

Course Genie Reference

version 1.6

Course Genie Reference

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Building a Course

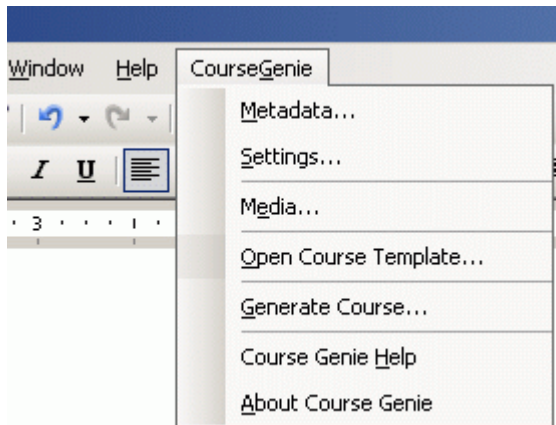
Starting up Course Genie

You can use Course Genie to create completely new materials in Word, or if you already have material such as lecture notes or handouts in Word format you can start with these and turn them into a Course Genie document.

To start up Course Genie:

- either open an existing Word document or create a new one
- from the Word Tools menu, choose Course Genie/Start Course Genie

A new Course Genie menu will be added to the main Word menubar, and two palettes, the Question Palette and the Tag Palette, will be added to the Word environment. You can hide or show these palettes as you need them, just as with the standard Word palettes.



The Course Genie main menu

To hide or show the Course Genie palettes:

- right-click in a blank grey area of the main toolbar
- click to check or uncheck the CG Questions and the CG Tags palettes

Most Course Genie operations are carried out using the Course Genie menu, and you can work with the two Course Genie palettes turned off.

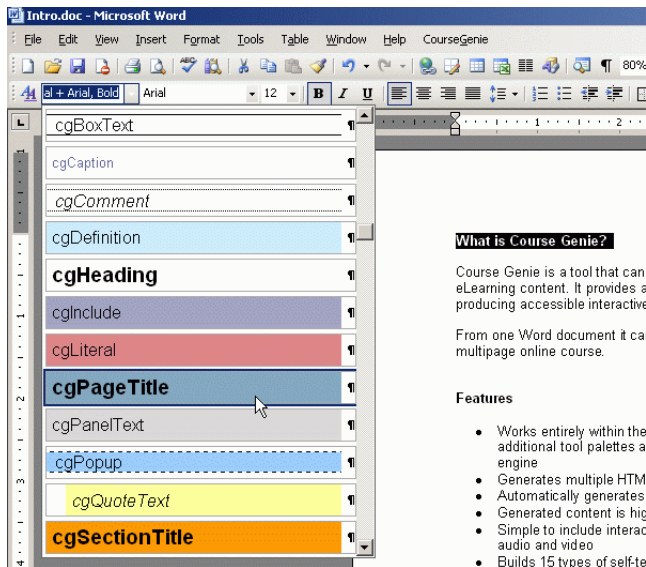
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Splitting into HTML pages

From one Word document you can generate a course consisting of a set of HTML pages complete with automatically generated navigation.

To mark each point at which the document should be split into HTML pages:

- type a title for the HTML page
- apply the cgPageTitle style to it



Applying the cgPageTitle style

For example, if you apply the cgPageTitle style to four headings in your document, Course Genie will generate four HTML pages with navigation controls on each page, and an index page linking to the four pages.

Word page breaks have no effect on the generated output, but you can use them to make the source document more readable.

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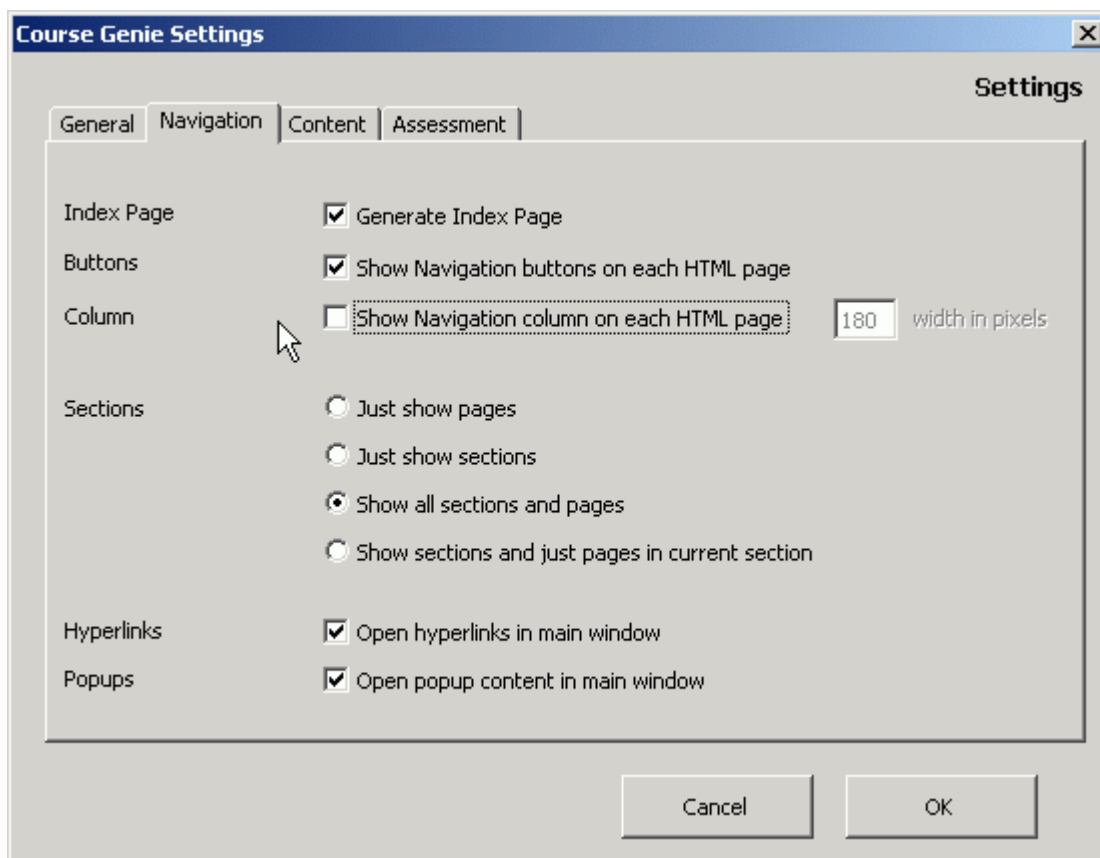
Navigation

Course Genie can automatically generate an index page, a set of navigation buttons at the top and bottom of each HTML page, and a navigation bar in the left column of each HTML page.

You can control whether these are generated using the Settings dialog box.

To control these settings:

- open the Settings dialog box from the Course Genie Menu
- choose the Navigation tab
- adjust the settings for Index page, Buttons and Column

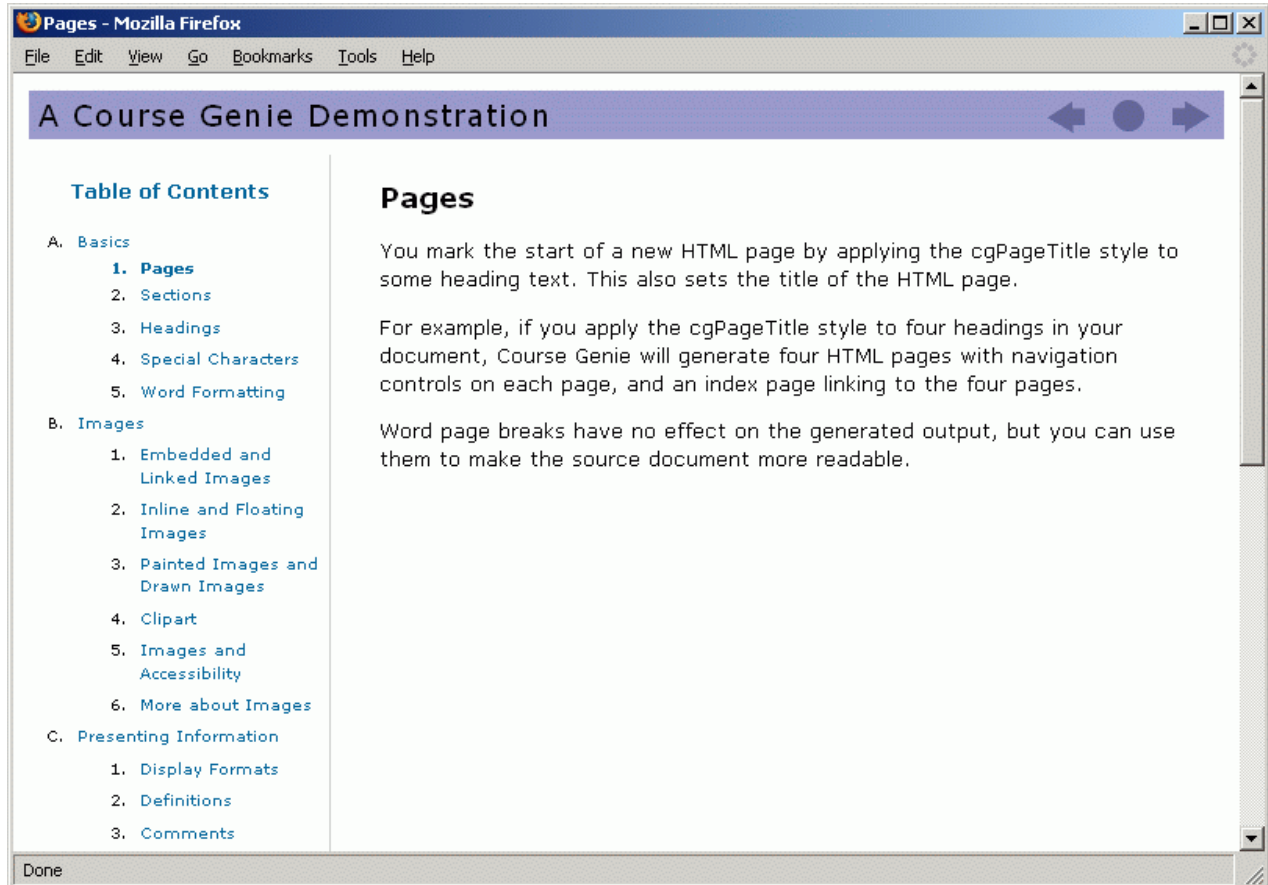


Navigation settings

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Sections

If you have a large Word source document that will translate into many pages of HTML, you may want to divide it into Sections. In the generated HTML pages, the Index page and the Navigation bar will display a two-level menu with Page titles indented from Section titles:



An HTML page showing the two-level Navigation bar

The best way to think of a section is as a level 1 page, with normal pages as level 2 pages. You mark a section in a similar way to marking a page, and you can put content in a section - for example some introductory text for that section.

Basics

This section looks at the basics of working with Course Genie.

Pages

You mark the start of a new HTML page by applying the cgPageTitle style to some heading text. This also sets the title of the HTML page.

For example, if you apply the cgPageTitle style to four headings in your document, Course Genie will generate four HTML pages with navigation controls on each page, and an index page linking to the four pages.

Word page breaks have no effect on the generated output, but you can use them to make the source document more readable.

Sections

If you have a large Word source document that will translate into many pages of HTML, you may want to divide it into Sections. In the generated HTML

[A page showing section and page styles](#)

To mark each point at which a section should begin:

- type a title for the section
- apply the cgSectionTitle style to it

For an example of a document marked into sections and pages, see the sample document Demo.doc.

You can control the way Sections and Pages are displayed in the Settings dialog box. For example if you have a great many pages you may want to only display the Section headings in the Navigation bar.

To control these settings:

- open the Settings dialog box from the Course Genie Menu
- choose the Navigation tab
- adjust the settings under Sections

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Headings and display formats

You format headings, captions and body text by applying the `cgHeading`, `cgSubheading`, `cgCaption` and `cgBodyText` styles.

Course Genie also provides three display formats which can be useful for separating and emphasising text: `boxtext`, `paneltext` and `quotetext`. You format these by applying the `cgBoxText`, `cgPanelText` and `cgQuoteText` styles.

The way the headings and display formats appear in the generated HTML pages is determined by the CSS stylesheet `cg.css`, which is located in the `Config` directory.

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Images

Types of image

Many, but not all, types of images and clipart will be automatically converted by Course Genie. Word distinguishes between different kinds of images, and you need to be aware of these in order to make effective use of them with Course Genie:

- Images may be Embedded or Linked
- Images can be Inline or Floating
- Images can be Painted images or Drawn images

Resizing

You can resize images in Word and they will be exported at the new size.

Hyperlinked images

You can make images into hyperlinks. See the Hyperlinks topic for more details.

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Embedded and Linked Images

When you add an image to a Word document, it can be either embedded or linked.

Embedded image

An image that is stored inside the document with no reference to any external file.

Linked image

An image that remains outside the document, with a pointer in the document linked to the external image file.

If you insert an image into a document in the normal way using Insert/Picture/From File.. , the result will be an embedded image unless you specifically set it to be linked. If you copy and paste an image into a document, the result will be an embedded image.

Course Genie converts embedded images but not linked images.

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Inline and Floating Images

Images in Word can be either Inline or Floating. Course Genie will convert both types, but Inline images are much easier to deal with.

Inline image

An image that is embedded at a fixed point in the text. This kind of image behaves as though it is a very large text character.

Floating image

An image that can be dragged around the page at will, with text flowing round it. Although it can be moved around, a floating image has an anchor point in relation to which its position is measured.

While floating images are draggable, their position in a Word document is measured relative to a fixed anchor point, and it is not always easy to know where that anchor point is. When Course Genie generates content, it places floating images at the anchor point, and this can lead to unexpected results. For this reason, it is better to use Inline images wherever possible.

You can tell whether an image is inline or floating by selecting it and looking at the selection handles. If the handles are solid, the image is inline, while if they are hollow, the image is floating.

To convert a floating image to an inline one:

- right-click on the image
- choose Format Picture
- select the Layout tab
- choose Inline with text

There is one situation where you need to use a floating image, and that is when you want to have some text side-by-side with the image. If you set the Wrapping style in the Layout tab to Square and the Horizontal alignment to Left or Right this will be converted properly in the generated HTML.

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Painted Images and Drawn Images

Course Genie automatically converts Painted images, but not Drawn images.

Painted image

A Painted image is made up of a series of small dots like a mosaic. This type of image is used for photographs and scanned graphics. They are often saved with a .bmp, .jpg or .gif extension.

Drawn image

A Drawn image is constructed from a collection of lines, curves, rectangles and other shapes. The shapes that make up the image can be grouped and ungrouped. Autoshapes and images that you make from lines and boxes in Word are drawn images.

If you have a Drawn image in your document, you must convert it to a Painted image in order for Course Genie to recognise it.

A simple way to do this is to:

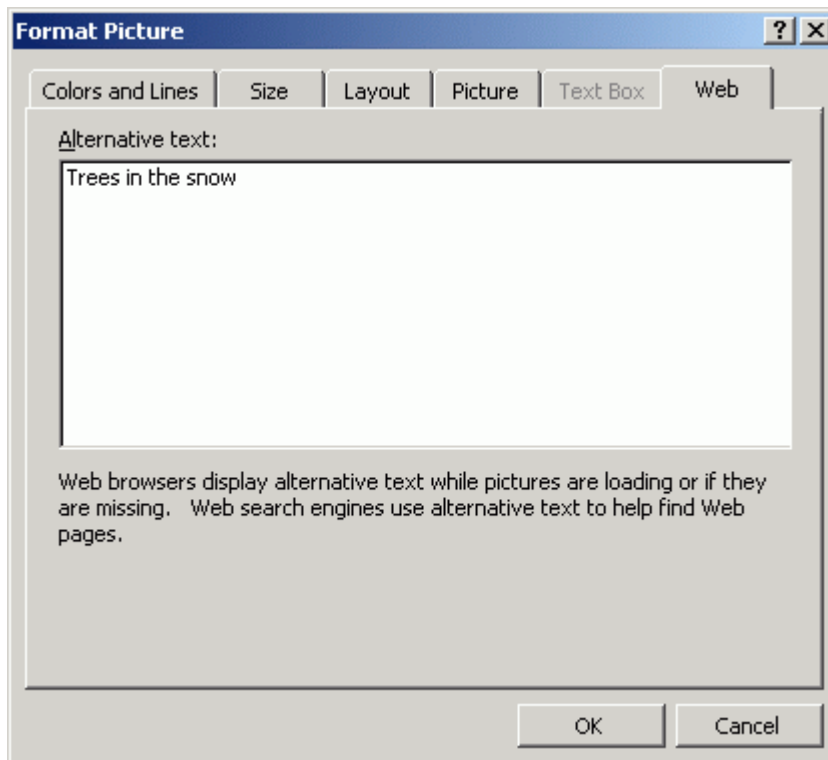
- select the Drawn image (making sure you select all the component shapes if they are not grouped)
- from the Edit menu choose Cut
- from the Edit menu choose Paste Special...
- choose Picture(GIF) then press OK

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Setting Alt Text for an Image

To set the alt text for an image:

- select the image
- from the Word menu choose Format Picture
- in the dialog box select the Web tab
- enter the alt text and click OK



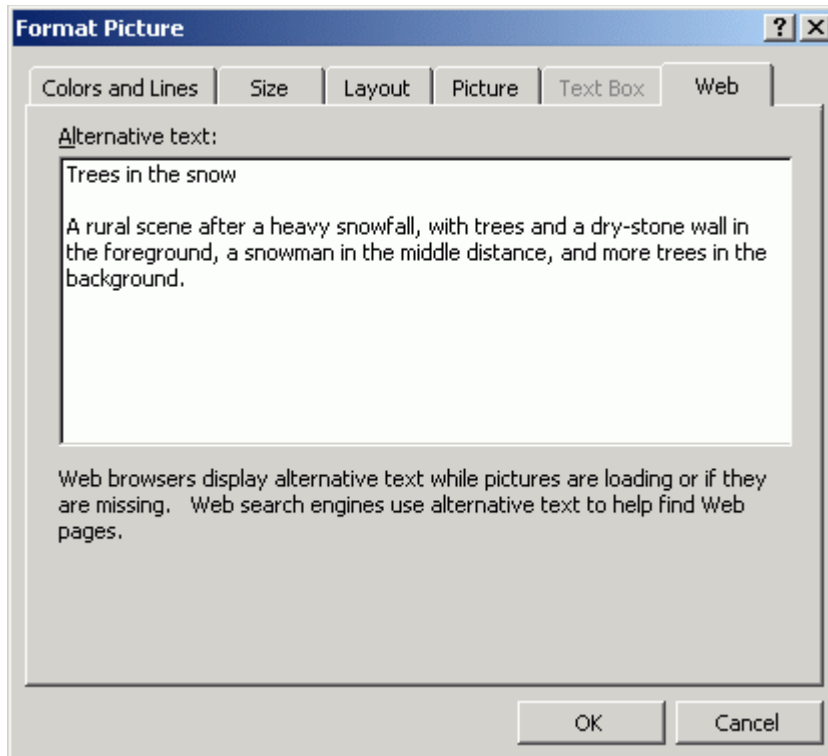
Adding alt text to an image

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Adding a Long Description to an Image

For a complex image the alt text may not be enough to convey the meaning to someone who can't see the image. A standard solution to this problem is to add a "D-Link" - a hyperlinked letter D leading to a page containing an extended description of the image.

Course Genie will create the D-Link automatically for you if you enter more than one paragraph into the alt-text dialog box. The first paragraph will become the alt text, and all succeeding paragraphs will become the long description. Course Genie will automatically create an HTML page containing the long description and will insert immediately after the image a D-Link leading to the description page.



Adding a long description to an image

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Tables

Supported features of Word tables

Word tables will be automatically converted to HTML when the course is generated. Some but not all features of Word tables are supported.

The conversion will recognise whether tables are bordered or not, and will carry over horizontal and vertical cell alignment, but coloured borders and backgrounds will not be preserved.

Nested tables are supported, to any depth.

Merged cells are not supported. If you have material containing merged cells you will need to rework it to use either separate headings and tables or nested tables.

You can use borderless tables for layout, for example to produce columns containing text and images.

Data table headings

There are two styles, `cgTableRowHead` and `cgTableColumnHead`, that you can apply to table cells to identify row headings and column headings in data tables. When HTML pages are generated, these cells are automatically coded using `<th>` tags instead of `<td>` tags, with the appropriate rows and columns indicated using the `scope` attribute. In standard browsers, the headings are shown in bold, while screen reader software can use these structures to better convey the meaning of data tables.

Table summary text

The style `cgSummary` allows you to define summary text for a table. The `summary` attribute is ignored by standard browsers but can be used by screen reader software to give a summary description of the purpose and content of data tables.

To add summary text to a table:

- Type the text underneath the table
- Apply the `cgSummary` style to the text

Summary text is associated with a table as long as it immediately follows the table. Any blank lines between the table and the summary text will be ignored. The summary text becomes part of the table HTML, and the way in which it is displayed is determined by the browser. Most browsers do not display the summary text, but screen readers can use it to make the content more accessible.

Table captions

The `cgCaption` style can be used to define caption text for a table.

To add caption text to a table:

- Type the text underneath the table
- Apply the `cgCaption` style to the text

Caption text is associated with a table as long as it immediately follows the table. Any blank lines between the table and the summary text will be ignored. The caption becomes part of the table HTML, and the way in which it is displayed is determined by the browser.

You can add both summary and caption text underneath a table and each will be associated with the table.

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Special characters

Angled brackets

The angled bracket characters (usually used as less than and greater than signs) have a special meaning when the document is exported to XML.

If you want to use them in your document you have to prefix them with a tilde sign (~) to show that they are meant literally.

For example to say 'If x is greater than y' you would use: If x ~> y

To say 'income is less than expenditure' you use: income ~< expenditure.

Other special characters

All these special characters are converted correctly to HTML:

« » € & \$ i £ © ® ° ± ¿

À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ð Ñ Ò Ó Ô Õ Ö × Ø
Ù Ú Û Ü Ý Þ ß

à á â ã ä å æ ç è é ê ë ì í î ï ð ñ ò ó ô õ ö ÷ ø ù ú
û ü ý þ ÿ

You can customise and extend the range of special characters recognised by Course Genie by editing the file char.dat in the Config directory.

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Literals

Literals are useful when you want to quote text including tags, indents and special symbols such as angle brackets, for example in a computer course.

To format text as literal:

- select the text
- apply the cgLiteral style to it

Note that the angled bracket characters (usually used as less than and greater than signs) have a special meaning when the document is exported to XML. Normally you have to prefix them with a tilde sign (~) but this is not necessary inside cgLiteral formatting.

For an example of literal formatting applied to software code, see the Demo sample document.

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Definitions

Applying the cgDefinition style to all definitions ensures that they will be displayed in a consistent and easily identifiable way throughout the course.

The definition should consist of a defined term by itself on the first line, followed by one or more paragraphs of definition text. For example:

Weather
Weather is the combination of rainfall, temperature, wind, sunshine and air humidity which affects your garden at a particular point in time.

To format this as a definition, apply the cgDefinition style to the whole definition in one go. It's best when doing this to put the mouse cursor in the left margin so that you select a whole line at a time rather than individual characters.

The result should look like this:

Weather
Weather is the combination of rainfall, temperature, wind, sunshine and air humidity which affects your garden at a particular point in time.

You can also use definitions to export a WebCT Glossary batch file. See the [WebCT Glossary](#) topic for more details.

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Comments

You can use comments to annotate the source document, which could be useful for recording further resources needed or ideas for future development.

Simply type one or more paragraphs of comment, then apply the cgComment style to them. These will be ignored when the HTML pages are generated.

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Hyperlinks and Bookmarks

You can turn text or images into hyperlinks, linking either to an external URL or to another place in the document. To link to another place in the document, you have to first create a bookmark there.

Link to an external URL

To make a hyperlink to an external URL:

- select the text or image to be hyperlinked
- from the Word menu choose Insert / Hyperlink
- in the dialog choose Existing File or Web Page
- type in the URL to which you wish to link

Link to a place in the document

To make a hyperlink to a place in the document:

- first insert a bookmark at the place to which you want to link
 - place the insertion point at the place to which you want to link
 - type the name of the bookmark
 - select it
 - from the Word menu choose Insert / Bookmark
 - type the bookmark name again
 - click Add
 - the text appears in square brackets
- now hyperlink the text or image to the bookmark
 - select the text or image to be hyperlinked
 - from the Word menu choose Insert / Hyperlink
 - in the dialog choose Place in This Document
 - choose the bookmark you have just created and click OK

Link to a file

You can also link to a file, such as a spreadsheet that you want to be displayed in the browser. There is an option in the Settings dialog which will automatically copy all linked files to the output directory, ensuring they are available to your generated course.

To make a hyperlink to a file:

- select the text or image to be hyperlinked
- from the Word menu choose Insert / Hyperlink
- in the dialog choose Existing File or Web Page
- click the Browse for File button and locate the file to be linked

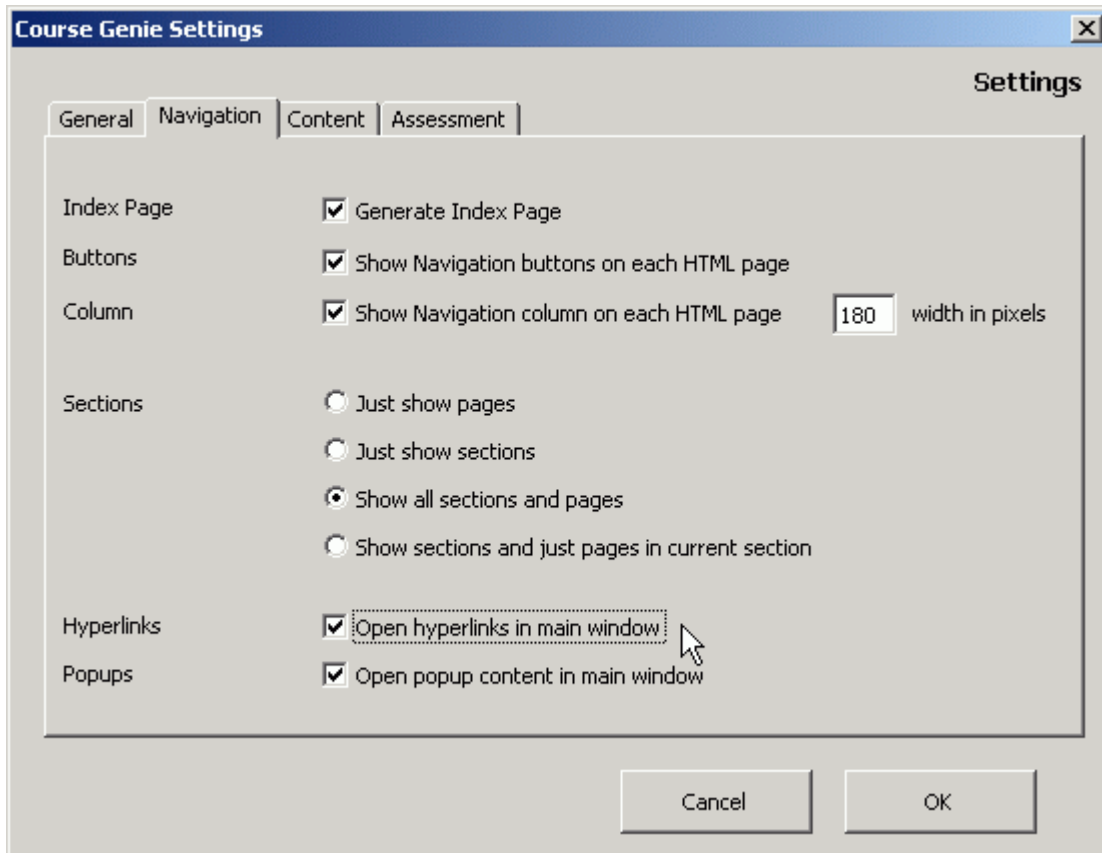
You can set an option to automatically copy all hyperlinked files to the output folder when the course is being generated, ensuring they are available to your generated course. To make this happen:

- open the Settings dialog box from the Course Genie Menu
- go to the General tab
- make sure the Copy media files... checkbox is checked

When the course is generated, the files will be copied to the media subfolder of the output folder.

Setting links to open in a new window

In the Navigation tab of the Settings dialog you can control whether hyperlinks open a url in the main window or in a new window.



Setting hyperlinks to open in the main window

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Popups

Using popups

Popups can be a very effective way of breaking up large amounts of presented material and getting the learner to stop and think. For example at the end of a page of content you can use a popup to ask the learner to think about what they have just read and formulate an opinion, before popping up a suggested answer with which they can compare their thoughts.

Course Genie uses normal hyperlinks to activate popups, and bookmarks to identify what to popup. You format the text that is to be popped up with the cgPopup style, and place a bookmark identifying the popup inside the popup formatting (it's easier than it sounds).

Creating popups

To create a popup:

- first insert a bookmark
 - type the name of the bookmark
 - select it
 - from the Word menu choose Insert / Bookmark
 - type the bookmark name again
 - click Add
 - the text appears in square brackets
- press Enter to get a new line, then type the text to go in the popup
- select all of the bookmark and the popup text and apply the cgPopup style to them in one go

The result should look like this:

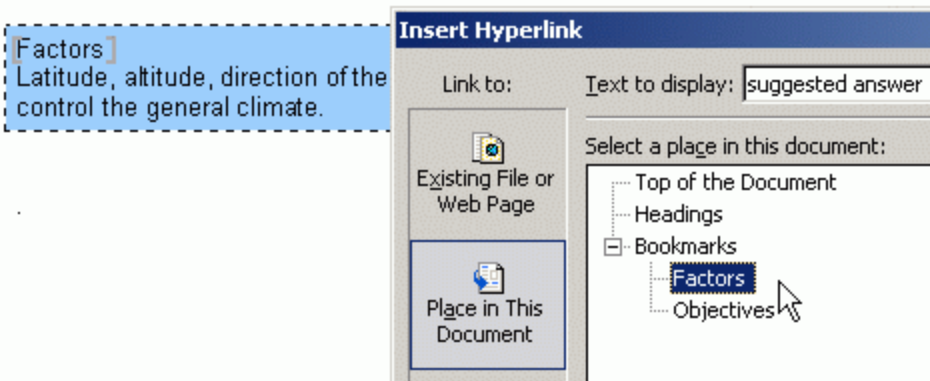
Think about this then take a look at the suggested answer.

Factors
Latitude, altitude, direction of the prevailing wind and closeness to the sea all control the general climate.

To create a hyperlink that will activate the popup:

- select the text or image to be hyperlinked
- from the Word menu choose Insert / Hyperlink
- in the dialog choose Place in This Document
- choose the bookmark you have just created and click OK

Think about this then take a look at the **suggested answer**.



Hyperlinking to a bookmark

It doesn't matter where on the page you put the content of a popup, since anything formatted as cgPopup will not be displayed in the generated page, only appearing when activated as a popup. You might want to put it immediately after the hyperlink that activates it, or you may prefer to put all popup content together at the end of the page. You should, however, make sure that the popup content is on the same Course Genie page as the hyperlink that activates it.

Controlling the size of popups

You can control the size of a popup by using the size options on the Tag Palette. These allow you to specify whether the popup should be small, medium, big or scrolling.

To specify a size of big for a popup:

- create a new blank line somewhere within the cgPopup formatting by pressing the Enter key
- choose Size / Size ...big from the Tag Palette

The result should look like this:

```
<size>big</size>
```

Note that when no size is specified, the size defaults to small. The actual pixel sizes are specified in the XML stylesheet styles.xml located in the Config folder. For more details see the XML Stylesheet topic.

If you want more control over the exact size of the popup, you can use the height and width options from the Tag Palette instead.

To specify an exact size for a popup:

- create a new blank line somewhere within the cgPopup formatting by pressing the Enter key
- type a number of pixels for the width
- select the number you have just typed
- choose Size / Width from the Tag Palette
- create a new blank line within the cgPopup formatting by pressing the Enter key
- type a number of pixels for the height
- select the number you have just typed
- choose Size / Height from the Tag Palette

The result should look like this:

Climatic maps]

They provide averages over many years rather than telling you the extremes of weather conditions which you are likely to enjoy during a particular year.

```
<width>320</width>  
<height>240</height>
```

Images in popups

You can put an image in a popup. Just apply the cgPopup formatting as normal, but this time include an image.

Note that you can add a caption to an image in a popup, but it's not possible to use the cgCaption style as Word doesn't allow you to nest one style within another. In this situation you have to use the formatting options on the Tag Palette.

To add a caption :

- type the caption inside the cgPopup formatting
- select the text of the caption
- apply caption tags by choosing Format / Caption from the Tag Palette

The resulting tagged caption should look like this:

```
<caption>Note the time shown on the clock</caption>
```

The caption tags are simply another way of applying the caption formatting. (In fact behind the scenes when you generate a course, all the style-based formatting is translated into tag-based formatting.)

For an example of a popped-up image, see the Demo course.

Popups containing formatting

If you want a popup containing Word formatting such as bullets or tables, it's not possible to use the cgPopup style as the formatting prevents the Word style from being applied properly. Similarly, if you want a popup containing other Course Genie formatting such as boxtext or quotetext, it's not possible to use the cgPopup style as one style can't be nested inside another style. You can only apply a single style to any block of text.

In these situations you have to use the formatting options on the Tag Palette instead of the Course Genie styles .

To create a popup containing formatting:

- insert a bookmark and type the content of the popup in the normal way
- apply formatting or Course Genie styles to the popup content
- select the whole of the popup content
- apply popup tags by choosing Content / Popup from the Tag Palette

The result should look like this:

<popup>

...content of popup

</popup>

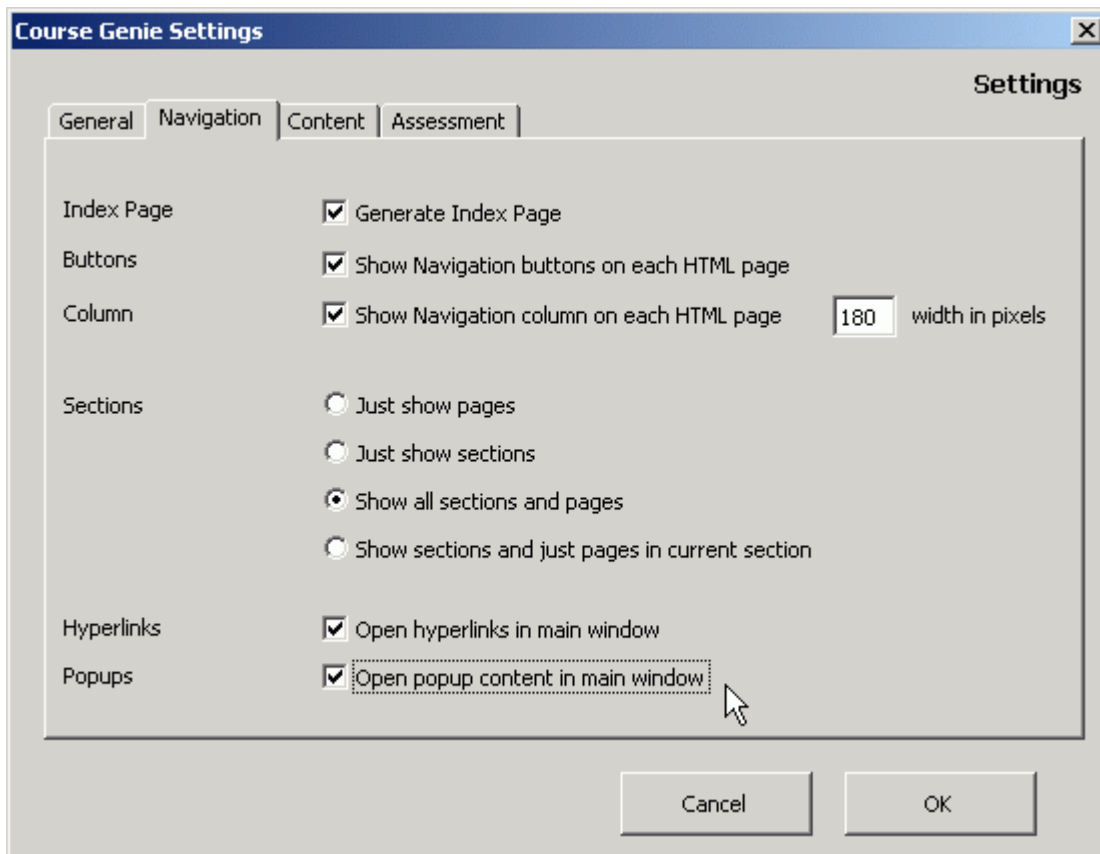
For an example of a popup containing formatting, see the Demo course.

Setting popups to open in the main window

While popups are convenient for some users, the fact that they open a new window can cause accessibility problems. For this reason you might want to set them so that they don't actually pop up a new window, but instead link to the popup content in the main window. You can do this in the Navigation tab of the Settings dialog.

To set popups to open in the main window:

- open the Settings dialog box
- go to the Navigation tab
- make sure the Open popup content in main window checkbox is checked



Setting popups to open in the main window

Includes

An Include is an area of a web page that has embedded into it content from another web page. If you already have web content, or if you have found useful resources on the web, this can be a very quick way of including it in your course.

To create an include:

- type a short description of the content (which won't be displayed)
- hyperlink it to the appropriate URL
 - select the text
 - from the Word menu choose Insert / Hyperlink
 - in the dialog choose Existing File or Web Page
 - type in the URL that you wish to include
- select the hyperlinked description
- apply the cgInclude style to it

The result should look like this - a Word hyperlink formatted with the cgInclude style:




[A well-known search engine](#)

You can control the size of an include by using the height and width options from the Tag Palette.

To specify a size for an include:

- create a new blank line somewhere within the cgInclude formatting by pressing the Enter key
- type a number of pixels for the width
- select the number you have just typed
- choose Size / Width from the Tag Palette
- create a new blank line within the cgInclude formatting by pressing the Enter key
- type a number of pixels for the height
- select the number you have just typed
- choose Size / Height from the Tag Palette

The result should look like this:



[A well-known search engine](#)

```
<width>500</width>  
<height>400</height>
```

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Media

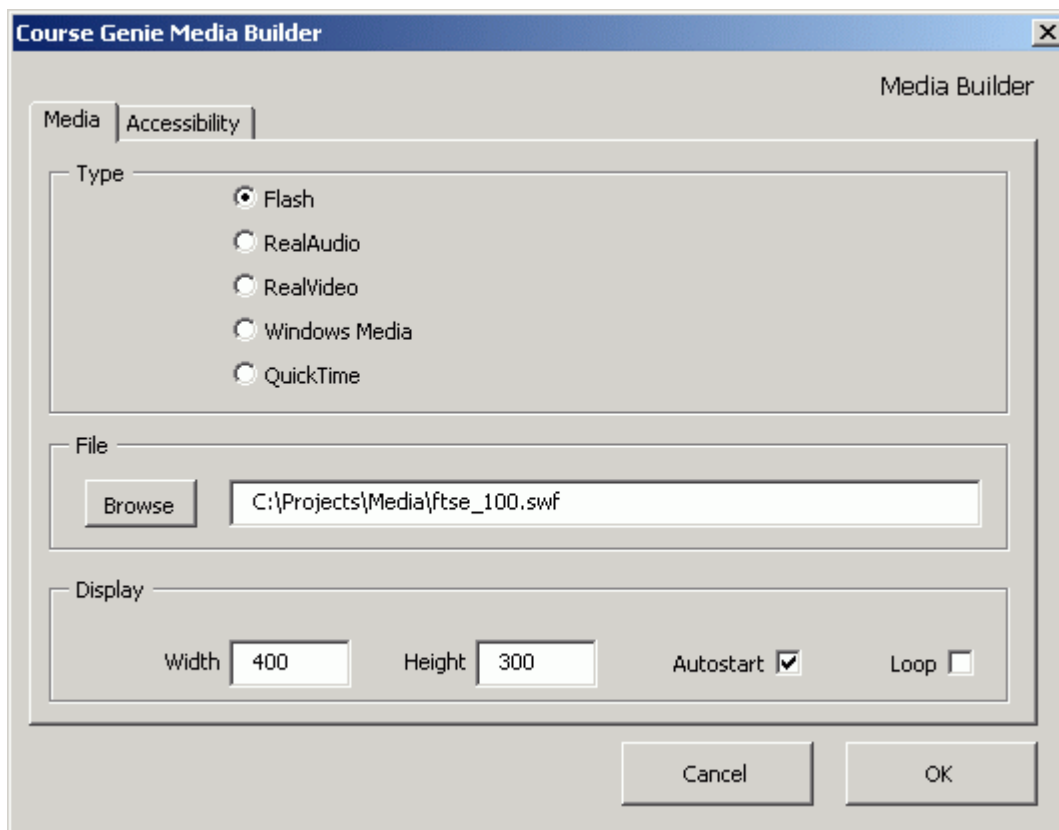
The Media dialog box allows you to embed the following types of media in your course without getting involved in the details of setting up the players:

- Flash movies
- RealAudio
- RealVideo
- Windows Media
- QuickTime

All you have to do is specify the location and filename of the media file.

To embed a media file:

- place the insertion point at the place where the media file is to be embedded
- choose Media from the Course Genie Menu, then in the dialog box choose the Media tab
- choose the media type
- click the Browse button and find the media file
- make sure the Autostart checkbox is checked if you want the media file to start playing as soon as the HTML page opens
- make sure the Loop checkbox is checked if you want a Flash movie to loop



The Media dialog

When you close the dialog, either a placeholder showing the media type or a block of marked-up media data will be shown in your document, depending on whether question view is set to compact or extended.

MEDIA:
flash

Compact Media display

You can edit media data by placing the cursor anywhere inside a media block, then opening the Media dialog from the Course Genie Menu.

You can set an option to automatically copy media files to the output folder when the course is being generated. To make this happen:

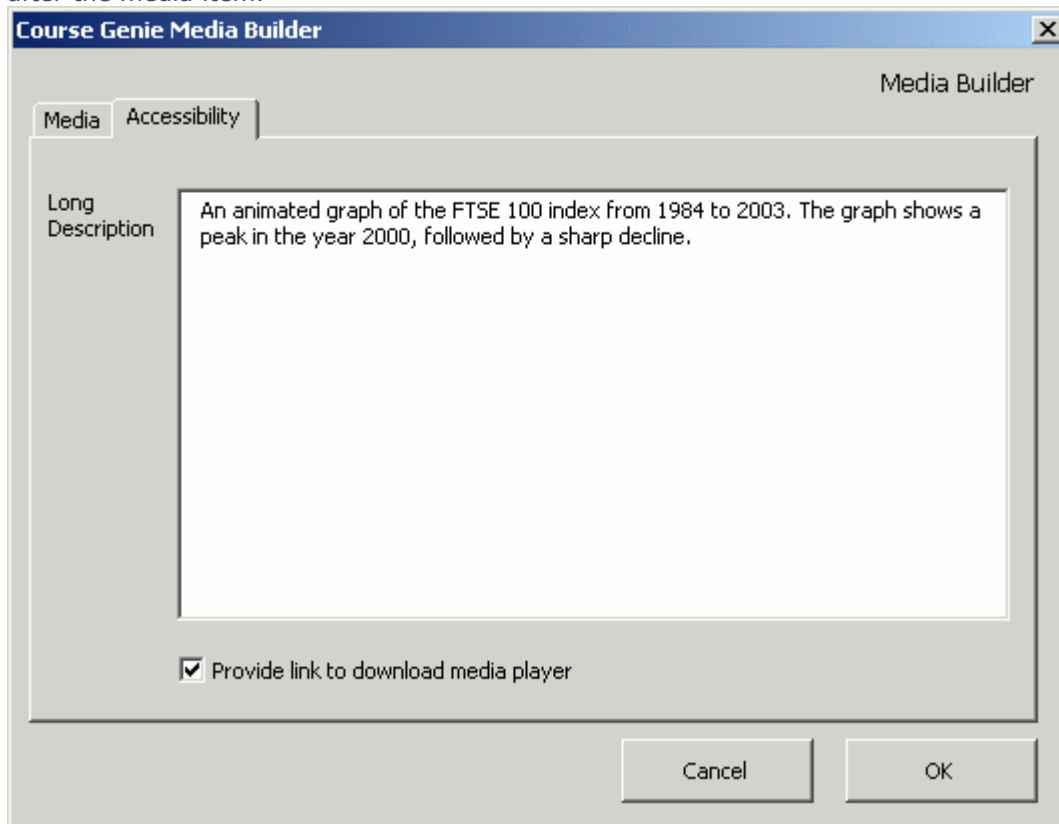
- open the Settings dialog box from the Course Genie Menu
- go to the General tab
- make sure the Copy media files... checkbox is checked

The files will be copied to the media subfolder of the output folder.

Adding a long description

It may not be possible for people with disabilities to see or hear a media item. A standard solution to this problem is to add a "D-Link" - a hyperlinked letter D leading to a page containing an extended description of the media.

Course Genie will create the D-Link automatically for you if you enter text into the Long Description textbox on the Accessibility tab of the Media dialog box. An HTML page containing the long description will automatically be created and a D-Link leading to the description page will be inserted immediately after the media item.



Adding a long description to a media item

Providing a link to download a player for the media

If you check the Provide link to download media player checkbox, an image linked to a media player download page will be inserted immediately after the media item.

To edit the url that is linked to for each media type, edit the Players section of the styles.xml file. See the XML Stylesheet topic for details.

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Selftest questions

There are 15 different types of selftest question. These questions can be embedded in content, and give immediate feedback to the student.

To create a question:

- choose a question type from the Course Genie Question Palette
- fill in the data in the question dialog that opens

When you close the dialog, either a placeholder showing the question title or a block of marked-up question text will be shown in your document, depending on whether question view is set to compact or extended. See the Question Palette topic for full details.

Note that selftest questions are not scored or tracked. They are part of the learning process rather than formal assessment tools. If you want to assess and record you will need to make use of assessment tools that are part of a learning management system such as WebCT.

You can use Course Genie to generate Question Mark QML files, IMS QTI Lite files, or WebCT Quiz import batch files, which will provide scored and tracked assessment in conjunction with a learning management system. See the QML export, QTI export and WebCT Quiz topics for more details.

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Assessment exports

If you place <assessment> tags around selftest questions, they will not be displayed as part of your course content, but will instead be exported as a question data file. You can choose the format in which these question data files will be generated by opening the Settings dialog box from the Course Genie menu and going to the Assessment tab.

The following assessment export formats are available:

- Question Mark QML
- IMS QTI Lite
- WebCT Quiz batch file

See the QML, QTI and WebCT Quiz topics for more details of these formats.

Note that the selftest questions and the surrounding assessment tags must all be contained within a single Course Genie page.

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Question Mark QML export

QML is a proprietary standard developed by Question Mark to represent assessment data.

You can build questions in Course Genie and export them as a QML format file, which can then be imported into the Question Mark Assessment system.

To create a QML file:

- create a series of questions in Course Genie in the normal way
- select all the questions
- apply assessment tags by choosing Exports / Assessment from the Tag Palette
- set the course to export assessments in QML mode
 - open the Settings dialog box from the Course Genie Menu
 - choose the Assessment tab
 - choose QML for the Export Format

The result should look like this:

```
<assessment>
```

```
    ...questions
```

```
</assessment>
```

The QML file will be generated at the same time as you generate the course.

The QML file will be called [pageroot]_qmltest.qml. For example, if you enter in the Settings dialog a pageroot name of 'demo', your generated HTML pages will be called demo_01.htm, demo_02.htm, demo_03.htm etc, and your QML file will be called demo_qmltest.qml.

Note that for QML export you can only use the following question type:

- MultiChoice1

Other types will be silently ignored.

Questions inside assessment tags are not displayed in the generated Course Genie pages.

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IMS QTI Lite export

QTI Lite is a global standard developed by the IMS consortium for the interchange of assessment questions and data between different learning management systems.

You can build questions in Course Genie and export them as an IMS QTI Lite file, which can then be imported into any IMS QTI-compatible system.

To create an IMS QTI Lite file:

- create a series of questions in Course Genie in the normal way
- select all the questions
- apply assessment tags by choosing Exports / Assessment from the Tag Palette
- set the course to export assessments in IMS QTI Lite mode
 - open the Settings dialog box from the Course Genie Menu
 - choose the Assessment tab
 - choose IMS QTI for the Export Format

The result should look like this:

```
<assessment>
    ...questions
</assessment>
```

The QTI file will be generated at the same time as you generate the course.

The QTI file will be called [pageroot]_qtest.xml. For example, if you enter in the Settings dialog a pageroot name of 'demo', your generated HTML pages will be called demo_01.htm, demo_02.htm, demo_03.htm etc, and your QTI file will be called demo_qtest.xml.

Note that for QTI export you can only use the following question types:

- TrueFalse1
- MultiChoice1

Other types will be silently ignored.

Questions inside assessment tags are not displayed in the generated Course Genie pages.

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WebCT Quiz export

WebCT contains a very comprehensive assessment system to which you can upload batches of questions using a specific file format. You can build questions in Course Genie and automatically export a batch file that can be used to upload them into WebCT.

To create a quiz batch file:

- create a series of questions in Course Genie in the normal way
- select all the questions
- apply assessment tags by choosing Exports / Assessment from the Tag Palette
- set the course to export assessments in WebCT mode
 - open the Settings dialog box from the Course Genie Menu
 - choose the Assessment tab
 - choose WebCT for the Export Format

The result should look like this:

```
<assessment>
    ...questions
</assessment>
```

The quiz batch file will be generated at the same time as you generate the course.

The quiz batch file will be called [pageroot]_webctquiz.txt For example, if you enter in the Settings dialog a pageroot name of 'demo', your generated HTML pages will be called demo_01.htm, demo_02.htm, demo_03.htm etc, and your WebCT quiz batch file will be called demo_webctquiz.txt.

To import the quiz into WebCT:

- create a Question Category called Course Genie
- import the batch file

Note that in WebCT quizzes you can only use the following question types, as these are the only ones that have corresponding WebCT question types:

- TrueFalse1
- MultiChoice1
- MultiResponse3
- TextEntry3
- Matching2

Other types will be silently ignored.

Questions inside assessment tags are not displayed in the generated Course Genie pages.

For an example of generating a quiz batch file, see the Demo course.

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WebCT Glossary export

WebCT contains a glossary system to which you can upload batches of definitions using a specific file format. You can create definitions in Course Genie and automatically export a batch file that can be uploaded into WebCT.

To create a glossary batch file:

- type a series of definitions, each with the term on the first line and the definition text below
- apply the cgDefinition style to each definition in the normal way, making sure the style is applied to each definition separately
- select all the definitions
- apply glossary tags by choosing Exports / Glossary from the Tag Palette
- set the course to export assessments in WebCT mode
 - open the Settings dialog box from the Course Genie Menu
 - choose the Assessment tab
 - choose WebCT for the Export Format

The result should look like this:

```
<glossary>
    ...definitions
</glossary>
```

The glossary batch file will be generated at the same time as you generate the course. Note that the batch file is only produced when the Assessment export format is set to WebCT mode.

The glossary batch file will be called [pageroot]_webctgloss.txt For example, if you enter in the Settings dialog a pageroot name of 'demo', your generated HTML pages will be called demo_01.htm, demo_02.htm, demo_03.htm etc, and your WebCT glossary batch file will be called demo_webctgloss.txt.

Definitions inside glossary tags are not displayed in the generated Course Genie pages.

For an example of generating a glossary batch file, see the Demo course.

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Metadata

Metadata is information about the course that can be used by IMS compliant learning management systems. You can enter data for: Title, Description, Keywords, Objectives, Author, Organisation, Copyright, Version and Date.

The Title that you enter is also used as the course title at the top of each generated HTML page.

Metadata is stored with the Word document when it is saved. If you want to use the same metadata for several documents there is an option to export metadata from one document and import it into another. The exported metadata is saved in a file called metadata.dat in the same folder as the Word document.

You can enter metadata for the course by opening the Metadata dialog box from the Course Genie Menu. The Description, Rights and Version tabs allow you to enter metadata, and the Export tab allows you to import and export metadata.

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Settings

The course settings can be accessed by opening the Settings dialog box from the Course Genie Menu.

General tab

Here you can set the root name for the generated HTML pages. For example, if you enter a pageroot name of `demo`, your generated HTML pages will be called demo_01.htm, demo_02.htm, demo_03.htm etc.

You can also choose a design scheme, specify a footer that will be displayed on every page, control whether or not media files are automatically copied to the output folder when a course is generated, and whether or not an accessibility check is automatically carried out each time you generate a course.

Navigation tab

Here you can control whether or not an index page should be generated, and whether navigation buttons and a left navigation bar should be shown on every page.

You can also control the way in which sections and pages are displayed, and whether hyperlinks and popups are opened in the main window or in a popup window.

Content tab

Here you can choose the output mode for generated content. See the Export modes topic for more details.

Assessment tab

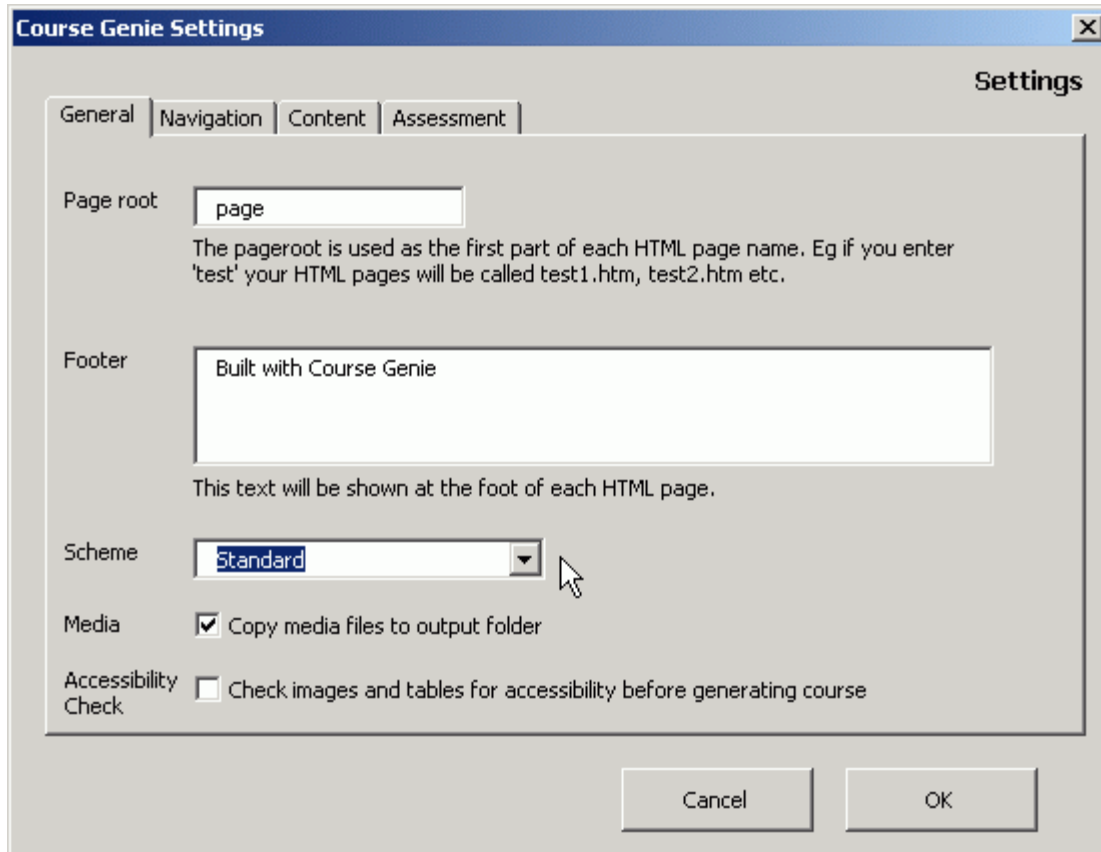
If you place <assessment> tags around selftest questions, they will not be displayed as part of your course content, but will instead be exported as a question data file.

In this tab you can choose the format in which these question data files will be generated. See the QML, QTI and WebCT Quiz sections of this document for more details.

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Choosing a design scheme

You can choose from several design schemes using the dropdown menu located on the General tab of the Settings dialog.



The schemes supplied include the standard Course Genie scheme and a high-contrast scheme. You can add your own design schemes, for example to allow a different scheme for each department or faculty. For more details see the topic Adding new design schemes.

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Export modes

You can generate courses in six different modes:

- Normal HTML pages
- WebCT HTML pages
- Blackboard package
- WebCT IMS package
- LRN IMS package
- SCORM 1.2 package

To choose the export mode:

- open the Settings dialog box from the Course Genie Menu
- choose the Content tab
- choose one of the six export modes

Normal HTML pages

In normal web page mode, generated web pages are output as plain HTML and Javascript. The resulting zip file will have a suffix of `_HTML`.

WebCT HTML pages

In this mode, generated web pages are output as HTML and Javascript customised to appear correctly in WebCT Content Modules. The resulting zip file will have a suffix of `_WCT`.

Blackboard package

In this mode a zip file is generated which can be imported into Blackboard as a Blackboard Unpackage file. The resulting zip file will have a suffix of `_BB`.

WebCT IMS package

If you are using WebCT v4.0 or later with the Content Migration Utility v2.0 or later, this mode provides a quick way of importing generated content and automatically creating a Content Module. The resulting zip file will have a suffix of `_IMSWCT`.

LRN IMS package

This mode generates pages in Microsoft's Learning Resource Interchange (LRN) Format. Pages are exported as plain HTML and Javascript, along with an IMS manifest file called `imsmanifest.xml`. Using the freely available Microsoft LRN Toolkit you can open this manifest file and view or edit the course as a collection of learning objects. The resulting zip file will have a suffix of `_IMSLRN`.

SCORM 1.2 package

In this mode the set of generated HTML pages is packaged as a single Shareable Content Object (SCO). A SCORM container, `cgstage.htm`, and an IMS manifest file, `imsmanifest.xml`, are automatically generated. The resulting package is compliant at the level SCO-RTE1 + Mandatory + Optional, which means that a SCORM-compliant VLE or LMS can launch the SCO, and that tracking data will be passed allowing the VLE or LMS to bookmark pages and track page views, course completion, time spent and question scores. The resulting zip file will have a suffix of `_SCORM`.

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WebCT HTML pages to WebCT Content Module

You can upload a zip file of HTML pages that are customised to appear correctly in a WebCT Content Module.

If you are using WebCT v3.8 or earlier, you will need to create the Content Module manually, and you should use the method described here. If you are using WebCT v4.0 or later, you should use the IMS Import method, as this will create the Content Module automatically for you.

To create a WebCT Content Module:

- set the course to export in WebCT HTML mode
 - open the Settings dialog box from the Course Genie Menu
 - choose the Content tab
 - choose WebCT HTML for the Export Format
 - make sure the index page, navigation buttons and TOC are turned off
- generate the course, which will automatically create a zip file with a _WCT suffix
- in WebCT, upload the zip file of content to the course and unzip it into a folder
- in WebCT, create a new empty Content Module
- in WebCT, select the HTML files and add them to the Content Module

You do not need to generate an index page, navigation buttons or table of contents, as all navigation is provided by the WebCT Content Module.

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Importing an IMS Content Module into WebCT

If you are using WebCT v4.0 or later with the Content Migration Utility v2.0 or later, the WebCT IMS mode provides a quick way of importing generated content and automatically creating a Content Module.

To create a WebCT Content Module:

- set the course to export in WebCT IMS mode
 - open the Settings dialog box from the Course Genie Menu
 - choose the Content tab
 - choose WebCT IMS package for the Export Format
 - make sure the index page, navigation buttons and TOC are turned off

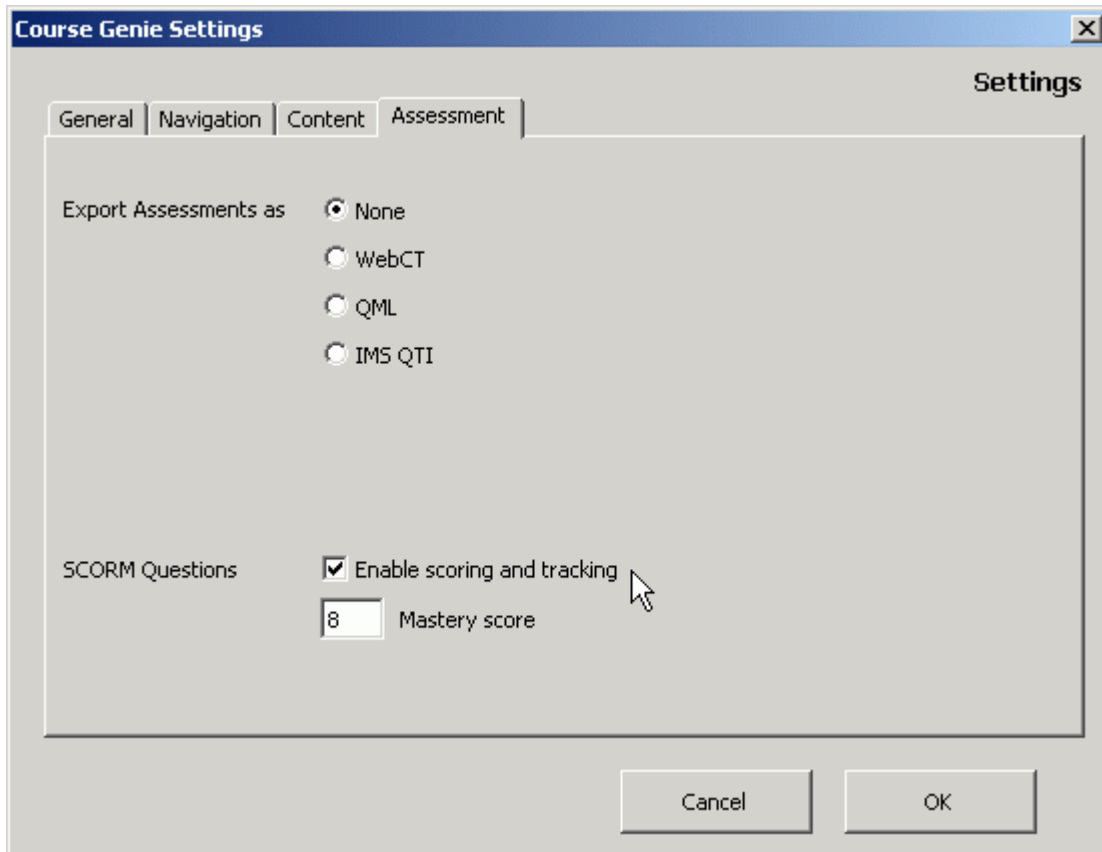
- generate the course, which will automatically create a zip file with a _IMSWCT suffix
- in WebCT, upload the zip file of content to the course but do not unzip it
- in WebCT, go to Designer Links / Manage Course and click on Import Content
- type a name for the Content Module and browse to the zip file just uploaded
- select WebCT for the package Type
- choose where the link should be displayed
- click on Import

In this mode you do not need to generate an index page, navigation buttons or table of contents, as all navigation is provided by the WebCT Content Module.

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Enabling tracking for Scorm questions

If you are generating a course as a Scorm package, you can enable scoring and tracking for questions. This option is located on the Assessment tab of the Settings dialog, and is only enabled if you have chosen SCORM v1.2 package as the content generation mode on the Content tab.



Normally the selftest questions in Course Genie provide immediate feedback to the learner when this button is clicked:

Check your answer

If scoring and tracking is enabled in Scorm mode, this button is generated instead:

Save your answer

When this button is clicked, the score for the question is sent to the Scorm host system. No feedback is shown to the learner. In the current version of Course Genie, all questions have a possible score of 1.

A Mastery score can be entered in the Settings dialog, and the Scorm host system can use this to determine whether the course is passed or failed, depending on the scores attained in the questions.

Only the following types of question can be tracked and scored:

- TrueFalse1
- MultiChoice1
- MultiResponse3
- TextEntry3
- Matching2
- Gapfill2
- Gapfill4

This is because these are the only question types that evaluate the learner's response. The other types do not evaluate the learner's response but simply provide a generic feedback, so it would not make sense to allocate a score to them.

If you include other question types in a Scorm course, they will behave as standard selftest questions providing immediate feedback to the learner.

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Generating a course

Generating the course

To generate a course from a Course Genie document:

- choose Generate Course from the Course Genie Menu
- a folder chooser dialog opens
- choose a folder for the HTML output

A dialog box opens showing progress as the Word document is converted to XML and the XML is then transformed into HTML pages. When the process is complete a list of pages generated is shown.

Previewing the course

If you check the option to Preview in Browser at this stage, your default browser will open when you click OK to close the dialog box. If you have generated an index page, this will be displayed in the browser, otherwise the first page of content will be displayed.

File locations

All files will be put into a subfolder of the folder you choose, named after the source Word document. A zip file of the folder is automatically created and placed in the output folder.

For example:

- you are generating a course from a document called Demo.doc
- for the output folder you choose the folder named Output

Result:

- the generated course will be put into a subfolder called Output \ Demo
- the generated XML file is also saved to this location
- the entire contents of the Demo folder are automatically saved as a zip file which is located in the Output folder
- the zip file is called Demo_HTML.zip if output is in normal HTML mode

The zip file suffix depends on the output mode as follows:

- `_HTML` - Normal HTML
- `_WCT` - WebCT-specific HTML
- `_BB` - Blackboard
- `_IMSWCT` - WebCT IMS
- `_IMSLRN` - LRN IMS
- `_SCORM` - SCORM

When content is saved, any previous version with the same name is overwritten. If you want to keep a previous version of generated content, then you should rename your Word source document before generating the new version.

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Dealing with problems

While Word can be simple to use, it is a complex editing environment that is inserting hidden codes all the time you are editing a document. Once a document has been edited a number of times, often quite dense (and hidden) patterns of formatting changes can build up.

If you have problems, start by turning on visible formatting marks, then remove formatting such as bold, italic and lists and re-apply it cleanly.

Course Genie tests for well-formed XML when you generate a course, and if there are any problems the HTML pages will not be generated and you will see an error message indicating the source of the problem.

The line numbers refer to the exported XML file, not the Word document, and the easiest way to track down the problem is usually to copy the problem text displayed in the error message then do a search on it in the Word document. See the Tracking down problems topic for more details.

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Accessibility

Accessibility Introduction

With the introduction of the Disabilities Discrimination Act in the UK and Section 508 in the USA, the need for eLearning content to be accessible has become a legal requirement rather than an optional extra.

The process of generating accessible content cannot be completely automated, always requiring manual intervention and the exercise of judgement. Course Genie has, however, been designed to offer the easiest route to ensuring that content complies with accessibility legislation.

Course Genie does this by:

- ensuring that those aspects of the content that are automatically generated by Course Genie comply with accessibility requirements
- offering you options and features that you can use to ensure that the content you provide is accessible

The content produced using Course Genie can be checked against W3C WAI or Section 508 guidelines using tools such as Bobby or A-Prompt - see the **Useful Tools** topic for a list of useful tools. Using these tools, you should find for each requirement either that Course Genie automatically meets it, or where manual intervention and human judgement are required that it offers you features that will assist you in meeting it.

Please note that while Course Genie can be of assistance in meeting accessibility guidelines, it is the user's own responsibility to make sure that generated content complies with legislation.

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What Course Genie does automatically

Standards

- Generated content is valid HTML 4.01
- Layout is controlled by a validated CSS stylesheet

Layout and Structure

- Content and structure are completely separated from formatting and layout - the generated HTML contains only content and structure, with all formatting and layout controlled by the CSS stylesheet
- As content is completely separated from formatting, the content is readable without a CSS stylesheet
- Tables are not used for layout – with the exception of a simple table for the two-column layout when the left navbar is enabled, and simple tables that are used for selftest question layout; these are marked up as layout tables using the summary tag, which enables screen reader software to describe or skip them
- Frames are not used at all
- Special caption, summary, row and column header styles are available for marking up data tables
- Course Genie can be set to automatically scan all tables for row and column headers before generating a course
- Heading levels are used consistently
- Meta-data are automatically added to each page

Navigation

- Clear and consistent navigation is automatically generated
- An invisible link (consisting of a 1x1 transparent gif image) is added at the top of all HTML pages generated by Course Genie, with the alt text "Skip to main content" - this links to the start of the main content of the page, allowing screen reader software to skip over navigation links
- An option is available to open all hyperlinks and popups in the main window, avoiding new windows which can be difficult for screen readers to cope with

Colour

- All colours are specified in the CSS stylesheet, which you can edit
- An alternative high-contrast design scheme is provided
- The default text and background colours are high contrast
- Navigation does not rely on colour

Text

- All font sizes are specified in the CSS stylesheet and are relative, not absolute - this ensures that you can use the browser text size option to view the text at different sizes
- The language is automatically specified as "en" (English) on each HTML page - you can change this default language by editing the styles.xml stylesheet
- A text-based site map is automatically generated – the index page and navigation bar are constructed as simple lists

Images

- Alt text can be added to images using the standard Word method
- Course Genie can be set to automatically scan all images for alt text before generating a course
- A D-Link to a page containing a long description can be automatically generated for complex images
- No images of text are used
- No imagemaps are used

Multimedia

- A link to download the appropriate media player can be automatically generated
- A D-Link to a page containing a long description can be automatically generated

Scripts and forms

- Dynamic drop-down menus are not used
- Javascript use is kept to a minimum – it is used only for generating answers to selftest questions
- Forms are used only for selftest questions
- Wherever mouse events are used, keyboard alternatives are allowed for

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What you have to do

Standards

- Use an accessibility checking tool such as Bobby or A-Prompt to check your generated content against W3C WAI or Section 508 guidelines

Layout and Structure

- Use headings in content consistently
- Use the special built-in styles to specify caption, summary, row and column headers for data tables
- Use the Metadata dialog box to add meta-data in the Word source document

Navigation

- Use clear, descriptive text for hyperlinks
- Either set hyperlinks to open content in the main window, or warn users in the text of the page that hyperlinks will open a new window
- Either set popups to open content in the main window, or warn users in the text of the page that popups will open a new window
- Use short meaningful text for page titles

Colour

- Avoid the use of poor contrast colour in the content

Text

- Use clear, simple language

Images

- Add meaningful alt text to all images using the standard Word method
- For complex images, add a D-Link to a page containing a long description of the image
- Avoid flickering images and unnecessary animated images
- Avoid using images of text

Multimedia

- For audio clips, use the D-Link feature to provide a text transcript
- For video clips, either make sure the video is captioned or use the D-Link feature to provide a text description
- For video clips, provide a link to an audio file describing the video content
- Use the option to automatically generate a link to download the appropriate player

Scripts and forms

- If selftest questions are used, provide an accessible alternative - for example put answers on a following page, or link to a text document version of the selftest

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Useful tools

A-Prompt

The A-Prompt software tool examines Web pages for barriers to accessibility, performs automatic repairs when possible, and assists the author in manual repairs when necessary.

The full version is freely downloadable and can be used to check any number of local files for conformance to W3C WAI or Section 508 accessibility guidelines.

A-Prompt was created through the joint efforts of the University of Toronto's Adaptive Technology Resource Centre (ATRC) and the TRACE Center at the University of Wisconsin.

<http://aprompt.snow.utoronto.ca/>

Bobby

Bobby is a web accessibility software tool that checks compliance with W3C WAI or Section 508 accessibility guidelines.

The free online version will only check pages that have been uploaded to a server, not local files, and limits the number of pages it checks to one web page per minute.

The full version, available at a cost, will check local files as well as uploaded ones, and will check a whole site at once.

<http://bobby.watchfire.com/bobby/html/en/index.jsp>

W3C HTML Validator

<http://validator.w3.org/>

W3C CSS Stylesheet Validator

<http://jigsaw.w3.org/css-validator/>

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More information

FERL - Disability Legislation
<http://ferl.becta.org.uk/display.cfm?page=611>

FERL - College Obligations
<http://ferl.becta.org.uk/display.cfm?page=228>

Return to SENDA? Implementing accessibility for disabled students in virtual learning environments in UK further and higher education
<http://www.saradunn.net/VLEproject/index.html>

RNIB – Accessibility checkpoints and techniques
http://www.rnib.org.uk/xpedio/groups/public/documents/publicwebsite/public_checkpointsandtechnique.hcsp#TopOfPage

Section 508 standards
<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12#Web>

TechDis - An essential resource for anyone in education who has a question relating to disability and technology
<http://www.techdis.ac.uk/>

TechDis - Seven precepts of Usability and Accessibility
<http://www.techdis.ac.uk/seven/precepts.html>

WebAIM – Web Accessibility in Mind, from Utah State University – useful site with lots of links to tools and information
<http://www.webaim.org/>

W3C - Getting Started: Making a Web Site Accessible
<http://www.w3.org/WAI/gettingstarted/>

W3C - Checklist of Checkpoints for Web Content Accessibility Guidelines 1.0
<http://www.w3.org/TR/WAI-WEBCONTENT/full-checklist.html>

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Working in Word

Working in Word Introduction

Starting a new document and developing it as a Course Genie source document is usually very simple and straightforward.

However, if you have an existing document that was designed for a different purpose, especially if it is large and has undergone several rounds of editing, you will probably need to review the structure and content of the document.

You should bear in mind that while Course Genie supports the essential Word features, there are other Word features that are not supported.

You may need to simplify list and table formatting, convert images from one format to another, and re-apply cleanly bold or italic formatting that has become messy through multiple edits.

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Quick Tips

Tips for using Word

- Do keep lists simple
- Don't use merged cells in tables
- Do convert all Drawn images to Painted images
- Do prefix all angle brackets (< or >) with a tilde (~)
- Don't use tabs and indents for layout
- Don't use empty paragraphs for vertical layout
- Don't run bold or italic formatting across table or list boundaries

Things to try if you have problems

- Remove list formatting and reapply cleanly
- Simplify complex lists
- Remove bold, italic and underline formatting and reapply cleanly
- Leave blank lines between Course Genie formatted paragraphs
- Leave blank lines above and below tables

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Character formatting

Bold, italic, underline, subscript and superscript are all converted.

Many special characters are converted automatically. See the [Special characters](#) topic for details.

Warning!

The angled bracket characters (usually used as less than and greater than signs) have a special meaning when the document is exported to XML.

If you want to use them in your document you have to prefix them with a tilde sign (~) to show that they are meant literally.

For example to say 'If x is greater than y' you would use: $\text{If } x \sim > y$

To say 'income is less than expenditure' you use: $\text{income } \sim < \text{expenditure.}$

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Vertical spacing

Empty paragraphs (made by repeatedly pressing the Enter key) are ignored in the generated HTML. You can use these freely to space out the content in the source document, as they will have no effect on the generated output.

If you want to add vertical space between items, use Linefeeds (made by pressing Shift-Enter) instead.

Word page breaks have no effect on the generated content, so you can also use these to space out your content in the source document.

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Horizontal spacing

Tabs and indents are not converted. If horizontal layout is absolutely necessary, it is best achieved using tables, though you should bear in mind the accessibility drawbacks of this.

An exception to this is text formatted as `cgLiteral`. Within `cgLiteral` text tabs and indents are converted, mainly to allow for the display of indented software code.

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Lists

Bulleted and numbered lists, including multiple indent levels, are all converted.

Word's handling of lists is notoriously complex, and what looks like a perfectly normal list can conceal ghoulishly complex behind-the-scenes structure that has built up over several rounds of editing.

If you have problems with lists, the best strategy is to remove all list formatting from the list then reapply it cleanly in one go.

While Word allows you to have complex lists with paragraphs and images in between list items, HTML only supports simple self-contained lists. You may need to redesign your content bearing this in mind.

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Tables

Word tables will be automatically converted to HTML when the course is generated. Some but not all features of Word tables are supported.

The conversion will recognise whether tables are bordered or not, and will carry over horizontal and vertical cell alignment, but coloured borders and backgrounds will not be preserved.

Nested tables are supported, to any depth.

Merged cells are not supported. If you have material containing merged cells you will need to rework it to use either separate headings and tables or nested tables.

You can use borderless tables for layout, for example to produce columns containing text and images.

Course Genie has several features to help make data tables more accessible. See the **Tables** topic for details.

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Images

Many, but not all, types of images and clipart will be automatically converted by Course Genie. Word distinguishes between different kinds of images, and you need to be aware of these in order to make effective use of them with Course Genie:

Course Genie converts embedded but not linked images.

When you add an image to a Word document, it can be either embedded or linked. An embedded image is stored inside the document with no reference to any external file, while a linked image stores a pointer to an external image file. If you insert an image into a document in the normal way using Insert/Picture/From File., or if you paste an image into a document, the result will be an embedded image unless you specifically set it to be linked.

Course Genie converts floating images into inline images.

An inline image is one that is inserted into the main body of the text, whereas a floating image is one that can be freely moved around. Floating images are positioned relative to an anchor point, and it is not always easy to know where that anchor point is. When Course Genie generates content, it places floating images at the anchor point, and this can lead to unexpected results. For this reason, it is better to use Inline images wherever possible. You can tell whether an image is inline or floating by selecting it and looking at the selection handles. If the handles are solid, the image is inline, while if they are hollow, the image is floating.

Drawn images (lines, boxes and shapes drawn in Word) are not converted.

A Painted image is made up of a series of small dots like a mosaic, and this type of image is used for photographs and scanned graphics. A Drawn image is constructed from a collection of lines, curves, rectangles and other shapes. Autosshapes and images that you make from lines and boxes in Word are Drawn images. Course Genie automatically converts Painted images, but not Drawn images. If you have a Drawn image in your document, you must convert it to a Painted image in order for Course Genie to recognise it. A simple way to do this is to select the Drawn image, cut it, then paste it back in as a .GIF image.

See the Images topic for more details.

You can resize images in Word and they will be exported at the new size.

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Hyperlinks and bookmarks

You can use Word hyperlinks to external urls, mailtos, files, and bookmarks within the document, and these will all be converted by Course Genie. You can also turn an image into a hyperlink.

If you link to a file such as a Word document or a spreadsheet, the file will automatically be copied to the media folder of the output directory.

Bookmarks are converted, and are set to be visible within the source document by Course Genie. This means they are displayed surrounded by square brackets (eg [top]).

Hyperlinks and bookmarks are also used for several Course Genie features (such as Popups and Includes).

See the Hyperlinks topic for full details.

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Styles

The Course Genie styles are used to control many of Course Genie's features. Most other styles are not recognised (see below for an exception). This means that if there are other styles that have already been applied to your source document, you will need to go through the document changing them to Course Genie styles.

Word sometimes applies styles behind the scenes. If you are having problems with this, try turning off auto-formatting (Go to Tools/AutoCorrect/AutoFormatAsYouType then uncheck 'Bold and Italic with real formatting' and 'Define styles based on your formatting').

The built-in Word styles Heading1 and Heading2 are automatically converted to the Course Genie styles cgHeading and cgSubHeading.

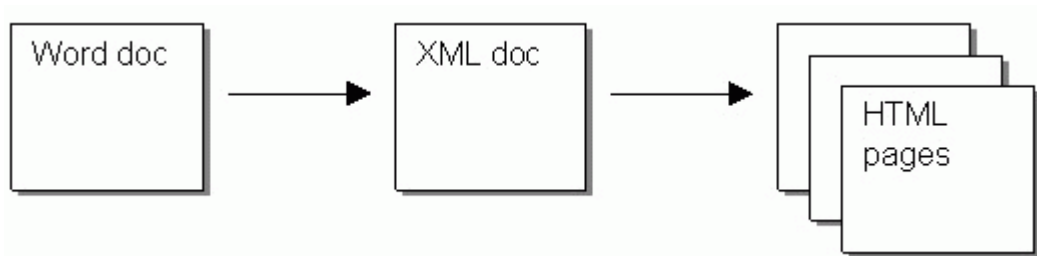
Course Genie also has a style mapping feature that allows you to map any built-in Word paragraph style or any user-defined paragraph style onto any Course Genie style.

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Tracking down problems

How Course Genie works

When you generate a course, Course Genie first converts the Word document into XML and saves it as an XML document. You don't need to know anything about XML to use Course Genie, except that it's a standard way of representing structured information.

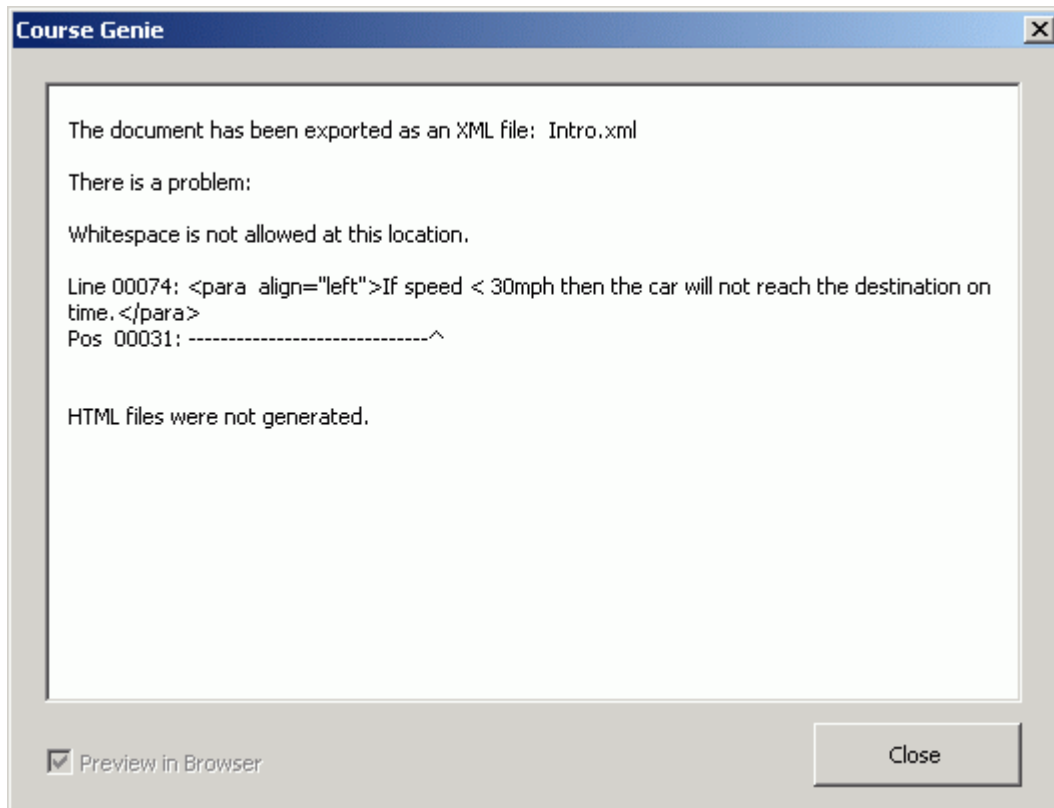


The XML document is then used to generate a collection of HTML pages. These are the web pages that you view in your browser.

While this is a tremendously flexible and efficient way of generating different kinds of content from one master document, it does have one drawback: if any errors occur in the XML document it can be quite difficult to trace them back to their source in the Word document, as the error messages may refer to the XML document rather than the Word document.

How to trace errors that show some plain text

Usually the error message includes plain text, eg:

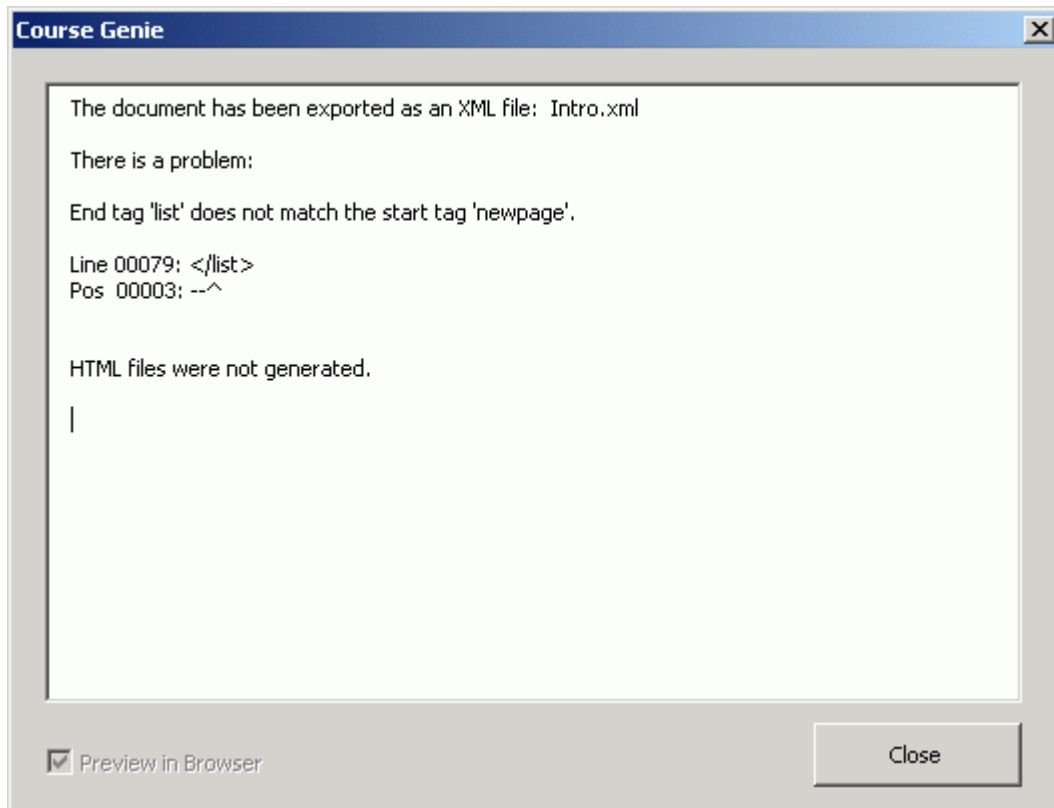


If this is the case:

- Identify the plain text part of the error message, excluding any code or tags - in the example above it is "If speed < 30mph then the car will not reach the destination on time"
- Copy the plain text part of the message (select it then press ctrl-C)
- Close the dialog box down, then carry out a search in Word for the plain text (ctrl-F to search, then ctrl-V to paste the text to search for)

How to trace errors that just show a line number

Sometimes an error message simply gives a tag error and a line number, without showing any plain text. These can be the most difficult to track down, since the line number refers to the XML file, not the Word document.



To track this down, you need to open the XML file in a text editor that lets you jump to a line number. A good free one is Metapad which is downloadable from <http://www.liquidninja.com/metapad/> .


In this case:

- Locate the xml version of your document, which will be located in the output directory that you specified, and open it in Metapad
- Go to the line number and position shown in the error message
- Copy some plain text from that area of the document (select it then press ctrl-C)
- Close down Metapad, then carry out a search in Word for the plain text (ctrl-F to search, then ctrl-V to paste the text to search for)

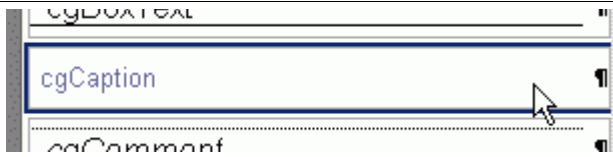
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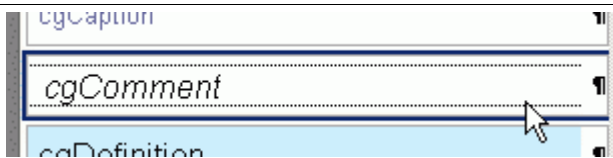
The Course Genie Styles

Course Genie Styles A - C

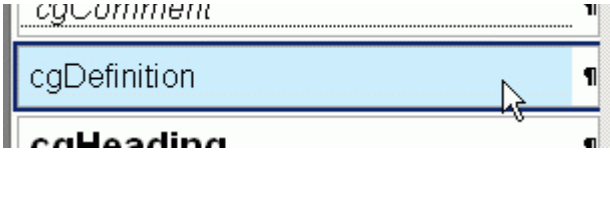
cgBodyText	
	<p>Use Plain text</p> <p>Apply to Any text</p>

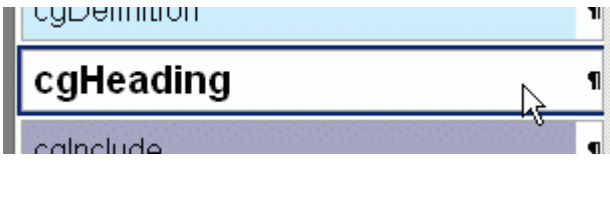
cgBoxText	
	<p>Use Text or images to be emphasised by having a box drawn round</p> <p>Apply to Any text or images</p>

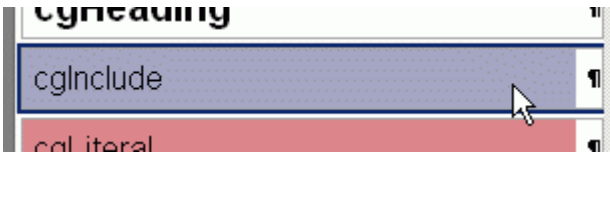
cgCaption	
	<p>Use Caption text for images, media or tables</p> <p>Apply to Caption text for tables should be immediately underneath the table with which it is associated</p>

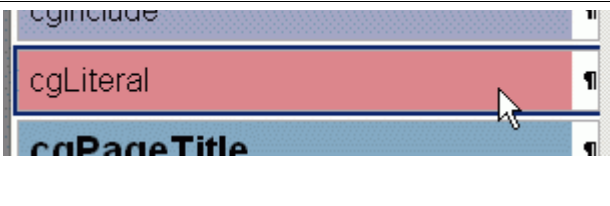
cgComment	
	<p>Use To annotate the source Word document - ignored when generating HTML pages</p> <p>Apply to Any text</p>

Course Genie Styles D - L

<p>cgDefinition</p>	
<p>Use</p>	<p>To display a definition If inside <glossary> tags, generates WebCT glossary entry</p>
<p>Apply to</p>	<p>The first line should contain the term to be defined, with succeeding paragraphs containing the text of the definition</p>

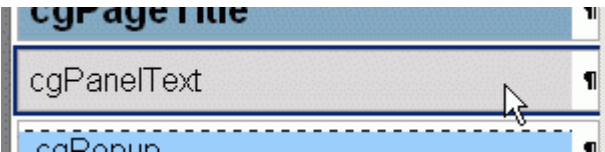
<p>cgHeading</p>	
<p>Use</p>	<p>Heading text</p>
<p>Apply to</p>	<p>Any text</p>

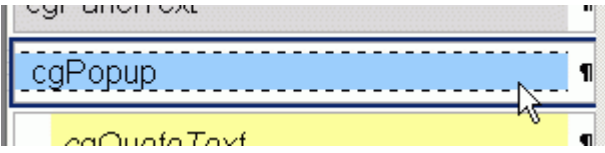
<p>cgInclude</p>	
<p>Use</p>	<p>To embed an external web page in an inline frame in the current web page</p>
<p>Apply to</p>	<p>Text of url to be displayed</p>

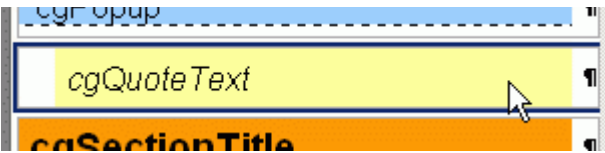
<p>cgLiteral</p>	
<p>Use</p>	<p>To display text including angle brackets or indenting, typically software code</p>
<p>Apply to</p>	<p>Any text to be rendered literally</p>

Course Genie Styles P - Q

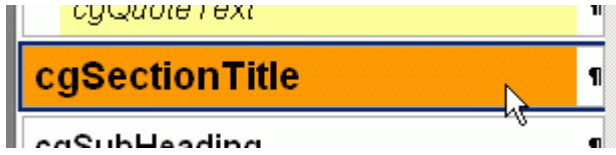
cgPageTitle	
Use	Marks the start of a new HTML page and sets the title of the page
Apply to	Text of HTML page title

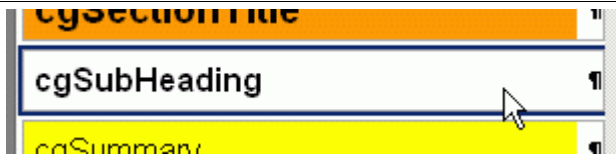
cgPanelText	
Use	Text or images to be emphasised by being displayed with a grey background
Apply to	Any text or images


cgPopup	
Use	Text or images to be displayed as the contents of a popup
Apply to	The first line should contain a bookmark as the name of the popup, with succeeding paragraphs containing any text or images

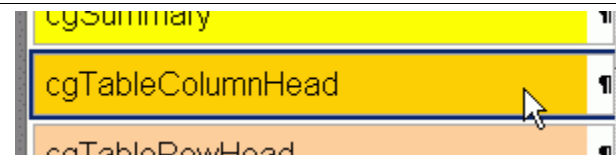
cgQuoteText	
Use	Text to be displayed as a quoted passage
Apply to	Any text

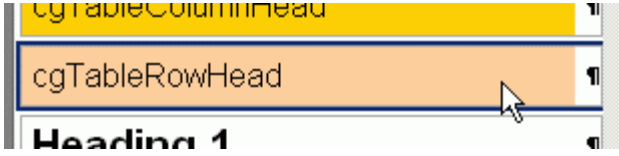
Course Genie Styles S - T

cgSectionTitle	
	<p>Use Marks the start of a new section and sets the title of the section</p> <p>Apply to Text of section title</p>

cgSubHeading	
	<p>Use Subheading text</p> <p>Apply to Any text</p>

cgSummary	
	<p>Use Table summaries</p> <p>Apply to Summary text should be immediately underneath the table with which it is associated</p>

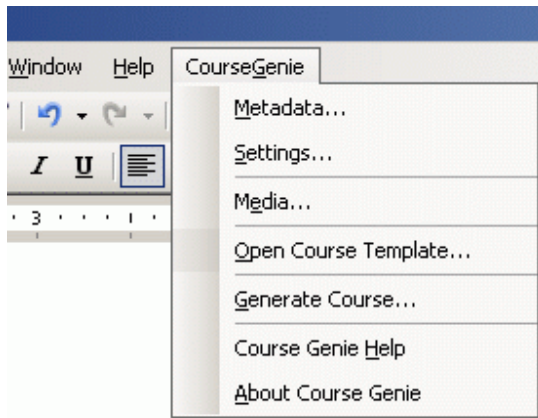
cgTableColumnHead	
	<p>Use Column headings in data tables</p> <p>Apply to Table cells that contain headings for columns of data</p>

cgTableRowHead	
	Heading 1
Use	Row headings in data tables
Apply to	Table cells that contain headings for rows of data

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The Main Course Genie Menu

The main Course Genie Menu



The Course Genie menu is at the top of the screen on the main Word menubar.

You use this to carry out the main tasks in Course Genie.

Metadata

Opens the Metadata dialog box, where you can enter data about the course, including the course title.

Settings

Opens the Settings dialog box, where you can control various settings for the course, including the export mode and whether navigation bars are to be displayed.

Media

Opens the Media dialog box, used for inserting Flash movies and streaming media.

Generate Course

Generates a course from the current Word document.
First a folder chooser dialog opens so that you can choose where the generated output should be saved.
Next a small message box opens showing progress as the Word document is being converted to XML.
Finally a large dialog box opens showing progress as the XML is being transformed into HTML pages.
When the process is complete a list of pages generated is shown.

Course Genie Help

Opens Course Genie Help.

About Course Genie

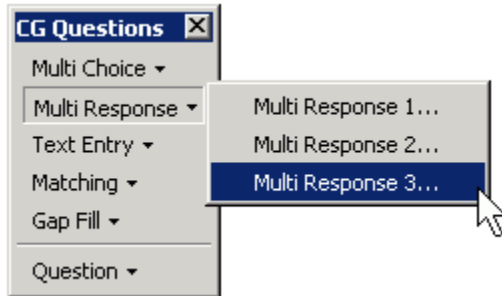
Shows version information for Course Genie.

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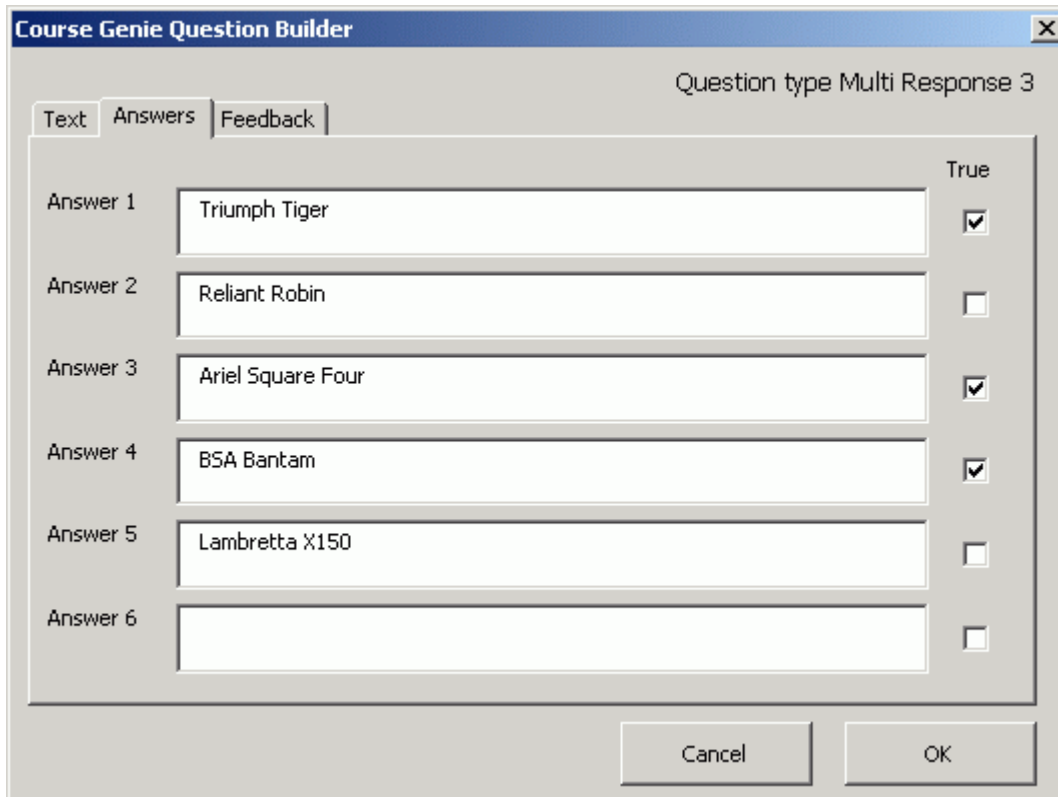
The Question Palette

Building a question

To build a question you open a question dialog from the Question Palette:



Fill in the information required. Most questions have tabs for Text, Answers and Feedback:



Answer	Text	True
Answer 1	Triumph Tiger	<input checked="" type="checkbox"/>
Answer 2	Reliant Robin	<input type="checkbox"/>
Answer 3	Ariel Square Four	<input checked="" type="checkbox"/>
Answer 4	BSA Bantam	<input checked="" type="checkbox"/>
Answer 5	Lambretta X150	<input type="checkbox"/>
Answer 6		<input type="checkbox"/>

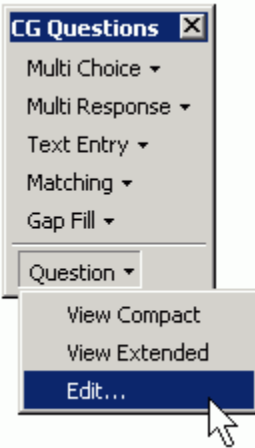
When you close the dialog, a placeholder showing the question title will be shown in your document:

QUESTION MultiResponse3:

Vintage motorcycles

If you have Question View set to Expanded you may see a block of marked-up question text instead (see section below on Question View).

To edit the question, place the cursor anywhere inside the grey question block and choose Edit from the Question menu:

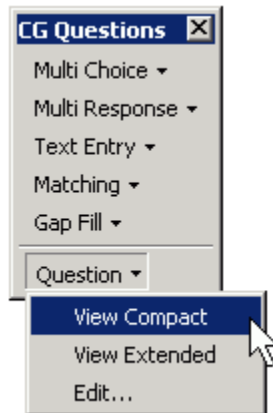


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Question View

Questions can be set to display either in Compact mode, which just shows the question title, or in Extended mode, which shows the full marked-up text of the question. You can switch between these two views using the Question menu.

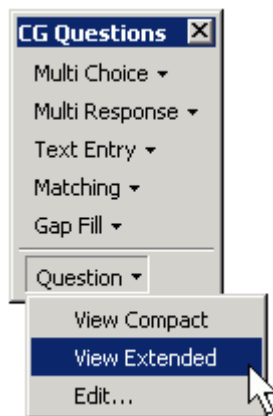
Choosing Compact view displays summary question information:



QUESTION MultiResponse3:

Vintage motorcycles

Choosing Extended view displays the full marked-up text of questions:



```
<question multiresponse3>
<text>Which of the following are vintage motorcycles?</text>

<answer true>Triumph Tiger</answer>
<answer>Reliant Robin</answer>
<answer true>Ariel Square Four</answer>
<answer true>BSA Bantam</answer>
<answer>Lambretta X150</answer>

<feedback correct>That's right.</feedback>
<feedback incorrect>No. Try again.</feedback>
</question>
```

Extra answers

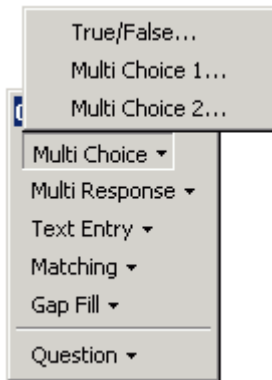
In the current version of Course Genie, most of the question dialogs allow for up to six answers. If you need more than this, you can hand-edit the marked-up question text to add more answers. Be careful to keep the markup well-formed if you do this. The easiest way is to copy an existing answer paragraph, then paste it and edit the content between the tags.

Warning!

Don't try to re-open a question in a dialog once you have added answers by hand. This can lock up the Course Genie system.

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MultiChoice Questions



There are three types of multichoice question (including true/false).

True/false

A simple true/false question that gives 'correct' or 'incorrect' feedback. 'Correct' feedback is shown in a green box, 'incorrect' feedback in a red box.

1 Accounting definition

Accounting can be said to be the recording, summarising and interpretation of financial information.

a) True
 b) False

That's right.

Check your answer

MultiChoice1

These are simple multichoice questions with one feedback for the correct answer and another feedback for all wrong answers. 'Correct' feedback is shown in a green box, 'incorrect' feedback in a red box.

1

Normative economic statement

Which of the following is a normative economic statement?

- a) A reduction in government spending on education will result in teachers being made redundant
- b) Free dental services should be provided for all citizens at the time of need
- c) More money for the Health Service could be provided by switching expenditure from defence
- d) A reduction in free primary health care will have a greater effect on the rich than the poor

Yes - this is it. 'Should' is an opinion word.

Check your answer

MultiChoice2

Sometimes you want to give different feedback for each possible answer, so that the different wrong answers can be corrected individually. This is what the multichoice2 type is for. The answers are not evaluated as correct or incorrect, but simply cause the appropriate feedback to be displayed. Since no evaluation of responses takes place, all feedback is shown in a blue box.

1

Nature of economics

Economics is about:

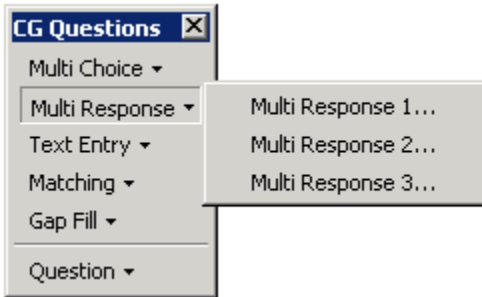
- a) Studying how unlimited resources are, or may be used, for the satisfaction of limited wants
- b) Indicating the social/political goals which limited productive resources should be set
- c) Studying how unlimited wants are, or may be met by varying the allocation of scarce resources
- d) Indicating the social/political environment in which the best use of the available productive resources will be made

No. It's the resources that are limited.

Check your answer

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MultiResponse Questions



There are three types of multiple response question.

MultiResponse1

This simple multiple response type displays one feedback irrespective of which boxes are checked. Rather than evaluating the responses as correct or incorrect, the feedback gives the correct answer and leaves the learner to draw their own conclusions. Since no evaluation of responses takes place, all feedback is shown in a blue box.

1 Vintage motorcycles

Which of the following are vintage motorcycles?

- a) Triumph Tiger
- b) Reliant Robin
- c) Ariel Square Four
- d) BSA Bantam
- e) Lambretta X150

The Tiger, Square Four and Bantam are vintage motorcycles.

The Reliant Robin is a three-wheel car.

The Lambretta X150 is a scooter.

Check your answer

MultiResponse2

This is a more complex checkbox type that displays a separate feedback for each checkbox. 'Correct' feedback is shown in a green box, 'incorrect' feedback in a red box.

The feedback depends on whether the box should be checked or not, and whether it has in fact been checked. A score is displayed depending on how many checkboxes the learner gets right.

You need to provide two feedback items for each checkbox, one 'correct' and one 'incorrect' feedback.

1

Vintage motorcycles

Which of the following are vintage motorcycles?

- a) Triumph Tiger
- b) Reliant Robin
- c) Ariel Square Four
- d) BSA Bantam
- e) Lambretta X150

- a) That's right. The Tiger is a vintage motorcycle.
- b) Wrong. The Reliant Robin is a three-wheel car.
- c) Wrong. The Square Four is a vintage motorcycle.
- d) Wrong. The Bantam is a vintage motorcycle.
- e) That's right. The X150 is a scooter.

Check your answer

MultiResponse3

A checkbox question that evaluates the pattern of checks made by the user and gives 'correct' or 'incorrect' feedback for the whole question. 'Correct' feedback is shown in a green box, 'incorrect' feedback in a red box.

1

Vintage motorcycles

Which of the following are vintage motorcycles?

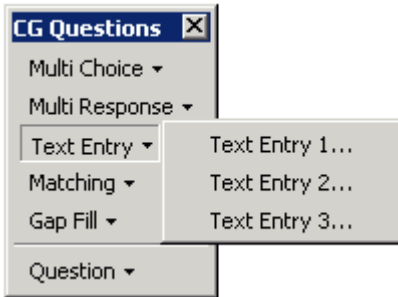
- a) Triumph Tiger
- b) Reliant Robin
- c) Ariel Square Four
- d) BSA Bantam
- e) Lambretta X150

That's right.

Check your answer

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TextEntry Questions

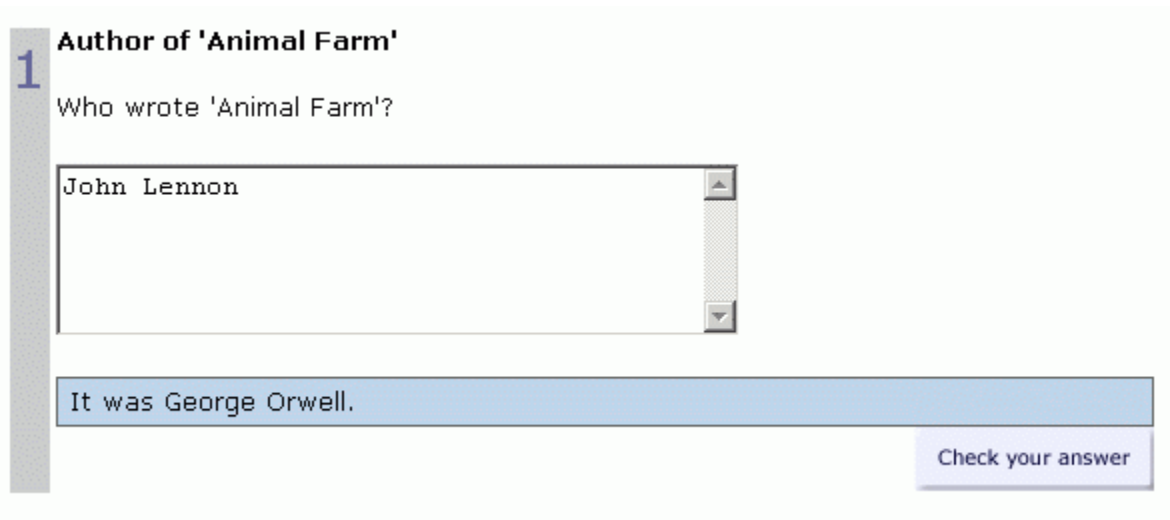


There are three types of text entry question.

TextEntry1

This simple text entry type displays one feedback irrespective of the text that is entered. Rather than evaluating the text entered as correct or incorrect, the feedback gives the correct answer and leaves the learner to draw their own conclusions. Since no evaluation of responses takes place, all feedback is shown in a blue box.

No answers need to be specified.

A screenshot of a question interface. At the top, it says '1 Author of 'Animal Farm''. Below this is the question 'Who wrote 'Animal Farm'?'. There is a text input field containing the text 'John Lennon'. Below the input field is a blue feedback box containing the text 'It was George Orwell.'. At the bottom right of the interface is a button labeled 'Check your answer'.

TextEntry2

In this text entry type, the user's answer is displayed back to them together with the correct answer, so that they can compare the two. This can be useful for example in technical questions where the answer has to be precisely accurate. Since no evaluation of responses takes place, all feedback is shown in a blue box.

1 **Re-arrange equation**

Re-arrange this equation to make b the subject: $a = b + c$

$b = a + c$

The answer is: $b = a - c$

You have to subtract c from both sides.

TextEntry3

This text entry type evaluates the text that the user enters and gives 'correct' or 'incorrect' feedback. 'Correct' feedback is shown in a green box, 'incorrect' feedback in a red box. You can specify as many alternative correct answers as you want, and the answer is considered correct if it matches any of them. Case is ignored when matching.

This type can be difficult to design as so many possible responses and spellings need to be considered. It is best used where the correct response is very well defined.

1 **Adam Smith**

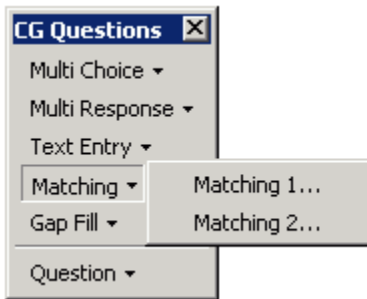
What influential economic book did Adam Smith write in 1776 ?

Wealth of Nations

That's right.

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Matching Questions



There are two types of matching question

Matching1

For this matching question you specify a set of answers and a set of match items. The answers are displayed on the left, with next to each one a drop-down listbox containing all the match items.

Rather than evaluating the matches as correct or incorrect, the feedback gives the correct answer and leaves the learner to draw their own conclusions. Since no evaluation of responses takes place, all feedback is shown in a blue box.

Very wide listboxes do not work well, so when deciding how to implement a matching question it is best to make the longer items the answers and the shorter items the matches.

1 Authors and books

Match these authors to the books they wrote:

a) The Philosophical Investigations

b) Das Kapital

c) Origin of the Species

a) Ludwig Wittgenstein

b) Karl Marx

c) Charles Darwin

Check your answer

Matching2

A matching question that evaluates the matches made by the user and gives 'correct' or 'incorrect' feedback. 'Correct' feedback is shown in a green box, 'incorrect' feedback in a red box.

You specify a set of answers and a set of match items. The answers are displayed on the left, with next to each one a drop-down listbox containing all the match items.

Very wide listboxes do not work well, so when deciding how to implement a matching question it is best to make the longer items the answers and the shorter items the matches.

1 Authors and books

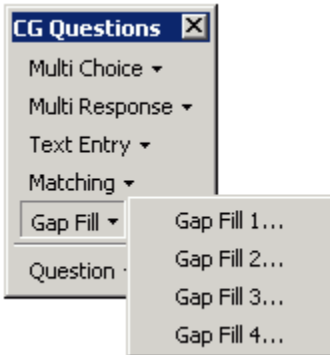
Match these authors to the books they wrote:

a) The Philosophical Investigations	<input type="text" value="Charles Darwin"/>
b) Das Kapital	<input type="text" value="Karl Marx"/>
c) Origin of the Species	<input type="text" value="Ludwig Wittgenstein"/>

No. Try again.

-0--0--0-

GapFill Questions



There are four types of gapfill question.

Gapfill1

A gapfill question that requires the learner to type the answers into text boxes. A word bank can be optionally displayed. In Internet Explorer only, the learner can drag words from the wordbank into the text boxes.

Rather than evaluating the entries as correct or incorrect, the feedback simply displays the complete text, followed by any additional feedback text that is specified. Since no evaluation of responses takes place, all feedback is shown in a blue box.

1 Selective attention

Fill in the gaps in this passage.

Because we cannot be of all the events that take place in our , the process of selective attention determines which will be noticed and which will be . The factors that control our include novelty, verbal instructions, and our own of the significance of what we are perceiving.

Word bank: assessment, attention, conscious, environment, ignored, stimuli

Because we cannot be **conscious** of all the events that take place in our **environment**, the process of selective attention determines which **stimuli** will be noticed and which will be **ignored**. The factors that control our **attention** include novelty, verbal instructions, and our own **assessment** of the significance of what we are perceiving.

Remember these three factors that control our attention.

Check your answer

Gapfill2

A gapfill question that requires the learner to type the answers into text boxes. A word bank can be optionally displayed. In Internet Explorer only, the learner can drag words from the wordbank into the text boxes.

The entries are evaluated and the feedback displays the number of gaps filled correctly, followed by any additional 'correct' or 'incorrect' feedback. If all gaps are filled correctly, the feedback is shown in a green box, while if any are incorrect the feedback is shown in a red box.

1 Selective attention

Fill in the gaps:

Because we cannot be of all the events that take place in our , the process of selective attention determines which will be noticed and which will be ignored. The factors that control our include novelty, verbal instructions, and our own of the significance of what we are perceiving.

You got 3 right out of 5.

Try again.

Check your answer

Gapfill3

A gapfill question using dropdown listboxes.

Rather than evaluating the entries as correct or incorrect, the feedback simply displays the complete text, followed by any additional feedback text that is specified. Since no evaluation of responses takes place, all feedback is shown in a blue box.

1

Selective attention

Choose the appropriate word for each blank:

Because we cannot be of all the events that take place in our , the process of selective attention determines which will be noticed and which will be ignored. The that control our include , verbal instructions, and our own of the significance of what we are perceiving.

Because we cannot be **conscious** of all the events that take place in our **environment**, the process of selective attention determines which **stimuli** will be noticed and which will be ignored. The **factors** that control our **attention** include **novelty**, verbal instructions, and our own **assessment** of the significance of what we are perceiving.

Remember these three factors.

Check your answer

Gapfill4

A gapfill question using dropdown listboxes.

The entries are evaluated and the feedback displays the number of gaps filled correctly, followed by any additional 'correct' or 'incorrect' feedback. If all gaps are filled correctly, the feedback is shown in a green box, while if any are incorrect the feedback is shown in a red box.

1

Selective attention

Choose the appropriate word from the list for each gap:

Because we cannot be of all the events that take place in our , the process of selective attention determines which will be noticed and which will be ignored. The factors that control our include , verbal instructions, and our own of the significance of what we are perceiving.

You got 4 right out of 6.

Try again.

Check your answer

-0--0--0-

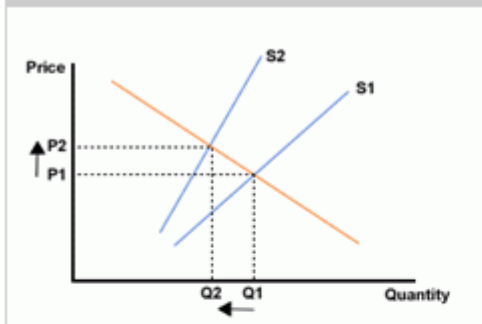
Using an image in the question text

You can easily insert an image into the question text. To do this:

- build the question in the normal way with the Course Genie Question dialog, using placeholder text where you want the image to go
- set Question View to Extended
- in the marked-up question (inside the grey box), select the placeholder text and replace it with an image (Insert/Picture/From File...)

Word source document

```
<question multichoice2>  
<title>Supply curve shift</title>  
<text>Which of the following explanations is the most likely cause of the shift  
of the supply curve to S1 in the diagram below? </text>
```



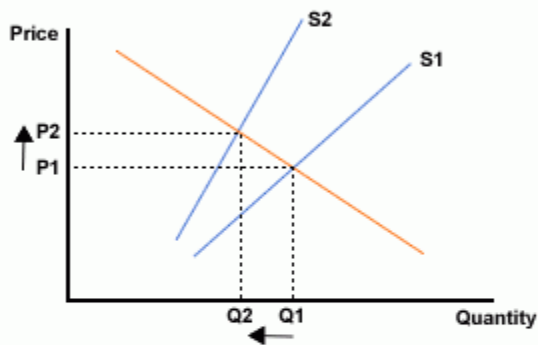
```
<answer>the imposition of a specific tax</answer>  
<feedback>No, not quite. You are right that a tax will shift the supply curve to  
the left, but a specific tax is a fixed rate of tax at all price levels (as with  
cigarette and many alcohol taxes). This will shift the supply curve  
parallel.</feedback>  
  
<answer>a flat rate increase in wages</answer>  
<feedback>An increase in wages will shift the supply curve to the left, but this  
is more likely to shift the supply curve parallel as it is a flat rate increase in  
wages.</feedback>  
  
<answer>a subsidy on the good</answer>  
<feedback>No. A subsidy will shift the supply curve the other way – to the  
right.</feedback>  
  
<answer>the imposition of an ad-valorem tax</answer>  
<feedback>Yes, well done. An ad-valorem tax is a percentage tax and so the  
amount of the tax depends on the price level (tax is a percentage of price).  
This means that at lower prices, the amount of the tax is less and so the  
supply curve shifts less.</feedback>  
</question>
```

Generated question

1

Supply curve shift

Which of the following explanations is the most likely cause of the shift of the supply curve to S1 in the diagram below?



- a) the imposition of a specific tax
- b) a flat rate increase in wages
- c) a subsidy on the good
- d) the imposition of an ad-valorem tax

No. A subsidy will shift the supply curve the other way - to the right.

Check your answer

Note that if you edit the question using the Course Genie Question dialog, you need to use placeholder text and replace it with the image again.

-0--0--0-

Using images as answers

You can easily use images as answers. To do this:

- build the question in the normal way with the Course Genie Question dialog, using placeholder text where you want the image to go
- set Question View to Extended
- in the marked-up question (inside the grey box), select the placeholder text and replace it with an image (Insert/Picture/From File...)

Word source document

```
<question multichoice2>
<title>Elasticity - diagrams</title>
<text>Examine the sketches below. Which diagram represents a product with
a price elasticity of -1.0?</text>
```

Image 1

```
<answer>
</answer>
<feedback>No. This shows an inelastic demand function.</feedback>
```

Image 2

```
<answer>
</answer>
<feedback>Yes, that funny curve again. Where does the name – rectangular
hyperbola – come from?</feedback>
```

Image 3

```
<answer>
</answer>
<feedback>No, this shows a very elastic demand function.</feedback>
```

Image 4

```
<answer>
</answer>
<feedback>No, this shows a product with a price elasticity of zero. Same
demand irrespective of price.</feedback>
</question>
```

Generated question

1

Elasticity - diagrams

Examine the sketches below. Which diagram represents a product with a price elasticity of -1.0?

a)

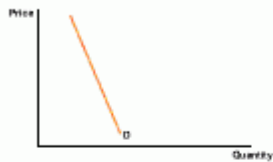


Image 1

b)

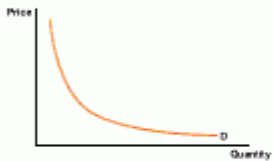


Image 2

c)

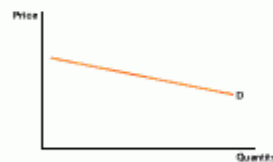


Image 3

d)

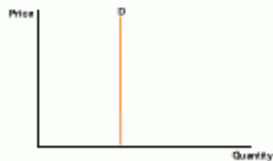


Image 4

No. This shows an inelastic demand function.

Check your answer

Note that if you edit the question using the Course Genie Question dialog, you need to use placeholder text and replace it with the image again.

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Using an image in feedback

You can easily insert an image into the feedback text. To do this:

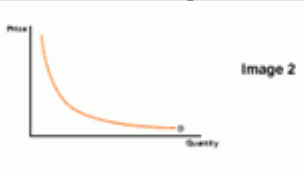
- build the question in the normal way with the Course Genie Question dialog, using placeholder text where you want the image to go
- set Question View to Extended
- in the marked-up question (inside the grey box), select the placeholder text and replace it with an image (Insert/Picture/From File...)

Word source document

```
<question multichoice1>
<title>Price Elasticity</title>
<text>A product with a price elasticity of -1.0 would be represented by:</text>

<answer>a straight line</answer>
<answer correct>a curve</answer>

<feedback correct>That's right. It would be represented by this rectangular
hyperbola:
</feedback>
<feedback incorrect>No, try again.</feedback>
</question>
```



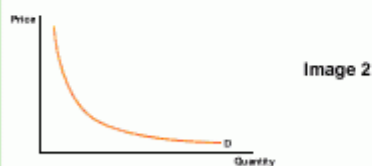
Generated question

1 Price Elasticity

A product with a price elasticity of -1.0 would be represented by:

- a) a straight line
- b) a curve

That's right. It would be represented by this rectangular hyperbola:

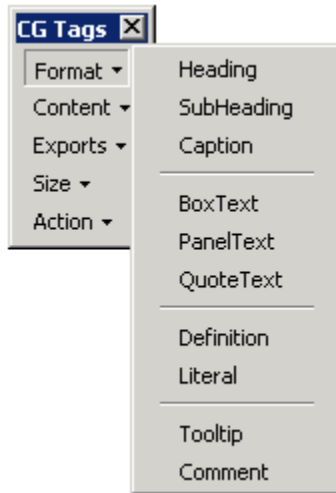


Check your answer

Note that if you edit the question using the Course Genie Question dialog, you need to use placeholder text and replace it with the image again.

The Tag Palette

The Format Menu



The Format menu allows you to explicitly mark up styles that are normally applied using the style bar. You only need to use this menu when you want to nest one style inside another, for example to put a caption inside a popup.

To apply any of these styles, first select the text to be marked up then choose the style from the menu.

Remember, you don't need to use this most of the time - just apply styles from the style bar instead.

Heading	Heading text.
SubHeading	Subheading text.
Caption	Caption text for images, media and tables.
BoxText	Text or images to be emphasised by having a box drawn round.
PanelText	Text or images to be emphasised by being displayed with a grey background.
QuoteText	Text to be displayed as a quoted passage.
Definition	Displays a definition. If inside <glossary> tags, generates WebCT glossary entry The first line should contain the term to be defined, with succeeding paragraphs containing the text of the definition
Literal	Displays text including angle brackets or indenting in literal format, typically software code.
Comment	Used to annotate the source Word document - ignored when generating HTML pages.

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The Content Menu



The Content menu is used for more complex content structures.

You normally use the style bar for popups and includes, and only need to use the two options here when you want to nest one style inside another, for example to put boxtext inside a popup.

Popup

Text or images to be displayed as the contents of a popup.
The first line should contain a bookmark as the name of the popup, with succeeding paragraphs containing any text or images.

Include

Used to embed an external web page in an inline frame in the current web page.
Should contain the text of the url to be displayed.

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The Exports Menu



The Exports menu is used to generate assessment and glossary files for exporting to other systems such as Question Mark and WebCT.

Assessment

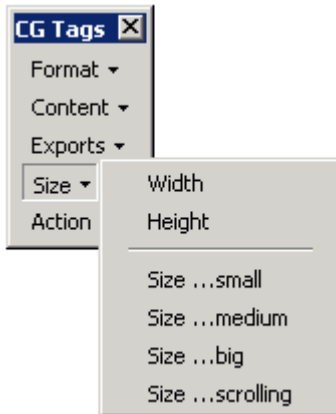
To generate an assessment export file, first build a series of questions using the question dialog boxes. Then select all the questions and apply the assessment tags. When the course is generated, the questions will be exported to a Question Mark QML file, an IMS QTI file or a WebCT quiz batch file, depending on the option set in the Settings dialog. The questions will not be displayed as selftest questions within the generated Course Genie content.

Glossary

To generate a glossary batch file, first build a series of definitions using the definition style. Then select all the definitions and apply the glossary tags. When the course is generated, the definitions will be exported to a WebCT glossary batch file whenever the Assessment Export mode is set to WebCT. The definitions will not be displayed within the generated Course Genie content.

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The Size Menu



The size menu is used to add size information to popups, include windows and media players.

Width

Used to specify a width for popups or includes. Make a blank line inside the popup or include style, type a number of pixels for the width, select the line with the number on it, then choose Width from the menu.
Eg: `<width>320</width>`

Height

Used to specify a height for popups or includes. Make a blank line inside the popup or include style, type a number of pixels for the height, select the line with the number on it, then choose Height from the menu.
Eg: `<height>240</height>`

Size... small

A quick way of specifying height and width for popups. Place the insertion point at the start of a blank line inside the popup style, then choose Size... small from the menu. The width and height for ...small are set in the XML stylesheet styles.xml which is located in the Config folder. Default sizes are width 400 pixels and height 300 pixels.
Eg: `<size>small</size>`

Size... medium

A quick way of specifying height and width for popups. Place the insertion point at the start of a blank line inside the popup style, then choose Size... medium from the menu. The width and height for ... medium are set in the XML stylesheet styles.xml which is located in the Config folder. Default sizes are width 500 pixels and height 375 pixels.
Eg: `<size>medium</size>`

Size... big

A quick way of specifying height and width for popups. Place the insertion point at the start of a blank line inside the popup style, then choose Size... big from the menu. The width and height for ... big are set in the XML stylesheet styles.xml which is located in the Config folder. Default sizes are width 600 pixels and height 450 pixels.
Eg: `<size>big</size>`

Size... scrolling

A quick way of specifying height and width for popups. Place the insertion point at the start of a blank line inside the popup style, then choose Size... scrolling from the menu.

The width and height for ... scrolling are set in the XML stylesheet styles.xml which is located in the Config folder. Default sizes are width 600 pixels and height 450 pixels. This option also adds scroll bars to the popup.
Eg: `<size>scrolling</size>`

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The Action Menu



Untag Selection

The Action menu is used to remove formatting from a selection.

This option can be useful as a way of unformatting sections of content. It removes any Course Genie styles, applies the cgBodytext style, and deletes any tags found. First select the text that you want to unformat, then choose the Untag Selection option.

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Customisation

The CSS stylesheet

Many aspects of the generated HTML are controlled by the CSS stylesheet `cg.css`. Each Course Genie design scheme has its own version of the `cg.css` file, which is located in the scheme's subdirectory of the Course Genie Config directory. For example, the stylesheet for the standard Course Genie scheme is located in the directory `[main Course Genie installation directory]\Config\scheme1\`.

The stylesheet for the chosen scheme is copied to the current output folder each time a course is generated. If you want to change the style of all generated courses, then edit the stylesheet in the scheme folder. If you want to change the style of a particular course that you have already generated, then edit the stylesheet in that course's own folder.

For more information on implementing a new design scheme see the topic [Adding new design schemes](#).

Although a stylesheet is a plain text file and can be edited using a text editor such as Notepad, the task of editing a large stylesheet such as this one is made much easier if you use a specialist stylesheet editor such as StyleMaster (www.westciv.com/style_master/index.html).

You should back up the CSS file in the scheme directory before you make any changes. Since the stylesheet controls almost every aspect of the layout, even minor changes to it can have drastic and unexpected effects on the presentation of the HTML if you are not careful.

The stylesheet is divided into the following sections:

Main

In the body selector you can edit the background colour, text colour and font size. All other font sizes in the stylesheet are relative to this one, so changing this font size is the easiest way of scaling all fonts up or down. In this section there are also selectors for all the headings which you can use to control relative heading sizes.

Links

In this section you can control the colours of all links.

Tables

Controls layout and border width of all tables.

Display Formats

Controls layout of `boxtext`, `paneltext`, `quotetext`, definitions and literals.

Questions

Controls layout of questions and question feedback.

Popups

Controls layout of popups.

Header

Controls layout of the header section running across the top of each page that includes the title and navigation buttons.

Logo

Controls layout of the optional logo image at the top of each page. Other aspects of the logo image, including whether it is displayed at all, are controlled in the XML stylesheet `styles.xml`.

Index

Controls layout of the list of pages shown on the Index page index.htm.

Table of Contents

Controls layout of the optional navigation bar shown at the left hand side of each page. You don't need to edit the stylesheet to control whether this bar is shown at all or to set the width, as these can both be controlled using the setting on the Navigation tab of the Course Genie Settings dialog.

Main Content

Controls layout of the main content area. The selector #main-content-withtoc controls layout for pages with a left navigation bar, while #main-content-notoc controls layout for pages without a left navigation bar.

Footer

Controls layout of the footer running across the bottom of each HTML page. The selector #footer-withtoc controls layout for pages with a left navigation bar, while #footer-notoc controls layout for pages without a left navigation bar.

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The XML stylesheet

Some aspects of the generated HTML are controlled by the XML stylesheet styles.xml, located in the Config subfolder of the main Course Genie installation folder.

This XML file is used by the Course Genie engine when it generates the HTML pages. Individual HTML pages do not access this stylesheet directly in the same way as they do CSS files, so this does not need to be copied to the output folder.

Warning!

Back up this file before you make any changes. If the file is altered in such a way that it is no longer well-formed XML, the Course Genie engine will not run.

Element	Description
Logo	
logo\filename	Filename of logo image
logo\width	Width of logo image
logo\height	Height of logo image
logo\show-on-indexpage	Determines whether logo is shown on index page
logo\show-on-contentpages	Determines whether logo is shown on content pages
logo\alt	Alt text for logo image
logo\url	URL for logo image
Selftests	
questionable\feedback-correct	Default correct feedback
questionable\feedback-incorrect	Default incorrect feedback
questionable\textentrybox-cols	Column width of text entry box in TextEntry questions
questionable\textentrybox-rows	Row height of text entry box in TextEntry questions
questionable\answer-labels	Answer labelling - can be a), A), i) or 1)
Buttons	
prevbutton\image-topup	Image file for previous button at top in up state
prevbutton\image-topdown	Image file for previous button at top in down state
prevbutton\image-botup	Image file for previous button at bottom in up state
prevbutton\image-botdown	Image file for previous button at bottom in down state
prevbutton\width	Width of previous button image

Element	Description
prevbutton\height	Height of previous button image
checkboxbutton\image-up	Image file for question check button in up state
checkboxbutton\image-down	Image file for question check button in down state
checkboxbutton\width	Width of question check button image
checkboxbutton\height	Height of question check button image
closebutton\image-up	Image file for close button in up state
closebutton\image-down	Image file for close button in down state
closebutton\width	Width of close button image
closebutton\height	Height of close button image
closebutton\alt	Alt text for close button image
contentsbutton\image-topup	Image file for contents button at top in up state
contentsbutton\image-topdown	Image file for contents button at top in down state
contentsbutton\image-botup	Image file for contents button at bottom in up state
contentsbutton\image-botdown	Image file for contents button at bottom in down state
contentsbutton\width	Width of contents button image
contentsbutton\height	Height of contents button image
nextbutton\image-topup	Image file for next button at top in up state
nextbutton\image-topdown	Image file for next button at top in down state
nextbutton\image-botup	Image file for next button at bottom in up state
nextbutton\image-botdown	Image file for next button at bottom in down state
nextbutton\width	Width of next button image
nextbutton\height	Height of next button image
Other Elements	
audio\playerwidth	Default width of audio player
audio\playerheight	Default height of audio player
flash\width	Default width of Flash movie
flash\height	Default height of Flash movie

Element	Description
image\border	Width of border round images
include\width	Default width of Include frame
include\height	Default height of Include frame
popup\big-width	Width of popups specified as big
popup\big-height	Height of popups specified as big
popup\medium-width	Width of popups specified as medium
popup\medium-height	Height of popups specified as medium
popup\small-width	Width of popups specified as small
popup\small-height	Height of popups specified as small
popup\scrolling-width	Width of popups specified as scrolling
popup\scrolling-height	Height of popups specified as scrolling
popup>window-title	Title text of popup windows
popup\bcolour	Background colour of popup windows
video\playerwidth	Default width of video player
video\playerheight	Default height of video player
video\controlheight	Height of video player controls
Players	
flashplayer\image	Filename of Flash player download image
flashplayer\width	Width of Flash player download image
flashplayer\height	Height of Flash player download image
flashplayer\alt	Alt text for Flash player download image
flashplayer\url	URL for Flash player download image
realplayer\image	Filename of RealMedia player download image
realplayer\width	Width of RealMedia player download image
realplayer\height	Height of RealMedia player download image
realplayer\alt	Alt text for RealMedia player download image
realplayer\url	URL for RealMedia player download image
quicktimeplayer\image	Filename of Quicktime player download image
quicktimeplayer\width	Width of Quicktime player download image

Element	Description
quicktimeplayer\height	Height of Quicktime player download image
quicktimeplayer\alt	Alt text for Quicktime player download image
quicktimeplayer\url	URL for Quicktime player download image
winmediaplayer\image	Filename of Windows Media player download image
winmediaplayer\width	Width of Windows Media player download image
winmediaplayer\height	Height of Windows Media player download image
winmediaplayer\alt	Alt text for Windows Media player download image
winmediaplayer\url	URL for Windows Media player download image

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Adding a logo to every page

You can set up Course Genie so that it adds a logo image, optionally hyperlinked to a url of your choice, to the top of every page. The image is automatically inserted between the blue titlebar and the start of the page content, so short wide logos work better than tall thin ones.

To set this up, you first copy the logo image into the buttons subdirectory of each scheme directory, then edit the Logo entries in the styles.xml stylesheet to reflect the required logo name, width, height, alt text, url, and whether it is shown on index and content pages. The scheme directories can be found in the Config directory.

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Adding new design schemes

You can choose from several design schemes using the dropdown menu located on the General tab of the Settings dialog. For more details see the topic [Choosing a design scheme](#). It's possible to add your own design schemes to this dropdown menu, for example to allow a different scheme for each department or faculty.

The design schemes dropdown menu is controlled by the file `schemes.dat`, which is located in the Course Genie Config directory. This file takes the following form:

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

This consists of a list of pairs of names. The first name in each pair is the scheme name that will appear in the dropdown, and the second is the name of a directory containing the scheme data. These directories are subdirectories of the Config directory, and contain the stylesheet file `cg.css` and a `buttons` subdirectory containing the graphic images for each button state.

To create a new scheme:

- Copy the directory `scheme1` (located in the Config directory) and paste a copy of it back into the Config directory
- Rename the copied directory (for example, to `scheme5`)
- Edit the file `schemes.dat` (located in the Config directory) to add a new entry consisting of the name of the new scheme followed by the new directory name
- Edit the file `cg.css` in your new scheme directory to change colours and font properties
- Edit the button state images in the `buttons` subdirectory of your new scheme directory

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

For more information on editing the `cg.css` stylesheet, see the topic [The CSS stylesheet](#) .

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Style mapping

You can customise Course Genie so that any built-in Word paragraph style or any user-defined paragraph style maps onto any Course Genie style.

This is controlled by the plain text file `map.dat` which is located in the `Config` directory. This file consists of comma-separated pairs of style names.

For example the default setup is for the built-in Heading 1 style to be mapped onto the Course Genie `cgHeading` style, and for the built-in Heading 2 style to be mapped onto the Course Genie `cgSubHeading` style. This mapping is represented by the following entries:

```
Heading 1,cgHeading  
Heading 2,cgSubHeading
```

You might want to change this so that Heading 1 mapped onto `cgSectionTitle` and Heading 2 mapped onto `cgPageTitle`. To do this you would change the entries in `map.dat` to:

```
Heading 1,cgSectionTitle  
Heading 2,cgPageTitle
```

You need to restart Course Genie to activate any changes to `map.dat`.

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