



Producing Standards-Based Content with ToolBook

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Using ToolBook to Create Standards-Based Content

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Using ToolBook to Create Standards-Based Content

This tutorial shows you how to use ToolBook to create Web content containing an assessment that can be deployed with a Learning Management System (LMS) using the SCORM learning standard. For additional information, please refer to ToolBook's online help system or contact SumTotal Systems.

Installing ToolBook

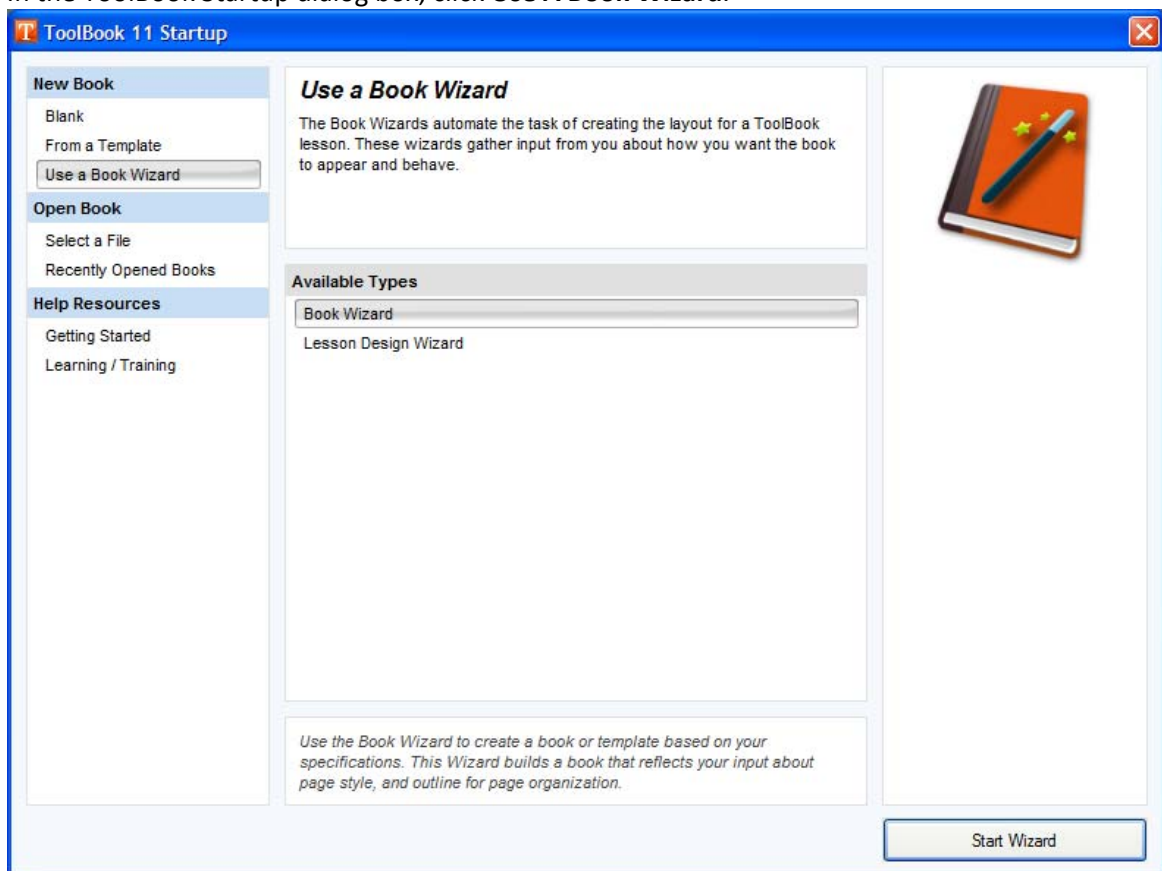
Use the installation instructions provided to you in the initial email from SumTotal Systems.

Creating a New ToolBook Book

With ToolBook, you build a learning application by starting a book and adding content such as text, graphics, assessments, software application simulations, and interactive objects. One way to start a new book is to use the Book Wizard, which supplies a graphical theme and other objects for the book based on choices you make in the wizard.

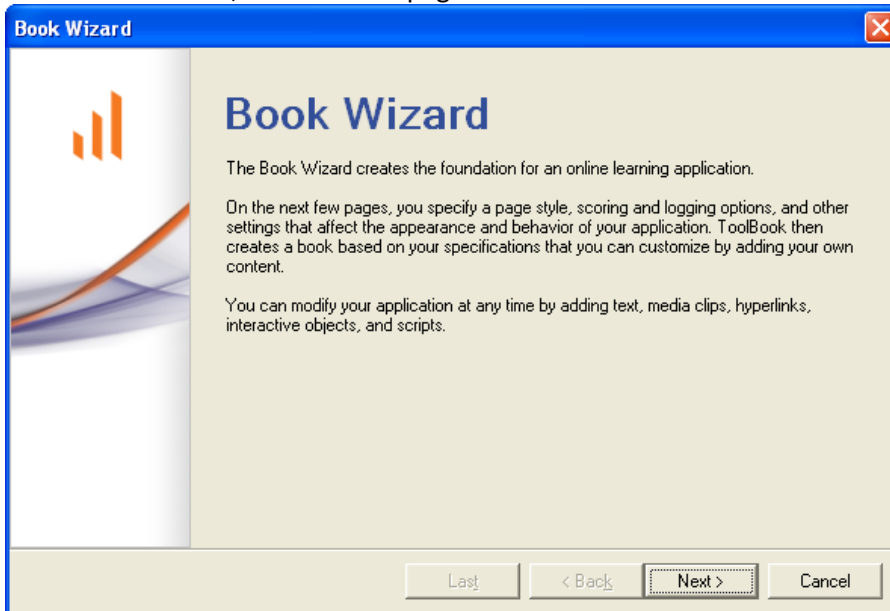
► To start a new book:

1. Open ToolBook. From the Start menu, point to Programs, ToolBook 11, and then click ToolBook 11.
2. In the ToolBook Startup dialog box, click **Use A Book Wizard**.

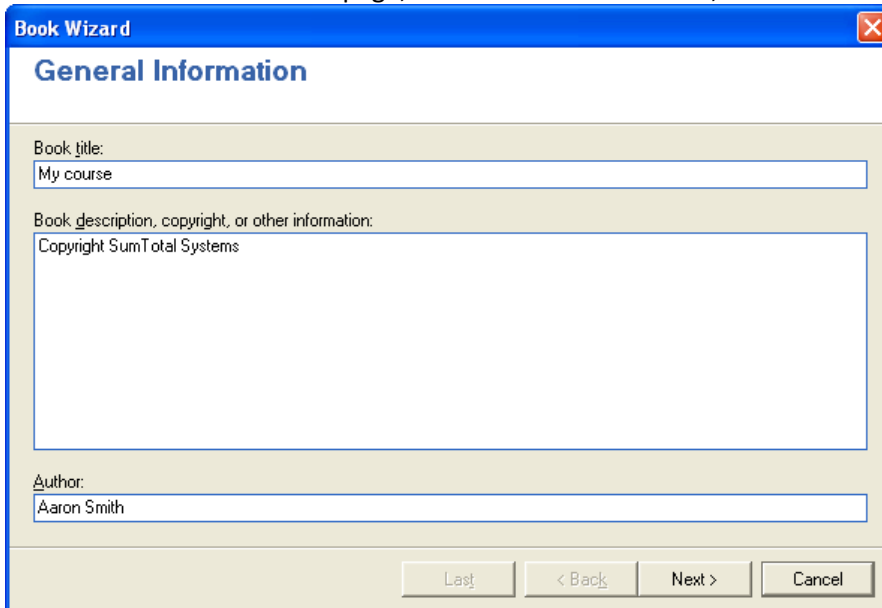


3. Choose **Book Wizard** from the Available Types, and click Start Wizard.

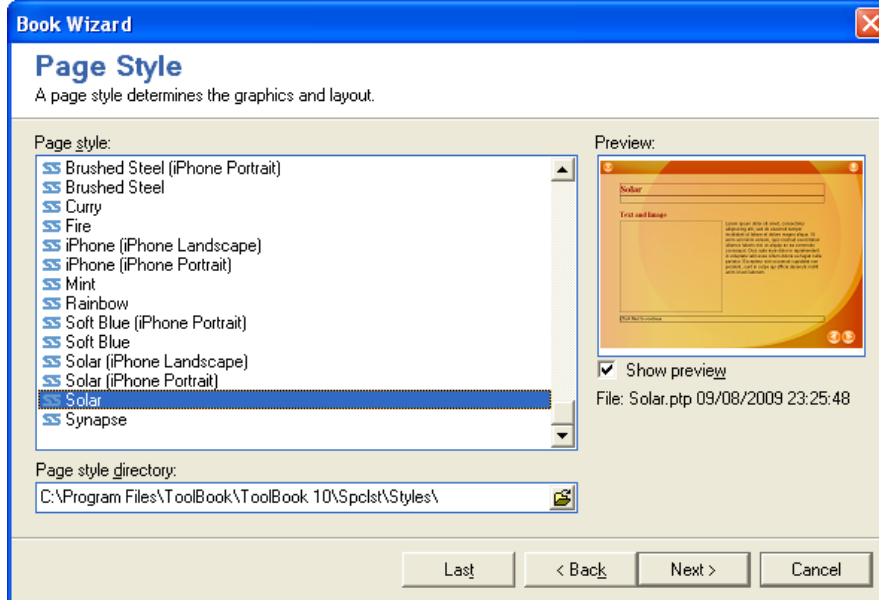
4. In the Book Wizard, read the first page and then click the Next button.



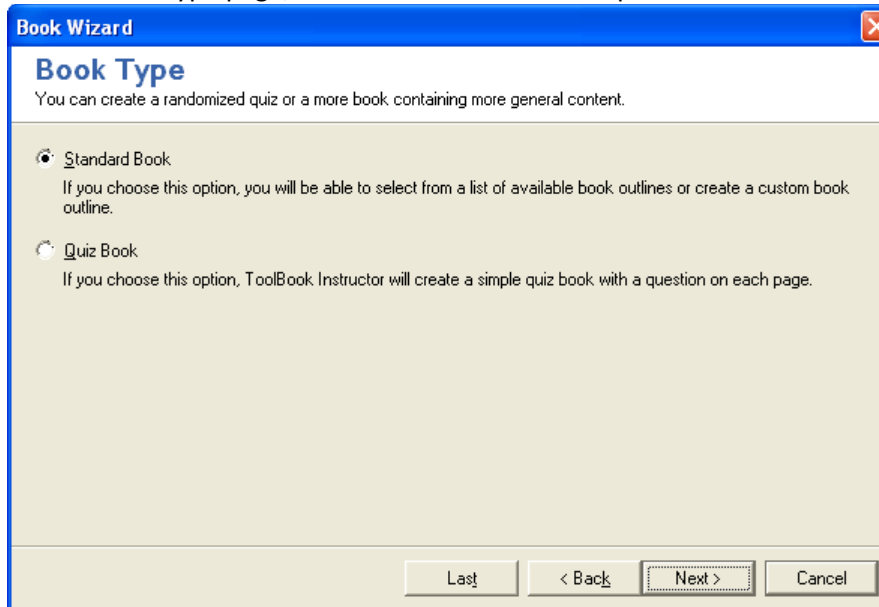
5. On the General Information page, enter a title for this book, and then click the Next button.



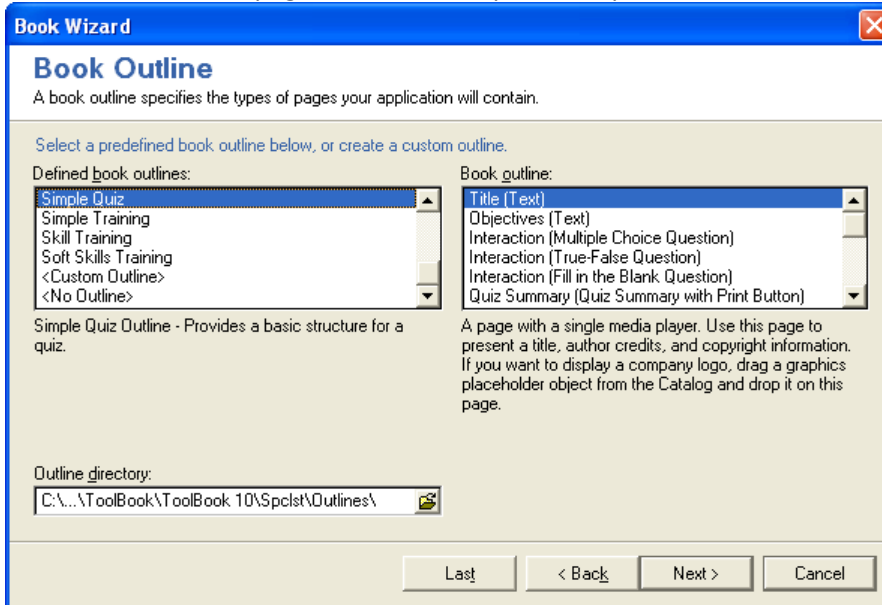
- On the Page Style page, select Solar in the Page style box. Click the Show preview checkbox to see a thumbnail image of the style.



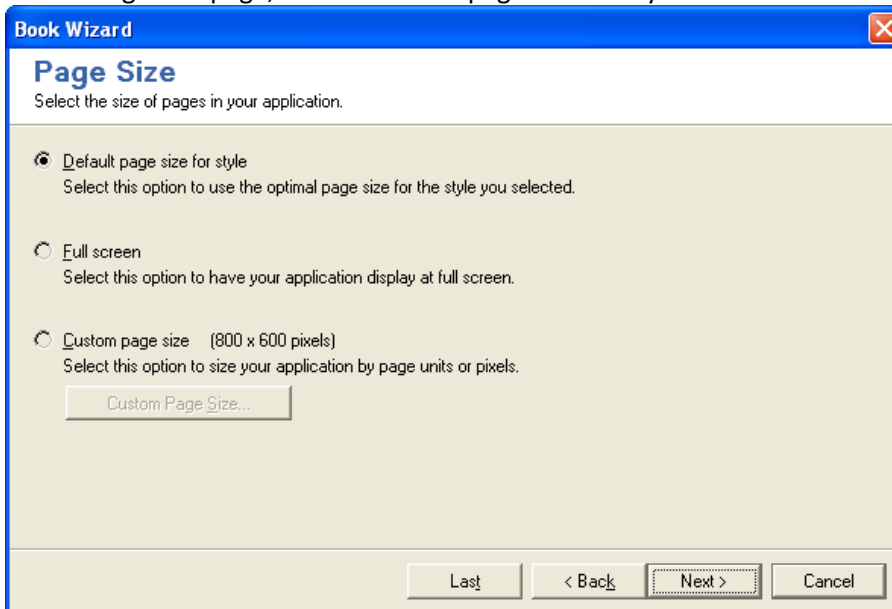
- On the Book Type page, select the Standard Book option.



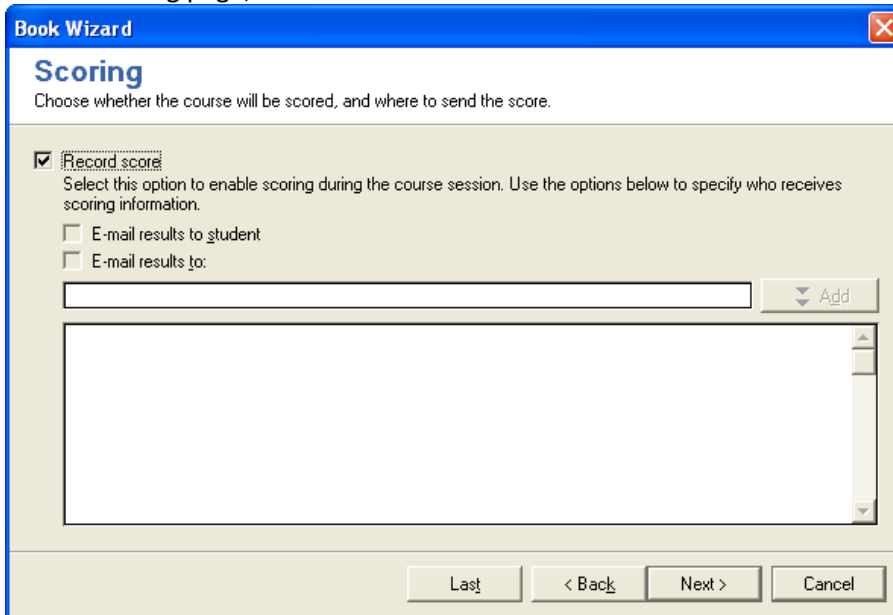
8. On the Book Outline page, select the Simple Quiz option in the outlines list.



9. On the Page Size page, choose Default page size for style.

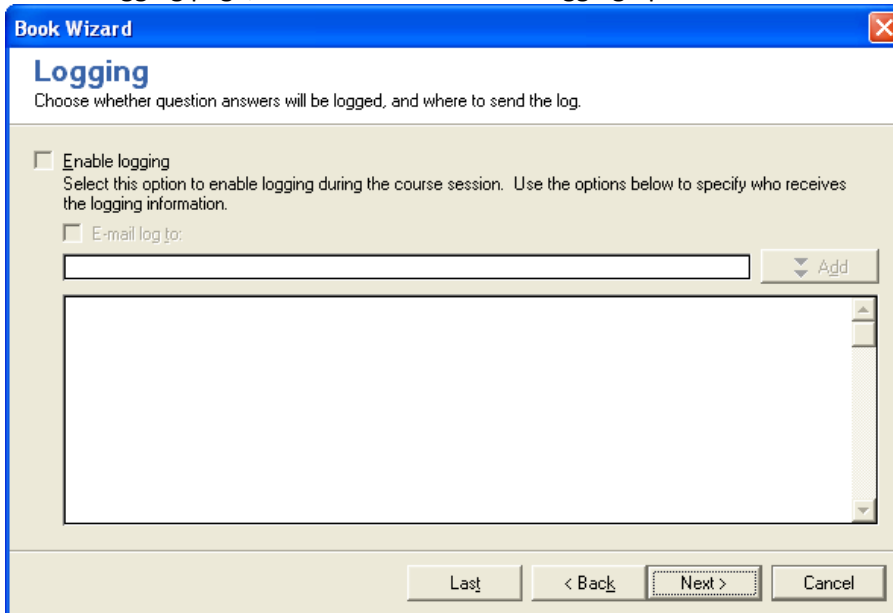


10. On the Scoring page, make sure that the Record score checkbox is checked.



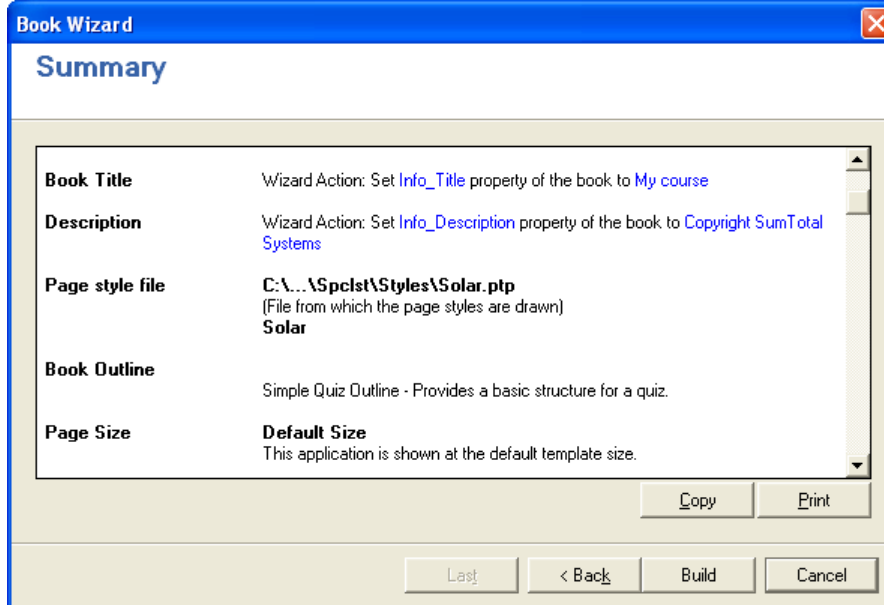
The screenshot shows the 'Book Wizard' window with the 'Scoring' tab selected. The title bar reads 'Book Wizard' and the window has a close button. The main heading is 'Scoring' with the instruction: 'Choose whether the course will be scored, and where to send the score.' Below this, there is a checked checkbox labeled 'Record score'. A sub-instruction reads: 'Select this option to enable scoring during the course session. Use the options below to specify who receives scoring information.' There are two unchecked checkboxes: 'E-mail results to student' and 'E-mail results to:'. Below the second checkbox is an empty text input field and an 'Add' button with a dropdown arrow. A large empty list box is positioned below the input field. At the bottom of the window are four buttons: 'Last', '< Back', 'Next >', and 'Cancel'.

11. On the Logging page, ensure that the Enable logging option is unchecked.

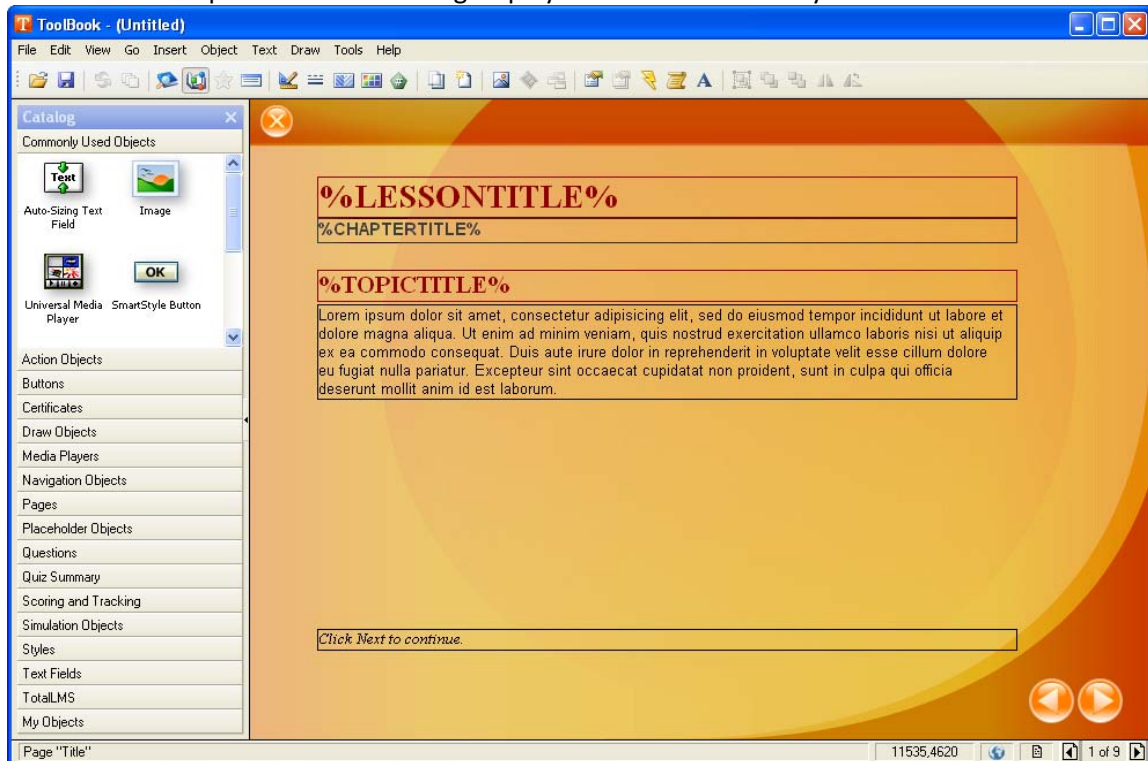


The screenshot shows the 'Book Wizard' window with the 'Logging' tab selected. The title bar reads 'Book Wizard' and the window has a close button. The main heading is 'Logging' with the instruction: 'Choose whether question answers will be logged, and where to send the log.' Below this, there is an unchecked checkbox labeled 'Enable logging'. A sub-instruction reads: 'Select this option to enable logging during the course session. Use the options below to specify who receives the logging information.' There is one unchecked checkbox: 'E-mail log to:'. Below this checkbox is an empty text input field and an 'Add' button with a dropdown arrow. A large empty list box is positioned below the input field. At the bottom of the window are four buttons: 'Last', '< Back', 'Next >', and 'Cancel'.

12. The next page of the wizard shows you a summary of the options you've selected. Click the Build button to build your book.



13. Your new book opens with the Catalog displayed on the left side of your window.



Modifying an Existing Question

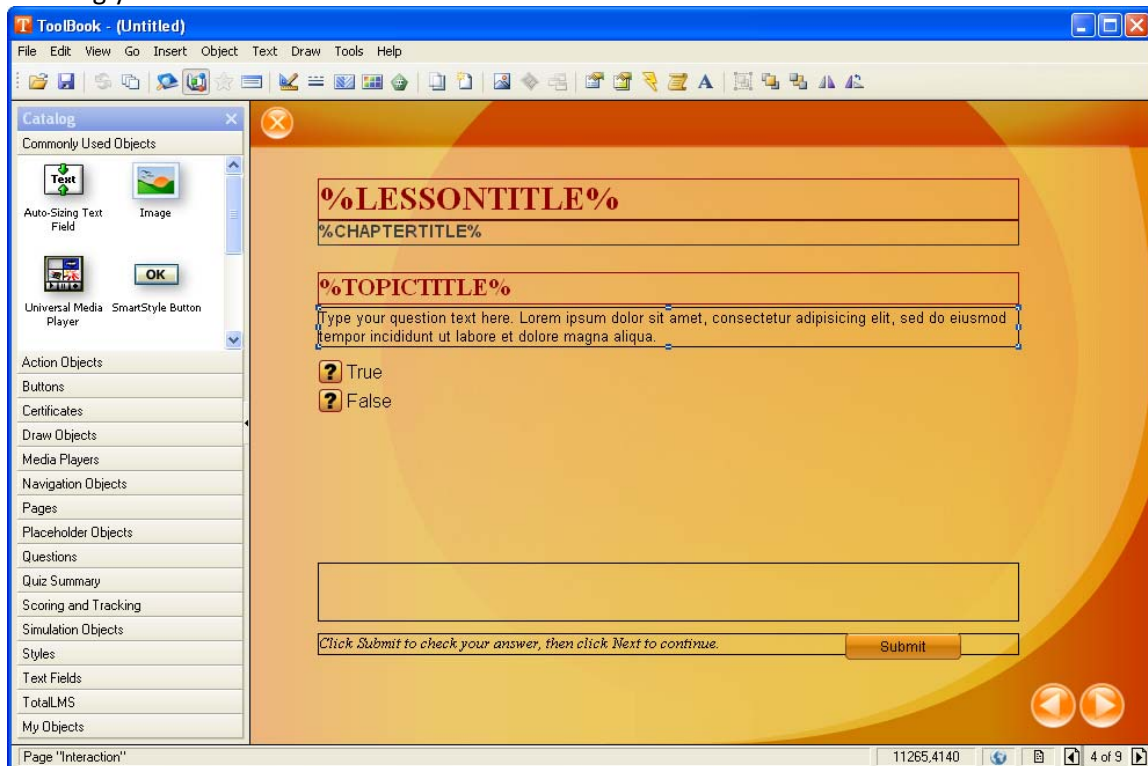
The course used in this tutorial already has a page with a question in it. Of course, you can add questions to any ToolBook page by selecting question objects from the ToolBook catalog. For this discussion, we will use the question object already available on one of the ToolBook pages.

Define the Question Text

We will start with a True/False question that has been created for us by the Book Wizard and change it into a Yes/No question.

► To replace the question text:

1. Navigate to page 4 by clicking the right arrow in the status bar at the bottom of the page.
2. On page 4, click once on the text that starts with “Lorum ipsum”. Selection handles will appear around the sides of the text box. Double-click on the same text and the insertion cursor appears, allowing you to enter text.



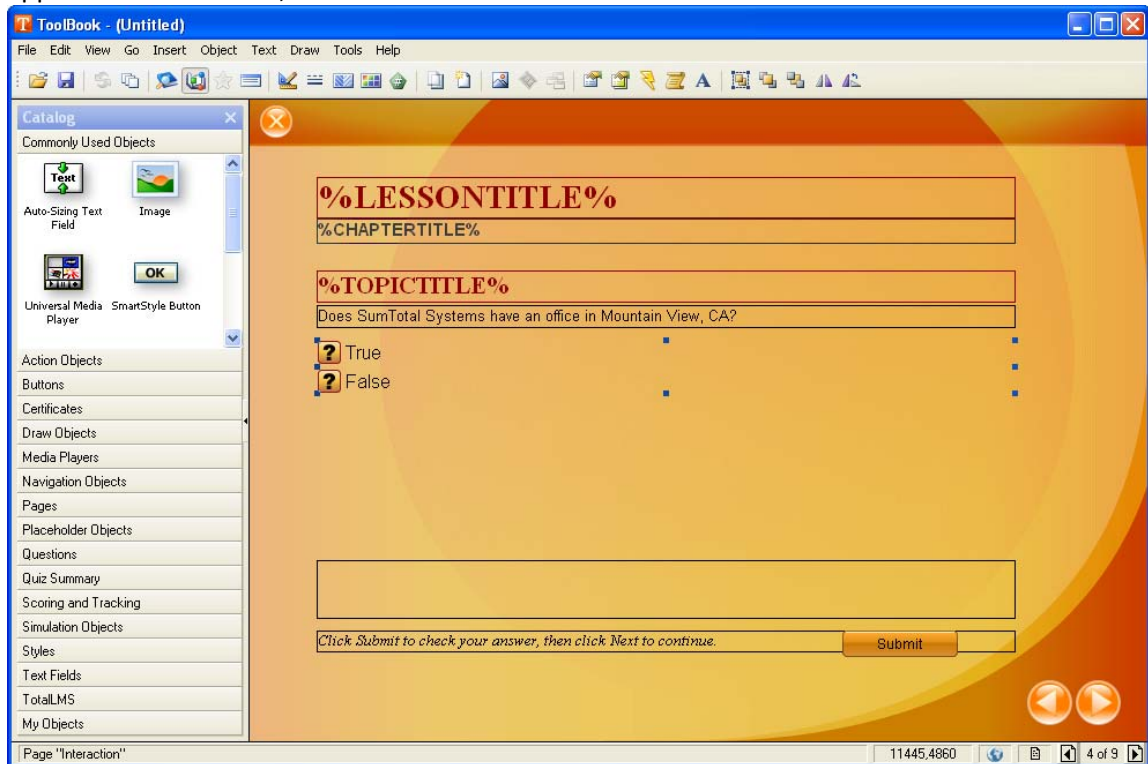
3. Select the existing text and type in your own question text, such as: Does SumTotal Systems have an office in Mountain View, CA?

Change the Properties of the Question

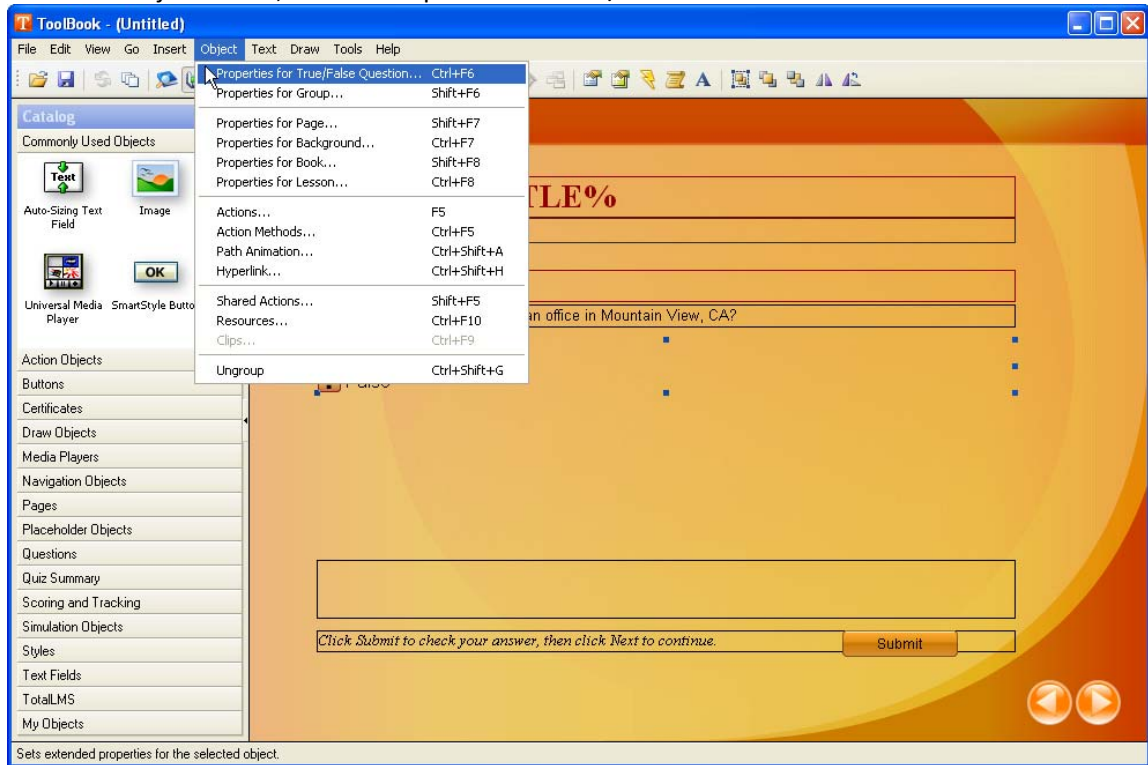
It's easy to change a True/False question into a Yes/No question by editing the question properties.

► **To change the answers:**

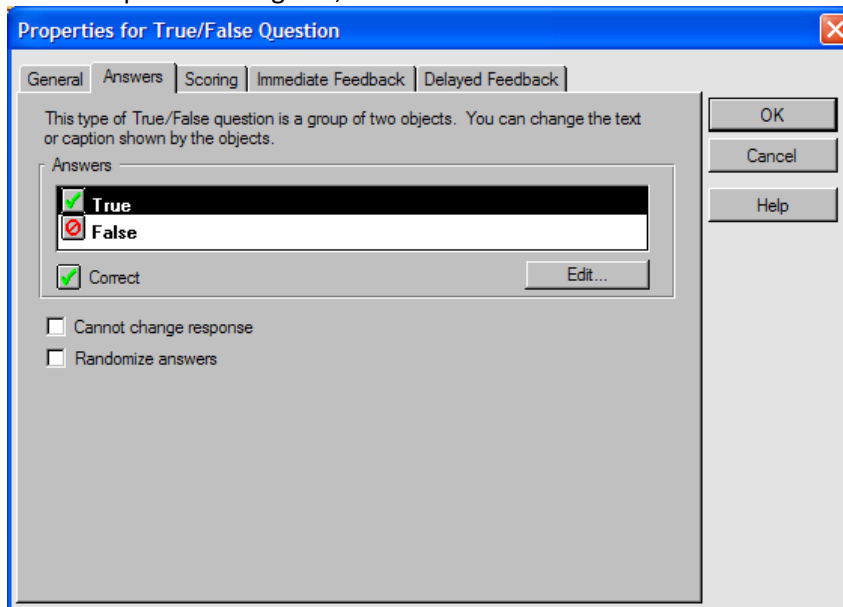
1. Select the True/False answer box by clicking once inside the answer area. Selection handles appear around the box, as shown below.



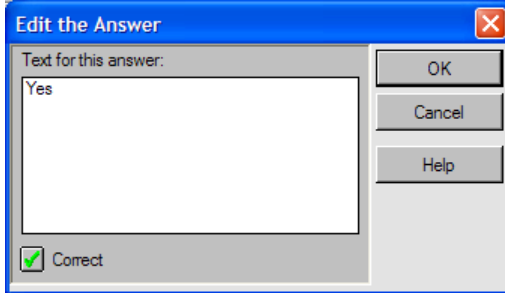
- From the Object menu, choose Properties for True/False Question.



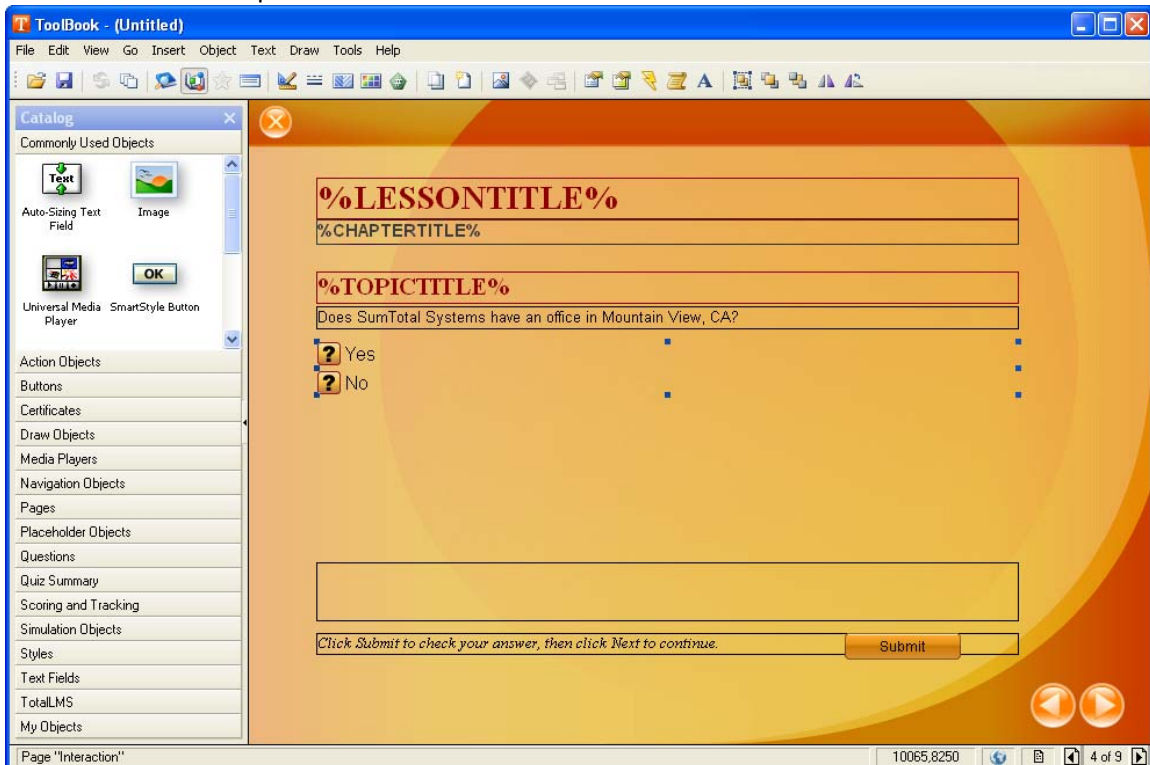
- In the Properties dialog box, click the Answers tab.



4. Select True and click the Edit button to change the default text. Type the word Yes as the text for the answer and then click OK.



5. In the Answers box, select False, then click the Edit button. Type the word No as the text for the answer in the Edit the Answer dialog box, and then click OK.
6. Click OK to close the Properties dialog box.
7. The answers for the question are now Yes and No.



Try Your Question

ToolBook makes it very easy to test your question to make sure it's working properly. To do this, switch to Reader Level, which shows you a preview of how the question will appear to the learner.

► To test your question:

1. Press F3 to go to Reader Level.
2. Click either the Yes or No button to see the feedback.
3. Press F3 to return to Author Level.

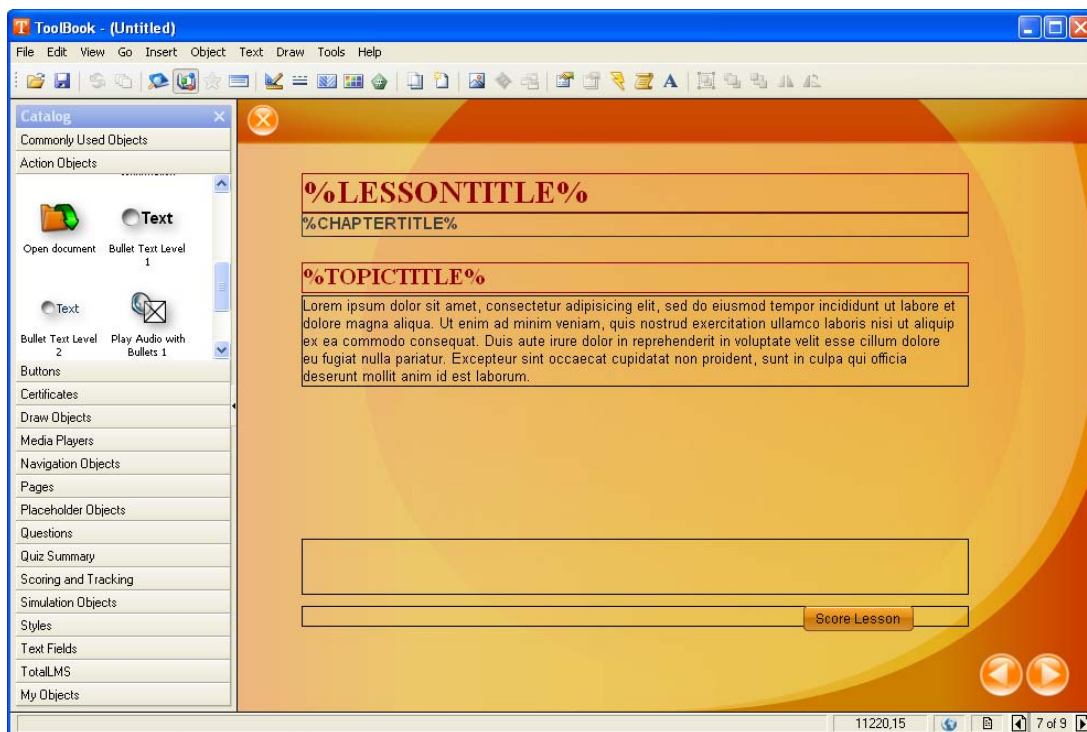
Adding Buttons to Send the Score to the LMS

Since questions are included in this course, we will want the score for the answers, as well as all other end-user results, recorded in the LMS database. To do this, buttons need to be included in the course to allow the user to signal course completion and the score to be sent to the LMS.

In the Scoring and Tracking category of the ToolBook Catalog, you will find exit buttons that will send scoring information to the LMS, such as the Exit (Mark as Complete) and Exit (Suspend Lesson) buttons.

The Discard Results button can be included in your course if you want to give students the option of exiting the course without sending scoring information to the LMS database. This course has a page available that already has a button for sending results to an LMS. For this discussion, we will review the button already available on one of the ToolBook pages.

Navigate to page 7 by clicking the right arrow in the status bar at the bottom of the page. Note that there is already a button on this page to communicate with the LMS.



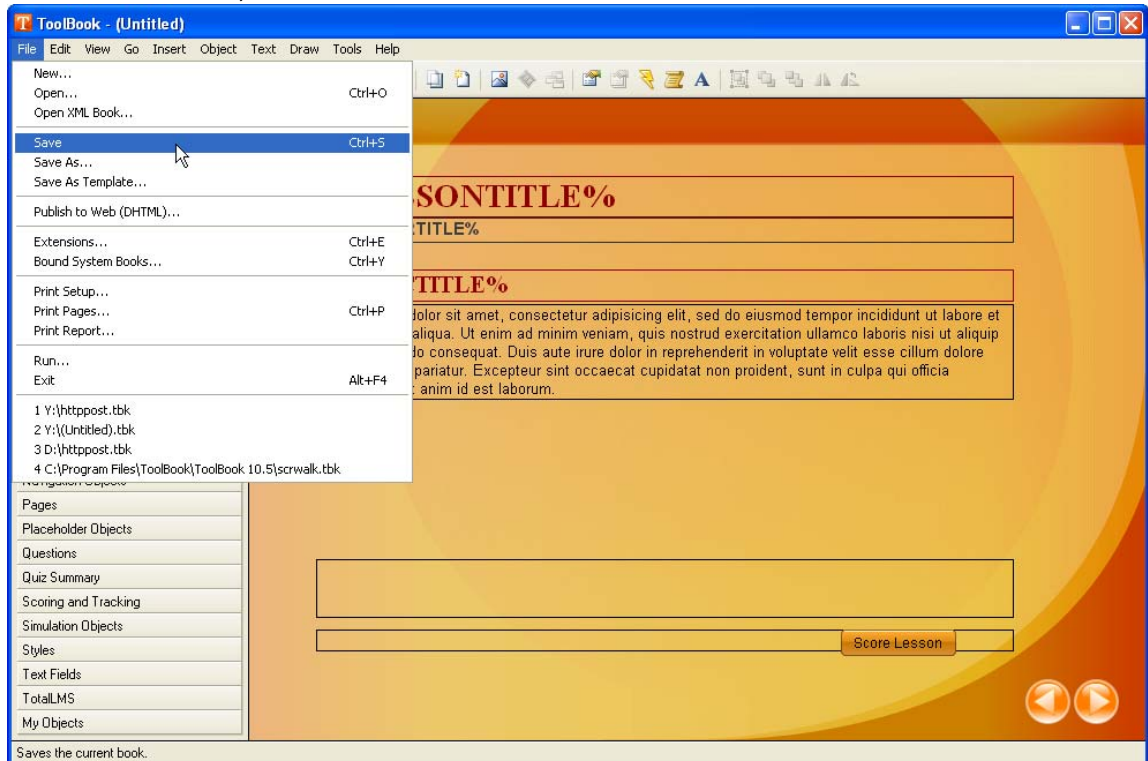
Note: As an alternative to using the pre-built catalog objects for sending scores to the LMS, the Exit Lesson action available in the Actions Editor can also be used. Four possible parameters can be used: Mark lesson as complete, Suspend lesson, Discard results, or Restart lesson. In addition, the Execute SCORM option is also available in the Actions Editor. With this option, the SCORM API can be called directly if desired. Please refer to the ToolBook online Help system for additional information on the Actions Editor.

Saving a ToolBook Book

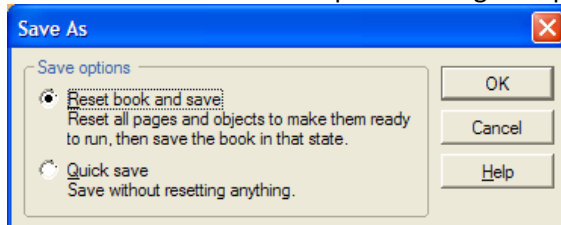
Prepare your book for the next step by saving it.

► To save your book:

1. From the File menu, choose Save.



2. Select OK when the Reset options dialog is displayed.



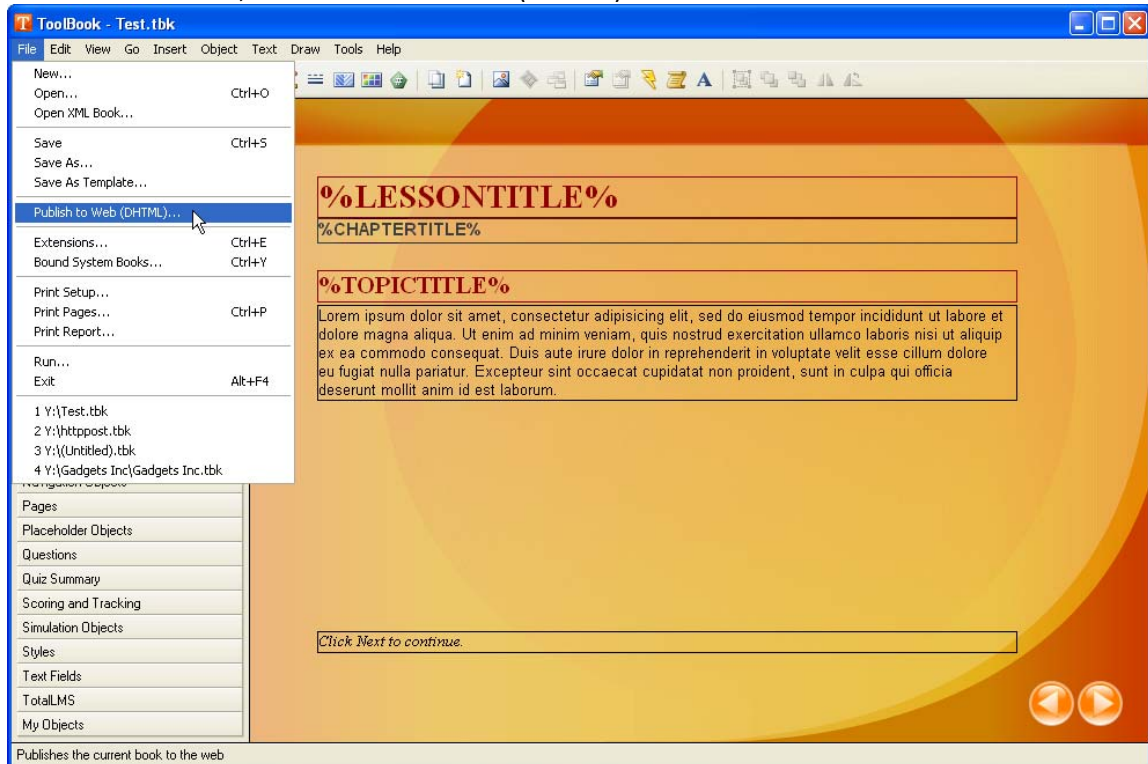
3. Type in a file name. For this example, use the name Test.tbk. Select Save.

Publishing the Course as SCORM Content

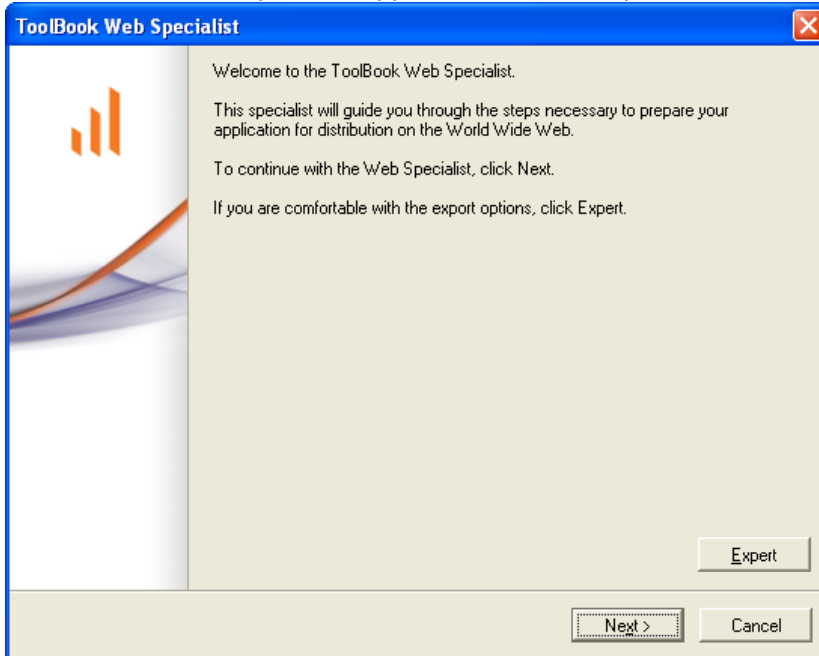
After you finish building your course in ToolBook, prepare it for distribution by choosing Publish to Web from the File menu. This opens the Web Specialist, which is a wizard that prompts you for information to deliver your book as a series of HTML files deployable as a complete, ready to run SCORM package.

► **To export a book for the Web and enable SCORM communication with an LMS:**

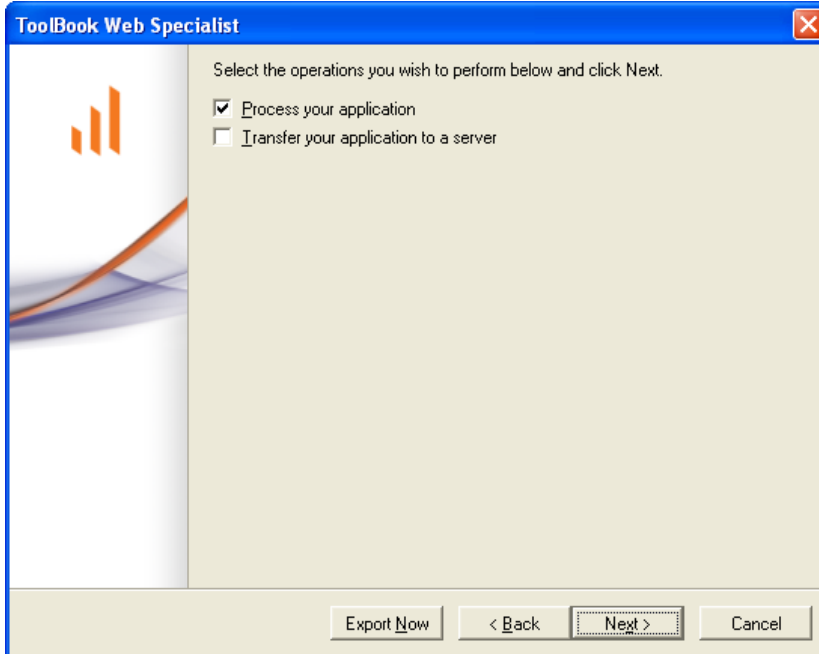
1. From the File menu, select Publish to Web (DHTML).



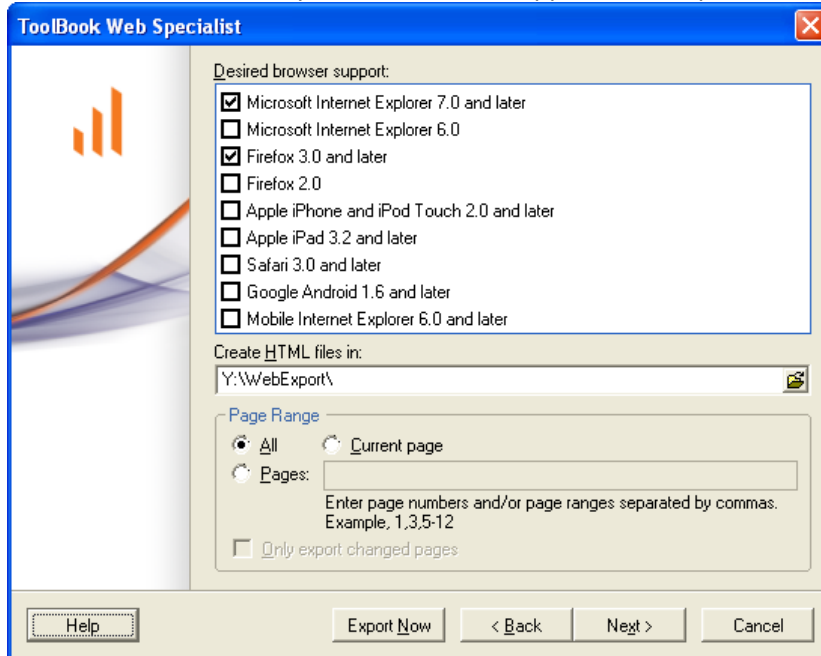
- The ToolBook Web Specialist appears. Select the Expert button.



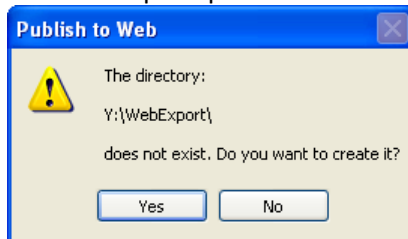
- On the next wizard page, choose to Process your application. Click Next.



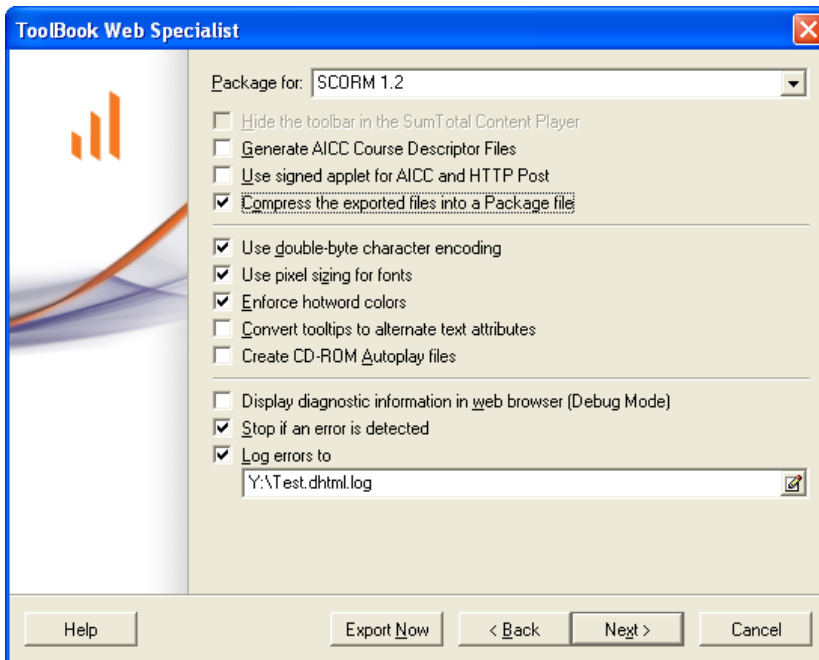
4. Choose which browsers you would like to support, and to publish all pages at once. Click Next.



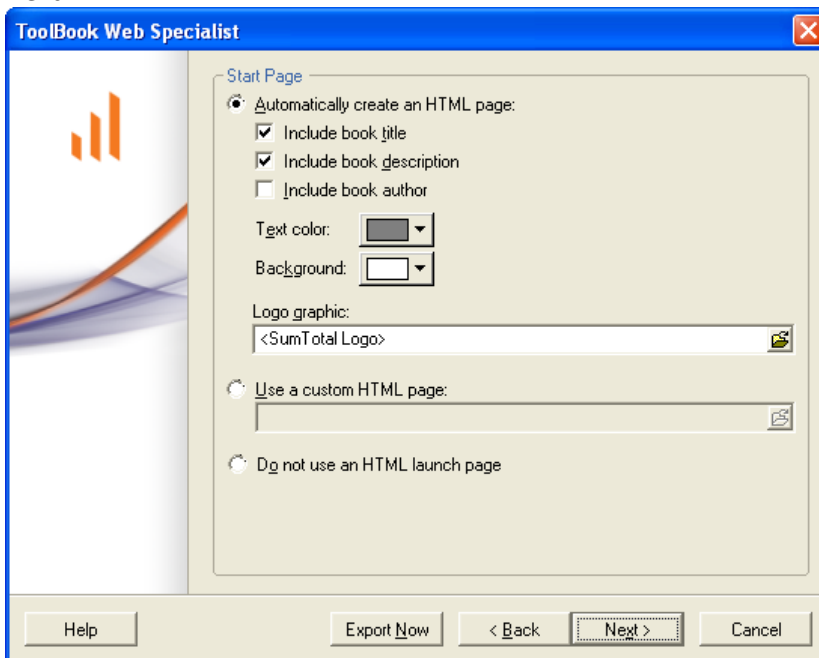
5. You will be prompted to create a folder, Click Yes.



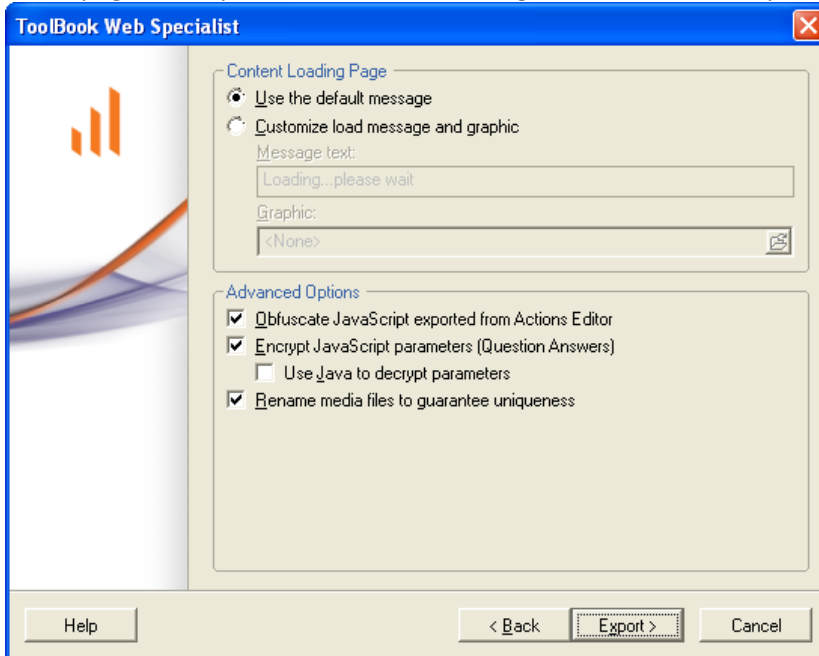
6. Next, you are asked if the ToolBook course will be used with an LMS. Select the following settings and click the Next button.
- In the Package for option, select SCORM 1.2, or if you are using the SumTotal Systems LMS, select the Total LMS (SCORM 1.2) option.
 - Select the Compress the exported files into a Package File option. By selecting this option, a SCORM package file will be created that can be used to publish the course to the LMS.



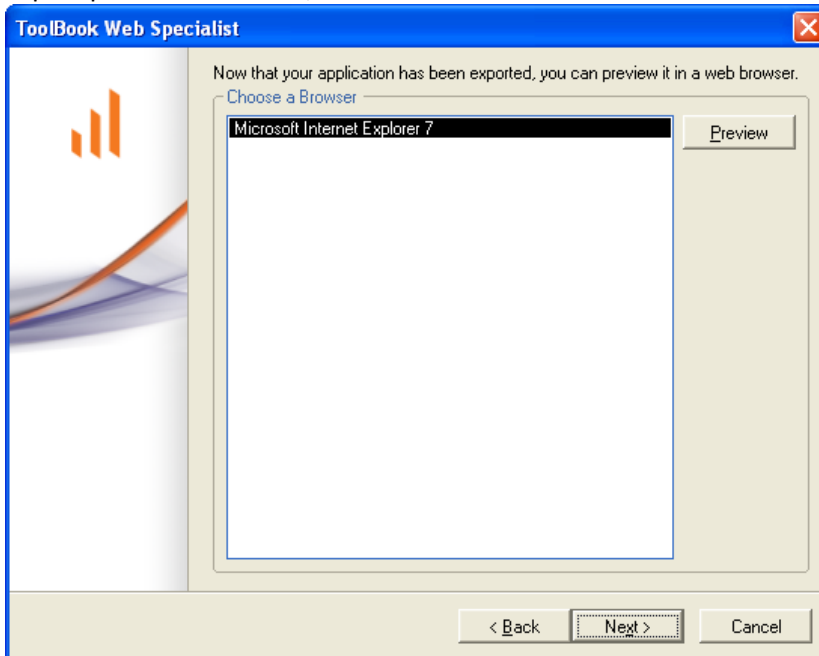
- When the wizard prompts you about the Start page, leave the default options alone. Select Next.



8. In the page with options for content loading, leave the default options alone. Click Export.

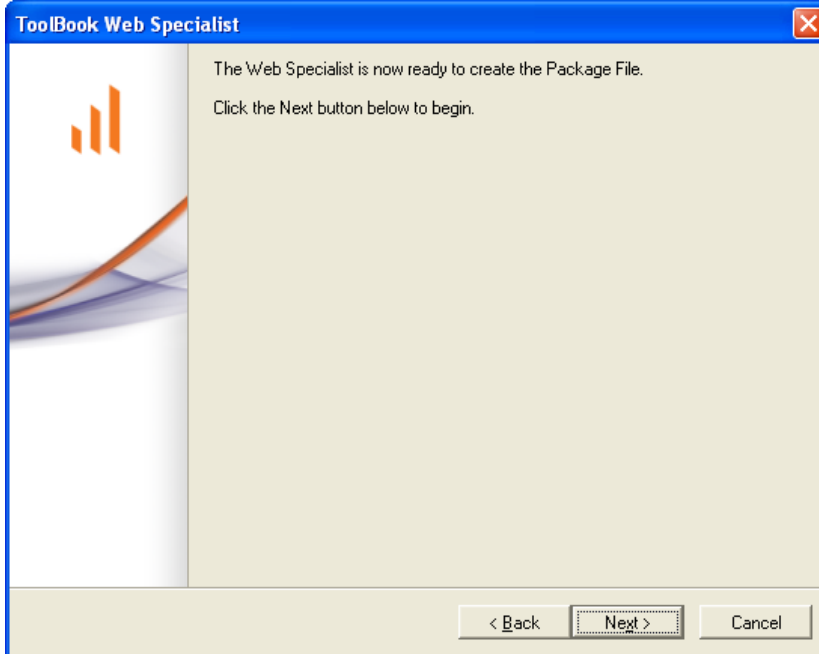


9. The Publish to Web Progress dialog box appears. During this process, ToolBook is creating the HTML pages for the course and inserting the appropriate SCORM communication. After the export process is finished, click Next.



Note: To view the content in a Web browser, click the Preview button. If you select the Preview button to preview the Web content, be sure to come back to this Wizard panel and click Next so the publishing process can continue.

10. A wizard pane is displayed indicated that ToolBook is ready to produce the SCORM Package file. Select Next.



11. After the packaging process is complete, a summary page displays. Click the hyperlinks to open the folder containing the course, or to open the folder containing the zipped package file. Then select Done to complete the Publish to Web process.

Conclusion

We hope that this guide has been helpful. If you have any questions about using ToolBook, please contact SumTotal Systems.