

# INQUISIQ<sup>r3</sup>

Unleash the Power of e-Learning

## Content Tutorial

*Version 3.2*

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## **Product Support**

If you have purchased a support package and have any questions during the use of Inquisiq R3™ that are not addressed in this guide, please visit our support site at:

<http://support.isclearninggroup.com/>

Or contact us at:

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## Overview

The **Inquisiq R3™ Content Tutorial** explains the basics of the SCORM package, its contents, and how to upload and configure this content for use in Inquisiq R3™. For additional information on content, please refer to the **Inquisiq R3™ Administrator Manual – Content**.

Review user guides, manuals, sample SCORM packages, and white papers on the Inquisiq R3™ website at <http://www.inquisiqr3.com/resources/documents/>

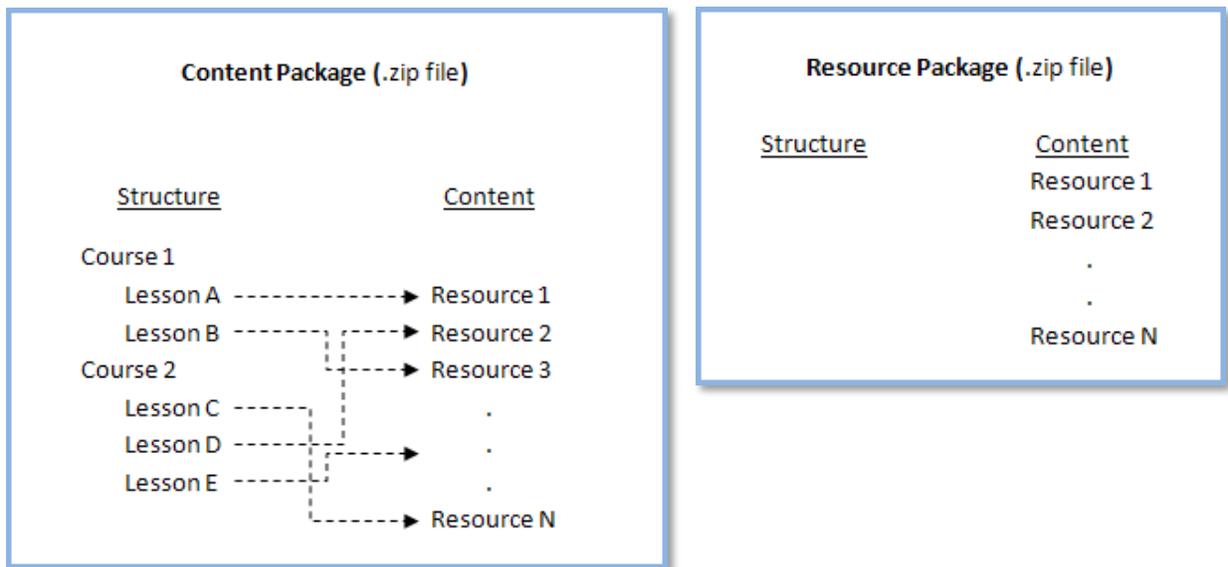
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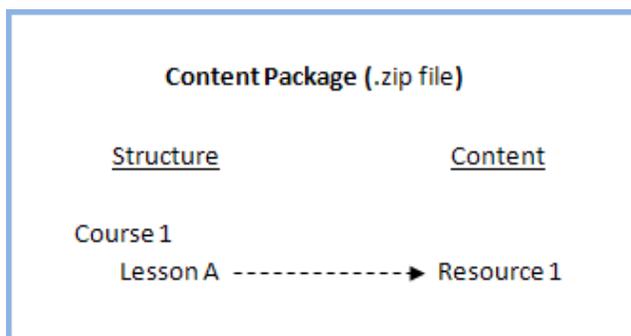
## SCORM Packages

A SCORM package is a .ZIP file containing web content that is generated from your SCORM compliant authoring tool. The foundation of a SCORM package is its manifest file, named “imsmanifest.xml,” that you will find at the root of the .ZIP file. In its most basic form, a manifest file defines the structure of the courses and lessons contained within the package, as well as references the actual content files (known as Resources) that those courses and lessons utilize.

The illustrations below show a typical Content package and Resource package. A resource is a piece of launch-able content. You’ll notice that a resource package, while it contains resources, does not contain any course or lesson structure.



It is important to note that a basic SCORM package such as one generated by Adobe Captivate or Articulate Presenter will likely contain a single course with one lesson referencing a single resource.



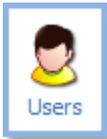
Inquisiq R3™ is a pure LMS, therefore you cannot create courseware with it. You will need to create your courseware with one of the many SCORM compliant authoring tools on the market and upload the SCORM compliant .zip file into Inquisiq R3™.

## Granting Users “Content Manager” Permission

For a user to upload and delete SCORM packages, as well as create and manage courses, lessons, and sessions, you must first grant them “Content Manager” permission.

### To grant a user permission:

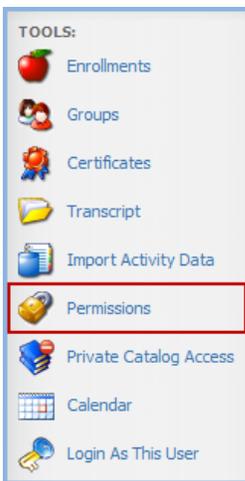
1. Login as the Administrator, and select the **Administrator Menu** button on the Main Menu. Click on the **Users** icon located in the **User’s & Groups** sub-menu.



2. Locate the user from the list. You can use the search tool at the top of the page. Click the **View** icon (🖋️) to view the user’s account information.

<input type="checkbox"/>	Name	Username	Email ▼	Disconnect	Login	View
<input type="checkbox"/>	Smith, John	jsmith	jsmith@gmail.com			

3. Select the **Permissions** icon from the **Tools** menu located in the upper right side of the screen. This will allow you to view and modify the permissions for the selected user.



4. Scroll down and select the “Content Manager” checkbox.

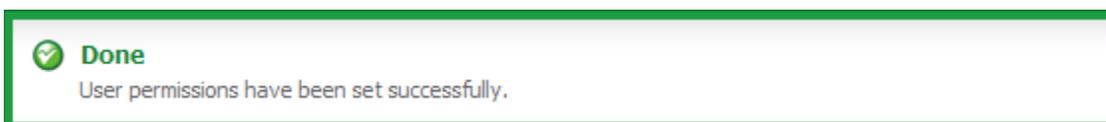
**Content Manager**

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 This role allows the user to manage content within the system. This user will have access to upload and delete SCORM packages, create and manage courses, lessons and sessions as well as certificates and coupon codes. This role grants no capability to assign, award or revoke any of these elements to users, nor does it grant any user editing or management capabilities.

This role is global.

5. Click **Save Changes**.



## Testing Upload Speed

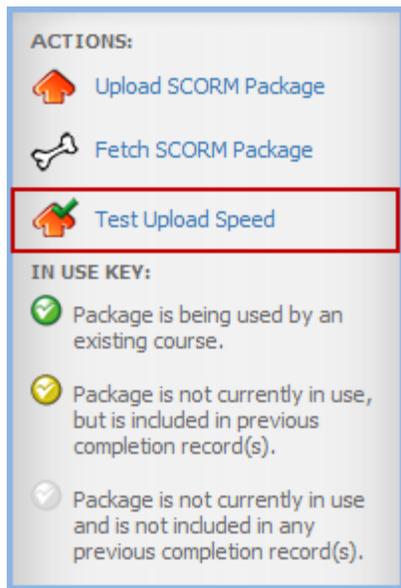
Before uploading a SCORM package into Inquisiq R3™, it is important to know what your upload speed is, so that you can determine how large of a SCORM package or Course Material component you can upload successfully. Your upload speed is directly dependent on your internet connection speed and will determine the size of the file that you will be able to upload before the server times-out the upload process.

### To test your upload speed:

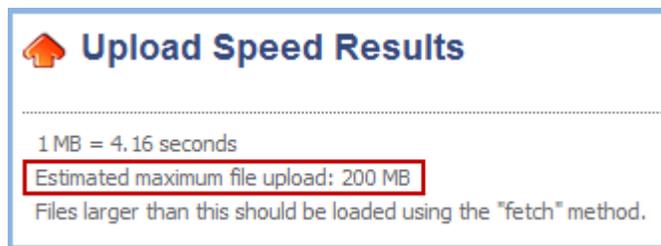
1. Select the **Administrator Menu** tab on the Main Menu.
2. Click on the **SCORM Packages** icon located in the **Content** sub-menu.



3. Select the **Test Upload Speed** icon from the **Actions** menu located in the upper right side of the screen.



A "Testing Upload Speed" window will appear. Do not close this window as it may take several minutes while the system tests your transfer speed to the server. When it is complete, a message will appear indicating the estimated size of the largest file that you can upload. If the file you intend to upload exceeds this size, then refer to the "Fetching a SCORM Package" section in the **Inquisiq R3™ Administrator Manual – Content**.



## Creating a Course

This section describes the two ways to create courses in Inquisiq R3™. The first method automatically generates your courses and lessons based on the structure defined within the manifest file contained in your SCORM package. The second method is a manual process whereby you create the course, then individually add each lesson. Lessons can be online lessons (contained within SCORM packages that you have uploaded), classroom lessons, or web meetings.

Regardless of which method you use, in order for users to access online content, you will first have to upload the content into the LMS. These steps are outlined below, after which the different methods of creating your courses are explained.

### Uploading a SCORM Package

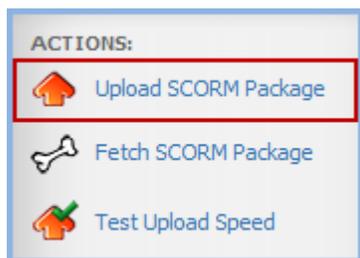
This upload process transfers the SCORM package from your computer to the Inquisiq™ LMS and stores it in the package repository.

To upload a SCORM package:

1. Select the **Administrator Menu** tab on the Main Menu.
2. Click on the **SCORM Packages** icon located in the **Content** sub-menu.



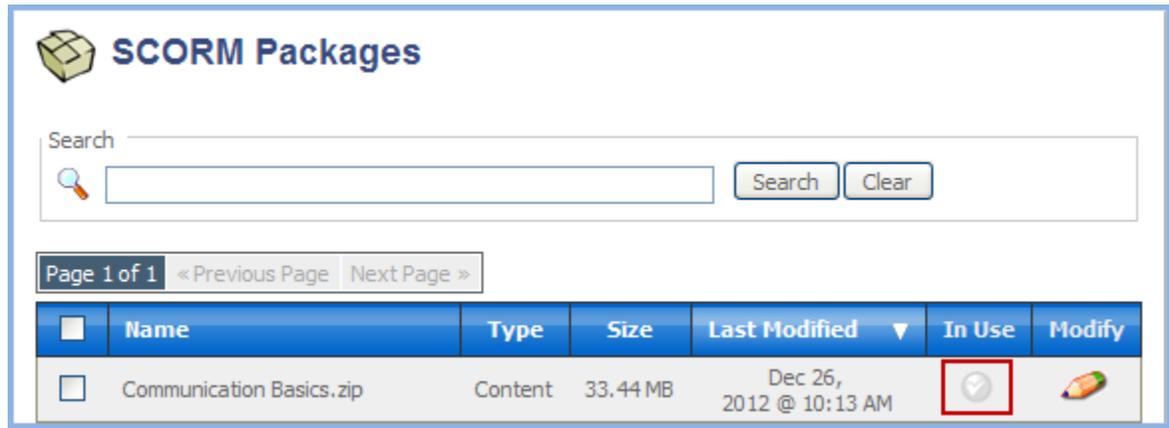
3. Select the **Upload SCORM Package** icon from the **Actions** menu located in the upper right side of the screen.



4. Follow the onscreen instructions. Click **Browse** and select the desired SCORM package. Then click **Upload**. If the file is too large and the upload time exceeds the server's script timeout setting, then refer to the "Fetching a SCORM Package" section in the **Inquisiq R3™ Administrator Manual – Content**.

A screenshot of a web form titled "SCORM Packages : Upload". The form has a blue border and contains the following elements: a blue house icon, the title "SCORM Packages : Upload", a dotted line separator, the text "Upload File: Maximum size allowed: 200 MB. Use 'Fetch' for larger files.", an empty text input field, a "Browse..." button, another dotted line separator, and two buttons labeled "Upload" and "Cancel".

- Once the package has uploaded, it will be added to the **SCORM Packages** list. Note that your content package is not being used by any existing course(s) or lesson(s) yet, so the “In Use” icon will be grey.



The screenshot shows the SCORM Packages management interface. At the top, there is a search bar with a magnifying glass icon and buttons for 'Search' and 'Clear'. Below the search bar is a pagination control showing 'Page 1 of 1' with 'Previous Page' and 'Next Page' links. The main content is a table with the following columns: Name, Type, Size, Last Modified, In Use, and Modify. The table contains one row for 'Communication Basics.zip', which is of type 'Content', size '33.44 MB', and last modified 'Dec 26, 2012 @ 10:13 AM'. The 'In Use' column for this row contains a grey downward arrow icon, which is circled in red. The 'Modify' column contains a pencil icon.

### Method #1 – Generate Courses and Lessons from a SCORM Package

This method allows you to automatically create your courses and lessons directly from the information that is contained inside your SCORM package.

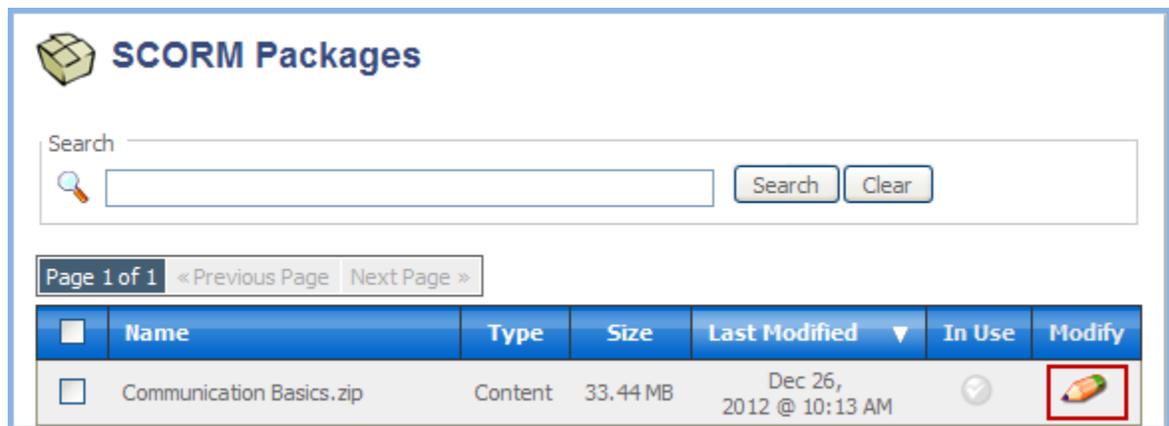
 Note that because the manifest file contained within a resource package does not define course or lesson entities, resource packages may not be imported using this method.

#### To create a course using Method #1:

- Select the **Administrator Menu** tab on the Main Menu.
- Click on the **SCORM Packages** icon located in the **Content** sub-menu.

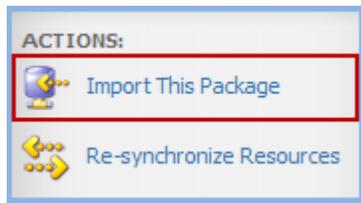


- Click the **Modify** icon (). For complete details on how to modify a SCORM package, refer to the **Inquisiq R3™ Administrator Manual – Content**.



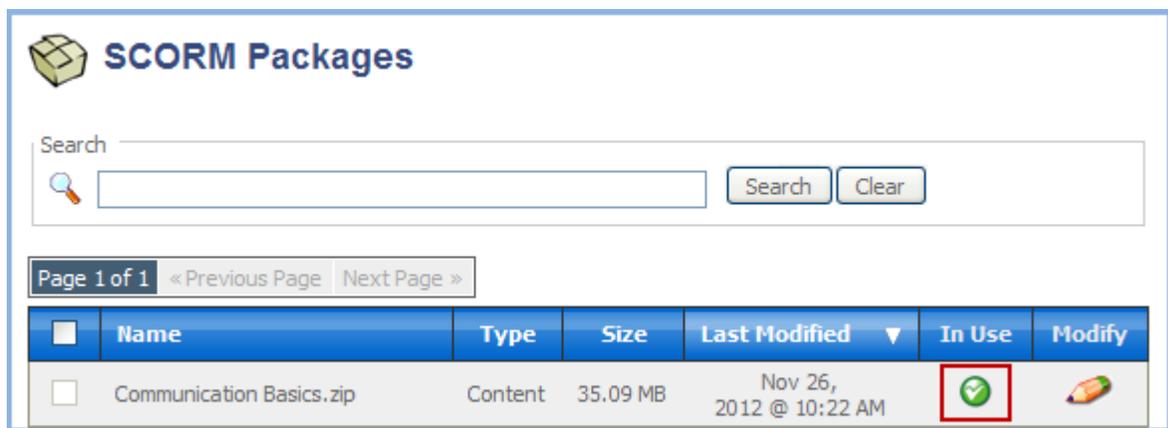
This screenshot is identical to the one above, but with the pencil icon in the 'Modify' column of the table circled in red.

- Click the **Import This Package** icon from the **Actions** menu located in the upper right side of the screen to generate courses from this package.



This import process automatically creates courses and lessons in Inquisiq™ based on the information contained within the manifest file of the imported package. If you have previously imported this package, then doing so again in this manner will create a new course (or courses) rather than update any previously created courses.

- The content package is now being used by an existing course or lesson, so the “In Use” icon will be green.



The new course(s) can be located on the **Courses** screen, however they are not published yet. Access this screen by clicking on the **Courses** icon in the Administrator Menu.

## Method #2 – Build your Courses Manually in Inquisiq R3™

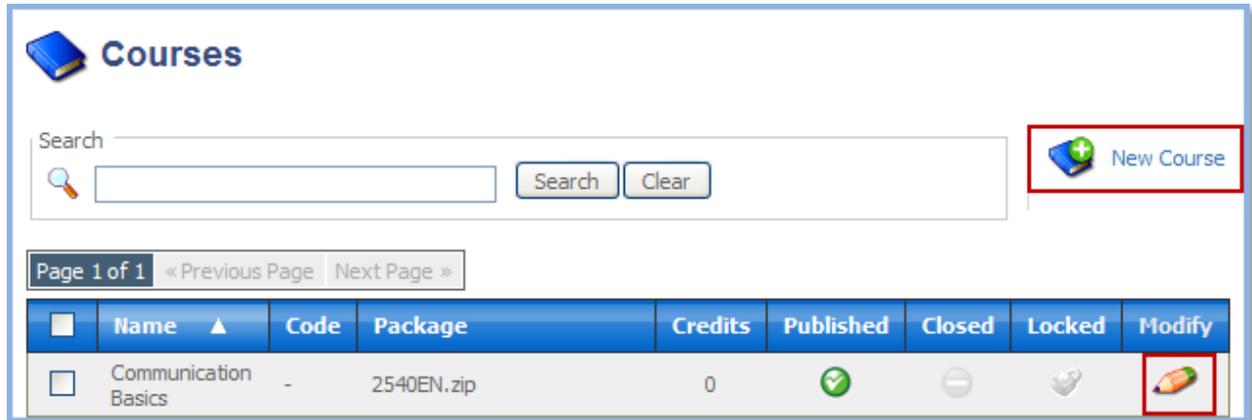
Alternatively, you can manually create courses and “point” their lessons to resources within an uploaded SCORM package. This method allows you to create a new course that uses resources from numerous content and resource packages. You can also use the steps below to make adjustments to a course and its lessons that have been previously created using Method #1 or Method #2. Additionally, you would use this method if your course does not contain uploaded content (i.e. contains only classroom lessons).

### To create a course using Method #2:

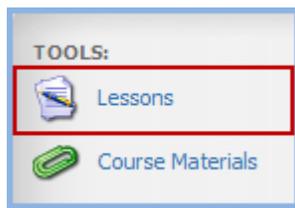
- Select the **Administrator Menu** tab on the Main Menu.
- Click on the **Courses** icon located in the **Content** sub-menu.



3. Click **New Course** to add a new course. To modify an existing course, click on the **Modify** icon (✎).



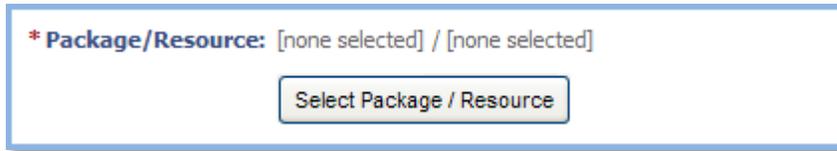
4. Enter the required and optional data in all four tabs: Properties, Settings, Expert and Prerequisites. Note that if you select the “Published” radio button in the **Settings** tab, the course will then immediately be available to users. It is not recommended to publish a course until it has been completely configured.
5. Follow the onscreen instructions and click **Save Changes**.
6. Once saved, a **Tools** menu appears in the upper right side of the screen. Click the **Lessons** icon to add or modify a lesson.



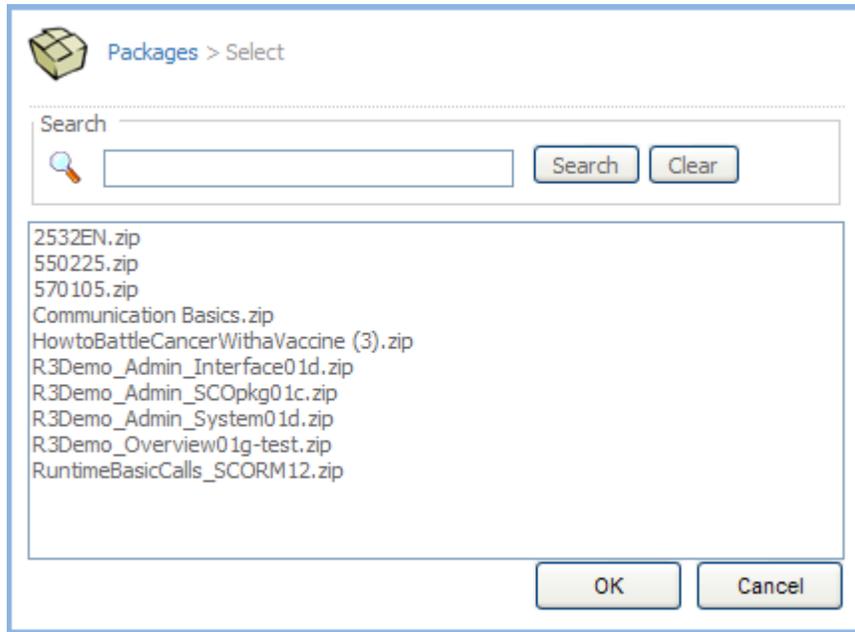
7. Click the **Add Online Lesson** icon to add a new lesson that will use a resource from an uploaded content or resource package. Complete the form with the appropriate information for the lesson. For complete details refer to the **Inquisiq R3™ Administrator Manual – Content**.



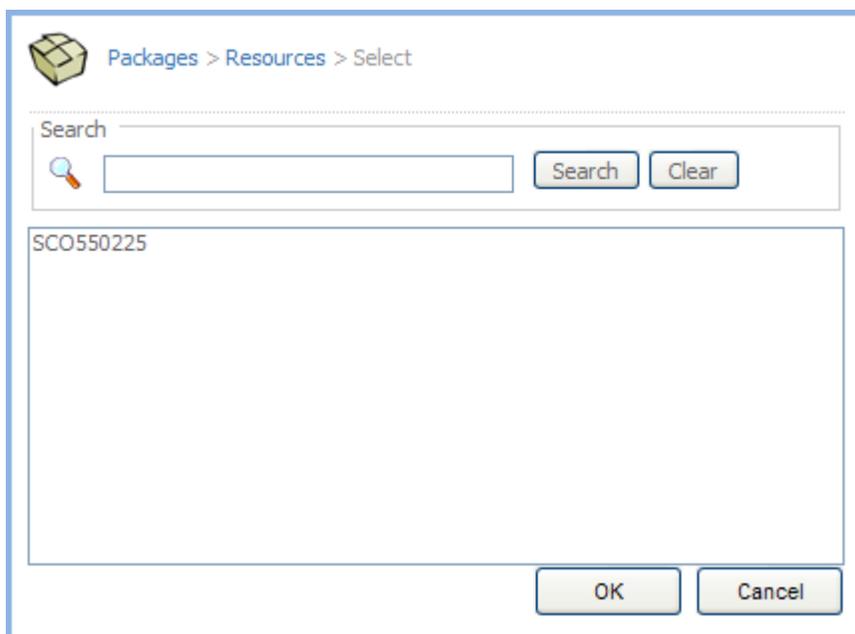
8. Click the **Select Package/Resource** button located on the **Add Lesson** screen to specify the SCORM package and resource that this lesson will use.



9. The **Select Package/Resource** button displays a list of SCORM packages in a new pop-up window. Select a SCORM package and click **OK**.



10. Once a package is selected, the popup window will display a list of resources that are contained within the package that you selected. Select the resource that you would like to use for this lesson and click **OK**.





Only resources that are contained within the selected package will be listed. Because resources are listed by their SCORM Identifier, you should be sure that when you are authoring and packaging your content, you are assigning identifiers that are meaningful and understandable when listed such as this.

**11. Click Save Changes.**



**12. Return to the Course detail screen to add or modify course materials. Select the Course Materials icon from the Tools menu located in the upper right side of the screen. Complete details on these steps can be found in the Inquisiq R3™ Administrator Manual – Content.**



**13. After you have uploaded your course materials, click Save Changes.**



**14. When you are ready to publish, return to the Courses screen by clicking on the Courses icon in the Administrator Menu. Click the Published icon associated with the course that you would like to publish.**

<input type="checkbox"/>	Name ▲	Code	Package	Credits	Published	Closed	Locked	Modify
<input type="checkbox"/>	Communication Basics	-	2540EN.zip	0				

Course is not Published - Click to Publish

**15. Click OK on the dialogue box that appears. When the icon turns green, the course is published to the catalog and available for users.**

<input type="checkbox"/>	Name ▲	Code	Package	Credits	Published	Closed	Locked	Modify
<input type="checkbox"/>	Communication Basics	-	2540EN.zip	0				