

INQUISIQ^{r3}

Unleash the Power of e-Learning

Version 3.0

Content Tutorial

April 2009 Edition

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Product Support

If you have purchased a support package and have any questions during the use of Inquisiq R3™ that are not addressed in this guide, go to <http://support.icslearninggroup.com>, or write to:

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Overview

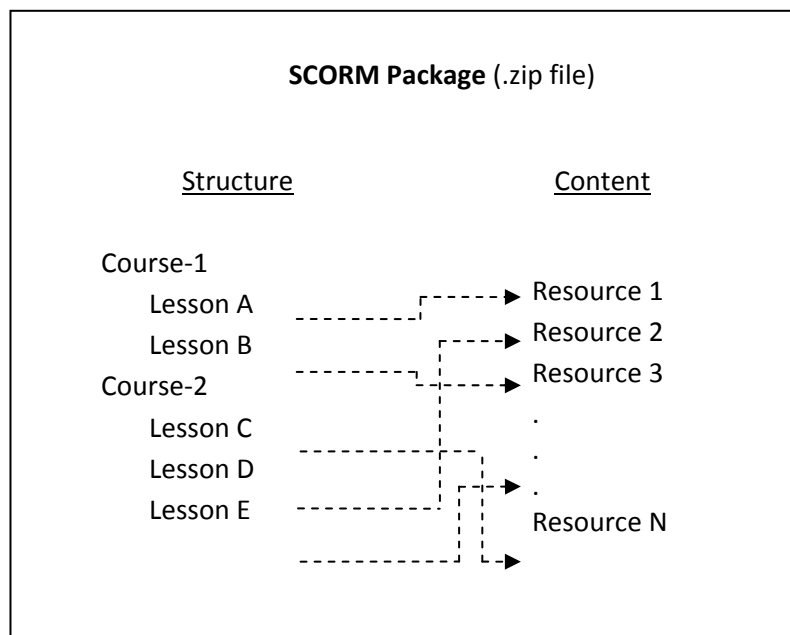
This Inquisiq Content Tutorial explains the basics of the SCORM package, its contents, and how to upload and configure this content for use in Inquisiq R3.

SCORM Packages

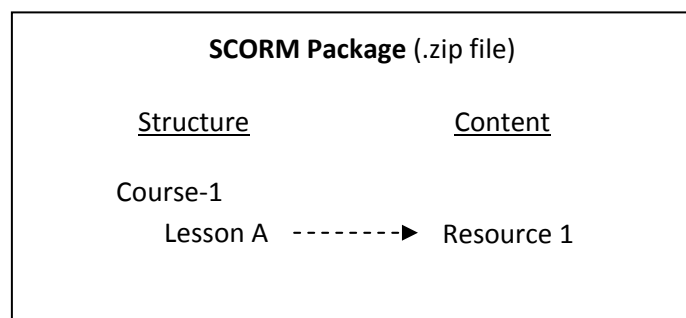
The first thing to understand is the SCORM package. You may loosely understand that a SCORM package is a .ZIP file and something that is created when you publish your content from your SCORM compliant authoring tool. However, there are many authoring tools on the market and what you may see in the package can vary from one tool to another.

The core of the SCORM package is the manifest file (always named "imsmanifest.xml" and located at the root of the .ZIP). At the most basic level, the manifest file defines the structure of the courses and lessons contained within the package as well as references to the actual content files (known as Resources) that those courses and lessons utilize.

The illustration below shows a typical SCORM package.



It is important to note that a very basic SCORM package such as one generated by Adobe Captivate or Articulate Presenter will likely contain only one course with one lesson referencing just one resource.



Creating Content

There are two ways to create courses in Inquisiq. The first method automatically generates your courses and lessons based on the structure defined within the manifest file contained in your SCORM package. The second method is a manual process whereby you create the course, then individually select the resources from one or more SCORM packages to use as lessons within the course.

Method #1 – Automatically Generate Courses and Lessons from a SCORM Manifest

The first method allows you to automatically create your courses and lessons directly from the information that is contained inside your SCORM package. The steps are as follows:

1. **Upload the package.** This process simply transfers the SCORM package from your computer to the Inquisiq system and stores it in the holding area or package repository.
2. **Import the package.** This process automatically creates courses and lesson in Inquisiq based on the information contained within the manifest file in the imported package.
3. **Publish the course(s).** This makes the new course(s) visible in the catalog allowing users to enroll in them.

Step 1: Upload a Package

To upload a SCORM package to Inquisiq:

- Click the *SCORM Packages* icon located in the Content Section of the Administrator Menu. This will display a screen that contains a list of all the uploaded SCORM packages as well as several actions that you can take.
- Click the *Upload SCORM Package* icon to open the Package Upload window.
- Click *Browse* then select the desired content package using the file dialogue that appears and click OK.
- Click *Upload*. Once the package has successfully uploaded, it will be added to the packages list.

Step 2: Import a Content Package to the Course Catalog

Now that the SCORM package has been uploaded to the system the next step is to tell Inquisiq that you want to import the package. Doing so will cause Inquisiq to look inside the package and automatically setup all of the necessary Courses, Lessons and Resources that are defined in the package manifest file. Once this import process is complete, the Courses will be available to be put in a Course Catalog and made ready for use. To import a content package:

- Click the *SCORM Packages* icon in the Content section of the Administrator Menu. This will display a list of SCORM packages that have already been uploaded to the system.

- Select the SCORM package you would like to import and click its associated Modify icon. This will display all the information that the system has on this SCORM package. You will notice the 3 tabs that allow you to see the packages properties, IMS Manifest file, and the resources that are contained in the package.
- To go ahead and Import this SCORM Package, click the Import this Package icon under actions.

The system will generate a new course (or courses) according to the manifest file of the selected content package. If you have previously imported this package, then doing so again in this manner will still create a new course (or courses) rather than update any previously created courses.

Note that because the manifest file contained within a resource package does not define course or lesson entities, resource packages may not be imported using this method.

Method #2 – Build your Courses Manually in Inquisiq

Step #1: Create your Course

You may optionally decide to build or modify courses manually. This allows you to make adjustments to a course and its lessons after importing or you can create a Course that uses resources from numerous content and resource packages.

To create or edit a course:

- Click the *Courses* icon in the Content Section of the Administration Menu. The courses page displays a searchable list of all courses in your application.
- To create a new course, click the *New Course* button at the top of the page in the Action area or to modify an existing course, click its associated *Modify* button.
- The Course form will be displayed that contains three sections. The Properties screen contains the basic attributes of the course, the Settings screen allows you to define the behavior of the course and the Expert screen allows you to designate the course expert. For a complete description of all functionality related to creating courses, refer to the Inquisiq R3 Administrator’s Manual. Click Save Changes.
- After you click Save Changes and the Course is successfully saved you will notice that two icons will appear on the Tools section of the Course screen. The two tools allow you to add Lessons or add Materials to your Course.

Step #2: Adding Lessons to a Course

- Click the *Lesson* icon in the Tools section of the Course screen. This will display a list of all the Lessons that are currently included in this Course. Notice that there are also 4 actions you can now take:

- Add Online Lesson
 - Add Classroom Lesson
 - Add Web Meeting
 - Add OJT Event
-
- To add a new lesson that will use a resource from an uploaded content or resource package, click the *Add Online Lesson* icon. Complete the form with the appropriate information for the lesson.
 - To select the SCORM resource that this lesson should use, click the *Select Package/Resource* button that is on the Lesson screen.
 - In the new window that appears, select the content or resource package that contains the resource you would like to use for this lesson and click *OK*. Now select the resource and click *OK*. Only resources that are contained within the selected package will be listed. Also note that because resources are listed by their SCORM Identifier, you should be sure that when you are authoring and packaging your content, you are assigning identifiers that are meaningful and understandable when listed such as this.
 - Click *Save Changes* to save your lesson and add it to the course.

Publishing a Course

No matter which method you use to create your courses, once complete they will need to be published if you want them to appear in the Course Catalog. When you are ready to publish, return to the Courses page by clicking the *Courses* icon on the Administrator Menu. Click the *Publish* icon associated with the course that you would like to publish. When the icon turns green, the course is published to the catalog and available for users.