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Building a Course

Starting up Wimba Create

You can use Wimba Create to create completely new materials in Word, or if you already have material such as lecture notes or handouts in Word format you can start with these and turn them into a Wimba Create document.

To start up Wimba Create:

- either open an existing Word document or create a new one
- from the Tools menu, choose Wimba Create/Start Wimba Create

A new [Wimba Create menu](#) will be added to the main Word menu bar, and two palettes, the [WCr Tools Palette](#) and the [WCr Tags Palette](#), will be added to the Word environment. You can hide or show these palettes as you need them, just as with the standard Word palettes.



The Wimba Create main menu

Viewing the Wimba Create palettes

If you cannot see either the WCr Tools palette or the WCr Tags palette, it may be turned off in the Word environment. To turn it on, go to the View/Toolbars menu and make sure the WCr Tools and the WCr Tags options are checked.

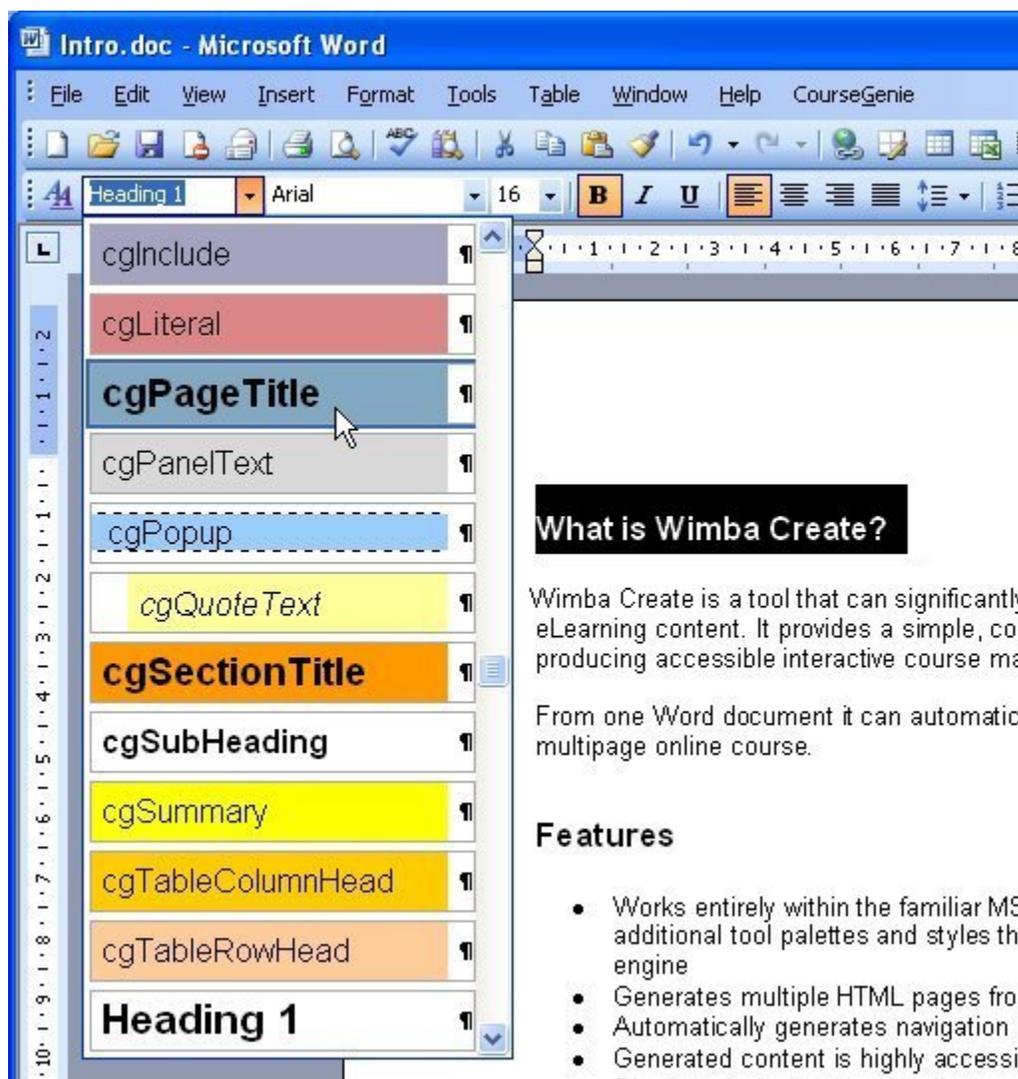
Most Wimba Create operations are carried out using the Wimba Create menu and the WCr Tools palette, and you can work with the WCr Tags palette turned off.

Splitting into HTML pages

From one Word document you can generate a course consisting of a set of HTML pages complete with automatically generated navigation.

To mark each point at which the document should be split into HTML pages:

- type a title for the HTML page
- apply the cgPageTitle style to it



Applying the cgPageTitle style

What is Wimba Create?

Wimba Create is a tool that can significantly improve the way staff produce eLearning content. It provides a simple, consistent and cost-effective way of producing accessible interactive course material.

From one Word document it can automatically generate a well-structured multipage online course.

Features

- Works entirely within the familiar MS Word environment, using additional tool palettes and styles that control a powerful external XML engine
- Generates multiple HTML pages from one Word document
- Automatically generates navigation buttons and contents page
- Generated content is highly accessible

Content with the cgPageTitle style applied

For example, if you apply the cgPageTitle style to four headings in your document, Wimba Create will generate four HTML pages with navigation controls on each page, and an index page linking to the four pages.

Word page breaks have no effect on the generated output, but you can use them to make the source document more readable.

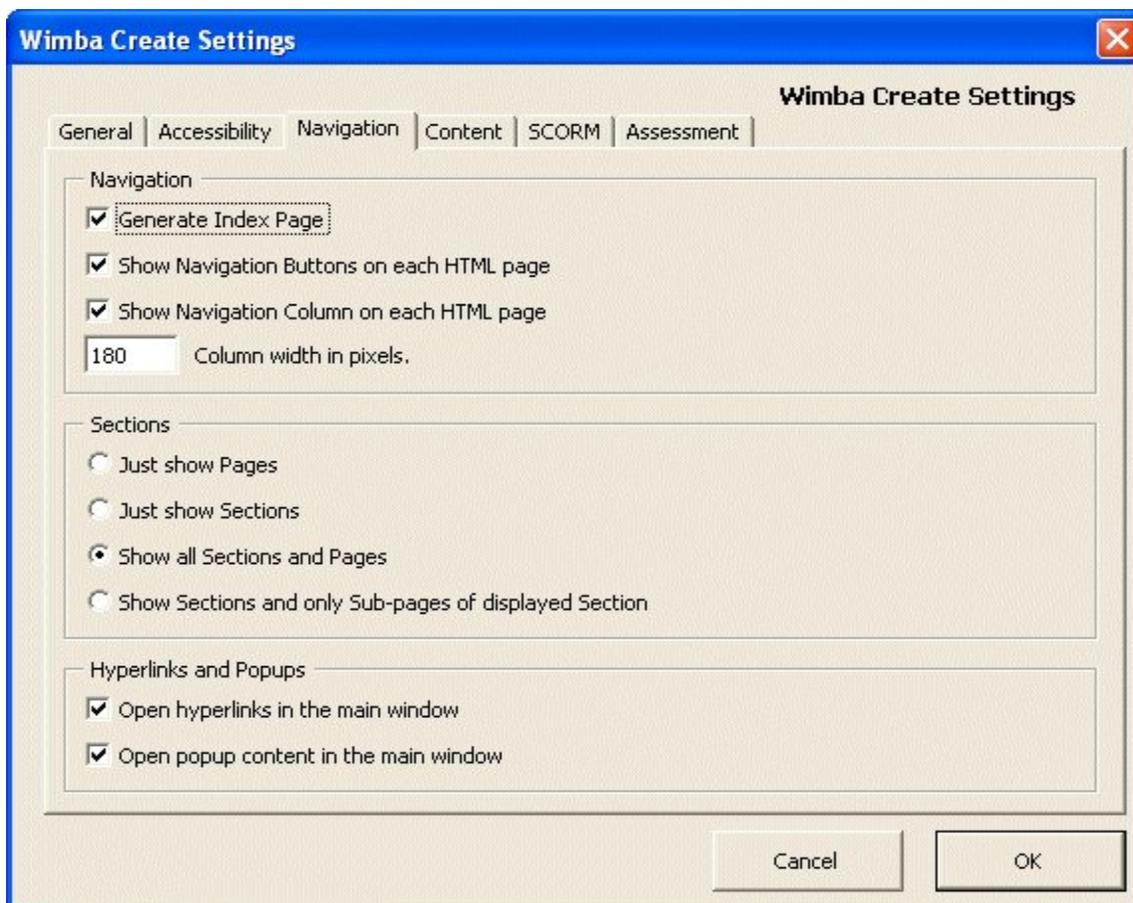
Navigation

Wimba Create can automatically generate an index page, a set of navigation buttons at the top and bottom of each HTML page, and a navigation bar in the left column of each HTML page.

You can control whether these are generated using the Settings dialog box.

To control these settings:

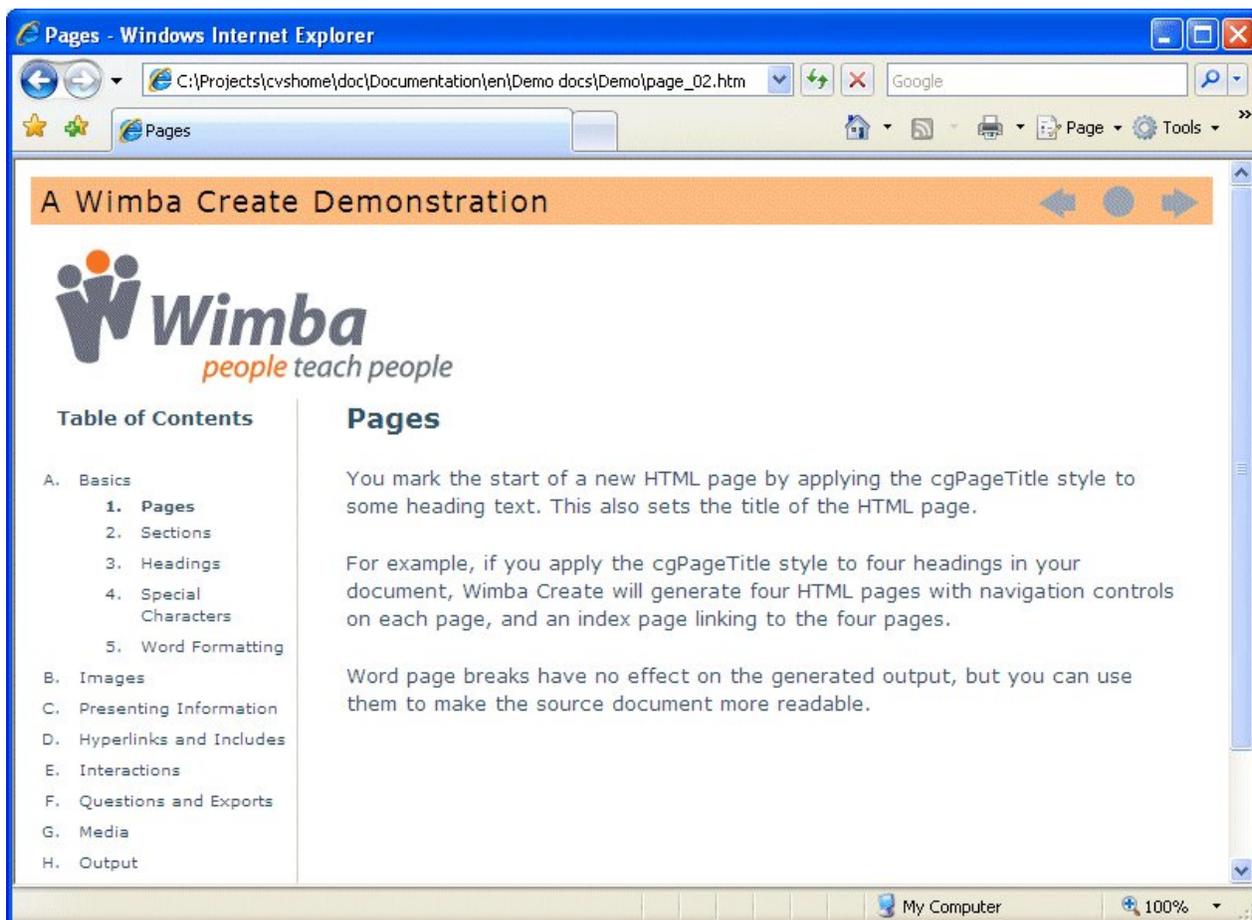
- open the Settings dialog box from the Wimba Create Menu
- choose the Navigation tab
- adjust the settings for Index page, Buttons and Column



Navigation settings

Sections

If you have a large Word source document that will translate into many pages of HTML, you may want to divide it into Sections. In the generated HTML pages, the Index page and the Navigation bar will display a two-level menu with Page titles indented from Section titles:



An HTML page showing the two-level Navigation bar

The best way to think of a section is as a level 1 page, with normal pages as level 2 pages. You mark a section in a similar way to marking a page, and you can put content in a section - for example some introductory text for that section.

Basics

This section looks at the basics of working with Wimba Create.

Pages

You mark the start of a new HTML page by applying the `cgPageTitle` style to some heading text. This also sets the title of the HTML page.

For example, if you apply the `cgPageTitle` style to four headings in your document, Wimba Create will generate four HTML pages with navigation controls on each page, and an index page linking to the four pages.

Word page breaks have no effect on the generated output, but you can use them to make the source document more readable.

Sections

If you have a large Word source document that will translate into many pages of HTML, you may want to divide it into Sections. In the generated HTML

[A page showing section and page styles](#)

To mark each point at which a section should begin:

- type a title for the section
- apply the `cgSectionTitle` style to it

For an example of a document marked into sections and pages, see the sample document `Demo.doc`.

You can control the way Sections and Pages are displayed in the Settings dialog box. For example if you have a great many pages you may want to only display the Section headings in the Navigation bar.

To control these settings:

- open the Settings dialog box from the Wimba Create Menu
- choose the Navigation tab
- adjust the settings under Sections

Headings and display formats

You format headings, captions and body text by applying the `cgHeading`, `cgSubheading`, `cgCaption` and `cgBodyText` styles.

Wimba Create also provides three display formats which can be useful for separating and emphasizing text: `boxtext`, `paneltext` and `quotetext`. You format these by applying the `cgBoxText`, `cgPanelText` and `cgQuoteText` styles.

The way the headings and display formats appear in the generated HTML pages is determined by the CSS stylesheet `cg.css`, which is located in the directory for the Design Scheme that you are using.

Images

Types of image

Many, but not all, types of images and clipart will be automatically converted by Wimba Create. Word distinguishes between different kinds of images, and you need to be aware of these in order to make effective use of them with Wimba Create:

- Images may be [Embedded or Linked](#)
- Images can be [Inline or Floating](#)
- Images can be [Painted images or Drawn](#) images

Resizing

You can resize images in Word and they will be exported at the new size.

Hyperlinked images

You can make images into hyperlinks. See the [Hyperlinks](#) topic for more details.

Embedded and Linked Images

When you add an image to a Word document, it can be either embedded or linked.

Embedded image

An image that is stored inside the document with no reference to any external file.

Linked image

An image that remains outside the document, with a pointer in the document linked to the external image file.

If you insert an image into a document in the normal way using Insert/Picture/From File..., the result will be an embedded image unless you specifically set it to be linked. If you copy and paste an image into a document, the result will be an embedded image.

Wimba Create converts embedded images but not linked images.

Inline and Floating Images

Images in Word can be either Inline or Floating. Wimba Create will convert both types, but Inline images are much easier to deal with.

Inline image

An image that is embedded at a fixed point in the text. This kind of image behaves as though it is a very large text character.

Floating image

An image that can be dragged around the page at will, with text flowing round it. Although it can be moved around, a floating image has an anchor point in relation to which its position is measured.

While floating images are draggable, their position in a Word document is measured relative to a fixed anchor point, and it is not always easy to know where that anchor point is. When Wimba Create generates content, it places floating images at the anchor point, and this can lead to unexpected results. For this reason, it is better to use Inline images wherever possible.

You can tell whether an image is inline or floating by selecting it and looking at the selection handles. If the handles are solid, the image is inline, while if they are hollow, the image is floating.

To convert a floating image to an inline one:

- right-click on the image
- choose Format Picture
- select the Layout tab
- choose Inline with text

There is one situation where you need to use a floating image, and that is when you want to have some text side-by-side with the image. If you set the Wrapping style in the Layout tab to Square and the Horizontal alignment to Left or Right this will be converted properly in the generated HTML.

Painted Images and Drawn Images

Wimba Create automatically converts Painted images, but not Drawn images.

Painted image

A Painted image is made up of a series of small dots like a mosaic. This type of image is used for photographs and scanned graphics. They are often saved with a .bmp, .jpg or .gif extension.

Drawn image

A Drawn image is constructed from a collection of lines, curves, rectangles and other shapes. The shapes that make up the image can be grouped and ungrouped. Autoshapes and images that you make from lines and boxes in Word are drawn images.

If you have a Drawn image in your document, you must convert it to a Painted image in order for Wimba Create to recognize it.

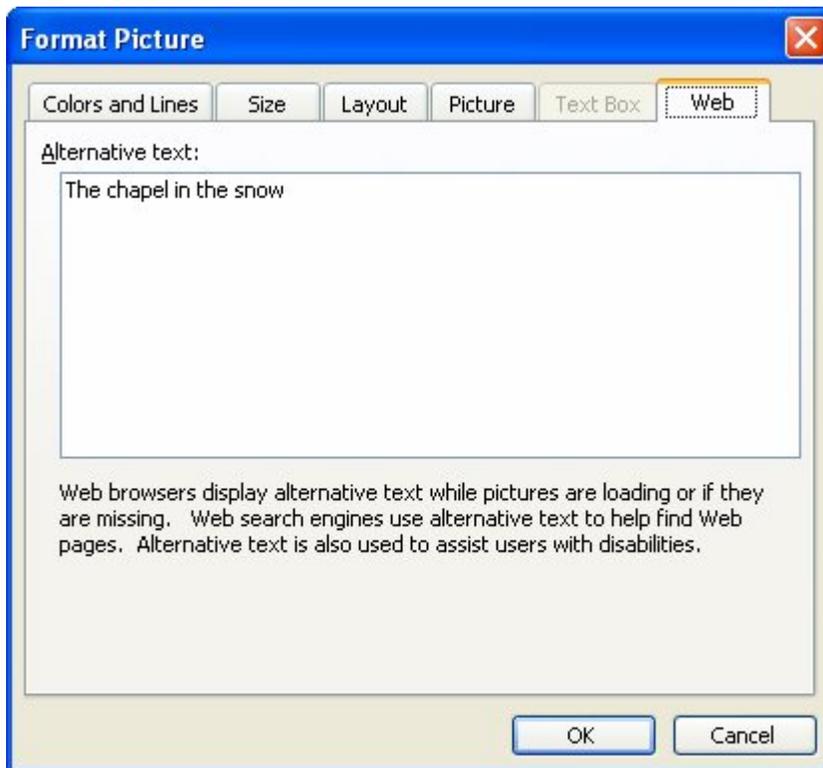
A simple way to do this is to:

- select the Drawn image (making sure you select all the component shapes if they are not grouped)
- from the Edit menu choose Cut
- from the Edit menu choose Paste Special...
- choose Picture(GIF) then press OK

Setting Alt Text for an Image

To set the alt text for an image:

- select the image
- from the Format menu choose Picture...
- in the dialog box select the Web tab
- enter the alt text and click OK

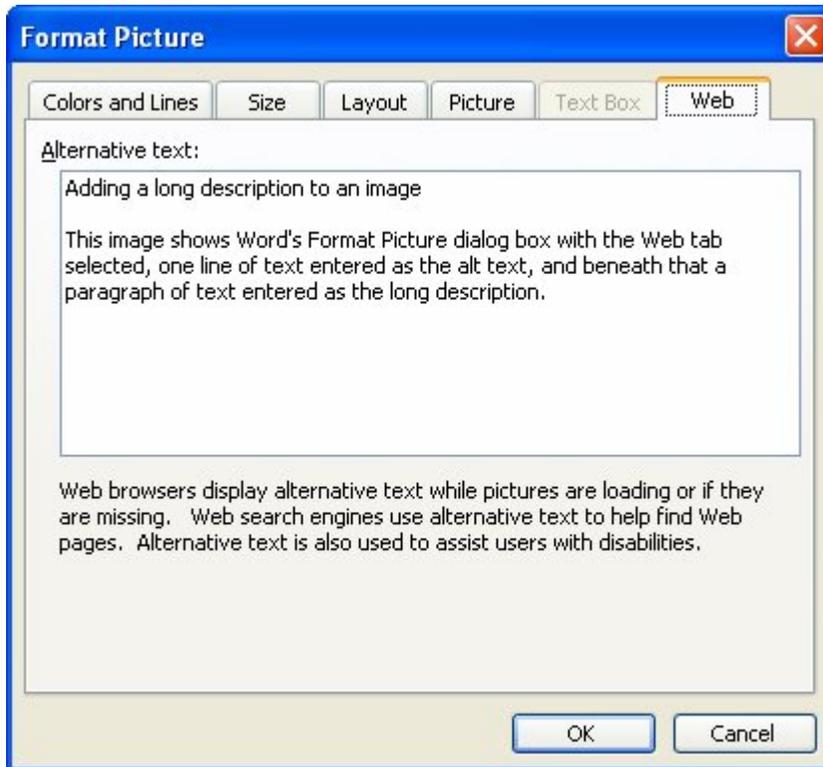


Adding alt text to an image

Adding a Long Description to an Image

For a complex image the alt text may not be enough to convey the meaning to someone who can't see the image. A standard solution to this problem is to add a "D-Link" - a hyperlinked letter D leading to a page containing an extended description of the image.

Wimba Create will create the D-Link automatically for you if you enter more than one paragraph into the alt-text dialog box. The first paragraph will become the alt text, and all succeeding paragraphs will become the long description. Wimba Create will automatically create an HTML page containing the long description and will insert immediately after the image a D-Link leading to the description page.



Adding a long description to an image

Tables

Supported features of Word tables

Word tables will be automatically converted to HTML when the course is generated. Some but not all features of Word tables are supported.

The conversion will recognize whether tables are bordered or not, and will carry over horizontal and vertical cell alignment, but colored borders and backgrounds will not be preserved.

Nested tables are supported, to any depth.

Merged cells are not supported. If you have material containing merged cells you will need to rework it to use either separate headings and tables or nested tables.

You can use borderless tables for layout, for example to produce columns containing text and images.

Data table headings

There are two styles, `cgTableRowHead` and `cgTableColumnHead`, that you can apply to table cells to identify row headings and column headings in data tables. When HTML pages are generated, these cells are automatically coded using `<th>` tags instead of `<td>` tags, with the appropriate rows and columns indicated using the `scope` attribute. In standard browsers, the headings are shown in bold, while screen reader software can use these structures to better convey the meaning of data tables.

Table summary text

The style `cgSummary` allows you to define summary text for a table. The `summary` attribute is ignored by standard browsers but can be used by screen reader software to give a summary description of the purpose and content of data tables.

To add summary text to a table:

- Type the text underneath the table
- Apply the `cgSummary` style to the text

Summary text is associated with a table as long as it immediately follows the table. Any blank lines between the table and the summary text will be ignored. The summary text becomes part of the table HTML, and the way in which it is displayed is determined by the browser. Most browsers do not display the summary text, but screen readers can use it to make the content more accessible.

Table captions

The `cgCaption` style can be used to define caption text for a table.

To add caption text to a table:

- Type the text underneath the table
- Apply the `cgCaption` style to the text

Caption text is associated with a table as long as it immediately follows the table. Any blank lines between the table and the summary text will be ignored. The caption becomes part of the table HTML, and the way in which it is displayed is determined by the browser.

You can add both summary and caption text underneath a table and each will be associated with the table.

Temperate	Mountain Glaciers	Ice Sheets	Ice Shelves
Very cold	1.5mph	2.0mph	2.3mph
Pretty cold	1.7mph	2.1mph	2.4mph
Cold	1.8mph	2.5mph	2.5mph
Chilly	1.9mph	3.2mph	2.7mph

Glacier Speeds

This table shows the speed at which Mountain Glaciers, Ice Sheets and Ice Shelves travel at different temperatures.

A data table marked up with headers, caption and summary

Special characters

Angled brackets

The angled bracket characters (usually used as less than and greater than signs) have a special meaning when the document is exported to XML.

If you want to use them in your document you have to prefix them with a tilde sign (~) to show that they are meant literally.

For example to say 'If x is greater than y' you would use: If x ~> y

To say 'income is less than expenditure' you use: income ~< expenditure.

Other special characters

All Unicode characters will be converted successfully by Wimba Create. You should avoid using fonts which are not Unicode, such as Symbol and Webdings.

Literals

Literals are useful when you want to quote text including tags, indents and special symbols such as angle brackets, for example in a computer course.

To format text as literal:

- select the text
- apply the cgLiteral style to it

```
#include <stdio.h>

int main(void)
{
    printf("hello world\n");

    return 0;
}
```

Programming code marked up with the cgLiteral style

Angle brackets

Note that the angled bracket characters (usually used as less than and greater than signs) have a special meaning when the document is exported to XML. Normally you have to prefix them with a tilde sign (~) but this is not necessary inside cgLiteral formatting.

Definitions

Applying the cgDefinition style to all definitions ensures that they will be displayed in a consistent and easily identifiable way throughout the course.

The definition should consist of a defined term by itself on the first line, followed by one or more paragraphs of definition text. For example:

Weather

Weather is the combination of rainfall, temperature, wind, sunshine and air humidity which affects your garden at a particular point in time.

To format this as a definition, apply the cgDefinition style to the whole definition in one go. It's best when doing this to put the mouse cursor in the left margin so that you select a whole line at a time rather than individual characters.

The result should look like this:

Weather

Weather is the combination of rainfall, temperature, wind, sunshine and air humidity which affects your garden at a particular point in time.

You can also use definitions to export a WebCT Glossary batch file. See the WebCT Glossary topic for more details.

Comments

You can use comments to annotate the source document, which could be useful for recording further resources needed or ideas for future development.

Simply type one or more paragraphs of comment, then apply the cgComment style to them. These will be ignored when the HTML pages are generated.

Hyperlinks and Bookmarks

You can turn text or images into hyperlinks, linking either to an external URL or to another place in the document. To link to another place in the document, you have to first create a bookmark there.

Link to an external URL

To make a hyperlink to an external URL:

- select the text or image to be hyperlinked
- from the Word menu choose Insert / Hyperlink
- in the dialog choose Existing File or Web Page
- type in the URL to which you wish to link

Link to a place in the document

To make a hyperlink to a place in the document:

- first insert a bookmark at the place to which you want to link
 - place the insertion point at the place to which you want to link
 - type the name of the bookmark
 - select it
 - from the Word menu choose Insert / Bookmark
 - type the bookmark name again

- click Add
- the text appears in square brackets
- now hyperlink the text or image to the bookmark
 - select the text or image to be hyperlinked
 - from the Word menu choose Insert / Hyperlink
 - in the dialog choose Place in This Document
 - choose the bookmark you have just created and click OK

Link to a file

You can also link to a file, such as a spreadsheet that you want to be displayed in the browser. There is an option in the Settings dialog which will automatically copy all linked files to the output directory, ensuring they are available to your generated course.

To make a hyperlink to a file:

- select the text or image to be hyperlinked
- from the Word menu choose Insert / Hyperlink
- in the dialog choose Existing File or Web Page
- click the Browse for File button and locate the file to be linked

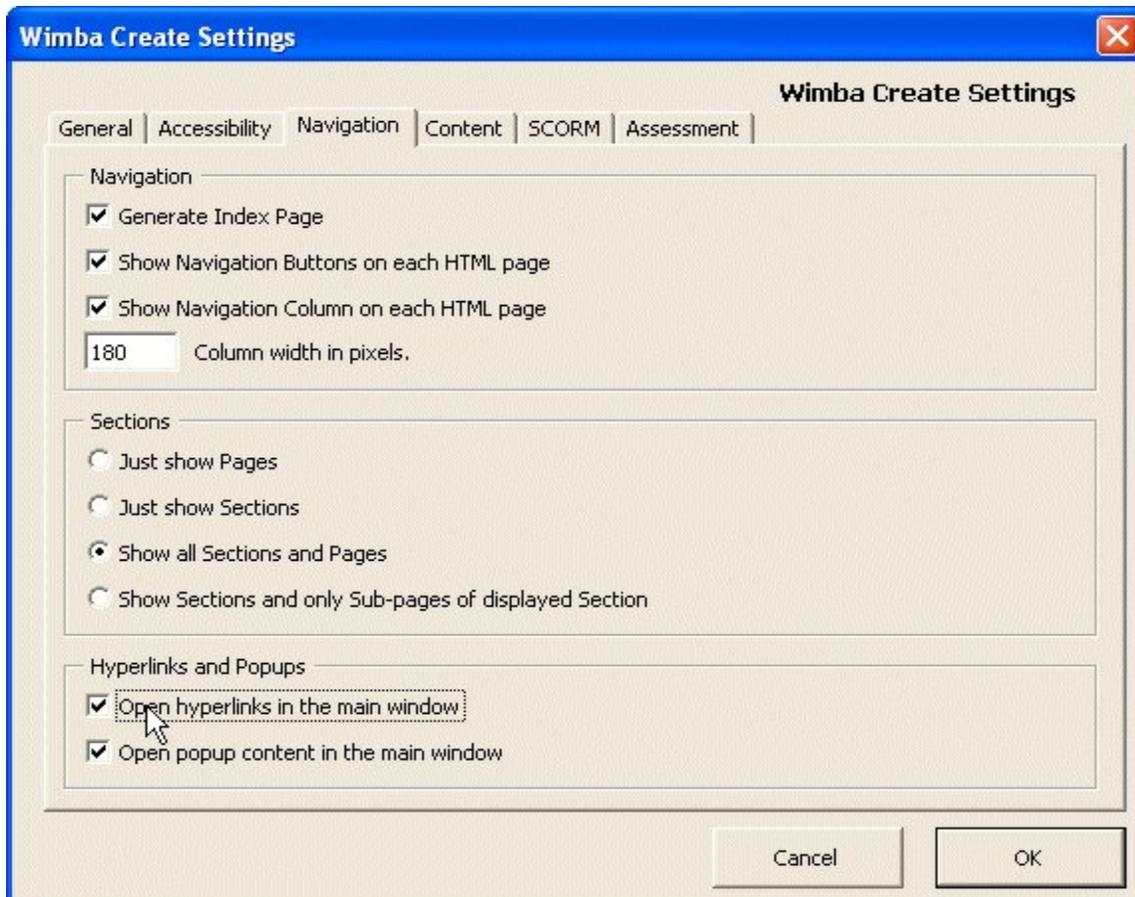
You can set an option to automatically copy all hyperlinked files to the output folder when the course is being generated, ensuring they are available to your generated course. To make this happen:

- open the Settings dialog box from the Wimba Create Menu
- go to the General tab
- make sure the Copy media files... checkbox is checked

When the course is generated, the files will be copied to the media subfolder of the output folder.

Setting links to open in a new window

In the Navigation tab of the Settings dialog you can control whether hyperlinks open a url in the main window or in a new window.



Setting hyperlinks to open in the main window

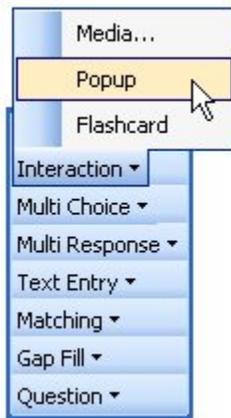
Popups

Using popups

Popups can be a very effective way of breaking up large amounts of presented material and getting the learner to stop and think. For example at the end of a page of content you can use a popup to ask the learner to think about what they have just read and formulate an opinion, before popping up a suggested answer with which they can compare their thoughts.

Creating a new popup

To create a new popup, you choose Interactions/Popup from the WCr Tools palette. This does not make use of a dialog box, but simply inserts an empty popup table into the document.



Inserting a popup

Interaction	Popup
Hyperlink text	
Popup content	
Width	
Height	

To complete the popup, you need to enter into the table:

- Hyperlink text - this is the hyperlinked text that will activate the popup; just enter plain text here; you do not need to make a Word hyperlink.
- Popup content - this is the content to be popped up; it can be plain or formatted text, an image, a question table or a media table.
- Width - the width of the popup in pixels.
- Height - the height of the popup in pixels.

Interaction	Popup
Hyperlink text	Click here for more information on earthquakes
Popup content	Earthquakes occur when energy stored in elastically strained rocks is suddenly released. This release of energy causes intense ground shaking in areas near the source of the earthquake and send waves of elastic enrgy, called seismic waves, throughout the earth.
Width	500
Height	400

A completed popup table

Note that in the generated course the hyperlink text will be a paragraph by itself. If you want the hyperlink text for a popup to be a word or phrase inline in an existing paragraph, you will need to use the [old-style popup](#) method instead of this popup table method.

Editing a popup

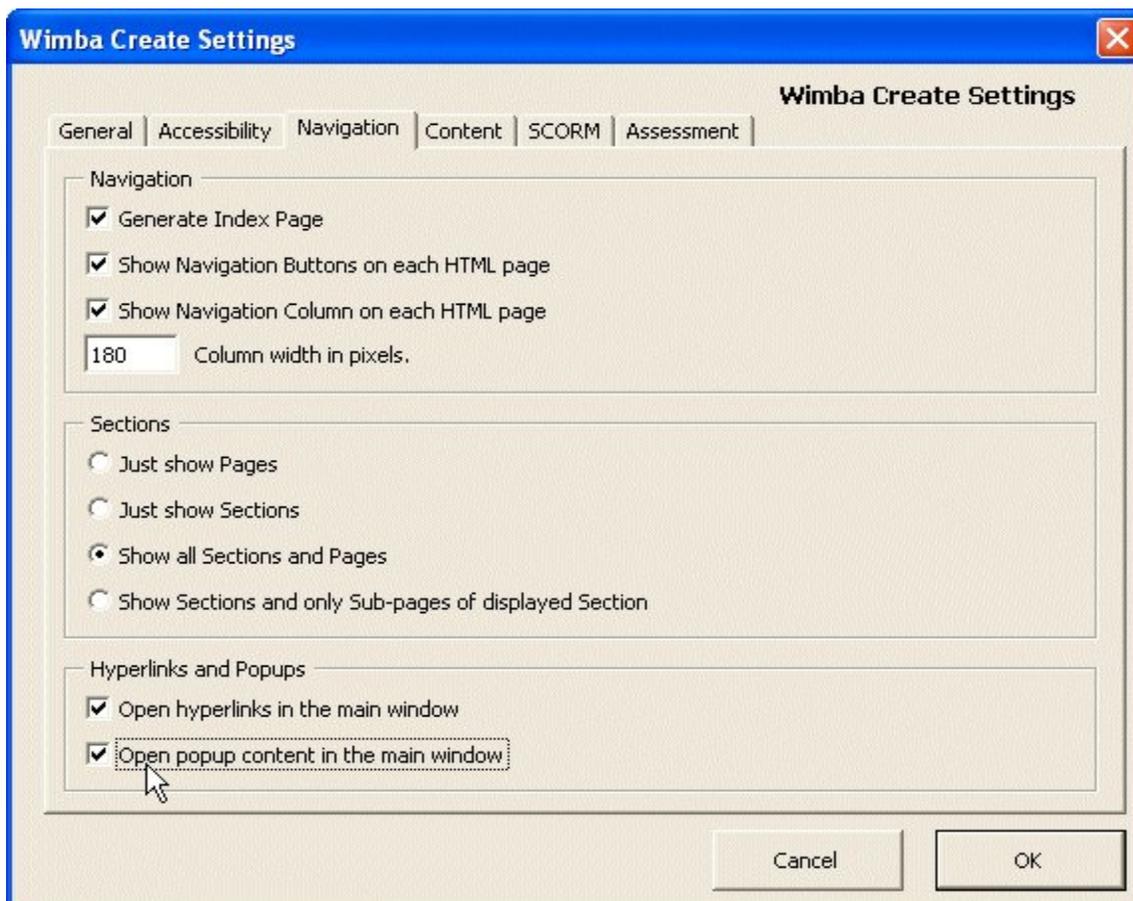
To edit a popup, just change the data in the popup table.

Setting popups to open in the main window

While popups are convenient for some users, the fact that they open a new window can cause accessibility problems. For this reason you might want to set them so that they don't actually pop up a new window, but instead link to the popup content in the main window. You can do this in the Navigation tab of the Settings dialog.

To set popups to open in the main window:

- open the Settings dialog box
- go to the Navigation tab
- make sure the Open popup content in main window checkbox is checked



Setting popups to open in the main window

Old-style popups

Earlier versions of Wimba Create used a method of inserting popups that was based on Word hyperlinks, bookmarks and the cgPopup style. While this [earlier method](#) was more complex to use, it was in some ways more flexible, and can still be used where this flexibility is required.

For example, you may still wish to use the [old-style popups](#) where the hyperlink to the popup is required to be inline within the text of an existing paragraph, or where the hyperlink is required to be an image.

If you have Word documents containing old-style popups created with earlier versions of Wimba Create, you can simply leave them in place. They will not be automatically converted to popup tables, but the popups will be generated from them as before.

Popups - old style

Old-style popups

From v2.1 of Wimba Create, [a simple way of inserting popups](#) using a special table is used. Earlier versions used a method based on Word hyperlinks, bookmarks and the cgPopup style. While this earlier method was more complex to use, it was in some ways more flexible, and can still be used where this flexibility is required. For example, you may still wish to use an old-style popup where the hyperlink to the popup is required to be inline within the text of an existing paragraph.

Creating old-style popups

Wimba Create uses normal hyperlinks to activate popups, and bookmarks to identify what to popup. You format the text that is to be popped up with the cgPopup style, and place a bookmark identifying the popup inside the popup formatting.

To create a popup:

- first insert a bookmark
- type the name of the bookmark
 - select it
 - from the Word menu choose Insert / Bookmark
 - type the bookmark name again
 - click Add
 - the text appears in square brackets
- press Enter to get a new line, then type the text to go in the popup
- select all of the bookmark and the popup text and apply the cgPopup style to them in one go

The result should look like this:

Think about this then take a look at the suggested answer.

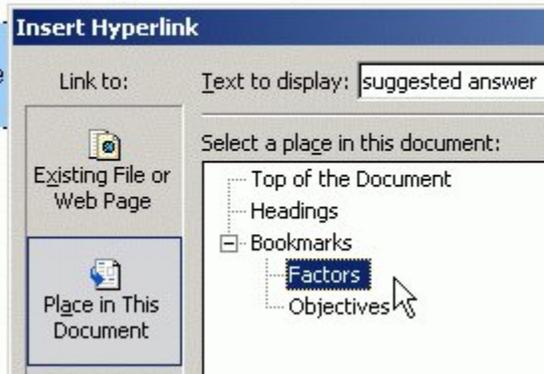
Factors
Latitude, altitude, direction of the prevailing wind and closeness to the sea all control the general climate.

To create a hyperlink that will activate the popup:

- select the text or image to be hyperlinked
- from the Word menu choose Insert / Hyperlink
- in the dialog choose Place in This Document
- choose the bookmark you have just created and click OK

Think about this then take a look at the **suggested answer**.

Factors
Latitude, altitude, direction of the
control the general climate.



Hyperlinking to a bookmark

It doesn't matter where on the page you put the content of a popup, since anything formatted as cgPopup will not be displayed in the generated page, only appearing when activated as a popup. You might want to put it immediately after the hyperlink that activates it, or you may prefer to put all popup content together at the end of the page. You should, however, make sure that the popup content is on the same Wimba Create page as the hyperlink that activates it.

Controlling the size of old-style popups

You can control the size of a popup by using the size options on the Tag Palette. These allow you to specify whether the popup should be small, medium, big or scrolling.

To specify a size of big for a popup:

- create a new blank line somewhere within the cgPopup formatting by pressing the Enter key
- choose Size / Size ...big from the Tag Palette

The result should look like this:

```
<size>big</size>
```

Note that when no size is specified, the size defaults to small. The actual pixel sizes are specified in the XML stylesheet styles.xml located in the Config folder. For more details see the XML Stylesheet topic.

If you want more control over the exact size of the popup, you can use the height and width options from the Tag Palette instead.

To specify an exact size for a popup:

- create a new blank line somewhere within the cgPopup formatting by pressing the Enter key
- type a number of pixels for the width
- select the number you have just typed
- choose Size / Width from the Tag Palette
- create a new blank line within the cgPopup formatting by pressing the Enter key
- type a number of pixels for the height
- select the number you have just typed
- choose Size / Height from the Tag Palette

The result should look like this:

Climatic maps

They provide averages over many years rather than telling you the extremes of weather conditions which you are likely to enjoy during a particular year.

```
<width>320</width>  
<height>240</height>
```

Images in old-style popups

You can put an image in a popup. Just apply the cgPopup formatting as normal, but this time include an image.

Note that you can add a caption to an image in a popup, but it's not possible to use the cgCaption style as Word doesn't allow you to nest one style within another. In this situation you have to use the formatting options on the Tag Palette.

To add a caption:

- type the caption inside the cgPopup formatting
- select the text of the caption
- apply caption tags by choosing Format / Caption from the Tag Palette

The resulting tagged caption should look like this:

```
<caption>Note the time shown on the clock</caption>
```

The caption tags are simply another way of applying the caption formatting. (In fact behind the scenes when you generate a course, all the style-based formatting is translated into tag-based formatting.)

For an example of a popped-up image, see the Demo course.

Old-style popups containing formatting

If you want a popup containing Word formatting such as bullets or tables, it's not possible to use the cgPopup style as the formatting prevents the Word style from being applied properly. Similarly, if you want a popup containing other Wimba Create formatting such as boxtext or quotetext, it's not possible to use the cgPopup style as one style can't be nested inside another style. You can only apply a single style to any block of text.

In these situations you have to use the formatting options on the [Tag Palette](#) instead of the Wimba Create styles.

To create a popup containing formatting:

- insert a bookmark and type the content of the popup in the normal way
- apply formatting or Wimba Create styles to the popup content
- select the whole of the popup content
- apply popup tags by choosing Content / Popup from the Tag Palette

The result should look like this:

```
<popup>
```

```
...content of popup
```

```
</popup>
```

For an example of a popup containing formatting, see the Demo course.

Includes

An Include is an area of a web page that has embedded into it content from another web page. If you already have web content, or if you have found useful resources on the web, this can be a very quick way of including it in your course.

To create an include:

- type a short description of the content (which won't be displayed)
- hyperlink it to the appropriate URL
 - select the text
 - from the Word menu choose Insert / Hyperlink
 - in the dialog choose Existing File or Web Page
 - type in the URL that you wish to include
- select the hyperlinked description
- apply the cgInclude style to it

The result should look like this - a Word hyperlink formatted with the cgInclude style:



[A well-known search engine](#)

You can control the size of an include by using the height and width options from the Tags Palette.

To specify a size for an include:

- create a new blank line somewhere within the cgInclude formatting by pressing the Enter key
- type a number of pixels for the width
- select the number you have just typed
- choose Size / Width from the Tag Palette
- create a new blank line within the cgInclude formatting by pressing the Enter key
- type a number of pixels for the height
- select the number you have just typed
- choose Size / Height from the Tag Palette

The result should look like this:



[A well-known search engine](#)

```
<width>500</width>
```

```
<height>400</height>
```

Media

The Media dialog box allows you to embed the following types of media in your course without getting involved in the details of setting up the players:

- Flash movies
- RealAudio
- RealVideo
- Windows Media
- QuickTime

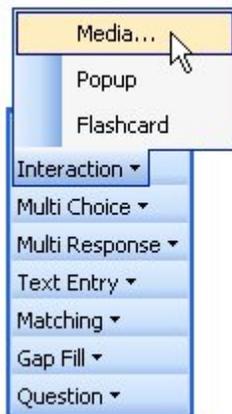
All you have to do is specify the location and filename of the media file.

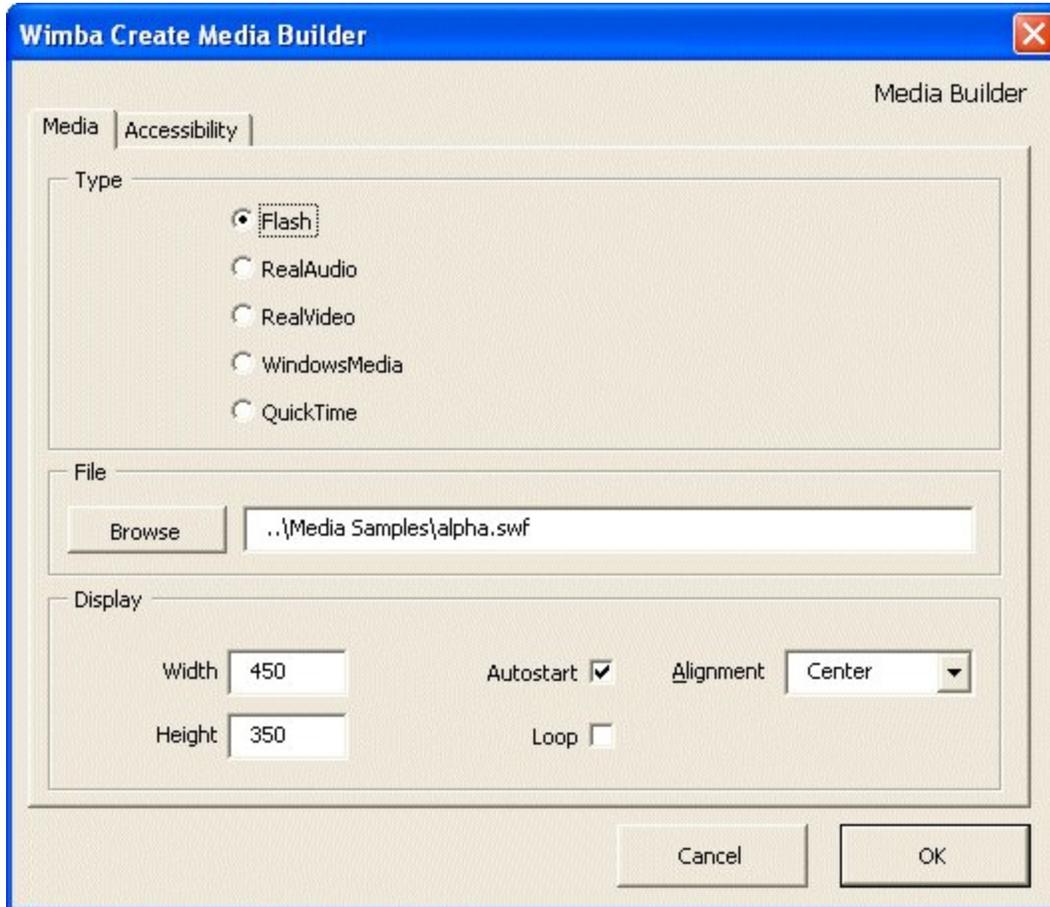
Inserting a media item

To insert a media item, you choose Interactions/Media from the WCr Tools palette, which opens the Media Builder dialog box.

To insert a media item:

- place the insertion point at the place where the media item is to be inserted
- choose Interactions/Media from the WCr Tools palette, which opens the Media Builder dialog box
- in the dialog box choose the Media tab
- choose the Media Type
- click the Browse button and find the media file
- make sure the Autostart checkbox is checked if you want the media file to start playing as soon as the HTML page opens
- make sure the Loop checkbox is checked if you want a Flash movie to loop
- set the alignment dropdown to Left, Center or Right





The Media Dialog

Once you have entered the media data into the dialog box, click on the OK button and a special table containing the media data will be inserted into the document:

Interaction	Flash
File	alpha.swf
Path	..\Media Samples\
Width	450
Height	350
Autostart	True
Autoloop	False
Align	Center
Long description	This Flash movie demonstrates the formation of letters in handwriting. A keyboard is displayed and when you click on any letter it is slowly drawn as if by hand.
Caption	Forming Letters
Link to player	True

A Media table

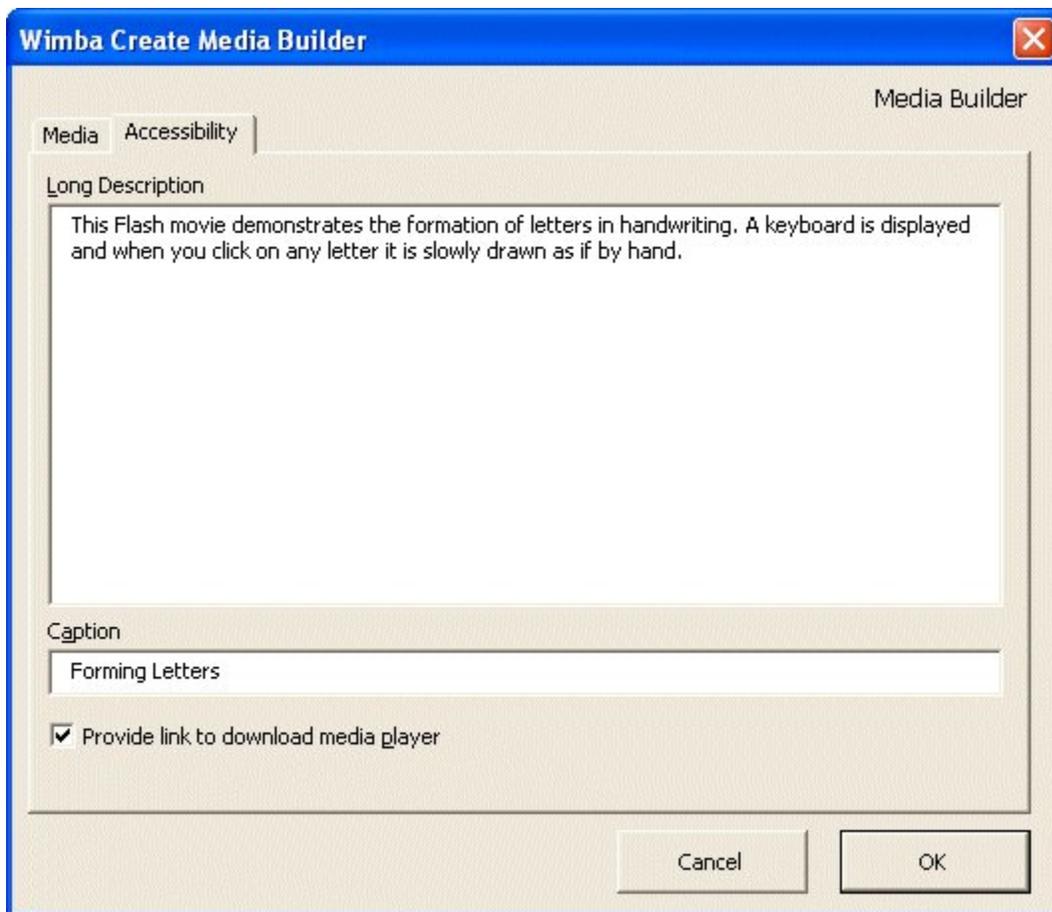
Editing a media item

To edit a media item, put the cursor anywhere in the table and choose Interactions/Media from the WCr Tools palette. This will open the media builder dialog box in which the media data can be edited. You can also edit the data directly in the table.

Adding a long description

It may not be possible for people with disabilities to see or hear a media item. A standard solution to this problem is to add a "D-Link" - a hyperlinked letter D leading to a page containing an extended description of the media.

Wimba Create will create the D-Link automatically for you if you enter text into the Long Description textbox on the Accessibility tab of the Media dialog box. An HTML page containing the long description will automatically be created and a D-Link leading to the description page will be inserted immediately after the media item.



Adding a long description to a media item

Adding a caption

In the Accessibility tab of the dialog box there is now a Caption textbox. In the generated course this caption text is displayed below the media item. Its appearance is controlled by the mediacaption style in the CSS stylesheet.

Providing a link to download a media player

If you check the Provide link to download media player checkbox, an image linked to a media player download page will be inserted immediately after the media item.

To edit the URL that is linked to for each media type; edit the Players section of the styles.xml file. See the XML Stylesheet topic for details.

Making sure that media files are copied to the output folder

You can set an option to automatically copy media files to the output folder when the course is being generated. To make this happen:

- open the Settings dialog box from the Wimba Create Menu
- go to the General tab
- make sure the Copy media files... checkbox is checked

The files will be copied to the media subfolder of the output folder.

Converting old-style media items

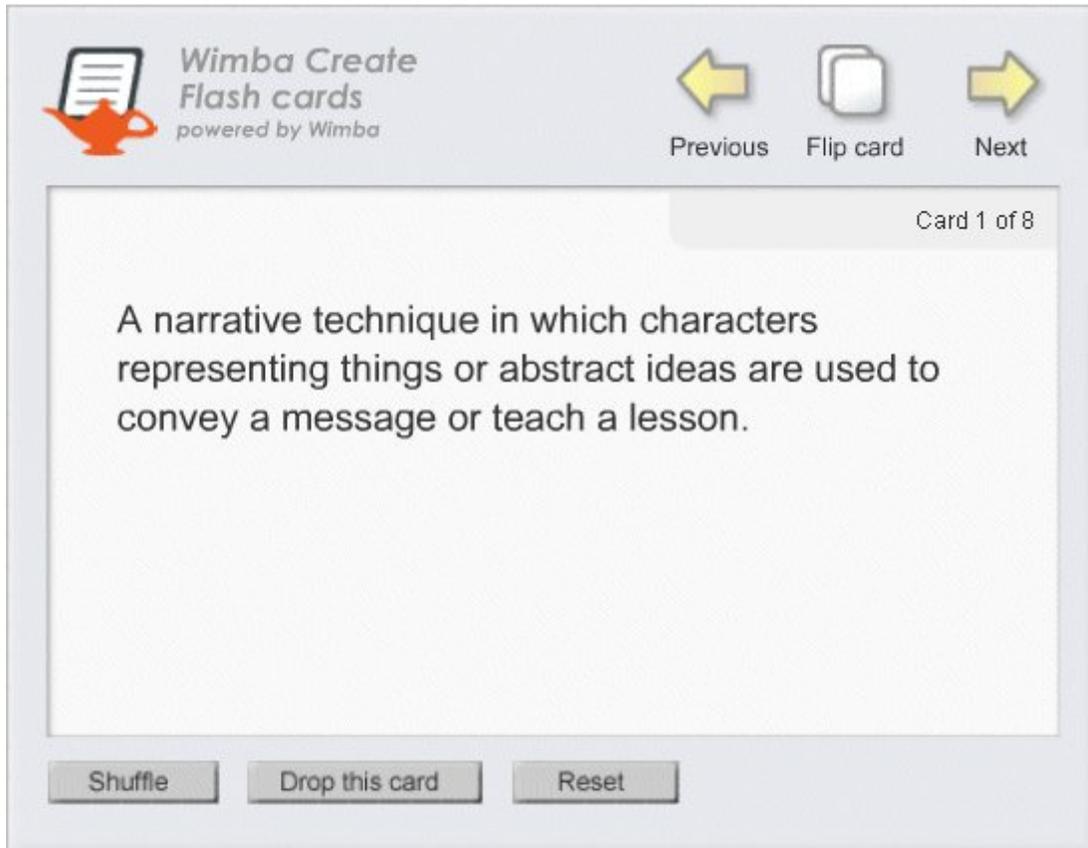
Earlier versions of Wimba Create stored media items in a different form, representing them in the document by a grey box. If you have Word documents containing old-style grey-box media items, these will be automatically converted to media tables the first time you generate a course.

You can also change them individually by placing the cursor anywhere inside a grey-box media item and choosing Interactions/Media from the WCr Tools palette. This will open the media builder dialog box in which you can edit the media data. When you click on the OK button a media table will be inserted into the document.

Flashcards

Flashcard is a type of interaction that you can use to set up investigations or drill and practice for learners.

A set of cards is displayed, each with a word or short phrase on one side and a longer paragraph on the other. The learner can move sequentially through the cards, flip a card over from one side to the other, shuffle the cards into a different order, or drop a card from the pack once the information on it has been mastered. A typical use might be as an exercise for learners to remember a set of definitions or short explanations.

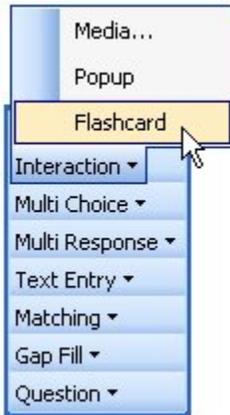


A Flashcard

Note that in the current version of Wimba Create, Flashcards can only contain text data, not images.

Creating a flashcard interaction

To create a new flashcard interaction, you choose Interactions/Flashcard from the WCr Tools palette. This does not make use of a dialog box, but simply inserts an empty flashcard table into the document.



Interaction	Flashcard
Long description	
Front	Back

Creating a Flashcard interaction

To complete the flashcard interaction, you need to enter into the table the data for the front and back of each card:

Interaction	Flashcard
Long description	
Front	Back
Allegory	A narrative technique in which characters representing things or abstract ideas are used to convey a message or teach a lesson.
Alliteration	A poetic device where the first consonant sounds or any vowel sounds in words or syllables are repeated.
Analogy	A comparison of two things made to explain something unfamiliar through its similarities to something familiar, or to prove one point based on the acceptedness of another.
Antagonist	The major character in a narrative or drama who works against the hero or protagonist.
Anthropomorphism	The presentation of animals or objects in human shape or with human characteristics. The term is derived from the Greek word for "human form."
Anti-hero	A central character in a work of literature who lacks traditional heroic qualities such as courage, physical

Flashcard table with data added

Editing a flashcard interaction

To edit a flashcard interaction, just change the data in the flashcard table. To add more cards, just insert new rows into the flashcard table.

Accessibility

Flashcard interactions are implemented using a flash movie, and so may not be accessible for some learners. If you add long description information to the flashcard table, a D-link will be automatically generated, leading to a long description page.

Interaction	Flashcard
Long description	This interaction allows learners to move through a set of cards with words or short phrases on the front and a longer paragraph on the back. This information is represented in the table that follows.
Front	Back
Allegory	A narrative technique in which characters representing things or abstract ideas are used to convey a message or teach a lesson.
Alliteration	A poetic device where the first consonant sounds or any vowel sounds in words or syllables are repeated.

Flashcard table with long description added

The long description page will contain the text of the long description followed by the flashcard data in table format:

This interaction allows learners to move through a set of cards with words or short phrases on the front and a longer paragraph on the back. This information is represented in the table that follows.

Front	Back
Allegory	A narrative technique in which characters representing things or abstract ideas are used to convey a message or teach a lesson.
Alliteration	A poetic device where the first consonant sounds or any vowel sounds in words or syllables are repeated.
Analogy	A comparison of two things made to explain something unfamiliar through its similarities to something familiar, or to prove one point based on the acceptedness of another.
Antagonist	The major character in a narrative or drama who works against the hero or protagonist.
Anthropomorphism	The presentation of animals or objects in human shape or with human characteristics. The term is derived from the Greek word for "human form."
Anti-hero	A central character in a work of literature who lacks traditional heroic qualities such as courage, physical prowess, and fortitude.
Apocrypha	Writings tentatively attributed to an author but not proven or universally accepted to be their works. The term was originally applied to certain books of the Bible that were not considered inspired and so were not included in the "sacred canon."
Catharsis	The release or purging of unwanted emotions - specifically fear and pity - brought about by exposure to art. The term was first used by the Greek philosopher Aristotle in his Poetics to refer to the desired effect of tragedy on spectators.

[Back](#)

Flashcard long description showing automatically-generated data table

If you just enter "True" for the long description, then the long description page will be generated just showing the flashcard data in table format, with no additional long description text.

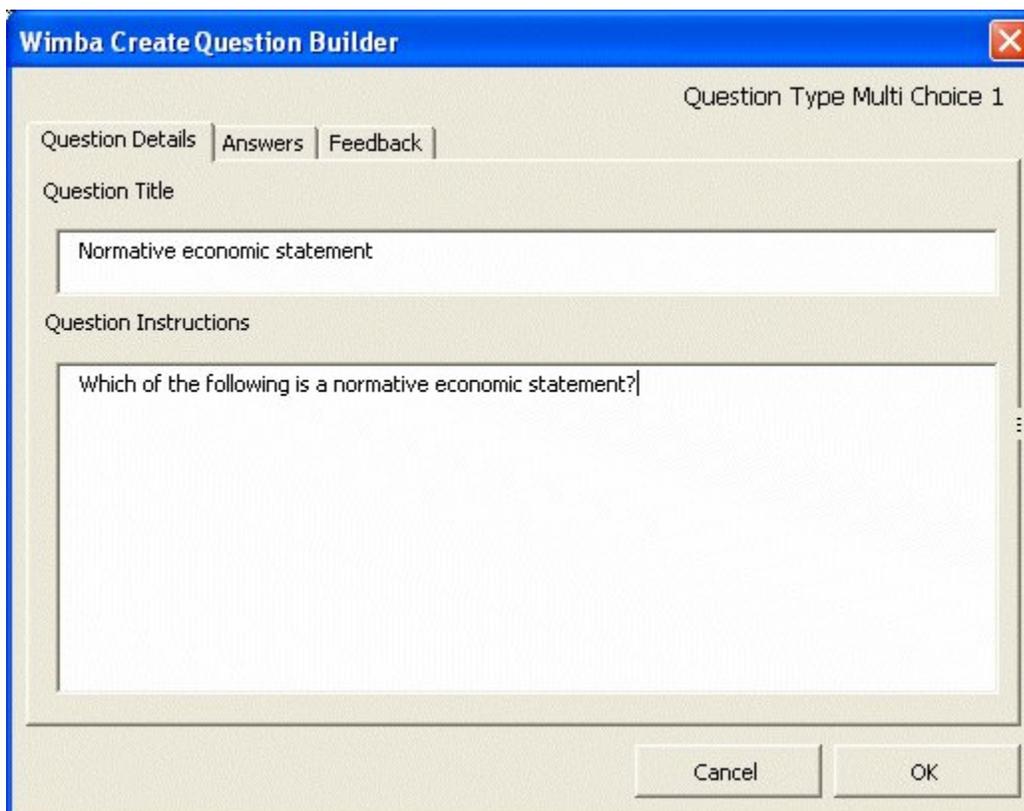
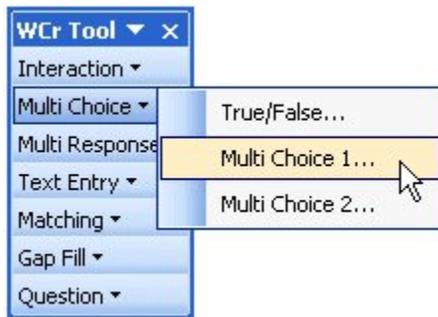
Selftest questions

There are 15 different types of selftest question, which can be placed anywhere in your content.

Inserting a question

To create a question:

- choose a question type from the WCr Tools Palette
- fill in the data in the question dialog that opens



Inserting a selftest question

Once you have entered the question data into the dialog box, click on the OK button and a special table containing the question data will be inserted into the document:

Question	Multichoice1
Title	Normative economic statement
Text	Which of the following is a normative economic statement?
Answer	A reduction in government spending on education will result in teachers being made redundant
Answer *	Free dental services should be provided for all citizens at the time of need
Answer	More money for the Health Service could be provided by switching expenditure from defence
Answer	A reduction in free primary health care will have a greater effect on the rich than the poor
Feedback Correct	Yes - this is it. 'Should' is an opinion word.
Feedback Incorrect	No. This can be put to the test.

A question table

If you prefer, you can open the question builder dialog box, click on the OK button straight away to insert an empty question table, and enter data directly into the table. You can also copy and paste a question table and then change the question data.

Editing a question

To edit a question table, the easiest way is to change the data directly in the table. If you prefer you can put the cursor anywhere in the table and choose Question/Edit from the WCr Tools palette. This will work as before, opening the question builder dialog box in which the question data can be edited.

You can add new answer rows by inserting new rows into the table. Note that if the question is subsequently edited using the question dialog box, these extra rows will be lost.

Inserting images and media

You can insert images directly into the question table, in Text, Answer or Feedback cells. Note that if you open a question in the question builder dialog box all image data is lost, so once images have been inserted you should only edit the question data directly in the table. See the [Using images](#) in questions topic for more information.

You can also insert a media table directly into the question table, in Text, Answer or Feedback cells.

Types of question

See the following topics for more details:

- [MultiChoice questions](#)
- [MultiResponse questions](#)
- [TextEntry questions](#)
- [Matching questions](#)
- [GapFill questions](#)

Exporting quiz files

Note that selftest questions are not scored or tracked. They are part of the learning process rather than formal assessment tools. If you want to assess and record you will need to make use of assessment tools that are part of a learning management system such as Blackboard, Moodle or WebCT.

You can use Wimba Create to generate quiz export files, which will provide scored and tracked assessment in conjunction with a learning management system. See the [Quiz Exports](#) topic for more details.

Converting old-style questions

Earlier versions of Wimba Create stored questions in a different form, representing them in the document by a grey box. If you have Word documents containing old-style grey-box questions created

with earlier versions of Wimba Create, these will be automatically converted to question tables the first time you generate a course. See the [Converting old-style](#) questions topic for more information.

Including HTML code

cgHTMLInclude style

A new cgHTMLInclude style has been added that allows you to include HTML and JavaScript code anywhere in the Word source document. This code will be placed in the Body of the HTML page.

cgHTMLHeadInclude style

The cgHTMLHeadInclude style allows you to include HTML and JavaScript code that will be placed in the Head of the HTML page.

Important note on HTML code

The code included with either of the HTMLInclude styles must be valid for XML, i.e. properly nested and with correct Opening and Closing tags. Tags in HTML 4 which use a single tag must also be closed, for example a `
` tag should become `
` (note that the space between the tag name and the forward slash is important for compatibility with older browsers). Another example using an img tag: ``.

Including Voice Tools code

Wimba Voice Tools generates code that can be copied and pasted to voice-enable many different applications. You can use the cgHTMLInclude style to include code generated by Voice Tools.

This code is copied and pasted from the Voice Tools Manager. Please see the Voice Tools documentation for details of the Voice Tools Manager.

For example:

```
<SCRIPT type="text/javascript">
this.focus();
</SCRIPT>

<SCRIP type="text/javascript"
SRC="http://myvoicetoolsserver.wimba.com:80/myvoicetoolserver/ve/
record.js"><SCRIPT>
<SCRIPT type="text/javascript">
  var w_p=new Object();

  w_p.mid="121";
  w_p.rid="112-1134076988251";
  w_p.play_last="false";
  w_p.auto_validate="false";
  w_p.max_message_length=300;
  w_p.language="en";

  if(window.w_ve_record_tag) w_ve_record_tag(w_p);
else document.write("Applet should be there, but the Voice Tools server is
down");
</SCRIPT>
<NOSCRIPT>
Your browser does not seem to be configured correctly to be able to use
Wimba Tools. Please go throught the
<a
href="http://myvoicetoolsserver.wimba.com:80/myvoicetoolsserver/diagno
stic/main">Diagnostic Tool</a> to configure it correctly.
</NOSCRIPT>
```

Code copied from the Voice Tools Manager

Note:

To preview the included VoiceTools the generated HTML must be viewed from a Web Server. This server also needs to be included in the allowed list of servers for your installation of VoiceTools.

Including Java applets

You can also use the cgHTMLInclude style to include code to run a Java applet.

For example:

```
<applet code="myclass.class" codebase="/media" name="myclass"
Width="300" height="180">
<param name="cabbage" value="myclass.cab"/>
</applet>
```

Java applet code

To include the java files with the course package, you should place Hyperlinks to the files inside a cgComment style. The hyperlink will ensure that the files are copied to the course package, while the cgComment will prevent the hyperlinks from appearing in the course. The file will be copied to the "media" folder of the generated course. In your HTMLInclude you will need to use a relative path to the file in the media folder e.g. "media/myapplet.jar".

For example:

[Hyperlink to file to include](#)

Using a commented hyperlink to copy files

If you require more organization of the supporting files for an included applet, you can copy a folder into the media folder of the course after it has been generated.

Metadata

Metadata

Metadata is information about the course that can be used by IMS compliant learning management systems.

Supported Fields

Wimba Create supports the following fields from the LOMv1.0 standard:

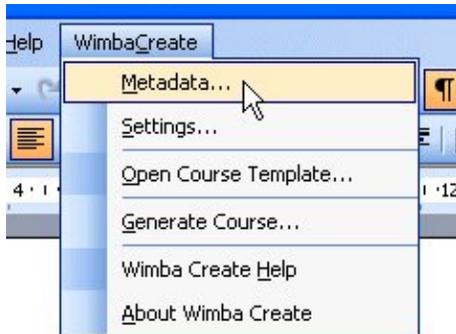
- General
 - Identifier
 - Catalog
 - Entry
 - Title
 - Keyword
 - Description
 - AggregationLevel
- Life Cycle
 - Version
 - Status
- Meta-Metadata
 - MetadataSchema
- Educational
 - LearningResourceType
 - IntendedEndUserRole
 - Context
 - TypicalAgeRange
- Rights
 - Cost
 - CopyrightAndOtherRestrictions
 - Description
- Classification
 - Purpose
 - TaxonPath
 - Taxon
 - ID
 - Entry
 - Keyword
 - Description

In addition to the above fields Wimba Create allows miscellaneous fields to be defined, Author, Organisation and Date fields are added by default to support previous versions of Wimba Create.

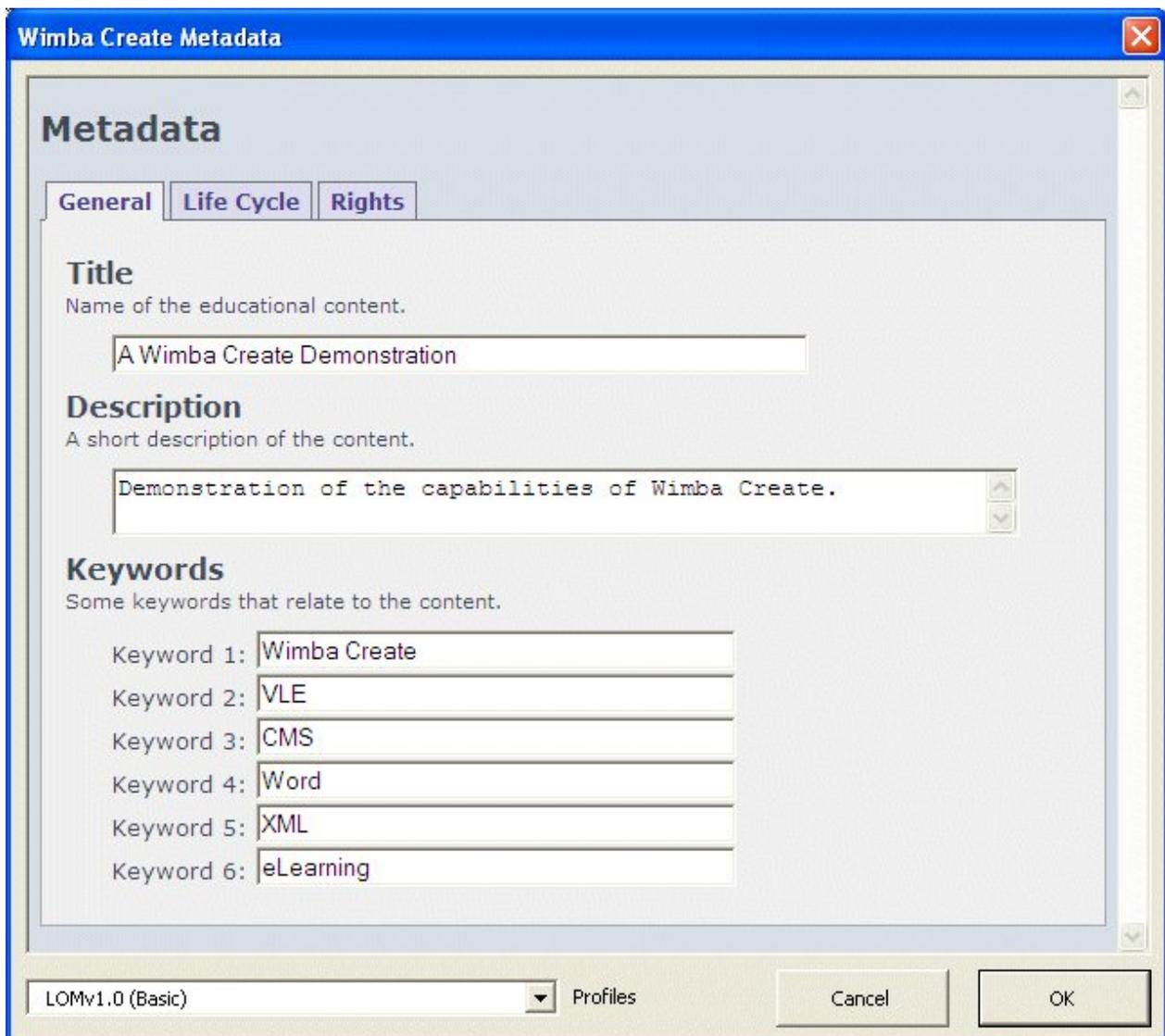
The Title that you enter is also used as the course title at the top of each generated HTML page.

Adding metadata

To add metadata, you choose Metadata from the Wimba Create Menu, which opens the Metadata dialog box.



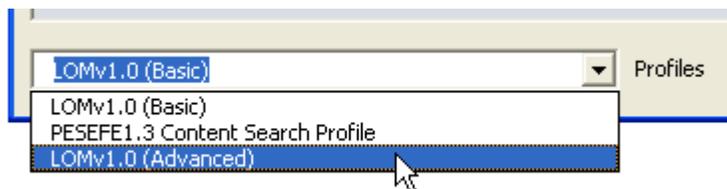
Selecting Metadata from the Wimba Create Menu



Wimba Create Metadata Editor showing the basic profile

Wimba Create includes three profiles for adding metadata:

- LOMv1.0 (Basic)
- PESEFE1.3 Content Search Profile
- LOMv1.0 (Advanced)



Selecting the metadata editor profile

The profiles can be selected from the 'Profiles' drop-down in the lower left corner of the dialog.

LOMv1.0 (Basic)

As seen from the image above the Basic profile provides a simple form to enter the most common metadata entries. This form allows you to enter values for Title, Description, Keyword(s), Version, Status, Author, Organization, Date, Cost, Copyright Restrictions, and a Copyright Description. See [Basic Metadata](#) for more details.

PESEFE1.3-Content Search Profile

This profile provides a form with fields, vocabularies and taxonomies specific to the Dutch 'PESEFE1.3-Content Search Profile' metadata profile. See [PESEFE1.3-Content Search Profile](#) for more details.

LOMv1.0 (Advanced)

This profile provides a dynamic form which more closely follows the structure of the actual metadata model. With this form you can add and edit any of the supported metadata fields (as listed above) using any of the available vocabularies and taxonomies. If you need a specific vocabulary or taxonomy entry you may choose enter the raw text values for the fields. See [Advanced Metadata](#) for more details.

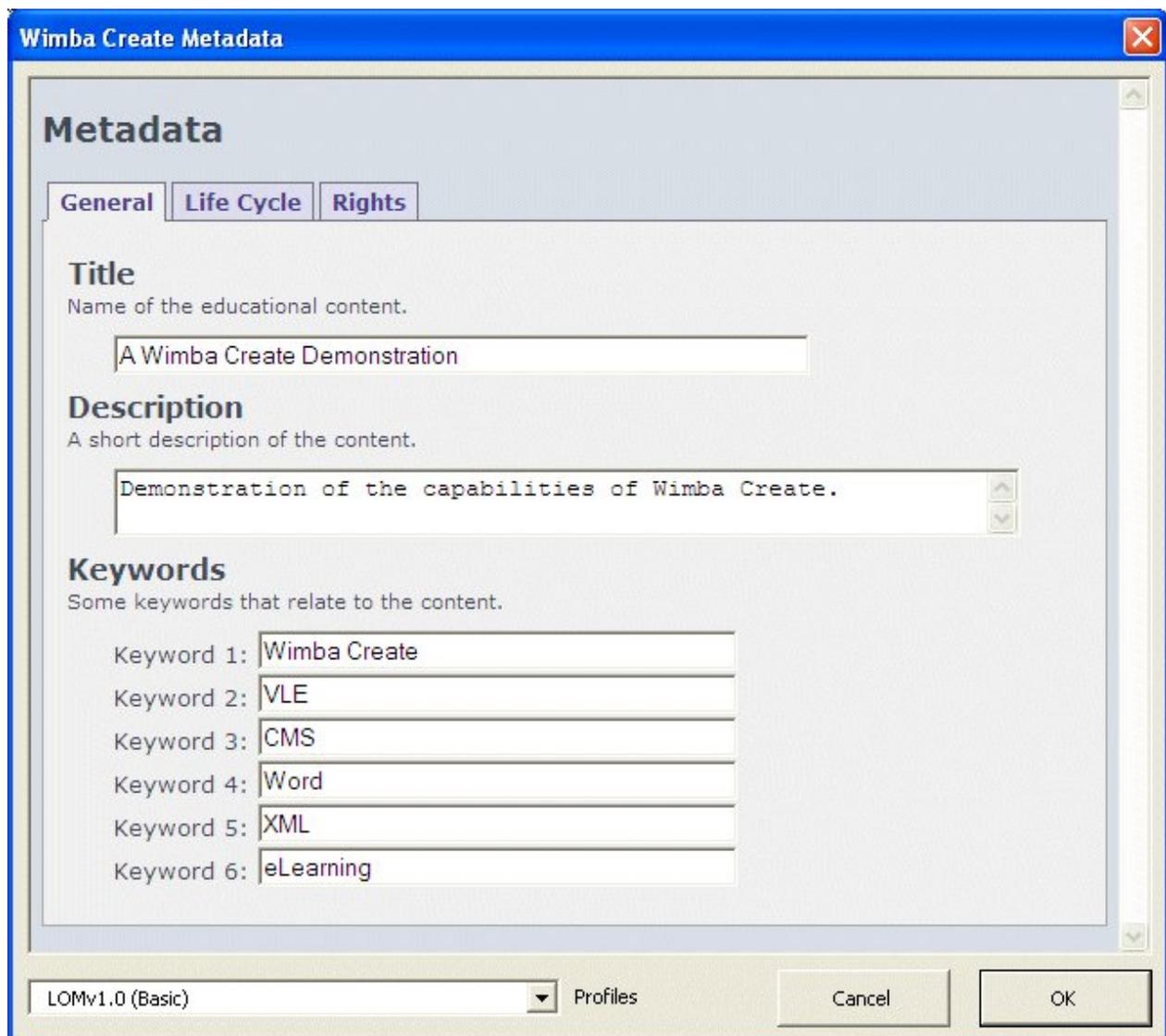
Basic metadata

The General, Life Cycle, and Rights tabs allow you to enter metadata. Brief descriptions of the fields are provided in the dialog.

In a document that doesn't already contain a Metadata table Wimba Create will automatically populate some of the fields based on properties found in the Word document, these include the Title, Description, Keywords, Version, Author, Organization and Copyright description.

General Tab

Use the fields in the General tab to provide general information about the content.



Wimba Create Metadata

Metadata

General | Life Cycle | Rights

Title
Name of the educational content.
A Wimba Create Demonstration

Description
A short description of the content.
Demonstration of the capabilities of Wimba Create.

Keywords
Some keywords that relate to the content.

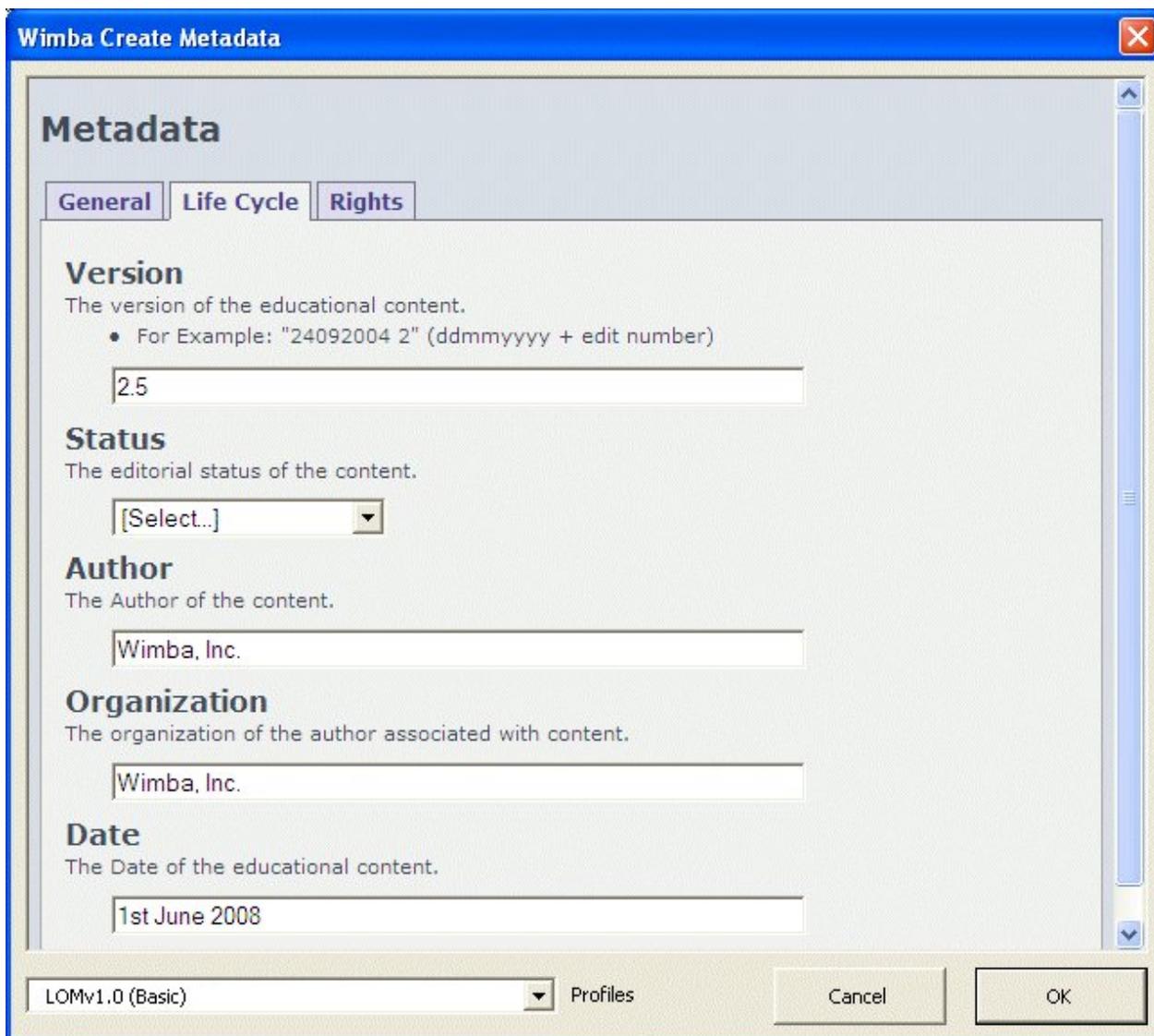
Keyword 1: Wimba Create
Keyword 2: VLE
Keyword 3: CMS
Keyword 4: Word
Keyword 5: XML
Keyword 6: eLearning

LOMv1.0 (Basic) Profiles Cancel OK

Metadata - General Tab

Life Cycle Tab

Use the field in the Life Cycle tab to provide information about the editorial status of the content.



Wimba Create Metadata

Metadata

General **Life Cycle** **Rights**

Version
The version of the educational content.
• For Example: "24092004 2" (ddmmyyyy + edit number)

2.5

Status
The editorial status of the content.

[Select...]

Author
The Author of the content.

Wimba, Inc.

Organization
The organization of the author associated with content.

Wimba, Inc.

Date
The Date of the educational content.

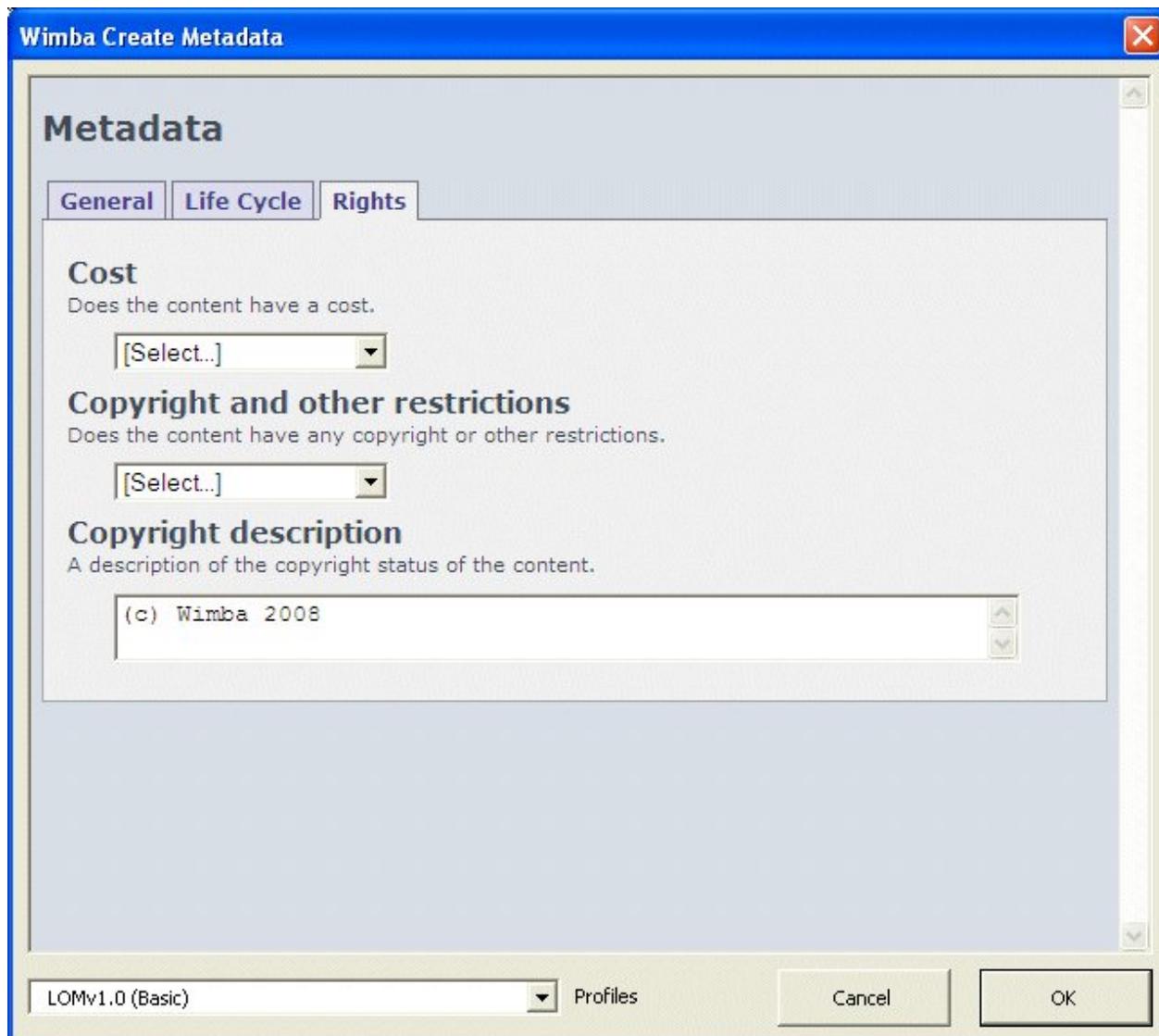
1st June 2008

LOMv1.0 (Basic) Profiles Cancel OK

Metadata - Life Cycle Tab

Rights Tab

Use the fields in the Rights tab to provide information about the cost and copyright status of the content.



Wimba Create Metadata

Metadata

General | **Life Cycle** | **Rights**

Cost
Does the content have a cost.
[Select..]

Copyright and other restrictions
Does the content have any copyright or other restrictions.
[Select..]

Copyright description
A description of the copyright status of the content.
(c) Wimba 2008

LOMv1.0 (Basic) Profiles Cancel OK

Metadata - Rights Tab

When you click on the OK button to close the dialog box, a Metadata table will be inserted at the top of the document:

Metadata	Do not manually edit this table.
Title	A Wimba Create Demonstration
Keywords	Wimba Create, VLE, CMS, Word, XML, eLearning
Description	Demonstration of the capabilities of Wimba Create.
Version	2.5
Description	(c) Wimba 2008
Objectives	Know the capabilities of Wimba Create
Author	Wimba, Inc.
Organisation	Wimba, Inc.
Date	1st June 2008

A metadata table

Note that the Metadata table will always be inserted at the top of the document - it does not matter where the cursor is when you open the Metadata dialog box.

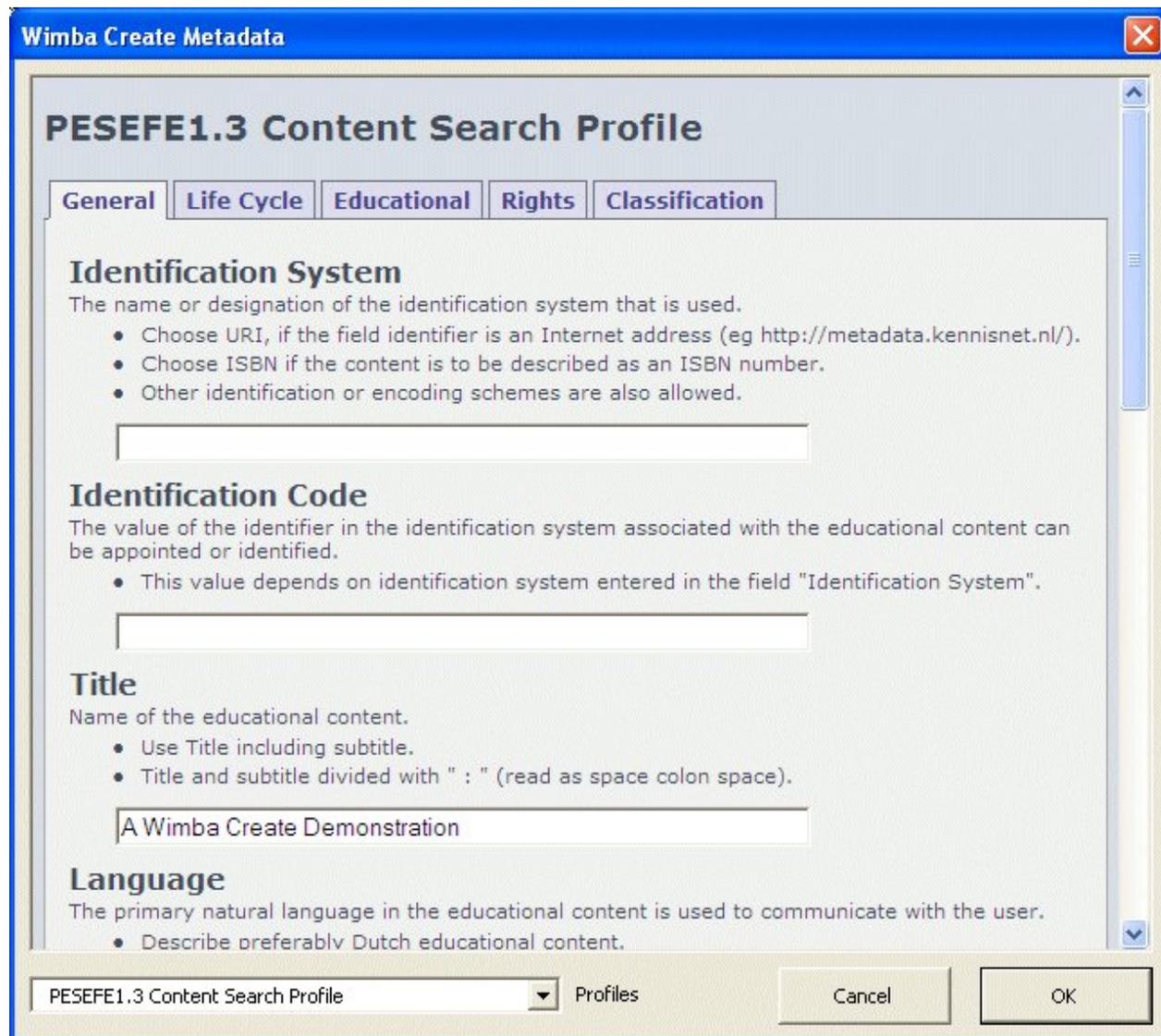
Note: Metadata should always be edited using the metadata editor, it is not recommend to manually edit the contents of the the metadata table.

PESEFE1.3-Content Search Profile

This profile provides more LOM fields than the basic profile, many of the fields values (where applicable) are can be selected from the values found in the Dutch profile. You may however find some of these field useful in general. For more information about the profile see <http://www.tsseurope.eu>.

General Tab

The General is much the same as the Basic profile; however, it provides a few more options, such as the Identification, and language fields as seen in the image below. In addition to those it also provides an Aggregation Level drop-down.



Wimba Create Metadata

PESEFE1.3 Content Search Profile

General | Life Cycle | Educational | Rights | Classification

Identification System
The name or designation of the identification system that is used.

- Choose URI, if the field identifier is an Internet address (eg <http://metadata.kennisnet.nl/>).
- Choose ISBN if the content is to be described as an ISBN number.
- Other identification or encoding schemes are also allowed.

Identification Code
The value of the identifier in the identification system associated with the educational content can be appointed or identified.

- This value depends on identification system entered in the field "Identification System".

Title
Name of the educational content.

- Use Title including subtitle.
- Title and subtitle divided with " : " (read as space colon space).

Language
The primary natural language in the educational content is used to communicate with the user.

- Describe preferably Dutch educational content.

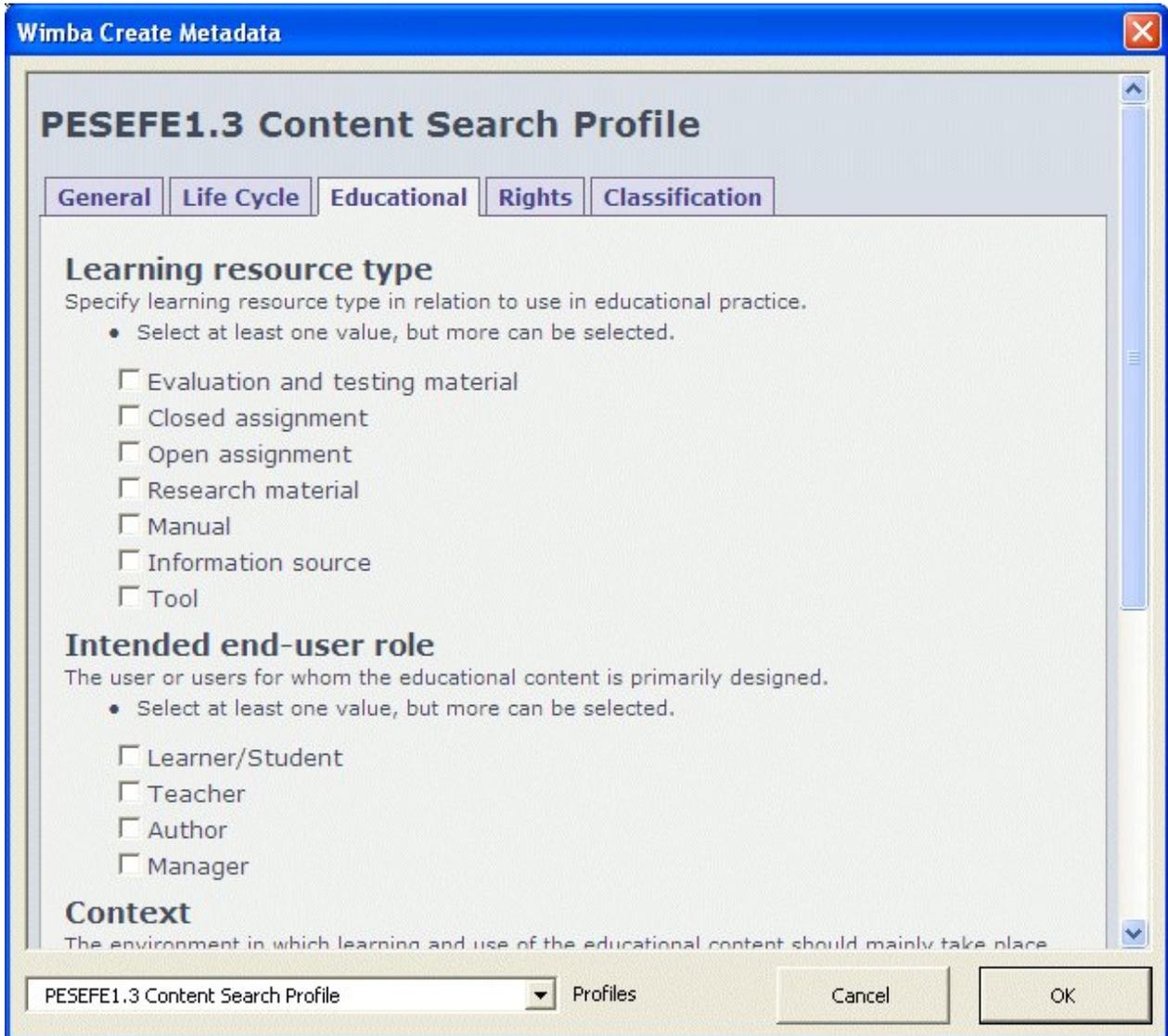
PESEFE1.3 Content Search Profile Profiles Cancel OK

Metadata - Rights Tab

Educational Tab

We have skipped over the Life Cycle tab as it provide the same Version and Status fields as the Basic profile, but excludes the Author, Organization and Date fields.

The Educational tab is quite specific to the profile; it provides lists of check boxes with values from the profile to set the underlying fields.



Wimba Create Metadata

PESEFE1.3 Content Search Profile

General | **Life Cycle** | **Educational** | **Rights** | **Classification**

Learning resource type

Specify learning resource type in relation to use in educational practice.

- Select at least one value, but more can be selected.

- Evaluation and testing material
- Closed assignment
- Open assignment
- Research material
- Manual
- Information source
- Tool

Intended end-user role

The user or users for whom the educational content is primarily designed.

- Select at least one value, but more can be selected.

- Learner/Student
- Teacher
- Author
- Manager

Context

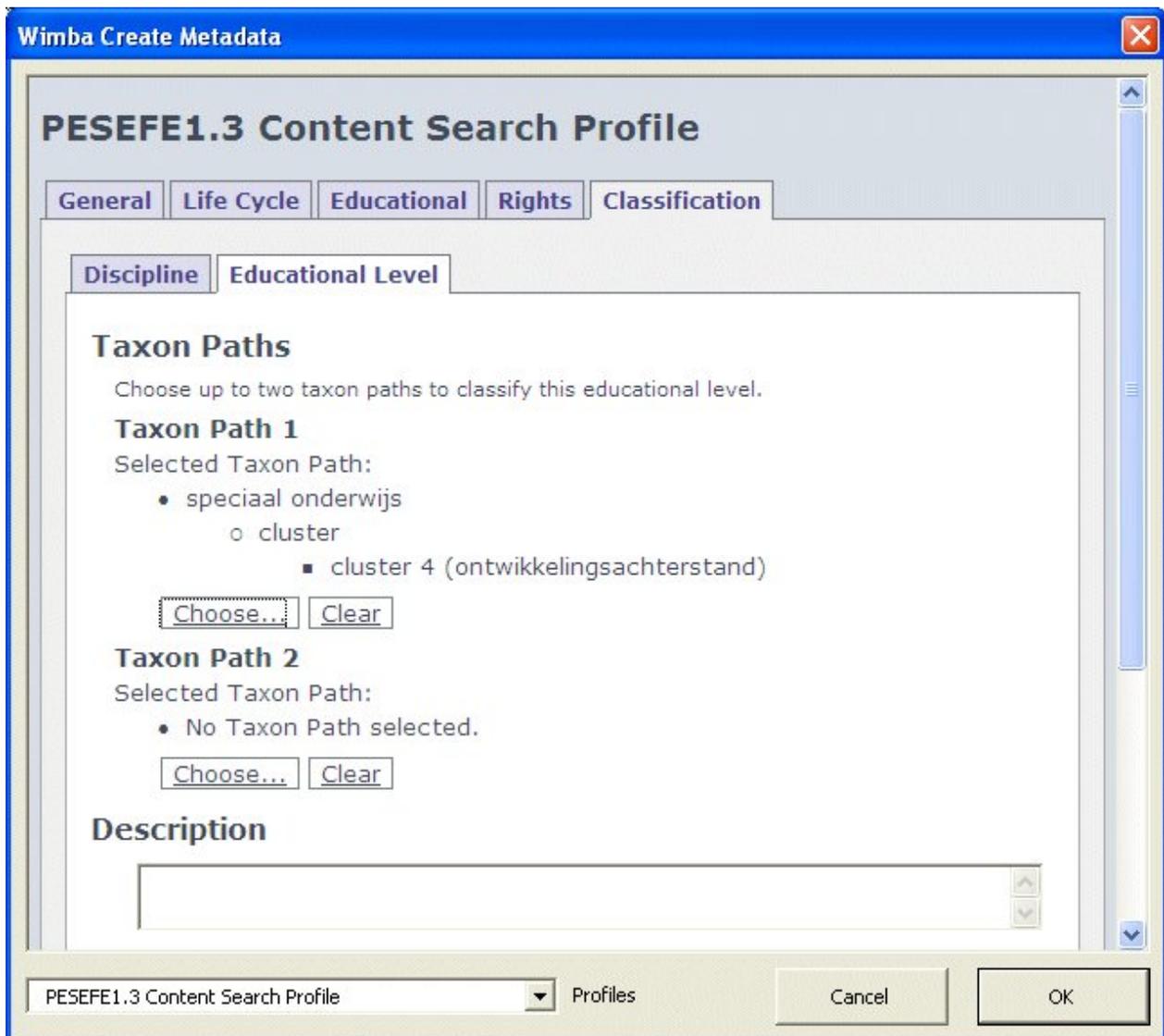
The environment in which learning and use of the educational content should mainly take place

PESEFE1.3 Content Search Profile Profiles Cancel OK

Metadata - Educational Tab

Classification Tab

The Classification tab provides fields to enter details of how the content should be classified for various types of classification. Supported here are the Discipline and the Educational Level classification purposes. For each classification purpose two Taxon Paths can be selected from the taxonomy list. Also there can be a description and keywords relating to the classification.



Wimba Create Metadata

PESEFE1.3 Content Search Profile

General | **Life Cycle** | **Educational** | **Rights** | **Classification**

Discipline | **Educational Level**

Taxon Paths

Choose up to two taxon paths to classify this educational level.

Taxon Path 1
Selected Taxon Path:

- speciaal onderwijs
 - cluster
 - cluster 4 (ontwikkelingsachterstand)

Taxon Path 2
Selected Taxon Path:

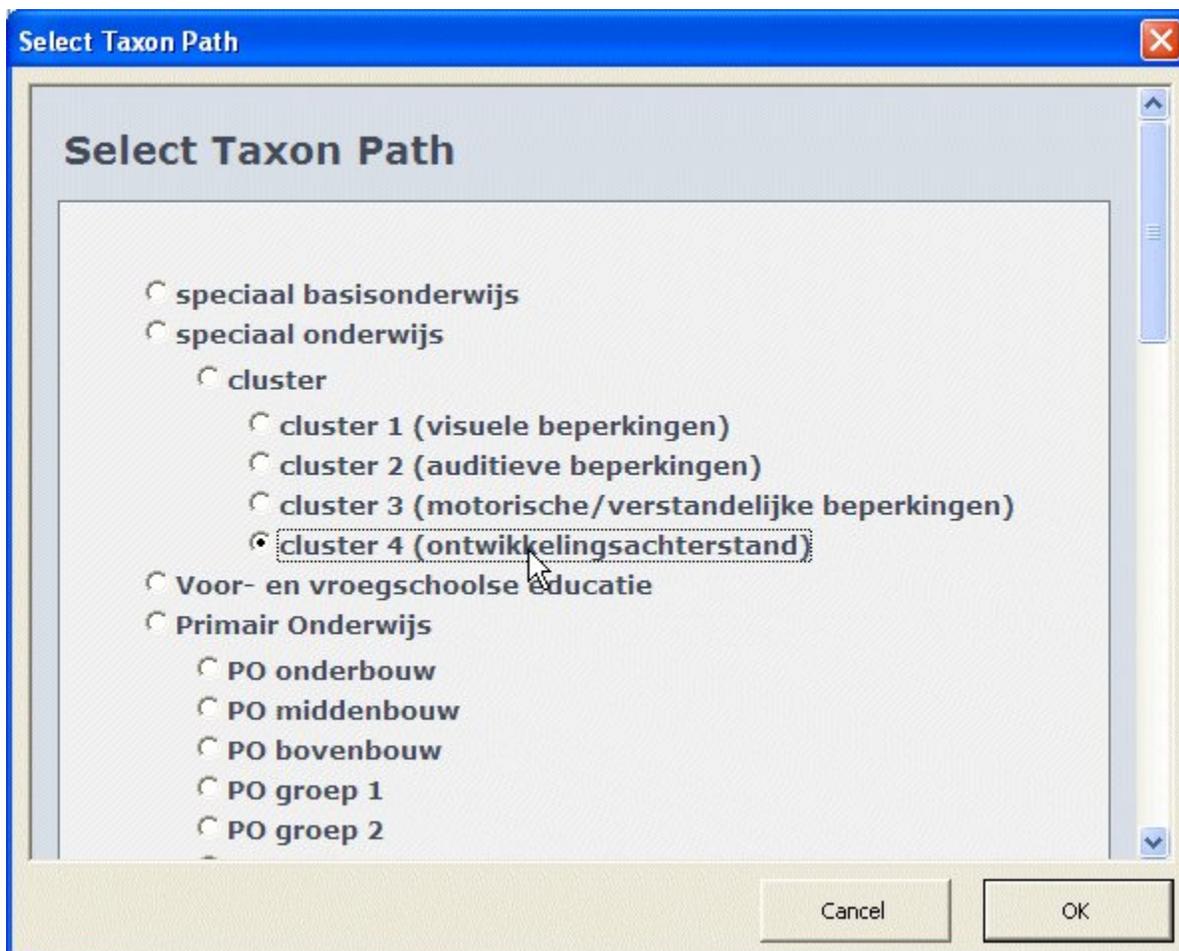
- No Taxon Path selected.

Description

PESEFE1.3 Content Search Profile Profiles

Metadata - Classification Tab

By clicking the Choose button for a Taxon Path you can select the required Taxon Path from the available taxonomy, only the most specific Taxon needs to be selected, the path will be constructed automatically from the information in the taxonomy.



Select Taxon Path

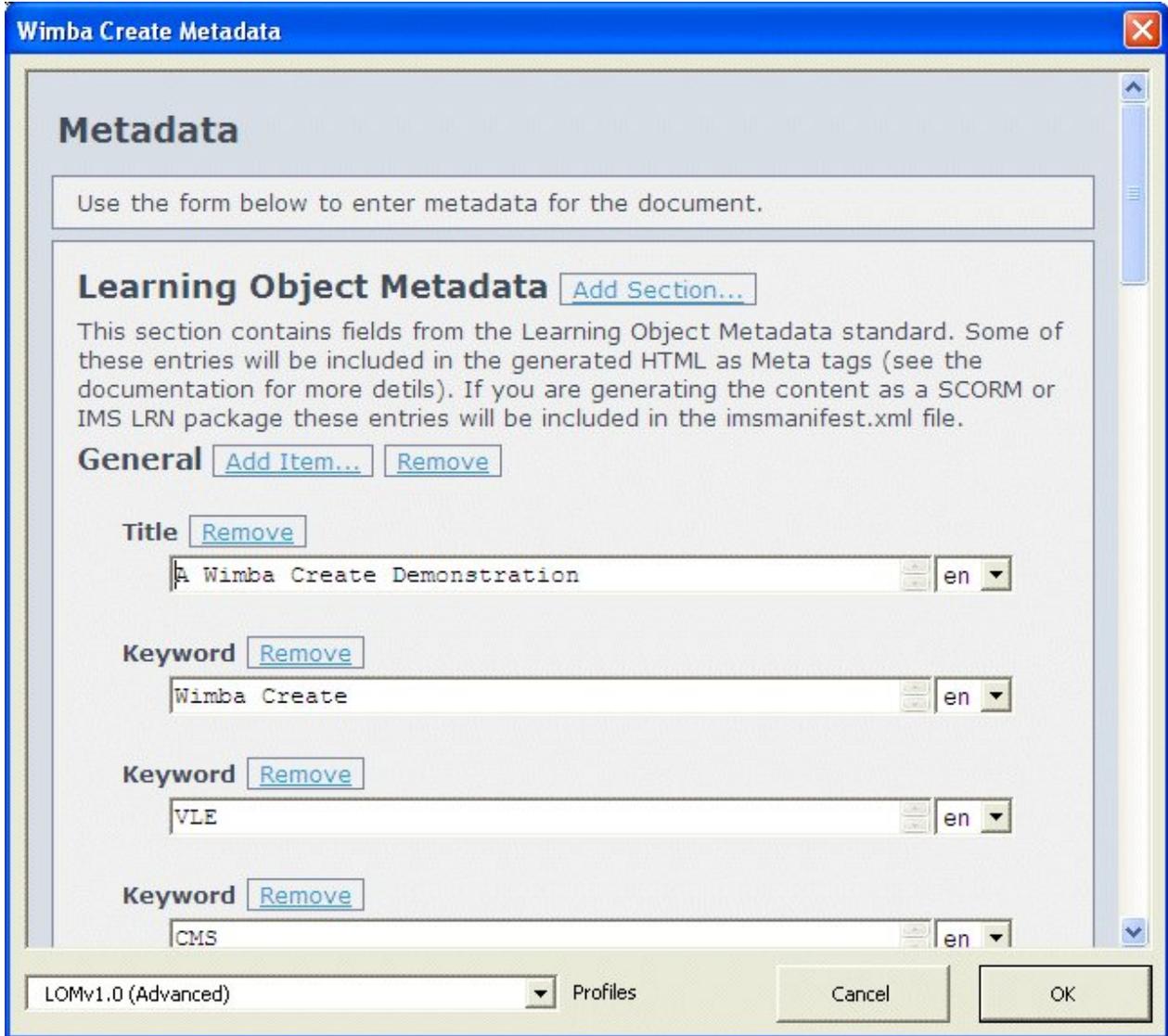
- speciaal basisonderwijs
- speciaal onderwijs
 - cluster
 - cluster 1 (visuele beperkingen)
 - cluster 2 (auditieve beperkingen)
 - cluster 3 (motorische/verstandelijke beperkingen)
 - cluster 4 (ontwikkelingsachterstand)
- Voor- en vroegschoolse educatie
- Primair Onderwijs
 - PO onderbouw
 - PO middenbouw
 - PO bovenbouw
 - PO groep 1
 - PO groep 2

Cancel OK

Metadata - Selecting Taxon Path

Advanced Metadata

The advanced metadata form allows you to build up the metadata in a way close to the underlying metadata model using the fields Wimba Create supports. Since this form closely follows the metadata model a familiarity with metadata is required.



Wimba Create Metadata

Metadata

Use the form below to enter metadata for the document.

Learning Object Metadata [Add Section...](#)

This section contains fields from the Learning Object Metadata standard. Some of these entries will be included in the generated HTML as Meta tags (see the documentation for more details). If you are generating the content as a SCORM or IMS LRN package these entries will be included in the imsmanifest.xml file.

General [Add Item...](#) [Remove](#)

Title [Remove](#)
A Wimba Create Demonstration en

Keyword [Remove](#)
Wimba Create en

Keyword [Remove](#)
VLE en

Keyword [Remove](#)
CMS en

LOMv1.0 (Advanced) Profiles [Cancel](#) [OK](#)

Metadata - Advance profile

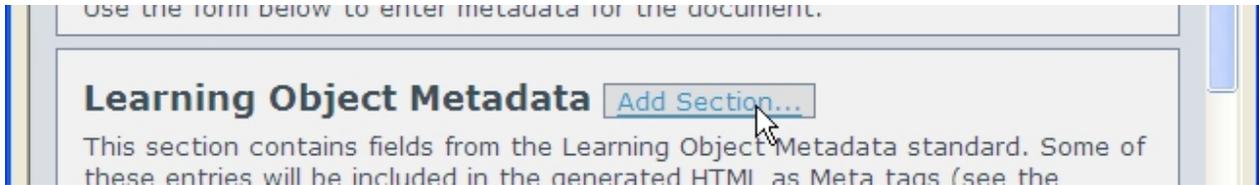
There are two main sections in the Advanced view, Learning Object Metadata, which contains all the field we support from the LOM standard, and Miscellaneous Metadata, which contains legacy and custom fields that are outside of the LOM standard (although Author and Organization will be mapped into LOM when the course is generated as either an IMS or SCORM package.)

The various levels of the LOM model are represented by heading levels and indentation. For example the top level items supported from LOM (General, Life Cycle, metaMetadata, Educational, Rights, and Classification) are represented as headings within the LOM section. Within each top level item are the fields it can contain, these are indented to show their containment.

Adding new metadata items

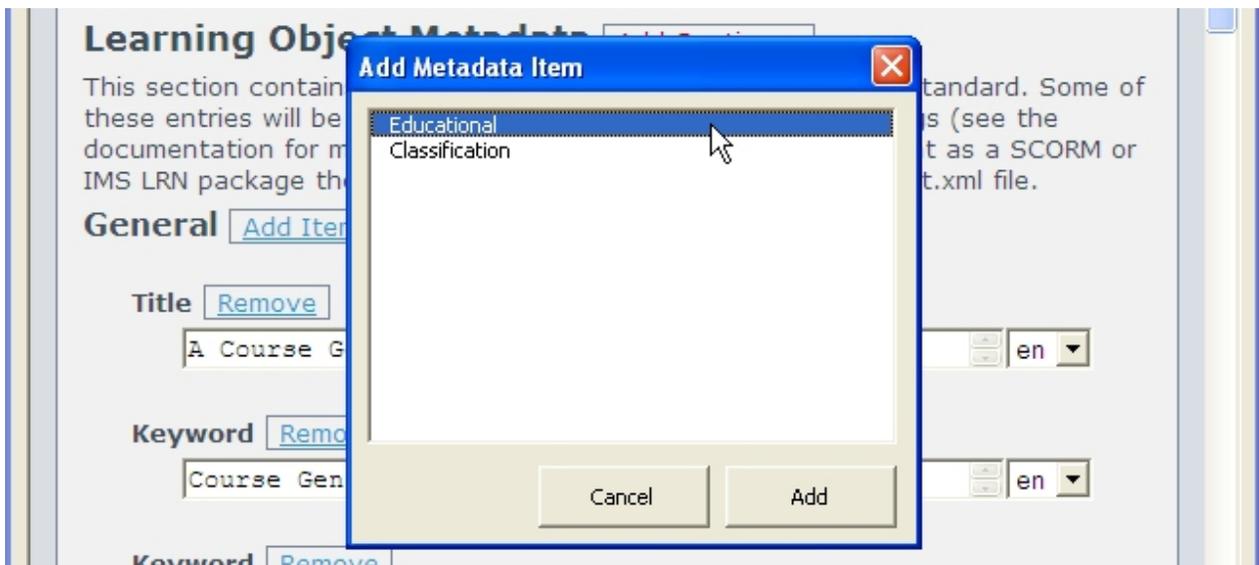
New metadata items or fields are added using the 'Add' buttons next to the various level. When clicked the button will present a list of the items or fields that can be added to the level. In the example images below an Educational section is being added to the Learning Object Metadata container. In this example the General, Life Cycle, metaMetadata, and Rights sections have already been added so they are not presented in the list.

Click the Add Section button.



The Add Section button

Either double-click required item or select it and click the Add button.



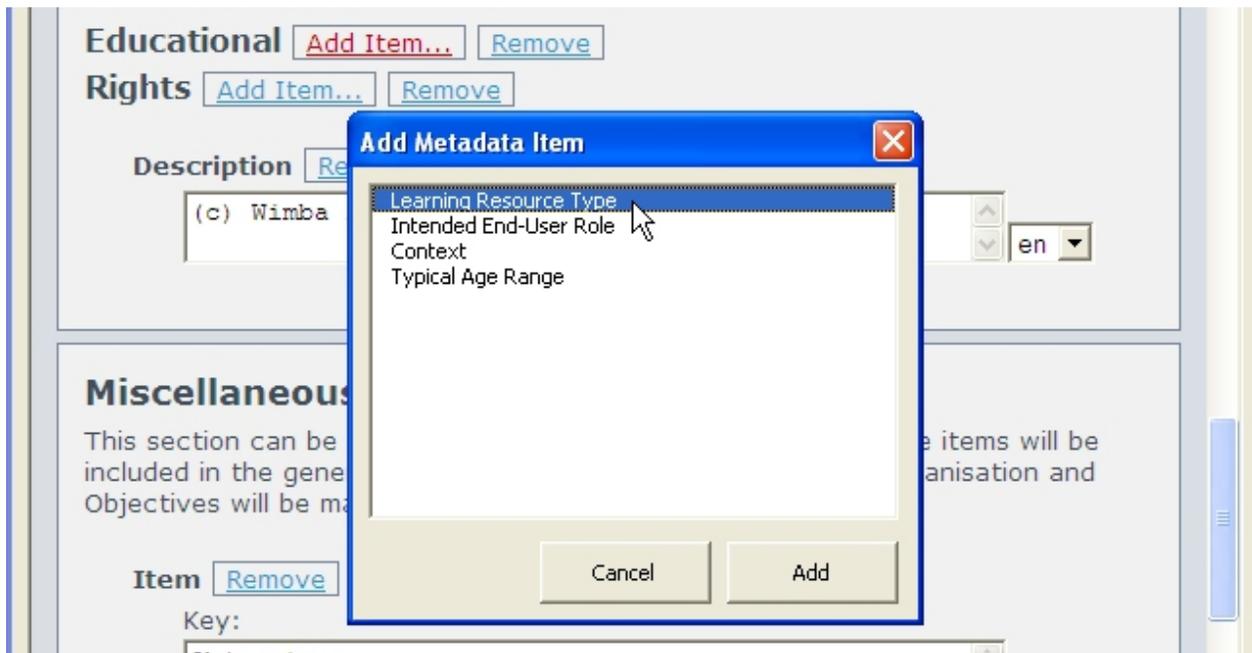
The Add Metadata Item list

This will add the new section, the new section that is created will be empty, and you will need to add the required child items to it.



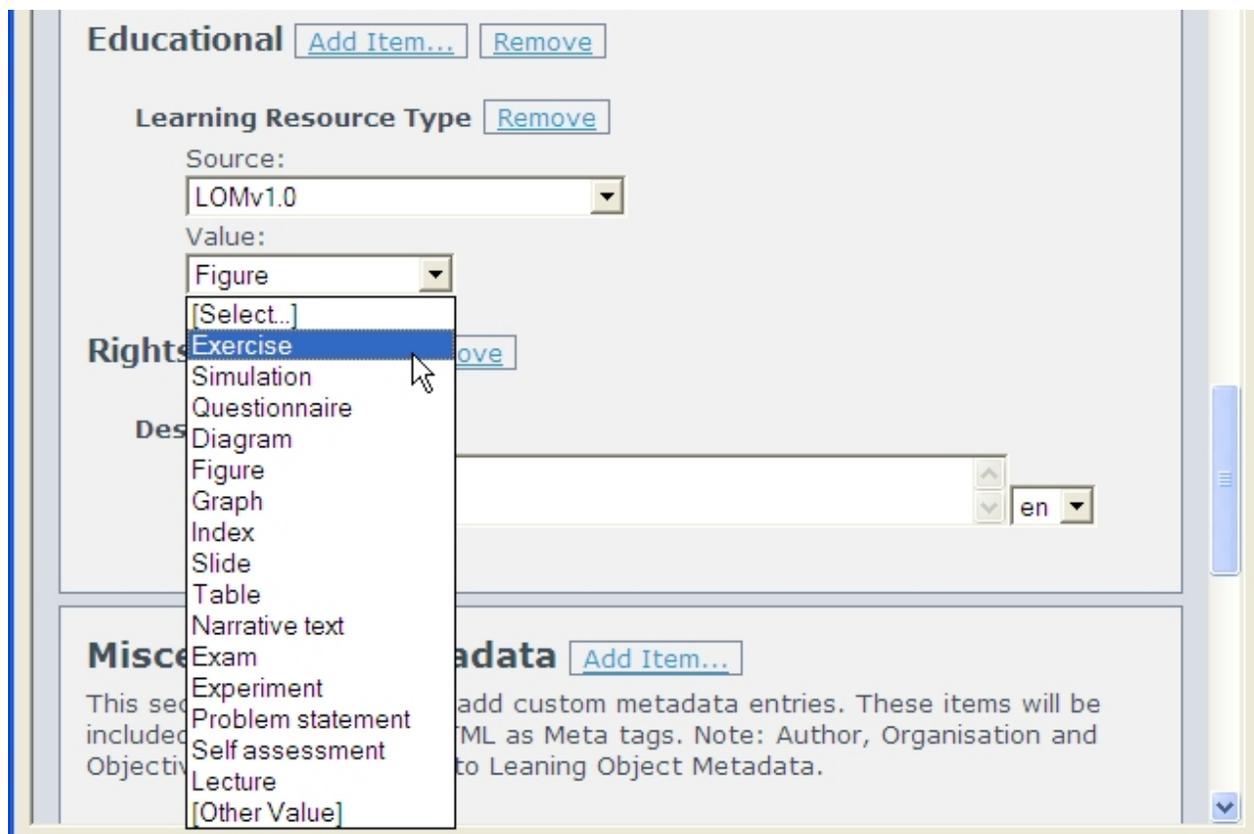
Newly added Educational section

Click Add Item next to the new Educational section to get a list of available fields. Here we will add a Learning Resource Type field.



Adding a field to the new Educational section

The field has been added and we are showing the available vocabulary items in the drop-down list. You may also change the vocabulary in use by selecting a different Source. For either Source or Value you can choose to enter a custom value by selecting the [Other Value] option in the list.



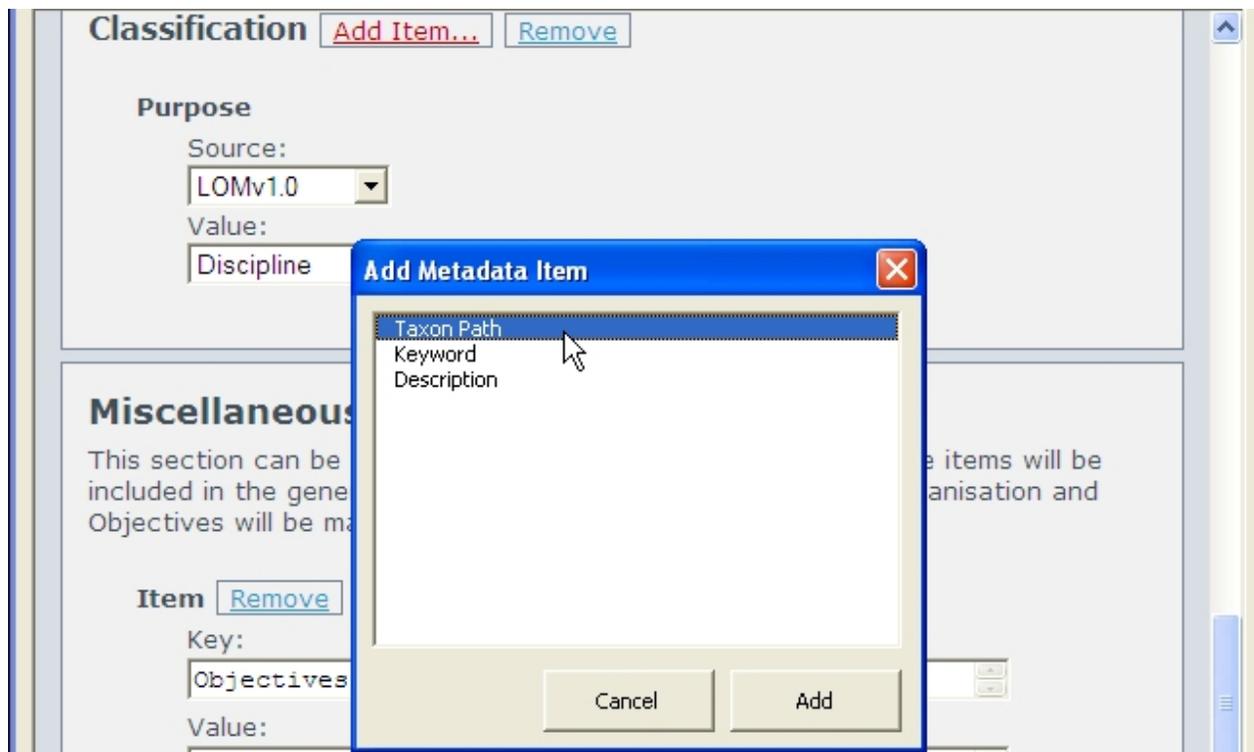
New Learning Resource Type field with its vocabulary expanded

The process is the same for adding all items/fields. To delete an item/field (and its child items/fields) click on the Remove button next to what you want to remove.

Classification and TaxonPath

Classification sections can be added using the same method as described for the Educational section above. Classification sections are created with a Purpose vocabulary field by default, with this you can define the purpose of the field that can be added to the classification.

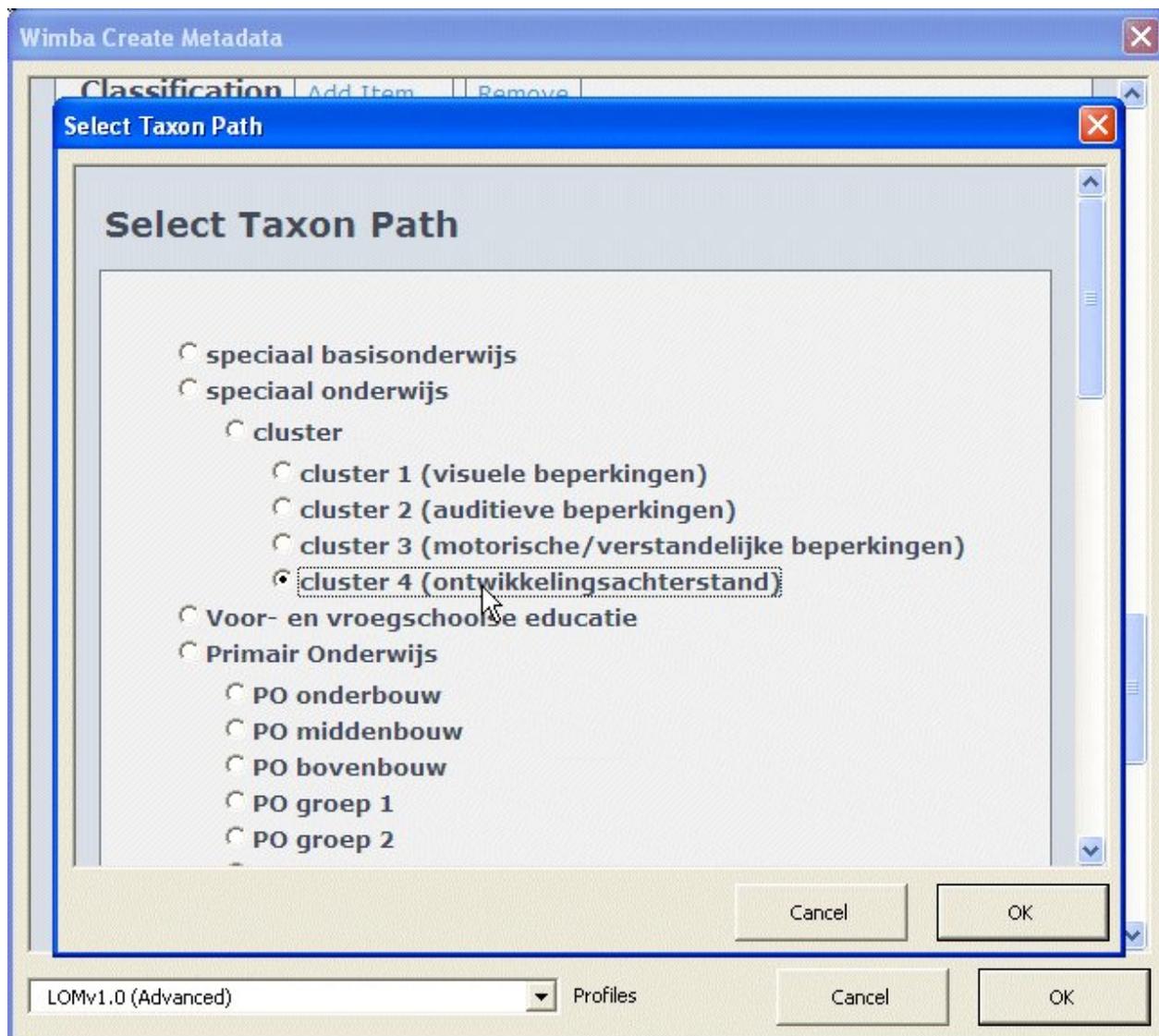
The available fields are Taxon Path, Keyword and Description which can be added using the Add Item button from the Classification header in the same way that all other fields are added.



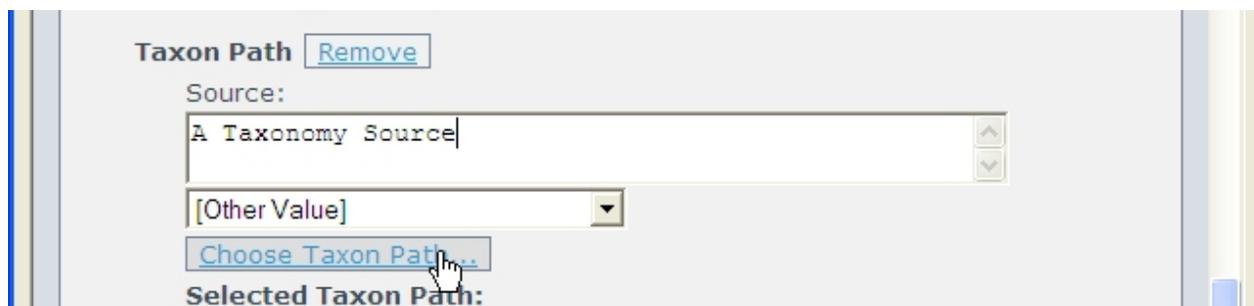
Taxon Path field will allow you to select or enter how the content is classified for the given purpose in a taxonomy. Presently predefined Taxonomy files are only available for the Dutch PESEFE1.3-Content Search Profile for Discipline and Educational Level Purpose values. Multiple Taxon Path fields may be added as required.



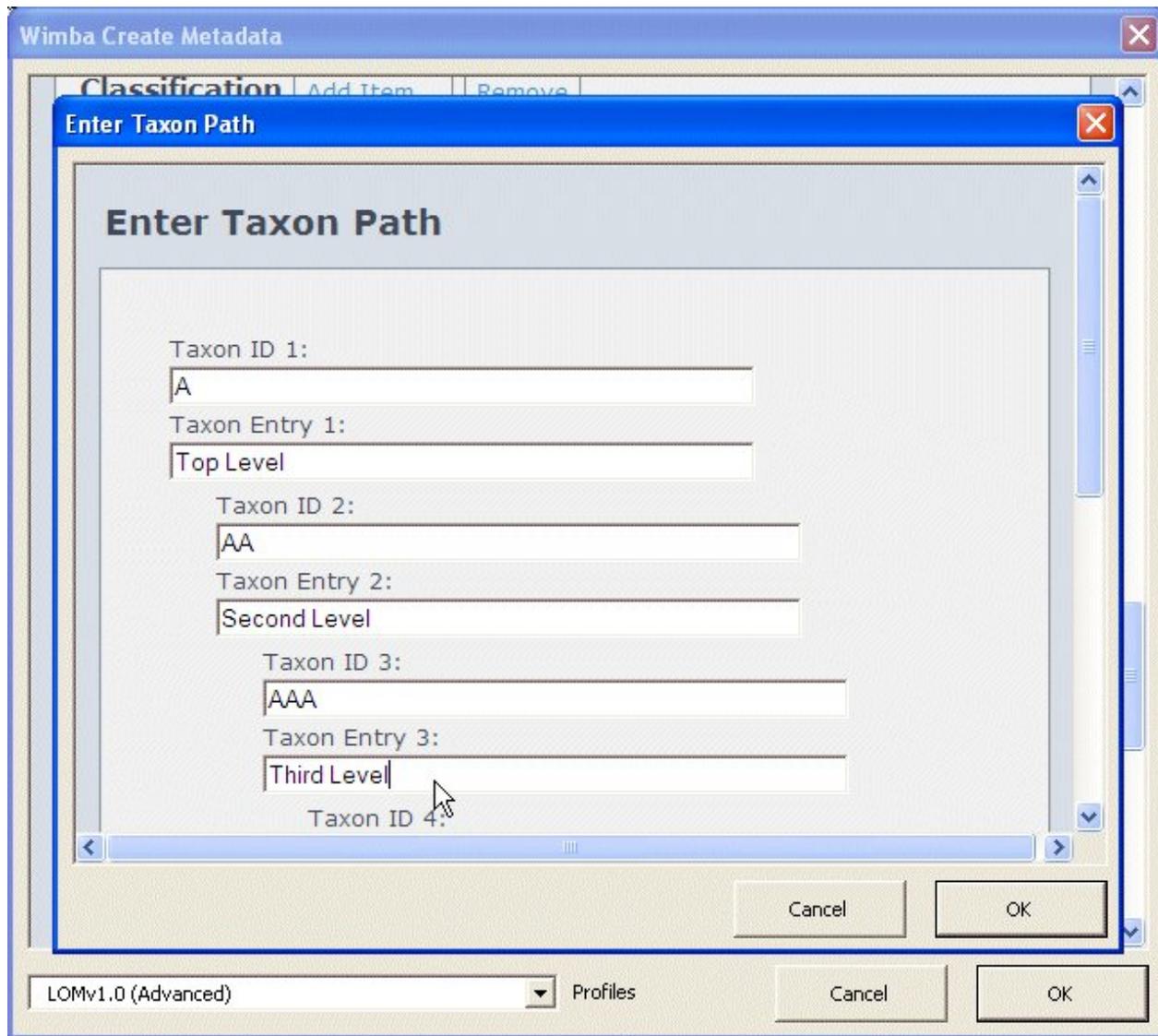
When you click the Choose Taxon Path button and there is a taxonomy available you will be presented with a display of the Taxonomy from which you can select the required classification. The Taxon Path will automatically be created based on the selection.



In the case where there is not a predefined Taxonomy available for the Classification Purpose you can manually enter the required value for the Source and the Path.



If using a custom value for the Taxon Path Source when you click the Choose Taxon Path button you will be able to enter the required information for the path using the text entry boxes provided.



Wimba Create Metadata

Classification Add Item Remove

Enter Taxon Path

Enter Taxon Path

Taxon ID 1:
A

Taxon Entry 1:
Top Level

Taxon ID 2:
AA

Taxon Entry 2:
Second Level

Taxon ID 3:
AAA

Taxon Entry 3:
Third Level

Taxon ID 4:

Cancel OK

LOMv1.0 (Advanced) Profiles Cancel OK

Copying metadata between documents

To copy metadata to another document you can just copy and paste the metadata table from one document to another.

What happens to metadata?

The LOM fields will be included with the generated course when using the IMS LRN or any of the SCORM output formats in the imsmanifest.xml metadata section.

In all output formats the Title, Keywords and Description fields from the General section and will be included in the HTML pages a Meta tags in the Head section. The Rights -Description field will also be included as a Copyright Meta tag.

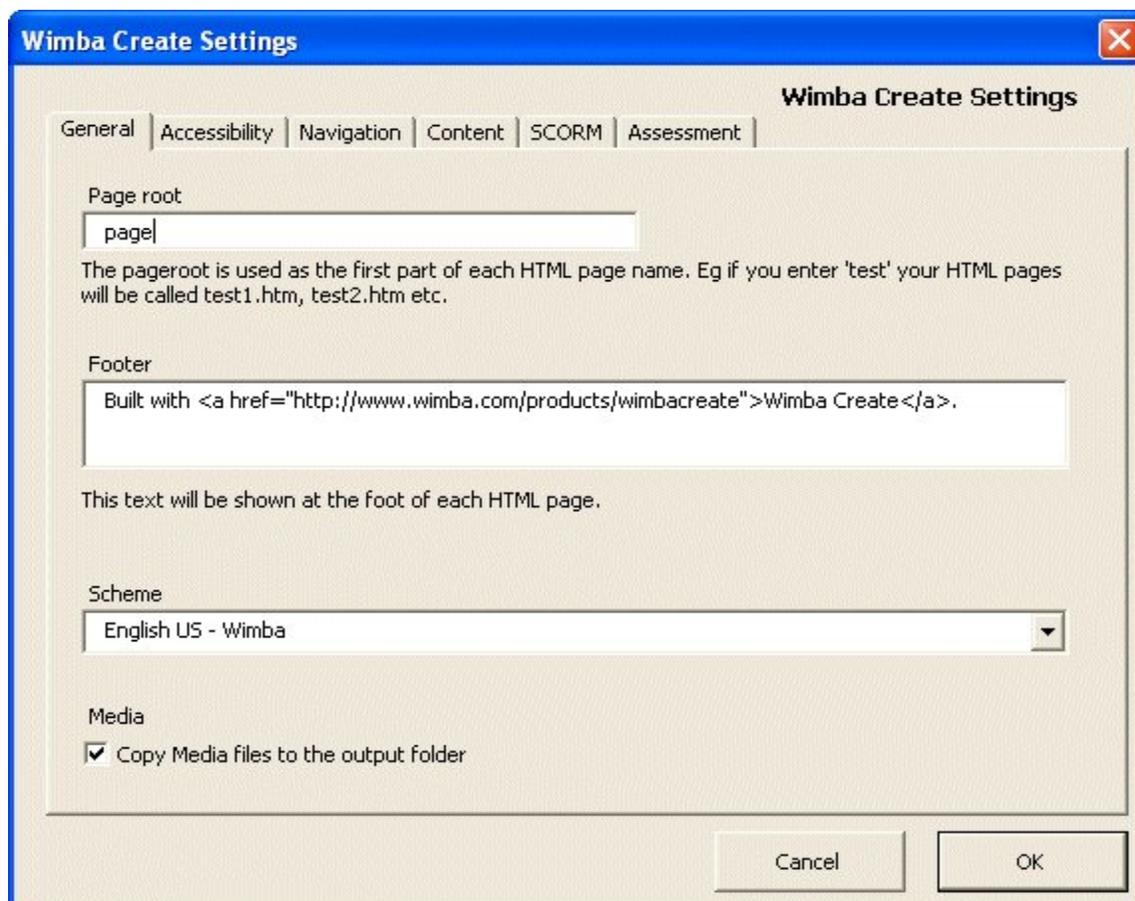
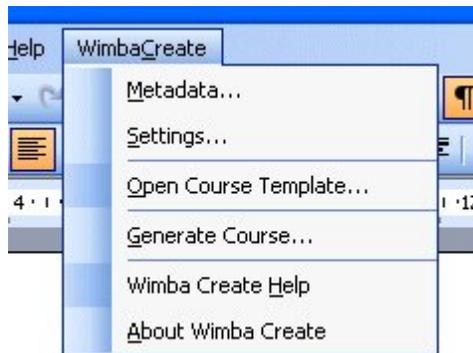
Miscellaneous fields will be included in the HTML pages Head section as Meta tags, the Author and Organisation fields will be will also be mapped to LOM Life Cycle entries in the imsmanifest.xml when

using one of the supported output formats. Other miscellaneous items that you add will not be included in the IMS manifest file.

Generating a Course

Settings

The course settings can be accessed by opening the Settings dialog box from the Wimba Create Menu.



Opening the Settings dialog

General tab

Here you can set the root name for the generated HTML pages. For example, if you enter a pageroot name of 'demo', your generated HTML pages will be called demo_01.htm, demo_02.htm, demo_03.htm etc.

You can also choose a design scheme, specify a footer that will be displayed on every page, and control whether or not media files are automatically copied to the output folder when a course is generated.

Accessibility tab

Here you can control whether or not an accessibility check is automatically carried out each time you generate a course. You can also customize the level of accessibility checking to cover image alt text, image long descriptions, table headers, media long descriptions, popups, flashcards and questions.

Navigation tab

Here you can control whether or not an index page should be generated, and whether navigation buttons and a left navigation bar should be shown on every page.

You can also control the way in which sections and pages are displayed, and whether hyperlinks and popups are opened in the main window or in a popup window.

Content tab

Here you can choose the output mode for generated content. See the [Export modes](#) topic for more details.

SCORM tab

Here you can choose whether SCORM generation should be in Single-SCO or Multiple-SCO mode, and whether questions should be tracked and scored in SCORM packages. See the [Generating SCORM packages](#) topic for more details.

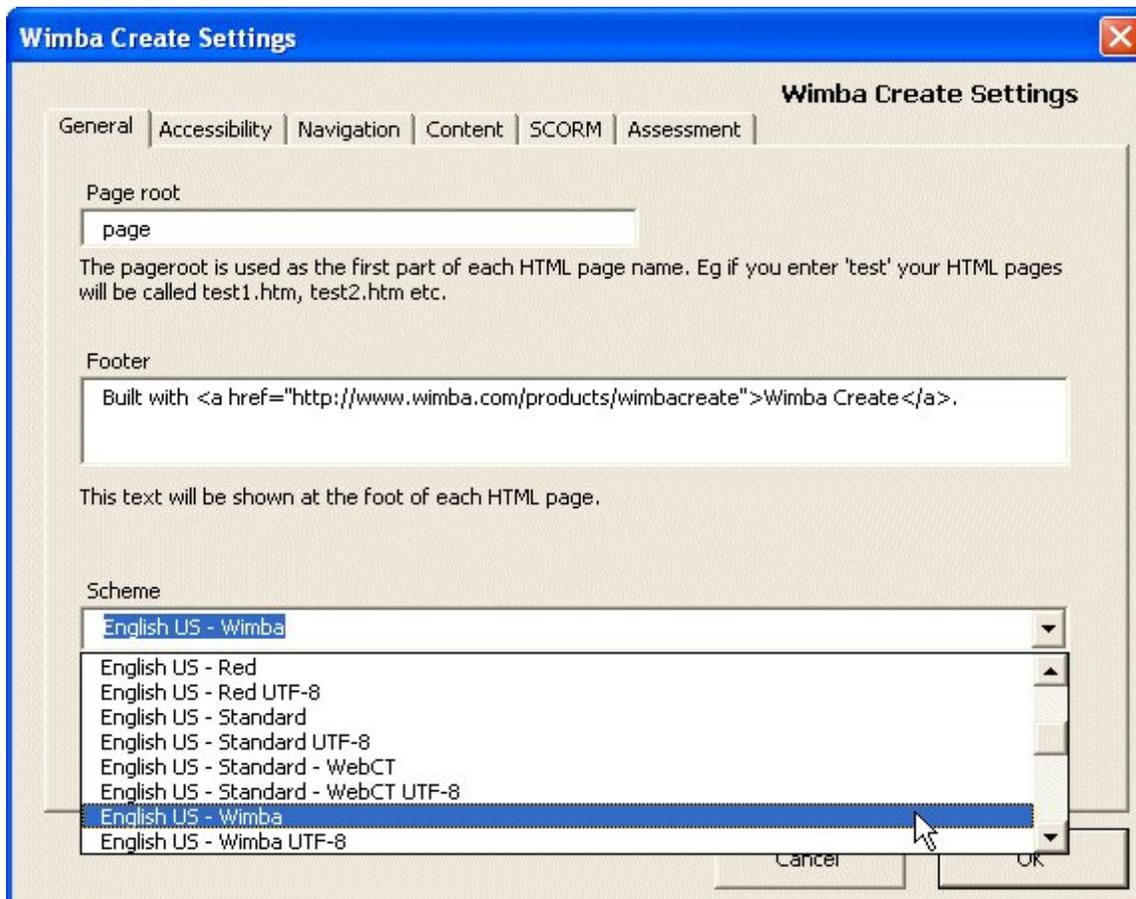
Assessment tab

Selftest questions are normally embedded in your content, and give immediate feedback to the learner rather than being tracked or scored. However, it is also possible to export questions as a data file which can be used by other systems.

In this tab you can choose the format in which these question data files will be generated. See the [Quiz exports](#) topic for more details.

Choosing a design scheme

You can choose from several design schemes using the dropdown menu located on the General tab of the Settings dialog.



Choosing a Design Scheme

The schemes supplied include the standard Wimba Create scheme and a high-contrast scheme. You can add your own design schemes, for example to allow a different scheme for each department or faculty. For more details see the 'Customisation and Localization' manual.

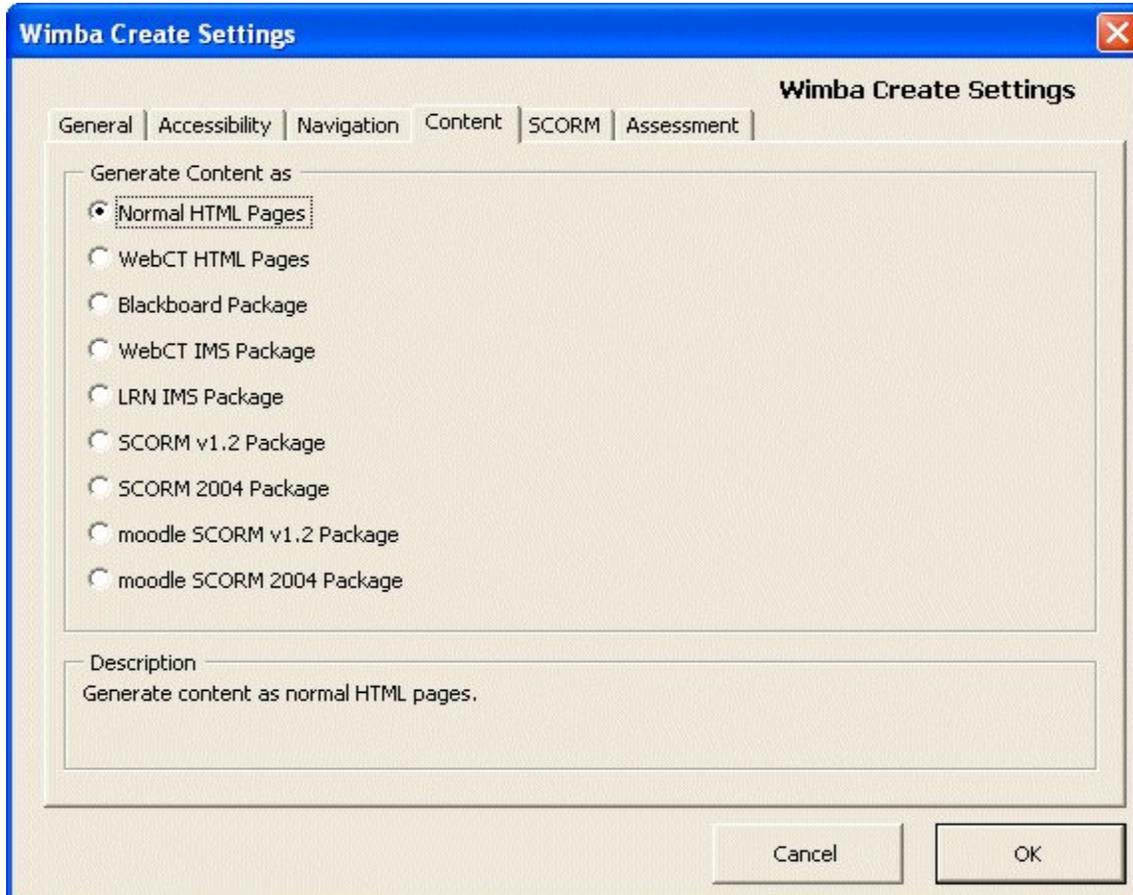
Export modes

You can generate courses in several different modes:

- Normal HTML pages
- WebCT HTML pages
- Blackboard package
- WebCT IMS package
- LRN IMS package
- SCORM v1.2 package
- SCORM 2004 package
- moodle SCORM v1.2 Package
- moodle SCORM 2004 Package

To choose the export mode:

- open the Settings dialog box from the Wimba Create Menu
- choose the Content tab
- choose one of the export modes



Choosing the course export mode

Normal HTML pages

In normal web page mode, generated web pages are output as plain HTML and JavaScript. The resulting zip file will have a suffix of `_HTML`.

WebCT HTML pages

In this mode, generated web pages are output as HTML and JavaScript customized to appear correctly in WebCT Content Modules. The resulting zip file will have a suffix of `_WCT`. This mode is rarely used, as it is much faster to use the WebCT IMS package mode.

Blackboard package

In this mode a zip file is generated which can be imported into Blackboard as a Blackboard Unpackage file. The resulting zip file will have a suffix of `_BB`.

WebCT IMS package

If you are using WebCT v4.0 or later with the Content Migration Utility v2.0 or later, this mode provides a quick way of importing generated content and automatically creating a Content Module. The resulting zip file will have a suffix of `_IMSWCT`.

LRN IMS package

This mode generates pages in Microsoft's Learning Resource Interchange (LRN) Format. Pages are exported as plain HTML and JavaScript, along with an IMS manifest file called `imsmanifest.xml`. Using the freely available Microsoft LRN Toolkit you can open this manifest file and view or edit the course as a collection of learning objects. The resulting zip file will have a suffix of `_IMSLRN`.

SCORM v1.2 package

This mode generates a SCORM v1.2 package. The package is compliant at the level SCO-RTE1 + Mandatory + Optional, which means that a SCORM-compliant VLE or LMS can launch the SCO, and that tracking data will be passed allowing the VLE or LMS to bookmark pages and track page views, course completion, time spent and question scores. The resulting zip file will have a suffix of `_SCORM`.

SCORM 2004 package

This mode generates a SCORM 2004 package. The package is compliant at the level SCO-RTE1 + Mandatory + Optional, which means that a SCORM-compliant VLE or LMS can launch the SCO, and that tracking data will be passed allowing the VLE or LMS to bookmark pages and track page views, course completion, time spent and question scores. The resulting zip file will have a suffix of `_SCORM2004`.

moodle SCORM v1.2 package

This mode also generates a SCORM v1.2 package. The package settings are appropriate for moodle v1.7 or earlier. The SCO mode is set to Single SCO, see Setting SCORM options topic for further details. The resulting zip file will have a suffix of `_SCORM`.

moodle SCORM 2004 package

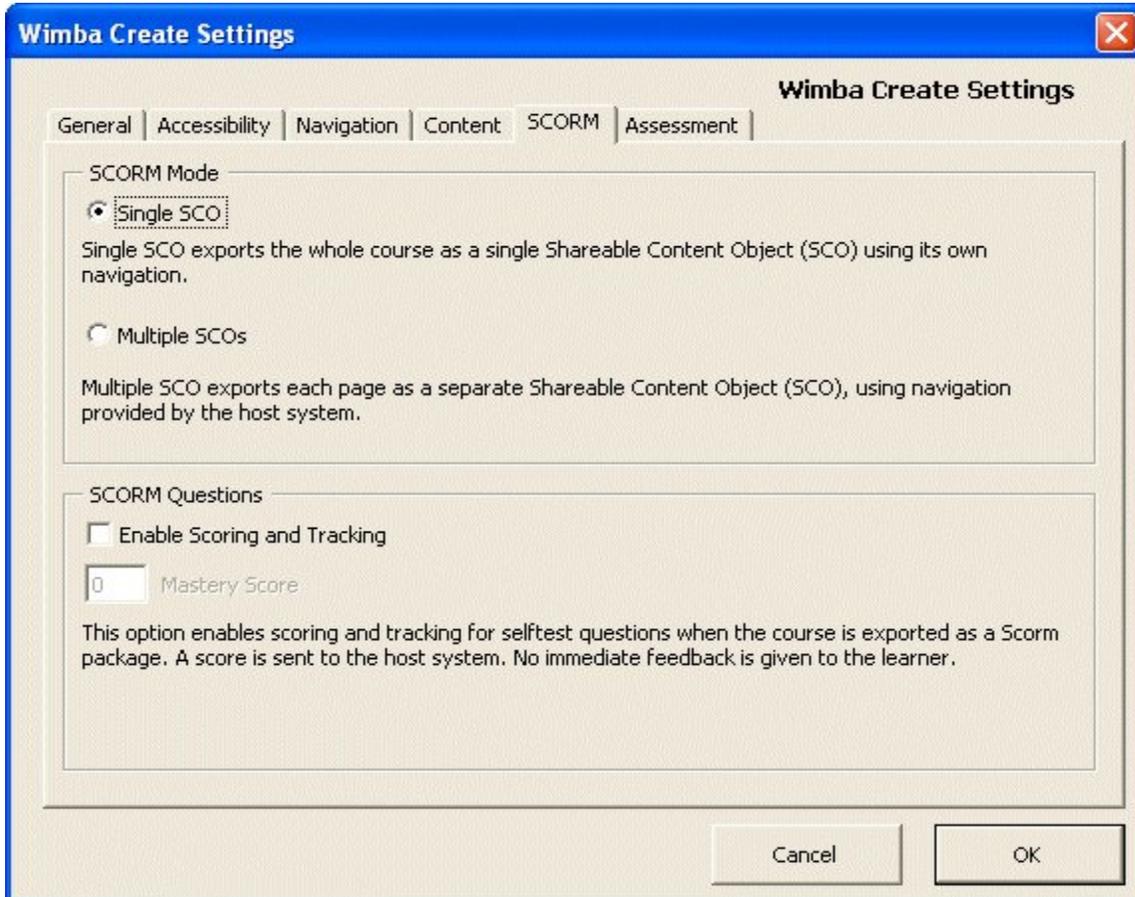
This mode also generates a SCORM 2004 package. The package settings are appropriate for moodle v1.8 or later. The SCO mode is set to Multiple SCOs, see Setting SCORM options topic for further details. The resulting zip file will have a suffix of `_SCORM2004`.

Note on SCORM modes

If you choose either of the SCORM modes, further SCORM options are available on the SCORM tab of the Settings dialog. See the Setting SCORM options topic for further details.

Setting SCORM options

If you decide to generate the course as a SCORM package, further SCORM options are available on the SCORM tab of the Settings dialog.



Wimba Create Settings

General | Accessibility | Navigation | Content | **SCORM** | Assessment

SCORM Mode

Single SCO
Single SCO exports the whole course as a single Shareable Content Object (SCO) using its own navigation.

Multiple SCOs
Multiple SCO exports each page as a separate Shareable Content Object (SCO), using navigation provided by the host system.

SCORM Questions

Enable Scoring and Tracking

Mastery Score

This option enables scoring and tracking for selftest questions when the course is exported as a Scorm package. A score is sent to the host system. No immediate feedback is given to the learner.

Cancel OK

SCORM options

Single-SCO mode

In this mode, the whole multipage course is generated as a single Shareable Content Object (SCO), with navigation between pages provided in the left navigation bar of each page.

Multiple-SCO mode

In this mode, the course is generated with each HTML page as a separate SCO. This means that no navigation is shown on the HTML pages, as navigation between SCOs is provided by the host Course Management System (CMS) or Virtual Learning Environment (VLE).

You may want to generate the course in Multiple-SCO mode either because you prefer the navigation to be handled by your CMS or VLE, or because you want to disaggregate individual SCOs from the course.

Questions in SCORM mode

Normally the selftest questions in Wimba Create provide immediate feedback to the learner when this button is clicked:

Check your answer

If scoring and tracking is enabled in Scorm mode, this button is generated instead:

Save your answer

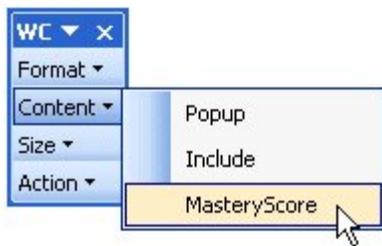
When this button is clicked, the score for the question is sent to the Scorm host system. No feedback is shown to the learner. In the current version of Wimba Create, all questions have a possible score of 1.

Mastery score

If you enable scoring and tracking for questions in SCORM courses, you can set a mastery score. Each question scores one mark, and if the mastery score is reached the course is graded as "Passed", otherwise it is graded as "Failed".

The mastery score is a property of a SCO, so if the course is generated as a Single-SCO course, the mastery score can be set for the whole course, and this is done in the SCORM tab of the Settings dialog. The question marks are summed for the whole course and the course graded accordingly.

However, if the course is generated as a Multiple-SCO course, each SCO (page) must be graded, so a mastery score must be set for each page. The default is for the setting made in the SCORM tab of the Settings dialog to be used for every page. If you want to override this with a different mastery score for any page, you can do this by inserting a `<masteryscore>` element anywhere in the page. You do this by typing a number on a blank line, selecting it, and then choosing the MasteryScore option from the Content menu of the Tag Palette.



Adding a mastery score to a page

The result should look like this:

```
<masteryscore>5</masteryscore>
```

Question types

Only the following types of question can be tracked and scored:

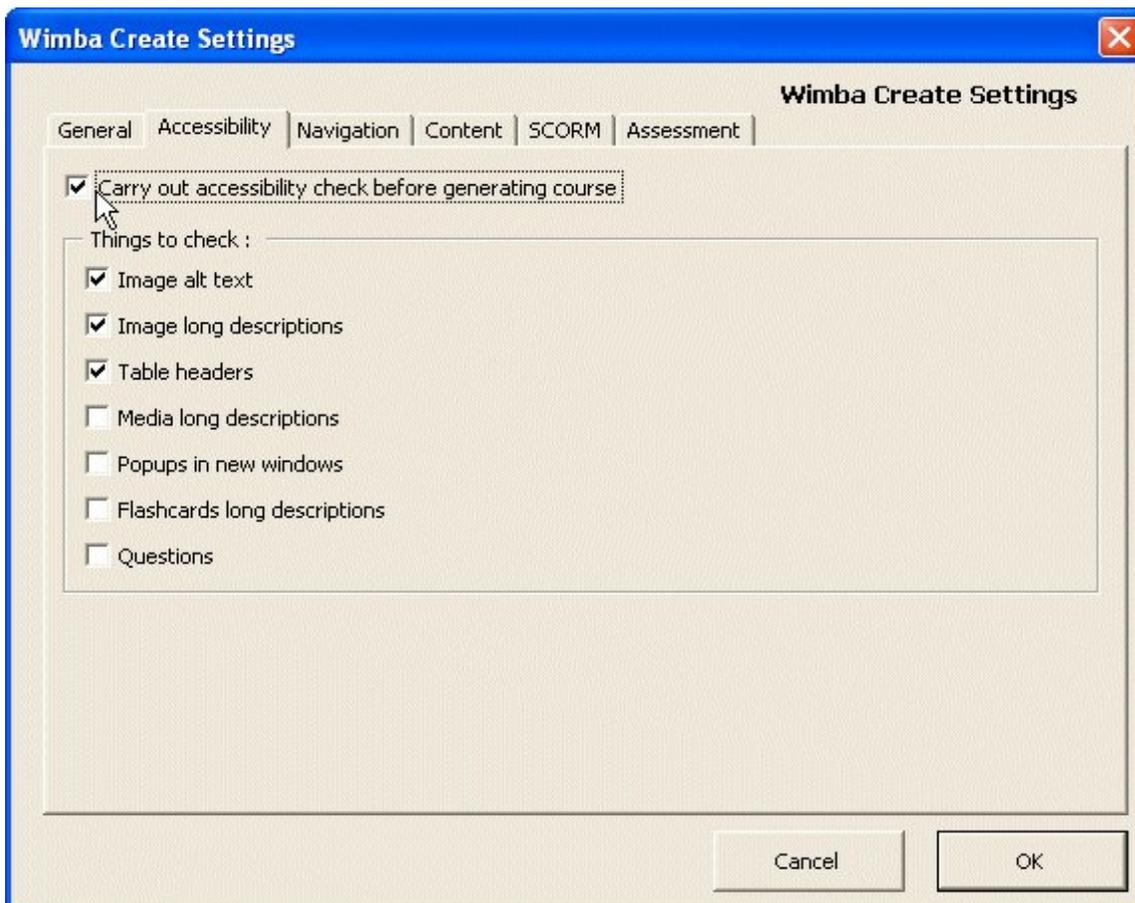
- TrueFalse1
- MultiChoice1
- MultiResponse3
- TextEntry3
- Matching2
- Gapfill2
- Gapfill4

This is because these are the only question types that evaluate the learner's response. The other types do not evaluate the learner's response but simply provide a generic feedback, so it would not make sense to allocate a score to them.

If you include other question types in a SCORM course, they will behave as standard selftest questions providing immediate feedback to the learner.

Checking for Accessibility

The Accessibility tab in the Settings dialog allows you to turn accessibility checking on or off and customize the level of accessibility checking:



Accessibility options

If the accessibility checker is turned on, the check is carried out whenever you generate a course, and course generation stops if accessibility problems are found.

For more information on accessibility, see the [Accessibility](#) topic.

Generating a course

Generating the course

To generate a course from a Wimba Create document:

- choose Generate Course from the Wimba Create Menu
- a folder chooser dialog opens
- choose a folder for the HTML output



Generating a course

A dialog box opens showing progress as the Word document is converted to XML and the XML is then transformed into HTML pages. When the process is complete a list of pages generated is shown.

Previewing the course

If you check the option to Preview in Browser at this stage, your default browser will open when you click OK to close the dialog box. If you have generated an index page, this will be displayed in the browser; otherwise the first page of content will be displayed.

File locations

All files will be put into a subfolder of the folder you choose, named after the source Word document. A zip file of the folder is automatically created and placed in the output folder.

For example:

- you are generating a course from a document called Demo.doc
- for the output folder you choose the folder named Output

Result:

- the generated course will be put into a subfolder called Output \ Demo
- the generated XML file is also saved to this location
- the entire contents of the Demo folder are automatically saved as a zip file which is located in the Output folder
- the zip file is called Demo_HTML.zip if output is in normal HTML mode

The zip file suffix depends on the output mode as follows:

- `_HTML` - Normal HTML
- `_WCT` - WebCT-specific HTML
- `_BB` - Blackboard
- `_IMSWCT` - WebCT IMS
- `_IMSLRN` - LRN IMS
- `_SCORM` - SCORM v1.2 (including moodle)
- `_SCORM2004` - SCORM 2004 (including moodle)

When content is saved, any previous version with the same name is overwritten. If you want to keep a previous version of generated content, then you should rename your Word source document before generating the new version.

Dealing with problems

While Word can be simple to use, it is a complex editing environment that is inserting hidden codes all the time you are editing a document. Once a document has been edited a number of times, often quite dense (and hidden) patterns of formatting changes can build up.

If you have problems, start by turning on visible formatting marks, then remove formatting such as bold, italic and lists and re-apply it cleanly.

Wimba Create tests for well-formed XML when you generate a course, and if there are any problems the HTML pages will not be generated and you will see an error message indicating the source of the problem.

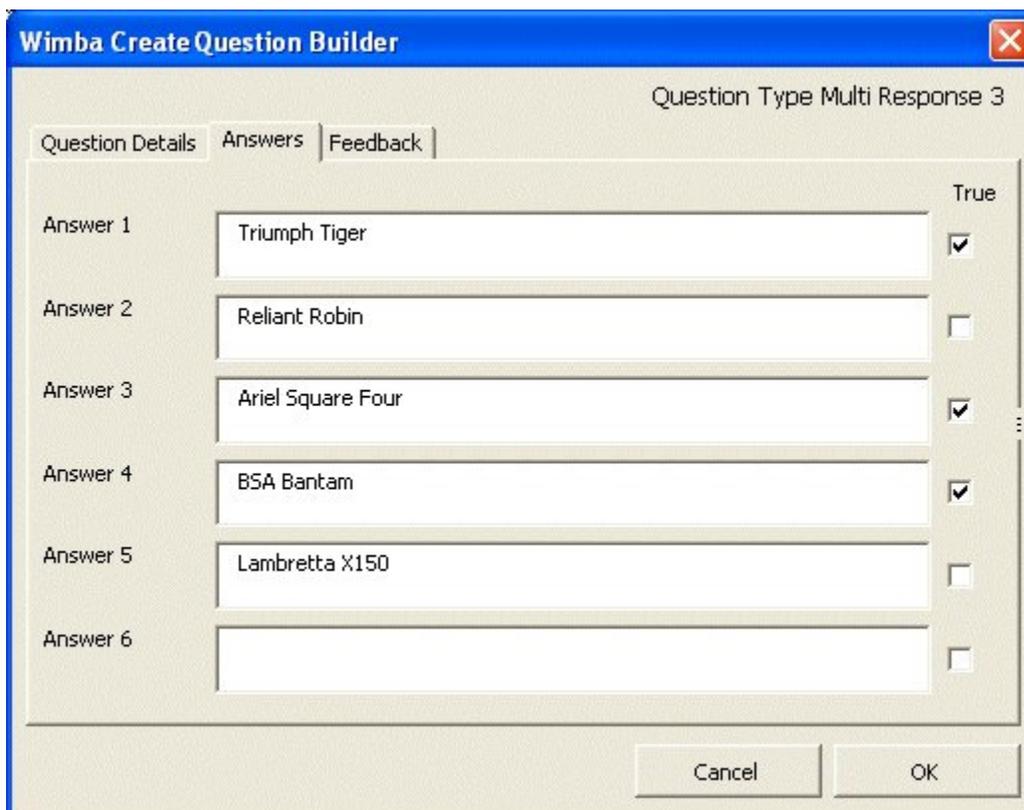
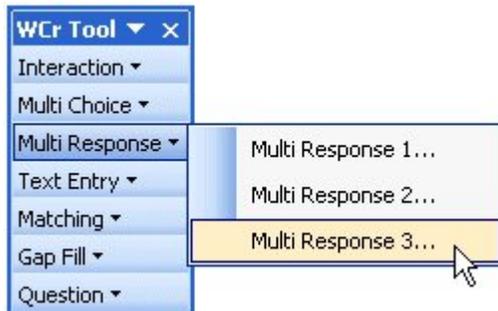
The line numbers refer to the exported XML file, not the Word document, and the easiest way to track down the problem is usually to copy the problem text displayed in the error message then do a search on it in the Word document. See the [Tracking down problems](#) topic for more details.

Selftest Questions

Building a question

Creating a new question

To create a new question, you choose the question type from the WCr Tools palette and a question builder dialog box opens.



The image shows the 'Wimba Create Question Builder' dialog box. The title bar says 'Wimba Create Question Builder' and the window title is 'Question Type Multi Response 3'. There are three tabs: 'Question Details', 'Answers', and 'Feedback'. The 'Answers' tab is selected. The dialog contains a table with six rows for answers. Each row has a text box for the answer and a checkbox for 'True'.

Answer	Text	True
Answer 1	Triumph Tiger	<input checked="" type="checkbox"/>
Answer 2	Reliant Robin	<input type="checkbox"/>
Answer 3	Ariel Square Four	<input checked="" type="checkbox"/>
Answer 4	BSA Bantam	<input checked="" type="checkbox"/>
Answer 5	Lambretta X150	<input type="checkbox"/>
Answer 6		<input type="checkbox"/>

At the bottom of the dialog are 'Cancel' and 'OK' buttons.

Creating a new question

Once you have entered the question data into the dialog box, click on the OK button and a special table containing the question data will be inserted into the document.

Question	Multiresponse3
Title	Vintage motorcycles
Text	Which of the following are vintage motorcycles?
Answer *	Triumph Tiger
Answer	Reliant Robin
Answer *	Ariel Square Four
Answer *	BSA Bantam
Answer	Lambretta X150
Feedback Correct	That's right.
Feedback Incorrect	No. Try again.

A question table

If you prefer, you can open the question builder dialog box, click on the OK button straight away to insert an empty question table, and enter data directly into the table. You can also copy and paste a question table and then change the question answers. In the question table an asterisk marks the correct answers.

Editing a question

To edit a question table, the easiest way is to change the data directly in the table. If you prefer you can put the cursor anywhere in the table and choose Question/Edit from the WCr Tools palette. This will work as before, opening the question builder dialog box in which the question data can be edited. You can add new answer rows by inserting new rows into the table. Note that if the question is subsequently edited using the question dialog box, these extra rows will be lost.

Inserting images and media

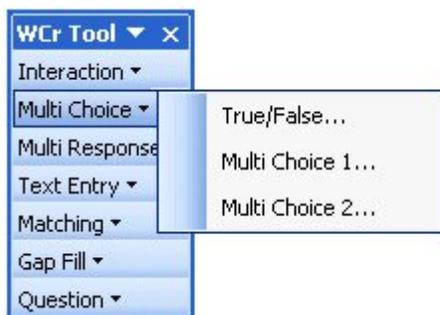
You can insert images directly into the question table, in Text, Answer or Feedback cells. Note that if you open a question in the question builder dialog box all image data is lost, so once images have been inserted you should only edit the question data directly in the table. See the [Using images in questions](#) topic for more information.

You can also insert a media table (see the section on Media) directly into the question table, in Text, Answer or Feedback cells.

Converting old-style questions

If you have Word documents containing old-style grey-box questions created with earlier versions of Wimba Create, these will be automatically converted to question tables the first time you generate a course. See the [Converting old-style questions](#) topic for more information.

MultiChoice Questions



There are three types of MultiChoice question (including true/false):

- [TrueFalse](#)

- [MultiChoice1](#)
- [MultiChoice2](#)

TrueFalse Questions

A simple true/false question that gives 'correct' or 'incorrect' feedback. In the generated question, 'Correct' feedback is shown in a green box, 'Incorrect' feedback in a red box.

Question	Truefalse1
Title	Accounting definition
Text	Accounting can be said to be the recording, summarising and interpretation of financial information.
Answer*	True
Answer	False
Feedback Correct	That's right.
Feedback Incorrect	No, try again.

1 Accounting definition

Accounting can be said to be the recording, summarising and interpretation of financial information.

- a) True
 b) False

That's right.

Check your answer

MultiChoice1 Questions

These are simple MultiChoice questions with one feedback for the correct answer and another feedback for all wrong answers. In the generated question, 'Correct' feedback is shown in a green box, 'Incorrect' feedback in a red box.

Question	Multichoice1
Title	Normative economic statement
Text	Which of the following is a normative economic statement?
Answer	A reduction in government spending on education will result in teachers being made redundant
Answer *	Free dental services should be provided for all citizens at the time of need
Answer	More money for the Health Service could be provided by switching expenditure from defence
Answer	A reduction in free primary health care will have a greater effect on the rich than the poor
Feedback Correct	Yes - this is it. 'Should' is an opinion word.
Feedback Incorrect	No. This can be put to the test.

1 Normative economic statement

Which of the following is a normative economic statement?

- a) A reduction in government spending on education will result in teachers being made redundant
- b) Free dental services should be provided for all citizens at the time of need
- c) More money for the Health Service could be provided by switching expenditure from defence
- d) A reduction in free primary health care will have a greater effect on the rich than the poor

Yes - this is it. 'Should' is an opinion word.

MultiChoice2 Questions

Sometimes you want to give different feedback for each possible answer, so that the different wrong answers can be corrected individually. This is what the multichoice2 type is for. The answers are not evaluated as correct or incorrect, but simply cause the appropriate feedback to be displayed. Since no evaluation of responses takes place, in the generated question all feedback is shown in a blue box.

Question	MultiChoice2
Title	Nature of economics
Text	Economics is about:
Answer	Studying how unlimited resources are, or may be used, for the satisfaction of limited wants
Answer	Indicating the social/political goals which limited productive resources should be set
Answer	Studying how unlimited wants are, or may be met by varying the allocation of scarce resources
Answer	Indicating the social/political environment in which the best use of the available productive resources will be made
Feedback	No. It's the resources that are limited.
Feedback	No. Economics is not about politics.
Feedback	Yes. Spot on. Limited resources, unlimited wants.
Feedback	No. Not politics.

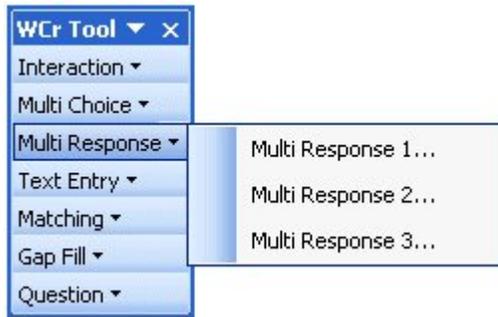
1 Nature of economics

Economics is about:

- a) Studying how unlimited resources are, or may be used, for the satisfaction of limited wants
- b) Indicating the social/political goals which limited productive resources should be set
- c) Studying how unlimited wants are, or may be met by varying the allocation of scarce resources
- d) Indicating the social/political environment in which the best use of the available productive resources will be made

No. It's the resources that are limited.

MultiResponse Questions



There are three types of multiple response questions:

- [MultiResponse1](#)
- [MultiResponse2](#)
- [MultiResponse3](#)

MultiResponse1 Questions

This simple multiple response type displays one feedback irrespective of which boxes are checked. Rather than evaluating the responses as correct or incorrect, the feedback gives the correct answer and leaves the learner to draw their own conclusions. Since no evaluation of responses takes place, all feedback in the generated question is shown in a blue box.

Question	Multiresponse1
Title	Vintage motorcycles
Text	Which of the following are vintage motorcycles?
Answer	Triumph Tiger
Answer	Reliant Robin
Answer	Ariel Square Four
Answer	BSA Bantam
Answer	Lambretta X150
Feedback	The Tiger, Square Four and Bantam are vintage motorcycles. The Reliant Robin is a three-wheel car. The Lambretta X150 is a scooter.

1 **Vintage motorcycles**

Which of the following are vintage motorcycles?

- a) Triumph Tiger
- b) Reliant Robin
- c) Ariel Square Four
- d) BSA Bantam
- e) Lambretta X150

The Tiger, Square Four and Bantam are vintage motorcycles.

The Reliant Robin is a three-wheel car.

The Lambretta X150 is a scooter.

MultiResponse2 Questions

This is a more complex checkbox type that displays a separate feedback for each checkbox. In the generated question, 'Correct' feedback is shown in a green box, 'Incorrect' feedback in a red box.

The feedback depends on whether the box should be checked or not, and whether it has in fact been checked. A score is displayed depending on how many checkboxes the learner gets right.

You need to provide two feedback items for each checkbox, one 'correct' and one 'incorrect' feedback.

Question	Multiresponse2
Title	Vintage motorcycles
Text	Which of the following are vintage motorcycles?
Answer *	Triumph Tiger
Answer	Reliant Robin
Answer *	Ariel Square Four
Answer *	BSA Bantam
Answer	Lambretta X150
Feedback Correct	That's right. The Tiger is a vintage motorcycle.
Feedback Incorrect	Wrong. The Tiger is a vintage motorcycle.
Feedback Correct	That's right. The Reliant Robin is a three-wheel car.
Feedback Incorrect	Wrong. The Reliant Robin is a three-wheel car.
Feedback Correct	That's right. The Square Four is a vintage motorcycle.
Feedback Incorrect	Wrong. The Square Four is a vintage motorcycle.
Feedback Correct	That's right. The Bantam is a vintage motorcycle.
Feedback Incorrect	Wrong. The Bantam is a vintage motorcycle.
Feedback Correct	That's right. The X150 is a scooter.
Feedback Incorrect	Wrong. The X150 is a scooter.

1 **Vintage motorcycles**

Which of the following are vintage motorcycles?

- a) Triumph Tiger
- b) Reliant Robin
- c) Ariel Square Four
- d) BSA Bantam
- e) Lambretta X150

a) That's right. The Tiger is a vintage motorcycle.

b) Wrong. The Reliant Robin is a three-wheel car.

c) Wrong. The Square Four is a vintage motorcycle.

d) Wrong. The Bantam is a vintage motorcycle.

e) That's right. The X150 is a scooter.

MultiResponse3 Questions

A checkbox question that evaluates the pattern of checks made by the user and gives 'correct' or 'incorrect' feedback for the whole question. In the generated question, 'Correct' feedback is shown in a green box, 'Incorrect' feedback in a red box.

Question	Multiresponse3
Title	Vintage motorcycles
Text	Which of the following are vintage motorcycles?
Answer *	Triumph Tiger
Answer	Reliant Robin
Answer *	Ariel Square Four
Answer *	BSA Bantam
Answer	Lambretta X150
Feedback Correct	That's right.
Feedback Incorrect	No. Try again.

1 **Vintage motorcycles**

Which of the following are vintage motorcycles?

a) Triumph Tiger

b) Reliant Robin

c) Ariel Square Four

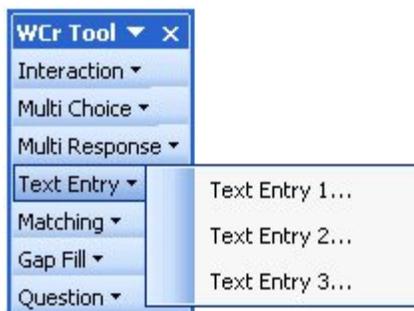
d) BSA Bantam

e) Lambretta X150

That's right.

Check your answer

TextEntry Questions



There are three types of text entry question:

- [TextEntry1](#)
- [TextEntry2](#)
- [TextEntry3](#)

TextEntry1 Questions

This simple text entry type displays one feedback irrespective of the text that is entered. Rather than evaluating the text entered as correct or incorrect, the feedback gives the correct answer and leaves the learner to draw their own conclusions. Since no evaluation of responses takes place, in the generated question all feedback is shown in a blue box.

No answers need to be specified.

Question	Textentry1
Title	Author of 'Animal Farm'
Text	Who wrote 'Animal Farm'?
Feedback	It was George Orwell.

1 Author of 'Animal Farm'

Who wrote 'Animal Farm'?

It was George Orwell.

Check your answer

TextEntry2 Questions

In this text entry type, the user's answer is displayed back to them together with the correct answer, so that they can compare the two. This can be useful for example in technical questions where the answer has to be precisely accurate. Since no evaluation of responses takes place, in the generated question all feedback is shown in a blue box.

Question	Textentry2
Title	Re-arrange equation
Text	Re-arrange this equation to make b the subject: $a = b + c$
Answer	$b = a - c$
Feedback	You have to subtract c from both sides.

1 Re-arrange equation

Re-arrange this equation to make b the subject: $a = b + c$

$b = a + c$

The answer is: $b = a - c$

You have to subtract c from both sides.

[Check your answer](#)

TextEntry3 Questions

This text entry type evaluates the text that the user enters and gives 'correct' or 'incorrect' feedback. In the generated question, 'Correct' feedback is shown in a green box, 'Incorrect' feedback in a red box. You can specify as many alternative correct answers as you want, and the answer is considered correct if it matches any of them. Case is ignored when matching.

This type can be difficult to design as so many possible responses and spellings need to be considered. It is best used where the correct response is very well defined.

Question	Textentry3
Title	Adam Smith
Text	What influential economic book did Adam Smith write in 1776 ?
Answer	Wealth of Nations
Answer	The Wealth of Nations
Answer	An Inquiry into the Nature and Causes of the Wealth of Nations
Feedback Correct	That's right.
Feedback Incorrect	No. Try again.

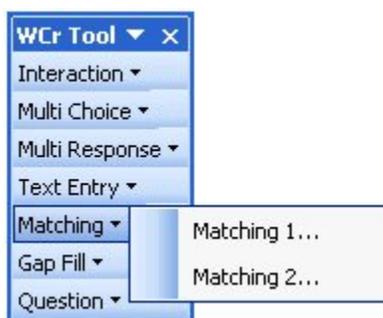
1 Adam Smith

What influential economic book did Adam Smith write in 1776 ?

Wealth of Nations

That's right.

Matching Questions



There are two types of matching question:

- [Matching1](#)
- [Matching2](#)

Matching1 Questions

For this matching question you specify a set of answers and a set of match items. The answers are displayed on the left, with next to each one a drop-down list box containing all the match items.

Rather than evaluating the matches as correct or incorrect, the feedback gives the correct answer and leaves the learner to draw their own conclusions. Since no evaluation of responses takes place, in the generated question all feedback is shown in a blue box.

Very wide list boxes do not work well, so when deciding how to implement a matching question it is best to make the longer items the answers and the shorter items the matches.

Question	Matching1
Title	Authors and books
Text	Match these authors to the books they wrote:
Answer	The Philosophical Investigations
Answer	Das Kapital
Answer	Origin of the Species
Match	Karl Marx
Match	Charles Darwin
Match	Ludwig Wittgenstein
Feedback	a) Ludwig Wittgenstein b) Karl Marx c) Charles Darwin

1 Authors and books

Match these authors to the books they wrote:

a) The Philosophical Investigations

b) Das Kapital

c) Origin of the Species

a) Ludwig Wittgenstein

b) Karl Marx

c) Charles Darwin

Matching2 Questions

A matching question that evaluates the matches made by the user and gives 'correct' or 'incorrect' feedback. In the generated question, 'Correct' feedback is shown in a green box, 'Incorrect' feedback in a red box.

You specify a set of answers and a set of match items. The answers are displayed on the left, with next to each one a drop-down list box containing all the match items.

Very wide list boxes do not work well, so when deciding how to implement a matching question it is best to make the longer items the answers and the shorter items the matches.

Question	Matching2
Title	Authors and books
Text	Match these authors to the books they wrote:
Answer 3	The Philosophical Investigations
Answer 1	Das Kapital
Answer 2	Origin of the Species
Match	Karl Marx
Match	Charles Darwin
Match	Ludwig Wittgenstein
Feedback Correct	That's right.
Feedback Incorrect	No. Try again.

1 Authors and books

Match these authors to the books they wrote:

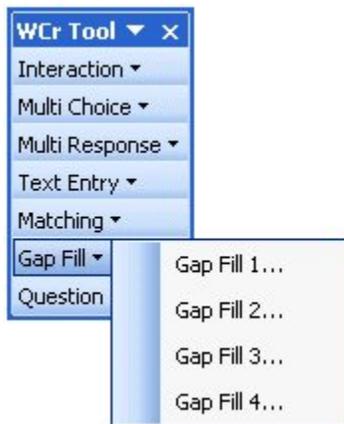
a) The Philosophical Investigations Charles Darwin ▼

b) Das Kapital Karl Marx ▼

c) Origin of the Species Ludwig Wittgenstein ▼

No. Try again.

GapFill Questions



There are four types of GapFill question:

- [Gapfill1](#)
- [Gapfill2](#)
- [Gapfill3](#)
- [Gapfill4](#)

GapFill1 Questions

A GapFill question that requires the learner to type the answers into text boxes. A word bank can be optionally displayed. In Internet Explorer only, the learner can drag words from the word bank into the text boxes.

Rather than evaluating the entries as correct or incorrect, the feedback simply displays the complete text, followed by any additional feedback text that is specified. Since no evaluation of responses takes place, in the generated question all feedback is shown in a blue box.

Question	Gapfill1
Title	Selective attention
Text	Fill in the gaps in this passage.
Wordbank	True
Answer	Because we cannot be [conscious] of all the events that take place in our [environment], the process of selective attention determines which [stimuli] will be noticed and which will be [ignored]. The factors that control our [attention] include novelty, verbal instructions, and our own [assessment] of the significance of what we are perceiving.
Feedback	Remember these three factors that control our attention.

1 Selective attention

Fill in the gaps in this passage.

Because we cannot be of all the events that take place in our , the process of selective attention determines which will be noticed and which will be . The factors that control our include novelty, verbal instructions, and our own of the significance of what we are perceiving.

Word bank: assessment, attention, conscious, environment, ignored, stimuli

Because we cannot be **conscious** of all the events that take place in our **environment**, the process of selective attention determines which **stimuli** will be noticed and which will be **ignored**. The factors that control our **attention** include novelty, verbal instructions, and our own **assessment** of the significance of what we are perceiving.

Remember these three factors that control our attention.

GapFill2 Questions

A GapFill question that requires the learner to type the answers into text boxes. A word bank can be optionally displayed. In Internet Explorer only, the learner can drag words from the word bank into the text boxes.

The entries are evaluated and the feedback displays the number of gaps filled correctly, followed by any additional 'correct' or 'incorrect' feedback. In the generated question, if all gaps are filled correctly the feedback is shown in a green box, while if any are incorrect the feedback is shown in a red box.

Question	Gapfill2
Title	Selective attention
Text	Fill in the gaps:
Wordbank	False
Answer	Because we cannot be [conscious] of all the events that take place in our [environment], the process of selective attention determines which [stimuli] will be noticed and which will be ignored. The factors that control our [attention] include novelty, verbal instructions, and our own [assessment] of the significance of what we are perceiving.
Feedback Correct	Well done.
Feedback Incorrect	Try again.

1 Selective attention

Fill in the gaps:

Because we cannot be of all the events that take place in our , the process of selective attention determines which will be noticed and which will be ignored. The factors that control our include novelty, verbal instructions, and our own of the significance of what we are perceiving.

You got 3 right out of 5.
Try again.

[Check your answer](#)

GapFill3 Questions

A GapFill question using dropdown list boxes.

Rather than evaluating the entries as correct or incorrect, the feedback simply displays the complete text, followed by any additional feedback text that is specified. Since no evaluation of responses takes place, in the generated question all feedback is shown in a blue box.

Question	Gapfill3
Title	Selective attention
Text	Choose the appropriate word for each blank:
Answer	Because we cannot be [conscious] of all the events that take place in our [environment], the process of selective attention determines which [stimuli] will be noticed and which will be ignored. The [factors] that control our [attention] include [novelty], verbal instructions, and our own [assessment] of the significance of what we are perceiving.
Feedback	Remember these three factors.

1 Selective attention

Choose the appropriate word for each blank:

Because we cannot be of all the events that take place in our , the process of selective attention determines which will be noticed and which will be ignored. The that control our include , verbal instructions, and our own of the significance of what we are perceiving.

Because we cannot be **conscious** of all the events that take place in our **environment**, the process of selective attention determines which **stimuli** will be noticed and which will be ignored. The **factors** that control our **attention** include **novelty**, verbal instructions, and our own **assessment** of the significance of what we are perceiving.

Remember these three factors.

GapFill4 Questions

A GapFill question using dropdown list boxes.

The entries are evaluated and the feedback displays the number of gaps filled correctly, followed by any additional 'correct' or 'incorrect' feedback. In the generated question, if all gaps are filled correctly, the feedback is shown in a green box, while if any are incorrect the feedback is shown in a red box.

Question	Gapfill4
Title	Selective attention
Text	Choose the appropriate word from the list for each gap:
Answer	Because we cannot be [conscious] of all the events that take place in our [environment], the process of selective attention determines which [stimuli] will be noticed and which will be ignored. The factors that control our [attention] include [novelty], verbal instructions, and our own [assessment] of the significance of what we are perceiving.
Feedback Correct	Well done.
Feedback Incorrect	Try again.

1 Selective attention

Choose the appropriate word from the list for each gap:

Because we cannot be of all the events that take place in our , the process of selective attention determines which will be noticed and which will be ignored. The factors that control our include , verbal instructions, and our own of the significance of what we are perceiving.

You got 4 right out of 6.

Try again.

Check your answer

Using images in questions

You can insert images directly into the question table, in Text, Answer or Feedback cells.

Note that if you open a question in the question builder dialog box all image data is lost, so once images have been inserted you should only edit the question data directly in the table.

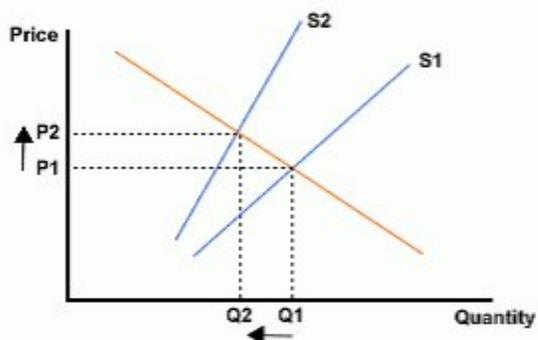
Example of using an image in the question text:

Question	multichoice2
Title	Supply curve shift
Text	<p>Which of the following explanations is the most likely cause of the shift of the supply curve to S1 in the diagram below?</p>
Answer	the imposition of a specific tax
Answer	a flat rate increase in wages
Answer	a subsidy on the good
Answer	the imposition of an ad-valorem tax
Feedback	No, not quite. You are right that a tax will shift the supply curve to the left, but a specific tax is a fixed rate of tax at all price levels (as with cigarette and many alcohol taxes). This will shift the supply curve parallel.
Feedback	An increase in wages will shift the supply curve to the left, but this is more likely to shift the supply curve parallel as it is a flat rate increase in wages.
Feedback	No. A subsidy will shift the supply curve the other way – to the right.
Feedback	Yes, well done. An ad-valorem tax is a percentage tax and so the amount of the tax depends on the price level (tax is a percentage of price). This means that at lower prices, the amount of the tax is less and so the supply curve shifts less.

Question table with an image in the question text

1 Supply curve shift

Which of the following explanations is the most likely cause of the shift of the supply curve to S1 in the diagram below?



- a) the imposition of a specific tax
- b) a flat rate increase in wages
- c) a subsidy on the good
- d) the imposition of an ad-valorem tax

No. A subsidy will shift the supply curve the other way - to the right.

Check your answer

Generated question with an image in the question text

Example of using images in answers:

Question	multichoice2
Title	Elasticity - diagrams
Text	Examine the sketches below. Which diagram represents a product with a price elasticity of -1.0 ?
Answer	<p>Image 1</p>
Answer	<p>Image 2</p>
Answer	<p>Image 3</p>
Answer	<p>Image 4</p>
Feedback	No. This shows an inelastic demand function.
Feedback	Yes, that funny curve again. Where does the name – rectangular hyperbola – come from?
Feedback	No, this shows a very elastic demand function.
Feedback	No, this shows a product with a price elasticity of zero. Same demand irrespective of price.

Question table with images in the answers

1

Elasticity - diagrams

Examine the sketches below. Which diagram represents a product with a price elasticity of -1.0 ?

a)

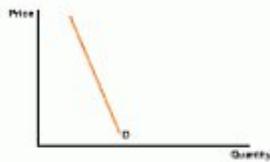


Image 1

b)

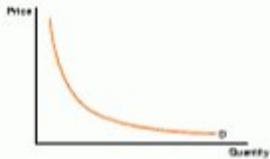


Image 2

c)



Image 3

d)

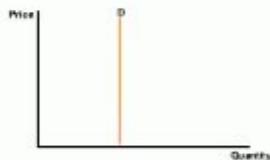


Image 4

No. This shows an inelastic demand function.

Check your answer

Generated question with images in the answers

Converting old-style questions

Earlier versions of Wimba Create stored questions in a different form, representing them in the document by a grey box. If you have Word documents containing old-style grey-box questions created with earlier versions of Wimba Create, these will be automatically converted to question tables the first time you generate a course.

You can also change them individually by placing the cursor anywhere inside a grey-box question and choosing Question/Edit from the WCr Tools palette. This will open the question builder dialog box in which you can edit the question data. When you click on the OK button a question table will be inserted into the document.

A limitation of the conversion process is that it will not preserve any images that you have in questions. To deal with this it is necessary to set the question view to extended so that the image is visible, copy the image, edit the question so that it converts to table format, then paste the image into the question table.

Warning - converting old documents with images in questions!

You should make sure you make backup copies of any documents from previous versions of Wimba Create before you generate a course using this version. If the document contains old-style grey box questions which have images in them, the images will be lost when the questions are automatically converted.

Exporting Quizzes and Glossaries

Quiz exports

You can choose the format in which these question data files will be generated by opening the Settings dialog box from the Wimba Create menu and going to the Assessment tab.

The following assessment export formats are available:

- WebCT Quiz batch file
- Blackboard Quiz file
- Questionmark QML
- IMS QTI Lite
- WebCT QTI

See the [WebCT Quiz](#), [Blackboard Quiz](#), [Questionmark QML](#), [IMS QTI Lite](#) and [WebCT QTI topics](#) for more details of these formats.

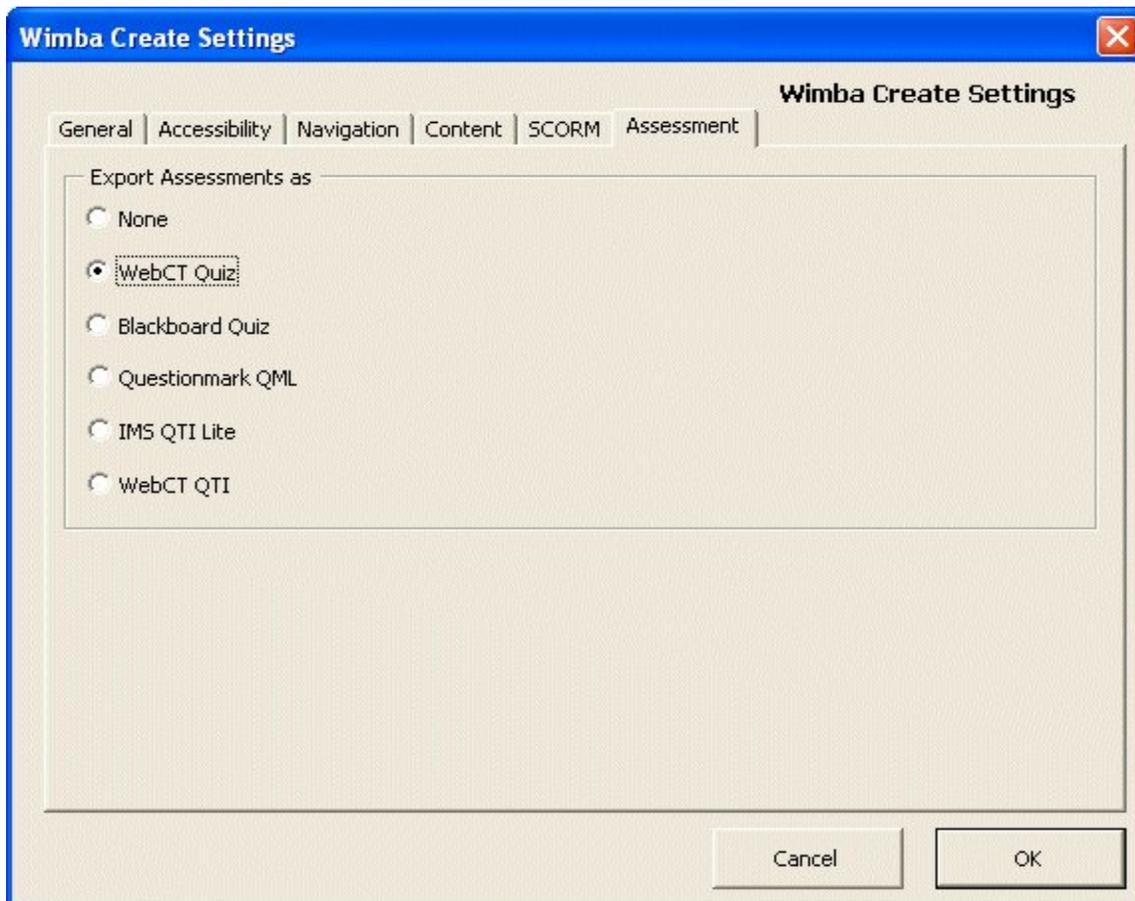
WebCT Quiz export

WebCT contains a very comprehensive assessment system to which you can upload batches of questions using a specific file format. You can build questions in Wimba Create and automatically export a quiz file that can be imported into WebCT.

Creating a WebCT quiz file

To create a WebCT quiz file:

- Create some questions in Wimba Create in the normal way
- Set the course to export assessments in WebCT mode
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Assessment tab
 - choose WebCT Quiz for the Export Format



Exporting a WebCT quiz file

The quiz file will be generated at the same time as you generate the course, and will contain all questions found in the course. The quiz file will be called `webctquiz.txt`, and is saved in the output folder that you specify for the course.

Question types

Note that only the following question types will be exported, as these are the only ones that have corresponding WebCT question types:

- TrueFalse1
- MultiChoice1
- MultiResponse3
- TextEntry3
- Matching2

Other types will be silently ignored.

Importing the quiz into WebCT

To import the quiz into WebCT:

- create a Question Category called Wimba Create
- import the quiz file (called a "quiz batch file" in WebCT)

Differences from earlier versions of Wimba Create

Note that you no longer need to surround questions with assessment tags, as in earlier versions of Wimba Create. From v2.1 onwards, all questions in the source document will be exported.

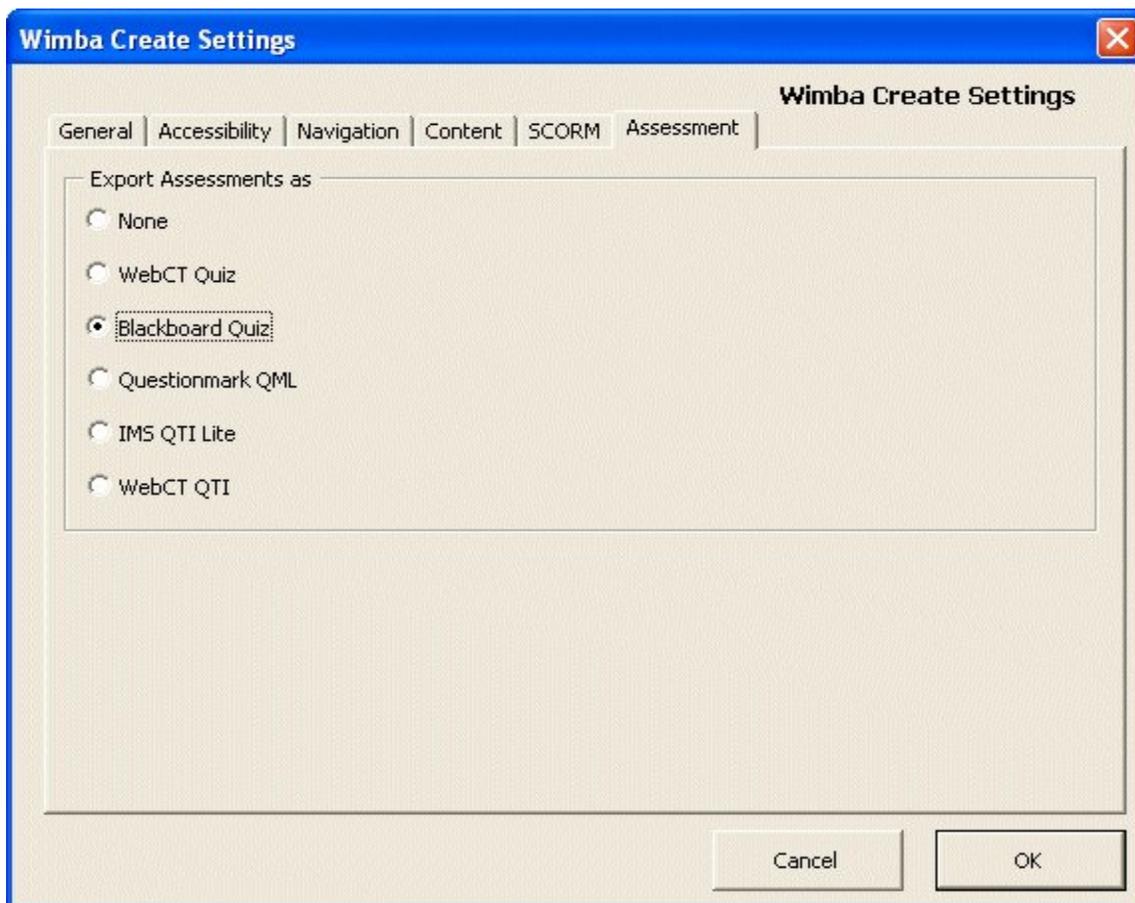
Blackboard quiz export

Blackboard contains a very comprehensive assessment system to which you can upload batches of questions using a specific file format. You can build questions in Wimba Create and automatically export a quiz file that can be imported into Blackboard.

Creating a Blackboard quiz file

To create a Blackboard quiz file:

- Create some questions in Wimba Create in the normal way
- Set the course to export assessments in Blackboard mode
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Assessment tab
 - choose Blackboard Quiz for the Export Format



Exporting a Blackboard quiz file

The quiz file will be generated at the same time as you generate the course, and will contain all questions found in the course. The quiz file will be called `bbquiz.txt`, and is saved in the output folder that you specify for the course.

Question types

Note that only the following question types will be exported, as these are the only ones that have corresponding Blackboard question types:

- TrueFalse1
- MultiChoice1
- MultiResponse3
- TextEntry3
- Matching2

Other types will be silently ignored.

Differences from earlier versions of Wimba Create

Note that you no longer need to surround questions with assessment tags, as in earlier versions of Wimba Create. From v2.1 onwards, all questions in the source document will be exported.

Question Mark QML export

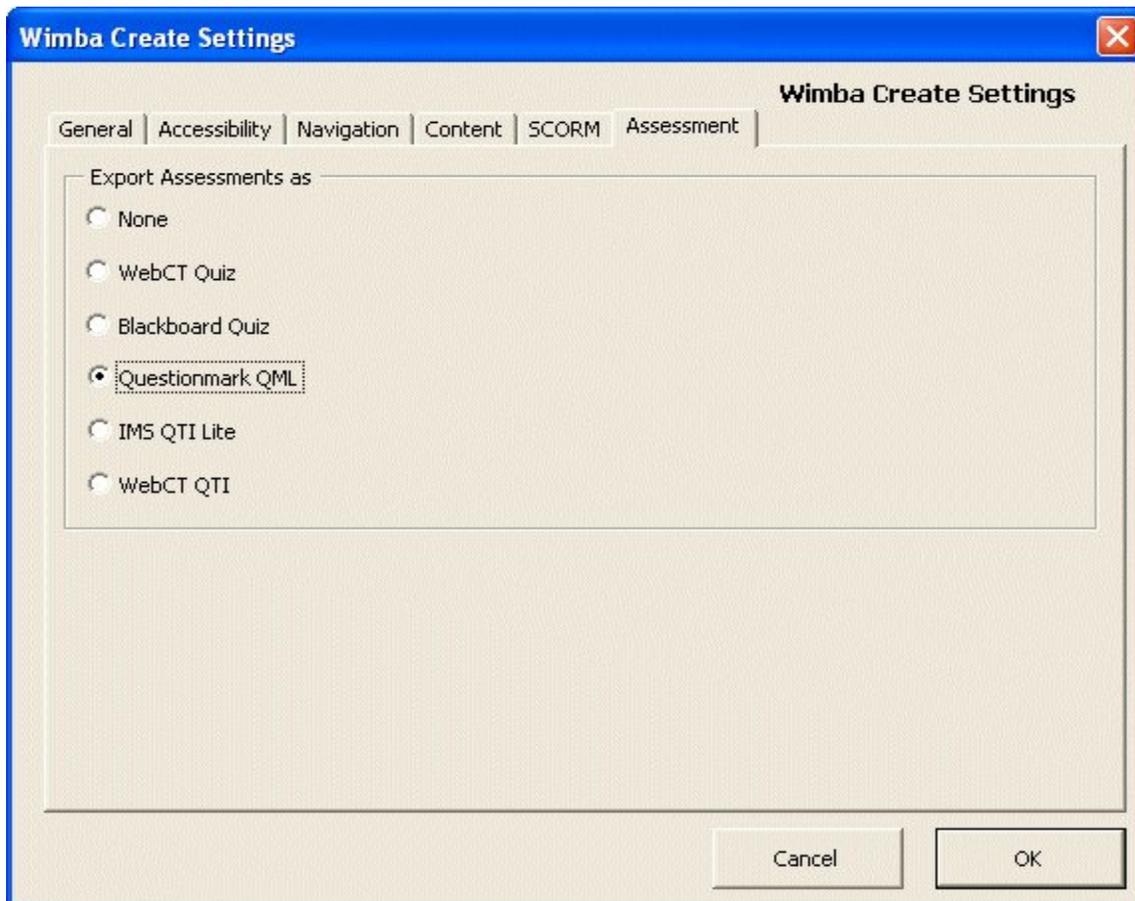
QML is a proprietary standard developed by Questionmark to represent assessment data.

You can build questions in Wimba Create and export them as a QML format file, which can then be imported into the Questionmark Assessment system.

Creating a Questionmark QML file

To create a QML file:

- Create some questions in Wimba Create in the normal way
- Set the course to export assessments in QML mode
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Assessment tab
 - choose Questionmark QML for the Export Format



Exporting a Questionmark QML file

The QML file will be generated at the same time as you generate the course, and will contain all questions found in the course. The QML file will be called `qmltest.qml`, and is saved in the output folder that you specify for the course.

Question types

Note that for QML export you can only use the following question type:

- MultiChoice1

Other types will be silently ignored.

Differences from earlier versions of Wimba Create

Note that you no longer need to surround questions with assessment tags, as in earlier versions of Wimba Create. From v2.1 onwards, all questions in the source document will be exported.

IMS QTI Lite export

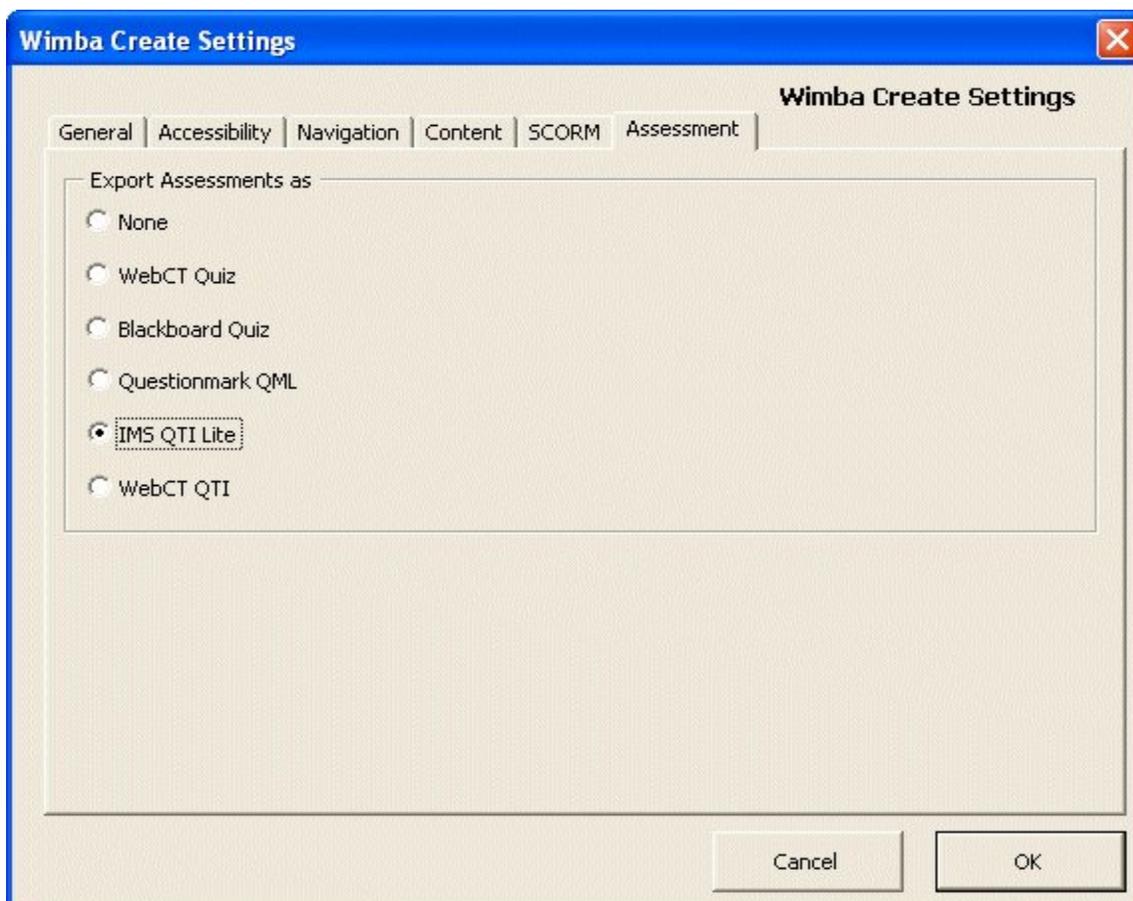
QTI Lite is a global standard developed by the IMS consortium for the interchange of assessment questions and data between different learning management systems.

You can build questions in Wimba Create and export them as an IMS QTI Lite file, which can then be imported into any IMS QTI-compatible system.

Creating an IMS QTI Lite file

To create an IMS QTI Lite file:

- Create some questions in Wimba Create in the normal way
- Set the course to export assessments in IMS QTI Lite mode
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Assessment tab
 - choose IMS QTI Lite for the Export Format



Exporting an IMS QTI Lite file

The QTI file will be generated at the same time as you generate the course, and will contain all questions found in the course. The QTI file will be called `qtitest.xml`, and is saved in the output folder that you specify for the course.

Question types

Note that for QTI export you can only use the following question types:

- TrueFalse1
- MultiChoice1

Other types will be silently ignored.

Differences from earlier versions of Wimba Create

Note that you no longer need to surround questions with assessment tags, as in earlier versions of Wimba Create. From v2.1 onwards, all questions in the source document will be exported.

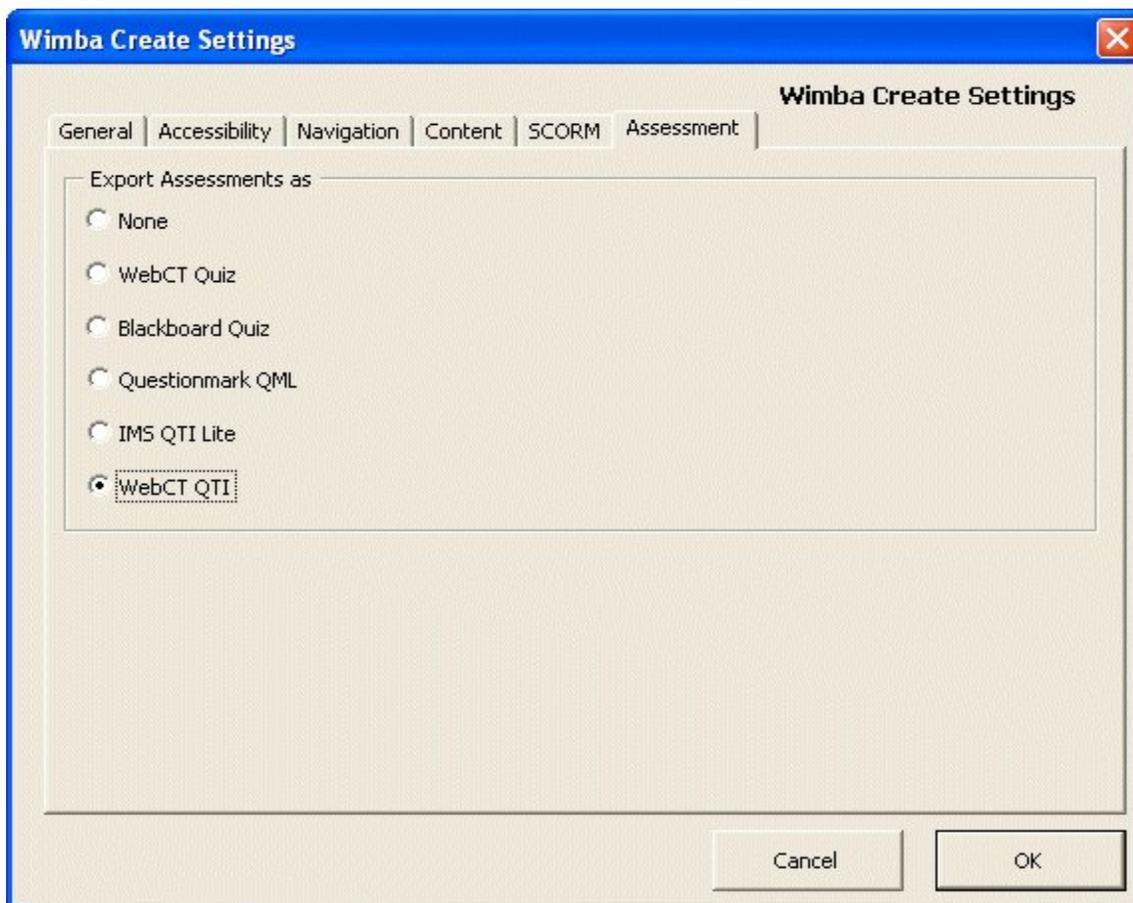
WebCT QTI export

WebCT contains a very comprehensive assessment system to which you can upload batches of questions using a specific file format. You can build questions in Wimba Create and automatically export a quiz file that can be imported into WebCT Campus Edition 6 and Vista.

Creating a WebCT quiz file

To create a WebCT quiz file:

- Create some questions in Wimba Create in the normal way
- Set the course to export assessments in WebCT mode
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Assessment tab
 - choose WebCT QTI for the Export Format



Exporting a WebCT quiz file

The quiz file will be generated at the same time as you generate the course, and will contain all questions found in the course. The quiz file will be called `webctqti-questions.zip`, and is saved in the output folder that you specify for the course.

Question types

Note that only the following question types will be exported, as these are the only ones that have corresponding WebCT question types:

- TrueFalse1
- MultiChoice1
- MultiResponse3
- TextEntry3
- Matching2

Other types will be silently ignored.

Importing the quiz into WebCT

The zip file can be imported into Vista using the Import tool, which adds the questions to the Question Database in a category called "Wimba Create Questions".

See the "Importing an IMS package into WebCT Vista" section for more details.

Differences from earlier versions of Wimba Create

Note that you no longer need to surround questions with assessment tags, as in earlier versions of Wimba Create. From v2.1 onwards, all questions in the source document will be exported.

WebCT Glossary export

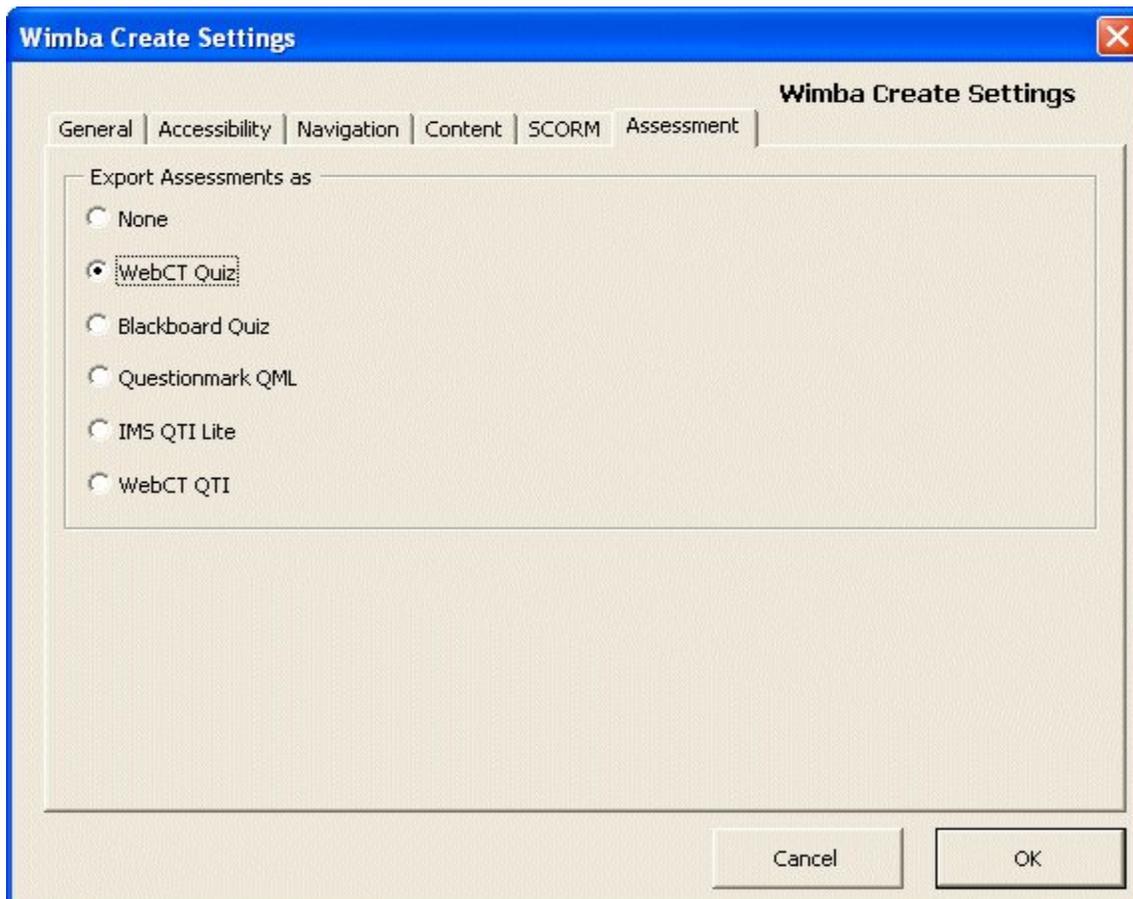
WebCT contains a glossary system to which you can upload batches of definitions using a specific file format. You can create definitions in Wimba Create and automatically export a glossary file that that can be imported into WebCT.

Note that the setting you use to export definitions into a glossary file is the same setting that you use to export assessments.

Creating a WebCT glossary file

To create a WebCT glossary file:

- Create some definitions in Wimba Create in the normal way
 - type a series of definitions, each with the term on the first line and the definition text below
 - apply the cgDefinition style to each definition, making sure the style is applied to each definition separately
- Set the course to export assessments in WebCT mode
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Assessment tab
 - choose WebCT Quiz for the Export Format



Exporting a WebCT glossary file

The glossary file will be generated at the same time as you generate the course, and will contain all definitions found in the course. The glossary file will be called webctgloss.txt, and is saved in the output folder that you specify for the course.

Differences from earlier versions of Wimba Create

Note that you no longer need to surround definitions with glossary tags, as in earlier versions of Wimba Create. From v2.1 onwards, all definitions in the source document will be exported.

Importing Courses into CMS/VLE systems

Importing WebCT HTML pages into WebCT Campus Edition

Note

This is a slow and inefficient way of importing content into WebCT. You only need to use it if you are using WebCT Campus Edition v3.8 or earlier.

If you are using WebCT Campus Edition v4.0 or later, you should use the IMS Import method instead, as this is much faster.

In Wimba Create, generate the course as WebCT HTML pages

- Set the course to export in WebCT HTML mode
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Content tab
 - choose WebCT HTML for the Export Format
 - make sure the index page, navigation buttons and navigation column are turned off
- Generate the course, which will automatically create a zip file with a _WCT suffix

In WebCT Campus Edition, create a new Content Module and upload the course to it

- Upload the zip file of content to the course and unzip it into a folder
- Create a new empty Content Module
- Select the HTML files and add them to the Content Module

Note that you do not need to generate an index page, navigation buttons or table of contents, as all navigation is provided by the WebCT Content Module.

Importing an IMS package into WebCT Campus Edition

If you are using WebCT v4.0 or later with the Content Migration Utility v2.0 or later, the WebCT IMS mode provides a quick way of importing generated content and automatically creating a Content Module.

In Wimba Create, generate the course as a WebCT IMS package

- Set the course to export in WebCT IMS mode
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Content tab
 - choose WebCT IMS package for the Export Format
 - make sure the index page, navigation buttons and navigation column are turned off
- Generate the course, which will automatically create a zip file with a _IMSWCT suffix

In WebCT Campus Edition, import the IMS package

- Access the Control Panel
- Click on Manage Course
- Click on Import Content
- Click on the Browse button
- Click on the Browse button in the new screen that opens
- Browse for the IMS package file - the zip file ending in _IMSWCT
- Click on the Upload button
- When the file has uploaded, click on the Add selected button
- Type in a Title for the module
- Select which page to show the link on

- Click on the Import button
- Click on the Done button

Control Panel
courseGenie Demo

View
Designer Options

▼ Course Menu
Homepage > Basic Control Panel > Manage Course > **Import Content**

Homepage

Import Content

Import a Course

Select a file to import.

Filename:

Import a Content Package

1. Enter a title for this item:
2. Select a file to import.

Filename:
3. Select the package type:
4. Decide where to show the link to this item.
 - On the *Course Menu*, visible on all pages. Link will appear as text.
 - On an *Organizer Page*:
 - Link shows item title
 - Link shows icon (select below)
 - Use default icon

Importing an IMS package into WebCT Campus Edition

Note that you do not need to generate an index page, navigation buttons or table of contents, as all navigation is provided by the WebCT Content Module.

Importing a Blackboard Package into Blackboard

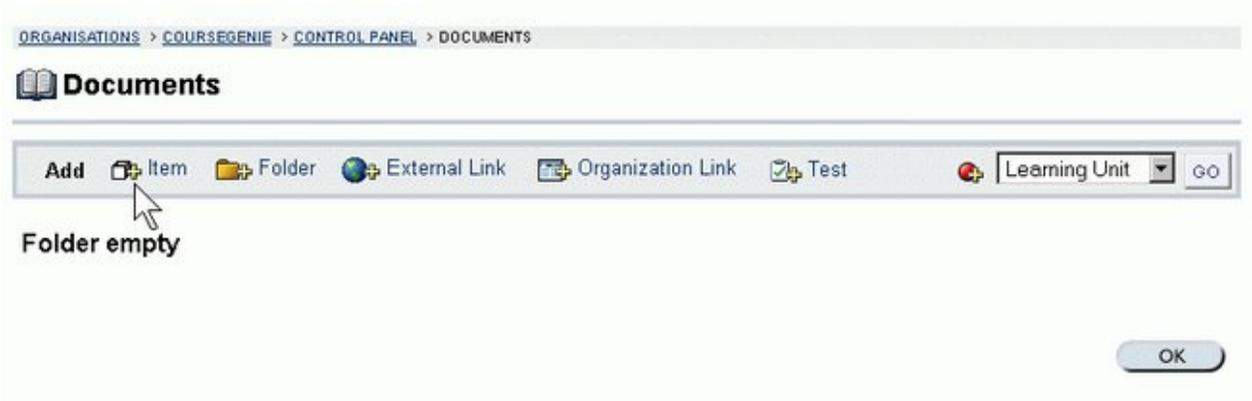
In Wimba Create, generate the course as a Blackboard Package

- Set the course to export in Blackboard Package mode
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Content tab
 - choose Blackboard Package for the Export Format
 - make sure the index page, navigation buttons and navigation column are turned on
- Generate the course, which will automatically create a zip file with a _BB suffix

In Blackboard, import the Blackboard Package

- Access the Control Panel, then the Documents area
- Add an Item
- Under Step 2, Content, browse for the Blackboard Package file - the zip file ending in _BB
- Still under Step 2, Content, in the dropdown menu for Special Action choose Unpackage this file

- Under Step 4, click on the Submit button
- Under Step 1 on the new screen, Package Entry Point, select the index.htm file as the entry point
- Under Step 2, click on the Submit button
- On the new screen, click on the OK button



Importing a package into Blackboard

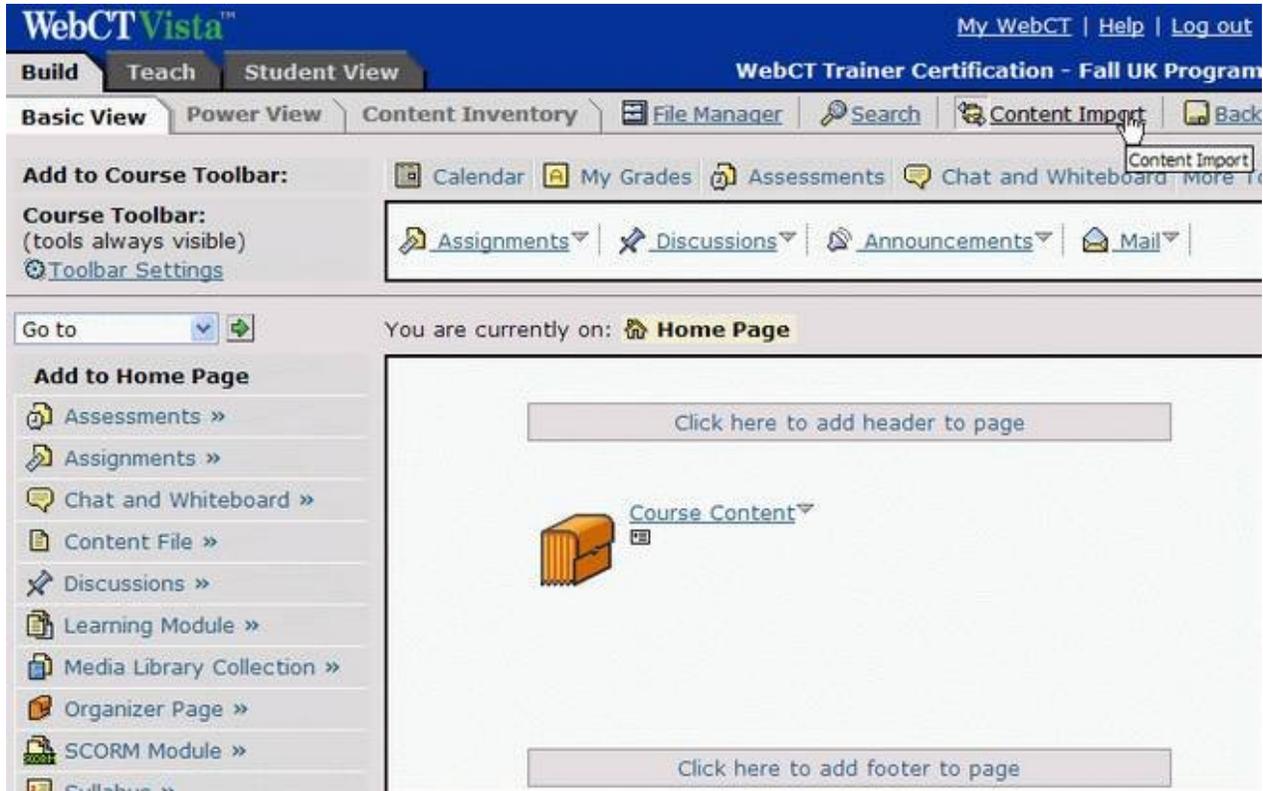
Importing an IMS package into WebCT Vista

In Wimba Create, generate the course as a WebCT IMS package

- Set the course to export in WebCT IMS mode
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Content tab
 - choose WebCT IMS package for the Export Format
 - make sure the index page, navigation buttons and navigation column are turned off
- Generate the course, which will automatically create a zip file with a _ IMSWCT suffix

In WebCT Vista, import the IMS package

- On the Build tab, choose the Content Import tool from the top bar
- In the dialog that opens, click the Upload File button
- Browse for the IMS package file - the zip file ending in _IMSWCT
- Click on the Save button
- Click on the Add Selected button
- When the import has completed, click on the Return button
- Now add the content to an Organizer page
 - in the left bar, click on Learning Module
 - select the title of the package you have just uploaded, then click on the Add Selected button



Importing an IMS package into WebCT Vista

Note that you do not need to generate an index page, navigation buttons or table of contents, as all navigation is provided by the WebCT Learning Module.

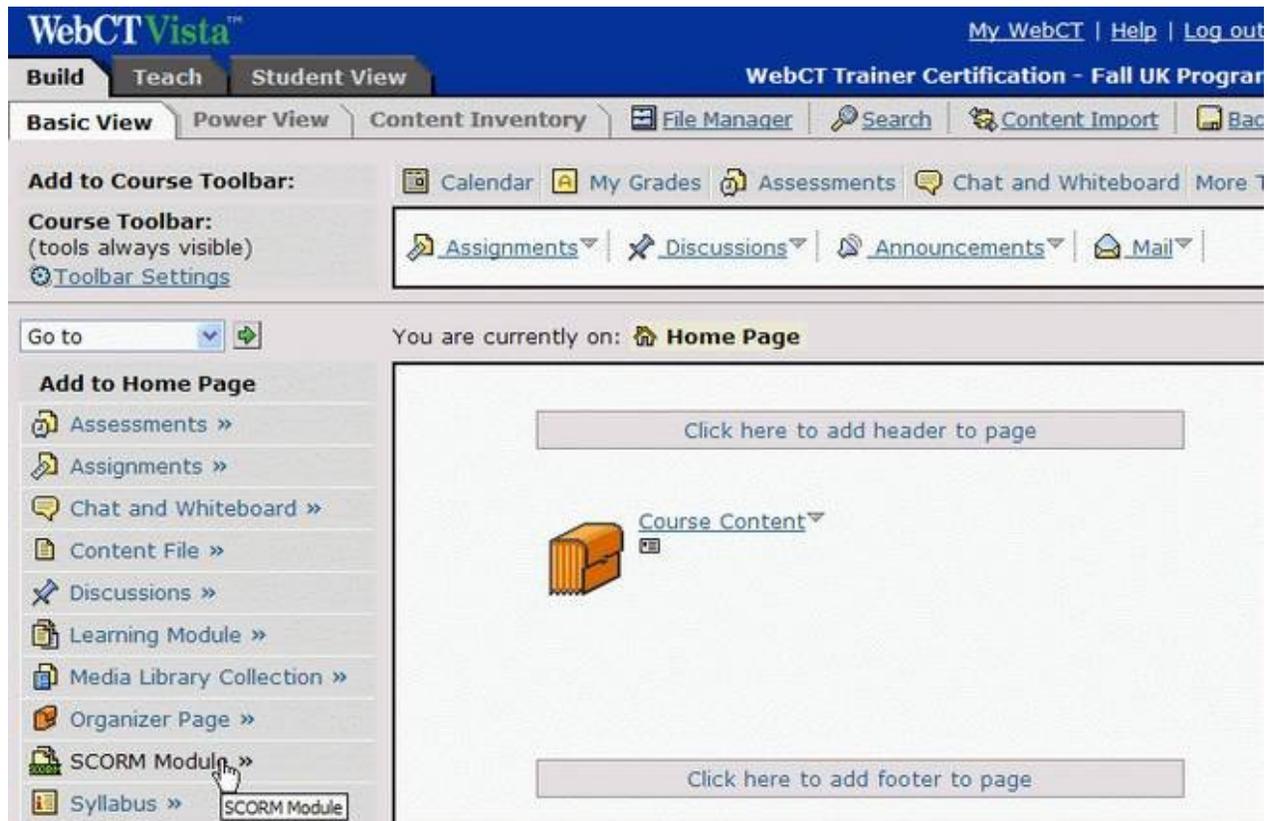
Importing a SCORM package into WebCT Vista

In Wimba Create, generate the course as a SCORM v1.2 package

- Set the course to export in as a SCORM v1.2 package
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Content tab
 - choose SCORM v1.2 package for the Export Format
- Generate the course, which will automatically create a zip file with a _SCORM suffix

In WebCT Vista, import the SCORM package

- Choose the SCORM Module tool from the left bar (if it is not visible, click More Tools)
- Click on Import SCORM Module
- Under Settings, type in a Title for the module
- Under Navigation Controls, click on the Browse button
- Click on the Upload File button
- Browse for the SCORM file - the zip file ending in _SCORM
- Click on the Save button
- Click on the Add Selected button
- Under Settings, enable Grading if you have used Wimba Create to build appropriate quiz questions
- Click on the Save button



Importing a SCORM package into WebCT Vista

Importing a SCORM package into moodle

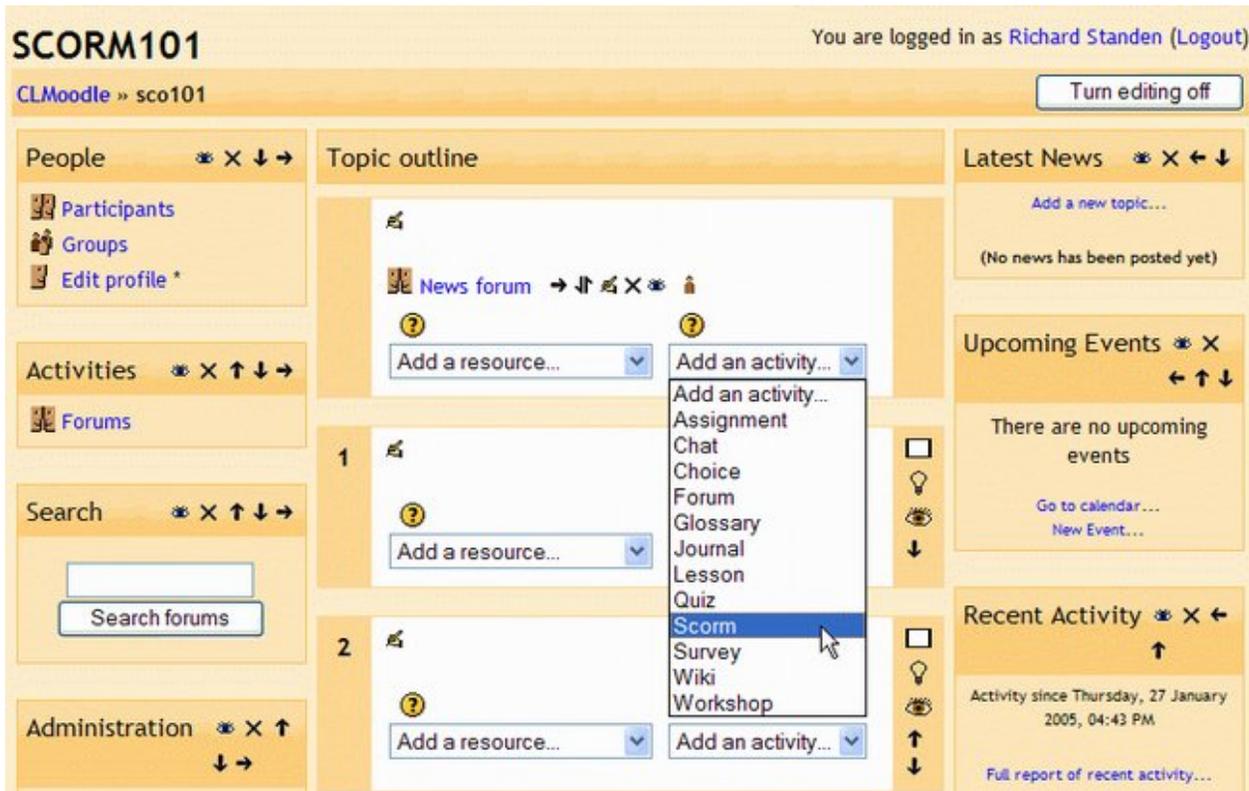
In Wimba Create, generate the course as a moodle SCORM package

- Set the course to export as a moodle SCORM package
 - open the Settings dialog box from the Wimba Create Menu
 - choose the Content tab
 - for moodle v1.7 or earlier
 - choose moodle SCORM v1.2 package for the Export Format
 - for moodle v1.8 or later
 - choose moodle SCORM 2004 package for the Export Format
- Generate the course, which will automatically create a zip file with a `_SCORM` suffix for moodle SCORM v1.2 or a `_SCORM2004` suffix for moodle SCORM 2004

In moodle, import the SCORM package

- Access your Moodle course and turn editing on
- From the Add an Activity dropdown menu select SCORM
- Type a name for the SCORM module
- Click on the Choose or update a SCORM package button
- Click on the Upload a file button
- Click on the Browse button and browse for the SCORM file - the zip file ending in `_SCORM` or `_SCORM2004`
- Click on the Upload this file button
- Tick the checkbox for the SCORM package, then click on Choose
- Type in some Summary text

- Click on the Continue button
- Click on the Save Changes button



The screenshot shows the Moodle course page for SCORM101. The user is logged in as Richard Standen. The page layout includes a top navigation bar with 'CLMoodle » sco101' and a 'Turn editing off' button. The main content area is divided into three columns: 'People' (Participants, Groups, Edit profile), 'Topic outline' (News forum, Add a resource..., Add an activity...), and 'Latest News' (Add a new topic..., No news has been posted yet). The 'Add an activity...' dropdown menu is open, showing options: Add an activity..., Assignment, Chat, Choice, Forum, Glossary, Journal, Lesson, Quiz, Scorm (highlighted), Survey, Wiki, and Workshop. The 'Recent Activity' section shows activity since Thursday, 27 January 2005, 04:43 PM.

Importing a SCORM package into Moodle

Accessibility

Accessibility Introduction

With the introduction of the Disabilities Discrimination Act in the UK and Section 508 in the USA, the need for eLearning content to be accessible has become a legal requirement rather than an optional extra.

The process of generating accessible content cannot be completely automated, always requiring manual intervention and the exercise of judgment. Wimba Create has, however, been designed to offer the easiest route to ensuring that content complies with accessibility legislation.

Wimba Create does this by:

- ensuring that those aspects of the content that are automatically generated by Wimba Create comply with accessibility requirements
- offering you options and features that you can use to ensure that the content you provide is accessible

The content produced using Wimba Create can be checked against W3C WAI or Section 508 guidelines using tools such as Bobby or A-Prompt - see the Useful Tools topic for a list of useful tools. Using these tools, you should find for each requirement either that Wimba Create automatically meets it, or where manual intervention and human judgment are required that it offers you features that will assist you in meeting it.

Please note that while Wimba Create can be of assistance in meeting accessibility guidelines, it is the users own responsibility to make sure that generated content complies with legislation.

What Wimba Create does automatically

Standards

- Generated content is valid HTML 4.01
- Layout is controlled by a validated CSS stylesheet

Layout and Structure

- Content and structure are completely separated from formatting and layout - the generated HTML contains only content and structure, with all formatting and layout controlled by the CSS stylesheet
- As content is completely separated from formatting, the content is readable without a CSS stylesheet
- Tables are not used for layout – with the exception of a simple table for the two-column layout when the left navbar is enabled, and simple tables that are used for selftest question layout; these are marked up as layout tables using the summary tag, which enables screen reader software to describe or skip them
- Frames are not used at all
- Special caption, summary, row and column header styles are available for marking up data tables
- Wimba Create can be set to automatically scan all tables for row and column headers before generating a course
- Heading levels are used consistently
- Meta-data are automatically added to each page

Navigation

- Clear and consistent navigation is automatically generated
- An invisible link (consisting of a 1x1 transparent gif image) is added at the top of all HTML pages generated by Wimba Create, with the alt text "Skip to main content" - this links to the start of the main content of the page, allowing screen reader software to skip over navigation links
- An option is available to open all hyperlinks and popups in the main window, avoiding new windows which can be difficult for screen readers to cope with

Colour

- All colors are specified in the CSS stylesheet, which you can edit
- An alternative high-contrast design scheme is provided
- The default text and background colors are high contrast
- Navigation does not rely on color

Text

- All font sizes are specified in the CSS stylesheet and are relative, not absolute - this ensures that you can use the browser text size option to view the text at different sizes
- The language is automatically specified as "en" (English) on each HTML page - you can change this default language by editing the styles.xml stylesheet
- A text-based site map is automatically generated – the index page and navigation bar are constructed as simple lists

Images

- Alt text can be added to images using the standard Word method
- Wimba Create can be set to automatically scan all images for alt text before generating a course
- A D-Link to a page containing a long description can be automatically generated for complex images
- No images of text are used
- No imagemaps are used

Multimedia

- A link to download the appropriate media player can be automatically generated
- A D-Link to a page containing a long description can be automatically generated

Scripts and forms

- Dynamic drop-down menus are not used
- JavaScript use is kept to a minimum – it is used only for generating answers to selftest questions
- Forms are used only for selftest questions
- Wherever mouse events are used, keyboard alternatives are allowed for

What you have to do

Standards

- Use an accessibility checking tool such as Bobby or A-Prompt to check your generated content against W3C WAI or Section 508 guidelines

Layout and Structure

- Use headings in content consistently
- Use the special built-in styles to specify caption, summary, row and column headers for data tables
- Use the Metadata dialog box to add meta-data in the Word source document

Navigation

- Use clear, descriptive text for hyperlinks
- Either set hyperlinks to open content in the main window, or warn users in the text of the page that hyperlinks will open a new window
- Either set popups to open content in the main window, or warn users in the text of the page that popups will open a new window
- Use short meaningful text for page titles

Colour

- Avoid the use of poor contrast color in the content

Text

- Use clear, simple language

Images

- Add meaningful alt text to all images using the standard Word method
- For complex images, add a D-Link to a page containing a long description of the image
- Avoid flickering images and unnecessary animated images
- Avoid using images of text

Multimedia

- For audio clips, use the D-Link feature to provide a text transcript
- For video clips, either make sure the video is captioned or use the D-Link feature to provide a text description
- For video clips, provide a link to an audio file describing the video content
- Use the option to automatically generate a link to download the appropriate player

Scripts and forms

- If selftest questions are used, provide an accessible alternative - for example put answers on a following page, or link to a text document version of the selftest

Useful tools

A-Prompt

The A-Prompt software tool examines Web pages for barriers to accessibility, performs automatic repairs when possible, and assists the author in manual repairs when necessary.

The full version is freely downloadable and can be used to check any number of local files for conformance to W3C WAI or Section 508 accessibility guidelines.

A-Prompt was created through the joint efforts of the University of Toronto's Adaptive Technology Resource Centre (ATRC) and the TRACE Center at the University of Wisconsin.

<http://aprompt.snow.utoronto.ca/>

Bobby

Bobby is a web accessibility software tool that checks compliance with W3C WAI or Section 508 accessibility guidelines.

The free online version will only check pages that have been uploaded to a server, not local files, and limits the number of pages it checks to one web page per minute.

The full version, available at a cost, will check local files as well as uploaded ones, and will check a whole site at once.

<http://bobby.watchfire.com/bobby/html/en/index.jsp>

W3C HTML Validator

<http://validator.w3.org/>

W3C CSS Stylesheet Validator

<http://jigsaw.w3.org/css-validator/>

More information

FERL - Disability Legislation

<http://ferl.becta.org.uk/display.cfm?page=611>

FERL - College Obligations

<http://ferl.becta.org.uk/display.cfm?page=228>

Return to SENDA? Implementing accessibility for disabled students in virtual learning environments in UK further and higher education

<http://www.saradunn.net/VLEproject/index.html>

RNIB – Web Accessibility Checklists

http://www.rnib.org.uk/xpedio/groups/public/documents/publicwebsite/public_checklists.hcsp

Section 508 standards

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12#Web>

TechDis - An essential resource for anyone in education who has a question relating to disability and technology

<http://www.techdis.ac.uk/>

TechDis - Seven precepts of Usability and Accessibility

<http://www.techdis.ac.uk/seven/precepts.html>

WebAIM – Web Accessibility in Mind, from Utah State University – useful site with lots of links to tools and information

<http://www.webaim.org/>

W3C - Getting Started: Making a Web Site Accessible

<http://www.w3.org/WAI/gettingstarted/>

W3C - Checklist of Checkpoints for Web Content Accessibility Guidelines 1.0

<http://www.w3.org/TR/WAI-WEBCONTENT/full-checklist.html>

Working in Word

Working in Word Introduction

Starting a new document and developing it as a Wimba Create source document is usually very simple and straightforward.

However, if you have an existing document that was designed for a different purpose, especially if it is large and has undergone several rounds of editing, you will probably need to review the structure and content of the document.

You should bear in mind that while Wimba Create supports the essential Word features, there are other Word features that are not supported.

You may need to simplify list and table formatting, convert images from one format to another, and re-apply cleanly bold or italic formatting that has become messy through multiple edits.

Quick Tips

Tips for using Word

- Do keep lists simple
- Don't use merged cells in tables
- Do convert all Drawn images to Painted images
- Do prefix all angle brackets (< or >) with a tilde (~)
- Don't use tabs and indents for layout
- Don't use empty paragraphs for vertical layout
- Don't run bold or italic formatting across table or list boundaries

Things to try if you have problems

- Remove list formatting and reapply cleanly
- Simplify complex lists
- Remove bold, italic and underline formatting and reapply cleanly
- Leave blank lines between Wimba Create formatted paragraphs
- Leave blank lines above and below tables

Character formatting

Bold, italic, underline, subscript and superscript are all converted.

All Unicode characters are converted automatically. See the Special characters topic for details.

Warning - angle brackets!

The angled bracket characters (usually used as less than and greater than signs) have a special meaning when the document is exported to XML.

If you want to use them in your document you have to prefix them with a tilde sign (~) to show that they are meant literally.

For example to say 'If x is greater than y' you would use: If x ~> y

To say 'income is less than expenditure' you use: `income < expenditure`.

Vertical spacing

Empty paragraphs (made by repeatedly pressing the Enter key) are ignored in the generated HTML. You can use these freely to space out the content in the source document, as they will have no effect on the generated output.

If you want to add vertical space between items, use Linefeeds (made by pressing Shift-Enter) instead.

Word page breaks have no effect on the generated content, so you can also use these to space out your content in the source document.

Horizontal spacing

Tabs and indents are not converted. If horizontal layout is absolutely necessary, it is best achieved using tables, though you should bear in mind the accessibility drawbacks of this.

An exception to this is text formatted as `cgLiteral`. Within `cgLiteral` text tabs and indents are converted, mainly to allow for the display of indented software code.

Lists

Bulleted and numbered lists, including multiple indent levels, are all converted.

Word's handling of lists is notoriously complex, and what looks like a perfectly normal list can conceal ghoulishly complex behind-the-scenes structure that has built up over several rounds of editing.

If you have problems with lists, the best strategy is to remove all list formatting from the list then reapply it cleanly in one go.

While Word allows you to have complex lists with paragraphs and images in between list items, HTML only supports simple self-contained lists. You may need to redesign your content bearing this in mind.

Tables

Word tables will be automatically converted to HTML when the course is generated. Some but not all features of Word tables are supported.

The conversion will recognize whether tables are bordered or not, and will carry over horizontal and vertical cell alignment, but colored borders and backgrounds will not be preserved.

Nested tables are supported, to any depth.

Merged cells are not supported. If you have material containing merged cells you will need to rework it to use either separate headings and tables or nested tables.

You can use borderless tables for layout, for example to produce columns containing text and images.

Wimba Create has several features to help make data tables more accessible. See the Tables topic for details.

Images

Many, but not all, types of images and clipart will be automatically converted by Wimba Create. Word distinguishes between different kinds of images, and you need to be aware of these in order to make effective use of them with Wimba Create:

Wimba Create converts embedded but not linked images.

When you add an image to a Word document, it can be either embedded or linked. An embedded image is stored inside the document with no reference to any external file, while a linked image stores a pointer to an external image file. If you insert an image into a document in the normal way using Insert/Picture/From File..., or if you paste an image into a document, the result will be an embedded image unless you specifically set it to be linked.

Wimba Create converts floating images into inline images.

An inline image is one that is inserted into the main body of the text, whereas a floating image is one that can be freely moved around. Floating images are positioned relative to an anchor point, and it is not always easy to know where that anchor point is. When Wimba Create generates content, it places floating images at the anchor point, and this can lead to unexpected results. For this reason, it is better to use Inline images wherever possible. You can tell whether an image is inline or floating by selecting it and looking at the selection handles. If the handles are solid, the image is inline, while if they are hollow, the image is floating.

Drawn images (lines, boxes and shapes drawn in Word) are not converted.

A Painted image is made up of a series of small dots like a mosaic, and this type of image is used for photographs and scanned graphics. A Drawn image is constructed from a collection of lines, curves, rectangles and other shapes. Autoshapes and images that you make from lines and boxes in Word are Drawn images. Wimba Create automatically converts Painted images, but not Drawn images. If you have a Drawn image in your document, you must convert it to a Painted image in order for Wimba Create to recognize it. A simple way to do this is to select the Drawn image, cut it, then paste it back in as a .GIF image.

See the Images topic for more details.

You can resize images in Word and they will be exported at the new size.

Hyperlinks and bookmarks

You can use Word hyperlinks to external urls, mailtos, files, and bookmarks within the document, and these will all be converted by Wimba Create. You can also turn an image into a hyperlink.

If you link to a file such as a Word document or a spreadsheet, the file will automatically be copied to the media folder of the output directory.

Bookmarks are converted, and are set to be visible within the source document by Wimba Create. This means they are displayed surrounded by square brackets (e.g. [top]).

Hyperlinks and bookmarks are also used for several Wimba Create features (such as Popsups and Includes).

See the Hyperlinks topic for full details.

Styles

The Wimba Create styles are used to control many of Wimba Create's features. Most other styles are not recognized (see below for an exception). This means that if there are other styles that have already been applied to your source document, you will need to go through the document changing them to Wimba Create styles.

Word sometimes applies styles behind the scenes. If you are having problems with this, try turning off auto-formatting (Go to Tools/AutoCorrect/AutoFormatAsYouType then uncheck 'Bold and Italic with real formatting' and 'Define styles based on your formatting').

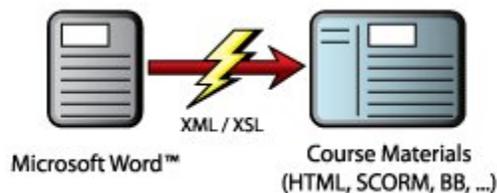
The built-in Word styles Heading1 and Heading2 are automatically converted to the Wimba Create styles cgHeading and cgSubHeading.

Wimba Create also has a style mapping feature that allows you to map any built-in Word paragraph style or any user-defined paragraph style onto any Wimba Create style.

Tracking down problems

How Wimba Create works

When you generate a course, Wimba Create first converts the Word document into XML and saves it as an XML document. You don't need to know anything about XML to use Wimba Create, except that it's a standard way of representing structured information.

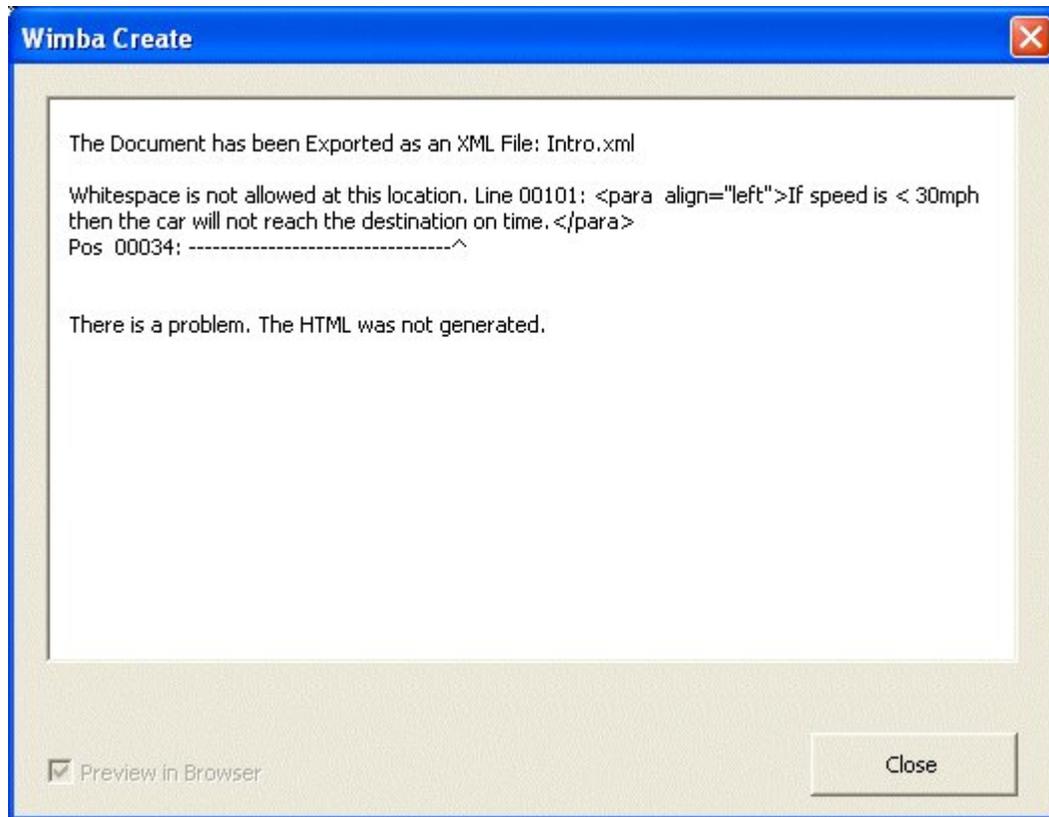


The XML document is then used to generate a collection of HTML pages. These are the web pages that you view in your browser.

While this is a tremendously flexible and efficient way of generating different kinds of content from one master document, it does have one drawback: if any errors occur in the XML document it can be quite difficult to trace them back to their source in the Word document, as the error messages may refer to the XML document rather than the Word document.

How to trace errors that show some plain text

Usually the error message includes plain text, e.g.:

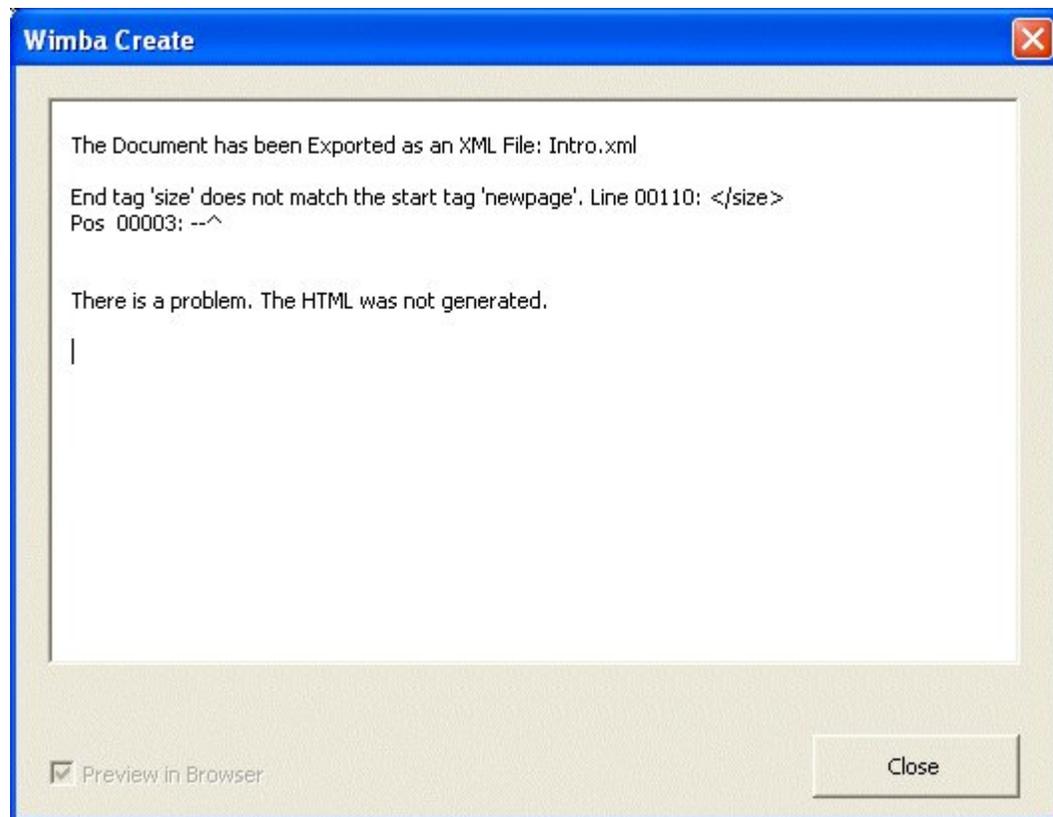


If this is the case:

- Identify the plain text part of the error message, excluding any code or tags - in the example above it is "If speed < 30mph then the car will not reach the destination on time"
- Copy the plain text part of the message (select it then press ctrl-C)
- Close the dialog box down, then carry out a search in Word for the plain text (ctrl-F to search, then ctrl-V to paste the text to search for)

How to trace errors that just show a line number

Sometimes an error message simply gives a tag error and a line number, without showing any plain text. These can be the most difficult to track down, since the line number refers to the XML file, not the Word document.



To track this down, you need to open the XML file in a text editor that lets you jump to a line number. A good free one is Metapad which is downloadable from <http://www.liquidninja.com/metapad/> .

In this case:

- Locate the xml version of your document, which will be located in the output directory that you specified, and open it in Metapad
- Go to the line number and position shown in the error message
- Copy some plain text from that area of the document (select it then press ctrl-C)
- Close down Metapad, then carry out a search in Word for the plain text (ctrl-F to search, then ctrl-V to paste the text to search for)

The Wimba Create Styles

Wimba Create Styles A - C

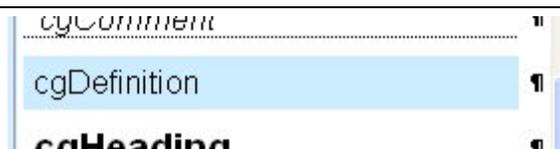
cgBodyText	
Use	Plain text
Apply to	Any text

cgBoxText	
Use	Text or images to be emphasized by having a box drawn round
Apply to	Any text or images

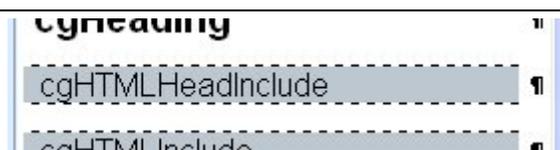
cgCaption	
Use	Caption text for images, media or tables
Apply to	Caption text for tables should be immediately underneath the table with which it is associated

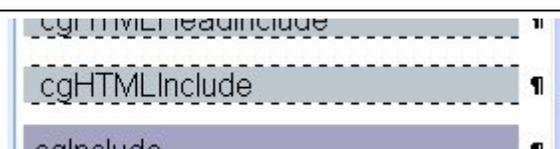
cgComment	
Use	To annotate the source Word document - ignored when generating HTML pages
Apply to	Any text

Wimba Create Styles D - L

<p>cgDefinition</p> <p>Use</p> <p>Apply to</p>	 <p>To display a definition If inside <glossary> tags, generates WebCT glossary entry</p> <p>The first line should contain the term to be defined, with succeeding paragraphs containing the text of the definition</p>
--	---

<p>cgHeading</p> <p>Use</p> <p>Apply to</p>	 <p>Heading text</p> <p>Any text</p>
---	--

<p>cgHTMLHeadInclude</p> <p>Use</p> <p>Apply to</p>	 <p>To include HTML or JavaScript code in the Header of the generated HTML page</p> <p>HTML or JavaScript code to be included</p>
---	--

<p>cgHTMLInclude</p> <p>Use</p> <p>Apply to</p>	 <p>To include HTML or JavaScript code in the Body of the generated HTML page</p> <p>HTML or JavaScript code to be included</p>
---	---

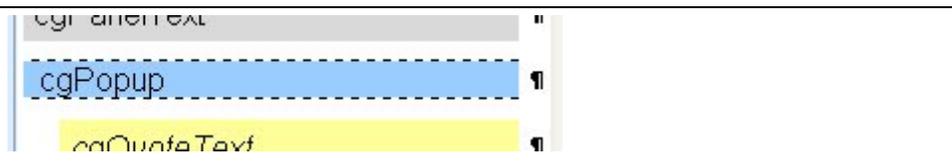
<p>cgInclude</p> <p>Use</p> <p>Apply to</p>	 <p>To embed an external web page in an inline frame in the current web page</p> <p>Text of url to be displayed</p>
---	---

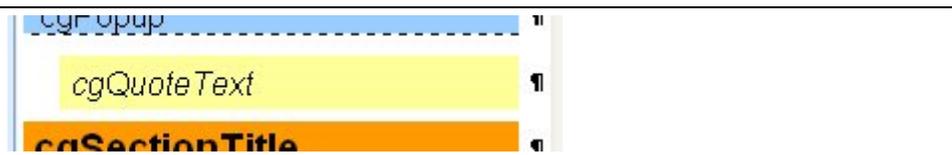
<p>cgLiteral</p>	 <p>Use To display text including angle brackets or indenting, typically software code</p> <p>Apply to Any text to be rendered literally</p>
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Wimba Create Styles P - Q

<p>cgPageTitle</p>	 <p>Use Marks the start of a new HTML page and sets the title of the page</p> <p>Apply to Text of HTML page title</p>
--------------------	---

<p>cgPanelText</p>	 <p>Use Text or images to be emphasized by being displayed with a grey background</p> <p>Apply to Any text or images</p>
--------------------	---

<p>cgPopup</p>	 <p>Use Text or images to be displayed as the contents of a popup</p> <p>Apply to The first line should contain a bookmark as the name of the popup, with succeeding paragraphs containing any text or images</p>
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<p>cgQuoteText</p>	 <p>Use Text to be displayed as a quoted passage</p> <p>Apply to Any text</p>
--------------------	---

Wimba Create Styles S - T

cgSectionTitle	
Use	Marks the start of a new section and sets the title of the section
Apply to	Text of section title

cgSubHeading	
Use	Subheading text
Apply to	Any text

cgSummary	
Use	Table summaries
Apply to	Summary text should be immediately underneath the table with which it is associated

cgTableColumnHead	
Use	Column headings in data tables
Apply to	Table cells that contain headings for columns of data

cgTableRowHead	
Use	Row headings in data tables
Apply to	Table cells that contain headings for rows of data

The Main Wimba Create Menu

The main Wimba Create Menu



The Wimba Create menu is at the top of the screen on the main Word menu bar.

You use this to carry out the main tasks in Wimba Create.

Metadata

Opens the Metadata dialog box, where you can enter data about the course, including the course title.

Settings

Opens the Settings dialog box, where you can control various settings for the course, including the export mode and whether navigation bars are to be displayed.

Generate Course

Generates a course from the current Word document.

First a folder chooser dialog opens so that you can choose where the generated output should be saved.

Next a dialog box opens showing progress as the XML is being transformed into HTML pages. When the process is complete a list of pages generated is shown.

Wimba Create Help

Opens Wimba Create Help.

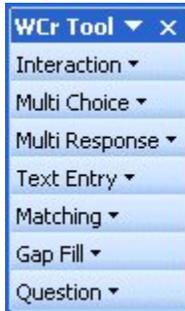
About Wimba Create

Shows version information for Wimba Create.

The WCr Tools Palette

The WCr Tools palette

The WCr Tools palette allows you to create Selftest Questions and Interactions such as Media, Popups and Flashcards.



The WCr Tools palette

Viewing the WCr Tools palette

If you cannot see the WCr Tools palette, it may be turned off in the Word environment. To turn it on, go to the Word View/Toolbars menu and make sure the WCr Tools option is checked.

The WCr Tags Palette

The WCr Tags palette

You will rarely need to use the Tags Palette.

Most of the time you can do everything using the Wimba Create styles and the WCr Tools palette, which is by far the easiest way of doing things.

Using the Tags Palette is slower and more complicated, but occasionally it does offer more flexibility.

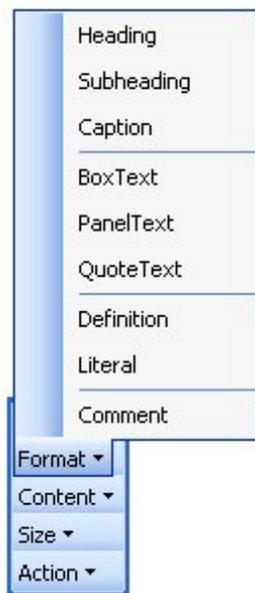


The WCr Tags palette

Viewing the WCr Tags palette

If you cannot see the WCr Tags palette, it may be turned off in the Word environment. To turn it on, go to the Word View/Toolbars menu and make sure the WCr Tags option is checked.

The Format Menu



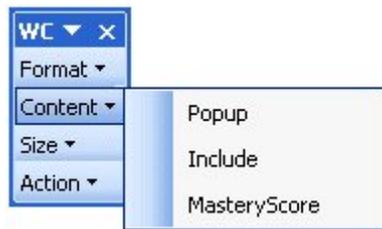
The Format menu allows you to explicitly mark up styles that are normally applied using the style bar. You only need to use this menu when you want to nest one style inside another, for example to put a caption inside a popup style.

To apply any of these styles, first select the text to be marked up then choose the style from the menu.

Remember, you don't need to use this most of the time - just apply styles from the style bar instead.

Heading	Heading text.
SubHeading	Subheading text.
Caption	Caption text for images, media and tables.
BoxText	Text or images to be emphasized by having a box drawn round.
PanelText	Text or images to be emphasized by being displayed with a grey background.
QuoteText	Text to be displayed as a quoted passage.
Definition	Displays a definition. If inside <glossary> tags, generates WebCT glossary entry The first line should contain the term to be defined, with succeeding paragraphs containing the text of the definition
Literal	Displays text including angle brackets or indenting in literal format, typically software code.
Comment	Used to annotate the source Word document - ignored when generating HTML pages.

The Content Menu



The Content menu is used for more complex content structures.

Popup

Text or images to be displayed as the contents of a popup. The first line should contain a bookmark as the name of the popup, with succeeding paragraphs containing any text or images.

You normally use the WCr Tools/Interactions menu for popups. You will only rarely need to use this WCr Tags method, for example where you want the popup hyperlink to be inline in a paragraph and you also want to include formatting styles in the popup content.

Include

Used to embed an external web page in an inline frame in the current web page.

Should contain the text of the url to be displayed.

You normally use the cgInclude style from the style bar to create includes, and should never need to use this WCr Tags method.

MasteryScore

When the course is generated in Multi-SCO SCORM mode, questions can be set to be tracked and scored by the host CMS or VLE system. This option can be used to set a mastery score for a page.

See the Setting SCORM options topic for more details.

The Size Menu



The size menu is used to add size information to include and old-style grey-box popups.

Width

Used to specify a width for popups or includes.

Make a blank line inside the popup or include style, type a number of pixels for the width, select the line with the number on it, then choose Width from the menu.

E.g.: `<width>320</width>`

Height

Used to specify a height for popups or includes.

Make a blank line inside the popup or include style, type a number of pixels for the height, select the line with the number on it, then choose Height from the menu.

E.g.: `<height>240</height>`

Size... small

A quick way of specifying height and width for popups.

Place the insertion point at the start of a blank line inside the popup style, and then choose Size... small from the menu. The width and height for ...small are set in the XML stylesheet styles.xml which is located in the Config folder. Default sizes are width 400 pixels and height 300 pixels.

E.g.: `<size>small</size>`

Size... medium

A quick way of specifying height and width for popups.

Place the insertion point at the start of a blank line inside the popup style, and then choose Size... medium from the menu. The width and height for ... medium are set in the XML stylesheet styles.xml which is located in the Config folder. Default sizes are width 500 pixels and height 375 pixels.

E.g.: `<size>medium</size>`

Size... big

A quick way of specifying height and width for popups.

Place the insertion point at the start of a blank line inside the popup style, and then choose Size... big from the menu. The width and height for ... big are set in the XML stylesheet styles.xml which is located in the Config folder. Default sizes are width 600 pixels and height 450 pixels.

E.g.: `<size>big</size>`

Size... scrolling

A quick way of specifying height and width for popups.

Place the insertion point at the start of a blank line inside the popup style, and then choose Size... scrolling from the menu. The width and height for scrolling are set in the XML stylesheet styles.xml which is located in the Config folder. Default sizes are width 600 pixels and height 450 pixels. This option also adds scroll bars to the popup.

E.g.: `<size>scrolling</size>`

The Action Menu



Untag Selection

The Action menu is used to remove formatting from a selection.

This option can be useful as a way to remove formatting sections of content. It removes any Wimba Create styles, applies the `cgBodytext` style, and deletes any tags found. First select the text that you want to remove formatting from, and then choose the Untag Selection option.