

E-learning: Designing a lesson with question pages (Study mode only)

This "How To" document provides an overview of what issues need to be considered when creating a lesson with question pages in the Study mode. Question pages in the Study mode give learners the opportunity to check themselves whether they understood the content. There is no score for question pages in the Study mode.

The purpose of this document is to give you an overview of how you can design an e-learning with learning content and question pages (in the Study mode), and which settings need to be considered when doing so.

An e-learning provides learners with the opportunity to acquire knowledge. You can pass on knowledge via a content step (i.e. a page) in which you present the new knowledge in the form of text, or additionally reinforced with the help of graphics or images. Questions based on the content can be used to make it easier for the learners to fully understand and absorb the new knowledge. This can be done by inserting question pages for each section or chapter, for example.

A lesson with question pages can be structured in the following manner:

1. **Start page as an introduction**
This normally includes the learning goals and length of the lesson.
2. **Individual content subdivided into chapters**
In the example below: content 1 and 2, each with 3 content pages, and a question page at the end of each chapter (steps 5 and 9).
3. **Summary page**
The most important learning goals can be summarized here once more.

Outline and steps	Type	Label	Question mode
Introduction			
1. Start	Page-Template	Title page	
Content			
2. Insert title	Page-Master	Master (standard)	
3. Insert title	Page-Master	Master (standard)	
4. Insert title	Page-Master	Master (standard)	
5. Question step	Page-Template	Multiple choice - 5...	yes
Content			
6. Insert title	Page-Master	Master (standard)	
7. Insert title	Page-Master	Master (standard)	
8. Insert title	Page-Master	Master (standard)	
9. Question step	Page-Template	Multiple choice - 5...	yes
Summary			
10. Summary	Page-Template	Summary	yes

All pages in this example have been activated for the Study mode. In the Study mode, each learner's progress is determined via the number of pages visited. If a learner has visited 5 of the 10 pages, they have therefore covered 50% of the

lesson. Question pages are regarded as normal content pages here. However, when visited, they do impact on the progress, but don't contribute to the score.

Question pages in the Study mode give learners the chance to make several attempts to answer a question correctly (assuming their first attempt was incorrect). Furthermore, feedback can be displayed after each attempt and, if desired, the sample solution. This type of question page therefore serves the purpose of boosting comprehension and has **nothing to do with examination questions** (assessment).

💡 Please refer to the **Test questions** help document for further information on question pages.

Keep reading for an overview of how to set up the document with a view to designing a lesson with question pages and to discover which settings need to be specifically considered when doing this.

1 Preparation: Document properties

With regard to the document properties, please pay attention to the following settings:

Metadata tab

- Specify the publishing format for the document: HTML or HTML5.

💡 If you select HTML5, please pay attention to the specifications outlined in the help document titled **Best Practice guidelines for the creation of HTML5 content**.

E-learning tab

- Specify whether you want to use the provided tutorial control system in the e-learning (only applies to the HTML publication format).
Otherwise, you should use an individual tutorial control system, just like the one used in the HTML5 publishing format. An individual tutorial control system involves using *SmartComponents* or the functionality of *control triggers*.

E-learning extended tab

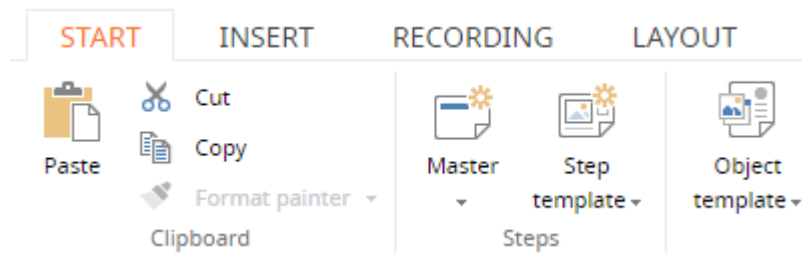
- If you want, here you can specify a *time limit* for the e-learning in the Study mode.

Publishing tab

- The *Study mode* has to be set as the publishing option in the E-learning section.

2 Creating content pages

To store content in an e-learning, use an empty page or a ready-made step template. Both functions can be found in the **Steps** function group on the **Start** tab in the **Document Editor** and accessed via the **Master** or **Step template** buttons.



Once a step has been inserted, you can introduce various settings for it by double-clicking the corresponding step in the Step list. When doing so, please pay attention to the following:

- The E-learning mode has to be set to *Study mode only*. This setting can also be introduced on the *Test Questions* tab in the *Document Editor*.
- *Active in E-Learning* has to be set as the Visibility.
- If you want, you can change the position of the tutorial control to suit the design of the page and also introduce specifications regarding the functionality of the Forward and Back buttons (only applies to the HTML publication format).

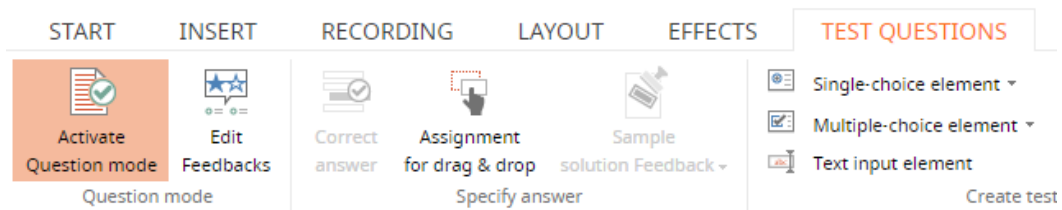
3 Creating question pages

Question pages can be inserted via the **Steps** function group on the **Start** tab in the **Document Editor**. You can structure a question page individually to suit your needs based on a **Master** or simply use a **ready-made step template**.

Once a question page has been inserted, you can introduce various settings for it by double-clicking the appropriate step in the Step list. When doing so, please pay attention to the following:

- The E-learning mode has to be set to *Study mode only*. This setting can also be introduced on the *Test Questions* tab in the *Document Editor*.
- *Active in E-Learning* has to be set as the Visibility.
- If you want, you can change the position of the tutorial control to suit the design of the page and also introduce specifications regarding the functionality of the Forward and Back buttons (only applies to the HTML publication format).

The **Question mode** has to be activated for the question page and the feedback maintained. This setting can be found in the **Question mode** function group on the **Test Questions** tab in the **Document Editor**.



💡 Please refer to the **Test questions** help document for further information about question pages.

4 Final step: Summary page

The summary page is where you once again summarize the most essential learning goals, thereby offering learners an overview of the lesson's most important topics. A standard template for the summary is provided.

The summary page's settings are the same as those for content and question pages.

5 How to make the lesson available to learners

There are many ways of making a lesson available to the learners:

- **Publishing via the tt performance suite portal**
As soon as the document becomes part of a view (e.g. of a course) and has been released (workflow status in the document properties), it can be accessed in the portal by the learners.
- **Publishing via QuickAccess**
As soon as the document has been released (workflow status in the document properties), learners can access it via QuickAccess.
- **Export for LMS (Learning Management System)**
If the document is part of a course, it can be exported via the WBT export and integrated into an LMS (please refer to the help document titled *WBT export*). Furthermore, it can also be exported as an individual document via an LMS package (please refer to the *LMS package* help document).
- **Linking in an LMS or other portals**
As soon as the document has been released (workflow status in the document properties), learners can access it in the portal via a deep link (please refer to the *Creating a portal link* help document).
- **Export for use in third-party systems or other portals**
If the document is part of a course, process or topic, it can be integrated into a third-party system via a WBT export (please refer to the help document titled *WBT export*). Furthermore, the document can



also be exported individually via an LMS package (please refer to the *LMS package* help topic).

For further information, please refer to the **Publishing training material** help document.