

Preparing ToolBook[®] Courses for Delivery in TotalLMS[™]



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Introduction

You can author online courses using ToolBook and deliver these courses through TotalLMS. Using a learning management system such as TotalLMS allows test scores to be tracked and saved automatically, along with each individual's status for completing a course.

While building an online course in ToolBook there are a few things to consider before packaging and publishing. This document explains these considerations and also includes instructions for publishing a ToolBook course in TotalLMS.

The examples and illustrations in this document show ToolBook 10 and TotalLMS 8.2. Since most customers use the SCORM delivery method for online courses, the AICC delivery method is not discussed in this document.

Preparing Content in ToolBook

ToolBook prepares your content for delivery through a Web browser when you open the File menu and select Publish to Web. This opens the Web Specialist, which leads you through some options and then exports the book as a series of Web pages. ToolBook creates a single package file that you can deliver through a learning management system.

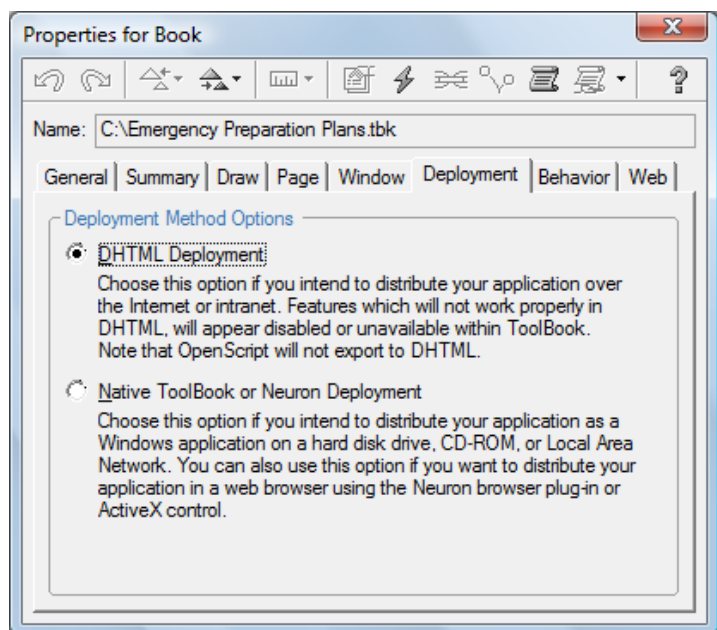
Follow the guidelines below when developing your content in ToolBook.

Create a Book for DHTML Deployment

When you begin a new book in ToolBook, prepare the file for export as a series of HTML pages that utilize DHTML (Dynamic Hypertext Markup Language) in one of the following ways:

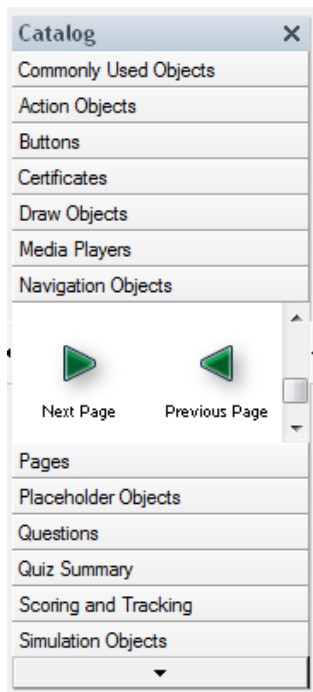
- In the Startup dialog box, click the Quick Start tab and choose the icon for “Blank DHTML Book”
- Click the Templates tab in the Startup dialog box and choose a template
- Create your course using a wizard from the Book Wizards tab of the Startup dialog box

If you have an existing book and want to verify that the book is ready for HTML/DHTML deployment, open the Object menu in ToolBook, choose Properties for Book and click the Deployment tab. The Deployment tab shows the intended distribution method for the current book and allows you to change this setting if necessary.



Add Navigation Buttons

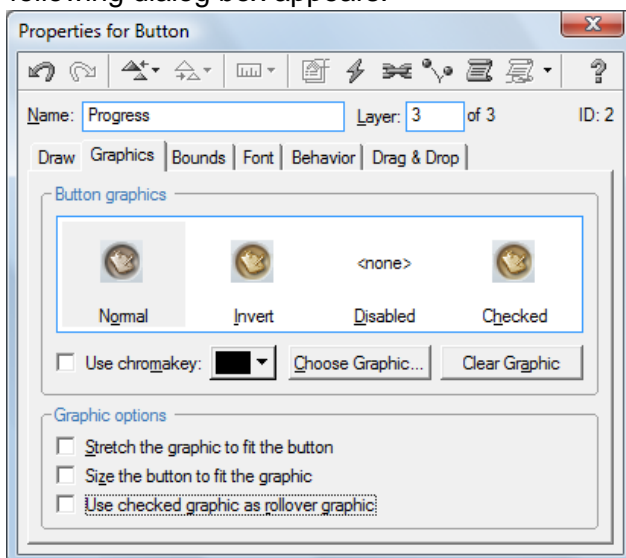
Learners move through the pages in a course by using the Next or Back buttons that you add while developing a course in ToolBook. These buttons are available in the Navigation Objects category in the ToolBook Catalog, shown below.



In a ToolBook course, you can create a toolbar and add the navigation buttons you need to the background (for use on multiple pages) or the foreground of a page (if a button will be used on a single page). You can develop your own graphics for buttons if you wish.

► To assign a graphic to a button:

Right-click a button and choose Button Properties from the menu. Click the Graphics tab. The following dialog box appears:



Enter Course Information in the Book Properties

ToolBook uses the information provided in the Summary tab of the Book Properties dialog box to provide course data to the LMS. To access these properties, from the Objects menu, select Book Properties. When you enter the book title, TotalLMS uses it as the course name when the book is published in TotalLMS. The description you enter automatically appears in TotalLMS.

Note: This is not a mandatory step. TotalLMS allows you to enter course information in Administrator mode. You may also modify these any of these entries in TotalLMS.

Use Exit Buttons to Send Scores and Signal Completion

ToolBook communicates with a learning management system to report a learner's score and other completion information. ToolBook offers several buttons in the catalog to support the automated reporting of this information. You must use one or more of these buttons in order for information to be reported back to TotalLMS. The table below provides a description of these objects.

Catalog button	Description
Exit (Mark as Complete) button	Records the final score for all questions the learner answered in a ToolBook course. The course is marked as complete in the LMS database. After the results are sent, the course closes.
Exit (Suspend Lesson) button	Records the present score for a learner to the LMS and then closes the lesson. This allows the learner to exit after finishing part of the course and resume it at a later time.
Exit (Discard Results) button	Cancels all responses the learner made to questions and then exits. This allows the learner to leave the course without reporting results to the LMS.

You may use more than one type of exit button. For instance, you might use an Exit (Suspend Lesson) on most pages and replace it with an Exit (Mark as Complete) button on the final page of a course.

As an alternative to using the exit buttons described in the table above, you can assign the same behavior to any button or object by assigning the "Exit Lesson" action using the Actions Editor. Four possible parameters for the exit can be used: Mark lesson as complete, Suspend lesson, Discard results, or Restart lesson. You could set up a condition for a single exit button that shows a message asking the learner to choose whether or not to save their results or discard results.

Check the Scoring Options

There is a scoring option in ToolBook that is not supported by TotalLMS. In a book that contains scored quizzes or tests:

Do not set the value for a weighted answer to a negative percentage. For any question object available in the Catalog, it is possible to set a negative percentage for a weighted answer (on the Scoring tab of the question properties dialog box). However, setting a negative percentage for an answer may cause an improper score to be recorded in the database

Make Your Course a Single ToolBook File

When designing a ToolBook course for use with TotalLMS, refrain from creating a course structure that consists of multiple books that interact with one another (where one ToolBook book calls or opens a different book). Recording the scores from this type of nested course structure is not supported in the TotalLMS.

Working with the SumTotal Content Player

After publishing an online course in TotalLMS, learners can open the course by clicking a Launch button. This opens the SumTotal Content Player shown below.



On the toolbar of the SumTotal Content Player, the Back and Next buttons do not provide page navigation between the pages of an uploaded ToolBook course. These built-in toolbar navigation buttons move from one SCO (Sharable Content Object) to another. A course exported from ToolBook is a single SCO—this allows objects and data to persist between the pages in a ToolBook course.

You can provide navigation between pages by adding Next and Back buttons from the ToolBook Catalog or creating your own graphics and assigning them to navigation buttons. If you like, you can add actions to these buttons to provide unique navigational paths (for example, you may want learners to go to a specific page based on their response to a question).

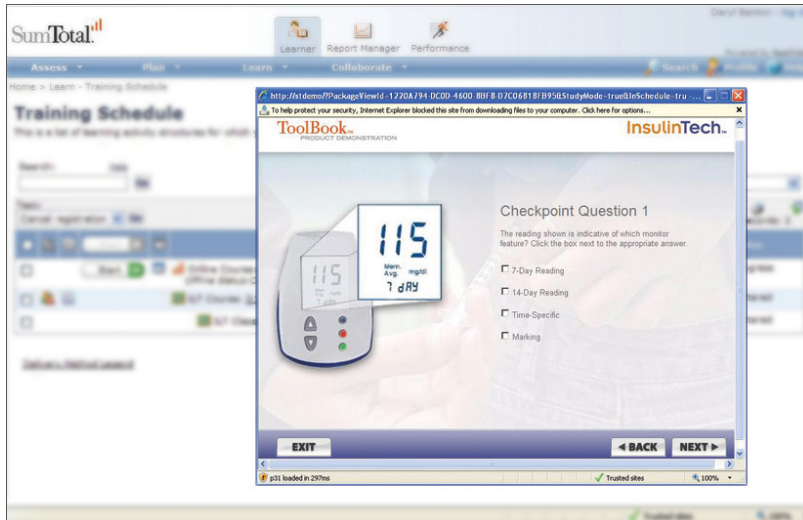


Figure 1: A ToolBook course shown in the SumTotal Content Player

Adding buttons to a toolbar created in ToolBook can be as simple as drag and drop. Removing the built-in toolbar from the SumTotal Content Player is accomplished by choosing an option in the Web Specialist. Both of these tasks are discussed in the next sections.

Add Optional Toolbar Buttons for SumTotal Player Features

You may decide that you want to incorporate buttons that provide features within the SumTotal Content Player, such as a Progress button or Study Aids button. This functionality is automatic when you use any of the buttons in the TotalLMS category of the ToolBook Catalog shown below.

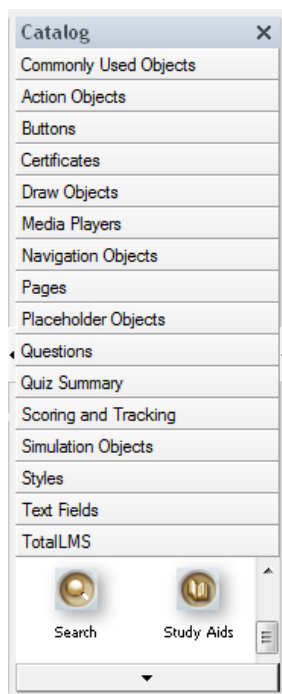


Figure 2: Buttons for use in the SumTotal Content Player

After you add buttons to a toolbar in a ToolBook course, you can remove the built-in toolbar of the player in TotalLMS by selecting an option described in the next section.

Hide the Toolbar on the SumTotal Player

Online courses delivered through the SumTotal Content Player will be shown by default in a browser window that includes navigation buttons (Back and Next) that do not function with ToolBook courses. You can avoid showing these default navigation buttons when packaging a course in ToolBook.

When you are ready to prepare a ToolBook course for delivery in TotalLMS, click the File menu and choose Publish to Web. As you move through the Web Specialist, the following page appears.

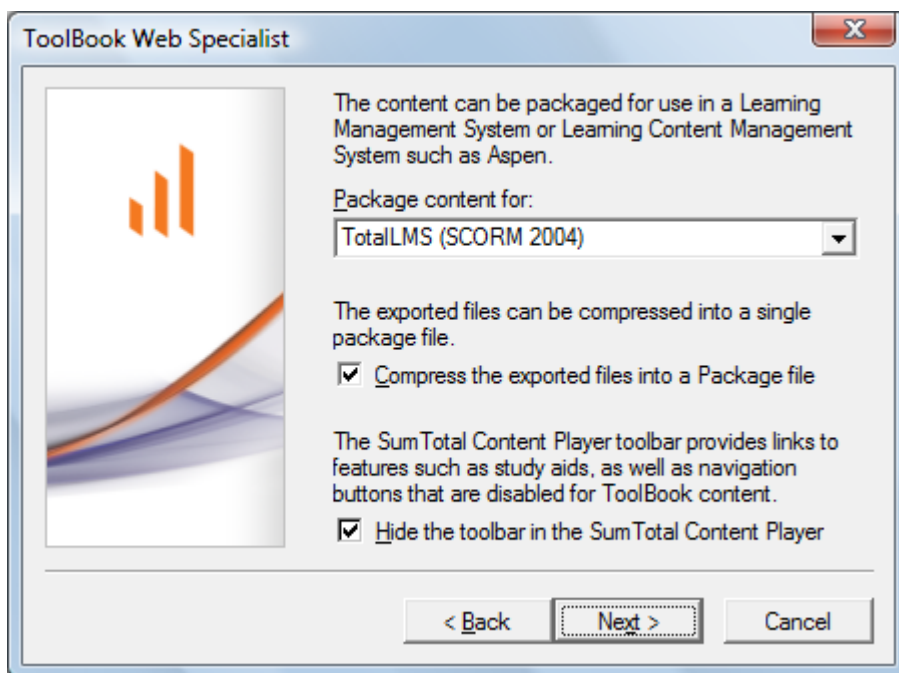


Figure 3: Hiding the default toolbar removes the unusable navigation buttons from view

Packaging a ToolBook Course with the Web Specialist

In order to prepare a ToolBook course for delivery through TotalLMS, you open the Web Specialist by clicking the File menu and selecting Publish to Web. The ToolBook Web Specialist wizard walks you through some decisions and then gathers all of the necessary files to create a package file that you can deliver.

Make these selections for TotalLMS delivery as you go through the Web Specialist wizard:

- Select the appropriate packaging option. Choose **TotalLMS (SCORM 2004)** as shown in Figure 3 (unless you plan to use a less frequently-used standard such as AICC)
- Create a .zip file that contains the course. Choose **Compress the exported files into a package file**
- To launch your ToolBook content inside the player window, select **Do not use an HTML launch page**. Alternatively, you can choose to let ToolBook automatically create an HTML page, or use a custom HTML page that you have created, and the course will display in a separate pop-up window (SCORM communication with TotalLMS will still take place)

The options discussed in the bullet points above are illustrated in Figure 3 above and Figure 4 on the next page.

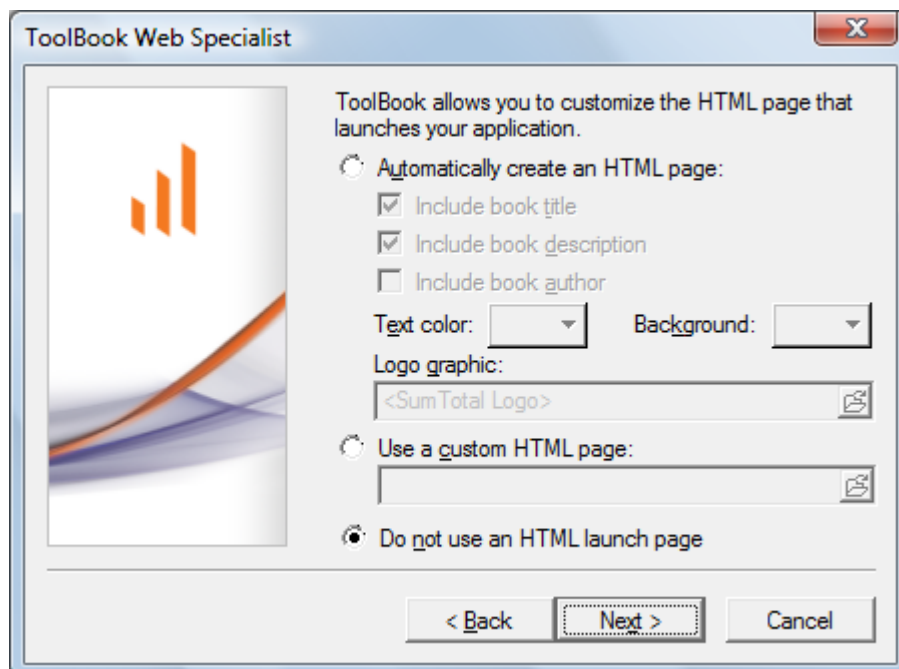


Figure 4: Choosing this option means a ToolBook course will appear in the SumTotal Player window

Publishing Content in TotalLMS

If you selected to compress your exported files into a package file when going through the ToolBook Web Specialist, a zip file containing the course will be available in the Web Export folder of the directory you selected. You can publish this file in TotalLMS.

► To publish a ToolBook course in TotalLMS:

1. Log in to TotalLMS as an Administrator
2. Click on Learn, then Upload
3. Click the Upload Files button. A new window will appear
4. Select "Single SCORM course, document, or file"
5. Click the Browse button and select the package (zipped) file
6. Under "Upload files to:" select "Production area"
7. Click the Upload button. The file will now upload to the LMS
8. On the summary page, specify the Activity name, and any other items that you wish to customize, then click the OK button

Additional information

Visit <http://www.sumtotalsystems.com/toolbook> for more information about ToolBook.

About SumTotal Systems, Inc.

SumTotal Systems, Inc. is a leading provider of proven talent development solutions that automate and integrate learning, performance, and compensation management to drive business results on a daily basis. Our solutions strengthen and develop employee skills to accelerate time-to-market, close skill gaps, and reduce the risk of business disruptions. With more than 1,500 customers and 18 million users worldwide, we have increased performance at some of the world's best-known companies, organizations, and government agencies. Our category leadership and applied insight help us understand the critical success factors for businesses of all sizes. For more information, visit www.sumtotalsystems.com

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