HealthStream Authoring Center User Guide

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HealthStream®

Table of Contents

Introduction

About the HealthStream Authoring Center

The HealthStream Authoring Center enables subject matter experts and clinical educators to rapidly develop custom content from their computer desktop and deliver it to their learners via the HealthStream Learning Center™ (HLC) – without being technology experts.

With HealthStream's Authoring Center it is easy to assemble and deploy meaningful courseware, using familiar tools, then seamlessly publish that content to your learning library within the HealthStream Learning Center.

Your subscription to the Authoring Center provides:

- **An intuitive browse/edit interface**: Authors who are accustomed to browsing the Internet via Microsoft's Internet Explorer will instantly identify with the Authoring Center's functionality and will be able to create new and exciting courseware.

- **A library of templates and images**: To help our subscribers get started developing their content quickly, HealthStream provides access to a library of templates and images.

- **The Courseware Exchange**: Not only can you develop authored content from the ground up, but you also have access to complete courses (including online content and assessments) other subscribers have shared via the Courseware Exchange.

- **Storage space**: Subscribers receive access to save their authored content on HealthStream's servers.

As part of the Authoring Center, HealthStream provides its subscribers with licenses of Adobe Contribute. Install Contribute on your workstation to assemble the assets of your authored content and save them to your Authoring Center account – located on HealthStream's servers. With Contribute, you can create and view your web-based content just as you would through any other web browser, and easily add and edit content and images on-the-fly. You can also import content from other documents (e.g. Word, Excel), as well as drag-and-drop audio and animation files you might wish to include that enhance the interactivity of your authored learning activity.

NOTE: Contribute allows you to create HTML pages of subject content. All of the HTML content pages for a single authored topic are housed in a folder as an Authoring Center learning activity. Authored online activities can be added to HLC courses for delivery to HLC students as assigned and/or elective courses. An HLC course can include more than just the Authoring Center activity. A course can include a single activity or any combination of the following:
- Authored online activities
- Tests
- Evaluations

- Classroom activities (HLC customers only)
- Virtual class activities (Virtual Class customers only)

System Requirements

For Adobe Contribute

- 500+ MHz Intel Pentium processor or equivalent
- Windows 2000 or later operating system
- Internet Explorer 5.5 or later
- 256+ MB of available RAM
- 200 MB of available disk space
- 1,024 x 768 pixel resolution or better

For Your Authoring Center Account

- Open port (21) on your network for standard FTP and port (22) for SFTP, and port (80) and (443) for Contribute. Note: This does not apply to HCA facilities.

Where to Perform Tasks for Your Online Course

This is a guide to help you determine where to perform certain tasks. In general, you will design your online content (online learning activity) in Contribute and create and publish a course that includes the online learning activity through the HealthStream Learning Center (HLC). You may also add other learning activities to the course, such as classroom events and assessments prior to publishing.

Task	Where to Perform Task		
	Contribute	Authoring FTP	HLC
Designing Online Content			
Building content from templates	✓		
Creating content folders	✓		
Creating content pages	✓		
Formatting authored pages	✓		
Adding images	✓		
Adding links	✓		
Adding pop up pages	✓		
Adding quizzes	✓		
Adding audio	✓		
Importing PowerPoint slides converted to JPGs	✓		
Editing Online Content			
Editing page content	✓		
Rolling back to a previous page version	✓		
Deleting authored pages		✓	
Renaming authored pages		✓	
Renaming a content folder		✓	
Previewing			
Previewing single pages	✓		
Previewing authored online activities			✓
Managing Courses			
Previewing completed courses			✓
Adding tests or evaluations to course			✓
Having other Authoring Center administrators review courses	✓		

| Task	Where to Perform Task		
	Contribute	Authoring FTP	HLC
Publishing courses			✓
Versioning courses			✓
Retiring courses			✓
Accessing courses from the Courseware Exchange (Next Gen)			✓
Accessing courses from the Courseware Exchange (Classic)		✓	
Assigning courses			✓

Getting Help

For assistance with the HealthStream Authoring Center, please click the **Support** link located on your Authoring Center Homepage. This link will provide access to Authoring Center documentation, frequently asked questions with answers, and resources to access Customer Service.

Accessing Your Account

Your HealthStream Implementation Specialist will provide you with the information necessary to download and install Contribute, get you connected to your Authoring Center account, and schedule training. (NOTE: Talk to your IT staff about installing the software.)

1. Double-click the shortcut on your desktop labeled **Contribute,** Contribute
   or click the **Start** menu, and select **Contribute**. The Welcome page appears.
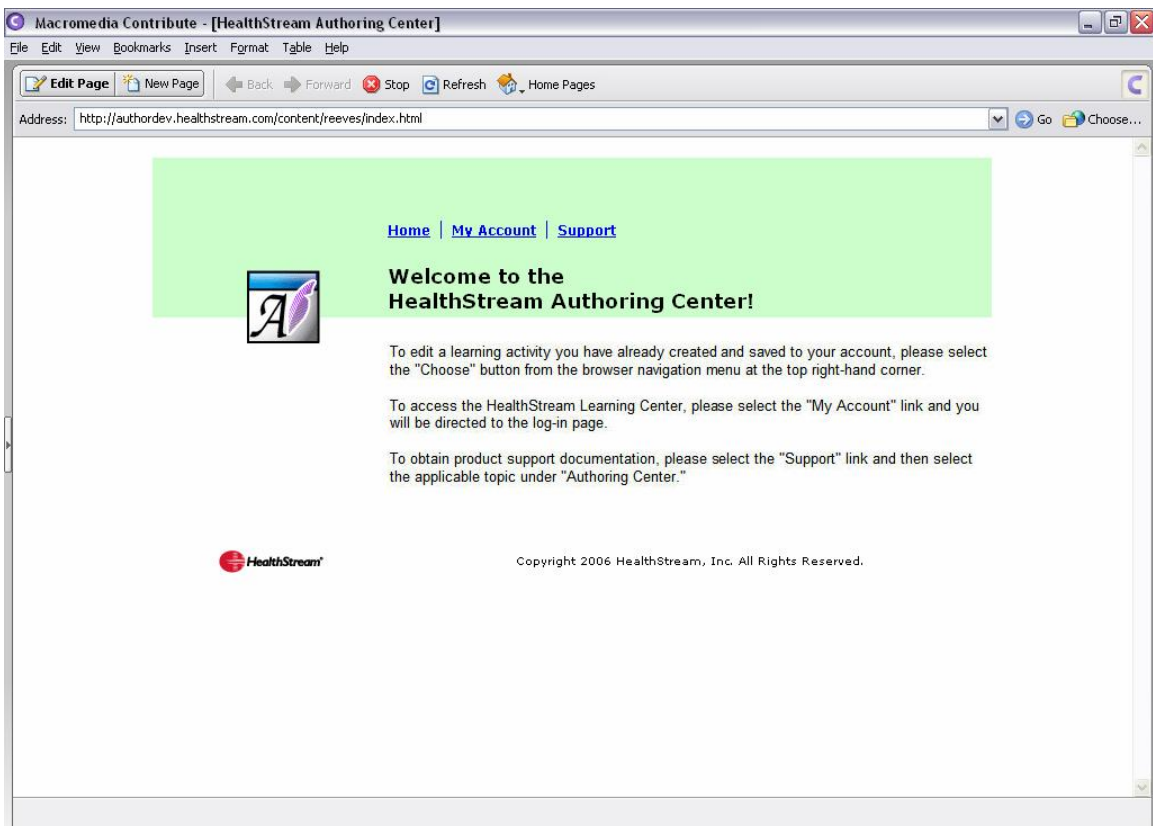
This is where you will begin building and/or editing your own authored content. Here you will find links that will access HLC Course Builder workspace (My Account), help you find answers to **F**requently **A**sked **Q**uestions (FAQs), provide you with training materials (under **Support**), and access to HealthStream Customer Service.

Assembling Your HTML Content Pages

Start with a Storyboard

Before beginning the content assembly process for your Authoring Center learning activity, we encourage you to develop a storyboard with the script and layout in Microsoft Word or PowerPoint (using Notes view for detailed text). Also, save all of your project assets including photographs, animations, and audio in an accompanying folder. With all of your development completed, you are ready to begin assembling your learning activity.

For your convenience, we have made a storyboard template available for download in the Training section of the Authoring Center website. To access the Authoring Center web site, follow the steps in **Accessing Your Account** on Page 9.

Selecting a Design Theme

As you prepare to assemble your content and save it to your Authoring Center account, you may want to select a template, or a design theme. HealthStream has created some templates, located in the **Courseware Exchange Community** directory to help you with this process. The **Courseware Exchange Community** directory is also where you can find images that can be incorporated into your content pages, as well as courses other Authoring Center subscribers have completed and made available for others to customize and use (see **Accessing the Next Generation HLC Courseware Exchange**, Page 62).
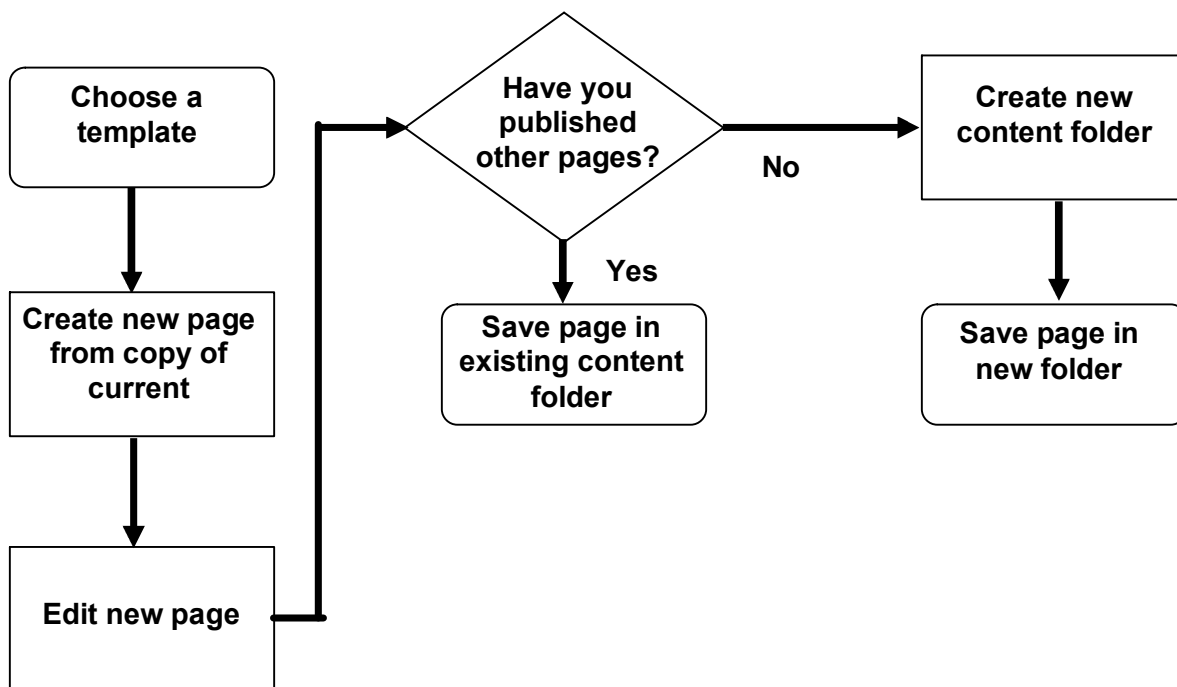
After you publish your first page to your content folder based on a template, you can treat your published page as a template, and follow the process outlined below to make a copy of the page and publish it.

Creating Pages for an Authoring Center Learning Activity

Overview

We recommend that you base all pages in your authored learning activity on a template. You can use any page for a template: a page in the **Templates** directory provided by HealthStream, one provided by your facility or corporate office, or a page that you have already created.

The flowchart below shows the general steps for creating a page based on a template.

```
┌──────────────┐                    ◇ Have you              ┌──────────────┐
│  Choose a    │─────────────┐      published     ───No──→ │  Create new   │
│  template    │             └────→ other pages?           │ content folder│
└──────────────┘                         │                  └──────────────┘
       │                                Yes                         │
       ↓                                  │                          ↓
┌──────────────┐                  ┌──────────────┐          ┌──────────────┐
│ Create new   │                  │ Save page in │          │ Save page in │
│ page from    │                  │   existing   │          │  new folder  │
│ copy of      │                  │   content    │          └──────────────┘
│ current      │                  │   folder     │
└──────────────┘                  └──────────────┘
       │
       ↓
┌──────────────┐
│ Edit new page│
└──────────────┘
```

Creating the First Page of the Authoring Center Learning Activity

Follow these general steps to create the first page of the activity:

1. Choose an HTML template.
2. Make a copy of the template page and edit it.
3. Publish the page to a new folder named for your activity.

1. Click **Choose.** You will see your Authoring Center account and the basic file structure. Browse to locate templates and other assets.
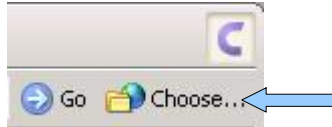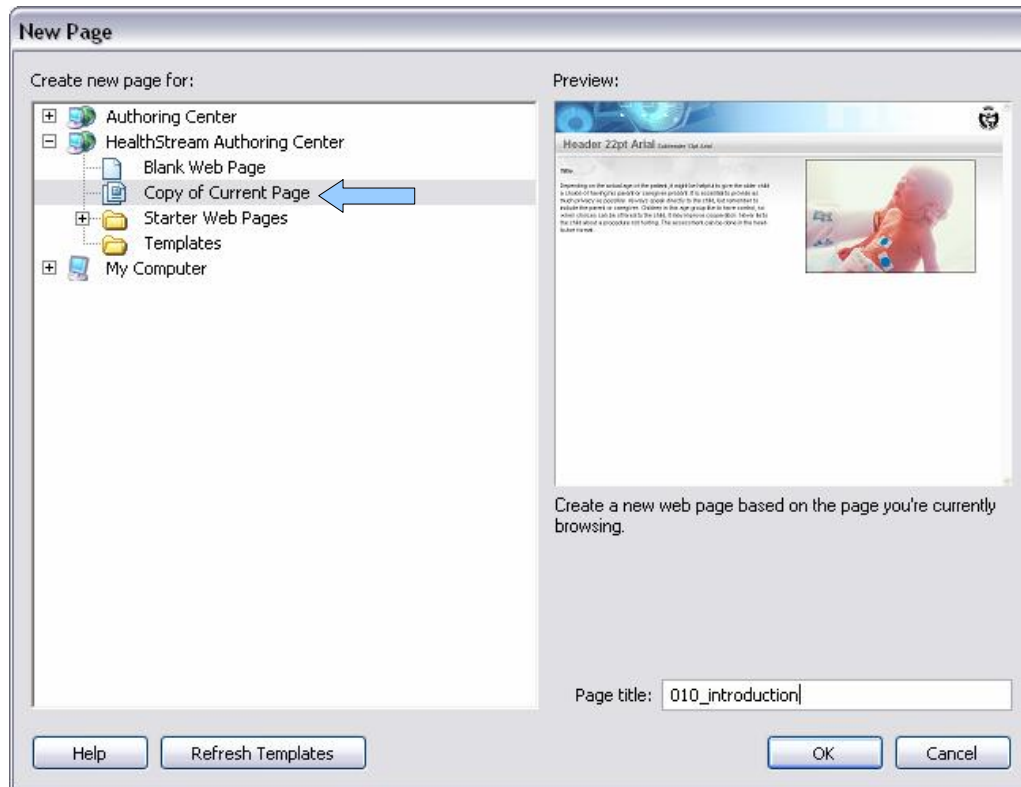

2. Select the **Courseware Exchange Community** directory and click **Open**.
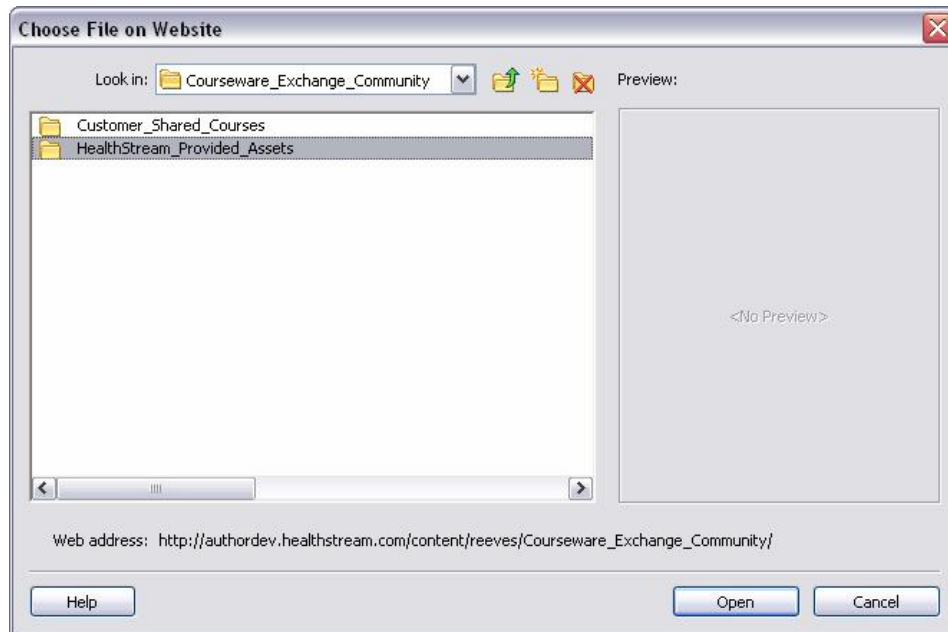
3. Select the **HealthStream Provided Assets** directory and click **Open**.
4. Select the **Templates** directory and click **Open**.

5. Select the template you would like to use and click **OK**.

6. Click **New Page** and then **Copy of Current Page**.
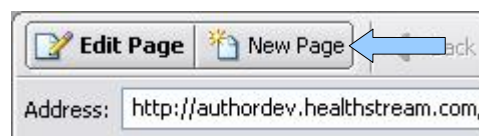
7. Type a **Page title,** without spaces or special characters, beginning with a multiple of 10 and an underscore to indicate its order in your course. Example: **010_Introduction**. For more information, see **Naming Your Pages** on Page 19.

8. Click **OK**. Contribute changes from a browser to an editor (notice the menu near the top of the application). Using this editor, delete the text and image placeholders and add your own text and images. For more information on adding content to your pages, see **Formatting Pages** beginning on Page 20.

9. Click **Publish** from the Contribute menu.

*Note: The first time you publish, you will be asked if you would like to publish this page without linking. HealthStream takes care of linking your pages for you, so select "Don't warn me again" and click **Yes**.*

10. Click the **Choose Folder** button.

11. Browse back to the root level of your Authoring Center account (http://authordev.healthstream.com/content/Hospital_XYZ) by clicking on the drop-down arrow next to the **Look In** box. You will know you are back in the root level of your account when you see the folder for the Courseware Exchange Community displayed in the folder display window seen below.
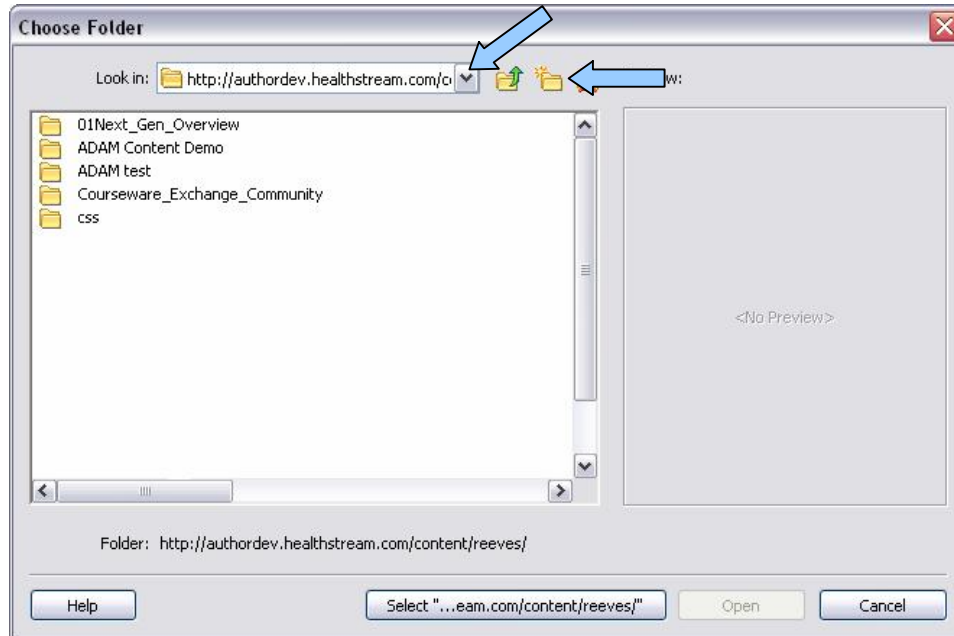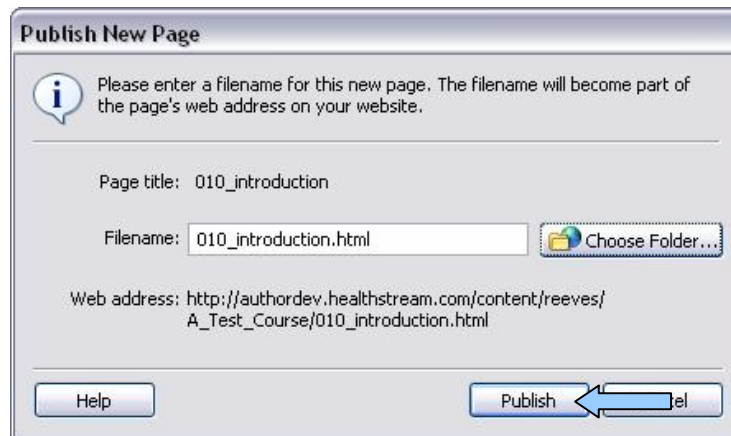

12. Click the **New Folder** button and name the folder with the title of your activity using an underscore between words (e.g. Fire_Safety) and click **OK**. For more information, see **Naming Your Content Folder** on Page 19.

13. Click the button that begins with **Select**, followed by your new folder name in quotes.
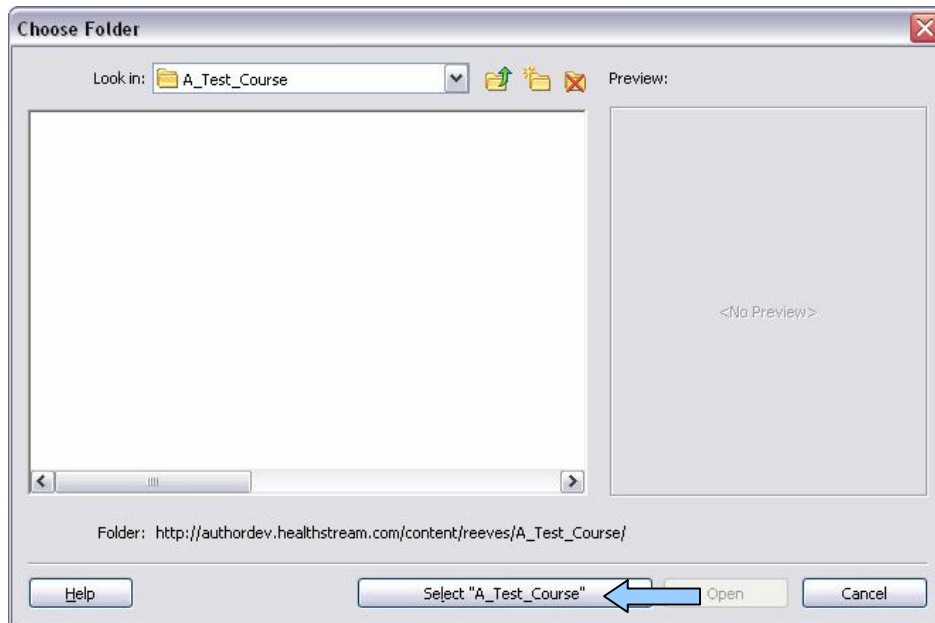
14. Click the **Publish** button.

NOTE: Contribute's "Publish" function sends the page from your computer to the content folder in the HLC. It does not publish the page or any content into the HLC for student use. That is done using the HLC's Publish feature in Course Builder.

Creating Additional Pages

1. Open the page you want to use as your template. If you have just created a page, you can use this page as your template and go to Step 2. If you want to use another page as your template or you have just opened the Authoring Center, click the **Choose** button. Navigate to the page you want to use as a template, highlight it, and click **OK**.

2. Click **New Page**, and then **Copy of Current Page.**


3. Type a **Page title,** without spaces or special characters (example: 020_Objectives). See **Naming Your Pages** on Page 19.
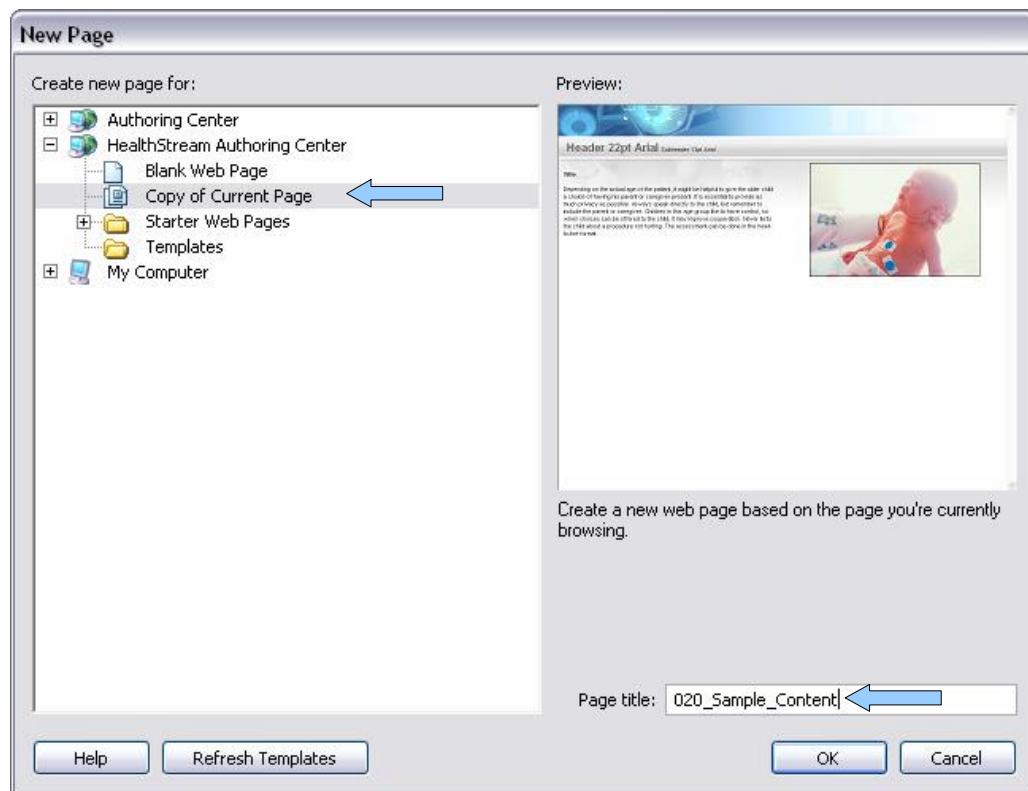
4. Click **OK**. Using this editor, delete the text and image from the previous page and add text and images for the new page. For more information on adding content to your pages, see **Formatting Course Pages** beginning on Page 20.

5. Click **Publish** from the Contribute menu.
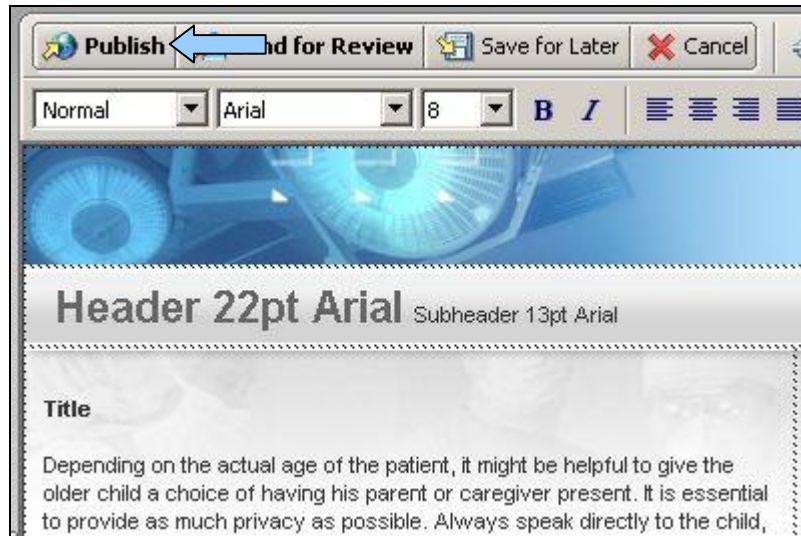
When you publish subsequent pages of online content, the page will automatically point to the folder you created and saved the first page to. To verify, check the Web address prior to clicking Publish.

6. Click the **Publish** button.

Naming Your Pages

Use the following guidelines to name your pages:

- Name the page using the page title or another unique name.
- Begin filenames with a numeric value and an underscore in increments of 10. The number before a page name indicates its order in your course. Beginning with an increment of 10 allows you to insert pages between your pages later. **Example:** 010_Introduction.
- **Do not** include numbers after the underscore. **Example:** 010_1Introduction
- **Do not** include spaces in the file name. **Example:** 020 Overview.
- **Do not** use these special characters: ~, !, @, #, $, %, ^, &, *,( ), +, =, `, ', :, ;, ?, /, \, <, and >. **Example:** <introduction> is not a valid file name.

- **Do** separate words with an underscore or capital letters. **Example:** 030_Emergency_Procedures OR 030_EmergencyProcedures.

If you name your file incorrectly, see **Renaming Course Pages** on Page 54.

Naming Your Content Folder

Use the following guidelines to name your content folder:

- Give the content folder a name similar to the course to be created in HLC's Course Builder.
- Separate words in the folder name with an underscore.
- Limit the name of your course to 50 characters or less.

NOTE: The name you assign the content folder is not displayed to students. In Course Builder, you can rename the Authoring Center activity name which will display for students as well as a assigning a name for the Course in which the activity resides.

Formatting Pages

Adding Text

To add text to an Authoring Center page, simply delete the existing text in the template and type your new text. Or, if you have created a storyboard in another program, copy and paste the text into your course page. NOTE: If prompted to "Clean Up Word HTML?" click **Yes**.

Adding Images

You can add images four different ways:

- Copy and paste images from your Microsoft Word storyboard
- Add images from HealthStream Assets
- Add images saved on your hard drive or network
- Add images from the Internet

Save all images you add to your course in .JPG or .GIF format. This format keeps the file size small and makes your course pages open faster. Contribute takes care of uploading the images to the HLC, automatically.

*Note: Do not attempt to copy images from one Authoring Center activity to another. Instead, add the image from its original location (e.g. hard drive, network drive, Internet, or Word document) by accessing the **Images** button within Contribute. If you copy an image from one activity and paste it into another, the image will not show in the activity you paste it to.*

Copying and Pasting Images from Your Microsoft Word Storyboard

1. Right click on the image in your storyboard in Microsoft Word, and click **Copy**.
2. Right click in the location on your content page where you want to add the image, and click **Paste**.

Note: You may also click on the image and use the Ctrl C (copy), and then click on the content page where you want to add the image and use Ctrl V (paste).

Adding Images from HealthStream Assets

1. Click in the location on your course page where you want to add the image.
2. Click the **Image** icon and select **From Website…**
3. Browse to the folder named **Courseware Exchange Community**.
4. Open the folder **HealthStream_Provided_Assets** and open the folder **Images**.
5. Browse to the image you want to add.
6. Click on the name of the image, and click **OK**.

Adding Images Saved On Your Hard Drive or Network

1. Click in the location on your content page where you want to add the image.
2. Click the **Image** icon and select **From My Computer…**
3. Browse to the folder that contains your images
4. Click on the name of the image, and click **Select**.

Adding Images from the Internet

You can add images to your content pages from any website by dragging and dropping the image from Internet Explorer onto your open page in Contribute.

You can also save the image from the web site by right-clicking on it and selecting **Save As**. Then, follow the steps for **Adding Images Saved on Your Hard Drive or Network**.

NOTE: Be sure to follow your organization's policies and procedures for obtaining appropriate permission to utilize images found on the Internet.

Resizing Images

You can change the size of an image visually or by entering specific values. **Note:** Changing an image this way affects only this instance of the image; it does not affect the original image source file. Also, you should avoid re-sizing an image to be <u>larger</u> than its original size. This causes it to appear blurry and distorted. It is acceptable to make images smaller.

To resize an image visually

1. In your draft, select the image you want to resize.
2. Click the **Resize** button in the image editing toolbar.
3. Drag one of the selection handles to the desired image size.
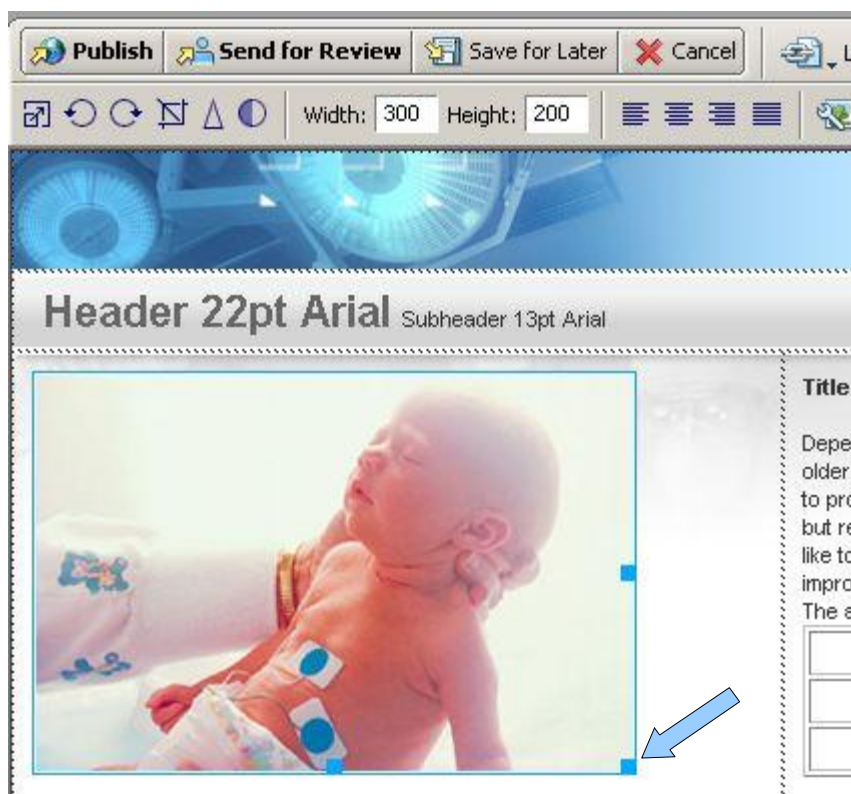
Contribute changes the height and width of the image by the same percentage so that the image is not distorted.

Tip: Hold the Shift key as you drag if you do not want to change the height and width of the image by the same percentage.
Note: Resizing this way affects the image size and its display area on the page. To change only the display area, see **Changing Image Properties** on Page 97 of the Contribute User Guide (found via the "Support" link in Authoring Center).

To resize an image with specific values:

1. In your draft, select the image you want to resize.
2. Select the **Image Properties** toolbar.
3. Enter **Width** and **Height** values in the Image Properties pop-up.
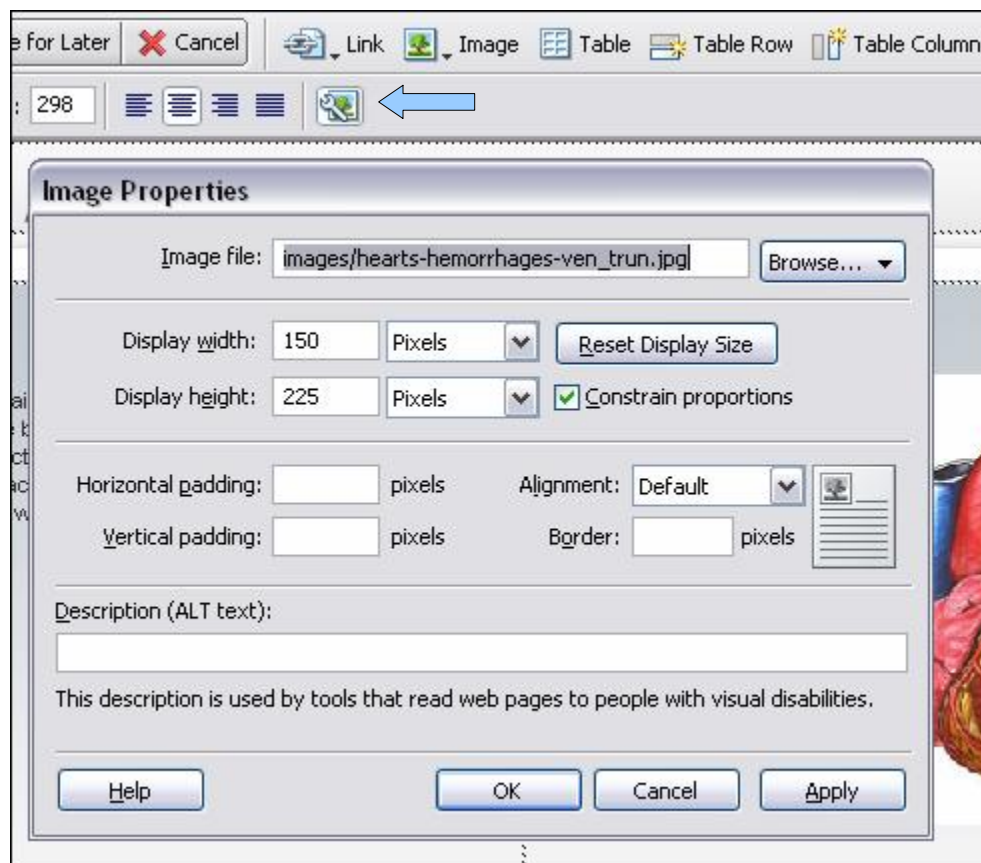
Contribute changes the height and width of the image.
**Note:** Resizing this way affects the image size and its display area on the page.

To revert an image to its original size:

- In your draft, select the image, then **Format**, **Edit Image**, **Revert to Original Size**.
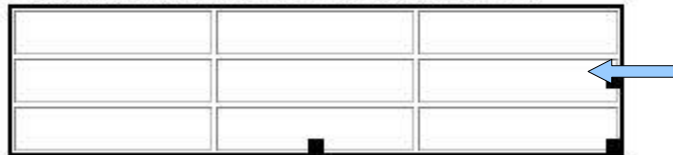
![HealthStream®]

Adding Tables

The HealthStream Authoring Center lets you copy and paste tables from Word or Excel in to your pages or create them within Contribute.

1. To create a new table in Contribute, click the **Table** button. You will see the Insert Table menu.
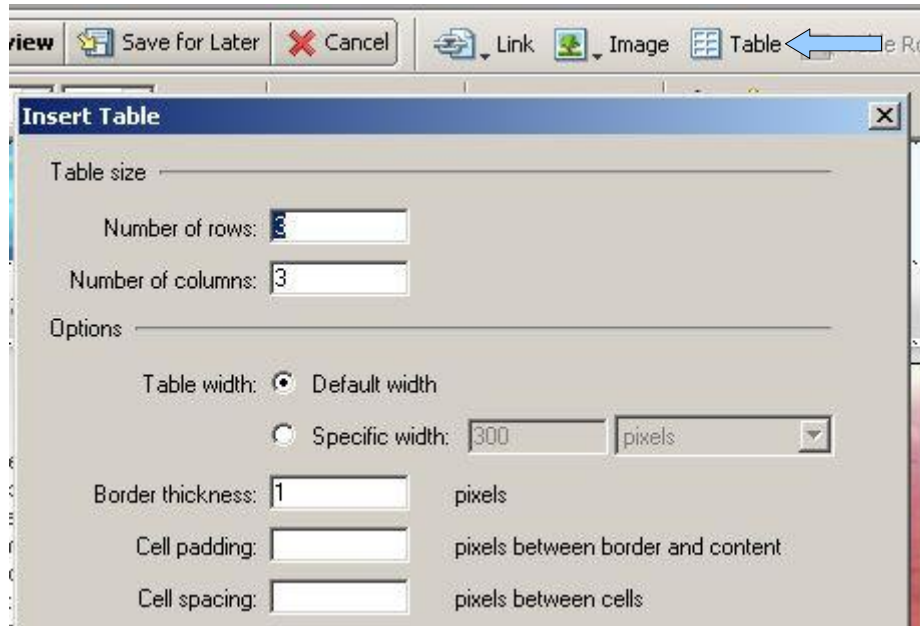
2. Fill in the desired number of rows, columns, border thickness, and header style information
3. Click **OK** and the table will be added to your page.

4. Select any cell to type/paste text or graphics.

Inserting Links

Links to other pages, web sites, e-mail addresses, and documents on your computer can be easily inserted into a page within the HealthStream Authoring Center.

You can add several types of links, including links to files stored on your computer or network and links to web pages on the Internet or your facility's intranet.

Adding Links to Files on Your Computer or Network

1. Highlight the text or graphic on your content page you would like to link from.
2. Click the **Link** button and click **File on My Computer**.
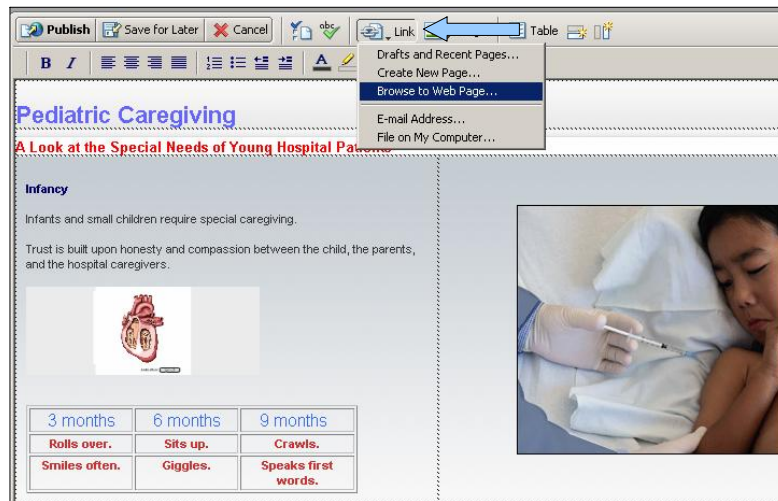3. Add your link text and **Browse** your computer to locate the file you want to link to.
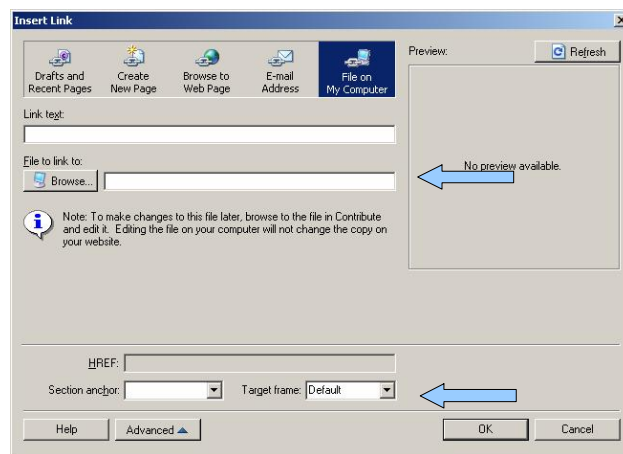
4. If you would like to have the link launch in a new window (recommended), set the target frame to **New Window**.
5. Click **OK** and you will see the link appear on the content page.

    NOTE: When creating a link to a document, Contribute makes a copy of the document and stores it within the content folder. If changes are made to the original source file, those changes **will not** be reflected in the document within the Authoring Center activity. You must update the page to which the document is linked by linking to the updated document, and then publish the page. Once the update is made, any previously published HLC course that includes the Authoring Center activity must be re-published for the updated document link to be available to students.

Adding Links to Web Pages

1. Highlight the text or graphic on your course page you would like to link from.
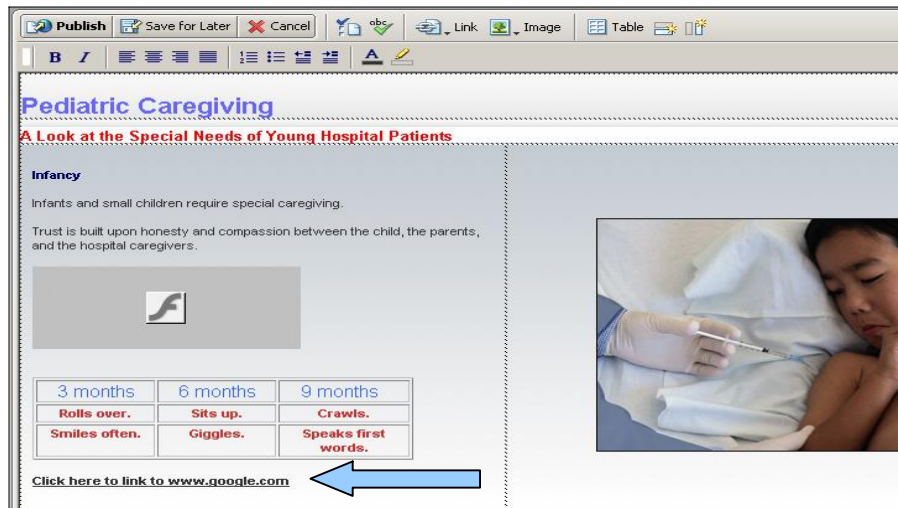2. Click the **Link** button.

3. Click **Browse to Web Page**. You will see the **Insert Link** window.
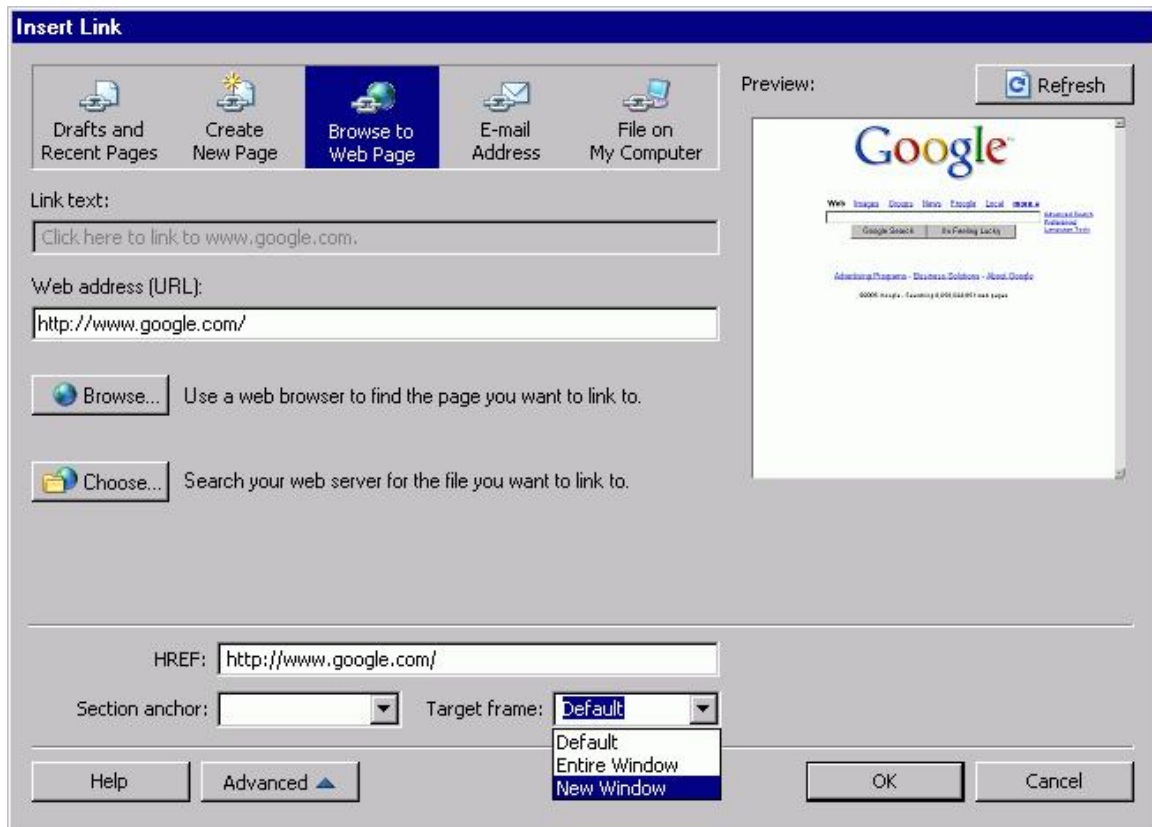
4. Under **Web address (URL)**, insert the address you would like to link to by doing one of the following:
5. Type the URL, or web address you would like to link to. **Example:** http://www.google.com.
6. Click the **Browse** button and open the page you would like to link to.

7. Copy the web address from address field of a browser, and paste it into the **Web address (URL)** field by pressing CTRL+V.

8. If you would like to have the link launch in a new window (recommended), set the target frame to **New Window**.

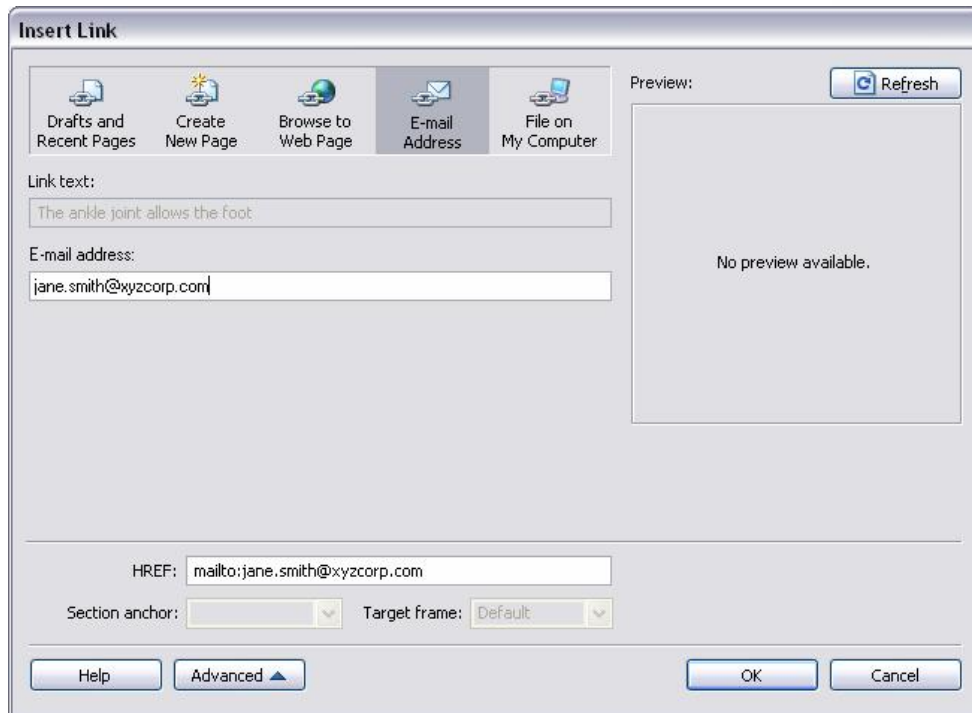9. Click **OK** and you will see the link appear on the content page.

Adding Links to an Email Address

To add an email link:
1. Highlight the link text from the content page.
2. Click the **Link** button.
3. Choose **E-mail Address…**

4. Enter the e-mail address you wish to link to.

5. Click **OK**. Once the content page is published, the link is live and will open in the default mail server used on that computer.

Adding Interaction

Adding Quizzes

Using the Authoring Center, you can create two types of quizzes within an Authoring Center learning activity: multiple choice or true/false. Interactions such as question and answer feedback with remediation can be incorporated into content pages using the following process.

You can also create interactions in Flash and save them as .swf files that you drag and drop onto the page where you want the interaction to appear.
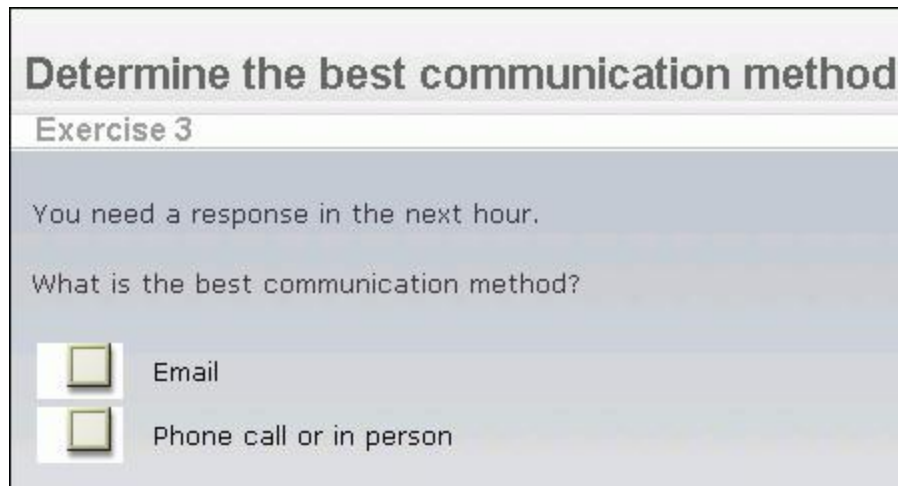
Note: Quiz questions created using the method below are not recorded and tracked in your HLC database and they are for purposes of interaction only. To track and report test results you will need to add a test to your HLC course.

General Steps

Follow these general steps to create a quiz:

- **Create and publish your quiz answer pages.** For each answer page, include the quiz question and answer feedback. For example, for a true/false quiz, you would create a "true answer page" and a "false answer page." Publish your quiz answer pages in a **Quizzes** subfolder within your content folder.

- **Create and publish your quiz question page.** Your quiz question page will include the quiz question and answers the learner can select. For example, a true/false quiz would include the question and selection buttons for True and False. Create a link from each answer to the appropriate answer page. Publish your quiz question page in your content folder, and include a page number in its title to indicate its order in your Authoring Center activity.

Example: Question and Answer Pages for Multiple Choice Quiz

Figure 1: Question page. When the learner clicks the Next button on the previous page of their online activity they see this page. It is saved in the main content folder and is called **130_Quiz_Three**.

Figure 2: Email Answer Page. This page appears when the learner clicks on the box next to **Email**. This page is saved in a **Quizzes** subfolder within the main content folder and does not include a page number. In this example, this page is named **Quiz_Three_Email_Answer**.

Figure 3: Phone Call or In Person Answer Page. This page appears when the learner clicks on the box next to **Phone call or in person**. This page is saved in a **Quizzes** subfolder within the main content folder and does not include a page number. In this example, this page is named **Quiz_Three_Phone_Call_or_In_Person_Answer**.

Quiz Button Images

HealthStream provides images for the checkboxes shown in the previous example and for the True/False quiz buttons shown in the next example. Find these quiz button images in **Courseware_Exchange_Community\HealthStream_Provided_Assets_Images\Quiz_Buttons**.

The table below shows these images.

Image	Filename
	checkbox.gif
	checkbox_yes.gif
	checkbox_no.gif
	true_gif
	false.gif
	true_yes.gif
	true_no.gif

Image	Filename
✓ False	false_yes.gif
✗ False	false_no.gif

Example: Creating a True/False Quiz

To create a true/false quiz, you would follow these general steps:

- Create the "true" answer page.
- Create the "false" answer page.
- Create the question page, and link the true button to the "true" answer page and the false button to the "false" answer page.

1. First we will create the "true" answer page. Click **New Page** from the current content page. Copy of Current Page and name the page by filling in the Page Title field. Unlike the previous pages of your course, you will **NOT** want to name this page sequentially (i.e. 010_quiz_question, 020_quiz_answer, etcetera) since quiz answer pages are not standard pages. You might consider naming the page quiz_one_answer_true and clicking **OK**.

2. In this example the "true" page will represent the correct answer. Type in the question and answers with the correct answer clearly and click **Publish**.

   Note: For a selection of quiz graphics including checkboxes, true/false buttons, and buttons indicating correct and incorrect answers, see the folder **Courseware_Exchange_Community\HealthStream_Provided_Assets\Images\Quiz_Buttons**.

3. Click **Choose Folder** and browse to the content folder you will be adding this quiz question to.

4. Click the **Create New Folder** button and name your new folder Quizzes. Select "Quizzes" and click **Publish**. You have now completed the first page of your quiz.

5. Next, create the "false" page.

   Click **New Page** from the current page, **Copy of Current Page**, and name the page by filling in the Page Title field. You might consider naming the page quiz_one_answer_false and clicking **OK**.

6. Edit your page to represent the incorrect answer, and click **Publish**, then click **Publish** again. Be sure the page is publishing to your "Quizzes" sub-folder by checking the Web address. You have now completed the second page of your quiz.

7. Last, create the question page.

   Click **New Page** from the current page, **Copy of Current Page**, and name the page by filling in the Page Title field. This page will be in the normal sequence of your content pages so you will need to follow standard page naming (e.g. 060_quiz_one) and click **OK**.

8. From the "question" page you will need to link your "true" and "false" icons to their corresponding pages. Select the "true" icon by clicking on it once, click the **Link** button in Contribute and select **Drafts and recent pages**. Locate the page that represents the "true" answer page (in this example quiz_one_answer_true) and click **OK**. Do the same for the "false" icon.

9. Click **Publish**. Be sure the page is publishing to your content folder by checking the Web address. Click **Publish** again. You have now completed the final page of your quiz.

Creating Pop-up Links

To add a link to another page that will open in a new browser window, follow these steps:

- Create and publish your pop-up page.
- Create your origination page. Create a link from your origination page to your pop-up page, and publish your origination page.

Example: Creating a Pop-up Link to a Page

1. First you will need to create the pop-up page. Click **New Page** from the current content page, **Copy of Current Page** and name the page by filling in the Page Title field. Unlike the previous pages of your authored activity, you will not want to name this page sequentially (e.g. 010_introduction, 020_objectives, etcetera) since it is a pop-up page and not a standard course page. You might consider naming the page Pop_up_one and clicking **OK**.

2. In this example the pop-up page will represent a definition for a word within the content. Type in the words, definitions, and content source information and click **Publish**.

3. Click **Choose Folder** and browse to the content folder you will be adding this pop-up to.

4. Click the **Create New Folder** button and name your new folder Pop_Ups. Select Pop_Ups and click **Publish**. You have now completed your pop-up page.

5. Click **Choose** and locate the page you wish to link to the pop-up from.

6. Click **Edit Page** button.

7. Highlight the word you want to link from.

8. Click the **Link** button in Contribute and select **Drafts and recent pages**.

9. Select the page that represents the pop-up you wish to link to (in this example, Pop_up_one).

10. Under **Target Frame**, select **New Window.**

11. Click **OK**.

12. Click **Publish** and you have successfully created your pop-up.

Adding Audio and Video

The Authoring Center supports Flash files (.swf) that are capable of playing embedded audio and video, as well as any number of animations and multimedia interactions. The Authoring Center does not support stand-alone audio file formats (e.g., .mp3, .wav, .mpeg, etc.). It does support the same stand-alone video file formats that Contribute supports (e.g., .wmv, .mov, .qt, .avi, .mpg, .mpeg, and .mp4).

For Audio Files:
1. Save the audio clip as a .swf file.
2. Navigate to the .swf file you want.
3. Open the content page to which you want to add the audio file.
4. Copy and paste or click and drag the .swf file onto your content page.

For Video Files:
1. Save the video clip as a .swf , .wmv, .mov, .qt, .avi, .mpg, .mpeg, or .mp4 file type.
2. Navigate to the video file you want.
3. Open the content page to which you want to add the video file.
4. Copy and paste or click and drag the video file onto your content page. You may also select **Insert**, **Movie**, **From My Computer…** to insert a video file in Contribute.

For more details on incorporating video into Contribute, please see **Inserting a Movie into Your Web Page** on Page 106 of the Contribute User Guide (found via the "Support" link in Authoring Center).

Assembling an Authoring Center Activity Using PowerPoint

Although it is recommended that you use the process outlined above for assembling your Authoring Center learning activities in an HTML format, you can convert PowerPoint (PPT) presentations into individual image files and drag-and-drop them into Contribute and save them as pages. (NOTE: Do not use the PowerPoint option "Save as Web Page" as this format is not compatible with Contribute or the HLC).

Notes:
*   *We recommend that you have your PowerPoint presentation complete and ready to import before beginning these steps.*
*   *Plain PowerPoint templates with a light background and dark text work best.*
*   *You will need to create a page for each PowerPoint slide you are converting into the Authoring Center 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. It is recommended that students view courseware on a monitor set to 1,024x768 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. Paste the images onto your Contribute course pages.

Resizing Your Slides

If your students are viewing the Authoring Center learning activity on a monitor with a resolution that is smaller than 1,024x768 pixels, it is suggested that you resize your PowerPoint presentation slides prior to converting them to JPEG images. The following instructions are suggestions for 800x600 resolution screens. For your particular system, you may have to experiment to find the optimal size.

1. Open your PowerPoint presentation.
2. Click the **File** pull-down menu and select **Page Setup**.
3. If you are using PowerPoint 2000, enter a value of 7.5 for **Width** and 5.63 for **Height**. If you are using PowerPoint 2003, enter a value of 6 for the **Width** and 4.5 for the **Height**.
4. Click the **File** pull-down menu and select **Save**.

Converting Your PowerPoint Slides to JPEG Images

1. Open your PowerPoint presentation.
2. Click the **File** pull-down menu and select **Save As**.
3. Under **Save as type**, select **JPEG File Interchange Format**.
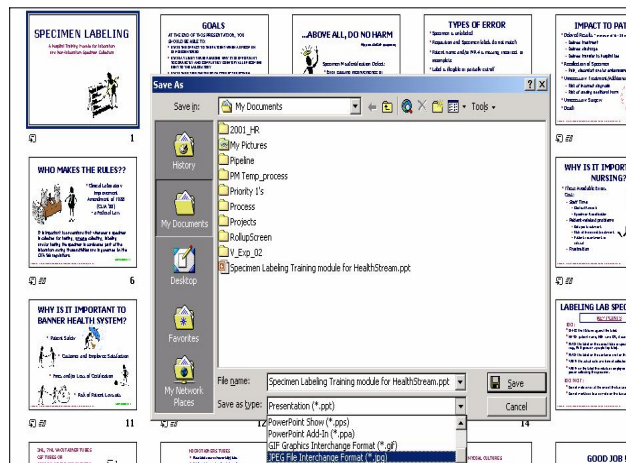
4. Click **Save**.

5. You will be prompted with a pop-up asking if you want to export every slide in the presentation. Click **Yes**.
6. 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. Click **OK**.

Follow the steps in the next section to paste the converted PowerPoint images into Contribute.

Adding PowerPoint Slide Images to your Pages

1. In Contribute click **New Page** then **Blank Web Page.**
2. Type your **Page title**, and click **OK**. You now have a blank page. This will become the first page of your authored learning activity.
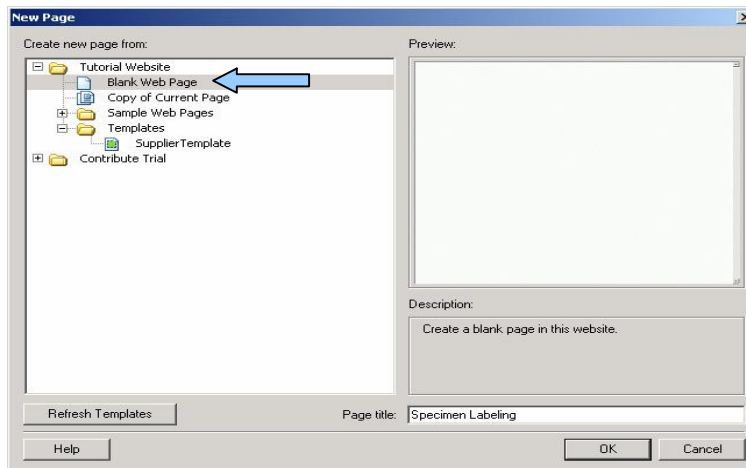
3. Close PowerPoint, then open **My Computer** or the **Windows Explorer** and navigate to the folder where you saved your JPEG images. Inside that folder you will find each slide has been saved as one image.

4. Either copy the first slide from Windows Explorer and paste it onto your Contribute page, or drag and drop the slide. To drag and drop, click on the first JPEG file (it will be automatically numbered Slide1) and drag it into the new blank Contribute content page.
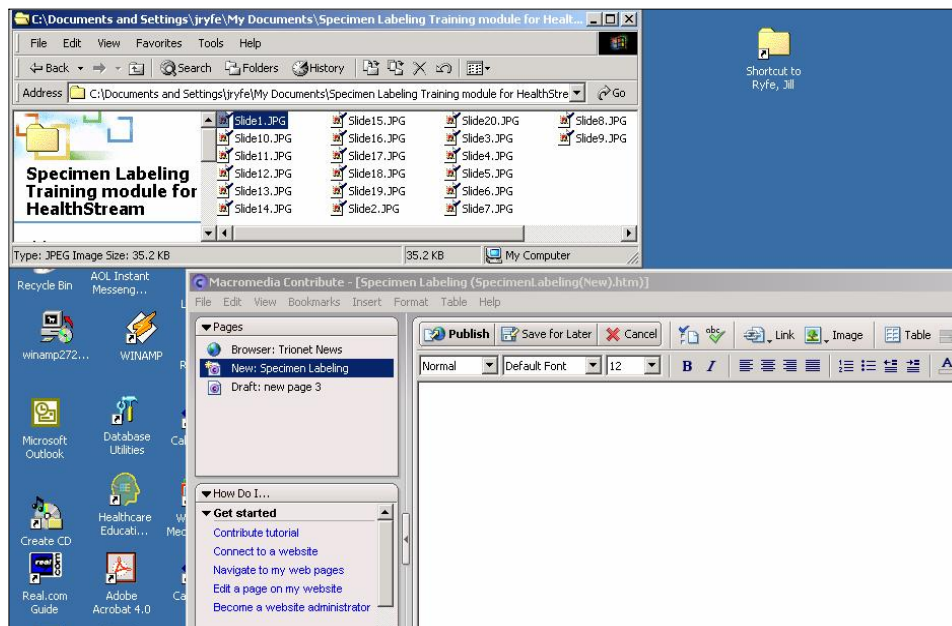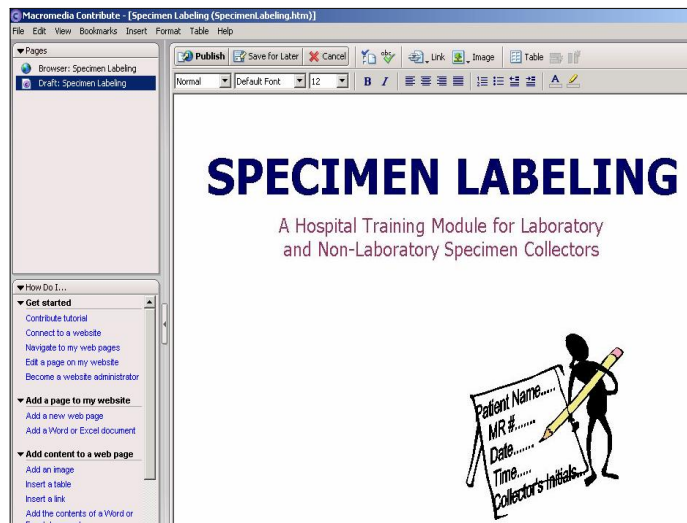
5. Click **Publish** and follow the same steps outlined above for creating a new content folder and publishing the file to that folder. The first page of your presentation is now in Contribute.

Note: You will need to create a page for each PowerPoint slide you are converting into the Authoring Center and number them sequentially.

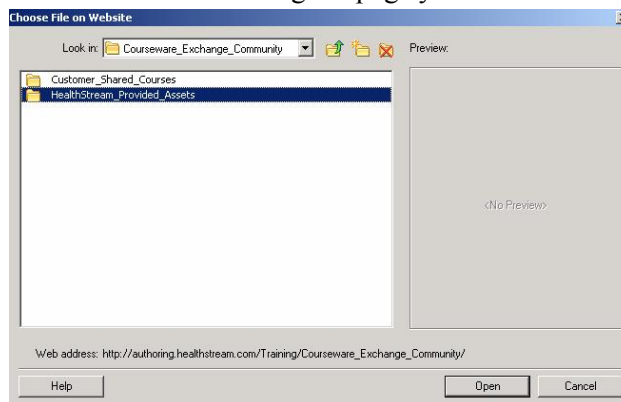# Editing Pages of an Existing Authoring Center Activity

You can edit any content page using the steps below. For your learners to see your edited pages of an Authoring Center activity that has been published within an HLC course, you need to republish the HLC course (from Course Builder). Follow the steps in **Updating Your Authored Content and Re-publishing** on Page 43.

Steps

1. Click **Choose.** You will see your Authoring Center account and the basic file structure you will browse to locate the content page you wish to edit.
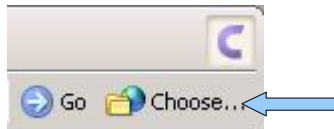
2. Select the content folder containing the page you wish to edit and click **Open**.

3. Locate the page you would like to edit and click **OK**.

4. Click the **Edit Page** button.
5. Make your changes to the page.
6. Click **Publish** to save your changes.

For your learners to see your edited pages of an Authoring Center activity that has been published within an HLC course, you need to republish the HLC course (from Course Builder). Follow the steps in this guide for **Updating Your Content Pages and Republishing in the HLC**.

Using Contribute's Roll-Back Feature

Use Contribute's roll-back feature to restore a previous version of a page.

1. Click the **Choose** button and locate the page you would like to edit.
2. Click the **File** menu, and select **Roll Back to Previous Version…**
3. Select the version from the list to preview it in the **Preview** window. Once you have located the version you would like to roll back to, click **Roll Back**.
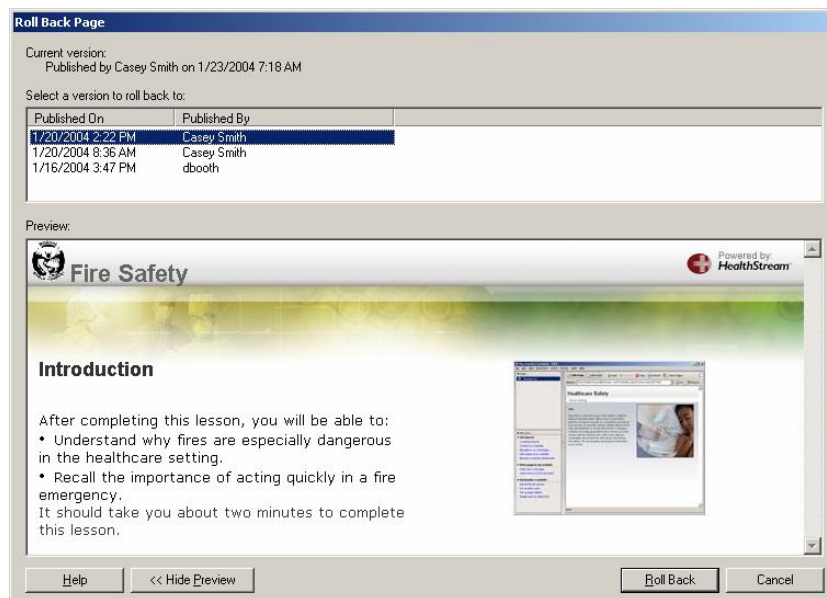
For your learners to see your edited pages of an Authoring Center activity that has been published within an HLC course, you need to republish the HLC course (from Course Builder). Follow the steps in this guide for **Updating Your Content Pages and Republishing in the HLC**.

E-Mailing Your Authored Content Pages

You can make a draft of your content page available for others to review – even if they do not have Contribute.

1. In your content page draft, click the **Send for Review** button in the toolbar.

2. The message below appears. Click **OK**.

3. This message explains the method of delivery to your recipient. Contribute will save a copy in a temporary location. This copy is removed when you publish this page. Please keep this in mind if you have not heard from your recipient. Click the **Save for Later** button to save the message until you receive a reply.
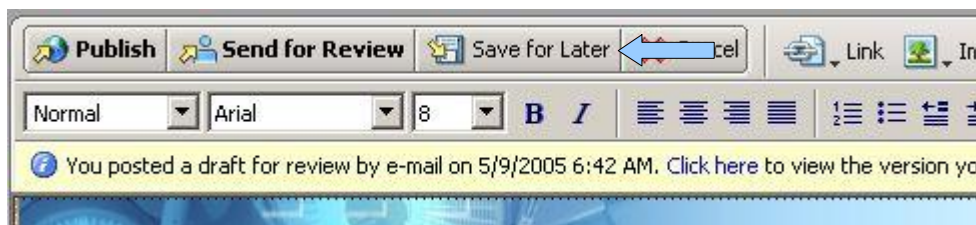
Building and Publishing Courses

After you have created your authored content, you are ready to build a course, preview it, and publish it within the HealthStream Learning Center (HLC). The Courses tab within the HLC is where you will add and manage your authored learning activities and have the ability to combine them with tests, evaluations, classroom, and virtual classroom activities to develop courses. The Course Builder feature within the Courses tab will allow you to preview and publish courses to the HLC so that you can assign them to your students, or allow them to self-enroll.

Accessing the HealthStream Learning Center

1. If you are editing a content page in Contribute, exit the Edit mode by publishing or canceling your changes.
2. Click the ![Home Pages] button.
3. From the drop-down list, select **HealthStream Authoring Center**.
4. Click the **My Account** link. This will open up the HLC log-in screen in a new window.
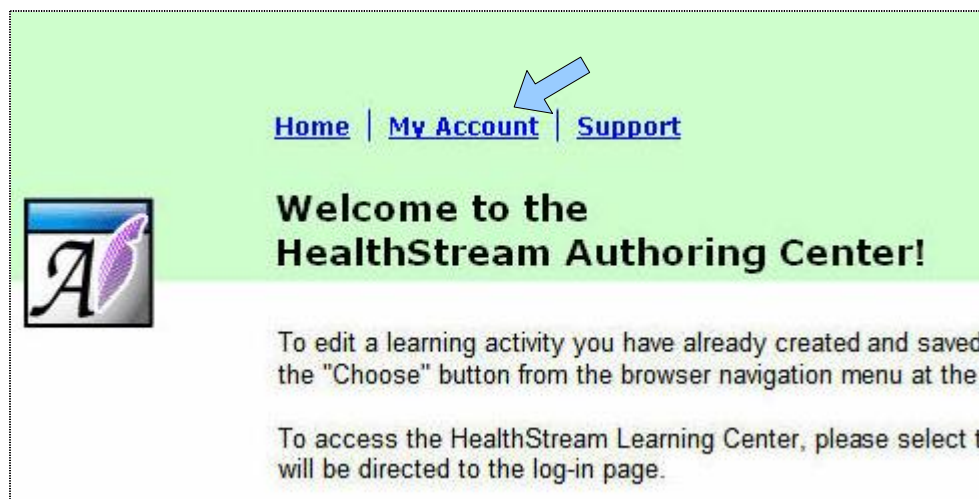
5. Enter your username and password and select **Login**. Log in as an Administrator.

# Creating a Course with Authored Content

1. Access the **HLC** using the steps above using your Administrator login.
2. Select the **Courses** tab at the top of the HLC.
3. Select the **Add a Course** link under the "Course Management" section of the page. This will take you to the **Course Properties** area to start building your course.
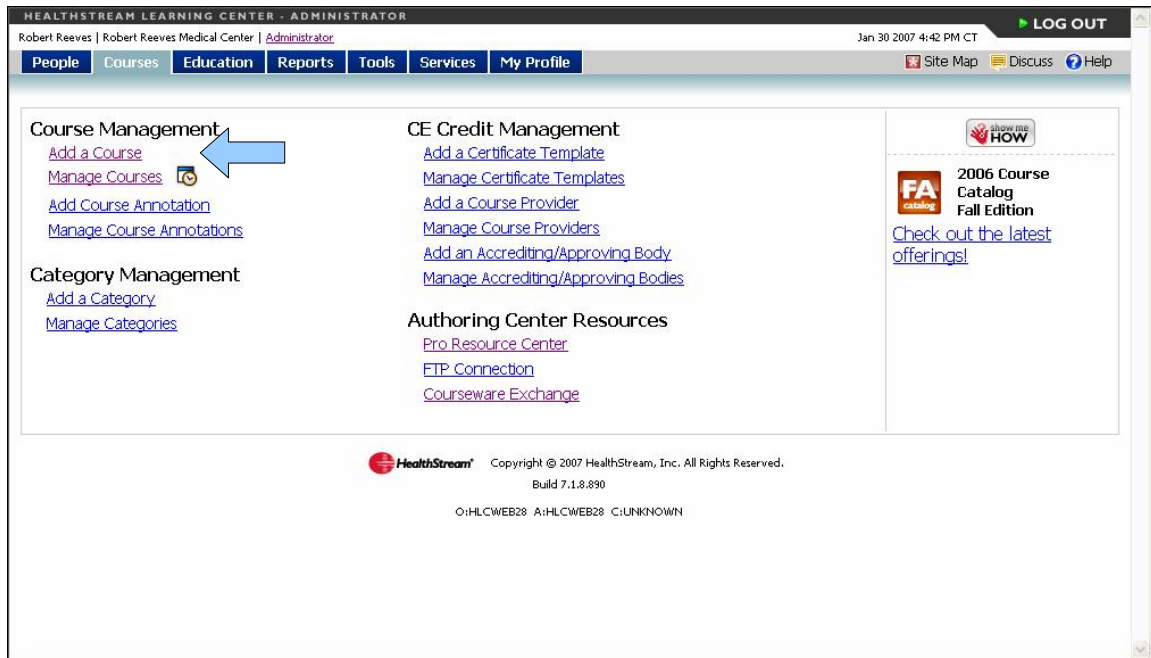
4. Complete Course Properties with the applicable information, such as the course title, course description, and learning objectives. Select a category for the course, a certificate, and the development status.
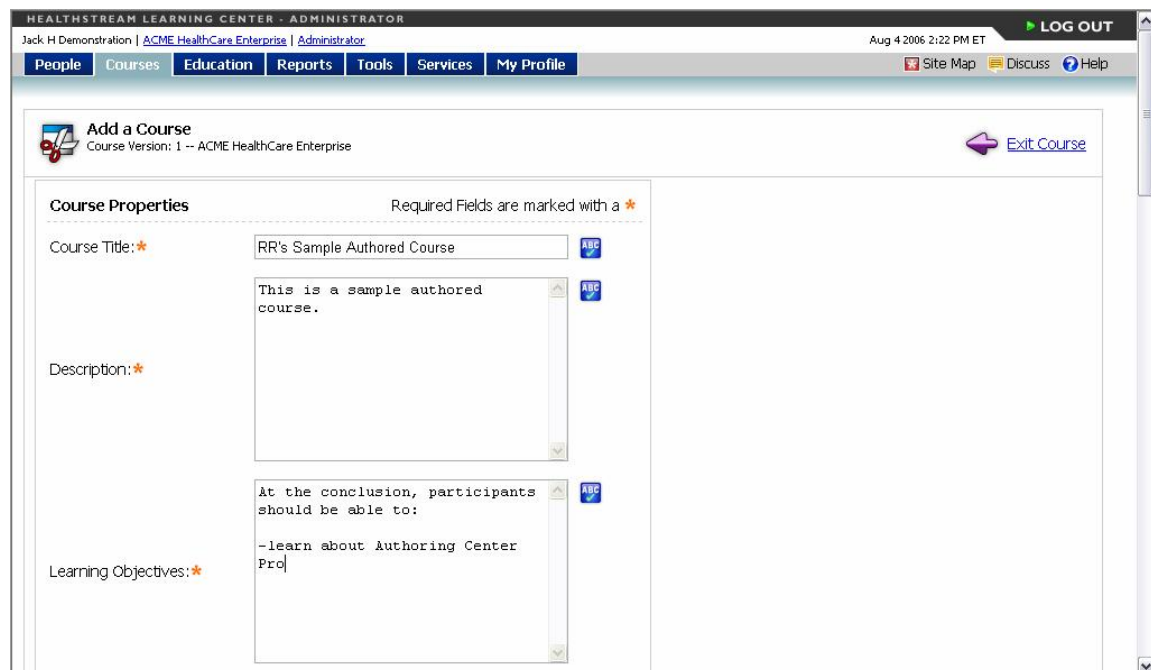
5. You may also enter additional course properties such as keywords, author biography, course fees, review dates, course outline, and technical requirements. Select the **Show Additional Properties** link at the bottom-left corner of the page.
6. After you have entered the course properties, click the **Save** button. You will be directed to the **Course Builder** section of the HLC.
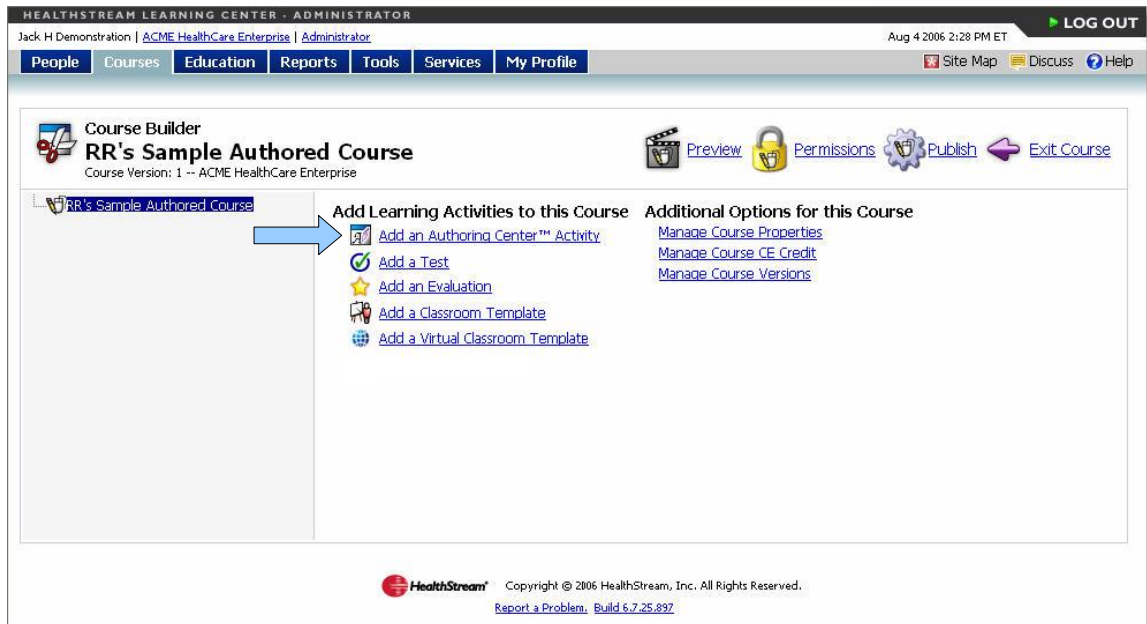
7. To add an Authoring Center learning activity to the course, select the **Add an Authoring Center Activity** link.

8. Complete the Common Properties fields, including activity name, completion mode, description and estimated completion time for the authored learning activity. Select the **Save** button. (Authored content cannot be scored, so those fields are disabled.)
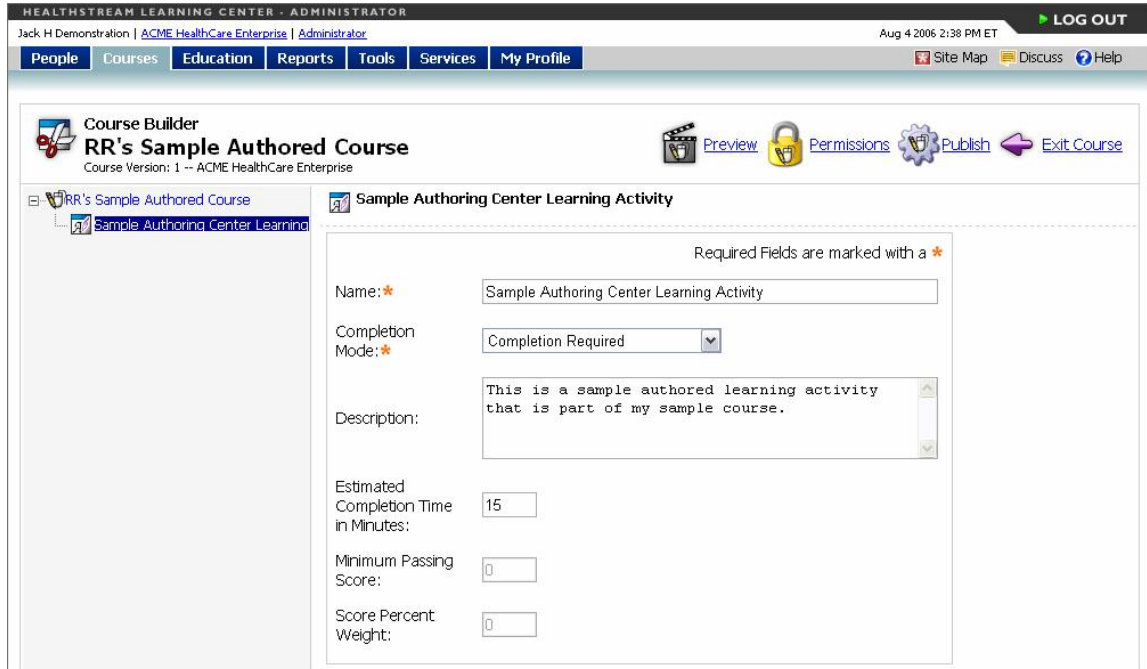
9. Select the **Choose a Folder** link at the bottom left-hand corner of the HLC to associate the learning activity to the desired authored content.
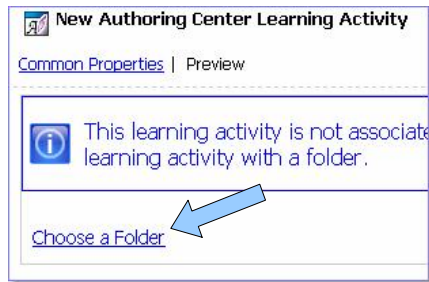
10. You will see a listing of all authored content folders within your Authoring Center account. Select the appropriate content folder to associate with the learning activity, and then the **Save** button. You have successfully added an authored learning activity to your course.
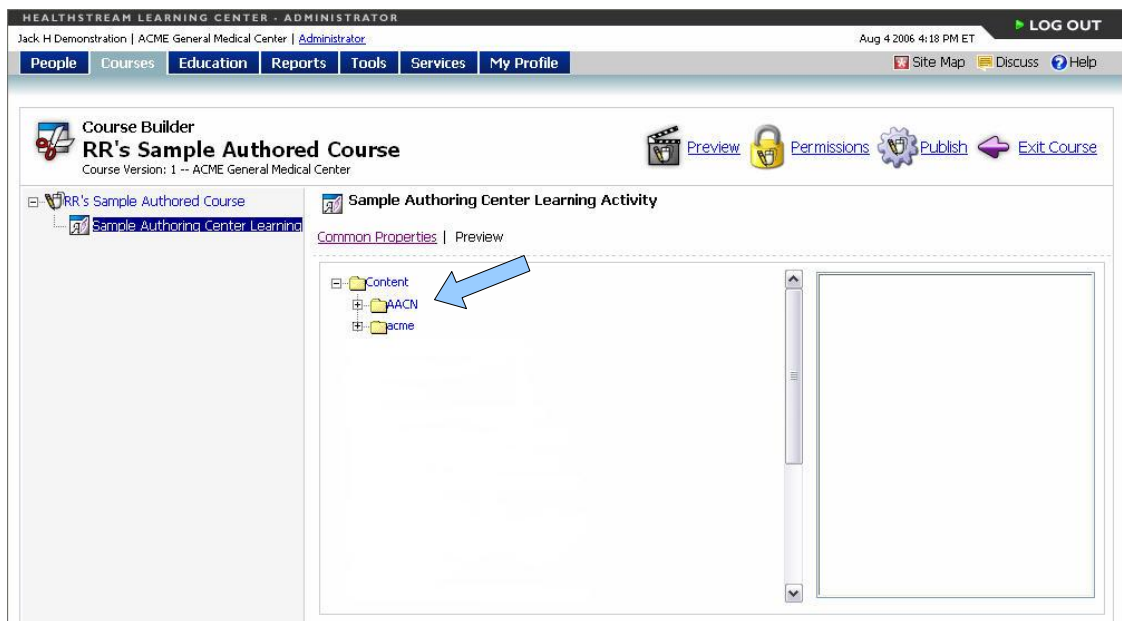
11. To add additional learning activities to your course, select the appropriate learning activity link and fill in the applicable Common Properties. If your course is to only include the selected authored content, you may proceed with other options (including publishing) covered below.
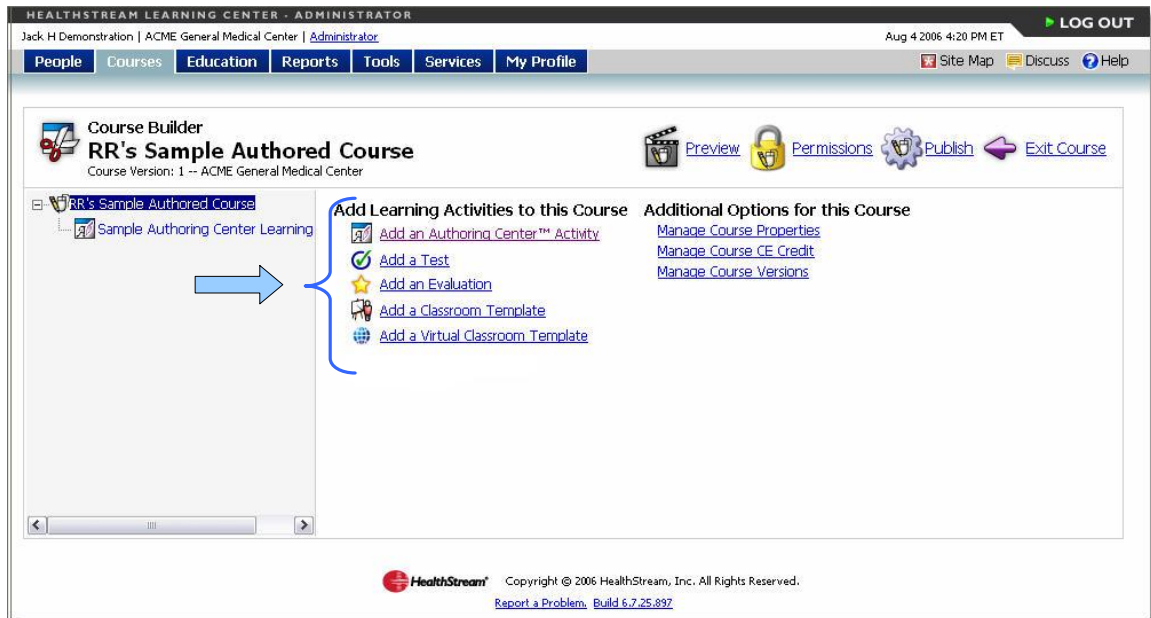
Previewing Your Authoring Center Learning Activity

After you have selected your authored learning activity, you are ready to preview it in the HLC. This is your opportunity to view the activity from the student's perspective so you can make necessary adjustments.

1. From the **Courses** tab, select the **Manage Courses** link.
2. Search for the course you wish to preview and select it.
3. In the **Course Builder**, select the authored learning activity.
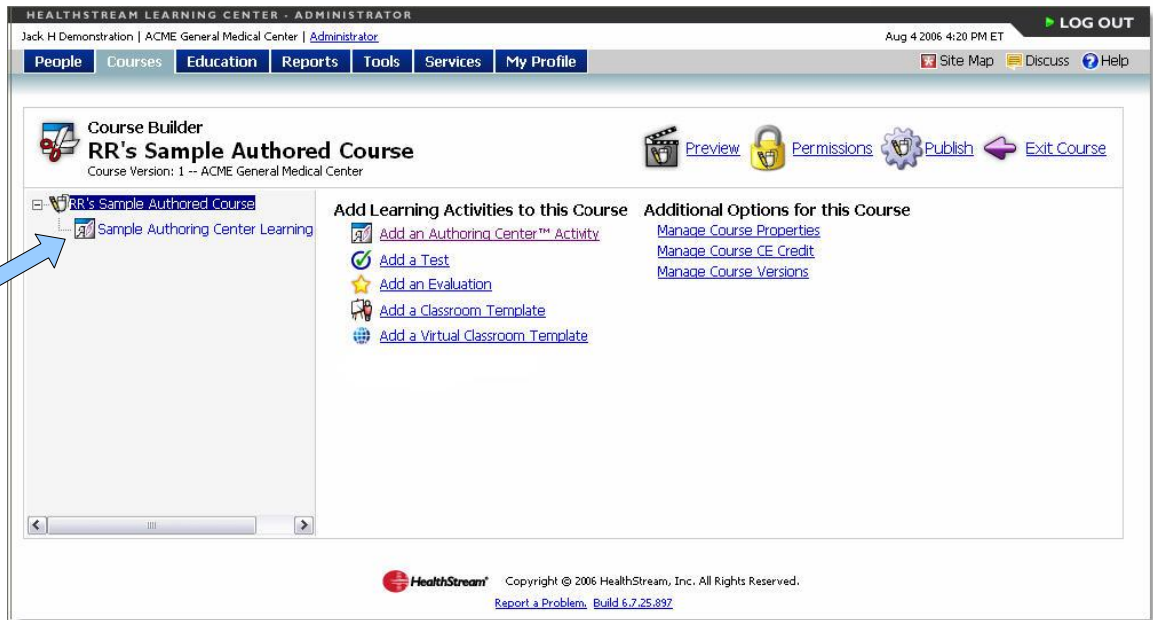
4. Select the **Preview** link in the middle of the page.

5. The authored content will open in a new window. Select the **Next** button at the bottom of the preview window to advance to the next page. The pages appear just as they will for the student.
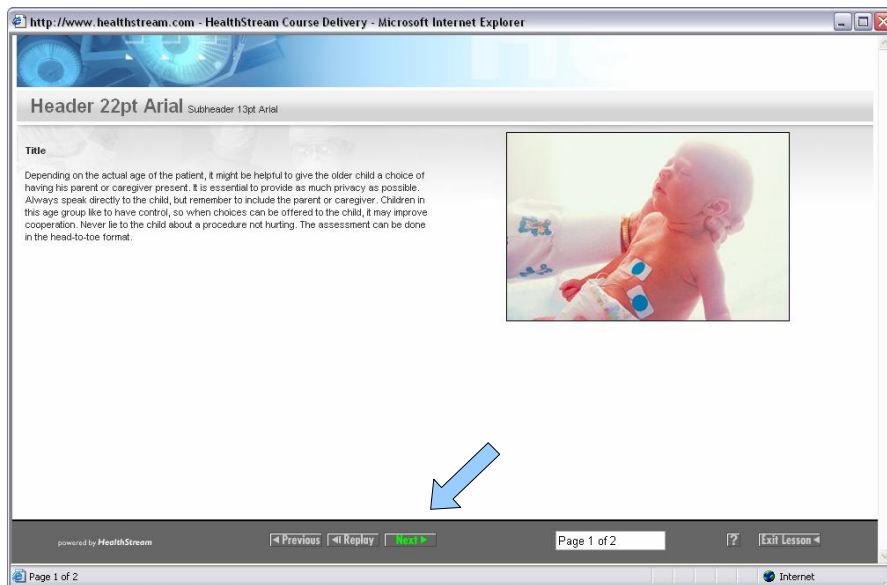
Publishing a Course in the HLC

Once all learning activities have been added to a course within the HLC, you will need to publish the course so that it may be assigned to students.

1. From Course Builder, select the **Publish** link.
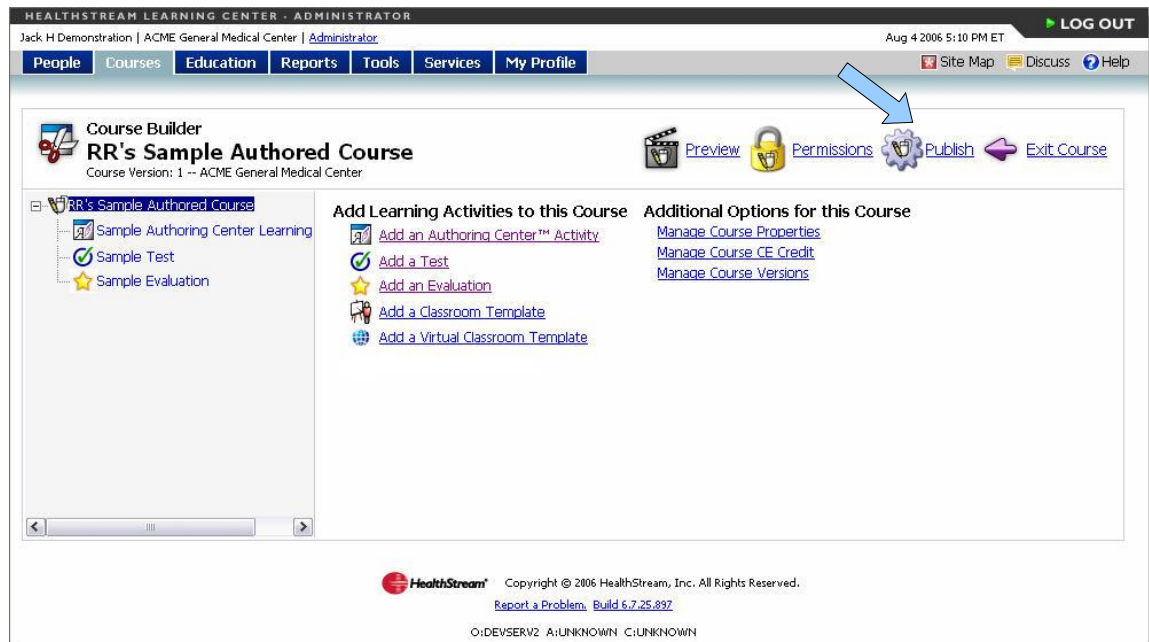
2. There are two options for publishing: 1) **Quick Publish** publishes to the affiliation at which the user is logged in, and 2) **Advanced Publish** allows one to publish to other affiliations with which they have publishing rights.

3. Select the applicable check boxes for publishing options and select the appropriate publish button. NOTE: If you wish to add your course to the Courseware Exchange for access and use by other Authoring Center customers, check the box next to Add this course to the Courseware Exchange. Course assets that will appear in the Courseware Exchange include Authoring Center activities, tests and evaluations. Classroom and virtual class activities will not be copied to the Courseware Exchange.

4. Option 1:
   - If you are using Quick Publish (as shown above), select the **Confirm** button to publish the course.
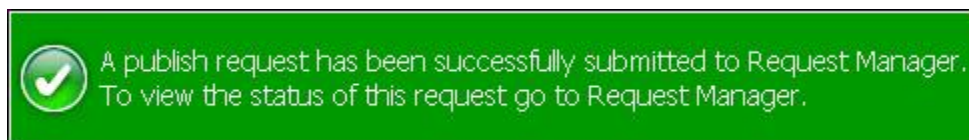
   Option 2:
   - If you are using Advanced Publish, find the other affiliate locations and then add them by selecting **Add Affiliation(s) to Receive Course** link. Select **Continue** to publish the course.

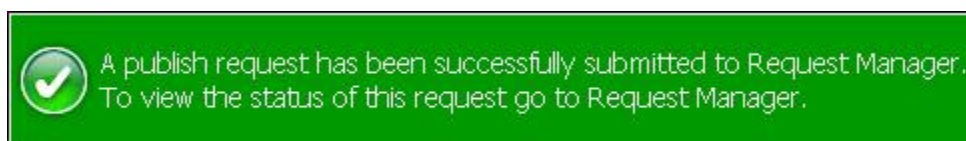5. You will see the following message indicating that the course has been submitted for publish.

6. To view the status of the course, select the **Reports** tab and then **Manage Requests** link. The course will have a "Completed" status when the course has been successfully published.

Updating Your Authored Content and Re-publishing

After you publish a course to the HLC, you cannot delete any of the activities within the course (including any Authoring Center activities), however, you may make edits. Edit your pages in Contribute following the steps outlined in this guide, and then follow these steps to re-publish the course in the HLC and make your changes visible to learners.

Note: You will need to perform these steps each time you make a change to any activity in your course for it to be updated in the HLC.

1. Select the **Courses** tab in the HLC.
2. Select **Manage Courses**.
3. Search for the course you would like to re-publish and select the course title. This will open the course in Course Builder.
4. Select the **Publish** link.
5. If you would like to publish with the same settings as the last time you published the course, select the **Republish** button. If you would like to publish with different settings, select the new publish options and the **Quick Publish** button.
6. You will see the following message indicating that the course has been submitted for publish.

> A publish request has been successfully submitted to Request Manager. To view the status of this request go to Request Manager.

7. To view the status of the course, select the **Reports** tab and then **Manage Requests** link. The course will have a "Completed" status when the course has been successfully published.

Note: It may take up to 24 hours before re-published changes are seen.

Updating Your Course Properties

Course properties include the course title, course description, author, and course objectives and other optional fields.

1. Select the **Courses** tab in the HLC.
2. Select **Manage Courses**.
3. Search for the course you would like to update and select the course title. This will open the course in Course Builder.
4. Select the **Manage Course Properties** link.
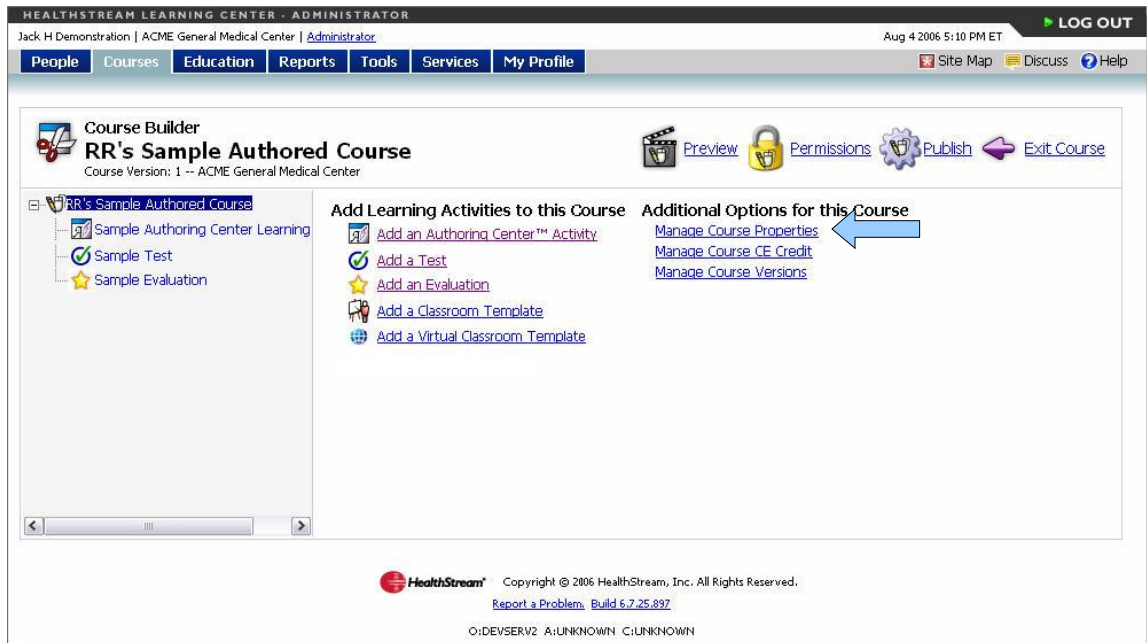
5. Update the applicable Course Property fields and select the **Save** button.

For your learners to see course property updates for a course that has been published to the HLC, you need to re-publish the course (from Course Builder). Follow the steps in this guide for **Updating Your Content Pages and Re-publishing in the HLC**.

Utilities

This section outlines tasks you need to perform outside of Contribute. For some of these tasks, you will use the FTP Connection on the My Courses page.

Find steps in this section for:

- Accessing the FTP connection.
- Renaming pages
- Renaming authored content folder
- Moving pages
- Deleting pages
- Copying authored content
  - Versioning courses within the HLC
  - Copying Regulatory courses from HealthStream Provided Assets
- Archiving authored content (outside of the HLC)
- Deleting authored content
- Retiring courses (within the HLC)
- Accessing the Next Generation HLC Courseware Exchange
- Publishing to the Courseware Exchange
- Copying from the Courseware Exchange

Accessing the FTP Connection

1. From the main home page in Contribute, click the **My Account** link. This takes you to your HLC login screen.
2. Enter your username and password and click **Login**. Log into the HLC as an Administrator.
3. Click the **Courses** tab, and then the **FTP Connection** link under "Authoring Center Resources."
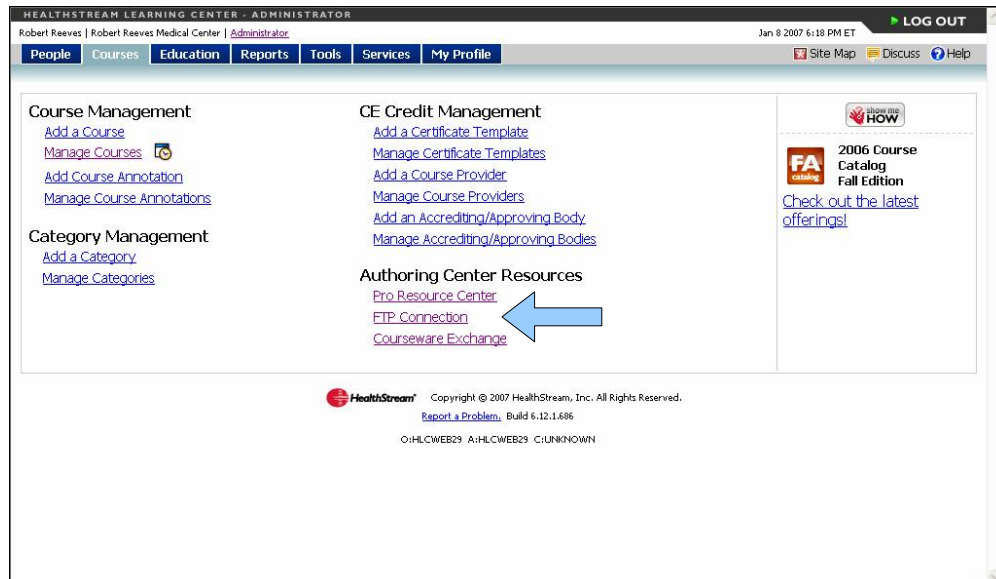
Renaming Pages

1. Access the FTP Connection using the steps above.
2. Open the appropriate content folder.
3. Select the **page** you wish to rename by right-clicking your mouse and clicking **Rename**.
4. Type the new name and press the **Enter** key on your keyboard.
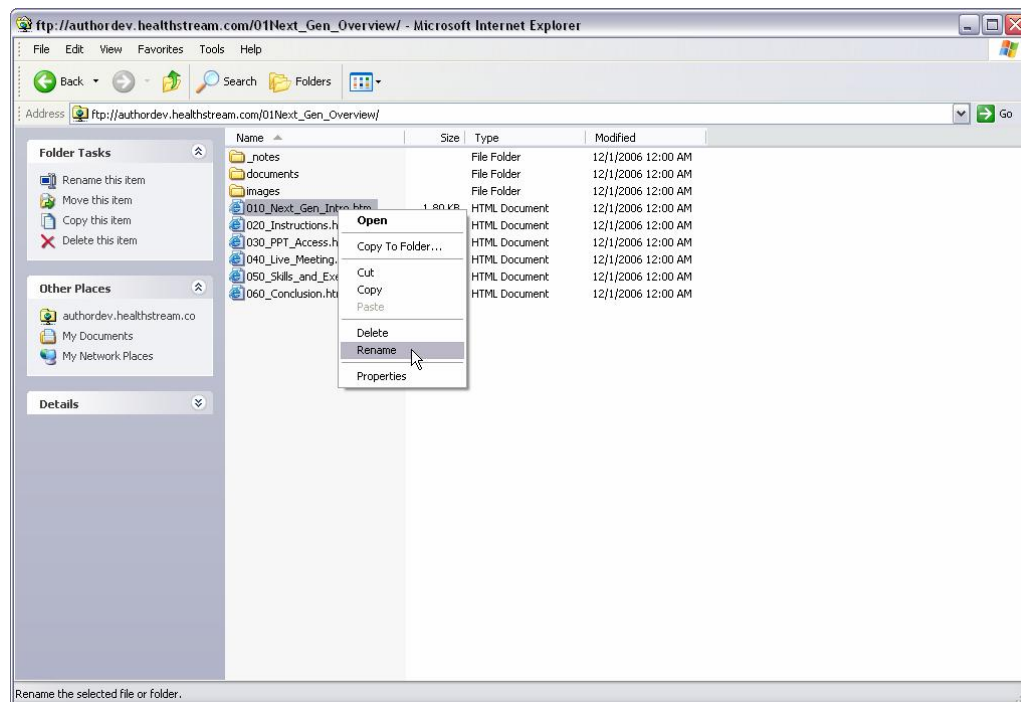
Renaming Authored Content Folder

To rename a content folder:
1. Access the FTP connection
2. Browse for the desired content folder
3. Right-click the name of the content folder and select **Rename**
4. Change the name of the folder and click **Enter.**

Note: Do not rename a content folder if the content folder has already been added to an HLC course as an Authoring Center learning activity. If you do this, the Authoring Center will treat the renamed content as new content.

To rename the Authoring Center activity name as it is displayed to students:
1. Click **Manage Courses**
2. Search for the HLC course that contains the Authoring Center learning activity
3. Click on the Authoring Center activity name link that you wish to edit the name of
4. Click the Common Properties link
5. Change the name of the Authoring Center activity in the Name field and click Save.

6. If the Authoring Center is part of a Course that has already been published, you must re-publish the course for changes to be seen by students.

NOTE: This does not alter the name of the content folder in Contribute in which the Authoring Center activity pages are stored. Students will only see the name of the activity as it is labeled on the Common Properties screen.

To rename a course that has already been created in the HLC, follow the steps in **Updating Your Course Properties** on Page 51.

Moving Pages

Follow these steps if you accidentally save a page to the wrong content folder in Contribute. For example, you may create a quiz answer page and save it in your primary content folder rather than in your Quizzes folder. You would follow these steps to move the page from your main content folder to your Quizzes folder.

Follow these general steps to move a content page:

- Open the page you wish to move in Contribute.
- Make a copy of the page in Contribute.
- Select the **Publish** button in Contribute, and publish the page to the correct content folder.
- Delete the original page that was published to the incorrect location.
- When you are ready for your learners to see your changes, re-publish your course (if already published) in the HLC using the steps outlined in this document.

1. Click **Choose** in Contribute.

2. Navigate to the folder containing the page you wish to move and click **Open**.

3. Select the page you would like to move and click **OK**.

4. Click **New Page**, and then **Copy of Current Page.**

5. Type a **Page title**.

6. Click **OK**.

7. Click the **Publish** button.

8. Click **Choose Folder…**
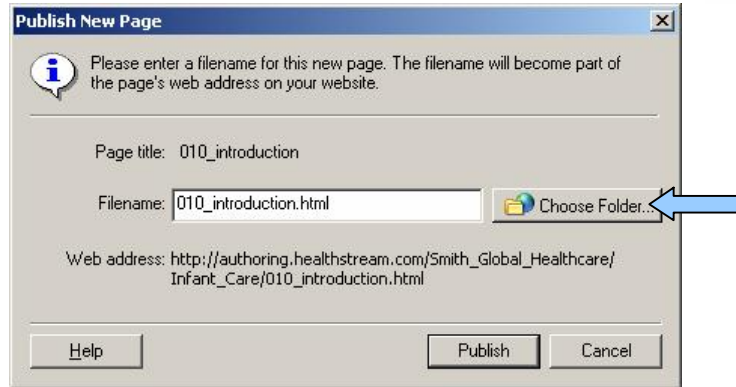
9. Browse to the folder you wish to move your page to by clicking on the drop-down arrow next to the **Look In** box.

10. Click the button that begins with **Select**, followed by your new folder name in quotes.
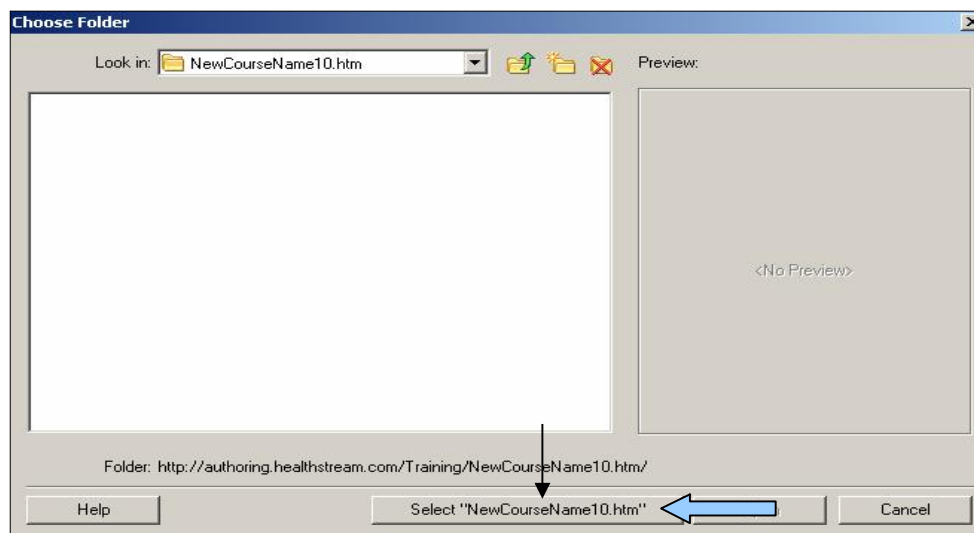
11. Click the **Publish** button in Contribute.
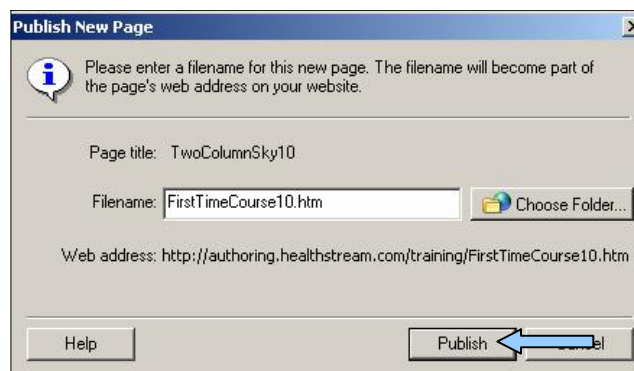
You have successfully moved your page. Now, you are ready to delete the page from the old location. Follow the steps for deleting a page the section **Deleting Pages** on Page 57.

Deleting Pages

You can delete a single page by accessing the FTP link and selecting the pages you wish to delete.

1. Access the FTP link using the steps above.
2. Select the course page(s) you wish to delete by right-clicking your mouse and clicking **Delete**. Select multiple pages by holding the Control key on your keyboard and clicking once on each page you wish to select.
3. To make these changes appear for your learners if the Authoring Center activity is part of an already-published HLC course, update your course in the HLC by following the steps in the section **Updating Your Course Pages and Re-publishing in the HLC**.

Copying Authored Content

General Steps

Follow these steps to copy a content folder from the Authoring Center to your hard drive or network.

1. Access the FTP Connection using the steps above.
2. Right-click on the content folder you wish to copy, and click **Copy**
3. Navigate to the desired new location and right-click and choose **Paste**.

Versioning Courses within the HLC

If you need to add, delete or re-order learning activities within a published HLC course, you may choose to version the course. The previous version(s) are kept and can be accessed as needed to reference the course properties, structure and content.

Follow these steps to create a new course version within the HLC. **NOTE: Please read the HLC Help documentation first before creating a new version of a course to understand all impacts versioning has on a course.**

1. Select the **Courses** tab at the top of the HLC.
2. Select the **Manage Courses** link.
3. Search for the course you wish to preview and select it.
4. In the **Course Builder**, select the **Manage Course Versions** link.
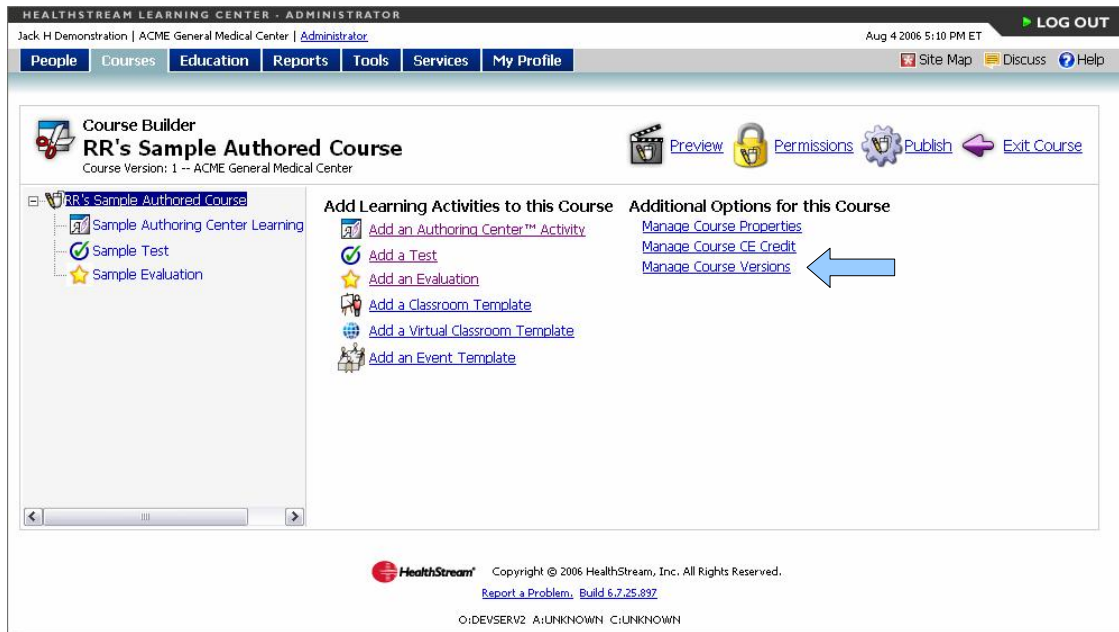
5. You will see a list of the course versions. Select the **Create New** link.
6. Type in notes for the version and select **Confirm**. An exact copy of the course and learning activities you selected will be created with a new version number. Also, authored learning activities will be copied to a new folder titled "*Previous Version Title_DayMonthYearTime*" within the Authoring Center.

Copying Regulatory Courses from HealthStream Provided Assets

Step 1: Copy the content folder from HealthStream Provided Assets to your desktop

1. From the My Courses tab of the HLC, click the FTP Connection link under the Authoring Center Resources.
2. Open the folder **Courseware_Exchange_Community\HealthStream_Provided_ Assets\Regulatory_ Courses**. Locate the folder for the course that you want to copy for your facility.

3. Click the folder, and drag it to your desktop. This creates a copy of the content folder on your desktop.

4. In the FTP window, open the folder for your facility that contains the other content folders you have created.

5. Drag the regulatory content folder from your desktop to the FTP window.

NOTE: In addition to accessing the HealthStream regulatory content folders, you can also find other content folders that were developed by HealthStream customers and placed into the Courseware Exchange prior to March 2007. You can copy the customer-shared folder for use within your facility by following the same procedure as outlined for HealthStream Regulatory Content.

Step 2: Editing HealthStream Regulatory Content

1. Click the **Choose** button in Contribute, and navigate to your facility folder. You can now see the regulatory content folder with your other content folders.

2. Edit the pages that you want by choosing the page and clicking **Edit Page**.

3. Publish each edited page to your content folder in Contribute.

4. When you have finished making your edits, you may add the edited HealthStream regulatory course learning activity to an HLC course and publish the course. You can also add other learning activities prior to publishing the course, such as a test, evaluation or classroom event.

Archiving Authored Content (outside the HLC)

Follow these steps to archive content folders from the Authoring Center to your hard drive or network.

1. Access the FTP Connection using the steps above.
2. Right-click on the content folder you wish to copy, and click **Copy to Folder**.
3. Navigate to the desired location on your hard drive or network, and click **OK**.

Deleting Authored Content

You can delete the Authoring Center content that is not associated with an HLC course by accessing the FTP link and locating the content folder you wish to delete.

Note: You cannot delete a content folder that is associated with an HLC course.

1. Access the FTP connection using the steps in the section **Accessing the FTP Connection** on Page 53.
2. Select the content folder you wish to delete by right-clicking your mouse and clicking **Delete**. Select multiple content folders by holding the Control key on your keyboard and clicking once on each folder you wish to select.

Retiring Courses (within the HLC)

For courses that have been published to the HLC that you wish to retire (make inactive), please use the following steps:

1. Find the desired course from the Manage Courses link in the HLC.
2. Search and click the course name to access Course Builder.
3. From the Course Properties screen, mark the Development Status as **Retired**.
4. Select the **Publish** link.

5. Under Quick Publish, de-select "This course is usable in administrator features (except reporting)" and "Students may self-enroll." If you do not want the course usable in reports, also de-select "This course is usable in Reports."
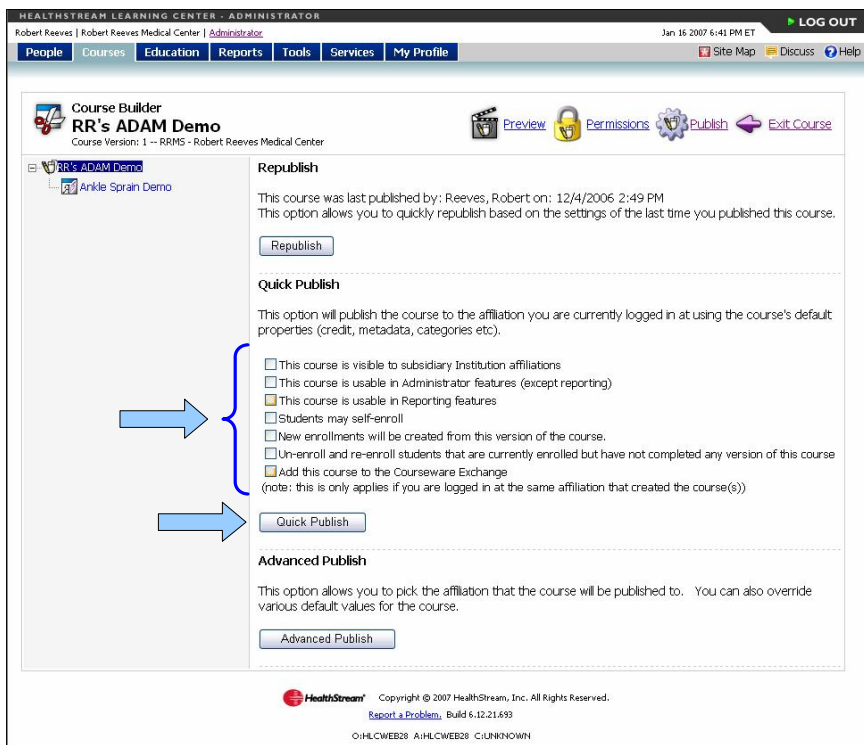
6. You will see the following message indicating that the publish request has been submitted to the Request Manager.

A publish request has been successfully submitted to Request Manager. To view the status of this request go to Request Manager.
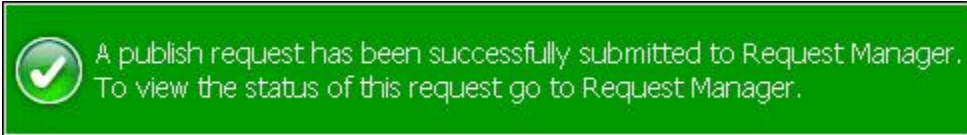
7. To view the status of retiring the course, select the **Reports** tab and then **Manage Requests** link. The course will have a "Completed" status when the course has been successfully inactivated.

Accessing the Next Generation HLC Courseware Exchange

The Next Generation HLC Courseware Exchange allows you to access courses that were developed in the Authoring Center by other HealthStream customers. Note that only courses marked Add to the Courseware Exchange during course publishing are available to other HealthStream customers.

1. Access the **HLC** using the steps contained in this document. Use your Administrator login.
2. Select the **Courses** tab at the top of the HLC.
3. Select the **Courseware Exchange** link under "Authoring Center Resources."
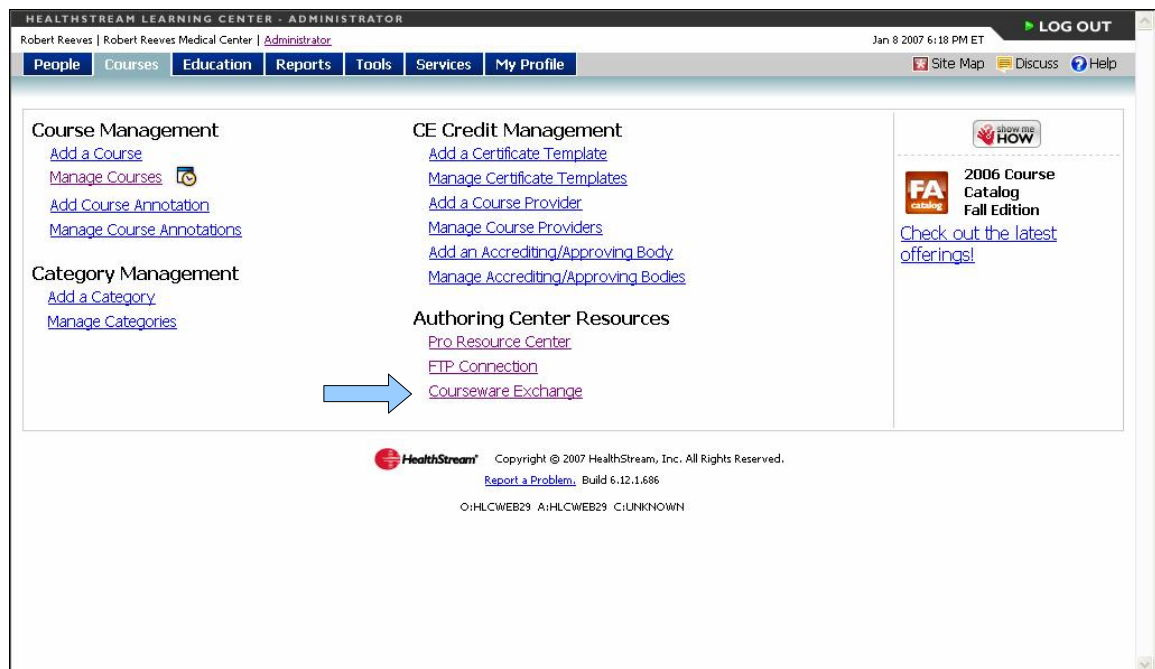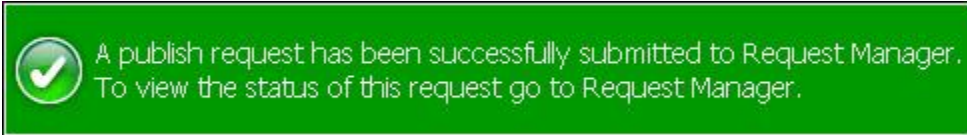
Publishing to the Courseware Exchange

Once all learning activities have been added to a course within the HLC, and you wish to publish a course to the Courseware Exchange, please follow these steps:

1. If you are still in the Course Builder within the HLC, select the **Publish** link to begin publishing your course to the HLC. (If you are outside of the Course Builder, go to **Manage Courses** link and search for the course. Select the course you wish to publish and you will be brought to the Course Builder page. Select the **Publish** link.)
2. There are two options for publishing: 1) **Quick Publish** publishes to the affiliation with which the user is logged in, and 2) **Advanced Publish** allows one to publish to other affiliations in which they have publishing rights.
3. Make certain that you check the box next to "**Add this course to the Courseware Exchange**" in addition to the other checkboxes you would like for publish options.
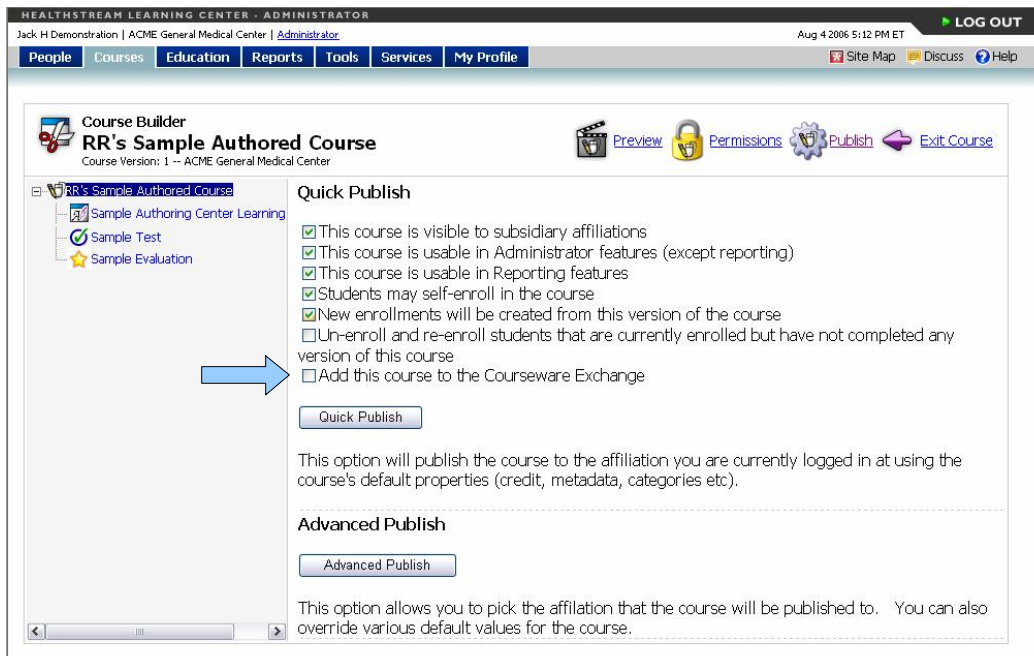

4. Select the applicable check boxes for publishing options and select the appropriate publish button.
   - If you are using Quick Publish, select the **Confirm** button to publish the course.
   - If you are using Advanced Publish, find the other affiliate locations and then add them by selecting **Add Affiliation(s) to Receive Course** link. Select **Continue** to publish the course.
5. If you agree to the click-through agreement regarding the Courseware Exchange, select **Confirm** button.
6. You will see the following message indicating that the course has been submitted for publish.

A publish request has been successfully submitted to Request Manager. To view the status of this request go to Request Manager.

7. To view the status of the course publish, select the **Reports** tab and then **Manage Requests** link.

Copying from the Courseware Exchange

1. Select the **Courseware Exchange** link from the **Courses** tab.
2. Search for the course you want to copy in the Courseware Exchange.
3. Select the course title. This will open up a **Course Overview** in a new window.
4. Select the Copy link at the top of the window.

Copy Preview
Course Fee: N/A
No-Show Fee: N/A
Cancellation Fee: N/A
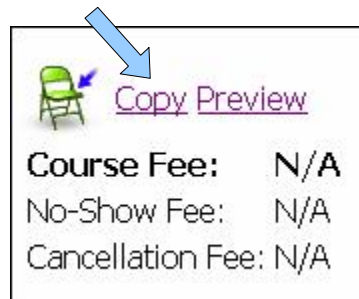
5. Read the onscreen text and then select the **I Agree** button.
6. You will see a green message indicating a successful copy to your Course Builder workspace.

The course has been successfully copied to your work area

7. The course will be saved to your Authoring Center account work area using the naming convention of "*Previous Version Title_DayMonthYearTime*".

The copied course will now be accessible as an unpublished course. You can search for the course from the Manage Courses link on the My Courses tab. Note that all Authoring Center activities, tests and/or evaluations contained in the course will be copied. No classroom or virtual class activities will be copied.

Once a course is copied from the Courseware Exchange, you can edit Authoring Center learning activities following the directions previously outlined on Page 40.