

e-Learning Developer: Best Practices

Design-to-Publish Team Standards

By Christopher W. Dotson, November 2010

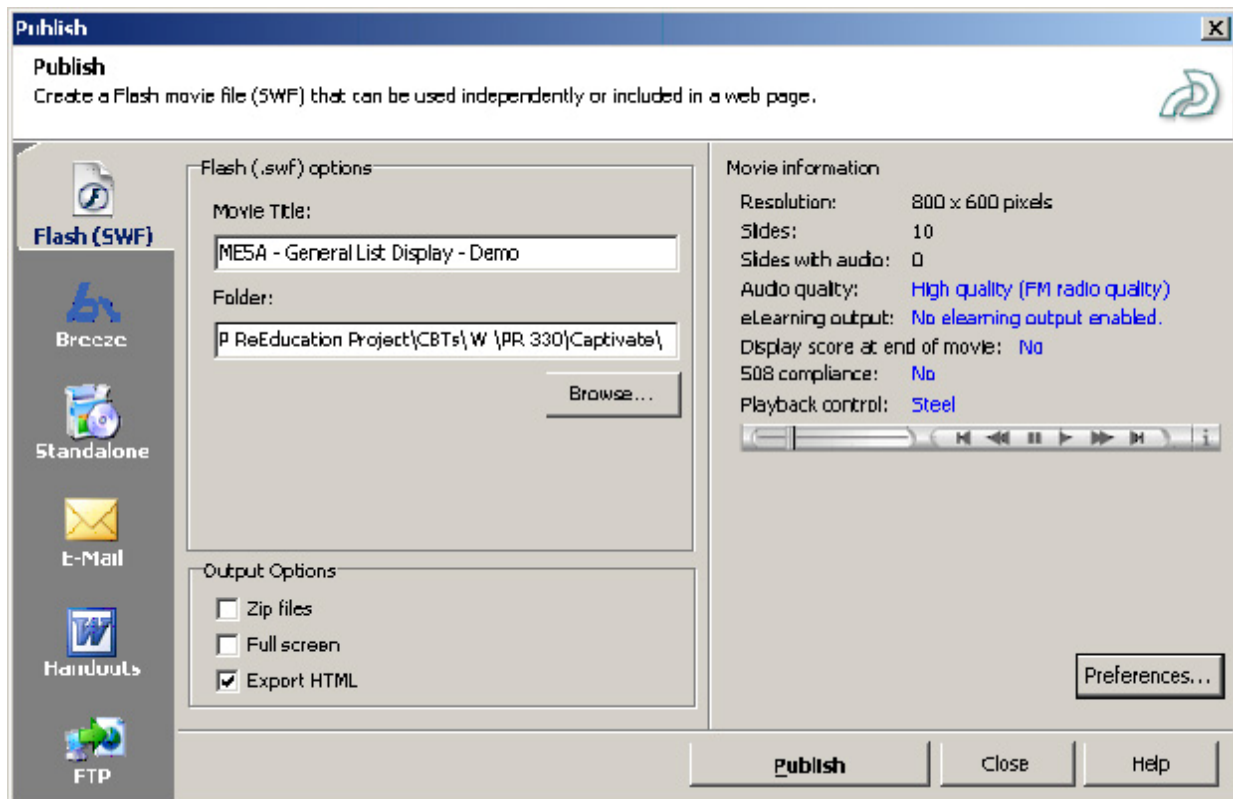
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Project Overview

The purpose of this document is to provide an outline of the Design – to – Publish process which deploys new courses to the LMS, making them available for student registration and certification, along with pointers to specific development guidelines and project templates.

This document will define a standard design-to-publish process for CBTs.



Course Structure - Outline

Refer, also, to the 'elearning Design Doc' (Chapter: Screen Type)

Each course will consist of:

Course Introduction

Module 1 Introduction

Module 1 Objectives

..... <content/body> ..
Knowledge Check. . . LetMeTry
..... <content/body> ..
Knowledge Check. . . LetMeTry
..... <content/body> ..
Knowledge Check. . . LetMeTry
..... <content/body> ..
Knowledge Check. . . LetMeTry

Module 1 Assessment

Module 1 Summary

.....

Module 2 Introduction

Module 2 Objectives

..... <body> .. <practice>.....
..... <body> .. <practice>.....
Knowledge Check. . . LetMeTry
..... <body> .. <practice>.....
..... <body> .. <practice>.....
Knowledge Check. . . LetMeTry

Module 2 Assessment

Module 2 Summary

.....

Course Summary

ToolBook Development Guidelines – Certified Content

Design, Develop, Deploy Certified Content and Performance Assessments

- Developer: Submits course outline, blueprint, and storyboard animations for approval by SME and Manager, usually 2, and sometimes 3 certified reviews.
 - Instructional designs follow standardized eLearning course outline. All templates and module content is SME-approved, prior to implementing.
 - Standardized Word (.doc), ToolBook and Captivate templates must be used to create each document (using standardized eLearning templates - See below).
- ToolBook Instructor 200x: Development based on standard template
 - Each new book saved as an **independent book**.
 - Several backups of each version should be saved to preserve original, plus SME-versions to be created during reviews.
 - Always ensure proper backups of all source materials and content-under-development.
 - Capture and save all major iterations, especially important when many modifications are being made as a result of subsequent, detailed review cycles.

NOTE: Certified courseware and assessments represents a maximum company investment for EDU (i.e., certification and reviews at each phase of development, including team meetings, review/approval cycles, SME and Management team reviews, and content revision increases the value invested in the content).
- All CBT courses developed for the SAP Re-Education IT will be deployed and published via the Sum Total LMS.
 - Follow instructions in ***Chapter Publishing***.
- TEMPLATES: Standardized designs based on pre-defined Developer templates
 - Captivate, Toolbook, and Word.doc templates
 - See folder “***Shared Files***” on Z: drive (e.g.: Z drive mapped to: ***eLearning on 'Netapp3\Training'***)

Review and Comment, Plus Approval Processes

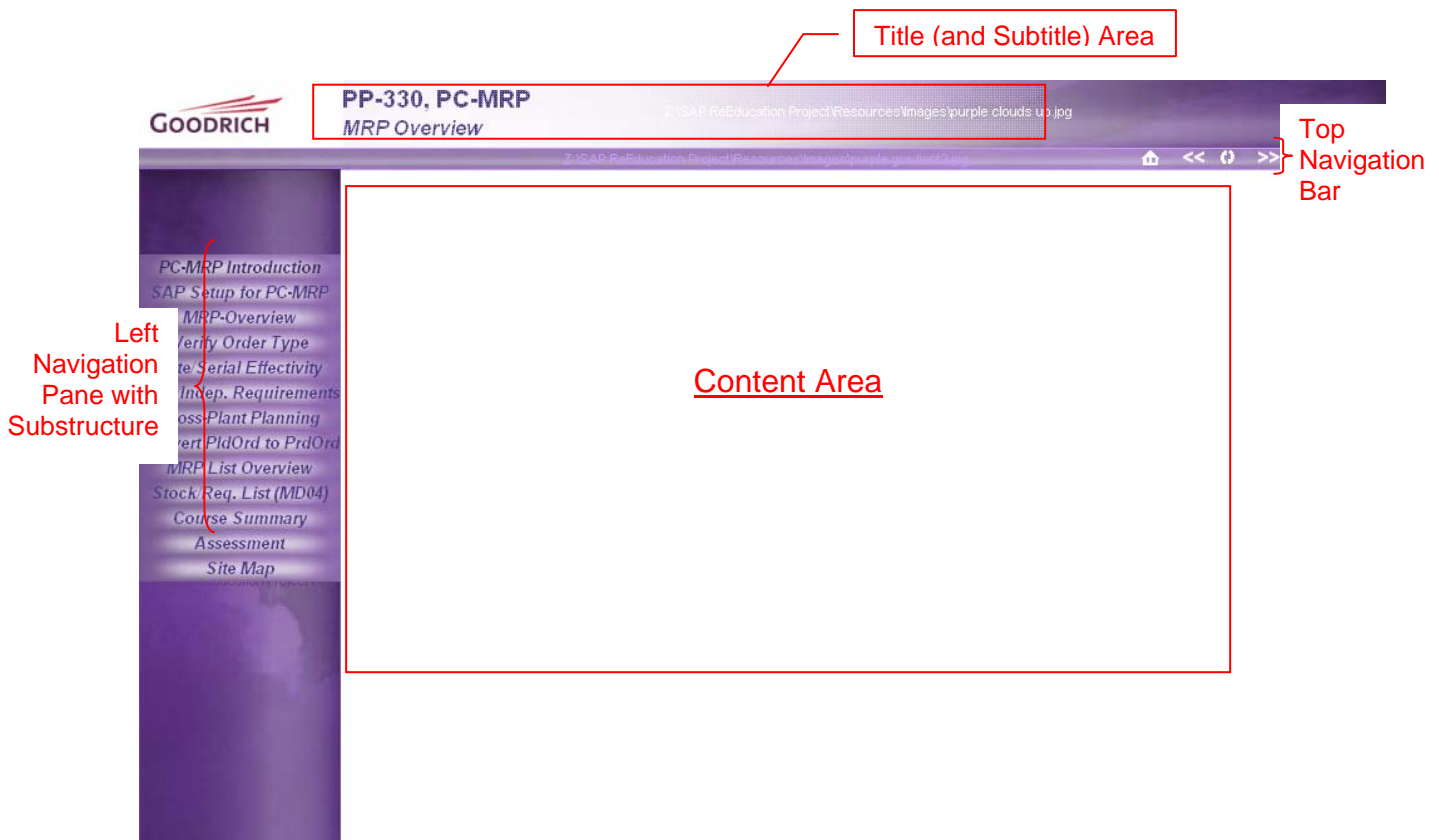
File (document) naming convention for ***each*** submitted document version (for tracking purposes), includes:

- ***Prelim A*** (internal/group Review and Comment version only; SME R&C-detailed; project documents and prototypes)
- ***Draft A*** (Review team R&C - Detailed; SME Approval; project documents and prototypes)
- ***Draft B*** (Review team R&C, as needed project documents and deliverables)
- ***Rev 0*** (All deliverables – Detailed - After final R&C and SME approval project published as ***Rev 1.0***)

All document reviews and approvals, as needed.

- All reviewer comments are to be submitted to the document author via softcopy (i.e., MS *Word.doc* format, plus, **Tools->Track Changes**), unless another, pre-determined change method has been arranged between the reviewer and author.
 - Audio narratives, video recordings and Skype sessions following scripted outline or prototype/slide deck are often acceptable for transcribing and courseware updates.

ToolBook – Standard eLearning Templates (User interface and navigation)





End-User (Student) Navigation

Complete navigation instructions are provided, for each module.

- 1) To begin each course from SPLASH page, click the >> (Forward) button (top, right of viewing area) to proceed to **Course Introduction**.
- 2) Returning students navigate directly to a lesson via the Navigation Panel:
 - a. Click a Navigation Panel button (on left side) to view drop-down list of sub-menu's, or go directly to a selected lesson.
- 3) Click the >> (Page forward) button (top, right of viewing area) or the << (Back page) button to move throughout each lesson.

Standard Navigation Buttons (top, right)

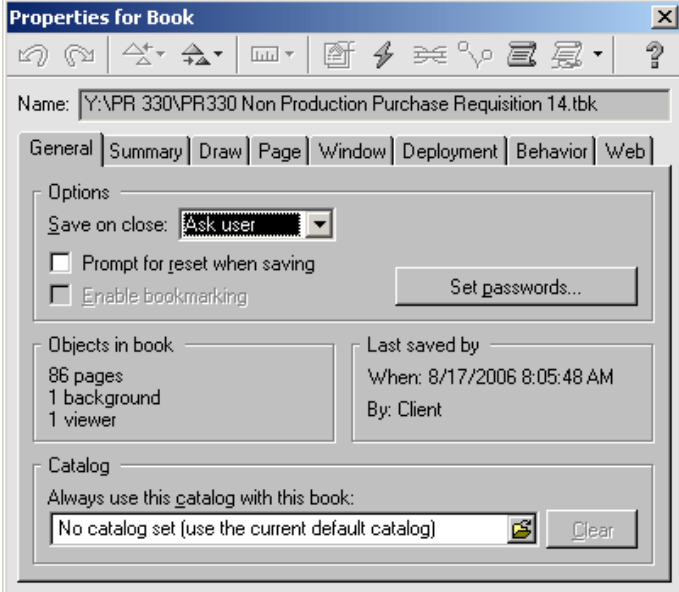
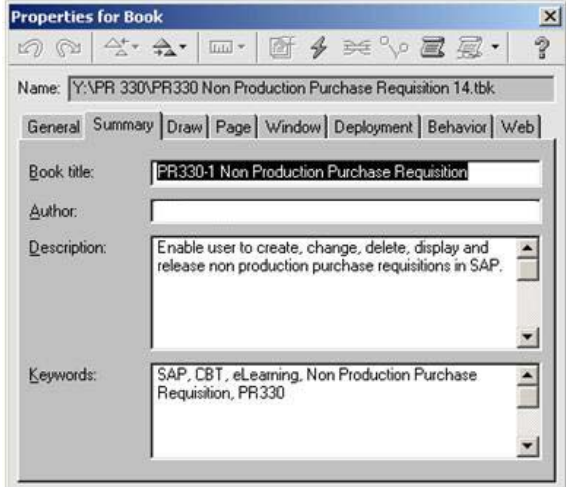
-  Home page (return to 'start' page)
- << Back page
-  Last page viewed (based on viewing history)
- >> Page forward

- ✘ Close application (does not SAVE)
- ① Navigation help

Properties for Book

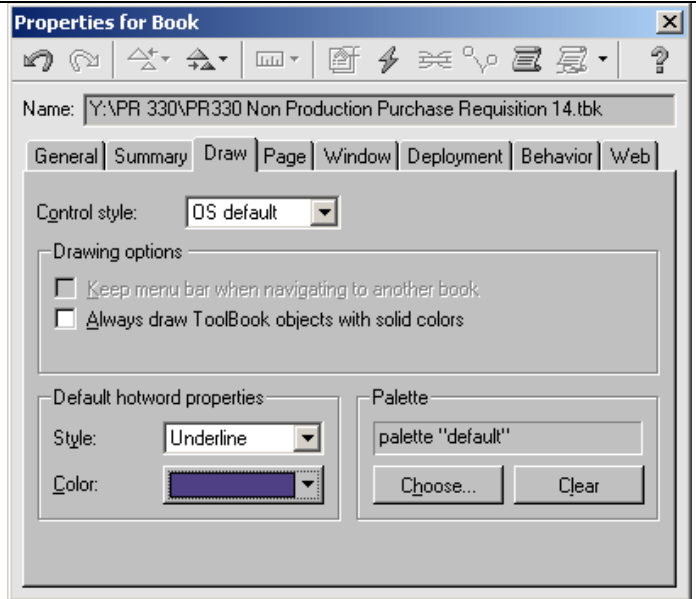
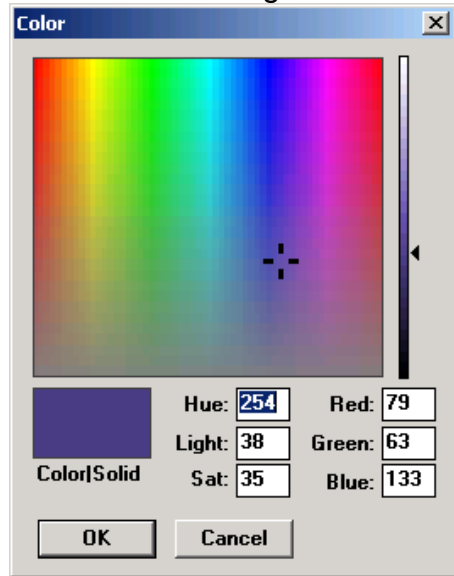
The following table shows the book properties in Toolbook to be used in all standard CBTs.

Sample filenames only: Refer to file-naming conventions and style guides, as well as Perforce paths (and folders and sub-directories) are dependent on the individual user – Change paths, accordingly.

<p>General Tab</p> <p>Save on close: Select “Ask User” .</p>	
<p>Summary Tab</p> <p>Add Book title, author, description and keywords.</p>	

Draw Tab

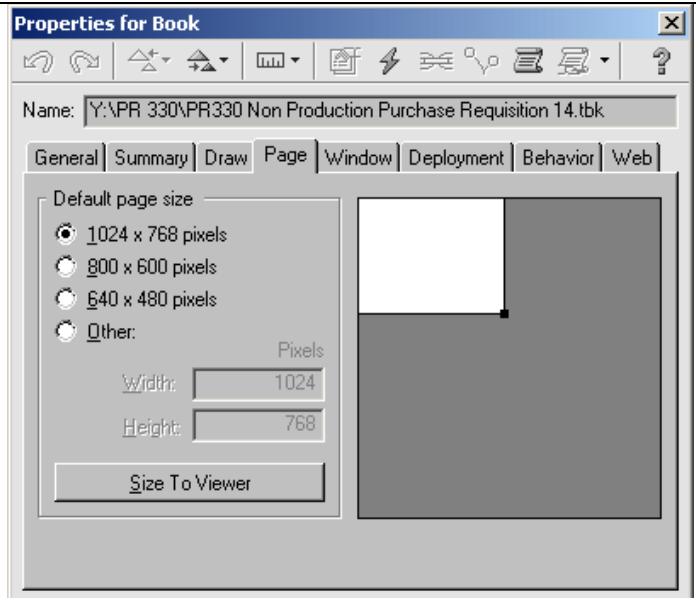
Default hotword properties
Style: underline
Color: use following color

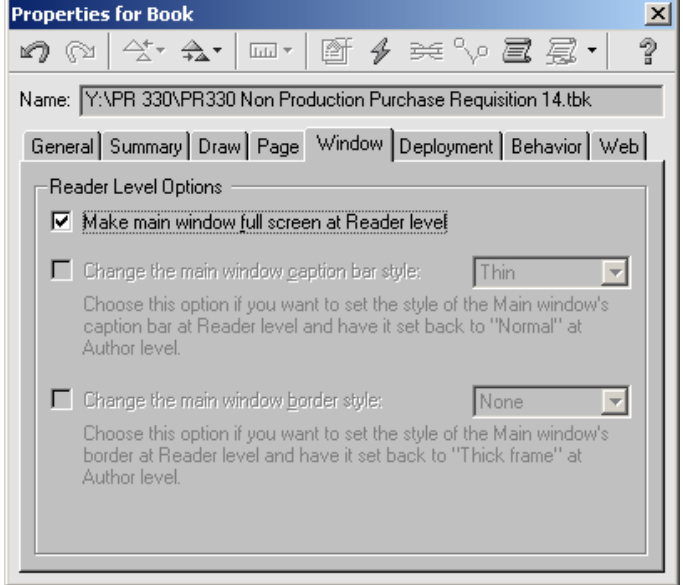
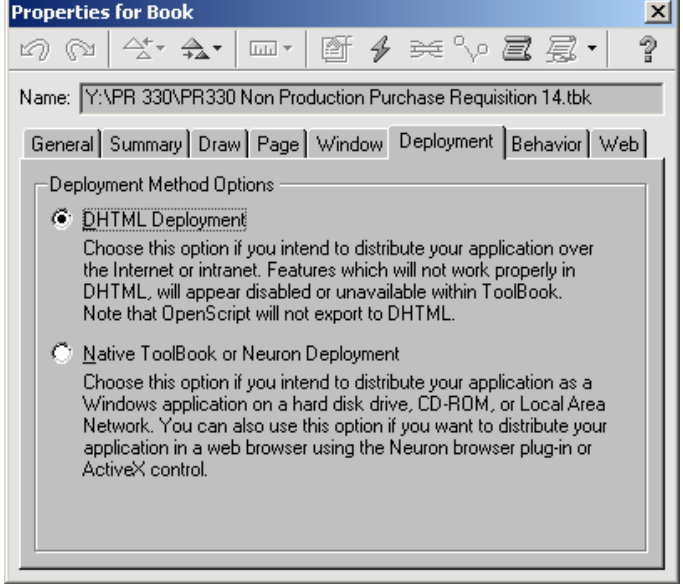


Page Tab

Default page size:
1024 x 768 pixels

(Note: The viewer cannot be used in DHTML deployment)



<p>Window Tab</p> <p>Check “Make main window full screen at Reader level”</p> <p>This is important, so the user will view a full screen without the Internet Explorer navigation bar.</p>	
<p>Deployment Tab</p> <p>Select “DHTML Deployment”</p>	
<p>Behavior Tab</p>	<p>Stays empty</p>
<p>Web Tab</p>	<p>Stays empty</p>

General Guidelines

- Hotwords - unless for a specific reason, Hotwords will be underlined.
- Text and record fields will be borderless unless for a specific reason.
- Text will be left justified.
- Field types are "Word Wrap"
- Line spacing is single.
- Use Hyperlinks instead of Action Editor when possible.

Title and Subtitle Fields

Title Field

- Contents - Course Title
- Name – “Title”
- Use Auto-sizing text field
- Borderless
- Alignment – Draw>Center>Center between sides
- Font – Arial, Bold, 20
- Color – R=60, G=48, B=101

Subtitle Field

- Contents - Module Name
- Name – “Subtitle”
- Use Auto-sizing text field
- Borderless
- Alignment – Draw>Center>Center between sides
- Font – Arial, Bold, 16
- Color – R=60, G=48, B=101

Left Navigation Links – Hyperlinks to beginning of each module

Left navigation buttons will reflect the course structure and link the user to the appropriate module, page or assessment.

Content Area

Regular text in the main portion of the ToolBook page (bulk of your text) will be Arial 12 point. While any tips/hints on the same page in the main portion will be Arial 8 point.

Toolbook Best Practices

Toolbook Best Practices

General Guidelines

- Save multiple versions of your book. This will allow you to return to a prior version in the event significant changes are made to your content or the transactions render the latest version unusable.

NOTE: Saving under a different name condenses the file size, especially for large projects.

- Give every course object, including pages, a unique name. This will help in many ways as you build functionality into the course, and as you examine course properties, measure student progress, and assess student performance. Also, when using the object browser, you will be able to identify each object using a name which describes the original object instance.
- When using borderless fields, enter text before editing properties so you can view the field on the page.
- Add a ToolTip for navigation buttons that do not have captions so users can identify the function of each object.
- Name your associated files carefully. Have the name reflect the object and its use (e.g., Next_checked)
- JPG and GIF file formats are compressed and useful for developing images you intend to export the Web. Refer to standard publishing practices, “Saving images with Toolbook, Framemaker and Captivate.
- For Graphic types, generally apply Reusable Graphic for all course graphics.
- Use Web Graphic type to display a graphic or an animated GIF in a DHTML course.
- For increased performance, use Hyperlinks instead of Action Editor when possible.
- You should set your **desktop screen resolution to match the maximum resolution for student populations (e.g. 1024 x 769)** during all Toolbook development to ensure the Toolbook layout/position of objects, scroll bars will be match the published DHTML version.
- When deploying Toolbook files on the web, there are some functionalities not working properly:
 1. The property “skip navigation” for pages does not work.
 2. All buttons need to have “Exclude from tab order” checked, otherwise they will have a dotted line around them when published on the web.
 3. The “skip movie” buttons cannot have the action “stop all media”. This leads to an error message when using the button.
 4. The actions editor has some problems performing logical checks (if, then, else...).
 5. Animation works only for moving elements over the screen. Sizing objects does not work.

Templates

- A template is a pre-built book that provides the basic layout/structure for your application. This allows each book to have a standard look and feel.
- ToolBook comes with pre-built templates but Goodrich should create their own so our books look and feel the same across the corporation.
- At a minimum, the Goodrich template should set the Deployment method to DHTML instead of Native. To set the Deployment method, click on Object, Properties for Book. Then go to the Deployment tab.
 - DHTML
 - Allows for deployment over the internet or intranet.
 - However, you cannot use OpenScript programming within your books. Instead, use the Actions Editor visual programming tool. It is designed to give non-programmers control over object behavior and properties using while loops, if statements, variables, arrays, etc.
 - Additional considerations with DHTML are included in the DHTML Export Considerations document.
 - Native
 - Requires the Neuron browser plug-in on each PC that will run the book.
 - Does not support the SCORM standard.
- **ATS** warned that all objects must be visible on the page and not overlap the edge of the page. If they overlap the page, you will get a scroll bar when the course is reviewed by a user.

Backgrounds

- The background determines the base for each page of your book:
 - Color, pattern, buttons, location of buttons, etc.
 - ATS suggested using 800 x 600 resolution for better viewing
- If you have items that will be the same on each page, make them part of the background. Then try to use that background for each page.
- Each background you create is stored in the application. As long as one page is using a background, it will remain in the application. Therefore, limit the number of backgrounds to keep your book as small as possible.

Graphics and Resources

- Limit the number of graphics and objects in a book or reduce their overall size.
- Place graphics on an object so it will be stored as a Resource. Resources can be re-used in your book thus reducing your book size.
- Remove any unused Resources from your book when you are finished.

Media

- For streaming media files, select the Universal Media Player from the ToolBook Catalog. When your book is executed on a PC, it will play the file using the Windows Media Player.
- Due to the large size of AVI files, don't use AVIs for playing videos over the internet.
- Limit the overall size of video files. Several small files are better than one large one.

The following needs to be done to a ToolBook file so it can communicate with TotalLMS

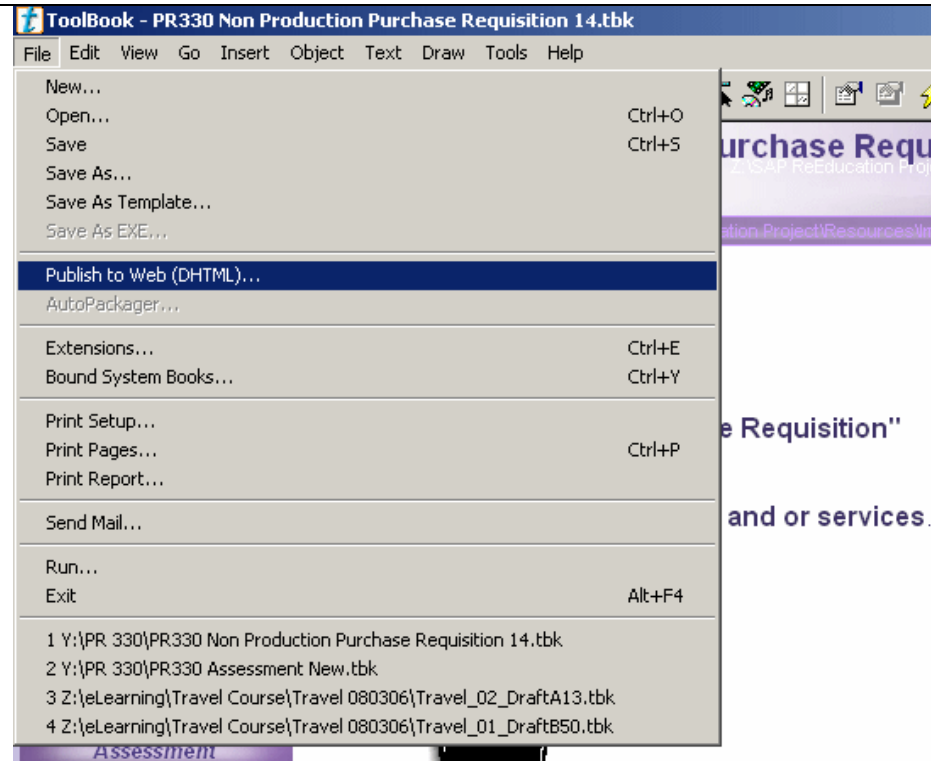
- Ensure your book contains an LMS aware 'Exiting' method. This instructs ToolBook to relay the course data back to the LMS.
 - Use one or more of the following ToolBook Catalog Objects
 - Suspend Lesson
 - Mark As Complete
 - Discard Results
 - Discard Lesson
 - Use the Exit Lesson event (Actions Editor command)
- Ensure that scoring is enabled in your book.
 - Click on Object, Properties for Lesson. On the Behavior tab, check the 'Tally and record score at end of session' option.


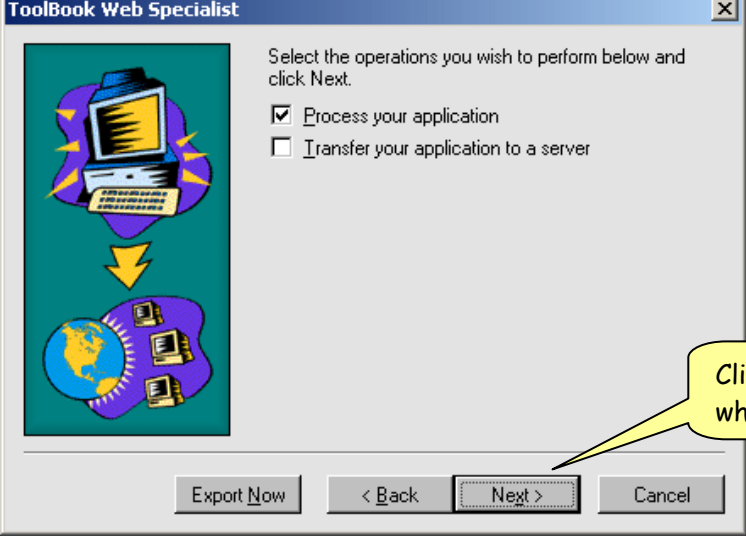
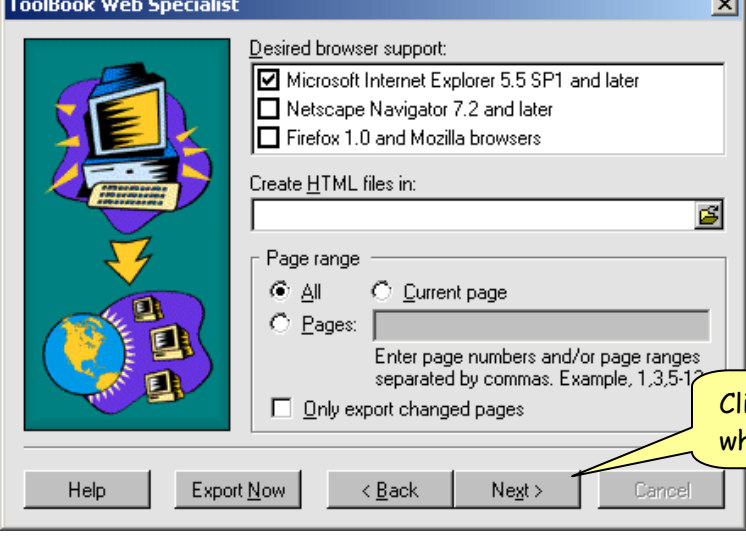
Saving

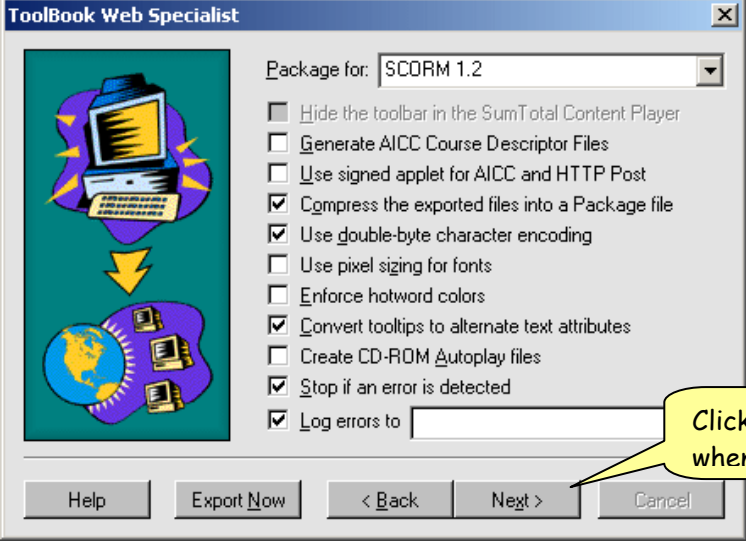
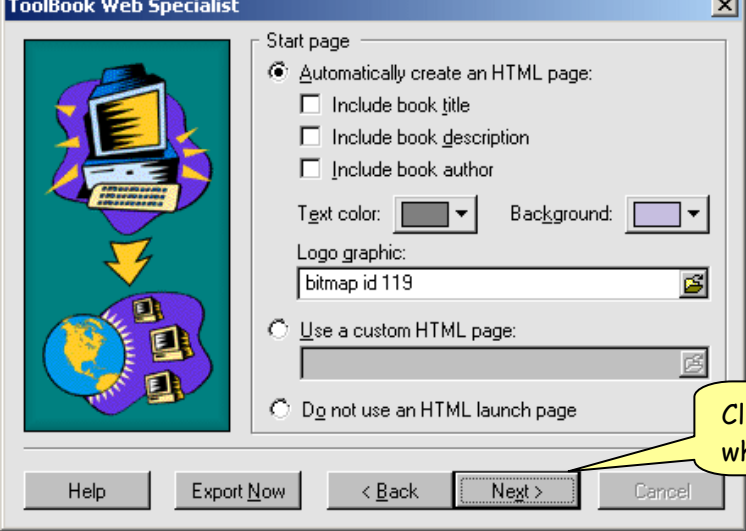
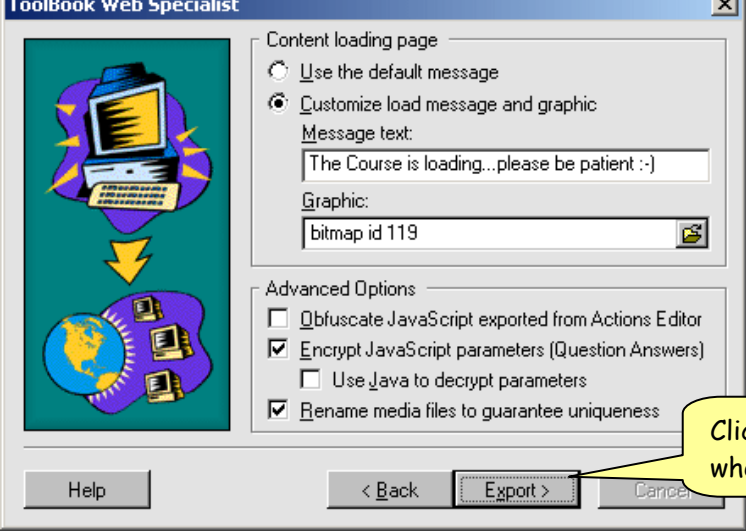
- When saving your book prior to publishing, choose the Reset Option to prepare your book to be run by the user. This puts all the pages and objects in their reset state.
- When saving your book, the ToolBook file will ALWAYS get larger in size. Prior to publishing, perform a Save As to your book and designate a filename other than the present file name. This will force ToolBook to create a copy of your current book from the ground up, effectively cleaning out all the extraneous deleted items from your book, resulting in a smaller, compacted book.

Publishing

- To publish a book to the TotalLMS system, follow the steps below.

<p>In Toolbook Authoring Mode go to File > Publish to Web (DHTML)...</p>	 <p>The screenshot shows the ToolBook application window titled 'ToolBook - PR330 Non Production Purchase Requisition 14.tbk'. The 'File' menu is open, and 'Publish to Web (DHTML)...' is selected. Other menu items include New..., Open..., Save, Save As..., Save As Template..., Save As EXE..., AutoPackager..., Extensions..., Bound System Books..., Print Setup..., Print Pages..., Print Report..., Send Mail..., Run..., and Exit. A list of recent files is visible at the bottom of the menu.</p>
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<p>The system will open the Toolbook Web Specialist. For our purposes we will use the Expert function.</p>	
<p>In the Expert Mode, you will have the first option checked. For creating the packaging file for the LMS you don't need to transfer your application to a server at this point of time.</p> <p>(If you wish to transfer your application to a server, follow the instructions in chapter <i>Serversettings</i>.)</p>	
<p>At Goodrich the standard Internet browser is Microsoft IE.</p> <p>Toolbook will suggest where to create your HTML files. Verify or change this information.</p> <p>The page range for packaging should be "All".</p>	

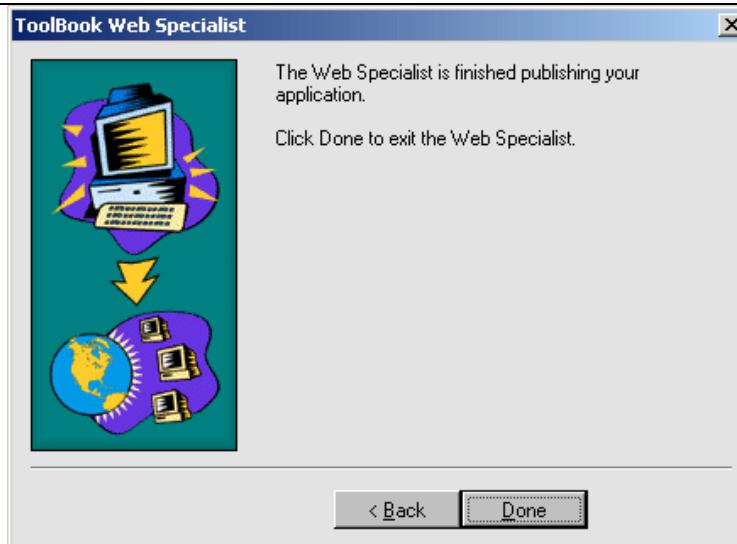
<p>The correct packaging option for the LMS is SCORM 1.2.</p> <p>Don't forget to check the field: "Compress the exported files into a Package file"</p> <p>(If you wish to log detected errors, verify the location of your error log.)</p>	
<p>Let Toolbook create an automatic HTML page. Toolbook needs this page for the full screen mode. The logo used is the official Goodrich Logo.</p>	
<p>Use the customized message and graphic (Goodrich Logo).</p> <p>Leave the Advanced Options as is, but make sure to have "Rename media files to guarantee uniqueness" checked.</p>	

<p>The system will start processing. Be patient. Depending on the size of your book, this may take a while.</p>	
<p>When the conversion is done, you can look at your file via Preview. However, you should preview your HTML output before you start the packaging process.</p>	
<p>The next step in your process is to start the actual packaging of the just created files.</p>	

The system will start processing again...

When the processing is done, you will get the finishing message.

Click "Done" to exit the Toolbook Web Specialist.



Serversettings


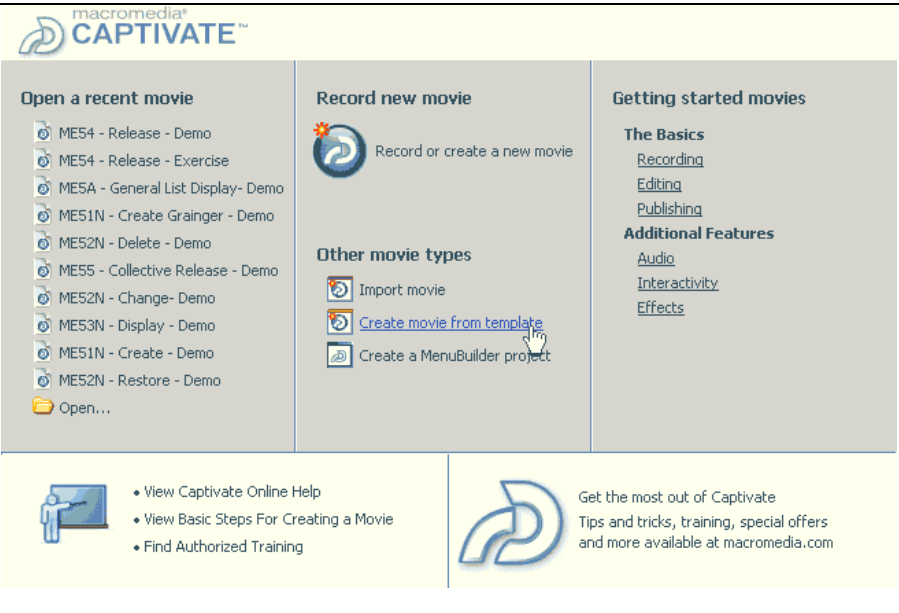
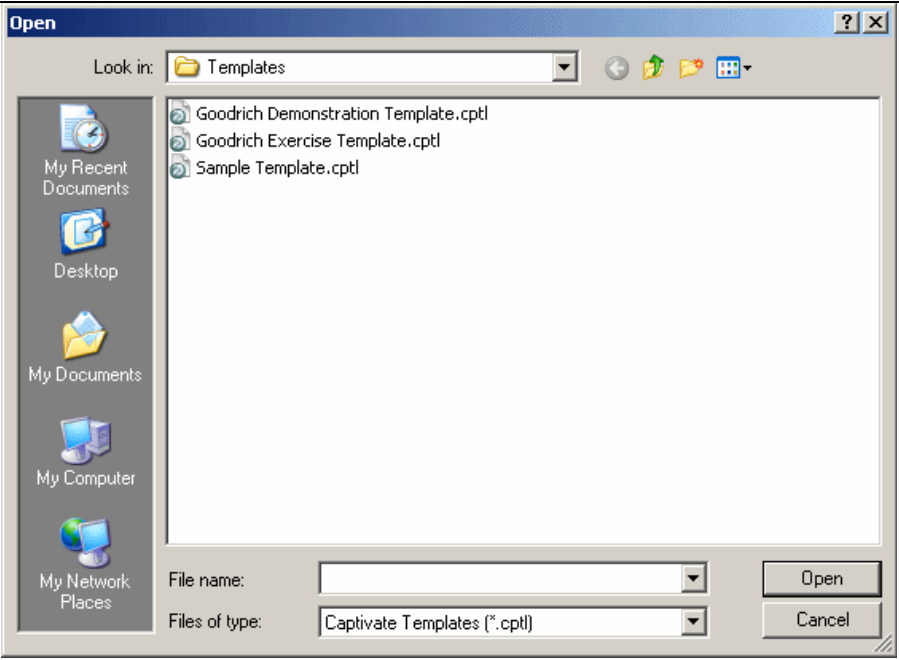
Before you upload your Course into the LMS, you can use the server to "publish" for review of your peers or SMEs or other editors. The publishing settings are:

Server: 159.88.10.196
Login name: Goodrich*YOUR LOGIN NAME*
Password: *YOUR PASSWORD*
Directory: CBT/*YOUR SUBDIRECTORY*

Captivate Development Guidelines

Although Captivate would allow one step recording for a demonstration/exercise, the editing of both would take longer than the recording of demonstration and exercise as separate files. The following guidelines show how to record a demonstration and how to record a separate exercise.

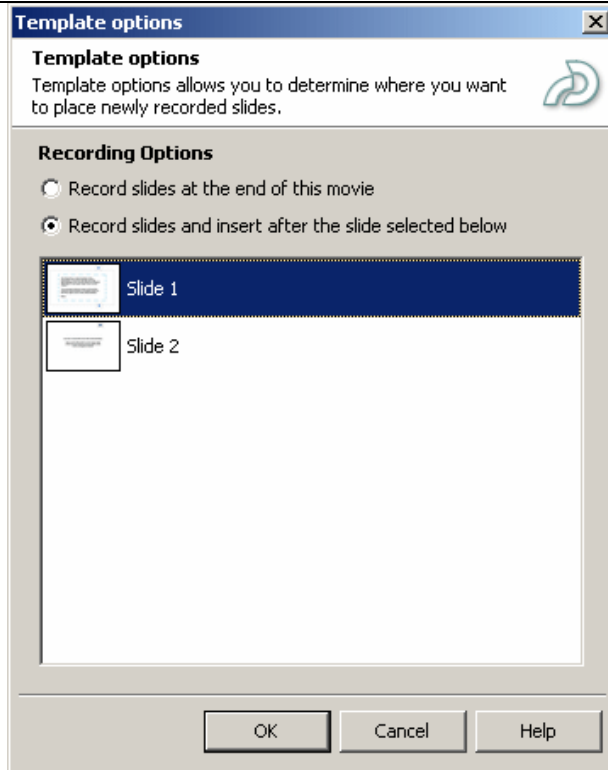
Set-up and Record Guidelines: Demonstration

<p>Launch Captivate</p>	 <p>Macromedia Captivate</p>
<p>On the Captivate launch screen, click the “Create movie from template” link.</p>	 <p>The screenshot shows the Macromedia Captivate launch screen. It features three main sections: 'Open a recent movie' with a list of recent projects, 'Record new movie' with options to 'Record or create a new movie' and 'Other movie types' (Import movie, Create movie from template, Create a MenuBuilder project), and 'Getting started movies' with links for 'The Basics' (Recording, Editing, Publishing) and 'Additional Features' (Audio, Interactivity, Effects). At the bottom, there are links for 'View Captivate Online Help', 'View Basic Steps For Creating a Movie', and 'Find Authorized Training', along with a Macromedia logo and a link to 'Get the most out of Captivate'.</p>
<p>On the Open window, locate the correct folder on the shared network drive \elearning\shared files\ and pick the “Goodrich Demonstration Template.cptl” file.</p>	 <p>The screenshot shows a Windows 'Open' dialog box. The 'Look in:' field is set to 'Templates'. The file list contains three files: 'Goodrich Demonstration Template.cptl', 'Goodrich Exercise Template.cptl', and 'Sample Template.cptl'. The 'File name:' field is empty, and the 'Files of type:' dropdown is set to 'Captivate Templates (*.cptl)'. The 'Open' and 'Cancel' buttons are visible at the bottom right.</p>

On the Template options window, select the first slide and the option “Record slides and insert after the slide selected below”. Then click OK.

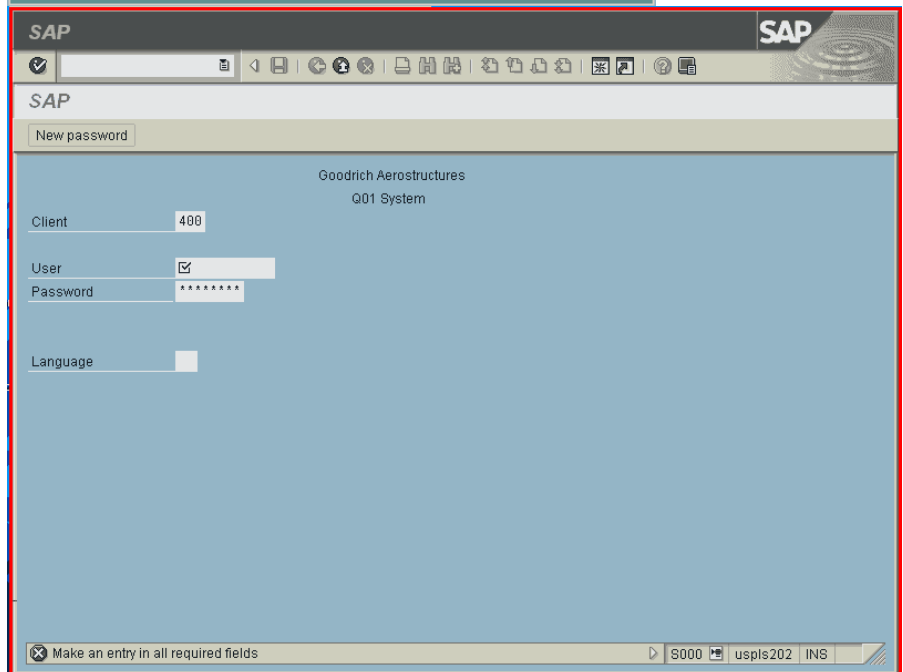
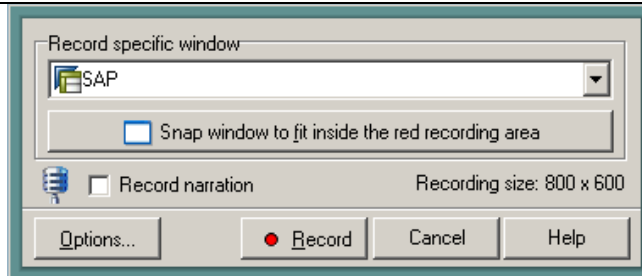
Note: The first and last slides of the movies are always the same.

By using the template, the correct **recording size** of 800x600 is already preset.



In the “Record specific window” window you can open the dropdown list, pick SAP and click on “Snap window to fit inside the recording area”. This way the SAP window will be sized to the recording area.

Next click on the Options button.



In the Recording Options window, on the Recording Options tab, set the following settings:

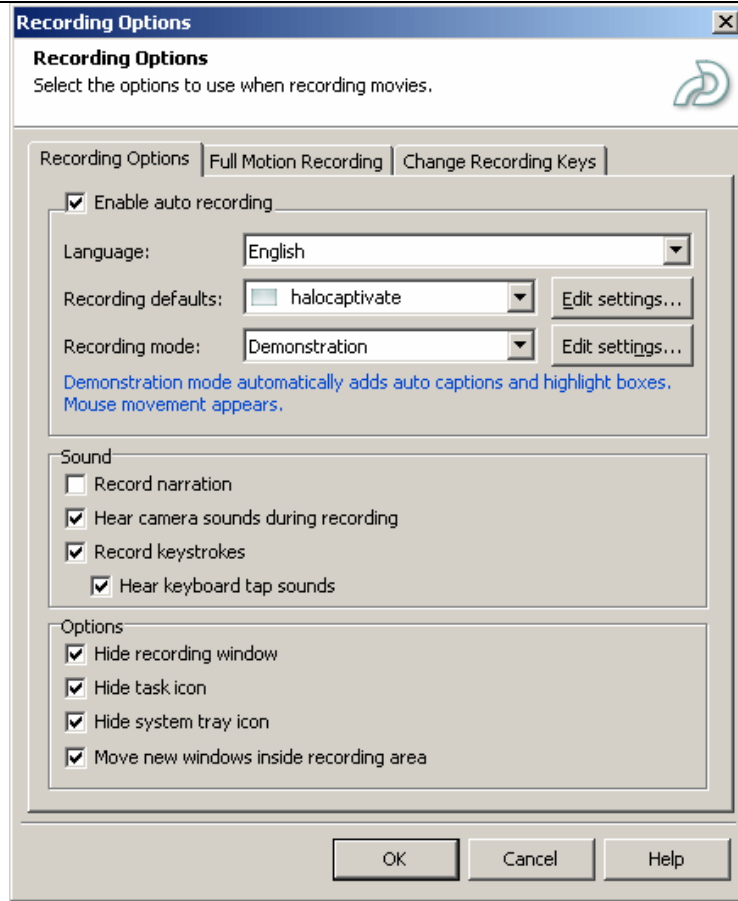
- Enable auto recording: checked
- Language: English
- Recording defaults: halocaptivate
- Recording mode: Demonstration

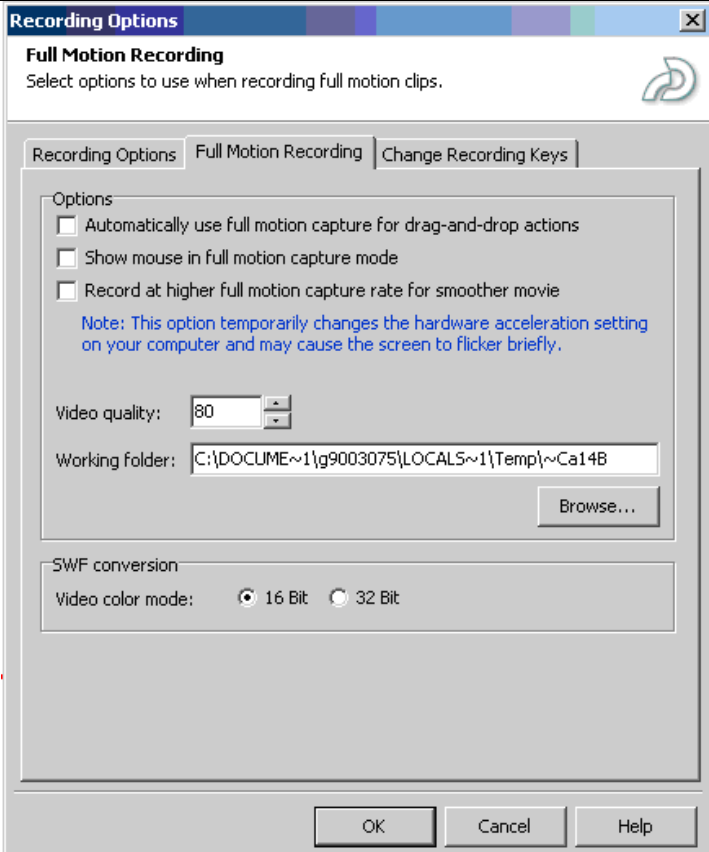
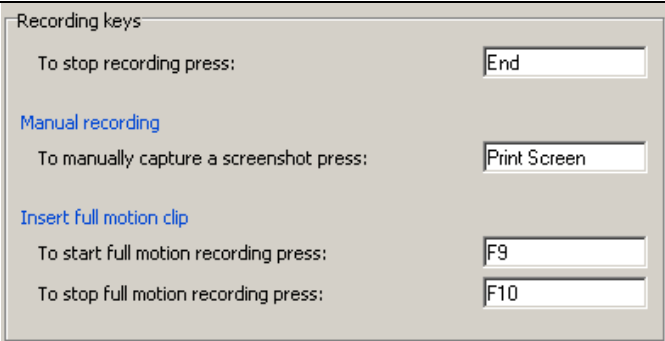
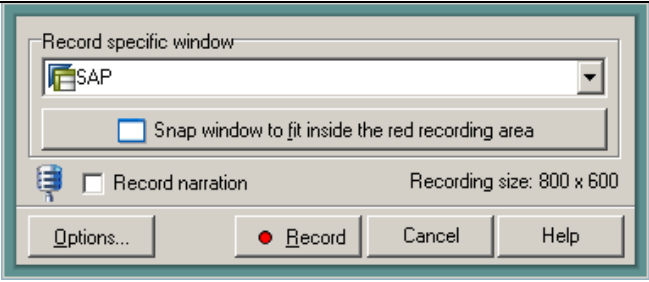
Sound:

- Record narration: unchecked (unless you wish to capture the comments of your SME while recording)
- Hear camera sounds during recording: Checked (so you will be able to tell if a screen was captured or not and possibly be able to insert a screen manually while recording)
- Record keystrokes: checked

Options:

- Hide recording window: unchecked or checked
- Hide task icon: unchecked
- Hide system tray icon: unchecked
- Move new windows inside recording area: checked



<p>In the Recording Options window, on the Full Motion Recording tab, set the following settings:</p> <p>Options: Uncheck all boxes</p> <p>SWF conversion: 16 bit</p>	
<p>In the Recording Options, Change Recording Keys tab you can change the recording keys if you like.</p>	
<p>Click the OK button.</p>	<p>The Recording Options window will close and you can start recording.</p>
<p>Click the Record button to record your following software steps. Every time you do something new you will hear a camera click, and you will hear a tapping sound as you enter text.</p>	

When you have finished your recording, press the End key. Captivate will open and allow further editing of the demonstration.

Best Practices for Clean Captivate Captures

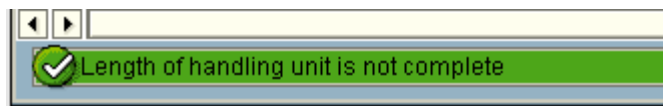
Remember that Captivate takes a new picture (or creates a new slide) each time you:

- Click any mouse button while the cursor is in the capture area
- Click or press a capture key
- Open a menu or submenu, or select a menu item
- Open a dialog box or a property page
- Click a toolbar button
- Begin dragging, during the drag process, and when you drop
- When recording in Captivate make sure to record under an end user logon in SAP. Super users, SMEs or Administrators may have different screens and additional buttons than the end user.

Sometimes SAP will open drop down lists overlapping the lower edge of the capture screen. One little trick helps to avoid this. Move your SAP window (and Captivate recording frame) to the lower right corner of your screen.

To minimize the amount of slide clean-up required during editing, be aware of each and every mouse click and key stroke you make. Typos cannot be edited!

Note that Captivate does not always recognize that the screen has changed when a status message appears in the SAP Status bar. Therefore, it is a good idea to use your predefined screen capture key (usually PrtScn) or click your mouse somewhere on the screen (a manual capture) when you wish to capture the contents of the Status bar.



When recording SAP screens, avoid dragging your scroll bar – instead, click the scroll arrows to move up, down, and across the SAP screen.



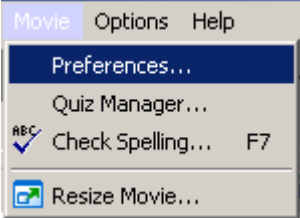
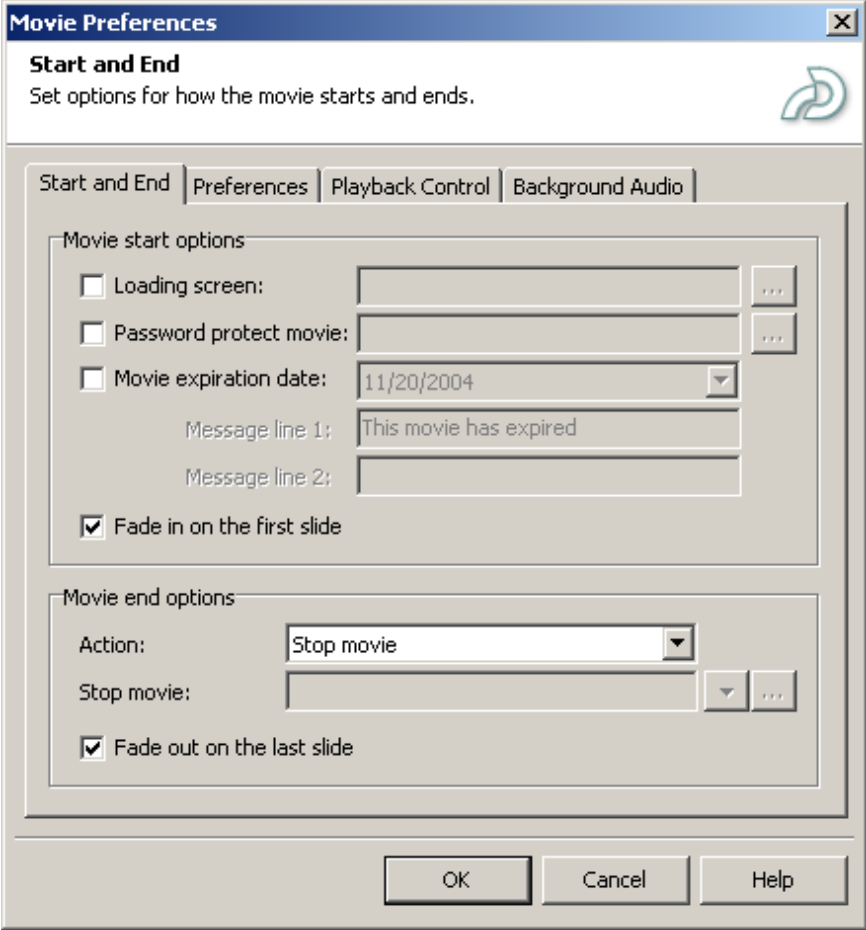
Also prefer to use the screen buttons whenever possible. Do not use the Enter key on the keyboard, even if the result is the same. This way the recorded actions are less confusing for the learner.

Editing Guidelines

Now that you have recorded your movie, you will need to set the editing preferences.

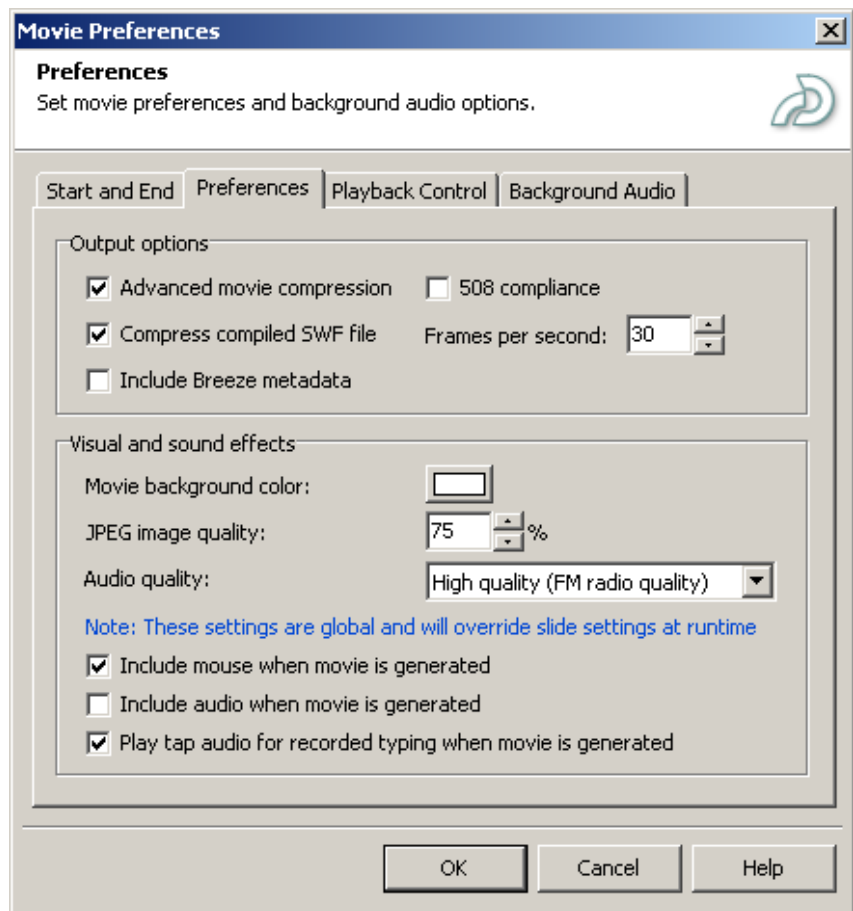
At the beginning of the **Exercise** Captivate movies, have a Text Caption appear that tells the learner to use their **Enter** key instead of their **Tab** key where appropriate.

To set Movie Preferences:

<p>1. On the menu, click Movie > Preferences</p>	
<p>2. On the Movie Preferences dialog, Start and End tab, set the following:</p> <ul style="list-style-type: none"> • Loading screen: unchecked • Action: Stop movie • Fade in on first slide: checked • Fade out on the last slide: checked <p>All others should be unchecked</p>	

3. On the **Movie Preferences** dialog, **Preferences** tab, set the following:

- **Advanced movie compression:** checked
 - **Compress compiled SWF file:** checked
 - **Include Breeze metadata:** unchecked
 - **508 compliance:** unchecked
 - **Frames per second:** 30
-
- **Movie background color:** white
 - **JPEG image quality:** 75%
 - **Audio quality:** High quality
-
- **Include mouse when movie is generated:** checked
 - **Include audio when movie is generated:** unchecked
 - **Play tap audio for recorded typing when movie is generated:** checked



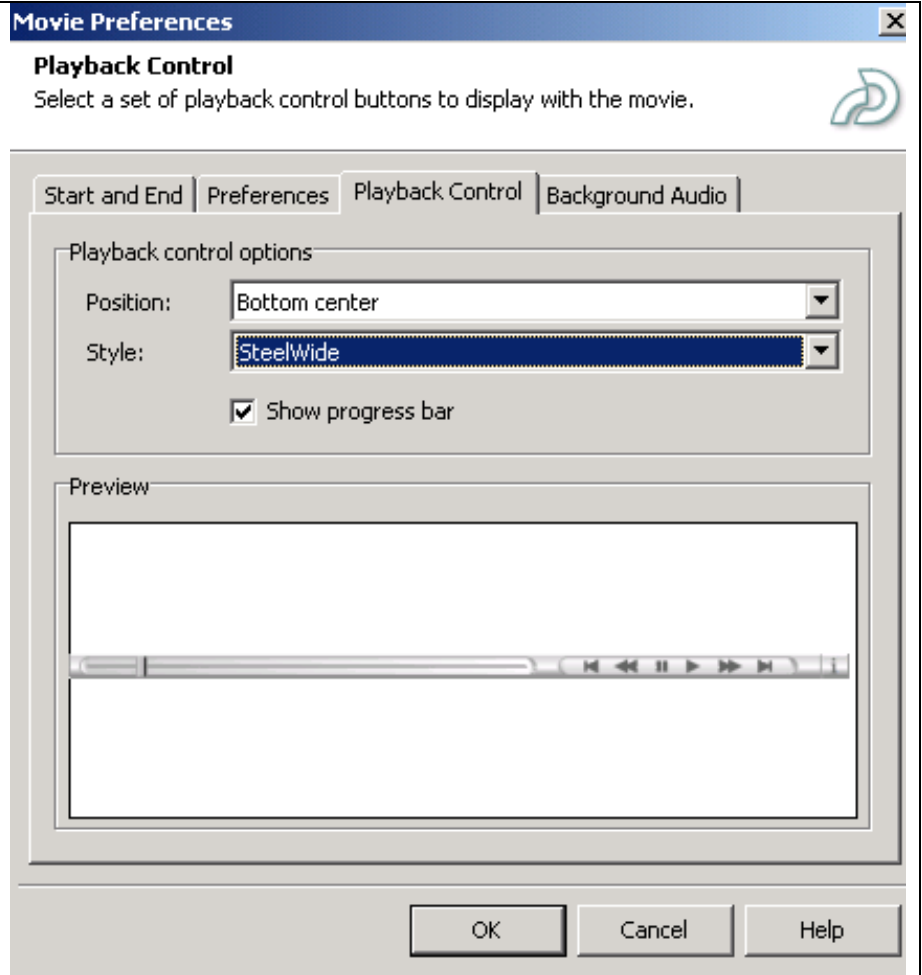
4. On the **Movie Preferences** dialog, **Playback Control** tab, set the following:

For Demos (only):

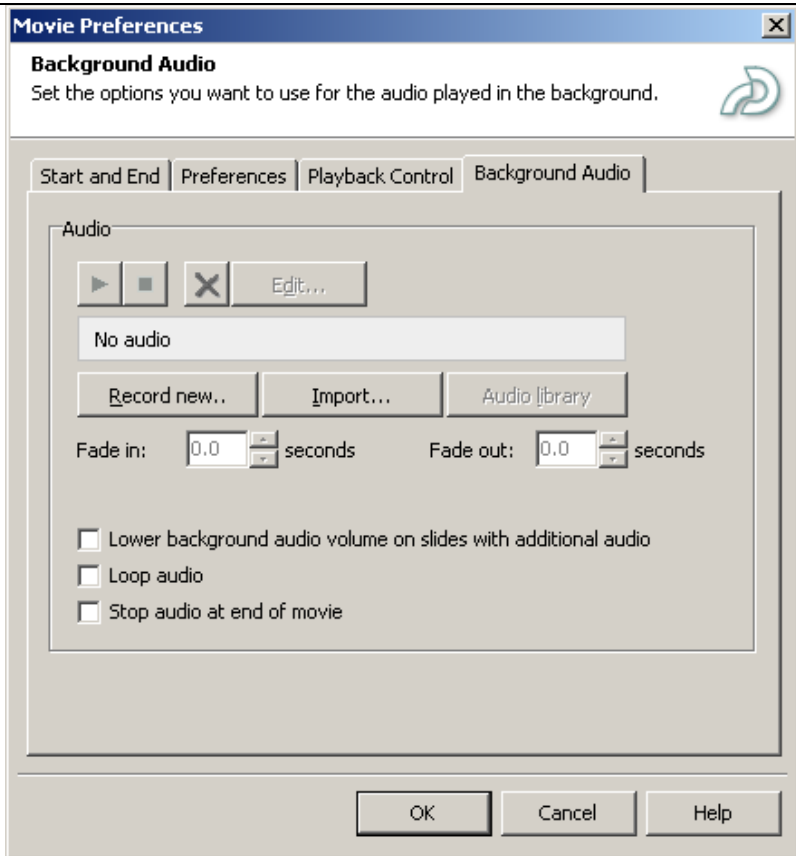
- **Position:** Bottom center
- **Style:** SteelWide
- **Show progress bar:** checked

For Exercises (only):

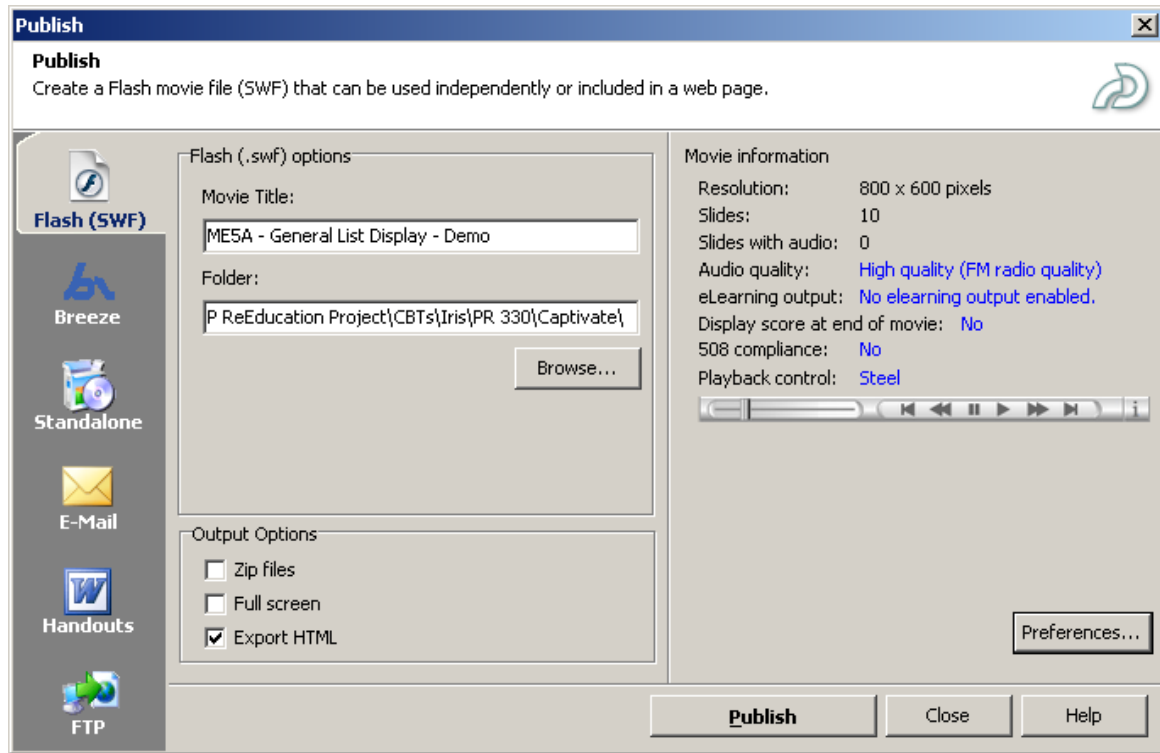
- **Position:** None



5. Leave the settings in the last tab as is.
6. Click OK.



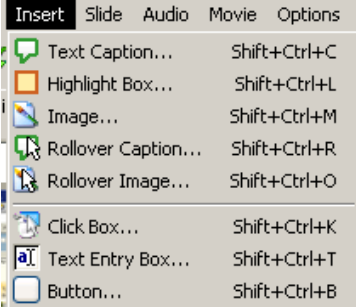
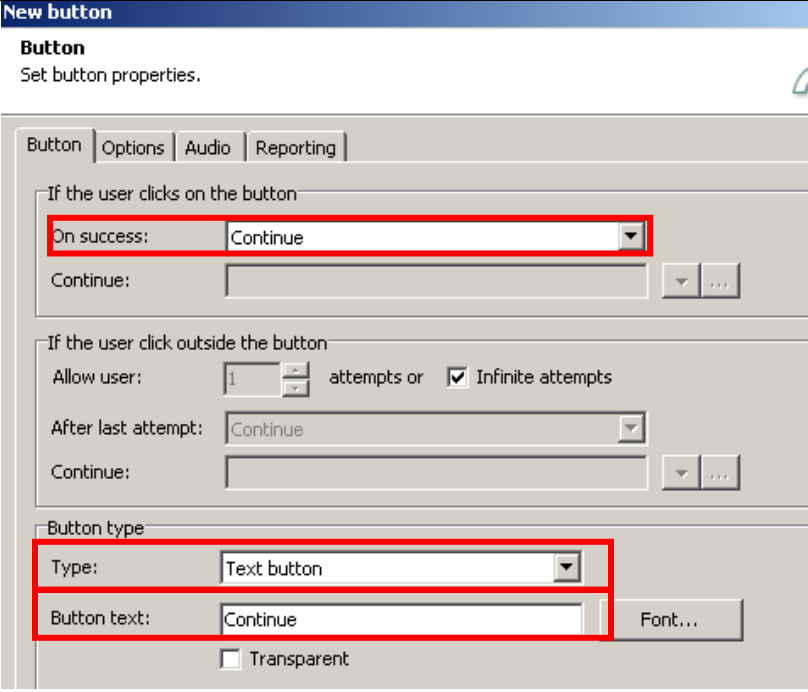
When publishing a movie, use the following settings. Replace the movie title and Folder with your specifics. You have already set the preferences earlier, so you can ignore them now.



Editing Guidelines

When you create Text Captions that have more than 25 words, you want to insert a Continue button within the same Text Caption that must be click in order for the movie to proceed. This gives the learner time to read the text at their own pace.

To create Continue buttons within Text Captions.

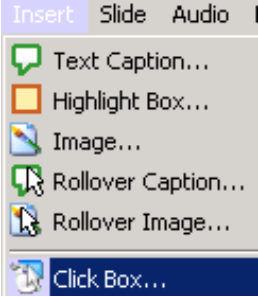
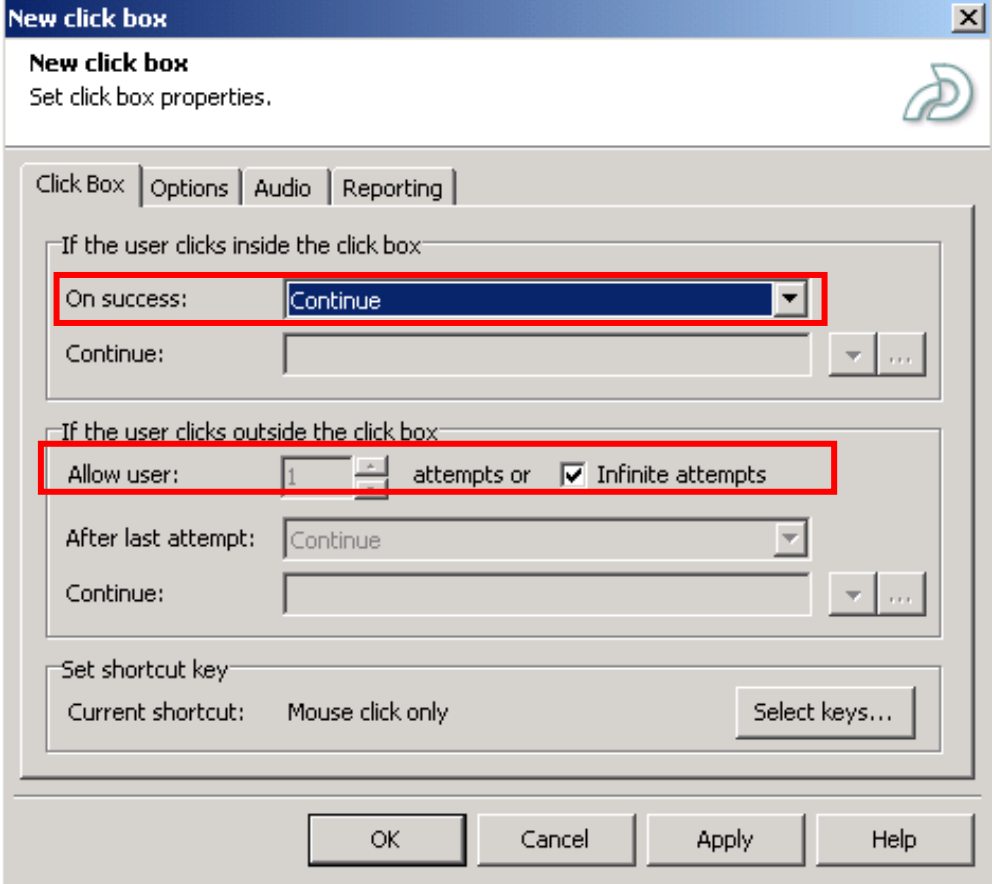
<p>Within the Text Caption that has more than 25 words</p> <p>1. On the menu, click Insert > Button</p>	
<p>2. In the New button dialog, Button tab, make the following selections:</p> <ul style="list-style-type: none"> • On success: Continue • Type: Text button • Button text: Type in "Continue" <p>3. Click OK button.</p>	
<p>Here is an example:</p> <p>Again the functionality of the Continue button is that when the learner is done reading the text then they click on the Continue button to go on.</p>	<p>This is all the list information needed for the first line item. To make things easier for you, I will add the second line item for you.</p> <p>However, practice makes the expert, so when you start entering Non Production Purchase Requisitions on a regular basis, you will see how easy it really is.</p> <p>If you expect to perform these transactions on a very random basis, use your SJs or this online training to refresh your memory.</p> <p style="text-align: right;">Continue</p>

Editing Guidelines

In the **exercise** Captivate movies, when you have slides that you want the user to interact with, usually to click somewhere on the slide, when the user clicks in the wrong area, you will use a hint in the Failure Caption instead of using the Hint Caption object.

When the user clicks in the wrong area the Failure Caption will appear but with a text hint in it **and** pointing to the correct area to click in.

To set the click box:

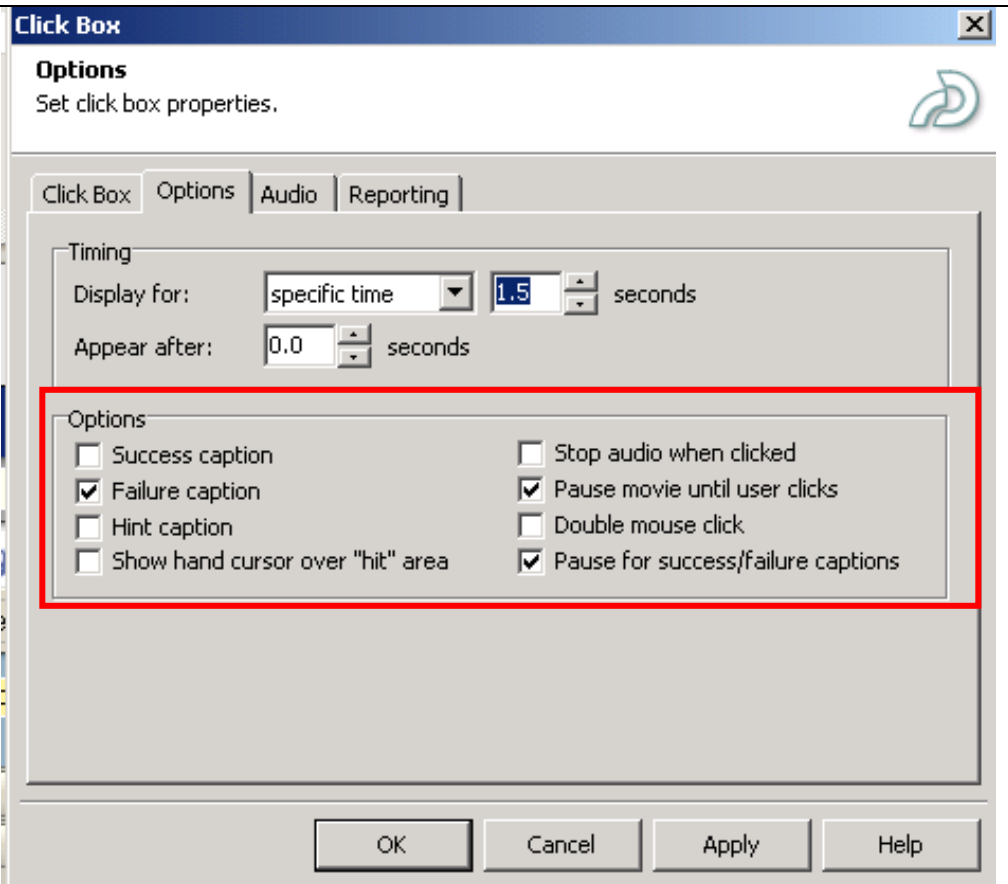
<p>1. On the menu, click Insert > Click Box</p>	
<p>2. On the New click box dialog, Click Box tab, set the following:</p> <ul style="list-style-type: none"> • On success: “Continue” or from the drop-down list choose “Go to next slide” • Allow user: check “Infinite attempts” <p>All others should be unchecked.</p>	

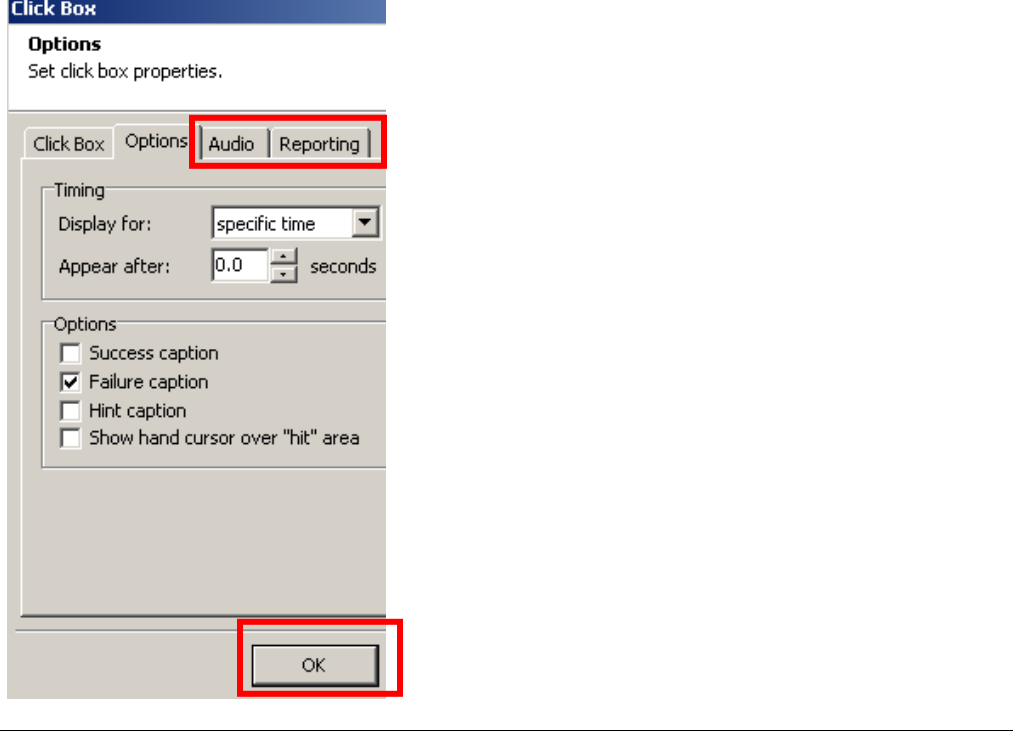
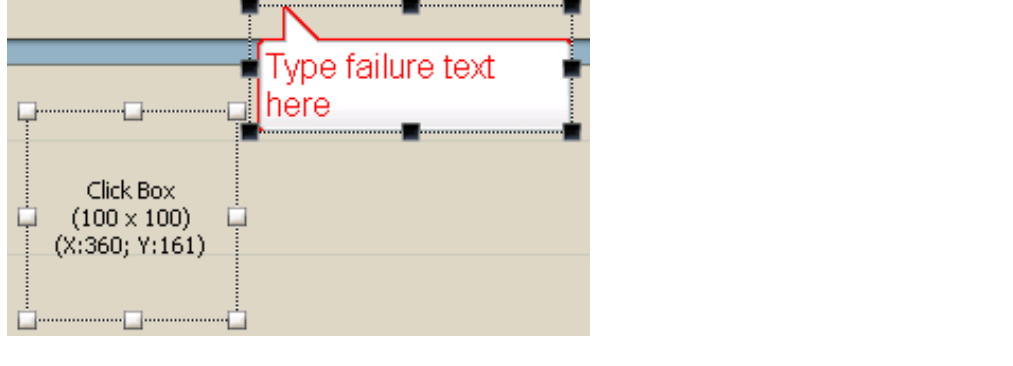
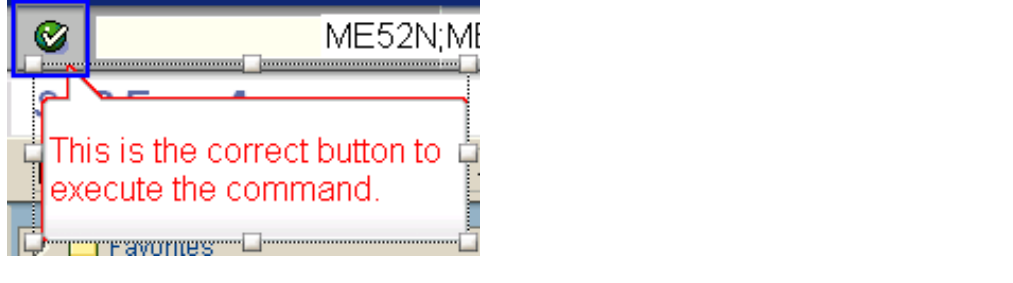
3. On the **New click box** dialog, **Options** tab, set the following:

- In the Options section - “Failure caption”, “Pause movie until user clicks”, and “Pause for success/failure captions” should be checked

Also In the Options section “Success caption” would be checked if you are going to have a success text appear when the user clicks correctly. If not, which will be most of the time, upon successful click the user would just continue to the next slide automatically, then leave it unchecked.

All others should be unchecked.

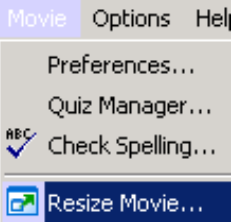
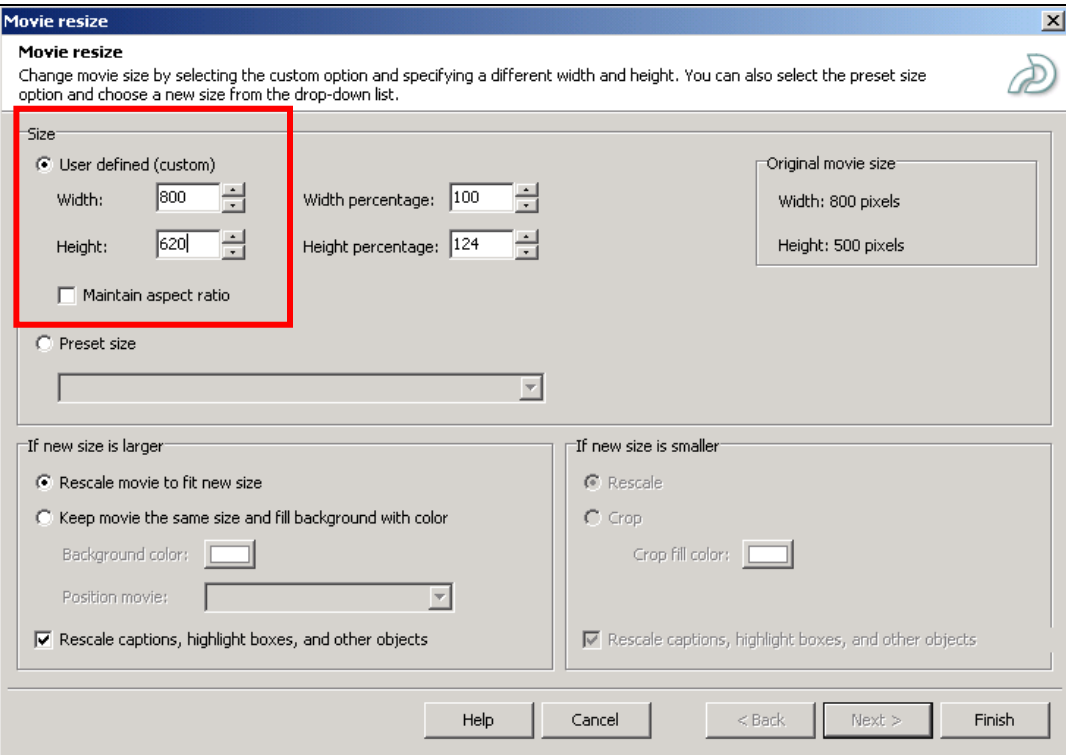


<p>Leave the Audio and Reporting tab as is for now.</p> <p>4. Click OK button</p>	 <p>The screenshot shows the 'Click Box' dialog box with the 'Options' section expanded. The 'Audio' and 'Reporting' tabs are highlighted with a red box. The 'OK' button at the bottom is also highlighted with a red box. The 'Options' section includes checkboxes for 'Success caption', 'Failure caption', 'Hint caption', and 'Show hand cursor over "hit" area'. The 'Failure caption' checkbox is checked.</p>
<p>5. Type in your hint in the Failure Caption and position it over the Click Box which you will position over the correct click area.</p>	 <p>The screenshot shows a design tool interface. A 'Click Box' is positioned at (X:360; Y:161) with dimensions of 100 x 100. A text box is positioned over the click box, containing the text 'Type failure text here'.</p>
<p>Here is an example:</p> <p>Failure caption but with hint text, pointing to the correct area (click box).</p>	 <p>The screenshot shows a design tool interface. A 'Click Box' is positioned at the top left, containing a green checkmark icon. A text box is positioned over the click box, containing the text 'This is the correct button to execute the command.'.</p>

Editing Guidelines

After you are finish recording and editing your Captivate movie **BUT before** you publish it, you must **resize** your movie before bringing it into ToolBook. This is so the toolbar in Captivate does not overlap any SAP screen elements.

This affects only the Demonstration movies. Do NOT resize Exercise movies.

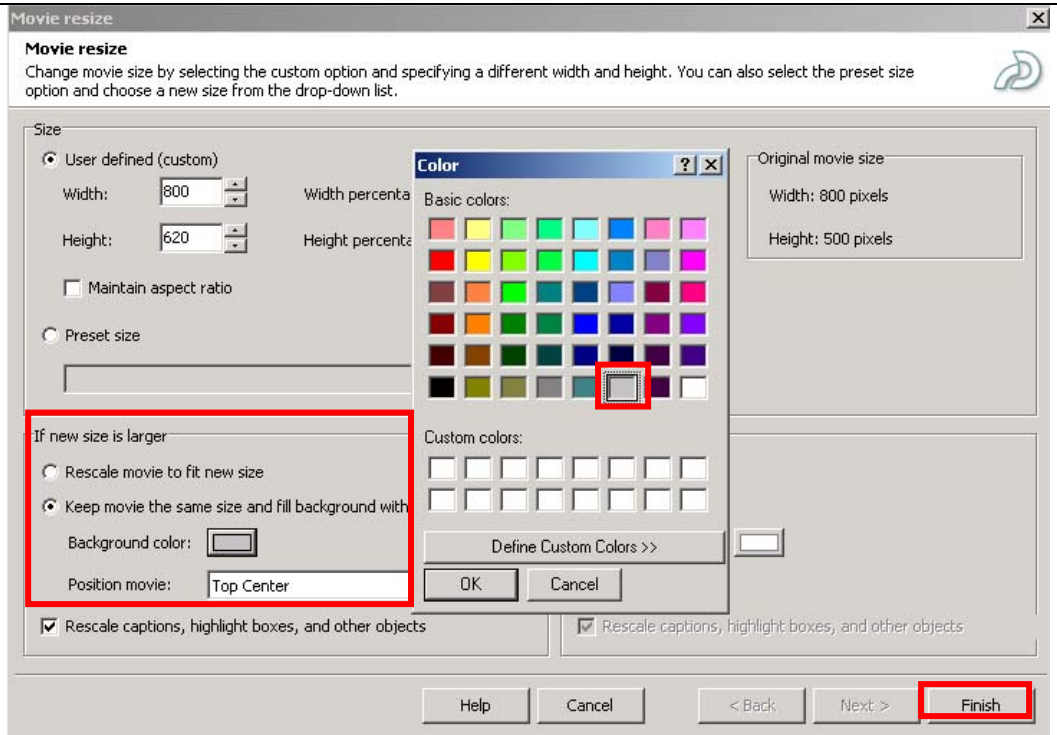
<p>1. On the menu, click Movie > Resize Movie</p>	
<p>2. In the Movie resize dialog, the Size section, deselect/uncheck the “Maintain aspect ratio”</p> <p>3. Change the height to 620</p> <p>Custom height should be 800x620</p>	

4. In the “If new size is larger” section check “keep movie the same size and fill background...”

5. Click on the “Background color” button to bring up the Color dialog and choose Gray color and click **OK** button

6. In the “Position movie” drop-down list, either chose “Top Left, or Top Right, or Top Center”

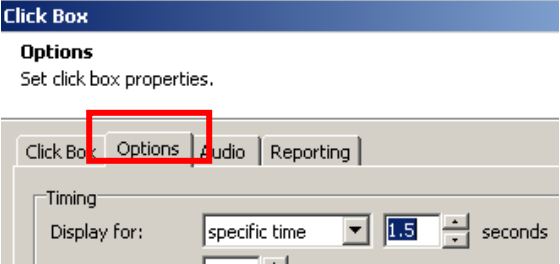
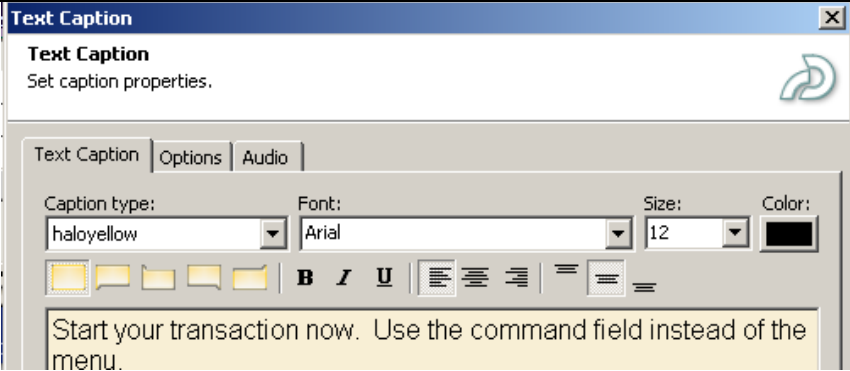
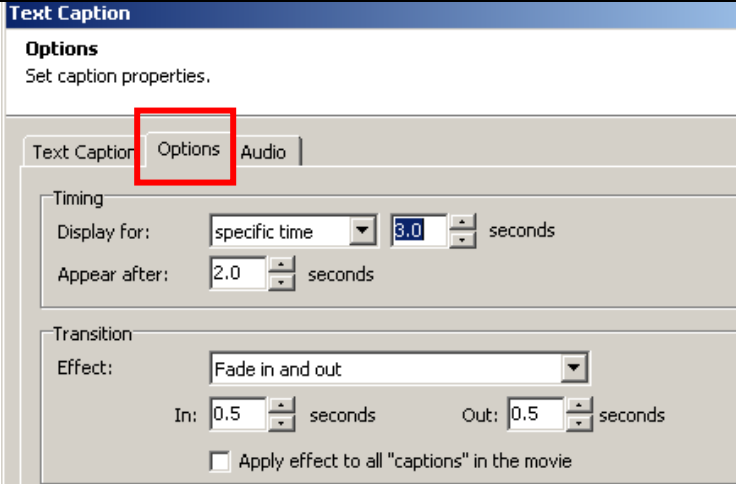
7. Click the “Finish” button and now you are ready to publish the movie

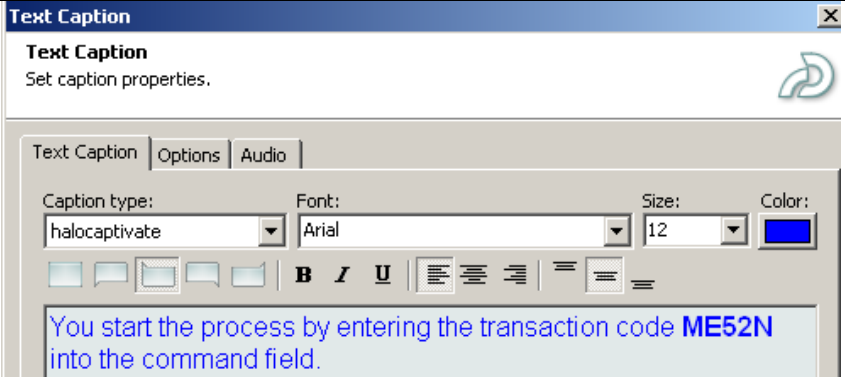
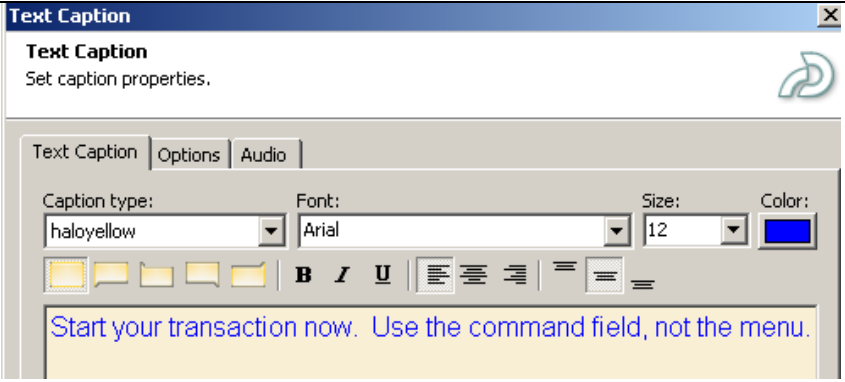
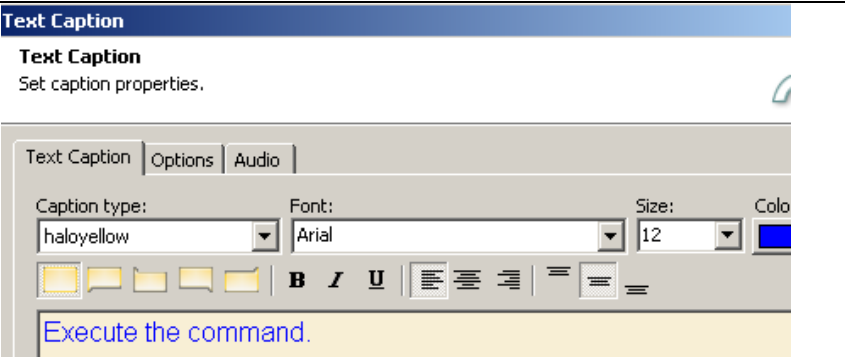


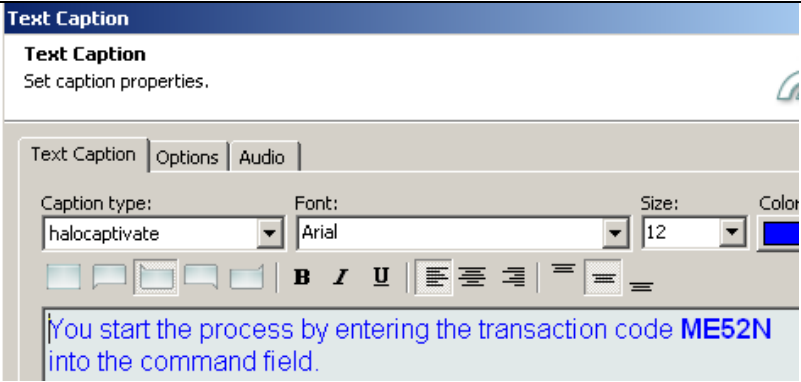
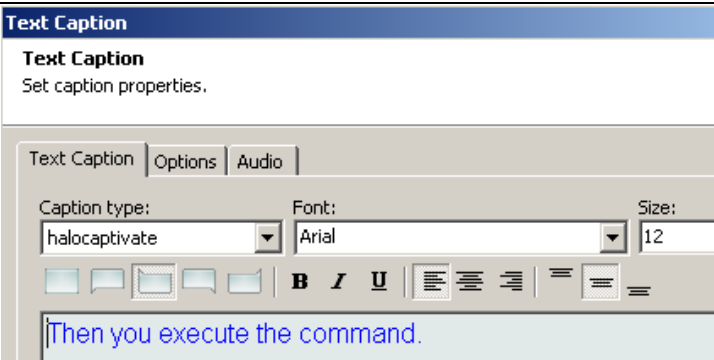
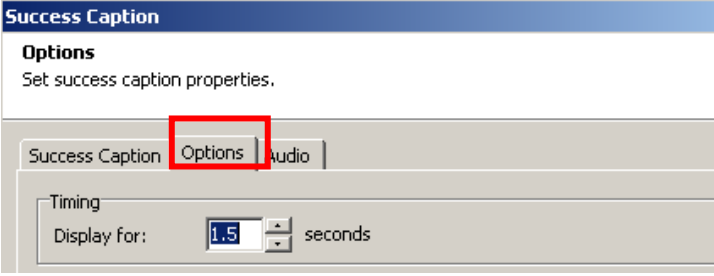
Captivate Development Guidelines for various objects

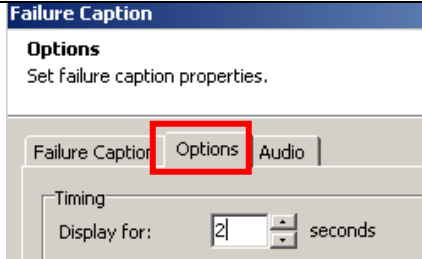
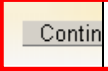
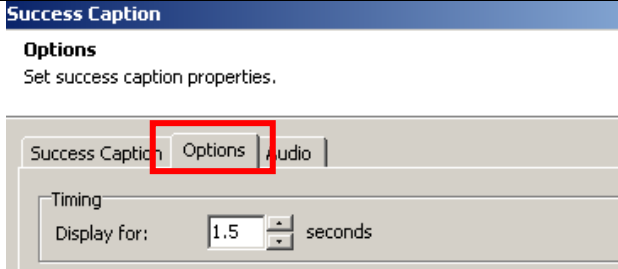
Below is a table of several settings/properties for various objects that will be used often in Captivate for this project, and where you can find them.

You can access the properties of these objects once they are on your slide by double-clicking on them, make the changes, and then click OK button.

<p>For Exercise movies you will use the Click Box object</p>	<p>After click box or input box, set Timing from 1 to 1.5 seconds display after click or enter.</p>	
<p>For Exercise movies you will use the Text Caption object.</p>	<p>Set the Caption type to Haloyellow.</p>	
<p>For Exercise & Demonstration movies you will use the Text Caption object.</p>	<p>Set the Transition to In 0.5 sec. Out 0.5 sec.</p>	

<p>For Demonstration movies you will use the Text Caption object.</p>	<p>Set the Caption type to Halocaptivate</p>	
<p>For Exercise movies you will use the Text Caption object</p>	<p>For the 1st Text Caption starting the exercise you want the following text: “Start your transaction now. Use the command field, not the menu.”</p>	
<p>For Exercise movies you will use the Text Caption object</p>	<p>For the 2nd Text Caption in the exercise you want the following text: “Execute the command.”</p>	

<p>For Demonstration movies you will use the Text Caption object</p>	<p>For the 1st Text Caption starting the demonstration, you want the following text:</p> <p>“You start the process (or transaction) by entering transaction code XXXX (in bold) into the command field.”</p>	
<p>For Demonstration movies you will use the Text Caption object</p>	<p>For the 2nd Text Caption starting the demonstration, you want the following text:</p> <p>“Then you execute the command.”</p>	
<p>For Exercise movies you will use the Success Caption object.</p>	<p>When success caption appears, you want the Timing to display for 1.5 seconds or less.</p>	

<p>For Exercise movies you will use the Failure Caption object.</p>	<p>When failure caption appears, you want the Timing to display for 2 seconds.</p>	
<p>For Exercise and Demonstration movies, if the Text Caption box is more than 25 words, insert a Continue button within the Caption itself. It must be click in order for the movie to proceed.</p>	<p>Within this style guide in the Captivate section is an explanation on how to create the Continue button.</p> <p>The font for the Continue button should be Arial 8/9 point.</p>	<p>This is all the list information needed for the first line item. To make things ea for you, I will add the second line item for you.</p> <p>However, practice makes the expert, so when you start entering Non Product Purchase Requisitions on a regular basis, you will see how easy it really is.</p> <p>If you expect to perform these transactions on a very random basis, use your or this online training to refresh your memory.</p> 
<p>For Exercise movies you will use the Success Caption object</p>		

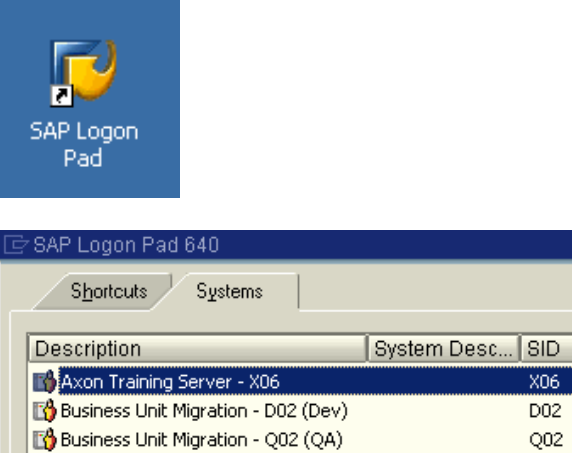
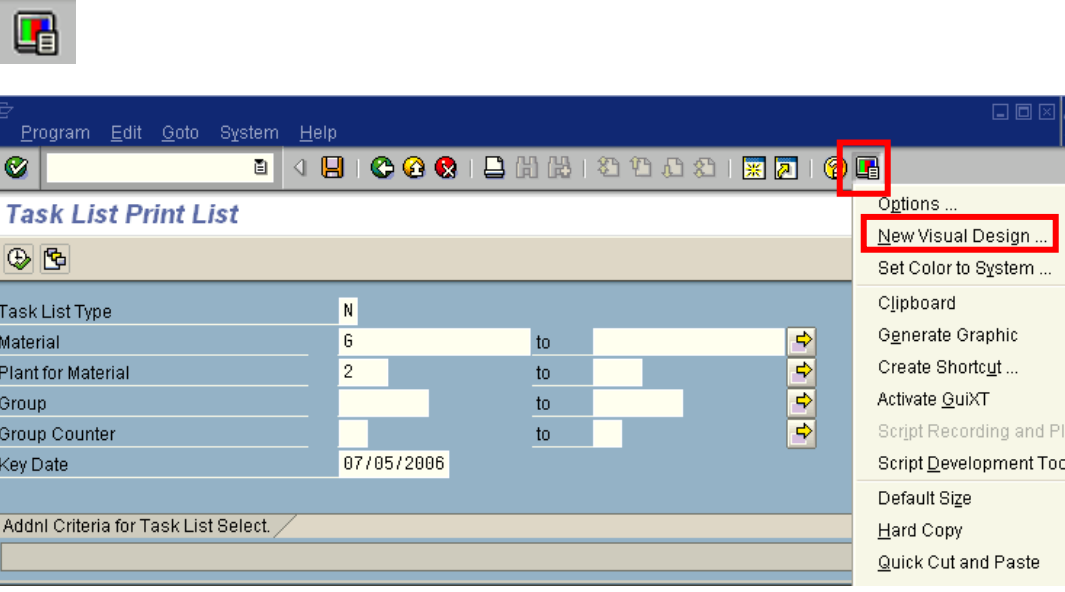
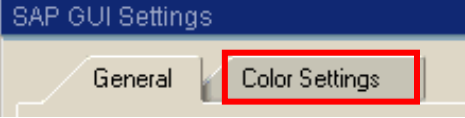
SAP Development Guidelines

Settings - Interface

Before you record your simulations in Captivate there are several settings you should have set in SAP.

In order for all Captivate movies created for SAP to have the same “look” we must have the same SAP GUI Settings. Which is, “**Theme Setting = Enjoy** and **Color Setting = Complementary.**”

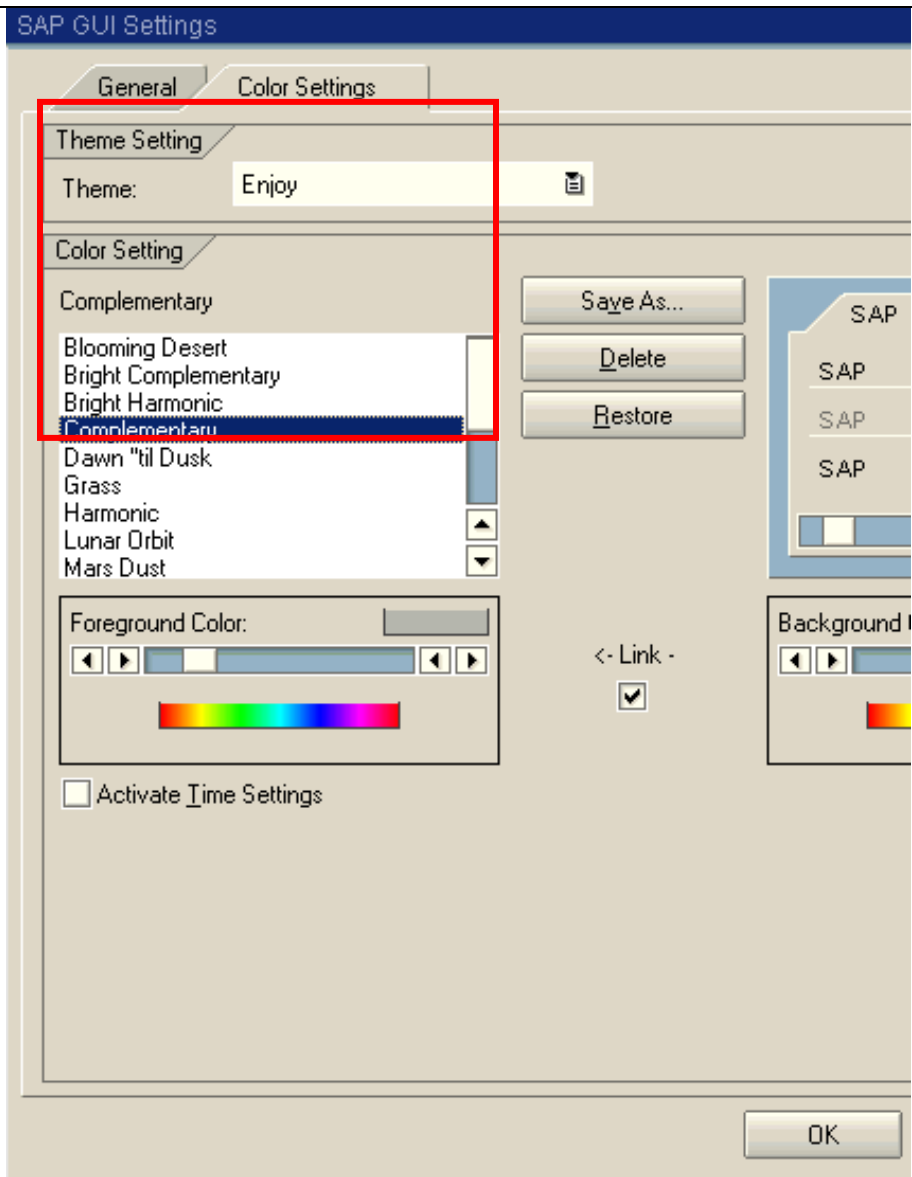
To set SAP GUI Settings:

<p>1. Logon to your SAP database as you normally would.</p>	
<p>2. In the SAP GUI Window, the Main Window, select the last button, the “Customizing of Local Layout” button or Alt+F12</p> <p>3. Select “New Visual Design”</p>	
<p>The SAP GUI Settings dialog appears.</p> <p>4. Click on the “Color</p>	

Settings” tab.

5. Select **Enjoy** from the **Theme Setting** and **Complementary** from the **Color Setting**.

6. Click the **OK** button

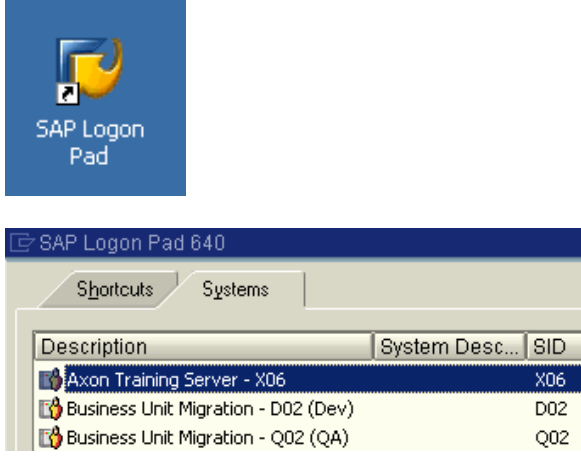
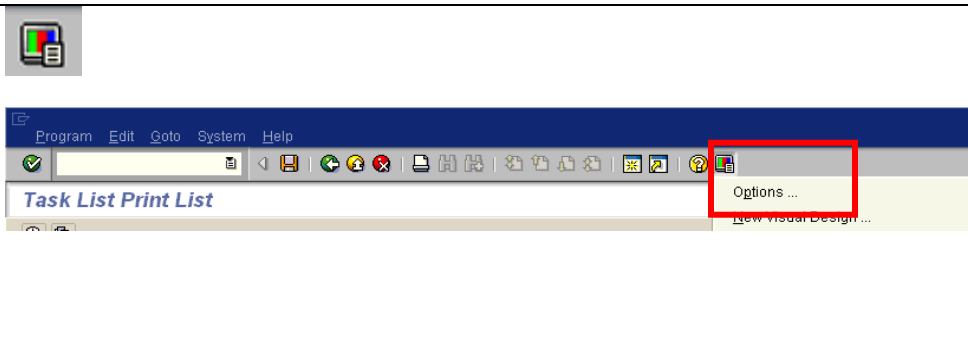
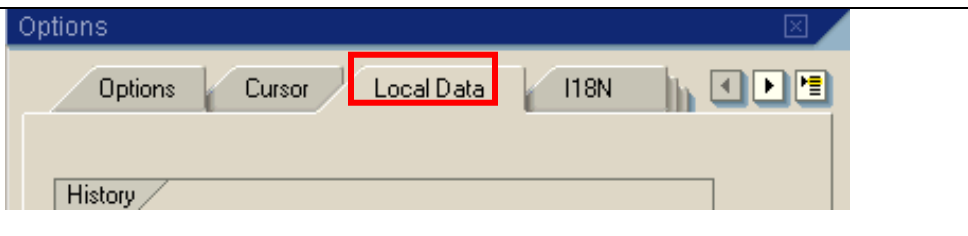


SAP Development Guidelines

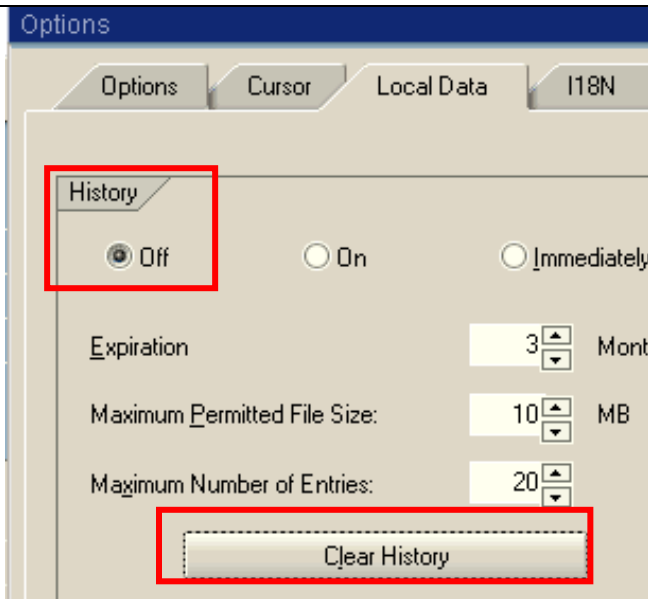
Settings – History

When recording SAP in Captivate and you are typing in a field, you do **not** want to see a tool tip/popup just below the field that reflects previous typing that was done in the field, the history. You want to “clear out” the History or “turn off” the History. So the learner only sees what is being type in at that moment.

To clear out/turn off history:

<p>1. Logon to your SAP database as you normally would.</p>	 <p>The screenshot shows the SAP Logon Pad interface. At the top, there is a blue icon for 'SAP Logon Pad'. Below it, a window titled 'SAP Logon Pad 640' is open, showing a 'Systems' tab. A table lists available systems:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>System Desc...</th> <th>SID</th> </tr> </thead> <tbody> <tr> <td>Axon Training Server - X06</td> <td></td> <td>X06</td> </tr> <tr> <td>Business Unit Migration - D02 (Dev)</td> <td></td> <td>D02</td> </tr> <tr> <td>Business Unit Migration - Q02 (QA)</td> <td></td> <td>Q02</td> </tr> </tbody> </table>	Description	System Desc...	SID	Axon Training Server - X06		X06	Business Unit Migration - D02 (Dev)		D02	Business Unit Migration - Q02 (QA)		Q02
Description	System Desc...	SID											
Axon Training Server - X06		X06											
Business Unit Migration - D02 (Dev)		D02											
Business Unit Migration - Q02 (QA)		Q02											
<p>2. In the SAP GUI Window, the Main Window, select the last button, the “Customizing of Local Layout” button or Alt+F12</p> <p>3. Select “Options”</p>	 <p>The screenshot shows the SAP GUI Main Window. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons, and the 'Options' button (represented by a document icon) is highlighted with a red box. The main area displays 'Task List Print List'.</p>												
<p>4. In the Options dialog, click on the Local Data tab.</p>	 <p>The screenshot shows the 'Options' dialog box. It has several tabs: 'Options', 'Cursor', 'Local Data', and '118N'. The 'Local Data' tab is highlighted with a red box. Below the tabs, there is a 'History' section.</p>												

5. Select **Off** button or click on **Clear History**
6. Click on **OK** button.



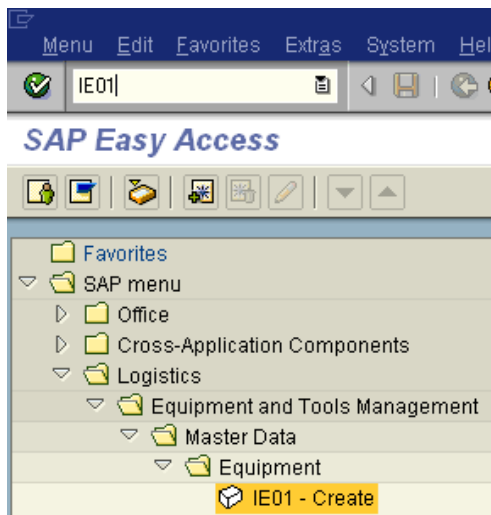
SAP Development Guidelines

Settings - Interface

Technical names showing and 1st screen to start recording.

When recording SAP using Captivate you want to start from the **SAP Easy Access** screen with the tree map opened up to the technical name (e.g. CA51) and the text name (e.g. Print List) showing and highlighted. When you start to record in Captivate type in/use the transaction code method in the command field instead of using the menu path.

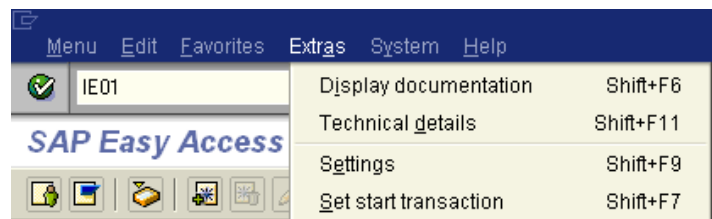
An example is shown:



To display technical names in SAP:

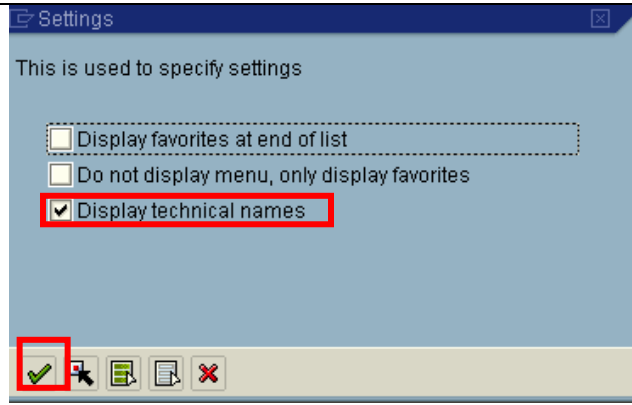
1. Logon to your SAP database as you normally would.

2. On the menu click **Extras > Settings** (or Shift+F9)



3.. From the **Settings** dialog check/select **“display technical names.”**

4. Click the continue (enter) button.



Course Deployment without LMS



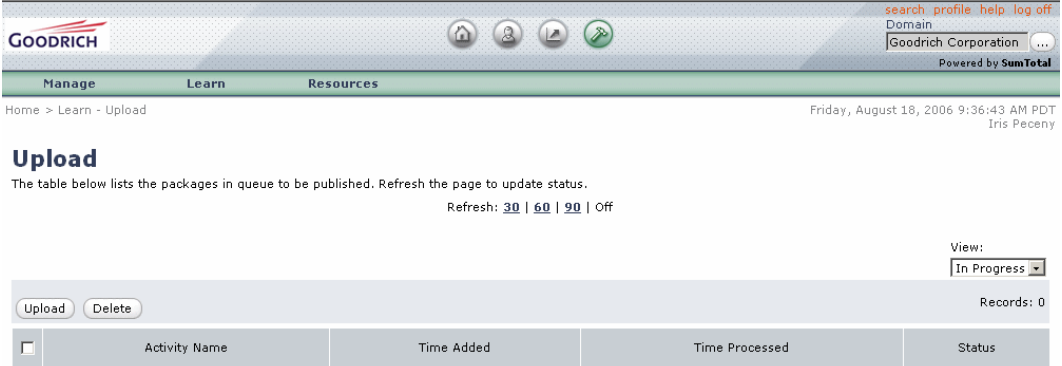
Not all of Goodrich's locations have access to the Goodrich/Sum Total LMS. CBTs created with Toolbook can be deployed through regular Intranet Web Links, but the books need different settings for course and assessment tracking.



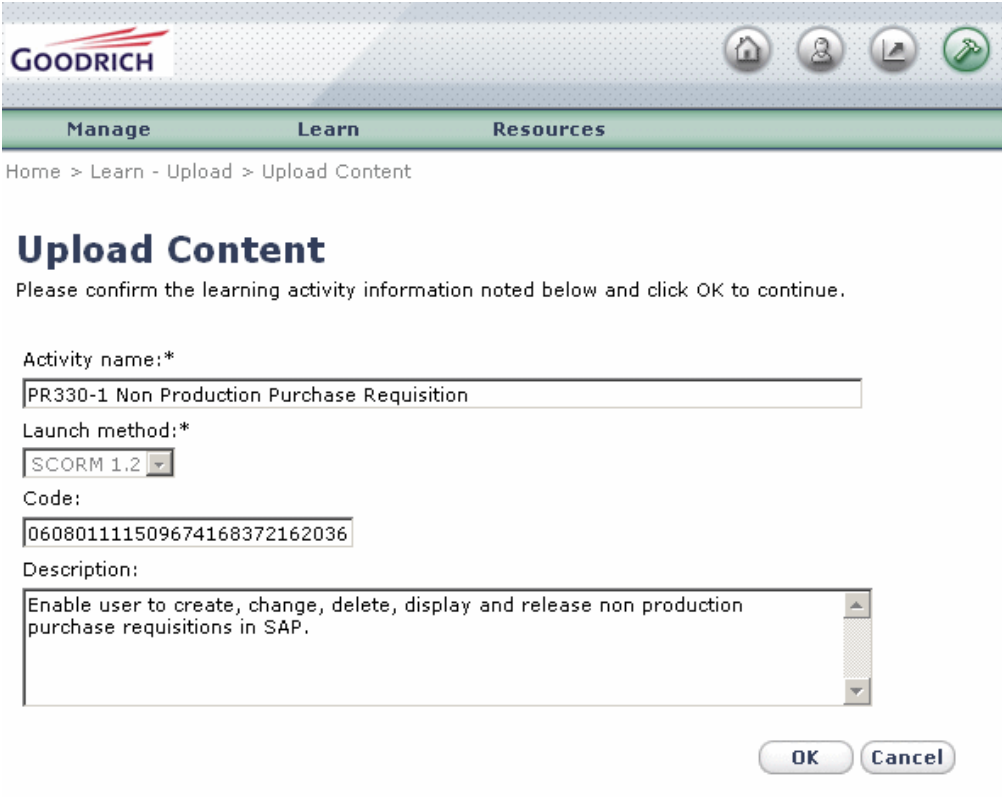
LMS Deployment

One of the final publishing methods for our Courses will be through the Goodrich/Sum Total LMS. The standard procedure for creating a course in the LMS, uploading CBTs and other material and linking these, is described below.

When the final course has been packaged, it will exist as a .zip file. This zip file has to be uploaded into the LMS.

The LMS login is to be found on Goodrich's Intranet under https://lms.goodrich.com/LMS/lang-default/SYS_login.asp.

<p>In the LMS go to the Administrator view</p>	
<p>Click on Learn > Upload</p>	
<p>Click on the Upload button to continue.</p>	

<p>Click on the Browse button to locate your file.</p> <p>When you have inserted the correct file, click on OK.</p>	
<p>The system will start uploading.</p>	
<p>The course information will be pulled out of your Toolbook file.</p> <p>You can change it here if you need.</p> <p>Change the Code to the Goodrich specifics.</p>	

The system will take you back to the Upload screen, where your course now is visible. If you refresh the screen, the course will disappear from the “In Progress” view. You can bring it back by changing the view to “Succeeded”.

GOODRICH

Home > Learn - Upload

Friday, August 18, 2006 12:25:47 PM PDT
Iris Peceny

Upload

The table below lists the packages in queue to be published. Refresh the page to update status.
Refresh: [30](#) | [60](#) | [90](#) | Off

Upload Delete

<input type="checkbox"/>	Activity Name	Time Added	Time Processed	Status
<input type="checkbox"/>	PR330-1 Non Production Purchase Requisition	Friday, August 18, 2006 12:25:47 PM PDT	---	In Progress

View: In Progress

Records: 1

View: In Progress, Succeeded, Failed

Locate your course and click on the underlined name of your course to get to the staging area.

GOODRICH

Home > Learn - Upload

Friday, August 18, 2006 12:31:12 PM PDT
Iris Peceny

Upload

The table below lists the packages that were published successfully. You may click on the package title link to go to the corresponding activity properties page. Refresh the page to update status.
Refresh: [30](#) | [60](#) | [90](#) | Off

View: Succeeded

Records: 32

Upload Delete

<input type="checkbox"/>	Activity Name	Time Added	Time Processed	Status
<input type="checkbox"/>	SAP-Logo 3	Thursday, August 17, 2006 9:03:32 AM PDT	Thursday, August 17, 2006 9:03:38 AM PDT	Succeeded
<input type="checkbox"/>	PR330-1 Non Production Purchase Requisition	Friday, August 18, 2006 12:25:47 PM PDT	Friday, August 18, 2006 12:26:02 PM PDT	Succeeded

PREVIOUS 1 2 3 4

Some settings need to be adjusted before the activity can be moved to Production.

Start by switching to the advanced view.

Learning Activity Properties

Home > Learn - Learning Activities > Learning Activity Properties

Friday, August 18, 2006 12:31:51 PM PDT
Iris Peceny

Checklist

Follow the steps below to include optional and required information for the currently selected activity. The "Move to Production" step is required.

Step 1: Properties
Code: CA-PR330-1

Step 2: Metadata
Delivery method: Not defined
Launch method: SCORM 1.2

Step 3: Registration
Audiences: Goodrich Corporation Audience
Number of allocations: None defined

Step 4 (required): Move to Production
Correct any errors in the activity structure and move it to production.

Switch to advanced view to perform tasks that are not included in the template.

Under the advanced view go to Properties > General and change the Activity type to CBT.

Learning Activity Properties

Home > Learn - Learning Activities > Learning Activity Properties

Friday, August 18, 2006 12:31:51 PM PDT
Iris Peceny

Properties

General

Complete the information to finish.

Name:*
PR330-1 Non Production Purchase Requisition

Primary domain:
Goodrich Corporation

Activity type:*
Course

Code:
CA-PR330-1

Description:
Enable user to create, change, delete, display and release non production purchase requisitions in SAP.

Owner:
Iris Peceny

Contact:

<p>Go to Properties > Status and check “Can be subscribed”.</p>	
<p>Go to Properties > Certification and check “Activity is a certification” if applicable for your course.</p> <p>Add “Company” as the regulatory body for the certification.</p>	

<p>Go to Properties > Grading and Completion.</p> <p>Check “Contribute to parent activity completion”. Check “Required to be completed” if applicable for your course. Add the correct percentage and duration.</p>	
<p>Go to Metadata > System Defined and change your information as you see on the screen to the right.</p>	

You are now ready to move your course to production.

Click on "Ready for Production".

The system will validate your course and send back appropriate messages. Click "Move to Production" to proceed.

Name	Issues
PR330-1 Non Production Purcha...	⚠ This is a Web-based activity and cannot be copied. Copying has been disabled for this activity and its ancestors

Click OK.

The screenshot displays the 'Learning Activity Properties' page in the Goodrich system. The page is titled 'Learning Activity Properties' and includes a navigation bar with 'Manage', 'Learn', and 'Resources' tabs. The main content area is divided into three sections: 'Staging', 'Production', and 'Checklist'. The 'Checklist' section is currently active and contains the following information:

- Step 1: Properties**
Code: CA-PR330-1
Status: Active, Can be subscribed
Grading and Completion: Contributes to completion
- Step 2: Metadata**
Delivery method: CBT (Computer Based Training)
Number of tags: None defined
- Step 3: Costs**
Price: Not defined
Number of charges: None defined
- Step 4: Related Activities**
Number of fulfillment links: None defined
Subscribes to: Nothing
- Step 5: Schedule**
Starting: Not defined
Ending: Not defined
- Step 6: Web Based Training**
Launch method: SCORM 1.2
- Step 7: Registration**
Maximum capacity: Not defined
Availability: Open for registration
Audiences: Goodrich Corporation Audience
Number of allocations: None defined
Number of prerequisites: None defined
Number of evaluations: None defined

An arrow points from the text 'Click OK.' to an 'OK' button located in the top right corner of the window.

Your course is now in production and available for your students.