Putting Courses in the Learn Center

Purpose

This document outlines the procedures for putting courses in the Learn Center.

A course contains our web-based training in the Learn Center so that it can be accessed and so that users can receive credit for taking it. The course shell is provided by the Learn Center and we put the content into it that we want the user to access.

Contents

Put together course information

Before you go into the Learn Center to enter the course, you need some information.

- Name
- Description
- Duration (AT&T only)
- format (AT&T, Articulate, SCORM)
- test if needed
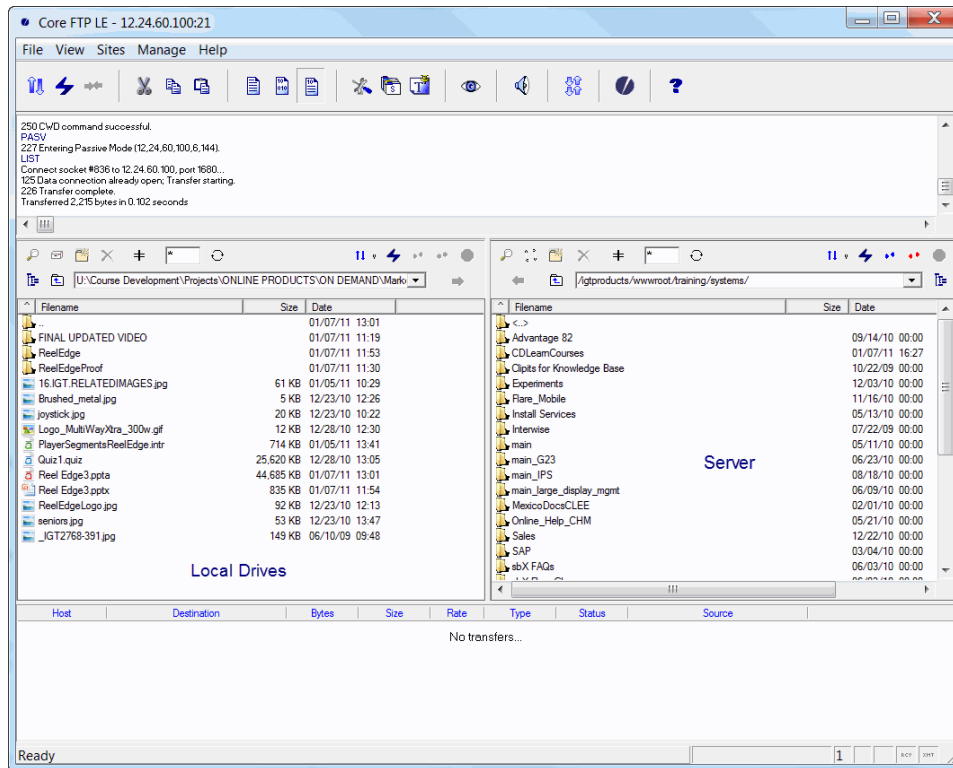- Location of event & supporting materials

FTP course and get url

The event materials, including any supporting materials, need to be ftp'd to the server if they're not already there.
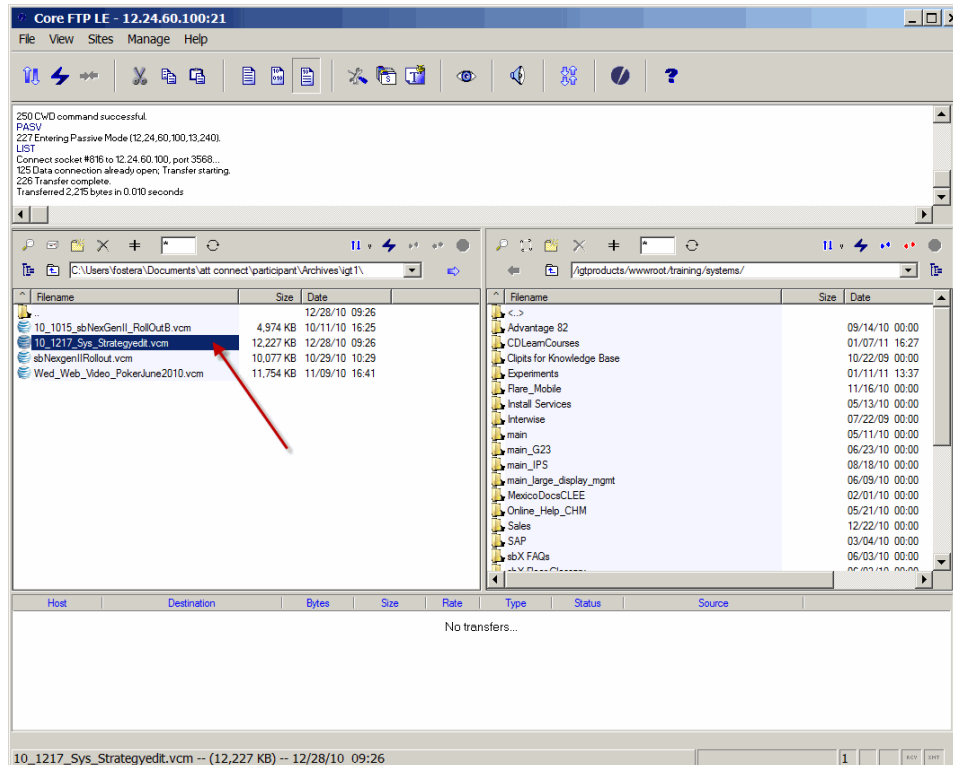
1. Open Core FTP Lite (can be obtained at www.coreftp.com). The Site Manager will appear.
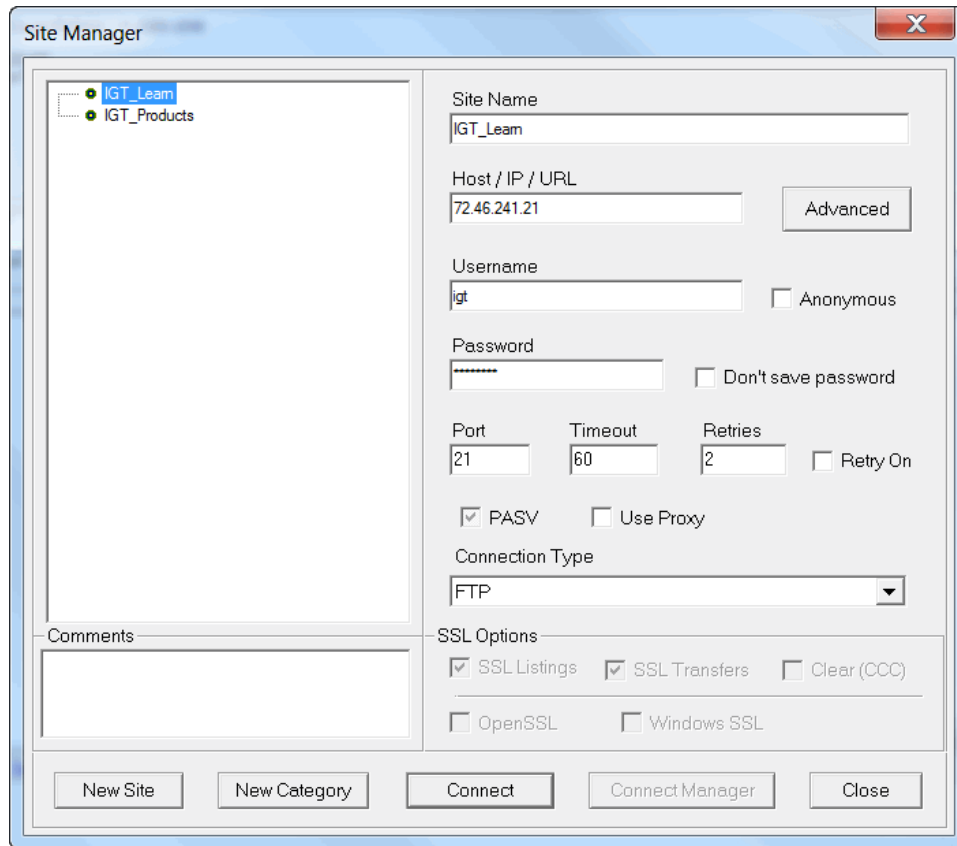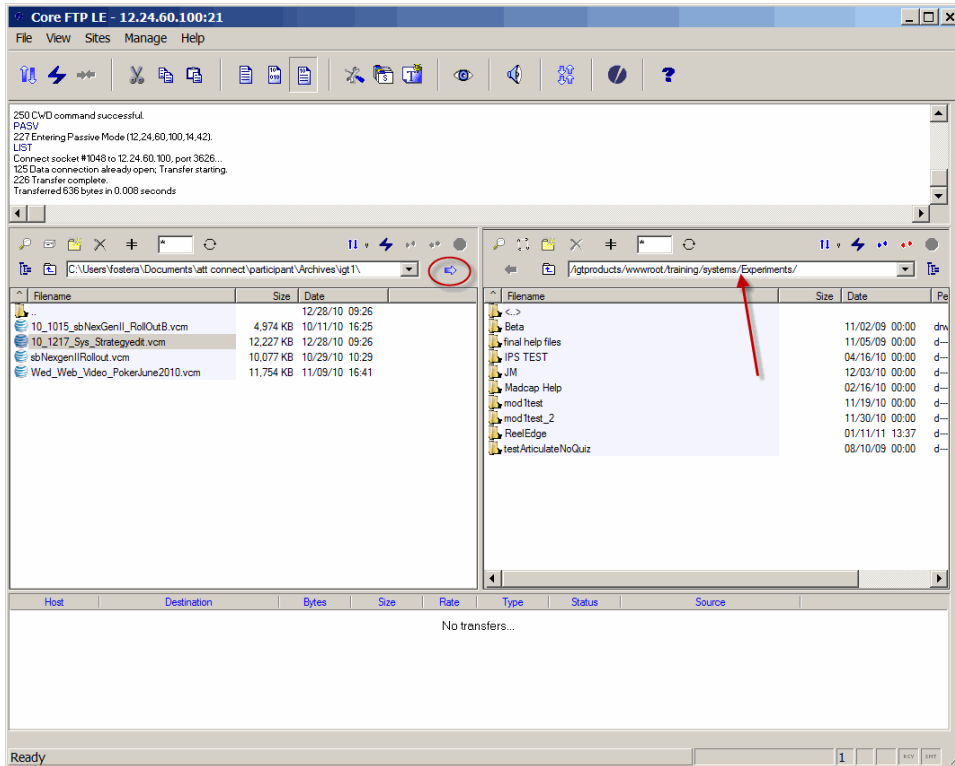

2. Open the appropriate site (IGT_Learn for SCORM courses, IGT_Products for everything else).

3. Navigate to the location of the file on the left and select the file.

4. Navigate to the location you want to put the file on the right click the upload button (the arrow circled below).
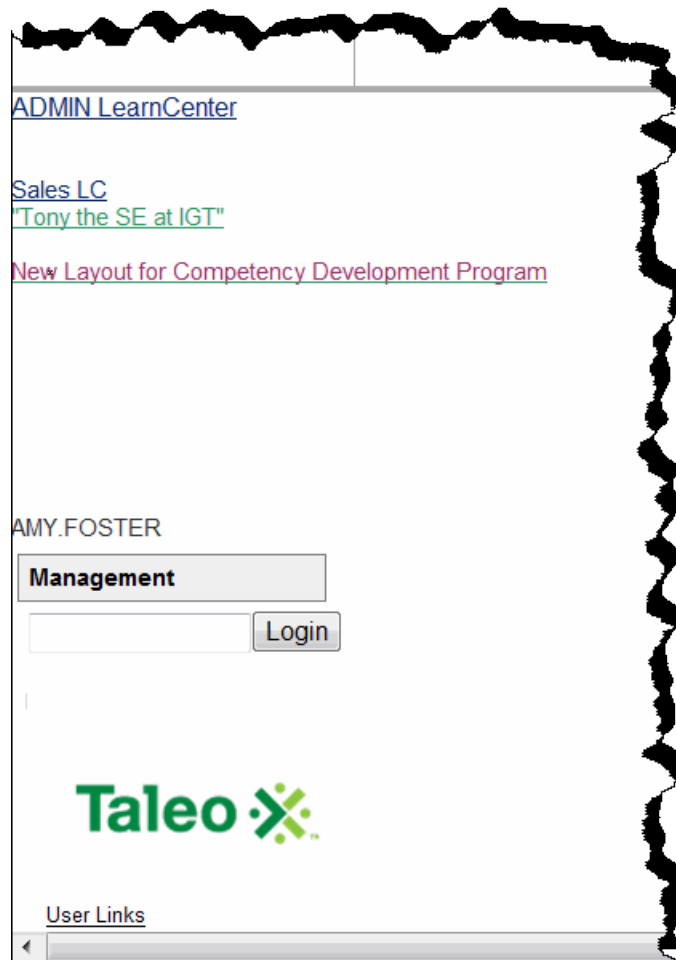

5. Once the upload is complete, locate the file, right-click and choose properties. Select the file name, copy and paste into your information file:
/igtproducts/wwwroot/training/systems/Experiments/ReelEdgeProof/player.html – replace "/igtproducts/wwwroot" with "http://www.igtproducts.com"
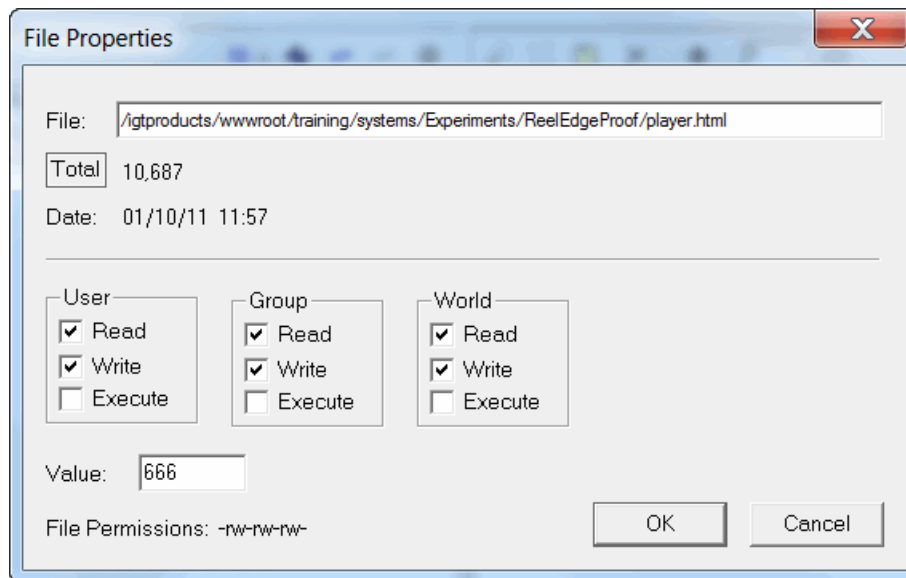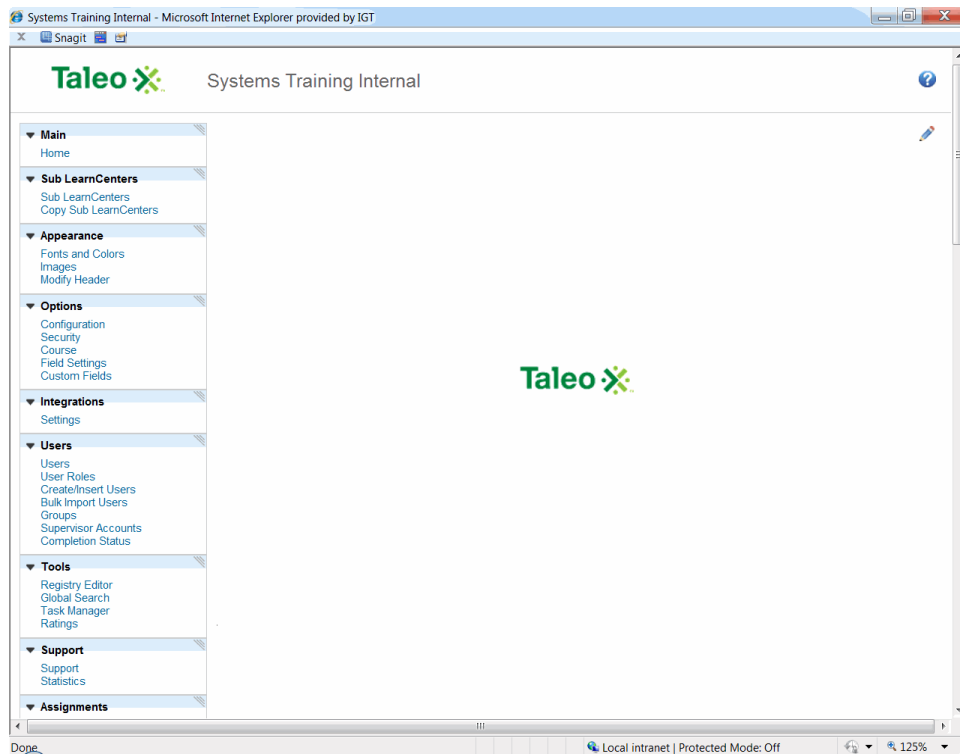
6. Close Core FTP Lite.

Log into the Control Panel

1. Open the Learn Center.
2. Scroll down to the Management login.

ADMIN LearnCenter

Sales LC
"Tony the SE at IGT"

New Layout for Competency Development Program

AMY.FOSTER

Management

[   ] Login

Taleo :X:

User Links

3. Click ControlPanel.

The Control Panel appears in a new window.

Copy Existing Course (template depends on format)

1. Once you've logged into the Control Panel, scroll to the Courses option.

2. Choose Copy Existing Course.
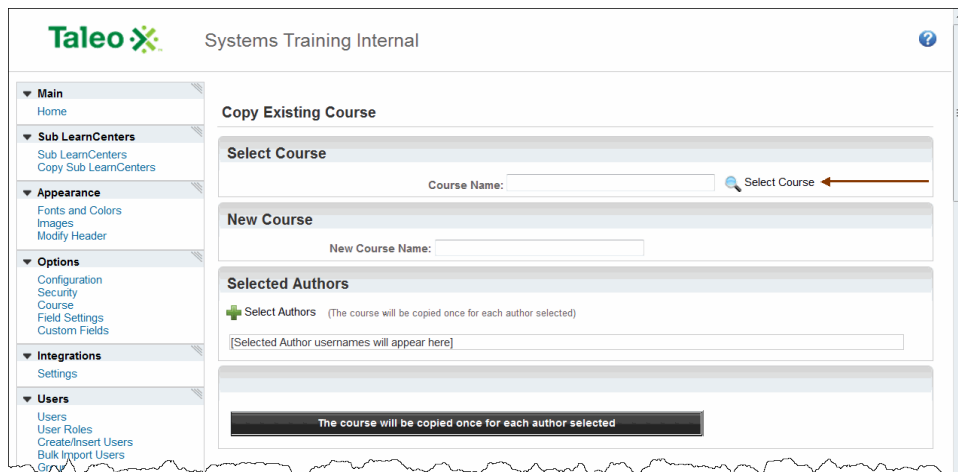
3. Click Select Course.
4. In Course Titles, enter "template" and click Search.

5. Choose the desired template.

- Articulate Template – used if the course is contained in an Articulate shell
- AT&T Connect OD Course Template – used if the course has multiple AT&T Connect events and a test
- AT&T Connect OD One-part Template – used if the course has only 1 AT&T Connect event and a test
- AT&T OD One-part template no test – used if the course has only 1 AT&T Connect event and no test
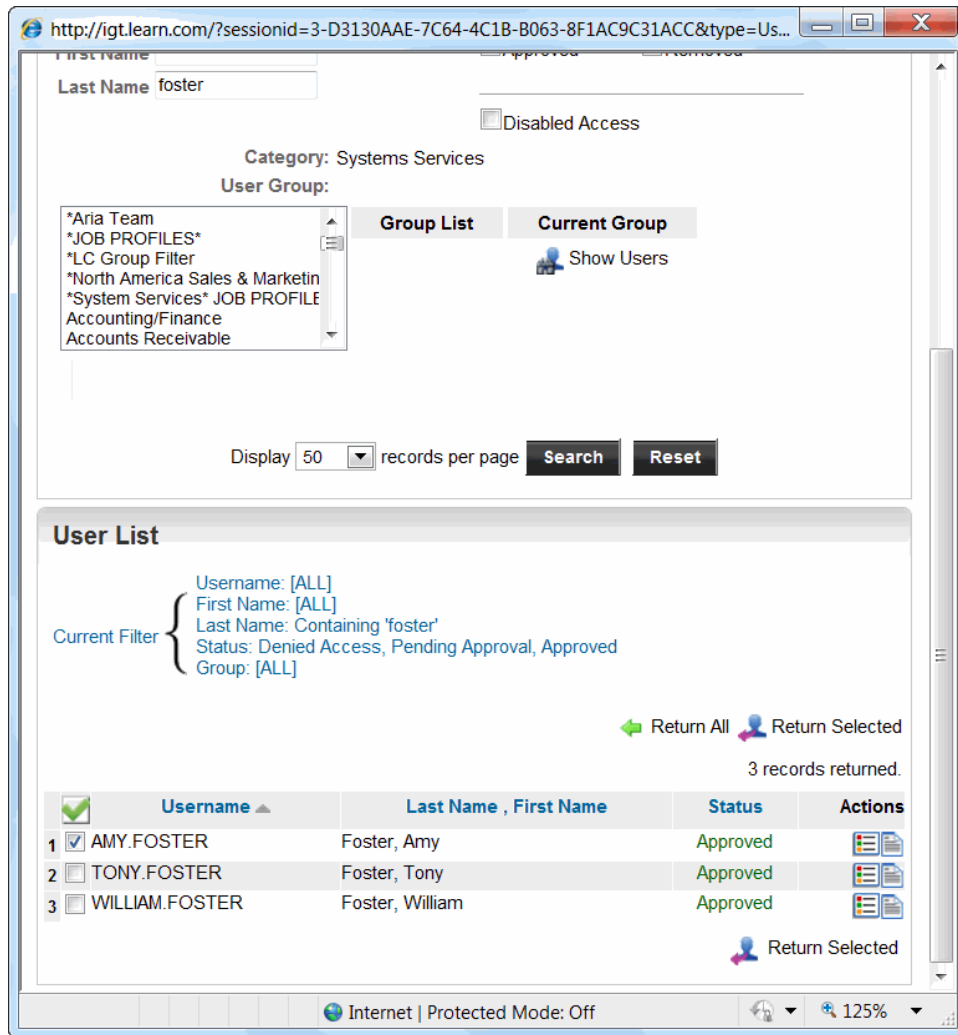
6. Click Return Selected.
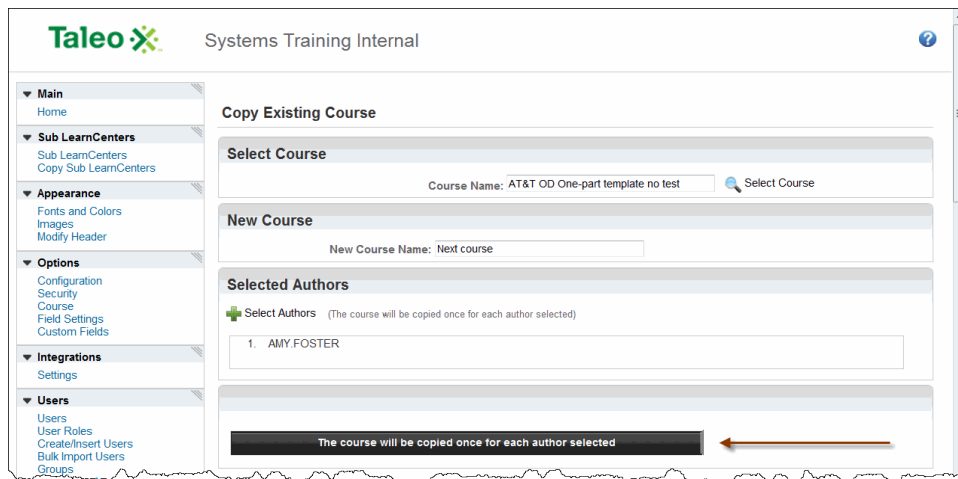7. Enter the New Course Name.
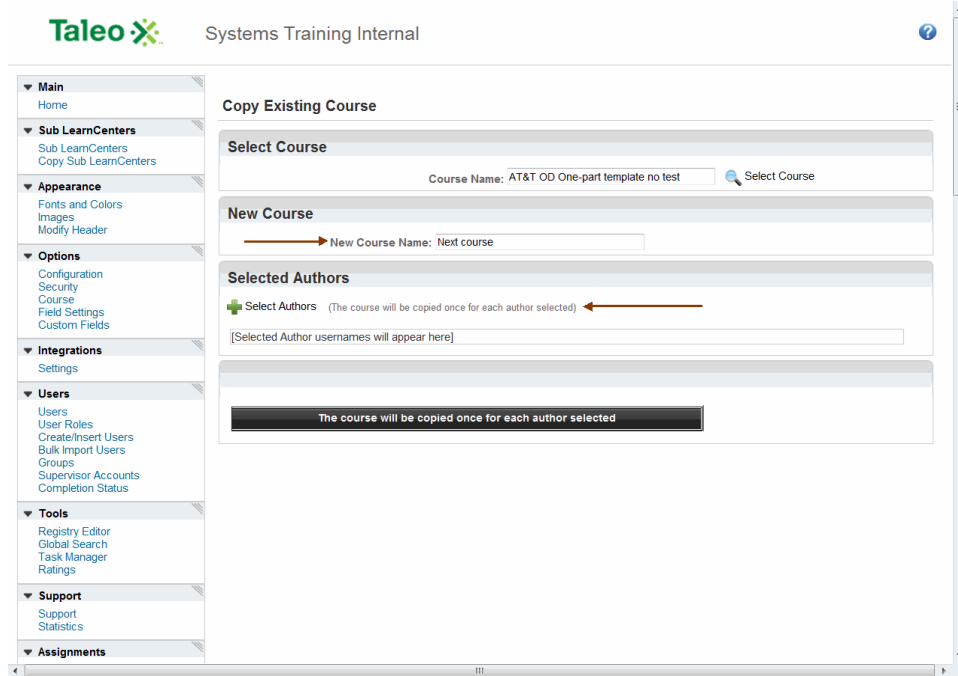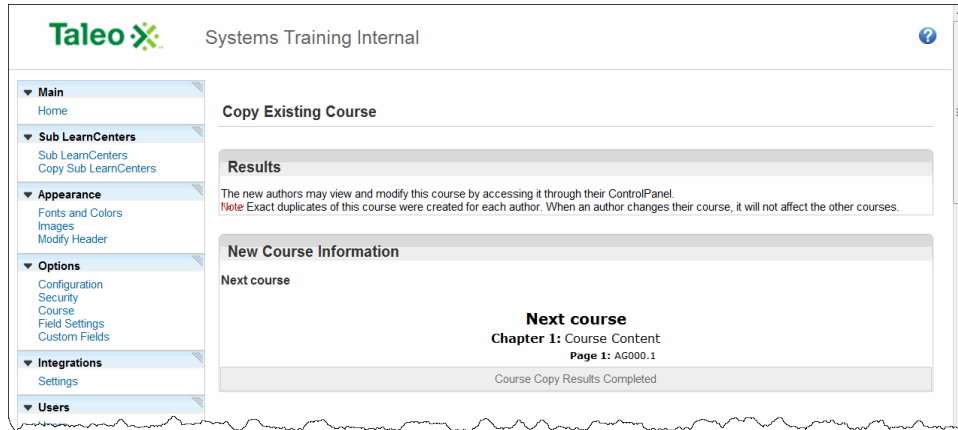
8. Click Select Authors.
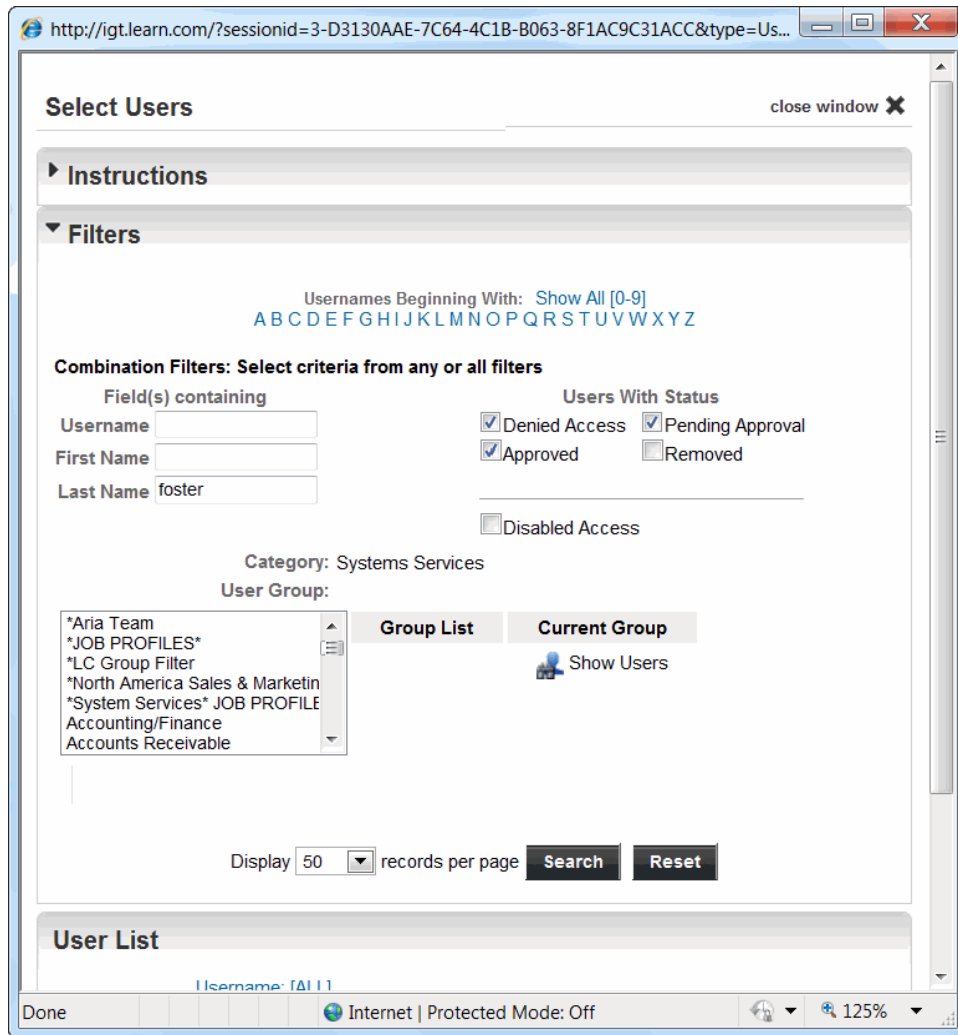
9. Search for yourself.
10. Check your name and click Return Selected.

11. Click the button at the bottom of the window.

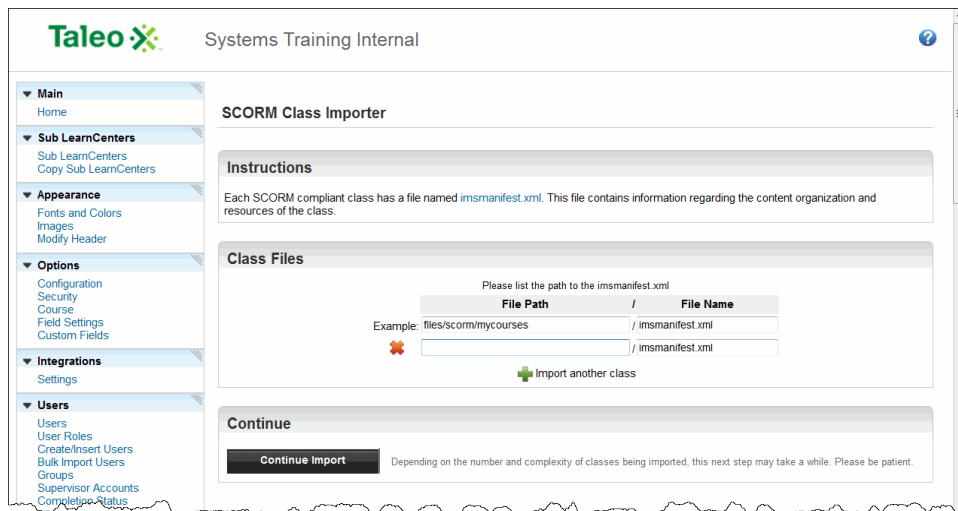You'll receive confirmation that the course was created.
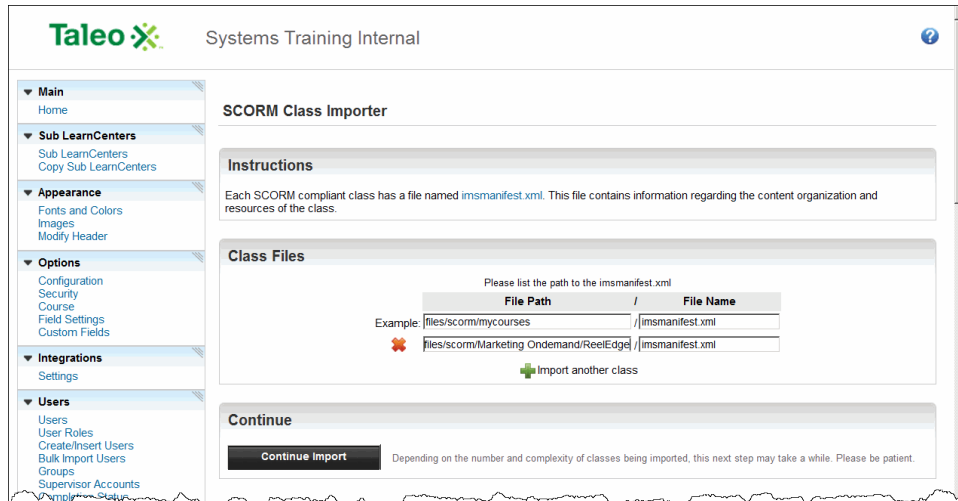
Insert SCORM course

1. Once you've logged into the Control Panel, scroll to the Courses option.
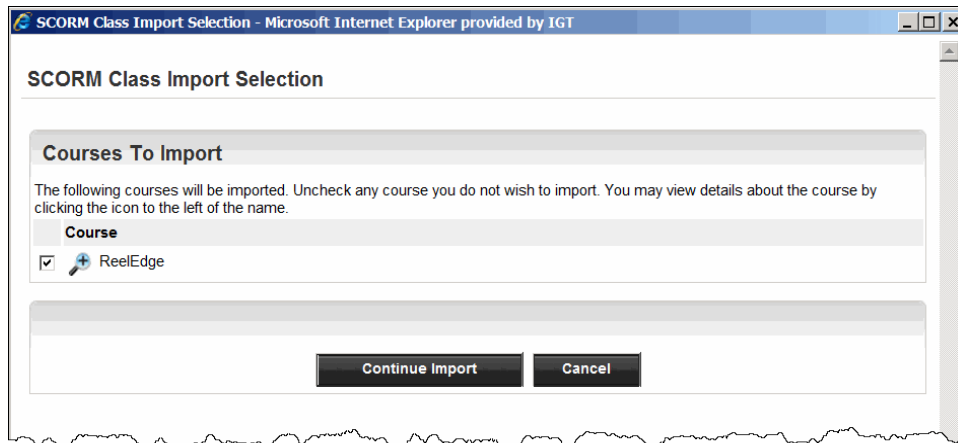

2. Choose SCORM Class Importer.

3. Enter the File location in the File Path field. Follow the example given in the window.

4. Click Continue Import.

5. Click Continue Import.

SCORM Class Import Selection

Customize your Classes

[Continue Import] [Cancel]

The following selections allow you to modify the import types and display settings of your classes. After you have made your selections, choose Continue Import.

Availability

Class	Import class into the Public Catalog	Import children of class into Public Catalog	Insert into Class List	Allow Offline Player Download
ReelEdge	☐	☐	☑	☐

Design the Class

☐ Display TOC prior to class launch
☐ Auto-Sequence

Display Feedback Form: Yes
Always Show Next Button: Yes
Allow Exit on Next: Inherited
Center Navigation Buttons Only: Yes
Show Header: Yes
Keep Session Alive: Inherited
Look Ahead Sequencing: Inherited
Auto-Commit Completion/Bookmarking Elements: Inherited
Use AJAX Communication: Inherited
Scoring Behavior: Always Update
Commit Behavior: Inherited
Unsuspend SCO Upon Initialize: Inherited
Show Information Bar: Inherited
Display Completion Certificate: Inherited
When the SCO is finished with the SCORM API:
Show Navigation Buttons: No
Send Emails: Inherited

Display this class: embedded in the page
Class Width: 1000
Class Height: 800

☐ Show Left Nav Bar
Width:
☐ Show Right Nav Bar
☑ Show Top Nav Buttons
☐ Show Bottom Nav Buttons

Continue

Click on Continue Import to create the class.
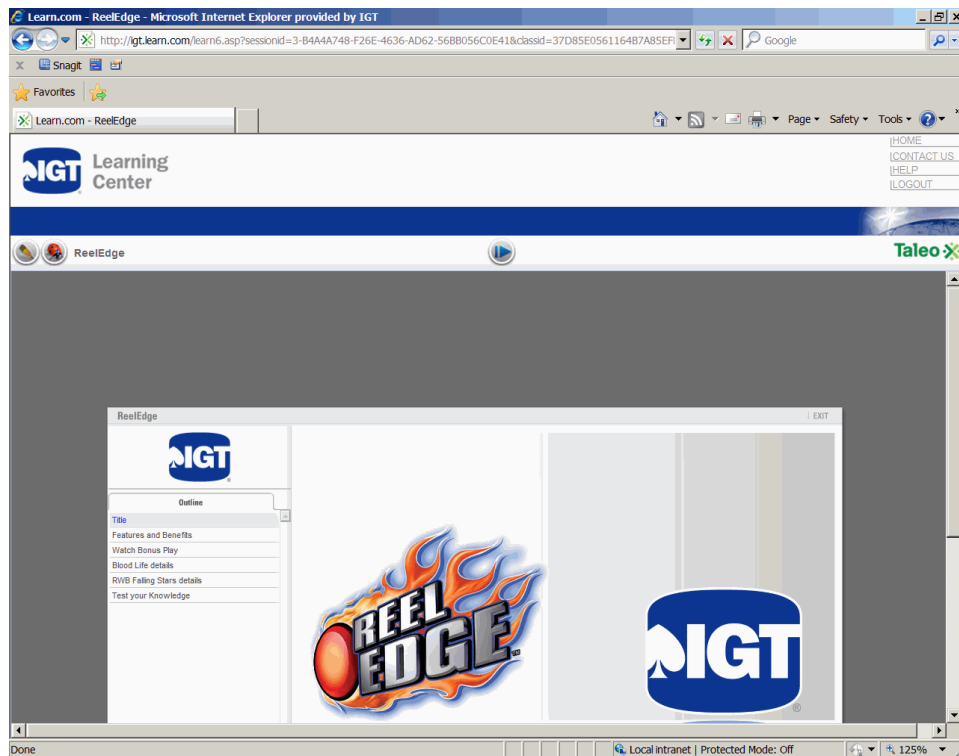
[Continue Import] [Cancel]

6. Fill in the options according to the screenshot above.
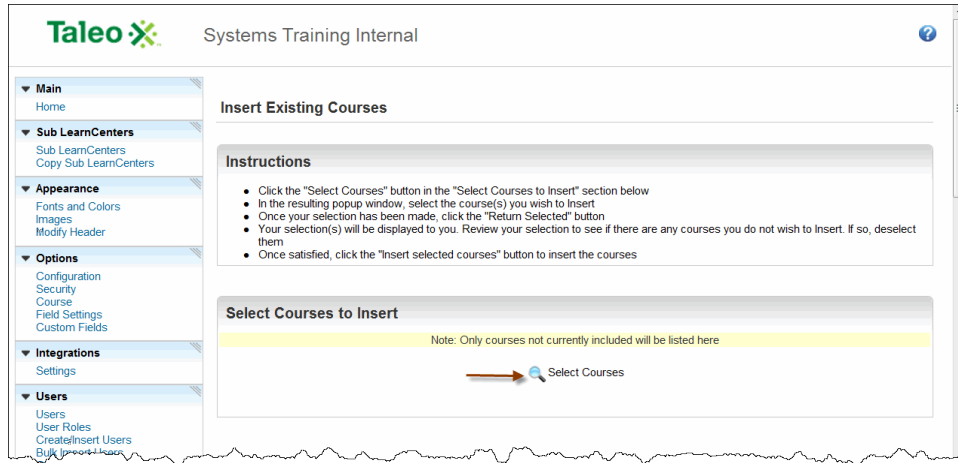7. Click Continue Import.
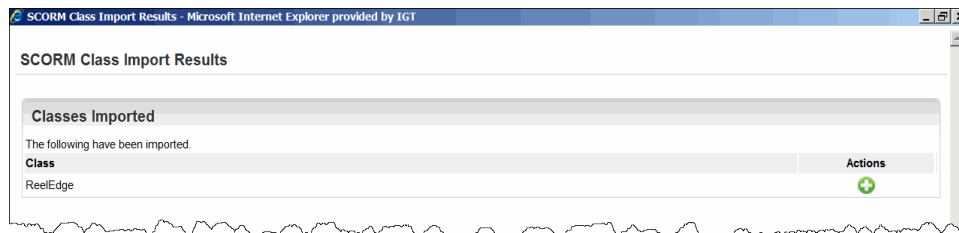
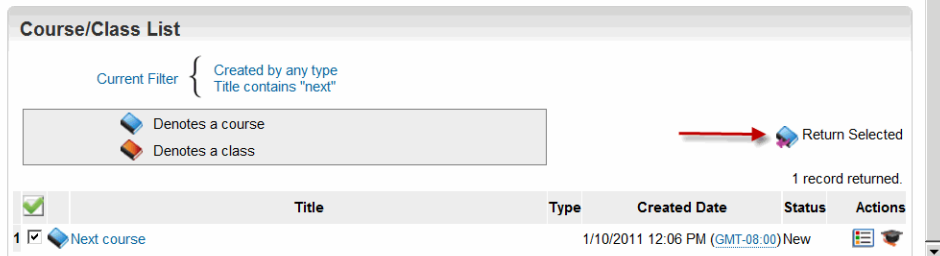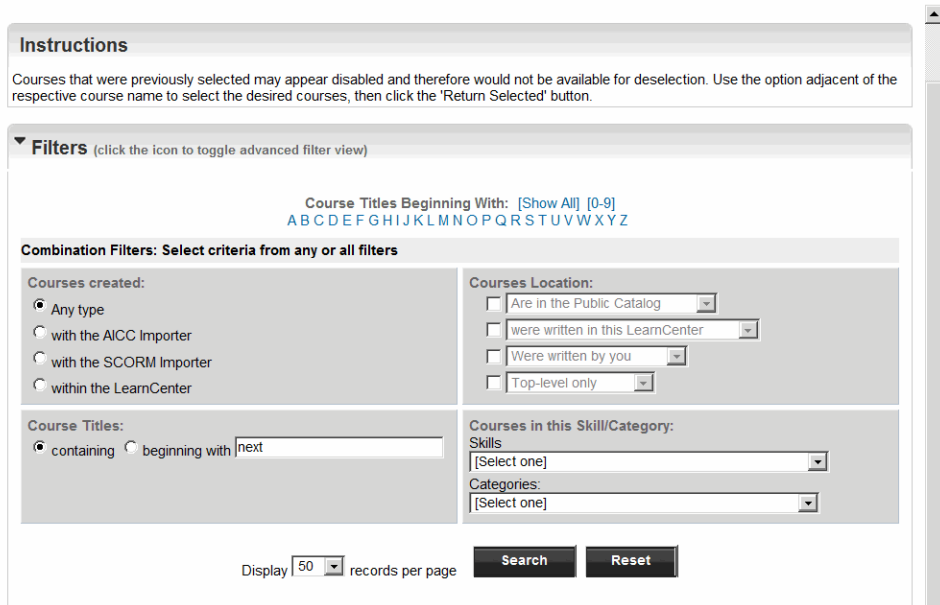8. Click the + sign under Actions to view the course.

Insert Course

1. You need to be logged into the Control Panel.
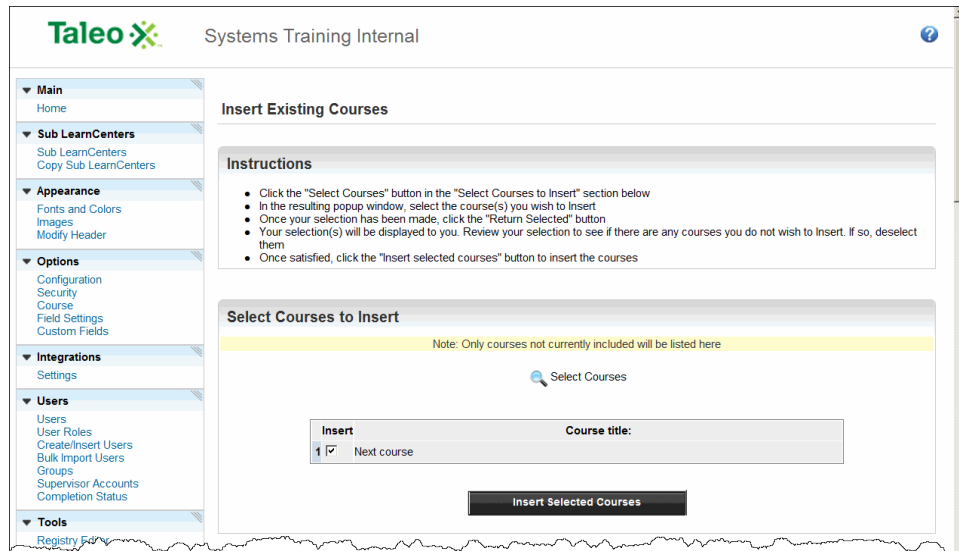2. Scroll to the Courses option and choose Insert Existing Course.

3. Click Select Courses.
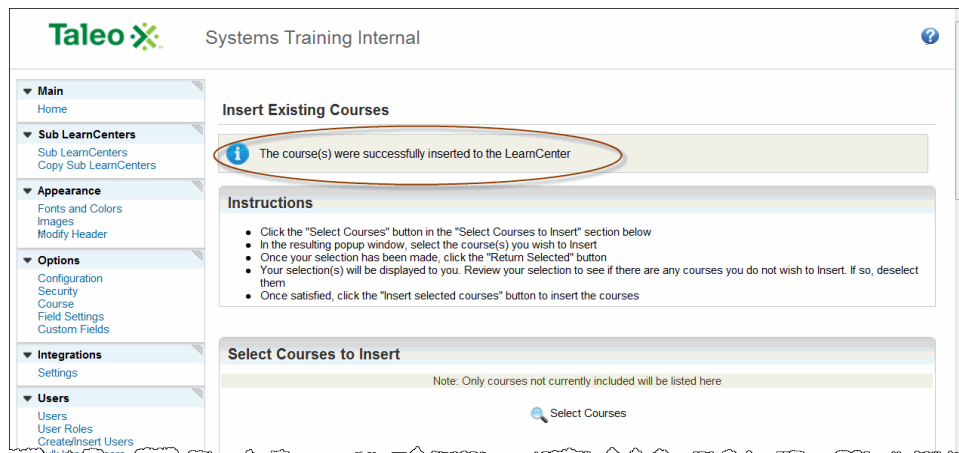4. Search for the Course you just created.

5. Check the checkbox and click Return Selected.

If you click on the name of the course, the course shell will open and you will be able to edit the course.
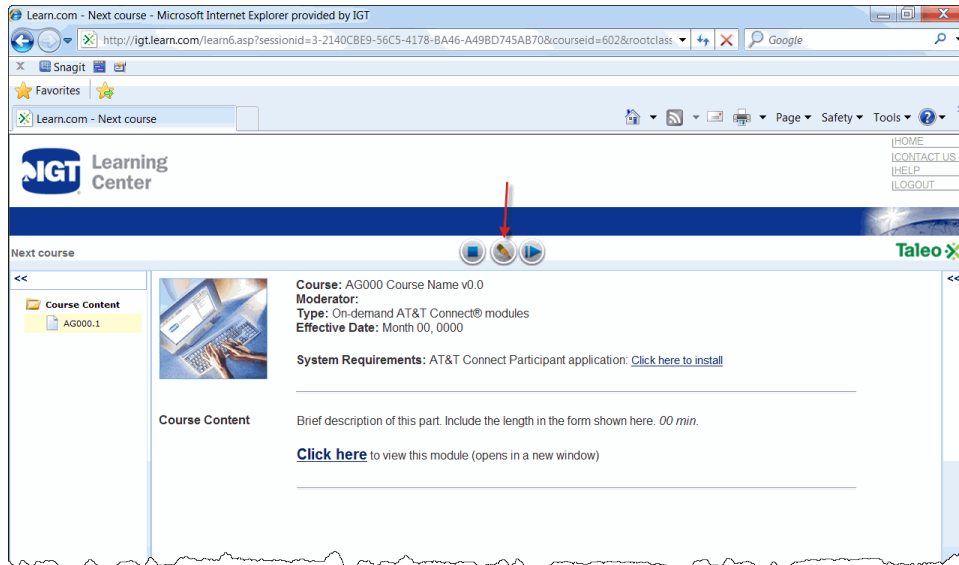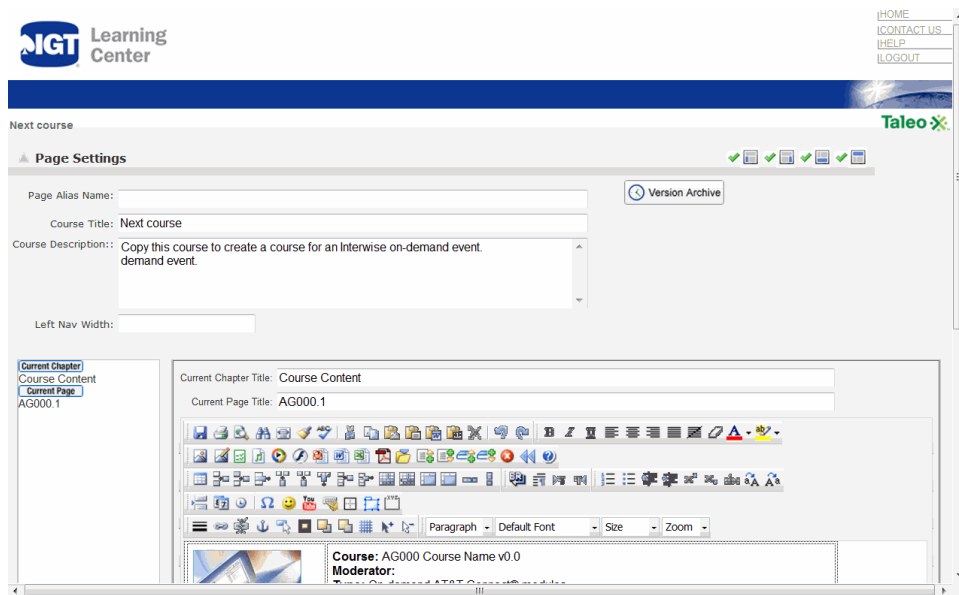

6. Click Insert Selected Courses.

Edit Course – AT&T Connect

1. Access the course.

- Click the link while inserting the course.
- Search for the course under Courses>Courses in the Control Panel once it's been inserted.
- Search for the course in the Search box in the Learn Center once it's been inserted.

2. Click the Pencil icon.

3. Copy the Course Title and paste it into the Current Chapter Title, the Current Page Title and the Course name.
4. Insert the remaining information from the document information you created earlier.
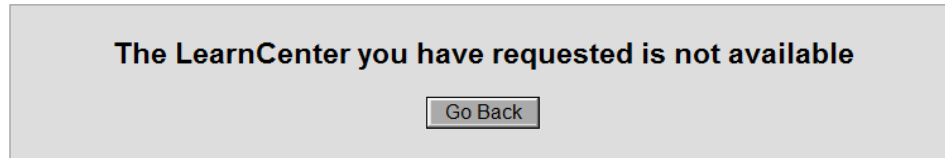5. Under Course Content, right-click the link.
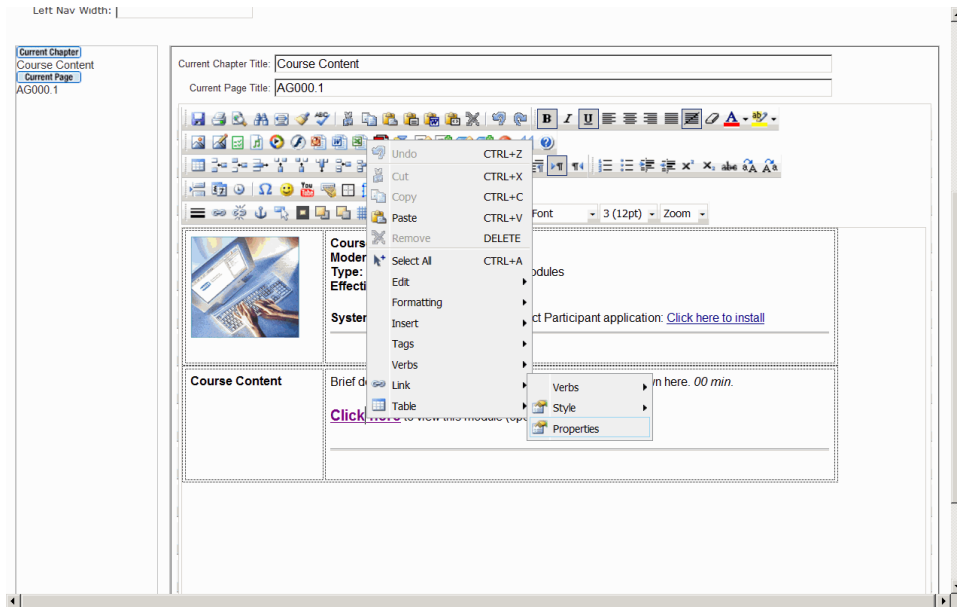
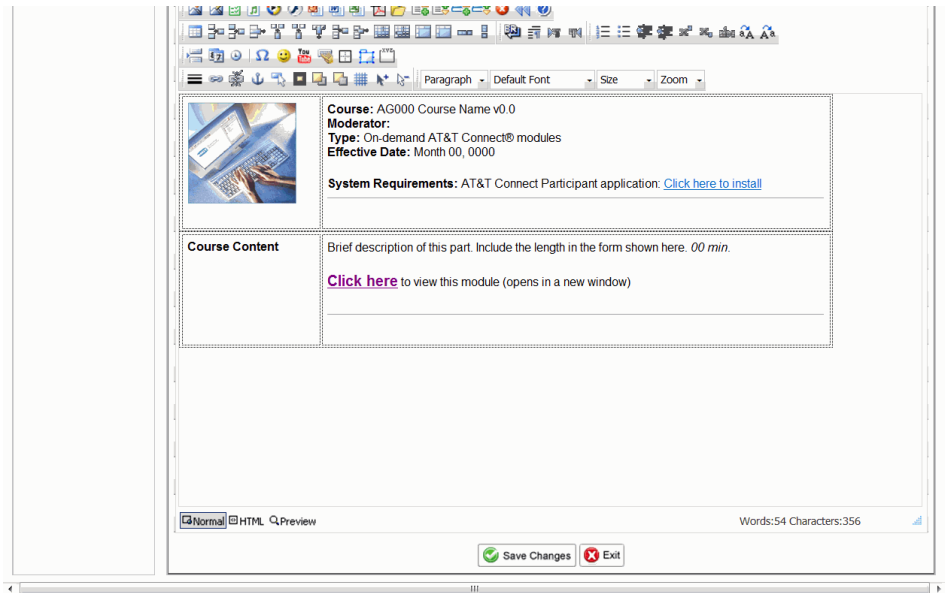6. Choose Link from the menu, then choose Properties.
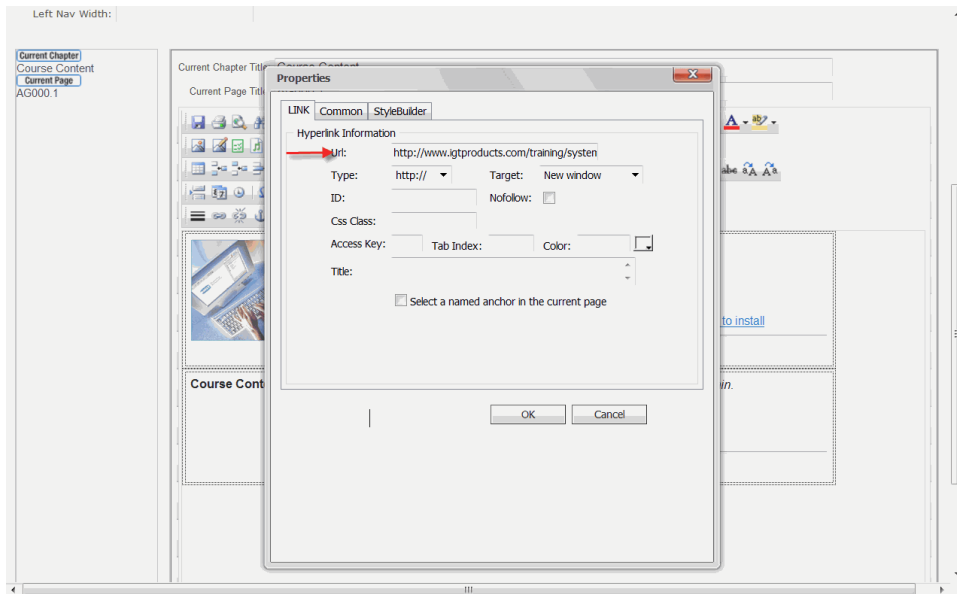
7. In the Properties menu, delete the Url that is currently there and copy and paste the new url into that field.

If the http:// is not part of the url, the type changes to Other. You must change the type back to http or the link will produce the following error.
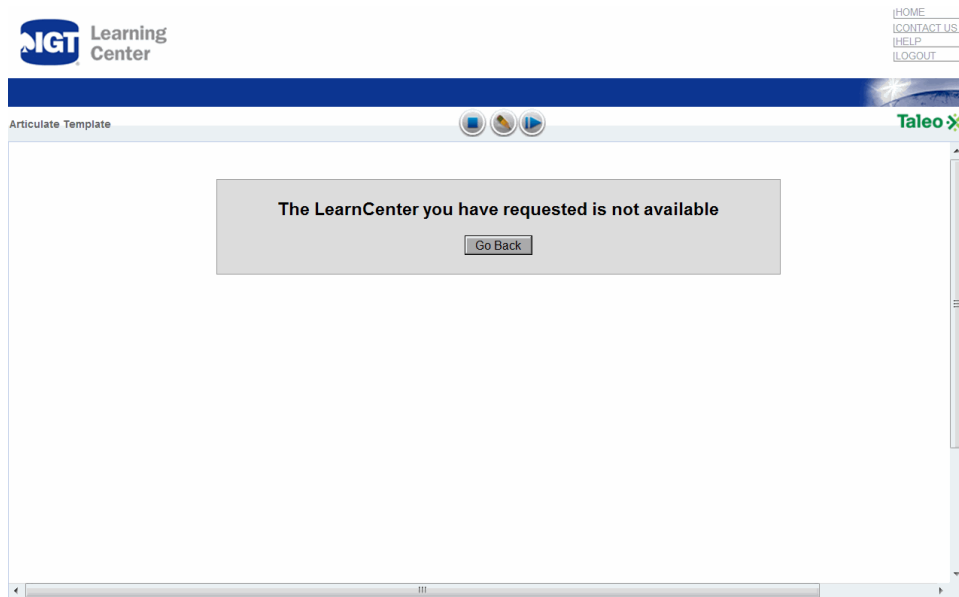
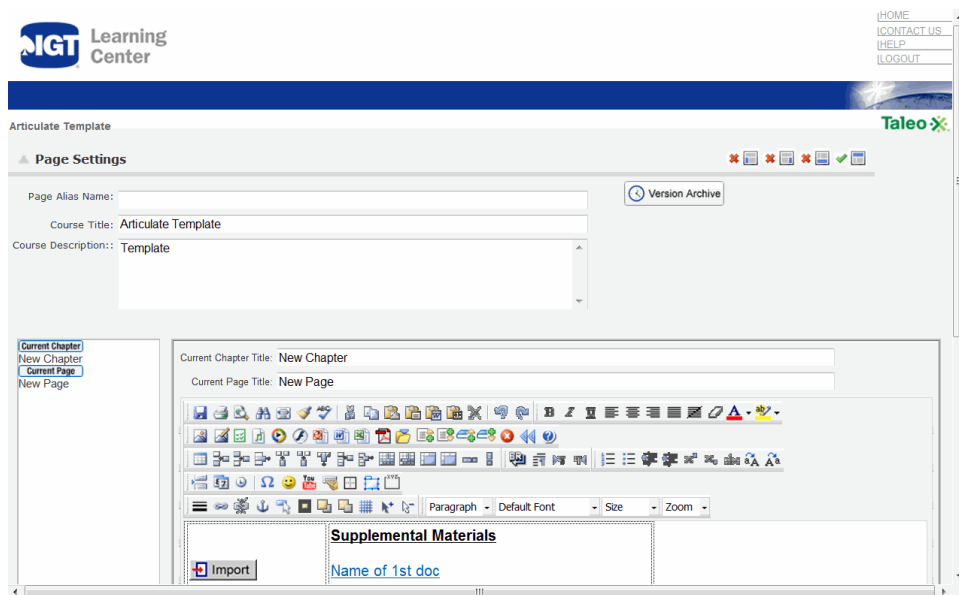8. Once you have inserted all the information, click Save Changes.

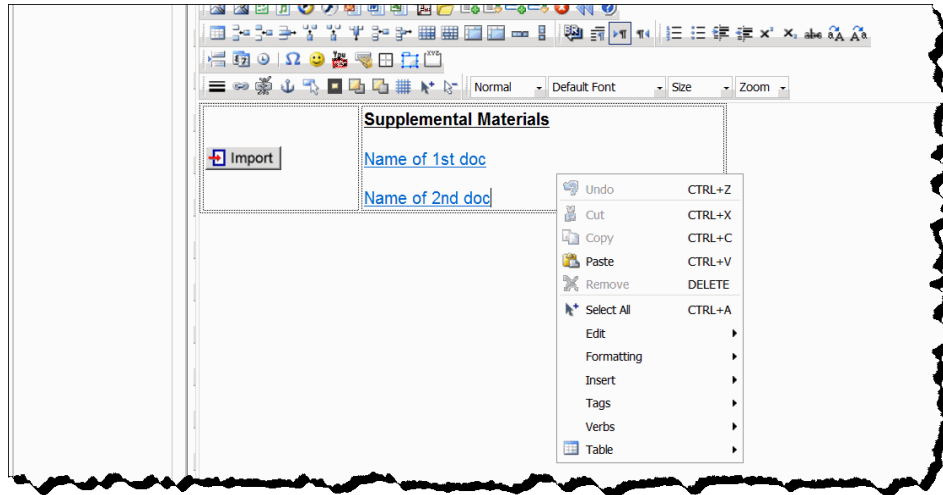9. Check all the links in the course.

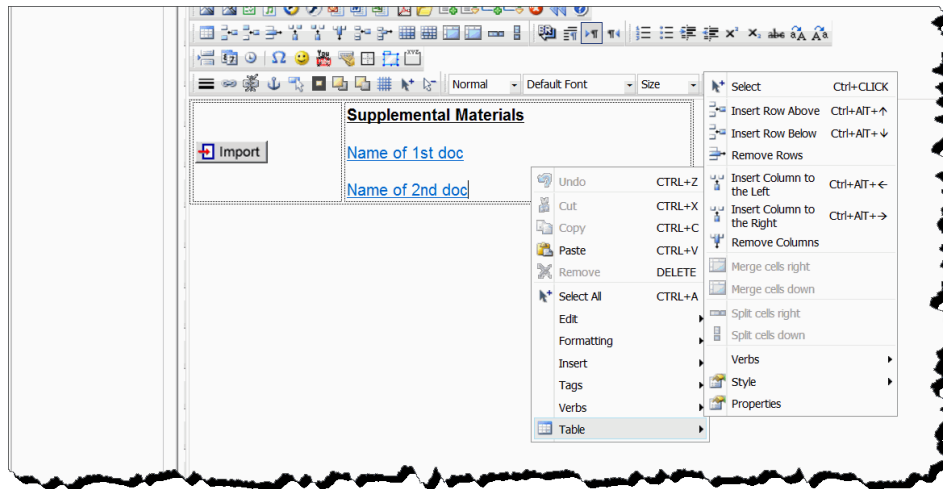## Edit Course – Articulate

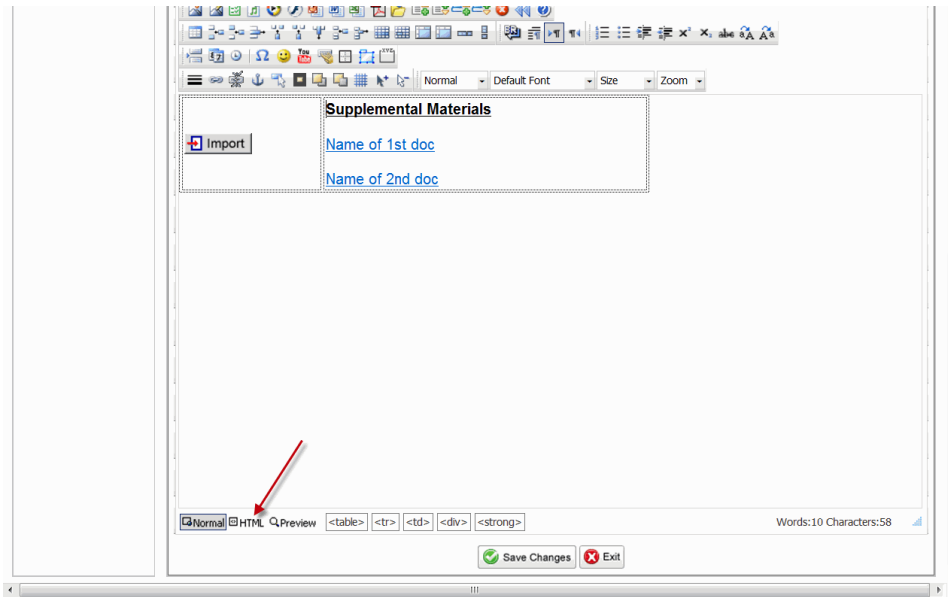1. Access the course.

2. Click the Pencil icon.

3. If there are Supplemental Materials, replace the placeholder information with the correct document information. Change the URL as shown above.
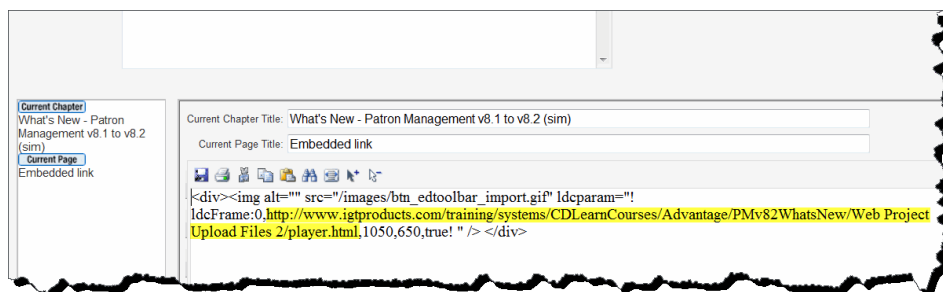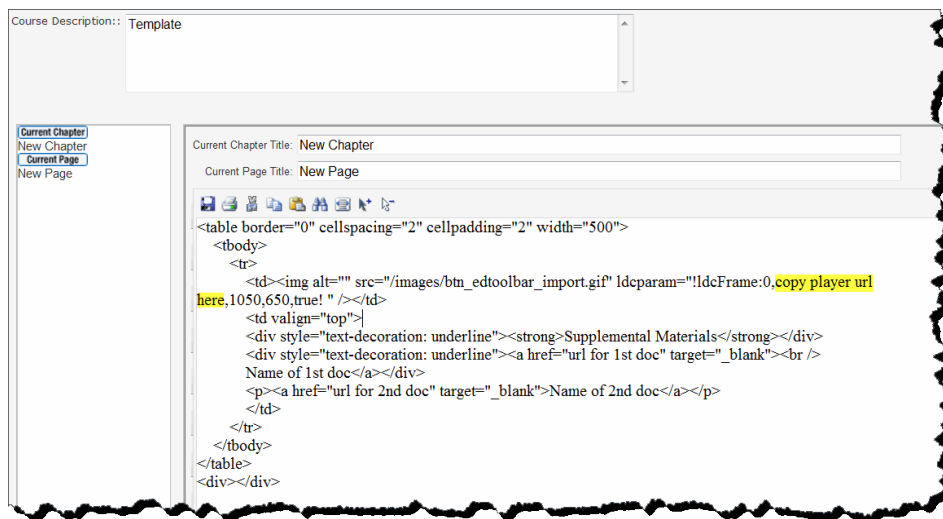4. If there are no Supplemental Materials, right-click the column.

5. Choose Table from the menu, then choose Remove Columns.
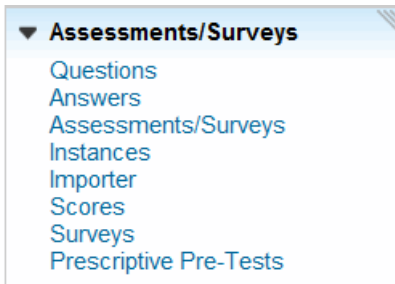

6. Click HTML at the bottom of the window.

7. Scroll up. In the 4th and 5th line replace the phrase "copy player url here" with the url for the articulate player.
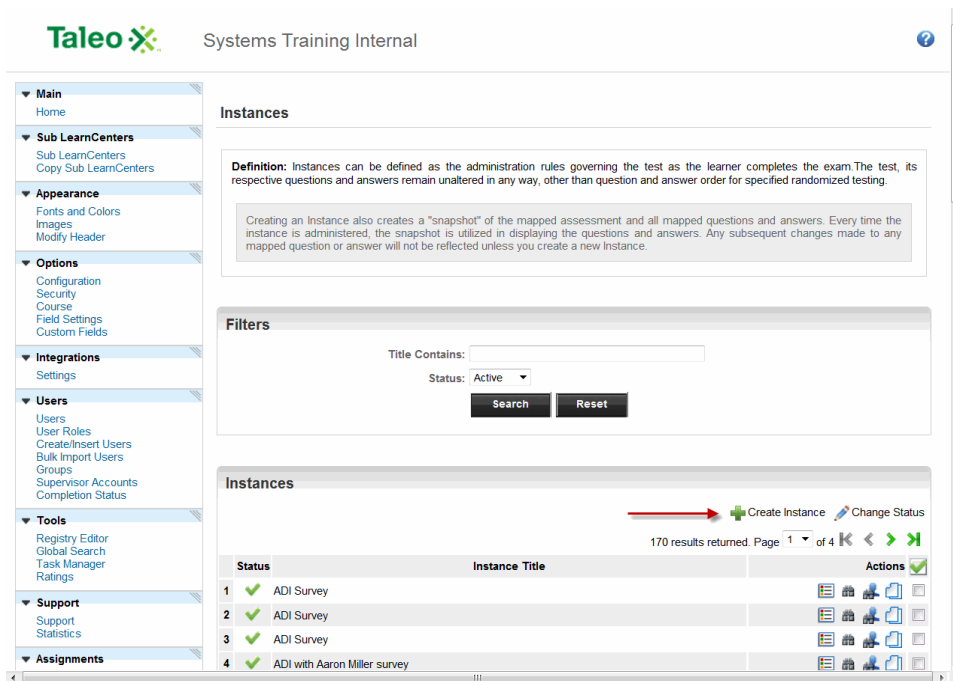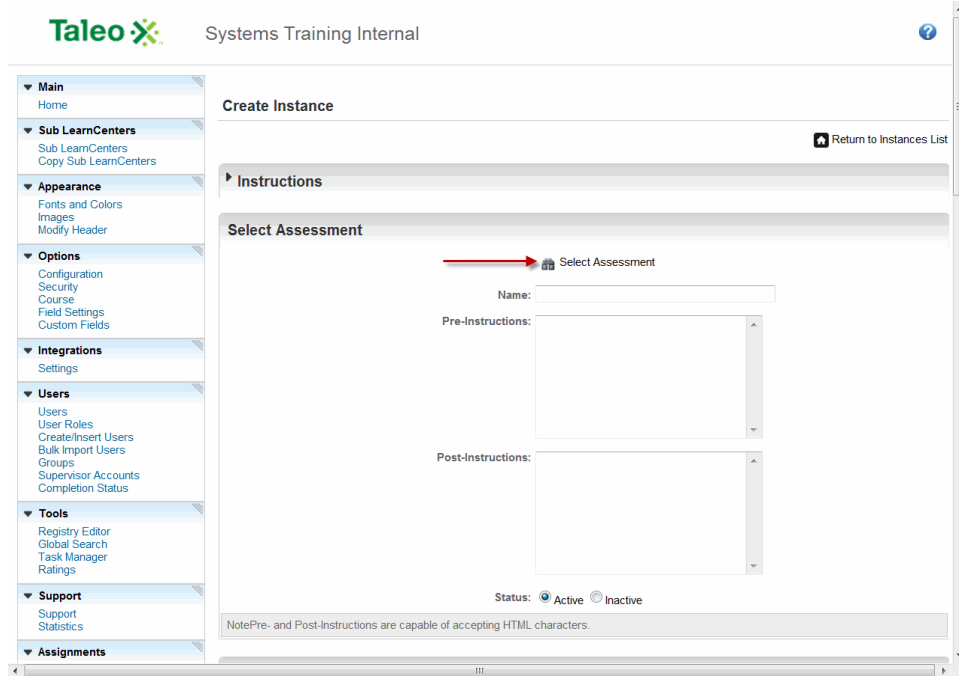

8. Click Save Changes.

Attach Test

1. In the Control Panel, from Assessments/Surveys, select Instances.
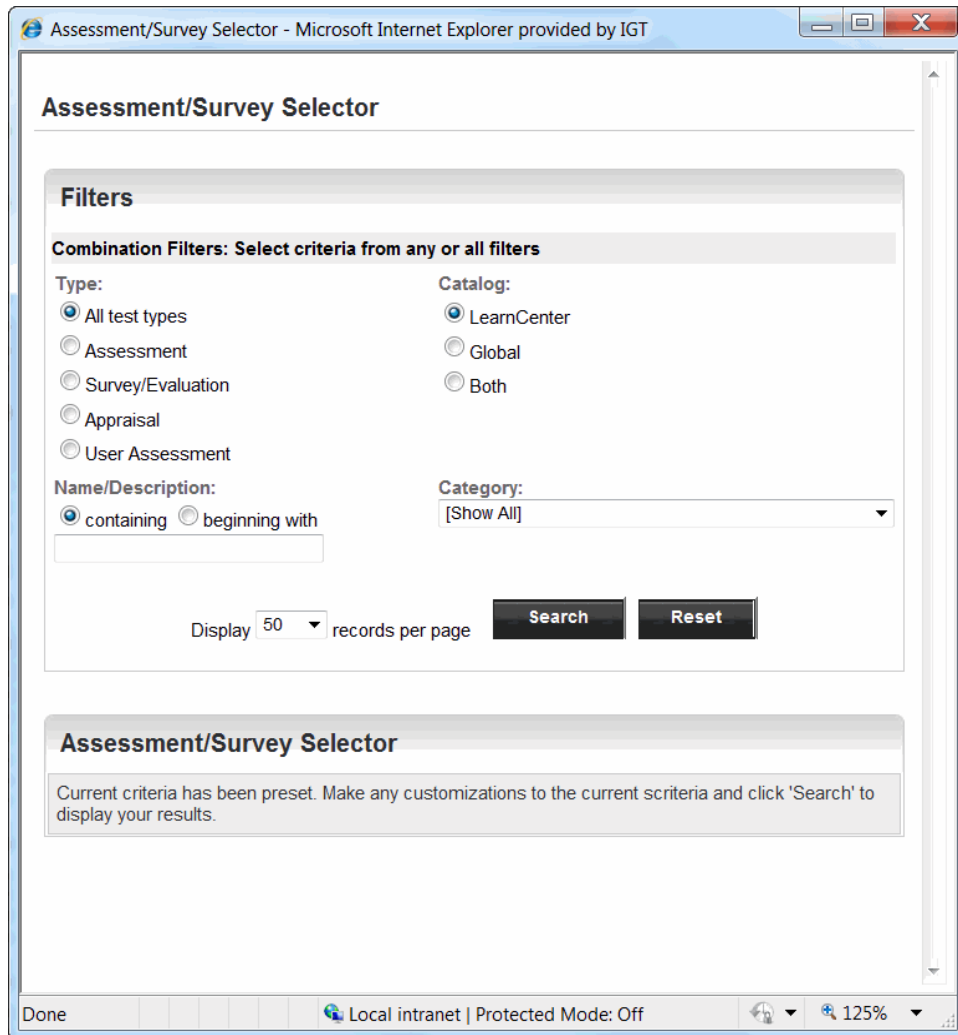

2. Click Create Instance.

3. Click Select Assessment.

4. In the Filters window, search for the assessment.

5. Click Apply Filter.
6. Select the correct assessment and click Return selected.

Assessment/Survey Selector

Filters

Combination Filters: Select criteria from any or all filters

Type:
- ● All test types
- ○ Assessment
- ○ Survey/Evaluation
- ○ Appraisal
- ○ User Assessment

Catalog:
- ● LearnCenter
- ○ Global
- ○ Both

Name/Description:
- ● containing ○ beginning with

user

Category:
[Show All]

Display 50 ▼ records per page   **Search**   **Reset**

Assessment/Survey Selector

⇐ Return Selected

3 results returned. Page 1 of 1

Name	Type
1 ● Example test for user conference	Assessment
2 ○ Request Certification be mapped to user account.	Survey/Evaluation
3 ○ User Conference Test	Assessment

7. Add the pre and post instructions.

- Pre-Instructions:
  You must pass the test in order to get credit for this course. You will be able to take the test as many times as you want – only the highest score will be counted. Good Luck!
  To start this test, click the Next button above.
- Post-Instructions:
  Thank you for taking the test.

  If you passed: Congratulations! You have received credit for this course.

  If you did not pass, we suggest that you rewatch the WBT before attempting the test again.

In order to complete the course and leave feedback, please click the Exit button above.

8. From the Item Association drop-down list, choose Course.
9. Click Select Course.

10. In the Course Selector window, choose Course Created: Any type. Under Course Titles choose containing and enter part of the WBT title.

11. Click Apply Filter.

12. Select the correct assessment and click Return selected.

13. You will be returned to the Create Instance window. Fill in Options:

- Time Limit – 0

- Paging – if under 5 questions, Show All, otherwise, Show 1 question per page
- Limit # of views – 0
- Limit # of submissions – 0
- Completion Credits – 0
- Randomize question order – Yes
- Randomize answer order – No (if using All/None of the above)
- Show missed questions only – No
- Type of assessment – Post-test
- Show results – Yes
- Show details – No (For Technical LC, choose Yes and Show user reponses only – Yes)
- Show author feedback – Yes
- Required – Yes
- Show results in Gradebook – Yes
- Score of record for course – Yes
- Minimum passing score for completion (percentage) – 80
- Post Comments – DO NOT USE

14. Click **Save**.

Customized Results Display

Customization Required: ☐

Save

Post course

Send information to Rosana Ramirez for posting. If the course is in the Technical Internal Learn Center, send the information to Melissa Fernandez