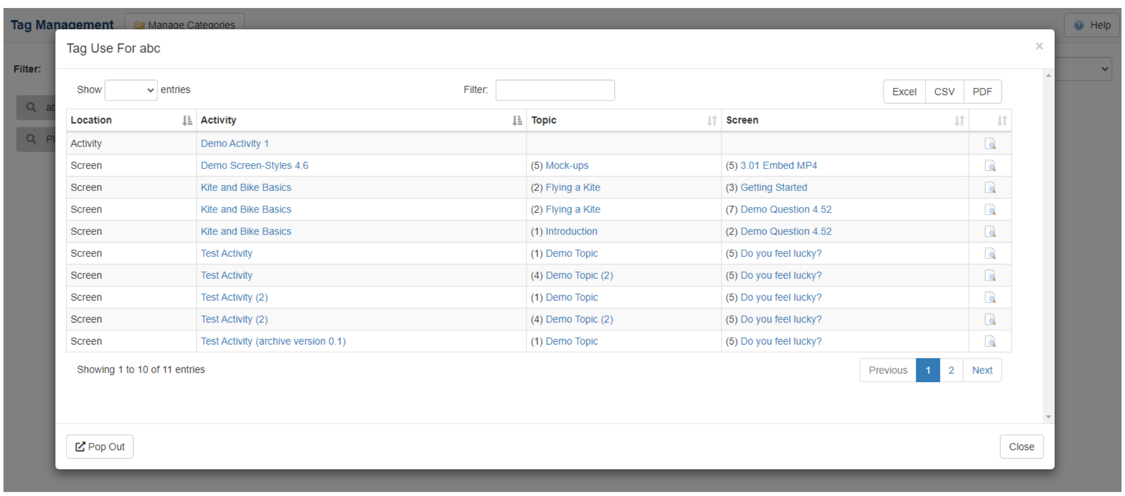
There are two ways to search for tags from the **Tag Management** screen:

1. Enter a tag into the **Filter** field and select a **Category** from the drop-down menu. **Note:** Select **All Categories** to view all tags with the search criteria.




2. Select a category to display the associated tags. **Note:** Clicking the **Search** icon to the left of the tag name shows all instances of where the tag is used. The count to the right of the tag name displays the number of times the tag had been used. **Note:** Counts and instances/locations may differ because questions and master linked screens only exist once. Therefore, the tags are only counted once. **Note:** If more than 5000 tags exist in the system, a warning message displays and an initial search is required when looking for tags to select or manage.

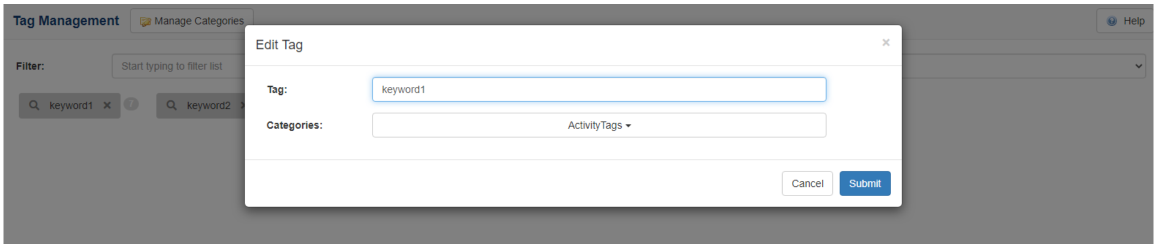



## 5.5.4 Edit a Tag

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.



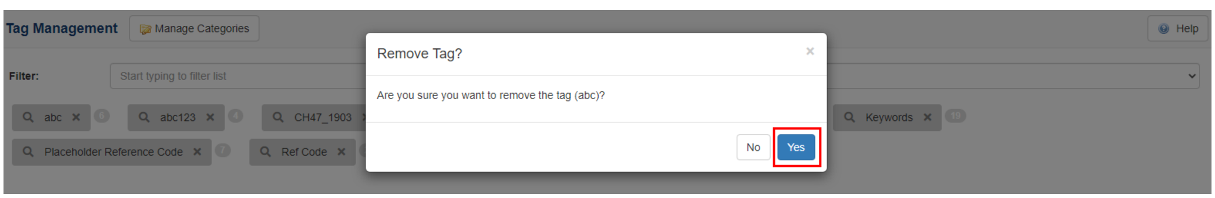

3. Click **Submit**. The revised tag term will be displayed on the **Tag Management** screen.

## 5.5.5 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.



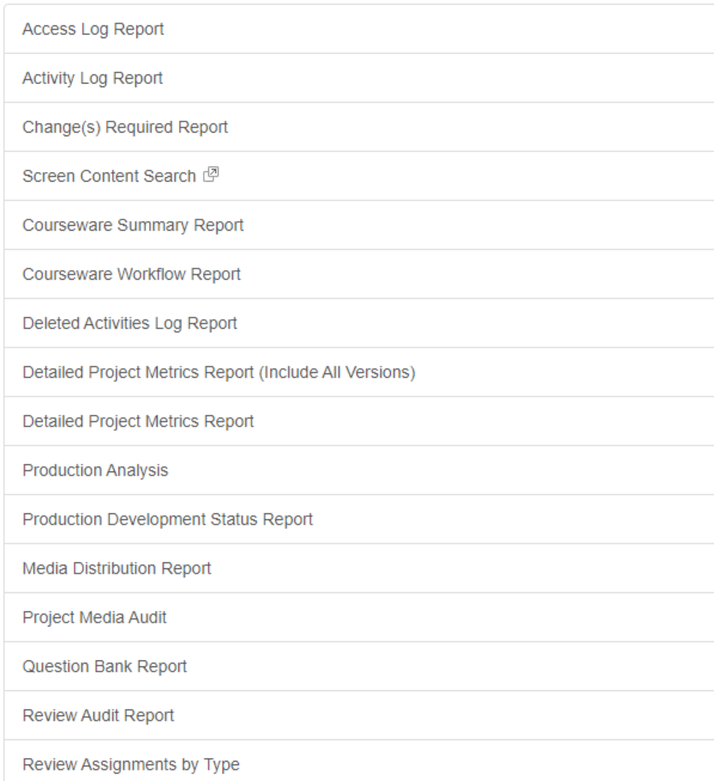

4. The tag name will be deleted from the list of tags on the **Tag Management** screen.

# 5.6 Reports

The **Report** feature 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 reports:

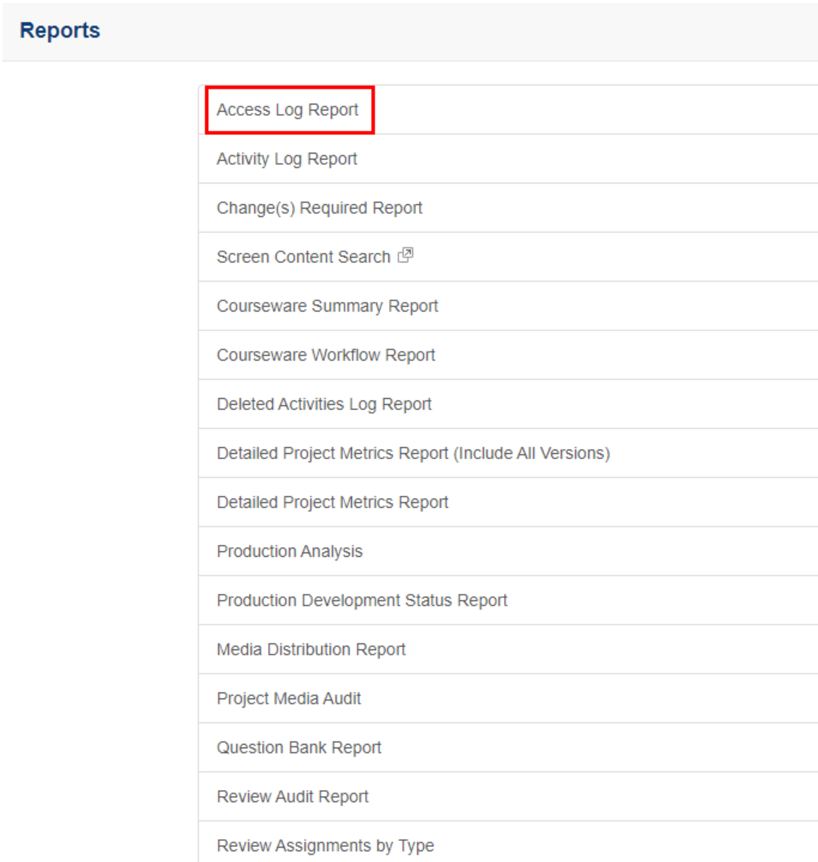
1. Click **Reports** in the **Project Menu**. A list of available reports is displayed on the **Report** screen.



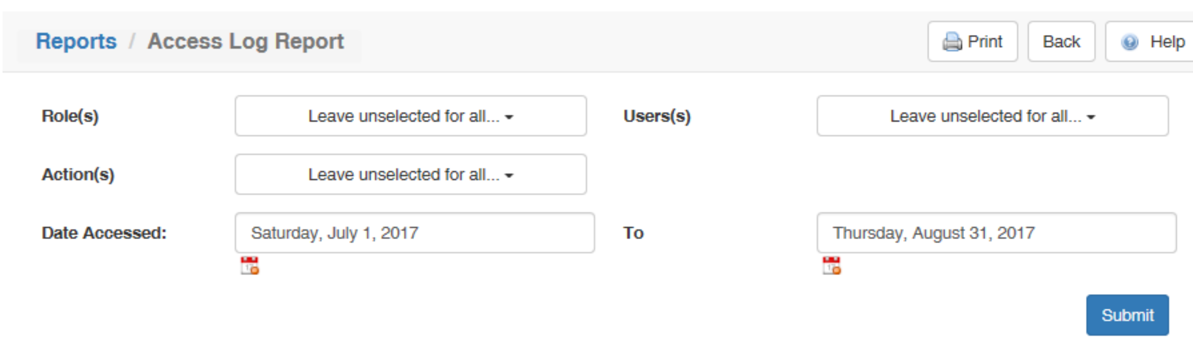

2. Click the name of the desired report type.

## 5.6.1 Access Log Report

1. Click **Access Log Report** from the **Reports** screen menu.

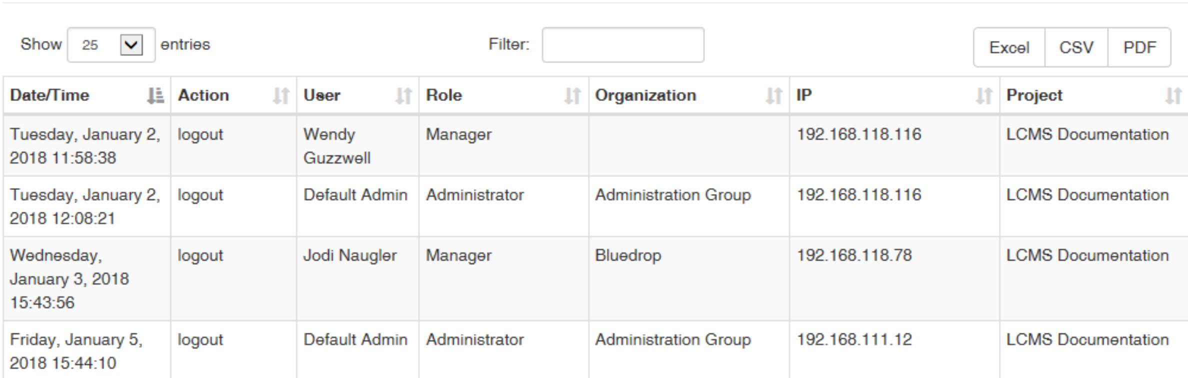



2. You have the option to choose specific **Role(s)**, **Action(s)** and **User(s)** from the drop-down lists. If you make no selections, all will be automatically selected. You may also filter by **Date**.




3. Click **Submit** to view the report.

The report lists the **Date/Time**, **Action**, **User**, **Role**, **Organization**, **IP** and **Project** to match your search criteria.




| Date/Time | Action | User | Role | Organization | IP | Project |
|---|---|---|---|---|---|---|
| Tuesday, January 2, 2018 11:58:38 | logout | Wendy Guzzwell | Manager | | 192.168.118.116 | LCMS Documentation |
| Tuesday, January 2, 2018 12:08:21 | logout | Default Admin | Administrator | Administration Group | 192.168.118.116 | LCMS Documentation |
| Wednesday, January 3, 2018 15:43:56 | logout | Jodi Naugler | Manager | Bluedrop | 192.168.118.78 | LCMS Documentation |
| Friday, January 5, 2018 15:44:10 | logout | Default Admin | Administrator | Administration Group | 192.168.111.12 | LCMS Documentation |

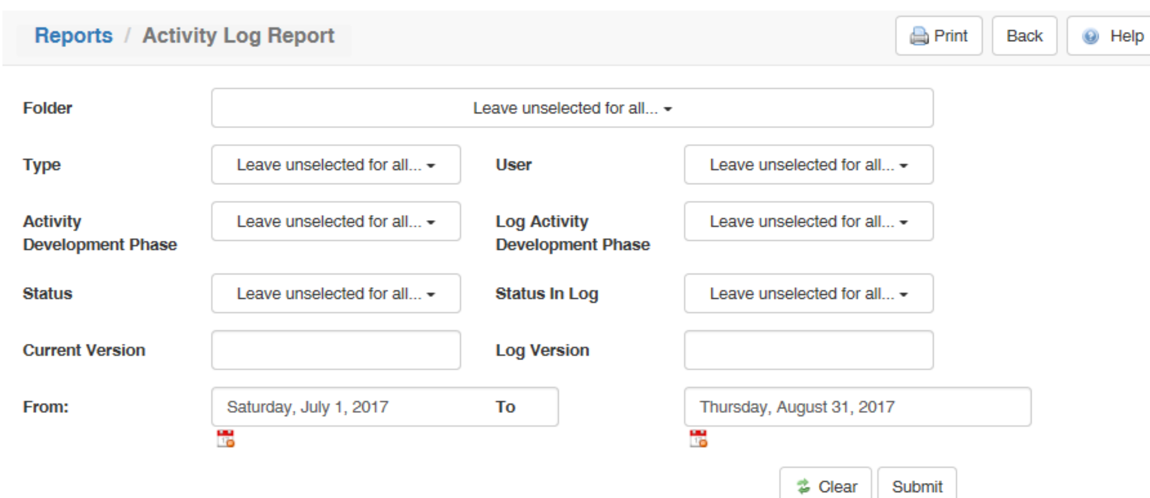
4. Click the **Excel**, **CSV** or **PDF** buttons to see the report in any format.

## 5.6.2 Activity Log Report

The **Activity Log Report** provides Administrators and Managers with a quick way to view the history of all activities.

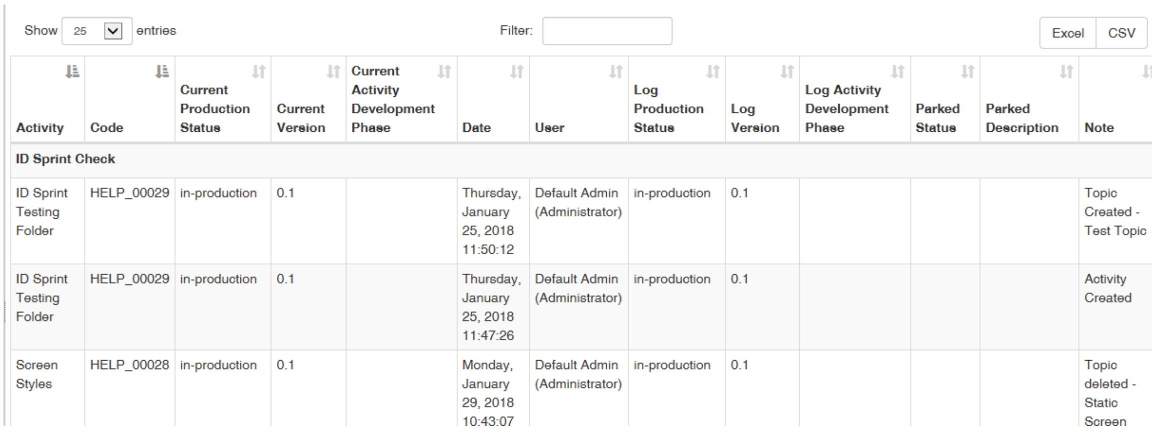
1. Click **Activity Log Report** from the **Reports** window menu.

2. The information can be filtered by **Folder**, **Type**, **Activity Development Phase**, **Status**, **User**, **Log Activity Development Phase** and **Status in Log** from the drop-down lists. If you make no selections, all will be automatically selected. There are also fields for **Current Version** and **Log Version**. **To/From** dates can be adjusted from this screen as well.




3. Click **Submit** to view the report.

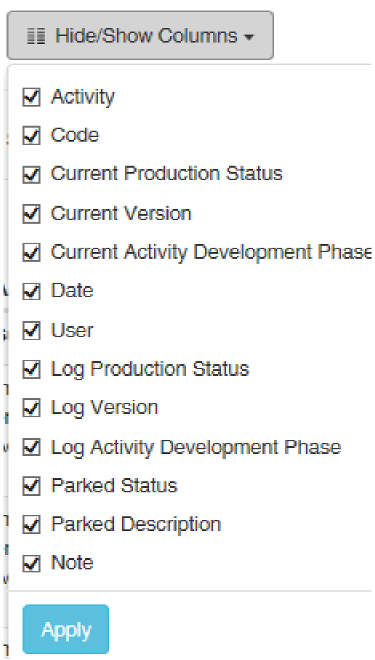
For all activities that match your search criteria, the report lists **Activity**, **Code**, **Current Production Status**, **Current Version**, **Current Activity Development Phase**, **Date**, **User**, **Log Production Status**, **Log Version**, **Log Activity Development Phase**, **Parked Status**, **Parked Description** and **Note**.




| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ID Sprint Check | | | | | | | | | | | | |
| ID Sprint Testing Folder | HELP_00029 | in-production | 0.1 | | Thursday, January 25, 2018 11:50:12 | Default Admin (Administrator) | in-production | 0.1 | | | | Topic Created - Test Topic |
| ID Sprint Testing Folder | HELP_00029 | in-production | 0.1 | | Thursday, January 25, 2018 11:47:26 | Default Admin (Administrator) | in-production | 0.1 | | | | Activity Created |
| Screen Styles | HELP_00028 | in-production | 0.1 | | Monday, January 29, 2018 10:43:07 | Default Admin (Administrator) | in-production | 0.1 | | | | Topic deleted - Static Screen |

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.



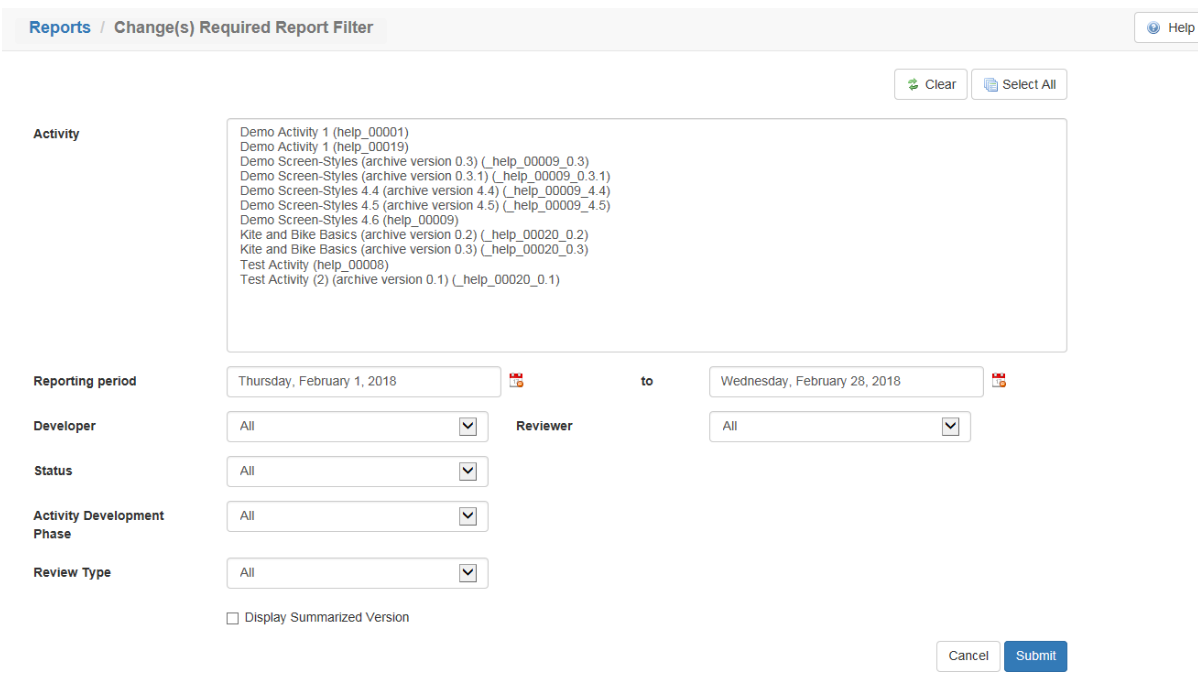

**Note:** If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down will appear in the report filter options.

### 5.6.3 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.

1. Click the **Change(s) Required Report** link from the **Reports** screen menu.

2. All activities within the project are listed on the **Change(s) Required Report** screen. Click the activities for the report from the list.




3. If required, click the **Clear** button to clear your selection or click the **Select All** button to select all the activities in the list.

4. Click the **Calendar** icon to select the start date for the reporting period.

5. Select the calendar year, month and date for the reporting period start date. The date appears in the **Start Date** field.

6. Click the **Calendar** icon to select the end date for the reporting period.

7. Select the calendar year, month and date for the reporting period end date. The date appears in the **End Date** field.

8. Select the **Developer** or **Reviewer** from the drop-down lists.

9. Select the **Status** of the comments from the drop-down list. Options include **Pending**, **Resolved**, **Accepted**, **Needs Rework**, **Input Required** and **All** for display in the report.

10. Select the **Activity Development Phase** from the drop-down list. Options include **Lesson**, **Outline** and **Storyboard**.

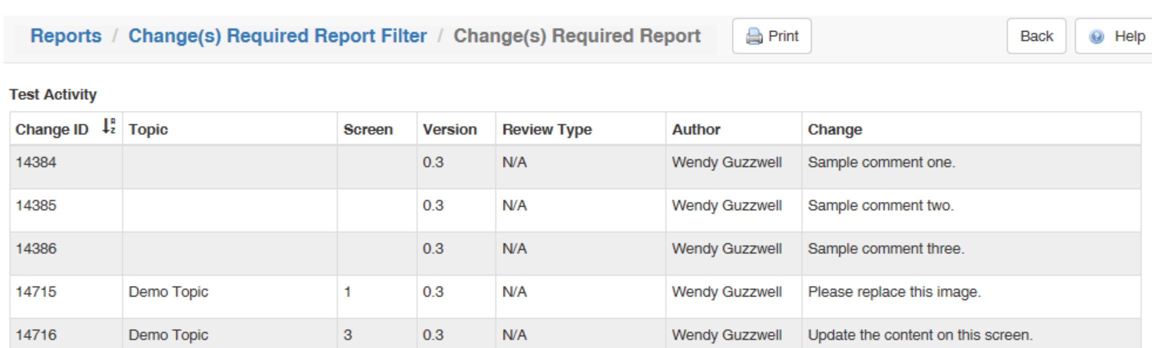
11. Select the **Review Type** from the drop-down list. Options include **Content**, **Client**, **Media**, **Peer**, **QC**, **Senior ID** and **SME**.

12. Click the **Submit** button. The **Changes(s) Required Report** is then displayed. For each comment made by the assigned Reviewer/Approver, the report provides the following information: **Activity Title**, **Change ID, Scope, Screen,** activity **Version, Review Type, Comment Author, Date** and time comment was made, **Status** of comment, **Response Author, Date, Comment** and the **Response Made** to the comment.


| 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 | Wendy Guzzwell | Wendy Guzzwell | Wednesday, May 24, 2017 11:38:42 | Pending | | |
| Please change the image on this screen. | | | | | | | | | | |

**Note:** If there are more than 25 entries on the screen, a filter appears at the top of the report to allow for a more precise search within the report.

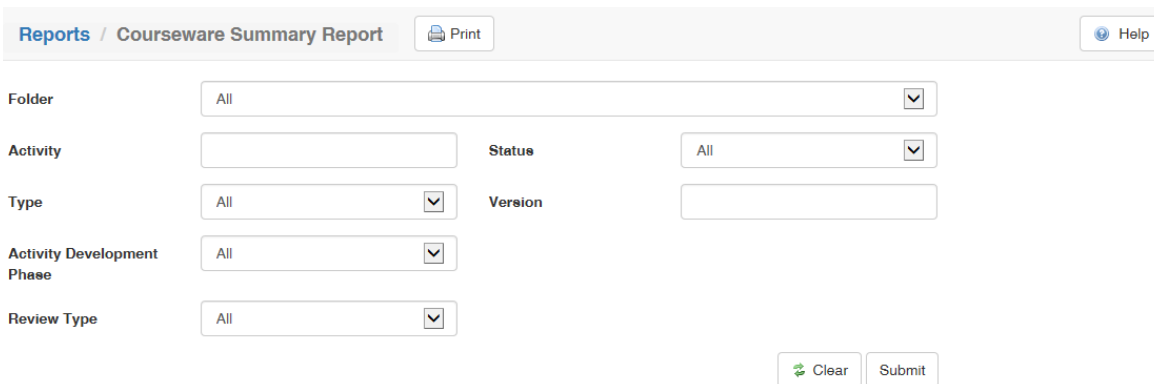
If you select **Display Summarized Version** on the **Report Filter** screen, you will see a summarized version of the report.




| Change ID | Topic | Screen | Version | Review Type | Author | Change |
|---|---|---|---|---|---|---|
| 14384 | | | 0.3 | N/A | Wendy Guzzwell | Sample comment one. |
| 14385 | | | 0.3 | N/A | Wendy Guzzwell | Sample comment two. |
| 14386 | | | 0.3 | N/A | Wendy Guzzwell | Sample comment three. |
| 14715 | Demo Topic | 1 | 0.3 | N/A | Wendy Guzzwell | Please replace this image. |
| 14716 | Demo Topic | 3 | 0.3 | N/A | Wendy Guzzwell | Update the content on this screen. |

## 5.6.4 Courseware Summary Report

1. Click **Courseware Summary Report** from the **Reports** screen.




2. If desired, use one or more filters to narrow down your search.

3. Select a folder from the **Folder** drop-down list.

4. Type the name of the activity in the **Activity** field.

5. Select the type of activity from the **Type** drop-down list.

6. Select the status of the activity from the **Status** drop-down list.

7. Type the version of the activity in the **Version** field.

8. To clear filters, click the **Clear** button.

9. Click the **Submit** button.

The **Activity**, **Status**, **Type**, **Version** and the names of the **Developer**, **Reviewer(s)/Review Manager**, **Manager** and **Approval Authority** are displayed.

Excel CSV PDF

| 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 | Donald Robertson | **Donald Robertson** | |

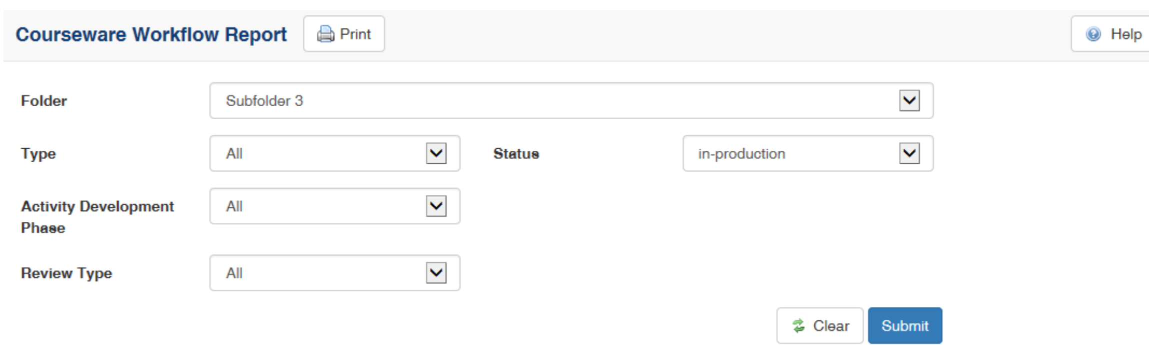
**Note**: If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down will appear in the report filter options.

## 5.6.5 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.

1. Click **Courseware Workflow Report** from the **Reports** screen. If desired, use one or more filters to narrow down your search (**Folder, Type, Status, Activity Development Phase** and/or **Review Type**).

2. Click **Submit**.




For all activities that match your search criteria, the report lists the **Activity Title, Code, Activity Development Phase, Status, Review Days Remaining, Review Due Date** and **Reviewer/Approver** authorities. Click the **Excel**, **CSV** or **PDF** buttons to see the report in those formats.

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 | | | |

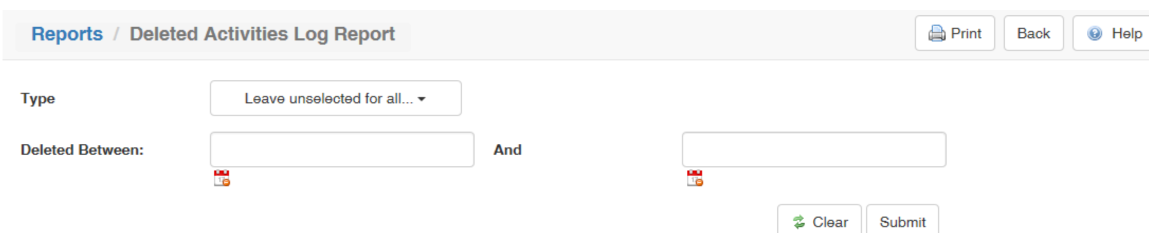
**Note**: If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down will appear in the report filter options.

## 5.6.6 Deleted Activities Log Report

The **Deleted Activity Log Report** provides Administrators and Managers with a quick way to view all deleted activities.

1. Click **Deleted Activity Log Report** from the **Reports** screen menu.

2. 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.

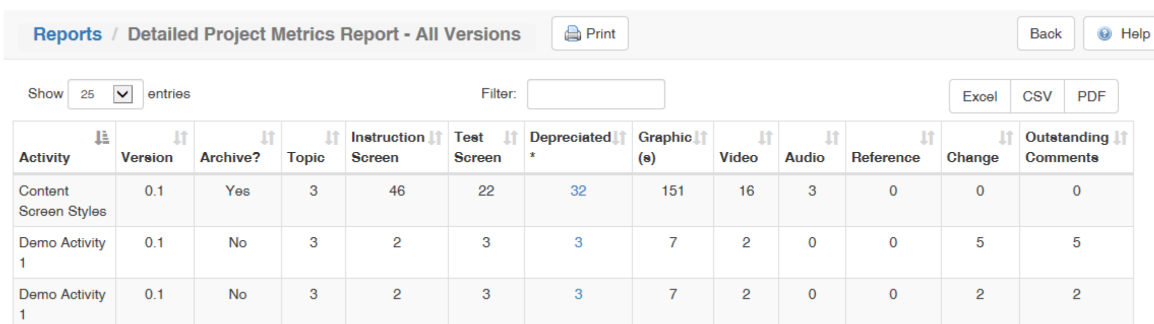
**Note**: If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down will appear in the report filter options.

## 5.6.7 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.

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.




| Activity | Version | Archive? | Topic | Instruction Screen | Test Screen | Depreciated * | 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 |

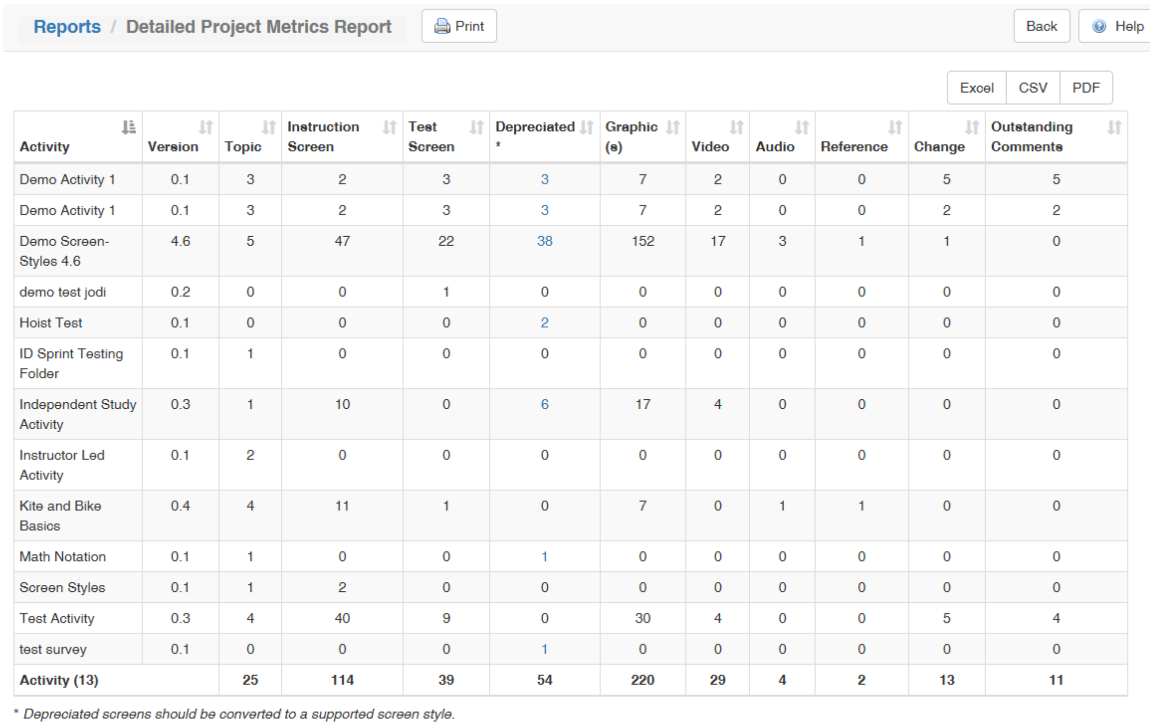
Click the **Excel**, **CSV** or **PDF** buttons to see the report in those formats.

## 5.6.8 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.

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 **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.




| Activity | Version | Topic | Instruction Screen | Test Screen | Depreciated * | 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 |
| Hoist 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.

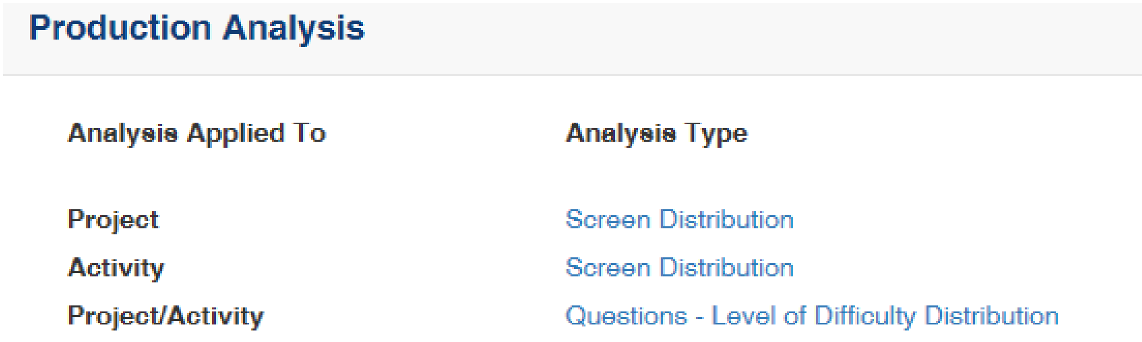
## 5.6.9 Production Analysis

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.

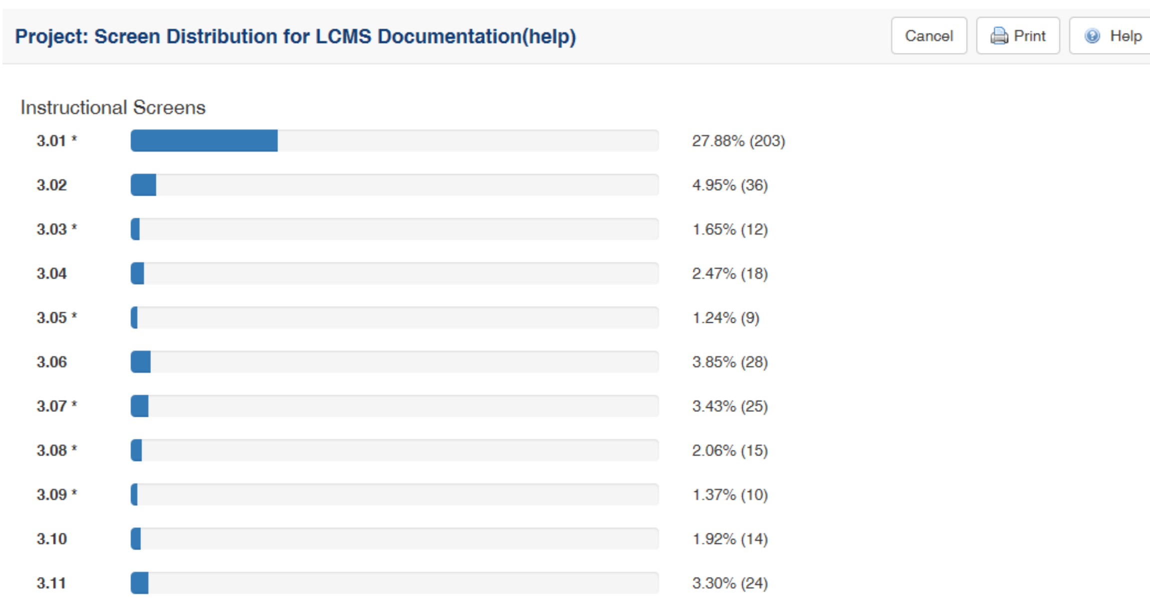
2. Click the **Screen Distribution** link to view screen distribution statistical information for a project or for a specific activity.



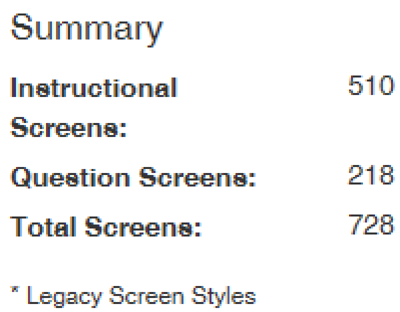

3. Click the **Questions - Level of Difficulty Distribution** link to view the question level of difficulty distributions for a project or activity.

### 5.6.9.1 Screen Distribution - Project

1. 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.

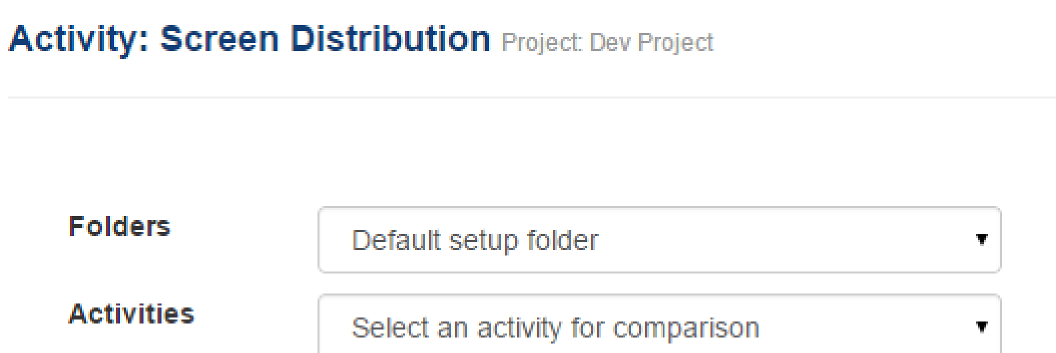



2. To return to the **Production Analysis** screen, click the **Cancel** button in the top right corner or the Browser's back button. There is also a **Print** button located here.

### 5.6.9.2 Screen Distribution - Activity

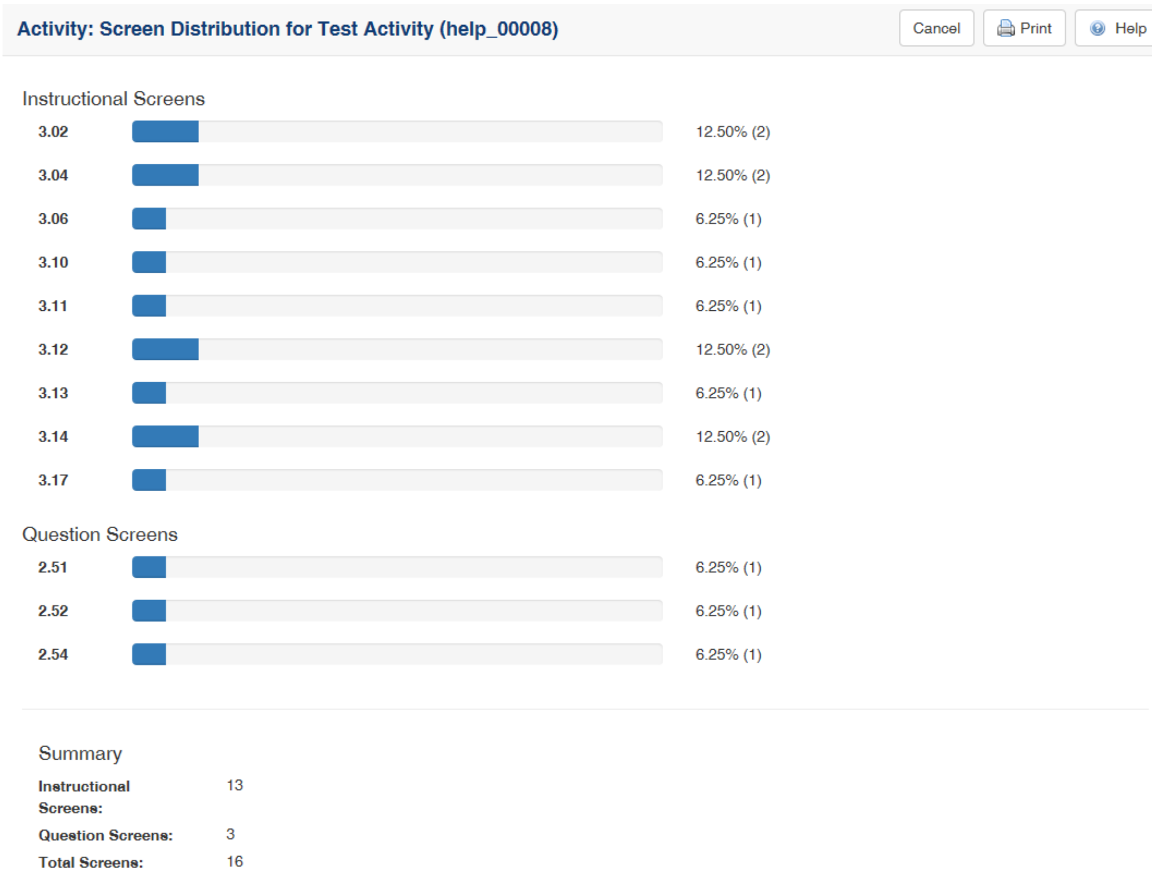
1. Click **Screen Distribution** beside **Activity** on the **Production Analysis** screen.


2. Select the activity folder you wish to analyze from the drop-down list.




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.

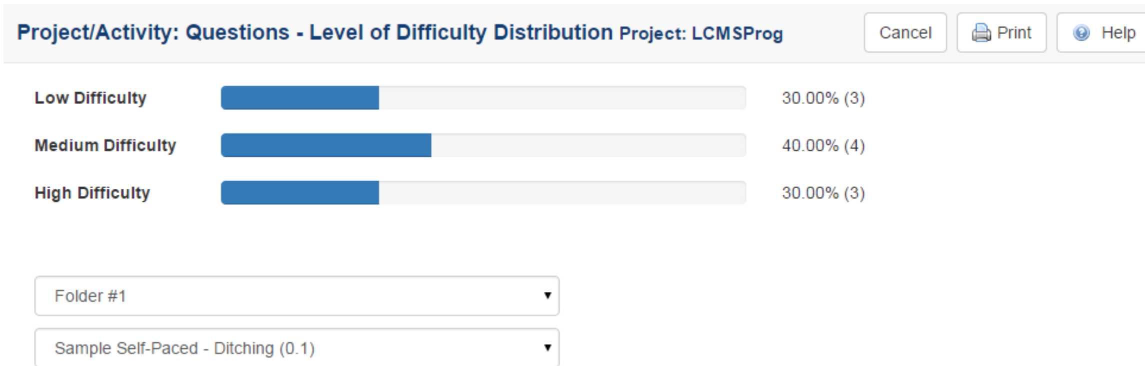



4. To return to the **Production Analysis** screen, click the **Cancel** button in the top right corner or use the Browser's back button. There is also a **Print** button located here.

## 5.6.9.3 Questions - Level of Difficulty Distribution

1. 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.

2. 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.

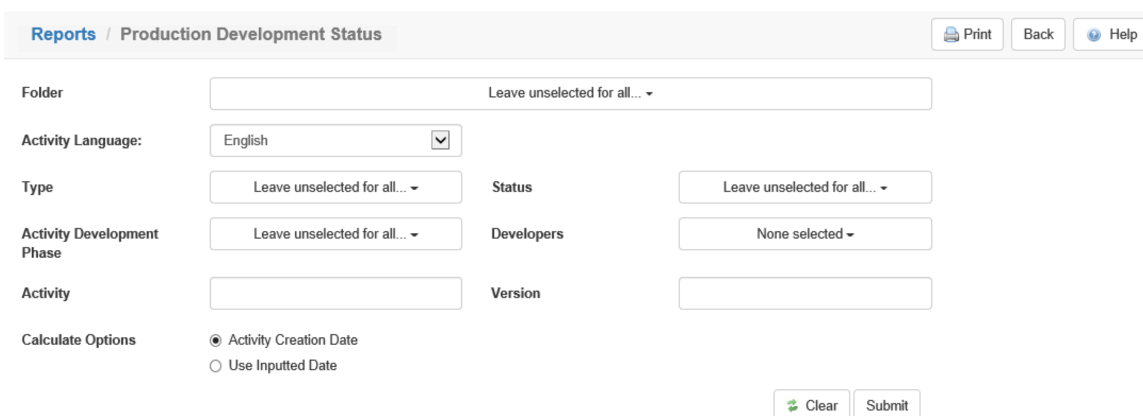



3. To return to the previous screen, click the **Browser Back** button or **Cancel**.

## 5.6.10 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.

1. Click **Production Development Status Report** from the **Reports** screen.




2. Select one or more folders from the **Folder** drop-down or leave the selection empty to search all project folders.

3. Select one or more activity types from the **Type** drop-down or leave the selection empty to search all activity types.

4. Select one or more activity development phases from the **Activity Development Phase** drop-down or leave the selection empty to search all phases.

5. If desired, enter the full or partial name of an activity in the **Activity** field to filter by activity.

6. 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.

7. Select one or more activity statuses from the **Status** drop-down or leave the selection empty to search all statuses.

8. Select one or more developers from the **Developers** drop-down or leave the selection empty to search all developers and activities with no developers assigned.

9. If desired, enter the full or partial version number in the **Version** field to filter by activity version.

10. Once all desired filters have been entered, click the **Submit** button to generate the report.

The **Activity, Code, Created Date**, **Activity Development Phase, Status**, **Type, Version** and **Current Developer** will be displayed, along with the number of days the activity has spent in each of the following: **Development, Review, Parked** and **Waiting.**

Show 25 entries Filter: Excel CSV PDF

| | | | | | | | | Days | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Activity | Code | Created | Activity Development Phase | Status | Type | Version | Developer | Development | Review | Parked | Waiting |
| **4.4 Testing** | | | | | | | | | | | |
| LCMS-669 - Increase number of options | QATEST_00044 | Wednesday, March 9, 2016 | | submitted to batch | Independent Study | 0.2 | Paul Wesson | 165.8 | 1311.8 | | |
| **4.13 Productivity** | | | | | | | | | | | |
| approval test | QATEST_26875 | Tuesday, September 11, 2018 | | submitted for approval | Independent Study | 0.1 | Undefined | | 562 | | |

Click the **Excel, CSV** or **PDF** button to download and view the report in the relevant format.

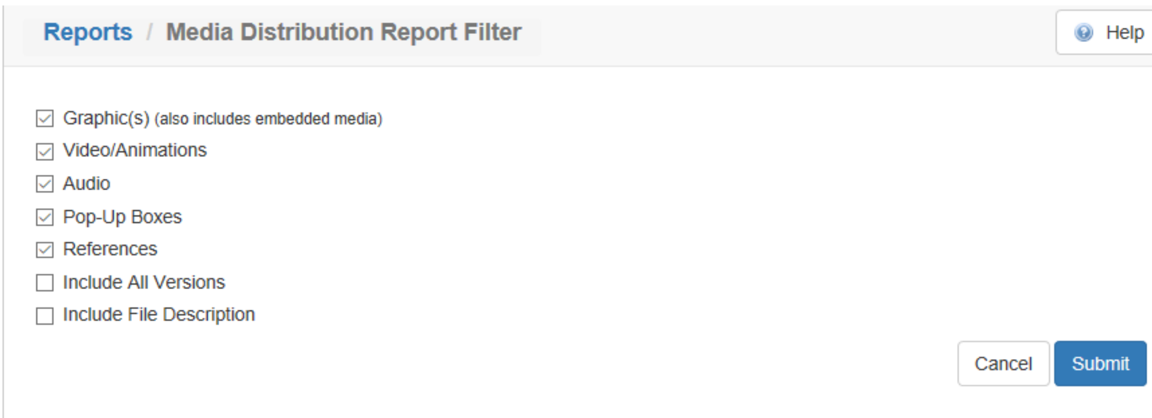
**Note**: If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down will appear in the report filter options.

## 5.6.11 Media Distribution Report

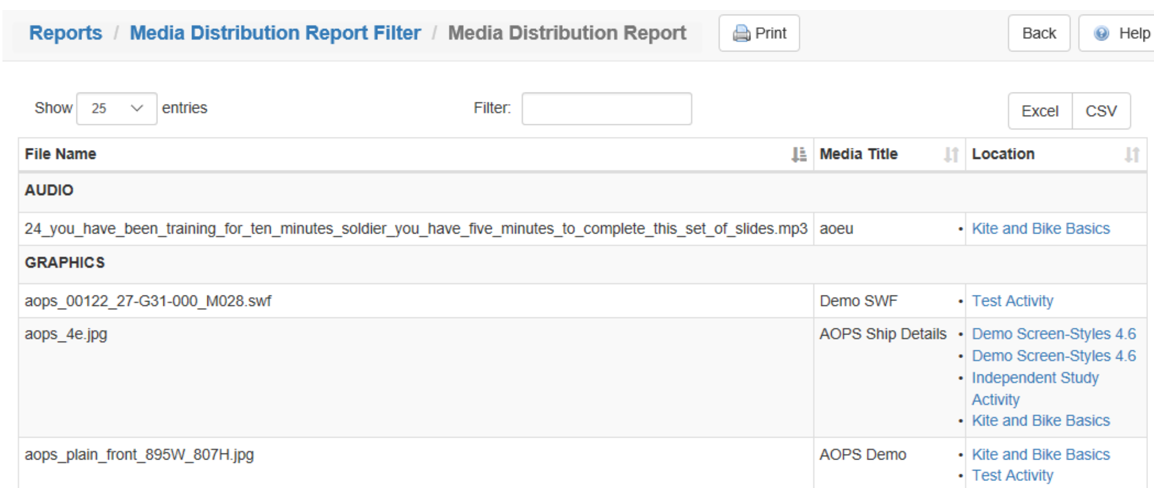
This report is used to view all the media files associated with a project.

1. Click **Media Distribution Report** from the **Reports** screen. The **Media Distribution Report** screen is displayed.

2. Select the box beside each available selection desired for the report.




3. Click the **Submit** button. The **Media Distribution Report** is displayed. There is a **Print** option provided, along with buttons to allow you to review the report in **Excel**, **CSV** or **PDF** formats.



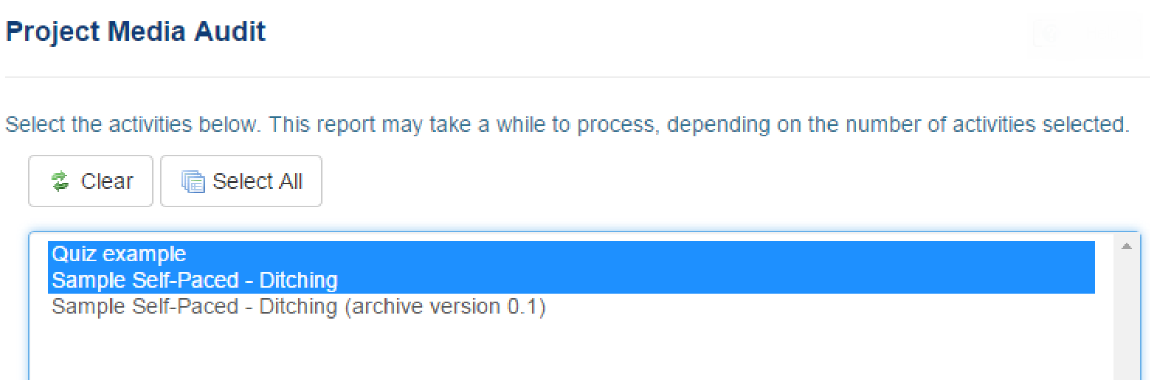

**Note:** The information provided in the report is dependent on the fields completed for individual screens and the boxes selected on the previous screen.

## 5.6.12 Project Media Audit

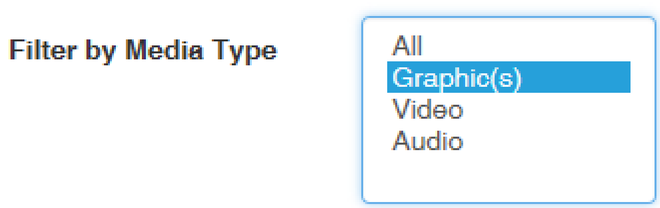
This report is used to report the status of all media files associated with a project. It lists the number of files specified, in place and missing.

1. Click **Media Distribution Report** from the **Reports** screen. The **Media Distribution Report** screen is displayed, listing all available activities.

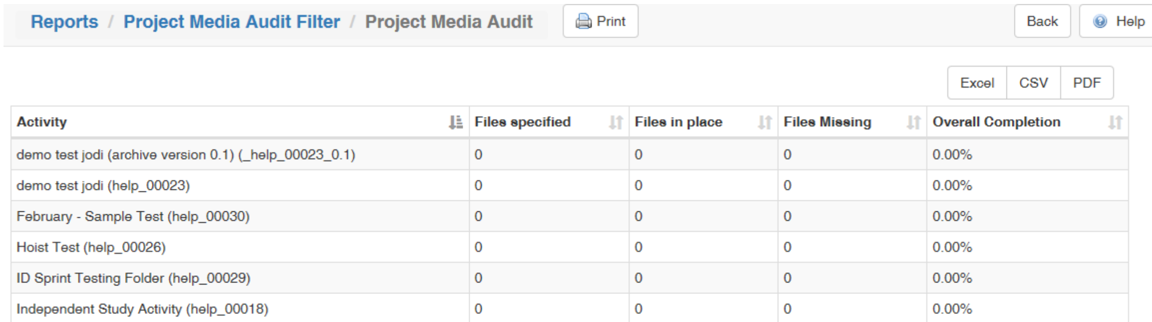
2. Click an activity to select it for the report. To select more than one activity, hold Ctrl and click the desired activities. To choose all activities, click the **Select All** button.




3. Under **Filter by Media Type**, select the media type you would like to see in the report.




4. Click the **Submit** button. The **Project Media Audit Report** is displayed, showing **Files specified, Files in place, Files Missing** and **Overall Completion**.

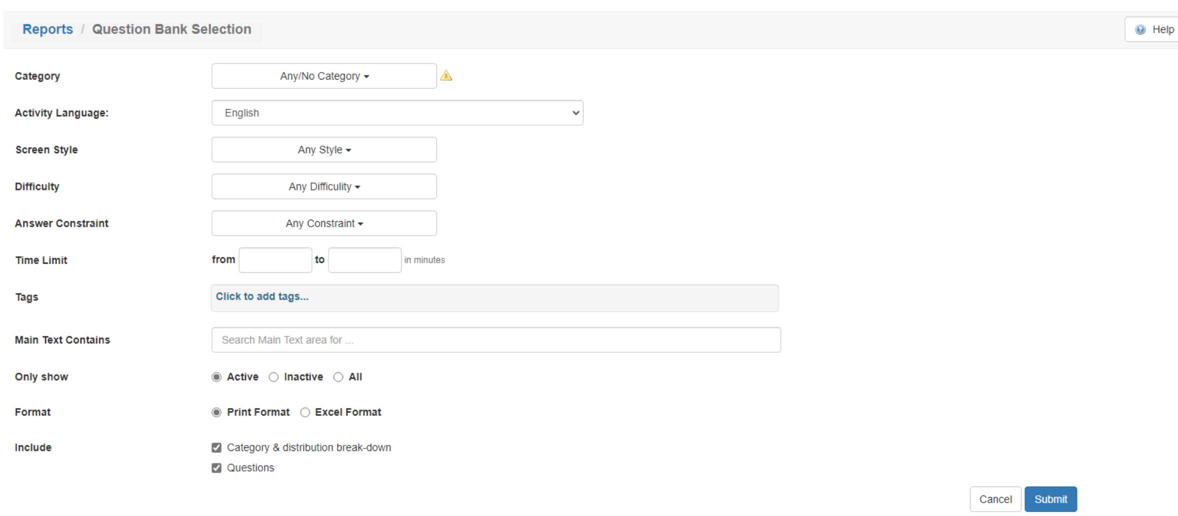



Click the **Excel**, **CSV** or **PDF** buttons to see the report in those formats.

## 5.6.13 Question Bank Report

1. Click **Question Bank Report** from the **Reports** screen.

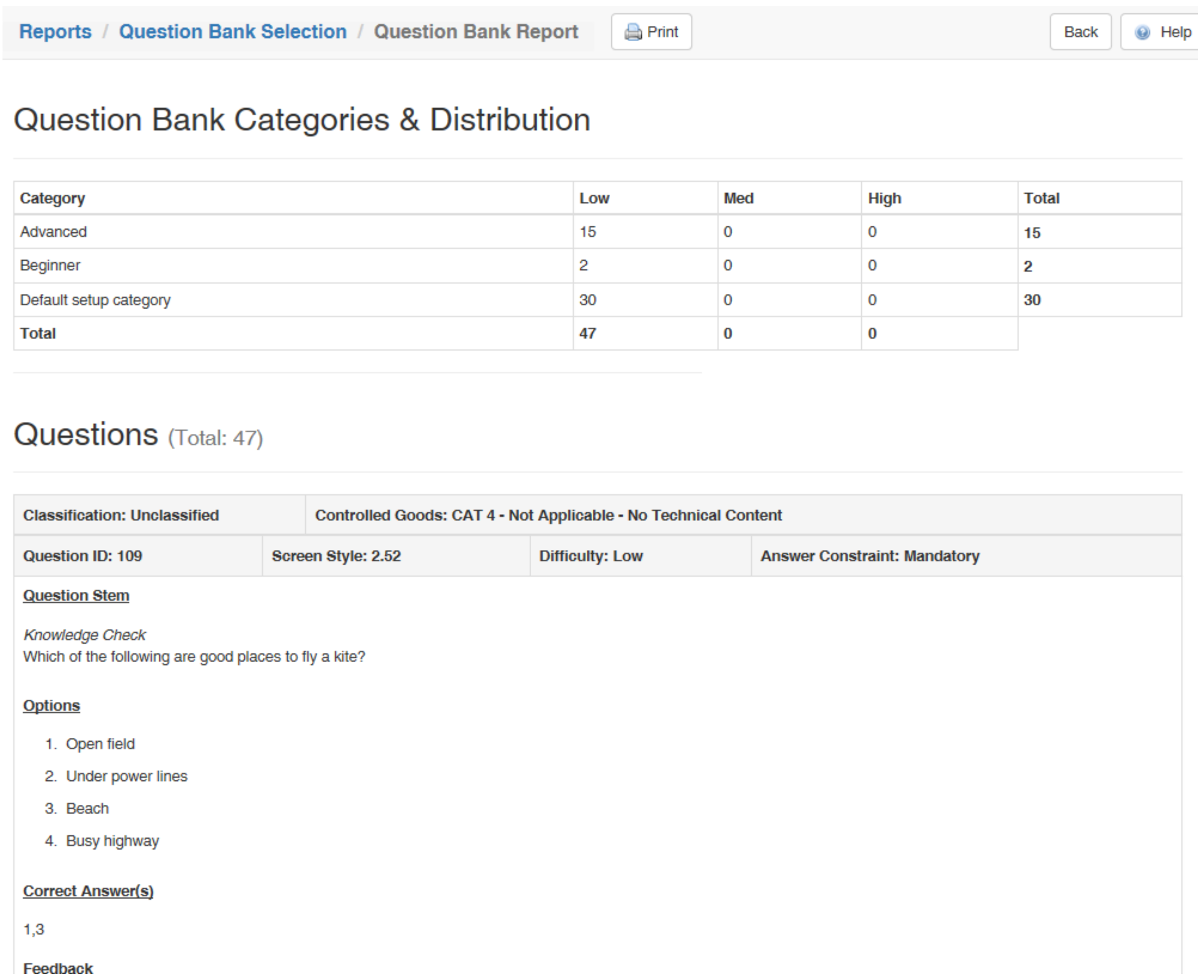
2. All question categories within the project are listed. Select the question categories for the report from the **Category** drop-down, or leave the selection blank to search all questions.




3. If desired, use one or more of the other filter options to narrow your search (**Screen Style**, **Difficulty**, **Answer Constraint**, **Time Limit**, **Tags**, **Main Text Contains**, **Status** (Active, Inactive or All), and **Format**).

4. Click the **Submit** button. The **Question Bank Report** is displayed, showing all questions in the selected categories and a summary of the assigned levels of difficulty.

   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**. **Note:** If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down menu will appear in the report filter options.


Reports / Question Bank Selection / Question Bank Report Print Back Help

Question Bank Categories & Distribution

| Category | Low | Med | High | Total |
|---|---|---|---|---|
| Advanced | 15 | 0 | 0 | 15 |
| Beginner | 2 | 0 | 0 | 2 |
| Default setup category | 30 | 0 | 0 | 30 |
| Total | 47 | 0 | 0 | |

Questions (Total: 47)

| Classification: Unclassified | Controlled Goods: CAT 4 - Not Applicable - No Technical Content | | |
|---|---|---|---|
| Question ID: 109 | Screen Style: 2.52 | Difficulty: Low | Answer Constraint: Mandatory |

Question Stem

*Knowledge Check*
Which of the following are good places to fly a kite?

Options

1. Open field
2. Under power lines
3. Beach
4. Busy highway

Correct Answer(s)

1,3

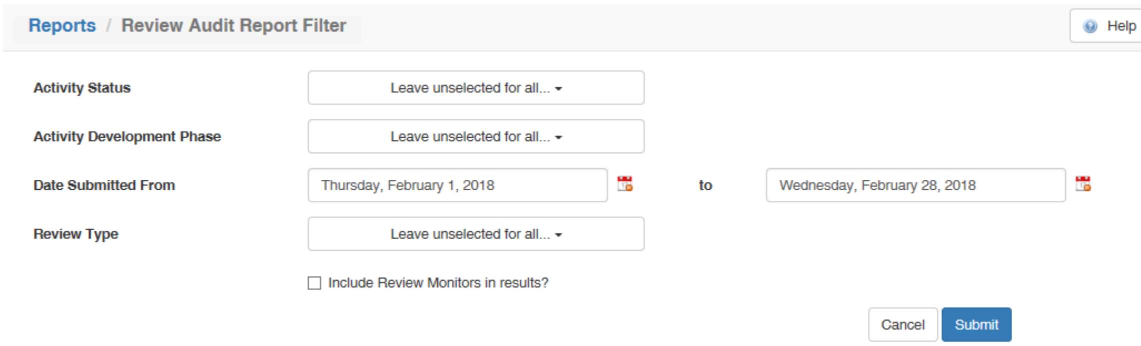
Feedback

## 5.6.14 Review Audit Report

This report provides a summary of the statuses of different Activities, showing their **Version**, **Activity Phase**, **Review Type**, **Date Submitted**, **Date Finalized**, **Author (Reviewer)** and **Comments**.

1. Click **Review Audit Report** from the **Reports** screen and the **Review Audit**

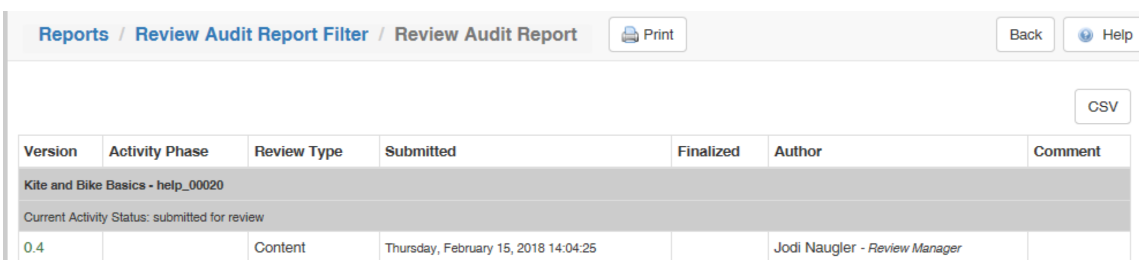
**Report Filter** is displayed.




2. Select a value from the drop-down for **Activity Status**, **Activity Development Phase** or **Review Type** to limit results to those values, or leave blank to select all.

3. Select **Date Submitted From** and **To** dates to limit results by submission date. **Note**: Click the "**Include Review Monitors in results?**" check-box to include/exclude Review Monitors from the report results.

4. Click the **Submit** button. The **Review Audit Report** is displayed. Print is available, along with a **CSV** button if you wish to view the report in this format.

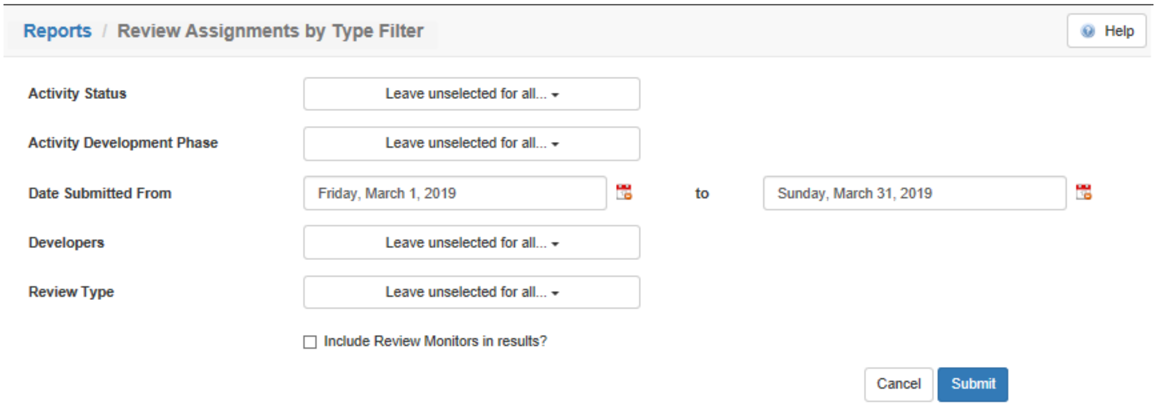



**Note**: If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down will appear in the report filter options.

## 5.6.15 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.

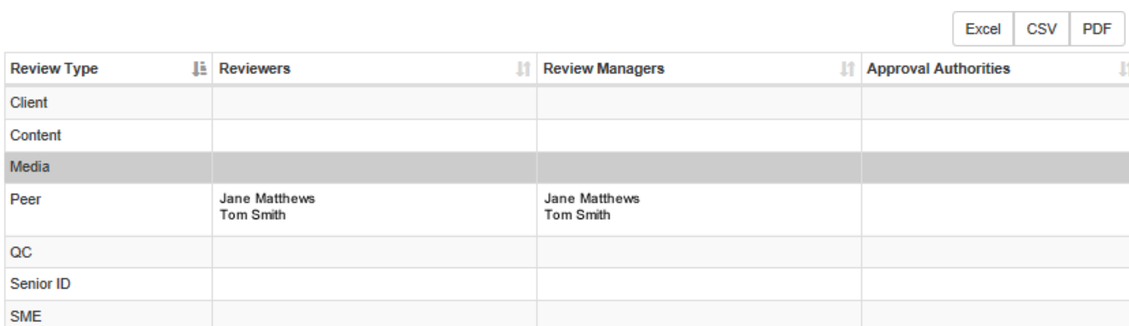
1. Click **Review Assignments by Type** from the **Reports** screen and the **Review Assignments by Type Filter** is displayed.




2. Select a value from the drop-down for **Activity Status**, **Activity Development Phase** or **Review Type** to limit results to those values, or leave blank to select all.

3. Select **Date Submitted From** and **To** dates to limit results by submission date. **Note:** Click the "**Include Review Monitors in results?**" checkbox to include/ exclude Review Monitors from the report results.

4. Click the **Submit** button. The **Review Assignments by Type** report is displayed. The report may also be viewed in **Excel**, **CSV** or **PDF** formats.



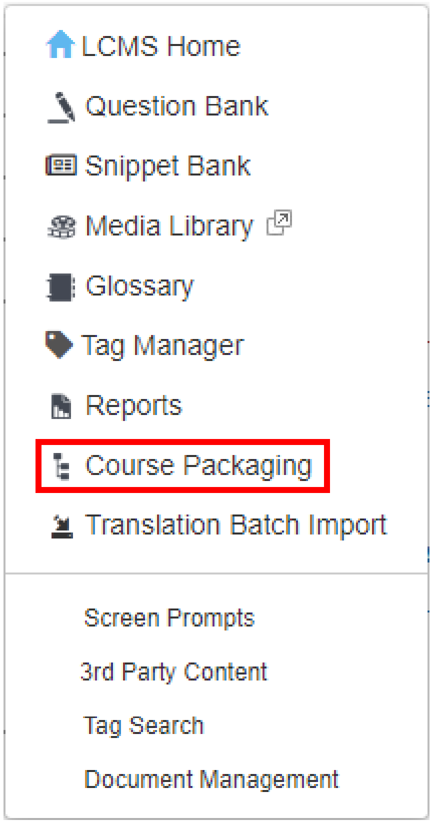

| Review Type | Reviewers | Review Managers | Approval Authorities |
|---|---|---|---|
| Client | | | |
| Content | | | |
| Media | | | |
| Peer | Jane Matthews<br>Tom Smith | Jane Matthews<br>Tom Smith | |
| QC | | | |
| Senior ID | | | |
| SME | | | |

**Note:** If **Multilingual Support** is enabled on the project, an **Activity Language** drop-down will appear in the report filter options.

## 5.7 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.





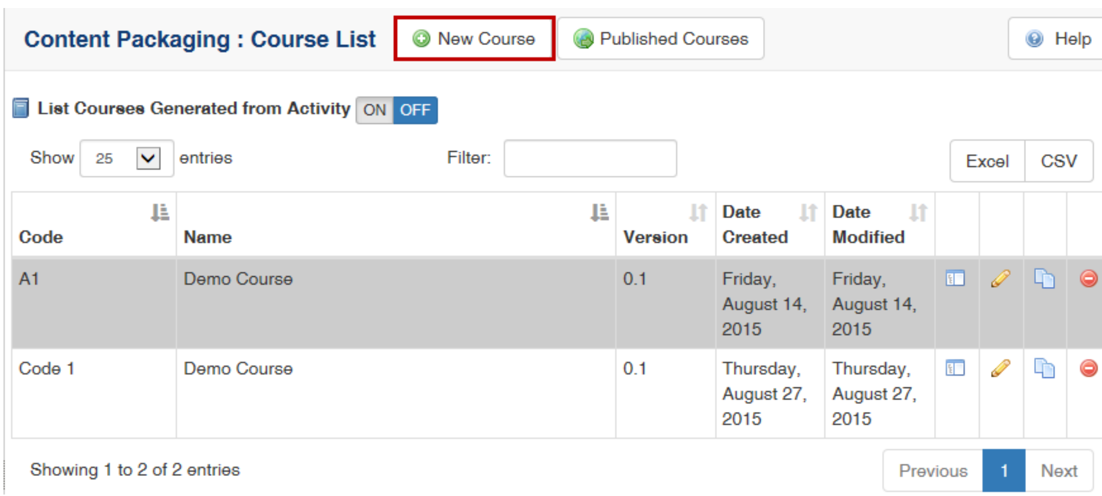
From the **Content Packaging: Course List** screen, you can:

- Create a new course structure
- Modify an existing course structure
- Edit the course properties (archive versions of a course structure)

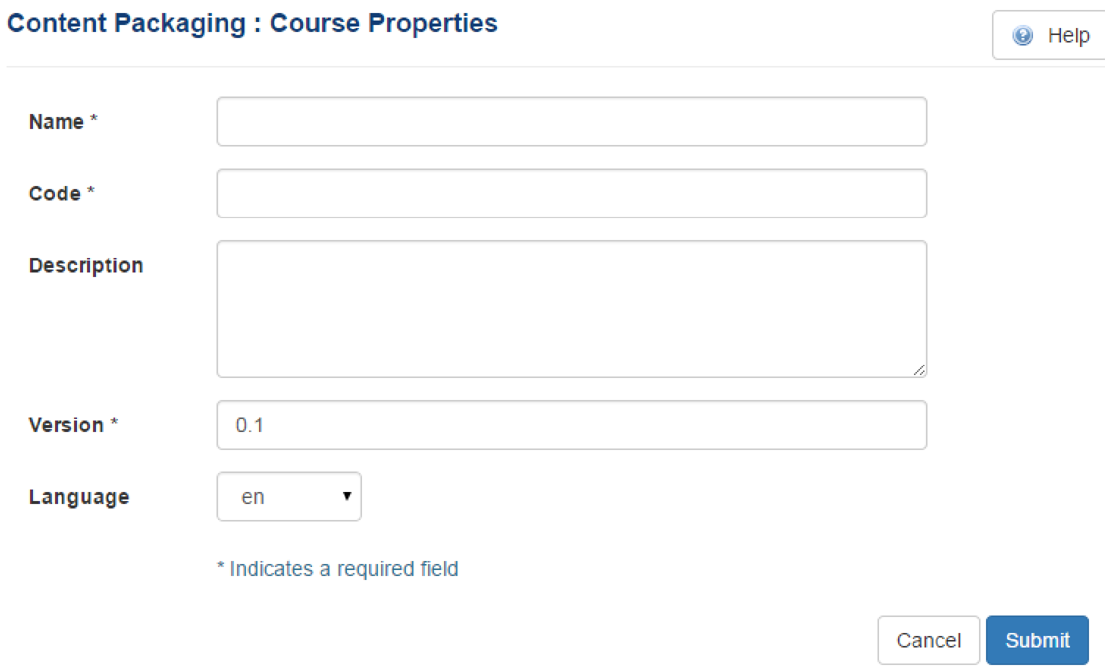
- View published courses
- Select an archived course structure as the master
- Copy an existing course structure
- Delete an existing course structure
- Toggle **List Courses Generated from Activity** On or Off
- Open **Course Designer**

## 5.7.1 Create New Course

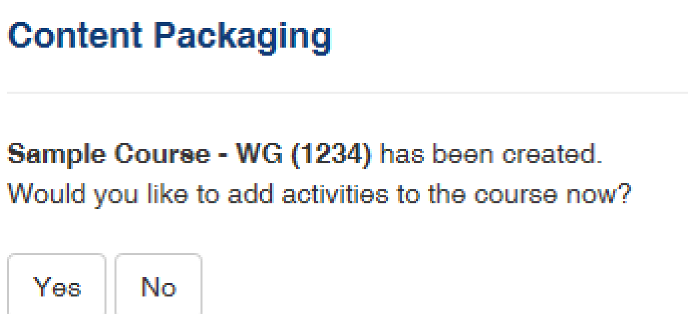
1. From the **Content Packaging** screen, click the **New Course** button.



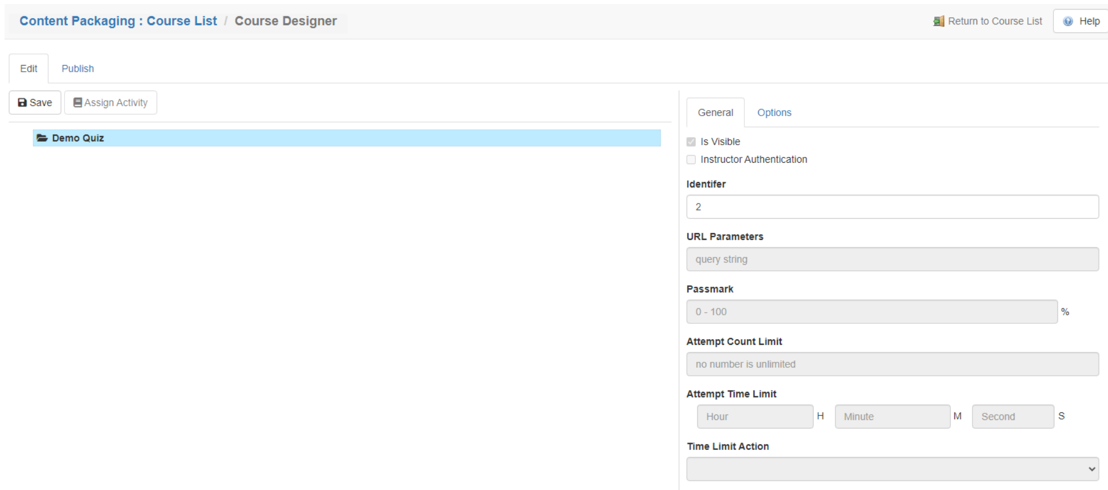

2. Enter the **Name, Code, Description, Version** and **Language** (if required) of the course on the **Course Properties** screen.




3. Click the **Submit** button. A dialogue box appears asking if you would like to add activities to the course.




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.




## 5.7.1.1 Course Designer

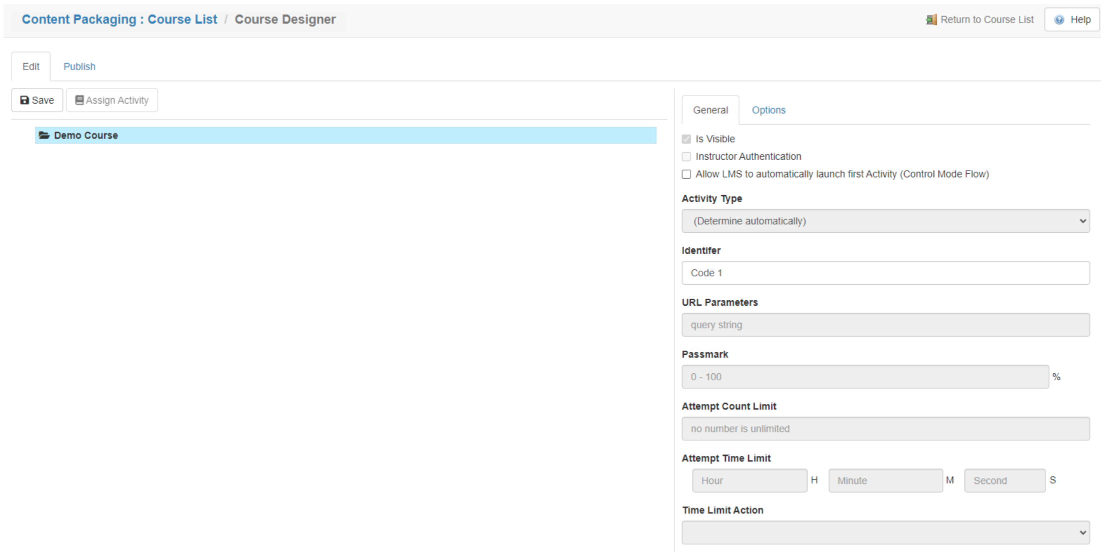
You will add and edit activities and course structure within **Course Designer**. This is also where you will create your SCORM or Off-Line package.

### 5.7.1.1.1 Add Activity to Folder

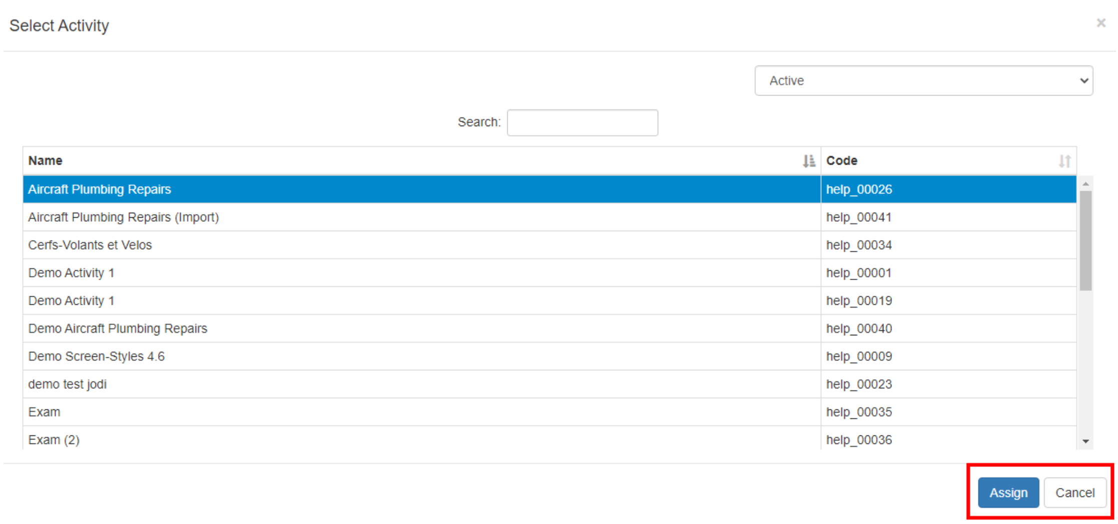
If a course contains many modules, you may wish to add activity folders to the course for organizational purposes. You may add activities (SCOs) to the course folder or the activity folders, depending on the desired course structure. This course structure will be used by trainees and instructors to access the course and all of its activities within the LMS.
Note:

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.

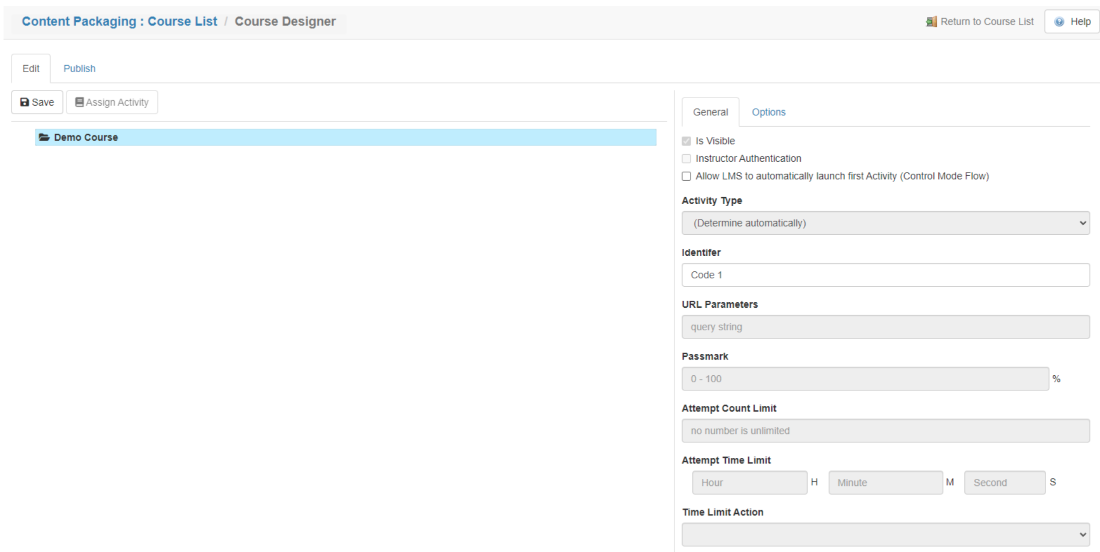


3. Click the **Assign Activity** to choose an **Activity** module to add to the course structure. Select the **Activity** module from the list, and then click the **Assign** button or click the **Cancel** button to return to the **Course Designer** screen. The selected **Activity** module will display 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.

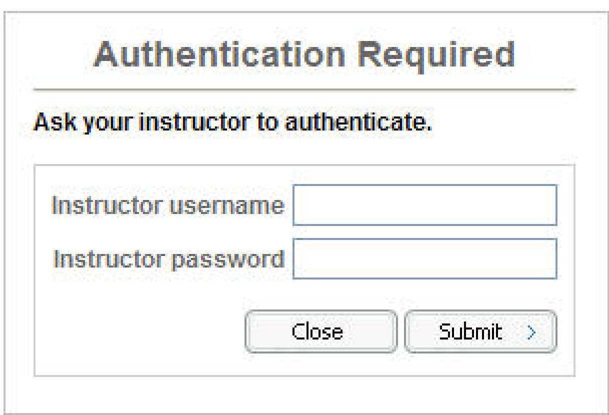


4. Once the activity module is selected, the activity name will be displayed in the **Name** for activity field. If you wish to change the name of the selected activity module, right-click the activity module and select **Rename**. Enter a name in the activity name field.

5. 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.



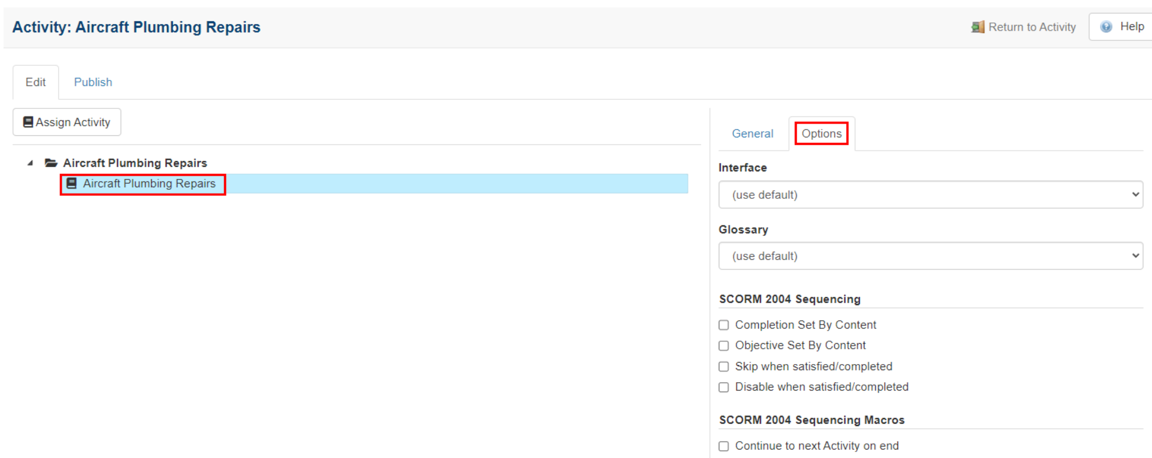

**Note**: When instructor authentication is enabled, the user may launch the activity from within **My Courses (Learninglogics® LMS)**, but will not be able to view screens until the instructor has entered a username and password.




5. 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.

6. 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.

7. 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.



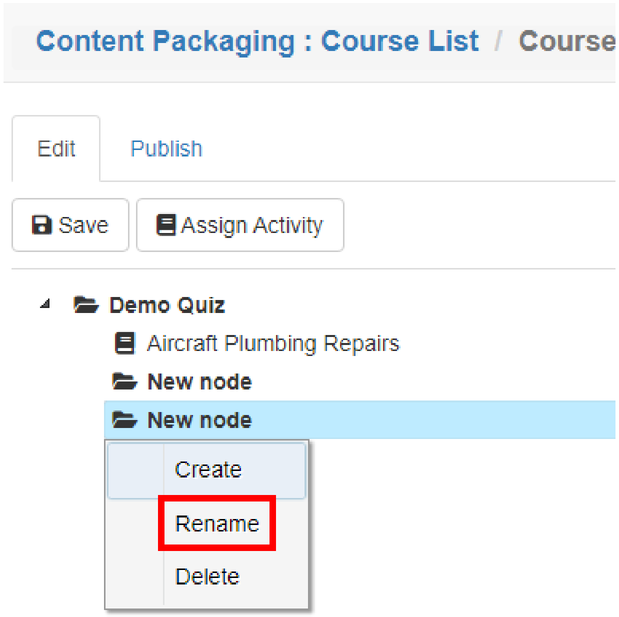

| SCORM 2004 Sequencing Option | Description |
|---|---|
| Completion Set by Content | The Completion Set by Content option indicates the activity is responsible for communicating whether or not the activity is complete. If the Completion Set by Content is defined as False and the activity does not communicate 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. |

#### 5.7.1.1.2 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.

#### 5.7.1.1.3 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

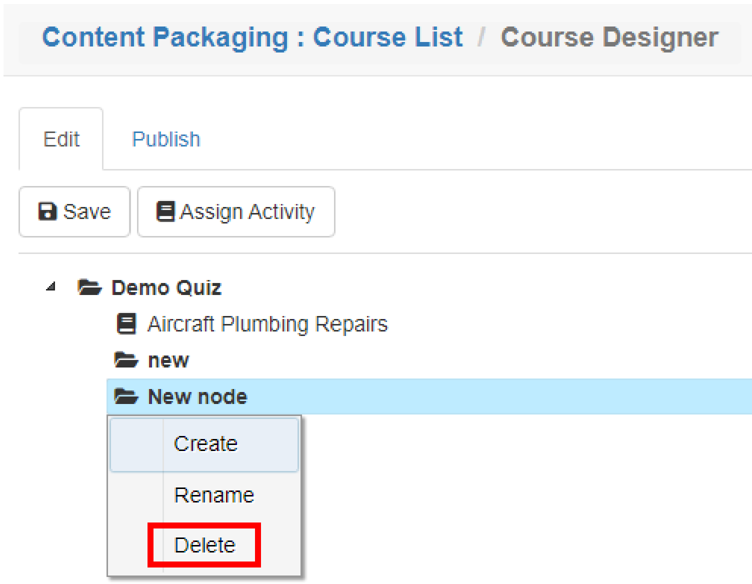
3. The folder or activity will move to the desired location.

4. Click the **Save** icon.

#### 5.7.1.1.4 Delete Activity or Activity Folder

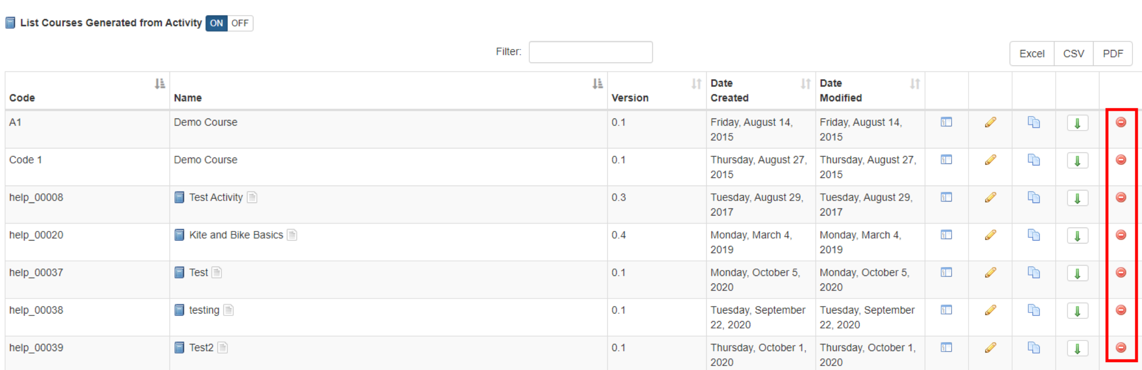
1. Select the activity folder you wish to delete within **Course Designer**.

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.




#### 5.7.1.1.5 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.

To create the SCORM package within **Course Designer**:

1. Select the desired course or activity. You may assign SCORM package requirements at the course level or at the activity level.

    - If the requirements are the same for all (or the majority) of activities in the course, select the course and then click the **Publish** tab.

    - If the requirements must be customized for an individual activity, select the activity and then click the **Publish** tab.

2. Select the desired **Interface** for the course or activity from the drop-down menu.

3. Select the desired **Glossary** for the course or activity from the drop-down menu.

4. Select the desired SCORM version for the SCORM package. **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 feature needs to be enabled in **Project Preferences Course Export/Publish Options**.

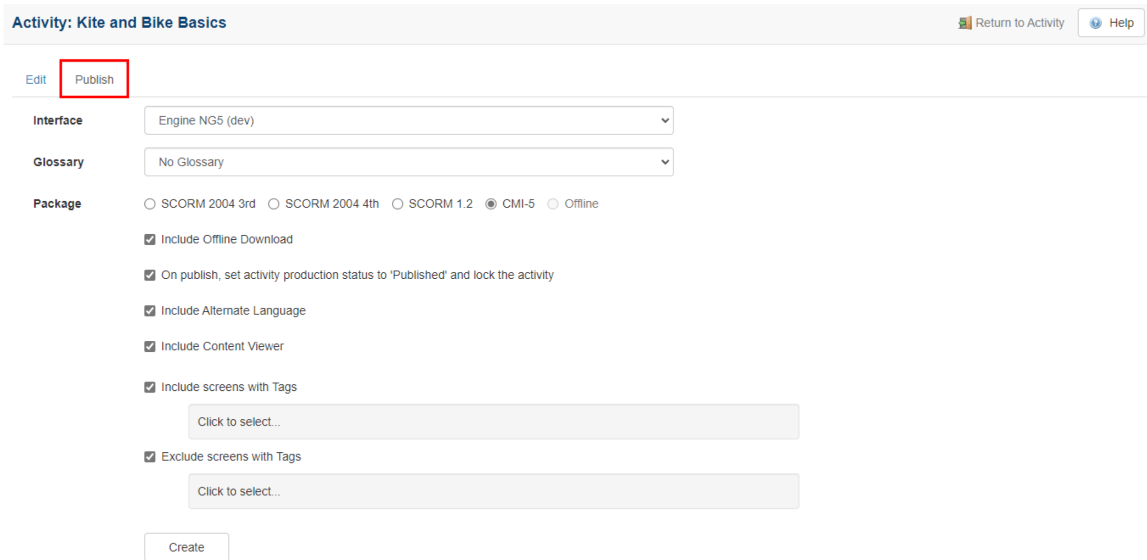
5. Click the **Include Alternate Language** checkbox, if required. **Note:** Multilingual Supports must be enabled in **Project Preferences** for this checkbox to display.

6. Click the **Include Content Viewer** checkbox to include the content viewer, if required.

7. Click the **Include screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required).

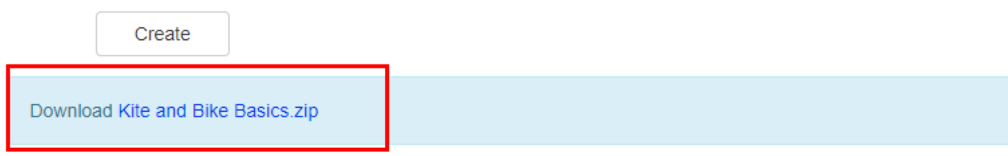
8. Click the **Exclude screens with Tags** checkbox, choose the tags from the **Select Tags** window and then click the **Submit** button (if required).

9. Click the **Create** button to create your SCORM or Offline package. **Note**: All illegal file characters (\ / : * ? " > < |) will be removed from the course or activity name when creating the .zip file.




10. After a few minutes, the package will been created.

11. Click the course link to download the SCORM package.




12. When the file is downloaded, save the file in the desired location.

13. 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.

#### 5.7.1.1.6 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**:

1. Select the desired course or activity. You may assign offline package requirements

at the course level or at the activity level.

- If the requirements are the same for all (or the majority) of activities in the course, select the course and then click the **Publish** tab.

- If the requirements must be customized for individual activities, select the activity, then click the **Publish** tab.

2. Select the desired **Interface** for the course or activity.

3. Select the desired **Glossary** for the course or activity.

4. Select **Offline** for the package.

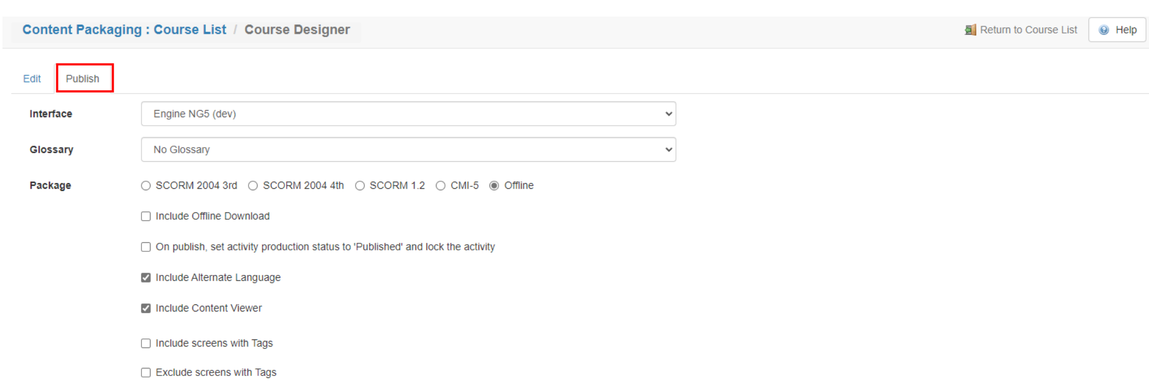
5. Click the **Include Alternate Language** checkbox, if required. **Note:** Multilingual Supports must be enabled in **Project Preferences** for this checkbox to display.

6. Click the **Include Content Viewer** checkbox to include the content viewer, if required.

7. Click the **Include screens with Tags** checkbox, choose the tags from the **Select Tags** window, and then click the **Submit** button (if required).

8. Click the **Exclude screens with Tags** checkbox, choose the tags from the **Select Tags** window, and then click the **Submit** button (if required).

9. Click the **Create** button.

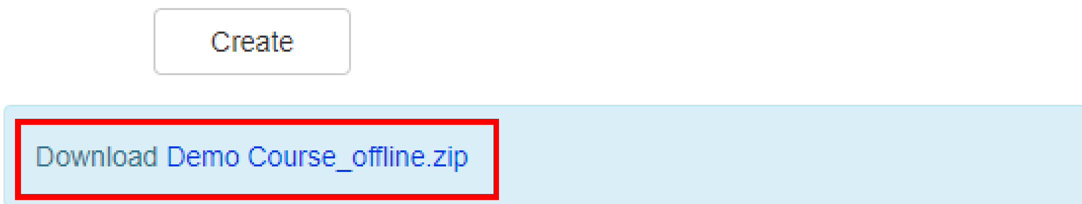



10. Click the course link to download the offline package.

11. Click the **Save** button in the “Do you want to open or save this file?” window.

12. Save the file in the desired location.

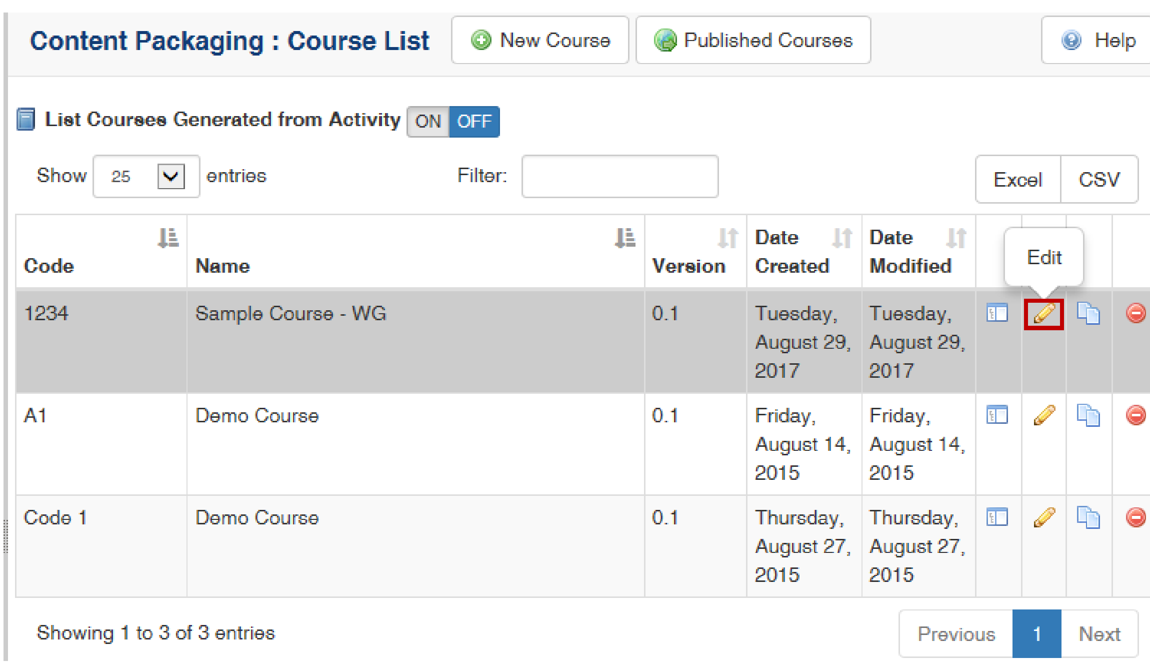
13. Now that you have wrapped the desired course in an offline package and downloaded it, it is available to run from the downloaded location.



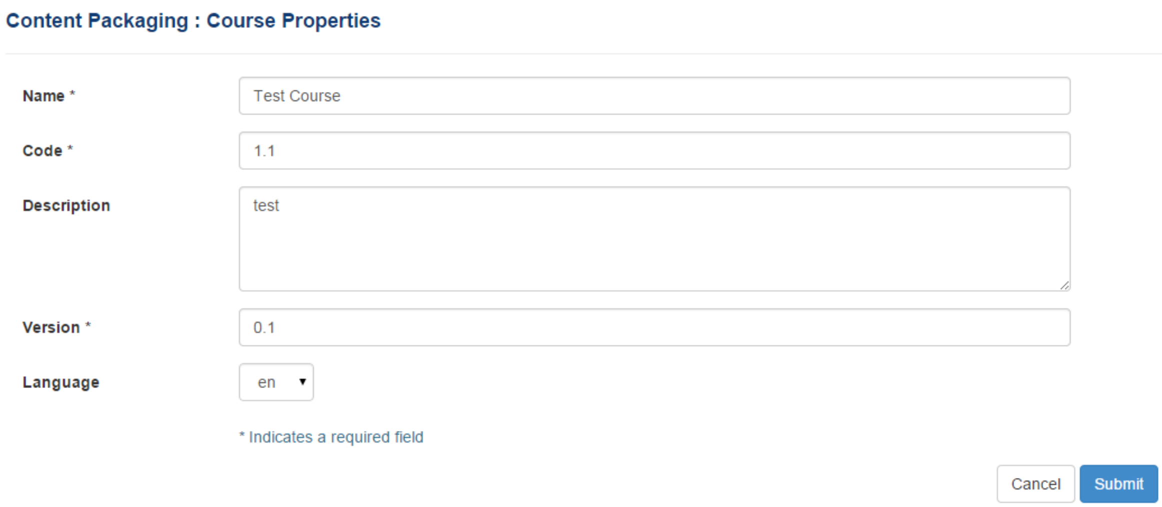

## 5.7.2 Edit Course Properties

1. From the **Content Packaging: Course List** screen, locate the desired course.

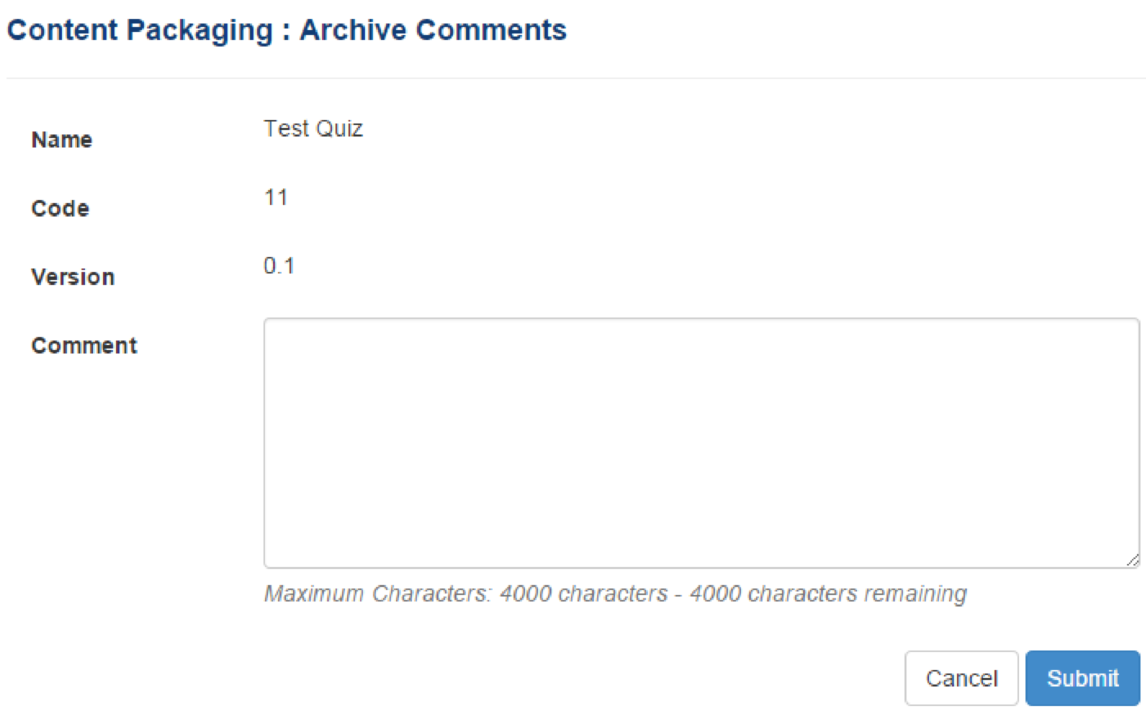
2. Click the pencil icon (**Edit**).




3. Edit the existing properties for this course. **Note:** Changing the version number will automatically archive the previous version.




4. Click the **Submit** button. If the version number has changed, you will be prompted to enter an archive comment for the previous version.

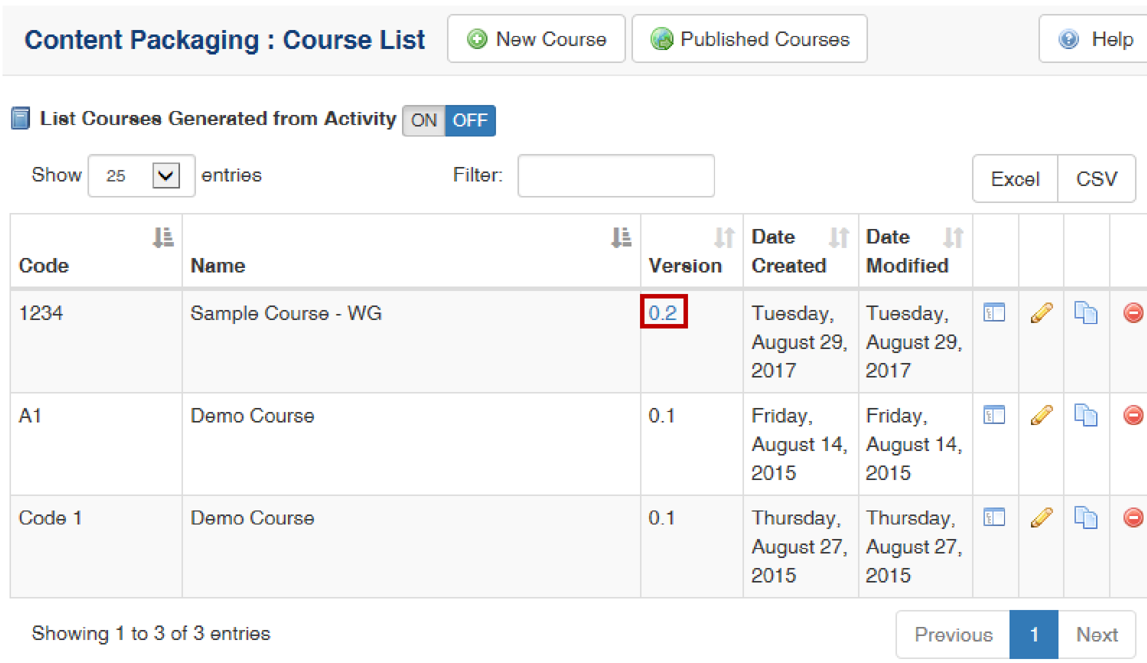



5. Click the **Submit** button. The new version number will show up beside the course under the version column of the **Content Packaging: Course List** screen.

### 5.7.3 Select Archived Course Structure as Master

1. From the **Content Packaging: Course List** screen, locate the desired course.

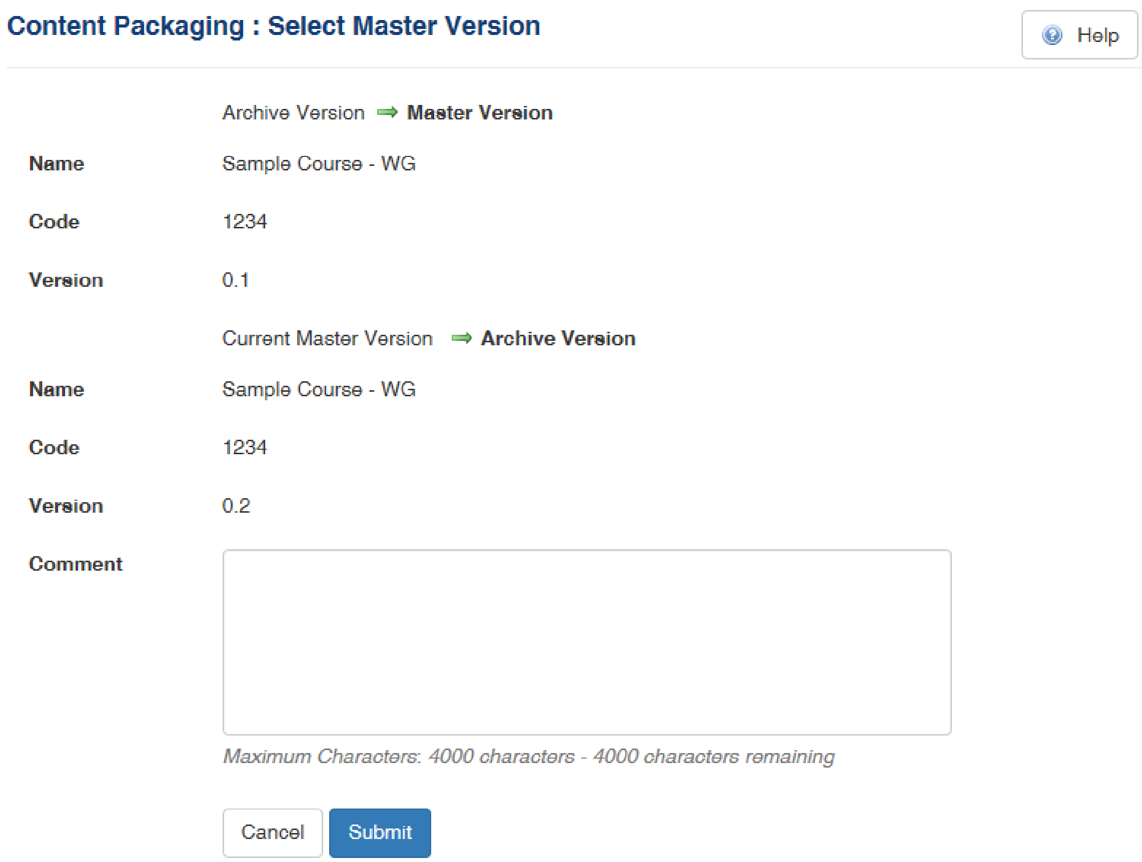
2. Click the link under the **Version** column (which is only available when there is at least one version archived) to select an archived version of the course structure as the master (active version).




3. Select the radio button next to the version you want to set as the master (active version).

4. Click the **Set as Master Version** radio button. **Note:** You can also delete an archived version from this screen.


5. Enter a comment for the current master (active) version.



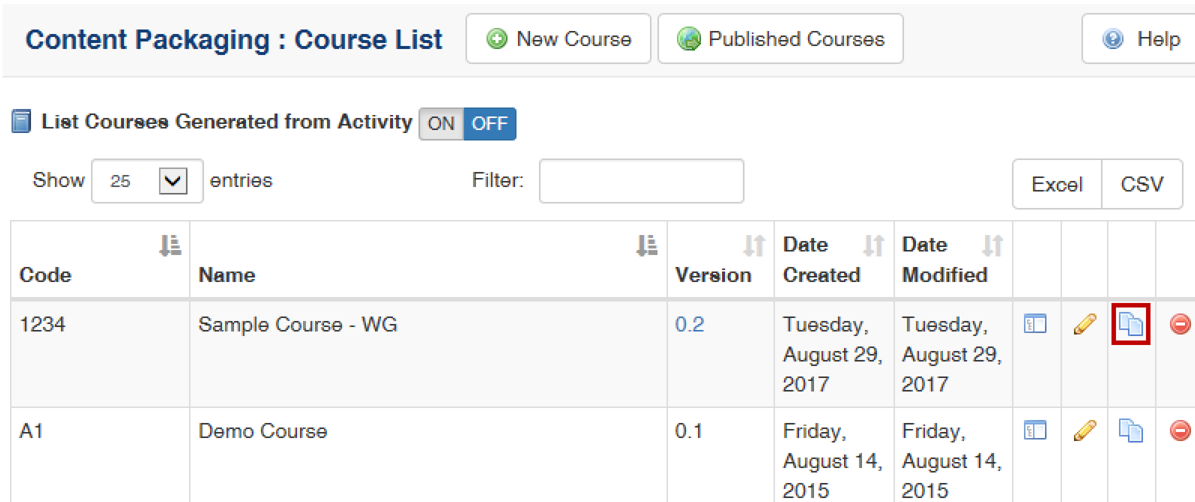

6. Click **Submit.**

The version selected as the master will show beside the course under the version column of the **Content Packaging** screen.

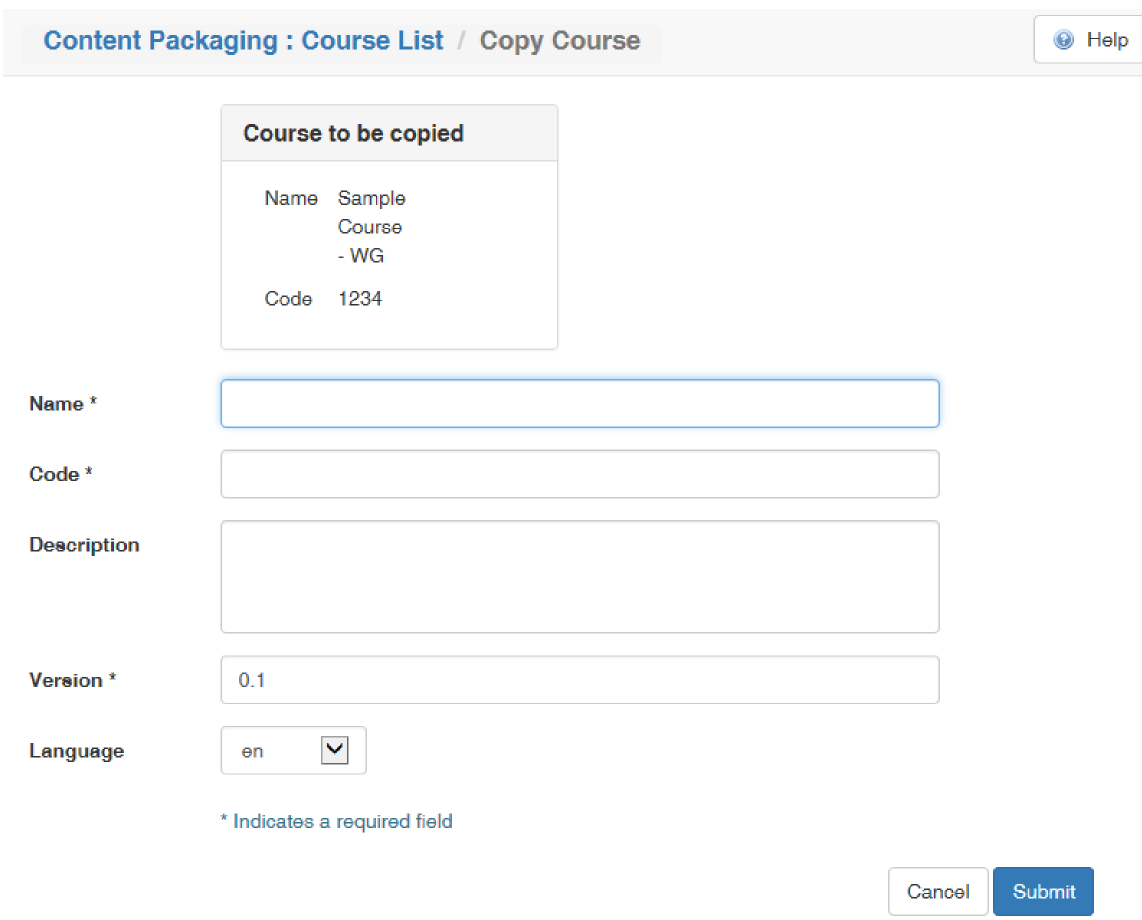
## 5.7.4 Copy Existing Course Structure

1. From the **Content Packaging: Course List** screen, locate the desired course.

2. Click the **Copy** icon beside the pencil icon.




3. Enter the **Name**, **Code**, **Description**, **Version** and **Language** of the new copied course on the **Copy Course** window.



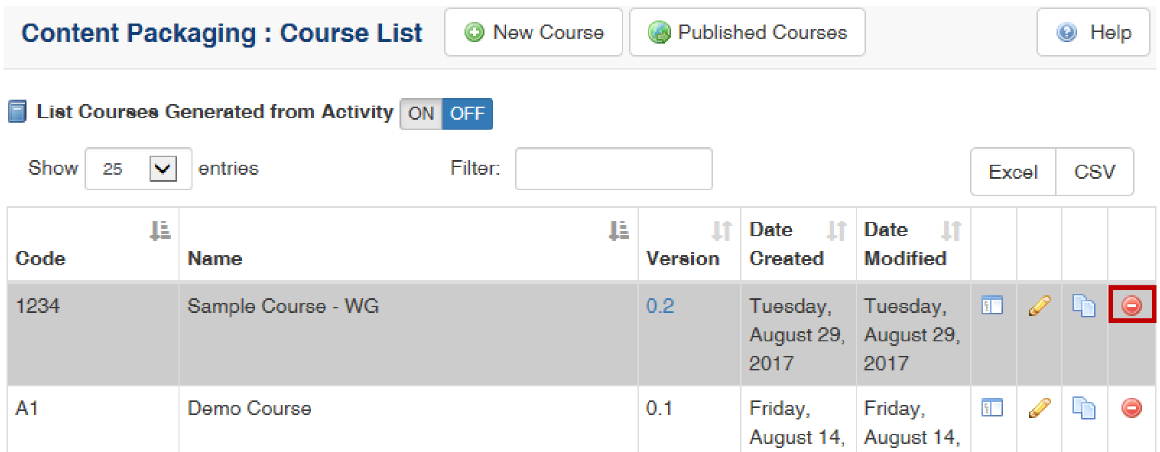

4. Click **Submit**.

The new copied course will be added to the course list on the **Content Packaging: Course List** screen.

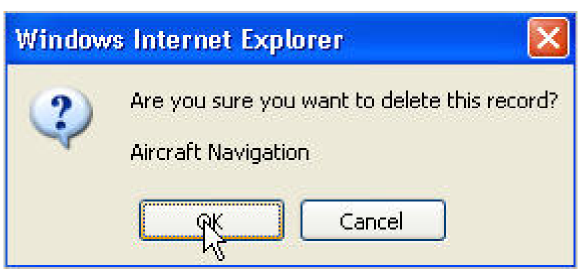
### 5.7.5 Delete Existing Course Structure

1. From the **Content Packaging: Course List** screen, locate the desired course.

2. Click the **Delete** icon beside the **Copy** icon.



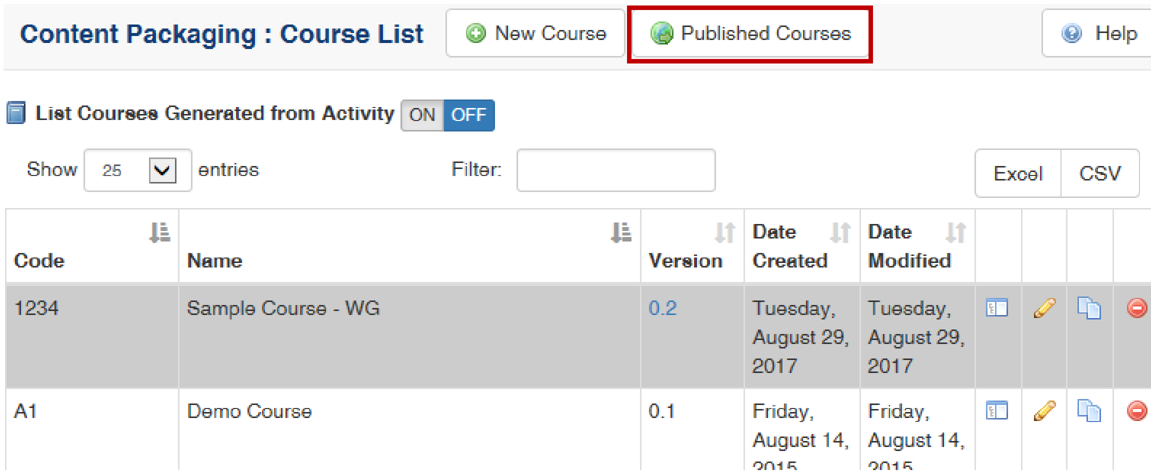

3. Click **OK**. The course will be removed from the course list on the **Content Packaging** screen.




### 5.7.6 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.




2. For each published course listed, there are options for Administrators and Managers to:

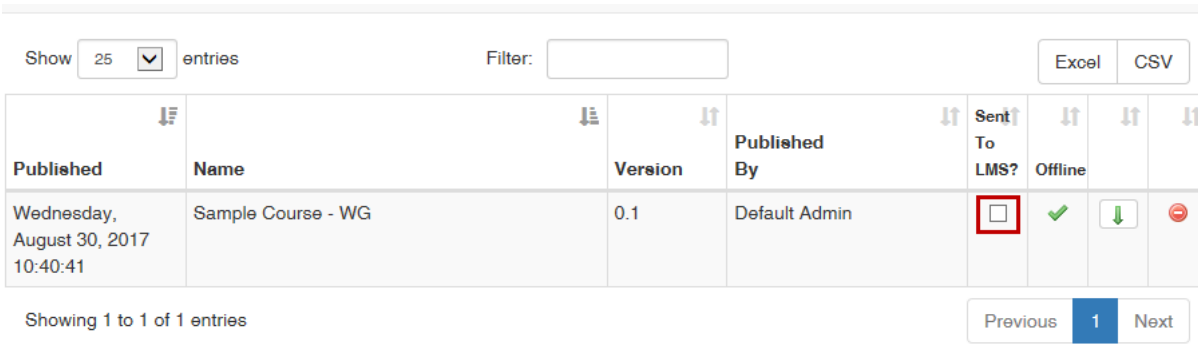
- Indicate that the course has been pushed to an LMS
- Download the published course
- Delete the published course

**Note:** Developers will see the list of courses, but will not have access to these options.

### 5.7.6.1 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.

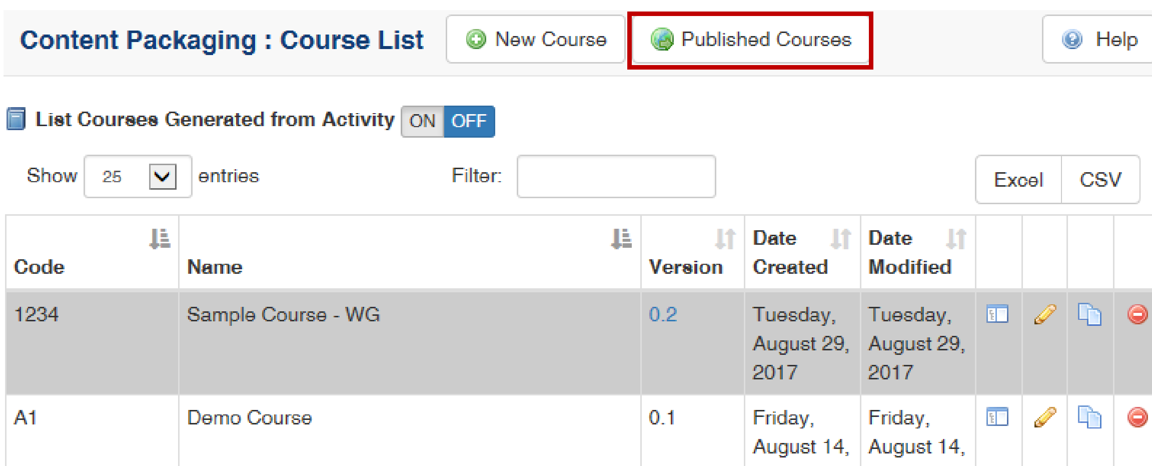
1. Click **Published Courses**.
2. Click the **Sent to LMS?** checkbox.



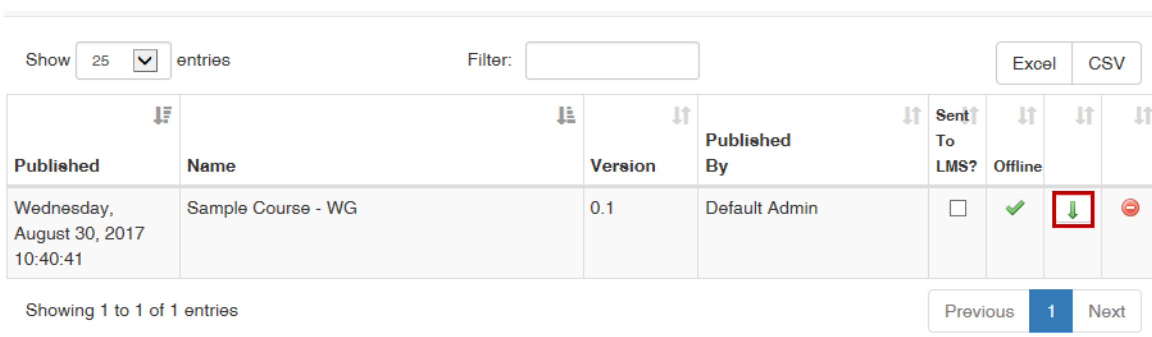

## 5.7.6.2 Download Published Course

You have the option to download each published course listed.

1. Click the **Published Courses** button.




2. Click the **Download** icon on the right to download the selected course.

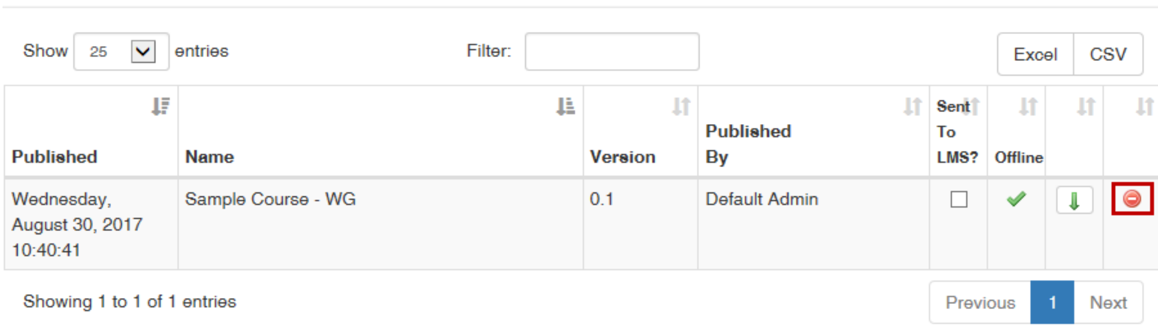


## 5.7.6.3 Delete Published Course

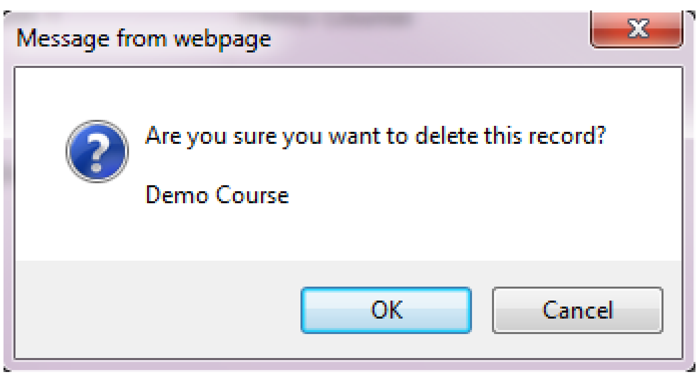
You have the option to download each published course listed.

1. Click **Published Courses**.

2. Click the **Delete** icon on the right.

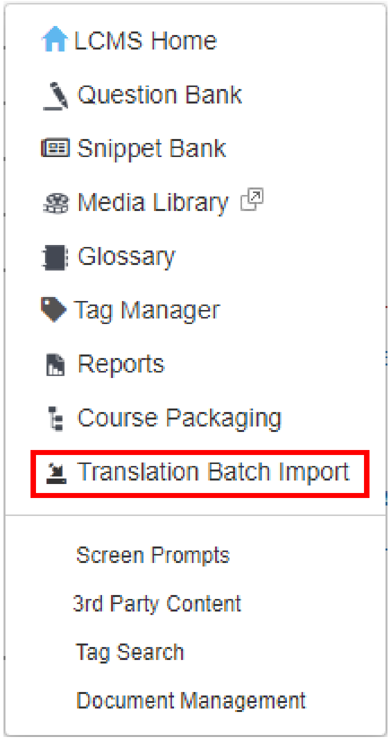



3. A dialogue box appears, asking if you are sure you want to delete the record. Click **OK** to delete the course, or **Cancel**.



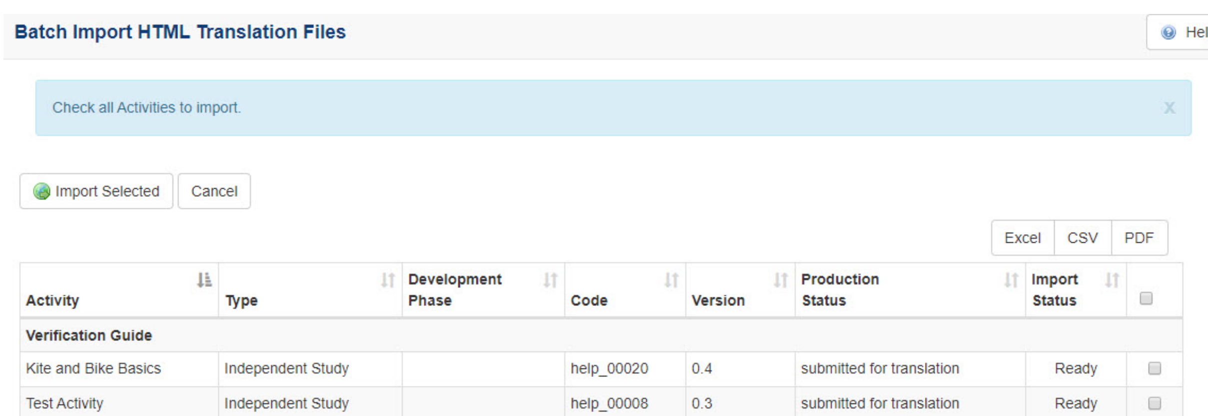

## 5.8 Translation Batch Import

1. To access the **Translation Batch Import** window, click **Translation Batch Import** from the **LCMS Menu**.




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.




**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 | |
|---|---|---|---|---|---|---|---|
| Verification Guide | | | | | | | |
| 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.

## 5.9 Screen Prompts

Administrators, Managers, Developers and other users with the **Screen Prompts** privilege enabled can manage prompts.

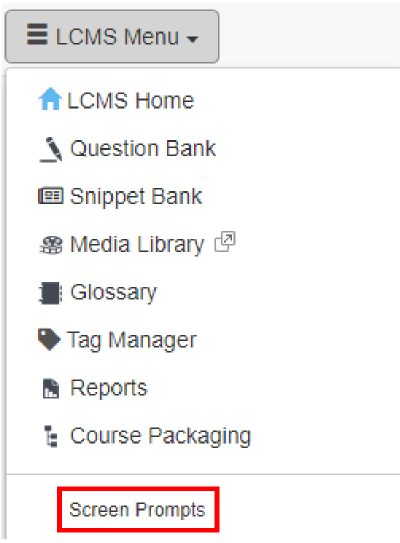
All screen prompts are managed through the **Screen Prompts** screen. The development of prompts is often the responsibility of those assigned LCMS Manager rights, although any user with the privilege set may access the **Screen Prompts** screen. The prompts used will depend on the screen styles and 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.

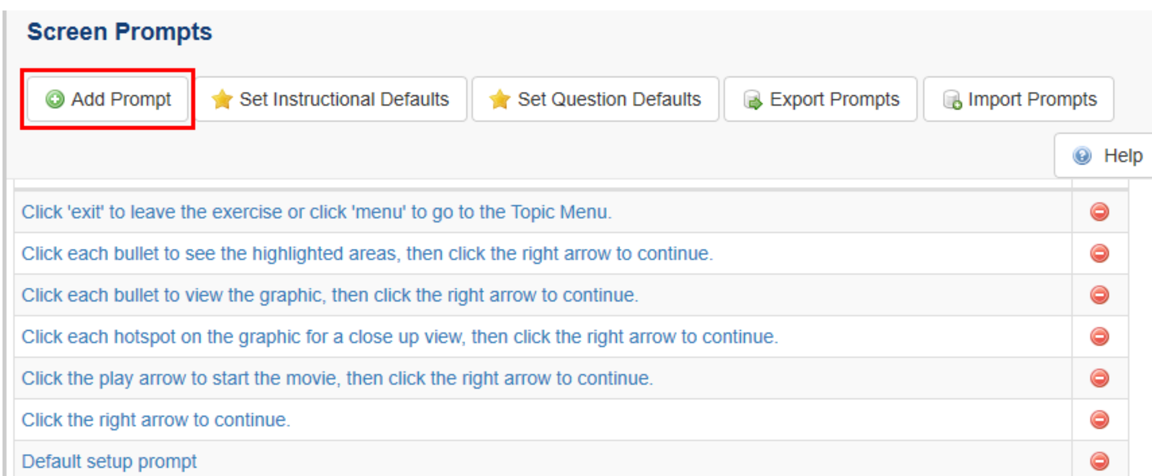
Refer to the Translation - Multilingual Support topic.

### 5.9.1 Add a Prompt

1. From the **Project Menu** click **Screen Prompts**.

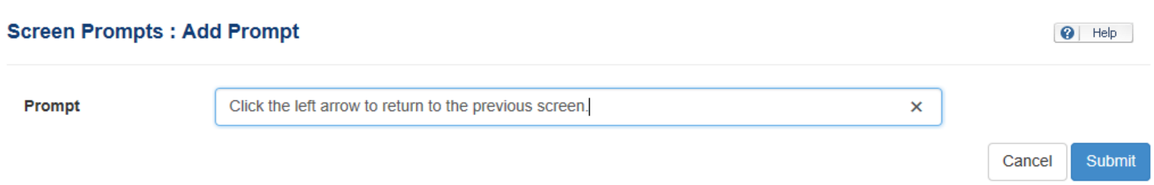



2. The **Screen Prompts** screen will appear. Click the **Add Prompt** button. Note that if multilingual support is enabled, you will also see a field for the alternate language prompt.



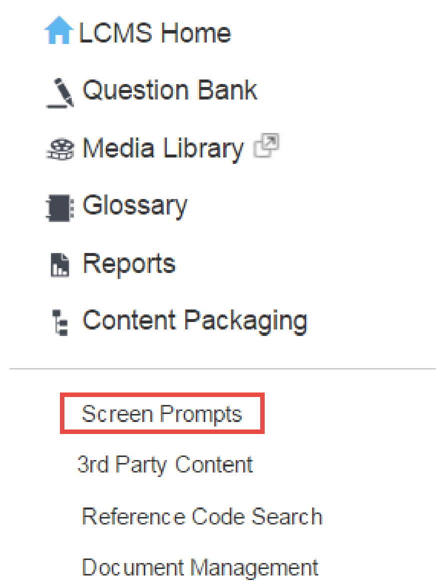

3. Enter the prompt in the **Prompt** field.

4. Click the **Submit** button and the new prompt will be added to the prompt list on the **Prompt Manager** screen.



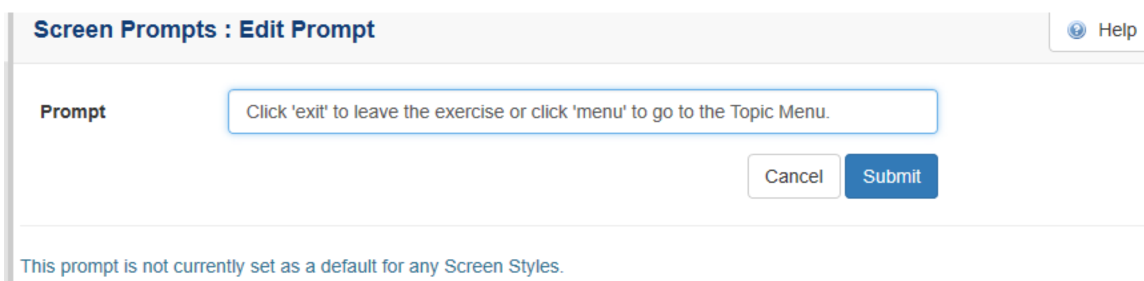
## 5.9.2 Edit a Prompt

1. From the **Project Menu** click **Screen Prompts**.




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.

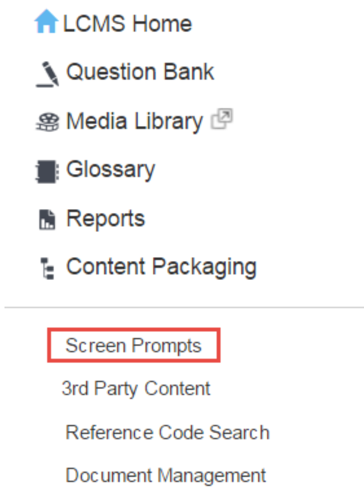
3. Edit the prompt in the **Prompt** field.




4. Click **Submit**. The revised prompt will be displayed in the prompt list.

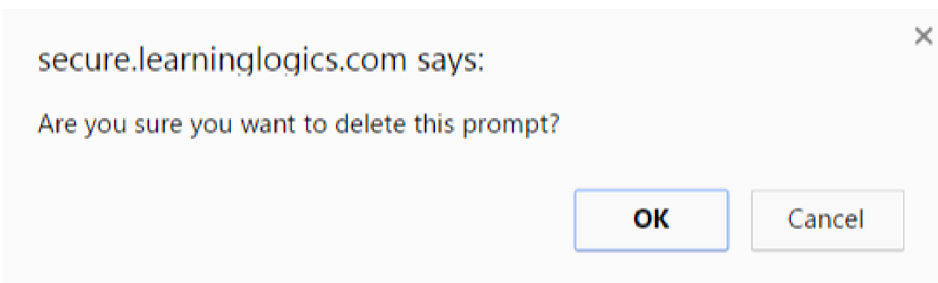
## 5.9.3 Delete a Prompt

1. From the **Project Menu** click **Screen Prompts**.

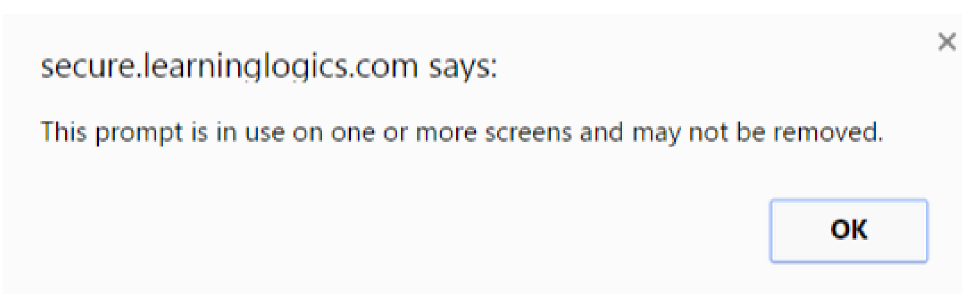



2. The **Screen Prompts** screen will appear. Click the **Delete** icon beside the prompt you wish to remove.

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.



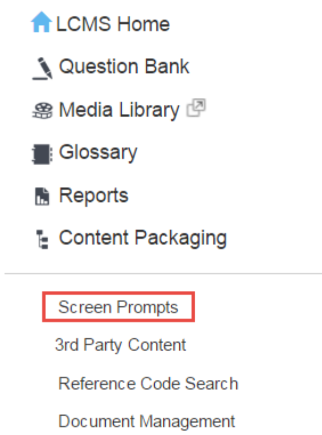

4. If the prompt is assigned to a screen(s), a window will appear stating that the prompt cannot be deleted. Click **OK.** The prompt will remain in the prompt list.



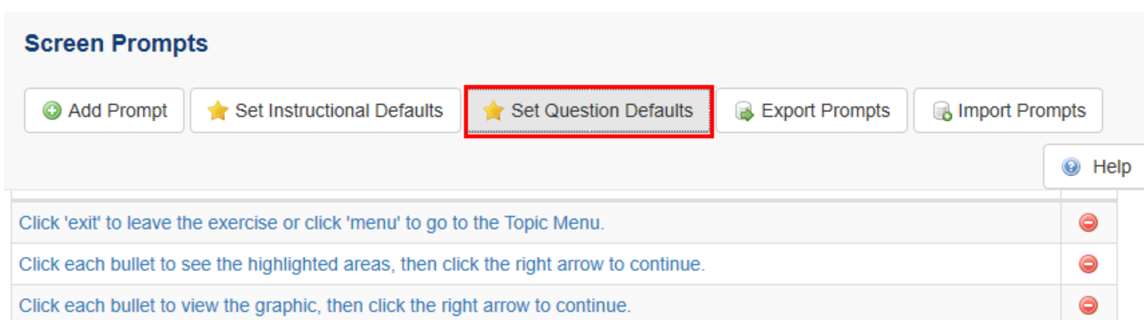
## 5.9.4 Set Question Defaults

This feature allows the Manager to define a default screen prompts for certain screen styles.

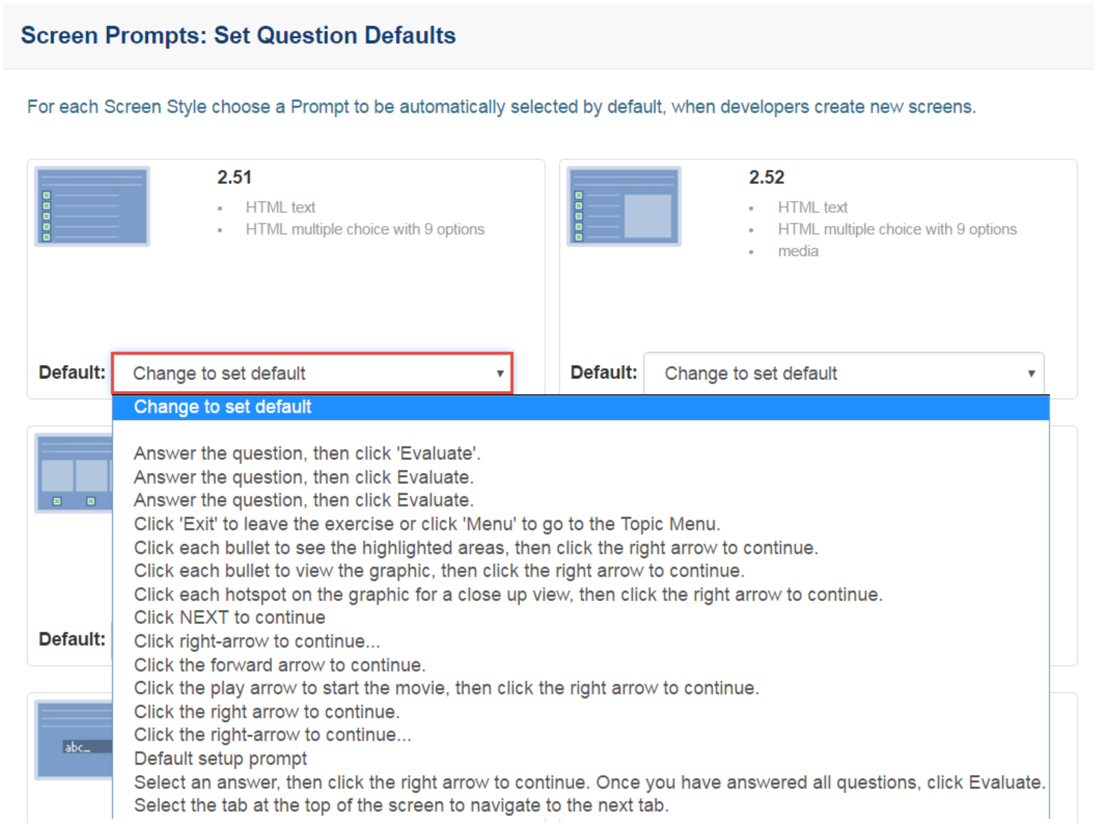
1. From the **Project Menu** click **Screen Prompts**.




2. The **Screen Prompts** screen will appear. Click **Set Question Defaults**.



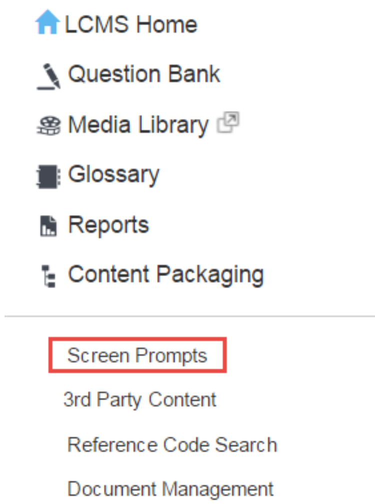

3. Click the drop-down menu for the screen on which you would like to set the default screen prompt. Select the screen prompt to apply to that screen style, then click **Save Defaults**.



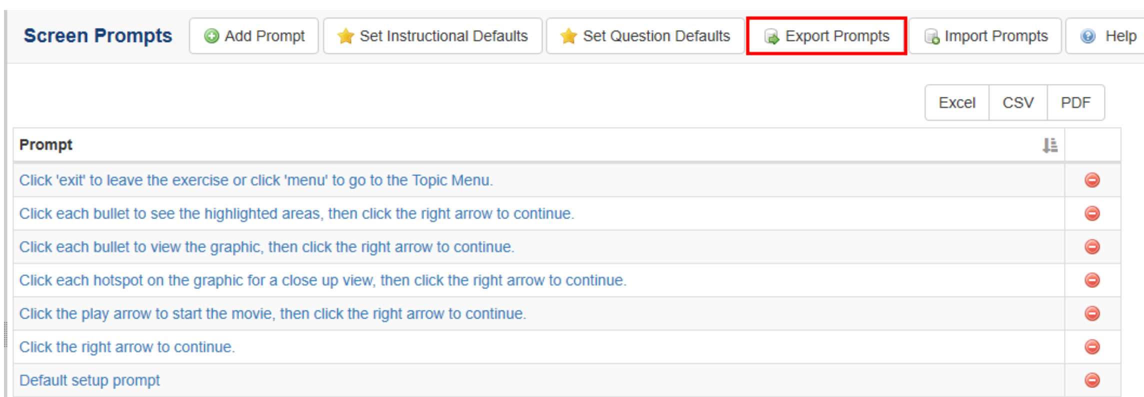

## 5.9.5 Export Prompts

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.

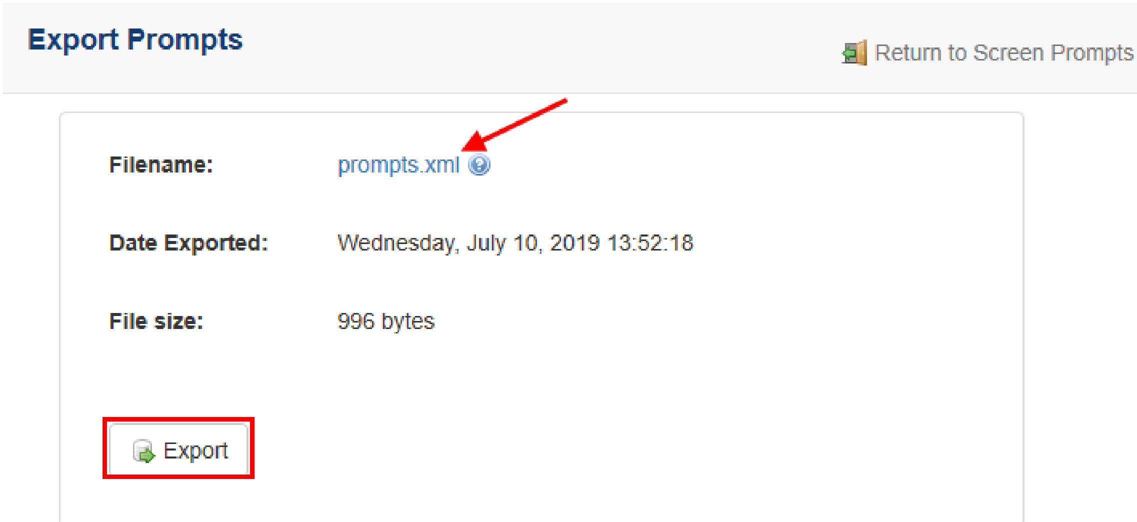
1. From the **Project Menu** click **Screen Prompts**.




2. The **Screen Prompts** screen will appear. Click **Export Prompts** to open the **Export Prompts** window.



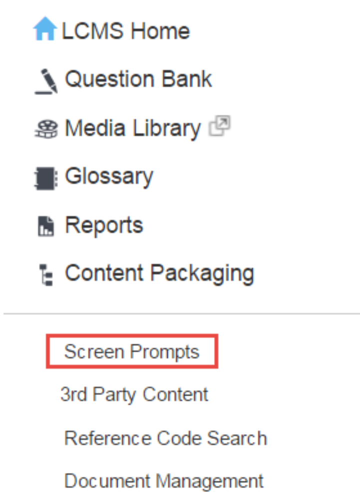

3. Click the **Export** button to create an XML file of all prompts.



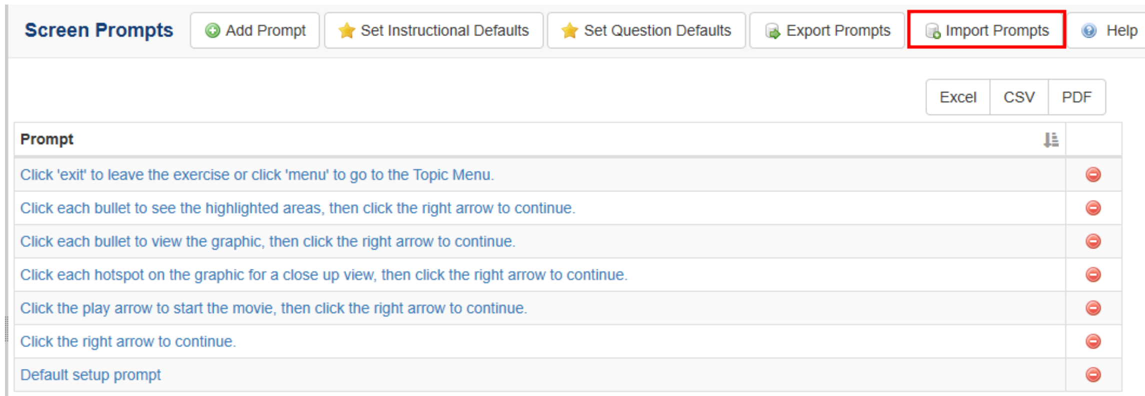

## 5.9.6 Import Prompts

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.




3. Click the **Browse** button to locate your XML file of prompts, then click the **Import** button to import the file.

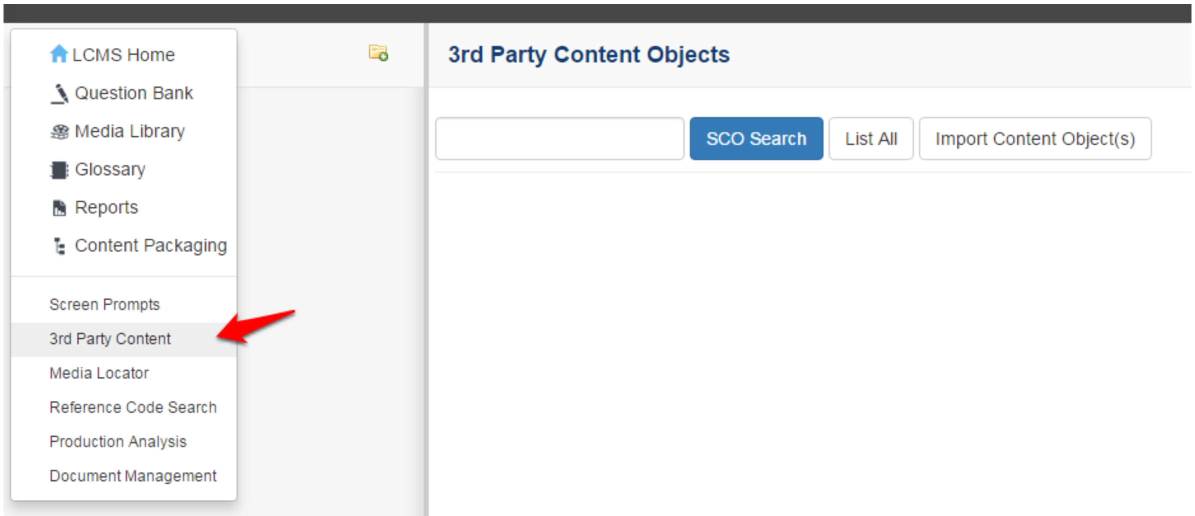

## 5.10 3rd Party Content

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.

### 5.10.1 Import Content Objects

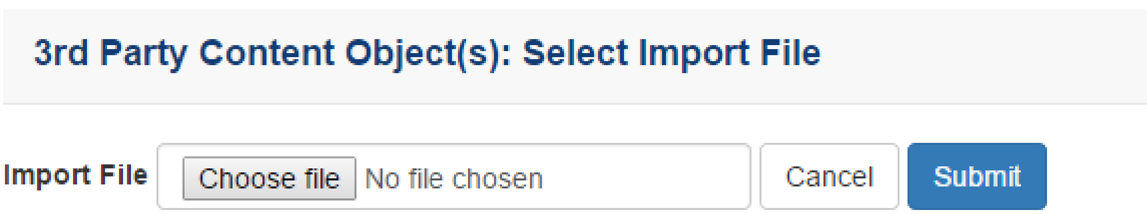
To import a Shareable Content Object (SCO):

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.

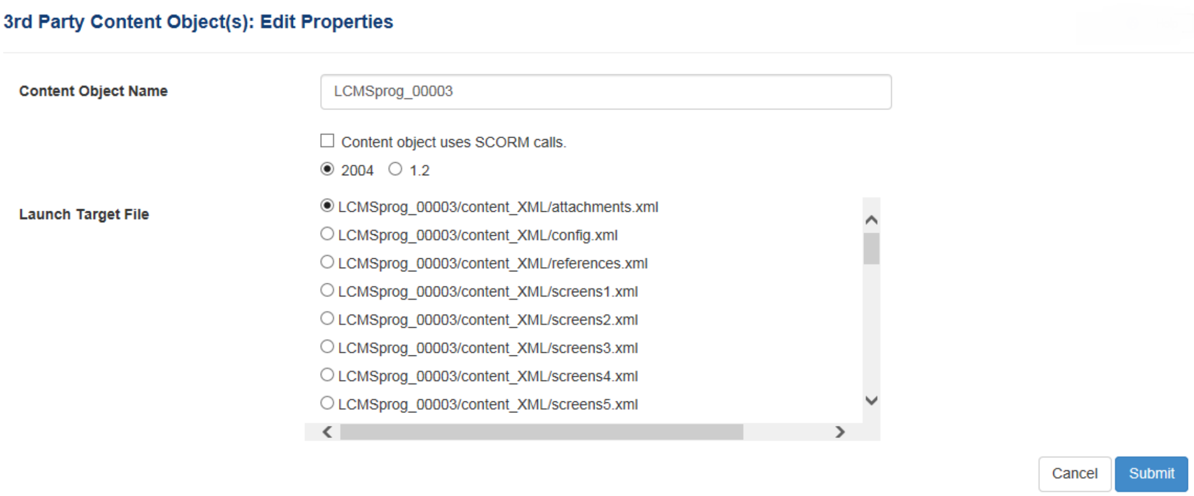
3. Click the **Browse** button on the **Select Import File** screen.




4. Locate and select the file to be imported.

5. Click the **Open** button.

6. 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.




7. 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.

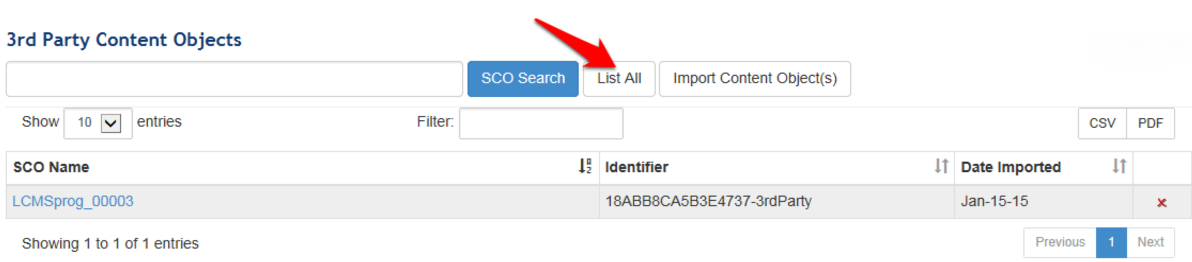
**Note**: If you imported a zip file that is not part of a SCORM package, but contains multiple files, you will be prompted to select a target file. A target file is the one file that will be launched to open up some or all of its dependent files listed on this screen.

8. Click the **List All** button or perform a search on the **Imported Content Objects** screen to view the newly imported file.

## 5.10.2 View List of All Imported SCOs

To view a list of all the imported SCOs:

1. 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.

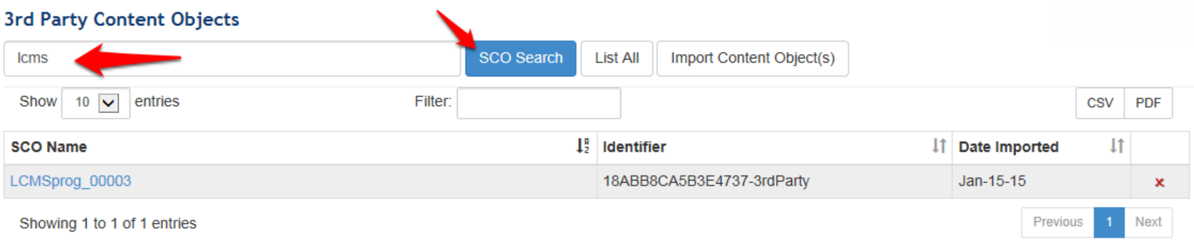


### 5.10.3 Search for Imported SCOs

To search for an imported SCO:

1. Enter a full or partial name of the SCO to be found.

2. Click the **Search** button. The search results will be listed below in a table.

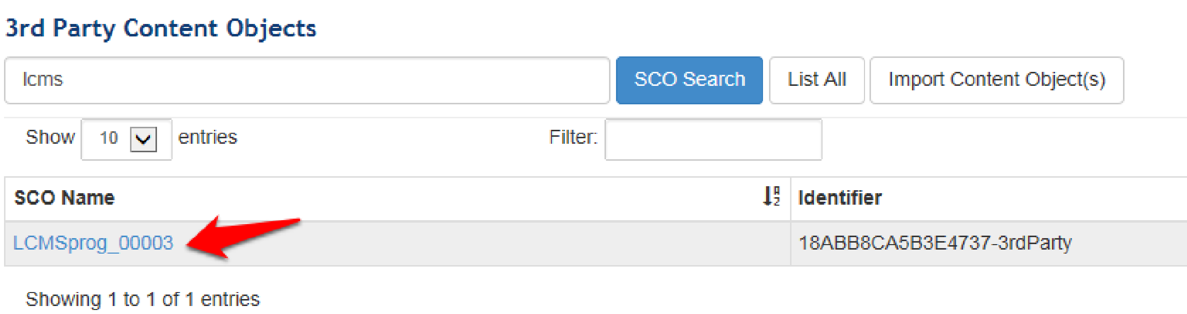



### 5.10.4 Edit Properties of Imported SCOs

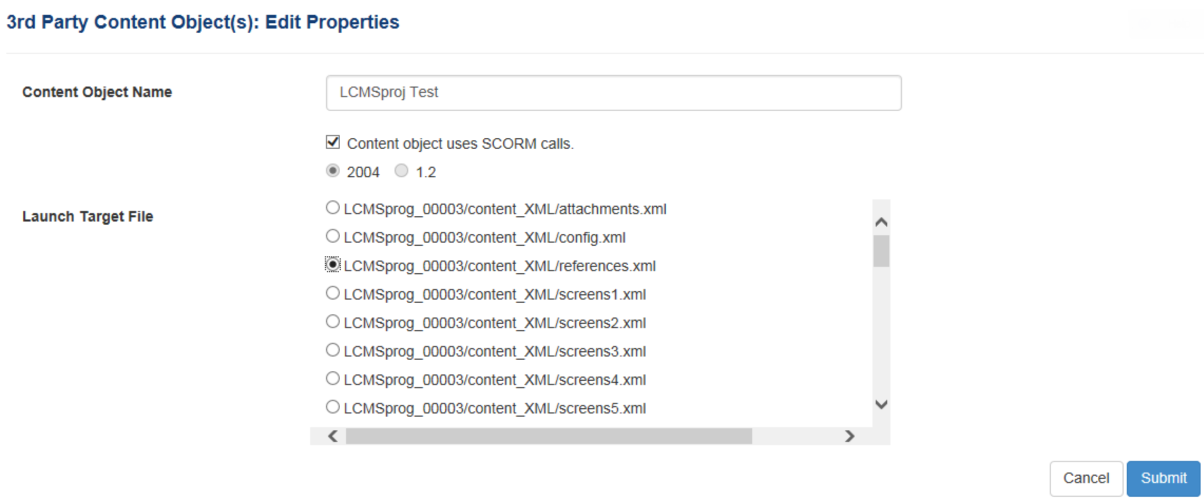
To edit certain properties of imported SCOs:

1. Search or list all to find the desired SCO.

2. Click the name of the desired SCO.




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.




**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.

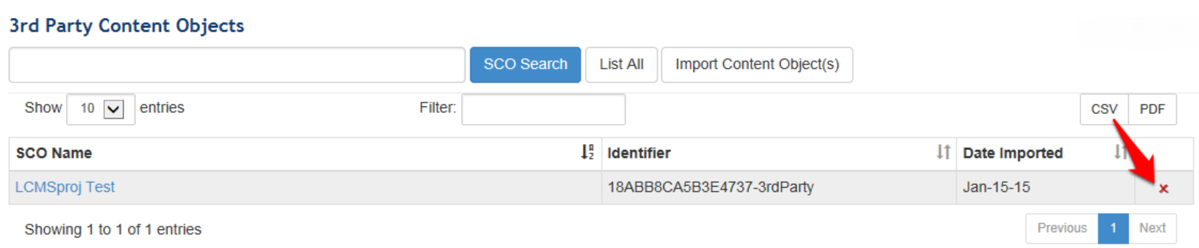
4. Click the **Submit** button.

## 5.10.5 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.




3. Click the **OK** button to confirm deletion.


## 5.11 Find & Replace

The **Find & Replace** function may be used by the Administrator, Manager, or Senior Developer 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.

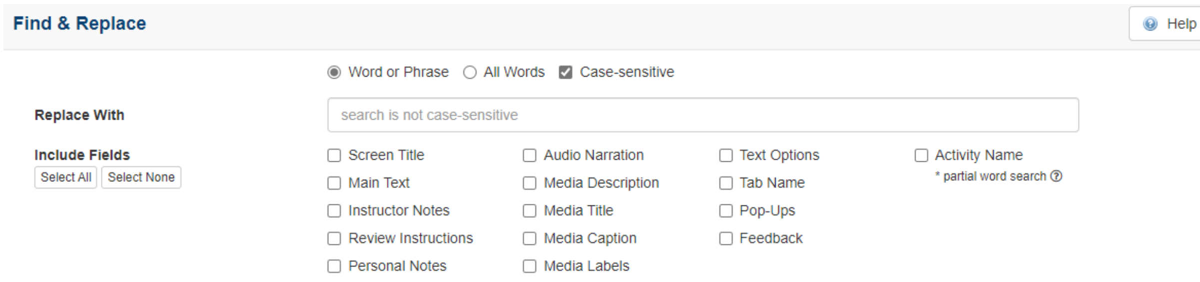
2. On the **Find & Replace** window, enter the desired content to search for in the **Search For** field.

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 fields to include in the search. **Note:** If media related fields are chosen, the **Pop-Ups** option should also be chosen 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.




7. Select the desired tags by clicking the **Tag** 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.

8. Enter the desired screen style to include in the search in the **Screen Styles** field. **Note:** Separate the entries by a comma (3.02, 3.10, 3.14).

9. 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.

10. Select the desired language from the **Screen Language** drop-down menu.

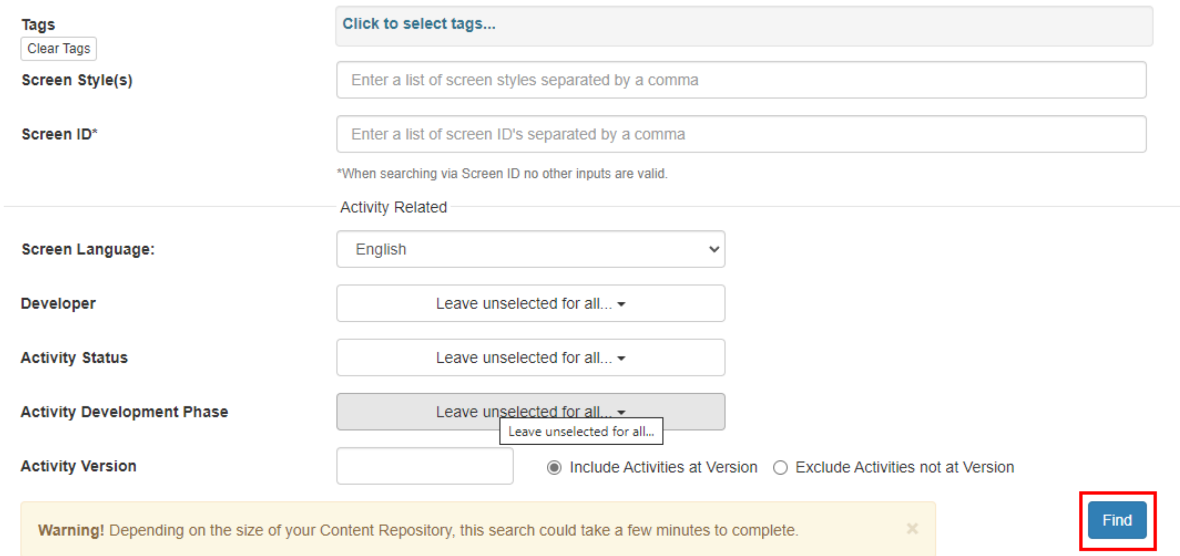
11. Select the desired developer from the **Developer** drop-down menu or leave blank to include all developers in the search.

12. Select the desired activity status from the **Activity Status** drop-down menu or leave blank to include all activity statuses in the search.

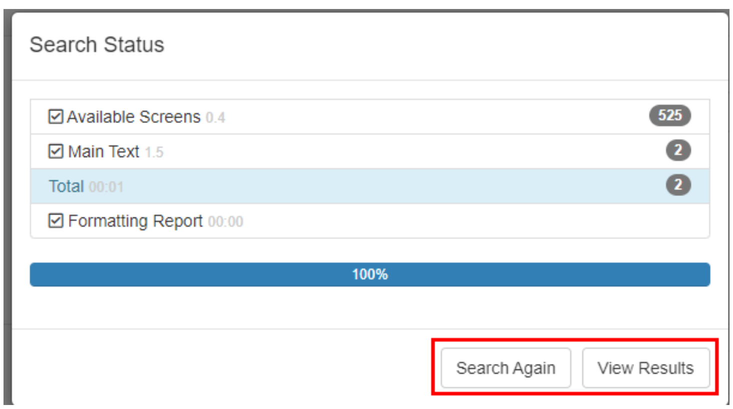
13. Select the desired activity development phase from the **Activity Development Phase** drop-down menu or leave blank to include all activity development phases in the search.

14. Enter the desired activity version in the **Activity Version** field and select the desired option **Include Activities at Version** or **Exclude Activities at Version**.

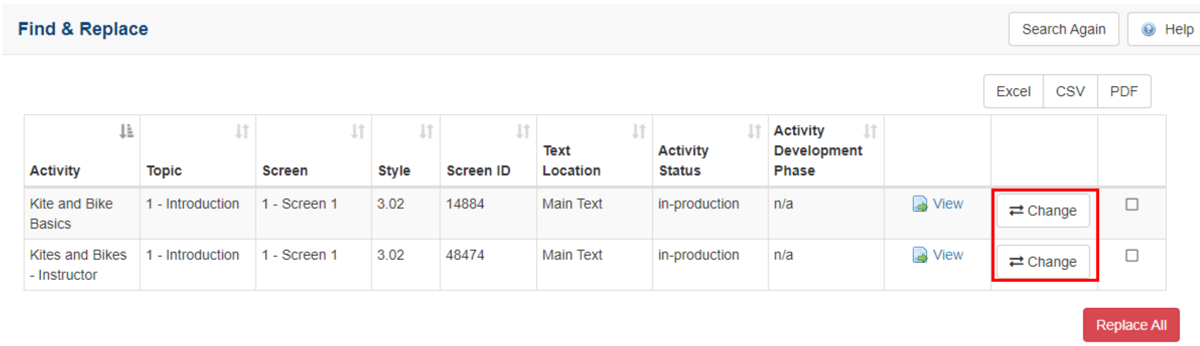
15. Click the **Find** button to begin the search. **Note:** The search may take a few moments to complete.



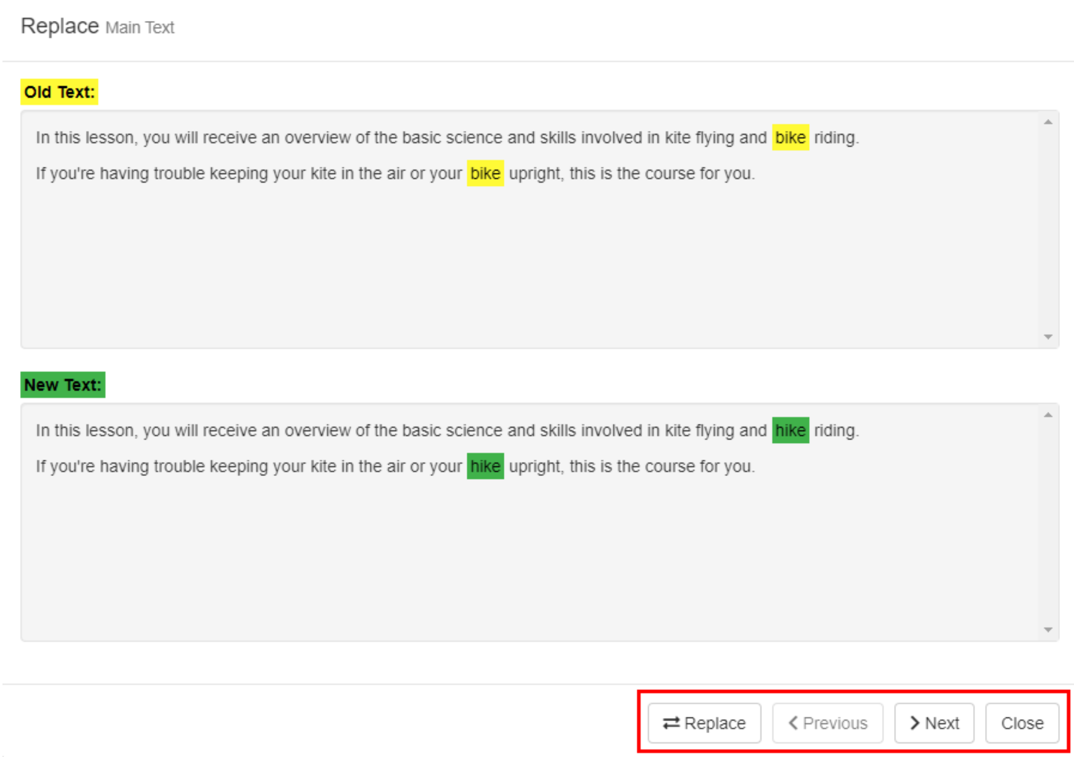

16. On the **Search Status** window, click the **View Results** button to display the list on the **Find & Replace** screen or click the **Search Again** button to repeat the search.




17. Click the **Change** icon beside the desired list item to review the requested change on the **Replace** window or click the **Replace All** button. A confirmation window displays when the **Replace All** button is clicked. 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:** Click the **View** icon to view the corresponding screen.

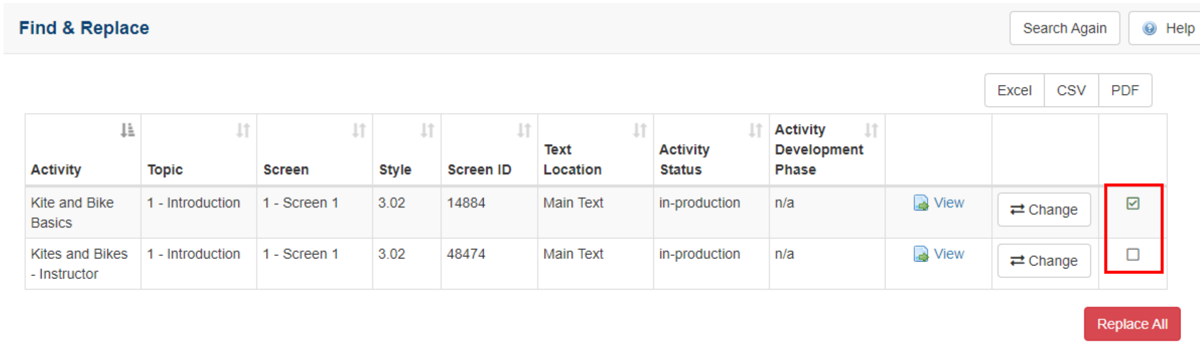



18. On the **Replace** window, click the **Replace** button to replace the highlighted old text with the highlighted new text. **Note:** When clicked, the **Replace** button changes to an **Undo** button, allowing the user to immediately undo the replace function. The **Undo** button is no longer available once the user clicks the **Previous**, **Next** or **Close** button.




19. Click the **Previous** or **Next** button to view additional occurrences.

20. 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.



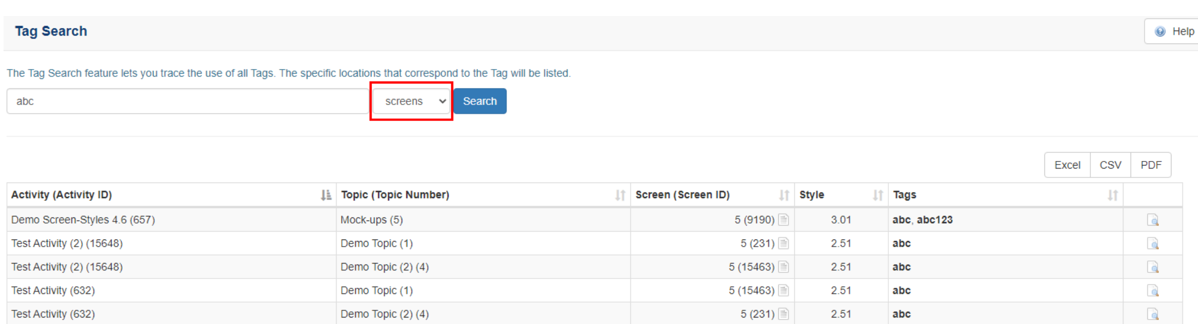

## 5.12 Tag Search

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.

Users can search the LCMS for activities, screens, topics, or snippets containing specific tags. **Note:** If more than 5000 tags exist in the system, a warning message displays and an initial search is required when looking for tags to select or manage.

1. Select **Tag Search** from the **Project 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.



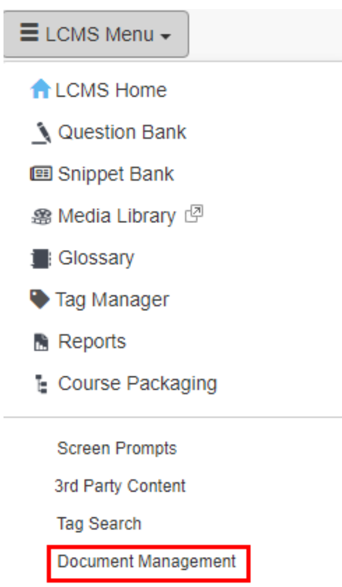
**Note:** On the **Results** screen for each item, you will see a **Preview** icon, click the icon. If no previous interface has been selected, a menu will appear allowing you to select the interface you wish to view the screen or topic. The screen or topic will open for viewing. When launching a topic, 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.

## 5.13 Document Management

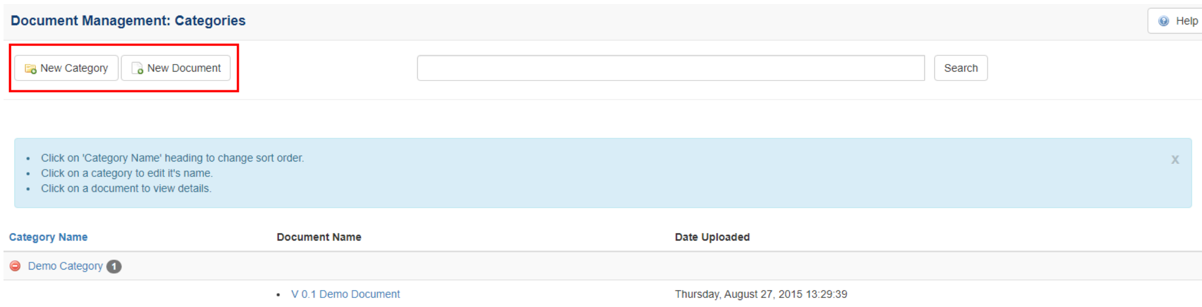
The **Document Management** feature is used to manage documents associated with a project. These documents may be accessed or edited by users during the production and review of activities, depending on how the relevant privileges are configured for their user role.

### 5.13.1 Add Document

1. Click **Document Management** from the Additional Features in the **Project Menu**.

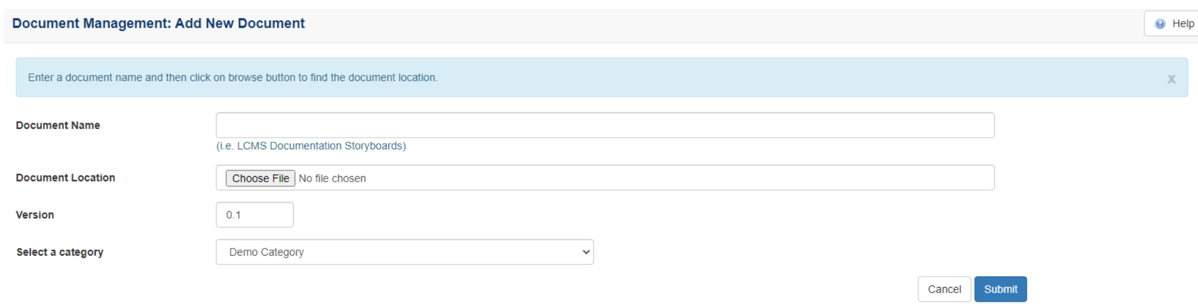



2. To add a new document you must have at least one category. Click **New Category** to add a new category.




3. Click the **New Document** button.

4. On the **Add New Document** window, enter the name of the document in the Document Name field.




5. Click the **Browse** button to select the document.

6. Enter the version number you wish to assign to the document in the **Version** field.

7. Select the category you wish to assign to the document to from the drop-down list.

8. Click the **Submit** button. The document will be displayed on the **Document Manager: Categories** screen.

## 5.13.2 Add Document Category

Categories are created to organize documents. To create a document category:

1. Click **Document Management** from the Additional Features in the **Project Menu**.

2. Click the **New Category** button.


3. Type the name of the category in the **Category Name** field.

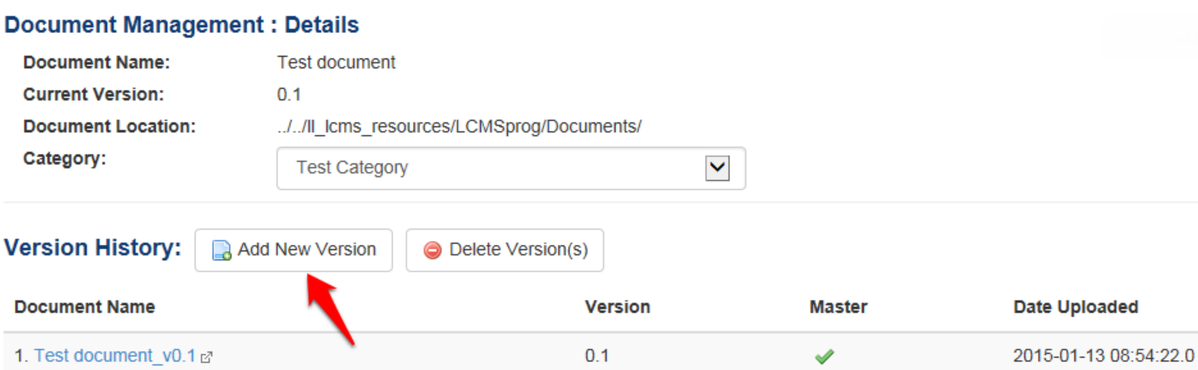
4. Click the **Submit** button. The category will be displayed on the **Document Manager: Categories** screen.

## 5.13.3 Add New Version of Document

1. Click **Document Management** from the Additional Features in the **Project Menu**.

2. Click the document you wish to add a new version to.

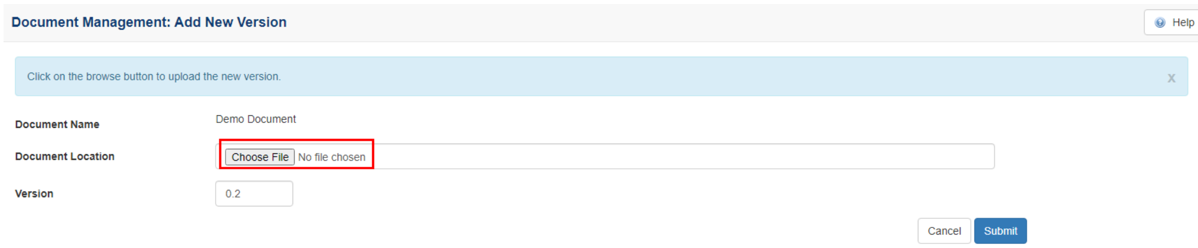
3. Click **Add New Version** on the **Document Management: Details** screen.




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.

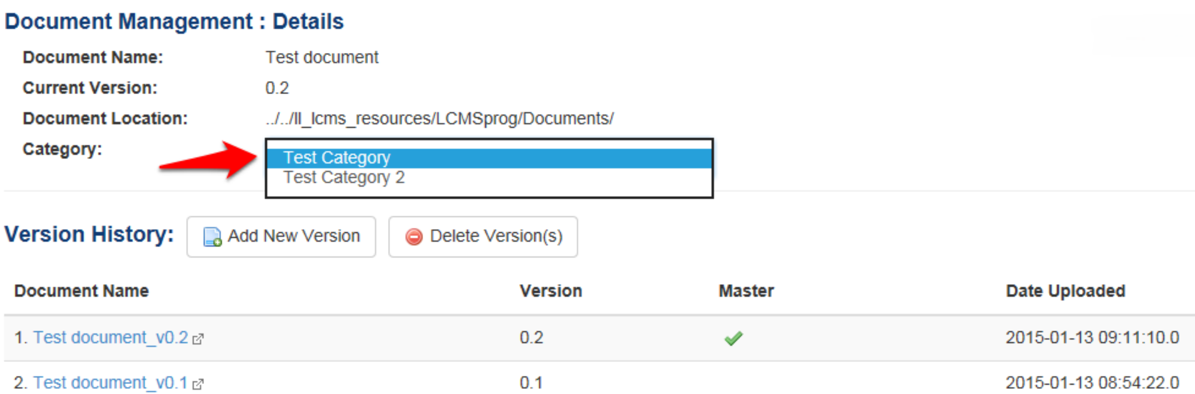



## 5.13.4 Change Document Category

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.




4. Document is automatically updated.

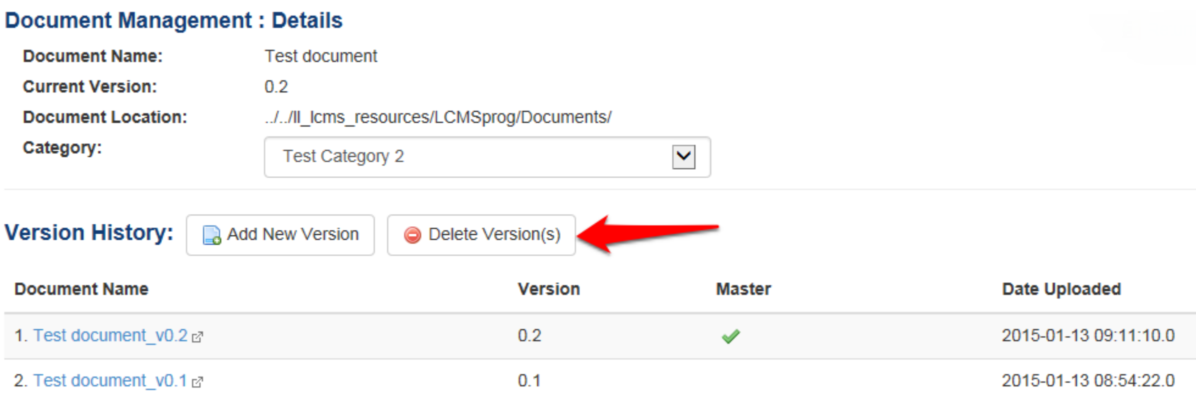
5. Click **Return to Document List** in the top right hand corner to return.

## 5.13.5 Delete Document

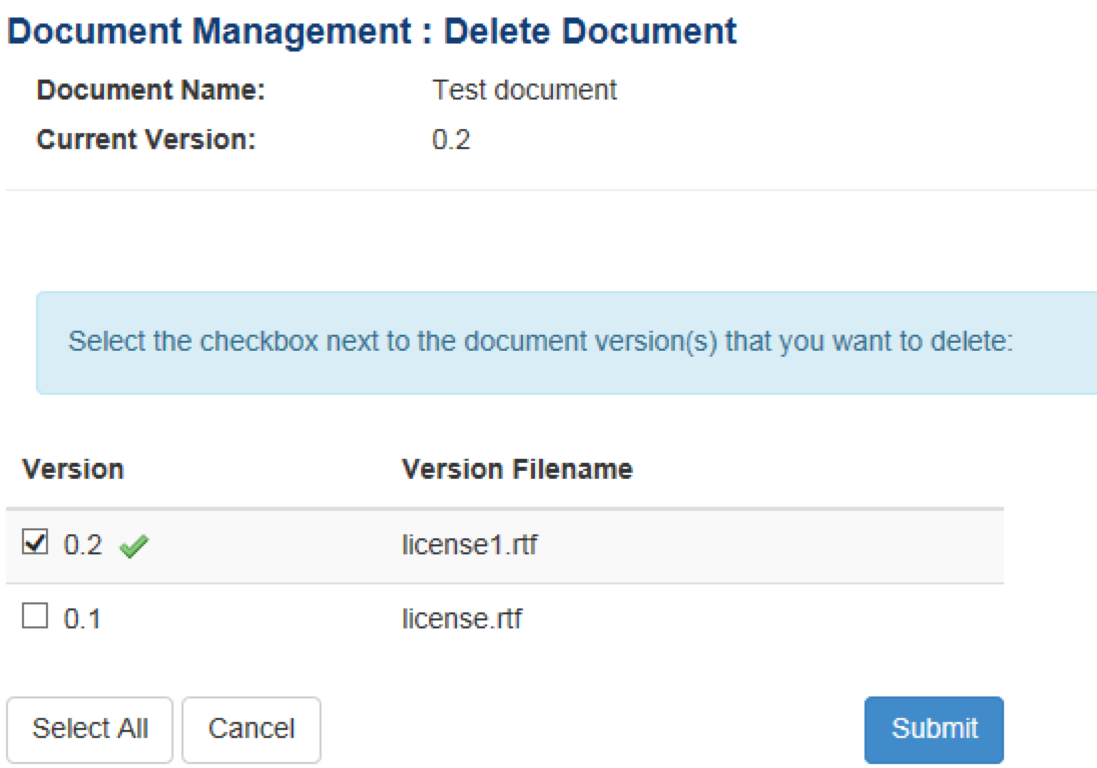
1. Click **Document Management** from the Additional Features in the **Project Menu**.

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)**.

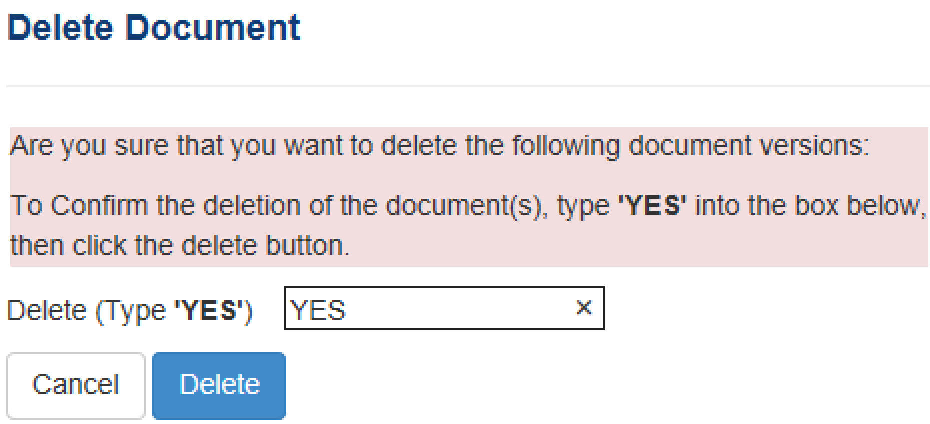



4. Select the box(es) beside the version(s) you wish to delete or click the **Select All** button to select all the versions.




5. Click the **Submit** button. A Delete Document window will be displayed.

6. Enter **Yes** in the Delete this document? Field.

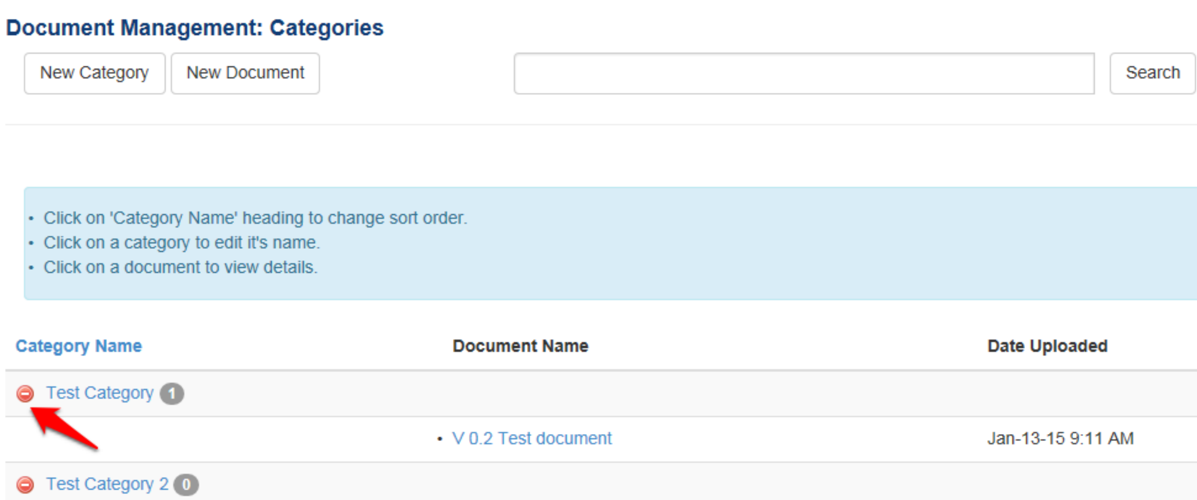



7. Click the **Delete** button.

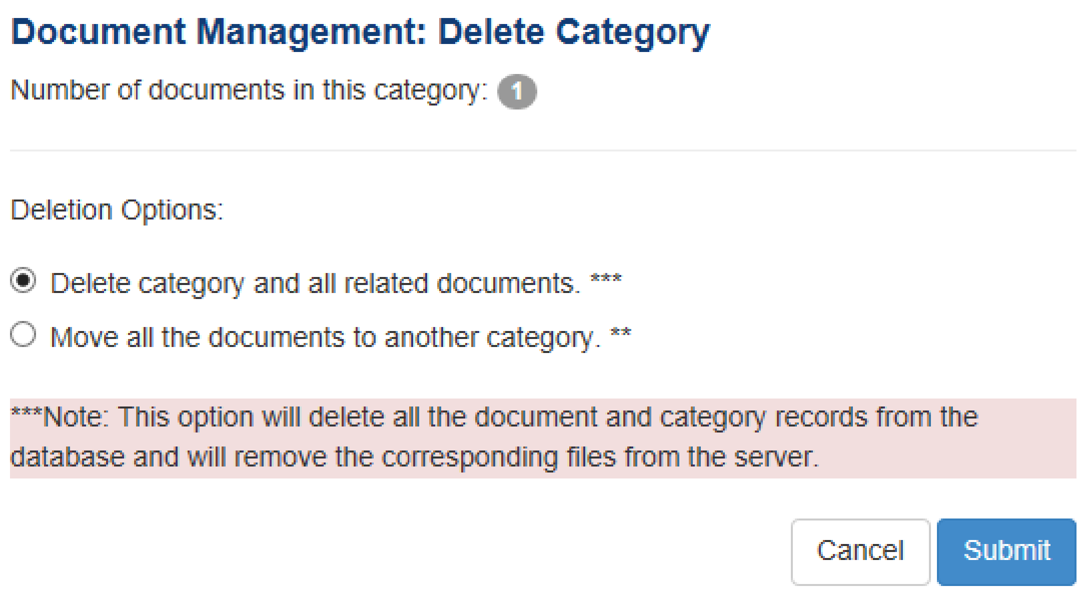
## 5.13.6 Delete Document Category

1. Click **Document Management** from the Additional Features in the **Project Menu**.

2. Click the **Delete** icon (-) beside the category you wish to delete.




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.




## 5.13.7 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.

## 5.13.8 Select Master Version of Document

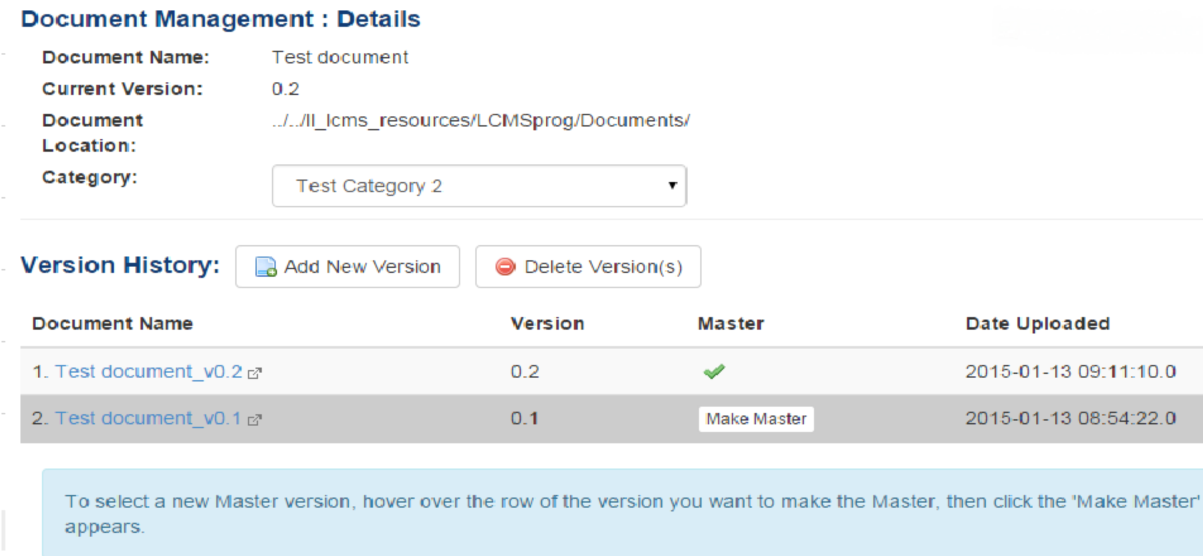
The master version is used to control the document version seen by LCMS users. To select the master version:

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.




## 5.13.9 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.

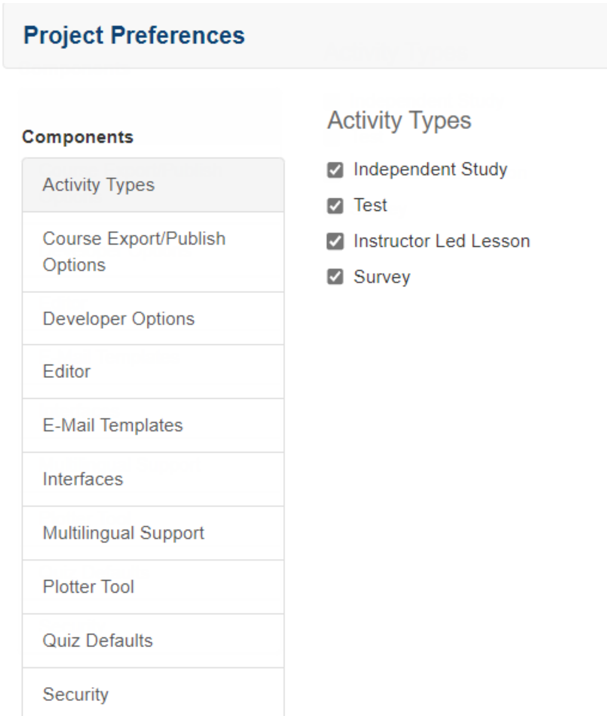
# 5.14 Configuration and Preferences Menu

See LCMS Menu (Project Menu) for more information.

## 5.14.1 Project Preferences

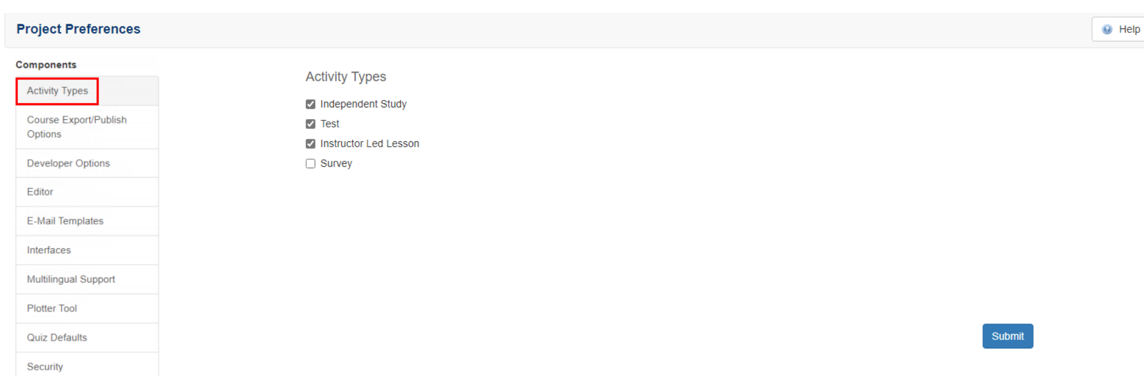
Users with the Administrator or Manager roles may change **Project Preferences** such as the activity types, question screen styles and instruction screen styles available to Developers, as well as other Developer options within individual projects.

Select **Project Preferences** from the sprocket drop-down menu. You will see the **Project Preferences** screen and a list of **Components** on the left. The **Project Preferences** screen opens to the **Activity Types** option.




## 5.14.1. Configure Activity Types 1

1. On the **Project Preferences** screen, click **Activity Types** under the **Components** menu.

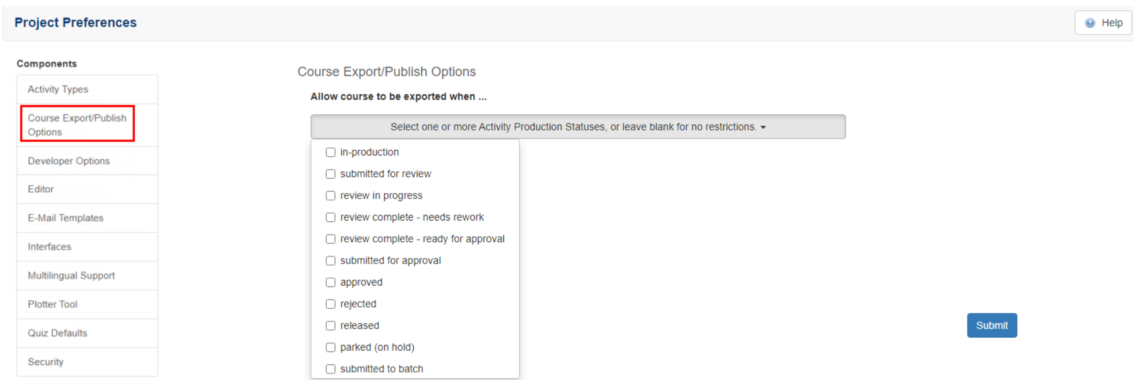



2. Click the checkboxes to toggle availability on and off for different activity types. The activity types allowed to be created by users are: **Independent Study**, **Test**, **Instructor Led Lesson** and **Survey**.

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

## 5.14.1. Configure Course Export Options 2

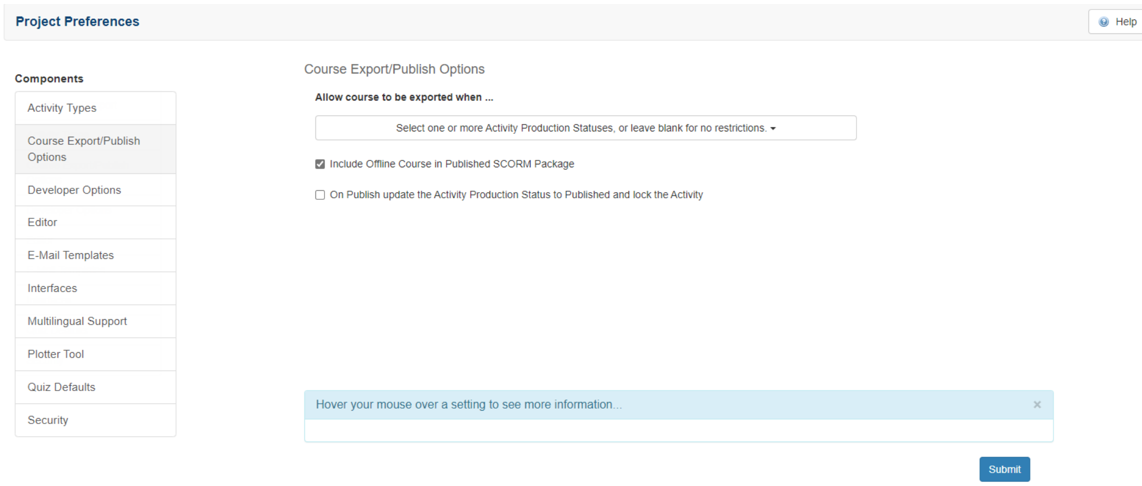
1. On the **Project Preferences** screen, click **Course Export Options** under the **Components** menu.




2. Click the drop-down menu to set restrictions for a course before it can be exported.

3. Select any or all options on the list of **Activity Production Statuses**. To not put any restrictions on when an activity can be exported, leave the list unchecked.

4. Click the checkbox beside **Include Offline Course in Published SCORM Package** to include an offline version of the course. **Note:** This feature will enable the offline course option in the **Course Packaging** publish settings. See Course Packaging for more information.



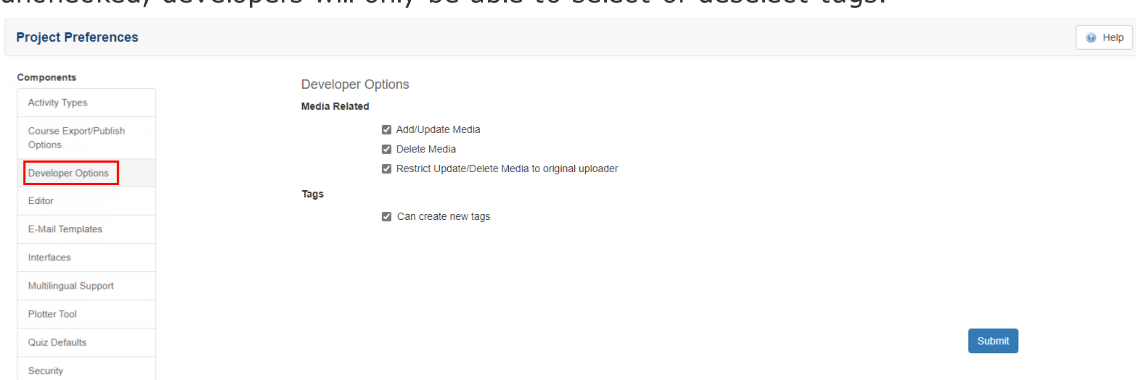

5. Click the **Submit** button to save your changes or return to the previous screen without saving.

## 5.14.1. Configure Developer Options 3

1. On the **Project Preferences** screen, click **Developer Options** under the **Components** menu.

2. On the **Media Related** pane, click the **Media Related** developer options to toggle each on and off. The following options can be enabled for the project: **Add/Update Media**, **Delete Media**, and **Restrict Update/Delete Media to original uploader**.

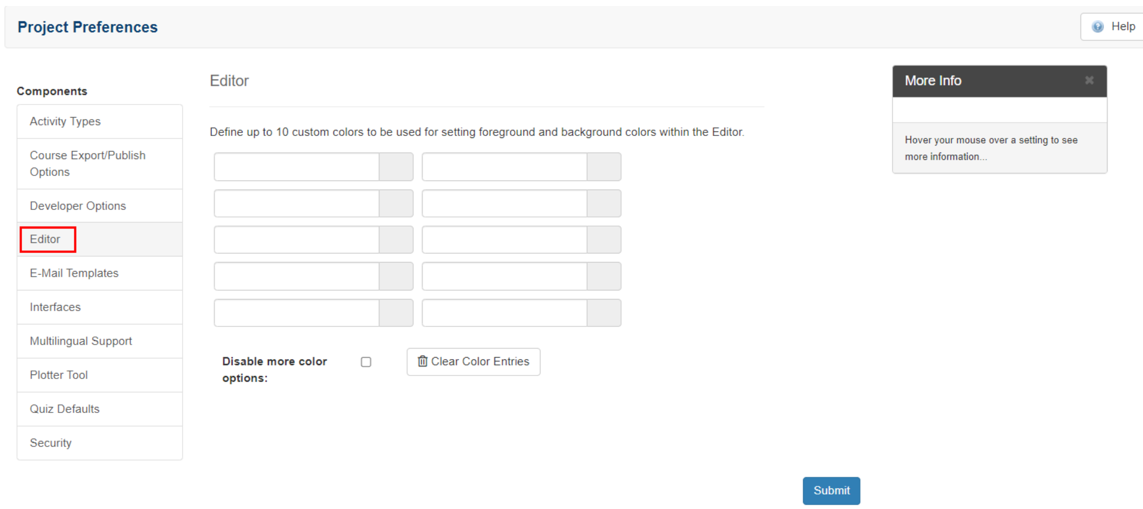
3. On the Tags pane, click the checkbox beside **Can create new tags** to grant developers the permission to add new tags. **Note:** When the checkbox is selected, developers may add, select and deselect tags. When the checkbox is left unchecked, developers will only be able to select or deselect tags.



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

## 5.14.1.4 Configure Editor

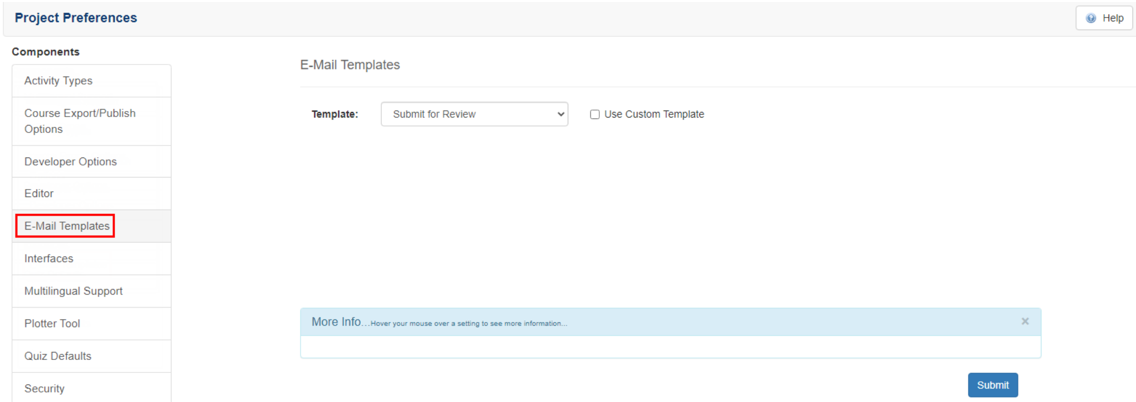
1. On the **Project Preferences** screen, click **Editor** under the **Components** menu. See Editor for more information.




## 5.14.1.5 Configure E-Mail Templates

1. On the **Project Preferences** screen, click **E-Mail Templates** from the **Components** menu.

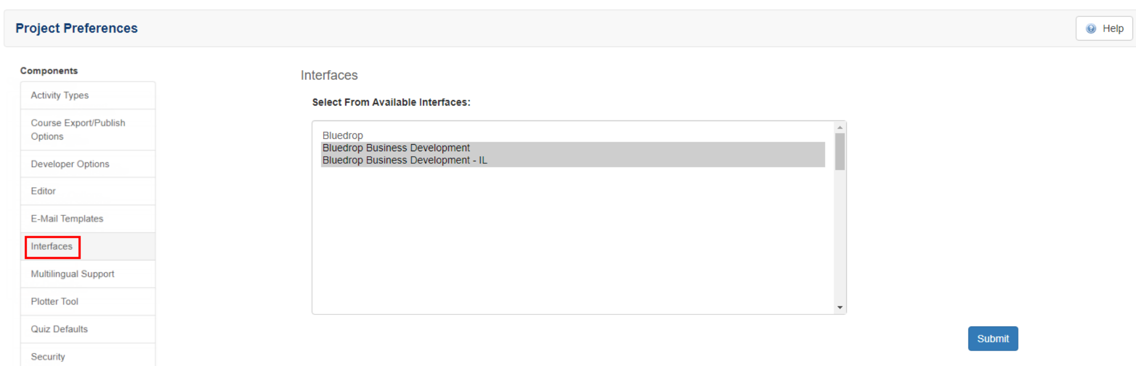
2. Select a **Template** from the drop-down menu or create a custom template. See E-Mail Templates for more information.




## 5.14.1. Configure Interfaces 6

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.



## 5.14.1.7 Configure Multilingual Support

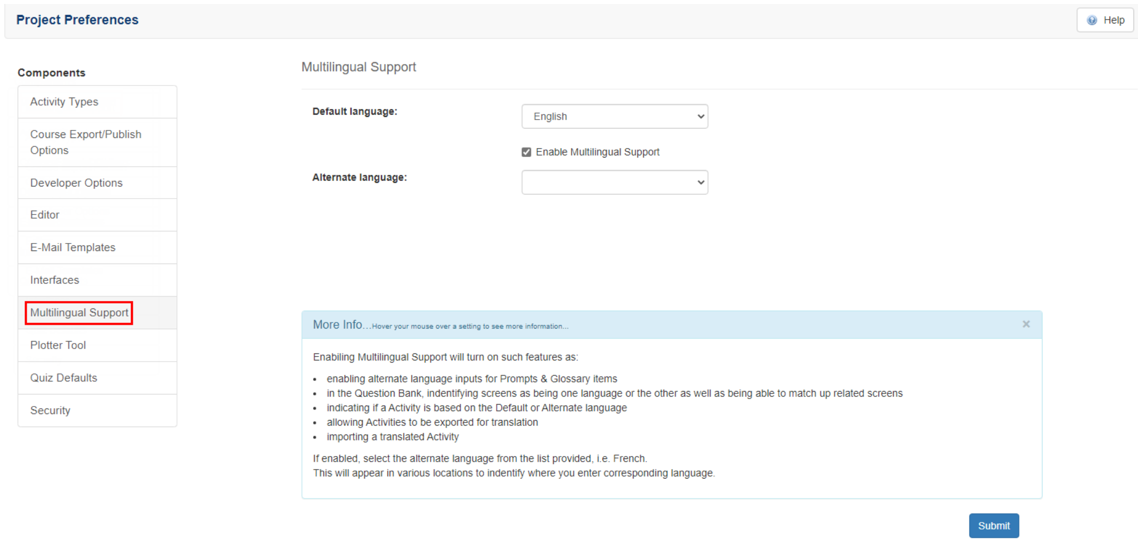
The purpose of this feature is to support content that needs to be displayed with an additional language. Currently the LCMS supports two languages at a time within a project, i.e. English and French.

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.

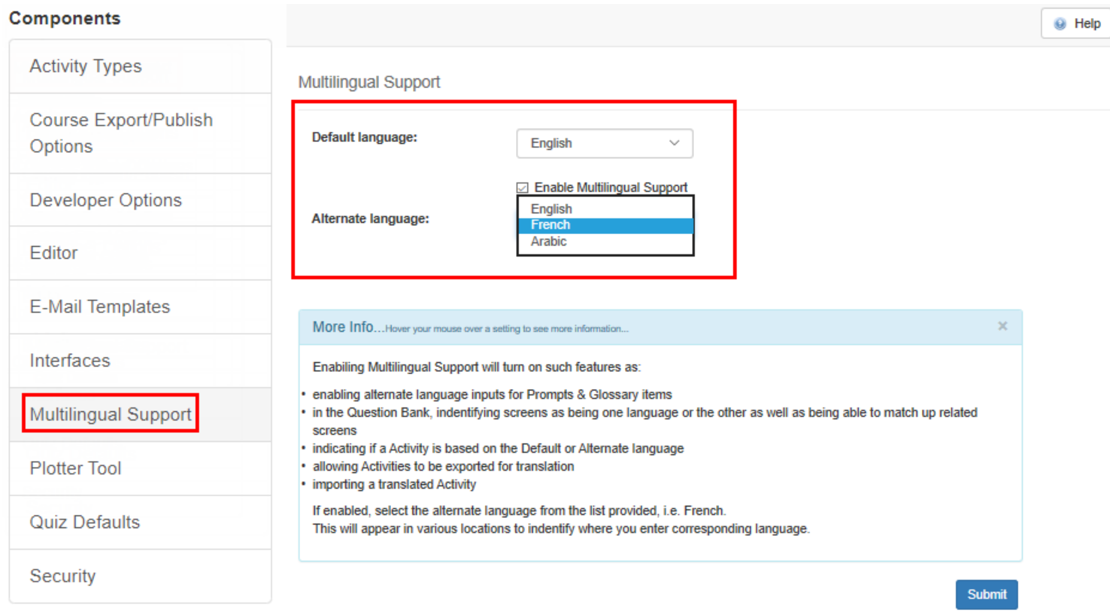
1. On the **Project Preferences** screen, the **Multilingual Support** under the **Components** menu is the default screen.




2. Click the **Default language** drop-down arrow and choose the preferred default language from the list.

3. Click the checkbox beside **Enable Multilingual Support** to enable multilingual support. When the multilingual support is not enabled, the **Alternate language** section is grayed out.

4. Click the **Alternate language** drop-down arrow and choose the preferred alternate language from the list. **Note**: If the language required is not listed in the drop-down, please contact your support service to have the language of choice enabled.




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

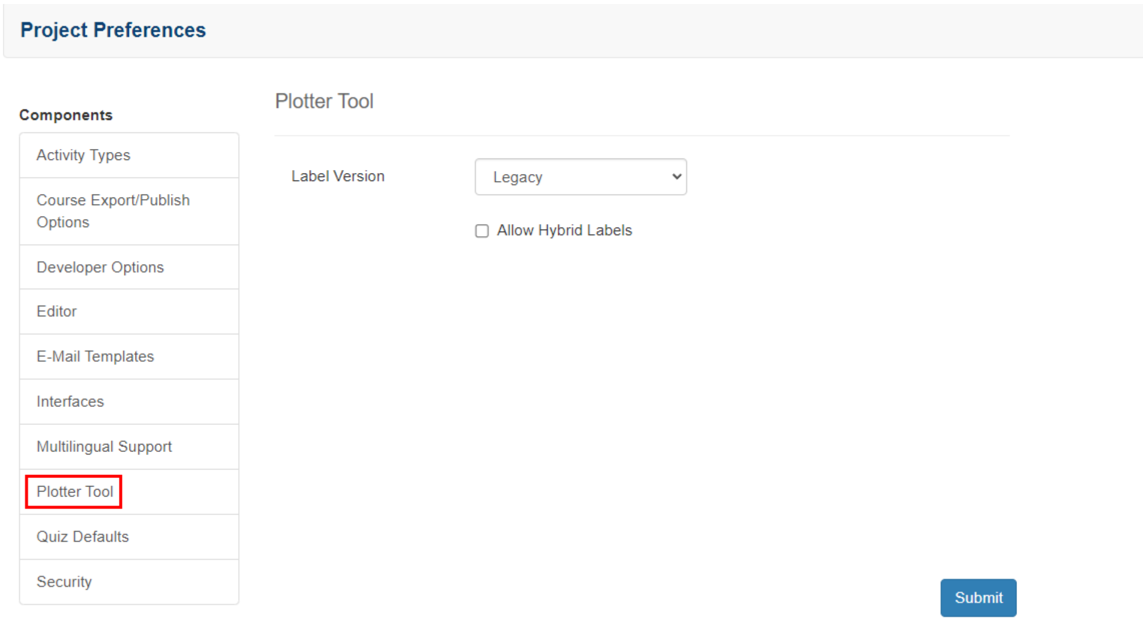
## 5.14.1. Configure Plotter Tool 8

1. On the **Project Preferences** screen, 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 CKEditor options available for formatting the labels. **Note:** This selection is compatible with all browsers. Selecting the **Modern** option enables more CKEditor options and HTML for formatting the labels than what is available for the **Legacy** option.

3. When **Legacy** is selected, you may click the checkbox beside **Allow Hybrid Labels** 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 **Submit** button to save your changes or return to the previous screen without saving.




## 5.14.1. Configure Quiz Defaults 9

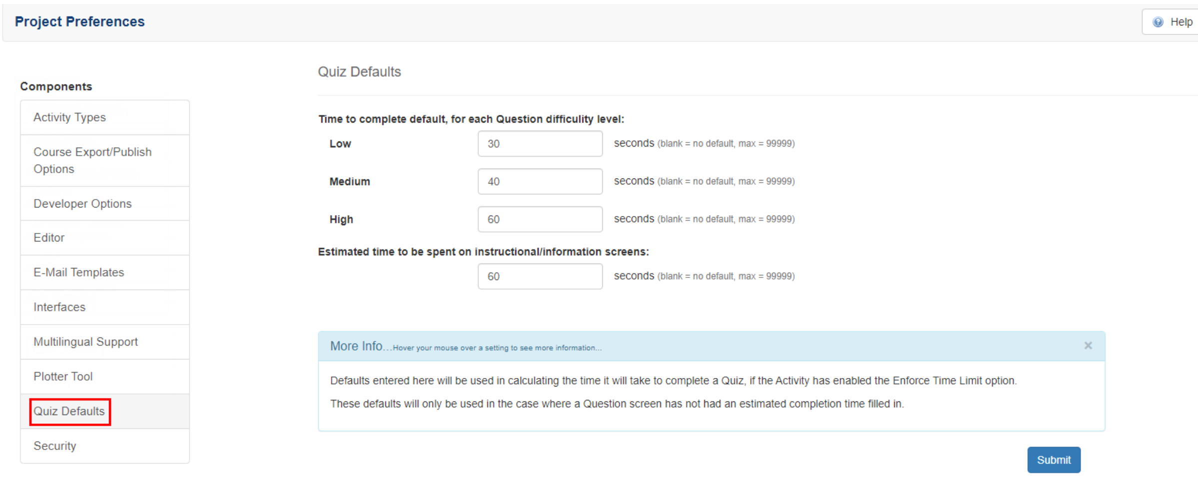
The **Quiz Defaults** assigned on this screen will be used to calculate the average time to complete a quiz, when the **Enforce Time Limit Option** is enabled for the **Activity**. **Note**: These defaults will only be used when a Question screen does not have an estimated time to complete value entered. The ability the assign **Quiz Defaults** is role specific, you must have the required role/rights.

1. On the **Project Preferences** screen, click **Quiz Defaults** under 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 = 30**, **Medium = 40**, and **High = 60**. **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.

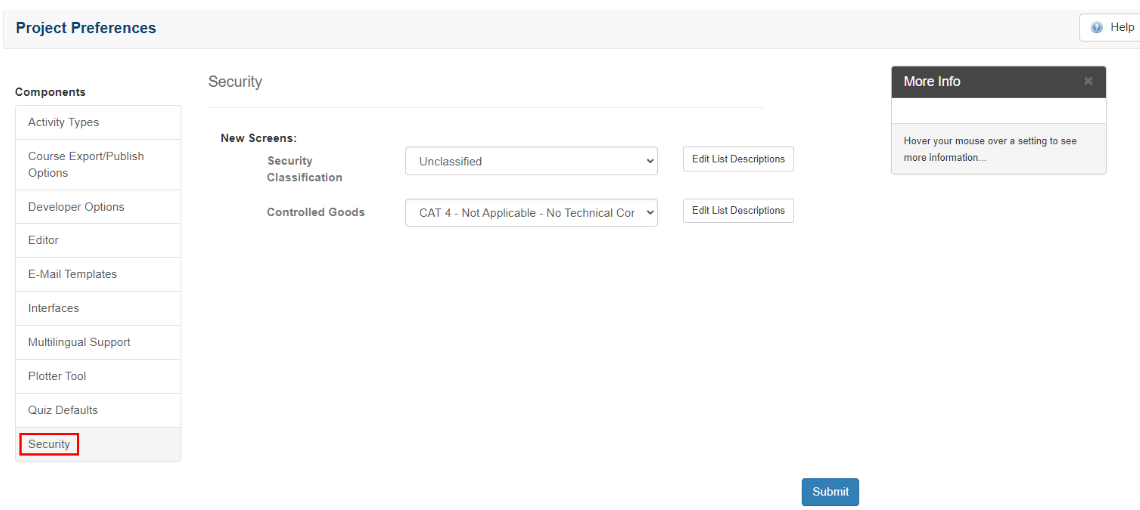
3. Enter the **Estimated time to be spent on instructional/information screens** (in seconds). The default value is **60** seconds. **Note**: If the field is left blank, no default value is assigned. This default will be used only when a completion time has been not entered on the **Question** screen.

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



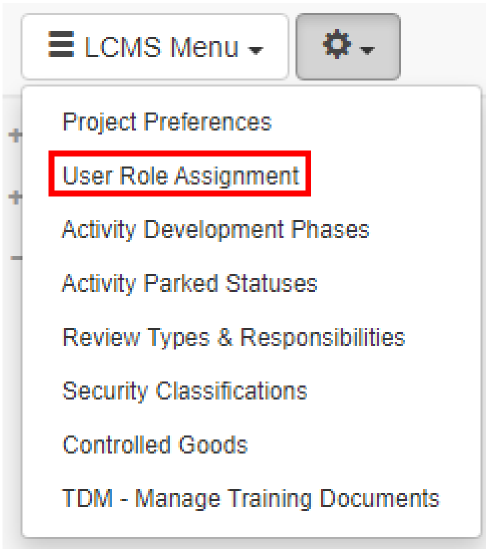

## 5.14.1. Configure Security 10

1. On the **Project Preferences** screen, click **Security** under the **Components** menu. See Security for more information.

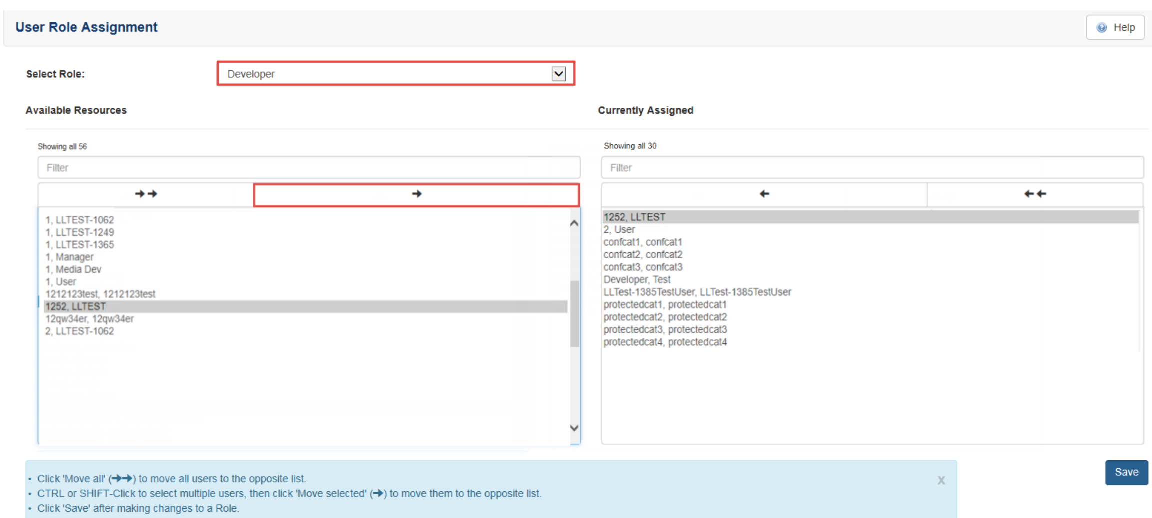



## 5.14.2 User Role Assignment

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.




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.

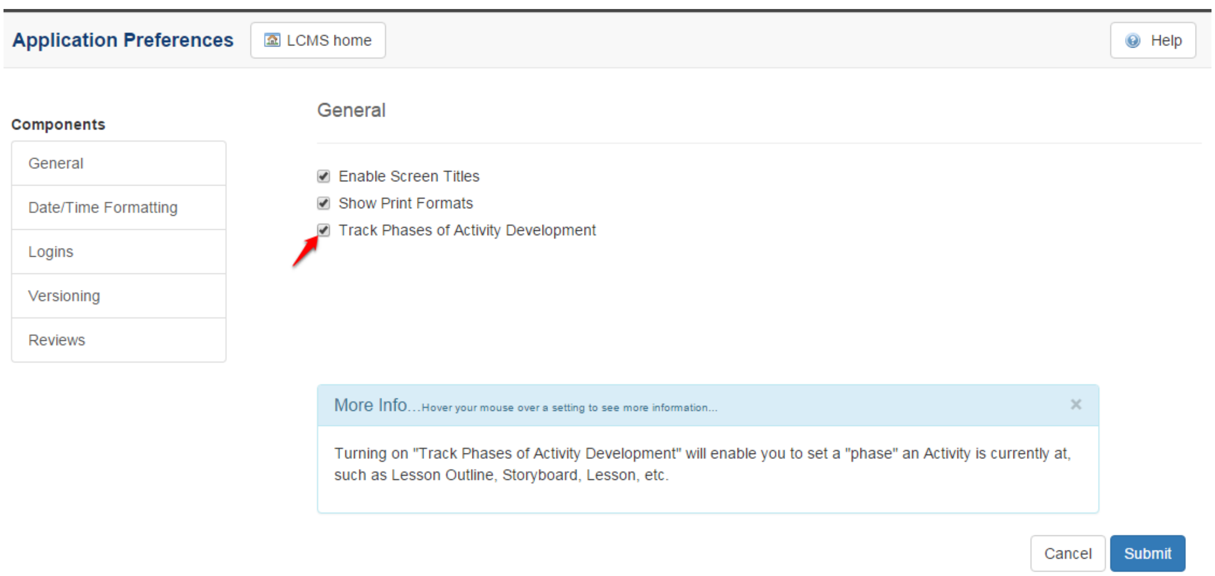
4. Use the *double* left and *double* right arrow buttons to add or remove all users.

5. Click the **Save** button to save your changes.

**Note:** Use the **Filter** to quickly find users.

### 5.14.3 Activity Development Phases

Administrators, Managers, and Developers can manage activity development phases available if that ability is enabled in the **Application Preferences** area under the **General** tab.



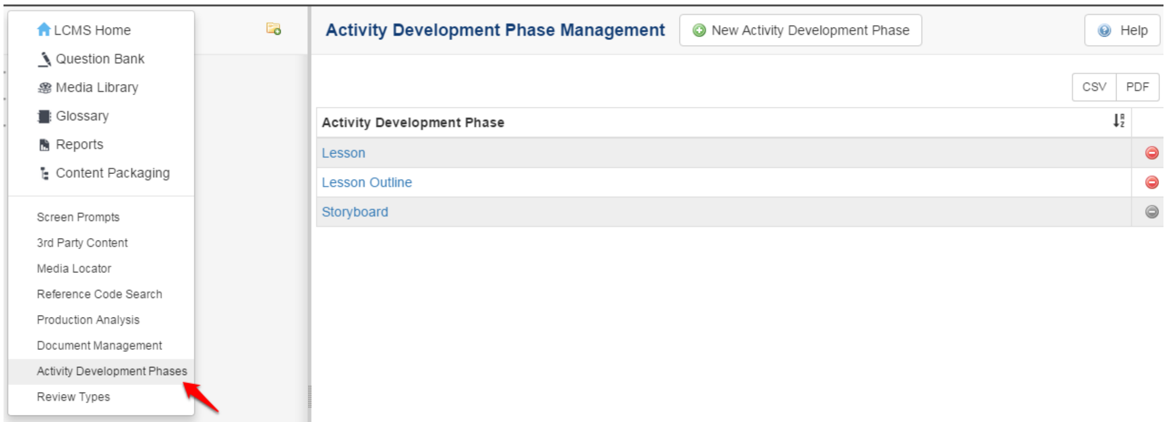

All phases are managed through the **Activity Development Phase Management** screen. New projects have the default phases:

- 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.

## 5.14.3. Add Activity Development Phase 1

1. From the **Project Menu** click on **Activity Development Phases**.




2. The **Activity Development Phase Management** screen will appear. Click the **New Activity Development Phase** button.

3. Enter a value for the **Activity Development Phase** field.


4. Click the **Submit** button and the new activity development phase will be added to the list of options available in the **Activity Profile** screen.

## 5.14.3. Edit Activity Development Phase 2

1. On the **Activity Development Phase Management** screen, click on the title of an existing **Activity Development Phase**.

2. Enter a value for the **Activity Development Phase** field.


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

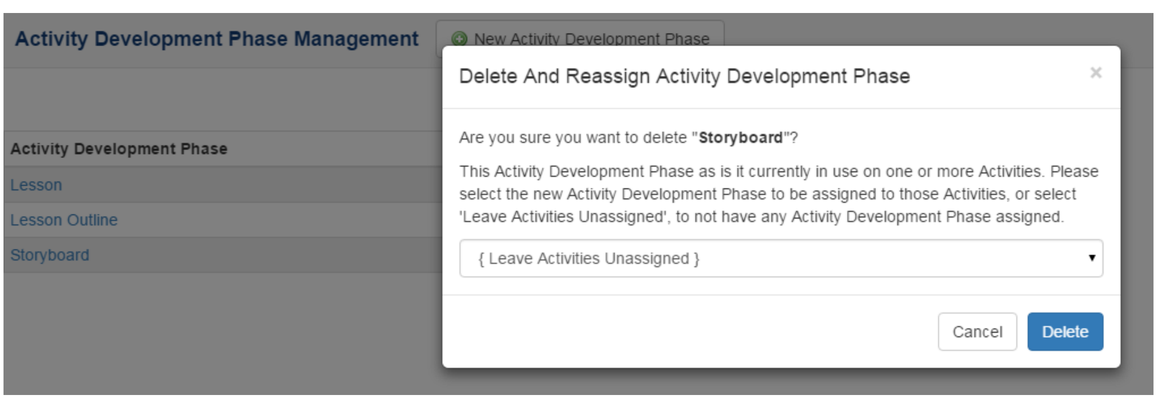
## 5.14.3. Delete Activity Development Phase 3

1. From the **Project Menu** click on **Activity Development Phases**.

2. The **Activity Development Phase Management** window will appear. Click the **Delete** icon beside the development phase you want to remove. **Note**: The delete icon will be gray if the development phase is being used in an activity, otherwise it will be red.

3. A window will appear asking if you wish to delete the development phase. Click **OK**. The development phase will be deleted.

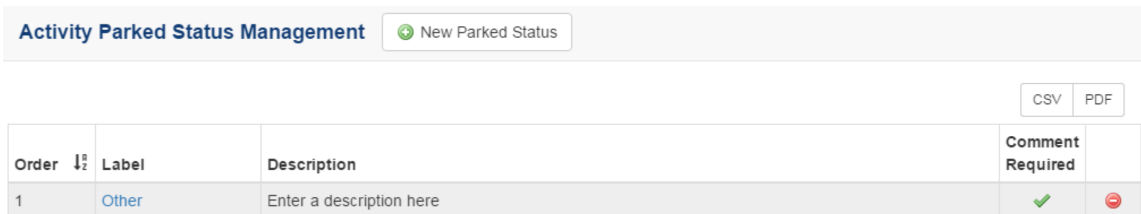
4. If the activity development phase is assigned to an activity, a window will appear prompting you to select a new development phase, from the list available, to be assigned in its place. Choose an activity development phase from the drop-down list and click the **Delete** button to reassign, or click the **Cancel** button to exit without making any changes. **Note:** If deleting the only remaining activity development phase, or if you choose "Leave Activities Unassigned" from the drop-down, the **Activity Development Phase** for the current activity will be set to unassigned.



## 5.14.4 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.




## 5.14.4.1 New Parked Status

1. Click the **New Parked Status** button on the **Activity Parked Status Management** window to add a new parked status.


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.

## 5.14.4. Edit Parked Status 2

1. Click the **Label** (name) of an existing Activity Parked Status on the **Activity Parked Status Management** window to edit its fields.


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.

## 5.14.4. Delete Parked Status 3

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.

## 5.14.5 Review Type & Responsibilities

Administrators and Managers can manage review types.

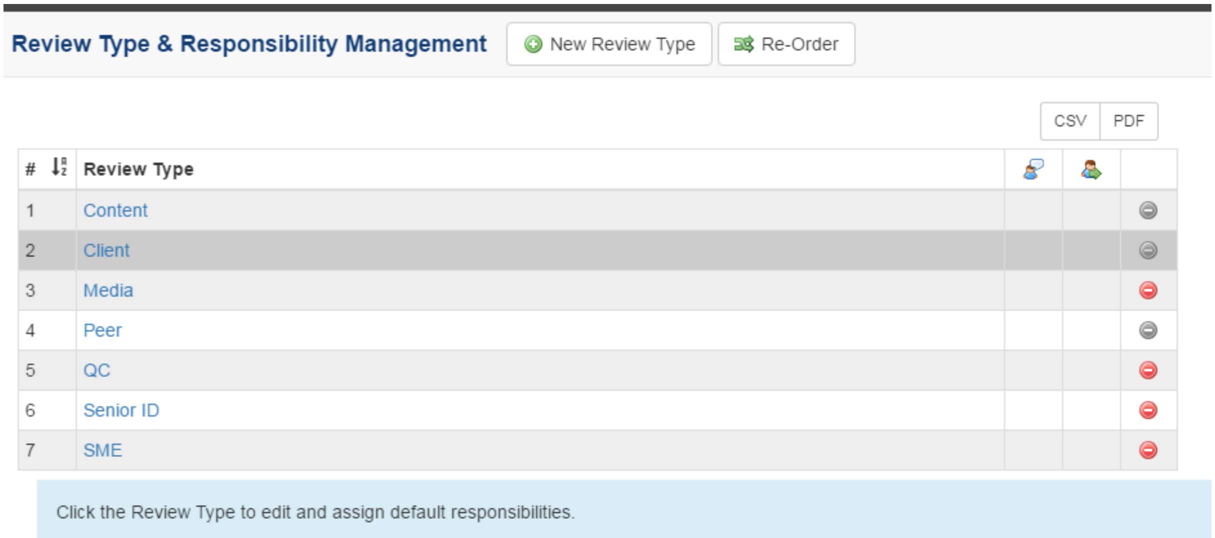
All review types are managed through the **Review Type & Responsibility Management** screen. New projects have a default review type, named **Content**.

**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.

## 5.14.5. Add Review Type 1

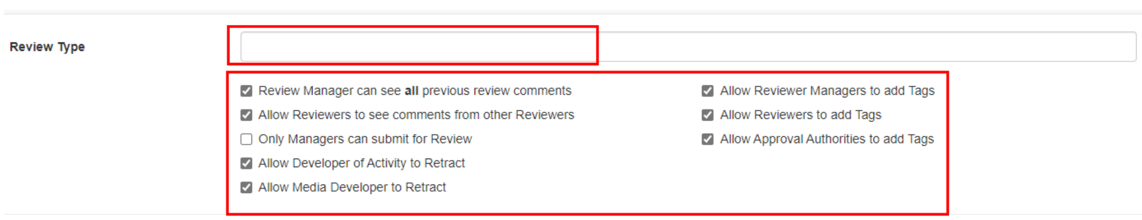
1. From the Configuration and Preferences (sprocket) menu, click on **Review Type & Responsibilities**.

2. On the **Review Type & Responsibility Management** screen, click the **New Review Type** button.




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.




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.

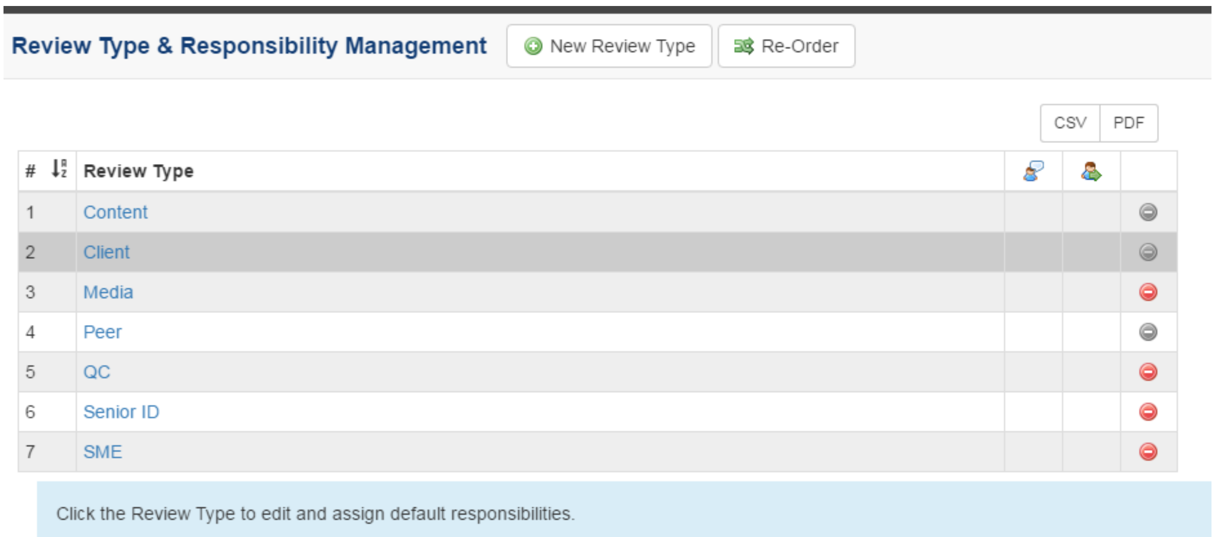
6. Click the **Submit** button and the new review type will be added to the list of options available when setting the review type in an activity.

7. Click the **Re-Order** button to re-arrange the order in which **Review Types** appear in the drop-down menu displayed to developers.

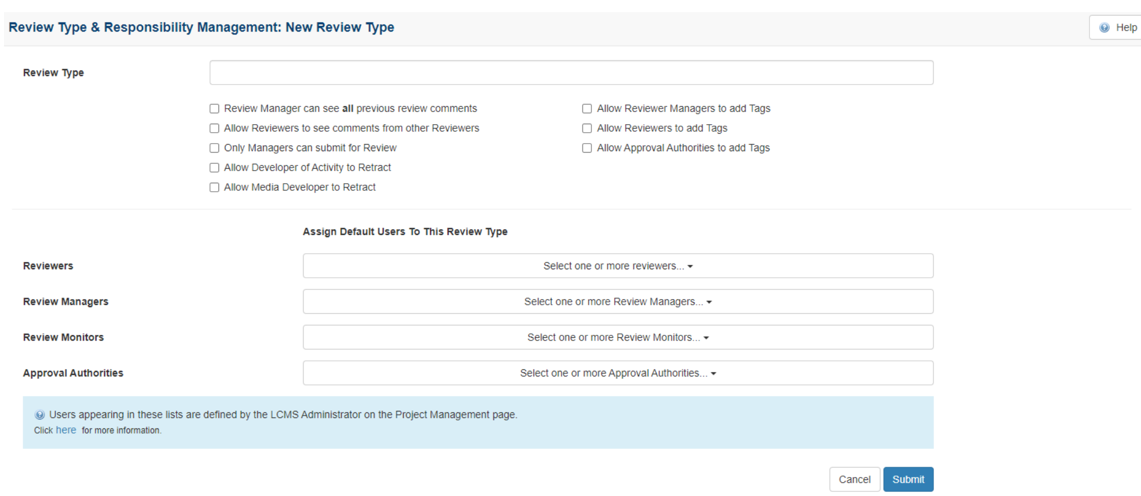
## 5.14.5. Edit Review Type 2

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.




3. Enter the desired change in the **Review Type** field, if required.




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.

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.

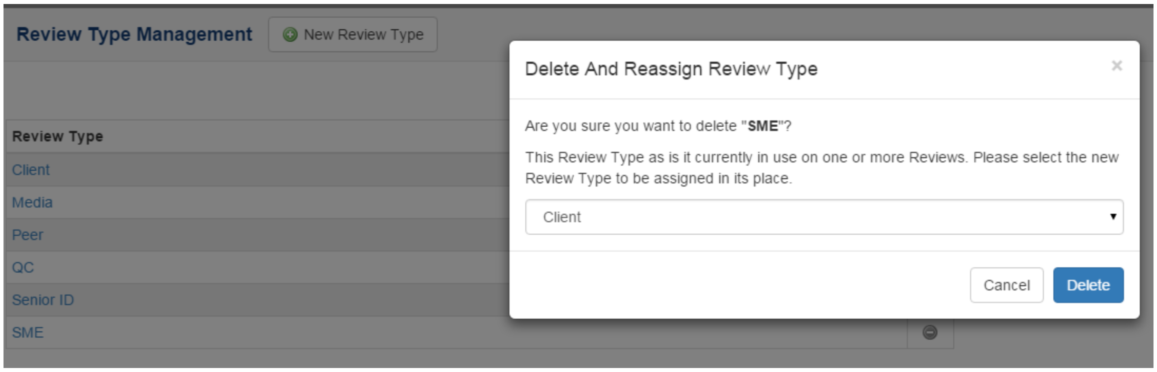
## 5.14.5.3 Delete Review Type

1. From the Configuration and Preferences (sprocket) menu, click on **Review Type & Responsibilities**.

2. On the **Review Type & Responsibility Management** screen, click the **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.

2. A window will appear asking if you wish to delete the review type. Click **OK**. The review type will be deleted.

3. 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.

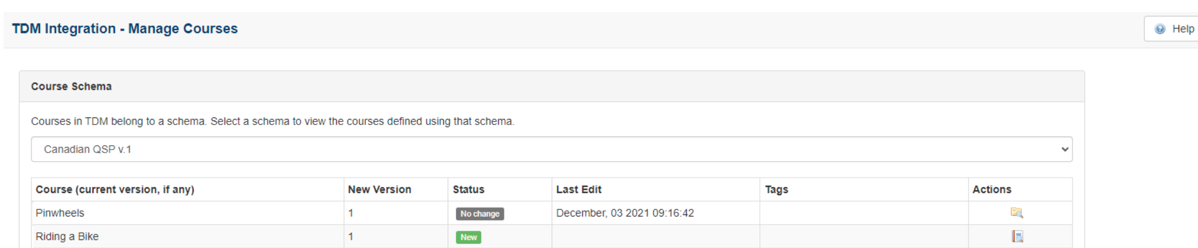



## 5.14.6 TDM- Manage Training Documents

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.

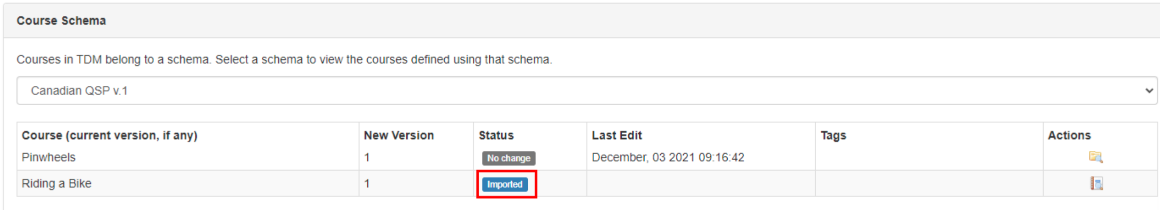
3. On the **Course Schema** field, select the desired **Course** from the list. **Note:** The **Course** list also displays the version, status (**No change**, **New**, **Updated**, **No Updates**, **Imported** or **Deleted**), date of last edit, and tags associated with each Course.




4. Click the New Course icon beside the desired new Course. **Note:** The **New Course Details** window displays the **Course Tree** for the chosen 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.

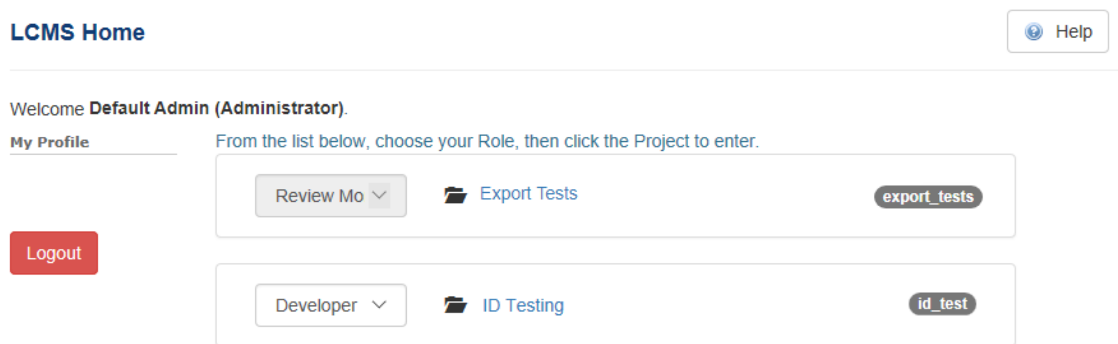
6. The imported course displays in the **Course** list with the status **Imported**.


Course Schema
Courses in TDM belong to a schema. Select a schema to view the courses defined using that schema.
Canadian QSP v.1
Course (current version, if any)
New Version
Status
Last Edit
Tags
Actions
Pinwheels
1
No change
December, 03 2021 09:16:42
Riding a Bike
1
Imported

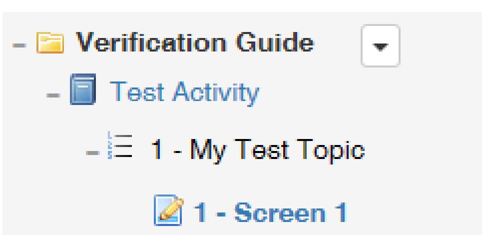
# 6 Navigation Tree (Content Repository)

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.



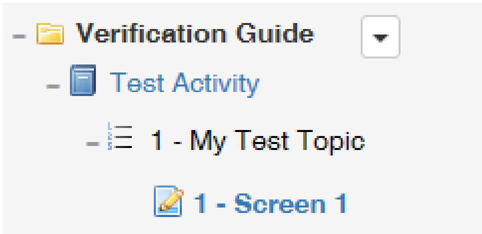

2. Click the name of a project to open it. The first time you do this, you will see a welcome screen on the right, beside a navigation tree. The navigation tree displays the hierarchy of folders, subfolders, activities, topics, and screens that constitute the current project's content repository.



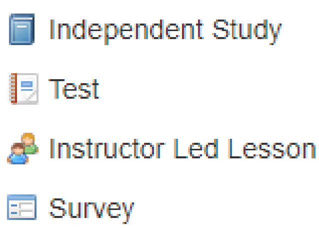

There may be one or more levels of subfolders, nested hierarchically within one another.

## 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.



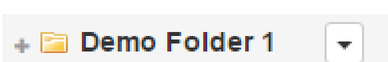

There are four different activity types in the LCMS, each represented by a different icon design in the navigation tree.




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**.

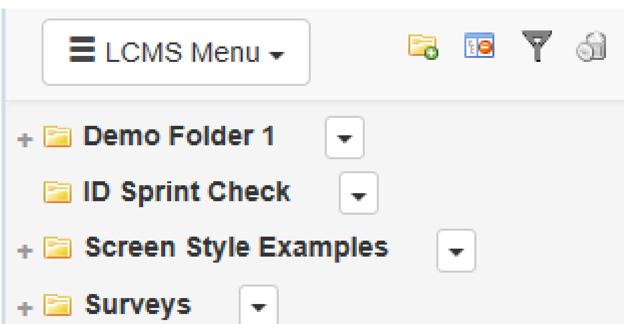

The chain link icon can also appear in the pane to the right of the navigation tree in the

**Topic List** and **Screen List** screens, to indicate that a topic or screen is linked.

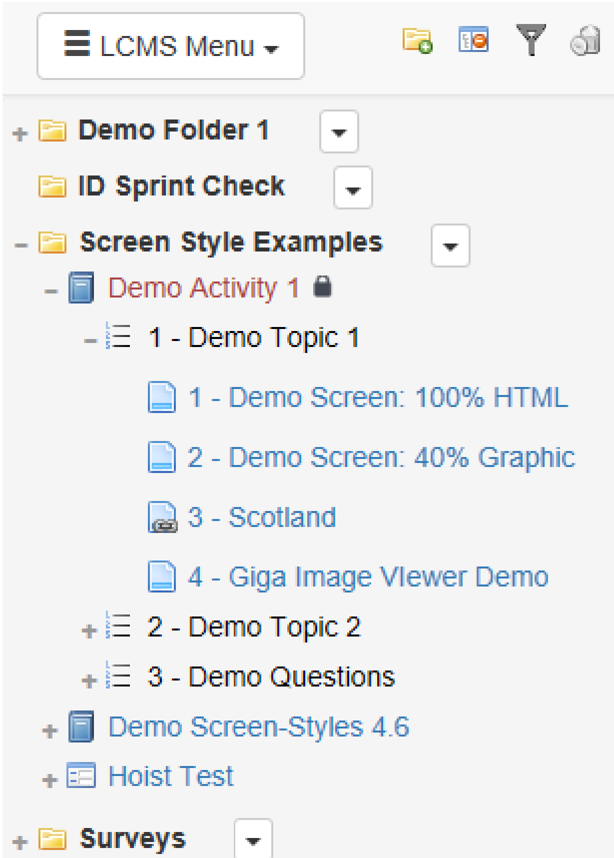
| Topic No. | Topic Title | Dependencies |
|---|---|---|
| 1 | Demo Topic 1 | (1) |
| 2 | Demo Topic 2 | (0) |
| 3 | Interactive Screen-Types | (0) |
| 4 | Demo Topic 1 | |
| 5 | Demo Questions | (0) |

## 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.

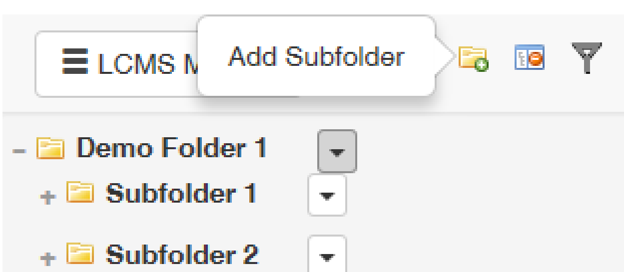



3. To reset the state of the tree, click the **Reset Preferences** button in the **My Profile** screen available from the menu in the **LCMS Home** screen.

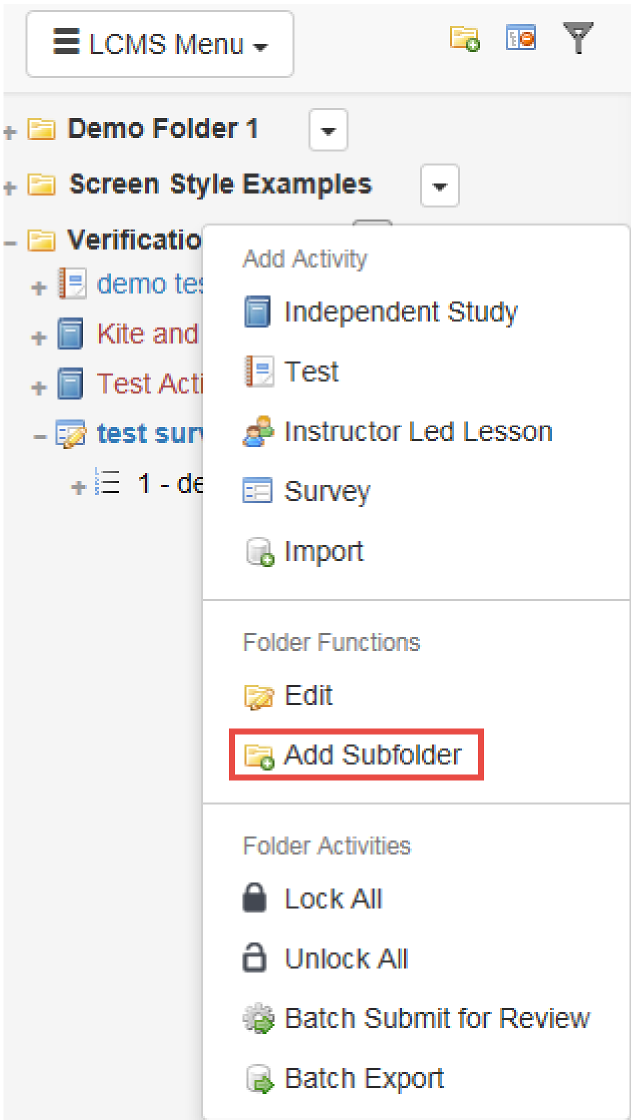
## 6.3 Add Subfolder (Top Level)

New folders are created in the navigation tree of the **Content Repository.** Administrators and Managers have this privilege, but not Developers.

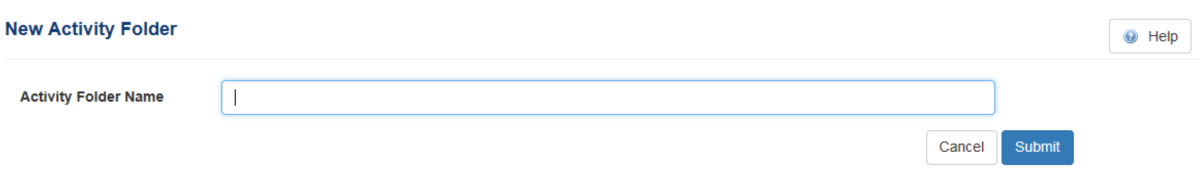
1. To create a new folder at the top level, click the **Add Subfolder** icon above the **Navigation Tree.**



**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.



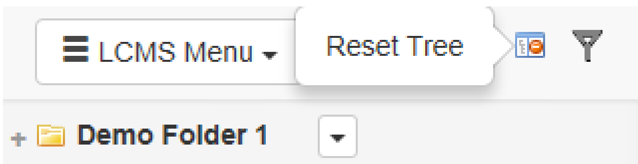

2. The **New Activity Folder** screen will appear with an **Activity Folder Name** field. Enter the new activity folder name in the field.



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.

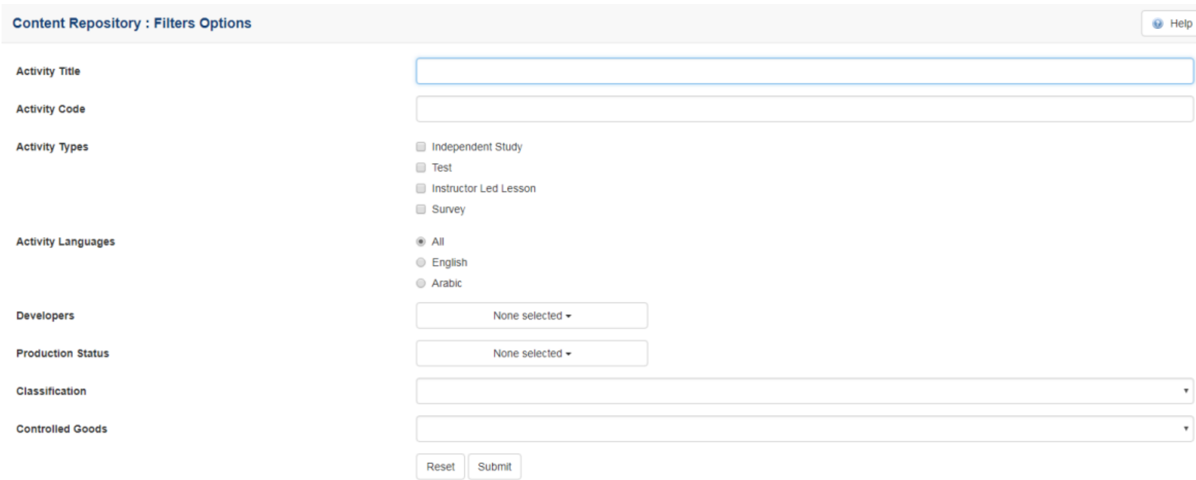
5. Select one or more developers from the **Developers** drop-down to display only activities assigned to them.

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.

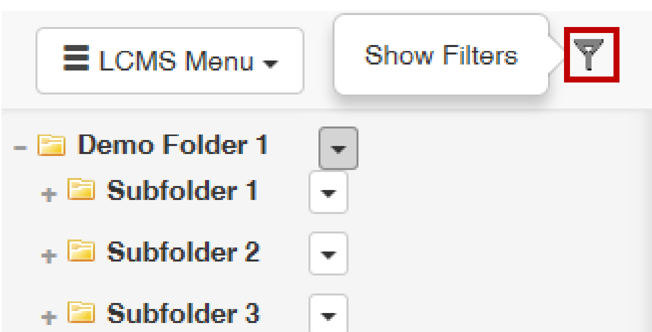
8. Select a controlled goods category from the **Controlled Goods** drop-down to display only activities meeting that criterion.

9. Click the **Reset** button to clear the filter or the **Submit** button to apply it to the tree.




## 6.6 Show Only my Activities

Developers can click the **Show Filters** 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.



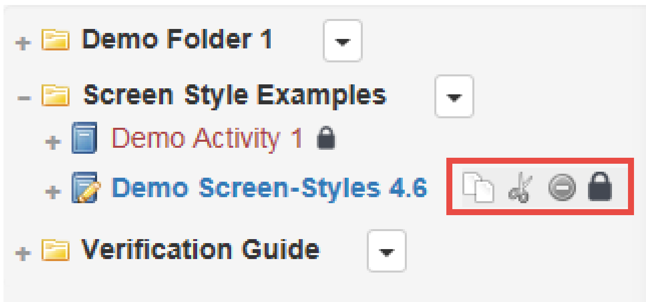

**Note**: This is useful if you're working in a project with a large number of activities assigned to other Developers.

## 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.

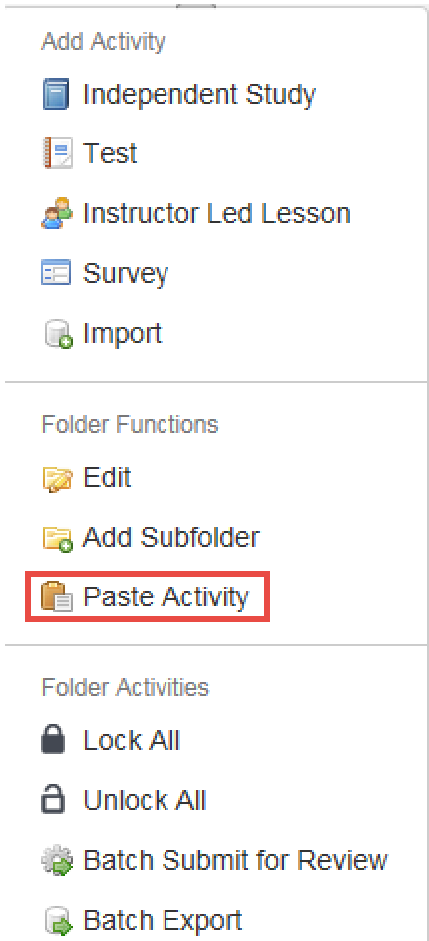
## 6.7.1 Copy/Cut/Paste Activity

1. Hover over an activity title in the **Content Repository** tree menu to see **Copy**, **Cut**, **Delete** and **Lock** icons on the right.

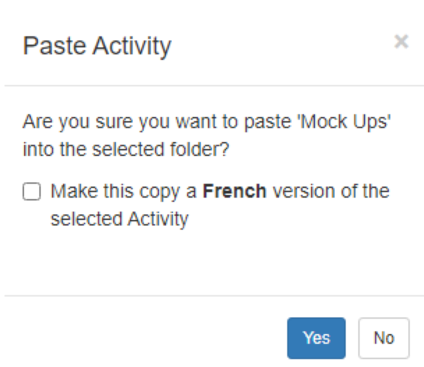



2. Click the **Copy** or **Cut** icons to copy an activity to the clipboard.

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.

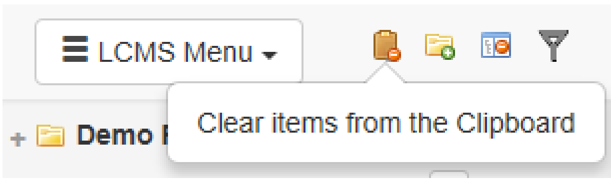



**Note**: If **Multilingual Support** is enabled for the project, a dialog box appears asking if you would like to to make a {French} copy of the activity. The type of copy will depend on the source language, automatically picking the opposite. Upon paste, the new activity will be the opposite language 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.

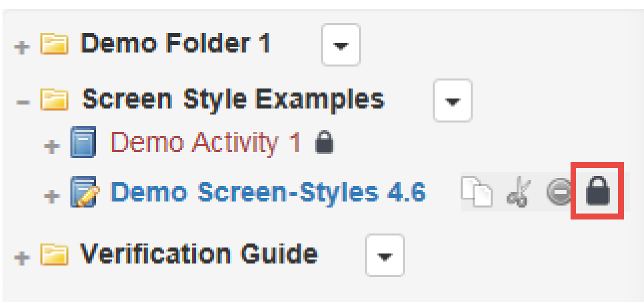
**Note**: When Activities are copied or cut, an icon appears to the right of the LCMS menu. This allows you to clear the clipboard, as required.




### 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.

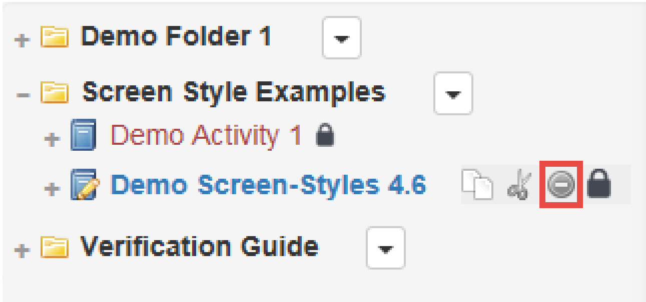



**Note:** Locked activities are indicated by a closed-padlock symbol which appears beside them in the navigation tree.

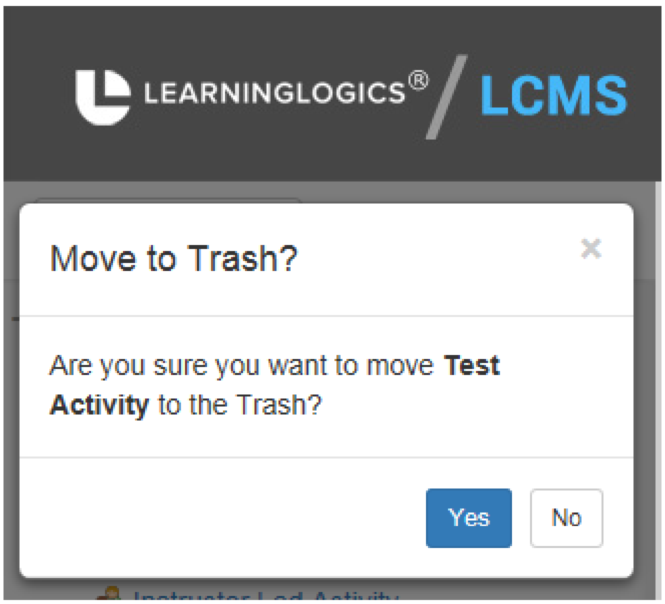
### 6.7.3 Delete Activity

1. In the navigation tree, hover the mouse over the name of an activity until the icons display to the right.

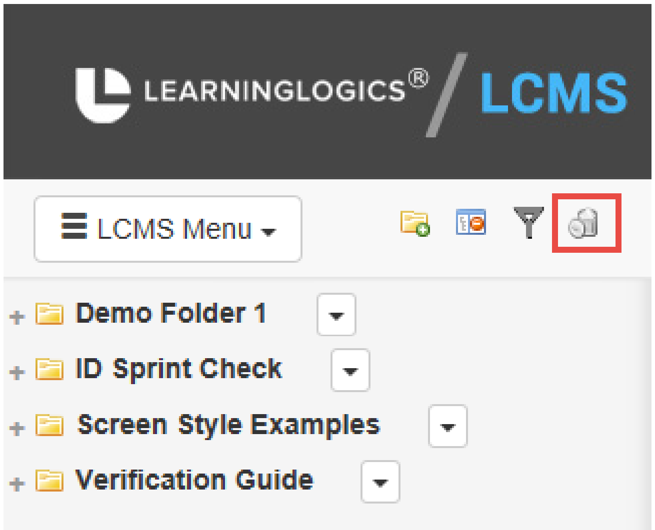
2. Click the **Delete Activity** icon to remove an activity.



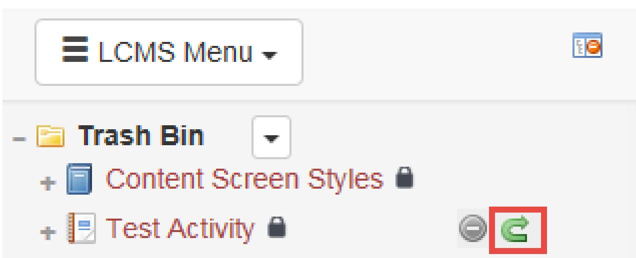

3. A prompt is displayed to ensure that you want to delete the item and move it to the Trash.




4. The Trash Bin icon appears next to the **LCMS Menu** button, containing any deleted activities.

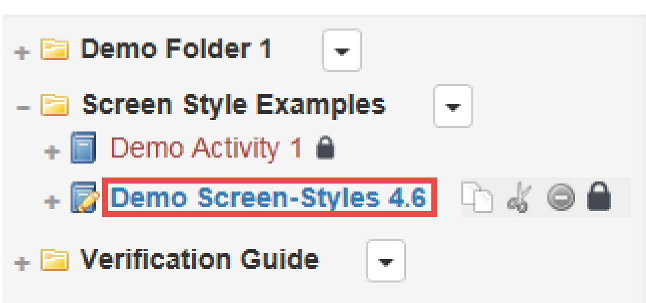



5. To restore a deleted activity, click the **Trash Bin** icon. The list of deleted items is shown. Click **Restore** next to the activity you would like to bring back for development.




## 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.



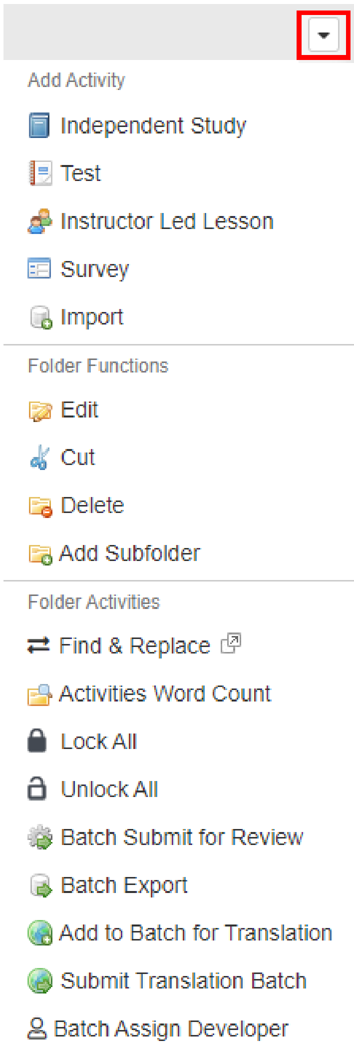
From this screen you can:

- 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

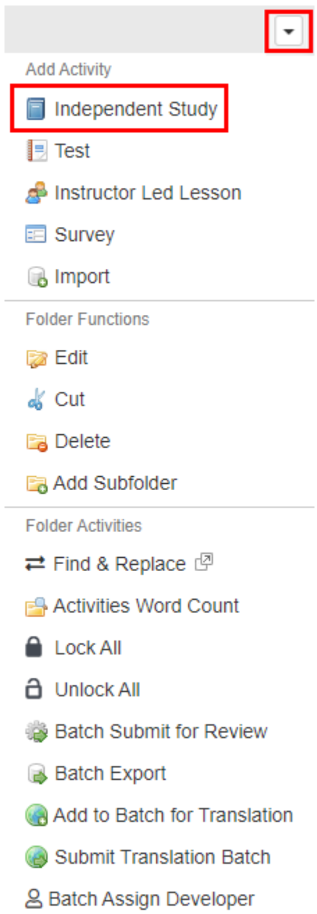
If Multilingual Support is enabled for a project, you may select the language of the activity from the Activity Profile.

Enabling **Multilingual Support** is described in the Configure Multilingual Support topic.

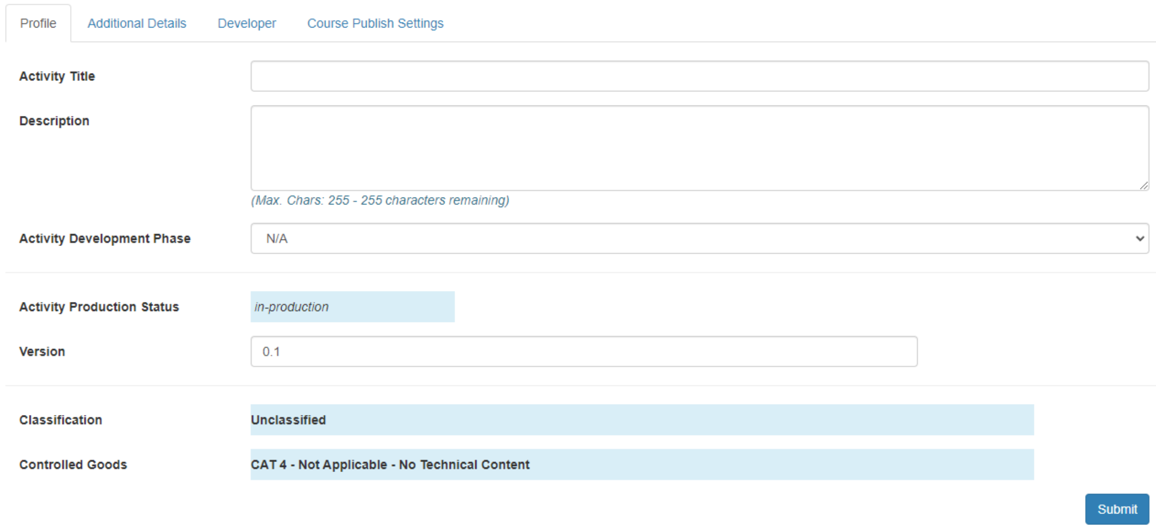
6.7.5.1.1 Independent Study

**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.




3. Under the **Profile** tab, enter the following information under the **Activity Profile** tab:

| Information Fields | Meaning |
|---|---|
| **Activity Title** | Type the name of the activity. |
| **Language** | If Multilingual Support is enabled for the project, select the language of the activity. |
| **Description** | Provide a brief description of the activity. |
| **Activity Development Phase** | Select the phase of development from the drop-down list. |
| **Activity Production Status** | Production status of activity. Read-only at time of creation. |
| **Version** | Type the version of the test (e.g. 0.1). |
| **Classification** | The test classification is set to "Unclassified" |

| Information Fields | Meaning |
|---|---|
| | by default. The security classification level changes based on the content within the activity. Read-only at time of creation. |
| **Controlled Goods** | 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 |
|---|---|
| **Tags** | Enter and separate tags with a comma. Tags must be representative of the activity's content for accurate search capability. |
| **Cost/Details** | Select "**Yes**" or "**No**" 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. |
| **Copyright/Details** | Select "**Yes**" or "**No**" 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. |
| **TDM Integration** | The activity can be linked to a training document and enabling objective from the Training Development Manager (TDM). **Note:** 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.


6. Enter the following information in the data entry fields under the **Course Publish Settings** tab:

| Information Fields | Meaning |
|---|---|
| **Navigation Direction** | Select **Forward Only** or **Any.** Determines the direction users will be able to navigate when viewing the activity. |
| **Navigation on Question** | Select the checkbox to require users to answer each question before navigating away from the screen when viewing the activity. |
| **Passmark %** | Disabled for Independent Study Activities. |
| **Activity Type** | Select lesson. |
| **Maximum Attempts** | Select the maximum number of times users can attempt the activity. |
| **Instructor Authentication** | Select the checkbox to require instructors to enter their credentials before users can launch the activity. |
| **Show Scrollbar** | Select the checkbox to display a scrollbar in the interface when viewing the activity. |

| Information Fields | Meaning |
|---|---|
| **Window Width** | Enter a width for the activity interface. Overrides the interface settings. |
| **Window Height** | Enter a height for the activity interface. Overrides the interface settings. |
| **URL Parameters** | Enter any custom URL parameters required. |
| **Interface** | Select an interface to use when viewing the activity. |
| **Glossary** | Select a glossary to include with the activity. |
| **SCORM Version** | Select CMI-5, 2004 4th, 2004 3rd or 1.2. |

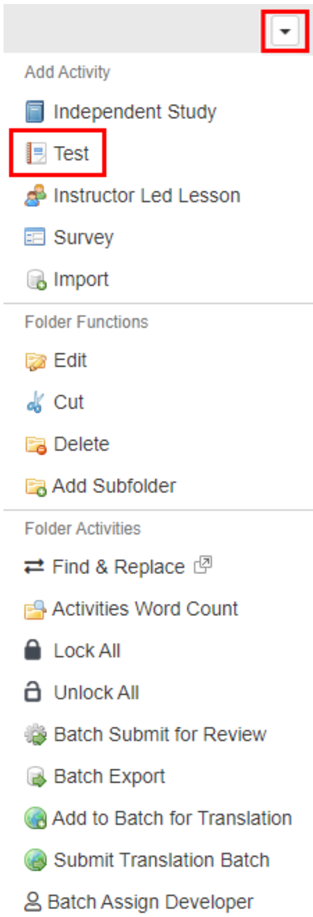
7. Once all the information is captured, click the **Submit** button. A screen will appear indicating that the new activity has been created. The activity profile information is displayed. Verify that the activity profile information is correct.

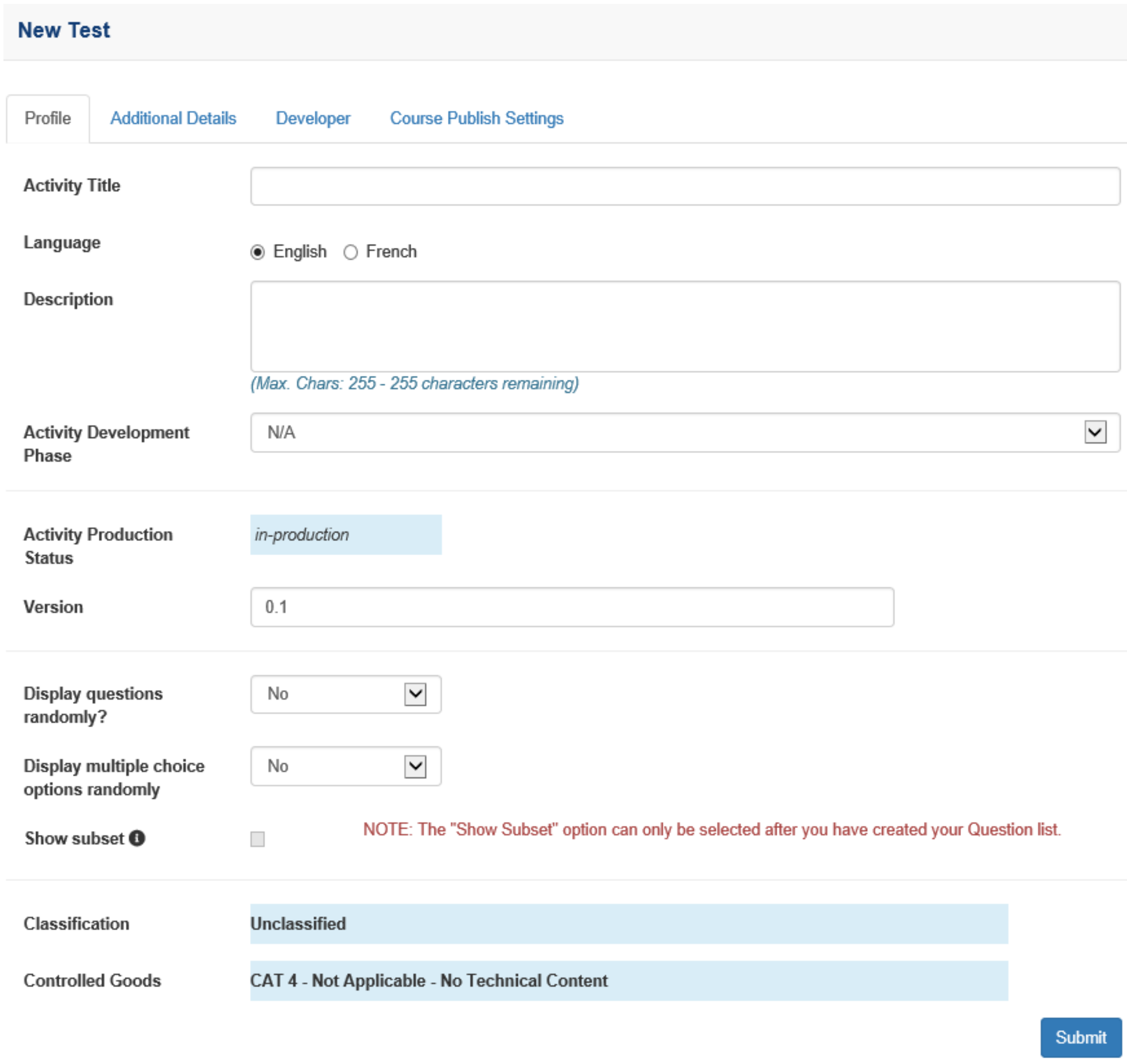
#### 6.7.5.1.2 Test

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 list.


Add Activity
Independent Study
Test
Instructor Led Lesson
Survey
Import
Folder Functions
Edit
Cut
Delete
Add Subfolder
Folder Activities
Find & Replace
Activities Word Count
Lock All
Unlock All
Batch Submit for Review
Batch Export
Add to Batch for Translation
Submit Translation Batch
Batch Assign Developer




3. A **New Test** screen will appear. Enter the following information in the data entry fields under the **Activity Profile** tab:

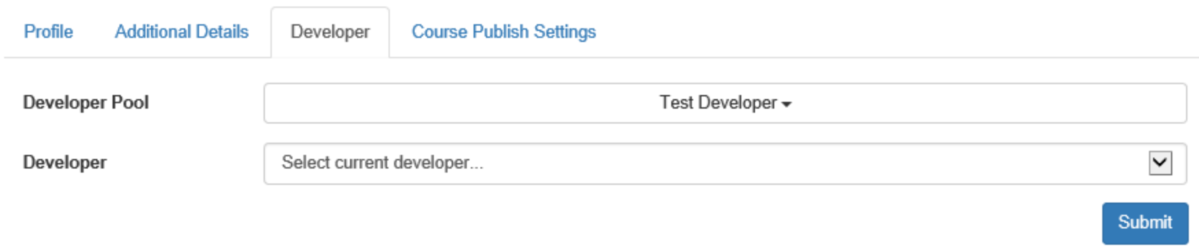
| Information Fields | Meaning |
|---|---|
| **Activity Title** | Type the name of the test. |
| **Language** | If Multilingual Support is enabled for the project, select the language of the activity. |

| Information Fields | Meaning |
|---|---|
| **Description** | Provide a brief description of the test. |
| **Activity Development Phase** | Select the phase of development from the drop-down list. |
| **Activity Production Status** | Production status of test. Read-only at time of creation. |
| **Version** | Type the version of the test (e.g. 0.1). |
| **Display questions randomly?** | Select **Yes** if you wish to have the test questions randomly displayed each time the test is launched. Select **No** if you wish to have questions displayed in the same sequence each time the test is launched. |
| **Display multiple choice options randomly?** | Select **Yes** if you wish to have the multiple choice question options randomly displayed each time the test is launched. Select **No** if you wish to have multiple choice question options displayed in the same sequence each time the test is launched. |
| **Show Subset** | Select to show a subset of questions when taking the test. Read-only at time of creation. |
| **Classification** | The test classification is set to "Unclassified" by default. The security classification level changes based on the content within the test. Read-only at time of creation. |
| **Controlled Goods** | 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 |
|---|---|
| **Introductory Text** | Type any introductory text (e.g. exam instructions) that must be seen by the user to begin answering the questions. |
| **Tags** | Enter and separate tags with a comma. Tags must be representative of the activity's content for accurate search capability. |
| **Cost/Details** | Select "**Yes**" or "**No**" 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. |
| **Copyright/Details** | Select "**Yes**" or "**No**" 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. |
| **TDM Integration** | The test can be linked to a training document and enabling objective from the Training Development Manager (TDM). Note: this field is only available if TDM is included in the LCMS license purchase. |

5. After you have completed the information fields on the **Profile** and **Additional Details** tabs, click the **Developer** tab to select a Developer to be assigned to the test.



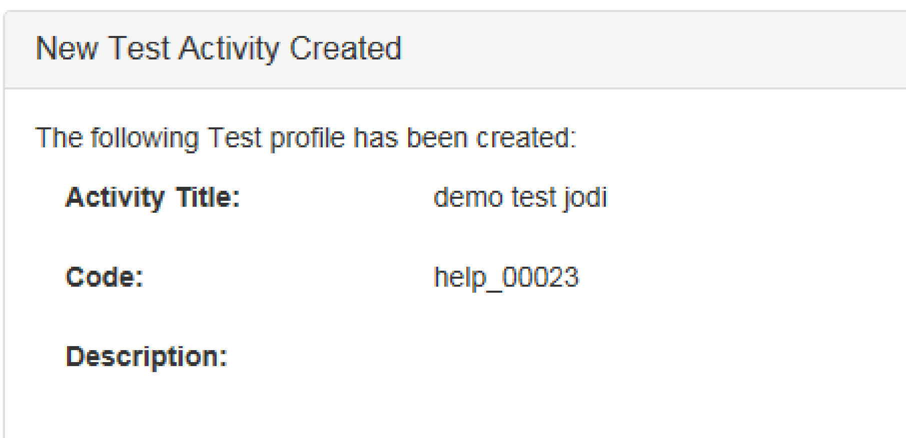

6. Enter the following information in the data entry fields under the **Course Publish Settings** tab:

| Information Fields | Meaning |
|---|---|
| **Navigation Direction** | Select **Forward Only** or **Any.** Determines the direction users will be able to navigate when viewing the activity. |
| **Navigation on Question** | Select the checkbox to require users to answer each question before navigating away from the screen when viewing the activity. |
| **Passmark %** | Enter the percentage of questions users must answer correctly to pass the test. |
| **Activity Type** | Select quiz, exam, ec or pc. |
| **Maximum Attempts** | Select the maximum number of times users can attempt the test. |
| **Instructor Authentication** | Select the checkbox to require instructors to enter their credentials before users can launch the activity. |
| **Show Scrollbar** | Select the checkbox to display a scrollbar in the interface when viewing the activity. |
| **Window Width** | Enter a width for the activity interface. Overrides the interface settings. |

| Information Fields | Meaning |
|---|---|
| **Window Height** | Enter a height for the activity interface. Overrides the interface settings. |
| **URL Parameters** | Enter any custom URL parameters required. |
| **Interface** | Select an interface to use when viewing the activity. |
| **Glossary** | Select a glossary to include with the activity. |
| **SCORM Version** | Select CMI-5, 2004 4th, 2004 3rd or 1.2. |

7. When the information is added, click **Submit.**

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.

#### 6.7.5.1.3 Instructor Led Lesson

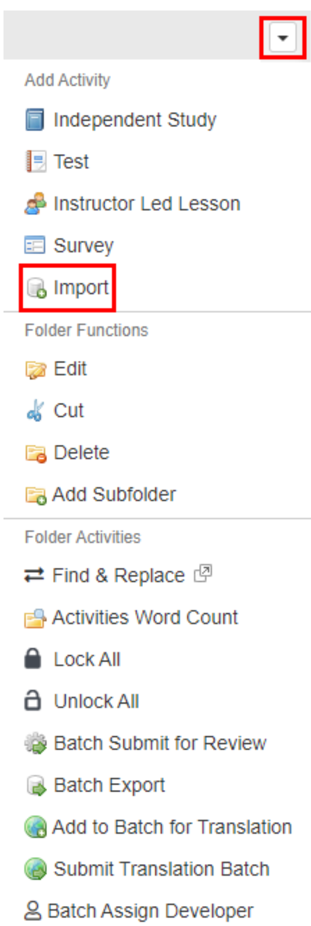
Instructor Led Lessons are identical to Independent Study Activities, except that all instruction screens contain an additional field called **Add Instructor Notes. Navigation Settings** cannot be configured for Instructor Led Lessons.

#### 6.7.5.1.4 Survey

The **Survey** is an add-on feature that is now available as an Instruction Screen Style.

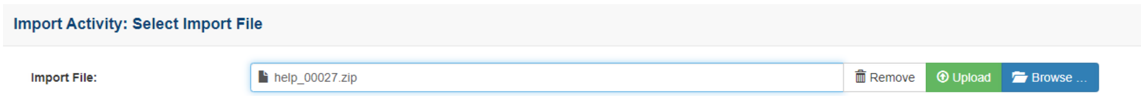
#### 6.7.5.1.5 Import (Activity)

1. From the **Project Menu**, click the drop down arrow and select **Import** for the project.

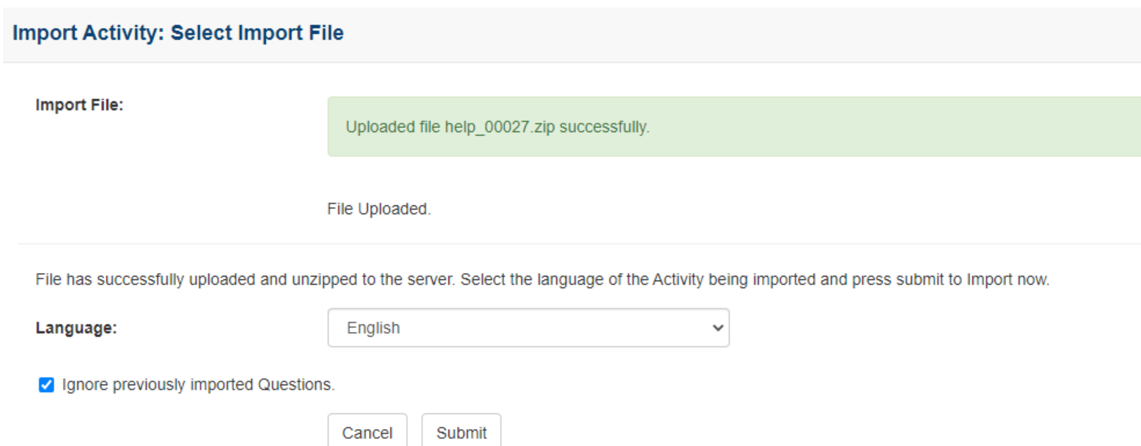



2. Click the **Browse** button and select the zip file you wish to import and click the

**Upload** button. **Note:** Clicking the **Remove** buttons clears the field.




3. 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.

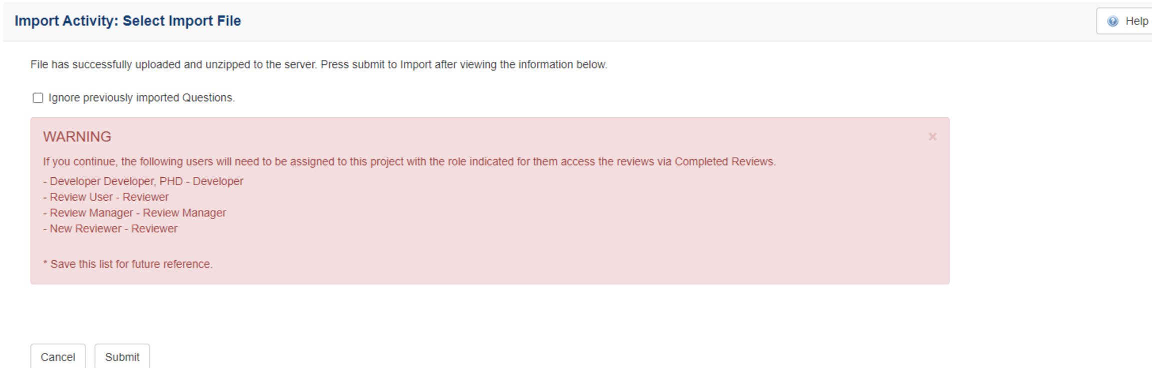



4. Once the file has successfully uploaded and unzipped to the server, click the **Submit** button to complete the import.

**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.

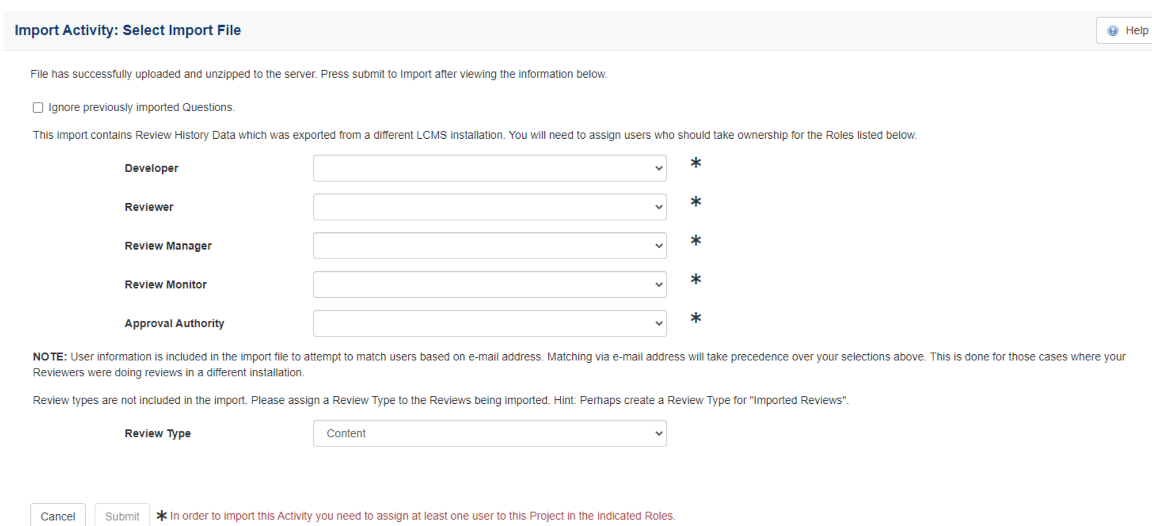



When importing an activity to a project on a different LCMS, current project users may need to be assigned their respective roles during the activity import. **Note:** Review types are not included in the import and also need to be assigned.

1. 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.

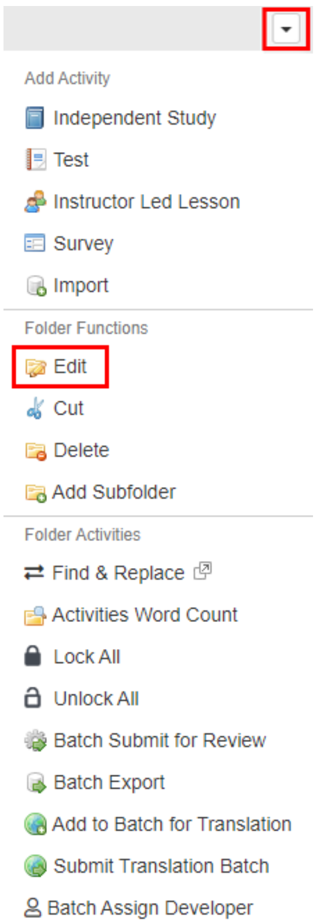
3. Click the **Submit** button to complete the import.



## 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.**



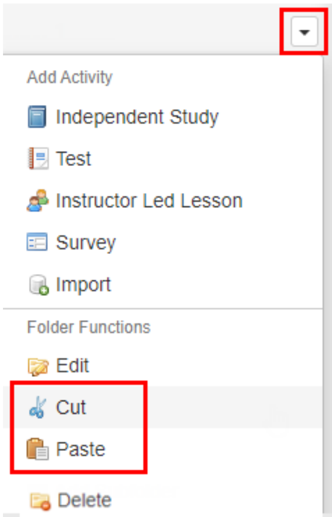

2. The **Edit Activity Folder** screen will appear. Modify the assigned folder name.

3. Click **Submit.** The revised folder name will show on the **Content Repository** navigation tree.

### 6.7.5.2.2 Cut and Paste

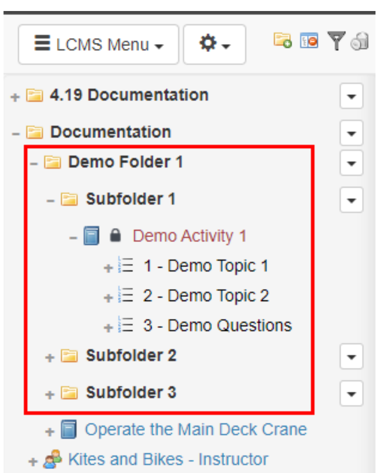
1. Click the **down arrow** button beside the desired folder from the **Content Repository** navigation tree and select **Cut. Note:** The **Paste** option becomes

available once **Cut** has been selected from the list of options.



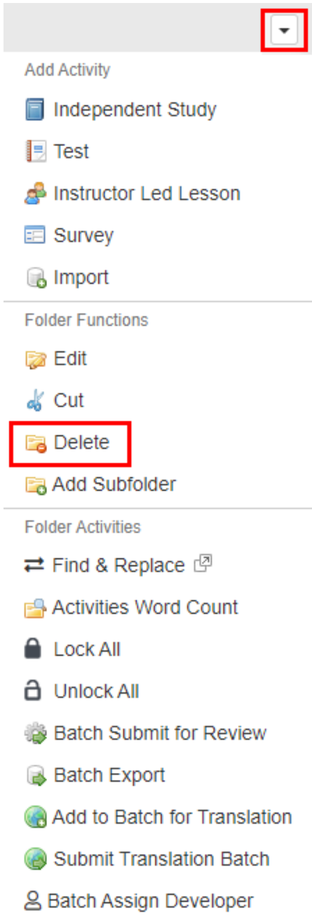

2. On the **Content Repository** navigation tree, navigate to the desired folder (where you want to paste) and click the **down arrow** button.

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.

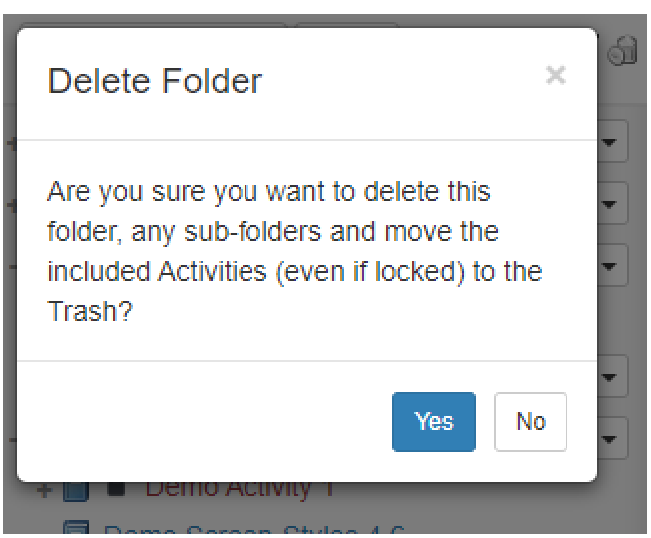



6.7.5.2.3 Delete Folder

1. On the **Content Repository**, click the down arrow beside the desired folder and click **Delete**.



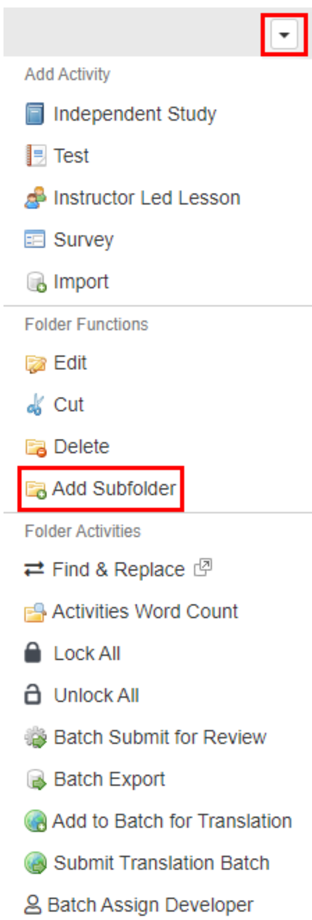

2. On the **Delete Folder** window, click the **Yes** button to remove the folder. **Note:** All activities within the folder will move to the Trash. This also includes the locked activities.



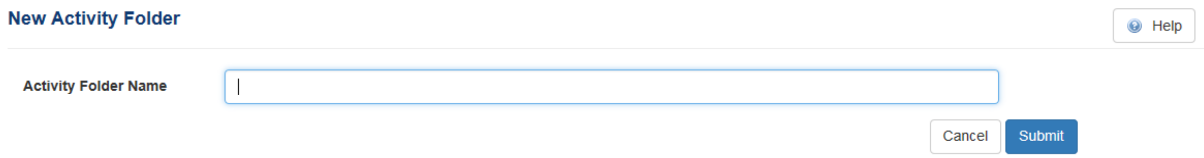
### 6.7.5.2.4 Add Subfolder (Nested)

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.



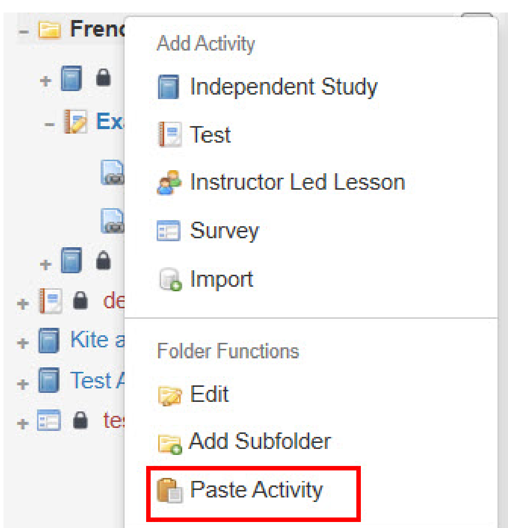

3. Click the **Submit** button. The assigned folder will now appear on the **Content Repository** navigation tree.

#### 6.7.5.2.5 Make an Alternate Language Copy

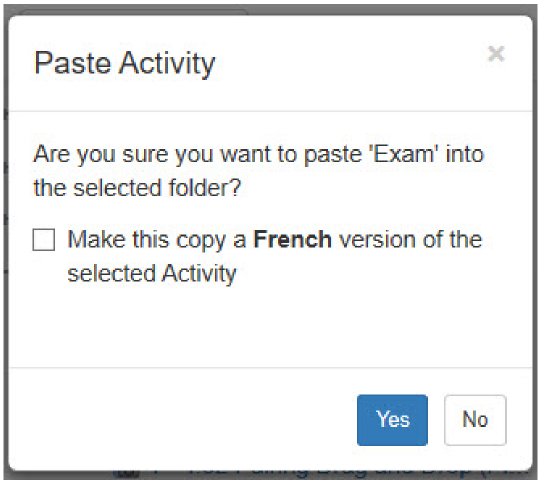
With **Multilingual Support** enabled, you may create a copy of an activity in the alternate language selected, by following these steps:

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.



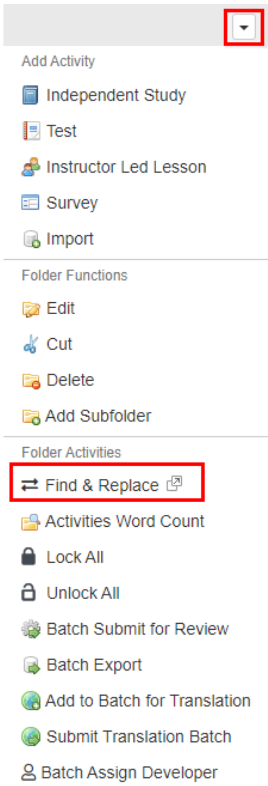

**Note**: Once you paste the activity after selecting the checkbox saying you want to make this an alternate language version, you will not be allowed to paste another alternate language version. The LCMS will only allow for a "regular copy" to be pasted.

## 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 folder.

1. Click the **down arrow** button beside the desired folder from the **Content Repository** navigation tree and select **Find & Replace**.

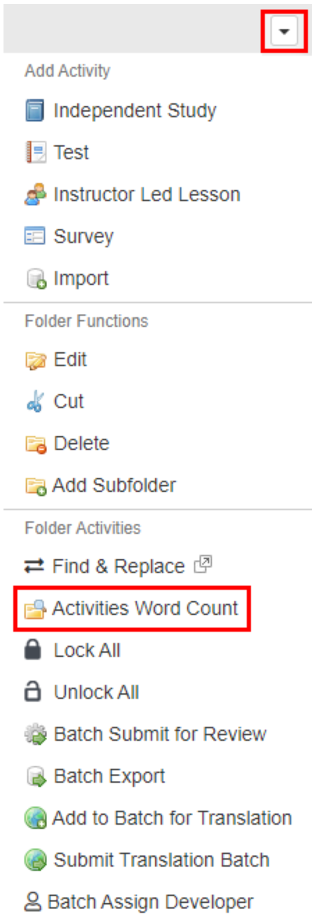



2. See Find & Replace for more information.

#### 6.7.5.3.2 Activities Word Count

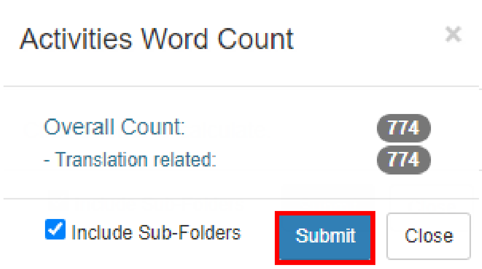
The **Activities Word Count** function may be used by the Administrator, Manager, or Senior Developer to calculate the word count within the folder.

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.

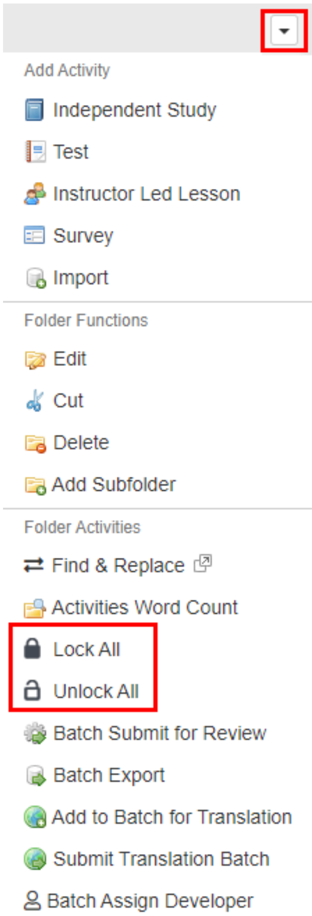
3. Click the **Submit** button to calculate the word count.




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.



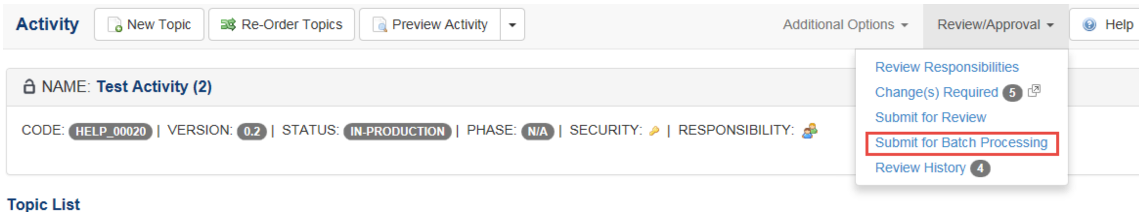

3. Select **Unlock All** to restore the ability to change the folder's contents.

4. Locked activities are indicated by a closed-padlock symbol which appears beside them in the navigation tree.

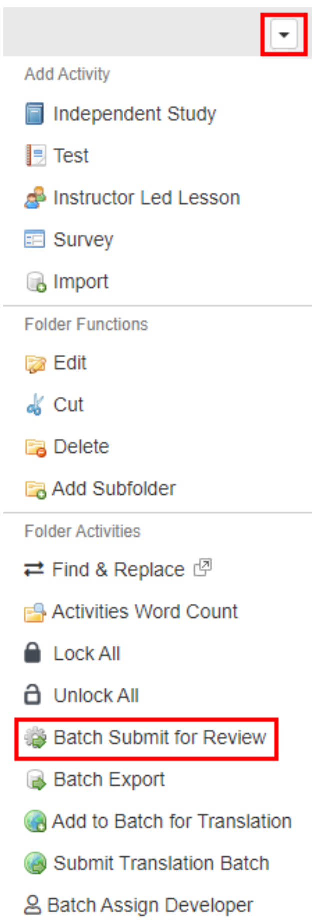
#### 6.7.5.3.4 Batch Submit for Review

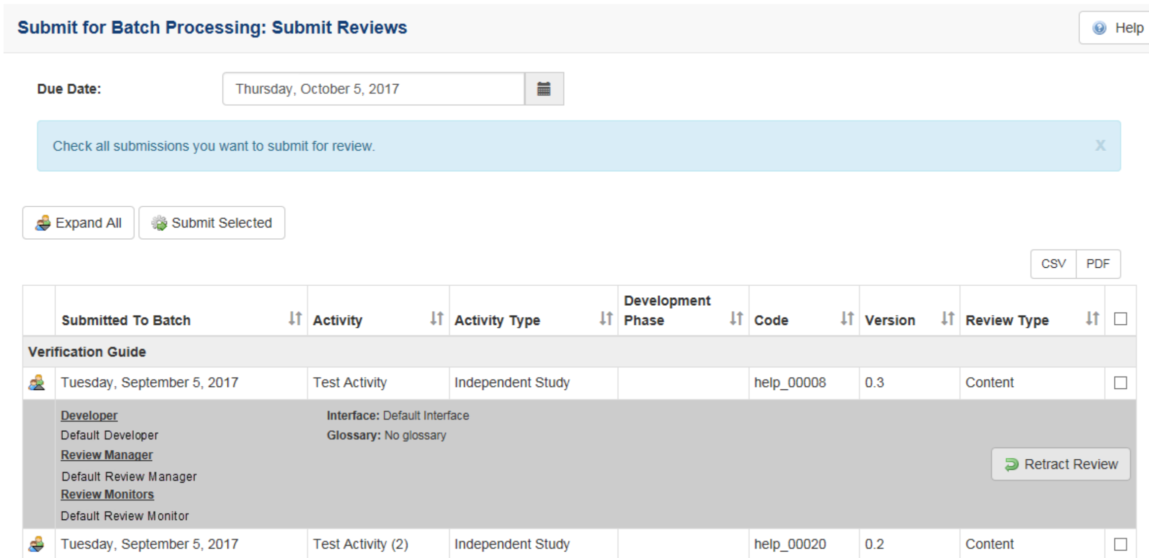
After activities have been submitted that form part of a pending batch, an Administrator or Manager can use the **Batch Submit for Review** feature to process the batch, thereby initiating the review process and sending out notifications. The activities to include in the batch can be selected at this 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.






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.

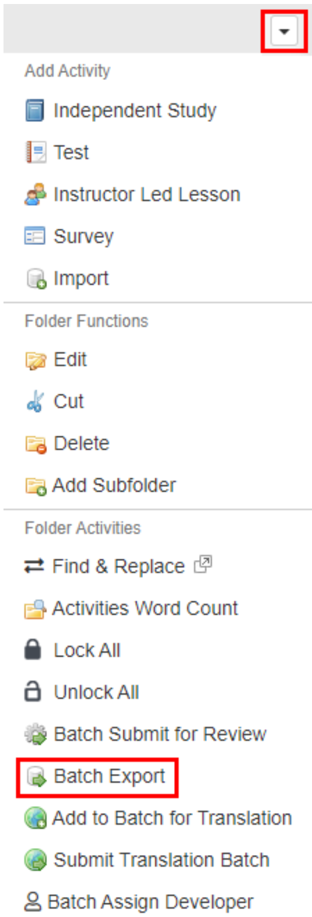
7. Click the **Submit Selected** button to submit the selected reviews as a batch.

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

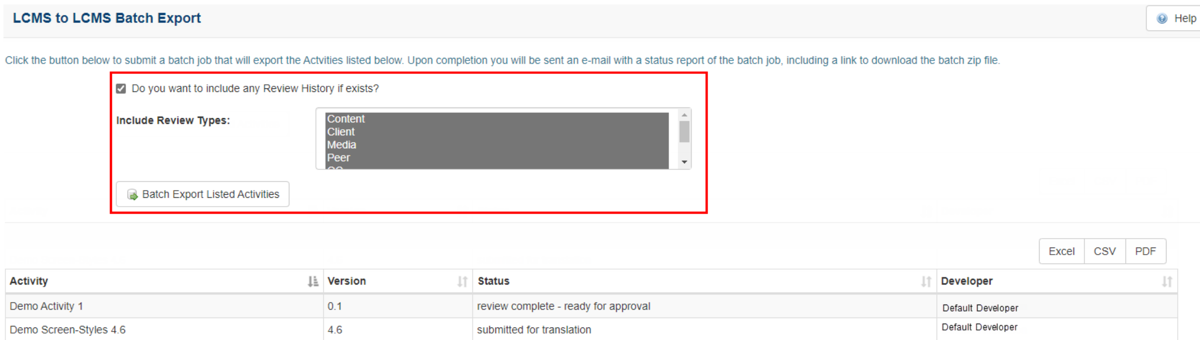
Administrators and Managers can package more than one lesson into a batch for export.

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.

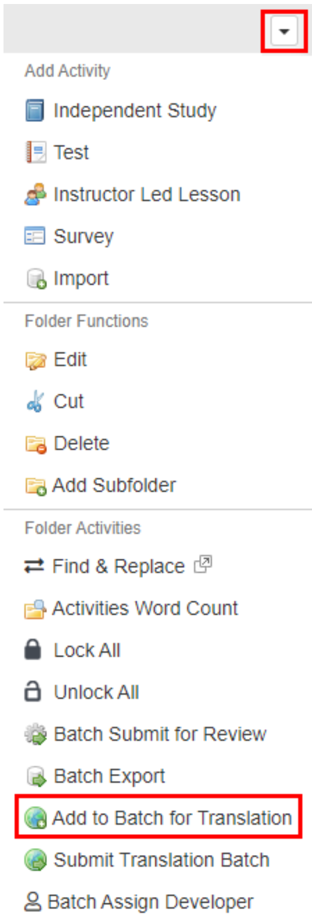



Once the process is finished, the user receives an email confirmation with links to download the .zip files.

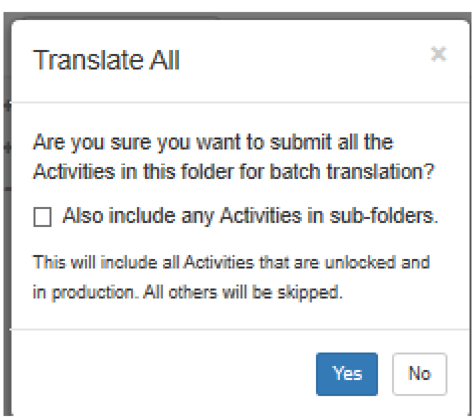
#### 6.7.5.3.6 Add to Batch for Translation

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**.

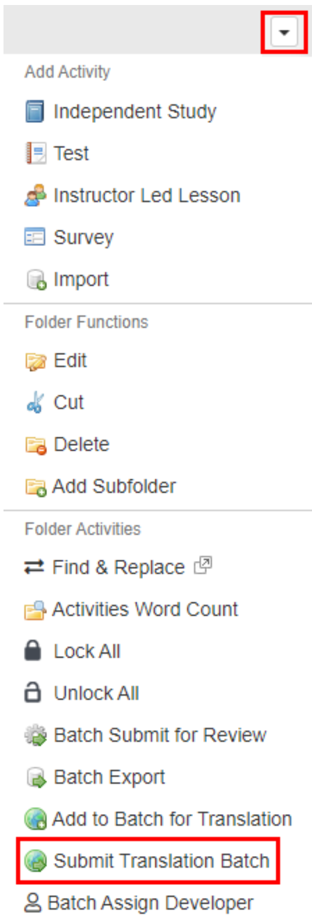



The activity Status field in each activity now states SUBMITTED TO BATCH FOR TRANSLATION.

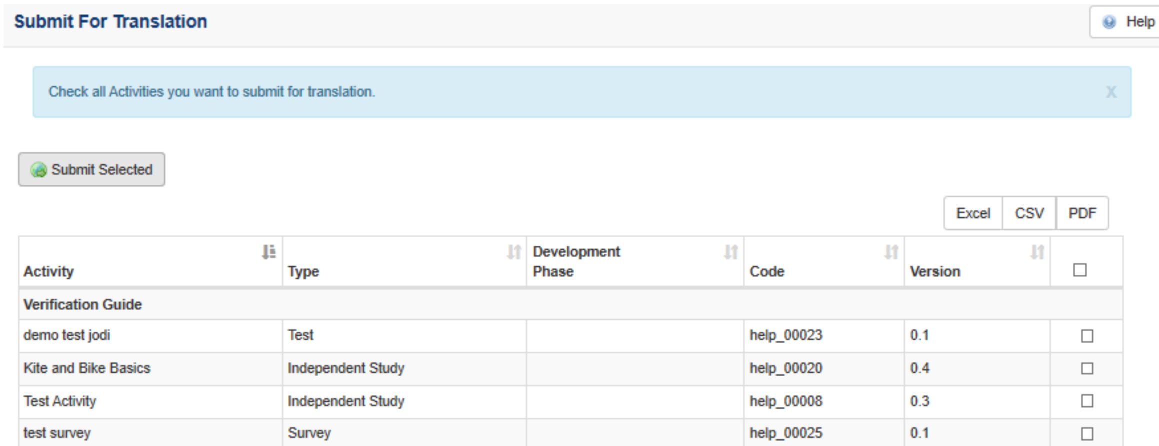
6.7.5.3.7 Submit Translation Batch

Administrators and Managers can submit a translation batch for export.

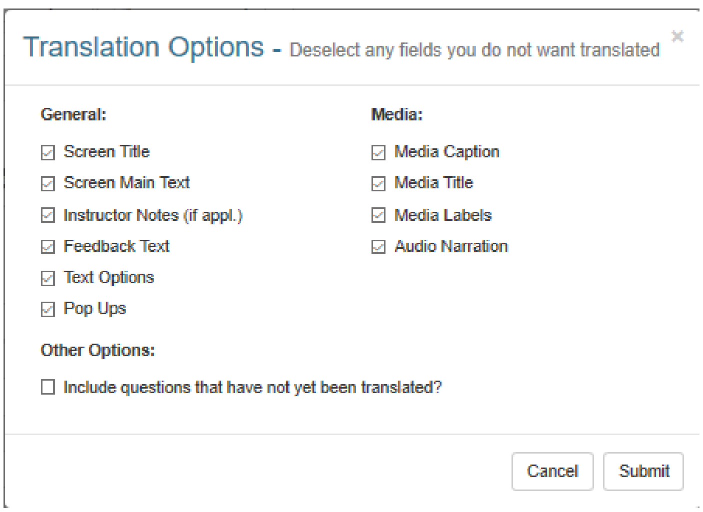
1. Select **Submit Translation Batch** from the **Folder Menu**.



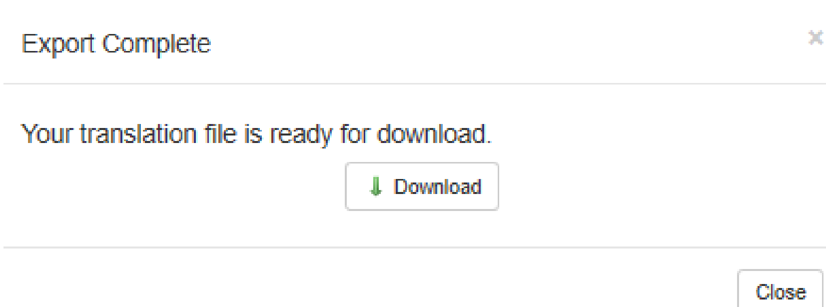

2. Click the check-box for the listed activities that you wish to submit for translation, then click **Submit Selected**.




3. In the **Translation Options** window, deselect any fields you do not want translated. Click **Submit**.



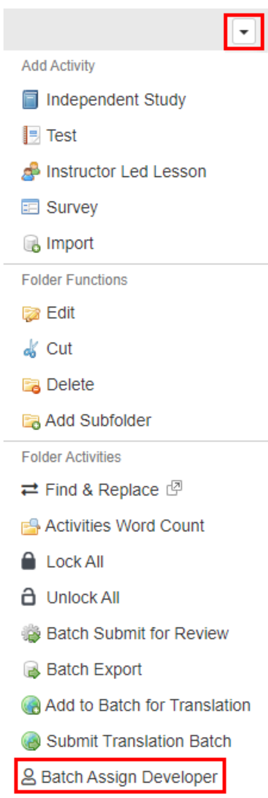

4. After export is complete (files saved and zipped), click the **Download** button (if your are using IE, right-click and select **Save Target As** to download) to download the HTML files for translation.



#### 6.7.5.3.8 Batch Assign Developer

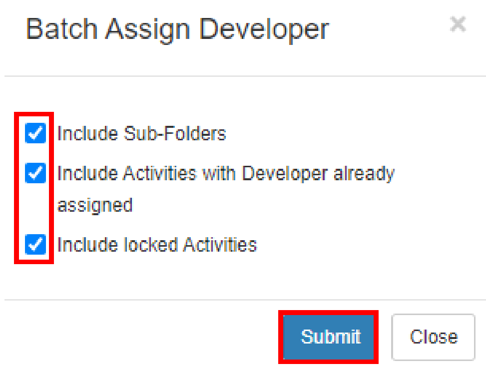
The **Batch Assign Developer** function may be used by the Administrator, Manager, or Senior Developer to assign a developer to all of the Activities within the folder.

1. Click the **down arrow** button beside the desired folder from the **Content Repository** navigation tree and select **Batch Assign Developer**.



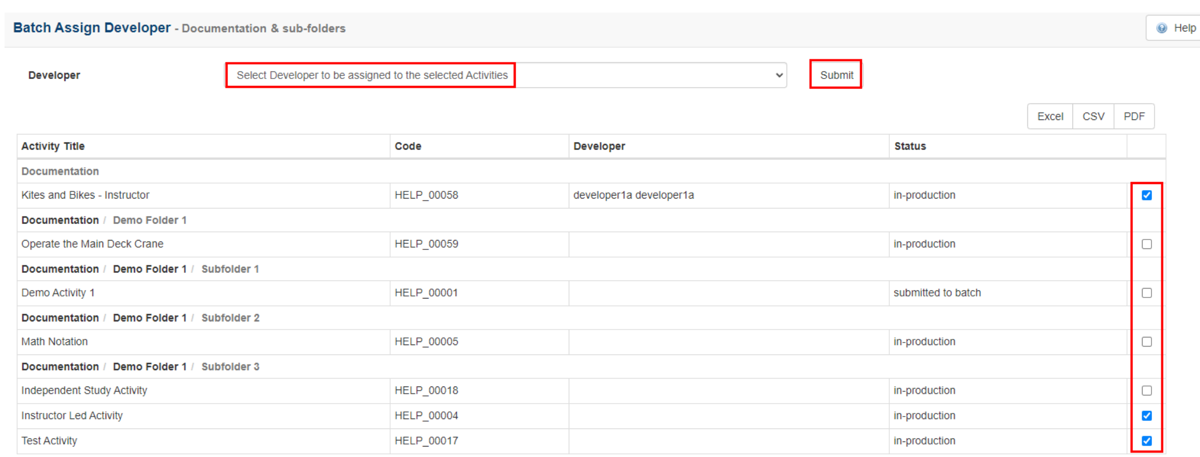

2. On the **Batch Assign Developer** window, click the checkbox beside **Include Sub-Folders**, **Include Activities with Developer already assigned** and/or **Include locked Activities** to select the Activities that will be batch assigned to the developer.

3. Click the **Submit** button.

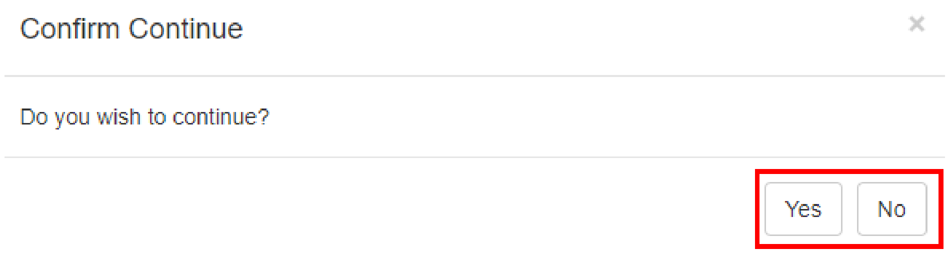



4. On the **Batch Assign Developer** screen for the chosen folder, select the desired developer from the **Developer** drop-down menu. **Note:** The Activities being assigned to the developer will display in the list with a checkmark. **Note:** You may deselect an Activity by clicking the checkbox . Deselected Activities will not be assigned to the developer.

5. Click the **Submit** button to save the selection.




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.

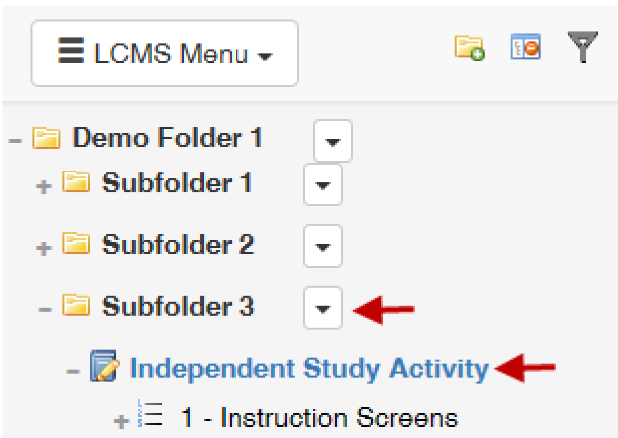

Confirm Continue
×
Do you wish to continue?
Yes
No

# 7 Topic List (Activity Screen)

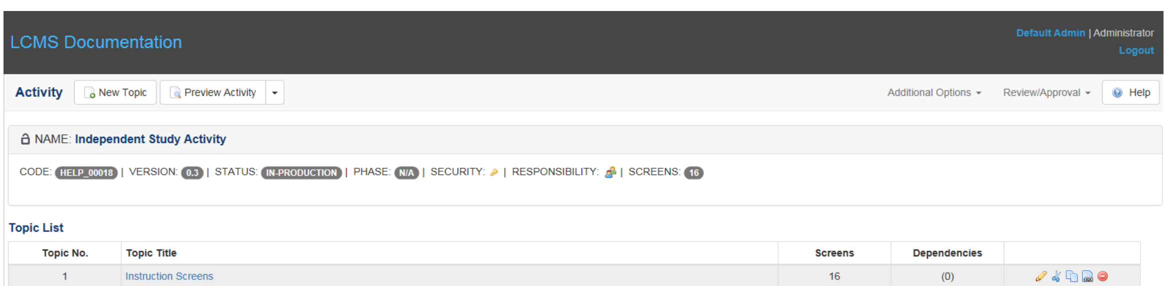
Instructor Led and Independent Study Activities are divided into topics, which must be created in the LCMS before the text and media content can be defined.

To access the **Topic List** or **Screen No.**:

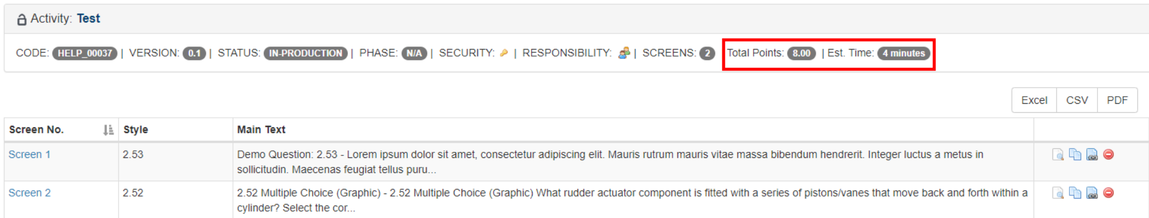
1. Select the folder that the activity belongs to from the navigation tree in the **Content Repository**. Select the lesson activity title in the navigation tree.



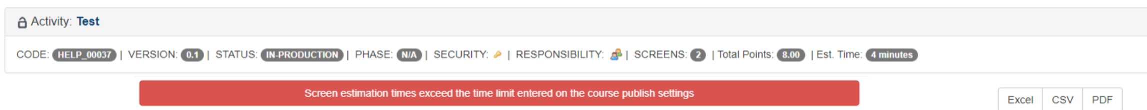

2. The **Activity Screen** with the **Topic List** appears once the activity title is selected.



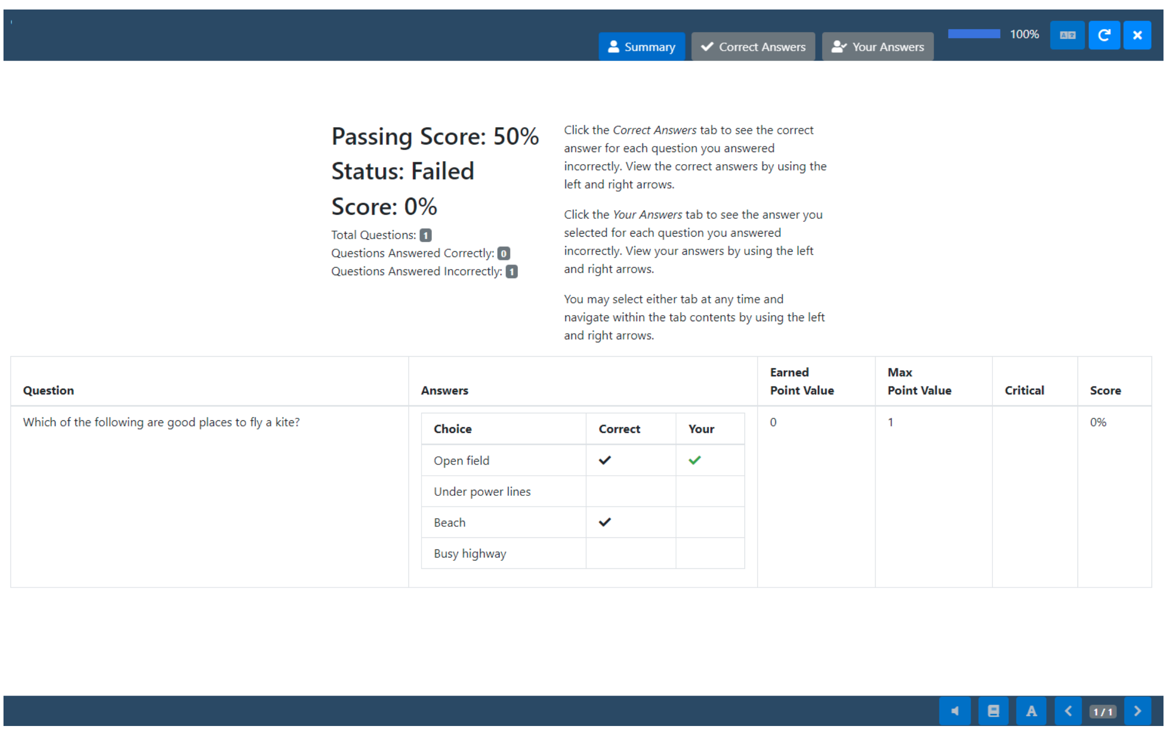

3. When a **Test Activity** is selected, the **Activity Screen** includes **Total Points** and the estimated time to complete (**Est. Time**), if these values have been entered in their corresponding fields and the **Enforce Time Limit** is enabled.




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.

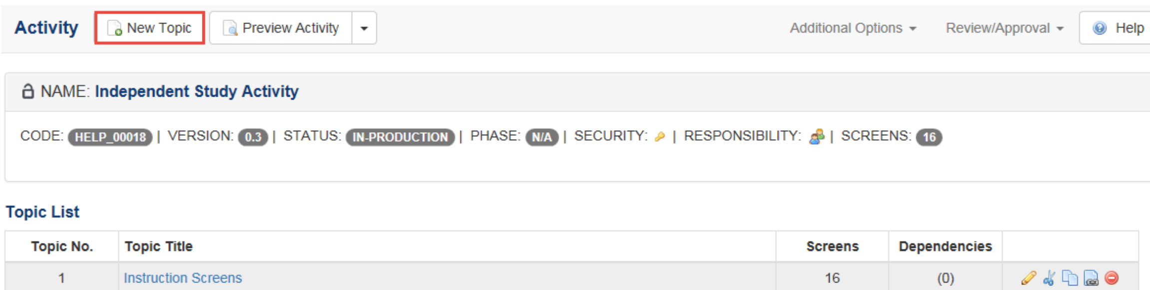



5. Upon completion of the test, the user is presented with a **Summary** screen. This screen provides the test outcomes such as; **passing score**, **pass/fail status** and number of correctly answered questions, etc,.



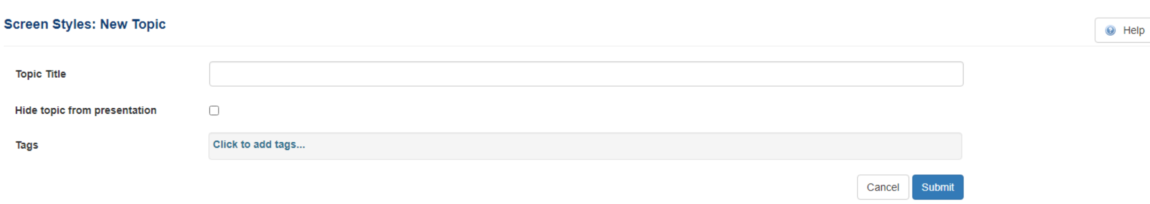
## 7.1 New Topic

1. Click the **New Topic** button.




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 |
| --- | --- |
| **Topic Title** | Type the name of the topic (maximum 200 characters). |
| **Hide topic from presentation** | Click the checkbox to hide the screen from the Activity preview (this is a show/hide feature). |
| **Tags** | Click to select tags. |



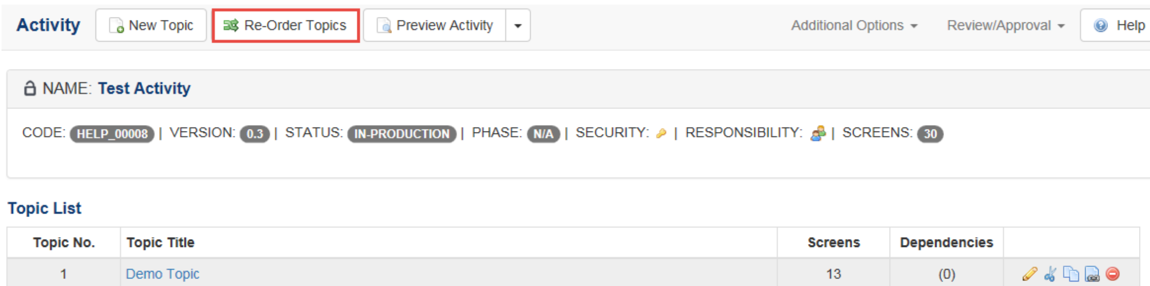

3. Click the **Submit** button. This returns you to the **Topic List** screen, where the topic you created is now listed.

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.

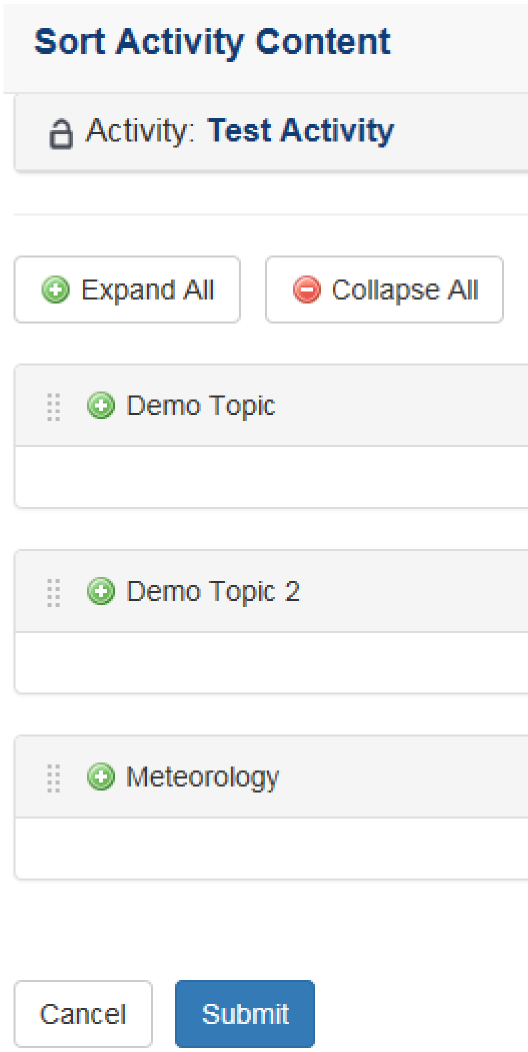
## 7.2 Re-Order Topics

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.




2. A **Sort Activity Content** screen appears, with the title of your activity displayed at the top and a list of your topics below.




3. Click the drag handles of the topic you wish to re-order and drag it to the desired order.

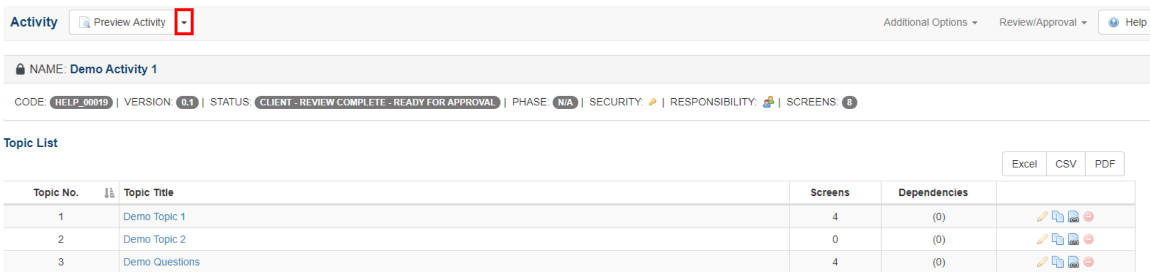
4. Once the topics are in the correct order, click the **Submit** button. The topic or topics that you have rearranged show in the new order on the **Topic List** screen.

**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:

1. 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.




2. 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.

3. 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.

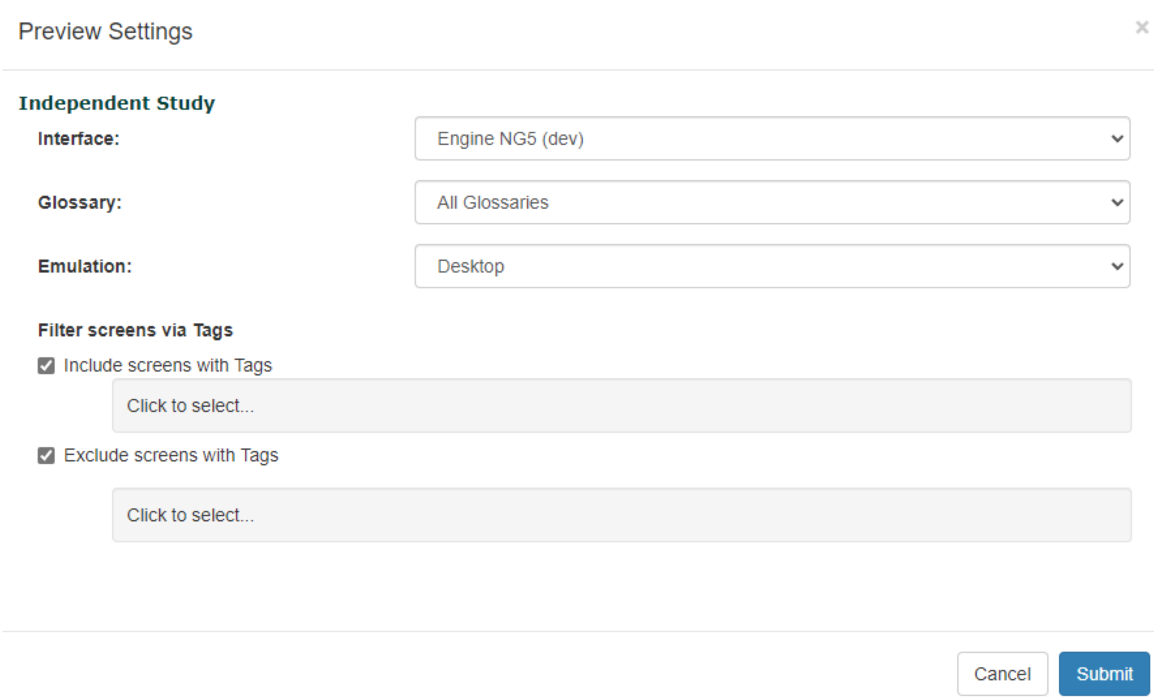
4. To change the **Glossary**, click the drop-down arrow and select the desired **Glossary** from the list.

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).

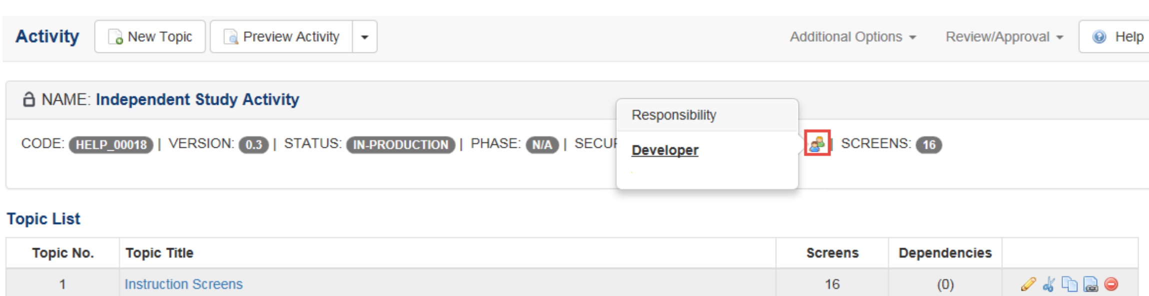
7. Click the **Submit** button to save the changes or the **Cancel** button to return to the Activity screen.



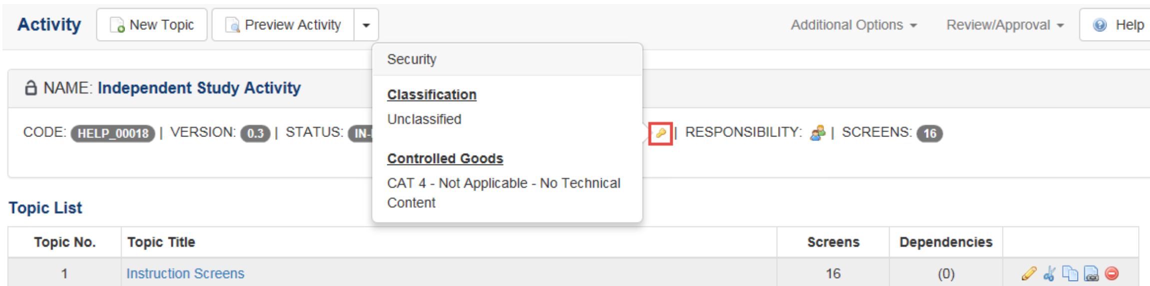

**Tip:** To see the media size and file name at the top of the media area in **Preview**, click anywhere onscreen, then use the keyboard shortcut **CTRL**+**Alt**+**Shift**+**S**.

## 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.



2. Hover over the **Security** icon on the **Activity Screen** to see the **Classification** and **Controlled Goods** category that are applied to the lesson.

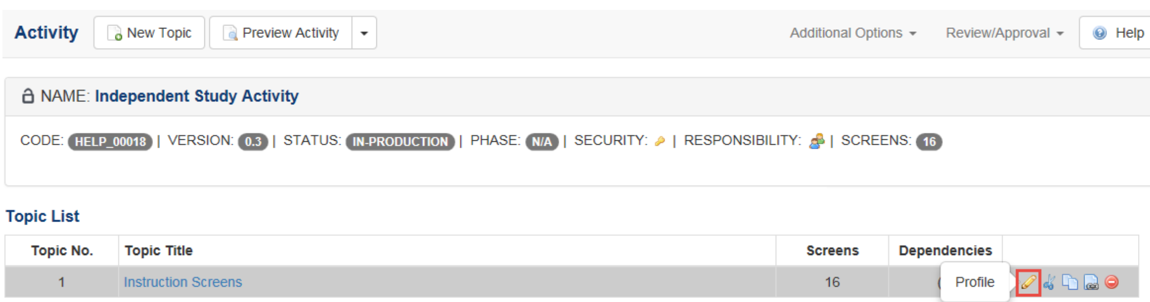



3. The total screen count for the activity is shown next to **Responsibility** and **Security**.

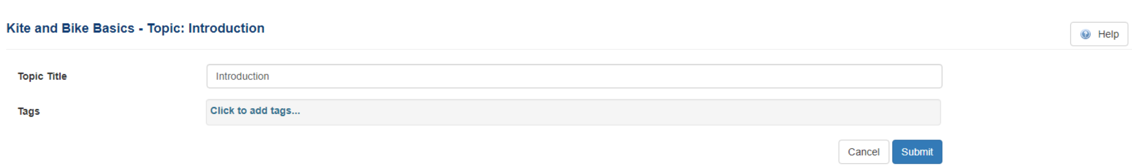
## 7.5 Profile

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**.




2. Change any required information in the **Topic Title** or **Tags** fields.



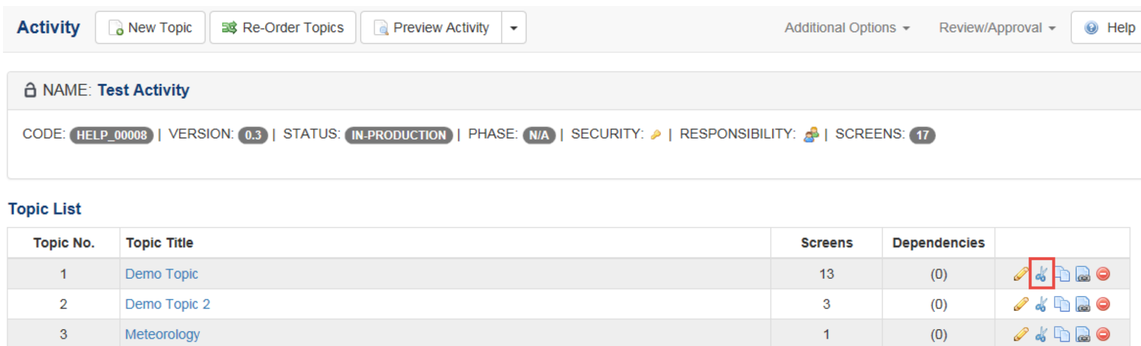

3. Click the **Submit** button.

## 7.6 Cut/Copy/Paste Topic

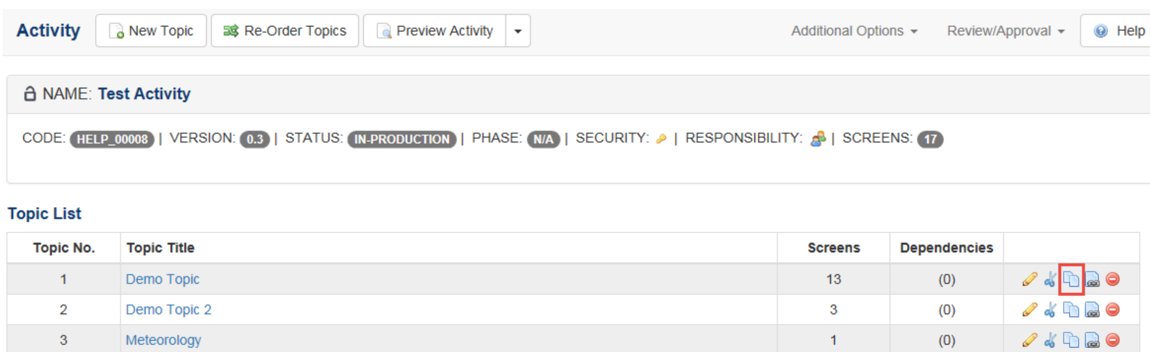
Topics created for other lessons may be cut or copied and used within the same lesson or within a new lesson activity. To cut or copy an existing topic:

**Note:** A Topic cannot be cut or copied if it is in a locked state.

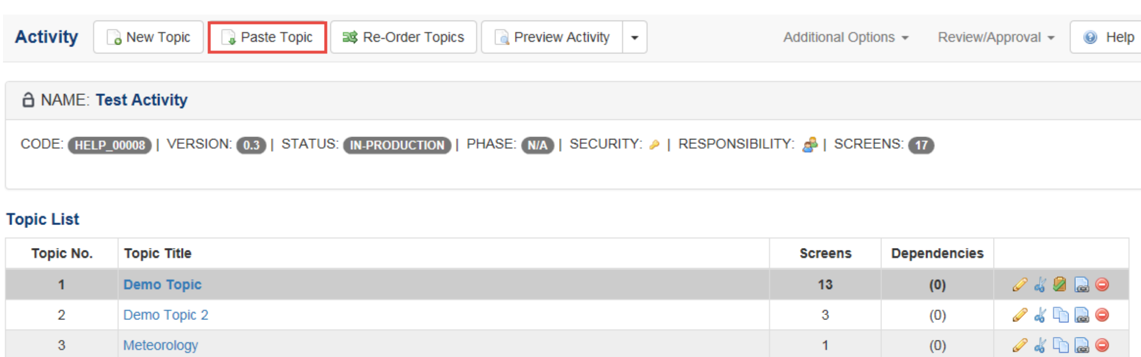
1. Click the **Cut Topic** icon beside the topic you want to cut.



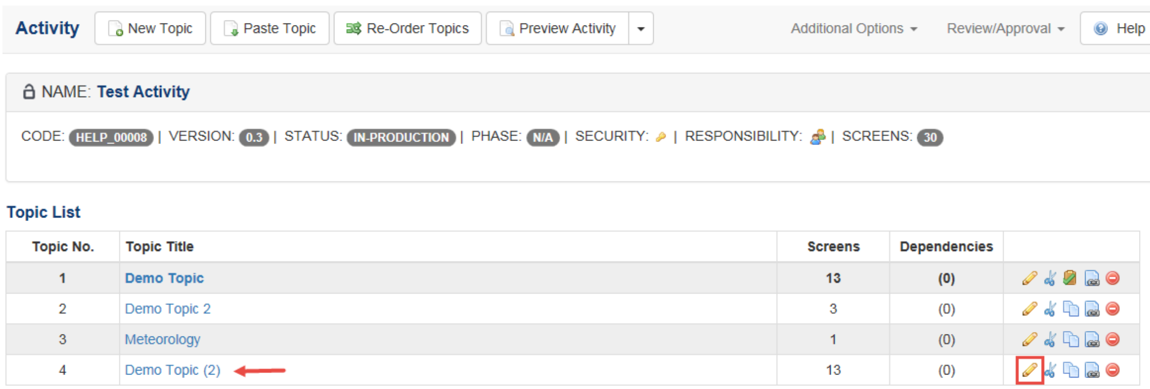

2. Alternatively, if you wish to copy a topic, click the **Copy Topic** icon.




3. Navigate to where you want to place the cut or copied topic (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 copied to the same activity.

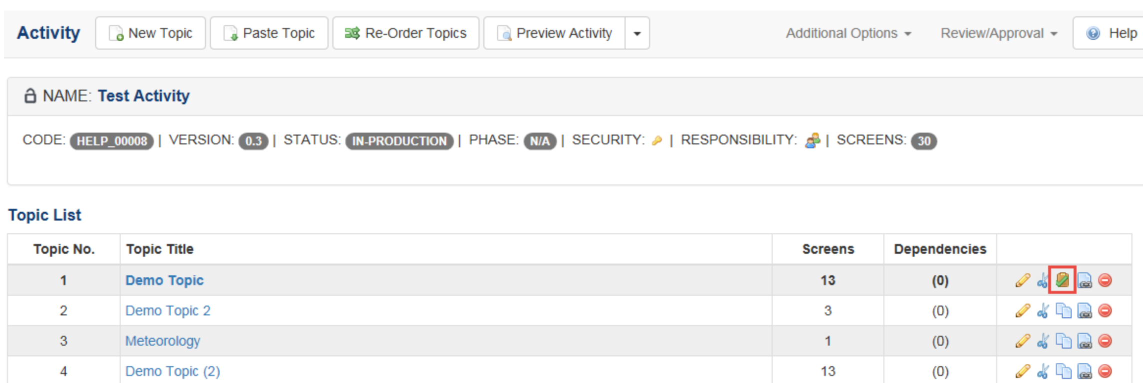


4. If this is the first time this topic has been copied, the copied topic will have the original topic name and the number (2) beside it. Click the copied topic's **Profile** icon to enter a different topic name.




5. Click the **Submit** button.

6. To remove the topic from the clipboard, select the green checkmark (over the **Cut** or **Copy Topic** icons).



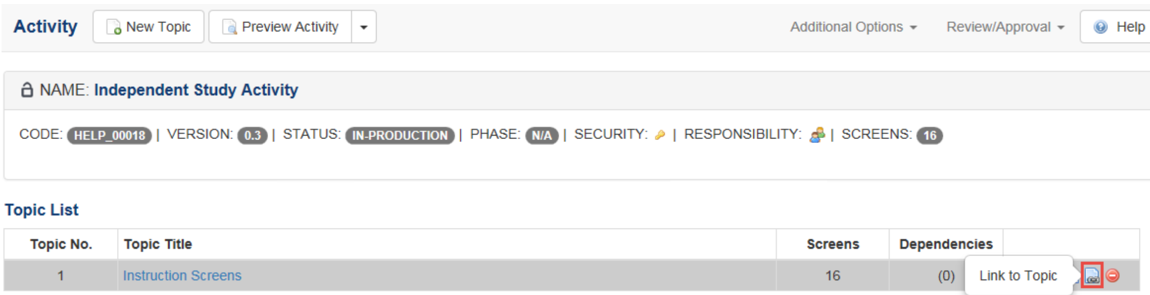

**Note:** When Topics (as well as Activities) are copied or cut, an icon appears to the right of the LCMS Menu. This allows you to clear the clipboard as required.

## 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 an existing topic:

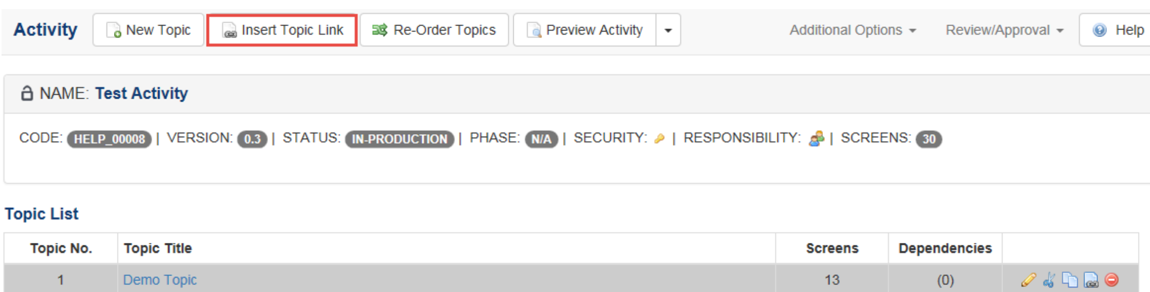
1. Click the **Link to Topic** icon beside the topic you want to link. The link icon

changes to a clipboard.



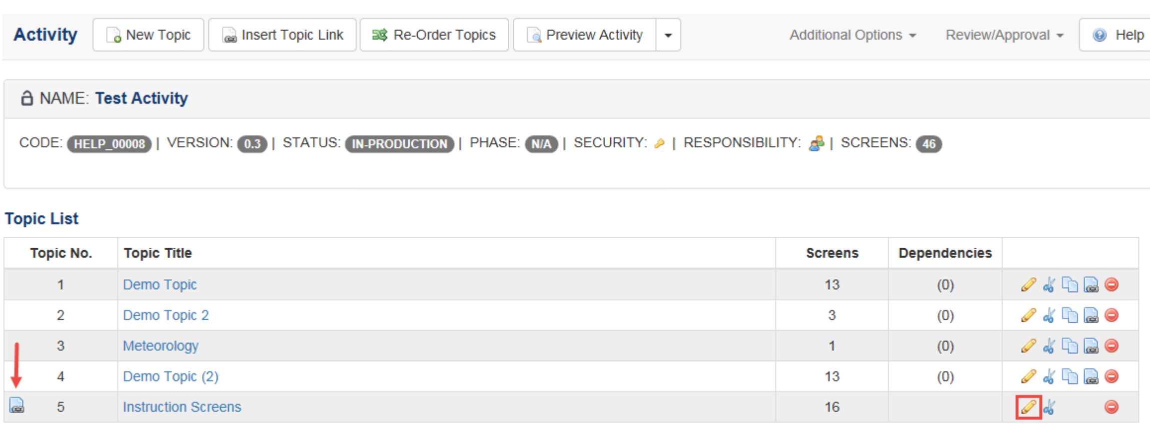

2. Navigate to where you want to insert the linked topic (could be within the same activity or another one of the same type) and open the activity.

3. Click the **Insert Topic Link** button at the top of the screen to insert the linked topic.




4. The new topic appears at the bottom of the **Topic List**. It has an icon to the left of its topic number to indicate that it is actually a *linked* topic.

5. To change the name of the linked topic, click the **Profile** link to open a pop-up box.

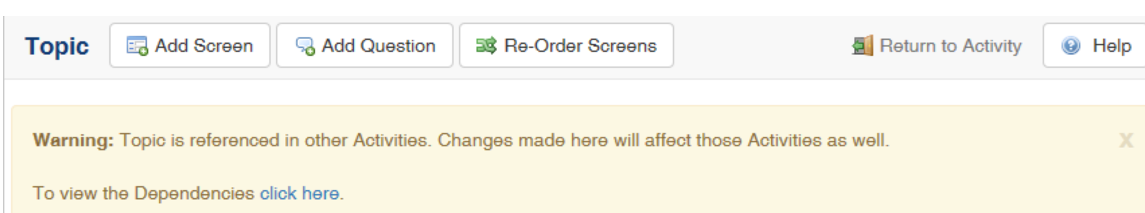


6. The **Master Topic Details** pop-up contains a field for **New Topic Name**, along with details about the master topic. Click the **Master Topic** link to view and edit the master screens.


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.**"

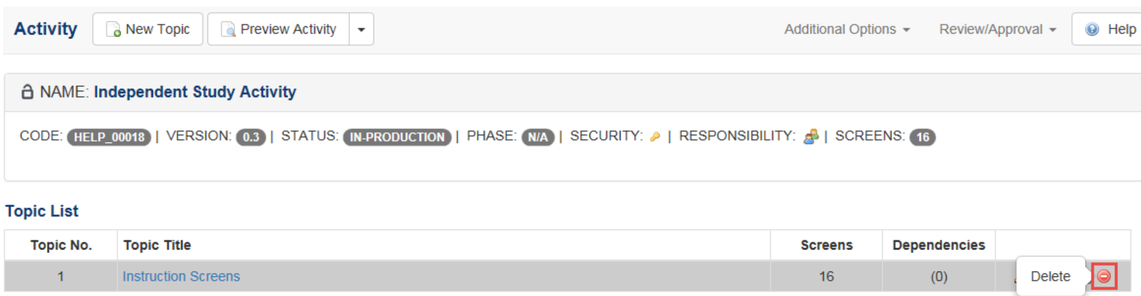

9. At the top of the **Screen List** screen of the master topic, you will see a message box warning that the topic is referenced in other Activities and that changes made will also affect those Activities. There is a "**click here**" link that opens a window with details of one or more *linked* topics associated with the current *master* topic.



## 7.8 Delete (Topic)

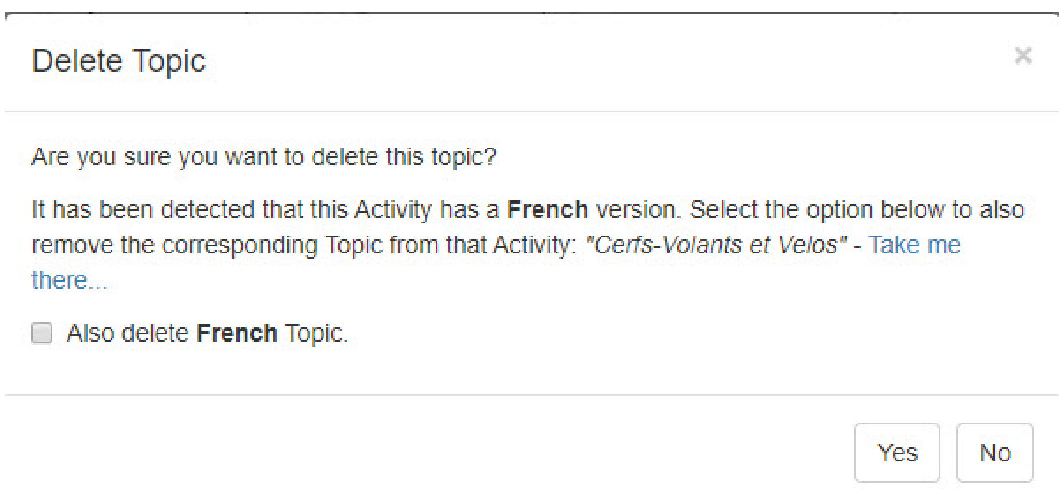
You can delete a lesson topic at any time, unless there are screens within it that are linked elsewhere.

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.




2. Click **OK** to remove the topic from the **Topic List** or **Cancel** to keep the topic.

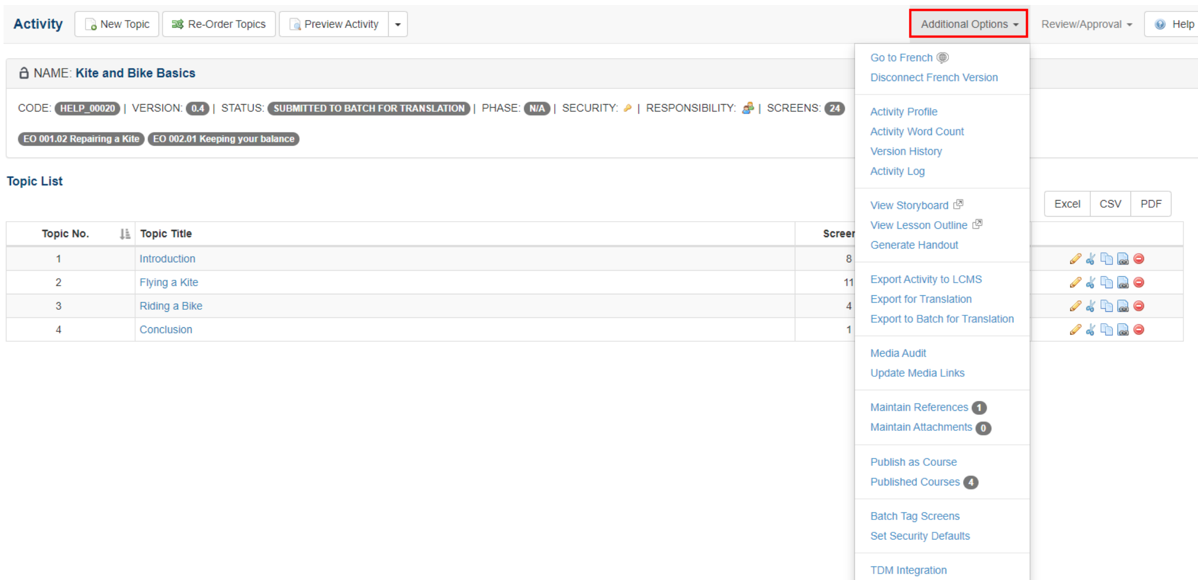
**Note**: If the topic has an alternate language version in another activity, a dialogue pop-up window will prompt you with this information. You will have the option to go to the other topic to view it and to also delete the alternate language version of this topic.




**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)

The Activity menu is titled **Additional Options** and contains the following options:

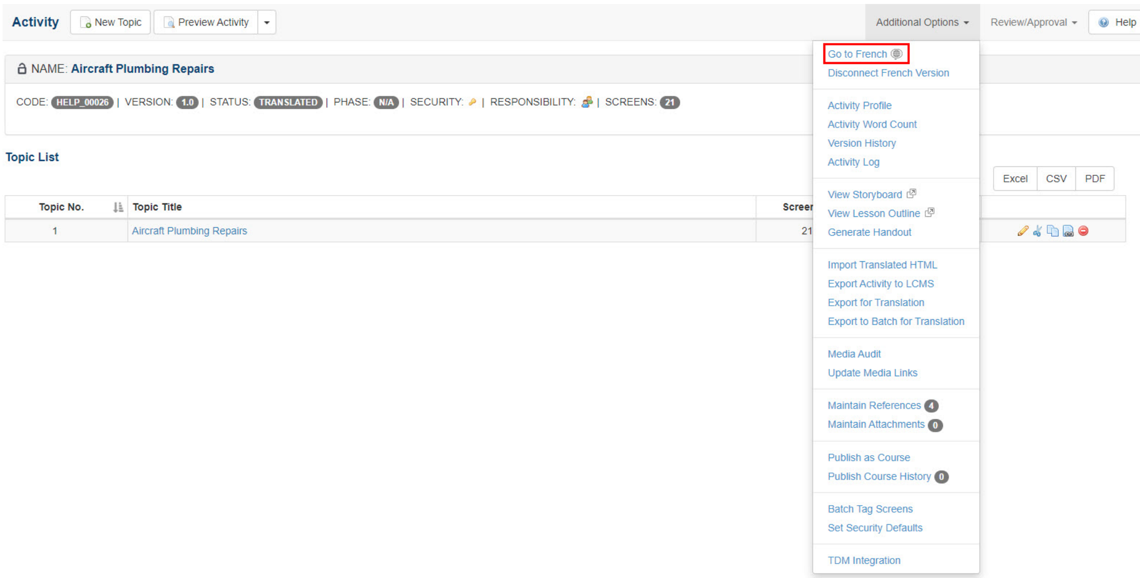



This menu is available on the **Topic List** screen once an activity has been selected. Depending on the rights you have been assigned, you may have access to some or all of the LCMS **Additional Options** management functions for managing activities. Those assigned LCMS management rights control access 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.

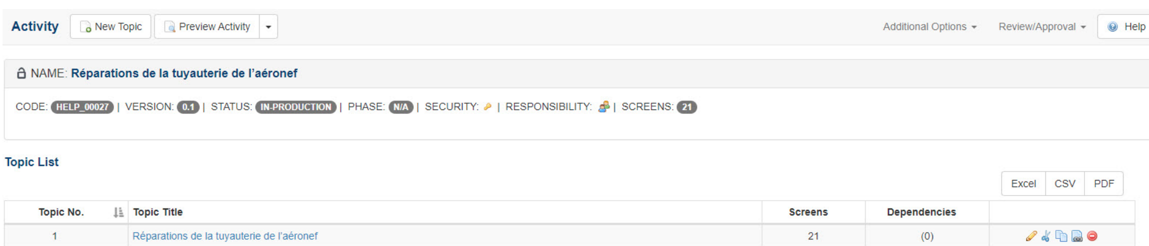
## 7.9.1 Go to Alternate Language

If the activity has been translated, the LCMS allows you to toggle to the translated activity.

1. Click **Go to <Language>** from the **Additional Options** menu.



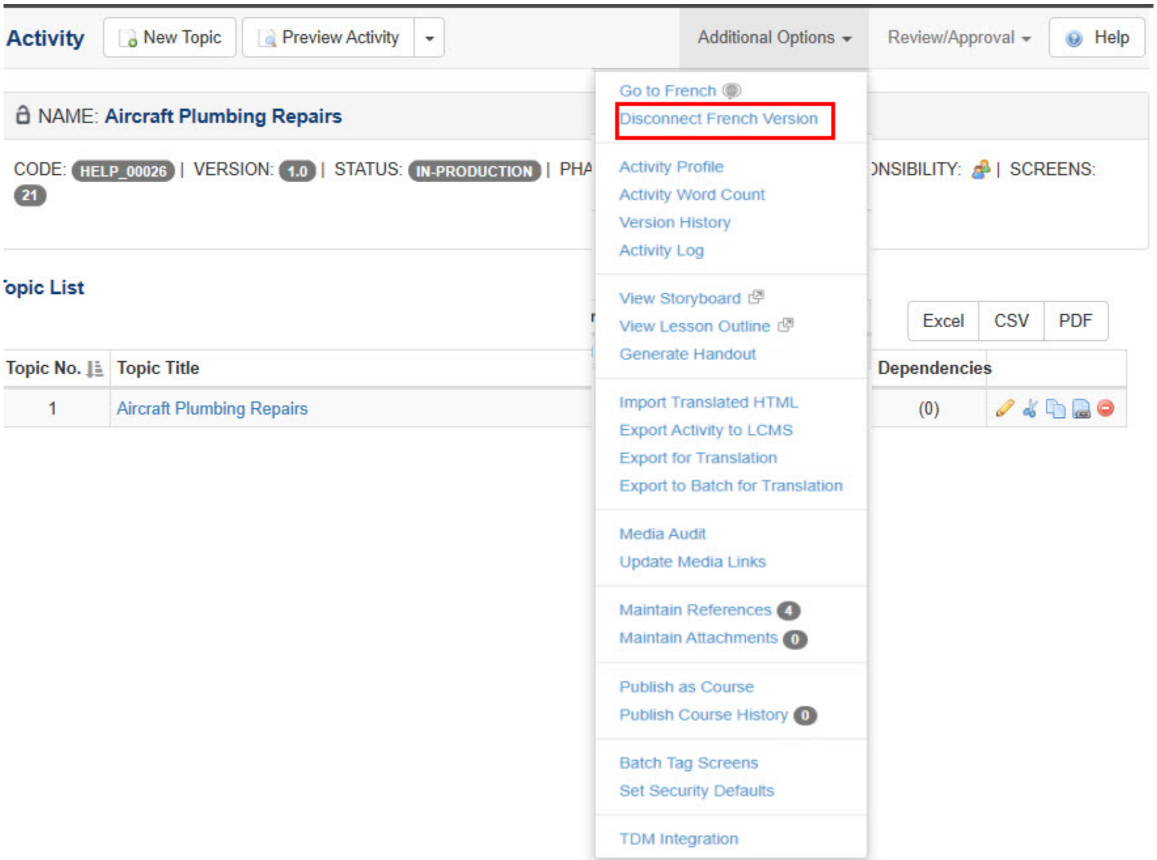
The activity will automatically switch to the alternate language.



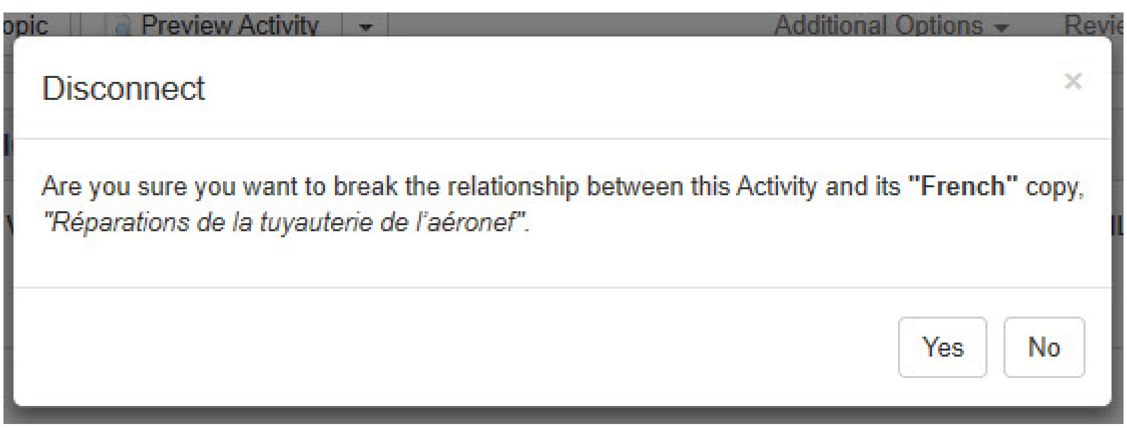
## 7.9.2 Disconnect/Connect Alternate Language

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.




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.

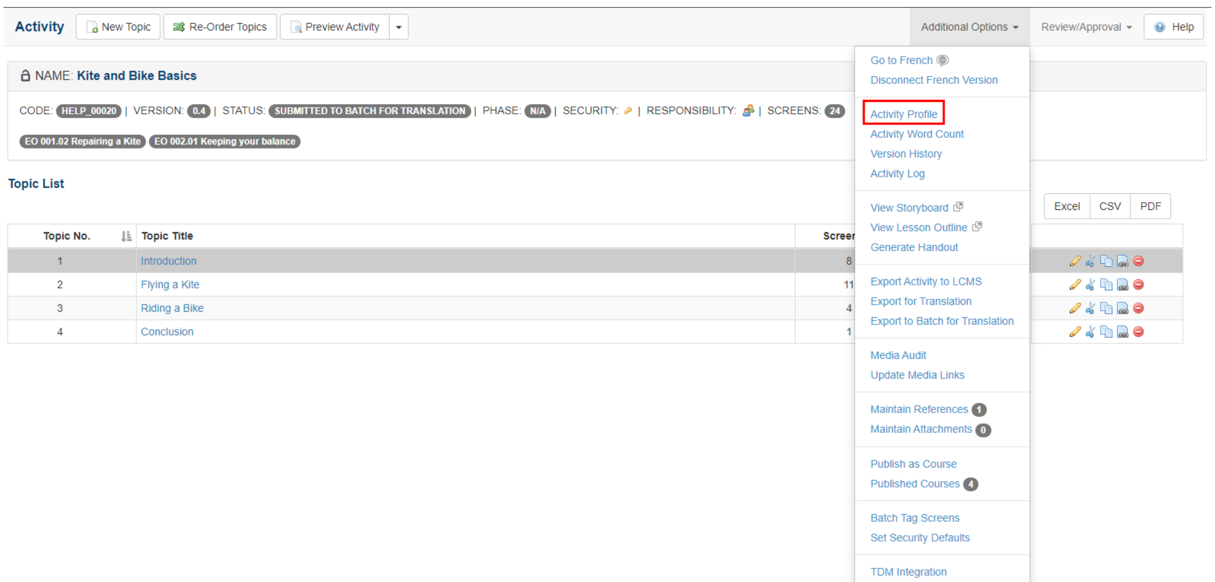



**Note**: If you do disconnect from the alternate language activity, you can reconnect to it from the **Additional Options** menu by selecting **Connect to <Language> Copy** and then choosing your activity from the list.

## 7.9.3 Activity Profile

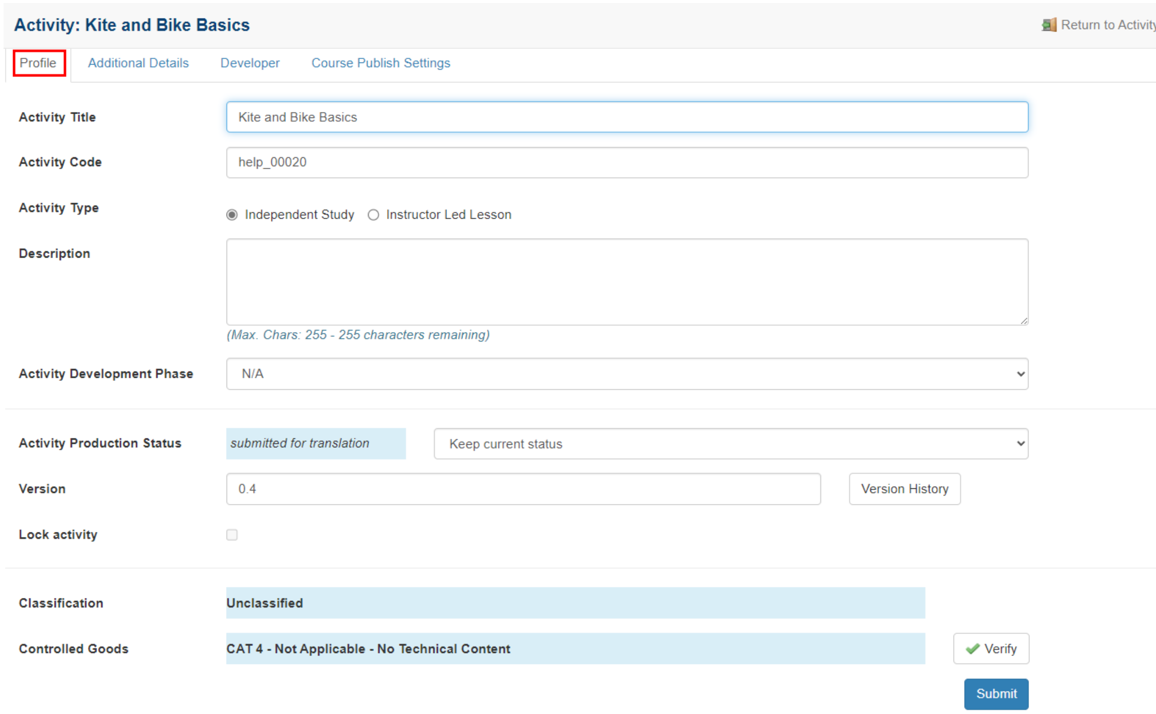
When an activity is created, the **Activity Profile** information is entered. This information may also be edited or viewed at any time. Your rights to edit will depend on the LCMS rights you have been assigned.

To edit or view an activity profile, click **Activity Profile** from the **Additional Options** menu.




### 7.9.3.1 Profile Tab

1. Click the **Profile** tab from the **Activity Profile** screen. **Note**: Depending on the activity type, the fields available to edit may vary.




2. Edit or view the required fields.

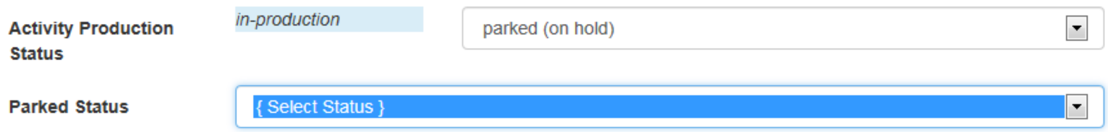
3. The activity's auto generated code will be populated in the **Activity Code** field. If desired, a new value may be entered in this field. Activity codes must be unique and must only contain letters, numbers, dashes and underscores.

4. The **Activity Type** 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. **Note:** If the Review Instructions field is not empty, the Instructor Notes will not copy over. They will 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. **Note:** 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.

5. When the **Activity Production Status** is set to **Parked (on hold)**, a drop-down menu will be displayed, from which you can select the **Parked Status**.

**Note**: When an Activity is parked it is also automatically locked, and the **Lock**

**activity** checkbox is disabled. An activity can only be unlocked when the **Activity Production Status** is set to "in-production".

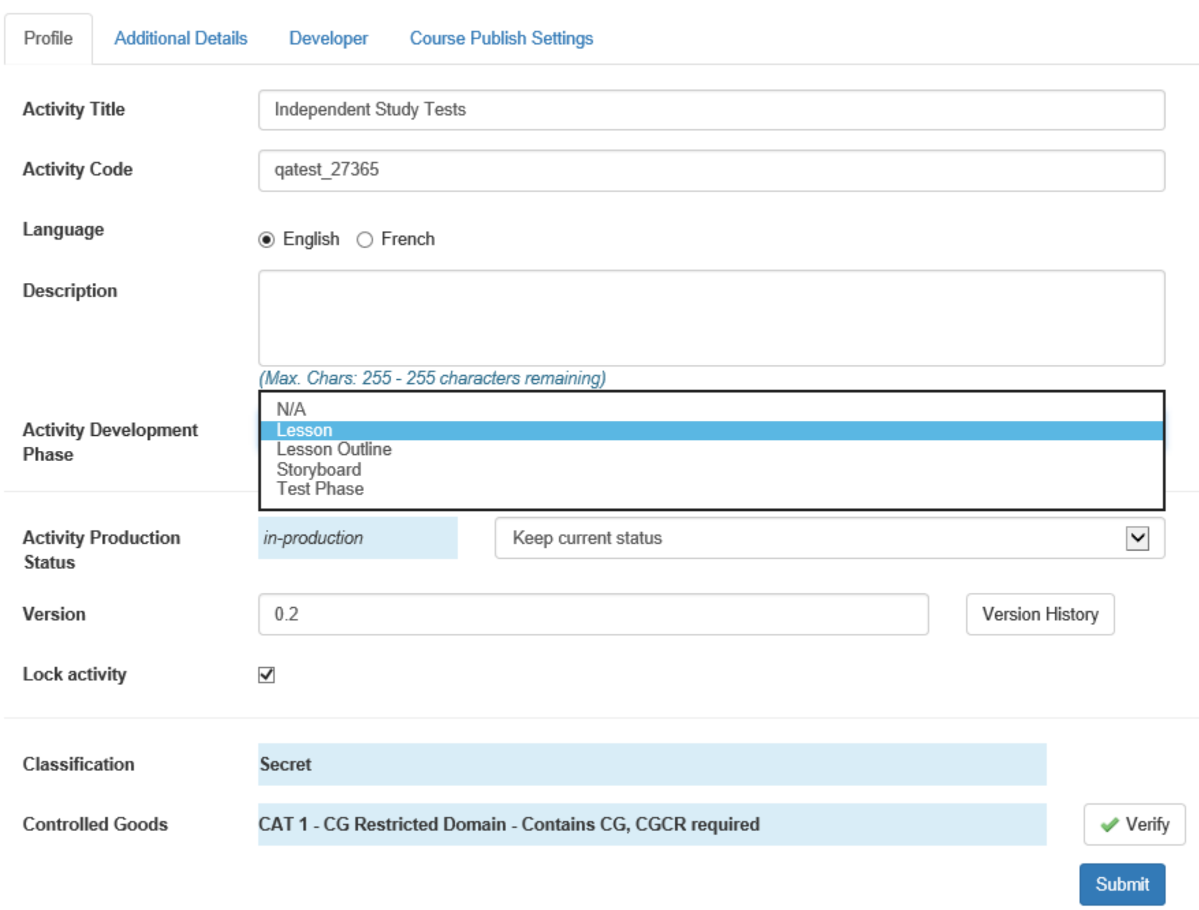



6. Click **Cancel** to close or click **Submit** to save any changes.

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.



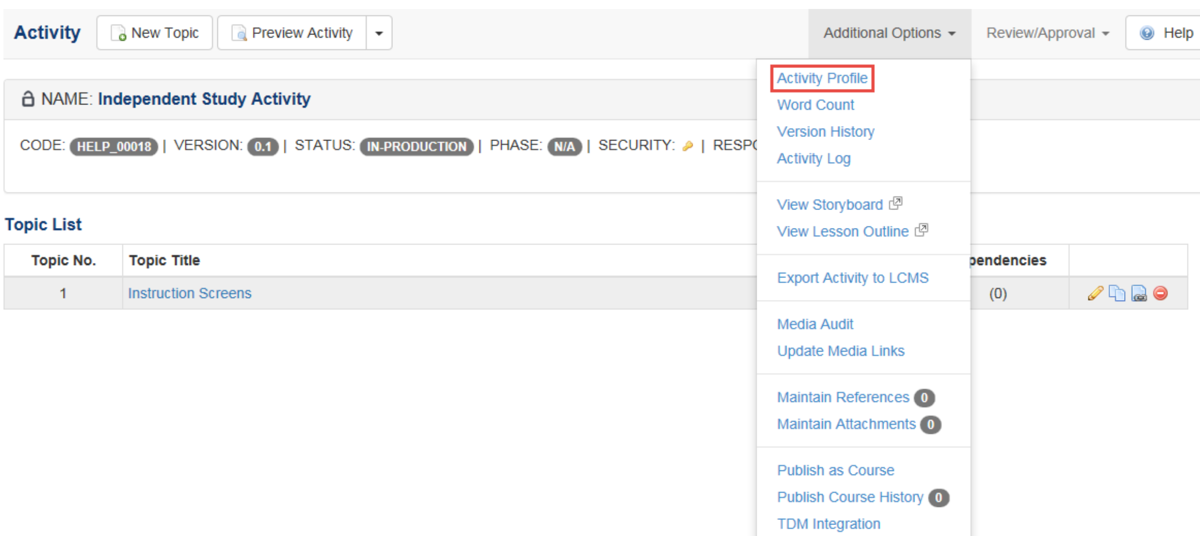
**Note**: An activity can only be unlocked when the **Activity Production Status** is set to "in-production".

#### 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:

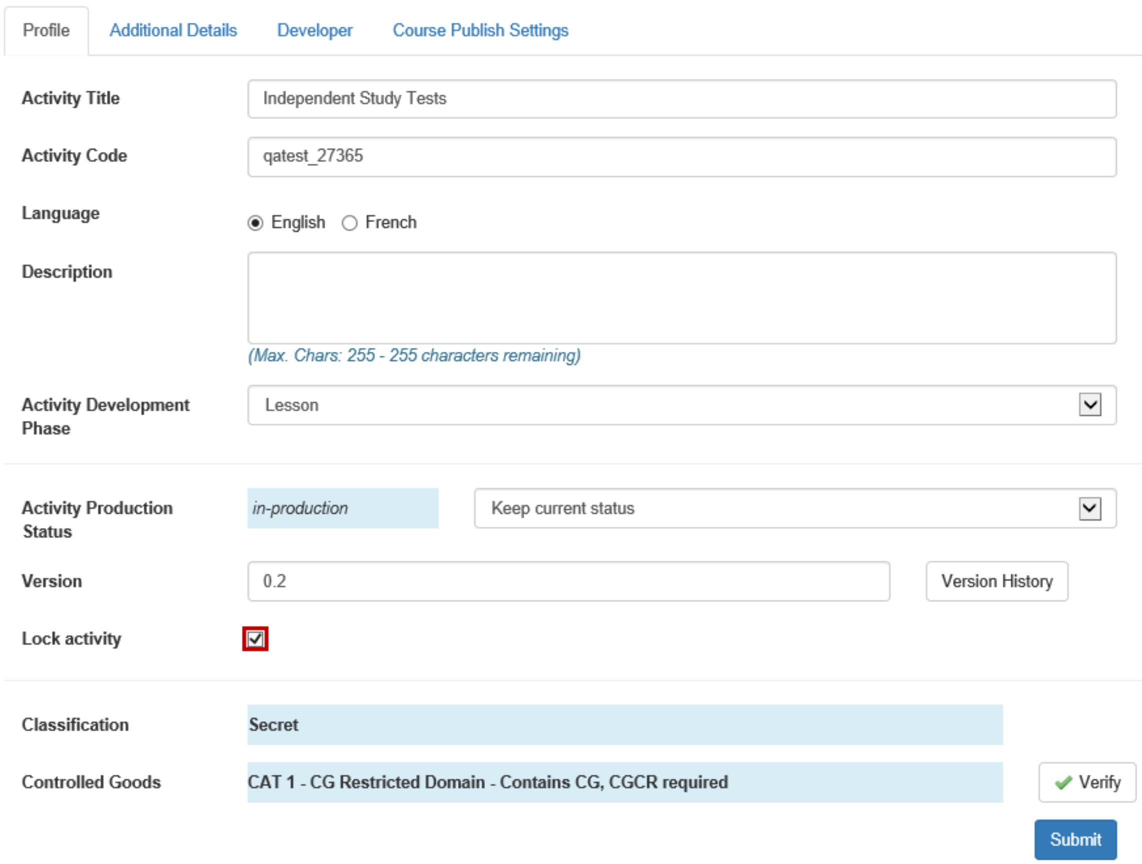
1. Select the activity that you wish to lock from the **Content Repository** screen.

2. On the **Topic List** screen, click **Activity Profile** from the **Additional Options** menu.




3. The **Activity** screen will appear.

4. Add a checkmark by clicking the box beside the words **Lock activity**.




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".

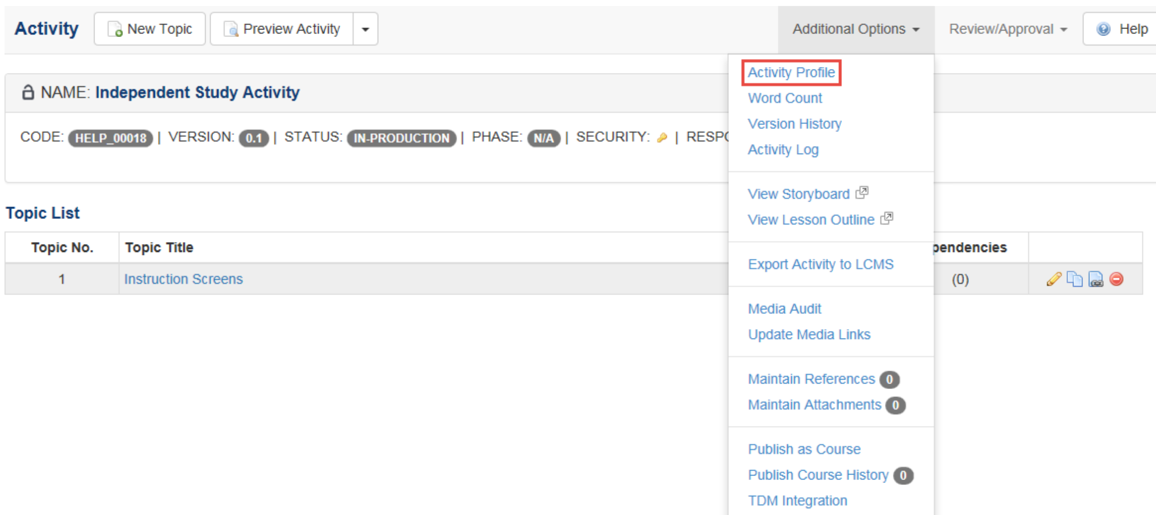
#### 7.9.3.1.3 Version

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.

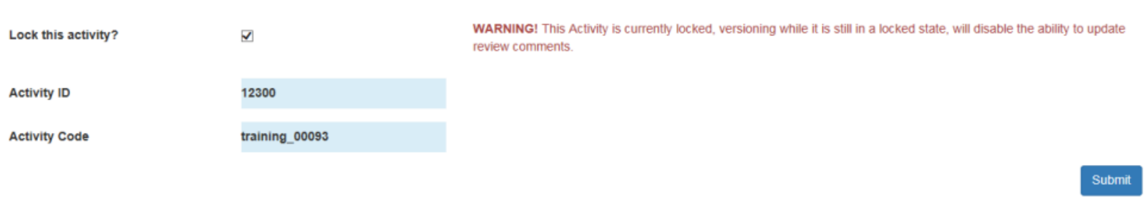



2. Enter the new version in the **Version** field.

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".

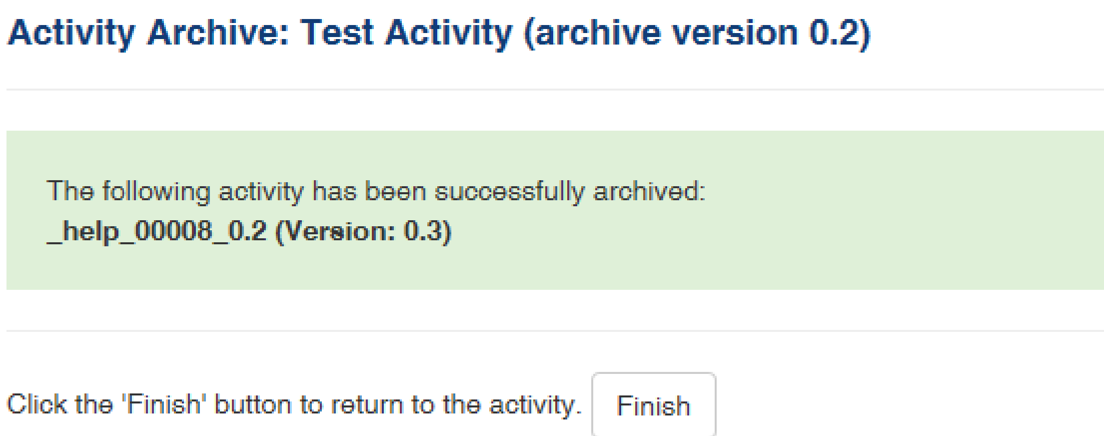
4. If desired, enter a comment in the **Enter Comment for this Activity Archive** field.

5. Click the **Submit** button.

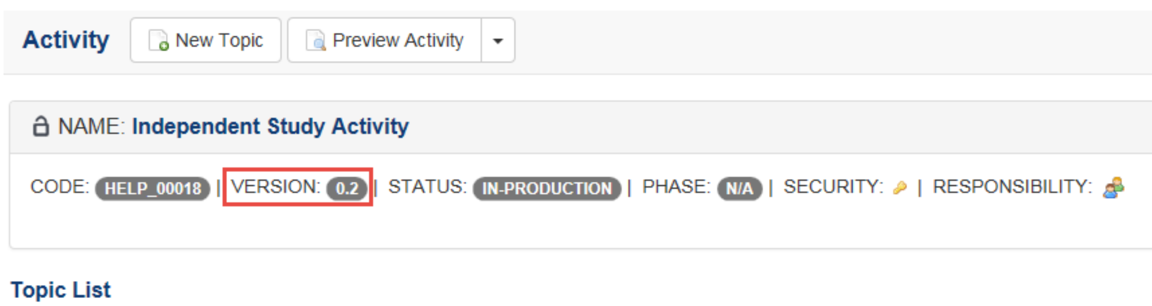



6. An **Activity Archive** screen will appear, identifying the activity version that will be archived. The **Activity Code** and the **Activity Archive Version** are also displayed. A screen will appear stating that the activity has been successfully archived. Click

the **Finish** button to go to the new activity.




7. The new version will be displayed on the **Topic List** screen.




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. Under **Additional Options**, click **Activity Profile** on the **Topic List** screen.

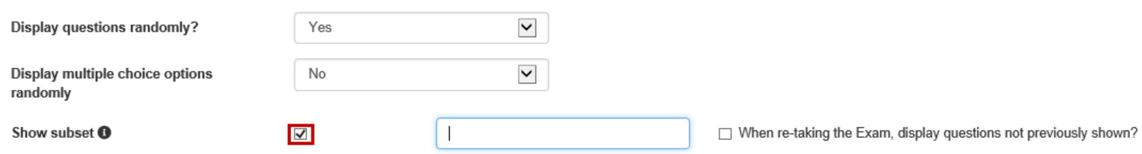
2. Select the **Show subset** checkbox.

3. Enter the number of questions to display in the **Show subset** field.

4. If desired, select the **When re-taking the Exam, display questions not**

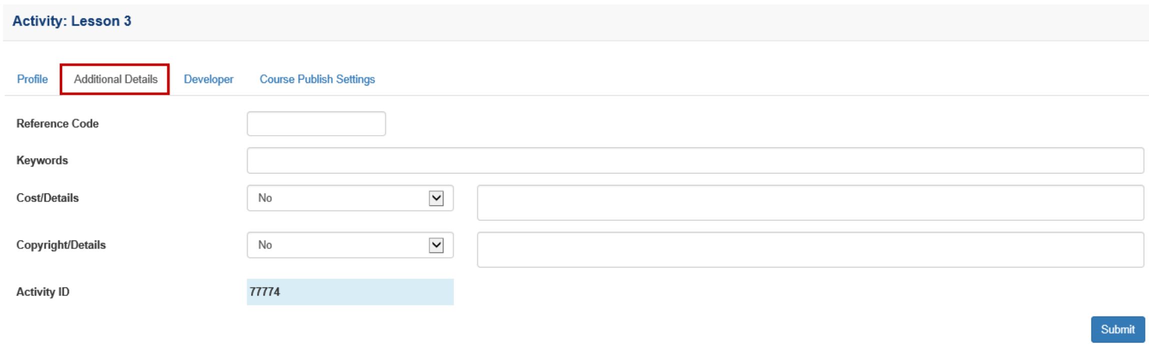
**previously shown?** checkbox to display questions not previously shown when users re-take the test.

5. Click the **Submit** button.




## 7.9.3.2 Additional Details Tab

1. Click the **Additional Details** tab from the **Activity Profile** screen. **Note**: depending on the activity type, the fields available to edit may vary.



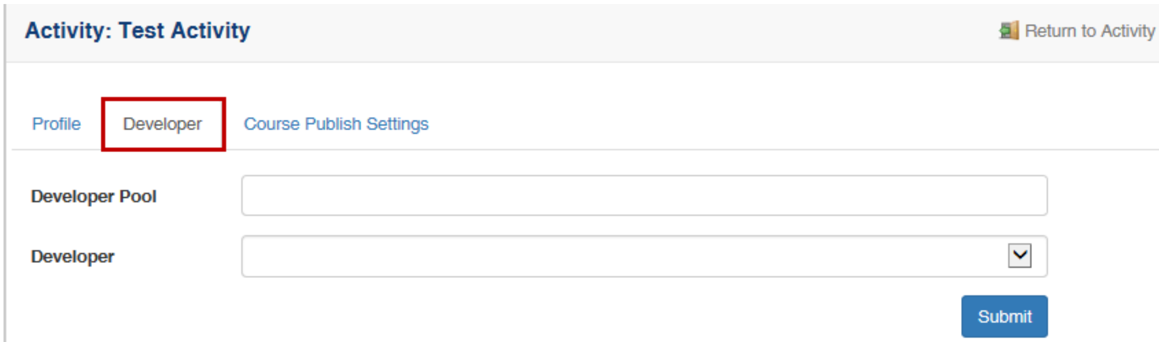

2. Edit or view the required fields.

3. Click **Cancel** to close or click **Submit** to save any changes.

## 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.

4. Click **Submit** to save changes.

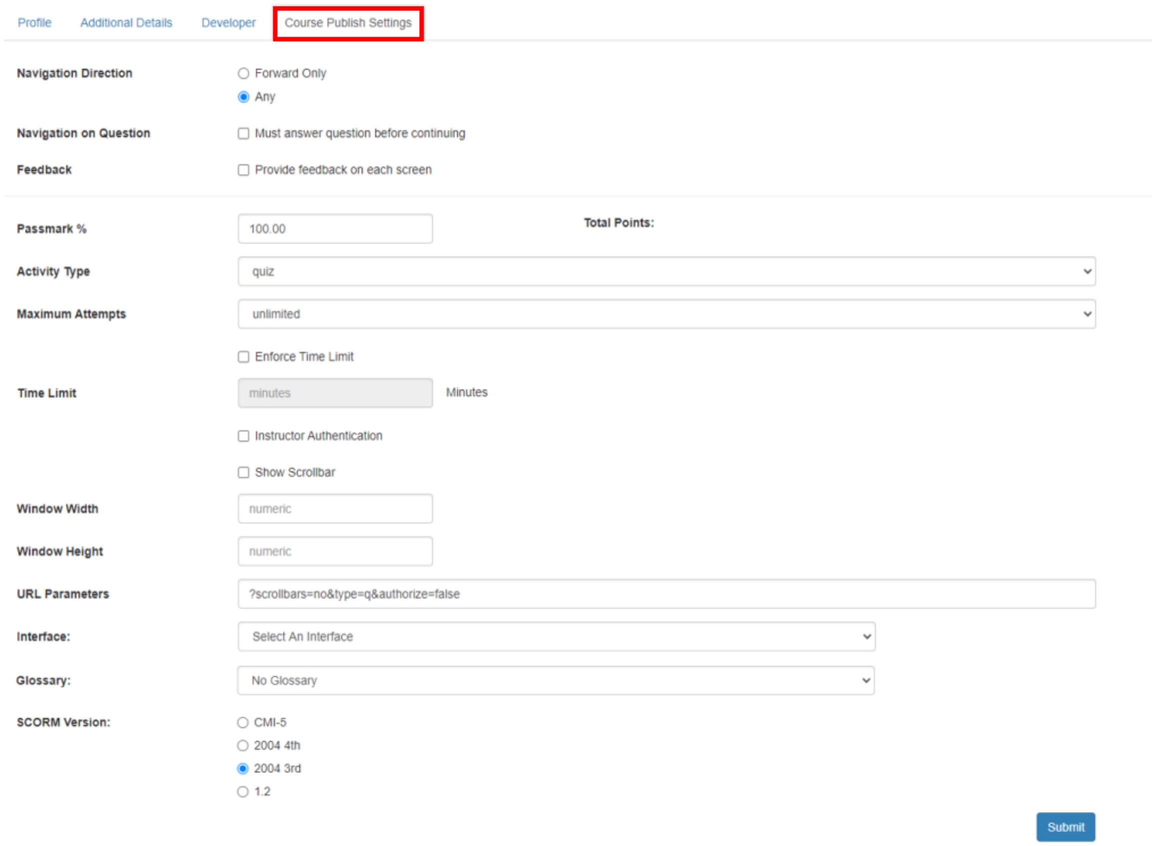
The developer will now be able to re-assign the lesson to another member of the **Developer Pool** by using the **Developer** drop-down on the **Activity Profile** screen.

**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. **Note**: The **Feedback** checkbox, **Enforce Time Limit** checkbox, **Total Points** field, and the **Time Limit** field only display when the **Test Activity** type is chosen.




2. Make any necessary changes to these fields.

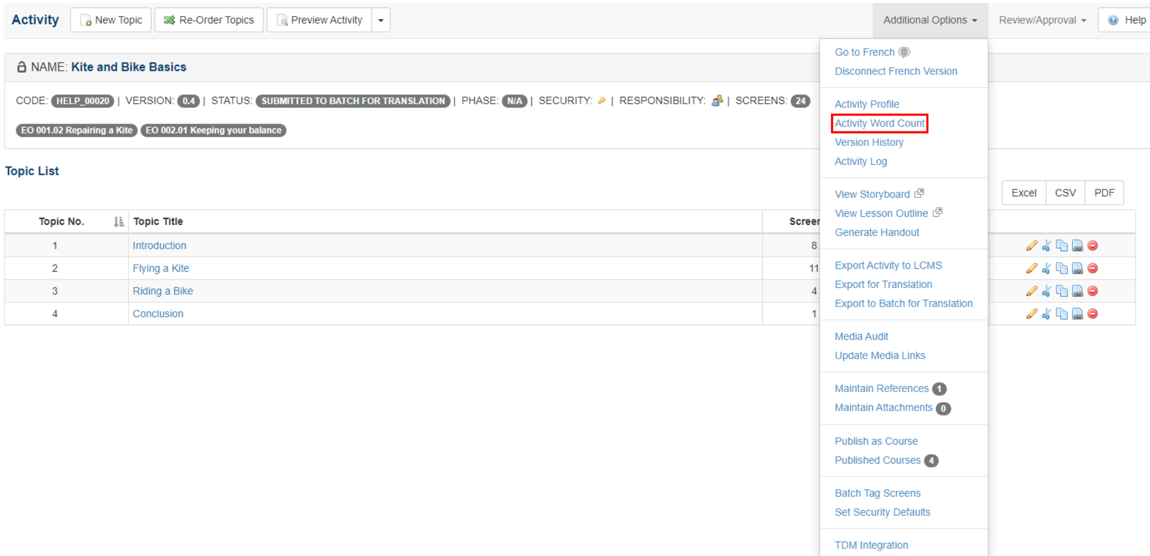
3. Click **Submit** to save changes.

## 7.9.4 Activity Word Count

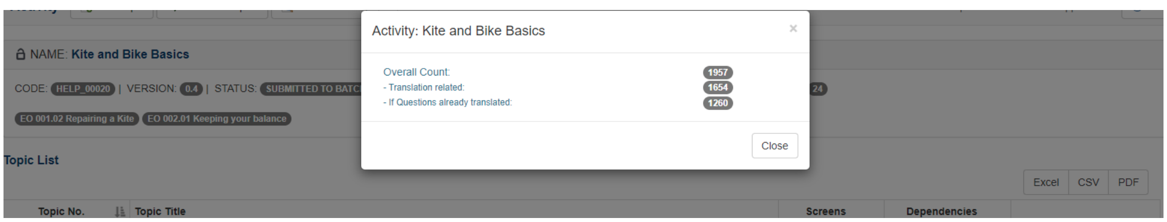
The LCMS allows you to access a word count for any lesson or test activity. This is often used for translation purposes. The word count is the total number of words displayed on all screens in an activity.

1. Select the lesson or test activity from the **Content Repository** screen. The **Topic List** screen will appear.

2. Click **Word Count** from the **Additional Options** menu.



3. A pop-up window will appear, indicating the activity name and the word count.

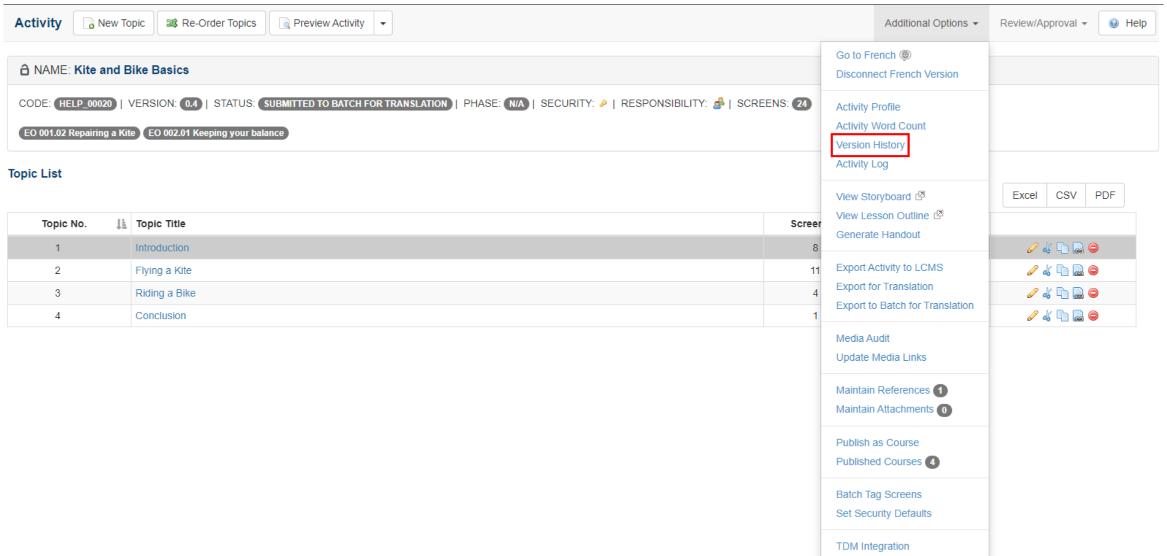


4. When you are finished viewing the word count, click the **Close** button to close the window.

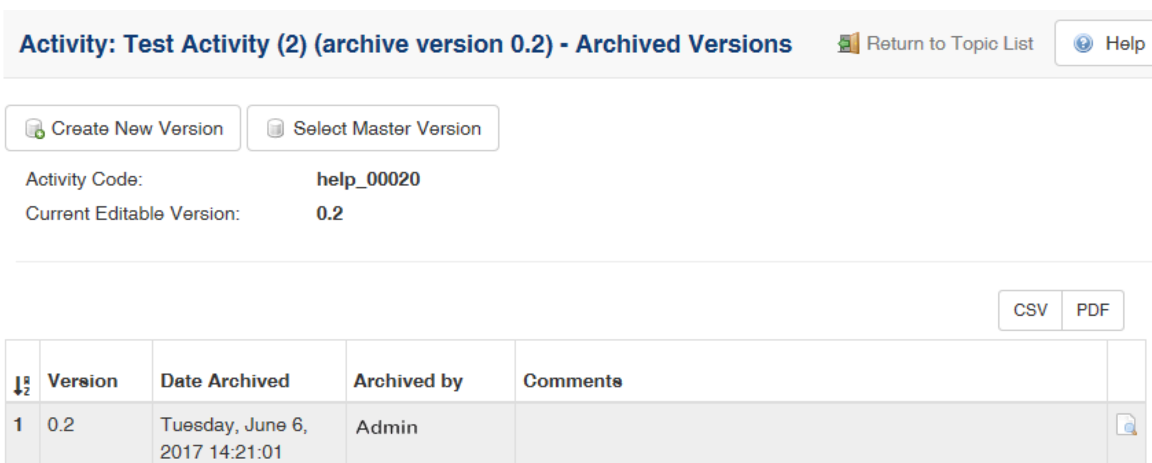
## 7.9.5 Version History

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.



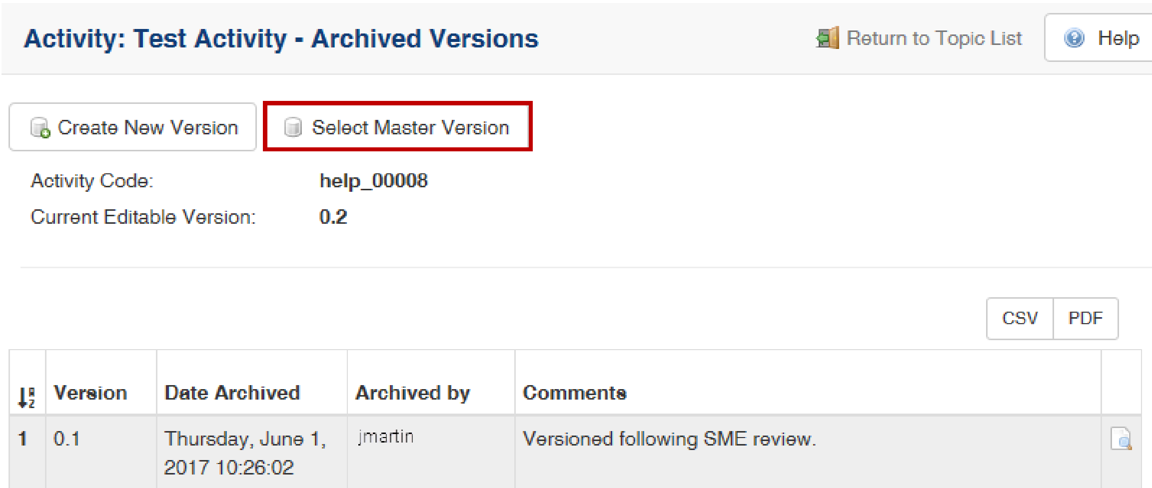
2. The **Archived Versions** screen will appear, displaying the current version title and all archived versions of the activity. Here you have the options **Create New Version** or **Select Master Version**.



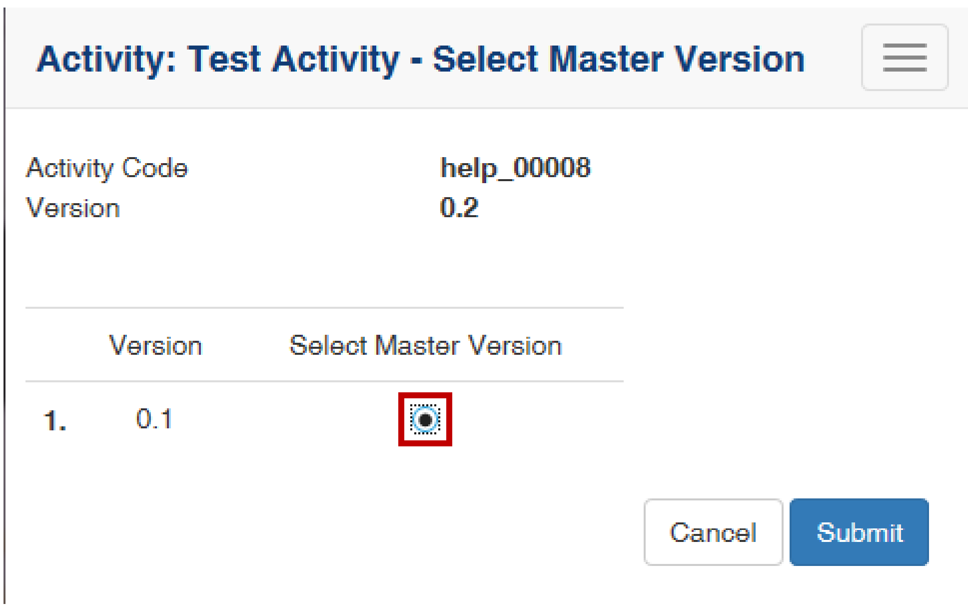

## 7.9.5.1 Select Master Version

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.

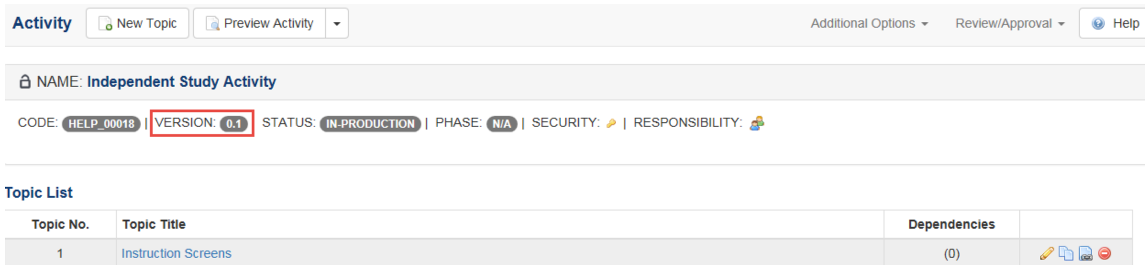



2. In the **Select Master Version** window, click the button beside the master version you wish to be displayed to all LCMS users. **Note:** Except for those assigned Administrator rights, this is the only version that will be available to all LCMS users.




3. Click the **Submit** button.

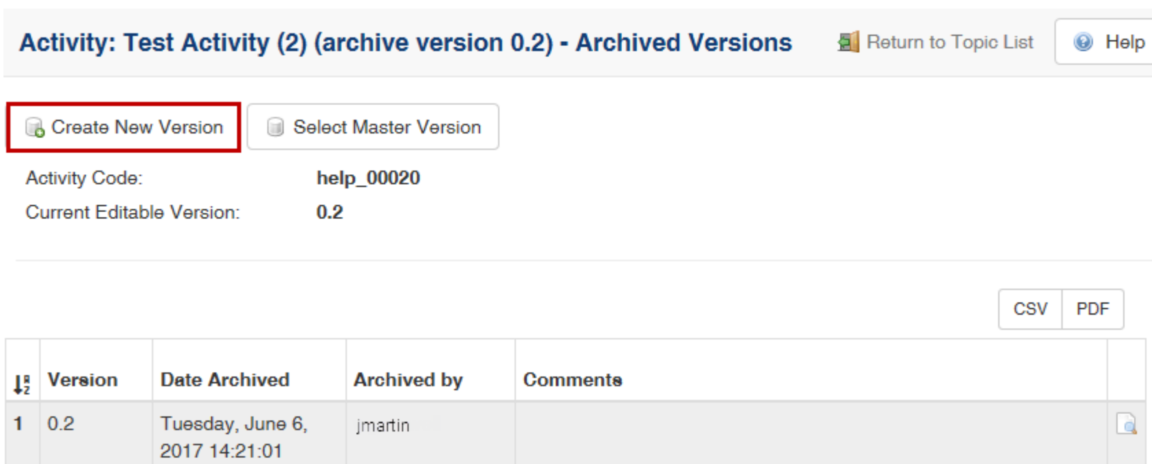
4. The activity selected as the **Master Version** will be displayed. The **VERSION** number at the top of the **Activity** screen will reflect which version is being used as the master.




## 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.




2. In the **Create New Version** window, type in the new version number.

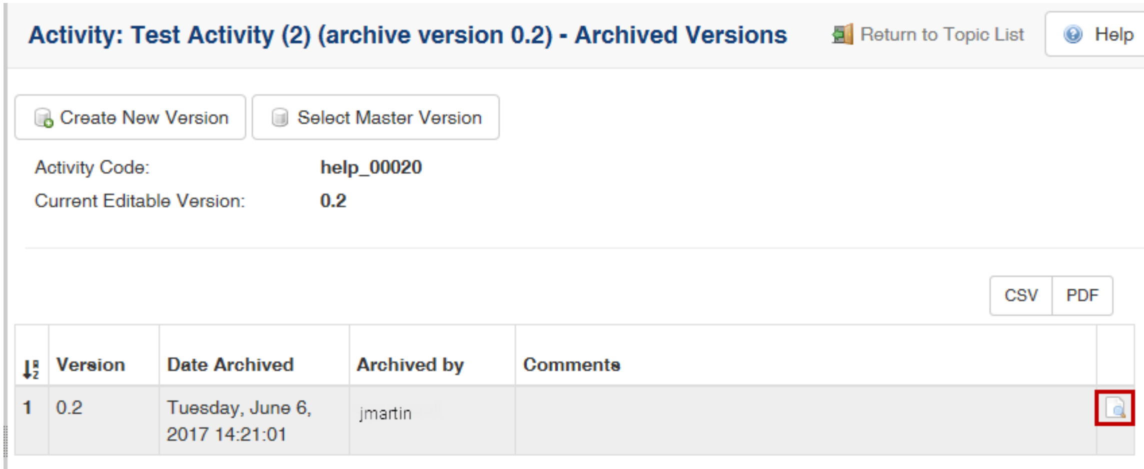

3. Click the **Submit** button.

4. 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

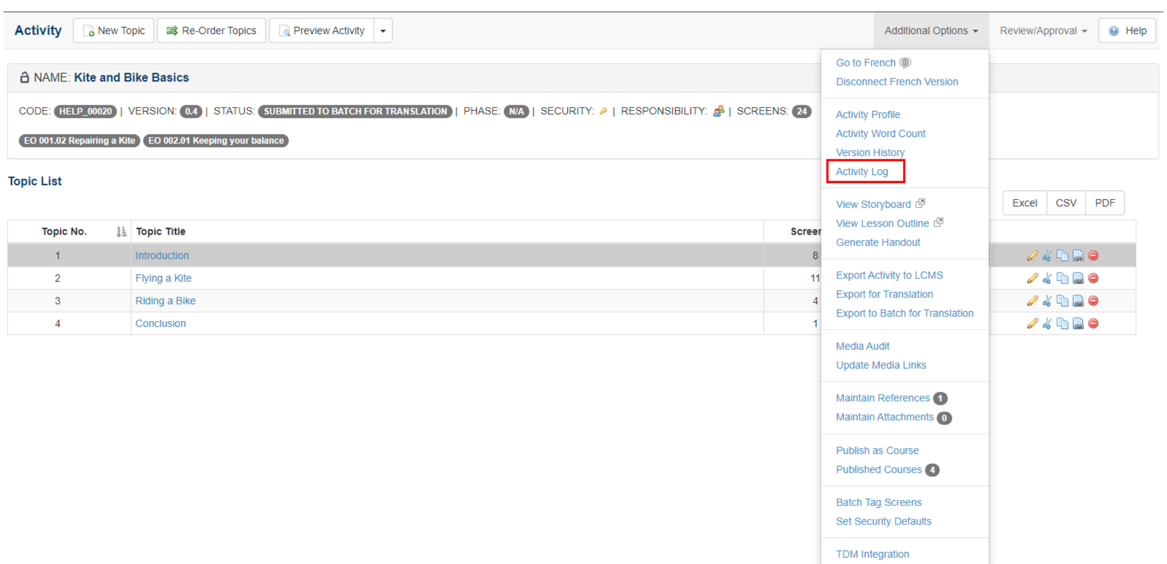
You may choose to preview a specific version of an activity from the **Archived Versions** window. Select the **Preview** link to the right of the version you wish to preview.

**Note:** The activity will open for previewing in the interface that is currently selected on the **Topic List** screen.




## 7.9.6 Activity Log

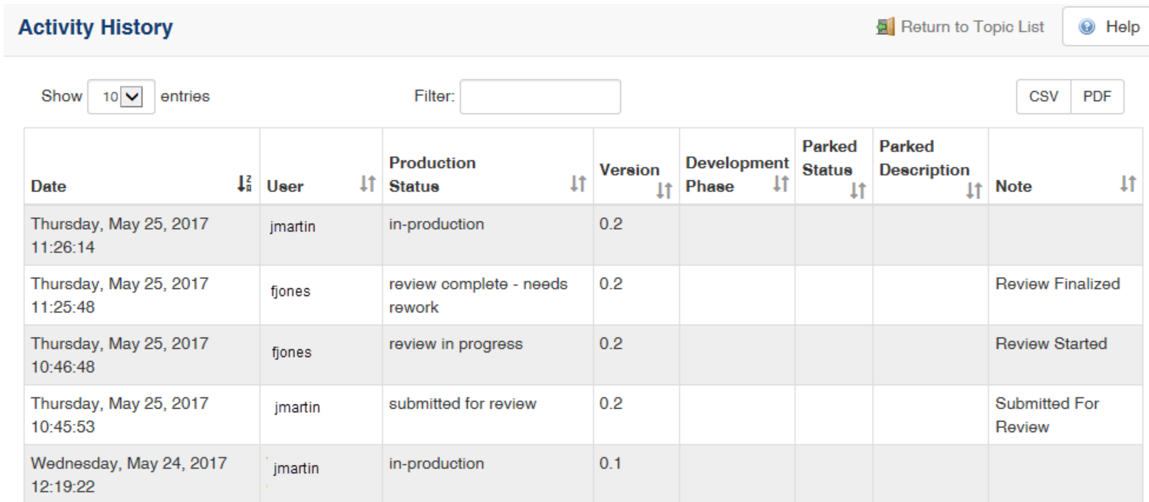
Access the **Activity Log** feature from the **Additional Options** drop-down menu.




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

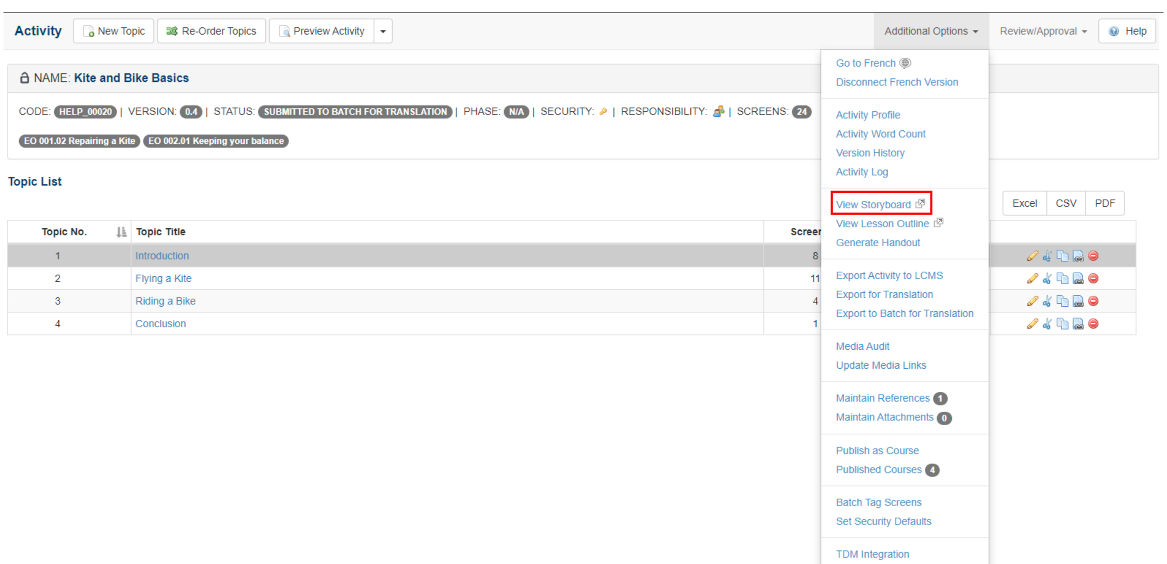
Activity Log is also included in the activity export.




## 7.9.7 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.

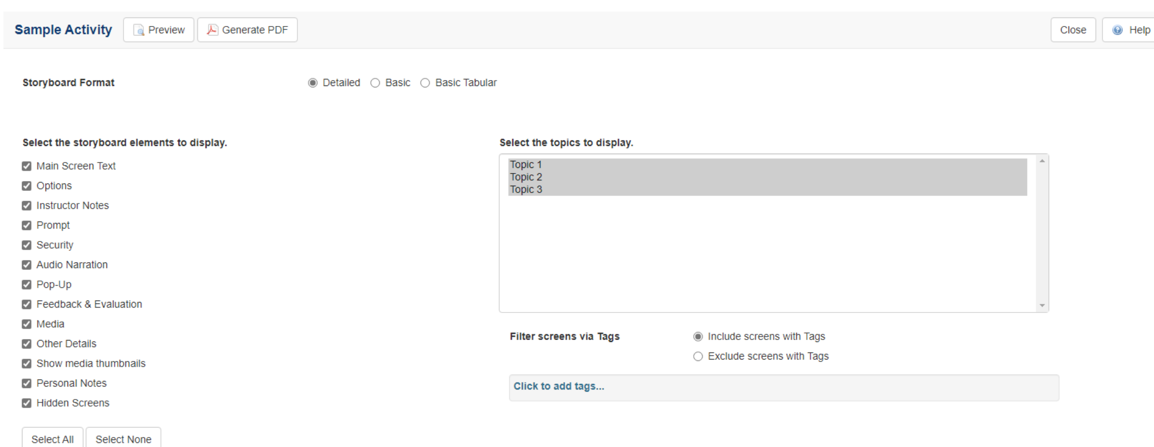
4. Click the **Include screens with Tags** checkbox, choose the tags from the **Select Tags** window, and then click the **Submit** button (if required).

5. Click the **Exclude screens with Tags** checkbox, choose the tags from the **Select Tags** window, and then click the **Submit** button (if required).

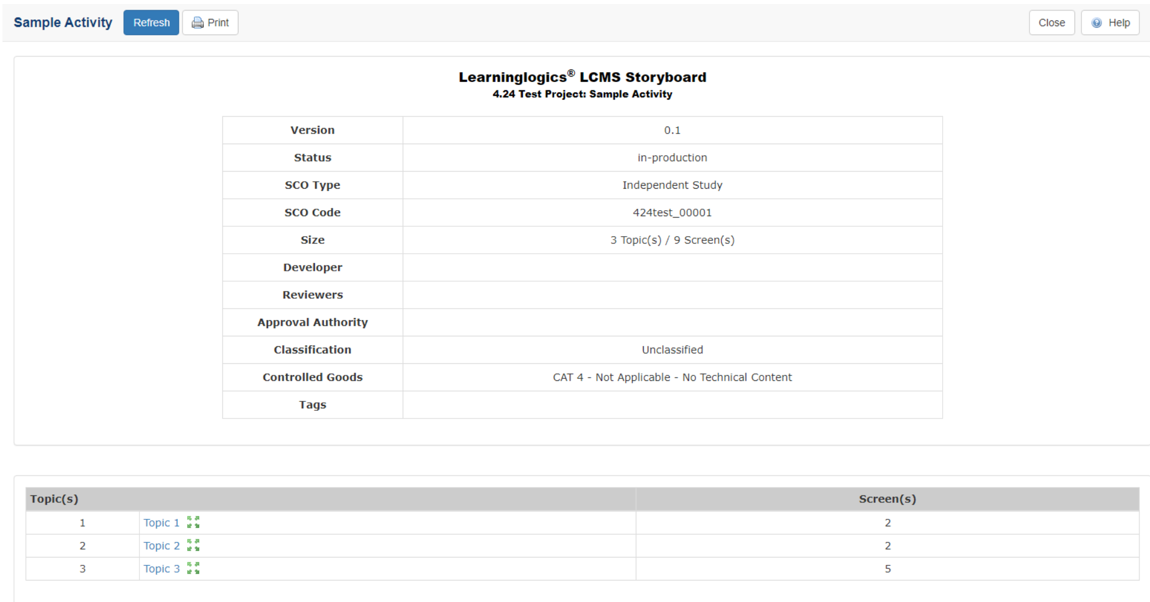
6. Choose the **Storyboard Format** you wish to preview or print, by clicking the radio button: **Detailed** (includes all lesson details; pop-ups, text, media, text options, drop-down text, etc), **Basic** (text and media) or **Basic Tabular** (text only is a good option for activities where the screens 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.



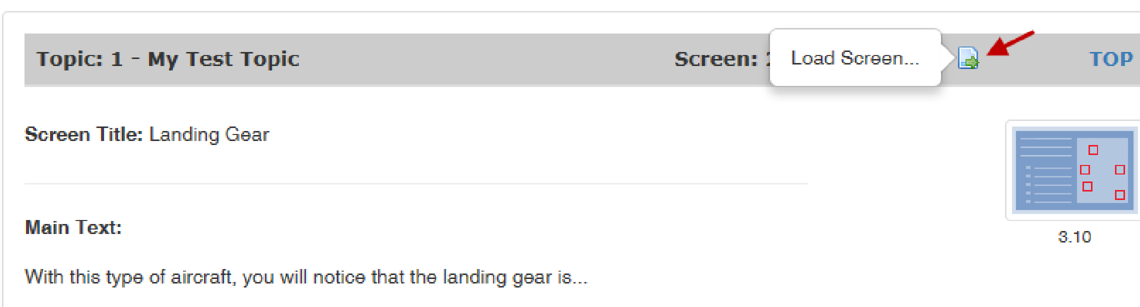

9. When viewing the HTML storyboard in one window, make changes to the course as normal in the main browser window, then click the **Refresh** button at the top of the storyboard screen to update it with your changes. To print the HTML version of the storyboard, use the **Print** button at the top of the screen. **Note**: The example shown below is in **Detailed** storyboard format.




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.




A description of the information that can be selected for inclusion in the storyboard view is provided in the following table:

| Item | Description |
|---|---|
| **Activity Profile** | |
| **Project Title** | title of project under which the activity is developed |
| **Activity Title** | title of activity |
| **Version** | version number |
| **Status** | 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 |
| **SCO Type** | type of activity - e.g. instructor led lesson, self paced lesson, self paced test, briefing |
| **SCO Code** | code assigned to activity |
| **Size of Activity** | summary of the number of topics and the number of screens within each topic |
| **Developer of Activity** | name of Developer assigned to develop the activity |
| **Reviewer(s) of Activity** | name of Reviewer(s) assigned to review the activity - be aware that you may have to assign more than one reviewer |
| **Manager of Activity** | name of Manager assigned to manage the activity |
| **Approval Authority of** | name of Approval Authority assigned to approve |

| **Item** | **Description** |
|---|---|
| **Activity** | the activity |
| **Classification** | classification assigned to the activity - e.g. unclassified, restricted, confidential, secret, top secret |
| **Controlled Goods** | controlled goods category assigned to the activity - e.g. CAT 1, CAT 2, CAT 3, CAT 4 |
| **Tags** | tags assigned to the activity |
| **Topic Summary** | |
| **Topic Number(s)** | the number of each topic in the activity |
| **Topic Title(s)** | the title of each topic within the activity |
| **Number of Screens per Topic** | the number of screens within each topic of the activity |
| **References Summary** | |
| **Reference Number(s)** | the number of the reference order |
| **Reference Name(s)** | the given name of the reference |
| **Reference File(s)** | the file name or location of the reference |
| **Activity Screen Information** | |
| **Topic Title** | number and title of topic |

| Item | Description |
| --- | --- |
| **Screen Number** | number of screen within the topic - e.g. 1/3 |
| **Screen Style** | style of screen chosen from screen template selection - e.g. 2.02 |
| **Main Screen Text** | the main screen text that will be displayed on the screen - e.g. instruction screens, question stem on question screen |
| **Pop Up Content** | content which may include text or text and graphics (including 3D states), made available in addition to main screen text |
| **Question Options** | possible distractors and correct answer(s) for each question |
| **Correct Answer** | correct answer for each question |
| **Feedback** | feedback provided for student selection of correct and incorrect answers |
| **Question Category(ies)** | the categories to which lesson and quiz questions are assigned in the database |
| **Question Tags** | the tags assigned to each question in the database |
| **Question Level of Difficulty** | the level of difficulty assigned to each question - e.g. low, medium, high |
| **Instructor Notes** | notes developed for instructor use in instructor led lessons |

| Item | Description |
|---|---|
| **Prompt** | the navigation instructions for a user/instructor, provided for each screen in an activity |
| **Test Introduction** | test information provided to a user when the test is launched |
| **Media Filename(s)** | file names assigned to each media file (graphics, movies, audio, etc.) |
| **Media Description** | description of the media file required for multimedia production |
| **Audio Narration** | the narration written for narrator use during audio sittings; used for production of audio files |
| **Screen Identification Number** | identification number automatically assigned to a screen |
| **Tags** | tags assigned to a screen |
| **Review Instructions** | notes written to the Reviewer or Review Manager |
| **Personal Notes** | notes written by the Developer during development - e.g. reminders, questions for the Subject Matter Expert, etc. |
| **Media Thumbnails** | activity thumbnails of media and plotter tool data that have been developed and integrated into the courseware (**Note:** Certain types of media, such as videos, cannot be displayed in thumbnail form) |

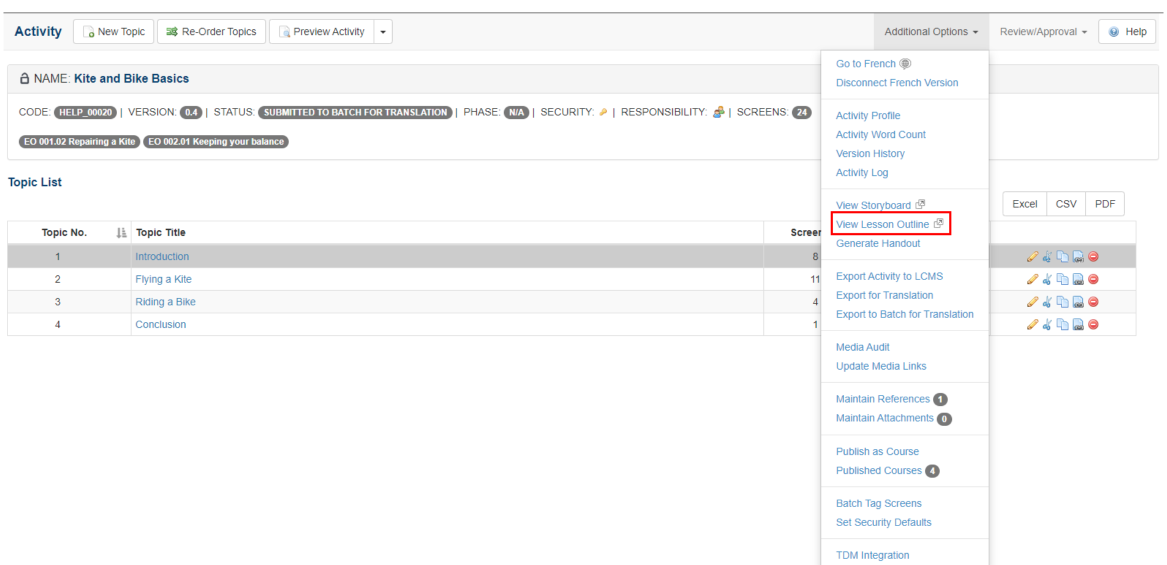
| Item | Description |
| --- | --- |
| **Point Value** | point values assigned to each question; used to help determine the final mark on a test when partial scoring is enabled |
| **Estimated Time** | estimated time it takes to complete a question; used to determine total test time |

## 7.9.8 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 **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.

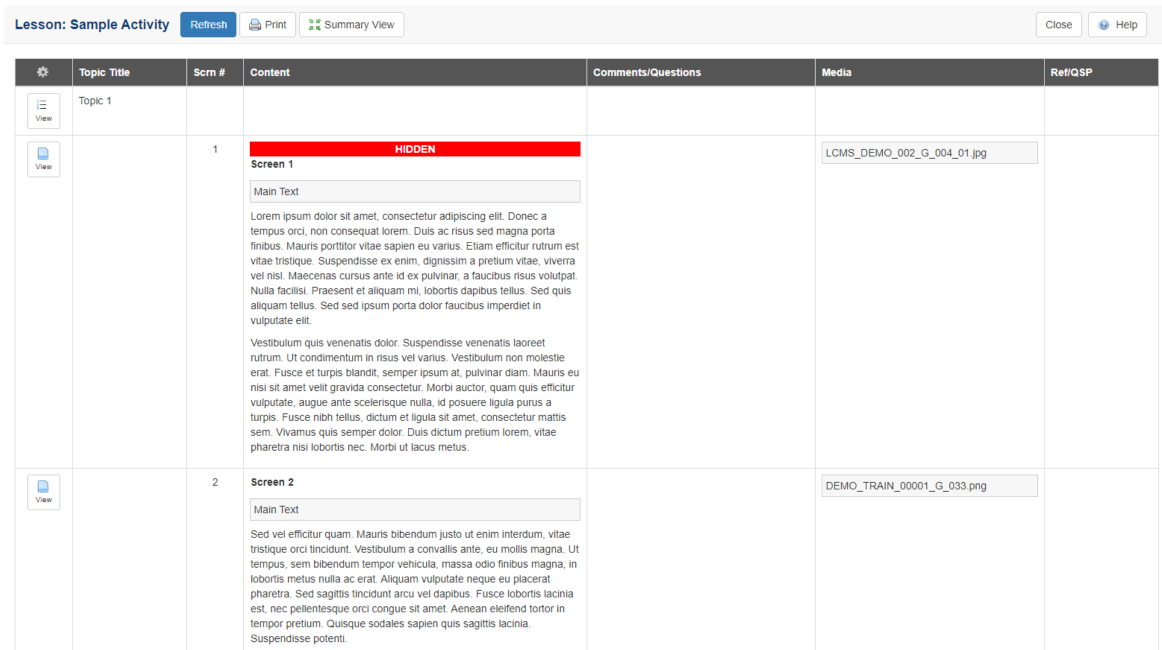



2. Click the **View** icon on the left of each screen to open the LCMS content screen in a separate browser window. This makes it easy to navigate between content screens and the **Lesson Outline** for editing purposes.

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.

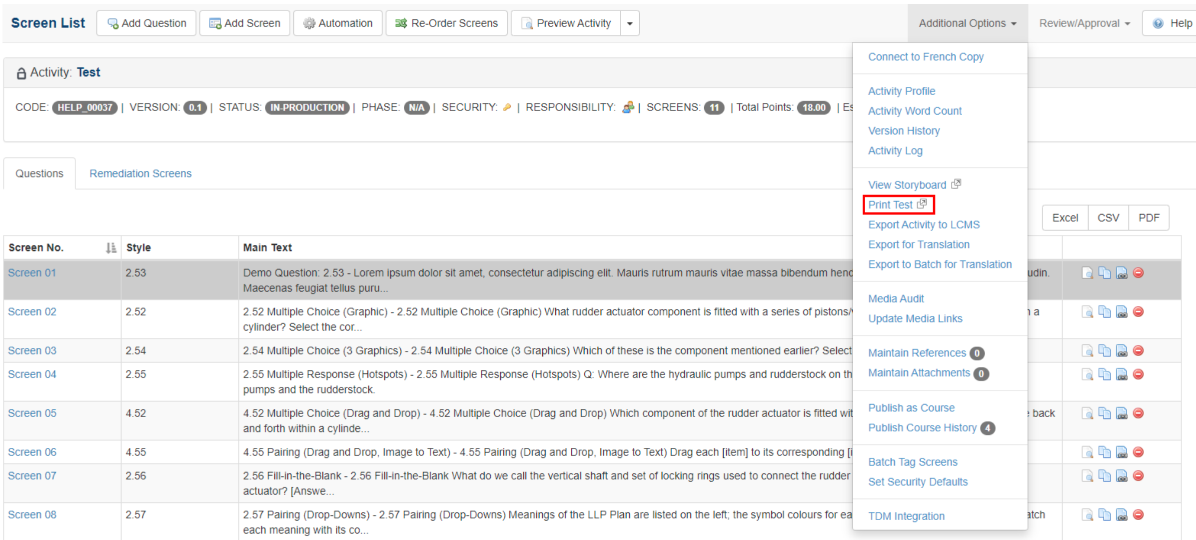
5. Click the **Print** button to print the report.



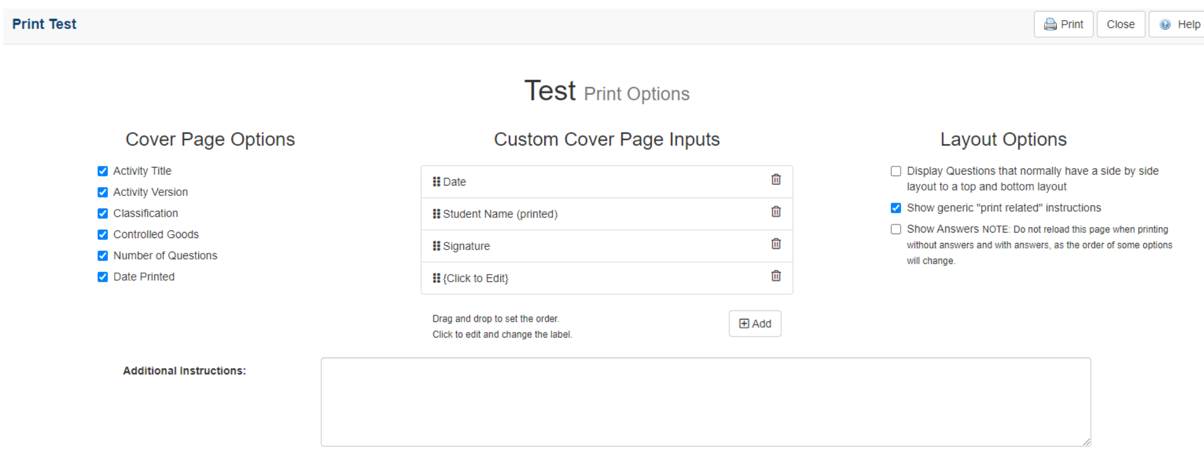

## 7.9.9 Print Test

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.



2. A new browser window opens, showing the test print options: **Cover Page Options**, **Custom Cover Page Inputs** (date, user name, etc.,), **Layout Options**.



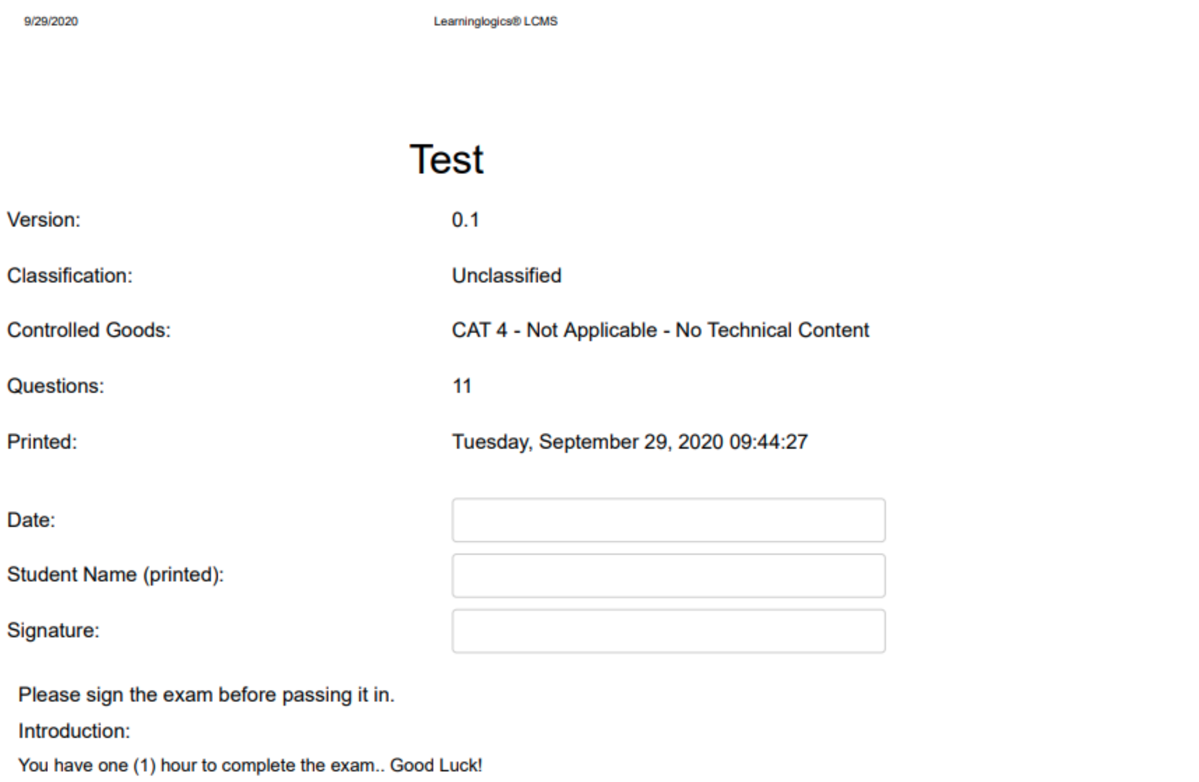
3. Click the checkbox beside each **Cover Page Options** to be included on the Test Activity cover page. **Note**: Each option chosen will be included in the printed version.

4. The **Custom Cover Page Inputs** are manually entered on the printed version of the test. They include: **Date**, **User Name**, **Signature.** To add additional inputs, click the **Add** button. To remove the input, click the **Delete** icon. Use the drag handles to reorder the inputs.

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**. **Answer Sheet** will display beneath the **Test Activity** name on the cover page, when printed.

6. If supplementary information is needed on the cover page, enter it in the **Additional Instruction** field.

7. Click the **Print** button. **Note**: The computer must be connected to a printer.


9/29/2020 Learninglogics® LCMS

Test

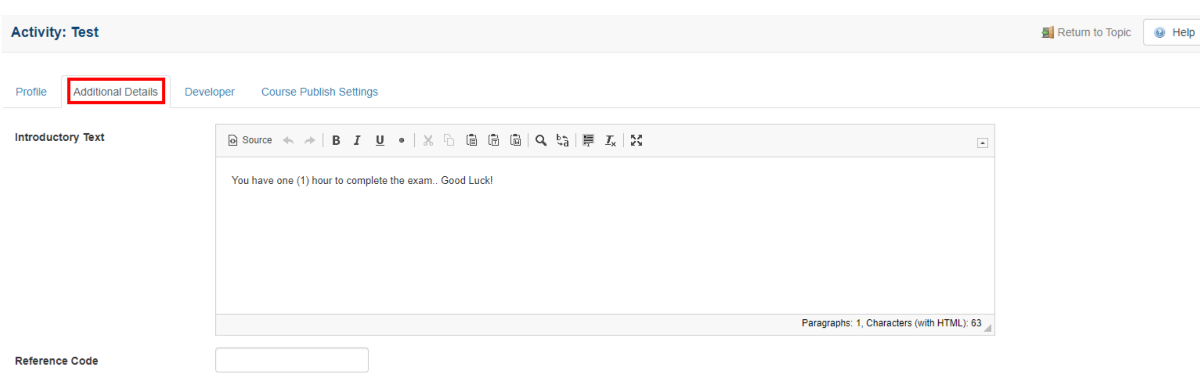
| | |
|---|---|
| Version: | 0.1 |
| Classification: | Unclassified |
| Controlled Goods: | CAT 4 - Not Applicable - No Technical Content |
| Questions: | 11 |
| Printed: | Tuesday, September 29, 2020 09:44:27 |
| Date: | |
| Student Name (printed): | |
| Signature: | |

Please sign the exam before passing it in.

Introduction:

You have one (1) hour to complete the exam.. Good Luck!

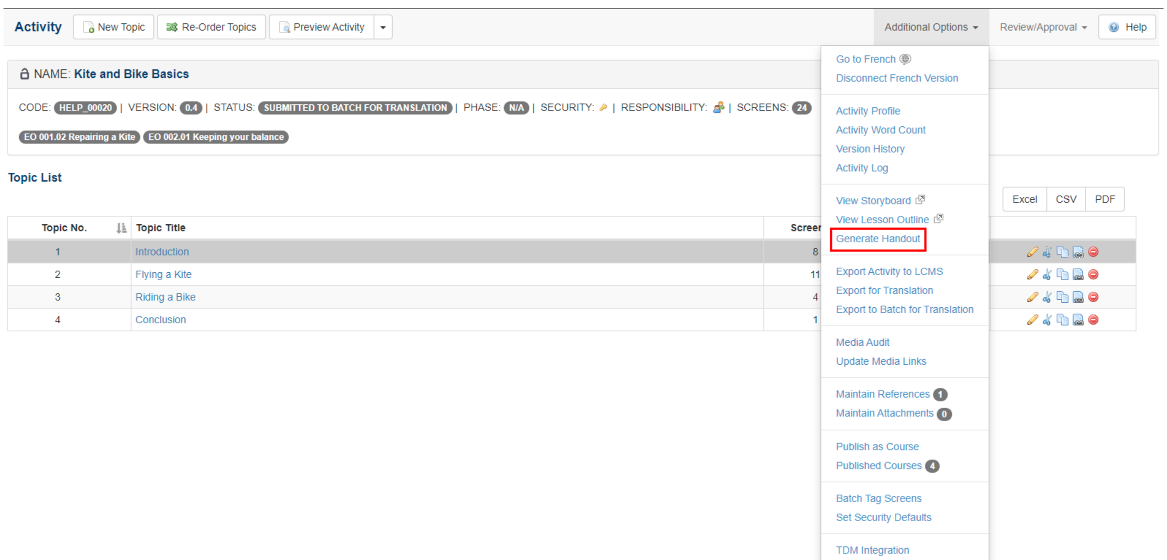
8. If the test requires introduction text on the cover page, click **Activity Profile** from the **Additional Options** menu. Select the **Additional Details** tab and enter the introductory text in the corresponding field.



## 7.9.10 Generate Handout

The **Generate Handout** function allows the user to create a handout such as student or instructor guides based on the chosen content.

1. On the **Activity** screen, click **Generate Handout** from the **Additional Options** menu. **Note**: This function is not available for a **Test Activity**. See Print Test for more information.

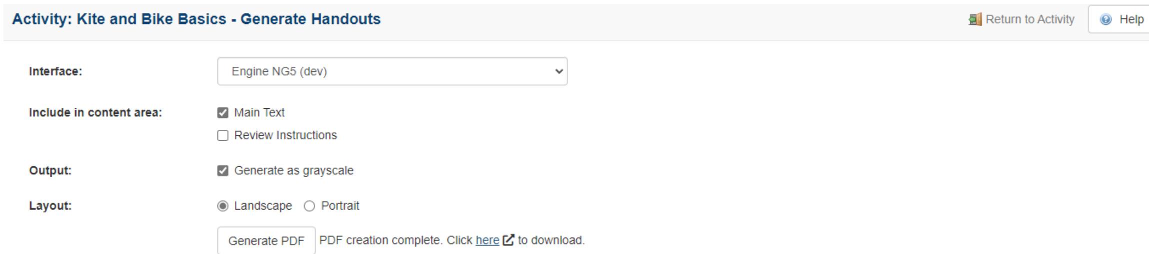



2. A new browser window opens, showing the interface and content options: **Main Text**, **Instructor Notes**, **Review Instructions**. To include the content in the generated handout, click the corresponding checkbox. To give the generated handout the same "look and feel" as the **Activity** (preview), select an interface from the drop-down menu. **Note:** Video, audio and some media will not be generated in a handout.

3. Click the checkbox beside **Generate as grayscale** to generate the handout without colour (gray and white only).

4. Click the checkbox beside the desired page orientation (**Landscape** or **Portrait**).

4. Click the **Generate PDF** button. When the file is created, you will be prompted to download.

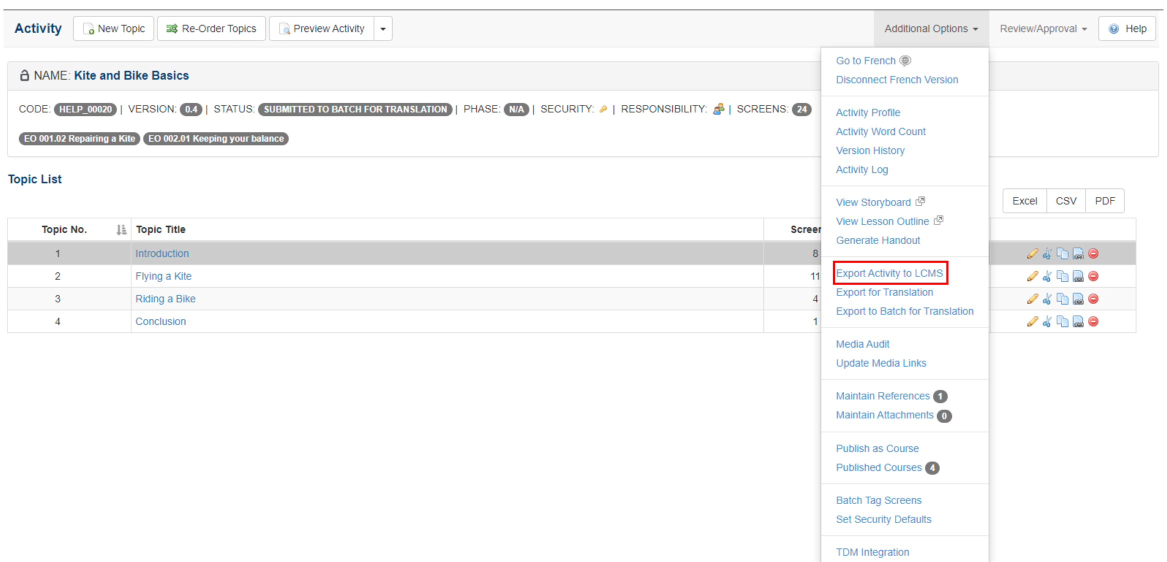



## 7.9.11 Export Activity to LCMS

The Activity Export feature is available to Managers and Administrators.

To export an activity:

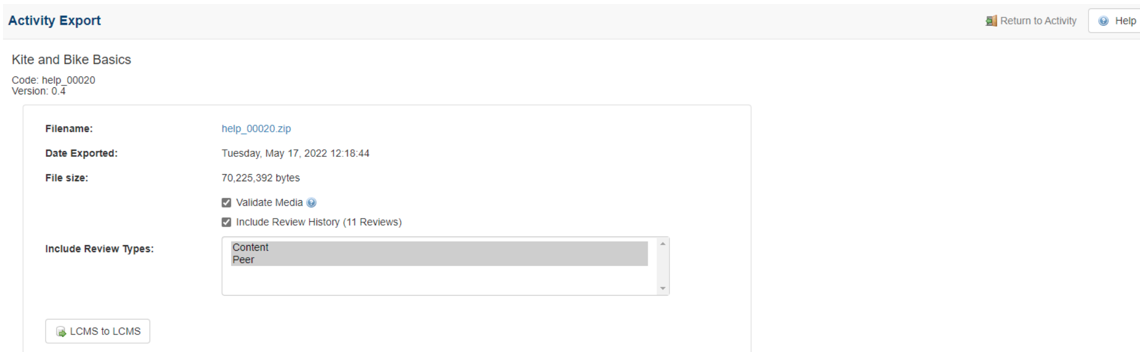
1. Click **Export Activity to LCMS** from the **Additional Options** menu.



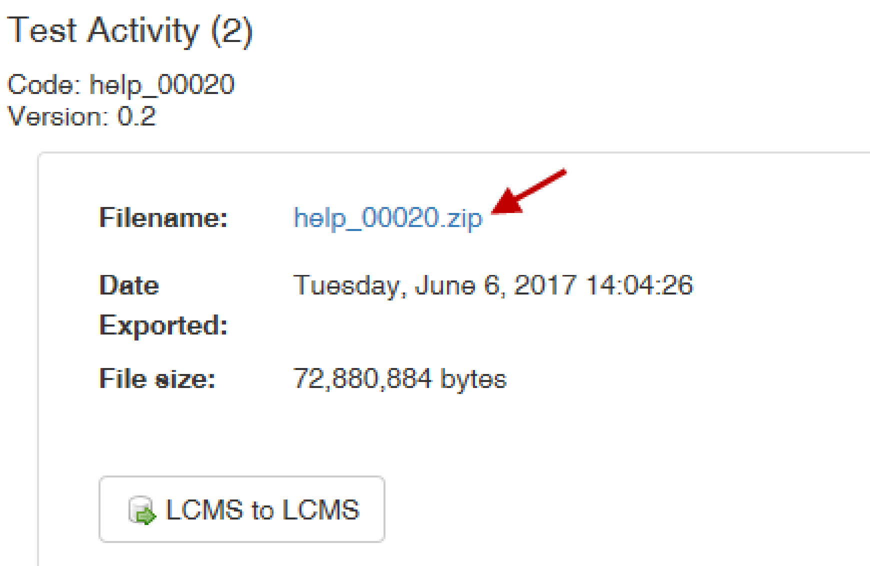

2. Click the checkbox beside **Validate Media** to ensure media required for the activity exists in the LCMS. **Note:** De-selecting this feature decreases the time it takes to generate the export file.

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.




5. After the export is complete, click on the zip **Filename** to download. You will now see the **Date Exported** and the **File Size**.



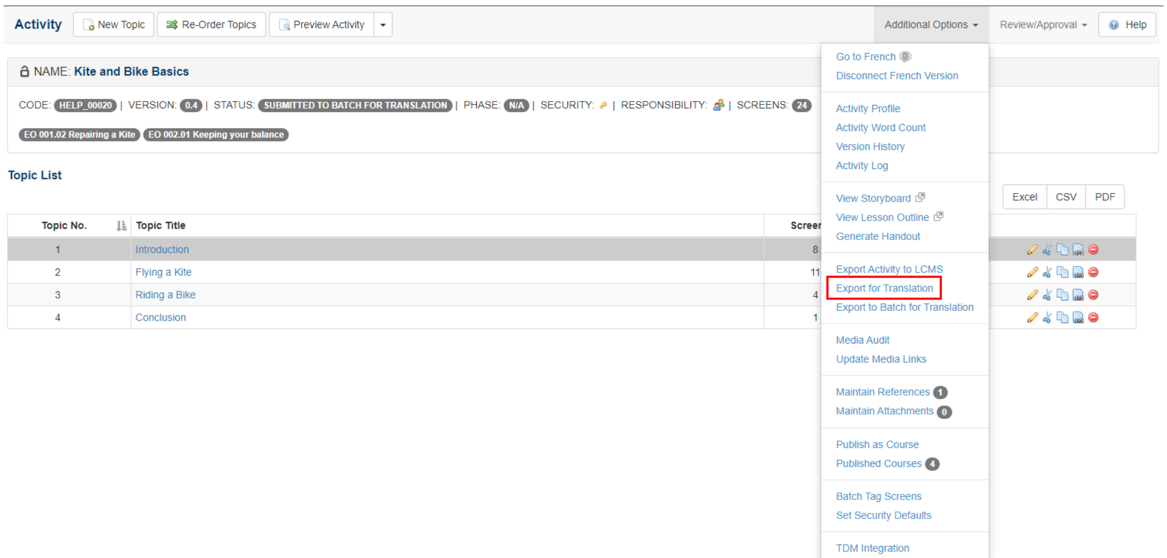

To export more than one activity at a time, there is also an option to **Batch Export.**

## 7.9.12 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:

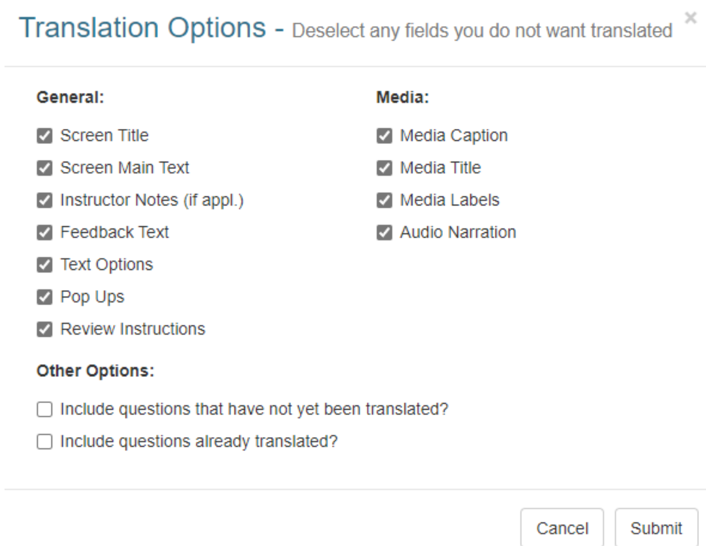
1. Click **Export for Translation** from the **Additional Options** menu.



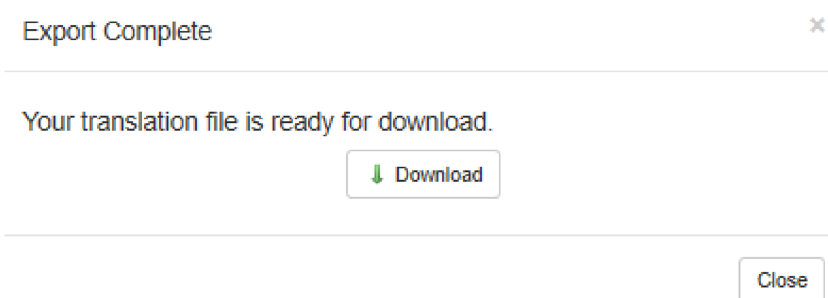
2. On the **Translation Options** window, click the checkbox to deselect the desired options. **Note:** The deselected options will not be included in the translation export.

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**.




5. On the **Export Complete** window, 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.



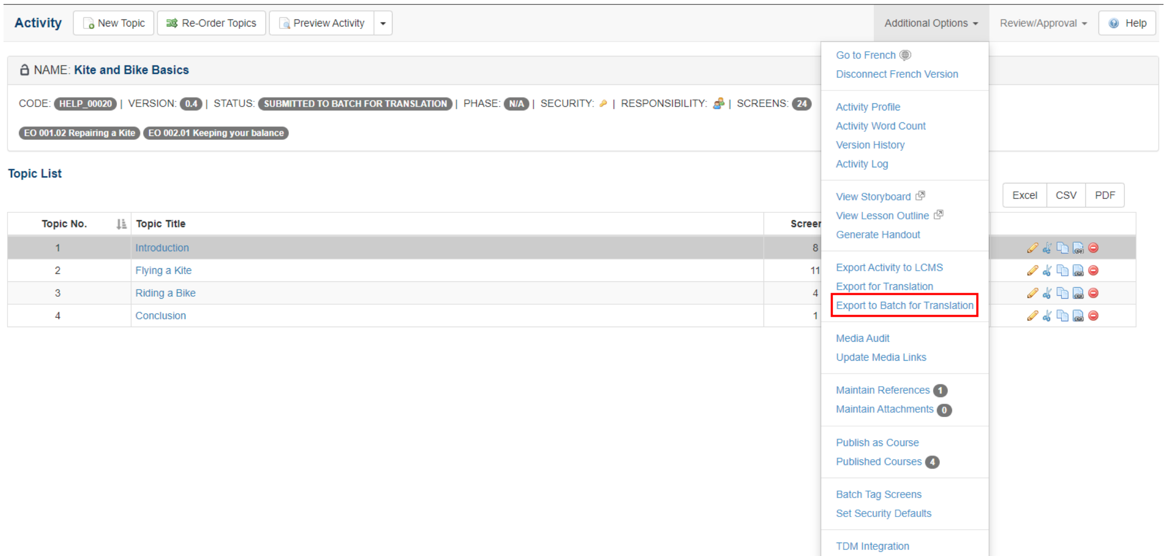

To export more than one activity at a time for translation, there is also an option to Export to Batch for Translation.

## 7.9.13 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:

1. Click **Export to Batch for Translation** from the **Additional Options** menu.



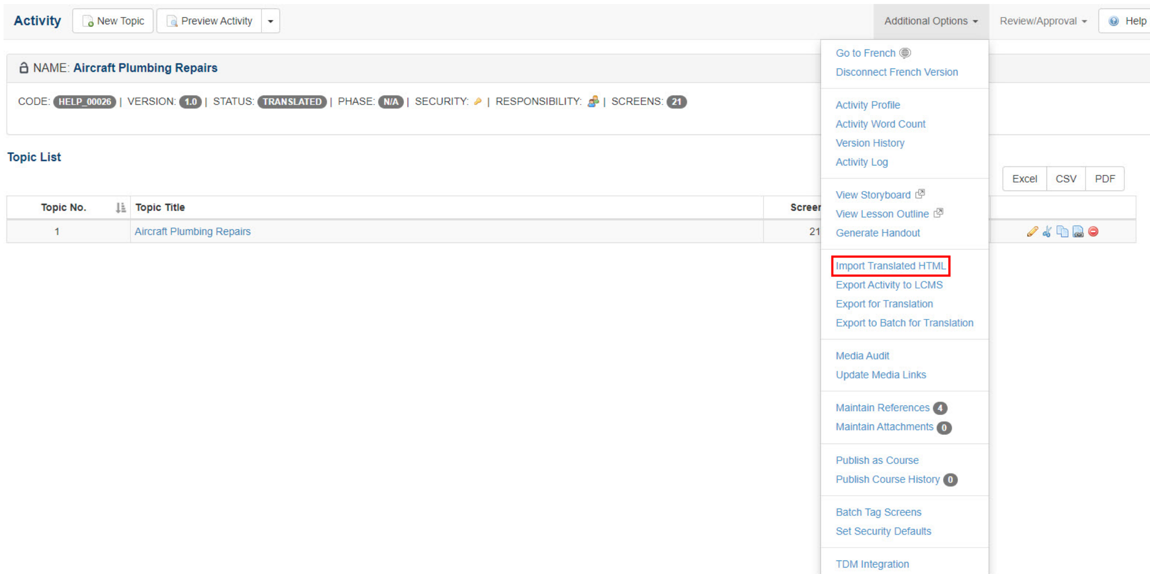
2. The activity **STATUS** field now states **SUBMITTED TO BATCH FOR TRANSLATION**.

## 7.9.14 Import Translated Actvity

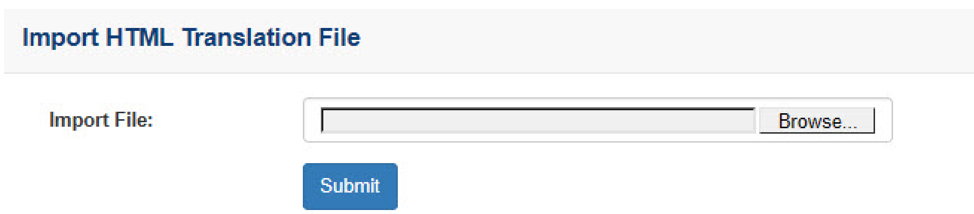
The **Import Translated HTML** feature is available to Developers, Managers and Administrators.

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**.



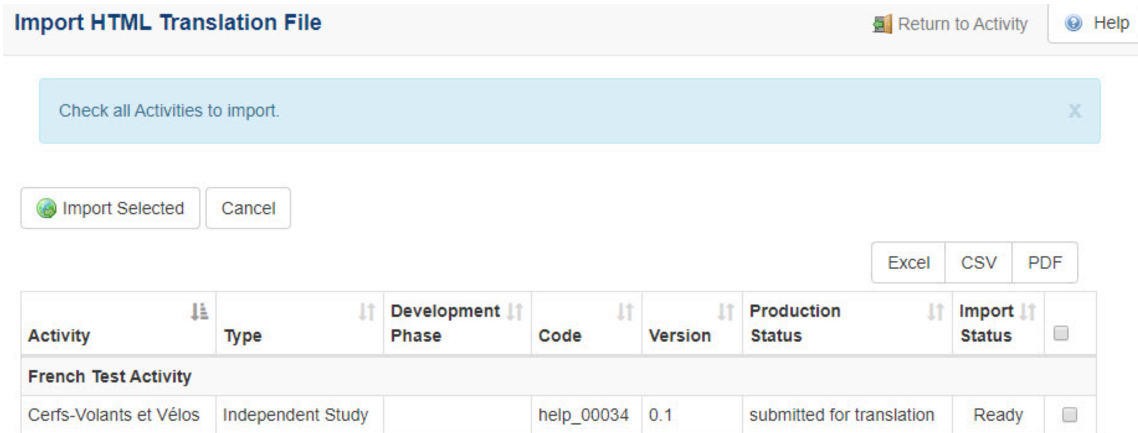
2. Browse to find your translated HTML file, then click **Submit**.



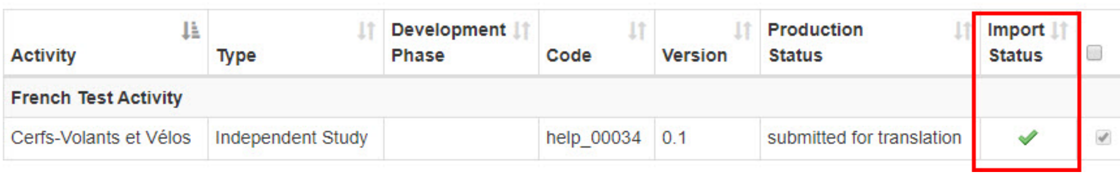
**Note:** You will have the option to ignore questions, in case the question bank was previously translated.

**Note:** On import, if screens are missing, these details will display in a status report. 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.




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.



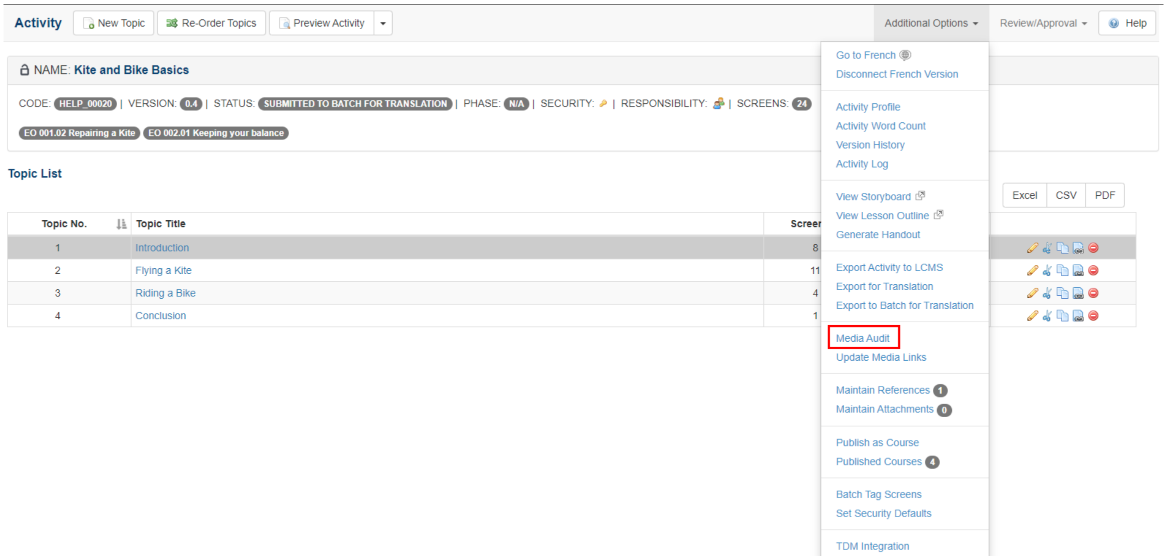

Once the import is complete, the repository tree will refresh to show the translated content.

To import more than one translated activity at a time, there is also an option for Translation Batch Import.

## 7.9.15 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 view the **Media Audit** screen.

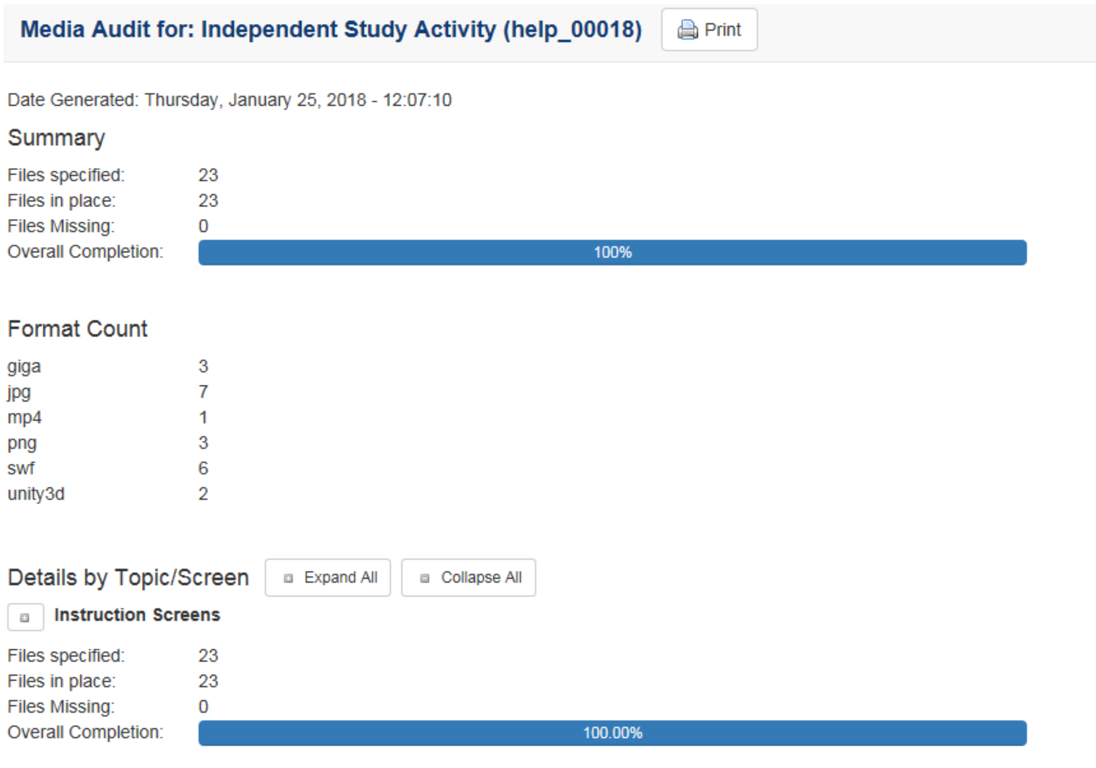



2. The **Media Audit** screen displays the activity name and code at the top, as well as the date and time of the generated report. The **Summary** section indicates how many media files have been specified (selected + requested but not selected), put in place (selected) and missed (requested but not 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. 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.




4. Click the **Print** button to print the Media Audit report.

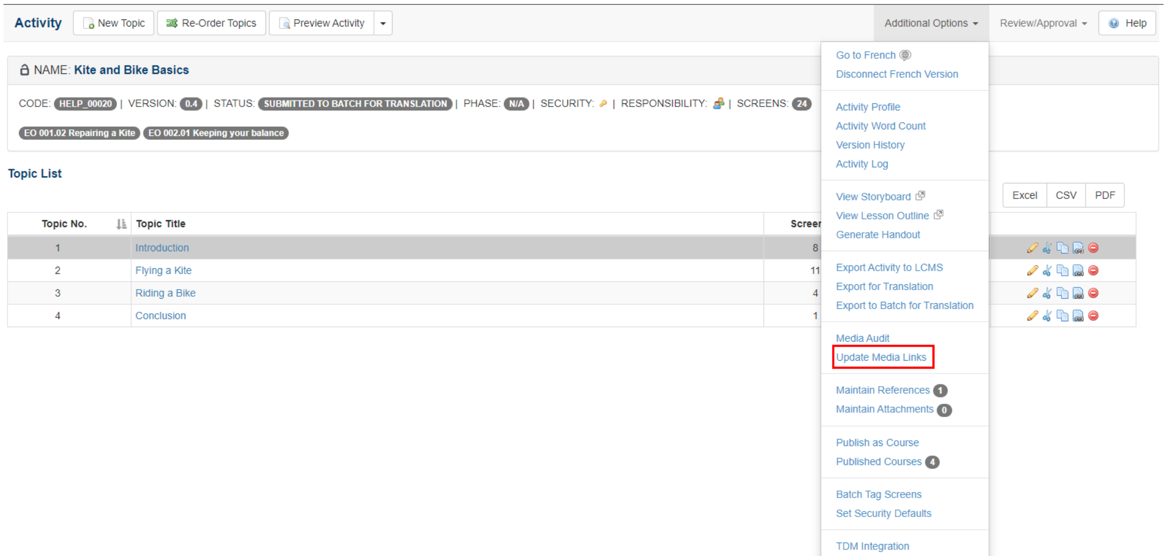
5. Click the **Return to Topic List** to return to the **Topic List** screen.

## 7.9.16 Update Media Links

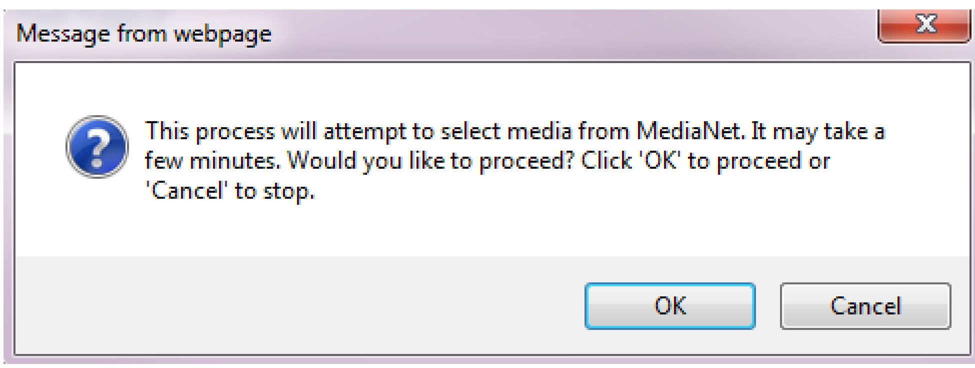
**Note**: You may leave off the file extensions on the requested filenames, as they will ultimately be ignored and the files searched by name only within the **Media Library** when using **Update Media Links.**

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.

1. Click **Update Media Links** from the **Additional Options** drop-down menu.

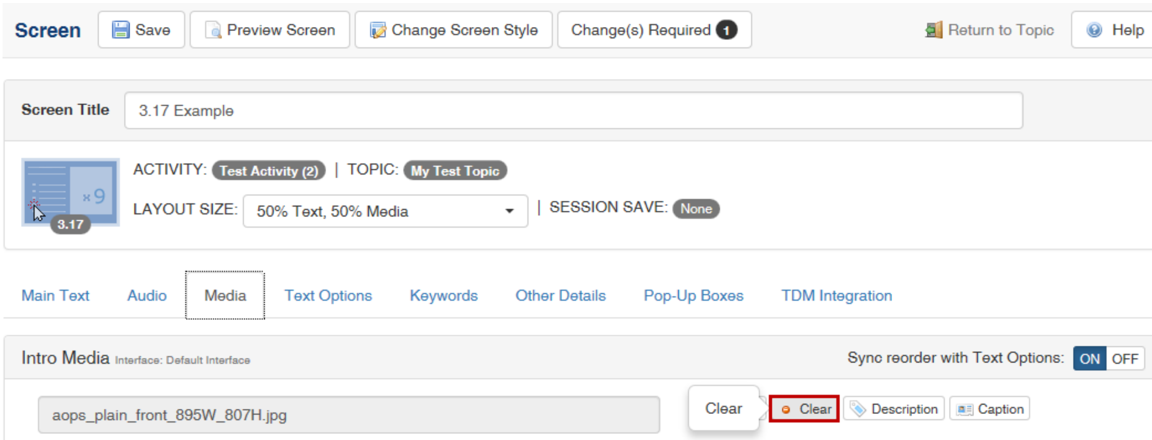


2. Click **OK** in the message window to continue or click **Cancel** to abort the update.




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.

## 7.9.17 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:

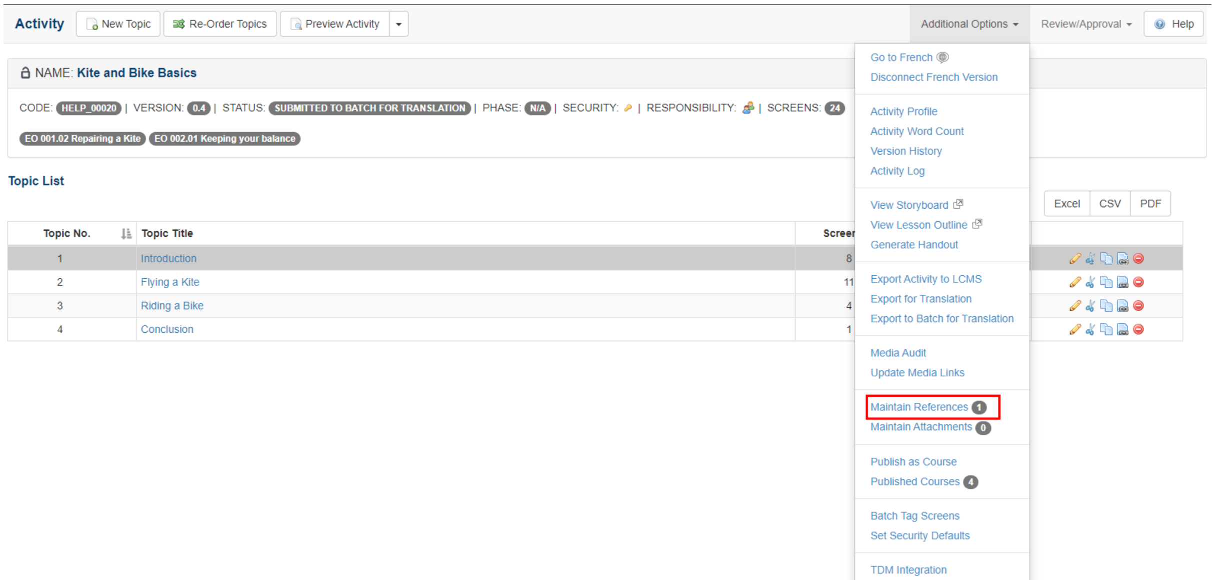
1. By clicking hyperlink text on any screen to open a reference

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.

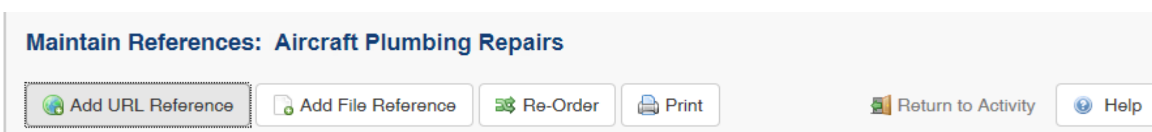
To add, edit or delete activity references, select the **Maintain References** link under the **Additional Options** menu.




## 7.9.17. Add a URL Reference to an Activity 1

1. Click **Maintain References** from the **Additional Options** drop-down menu.

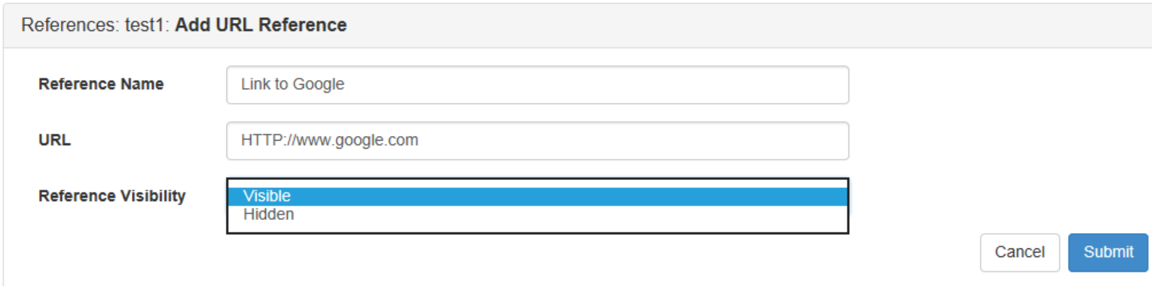
2. The **Maintain References** screen appears. Click the **Add URL Reference** button at the top of the screen.




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**.

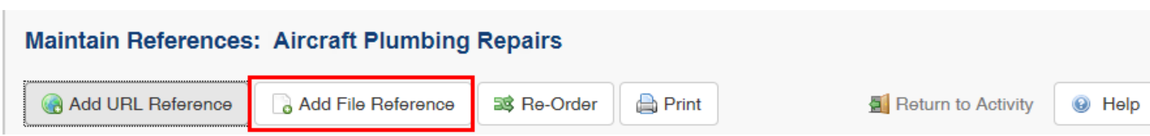



6. Click the **Submit** button. The URL reference will be shown on the **Maintain References** screen.

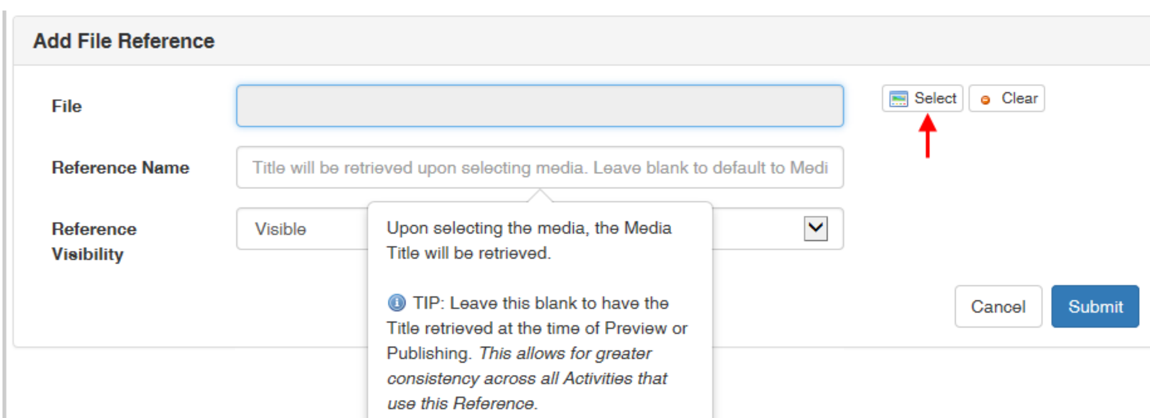
## 7.9.17. Add a File Reference to an Activity 2

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.



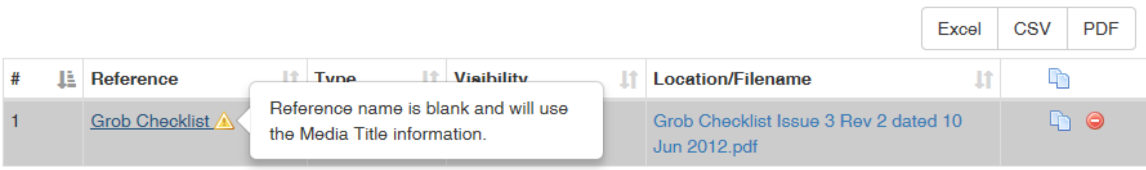

3. Type the file address in the **File** field or click the **Select** button to locate the file. All files must reside in the **Media Library** or be uploaded to the **Media Library**.




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**.

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.



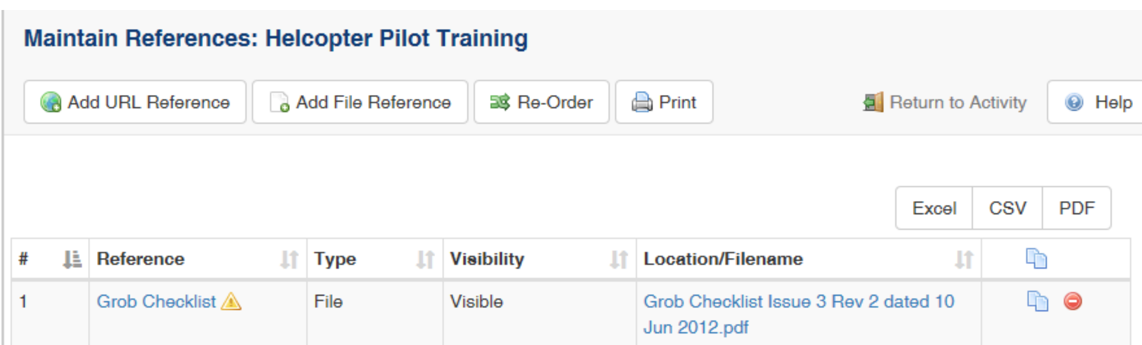

**Note:** If there is no Media Title **and** you do not enter a title in the **Reference Name** field, the reference file name populates the **Reference Name** field when previewed/ published.

**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.

## 7.9.17. Edit an Activity Reference 3

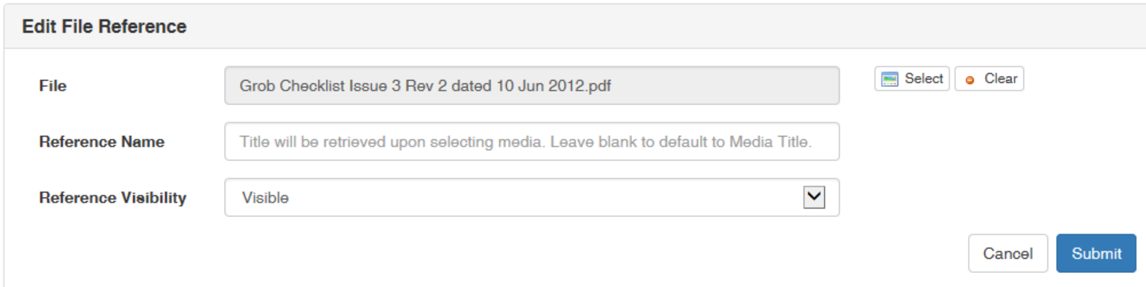
1. Select **Maintain References** from the **Additional Options** menu.

2. The **Maintain References** screen appears. Select the reference you wish to edit.




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**.

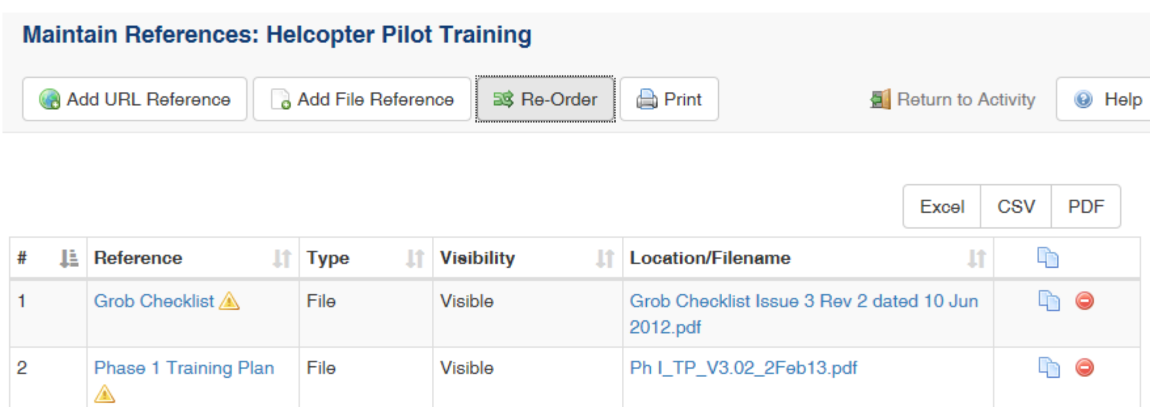
5. Click the **Submit** button. The revision is shown on the **Maintain References** screen.

## 7.9.17.4 Re-order Activity References

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.




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

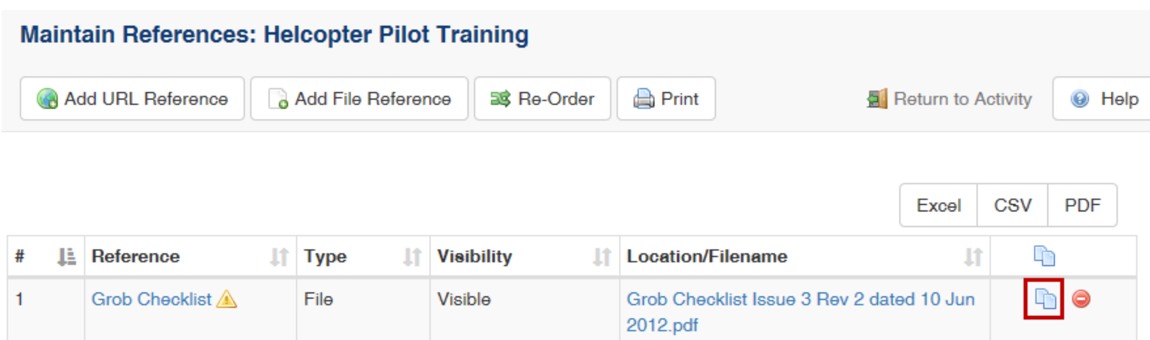
list of references within the activity.


4. Click the **Submit** button. The order you selected is displayed on the **Maintain References** screen.

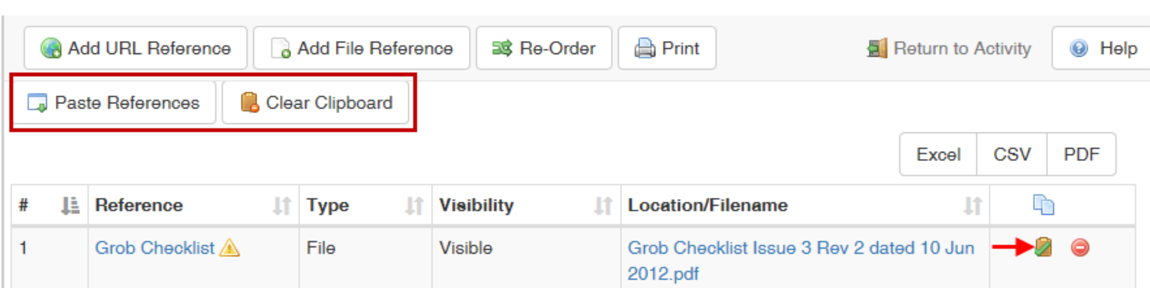
## 7.9.17.5 Copy an Activity Reference

1. Select **Maintain References** from the **Additional Options** menu.

2. The **Maintain References** screen appears. Click the **Copy** icon beside the reference you wish to copy to the clipboard.




3. 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**.



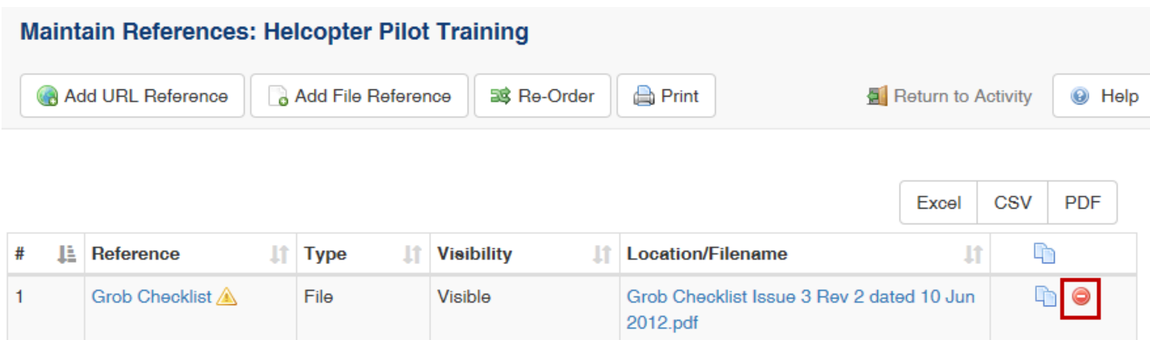
4. Click **Paste References** to paste the selected reference(s) into the activity you are currently in. **Note:** Hover your mouse over the **Paste** button to see which references are on the clipboard.

5. Click **Clear Clipboard** to remove copied references from the clipboard.

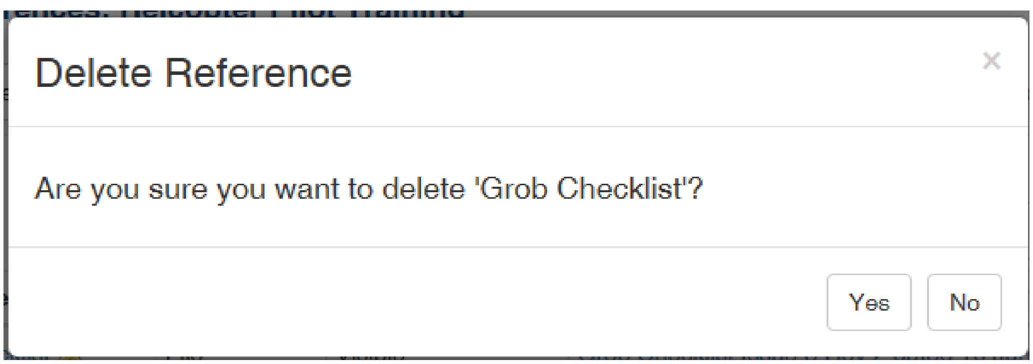
## 7.9.17. Delete an Activity Reference 6

1. Select **Maintain References** from the **Additional Options** menu.

2. The **Maintain References** screen appears. Click the **Delete** icon beside the reference you wish to delete.




3. A window appears asking if you are sure you wish to delete the reference.



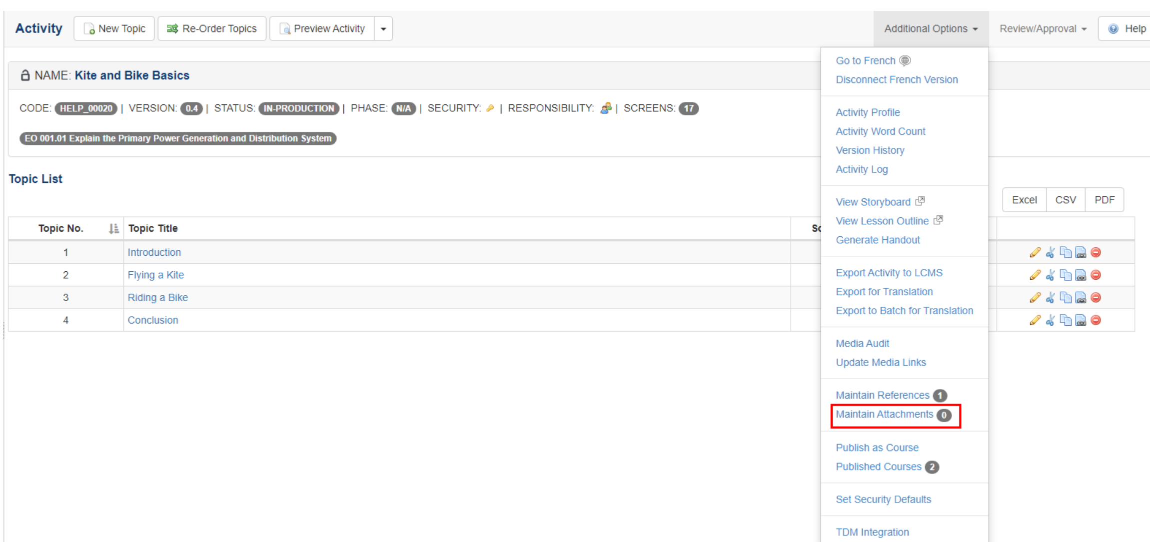

4. Click **Yes** to delete the reference from the **Maintain References** screen.

## 7.9.18 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.

## 7.9.18.1 Add an Attachment

1. Click **Maintain Attachments** from the **Additional Options** menu.

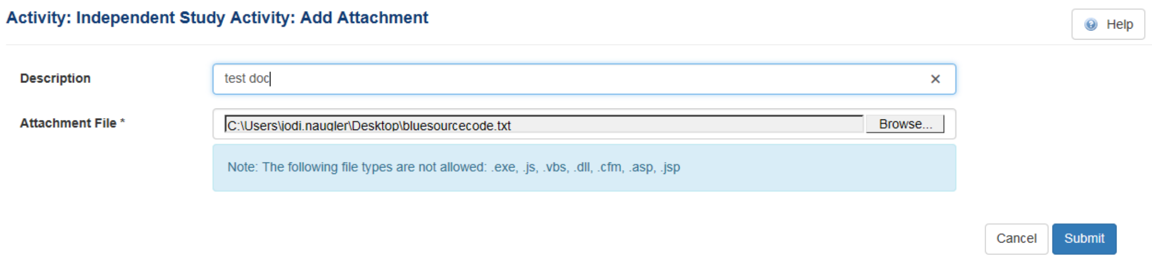



2. The **Attachments** screen will appear for the activity. Click the **Add Attachment** button.

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.

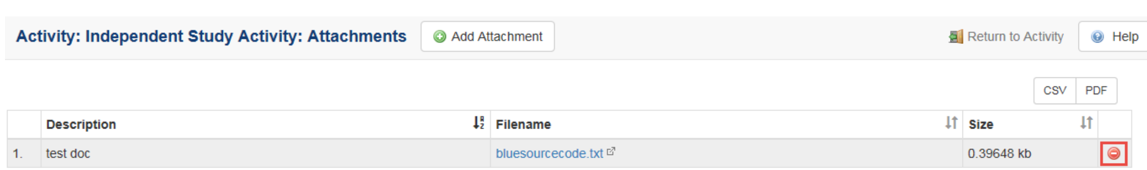
### 7.9.18.2 Open an Attachment

On the **Maintain Attachments** screen, click the link for the attachment you wish to access under the **Filename** heading. The attachment will open.

### 7.9.18.3 Delete an Attachment

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.

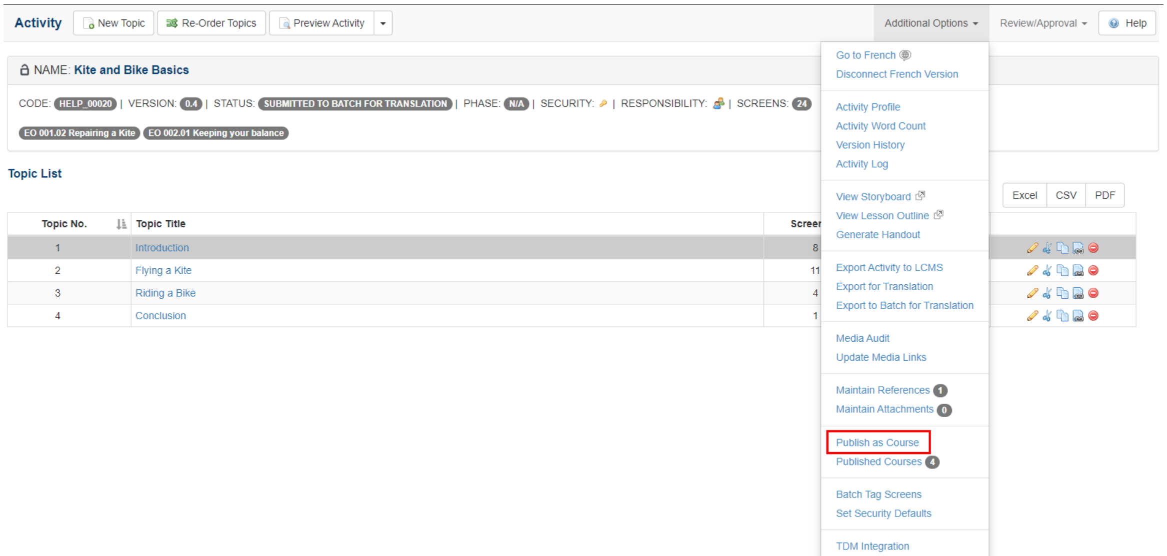



3. The number of attachments assigned to an activity will be displayed on the **Additional Options** menu.

## 7.9.19 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, where you can add and edit course details and structure. For more information see Course Designer.

3. Click the **Publish** tab.

4. Select the desired interface from the **Interface** drop-down menu.

5. Select the desired glossary from the **Glossary** drop-down menu, if required.

6. 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.

7. 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.

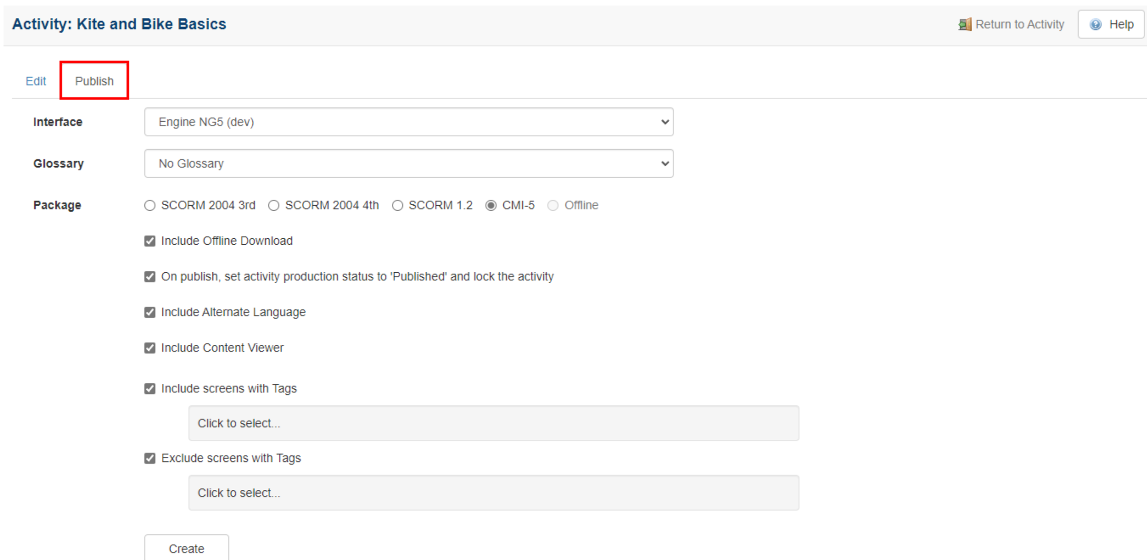
8. Click the **Include Alternate Language** checkbox, if required. **Note:** Multilingual Supports must be enabled in **Project Preferences** for this checkbox to display.

9. 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).

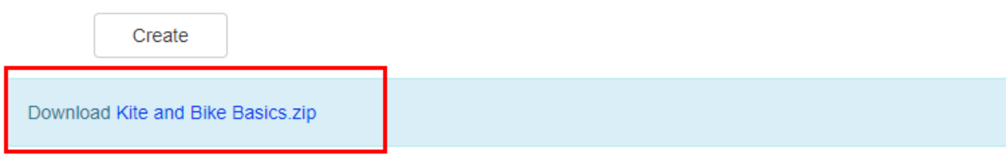
11. Click the **Exclude screens with Tags** checkbox, choose the tags from the **Select Tags** windowand then click the **Submit** button (if required).

12. Click the **Create** button to create your SCORM or Offline package.




13. After a few minutes, the package will been created.

14. Click the course link to download the SCORM package.




15. When the file is downloaded, save the file in the desired location.

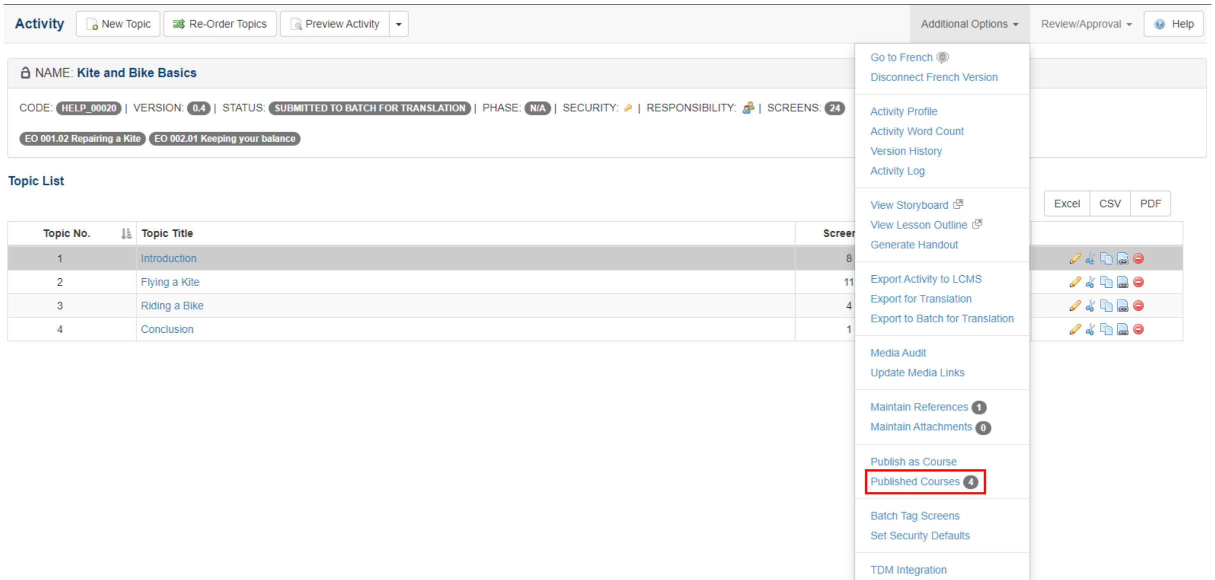
16. Now that you have wrapped the desired course in a SCORM package and downloaded it, it is available for import into the LMS. This import is done from within the LMS.

17. Click **Return to Activity** when you have finished publishing your course.

## 7.9.20 Published Course History

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:

   - Indicate that the course has been pushed to an LMS - see Published to LMS Indication for more details

   - Indicate that the course is available as an offline course - see Offline Course Launcher for more details

   - Download the published course - see Download Published Course for more details

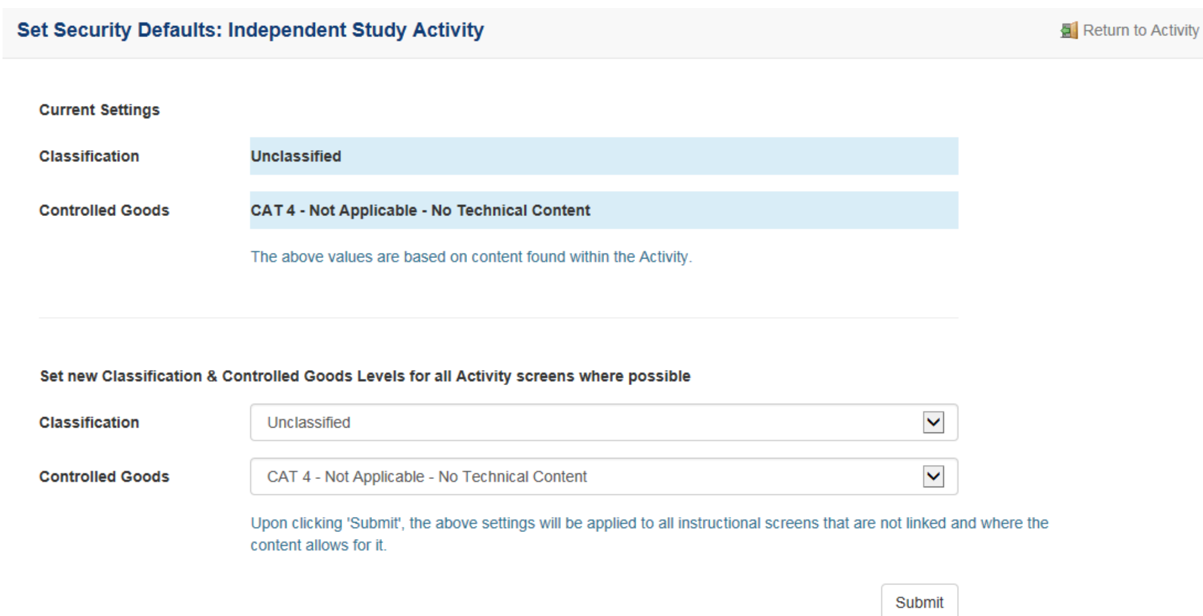
   - Delete the published course - see Delete Published Course for more details

**Note:** Developers will see the list of courses, but will not have access to these options.

**Note:** Users can also access the list of published courses through **LCMS Menu/Content Packaging/Published Courses**.

## 7.9.21 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).



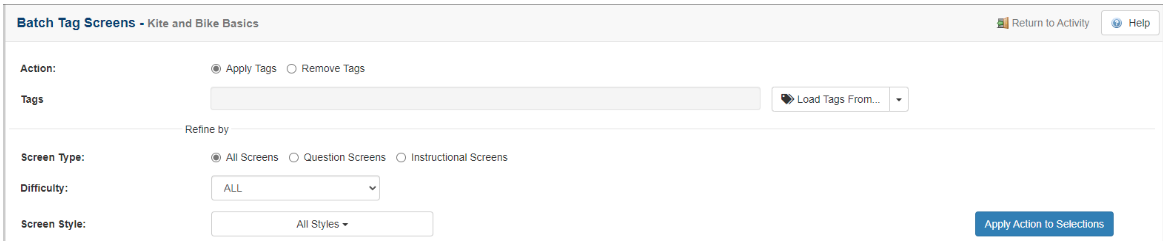

## 7.9.22 Batch Tag Screens

On this screen, the user can apply or remove tags to Activity screens using the Screens list.

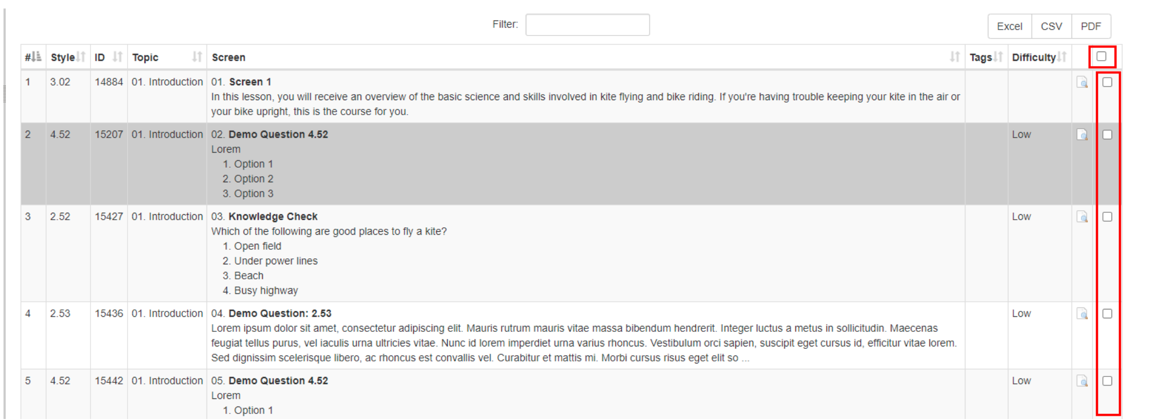
1. Click the desired radio button (**Apply Tags** or **Remove Tags**) to apply or remove the tags from screens.

2. 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.

3. Click **Submit** to save the selection(s).




4. 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**.



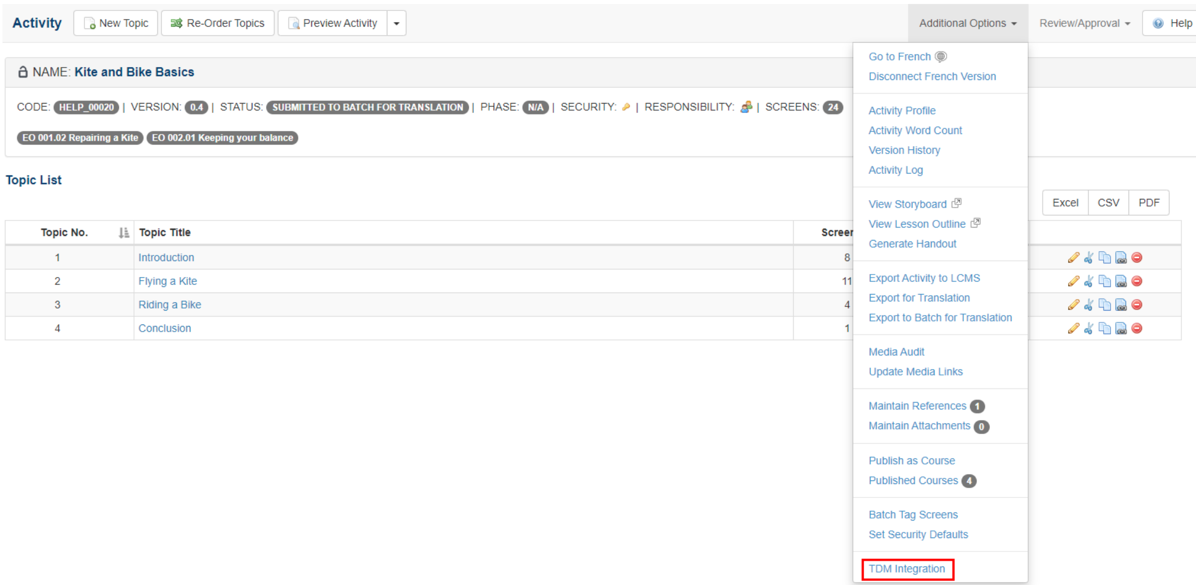

5. Select the desired screen(s) to apply or remove the tag(s) by clicking the checkbox in the last column. Select all the screens in the list by clicking the checkbox at the top of the last column. **Note:** The action to apply or remove the tag(s) will only apply to the selected screens.

6. 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.

## 7.9.23 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.

## 7.9.23. Link Activity to TDM 1

1. On the **Activity** screen, click **TDM Integration** from the **Additional Options** menu.

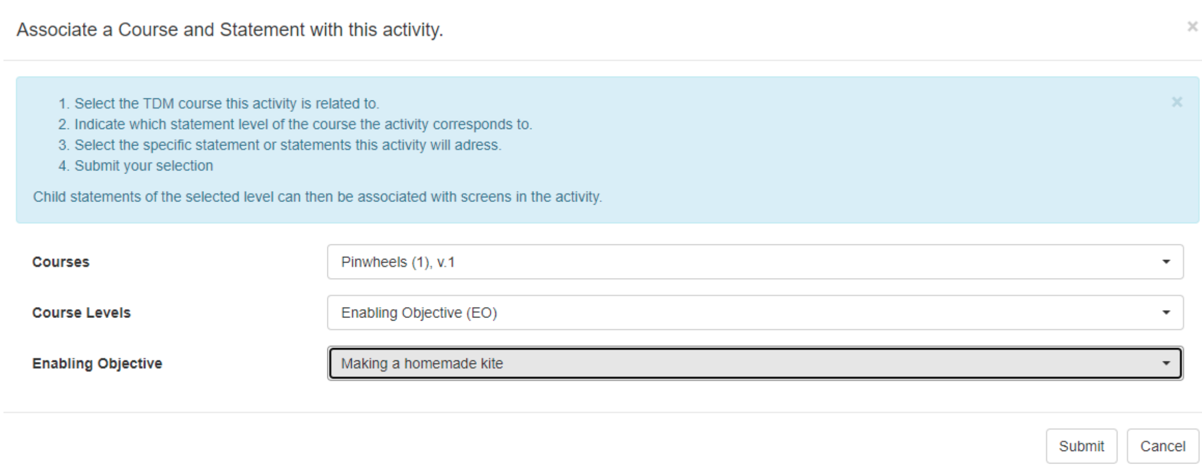
2. When the **TDM Integration** screen opens, click the **Link to TDM Course** button.

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).

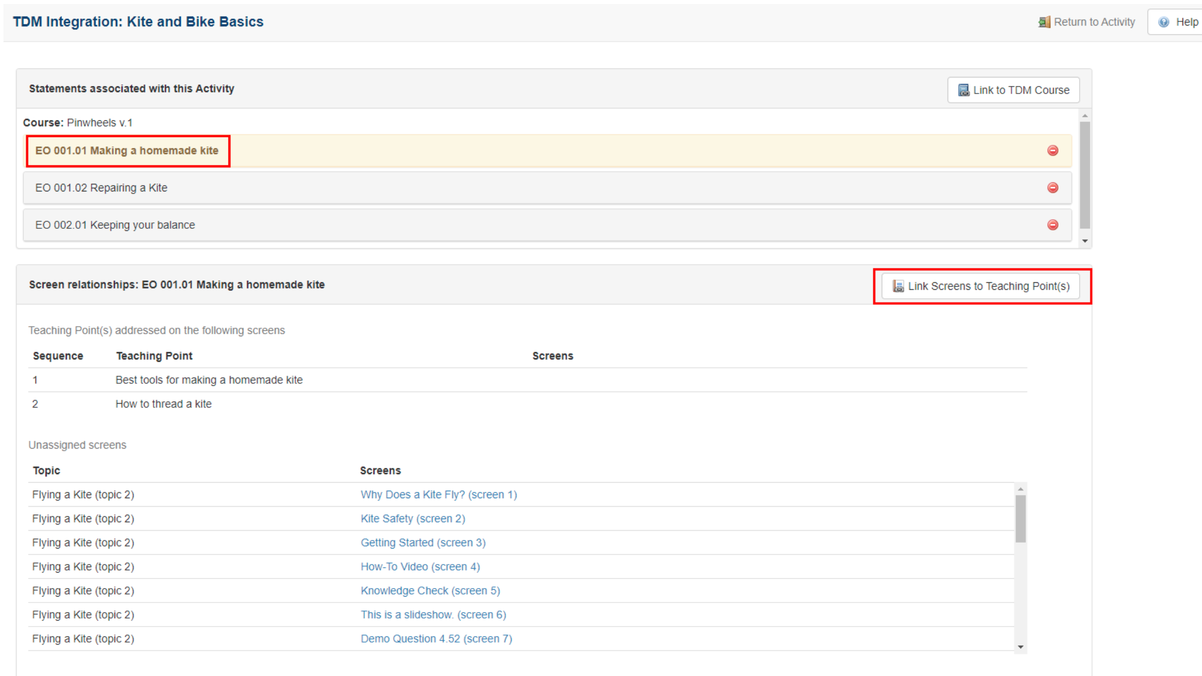
5. Select the desired statement level from the drop-down menu.

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



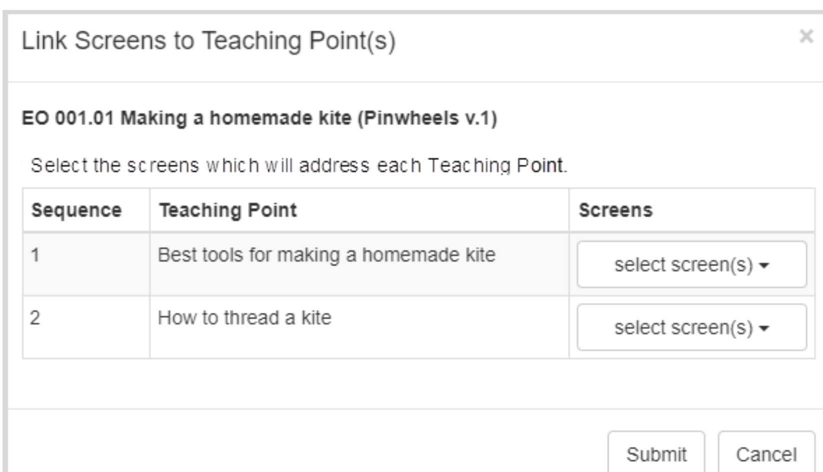

## 7.9.23. Link Screens to Teaching Points 2

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.

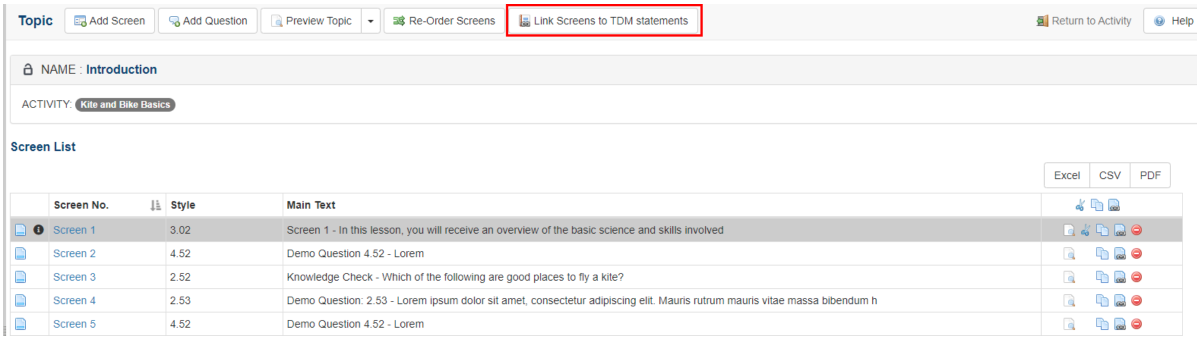



2. For each teaching point, choose the desired screen(s) from the drop-down list that you would like to associate it to.

3. Click the **Submit** button to save.



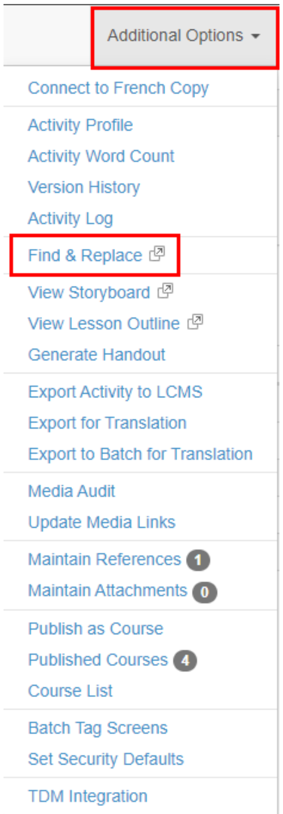

**Note:** You can also access the **Link Screens to Teaching Point(s)** window by clicking the **Link Screens to TDM statements** button at the top of the topic list screens. Unassigned screens list at the Activity level. To link a question screen to teaching points see Link Question Screen to Teaching Points.




## 7.9.24 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.

1. On the **Activity** screen, click **Find & Replace** or the expand icon from the **Additional Options** menu to display the **Find & Replace** window.



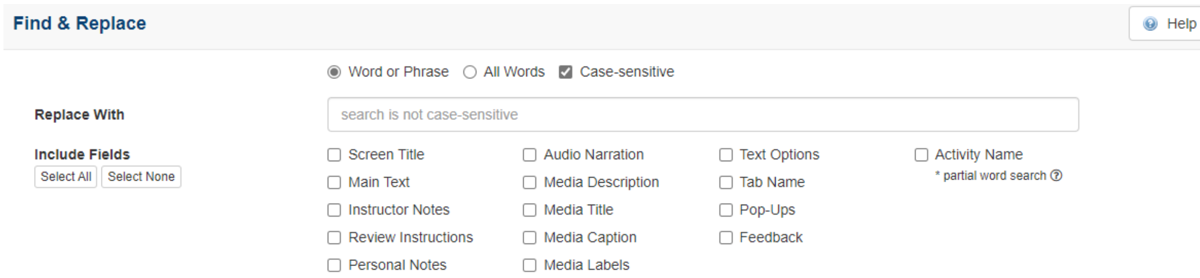

2. On the **Find & Replace** window, enter the desired content to search for in the **Search For** field.

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 fields to include in the search. **Note:** If media related fields are chosen, the **Pop-Ups** option should also be chosen 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.

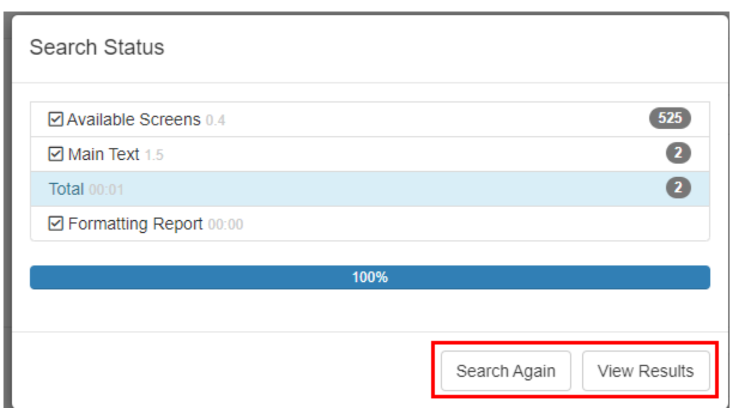



7. Enter the desired screen style to include in the search in the **Screen Styles** field. **Note:** Separate the entries by a comma (3.02, 3.10, 3.14).

8. 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.

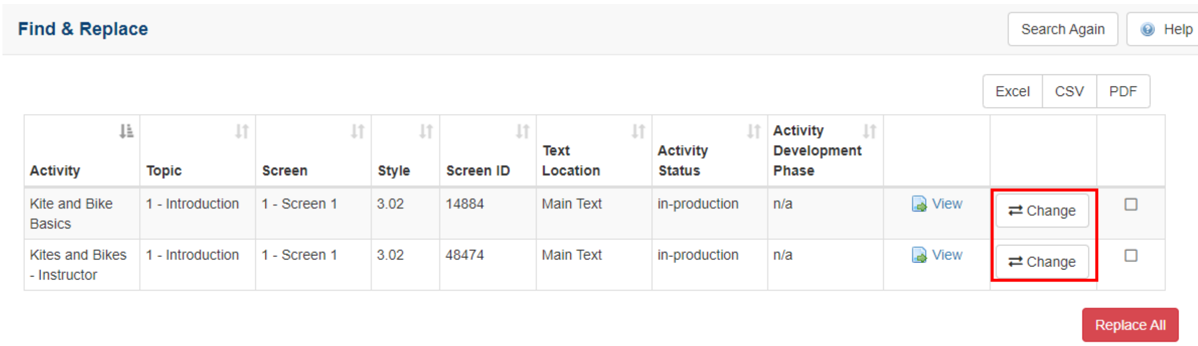
9. Click the **Find** button to begin the search. **Note:** The search may take a few moments to complete.


10. 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.

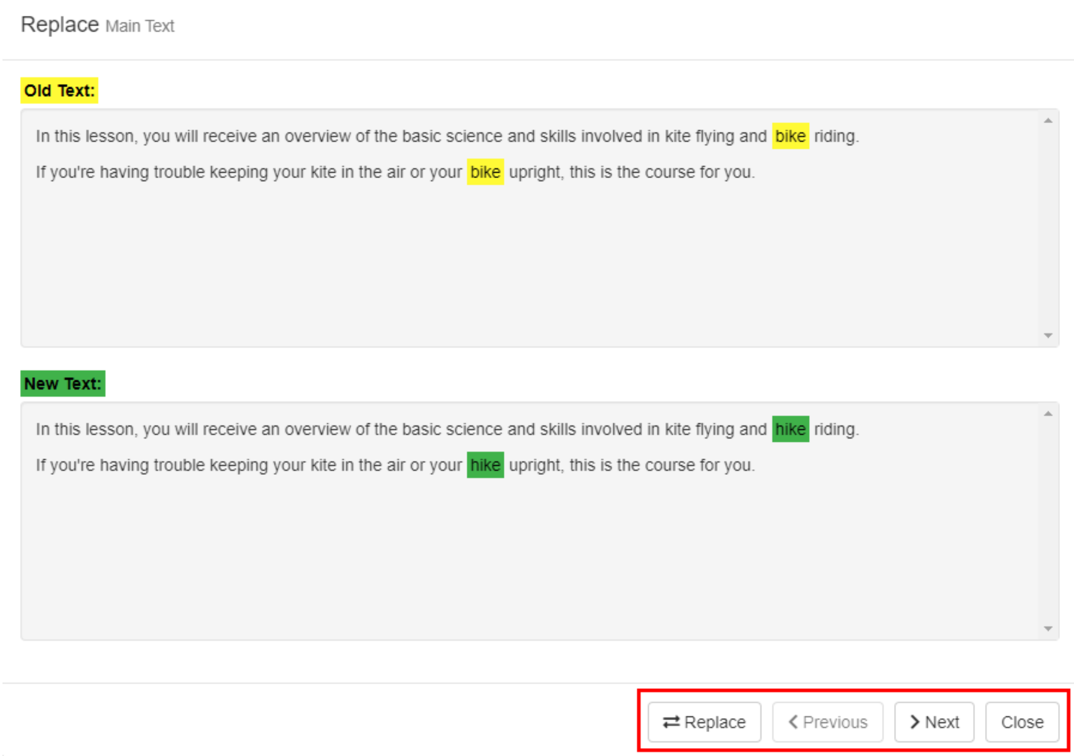



11. Click the **Change** icon beside the desired list item to review the requested change on the **Replace** window or click the **Replace All** button. A confirmation window displays when the **Replace All** button is clicked. Click the **Continue** button to execute the replace all function for all occurrences listed or click the **Cancel** button to return to

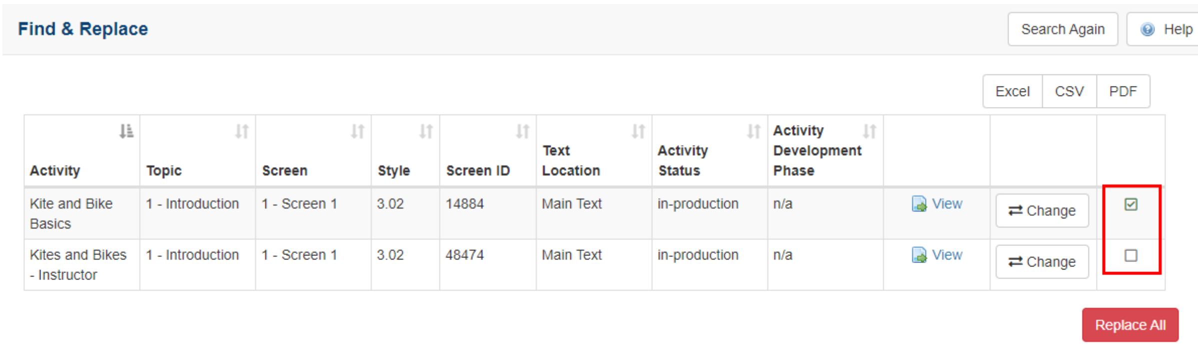
the **Find & Replace** screen. **Note:** Click the **View** icon to view the corresponding screen.




12. On the **Replace** window, click the **Replace** button to replace the highlighted old text with the highlighted new text. **Note:** Click the **Previous** or **Next** button to make another selection.




13. Click the **Close** button to return to the **Find & Replace** screen. **Note:** A check mark displays beside the list item when the content has been replaced.



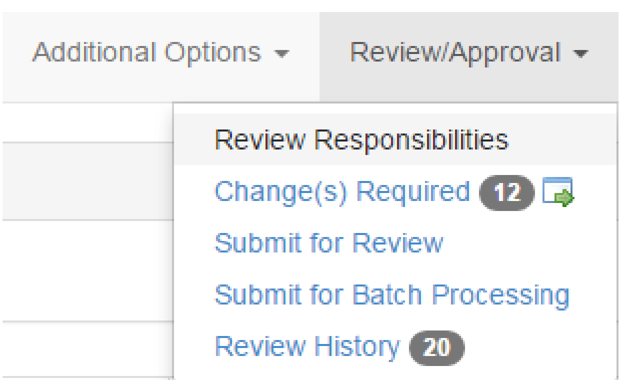

## 7.9.25 Course List

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.

# 7.10 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.

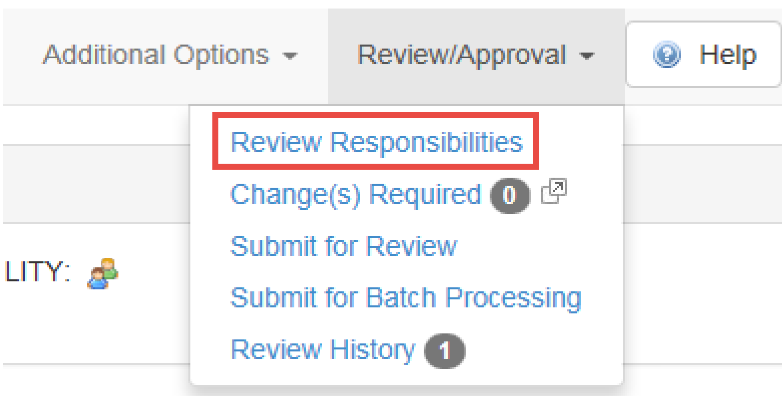



**Note:** Reviewers, Review Managers and Approval Authorities may be required to review or approve activities that were developed in the LCMS. Activities submitted for review or approval may be accessed directly in the LCMS. You will open the activity, add required comments, then notify the appropriate personnel that your review or approval is complete.

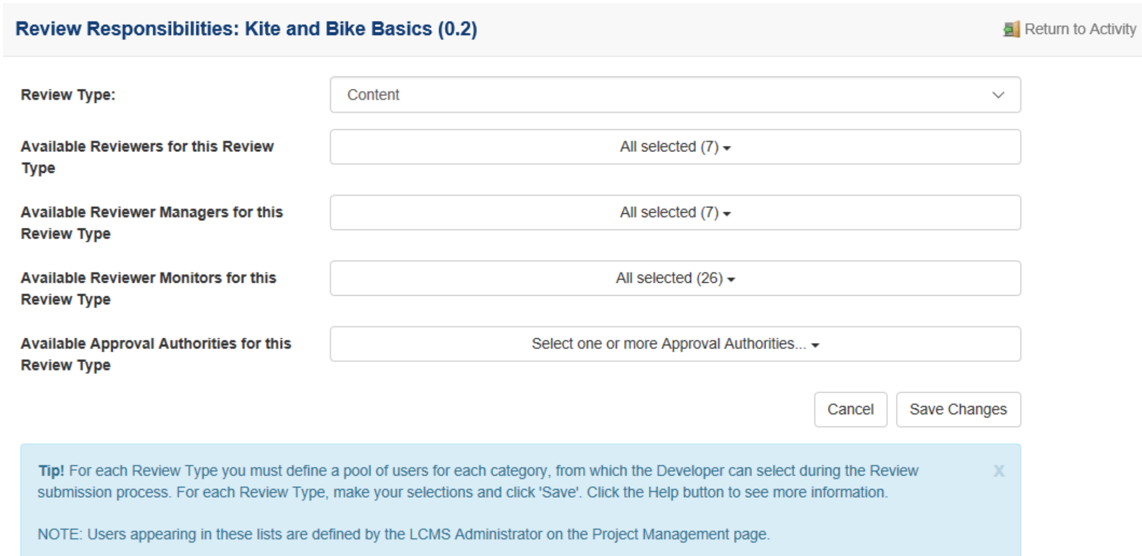
## 7.10.1 Review Responsibilities

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.




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

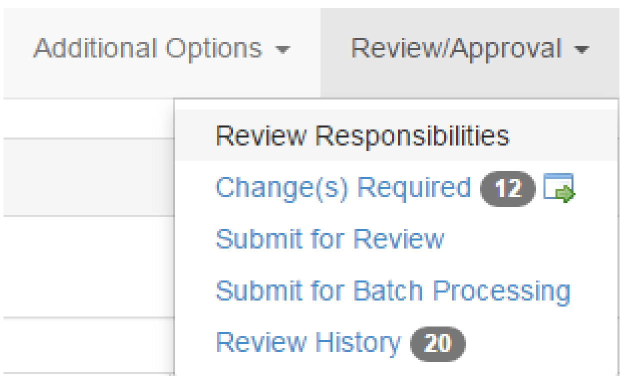
Once an activity is developed and ready to enter the review process, it may be submitted for review using the **Submit for Review** feature under **Review/Approval.** Normally this is done by Developers, although Managers, Admins and custom roles may also have this privilege. The assigned personnel are 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.

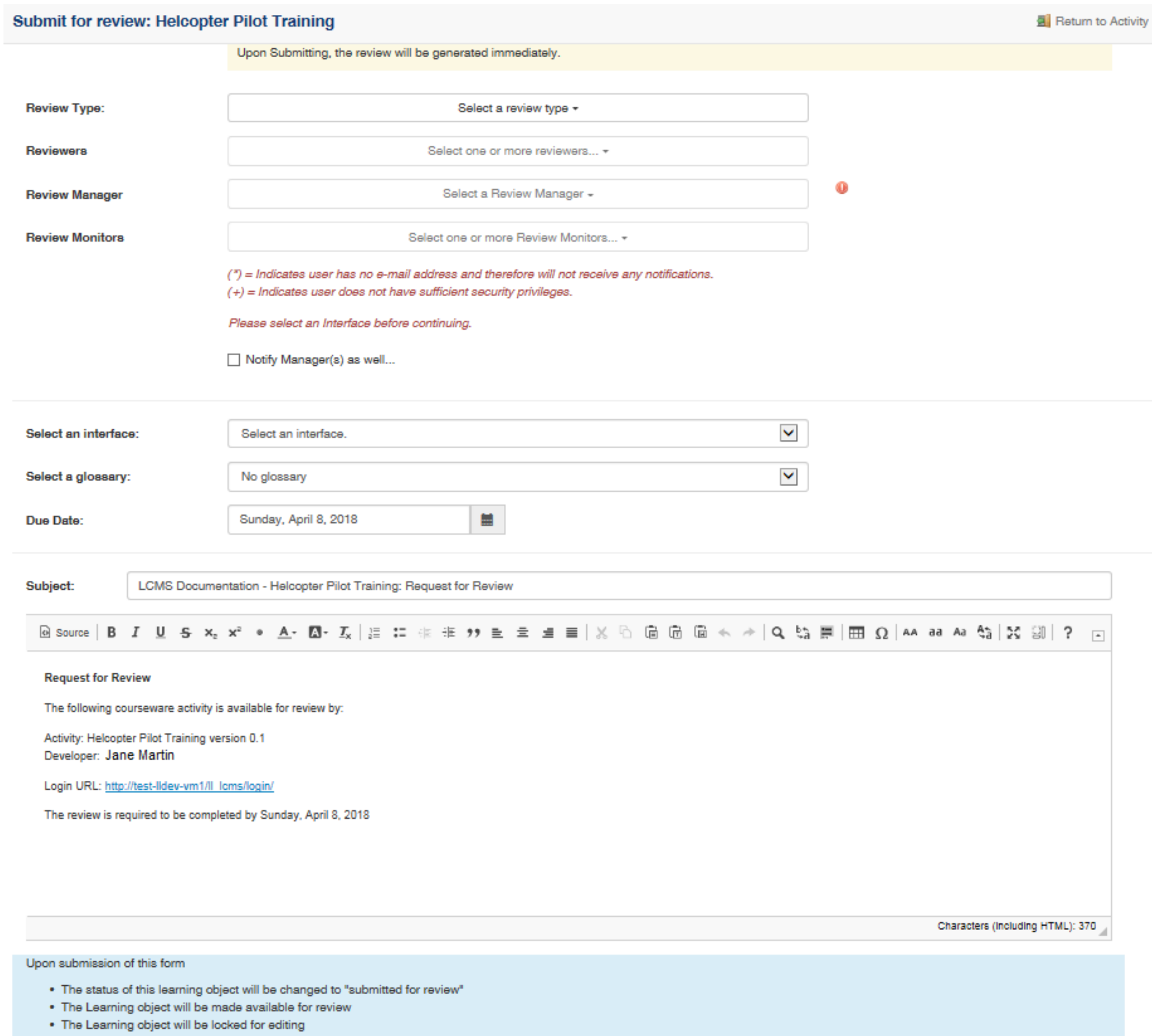
To submit an activity for review:

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.

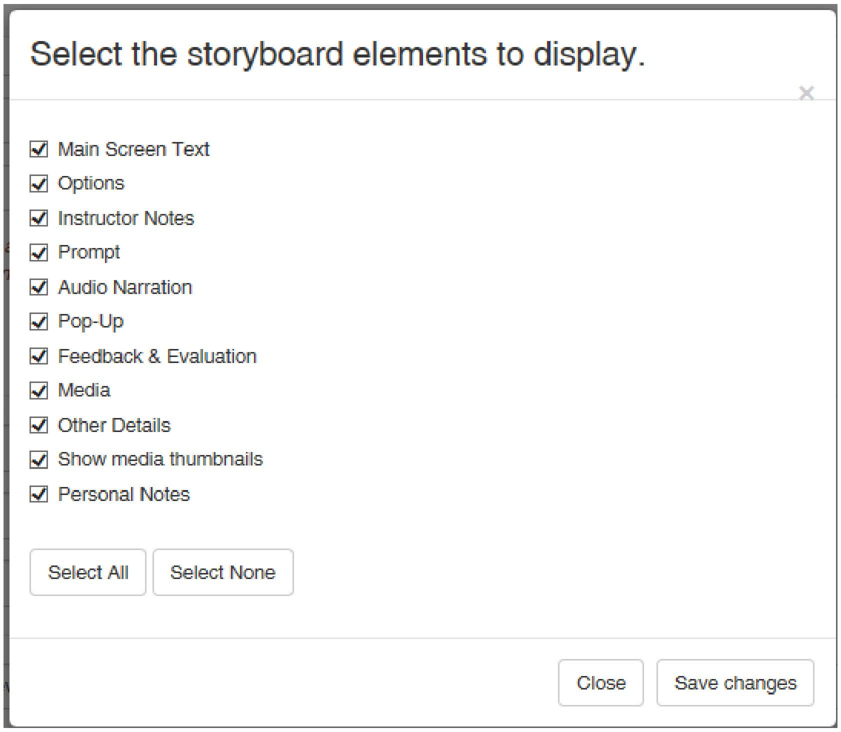



3. Select a **Review Type** from the drop-down menu. If your Manager has only set one user to be available for a role, they will automatically be selected, otherwise you will be presented with a drop-down menu from which you can select one or more users for each role (Reviewer, Review Manager and Review Monitor). **Note:** There is some input validation here, e.g. Reviewers cannot be the same person as Review Managers.




4. Select the **Interface** in which you wish the activity to be reviewed from the drop-down list. **Note**: When submitting storyboards for review, you must select the **Storyboard** interface, which will allow the Reviewer to view and comment upon a storyboard of the activity, containing fields such as the **Review Instructions** and **Media Description**. The **Send** button is disabled and a warning displays when the **Interface** is not selected from the drop-down list.

5. Select the storyboard elements you wish to be displayed in the storyboard to be reviewed.



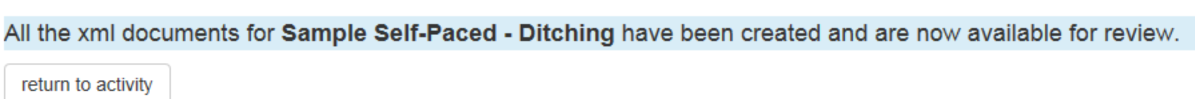

6. If a glossary review is required, select it from the drop-down list. The default setting is "no glossary".

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.

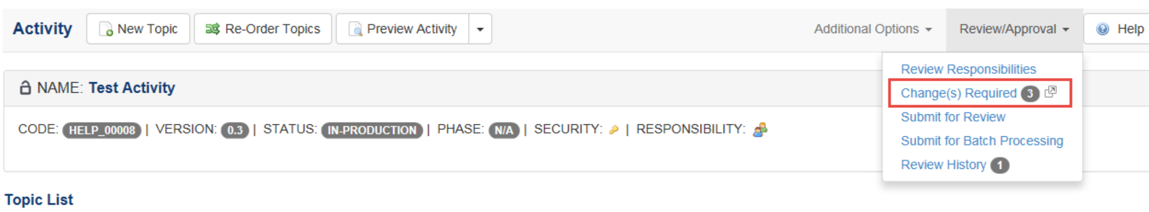



**Note:** All personnel assigned to the review receive notification by email (a checkbox allows you to choose whether or not to send the notification to Managers). The **Notify**

**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.

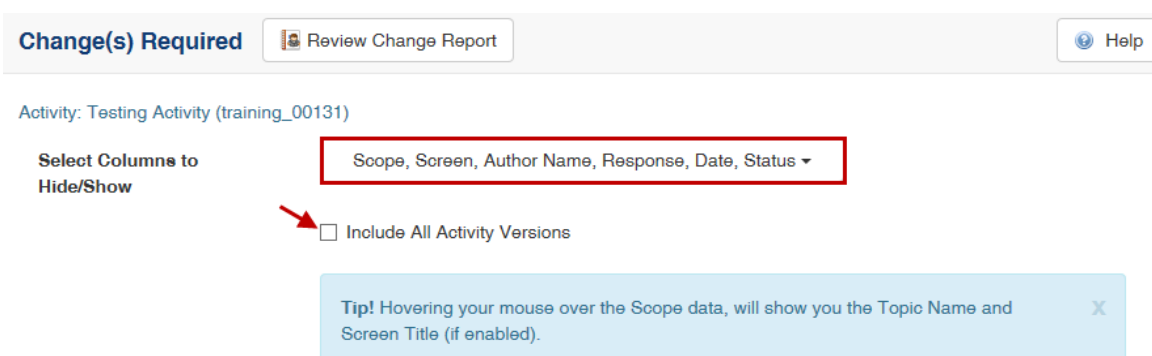
## 7.10.2 Change(s) Required

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.



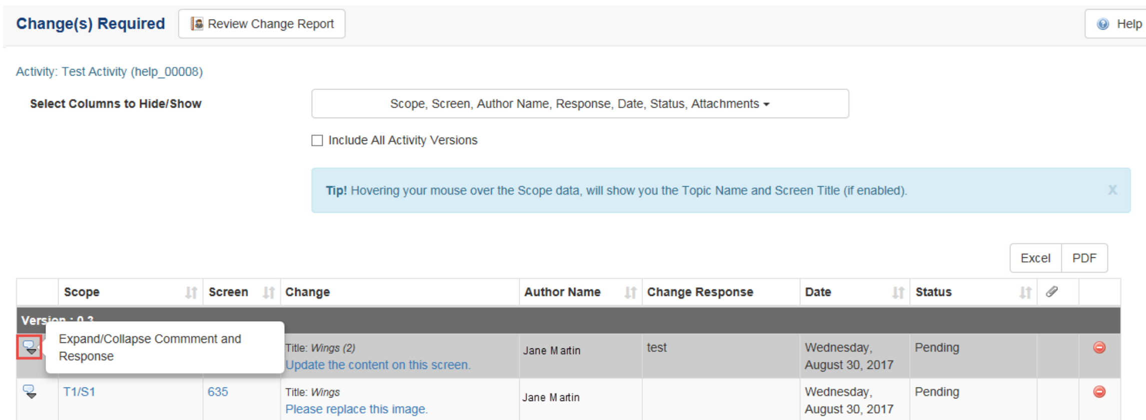

2. The **Change(s) Required** screen opens in a new browser window, displaying a list of comments. These are arranged according to the version number of the lesson to which they refer. You can hide or show the following columns by selecting them from the drop-down list.

3. Check **Include All Activity Versions** to see changes from previous versions of the activity.

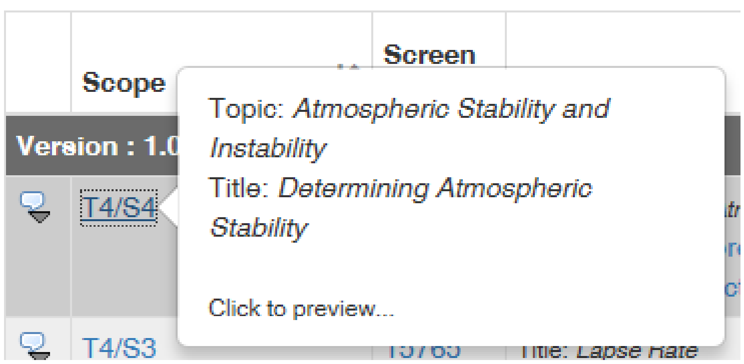



4. In the **Changes Required** window, you will see all of the columns you chose from

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.



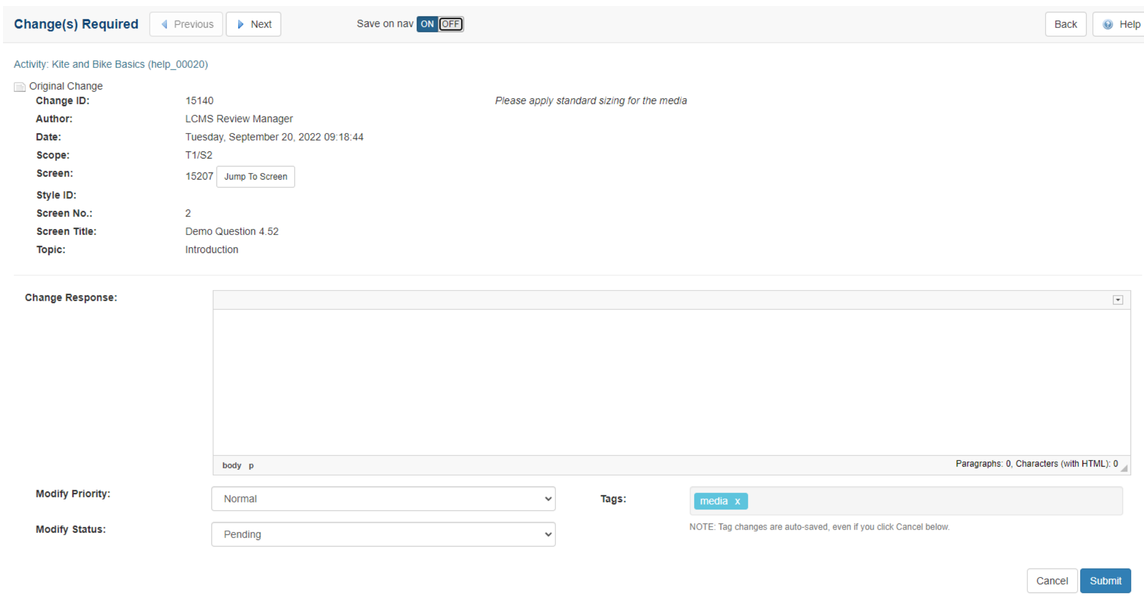

5. Click the link in the **Scope** column (e.g. T4/S4) to open that screen in the LCMS viewer. Hover your mouse over the **Scope** values to see the **Topic Name** and **Screen Title** (if enabled).



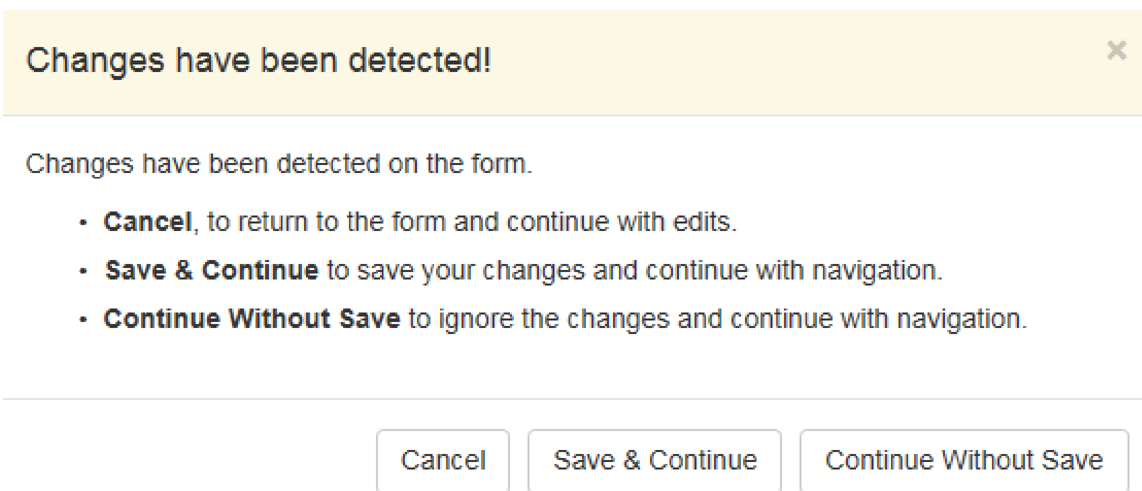

6. Click a comment in the **Change** column to open a separate window with details on the change required. The information provided for each comment (made by the Reviewer/Approver) includes: the **Change ID**, **Author**, **Date**, **Scope, Screen, Style ID, Screen No., Screen Title** and **Topic**. **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.

7. 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**.



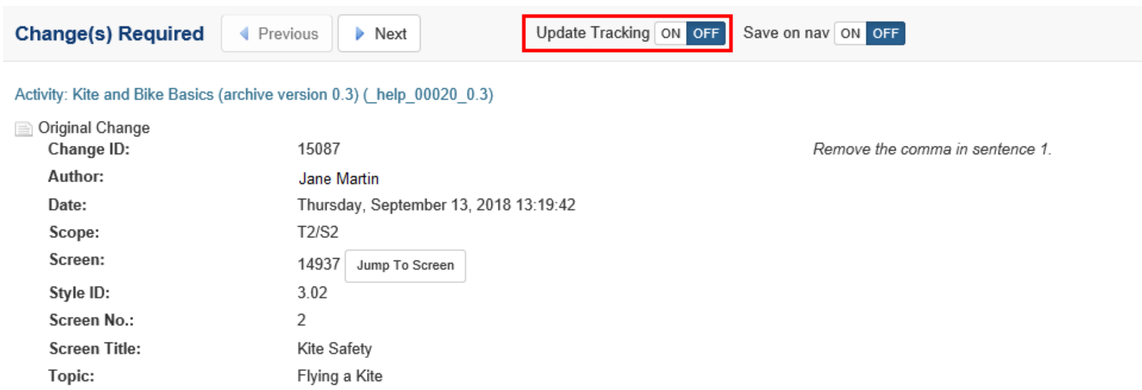

**Note:** Changes are only saved by clicking **Submit**. Using **Previous** or **Next** will not save a change response or status modification. If you do not click **Submit** before moving on, you will receive a prompt (see below).



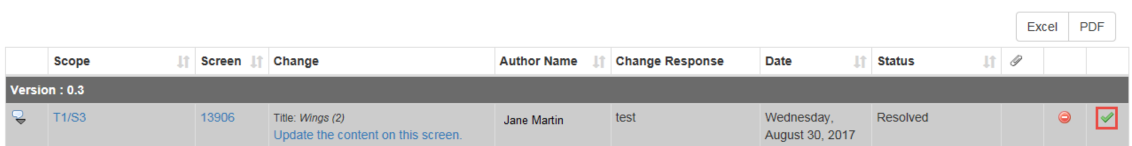

8. Click the **Submit** button to save changes.

**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.




**Note:** These checkmarks only remain selected (green) for that session. Once you close the **Changes Required** screen, they automatically become deselected.



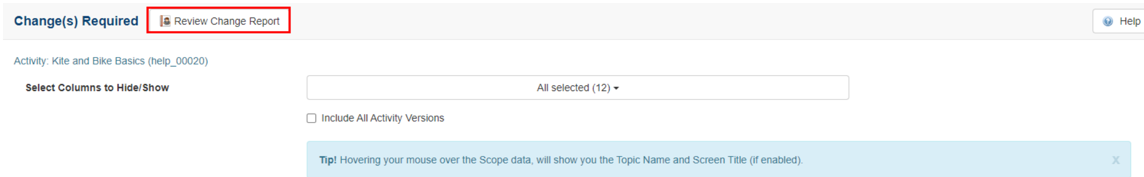

**Note:** If there is an attachment to the review comment, it is indicated under the attachment (paperclip) icon.

**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.

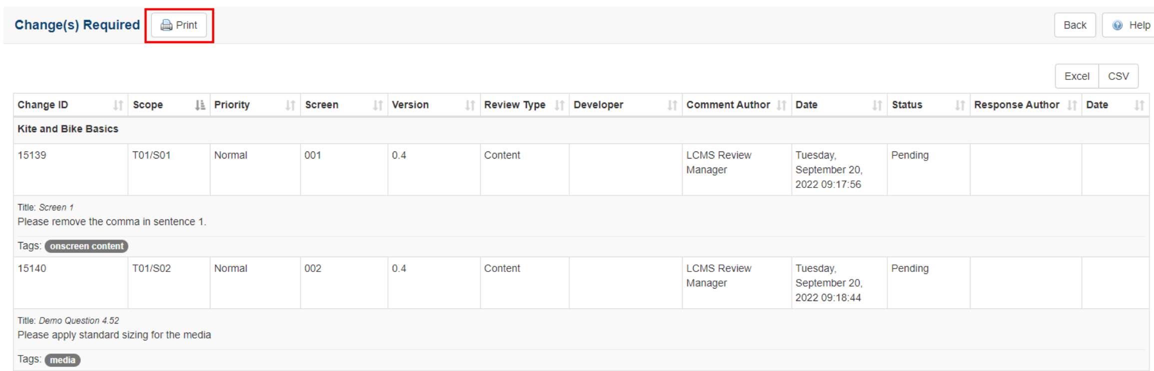
## 7.10.2. Review Change Report 1

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.



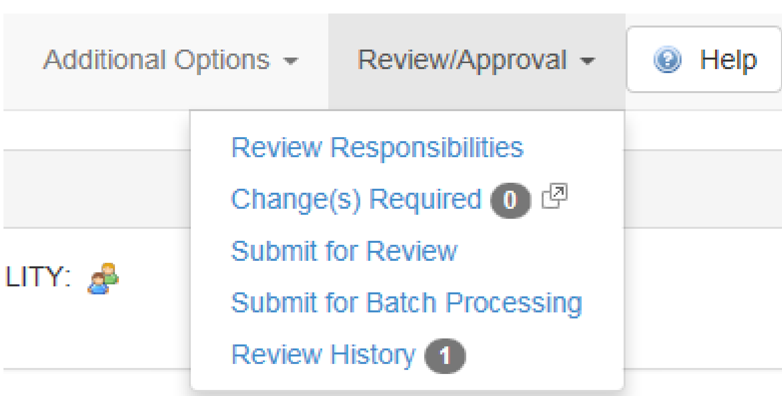

2. Use the **Print** button at the top of the screen to print the report or save as a PDF.




## 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.

1. 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.




2. 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.

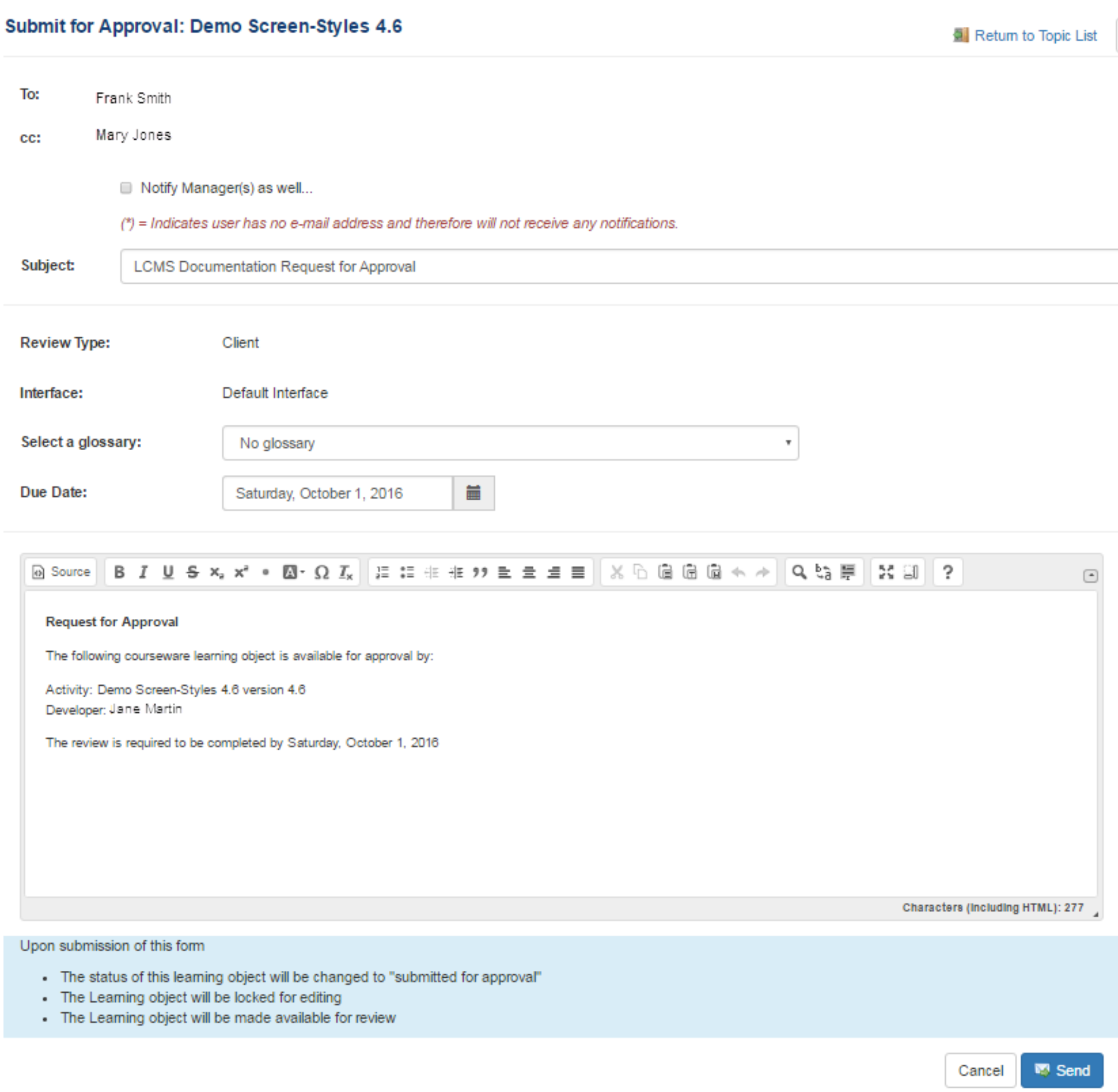
3. Modify the **Subject** line of the notification email, if required.

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.

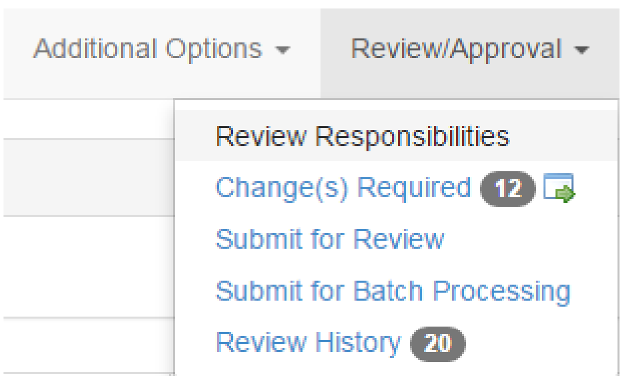


## 7.10.4 Submit for Batch Processing

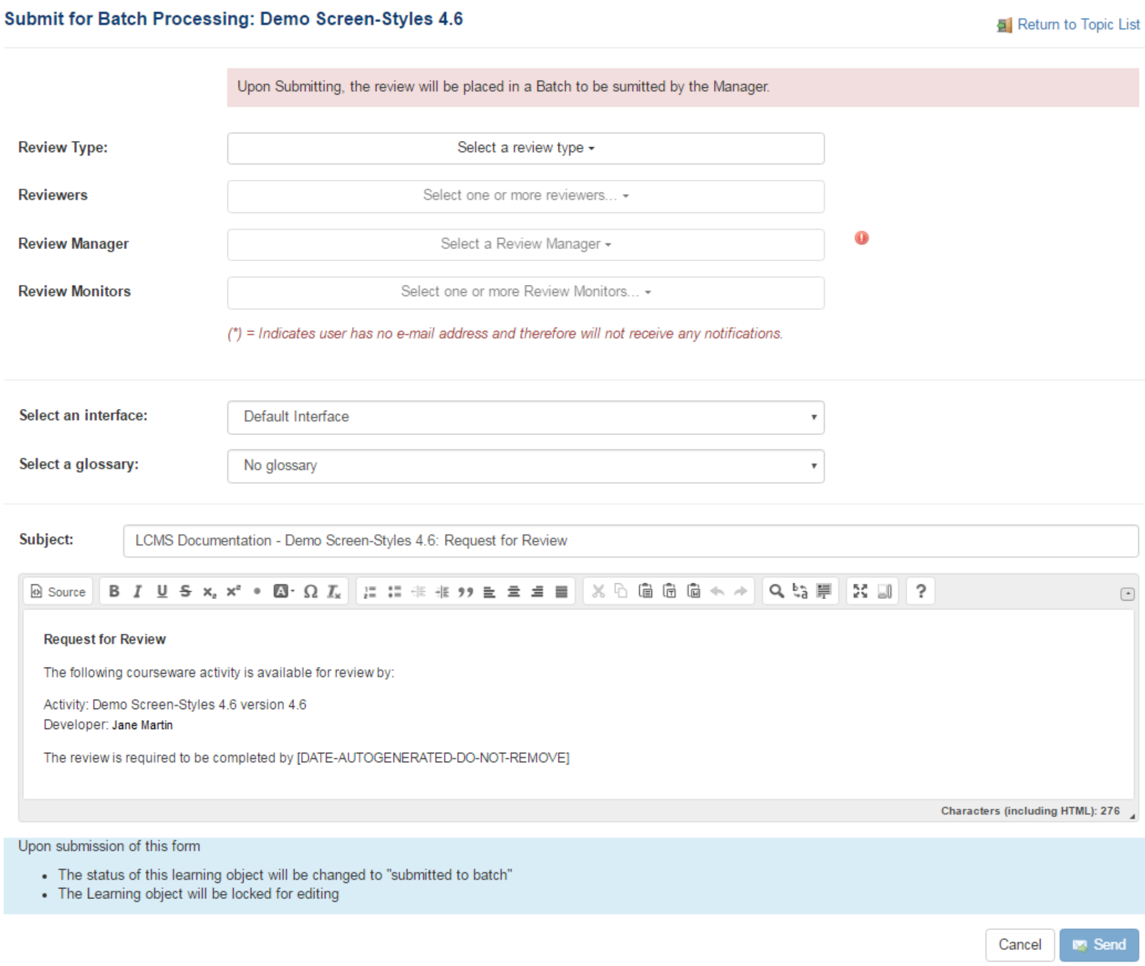
Administrators, Managers, and Developers can submit Activities for inclusion in a "batch", which will be held until submitted for review by a Manager or Admin at a later time rather than being sent immediately for review. **Note**: Notification emails will not be sent out until the whole batch is submitted 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."

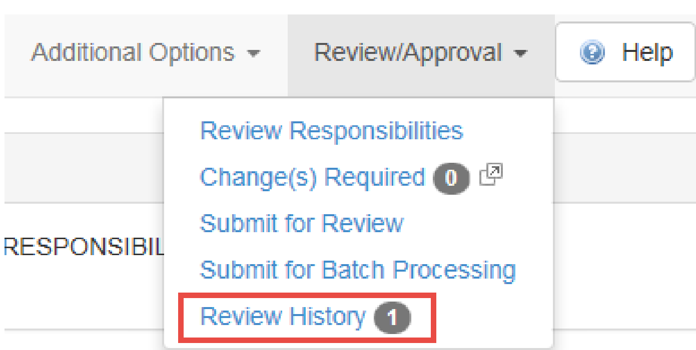



2. Complete the fields on the screen and click the **Submit** button to add the Activity to a batch, which may be sent for review by a Manager or Admin at a later time. As soon as the Activity has been submitted for inclusion in the batch, its **Status** will be updated to "Submitted to batch".

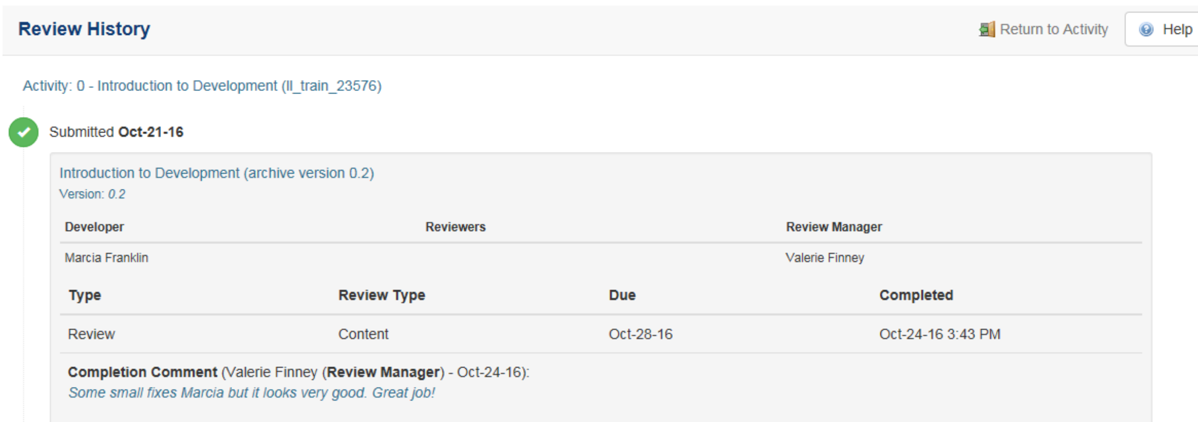



## 7.10.5 Review History

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**.



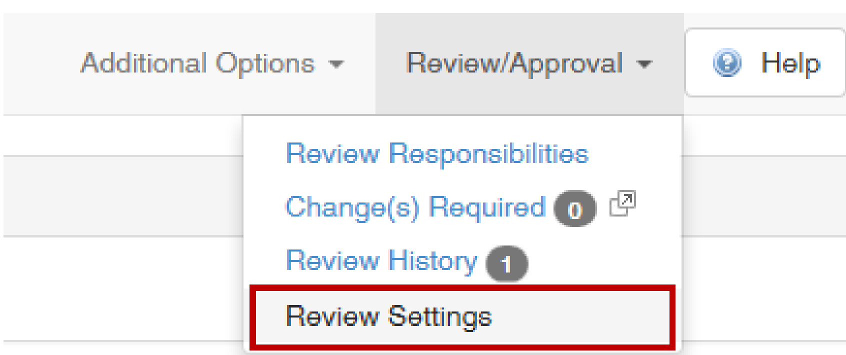
At the top of the **Review History** window you will see the date the activity was submitted, activity title, version number and development phase. The name of the Developer, Reviewers and Review Manager are shown below this. There are also columns for **Type** (review or approval), **Review Type** (Client, 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.



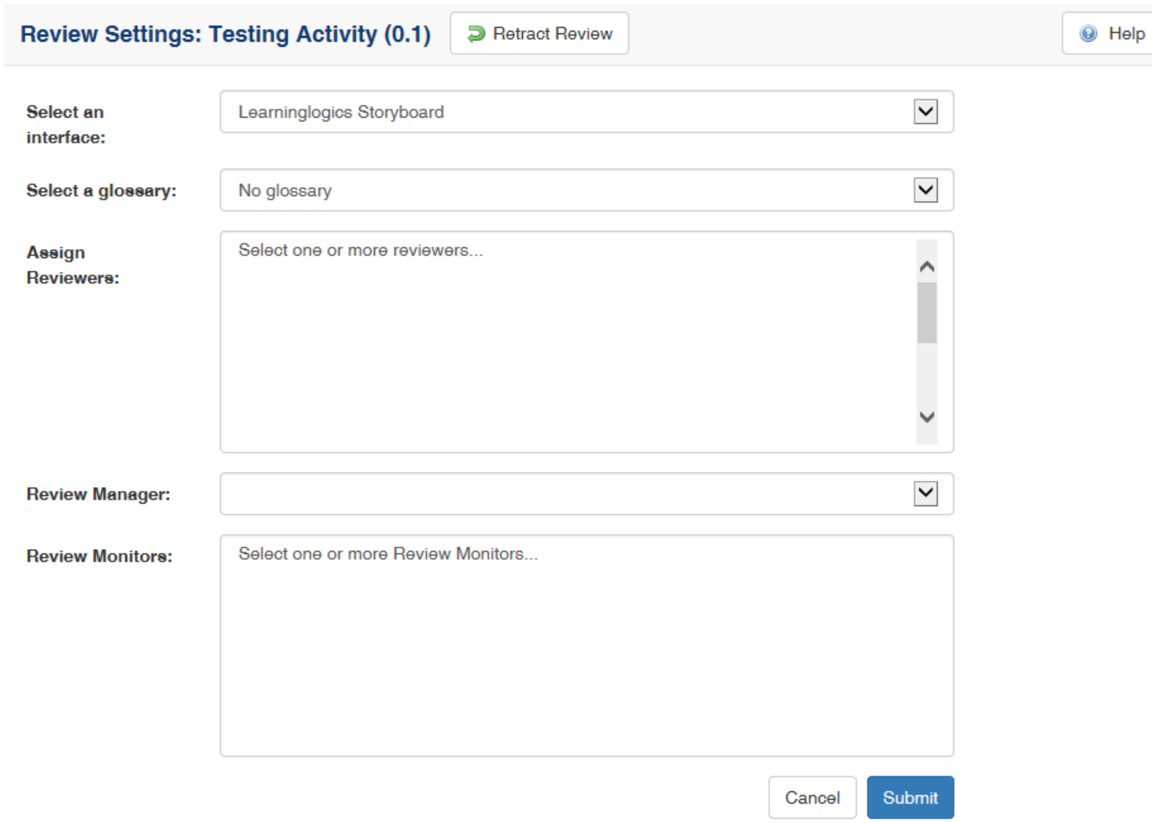

## 7.10.6 Review Settings

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.

1. To review the settings, click **Review Settings** in the **Review/Approval** menu.



2. The **Review Settings** window will be displayed.




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.

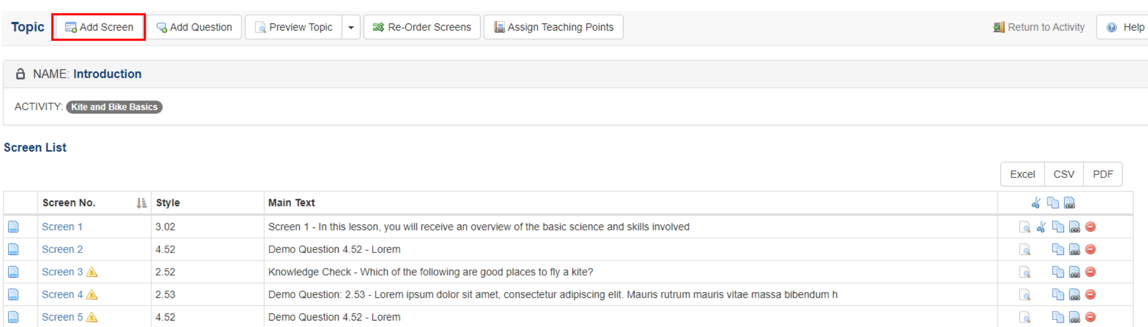
Should it be required, the LCMS standard development screens can also be customized to meet the specific and unique training needs and objectives of any enterprise.

**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.

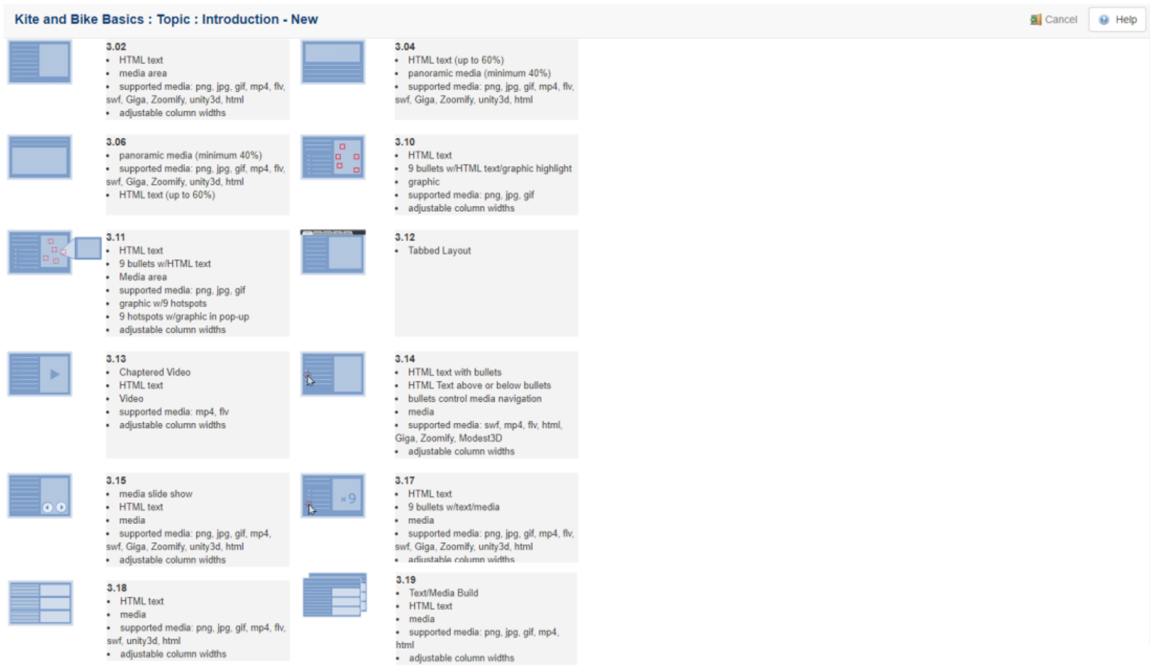
## 8.1 Add Screen (Instruction Screen)

Once you select a topic, you can add instruction screens and question screens to the topic. To add an instruction screen:

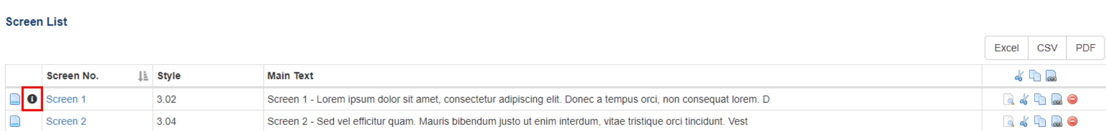
1. Click the **Add Screen** button in the **Topic List**.




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.



## 8.2 Add Question

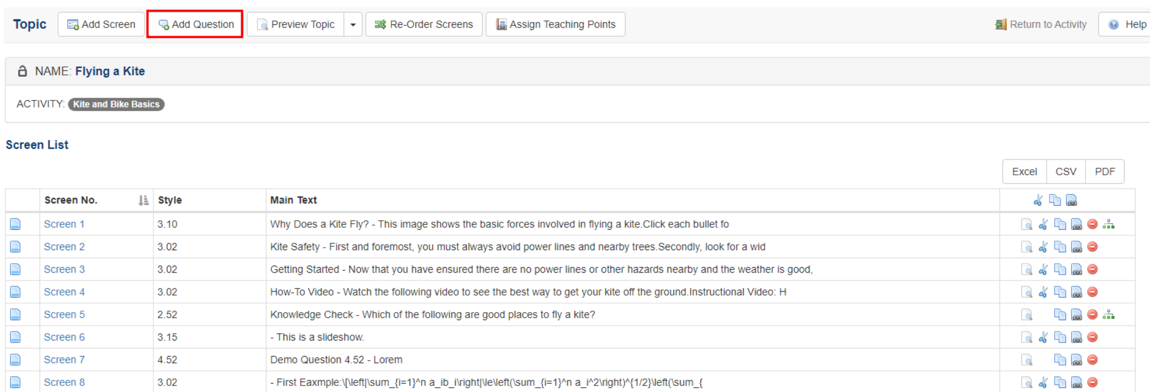
All questions are developed in the **LCMS Question Bank**. Once the questions have been developed, they can be added to lesson and test activities. **Note:** To add questions to a test, you have two options: (1) add each question manually or (2) acquire questions by automation.

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.

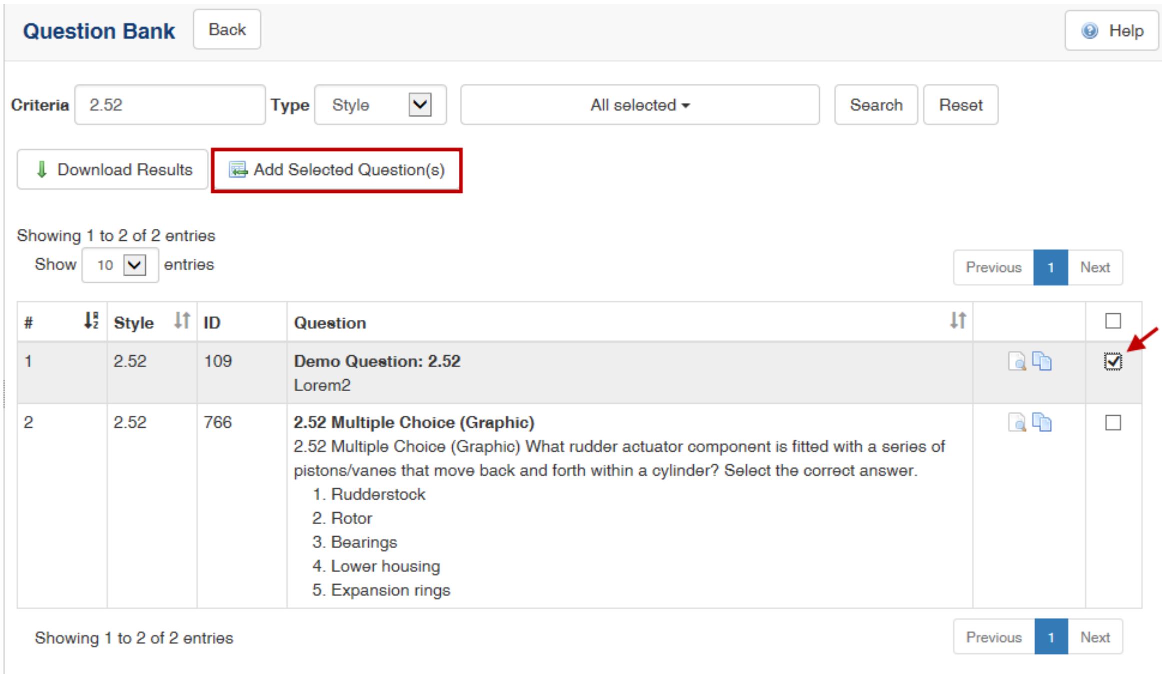
**Note:** The functionality of a question within a lesson topic is different from that of a test activity. In a lesson activity, the user has two attempts to answer a question. Feedback is provided for each attempt. If the user does not answer the question correctly on the second attempt, the correct 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**.




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.




3. Click the checkboxes to the right of each question returned in your search results to select one or more for inclusion in the activity.

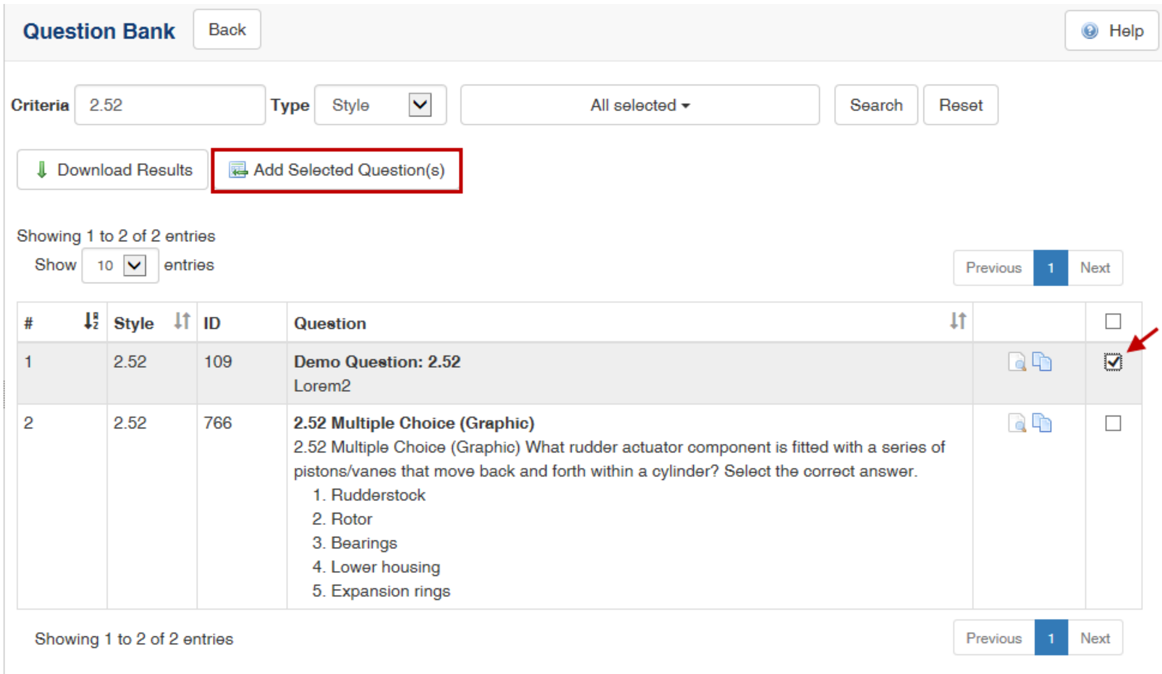
4. Click **Add Selected Question(s)** to append all your checked questions to the **Screen List** of the current activity.

## 8.2.1 View Question List

1. Once one of the search options has been selected, a list of all matching questions appears.

2. 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.

3. Select one or more questions using the checkbox(es), then click the **Add Selected Question(s)** icon.

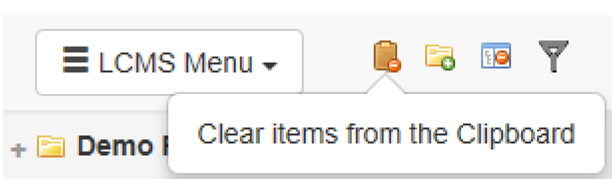



4. Select a prompt from the drop-down list. The prompt provides direction for the user on how to use the screens in the courseware. The prompt that you select depends on the screen style you developed and the activity you are adding the screen to. All of the prompts are developed in the **Prompt Manager**, 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.

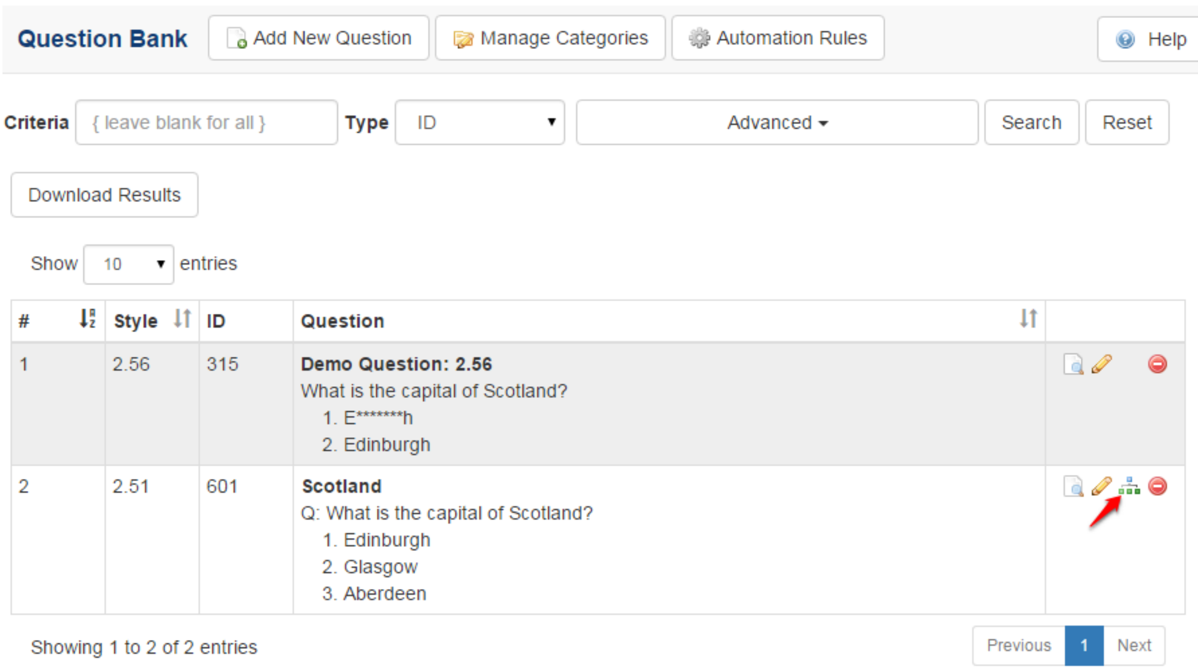



## 8.2.2 View Question Usage

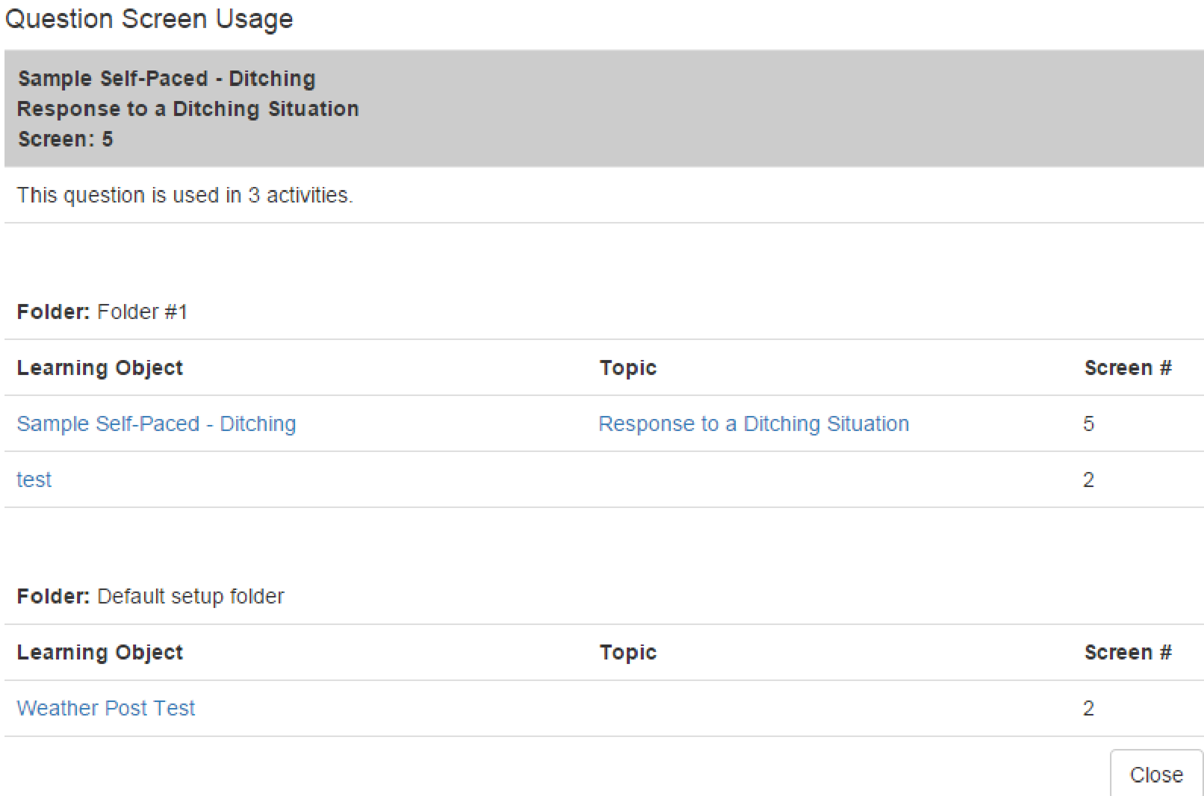
1. To see where a question has been used, click the **Usage** icon beside the desired

question on the **Matching Questions** screen in the **Question Bank**.

If the question is not used, the **Usage** icon does not appear.

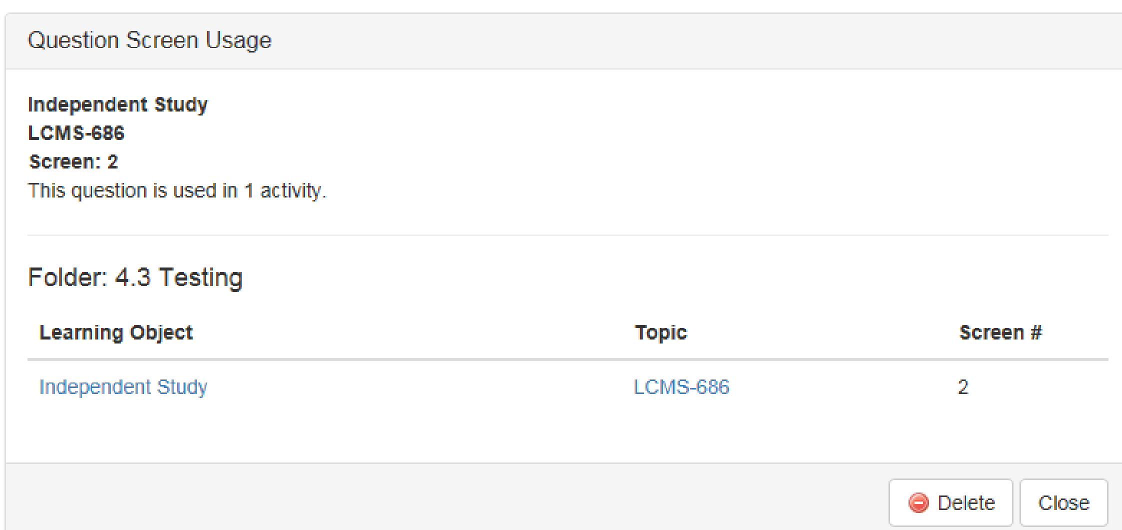



2. The **Question Screen Usage** window appears, indicating all of the activities that use the question. The name of the Developer who developed the activity is also shown. Do not edit a question that is used in more than one activity until you are certain that the edit is acceptable for the other activities in which the question is used.




3. Click the **Close** button to close the window.

4. 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.

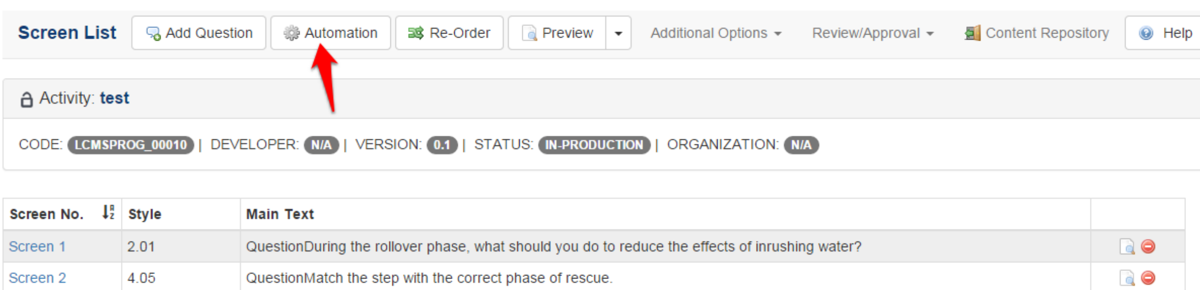


### 8.2.3 Automation

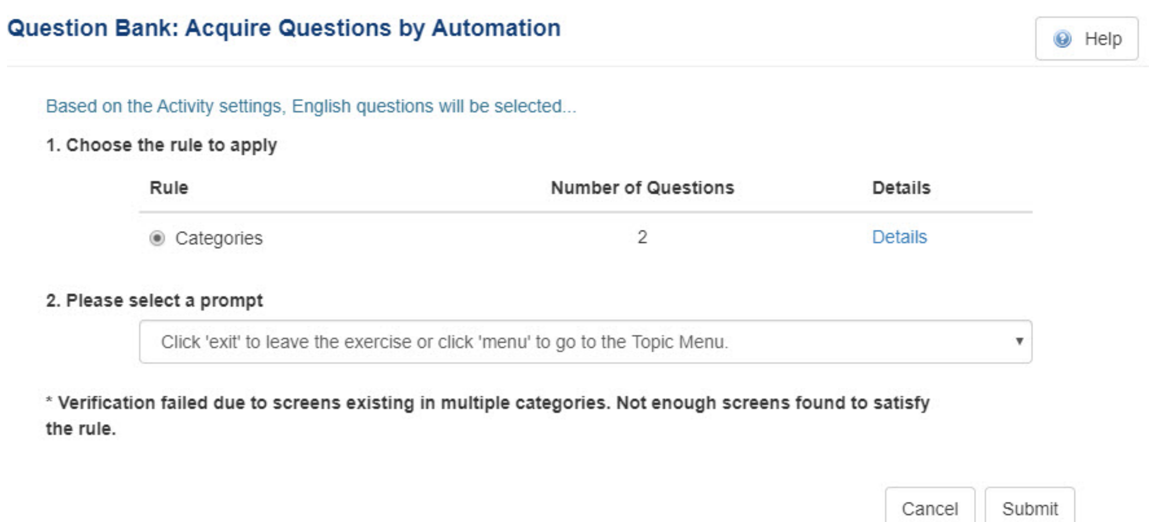
Before questions can be added to the test automatically, the automated rule must be created using the **Question Bank** feature and the **Test** activity must be created. If no automation rule has been created, a dialogue box will appear with the message "No automation rules exist".

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.




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.




4. Select a prompt from the drop-down list. The prompt provides direction for the user

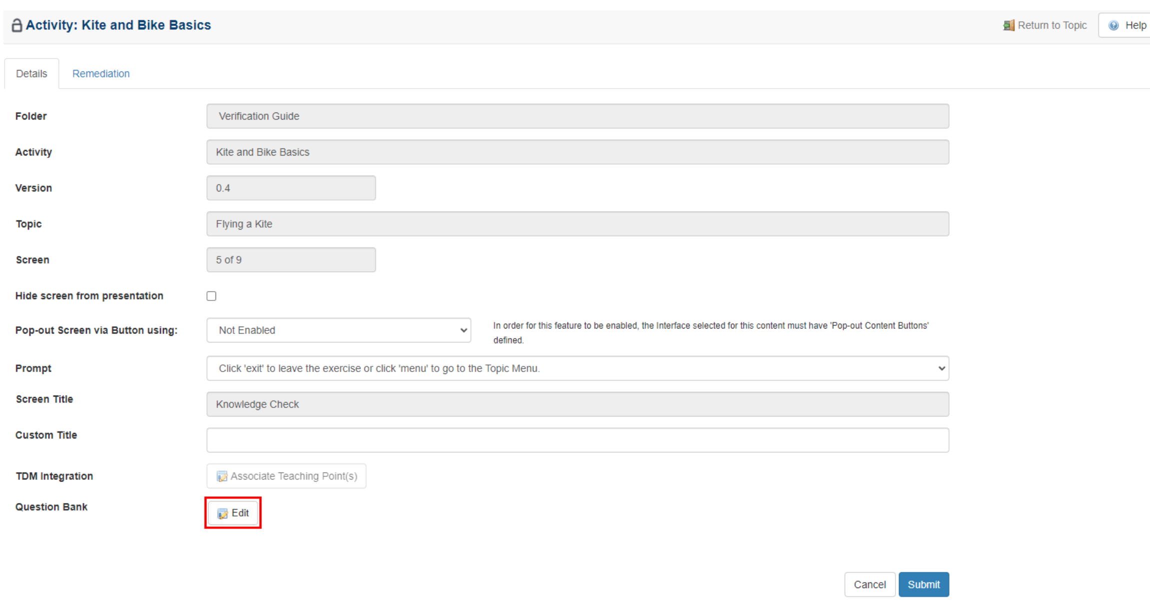
on how to use the screens in the courseware. The prompt that you select depends on the screen style you developed and the activity you are adding the screen to. All of the prompts are developed in the **Prompt Manager**, and therefore are pre-defined for the developer.

5. Click the **Submit** button.

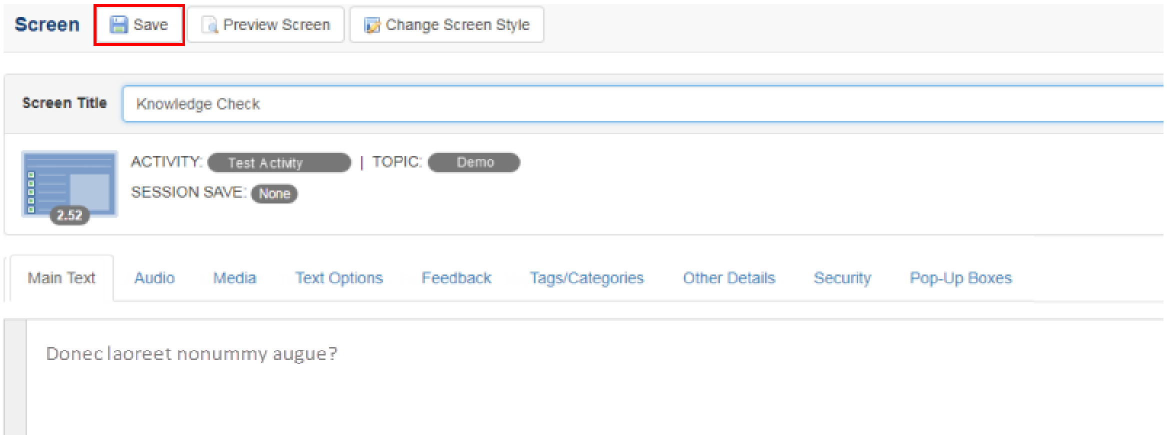
## 8.3 Access Question from Activity Screen

1. To access a question from an **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.

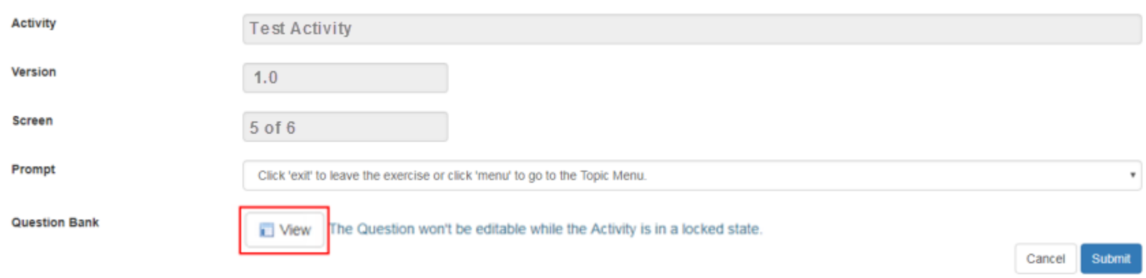
2. To preview or edit the question, click the **Edit** button. This will open the chosen question from the **Question Bank**.




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.




4. When the **Activity** is in the **locked** state, the question is not editable. The **Edit** button changes to a **View** button.

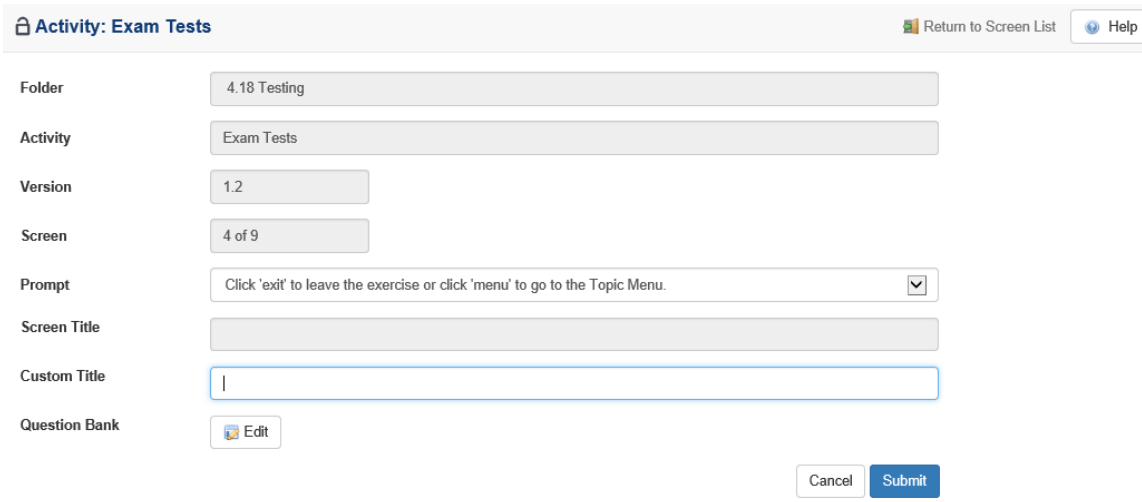



5. Click the **View** button to preview the question.

## 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.




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.

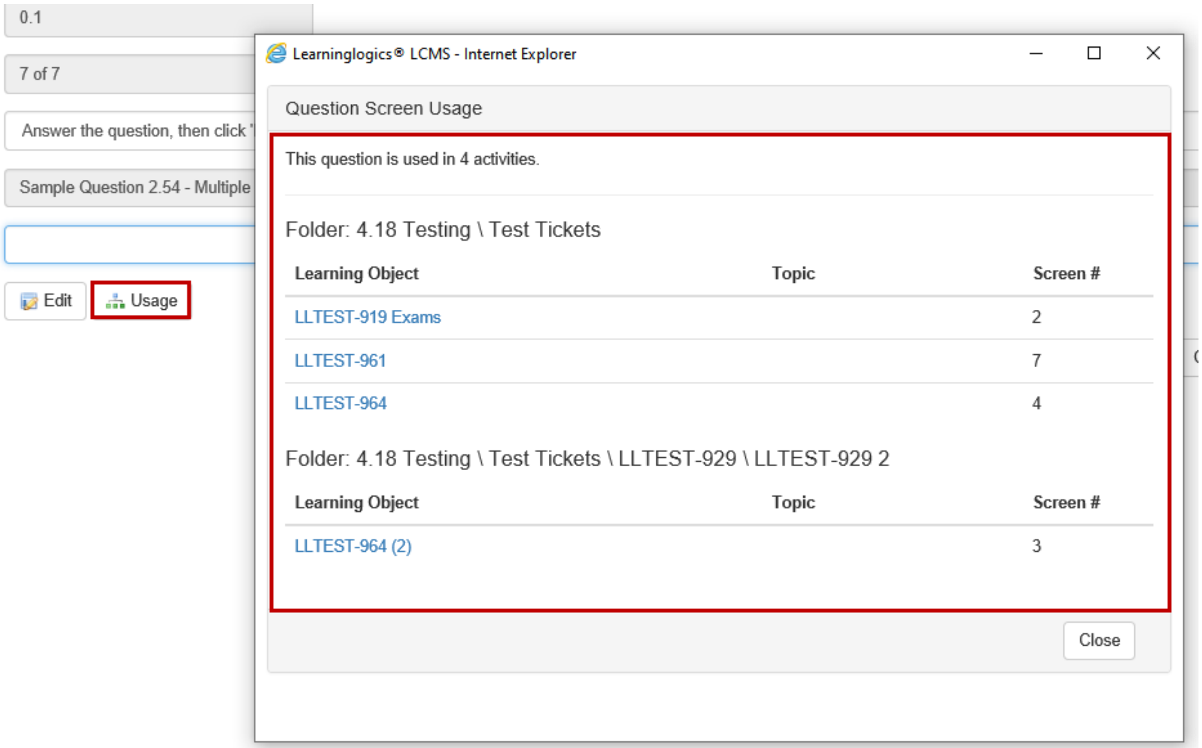
3. Select a prompt from the **Prompt** drop-down.

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.

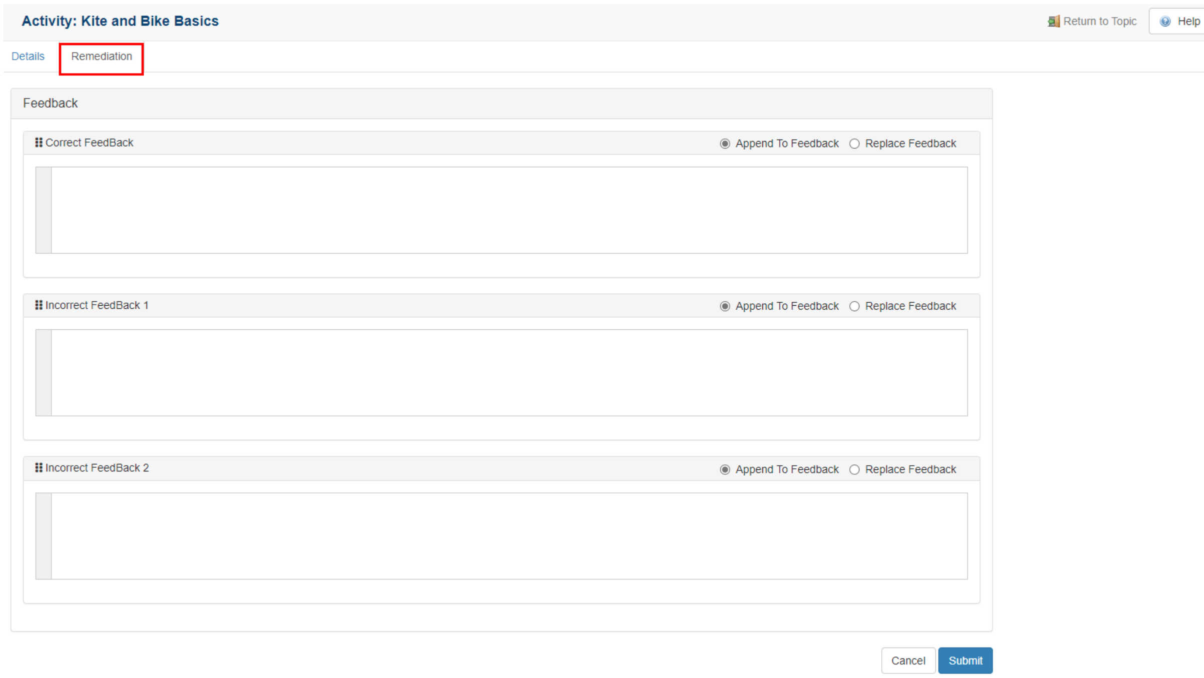



## 8.3.2 Remediation (Tab)

The **Remediation** tab is used to provide additional remediation feedback that can be appended to existing feedback or can replace existing feedback.

1. On the Activity screen, select the question from the **Navigation** tree.

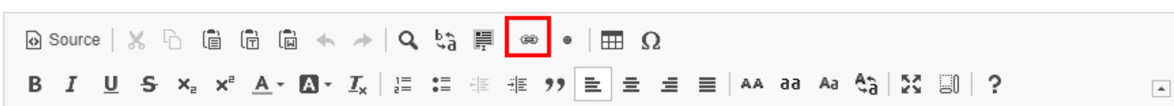
2. Click the **Remediation** tab to open the **Feedback** window.




3. Click the pencil icon to open the **Correct Feedback**, **Incorrect Feedback 1** or **Incorrect Feedback 2** field.

4. Enter the desired feedback in each field.

5. Click the link icon to open the **Link Properties** window.

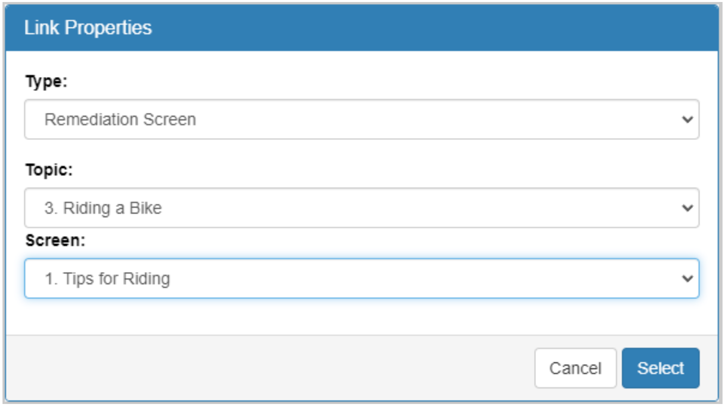



6. Select **Remediation Screen** form the **Type** drop-down menu.

7. Select the desired topic from the **Topic** drop-down menu.

8. Select the desired screen from the **Screen** drop-down menu.

9. Click the **Select** button.



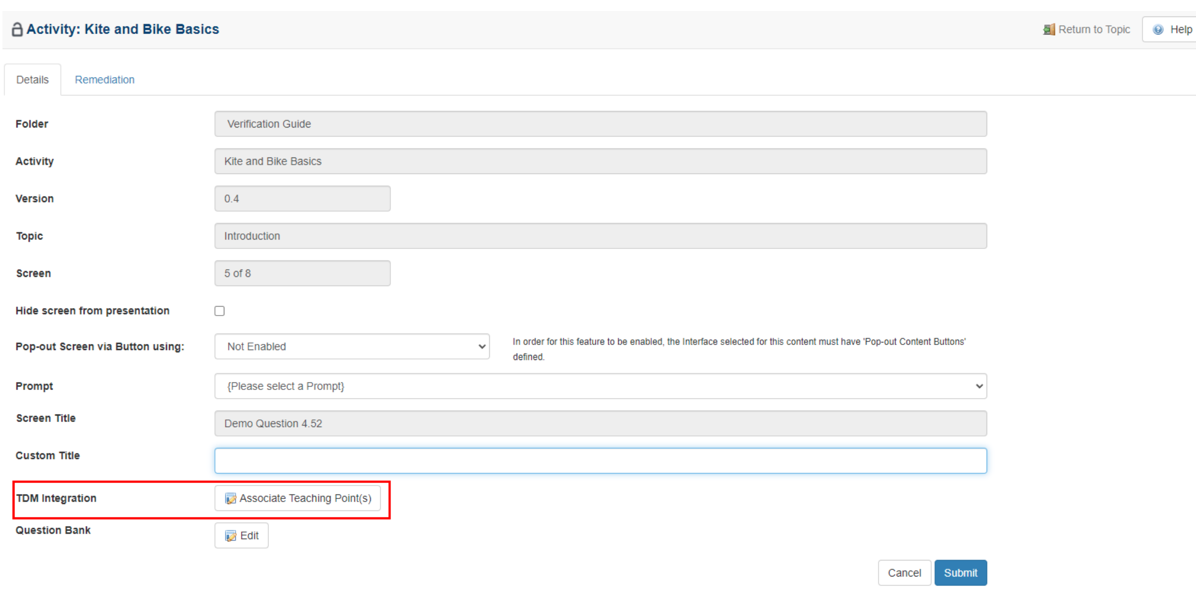

10. Click the radio beside **Append To Feedback** or **Replace Feedback**.

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.

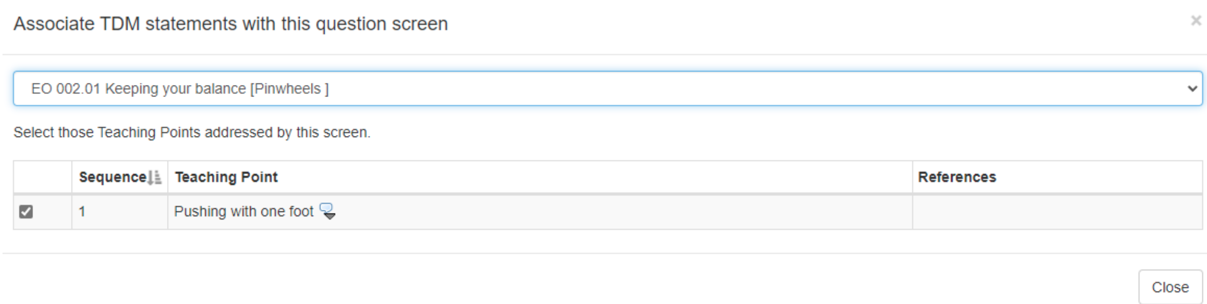
2. Click the **Associate Teaching Point(s)** button beside the **TDM Integration** field.




3. On the **Associate TDM statements with this question screen**, select a statement from the drop-down menu.

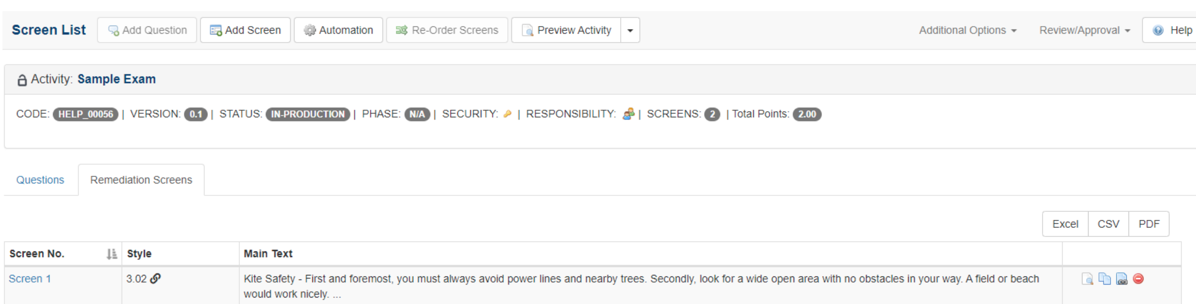
4. Click the checkbox beside the desired teaching points.

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.




## 8.3.4 Link Question to Remediation Screen (Test Activity)

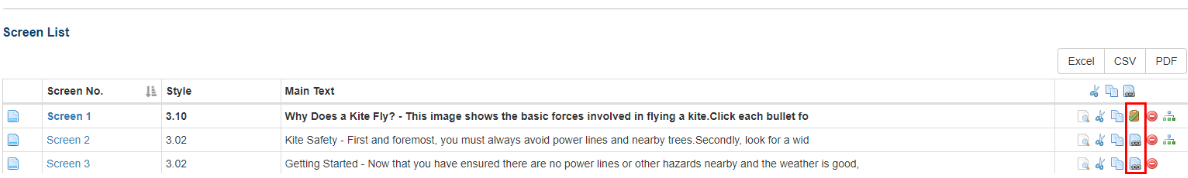
In a Test activity, the **Remediation Screens** tab is used to provide remediation feedback to a user. This remediation feedback is given to the user when the number of attempts to answer a question correctly is exceeded. **Note:** After the failed attempts, the user may be redirected to the content and asked to review.




1. To link a question to a remediation screen, select the desired Activity from the navigation tree.

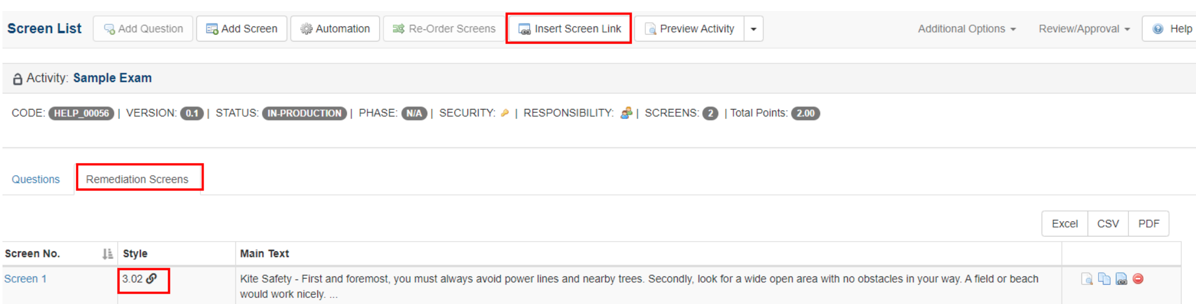
2. Select the desired topic within the activity.


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.




4. Return to the Test activity, click the **Remediation Screens** tab to open the window.

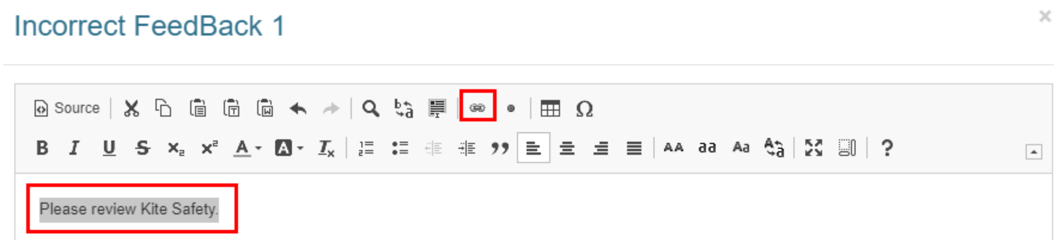
5. Click the **Insert Screen Link** button. **Note:** The linked activity screen now displays in the **Remediation Screens** list with a link icon.




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.

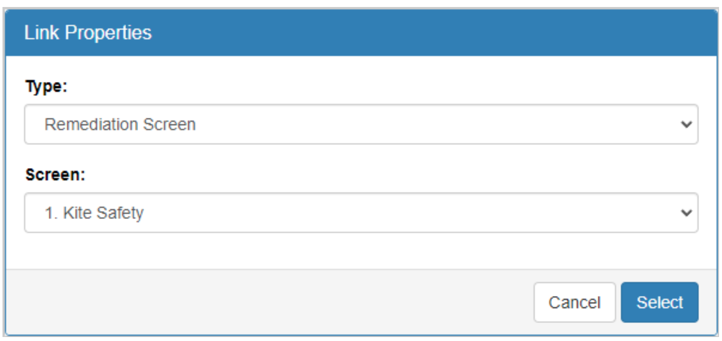
8. Highlight the desired feedback, and then click the **Link** icon to open the **Link Properties** window.




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.

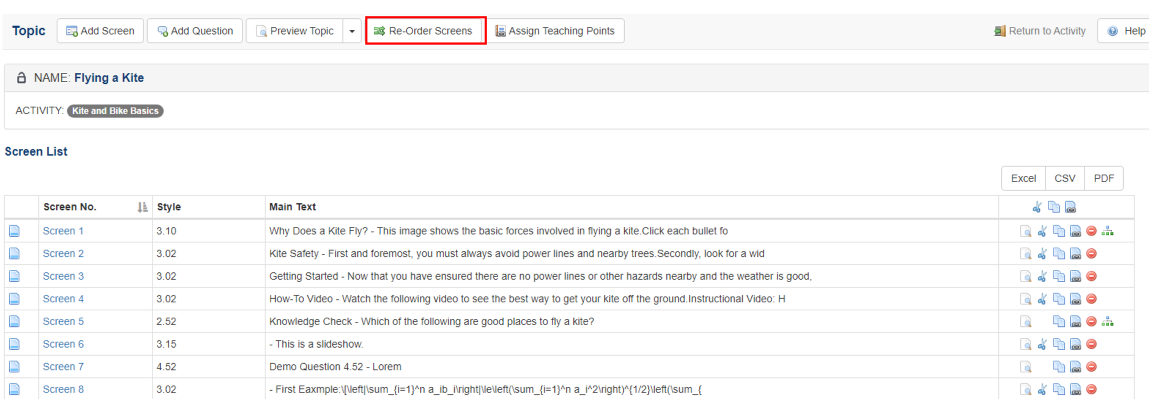
11. Click the **Select** button to save the selection.



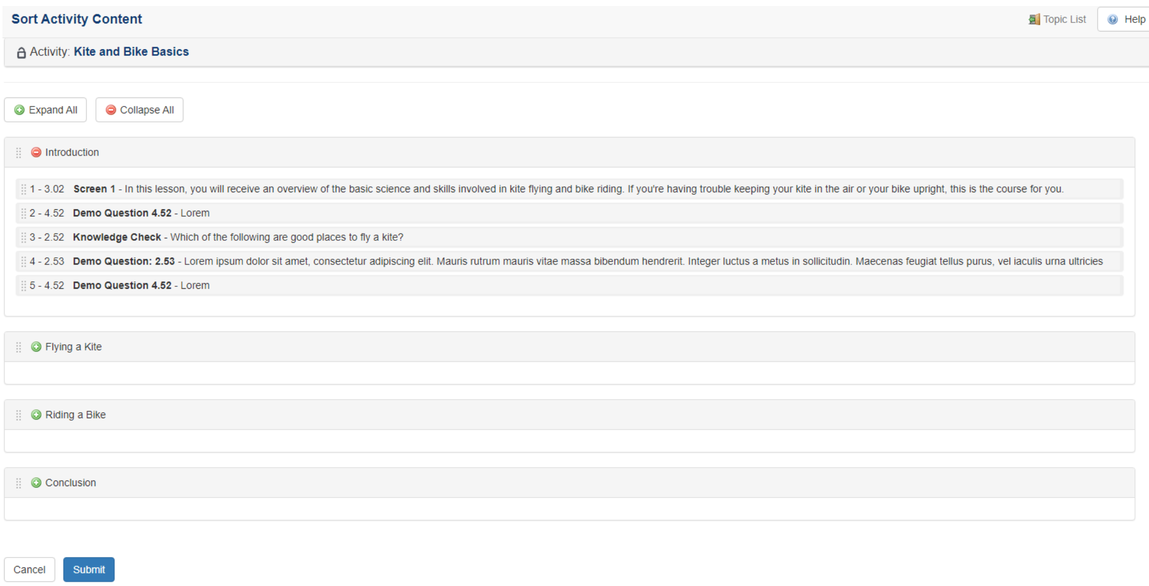

## 8.4 Re-Order Screens

Sometimes when you are developing a topic, you may wish to re-order some of the screens.

1. Click the **Re-Order** button from the **Screen List** screen of a chosen topic.



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.




3. Select and drag the name of the screen you wish to re-order.

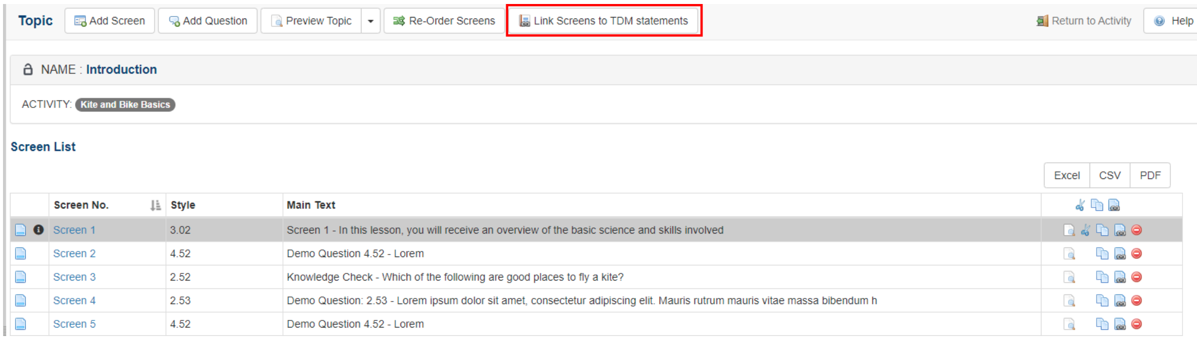
4. Once the screen has been moved to the correct position, click the **Submit** button. The screen or screens you have rearranged show(s) in the new order on the **Screen List** screen.

**Note:** You can also rearrange topics and move screens from one topic to another at this time.

## 8.5 Link Teaching Points

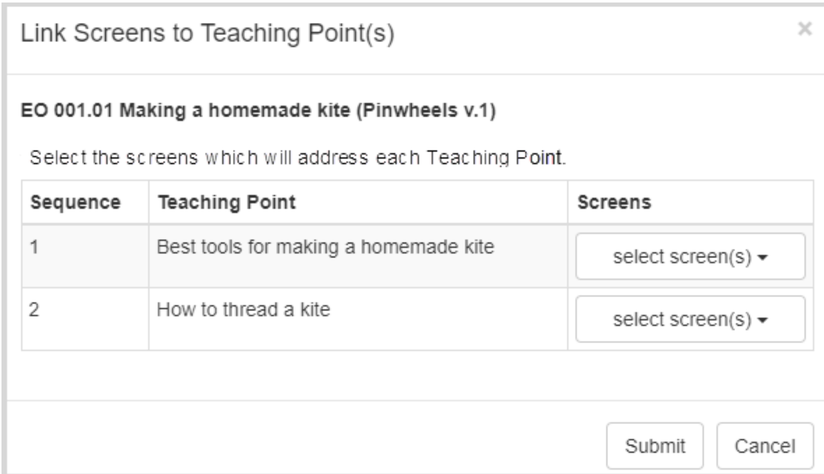
If a training document from TDM has been associated with a specific LCMS activity, the **Link Screens to TDM statements** button is available at the top of the topic list screens. To link a question screen to a teaching point see Link Question Screen to Teaching Points for more information.

1. Click the **Link Screens to TDM statements** button to access the teaching points.




2. 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.

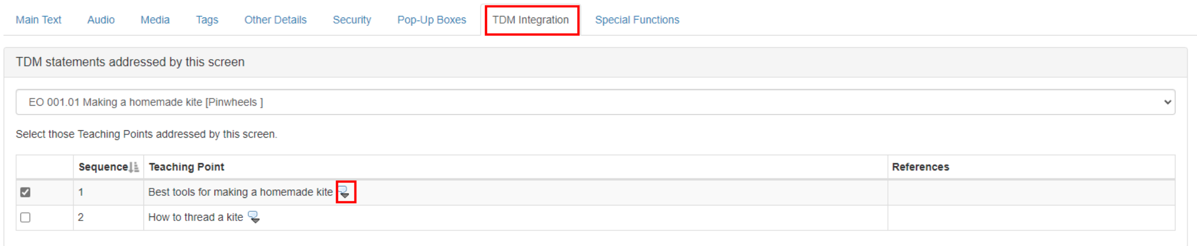
3. Click the **Submit** button to save.




4. The **TDM Integration** tab is also available from each screen within the activity.

5. Select the desired statement from the **TDM statements addressed by this screen** drop-down menu. **Note:** More than one statement can be selected.

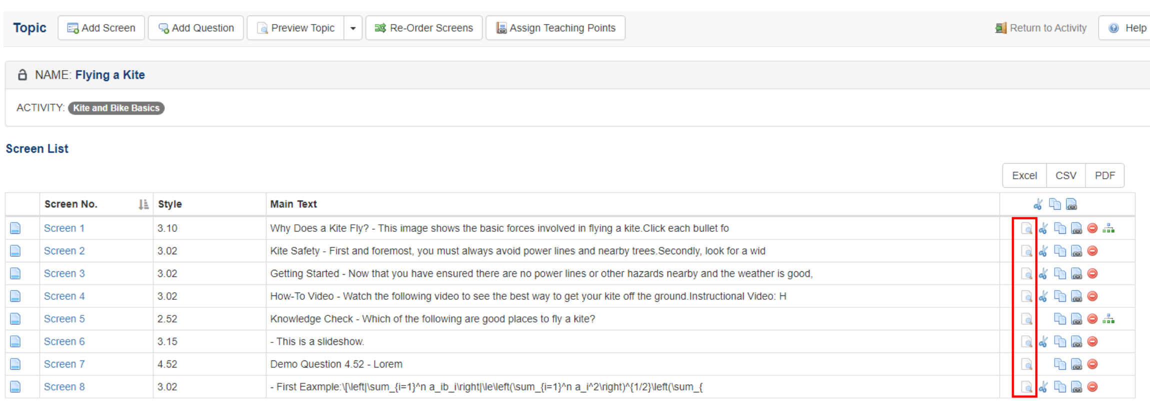
6. Click the checkbox beside the desired teaching points. **Note:** Click the Learning Steps icon beside a teaching point to view child statements.



## 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).

1. 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.



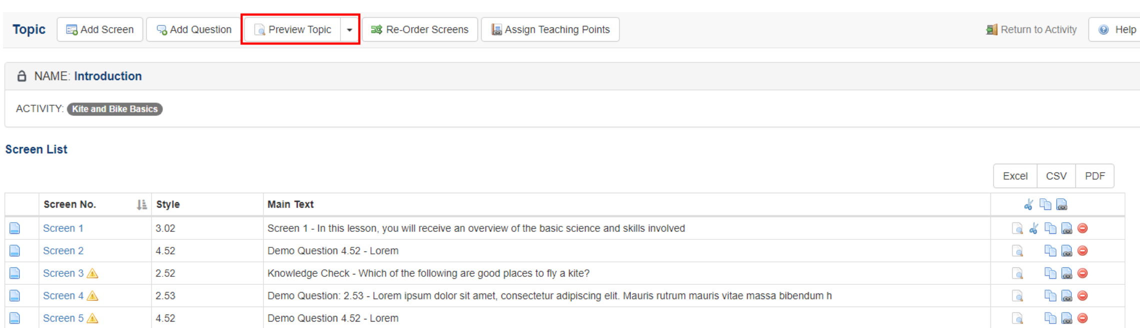
**Note:** On graphic screens where no graphic is available, the **Media Description** is displayed in Preview.

2. 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.



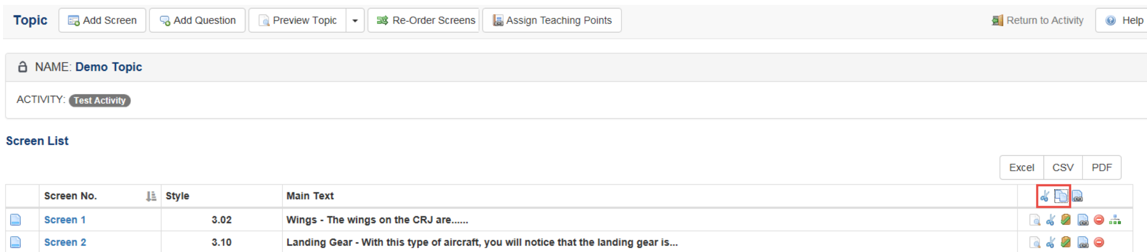

## 8.7 Cut/Copy and Paste (Screen)

The **Screen List** screen contains a list of screens contained within that topic.

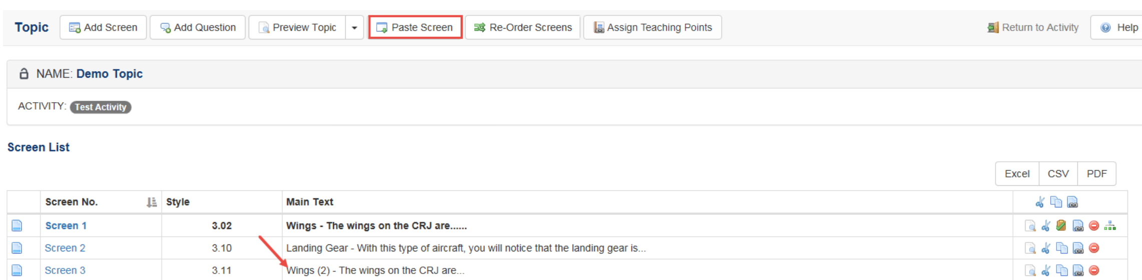
1. Click the **Cut** or **Copy Screen** icon to copy the selected screen to the clipboard (a green checkmark appears). Clicking the green checkmark removes the screen from

the clipboard.

2. 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.



3. 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.



4. 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.

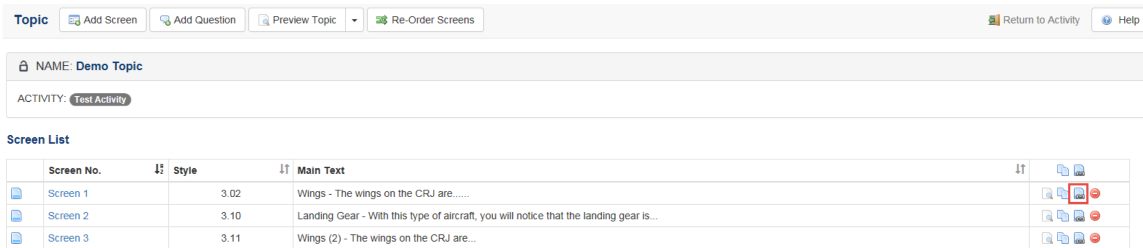
**Note:** When Screens (as well as Activities) are copied, an icon appears to the right of the LCMS menu. This allows you to clear the clipboard as required.

## 8.8 Link to Screen

On the **Screen List** screen, there is a list of screens that fall within the current topic.

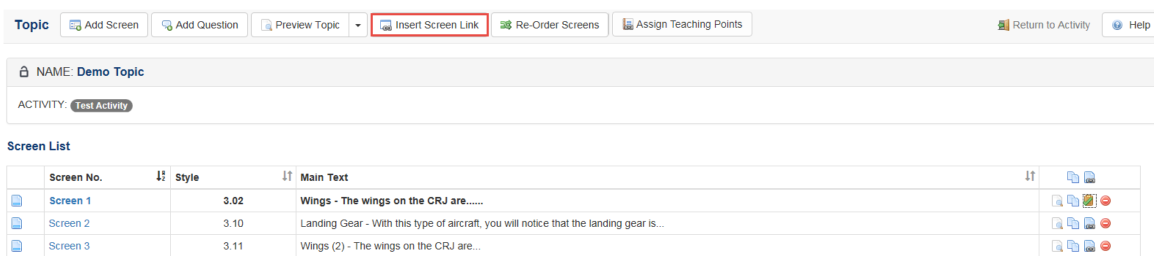
1. Click the **Link Screen** icon to select a screen you would like to link to (click this

icon a second time to toggle the selection off).




2. 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).

3. 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**.



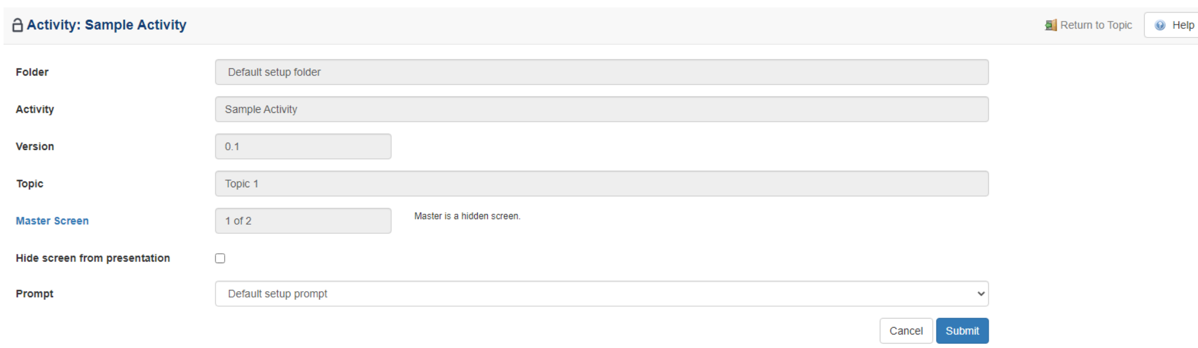

4. The chain icon appears beside the new screen to indicate that it is linked to an existing screen.

5. 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.

6. The order of screens can be changed using the **Re-Order** button at the top of the **Screen List** screen.

7. In the **Screen List**, you can click a linked screen's number to open a window containing Activity information.


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.

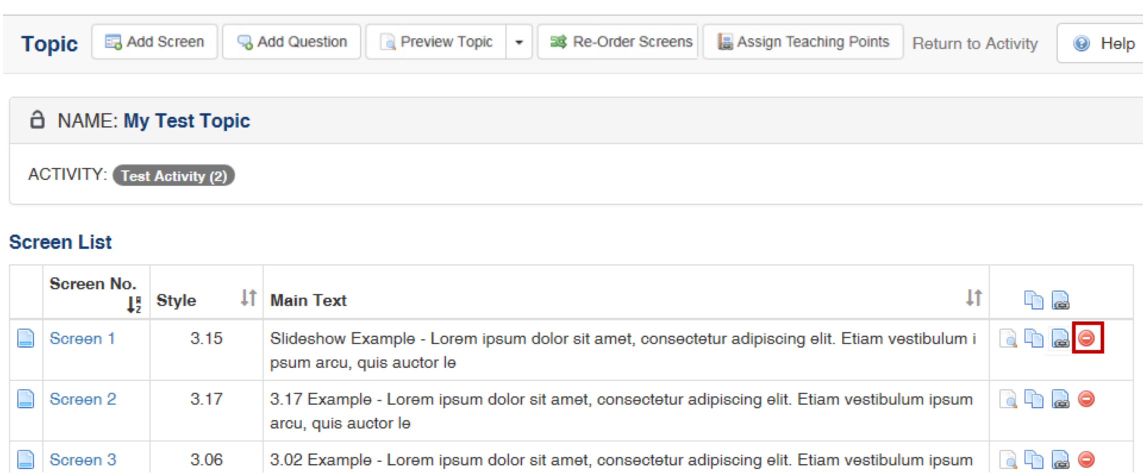



9. The Prompt for the screen can also be configured on this screen.

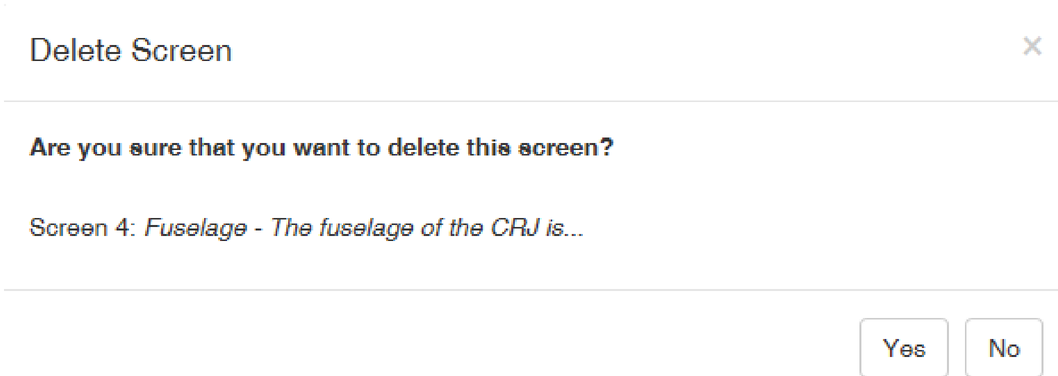
**Note**: Changes made to the original screen are reflected in the linked screen, unlike with screens created using the copy feature.

## 8.9 Delete (Screen)

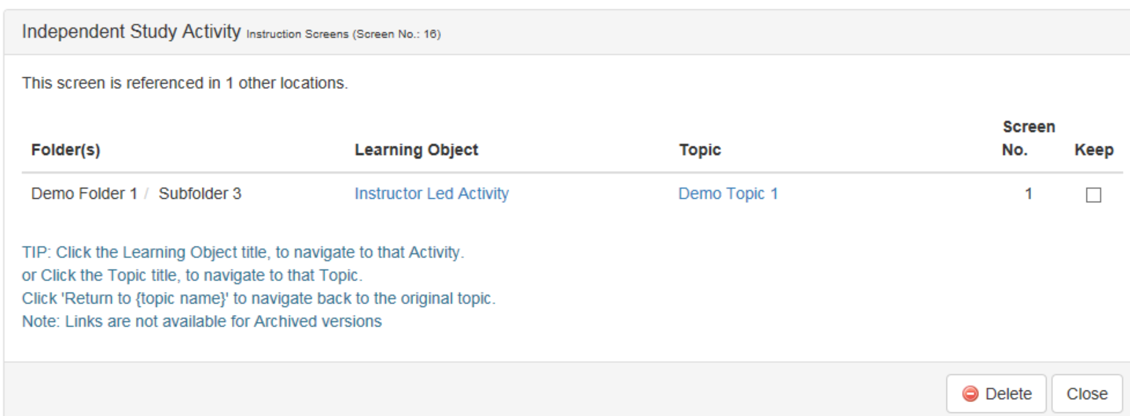
1. On the **Screen List** screen, click the **Delete** icon beside the screen you wish to remove.



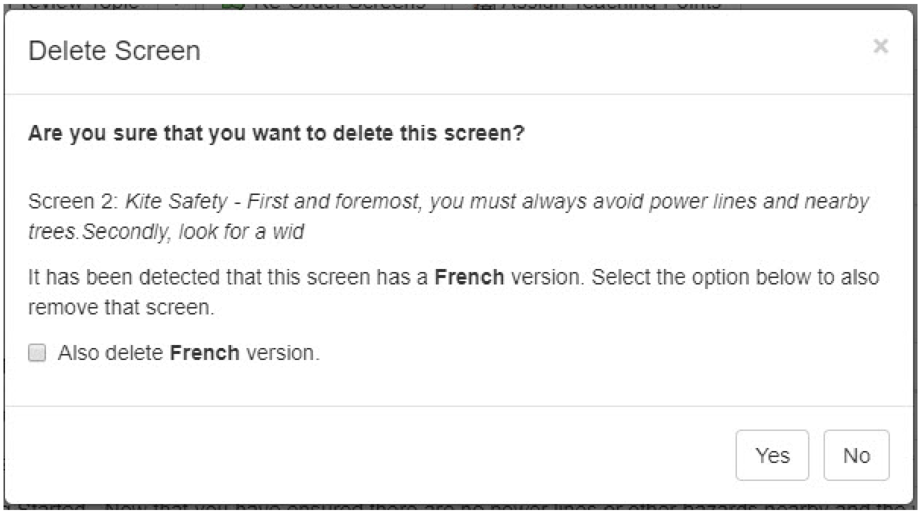
2. A pop-up confirmation window appears asking if you wish to delete this screen. Click **YES** or **NO**.




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).



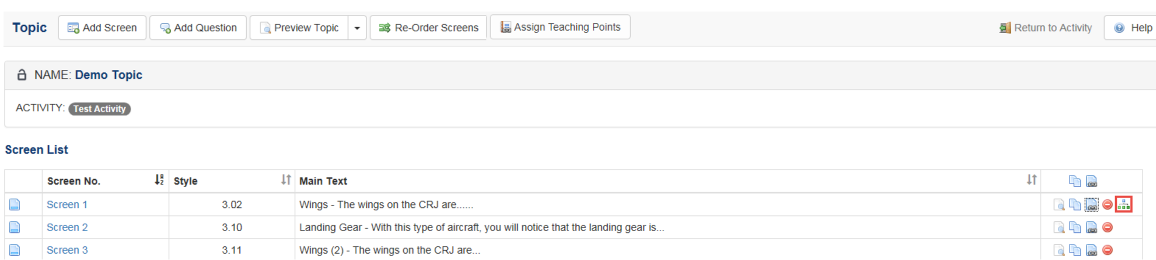

**Note**: If the screen has an alternate language version in another activity, a dialogue pop-up window will prompt you with this information. You will have the option to delete the alternate language version of this screen.



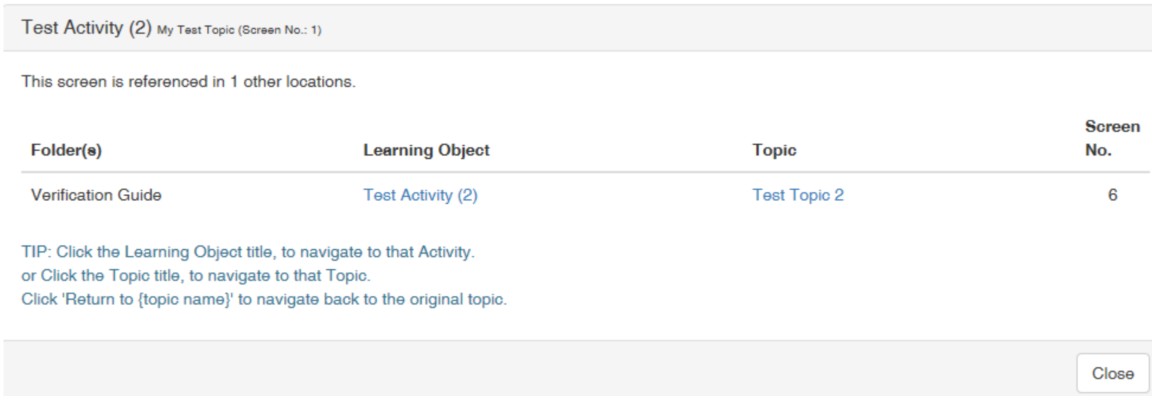

## 8.10 Usage (Master Screen)

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.



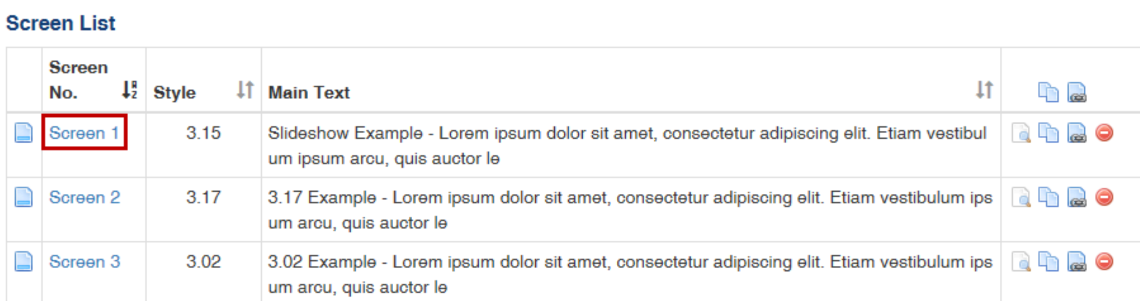

The details include the location (by folder, activity, topic and screen number) of the master screen at the top of the pop-up window and the location of the screen(s) linking to it, below.



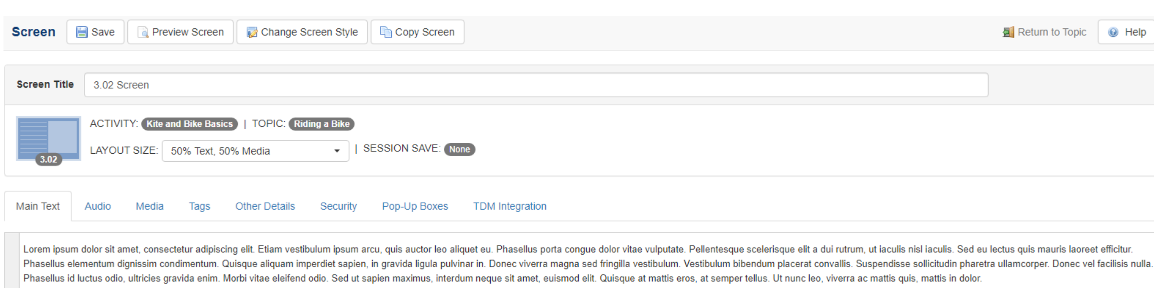

2. Click the **Close** button when done viewing the usage details.

## 8.11 Edit Screen

1. Click the screen number link on the **Screen List** screen. For example, clicking Screen 1 will take you directly to that screen.



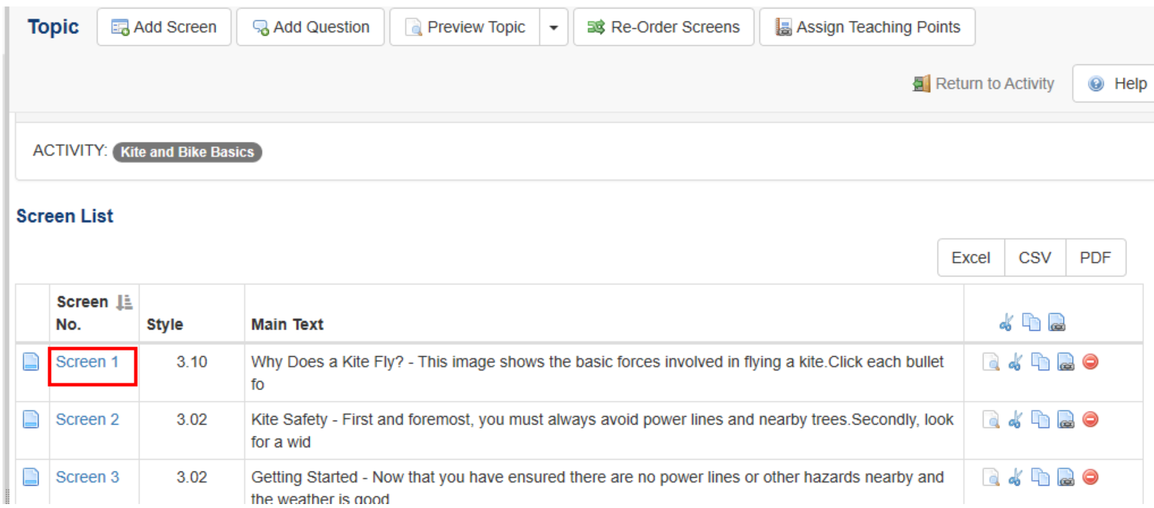

2. On the **Screen** screen, below the **Screen Title**, you will see the screen style, activity and topic name, layout size drop-down menu and the time of you last session save. You will also see various tabs, depending on the screen style chosen. For a 3.02, you would see Main Text, Audio, Media, Tags, 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.



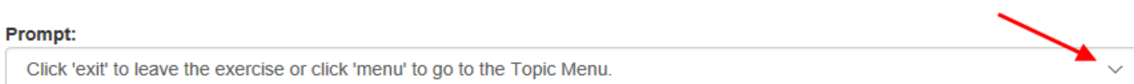
# 8.12 Edit Screen Prompt

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.




3. Change the prompt by using the prompt drop down.



# 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, followed by a list of legacy Flash-based screen styles. 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.

#### Supported Files-Types

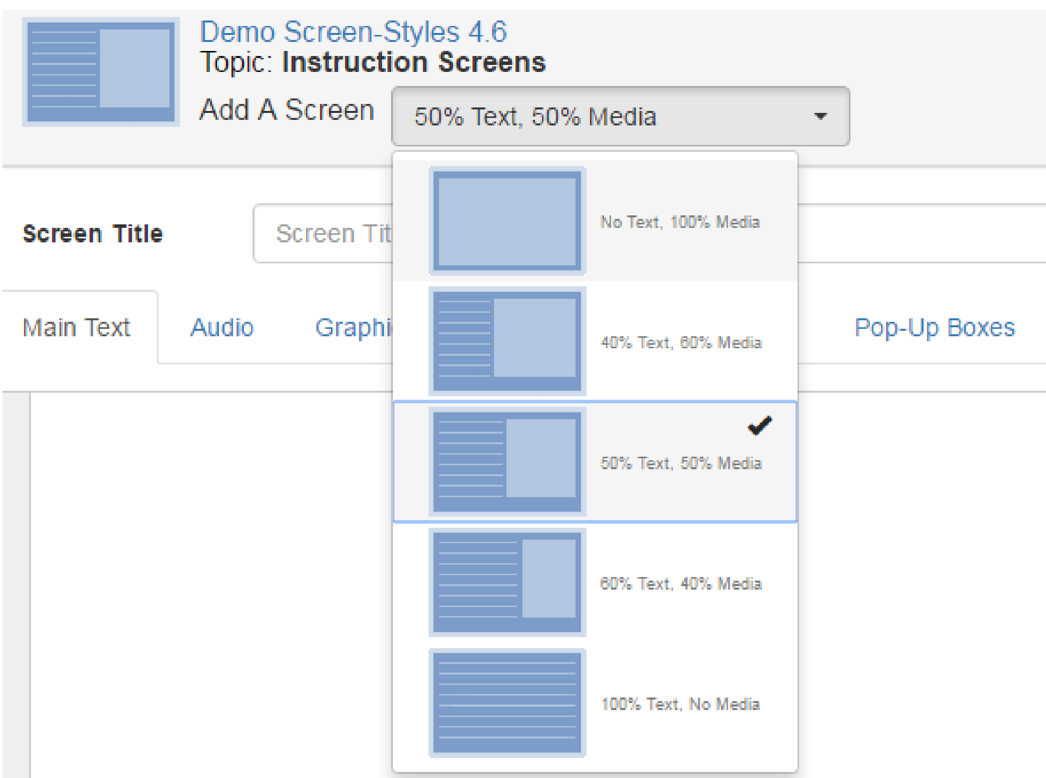
The following file formats are supported for inclusion in the screen styles available:

Graphic: jpg, png, gif
Video: flv, mp4, HTML5
Video plugin: mov, wmv, unity3d, html
Graphic zoom: Zoomify, Giga Image Viewer

## 9.1.1 Instruction Screen Style Descriptions

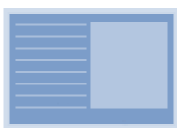
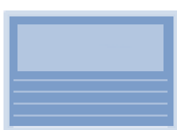
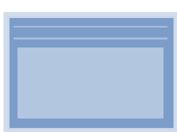
These are the main instruction screen styles available. They mainly determine the layout of HTML and media on the screen. Any type of supported media asset can be inserted in most screen styles. Interactive screen styles also make different types of user interaction available, as explained below.

Most screens have text/media layout options, which are accessed from a drop-down menu at the top of the screen.



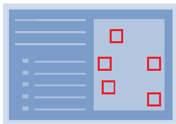
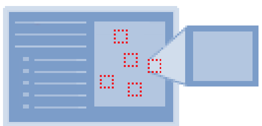
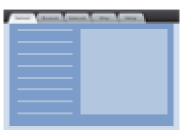
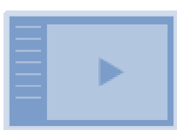
## Basic Screen Styles

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.

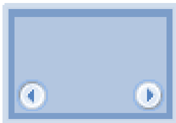
| Thumbnail | Description |
|---|---|
|  | 3.02 **HTML/Media**. Allows selection between different layouts: "No Text, 100% Media", "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", "100% Text, No Media", or "100% Text, Background Media" (all media types). **Note:** Default layout size 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

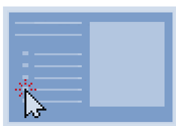
All of these screen styles have a *basic* layout resembling 3.02: split horizontally, with 40% , 50% or 60% on the left for HTML **Main Text** and **Text Options** and 40%, 50% or 60% media on the right. However, they also include various kinds of user interaction. **Note:** Most of these screens can 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% |

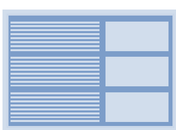
Text, 50% Media", "60% Text, 40% Media".



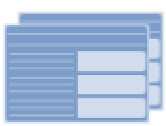
3.15 **Slide Show**. Click thumbnails or arrows at the top of the media area or hyperlinks within the main text area to navigate through up to nine media in a slide show format (png, jpg, gif, Giga, Zoomify, Unity3d, HTML, pdf). Text-only slides can be created by leaving the media file name blank, and 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".

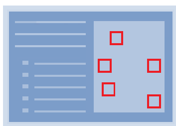


3.19 **Build Slide**. Click the arrows at the top of the media area to navigate through up to 15 text and/or media options in a slide show format (png, jpg, gif, Zoomify, Unity3d, HTML). The text options can be appended or replaced. Text-only slides can be created by leaving the media file name blank, 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.

### 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, with the exception of 3.12, 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 w ith 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.

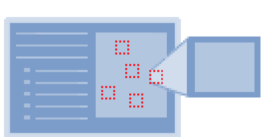

5. Click the **Collapsible Text** button to display an HTML editor field for optional hidden text that will appear when the corresponding **Text Option** is clicked in the viewer.

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.

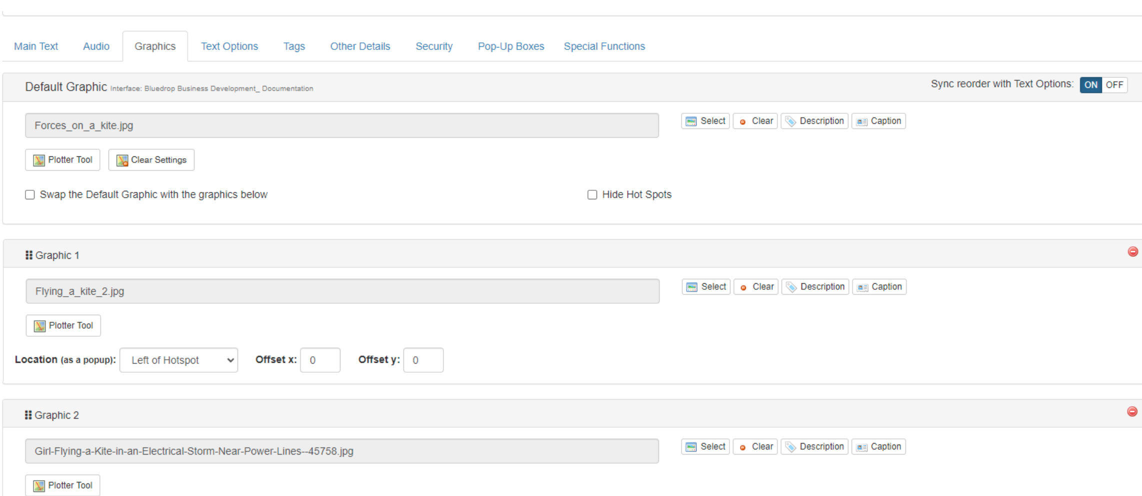
#### 9.1.1.1.2 Media with Hotspots (3.11)

| **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% Text, No Media", "40% Text, 60% Media", "50% Text, 50% Media", "60% Text, 40% Media", or "No Text, 100% 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

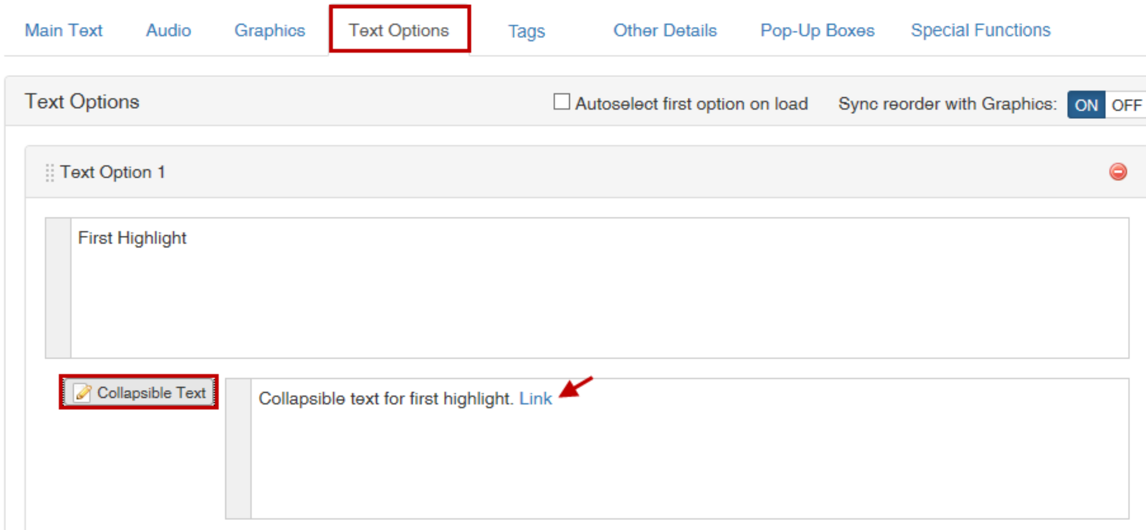
toggle between showing graphics in pop-ups or using them to replace the **Default Graphic** in the right pane. Click the checkbox labeled **Hide Hot Spots** to hide hotspots. The **Caption** field of the **Default Graphic** appears underneath it, and the **Captions** for the other graphics will appear below them in the pop-up windows. **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.

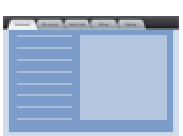



7. On preview, **Main Text** appears on the left and the **Default Graphic** on the right. Click **Text Options** or corresponding highlighted hotspots on the media asset to reveal an additional graphic (in a pop-up window or replacing the main media asset). The corresponding **Graphic** file is displayed 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.

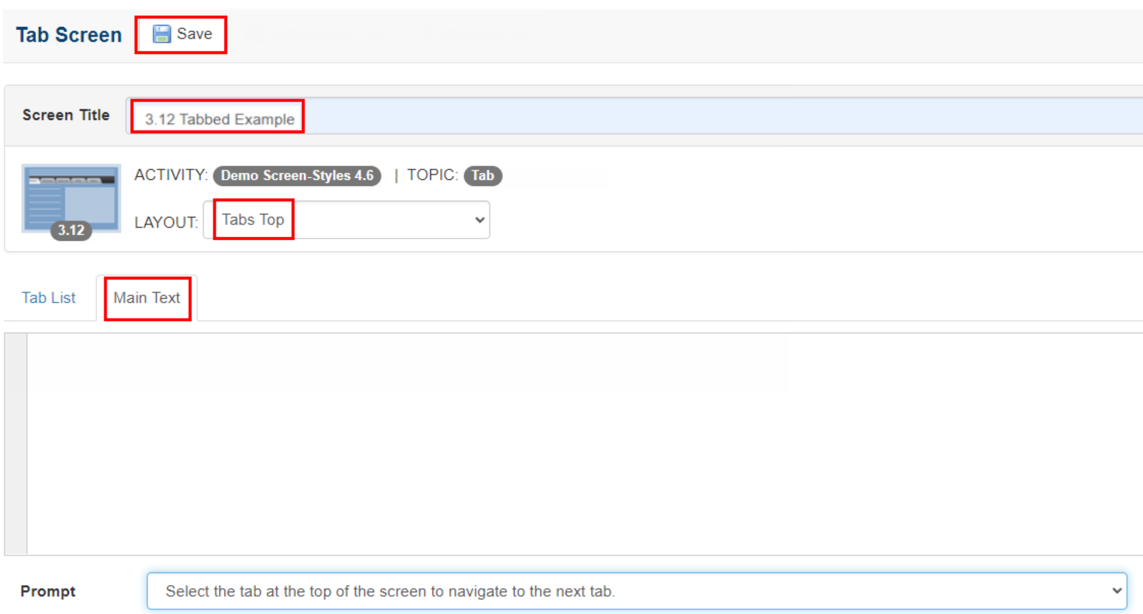
The tabbed layout screen helps you organize related content into tabs within a single screen. Any screen style can be used within a tab. The editing tool for this screen functions differently from other screen styles.

1. Enter a title in the **Screen Title** field.

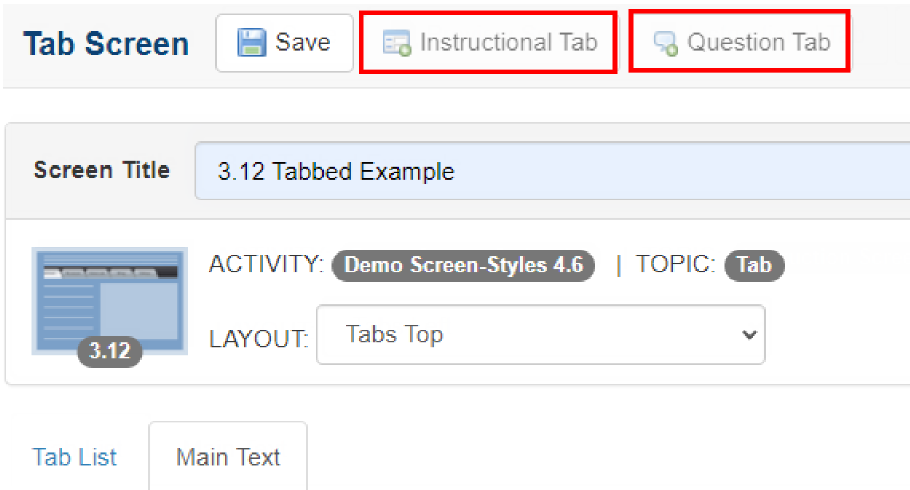
2. Select the tabs layout (**Tabs Top** or **Tabs Left**) from the **LAYOUT** drop-down menu.

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.

4. Click the **Save** button.



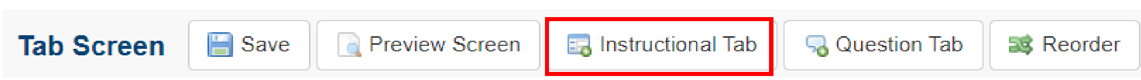

5. Click the **Instructional Tab** button or **Question Tab** button at the top of the screen to add a new tab. See Add an Instructional Tab and Add a Question Tab for more information.




9.1.1.1.3.1 Add an Instructional Tab

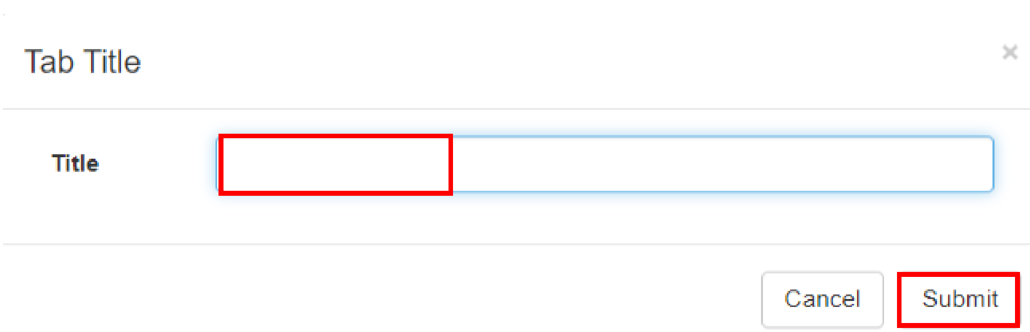
To add an instructional tab:

1. On the **Tab Screen**, click the **Add an Instructional Tab** button.



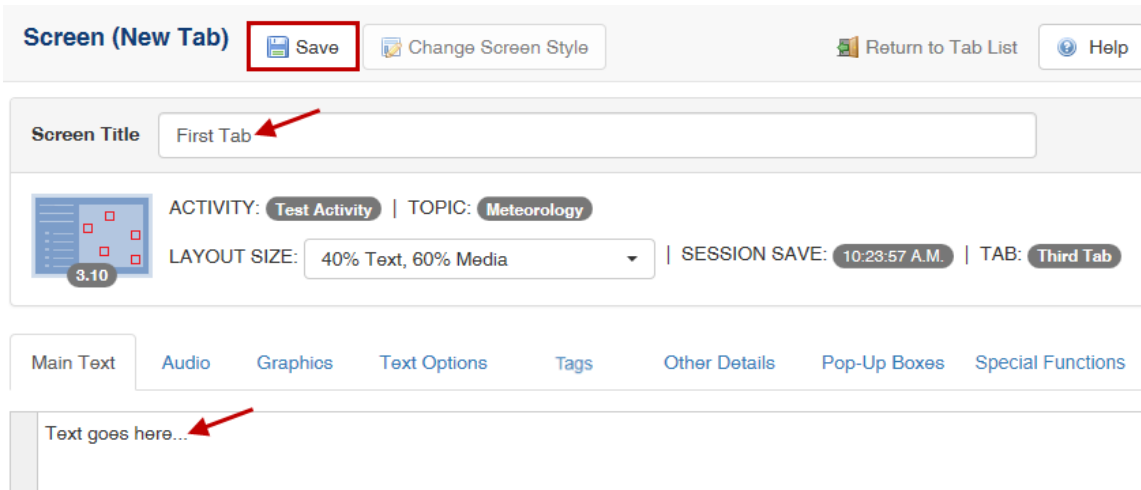

2. On the **Tab Title** window, enter the desired title in the **Title** field.

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.

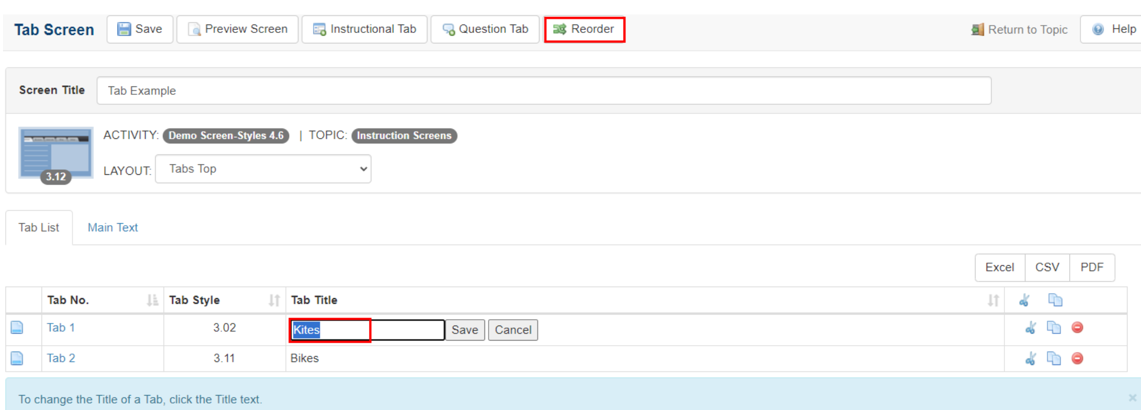



4. A **Screen (New Tab)** window will open. Add the **Screen Title** (to appear at the top of the tab screen) and text to the **Main Text** field. Also, change screen **Layout Size** if layout sizing is an option for the screen style. **Note:** You must add text to the **Main Text** field in order to 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.




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.

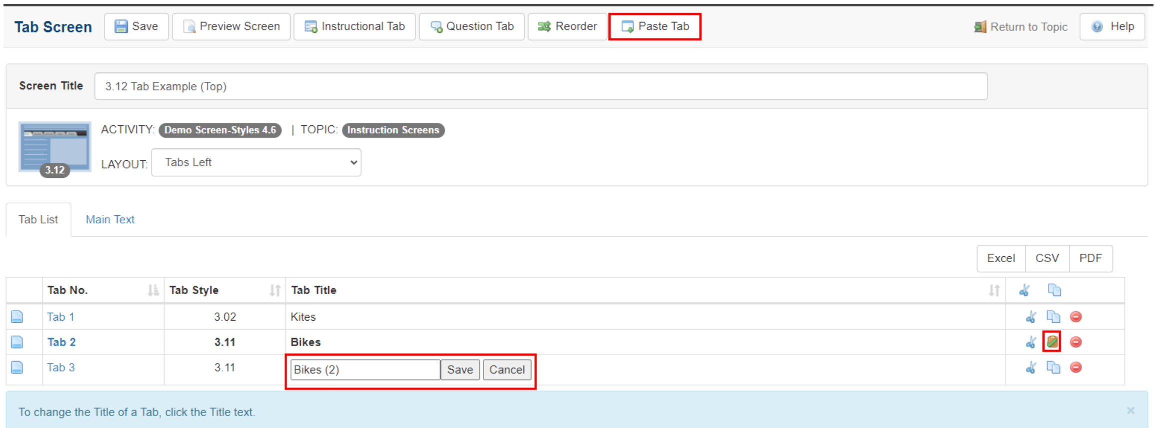



6. Click the **Delete** icon to delete a tab.

7. To copy and paste within the same **Tabbed Layout** screen, or into another

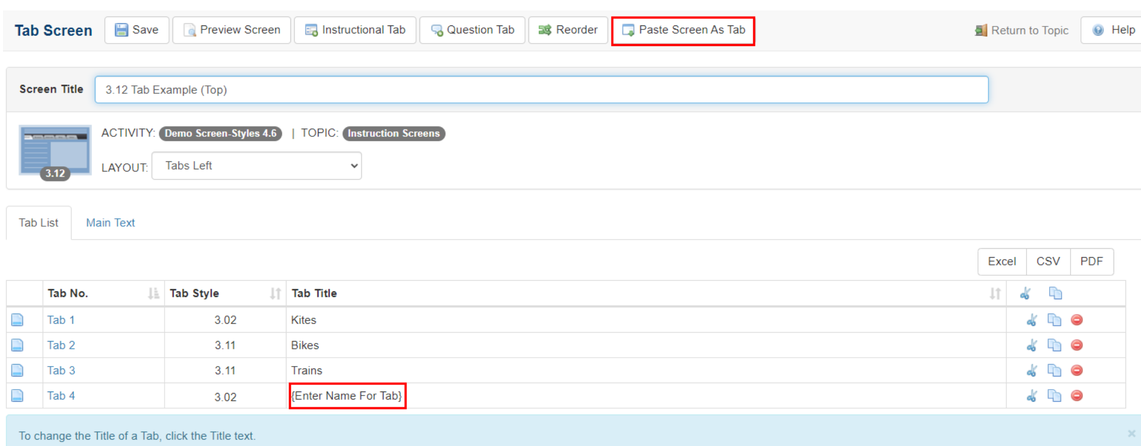
**Tabbed Layout** screen, click the **Copy Tab** icon, then click **Paste Tab** at the top of the screen. The newly copied tab will have the same title as the original with the number (2) after it.

8. Enter a **Tab Title** and click the **Save** button.

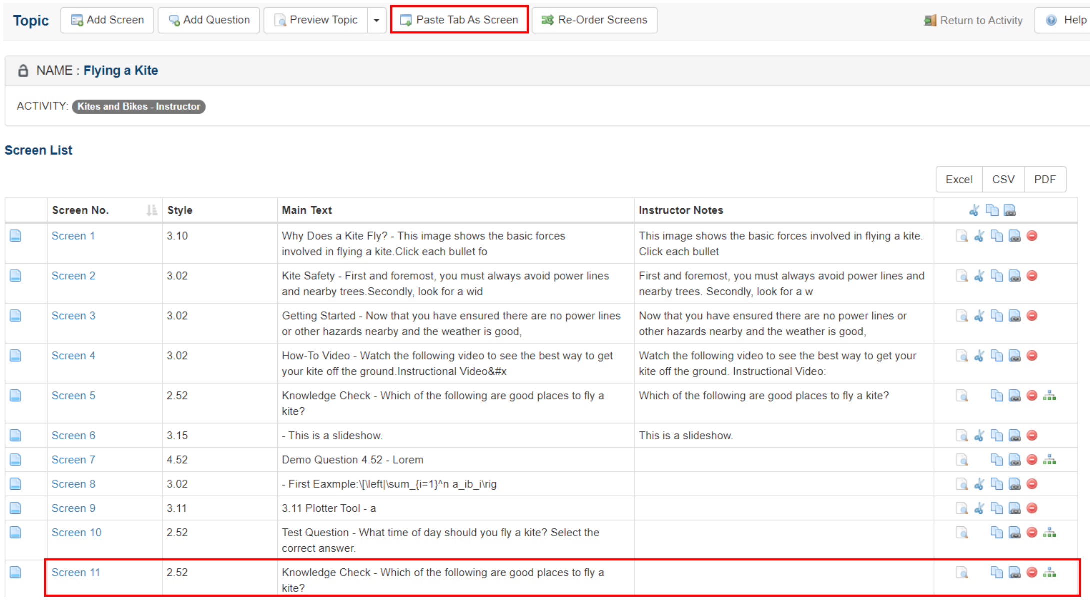


9. Screens from the same project folder may be copied and pasted as tabs. Click the **Copy Screen** icon beside the correct screen in the **Screen List**, then click **Paste Screen as Tab** at the top of the tabbed layout screen.

10. Enter a **Tab Title** and click the **Save** button.



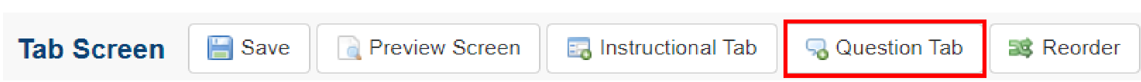
9. Tabs from the same project folder may be copied and paste as screens. Click the **Copy Tab** icon beside the desired tab in the **Tab List**, then click **Paste Tab As Screen** at the top of the desired **Topic** screen. The copied tab will paste as a new screen in the **Screen List**.




9.1.1.1.3.2 Add a Question Tab

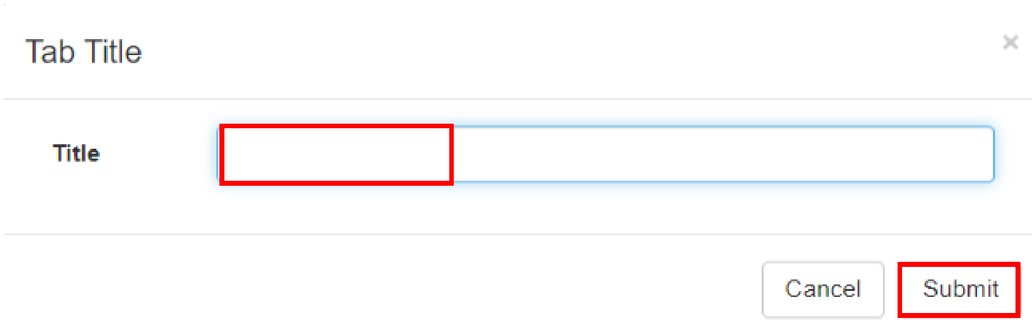
To add a Question tab:

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.



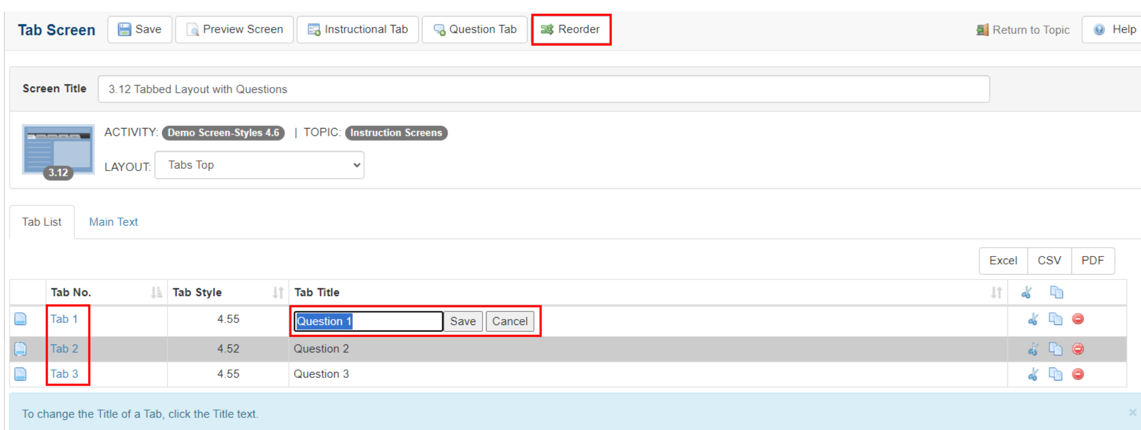

2. On the **Tab Title** window, enter the desired title in the **Title** field.

3. Click the **Submit** button to bring up the **Question Bank**.



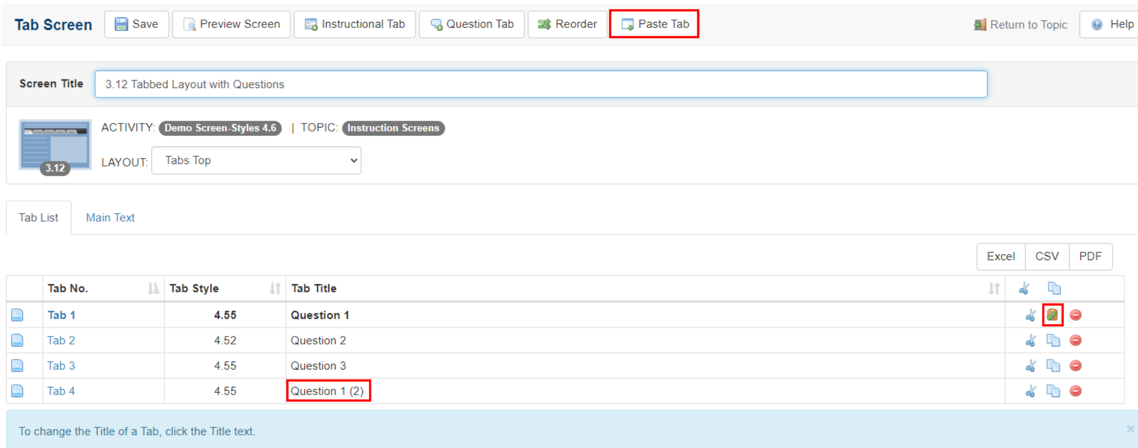

4. Select a question from the **Question Bank** and click the **Add the Selected Question** button or click the **Create a New Question** button. For more information see the Create New Question section.

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.

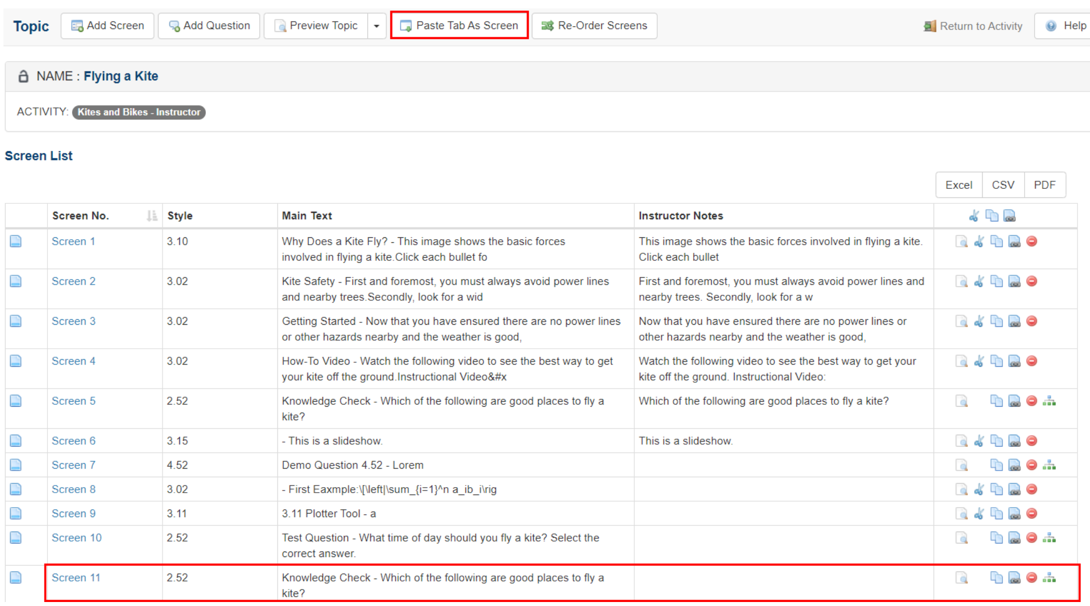



6. Click the **Delete** icon to delete a tab.

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.

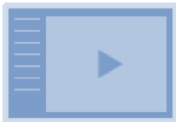



7. Question Tabs from the same project folder can be copied and pasted as screens. Click the **Copy Tab** icon beside the correct tab in the **Tab List**, then click **Paste Tab As Screen** at the top of the desired **Topic** screen. The copied tab will paste as a new screen in the **Screen List**.




#### 9.1.1.1.4 Chaptered Video (3.13)

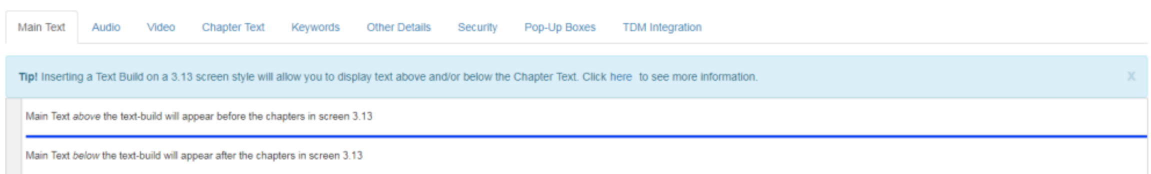
| **Thumbnail** | **Description** |
|---|---|



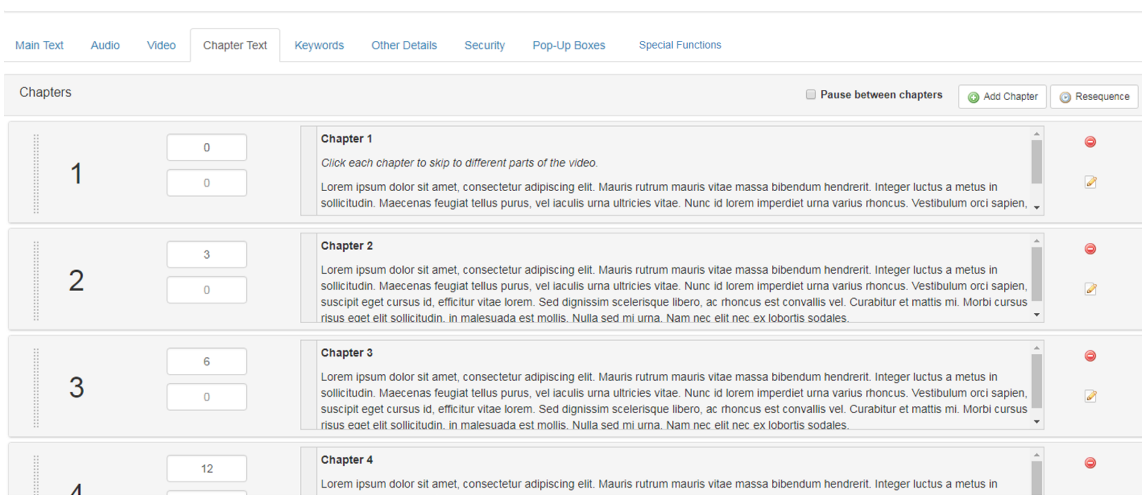
3.13 **Chaptered Video**. Click on HTML "chapters" to jump to different parts of the video. Chapters are highlighted as specified time markers are reached during playback. Playback can either be continuous or set to pause following each chapter (mp4 and flv only). Collapsible text areas may also be included 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**

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 Flash, Animate or MP4 media

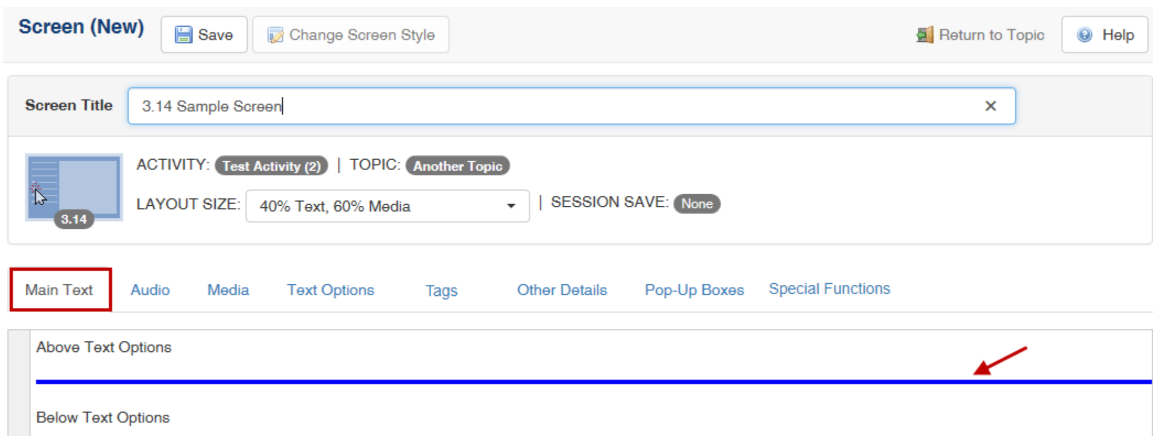
Optionally, collapsible text under each text option can also be displayed when it is selected. This screen style allows selection between these layouts: "100% Text, No Media", "40% Text, 60% Media", "50% Text, 50% Media" or "60% Text, 40% Media".

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:

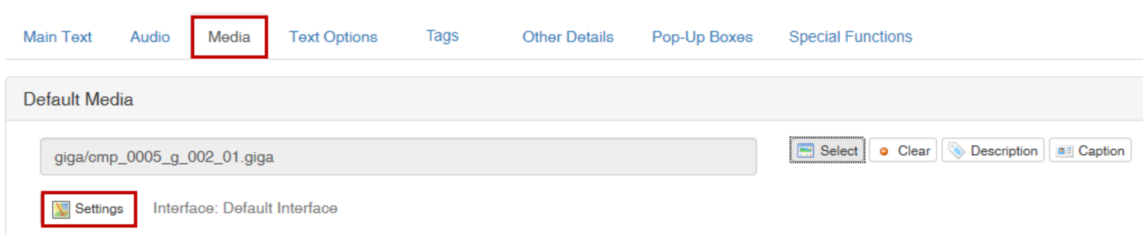
- Giga Image Viewer files
- Modest Tree files
- MP4

- flv
- 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.




2. 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 Giga Image Viewer and 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.

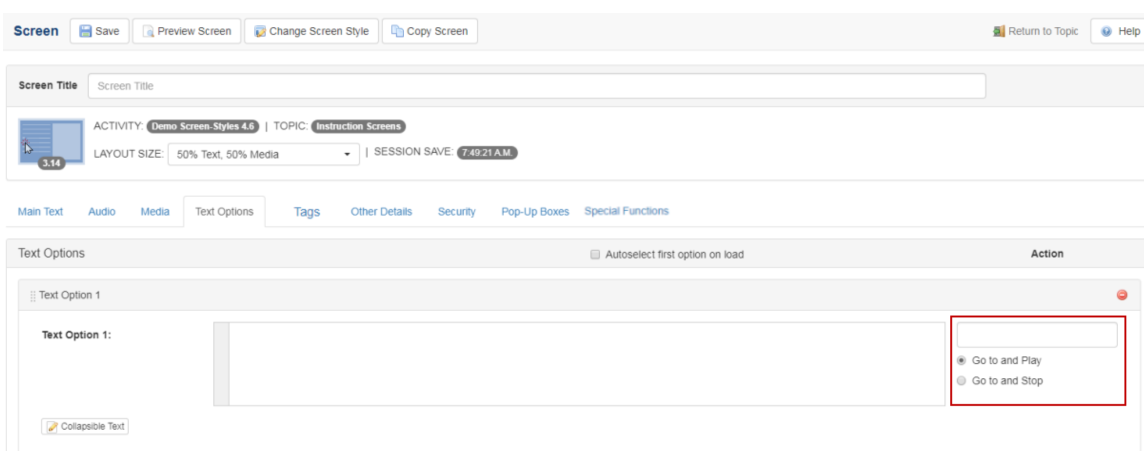



3. This screen style has a **Text Options** tab, with multiple fields numbered one to nine, used to define the text displayed as interactive bullets. Click the **Add Text Options** button to add more text options, to a maximum of nine. The **Text Options** fields can be reordered by clicking on the drag handles on the top-left of the **Text Option** field. To remove a text option, click the **Remove Text Option** icon.

4. 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.

5. Click the checkbox labeled **Autoselect first option on load** to display **Text Option 1** with its corresponding state when the screen loads.

6. 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.

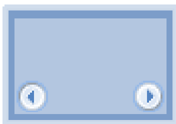



**Note:** If a Unity 3D file has been selected, you will see radio buttons marked **With Transition** and **Without Transition**. These can be used to control whether a transition animation is displayed when switching between states.

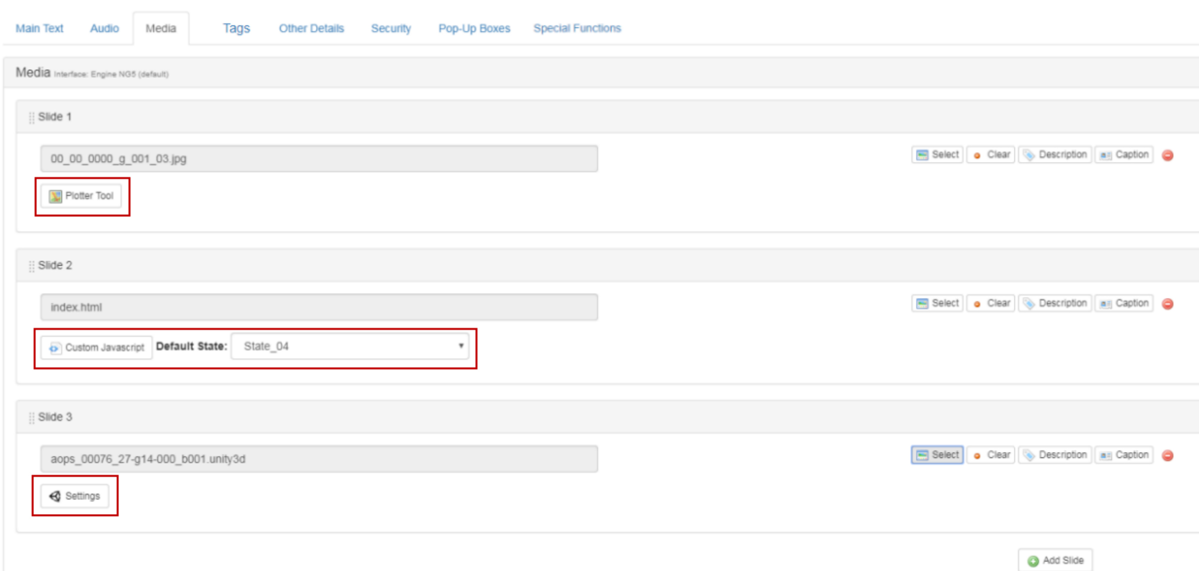
7. If a **Text Build** has been used to divide the **Main Text** field, the text below the **Text Build** will appear in the viewer below the **Text Options** and collapsible text.

**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. **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.

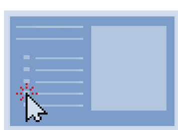
4. Click the red **Remove Slide** icon to delete a slide.

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.

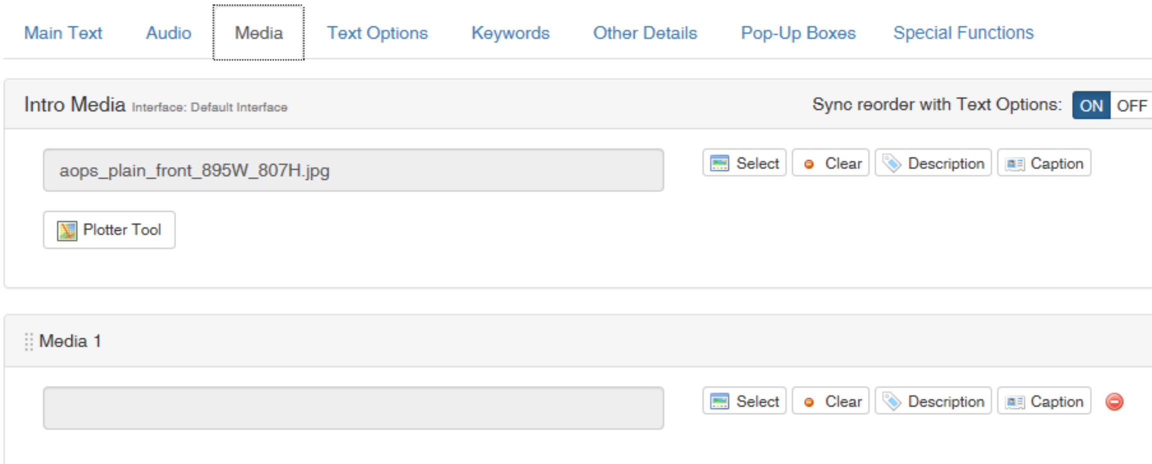
7. Click the **Select** button to add available media from the **Media Library**. For more information, go to Add Individual Media.

#### 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.

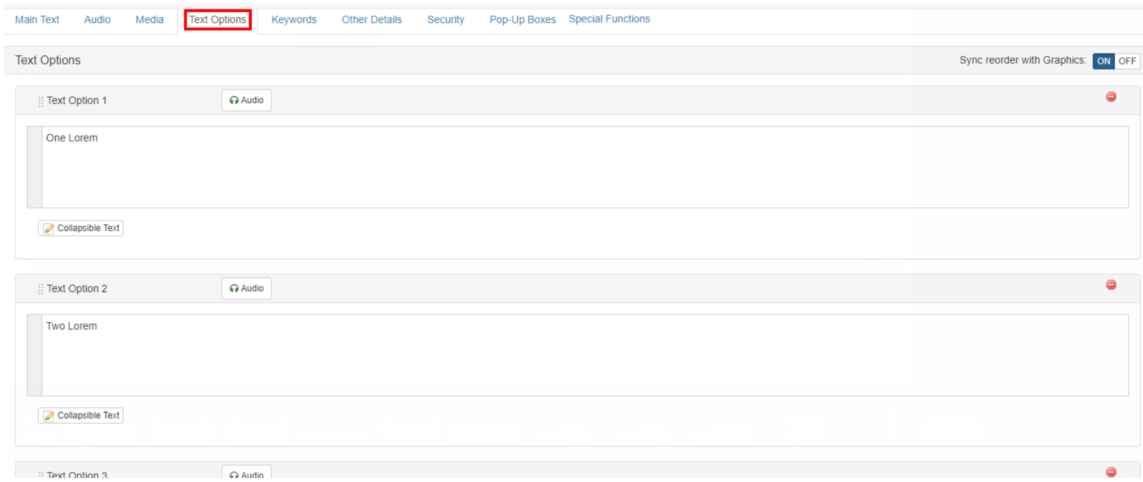
1. In addition to the standard fields, including **Main Text**, this screen has a **Media** tab that contains **Intro Media** and multiple **Media** fields, numbered one to fifteen. To reorder **Media** fields, use the drag-handles (top-left of field). Be sure the **Sync reorder with Text Options** toggle 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.



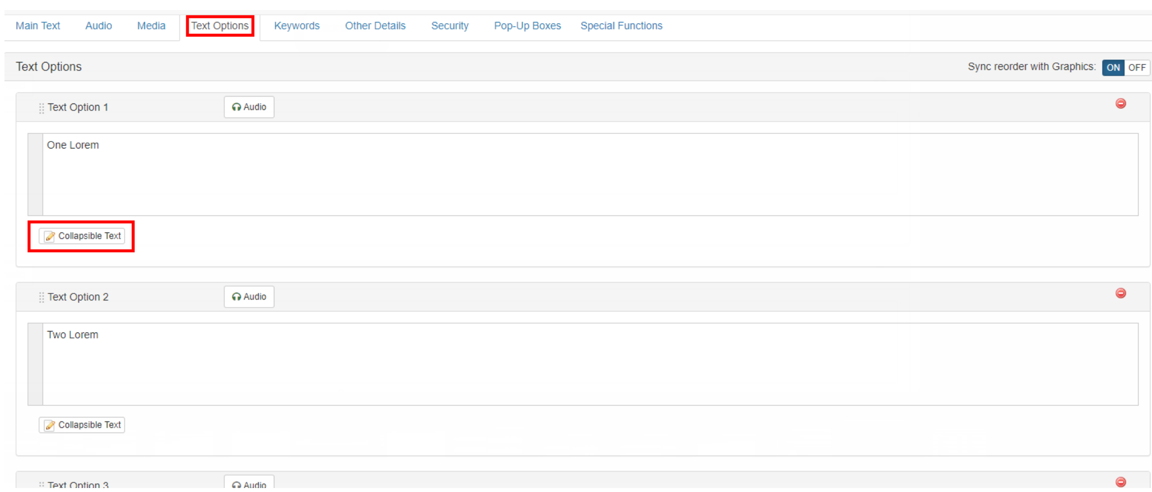

**Note:** The **Plotter Tool** is also available for use with the Default Graphic. See The Plotter Tool for more information.

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.

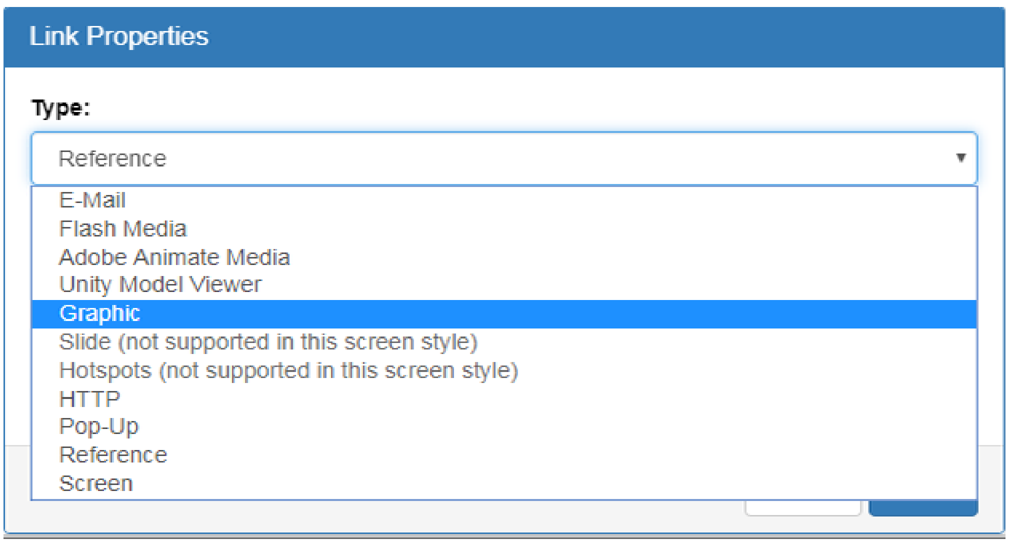



5. When previewing this screen style, **Main Text** and **Text Options** are on the left and the **Default Graphic** is on the right. Clicking a **Text Options** swaps the media on the right, *replacing* the **Default Graphic** with the graphic that corresponds to the selected Text Option. **Note:** When "**100% Text, No Media"** is chosen as the layout, the text will fill the screen.

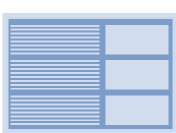
**Note:** Hyperlinks can also be added to the **Main Text** area to activate changes in the media (e.g., swapping out the current image for the linked image). Click the **Link** icon at the top of the **Main Text** window and follow the same procedure.

**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.



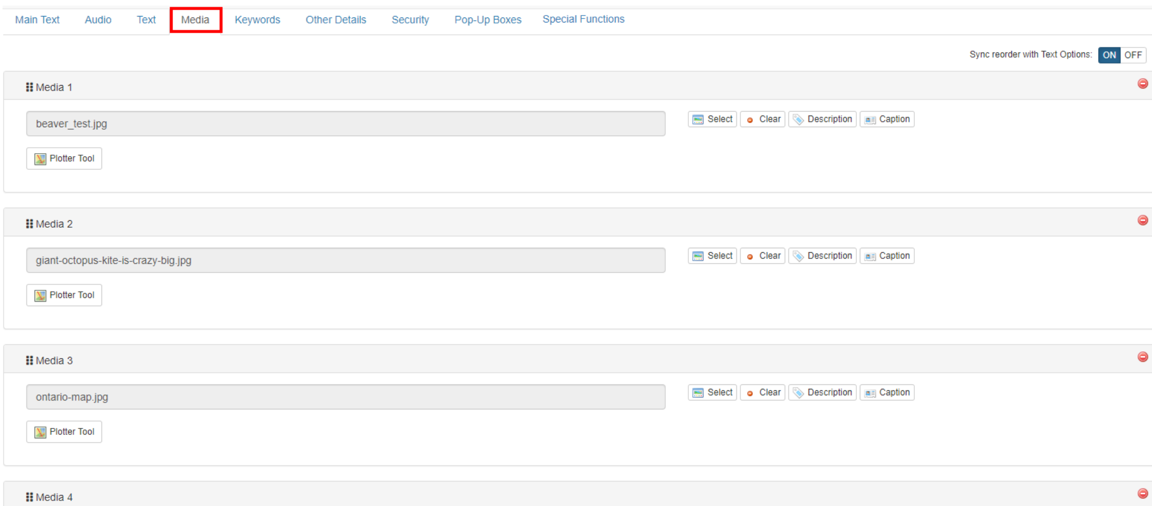

9.1.1.1.8 Stacked Layout (3.18)

| **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,

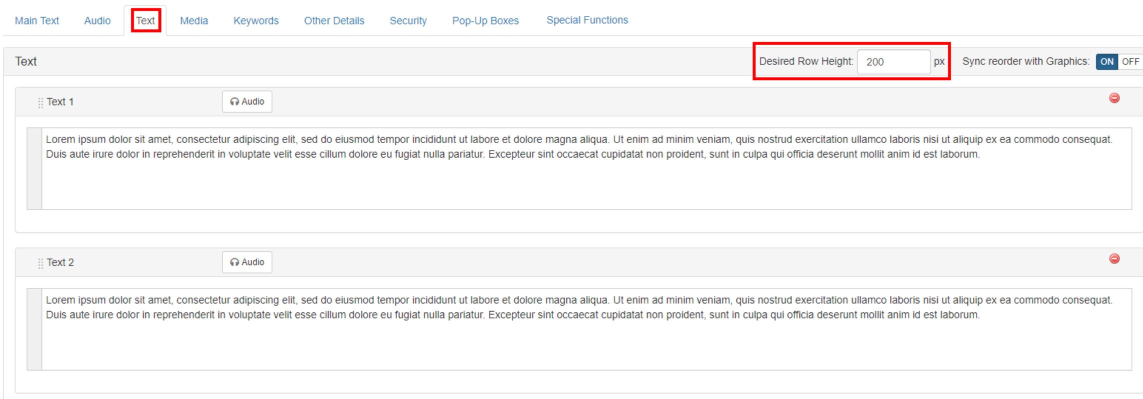
use the drag-handles (top-left of field). Be sure the **Sync reorder with Text Options** toggle is **ON**, if you wish to reorder the associated text field at the same time. To remove a media asset, click the **Delete Media** icon. To add more media (to a maximum of nine), click the **Add Graphic** button.




**Note:** The **Plotter Tool** is also available for use with each **Media** field. See The Plotter Tool for more information.

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 remain on screen when the next row displays.

3. 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.

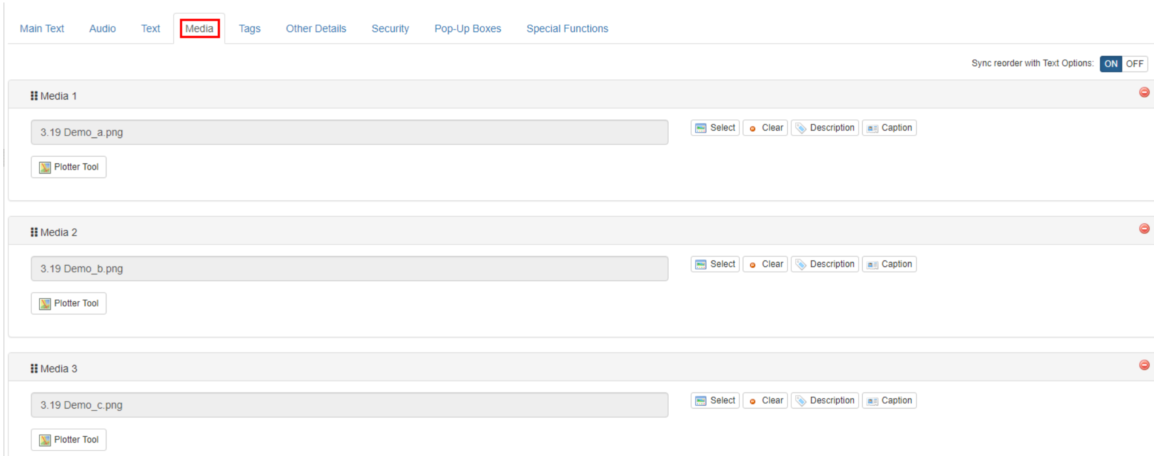
9.1.1.1.9 Build Slide (3.19)

| **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

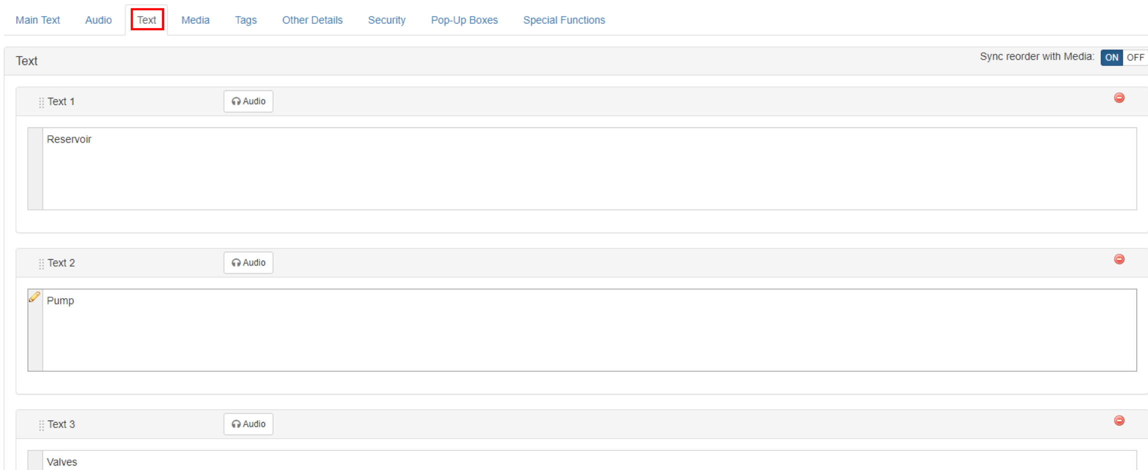
(to a maximum of 100), click the **Add Graphic** button.




**Note:** The **Plotter Tool** is also available for use with each **Media** field. See The Plotter Tool for more information.

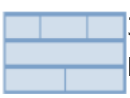
2. These fields function in the same way as the **Media** fields in the basic screen styles described earlier. However, the media will be displayed on the right-side of the viewer and change based on user interaction.

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.



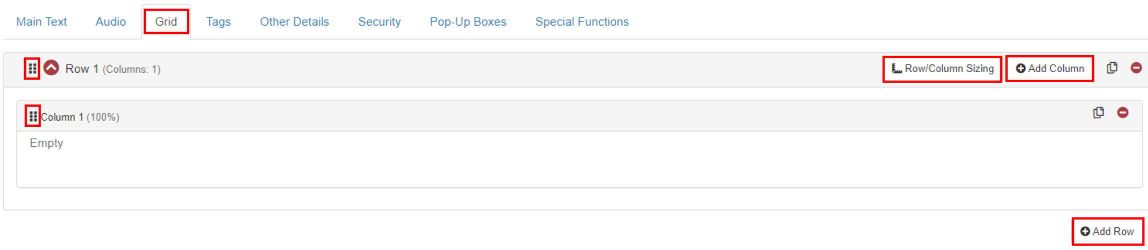

4. When previewing this screen style, **Main Text** displays above the stacked rows. The **Text fields** are on the left and the graphics are on the right.

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. |

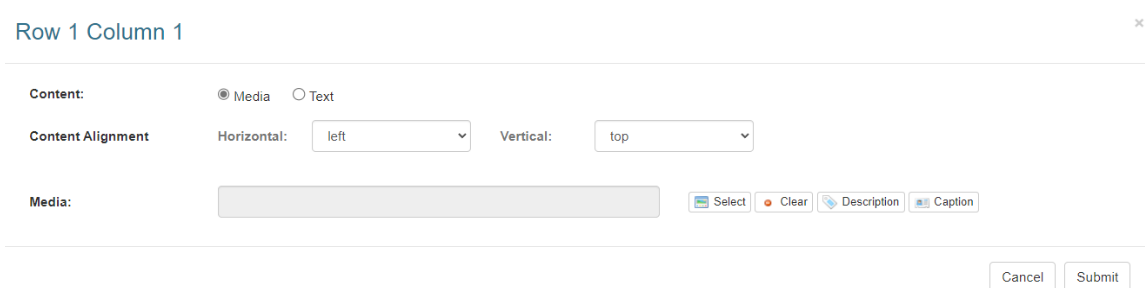
The Grid layout screen style allows the developer to present main text with text or media blocks in a grid (columns and rows) format. User clicks each grid to reveal new text or media.

1. In addition to the standard fields, including **Main Text**, 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).

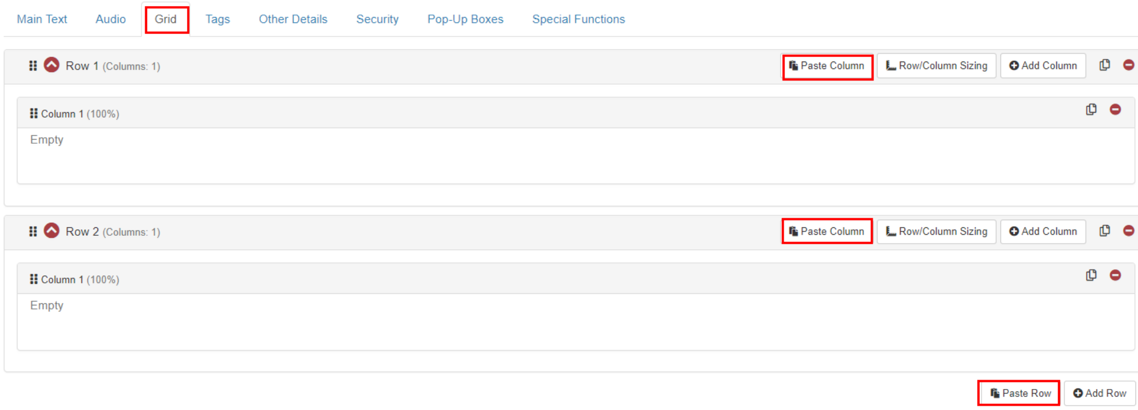



2. Click the empty grid and select the **Media** or **Text** radio button in the **Content** field. If **Media** is selected, only media will display. The media fields function in the same way as the **Media** fields in the basic screen styles described earlier. **Note:** The **Plotter Tool** is also 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).

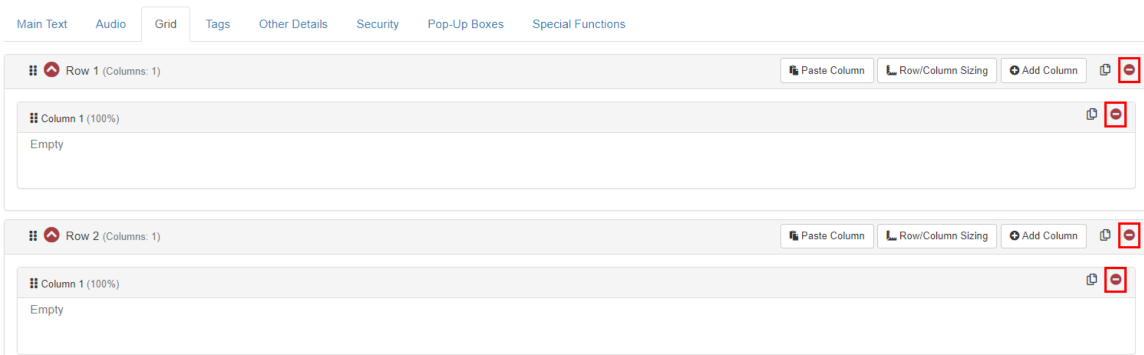
3. Click the **Submit** button to save the changes.




4. To copy a row below an existing row, click the Copy Row icon for the desired row and then the **Paste Row** button. **Note:** If you wish to copy a column beside an existing column, click the desired Copy Column icon and then click the **Paste Column** button. **Note:** The new column will display to the right of the existing column.




5. To delete a column or row, click the corresponding Delete icon.



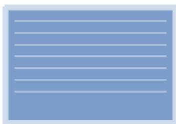

6. To resize the row or column, click the **Row/Column Sizing** button to open the **Row/Column Sizing** window. Enter the desired dimension in the **Row Height** and **Column** field(s) or leave the fields empty. **Note:** You may enter a percentage or pixels in these fields. By default the columns 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.

## 9.1.2 List of Legacy Screen Styles

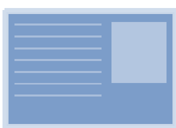
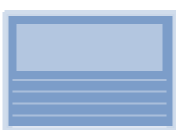
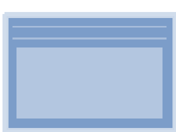
**Note**: These are *legacy* screen styles, which are in the process of being replaced. Most of them are Adobe Flash-based screens that have been replaced by HTML versions, although the last section consists of HTML-based screens, which are capable of displaying Flash media assets. The Flash-based graphic 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

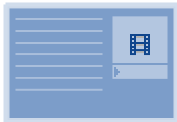
| Thumbnail | Description |
|---|---|
|  | 1.01<br><br>text (100%), like 3.01 above |

### Graphic (and SWF) Screen Styles

| Thumbnail | Description |
|---|---|
|  | 1.02<br><br>text (60%), graphic or video (40%), like 3.02 above |
|  | 1.03<br><br>text (40%), graphic or video (60%), like 3.03 above |
|  | 1.04<br><br>text (50%), panoramic graphic or video (50%) |
|  | 1.06<br><br>panoramic graphic or video (50%), text (50%) |
|  | 1.07<br><br>graphic or video (100%), like 3.07 above |

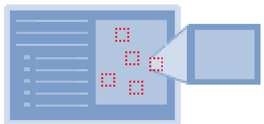
### Rich-Media Screen Styles

| Thumbnail | Description |
|---|---|



1.05

text (60%), video area with controls (40%), like 3.05 above

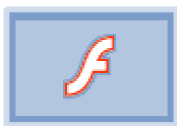


1.08

text (60%), flash video with controls (40%), like 3.05 above

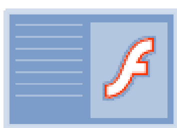
1.09

flash video with controls (100%), like 3.09 above



1.20

video (100%), like 3.09 above

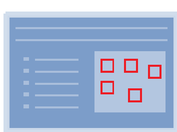


1.21

text (40%), video (60%), like 3.08 above

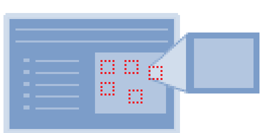
## Interactive Styles

**Thumbnail** **Description**



1.10

text (top 15%), graphic (50%), 5 bullets w/text/graphic highlight (50%), like 3.10 above

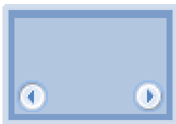
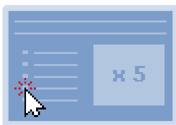


1.11

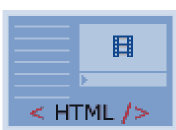
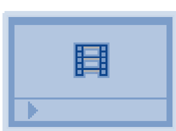
text (top 15%), graphic w/5 hotspots (50%), 5 bullets w/text, 5 hotspots w/graphic in pop-up (50%), like 3.11 above

1.12

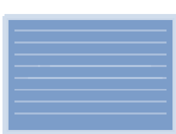
text (40%), graphic zoomify (60%) - not currently supported as HTML-based screen

| | |
|---|---|
|  | 1.13<br><br>graphic zoomify (100%) - not currently supported as HTML-based screen |
|  | 1.15<br><br>graphic slider (100%), like 3.15 above |
|  | 1.17<br><br>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<br><br>HTML text (60%), rich media (40%) |
|  | 3.08<br><br>HTML text (40%), rich media (60%) |
|  | 3.09<br><br>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

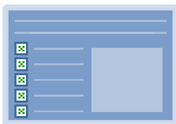
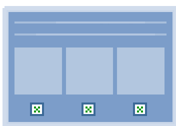
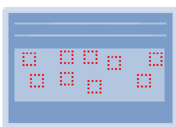
Graphic: jpg, png, gif, Zoomify, Giga, Unity 3D
Video: mp4, HTML5
Flash: Animate (html)

### 9.2.1 List of HTML Screen Styles

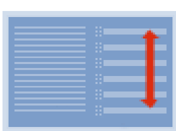
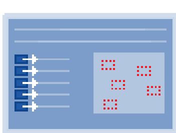
#### HTML Question-Screen Styles

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.

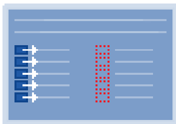
## Basic Styles (Multiple-choice)

| 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). |
|  | 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.

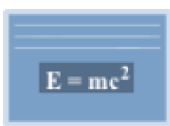


4.55 **Drag and Drop to Text Boxes**. Drag graphic thumbnails or text boxes with text labels for either single-response, multiple-response, matching or sequencing question types. Up to nine draggable items and drop zones, with optional randomization (static graphic only).

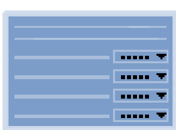
## Other Styles

**Thumbnail** **Description**


2.56 **Fill-in-the-Blank**. User types in a short response to a question in a text input field or 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 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.

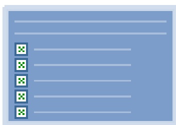
## 9.2.2 List of Legacy Flash-based Screen Styles

### 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.

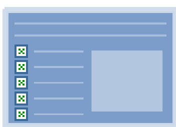
### Basic Styles

**Thumbnail** **Description**



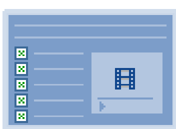
2.01

text, multiple choice with 5 options, like 2.51 above



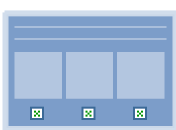
2.02

text, multiple choice with 5 options, graphic, like 2.52 above



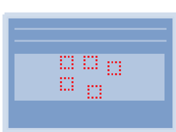
2.03

text, multiple choice with 5 options, video with controls, like 2.53 above



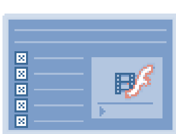
2.04

text, multiple choice with 3 options with graphics, like 2.54 above



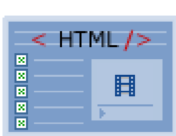
2.05

text, multiple choice, graphic with 5 hotspots, like 2.55 above



2.07

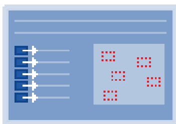
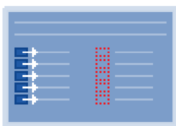
text, multiple choice with 5 options, flash video with controls, like 2.57 above



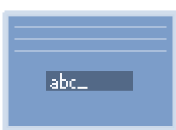

2.53

HTML text, HTML multiple choice with 5 options, rich media

### Drag and Drop Styles

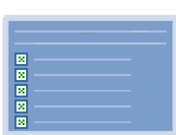
| Thumbnail | Description |
|---|---|
|  | 4.02<br><br>text, drag & drop 5 text options, graphic with 5 draggable graphics, like 4.52 above |
|  | 4.05<br><br>text, drag & drop 5 text options, 5 target text, graphic with 5 draggable graphics, like 4.52 above |

### Fill-in-the-blank Style

| Thumbnail | Description |
|---|---|
|  | 2.06<br><br>text, fill in the blank, like 2.56 above |

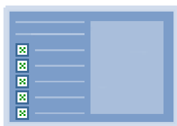
## 9.2.3 List of Legacy HTML Screen Styles

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.

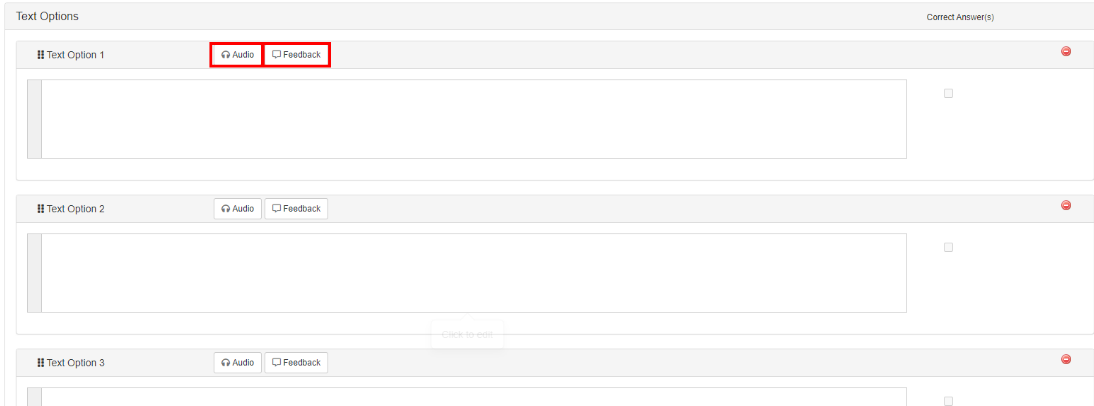
**Note**: Screen style 2.52 allows selection between these layouts: "100% Text, No Media", "40% Text, 60% Media", "50% Text, 50% Media", or "60% Text, 40% Media".

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.

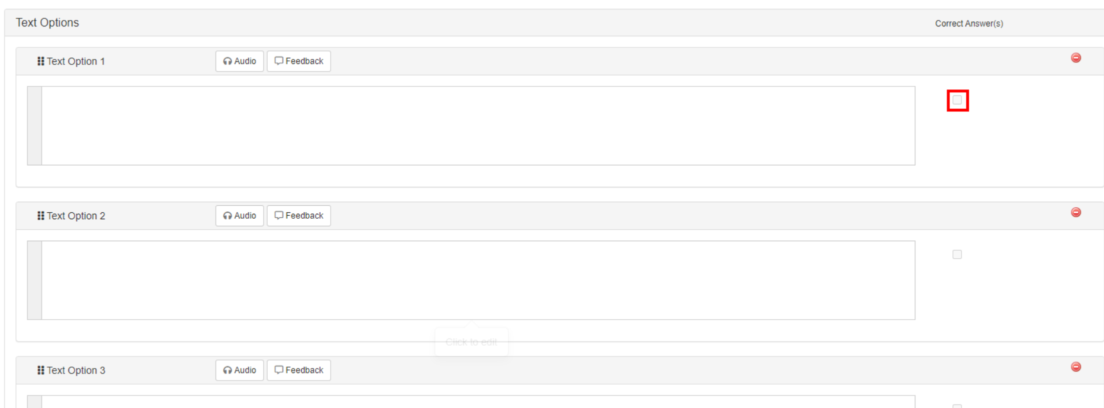
2. You may click the **Media** tab to enter an image. Click the **Plotter Tool** button to open a pop-up containing the **Default Media**, in which you can plot up to nine areas of the image, depending on how many **Text Option** fields have been added. **Note**: See The Plotter Tool for more information 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.

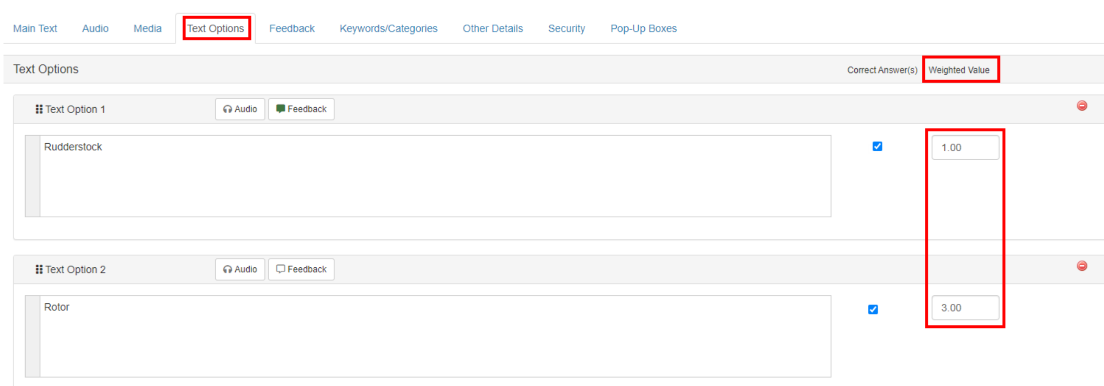
4. Individualized feedback may be entered for each **Text Option.** To provide more tailored feedback for each incorrect question response, click the **Feedback** icon and enter the corresponding feedback.




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.)




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.



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 my 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:

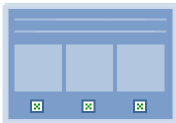
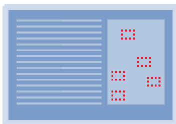
1. If the option to have users review the questions they answered incorrectly will be selected, complete the Correct Feedback field only.

2. If the option to have users re-do the questions they answered incorrectly will be selected, none of the fields must be completed.

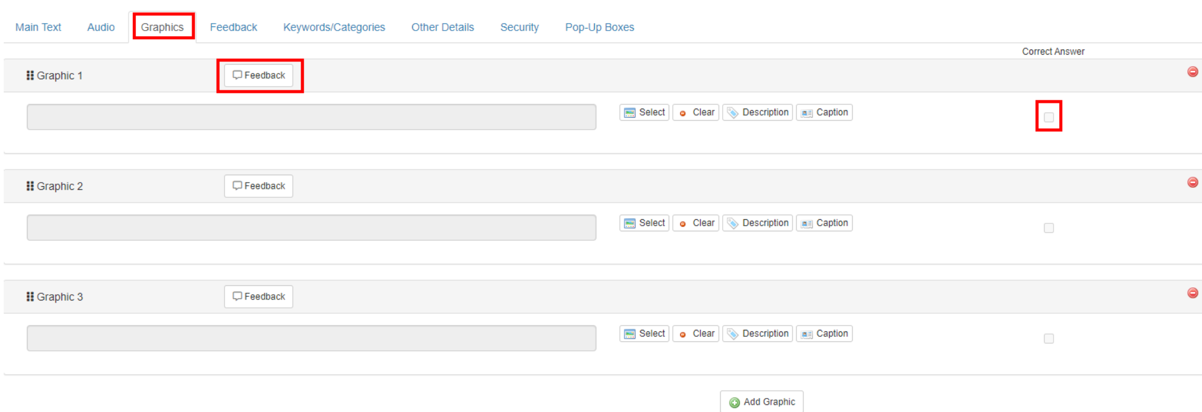
**Note**: See the section titled Screen List (Topic Screen) for more general information on adding Question Screens and Instruction Screens.

### 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.




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.

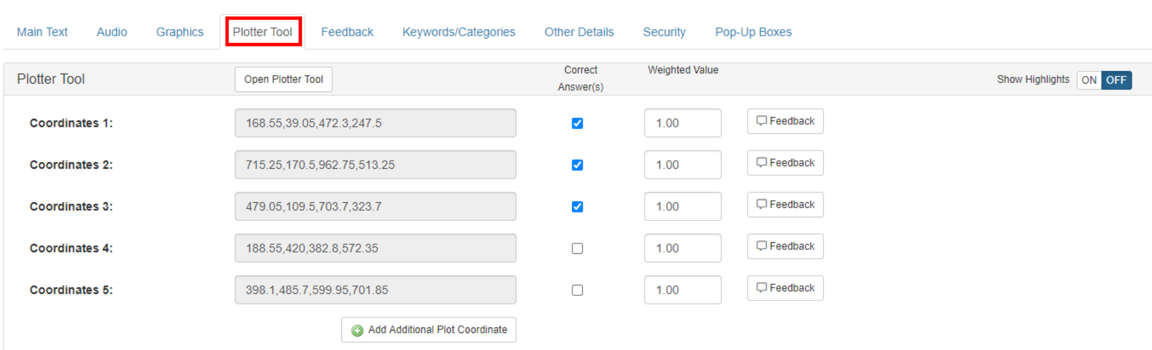
2. Select the number of the set of coordinates (1-9) from the drop-down in the control panel and drag the mouse to define a rectangular area on the **Default Graphic**.

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.

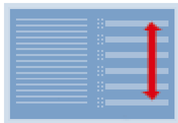
5. Click the **Feedback** icons to the right of the **Coordinates** fields to provide individualized, tailored feedback for each incorrect response to the question.

6. Enter a value in the **Weighted Value** fields (Test Activity only), if required. **Note**: Partial scoring must be enabled in **Other Details** tab.

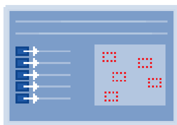
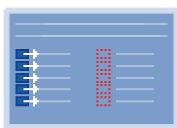



## 9.2.6 Drag and Drop Screen Styles

There are two drag and drop question-screen styles, which are configured in a similar manner.



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.

| Thumbnail | Description |
|---|---|
|  | 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

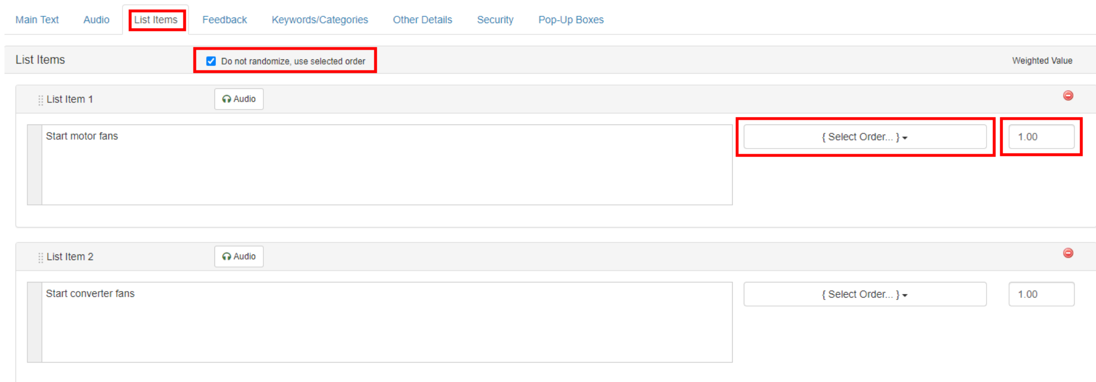
**Note**: Screen style 2.58 allows the developer to define short pieces of text (words or phrases) and/or audio and their correct order a list. Screen style 2.58 does not support media.

**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).

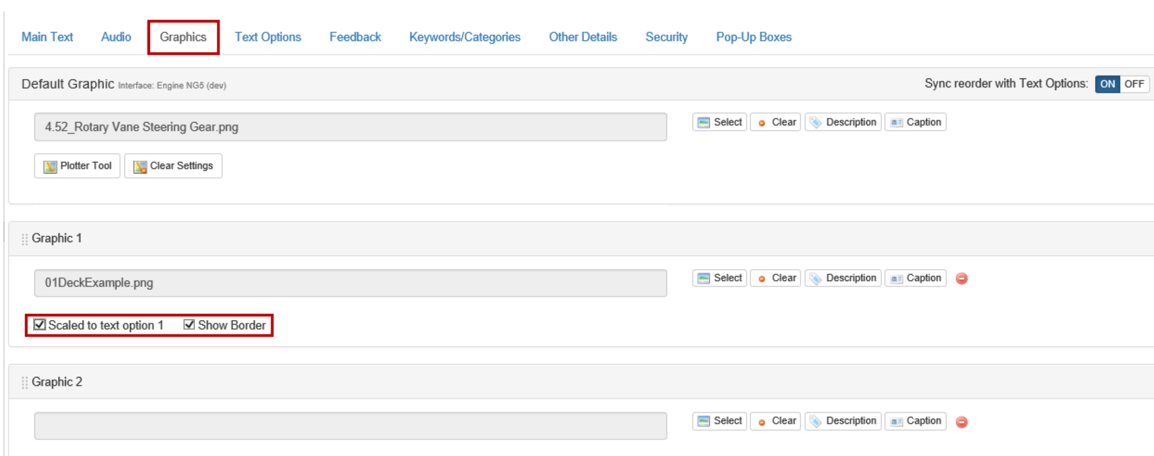



## Screen Style 4.52

**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".

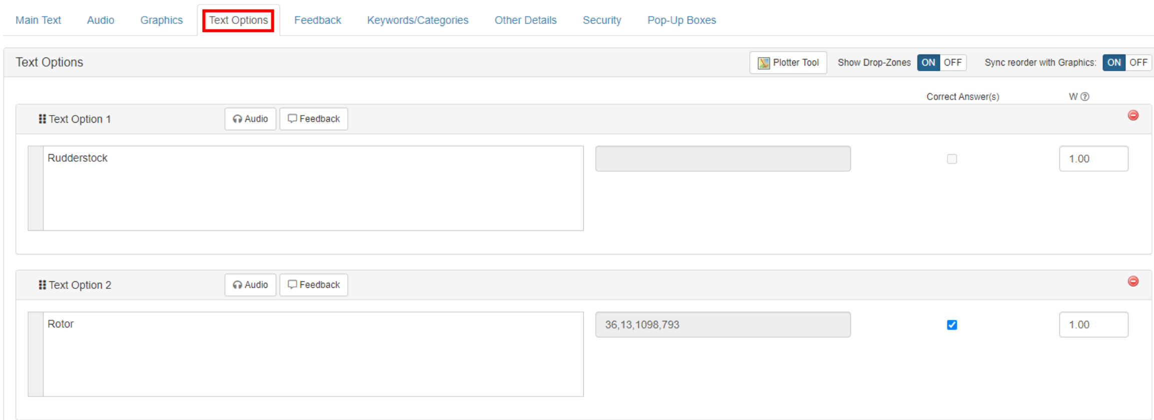
1. In addition to the standard question-screen fields, screen 4.52 has a **Graphics** tab with a **Default Graphic** and multiple **Graphic** fields, numbered one to five. To reorder **Graphic** fields, use the drag-handles (top-left of field). Be sure the **Sync reorder with Text Options** toggle is **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.



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.



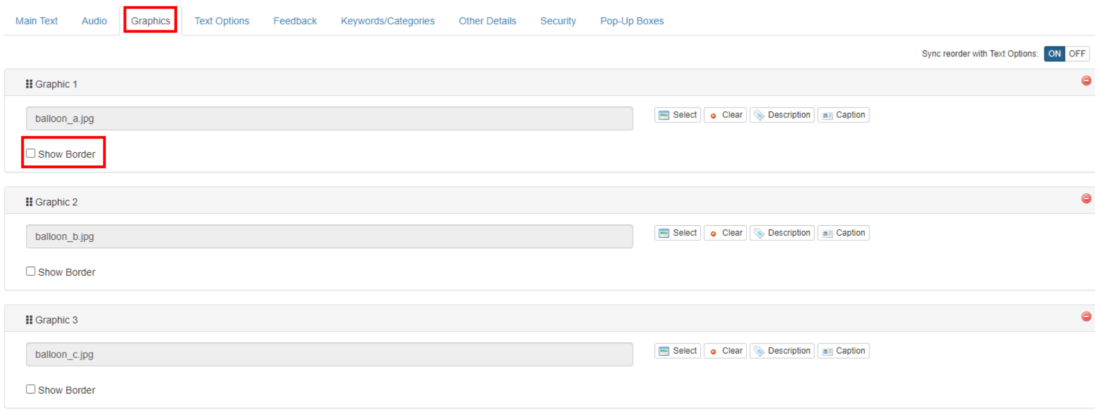

5. The **Correct Answer** checkboxes are used to indicate whether the user is expected to drop the corresponding graphic there or not.

**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.

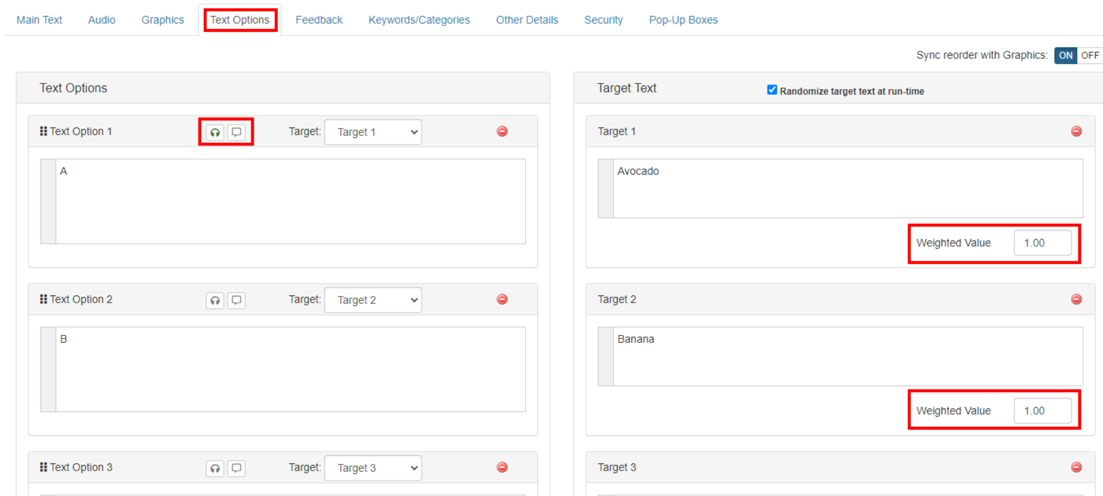
### Screen Style 4.55

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.




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.

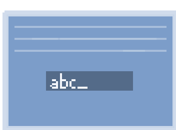
**Note**: Make sure that randomization is *turned off* if you intend to create an ordering type question.

- **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**.

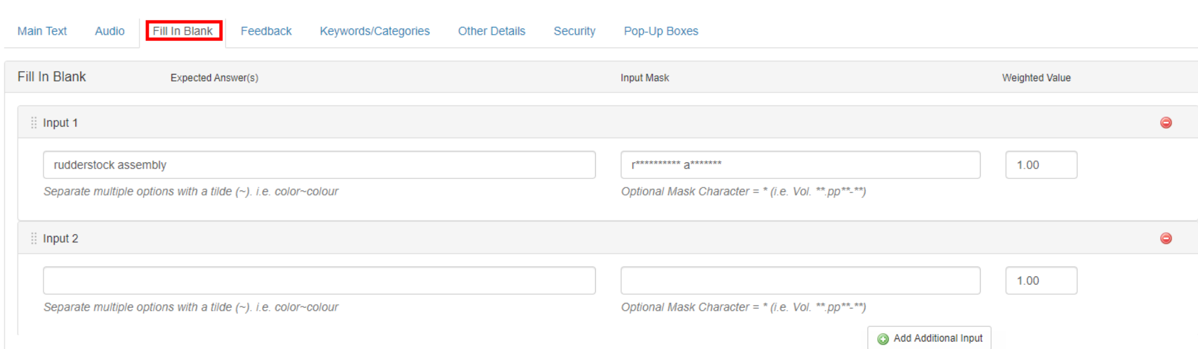
- **True or False:** You can create "true" or "false" type questions in this way, as a many-to-one type exercise, by creating two **Target Text** fields labeled "true" and "false" and assigning them to up to five statements in the **Text Options** fields. You can think of this as sorting the **Text Options** 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 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).



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.

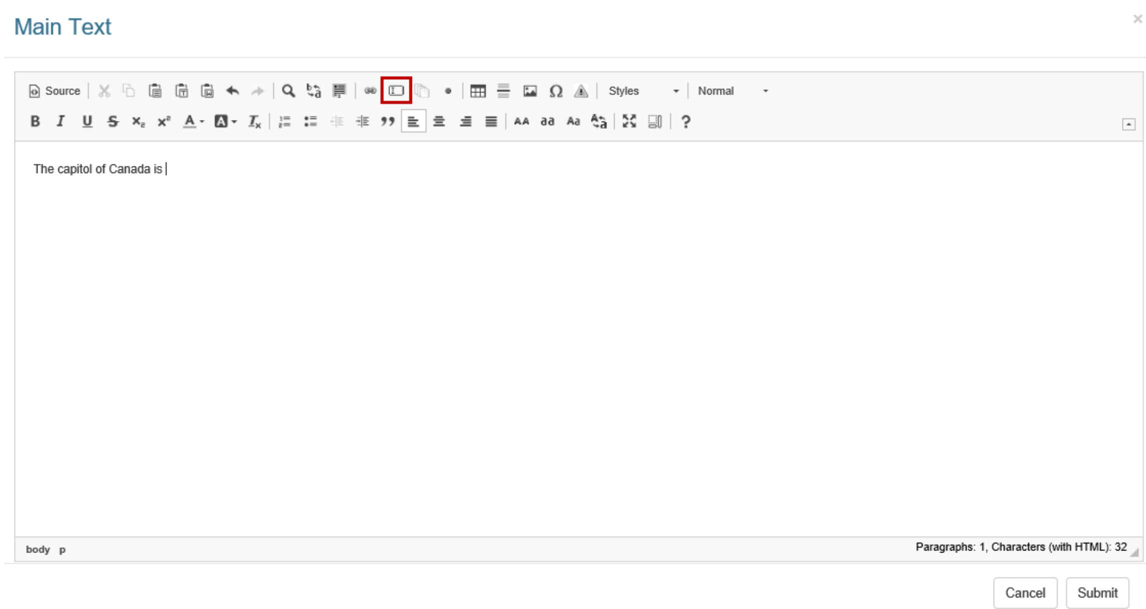
3. Enter the **Expected Anwer(s)** and **Input Mask**, if desired.

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.



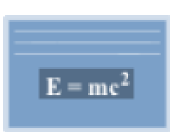

8. Select a **Fill in Blank** input to insert from the drop-down.


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.

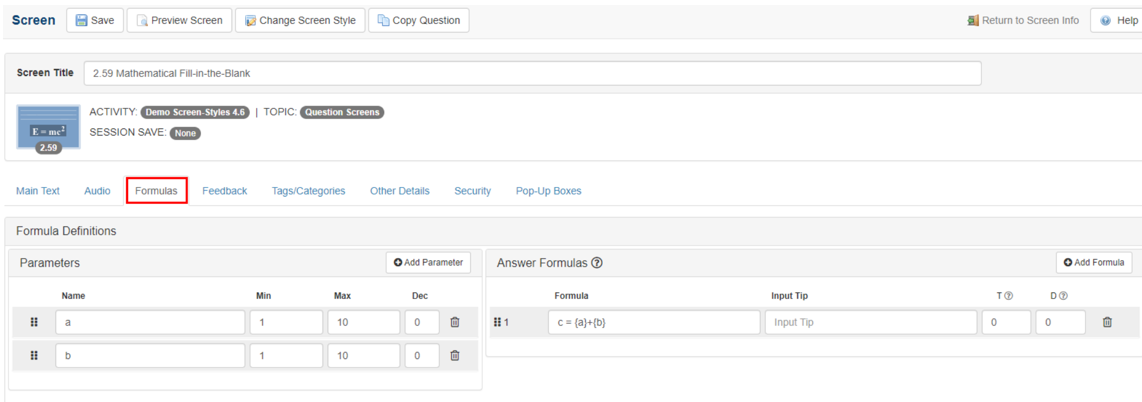
## 9.2.8 Fill-in-the-Blank Mathematical Screen Style

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.

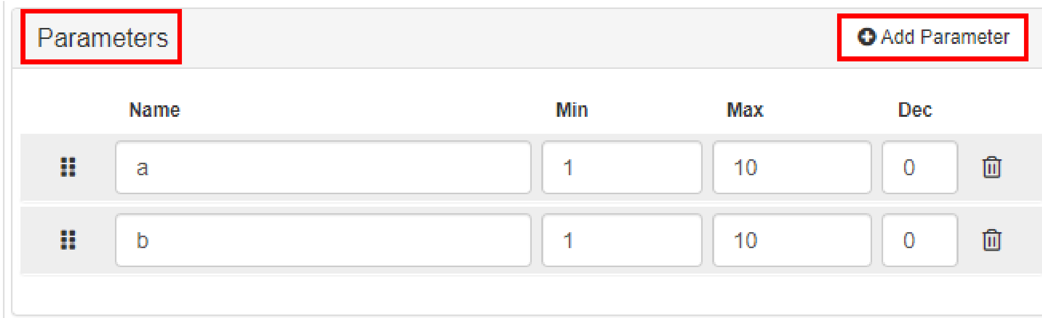



2. On the **Parameters** pane, enter the desired parameter name in the **Name** field. You may enter up 50 parameters. **Note:** The curly brackets do not need to be entered in this field.

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.



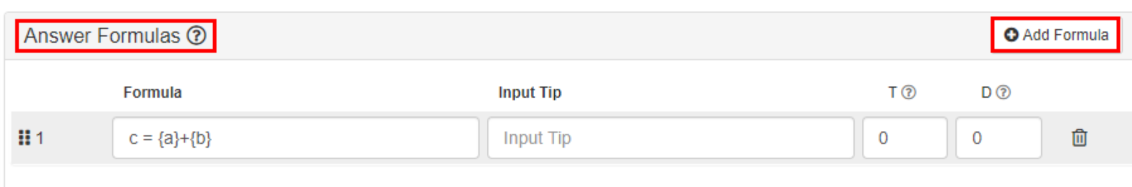

6. On the **Answer Formulas** pane, enter the desired mathematical equation that will be used to generate the correct value. **Note:** The parameters must be entered in curly brackets {a}{b}.

7. 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.

8. Enter the desired tolerance (+/-) value in the **T** field, if required.

9. Enter the desired decimal placement in the **D** field, if required.

10. 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.

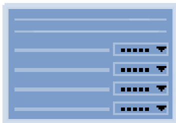



11. Click the **Save** button to save the changes.

## 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.

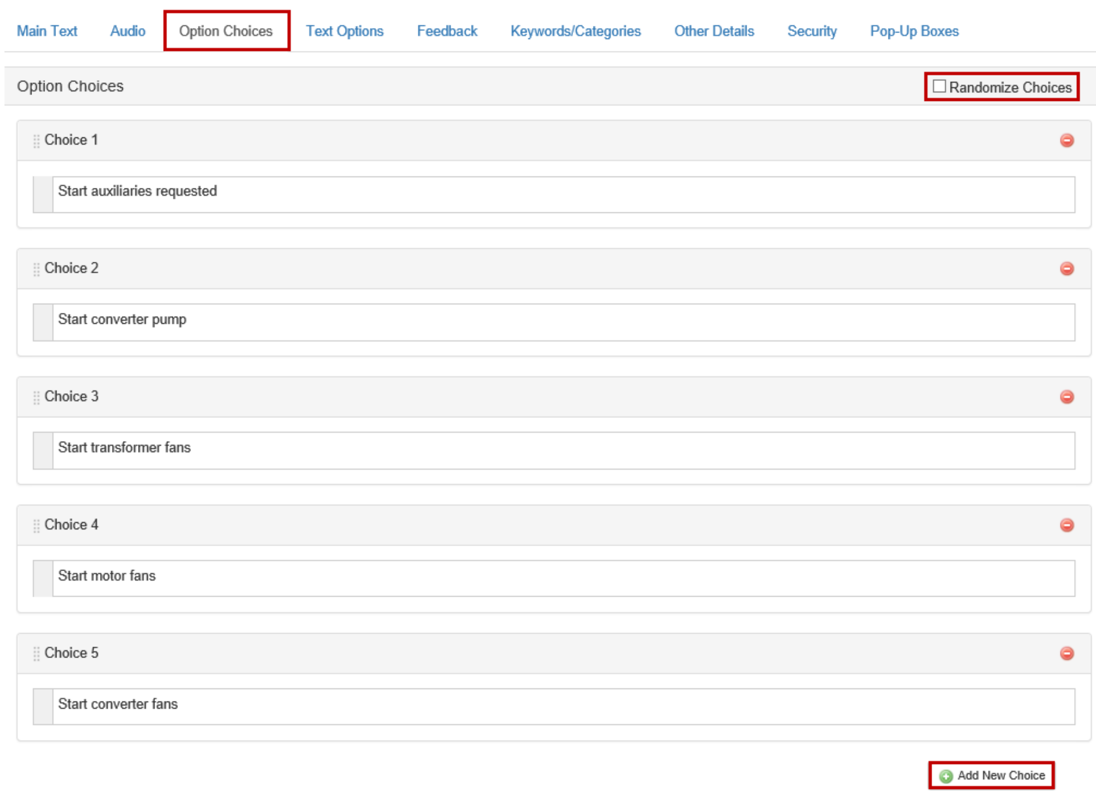
**Thumbnail** **Description**



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).

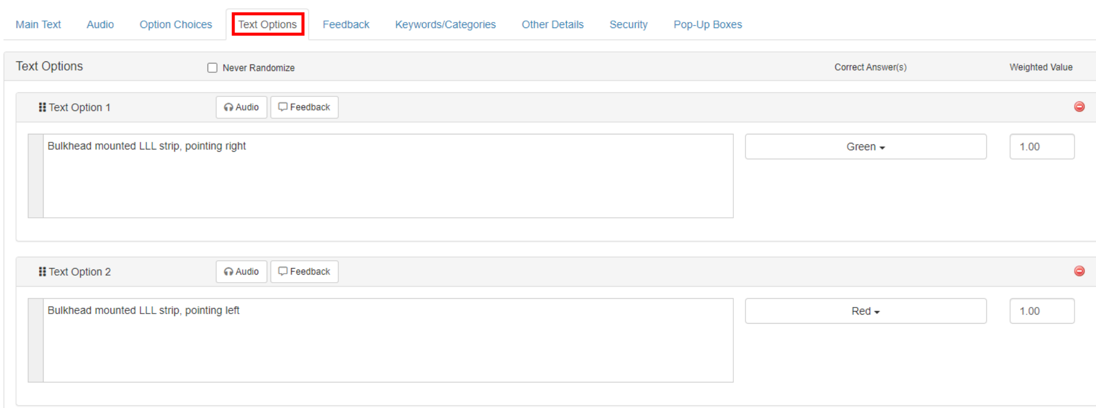
1. In the **Option Choices** tab, you can configure the list of options that appear in the drop-down menu in the viewer beside each **Text Option**. **Note**: Click the **Add New Choice** button in the **Option Choices** tab to add more **Option Choices**, up to a maximum of nine. The **Choice** fields 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.




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.




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

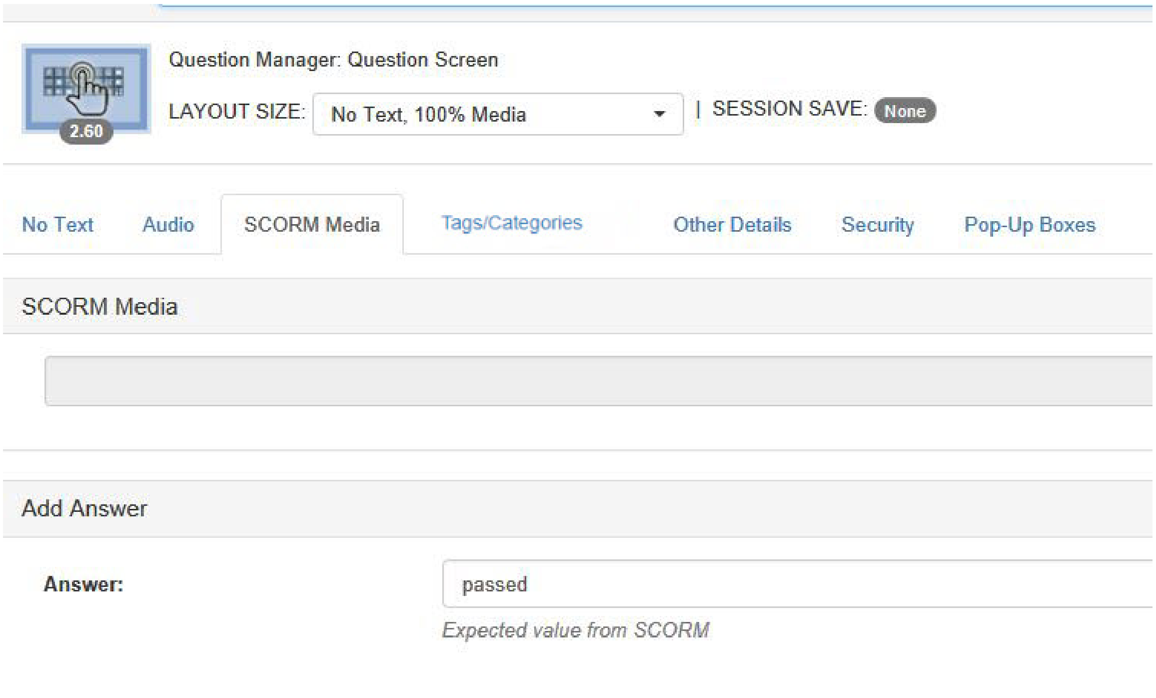
The full screen 3rd party SCORM media screen style (2.60) allows you to upload 3rd party question content and have the results tracked and recorded using SCORM.

| **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).



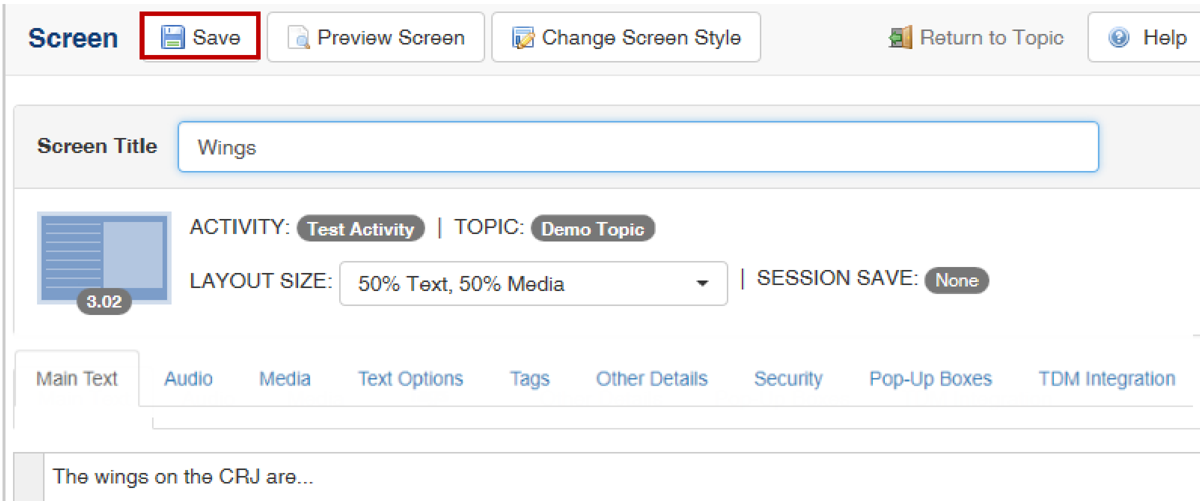

3. Click **Save**.

## 9.3 Save (Screen)

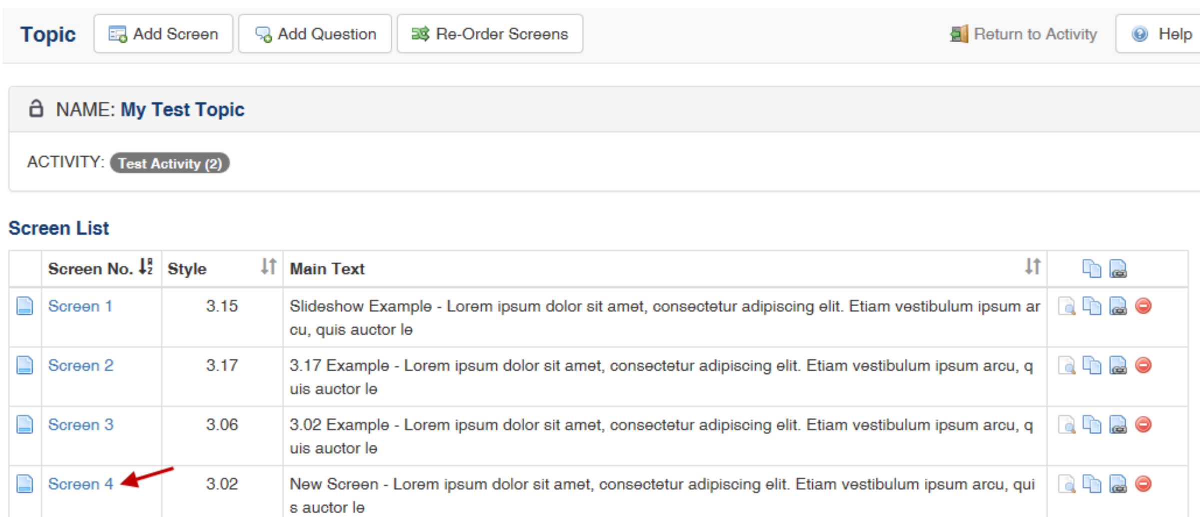
Both Question and Instruction screens consist of multiple fields, divided across several tabs. These fields can be completed all at once or you can return to screens later to complete empty fields or revise existing field data.

### 9.3.1 Save Screen

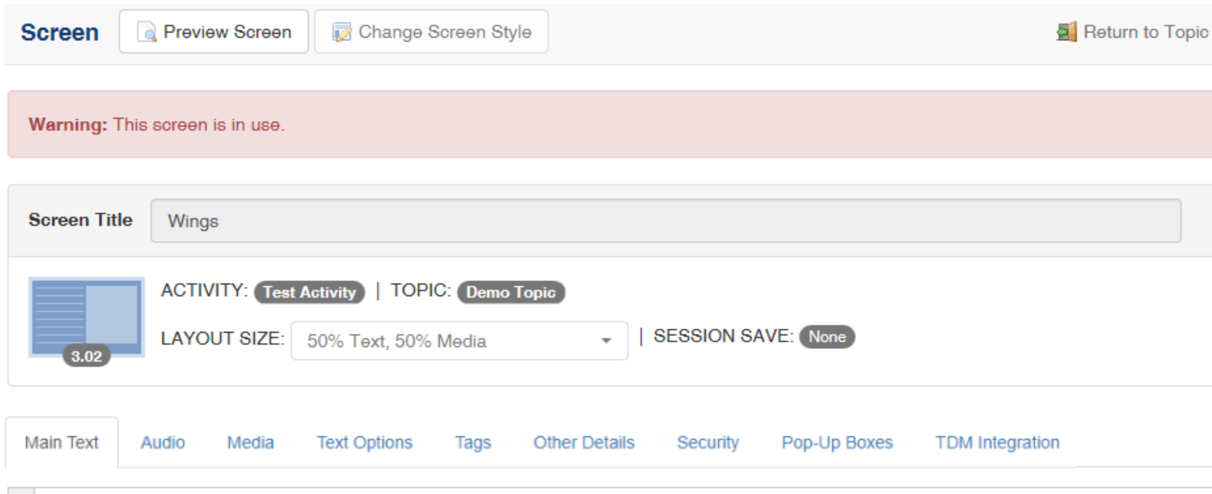
1. To save a screen, click the **Save** button at the top of the screen.




**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**.



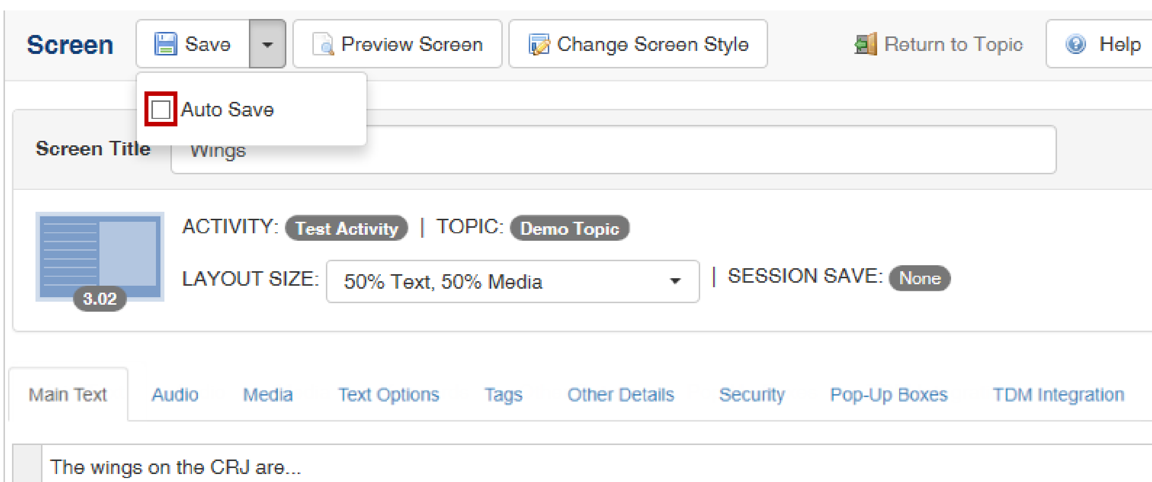

**Note:** If a screen is already being accessed by another user, you will receive a warning message like the one below, telling you who accessed the lesson and at what time. You will not be allowed to make any changes if the screen is already in use.




## 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**.



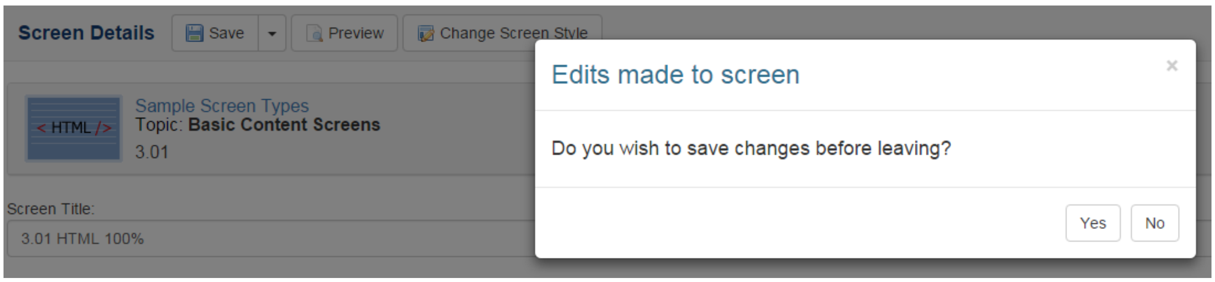

2. Check or uncheck the box to toggle the **Auto Save** function on or off. When **Auto Save** is turned on, edits are saved at one-minute intervals. The button text will change to indicate that **Auto Save** is currently turned on.

**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.

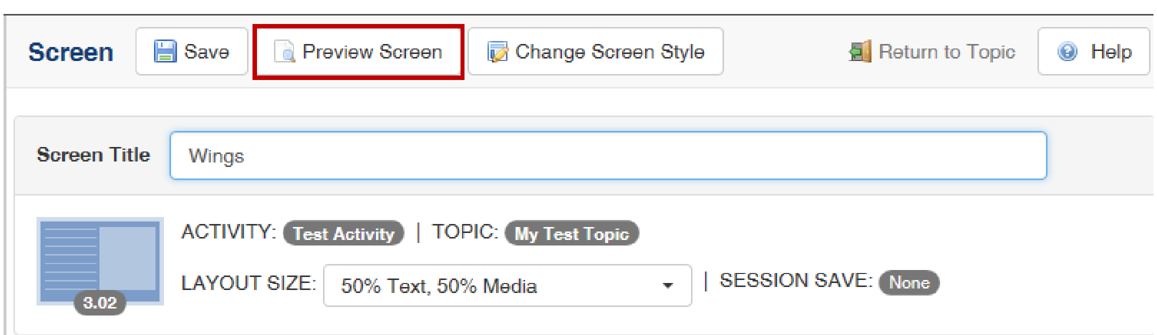



If you click the **Yes** button your work will be saved. If you click the **No** button your changes will be discarded. In either case, you will now navigate away from the screen to the screen you selected. You may also click the small **x** or **Close** icon in the top-right of the dialogue box, if 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.

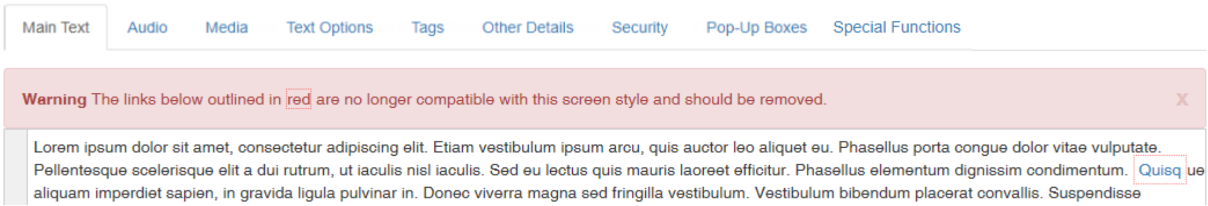
3. Click **Tag Filtering** to include/exclude screens with specifics tags.

**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

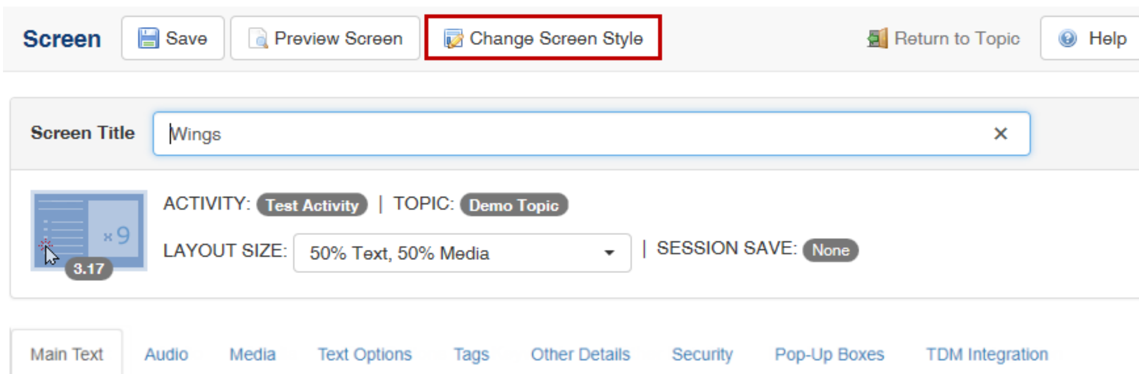
Once you have saved an instruction or question screen, you have the option of changing screen styles. **Note:** Changing screen styles may potentially lead to the loss of data in fields that are not supported in the target screen style.

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

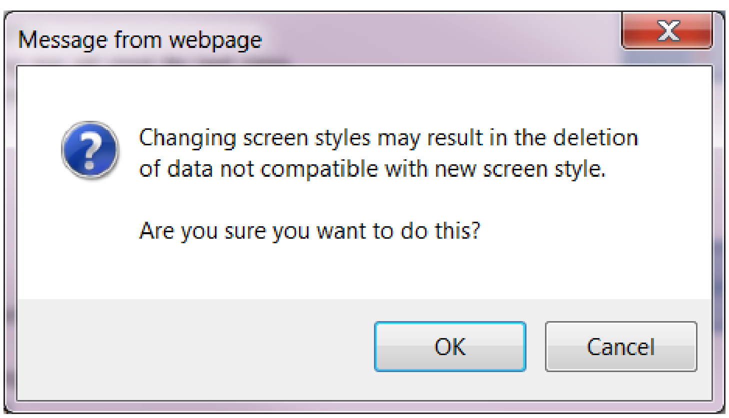
1. Click the **Change Screen Style** button.




2. From the **Change Screen Style** screen, select the screen style you wish to change to by clicking on the thumbnail image.

| | |
|---|---|
| **3.02**<br>• HTML text<br>• media area<br>• supported media: png, jpg, gif, mp4, flv, swf, Giga, Zoomify, unity3d, html<br>• adjustable column widths | **3.04**<br>• HTML text (up to 60%)<br>• panoramic media (minimum 40%)<br>• supported media: png, jpg, gif, mp4, flv, swf, Giga, Zoomify, unity3d, html |
| **3.06**<br>• panoramic media (minimum 40%)<br>• supported media: png, jpg, gif, mp4, flv, swf, Giga, Zoomify, unity3d, html<br>• HTML text (up to 60%) | **3.10**<br>• HTML text<br>• 9 bullets w/HTML text/graphic highlight<br>• graphic<br>• supported media: png, jpg, gif<br>• adjustable column widths |
| **3.11**<br>• HTML text<br>• 9 bullets w/HTML text<br>• Media area<br>• supported media: png, jpg, gif<br>• graphic w/9 hotspots<br>• 9 hotspots w/graphic in pop-up<br>• adjustable column widths | **3.13**<br>• Chaptered Video<br>• HTML text<br>• Video<br>• supported media: mp4, flv<br>• adjustable column widths |
| **3.14**<br>• HTML text with bullets<br>• HTML Text above or below bullets<br>• bullets control media navigation<br>• media<br>• supported media: swf, mp4, flv, html, Giga, Zoomify, Modest3D<br>• adjustable column widths | **3.15**<br>• media slide show<br>• HTML text<br>• media<br>• supported media: png, jpg, gif, mp4, swf, Giga, Zoomify, unity3d, html<br>• adjustable column widths |
| **3.17**<br>• HTML text<br>• 9 bullets w/text/media<br>• media<br>• supported media: png, jpg, gif, mp4, flv, swf, Giga, Zoomify, unity3d, html<br>• adjustable column widths | **3.18**<br>• HTML text<br>• media<br>• supported media: png, jpg, gif, mp4, flv, swf, unity3d, html<br>• adjustable column widths |

3. A window will appear asking if you are sure you want to change the screen style. Click **OK.**

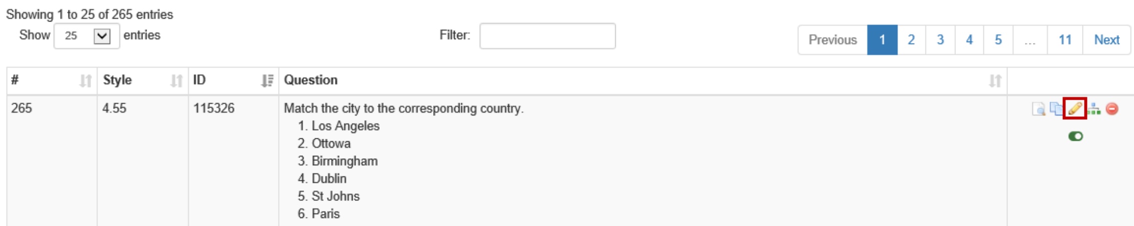



## 9.5.2 Change Question Screen Style

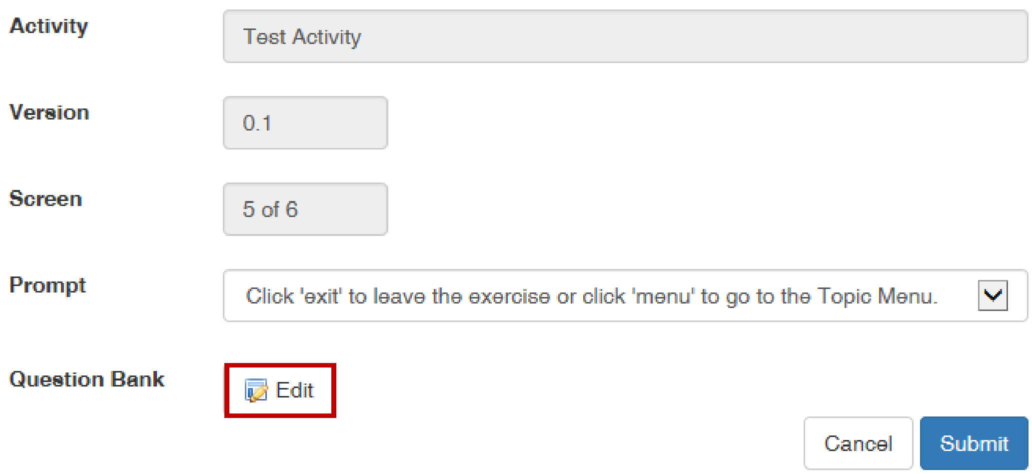
To access a question in order to change its screen style, you can go through the **Question Bank** or click the question from within an activity.

1. On the **Question Bank** screen, locate the question you wish to change using the

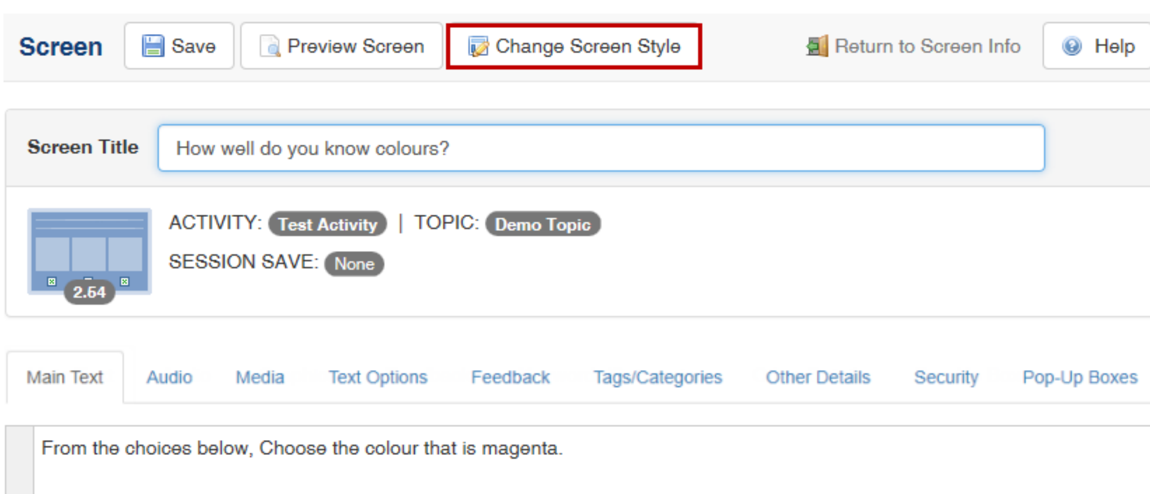
Search function, then click the **Edit** icon (pencil) beside the question you wish to change.




2. Click a question within an activity to open the Question Details screen. Then, click the **Edit** button.




3. The question content window appears. Click the **Change Screen Style** button to access the screen style options.



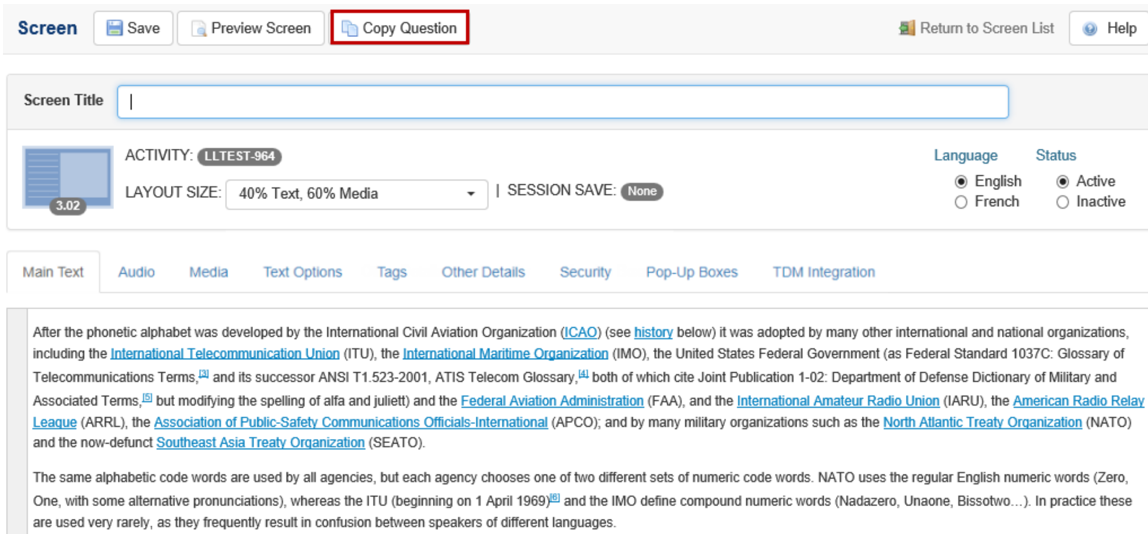
4. The **Change Screen Style** screen appears. Click a thumbnail to change the screen style.


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.

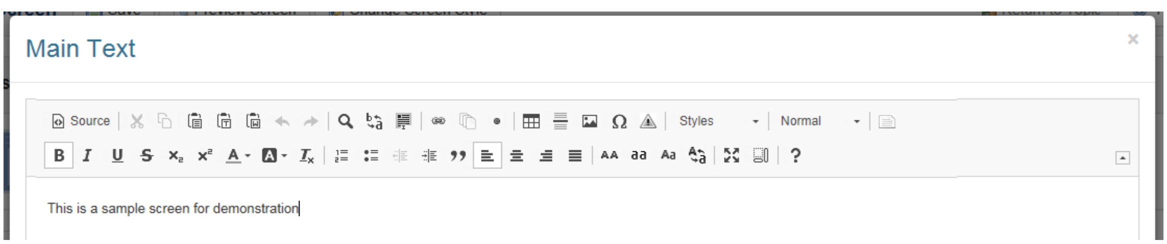



2. View the topic or activity where you wish to paste the copied screen.

3. Click the **Paste Screen** button at the topic of the topic or screen list view.

## 9.7 Main Text (Tab)

1. Click in the **Main Text** field on the first tab below the **Screen Title** to open the HTML editor.



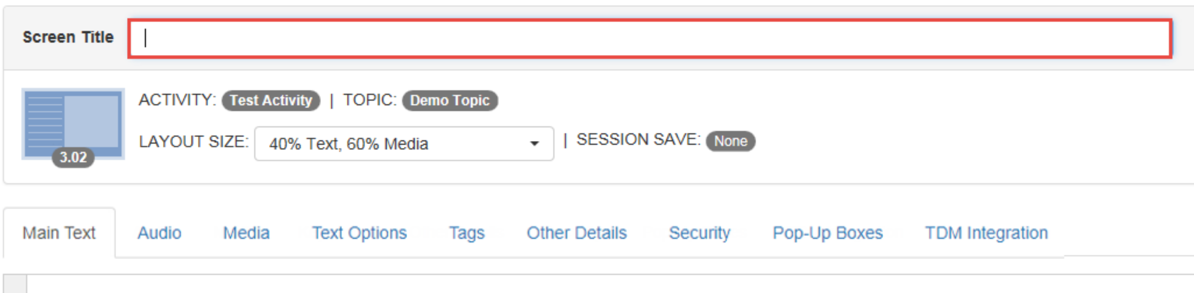

2. Modify and edit the text using the toolbar located at the top of the editor. The toolbar has standard rich-text editing features that will be familiar to anyone who has used a word processing program like Microsoft Word.

3. Click the **Save** button at the top of the screen to save the information you enter in screen fields.

**Note:** The **Main Text** area, like some other fields, uses an embedded HMTL editor called CKEditor. See the section titled The HTML Editor for more information on entering text and HTML content.

### 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.




**Note:** If this setting is not enabled, **Screen Titles** will be hidden and users will be unable to edit them.

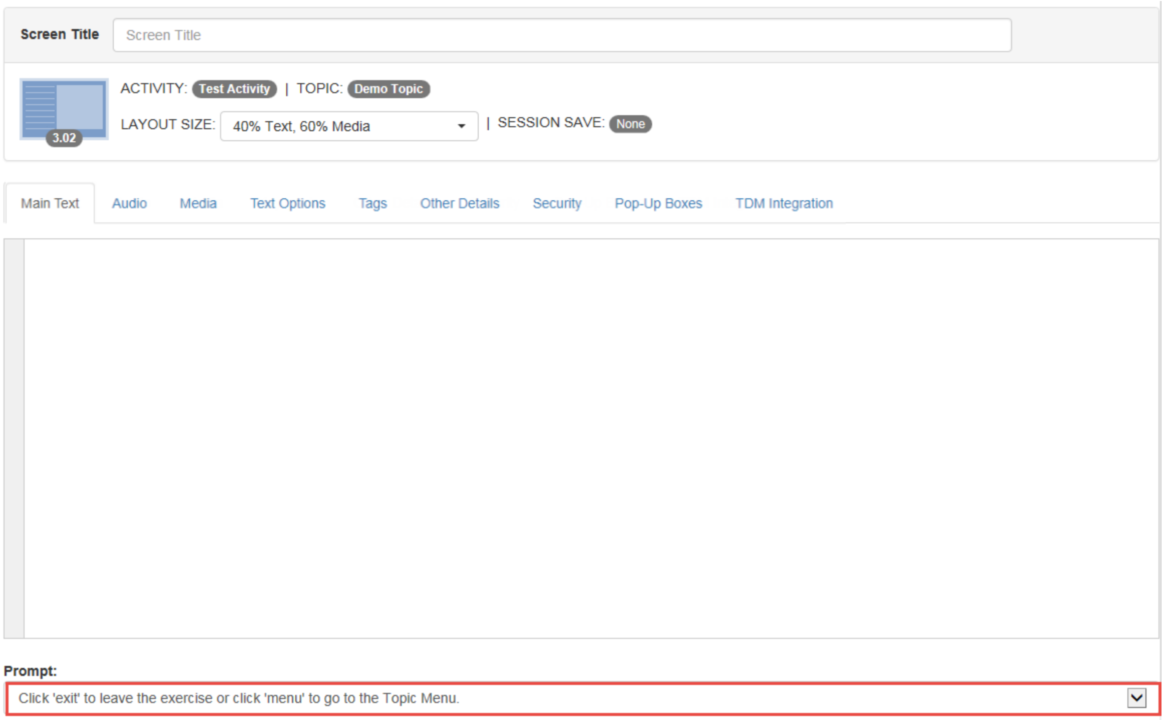
### 9.7.2 Screen Prompt

**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.



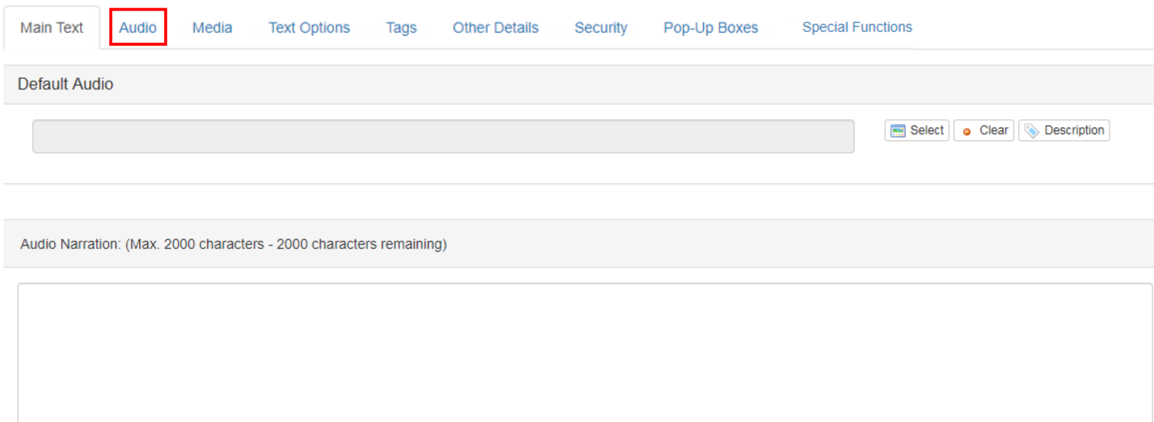

2. Click the **Save** button at the top of the screen when you have completed all desired screen fields. The prompt now associated with this screen will be displayed in the activity storyboard.

## 9.8 Audio (Tab)

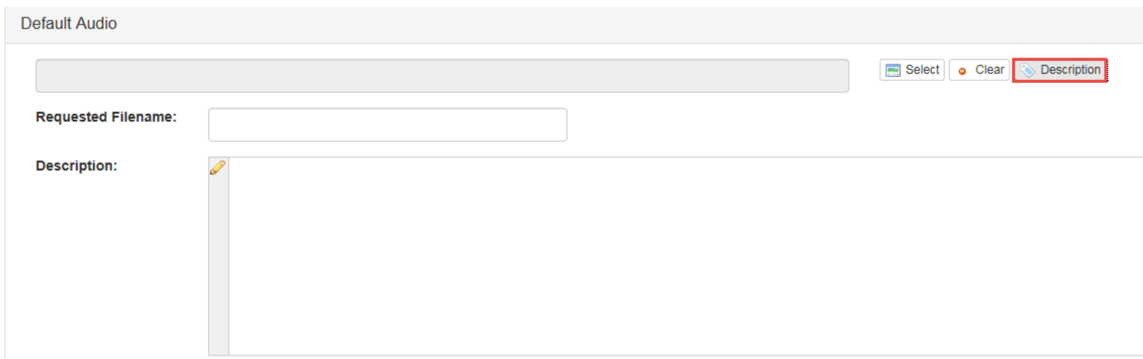
Audio can be added to both instruction and question screens, depending on the screen type. **Note:** See the sections on Question Screen Styles and Instruction Screen Styles for more information.

To add audio files:

1. Select the desired screen, then click the **Audio** tab.




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.

## 9.9 Media (Tab)

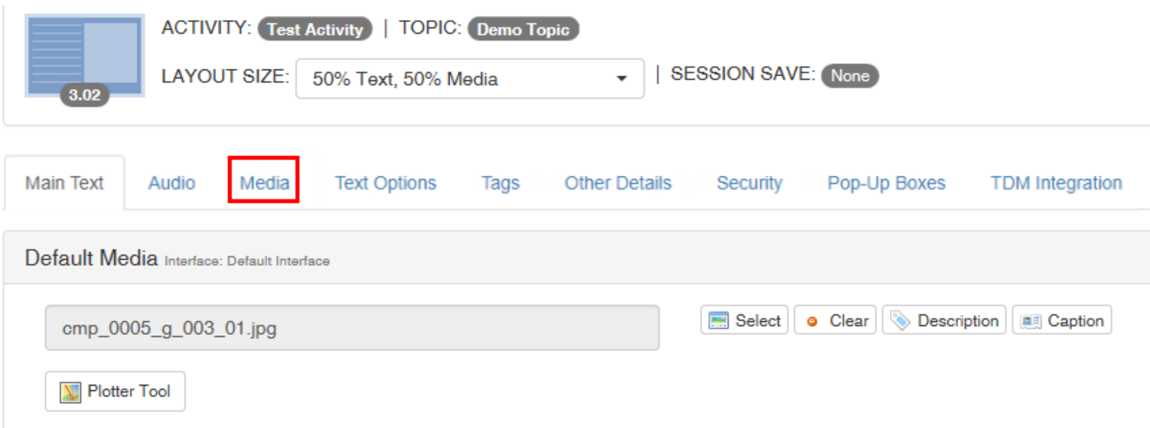
Graphics can be added to both instruction and question screens, depending on the **Screen Style**. **Note:** See the sections titled Question Screen Styles and Instruction Screen Styles for more information. **Note:** Graphics can also be added inline using the

CKEditor toolbar buttons in most HTML fields.

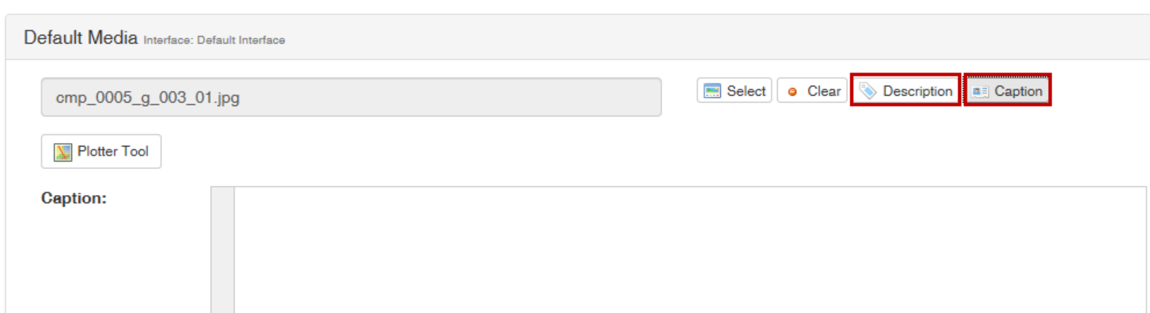
**Note:** The number of fields in the **Media** tab will depend on the screen style selected. For example, the **2.52 Multiple-Choice** question style requires the use of three graphics, while you can include up to *nine* graphic thumbnails and a default graphic for the **4.55 Drag and Drop** question style.

To add graphic files:

1. Select the desired screen, then click the **Media** tab.

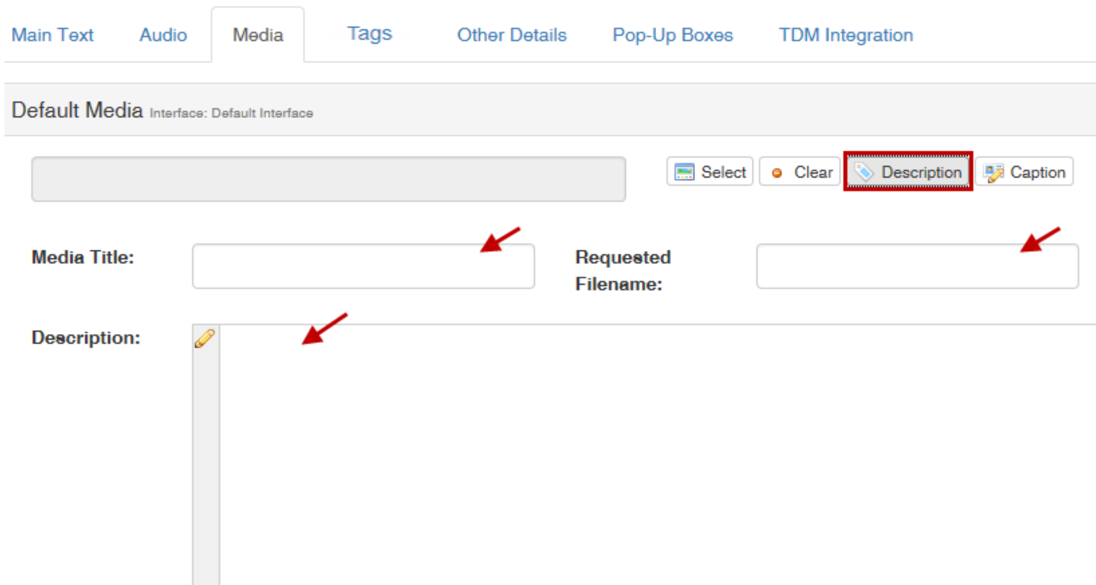



2. Click the **Description** and **Caption** buttons to make these fields visible. **Note:** If content has been placed within a **Description** or **Caption** field, the corresponding button will change appearance to include a pencil icon. Click the **Caption** button to display the **Caption** field, 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.

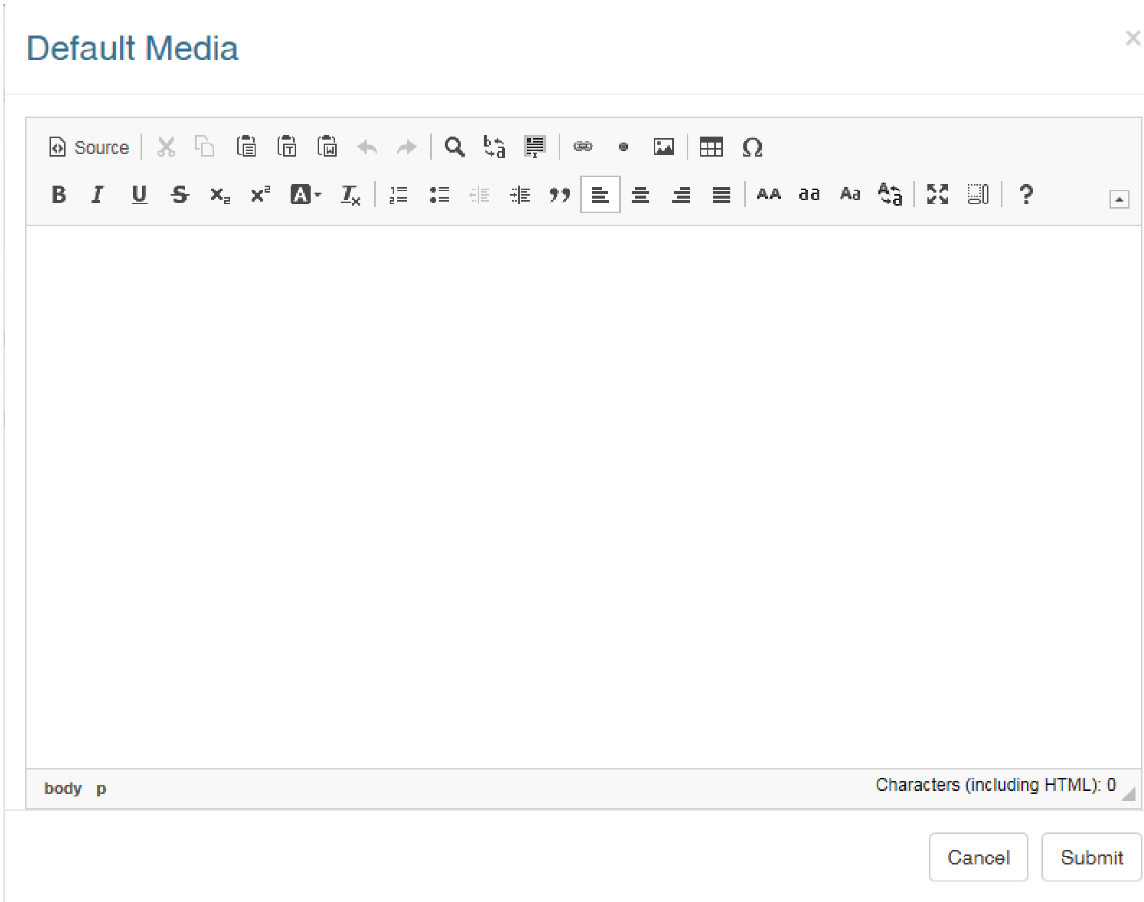



3. The **Description** button brings up fields for **Media Title**, **Requested Filename** and **Description,** where you can enter all required media information. **Note:** The **Media Title** field is superimposed on the image when it is rendered in the viewer. Also,

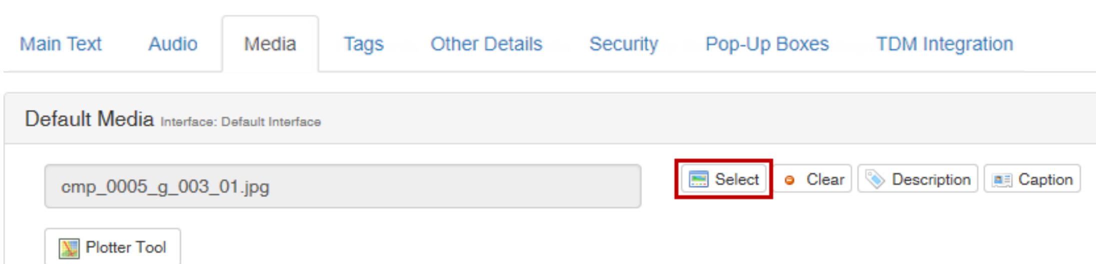
once you have entered a requested filename and clicked **Save**, this filename will appear in the media filename field with the prefix "Requested Filename -".
**Tip:** When previewing a screen, use the keyboard shortcut **CTRL**+**Alt**+**Shift**+**S** to bring up the media filename at the top of the media area. Be sure to click the text area on the left first.



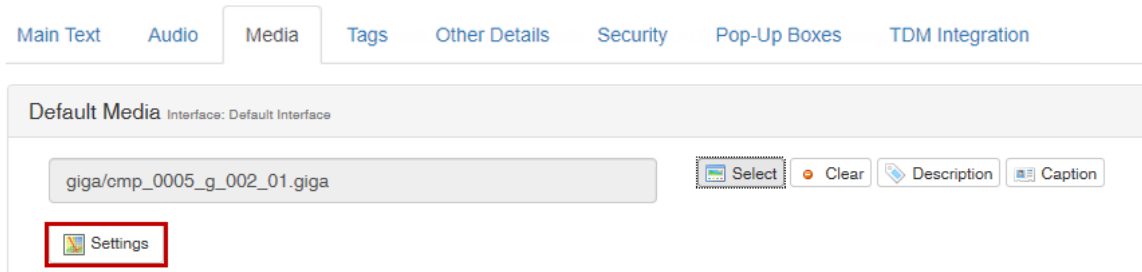

4. Click inside the **Description** field to open a separate window for adding a media description (used for review and media development). Click **Submit** once the description is complete. **Note:** The **Description** will be displayed in the media area onscreen if no media file is available.



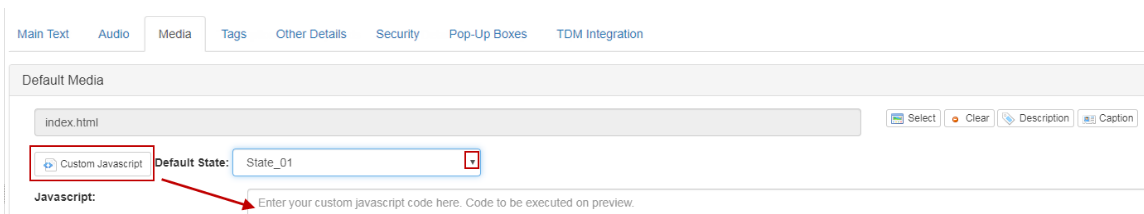

5. If the media you wish to add is already available, click the **Select** button on the **Media** tab to open a pop-up window for the **Media Library**. Here you can search for and select media files (see Media Library for more information). The name of the selected file will appear in the field on this tab once selected. Click the **Clear** button if you need to remove the filename from this field.




**Note:** If 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**.

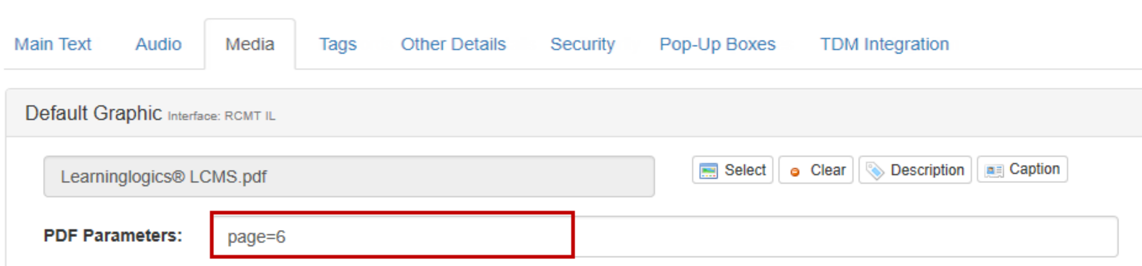



**Note:** When an HTML file is selected from the **Media Library**, you will have the ability to enter Javascript and set a default state. Click the **Custom Javascript** button to open this field. Select an option from the **Default State** drop-down menu to set the default state. A hyperlink can be added in the  to display the media at a different state (see Hyperlink to HTML Graphic) .



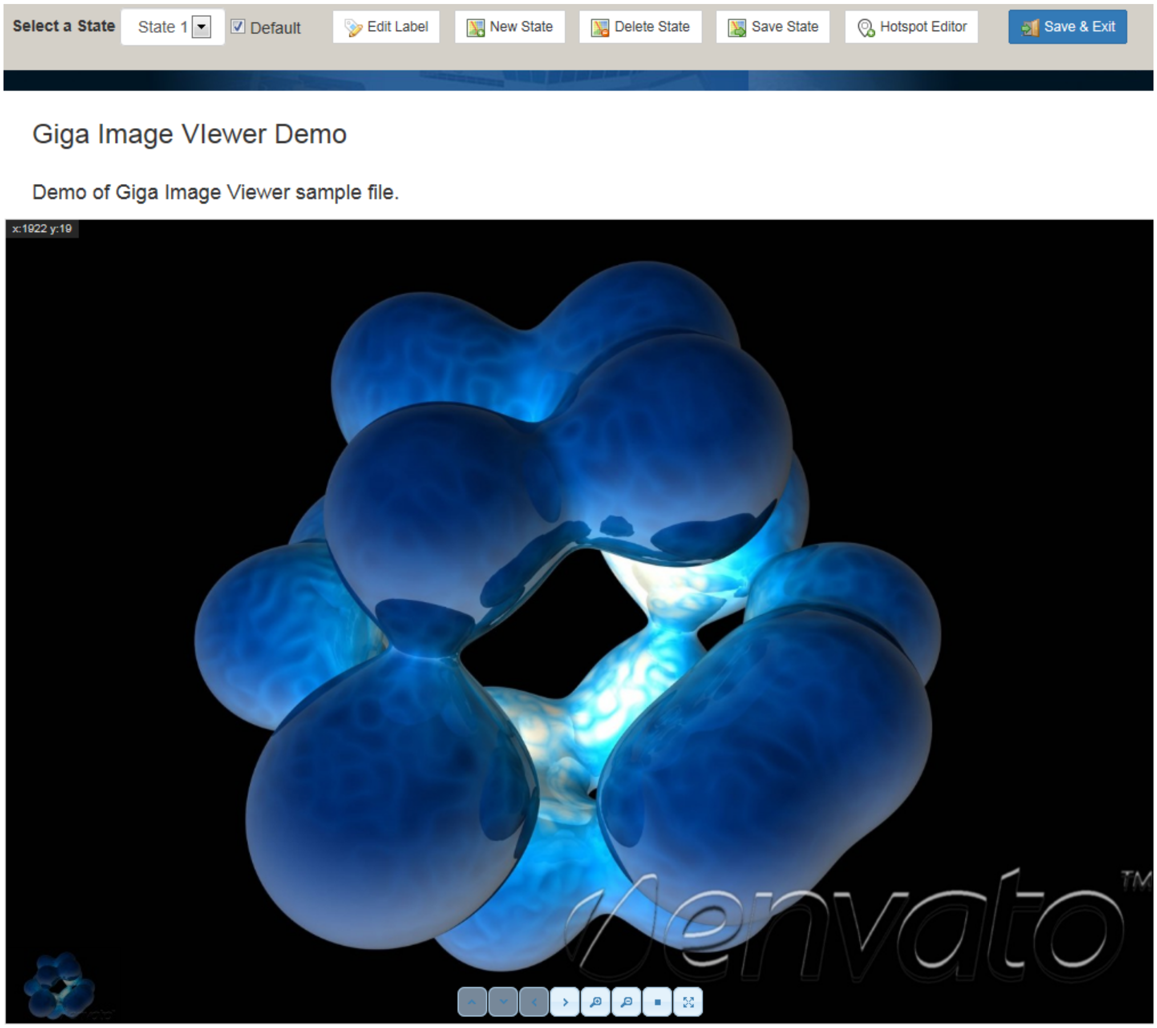

**Note:** When a PDF file is selected from the **Media Library**, parameters can be set using the **PDF Parameters** field. For example, you may specify a named destination in the PDF or a numbered page.

- *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.



## 9.9.1 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 end 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.

**Note**: You can create hyperlinks that allow users to navigate between different Giga Image Viewer states in the lesson. See Hyperlink to Giga Image State for more information.

**This is an optional feature. For more information, please contact learninglogics-support@bluedrop.com.**

### 9.9.1.1 Giga Image Viewer Hotspots

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.

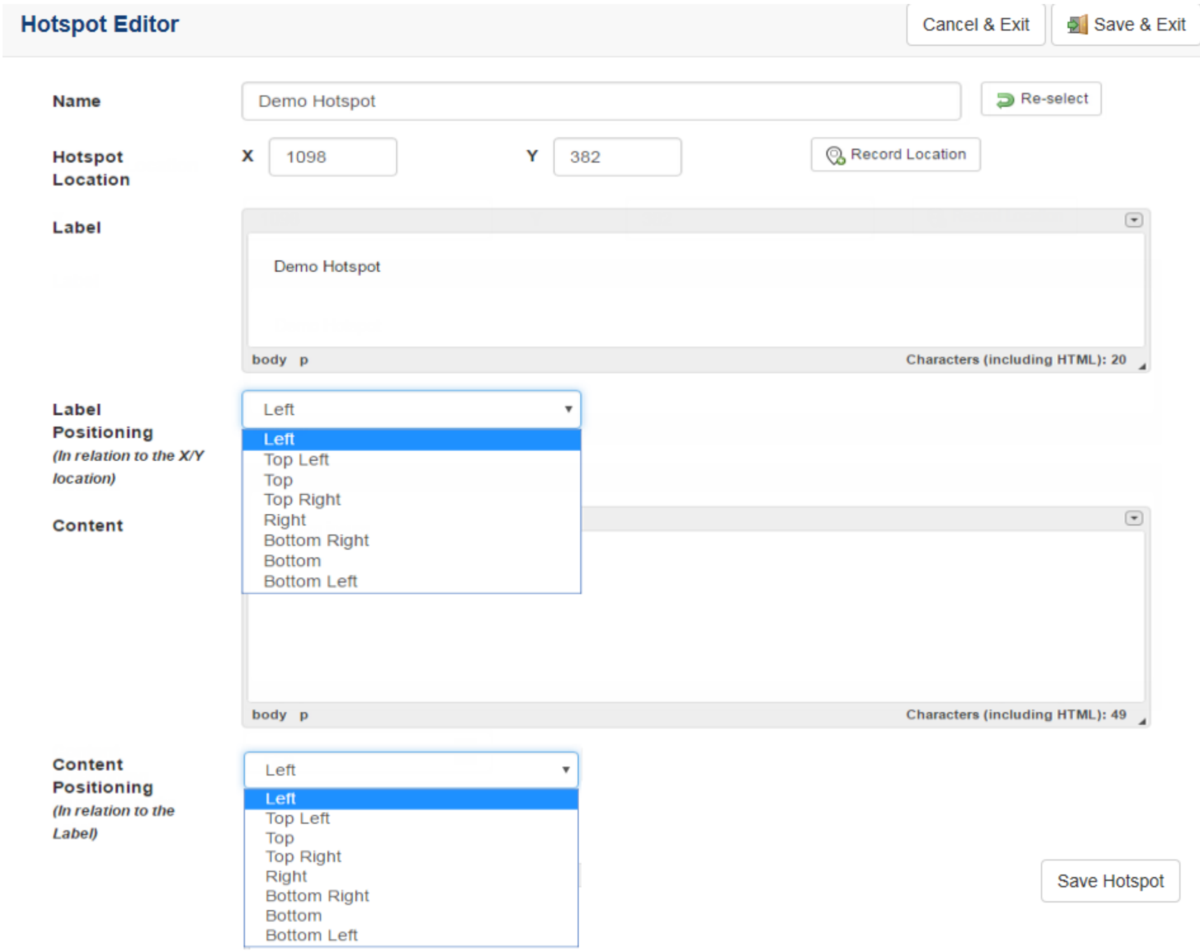
4. Enter the title you want to appear at the hotspot using the **Label** field.

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.

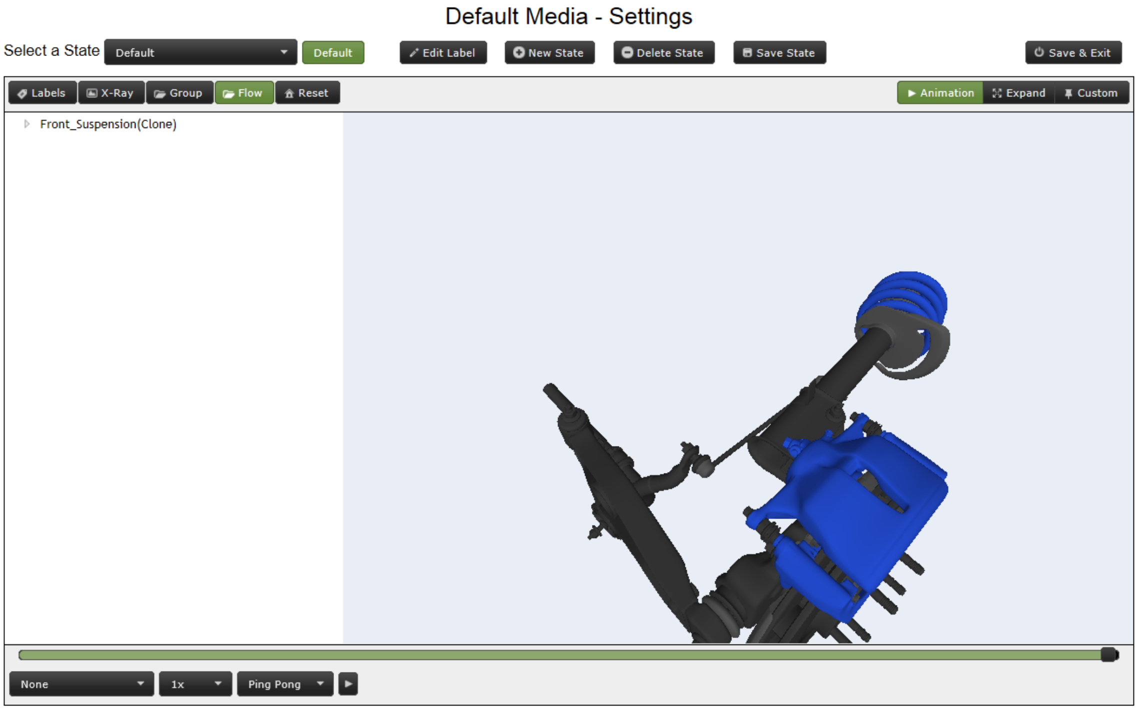
7. Select the position of the content relative to the **Label** of the hotspot (left, right, top, bottom, etc.) using the **Content Positioning** drop-down menu.

8. Click **Save Hotspot** to save the hotspot or **Remove Hotspot** to delete it, or quit without saving.




## 9.9.2 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 end 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.

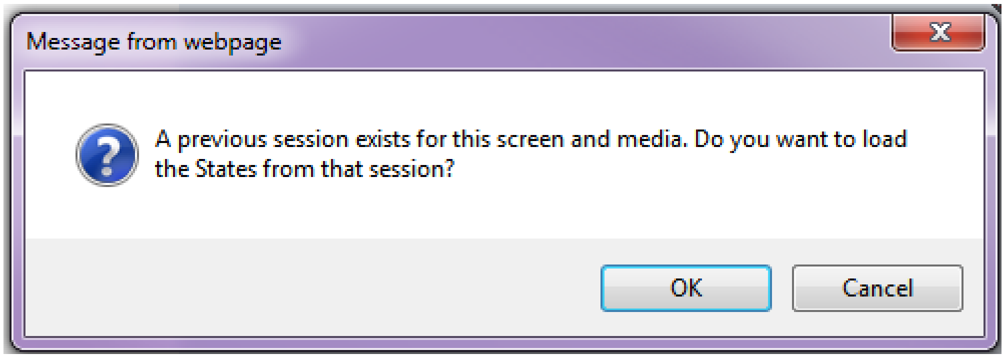
15. Click the **Expand** button to configure expand for the state. An **Expand Method** drop-down will be displayed and a scrub bar, which allows you to set the degree of expansion.

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.

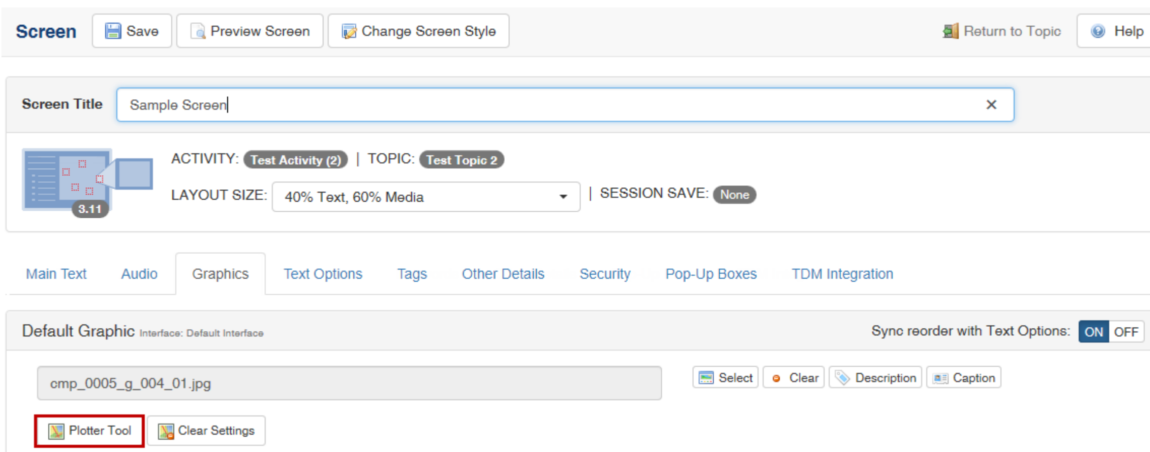


**Note**: You can create hyperlinks that allow users to navigate between different 3D Explorer states in the lesson. See Hyperlink to 3D Explorer State for more information.

**This is an optional feature. For more information, please contact learninglogics-support@bluedrop.com.**

## 9.9.3 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.

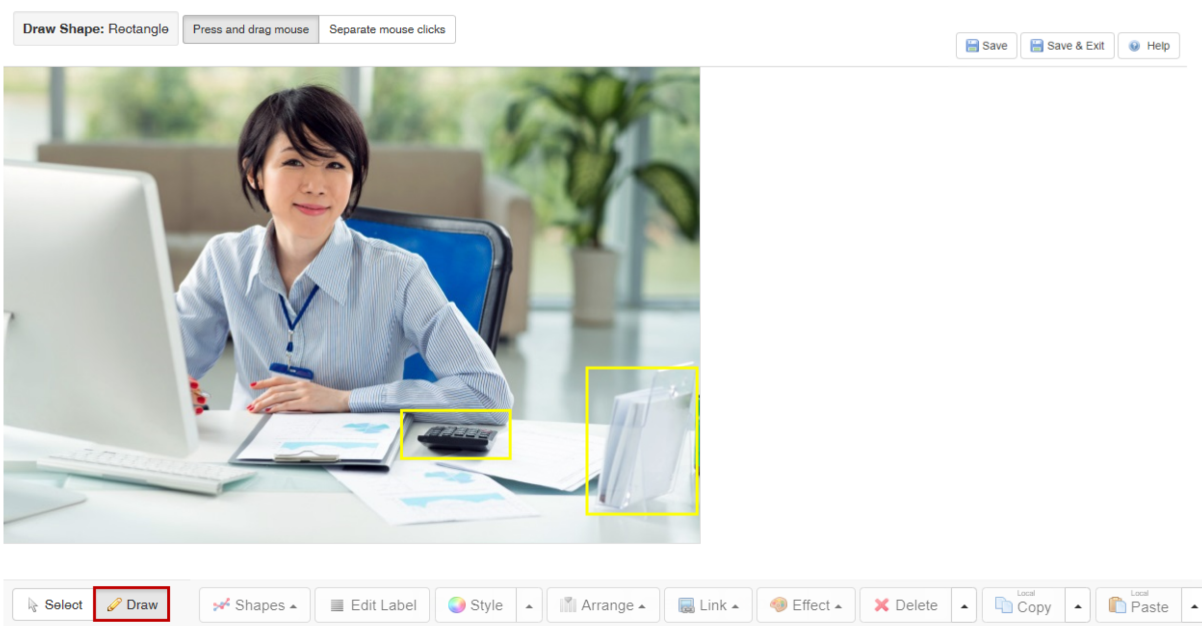
- **2.55 Multiple-choice with Hotspots:** Linking a highlight to a **Text Option** means that students will be able to click on one or more highlights to select them as responses to the multiple-choice question. This screen style cannot have text labels or lines added.

- **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.

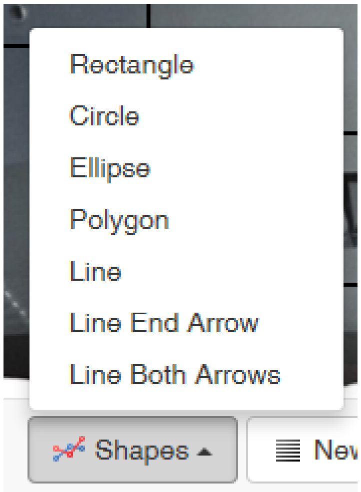
### 9.9.3.1 Draw Highlights/Hotspots

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.

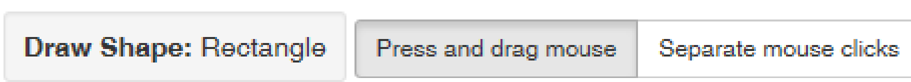



The default shape selection is set to **Rectangle**. To change this, click the **Shapes** button and choose the shape or line you wish to draw. The shape you select will be shown at the top of the screen. For example, **Draw Shape:** Polygon.




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**.




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.

## 9.9.3.2 Edit Highlights/Hotspots

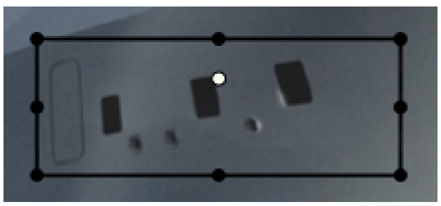
The following steps describe how to edit a shape once it has been drawn, and how to associate it with a **Text Option.**

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.

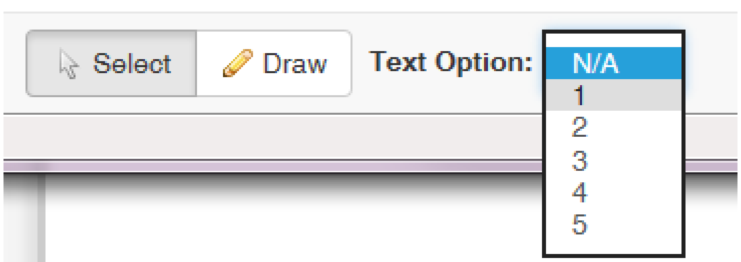
3. To resize a shape, click the drag points and drag them to the desired size.

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.

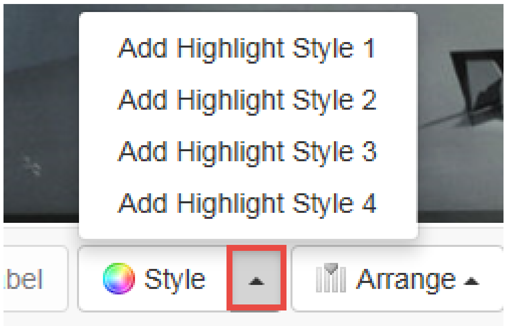


5. To copy and paste a selected shape, select **CTRL+C** to copy, then **CTRL+V** to paste or use the **Copy** and **Paste** buttons.

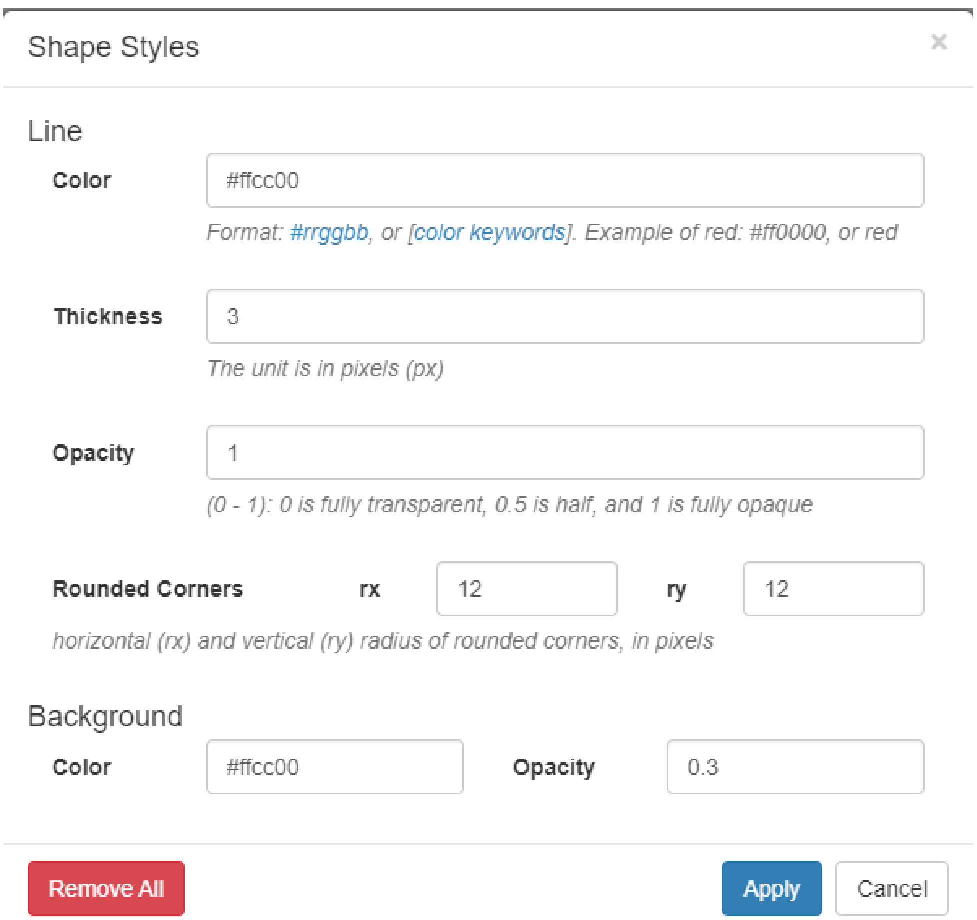
6. To associate the shape with a **Text Option**, first ensure the shape is selected (click **Select**, then click the shape). Then, select a number from the **Option** drop-down for the associated **Text Option**. **Note:** There can be a one-to-one or many-to-one relationship between **Text Options** 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**.




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:**

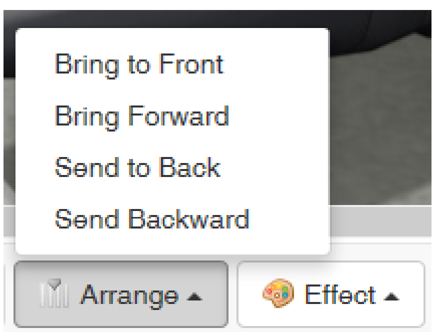
These fields only apply to the rectangle shape.

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.

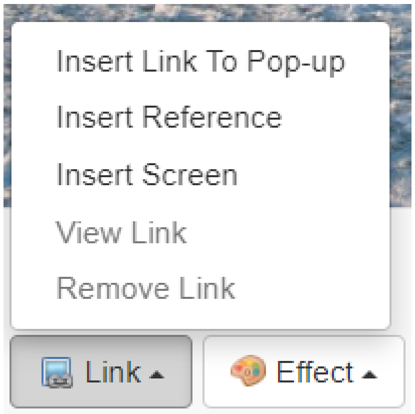
11. The **Remove All** button will remove any custom highlights and return the shape to the highlight style set by the viewer (only if you have previously added a highlight style by clicking **Add Highlight Style)**. If you have not added a highlight style (by clicking **Add Highlight Style**), then 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.

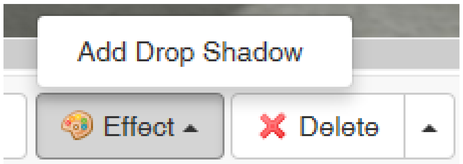
13. Click the **Arrange** button to bring up a menu that will allow you to send a shape backward/forward or to the front or back.




14. Click the **Link** button to bring up a menu that will allow you to add a hyperlink to a shape. You will also be able to view and/or remove the hyperlink.



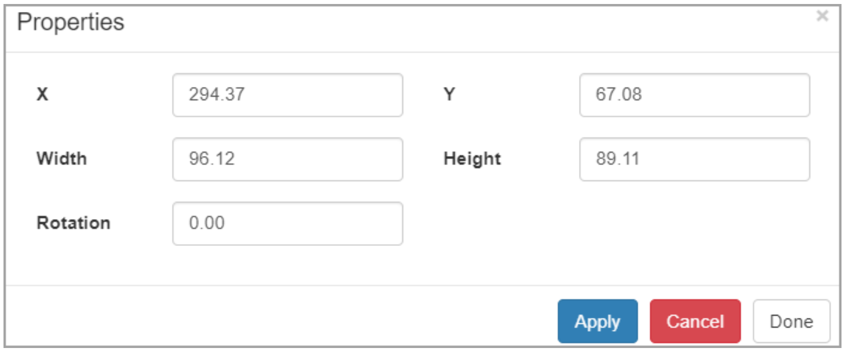

15. Click the **Effect** button to toggle a drop shadow on or off. To delete a selected shape, click the **Delete** button.




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 (**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 X, Y and Radius properties).

18. Edit the desired property(ies), click the **Apply** button and then click the **Done** button to save the changes. **Note:** The shape will change based on the newly entered properties.





## 9.9.3.3 Plot Labels

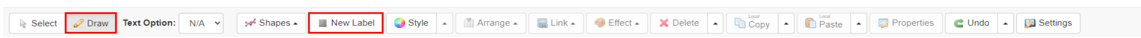
The **Plotter Tool** also allows text labels to be superimposed on static graphic media assets on the following screen styles:

- 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.



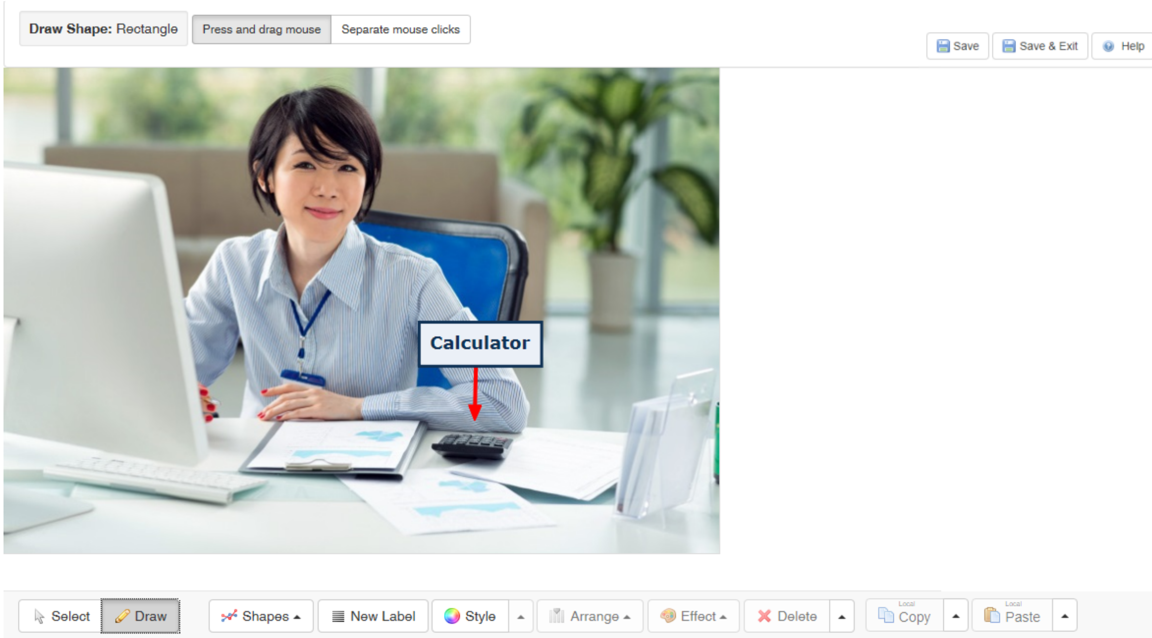

2. Click the radio button beside **This is just text to create text** for text that you can style manually or choose the radio button beside **Label (styled by viewer)** for text that will appear within a pre-styled box, with an arrow attached. **Note:** If the **Label (styled by viewer)** option is selected, you will also be able to select the desired arrow position (Top, Right, Left or Bottom) from the **Select the arrow position** drop-down menu.

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.

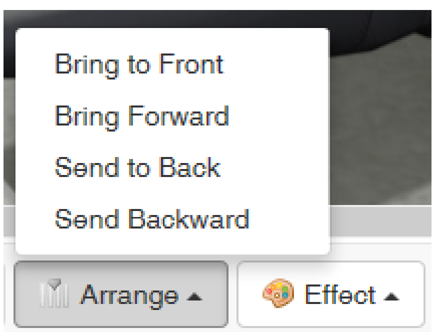
4. Click **Apply** to apply your changes and close the window or **Cancel** to exit without applying changes. If you apply the changes, the label will be superimposed on your graphic. **Note:** When labels are added to an image using the plotter tool an identifier (lesson, quiz or instructor led) is also added. However, if the screen can belong to various activity types the identifiers are no longer valid.


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.

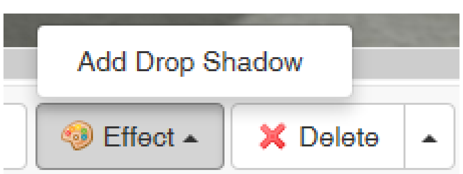
6. Click the arrow (the line, not the arrowhead) and drag points will appear at either end of the line. You can drag these to reposition both ends of the arrow.




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.

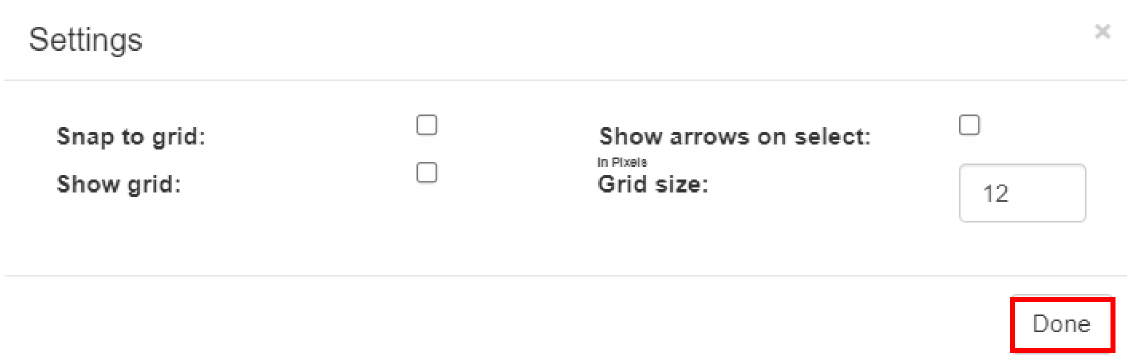



## 9.9.3.4 Settings

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 **Done** button.

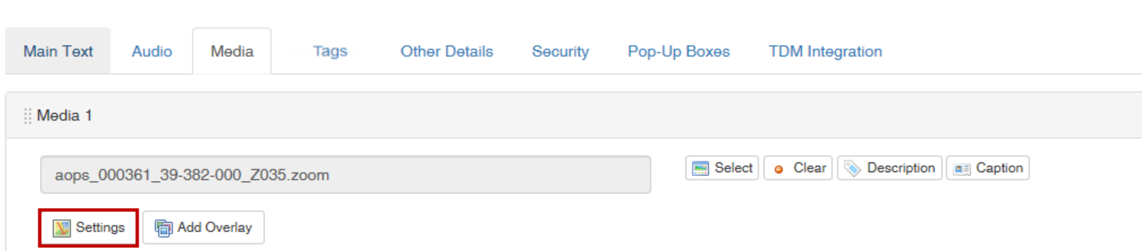
The settings include:

- **Snap 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:** 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.
- **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.
- **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.



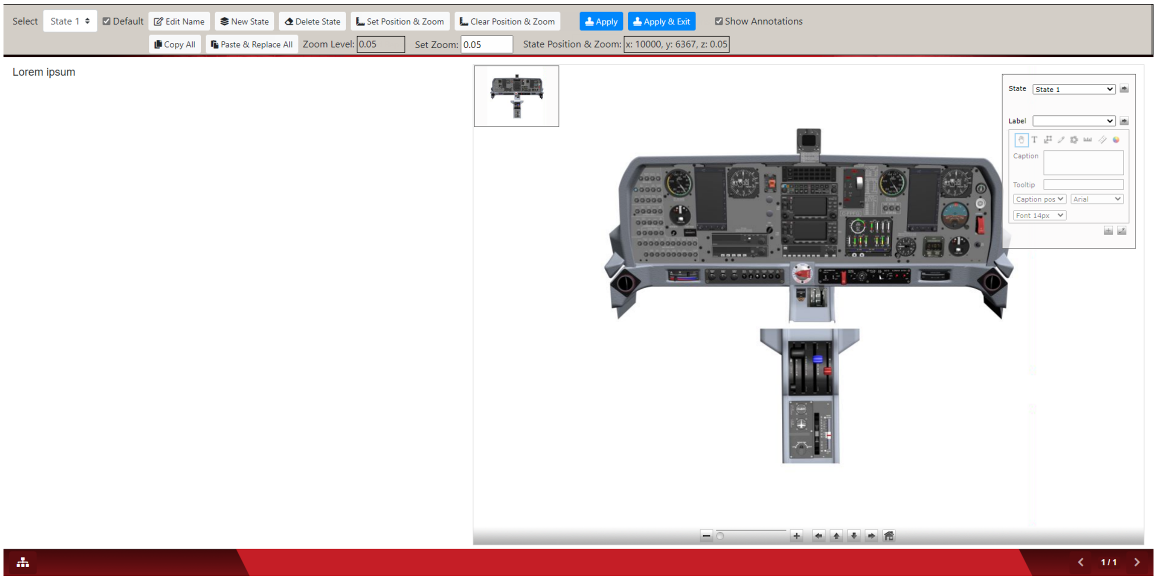

## 9.9.4 Zoomify

1. Click the **Settings** button in the **Media** tab to configure the states, and set the zoom and position of a Zoomify file for the current screen.




2. Configure the Zoomify states using the buttons at the top of the window, along

with the navigation arrows at the bottom.




3. Click the **Default** checkbox to toggle whether the currently selected state is the one that will be shown first, by default, in the viewer.

4. Click **New State** to create a state.

5. Click **Delete State** to remove a state.

6. Click **Edit Name** to change the name of a state.

7. To edit a previously-created state:

- Select the name from the **Select a State** drop-down menu.
- If required: Zoom and pan to the desired view of the graphic and click **Set Position** and **Zoom** (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. The **Zoom Level** field displays the current zoom level of the Zoomify file. You can also click and hold the navigation arrows to pan up, down, left or right). **Note:** Click the **Clear Position & Zoom** button to remove the values in the **State Position & Zoom** field.
- If required: Add any labels or highlights (further discussed in Annotations Panel in this section).
- 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.
- Click the **Apply & Exit** button to save your changes and return to the LCMS

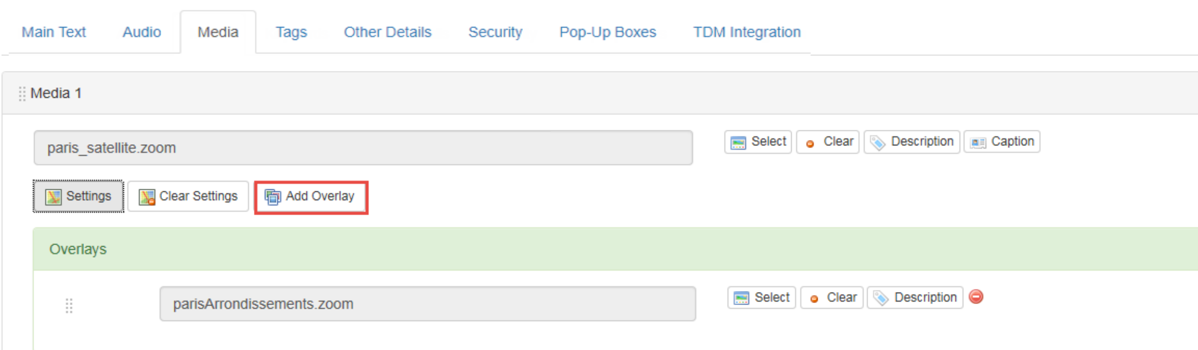
screen editing screens, or click the **Close** icon in the top-right of the browser window to exit without saving.

8. Click the **Copy All** and **Paste and Replace All** buttons to copy, paste, and replace all the settings from one zoomify to another zoomify on a different screen.

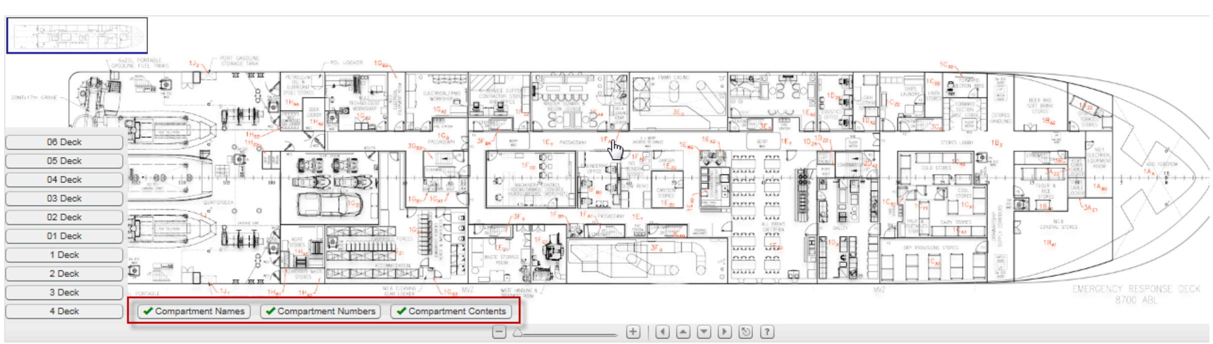
**This is an optional feature. For more information, please contact learninglogics-support@bluedrop.com.**

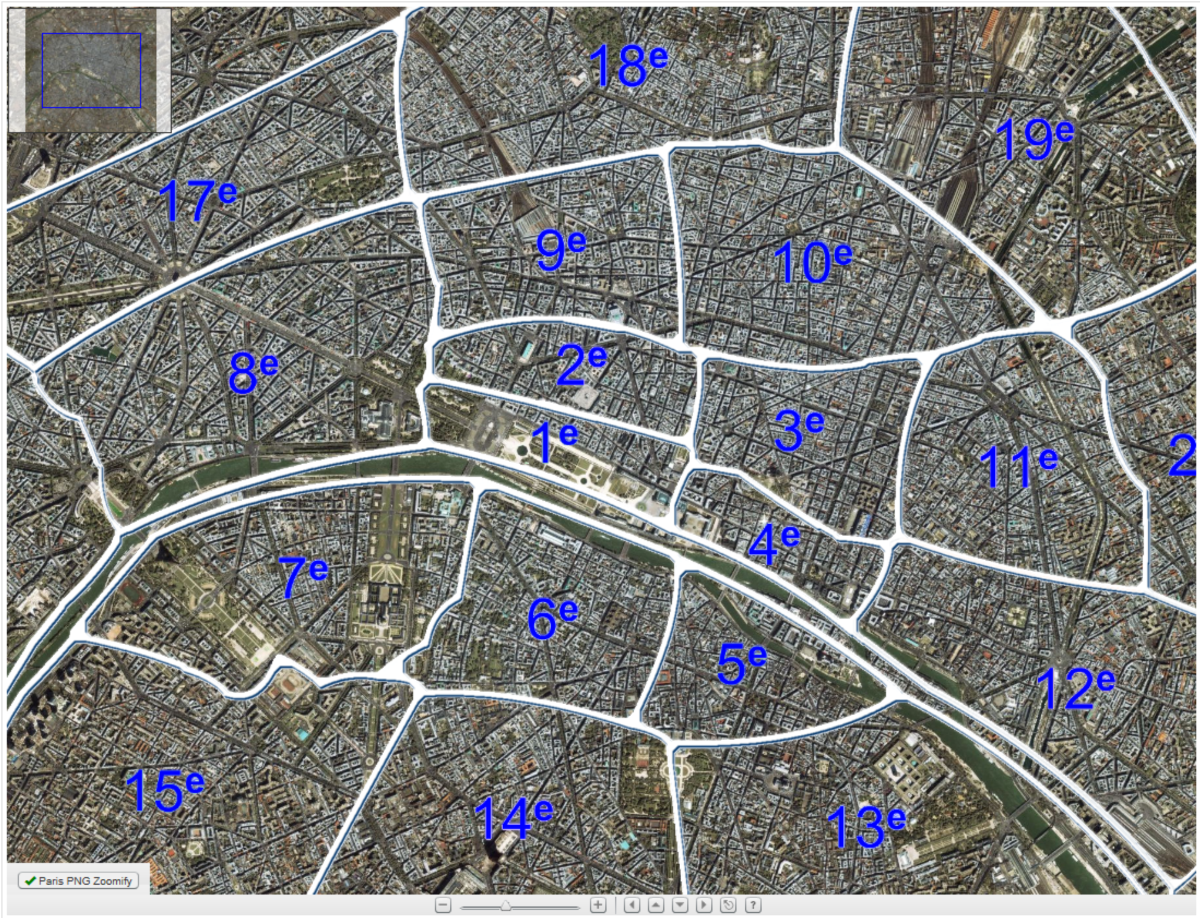
## 9.9.4.1 Overlay

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.



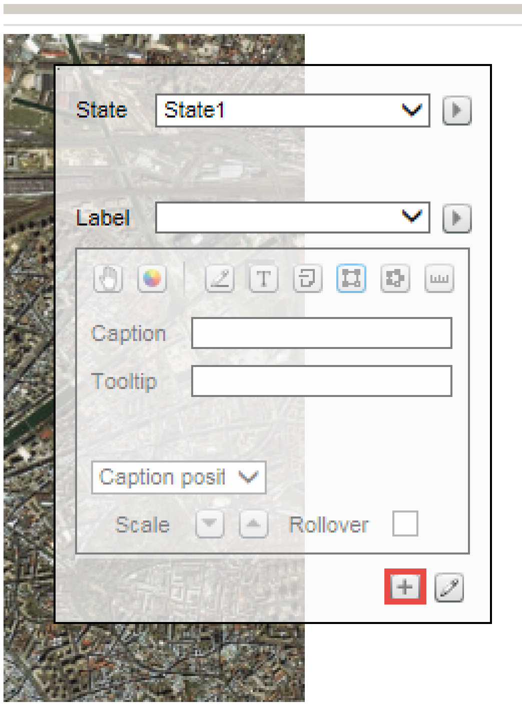

With the overlay populated, the preview shows the default image with the overlay option(s) along the bottom left. Once an option is clicked, that overlay appears over top of the default image (see examples below). **Note:** Overlay buttons are toggles - they can be turned on and off so multiple overlays can be viewed simultaneously. A green checkmark indicates that this overlays is currently "on".






## 9.9.4.2 Annotations 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.

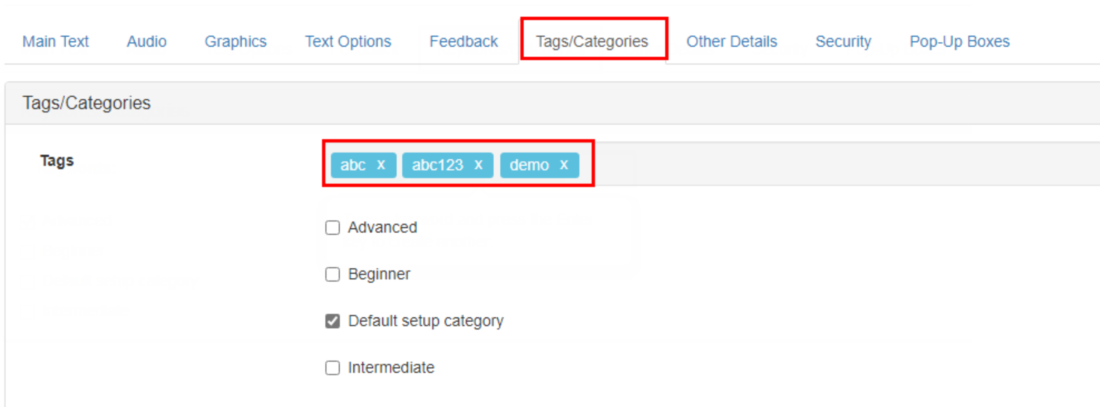
4. Once you are satisfied with your label or highlight, click the **Save** button at the bottom right of the panel.

## 9.10 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 via the **Question Bank** search function. 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. Type the assigned keywords in the **Tags** field, each separated by a comma, or by pressing the enter key. **Note:** When you press the enter key or navigate away from the field, each keyword will be turned into a separate tag, which can be deleted by clicking the **x** beside it.

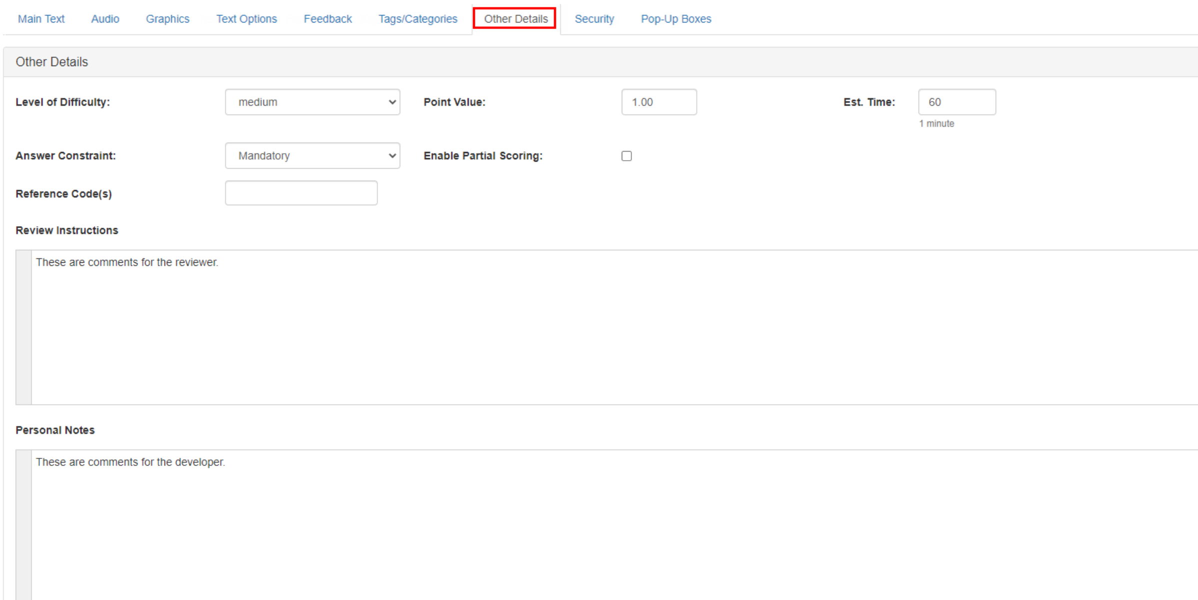
3. In question screens, to assign a category, click the checkbox beside one or more categories. **Note:** The **Default** category will always be selected automatically for new screens.

4. 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.

## 9.11 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**.

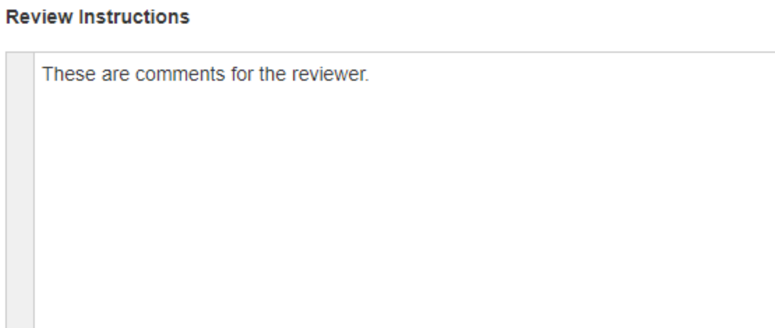
1. Click the **Other Details** tab.




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.

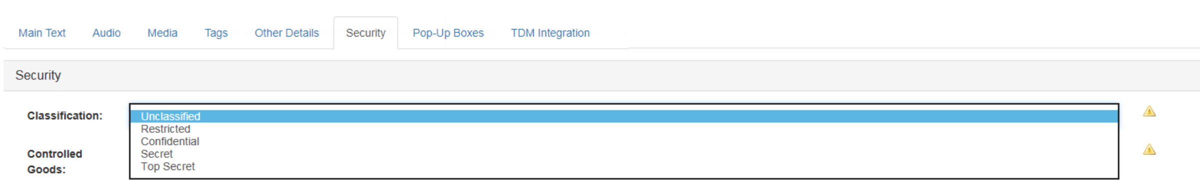



5. As required, enter some comments for **Personal Notes**. This area is never published to the storyboard or lesson. **Note:** Only users with access to the LCMS can see the contents of this field, which usually includes all of the Developers, Managers and the Administrators.

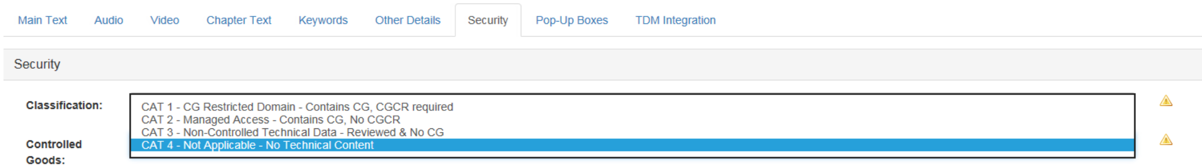

## 9.12 Security (Tab)

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




2. Controlled Goods




**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.

## 9.13 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.

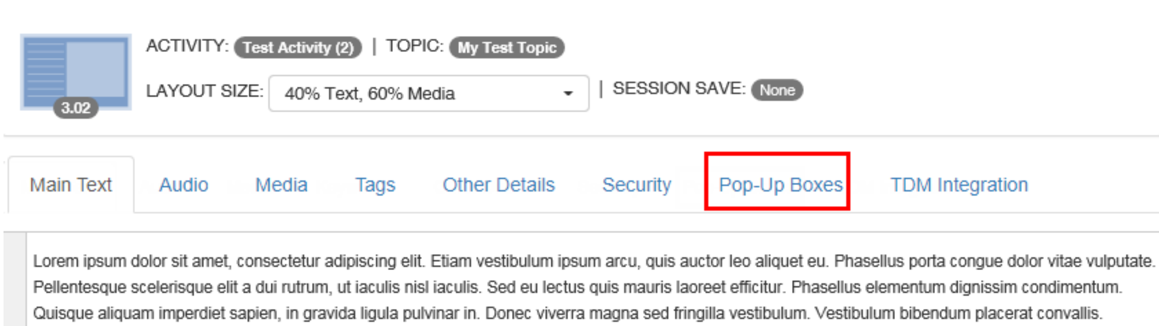
### 9.13.1 Create Pop-Up

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.



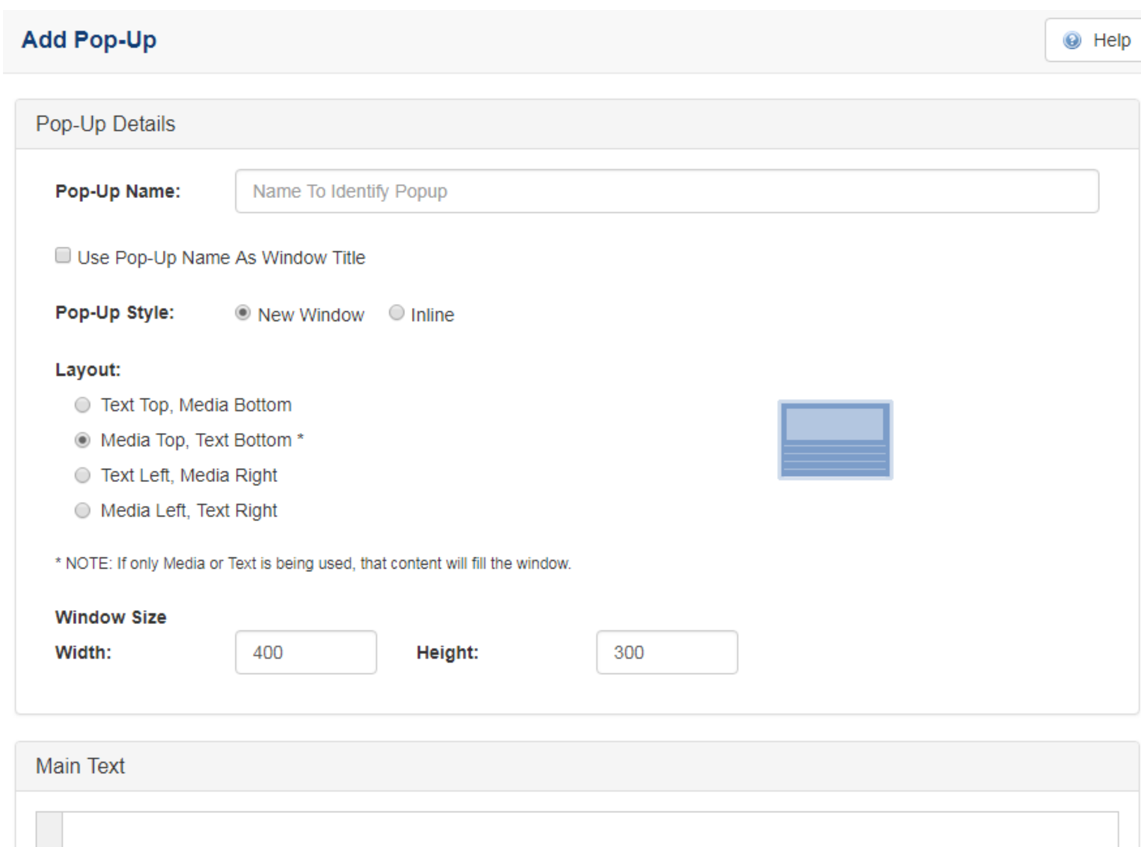

3. To add a new pop-up, click the **New Pop-Up** button. The **Add Pop-Up** window will

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.

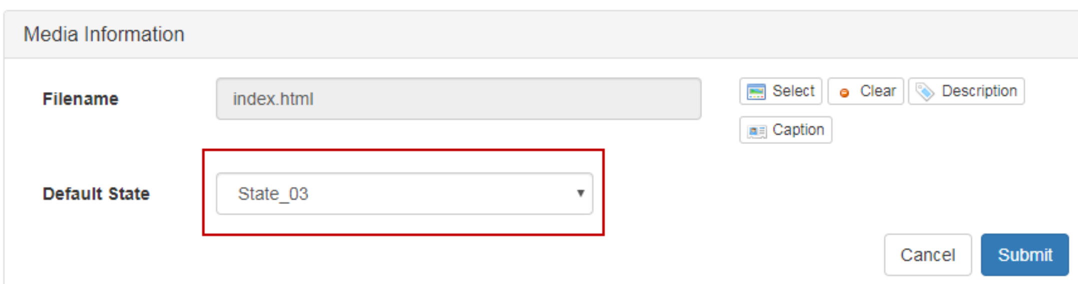


7. Enter the text for the pop-up box in the **Main Text** field, which contains rich-text and a toolbar identical to the **Main Text** field of the main screen.

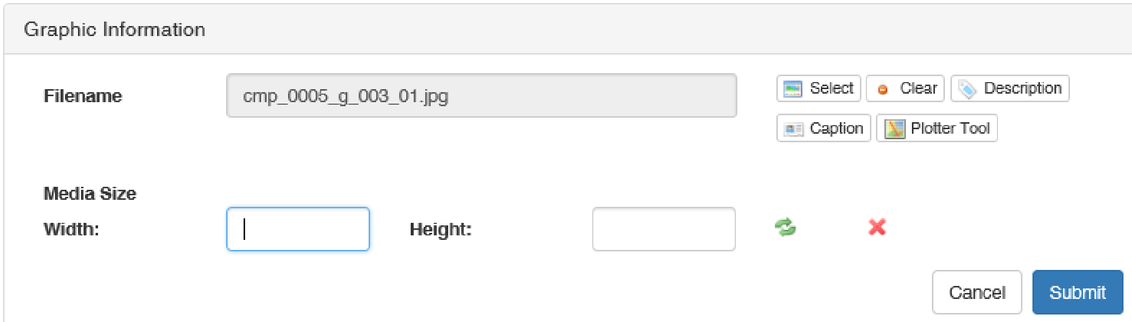
8. Type the window **Width** and **Height** in the corresponding fields. The size you choose is dependent on the interface features, the screen resolution for the design and the amount of content shown in the window. **Note:** If an **Inline** (modal) pop-up style is selected, these fields will appear 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.

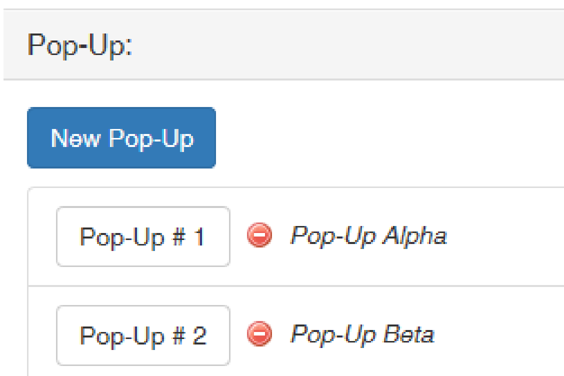



11. If you change the height or width of images used in inline pop-ups, they will update automatically to constrain proportions. To increase the values, click the **Reset to original size** icon (green arrows) first to retrieve the maximum size of the image. Click the **Clear** size icon to clear the **Width** and **Height** fields. The image will automatically resize.

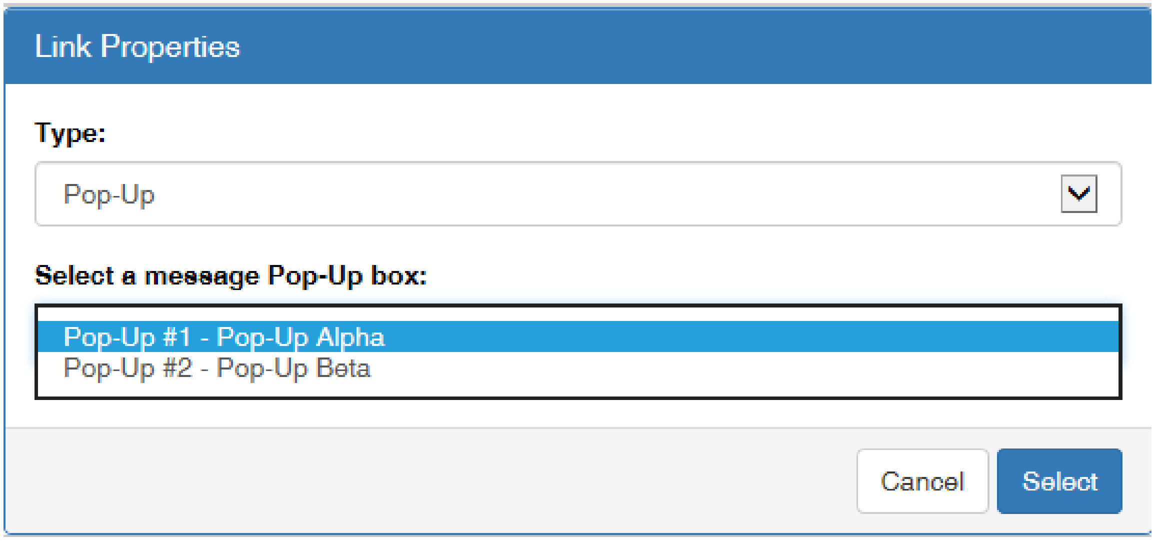



12. Click the **Submit** button to submit your pop-up information.

**Note:** The **Pop-Up Name(s)**, if available, will be displayed beside the pop-up number in the **Pop-Up Boxes** tab.




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.

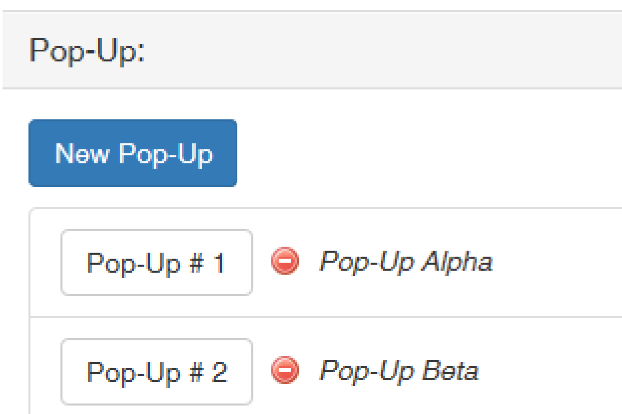



### 9.13.2 Edit Pop-Up

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.




4. Make the necessary changes in the **Edit Pop-Up Box** window.

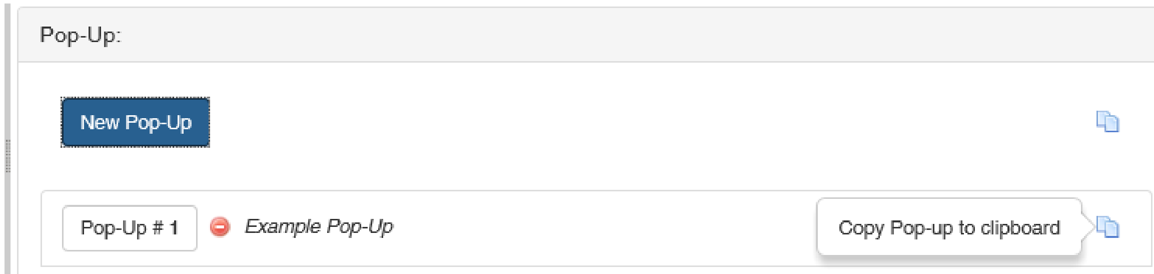
5. Click the **Submit** button.

### 9.13.3 Copy Pop-Up

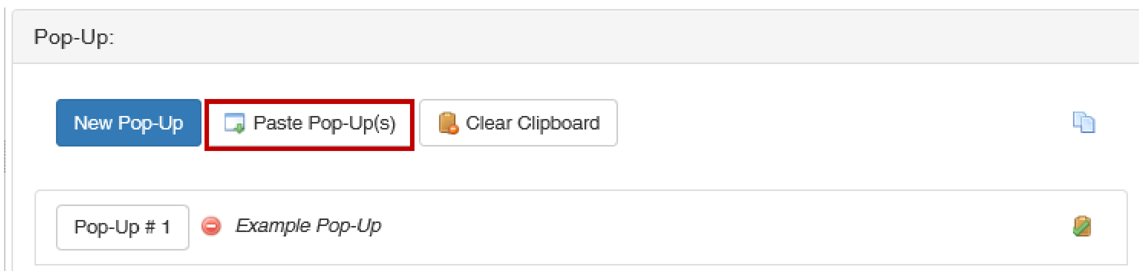
1. Select the desired question/instruction screen.

2. Click the **Pop-Up Boxes** tab.

3. Select the **Copy Pop-up to clipboard** icon to copy a pop-up box.




4. Click **Paste Pop-Up(s)** to paste, or **Clear Clipboard** to clear the copied pop-up from the clipboard.

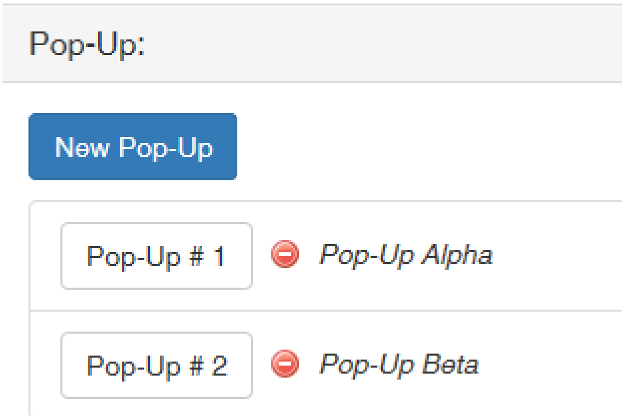



## 9.13.4 Delete Pop-Up

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.



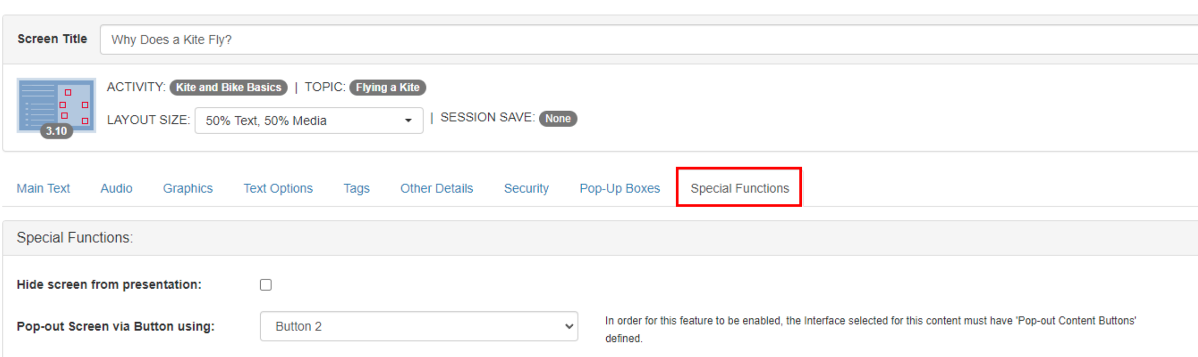

4. A confirmation dialogue box will appear. Click **OK** to confirm deletion of the pop-up or **Cancel** if you do not wish to delete it.

## 9.14 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).

To hide a screen:

1. Click the checkbox beside the **Hide screen from presentation** field. **Note:** The screen will not display in the presentation.

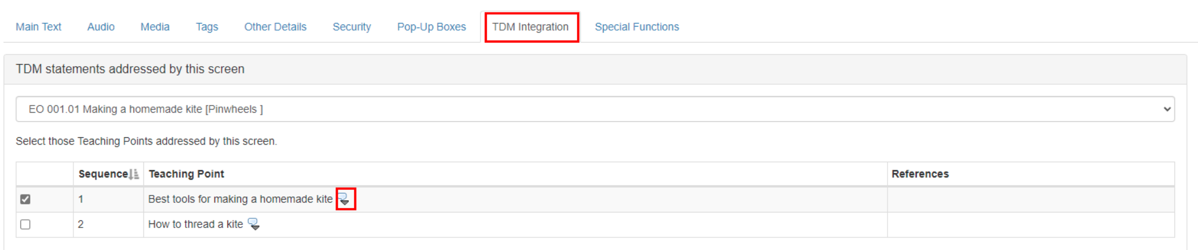


To set a desired screen as a **Pop-up Screen via Button using**:

1. 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).

## 9.15 TDM Integration (Tab)

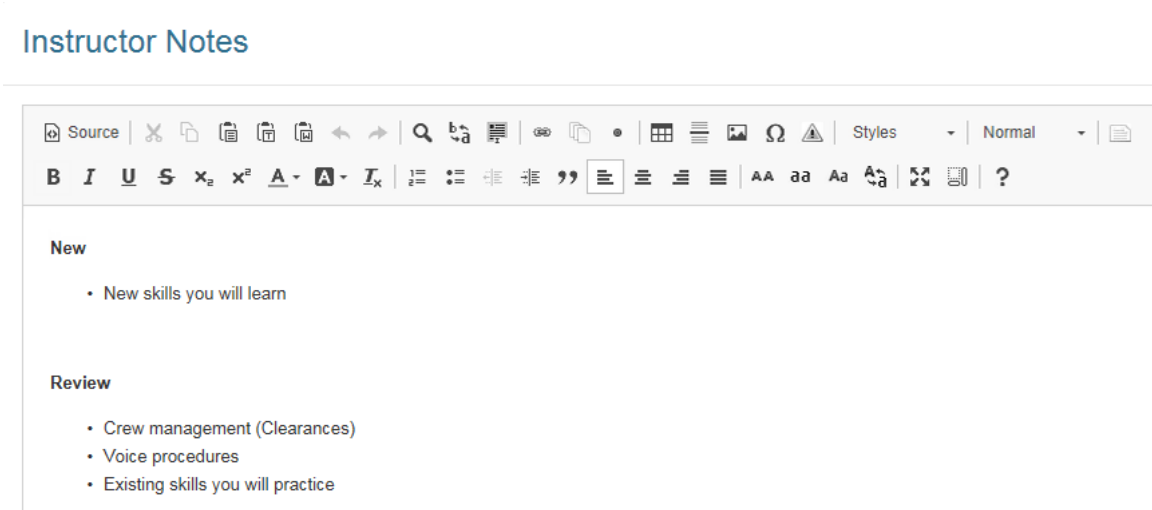
If a training document from TDM has been associated with a specific LCMS activity, the **TDM Integration** tab is available from each screen within the activity. From here, you can use the checkbox to indicate the teaching points that are addressed by this screen. See TDM Integration for more information.




## 9.16 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.



2. Enter information here for the instructor to view while presenting the lesson.

## 9.17 Add/Edit/Delete Hyperlinks

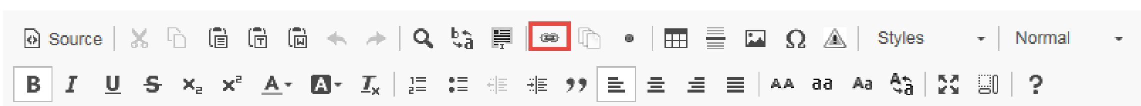
Adding, editing and deleting hyperlinks to text or images, for pop-ups, URLs, emails, media states, and references on question and instruction screens follows the same steps.

### 9.17.1 Add New Hyperlink

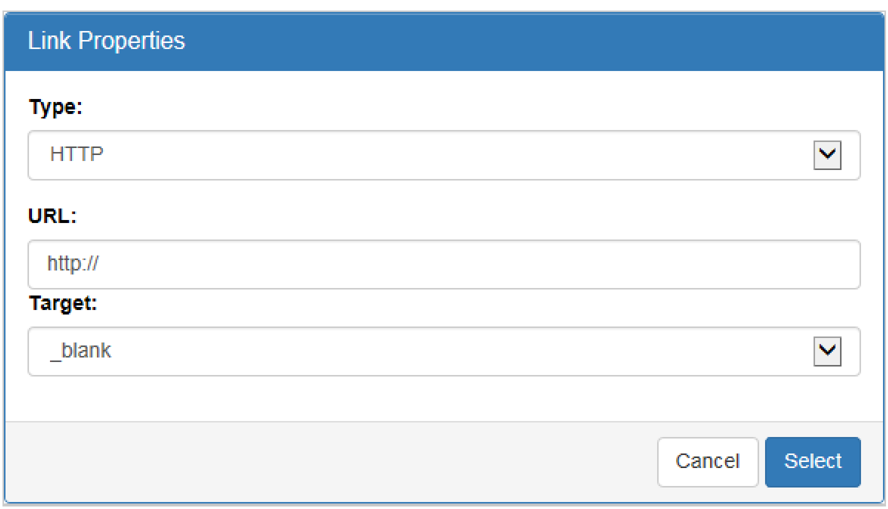
Hyperlinks can be added to text or images within the **Main Text** area or within collapsible text. **Note**: Images that have hyperlinks attached to them will display a small, grey arrow-icon in the top-right corner.

1. Select an area of text or an image you wish to associate the hyperlink with.

2. Click the **Insert Link** button in the editor toolbar.




3. A dialogue box will appear from which you may choose the type of link and set other properties.



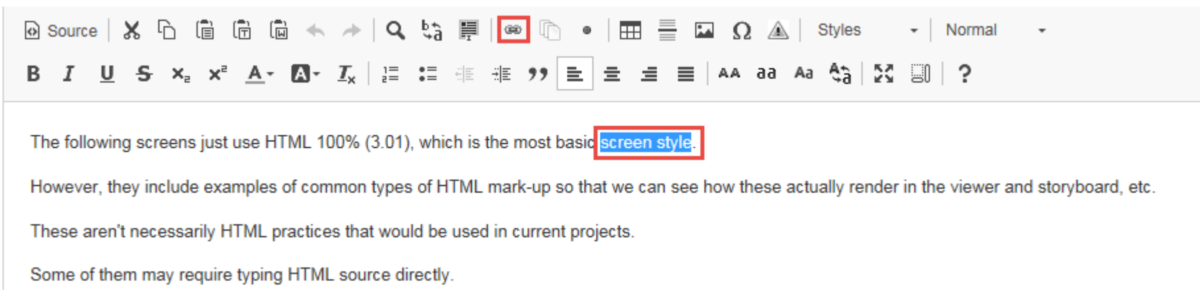

**Note**: See the following sections for specific instructions on creating the most common types of links. More types of links are available in the instruction screens than in the question screens.

## 9.17.1. Hyperlink to 3D Model State 1

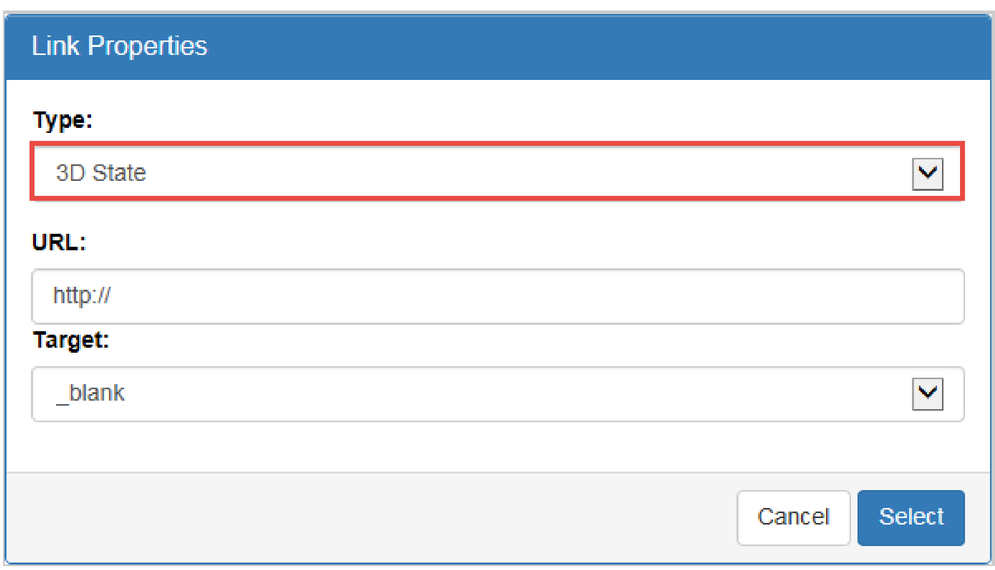
**Note**: To link to a 3D Model state, you will first need to create one. See the section titled Modest Tree 3D Explorer Settings for more information.

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. A window will appear that allows you to select the type of link and the desired 3D Model state. Select **3D State** from the **Type** drop-down list and the desired state from the **State** drop-down list (remember that states must first be defined in order to appear in this list).




4. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

**Note:** Hyperlinks to 3D Explorer States can be added in 3.02, 3.04, 3.06, 3.14 and 3.17

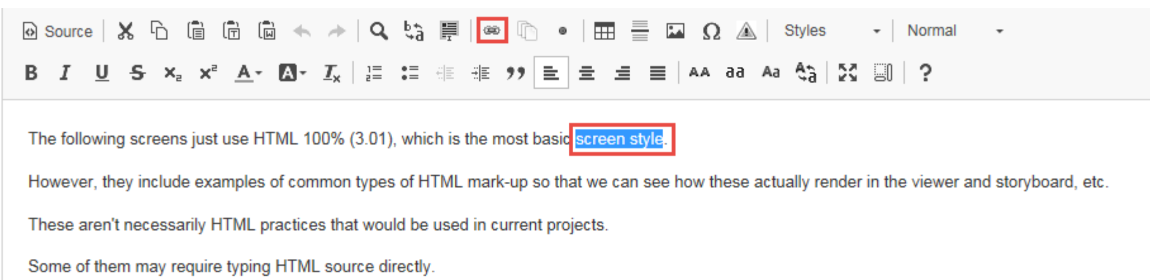
screens.

## 9.17.1. Hyperlink to Email Address 2

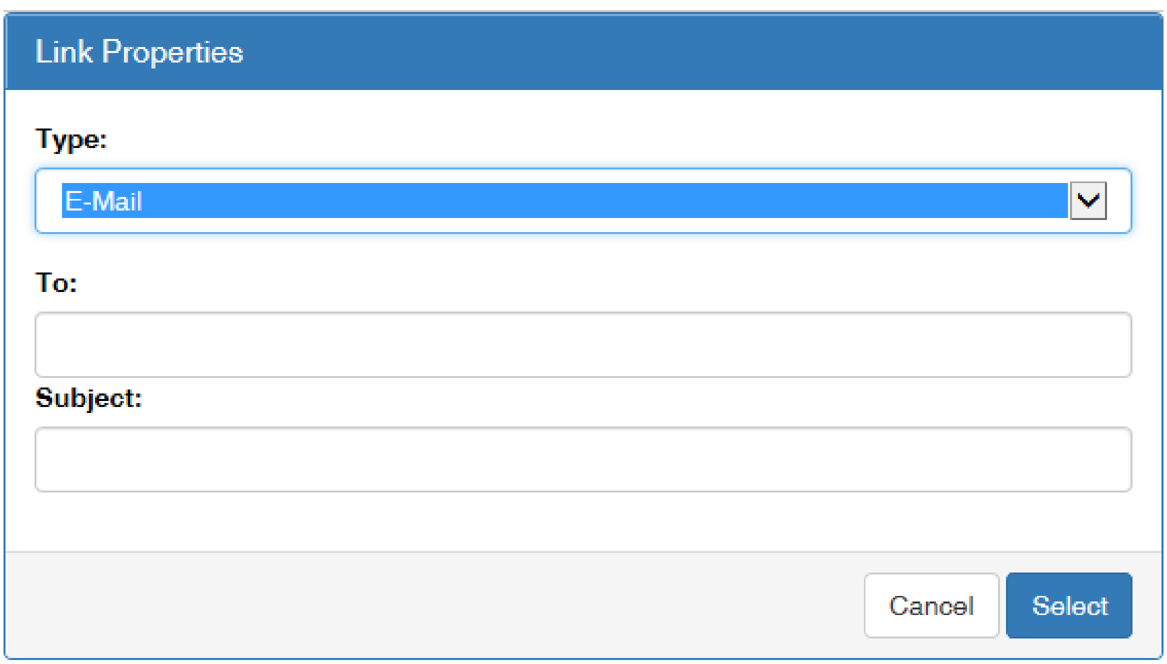
To create a clickable hyperlink in the main screen text area that links to an e-mail address, follow the steps below.

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. Select **E-mail** from the **Type** drop-down list and then enter the e-mail address you want to link to with the subject heading.



4. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

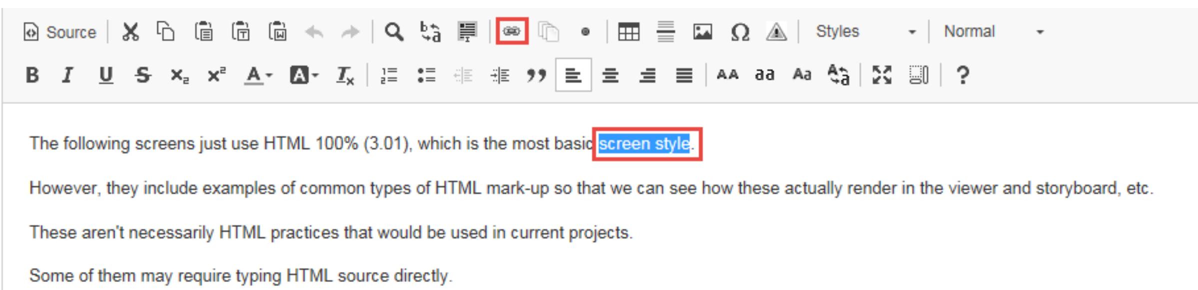
**Note:** Once you click the hyperlink text inside an activity in preview mode, it will open up your e-mail inbox with the appropriate e-mail address and subject heading. Enter the message and send.

## 9.17.1. Hyperlink to Flash Media Label 3

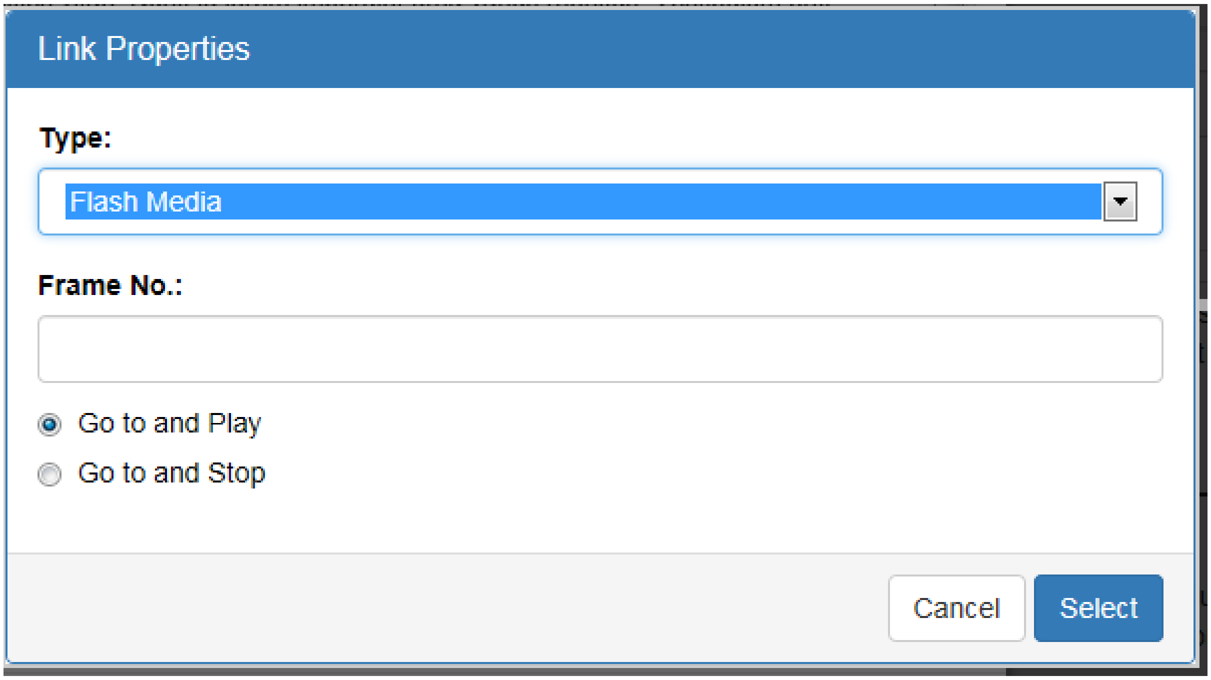
To create a clickable hyperlink in the main screen text area that links to Flash media, follow the steps below.

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. A window will appear that allows you to select the type of link as Flash Media and the desired **Frame No**.




4. Use the radio buttons to select **Go to and Play** or **Go to and Stop**.

5. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

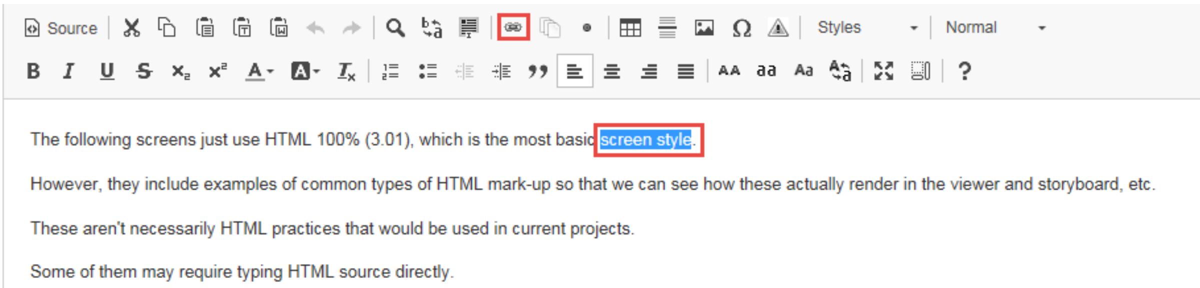
**Note:** Hyperlinks to Flash media can be added in 3.02, 3.04, 3.06, 3.14 and 3.17 screens.

## 9.17.1.4 Hyperlink to Adobe Animate Media

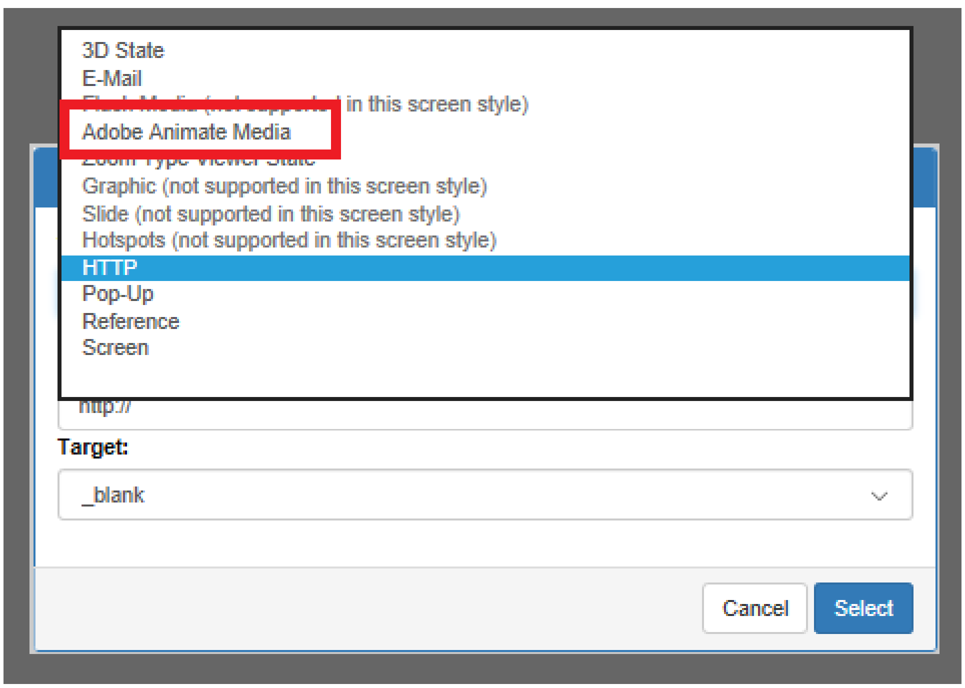
To create a clickable hyperlink in the main screen text area that links to Adobe Animate media, follow the steps below.

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. A window will appear that allows you to select the type of link as **Adobe Animate Media** and the desired **Frame No.**




4. Use the radio buttons to select **Go to and Play** or **Go to and Stop**.

5. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

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

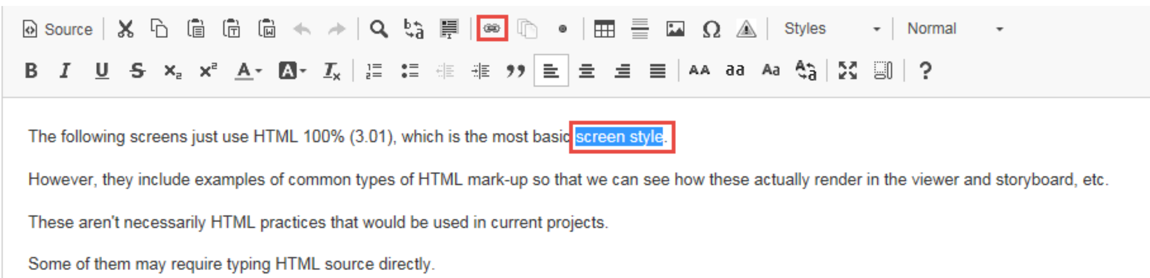
## 9.17.1. Hyperlink to Swap Graphic 5

**Note:** Hyperlinks that swap out media are currently only available in 3.17 screens.

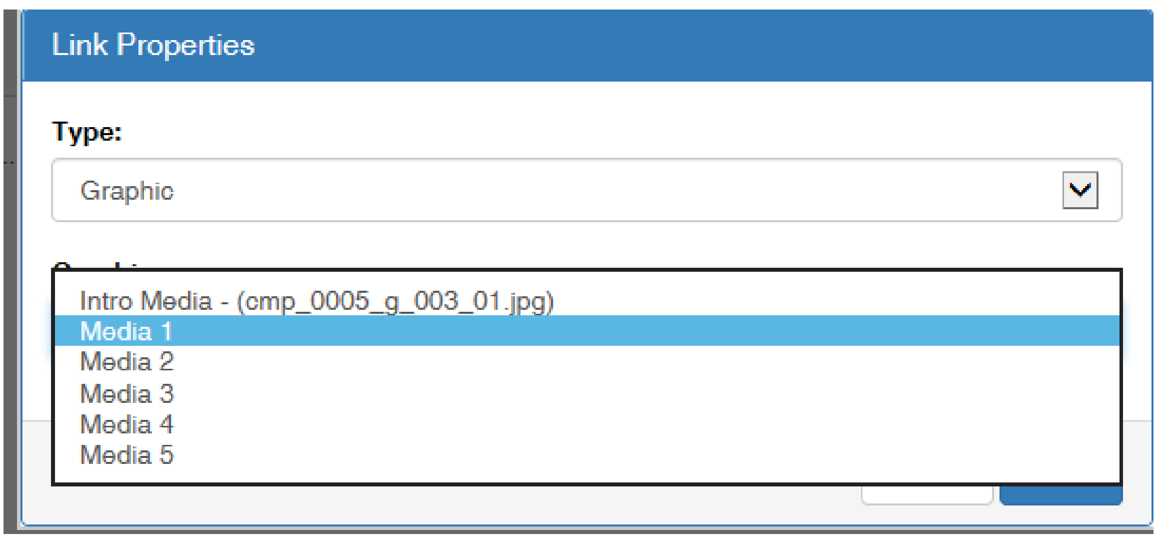
To hyperlink to a graphic (from **Main Text** or **Collapsible** text), follow these steps:

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. In the **Link Properties** window, select **Graphic** from the **Type** drop-down list, then choose the desired media from the **Graphic** drop-down list (shows all available graphics).




3. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

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

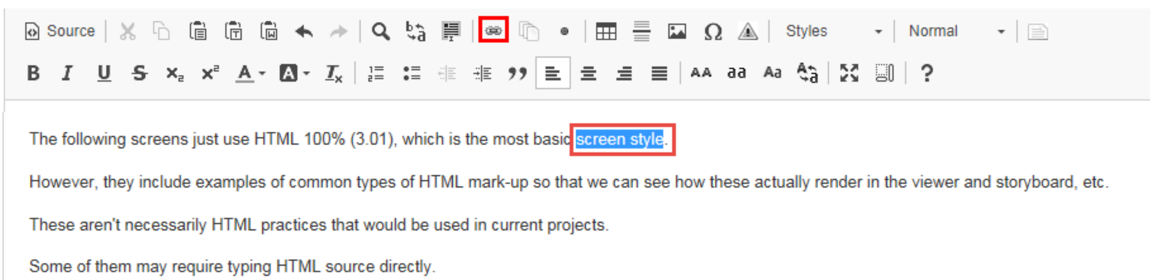
## 9.17.1. Hyperlink to Slide 6

**Note:** Hyperlinks that link to slides are only available in 3.15 screens.

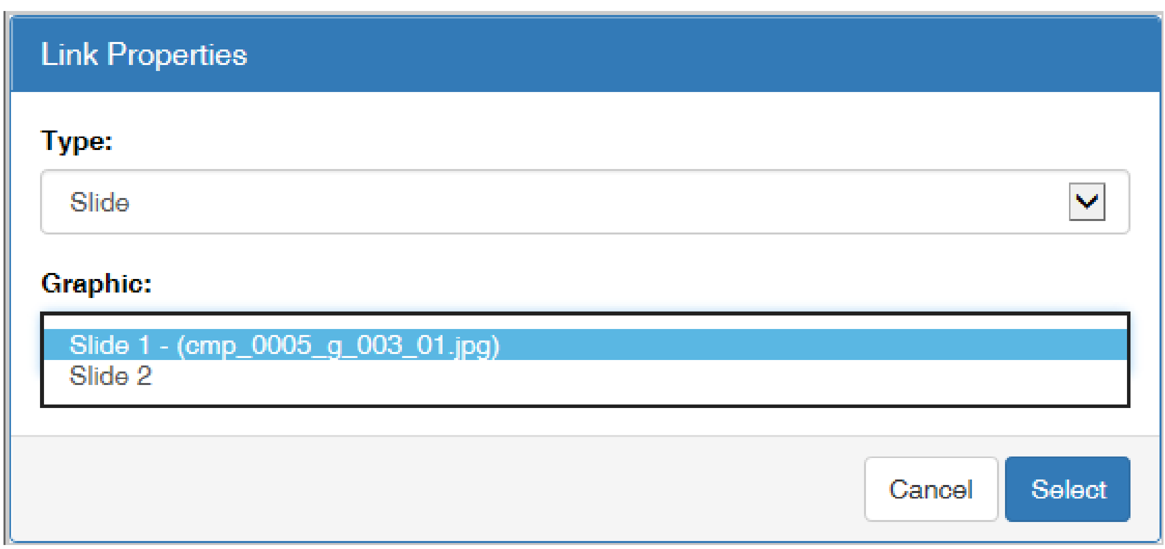
To hyperlink to a slide, follow these steps:

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. In the **Link Properties** window, select **Slide** from the **Type** drop-down list and choose the desired slide from the **Graphic** drop-down list (shows all available slides).




4. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

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

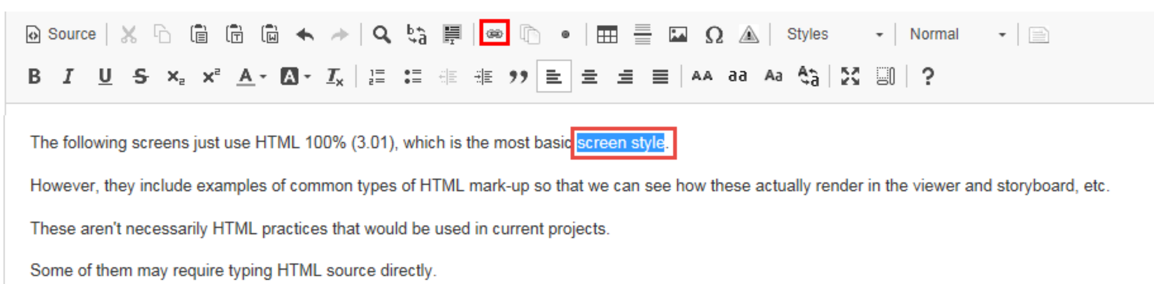
## 9.17.1. Hyperlink to Image Highlight (Hotspot) 7

**Note:** Links to highlights/hotspots can be added to **Main Screen** text as well as **Collapsible Text** in 3.10 and 3.11 screens.

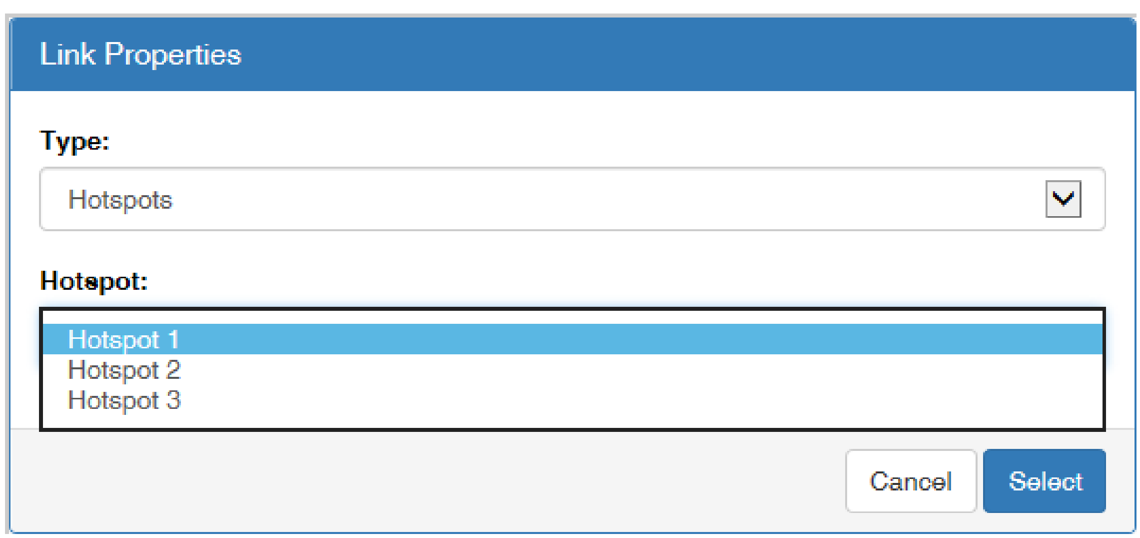
To link to a highlight (hotspot) you will first need to create a hotspot on your image using the **Plotter Tool**. See the section titled The Plotter Tool for more information. Once your highlights/hotspots have been created, follow these steps to set your links:

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. In the **Link Properties** window, select **Hotspots** from the **Type** drop-down list and the desired hotspot from the **Hotspot** drop-down list.



4. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

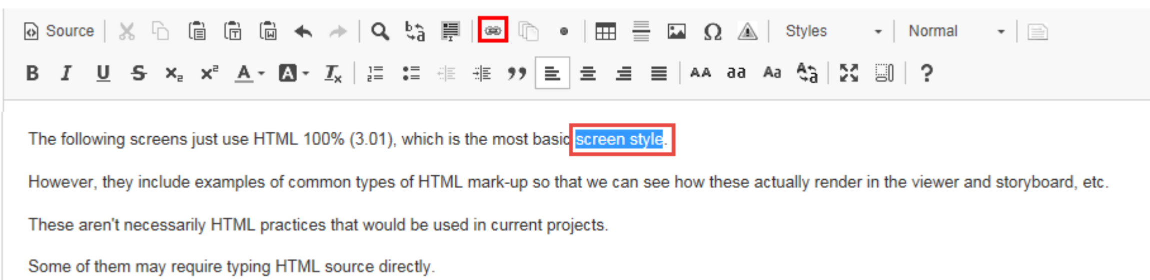
The highlight/hotspot information now associated with this screen will be displayed in the activity storyboard.

## 9.17.1. Hyperlink to URL (HTTP) 8

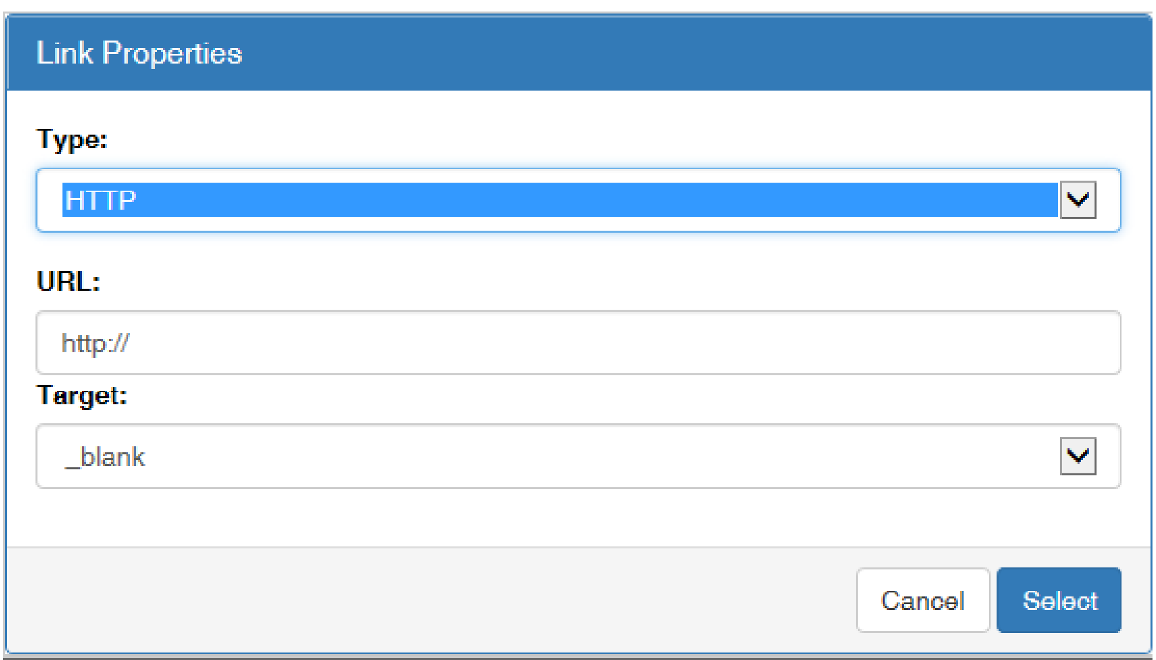
Access to a URL is achieved by clicking a hyperlink in the main screen text of an activity.

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. Select **HTTP** from the **Type** drop-down list and type in the desired URL address.



4. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

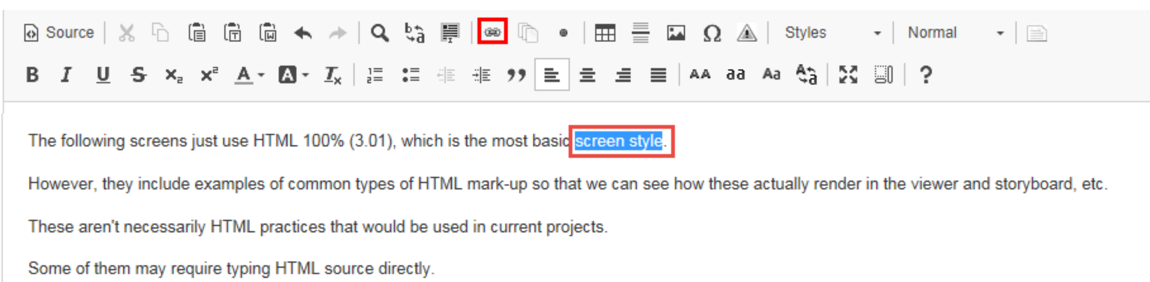
**Note:** Once you click the hyperlink text inside an activity in preview mode, the URL address will open in a new browser window.

## 9.17.1. Hyperlink to Pop-Up
9

**Note**: To link to a pop-up you will first need to create one. See the section titled Create Pop-Up for more information. **Note**: Pop-ups can either be browser pop-ups, which open in a new window, or modal windows, which open inline, in the same window.

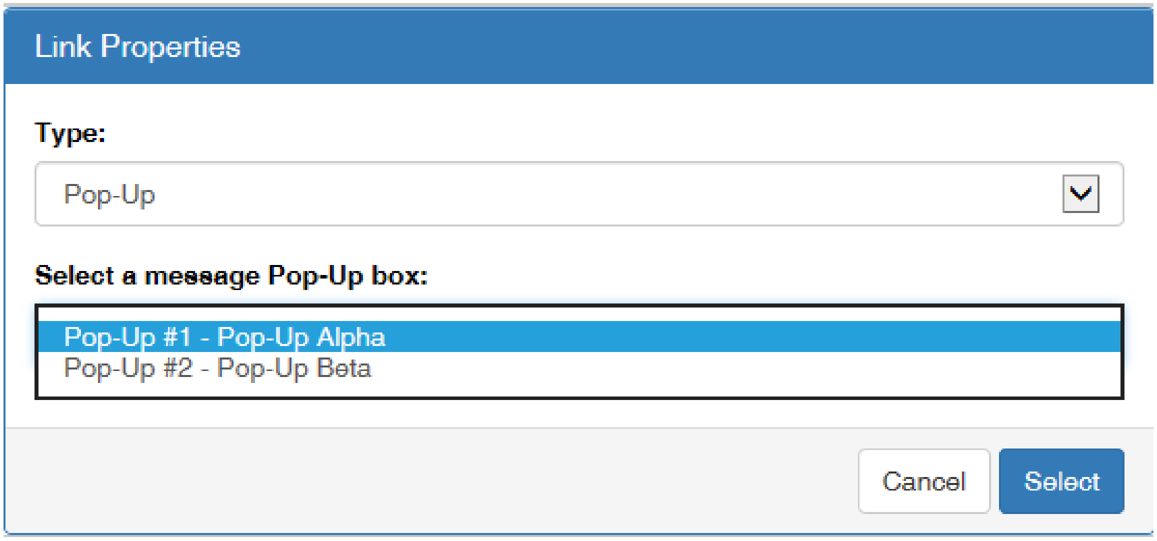
1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. The **Link Properties** window will appear. From the **Type** drop-down list, select **Pop-Up**. From the **Select a message Pop-Up box** drop-down list, select the pop-up you wish to link to.

4. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.



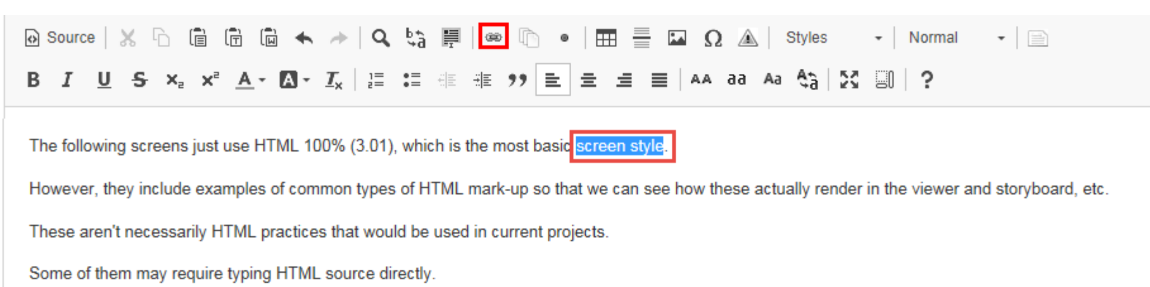

The pop-up box information now associated with this screen will be displayed in the activity storyboard. **Note:** The Pop-Up Name will only be displayed in the storyboard if you have selected the checkbox for **Use Pop-Up Name As Window Title**.

## 9.17.1. Hyperlink to Reference 10

Access to a reference (listed as visible under the Maintain References feature) is achieved by clicking a hyperlink in the main screen text of an activity.

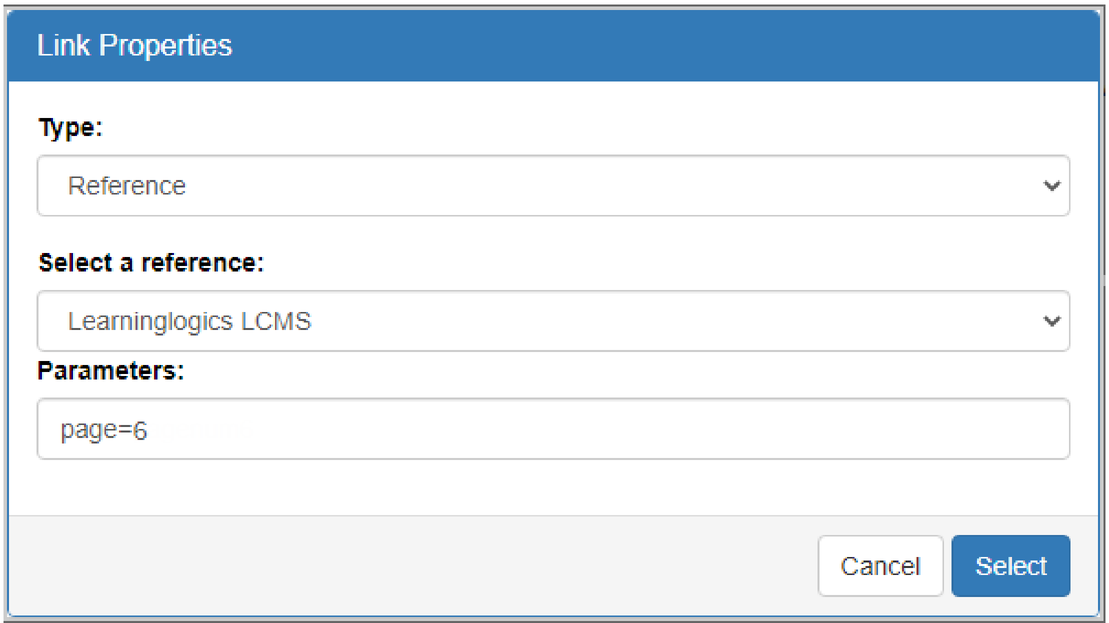
1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the editor toolbar.




3. Select **Reference** from the **Type** drop-down list and then select the reference you want to link to from the **Select a reference** drop-down list. **Note:** 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.



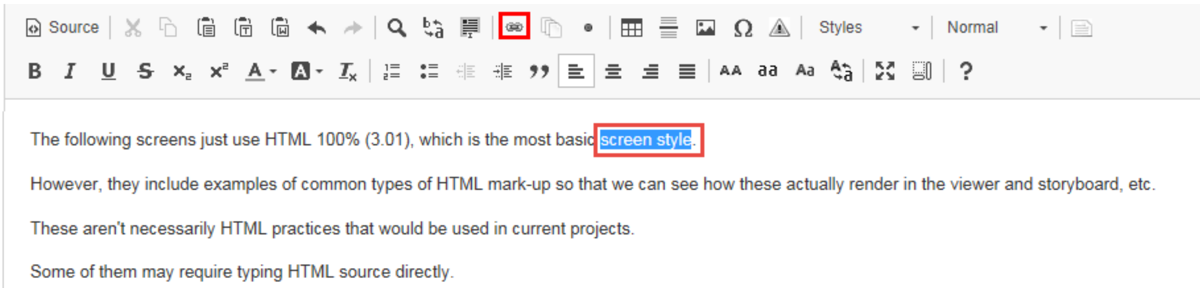

4. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

**Note:** Once you click the hyperlink text inside an activity in preview mode, it will open up your reference file in a new window.

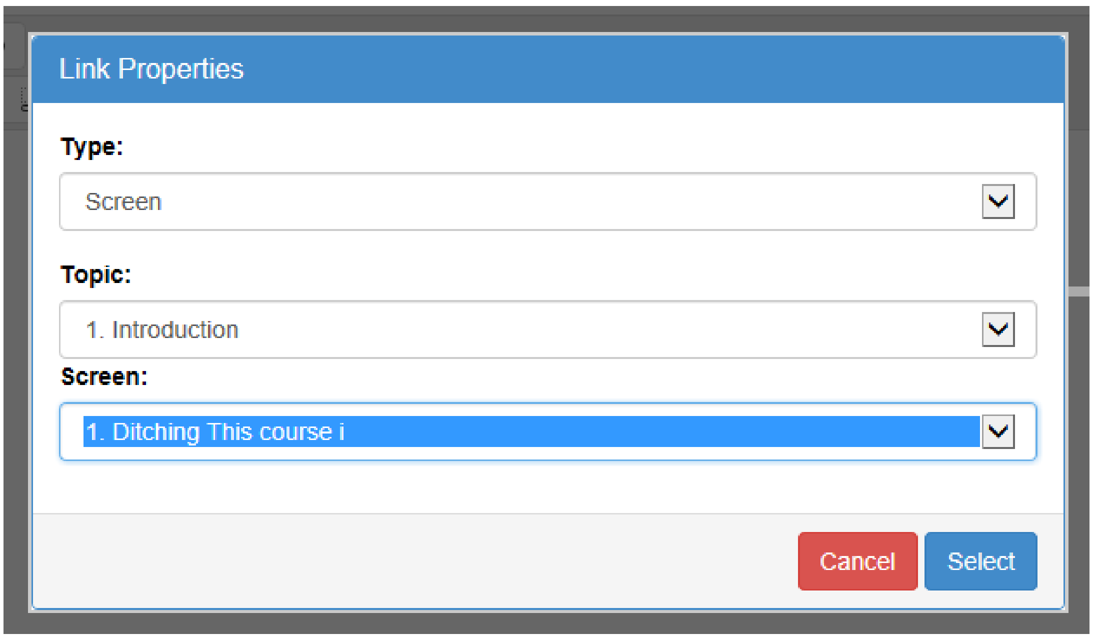
## 9.17.1. Hyperlink to Screen
11

Access to another screen within an activity is achieved by clicking a hyperlink in the main screen text of an activity. **Note**: This type of link can only be created in instruction screens, not question screens.

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.
2. Click the **Insert Link** button on the toolbar.




3. Select **Screen** from the **Type** drop-down list and then choose the topic and screen number you want to link to from the associated drop-down lists.




4. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

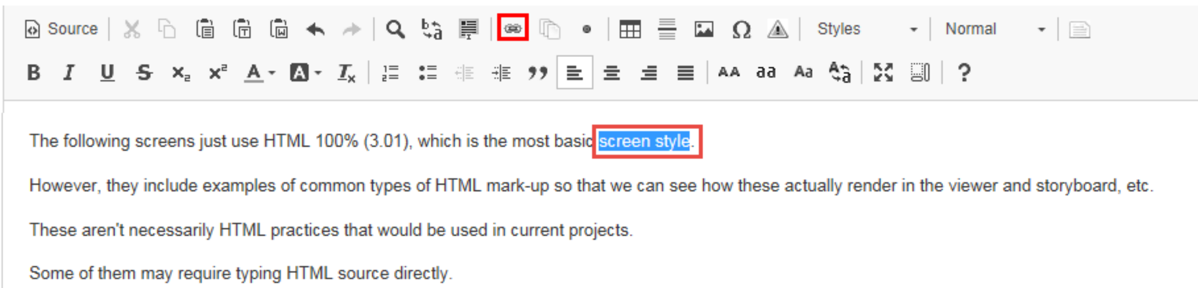
**Note**: Once you click the hyperlink inside an activity in preview mode, it will take you to the screen you previously selected from the drop-down lists. Use the index button to return to the initial screen.

## 9.17.1. Hyperlink to Video 12

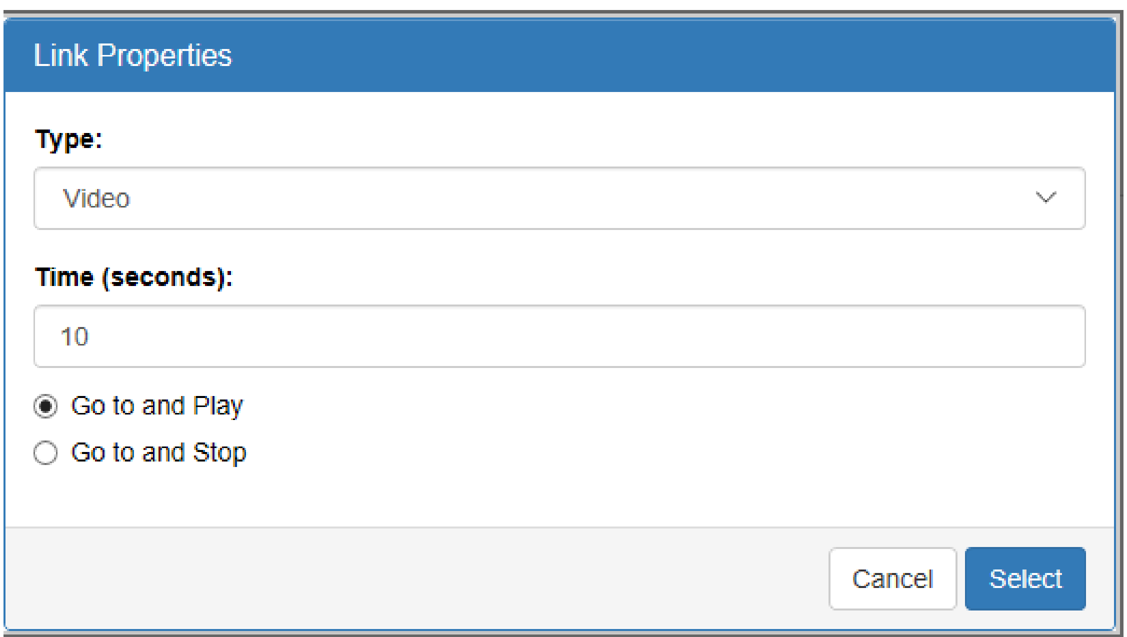
To create a clickable hyperlink in the main screen text area that links to an .mp4 video, follow the steps below. **Note**: Hyperlinks to videos can be added in 2.52, 3.02, 3.04, 3.06, 3.13 and 3.14 screens.

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. Select Video from the **Type** drop-down list and input the desired starting **Time (seconds)**. Remember that an .mp4 video must first be selected for this screen in order for Video to appear in this list).




4. Use the radio buttons to select **Go to and Play** or **Go to and Stop**.

5. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

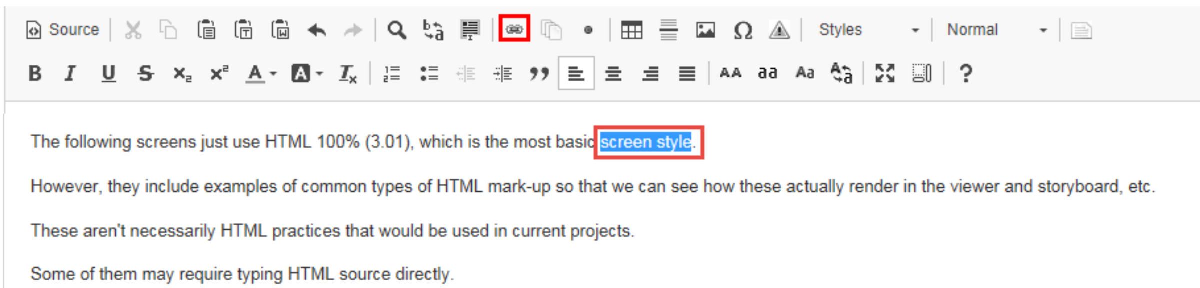
**Note**: Once you click the hyperlink inside an activity in preview mode, it will play the selected video, starting/stopping at the time indicated.

## 9.17.1. Hyperlink to Unity Model Viewer 13

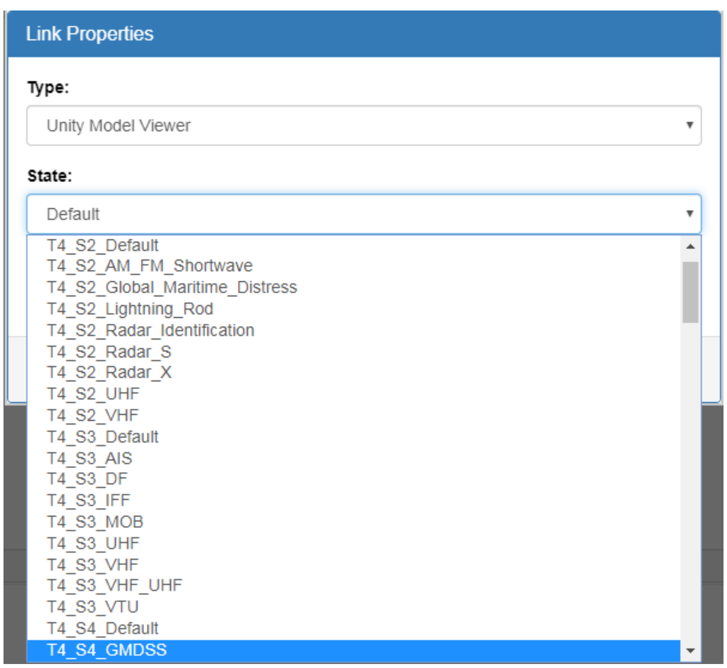
**Note**: Links to the Unity Model Viewer can be added to **Main Screen** text as well as **Collapsible Text** in 3.14 and 3.17 screens.

1. Select the HTML content (text or image), to which you want to anchor the hyperlink.

2. Click the **Insert Link** button on the toolbar.




3. A window will appear that allows you to select the type of link and the desired state. Select **Unity Model Viewer** from the **Type** drop-down list and the desired state from the **State** drop-down list.




4. Click the **Select** button to insert the hyperlink or **Cancel** to exit without saving.

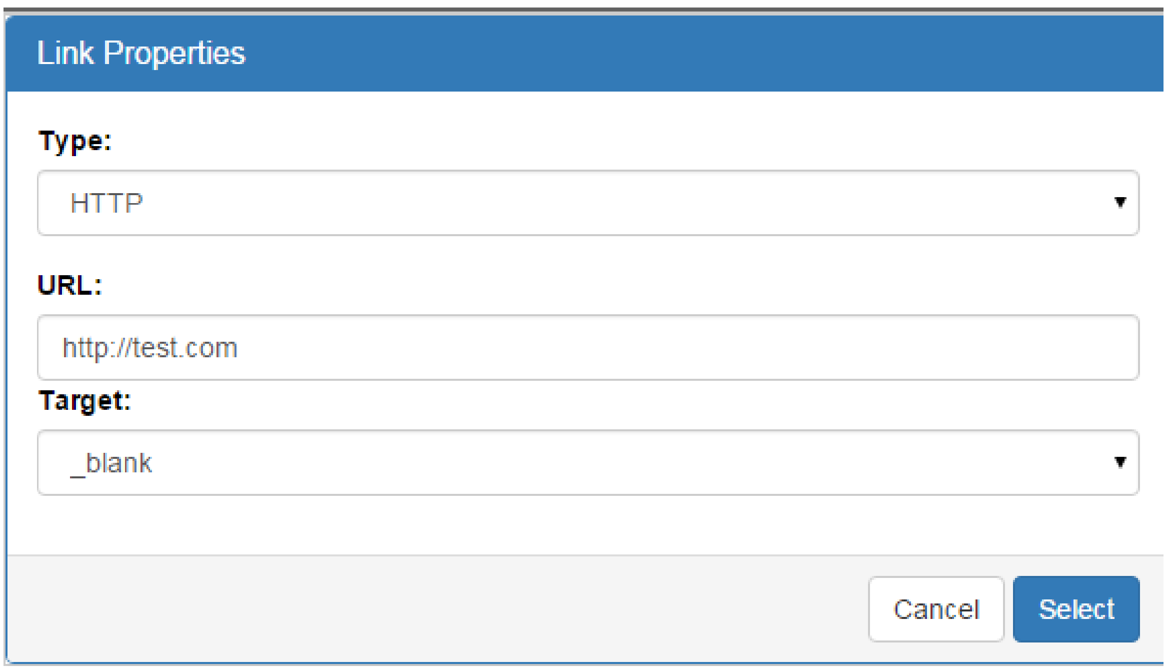
**Note**: Hyperlinks to Unity Model Viewer can be added in 3.02, 3.04, 3.06, 3.12, 3.14, 3.15 and 3.17 screens.

## 9.17.2 Edit Hyperlink

1. Select the desired question or instruction screen.

2. Double click on an existing hyperlink (text or image) or right-click on it and select **Edit Link**.

3. Edit the **Link Properties** fields.




4. Click **Select** to save changes or **Cancel** to close without saving.

## 9.17.3 Delete Hyperlink

To delete a hyperlink, follow these steps:

1. Select the desired question or instruction screen.

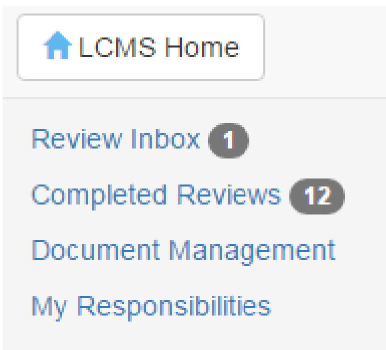
2. Right-click the hyperlink text or image.

3. Select **Unlink**.

# 10 Reviewer Screen

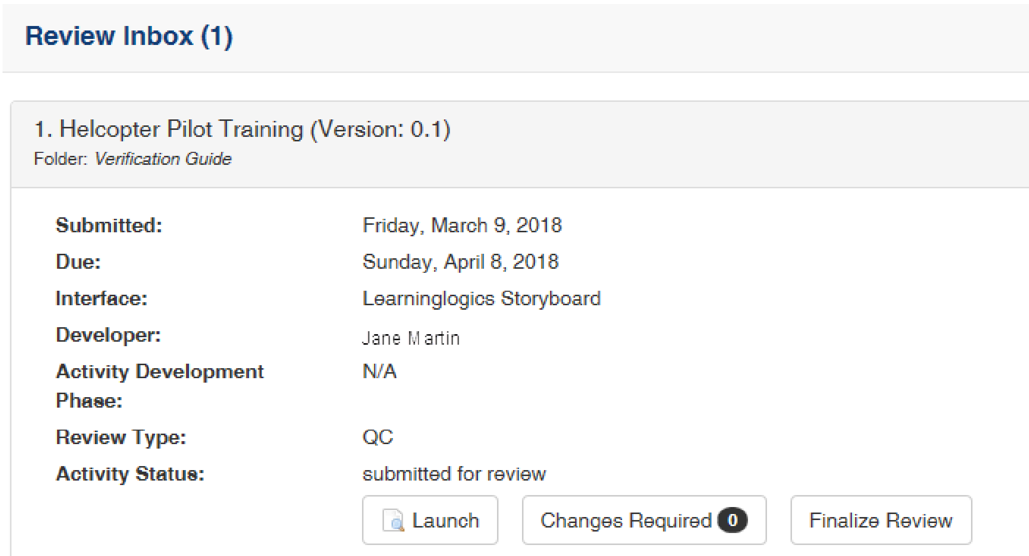
Activities submitted for review or approval may be accessed directly in the LCMS through a special Reviewer Screen. This is visible only to Reviewers, Review Monitors, Review Managers and Approval Authorities.

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**.




When logged in as a Reviewer or Approval Authority, the **Review Inbox** will list:

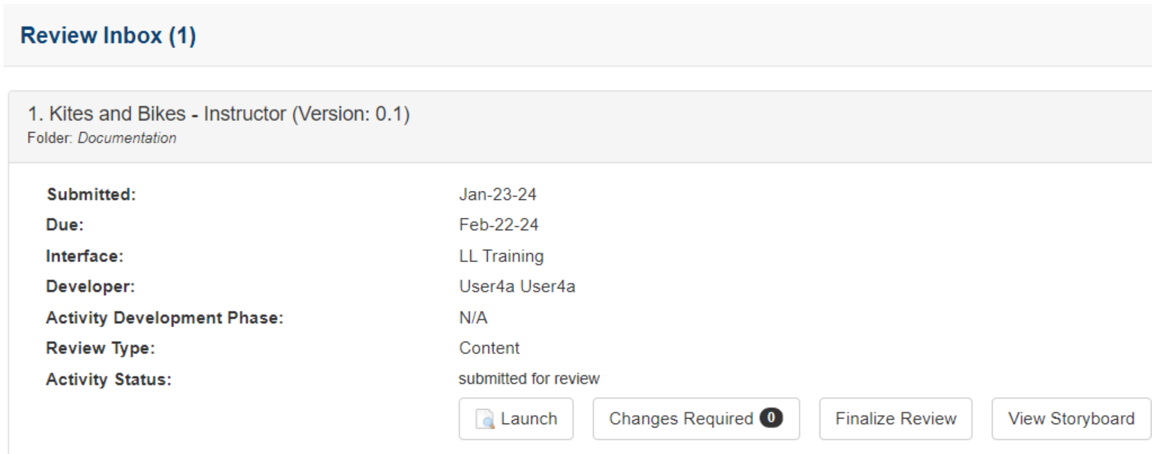
- Name and version of the activity being reviewed or approved, with the folder it resides in listed underneath
- Date the review was submitted
- Date the review/approval is due
- Interface selected for viewing
- Name of the Developer who created the activity
- Activity development phase (only if this 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.

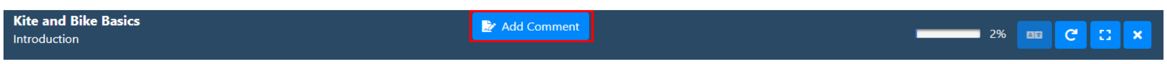
## 10.1.1 Launch (Activity)/Add Comments

1. Click the **Launch** button to open the activity within the interface that was selected

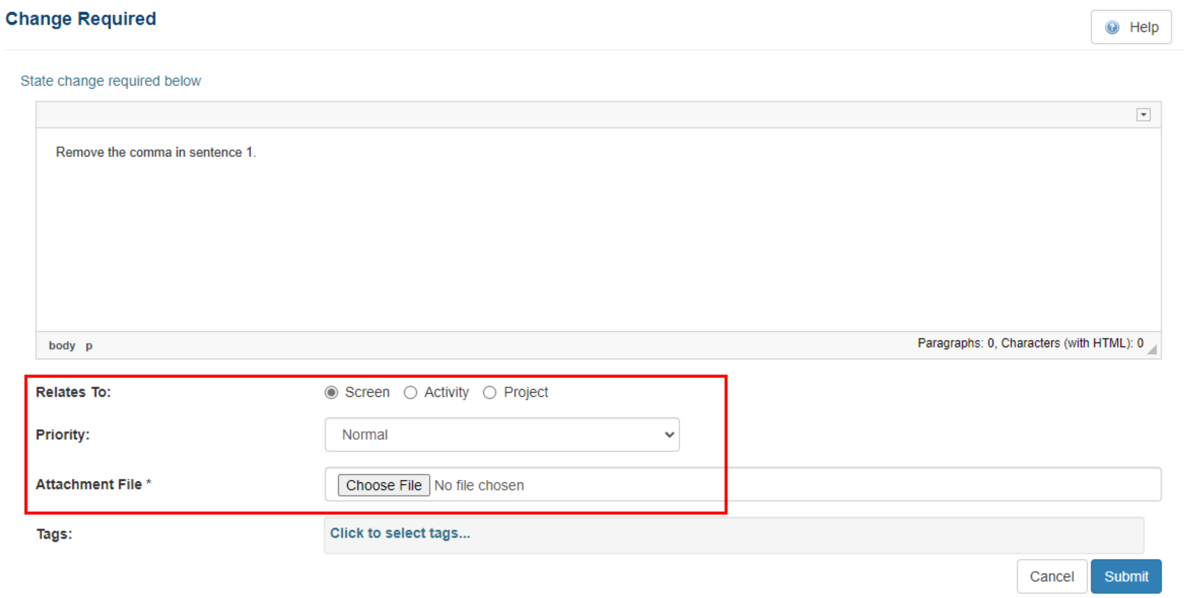
when the review was submitted.




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.



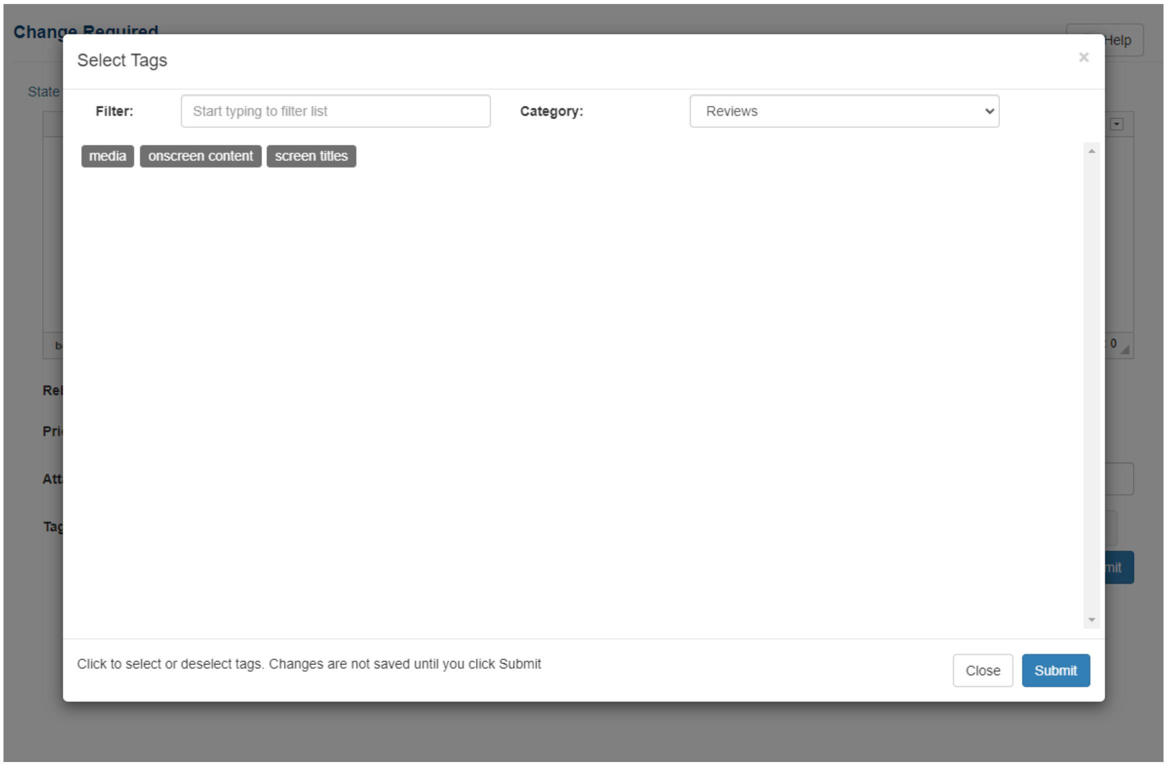

3. On the **Change Required** window, enter a comment in the **State change required below** field. Also, select a radio button to indicate if the comment is at the **Screen**, **Activity** or **Project** level. Choose a priority for the comment from the **Priority** drop-down menu **Critical**, **Major**, **Normal** or **Minor**. To add an attachment (i.e., a screen shot), click the **Choose File** button.



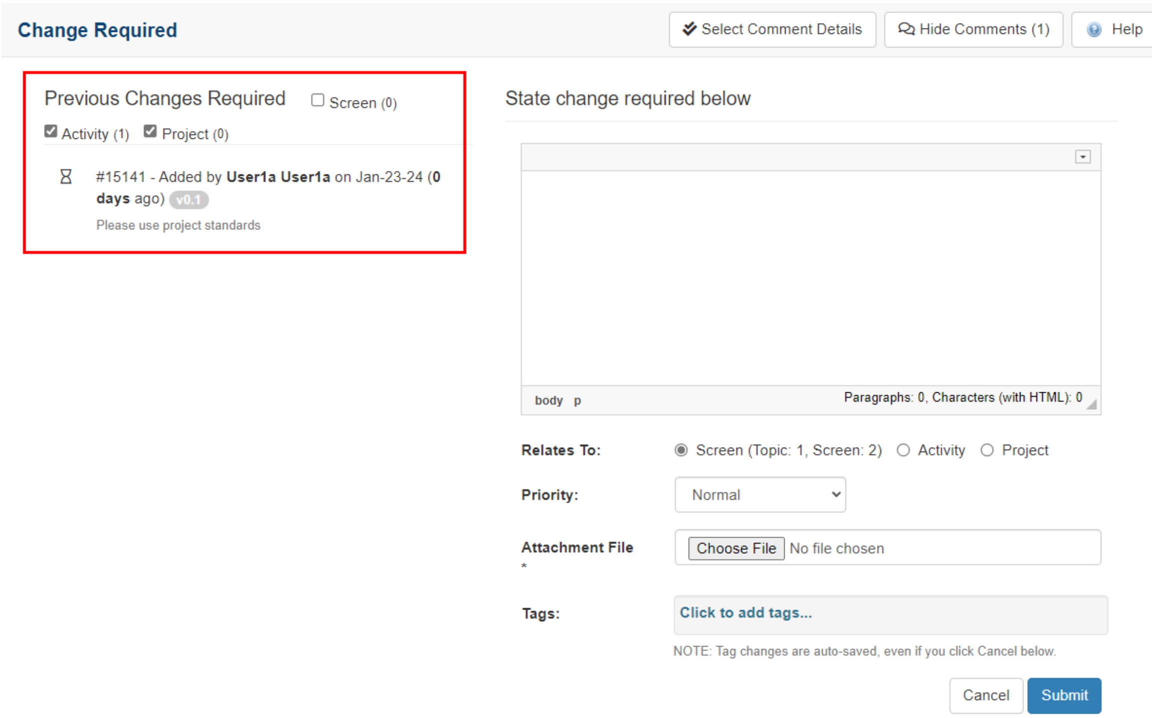

4. Click within the **Tags** field to open the **Select Tags** screen.

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.

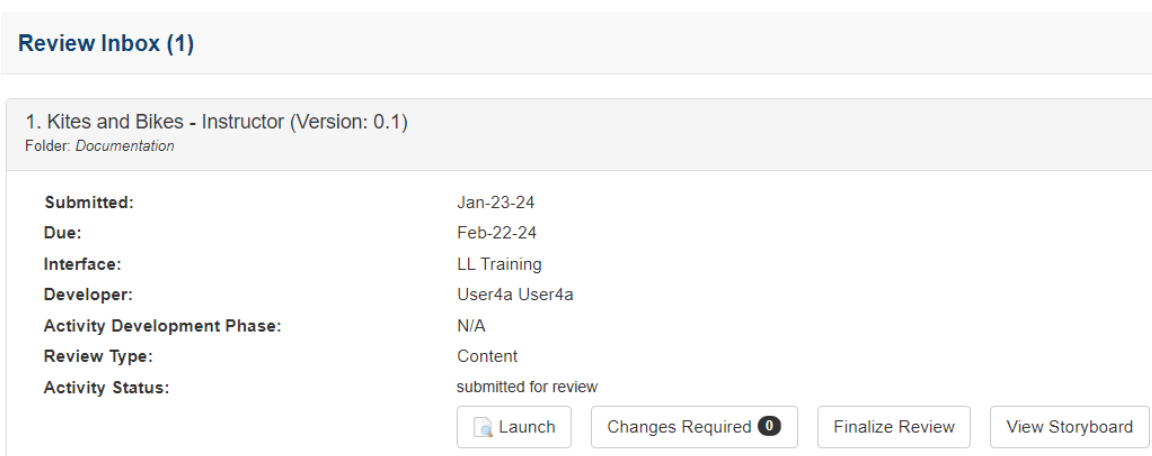



7. Click **Submit** to save the new comment or **Cancel** to exit without saving. **Note:** Saved comments will display on the **Previous Changes Required** pane, if this feature is enabled for the review type. See Add Review Type for more information. When enabled, this pane will display your comments as well as the comments from other reviewers. See Viewing Other Reviewer Comments and for more information.




## 10.1.1. Viewing Other Reviewer Comments 1

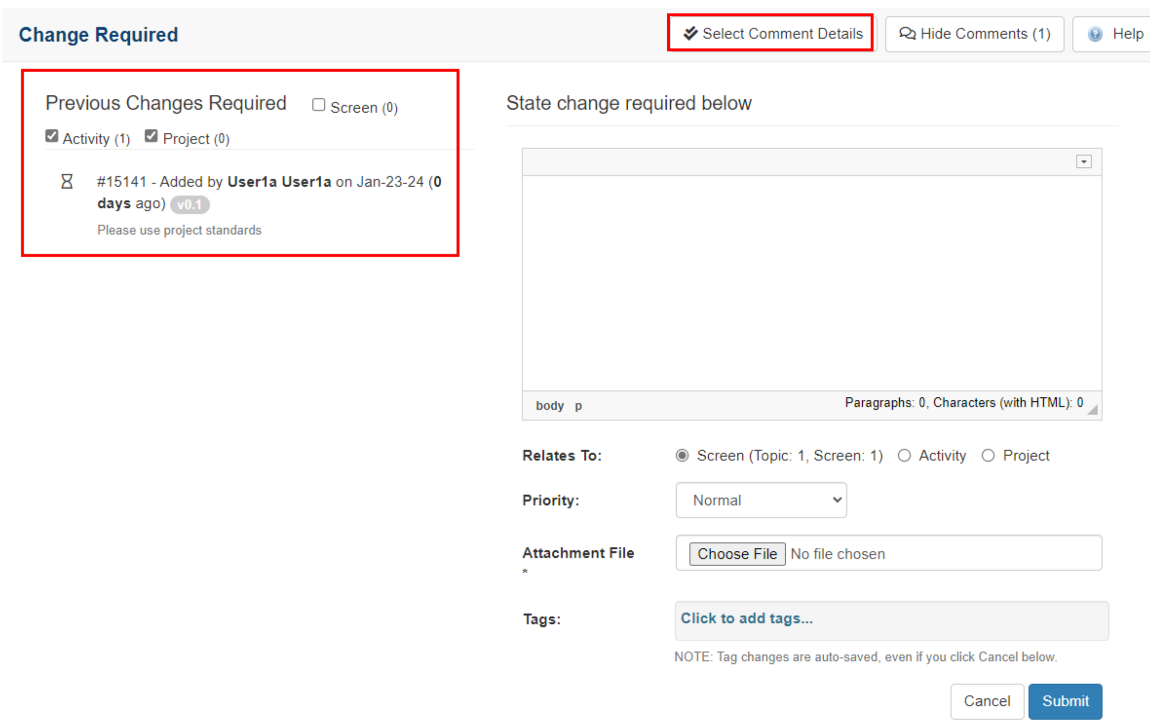
1. Click the **Launch** button to open the activity within the interface that was selected when the review was submitted.



2. On the launched screen, click the **Add Comment** button to open the **Change Required** window.

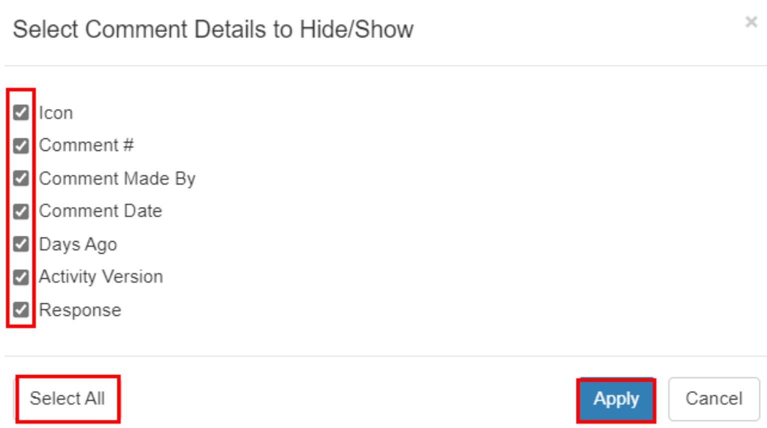

3. On the **Change Required** screen, all comments from previous reviewers are listed on the **Previous Changes Required** pane, if this feature is enabled for the review type. See Add Review Type for more information.

4. Click the **Select Comment Details** button to open the **Select Comment Details to Hide/Show** window.

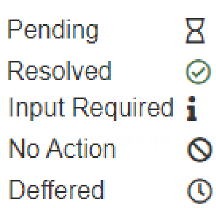



5. On the **Select Comment Details to Hide/Show** window, show or hide the desired comment details (**Icon**, **Comment#**, **Comment Made By**, **Comment Date**, **Days Ago**, **Activity Version** and **Response**) by selecting or deselecting the corresponding checkbox. **Note:** You may also show or hide all the comment details by clicking the **Select All** button.

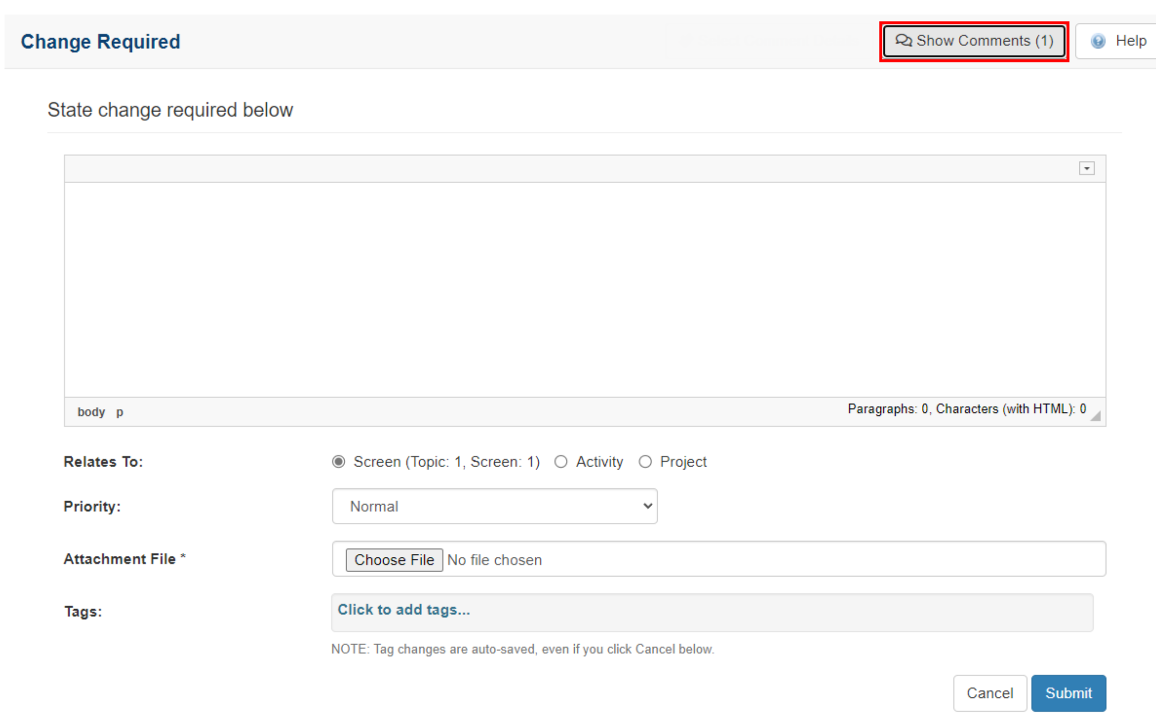
6. Click the **Apply** button to save the selection(s).




A list of possible icons is shown in the following image:

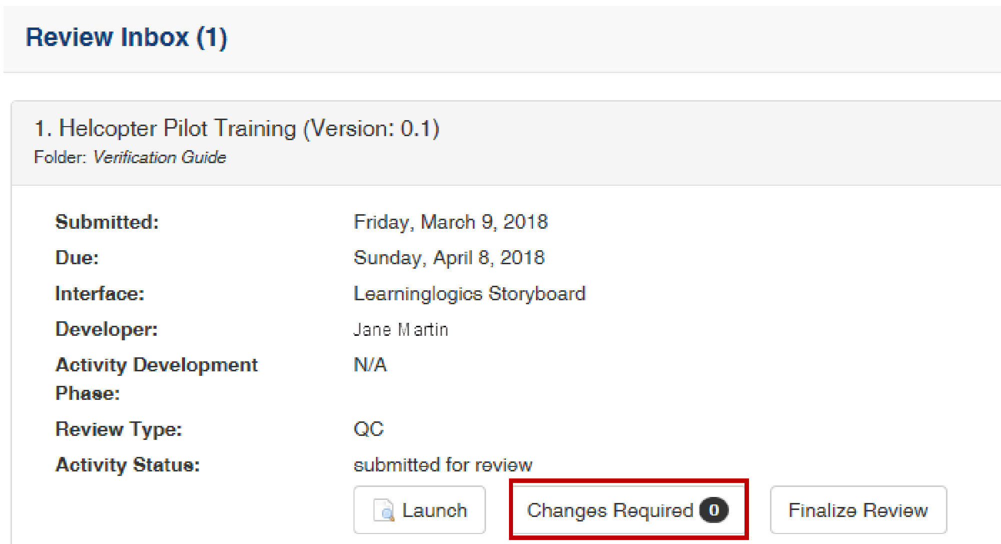



7. Click the **Hide/Show Comments** button to show or hide the **Previous Changes Required** pane.



## 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.

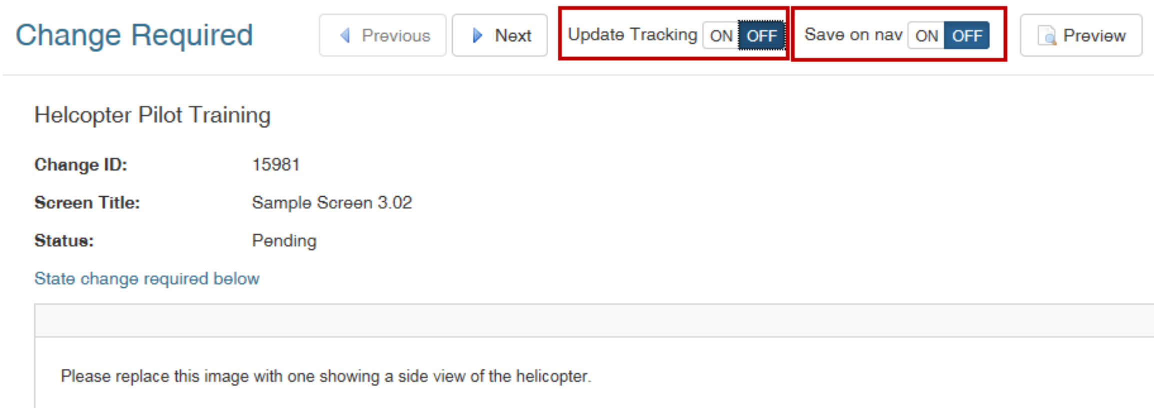



2. The **Changes Required** screen lists any comments you have made under the columns: **ID**, **Priority**, **Scope** (Activity, Project or Topic/Screen), **Review Type**, **Change**, **Author Name**, **Date** and **Status**. Comments are shown truncated, but can be expanded by clicking the **Expand/Collapse 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.

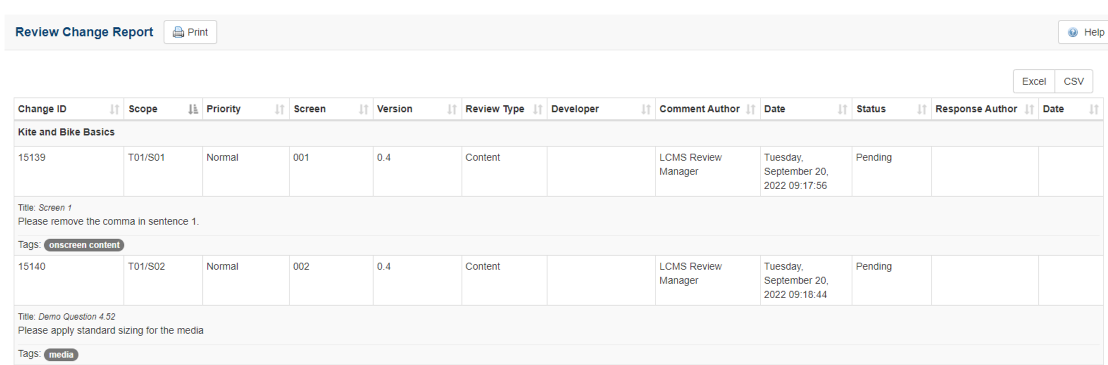
From the **Change(s) Required** screen for each individual comment, you can toggle **Update Tracking** ON/OFF. If set to ON, this means that the tracking checkmark automatically updates when navigating Previous and Next through the comments. You can also toggle **Save on nav** ON/OFF. If set to ON, you 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.




5. 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.

6. 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.

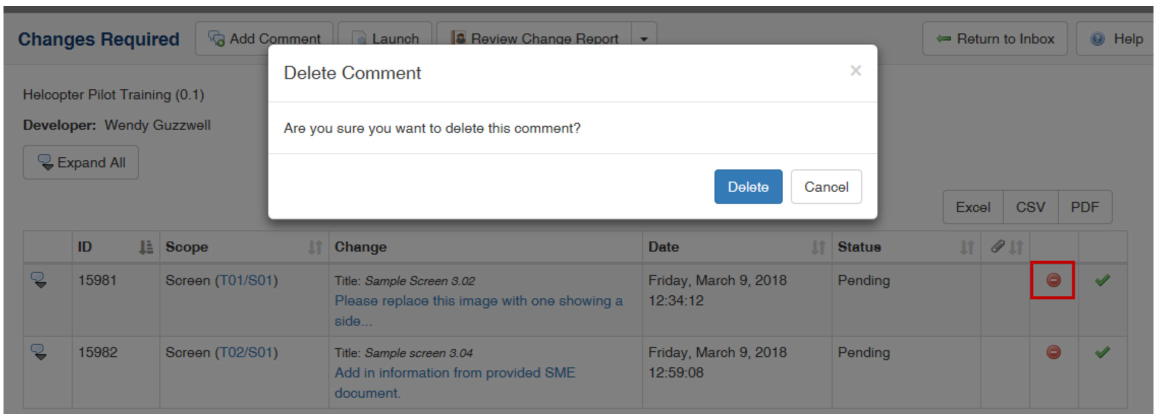
7. Click the **Review Change Report** button at the top of the screen to open the **Review Change Report** window. Also, there is an **Include Previous Review Comments** check box if you wish to include all previous review comments. **Note**: This report is designed to be suitable for printing.



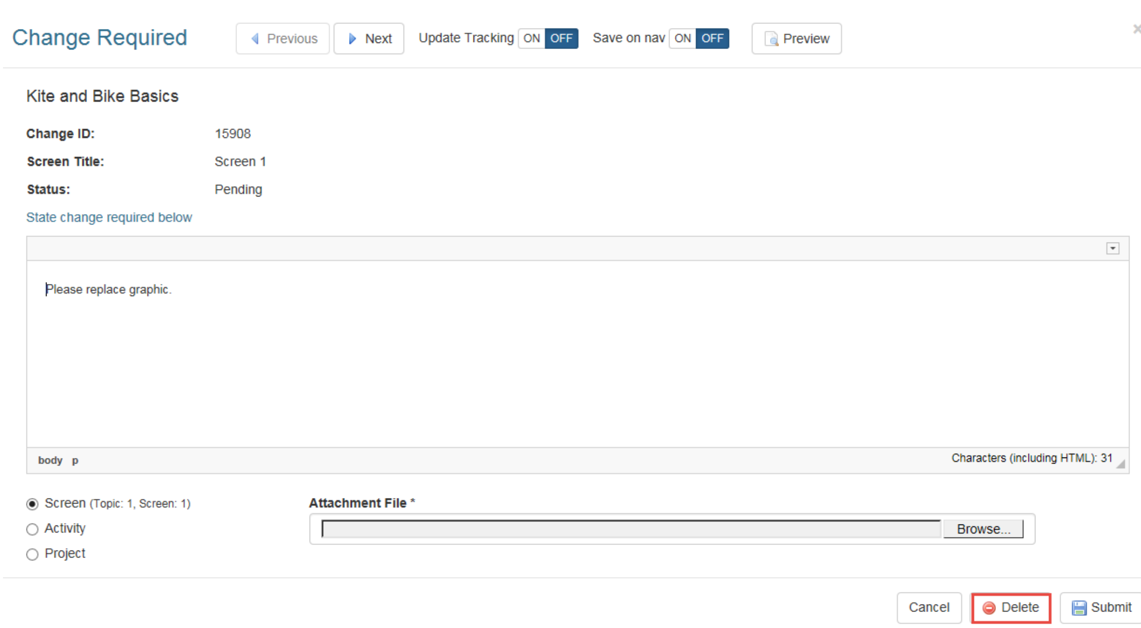
# 10.1.2. Delete Comments
1

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

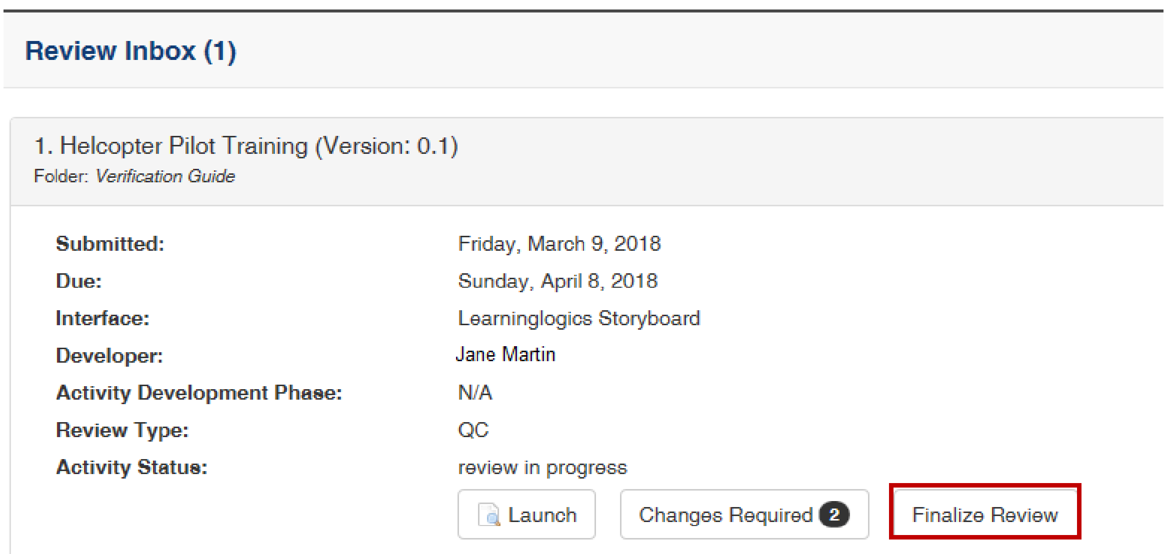
from the screen and the number of comments assigned to the activity is updated on the **Review/Approval** menu.

**Note**: Comments cannot be deleted once a review/approval has been finalized.

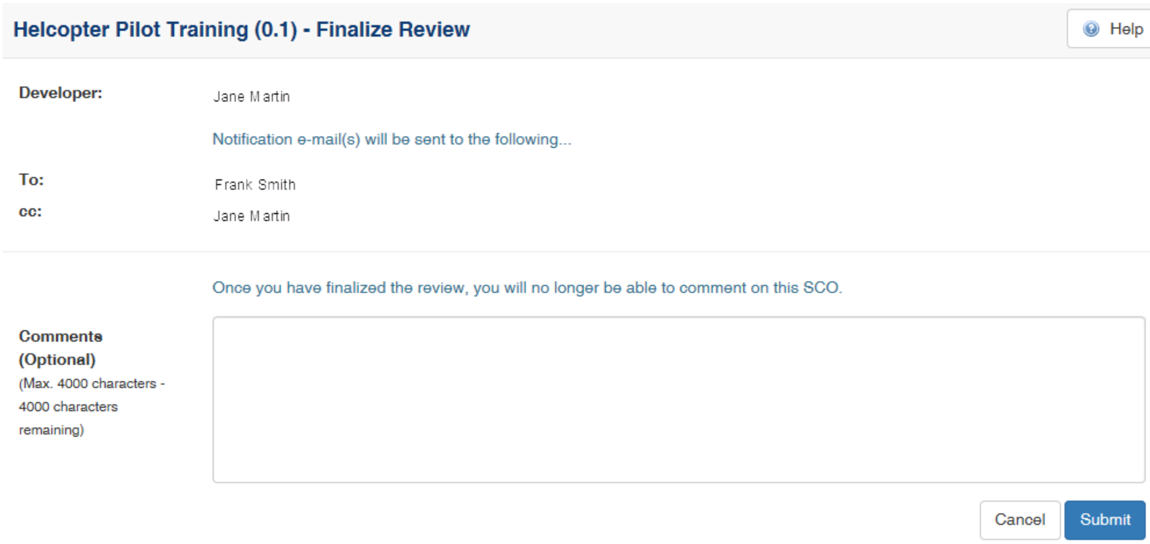
### 10.1.3 Finalize Review/Approval

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**.

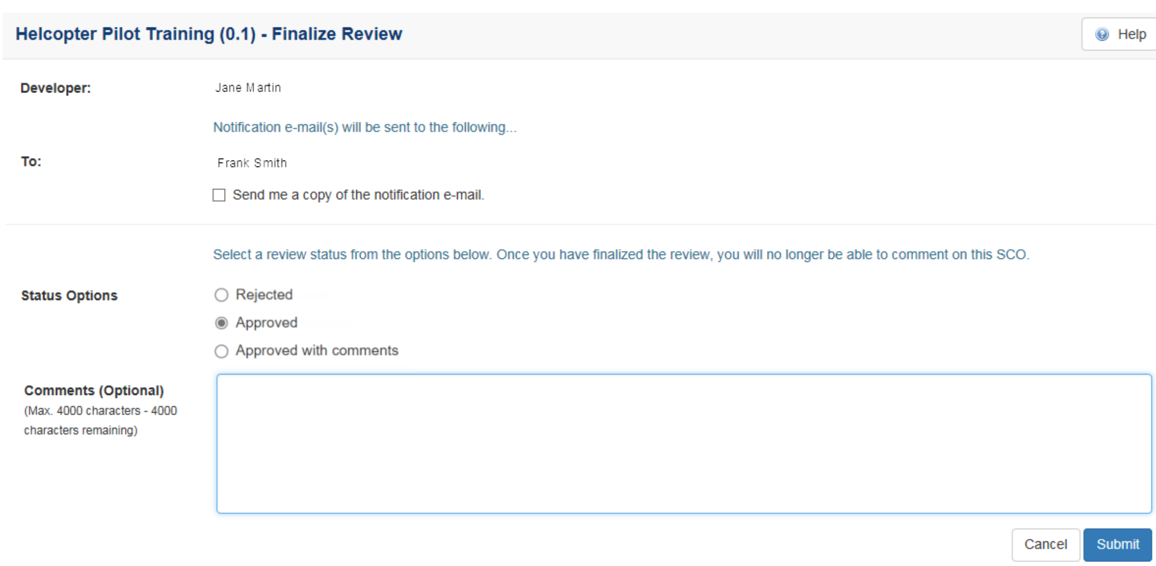



2. On the **Finalize Review** screen, add comments if necessary and then click the **Submit** button. In the new window, click **OK** to finalize the review or **Cancel** to return to the review.




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.



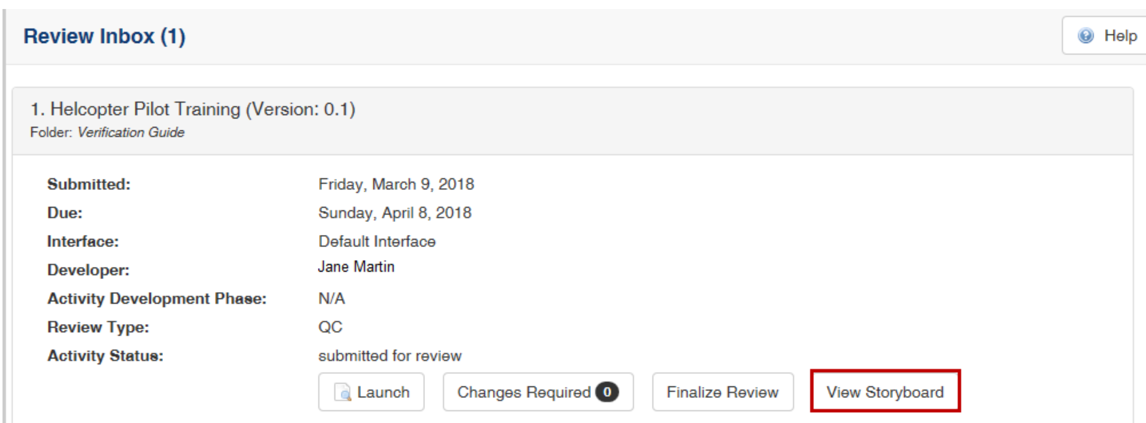

**Note:** When the Review Manager feature is turned on, notification of a Reviewer's completed review is sent to the Review Manager and copied to the Reviewer. Notification of a Review Manager's completed review is sent to the Manager and copied to the Developer and Approval Authority.

## 10.1.3. Address Comments 1

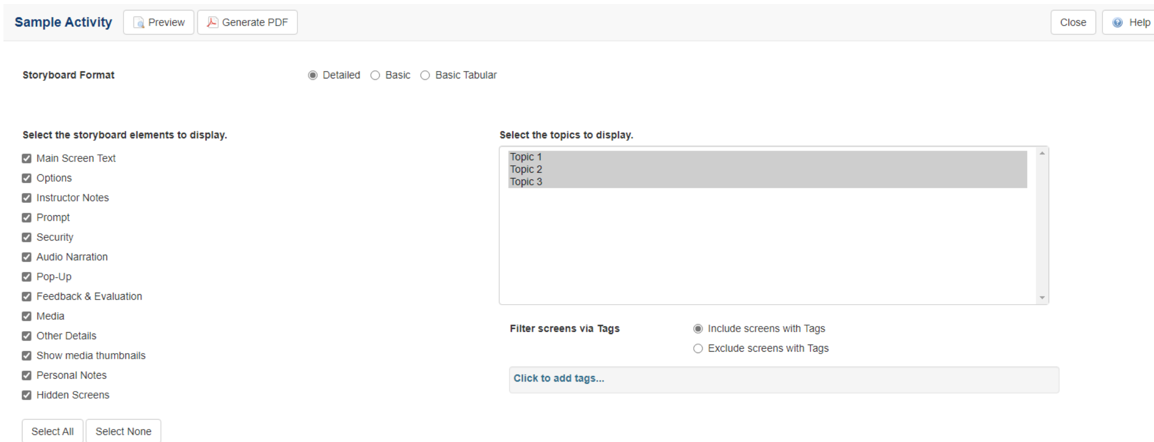
Once a review is finalized, it is the task of the Developer to address comments. See Review/Approval Menu (Drop-Down) for more information.

## 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.




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.



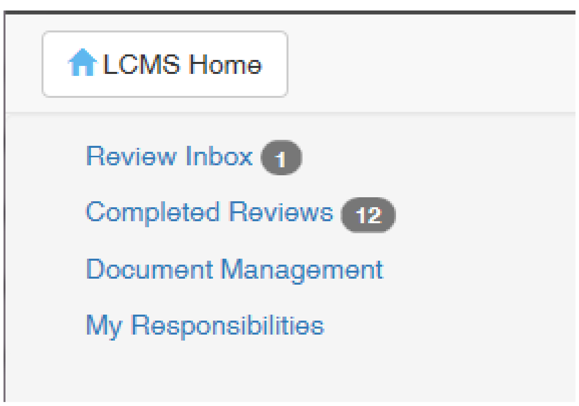
3. Click the **Submit** button. The storyboard is displayed.

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.

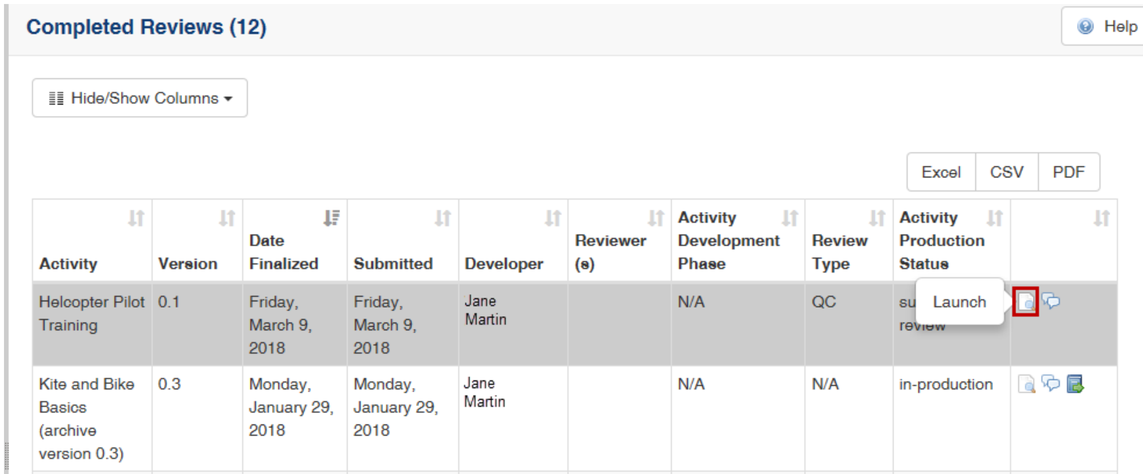
1. Click the **Completed Reviews/Approvals** link on the **Reviewer Screen**.




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.

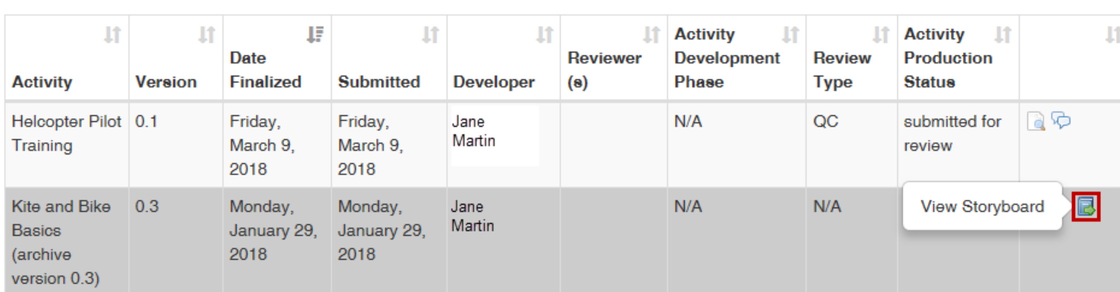
2. Click the **Launch** button beside a completed review to launch the version of the

reviewed activity in the viewer.




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.


4. Click the **View Storyboard** button beside a completed review to see the **Storyboard** for that review.



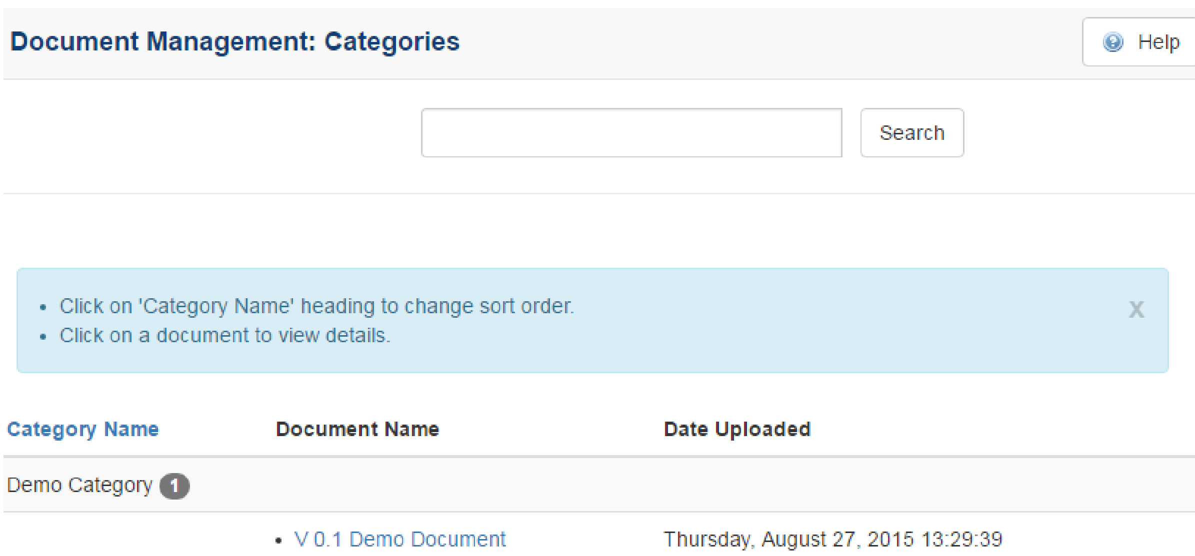
**Note**: Reviews that were retracted are indicated by the word "RETRACTED" in red.


## 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.




3. Click the **Close** icon **X** in the top right corner to close.

## 10.4 My Responsibilities

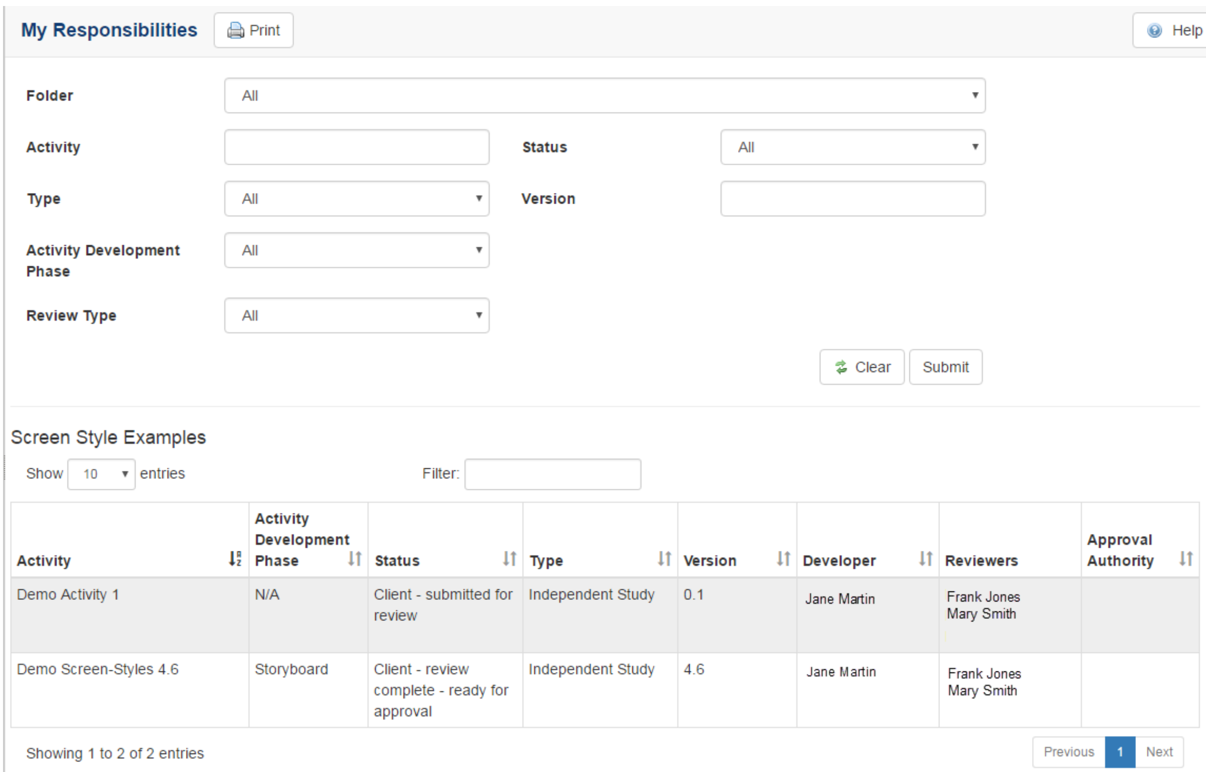
To view only a list of your assigned activities for the previously selected project:

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.**

3. 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.



# 11 Miscellaneous Topics

This section consists of various additional topics that do not fall under one of the preceding headings.

## 11.1 Clearing your Browser Cache

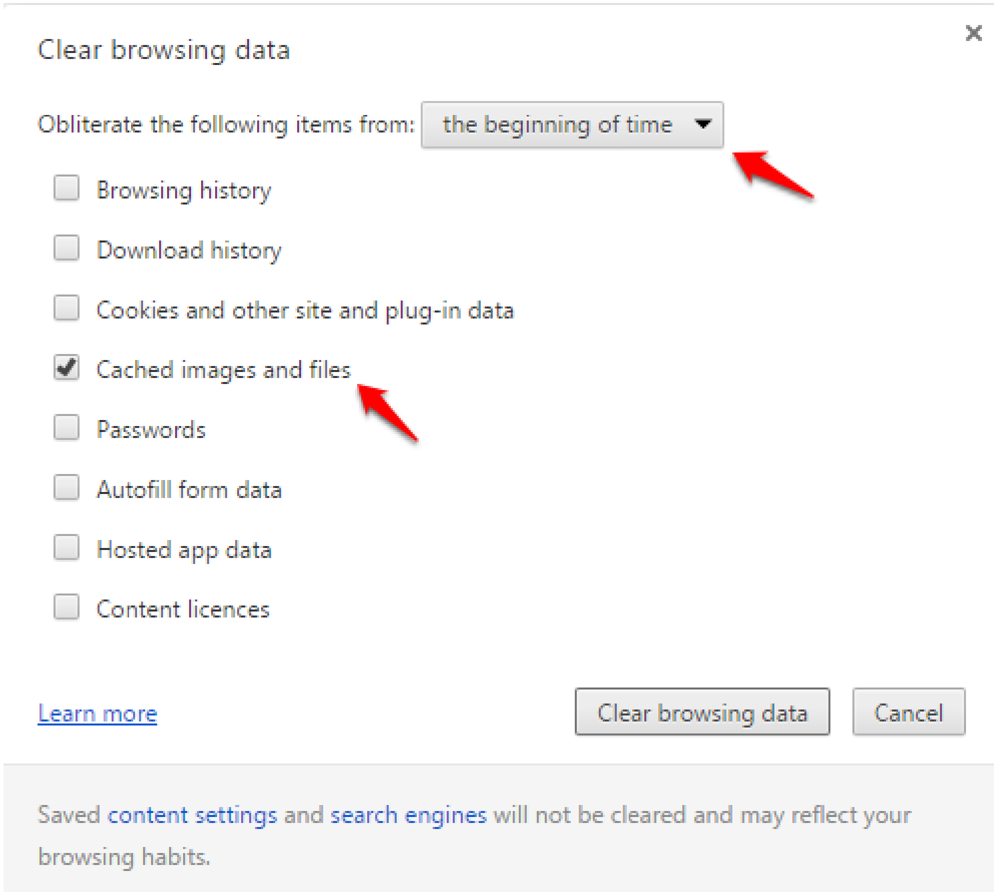
When you visit a website, in order to make it work, your web browser downloads various files from a server, containing HTML, JavaScript, CSS, images, etc. Some of these files are normally saved locally, on your computer's hard drive, in a form of temporary storage called the browser cache. The next time 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

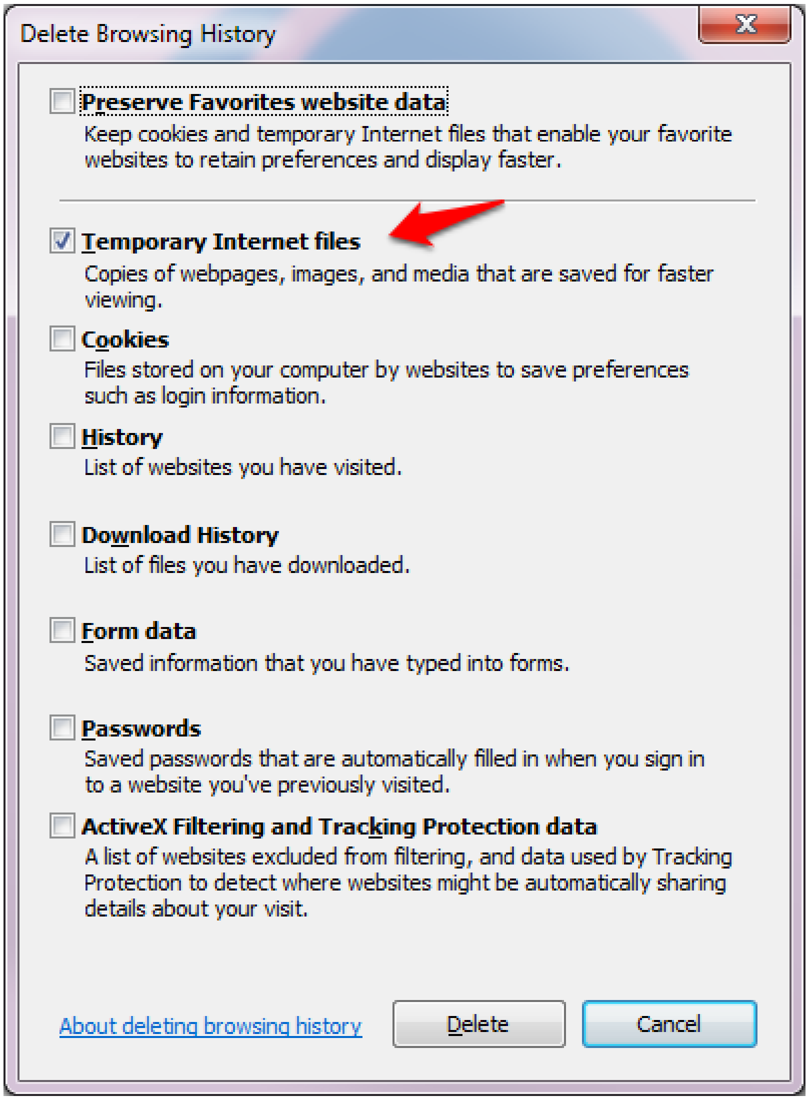



## Microsoft's Internet Explorer and Edge Browsers

### 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.

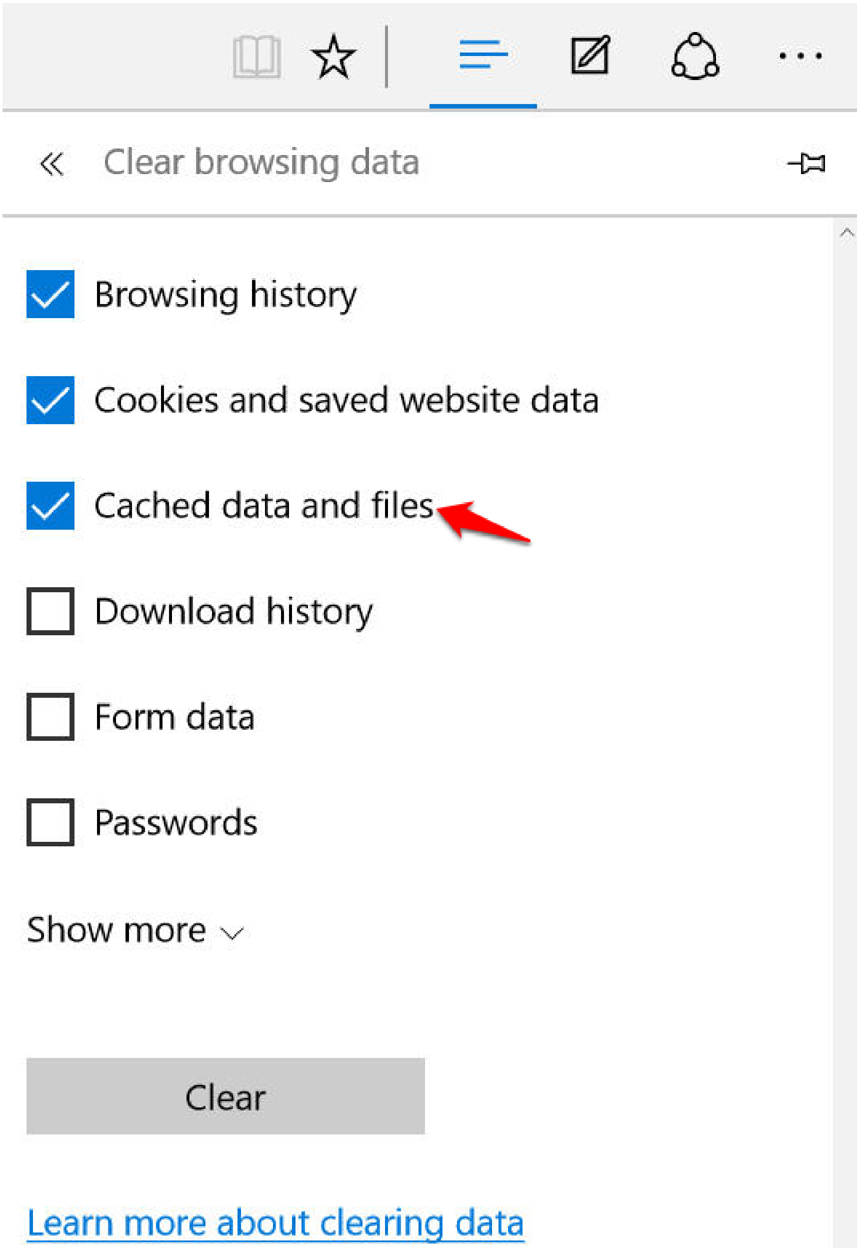
Official Internet Explorer Documentation




**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.

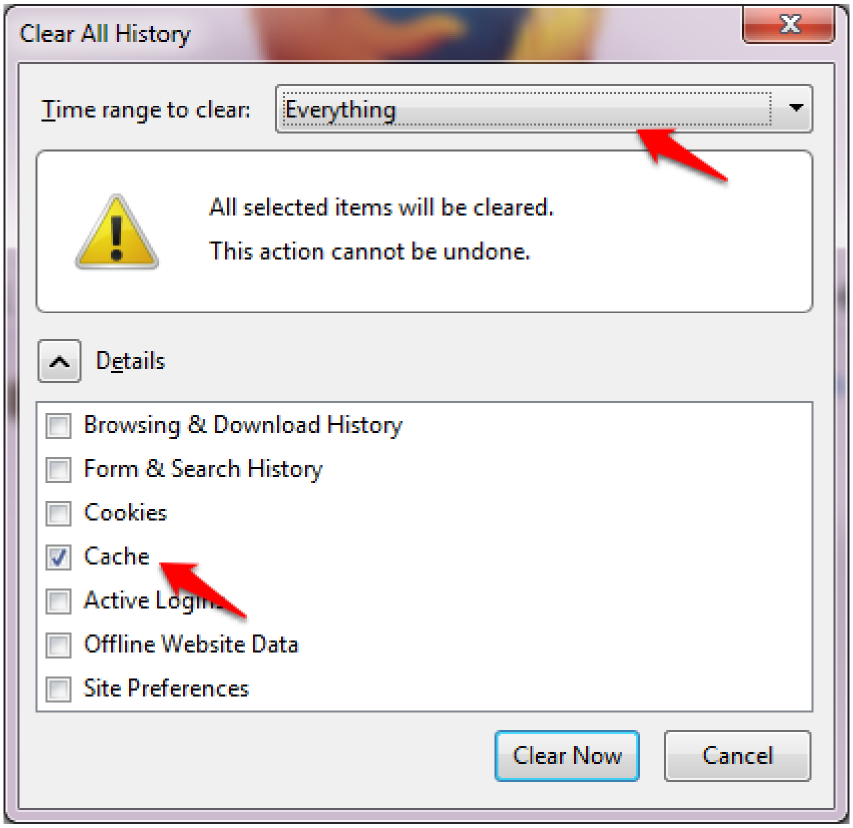
Official Edge Documentation




### 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.

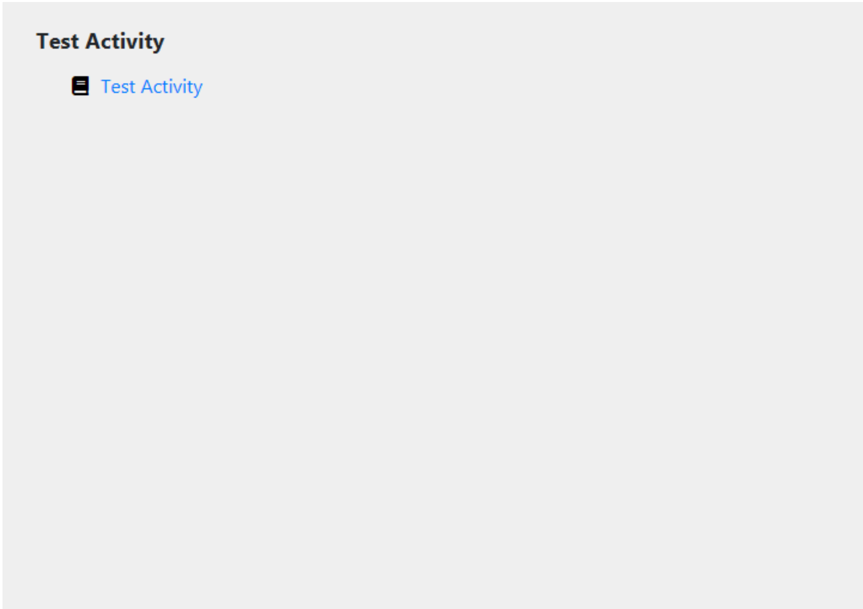
## 11.2 Offline Course Launcher

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).




# 11.3 What's New

**Version 4.31 - Jan, 2024**

New Features & Enhancements:

- 3.10 screen style now supports plotted shapes reordering or deleting with their text option
- 3.11 screen style now supports up to 15 text/media options
- 3.12 screen style now supports the tabs on the left side of the screen layout
- 3.20 screen style: Grid layout customizable columns and rows with text or media in each grid
- Advance search capabilities are now available for the Media Library
- Snap to grid, grid sizing, label arrow alignment, shape rotation, and multiple shape select capabilities are now available in the Plotter Tool
- Shape properties are now editable in the Plotter Tool
- Plotter tool label is now a configurable option under the Project Preferences Plotter Tool tab

- Viewing and removing links is now available in the Link menu of the Plotter tool
- New status options now available when finalizing a review
- Assigning a developer to all Activities within a folder now available using the Batch Assign Developer function
- Developers can now be excluded from review email when submitting an activity for review
- Forgot password feature is now a new option
- Administrators and Managers now have the ability to configure the viewer interfaces
- 3rd Party Content is now a configurable option under the Application Preferences Security tab
- Security Classification and Controlled Goods list descriptions are now editable under the Application Preferences and Project Preferences Security tab
- Reviewers are now able to see other reviewers comments
- SCORM 2004 sequencing enhanced

**Version 4.30.1 - Aug, 2023**

New Features & Enhancements:

- 3.19 now supports up to 100 builds
- Course publishing now includes security levels for media
- Managers and Administrators now have the ability to switch between the Activity Type Independent Study and Instructor Led Lessons in Activity Profile
- Administrators can now unlock or disable user accounts from the User Management Details screen
- Application Preferences now includes the option to enable strict HTML validation for enhanced security

- Vulnerable attributes are now encoded
- XSS vulnerable points for batch submissions are now encoded
- Application Timeout is now a new option in Application Preferences Logins
- With the introduction of the Application Timeout field, the Session Timeout field has been redefined to capture a proper session timeout

**Version 4.30 - July, 2023**

New Features & Enhancements:

- Media metadata no longer shows the full file path. It has been replaced with the File ID.
- 3.18 and 3.19 screen styles now support PDF and Zoomify media
- Interface Pop-out Content Buttons, button text increased to allow up to 40 characters
- Password character limit increased from 20 to 64
- Saving a user record with the status "unlocked" will now also clear any incorrect password timeout that may have occurred
- Enhanced user password security

**Version 4.29 - Jan, 2023**

New Features & Enhancements:

- Single Sign On (SSO) now available through ADFS for ColdFusion 2021 installations
- 3.15 screen now supports showing media above and below the text

**Version 4.28 - Dec, 2022**

New Features & Enhancements:

- Support email address on the LCMS Home page now customizable

- Review Instructions field is now a translation option on the Translation Options window, when exporting the activity for translation
- Text options support pop-up links
- Review type now included in email template
- Deleting folders with subfolders in the Content Repository is now enabled
- Media caption now support hyperlinks and embedded media

**Version 4.27 - September, 2022**

New Features & Enhancements:

- Find & Replace capabilities enhanced to include more options
- Active Directory (LDAP) and Hybrid login features now available
- Enforce strong password capabilities

**Version 4.26.1 - May, 2022**

New Features & Enhancements:

- Batch Tags

**Version 4.26 - May, 2022**

New Features & Enhancements:

- Activity Export now includes Review history
- Activity Import includes importing to a difference LCMS
- Review History imports now includes reviewer details

**Version 4.25 - April, 2022**

New Features & Enhancements:

- Course Designer enhancements.
- Offline courses can be included in the published SCORM package.

**Version 4.24 - November, 2021**

New Features & Enhancements:

- 3.19 screen style: Slide show build to navigate through up to 15 text and/or media options in a slide show format:
    - Main text remains onscreen
    - Text options can be appended or replaced
- Enhanced 3.02 screen style: Now includes a new layout option "100% Text, Background Media" where a background image can be placed behind main text
- Enhanced tag management:
    - When publishing an activity or topic, you can now apply tag filters for screens to include/exclude from the published SCORM package.
    - When previewing an activity or topic, you can now apply tag filters for screens to include/exclude from the preview.
    - When viewing a storyboard, you can now apply tag filters for screens to include/exclude from the output.
    - You can now hide instructional screens from presentation by selecting an option in the screen editor.
    - You can now hide topics from presentation by selecting an option in the topic edit screen.
- Special Functions tab to hide screens from a presentation
- Activity logs are now included in activity exports

**Version 4.23 - August, 2021**

New Features & Enhancements:

- Enhanced CKEditor to create/copy Snippets
- Enhanced tag management
- Enhanced LCMS Menu
- New Configuration and Preferences menu (sprocket)

# 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.

### 13.1.3.1 userInfo

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**

```
{
        "lcmsapiVersion": "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**


```
{
        "lcmsapiVersion": "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:**


```
{
        "lcmsapiVersion": "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)**

ll_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**

ll_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)**

ll_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**
  ll_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.