Gimlet Composer tool user manual

Content

General

MPS Prewise's Gimlet Composer is a user-friendly, easy-to-adopt authoring tool for organizations that wish to compose eLearning courses. When the tool is taken into use, a custom course template is created by using the customer's visual guidelines so that the courses created will be consistent with the brand.

Log in: https://composer.gimletlms.com

Enter username and password and click "login"

You can choose a language for the user interface. This choice will not affect the language of the course template

Forgot password?

If you forget your password, you can easily recover it using the link on the log-in page.

You'll receive an email from Gimlet Composer *"Reset password"*, clicking the link in the email you are able to open the page where you can set the password

Overview of Gimlet Composer tool

Click on your **username** to edit your details or to log out. You can choose a **language** for the user interface.

When you log in, the system opens the **Courses** tab, where you can create a new course or select an existing course for editing.

Save all the media items used in courses in **Mediabank** and find them easily.

Under the **Support** tab you can view video demos on the various functions of Gimlet Composer tool, report a technical problem or contact MPS Prewise's experts to subscribe to additional services.

Under the **User manual** you'll find written instructions for the tool.
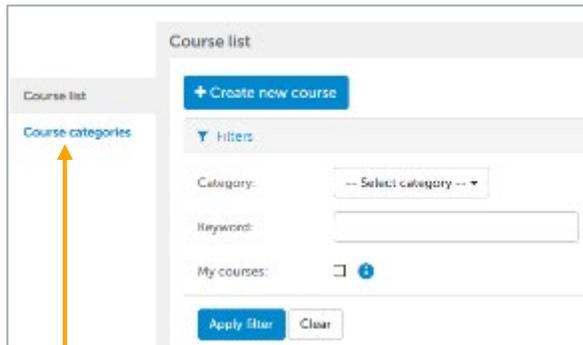
To manage the course list and to help you find courses you can create and use course categories.
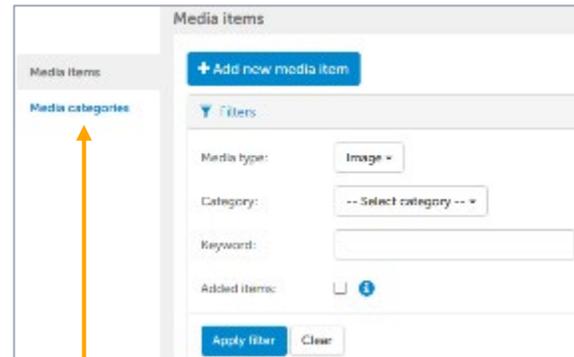
To manage the Mediabank and to help you find different items you can also create media categories

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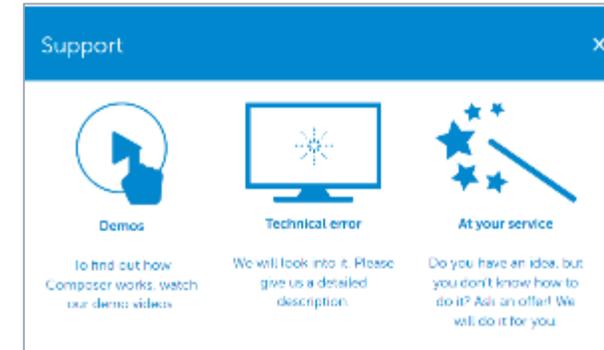
Use filters

You can sort the Course list by the course name, date modified or date created by clicking on the heading:

Name		Modified		Created	
	▲		⇕		⇕

You can also search by course name by clicking on "Filters" and using the Keyword field. If the course has been associated with a category, you can search for the course by selecting the category.

"My courses" option shows all the courses that have been created by the username with which you are logged in to the tool.

Media items can be sorted by item name, date modified, size and properties by clicking on the heading:

Name		Size		Properties		Modified	
	⇕		⇕		⇕		▼

You can also search by media item name by clicking on "Filters" and using the Keyword field. If the item has been associated with a category, you can search for it by selecting the category. You can also search for media items by media type.
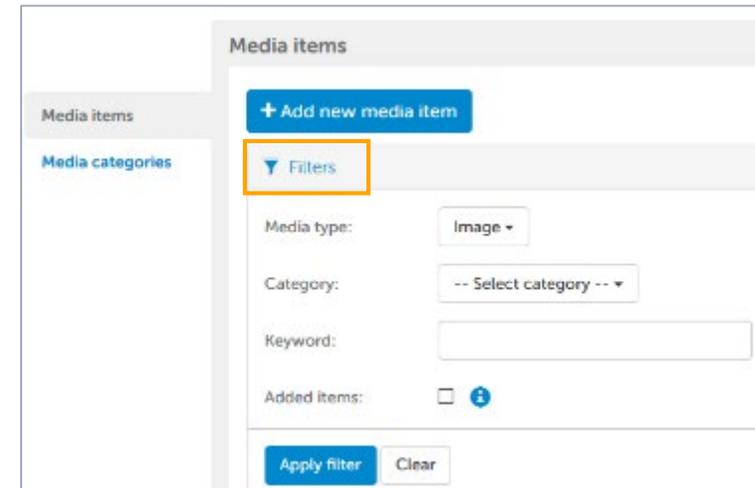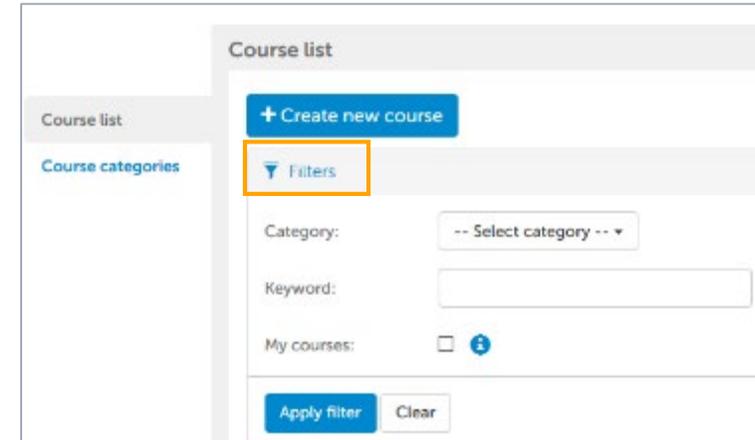
"Added items" option shows all the items that have been added by the username with which you are logged in to the tool.

Utilize categories

You can create categories to help you manage the course list and Mediabank items.

Adding categories is not mandatory, but it is recommended as it makes it easier to use the tool.

You can add a new category in the Courses tab under "Course categories" and in the Mediabank tab under "Media categories".

The category must be created before you can add it for course / media item. You can also add the category later.

It is recommended to add the category as soon as you import an image or create a course.

If you need to change the category of a course, you can do it by selecting the course for editing and changing the category under the Properties tab.

If you need to change the category of an image, you can do it in the Mediabank under Media items by selecting the "Edit" under Commands.

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Extra infos

Get quick guidance from extra info! You can find blue extra info icons around the Gimlet Composer tool from where you can quickly get more information about the function.

Just hover your mouse over the info icon to see the information behind it.

Create a new course

Click on "*Create new course*".

A pop-up window appears, where you give a name for the course.

You can edit the course name afterwards in course properties tab.

If you wish, you can add a category for the course (not mandatory). You can create course categories under "*Course categories*" tab. Categories help you find courses on the course list.

Select a course template and click on "*Create*".
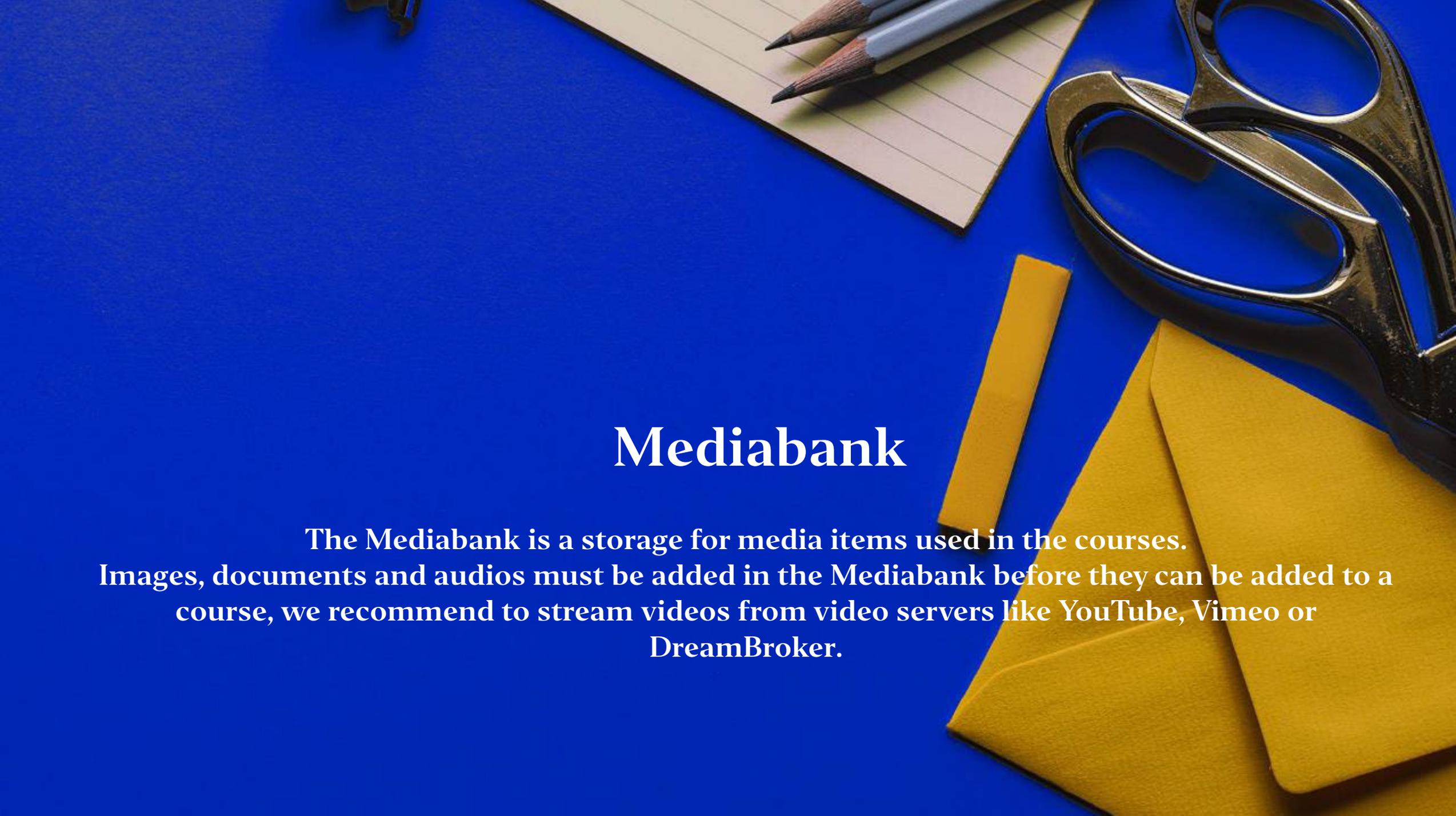
Mediabank

The Mediabank is a storage for media items used in the courses.
Images, documents and audios must be added in the Mediabank before they can be added to a course, we recommend to stream videos from video servers like YouTube, Vimeo or DreamBroker.

List view and thumbnail view in Mediabank

You can view the images in the Mediabank as a list by clicking on **"Switch to list view"** or as thumbnails by clicking on **"Switch to thumbnails view".**

Add new media item

Add a new item by clicking on **Add new media item** and then click **Choose files to upload**. You can add more than one image at a time. If the added image is not the optimal size, the tool warns you, but you'll get the item loaded if it is not over 110MB.

Size: 11.59 KB
Type: image/png

Resolution: 200 x 178px

Recommendations:
- 1440 x 720px for large image
- 720 x 720px for half page image

Images are recommended to imported in the Mediabank in an optimal size **(720x720,1440x720)** The recommended maximum file size for images is around **200KB**.

The maximum single file size in the Mediabank is **110MB.**

You can choose the number of items displayed on a page.

Click on **Reset** to return to the first page with a view of ten items.

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Optimal image sizes

Optimal image sizes for different page layouts:

- half-page image 720x720
- full-page image 1440x720
- long title 500x400

The recommended maximum file size for images is around 200KB.

You can use half-page images also with page layout "Long title", because the tool will fit the image on the image area.

You can always check the optimal image size at "Edit image" which appears when you have added an image to the page.

- You can see the size of the added image (image size), cropping tool size (crop size) and optimal image size (required size).

- If the image is bigger than the required size, the image can be updated to the optimal size by selecting "update to required size".
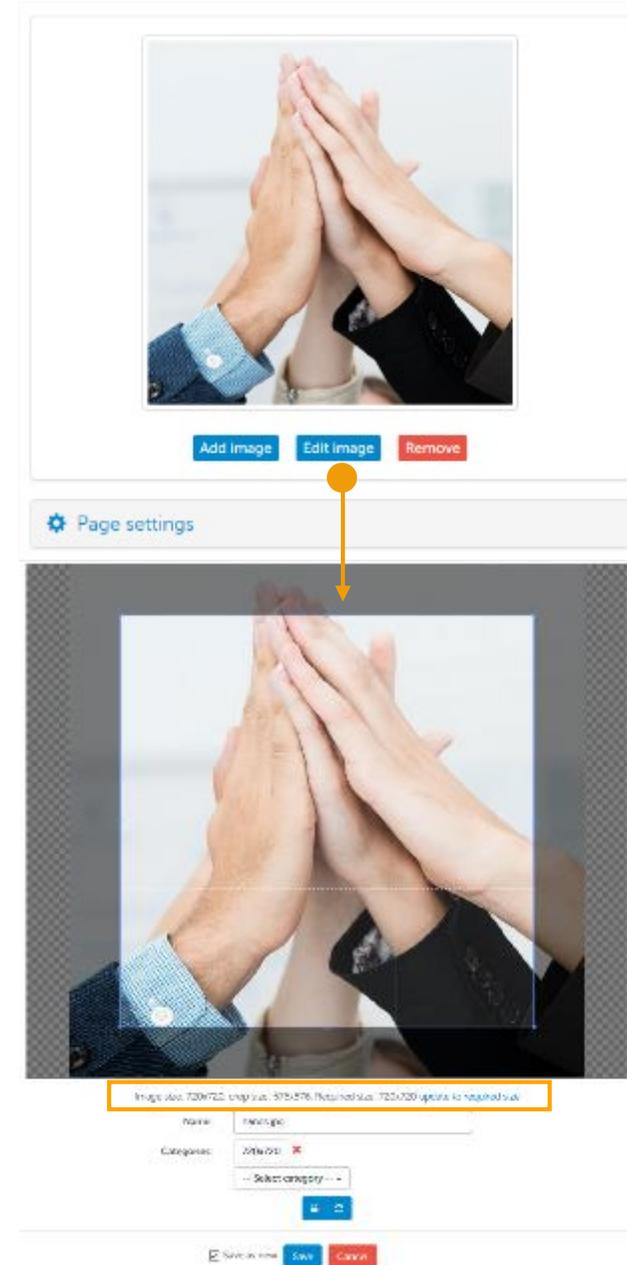
Commands in Mediabank

You can use the tools under Commands, available options are: show where the element is in use, download, edit, delete:

Under "edit" you can change the image name and the categories, replace the existing file with another one and crop the image. **All changes made in the Mediabank will affect the original image, which means the image will be changed in all courses where it is used.**
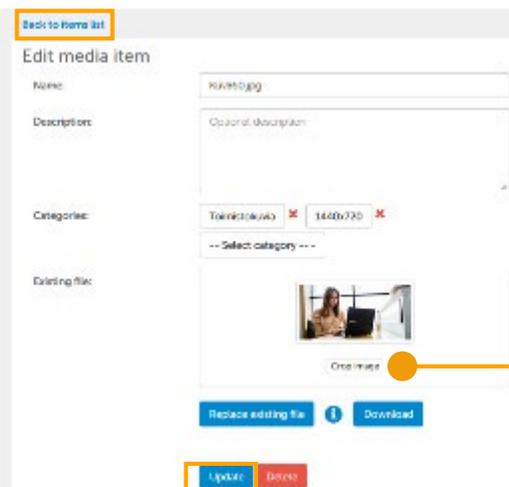
In the Media Bank's "Crop Image" tool, the original image can be zoomed with magnifying glasses. When the lock is closed, it keeps the shape of the original image and when the lock opens, the cropping area can be freely changed. From the arrows, you can restore the edits to the original situation. To save your changes press "Update".
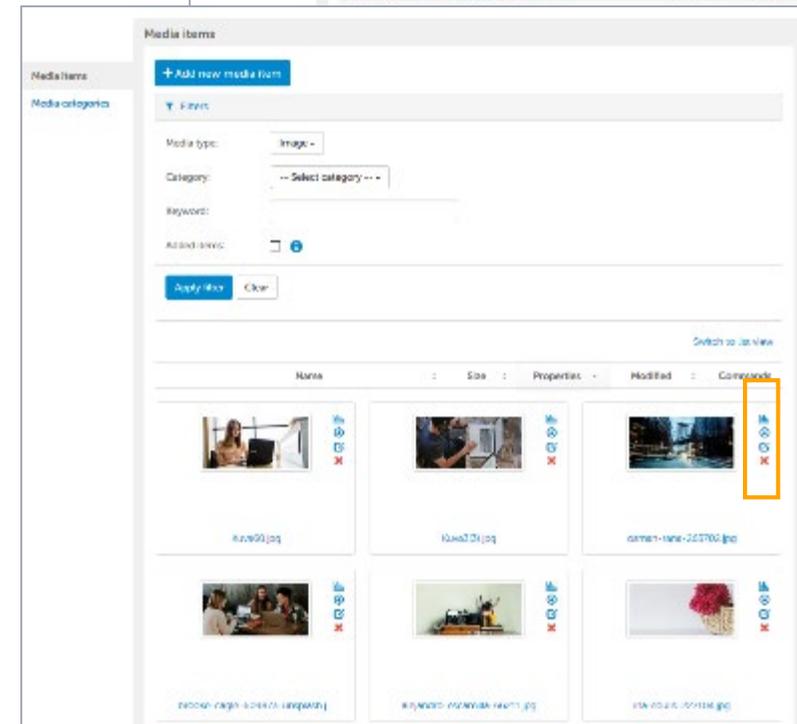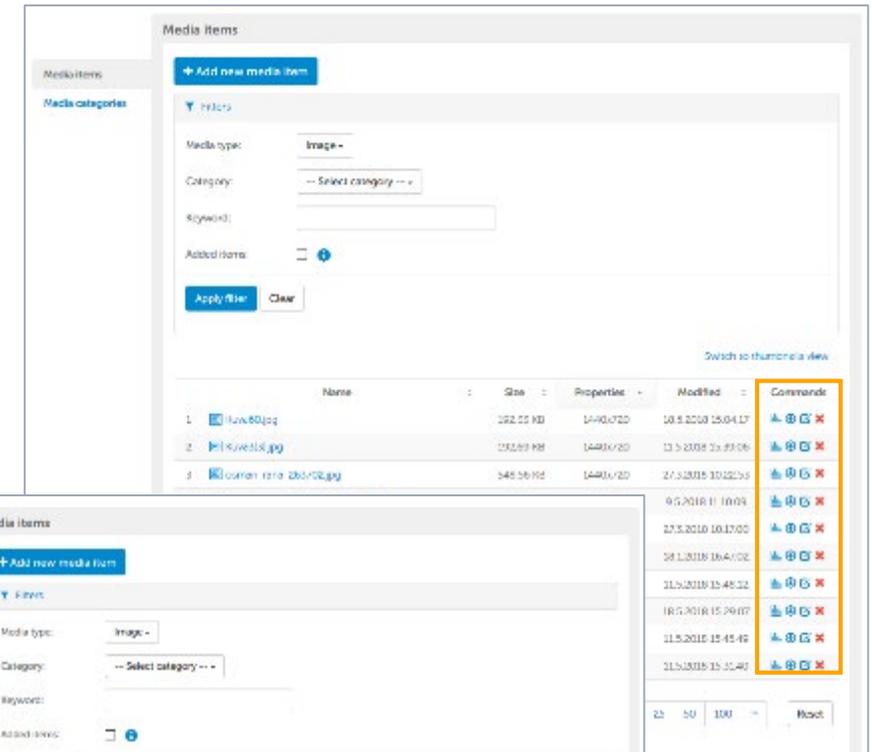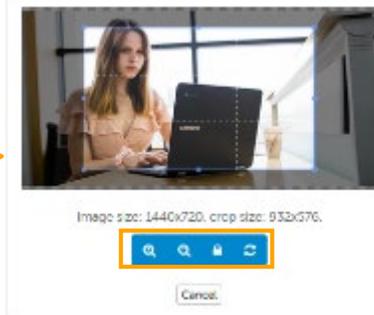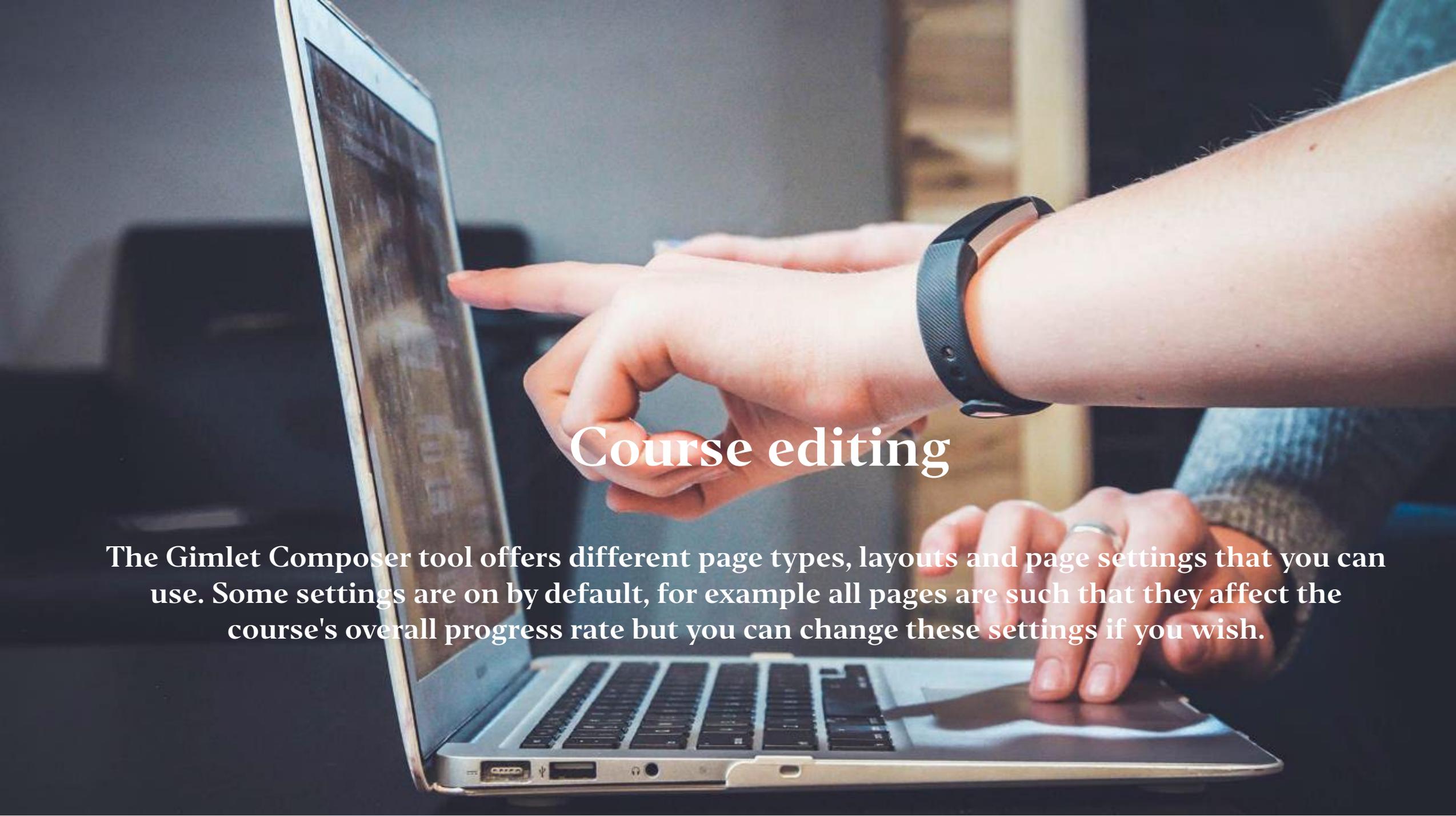
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Course editing

The Gimlet Composer tool offers different page types, layouts and page settings that you can use. Some settings are on by default, for example all pages are such that they affect the course's overall progress rate but you can change these settings if you wish.

Tabs in course editing area

Content: create and edit course content and structure.

Trash: pages deleted from a course are moved here, where you can reactivate them or delete them permanently.

Properties: course properties that you can edit e.g. course name, title and categories. Other functionalities, such as locking, duplicating or deleting courses. Here you can also export a package for publication (SCORM and Offline) or if you are a Gimlet LMS user, you can move the course straight to Gimlet LMS. You can also export course texts to Word.

Send: you can send the course to users who don't have access to Gimlet Composer tool for viewing and commenting.

Preview: see how the course looks. When you click this tab, the course always starts from the beginning. The course preview opens in the new tab, so if the preview doesn't open, make sure that you have allow pop-ups. In preview mode you can select in which device mode you want to preview the course.
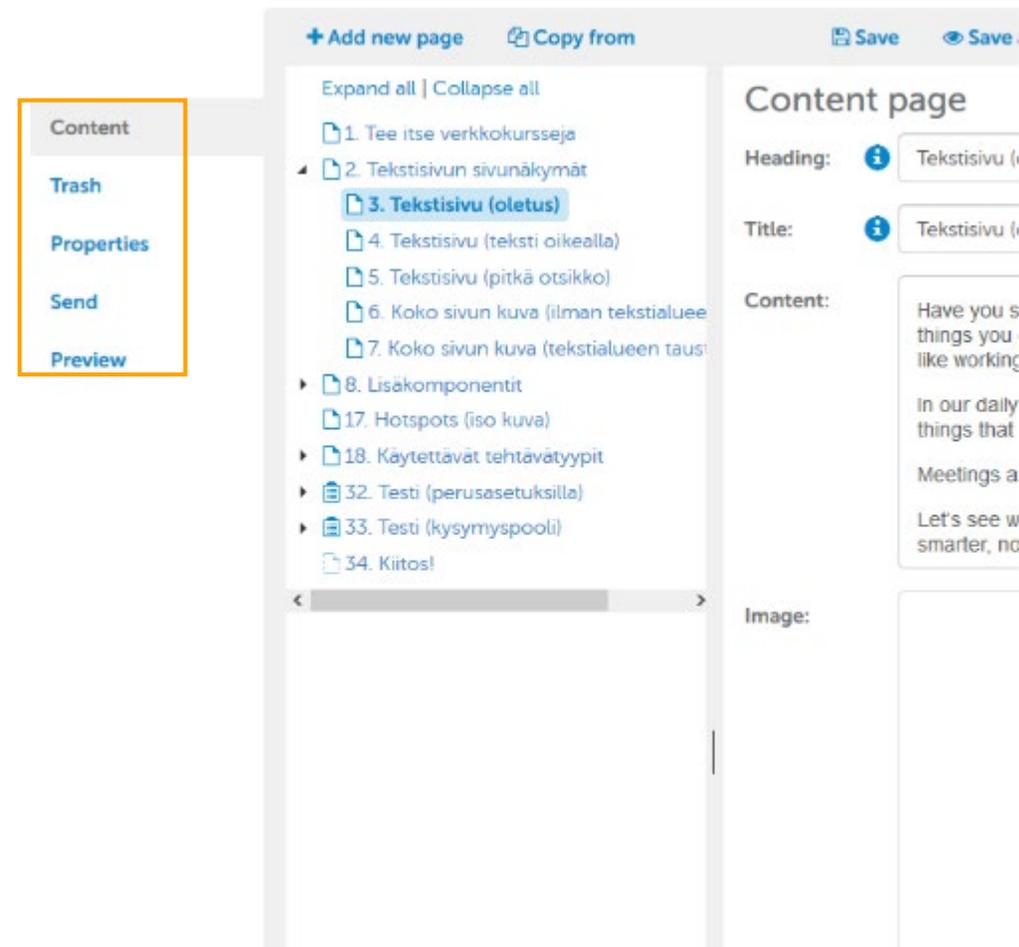
Course properties tab

The tab contains information about course-related functions. Here you can check:

- who created the course
- who was the last person to edit the course
- who downloaded the course
- who published the course to Gimlet LMS
- who locked the course
- who unlocked the course

Functions:

1. Edit the course name and title
2. Add or remove course categories
3. Determine whether or not the learners have to complete the course in the linear page order on their first visit
4. You can add an owner to your course.
5. Download a file package for publication (place the cursor on the "i" to learn more about SCORM and Offline packages). You can also export the course content to Word-document e.g. for translations.
6. Publish course to Gimlet LMS
7. Duplicate or delete the course
8. Lock | Unlock course

Properties

Content
Trash
Properties
Send
Preview

Course name: 1. ESIMERKKIKURSSI: Gimlet Co

Course title: ℹ ESIMERKKIKURSSI

Categories: 2. -- Select category -- ▾

Forced navigation: 3. ☐ ℹ

Course owner ℹ 4.

First name: Silja

Last name: Saviranta

Email: silja.saviranta@mps.fi

Save

Course created on 27.2.2018 7.06 by Silja Saviranta
Course updated on 7.12.2018 13.32 by Silja Saviranta

Download 5.

SCORM package ℹ **Offline package** ℹ **Texts to Word** ℹ

Course exported to SCORM on 18.4.2018 10.34 by Silja Saviranta

Publish 6.

Publish to Gimlet LMS ℹ

Course last published on 28.2.2018 10.53 by Silja Saviran

Other

7. **Duplicate** **Delete**

8. 🔒 Lock course ℹ

By default, the course title is the same as the name given to the course. If needed the title displayed on the course template can be different than the course name.

For example your course name may be "FI-HEL Sales Orientation", so the course is listed in alphabetical order with the other FI-HEL courses, but there is no need to show the start code on the course template, so the title is only "Sales Orientation".

When the course is locked, a lock is displayed in the front of the course name on the course list. When the course is opened, a text is showed: "This course is locked by * username *. To unlock the course go to course properties"

Anyone can lock/unlock, course but is will leave a notice next to the feature.

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Add new pages

You can add new content pages and task pages by clicking on **"+ Add new page".** The new page will appear in the course structure below the currently active page.

Copy pages from another course (copy from)

You can add new pages also by copying them from other courses in the Gimlet Composer by clicking on **"Copy from".**

You then can choose the course you want to copy pages from. You can choose all pages by clicking on the **"Select All"** check box. Or you can choose individual pages.

Finally, press "Copy Selected" or press "Cancel" to exit the page.

For example, if your organization has different visual course templates or different language versions, you can use the "Copy from" feature to create a new version of the existing course or a new language version. In this case, you create a new course with the template/language version you want to use and copy all the pages from the original course. Any comments on the pages will not be transferred with the copying.
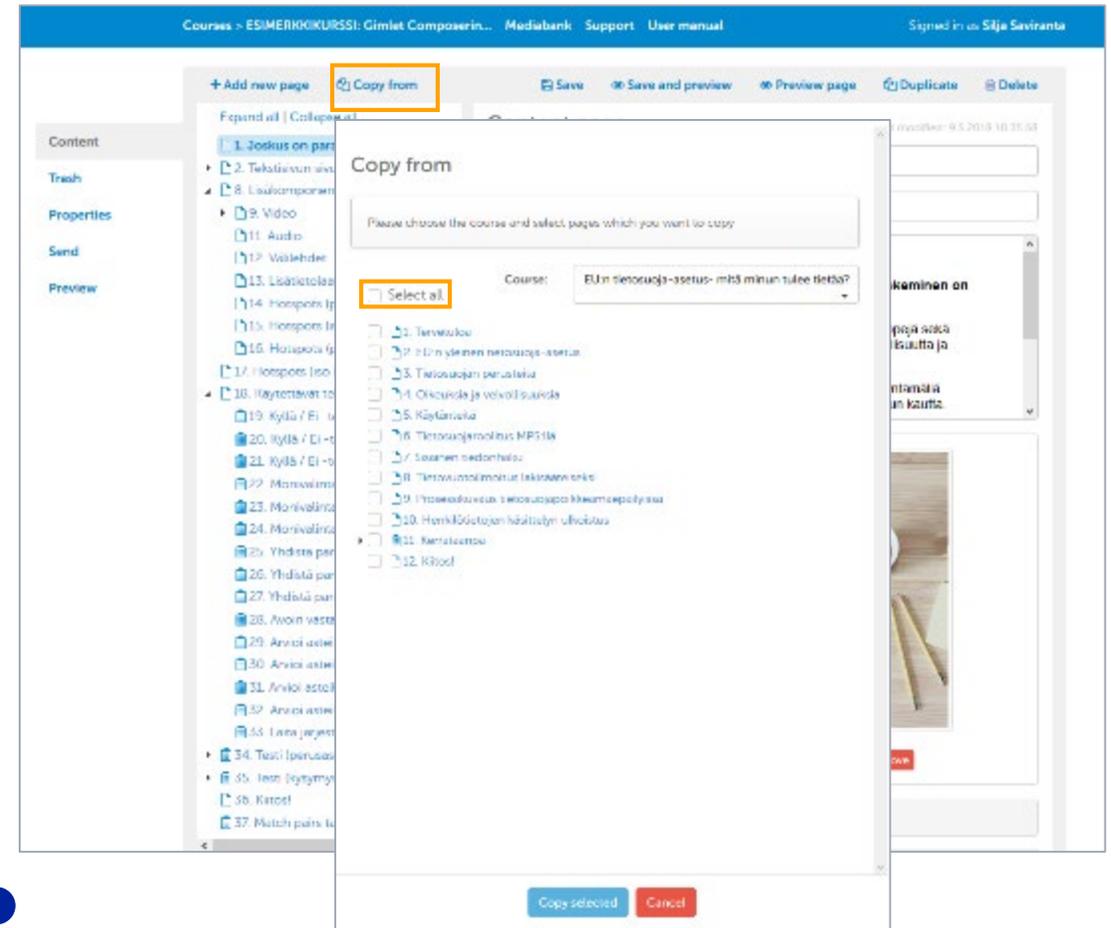
Edit course structure

When you create a new course, you get a default course structure which can be used as a template. Click on a page in the course structure to edit it.

A black arrow in front of a page indicates that it has subpages. You can open the subpages one at a time by clicking on an arrow or all at once by clicking on "Expand all". You can close the subpages by clicking on the black arrow again or clicking on "Collapse all".

You can easily edit the course structure by dragging a page heading to another place. You can create subpages by dragging a page onto a heading.

You can create up to three levels of subpages
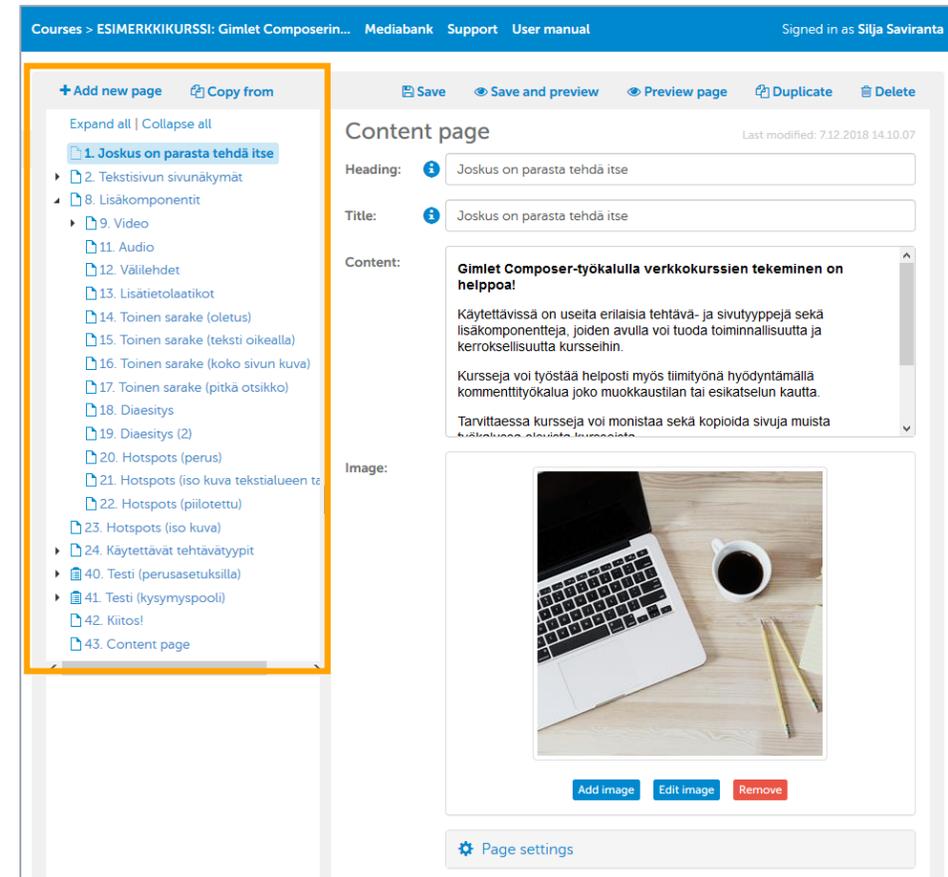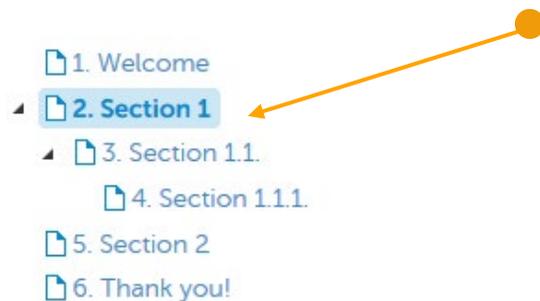
Default page settings (content and task pages)

By default, new pages use the page layout "Text / Task on the Left" and the image scale mode is "Contain".

On the **content page**, the page setting **"Affects progress"** is on by default, which means that the page must be opened for the page to contribute to the course progress.

You can also change the page layout and the image scaling mode from the page settings.
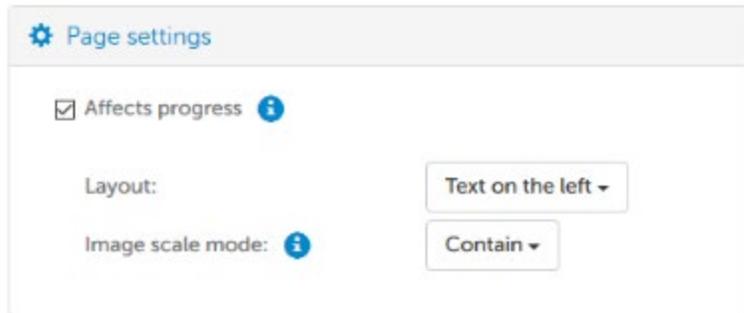
TIP: the Feedback/Thank you page is recommended to set so that they do not affect the progress, especially if the course has a Quiz, as users often close the course immediately when they have completed the Quiz so the last page can be missed and the progress rate will stay under 100%.

Similarly, all the task pages that are not mandatory are recommended to change so that they do not affect the progress.

On the **task pages** the page settings **"Affects progress"** and **"Indicate correct answers"** are on by default. "Indicate correct answers" means that after you have answered to the task all the correct options are shown in green font and the incorrect ones in red. After each option there's either X or V depending on if the given answer is correct or not.

Other options available for task page vary depending on the task type.

You can also change the page layout and the image scaling mode from the page settings.
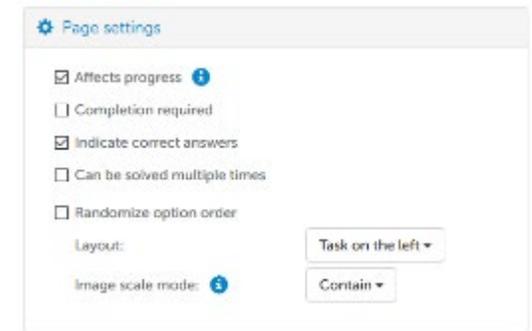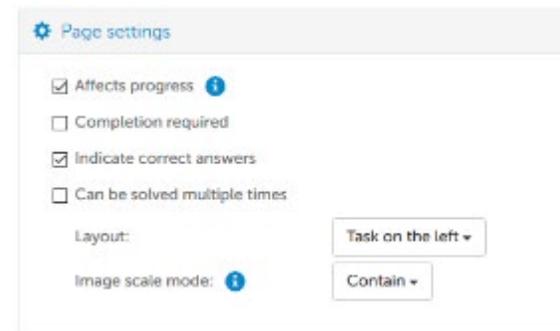
Content page layouts (desktop)

Select how the content page will be displayed in the course. You can change the layout in Page settings. Shown below are the layouts available for content page.

Text on the left (default)

Text on the right

Long title

Large image

Fullscreen component (hotspots and video)

Through MPS Prewise's expert services, it is also possible to create pages that are different from these layouts.

Task page layouts (desktop)

1. The default layout is **"task on the left",** so that the title, the question and the task options are on the left side of the page, with the right side reserved for an image and page components.

2. If the question or title is very long, you may wish to use the **"task on the right"** layout, in which the title and question are on the left and the task options on the right. In this way, the user may be spared the inconvenience of having to scroll the page.

3. Sometimes the choices may comprise long sentences; in that case, you may wish to use the **"task at the bottom"** layout, in which the choices fill the width of the page.
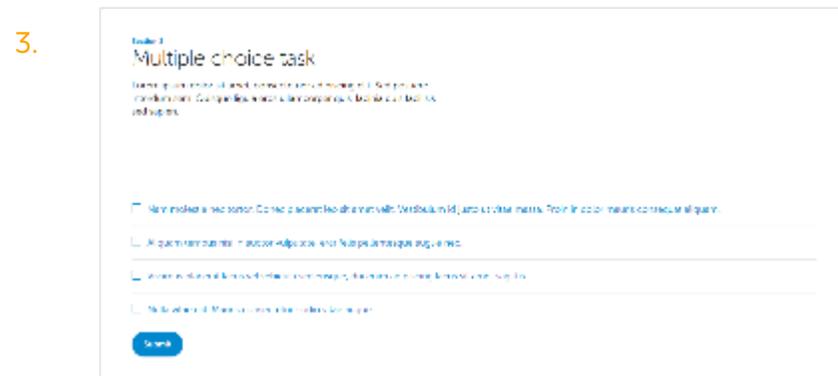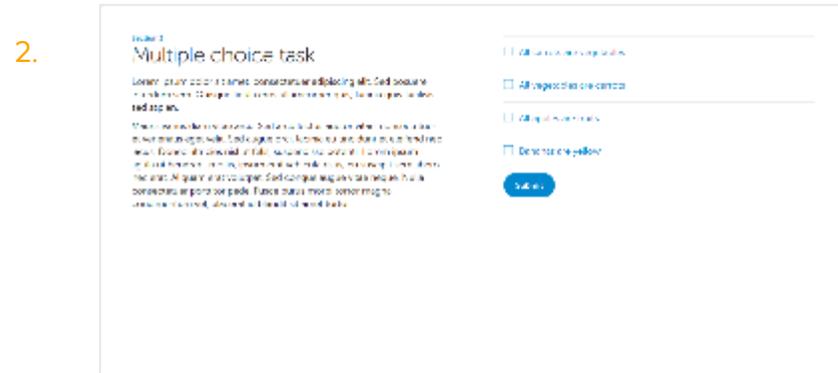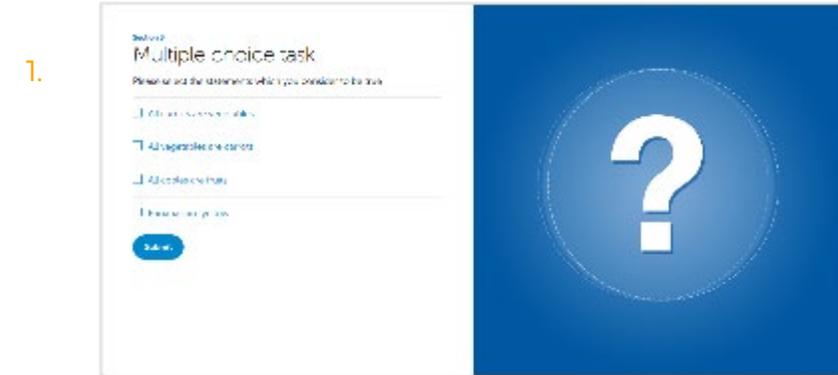
Device preview

The course can be previewed either on page preview or by pressing the Preview tab, when the course begins from the beginning regardless of the page you are on when pressing the tab.
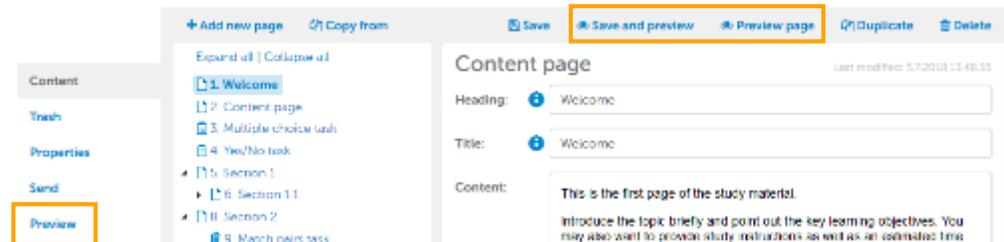
If the preview does not open, make sure you have enabled the pop-up windows.

In preview mode, the course can be viewed in either desktop, tablet or mobile views. By default, the preview opens to the desktop view.

It's good to note that the browser's zoom% and the size of the computer screen affect how the course is displayed.

So, you can have a desktop view selected, but depending on the browser's zoom% and/or the screen size of the device, the preview may appear as in tablet view.
You should try changing the browser's zoom% to bigger or smaller to see the affect.
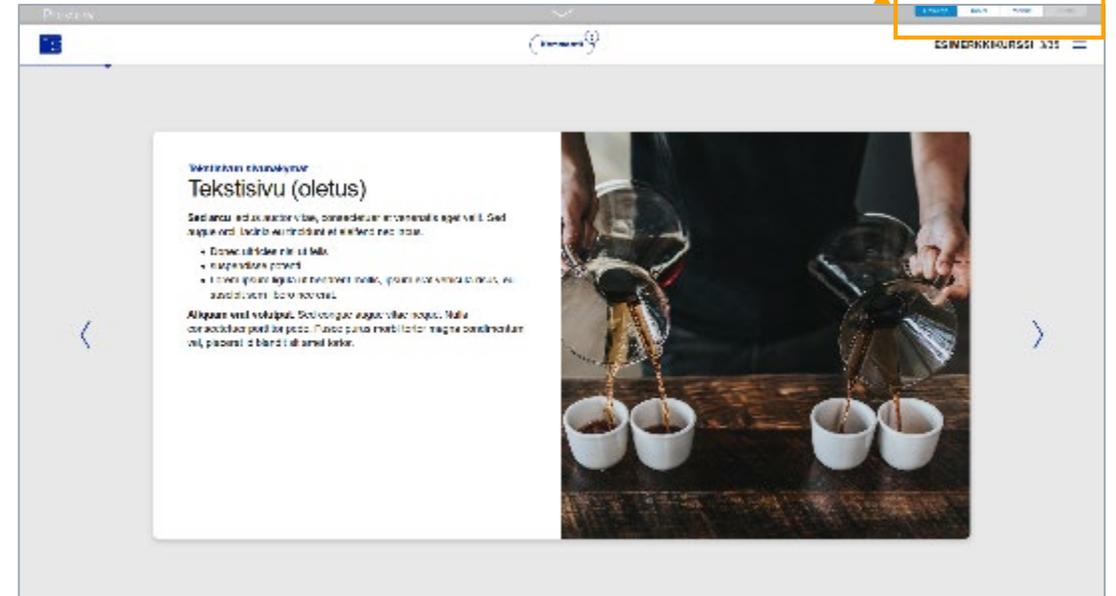
In preview mode you can rotate the device view when using tablet or mobile by clicking "rotate"

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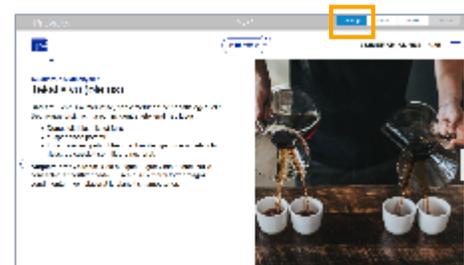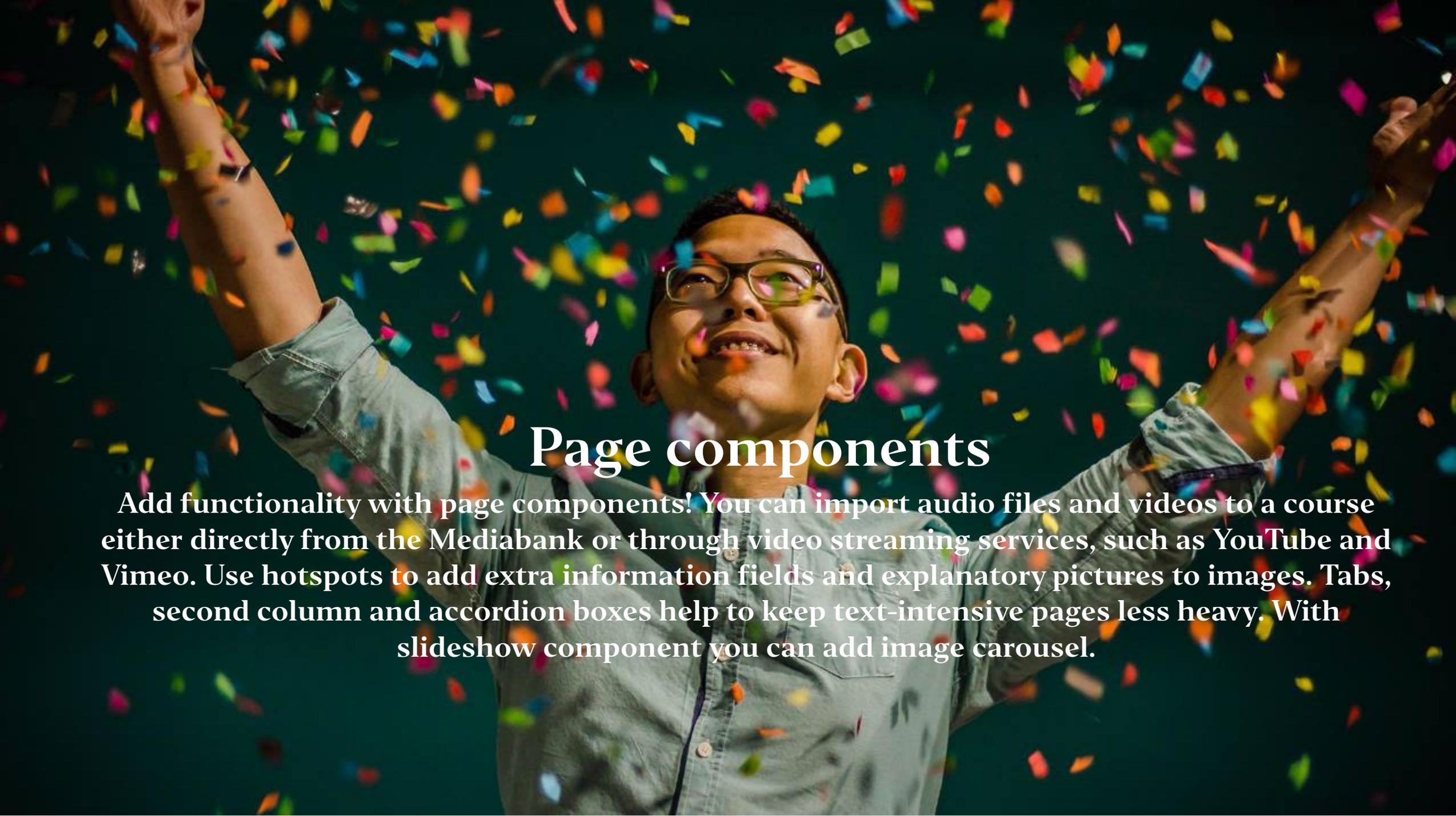
Page components

Add functionality with page components! You can import audio files and videos to a course either directly from the Mediabank or through video streaming services, such as YouTube and Vimeo. Use hotspots to add extra information fields and explanatory pictures to images. Tabs, second column and accordion boxes help to keep text-intensive pages less heavy. With slideshow component you can add image carousel.

Add functionality with page components

You can choose one page component on page.

There can be several tab, accordion and hotspot items on one page, but notice that the number of the items are not limited, so always use preview to see how the items fit on the page. As a guideline, you could consider using up to 5 accordions and 3-4 tabs per page, of course depending on the amount of text you use. When using hotspots, it's good to think about which device your target audience is using. If the most common device is a mobile, you should only use a few hotspots to make sure it's easy to users to click them open even on a small screen.

You can set components to be mandatory, so the user has to complete all interactions before proceeding.

We advice that you should set the components mandatory when the course is ready for commenting/publication, otherwise those mandatory settings may disturb you when previewing the course during the editing.

Video and hotspot components are such that they can be used also in full screen. Select from the page settings page layout "Fullscreen component". If you try to add a full screen component layout to tabs, for example, Gimlet Composer gives you a warning: *"Confirmation! Are you sure you want to change the page layout to "fullscreen component"? All components except Video and Hotspot will be removed".*

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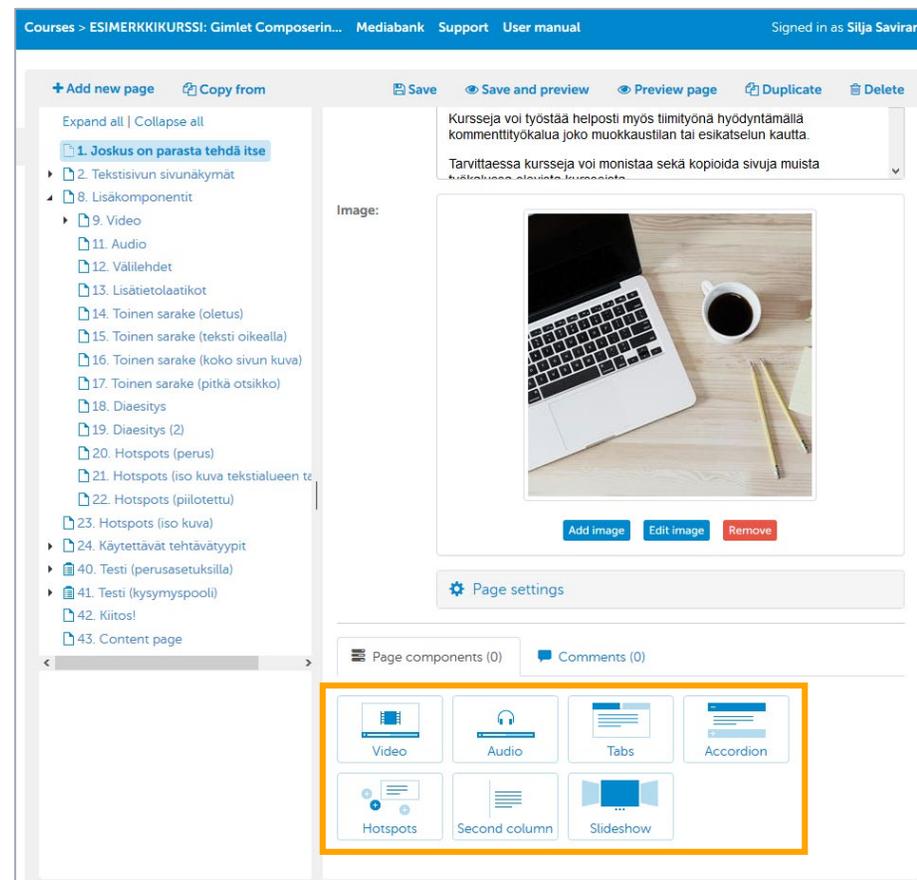
Video

You can add videos as hyperlinks, but if you want the video to appear on the page directly as an icon, you can use the Video component.

You can set the video to start automatically when the page is opened. By default, the video needs to be started by the user.

You can download the video as a file from the Mediabank (mp4), in which case you should select "preload", or you can stream the video for example from YouTube

You can add a title to your video. The title will show next to play button
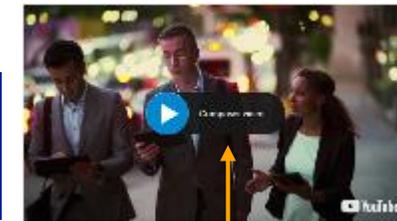
Remember that you find more info behind the "i" icons.

You can set a video component to be mandatory so the user has to complete the video before proceeding.

If you want to stream the video from YouTube, right-click on the video and copy the URL for the video. Insert the link in the reference field of the component and select YouTube as the format.

Select "Fullscreen component" in the Layout menu under Page settings if you wish to create a full-page video

NOTE! DreamBroker is not supported when using the video component, but videos can be streamed by inserting

/get/normal.mp4

after the video link obtained from DreamBroker and choosing mp4 as the video format. Hyperlinks to DreamBroker videos within text content do not require this code.

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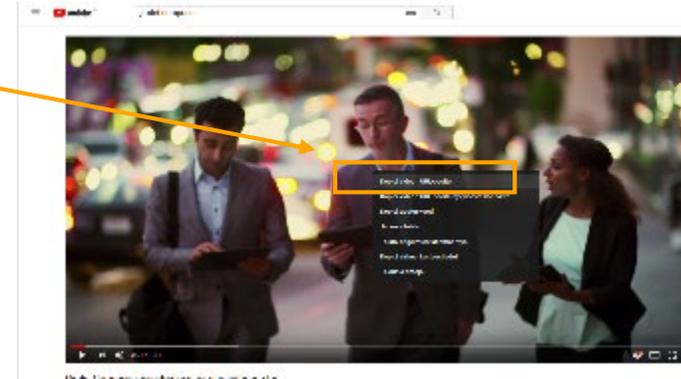
Audio

If you are using audio files on your course, it is good to tell the users already on the Welcome page that the course contains audios, so the users can be prepared to take the headphones if they are doing the course at the open office, etc. where the noise can disturb others.

Audio files can be added via the media bank by clicking the icon next to the file format field.

In the Title field, you can put some notes about the audio file.

The default volume of the audio can be adjusted.

The component can be set mandatory, which means that the audio file must be listened through before user can move forward.

The audio file can be turned on automatically when using autoplay, by default the audio file must be started by the user.

"Preload" speeds up uploading the file from the media bank.

Sound files can be used, for example, at the beginning of the course as "Greetings from the CEO / Security Officer" or as an add-on to the task e.g. "listen to the customer report and then answer the questions".

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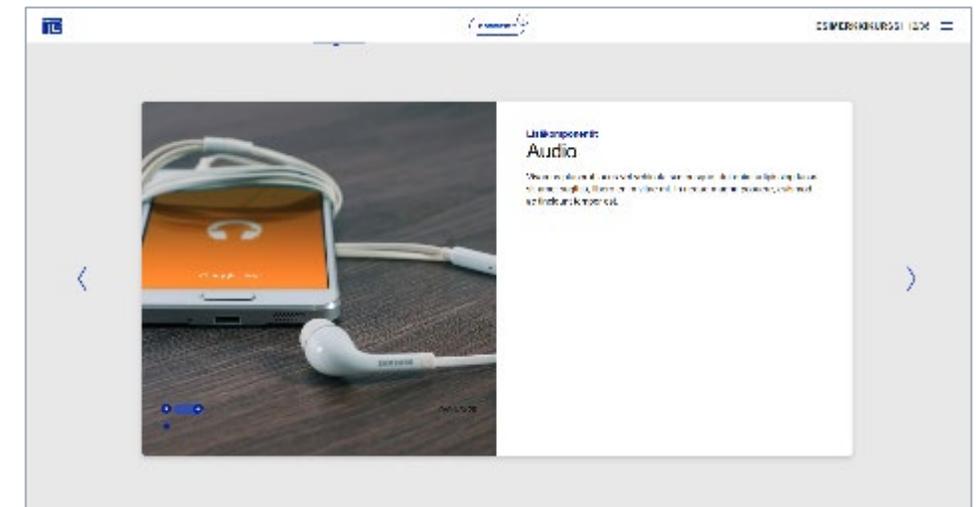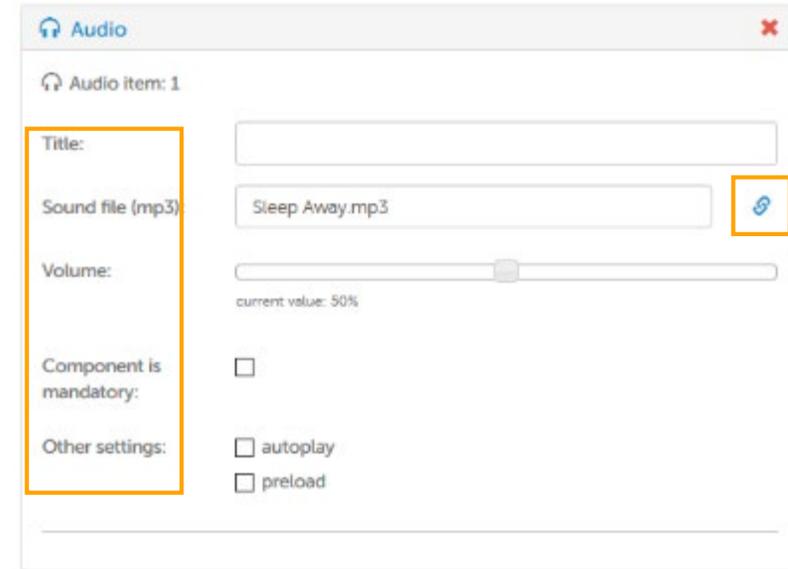
Tabs

Using the tab component, you can add a lot of text on the page, without making the page too heavy.

New tabs can be added at the bottom of the page under "Add new tab item". The number of tabs is not limited, but you should check through the preview how the component fits on the page in different device views.

It is best to keep the headers as short as possible so they fit well in the component. If the title is long, it will be on several lines.

You can set the tabs as mandatory by selecting the "component is mandatory". When using this setting, all tabs must be clicked open before the user can move forward.

When you click on the content field, a toolbar appears above the field:

You can use bold, italic, underline, add lists (bullet and numbering), and change indent. Hyperlinks can also be added to the text.

The tabs are always open on the course page, even if they contain only few words of text.

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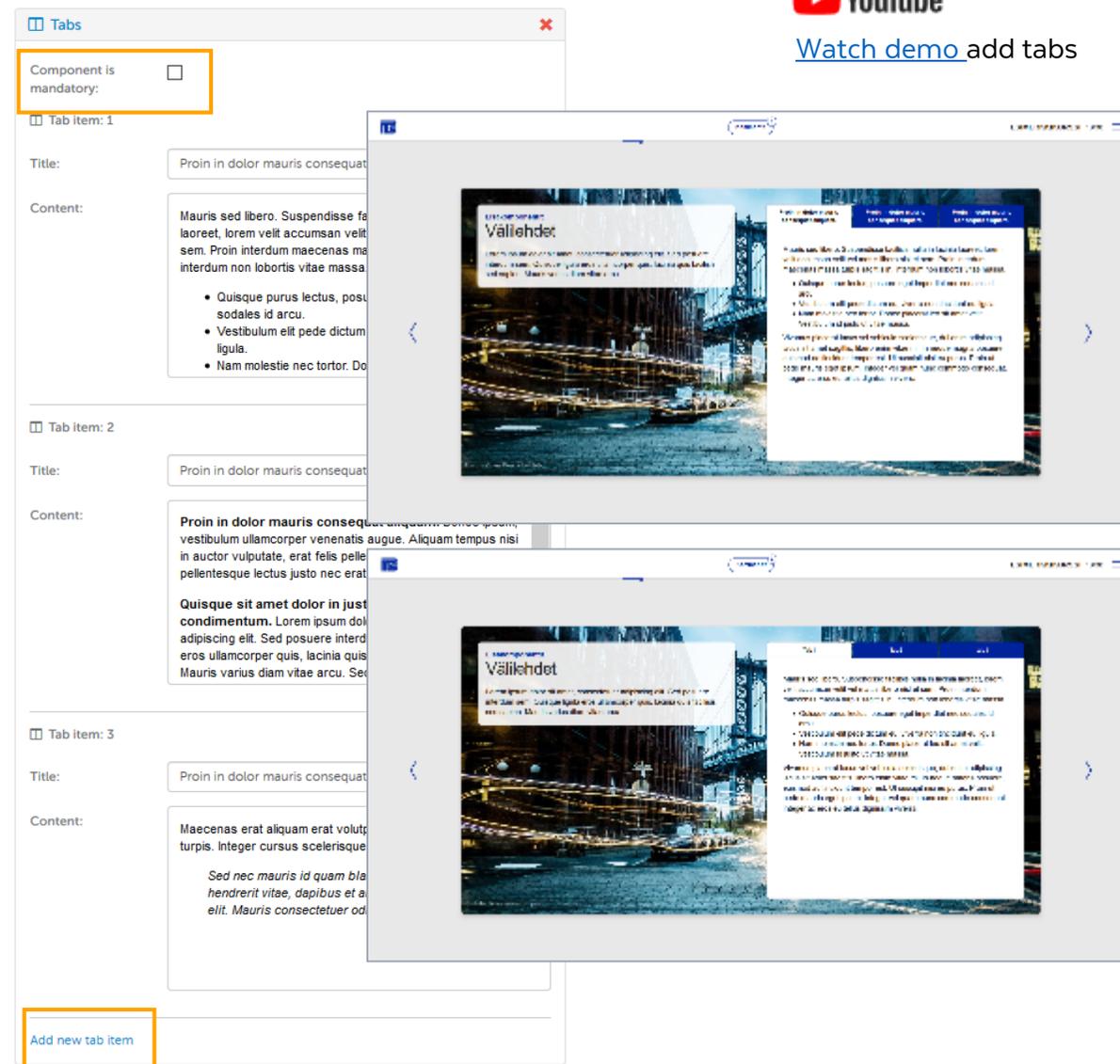
Accordion

Using the accordion component, you can add a lot of text on the page, without making the page too heavy.

New accordions can be added at the bottom of the page under "Add new accordion item". There is no limit to the number of accordion boxes, but it is advisable to check through the preview how the components fit on the page in different device views.

Accordions can be set as mandatory by selecting the "component is mandatory". When using this setting, all accordions must be clicked open before the user can move forward.

When you click on the content field, a toolbar appears above the field:

You can use bold, italic, underline, add lists (bullet and numbering), and change indent. Hyperlinks can also be added to the text.

Accordions are closed by default when entering on the page and must be clicked open one by one.
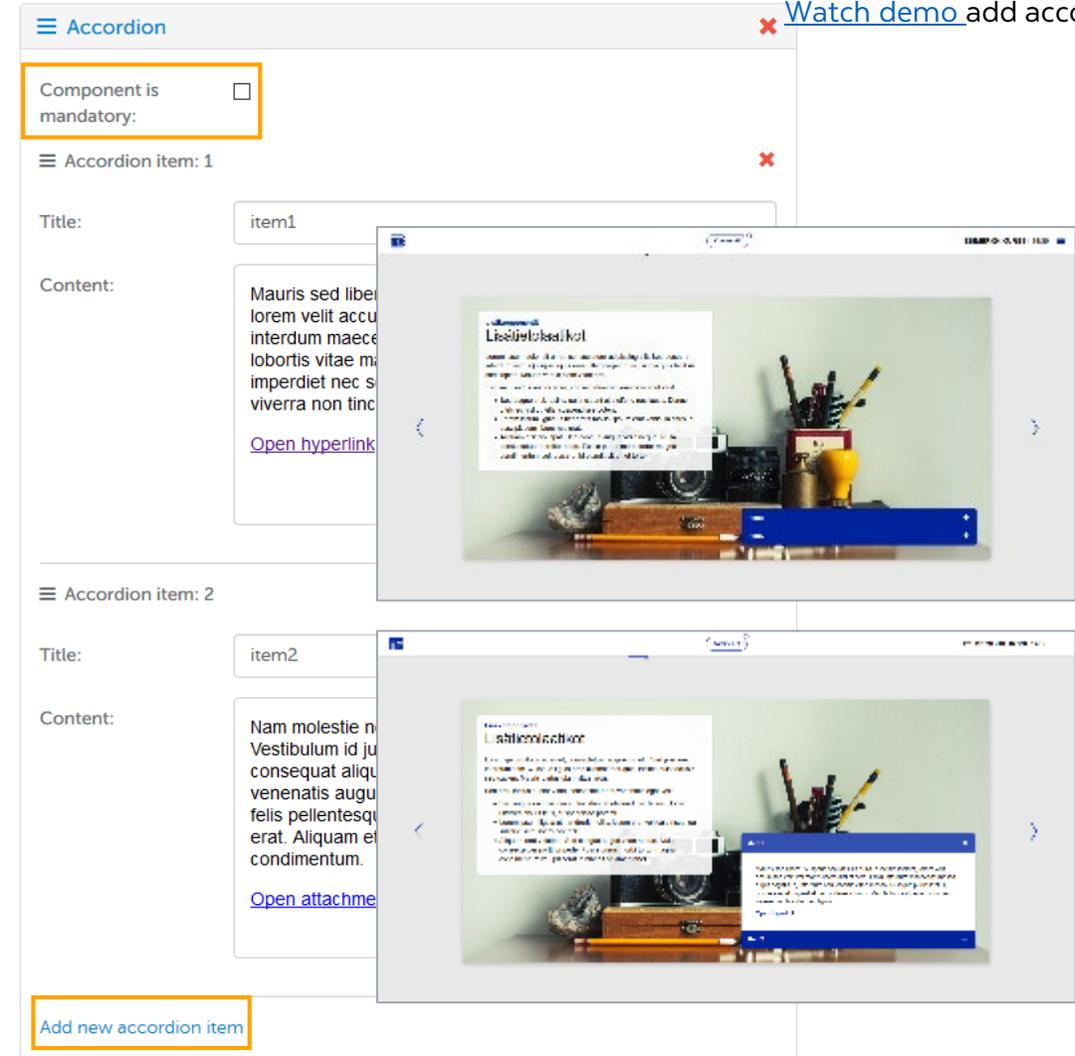
Hotspots

Click on "Hotspots" in page components and select a background image from the Mediabank.

Hotspots ❗

Background image: select background image 🔗

⚙ **Page settings**

☑ Affects progress   Layout: Text on the left ▾

Text on the left
Text on the right
Long title
Large image
Fullscreen component

Select "*Fullscreen component*" in the Layout menu under Page settings if you wish to create a full-page hotspot.

Hotspots ✕

Background image: oscar-nilsson-13605.jpg 🔗

Component is mandatory: ☐

Trigger event: on click | on hover

Item opacity: _____
current value: 100%

Active item opacity: _____
current value: 100%

You can set hotspots to be mandatory so the user has to complete all interactions before proceeding.

By default hotspots are displayed by hovering the cursor over it, but this can be changed to "on click."

Adjust the opacity of the hotspot under "*Item opacity*". The adjustment affects all hotspots in the image.

You can move the hotspot around by dragging it. The size can be adjusted either with the cursor or using the slider.

By default, the hotspot is rendered as a circle, but this can be changed into a rectangle.

When the hotspot is rendered as a circle, it will automatically receive a plus sign as its Area caption; this can be changed to a letter or number. When the hotspot is rendered as a rectangle, it will not receive any Area caption automatically, but you can add any words.

○ Hotspots item: 1

Render as: circle | rectangle

Size: _____
current value: 33.33%

Area caption: _____

Text: Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Sed posuere interdum sem. Quisque ligula eros ullamcorper quis, lacinia quis facilisis sed sapien. Mauris varius diam vitae arcu.

Image: optional image 🔗
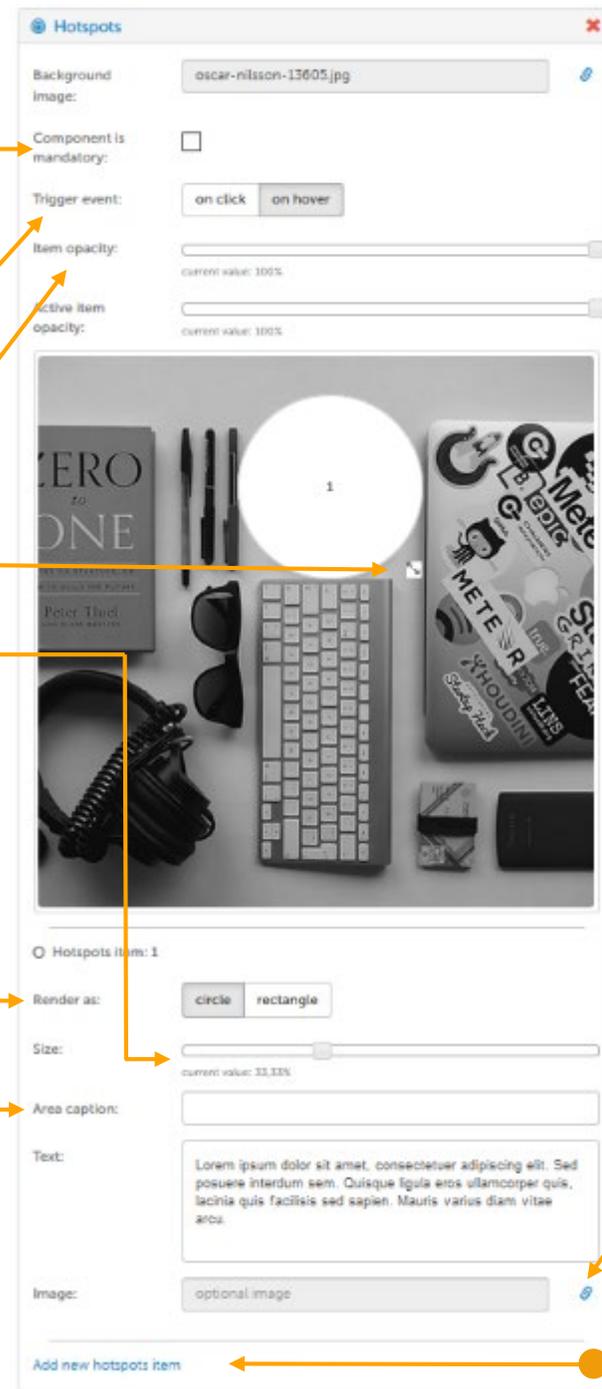
Under "*Image*", you can insert an image within a hotspot

Add new hotspots item

Add new hotspot items at the bottom of the page

Second column

With the second column component you can add text to two columns.

Choosing the page layout:

Text on the left, the text in the second column starts at the top, there's no white text area background available, that's why it's recommended to use such images that the text is readable.

Text on the right, the text in the second column starts at the bottom and there's no white text area background available.

Large image the text in the second column starts at the top, by default, the text area background is shown by default. You can change this from the page settings "Show text area background".

Long title, text in the both columns starts from the same level. With this page layout it's not necessarily recommendable to use image.

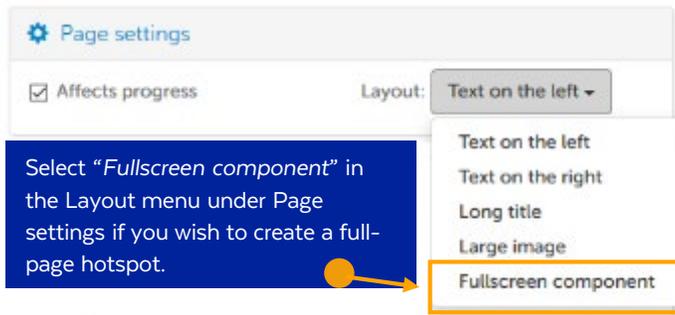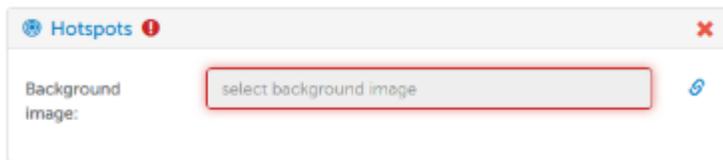When you click on the content field, a toolbar appears above the field:

You can use bold, italic, underline, add lists (bullet and numbering), and change indent. Hyperlinks can also be added to the text.
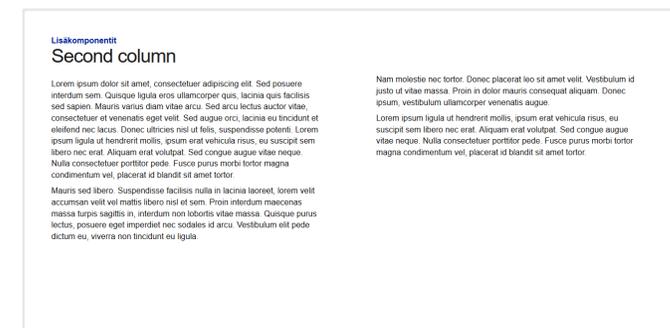
Text on the left

Text on the righ

Large image

Long title

Slideshow

With slideshow component you can add image carousel. By default, the component's own navigation is used and the images in the slideshow are changed by "swiping" or by clicking the navigation arrows under the slideshow. If the Use component navigation option is turned off, the navigation arrows below the component will be hidden and the course navigation arrows will be used to navigate the slideshow. All the images in the slideshow will then be showed before moving to the next page.

Images in the slideshow can be set to change automatically with the delay you want, by adding the delay time in the Auto play, add slide delay time (s) field. E.g. by adding number 2, slides change every two second. If you don't want to use the auto play just clear the field.

Add a default tooltip text for course navigation by selecting Show tooltip for navigation. If you don't want to use the default text, you can add your own text in the "Edit tooltip text" field.

For each slide, it is possible to add a title (max. 100 characters).
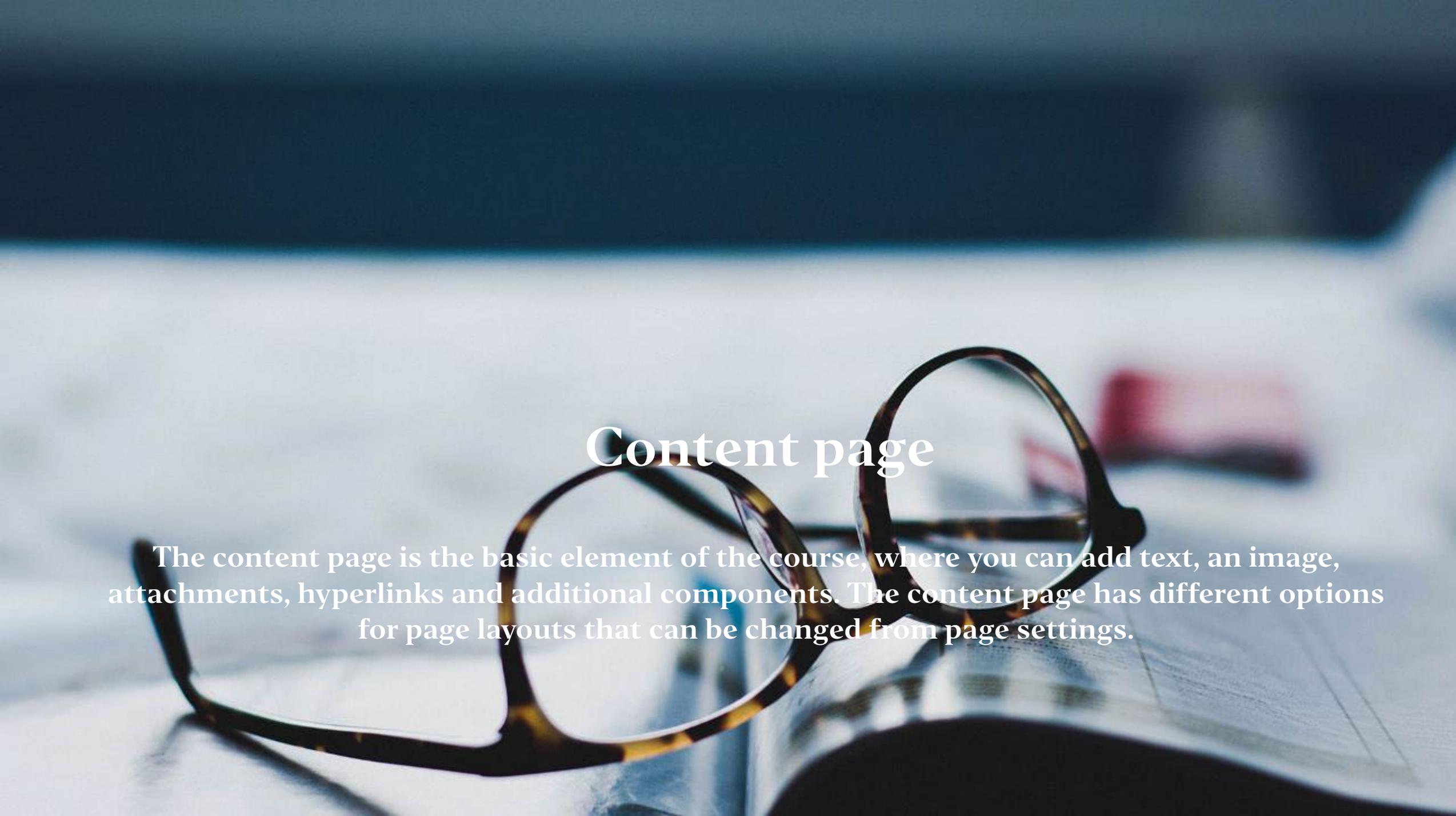
Content page

The content page is the basic element of the course, where you can add text, an image, attachments, hyperlinks and additional components. The content page has different options for page layouts that can be changed from page settings.

Overview of the content page

At the top of the page, you can save changes, preview (the course preview opens in the new tab, so if the preview doesn't open, make sure that you have allowed pop-ups) and duplicate the page. When you delete pages those are moved under the Trash tab, where you can permanently delete the page or restore it by reactivating it for the course.

The page has a heading field and a title field. The heading is visible in the course structure/table of contents. The title is visible on the course page. If you leave the title field empty, the tool copies the heading onto the page. **If you do not want to have a title on the page,** e.g. if you add a full-page image to the page, **you can hide the title by entering a hyphen (–) in the field**

When you click on the content field, a tool bar is displayed above the field:

You can emphasize text (bold, italic, underline), add lists (bullet and numbered lists), and indent text. You can also add various hyperlinks to the text. We will later discuss the use of links in more detail.

You can also add page components to the page.

Select/unselect the *"Affects progress"* option to determine whether or not the page affects the overall progress of the course. By default it is selected, i.e. the page must be opened (and any tasks on the page completed) for the page to contribute to the course progress.

From the Layout drop-down menu you can choose the layout for the page.

If the added image isn't optimal size for the used page layout, there's two ways to scale your image. As default the mode is "Contain" which means that the added image will scale inside the image area and there will be blank areas around the image. The other option is "Cover" which means that the added image will fill the image area and something can be scaled out of the image area.

Toolbar in content area

When you click on the content field, a toolbar appears above the field. You can emphasize text (bold, italic, underline), add lists (bullet and numbering) and intent text. You can also add hyperlinks to the text, see the page "Add hyperlinks and attachments" for more details.

Please note that listing options (bullet and numbering) has more than just the default option, the options are displayed by clicking the arrow next to the icon.

The toolbar in the content field is also available in the tabs and accordions.

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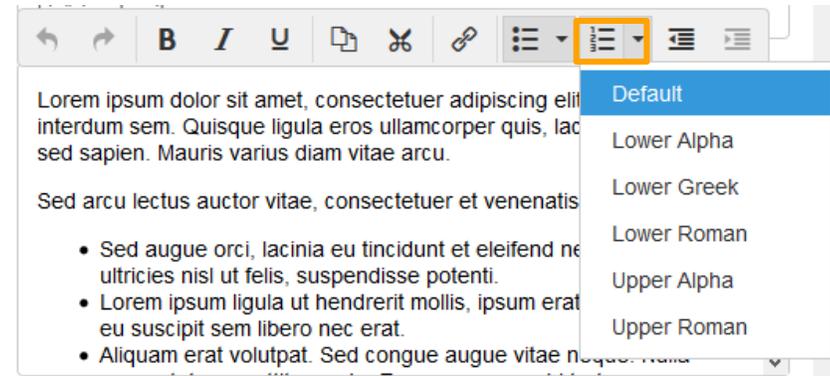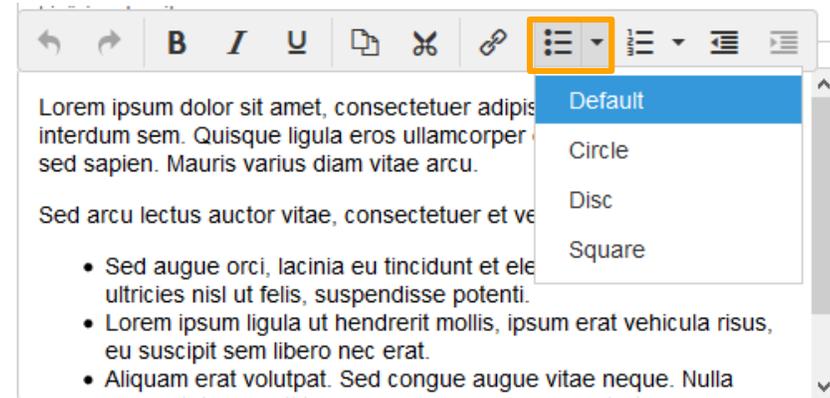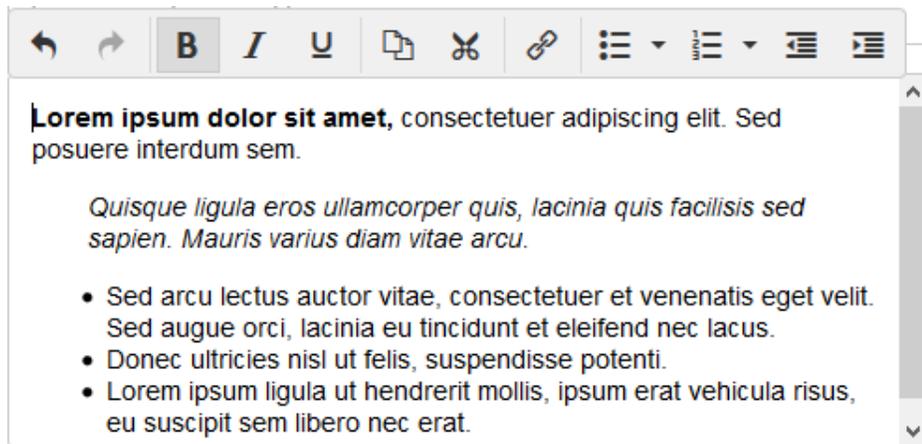
Add hyperlinks and attachments

Enter a link, such as http://www.mps.fi

Insert link   ✕

Url		
Text to display		
Title		
Target	New window	▼

Ok   Cancel

If you want to display a text of your choice instead of the actual link, you can insert the text here, e.g. "MPS website"

If you want to provide additional information on the link, add a title, such as "Learn more about our services here". This text will become visible in the course when the cursor is hovered over the link.

Click on a folder to add attachments to content from the Mediabank (*Media) or* create links to other course pages *(Content)* .

Choose whether the link opens on top of the course or in a new tab. We recommend that you leave the default setting on.

| Media | Content |

＋ Add new media item

🔻 Filters

Media type: Any ▾

Category: -- Select categor

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Add image through content page

Images

Images should be edited and cropped in a separate image editing tool before adding them into Gimlet Composer's Mediabank. Very large images may be slow to download, which may disrupt the smooth flow of the course. Try to use image sizes suitable for the course template.

How images will appear in courses (desktop)

If the added image isn't optimal size for the used page layout, there's two ways to scale the image.

As default the mode is "Contain" which means that the added image will scale inside the image area and there can be white blank areas around the image.

The other option is "Cover" which means that the added image will fill the image area and something can be scaled out of the image area.

When you add the layout "Large image" by default there is a white background behind the title and the text. This ensures that the text is clearly visible even if the added image is dark.

If you do not want to use the background, the setting can be turned off under the page settings "Show text area background".

Please note that "Show text area background" feature requires at least in June 2017 updated version of the course player. If you want to have this feature please contact your MPS Prewise contact person.
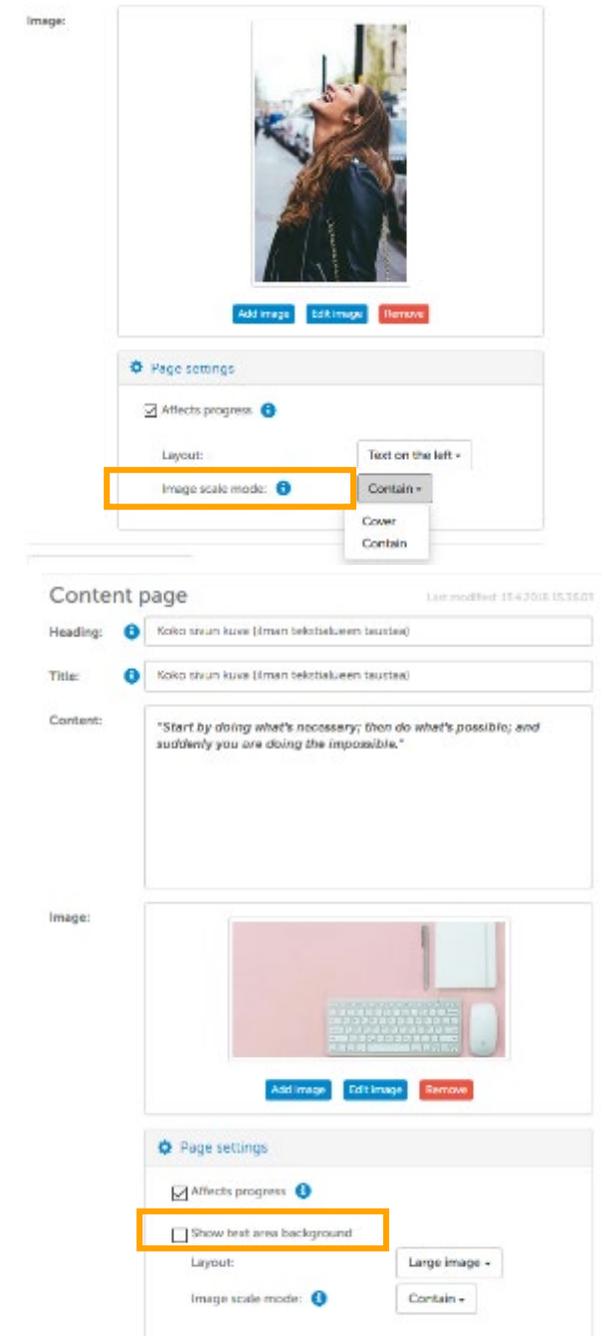
Cropping images through course pages

When you add an image to a page, you will see new options **"Edit image"** and "Remove" under the image.

In the editing mode, you will see the image size information. When you click on **"update to required size",** the crop tool will reflect the optimal size for the page, if the image is large enough.

Click on **the lock icon** to keep the aspect ratio of the cropped area optimal for the page. If you open the lock, you can freely change the aspect ratio. Use the cursor to move the cropped area around. From the **arrows**, you can restore the crop tool to the original situation.

The edited image is saved as new image by default, but you can also replace the original image by removing the check mark from **"save as new".** If you crop an image, it is recommended to save it under a new name. You can also edit the categories of the image.

If you do not want to make any changes to the image, leave the view by clicking on **"Cancel".**
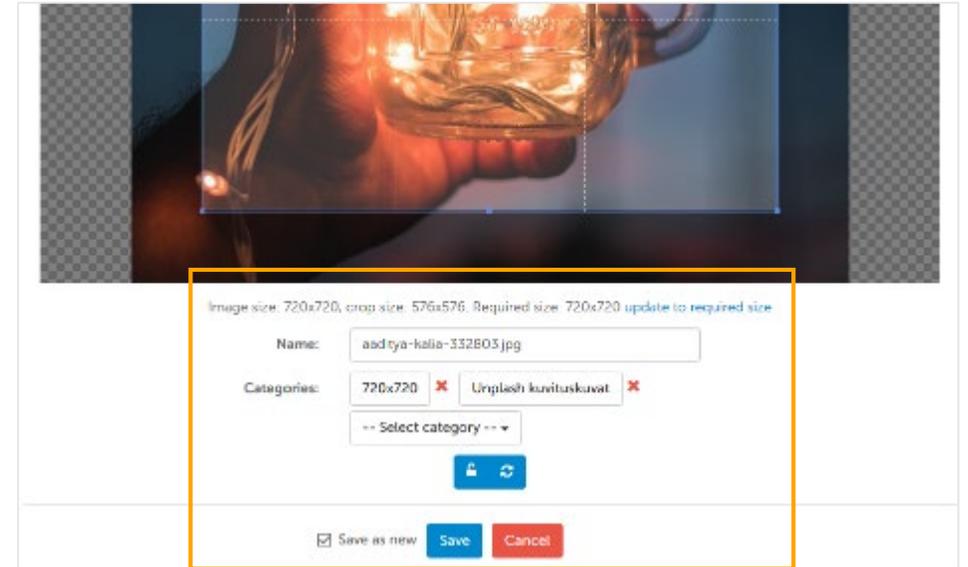
You can also crop images in the Mediabank by selecting images for editing.

If you edit the image through media bank this will change the edited image on every course page the image has been used.

If you decide that you do not want to edit the image after all, click on *"Back to items list"*.
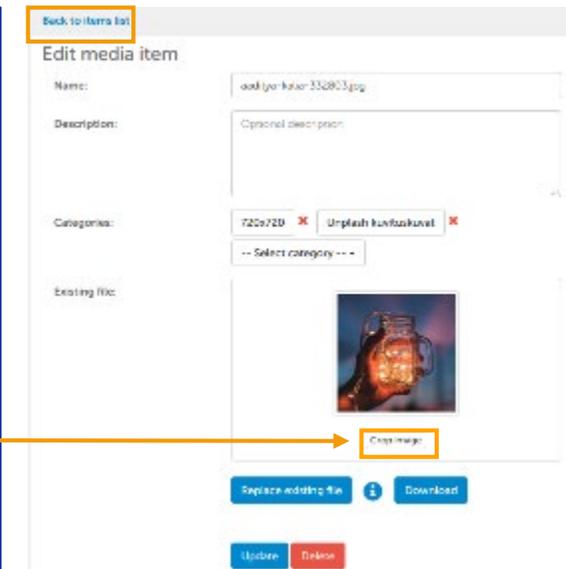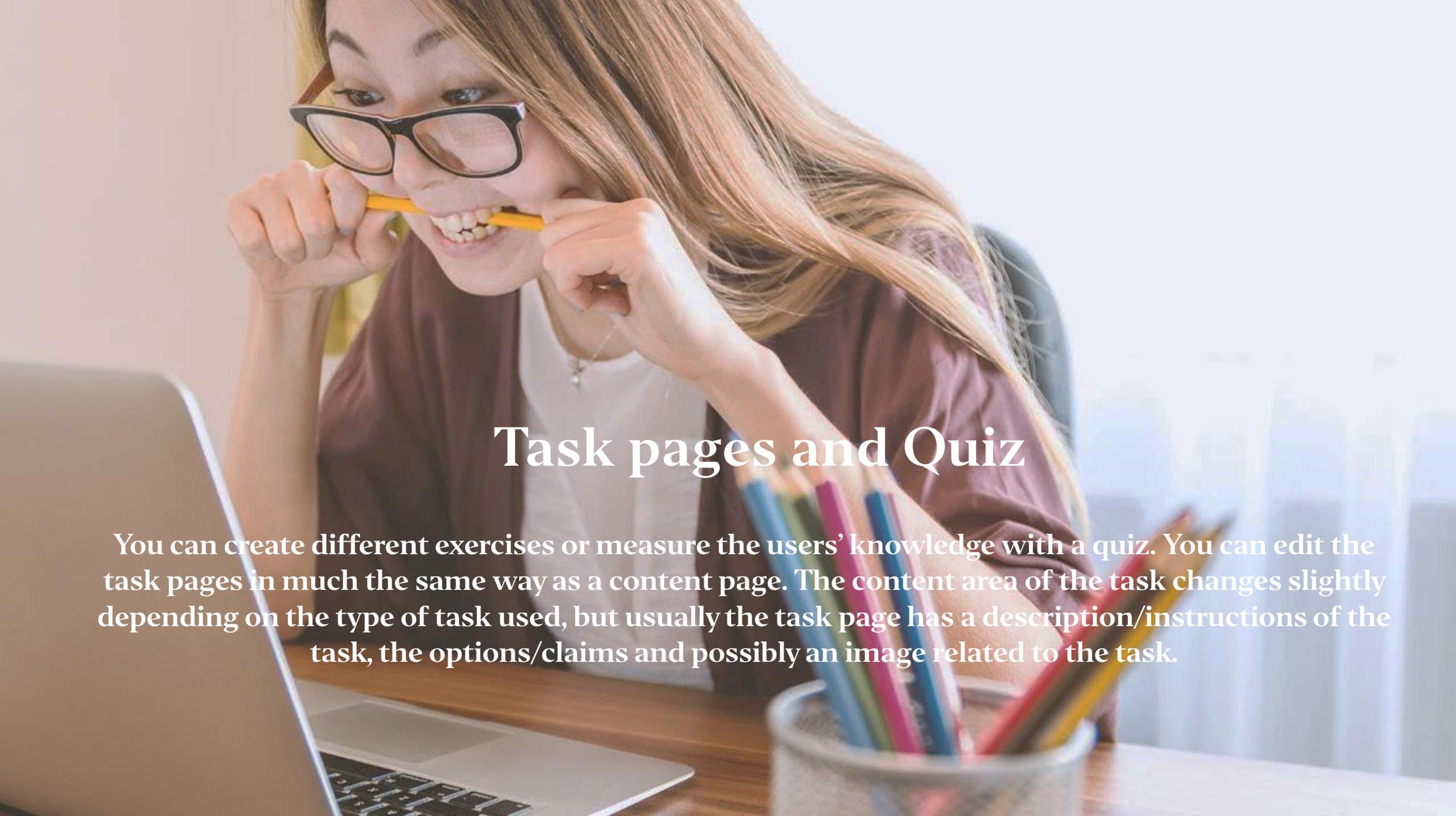
Task pages and Quiz

You can create different exercises or measure the users' knowledge with a quiz. You can edit the task pages in much the same way as a content page. The content area of the task changes slightly depending on the type of task used, but usually the task page has a description/instructions of the task, the options/claims and possibly an image related to the task.

Yes/No task

Can be used, for example, as a "wake-up" question at the beginning of a course section or as a "summing-up" exercise at the end of a section. This task type can be used in a quiz. When used under the quiz, all claims must be answered correctly so that the task is marked as correct.

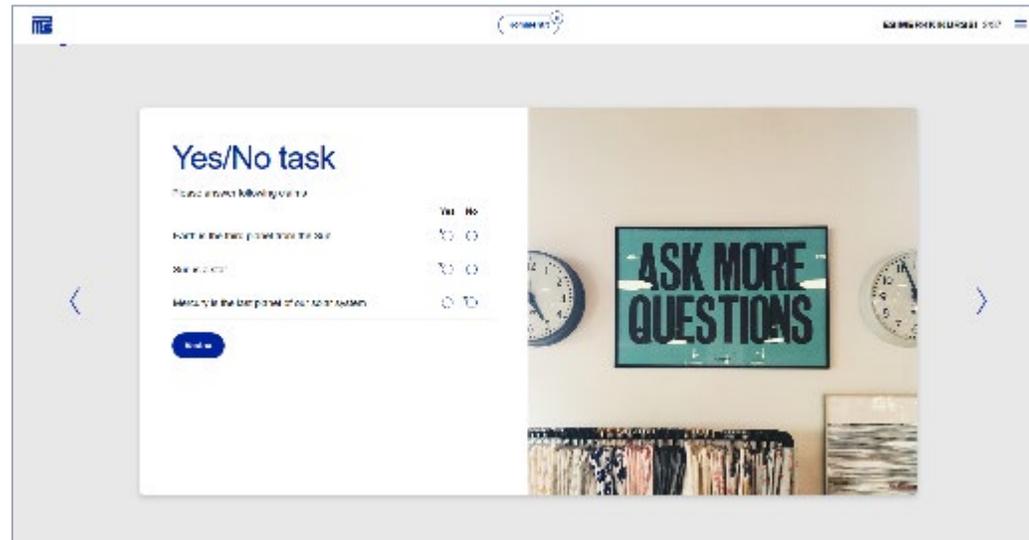You should note that there is only one feedback box in the Yes/No task, so the same feedback will be displayed to the user whether (s)he answers correctly or not.

The options can also be edited, so they are not required to be Yes/No, for example, alternatives can be something like "True/False", "Correct / Incorrect" something short that it will fit well into the course page.

If you want your users to answer the task, you should put "*Completion required*" on, so the user is not be able to go forward before answering the question.
If it doesn't matter whether or not the task is done, then you should take out the "*Affects progress*" option.

"Can be solved multiple times" allows the user to answer to the task again, but if this option is not turned on, the user's first answer is left on the page and the task can't be done again.

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Multiple choice

Can be used, for example, as a "wake-up" question at the beginning of a course section or as a "summing-up" exercise at the end of a section. This task type can be used in a quiz. You may choose to display the task as a basic multiple choice task (using checkboxes), so that, of multiple choices provided, more than one may be correct. Alternatively, you may choose to display the task using radio buttons or push buttons, so that there can be only one correct answer, but you can provide feedback separately for each choice.

You can change the display mode from Display as

Checkboxes (default): there may be more than one correct answers and you may include a free text option, but there are only two feedback boxes for:

1) correct answer

2) incorrect answer.

You should take this into account when composing feedback.

Radio buttons: only one of the choices is correct. You may also include a field for an open-ended answer and provide feedback separately for each choice. The user may change his choice before submitting it.

Push buttons: only one of the choices is correct. You may also provide feedback separately for each choice. In this layout, you cannot use free text fields. The answer chosen cannot be changed. This task type is convenient in a quiz.
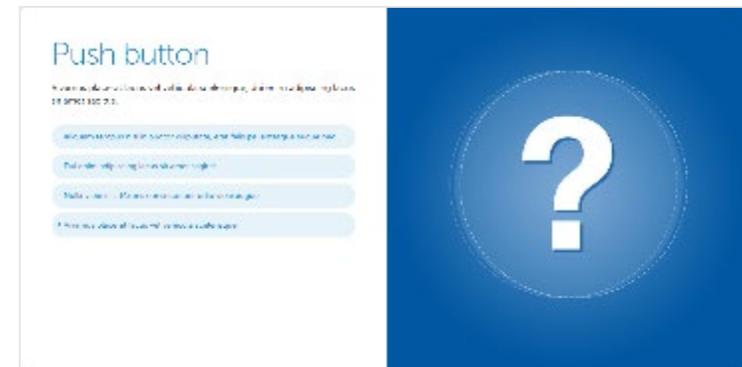
Match pairs task

The idea of the task is match the words/statements with the correct pair. It is recommended to put the "Randomize option order" on.

Option pairs are combined by clicking the alternatives. The desktop view shows all options at the same time and options can be clicked either from the left or the right. If you are using a tablet or a phone, the other column's options are displayed one option at a time.

If you want to change the given answer, you can separate the pairs by clicking on the line between the alternatives.

This task type is not available under the quiz.
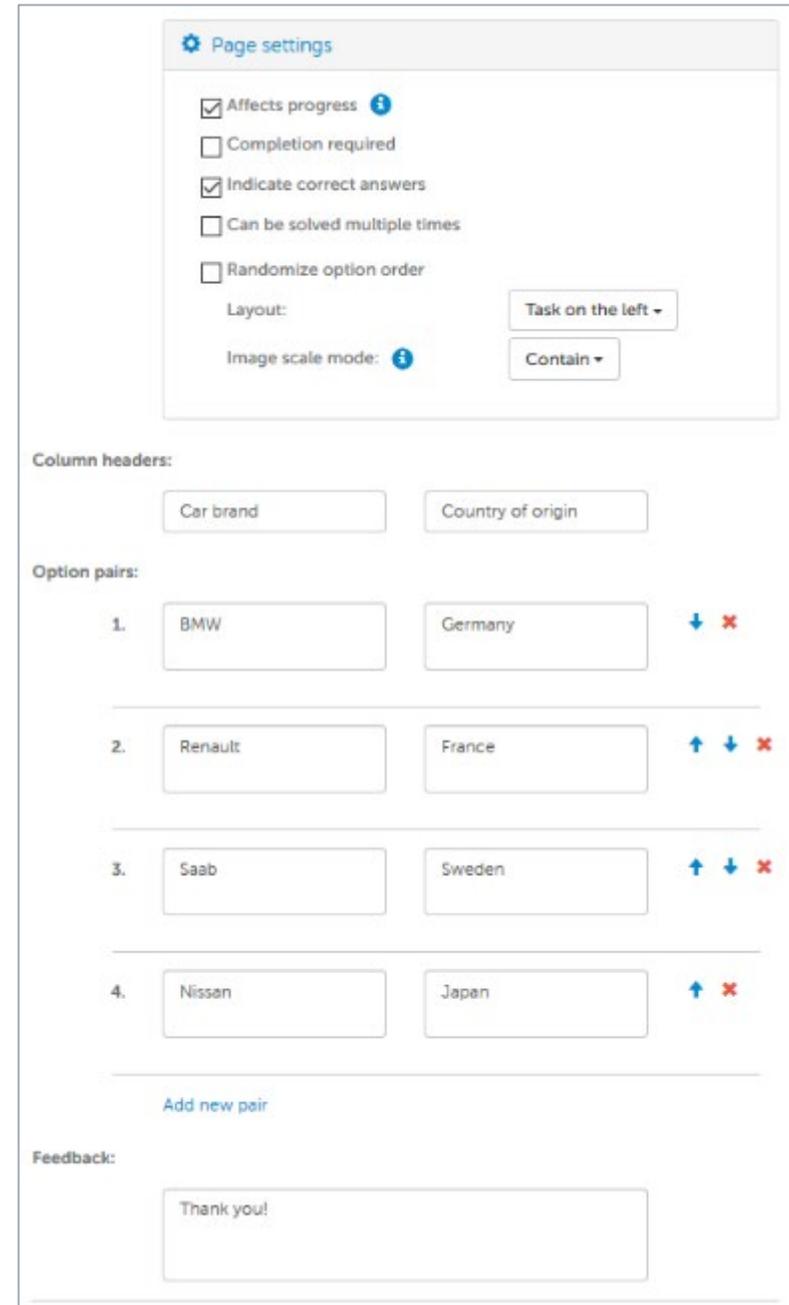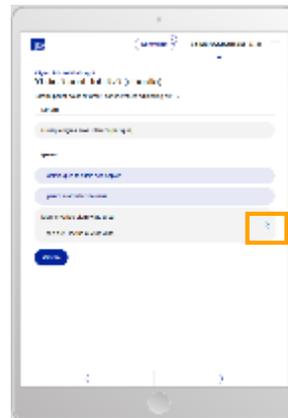
Open question task

Usually used for opinion surveys or to request short feedback at the end of a course. The task type does not have correct answers, so the task can not be used under the quiz.

If you want your users to answer the task, you should put "Completion required" on, so the user is not be able to go forward before answering the question.

If it doesn't matter whether or not the task is done, then you should take out the "Affects progress" option.

You may also have questions about several issues in the same task by selecting *"Multiple input Fields"*
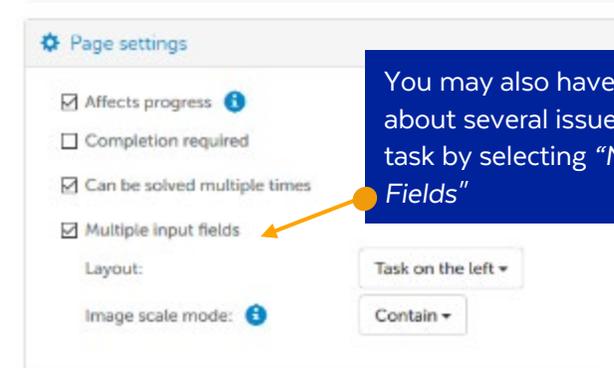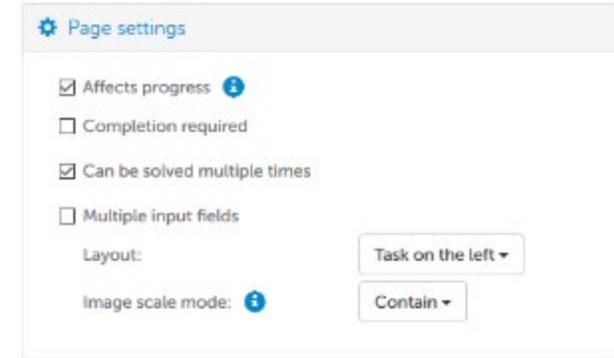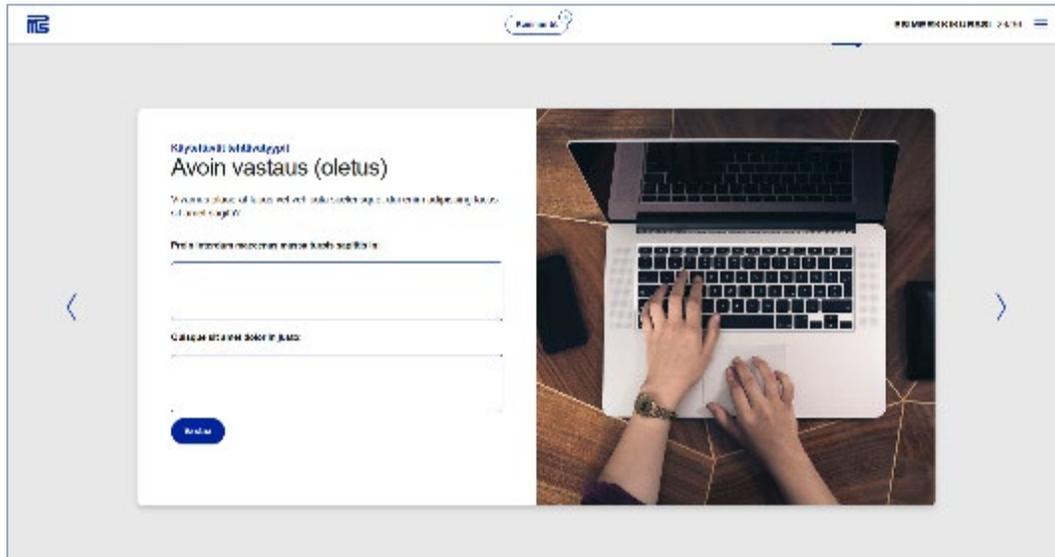
Evaluate task

Usually used for opinion surveys. Can not be used under a quiz.

Display as: the task can be displayed in three different ways, radio buttons (default), a slider rating, or a star rating.

It is a good idea to keep the options short that they fit on the page even on smaller screens. E.g. write options open to the content area and give a number for the each option.

When you have the slider rating selected, you can also add "Free text" option. The option can be given a header and it is presented as a radio button after the slider rating.

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Set in order task

The options provided are arranged in the correct order by clicking. If you want to change your own answers before submitting it, you can clear your answers by pressing "Clear".

You should note that there is only one feedback box in the task, so the same feedback will be displayed to the user whether (s)he answers correctly or not.

This task type can be used in a quiz.
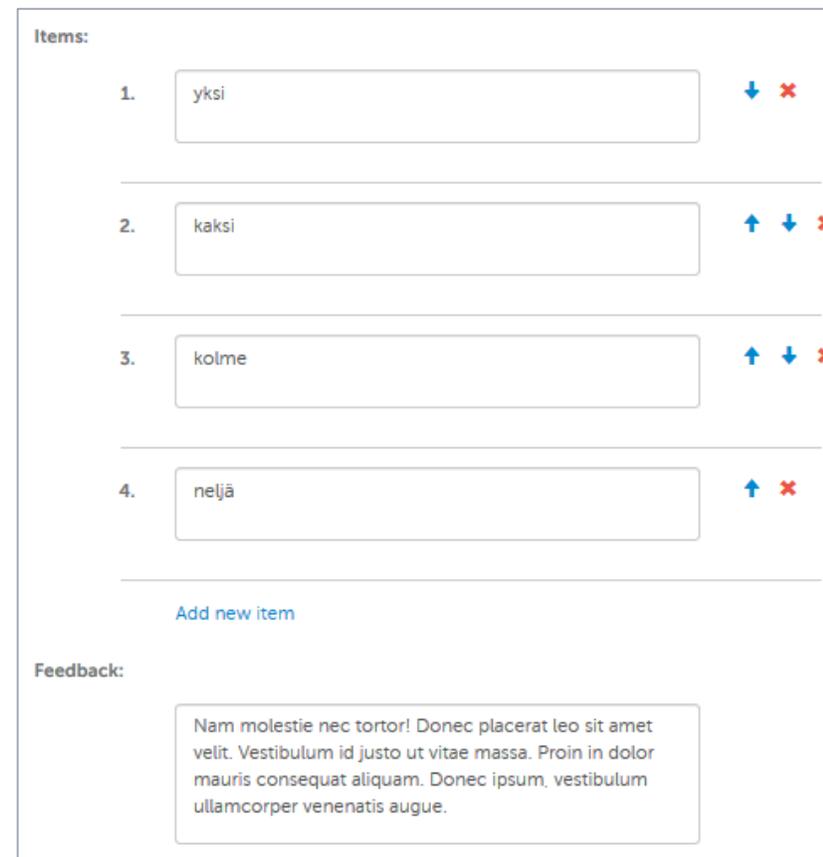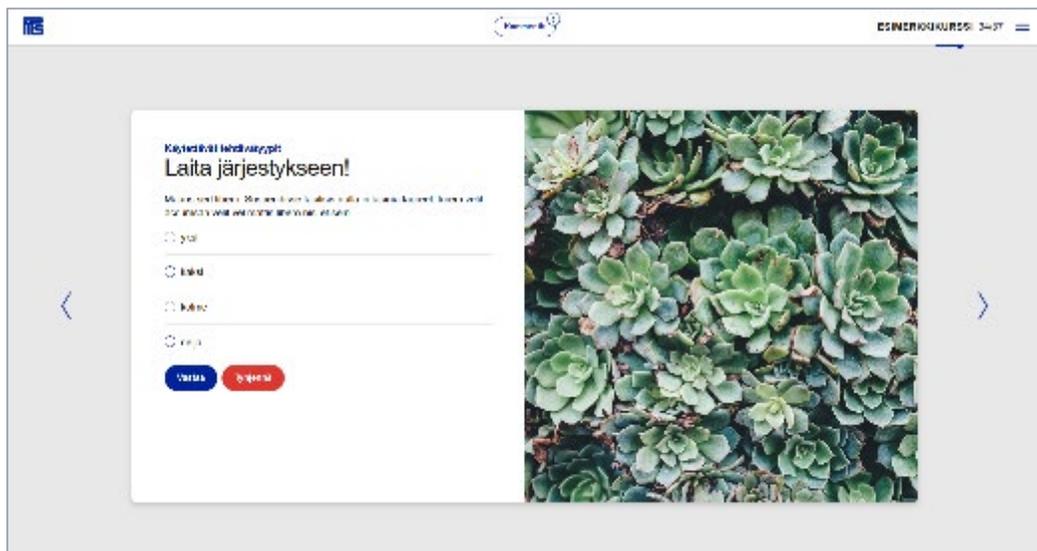
Quiz

Use the quiz page type when you want to measure the user's level of knowledge.

Edit the title of the page and provide instructions for the quiz. For example, in the instructions, it is worth mentioning the required pass percentage and whether the quiz can be solved multiple times or only once.

Choose the settings for the quiz under Page settings.

Write the feedback texts for passed and failed results.

Add any number of task pages under the quiz page by dragging the task pages onto the quiz page so that they become its subpages.

You can use Multiple choice, Yes/no and Set in order task types under the quiz.

Select *"Randomize task order"* to arrange the questions in a random order.

"Completion required" does not allow the user to move forward before completing the Quiz successfully. After the quiz page, it is recommended to add some kind of thank you page, which clearly states that the course has now been successfully completed. Therefore, "Completion required" is good to put on so that the user can not access the thank you page before (s)he has passed the quiz and actually completed the whole course.
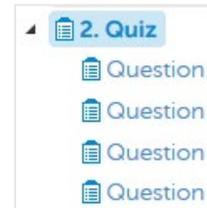
⚙ Page settings

Passing threshold: 60

Number of tasks to show: 4

☑ Affects progress ⓘ

☑ Randomize task order

☐ Mark as "Completed" despite results

☐ Completion required

☑ Can be solved multiple times

Image scale mode: ⓘ Custom ▾

▲ 📋 2. Quiz
 📄 Question
 📄 Question
 📄 Question
 📄 Question

Pass feedback:
Great! You had [[QUIZ_POINTS]] correct answers and you passed the test! You can now go forward on the course. Or, if you feel like it, you can do the quiz again.

Failure feedback:
You had only [[QUIZ_POINTS]] correct answers and didn't pass the quiz. Study more and try again!

The feedback box code [[QUIZ_POINTS]] automatically counts the user's correct answers. You can remove this if you wish.

Quiz as a question pool

To set up question pool select the **"Number of tasks to show"** in quiz's page settings and add more questions under quiz than are displayed.

Example: the quiz contains 8 questions, but only 4 questions are shown. The questions shown are the first four questions.

If you also select *"Randomize task order",* four of the eight questions will be shown randomly.

Comments

When building a course as a team, you can use the Gimlet Composer's comment tool, where comments are saved per page and are visible to all content creators. A course can be also sent to external users for comments.

Comments tool

When building a course as a team, you can use the Gimlet Composer's comments tool, where comments are saved per page and are visible to all content creators.

At the bottom of each page (next to the page components) there is a **"Comments"** tab.

Comments can be accompanied by attachments and classified as General, Text, Visual or Technical. *Use the "Technical"* qualifier for comments addressed to MPS Prewise's experts.

A new thread of comments is created by clicking on **"Save new comment".** When a user has submitted a comment, others can respond to it, creating a chain of comments. You can edit or delete your own comments.

You can also submit comments in a preview mode.

Comments are not visible in a published or duplicated version of a course/page.
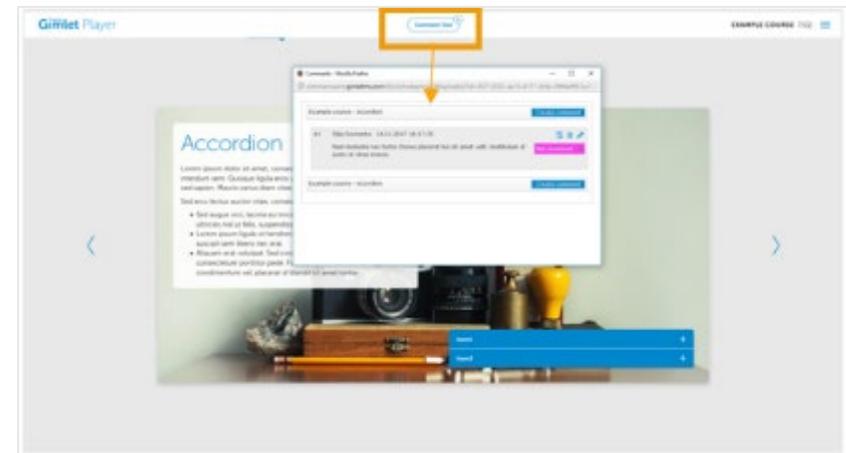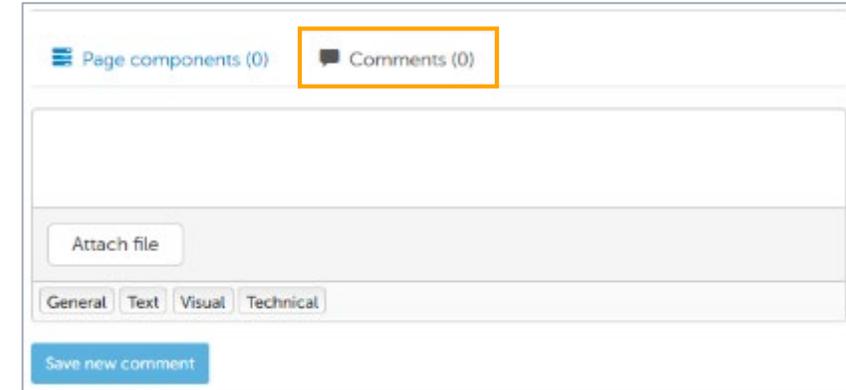
Send course for commenting

A course can be sent to external users for comments. Select the course on the course list and go to the "Send" tab.

You may create users one by one Create user(s) or import multiple users from Excel Import users from Excel. When importing from Excel, use the Excel template provided (*Download Excel template*).

Once you have added the recipients, set the validity of the link, max 30 days.

Enter a subject for you message (email subject).

You can edit the content of the message, but do not touch the words in square brackets [course name], [number] and [course_link], these are automatically provided by the system.

Click on "Send" to send the message to the recipients.
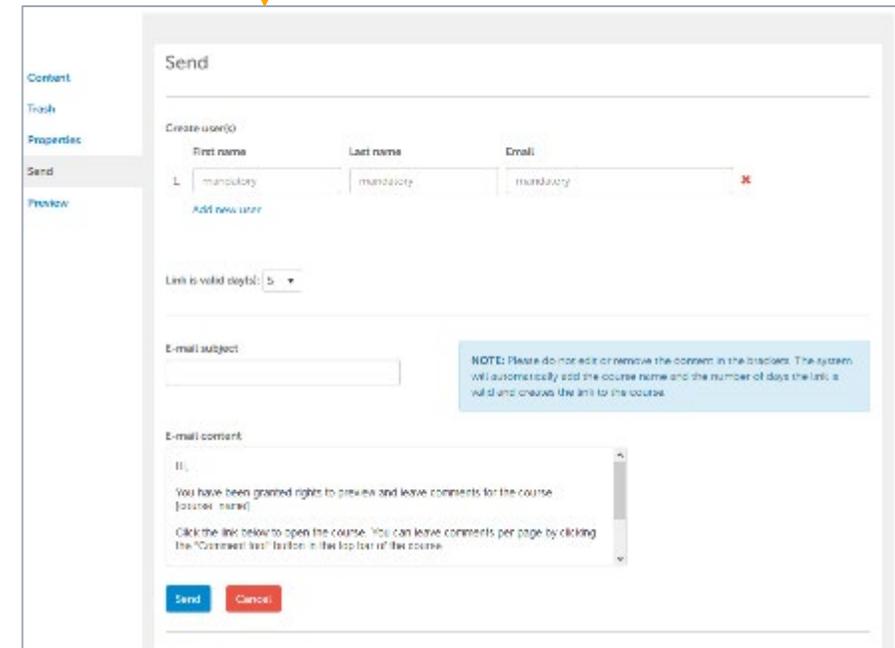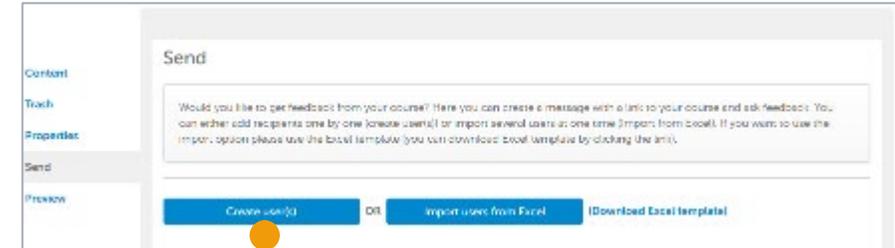
Course publishing

You can publish a course by downloading a file package under the course Properties tab. If you have the Gimlet LMS platform in use, you can export the course from the Composer tool directly to the LMS system.

Course publication options

You can publish a course by downloading a file package under the course Properties tab.

Download options:

SCORM package can be published in learning environments that support the SCORM 1.2 standard.

"Offline" package is a stand-alone package that can be published on websites. You do need an internet connection to use the course, the offline name comes from the fact that this package doesn't record any user progress.

If your company is using the Gimlet LMS platform, you can export the course directly to Gimlet LMS with "*Publish to Gimlet LMS*". This feature requires the Gimlet LMS administrator user IDs.

Publish course to Gimlet LMS

If you have the Gimlet LMS platform in use, you can export the course from the Composer tool directly to the LMS system with *"Publish to Gimlet LMS"*. This feature requires the Gimlet LMS administrator user IDs.

1. Go to Properties tab and click *"Publish to Gimlet LMS".*

2. A pop-up window opens, enter Gimlet LMS administrator user IDs, to continue press *"Continue".*

3. Confirm that you want to export the course by pressing *"Continue"* once more. If the course has already been exported before, this version will replace the version in Gimlet LMS.

4. The course has been exported to Gimlet LMS. You can now close the popup window (*Close*) or go to the Gimlet LMS system from the link.

Additional information and tips

What does responsiveness mean?

Composer tool uses HTML5 technology so courses created with the tool are responsive.

In practice, responsiveness is achieved through technical solutions for making the site better suited to fit the screen size.

Responsiveness does not mean that a site (or online course) looks exactly the same on every device and in every browser. It means that the content is designed for different screen sizes.

At its simplest, responsiveness means changing the font size so that the ratio of text and empty space may vary considerably.

Ideally, the content presented will look as similar as possible on all devices of the same size. In practice, however, we often encounter various external technical challenges.

Such external challenges include e.g. different browsers and operating systems and their different combinations.

Regardless of the screen size, the site may look different in Internet Explorer, and Mozilla Firefox. Internet Explorer, for example, may make the font slightly narrower. We cannot eliminate the technical/visual differences between different browsers, but in most cases such differences are small.

Also the browser's zoom% may effect how the course is displayed.

Content creator, design your message carefully!

The closer you stick to the user's world, the better he will understand things :)

You can't have everything: focus on the important things that should be remembered two days after the message has been seen and exercises done.

The easier the text is to read and digest, the more certain you can be that the message will be embraced!

ASK MORE QUESTIONS

However, do not assume that the subject matter is as familiar to the reader as it is to you. Often, it is necessary to spell things out..

Learning content creation – Quick Guide

1. Focus on the learner

- Do your research: Who are they?
- Step into their shoes: What is going on in their lives on a Tuesday morning?
- Turn your message into key learning promises.

2. Keep it simple

- Use language that your audience can understand.
- Whole sentences make more sense than bullet point lists – unless you are actually making a list of items.
- Never assume that the audience knows what you do.

3. Make it interesting

- Turn theory into concrete examples, cases, situations.
- Use photos, pictures and graphics in a versatile way: illustrative, narrative, informative, testimonial.
- Build conceptual bridges to other available content, internal or external. Need to learn more is a good learning objective.

4. Involve others in the process

- Do not work alone.
- Recruit peer reviewers, also for the creation phase.
- Interview people from target groups, managers, internal trainers etc.
- Include learning content creation as part of normal processes.

Additional information and tips

- When using videos, we recommend that you use an external video service. Streaming videos can be added to the text as hyperlinks or, if the videos are streamed from YouTube or Vimeo, you can use the Video component. You may also use the Video component if the videos are stored in Gimlet Composer's Mediabank. DreamBroker is not straight supported when using the Video component, but videos can be streamed by inserting /get/normal.mp4 after the video link obtained from DreamBroker and choosing mp4 as the video format.

- You should only upload small video files (less than 110MB) in the Mediabank. If you use a video from the Mediabank, it is recommended to select the "preload" option.

- The maximum file size of any single file uploaded in the Mediabank is 110MB.

- Images should be edited and cropped in a separate image editing program before adding them into Gimlet Composer's Mediabank. Very large images may be slow to download, which may disrupt the smooth flow of the course. Try to use image sizes suitable for the course template; the optimal image size for a half page is 720x720, for a full page, 1440x720, and for a long title, 500x400. The file size of the image should be around 200KB.

- Always end your course with a summary or thank you page. Do this particularly if you have a quiz at the end of the course. On the last page is recommended to add instruction e.g. *"You have now completed this course! You can exit the course by closing the browser window."*

- Composer cannot be run in IE9 or older browsers (or on tablets). We recommend that you use the latest versions of IE, Firefox, Chrome or Safari browsers.

FAQ

When I click on preview page, nothing happens?

- Make sure that you have a page active, and that you have [allowed popup windows](#) in your browser at https://composer.gimletlms.com

My quiz does not work?

- Make sure you have selected a "Quiz" page as the main level for the test and you have dragged task pages under the main level.

After answering, the task does not display the correct answers in color?

- Make sure you have selected *"Indicate correct answers"* under the Page settings for the task in question.

The page is visible in the table of contents and in the course in preview, but not in Composer when I edit the course?

- Check if the missing page has been moved under another page. In front of the page heading there is little arrow—click on it to display its subpages, or open all subpages at once by clicking "Expand all".

MPS Prewise's experts at your service

Are you having problems, do you need help? Contact us!

Get expert assistance from us for the implementation of your eLearning courses:

- o planning and scriptwriting
- o graphic design
- o video taping/editing
- o technical implementation

- Send us a service request directly from Composer under the "Support" section or email us at helpdesk@prewise.fi, please confirm within your organization that you are entitled to order extra work on your courses.

- MPS Prewise gives you a cost estimate and a timetable for implementation before carrying out the job requests.

- Use the Comment tool in Composer to submit service requests. Always use the "Technical" category for comments addressed to MPS Prewise. This category should be reserved solely for service requests sent to MPS Prewise.

How can we help you?