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# netex learningMaker

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## 1. Introduction (author)

Netex learningMaker is an authoring tool to easily create and edit e-learning content and publish it in different formats **to be used in any CMS, LMS, or web site.**

The contents created are **compatible with multiple devices** and they can be published in different formats (Web, SCORM, xAPI, etc.). By using HTML5 technology and "Responsive Design" techniques, a content generated under this format is fully adapted to the device on which it is displayed.

Netex learningMaker allows you to create your own contents (called "**projects**") in a **collaborative and delocalised way**, so that other users can be involved in their creation.

**Each project uses a template** that defines the content's behavior (design, navigation...). This authoring tool provides the following basic templates:

- **Express.** It shows all content on a single page. Sections like internal anchors can be added. This kind of template is used for short and concise contents.
- **Multi-página.** It allows adding several pages, with a general navigation menu and forward/backward buttons. This template is one of the most versatile and easy to use.
- **Video.** The central element in this template is the video. A brief descriptive content and other support resources can be added to it.
- **Basic.** This template is highly versatile and it has greater configuration and customisation options. The **Basic** template allows creating different pages, sections, subsections and several navigation styles.

In addition to the basic templates, ad-hoc **custom templates** can be created for our customers, offering them a content adapted to their training needs.

There are three types of LearningMaker **users**:

- **Administrators.** They are in charge of managing the authoring tool (users, permissions, etc.).
- **Authors.** They are in charge of creating and authoring contents.
- **Reviewers.** They can be as many as you want (they do not count for your licence). They are in charge of reviewing all projects assigned to them. Reviewers can communicate with authors through the comment system (see section [section 4.6](#)).

## 2. Starting to use learningMaker (author)

learningMaker management is very easy to use and highly intuitive, since it behaves similarly to Windows Document Explorer.

To start using learningMaker it is necessary to know the following basics:

### 2.1 Signing in and Signing out

### 2.2 Navigating through folders and projects

### 2.3 Editing my profile

### 2.4 Changing my password

### 2.5 Recovering my password

### 2.6 Searching projects and folders

### 2.7 Changing the display language in learningMaker

### 2.8 Managing notifications and messages

## 2.1 Signing in and Signing out

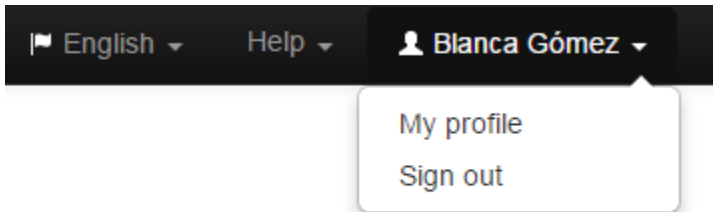


1. Enter your username and password and click on **"Sign in"**.
2. Select **"Keep me signed"** to allow the system to remember your login details. In this way, they do not have to be entered each time you access the system, unless you do it from a different computer or browser.
3. If you do not remember your password, you can recover it by clicking on **"Can't access your account?"**. By entering your email address, you will receive an email with instructions for setting a new password.

**Remember**

In order to prevent unauthorised access, do not use the **"Keep me signed"** option in a computer used by other users regularly.

To **sign out** from the platform, click on **"Sign out"** from your profile's drop-down menu.

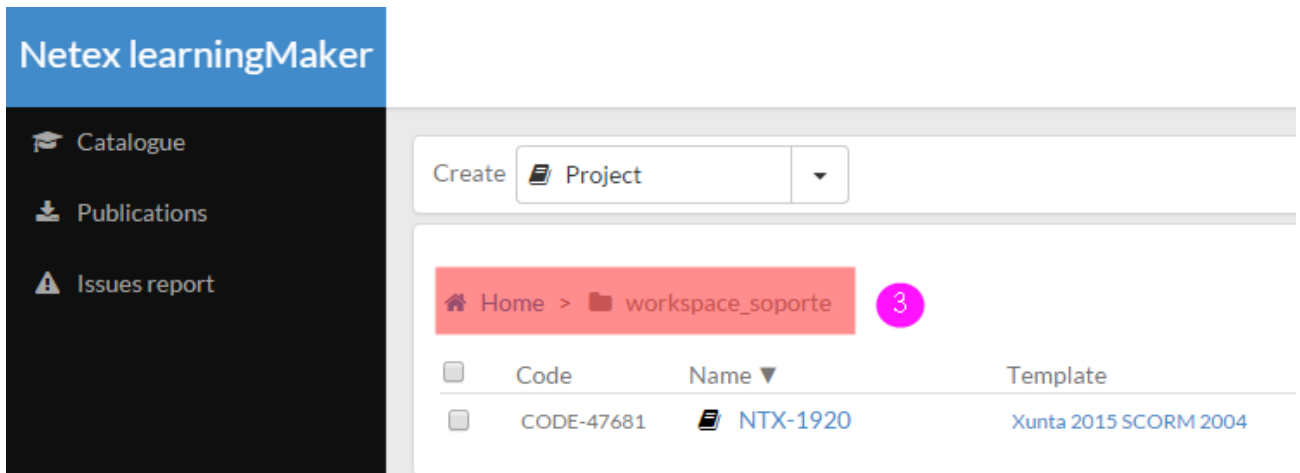


## 2.2 Navigating through folders and projects

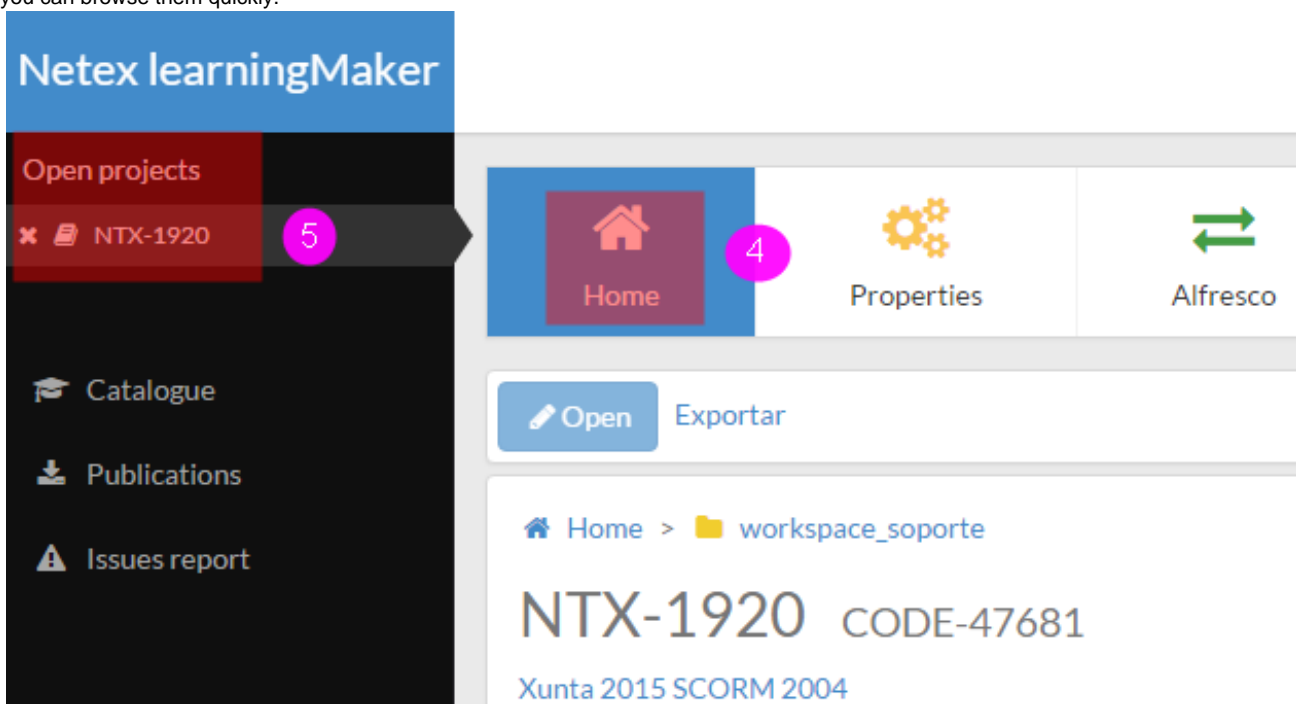
1. Click on **"Catalogue"** to access a list of folders and projects that you have permission to view and/or edit.
2. Click on the name of the folder/project you want to access.



3. Once in the folder, you can go back by using the breadcrumb, also by clicking on **"Catalogue"**.

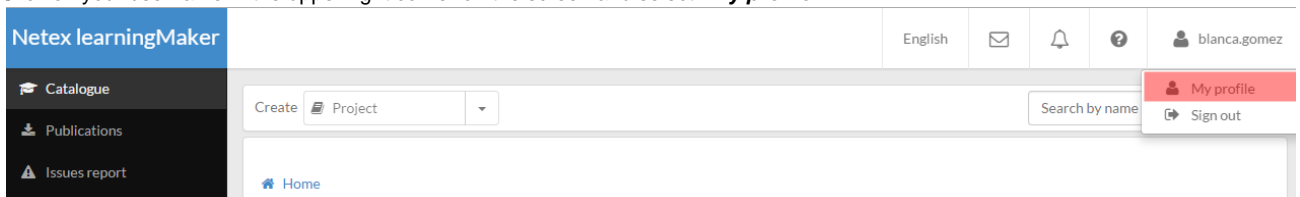


4. If you are in the project, the **breadcrumb** is always available on the **"Home"** tab of the project.
5. Each time a project is opened, the **"Open projects"** menu is displayed. In this way, if there are several projects opened at the same time, you can browse them quickly.

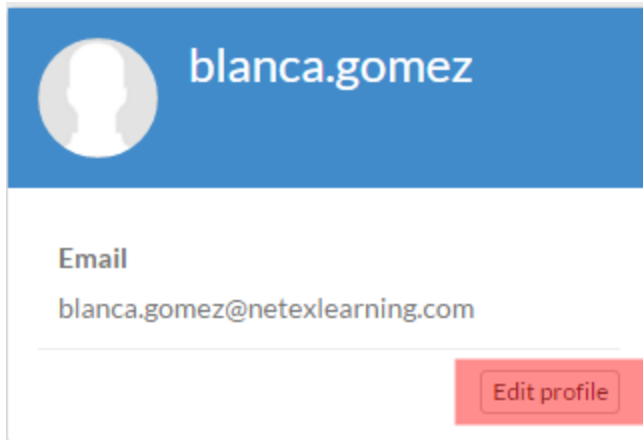


## 2.3 Editing my profile

1. Click on your username in the upper right corner on the screen and select **"My profile"**.



2. Click on **"Edit"** to change your profile information. **"Name"**, **"Last name"** and **"E-mail"** fields can be modified.

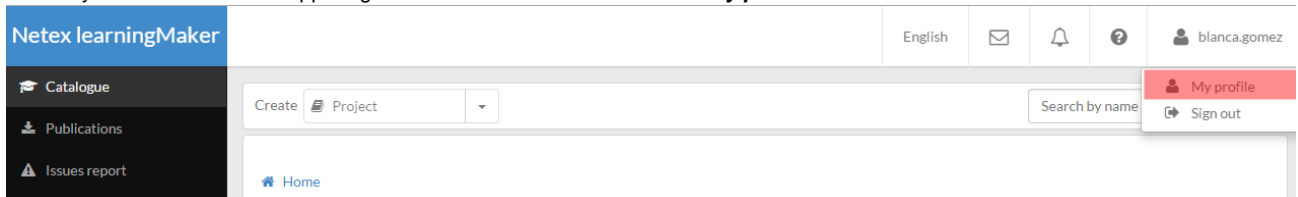


3. Click on **"Change image"** to change your profile picture. This image will appear associated with your username, for example when you publish a comment on a project.
4. Click on **"Save"** to save the changes.

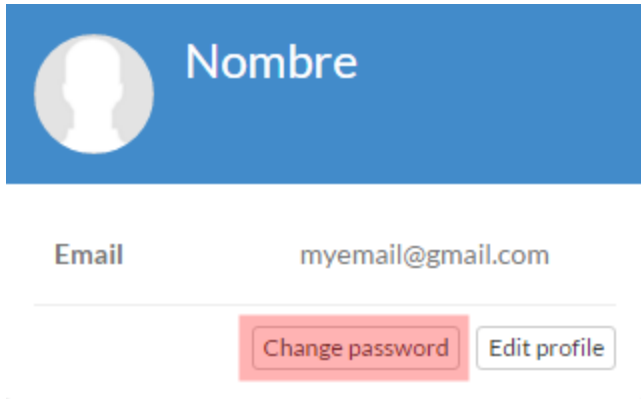
A screenshot of the 'Edit profile' form. The form has a blue header with the title 'Edit profile' and a close button 'X'. On the left, there is a profile picture placeholder with 'Upload image' and 'Delete image' buttons. On the right, there are input fields for 'Name \*', 'Last name', 'User name' (pre-filled with 'blanca.gomez'), and 'email \*' (pre-filled with 'blanca.gomez@netexlearning.com'). At the bottom right, there are 'Close' and 'Guardar' buttons.

## 2.4 Changing my password

1. Click on your username in the upper right corner on the screen and select **"My profile"**.

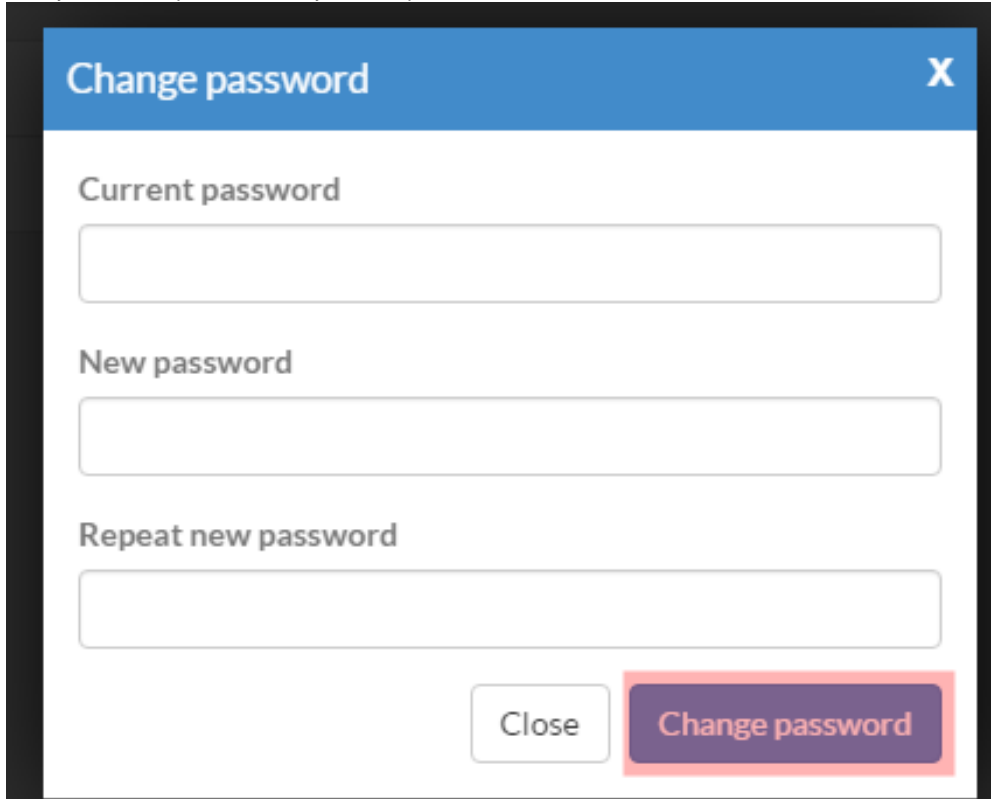


2. Click on **"Change password"**.



A user profile card with a blue header. On the left is a grey silhouette of a person's head and shoulders. To its right, the word "Nombre" is written in white. Below the header, the word "Email" is on the left and "myemail@gmail.com" is on the right. At the bottom, there are two buttons: "Change password" (highlighted with a red border) and "Edit profile".

3. Enter your current password and your new password. Click on "**Modificar contraseña**".



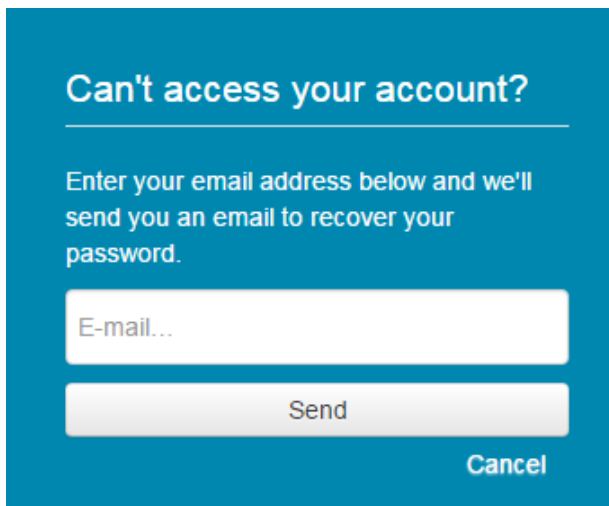
A dialog box titled "Change password" with a blue header and a close button (X) in the top right corner. It contains three text input fields: "Current password", "New password", and "Repeat new password". At the bottom, there are two buttons: "Close" and "Change password" (highlighted with a red border).

## 2.5 Recovering my password

1. Click on "**Can't access your account?**" if you do not remember your password.



2. Enter your email address and click on "**Send**".



3. You will receive an email with the instructions to have access to the platform again.

## 2.6 Searching projects and folders

A search engine that allows locating **folders and projects by entering their name** is available above the project list. Enter the name of the project/folder and click on the search icon.



### Advanced search

To enable the advanced search, click on



Projects can be located by code, name or template.



Advanced search
X

Code

Name

Template

Locked

From the results list we can directly access a project and work on it.

Search x welcome [Clear search data](#)

	Code	Name	Template	Status	Locked	Options
<input type="checkbox"/>	CODE-49028	Welcome to learningMaker	Multi-página	Draft	Free	

## 2.7 Changing the display language in learningMaker

To change the display language in learningMaker, click on the language drop-down menu at the top of the screen and select a language.

learningMaker is available in English, Spanish, Portuguese and Dutch.

Netex learningMaker

English

✉

🔔

?

blanca.gomez

- Catalogue
- Publications
- Issues report

Create Project

Search by name

🔍

⚙️

[Home](#)

	Code	Name	Template	Status	Locked	Options
<input checked="" type="checkbox"/>	469b1b57017...	workspace_soporte	Folder			

## 2.8 Managing notifications and messages

Pending notifications and messages are displayed on the upper right menu.

English

✉

1

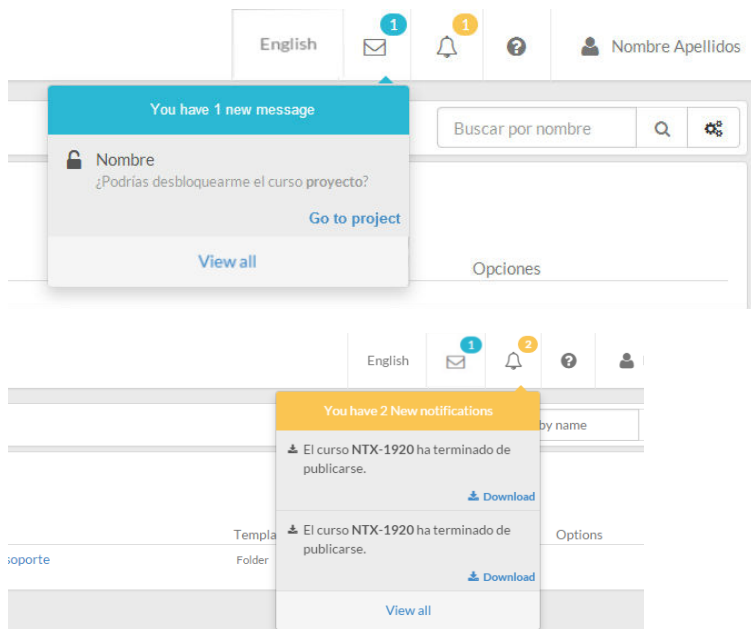
1

?

👤

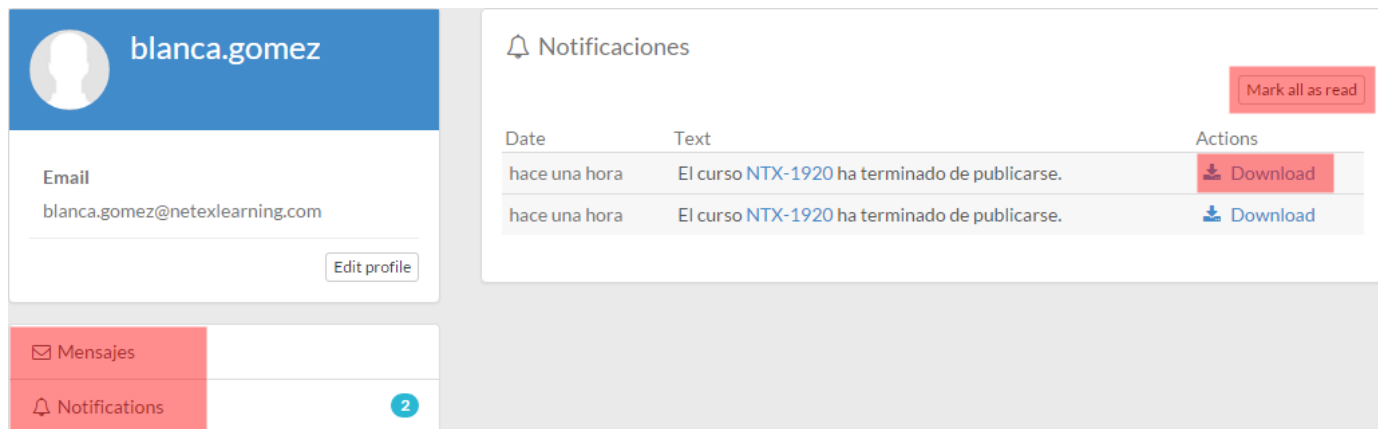
Nombre Apellidos

- **Messages** are sent if there is a project unlock request (see [section 5.2](#)).
- **Notifications** are sent if a project has been published successfully (see [section 5.12](#)).



A list including all pending messages and notifications is displayed by clicking on **"View all"**.

From the notifications and messages screen we can **access** both the notification list and the message list, **"Mark all as read"**, and perform other **actions** as accessing the project to unlock it or downloading a zip containing a project publication.



### 3. Managing folders (author)

Folders allows managing all projects created in learningMaker.

By default, the folders created by a user are only visible for this user. Administrators can change permissions to access a folder, providing access (display, edition...) to other users or user groups.

To manage folders you can...

#### 3.1 Creating folders

#### 3.2 Renaming folders

#### 3.3 Copying and moving folders

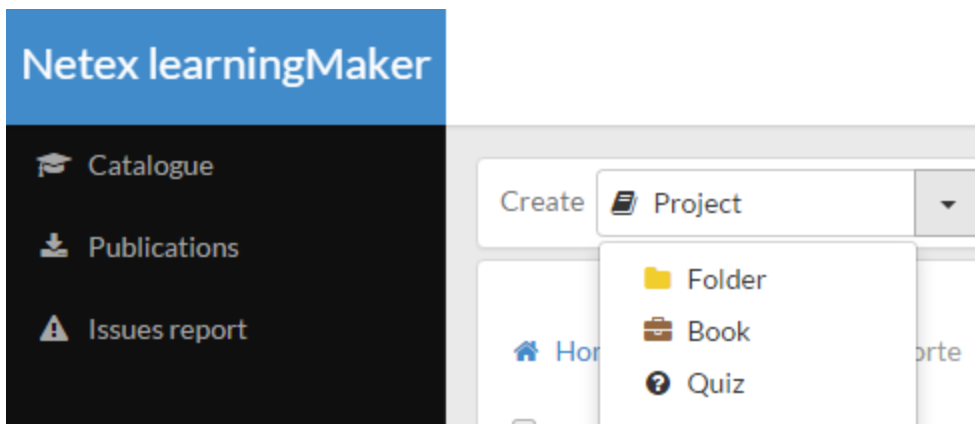
#### 3.4 Deleting folders

#### 3.5 Publishing folders

#### 3.6 Displaying publications included in a folder

### 3.1 Creating folders

1. Click on **"Folder"** from the **"Create"** drop-down menu.



2. Enter the folder name and click on "Create a folder".

Create a folder
X

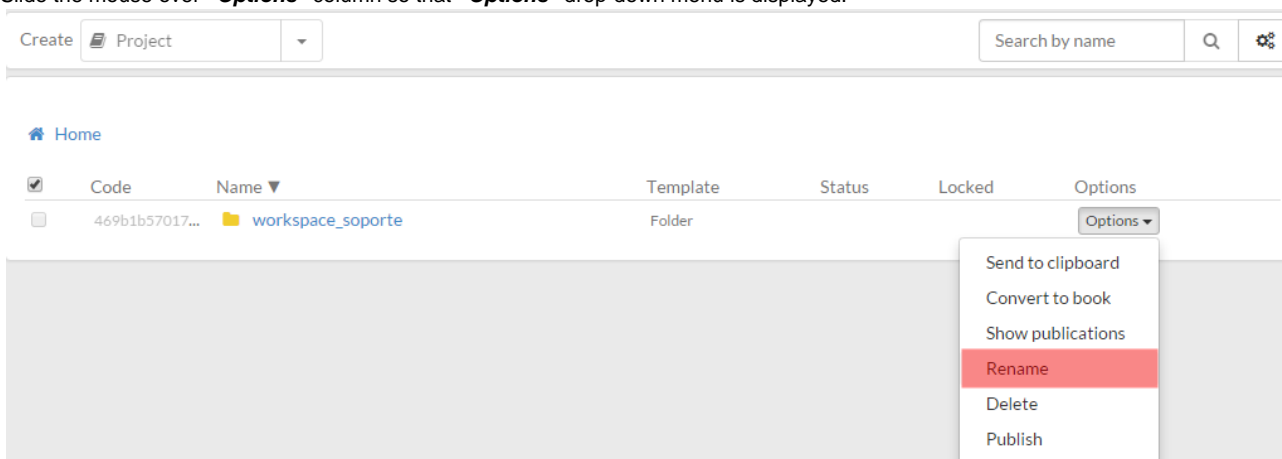
Name \*

Close
Create a folder

Projects can be created in a folder (see [section 4.1](#)). Also they can be copied or moved from another place to a folder (see [section 4.3](#)).

### 3.2 Renaming folders

1. Slide the mouse over "Options" column so that "Options" drop-down menu is displayed.



2. Click on "Rename".
3. Change the folder name and click on "Save".

### 3.3 Copying and moving folders

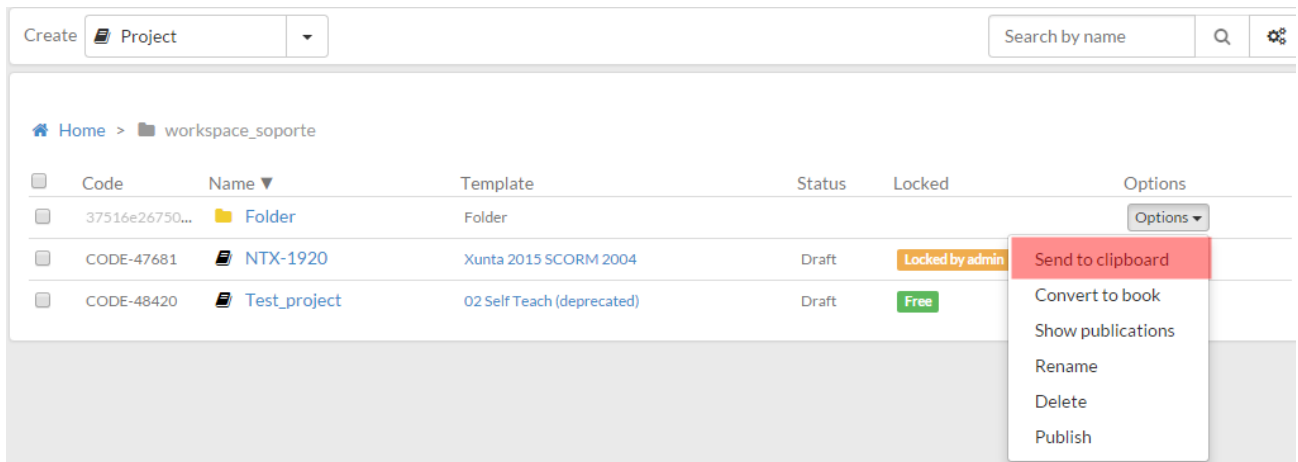
learningMaker allows copying or moving a folder to another location.

#### Remember

To **copy** a folder, it must be **empty**, not containing any project inside.

To **cut and move** a folder to another location in learningMaker, **it can contain projects or not**.

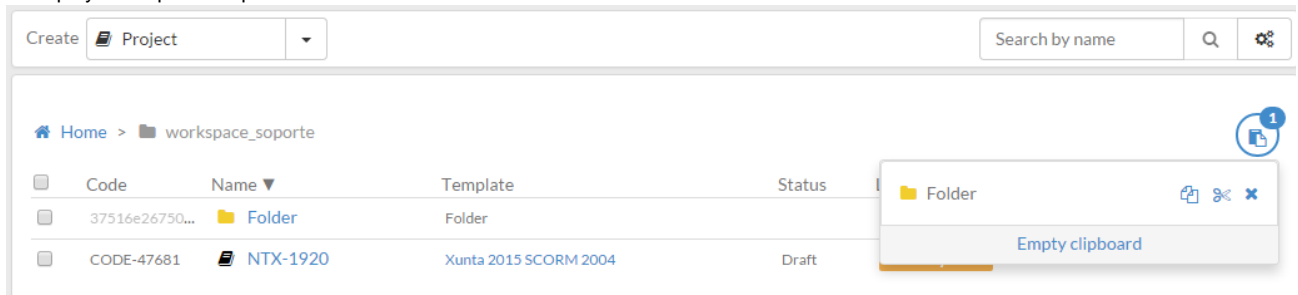
1. Slide the mouse over "Options" column so that "Options" drop-down menu is displayed.
2. Click on "Send to clipboard".



- Go to the location where you want to copy or move the folder.
- Click on



to display the clipboard options.



- Click on



to copy the folder.

- Click on



to move the folder.

### Remember

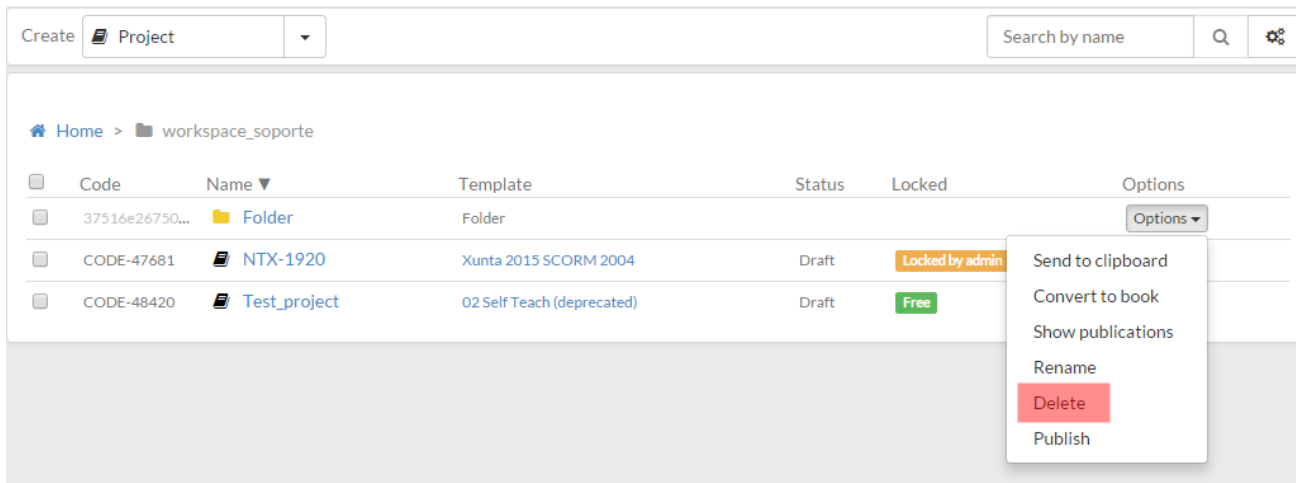
Copy or move actions are stored in the clipboard until we click on

Be careful, this icon does not delete the folder in learningMaker, it only removes the folder from the clipboard and saves in the system the latest operation that we have performed on it.

## 3.4 Deleting folders

Folders **only can be deleted when they are empty**. Once a folder has been deleted, it **cannot be recovered**.

- Slide the mouse over "Options" column so that "Options" drop-down menu is displayed.
- Click on "Delete".

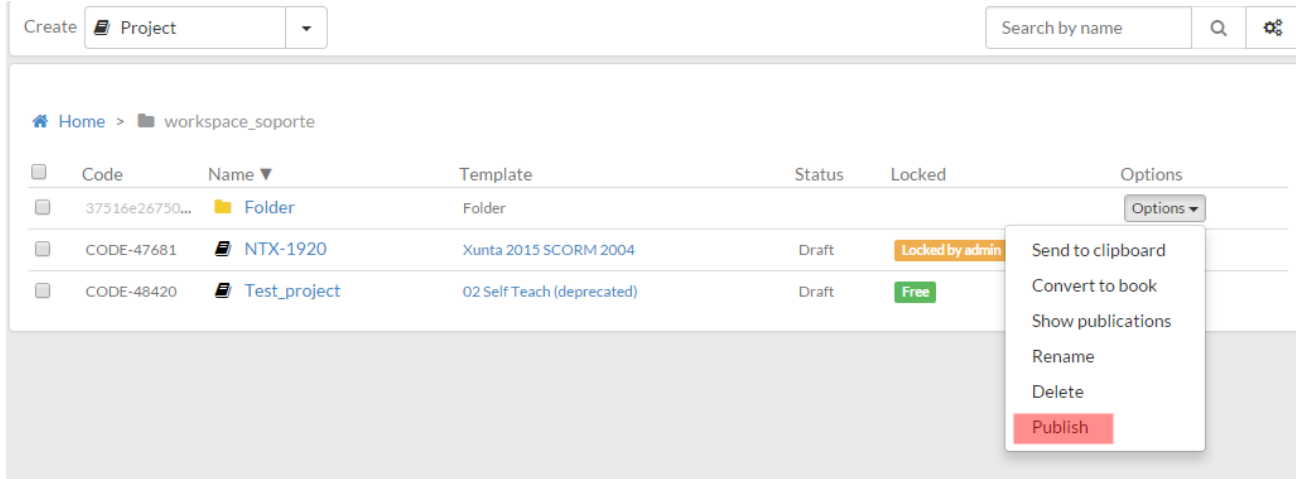


3. In the confirmation window, click on **"Aceptar"**.

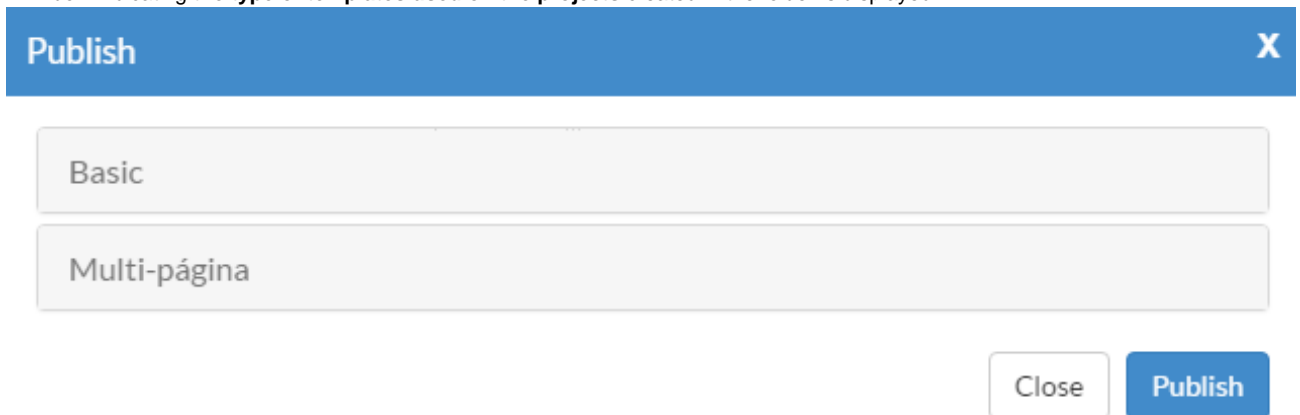
### 3.5 Publishing folders

To perform a massive publication of all projects included in a folder (including its subfolders), follow these steps:

1. Slide the mouse over **"Options"** column so that **"Options"** drop-down menu is displayed.
2. Click on **"Publish"**.



3. A window indicating **the type of templates used on the projects** created in the folder is displayed.



4. By clicking on a template type, we can set its publication mode. Remember that this configuration affects all projects using that type of template.

PublishX

Basic

Formats:

SCORM 1.2    SCORM 2004    xAPI

Languages:

Spanish

Projects with

Any of the languages

Multi-página

Close Publish

5. Click on **"Publish"**.

### 3.6 Displaying publications included in a folder

To display a list of the published projects included in a folder:

1. Slide the mouse over **"Options"** column so that **"Options"** drop-down menu is displayed.
2. Click on **"Show publications"**.
3. A published projects list is displayed. We can perform the following actions:
  - a. Selecting one or more projects to **delete**.
  - b. Selecting one or more projects to obtain a .txt that offers— in a massive way, a **direct link to download** each of the selected publications.
  - c. **Downloading each project**, one by one, by clicking on **"Download"** on the right side of the screen.
  - d. Click on **"PENS"** if we want to publish the project on a platform compatible for PENS.

✖ Delete selected items
📄 Obtain download links

Q
⚙️

🏠 Home > 📁 workspace\_soporte

	Name	Version	Published by	Publication date	Status	Languages	Type	Settings	Options
<input type="checkbox"/>	NTX-1920	1.0.0	blanca.gomez	2016-01-25 08:32:42	Finished	es	SCORM 2004	teacherPackage	Download
									↪ PENS
<input type="checkbox"/>	NTX-1920	1.0.0	blanca.gomez	2016-01-25 08:32:18	Finished	es	SCORM 2004		↪ Download
									↪ PENS

## 4. Configuring a project (author)

When creating a project, several actions can be performed on it, even before starting to edit its content.

In this way we can:

### 4.1 Creating a project

### 4.2 Renaming a project

### 4.3 Copying and moving projects

### 4.4 Deleting a project

### 4.5 Previewing a project

### 4.6 Reviewing and commenting a project

### 4.7 Configuring the language of a project

### 4.8 Configuring the tracking of a project

#### 4.9 Defining a project information

#### 4.10 Managing project resources

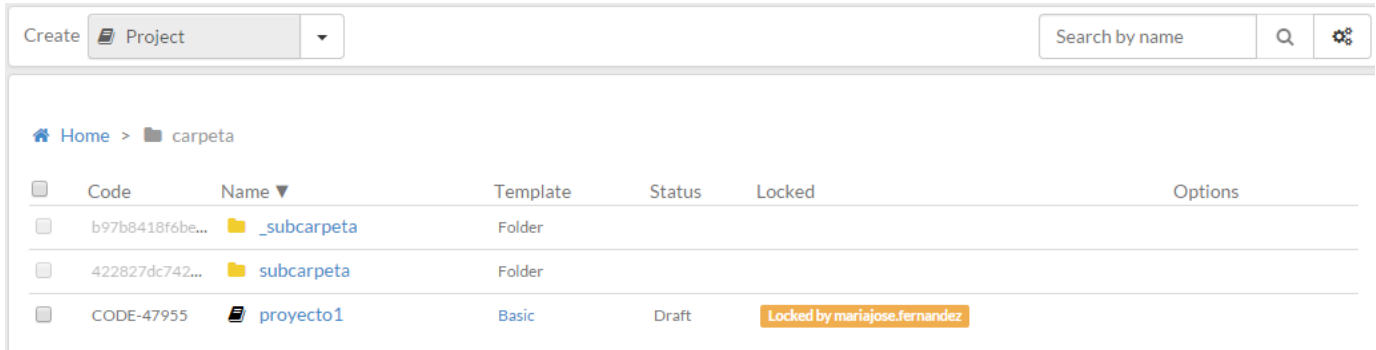
#### 4.11 Project versions

#### 4.12 Changing the status of a project

### 4.1 Creating a project

By default, **users cannot create projects on the frontpage or homepage** of learningMaker.

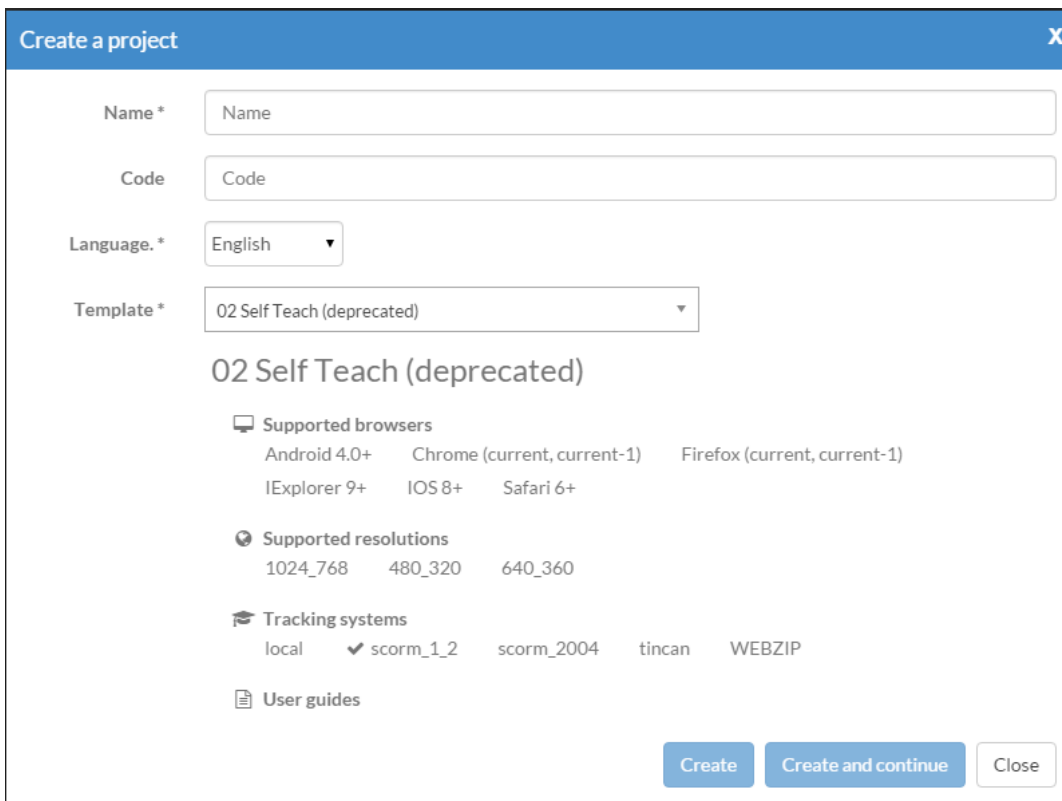
Projects only can be created **in folders** with the corresponding permissions.



The screenshot shows the top navigation bar with a 'Create' button and a dropdown menu set to 'Project'. To the right is a search bar labeled 'Search by name'. Below the navigation bar, the breadcrumb 'Home > carpeta' is visible. A table lists the following projects:

Code	Name	Template	Status	Locked	Options
b97b8418f6be...	_subcarpeta	Folder			
422827dc742...	subcarpeta	Folder			
CODE-47955	proyecto1	Basic	Draft	Locked by mariajose.fernandez	

1. Go to **"Create"** and click on **"Project"**.
2. Fill in **"Name"**, **"Language"** and **"Template"** fields on the form.



The 'Create a project' form includes the following fields and options:

- Name \***: Text input field with placeholder 'Name'.
- Code**: Text input field with placeholder 'Code'.
- Language. \***: Dropdown menu with 'English' selected.
- Template \***: Dropdown menu with '02 Self Teach (deprecated)' selected.

Below the form, the selected template '02 Self Teach (deprecated)' is detailed with the following information:

- Supported browsers**: Android 4.0+, Chrome (current, current-1), Firefox (current, current-1), IE Explorer 9+, IOS 8+, Safari 6+.
- Supported resolutions**: 1024\_768, 480\_320, 640\_360.
- Tracking systems**: local,  scorm\_1\_2, scorm\_2004, tincan, WEBZIP.
- User guides**: Link to user guides.

At the bottom of the form are three buttons: 'Create', 'Create and continue', and 'Close'.

- The **"Template"** used will be the design by default. It includes background colours, where the texts are located, images, etc. We can find the template in the list or write its name to filter better and find it quickly. By selecting the template, we can see below its characteristics. If there is a template guide, we can access it.
- The **"Language"** field indicates the default language of the template button panel (forward, backward, menu...). If you want your project is available in several languages, you can include a new language later (see [section 4.7](#)).
- The **"Code"** field is optional. A custom code or a project ID can be added. If nothing is indicated, learningMaker assigns a code to the project automatically.

3. Click on **"Create"** to create a project and access directly its properties, or click on **"Create and continue"** to create more projects.

## 4.2 Renaming a project

1. Slide the mouse over **"Options"** column so that **"Options"** drop-down menu is displayed.
2. Click on **"Rename"**.

The screenshot shows a table of projects in a workspace. The table has columns for Code, Name, Template, Status, Locked, and Options. The 'Test\_project' row is selected, and its 'Options' menu is open, showing options like 'Send to clipboard', 'Rename', 'Preview', 'Delete', and 'Publish'. The 'Rename' option is highlighted in red.

Code	Name	Template	Status	Locked	Options
37516e26750...	Folder	Folder			
CODE-47681	NTX-1920	Xunta 2015 SCORM 2004	Draft	Locked by admin	
CODE-48420	Test_project	02 Self Teach (deprecated)	Draft	Free	Options

3. Change the name of the project and click on **"Save"**.

We can also rename a project by clicking on the **"Properties"** tab and then, from the **"Basic information"** menu.

The screenshot shows the 'Properties' page for a project. The 'Basic information' tab is selected, and the 'Project name' field is highlighted. The project name is 'Multipágina'. Other fields include 'Code' (CODE-38527), 'Template' (Multi-página), and 'Quiz template' (Activities). A 'Save' button is visible at the bottom.

Home Properties Quizzes Alfresco Resources Publications Versions Issues

Basic information LMS Languages

You cannot edit this project if it is locked by another user **pedro.delacalzada** Request unlock

Basic information

\* Project name  
Multipágina

Code  
CODE-38527

\* Template  
Multi-página

\* Quiz template  
Activities

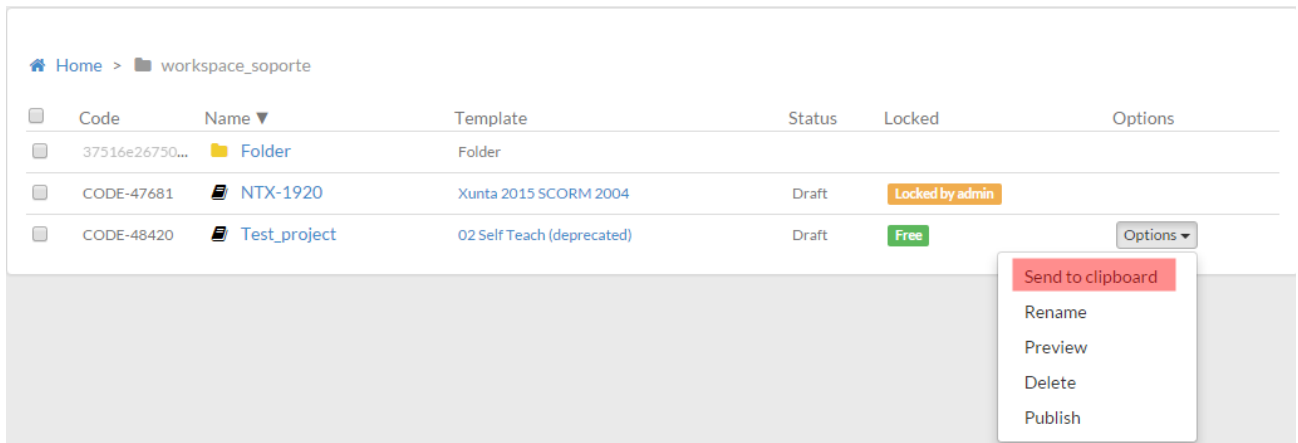
Save

## 4.3 Copying and moving projects

learningMaker allows copying or moving a project.

1. Slide the mouse over **"Options"** column so that **"Options"** drop-down menu is displayed.
2. Click on **"Send to clipboard"**.

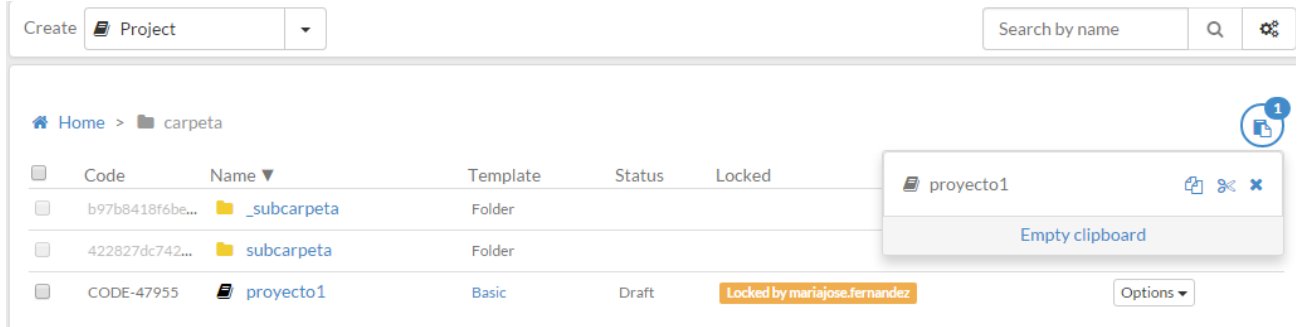




- Go to the location where you want to copy or move the project.
- Click on



to display the clipboard options.



- Click on



to copy the project.

- Click on



to move the project.

### Remember

Copy or move actions are stored in the clipboard until we click on

Be careful, this icon does not delete the project in learningMaker, it only removes the project from the clipboard and saves in the system the latest operation that we have performed on it.

## 4.4 Deleting a project

A project can be deleted by an administrator or by an author if the project is locked by the author.

- Slide the mouse over **"Options"** column so that **"Options"** drop-down menu is displayed.
- Click on **"Delete"**.
- In the confirmation window, click on **"Aceptar"**.

## Remember

Deleted projects are stored temporarily in the learningMaker bin.

An administrator can recover the deleted project if and when the learningMaker bin has not been emptied.

## 4.5 Previewing a project

learningMaker allows two ways of previewing projects:

- **Preview.** It allows displaying a project as end users would watch it on their browser.
- **Revision mode.** This option allows simulating how a content may be displayed on different devices. Also allows adding comments to facilitate a project review. To know how to access the revision mode of a project, see [section 4.6](#).

There are three ways to preview projects:

**Option 1.** Go to the **"Options"** menu of the project and click on **"Preview"** (general option available for all user profiles).

Code	Name	Template	Status	Locked	Options
37516e26750...	Folder	Folder			
CODE-47681	NTX-1920	Xunta 2015 SCORM 2004	Draft	Locked by admin	
CODE-48420	Test_project	02 Self Teach (deprecated)	Draft	Free	Options

**Option 2.** Click on the project. From the **"Home"** tab, click on **"Show content"**. This option is available for administrators and authors.

Netex learningMaker

English

Home Properties Quizzes Alfresco Resources Publications Versions Issues

Open Exportar Show content Publish

Home > carpeta

proyecto1 CODE-47955

Basic

**Option 3.** Click on the project. From the **"Home"** tab, click on **"Open"**. While editing a project, we can check the changes by clicking **"Show content"**.

Pages Popups 02 Self Teach (deprecated)(315) English Save Show content

blanca.gomez Author

Cover

page

CORE LEARNING EXCHANGE Personalized learning made easy

LEARNING OBJECTIVE | DURATION | CONTRIBUTOR

page

Title

Cover

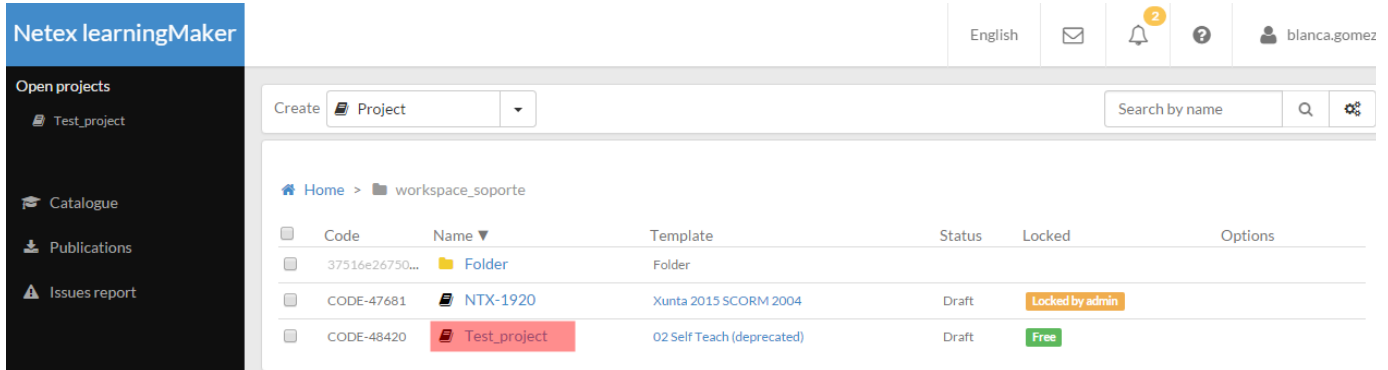
## 4.6 Reviewing and commenting a project

learningMaker allows two ways of reviewing projects:

- **Preview.** It allows displaying a project as end users would watch it on their browser. To know how to preview a project, see [section 4.5](#).
- **Revision mode.** This option allows simulating how a content may be displayed on different devices. Also allows adding comments to facilitate a project review.

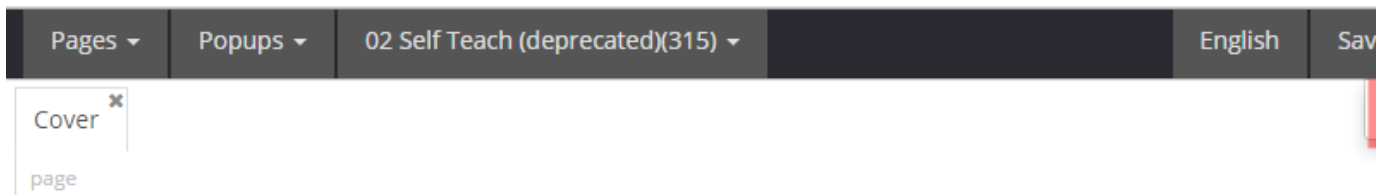
Depending on your user profile, you can access one or two ways to display a project.

A **Reviewer** user can access the review mode by clicking directly on a project.



An **Author or Administrator** user can access the preview mode by default. To access the review mode, click on **"Preview mode"** a button next to **"Show content"**. This option is available from both project details and edition panel.

#### *Activating the review mode from project details*



#### *Activating the review mode from the edition panel*

Once in the review mode, you can simulate the content display on different devices, also you can add comments to the project by activating **"Show comments"**.



#### **Remember**

Depending on the characteristics of the template selected for a project, the content can be displayed on a device or another. In this way, there are templates that can be displayed on smartphones and others on tablets.

## 4.7 Configuring the language of a project

When creating a project, we select its default language (see [section 4.1](#)). The selected language sets the language of the general browser menu of the template (name of the button panels, menus, forward and backward options...).

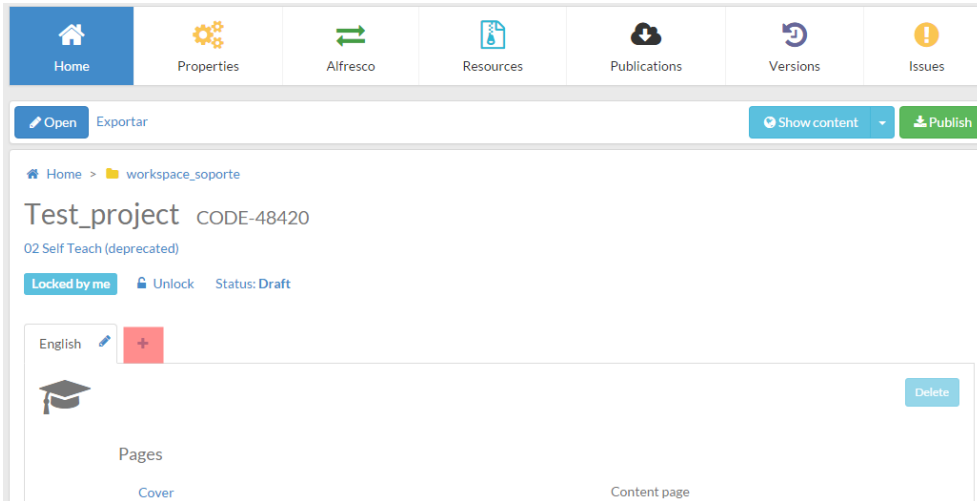
learningMaker also allows:

- Adding another language to create a multi-language project.
- Deleting a language.
- Modifying a language.

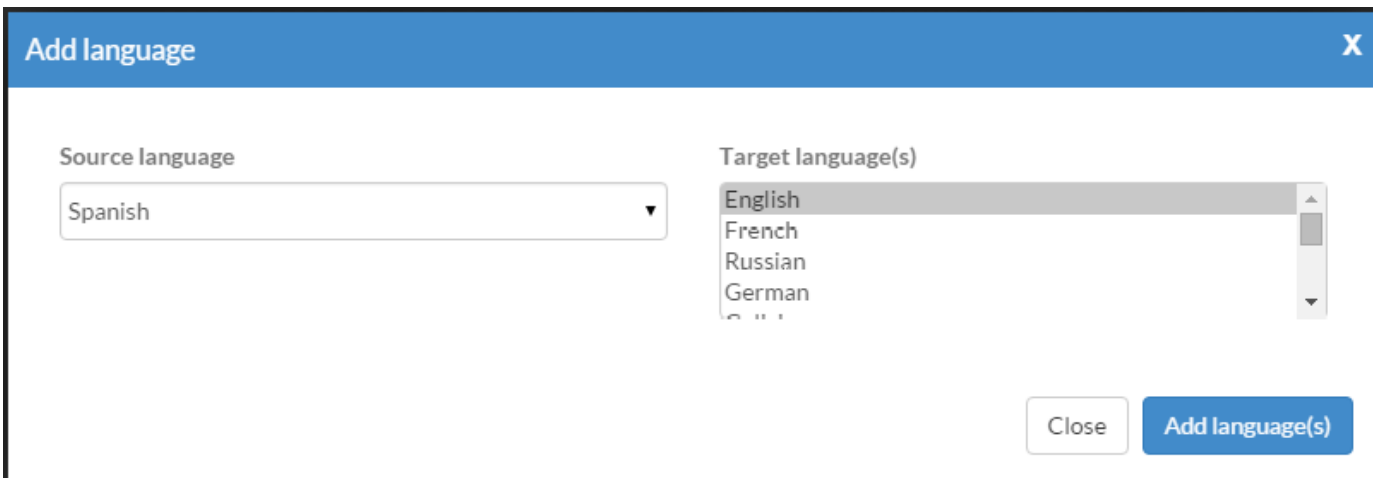
A project must be locked to perform any of these actions (see [section 5.1](#)).

## Adding a new language to a project

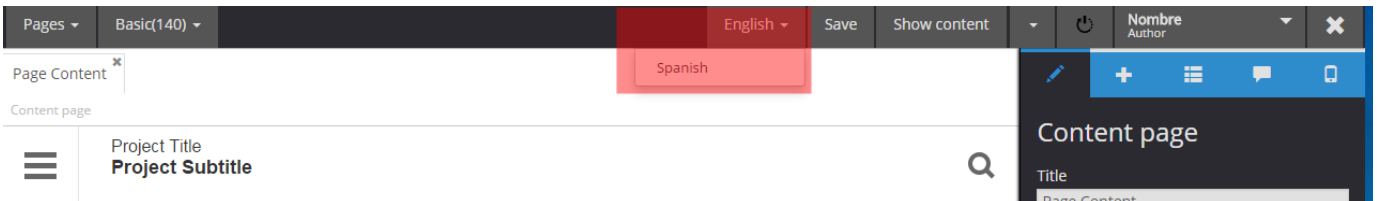
To add a new language to a project in order to create a multi-language project, click on "+" (also the new language can be added by clicking on "Language" from "Properties" tab).



Select the source language and the target language. Click on "Add language(s)".



Remember that only browser options are translated into the new language. Once the new language has been added, go to the project edition menu, select the new language and access the project pages to translate manually all contents and texts.



### Remember

learningMaker basic templates (Express, Multipágina, Basic and Video), allow creating multi-language projects.

Custom templates (templates customised for our clients) must be required on-demand to be applied to a project..

## Deleting a language

Select the language tab and click on "Delete".

## Modifying a language

Another language can be selected by clicking on the **pencil icon** associated with the language .

## 4.8 Configuring the tracking of a project

If a project is published on LMS or on EVA, we can configure the information to be sent and received in the platform.

Go to the **"Properties"** tab of the project and click on **"LMS"**.

On this screen you can:

- Enter both the **maximum score** a student can obtain and the **minimum score required to pass**.
- Set both **Status name for success** and **Status name for failure**. You can choose between two options: Passed/Failed and Completed/Incomplete.
- Send or not success status or failure status.
- Send or not the **score** reached for the student.
- Send or not the student **interactions** (for example, recording the latest section that a student has consulted).
- Send **objectives**, it means, all meta-tag information of a unit. It is configured from the **"Languages"** tab. See [section 4.9](#).

Click on **"Save"** to save the changes.

## 4.9 Defining a project information

If a project is published on LMS or on EVA, we can define a **description and a keywords**. These platforms can recognise and use them for different functions (from searches to material categorisation). A project must be locked to modify these data (see [section 5.1](#)).

Go to the **"Properties"** tab and click on **"Languages"**. Enter the **title, description and keywords** of the project.

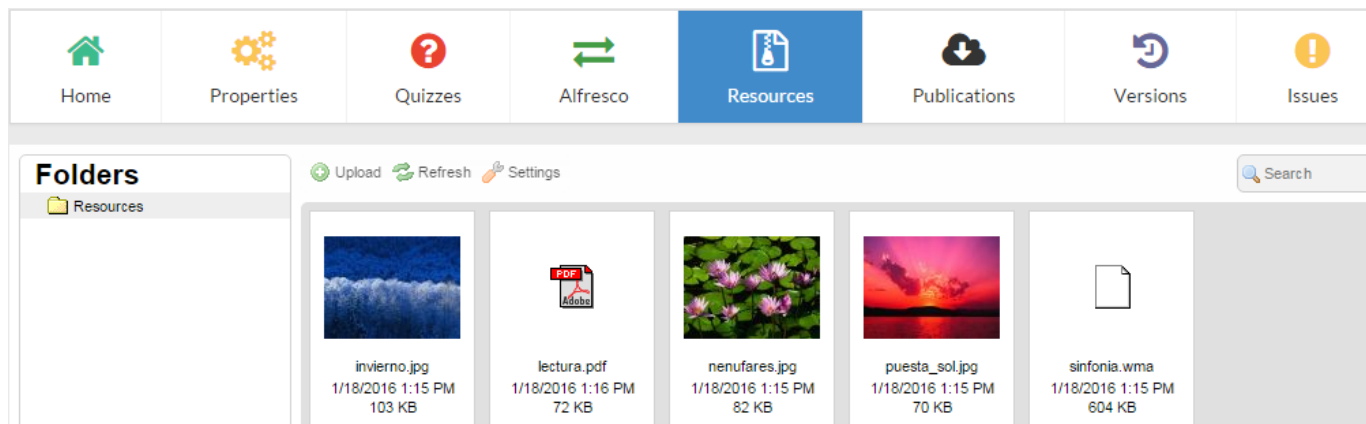
This content is set for each of the project languages.

The screenshot shows a web interface with a top navigation bar containing icons for Home, Properties (selected), Quizzes, Alfresco, Resources, Publications, Versions, and Issues. On the left, a sidebar menu lists 'Basic information', 'LMS', and 'Languages' (selected). The main content area is titled 'Languages' and features a language selector with 'English' and 'Spanish' tabs, and a plus sign to add more. Below the selector are three input fields: 'Title' (containing 'proyecto1'), 'Description' (empty), and 'Keywords' (empty). A 'Delete' button is located to the right of the 'Title' field. A 'Save' button is positioned at the bottom left of the form area.

Click on **"Save"** to save the changes.

## 4.10 Managing project resources

The resources are the files (images, videos, documents) included in a project. Click on **"Resources"** to access the list.



It is important to upload only the files needed to edit a unit. However, although there are unnecessary files, it is not a problem. When a project is published, the publication includes only the files that actually are used in the project, that is, they are linked to a project component. The resources that have not been linked to the project are stored in LearningMaker. In this way, we avoid that a published project has a size heavier than necessary and stores files that are not used.

On this screen you can:

- Add new resources
- Sort resources by folders
- Search for resources
- Rename resources
- Delete resources

## Adding new resources

To add one or more resources to a project, drag them to the window or click on **"Upload"**.

### Remember

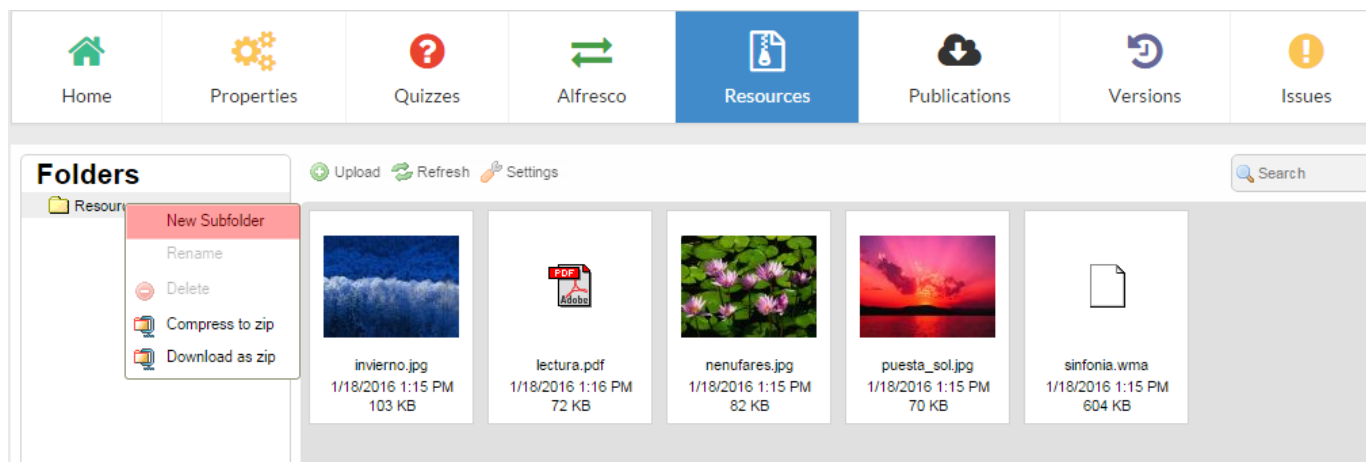
Names of the files to upload cannot contain blank spaces, capital letters, accents or special characters (*ñ, \$, &...*).

*Some browsers do not behave correctly when the name of the file contains some of these elements.*

## Sorting resources by folders

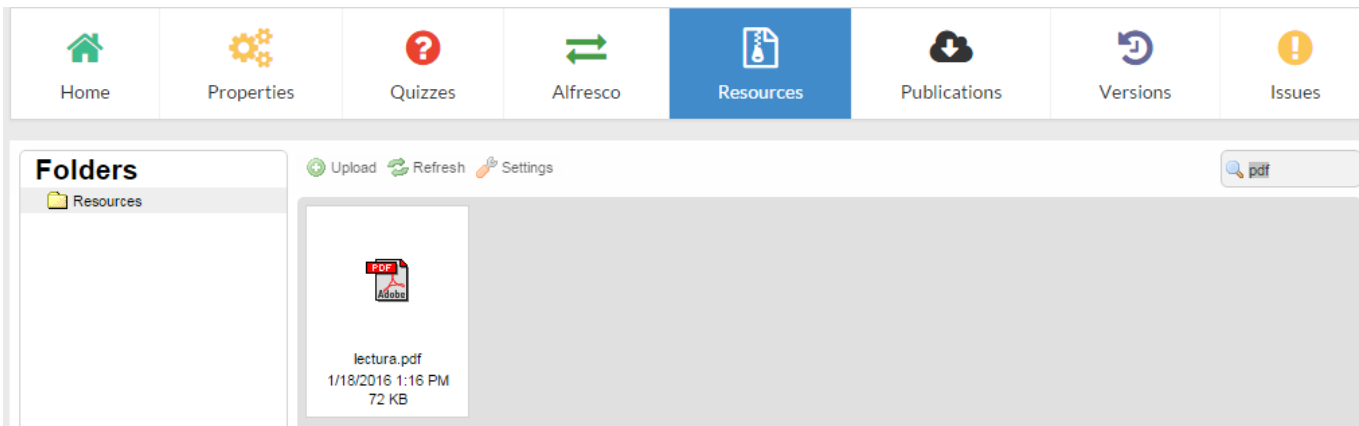
To keep the project resources sorted, we can create a folder to store them (for example, a folder for images, another for videos...).

Right-click on **"Resources"** folder and click on **"New subfolder"** to create a new storage space.

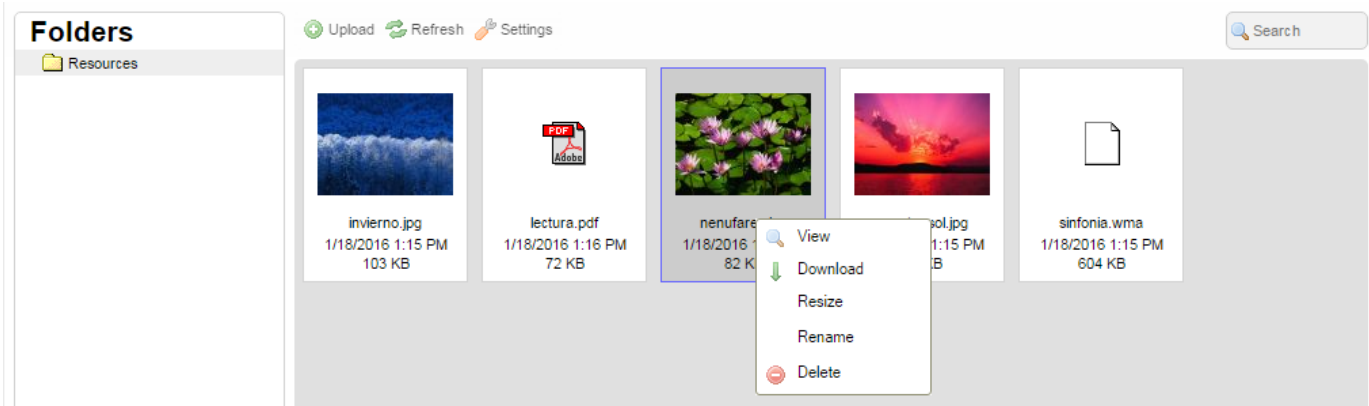


## Searching for resources

The search engine on this screen allows locating a resource by its name or its extension. It is very useful to filter files by its extension (for example, to display mp3 files or pdf files).

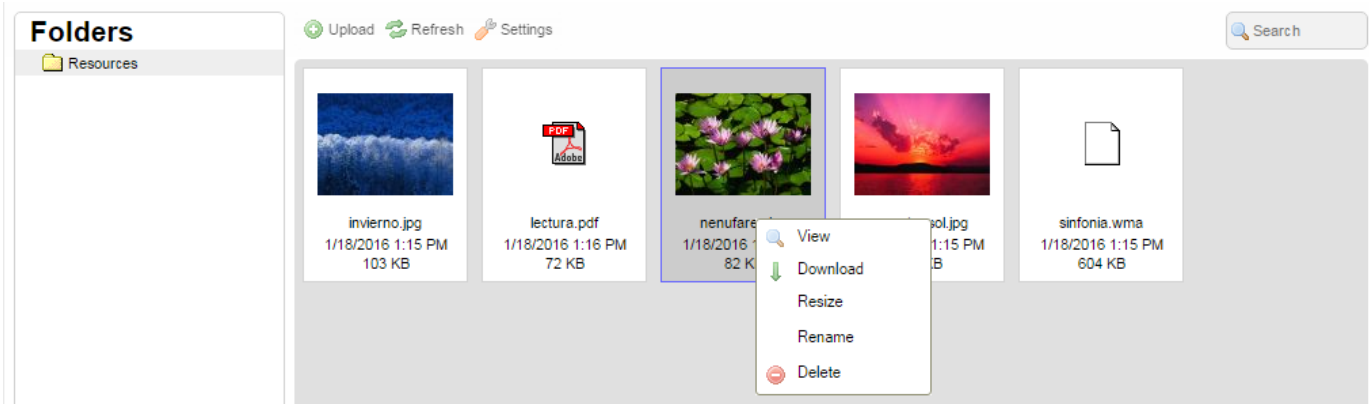


To rename a resource, right-click on the resource and select **"Rename"**. Then, enter the new name and click on **"Save"**. It may be useful in case a resource has incorrect characters or blank spaces.



## Deleting resources

Right-click on a resource and select **"Delete"**. Resources must be deleted one by one, several resources at the same time cannot be deleted.



## 4.11 Project versions

Versions are project copies generated each time **changes are performed and saved on a project**, also when leaving the edition screen and when **unlocking** a project (see [section 5.1](#)).

The versions list shows the date and time when a version was generated, also the author, and the version type (a copy generated when saving the changes or a copy generated when unlocking a project).



learningMaker allows:

- Tagging a version
- Recovering a previous version.

Date	Author	Tag	Options
05/02/2016 14:29	mariajose.fernandez		
05/02/2016 13:47	mariajose.fernandez	Versión automática al desbloquear y salir	
05/02/2016 09:50	Nombre		

## Tagging a version

The Tag option allows adding tags to a project version to identify it more easily.

**This action only can be performed if a project is free or is locked by you.**

1. Go to the **"Versions"** tab in the project.
2. Slice the mouse over **"Options"** column so that **"Options"** menu is displayed.
3. Click on **"Tag"**.
4. Enter a name for the tag and click on **"Create a tag"**.

Date	Author	Tag	Options
05/02/2016 14:29	mariajose.fernandez		Options ▾
05/02/2016 13:47	mariajose.fernandez	Versión automática al desbloquear y salir	Restore version
05/02/2016 09:50	Nombre		Tag

## Recovering a version

**This action only can be performed if a project does not be locked by any user,**

1. Go to **"Versions"** in a project.
2. Slide the mouse over **"Options"** column so that **"Options"** menu is displayed and click on **"Restore version"**.

Home Properties Quizzes Alfresco Resources Publications **Versions** Issues

**Working copy** 11/2/2016  
This version is currently being edited Locked by me

Previous versions

Date	Author	Tag	Options
05/02/2016 14:29	mariajose.fernandez		Options ▾
05/02/2016 13:47	mariajose.fernandez	Versión automática al desbloquear y salir	Restore version
05/02/2016 09:50	Nombre		Tag

3. A new version is displayed on the version list. The new version generated is a copy of the version that has been recovered. (See how the original version keeps its position date and time.).

Previous versions

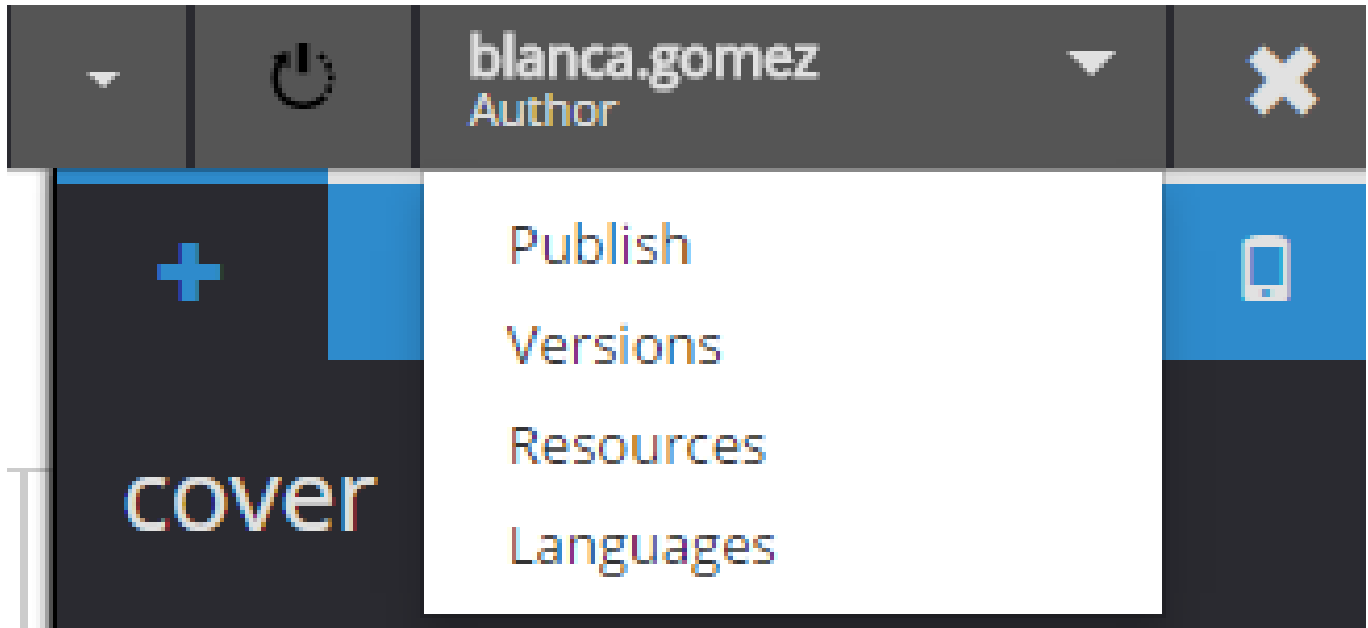
Date	Author	Tag	Options
02/02/2016 09:10	blanca.gomez	Version 1	
02/02/2016 09:09	blanca.gomez	Automatic version by unblocking and exiting	Options ▾
01/02/2016 10:32	blanca.gomez		
01/02/2016 10:13	blanca.gomez		
01/02/2016 10:12	blanca.gomez	Version 1	

Versions are **never deleted**, they are always available and can be recovered while ensuring the security and integrity of the content.

**Remember**

A version can be tagged and restored from the project edition panel.

Go to the additional options menu in the edition area and click on **"Versions"**.



A version can be tagged by clicking on the pencil associated to it. If you want to create a copy of the selected version click on **"Restore"**.

**Versions**

Version		Author	Date
Version 1		blanca.gomez	2016-02-02 09:10:39
Automatic version by unblocking and exiting		blanca.gomez	2016-02-02 09:09:10
		blanca.gomez	2016-02-01 10:32:42
		blanca.gomez	2016-02-01 10:13:09
Version 1		blanca.gomez	2016-02-01 10:12:58
Automatic version by saving		blanca.gomez	2016-02-01 10:12:47
Automatic version by saving		blanca.gomez	2016-02-01 10:12:46
Automatic version by saving		blanca.gomez	2016-02-01 10:12:45

## 4.12 Changing the status of a project

The Status indicates what is the phase of a project during its production process. The system cannot change the phases automatically, it has to be done by users.

The available status are:

- **Draft.** Basic status generated when creating a project. It means that the project contents are still in assembly and editing phase.
- **Under review.** Once the editing phase has been finished, a project can move to this phase. **Under review** status indicates that the project is subject to correction and review in order to improve its content or its design. All users can make comments on the project while reviewing it (see **4.6 section**).
- **Reviewed.** Once changes have been performed, a project moves to this end phase. It indicates that the project has been validated and can be published.

The project status can be displayed from the project list.

Create

Home > carpeta

<input type="checkbox"/>	Code	Name ▼	Template	Status	Locked	Options
<input type="checkbox"/>	b97b8418f6be...	subcarpeta	Folder			
<input type="checkbox"/>	422827dc742...	subcarpeta	Folder			
<input type="checkbox"/>	CODE-47955	proyecto1	Basic	Draft	Locked by me	
<input type="checkbox"/>	CODE-48404	proyecto1_(1)	Basic	Draft	Locked by marijose.fernandez	

To change a project status:

1. Go to the **"Home"** tab of the project and click on its status.

Home > carpeta

# proyecto1

 CODE-47955

Basic

2. Select a status and click on **"Accept"**.

Change status

Status

## 5. Editing a project (author)

When editing and configuring a project content, we can:

- 5.1 Lock and unlock a project
- 5.2 Request a project unlocking
- 5.3 Browse the edition panel
- 5.4 Manage pages
- 5.5 Manage pop-ups
- 5.6 Link pop-ups
- 5.7 Add and configure components
- 5.8 Move and delete components
- 5.9 Move and copy components from a page to another

## 5.10 Edit texts

## 5.11 Verify project issues

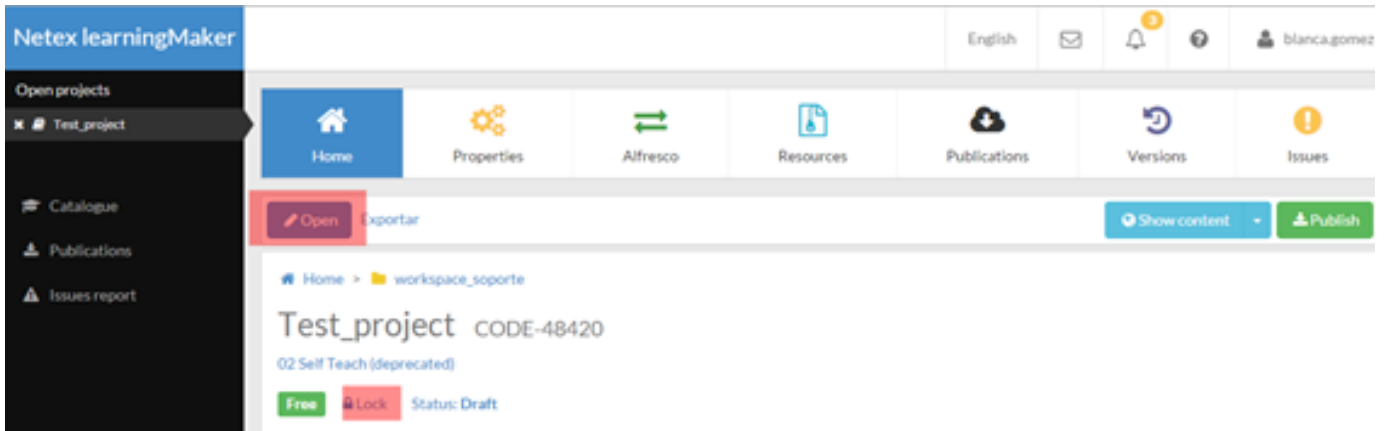
## 5.12 Publish a project

# 5.1 Locking and unlocking a project

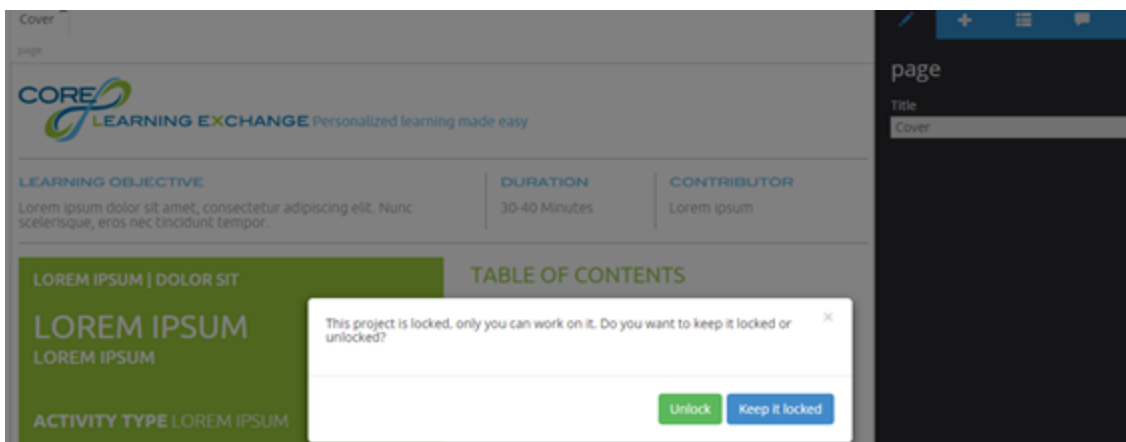
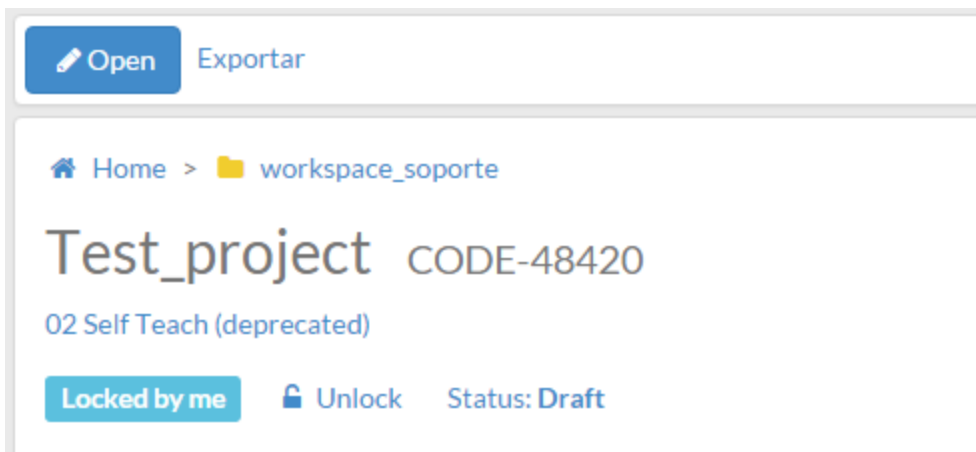
To edit the a project content, the project must be locked.

No other user (apart from you) can edit or perform any change while a project is locked (for example, modifying its title, its description or adding languages).

There are two ways to lock a project. It can be opened from the edition area or by clicking on **“Lock”** from the **“Home”** tab.



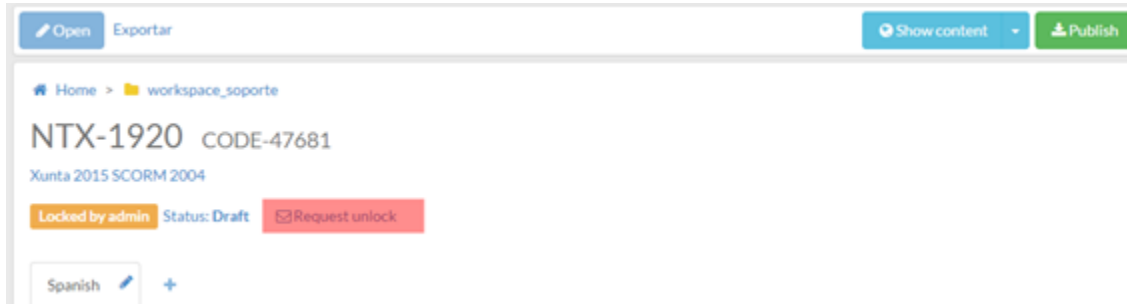
A project keeps locked until it is unlocked. It can be unlocked from the **“Home”** tab by clicking on **“Unlock”**. Also, it can be done from the edition area, while closing the project we can **“Unlock”** the project or **“Keep it locked”**.



## 5.2 Requesting a project unlocking

When a project is locked, authors can request the project unlocking to edit it.

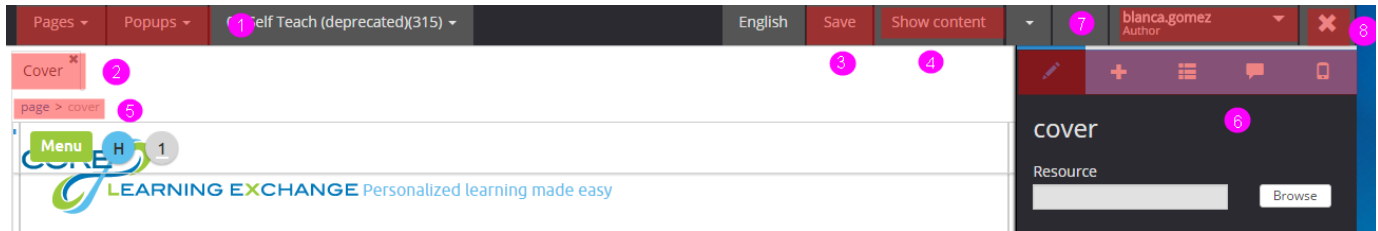
Go to the **“Home”** tab and click on **“Request unlock”**.



The user that keeps it locked will receive a request to unlock the project (see [2.8 section](#)).

## 5.3 Browsing the edition panel

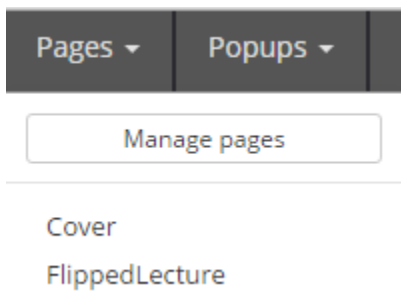
The edition panel of a project allows adding new pages, new contents and saving changes. Let's see the edition panel main elements.



1. **Managing pages and pop-ups.** Management area to access the existing pages and pop-ups, also for adding, editing or duplicating new pages (see [section 5.4](#)).
2. **Active tabs.** When opening a page, a tab is displayed. By clicking on the tab we can access the page, and by clicking on the “X” on this tab, the page will be closed.
3. **Save.** Each time we edit a text, the system indicates us we should save the changes. To save changes is only needed when editing texts, all other changes are saved automatically.
4. **Previewing the final result.** Click on **“Show content”** to display the final and functional result of the project (see [section 4.5](#)).
5. **Breadcrumbs.** A breadcrumbs indicates what elements or components are selected and what is their hierarchy, it means, where the elements are located and in what other element are included (for example, it could be a text located on a page or a text located in a highlighted area).
6. **Edition panel components.** This panel allows configuring page component properties, adding new components, displaying their hierarchic structure, etc. (see [section 5.7](#)).
7. **Additional options menu.** From this menu, we can carry out different frequent actions as publishing a content, tagging a version or accessing the resources folder of a project.
8. **Exit.** It allows leaving the edition panel and **unlocking** it so that other users can work on the project or **keeping it locked**.

## 5.4 Managing pages

Display the **“Pages”** menu and click on **“Manage pages”**.



The management panel is displayed and the following actions can be performed:

1. **Adding** and creating new pages. New types of pages can be added to the selected template.
2. **Opening** a page. A page can be opened by clicking on its name or by clicking on **“Open”**.
3. **Editing properties.** A page title, a page subtitle or any other property available in the template (for example, the page number, etc.) can be edited by clicking on the



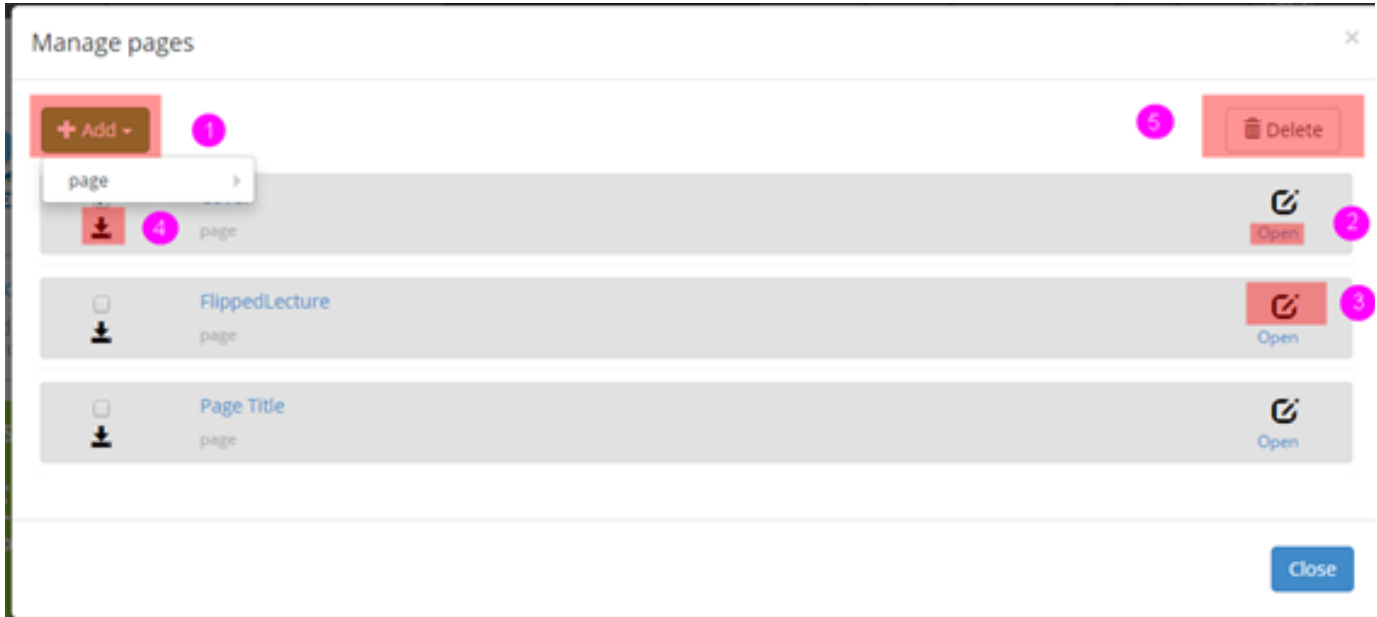
icon.

4. **Duplicating a page** by clicking on



5. **Deleting a page.** Select the page you want to delete and click on **“Delete”**.

6. **Moving a page to a new position.** **Drag** the page to another position in the list.

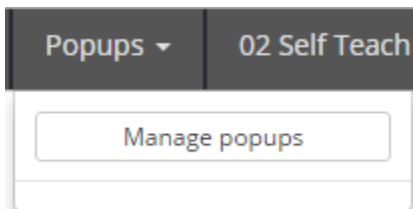


## 5.5 Managing pop-ups

Pop-ups are emerging windows that appear on the browser to display a content, notification or additional information for users.

The functioning, types and characteristics of pop-ups depend on each template. For example, Basic template does not have pop-ups.

Pop-ups can be **added, duplicated, deleted and modified** from **“Popups menu”** by clicking on **“Manage popups”**.



The same actions and in the same way can be performed as with pages (see [section 5.4](#)).

Once a pop-up has been created, we can access it to configure its content. We can add and configure components in a pop-up in the same way as in pages (see [section 5.7](#)). Pop-ups usually have a limited number of components to be added (texts, images, links...). The available components depend on the template type selected.

## 5.6 Linking pop-ups

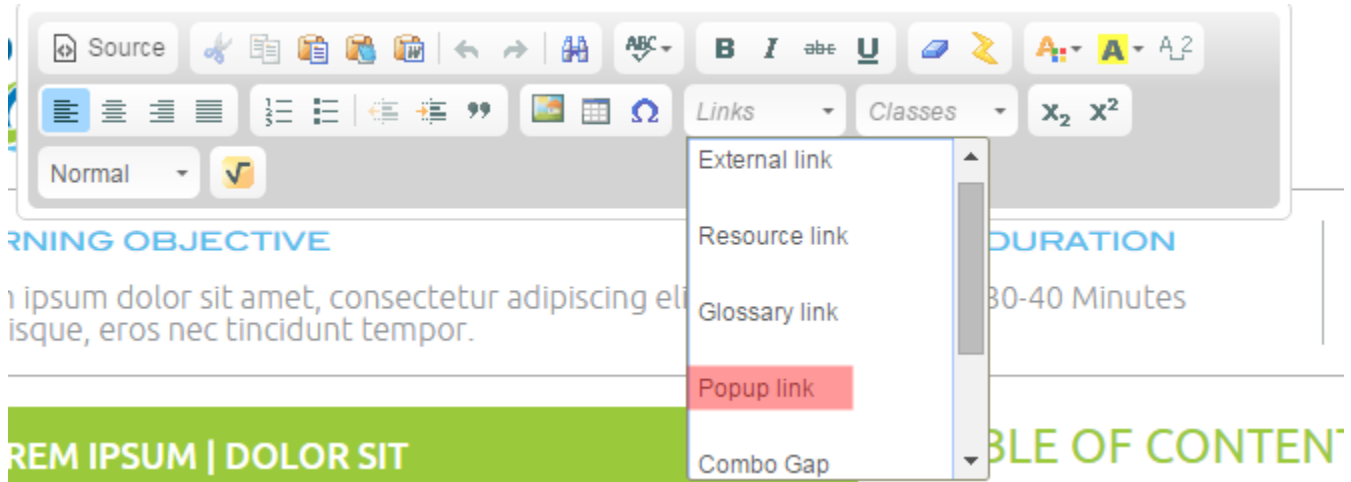
A pop-up **can be linked to**:

- **A text.** A pop-up is set by selecting one or two words that work as a link. It can be used to open an external link or to show the meaning of a word.
- **An image.** To display additional information on an image or to enlarge the image, etc.
- **A specific component of the page.** Certain components, especially those defined on custom templates, allow adding pop-ups to download a document, to access a link or to provide more information.

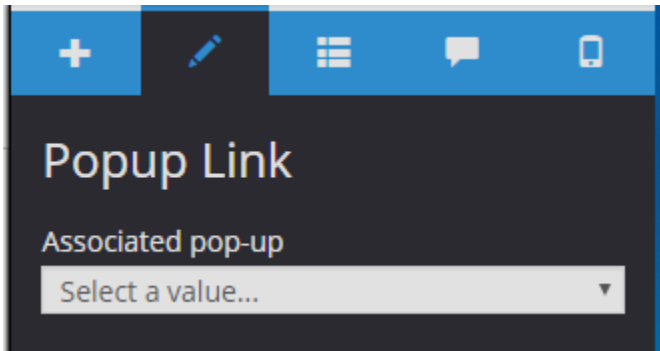
The way to create a pop-up link depends on the element to which is associated:

### Linking a text

Select a word or words from a **text**, go to the text toolbar and select "**Popup link**" from the "**Link**" drop-down menu.



The word is marked as if it was a link. Click on the word and select the pop-up called "**Popup Link Group**" in the properties menu.

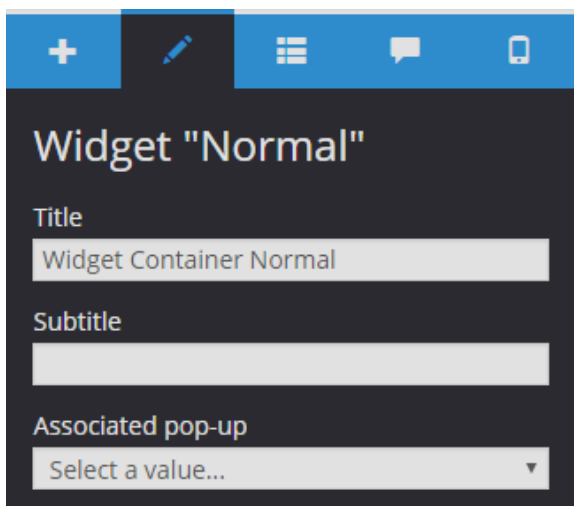
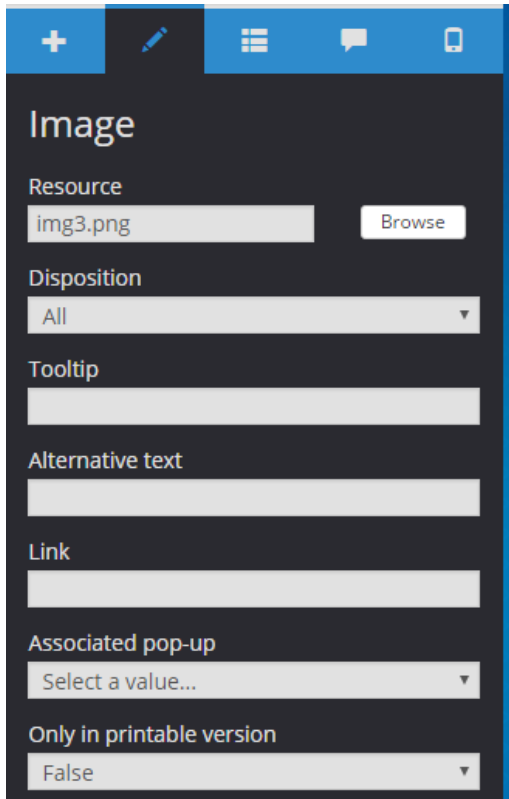


### Linking an image and other components

To link an **image** to a pop-up, select the image and go to the properties panel of the component and select "**Associated pop-up**". The pop-up can be used to display additional information on an image or to enlarge the image.

In the event that this option is available in other components, it will be displayed on the panel properties of the component, for example, on the "Multi-página" template there is a widget that allows linking a pop-up. It is useful to add an "Did you know?", author credits or additional information.





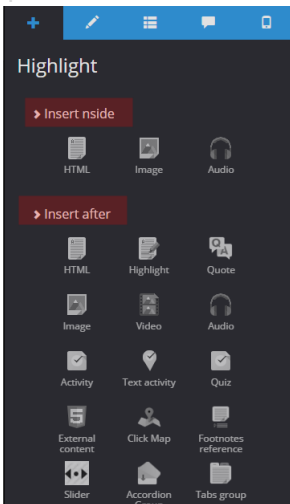
## 5.7 Adding and configuring components

Project pages make up an structure that allows adding elements (texts, images, videos...). Each of **these elements are called components**. The available types of components and their characteristics depend on the template type used to develop a project.

To edit a page, you have to **add components** and then, to **configure their properties**.

### Adding a component

1. Go to the **first tab in components menu** to select a component to add.
2. Go where you want to add the component. You can check what component you have selected from the breadcrumbs. It is important because of depending on the page component you have selected, you can add certain elements in the component or after it ("**Insert inside**" and "**Insert after**"). For example, if you have selected an existing highlight on the page, you can add some elements to it or add others after the highlight.
3. Click on the component you want to add (a text, an image, an audio...).
4. The component is added to the page at the location of your choice.



## Configuring a component

Once a component has been added to the page, we have to configure it, it means, to **define its properties**. Properties depend on the component type of the selected template.

To configure a component properties, go to the **second tab of the components menu**.

**Image**

Resource  
img3.png

Disposition  
All

Tooltip

Alternative text

Link

Associated pop-up  
Select a value...

Only in printable version  
False

**Video**

Title

Disposition  
All

Video (MP4)

PNG

Cover

Resource (ZIP)

Subtitles (SRT)

Lang primary subtitle  
Spanish

Secondary subtitle (SRT)

Lang secondary subtitle  
Spanish

Graphic or design characteristics can be defined in some components (e.g., the background color of a highlight) and in other components, we have to add **the resource associated with the component** (for example, an image, an audio or a video). By clicking on **"Browse"** we can access the **Resources folder** of a project to select the file.

Remember how to add resources to a project in [section 4.10](#).

### Remember

A **text component** is an exception since it has no properties to configure.

A text component can be edited by using an edition context menu which is activated by selecting the component.

See how to edit text in [section 5.10](#)

## 5.8 Moving and deleting components

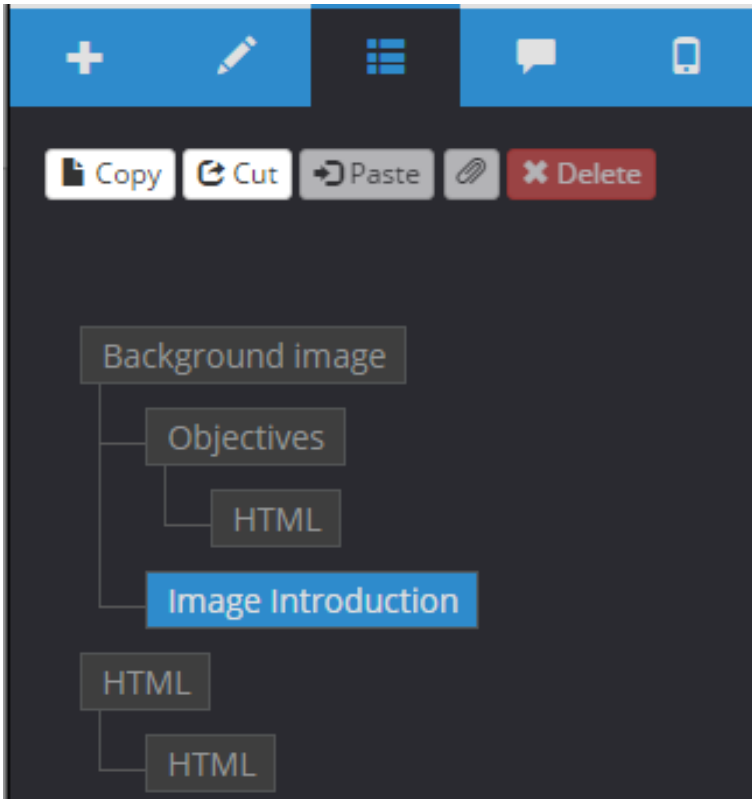
When clicking on a component, a box is displayed to move the selected text to another location on the page or to delete it.

- The **arrows** allow **moving** the component position and to place it on where you want on the page.
- The **hyphen** allows **deleting** the component.

↑  
— Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

## 5.9 Moving and copying components from a page to another

In addition to browse page components, we can copy (cut or paste) components on other pages.



To do this:

1. Go to the third tab in components menu.
2. Select an element
3. Click on the action you want to perform ("**Copy**" or "**Cut**"). It is sent to the "**Clipboard**".
4. Go to the page or pop-up where you want to paste the component and select the component '**before or after**' you want to place it.
5. Click on "**Paste**" and select in the window "**After**" or "**Before**" depending on where you want to insert it.

## 5.10 Editing texts

A text is a basic component of any template in learningMaker.

Unlike other components, the text is set and edited using a text edition panel similar to that provided by Microsoft Office.

This panel allows:

- Pasting texts
- Applying a basic format
- Creating links
- Creating tables
- Editing HTML source

### Pasting texts from other locations

Often, instead of typing a text, it is copied from another source (for example, Word, PowerPoint, etc.).

If this is the case, avoid to copy and paste a text directly from Word to learningMaker, since this can generate text format problems or even problems associated with the responsibility for the contents.

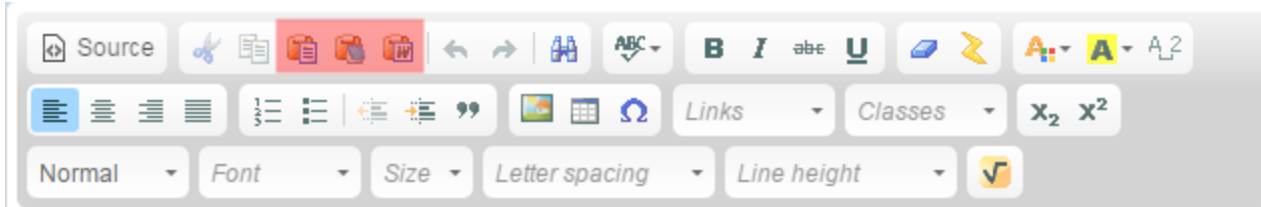
Use "**Paste from word**" option



(it keeps formats such as bold and italics) or "**Paste as plain text**"



option (it pastes a text as plain text and deletes any problematic source code).



## Text basic format

Any basic format such as **bold**, *italic*, underline, **colour**, alignment, bullets or numbered lists, adding or reducing indentation, subscript and superscript, can be applied to texts.

In addition, from "**Paragraph format**" drop-down menu, different header styles (Heading 1, Heading 2, Heading 3...) can be selected.

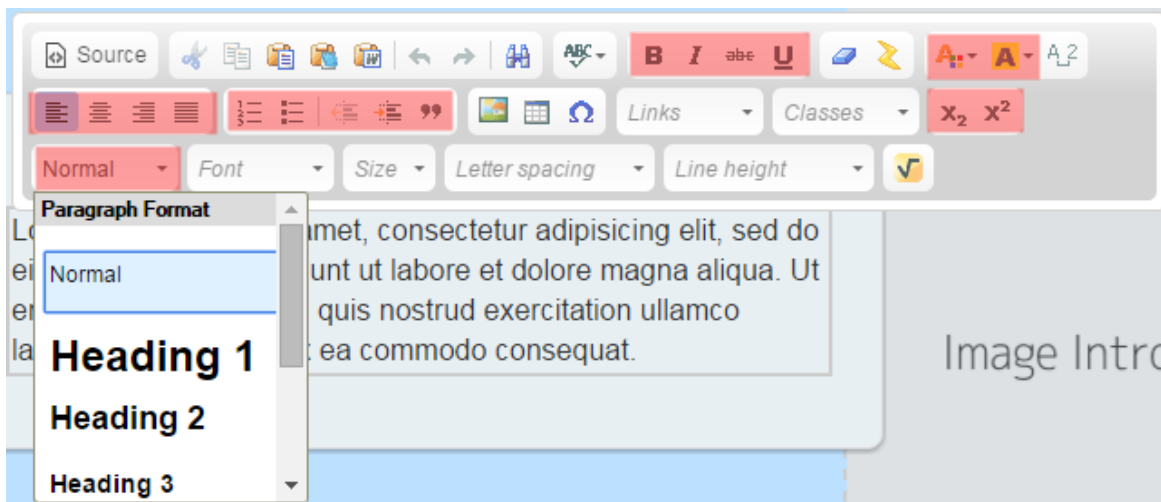
If you want to remove a text format (bold, italic...), click on



. Click on



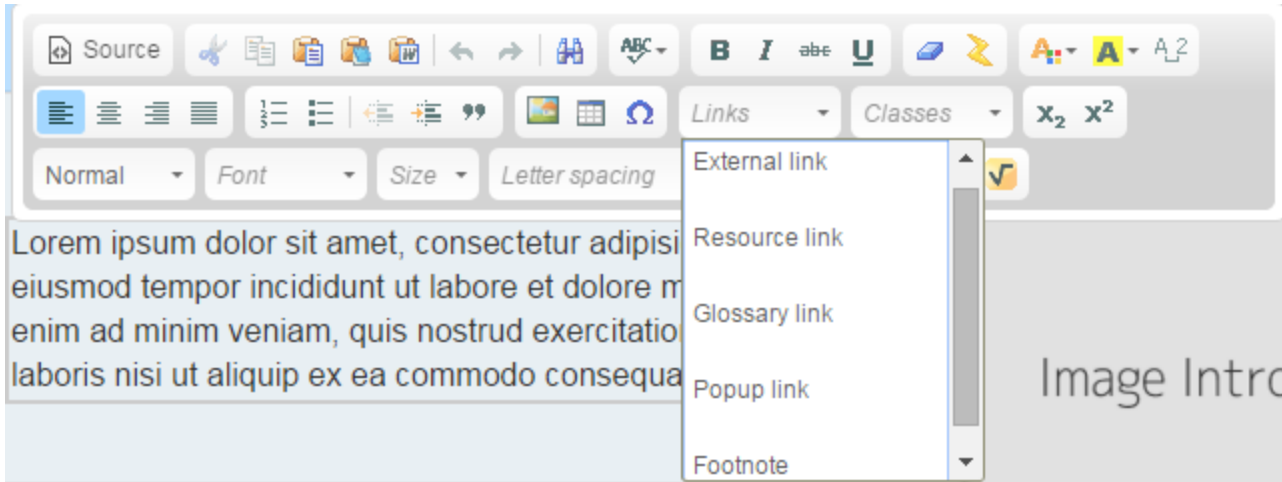
to remove any other format such as indentation, lists, etc., in order to display the text as a plain text.



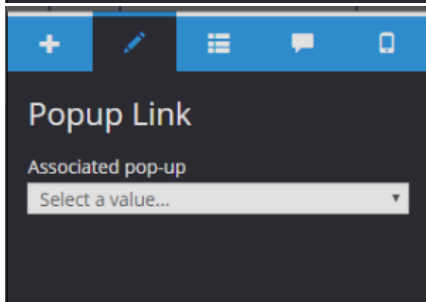
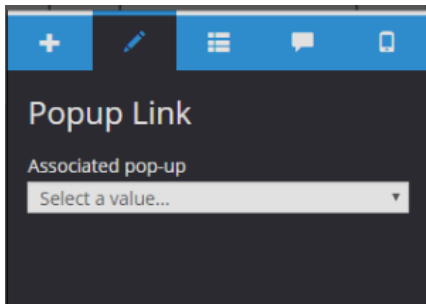
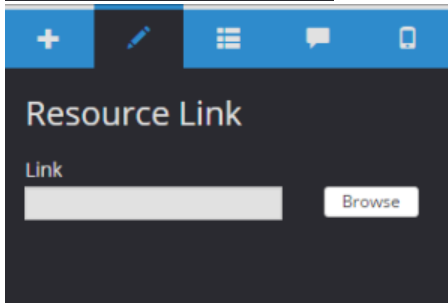
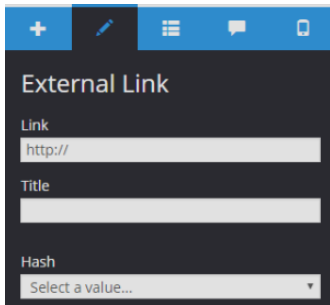
## Creating links

The text editor allows adding links to one or several words. To do this, click on the "**Links**" drop-down menu and select the type of link you want to generate:

- **External link.** A link to a web site.
- **Resource link.** It is very useful to link a word(s) with a resource, for example, a pdf document.
- **Glossary link.** Option available and functional only on "Multi-página" and "Express" templates. It allows linking a word(s) with a specific word included in a glossary (a kind of pop-up).
- **Popup link.** It allows linking a text with a pop-up. See [section 5.6](#)



Once a link type has been selected, we have to configure its properties from the **properties tab in the components menu**.

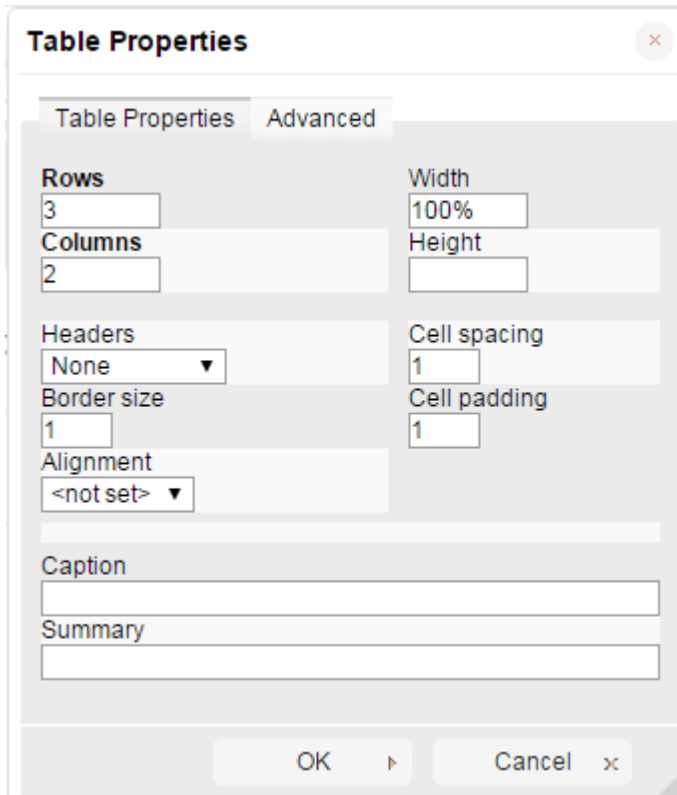


## Creating tables

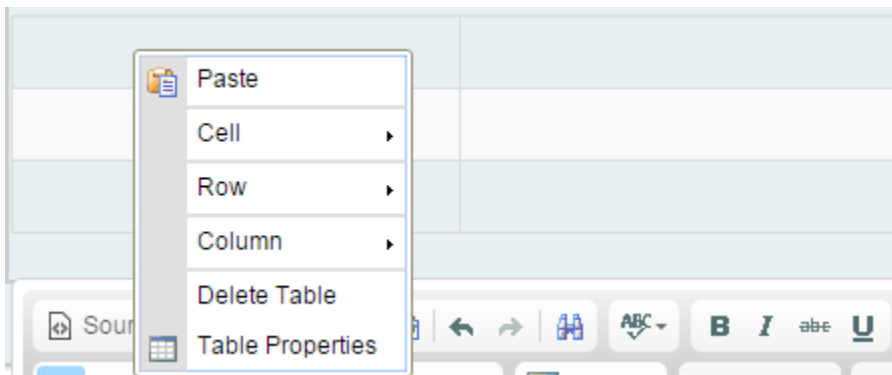
To create tables, click on



A panel that allows configuring the **number of rows and columns** of a table, its **width** (in pixels or percentage), height and **other parameters**, is displayed.



Once a table has been created, we can configure it by selecting a cell and **right-clicking** on it.



The following actions can be performed:

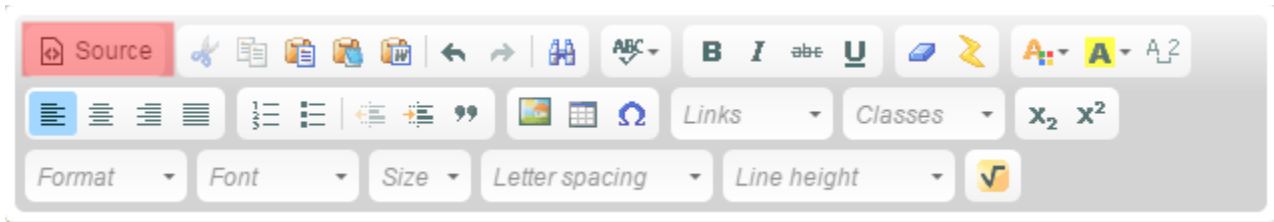
- **Cells.** Combining cells and applying specific properties to a cell (background colour, border colour or text alignment).
- **Rows.** Adding and deleting rows.
- **Columns.** Adding and deleting columns.
- **Deleting** the table.
- **Changing general properties** of the table.

### Remember

While working with Firefox, cells have to be configured one by one. However, while working with Chrome, several cells can be selected to apply them a format.

## Editing HTML source

To access the source code and to perform changes directly such as pasting code or adding a new code, click on **"Source"**.



It is recommended to avoid overusing this functionality for not interfering with the template development by adding codes or CSS.

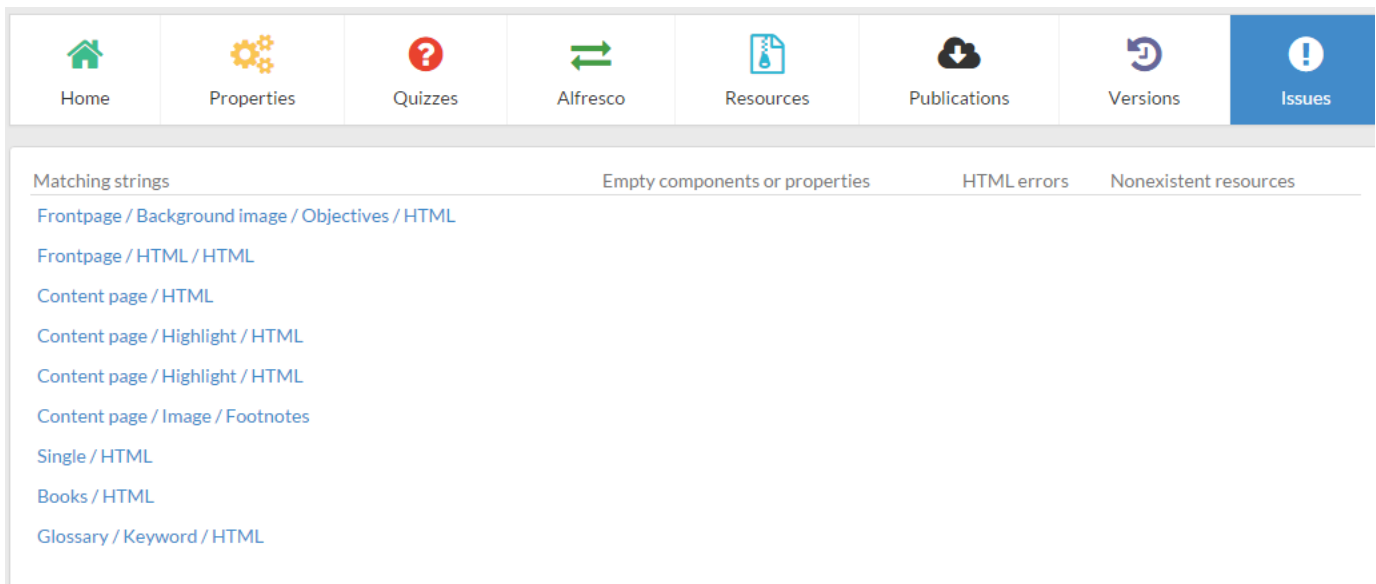
However, it is useful for:

- Copying and pasting the **table code** that we have created in other texts, especially if they are tables with specific formats (colour, configuration...).
- Adding a video **embed code** hosted in a streaming server (for example, YouTube).

## 5.11 Verifying project issues

learningMaker includes a system to review project issues that allows preventing common errors.

Go to the **"Issues"** tab and the existing issues that have to be solved after finishing a project are displayed.



The system shows four different types of general issues:

- **Matching strings.** Texts created and not edited, that is, they keep the default text "Lorem ipsum". These texts should be modified.
- **Empty components or properties.** Empty texts (they do not have any content), and components with required properties which have not been configured.
- **HTML errors.** If the HTML of a text is edited, it checks if there are errors in the HTML code.
- **Nonexistent resources.** It checks if nonexistent components such as videos, images, audios have been added to the project.

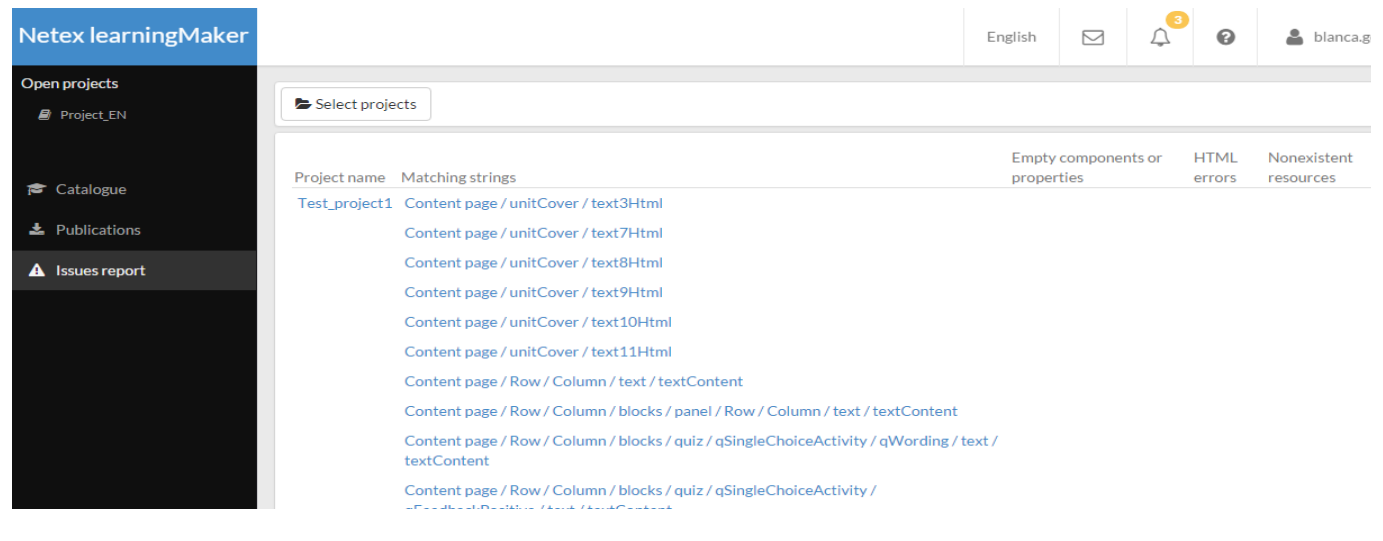
If there is an error, **click on it for accessing the page and the specific component**. In this way, the error can be corrected.



## Remember

Issues of several projects can be displayed at the same time .

Click on "Issues report" from the side menu in learningMaker, select the projects and perform the search.



The screenshot shows the Netex learningMaker interface. On the left, a dark sidebar contains a menu with 'Issues report' highlighted. The main area displays a table of issues for 'Test\_project1'. The table has columns for 'Project name', 'Matching strings', 'Empty components or properties', 'HTML errors', and 'Nonexistent resources'. The 'Matching strings' column lists various content paths such as 'Content page / unitCover / text3Html' and 'Content page / Row / Column / text / textContent'.

## 5.12 Publishing a project

When a project has been published, it is informed by sending a notification. The project can be downloaded in the format and language selected.

The publication generated is a compressed file that includes, at least, an index.html file that allows running and opening the file content. Also, it contains a series of folders including key files for its functioning and a resources folder (images, videos, ...). The **resources folder only includes the files used on the project**, it means, those which are linked to a project component. The resources that have not been linked, are kept in learningMaker. In this way, we avoid that a published project is larger than necessary.

There are three ways to publish a project:

1. Select the project you want to publish, click on **"Options"** and select **"Publish"**.
2. Go to the **"Home"** tab in a project and click on **"Publish"**.
3. From the project edition panel, click on the additional options menu



and click on **"Publish"**.

Then, set the publication parameters ("Languages", "Tracking" and "Version") and click on **"Publish"**.



The 'Publicar' dialog box is shown with the following settings:

- Languages:**  English
- Tracking:**  localStorage,  SCORM 1.2,  SCORM 2004,  xAPI,  WEBZIP
- Settings:**  0
- Version:** Three input fields with up/down arrows. The first field contains '1', the second '0', and the third '0'.

Buttons for 'Close' and 'Publish' are located at the bottom right.

We can check the publication **status** from the "**Publications**" tab ("Queued", "In progress" or "Finished").

Once the publication has been finished, a zip file containing the final product can be downloaded by clicking on "**Download**".

Version	Published by	Publication date	Status	Languages	Type	Settings	Options
1.0.0		2016-02-04 13:17:09	Finished	en	SCORM 1.2		<a href="#">Download</a> <a href="#">PENS</a>

### Remember

A project can be published as many times as you want.

If it is published again with the **same parameters** (language, format and version), the new publication **overwrites** the original publication.

If you publish the project **with different parameters** (for example, by changing the format), **a different publication** is created. The same content included in different destinations.

## 6. Creating and editing quizzes (author)

A quiz is a set of ordered questions intended to obtain information on the student's knowledge. Quizzes can be assessed (by sending information to an LMS platform) or not assessed.

learningMaker allows:

### 6.1 Creating a quiz

### 6.2 Linking a shared quiz with a project

### 6.3 Copying a shared quiz to a project

### 6.4 Copying an exclusive quiz to another location

### 6.5 Opening a quiz

### 6.6 Editing quiz properties

### 6.7 Creating questions in a quiz

### 6.8 Adding a cover slide to a quiz

### 6.9 Adding a final feedback to a quiz

### 6.10 Linking a quiz with a project page

## 6.1 Creating a quiz

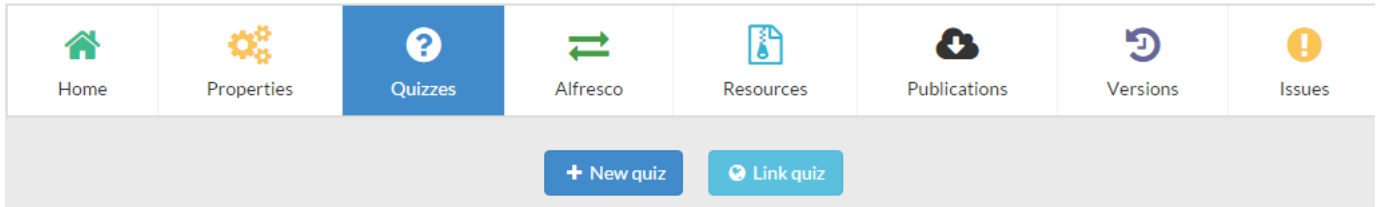
A quiz is a set of ordered questions intended to obtain information on the student's knowledge. Quizzes can be assessed (by sending information to an LMS platform) or not assessed.

There are two ways to create a quiz:

- **Exclusive quiz:** it is associated to a project.
- **Shared quiz:** it is created independently and it can be associated to one or several projects.

### Exclusive quiz

Select a project and from the **"Quizzes"** tab. Then, click on **"New quiz"**.



Enter a name and select a language for the quiz. Then, click on **"Create"**.

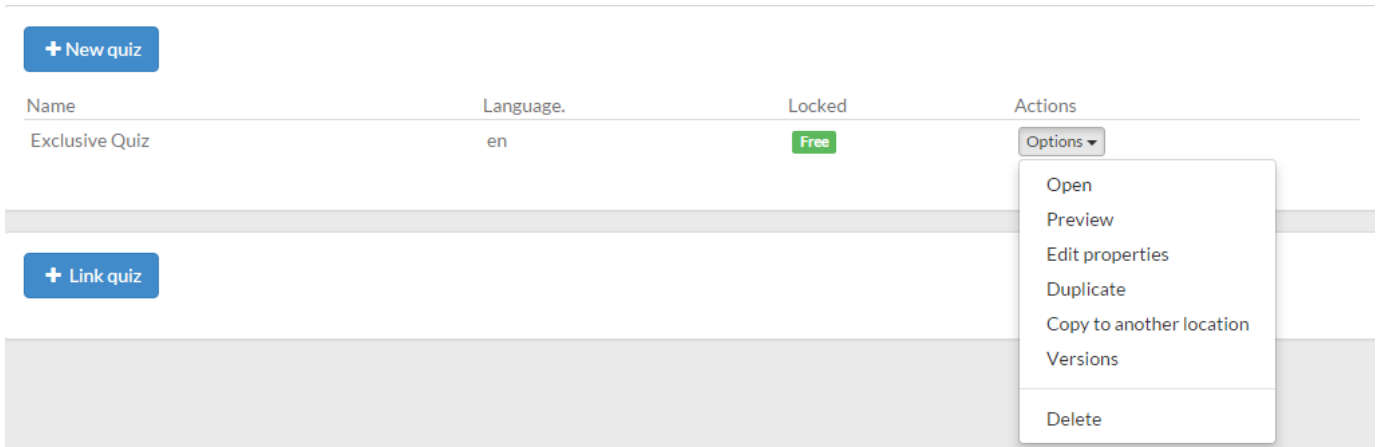
**Create a quiz** X

Name

Language English ▼

Close Create

Once the quiz has been created, we can work on it as on a project. From the **"Actions"** column, we can open it, copy it to another project, deleting, previewing...



**Remember**

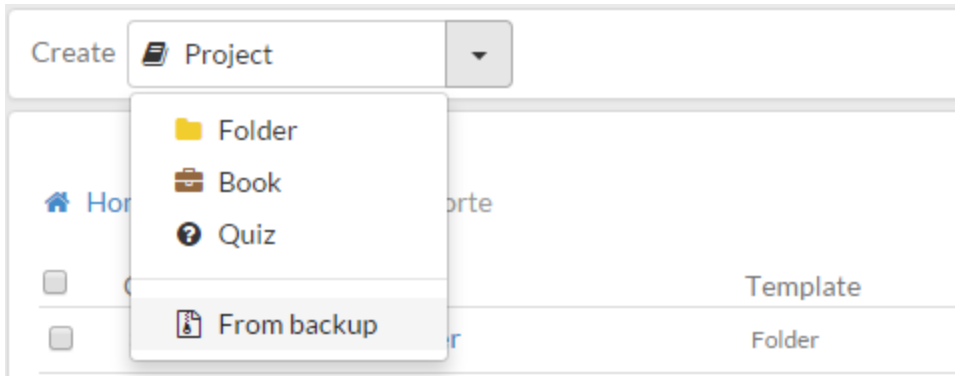
**Quizzes edition is independent of the project**

*Although a project is locked by a user, any other user can open or lock associated quizzes.*

It allows several people to work simultaneously on the same unit.

## Shared quiz

Select a folder and from the **"Create"** menu, click on **"Quiz"**.

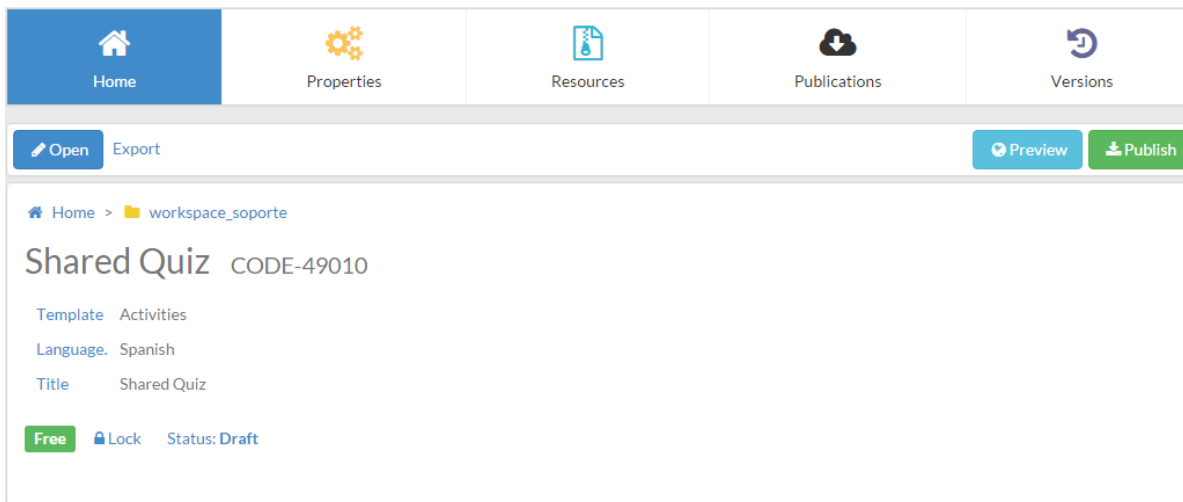


Enter a name and select a language for the quiz. Then, click on **"Create"**.

A custom code can be added to the quiz since it is an independent component that behaves like a project.

A screenshot of a 'Create a quiz' dialog box. It has a blue header with the title 'Create a quiz' and a close button 'X'. The form contains four fields: 'Name \*' with a text input containing 'Name'; 'Code' with a text input containing 'Code'; 'Template' with a dropdown menu showing 'Activities'; and 'Language. \*' with a dropdown menu showing 'Spanish'. At the bottom right, there are two buttons: 'Close' and 'Create'.

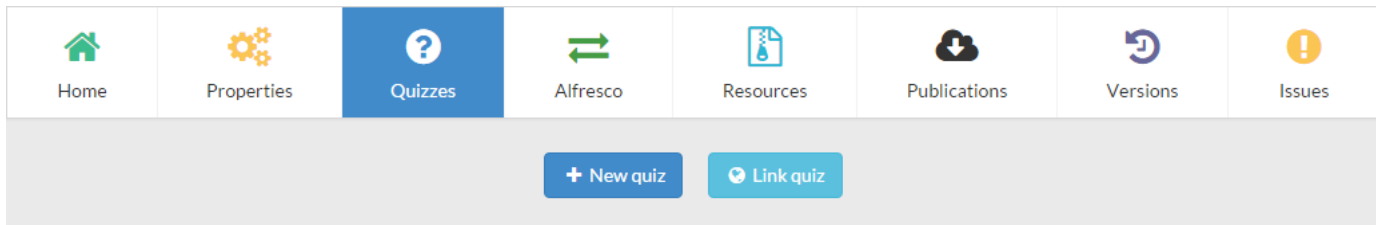
Once the quiz has been created, we can work on it as on a project: locking it, changing its properties, adding resources to it, publishing, previewing, displaying its versions...



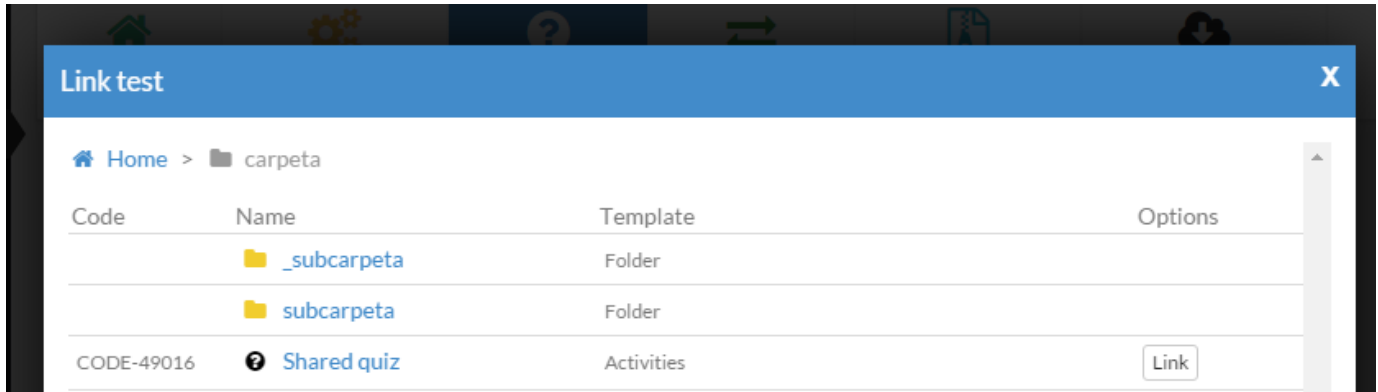
## 6.2 Linking a shared quiz with a project

When creating a shared quiz (see [section 6.1](#)), it becomes available for being linked with one or several projects.

To link a project, go to the **"Quizzes"** tab and click on **"Link quiz"**.



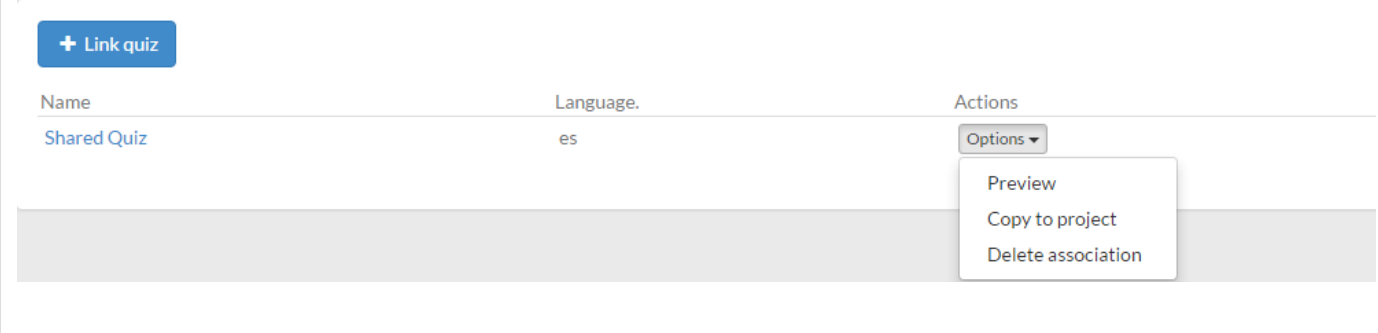
Then, search the quiz by browsing learningMaker folders and when you find it click on **"Link"**.



Once the shared quiz has been linked, it can be associated to a project page, just as an exclusive quiz. See [section 6.10](#).

**Remember**

Since a **shared quiz is independent of a unit**, it only can be edited from the folder containing it. A shared quiz cannot be edited from the project. Any change applied to the shared quiz is reflected automatically on all projects with which the quiz is linked.



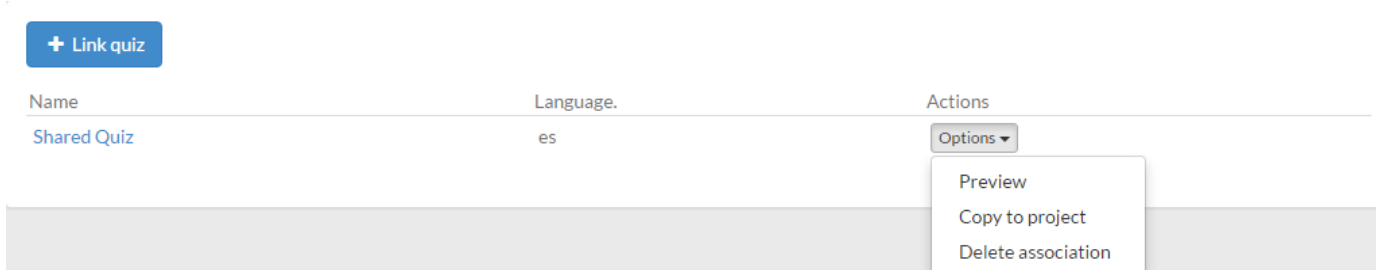
### 6.3 Copying a shared quiz to a project

learningMaker allows creating a shared quiz copy in a project, it means, to create a copy that **becomes an exclusive quiz**.

It allows, for example, reusing existing shared quiz questions, still we can add or delete activities to adapt the copy to the project.

To create a shared quiz copy, first, link the shared quiz with a unit (see [section 6.2](#)).

Then, select **"Copy to project"** from the **"Actions"** column.



Since this moment, the copy **becomes an exclusive quiz of the project**.

## 6.4 Copying an exclusive quiz to another location

learningMaker allows creating a copy of an exclusive quiz and save it to another location.

- **To a folder**, which means that it becomes a shared quiz.
- **To another project**.

Click on the **"Actions"** drop-down menu and select **"Copy to another location"**.

Name	Language	Locked	Actions
Exclusive Quiz	en	Free	Options

Name	Language	Actions
Shared Quiz	es	

The 'Options' dropdown menu for the 'Exclusive Quiz' row contains the following items: Open, Preview, Edit properties, Duplicate, Copy to another location, Versions, and Delete.

In the new screen, select the location to copy the quiz.

To **copy the exclusive quiz to a folder**— and make it into a shared quiz, click on

**Copy to this location**

button.

To **copy it to a project**, click on

Copy to this location

button associated to the project.

Copy the test to another location

Home > workspace\_soporte

Code	Name	Template	Options
37516e26750...	Folder	Folder	
CODE-49010	Shared Quiz	Activities	
CODE-47681	NTX-1920	Xunta 2015 SCORM 2004	Copy to this location
CODE-48634	Project_EN	Anaya (Multi-página)	Copy to this location

## 6.5 Opening a quiz

To open a quiz:

- If it is an exclusive quiz, go to the project, click on the **"Quizzes"** tab and select **"Open"** from the **"Actions"** drop-down menu.


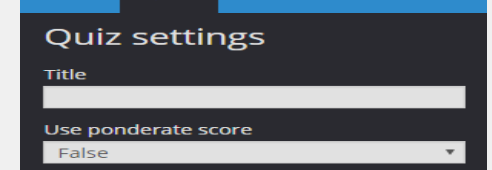
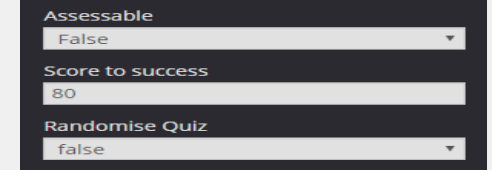
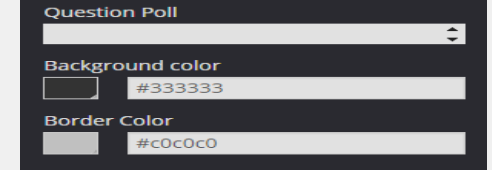
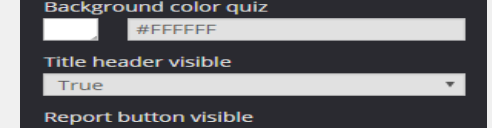
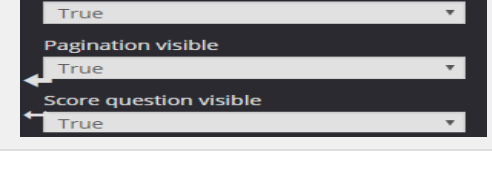








- If it is a shared quiz, select the quiz and click on **"Open"**.

## 6.6 Editing quiz properties

Click on **two elements** when editing a quiz: the **quiz header** (which allows setting the quiz general parameters) and the **quiz footer** (which allows configuring the quiz behavior to student responses).

### Quiz header

Properties that can be modified from the **quiz header** are displayed on the right side panel:

	Name	Description
	<b>Title</b>	The text displayed on the quiz header.
	<b>Use ponderate score</b>	<p>By selecting <b>"False"</b> all questions have the same value and their score is distributed equally up to 100% (if there are 10 questions, each one worth a 10%, if there are 20, a 5%...).</p> <p>By selecting <b>"True"</b> each question can have a different value and the points for each one have to be set.</p>
	<b>Assessable</b> ★ see the comment below	Set whether a quiz is assessable ( <b>"True"</b> ) or no ( <b>"False"</b> ), it means, if the score is taken into account for the course final mark.
	<b>Score to success</b> ★ see the comment below	<p>Minimum score displayed on the final positive feedback.</p> <p>This score does not affect the project tracking. Setting the minimum score to success and changing the content status in the LMS (passed/failed), have to be set in the project. <a href="#">See section 4.8.</a></p>
	<b>Randomise quiz</b>	<p>Questions are displayed randomly by selecting <b>"True"</b>.</p> <p>Questions are displayed according to the established order by selecting <b>"False"</b>.</p>
	<b>Question Poll</b>	<p>Number of questions displayed when answering a quiz.</p> <p>The indicated number of random questions are displayed by selecting <b>"True"</b> in <b>"Randomise quiz"</b>.</p> <p>The indicated number of questions are displayed in accordance with an established order by selecting <b>"False"</b> in <b>"Randomise quiz"</b>.</p>
	<b>Background colour</b>	Header background colour.
	<b>Border colour</b>	Quiz border colour.
	<b>Background colour quiz</b>	Quiz background colour.
	<b>Title header visible</b>	<p>By selecting <b>"True"</b>, the header title is displayed.</p> <p>By selecting <b>"False"</b> it is hidden.</p>
	<b>Report button visible</b>	<p>By selecting <b>"True"</b> the  button to access the quiz report is displayed.</p> <p>By selecting <b>"False"</b> it is not displayed.</p>
	<b>Pagination visible</b>	<p>By selecting <b>"True"</b> the current quiz page number is displayed under the quiz title.</p> <p>By selecting <b>"False"</b> it is not displayed.</p>
	<b>Score question visible</b>	<p>By selecting <b>"True"</b>, the score of each question is displayed below the header title or pagination.</p> <p>By selecting <b>"False"</b>, it is not displayed.</p>



## ★ Comment

### Assesable quizzes

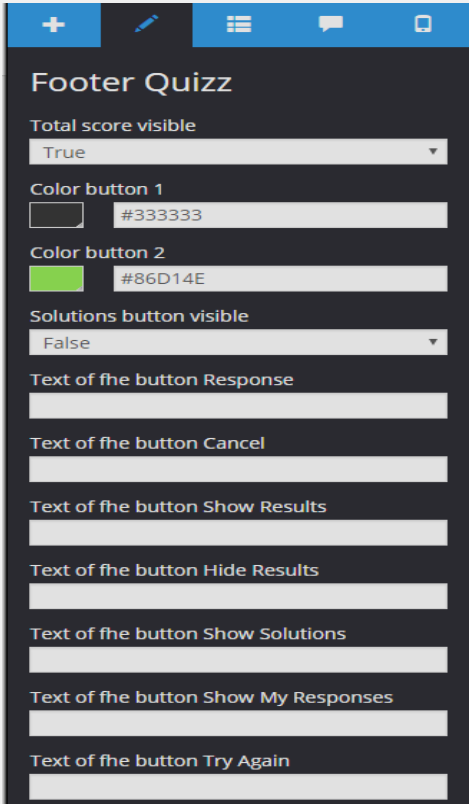
If a quiz is marked as assessable, there are some issues to consider:

*Minimum score to pass* (passed/failed) is marked at the project level, not at the level of the quiz.

*The project final score* is calculated by averaging the scores of all assessable quizzes included in the project (not assessable quizzes are not taken into account to calculate the score). So, if there is a single quiz, it worths the 100% of the final mark, while if there are 2, each worth a 50% of the final mark.

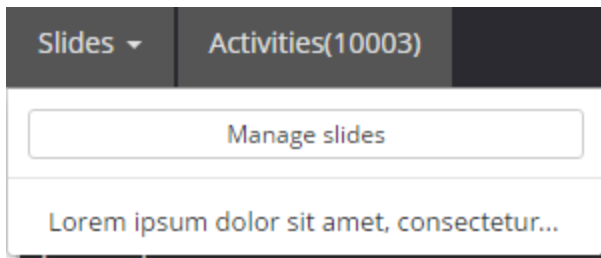
*Student answers* are tracked through a proprietary API in charge to send them by default to the platform. Depending on the format of the project publication, the sending format will be different: SCORM 1.2 or SCORM 2004 (through interactions), Tin Can API (through learning tracks)... In this way, teachers can display the answers regardless of the platform they use.

## Footer quiz

	Name	Description
	<b>Total score visible</b>	By selecting " <b>True</b> " the score obtained by a user while they are answering questions, is displayed.  By selecting " <b>False</b> ", this option is not be displayed.
	<b>Colour button 1</b>	Colour applied to the following buttons: "Cancel", "Show solutions", "Show results", "Hide results" and "My responses".
	<b>Color button 2</b>	Colour applied to the "Response" button.
	<b>Solutions button visible</b>	Once the number of attempts to answer a question is ended, the right answers can be displayed by selecting " <b>True</b> ".  By selecting " <b>False</b> " (default value), the answers are not displayed.
	<b>Text of the button Response</b>	It allows changing the text or translating the button name.
	<b>Text of the button Cancel</b>	It allows changing the text or translating the button name.
	<b>Text of the button Show Results</b>	It allows changing the text or translating the button name.
	<b>Text of the button Hide Results</b>	It allows changing the text or translating the button name.
	<b>Text of the button Show Solutions</b>	It allows changing the text or translating the button name.
	<b>Text of the button Show My Responses</b>	It allows changing the text or translating the button name.
	<b>Text of the button Try Again</b>	It allows changing the text or translating the button name.

## 6.7 Creating questions in a quiz

To add a question to a quiz, select "**Slides**" and click on "**Manage slides**".



Click on **"Add"** and select one of the available question types.

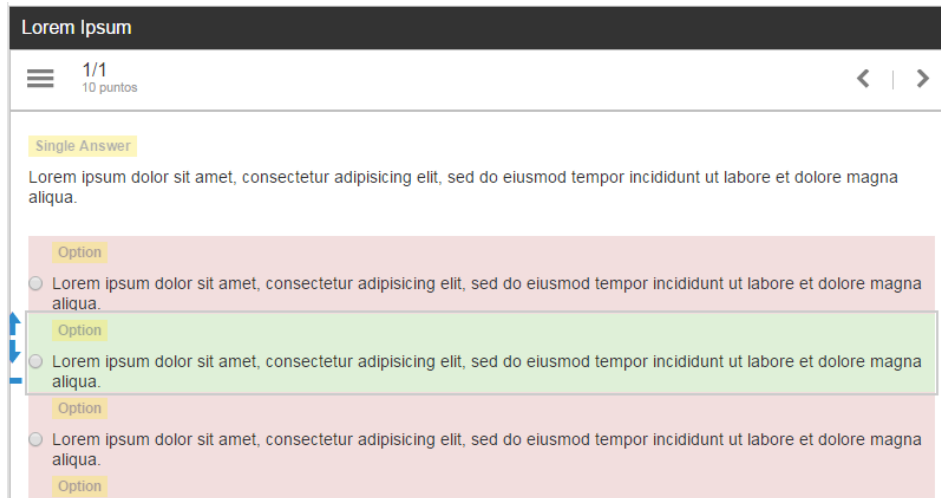
## Question types

A quiz can contain the following question types:

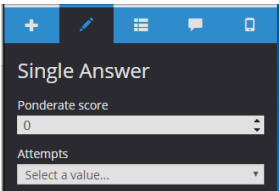
- Single answer
- Multiple answer
- Fill in the blank
- Text blank
- True or false
- Matching
- Numeric response
- Sequence
- Long fill in
- Likert scale
- Word bank
- Crossword

## Single answer

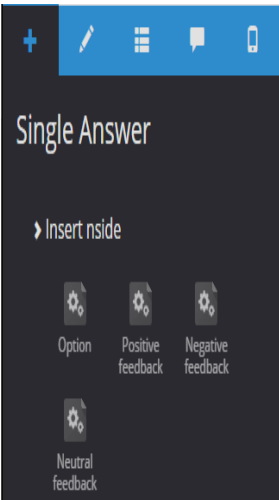
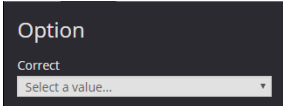
The objective is to identify the right answer among several possible answers (there is only one right answer). It is also known as "ABC-type answer".



**Properties** that can be edited in this question type are:

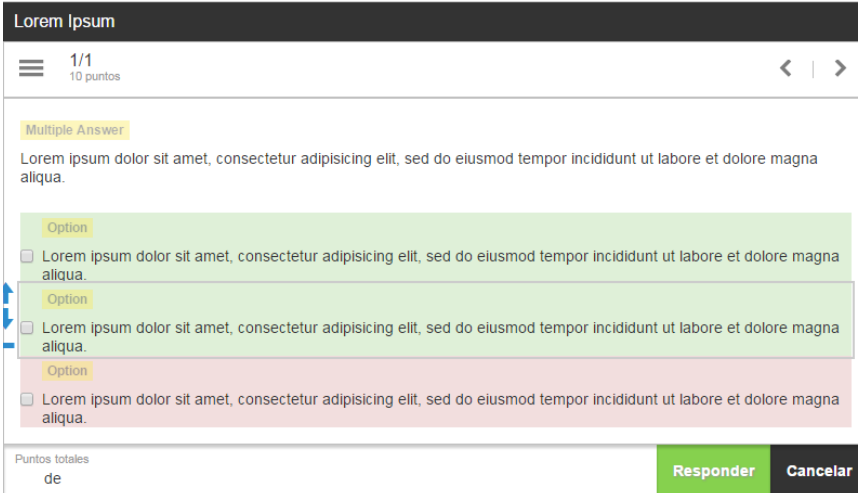
Properties	Name	Type	Required	Description
	<b>Ponderate score</b>	Numeric	Yes	Points obtained for answering a question correctly.
	<b>Attempts</b>	List	Yes	Attempts a user has to answer a question.

Components that can be included in this question type are:

Components	Type	Quantity	Required	Description
	<b>Option</b>	As many as desired. At least one.	Yes	HTML text editable from the editor to write response options.  <b>From properties panel</b> , it is required to select what is the right answer ( <b>True</b> ) and which of them are the wrong ones ( <b>False</b> ),  
	<b>Positive feedback</b>	One for each activity	No	Text to be displayed when a student gives the right response.
	<b>Negative feedback</b>	One for each activity	No	Text to be displayed when a student gives the wrong response.
	<b>Neutral feedback</b>	One for each activity	No	Generic text to be displayed, whether the response is right or not. It shouldn't be combined with the positive and negative feedback.

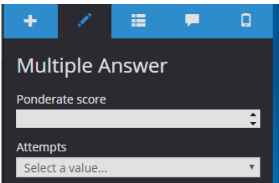
## Multiple answer

The objective is to identify the right answer(s) among several possible answers (there can be more than one right answer). In the event that there are more than one right answer and only one of them is selected, the response will be considered wrong. This question type is also known as "multiple ABC-type".



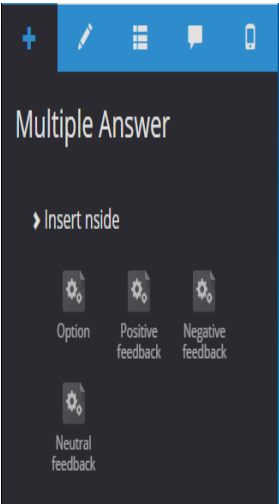
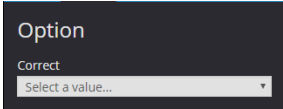
**Multiple Answer**  
 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.  
 Option  
 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.  
 Option  
 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.  
 Option  
 Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.  
 Puntos totales de Responder Cancelar

Properties that can be edited in this question type are:

Properties	Name	Type	Required	Description
	<b>Ponderate score</b>	Numeric	Yes	Points obtained for answering a question correctly.
	<b>Attempts</b>	List	Yes	Attempts a user has to answer a question.

Components that can be included in this question type are:

Components	Type	Quantity	Required	Description
------------	------	----------	----------	-------------

	<b>Option</b>	As many as desired. At least one.	Yes	HTML text editable from the editor to write response options.  <b>From properties panel</b> , it is required to select which are the right answer(s) ( <b>True</b> ) and which of them are the wrong ones ( <b>False</b> ),  
	<b>Positive feedback</b>	One for each activity	No	HTML text to be displayed when a student gives the right response.
	<b>Negative feedback</b>	One for each activity	No	HTML text to be displayed when a student gives the wrong response.
	<b>Neutral feedback</b>	One for each activity	No	Generic text to be displayed, whether the response is right or not. It shouldn't be combined with the positive and negative feedback.

## Fill in the blank

The objective is to select the right answer among several response options displayed on a box (combo blank).

**Lorem Ipsum**

☰ 4/4  
25 puntos
◀ |

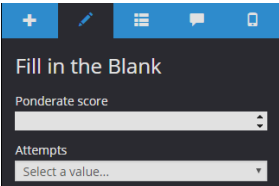
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Lorem ipsum dolor sit amet, consectetur adipisicing elit

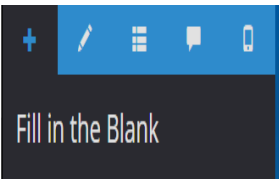
Right answer!

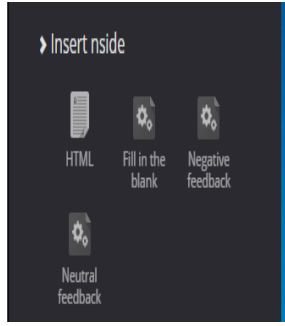
Puntos totales  
**25 de 100**

**Properties** that can be edited in this question type are:

Properties	Name	Type	Required	Description
	<b>Ponderate score</b>	Numeric	Yes	Points obtained for answering a question correctly.
	<b>Attempts</b>	List	Yes	Attempts a user has to answer a question.

**Components** that can be included in this question type are:

Components	Type	Quantity	Required	Description
	<b>HTML</b>	As many as desired.	Yes	Generic HTML text that can be placed at any position in the quiz.
	<b>Fill in the blank</b>	One for each activity	No	Activity main component. Texts and combos of the activity can be added inside it.



<b>Positive feedback</b>	One	No	HTML text to be displayed when a student gives the right response.
<b>Negative feedback</b>	One	No	HTML text to be displayed when a student gives the wrong response.
<b>Neutral feedback</b>	One	No	Generic text to be displayed, whether the response is right or not. It shouldn't be combined with the positive and negative feedback.

Components that can be included inside a Fill in the blank are:

Fill in the blank components	Tipo	Cantidad	Obligatorio	Descripción
	<b>Text</b>	As many as desired.	Yes	HTML text that can be placed before or after a response area.
	<b>Combo blank</b>	As many as desired.	Yes	Drop-down box where are the possible answers.  Another " <b>Combo option</b> " component can be added as a new option in the drop-down box. It is required to set which " <b>Combo option</b> " is the right (True or False). To do it go to <b>the properties panel</b> .  As many "combo options" as desired can be added.
	<b>Break line</b>	As many as desired	No	This component allows creating paragraphs.

## Text blank

The objective is to fill in the box(es) with the right answer.

Lorem Ipsum

☰ 1/1  
10 puntos
◀ | ▶

**Text blank**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

**Text/TextBox Block**

Lorem ipsum dolor sit amet, consectetur adipiscing elit

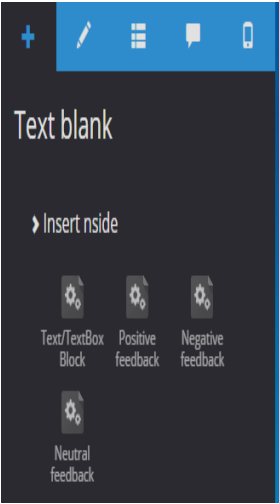
Puntos totales  
de

Responder
Cancelar

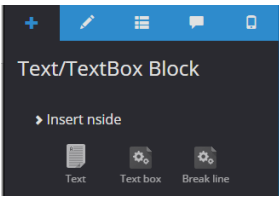
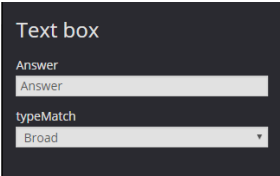
**Properties** that can be edited in this question type are:

Properties	Name	Type	Required	Description
	<b>Ponderate score</b>	Numeric	Yes	Points obtained for answering a question correctly.
	<b>Attempts</b>	List	Yes	Attempts a user has to answer a question..

Components that can be included in this question type are:

Components	Type	Quantity	Required	Description
	<b>Text/TextBox Block</b>	As many as desired.	Yes	Activity main component. Texts and response areas can be added to it.
	<b>Positive feedback</b>	One for each activity	No	HTML text to be displayed when a student gives the right response.
	<b>Negative feedback</b>	One for each activity	No	HTML text to be displayed when a student gives the wrong response.
	<b>Neutral feedback</b>	One for each activity	No	Generic text to be displayed, whether the response is right or not. It shouldn't be combined with the positive and negative feedback.

The following components can be included in a **Text/TextBox Block**:

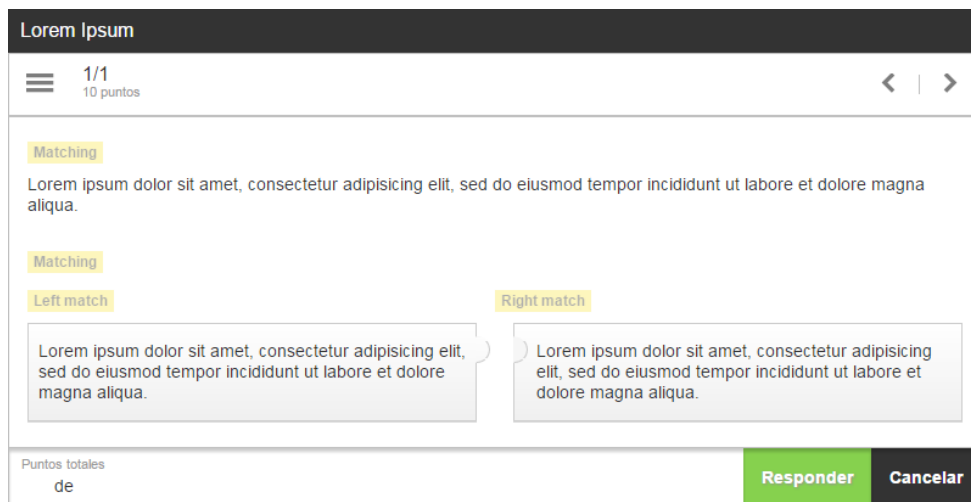
Text/TextBox Block components	Tipo	Cantidad	Obligatorio	Descripción
	<b>Text</b>	As many as desired.	Yes	HTML text that can be placed before or after a response area.
	<b>Text box</b>	As many as desired.	Yes	<p>Drop-down box where are the possible answers.</p> <p>From the component properties, enter the right word in "<b>Answer</b>". Select "<b>Broad</b>" from the "<b>typematch</b>" drop-down menu for allowing a broad answer as valid (for example, no distinction is made between uppercase and lowercase).</p> <p>By selecting "<b>Exact</b>" a user must type the word entered in "<b>Answer</b>".</p>  <p>As many text boxes as desired can be added.</p>
	<b>Break line</b>	As many as desired	No	This component allows creating paragraphs.

## True or false

The objective is to identify which the premises offered is true. **It works exactly like Single answers question.**

## Matching

It consist of matching a concept with another concept. The concepts are in two different columns.



Properties that can be edited in this question type are:

Properties	Name	Type	Required	Description
	<b>Ponderate score</b>	Numeric	Yes	Points obtained for answering a question correctly.
	<b>Attempts</b>	List	Yes	Attempts a user has to answer a question..
	<b>Verification by text</b>	List	Yes	If there are several possible pairs for an element, select <b>"True"</b> . It means, if two elements of the same column have the same text, both are right answers for their corresponding pairs in the other column.

Components that can be included in this question type are:

Components	Type	Quantity	Required	Description
	<b>Matching</b>	As many as desired.	Yes	HTML text that has to be matched with its corresponding option in the other column— this text can be modified from the editor.  The options are shown jumbled. The right-column options have to be matched with the left-column options.
	<b>Positive feedback</b>	One	No	HTML text to be displayed when a student gives the right response.
	<b>Negative feedback</b>	One	No	HTML text to be displayed when a student gives the wrong response.
	<b>Neutral feedback</b>	One	No	Generic text to be displayed, whether the response is right or not. It shouldn't be combined with the positive and negative feedback.

## Numeric response

It consist of entering a number:

Lorem Ipsum

☰ 1/1  
10 puntos
◀ | ▶

Numeric Response

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

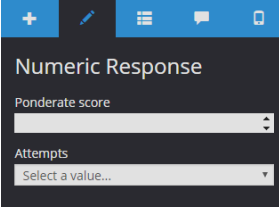
Equal to: 123

Puntos totales  
de

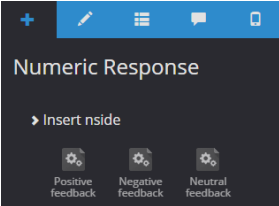
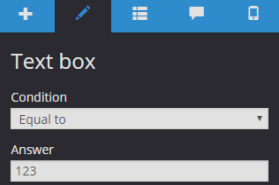
Responder

Cancelar

Properties that can be edited in this question type are:

Properties	Name	Type	Required	Description
	<b>Ponderate score</b>	Numeric	Yes	Points obtained for answering a question correctly.
	<b>Attempts</b>	List	Yes	Attempts a user has to answer a question..

Components that can be included in this question type are:

Components	Type	Quantity	Required	Description
	<b>Question title</b>	One	Yes	This component is already set to default, we do not have to add it. It allows adding HTML text to the question statement.
	<b>Text box</b>	One	Yes	<p>This component is already set to default, we do not have to add it. It contains the number that will be the answer to the question statement.</p> <p>The right value of the question is set by entering a number in "<b>Answer</b>".</p> <p>From the <b>Text box</b> properties, we can set the <b>conditions</b> to be met ("Equal to", "Not equal to", "Between", "Greater than", "Greater than or equal to", etc.). In the event the result is between two values, there are text delimiters to be entered in "<b>Answer</b>": "-" dash, ";" semicolon and ":" colon.</p> 
	<b>Positive feedback</b>	One	No	HTML text to be displayed when a student gives the right response.
	<b>Negative feedback</b>	One	No	HTML text to be displayed when a student gives the wrong response.



<b>Neutral feedback</b>	One	No	Generic text to be displayed, whether the response is right or not. It shouldn't be combined with the positive and negative feedback.
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## Sequence

The objective is to order a series of elements as it is indicated in the statement. To do it, drag and drop an element on another to interchange their positions.

**Lorem Ipsum**

☰ 8/8  
12.5 puntos
< |

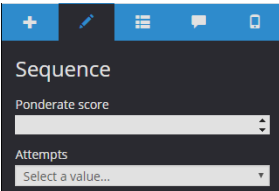
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

1. Phase 2
2. Phase 1
3. Phase 3

Right sequence!

Puntos totales  
**12.5 de 100**

**Properties** that can be edited in this question type are:

Properties	Name	Type	Required	Description
	<b>Ponderate score</b>	Numeric	Yes	Points obtained for answering a question correctly.
	<b>Attempts</b>	List	Yes	Attempts a user has to answer a question.

**Components** that can be included in this question type are:

Name	Quantity	Required	Description
<b>Option</b>	As many as desired.	Yes	HTML texts to be ordered as indicated in the question statement— this text can be modified from the editor. As many options as desired can be added.
<b>Positive feedback</b>	One	No	HTML text to be displayed when a student gives the right response.
<b>Negative feedback</b>	One	No	HTML text to be displayed when a student gives the wrong response.
<b>Neutral feedback</b>	One	No	Generic text to be displayed, whether the response is right or not. It shouldn't be combined with the positive and negative feedback.

## Long fill in

It consist of entering an answer in a certain number of lines, it also is known as "Free writing". It is usually assessed by a teacher, not by the tool.

Lorem Ipsum

☰ 1/1  
10 puntos
◀ | ▶

Long Fill In

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

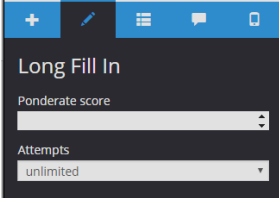
Lorem ipsum dolor sit amet, consectetur adipiscing elit

Puntos totales  
de

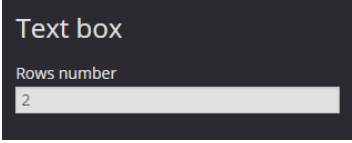
Responder

Cancelar

**Properties** that can be edited in this question type are:

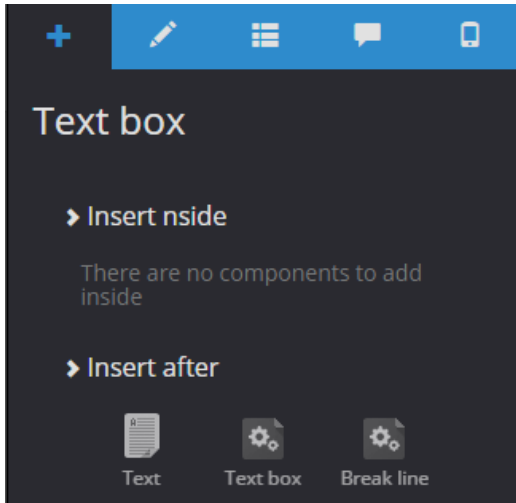
Properties	Name	Type	Required	Description
	<b>Ponderate score</b>	Numeric	Yes	Points obtained for answering a question correctly.
	<b>Attempts</b>	List	Yes	Attempts a user has to answer a question.

**Components** that can be included in this question type are:

Component	Quantity	Required	Description
<b>Text box</b>	As many as desired.	Yes	Number of rows that determines the box size to enter the answer. 
<b>Neutral Feedback</b>	One	No	Generic text to be displayed, whether the response is right or not. It shouldn't be combined with the positive and negative feedback.
<b>Break line</b>	As many as desired.	No	It allows creating paragraphs.
<b>Text</b>	As many as desired.	Yes	HTML text that can be modified from the editor. It can be placed in the middle, before or after the response area.

The text in HTML, as well as allows including formatted text, also allows adding images and links to other project components. For further information, check the templates documentation you will use on your project.

This is the properties panel display of the **"Text Box"** component:



## Likert scale

It is a non-assessable question to check the level of agreement or disagreement by scaling responses.

**Lorem Ipsum**

6/6  
0 puntos
< |

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Agree Neutral Disagree

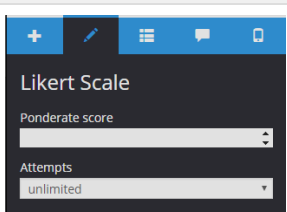
Question 1

Question 2

Question 3

Puntos totales  
**0 de 100**
Responder
Cancelar

**Properties** that can be edited in this question type are:

Properties	Name	Type	Required	Description
	<b>Ponderate score</b>	Numeric	Yes	Points obtained for answering a question correctly.
	<b>Attempts</b>	List	Yes	Attempts a user has to answer a question..

**Components** that can be included in this question type are:

Component	Quantity	Required	Description
<b>Question</b>	As many as desired	Yes	Question statement. It can be modified from properties panel ("Question title").
<b>Scale</b>	As many as desired	Yes	Score for levels to assess the proposed statements ("Title").
<b>Scales</b>	One	Yes	Component that includes "Scale" and "Question" components.

<b>Neutral feedbacks</b>	One	No	Generic text to be displayed, whether the response is right or not. It shouldn't be combined with the positive and negative feedback.
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## Word bank

The objective is to drag and drop each box on its corresponding gap in a statement.

**Lorem Ipsum**

☰ 7/7  
20 puntos
◀ |

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Lorem ipsum dolor sit amet, consectetur adipiscing elit word1 word2 word3

That's right!

Puntos totales  
**20 de 100**

This type of question is configured exactly the same as the Text blank question.

## Crossword

It is the typical crossword. The objective is to solve clues to fill the squares with the answers.

**Lorem Ipsum**

☰ 8/8  
16.67 puntos
◀ |

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

	1	2	3	4	5	6	7	8	9	10	11
a	c	r	o	s	s	w	o	r	d		
b					t						
c					u						
d					d						
e					e						
f					n						
g					t	e	a	c	h	e	r

Across

a1 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

e1. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Down

5a. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

That's right!

Puntos totales  
**16.67 de 100**

**Properties** that can be edited in this question type are:

Properties	Name	Type	Required	Description
------------	------	------	----------	-------------

	<b>Ponderate score</b>	Numeric	Yes	Points obtained for answering a question correctly.
	<b>Attempts</b>	List	Yes	Attempts a user has to answer a question..

**Components** that can be included in this question type are:

Component	Quantity	Required	Description
<b>HTML</b>	As many as desired	Yes	HTLML text that contains the clues to solve the crossword by entering the answers in the squares.
<b>Positive feedback</b>	One	No	HTML text to be displayed when a student gives the right response.
<b>Negative feedback</b>	One	No	HTML text to be displayed when a student gives the wrong response.
<b>Neutral feedbacks</b>	One	No	Generic text to be displayed, whether the response is right or not. It shouldn't be combined with the positive and negative feedback.

To configure the quiz, enter the letters in their corresponding cell. To solve the crossword each letter entered has to match with the letter that is contained in the cell.

**Crossword**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt aliqua.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
a																					
b																					
c																					
d																					

### 6.8 Adding a cover slide to a quiz

A quiz cover slide allows adding instructions and comments for the user before they start to answer quiz questions.

The screenshot shows a quiz interface with a dark header containing the text "Lorem Ipsum". Below the header, there is a navigation bar with a hamburger menu icon, the text "1/1" and "10 puntos", and navigation arrows. The main content area is a text box labeled "Cover Slide" containing the text: "This is the final test of the unit. It consists of 10 questions that you will have to answer to test your knowledge. Good luck!". At the bottom, there is a progress bar labeled "Puntos totales de" and two buttons: "Responder" (green) and "Cancelar" (black).

To add it, go to the **"Slides"** drop-down menu and select **"Manage slides"**.

From the **"Add"** menu, select **"Cover slide"**.

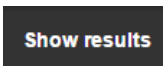
The screenshot shows a dropdown menu with a "+ Add" button at the top. The menu items are: "Single Answer", "Multiple Answer", "Fill in the Blank", "Text blank", "Long Fill In", "True or False", "Matching", "Numeric Response", "Sequence", "Likert Scale", "Word Bank", "Crossword", "Cover Slide" (highlighted in pink), and "Final Feedback".

A cover slide does not have specific properties or additional components. It only consists of an HTML text that can be configured by using its text editing panel (see [section 5.10](#)).

## 6.9 Adding a final feedback to a quiz

It is a quiz general feedback where the final score is indicated, as well as the score required to pass and the number of correct exercises.

To access this feedback, click on the



button. This button is only activated once all questions have been answered correctly, or otherwise, when there are no more attempts to answer questions.

☰

You have obtained 50 out of 100. You need 80 to pass.  
You have completed correctly 1 out of 2

Puntos totales  
**50 de 100**

Show Results Answer Restart

To add a final feedback screen, go to **"Slides"** and select **"Manage slides"**.

From the **"Add"** menu, select **"Final Feedback"**.

+ Add ▾

- Single Answer
- Multiple Answer
- Fill in the Blank
- Text blank
- Long Fill In
- True or False
- Matching
- Numeric Response
- Sequence
- Likert Scale
- Word Bank
- Crossword
- Cover Slide
- Final Feedback**

By default, two key components are already included in this screen: **"Final Feedback KO"** and **"Final Feedback OK"**. Additionally, we can add an **"Item Final Feedback"** component.

☰ 1/1  
10 puntos < | >

Final Feedback KO

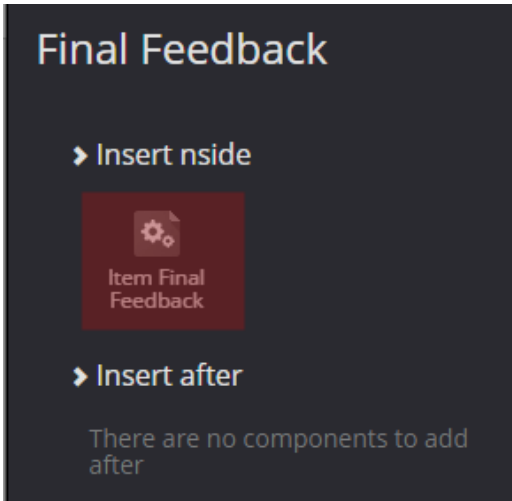
You have obtained %score\_obtained% out of 100. You need %score\_min% to pass.  
You have completed correctly %exercises\_correct% out of %exercises\_total%.

Final Feedback OK

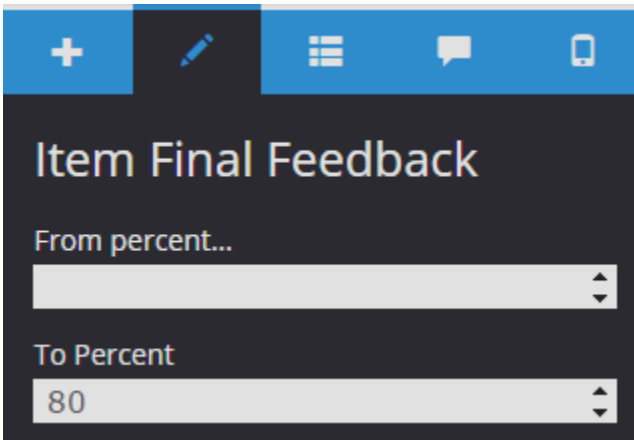
You have obtained %score\_obtained% out of 100. You need %score\_min% to pass.  
You have completed correctly %exercises\_correct% out of %exercises\_total%.

Puntos totales  
de

Responder Cancelar



We can add as many "**Item Final Feedback**" components as we wish. This component provides information and instructions to students if they obtain a score within a certain percentage range. In the **properties** of this component we can **set the score range within which the feedback will be displayed**.



**Remember**

By default, the "**Final Feedback KO**" is displayed in the range from 0% to 80% (if the score to pass is not changed in the quiz properties (see [section 6.6](#))). And "**Final Feedback OK**" is displayed in the range from 80 % to 100%.

Then, **when the "Item Final Feedback" is displayed?** Which one prevails? **The one with the shorter score range predominates.**

Examples:

- An "Item Final Feedback" that is set in a range from 30% to 70% will prevail over an "Final Feedback KO", which has a wide range (from 0% to 80%). A "Final Feedback KO" only is displayed if the score is between 0% and 30% or between 70% and 80%.
- An "Item Final Feedback" that is set in a range from 90% to 100%, predominates over a "Final Feedback OK" because this has a wide range (from 80% to 100%). Thus, the "Final Feedback OK" is displayed between 80% and 90% and the "Item Final Feedback" is displayed between 90% and 100%.
- An "Item Final Feedback" that is set in a range from 70% to 100% works in a different way. It prevails over the "Final Feedback KO" in the range from 70% to 80% because it has a shorter range, but not over the "Final Feedback OK", since this is the one with a shorter range (from 80% to 100%). In this way, the "Final Feedback KO" is displayed from 0% to 70%.; the "Item Final Feedback" from 70% to 80% and the "Final Feedback OK" from 80% to 100%.

Any of the three feedback texts to be displayed, can be modified in the HTML editor (see [section 5.10](#) ).

**Final Feedback KO**

You have obtained %score\_obtained% out of 100. You need %score\_min% to pass.  
 You have completed correctly %exercices\_correct% out of %exercices\_total%.

It is **not recommended to make any changes to the data appearing between percentage signs.**



- "% score\_obtained%" will be replaced by the percentage obtained when completing a quiz.
- "% score\_min%" represents the minimum score required to pass a quiz.
- "% exercises\_correct%" refers to the number of right answers and "% exercises\_total%" to the total number of questions in a quiz.

## 6.10 Linking a quiz with a project page

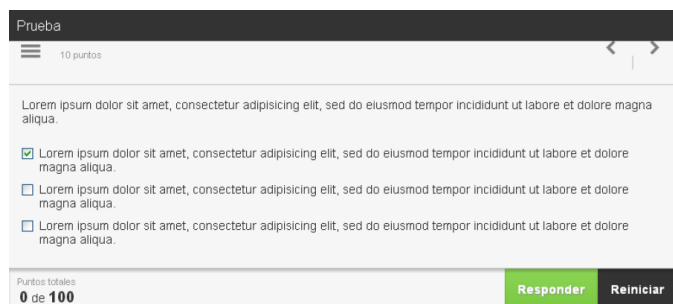
Once a quiz has been created and edited, it has to be included in a project.

To do this, access a page project and click on **"Quiz"** from the



tab. Other components can be added from this tab (see [section 5.7](#))

Depending on the template, a quiz could be added to different pages and pop-ups.



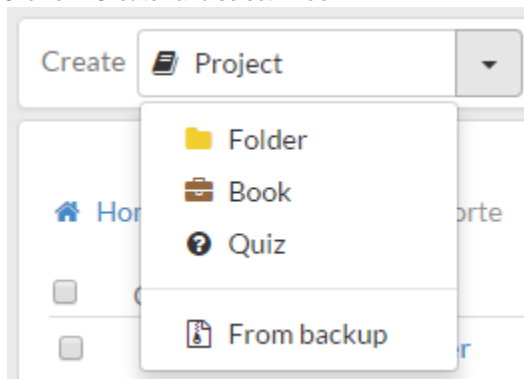
## 7. Creating a book (author)

A book groups several projects under the same umbrella.

Following the printed book philosophy, we can group projects (or **chapters**) in the same book with a common cover. Moreover, the LMS platform **navigation is sequential** (after chapter 1 we access chapter 2).

To create a book:

1. Click on **"Create"** and select **"Book"**.



2. Fill in the creation form ("Book name" and "ISBN" are required fields) and click on **"Create"**.

Create a book
X

**Book name \***

Code

**ISBN \***

Level

Publishing house

3. Go to the book and click on **"Add project"**.

Home

Properties

Publications

Issues

Add project

Preview

Publish

[Home](#) > [workspace\\_soporte](#)

**Important!** This book does not have a cover

## Test book

CODE-49052

Name	ISBN	Publishing house
Test book	12345	-
Code	Level	Creation date
CODE-49052	-	February 12, 2016

4. Browse learningMaker folders for adding projects to the book. To add them, click on **"Add course"**. The book content order can be changed.

Home

Properties

Publications

Add project
X

[Home](#) > [workspace\\_soporte](#)

Code	Name	Template	Options
	Folder	Folder	
	Folder2	Folder	
CODE-47681	<a href="#">NTX-1920</a>	Xunta 2015 SCORM 2004	<input type="button" value="Add course"/>
CODE-48634	<a href="#">Project_EN</a>	Anaya (Multi-página)	<input type="button" value="Add course"/>
CODE-49053	<a href="#">Project_test</a>	Multi-página	<input type="button" value="Add course"/>
CODE-48420	<a href="#">Test_project1</a>	02 Self Teach (deprecated)	<input type="button" value="Add course"/>

5. To set a project as the book cover, click on **"Set as cover"** from the **"Options"** drop-down menu.

Save order

Order	Title	Template	Blocked	Options
0	Project_EN	Anaya (Multi-página)	Free	Options ▾
0	Project_test	Multi-página	Free	Set as cover Unlink book
0	Test_project1	02 Self Teach (deprecated)	Free	

6. Finally, click on **"Publish"** to download the final product.

In addition, we can apply the same actions on a book as on projects and folders (publishing, renaming, deleting...). Also, a book can be converted to a folder (**"Convert to folder"**) or a folder to a book (**"Convert to book"**).

Home > workspace\_soport

Code	Name	Template	Status	Locked	Options
37516e26750...	Folder	Folder			Options ▾
b59d0ccc2070...	Folder2	Folder			
CODE-49052	Test book	Book			
CODE-47681	NTX-1920	Xunta 2015 SCORM 2004	Draft	Locked by admin	
CODE-49010	Shared Quiz	Activities		Free	

- Send to clipboard
- Convert to book
- Show publications
- Rename
- Delete
- Publish

Home > workspace\_soport

Code	Name	Template	Status	Locked	Options
37516e26750...	Folder	Folder			
b59d0ccc2070...	Folder2	Folder			
CODE-49052	Test book	Book			
CODE-47681	NTX-1920	Xunta 2015 SCORM 2004	Draft	Locked by admin	
CODE-49010	Shared Quiz	Activities		Free	

- Send to clipboard
- Convert to folder
- Edit
- Preview
- Delete
- Publish

## 8. Importing/exporting a project (author)

The **export** action allows obtaining the project **edition material** as it is in learningMaker, in order to save it to your computer.

This action is performed frequently to move projects from a learningMaker instance to another.

### Remember

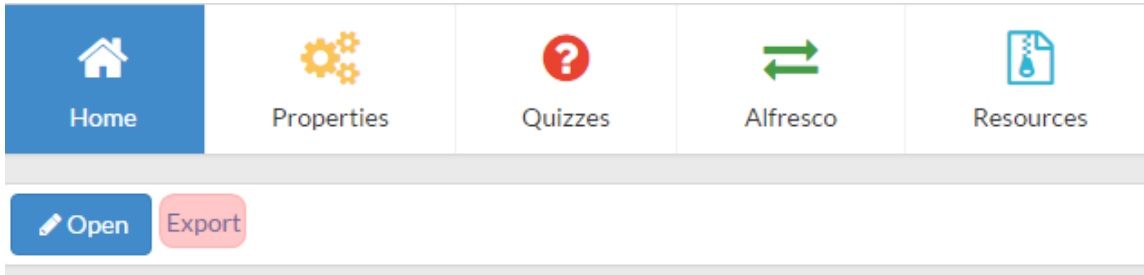
**You should not confuse an export file with a publication.**

A **publication** is the final and fully functional product, that is, it has an index.html page to run and display the content. In addition, when it is published, only the resources that are actually used –those that are linked to project components, are stored in zip.

An **export file** is a work package for editing, including the content and all resources that have been included in the "Resource" folder. The package obtained is not functional, it does not have an index.html page.

### Exporting a project from learningMaker

Go to the **"Home"** tab of the project and click on **"Export"**.



Home > workspace\_soporte > Folder2

# Welcome to learningMaker CODE-49028

Multi-página

The zip file generated can be uploaded again to the tool, in this way we can continue editing it or, for example, it can be used in an external platform.

## Importing a project to learningMaker

1. Select the folder where you want to import the project.
2. Click on **"From back up"** from the **"Create"** drop-down menu.
3. Locate the file in your computer and click on **"Open"**.

