

Prewrite Learning



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Instructions
Building courses with
Prewrite Learning

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Introduction and purpose of this guide

This guide will help you get started creating an online course if you are unfamiliar with the Prewrite Learning content production tool. The purpose of the guide is to provide at least the minimum information that will help you get started. To keep the guide concise, not all the details have been included.

More detailed information is covered in the 3-hour Prewrite Learning user training, which can be ordered from MPS Prewrite separately. A link to the instructional videos will also be added to the tool itself.

The tool is intended to be easy to use and you are sure to get the gist of how it works as you get to know the system better. Explore the menus to see how to find things and click the buttons to find out what they do. Learning by doing is one of the most effective ways to learn, after all!

The 4 Prewrite Learning apps

When you want to start making a course, go to <https://prewiselearning.com/>

Log in with your username (usually your email) and your password. If you can't remember your password, click "Forgot your password?" for instructions on how to create a new password. You can change your password in the upper right corner of the home screen, where you see your initials (Fig. 1).

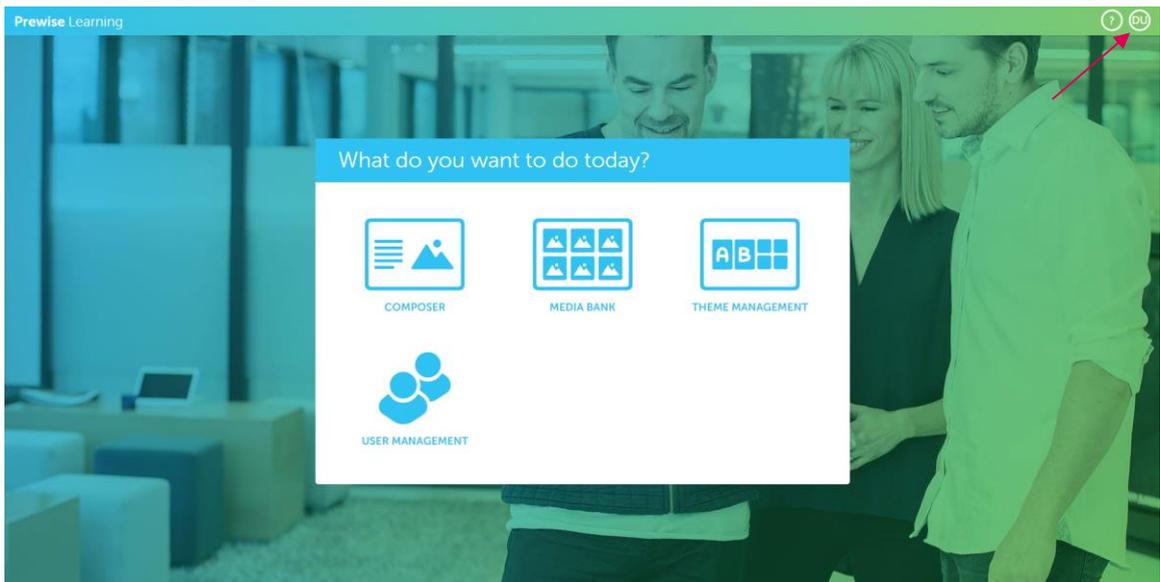


Fig. 1 Prewrite Learning home screen

You can also change the program operating language (FI/EN) and also your course's interface language.

Depending on your role, you'll see 1-4 apps on the home screen. If you are an administrator, you'll automatically see all 4 apps, which are Composer, Media Bank, Theme Management and User Management.

Prewrite Learning's main app is Composer and, to produce a course, you need to have at least Composer and Media Bank. You build a course in Composer and all the images you use in the course are saved in the Media Bank. These 2 apps are assigned automatically to the Composer user role, which is the most commonly used role.

If you have access to User Management, you can add and edit user roles and you can make and edit background visualizations for courses in Theme Management – again if you have access to that app.

NB: Make sure to use the zoom functionality on your screen in applications and find a setting you like. If you are having trouble scrolling the screen to see the different buttons, the zoom setting may be too high.

Start planning your course before you open Prewrite Learning

When you are collecting together new instructions or training materials to turn into an online course, do this the same way you would with any other material. Design a framework, for example on paper. It should include at least what the name of the training is and what the main headings are – for example you could make a table of contents. If you already know which pictures you plan to use in your training, you can start in Prewrite Learning by importing the images into the Media Bank app.

Adding pictures and other files into Media Bank

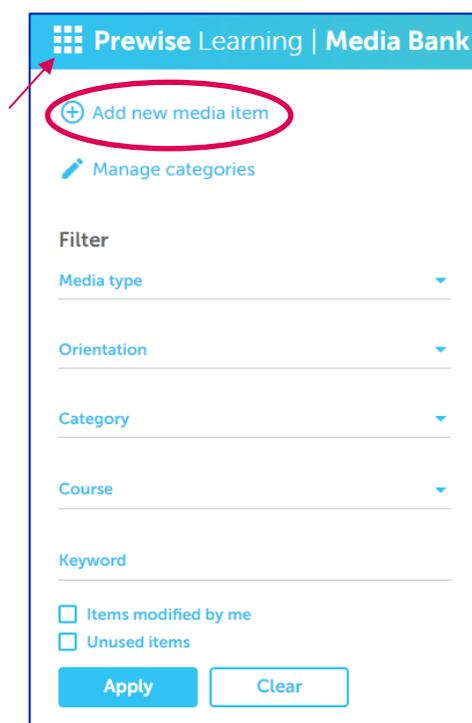


Fig. 2 Media Bank left-side menu

Click to open Media Bank. You can store a variety of files types for courses in your content producers' common Media Bank; however, but images are usually the most common media type.

Note the grid at the top left of the bar. Click on it to switch from one application to another (Fig. 2).

Fig. 2 shows the media bank menu with various filters to make it easier to find the media file you are looking for in the bank.

It's a good idea to tag different categories, for example "brand images" or "cybersecurity". You can add categories to the list by clicking **Manage categories**. You can add files from your own computer, like images, by clicking **Add new media element**.

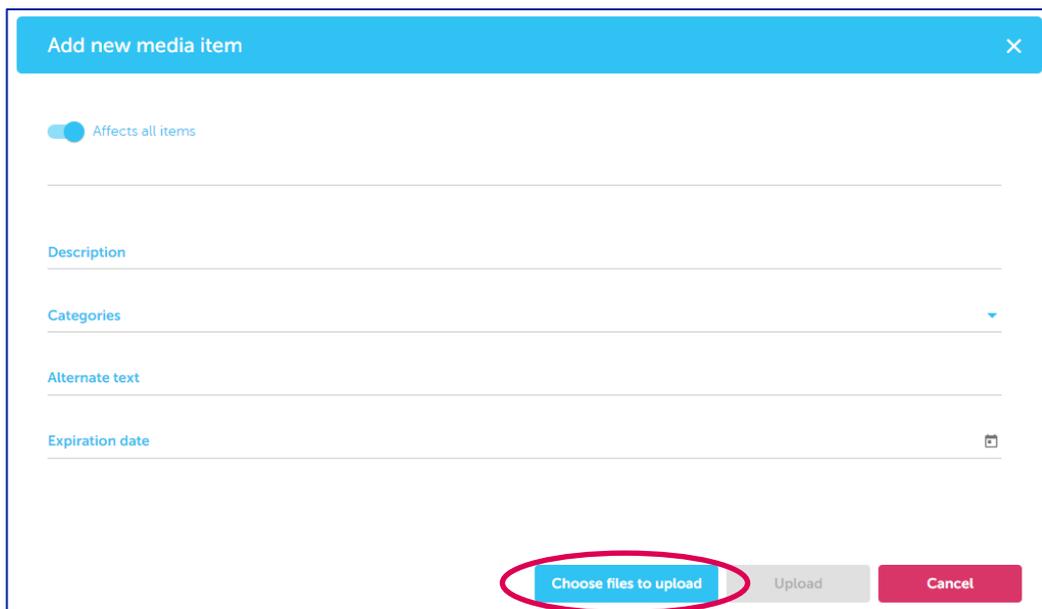


Fig. 3 Add a new media element

In the view that opens, go to **Choose files** to upload to bring your own files to the bank. You can add multiple items by holding down the **Ctrl** key. The tool may tell you if, for example, the image is larger than the optimal size (200KB), but you can still upload it as long as the size is less than 200MB.

Finally, just click **Upload** and then close to see the images you added in the media bank.

Note that when adding images, you can toggle the **Affects all items** switch open to add different metadata (such as its category) to them, both collectively and separately.

There are five different clickable icons for each image in the Media Bank:

-  Shows all the courses where this media element is being used.
-  Allows you to download the file to your own computer.
-  A cropping tool that allows you to conveniently crop your images to perfectly fit different aspect ratios. For example, if you want the image as an entire page, press the button and it will be formatted with a 2:1 ratio. You can also drag the handles on the image as well if you like.
-  Shows the metadata and allows you to modify that and replace the image if you like.
-  If the image is not in use in any course, this button will allow you to remove it.

Create a new course

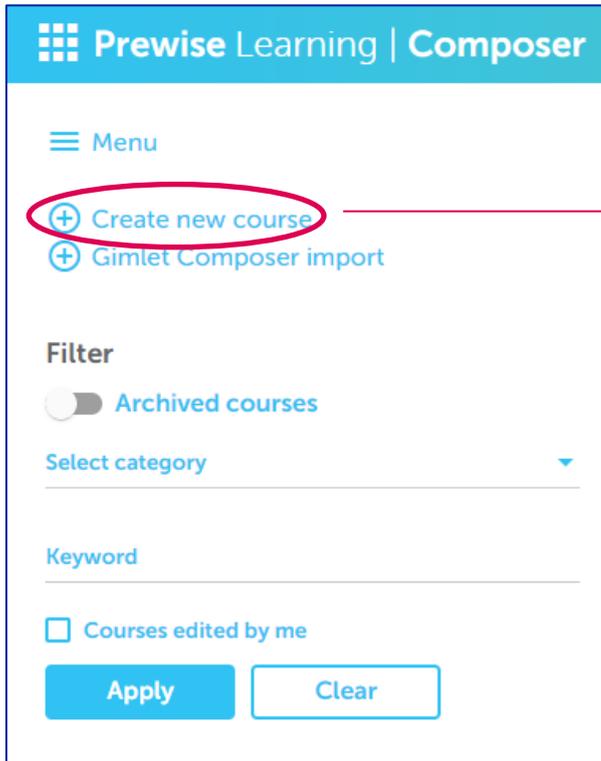


Fig. 4 Create a new course from Composer's left-side area

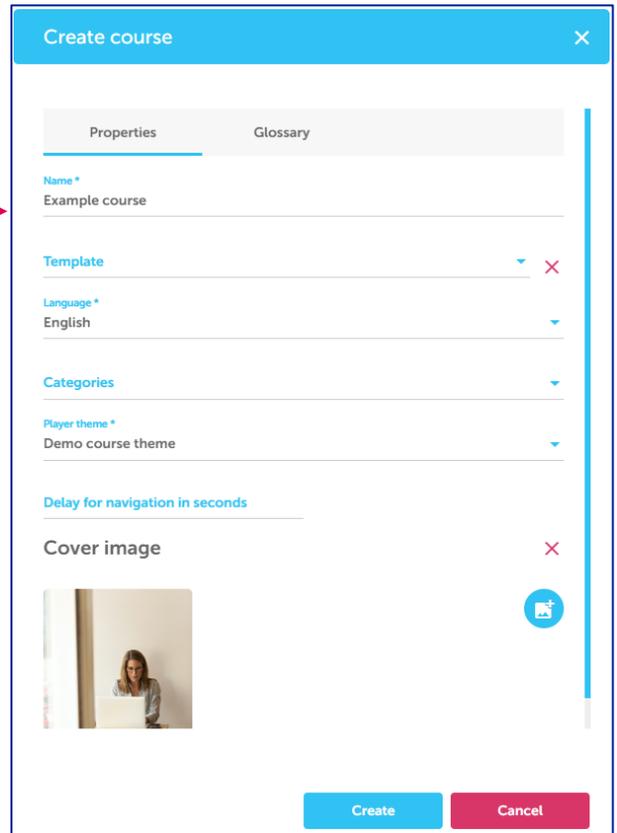


Fig. 5 Entering basic course information

When you start creating a course for real, open Composer and click **Create new course**. Fill in the required fields: enter a course name, make sure that the language is the same as the course content will be, and choose the visual look of the course - i.e., the Player theme.

NB: You may have one or more themes available for you to use and they can be added or modified in Theme Management, if you have access to it.

When you create a course you can, if you wish, choose a specific course template (if you have courses saved as templates). If you already have categories in Media Bank, you can add them to the course and

you can also add a cover image. You can also create a glossary – for example to explain acronyms or key terms – that will be available for learners’ use after the table of contents in the course. Finally click **Create**.

Next you will see a view split into three areas.



Fig. 6 Course creation initial view with three areas

The left column **Content** is where you can create and modify the course structure. You can see the headings of existing pages, the order and you can add pages here. The largest area is where you build an individual page by adding text, images and different components, like a video or extra info box. The last area, **Comments**, shows you any comments that have been added (if you have sent the course for a commenting round). You can also use this area for making notes.

NB: Depending on your zoom settings, the **Comments** area may be under the creation area. If you zoom out, all 3 areas will display in columns



Fig. 7. Composer buttons in the upper right-hand corner for editing individual courses

In the upper right-hand corner you can see 5 buttons as shown in fig 7, which affect the whole course, rather than individual pages.

- The first one allows you to publish the course.
- The next one is for localization (translations).
- The third one is the course preview button.
- You can send the course for commenting using the fourth button.
- The fifth one will take you to course settings, which are worth going through carefully to see everything that relates to the course and to modify it if necessary.

Page types that can be added to a course

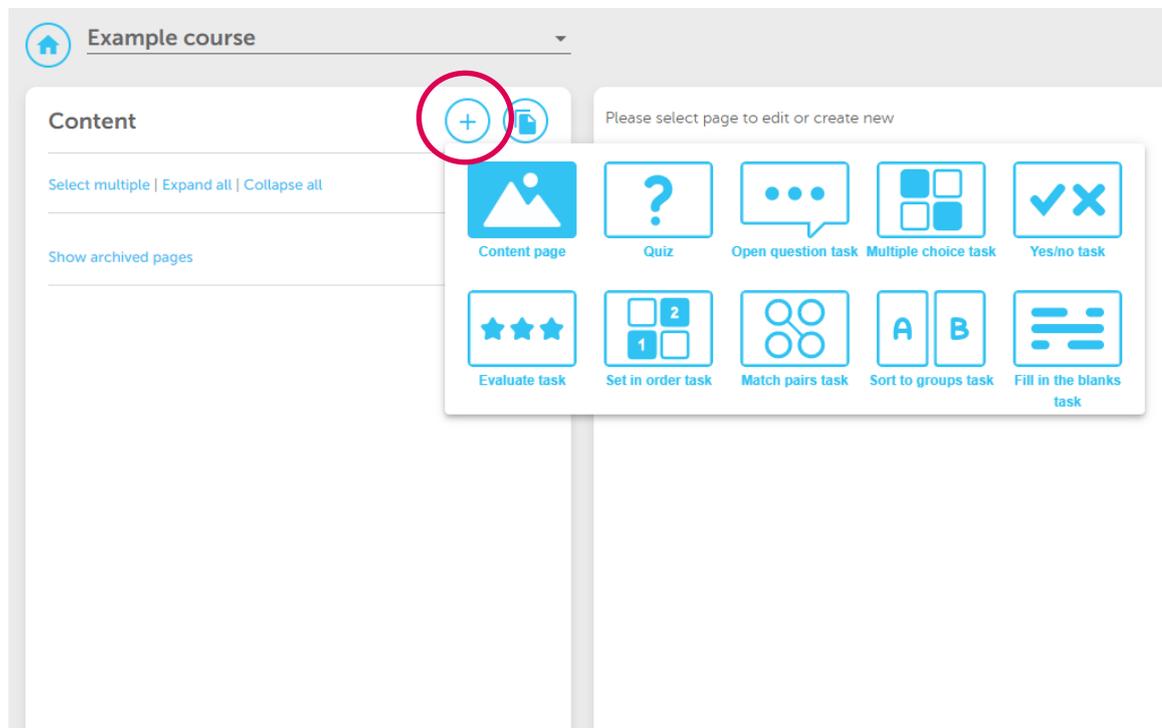


Fig. 8. All the page types

Content page

You can add pages and give them headings according to your design by clicking the **plus icon** in the content column. When you click the plus, you'll see ten page types. The first one you can choose is the **Content page**, which will most probably be the one you use the most often. However, you can vary the way it looks and works in a lot of ways.

Task page

In addition to content pages, there are many task pages available. You can see these in fig. 8 and it's worth using these in different places in your courses. After a specific topic has been explored, a task page will allow learners to test their learning. **Open question** and **Evaluate** tasks work well for example on feedback pages.

Quiz

For example, if you want a separate test at the end of the course, you will need to create a quiz page type, which creates a main page for the quiz. You create the content and questions for the quiz itself by importing task pages as sub-pages of the quiz. All page types can be imported into the quiz, including content pages if necessary. **To make a page a subpage, drag it on top of the main page in the Content column.**

Page content

When you add your first content page, you'll see this view:

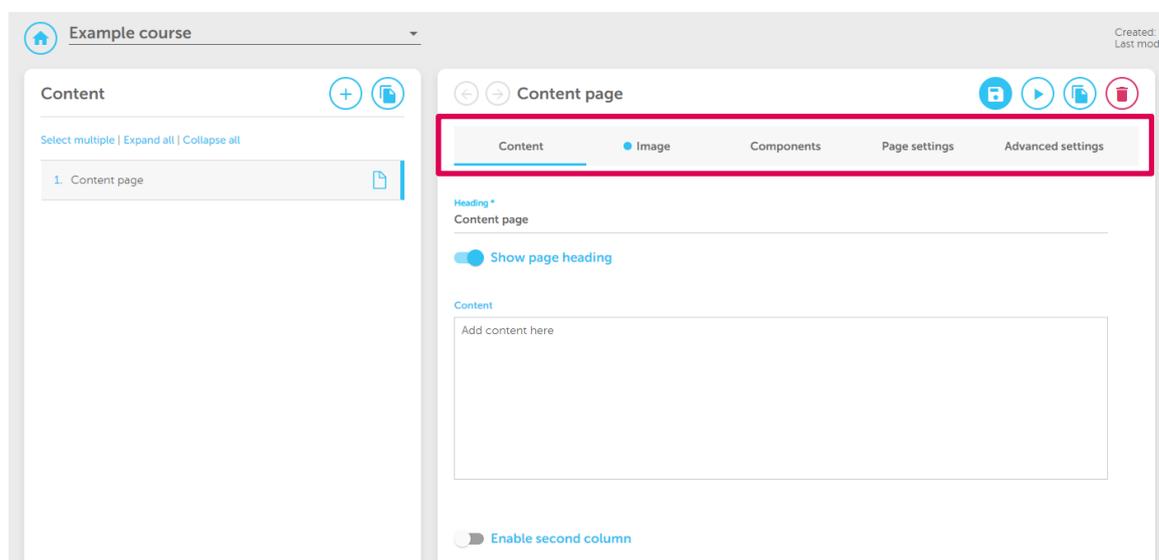


Fig. 9 Modifying pages and making them engaging

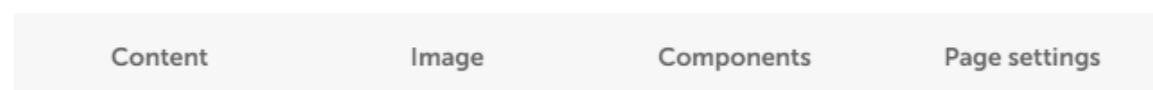
The first page in the course structure will appear in the Content column the right, and in the centre column of the view you can immediately enter the title of the page you added by replacing the words Content page with your title in the title bar. You can also decide whether the title shows both on the page itself and in the course table of contents or just in the table of contents with the **Show page title** toggle switch.

This tab, **Content**, also allows you to add text, format it in the usual styles, and add links if you wish. You can also add a second column of text by toggling **Enable second column**.

NB: If you need to add a lot of text to a single page, there several ways to present additional information. More on this in the Components section.



There are buttons at the top of the central column that allow you to save, preview, duplicate and delete the page.



As well as the content tab, you can also use other tabs for adding images and components and for modifying page settings. You will need **all of these tabs** to create a diverse and engaging set of pages.

The final tab, Advanced settings, has been made available for those with some coding skills for possible additional styling and so on and will automatically appear if you are an administrator. **You don't need this tab's settings to build effective courses.**

Adding images to pages

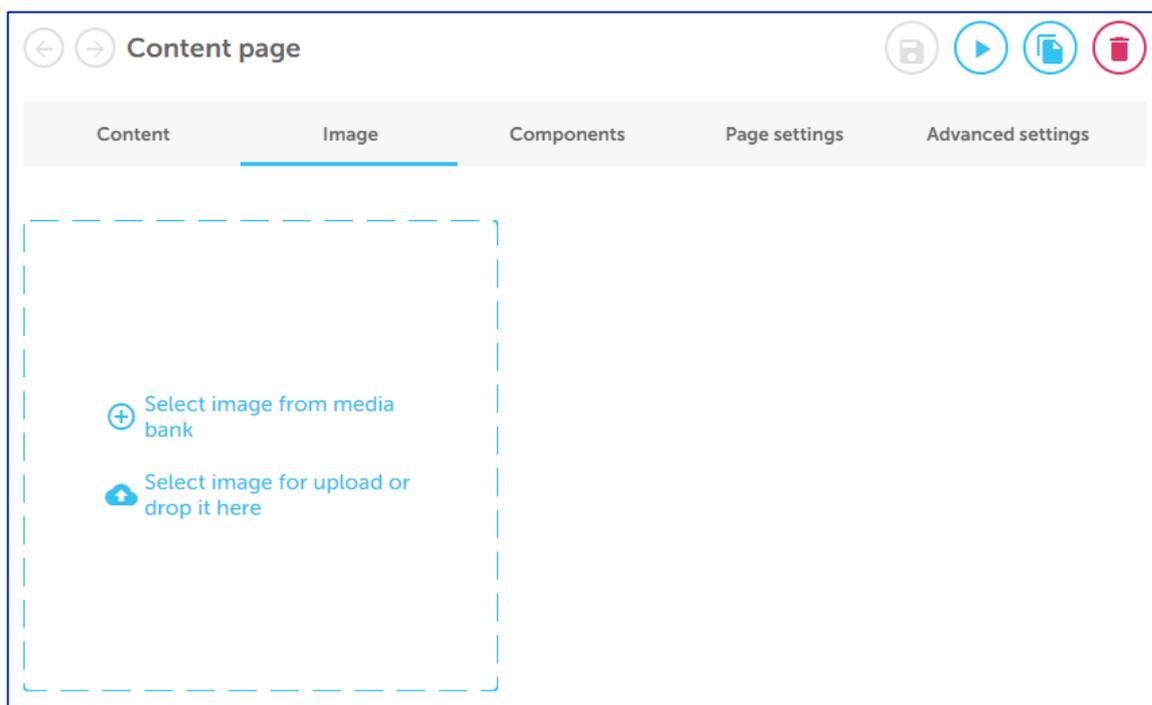


Fig. 10 Add an image to a page

If you want to add an image to a page, go to the **Image** tab (fig.10). You can download the image from Media Bank by clicking **Select image from the media bank**.

You can also import a picture straight into a course from your computer if you haven't already uploaded it into Media Bank. Click **Select image for upload**. You can also drag and drop an image into this area as well.

You can get an image from the media bank to your course page by clicking the **link icon**. The tooltip says select when you **hover over this icon**.

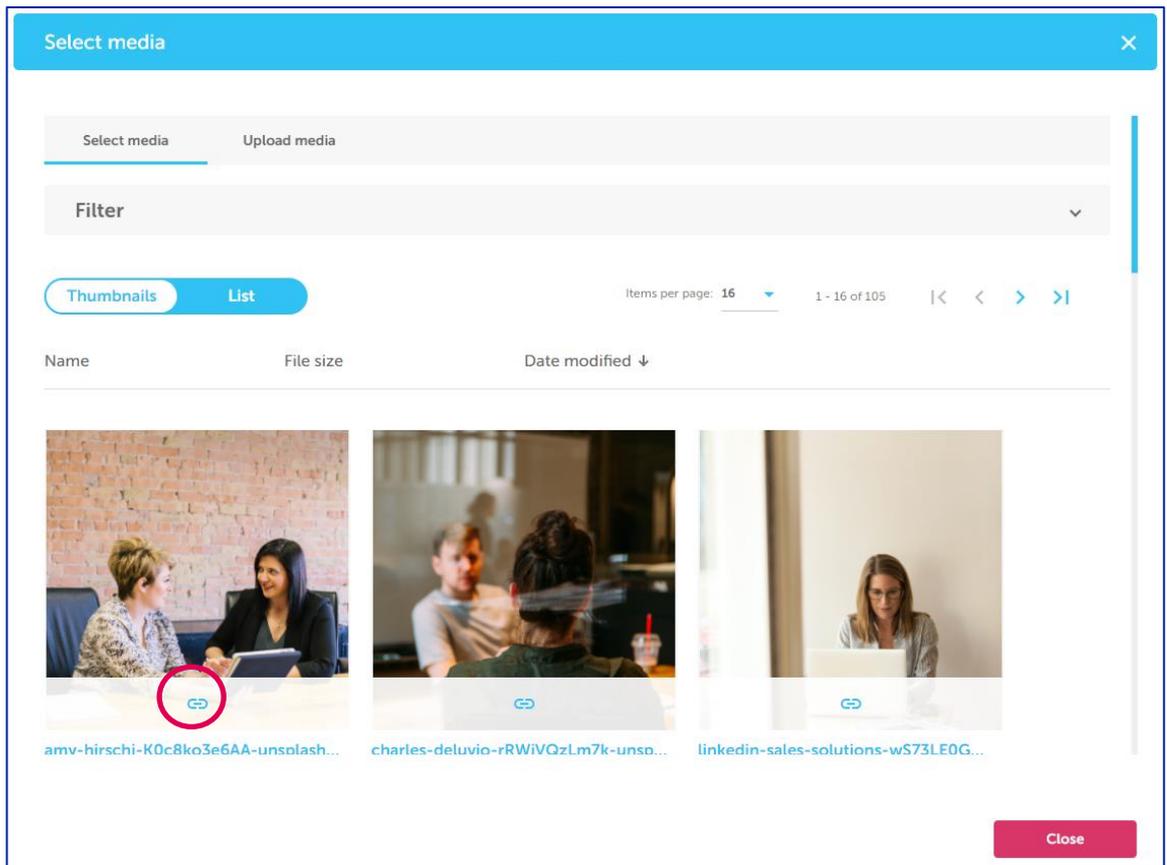


Fig. 11 Getting images from Media Bank

The image will be added to your course. Back in the central column you can save the image to the page and preview it on the page. Without separate setting changes, the image will go automatically into the square area meant for a half-page image. If the image is not square, there will be some white space in this image area.

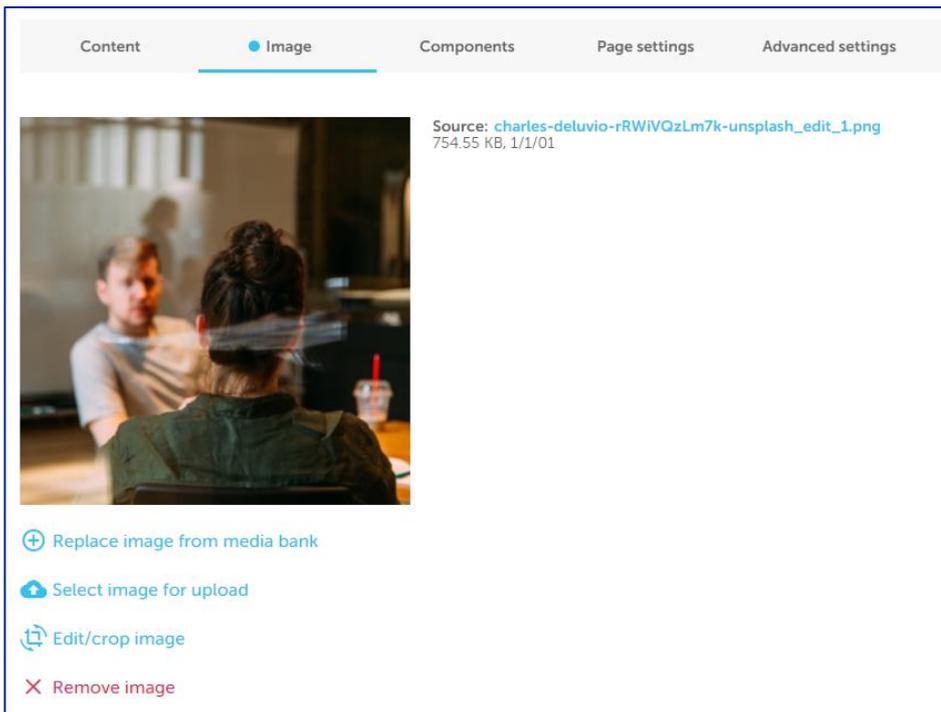


Fig. 12 Adjusting the image to fit the page

If you want the image to fit better, for example, into a half-page image, you can use the crop tool described earlier in this guide, which can be found below the added image (Fig 12).

You can also use this tool to select which part of the original image to include by moving the cropping area in the image (Fig 13).

You can save the image as a new image or overwrite the original in its new form.

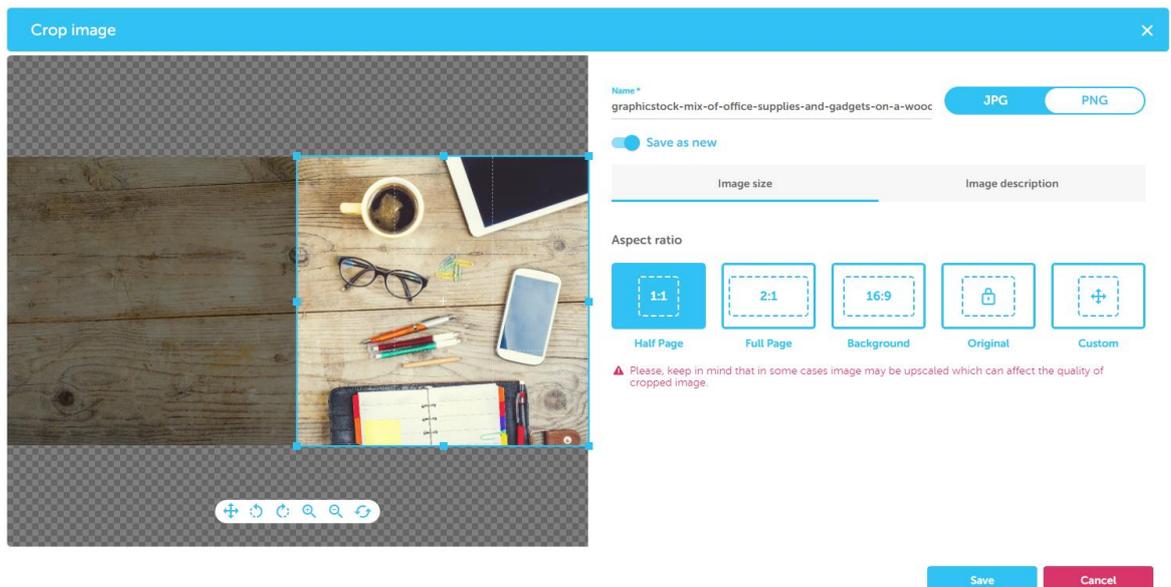


Fig. 13 The cropping tool

Extra components

Although text and image is sometimes engaging enough by itself, you can add engagement to your pages with many different extra component types, You can add more than one component to a page but take care that the page doesn't become confusing for the learners.

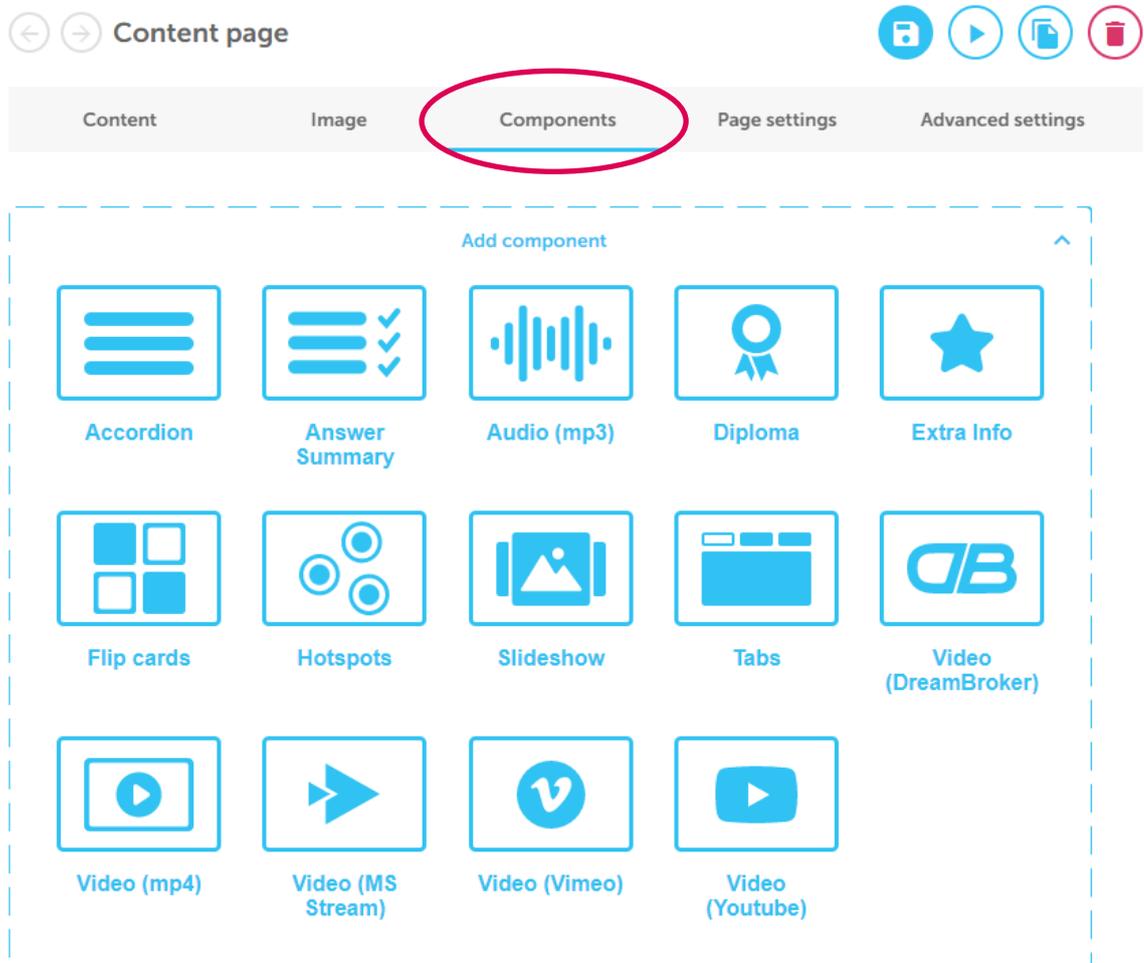


Fig. 14 Extra components

The accordion, tab and extra info components

The accordion, tabs and extra info components shown in fig 14 work well on pages where there is a lot of information. When only part of the text is on screen automatically and the rest appears by clicking, the page feels less heavy. You can also add images for example into the components.

The hotspot, carousel (slideshow) and flip card components

When the visual content needs to be explored more deeply on a page, you can attach hotspots, an image carousel, or a slide show instead of adding a standard image component.

Hotspots work by focusing learners on specific parts of an image, where they can get extra information by clicking on or hovering over the hotspot. Hotspots can also be **hidden** so that the learner has to actively find something in the image, for example safety deviations in a factory image. The Hotspots component

has more choices to make than, say, adding an accordion component, but it can be very engaging. You can always test the impact of any changes you make so be bold and experiment and remember to use the save + preview a lot when you are testing your pages.

When you add hotspots, start with default settings (fig. 15). **Add** the image you are using and **drag** the already placed first hotspot to where you want it with the icon at the top right of the hotspot. If necessary, **adjust** the size of the hotspot with the tool at the bottom right of the hotspot. You can then **add some text** to the field, then **save** and **preview**. To get a new spot, scroll to the bottom of the view and press **Add new item**.

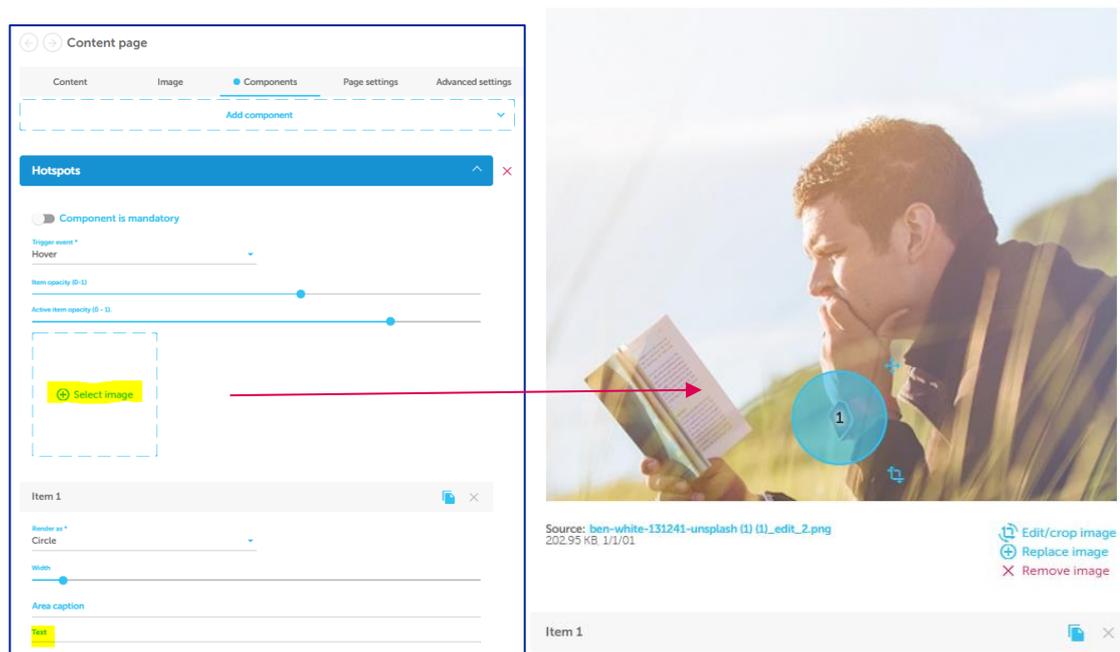


Fig 15. Adding a Hotspot component

You can also have rectangular hotspots. That way, you can give the hotspots a heading. Try that out as well. If you want to hide the hotspots or just dim them, use the opacity slider. If necessary, you can also separately adjust the opacity of the activated hotspot (activated = cursor hovered over the spot in the preview).

Instead of a normal image, you can add a **carousel** – i.e. a **slideshow** component. This is for when you want learners to click through a series of images. You can also add text to the component. It is also possible to use the component's own navigation to move through the content or even as sub navigation for the course. You can have the content advance automatically as well Try testing out all these options to see which best fits your use case..

The **flip card** component is also an engaging way to conveniently present important things on a page. For example you could have each of your company's values on the cards with a number on the front and the value plus some value-based behaviours on the back.

Video and audio

You can add audio files and videos as extra components. You save audio files to the media bank in mp3 format and then add them from there onto a page. You can set sound to start automatically when the page opens but by default the audio is activated in the upper right hand corner next to the menu icon.



You can save videos to the media bank as well in mp4 format. The maximum file size is 200MB. However they work best when streamed using a source such as MS Stream, Vimeo, YouTube or DreamBroker and then adding the videos URL to component using **Source**.

Answer summaries and diplomas

You can also add answer summaries and diplomas to the course. The answer summary collects all the questions and learner's answers from the course.

The diploma component gives the learner the chance to download and print a course completion certificate. The diploma can be static or it can contain dynamic information like the learner's name, course name and the date of completion.

Page settings

If the page you're working on doesn't look exactly as you planned, it's worth going to the **Page settings** tab to check the options.

The default setting, **Text and image**, splits the page into into 2 equal-sized squares. Main text goes on the left-hand side and images and/or extra components on the right (fig.16).

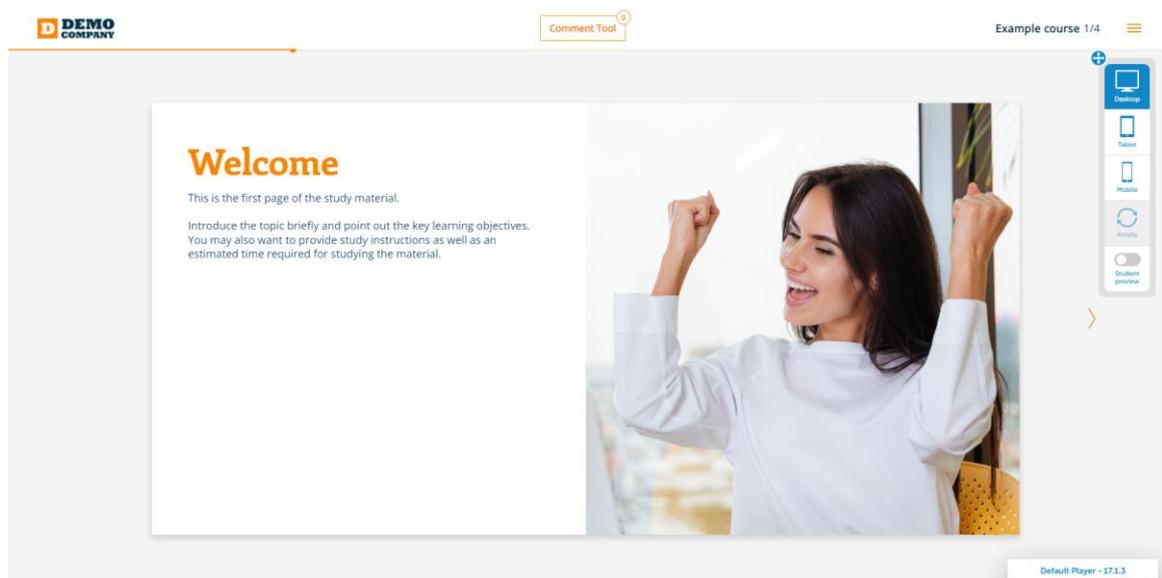


Fig 16. Default page view

You can, however, make many adjustments to the page settings and it's a good idea to vary the views to avoid too much repetition.

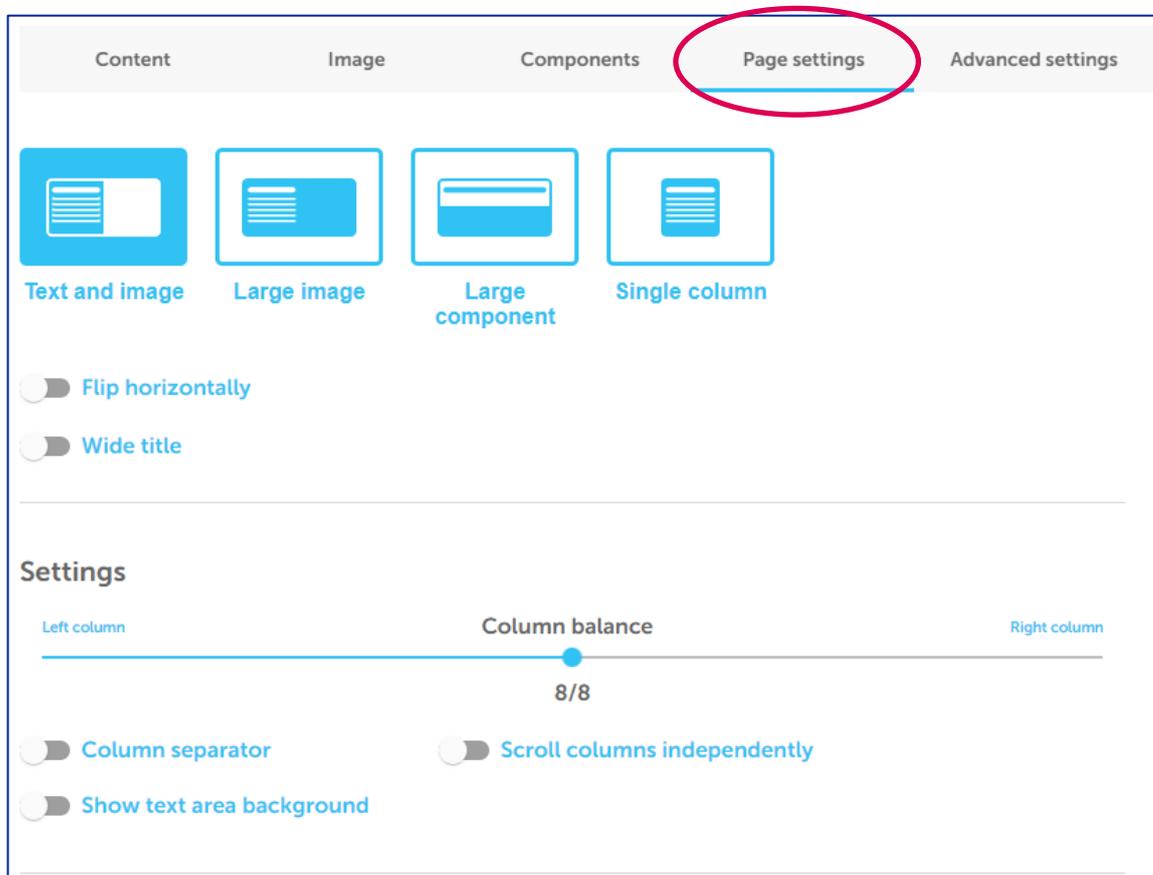
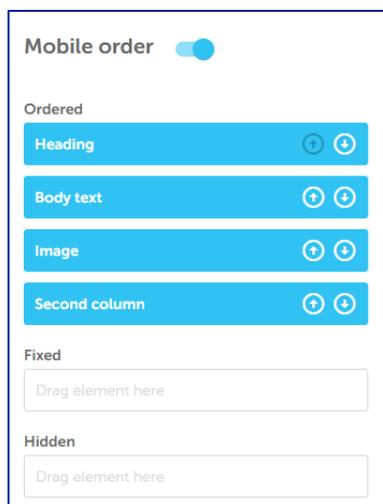


Fig 17. Page settings

- **Flip horizontally** - By toggling this, the text area will go to the right and images and/or extra components will go on the left.
- If you have a long title, you can use the **Wide title** option, whereby the title will take up the whole width of the page rather than automatically going to another line.
- Use a whole page image every so often by clicking the **Large image** icon. You can also add text to the image and, if necessary, use the **Show text area background** toggle switch if the text does not stand out from the background.
- If you add a lot of text to the text area and a scroll bar appears, you can stop the corresponding image area moving by toggling **Scroll columns independently**.
- You can use extra components in full-page view. If you want this, select **Large component**. For example, videos, hotspots, and carousels are often used in full-page view.
- The **Single column** view also provides variation. This can be used when the page message is concise or, for example, as a topic start page.

A fifth page view type, **Custom**, for free element layout is now available to you in the page settings. This is an important addition mainly for situations where you want to add several different components to one page.



Lastly, there is the **Mobile order** section in the page settings, where you can make arrange how the page elements display for learners who are taking the course on a mobile device. On a vertical screen, the elements are placed one below the other, and so the order of the text and the image, for example, can be very important.

Fig.18 Mobile order

Tasks as well as content

As we mentioned at the start of the instructions, you can activate your learners by adding a wide range of task types to your courses. In total there are eight different task page types.

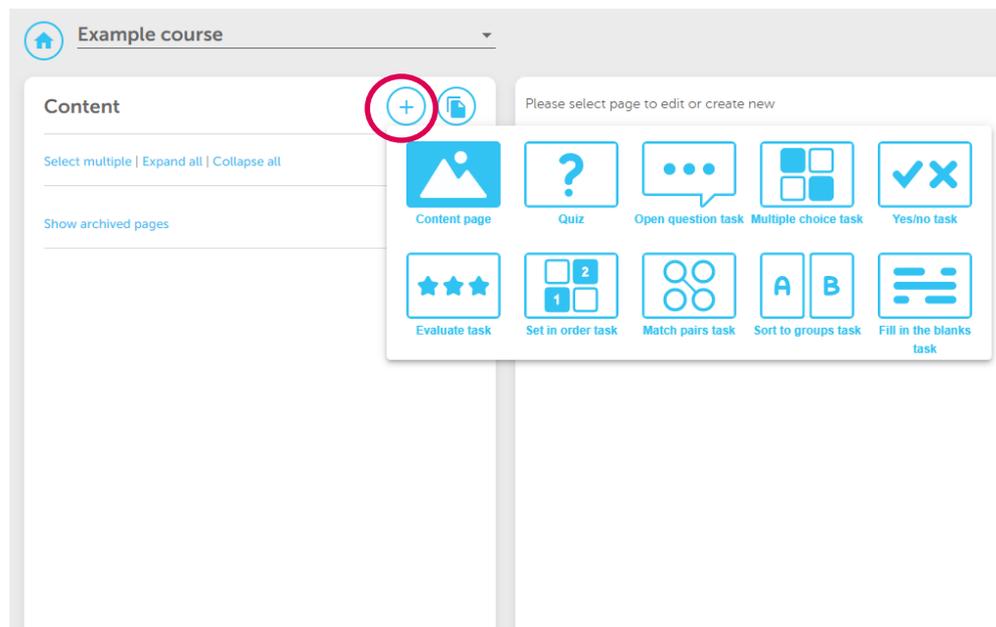


Fig.19 Page types

The tabs from the text page that you are already familiar with are also available on the task pages, for example, you can also add an image or video next to the task, and you can adjust the page views from the page settings.

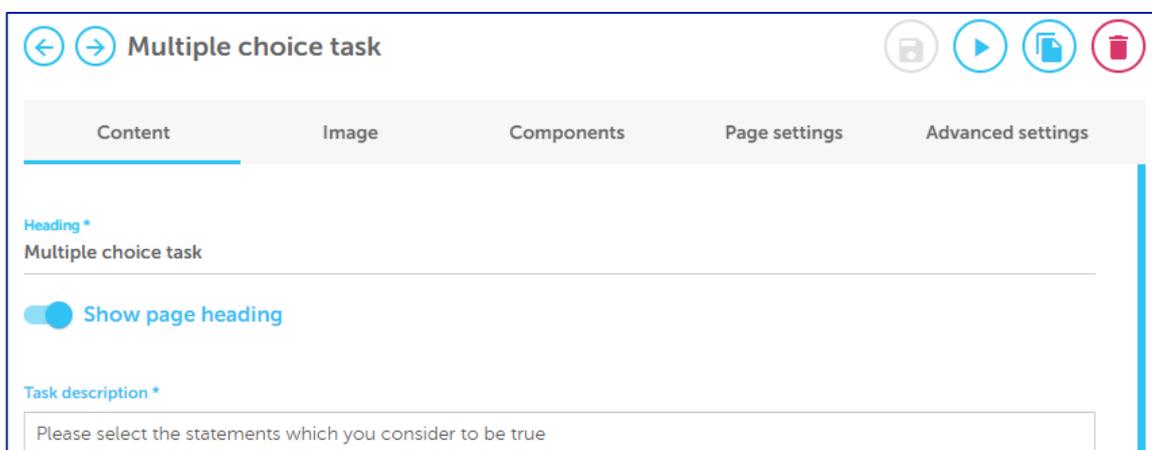


Fig. 20 Task pages are also modified using tabs

There is a ready example of each exercise Composer, which you can see when you select that exercise as part of the course content. You can see how the exercise is structured in the **Content** tab and preview the result. It's a good idea to look at the example first and then start building your own version. Explore what you can edit from top to bottom in this editing area so you can see what options you have.

Of course, what you need to edit depends in part on the type of task. In a multiple-choice task, for example, you can edit:

1. Heading
2. Task description
3. How it is displayed (**Error! Reference source not found.**) -i.e., is the task a true multiple choice, where there are many correct answers? If so, select **Checkboxes**. If it is one with only one correct answer, select **Radio buttons**. If there is only one answer, you could also use the **Push buttons** option, whereby the answer will register without having to submit separately. This option is especially good for quizzes, for example.

Display as: Checkboxes Radio buttons Push buttons

Fig. 21 The three multiple choice display types

4. Option texts, their number and order (see icons), and the choice of which statement is correct.



NB In the preview, you'll see asterisks that denote correct answers. However, learners won't see them.

Add correct answer feedback text

Yes, that's right!

Add incorrect answer feedback text

Well, you almost got it...

Fig. 22 Modify feedback text

5. For each type of task, you can write separate feedback for where the learner got the task completely right and where they got something wrong (fig. 22).

NB: You can write answer-specific feedback for the Radio buttons ja Push buttons display options.

Task settings

Minimum selections	Maximum selections
Attempt limit 1	
<input type="checkbox"/> Completion required	<input checked="" type="checkbox"/> Indicate correct answers
<input type="checkbox"/> Randomize option order	

Fig. 23 Modify task settings

6. For each task type, you can specify the **Attempt limit**. If left blank, means that the task can be attempted as many times as the learner wants. You can add **try again feedback text** if you wish.
7. You can also specify whether an answer is required for the task before you can proceed to the next page by toggling **Completion required** on.
8. By default, the exercises added to the course will display the correct answers, but you can also choose otherwise by toggling **Indicate correct answers** off.
9. On **Set in order** task pages it's customary to have the **Randomize option order** choice selected. The randomization happens when the learner comes to the page from the previous course page. (When you are previewing directly from the editing side, the order is always correct.)

Building quizzes

Quiz

Although the task pages should be used independently and separately along the course to support the learner's understanding, you can also build a separate quiz using them. You can add any page type to the quiz, including normal content pages as well.

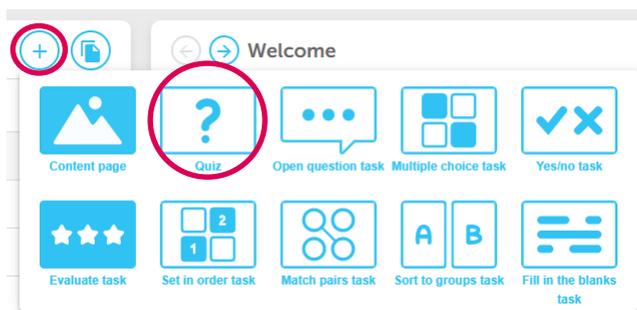


Fig. 24 Start building your quiz by adding the quiz frame

You can start building a basic test, for example, as follows:

1. Add a **Quiz** page type to your course Test in the normal way with the plus button in the content column. The test will appear below the page you have activated in the table of contents. You can change the location of the test by dragging it to the desired location.
2. Add as many task pages as you want to sub-pages under the test. To get the **first** page as a subpage of a test page, **drag it over the test page** in the content column. After this, when you then add new pages, these will automatically be added as sub-pages.

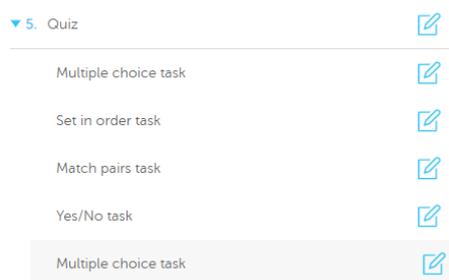


Fig. 25 Tasks need to be Quiz sub-pages

3. If you already want to edit the tasks to their final form, you can do so. Also consider certain options and settings: Do you want to edit the feedback or even delete it completely for the task pages within the test? Do you want to display the correct answers for each subpage of the test or not? **NB:** The settings related to the responses and the number of attempts allowed are determined on the actual quiz page now that the test is being built from sub-pages.

The following can be edited on the actual quiz page:

1. Heading
2. Instructions for learners, like for example “Here is a short quiz about this training. To pass it, you need to get 60 percent right. You can take the test multiple times and it only takes five minutes to complete the test.”
3. Feedback texts with the pre-coded number of correctly completed task pages. You can also delete the code snippet and edit it to your liking.

NB. For example, when submitting a task page, everything on the page must be correct for the page to be recorded as correct. This is because the test result looks at the pages as a

whole. For example, if the quiz has five task pages and the passing threshold is 60 percent, 3/5 of the task pages must be completed completely correctly.

The screenshot shows the 'Quiz' settings page with the 'Content' tab active. At the top, there are navigation arrows and icons for lock, play, print, and delete. Below the tabs, the 'Heading' section has a text input field containing 'Quiz' and a 'Show page heading' toggle switch. The 'Instructions' section has a large text area with the placeholder 'Add intro text for your quiz'. The 'Pass feedback' section has a text input field with the placeholder 'Great! You had {{QUIZ_CORRECT_PAGES}} correct answers and you passed the test!'. The 'Failure feedback' section has a text input field with the placeholder 'You had only {{QUIZ_CORRECT_PAGES}} correct answers'.

Fig. 26 Quiz page settings 1/2

4. Passing threshold
5. Attempt limit
6. Completion required
7. Shuffle the order of the test question pages (**Randomize page order**)
8. More about the **Number of pages to show** option in the next paragraph.

The screenshot shows the 'Task settings' section. It features two input fields: 'Passing threshold' with the value '60' and 'Number of pages to show' with the value '20'. Below these are three more input fields: 'Attempt limit', 'Add try again feedback text', and an empty text box. At the bottom, there are three toggle switches: 'Completion required' (off), 'Randomize page order' (off), and 'Stop quiz when failed' (off).

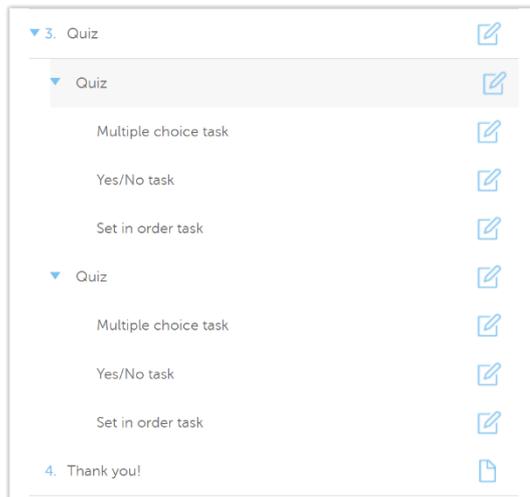
Fig. 27 Quiz page settings 2/2

A quiz from a task pool

Fig. 27 showed the **Number of pages to show** option. In a basic test, all the task pages you add would be part of the test. So that this happens, make sure that the number in this option is **higher** than the number of task sub-pages (or you can delete the number).

However, if the number is smaller than the number of sub-pages, then you will have a **task pool**. For example, you could add 15 task sub-pages, and set **Number of pages to show** to 5. Then, after making sure **Randomize page order** is on, 5 random task sub-pages from your task pool will appear in your test. If someone retakes the test, they should get at least some different tasks to pass.

Quiz with categories



You can also build categories into a test by adding more tests as subpages of the test and only adding tasks under the subtests (fig. 28). This allows you to treat subtests as independent entities that may have different pass requirements, for example.

Fig. 28 Create categories for quizzes with sub-quizzes

Additional notes

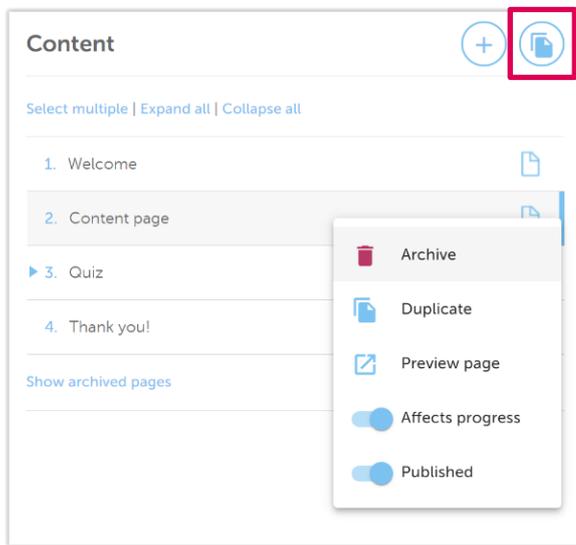


Fig. 29 Functions in content tree

In Composer, the content structure of your course is formed on the left side. You can drag to change the page order and create subpages for the main pages (drag the subpage onto the main page).

With the **Expand all**/**Collapse all** functions, you can see either only the main pages or the entire page hierarchy.

The **Copy from** button (next to the plus icon) allows you to copy pages from other courses.

When you right-click on a page, certain page-specific selections appear.

The **Archive (=Delete)**, **Duplicate**, and **Preview page** functions can also be found in the top bar of the centre column, the page editing area.

On the other hand, the **Affects progress** as well as **Published** options can only be found here.

It's always a good idea to have a thank you page at the very end of the course to clearly indicate that the course has been completed. However, after a final quiz, a learner might not realize that there is another page. If this is so they will not have completed the course and the report will show this. So, you should deactivate the page's **Affects progress** setting just in case. You can also leave some of your pages unpublished if, for example, you have different implementations of the pages that you don't want archived.

Happy course creation!