Authoring Tool Training Guide

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DuPont Sustainable Solutions
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Select You Action

Select your action – User can select to - Create a new course, import an interactive course or view the existing course list for HTML5 authoring tool.

Image - Select Your Action Screen

- Click on this icon to create new HTML5/Microlearning courses. Once clicked, Course property window will be displayed to enter the course general details.

- DuPont courses and Custom published courses will be listed here. User can select the course and import to HTML5 Authoring Tool to edit the course.

- Created or imported HTML5/Microlearning courses will be listed here. User can select the course to edit.
Create HTML5 Course

To Create new HTML5 or Microlearning courses

*Image – Course Property Screen*

- Course property page contains: Course ID, Version, Name, Description, Course audio voice, Type, Category, Language, Course font size and font face.
- Course Audio Voice dropdown contains the approved course voice details from DES. (i.e. Audio files should available in AKAMAI folder)
- Course Type dropdown contains Custom HTML5 and Custom Microlearning.
- Category dropdown contains Custom, Safety, etc. (Same list from Flash AT)
- Language dropdown contains English, Spanish, etc. (Same list from Flash AT)
- After entering the course details select the save button to save this course property and enter in to the authoring tool course edit screen.
- Admin can close this screen by clicking the close icon, to go back to select your action screen.
Import HTML5 Course

User can use this screen to import the DuPont HTML5 / Microlearning courses or custom created courses from the list.

*Image – Import Course Listing Screen*

► Selecting the search by dropdown to search the course name or ID.
► Select the header to sort the listing column
► Multi select filter options are available in listing header to filter the Type, Modified by, Language, Curriculum and Category.
► Pagination will be available and each page contain 100 courses.
► Select the course to import in to the authoring tool to edit the course.
► Select the import button to import.
► User can select the close button, to go back to “Select your action” screen.
Existing HTML5 Course Listing

Existing HTML5 & Microlearning courses will be listed here. Courses created through HTML5 authoring tool and imported courses will be available to edit the course.

Image - Existing Course Listing Page

- Selecting the search by dropdown to search the course name or ID.
- Select the header to sort the listing column
- Multi select filter options are available in listing header to filter the Type, Modified by, Version, Language, Curriculum and Category.
- Pagination will be available and each page contain 100 courses.
- Select the course to edit and click the open button to enter in to the Authoring Tool edit screen.
- Click the “Save As” button to copy the course in another course id.
- Click the “Preview” button to preview the full course.
- Click the “Delete” button to delete the course.
- User can select the close button, to go back to “Select your action” screen.
Course Main Page

HTML5 Authoring Tool course edit screen contains Chapter Tab, Glossary Tab, Storyboard List, Unassigned Storyboard list, and course navigation buttons.

Image – Existing Course Listing Page

Image – Existing Course Listing Pagea


**Chapter Tab**

Chapter tab is selected, then the course chapter list will be displayed here. User will have ability to add, edit or delete the course chapter.

**Glossary Tab**

If glossary tab is selected, then the glossary list will be displayed here. User will have ability to add, edit or delete the glossary word.

**Storyboard List**

Storyboard list for the selected chapter will be displayed here. User will have ability to add, edit, delete and preview the storyboard.

**Unassigned storyboard list**

Storyboards which are not associated with any chapter will be displayed here.

**Course navigation buttons**

Course preview, Course publish and Course property buttons will be available.

*Course Preview – User can preview the entire course by selecting this button. (i.e. Without any chapter and storyboard, preview will not available.)*

*Course Property – User can edit the enabled (Unlocked) course properties values at any time by selecting this button.*

*Course Publish – User can publish the course by selecting this button. (i.e. Without any chapter and storyboard, user cannot publish the course.)*
Course Chapters

Course chapters will be displayed here. User will have ability to add, edit or delete the chapters.

*Image – Chapter Tab*

![Chapter Tab Image]

**Course Menu Page Background image**

Selecting the image icon, user can able to upload the course background image to display in course menu page.

**Add Chapter**

Selecting the plus icon, user can add the new chapter next to the current selection. Chapter property window will be displayed to add content.
Edit Chapter

Selecting the edit icon, user can edit the selected chapter. Chapter property window will be displayed to edit the content.

Delete Chapter

Selecting the delete icon, user can delete the selected chapter. Storyboards available in the deleted chapters will be moved to Unassigned storyboard list.

Chapter Property Window

In chapter property window, user needs to provide Chapter Name, Objective, Chapter Type and Description.

Image - Course Chapter Property Window

► User needs to provide the Chapter name, Description and Type.
► Chapter Types – Training and Posttest are available.
► Click the “Insert” button to save this action.
Course Glossary

Course glossary text will be displayed here. User will have ability to add, edit or delete the glossary

*Image – Glossary Tab*

- **Add Glossary**
  Selecting the plus icon, user can add the new glossary text. Glossary property window will be displayed to add content.

- **Add Chapter**
  Selecting the edit icon, user can edit the selected glossary text.

- **Delete Chapter**
  Selecting the delete icon, user can delete the selected glossary text.
Glossary Property Window

In glossary property window, user needs to provide Glossary Word, Definition and Glossary Type.

- User needs to provide the Glossary Word, Definition and Type.
- Glossary Types – Text and Graphic are available.
- Click the “Insert” button to save this action.
Storyboard List

All storyboards available inside the selected chapter (Chapter selected in chapter tab) will be displayed here. User will have ability to add, edit, delete or preview the storyboard. User can view the storyboard list in thumbnail or list view. User can also rearrange the storyboard order by drag and drop the storyboard icon in to the specific order. User can select the storyboard and click the edit button to edit the storyboards.

**Image - Storyboard List**

◆ **Add Storyboard**

Add new storyboard inside the selected chapter. If user select any storyboard and click the add storyboard button, the new storyboard will be created next to the selected storyboard otherwise the new storyboard will be created as last storyboard.

◆ **Edit Storyboard**

To edit the selected storyboard content.

◆ **Delete Storyboard**

To delete the selected storyboard.
**Preview Storyboard**

To preview the selected storyboard.

**Toggle Storyboard List & Unassigned Storyboard list tab**

User can toggle the chapter storyboard list and unassigned storyboard list tabs. To add, edit, delete or preview the storyboards in unassigned tab, user needs to toggle the unassigned tab to this main view.

**Thumbnail View**

To view the storyboard list in thumbnail view.

**List View**

To view the storyboard list in list view.

### Unassigned Storyboards

Storyboards that are not associated to any chapters will be displayed here. Later, user can assign this storyboards to any chapters available in the course.

*NOTE: Storyboards associated to deleted chapters will be moved to unassigned storyboard list.*

*Image – Unassigned Storyboard List*
Add New Storyboard

Add new storyboard inside the selected chapter. If user select any storyboard and click the add storyboard button, the new storyboard will be created next to the selected storyboard otherwise the new storyboard will be created as last storyboard.

Storyboard selection page will be displayed to add new storyboard. User can double click the enabled storyboard icon or select the enabled storyboard icon and click ok button to add new storyboard.

**Image – New Storyboard Selection**

Storyboards

Storyboard types available in HTML5 Authoring Tool:

- ✔ Streaming
- ✔ Still
- ✔ Link_URL
- ✔ Recall
- ✔ Question
Storyboards functionality and customization will be same as HTML5 Courses and HTML5 CustomEase respectively.

Storyboard number, storyboard type, chapter name and storyboard property icons are displayed in the storyboard edit page footer (Bottom right side)

**Image – Storyboard Footer Icons**

- ✧ **Storyboard Property**
  - Storyboard property popup will be opened.

- ✧ **Delete Storyboard**
  - To delete the current storyboard.

- ✧ **Preview Storyboard**
  - To preview the current storyboard.

- ✧ **Return**
  - To return to course main page without saving the storyboard.

- ✧ **Save**
  - To save the changes done in current storyboard.
Storyboard Edit Screen

User can edit the storyboard elements like Video, Audio and text.

*Image – Storyboard Edit Screen (Sample: Streaming Storyboard)*

User Icon

User can select this icon to exit the course or navigate to other screens.