





## Contents

Overview .....	3
Technical details.....	3
Content media requirements .....	3
Terminology used .....	3
Accessing Create .....	4
To Create Content .....	6
Getting Started .....	6
Creating a Page .....	8
Editing Content .....	9
Editing Images.....	10
Editing Text .....	11
Adding YouTube Video .....	12
Adding Video.....	14
Adding Flash Content.....	17
Completing Pages .....	19
Edit Activity.....	20
Packaging up your Activity .....	21
Preparing to Export.....	21
Exporting your Package .....	22
Branding .....	24
User Details .....	25
Appendix 1: Using the Text Editor Functions .....	26
Editing functions: Cut, paste, copy .....	26
Text manipulation.....	27
Text formatting options.....	27
Layout options .....	28
Help and Support.....	32
Our Divisions.....	32

## Overview

This guide describes the use of the Virtual College eLearning content creation tool **Create**.

Create allows users to create Scorm 1.2 compliant content for upload into virtual learning environments, learning management systems and managed learning environments.

Create allow users to use a range of media to create eLearning content, including text, images and videos.

What's new in this version?

- Ability to embed videos, from YouTube and as a direct upload
- Ability to add Flash content (swf)
- Ability to hyperlink to email and websites
- Ability to preview courses before exporting

## Technical details

To use Create you will need:

- Internet access on any browser above IE7

## Content media requirements

Media to be used in Create is required to be in the following formats:

- Images: jpg, png
- Movies: file size limited to 30MB
  - To embed from YouTube- embed code
  - Direct upload- mp4, mov, wmv, avi
- Embedding flash (swf) files
- Audio: mp3

**Please note:** All file sizes are limited to 30MB

## Terminology used

In Create we use the following terms;

**Activities:** Activities are a collection of pages that are exported to create an eLearning package. With Create you can create as many pages and select which to export to make your Activity.

**Activity pages:** Activity pages are single slides of content that you create in order to build your Activity.

**Template:** Templates are pre-set slide designs that are provided for you to create activity pages.

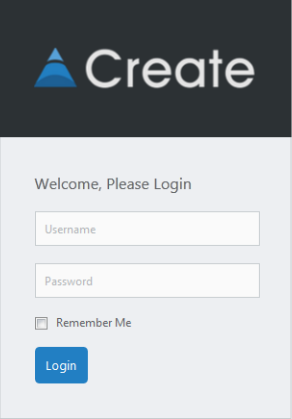
## Accessing Create

The Create tool is an online tool available anywhere you have an internet connection.

To log on you will need to have a username assigned to you. Your Account Manager or administrator will be able to provide this for you.

To log on to the online content creation tool log on to your browser and visit:

<https://create.virtual-college.co.uk/>

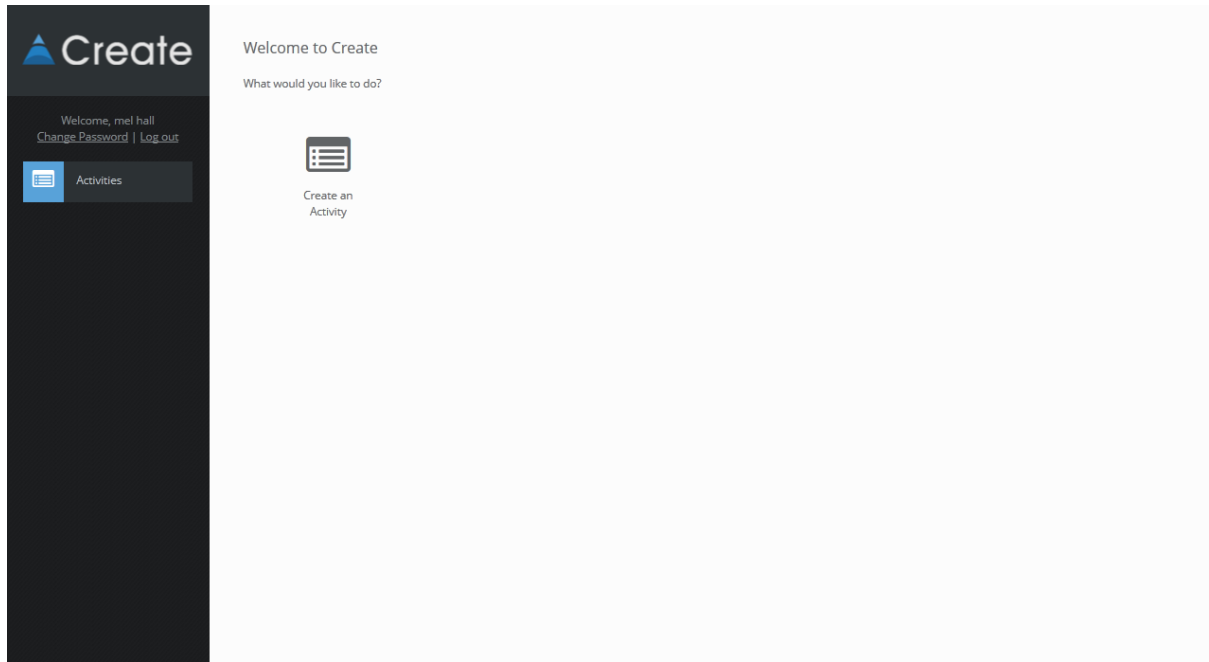


The screenshot shows the login interface for the 'Create' tool. At the top, there is a dark header with the 'Create' logo, which consists of a blue triangle icon followed by the word 'Create' in white. Below the header, the text 'Welcome, Please Login' is displayed. There are two input fields: 'Username' and 'Password'. Below these fields is a checkbox labeled 'Remember Me'. A blue 'Login' button is positioned below the checkbox. At the bottom of the login form, there is a link that says 'Forgotten Password?'.

Log on to the tool using the details provided by your Virtual College Account Manager.

Ticking the **Remember Me** box will keep your details on the page to help you log in more easily.

*Please Note: You should only do this on a secure machine to prevent unauthorised access to your courses.*

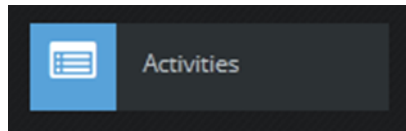


A successful log in will result in the above start screen appearing.

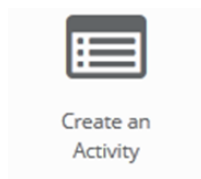
## To Create Content

In the Virtual College Authoring tool, Create, an eLearning content package is called an Activity. Activities are made up of a series of activity pages.

When you log into create you can view existing activities and create new activities from the home page.



To view any existing activities use the activities button in the left hand menu.

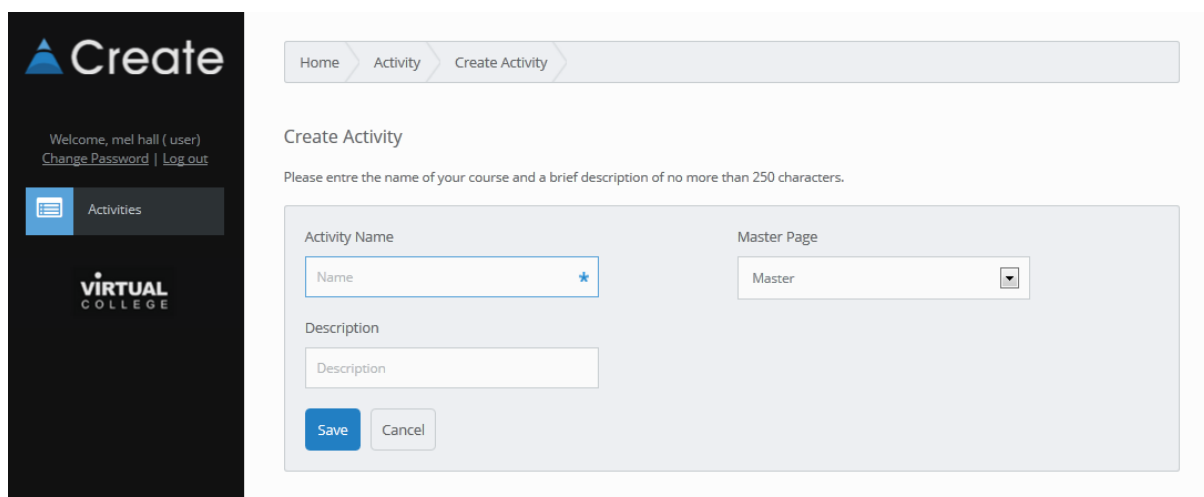


To create a new activity use the icon in the welcome window

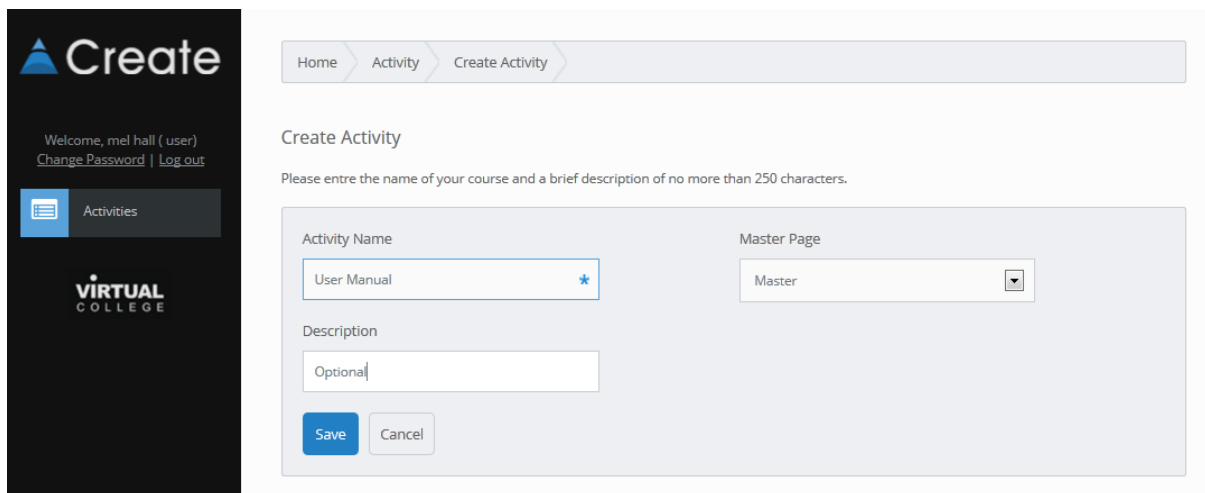
## Getting Started

The first step in the process is to create a new activity. The 'activity' is the package of pages that will make up your learning package.

Select Create **Activity** to start and the Create activity page will appear.

A screenshot of the 'Create Activity' page. On the left is a dark sidebar with the 'Create' logo, a welcome message for 'mel hall (user)', and links for 'Change Password' and 'Log out'. The main content area has a breadcrumb trail: 'Home > Activity > Create Activity'. Below this is the title 'Create Activity' and a instruction: 'Please entre the name of your course and a brief description of no more than 250 characters.' The form contains two sections: 'Activity Name' with a text input field labeled 'Name' and a blue asterisk icon, and 'Master Page' with a dropdown menu currently showing 'Master'. There is also a 'Description' text input field. At the bottom are 'Save' and 'Cancel' buttons.

Enter the name of your activity (learning package), add a description if required and select **Save**.

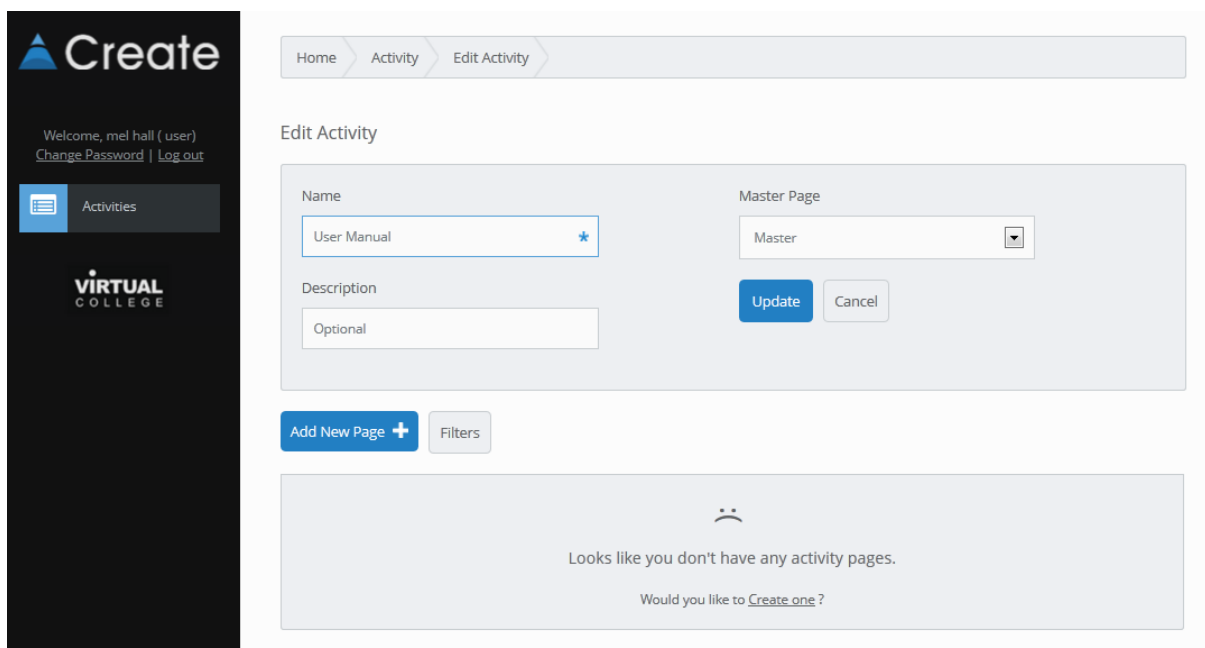


The screenshot shows the 'Create Activity' page. On the left is a dark sidebar with the 'Create' logo, user information 'Welcome, mel hall ( user )' with links for 'Change Password' and 'Log out', and an 'Activities' button. The main content area has a breadcrumb trail 'Home > Activity > Create Activity'. Below this is the 'Create Activity' title and a note: 'Please entre the name of your course and a brief description of no more than 250 characters.' The form contains two input fields: 'Activity Name' with the text 'User Manual' and a blue asterisk icon, and 'Description' with the text 'Optional'. To the right of the 'Activity Name' field is a 'Master Page' dropdown menu currently set to 'Master'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Selecting **Save** brings up a view of the pages created.

As this is your first activity and page your list will be empty and the box will invite you to create one.

To create a new slide select **Add new page** or the **Create one** link in the box.



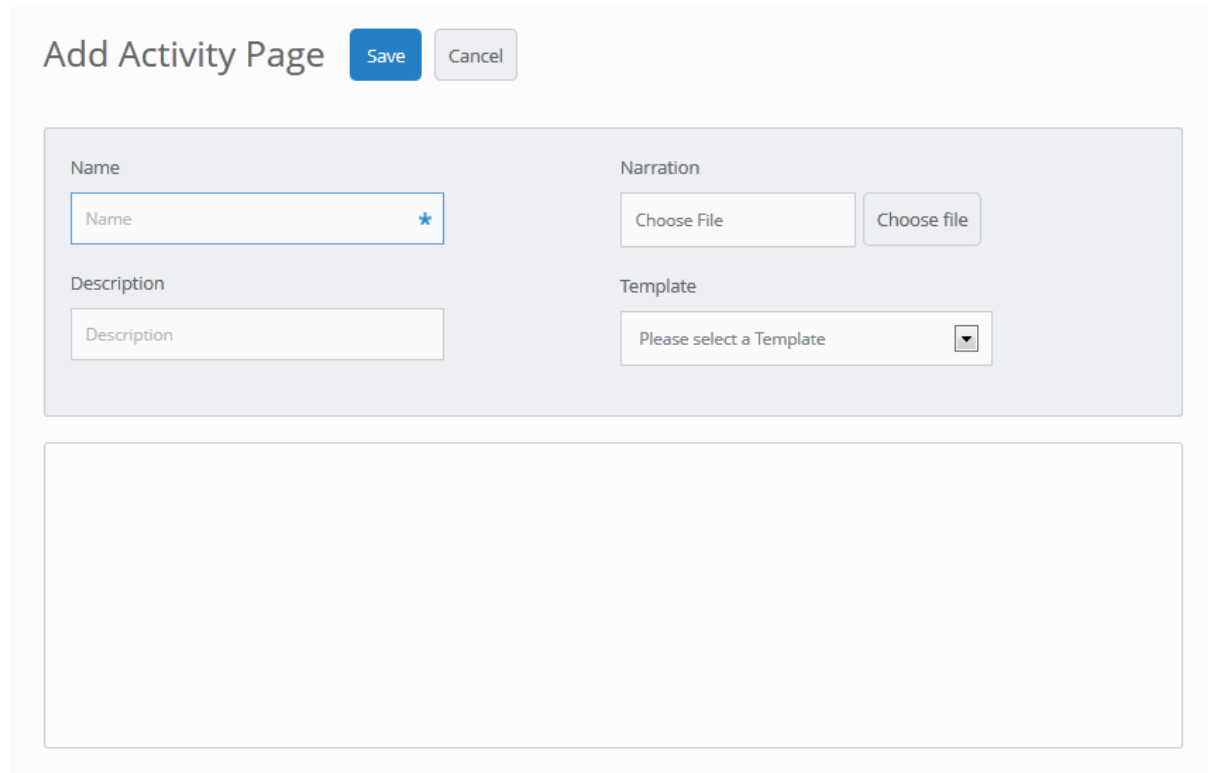
The screenshot shows the 'Edit Activity' page. The sidebar is identical to the previous screenshot. The breadcrumb trail is 'Home > Activity > Edit Activity'. The title is 'Edit Activity'. The form fields for 'Name' (containing 'User Manual') and 'Description' (containing 'Optional') are present, along with the 'Master Page' dropdown set to 'Master'. 'Update' and 'Cancel' buttons are at the bottom of the form. Below the form is a blue 'Add New Page +' button and a grey 'Filters' button. At the bottom of the page is a light grey box with a sad face icon, the text 'Looks like you don't have any activity pages.', and a link that says 'Would you like to [Create one](#)?'.



## Creating a Page

Pages are content pages that are contained within your Activity which can contain images, text, video and sound files.

Content pages are built using the provided templates available from the template drop down.



The screenshot shows a web form titled "Add Activity Page". At the top right of the form are two buttons: "Save" (blue) and "Cancel" (grey). The form is divided into two main columns. The left column contains a "Name" field with a text input box labeled "Name" and a blue asterisk icon, and a "Description" field with a text input box labeled "Description". The right column contains a "Narration" section with a "Choose File" button and a "Choose file" button, and a "Template" section with a dropdown menu labeled "Please select a Template" and a downward arrow icon. Below these fields is a large, empty rectangular box for content editing.

Creating a page is two-staged process; the first step is set the parameters for your page, to set these follow the following steps:

- Add the name and any description of the page in the name and description fields  
  
NB: The name will be the name by which the page is listed in the content and on the previous Activity page.
- Select a template from the drop down menu; this will display the format of the content page to enable a user to select the most appropriate layout for the content.  
  
NB: Content cannot be edited until, at least, the name and template have been selected and saved.
- Optional: Add narration using the **browse** button and browse to a saved file, and select **save**. The maximum size for a sound file is 30MB.

When basic details have been added, **Save** the page to enter the content editing stage.

When the screen refreshes the template elements on the page become available to edit.

## Editing Content

To add content to an activity page simply left click into any of the elements on the page to access the editor functions.

### Add Activity Page

SaveCancel

Name

example page\*

Description

optional description

Narration

Sleep Away.mp3

Change

Template

ImageOnRightNoTitle

Sample Body Section 1 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin rhoncus erat sed iaculis ullamcorper. Curabitur imperdiet nunc sed orci porttitor, eu blandit mi volutpat. Praesent eros dui, interdum vitae erat eget, eleifend malesuada elit. Pellentesque posuere est quis pulvinar ornare. In hendrerit pretium turpis ut rhoncus.

VIRTUAL COLLEGE

are delighted to have delivered successful elearning to over

1 Million online learners

CLICK HERE FOR MORE

1 Million

online learners

Sample Body Section 2 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin rhoncus erat sed iaculis ullamcorper. Curabitur imperdiet nunc sed orci porttitor, eu blandit mi volutpat. Praesent eros dui, interdum vitae erat eget, eleifend malesuada elit. Pellentesque posuere est quis pulvinar ornare. In hendrerit pretium turpis ut rhoncus.

9


Create User Manual V1.2

## Editing Images

To enter an image simply left click on the image area in the template to show the Edit Content page. Browse for an image using the **Choose file** option, which opens your operating system navigation enabling you to navigate through your file structure to select your chosen image.

Edit Content

Existing Image:



New Image:

Selecting or opening the file (depending on your operating system) will add the file to the field.

Select **Update** to embed the image in the slide.

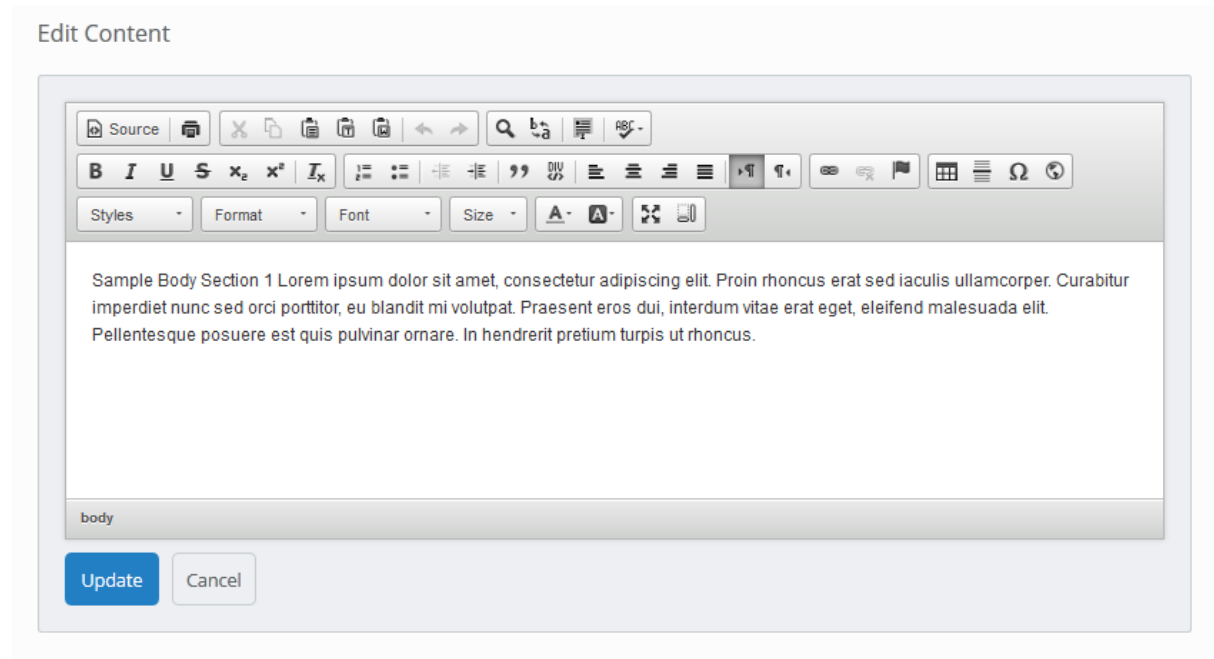
NB: any large image entered will be automatically scaled down to the size of the image in the slide.

However smaller images will not be scaled up. Jpeg & Gif images are suitable for use.

## Editing Text

To edit text on a page, double click on the text box you wish to change to bring up the editing function.

The screen will refresh to display the Edit Content page where text can be entered and formatted.



The new editing functions are more wide ranging than the previous iteration of Create. These now allow users to use more formatting in text as well as now being able to use hyperlinks out to web pages, documents and an email form.

A guide to the new text functions is available in [Appendix 1](#).

Once text has been entered and edited Update to save the content.

## Adding YouTube Video











A new feature in Create is the ability to add YouTube videos.

To add a video you will need to select the YouTubeNoTitleNoText template.

[illegible]

To add a Youtube video you will need the Video's embed code. This can be found on the YouTube page of your chosen video.

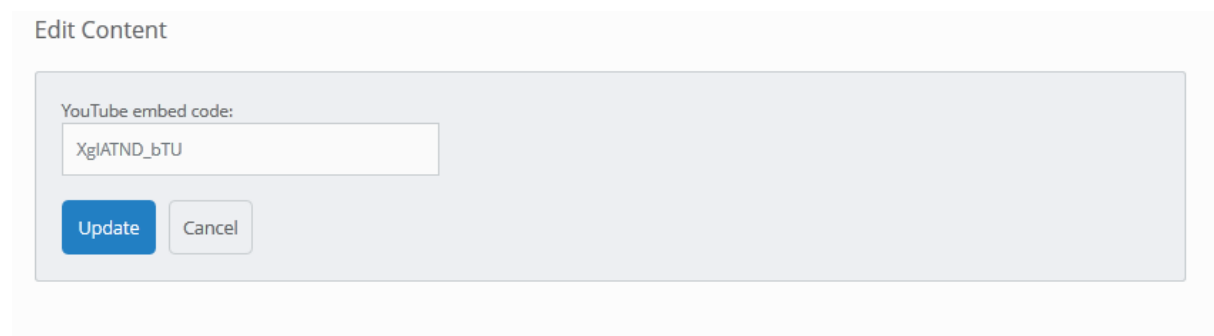
Share this video Embed Email

<http://youtu.be/ysIzPF3BfpQ> ☐ Start at: 1:25

The embed code required is the string of letters and numbers after <http://youtu.be/> in this example the embed code is yslzPF3BfpQ

To add this use the Edit Video Embed Code button to access this page



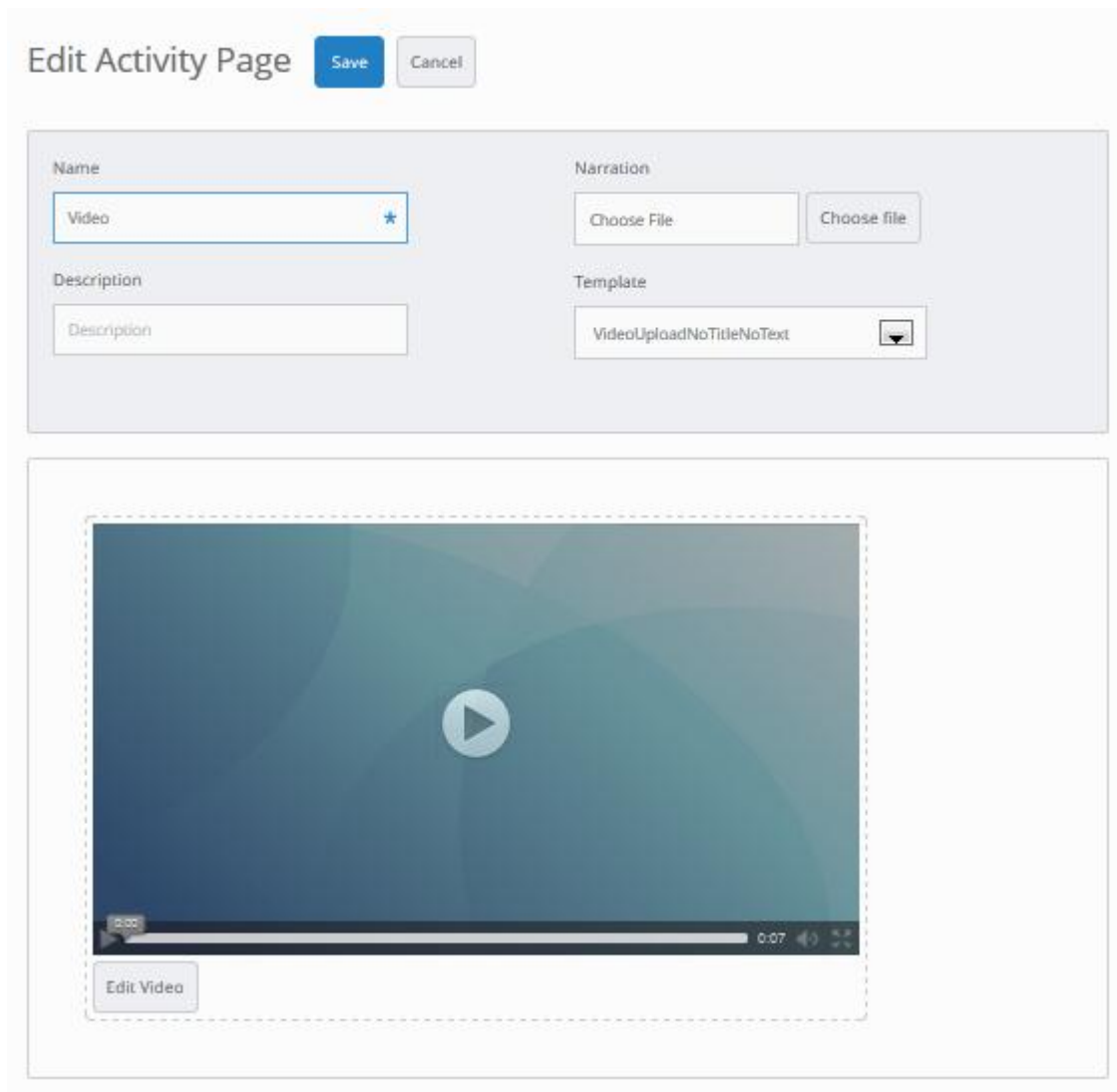
The screenshot shows a light gray dialog box titled "Edit Content". Inside the dialog, there is a label "YouTube embed code:" followed by a text input field containing the code "XglATND\_bTU". Below the input field are two buttons: a blue "Update" button and a white "Cancel" button with a gray border.

And paste or type the embed code into the field, please note this is case specific and update.

The screen will refresh and you can preview the content on the activity page, **Save** the content when you are satisfied with your upload.

## Adding Video

To add video to your activity you will need to use the VideoUploadNoTitleNoText template.



The screenshot displays the 'Edit Activity Page' interface. At the top, there are 'Save' and 'Cancel' buttons. Below this, the form is divided into two columns. The left column contains a 'Name' field with the text 'Video' and a blue star icon, and a 'Description' field with the placeholder text 'Description'. The right column contains a 'Narration' section with 'Choose File' and 'Choose file' buttons, and a 'Template' dropdown menu currently set to 'VideoUploadNoTitleNoText'. Below the form, there is a large video player area with a play button in the center. The video player shows a progress bar at the bottom with a timestamp of 0:07. An 'Edit Video' button is located at the bottom left of the video player area.

Video formats that Create can upload are as follows mp4, mov, wmv, avi.

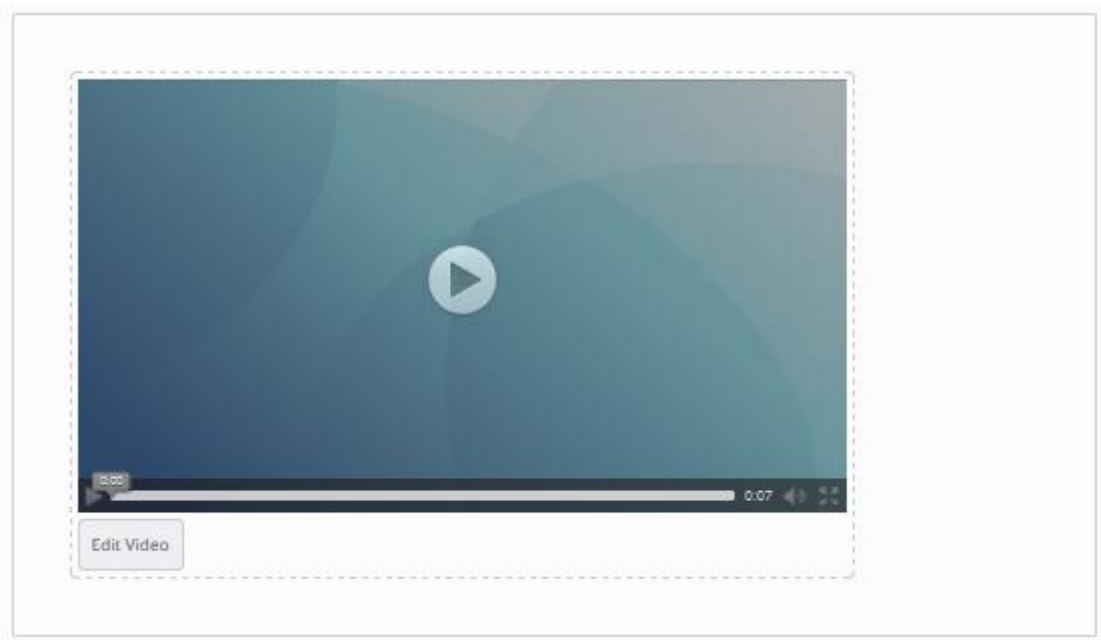
These files need to be less than 30MB in size, while this seems small 30MB is around 3 -3½ minutes of play.

As content in Create is designed to be viewed on as many platforms as possible, any video uploaded is converted into four other formats, FLV, MP4, OGV, WEBM. These formats enable the video to be seen on a wide range of mobile devices and in all the major browsers.

To upload video add a new activity page using the template VideoUploadNoTitleNoText, name the slide and save.

Use the Edit Video button to access the editing screen.

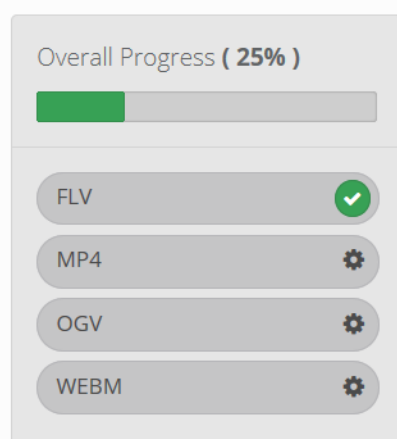
Browse for your chosen video and click Update.



On Update you will be taken to the Progress page. This page allows you to view the progress of the conversion of your video to the four formats. You will need to wait for all formats to be processed before you can move forward.

### Progress

Your video has been uploaded correctly and is currently being encoded into multiple video formats. This process is carried out to ensure your video content is playable on as many devices as possible. You can monitor the progress of the encoding below.





When your video has been converted you will be given the option to go back to your activity page.

### Progress

Your video has been uploaded correctly and is currently being encoded into multiple video formats. This process is carried out to ensure your video content is playable on as many devices as possible. You can monitor the progress of the encoding below.

Overall Progress ( 100% )

FLV

✓

MP4

✓

OGV

✓

WEBM

✓

Back to Activity Page

On returning to the Activity page you will be able to preview your Video.

When you are ready save your Activity page.

## Adding Flash Content

To add Flash content to your activity you will need to use the FlashNoTitleNoText template.

**Edit Activity Page** Save Cancel

Added

Name

Flash \*

Description

flash content

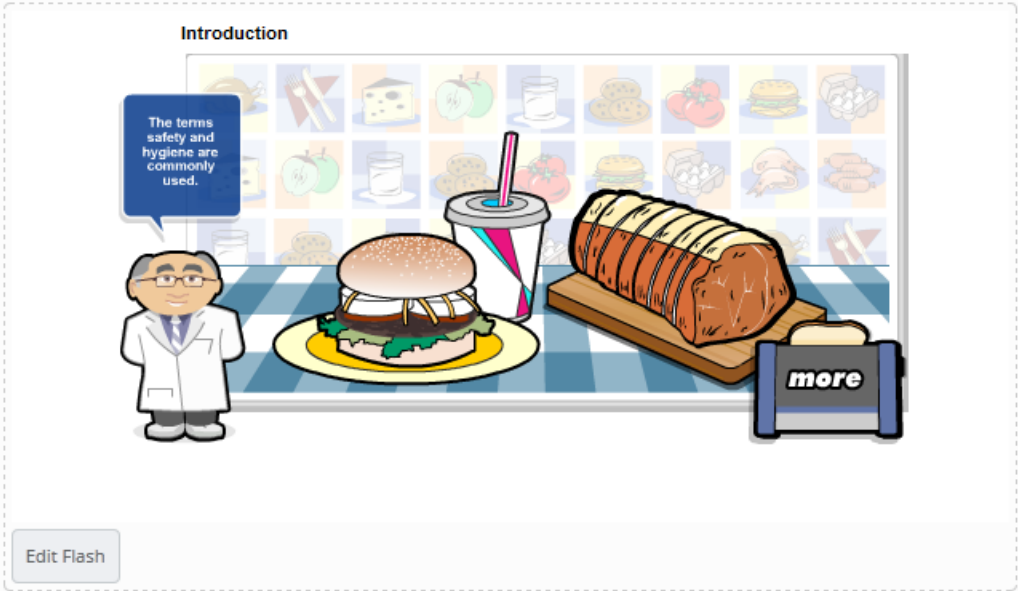
Narration

Choose File Choose file

Template

FlashNoTitleNoText ▼

Introduction



Edit Flash

As with all activities save the page parameters to access the Edit Flash button.

As Flash is not supported by a number of handheld devices Create has the option to upload an image in place of a Flash file so that your users view an alternative image.

On clicking the Edit Flash button you will be given the option to upload both a swf file and an image file.

#### Edit Content

It is really important that if you choose to use flash in your activity, that you include a back-up image. This is because flash isn't supported in all browsers and across all devices. This image will show in the instance that flash ISN'T supported.

create logo white.jpg

Change

Now select the flash file you want to use where flash IS supported:

Car-speakers-590x90.swf

Change

Update

Cancel

Please ensure both are uploaded. Update the activity and save the page as usual.

## Completing Pages

To complete the build of an activity page all sections of the page need to have been edited.

If when entering text into a page it is discovered that elements are not needed simply change the page template to select one with fewer elements.

Once you have edited all of the elements within a page click **Save** to save all of the changes.

## Edit Activity

The edit activity page allows a user to control the pages created within an activity.

### Edit Activity

Add New Page +

Export

Activity Name

demo package \*

Save

Cancel

Filters

Activity Page Name	Package?		Order
<div>Introduction</div>	<div><div>✓</div></div>	<div><div></div><div></div></div>	<div>1</div> <div></div>
<div>first slide</div>	<div><div>✗</div></div>	<div><div></div><div></div></div>	<div>2</div> <div></div>

Controls for the pages within an Activity are:

- To delete a page: select the red bin icon and confirm deletion when asked.
- To re-edit the page: use the pencil icon to re-open the page
- To reorder pages: use the arrows to move pages up and down the list
- To add further pages: select add new page at the top of the screen

## Packaging up your Activity










Once all of your required slides are created and in the correct order, you will need to export the pages to upload to your learning management system.

### Preparing to Export

Before exporting you should;

- Ensure pages required are created and all elements in the pages are edited
- Ensure pages are in the order you wish for them to be viewed in. (in descending order 1, 2, 3 etc.)
- Select which pages are not /to be exported
  - To include the slides in the package to be exported ensure the green ticks are displayed
  - To remove any from the package click to deselect. Deselected pages are noted by the red x. Deselecting pages enables different versions of packages to be exported out of the Authoring Tool without deleting any pages.

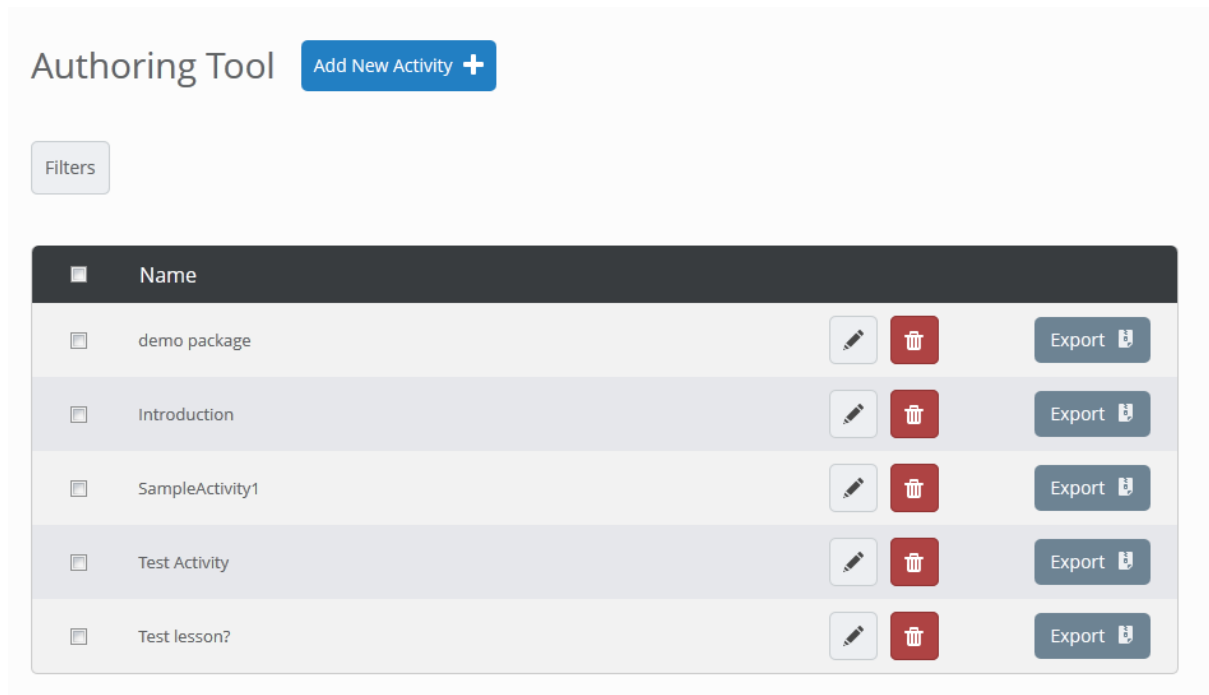
When all pages are fully populated, in the correct order and de/selected the package is ready to export.

 Activity Page Name	Package?		Order
 Introduction	<input checked="" type="checkbox"/>	 	1 
 first slide	<input type="checkbox"/>	 	2 

## Exporting your Package

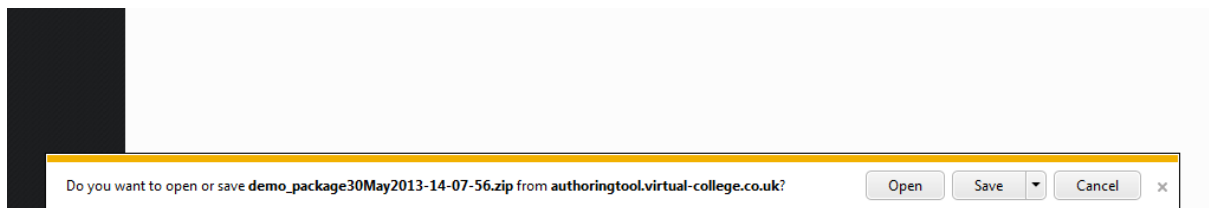
Exporting your Activity is done from the Home page.

To export from the main page simply use the export button to start the system packaging up your Activity.

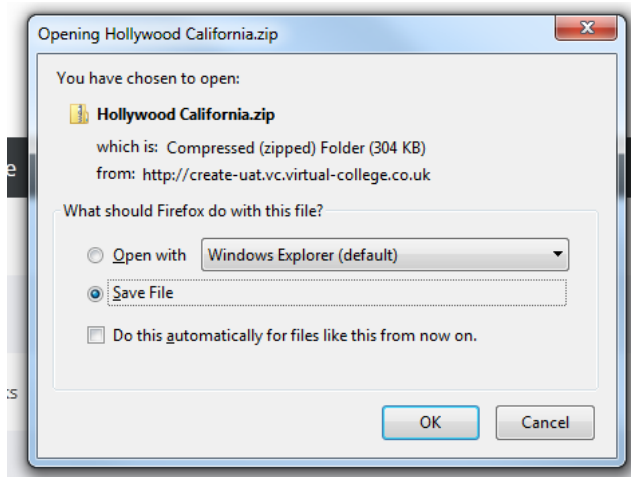


This will open the Open/save command in whichever operating system you are using.

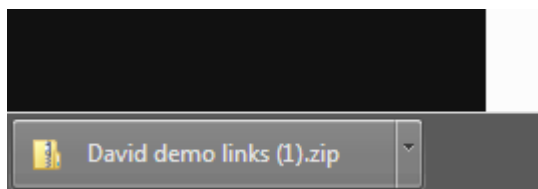
In IE9 this appears as:



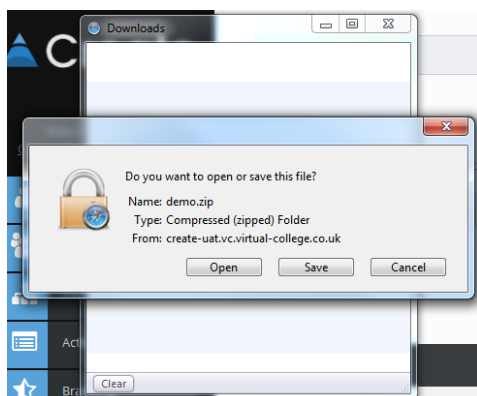
In Firefox this will open the following:



In Chrome the download appears on the bottom download bar/



In Safari this opens the following:



Always use the **Save/Save as** functions where available to save the exported file in a recognisable and accessible place on your computer/ network.

The export contains a Scorm 1.2 ready zip file that is ready for upload to the web or to the LMS, no conversion is required.

The package can then be uploaded into the LMS using the standard process.

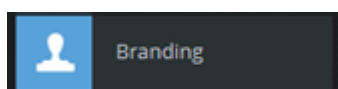
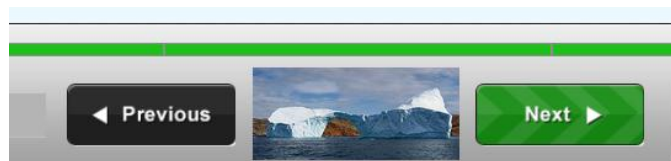


## Branding

The Authoring tool offers the opportunity to add your organisation's logo to the navigation bar to brand your learning material.

The logo will appear in the learning material's navigation bar as shown.

NB: Branding your organisation is limited to Administrator roles.



To access the branding function click on menu item on the left hand menu and select branding.

Company Branding

Upload an image for your company logo below, and it will feature within the navigation of your courses. The maximum dimensions for your logo are 154x70.

Current Logo

Your company hasn't currently uploaded a logo for the authoring tool.

New Company Logo

In the branding tool simply click on **Choose file**; this will open your operating systems navigation to enable the user to browse to the image required. Use open/save, depending on your operating system, to select the image. This will display the file name in the field.

Selecting **Save** will save the image and apply it to all courses exported from upload.

The maximum dimensions for your logo are 154x70px; these can be in jpeg or png format.

Should you wish to change the logo simply revisit the page and repeat the procedure

## User Details

The system offers the ability to change your password.

To do this use the change password link on the left-hand menu.

Welcome, Andrea  
[Change Password](#) | [Log out](#)

Change Password

Old Password:	New Password:
<input type="password"/>	<input type="password"/>
	Confirm New Password:
	<input type="password"/>
<input type="button" value="Change"/>	<input type="button" value="Cancel"/>

To change your password,

- Enter your current password in the old password field
- Fill in the new password field with your new chosen password.
- You will need to confirm the new password by entering the new password for a second time.


To save the new password select **Change**.

## Appendix 1: Using the Text Editor Functions


### Using the text editor

The text editor is a much more powerful editor than in the last version of Create. This version allows users to be able to use more formatting content whilst creating their content. As the editor is more complicated an outline of the functionality is given below.


The functionality is broken down by toolbar, with button functions reading left to right.

	Source: Source allows users to view or edit the source code of the document, this function is useful for users who are familiar with HTML script
	Print: This button will open a dialogue box to allow the user to print the content of the page


### Editing functions: Cut, paste, copy

	Cut: This function allows the user to cut a selected text fragment to the clipboard
	Copy: This function allows the user to copy the selected text fragment to the clipboard
	Paste: This function is used in conjunction with cut and copy to embed content
	Paste content as plain text: This function pastes content from the clipboard without any formatting
	Paste from Microsoft Word: This function pastes content copied from MS word (or similar) from the clipboard with formatting
	Undo & redo: Undo or redo the most recent action performed


## Text manipulation


	Find: This function allows a user to find a word or phrase in the document.
	Find and replace: this function enables a user to find and replace a word or phrase in the document
	Select all: This button selects all contents of the document.
	Spell check: This feature checks the spelling of the document text or turn on the Spell Check As You Type (SCAYT) feature.


## Text formatting options

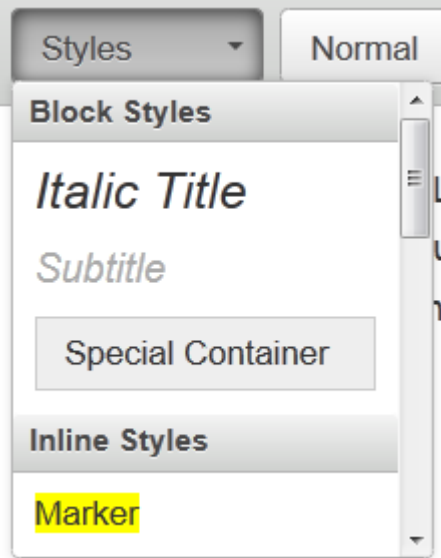
	<b>Bold:</b> adds <b>Bold</b> formatting to text
	<b>Italic:</b> adds <i>Italic</i> formatting to text
	<b>Underline:</b> adds <u>Underline</u> formatting to text
	<b>Strike-through:</b> adds strikethrough formatting to text
	<b>Subscript:</b> this function converts the highlighted text to <sub>subscript</sub>
	<b>Superscript:</b> this function converts the highlighted text to <sup>superscript</sup>
	<b>Remove formatting:</b> this function removes the formatting from highlighted text

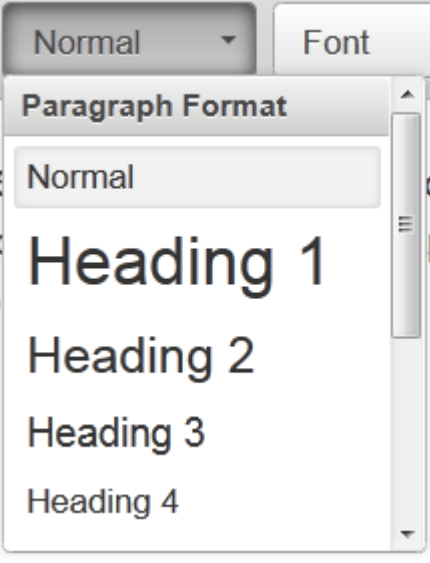
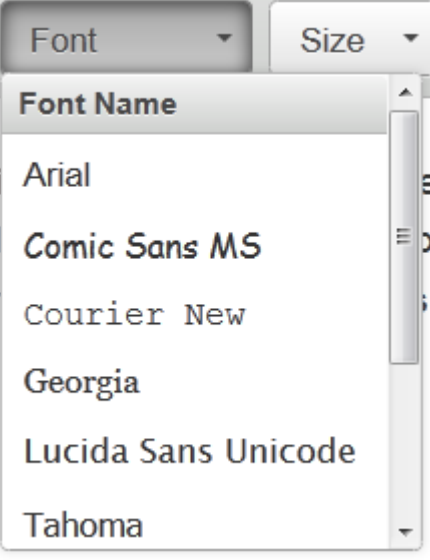
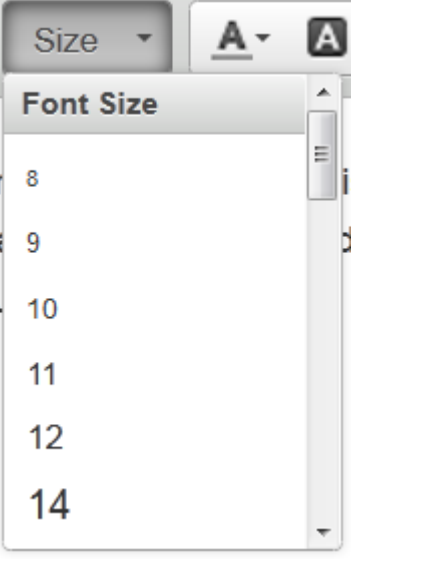

## Layout options


	
	Insert/ remove a numbered list: Create a numbered list.
	Insert/ remove a bulleted list: Create a bulleted list.
	<p>Decrease/ Increase Indentation: This function defines the spacing between the beginning of a block-level element and the left margin or gutter.</p> <p>Multiple levels of indentation can be used.</p> <p>Note: due to the nature of this formatting option, indentation can only be applied to a block-level element, like a paragraph or a list item.</p>
	<p>Block quote: This can be used for highlighting quotations. It is recommended to use this type of formatting when the quoted text consists of several lines or at least 100 words.</p> <p>To add a block quotation to your text, press the button on the toolbar. Once added, the block quote formatting appears in the document on the location of the cursor.</p>
	<p>Div Container: This is an advanced feature that should only be used if you have sufficient knowledge of both Web standards.</p> <p>This tool can be used to apply the same formatting rules to block-level elements throughout a page. Sometimes it is also useful to be able to apply formatting to a larger document fragment that extends beyond one block. If this is the case, a standard practice is to add a div container around a document fragment.</p> <p>To add a div element to your text, press the toolbar button. The Create Div Container dialog window that will open enables you to set configuration options that define the properties.</p>
	<p>Text alignment: This function determines the placement of text relative to the page (or the editing area).</p> <p>Text alignment can only be applied to a block-level element, like a paragraph, an image or a list item.</p> <p>The Editor supports the following alignment options:</p> <ul style="list-style-type: none"> <li>• Align Left</li> <li>• Centre</li> <li>• Align Right</li> <li>• Justify</li> </ul>
	<p>Set text direction as from left to right (default value for most Western languages) or from right to left (languages like Arabic, Persian, Hebrew).</p>

	<p>Link: This function allows a user to create a hyperlink in the text. These features can also be used for the following Hyperlink types:</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Email</li> <li>• Anchored (flag) text</li> </ul>
	<p>Unlink: Unlink removes any links assigned to the highlighted text</p>
	<p>Anchor: this functionality allows a user to jump to identify selections of text.</p> <p>To use this function:</p> <ul style="list-style-type: none"> <li>• Highlight text to be referred to and 'flag' it with a name.</li> <li>• To link to the flagged text, highlight text and use the link function with the 'link to anchor in text'</li> </ul>

	<p>Table: This function enables a user to create a table with a user defined number of columns and rows.</p> <p>Users can set the height and width of the table as well as control cell padding, boarder width and text alignment.</p> <p>A caption and/or summary of the content can also be added.</p>
	<p>Divider: this function inserts a divider line (horizontal) into the page</p>
	<p>Special character: This function inserts a special character or symbol from a selectable range into the page.</p>
	<p>Iframe: This function allows a user to embed other web content into a page using an iframe.</p>

	<p>Block styles: selecting from block styles allows a user to format a block of text.</p> <p>To use this function highlight text and select the style required from the drop down menu.</p>
---	---

	<p>Paragraph Format: This function allows a user to select from a set of pre-formatted text styles.</p> <p>TIP: Using these preformatted styles in an activity ensure the look of the content can be kept consistent throughout the activity</p>
	<p>Font: Using the font dropdown a user can select a font other than the default for use in content.</p>
	<p>Font size: using the drop down a user can select a different size font from the default.</p> <p>TIP: if wanting to use different size fonts consider using the Paragraph Format options.</p>
	<p>Text colour: This control allows a user to add a colour to text</p> <p>Background colour: This control allows a user to add a</p>

	<p>coloured background to text.</p> <p>TIP: When using these functions please consider readability, as some colours are harder to read than others</p>
	<p>Maximise: This function maximizes the editor to the full browser window.</p> <p>Show Block: This function highlights all block-level elements in the document.</p>



## Help and Support

If you need help or assistance, just call or email your Divisional Account Manager as below, or our Group Services contact, where we will arrange for someone to help talk you through any queries or questions you may have.

### Our Divisions

#### Business and Enterprise Division

(From Councils to micro businesses)

Please call: 01943 885085

Email: [businessandenterprise@virtual-college.co.uk](mailto:businessandenterprise@virtual-college.co.uk)

#### Education Division

(Including Schools, Colleges, Training Providers and Apprenticeship delivery)

Please call: 01943 885093

Email: [education@virtual-college.co.uk](mailto:education@virtual-college.co.uk)

#### Health & Social Care Division

(Including NHS, Social Care, Children and Adult Services)

Please call: 01943 885083

Email: [healthandsocialcare@virtual-college.co.uk](mailto:healthandsocialcare@virtual-college.co.uk)

#### Group Services

Please call 01943 605976 and then press "0" to speak to a customer service representative who will direct your call

Email: [info@virtual-college.co.uk](mailto:info@virtual-college.co.uk)



INVESTORS  
IN PEOPLE



**Microsoft** Partner  
Silver Independent Software Vendor (ISV)