The HealthStream Authoring Center

Administrator User Guide

Updated February 19, 2014

HealthStream®

Some of the features described in this guide are optional or role-specific, and might not be available to you.

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HealthStream Authoring Center

Authoring Center Policies and Guidelines

To ensure high performance standards for clients, has adopted the following policies for our Authoring Center platform to:

1. Protect all clients from loading files that could threaten the integrity of the Authoring Center.
2. Ensure the highest performance possible for our clients' authoring experience.
3. Prevent unauthorized use of the site, such as posting protected intellectual property without the owner's permission, use of the FTP site as non-authoring asset file storage, or use of files that are, in general, not being used in authored courses.

These policies will protect your organization's investment in authored courses and provide for the best possible end-user experience.

Authoring Policies

1. No single file uploaded to the Authoring Servers may be larger than 25 megabytes (in the case of SCORM .zip files uploaded from the Course Builder page, the limit is 100 MB). Also, no course page can contain assets that total more than 25 megabytes. The total disk space required by the entire course may be larger than 25 megabytes, but no single file or page can be. The reason for this limitation is to ensure that course pages load in a timely manner and to ensure an optimal end user experience. For more information, see our recommended practices on breaking up large files into smaller ones that comply with the policies and improve the user experience.
2. All files uploaded to Authoring Servers (your Authoring Directory) must included be on the approved file types list. This policy exists to protect all users of the Authoring Center from the potential damage caused by malicious or carelessly constructed content. amends our list of allowable file types from time to time and will communicate any additions or deletions from the list by updating a copy of these Authoring Policies found in the online help section of . Please see Allowable File Types for Authored Content below for the current list of allowable files.
3. Only load content into Authoring Center for which your organization has a legal copyright or permissions from the copyright owner to distribute within the organization. Uploading files that are not owned by your organization, or where your organization does not have permission from the copyright owner, is a violation of copyright laws and may trigger legal action against your organization. maintains the right to deny customer access to our Authoring Center infrastructure to distribute material where the customer is not the copyright owner or does not have permission from the copyright owner, but exercises this right only on rare occasions to protect our previously existing business interests.
4. Only assets that will be used in authored courses may be uploaded to the Authoring Servers. Do not use Authoring Center for general file storage or for other unauthorized purposes.
5. Any assets loaded to Authoring Servers that are or may be out of compliance with the policies detailed above may be deleted at sole discretion.
6. Courses that invoke communication features (such as e-mail or FTP) must use standard HTTP/HTTPS and FTP/SFTP ports, and must require no server-side technologies such as SMTP, ASP, Cold Fusion, etc.

7. Clients are responsible for keeping back-up copies of all assets published to the Authoring Center. In the event that deletes a needed file for a policy violation, restoring this file is the responsibility of the client. Authoring servers should not be used for content delivery and should NOT be the only servers where your files exist.

8. No executable file types, such as .exe, are allowed on authoring server or to be called from the Authoring server to another external server where the .exe resides.

9. Uploading or large video files such as DVDs to the Authoring server is not permitted.

Allowable File Types for Authored Content

 reserves the right to delete files that are not of these types for the protection of all authoring clients. Please contact Customer Support if you have any questions about these allowable file types.

- .au, audio/basic
- .css, text/css
- .doc
- .docm
- .docx
- .dotm, application/vnd.msword
- .dotx
- .f4v, video/mp4
- .flv, video/x-flv
- .gif, image/gif
- .htm, text/html
- .html, text/html
- .jar, application/java-archive
- .jpe, image/jpeg
- .jpeg, image/jpeg
- .jpg, image/jpeg
- .js, application/x-javascript
- .mov, Quicktime movie
- .mp2, video/mpeg
- .mp3, audio/mpeg
- .mp4, video/mp4
- .mpa, video/mpeg
- .mpv2, video/mpeg
- .pdf, application/pdf
- .png, image/png
- .potm - PowerPoint 2007 macro-enabled XML template
- .potx - PowerPoint 2007 XML template
- .ppam - PowerPoint 2007 macro-enabled XML add-in
- .ppsm - PowerPoint 2007 macro-enabled XML show
- .ppsx - PowerPoint 2007 XML show
- .ppt, .pptx, application /vnd.ms-powerpoint

- .pptm - PowerPoint 2007 macro-enabled XML presentation
- .pptx - PowerPoint 2007 XML presentation
- .swf, application/x-shockwave-flash
- .txt, text/plain
- .vsd, .vss, application/visio
- .xhtml, text/html
- .xlam - Excel 2007 XML macro-enabled add-in
- .xls, .xlsx, application/vnd.ms-excel
- .xlsb - Excel 2007 binary workbook (BIFF12)
- .xlsm - Excel 2007 XML macro-enabled workbook
- .xlsx - Excel 2007 XML-enabled sheet
- .xltm - Excel 2007 XML macro-enabled template
- .xltx - Excel 2007 XML template
- .xml, text/html
- .xsd, text/html
- .zip, application/zip (only when transporting SCORM package)

Authoring Center FAQs

How can I develop content for use in the Authoring Center?
You can develop content in any of the ways outlined below:

- Develop HTML content through using the Content Manager and HTML Editor.
- Develop HTML content via any HTML authoring tool (e.g., Adobe Contribute, Adobe Dreamweaver, CoffeeCup, SeaMonkey, etc.)
- Develop SCORM content via any SCORM development tool (e.g., Lectora).

How can I upload files to for use in my courses?
Files must first be placed in your Authoring Directory. Your Authoring Directory is a secure location that houses all your authored content. When you create an authored learning activity, you select content from your Authoring Directory to include in the course. To place files on your Authoring Directory, you can:

- Create HTML files directly from using the Content Manager and HTML Editor. See Adding a Page for more information.
- Using the Content Manager, upload files developed in a third-party HTML authoring tool. See Uploading Files for more information.
- Upload files using a third-party FTP client. See Connecting a Third-Party Tool to the Authoring Directory for more information.

I currently use Contribute (or another third-party HTML authoring tool) to author content and upload it to . Can I continue to do so?
Yes. The new Authoring Center features are built on the existing platform, which means you can continue to use your current tools and processes without interruption, if you wish. While you may find that the new Content Manager and HTML Editor make it easier to create and manage content within , you can use any third-party tool to author HTML content and upload it to .

What is the HTML Editor?

The HTML Editor is an HTML authoring tool integrated directly into . This tool allows you to create authored content without the need for any third-party tool. Using the HTML Editor, you can add text, images, tables, audio, and video to a page and format the content as needed. See the HTML Editor Overview for more information.

What is the Content Manager and why should I use it?

The Content Manager allows you to manage and organize the contents of your organization's Authoring Directory from within . You can use the Content Manager to create folders, copy, paste, delete, or rename files.

The use of the Content Manager is not necessary; if you prefer, you can organize and manage your authored content using a third-party FTP client. However, you may find that the Content Manager allows you to easily view and manage the contents of your Authoring Directory through , without the use of a separate tool. See the Content Manager Overview for more information.

Who can access the Content Manager and HTML Editor within ?

Access to the Content Manager and HTML Editor are granted to any administrator with the new "HTML Editor" feature. To have this feature added to your administrator role, contact your Customer Support service.

What is the Courseware Exchange?

The Courseware Exchange allows you to share courses with other organizations. You can copy customer-shared assets directly into Course Builder for use in authoring your own course.

When publishing authored courses, you can determine when you'd like to share to the Courseware Exchange.

Content Manager

Content Manager Overview

The Content Manager allows you to manage and organize the contents of your organization's Authoring Directory from within . You will create folders in your Authoring Center to organize your authored content. By default, your top-level folder is named **Content.** This folder cannot be renamed. You can add folders and sub-folders within the **Content** folder.

Your Authoring Directory can also be managed outside through an FTP client. The Content Manager will reflect any changes made outside . See Connecting an HTML Authoring Tool to the Authoring Directory for more information.

You can organize your Authoring Directory file structure as needed, as long as you follow these guidelines:

- For any single piece of content, all assets must be included within a single content folder. When creating an authored learning activity, you will select a folder that includes all assets - HTML pages, images, and media files - used in that activity.
- Your specified folder does not have to be a top-level folder, but all assets must be within it.
- The selected folder can include sub-folders to organize content, but the HTML files must be organized at the root of that folder.

- Files cannot be placed in the top level "/content" folder. They must be contained within a folder that is located within the top level "/content" folder.

The Content Manager is laid out in a double-pane view similar to the view used in Windows Explorer. The left pane of the content manager displays only folders and sub-folders. To see the contents of any folder, select in within the left pane and all contents of that folder will display in the right pane.

Standard and Basic Content Manager

If you have 100 or more sub-folders in your Content folder, the HealthStream Learning Center uses the Basic Content Manager to display the files and folders in the **Content** folder. The Basic Content Manager optimizes system performance for large numbers of content sub-folders. Links on the page enable you to switch between the Basic and Standard Content Managers.

If you have 100 or more sub-folders in your **Content** folder, it is recommended that you create authored learning activities from the Course Builder page when you create a course, rather than creating the authored learning activity first and then adding it to a course.

Accessing the Content Manager

There are three ways to access Content Manager:

- Click **Manage Authored Content** from the Courses tab. This allows you to manage all files without accessing the Content Manager via the Course Builder.
- When adding or editing a course, add an Authoring Center Activity, select the Common Properties, and click **Save**. See Adding an Authored Learning Activity for more information.
- When managing an existing course that includes an Authoring Center Activity, click the Authoring Center Activity name from the Course Builder page.

Refreshing the Content Manager

Changes to the Content Manager may take a moment to display correctly as communicates with your Authoring Directory. If the Content Manager does not reflect changes correctly after copying files, making edits to pages, or renaming files, click the **Refresh** button to force the Content Manager to update.

Right-click within Content Manager

By clicking the right button on your mouse within Content Manager, you can access a contextual menu that includes options from the main tool bar and some additional options, including:

- **Rename:** Rename a file, folder, or page. See Renaming Files, Folders, and Pages for more information.
- **Copy:** Copy a folder or file. The copied files are duplicated, and are not moved from their original location. See Copying Files, Folders, and Pages for more information.
- **Paste:** Paste a copied folder or file to a new location.
- **Download Folder/File:** Download the folder or file to your local computer. See Downloading Files, Folders, and Pages for more information.

Related Topics

- [Adding a Folder](#)
- Naming Content Folders

Adding a Folder

You will create folders in your Authoring Center to organize your authored content. By default, your top-level folder is named **Content.** This folder cannot be renamed. You can add folders and sub-folders within the **Content** folder.

➲ **To add a folder**

1. Access the Content Manager.
2. In the Content Manager, choose the parent folder to which you will add your new folder. You may choose to place your new folder at the top level by selecting the Content folder. Note that selecting a folder in the right pane takes precedence over any folder selection in the left pane.
3. Click the New Folder button in the Content Manager menu. A window will open.
4. Enter a name for the new folder.
5. Click **OK**. The new folder is added to the parent folder.

Related Topics

• Content Manager Overview
• Naming Content Folders
• Structuring Content Folders

Adding a Page

To add a page

1. Access the Content Manager.
2. In the Content Manager, select the folder to which you wish to add a page. Note that selecting a folder in the right pane take precedence over any folder selection in the left pane.
3. Click the **Add New Page** button to open the HTML Editor window.
4. Use the HTML Editor to edit the content as necessary. Note that your changes are unsaved until you complete the following steps.
5. When you'd like to save your new page, click **Save**. The Save window opens.
6. Enter a new file name.
7. Click **Save**. You are returned to the HTML Editor. The filename now appears in the top left of the window, indicating that the page has been saved.
8. Click **Save and Close** or **Exit** to return to the Content Manager.

All pages created in the HTML Editor are automatically sized at 1024 x 768 pixels.

★ **Tips**

If not all buttons are visible in the HTML Editor, press F11 on your keyboard to toggle full screen mode. (Press F11 again to return to normal screen mode to access the Save and Exit buttons.)

Related Topics

• Content Manager Overview
• Naming Pages
• HTML Editor Overview

Copying Files, Folders, and Pages

Pages, files, and folders in the Authoring Directory can be copied via the Content Manager.

➲ **To copy files, folders, or pages**

1. Access the Content Manager.
2. In the Content Manager, right-click the file, folder, or page you'd like to copy and select **Copy** from the menu.
3. Navigate to the desired location for the file within Content Manager.
4. Right-click within the new location and select Paste from the menu. The file, folder, or page will be copied into the location with -Copy appended to the filename. When copying folders, all the contents of that folder are copied as well.

Related Topics

- [Content Manager Overview](#)
- Naming Pages

Renaming Files, Folders, and Pages

Pages, files, and folders in the Authoring Directory can be renamed via the Content Manager. Renaming files can change the behavior of your content and cause it to not properly display or function. Rename files cautiously. Consider the following before renaming any items:

- The Authoring Center orders your content's pages according to the naming convention you give them. Be careful to follow the naming conventions covered under Naming Pages and be aware that changing the numeric value of your page names may change their display order.
- Changing image, video, or audio file names will alter any references within your pages and cause the image to no longer display. If you change the name of an image that is used in a page, you may need to edit that page again to refer to the newly renamed file.
- Do not rename your "images" sub-folder. Images in your content must be placed within a sub-folder titled "images."
- Always preview your content and test it thoroughly before publishing a course.

➲ **To rename files, folders, or pages**

1. Access the Content Manager.
2. In the Content Manager, right-click the file, folder, or page you wish to rename and select **Rename** from the menu. The *Rename* window opens.
3. Enter a new name for the item.
4. Click **OK**. The item is renamed.

Related Topics

- [Content Manager Overview](#)
- Naming Pages

Deleting Files, Folders, and Pages

To delete files, folders, or pages

1. Access the Content Manager.

2. Select a file, folder, or page in the left or right pane of the Content Manager. Note that your selection in the right pane takes precedence over any selection in the left pane.

3. Click the **Delete** button. A window appears and asks you to confirm that you wish to delete the selected item. Deleting a folder deletes all the contents of that folder. Any page that uses the items included will not display properly after it is deleted.

4. Click **OK.** The item is deleted.

Related Topics

- Content Manager Overview
- Soft Delete vs. Permanent Delete
- Restoring Files or Folders After a Soft Delete
- Permanently Deleting Files

Editing a Page

To edit a page

1. Access the Content Manager.

2. In the Content Manager, double-click the page you wish to edit. The HTML Editor window opens. You can also right-click within the page and select **Open,** or select the page and click the **Open** button from the toolbar.

3. Use the HTML Editor to edit the content as necessary. Note that your changes are unsaved until you complete the following steps. See HTML Editor Overview for more information.

4. When you'd like to save your edits, click **Save.** The success message confirms your page has been saved. Click S**ave and Close** to save your changes and return to the Content Manager.

When opening an HTML file for editing, the following error message may occasionally appear: **An error occurred while opening the file, please try again.** Attempt to open the file again. The error may be caused due to high traffic on the server.

To discard your changes

1. From the HTML Editor, click **Exit.** A confirmation window will appear.

2. Click **OK.** Your unsaved changes are discarded and you return to the Content Manager.

To save your edits as a new page

If you wish, you may edit a page and save the edited version as a new page under a different filename. You can use this technique to more efficiently create new pages using pre-existing pages as a template.

1. In the Content Manager, double-click the page you wish to edit. The HTML Editor window opens.

2. Click **Save As….** The Save window opens.

3. Enter a new file name. Your file name should adhere to page naming guidelines covered in Naming Pages.

4. Click **Save.** You are returned to the HTML Editor. The new filename now appears in the top left of the editor window, indicating that the page has been saved as a new page.

5. Edit the content of your page as necessary. Note that your changes are unsaved until you click **Save** or **Save and Close.**

Related Topics

- [Content Manager Overview](#)
- Naming Pages
- [Adding a Page](#)

Uploading Files

You can upload files to your Authoring Directory via the Content Manager for use in your authored content. Multiple files can be uploaded at once. You may also upload a .zip file including multiple files and folders. The Content Manager will automatically unzip the file.

⟳ **To upload files**

1. Access the Content Manager.
2. In the Content Manager, choose the parent folder to which you will add your file(s). Note that selecting a folder in the right pane takes precedence over any folder selection in the left pane.
3. Click the **Upload** button to open the Upload window. You can also right-click within the Content Manager and select **Upload** from the menu.
4. By default, the Upload window provides three rows to use in selecting files for upload. Click the **Select** button next to any row and the file browser opens.
5. Select the file you wish to upload from your computer.
6. Click **Open.** You are returned to the Upload window, where the selected filename appears in the row.
7. Repeat steps 4 through 6 as needed to add additional files to the upload.
8. Check the **Overwrite if file exists?** check box if you wish to overwrite any files within the selected folder that have an identical filename. Be cautious when overwriting files; when a file is overwritten, any page that uses that item will display the new file. This may change the behavior of your authored content.
9. Click **Upload**. You are returned to the Content Manager and the files selected for upload will appear in the selected folder. If your uploaded files do not appear in the selected folder, click the **Refresh** button to refresh the Content Manager view.

Uploading Images

For images to display correctly in the content, you must follow these rules when uploading images to the Authoring Directory:

- Images and other media must be placed within a folder tilted images.
- Do not include any additional characters in the images folder name.
- The images folder must be a sub-folder within the folder that contains the page in which they will appear.

★ **Tips**

- All files uploaded to the Authoring Directory are subject to Authoring Center Policies and Guidelines, which includes policies regarding allowed file types and sizes. Attempted uploads that do not meet the stated policies and guidelines may fail. See Authoring Center Policies and Guidelines for more information.

- In the Upload window, you can click the Add button to add additional rows and upload additional files.
- In the Upload window, click **Remove** next to any row to remove that file from the upload.

Related Topics

- [Content Manager Overview](#)
- [Uploading a Complete Authored Activity](#)

Uploading a Complete Authored Activity

When uploading .zip files, the Content Manager will automatically unzip the file and place the individual files in the selected folder. You can use this feature to easily upload large numbers of files at once, or to upload a complete authored activity developed in a third-party HTML authoring tool.

When uploading a complete authored activity as a .zip file, be sure that you follow these guidelines:

- Before uploading, create a new folder in the Content Manager to house the content. You will place all assets within that folder. See Adding a Folder for more information.
- Be sure that the HTML pages in your content folder match the naming convention necessary for the Authoring Center. See Adding a Page for more information.
- Your .zip file should contain all necessary files and sub-folder; for example, all images should be contained within a sub-folder titled "images." See Adding a Folder or more information.

Related Topics

- [Content Manager Overview](#)
- [Uploading Files](#)
- [Adding a Folder](#)

Downloading Files, Folders, and Pages

You can also download files from your Authoring Directory via the Content Manager. This feature allows you to save a local copy of any file, folder, or page.

1. Access the Content Manager.
2. In the Content Manager, right-click the file, folder, or page you wish to download and select **Download [File, Folder]** from the menu. The browser dialogue box opens.
3. In the browser dialog box, click **Save** and choose a location on your local computer to save the file. The file is downloaded to the selected location.This process may vary depending on browser and browser version.

★ **Tips**

- You can use the download feature to download authored content and archive it locally. Download the folder using the process above - this will pull all course pages and assets into a single folder, which you can store on your local computer or network. It is recommended that you keep a local copy of all authored content in case you need to revert to an original version.

Related Topics

- [Content Manager Overview](#)
- [Uploading Files](#)

Connecting a Third-Party Tool to the Authoring Directory

While the Content Manager and HTML Editor allow you create and manage authored activity assets through , the use of these tools is not strictly necessary. You may use any third-party HTML authoring tool to create content and then upload that content to the Authoring Directory, provided those assets meet Authoring Center Policies and Guidelines. You can also manage your Authoring Directory via an FTP connection with an FTP client.

There are two methods for uploading content created outside into the Authoring Directory:

1. Utilize the upload features of the Content Manager. See Uploading Files in this document for more information.
2. Connect your capable HTML authoring tool or FTP Client to your Authoring Directory. Since the Authoring Directory allows for a standard FTP connection, you can upload files with any tool that can manage files via FTP. You will need your FTP information to establish the connection within the third-party tool.

About the FTP Connection

FTP (File Transfer Protocol) is a standard used to securely transfer files over the Internet. Your Authoring Directory can be accessed via an FTP connection. If you wish to use a third-party authoring tool to develop HTML content outside , you will need to establish an FTP connection between that tool and the Authoring Directory. Some HTML authoring tools have built-in FTP capabilities. Others may not, therefore requiring you to set up an FTP connection with a separate FTP client. In either case, you will need your Authoring Directory's FTP account information to make the new connection.

To connect an FTP client to an FTP site, you must have the following information:

- An FTP address. This is the unique address of the designated FTP site. In this case, the FTP address is the unique address of your Authoring Directory.
- The user ID specified for that address.
- The password specified for that address.

The use of a third-party FTP client is an optional way to manage the files on your Authoring Directory. The Content Manager provides the same basic functionality as a standard FTP client.

Setting Up Your FTP Connection

To setup your FTP connection, you will first need to locate your FTP information. See Locating Your FTP Information.

The process for enabling an FTP connection will differ depending on the third-party tool you use. Refer to the vendor's documentation for more information.

While third-party FTP tools each provide their own sets of features and benefits, Microsoft Windows includes functionality for managing an FTP connection. For more information, view the article from Microsoft at the following location: http://windows.microsoft.com/en-US/windows-vista/File-Transfer-Protocol-FTP-frequently-asked-questions

Once your connection is established, you can manage files on your Authoring Directory using your chosen FTP-connected third-party tool. When you access the Content Manager, it will reflect changes made via your third-party tool.

★ **Tips**

- When using a third-party tool connected via an FTP connection, changes made to your Authoring Directory may not reflect instantly within the Content Manager. Click the Refresh button to refresh the Content Manager display to show any files or folders changed via an FTP-connected third-party tool.
- When using FTP-connected third-party tools, it is possible for more than one authoring administrator to make changes to your Authoring Directory simultaneously. Develop internal procedures to ensure that multiple authors can work together without issue.

Related Topics

- [Locating Your FTP Information](#)

Locating Your FTP Information

1. Click **Email FTP Account Information** from the Courses tab.
2. Enter a unique password in the **Create Password** box. This password will be used to open a .zip file containing your Authoring Directory FTP information.
3. Enter the same password in the **Confirm Password** box.
4. Click **Send**. A confirmation prompt appears, specifying the e-mail address to which the FTP information is sent. The FTP information is sent to the address on file for your administrator account.
5. View the e-mail sent to you with the subject *Authoring Center FTP Information*. This e-mail includes an attached .zip file.
6. Save the .zip file to your computer and open it.
7. When prompted, enter the password you created in step 2. Within the .zip file you will find your institution name, Authoring Directory user ID, Authoring Directory password, and basic instructions for establishing an FTP connection. Note: Your Authoring Directory user ID and password are different from your user ID and password.

Related Topics

- [Connecting a Third-Party Tool to the Authoring Directory](#)

Creating Content

HTML Editor Overview

The HTML Editor allows you to create and customize authored content from within . You can choose to create content using the HTML Editor, or you can develop content in a third-party HTML authoring tool and upload it to the Authoring Directory. See Uploading Files in this document for more information.

Accessing the HTML Editor

There are two ways to access the HTML Editor:

- Click **Add New Page** from the Content Manager. See Adding a Page in this document for more information.
- Double-click any page from the Content Manager. See Editing a Page in this document for more information.

HTML Editor User Guide

The functionality available through the HTML Editor is covered in detail in the Rad Editor End-user Manual, which can be found at the following address: http://www.telerik.com/documents/RadEditorAjaxEndUserManual.pdf. Please note that this guide includes some functionality not included in the HTML Editor.

Related Topics

- [Adding Text to a Page](#)
- [Adding Images to a Page](#)
- [Adding Links to a Page](#)
- [Adding Audio to a Page](#)
- [Adding Video to a Page](#)
- [Adding Tables to a Page](#)

Adding Text to a Page

Text content can be written directly in the HTML Editor, or copied and pasted from a number of other applications.

Note: The functionality available through the HTML Editor is covered in detail in the Rad Editor End-user Manual, which can be found at the following address: http://www.telerik.com/documents/RadEditorAjaxEndUserManual.pdf. Please note that this guide includes some functionality not included in the HTML Editor.

➲ **To create text within a page**

You can type content directly within the HTML editor. By default, the HTML Editor begins each new paragraph with no formatting. If you are applying formatting as you type, you will find that formatting does not persist from paragraph to paragraph. It may be easier to input your text content first, then go back and format as needed.

1. Click your mouse within the preview area of the HTML Editor.
2. Begin typing.
3. Use the text formatting tools to format text as desired.

Related Topics

- Copying Formatted Text from Microsoft Word and Other Applications

Adding Images to a Page

You can upload images to your Authoring Directory and then place those images in your page. Images must be uploaded to an "images" folder in the Authoring Directory in advance of editing the page. Images can be added in the following formats:

- .gif
- .jpe

- .jpeg
- .jpg
- .png

Note: The functionality available through the HTML Editor is covered in detail in the Rad Editor End-user Manual, which can be found at the following address: http://www.telerik.com/documents/RadEditorAjaxEndUserManual.pdf. Please note that this guide includes some functionality not included in the HTML Editor.

Related Topics

- Adding an Uploaded Image to a Page
- Adding an Image Hosted on a Web Server to a Page
- Adjusting Image Properties

Adding Links to a Page

You can create links to web sites and e-mail addresses using the Hyperlink Manager within the HMTL Editor.

Note: The functionality available through the HTML Editor is covered in detail in the Rad Editor End-user Manual, which can be found at the following address: http://www.telerik.com/documents/RadEditorAjaxEndUserManual.pdf. Please note that this guide includes some functionality not included in the HTML Editor.

➲ **To insert a link**

1. Select the text or object that you want to set as a hyperlink.
2. Click the **Hyperlink Manager** button to open the Hyperlink Manager window.
3. In the **URL** box, enter the web address that you wish for the link to open.
4. In the **Target** list, select **New Window**. This will force the link to open in a new window. It is recommended that all URL links open in a new window as to avoid interrupting the student's session in the content.
5. Click **OK.**

To insert a link to an email

1. Select the text or object that you want to set as a hyperlink.
2. Click the **Hyperlink Manager** button to open the Hyperlink Manager window.
3. Click the **E-mail** tab.
4. In the **Address** box, enter the desired e-mail address. This will pre-populate the recipient address in the user's e-mail.
5. Click **OK**.

★ **Tips**

- When adding links to web sites, be sure to consider firewall settings within your organization.

Related Topics

- [HTML Editor Overview](#)

Adding Audio to a Page

You can add audio to any page. Audio can be added in the .au or .mp3 format. By default, audio files placed in a page are represented by a media player, which allows the viewer to play, pause, stop, fast-forward, rewind, and adjust the volume of the audio file. This media player can be hidden; see Hiding the Media Player for Audio Files.

Note: The functionality available through the HTML Editor is covered in detail in the Rad Editor End-user Manual, which can be found at the following address: http://www.telerik.com/documents/RadEditorAjaxEndUserManual.pdf. Please note that this guide includes some functionality not included in the HTML Editor.

⮑ **To add audio to a page**

1. Position the cursor at the place where you'd like to insert the media player.
2. Click the **Media Manager** button from the toolbar. The Media Manager dialog box appears. This tool allows you to select uploaded audio or video files from the Authoring Directory. See Uploading Files for more information.
3. Use the Media Manager to navigate your Authoring Directory and locate the audio file you'd like to insert.
4. Navigate the tree structure to locate the files. The Media Manager defaults to open the content folder that contains the current page you are editing. Remember that all files placed within this page must fall within the same content folder.
5. If the Media Manager lists more than 100 files in a folder, use the paging slider to navigate to the rest of the pages.
6. Click the audio file that you'd like to insert. The default media properties display on the right-hand side of the dialog.
7. Click **Insert.** The media player is inserted into your page.

Related Topics

- HTML Editor Overview
- Hiding the Media Player for Audio Files

Adding Video to a Page

You can add video to any page. By default, video files placed in a page are presented in the media player, which allows the viewer to play, pause, stop, fast-forward, rewind, and adjust the volume of the file. Video can be added in the following formats:

- .f4v
- .flv
- .mov
- .mp2
- .mp4
- .mpa
- .mpv2
- .swf

Note: The functionality available through the HTML Editor is covered in detail in the Rad Editor End-user Manual, which can be found at the following address:

➲ **To add video to a page**

1. Position the cursor at the place where you'd like to insert the media player.
2. Click the **Media Manager** button from the toolbar. The Media Manager window appears. This tool allows you to select uploaded audio or video files from the Authoring Directory.
3. Use the Media Manager to navigate your Authoring Directory and locate the file you'd like to insert.
4. Navigate the tree structure to locate the files. The Media Manager defaults to open the content folder that contains the current page you are editing. Remember that all files placed within this page must fall within the same content folder.
5. If the Media Manager lists more than 100 files in a folder, use the paging slider to navigate to the rest of the pages.
6. Click the video file that you'd like to insert. The default media properties display on the right-hand side of the dialog.
7. Click **Insert.** The media player is inserted into your page.

★ **Tips**

- Be cautious when adjusting the width and height of a video using the **Properties** tab of the Media Manager. Adjusting these properties can cause your video to display incorrectly. If you adjust the size of your video, take care to keep the aspect ratio in place to avoid stretching the video.

Related Topics

- HTML Editor Overview
- Uploading Files

Adding Tables to a Page

Tables can be created directly within the HTML Editor. There are two ways to create a table using the HTML Editor: the click-and-drag Table Builder or the Table Wizard. While the Table Builder is faster, the Table Wizard may be more appropriate for complex tables.

Many table properties can be adjusted by right-clicking within a table cell, including the ability to add rows and columns, delete rows, merge cells, split cells, delete cells, specify widths and heights, and access cell properties.

Related Topics

- Creating a Table using the Table Builder
- Creating a Table using the Table Wizard
- About Borders
- About Sizing Tables

Previewing Your Authored Learning Activity

Authored HTML learning activities can be previewed from the Course Builder page, once the authored learning activity has been added to the course and the authored content folder has been associated with the learning activity.

1. Add a course.
2. Add an authoring center learning activity.
3. Complete the common properties for the learning activity and Save.
4. Click **Content Manager** to search for the desired authored content.
5. Select the authored content folder to associate with the learning activity.
6. Click **Save** to save the association.
7. Click **Preview Pages** in the content management window to display the content in a secondary window. This window displays how the content will appear to students when it is viewed through your course.

Updating Published Authored Content

You may update authored content after the course has been published. However, note that students will not see the edits you save until the course is re-published or a new course version is created.

Related Topics

- [Editing a Page](#)
- Republishing a Course
- Creating a New Course Version

Converting PowerPoint Slides to Images for Use in Authored Learning Activities

Although it is recommended that you use the HTML Editor or a third-party HTML authoring tool to create your authored learning activities in an HTML format, you can convert PowerPoint (PPT) presentations into individual image files and then add them to your HTML pages.

It is recommended that you have your PowerPoint presentation complete and ready to import before beginning these steps.

Within the HTML Editor, you will need to create a page for each PowerPoint slide and number them sequentially if you want each slide to appear as a separate screen. An alternative (though not recommended) is to add all PowerPoint slides into a single content page. This would require students to scroll down the screen to view the entire activity.

Follow three steps to assemble your PowerPoint content:

1. Resize your slides, if necessary. It is recommended that students view courseware on a monitor set to 1024 x 768 pixel resolution, but if your students are using a screen that has less resolution (for example, 800x600 pixel resolution), it is suggested that you start by resizing your slides.
2. Convert your PowerPoint slides to .jpeg images.

3. Add the images to pages using the HTML Editor.

Resizing Your Slides

If your students are viewing the Authoring Center learning activity on a monitor with a resolution that is smaller than 1024 x 768 pixels, it is suggested that you resize your PowerPoint presentation slides prior to converting them to JPEG images. The following instructions are suggestions for 800 x 600 resolution screens. For your particular system, you may have to experiment to find the optimal size. These instructions are written for PowerPoint 2007. Consult PowerPoint Help documentation for specifics about other versions.

1. Open your PowerPoint presentation.
2. Click the Design menu item and double-click Page Setup.
3. Enter a value of 6 inches for the width and 4.5 inches for the height.
4. Save your file.

Converting Your PowerPoint Slides to JPEG Images

1. Open your PowerPoint presentation.
2. Select Save As from the menu.
3. Under Save as type, select JPEG File Interchange Format.
4. Click **Save**. A confirmation prompt will appear and ask if you want to export every slide in the presentation.
5. Click **Yes**. A confirmation pop-up will appear showing that each slide in your presentation has been saved as a separate file in the folder containing your presentation.
6. Click **OK.**

Add the Images to Pages using the HTML Editor

With your PowerPoint converted to image files, you can then add these images to pages using the HTML Editor.

1. Create a folder for your content, and create an "images" sub-folder within it.
2. Upload your image files to the images sub-folder within the Authoring Directory.
3. Add a page that will contain your first slide image.
4. Place your slide image in the page.
5. Repeat steps 2 through 4 for subsequent slide images.

★ **Tips**

• Plain PowerPoint templates with a light background and dark text work best.

Related Topics

• [Adding a Folder](#)
• [Uploading Files](#)
• [Adding a Page](#)
• [Adding Images to a Page](#)

Courseware Exchange

Courseware Exchange Overview

The Courseware Exchange is a content directory built directly into that allows you to access a large library of content that you use in your own Authoring Directory. By default, the Courseware Exchange includes two sub-directories:

-

    Courseware Exchange Community: This exchange is comprised of courses developed and published to the Courseware Exchange by other customers.

Additionally, customers who have purchased the A.D.A.M. Pro Resource Library will see yet another exchange - the Authoring Pro Exchange. This exchange houses shared authored activities that include A.D.A.M. resources.

About the Courseware Exchange Community

The Courseware Exchange allows customers to share courses with one another. Courses published to this exchange can be copied to your Authoring Directory for use in authoring your own content. See Searching the Courseware Exchange and Copying from the Courseware Exchange in this document for more information.

When publishing courses, you can elect to share to the Courseware Exchange. See Publishing a Course for more information.

Searching the Courseware Exchange

To search the Courseware Exchange:

1. On the **Courses** tab, click **Courseware Exchange**. The Courseware Exchange page appears.
2. Conduct a search. You can search by whole word or partial word + wildcard. You can also browse alphabetically, if you wish.
3. Select the **Exchange** check boxes to filter your search as needed.

    -

    Select the **Courseware Exchange Community** check box if you'd like to search customer-created assets.
    - If available, select the **Authoring Pro Exchange** check box if you'd like to search customer-created assets that include A.D.A.M. resources. The Authoring Pro Exchange check box is only available to customers who have purchased the A.D.A.M. Pro Resource Library.
4. Click **Search**. The system will return a listing of all courses in the Courseware Exchange that match your search criteria.
5. Click the name of the selected course/template to view more details about it. The course overview will open in a second window.
6. Click **Preview** to preview the content.

You can copy this course to Course Builder and edit it, if you wish.

Related Topics

- [Copying from the Courseware Exchange](#)

Copying from the Courseware Exchange

You can copy courses from the Courseware Exchange into your Authoring Directory. Once copied, you can access the course through your Content Manager and edit pages using the HTML Editor, or download the content and edit it using a third-party HTML authoring tool.

➲ **To copy a course from the Courseware Exchange:**

1. Conduct a search of the Courseware Exchange and select the content you wish to copy.
2. From the Course Overview window, click **Copy.** The Courseware Exchange policies will display.
3. Click **I Agree.** A message bar will confirm that the course has been copied from the Courseware Exchange to your Authoring Directory.
4. Click **Close Window**. The course is now available in your site as an unpublished course.
5. Search for the course from the **Manage Courses** link on the Courses tab. Note that all authored learning activities, tests, and/or evaluations contained in the course are copied. When copied, the course content is placed within a content folder in your Authoring Directory. The folder name will follow the naming convention of CourseTitle_NumericIdentifier.

With the content copied, you can use these assets to develop your own custom content. Access the Content Manager to:

- Edit the course pages as needed using the HTML Editor. See Editing a Page for more information.
- Download pages locally and edit them using a third-party HTML authoring tool. See Downloading Files, Folders, and Pages for more information. Remember that files edited with a third-party tool outside must be uploaded to the Authoring Directory before you can use this content in a course.

Related Topics

- [Searching the Courseware Exchange](#)
- [Uploading Files](#)
- [Connecting a Third-Party Tool to the Authoring Directory](#)

Publishing to the Courseware Exchange

Courses that you create using the Course Builder can be published to the Courseware Exchange, provided that they do not contain attachments or SCORM content.

Once published, other customers can access the course and copy it to their Authoring Directory for use in developing their own customer content.

➲ **To publish a course to the Courseware Exchange:**

1. Follow the course publishing procedure, as outlined in Publishing a Course.
2. Be sure to select the **Add this course to the Courseware Exchange** check box when selecting publishing settings. When this check box is selected, the page will refresh to display the available courseware exchanges available to your organization.
3. Select the check boxes next to the names of the exchanges to which you will share this course. Note: If you have utilized A.D.A.M. Pro Resource Library assets in the content, you must choose only the **Authoring Pro Exchange** option when sharing your authored content.

SCORM

Adding SCORM Content to HLC Courses

SCORM content developed in Lectora or any other SCORM development tool can be delivered through the HealthStream Learning Center (HLC) as an authored SCORM learning activity.

To learn more about adding SCORM content to your courses, refer to the Adding SCORM Content to Your HLC Courses learning support tool.

Lectora Users

Lectora uses can upload SCORM content directly from Lectora to the HLC. To do so, you must:

1. Install the **Upload to HealthStream** service pack.
2. Prepare your Lectora content for upload to the HLC.
3. Upload your Lectora content to the HLC.
4. Add your uploaded content as an authored SCORM activity to an HLC course.

Each step above is covered in detail in the Adding SCORM Content to Your HLC Courses learning support tool.