

QMUC Guide to using courseGenie

Susie Beasley, Alex Chapman & Susi Peacock

Centre for Academic Practice
Queen Margaret University College

Spring 2005

© 2005 Queen Margaret University College

Contents

Introduction to courseGenie	4
Introduction	5
CourseGenie documentation	5
The courseGenie interface.....	5
Developing a course	6
Course content in courseGenie	7
Course presentation - schemes	7
Initialising courseGenie	8
How to initialise courseGenie.....	9
Starting to use courseGenie	11
Exercise 1: Creating a WebCT content module using courseGenie	12
Starting to use courseGenie	13
Chunking the WORD document.....	14
Adding an Image.....	16
Preparing to generate a course	17
Importing the IMS package into WebCT	18
Editing content that has been developed in courseGenie	21
Adding extra content to a module that has been developed in courseGenie	23
Exercise 2: Adding extra features to a courseGenie generated course	27
Chunking the document.....	29
Tables and Lists.....	31
Hyperlinks and linked files	32
Images.....	33
Media.....	36
Exercise 3: Self test questions in courseGenie	38
Making a question.....	40
Question types.....	42
Adding images.....	47
Schemes for courseGenie	50
Course presentation - schemes	51
Adding new design schemes	51
CourseGenie FAQ	53

Introduction to courseGenie

Susie Beasley, Alex Chapman & Susi Peacock

Centre for Academic Practice
Queen Margaret University College

Spring 2005

© 2005 Queen Margaret University College

Introduction

CourseGenie¹ is a piece of software produced by Connected Learning² that can be used to convert WORD documents to online learning materials. CourseGenie allows you to generate clean valid HTML from Microsoft WORD documents. It allows you to generate a course as an IMS³ zip file and then to bring it easily into WebCT. QMUC is piloting courseGenie for the next year (2005-2006), to determine how useful the staff find it for creating content for WebCT.

The advantage of using courseGenie rather than using WORD's inbuilt 'Save as a web page' option is that courseGenie outputs clean HTML. CourseGenie has also been designed to produce accessible materials that comply with SENDA⁴ legislation; the generated HTML complies with the WCAG⁵ priority levels 1, 2 and 3.

CourseGenie works on the operating systems Windows 98, 2000 or XP. It works with WORD 2000, XP or 2003. CourseGenie is a PC only product and does not support Mac's.

CourseGenie documentation

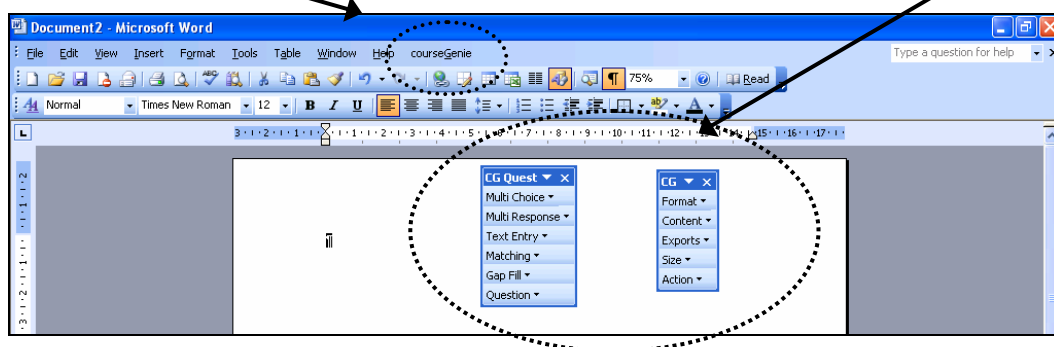
The following documentation, available from the Centre for Academic Practice (CAP), is to help you learn to use courseGenie:

- Introduction to courseGenie
- How to initialise courseGenie
- Activity 1: Creating a WebCT content module using courseGenie
- Activity 2: Adding extra features to a courseGenie generated course
- Activity 3: Self test questions in courseGenie
- Schemes in courseGenie [Advanced]

You will also find it useful to refer to the 'courseGenie Reference Manual' this will have been installed as a PDF with courseGenie. You can open it from the **Start Menu >All Programs > courseGenie > Documentation> CG Reference.**

The courseGenie interface

CourseGenie works within the standard WORD interface, so it is familiar and easy for WORD users to master. The illustration below shows the courseGenie menu as it appears in WORD, and the two additional toolbars that are also available, **CG Quest** and **CG Tags**



¹ See the courseGenie website for information: <http://www.coursegenie.com/>

² Connected Learning Ltd.: <http://www.connectedlearning.co.uk/>

³ IMS produce standard specifications for interoperable learning technology: <http://www.imsglobal.org/>

⁴ Special Educational Needs and Disabilities Act 2001: <http://www.hmso.gov.uk/acts/acts2001/20010010.htm>

⁵ Web Content Accessibility Guidelines 1.0 (WCAG) full guidelines available from:

<http://www.w3.org/TR/WCAG10/>

The first time you open courseGenie you will need to initialise it. This process is explained in the document 'Initialising courseGenie'

Developing a course

The following figure shows you the process that you go through to develop a WebCT content module from WORD documents.

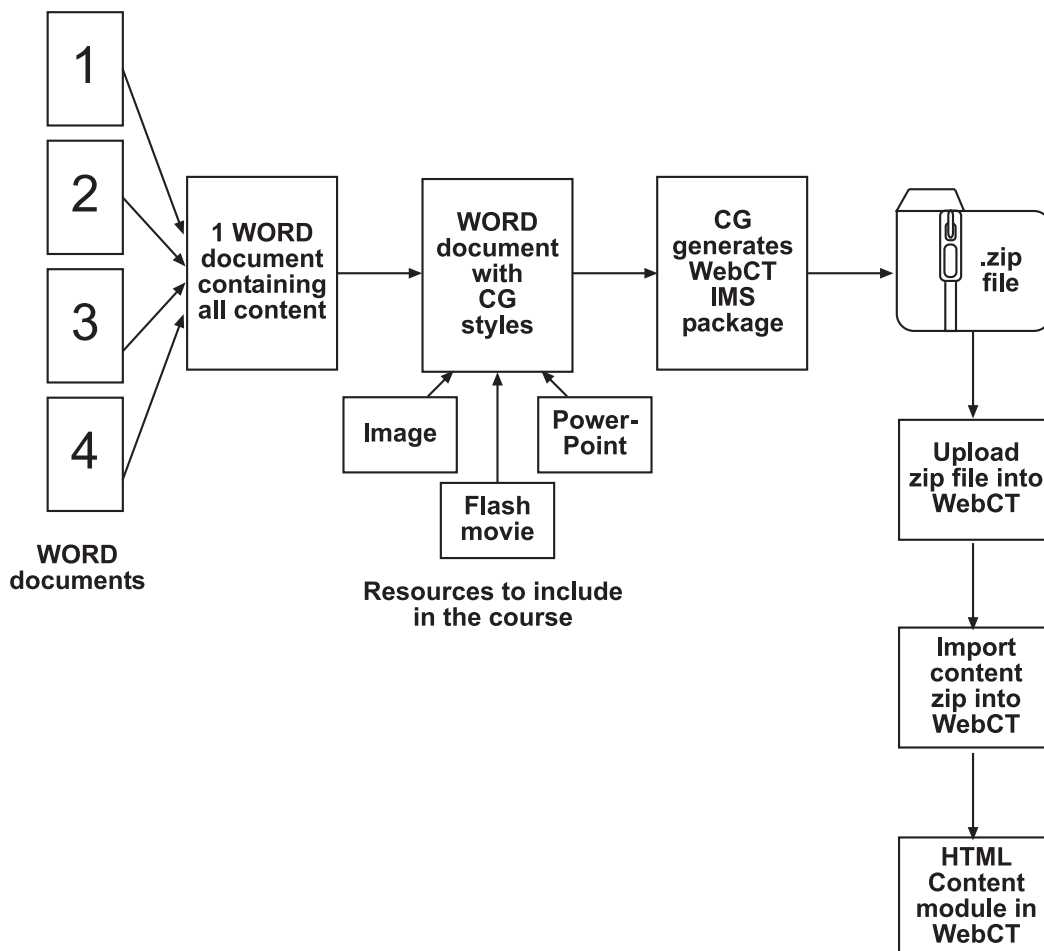


Figure 1 developing a course using courseGenie

The development process is:

- First gather together the course materials you want to use for your WebCT module.
- If these materials are in different documents, combine them into one.
- Apply courseGenie styles to the WORD document to break it up into separate pages. Add any additional resources such as images and media you would like to include.
- Generate an IMS package in courseGenie
- Import this as a content module in WebCT.

The first activity "Creating a WebCT content module using courseGenie" will walk you through this process.

Course content in courseGenie

CourseGenie allows you to simply convert WORD documents into interactive course materials. It will convert WORD content such as:

- Tables
- Lists
- Hyperlinks
- Images.

It also allows you to generate additional content for online delivery:

- Quizzes
- Glossary
- Media files.

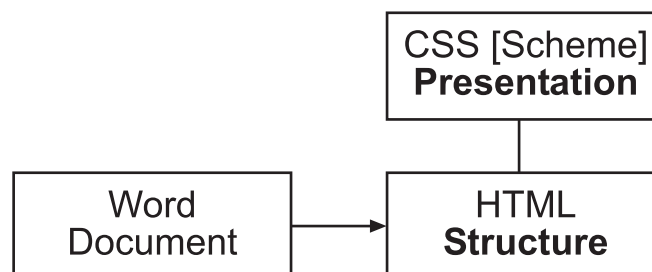
To ensure that the materials produced are accessible to students with disabilities, courseGenie includes an Accessibility Checker. If selected this will automatically check the code before generating the course, and will tell you which features need adjusting, for example you may need to:

- Label data tables
- Add alternative text for images
- Add long descriptions for media content.

The second activity “Adding extra features to a courseGenie generated course” will walk you through the inclusion of different types of content in a courseGenie generated course. There is an additional activity “Creating a self test in courseGenie” devoted to the creation of quizzes in courseGenie.

Course presentation - schemes

The presentation of the materials you output from courseGenie is controlled by selection of a scheme. To understand how this is done it is useful to look at how courseGenie works. CourseGenie generates valid HTML from a courseGenie marked up WORD document. The HTML contains all the structural elements of the document. The presentation is controlled by a Cascading Style Sheet (CSS).



CourseGenie allows you to choose between style sheets, but instead of referring to a style sheet it calls this a **Scheme**. Use of schemes and how to develop new ones is included in the document ‘Schemes in courseGenie’

Initialising courseGenie

Susie Beasley, Alex Chapman & Susi Peacock

Centre for Academic Practice
Queen Margaret University College

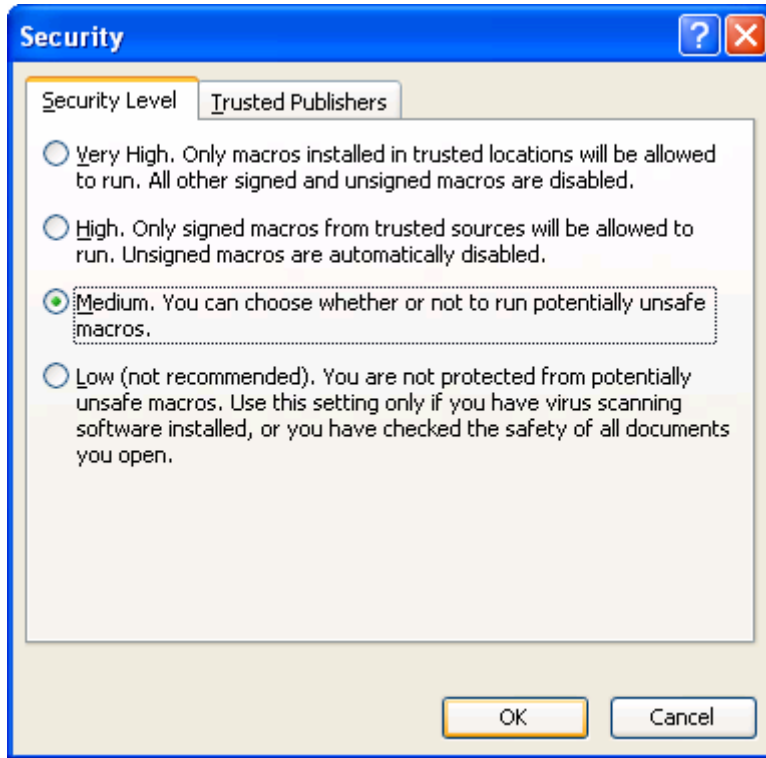
Spring 2005

© 2005 Queen Margaret University College

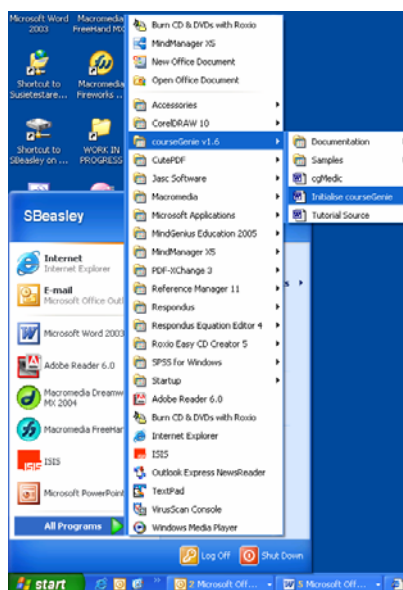
How to initialise courseGenie

The first time you open courseGenie on your PC at QMUC or at home you will need to initialise it.

1. Before initialising courseGenie you need to check that your macro security settings in WORD are set to medium. Do this by opening WORD and going to the menu **Tools > Macro > Security**, the following dialog box will open, if it is not already selected, select **Medium** and then click **OK**.

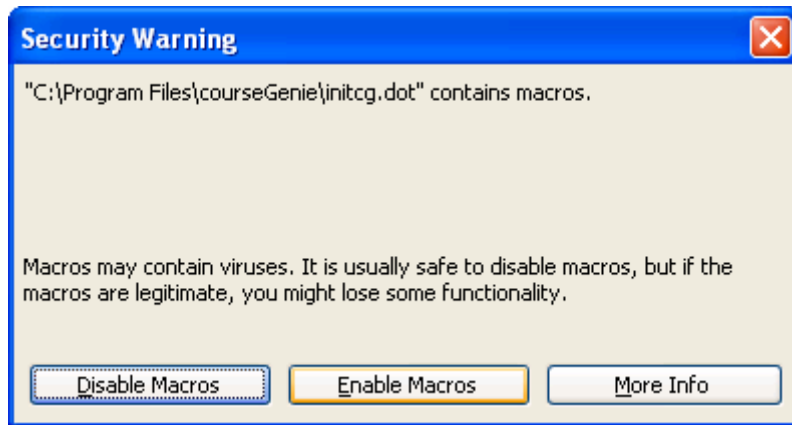


2. Now you are ready to initialise courseGenie, go to the **Start menu > All Programs > courseGenie** and open the **Initialise courseGenie WORD document**

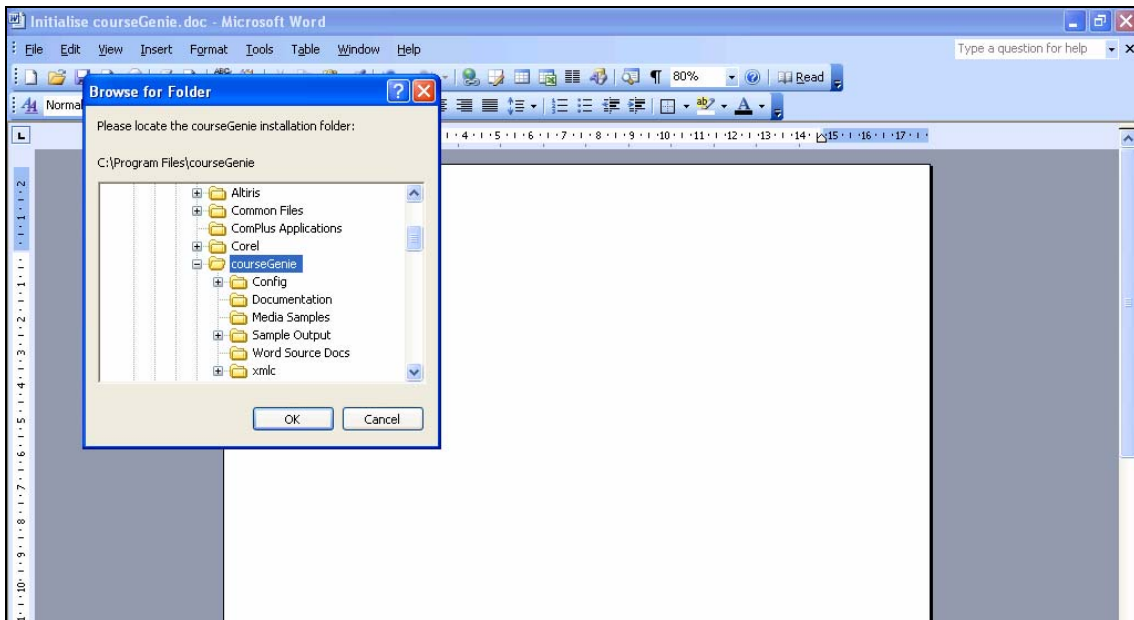


Initialising courseGenie

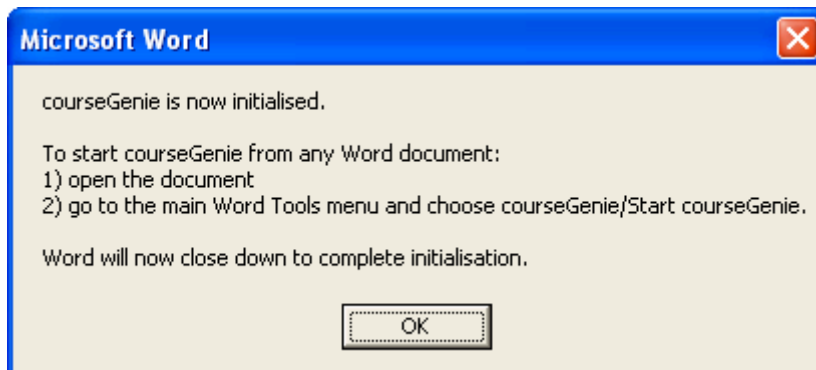
3. This will open WORD and the following dialog box will open. Click **Enable Macros**.



4. CourseGenie will ask you to locate you courseGenie instillation folder. The typical path will be **C: drive > Program Files > courseGenie**



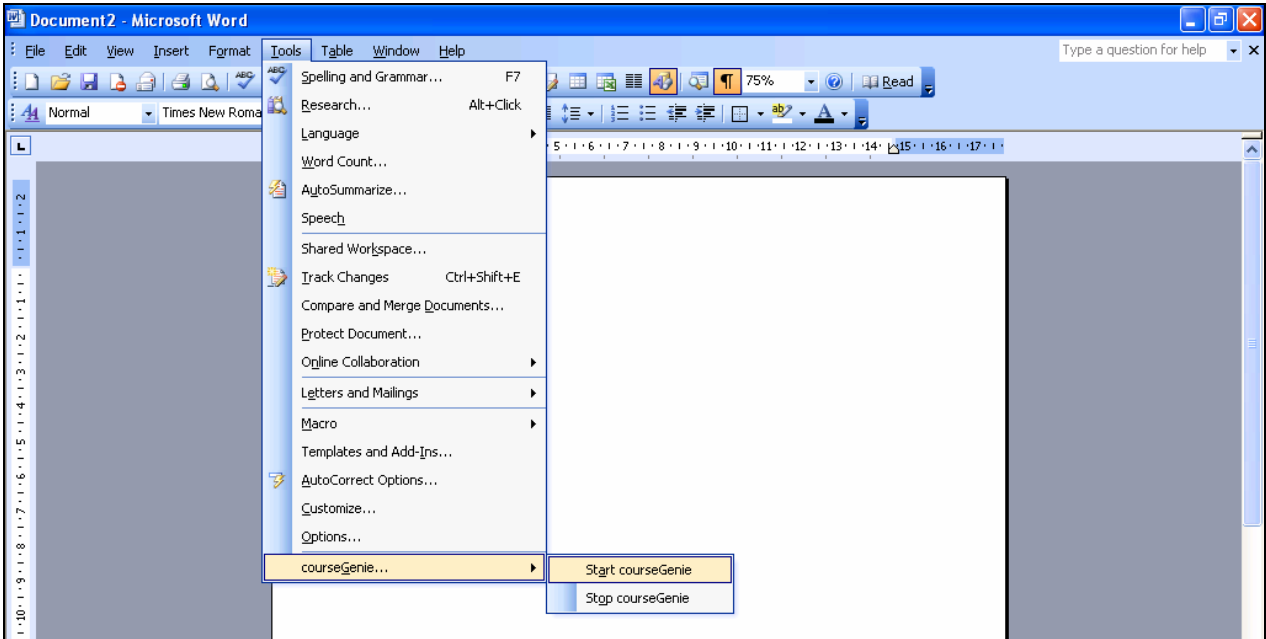
5. The following dialog will then open, after you click **OK** WORD will shut down and the instillation is complete.



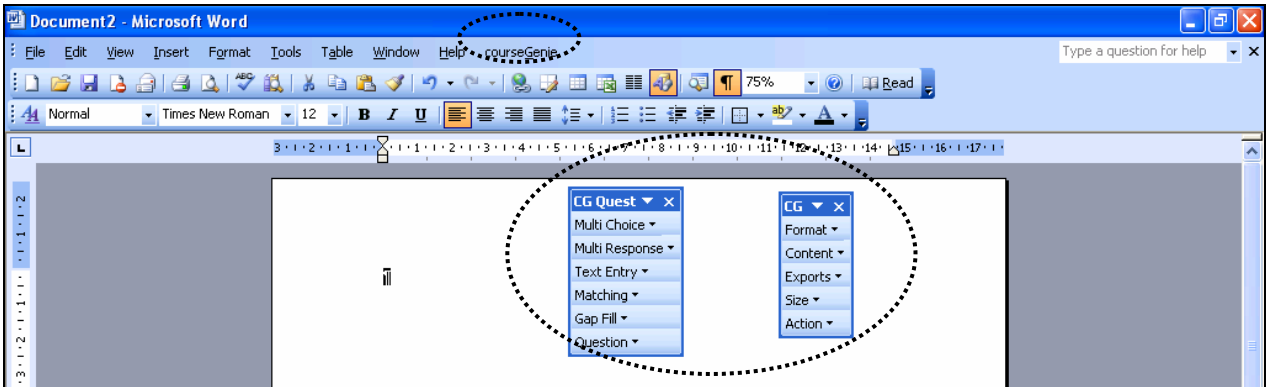
Initialising courseGenie

Starting to use courseGenie

First open WORD, and switch on courseGenie from **Tools > courseGenie > Start courseGenie**:



You will then see that the courseGenie Menu is available from the top WORD menu. Two courseGenie toolbars are also available, **CG Quest** and **CG Tags**. If these are not available you can open them from the main menu **View > Toolbars**.



Exercise 1: Creating a WebCT content module using courseGenie

Estimated time	1 hour
Prerequisites	A basic knowledge of WORD A basic knowledge of uploading files in WebCT
Files requires	Successful study.doc extra.doc diary.gif
Overview	This exercise uses courseGenie to convert a standard Microsoft WORD document to a content module in WebCT

Susie Beasley Alex Chapman & Susi Peacock

Centre for Academic Practice
Queen Margaret University College

Spring 2005

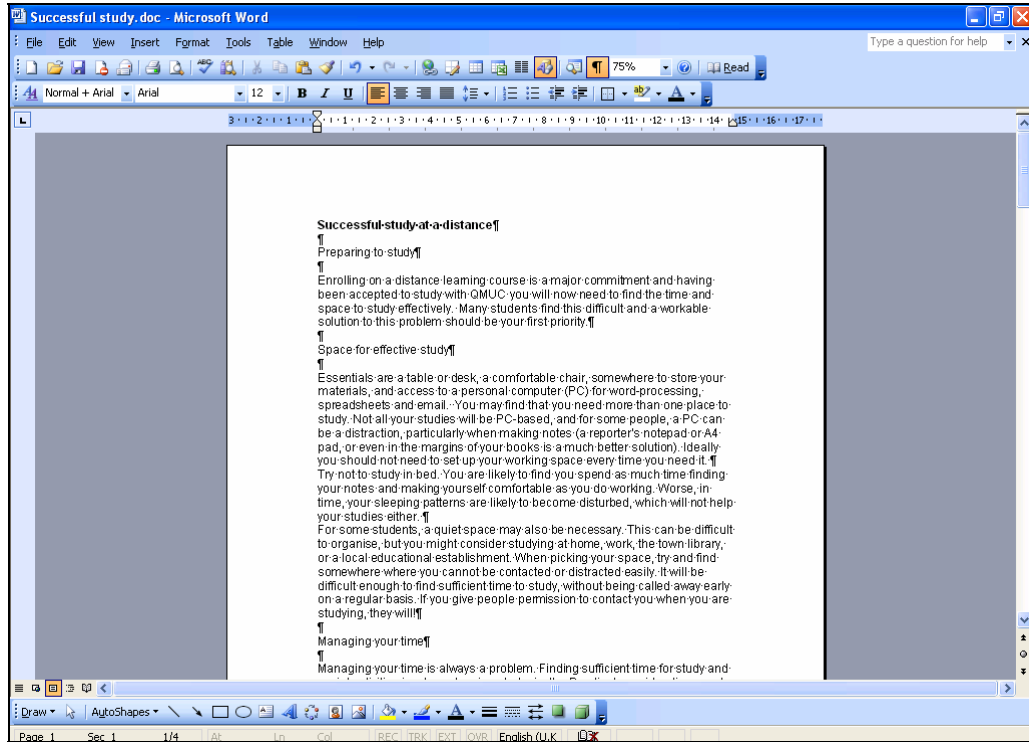
© 2005 Queen Margaret University College

Creating a WebCT content module using courseGenie

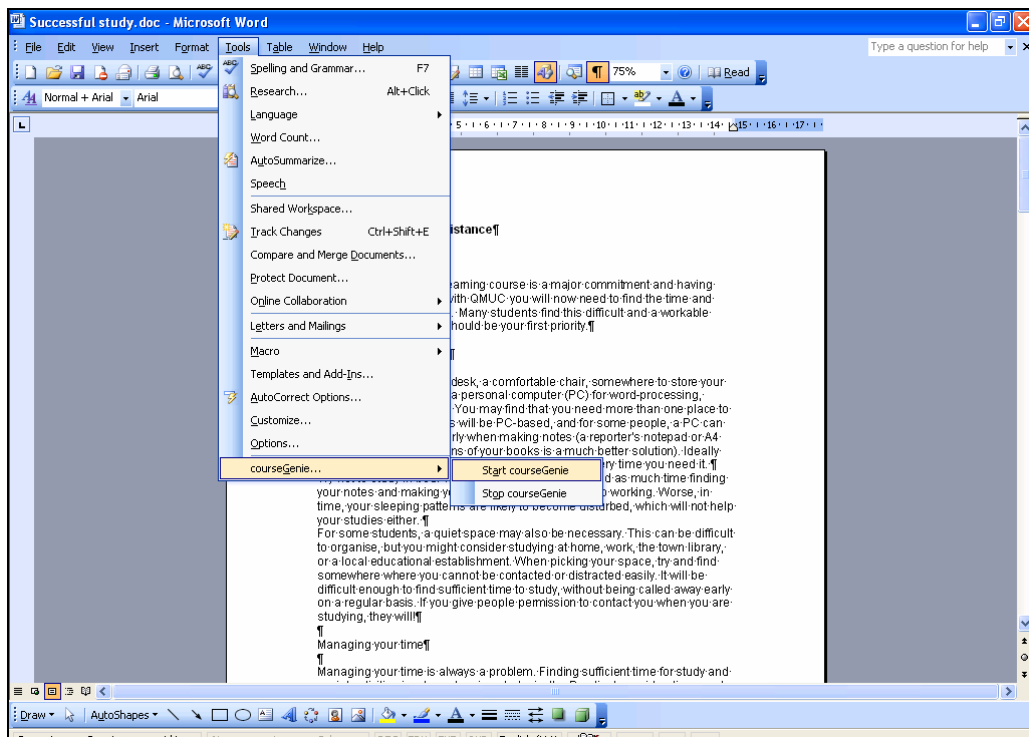
In this activity you will use courseGenie to develop a WebCT content module from a Microsoft WORD document.

Starting to use courseGenie

1. First open the document "Successful study.doc" in WORD. This contains a sample of a course which you will be converting using courseGenie.

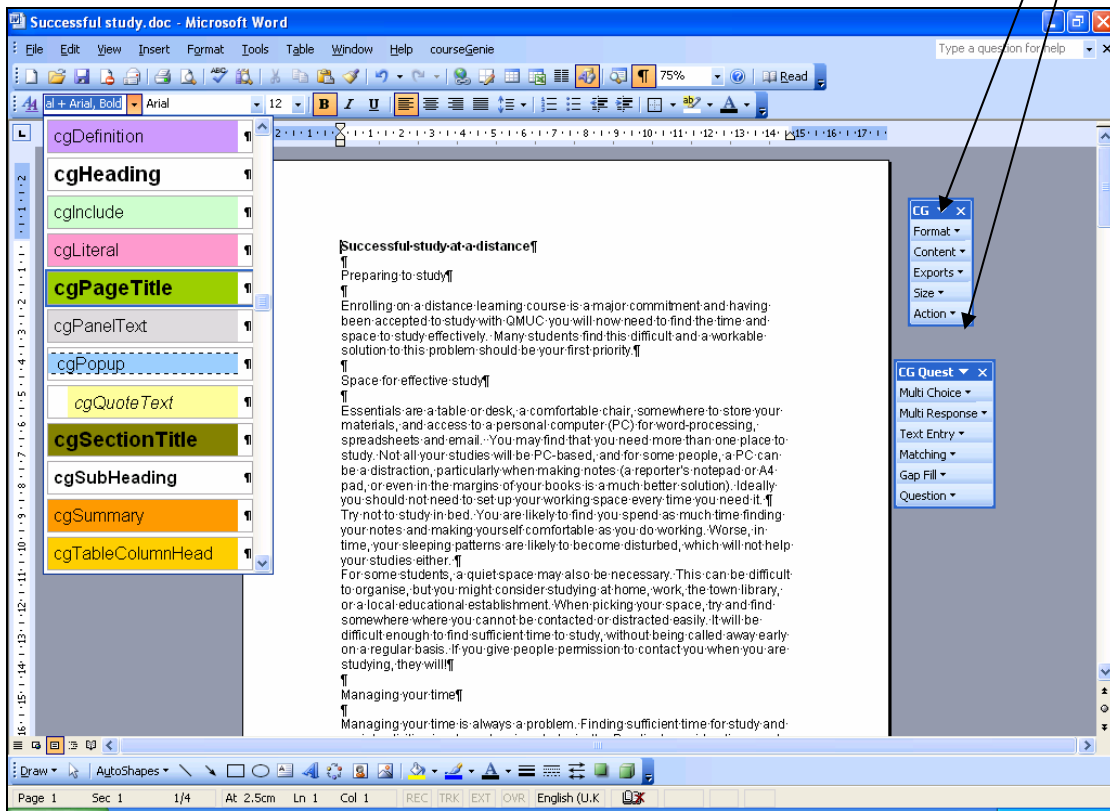


2. Next make sure that you have opened courseGenie. Once courseGenie has been installed on your computer you can open it from the top menu **Tools > courseGenie > Start courseGenie**



Creating a WebCT content module using courseGenie

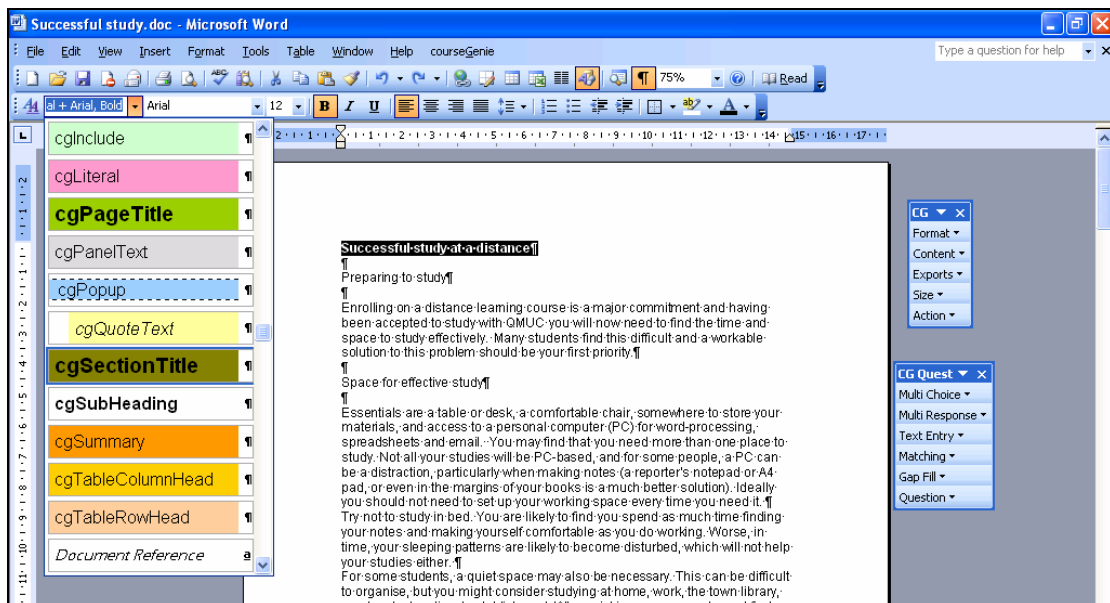
3. Once courseGenie is open you can see that you now have a courseGenie menu on the main WORD Menu. You also have two extra courseGenie (CG) toolbars, and a range of CG styles available. If the toolbars are not available you can open them from the main menu **View > Toolbars**.



Chunking the WORD document

CourseGenie will generate HTML pages from the WORD document. To do this you first need to apply some styles to the document.

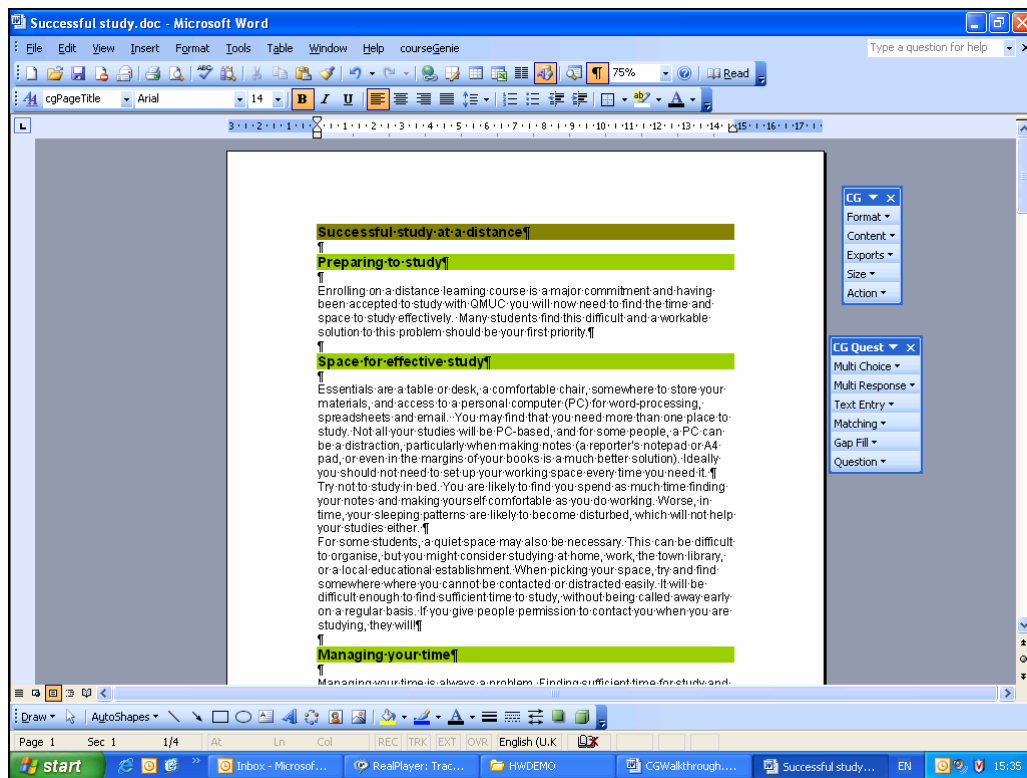
4. Highlight the first heading in the document “Successful study at a distance” and apply the cgSectionTitle style. This will be the first section heading.



Note: **cgSectionTitle** will generate the section level heading, the **cgPageTitle** pages will be nested beneath them, you can have multiple sections, for example:

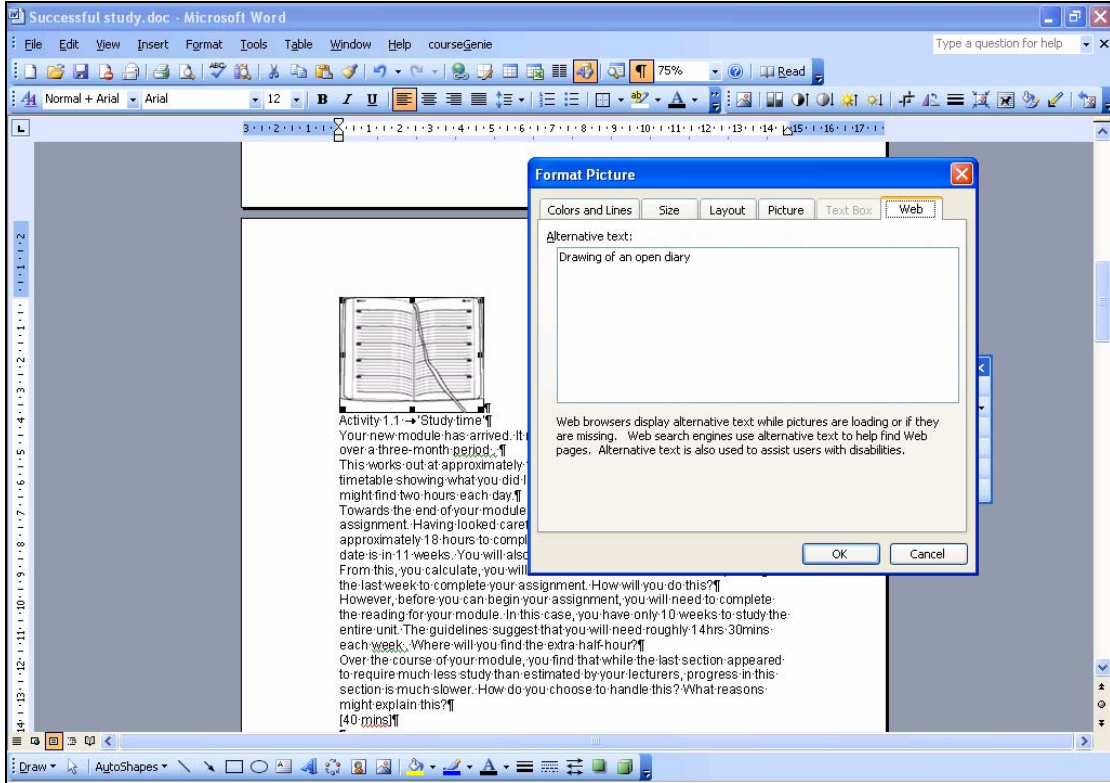
- 1 First main Heading (cgSectionTitle)
 - 1.1 Sub Heading (cgPageTitle)
 - 1.2 Sub heading (cgPageTitle)
- 2 Second main Heading (cgSectionTitle)
 - 2.1 Sub Heading (cgPageTitle)
 - 2.2 Sub heading (cgPageTitle)

5. Next highlight the second heading in the document “Preparing to study” and apply the **cgPageTitle** style. Each time you apply the heading you will create a new page. Add this to all the other headings in the document (headings are in bold type).



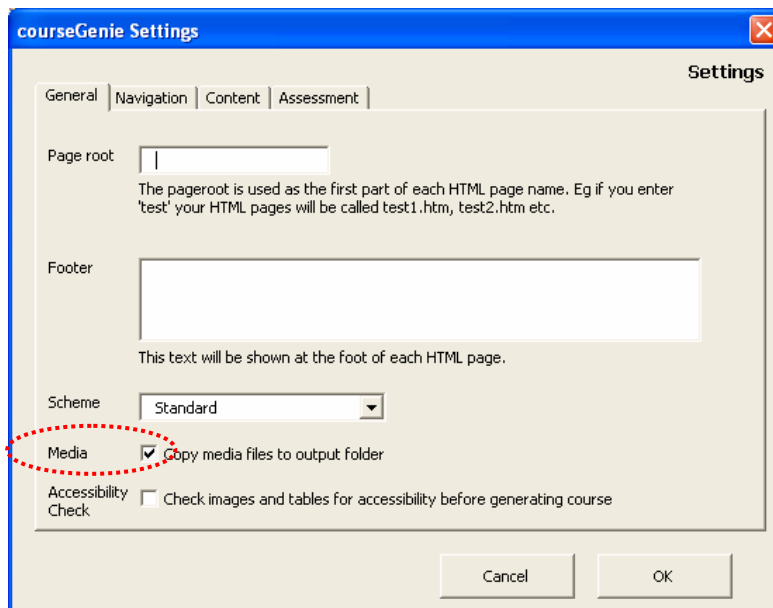
Adding an Image

6. On the second page you will see a picture of a diary. In HTML this picture will need a text alternative for students who are visually impaired. You can add this from the **Format Picture** dialog box. Double click on the picture to open the dialog box and select the **Web** tab. Here you add the alternative text "Drawing of an open diary". When generated, this will be in an "alt attribute" in the HTML.



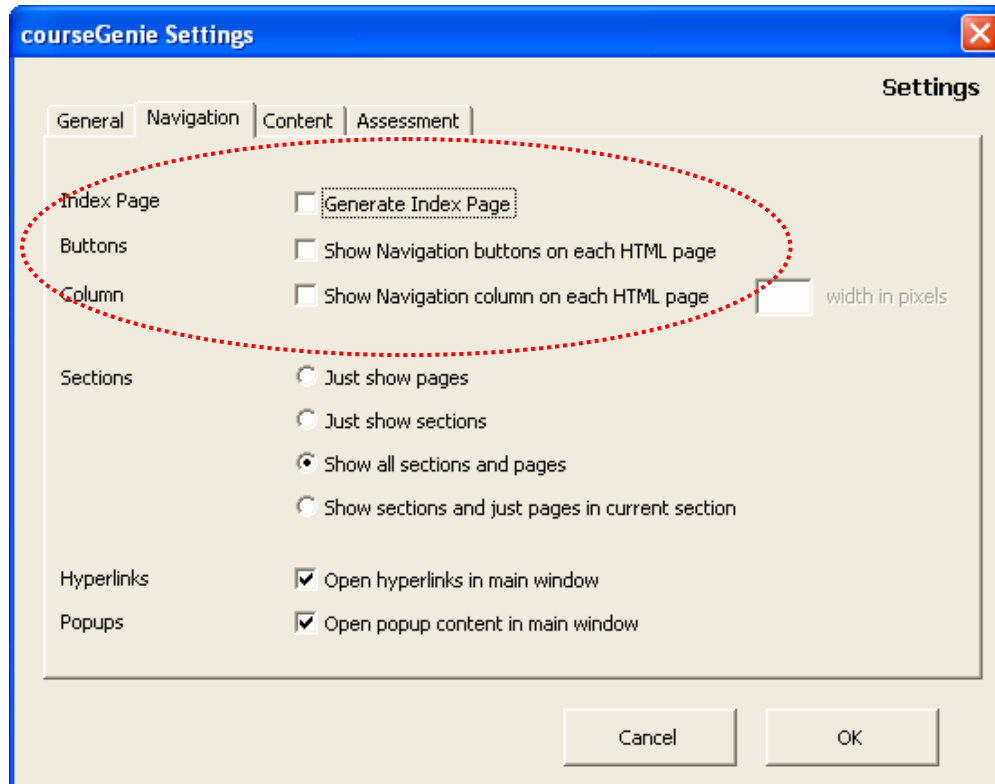
You are now ready to generate this course and see what it looks like in WebCT.

7. First go the **courseGenie** menu and select **Settings**, this will open the following window. On the **General** tab Make sure that you have checked the box "**Copy media files to output folder**"

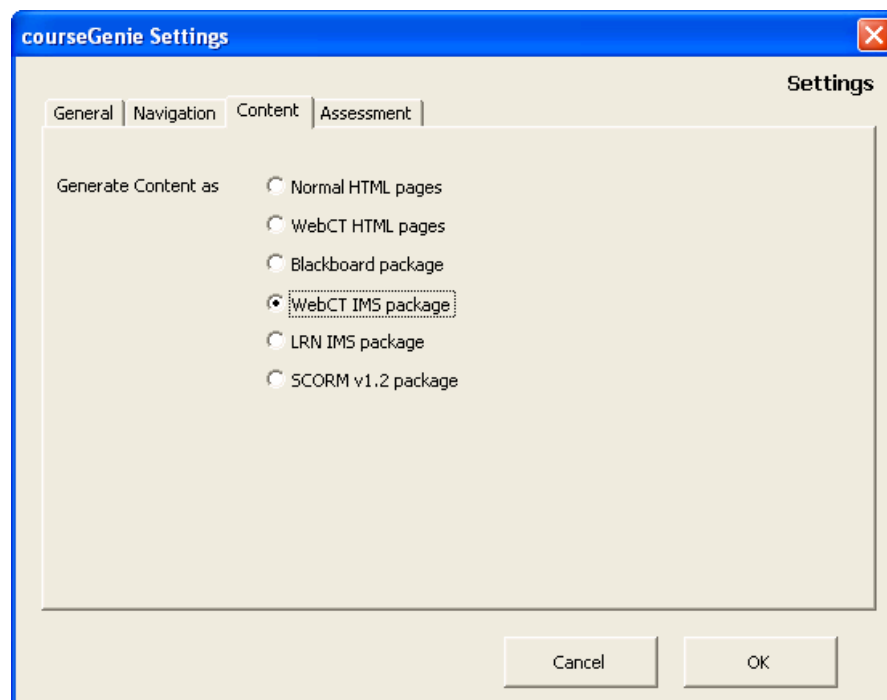


Preparing to generate a course

8. On the **Navigation** tab make sure that you have unchecked the boxes “**Generate Index Page**”, “**Show Navigation buttons on each HTML page**”, and “**Show Navigation column on each HTML page**”, leave the other settings as they appear below.

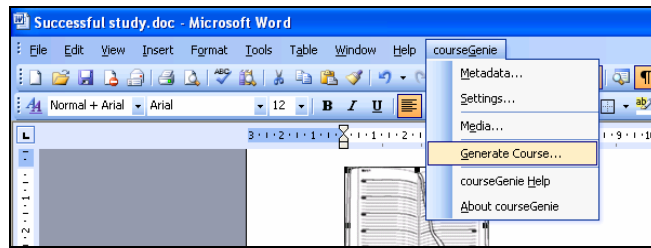


9. On the **Content** tab, select the radio button “WebCT IMS package” then click ‘OK’.

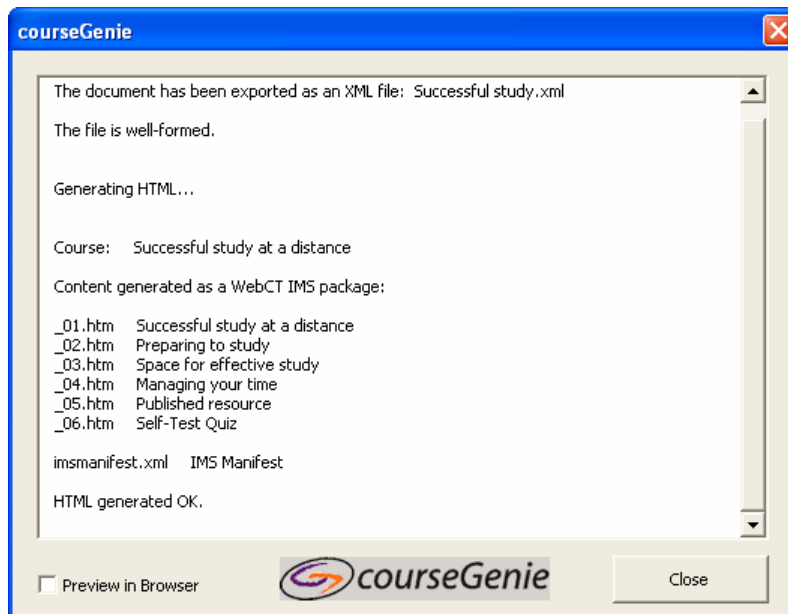


Creating a WebCT content module using courseGenie

10. You are now ready to generate the course. Go to the **courseGenie** menu and click on **Generate Course**:



11. You will then be asked to navigate to the folder where you would like to save the output, select a folder and click 'OK'. The following window opens as the course is being generated. Once you see the following message the course has been generated. Click on **Close** to close the window. Now close down WORD.

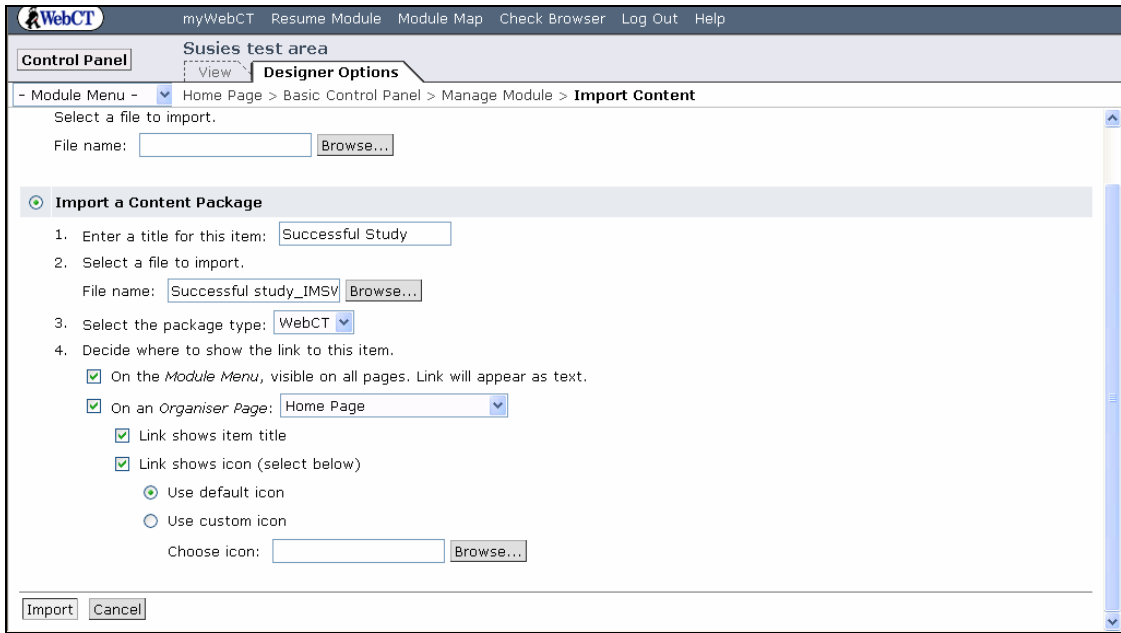


Importing the IMS package into WebCT

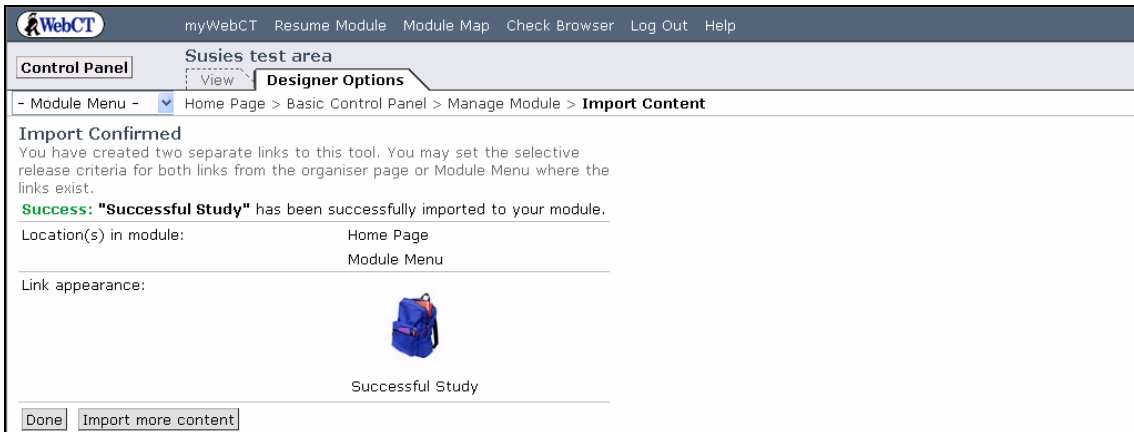
You will now open up WebCT and import this content module.

12. Login to a module in WebCT where you have Designer access.
13. In your WebCT area, go to **Control Panel** then open **Manage Files**. Under **Options: Files** on the right hand side, select **Upload**. You should now navigate to the folder you selected and find the file **Successful study_IMSWCT.zip** which courseGenie has generated and upload it.
14. In WebCT go back to the **Control Panel > Manage Module** and select **Import Content**. Check the radio button "**Import a content package**" this screen is illustrated below. Next enter the title for your content module "Successful Study". Select the file to import "**Successful study_IMSWCT.zip**", and check the boxes to select links on the **Module Menu** and **Organiser Page (Home Page)**. Finally click on **Import**.

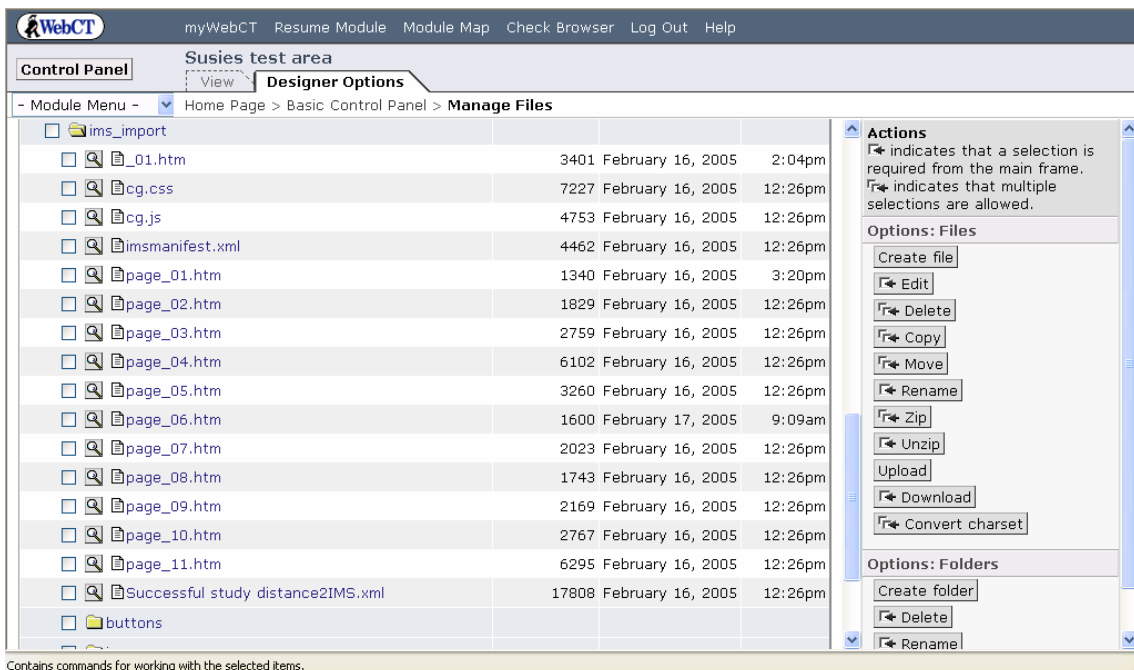
Creating a WebCT content module using courseGenie



You will see the following screen showing that the import has been successful, click on **Done**.

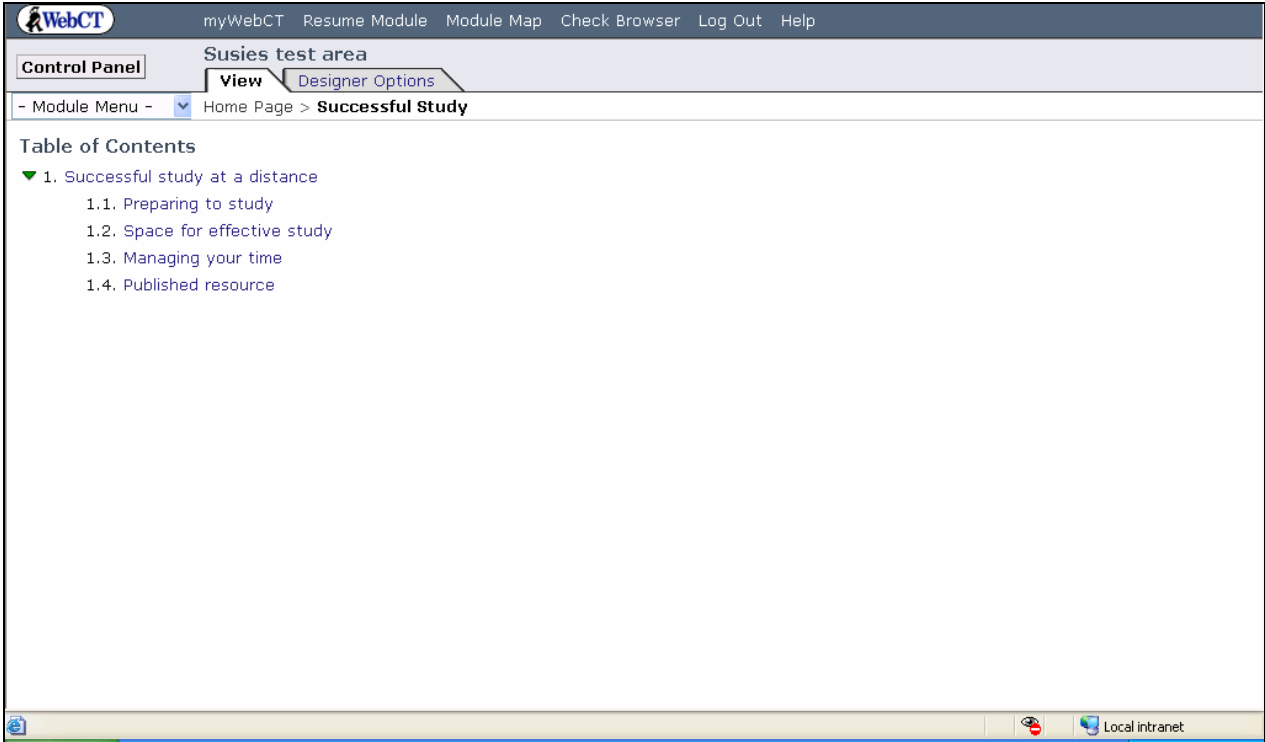


If you go back into the **File Manager**, you will see that when WebCT created the content module it unzipped the file you imported. This will be inside **My Files > ims_import**

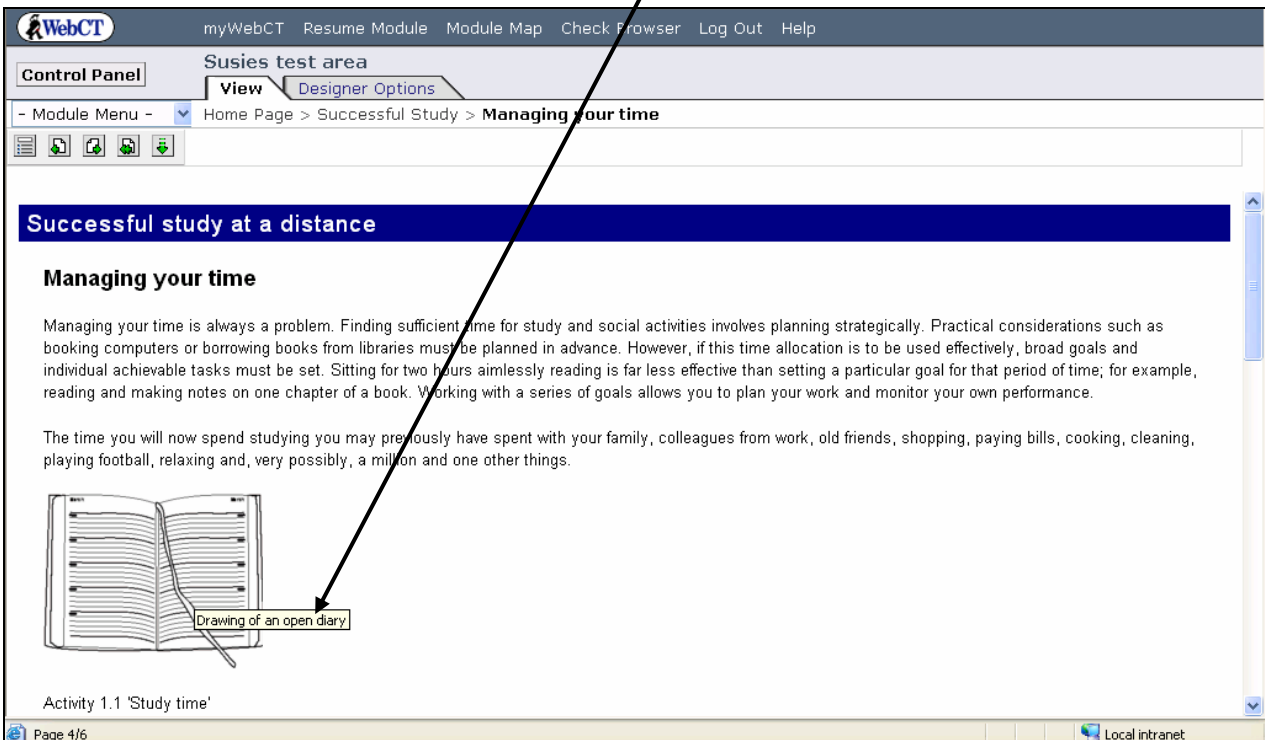


Note: If you import a second ims zip file, it will create a new folder called ims_import_1, this happens for each additional zip file that you import, so even if you reimport the same zip file, the content is not overwritten.

You can then go back to the Home page, you will see the new icon you have created, click on it and browse through the imported content. Your first page should look similar to the one below: Remember that if you want the students to see the new content, you will need to open the **Control Panel** in WebCT and click **“Update student view”**.



Below is an example of the page “Managing your time” here you can see that the image has been brought across and that the alternative text is included in the “alt tag”.



Creating a WebCT content module using courseGenie

You have now completed the first part of this exercise. In the next section we will consider how to edit the content you have created, and then look at adding further materials to the content module.

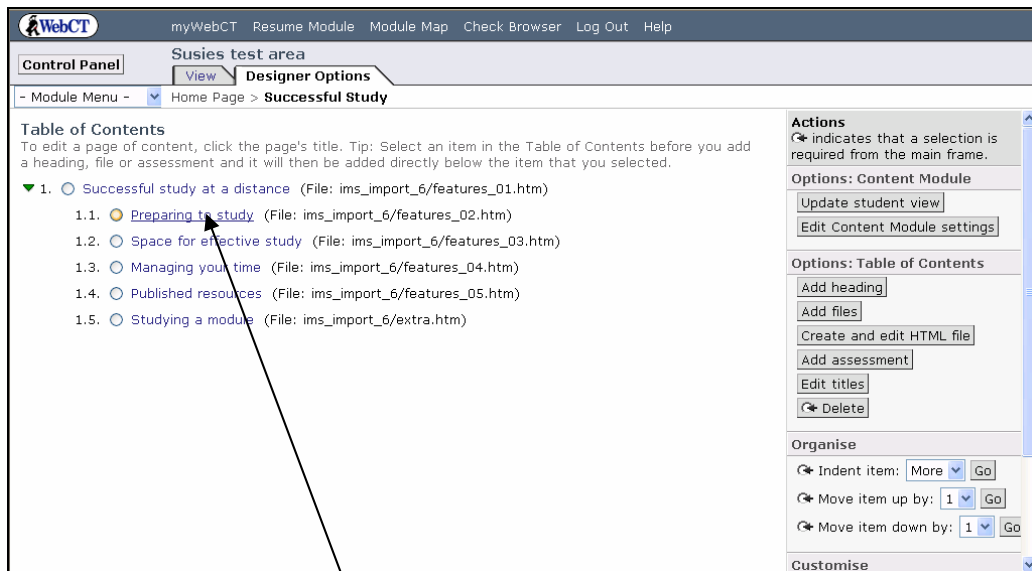
Editing content that has been developed in courseGenie

After a course has been generated its content is standard HTML and can be edited in several ways.

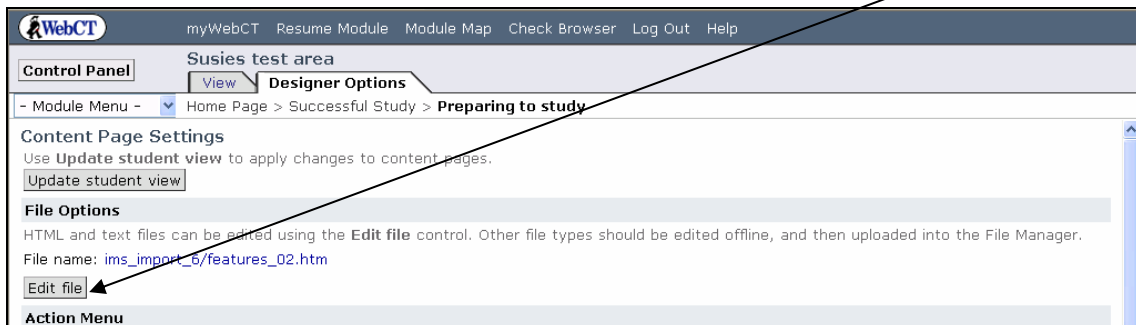
1. The easiest way to make small changes is through the interface in WebCT.
2. You can also download the file you need to edit, and, if you are familiar with HTML, make changes in any text editor (Notepad, WordPad) or by using any web development software (Dreamweaver, FrontPage), before re-uploading the file.
3. For significant changes you can go back to the original WORD document, make the changes and then regenerate a new IMS content package in courseGenie. You can then use this to replace the one that is already in WebCT.

Editing a page through the WebCT interface

1. Go into your content module in the Designer view.

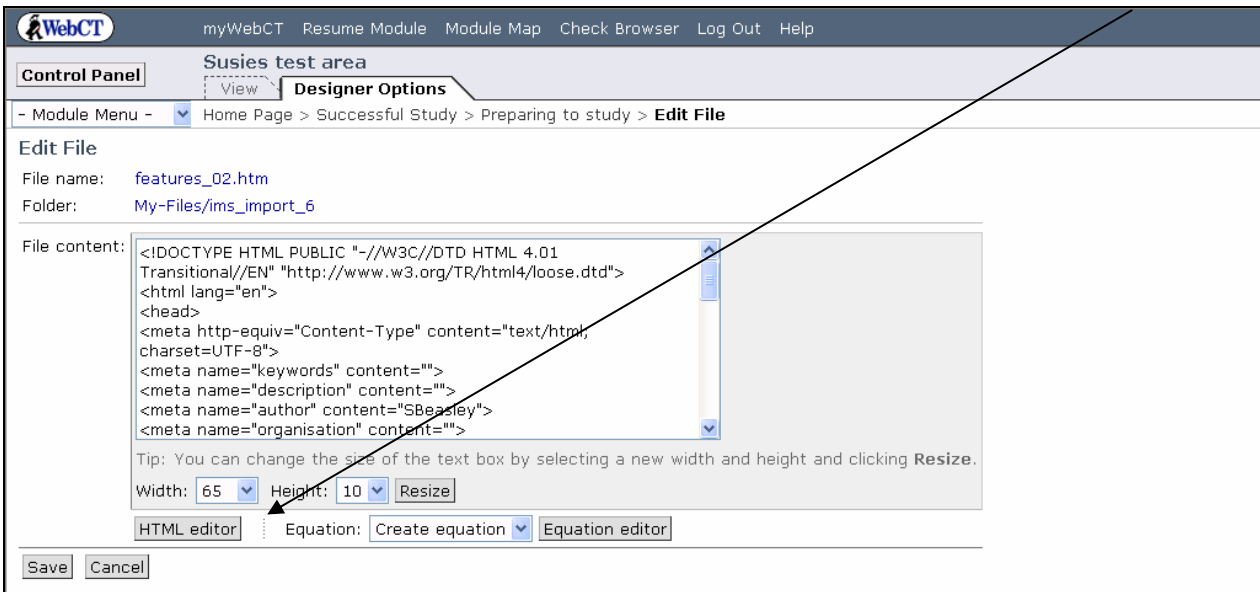


2. Click on the name of the file in which you wish to make the changes.
3. The following screen will open. Under **File Option** click on **Edit File**.

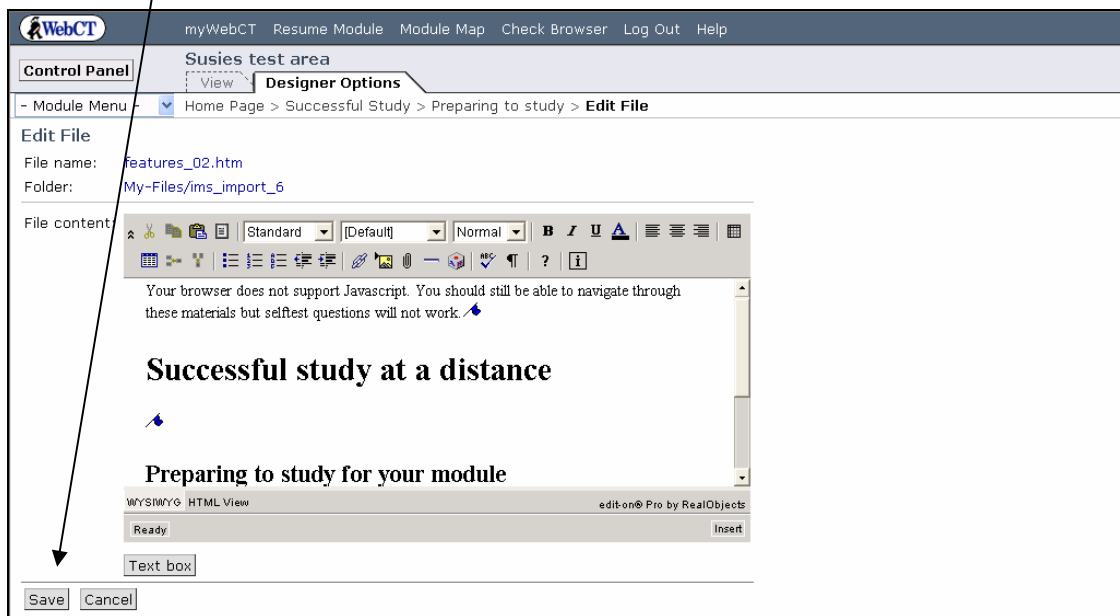


Creating a WebCT content module using courseGenie

4. If you are comfortable with HTML, you can edit the file content inside the scrolling window. If you would prefer to view it without the tags, click on the HTML editor.



If you open the HTML editor you will see the interface below. Make your changes and then click on **Save**:



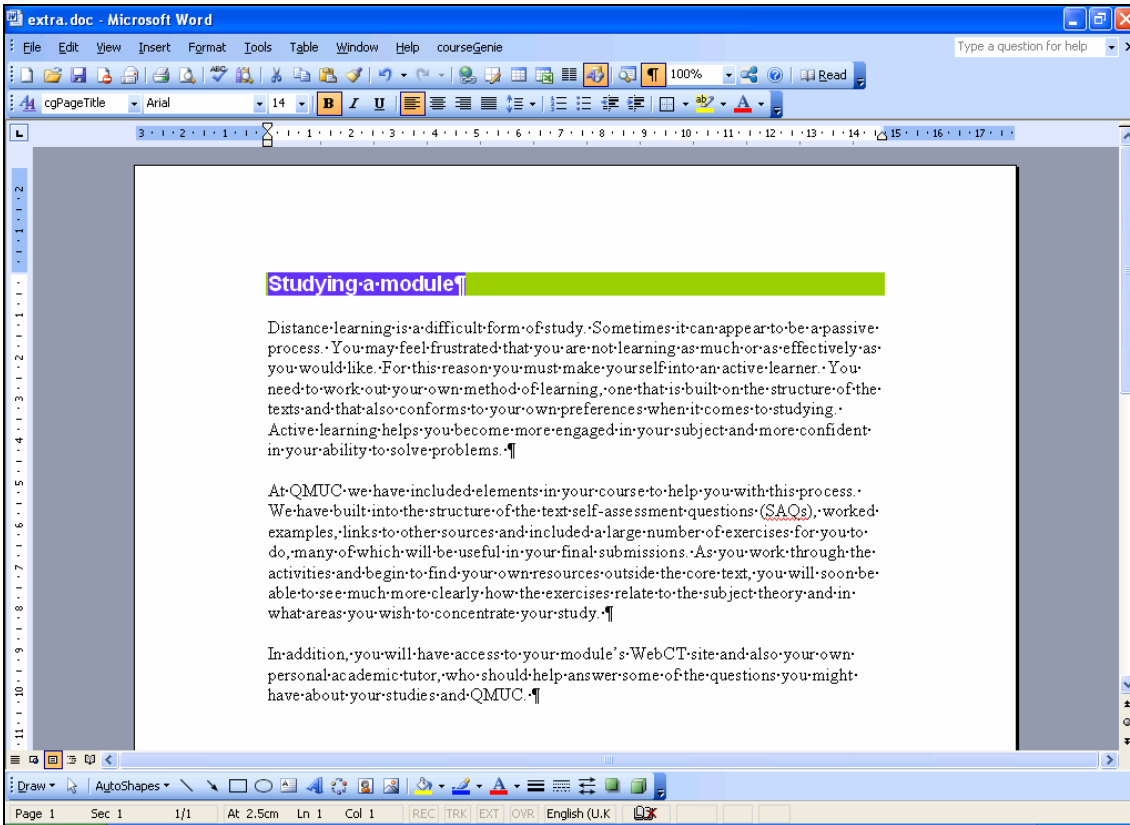
5. Next click **Update Student View**, your change is now complete. You may wish to experiment with editing your files in WebCT.

Adding extra content to a module that has been developed in courseGenie

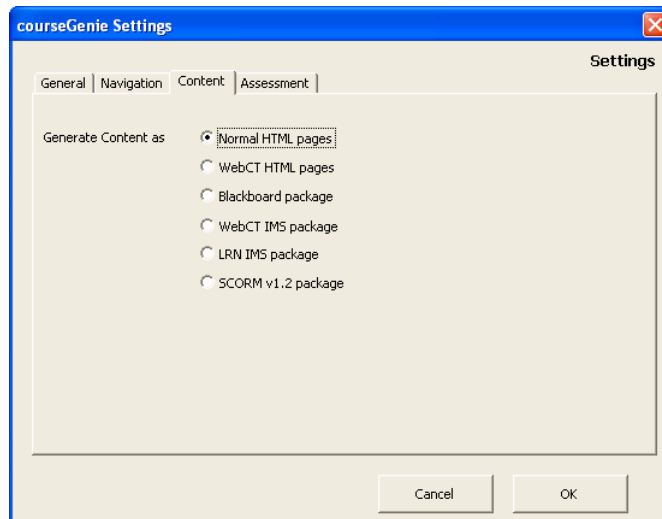
Once an IMS content package has been brought into WebCT you can add additional pages to it in the standard WebCT way, by uploading a single file. If you want the extra page to look like those you have already generated in courseGenie, you can use courseGenie to create a single HTML page, which can then be uploaded into WebCT.

The next part of the exercise will show you how to bring in an additional page to the content module that you imported into WebCT in the last part of the exercise.

1. Open “extra.doc” in WORD. Highlight the heading “Studying a module” and apply the courseGenie Style **cgPageTitle**.



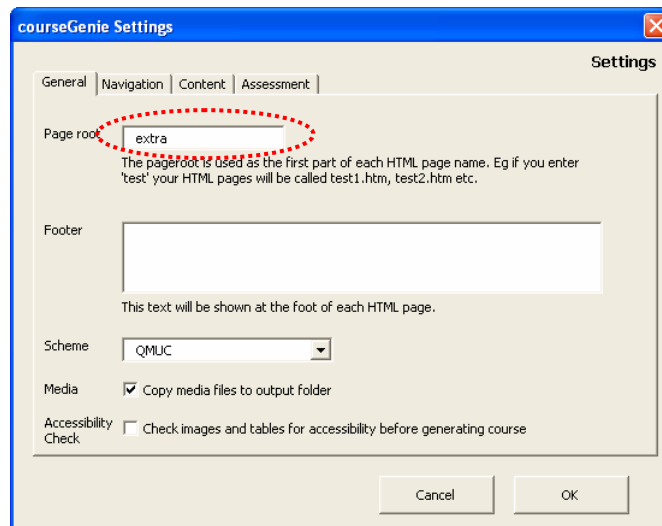
2. Open the courseGenie menu and select **Settings**. Open the **Content** tab and select the radio button **Normal HTML pages**.



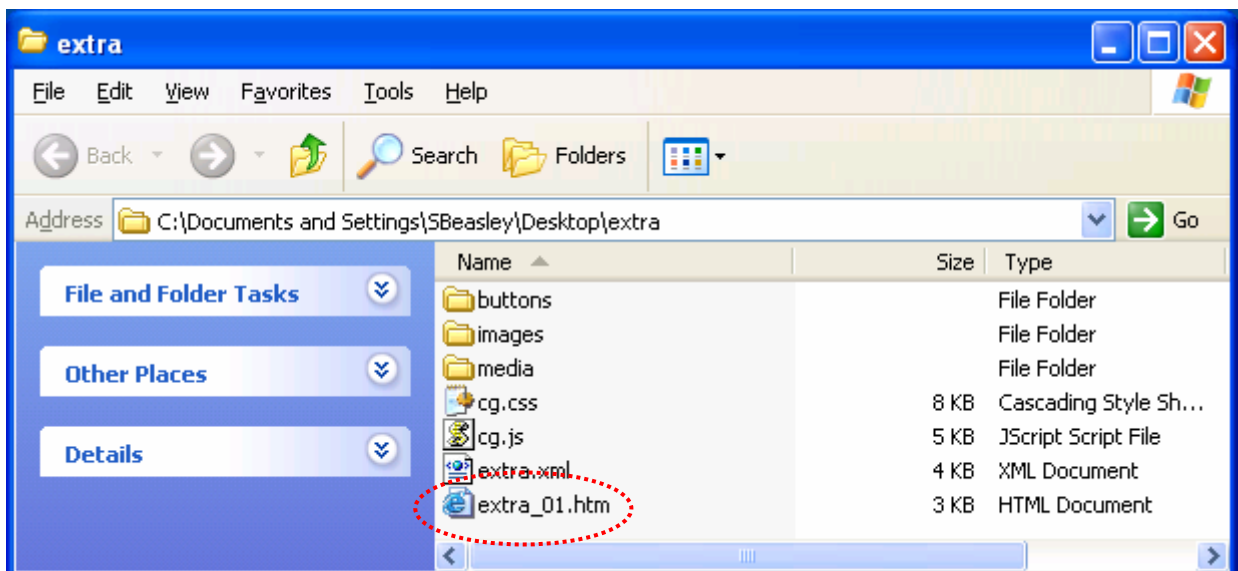
Note: When courseGenie generates the HTML pages for you it numbers them consecutively from _01.htm. You can set a root name for the pages in the courseGenie **Settings** window under the **General** tab, in the **Page root** box. For example if you set the Page root to extra the generated pages would be called:

extra_01.htm
extra_02.htm
extra_03.htm

3. Still in the courseGenie **Settings dialog**, go to the **General** tab, and write “extra” under the **Page root** box. Then click **OK**. As you are adding an additional page, you need to make sure that the generated page name is different from that generated for the first content module, so as not to over write a file.

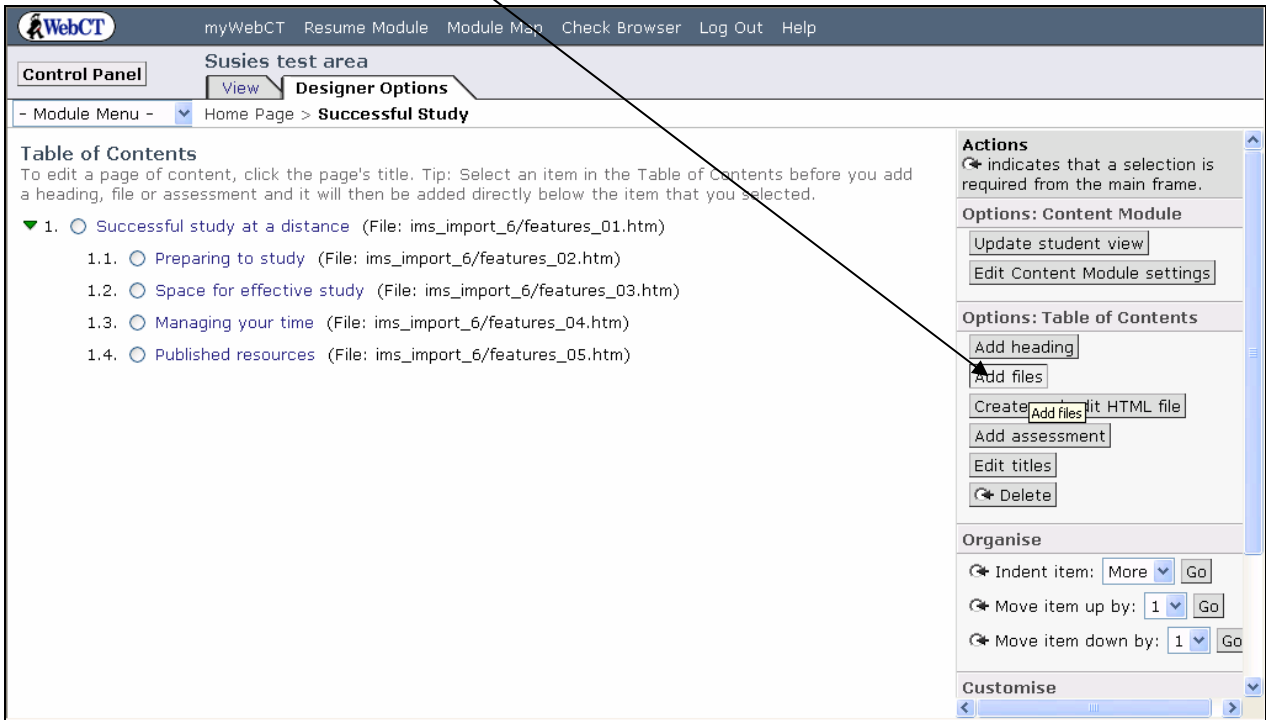


4. Go to the **courseGenie** menu in WORD and click on **Generate Course**.
5. Locate the folder that has been generated by courseGenie and find the single HTML page that you want to upload.



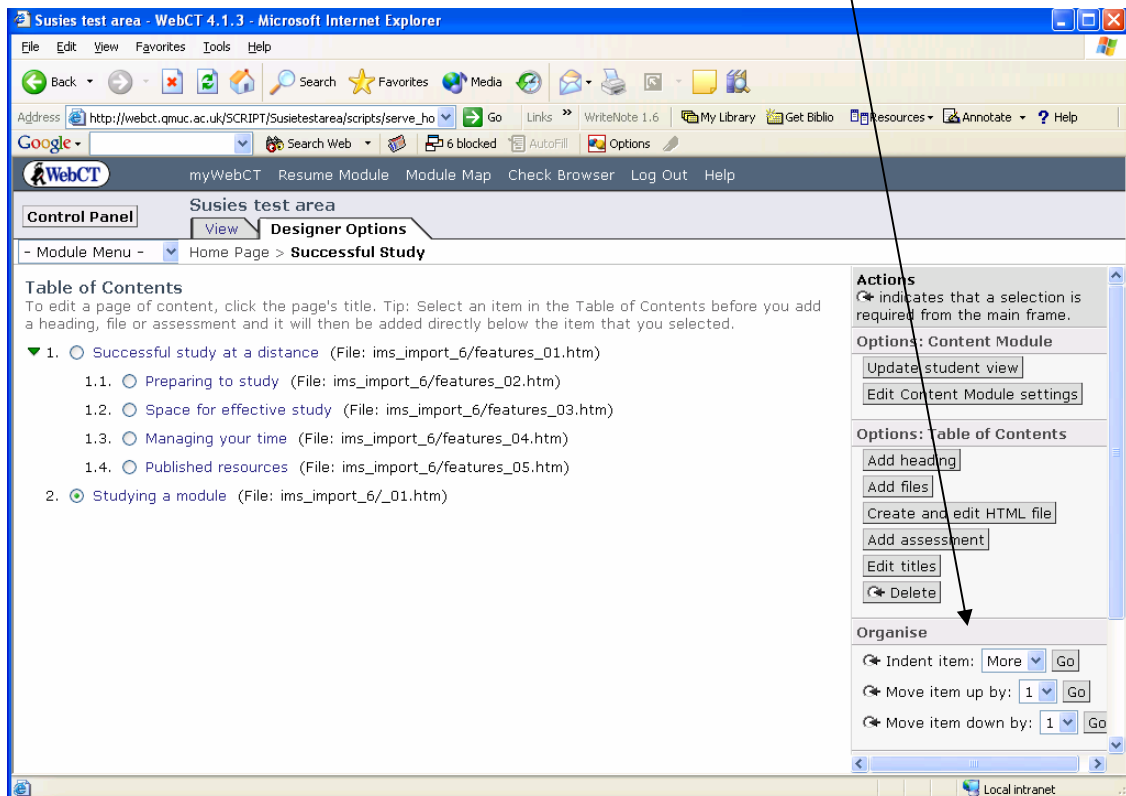
Creating a WebCT content module using courseGenie

6. In WebCT go to the **Control Panel** open **Manage Files** and upload the new file “extra_01.htm” into the content folder you have created, this should be called something like: ims_import.
7. Go into the content module you have created in WebCT, under the Actions menu on the right select **Add files**.

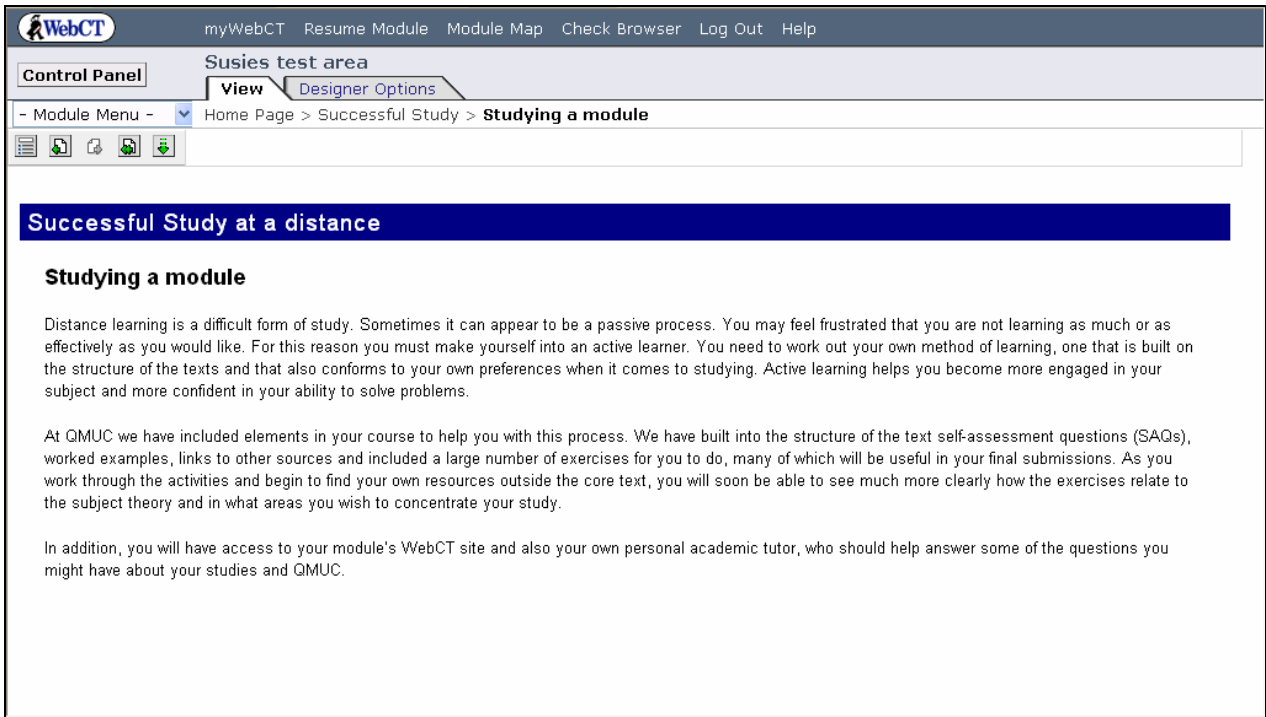


8. Browse to the file you are adding “_01.htm” and click the button **Add**.

You will now see that the extra page has been added to the end of the content module. You can move it to where ever you want to put it using the **Organise** options.



Creating a WebCT content module using courseGenie
The new page should look like the rest of the modules.



Your new page should look similar to the one above: Remember that if you want the students to see the new page you have added, you will need to open the **Control Panel** in WebCT and click **“Update student view”**.

Well Done! You have now completed Exercise 1

Exercise 2: Adding extra features to a courseGenie generated course

Estimated time	1 hour
Prerequisites	A basic knowledge of WORD A basic knowledge of courseGenie A basic knowledge of uploading files in WebCT
Files required	cgfeatures.doc Example.xls Example.ppt NewhavenLighthouse.jpg Newhaven.jpg
Overview	This exercise explores the additional features of courseGenie: <ul style="list-style-type: none">• Tables and lists• Hyperlinks and linked files• Images• Media

Susie Beasley, Alex Chapman & Susi Peacock

Centre for Academic Practice
Queen Margaret University College

Spring 2005

© 2005 Queen Margaret University College

Adding extra features to a courseGenie generated course.

In this exercise you will explore further features of courseGenie. CourseGenie generates clean HTML output from standard WORD content, including tables, lists and hyperlinks. In this exercise you will explore these features, and view the output in HTML, which you can then import into your modules. You will also look at ways in which courseGenie allows you to add additional media content.

Open WORD and make sure courseGenie is open, you can open it from the top menu bar by going to **Tools > courseGenie > Start courseGenie**.

Chunking the document

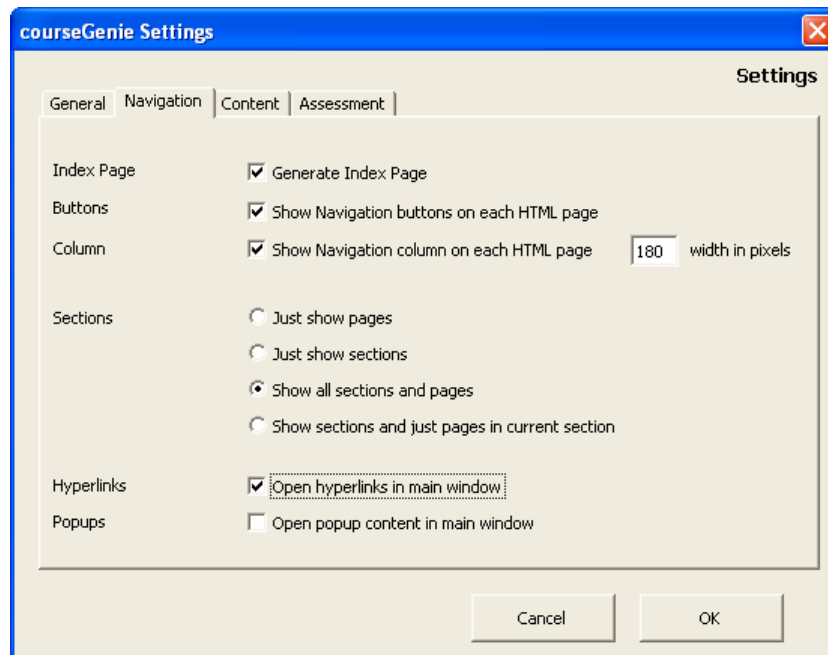
Open the WORD document provided “cgfeatures.doc”. This document contains a list of the titles of the separate pages (in bold text).

1. Chunk the document into the separate pages, first highlight the first heading “features of courseGenie” by applying the “cgSectionTitle” style.
2. Next chunk the rest of the document into the separate pages by applying the “cgPageTitle” style.

You can now test the document to see how it looks, this time rather than generating the course as an IMS content package, as we did in Exercise 1, we will generate it as HTML pages and set courseGenie to generate an index and menu pages. This allows us to test the pages outside of WebCT. When you are ready to bring the module into WebCT it is advisable not to generate the navigation, as this would duplicate the navigation in WebCT and would be confusing for students.

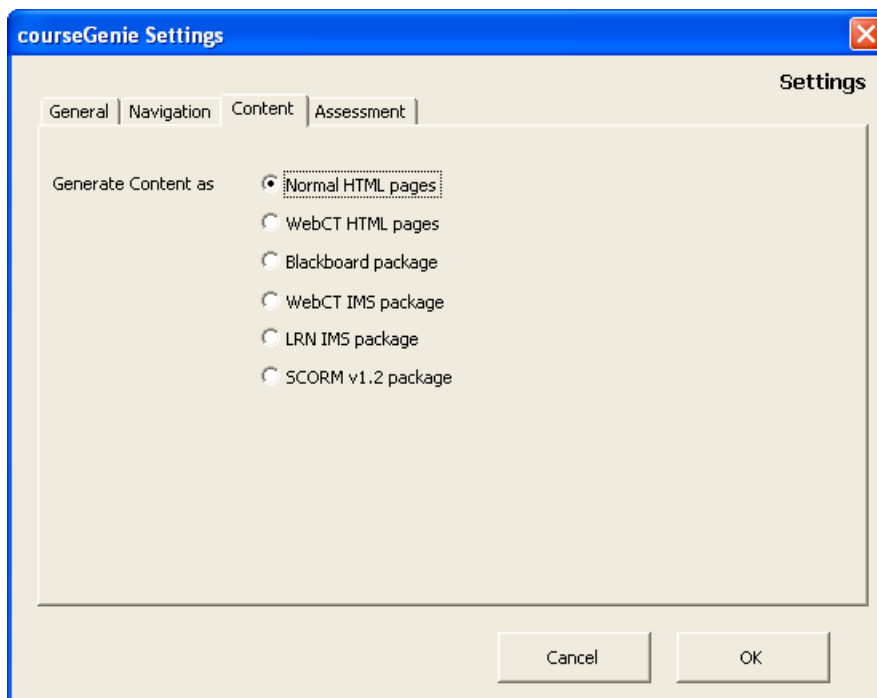
Go to the main WORD menu bar **courseGenie > Settings**, this will open the window illustrated below, open the **Navigation** tab and check the following boxes:

- Generate Index Page
- Show Navigation buttons on each HTML page
- Show Navigation column on each HTML page.



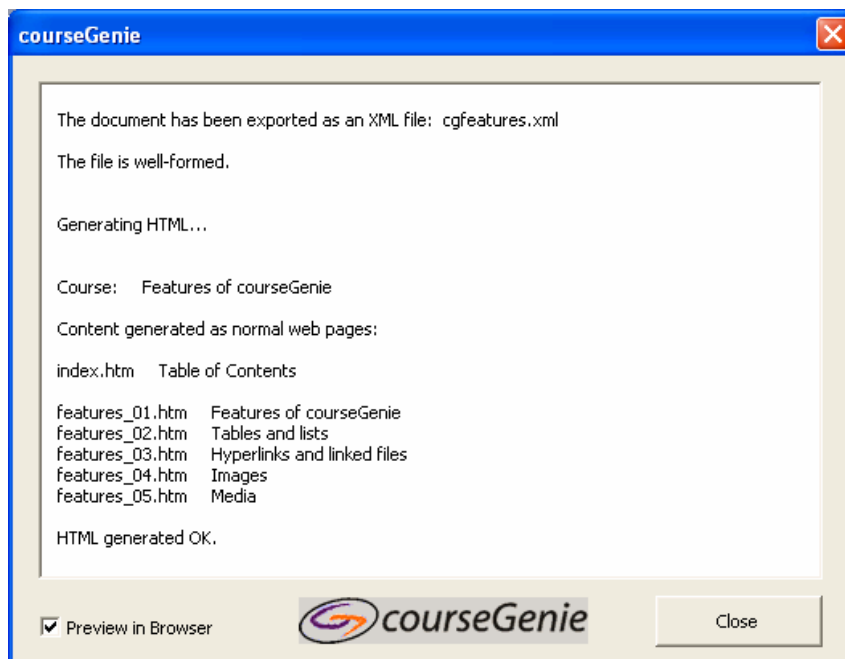
Adding extra features to a courseGenie generated course.

Next open the **Content** tab and select Generate content as **Normal HTML pages**. Click **OK**



Now you will generate the course: go to the main WORD menu bar **courseGenie > Generate Course**. A dialog box will open asking you to choose where to save the output folder, you should navigate to the place where you would like to put it and click **OK**. The generation process will now start.

When the following dialog box opens, check **Preview in Browser** and click **Close**.



The generated content will then open in a browser window. You can see that courseGenie has generated several HTML pages from the marked up WORD document.

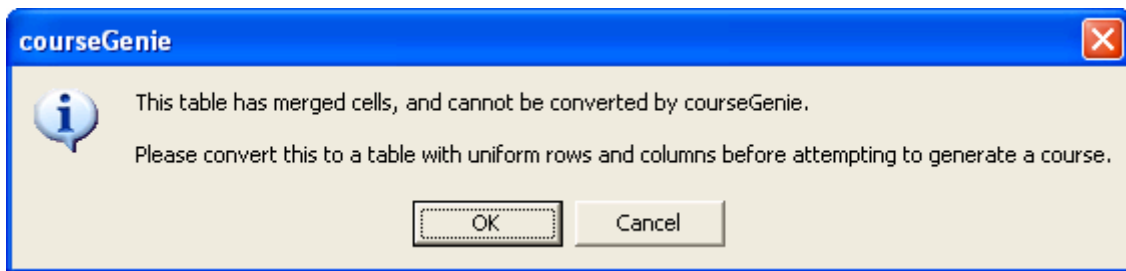
Adding extra features to a courseGenie generated course.

Tables and Lists

We will now add content to the first section “**Tables and lists**”. Close the browser and return to the WORD document.

1. Under the heading “Tables and lists” insert a table:
Do this in the standard WORD way, from the main WORD menu bar
Table > Insert > Table.

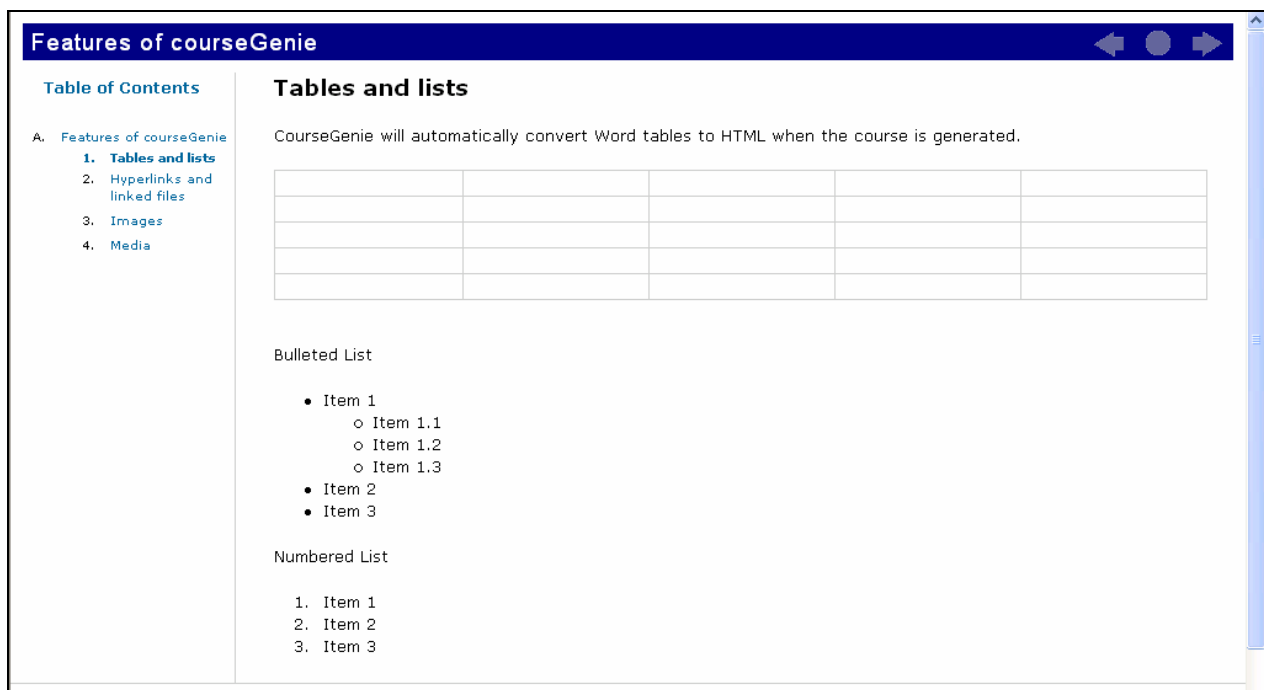
NOTE: courseGenie cannot process tables with merged cells. If you do try to generate a course including a table with merged cells you will see the following error message, you will need to remove the merged cells before the course will generate.



Lists are very simple to create and are added into the WORD document in the standard way.

2. To test this, add a bulleted list, and a numbered list to the page.

When you generate the page you will see that courseGenie has converted the table and lists into HTML. Your page should now look something like the one illustrated below. You can see that nested lists are also converted.



Features of courseGenie

Table of Contents

- A. Features of courseGenie
 - 1. **Tables and lists**
 - 2. Hyperlinks and linked files
 - 3. Images
 - 4. Media

Tables and lists

CourseGenie will automatically convert Word tables to HTML when the course is generated.

Bulleted List

- Item 1
 - Item 1.1
 - Item 1.2
 - Item 1.3
- Item 2
- Item 3

Numbered List

1. Item 1
2. Item 2
3. Item 3

Adding extra features to a courseGenie generated course.

Hyperlinks and linked files

We will now add content to the section “**Hyperlinks and linked files**”. Close the browser and return to the WORD document.

1. Add a hyperlink to the Queen Margaret University College website (<http://www.qmuc.ac.uk/>) in your WORD document. Do this in the standard WORD way:

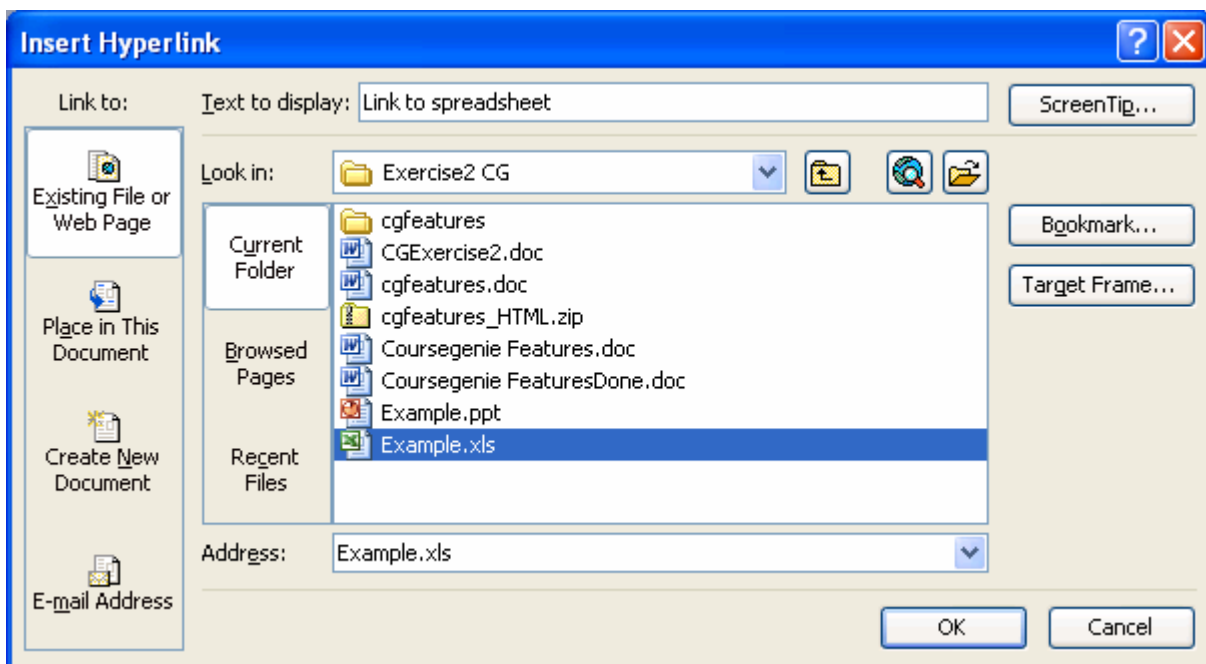
Add the text “Queen Margaret University College website” to the document, highlight it and right click on the mouse to bring up the menu, select **Hyperlink**.

In the **hyperlink dialog** box, under address, add <http://www.qmuc.ac.uk/>.

Generate the course with courseGenie, you can now open up the page and check that the hyperlink works.

You can also link to other Microsoft files; we will now link to the sample EXCEL file you have been given “Example.xls”. This is done in the standard WORD way as described below.

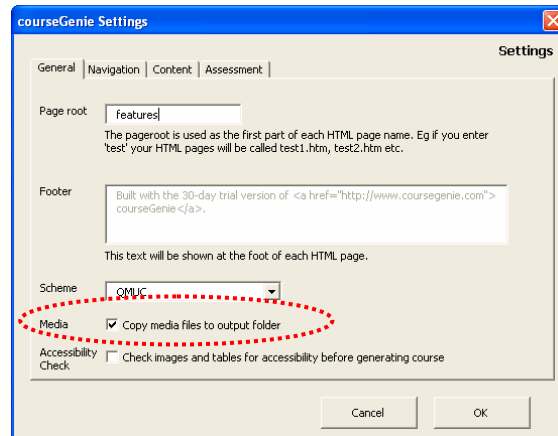
2. Add the text “Link to spreadsheet”, highlight this and then right click to bring up the menu and select **HyperLink**. In the Insert Hyperlink dialog box, (illustrated below) select link to: “Existing File or Web Page” and under address add **Example.xls**.



3. Repeat this process to link to the sample PowerPoint file “Example.ppt”.

Adding extra features to a courseGenie generated course.

4. Before generating the course you will need to ensure that the files you are including will be copied across to the output folder. Do this from the main menu **courseGenie > Settings**, this will open the window illustrated below. Check the box **“Copy media files to the output folder”**.



Now generate the course and check that the links work.

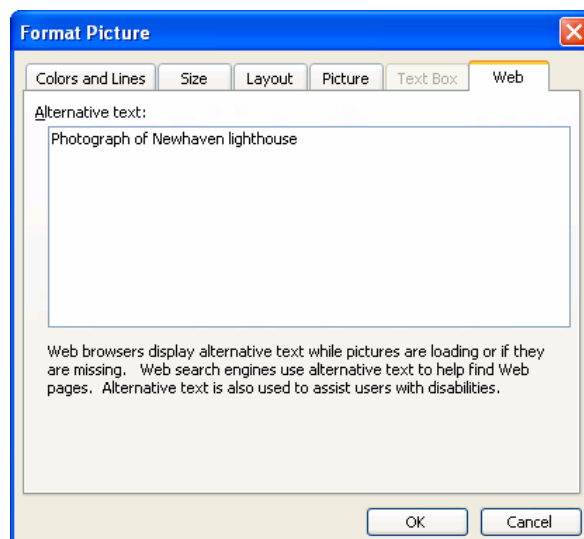
Images

We will now add content to the section **“Images”**. Close the browser and return to the WORD document.

1. Add the image provided **“NewhavenLighthouse.jpg”**, use the standard WORD method **Insert > Picture > From File** and navigate to the picture.

Note: When an image is included in an HTML page it must be given a text alternative. The alternative text would be displayed onscreen if the image was not downloaded, for example if the browser was set not to display images, or a text only browser such as Lynx was being used. This alternative would also be read to a person who is unable to see the image and was accessing the site using a screen reader. Adding **“alt”** tags is in an important accessibility requirement, and one that QMUC staff must adhere to.

2. You can add the alt text in courseGenie by right clicking on the image to bring up the **Format Picture** window. Click into the **Web** tab and add the Alternative text **“Photograph of Newhaven lighthouse”**. Don't forget to click **OK**.



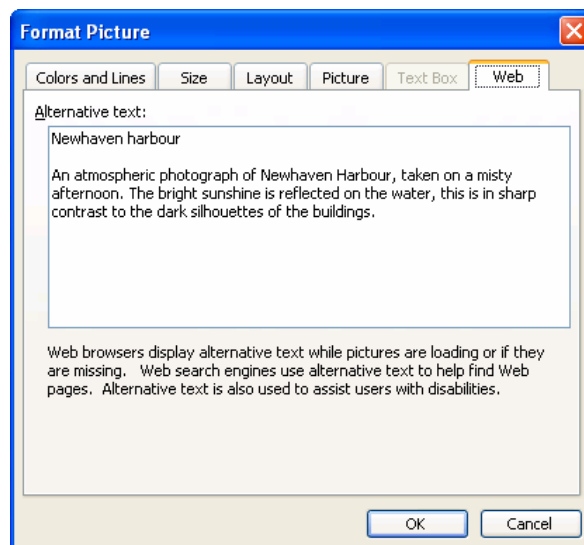
Adding extra features to a courseGenie generated course.

Some images require a fuller description, for example diagrams or graphs. You can provide this in the same window.

3. To see what this would look like insert the picture "Newhaven.jpg" and add the following text in the Alternative text window, include the line break as shown below:

Newhaven Harbour

An atmospheric photograph of Newhaven Harbour, taken on a misty afternoon. The bright sunshine is reflected on the water, this is in sharp contrast to the dark silhouettes of the buildings.



Note: courseGenie will generate a long description whenever you include more than one paragraph in the alternative text dialog box. In this case "Newhaven Harbour" will be the alt text and the paragraph after will be included in the separate page generated for the long description.

Now generate the course. The image should now appear with a [D] beside it, when this is clicked it links to a new page which will open with the description.



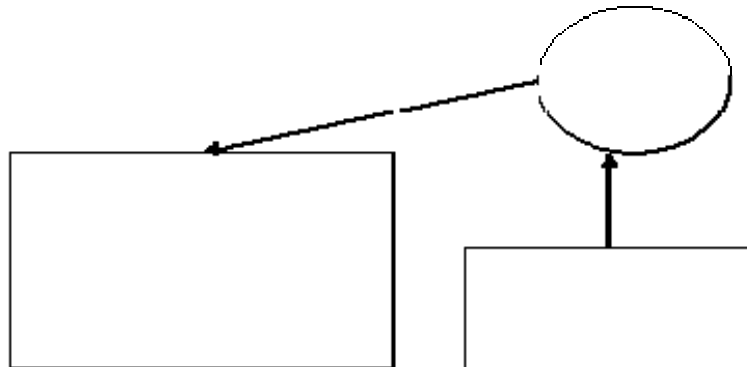
Adding extra features to a courseGenie generated course.

An atmospheric photograph of Newhaven Harbour, taken on a misty afternoon. The bright sunshine is reflected on the water, this is in sharp contrast to the dark silhouettes of the buildings.

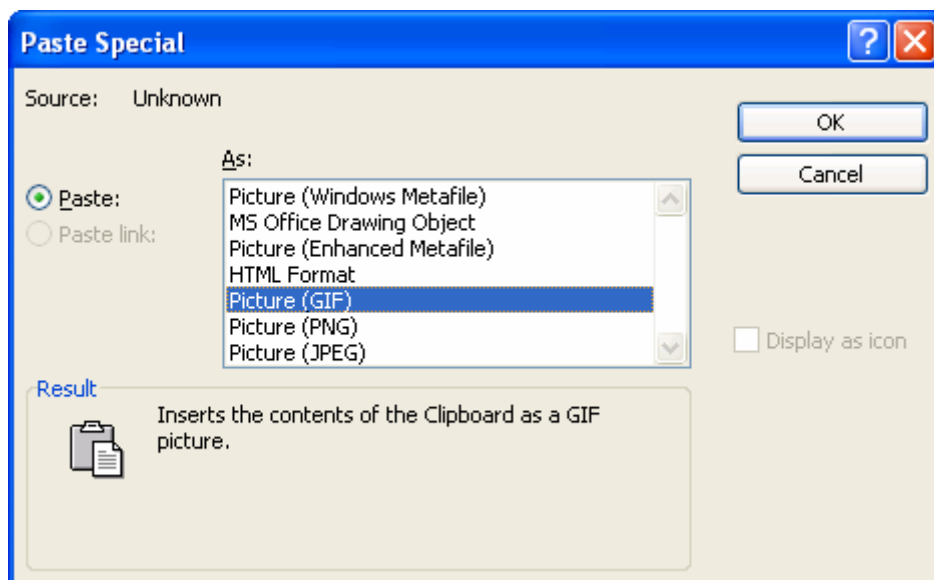
[Back](#)

Drawn images in WORD

CourseGenie does not recognise images which have been drawn inside WORD, using the standard Draw tools (example below).



To include these drawn images in your course they must be converted to embedded images. First select all elements of the image by holding down the ctrl key and clicking on each part of the drawing. Next from the **Edit** menu select **Cut**, move the cursor out of the drawing window. Now from the **Edit menu** select **Paste Special** and select **Picture (GIF)**. The picture will now be included in the courseGenie generated output. Please note that you can no longer edit the drawing after converting it.



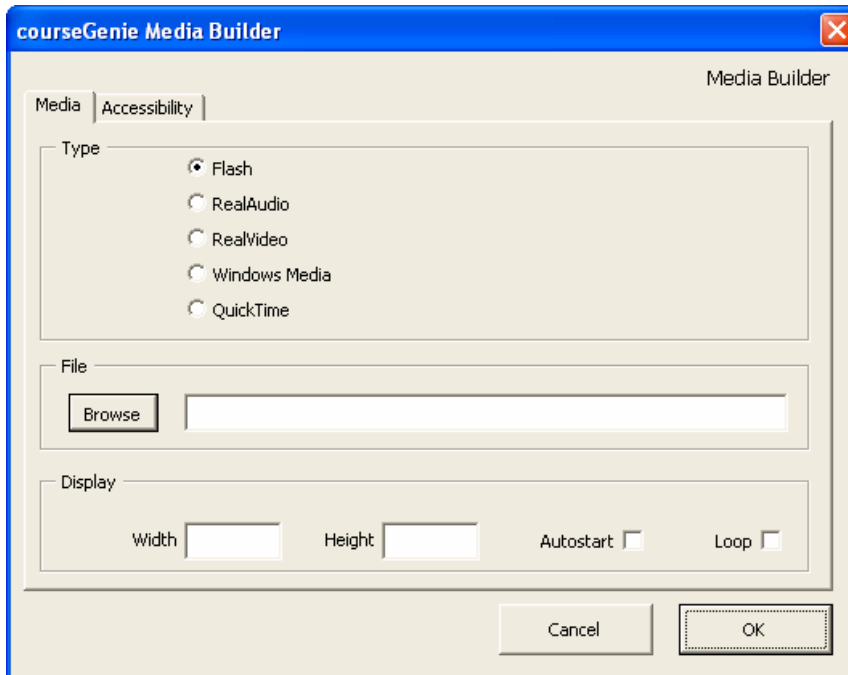
You may like to try this out before moving on to the next section.

Adding extra features to a courseGenie generated course.

Media

We will now add content to the first section “Media”. Close the browser and return to the WORD document.

1. Do this from the **courseGenie** Menu > **Media** to open the following window.



From here you can add Flash, Real Audio, realVideo, Windows media or QuickTime files.

CourseGenie provided several files for you to experiment with, you can find them on your computer, where they will have been installed with courseGenie, typically in:

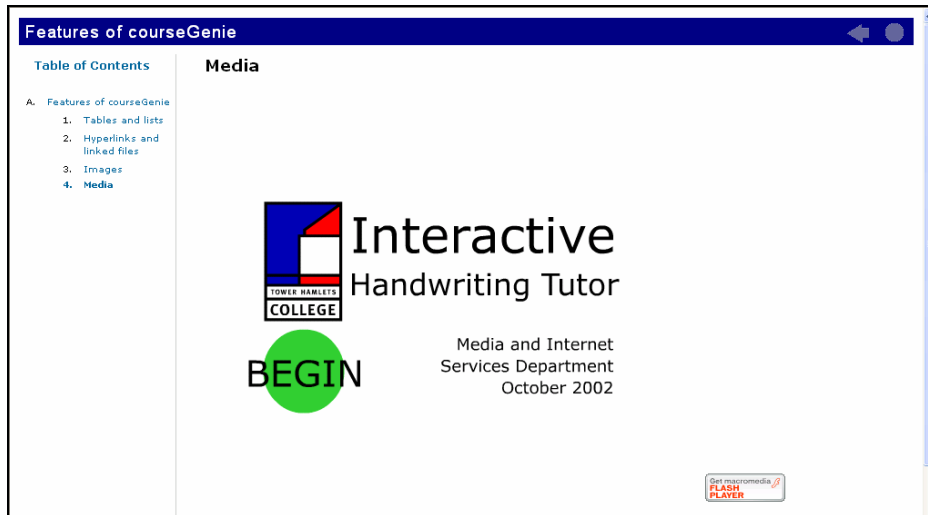
C: Program Files > courseGenie > Media Samples.

2. You are going to add a flash file so first check the radio button **Flash**.
3. Under the **File** option in the **Media** window, browse to the sample Flash file “alpha.swf” which has been provided by courseGenie.
4. Under the display options, check the box beside **Loop**, then click **OK**. Your document should look something like this:

```
Media
MEDIA:
<media:flash>
<file>alpha.swf</file>
<path>C:\Program Files\courseGenie\Media Samples\</path>
<autostart>>false</autostart>
<loop>true</loop>
<playerlink>true</playerlink>
</media>
flash
```

Adding extra features to a courseGenie generated course.

5. Generate your course and the output should look something like this:



Well Done! You have now completed Exercise 2

Exercise 3: Self test questions in courseGenie

Estimated time	1 hour
Files required	SelfTestSource.doc CGSelfTest.doc menu.gif
Overview	This exercise explores the self test questions that can be created in courseGenie.

Susie Beasley, Alex Chapman & Susi Peacock

Centre for Academic Practice
Queen Margaret University College

Spring 2005

© 2005 Queen Margaret University College

Self test questions in courseGenie.

In this exercise you will explore the courseGenie question editor. CourseGenie generates self test questions which can be embedded in the content, and give immediate feedback to the students. Self test questions are not scored or tracked, if you require this you will need to use the quiz tool in WebCT. The Centre for Academic Practice (CAP) can assist you in developing tracked quizzes. CourseGenie self tests are recommended for use as part of the learning process.

CourseGenie offers 15 question types these are discussed in detail in the 'courseGenie Reference Manual' this will have been installed as a PDF with course genie. You can open it from the **Start Menu >All Programs > courseGenie > CG Reference**.

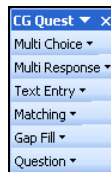
For this exercise you have been given two WORD documents:

- "SelfTestSource.doc" – The text you will need to make the self test.
- "CGSelfTest.doc" – The finished self test, marked up in courseGenie

You will work from the SelfTestSource.doc, but may find it useful to refer to the finished document.

Making a question

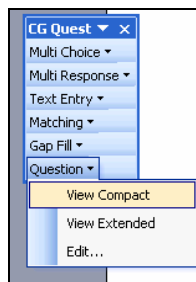
You can add a question into a WORD document, using the **Question Palette**.



To open the **Question Palette**: go to the WORD menu bar **View > Toolbars** and select **> CG Questions**. You can add questions where ever you think they are appropriate, so you can dot them through the course, or group questions together as a test.

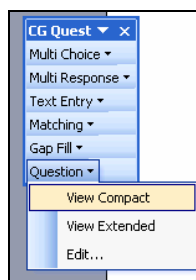
Note: To change the question view

From the **Question Palette**, go to **Question**, and you can toggle the view between Compact and extended view.



To edit a question

First put the cursor inside the grey area of the question you want to edit, next from the **Question Palette**, go to **Question**, and you can toggle the view between Compact and extended view.



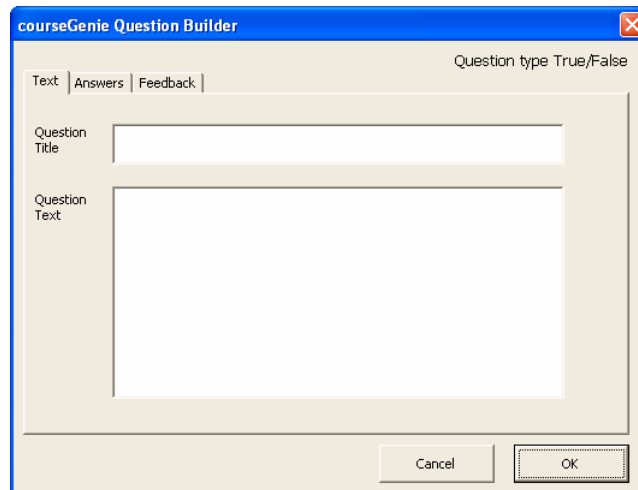
Self test questions in courseGenie.

In this exercise we will make a test consisting of 6 questions on a single HTML page. First we will prepare the document and go through the first question in detail. On the next page is a brief description of the question types available in courseGenie.

1. Open the document SelfTestSource.doc
2. Highlight the heading “Self Test Quiz” and apply the style cgPageTitle.
3. The first question we will add is a simple true/false question; this is a variation on a multiple question. First put your cursor into the document, where you want to insert the question.

Open the **Question Palette** > select **Multi Choice** > **True/False**.

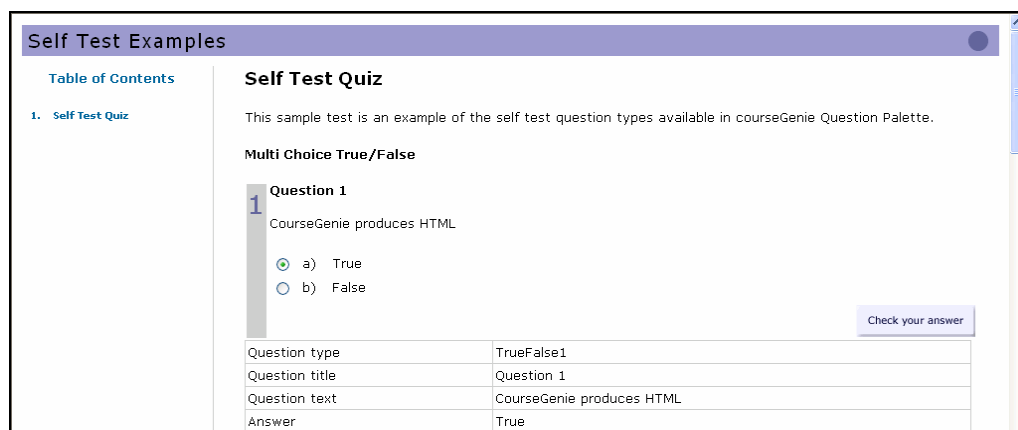
This open up the following dialog box:



4. Cut and paste the question into each text box, from the WORD document provided. When you have finished click **OK**. In the WORD document the question should look something like this (Extended view)

```
Multi Choice True/False¶
¶
QUESTION: TrueFalse1: ¶
<question truefalse1>¶
<title>Question 1</title>¶
<text true>CourseGenie produces HTML </text>¶
¶
<feedback correct>True, you are correct courseGenie outputs valid HTML pages.</feedback>¶
<feedback incorrect>Incorrect, have a look at the courseGenie Setting dialog box under content.</feedback>¶
</question>¶
Question:1¶
```

5. Go to the courseGenie menu >Generate course, and take a look at the generated question.



Question type	TrueFalse1
Question title	Question 1
Question text	CourseGenie produces HTML
Answer	True

Self test questions in courseGenie.

When you are happy with the completed question, you can delete the table with the question text.

Note: The questions developed in courseGenie are self test questions. They are designed to let the student evaluate their own learning. The feedback you provide for the questions is as valuable as the question itself, because this can help guide the student towards gaps in their understanding. Every question type in courseGenie has the option to include feedback.

Question types

CourseGenie offers 5 basic question types, each of which come in several varieties. In the WORD document SelfTestSource.doc, you will find the source for an example of each type. The list below summarises the features of each type of questions. For more in depth information refer to the courseGenie Reference guide.

1. **Multi Choice:** Basic Multiple choice question, with only one correct answer.
 - True/False [*Example 1*]: Offers 'correct' or 'incorrect' feedback.
 - Multi Choice 1: Offers 'correct' or 'incorrect' feedback.
 - Multi Choice 2: Different feedback for each possible answer.
2. **Multi Response:** Similar to a multiple choice question, but with multiple correct answers.
 - Multi Response 1: One feedback irrespective of which boxes are checked.
 - Multi Response 2: Separate feedback for each checkbox, score displayed.
 - Multi Response 3 [*Example 2*]: 'Correct' or 'incorrect' feedback for whole question.
3. **Text Entry:** A short answer question to be input from the keyboard.
 - Text Entry 1: Answer not evaluated, one feedback displayed irrespective of answer.
 - Text Entry 2: Users answer displayed with correct answer for user to compare. Answer not evaluated
 - Text Entry 3 [*Example 3*]: Evaluates text that user inputs and gives 'correct' or 'incorrect' feedback.
4. **Matching:** Question asks you to match a set of answers with a set of match items
 - Matching 1: Not evaluated, correct answer in feedback
 - Matching 2 [*Example 4*]: Evaluated, with 'correct' and 'incorrect' feedback.
5. **Gap Fill:** Question requires learner to fill in gaps in a text.
 - Gap Fill 1: Text fill boxes. Not evaluated, correct answer supplied in feedback.
 - Gap Fill 2: Text fill boxes Evaluated and a score given, with 'correct' and 'incorrect' feedback.
 - Gap Fill 3: Drop down boxes. Not evaluated, correct answer supplied in feedback.
 - Gap Fill 4 [*Example 5*] Drop down boxes. Evaluated and a score given, with 'correct' and 'incorrect' feedback.

Self test questions in courseGenie.

For the next part of this exercise you should reopen “SelfTestSource.doc” and make the example questions 2 to 5. Do this by cutting and pasting from the WORD document using the courseGenie Question Palette, as described for Example question 1. You can refer to the document “CGSelfTest.doc” which shows finished versions of the questions if you need any help.

All of the information you will need to create each question is provided in a table in “SelfTestSource.doc”.

1. Example 2 is an example of a multiple response question; place your cursor in the WORD document from the Question palette select the type **Multi Response > Multi Response 3**.

This question is constructed in a very similar way to Example 1. The only difference is that as there are multiple correct answers, you need to mark the correct answers in the check boxes. Cut and paste all the content provided into the question and click **OK**.

Answer	Text	True
Answer 1	Heading 1	<input type="checkbox"/>
Answer 2	cgQuoteText	<input type="checkbox"/>
Answer 3	cgPageTitle	<input checked="" type="checkbox"/>
Answer 4	cgSectionTitle	<input checked="" type="checkbox"/>
Answer 5	cgHeading	<input type="checkbox"/>
Answer 6		<input type="checkbox"/>

When this question is generated the output should look like this:

2 Question 2

Which style would you apply in courseGenie to generate a new page?

- a) Heading 1
- b) cgQuoteText
- c) cgPageTitle
- d) cgSectionTitle
- e) cgHeading

Check your answer

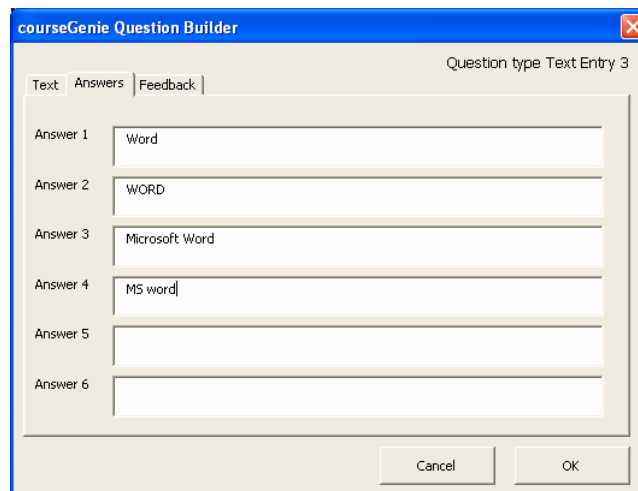
Self test questions in courseGenie.

2. Example 3 is an example of a text entry question; place your cursor in the WORD document from the Question palette select the type

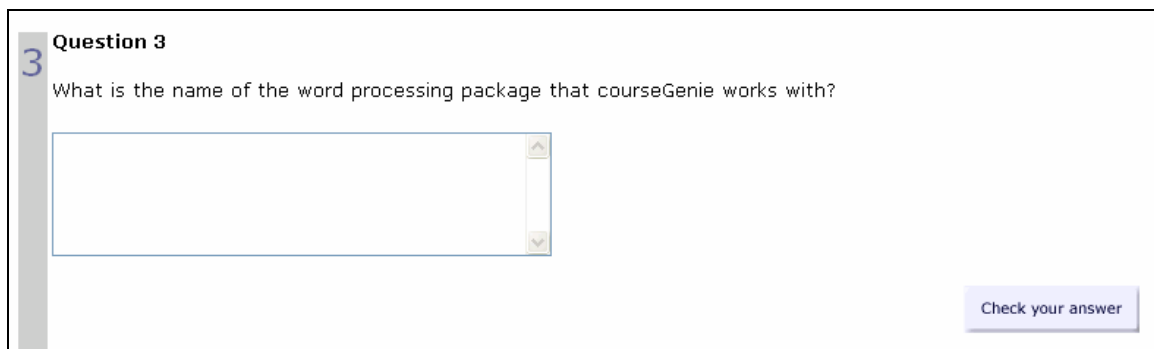
Text Entry > Text Entry 3.

This type of question requires a short answer that is to be input from the keyboard. This question type evaluates whether the input is the same as the answer supplied, and provided feedback if the input is 'correct' or 'incorrect'. It allows you to include multiple correct answers, if there is more than one acceptable answer, in the example given there are 4 correct variations of the answer.

Cut and paste all the content provided into the question and click **OK**.



When this question is generated the output should look like this:



Self test questions in courseGenie.

- Example 4 is an example of a matching question; place your cursor in the WORD document and from the Question palette select the type **Matching > Matching 2**.

This type of question gives a list of questions with a list of possible answers which you can select from a drop down list. In the table for the example question the answer is followed by the correct match.

To make it more difficult for the student to guess you can mix up the order when you create the question, a check box beside the answer allows you to link it to the correct matching pair. Cut and paste all the content provided into the question and click **OK**.

Answer	Question type	Match
Answer 1	MultiChoice	4
Answer 2	MultiResponse	1
Answer 3	Textentry	3
Answer 4	GapFill	5
Answer 5	Matching	2
Answer 6		<input type="checkbox"/>

When this question is generated the output should look like this:

4 Question 4
Match the following courseGenie question types with the definitions:

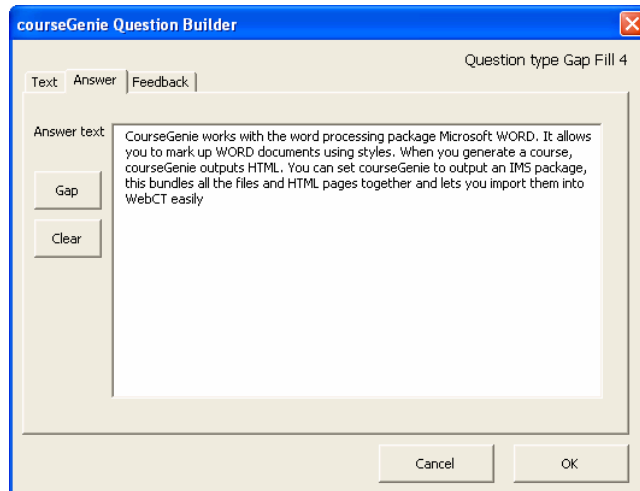
- a) MultiChoice
- b) MultiResponse
- c) TextEntry
- d) GapFill
- e) Matching

Self test questions in courseGenie.

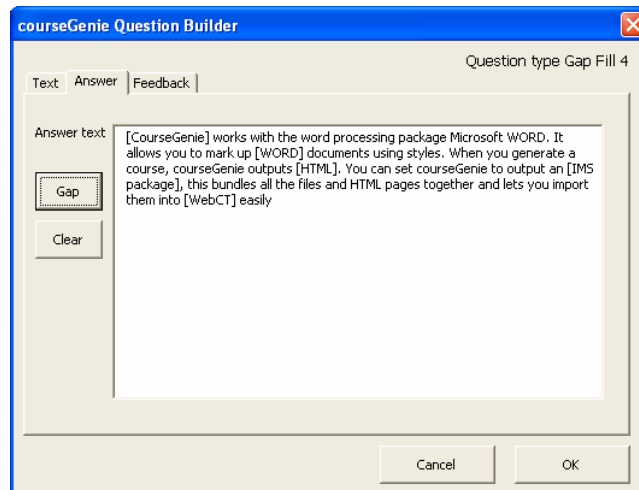
4. Example 5 is an example of a fill in the gap question; place your cursor in the WORD document and from the Question palette select the type **Gap Fill > Gap Fill 4**.

This type of question displays a passage of text, in place of selected words is a drop down box, from this the student must select the answer.

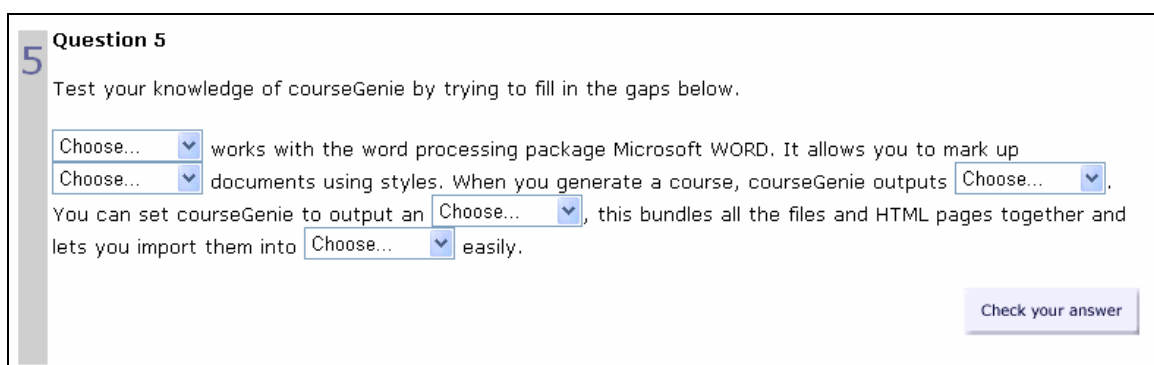
Example 5 gives the text for the passage, cut and paste this into the answer box:



Then highlight the word that is to be used as a gap, the first one is “CourseGenie” and click **Gap**. The word will now appear in square brackets, [CourseGenie]. Repeat this for each of the gap words. Cut and paste all the provided given into the question and click **OK**.



When this question is generated the output should look like this:

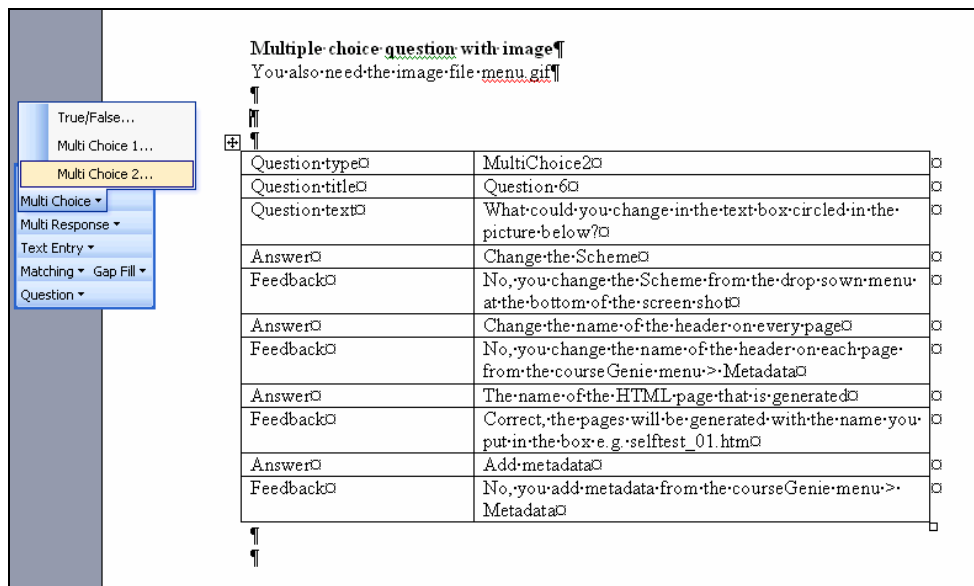


Self test questions in courseGenie.

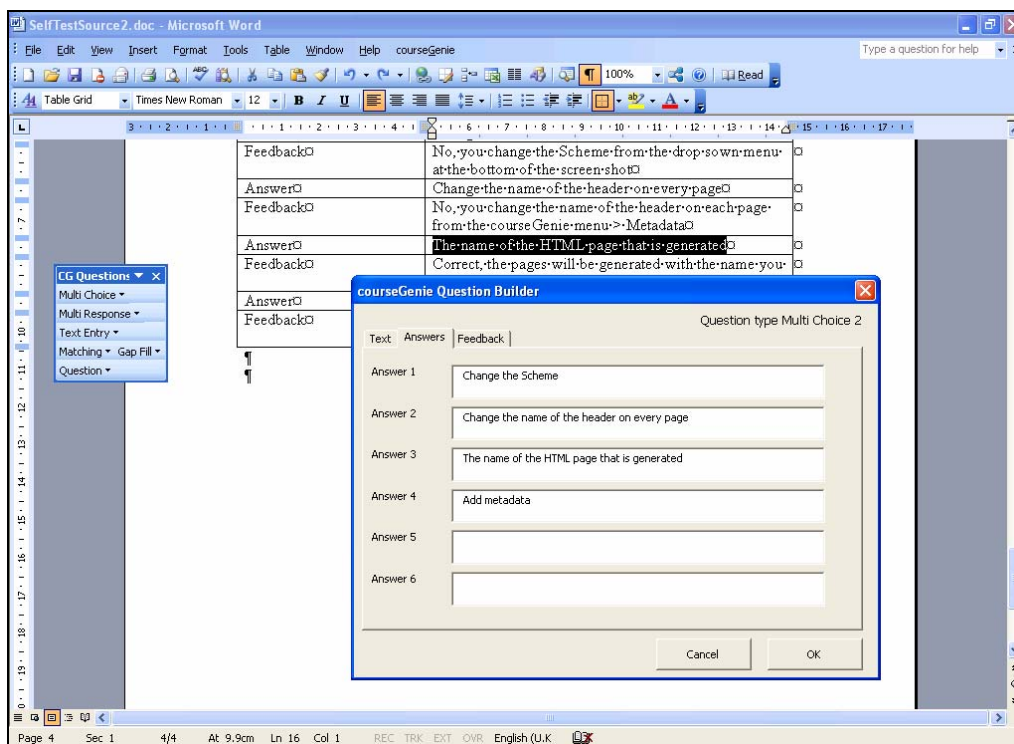
Adding images

You can add images into courseGenie's self test questions. These can be included in the question, answers or feedback. The final question [Example 6] in the WORD document "SelfTestSource.doc", will include an image, this file has been provided for you and is called "menu.gif".

1. Open the WORD document "SelfTestSource.doc"
2. Put your cursor into the document where you want to create the question. Open the courseGenie **Question palette**. Select the question type **Multi Choice 2**.

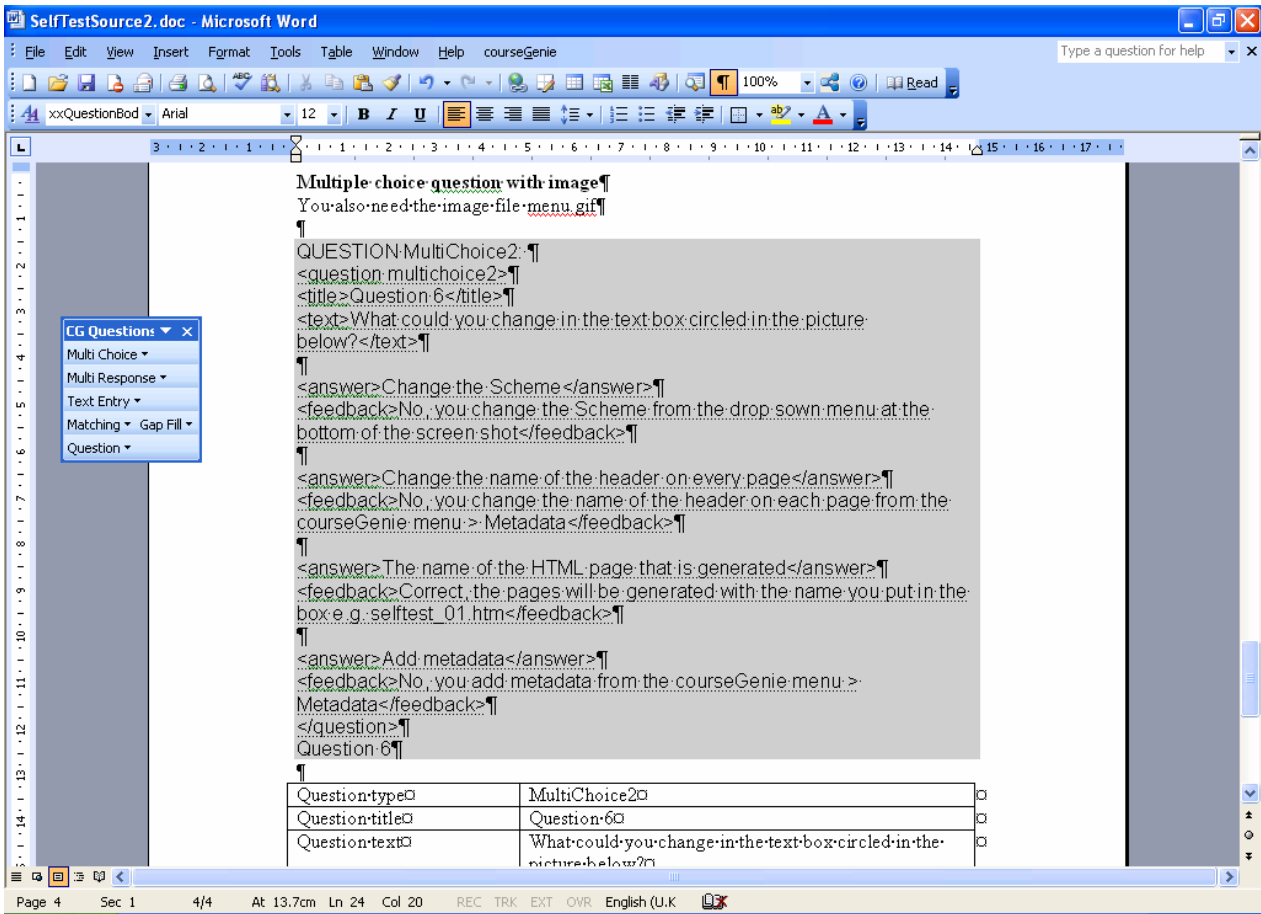


3. Copy and paste the question text into the courseGenie **Question builder**.

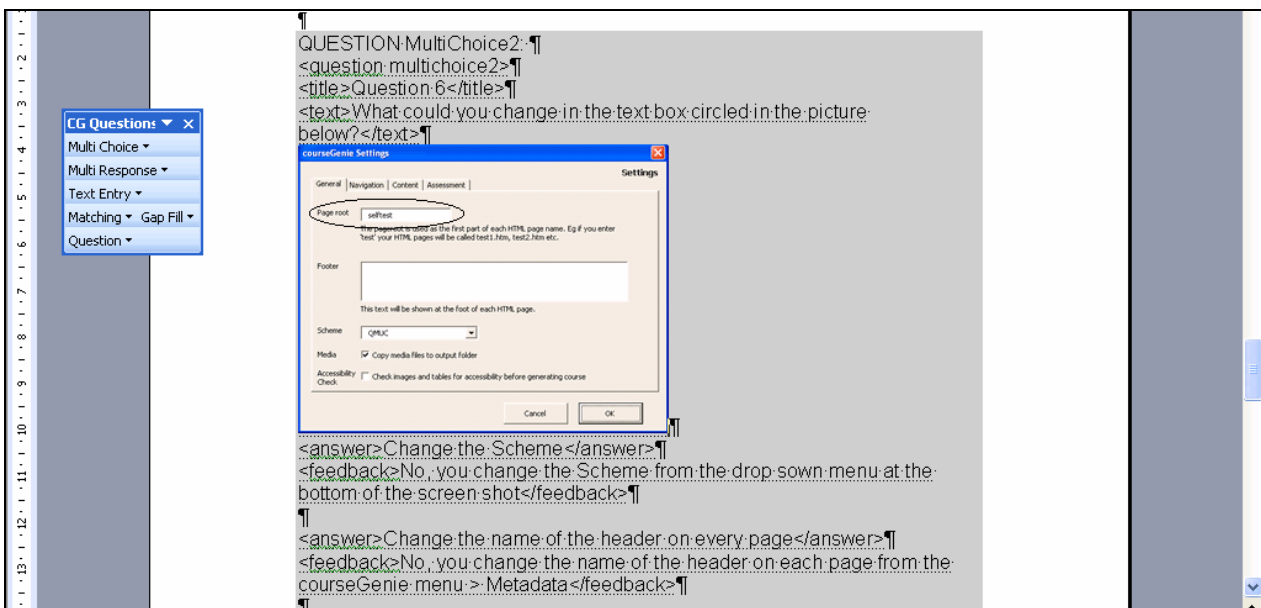


Self test questions in courseGenie.

- When you are finished click **OK**. You will see the question marked up in the text, if you are in Extended view it will look like the picture below (if you do not see this, change the view to extended)



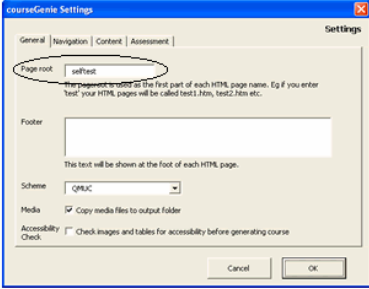
- Put your cursor into the grey question area, just below the closing tag of the question `</text>`. Next go to the WORD menu **Insert > Picture > From File** and browse to the location of the image "menu.gif". The question should now look like:



Self test questions in courseGenie.

6. Go to the courseGenie menu and **Generate Course**. The finished question should look something like this:

2 **Question 6**
What could you change in the text box circled in the picture below?



a) Change the Scheme

b) Change the name of the header on every page

c) The name of the HTML page that is generated

d) Add metadata

Check your answer

Note: Adding an image/or images should be the last thing you do to a question. Because the images are inserted into the code, if you then re-edit the question from the Question Palette, the link to the image is lost.

Well Done! You have now completed Exercise 3

Schemes for courseGenie

Susie Beasley, Alex Chapman & Susi Peacock

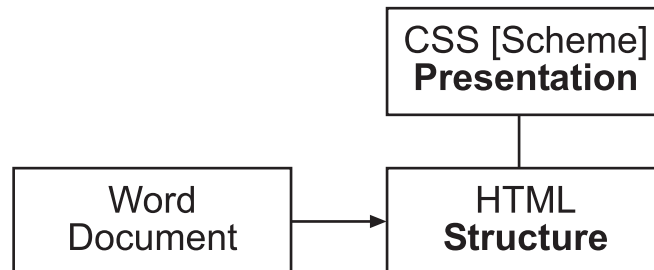
Centre for Academic Practice
Queen Margaret University College

March 2005

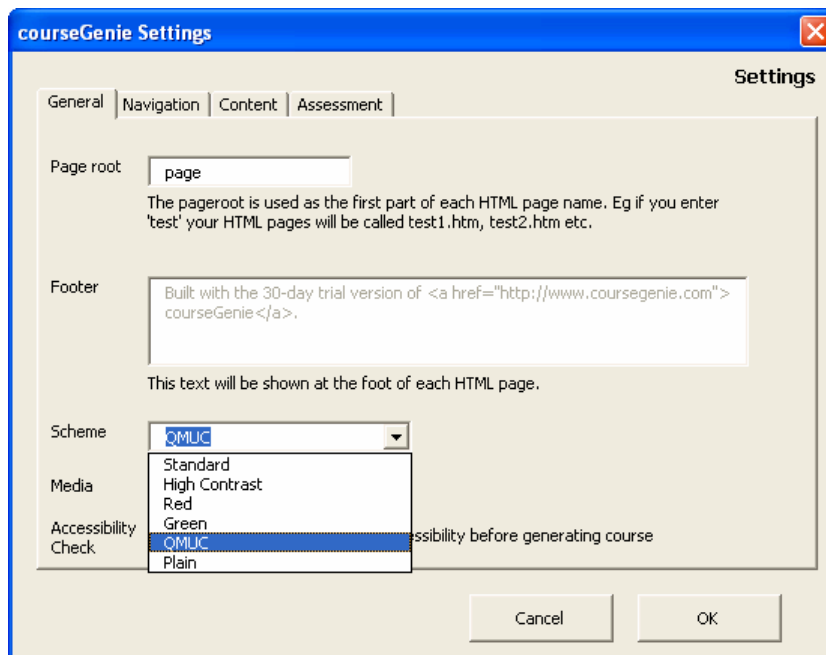
© 2005 Queen Margaret University College

Course presentation - schemes

You can alter the presentation of the materials you output from courseGenie using schemes. To understand how this is done it is useful to look at how courseGenie works. CourseGenie generates valid HTML from a marked up WORD document. The HTML contains all the structural elements of the document. The presentation is controlled by a Cascading Style Sheet (CSS).



CourseGenie allows you to choose between style sheets, but instead of referring to a style sheet calls this a Scheme. If you open up the **courseGenie** menu at the top of the screen and select **Settings** the dialog box illustrated below will open. Next select the **General** tab, you will see **Scheme** and a drop down box with several options. CourseGenie offers you several inbuilt options: Standard, High Contrast, Red or Green. On the illustration below you can also see a couple of non-standard Schemes: 'QMUC' and 'Plain' that have been developed.



This document describes how to create a new scheme for courseGenie.

Adding new design schemes

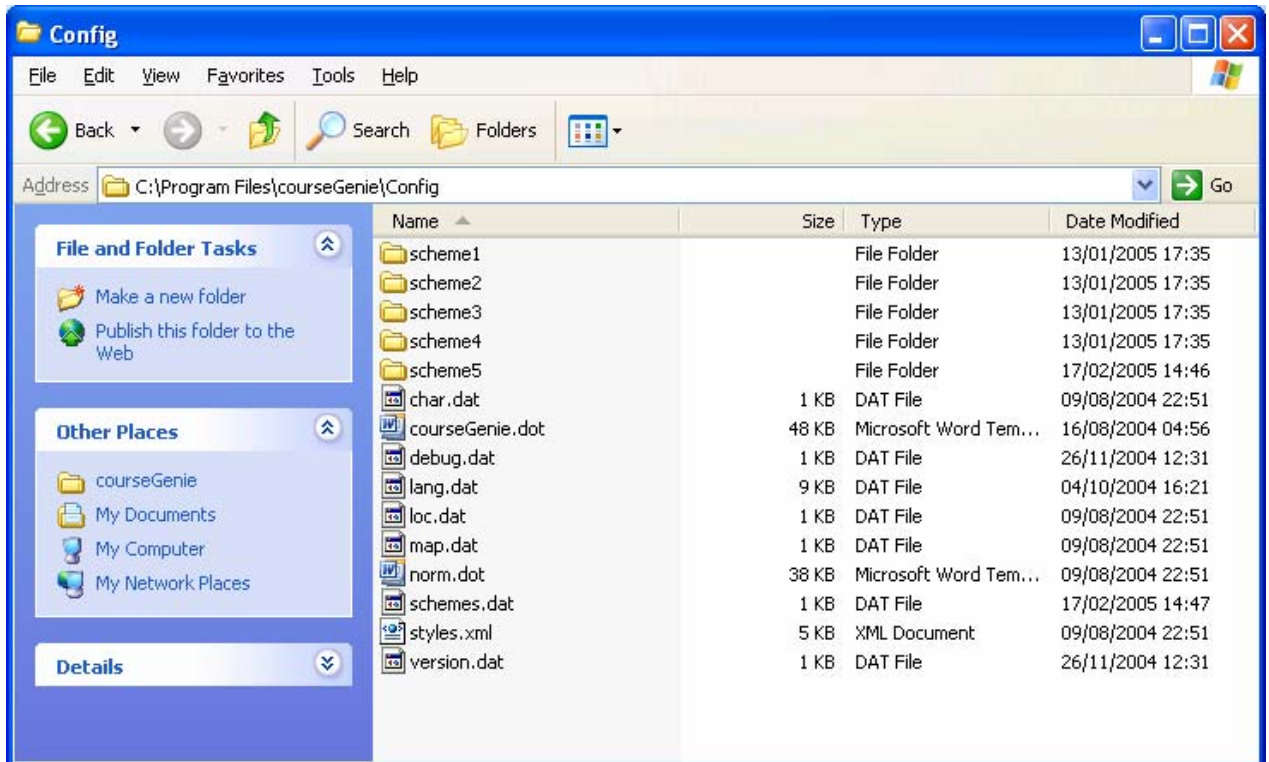
The design schemes menu (pictured above) is controlled by the file **schemes.dat**, which is located in the courseGenie **Config** directory. This file takes the following form:

```
Standard, scheme1
High Contrast, scheme2
Red, scheme3
Green, scheme4
```

Schemes for courseGenie

The first name in each pair is the scheme name that will appear in the drop down menu, the second is the name of the directory containing the scheme data. These directories are subdirectories of the **Config** directory, and contain the style sheet file **cg.css** and a buttons subdirectory containing the graphic images for each button state. Note that you would not usually use the buttons when generating content for WebCT as WebCT generates its own navigation tools.

1. Navigate to the schemes in your copy of courseGenie. This will depend on where you have installed courseGenie, but will typically be reached by going:
My Computer > C:Drive > Program Files > courseGenie > Config



2. Copy the directory of the scheme that you would like to base your new scheme on, for example, **scheme1** back into the folder and rename it, for example **scheme6**.
3. Edit the file **schemes.dat** (located in the **Config** directory) to add a new entry, this will be the name of the new scheme (as you want it to appear on the menu drop down) followed by the new directory name.
4. Go into the new directory you have created and open the **cg.css** this is a standard Cascading Style Sheet and allows you to change the colours and font properties for all areas of the courseGenie output.

When courseGenie is next restarted, the new scheme will be shown in the dropdown menu.

CourseGenie FAQ

1. Can I use courseGenie and Outlook?

At the moment courseGenie and Outlook do have some conflicts, and so it is advisable to close Outlook before opening courseGenie.

2. Can I use courseGenie and Acrobat Professional?

At the moment courseGenie and Acrobat Professional do have some conflicts, and so it is advisable to close Acrobat Professional before opening courseGenie. This does not effect Acrobat Reader.

3. When I add a long description to an image, it appears on other images on the page as well?

This, unfortunately, is a bug in courseGenie. To get round it you will need to add a long description text to every image on the page.

4. CourseGenie will not generate any output and is giving the error message “End tag ‘newpage’ does not match the start tag ‘cell’.”

You will probably find that you have put a cgSectionTitle in a table, remove this and try again.

5. I have tried to put an image or bullet point inside a cgPanelText area, but when I generate the course they are not there?

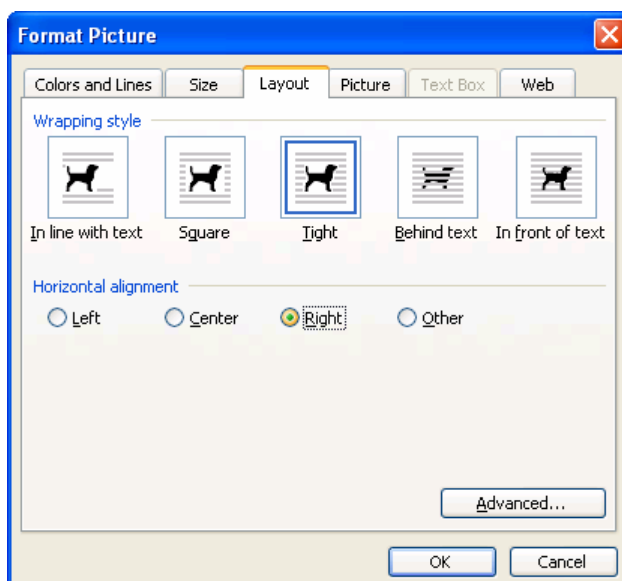
You can't include images or bullet points in a cgPanelText area. Images included nearby will often appear to float over the area.

6. I have used merged cells in a table, courseGenie has given me an error message when I tried to generate the course, why is this?

CourseGenie does not support merged cells, you will need to remove them and redesign your table.

7. How can I make the images align to the right side of the page?

In WORD you right click the image, this will open the following window. Click on the Layout tab, Select the Wrapping style Tight and Horizontal Alignment right.



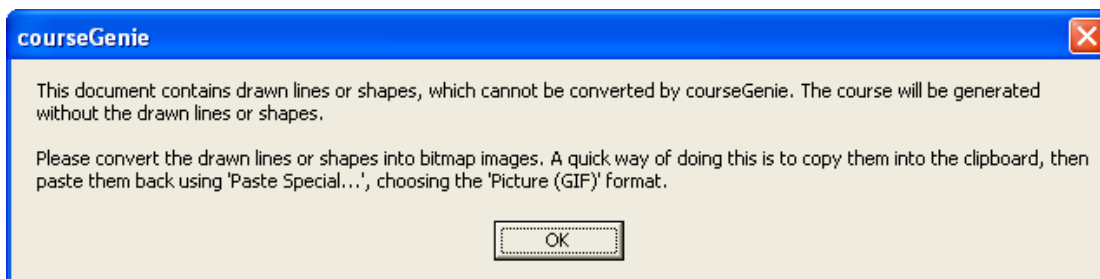
8. I have downloaded a page from a content module that I made using courseGenie. When I open it in Dreamweaver/FrontPage, it does not look the same, why is this?

CourseGenie links the pages to its own style sheet, cg.css. To view the files correctly outside of WebCT, you will also need to download the stylesheet. You will find it inside the ims_import folder that was created when you unzipped the content module.

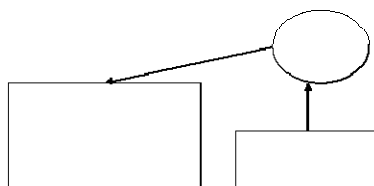
9. Help, I have uploaded the ims content package exactly as the instructions told me to, but the students can't see the content?

You should go to the control panel in WebCT and click "update the student view", this needs to be done whenever you add or amend a content module.

10. I have included lots of diagrams in my WORD document, when I try to generate the course I get an error message (see below) saying that course contains drawn images and that these cannot be converted by courseGenie. When I open the generated course the images are missing. How can I add these?



CourseGenie does not recognise images which have been drawn inside WORD, using the standard Draw tools (example below)



To include these drawn images in your course they must be converted to embedded images. First select all elements of the image by holding down the ctrl key and clicking on each part of the drawing. Next from the **Edit** menu select **Cut**, move the cursor out of the drawing window. Now from the **Edit** menu select **Paste Special** and select **Picture (GIF)**. The picture will now be included in the courseGenie generated output. Please note that you can no longer edit the drawing after converting it.

