



# Content Creator CE User Guide

Release 1.0.x

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## Contacting Infor

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If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).

## Overview

Content Creator CE delivers flexible and easy-to-use course creation capabilities. This guide introduces the features and functionalities of the Content Creator to design the most comprehensive and effective courses.

This version of Content Creator is focused on lowering the cost and increasing productivity of content development by utilizing latest technologies, such as HTML5, to simultaneously design courses on multiple platforms (PC, tablet, and mobile), which eliminates the need to create a separate course for each platform. Simplified content management and development is performed in a single web-based environment, without the need for an edit server or additional software.

Content is developed by customizing pages with a style editor to create an overall look and to provide a simpler way to establish consistency between pages when the inheriting parent style feature is enabled. Authors can add various widgets, such as text, audio, video, and multiple choice questions which provide enhanced functionality and interactivity to the course. Pages and widgets can be customized even further to include animations that respond to certain triggers from users, such as a mouse click or placing the mouse cursor over a widget.

All pages can be previewed during the course design before the course is published, and at any time after the course is finalized. Course design is performed using the WYSIWYG (what you see is what you get) method without the need to edit the source code or to have prior knowledge of HTML.

Content Creator CE offers improved and simplified localization functionality. Authors can create and edit courses in multiple languages and customize the course for each specific language while preserving course integrity and consistency.

Authors can create a new version from the existing course or revert to a previous version using the flexible course versioning feature.

## Interface

The main Content Creator interface consists of administrative settings, quick access to courses and repository, and a way to show the courses created by the current author in all languages.

The way the courses are displayed can be changed by selecting either the **List** or **Tile** view. From the individual course in the list view you can preview the course, view course description, and access the quick menu where you can add additional languages, create a new version, revert the course to a previous version, or delete the course. In the tiled view you can access the same options as on the detailed view and view the course language details.

## Administrative settings

Administrative Settings are available to users who are assigned an administrator role. Administrative Settings are used to configure repository access rights, manage authors, courses, and language assignments.

### Managing authors

Administrators can modify the languages and courses assigned to individual authors.

### Modifying courses assigned to authors

- 1 Select **Administrative Settings > Authors**.
- 2 Select an author for which to view assigned courses and languages.  
See *Infor Learning Management Administrator* for instructions to assign the author role to users.
- 3 Click **Edit** under the courses.
- 4 To add individual courses, select the courses from the **Available** list, or click **Select All** to select all available courses.
- 5 To remove assigned courses, click **X** for each course to remove it from the **Assigned** list.
- 6 Click **Save**.

### Modifying languages assigned to authors

- 1 Select **Administrative Settings > Authors**.
- 2 Select an author for which to view assigned courses and languages.  
See *Infor Learning Management Administrator* for instructions to assign the author role to users.
- 3 Click **Edit** under the languages.
- 4 To add individual languages, select the languages from the **Available** list, or click **Select All** to select all available languages.
- 5 To remove assigned languages, click **X** for each language to remove it from the **Assigned** list.

- 6 Click **Save**.

## Managing publications

Authors, languages, and levels assigned to courses and question banks are modified on the **Managing Publications** page.

### Modifying publication authors

- 1 Select **Administrative Settings > Publications**.
- 2 Using the filters and the search function locate and select a course or a question bank to modify its assigned authors.
- 3 Click **Edit** under the author list.
- 4 To add individual authors, select the authors from the **Available** list, or click **Select All** to select all available authors.
- 5 Click **Add selected**.
- 6 To remove assigned authors, click **X** for each author to be removed from the **Assigned** list.
- 7 Click **Save**.

### Modifying publication languages

- 1 Select **Administrative Settings > Publications**.
- 2 Using the filters and the search function locate and select a course or a question bank to modify its assigned languages.
- 3 Click **Edit** under the language list.
- 4 To add individual languages, select the languages from the **Available** list, or click **Select All** to select all available languages.
- 5 Click **Add selected**.
- 6 To remove assigned languages, click **X** for each language to be removed from the **Assigned** list.
- 7 Click **Save**.

### Modifying publication levels

- 1 Select **Administrative Settings > Publications**.
- 2 Using the filters and the search function locate and select a course or a question bank to modify its assigned levels.

- 3 Click **Edit** under the level list.
- 4 Select the levels to assign from the hierarchy.
- 5 Click **Save**.

## Managing repository permissions

- 1 Select **Administrative Settings > Repository**.
- 2 Select the folder from the tree view to manage its permissions.
- 3 Locate the user whose permissions are being modified and select the permissible actions under **Folder Permissions** and **File Permissions**.

Action	Description
All	All folder or file actions
View	View-only access
Create	Create a new folder
Rename	Rename a folder
Delete	Delete a folder or a file
Upload	Upload a new file
Modify	Modify files

- 4 Click **Save**.

## Courses

Courses that are assigned to you are displayed on the **My Courses** page. An administrator can assign the courses that were created by other authors to you, or re-assign the courses that you created to other authors. Multiple authors can be assigned to the same course.

The way in which the courses are displayed can be changed by selecting either the **Tile** or **List** view. From the individual course in the list view you can click these buttons to view or edit course content or details:

Button	Description
<b>Preview</b>	Preview the course in a way in which it is displayed to learners
<b>Edit</b>	Edit course contents
<b>( i )</b> (Information)	View the course description and status of the course in each language in which it is created
(Quick Menu)	Add additional languages, create a new version, revert the course to a previous version, or delete the course.

In the tile view you can see the course description, including language details, and access the same options as on the list view.

## Creating courses

- 1 Click **My Courses**.
- 2 Click **Create new course**
- 3 Specify the course name, short name, language, and version.
- 4 Optionally, provide the description, objective, and audience.
- 5 Click **OK**.
- 6 In the course properties tab, select the **Completion Type**:

### Pre-/Post-Assessment

When Pre-/Post Assessment course completion type is selected, you can add one post-assessment (required) and one pre-assessment (optional). When creating pre- and post-assessments, the first time the **Add Assessment** is clicked, a post-assessment is added, the second time the button is clicked, a pre-assessment is added. No more assessments can be added with this course

completion type. If learners earn a passing score during the pre-assessment, they will automatically pass the course. Assessment options are specified individually for each assessment on the assessment properties tab.

### Aggregate

When Aggregate course completion type is selected, learners can pass the course based on the cumulative results from all assessments in the course. You can add additional assessments with no limit.

## Designing course content

Course content in Content Creator is developed using pages, which can be further organized by grouping pages within folders. Content Creator contains widgets, such as text boxes or image holders, that you can use to display content. You can also add timed animation to pages and widgets to control how content is displayed.

Course design screen contains the course tree where folders and pages within the course are displayed, widgets and Timeline & Animation toolbars, and object properties menu that shows attributes or properties for each select element (folder, pages, or widget). Each toolbar can be expanded or minimized to customize the view.

You can use these options to further customize the course:

Option	Description
<b>Style Editor</b>	Edit style options for the entire course, create and apply style templates
<b>Player Theme Editor</b>	Create and edit course themes.
<b>Edit Course Completion</b>	Edit course completion options
<b>Preview</b>	Preview the course
<b>Finalize</b>	Finalize the course
<b>Publish</b>	Publish the course
<b>Fit to Browser</b>	Select to fit course page content to user's browser size; clear to specify window size. <b>Note:</b> Available only for desktop displays. Does not work for mobile and tablet displays.

On the individual page design screen, you can switch between platforms: Desktop, Tablet, and Mobile, to view how the course is displayed on those device types.

## Managing course folders and pages

Course content organization can be improved by adding additional folders in which to store course pages.

- 1 Click **My Courses**.
- 2 Locate the course to manage its content and click **Edit**.

**Note:**

- If more than one language is added, then before editing a course or a question bank you are prompted to select the localization in which the course or the question bank is edited. Authors can work only with languages that are assigned to them by the administrator.
- For courses, once you select the language to edit, it is then locked from editing by other authors and you cannot edit it in multiple browser windows. An administrator can remove a language lock by clicking the lock icon next to the language.

- 3 Select an action from the tree view:

Button	Description
<b>New Page</b>	Create a new page
<b>New Folder</b>	Add a new folder within the selected folder. <b>Note:</b> By default, parent folder style is inherited by pages within folders. To disable this option, select <b>Do not inherit parent style</b> from the folder properties menu and then search for and select the style to use.
<b>New Page from Template</b>	Create a new page from a previously saved template
<b>Save Page as Template</b>	Save the selected page as a template

- 4 To rename or delete a folder, right-click the folder and select the action.
- 5 Click **Save**.

## Widgets

All visual parts of any course page are called widgets. These highly customizable tools are added to create course content and to enhance course effectiveness.

### Adding and customizing widgets

- 1 To add a widget:
  - a Open the course page.
  - b Either drag and drop or double-click the widget on the **Widgets** tab
- 2 To resize a widget, drag the corners of the added widget to the desired size.
- 3 To customize a widget, refer to individual widget pages for customization information.

- 4 To add precision and to improve visual performance, turn on gridlines by clicking **Show Gridlines**. All widgets have a snapping feature where a guide is automatically displayed whenever a widget is being moved around and is horizontally-, vertically-, or center-aligned with another widget.
- 5 To modify widget precedence order and to prevent overlapping, change which widgets are displayed in front, and which are sent to the back.
  - a Click **Show/Hide widget order and status** if the widget order is not visible.
  - b Use the widget movement buttons on the widget properties menu to change the precedence order.
  - c Verify correct widget placement for all device types that are used for this course (desktop, tablet, mobile) by switching to different displays from the course toolbar. You can switch to a different display type during the page design stage and during page and course previews.
- 6 Use **Show/Hide Hidden Widgets** to control whether hidden widgets appear in canvas.
- 7 To modify widget text, double-click on the editable placeholder within a placed widget. Some widgets, such as **Multiple Choice** or **Button**, have a placeholder text that is displayed inside the square brackets, for example, [Option 1], to indicate that this text can be edited.
- 8 In tablet view, if you modify the widget, that widget is no longer shared with desktop. To re-establish the widget sync between tablet and desktop views, click **Reset Menu > Reset to Desktop**
- 9 If a widget is shared between default and local languages (as indicated by a globe icon next to the widget order number), a small lock icon appears next to its widget number indicator. Use **Reset Menu > Reset to Default Language** option to re-establish the widget sync between languages. Hiding the widget order also hides the language sync indicator.
- 10 Click **Lock/Unlock Widget** to make changes to a widget that is locked in the default language or to lock the widgets preventing further changes.

## Text widget

The Text widget is a customizable element that shows data in the text format. Text widgets are created with pre-populated text. To edit the text, either click **Text** from widget properties menu, or double-click inside of the text box and make the changes. You can change the text style, font, size, create links, add lists, and change indentation from the text toolbar that is displayed when you are editing the text.

Display options and triggers can be modified from the widget properties menu. You can expand the menu if it is not visible. Select whether the parent style is inherited by this widget or you can design a new style by expanding the **Display Options** menu. Add, edit, or delete triggers by expanding the **Triggers** menu.

## Image widget

The Image widget can be used to include visual aids to courses. Add the **Image** widget from the **Widgets** toolbar and select the image file from the widget interface or from the widget properties menu. Optionally, you can add the Alt text that is displayed when users place their cursor over the image.

Display options and triggers can be modified from the widget properties menu. You can expand the menu if it is not visible. Select whether the parent style is inherited by this widget or you can design a

new style by expanding the **Display Options** menu. Add, edit, or delete triggers by expanding the **Triggers** menu.

## Audio widget

The Audio widget is used to add sound and music to pages. Add the **Audio** widget from the **Widgets** toolbar and select the audio file to play from the widget interface.

**Note:** The Audio widget supports MP3 format as a direct upload to the repository. Other file formats, such as WAV, WMV, MIDI, and AU, can be linked.

Select these player parameters to change the behavior of the audio player when the course is launched:

Player Parameter	Description
<b>Show controls</b>	Shows player controls, such as pause, play, volume, and mute
<b>Muted</b>	Mutes the player <b>Note:</b> If <b>Show controls</b> is not selected and <b>Muted</b> is selected, then the audio will not be audible.
<b>Allow Maximize</b>	Allows users to maximize the player
<b>Auto-play</b>	Plays the audio file automatically when the page is loaded
<b>Loop</b>	Continuously plays the audio

Display options and triggers can be modified from the widget properties menu. You can expand the menu if it is not visible. Select whether the parent style is inherited by this widget or you can design a new style by expanding the **Display Options** menu. Add, edit, or delete triggers by expanding the **Triggers** menu.

## Video widget

The Video widget provides a way to play videos in courses. Add the Video widget from the **Widgets** toolbar and select the video file to play from the widget interface.

**Note:** The Video widget supports MP4 and FLV formats as direct uploads to the repository. Other file formats, such as MPEG, AVI, QT, OGG, and SWF, can be linked.

Select these player parameters to change the behavior of the audio player when the course is launched:

Player Parameter	Description
<b>Show controls</b>	Shows player controls, such as pause, play, volume, and mute
<b>Muted</b>	Mutes the player <b>Note:</b> If <b>Show controls</b> is not selected and <b>Muted</b> is selected, then the audio will not be audible.
<b>Allow Maximize</b>	Allows users to maximize the player

Player Parameter	Description
<b>Auto-play</b>	Plays the video file automatically when the page is loaded
<b>Loop</b>	Continuously plays the video

Display options and triggers can be modified from the widget properties menu. You can expand the menu if it is not visible. Select whether the parent style is inherited by this widget or you can design a new style by expanding the **Display Options** menu. Add, edit, or delete triggers by expanding the **Triggers** menu.

## Multiple Choice widget

The Multiple Choice widget is used to add multiple choice questions to assessments.

You can select between two modes, Single-select (radio button), to select only one answer, and Multi-select (check box), to select multiple answers. To display the choices in a random order each time when the course is launched, select **Randomize Choices**.

The number of choices can be customized by clicking **Add New Choice** to add a choice, or clicking the **Trash** icon next to a choice to remove it.

Scoring is performed by selecting either **By Question**, when the entire question is given a point value for correct or incorrect attempt, or **By Choice**, when each choice is assigned a point value. Specify the correct answer by selecting the gray option circle next to it. The correct answer is signified by a green check mark. Select **Show instant feedback** to customize the outcome when either correct or incorrect answer is selected.

**Note:** You can edit the scoring options for the Multiple Choice widget from the widget properties menu or by clicking **Edit Course Completion**.

Display options and triggers can be modified from the widget properties menu. You can expand the menu if it is not visible. Select whether the parent style is inherited by this widget or you can design a new style by expanding the **Display Options** menu. Add, edit, or delete triggers by expanding the **Triggers** menu.

## Slideshow widget

The Slideshow widget is used to add content to pages in a mini-presentation format. For each slide, you can add one or multiple custom images and provide a caption. You can also select whether to display slide thumbnails. Add the Slideshow widget from the **Widgets** toolbar. To customize the widget, select the slideshow type (slideshow or slide show with thumbnails), select the image files for the slide, and add the caption. Click **Add slide** to add additional slides. Use the position arrows on the selected slide to move the slide up or down to change its position in the slide order.

Display options and triggers can be modified from the widget properties menu. You can expand the menu if it is not visible. Select whether the parent style is inherited by this widget or you can design a new style by expanding the **Display Options** menu. Add, edit, or delete triggers by expanding the **Triggers** menu.

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## Dropdown list widget

The Dropdown list widget is used to create a different way to display a question than a Multiple Choice widget. Instead of making all answers visible to the user, the selections are visible only when the list is expanded. This widget can be used when the page space is limited.

Multiple lists can be added within the same widget. Click **Add Dropdown List** to add additional lists to the widget. Select between two modes:

- **Same Choice in Dropdowns Lists:** same answer choices in all drop-down lists
- **Different Choices in Dropdown Lists:** different answer choices in each list

Select the scoring method:

- **By Question**
- **By Choice**

To display the lists in a random order each time when the course is launched, select **Randomize Dropdown Lists**.

Click the **Settings** button to edit the selection choices. When **Same Choice in Dropdowns Lists** is selected, only the top list has a settings button since the choices are the same in all lists.

Each Dropdown List widget has two text options that can be customized: the text for the entire widget or the text for each drop-down list. The text for each drop-down list serves as an identifier for that list and is displayed in the widget properties menu.

Edit the scoring options for the Dropdown List widget from the widget properties menu or by clicking **Edit Course Completion**. To specify the correct answer, select the answer for each drop-down list in the widget properties menu. To specify the points for each answer, click the **Settings** icon next to each list.

Display options and triggers can be modified from the widget properties menu. You can expand the menu if it is not visible. Select whether the parent style is inherited by this widget or you can design a new style by expanding the **Display Options** menu. Add, edit, or delete triggers by expanding the **Triggers** menu.

## Button widget

The Button widget is used to execute an action, such as opening an external page or displaying a repository item.

Button behavior is configured by using Triggers. To configure an action that follows the mouse click, select the **Click** trigger from the triggers list and select the action to perform.

Display options and triggers can be modified from the widget properties menu. You can expand the menu if it is not visible. Select whether the parent style is inherited by this widget or you can design a new style by expanding the **Display Options** menu. Add, edit, or delete triggers by expanding the **Triggers** menu.

## External Content

Use the **External Content** widget to link course pages such as videos, web pages, and PDF files from external sources. External content can be stored in the repository or loaded directly from the external source, such as another website.

If the external content is imported to the repository, select **Display Content from Repository** and click the magnifying glass to locate and select the content. Otherwise, specify the web page URL in the widget properties menu.

Display options and triggers can be modified from the widget properties menu. You can expand the menu if it is not visible. Select whether the parent style is inherited by this widget or you can design a new style by expanding the **Display Options** menu. Add, edit, or delete triggers by expanding the **Triggers** menu.

## Adding triggers

Triggers are widget reactions to mouse events, such as clicks or hovering.

- 1 Select a widget to which the trigger is being added and expand **Triggers** in the widget properties menu.
- 2 Click **Add new trigger**.
- 3 Select the mouse action from the **When** list.
- 4 Select the action that will be performed by the widget when the trigger has occurred.

Action	Additional Information
Navigate to page	Use the Target search to select a page within the course to which the user will be navigated and then select how to display that page (popup, new window, or current window) from the <b>Show in</b> list
Display repository item	Select an item from the repository from the Target search and select how to display that item (popup, new window, or current window) from the <b>Show in</b> list
External web page	Specify the URL for the external page in the Target field and select how to display that page (popup, new window, or current window) from the <b>Show in</b> list
Change widget properties	Select the widget which properties are changed from the Target search and specify the new properties
Animate widget	Select the widget to which the animation is added from the Target search, select the animation and specify its duration

## Timeline and animation

Animations can be added to pages and individual widgets within pages to enhance the visual appeal and functionality of the course. Animations can be customized with various effects and have a timeline for those effects. To access timeline and animation, select the **Timeline & Animation** tab.

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All items that can have an animation are listed on the **Timeline & Animation** tab. You can re-order the widgets by dragging them up or down. Page is always displayed first and cannot be moved.

Widget can be shown or hidden and locked or unlocked from this view by clicking the **Show/Hide Widget** and **Lock/Unlock** icons next to the widget name. To add triggers, click the **Show/Hide Triggers** icon and configure the trigger attributes.

## Adding animation and configuring timeline

- 1 Select the **Timeline & Animation** tab.
- 2 Specify timeline by moving the slider. Timeline defines how long individual animations are repeated. The timeline can be set between 15 seconds and 15 minutes.
- 3 Locate the item to which the animation is being added and click **Add Animation**. An item can be an entire page or an individual widget.
- 4 Select the animation effect.
- 5 Specify the animation start time, in seconds. The start time must be between 1 and 1000 seconds.  
**Note:** Effect duration can be configured for both an animation and a trigger. If both events are configured to potentially overlap in time, for example, if the user performs an action specified in the trigger while the animation is still playing, the trigger effect takes precedence over the animation effect.
- 6 Specify the duration of the animation effect, in seconds.
- 7 Click **OK**.

## Managing assessments

- 1 Click **My Courses**.
- 2 Locate the course to manage the assessments and click **Edit**.
- 3 Click **New Assessment**. Depending your course completion type, a specific type of assessment is added. If the course completion type is Pre-/Post-assessment, the first time the **Add Assessment** is clicked, a post-assessment is added, the second time the button is clicked, a pre-assessment is added. No more assessments can be added with this course completion type. If the course completion type is Aggregate, there is no limit to how many assessments can be added.
- 4 Specify the assessment title and then select it to open the properties menu.
- 5 In the properties menu specify:
  - a **Visibility**  
Select if the assessment **Is Hidden**. Hidden assessments are available to learners.
  - b **Passing Score**.  
Specify the passing score and score type. Passing score is the score, measured in percentage or points, that the learners need to pass the assessment.
  - c **Assessment Value** (Aggregate course completion type only).

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Assessment value, measured in points, is the weight of the assessment in the course. Manipulating this value helps to set the flow of the course and whether you want the learners to go through the course regardless of their previous knowledge, or if they can take a pre-assessment and pass the course. For example, you may specify that 80 points is needed to pass the course and a pre-assessment weight is 30 points, each normal assessment is 10 points, and post-assessment is 50 points, this way the students must pass the post-assessment to pass the course. Alternatively, you can assign more points to the pre-assessment and, if the learners pass it, they will automatically pass the course.

**d Attempts**

Select if the you want the learners to have unlimited attempts, limited attempts (specify the number of attempts in the new field that is displayed only when Limited is selected), or until they pass the assessment.

**e Randomize Pages**

Select if you want the pages to appear in random order each time the assessment is accessed.

**f Forward Navigation only**

Select if you want the learners to only navigate forward within the assessment (no going back to previously answered questions).

**g Disable feedback until assessment complete**

Question answer feedback is disabled until the learners complete the assessment.

**h Enable time limit**

Select to enable a time limit and specify the number of minutes to allot for the test in the **Time Limit** field. The assessment is automatically submitted when the time runs out. The timer is stopped if the learners manually submit the answers prior to the timer running out.

**Note:** Multiple timed assessments can be added to a course, however, only one timed assessment can be taken at a time.

**i Disable feedback until assessment is complete**

Select if you want the learners to be able to leave the feedback for the assessment only after they complete the assessment.

**j Style**

Select if you do not want to inherit the parent style and select another style to apply from the repository.

**k Player Theme**

Select if you do not want to inherit the player theme and select another player theme to apply from the repository

**6** Click **Save**.

**7** Create pages and add questions to the pages. Each page can contain multiple questions or you can have one question per page. See [Multiple Choice widget](#) on page 16 and [Dropdown list widget](#) on page 17 for more information on adding assessment questions.

**8** Customize Score Page.

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## Using question banks

- 1 Click **My Courses**.
- 2 Locate the course to which to add a question bank and click **Edit**.
- 3 Click **New Assessment**. An assessment folder that contains a customizable score page is created.
- 4 Click **Add question bank**
- 5 In the properties menu specify:
  - a **Name**  
You can keep the original question bank name or specify a new name.
  - b **Show all question pages**  
Select this option if you want all questions from the question bank to be displayed in the assessment.
  - c **Show only [ ] question pages**  
Specify the number of question pages to display.
  - d **Style**  
Select if you do not want to inherit the parent style and select another style to apply from the repository.
  - e **Player Theme**  
Select if you do not want to inherit the player theme and select another player theme to apply from the repository.
- 6 Click **Save**.

## Editing course completion requirements

You can view and edit the scoring options for the items in the course that can contribute to the total number of points available for scoring. Points can be earned by answering multiple choice or drop-down questions, or by visiting pages.

**Note:** **Course passing score** must be equal to or less than the total number of points available in the course.

- 1 Click **My Courses**.
- 2 Locate the course to edit its completion and click **Edit**.
- 3 Click **Edit Course Completion**. All items, including folders, pages, and multiple choice and drop-down list questions that can contribute to course scoring, are displayed on the **Course Completion** screen.
- 4 Click on an item from the tree to view or edit its scoring options.
- 5 Select the item check box to include its score in the completion total.  
**Note:** Subfolders and pages within folders are automatically selected if a parent folder or page is selected. Only items that are selected can contribute towards the total number of points available for scoring.

- 6 Specify course passing score.

**Note:** When the Points course passing score type is selected, the course passing score must be equal to or less than the **Maximum Achievable Score**, which is a system-calculated total of all available points in the course.

- 7 Select course passing score type.

- 8 Click **Save** and click **Yes** to confirm the changes.

**Note:** To display scores for all items that have scoring specified and enabled, select **Preview > Review**. Immediate answer feedback, for correct or incorrect answers, is displayed for multiple choice or drop-down list questions.

## Switching course completion type

You can switch the course completion type from Aggregate to Pre-/Post-assessment and vice versa. To switch the course completion type, select course **Properties** or open the **Course Completion** window. Completion type of individual assessments cannot be changed.

When switching from Aggregate to Pre-/Post-assessment course completion type, the existing assessments are placed in folders for possible future use. Authors are able to create one post-assessment (required) and one pre-assessment. When creating pre- and post-assessments, the first time the **Add Assessment** is clicked, a post-assessment is added, the second time the button is clicked, a pre-assessment is added. No more assessments can be added with this course completion type.

When switching from Pre-/Post-assessment to Aggregate course completion type, the existing assessment structure is retained and the completion type for all assessments is switched to Aggregate. You can add additional assessments with no limit.

## Creating a new course version

- 1 Click **My Courses**.

- 2 Locate the course for which the new version is being created and click the vertical ellipsis to access the additional course menu.

- 3 Click **Create New Version**.

**Note:** The columns in this view can be re-ordered and re-sized.

- 4 Select the language in which the new version will be available.

- 5 Click **OK**.

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## Viewing version history

- 1 Click **My Courses**.
- 2 Locate the course to view its version history.
- 3 Click the vertical ellipsis to access the additional options menu and then click **View version history**.
- 4 Click the preview icon to view that version.

## Copying courses

- 1 Click **My Courses**.
- 2 Locate the course to copy and click the vertical ellipsis to access the additional options menu.
- 3 Click **Copy**.
- 4 Select the course languages to copy. Default course language is always copied.
- 5 Click **OK**.

## Deleting courses

**Caution:** If the course is published, it will be removed from the Learning Management System when the deletion process is performed.

- 1 Click **My Courses**.
- 2 Locate the course to delete and click the vertical ellipsis to access the additional options menu.
- 3 Click **Delete**.
- 4 Click **Yes** to confirm the course deletion.

## Finalizing courses

Finalizing is used by authors to change the course status to indicate that their work with the course design is complete.

To **Finalize** the course, select **My Course > Course Name > Edit**, expand the **Preview** menu, and select **Finalize**.

**Note:** Any new changes that are applied after the course is finalized remove this status.

## Publishing courses

Use **Publish** to make the course available in Infor Learning Management.

To **Publish** the course, select **My Course > Course Name > Edit**, expand the **Preview** menu, and select **Publish**.

**Note:** Any new changes that are applied after the course is published remove this status.

## Exporting to SCORM

You can export your course contents into a SCORM 1.2 package .zip file.

- 1 Click **My Courses**.
- 2 Locate the course to export and click the vertical ellipsis to access the additional options menu.
- 3 Click **Export to SCORM**.
- 4 Depending on your browser, you may be prompted to select the location to save the .zip file or the file will be saved automatically and can be located in the **Downloads** folder on your device.

## Repository

Content Creator repository is used to store files, such as stylesheets, images, and resources that are used by the courses. A folder structure offers tiled and detailed views, and various file management options, such as tagging and description. To access the repository, click **Repository**.

In addition to sorting, filtering by file type, and search fields, these buttons are available:

Button	Description
<b>Tiles</b>	Shows files as tiles with only file name and type
<b>List</b>	Shows files in a list with full details (name, type, description, tags, size, date modified, and modified by)
<b>Refresh</b>	Refreshes the repository view
<b>Delete Files</b>	Deletes selected files
<b>Upload Files</b>	<p>Uploads files</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Click <b>Select Files</b> on the <b>Upload Files to Repository</b> dialog to add additional files to upload in a batch. Files are not uploaded until you click <b>Upload</b>.</li> <li>Navigating from the repository during the file upload process will cancel the upload.</li> <li>Any upload errors are displayed in the post-upload report and on individual file preview icons.</li> </ul> <p><b>Note:</b> These requirements must be met to upload HTML templates:</p> <ul style="list-style-type: none"> <li>The template must have an .html file in the main folder, which, when loaded, will display the template contents.</li> <li>The template must be loaded as a ZIP file and the name of the ZIP file must match the name of the .html file from the step above.</li> </ul>
<b>Multi-Select</b>	Selects multiple files
<b>New Folder</b>	Creates a new folder
<b>Rename Folder</b>	Renames the selected folder
<b>Delete Folder</b>	Deletes the selected folder

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Button	Description
<b>View/Edit Details</b>	Shows editable file details, such as name, description, and tags
<b>Replace</b>	Replaces the selected file with an uploaded file
<b>Used by</b>	Shows in which courses the selected file is used

## Question Banks

Use question banks to achieve the most effective testing options for learners. More testing material can be covered with a bigger set of questions stored in question banks. Learners can repeat the same test with a different set of questions every time which improves studying and provides better preparedness.

Question banks that are created by you are displayed on the **My Question Banks** page. An administrator can assign the courses that were created by other authors to you, or re-assign the courses that you created to other authors. Multiple authors can be assigned to the same course.

The way in which the question banks are displayed can be changed by selecting either the **Tile** or **List** view. From the individual bank in the list view you can click these buttons to view or edit the question bank contents or details:

Button	Description
<b>Preview</b>	Preview the question bank in a way in which it is displayed to learners
<b>Edit</b>	Edit question bank contents
<b>( i ) (Information)</b>	View the question bank last modified date, publishing date, short name, version, author, description, objective, and audience
(Quick Menu)	<ul style="list-style-type: none"> <li>• Add New Language</li> <li>• Create New Version</li> <li>• Question Bank History</li> <li>• Import Translation</li> <li>• Export for Translation</li> <li>• Delete</li> </ul>

In the tile view, you can view the question bank last modified date, publishing date, version, author, language, and description, and access the same buttons as the list view.

## Creating question banks

- 1 Click **My Question Banks**.
- 2 Click **Create New Question Bank**

- 3 Specify the question bank name, language, and version.
- 4 Optionally, provide the short name, editing level (the bank can be used by all courses on the specified level), description, objective, and audience.
- 5 Click **OK**.
- 6 Create questions using pages and widgets. See [Designing course content](#) on page 12 for more information.

**Note:** Questions banks must be published to be used in courses.

## Creating a new question bank version

- 1 Click **My Question Banks**.
- 2 Locate the question bank for which you are creating a new version.
- 3 Click the vertical ellipsis to access the additional options menu and then click **Create New Version**.  
**Note:** The columns in this view can be re-ordered and re-sized.
- 4 Select the language for which to create a new version.
- 5 Click **OK**.

## Viewing version history

- 1 Click **My Question Banks**.
- 2 Locate the question bank to view its version history.
- 3 Click the vertical ellipsis to access the additional options menu and then click **View version history**.
- 4 Click the preview icon to view that version.

## Copying question banks

- 1 Click **My Question Banks**.
- 2 Locate the question bank to copy and click the vertical ellipsis to access the additional options menu.
- 3 Click **Copy**.
- 4 Select the question bank languages to copy. Default question bank language is always copied.
- 5 Click **OK**.

## Deleting question banks

**Caution:** Deleting a question bank that is used in published courses will delete the questions from those courses.

- 1 Click **My Question Banks**.
- 2 Locate the question bank to delete and click the vertical ellipsis to access the additional options menu.
- 3 Click **Delete**.
- 4 Click **Yes** to confirm the question bank deletion.

## Creating localized content

In Content Creator CE you can create localized content for the same course without the need to create a separate course in each language. Localized content is created by adding additional languages to the course. For each language within a course, you can add or remove widgets, change the position of the widgets, add additional pages or remove some of the existing pages, and fully customize the design of the course to be displayed only for the selected localization.

**Note:**

- If more than one language is added, then before editing a course or a question bank you are prompted to select the localization in which the course or the question bank is edited. Authors can work only with languages that are assigned to them by the administrator.
- For courses, once you select the language to edit, it is then locked from editing by other authors and you cannot edit it in multiple browser windows. An administrator can remove a language lock by clicking the lock icon next to the language.

## Adding additional languages

Courses and question banks can be created and managed in multiple languages.

- 1 Click **My Courses** or **My Question Banks** to add a new language to that selection.
- 2 Locate the course or the question bank to which the language is being added and click the vertical ellipsis to access the additional options menu.
- 3 Click **Add New Language**.
- 4 Select the languages to add from the available languages list and click **Add Languages**.

**Note:**

- If more than one language is added, then before editing a course or a question bank you are prompted to select the localization in which the course or the question bank is edited. Authors can work only with languages that are assigned to them by the administrator.
- For courses, once you select the language to edit, it is then locked from editing by other authors and you cannot edit it in multiple browser windows. An administrator can remove a language lock by clicking the lock icon next to the language.

## Translating courses

Content Creator courses and question banks can be translated into other languages. You can export a course or a question bank into the translation software and then import the translated content to Content Creator. The translation file is created in the HTML format.

**Note:** It is important to use specialized translation software to translate the courses. Translating the content without using the translation software is not recommended.

## Exporting content for translation

- 1 Click **My Courses** or **My Question Banks** to select content to export for translation.
- 2 Locate the course or the question bank to translate and click the vertical ellipsis to access the additional options menu.
- 3 Click **Export for Translation**.
- 4 Select the language from which the content is translated.
- 5 Click **Export**.
- 6 Navigate to the downloaded HTML file and send it for translation. Depending on the browser that you are using, the HTML file is either automatically downloaded into your default download folder, or you are prompted to select the download location.

## Importing translated content

- 1 Click **My Courses** or **My Question Banks** depending on the translated content that you are importing.
- 2 Locate the course or the question bank to which you are importing the translation and click the vertical ellipsis to access the additional options menu.
- 3 Click **Import Translation**.
- 4 Navigate to the translated HTML file, select it, and click **Open**.
- 5 If this is the first time the translation to this language is imported, select the language to which the content is translated.
- 6 If you have previously imported translations of this language, select **Merge with existing language** and select the language to which the content is translated. New translations override the old data.
- 7 Click **Export**.