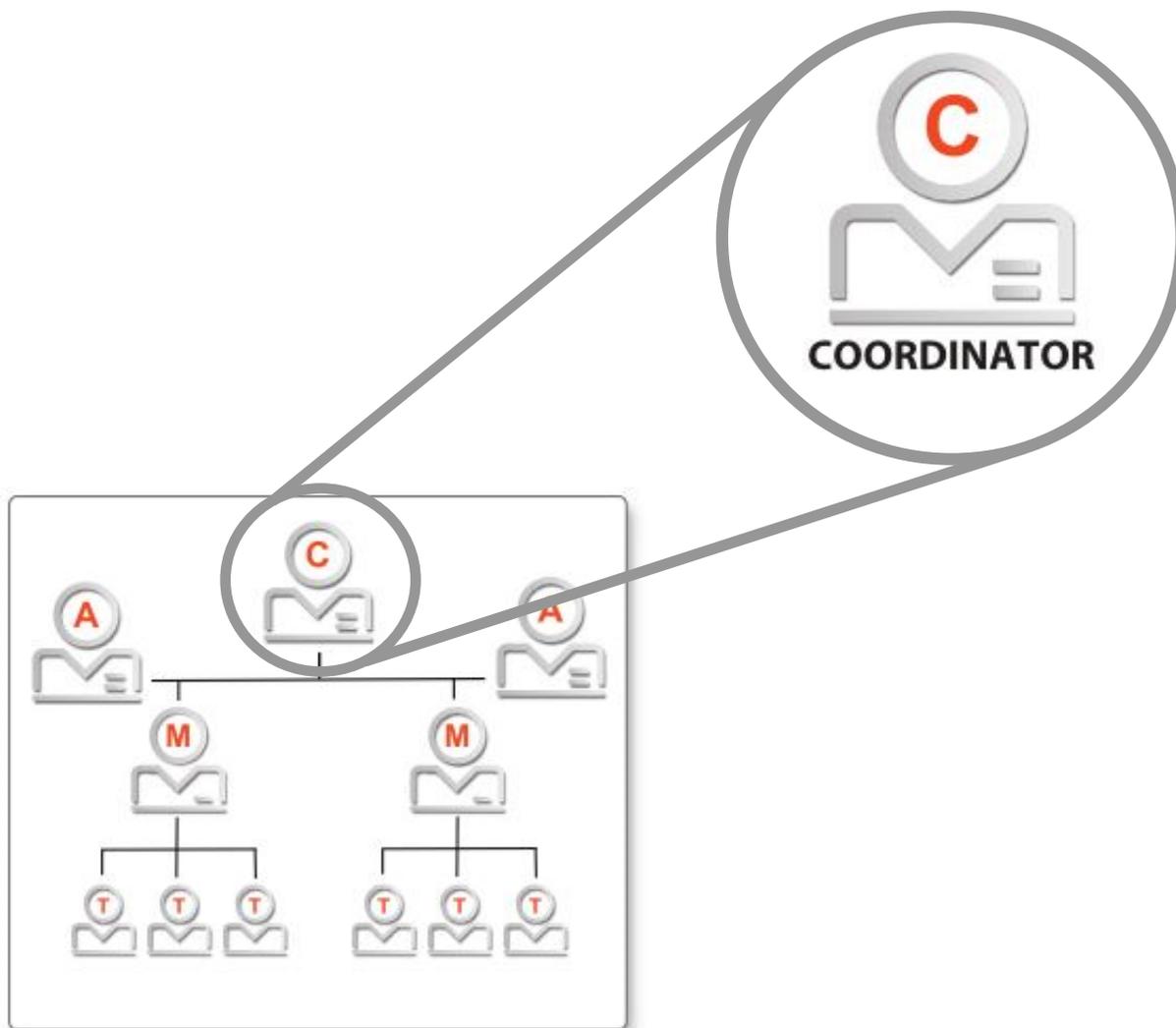


THE **C** COORDINATOR AUTHOR TOOLS GUIDE

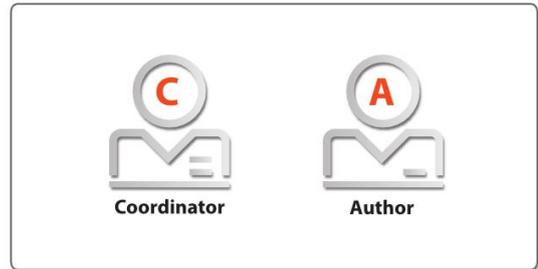


The Coordinator Role

Whitehall Training's author tools make it possible to host your courses on our system - taking full advantage of all our back-end features.

Like Whitehall Training courses, your courses can:

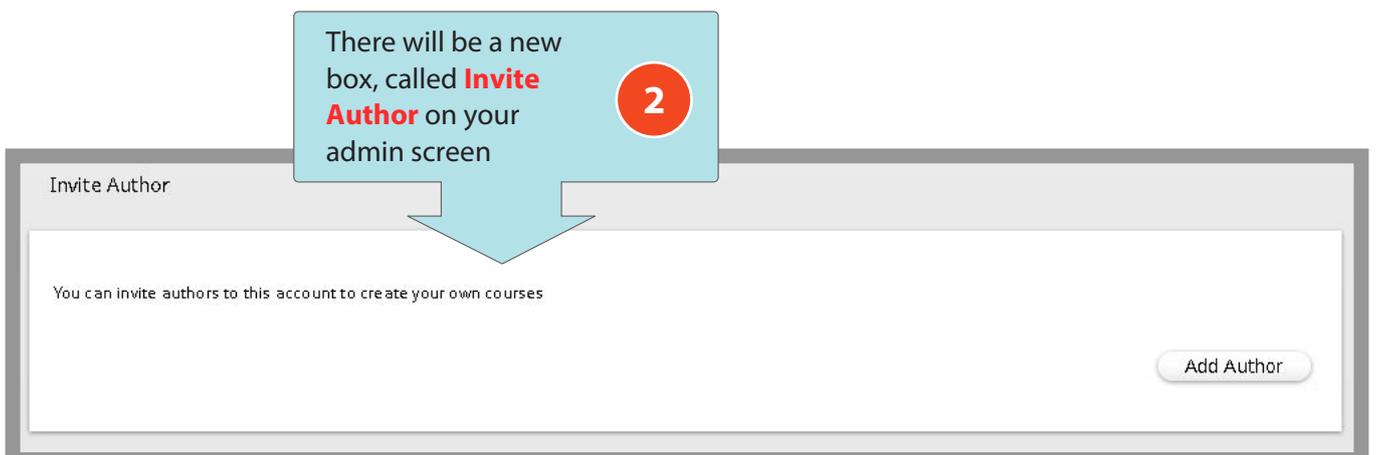
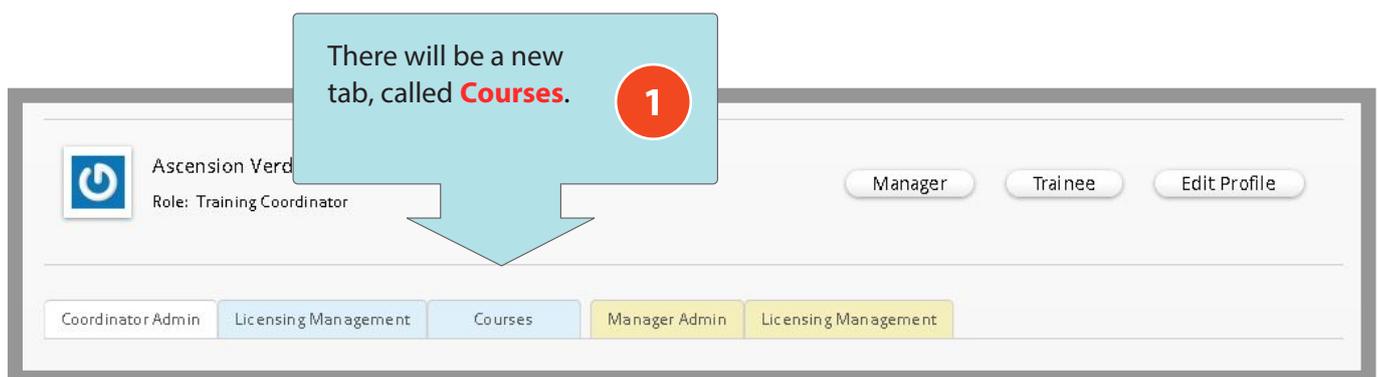
- be any length you wish
- include graphics and YouTube videos
- contain links to external websites
- have multiple choice exams with any pass mark and number of questions you wish
- include a personalised and uniquely numbered certificate for Trainees who successfully pass the exam.



There are two important roles in this process, the Author (who writes the courses) and the Coordinator (who invites Authors, reviews courses, and ultimately decides either to publish a course or send it back to the Author for more work).

Getting the Author Tools on your account

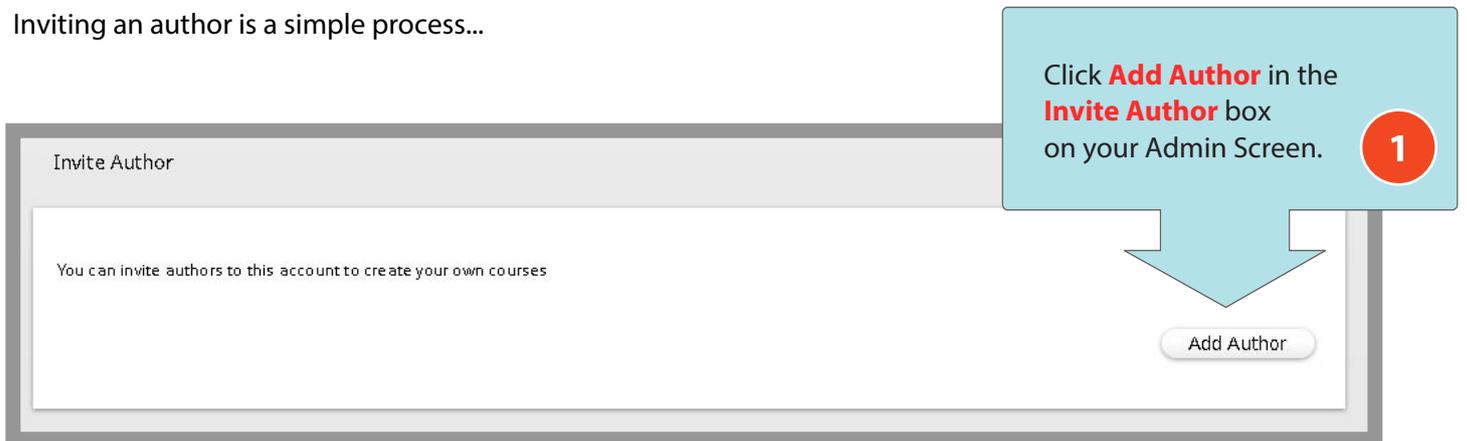
Call us on **+44 (0) 20 8 332 6900** if you are interested in hosting your own courses on Whitehall Training. Once we have changed your account to permit course authoring, you will notice two changes the next time you log in...



Inviting an Author

The Author is the person who actually puts the course on the system. They can cut and paste blocks of text from another program or type it directly in the Whitehall system.

Inviting an author is a simple process...

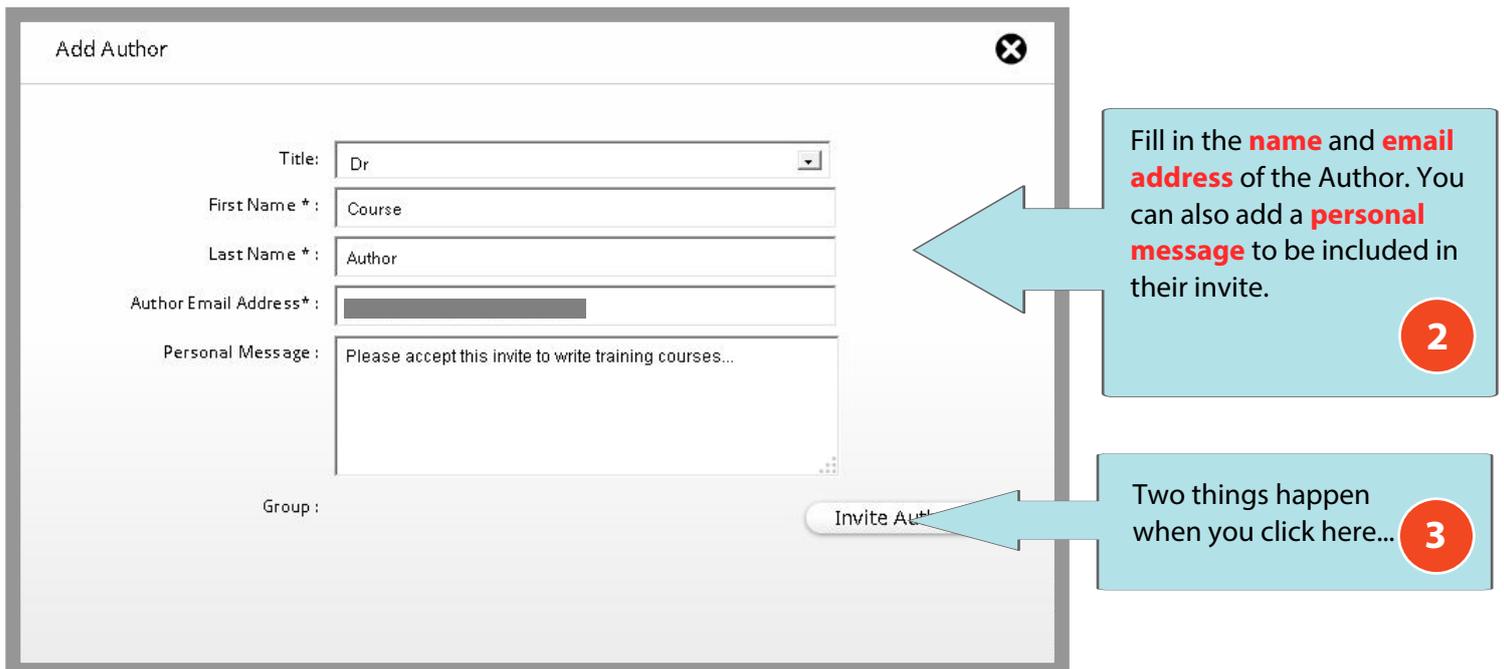


Click **Add Author** in the **Invite Author** box on your Admin Screen. **1**

Invite Author

You can invite authors to this account to create your own courses

Add Author



Add Author

Title: Dr

First Name *: Course

Last Name *: Author

Author Email Address*: [Redacted]

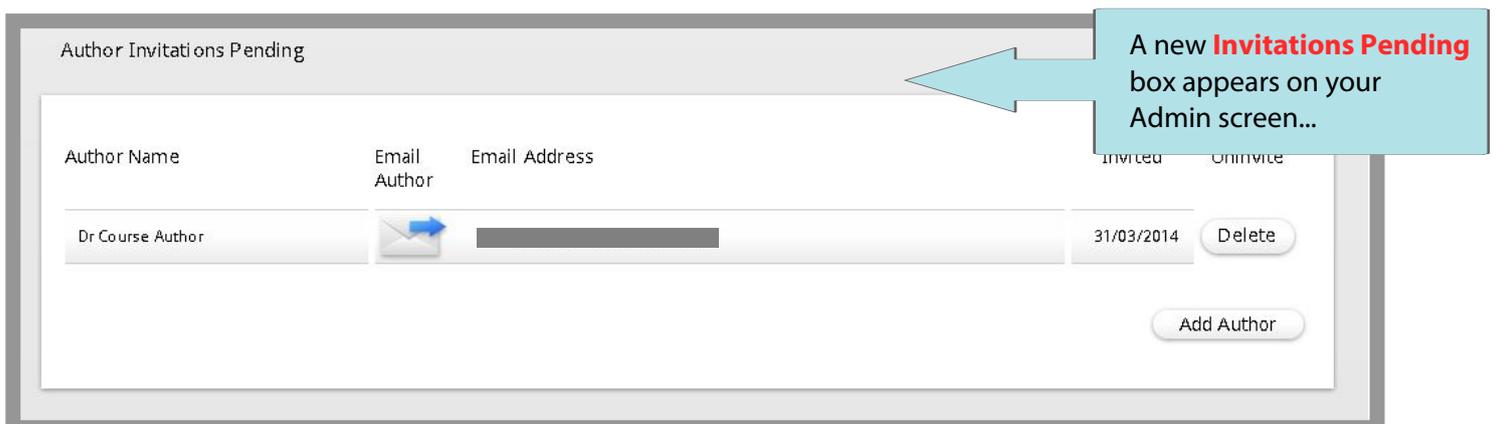
Personal Message: Please accept this invite to write training courses...

Group:

Invite Author

Fill in the **name** and **email address** of the Author. You can also add a **personal message** to be included in their invite. **2**

Two things happen when you click here... **3**



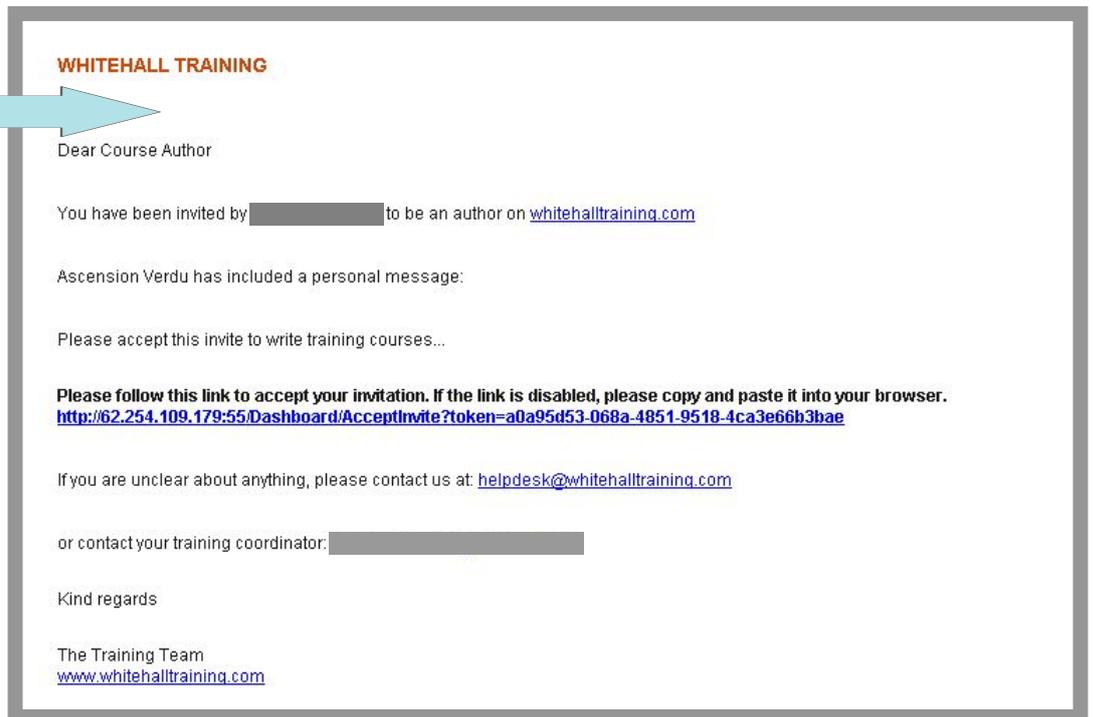
Author Invitations Pending

Author Name	Email Author	Email Address	Invited	Uninvite
Dr Course Author		[Redacted]	31/03/2014	Delete

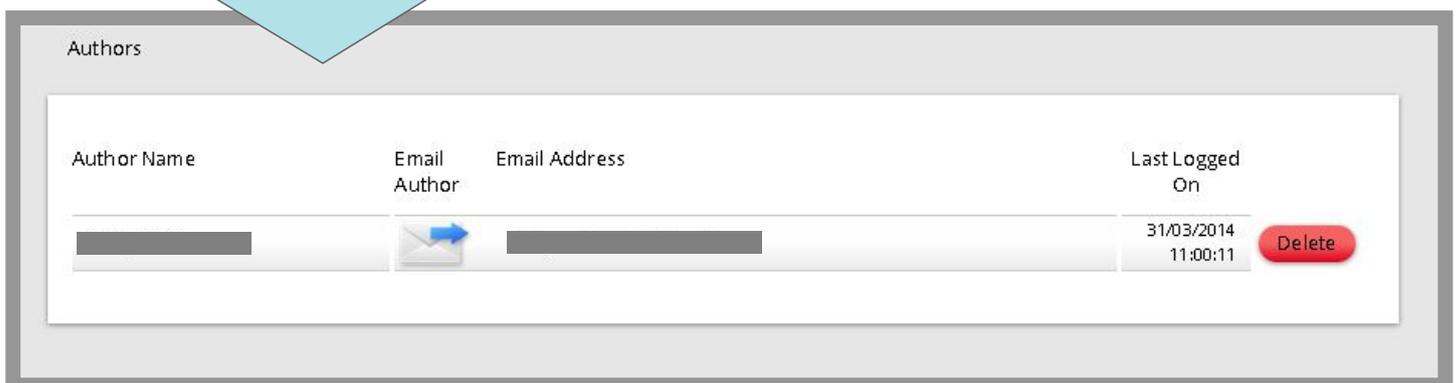
Add Author

A new **Invitations Pending** box appears on your Admin screen... **3**

...and an invitation is sent to the Author.



Once the Author accepts the invite (by clicking the link in the email and filling in their details when prompted), their name will appear in your **Authors** box.



If you want to contact an Author, even if they have not yet accepted the invite, just click the **Email Author** button. This will launch your normal email client - especially useful if they have not accepted the invite, perhaps because it was lodged in their junk folder.

Unless you have set yourself up as an Author, you will play no further part in the creation of your course until the Author sends it to you for review...

Reviewing a course

You will receive an email alerting you when an Author sends you a course to review.



The course will also appear in the **Courses** tab on your Admin screen.

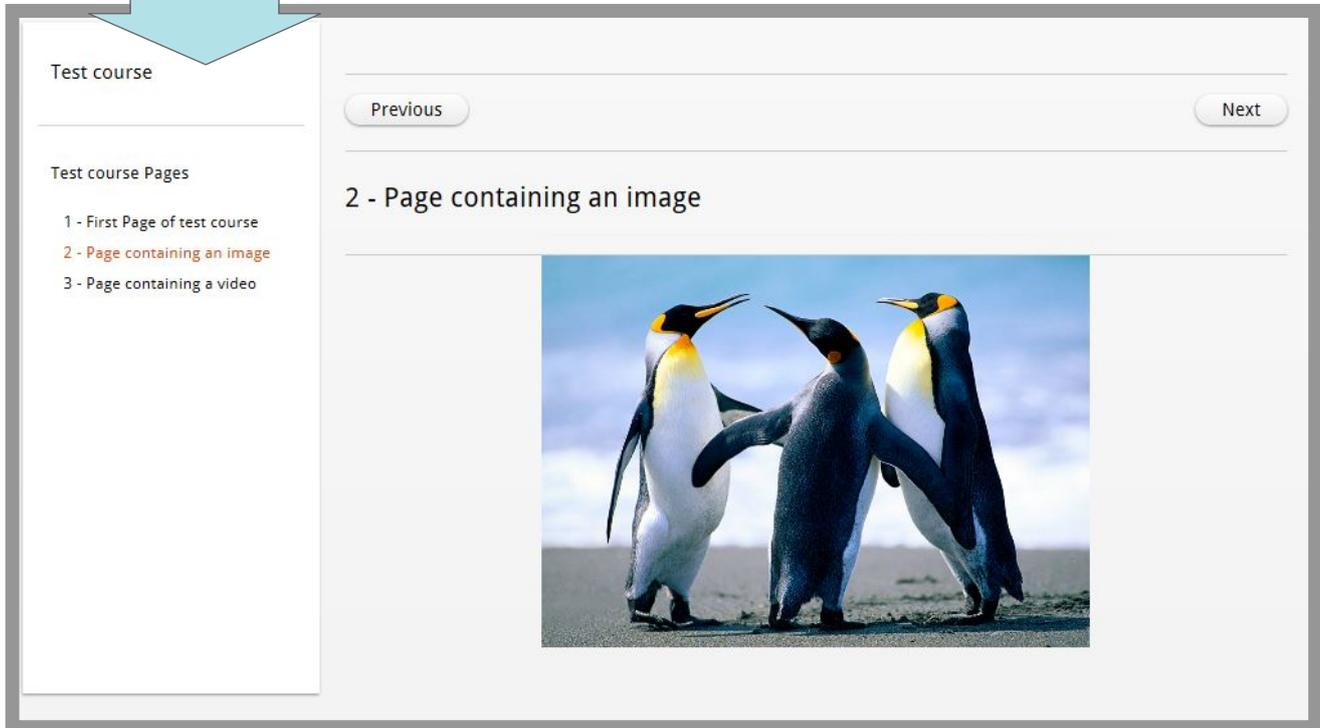
Courses

Course Name	Author Name	Version	Status Text	Status Date	Review	
Test course	Ashley Smith	0.0.1	Under Review	4/1/2014	Course Exam Certificate	<input type="button" value="Send back"/> <input type="button" value="Publish"/>

You can review the course, exam and certificate.

The course will appear just as it would to a Trainee, in a new tab in your browser.

You can navigate through the course using the **Previous** and **Next** buttons or go straight to a certain section by clicking the navigation bar on the left.

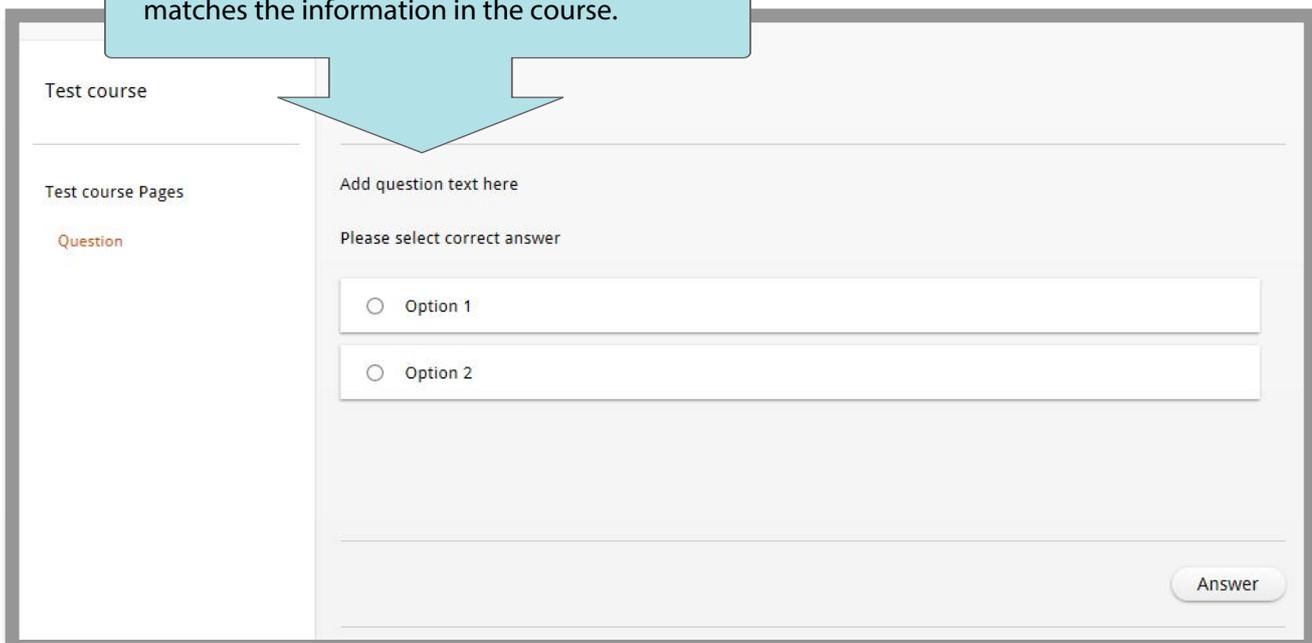


The screenshot shows a course interface. On the left, there is a sidebar with the following content:

- Test course
- Test course Pages
 - 1 - First Page of test course
 - 2 - Page containing an image
 - 3 - Page containing a video

At the top of the main content area, there are two buttons: "Previous" on the left and "Next" on the right. Below these buttons, the page title is "2 - Page containing an image". The main content area features a large image of three King penguins standing on a sandy beach under a blue sky.

The exam will also open in a new tab on your browser. This makes it simple to switch back to the course to make sure that the exam content matches the information in the course.



The screenshot shows an exam question interface. On the left, the sidebar contains:

- Test course
- Test course Pages
 - Question

The main content area has the following text and elements:

- "Add question text here"
- "Please select correct answer"
- Two radio button options: "Option 1" and "Option 2"
- An "Answer" button at the bottom right.

In a live exam, a Trainee will only see a random selection of questions. When you review an exam, you will see **the entire pool of questions**. Once you have checked all the questions, you can close the tab in your browser and check the certificate...

Reviewing the certificate will open a PDF so you can check the wording.

The **Trainee Name**, **Certificate Number** and **Date** will be automatically added when they pass the exam.

The Author can add a description of the course here - perhaps including a summary of content or a list of regulations covered.

The Author will have selected a renewal period - based on when the training should normally be repeated. This will range from **none** (for one-off training that won't require repeating) to **ten years**. The system will add this period to the date the exam was passed to produce the expiry date.



Close the browser tab and you will return to the courses box.

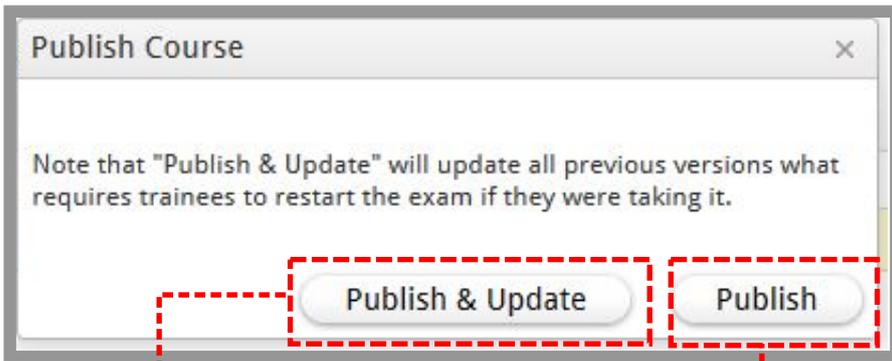
Course Name	Author Name	Version	Status Text	Status Date	Review
Test course	Ashley Smith	0.0.1	Under Review	4/1/2014	Course Exam Certificate Send back Publish

If you are happy with the course, click **Publish**.

If there is still work to be done, click **Send Back**. This will send an email to the Author so they know there are changes to be made. The course will disappear from your list until the Author sends it back for review.

Changing a published course

If something needs to be changed in a published course, your Author can make a copy and change it before passing it to you for review. Once you publish, all Trainees taking the old version of the course will automatically shift up to the new version. Clicking **Publish** for a new version of a course bring up a popup...



Click here to publish the new version of the course.

Any **new** learners will be given the new version. However, existing learners will remain on the old course.

Click here to replace the old version of the course with the new one.

All learners taking the course will automatically be moved to the new version.

Occasionally, you may wish to withdraw a published course without replacing it with a new version.

Just click here to remove a course but beware! Trainees who are part way through the course will no longer be able to access it next time they log in.

Courses

Course Name	Author Name	Version	Status Text	Status Date	Review
Test course	Ashley Smith	0.0.1	Published	4/1/2014	Course Exam Certificate <input type="button" value="Withdraw"/>

Once you withdraw a course, the status will change to **Withdrawn**.

Courses

Course Name	Author Name	Version	Status Text	Status Date	Review
Test course	Ashley Smith	0.0.1	Withdrawn	4/1/2014	Course Exam Certificate

An author can still make a copy of a course even if it has been withdrawn, so if you do withdraw a course, but need it at a later date, it is not gone for ever.

Obtaining licences for your course

Before anyone can start to use your course, you will need to purchase licences. Please contact our sales team directly on **+44(0)207 099 7432**.

Until you have bought any licences, the **Own Courses** box on your **Licensing Management** screen will look like this...

Own Courses

There are no "Own Course" licences currently allocated to this account.
Please contact your Whitehall sales agent on +44 (0) 207 099 7432 to add licences.

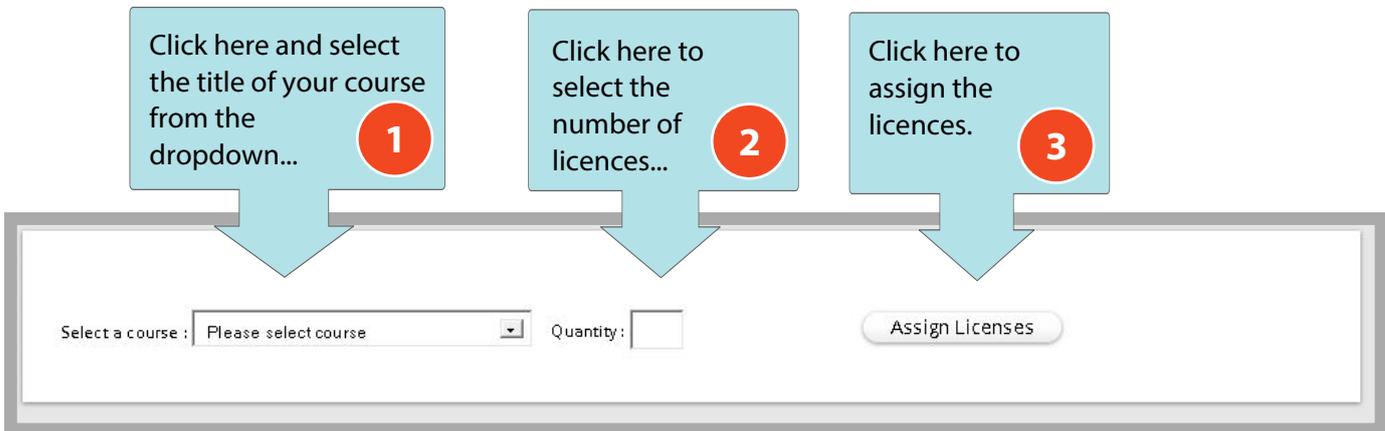
Once you purchase some licences, they will appear in the **Own Courses** box on your **Licensing Management** screen

Own Courses

	Courses Purchased	Courses Used	Courses Remaining
coordinator			
Own Courses Valid from: 14 May 2014 Expires: 14 May 2015	40	0	40

Assigning licences to your course

Initially, the licences will not be assigned to any specific course. Before you can allocate licences to your **Managers**, you need to assign some or all of them to a particular course...



Click here and select the title of your course from the dropdown... **1**

Click here to select the number of licences... **2**

Click here to assign the licences. **3**

Select a course : Quantity :

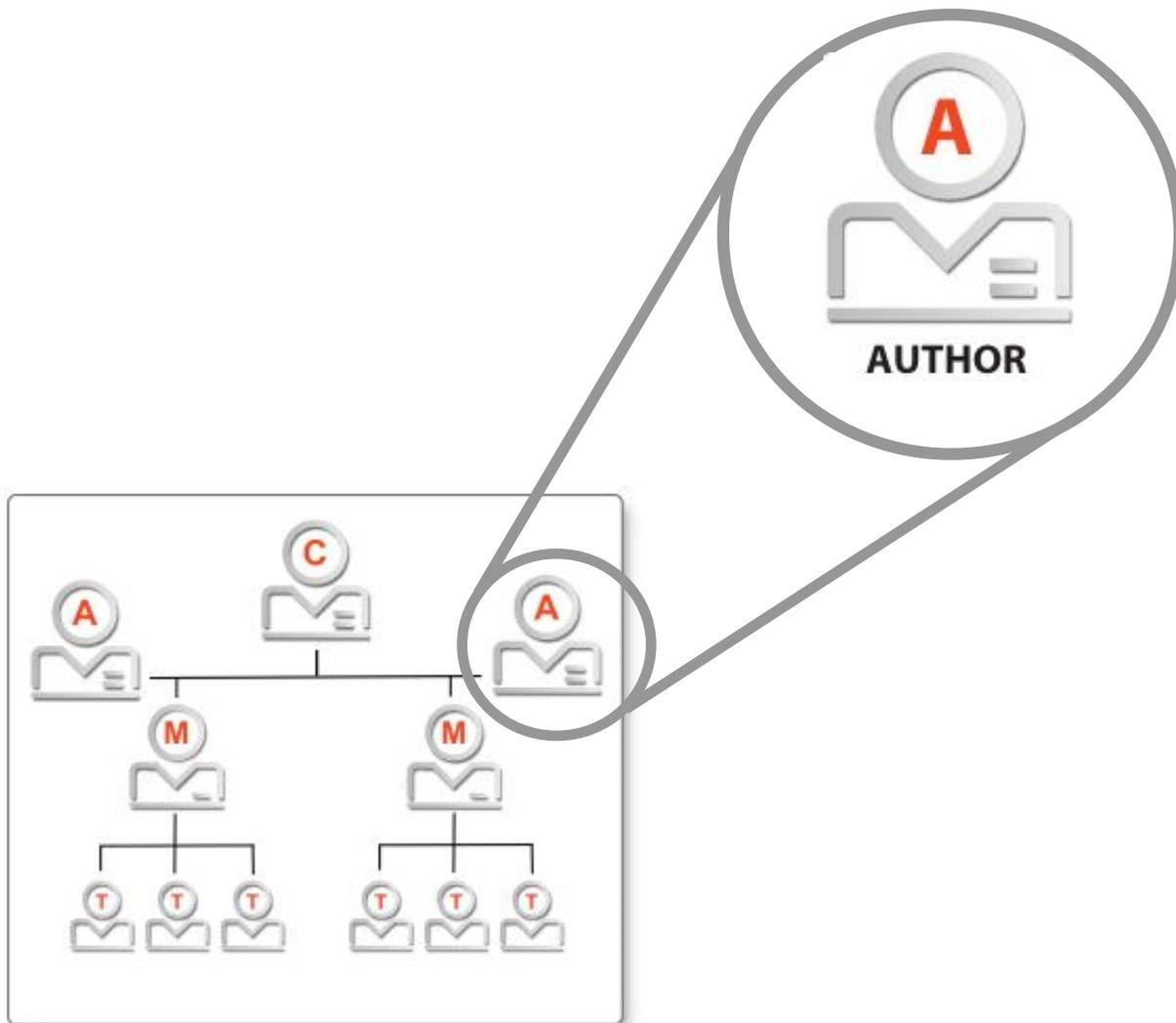
The licences will now appear below any Whitehall courses in the main **Licensing Management** table.

 Paper Prototyping Valid from: 27 Jan 2014 Expires: 27 Jul 2014	1	0	0	0	0	0	<input type="button" value="Manage"/>
 How to blow a bubblegum Valid from: 10 Feb 2014 Expires: 10 Feb 2015	5	0	0	0	0	0	<input type="button" value="Manage"/>

Your in-house courses can be recognised by their distinctive book-shaped icon.

THE **A**UTHOR

AUTHOR TOOLS GUIDE



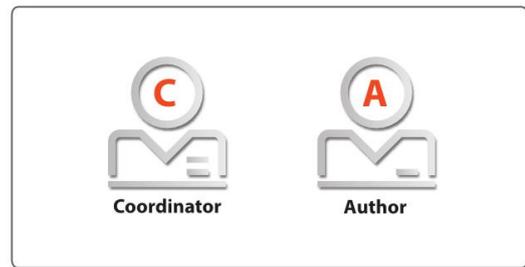
The Author Role

Whitehall Training's author tools make it possible to host your courses on our system - taking full advantage of all our back-end features.

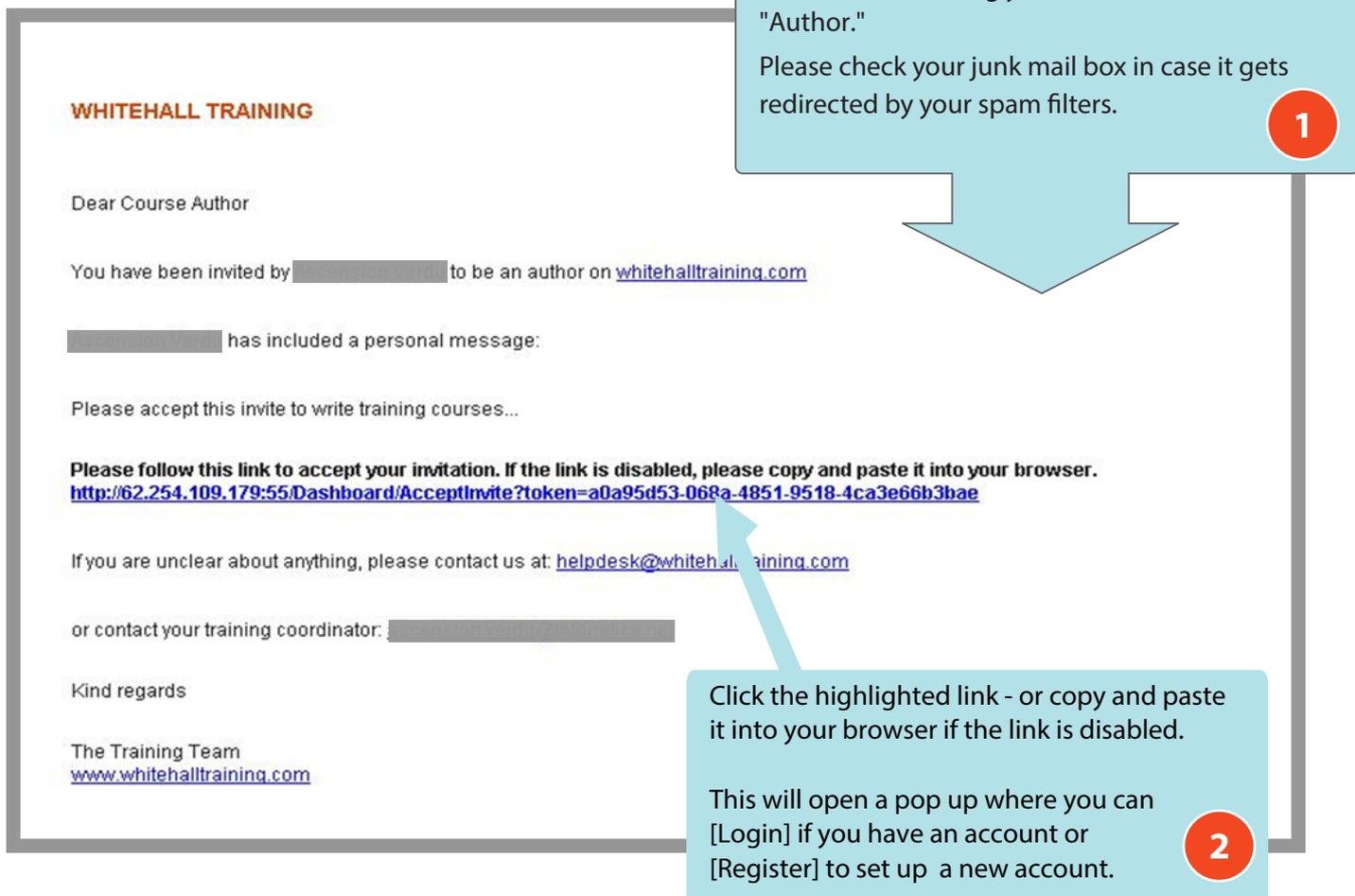
Like Whitehall Training courses, your courses can:

- be any length you wish
- include graphics and YouTube videos
- contain links to external websites
- have multiple choice exams with any pass mark and number of questions you wish
- include a personalised and uniquely numbered certificate for Trainees who successfully pass the exam.

There are two important roles in this process, the Author (who writes the courses) and the Coordinator (who invites Authors, reviews courses, and ultimately decides either to publish a course or send it back to the Author for more work).



How to register as an Author

The image shows a screenshot of an email invitation from Whitehall Training. The email is addressed to 'Dear Course Author' and contains an invitation to become an author on whitehalltraining.com. A highlighted link is provided for accepting the invitation. Two callout boxes provide additional instructions: the first (labeled '1') explains that the user will receive an email from their account coordinator and to check their junk mail box; the second (labeled '2') explains that clicking the link will open a pop-up for login or registration.

WHITEHALL TRAINING

Dear Course Author

You have been invited by [redacted] to be an author on whitehalltraining.com

[redacted] has included a personal message:

Please accept this invite to write training courses...

Please follow this link to accept your invitation. If the link is disabled, please copy and paste it into your browser.
<http://62.254.109.179:55/Dashboard/AcceptInvite?token=a0a95d53-068a-4851-9518-4ca3e66b3bae>

If you are unclear about anything, please contact us at: helpdesk@whitehalltraining.com

or contact your training coordinator: [redacted]

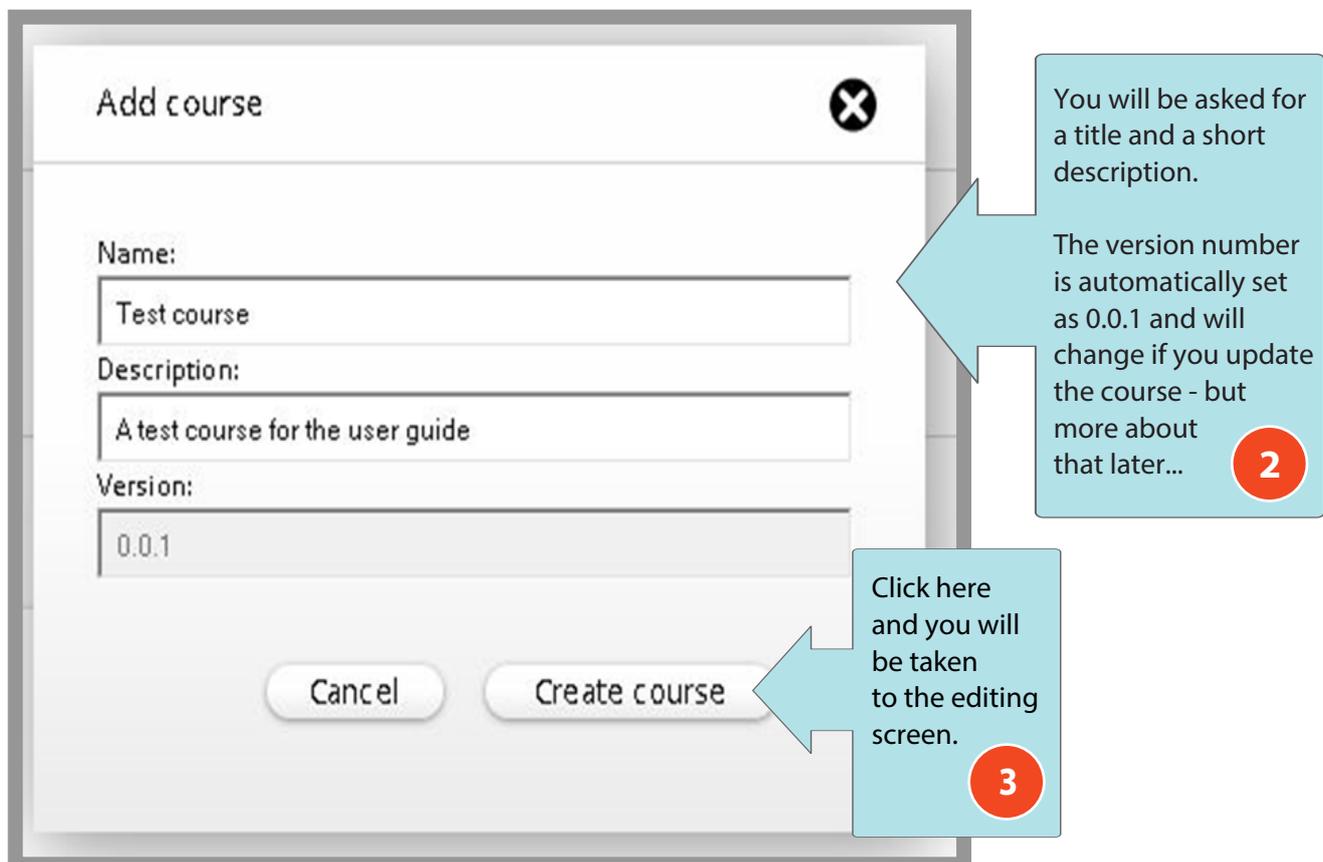
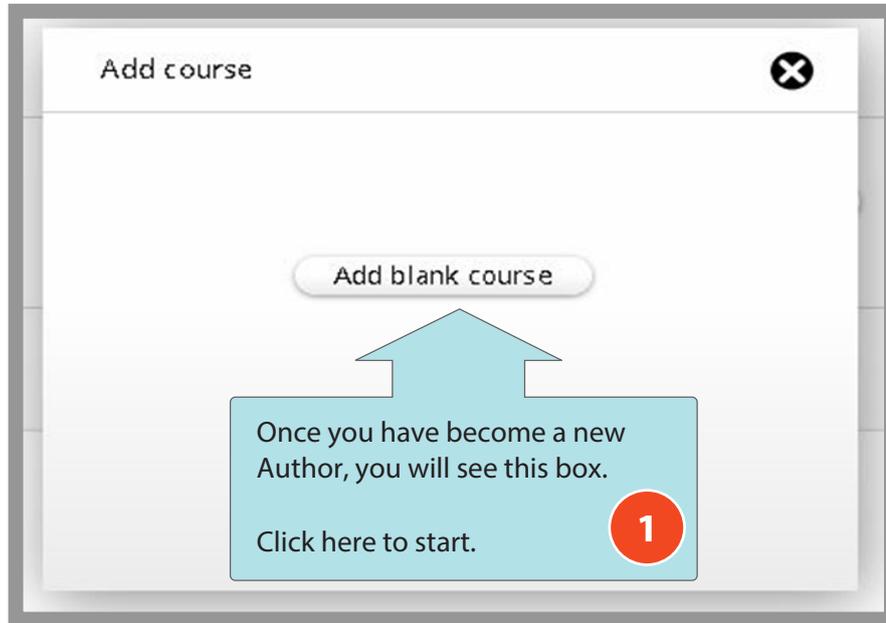
Kind regards

The Training Team
www.whitehalltraining.com

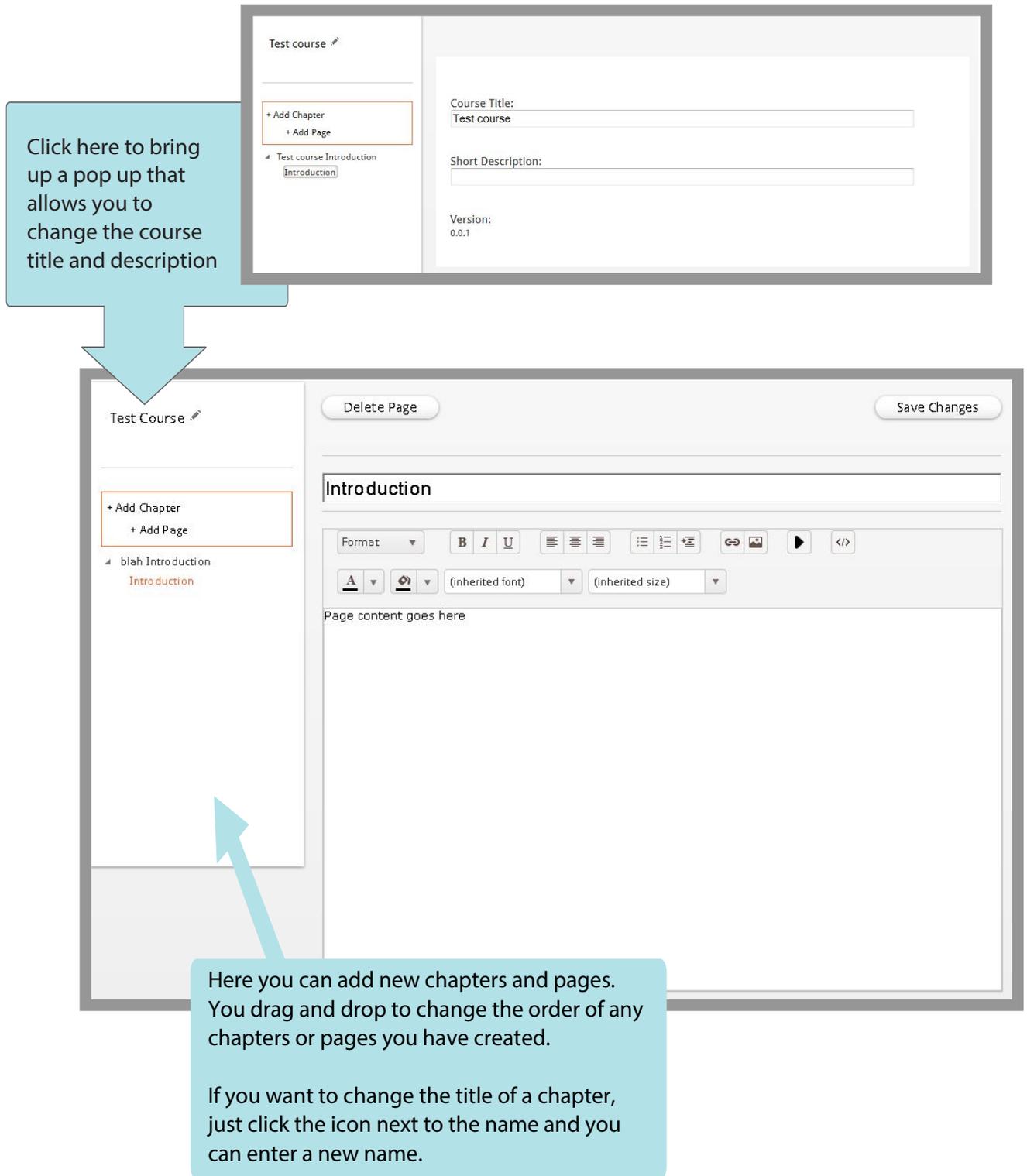
You will receive an email from your account Coordinator, inviting you to become an "Author."
Please check your junk mail box in case it gets redirected by your spam filters. **1**

Click the highlighted link - or copy and paste it into your browser if the link is disabled.
This will open a pop up where you can [Login] if you have an account or [Register] to set up a new account. **2**

Writing your course

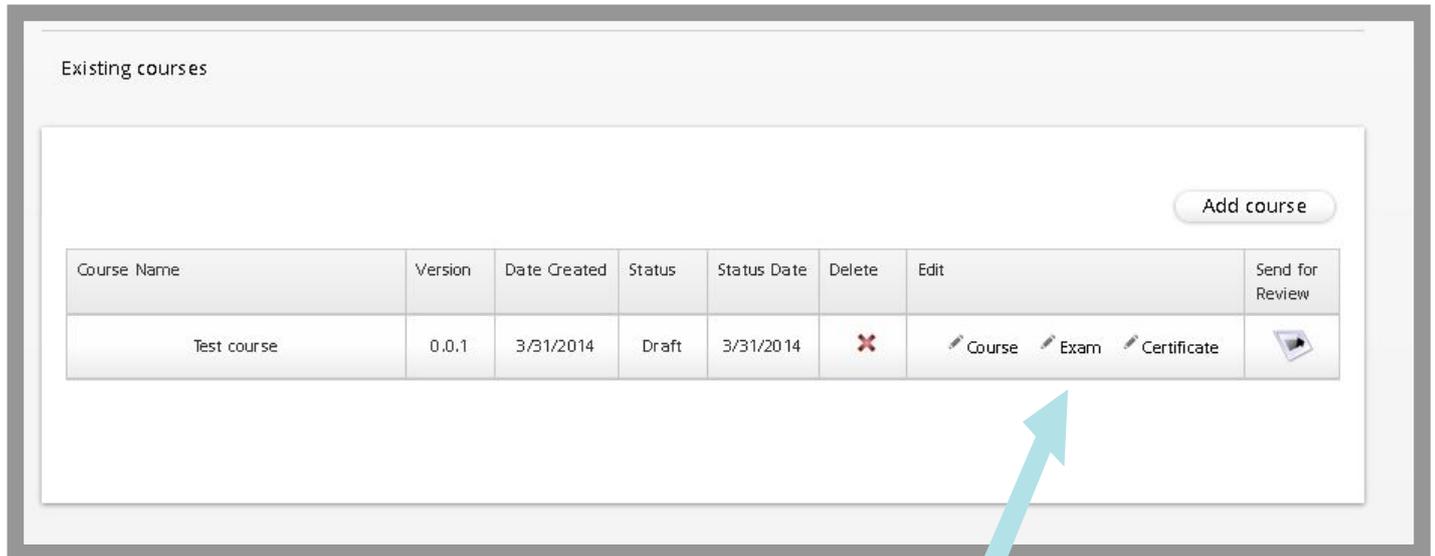


The course editing screen



The screenshot shows the course editing interface. At the top, a callout box points to the 'Test course' sidebar, stating: "Click here to bring up a pop up that allows you to change the course title and description". The sidebar contains '+ Add Chapter', '+ Add Page', and a tree view with 'Test course Introduction' and 'Introduction'. The main area shows the 'Introduction' page with a 'Delete Page' button, a 'Save Changes' button, and a rich text editor with a toolbar and a 'Page content goes here' placeholder. A second callout box at the bottom explains: "Here you can add new chapters and pages. You drag and drop to change the order of any chapters or pages you have created. If you want to change the title of a chapter, just click the icon next to the name and you can enter a new name."

If you have logged out of the system, when you next log in and select "Author", you will see this course selector screen:

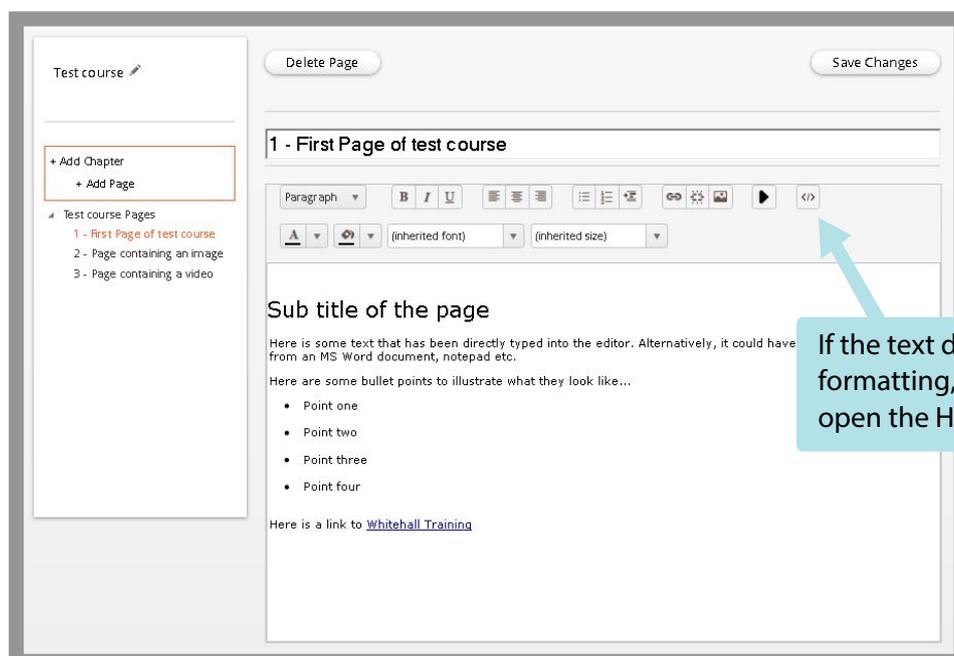


Click one of these icons to edit the course, exam or certificate.

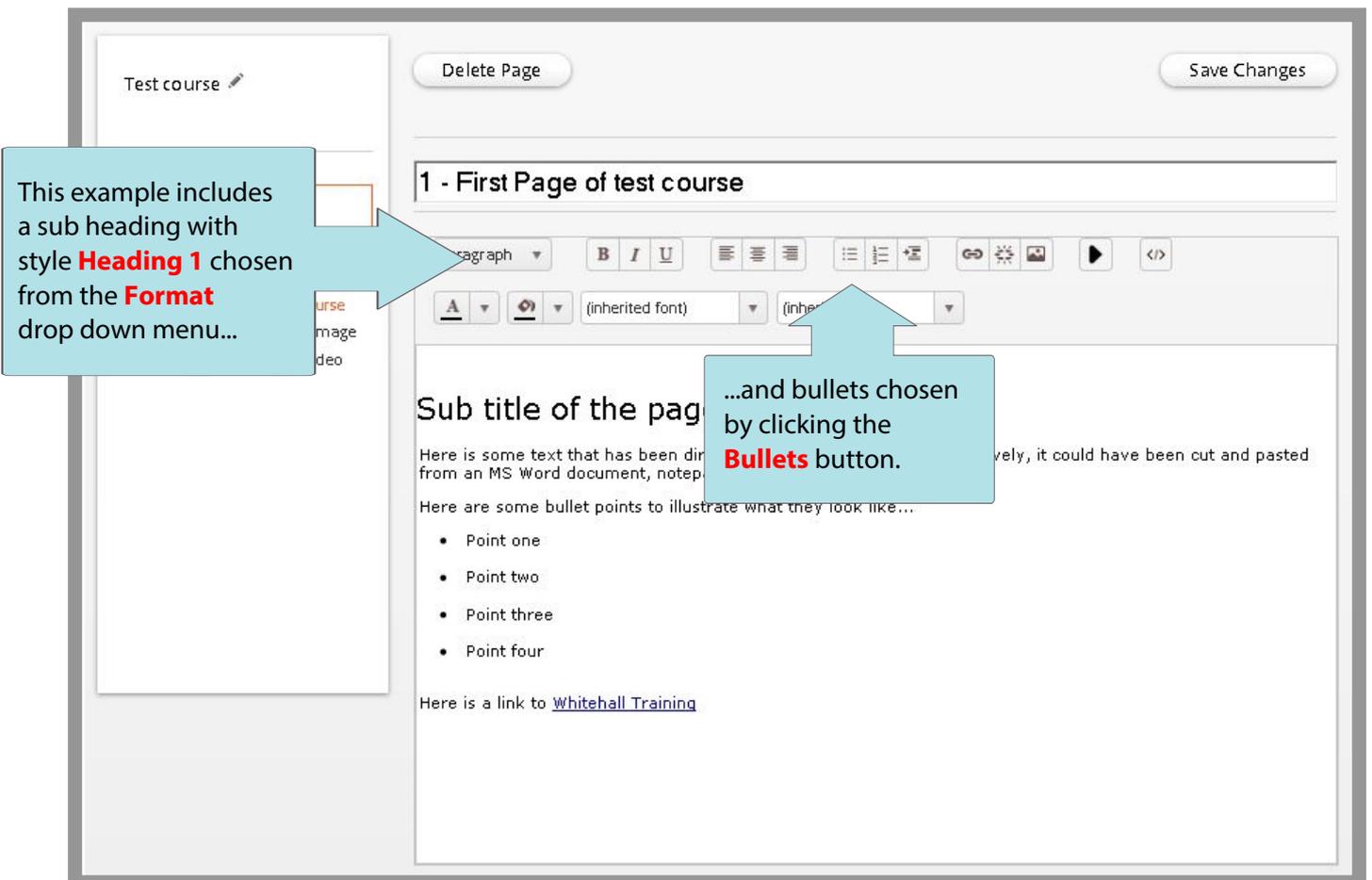
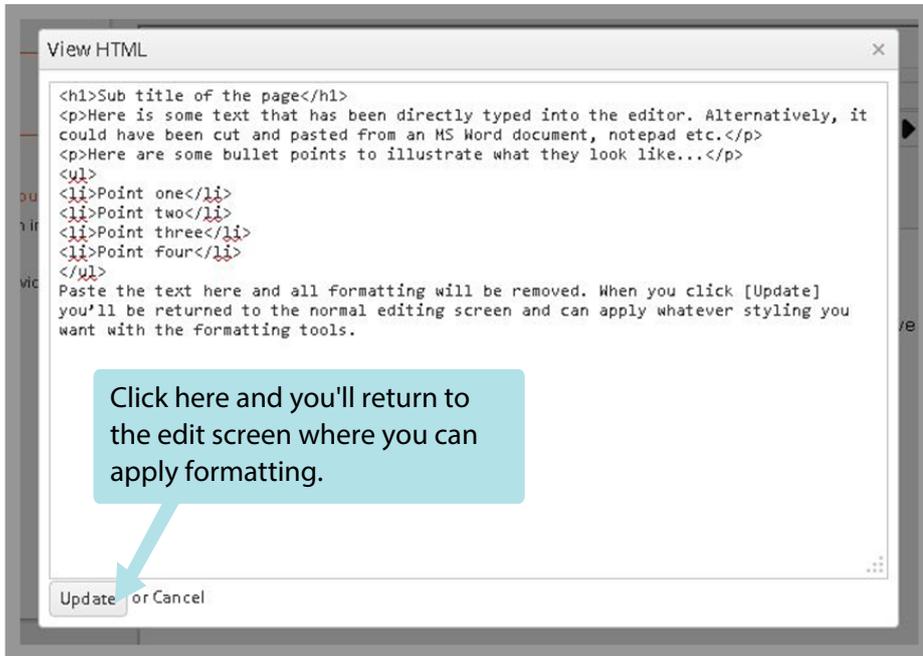
If you click to edit the course, you will be returned to the **course edit screen**.

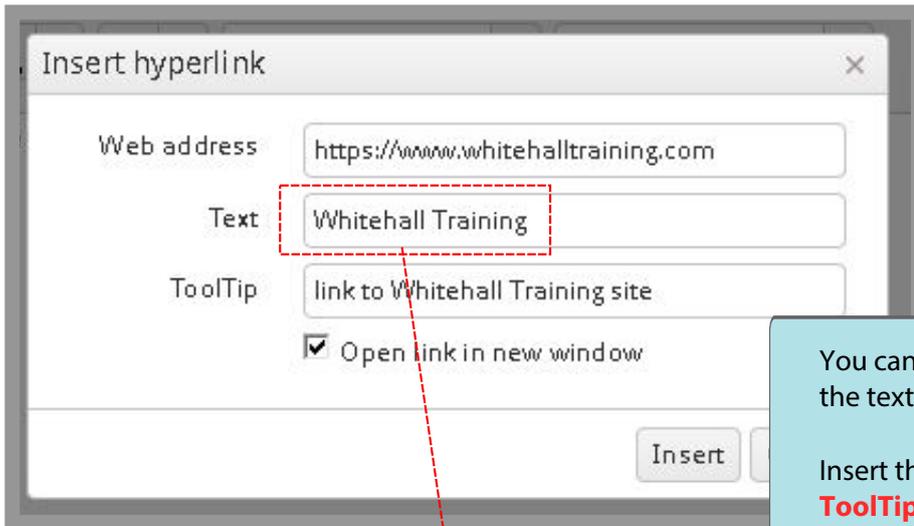
You can start typing text straight into the box or cut and paste it from another program.

If you do paste text from elsewhere, try to make sure it has no formatting. For example, use a source document saved as **plain text** or written in **Notepad**.



If the text does contain formatting, click this button to open the HTML editor.





Insert hyperlink

Web address

Text

ToolTip

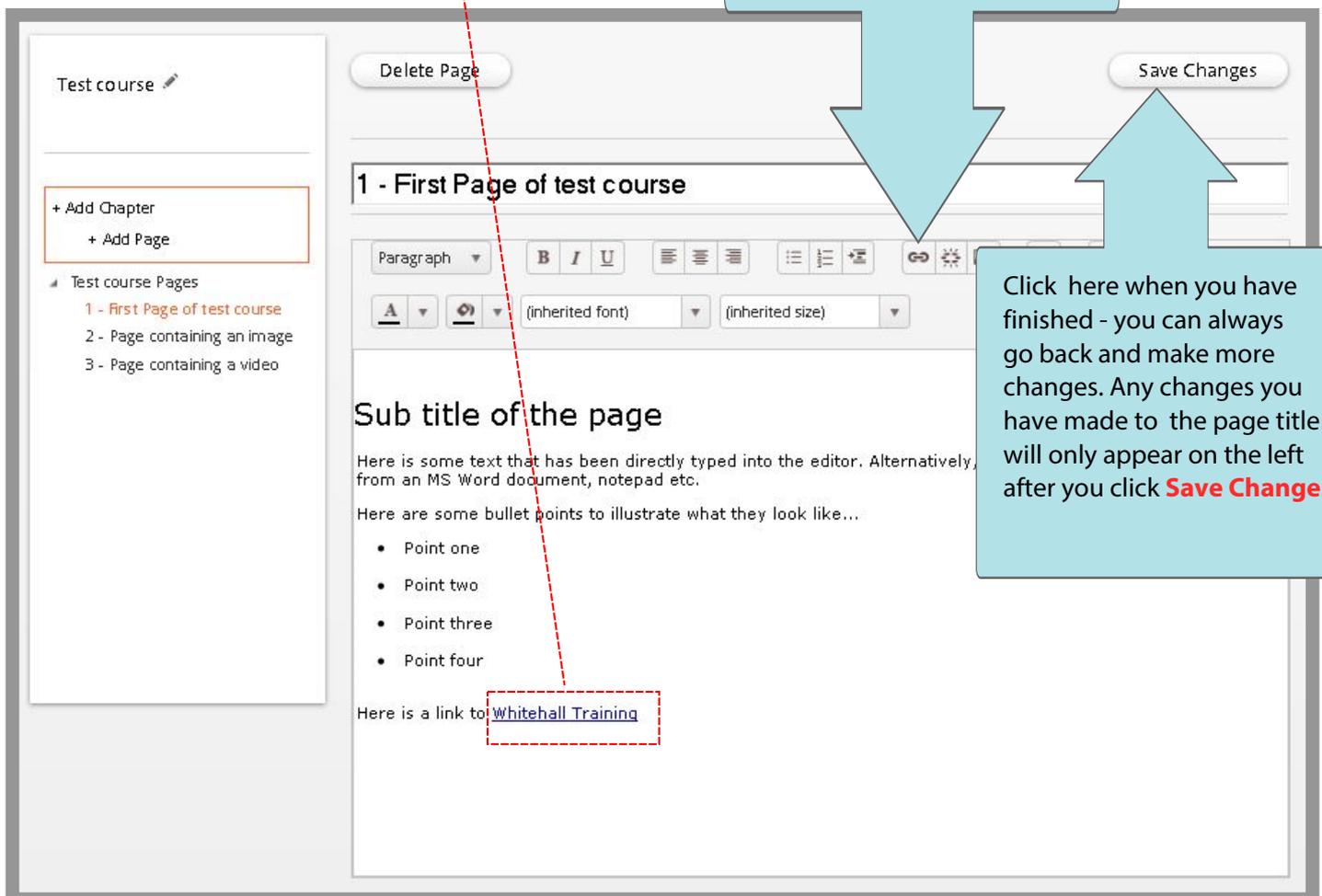
Open link in new window

Insert

You can add a hyperlink to the text by clicking here.

Insert the URL and under **ToolTip**, enter the text you'd like to appear when the Trainee hovers their mouse over the hyperlink.

Text shows the actual hyperlink text that will appear on the course page.



Test course 

+ Add Chapter
+ Add Page

Test course Pages

- 1 - First Page of test course
- 2 - Page containing an image
- 3 - Page containing a video

Delete Page

Save Changes

1 - First Page of test course

Paragraph

B I U [List icons] [Link icon] [Help icon]

A [Color picker] (inherited font) (inherited size)

Sub title of the page

Here is some text that has been directly typed into the editor. Alternatively, from an MS Word document, notepad etc.

Here are some bullet points to illustrate what they look like...

- Point one
- Point two
- Point three
- Point four

Here is a link to [Whitehall Training](#)

Click here when you have finished - you can always go back and make more changes. Any changes you have made to the page title will only appear on the left after you click **Save Changes**.

Click here to add a new page or chapter. Then drag and drop them to the right place.

+ Add Chapter
+ Add Page

blah Introduction

Introduction

Delete Page

Save Changes

Introduction

Format **B** *I* U [List icons] [Link icon] [Image icon] [Play icon] [Code icon]

[Font color icon] [Background color icon] (inherited font) (inherited size)

Page content goes here

Click here to add an image.

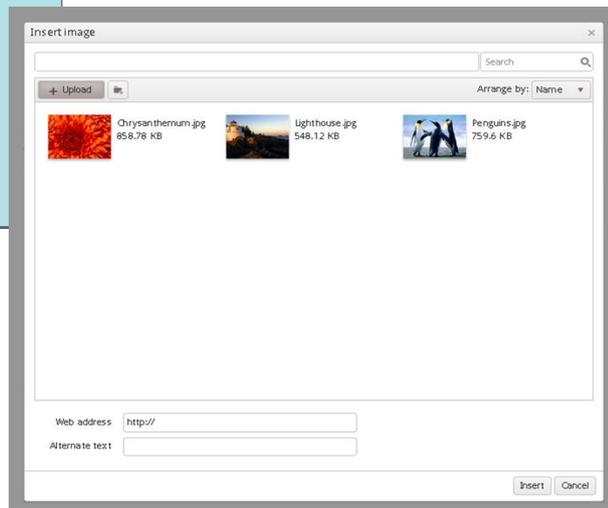
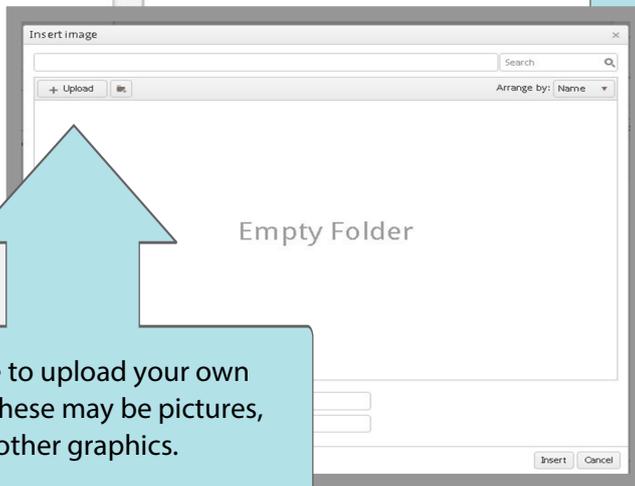
If you have not yet imported any images, the first time you do this, you will probably see a pop up like this.

1

Click here to upload your own images. These may be pictures, tables or other graphics.

Once you have done this, you can click on their thumbnail and then **Insert** to add them to the course.

2



Test course

Delete Page Save Changes

2 - Page containing an image

Paragraph B I U [List icons] [Link icon] [Image icon] [Play icon] [Code icon]

A [Color icon] (inherited font) (inherited size)



If the image looks too big or small, you can resize it by dragging the corners until it looks better on the page.

Test course

Delete Page Save Changes

3 - Page containing a video

Format B I U [List icons] [Link icon] [Image icon] [Play icon] [Code icon]

A [Color icon] (inherited font) (inherited size)



The role of the Medicines and Healthcare Produc...

0:00 / 2:04 YouTube

Click here to add a YouTube video to your course.

Just paste the URL into the pop up and it will be added to the page.

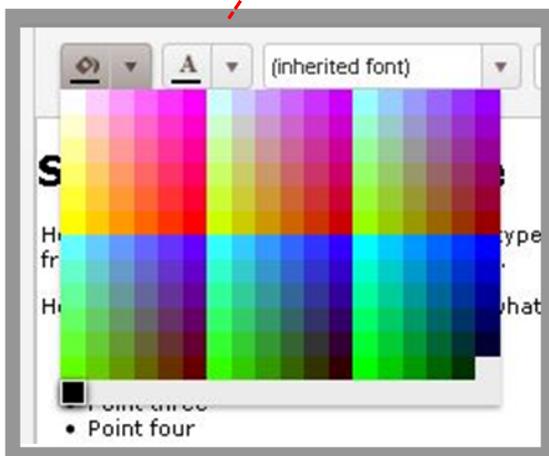
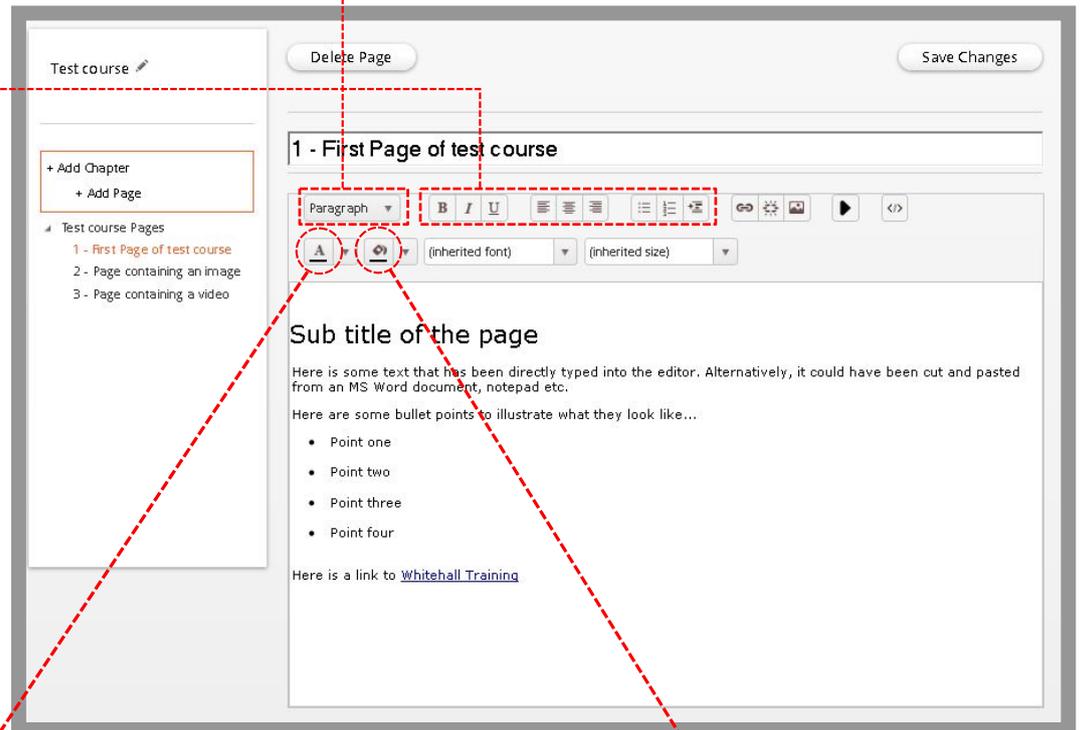
As with images, you can resize the video by dragging the corners.

Format tools

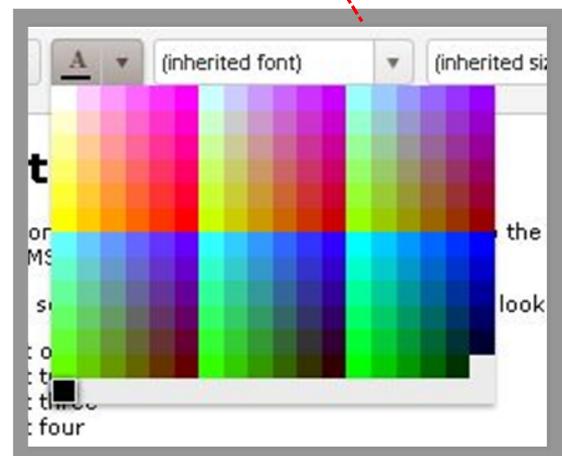
There are several easy-to-use tools that will help you to alter the look and feel of your course:

We have already mentioned the **Format** button, which allows you to select from a number of pre-set text styles.

The next three groups of three buttons will be familiar to any users of programs like MS Word. They let you alter things like the style of the text, alignment, indenting etc as well as adding bullets and numbering.

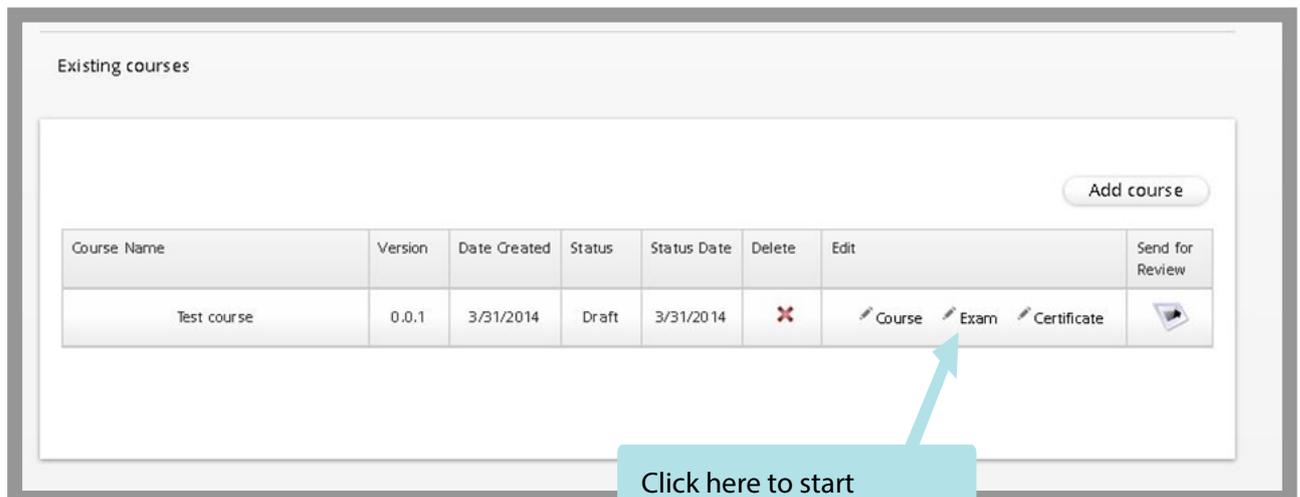
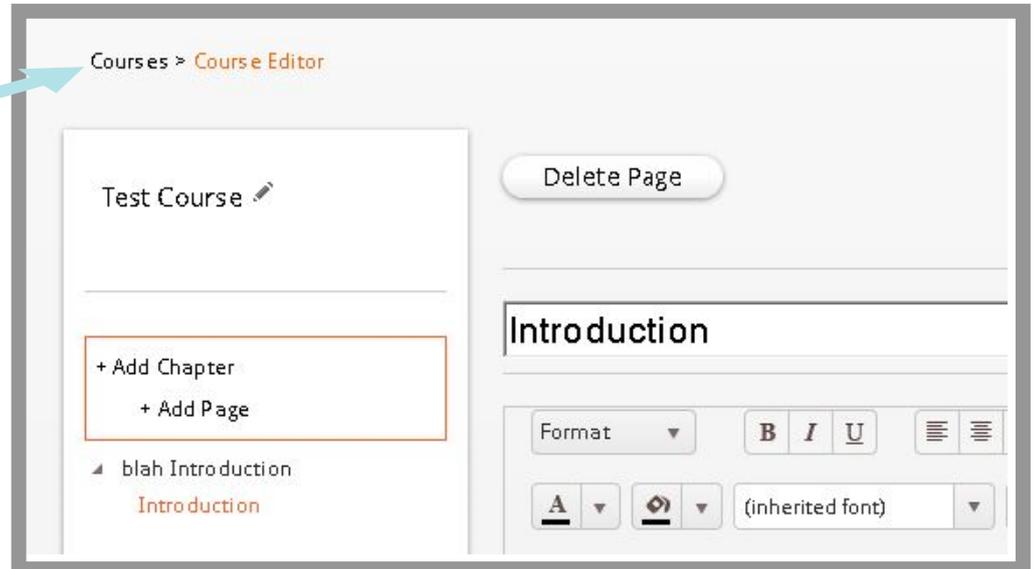


The paintcan icon brings up a palette of colours you can select for the background of the page.



This icon brings up a palette of colours you can select for text itself.

Once you have saved all the changes, click here to get back to the course selection screen.



Click here to start creating the course exam.

Creating the exam

The screenshot shows the 'Exam Editor' interface for a 'Test course Introduction'. On the left, a sidebar contains a 'Test course' section with a '80 % Pass mark' and a '+ Add Question' button. Below this is a tree view showing 'Test course Introduction' with a 'Question' icon. The main area displays 'Test course Introduction' with a 'Pool of chapter questions for the exam: 1' and 'No randomly generated questions from this chapter: 1'. A 'Save' button is located at the bottom right.

1 Each chapter in the course has its own pool of questions. You decide how many questions are in the pool and how many the system will select for each candidate. Some chapters (such as the Introduction) may have no questions at all.

2 Click here to set the pass mark for the exam. It is set by default to **80%**, which is the pass mark for all Whitehall Training courses.

3 Once you save the settings, you can start adding questions.

4 Click here to add your first question...

Creating the exam

Decide how many correct answers there will be. One or more than one? **1**

Add the question. Try to match the exact language used in the course. **2**

The screenshot shows the 'Question' editor interface. On the left, a sidebar shows 'Test course' with a '80 % Pass mark' and a '+ Add Question' button. The main area is titled 'Question' and has 'Delete' and 'Save Changes' buttons. Below the title, there are radio buttons for 'Single answer' (selected) and 'Multiple answer'. A rich text editor with a toolbar is present, followed by a text input field labeled 'Add question text here'. Below that is a dropdown menu labeled 'Please select correct answer'. At the bottom, there is an 'Add new answer' button and a list of two options: 'Option 1' and 'Option 2'. A green checkmark is visible next to 'Option 2', and a red 'X' is next to 'Option 1'. 'Delete' buttons are also present for each option.

Make sure you are asking for the correct number of answers! **3**

Click the box next to **every** correct answer so that they show a green tick. **5**

Type in all the answer options. You can add more - up to ten. **4**

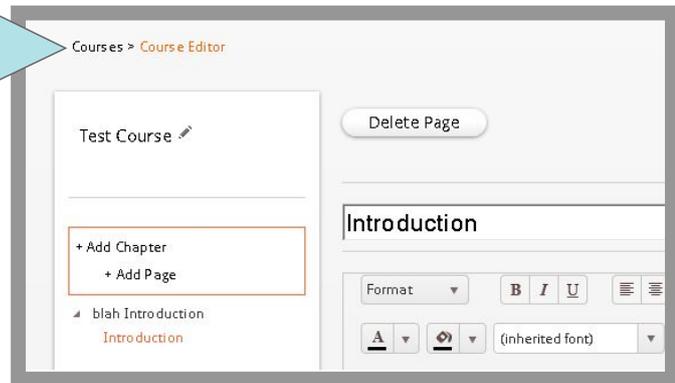
Click **Save Changes** when you have finished and **Add Question** to write the next one. **6**

If your course does not require an exam, simply create a single question exam with only one possible answer. The question could be something like "**To access your certificate, click the button below**" and the answer could read "**Access Certificate.**"

Designing your certificate

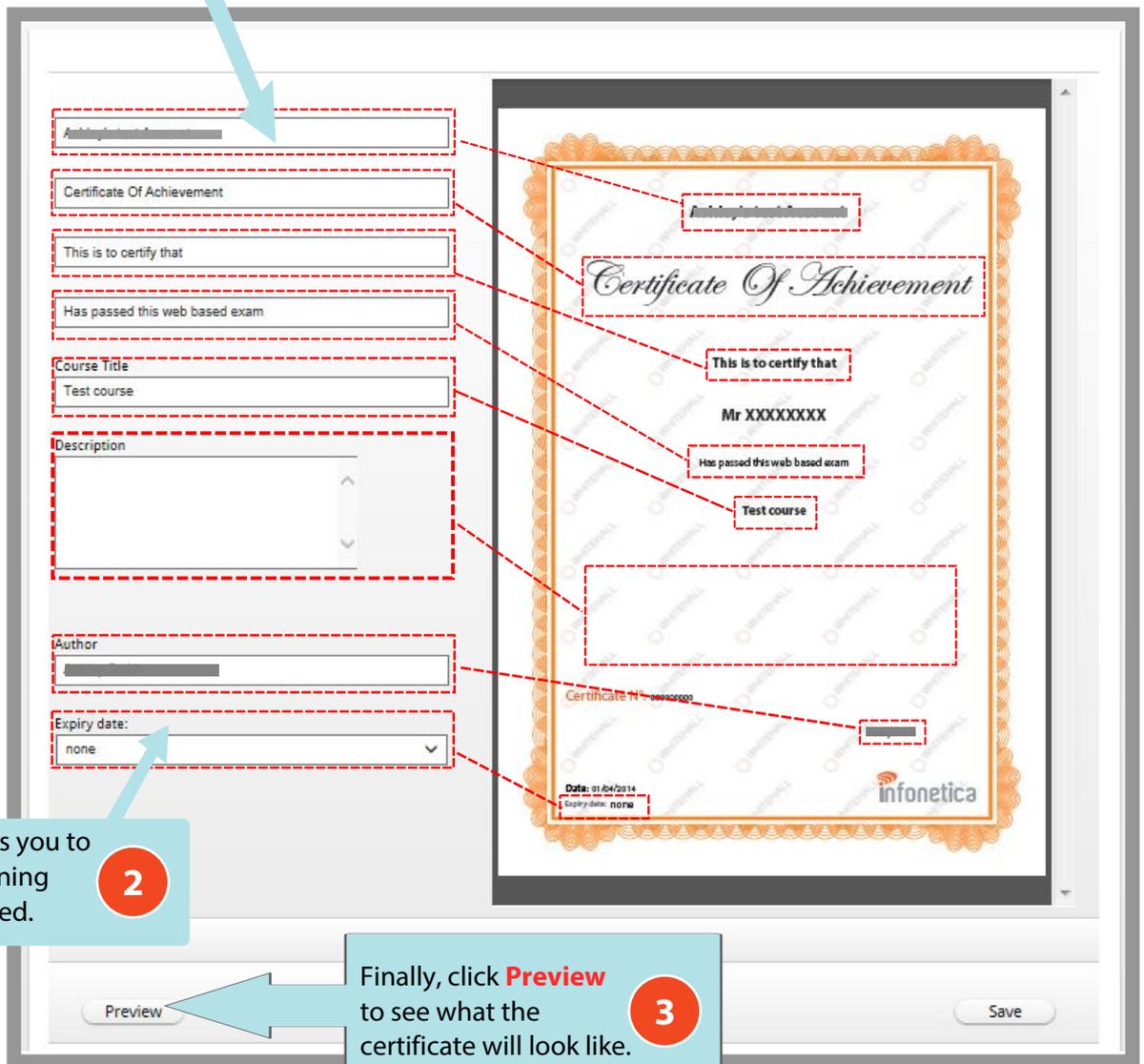
Click here to go to the course selection box.

Now click **edit certificate** to start designing the certificate for your course.



Fill in the details you want to appear on the certificate. The **Trainee's name**, **date** and **certificate number** will be automatically added when they pass the exam.

1



Expiry date allows you to set when the training should be repeated.

2

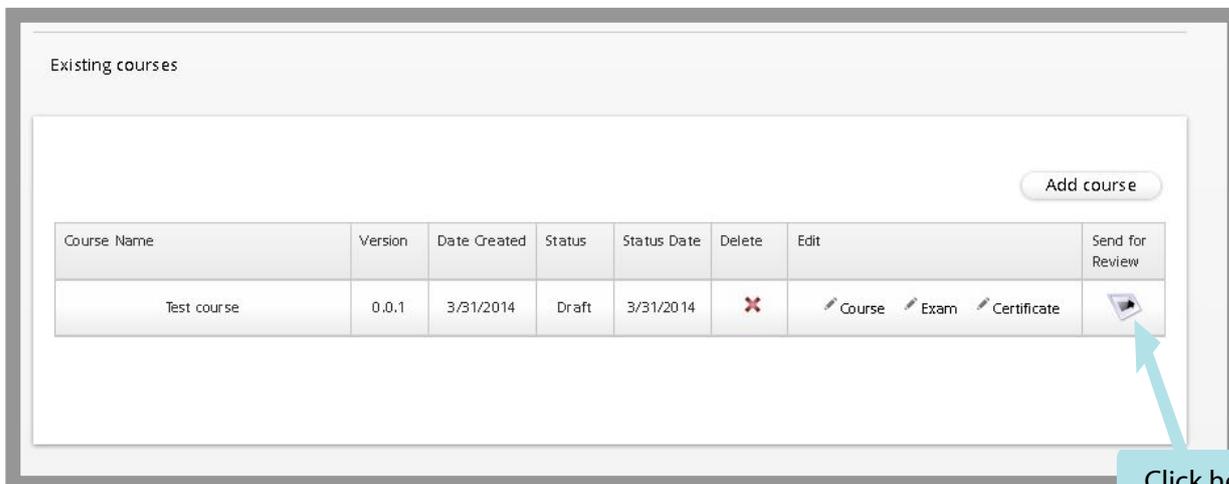
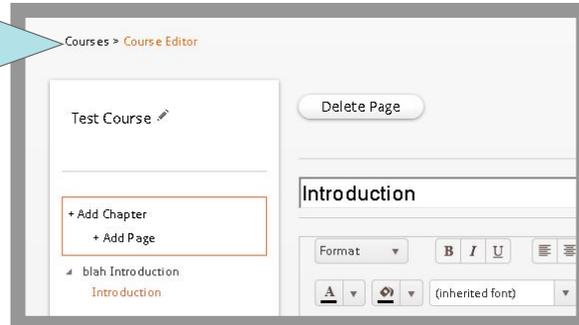
Finally, click **Preview** to see what the certificate will look like.

3

Sending your course for review

When you have finished the course, exam and certificate, click here to go to the course selection box.

1

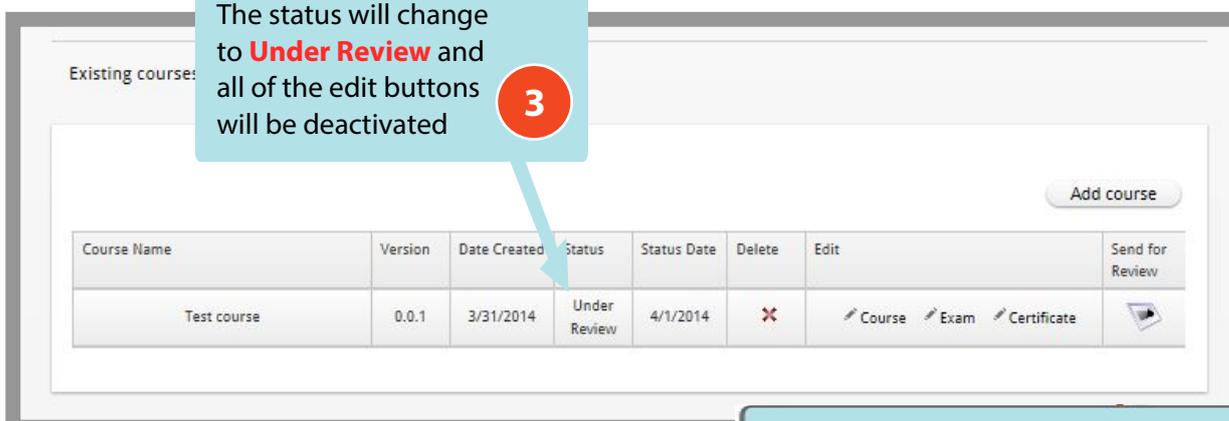


Click here to send the course to your Coordinator to review.

2

The status will change to **Under Review** and all of the edit buttons will be deactivated

3

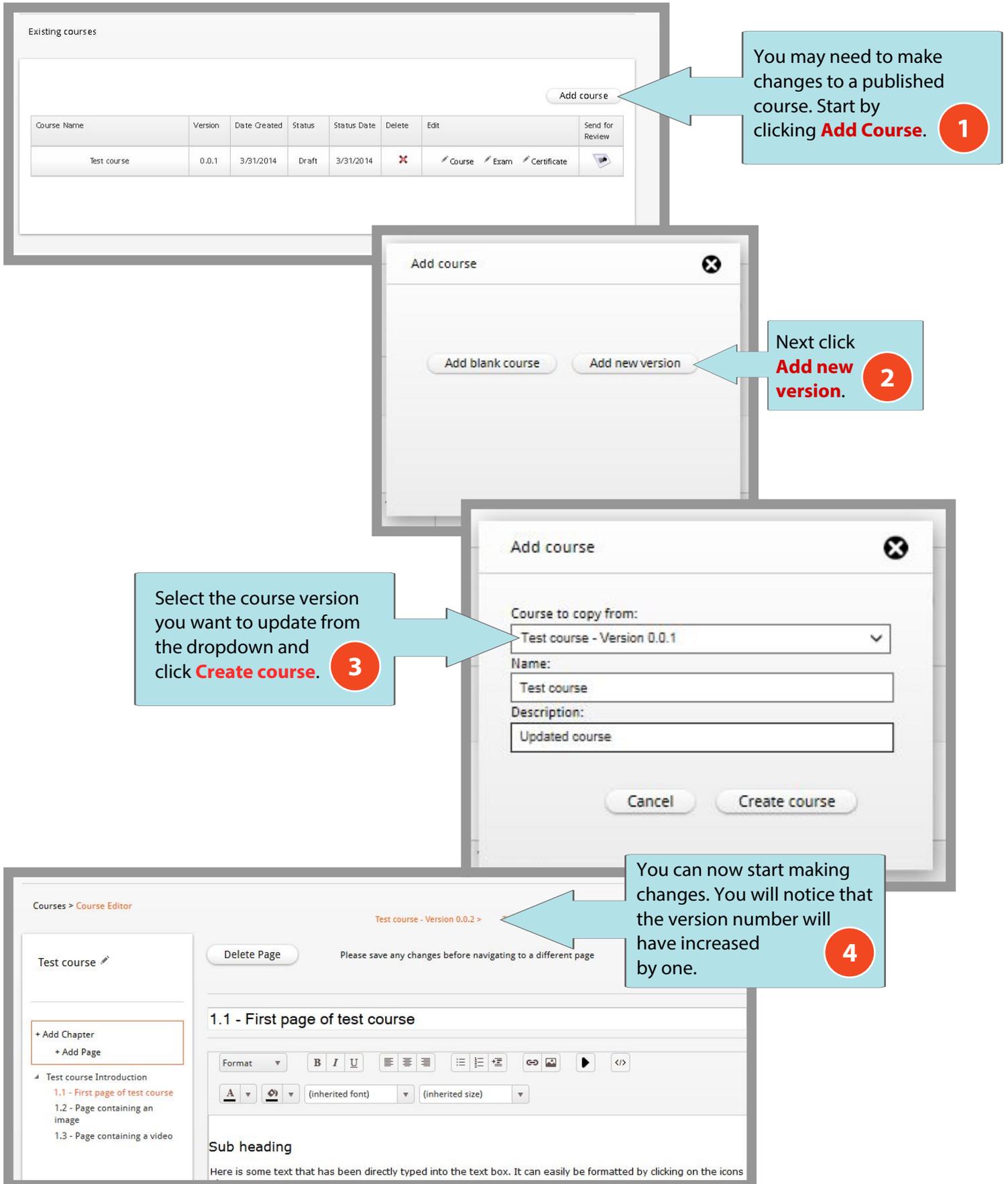


Your Coordinator may publish the course or they may send it back to you for more work.

If they send it back, you will receive an email telling you that the course has been returned and all of the edit functions will reactivate.

4

Creating a new version of a published course



1 You may need to make changes to a published course. Start by clicking **Add Course**.

2 Next click **Add new version**.

3 Select the course version you want to update from the dropdown and click **Create course**.

4 You can now start making changes. You will notice that the version number will have increased by one.

Course Name	Version	Date Created	Status	Status Date	Delete	Edit	Send for Review
Test course	0.0.1	3/31/2014	Draft	3/31/2014	✖	✎ Course ✎ Exam ✎ Certificate	

Course to copy from:
Test course - Version 0.0.1

Name:
Test course

Description:
Updated course

Cancel Create course

Courses > Course Editor
Test course - Version 0.0.2 >

Delete Page Please save any changes before navigating to a different page

1.1 - First page of test course

Format B I U [List icons] [Link icon] [Image icon] [Play icon] [Code icon]

A [Font color icon] [Background color icon] (inherited font) (inherited size)

Sub heading

Here is some text that has been directly typed into the text box. It can easily be formatted by clicking on the icons