

Introduction to ReadyGo Web Course Builder



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Use of Web Course Builder is governed by the license agreement located in the file *license.txt* on the WCB CD. Highlights include:

- You are licensing the WCB software for use on your computers. Each license you purchase entitles you or your company to have one copy of the software running at a time. The basic idea is that you can install the software on more than one machine. However, if you have multiple authors developing courses at the same time, you should have one license for each course developer.
- Courses that you create are **your** intellectual property. You may serve them to as many students as you want. You may make as many copies of the produced courses (the HTML generated by the WCB) as you want. You may create as many courses as you want with WCB.
- You have a license to use the clip art provided by ReadyGo in your courses. However, you do **not** have permission to use these graphics for other purposes, unless you obtain such permission from ReadyGo, Inc.
- If you would like to receive updates to the software after your support period has expired, ReadyGo has several subscription programs available.

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Welcome to Web Course Builder

ReadyGo Web Course Builder™ is the easy-to-use tool for eLearning. With Web Course Builder, you can create effective web-based courses quickly and easily.

This document describes how to install Web Course Builder and provides the basics of how to create a course. This document provides an overview of Web Course Builder and is designed to help you get started quickly.

You can read the complete documentation in either:

- The online help in Web Course Builder (choose **Help > Help Topics** from the menu bar) or
- The Web Course Builder Tutorial.
Double-click *index.htm* on the WCB CD to start the WCB Tutorial or access the tutorial on our website <http://www.readygo.com> in the Support area.

System Requirements

The course developer's computer must have the following:

- A Pentium 200 MHz or higher PC with at least 8MB of RAM
- A hard disk with 20MB of free hard disk space
- Windows 95, 98, NT 4.0, Me, 2000, XP or later
Note: Our customers have told us that WCB works well on Macintosh® computers running Windows emulation programs.
- A web browser such as Netscape Navigator or Microsoft Internet Explorer version 3.0 or later.
ReadyGo recommends browsers of version 6.0 or later for best results.

Students taking your course must have a web browser such as Netscape Navigator or Microsoft Internet Explorer version 3.0 or later. ReadyGo recommends browsers of version 6.0 or later. Plug-ins are not required unless you include special multimedia components. For the interactive picture type test questions, a 1024x768 or larger monitor is recommended.

Installing Web Course Builder

Make sure your serial number is available before installing the application. You can find the serial number on the CD sleeve or in an email from ReadyGo, Inc.

To install Web Course Builder:

- 1 Insert the WCB CD into your computer's CD-ROM or DVD drive.
- 2 The installation should start automatically. If it doesn't, using Windows Explorer or another directory navigation method, find the file *setup.exe*. Double-click the file *setup.exe*.

The InstallShield® will guide you through the rest of the installation.

Note: During the installation, if you want to install the tutorial on your hard disk, or if you do not want to install the clip art on your hard disk, select the **Custom** installation setup type.

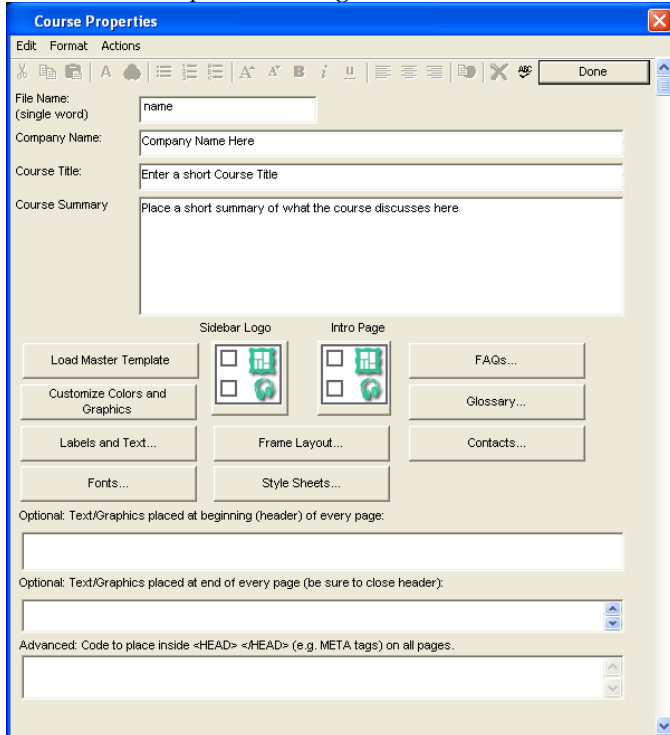
After installation, you might need to reboot your computer. The installation program will inform you if this is necessary.

Creating a Course

To create a new course:

- 1 Double-click the ReadyGo Web Course Builder icon on your desktop to start Web Course Builder.
- 2 Click **Create New Course**.

The Course Properties dialog box is  displayed.



- 3 Enter a name for your course and information for the introduction page.

The company name, course title, and course summary you provide are displayed on the course's introduction page.

- 4 You can define the appearance of your course by specifying course logos, the color scheme, a master template, frame layout, and the font.
- 5 To add a graphic for the introduction page or for the top of the sidebar, click the appropriate the **Graphic/Audio** button and select a graphic from your computer.

See "Adding Graphics, Audio, and Videos" on



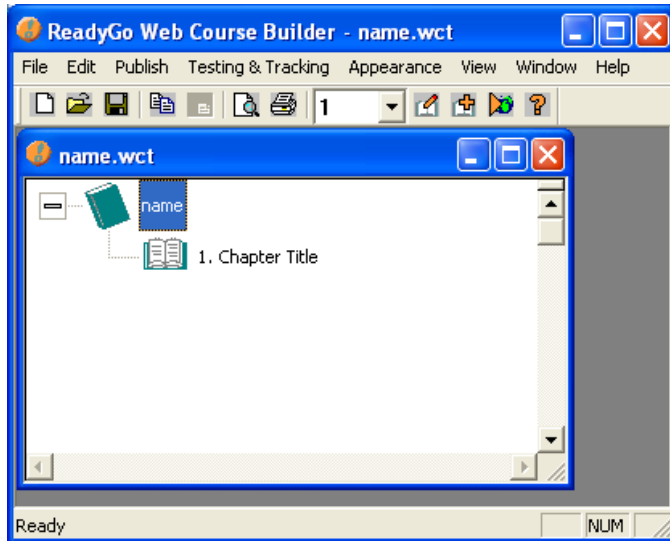
page 9 for more information about adding graphics.

- 6 When you finish, click **Done**.

The name of your new course file (also called course source file) is displayed in Web Course Builder with the name you specified and the extension *.wct*. The course layout is displayed in a tree hierarchy.

Adding Chapters and Pages

A course is made up of chapters and within each chapter are pages (also called bullet pages). The first chapter is automatically created for you.

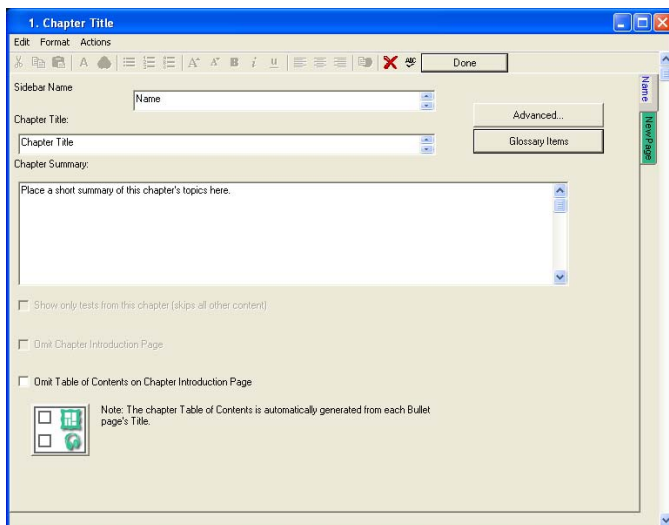


To edit the first chapter of your new course:

- 1 Select the first chapter and click **Edit Chapter**  on the toolbar.

Tip: You can also double-click the chapter name in the tree hierarchy window to edit a chapter.

The chapter dialog box opens.

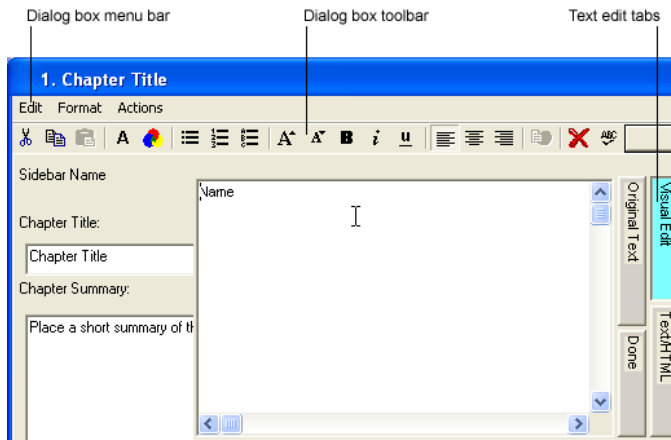


When you click in a text field, four text edit tabs are displayed on the right side.

- Use the **Visual Edit** tab to paste formatted text or to format the text (color, font, bold, italic, and so on) using the buttons in the dialog box toolbar.
- Use the **Text/HTML** tab to add unformatted text or to paste any web readable code (HTML/JavaScript) into the content area.

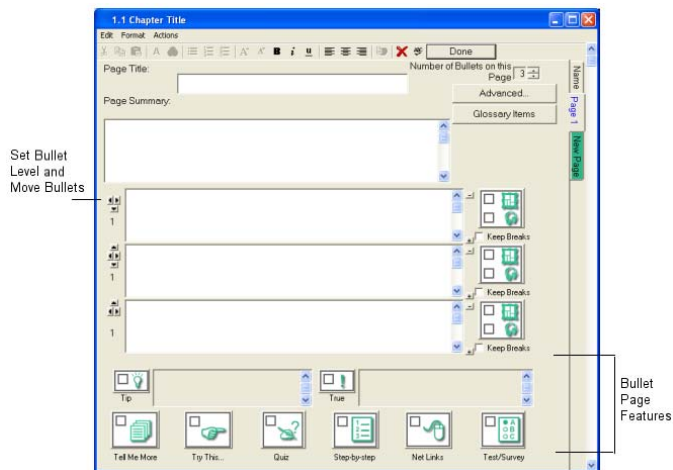
- Click the **Original Text** tab to restore your content to what was available when the page dialog box was opened. The blue tab shows you which edit mode you are currently using
- The **Done** tab closes the expanded window.

You can move from text box to text box using the Tab key or you can click in the next text box.




2. Enter a name for the chapter that will be displayed in the course sidebar, the chapter title, and a chapter summary.
3. When you finish, click the New Page tab on the right side of the dialog box to create the first page in your chapter.

The following bullet page dialog box opens:



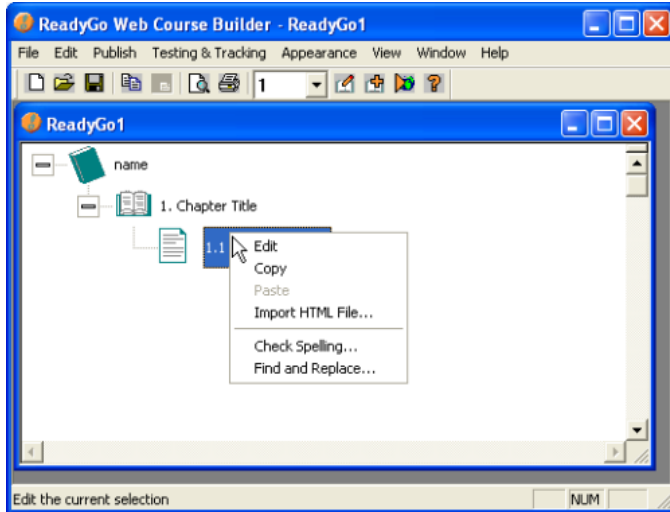
4. Enter the page title, a short summary of the bullet page, and your bullet points. You can have up to six levels of bullets.

Note: To access bullet page features (including **Graphic/Audio**, **Tips**, **It's True**, **Tell Me More**, **Try This**, **Step-by-Step**, **Quiz**, **Tests**, and **Sub-pages**), click the appropriate button. See "Editing Bullet Pages" on page 5 for more information.


Tip: Once you have generated your course once, you can preview  individual pages to see how your page will look in a Web browser (see "Generating and Viewing Your Course" on page 11).

5. To add more pages to the chapter, click the **New Page** tab and repeat step 4 for each page.
6. When you finish, click **Done** in the upper right section of the dialog box.

The course tree now contains the chapter and bullet-page titles you created.



Note: In this tree window, you can edit your course, rearrange course sections using drag and drop, import an HTML file, check spelling, and find/replace text.

7. To create more chapters, click **Insert Chapter**  on the toolbar and repeat steps 2 through 6 for each chapter.

Note: To add a chapter at the end of your course, click the **Edit Chapter** list on the toolbar and choose the +.

8. To save your course, click **Save**  on  the toolbar.

Note: Web Course Builder automatically saves your course every 20 minutes. Should you ever need to restore your work, you can just replace your .wct file with the .wc~ save file located in the same folder as your course.

9. Select a folder on your computer where you want to save your course.
By default, the course is saved in the c:\Program Files\ReadyGo\Courses directory.

Editing Bullet Pages

This section provides useful tips for creating your course structure. Bullet pages provide your students with information in a quick-to-read format. You can add the following types of additional information to support your lesson. Students can access this information from the bullet pages.


- **Tip** and **It's True** notes – Provides a way to highlight important information. They appear as notes on the bullet page.
- A **Tell Me More** article – Provides the student with a more in-depth article.
- A **Try This** exercise – Provides the student with an opportunity to try out the information presented in the lesson. A **Try This** exercise can be a link to an Internet resource, a required exercise, or an interactive simulation.

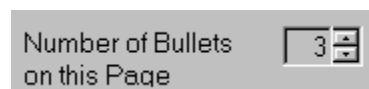
- A **Quiz** – Provides content designed to help students learn by interactively repeating important information. The student can read each question and position the mouse to immediately see the correct answer.
- A **Step-by-Step** exercise – Provides a detailed procedure broken down into small steps.
- A **Test/Survey** – Provides a way to measure what students have learned. Tests are similar to quizzes except they are graded (survey questions are not graded). There are 15 different types of test questions. A **Required** test is displayed as the next page for a student taking your course. An **Optional** test appears as a link on the bullet page.


You can have test results stored on a server with the ReadyGo Server-Side Testing module or with your Learning Management System that is AICC or SCORM conformant.

- A **Sub-page** – Provides the student with more in-depth information such as homework assignments, and bibliographies. This is similar to a **Tell Me More** article, except that you can have up to six sub-pages on a bullet page and you can customize how the link appears on the bullet page.

Bullets



To add a bullet point, you can increase the **Number of Bullets on this Page**. This adds a bullet point to the end of the bullet list. Alternatively, you can click the  button to the right of a bullet point and a new bullet point is inserted after the current one.




To delete a bullet point from the bullet page, click the  button to the right of the bullet point you want to delete. You specify whether you want the associated graphic/audio to be deleted.

You can add multiple graphics to your bullet page. The graphics will appear after each bullet. To add a graphic before the first bullet on the page, leave the field for the first bullet text empty, and enter text in the second bullet field. For more information about adding graphics, see “Adding Graphics, Audio, and Videos” on page 9.

You can also add a graphic to the bullet content by selecting the Visual Edit mode tab, and then copy/paste the graphic. This works best if you right-click and choose **Paste Special**. The **Picture/Metafile** and **Bitmap** paste options work quite well. Pasting a **Word Object** or **PowerPoint Object** does not work. When you click **Done** or press **Tab** for the page, you are prompted for how you want to convert the pasted graphical content into a web-viewable file.

You can change the level of indentation of your bullet points by using the   buttons to the left of each bullet. The graphic for the bullet point changes for each level of indentation. You can customize the bullet graphics by choosing **Appearance > Colors and Graphics** from the menu bar and clicking the Bullet Page tab.

You can specify how many bullets each graphic will span. Click the **Graphic Span** field  located to the right of the **Graphic/Audio** button to specify how many bullet points you want associated with the graphic.

To rearrange bullet points, you can use the  and  buttons to move the current bullet up or down in the bullet list.

Tips and It's True Notes

To add a **Tip** or an **It's True** to a bullet page, click the corresponding button. The area next to the button changes from gray to white. Enter your content in this white area.



To delete a **Tip** or **It's True**, click the appropriate button.



Note: When a **Tip** or **It's True** note has content, the button has a green checkmark and the button is orange.

Tell Me More Article

To add a **Tell Me More** article, click the **Tell Me More** button. A green check mark on the **Tell Me More** button indicates that you have added a **Tell Me More** article to your bullet page.



You can place up to ten graphics on a **Tell Me More** page. If you delete a graphic, the paragraphs that were previously separated by the graphic are combined together.

To delete a **Tell Me More** article, click the **Tell Me More** button and click **Delete** .

Try This Exercise

To add a **Try This** exercise, click the **Try This** button.

Each time you add a graphic, you have the opportunity to add another paragraph after the graphic.



A green check mark on the **Try This** button indicates that you have added a **Try This** exercise to your bullet page.

To delete a **Try This** exercise, click the **Try This** button and click **Delete** .

Quizzes

To add a **Quiz** page to your bullet page, click the **Quiz** button.



You can have up to five questions on each quiz page. Each question can have one or more possible answers. You can also display possible answers in two columns. In this case, the student must match the first column with the second column.

A green check mark on the **Quiz** button indicates that you have added a **Quiz** to your bullet page.

To delete a **Quiz**, click the **Quiz** button and click **Delete**



Step-by-Step

To add a **Step-by-Step** page to your bullet page, click the **Step-by-Step** button.

You can place up to 20 steps on a page. Each step is automatically numbered. Enter the text for each step and add a graphic if you want. **Additional Text/Instructions** information will appear at the bottom of the **Step-by-Step** page.



A green check mark on the **Step-by-Step** button indicates that you have added a **Step-by-Step** page to your bullet page.

To delete the **Step-by-Step** page, click the **Step-by-Step** button and click **Delete** .

Net Links

To add **Net Links** to your bullet page, click the **Net Links** button.

You can place up to five **Net Links** on a bullet page. You must enter both the URL and the text you want displayed for the bullet page link. A green check mark on the **Net Link** button indicates that you have added **Net Links** to your bullet page.



To delete the Net Link, click the **Net Link** button and click **Delete** .

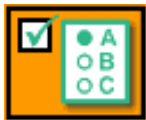
Tests

To add a test, survey, or a self-assessment to your bullet page, click the **Test/Survey** button. Tests, surveys, and self-assessments are designed to collect student answers or give feedback based on how students answer each question. If you purchased the ReadyGo Server-Side Testing module or if you have a Learning Management System, you can collect test results on a central server. You also have the option to set up the course so that the student emails their responses to you when they grade their test.

There are 15 different types of test questions including multiple choice, true/false, numeric and text entry, ranking, and several interactive types of questions. See the online help for detailed instructions or the WCB Tutorial for demonstrations of how to create each type of question.


Each question can be graded or handled as survey questions. Survey questions have no right answers. You can make the entire test page a survey. Each test/survey page can contain up to 100 questions. ReadyGo recommends limiting the page to ten questions.

To delete a question, click **Delete Question** to the right of the question you want to delete.



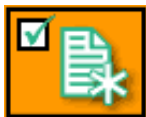
A green check mark on the **Test/Survey** button indicates that you have added a **Test/Survey** to your bullet page.

You can specify how you want the link to this page to display on the bullet page. You can have a text link or a graphic link.

To delete a test, survey, or self-assessment page, click the **Test/Survey** button and click **Delete** .

Sub-Page

To add custom sub-page to your bullet page, click the **Sub-Page** button. You can specify how you want the link to this page to appear on the bullet page. You can have a text link or a graphic link.



You can add up to 12 sub-pages on a bullet page. You can place up to ten graphics on a **Sub-page**.

To delete a **Sub-page**, click the **Sub-page** button and click **Delete** .

Adding Graphics, Audio, and Videos

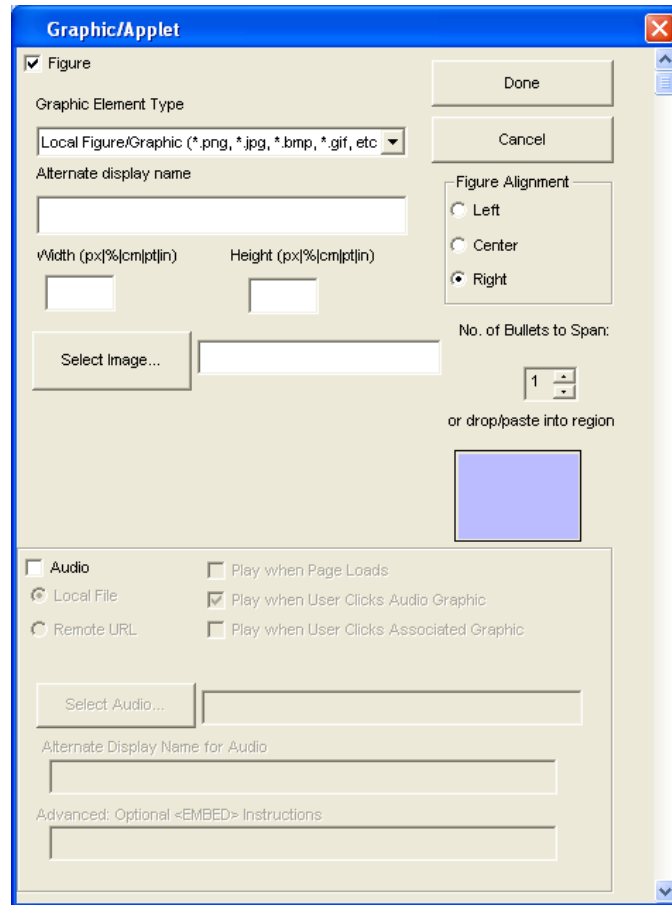
You can add graphics, audio, clip art, and multimedia to your course. You can add graphics to chapter pages, bullet pages, **Step-By-Step** exercises, **Tell Me More** articles, **Try This** exercises, custom sub-pages, and glossary items.

You can also easily integrate audio files, simulations, plug-ins, Java applications, or any other web tool into your course.

1. Click the **Graphic/Audio** button where you want to add the graphic.



The Graphic/Applet dialog box opens.



2. Select the type of graphic/applet you want to add. Your choices are:

- **Local Figure/Graphic** – Insert a standard web format graphic such as GIF, JPEG, PNG, and BMP or Microsoft clip art files (WMF and EMF). Web Course Builder will convert the WMF and EMF files to a web-readable format (JPG or PNG).

Click **Select Image** to find the graphic on your computer. To see a preview of your graphic, select a graphic and select the **Preview Graphic** option.

Alternatively, you can drag and drop your image into the blue paste region.

A copy of the graphic is stored with the course.

- **Remote Graphic** – Add a graphic from a remote location. This is useful if the graphic is updated often. Enter the complete URL for the graphic.
- **Java Applet** – Add a Java applet (program). Click **Select Applet** to find the program. A copy of the applet is stored with the course. Enter any parameters required for proper operation of the applet.

- **Plug-In** – Add videos (MPEG, AVI, and so on), Shockwave Flash (SWF), or PDF documents. Click **Select Applet** to find the file. Generally, you need to specify the size for display of the content.
- **Local Image + Link to URL** – Create a link to a web site. This is useful if you want to use a company's logo as the local graphic, and provide the URL of that company's web site. When a student clicks the graphic, the company's web site is displayed in their browser. Click **Select Image** to find the graphic on your computer. Enter the URL for the link.
- **Advanced/Other (Enter HTML)** – Add your own HTML or JavaScript code with this option. You can use this to format text or images differently from the WCB standard.

3. Specify the **Width** and **Height** of the image.

If you leave height and width blank, the web browser automatically determines the display size. However, specifying the exact height and width of your graphic may speed up the display of your web page. You can specify a value for *either* the width or the height and the image will be resized maintaining the aspect ratio. For plug-in content, you must specify the width and height.

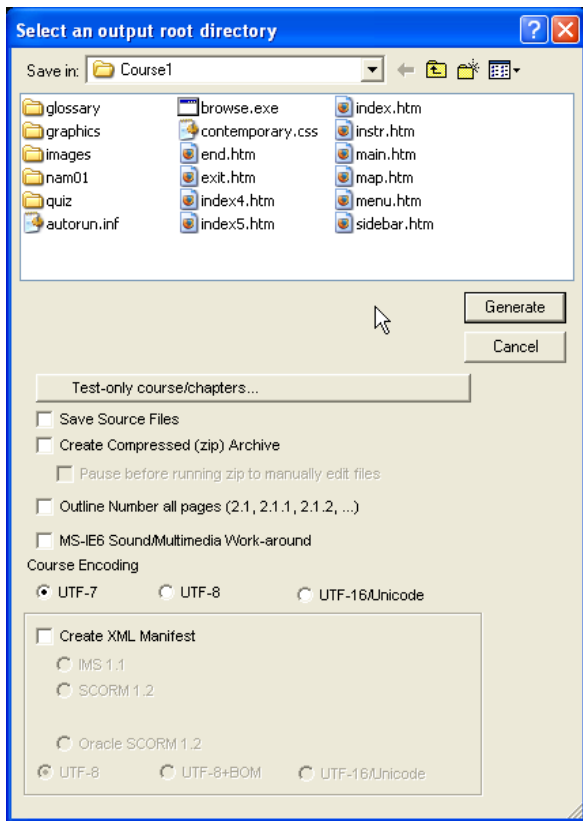
4. To add an audio file to the page, select the **Audio** check box.
5. Select whether the audio file is a local file or is located remotely where you will provide a URL for the file.
6. Choose how you want the audio file to play on the page.
7. For a local audio file, click **Select Audio** to find the file on your computer.

For a remote audio file, enter the **Remote URL**.

Generating and Viewing Your Course

To view your course, you must first generate it. The course generation process is analogous to printing a word processing document, except that course generation uses electronic files on your computer rather than paper.

- 1 Click **Generate Course**  on the toolbar to convert your course to web pages.



- 2 To create a course that only consists of test/survey pages, click **Test-only Course/Chapters**. Choose either all chapters as tests or select specific chapters that will have tests only.

This option also works with courses that use storage (such as Server-Side Testing, AICC, or SCORM).

- 3 If you want to save the source files for your course prior to generating the course, select the **Save Source Files** option.
- 4 If you want to create a compressed archive containing your generated course, select the **Create Compressed Archive** option.

This will create a zip file with the name of your course in the same directory where the course is saved. You can use the zip file to transfer your course to a server as a single, compressed file, or to e-mail the course to other reviewers. To review the course based on the zip file, extract the files from the archive (to a new directory) prior to trying to view the course.

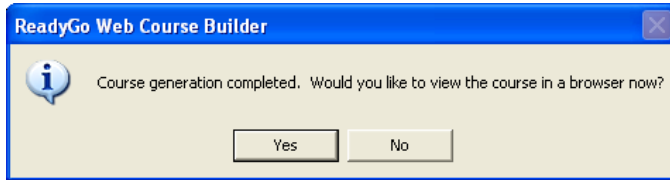
- 5 If you want your course to have numbering in the title for all chapters and bullet pages, select the **Outline Number all Pages** option.
- 6 If your course uses SCORM for tracking you will need to create an XML packaging manifest for your course. Select the **XML Manifest** option.

Note: You must enable tracking by configuring test storage and grading. Simply selecting an XML manifest file will NOT make your course SCORM conformant.

- 7 Specify where you want to save your course and click **Generate**.
By default, your course is saved *c:\Program Files\Readygo\courses\your-course-name*. The first time

you generate a course, it is important to generate it to a new directory so that it does not overwrite files from another course.

To view your course in your web browser, click **Yes**.




Adding a Glossary, FAQ, and Help Pages

You can add a glossary, a list of frequently asked questions, and a contact information page to your course. Choose **Edit > Services Bar** from the menu bar and select **FAQs, Glossary, or Contact Information**.

Printing Your Course

There are two ways to print your course. You can print the text of your entire course or you can print your entire course with the graphics.


To view and print the text of your course:

- 1 Click **Preview Text**  on the toolbar.
- 2 Select whether you want to include setup information, FAQ, Glossary, and/or Contact/Help pages and click **OK**.

The course text is displayed in your default word processor such as Microsoft Word. If the text appears without proper carriage returns, try copying the course and pasting the text in your word processor as described in the next section.

- 3 You can save and/or print the text from your word processor.

To view and print your course with the graphics:

- 1 Click **Create Printable Version**  on the toolbar.
- 2 Select what sections of the course you want to print.
- 3 Click **Create**.

Your course will be saved as a single web page that you can print from your browser.

- 4 Choose where you want to save your printable version of the course and click **Generate**.
- 5 You can then view your course as a single file in your browser and print the course from your browser.

Copying and Pasting Course Sections

You can copy sections of the course and either paste them into another course or paste them into a text editor such as Microsoft Notepad or Microsoft Word.

To copy the entire course, selected chapters, or bullet pages:

- 1 In the tree hierarchy window, select the entire course (the top icon in the tree), a chapter, or a bullet page.
- 2 Choose **Edit > Copy** or press **Ctrl-c**.

Tip: You can also select the item, press and hold the right mouse button, and choose **Copy**.

- 3 If you copied the entire course, choose whether you want to copy the entire course or setup information only and if you want to include the services (glossary, FAQ, and Contact Information).

If you selected a chapter, choose whether you want to copy only the selected chapter or all remaining chapters in the course.

If you selected a bullet page, choose whether you want to copy only the selected bullet page or all remaining bullet pages in that chapter.

- 4 Open the course or application into which you want to paste the course text and press **Ctrl-v**. To paste into another ReadyGo course, select the location preceding where you want to paste the copied course content (including graphics, sub-pages, etc.) prior to pasting.

Note: To copy the glossary, FAQ, Contact Information, or the course labels, open the appropriate dialog box from the **Edit** menu and click the copy button.

Copying and Pasting from MS Office Documents

You can add the contents of a Word, Excel, or PowerPoint document to your course. To copy and paste the contents of an MS Office document into your course:

- 1 Copy the content from your MS Office document.
- 2 To paste the text including the formatting or to paste the content as a graphic, in WCB choose the text box where you want to add the content, and click the **Visual Edit** tab. Right-click and choose **Paste Special**.
- 3 Select how you want your content copied: as a picture, as formatted text (RTF) or as unformatted text. **Do not** paste as a Word Object/Document or PPT Object/Document.
- 4 If you choose to paste the content as a picture, Web Course Builder automatically converts the image to a web readable image in PNG or JPG format. You can also specify the size and alternate text for the image conversion. When you finish, click **Create**.

Tip: If your content contains text, it is most effective to paste the text separately from the graphics. This way, if you choose to modify the text formatting properties for your course, the changes will apply to the text content. If the text is contained inside a graphic, it will not be modified.

- 5 If you paste the content as **Rich Text (RTF)**, WCB will find the closest possible web page representation maintaining the content as text.
- 6 Click **OK**.
- 5 To paste the text without any formatting (plain text), in WCB, click the Text/HTML tab in the location where you want to paste the content and choose **Edit > Paste** or press **Ctrl-v**.

Customizing Your Course Appearance

Web Course Builder provides flexibility for you to customize the appearance of your course. You can customize:

- Colors and graphics for the content area, the sidebar and the services bar
- Choice of outline numbering
- Sidebar navigation
- Font face, size, and color
- Course layout
- Labels and text

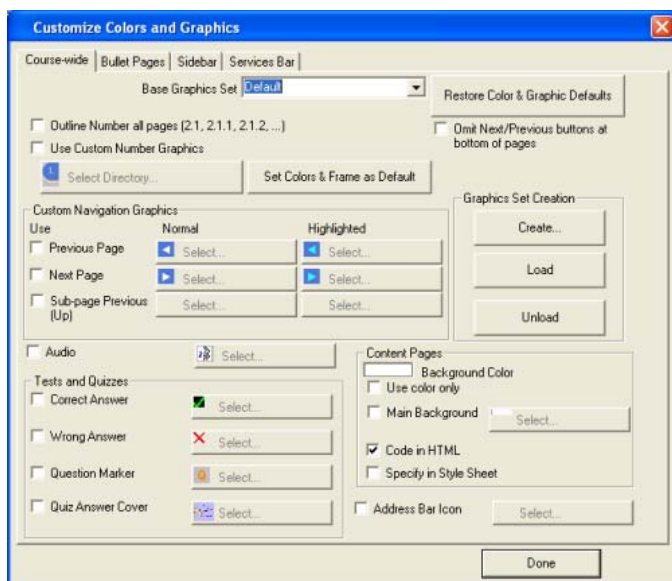
You also have great flexibility with customizing the look of your course by using Cascading Style Sheets (CSS). The most complete way to change the appearance of your course is to use master templates. See “Master Templates” on page 18 for more information.

Color and Graphics

You can change the colors for the sidebar, services bar, bullet page title bar, and bullet page links.

You can replace any of the standard ReadyGo navigation graphics with your own graphics for the content area, sidebar, and services bar.

To customize the colors and graphics in a course, choose **Appearance > Colors and Graphics** from the menu bar.



To customize the graphics, you can optionally first choose a **Base Graphics Set** from the list. To replace any of the base set of ReadyGo navigation graphics with your own graphics, select the graphic you want to replace and click **Select** to find the graphic on your computer.

Note: Many of the custom navigation graphics allow for two versions of the graphic. One is the normal graphic on the page and the other is a highlighted version of the graphic for when the student moves their mouse over the graphic (often referred to as a rollover graphic). If you are using two versions of your graphic, they should be exactly the same size. If you do not want to use a rollover graphic, do not specify a **Highlighted** graphic.

Outline Numbering

If you enable automatic outline numbering for your course, the first chapter is numbered 1 and its bullet pages are numbered sequentially 1.1, 1.2, 1.3, and so on. The chapter headings in the sidebar are also numbered.

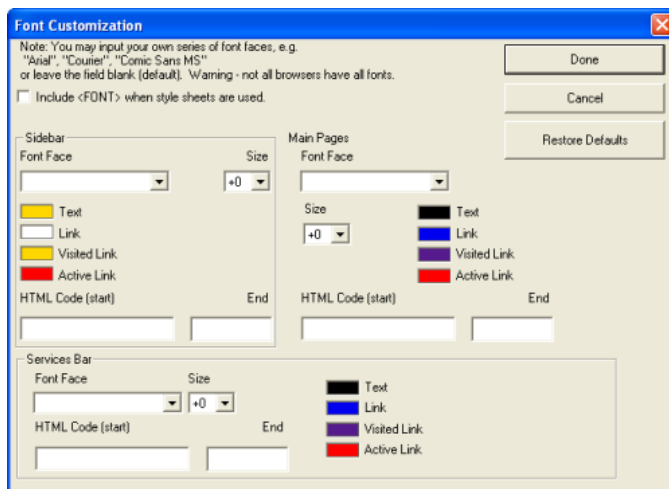
Sidebar Navigation

You can specify whether the sidebar menu contains links to chapters or is an expanding tree menu that can show links to bullet pages. Click the **Colors and Graphics** Sidebar tab to access this feature.

Fonts

You can change the font face, size, and color for the three different regions of your course pages.

To change the fonts, choose **Appearance > Fonts** from the menu bar.

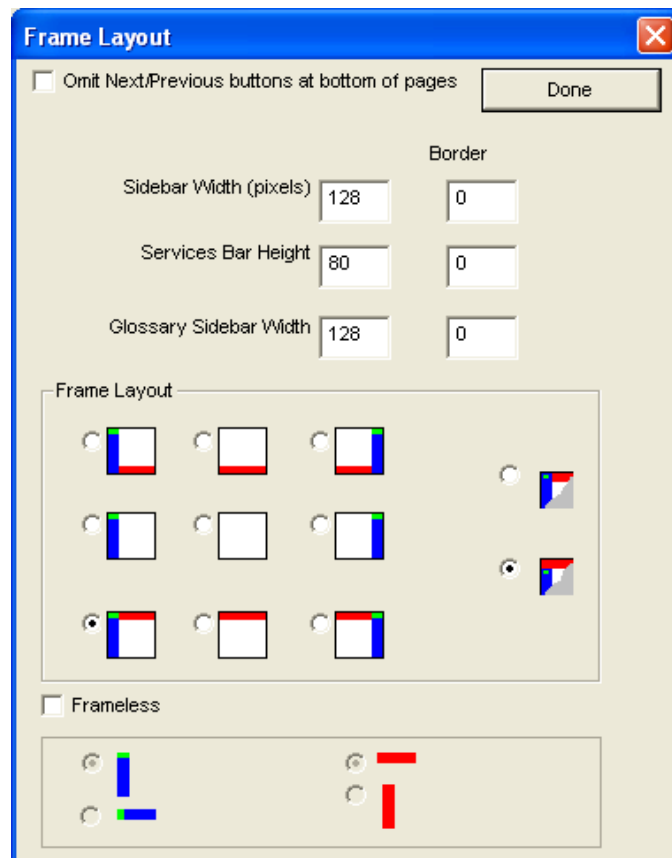


You have four types of text color you can change for the three main course sections.

- **Text** - The color of all text that is not a hypertext link.
- **Link** - The color of any hypertext link. For example, all the words in the services bar are links.
- **Visited Link** - The color that the link text changes to after the student has clicked the link.
- **Active Link** - The color to which the linked text changes briefly when a student clicks the link text.

Course Layout

You can select from different course layouts, adjust the sidebar widths, service bar height, and remove next and previous navigation buttons from the bottom of the page. Choose **Appearance > Frame Layout** to modify these features in your course.



Text and Labels

You can change the labels in your course. For example, you can change the label on the services bar from **Course Map** to **Table of Contents**.

If you want change the language of your course, you will need to change the automatically generated labels and text.

Choose **Appearance > Labels and Text** from the menu bar to change the standard labels and text in your course.

In addition to changing the standard text in your course, you can also change the following settings in the Labels and Text dialog box.

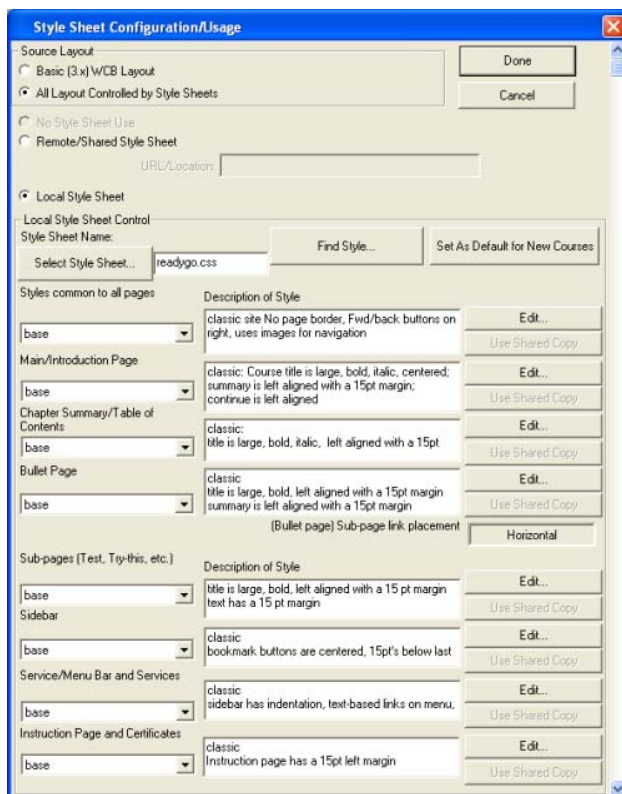
Feature	Default setting
Whether or not to show the course instruction page	Show instruction page
Whether or not to display Bookmark buttons in the sidebar	Include Bookmark buttons
File extension for your generated course pages	.htm
Copyright information	N/A
HTML language tag	lang=en

HTML document type declaration - this tells the browser which HTML or XHTML specification the document uses

HTML 4.01 Transitional

Style Sheets

Style sheets allow you to change font style, what elements are displayed, paragraph styles, and more. To use a style sheet in your course, you need to have some basic knowledge of CSS (cascading style sheets). This is a very advanced topic. ReadyGo offers training on the use of style sheets. These are highly recommended.



You add a style sheet to your course by choosing **Appearance > Style Sheets** and clicking **Local Style Sheet** (You can also use a remote style sheet that can be shared by multiple courses.)

The style sheet is divided into sections for the different parts of a course. Find the section you want to edit and click **Edit** to make changes. You can mix and match, style sheet components that are provided in Web Course Builder or you can create your own.

Master Templates

ReadyGo provides master templates that package a complete look including all the different type of customization described in this section (colors, navigation graphics, course layout, labels and text, logos, style sheets and so on). You can apply any of the provided templates to your course or you can create your own templates to provide a consistent style for all your courses. You can access sample master templates by choosing **Appearance > Load Template** from the menu bar.

Student Certificates

You can create a certificate that recognizes the student's success or completion of your course. You can have a completion certificate for your course whether or not you are storing your test results on a server. The certificate is displayed as the last page of the course. For multiple-unit courses (AICC/SCORM), the certificate is displayed at the end of each unit. You can access the certificate configuration by choosing **Testing & Tracking > Certificate Generation** from the menu bar.

You specify the mastery level required for the student to receive a certificate. In addition to the options show below, you can also specify whether individual tests should be included in the certificate generation.

The screenshot shows a 'Certificate Generation' dialog box with the following options and fields:

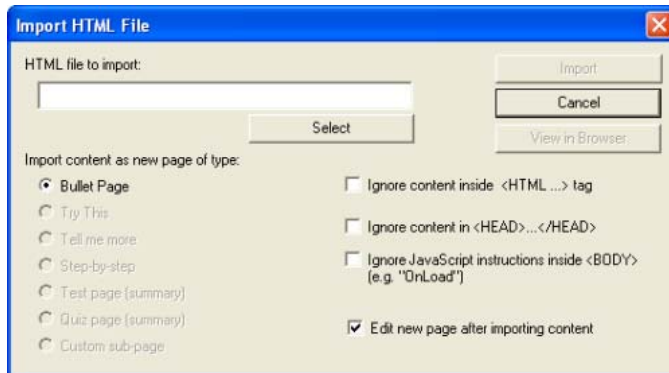
- Generation Rules:**
 - ☐ No Certificate Generation
 - ☐ Generate if student masters ALL tests
 - ☒ Generate if student masters LAST test
 - ☐ Generate if student masters selected tests - see Configuration for each test
 - ☐ Generate if total score > value % (with a text box containing '80')
 - ☐ Generate if student masters ONE or more selected tests - see Configuration for each test
 - ☐ Based on FIRST score submitted
 - ☒ Based on BEST score submitted
- Score and Date Options:**
 - ☒ Show Score on certificate
 - ☒ Percentage
 - ☐ Correct / Total possible
 - ☒ Show date on certificate
- Title if student earns certificate of mastery:**
 - Text box: Certificate of Excellence
 - Text box: action:"student" the course"
 - Text box: has mastered
- Text to request student's name:**
 - Text box: Please enter your name for certificate generation
- Message for student when certificate not earned:**
 - ☒ Unfortunately you have not earned your certificate of mastery
 - ☐ Generate certificate of completion for those students who do not master the course
- Title for certificate of completion:**
 - Text box: Certificate of Completion
 - Text box: action:"student" the course"
 - Text box: has completed
- Optional: Additional Fields from SST Registration Page** (empty text area)
- Buttons:** Done, Cancel, Select Template, Edit Template, Check Spelling..., Copy

You also specify what information is to be included on the actual certificate.

Web Course Builder provides a default certificate template that you can modify using your HTML or text editor. ReadyGo recommends that you use an HTML editor such as Microsoft FrontPage or Netscape Composer, rather than a word processor like Microsoft Word.

Importing HTML files into your Course

You can incorporate a web page built with another tool into your course. Right-click on a bullet page (or chapter heading) preceding the location where you want to place the HTML page and choose **Import HTML File**. The following dialog box opens.



- 1 Click **Select** and find the file you want to import.
 - 2 Decide what kind of page/sub-page you want the imported page to appear as.
 - 3 Click **Import** and the contents of the page are inserted as HTML into the appropriate course page.
- Any local graphics or audio files included in the imported web page will be copied into the course.

Importing PowerPoint Content

To transfer PowerPoint data into a WCB course:

- 1 In PowerPoint, select the material from the outline view.
- 2 In Web Course Builder, right-click in the tree view where you want to insert the material and choose **Paste**.

Note: Only content that is contained in PowerPoint as page titles or as bullet points is transferred. Text in text boxes and graphics are not transferred.

To import a PowerPoint slide into Web Course Builder as a graphic:


- 1 In PowerPoint, select and copy the slide you want to use.
- 2 In Web Course Builder, open the page where you want to insert the graphic and click the **Visual Edit** tab. Right-click and choose **Paste Special**.
- 3 Choose **Picture** and click **OK**.

Your slide is automatically converted into a graphic and pasted in the text box you selected.

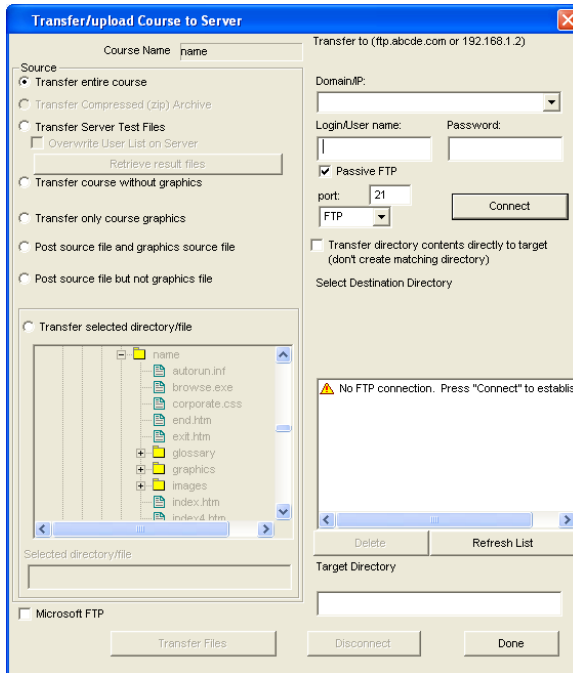
Publishing Your Course on a Web Server

Typically, you need to place your course on a Web Server so your students can access it. You will need to tell your students the URL of the starting page (*index.htm*).

To publish your course:

- 1 Choose **Publish > Generate Course** or click .
- 2 Choose **Publish > Transfer** from the menu bar.

You need to have the web server password so you can transfer your course.



3. Select what file groups you want to transfer to the web server.
4. Enter the domain name of your server, your user name, and password.
5. Click **Connect** to log onto the web server.
6. Select the correct directory for transfer in the **Select Destination Directory** field. If you want to transfer the entire course, select the parent destination directory for your course. For example, if the directory where you generated your course is *course1* and you want your entire course transferred so that when students start the course, they use the file */courses/your_name/course1/index.htm*, select the directory */courses/your_name* as the Destination Directory.
7. Click **Transfer Files** to transfer your files to the web server. The *course1* folder and all necessary subfolders are created for you.

Tracking and Storing Test Results

With the purchase and installation of the ReadyGo Server-Side Testing module, you can collect the grades for your tests/surveys on a central server. Students must register when they access your course so that the results are stored. You can specify different levels of student registration.

You also have the option of selecting a Learning Management System that you are using for your test result storage and registration.

Note: Most Learning Management Systems do not support the collection of survey results.

This section gives you a brief overview of how to set up your course for test storage, grading, and student registration.

Setting up Test Storage or LMS Configuration

To set up test grading, storage, and student registration for your course:

- 1 Choose **Testing & Tracking > Course-wide Setup** from the menu bar.

Test Survey Grading/Storage Configuration

Storage/Grading Method (or LMS selection): ReadyGo Server Side Testing Module

ReadyGo SST Server Properties:

- ☐ Server Stores Results
- ☒ Server Generates Tests & Stores Results
 - ☐ Randomize Question order
 - ☐ Randomize answer/choice order

URL for Processing Testing/Surveys: http://localhost/scripts/rdgsvtst.exe

Course Name for Storage Purposes (Single Word): name

Store Grade and all Answers:

- ☒ Store Grade and all Answers
- ☐ Store Grades Only (No answers)

Advanced/Optional: Additional Hidden Parameters transmitted with all tests in Course:

Number of Parameters: 0

Parameter Name: Parameter Value:

Result Storage Registration:

- ☒ Users may self-register for testing
- ☐ Users must be pre-registered for testing
- ☐ Password Required for Registration

Password:

☒ Show Registration Accept/Verify Page before starting course

☐ Survey Result Storage Requires Registration

☐ Use Shared Student List (place file under "readygo" directory on test server)

File Name:

Time limit (number of days) for completion of course after registration:

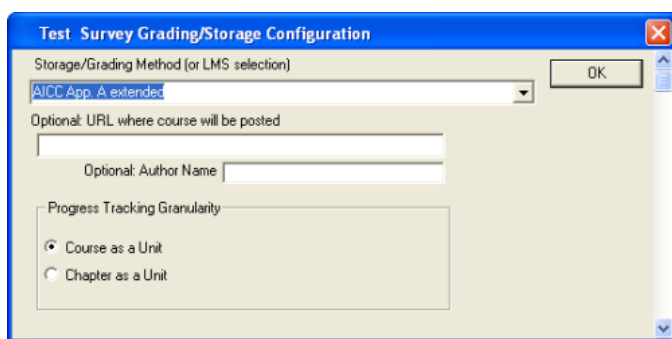
Administrative password for reports:

View Reports

Done

2. Choose your storage and grading method:

- **No Storage: Testing Graded by Browser**
There is no student registration. Test/survey results are not stored. Test grading is performed by the student's browser. Students can see their test results by clicking the **Grade the Test** button. Survey questions should not be used in the course since they are not graded and not stored. If you choose this option, no additional setup is required. Click **Done**.
- **ReadyGo Server Side Testing Module**
Use the ReadyGo Server-Side Testing module to store results. Student registration is enabled. All test/survey results are stored on a server. If you select this option, proceed to steps 3 through 14.
- **Learning Management System**
Select a Learning Management System (LMS) from the list. The Course-wide Setup dialog box changes to show your LMS options.



Choose whether you want the entire course treated as an assignable unit (one grade for the entire course), or you want each chapter to have its own grade. If you know the location where the course will be posted, you can enter that information now. Click **Done**.

3. Select whether you want the Server-Side Testing module to generate the tests.

- **Server Stores Results**

Test grading is performed by the student's browser. Student results are stored when they click the **Grade the Test** button.

- **Server Generates Tests & Stores Results**

The server creates the tests/surveys. This feature ensures that the students cannot see answers to tests by viewing the course's HTML source. Test grading is performed by the server. Students receive their test results after the results are stored on the server.

If you want the test questions and/or answers to be in a different (random) order each time the student takes the test, select:

- **Randomize Question Order**
- **Randomize Answer/Choice Order**

4. Enter the full name and path to the ReadyGo Server-Side Testing module in the **URL for Processing and Testing/Surveys** field.

Include the domain name of the server machine, the path to the scripting/cgi directory, and the name of the processing program. See your web administrator for assistance.

Note: If your students are using Microsoft Internet Explorer, the domain name for the URL must be a name rather than a numeric IP address.

5. In the **Course Name for Storage Purposes** field, enter a one word name (no spaces, less than 30 characters/numbers). The server uses this to store registration and test/survey results, so each course needs to use unique name.
6. Choose whether to **Store Grades and all Answers** or **Store Grades Only**.
7. To add hidden parameters that are stored with the test/survey results, select the number of parameters and enter the values in the Hidden Parameters area. For example, you may want to include a version tag for all the tests/surveys. The parameters are stored with the test/survey results on the server.

8. Select a level of student registration. Test/survey results are only saved if a student registers for the course.
 - **Users may self-register for testing**
You can store test/survey results for any student. The student will be given a student ID when they register for your course. This enables your students to access the course from multiple computers.
 - **Users must be pre-registered for testing**
Only students who are given a student ID can take the course.

To create a list of pre-registered students, choose **Testing & Tracking > User Registration** from the menu bar after you have generated the course.
 - You can require that the student enter a **Password** when they register to take your course. You can have up to four passwords for all students taking the course. You can change the passwords at any time.
9. To show the student confirmation of registration before starting the course, select **Show Registration Accept/Verify Page**.
10. To require that students register in order to store survey results, select **Survey Result Storage Requires Registration**.
11. You can share a student registration list for multiple courses. Select the **Use Shared Student List** option and enter the file name.
12. To set a time limit for completion of your course, specify the number of days in the **Time Limit** field.
13. To specify a password for access to the course's reports, enter a password in the **Administrative Password for Reports** field.
14. To view the reports for a course, click **View Reports**.

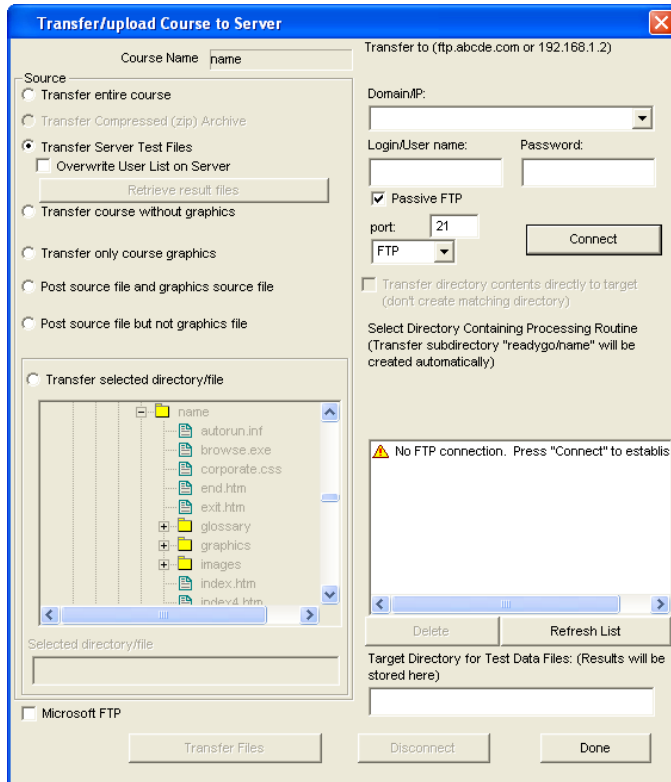
Transferring the Server Test Files

When you have completed the setup for grading, test storage, and student registration, you need to generate the course and transfer the server test files. The server test files contain the test storage setup information, the student registration list, and the tests/surveys.

If you make any changes to the test storage setup or to test/survey questions, you must transfer the server test files again. We recommend that when you transfer your course files, you also transfer the server test files.

To transfer the server test files to the server:

- 1 Save and generate your course.
- 2 Choose **Testing & Tracking > Transfer Test Files**.



3. If you updated the student registration list, select **Overwrite User List on Server**.
4. To download a copy of the test results files from the server, select **Retrieve result files before upload**.
5. Enter the domain name of your server, your user name, and password.

Note: For security reasons, you should store the server test files in a different location than the course files. Check with your web administrator for the proper location.

6. Click **Connect** to log onto the web server.
7. Select the correct directory in the **Select Directory Containing Processing Routine** field.

The *rdgsvtst.exe* processing routine is typically stored in the "\inetpub\scripts" (for Microsoft Windows servers) or in the "cgi-bin" folder (for Unix servers).

8. Click **Transfer Files** to transfer the server test files to the server.

Customizing Tests and User Registration

You can change the labels in your tests/surveys and on the student registration page. Choose **Testing & Tracking > Test Labels & Text** from the menu bar. You can change the test instructions and labels as well as change the language.

You can add fields to the student registration page such as Social Security Number or employee number. You can have up to 20 registration fields. Choose **Testing & Tracking > User Registration** from the menu bar to add registration fields. This information is stored with the test/survey results.

You can set up a time limit for each test and you can specify what page is displayed next depending on the students score. Click **Test Configuration** in the Test/Survey dialog box.

Web Course Builder Setup Quick Reference

Feature	Description	To Turn Off...	To Modify...
Frames	Sidebar (chapter listing) and services bar	Choose Appearance > Frame Layout	Choose Appearance > Colors and Graphics and click Sidebar or Services Bar tab
Bookmark Buttons	Gives the student the ability to save and return to any page in the course	Choose Appearance > Colors and Graphics and click the Sidebar tab	Choose Appearance > Colors and Graphics and click the Sidebar tab
Instruction page	Provides an overview of how to use the course	Choose Appearance > Labels and Text and select Do not generate instruction page	Modify the file: instr.ht1 or instruct.ht1 (edit with a text or HTML editor)
Bottom Navigation	Navigation at bottom of page	Choose Appearance > Frame Layout	Choose Appearance > Frame Layout
Logo in upper left corner	Logo	Choose Edit > Course Properties and click the Sidebar graphic	Choose Edit > Course Properties and click Sidebar button
Introduction page graphic	Graphic	Choose Edit > Course Properties and click the Intro Page graphic	Choose Edit > Course Properties and click the Intro Page graphic
Copyright notice	Introduction page	Choose Appearance > Labels and Text	Choose Appearance > Labels and Text
Course navigation graphics	Graphics used throughout the course	Choose Appearance > Colors and Graphics	Choose Appearance > Colors and Graphics
Course text including testing and survey	Navigation and action text used throughout the course	Choose Appearance > Labels and Text	Choose Appearance > Labels and Text
Testing and survey text	Text displayed on test pages	Choose Testing & Tracking > Test labels & Text To turn off text replace text a non-breaking space ()	Choose Testing & Tracking > Test labels & Text
Enable SCORM or AICC	Allows a ReadyGo course to work with an AICC or SCORM based LMS	Turned off by default	Choose Testing & Tracking > Course-wide Setup

All other features need to be modified in the course style sheet.

Frequently Asked Questions

Q: Is the ReadyGo Server-Side Test module required for all testing?

A: No, you can make your tests client-side-graded. However, this means that there is no automatic tracking or storage of scores and test results. One option is request that the student print the page when their test score is displayed. The course administrator can then collect the test results. Another option is to have the students transmit results via e-mail.

Q: Can I specify multiple possible answers for text fill-in-the-blank questions on tests?

A: You can use the '*' character as a wildcard. This allows for a family of correct answers.

Q: Can I insert my own HTML or JavaScript code into a course?

A: You can add HTML, JavaScript, or other web-readable code into any of the dialogs for displayed content (except quiz correct answer). The generated course will display the code where you entered it. This is a very powerful feature since it allows you to extend the WCB output format. You can also import any HTML pages into your course.

Getting Assistance

If you have trouble using Web Course Builder, try one of the following resources for a solution.

Technical Support

Go to the ReadyGo web site at <http://www.readygo.com>. Click **Support** to read the frequently asked question section. We update this site frequently with solutions to questions submitted from other course developers.

You can send your questions to support@readygo.com.

Visit the ReadyGo web site for developers at <http://www.readygo.com/developer>. This developer site contains useful tips and software updates. To access this site, you must have a user name and password. Contact ReadyGo to obtain your user name and password. You initially have three months of developer site access. To continue to receive access, you must purchase a support subscription.

Additional Documentation

Review the WCB Tutorial provided on the WCB CD. Double-click *index.htm* on the CD to open the tutorial.

Refer to the online help available in Web Course Builder while you work by choosing **Help > Help Topics**.

If you purchased the Server-Side Testing module, refer to the Using Web Course Builder Server-Side Testing document for more information.

Training

Take a free phone/Internet training course to help you learn quickly. You can take any of the courses on your own or sign up for a class. Visit the ReadyGo developer site to sign up: <http://www.readygo.com/developer>. A password and a support subscription are required to access this web site.

Sample Course

ReadyGo has provided the source file for a sample course *sample.wct* designed to demonstrate the basic capabilities of Web Course Builder. This file is located in the directory where WCB is installed (by default this is in *c:\Program Files\ReadyGo\courses*)