

## How to develop an e-learning course – a walkthrough guide

These guidelines have been developed with reference to the *Immersive Perspective* course developed by Antonio Cioffi from the Brera University of Fine Arts which is available under the database section of the ArtNet portal.

### 1. Organisation of material

It is important to organize the material collected for the course so you can find it with ease whilst developing course contents. For this reason it is also vital to name all files in a way that makes them and their contents recognizable straight away.

It is suggested that you divide your material into 6 separate folders:

- a) Images
- b) Texts
- c) Movies
- d) Sound
- e) Test
- f) Various Materials

#### a) Images

- Group all the images, photographs, pictures etc. that you plan to use in the course in this folder.
- Optimize the format and dimension of files (to avoid files that are too heavy). All images should be **jpeg** files and should be the same format (not larger than the Powerpoint slide) to avoid wasting space.
- Use an image editing programme such as *paint shop pro* to re-size images so they do not exceed 800 x 600 pixel. If they exceed this dimension, they need to be re-dimensioned.

#### b) Texts

- Collect together all the texts you plan to include in the body of the course, saving them in **.doc** (using Word) or **.txt** (using Notepad) format.

#### c) Movies

- Movies can be taken from various sources; taken from the Internet, taken using a digital videocamera or captured using a screen capturing programme (e.g. *Camtasia*) from one's own computer monitor.
- For example, in the *Immersive Perspective* course developed by Antonio Cioffi from Brera University of Fine Arts, the Microsoft screensaver was captured using *Camtasia*, while the 2 films of De Chirico's works were produced with animation programmes. Other movies were taken directly from the Internet.
- Obviously different movies will have different weights and they need to be made homogenous.
- A useful programme for editing vidoes and movies is *Windows Movie Maker* (This programme can be found on any PC under the Start Menu - Programmes menu – Accessories – Free Time – Windows Movie Maker).
- To edit movies with Windows Movie Maker
  - 1.) Click on *import video*
  - 2.) Click on *File, save movie*

- 3.) Save under computer resources
  - 4.) Choose the folder where to save it (e.g. the movies folder you have created)
  - 5.) Under *other settings* select the *high quality movie (small)* option from the list of settings.
  - 6.) Click on Save
- The video / movie will be saved in WMV format 3240 x 340 pixel.

The method described above is probably the simplest way. A more complicated alternative would be to convert all movies in *mpeg-divx*, a programme used for sharing films in Internet. The problem is that to visualise these videos on host computers, the codec must be installed from [www.divx.com](http://www.divx.com) but this gives more professional results.

#### d) Sound

- To edit sound files programmes such as U-Lead and Media studio can be used.
- All sound and audio files should be saved in **.wav** format.

#### e) Test

- The multiple choice tests can be created using the *Hot potatoes* programme which can be downloaded free of charge from the following address:  
<http://web.uvic.ca/hrd/halfbaked/#downloads>
- Download the version 5.5.0. Follow the instructions for the download and the installation.
- Once you have downloaded the “Hot potatoes” programme you can start creating the test.
- On the Menu page choose the potato “JBC”.
- Insert the title of the module where it says “Title”
- In the box below type the question.
- Fill in the possible answers in boxes A, B, C.
- Tick the box which contains the right answer (e.g. A)
- Choose “Manage questions” from the tool bar and click on “Auto Response”.
- Fill in the boxes according to what will appear once the learner has answered. E.g “Correct!” for a correct answer and “Sorry! Try again for an incorrect answer.
- Once you have inserted all the questions and answers click on the icon in the tool bar which has the number 6 on it (the icon to the left of the red arrow).
- Save the test as a HTML page in the Test folder that you created.
- The test will remain as an external document to the powerpoint file but you can create a hypertextual link from the course to the test.

#### f) Various Materials

- Attachments other sources in .pdf format or other.

## 2. How the *Immersive Perspective* course developed by Antonio Cioffi from the Brera University of Fine Arts was created

### Step 1 – creating the background for the slides

- Open a new powerpoint file, new presentation (empty)
- Select the background for the slides – right click with the mouse, choose background.
- If you wish to insert an image as the background of the slide - right click with the mouse, choose background - filling effects - image - select image, go to the folder where the image

- select the image - select preview so you can see what it looks like. Once you have selected the image click on *apply to all slides*.
- This slide is the normal layout where you can insert the title using text boxes.

### Step 2 – Creating the Menu (2nd slide)

- Insert duplicate slide
- To create menu buttons, insert a text box (under the Insert menu)
- N.b the width of the power point slide is 25.41. Therefore each of the buttons should be **4.23** in width.
- Format the text box (click the right button of mouse) choose *dimension* and change the width of the text box to 4.23.
- Format the text box (click the right button of mouse) choose *Colours and Lines* and can choose the colours.
- Duplicate the buttons using the *copy* and *paste* tool. Choose a different colour for each button.
- Insert names on menu buttons
- On each slide copy the menu bar. Selecting with the mouse and the copy and paste tool.
- N.B when creating the hypertextual links, click on the text box itself (not the text) since the text will change colour.

### Step 3 – Creating the Index

- Once you have the structure of the course clear in your head or on paper, the creation of the slides and the 'filling in' of the index can take place at the same time.
- The index created in the Perspective course developed by Antonio Cioffi from the Brera University of Fine Arts is made up of text boxes which have been formatted and have a transparency of about 50%. (click the right button of mouse choose *Transparency*.)
- At the beginning stages, insert a plausible number of boxes for course, these can always be added to or deleted in the developing phase.
- Choose a different colour for the vertical development of the macro topics, and the same colour for the horizontal development of one topic. In this way can see how course will develop.
- In the horizontal boxes put an outline of the same colour of that topic (using format text box tool). These colours indicate what section of the course you're in.

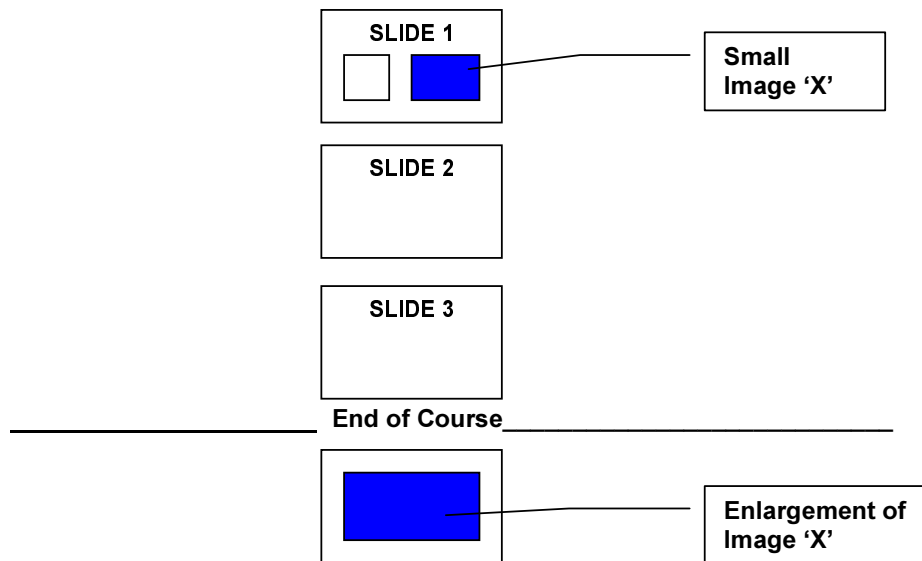
### Step 4 – Creating slides

- Insert a new slide
- Select layout slide, select the first of the "Other layouts", which is already divided into a text box and image box.
- Copy the menu bar. Erase the names on the buttons where there is no link.
- Insert the title, establish character and colour.
- Insert text, copy and paste from the text document you saved in the **Texts folder** if appropriate.
- Click to insert image. Insert image from file, select the image from your **Image folder**, give it the dimensions you desire. Add title of image using text box.
- If you want a bigger image, create a 2nd slide, new slide, deleting the text boxes which were default, insert the same image from before making it much bigger so it covers the whole slide.
- Inserted hypertextual link on the small image. Right click on the small image - choose insert hypertextual link – insert in the same document - choose the slide with the big image, select it and press ok.
- In the Perspective course developed by Brera University of Fine Arts, orange line have been added outside the image to show the user that they should click on image. The phrase "Click inside orange lines for links" has also been added.

## Step 5 –Organising slides

- Slides such as the ones containing an enlargement of an image should be arranged so that they are at the end of the course (otherwise if the user carries on clicking with the right button of the mouse there is the risk that the course is not followed in a logical sequence).
- In order to organise the slides of the course, go to the Presentation Menu – Set Presentation the presentation will go from slide n°1 to the end slide of the course.
- Please see Diagram 1 for more details.

Diagram 1



*Diagram 1* demonstrates how slides for links to movies and attachments, more information, other sources etc. should be inserted.

*Diagram 1* illustrates that the enlarged version of Image 'X' is actually slide n°4. However it is considered to be an “external slide” since the presentation is set between slide 1 – 3. (go to the Presentation Menu – Set Presentation). New slides inserted will be inserted after Slide 3 and before slide 4. Any links from one slide to another that you have inserted will stay the same even though new slides have been inserted.

If the user follows the course by clicking on the mouse the course will end at Slide 3 since that is where the presentation has been set.

## Step 6 – Inserting movies and audio files

- Right click on the image / text where you wish to create the link
- Choose insert hypertextual link from the menu
- Click on Existing file or Web file (top left)
- Choose the movie or audio file by clicking on *file*
- Once you have selected the file, click on *Ok*
- When inserting the movie, you will be asked whether the movie should start automatically or by clicking on the movie. You can choose!
- In the case that the user has to click on the movie to start it, it is a good idea to insert orange lines that indicate that they should click on that image.

**To remember:**

- In the bottom right of each slide, insert the text box which indicates the vertical topic section section of the index of the course
- In each slide insert the text in the menu bar when necessary (e.g. where there are Attachments write Attachments)