MADCAP FLARE DESKTOP 2025

eLearning

THIS PDF WAS CREATED USING MADCAP FLARE.

CONTENTS

CHAPTER 4

APPENDIX

Introduction

Supported In:

> 🗒 **NOTE** The main outputs for eLearning are HTML5 and PDF, with a few differences. The HTML5 output can include course interactivity, standard eLearning packages, and responsive content. Most of the eLearning elements apply to a PDF, but in a document the course is not interactive, and there is an option to show or hide answers to course questions.

Flare Desktop provides technical communication capabilities for creating, managing, and delivering interactive eLearning courses. Technical writers, instructional designers, and training professionals across an organization can build a successful learning and development (L&D) program while leveraging features in Flare Desktop to collaborate innovative eLearning materials.

Because of Flare Desktop's single-sourcing, and topic-based authoring capabilities, you can quickly assemble and organize "chunks of training," according to course, topic, table of contents, or output. When using Flare Desktop as your eLearning authoring tool, you can create and publish content to any learning management system (LMS).

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CHAPTER 2

General Information for Learning and Development

There are various pieces of general information you should know if you plan to use this feature.

This chapter discusses the following:

▮ Flare Desktop for the eLearning Professional

Flare Desktop is truly a dynamic software application, where it provides workflow efficiency for technical communicators and training professionals. It does not matter if you are creating a Help system, or creating a learning and development (L&D) program, both disciplines can seamlessly use Flare Desktop. Key features to know about are single-source XML authoring, cascading stylesheets, responsive web design, and multi-channel publishing. You also have the capability to create, manage, and publish interactive eLearning courses.

Background

Flare Desktop is traditionally a technical communications tool, catering to those who develop documentation primarily for a Help system. However, many groups within an organization use and distribute the same technical information. This might include technical writers, instructional designers, learning managers, training directors, and eLearning specialists.

Flare Desktop helps to leverage content, and in the process has also developed into an eLearning authoring tool. Flare Desktop is a bridge between technical communication and the L&D space. For example, documentation teams, support teams, and L&D teams can collaborate to reduce duplicated work, and deliver engaging materials—all from a single source.

Basic Steps When Authoring in Flare Desktop

When you break down the authoring process in Flare Desktop, you will discover that it can be quite simple. Following are the basic steps that you need to follow for creating and developing a project in Flare Desktop. Although Flare users sometimes need to produce completely different kinds of output from one another (e.g., a technical writer might need a quite large Help system, whereas an eLearning professional could just need some short training courses), the same basic five steps are necessary for everyone.

1. **Start Projects** Create a project from scratch, or start a project by importing existing content from a variety of sources.

2. **Author** Add content and features, such as topics, text, a table of contents, cross-references, navigation, page layouts, and all of the other elements necessary to help your end users.

3. **Design** Through the use of features such as stylesheets, skins, page layouts, template pages, and more, you can design a look and feel for your output.

4. **Develop Targets** Decide the type(s) of output formats that you want to generate and develop targets accordingly to meet your needs.

5. **Build and Distribute Output** Generate output from a target, then make the files accessible to your end users.

Topics Relevant to eLearning

If you are interested in the L&D features for creating eLearning material, and you are using Flare Desktop for the first time—don't get overwhelmed when you view the Help online. Flare Desktop has a lot of powerful features, but not all the topics in Help are needed for eLearning purposes.

As you get more familiar with Flare Desktop, you can explore other features that might benefit your project and organization. For more information see the Help system.

Flare Desktop's eLearning Benefits and Capabilities

There are many eLearning authoring tools that learning and development (L&D) teams can choose from, so why use Flare Desktop? The following outlines key benefits and capabilities.

Benefits of Using Flare Desktop for eLearning Content

- **Single-Sourcing Content** You can reuse eLearning content (e.g., text, images, videos, audio) from one source location. Instructional designers, technical writers, subject matter experts, and others can productively collaborate, review, and share content across the enterprise.

- **Generating eLearning Packages** You can generate SCORM-compliant (1.2 and 2004) and xAPI-compliant (Tin Can) zip file packages to upload to any external learning management system (LMS), or learning record store (LRS).

- **Organizing Content** You can develop "chunks of training," or scalable topic-based eLearning content. Material can easily be arranged according to course, topic, product, table of contents, output, etc.

- **Using Templates** You can create simple tests from project eLearning templates. There is no need for programming knowledge or multimedia tool expertise.

- **Building Output** You can create your course to fit different purposes and devices with responsive HTML5 web design and multi-channel publishing. When a learner takes an online course, the output offers a modern web experience. You can also produce PDF output for your courses.

- **Streamlining Process** You can create more efficient workflows; including anything from importing and managing content, creating interactive courses, to publishing in different languages—especially when using Flare Desktop with other MadCap Software products (e.g., Flare Online, Capture, Lingo).

What Can Flare Desktop Do?

eLearning Capability	What Flare Desktop Can Do
Create Content	Creates content for knowledge check and quiz courses composed of learning topics, interactive content, and question sections (e.g., adding a question, answers, and feedback). You can add videos, images, slideshows, drop-downs, hotspot popups, 3D models, audio, snippets, variables, conditions, tables, and more. When creating a gradable quiz, you can optionally randomize test answers, set a passing score, limit test attempts, and customize the results page.
Interactivity	Allows for linear course workflows and navigation. You can create interactive multiple choice, or multiple response questions, and add interactive content to learning topics.
Templates	Provides getting started eLearning templates, or you can create a course from scratch.
Content Management	Provides for single-sourcing (i.e., reusing content), and for the ability to easily assemble topic-based content, from one location.
Collaboration	Engages multiple authors at once. You can tie a project to source control for reviewing and sharing files.
Assessment	Measures efficacy through test results scoring, or a course completion percentage. To analyze progress and achievements, upload the generated zip package(s) to an external LMS.
Accessibility	Includes many features for making content accessible for those with disabilities. Some examples are ARIA tags, and alt text attributes for images and links. The HTML5 output from Flare Desktop is WCAG compliant.

eLearning Capability	What Flare Desktop Can Do
Building Output	Builds output to HTML5 and to PDF (with the option to include correct answers for questions). Generates SCORM and xAPI files for tracking and uploading to any LMS.
Administration	Flare Desktop installs on a computer where an author can work locally with a customized workspace. Teams can use source control to work in the same project. Having a project in source control provides a way to track different revisions of the project. A project's output can be uploaded to an LMS for distribution.
Support	MadCap Software provides a world-class support team, forums, and a large community base to use as resources.

☆ **EXAMPLE** As part of the L&D program at your company, you are the Training Manager. You know of at least two departments, documentation and training, that are constantly recreating the same type of information for clients. The two teams don't normally communicate with one another, and they use different applications to present similar material in a slightly different way. Most members of each team are upset they can't easily share information with each other.

You hear about Flare Desktop, and its single-sourcing capabilities. You were sold at words "reusing content," and "centralized source of content." You are very intrigued because as a content management tool, Flare Desktop is also an eLearning authoring tool. Your gut tells you that Flare Desktop can bridge the gap between the technical documentation and the L&D disciplines at your company, and offer effective solutions.

You know that if you implemented Flare Desktop for your organization, it could unite the teams, reduce duplicated work, streamline processes, reduce costs and frustrations, and deliver modern online content to customers.

☆ Six months later… You are the Director of Technical Communication at your company. Your team consists of documentation, training, and L&D employees. The approach to delivering different levels of support has changed. Instead of viewing deliverables as separate departmental functions, you all work together to create the best learning experiences for the client.

Inefficient applications have been retired, and Flare Desktop is used by everyone. Multiple authors (technical writers, instructional designers, trainers, etc.) use the same content files (e.g., multimedia, text, images) to create HTML5 output targets, eLearning courses, or PDF training guides specific to their task.

You've noticed the following:

- Improved workflow efficiency with the ability to share and review files
- Higher productivity through topic-based authoring, and content reuse
- eLearning content integrated with Help system
- Quicker updates to project files as products evolve, or when branding changes
- Newer employees contributing faster with the use of built-in templates and tutorials
- Employees exploring advanced features for further innovation, design, and customization
- Content is more accessible through multi-channel publishing
- Content is ready for translation
- Generated eLearning packages post to any external LMS

▎SCORM and xAPI Compliant

Both the Sharable Content Object Reference Model (SCORM) and the Experience Application Programming Interface (xAPI) are a set of technical standards for eLearning programs. They allow eLearning courses and learning management systems (LMS) to communicate and work together.

Flare Desktop is SCORM and xAPI-compliant. As an eLearning authoring tool, Flare Desktop generates SCORM (versions 1.2 and 2004) and xAPI (Tin Can) content packaging. Flare Desktop can be integrated with an LMS or learning record store (LRS) to upload and host the zip file packages.

To learn more about SCORM or xAPI, see the following resources:

- https://xapi.com
- https://scorm.com
- https://adlnet.gov/

▮ Course Types in Flare Desktop

The eLearning features in Flare Desktop create simple linear workflows, where material is arranged in a straightforward and progressive way.

> 🗒 **NOTE** To quickly get started in creating a course, you can start a new project using the provided eLearning templates. When using a template, you can create a quiz, knowledge check, or a combination of both. The main components in the process are already in place for you. Alternatively, you can create a course from scratch using an existing project, or using another project template.See "Process for eLearning Content" on page 29.

Types of Courses

You can create three types of courses.

- **Quiz** Consists of test questions with specific answers that are graded. A quiz is a basic way to determine a level of knowledge. It can reveal gaps in knowledge.

- **Knowledge Check** Consists of information that is presented to a learner. This learning exercise is not formally graded. The course can include interactive content, and question sections that can help the learner grasp the content. You have the option to track if the learner completed the course or not. A knowledge check does not determine mastery.

- **Combination of a Knowledge Check and Quiz (Combo)** Includes both a knowledge check and a quiz, but only the quiz portion gets graded at the end of the course.

> 🗒 **NOTE** Keep in mind that Flare Desktop enables you to create advanced innovative eLearning experiences. Courses are highly customizable and scalable. Flare Desktop allows for many ways to enhance a course itself, improve the online presence, or create a unique learning center. You can leverage features such as single-sourcing, cascading stylesheets, skins, responsive design, multi-channel publishing, reviews, source control, importing and exporting, translation, and integration with Flare Online.

> ⊘ **TIP** Depending on how you want a learner to begin a course, you can setup a Home page "eLearning center" or "dashboard" to launch eLearning elements.

Course Differences

All course types can be composed of learning topics, interactive content (e.g., videos, slideshows, drop-downs, hotspot popups), and question sections (e.g., adding a question, answers, feedback, and more).

In a knowledge check course type, the course includes ungraded knowledge check topics for review purposes. These topics can be scattered throughout the course to help learners determine how well they are understanding the content. These checks usually consist of question sections that relate to the course content and learning objectives.

A quiz course type is different from a knowledge check because a quiz includes a formal graded test, typically at the end of a course. The test is evident by the addition of a test node in the table of contents (TOC). It is an assessment specifically designed to determine learners' level of comprehension.

Course Considerations

Since the goals of each course type might vary, then it stands to reason that how it is structured or organized will most likely vary as well. If you are creating a course from scratch (i.e., you are not using the eLearning template), there are certain pieces that need to be included to make it work.

The following lists a few concepts that are different for each course type. Keep these in mind when developing your course.

	Quiz Only	Knowledge Check Only	Combination
Required Components	- eLearning Content - Table of Contents - Test Node - eLearning Toolbar Proxy - eLearning Toolbar Skin - HTML5 Target	- eLearning Content - Table of Contents - eLearning Toolbar Proxy - eLearning Toolbar Skin - HTML5 Target	- eLearning Content - Table of Contents - Test Node - eLearning Toolbar Proxy - eLearning Toolbar Skin - HTML5 Target
TOC Test Node	Enabling a test node in a TOC is unique to courses that include a quiz (i.e., content to be graded). All topics with questions intended for the quiz should be placed within the test node. If the test node is linked to a topic that includes a question, then it is included in the grading. See "Creating a Test" on page 49.	You must place all your knowledge check topics into the TOC. Since a knowledge check course on its own is not graded, a test node is not required.	The TOC should consist of the knowledge check topics, and a test node (holding gradable question topics). The knowledge check portion of the course is not graded. The test node signifies the gradable portion of the course.

	Quiz Only	Knowledge Check Only	Combination
Navigation	Navigation of a course is based on HTML5 output with skins, or skinless output. All test types use the eLearning Toolbar proxy to include course navigation buttons. A course with skins might also include a navigation pane, but this can be hidden by setting its menu to "None."		
Feedback	You can add customized feedback to questions. For a quiz, delay the feedback until the learner finishes the test. To do this, use the "end-of-test" feedback, where no "submit" button is included in the question sections. If you add a "submit" button in the question sections, then "instant" feedback would be used. The learner could change a wrong answer based on that immediate feedback before proceeding to the next question.	You can add customized feedback to a question. For a knowledge check, provide immediate feedback as each question is answered to give learners a better understanding along the way. To do this, use the "instant" feedback, where you add a "submit" button in the question sections. The "end-of-test" feedback type will not work for a knowledge check course because it does not include a test results page.	You can add customized feedback to a question. Since a combination includes both a knowledge check and a quiz, you can use both types of feedback (i.e., "end-of-test" and "instant"). When creating a question in the knowledge check portion of the course, use the "instant" feedback, where you add a "submit" button in the question sections. Use the "end-of-test" feedback, with no "submit" button, for the quiz portion of the course.

	Quiz Only	Knowledge Check Only	Combination
Course End	The enabled test node in the TOC generates results at the end of the quiz.	The navigation toolbar button for the last topic is disabled in the HTML5 output. This signifies the end of the course.	The enabled test node in the TOC generates and displays results to signify the end of the course.
Tracking	When editing the HTML5 target, select "Use Test Result" or "Use Course Completion" for the eLearning tracking. If you are not sure which option to use, try "Use Test Result" for a test only and combination, and "Use Course Completion" for a knowledge check only.		

▎Guidelines for Developing a Course

If you have never developed a course before, there are many online resources from the eLearning industry that provide excellent insight on how to do it. The following are simple guidelines to help you get started.

General Guidelines

The way your course is presented or designed will take shape as you start to define the learning objectives. Determine the following:

- What is the overall goal, and how does it fit into your eLearning program?
- Who is your audience, and what do you expect the audience to learn?
- How can you best take advantage of Flare Desktop's single-sourcing features, and HTML5 skin options?

Knowledge Check Development

- Create a storyboard (or outline) for the course. Be sure to identify key concepts, learning objectives, and knowledge check points.

> 📝 **NOTE** A storyboard is a visual outline of each part of your eLearning course where you can plan out every detail. This is a great way to organize the story you want to tell for training. Creating a storyboard can be done using a piece of paper, a tool that supports flow diagrams, or a simple text editor. There are resources online to learn about storyboarding.

- Create an engaging introduction that clearly states the expectations of the course.
- Use relevant graphics, multimedia, blocks of text, bulleted points, etc., to aid in retaining information.
- Include intuitive navigation throughout the course.

Quiz Development

- Keep the test short and simple.

- Use a consistent number of answers for each question.

- Pay attention to the order of questions, and alternate question types.

- Balance questions between easy and hard.

- Define a meaningful passing score.

- Provide accurate feedback.

Resources

For more information on how to create an engaging learning program, see the following:

- **eLearning Guild** https://www.learningguild.com/

- **ATD** https://www.td.org/

- **eLearning Industry** https://elearningindustry.com/

Single-Sourcing for eLearning

One of Flare Desktop's biggest strengths lies in single-sourcing, which means to reuse content, and producing multiple outputs from the same set of source files. Flare Desktop lets you single-source your projects in many ways, using various features.

Single-sourcing is a way to manage content that provides a lot of flexibility in how you put together a project and create output. A concept that allows for this is "chunking content." Instead of having all your content in one long document, the content exists as smaller, modular pieces to make up the whole. Each chunk of content can be reused throughout the project.

When single-sourcing, features such as snippets, variables, and conditions are inserted or applied to eLearning content. These features work in the same way as when applied to other content files. For more information see the Help system.

Snippets

A snippet is a chunk of formatted content that is heavily used in single-sourcing. Snippets can include text, tables, images, and whatever else can be included in a normal topic. You can insert snippets into one or more topics throughout your project, thus allowing you to reuse content that is maintained in one place. You can even insert them into other snippets, creating nested snippets.

For example, you can use snippets in eLearning content in various ways:

- If you are including notes in a course intended for a trainer or an instructor only, a snippet can be used when reusing the note in multiple topics.

- If you are creating questions, and want to include instructions for the multiple response type to say, "Select all answers that apply," after the question, you can create a snippet. That way you're not retyping it each time a multiple response question is used. If you update or decide to remove it, you only have to make the changes once in the snippet file for it to affect all instances of it.

- If you want to reuse questions, you could create snippets of them. This might happen if you have a question that appears in a knowledge check, and you want to reuse it in the test portion of the course.

> ⊙ **WARNING** You can create snippets for entire question sections and reuse them. However, use caution when doing so, because each question has its own question ID associated with it, and you do not want the ID to end up inside the snippet. The question ID is necessary for eLearning tracking. For steps on using snippets for these eLearning elements, see "How to Create Question Sections Using Snippets" on page 38. For more information see the Help system.

Variables

A variable is a small piece of plain text or auto-generated content that can be edited in one place but used in many places throughout your project. Variables are especially useful for text that might change frequently, such as version numbers and dates.

For example, you can use variables in eLearning content in various ways:

- If you have a specific way to write a product or course name, and want to use the name frequently.

- If you have two PDF targets (e.g., instructor PDF and student PDF), use a variable and an alternate variable for designating the title and subtitle of the document.

- If you have a term or phrase used a lot in the content.

- If you want to include a course version number for the eLearning material in multiple places.

- If you want to associate a date with the course.

Conditions

A condition is a single-sourcing feature that you can apply to files or different areas of your content. Conditions can determine whether certain information displays in some outputs but not in others. You can also control whether content displays on a certain device or screen size.

For example, you can use conditions in eLearning content in various ways:

- If you create an instructor's guide versus a student's guide, you can use conditions to fulfill specific needs for different targets within the same project. You might want a printed copy of the instructor guide, and an online version of the course for the learner. In your project, you can create a PDF and HTML5 target type. You can create and apply conditions to the content (e.g., print versus online), and then associate the conditions to the different target formats.

- If you have a project with one table of contents (TOC) but multiple targets (e.g., a knowledge check and a quiz target), you can use conditions to build a specific target. You can put a condition on the topics that comprise the knowledge check, and another condition on the quiz topics—in the Content Explorer. Then associate the conditions to the appropriate target for output.

- If you have a project with one TOC but multiple targets (e.g., a knowledge check and a quiz target), you can apply conditions to TOC entries. When a specific target is built to include or exclude the conditioned entries, then those topics are included or excluded, respectively, for navigation in the output.

- If you have different terms to use for various output devices or screen sizes, you can use conditions to make content responsive (e.g., "click" for web, and "tap" for a mobile or tablet).

- If you are creating a course and want to include internal notes (e.g., instructor/trainer notes, observation notes, design notes), you can use conditions to exclude those notes from the output.

Source Control—Sharing Across a Team

If you have multiple individuals working on the same Flare project, the best way to make sure everyone is in sync and the content remains consistent is to use a source control solution. This way, everyone is working on the same source files, rather than maintaining different sources. Flare Desktop has built-in integration with multiple vendors: Git, Perforce Helix Core, Subversion, and Team Foundation Server (Azure DevOps).

Global Project Linking—Sharing Across Projects

Sometimes it's necessary to have multiple Flare projects across a team or separate departments. This does not mean, however, that you cannot share content between projects. By using Global Project Linking, you can pull any files from one project into another. This allows you to maintain information in one place but share and reuse it in many other projects.

eLearning Content Features Per Output Type

Following are eLearning features supported in each output type.

	HTML5	PDF	Word	Clean XHTML	Eclipse Help	EPUB	HTML Help	PPTX
eLearning Content Reuse	✔	✔	✘	✘	✘	✘	✘	✘
eLearning Templates	✔	✔	✘	✘	✘	✘	✘	✘
Interactive Question Sections	✔	✘[1]	✘	✘	✘	✘	✘	✘[1]
LMS Packages	✔	✘	✘	✘	✘	✘	✘	✘
Multiple Types of Courses	✔	✔	✘	✘	✘	✘	✘	✘
Skin Customization	✔	✘[2]	✘	✘	✘	✘	✘	✘[2]

[1]PDF and PPTX output is not interactive. For PDF and PPTX there is an option to show or hide answers to course questions.

[2]PDF and PPTX can be customized, but not using skins.

Process for eLearning Content

Certain tasks must be completed in order when using this feature. The following outlines the main parts of a course that make it work in Flare Desktop. They are important to know about if you want to create a course without using the eLearning template. For example, you might need to create eLearning content from the ground up if you have an existing project, and you want to add course components to it.

This chapter discusses the following:

> **NOTE** To quickly get started in creating a course, you can start a new project using the provided eLearning templates. When using a template, you can create a quiz, knowledge check, or a combination of both. The main components in the process are already in place for you. At a minimum, all you have to do is:
>
> 1. Create a project based on one of the eLearning templates.
>
> 2. Replace the eLearning content with your own.
>
> 3. Build the target.

```
┌─────────────────────────────┐
│      1. Create Content       │
│   (Learning blocks, questions)│
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│       2. Update TOC(s)       │
│      (Flow of course)        │
└─────────────────────────────┘
              │
              ▼
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
                                    Yes    ┌─────────────────────────────┐
│  Are there gradable questions?│ ────────▶│       3. Create Test        │
                                           │     (Test node options)      │
└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘           └─────────────────────────────┘
              │                                          │
              │ No                                       ▼
              │              No       ┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
              │        ┌──────────────  Want to customize results?
              │        │              │ • Pass/fail topics with Test Results proxy │
              │        │                • Edit look with Test Results skin
              │        │              └ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
              │        │                              │ Yes
              ▼        ▼                              ▼
┌─────────────────────────────┐           ┌─────────────────────────────┐
│  5. Add eLearning Toolbar    │◀──────────│  4. Customize Results Page   │
│         Proxy                │           │                              │
│    (Navigation controls)     │           └─────────────────────────────┘
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  6. Add eLearning Toolbar    │
│         Skin                 │
│   (Appearance of course)     │
└─────────────────────────────┘
              │
              ▼                    ┌──────────────────────────────┐
┌─────────────────────────────┐   │  Opt to create a PDF target. │
│   7. Edit and Build Target   │   │   Select to show answers.    │
│      (Online output)         │   └──────────────────────────────┘
│                              │   ┌──────────────────────────────┐
└─────────────────────────────┘   │ Use eLearning tab to set options.│
              │                    │ Select 1 LMS standard per target.│
              │                    └──────────────────────────────┘
              ▼
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
                                    Yes    ┌─────────────────────────────┐
│ Are you generating LMS zip    │ ────────▶│ 8. Upload eLearning Packages │
   packages?                               │      (To external LMS)       │
└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘           └─────────────────────────────┘
              │                                          │
              │ No                                       │
              ▼                                          │
┌─────────────────────────────┐                         │
│           Finish             │◀────────────────────────┘
└─────────────────────────────┘
```

▎Creating eLearning Content

The first step in using Flare Desktop as your eLearning authoring tool is to create eLearning content. This can encompass organizing topics in the Content Explorer, creating content, and inserting question sections (e.g., adding a question, answers, feedback, and more). Authoring eLearning content in Flare Desktop's workspace is flexible, giving you several options to fit your preferred working style. As soon as you open Flare Desktop, you'll notice the eLearning ribbon. This is the gateway to many eLearning functions. You can also create and edit content using the Question Properties window pane, or from various context menus in the XML Editor.
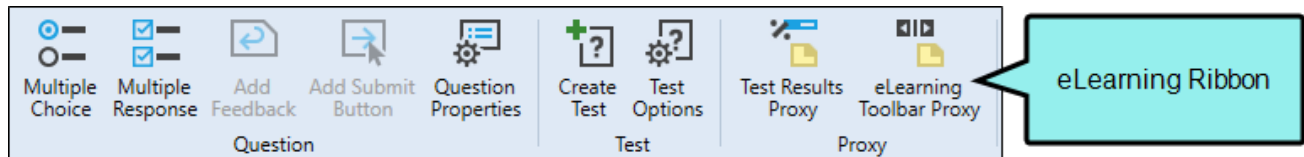
Some activities are particularly common and important when it comes to this feature.

What's Next?

After you are finished entering all the content for your eLearning course, the next step is "Updating the Table of Contents" on page 44.

eLearning Content Topics

When authoring in Flare Desktop, information is created in "topics." The topics are created and arranged in the Content Explorer. They can be organized according to learning objectives, key concepts, practical applications, course types, etc. See "Guidelines for Developing a Course" on page 21.

Topic-based authoring sets you up for creating eLearning content. That is, creating goal-oriented content for an eLearning course and its learning objectives. When we talk about topics in the eLearning context, they are similar to terms such as learning blocks, content blocks, building blocks, learning modules, "chunks of training," etc.

How to Create eLearning Topics

1. Open a project.

2. From the Content Explorer's local toolbar, click ⬛. This opens the Add File dialog to create or import a new topic.

3. Replace the default text in the topic with learning information.

4. Click ⬛ to save your work.

5. Repeat steps 2 through 4 for as many eLearning topics as needed.

In the Content Explorer, you can create custom folders and subfolders. This can help you organize related content. For example, in the image below, the folders are labeled as Course-Content, Course-Knowledge-Check, and Course-Test. The eLearning topics are placed in the appropriate folders.

Example of eLearning content-related items in a project.
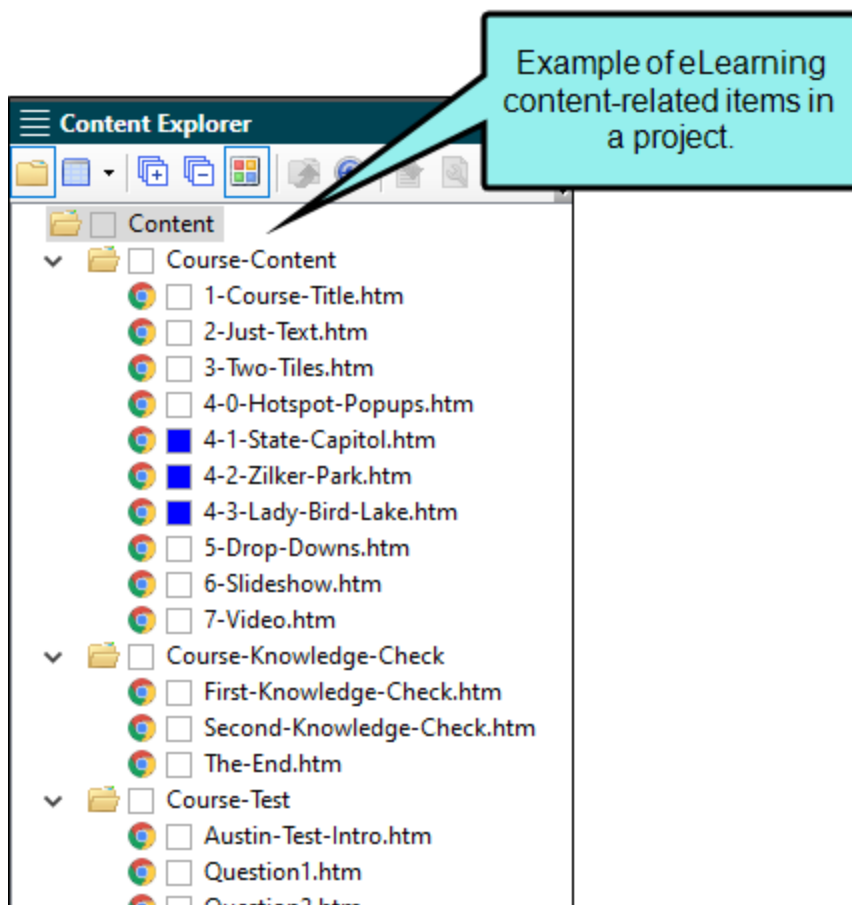
> **NOTE** Topic-based authoring is considered a single-sourcing feature in Flare Desktop. To learn about other single-sourcing features you can use in your project, see "Single-Sourcing for eLearning" on page 23.

Question Sections and Structure Bars

Before you insert an eLearning question type into the XML Editor, you should know about structure bars and question sections.

What are Structure Bars?

The XML Editor provides structure bars above and to the left of the content area in order to provide a visual display of the topic tags and structure. These bars provide you with information about your content without having to view all of the tags mixed within the text. There are two types of structure bars: tag bars and span bars.

Tag bars are displayed to the left of the content area. They show the different tags for your chunks of content. To open and close these bars, click at the bottom of the XML Editor.

What are Question Sections?

All the course types (i.e., quiz, knowledge check, combination) will most likely consist of some questions. When you insert a question type into a topic, you are adding a "question section." The parts of a question section include the question itself, answers to the question, correct and incorrect feedback, and a submit button.

In the editor, the structure bars to the left of the question sections correlate to the type of XHTML tag that is associated with the content.

Once question sections are created, you can edit them with options from the XML Editor and the Question Properties window pane. See "Question Properties Window Pane" on page 76 and "Editing Question Sections in the XML Editor" on page 83.

> **NOTE** The <MadCap|multipleChoice> and <MadCap|multipleChoiceItem> tags are applicable to both the multiple choice and multiple response question types.

> **NOTE** When inserting a question section, you don't have to use all the parts that it holds— just be aware that there are multiple parts of a question available for you to use. At a minimum, a question includes the <MadCap|multipleChoice>, <MadCap|question>, and <MadCap|multipleChoiceItem> tags.

> 📝 **NOTE** If you want to change how the content looks in the editor, you can open the project's stylesheet, and edit the corresponding MadCap-specific style (e.g., MadCap|question, MadCap|multipleChoice).

Questions and Answers

As you build your eLearning content, Flare Desktop provides simple ways to create questions. Once you have eLearning questions in the XML Editor, you can edit them via context menus or by working in conjunction with the Question Properties window pane.

Question Types

The multiple choice and multiple response question types are available to insert into a topic. They both include structure bar tags, but they are visually distinguishable in the editor by a shape. The multiple choice type is preceded by a circle and requires one correct answer. The multiple response type is preceded by a square and requires multiple answers for it.

How to Create a Question

1. Place the cursor in an empty paragraph where you want to insert a question section.

2. From the **eLearning** ribbon, select the **Multiple Choice** button or the **Multiple Response** button. Default question text is added along with one answer.

3. (Optional) From the **eLearning** ribbon, select the **Question Properties** button. The Question Properties window pane opens to the right of the editor. This offers editing options that are not available from the ribbon or editor. See "Question Properties Window Pane" on page 76.

4. Enter your question and answer.

   ▪ Replace the default text in the first paragraph with a question.

   ▪ Replace the default text in the second paragraph with an answer.

5. To add more answers, press **ENTER** for another paragraph to display. Repeat this until all the answer options are included.

6. Assign the correct answer(s).

   ▪ **Multiple Choice** Select the circle before the correct answer in the editor. Alternatively, select the correct answer's paragraph, and then from the Question Properties window pane or from the **MadCap:multipleChoiceItem** structure bar context menu, select **Correct Answer**.

   ▪ **Multiple Response** Select the square before each correct answer. Alternatively, select the correct answer's paragraph, and then from the Question Properties window pane or from the **MadCap:multipleChoiceItem** structure bar context menu, select **Correct Answer**.

7. Click 🖫 to save your work.

📝 **NOTE** To add a question into the editor from the Question Properties window pane, click the ➕ button.

NOTE By default, all questions are "required," meaning that a question must be answered in the output before the "next" topic button is enabled in the toolbar. If a question is "optional," then the "next" topic button is enabled regardless if the question is answered. This can be changed using the Question Properties window pane.

Alternatively, in the stylesheet you can modify the mc-required-question property for the MadCap|multiple Choice style. If you change the value to "false" the default changes to "optional." You can also create a "required" style class, and an "optional" style class if you want easier access and more control.

NOTE Question sections can be added to any topic in your project; not just topics intended for an eLearning course. A topic can include one or multiple questions in it—of different types.

How to Switch Question Types

Once a question section is inserted into the editor, you can manually change the question type at any time. Do one of the following, depending on the part of the user interface you are using:

- **XML Editor** Right-click the active question, and select **Switch to Multiple Response** (or **Switch to Multiple Choice**).

- **Question Properties** The **Multiple Response Question** box is selected when the multiple response question type exists. Deselect this box to convert the active question to multiple choice, and vice versa.

How to Create Question Sections From Existing Content

You can create question sections from content that already exists in a topic.

1. In the XML Editor, select one or more consecutive paragraphs.

2. From the **eLearning** ribbon, select **Multiple Choice** or **Multiple Response**.

   - The first paragraph from the selection becomes the question.

   - The second and remaining paragraphs each become an answer option.

3. Select the correct answer(s).

How to Create Question Sections Using Snippets

You can single-source question sections using a snippet and reuse it elsewhere in the project. The key to doing this is to insert the snippet within the <MadCap:multipleChoice> tag, which is the outer tag added when you insert a new question. This tag contains the question ID for that section.

1. In the XML Editor, select the question section paragraphs that you want to include in a snippet. The snippet can include some or all of the question section (e.g., question, answer (s), feedback, submit button).
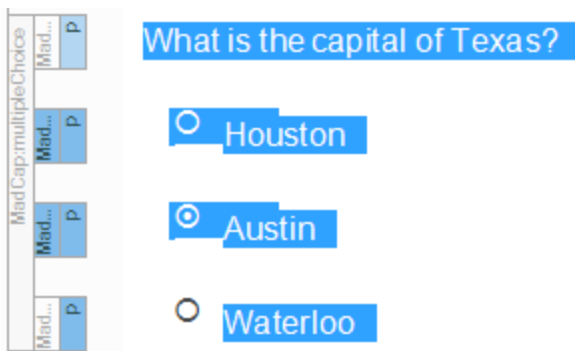
2. Select **Home > Create Snippet**. The Create Snippet dialog opens to name, create, and save it.

3. Open a topic where you want to insert the snippet.

4. From the **eLearning** ribbon, insert a new question (e.g., multiple choice or multiple response).

5. At the inserted default question section, place your cursor in the text, and press the down arrow. The cursor should be at the end of the question section.
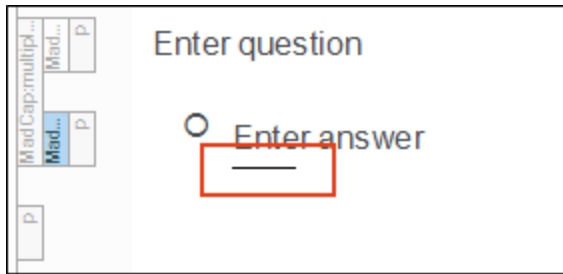
6. Select **Insert > Snippet**.

7. From the Insert Snippet Link dialog, select the snippet, and click **OK**. It inserts as a snippet block. You might have to delete remaining parts of the original default question section.
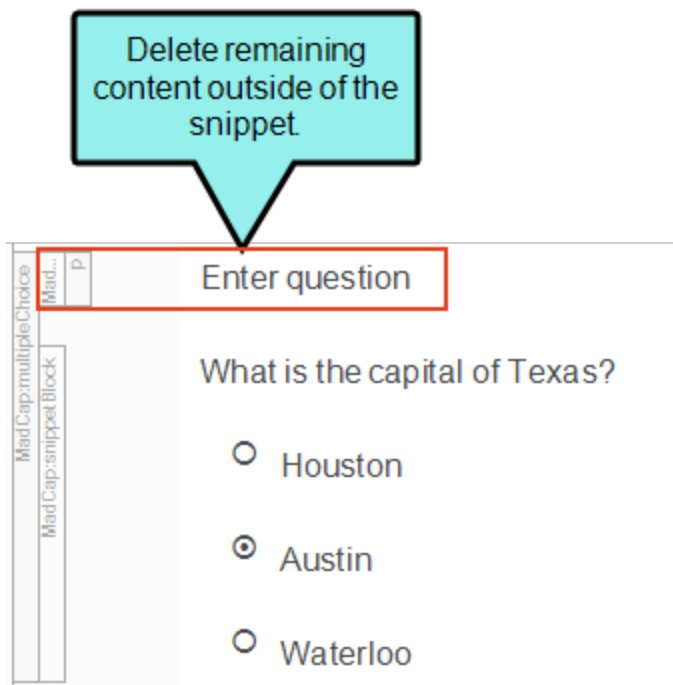
The cleaned up text is all that should be in the snippet block.
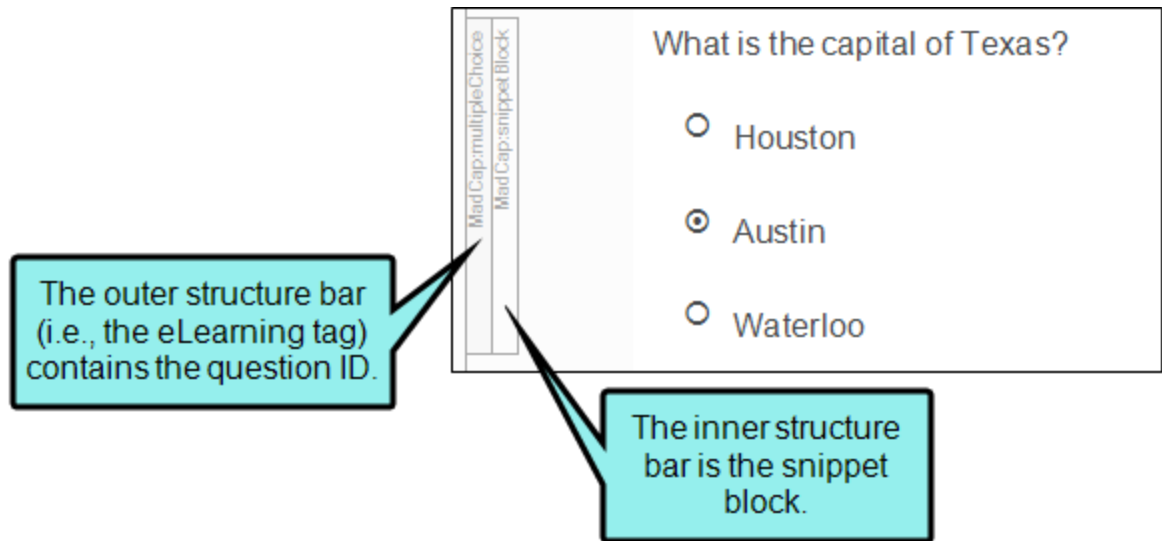
WARNING You can create snippets for entire question sections and reuse them. However, use caution when doing so, because each question has its own question ID associated with it, and you do not want the ID to end up inside the snippet. The question ID is necessary for eLearning tracking.

NOTE The <MadCap|multipleChoice> tag includes the question ID. This is evident in the Text Editor.

```
<MadCap:multipleChoice MadCap:questionID="8064765f-5992-4589-baf2-2afa330d6a13">
    <MadCap:snippetBlock src="../Resources/Snippets/testsnippet.flsnp" />
```

An alternative way to select the text, is to open the Text Editor for the topic with the question section in it that you want to make into a snippet. You can delete the <MadCap|multipleChoice> tag lines that wrap the question section, and save the file. View the topic in the XML Editor, select the question and answer paragraphs, and then create a snippet.

Feedback

Feedback can be added to questions when you want to provide a correct or incorrect response to learners after they have selected an answer. Adding feedback is not necessary for creating a test, but if you decide to use it, it can take the form of:

- **End-of-test feedback** This is where feedback for a question displays on the test results page; after the test is completed with the answers submitted. This feedback is better to use for a quiz. In the XML Editor, this type of feedback is evident when no "submit" button is included in the question sections.

Example of end-of-test feedback in output (Test Results page).

What is the capital of Texas?

Your Answer:

Waterloo

Correct Answer:

Austin

Incorrect. The current state capital of Texas is Austin.

Example of end-of-test feedback in XML Editor.

Correct. The Texas State Capitol is located in downtown Austin.

Incorrect. The current state capital of Texas is Austin.

- **Instant feedback** Each question has immediate feedback for reviewing before moving to the next question. This can give learners a better understanding along the way. This feedback is appropriate to use for a knowledge check. In the XML Editor, this type of feedback is evident when you add a "submit" button in the question sections.

Example of instant feedback in output.

What is the capital of Texas?

○ Waterloo

○ San Antonio

⦿ Austin

Correct. The Texas State Capitol is located in downtown Austin.

Submit

Example of instant feedback in XML Editor.

Correct. The Texas State Capitol is located in downtown Austin.

Incorrect. The current state capital of Texas is Austin.

Submit

How to Add Feedback

1. In the XML Editor, find a question section where you want to add feedback.

2. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** From the **eLearning** ribbon, select **Add Feedback**.
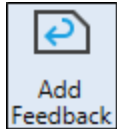
   - **Right-Click** From the structure bar, right-click a question section tag, and then select **Add Feedback**.
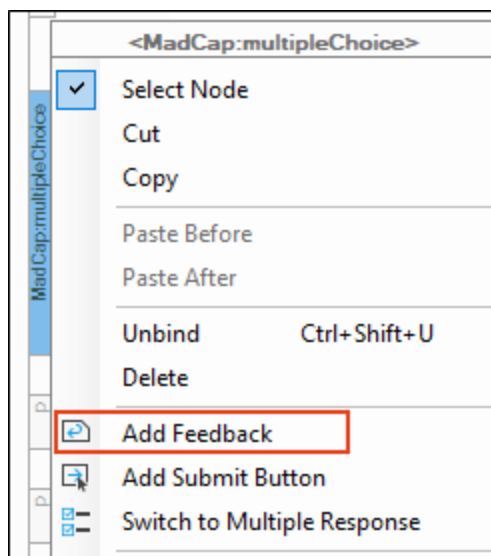
   Placeholder text relating to the corresponding question section tag gets inserted into the topic.

3. Replace the text with appropriate feedback material for the answer(s).

4. To add feedback for instant review, click **Add Submit Button**. This adds a placeholder button. Do one of the following:

   - **Ribbon** From the **eLearning** ribbon, select the **Add Submit Button**.
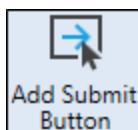
■ **Right- Click** From the structure bar, right-click a section question tag, and then select **Add Submit Button**.
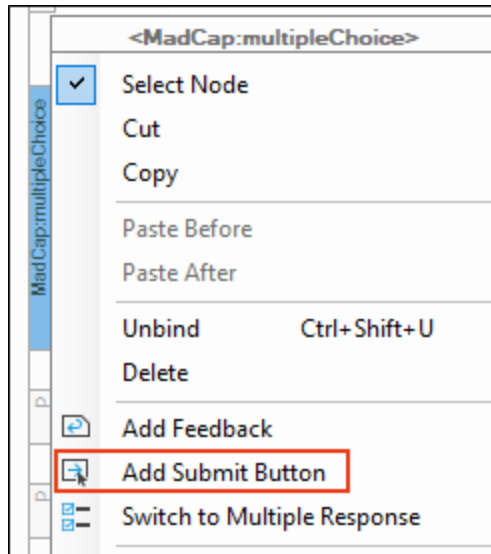
5. Click 🖫 to save your work.

> ⊘ **TIP** When creating instant feedback, you can just click **Add Submit Button**. This quickly adds the feedback and submit button styles at once.

> 🗐 **NOTE** Custom text can be set for the submit button label in the stylesheet. In the XML Editor, right-click the **Submit** button. From the context menu, select **Style Class > Edit Style Class**. The Stylesheet Editor opens to the style that corresponds to the <MadCap|submitQuestionButton> tag. Locate the **Unclassified > mc-label** property to modify it.

How to Remove Feedback

■ Select the **MadCap|correctFeedback**, **MadCap|incorrectFeedback**, or **MadCap|submitQuestionButton** structure bar and press **DELETE**, or right-click and from the context menu, select **Delete**.

▮ Updating the Table of Contents

The order of topics in the TOC Editor dictates the flow of the course. When learners navigate through a course (e.g., using a "Next" button), they are navigating in the order specified in the table of contents (TOC). How you organize the TOC depends on the type of course you are creating. See "Course Types in Flare Desktop" on page 16.

The main question to ask yourself while updating the TOC is, does the course include gradable questions or not? If it does, then creating a test node is needed for test scoring and test results.

TOC Configurations

The type of course you are creating comes into play when creating the TOC.

- For a quiz, topics that contain test questions for the final output should have a test node enabled for them in the TOC. If your course only consists of a test, then the TOC might look like this:
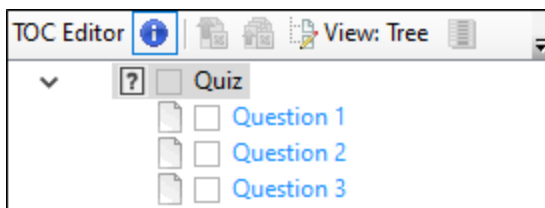
    You can have other topics in the TOC with your test. The TOC might look like this:
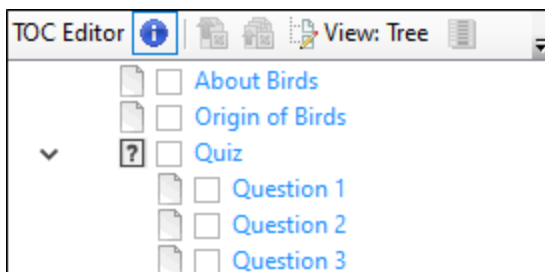
- For a knowledge check, a test node is not required, but you have to place the knowledge check topics into the TOC. The TOC might look like this:
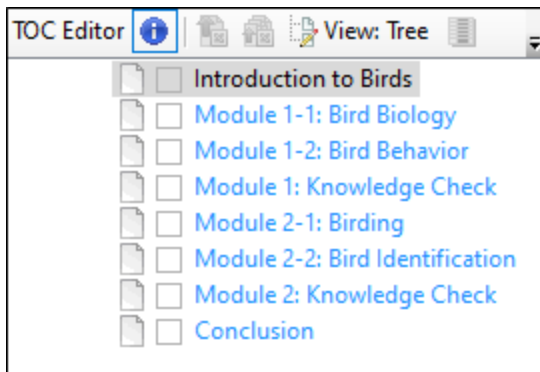
- For a combo, the TOC should consist of the knowledge check topics and a test node (that holds the questions for the test). The test node is needed for the gradable portion of the course only. The combo TOC might look like this:
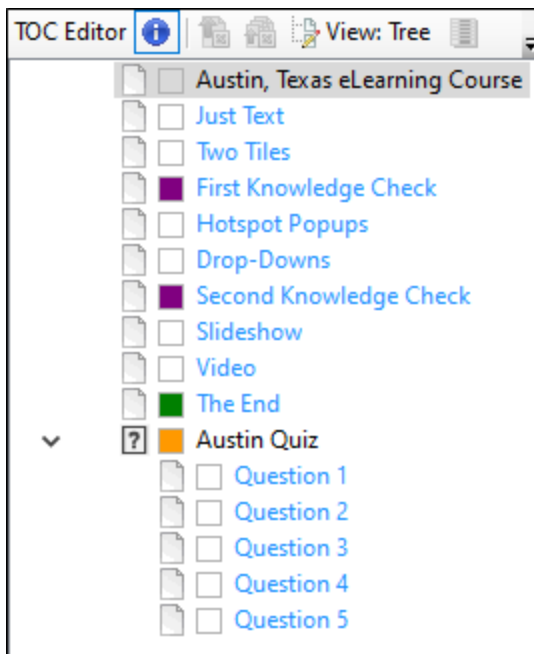
How to Arrange Course Topics

Keep in mind that when a learner advances through the course, the navigation mimics the order specified in the TOC file.

1. From the Project Organizer on the left side of Flare Desktop, add a new TOC file or open an existing one.

   > 📝 **NOTE** If you open an existing TOC that is already populated, you might want to clean it up so it is suitable for your course (e.g., removing missing links, deleting topics).

2. Drag and drop topics from the Content Explorer to the TOC Editor in the order you need them to display in the output.

3. (Optional) In the TOC Editor's local toolbar, use the arrow buttons to adjust the order of files for the desired course workflow.

How to Enable a Test Node

Enabling a test node in the TOC is required for the gradable portion of your course (i.e., a quiz). The following describes how to do this via the TOC Editor, but you can alternatively create and enable a test node using the eLearning ribbon. See "How to Create a Test Node" on page 49.

1. From the Project Organizer, expand the **TOCs** folder, and double-click the desired TOC.

2. If not already done, drag and drop topics from the Content Explorer to the TOC Editor.

3. In the TOC Editor, right-click the file that you want to be the start of the test, and select **Properties**. The file you select should be able to act as a test node container. The test node should have nested topics within it, containing the test questions. A test node can be anywhere in the TOC (e.g., the test can be a top-level node or a lower-level node).

4. In the Properties dialog, click the **eLearning** tab and select **Enable Test Node**.
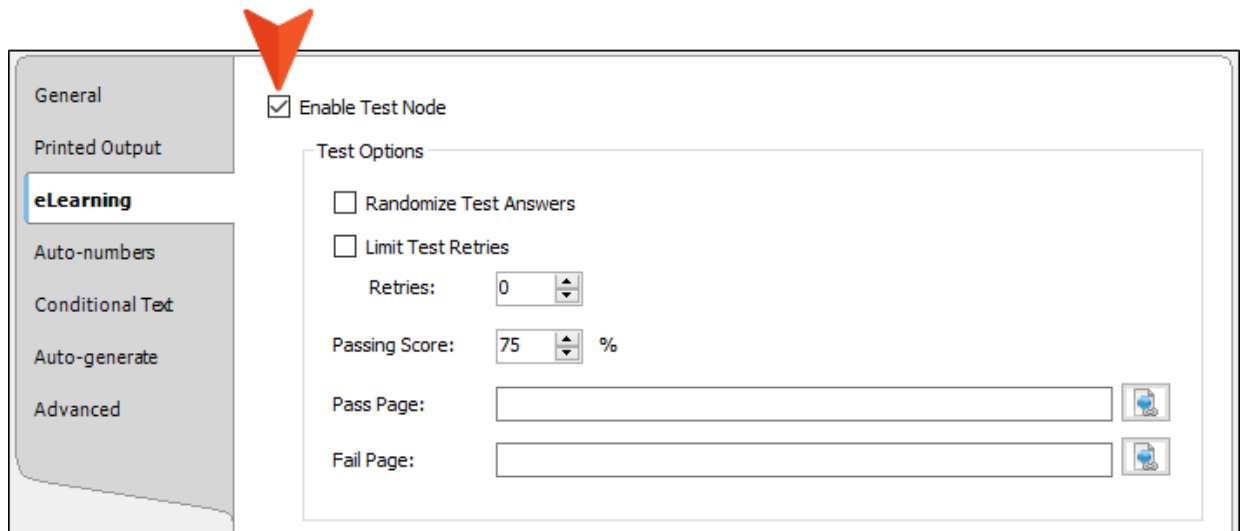
5. (Optional) By default, the Passing Score percentage is set to 75%. You can edit the passing score and other test node options. See "Editing the TOC for eLearning" on page 90.

6. Click ⊟ to save your work.

Ending a Course

A course designed with a gradable test will "end" differently from a course that is designed without scoring. Keep in mind the following:

- **Quiz** Since a quiz consists of content to be graded, an enabled test node in the TOC is needed to end the test. The test node initiates scoring, and automatically generates a test results page. You can optionally end the test with a customized results page. In this case, it is also necessary to add a Test Results proxy to a custom pass and fail page topic for ending navigation and calculating the score.

- **Knowledge Check** The knowledge check course on its own is not graded. A test node in the TOC and a Test Results proxy are not required. In this case, the navigation toolbar buttons for the first or last topic (i.e., Previous, and Next respectively) display as disabled in the online output. The disabled button at the end signifies the end of the course.

- **Combination of a Knowledge Check and Quiz (Combo)** Since a combination includes a quiz for grading, the test components (e.g., test node, test results page and proxy) are applicable for ending the course.

> **NOTE** For the Quiz and Combo courses, it is the presence of a test node in the TOC that triggers the "Next" button to automatically switch to a "Complete" button (in the eLearning toolbar) when a learner reaches the end of a test.

What's Next?

The next required eLearning component is adding the eLearning Toolbar proxy to ensure the course has navigation. See "Adding an eLearning Toolbar Proxy" on page 58.

Before you do this, there are a couple of optional items in the process to be aware of.

- Instead of enabling a test node via a topic already in the TOC Editor, you can conveniently create, insert, and enable a test node using the eLearning ribbon. To learn more about this, and how tests are scored, see "Creating a Test" on the next page.

- Since a test results page is automatically generated after a test is completed, this is not necessary to do, but you can customize the test results. To learn more about this, see "Customizing a Results Page" on page 52.

Creating a Test

The test part in a course consists of the topics that are meant to be scored. When a test node is applied to the table of contents (TOC), that designates the start of a test and its "nested" files signify the gradable test.

How to Create a Test Node

Using the eLearning ribbon to create a test is a convenient way to create, insert, and enable a test node in the TOC—all at once. If you are updating the TOC using the TOC Editor and its properties, creating a test node is essentially the same thing as "enabling a test node." This is just another way to do it. See "How to Enable a Test Node" on page 46.

1. From the **eLearning** ribbon, select **Create Test**.

2. From the Select TOC dialog, choose the TOC to add the test node to, and click **OK**. An empty test node is added as an unlinked item to the selected TOC file.
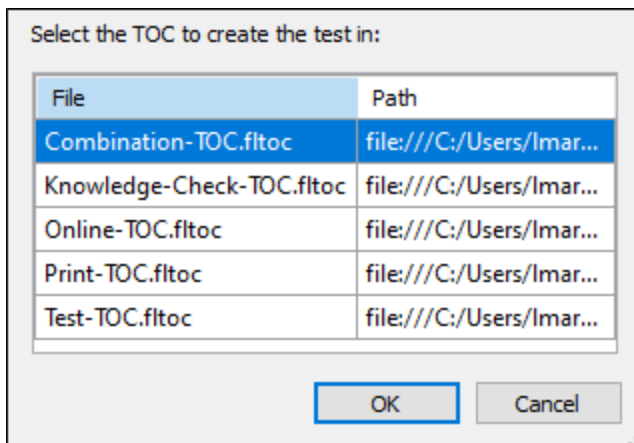
> ⬜ **NOTE** If you already have a TOC open, the test node is automatically added to the active TOC in the TOC Editor.

3. (Optional) It is not required for a test node to have a linked topic, but it might be good to link the test node to a topic that introduces the test. You can also rename the test node to something more meaningful than "New test."
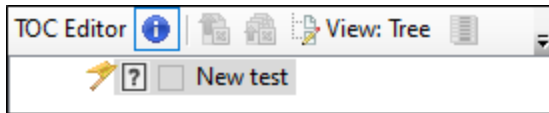
In the TOC Editor, right-click the test node, and select **Link to Topic**. From the Select File dialog, choose the appropriate topic, and click **Open**.
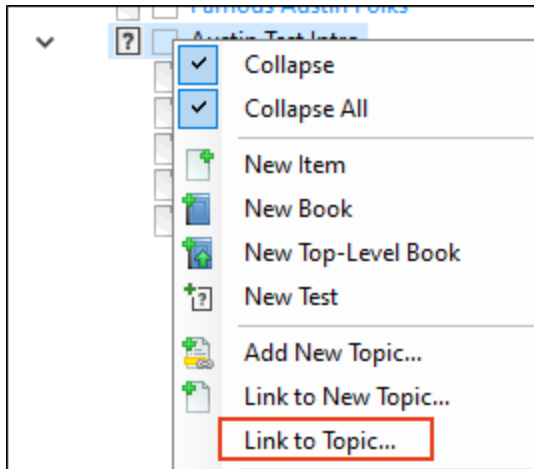
> 📝 **NOTE** Alternatively, you can link to a topic using the TOC Properties dialog. To open this dialog, you can right-click the test node (or from the **eLearning** ribbon), select the **Test Options** button.

4. From the Content Explorer, drag relevant topics into the TOC Editor. The topics with gradable test questions should sit within the test node container.
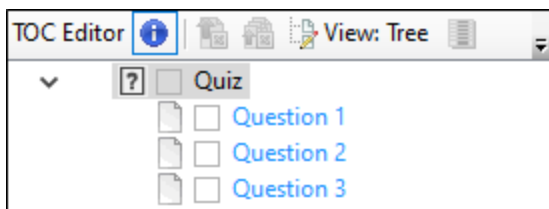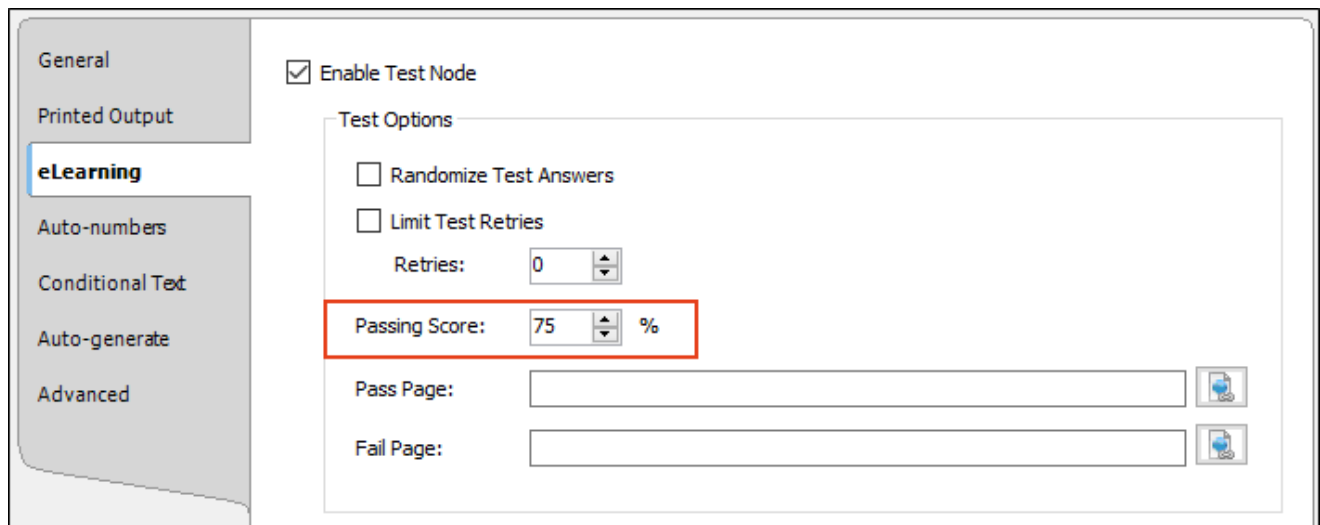
5. Click 💾 to save your work.

Test Scoring

The test scoring is based on percentages. Each question is weighted the same. For example, if you have four questions, each one would be worth 25% out of the 100% total.

By default, the Passing Score percentage is set to 75%. You can edit the passing score and other test node options in the TOC Editor properties, eLearning tab). See "Editing the TOC for eLearning" on page 90.

A test automatically generates a results page. By default, the test results display either as "Passed" or "Failed." You can create a custom pass and fail page if you want. If the passing score is equal to or above the percentage then the learner sees the results on the pass page. If the score is lower than the percentage, the learner sees the fail page. See "Customizing a Results Page" on the next page.
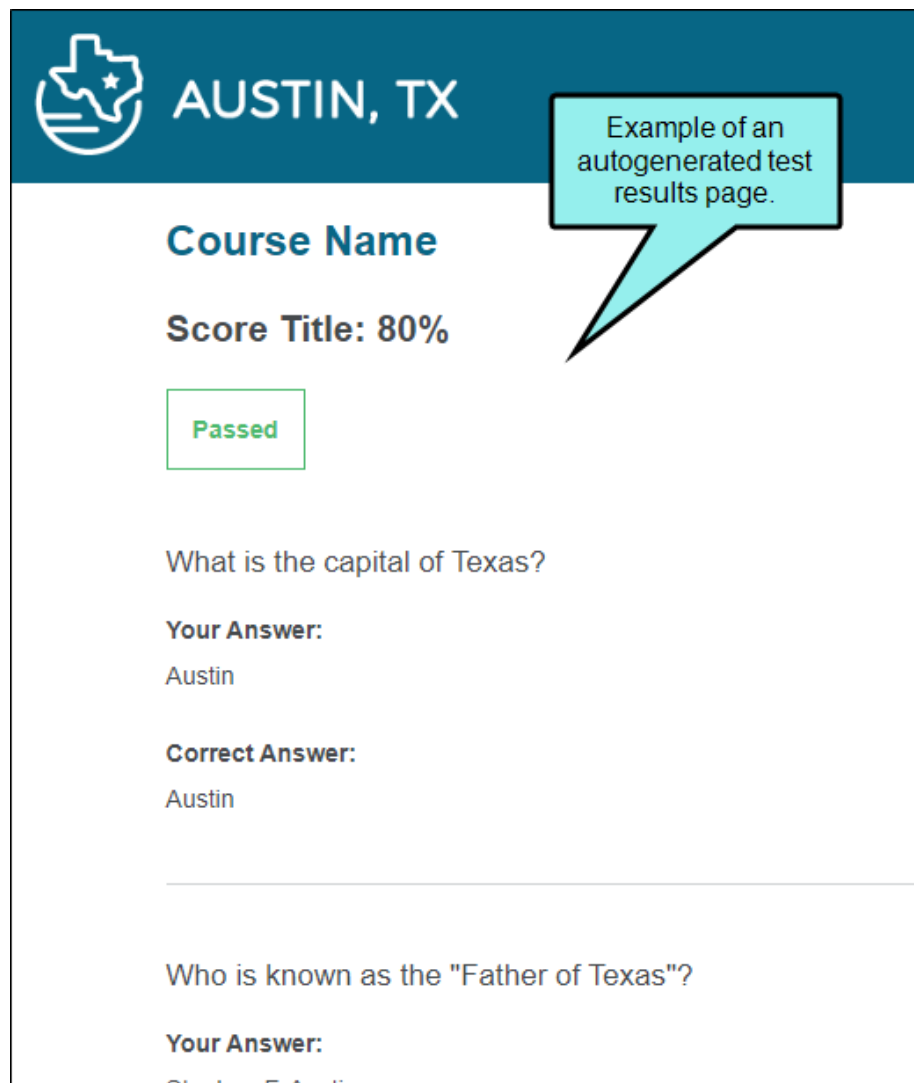
> **NOTE** Topics contained within the test node are calculated for scoring. If the test node topic itself includes a question, then it is included in the grading. If it does not include a question, then it is excluded from the grading.

Customizing a Results Page

The test results page is what learners see when they complete the test at the end of the course. Results are automatically generated, and a default test results page displays. When viewing this page, learners can see if they passed or failed, their score, their answers vs. correct answers, and end-of-test feedback (if included).

> 📝 **NOTE** Customizing a test results page is only applicable if you create a test node in the table of contents (TOC).

Example of an autogenerated test results page.

You can customize test results in the following ways. Do one or both:

- **Link Topic** Create topics with custom content and a Test Results proxy, and then link the topics via the TOC Editor to display as the pass or fail page, along with the default autogenerated test results. See "How to Add a Test Results Proxy" below and "How to Link a Custom Test Results Page" on page 55.

- **Edit Skin** Add and edit the Test Results skin file to customize the look and feel of the test results page, and determine exactly what information is shown on it. See "Editing the Test Results Skin Component" on page 111.

The following describes how to create and link a topic to the test results page.

How to Add a Test Results Proxy

Creating a topic to use as a link for a custom test results page is just like creating any other content, but you also need to include a Test Results proxy. The proxy is necessary for displaying content such as the test results score, learner answers vs. correct answers, and feedback.

1. From the Content Explorer, create new topics for the pass and fail page(s). You can create two separate pages, one for a pass, and one for a fail. Or, you can create a generic results page to use for both.

2. Add information (e.g., content, images) that is suitable for your course. Be sure to convey a successful or unsuccessful test result.

3. Place the cursor in the topic where you want to display the test results (e.g., place at the end after the content).

4. From the **eLearning** ribbon, select **Test Results Proxy**. Alternatively, from the **Insert** ribbon, select the **Proxy** drop-down, and choose **Test Results Proxy**.
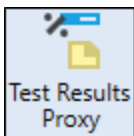
5. In the Test Results Proxy dialog, from the **Skin File** drop-down, you can select a customized Test Results skin component. If you leave the default setting, the first Test Results skin component in the project will be used. Click **OK**.

Inserting a Test Results proxy allows you to display test results on a particular page.

Skin File:

Project/Skins/Results

OK   Cancel
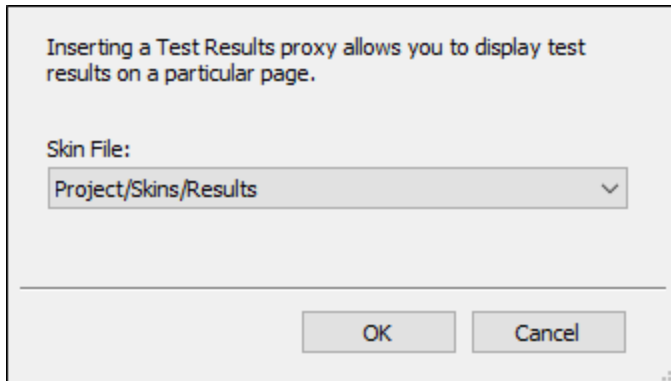
NOTE Be sure to insert the Test Results proxy in both the pass and fail page topics.

NOTE If you have not created a skin component to associate with the proxy, you can always come back to the inserted proxy later and edit it once the skin component is created. See "Editing the Test Results Skin Component" on page 111.

6. Click ⊞ to save all files.

NOTE If you are creating a knowledge check or a course without a gradable test, then a Test Results proxy is not needed. In this case, the navigation toolbar buttons for the first or last topic (i.e., Previous and Next), display as disabled in the HTML5 output.

How to Link a Custom Test Results Page

1. From the TOC Editor, right-click the test node and select **Test Options**.

2. From the **eLearning** tab, next to the **Pass Page** field, click ⬛.

3. From the Select File dialog, navigate to your custom pass page file, and select **Open**. The file is added in properties as the link.

4. Do the same steps for the **Fail Page** option, and click **OK**.
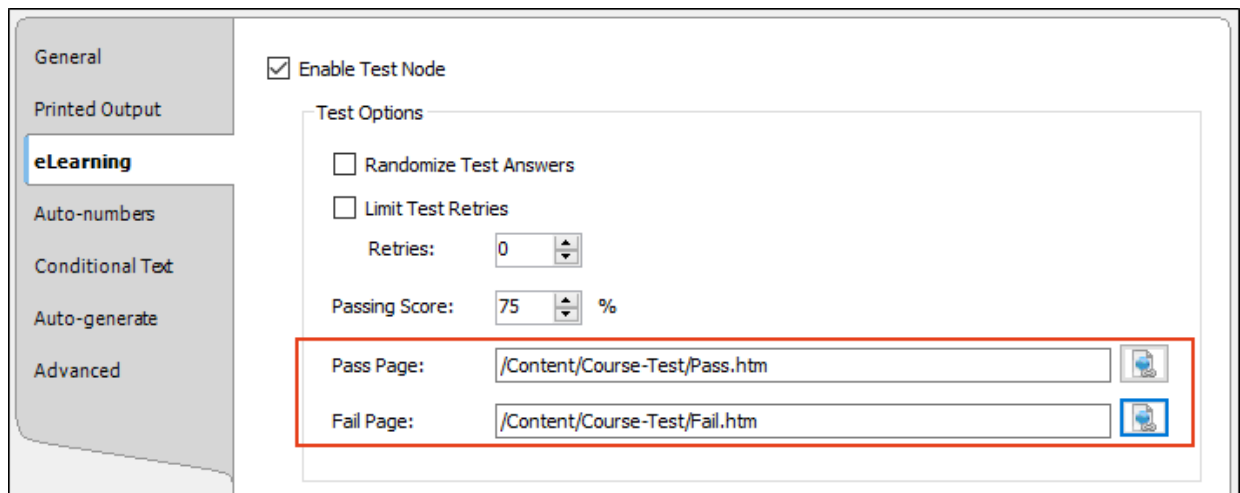
5. Click ⬛ to save your work.
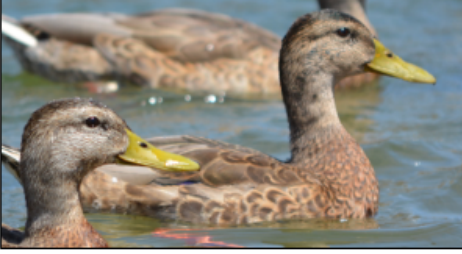
A custom test results page (i.e., a linked topic) might look like this in the output:

NOTE If you have custom test result topics, do not add them to the test node or to the TOC. Since they exist in the project and include the Test Results proxy, these topics will display upon a successful or unsuccessful attempt of the test.

The exception to this is if you want to place a test node at the beginning or mid-course rather than at the end. For this type of course layout, action is required to assist with the course's navigation sequence. There are a couple of options:

- Create a single test results page for both a passed and failed scenario, and add it to the TOC at the end of the test. With the Test Results proxy in the test results page, this allows the learner to navigate past the test node. Using an autogenerated test results page won't work for this workflow, so be sure to use a custom test results page.

- Create a hyperlink or cross-reference with a link to the next course topic in the TOC depending on if the learner passes or fails the test. For this option, you would add this link to your custom pass and fail page. In this case, the custom pass and fail pages do not need to be added to the TOC (only linked to in the Test Options properties). After the learner views the test results, they can click the link at the end of the topic to continue on with the course.

NOTE You don't need to add or alter the Test Results skin in order to see custom content on a test results page. But if you want to change the way the results look and feel, then you have to add and edit the Test Results skin file. See "Editing the Test Results Skin Component" on page 111.

What's Next?

After you have optionally customized the test results, you can move on to "Adding an eLearning Toolbar Proxy" on the next page.

▮ Adding an eLearning Toolbar Proxy

An eLearning course should be easy to follow from beginning to end. The eLearning Toolbar proxy lets you include intuitive navigation buttons and controls in your course. These might be a Next and Previous button, or a progress bar. When you build HTML5 output, the proxy content is replaced with the generated navigation tools.

How to Add the eLearning Toolbar Proxy to a Template Page

To get the navigation tools to display in the output, the eLearning Toolbar proxy needs to be added to a template page. The proxy is a placeholder to generate the eLearning toolbar in the output. The proxy will show up in all the topics where the template page is applied.

1. From the Content Explorer, expand **Resources > TemplatePages**. This is the default location for template pages. However, you might keep yours in a different location. Open the template page applicable to the course topics (e.g., Other-Topics.flmsp).

2. Place your cursor at the location in the template page where you want to add a proxy (e.g., after other proxies).
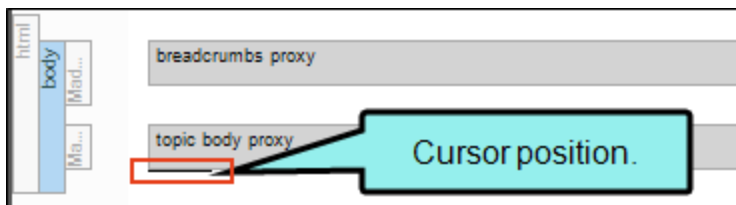
> 🗒 **NOTE** Most template pages include a Topic Body proxy. If the Topic Body proxy is not included, insert it from the **Insert** ribbon, **Proxy > Body Proxy**. This proxy is required as it is the body content placeholder for each of the topics used in the output.

3. From the **eLearning** ribbon, select **eLearning Toolbar Proxy**. Alternatively, from the **Insert** ribbon, select the **Proxy** drop-down, and choose **eLearning Toolbar Proxy**.
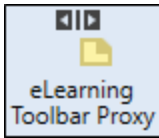
4. In the eLearning Toolbar Proxy dialog, from the **Skin File** drop-down, you can select a customized eLearning Toolbar skin component. If you leave the default setting, the first eLearning Toolbar skin component in the project will be used. Click **OK**.
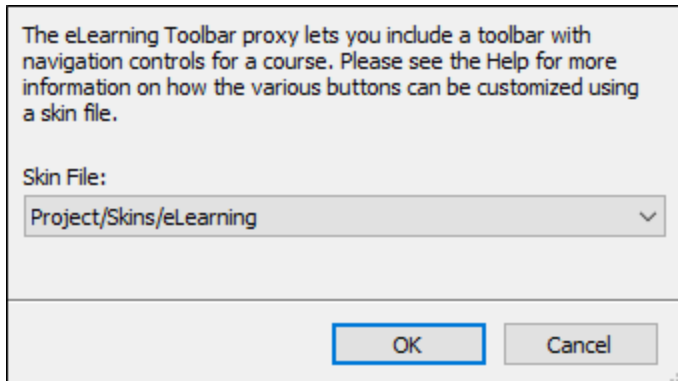
> **NOTE** If you have not created a skin component to associate with the proxy, you can always come back to the inserted proxy later and edit it once the skin component is created.

5. Click to save your work.

What's Next?

Now that the proxy is in place, you need to select which navigation tools you want to include in your output. This is done in the eLearning skin component.

▮ Adding an eLearning Toolbar Skin Component

The eLearning skin component contains information that dictates the general appearance for the course. You can choose which navigation buttons and controls to use, and customize how they display in the output.

How to Add the eLearning Toolbar Skin Component

1. From the Project Organizer, right-click the **Skins** folder, and select **Add Skin**.

2. From the Add File dialog, expand **Factory Templates**, and select **HTML5 Component – eLearning Toolbar**. Give it a file name (e.g., eLearning), and click **Add**.
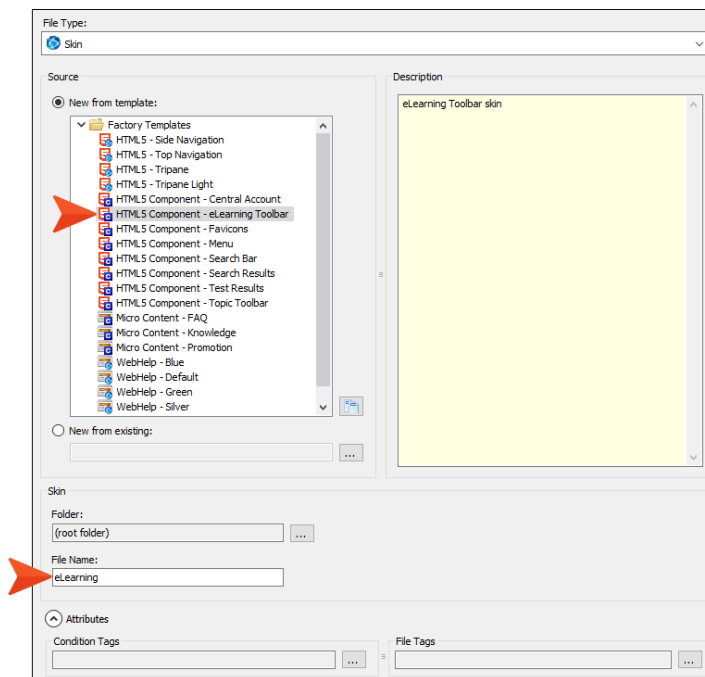
3. In the Skin Editor, from the **Setup** tab, determine which toolbar buttons you want to display in your test. By default, the toolbar buttons are: PreviousTopic, NextTopic, and ProgressBar.

You can use the local toolbar to add, delete, and reorder the toolbar buttons.
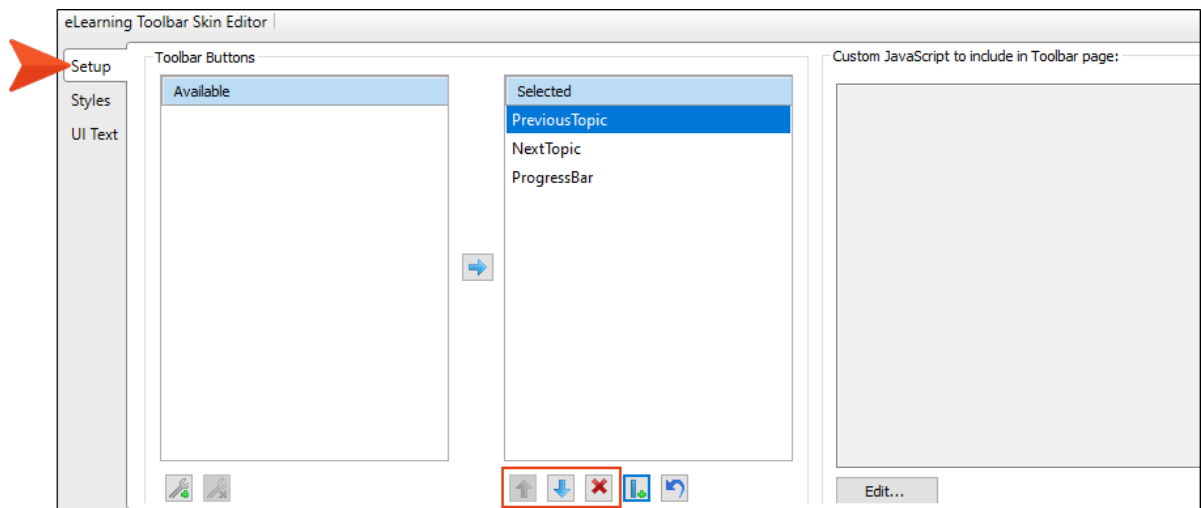
4. Click 🖫 to save your work.

To customize how the eLearning skin component looks for the output, see "Editing the eLearning Toolbar Skin Component" on page 98.

What's Next?

With the content, table of contents, proxies, and skin component finished, the course is ready for output. See the next step in the process, "Editing a Target for eLearning Output" on the next page.

▍Editing a Target for eLearning Output

An HTML5 target is where you can set eLearning course options for final online output. The format of the output depends on the type of HTML5 skin you choose (e.g., Side Navigation, Top Navigation, Tripane, skinless).

> 🗒 **NOTE** Even though the HTML5 output type is common for eLearning material, you can also create the PDF output type. See "PDF Output for a Course" on page 123.

How to Edit the eLearning Target

The following describes options in the Target Editor for when you have an eLearning course as the target.

1. From the Project Organizer, expand the **Targets** folder, and double-click your eLearning target. The Target Editor opens.

2. From the **General** tab, select the **Startup Topic** drop-down. Select a topic that you want learners to land on when first viewing online output. You can optionally select **(default)**; this defaults to the first topic in the TOC.

3. Select the **Primary TOC** for the course.

4. (Optional) From the **Skin** tab, select the **eLearning Toolbar** drop-down to choose a customized toolbar skin component. See "Editing the eLearning Toolbar Skin Component" on page 98.
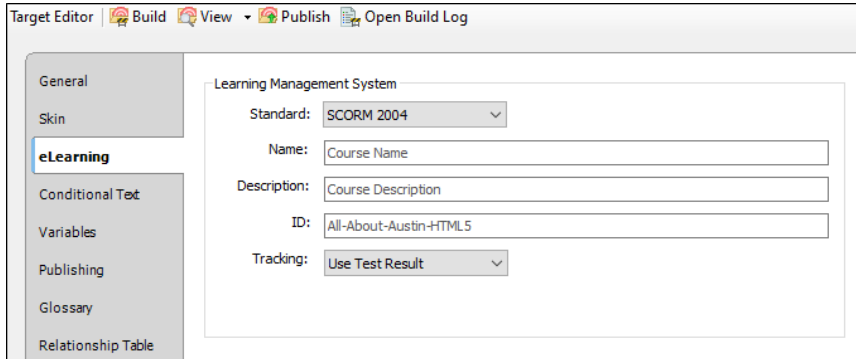
    > 🗒 **NOTE** You are not limited to one skin component of each type, although that is the most common situation. If you want, you can use multiple skin components of any type. If this is the case, you can associate a default skin component with a target. When you do this, the skin component you choose will always be used for any proxy of that same type that you insert for that target, unless you override it by associating a different skin component with a specific proxy that you've inserted.

5. (Optional) From the **eLearning** tab, select the **Standard** drop-down. Choose the learning management system (LMS) standard to generate. You can only select one per target.

Generating a standard LMS package is not necessary if you just want to test and build a course locally. In this case, select **none**.

> 📝 **NOTE** If you select to generate an LMS package, a zip file will get created and stored in the target's output folder when the build completes.

6. (Optional) Depending on the LMS standard selected, update the corresponding fields that follow.

- **Name** Enter a name that helps to quickly determine the purpose of the course.

- **Description** Optionally enter a description for the course.

- **ID** This is an ID for the course. Use the default, or customize.

    - **xAPI** For the xAPI standard, the ID is a URL so the course can launch. A course should have a unique ID (i.e., URL) for a particular target. Each time you build that target, the same ID is used unless you change it.

      When an xAPI package is generated, it includes the "tincan.xml" document in the root zip folder. This is a metadata file for the xAPI package.

    - **SCORM** The ID should be a unique identifier for the manifest file. This value can include letters, numbers, and some characters such as periods and underscores.

      The manifest file decribes the contents of the LMS package zip file. When a SCORM package is generated, it includes the "imsmanifest.xml" document in the root zip folder. When importing SCORM content to an LMS, the LMS reads information and specifications from the manifest file for a proper import. A SCORM package also has a metadata.xml file that details information (e.g., course name, description) from the eLearning tab.

- **Type** Enter the type.

  - **xAPI** Displays for xAPI only. This field is populated with the recommended xAPI course type URL. Update as needed.

  Tracking Select an eLearning tracking method for the course type.

  - **Use Quiz Results** Select for a quiz only, or a combination course that includes a quiz and a knowledge check.

  - **Use Course Completion** Select for just a knowledge check. With this option, a **Percentage** box displays. Enter the percentage of the course the learner must
- complete in order for tracking to occur.

  > **NOTE** Tracking collects data that the LMS uses to determine how effective the course is or how effective the learning efforts are. Data can be used in reports, evaluations, and analytics.

7. (Optional) From the **Advanced** tab, in the **Template Page** area, select the template page where the eLearning Toolbar proxy for the course is located. See "Adding an eLearning Toolbar Proxy" on page 58.

8. Click 💾 to save your work.

9. From the Target Editor's local toolbar, click 🏠 **Build**. This builds the output for your learning course.

10. (Optional) A row is added to the Builds window pane, showing the progress of the target as it is generated and/or published. If the target generates or publishes successfully, the color of the Progress column changes from light to dark green, and the State column displays "Publish Complete" (if you published). You can then double-click that row or select it and click **View Output**.

Course Navigation

- If question sections are marked as "Optional," learners are not required to answer a question before moving forward to the next question. When they complete the test, they might receive a warning on the test results page saying that they have not answered all of the questions. To avoid this, keep question sections marked as "Required." This is a default setting for restricting navigation.
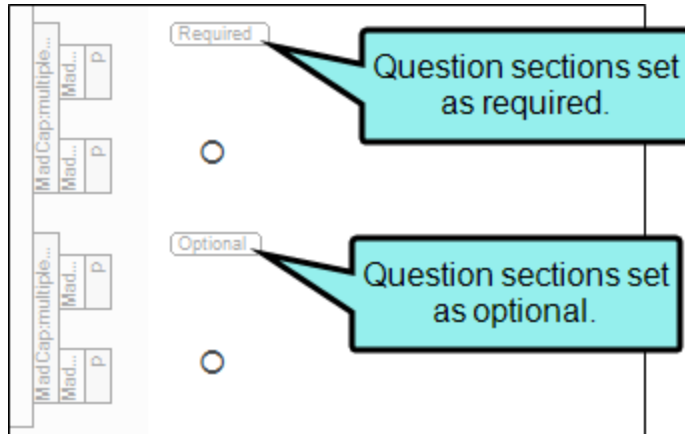
- If you are designing a combination course, be advised that if you include the progress bar component in the navigation controls, the progress bar displays for the entire course as outlined in the TOC. Meaning that it does not show progress just for the knowledge check, or just for the quiz.

- For courses that contain a navigation pane (i.e., HTML5 Side Navigation, Top Navigation, or Tripane), learners can potentially skip over the lessons and go directly to the gradable test (if included). In this case, you can "hide" the pane to restrict navigation.

- **Side Navigation and Top Navigation** In the HTML5 Skin Editor, **Setup** tab, select **none** for the **Main Menu Position** and the **Slide-Out Position**.
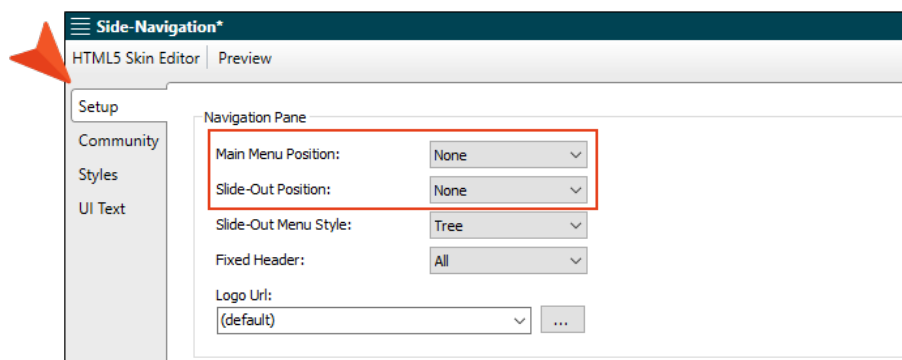
- **Tripane** In the HTML5 Skin Editor, **General** tab, deselect the **TOC** feature.
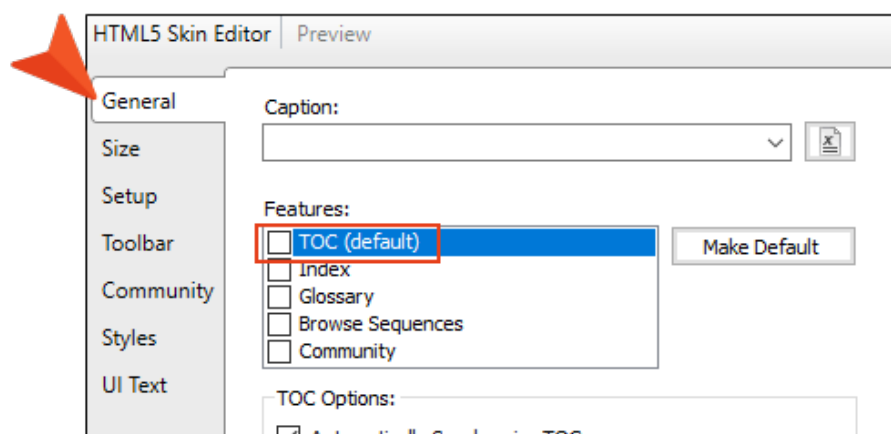
- If the eLearning course uses a full skin, a learner can potentially perform a search on eLearning content in the output. In this case, you can remove the Search bar from showing in the output. You can do this in the following ways:

  - **Skinless Output** In the Target Editor, select the **Skin** tab. From the **Skin** drop-down, select **(none)**.
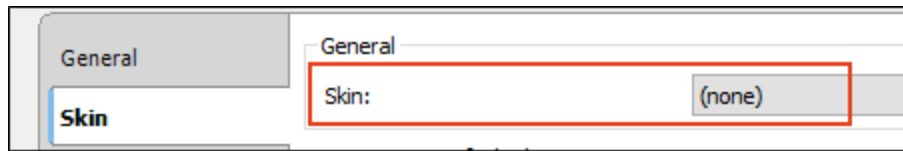
  - **Hide Search** If you want to keep skins for the output, you can "hide" the Search bar from displaying in the output. In the HTML5 Skin Editor, select the **Styles** tab. Expand the **Header > Search Bar** style group. In the **Search Bar** properties, expand **Layout**. From **Display**, select **none**. (This option is available in the HTML5 Skin Editor for Side Navigation, Top Navigation, and Tripane.)
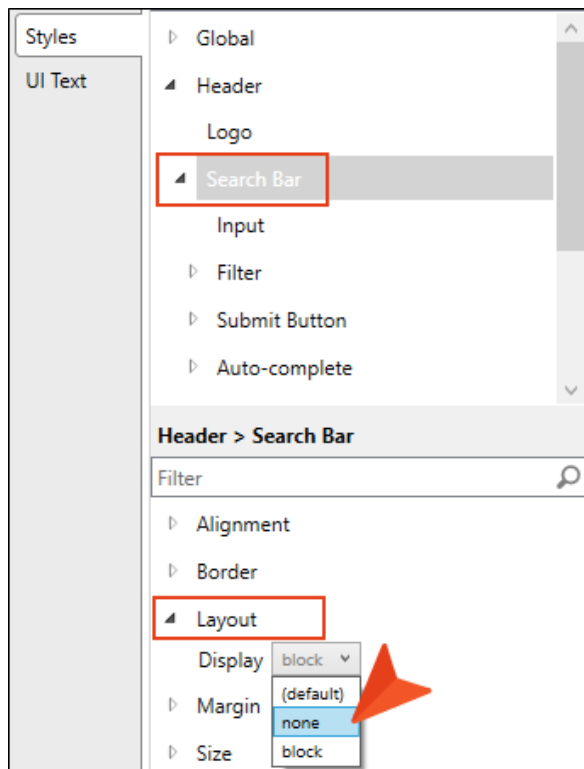
What's Next?

If you want to record and share the course using an external LMS, the next step is "Uploading eLearning Packages" on the next page.

Uploading eLearning Packages

After building the eLearning course output, you can optionally upload generated packages to your learning management system (LMS) or learning record store (LRS). They allow eLearning courses and LMS to communicate and work together. See "SCORM and xAPI Compliant" on page 15.

Files to Upload to a Learning System

In the HTML5 Target Editor, eLearning tab, you have the option to generate an xAPI package or a SCORM package. If you want to record and share the course from Flare Desktop, then choose to create one of these packages. If you only want to view and test files locally, then it is not necessary to generate them. See "Editing a Target for eLearning Output" on page 62.

1. Upon completion of building the target, in the File Explorer, navigate to the project's **Output** folder (e.g., Documents\My Projects\eLearning\Output\Name\HTML5\LMSPackage).

   > ✅ **TIP** You can quickly locate the output folder from the Builds window for the HTML5 target. Select the dark green row, and from the local toolbar, click **Open Output Folder**. Or, from the **Project** ribbon, select **Open Output Folder**.

2. Double-click the **LMSPackage** folder for the LMS compressed (zipped) folder (e.g., Course Name). Looking at the contents within the compressed (zipped) folder, you can quickly determine the LMS standard. SCORM files include an "imsmanifest" XML document, and xAPI files include a "tincan" XML document.
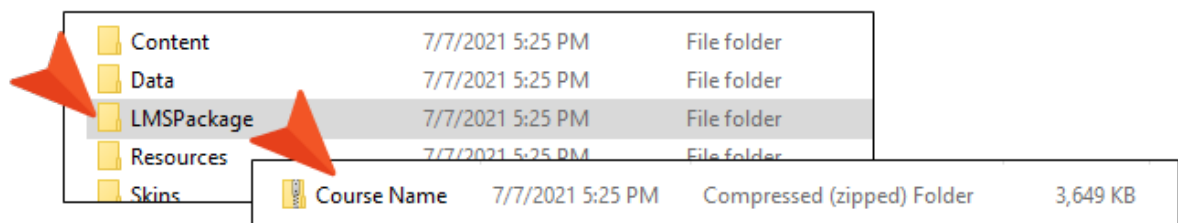
3. You can then upload the zip file packages to your choice LMS to host.

NOTE Content from a tool designed to create eLearning courses usually supports eLearning technical standards (e.g., SCORM, xAPI). These standards provide a way for the courses to get uploaded to an external LMS or LRS. The LMS is an administrator-driven platform that helps to manage and maintain coursework, distribution, and track progress. It is where learners can access the course.

NOTE If you are using Syndicate as the destination type to host output, note the following if you select eLearning options in the target (i.e., you choose to generate a SCORM or xAPI packaging). When Flare Desktop builds output for HTML5 that includes eLearning, it generates an LMSPackage folder in the project's output folder with a zip file. But when Flare Desktop publishes to Syndicate, only the LMS package is automatically uploaded (and not the whole project zip file).

EXAMPLE There are many learning systems available to choose as a platform for hosting and managing training content. It is ultimately up to you to figure out which one will best fit your requirements. Some systems are self-hosted on premises, and others are cloud-based where the course content is accessed through the LMS portal.

You decide to use SCORM Cloud by Rustici Software.

☆ After login, you can import files by clicking **Add Content**.

+ Add Content ▾

Import a SCORM, AICC, xAPI or cmi5 package
Import a PDF, MP4, or MP3 file

ScoTube - create a course from a video
Quizzage - create a quiz or survey
Import from your FTP space
Rustici Driver - Add the best SCORM conformance to your content
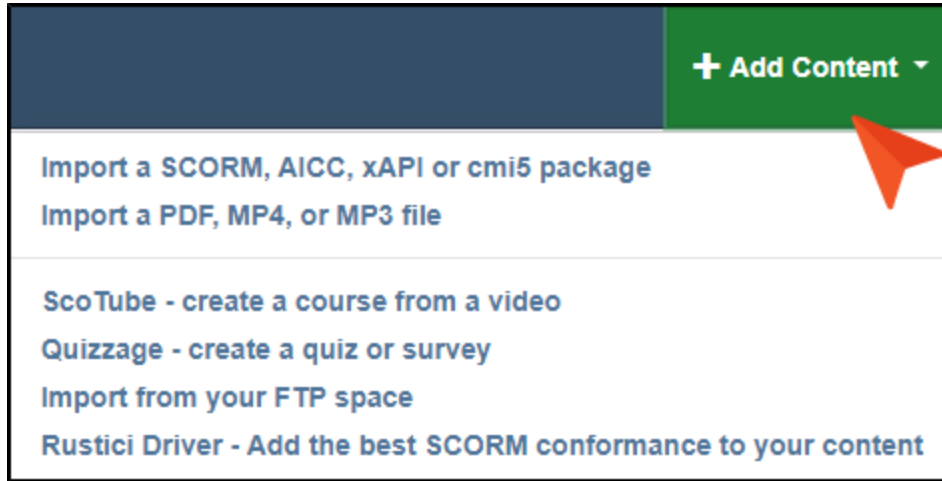
Then, you can select the course to import.

Upload a SCORM, AICC, xAPI or cmi5 course

Import to a specific App

SCORM Cloud

Specify a Course Id for import (optional)

Course Ids must be unique per application.
Using an existing course Id will create a new course version.

HTML5_scorm.zip   Browse

Import Course

To import a course package into SCORM Cloud, it needs to be zipped up (.zip) and needs to be either a SCORM, AICC or xAPI course package.

A **SCORM** package needs to have a imsmanifest.xml file which describes the course and its content.

A **xAPI** package needs to have a tincan.xml file and needs to send xAPI statements to the SCORM Cloud Learning Record Store. **Click here** to learn more about xAPI

⭐ Once uploaded, it exists in the library.

You can manage your content in various ways such as testing it, sharing and delivering it, and tracking its usage.

CHAPTER 4

Other Information and Activities for Learning and Development

In addition to the main process, there are other activities and information related to learning and development that you might want to know about.

This chapter discusses the following:
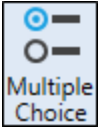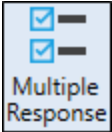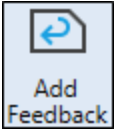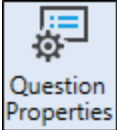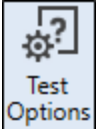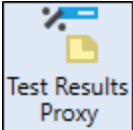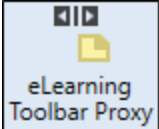
▍Working With eLearning Content

Authoring eLearning content in Flare Desktop's workspace is flexible, giving you several options to fit your preferred working style. As soon as you open Flare Desktop, you'll notice the eLearning ribbon. This is the gateway to many eLearning functions. Once you have eLearning questions in the XML Editor, you can edit them via context menus or by working in conjunction with the Question Properties window pane.

eLearning Ribbon
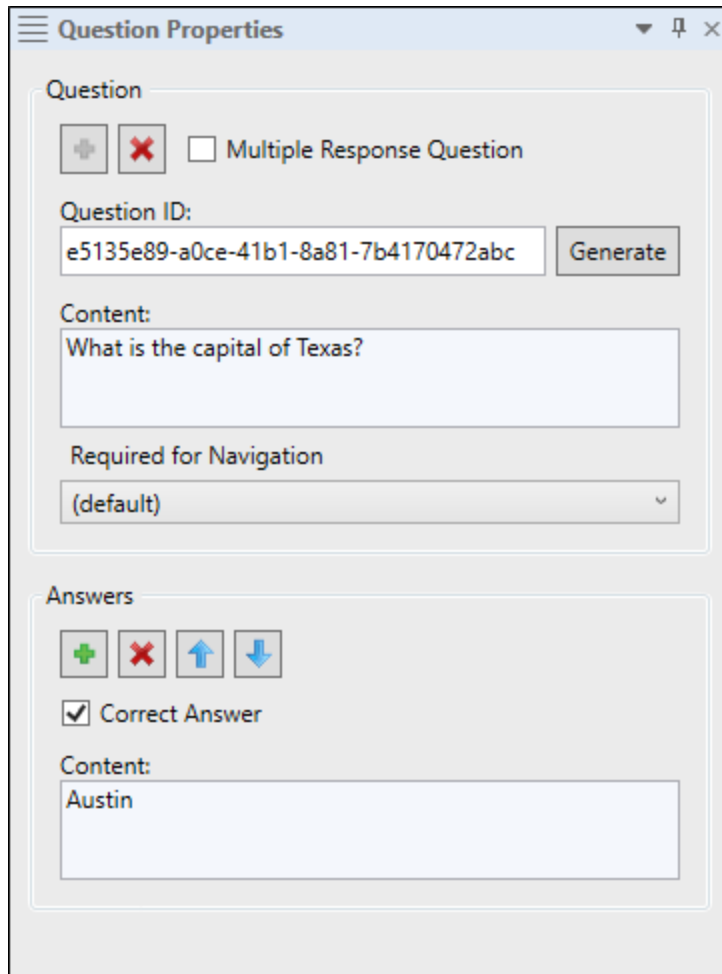
Various options are available from the eLearning ribbon for managing learning content. The ribbon mimics the intended workflow for creating a course, which can include adding question sections, creating a test node, and inserting proxies.

Option	Description
Multiple Choice	Inserts multiple choice question sections into the open topic in the XML Editor. You can replace the default text with your question and answers. If you press ENTER after the first answer, another paragraph displays. Only one answer can be marked as the correct answer. See "Questions and Answers" on page 35.
Multiple Response	Inserts multiple response question sections into the open topic in the XML Editor. You can replace the default text with your question and answers. If you press ENTER after the first answer, another paragraph displays. More than one answer can be marked as the correct answer. See "Questions and Answers" on page 35.
Add Feedback	Inserts correct feedback and incorrect feedback paragraphs to the active question section. The feedback displays with default text, indicating for you to replace it with the appropriate eLearning content. The end-of-test feedback is implemented with this button, where the feedback displays on the test results page. This button can also be used in conjunction with the Add Submit Button for immediate feedback. See "Feedback" on page 41.

Option	Description
Add Submit Button	Inserts correct feedback, and incorrect feedback paragraphs, plus a submit button to the active question section. The feedback displays with default text, indicating for you to replace it with the appropriate eLearning content. Instant feedback is implemented with this button, where each question provides immediate feedback. (If feedback already exists for the question, then only the Submit button is added.) See "Feedback" on page 41.
Question Properties	Opens the Question Properties window pane, which displays information about a question section in a topic. This window pane provides alternative ways to interact with questions and answers (e.g., creating questions, generating IDs, restricting navigation, assigning answers). See "Question Properties Window Pane" on the next page.
Create Test	Adds a test node as an unlinked item to the active TOC. If more than one TOC is open, then selecting this button first opens a Select TOC dialog to choose a TOC to add the test node. When applied to the TOC, the test node indicates the start of a gradable test. See "Creating a Test" on page 49.
Test Options	Opens the TOC Properties dialog to select eLearning test node options. If more than one TOC exists that includes a test node, then selecting this button first opens a Select TOC dialog listing the TOCs with test nodes. When a TOC is selected from that list, the Test Options display for the test node. See "Editing the TOC for eLearning" on page 90.
Test Results Proxy	Opens the Test Result proxy dialog which allows you to insert a Test Result proxy into a topic. This topic can be set as a custom results page that displays at the end of a test. See "How to Add a Test Results Proxy" on page 53.
eLearning Toolbar Proxy	Opens the eLearning Toolbar proxy dialog which allows you to include a toolbar with navigation controls for a course. See "Adding an eLearning Toolbar Proxy" on page 58.

Question Properties Window Pane

The Question Properties window pane displays information about the active question section. It offers another way to interact with question and answer properties, and provides some editing options that are not available from the eLearning ribbon or XML Editor. Use the Question Properties window pane in conjunction with the XML Editor.

How to Open This Window Pane

Open the Question Properties window pane from the **eLearning** ribbon by selecting **Question Properties**.
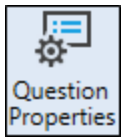
Buttons and Sections

Option	Description
	Inserts a multiple choice question type at the cursor location in the XML Editor.
	Removes the active question sections from the XML Editor.

Option	Description
Multiple Response Question	Switches the inserted multiple choice question to a multiple response question type. Deselect to switch back again. To insert multiple choice or multiple response question sections: 1. Place your cursor where you want a question in the XML Editor. 2. From the Question Properties window pane, click ⊞. A new question section displays in the XML Editor (with a question ID). ![Question section with add and delete buttons and a Multiple Response Question checkbox] > **NOTE** You can also quickly switch question types by right-clicking the question sections in the editor and selecting the **Switch to Multiple Response** (or **Switch to Multiple Choice**) option from the context menu. The question type updates in the editor. Since you are editing the question, the ID stays the same.
Question ID	Displays the question ID for the active question. A question ID is necessary for LMS tracking. The ID is autogenerated, and it should be unique to a question. > **NOTE** Tracking collects data that the LMS uses to determine how effective the course is or how effective the learning efforts are. Data can be used in reports, evaluations, and analytics.

Option	Description
Generate	Allows you to generate a new question ID. Sometimes an ID might not generate if you copy and paste topics with question sections, or copy and paste questions using the Text Editor or an editor outside of Flare Desktop. If an ID happens to get duplicated, a warning listing the affected topics will display when you build the output. You can generate a new ID by selecting the question section in the XML Editor, and then from the Question Properties window pane, click the **Generate** button. Question ID: 2a09561d-d158-4a57-aea0-0c19ed9e9842 Generate
Content	Displays the content of the active question from the XML Editor.

Option	Description

| Required For Navigation | By default, question sections are labeled as "Required," meaning that a question must be answered before a learner can navigate to the next topic in the output. It does not mean a question is required to submit a test for scoring; it just helps to restrict or allow free navigation between questions. |

You can change the question section to "Optional," by selecting the **Required for Navigation** drop-down, and choosing **False** from the Question Properties window pane. (Selecting **True** sets it to required.)
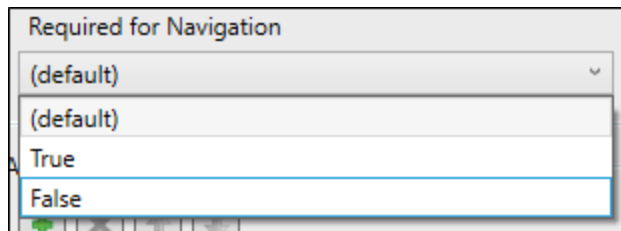
This setting can also be applied per style class in the stylesheet using the mc-required-question property for the MadCap|multipleChoice element.
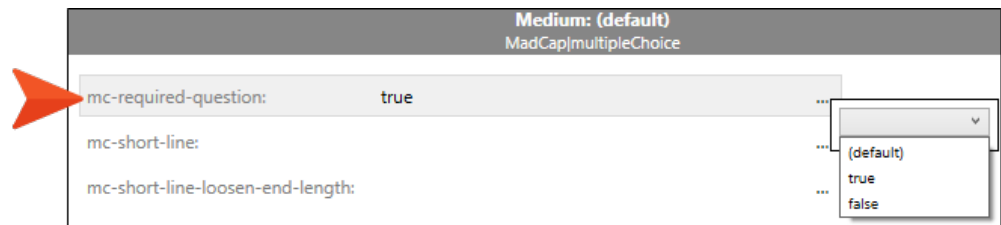
NOTE When the drop-down displays (default) in the Question Properties window pane, that indicates it is using the value assigned from the stylesheet.

In the XML Editor, a visual indicator displays the setting that is applied for the question section. (This is for the author only; the learner won't see this marker in the output.) From the editor's local toolbar, select **Show Tags > Markers**, to optionally turn the visual indicator off.
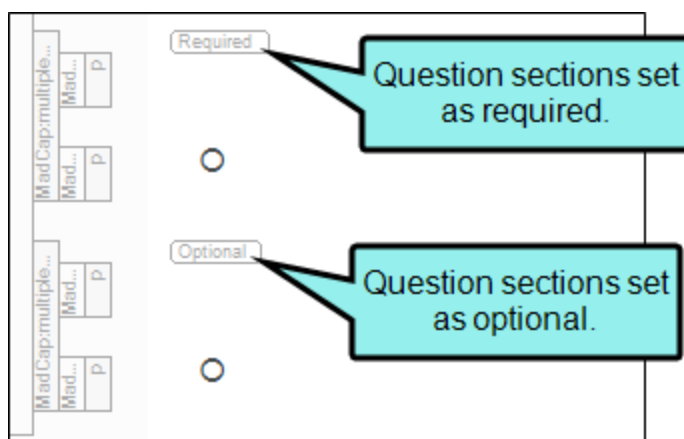
Option	Description
	Inserts another answer paragraph to the active question in the XML Editor.
	Removes the active answer from the XML Editor.
	Moves the active answer up in the order shown in the editor.
	Moves the active answer down in the order shown in the editor.
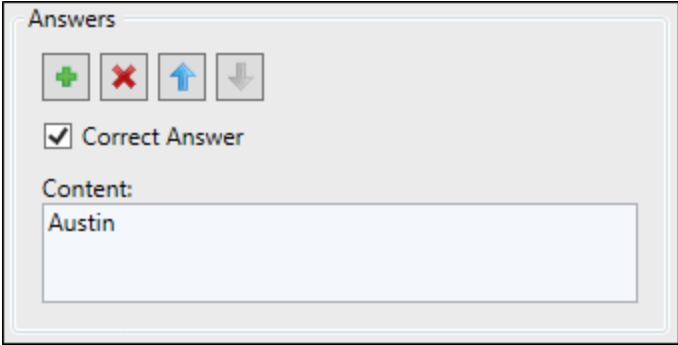
Option	Description
Correct Answer	Sets the active answer as the correct answer for the question. Multiple answers can be set as correct for the multiple response question type.

Once you have content for your question and answers, you can assign the correct answer(s). Click anywhere in the answer(s) paragraph in the editor, and select the **Correct Answer** box. You can also add another answer, delete an answer, or arrange the order of the answers.

☐ **NOTE** You can also set the correct answer in the editor directly, by clicking the correct answer's associated shape. Multiple choice answers are shown with a circle, and multiple response answers are shown with a square.

Content	Displays the content of the active answer from the XML Editor.

Editing Question Sections in the XML Editor

To edit an inserted question section in the XML Editor, you can change the text directly, or update the question section using the editing options available from the right-click context menus. Access the context menus by right-clicking the question section text, or the structure bars. See "Question Sections and Structure Bars" on page 33.

Paragraph Text

If you right-click the paragraph text within the <MadCap|question> tag, you can switch the question type.
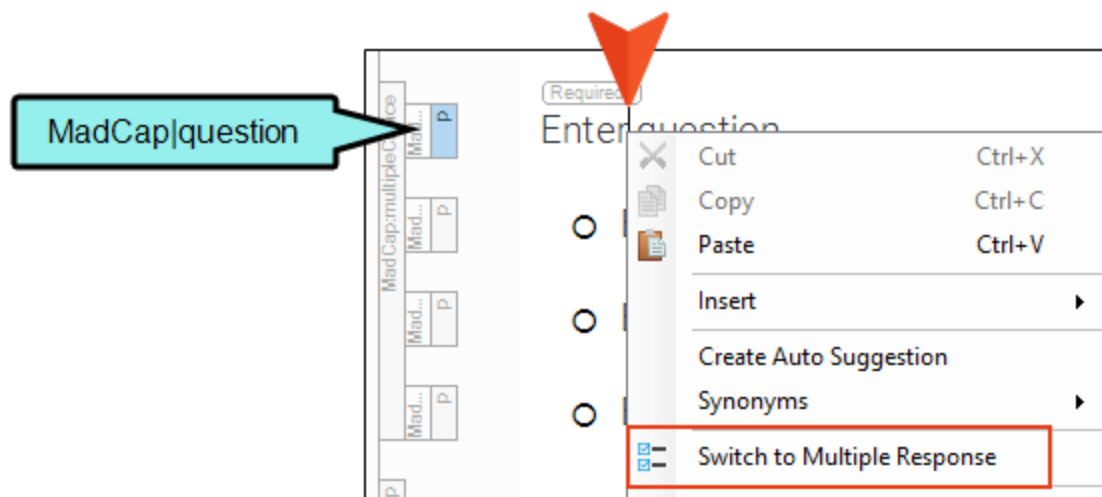
If you right-click the paragraph text within the <MadCap|multipleChoiceItem> tag, you can switch the question type and select a correct answer for the question.
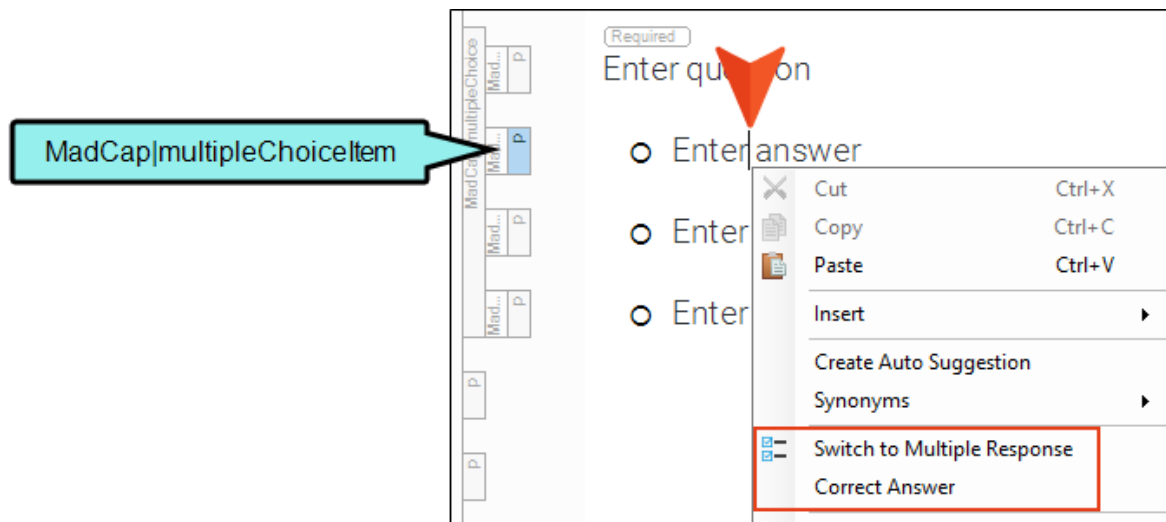
If you right-click the paragraph text within the <MadCap|correctFeedback> tag or the <MadCap|incorrectFeedback> tag, you can switch the question type.
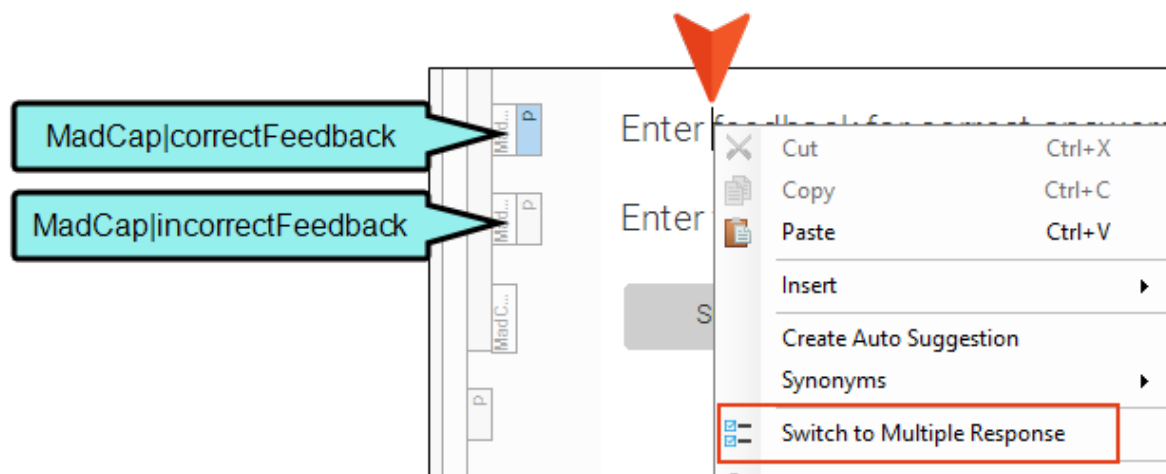
Structure Bars

If you right-click the MadCap|multipleChoice structure bar, you can switch the question type, add feedback (i.e., for end-of-test feedback), and add a submit button (i.e., for instant feedback).
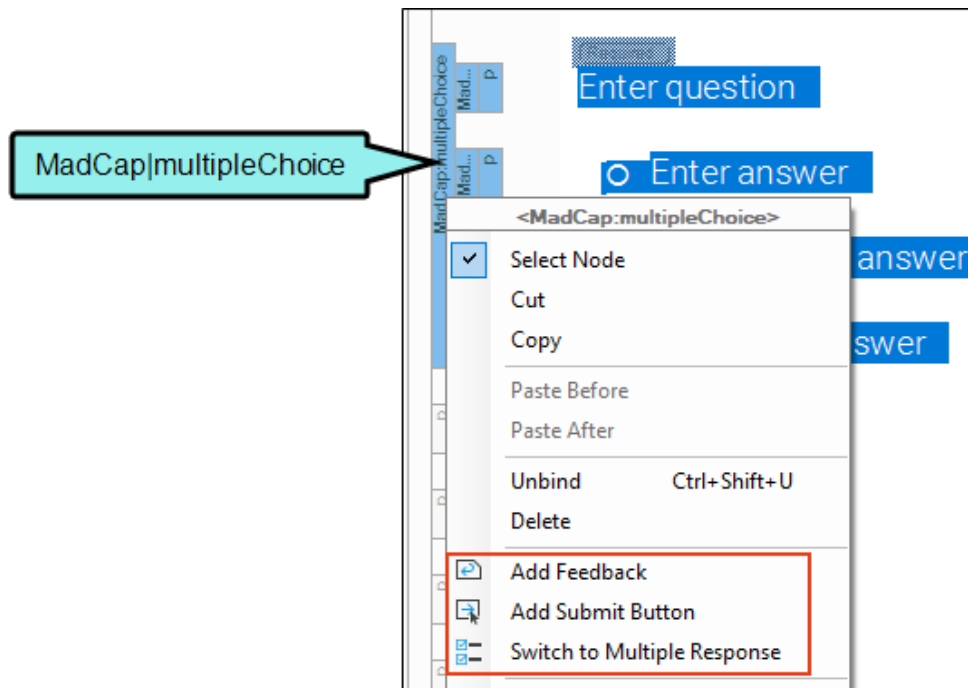
If you right-click the MadCap|question structure bar, you can switch the question type, add feedback (i.e., for end-of-test feedback), and add a submit button (i.e., for instant feedback).
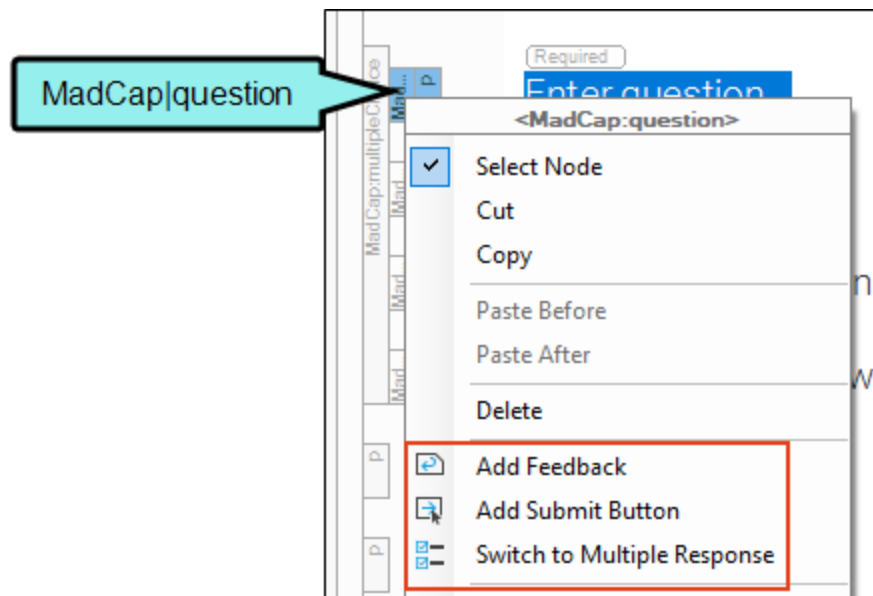
From the structure bars, if you right-click the <MadCap|multipleChoiceItem> tag, you can switch the question type, add feedback (i.e., for end-of-test feedback), add a submit button (i.e., for instant feedback), and select a correct answer for the question.
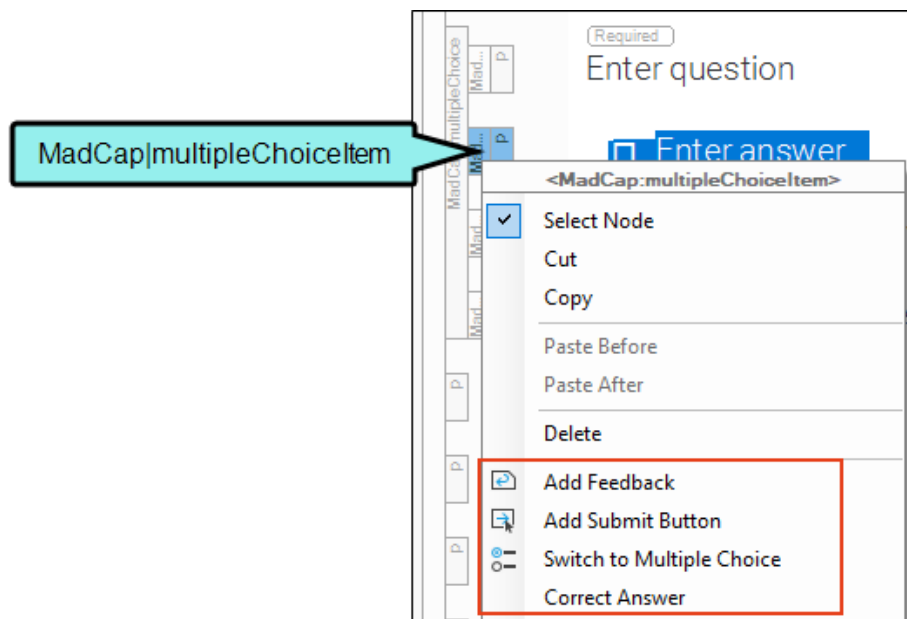
If you right-click the MadCap|correctFeedback or the MadCap|incorrectFeedback structure bar, you can switch the question type, add feedback (i.e., for end-of-test feedback), and add a submit button (i.e., for instant feedback).
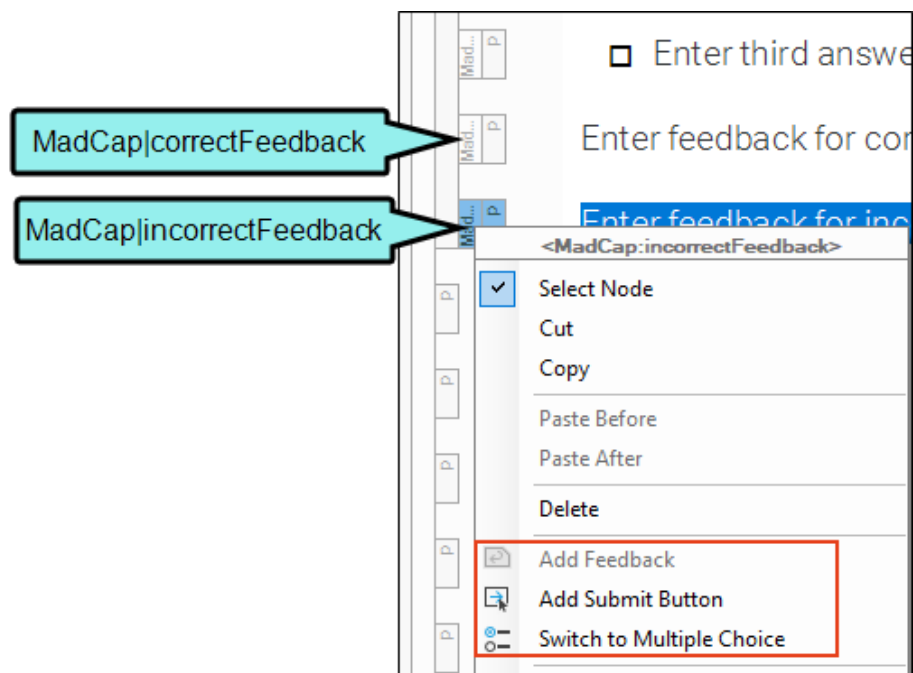
> 🗒 **NOTE** When you select Add Feedback or Add Submit button from the MadCap|question, MadCap|multipleChoice, or MadCap|multipleChoiceItem structure bar context menu, both the correct and incorrect feedback default text is added. If one of the feedback tags is deleted, you can right-click any of the question section MadCap-specific tags from the structure bars to get it back by selecting **Add Feedback**. (Or you can select the feedback buttons from the eLearning ribbon.) For more information about MadCap-specific styles, see "MadCap eLearning Styles" on the next page.

If you right-click the MadCap|submitQuestionButton structure bar, there are no specific question section options from the context menu.
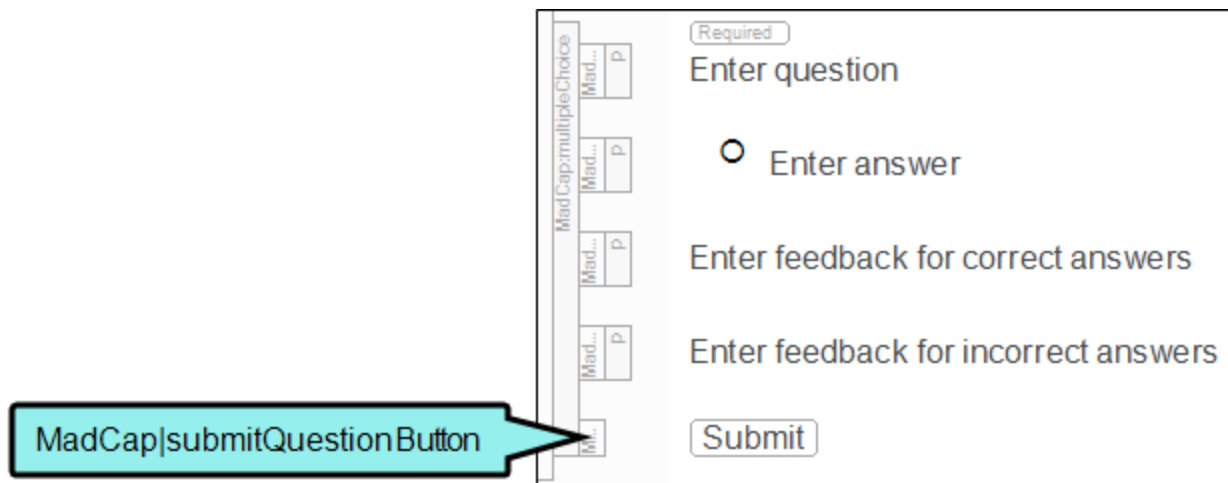
MadCap eLearning Styles

The styles that correlate to question section tags and to eLearning proxies can be edited using the project's cascading stylesheet. The following are MadCap-specific styles that support eLearning features in Flare Desktop.

Style	Description
MadCap:correctFeedback	Modifies the appearance of content that is shown as feedback when the eLearning question is answered correctly.
MadCap:eLearningToolbarProxy	Modifies the look of the container holding the eLearning Toolbar for adding navigation buttons to topics.
MadCap:incorrectFeedback	Modifies the appearance of content that is shown as feedback when the eLearning question is answered incorrectly.
MadCap:multipleChoice	Modifies the look of question sections that have been inserted in the XML Editor. This consists of the MadCap|question, MadCap|multipleChoiceItem, MadCap|correctFeedback, MadCap|incorrectFeedback, and MadCap|submitQuestionButton sections.
MadCap:multipleChoiceItem	Modifies the look of the answer in the XML Editor that has been inserted within the MadCap|multipleChoice section.
MadCap:question	Modifies the look of the question in the XML Editor that has been inserted within the MadCap|multipleChoice section.

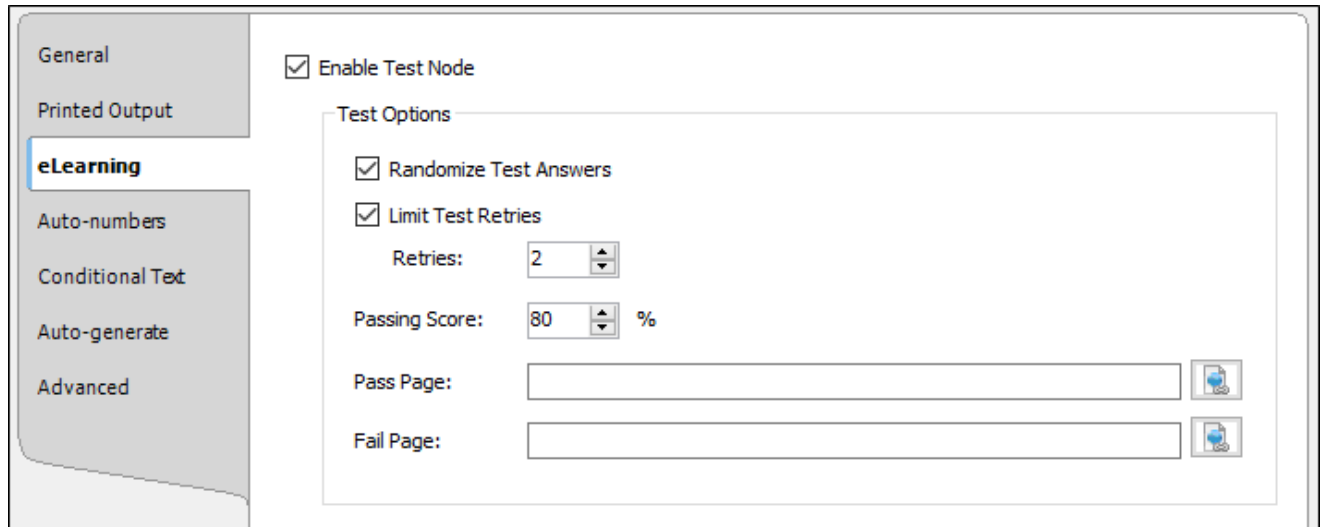| Style	Description
MadCap:submitQuestionButton	Modifies the look of the submit button that can be added to eLearning question sections for HTML5 output. In the stylesheet, select the **Unclassified > mc-label** property to change the label for the button.
MadCap:testResultsProxy	Modifies the look of the container holding the Test Results when customizing the eLearning test results pages.
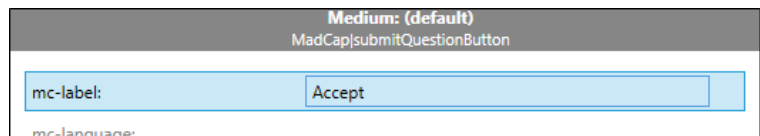
> **NOTE** Styles for the test results and eLearning toolbar are handled using skins. The skin files allow you to control how these components look and feel in your course. See "Editing the Test Results Skin Component" on page 111 and "Editing the eLearning Toolbar Skin Component" on page 98.

> **NOTE** If you are interested in your project's look and feel from a branding perspective, consider the Branding.css file. This stylesheet groups together common branding elements (e.g., logo, hero image, font, color palette) to match the output with your company's brand.

▎Editing the TOC for eLearning

If your eLearning course includes a gradable test, you can customize the test options using the table of contents (TOC) properties.
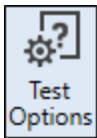
How to Open TOC Properties

Do one of the following, depending on the part of the user interface you are using:

- **Ribbon** From the **eLearning** ribbon, select the **Test Options** button.

- **TOC Editor Toolbar** From the TOC Editor's toolbar, click , and select the **eLearning** tab. If your workspace showing the TOC Editor is too narrow, you might need to click the toolbar's drop-down to see all the buttons.

- **Right-Click Test Node** Right-click the test node in the TOC Editor, and from the context menu select **Test Options**.
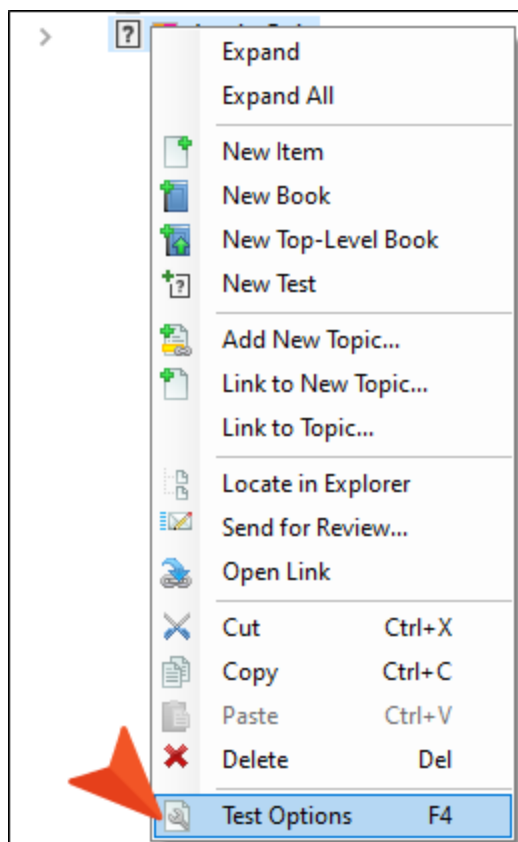
▪ **Right-Click** If you right-click anywhere in the TOC Editor, other than where a test node is, then you can select **Properties** from the context menu and choose the **eLearning** tab.
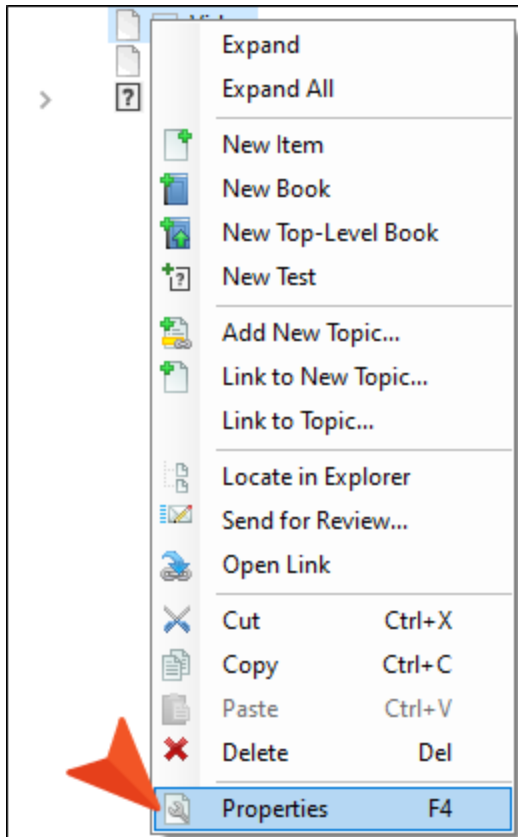
What You Can Do in the TOC Editor Properties (eLearning Tab)

Following are primary tasks that you can perform in the eLearning tab of the TOC Properties.

- **Enable Test Node** Anytime you have a course that includes a gradable test, then a test node needs to be enabled, or active, in the TOC. See "How to Create a Test Node" on page 49 and "How to Enable a Test Node" on page 46.

- **Randomize Test Answers** Select to change the order of answer options each time a test is loaded. If this is not selected, the order of answers display in the same order as arranged in the topic.

- **Limit Test Retries** Select to limit how many times the learner can attempt to take the test. If the learner tries to start the test after the maximum number of allowed attempts, then the latest test results page displays with a warning message. If this is not selected, the number of retries allowed is unlimited.

- **Passing Score** This is the minimum percent of questions the learner must complete correctly to see a success message in the test results page. The score is based on the number of correct answers out of the total number of questions under the test node. The default score is set to 75%. See "Test Scoring" on page 51.

- **Pass Page/Fail Page** By default, an autogenerated test results page displays when a test is completed and when these fields are left empty. If you want to customize the content for the test results pages, you can create a custom pass and fail page. The pass and fail page can be different topic files or they can be the same file. Additionally, a Test Results proxy is needed in each custom page in order to display the test results score and the selected answers. To link to the custom page click , and then select the appropriate file. See "How to Link a Custom Test Results Page" on page 55.

▎HTML5 Skin Options for eLearning

Flare Desktop uses HTML5 online formats for building a finished online eLearning course. The various output formats for HTML5 are: Side Navigation, Top Navigation, Tripane, and skinless.

> 🗒 **NOTE** Even though the HTML5 output type is common for eLearning material, you can also create the PDF output type. See "PDF Output for a Course" on page 123.

eLearning and Skins

Flare Desktop includes template projects for each primary HTML5 skin type. You can choose which one to use when you start a new project from the Start New Project Wizard. In the template project, you can make content adjustments as necessary to suit your needs.

> 🗒 **NOTE** The eLearning templates are skinless. If you decide you want a different look for your training output, you can do either of the following:
>
> - Modify an eLearning template by adding a new skin type to it. Then, either create a new HTML5 target file, or edit an existing target to associate the new skin file to it.
>
> - Create a course from scratch using a project template with another skin type. See "Process for eLearning Content" on page 29.

Regardless of the HTML5 output format, each HTML5 target has the eLearning tab. This is where you can select the learning management system (LMS) standard, and specify parameters for generating the eLearning zip file package. See "Editing a Target for eLearning Output" on page 62.

Which HTML5 Skin to Use?

Depending on the elements you want to display in the output and how, that will determine which base HTML5 format to model your course from. Then, you can further customize the look and feel of the eLearning output using eLearning Toolbar skin components, Test Results skin components, other skin components, and cascading stylesheets.

Remember that Flare Desktop doesn't require you to know all about skins and skin components to make effective eLearning content. Default skins and skin components are in place for you when a project template is selected. However, one of the benefits of using Flare Desktop is that it allows you to build what you want. If you want to apply customizations, you have the capability to do that.

Consider the following when thinking about the eLearning course and the output:

- What do you envision the overall experience to be like for your learners?

- Do you want the learner to be able to jump around to all the topics of a course, or do you want to restrict navigation?

- Do you want learners to be able to search for topics in the output?

- Are your learners going to be using a particular device to view output? If so, you might need to think about responsive output.

For more information, see "Course Types in Flare Desktop" on page 16 and "Course Navigation" on page 65.

HTML5 Skin Types

HTML5 SIDE NAVIGATION

In Flare Desktop, Side Navigation is a type of HTML5 output that can be designed to look like a modern website, where the main navigation is positioned at the left or right. It lets you use a flexible, frameless output while continuing to have a more traditional configuration that looks like the Tripane format. This kind of output is possible with the Side Navigation skin type and other related features. The HTML5 Side Navigation skin that holds eLearning material might look like this:
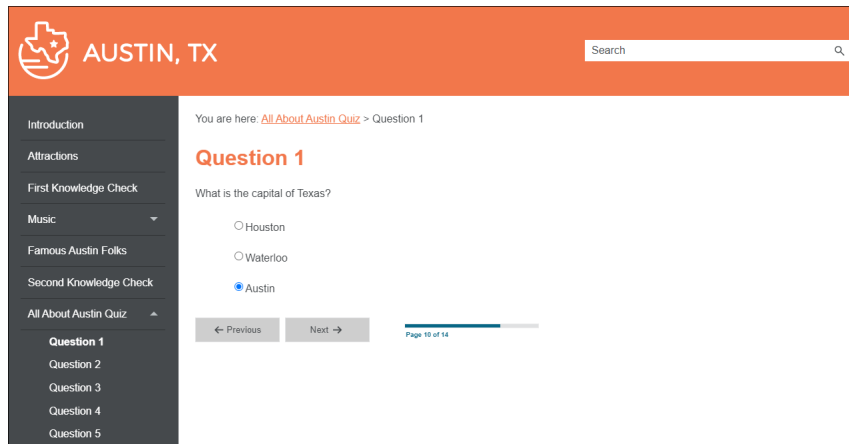

HTML5 TOP NAVIGATION

In Flare Desktop, Top Navigation is a type of frameless, flexible HTML5 output that can be designed to look like a modern website, where the main navigation is positioned at the top. This kind of output is possible with the Top Navigation skin type and other related features. The HTML5 Top Navigation with eLearning material might look this:
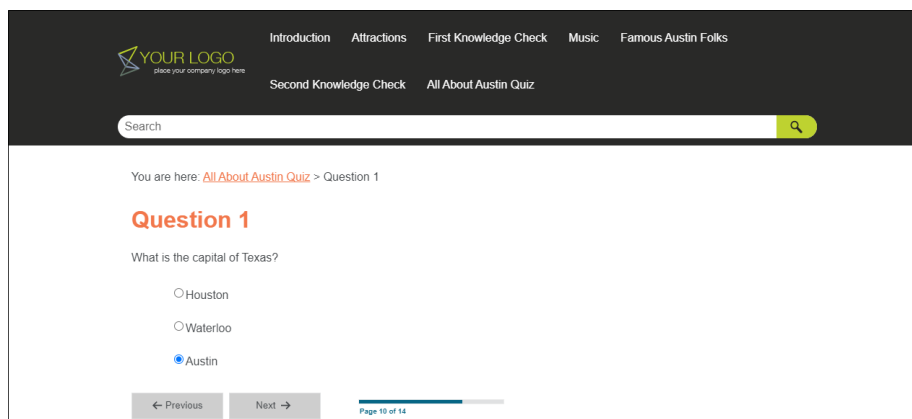
HTML5 TRIPANE

In Flare Desktop, Tripane is a type of HTML5 output that lets you generate output in a traditional format with three distinct frames (a navigation pane on the left, a toolbar and search on the top, and the main body pane). This kind of output is possible with a Tripane skin type. A Tripane with an eLearning course might look like this:
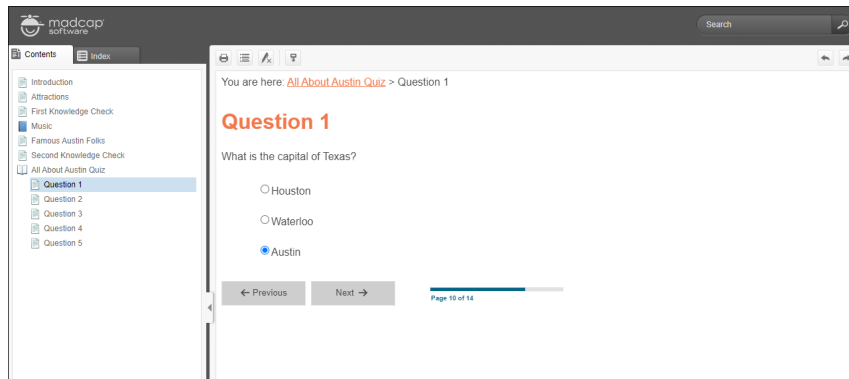

HTML5 SKINLESS

HTML5 skinless output is a frameless output that does not use a main skin at all (although you might use smaller skin components). This means you will not have a main menu, and perhaps no search field, anywhere in the output. In this situation, you would rely on proxies or links inserted directly into your content, or you would have no links or navigation at all. A skinless output with eLearning material might look like this:
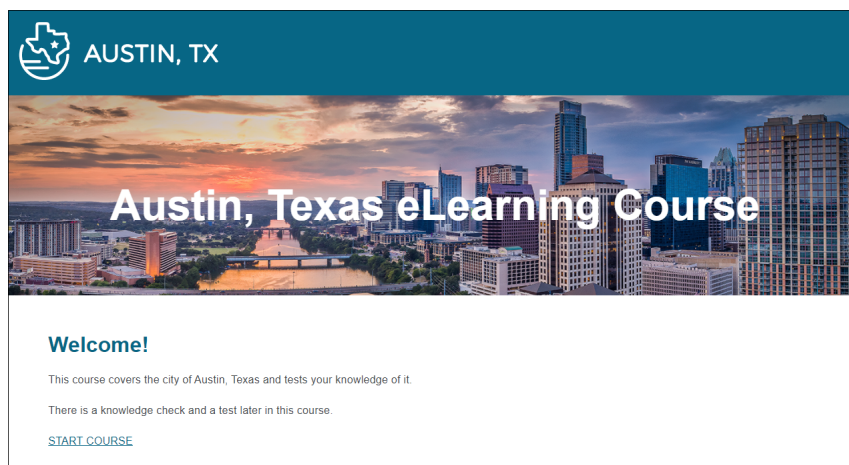
Editing the eLearning Toolbar Skin Component

The eLearning Toolbar skin component dictates the general appearance for the navigation elements in your course. You can edit the eLearning Toolbar skin component to select which buttons are included in the course and control how they look and feel in the output.
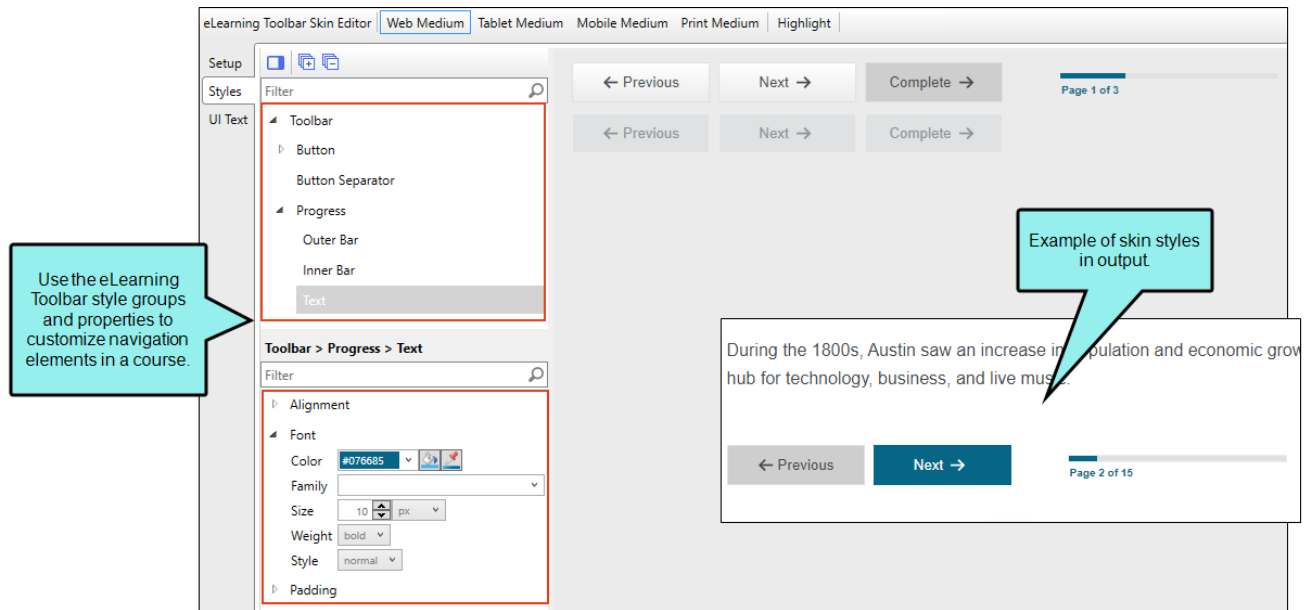
How to Edit the eLearning Toolbar Skin Component

Edit the eLearning Toolbar skin component to customize what the toolbar should look like when a learner navigates through a course. In the eLearning Toolbar Skin Editor, there are three tabs where you can make changes to the toolbar.

1. From the Project Organizer, expand the **Skins** folder, and double-click the skin for eLearning. The eLearning Toolbar Skin Editor opens.

2. Select the **Setup** tab, and choose the toolbar buttons to include. By default the Previous Topic, Next Topic, and Progress Bar are selected to display in the output. You can use the bottom local toolbar to delete and arrange items, or add a separator element.

3. Select the **Styles** tab. Using this tab you can customize the look and feel of the toolbar, individual buttons, and the progress bar.

4. (Optional) If you are using responsive output, make sure you select the appropriate medium— **Web**, **Tablet**, or **Mobile**—in the local toolbar before making changes to styles.

5. In the editor, expand and select any of the **Toolbar** style groups.

> ⊘ **TIP** To quickly find a style to edit, from the local toolbar, click the **Highlight** button. This enables Highlight mode, where the right panel in the editor is a live preview. Click any part of the live preview and it locates the corresponding style in the left panel to edit. Once a style is updated, it displays as such in the live preview.

Style Group	Description
Toolbar	This controls the look and feel of the entire toolbar.

Style Group	Description
Toolbar > Button	This controls how the buttons look (e.g., Previous, Next, and Complete). You can customize each button individually.
Toolbar > Button > (hover)	This controls how a toolbar button looks when it is hovered over with a mouse. You can customize each button individually.
Toolbar > Button > (disabled)	This controls how a toolbar button looks when it is in a disabled state. You can customize each button individually.
Toolbar > Button Separator	This controls the look of separators if added to the toolbar. A separator is the divider between the toolbar buttons.

Style Group	Description
Progress	This controls the progress bar container (or wrapper).

Style Group	Description
Progress > Outer Bar	This controls how the outer part of the progress bar looks.

Style Group	Description
Progress > Inner Bar	This controls how the progress bar background looks inside the outer part.

Style Group	Description
Progress > Text	This controls how the text looks associated with the progress bar.

6. Expand any of the nodes and complete the necessary fields. The properties and fields that you see are different for each node. Following is a general list in alphabetical order:

ALIGNMENT

You can click in the **Horizontal** field and choose whether to position to the **right** or **left** side of the display.

BACKGROUND

You can change any of the following to affect the background:

- **Gradient** This lets you change the background color using a progression effect. Select the beginning gradient color in the first field, and then select a second gradient color in the second field. You can use any of the following to enter or select a color.

Option	Description
transparent ▾	You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color or make the background transparent.
	This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.
	Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Color** This lets you select a single color.

- **Image** This lets you select an image for the background. Click and use the dialog to select an image file.

- **Repeat** Use this field to tell Flare Desktop whether the image should repeat or not.

> **NOTE** The Image field has the highest precedence, which means that if you enter settings in all of the Background fields, the image will win. Gradient has the next highest precedence. If you want to use the Color field, you need to make sure the Gradient fields are set to transparent and that there is no image selected.

BORDER

You can change any of the following to affect the border on the element:

- **Border Edge Fields (Top, Right, Bottom, Left)** You can add a border line around any of the edges of the element. You can use any of the following. The first three fields are used to control the type and size of the border line. The last three fields are alternative ways to choose a color for the border.

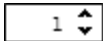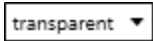| Option	Description
solid ▾	You can select a type of line for the border (e.g., solid, dashed, dotted).
1 ⬍	Type a number in the field or use the arrows to increase or decrease it.
px ▾	Click in this field and select a unit of measurement (e.g., pixels, points, centimeters).
#000000 ▾	You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color.
🎨	This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.
🖊	Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Border Radius Fields (Top Left, Top Right, Bottom Right, Bottom Left)** If you want the element to have rounded corners, you can enter values in any of these fields. In the first field type a number or use the arrows. Then click in the second field and select the unit

of measurement (e.g., pixels, points, centimeters). The higher the number, the more of a curve the corner will have.

BOX SHADOW

You can change any of the following to affect the box shadow on the element:

- **Horizontal Shadow Length** This is the position of the horizontal shadow. Negative values are allowed. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

- **Vertical Shadow Length** This is the position of the vertical shadow. Negative values are allowed. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

- **Shadow Blur Length** This is the blur distance. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

- **Shadow Color** This lets you select a color for the shadow. You can use any of the following:

Option	Description
transparent ▼	You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color or make the background transparent.
	This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.
	Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Shadow Inset** This changes the shadow from an outer shadow (outset) to an inner shadow. Click in the field and select an option. If you select **false** the shadow will be outset. If you select **true** the shadow will be inset.

EVENT

Enter a JavaScript command that is triggered when a user clicks a button.

FONT

You can change any of the following to affect the font:

- **Color** This lets you select a color for the font. You can use any of the following:

Option	Description
#000000 ▼	You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color.
	This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.
	Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Family** You can select or type a specific font family (e.g., Arial, Tahoma, Verdana).
- **Size** You can change the font size. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points).
- **Weight** You can click in this field and make the font normal or bold.
- **Style** You can click in this field and make the font normal or italic.

ICON

You can click and select a different image for the toolbar button.

You can click the **Display** drop-down and choose one of the options:

- **none** The element will not be shown.
- **block** The element will be shown and adds a line break after it. For some elements this option might be called **flex**, which reflects the flexbox technology associated with it.

You can change the height or width of the element. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

LAYOUT

You can click the **Display** drop-down and choose one of the options:

- **none** The element will not be shown.
- **block** The element will be shown and adds a line break after it. For some elements this option might be called **flex**, which reflects the flexbox technology associated with it.

Click the **Order** drop-down to change the order of the text within the button in relation to the icon (e.g., left, right, top, bottom).

MARGIN

You can change the margin for any of the sides on the element (Left, Right, Top, Bottom). In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

PADDING

You can change the padding for any of the sides on the element (Left, Right, Top, Bottom). In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

SIZE

You can change the height or width of the element. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

TEXT

You can click the **Display** drop-down and choose one of the options:

- **none** The element will not be shown.

- **block** The element will be shown and adds a line break after it. For some elements this option might be called **flex**, which reflects the flexbox technology associated with it.

  You can change any of the following to affect the font:

  - **Color** This lets you select a color for the font. You can use any of the following:

Option	Description
#000000 ▼	You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color.
	This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.
	Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

  - **Family** You can select or type a specific font family (e.g., Arial, Tahoma, Verdana).

  - **Size** You can change the font size. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points).

  - **Weight** You can click in this field and make the font normal or bold.

  - **Style** You can click in this field and make the font normal or italic.

7. Select the **UI Text** tab. Use this tab to customize a list of text strings for the toolbar components. This includes text for the label, tooltip, alt text for buttons, and progress bar.

> ☐ **NOTE** You can customize the text used for a different language in the output. From the **Language** drop-down, select the language, and then modify the text in each row.

8. Click 🖫 to save your work.

How to Associate the eLearning Toolbar Skin Component With a Proxy or Target

Do one of the following, depending on the part of the user interface you are using:

- **eLearning Toolbar Proxy** Open the template page or topic that includes the eLearning Toolbar proxy. Right-click the proxy, and select **Edit eLearning Toolbar Proxy**. In the **Skin File** drop-down, select your eLearning Toolbar skin.
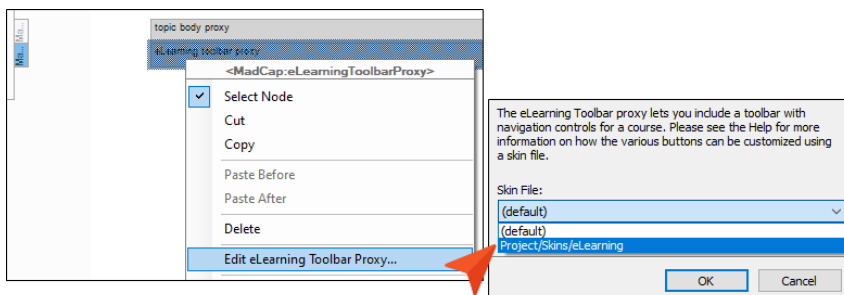
- **HTML5 Target** Open the HTML5 target, and select the **Skin** tab. Locate the **eLearning Toolbar** drop-down, and select your eLearning Toolbar skin.
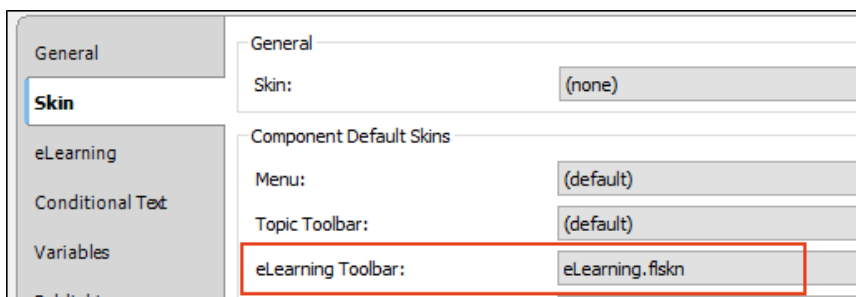
> **NOTE** You are not limited to one skin component of each type, although that is the most common situation. If you want, you can use multiple skin components of any type. If this is the case, you can associate a default skin component with a target. When you do this, the skin component you choose will always be used for any proxy of that same type that you insert for that target, unless you override it by associating a different skin component with a specific proxy that you've inserted.

Editing the Test Results Skin Component

The autogenerated test results page includes many sections that are visible by default. You can use the Test Results Skin Editor to determine which sections display in the output, and also to customize the look and feel of the test results page.

Use the Test Results style groups and properties to customize the look and feel of the test results page.
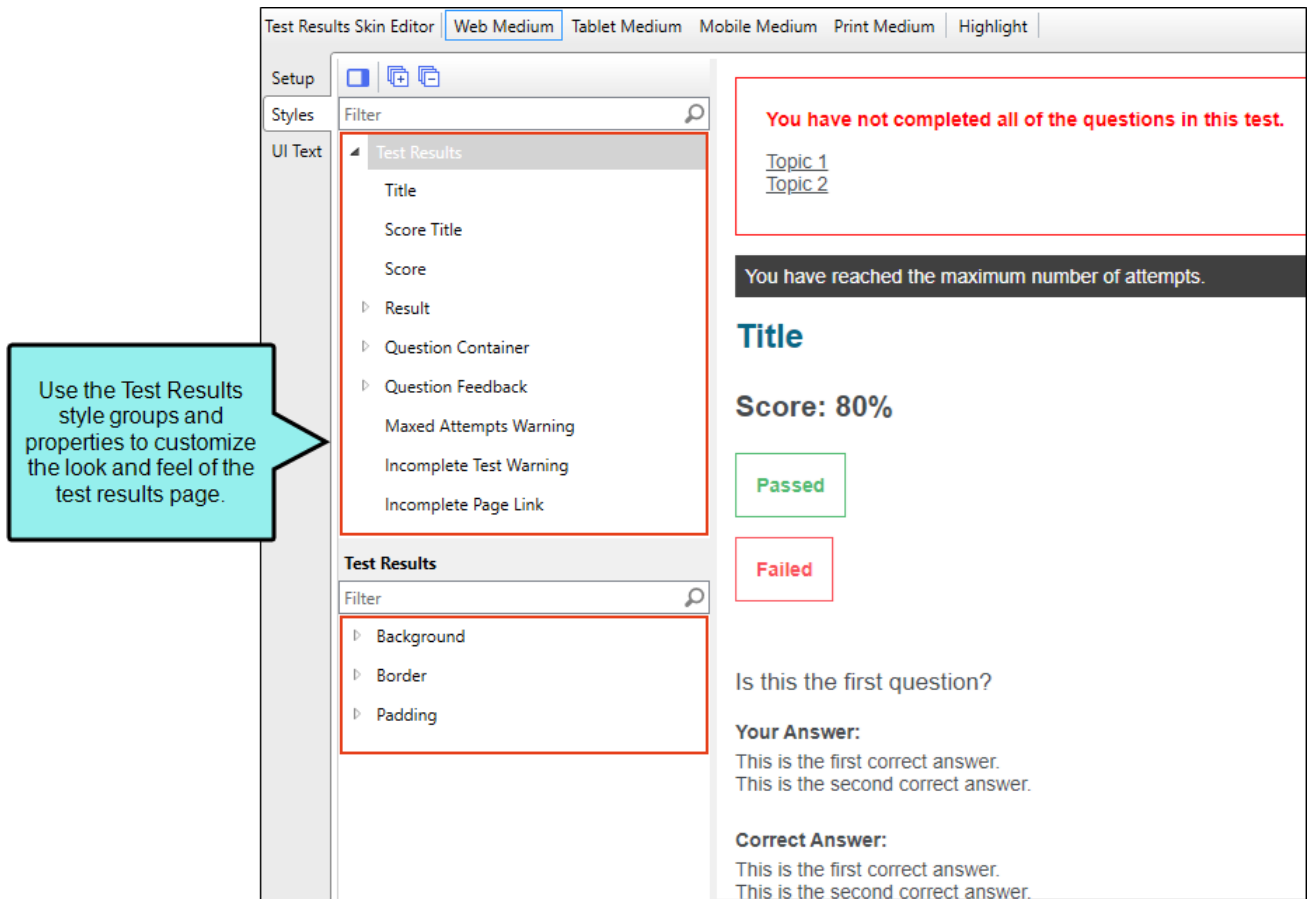
How to Add the Test Results Skin Component

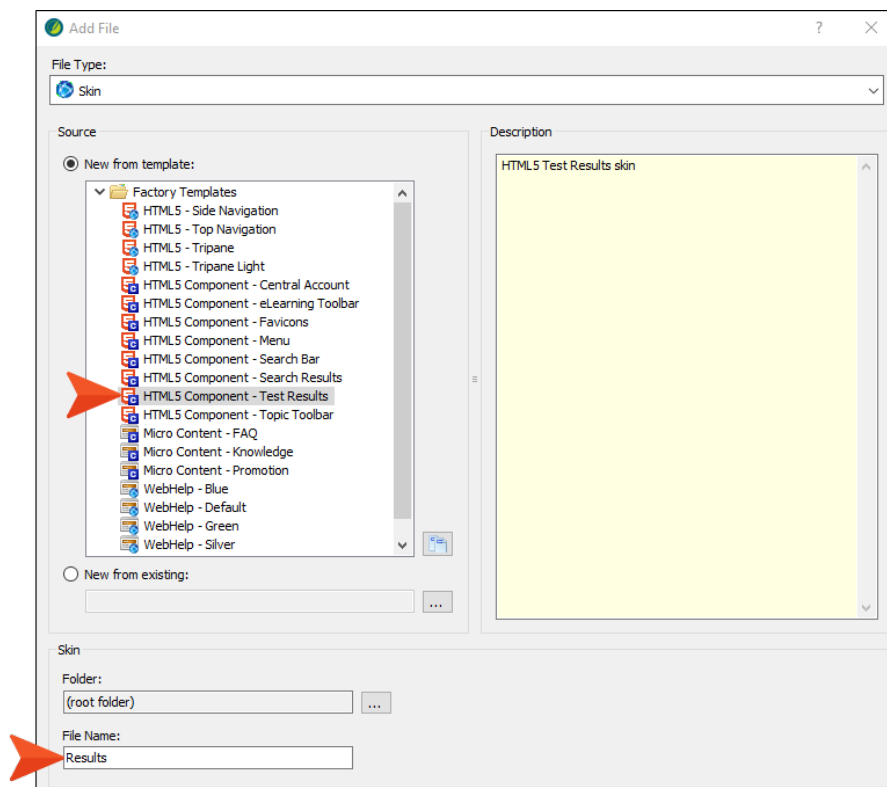Adding a test results skin component to your project is not necessary in order for the eLearning course to work. But if you want to control the look and feel of the results, then the test results skin component allows for its customization.

1. Do one of the following, depending on the part of the user interface you are using:

   - **Ribbon** Select **Project > New > Add Skin**.

   - **Right-Click** From the Project Organizer, right-click the **Skins** folder, and select **Add Skin**.

2. From the Add File dialog, expand **Factory Templates**, and select **HTML5 Component – Test Results**. Give it a file name (e.g., Results), and click **Add**. The Test Results Skin Editor opens.

How to Edit the Test Results Skin Component

Edit the Test Results skin component to apply customizations to the page. In the Test Results Skin Editor, there are three tabs where you can make changes to different sections of the test results page.

1. Open the Test Results Skin Editor.

2. Select the **Setup** tab, and choose the test result options to include in the test results page.

Option	Description
Show Passed / Failed	Select to display whether the learner passed or failed the course.
Show Score	Select to display the learner's score. If shown, select from the drop-down either Percentage Correct (e.g., 80%) or Total Correct (e.g., 7 of 10 Correct).
Show Questions	Select to display the test questions in the results page. If shown, select to display learner answers, correct answers, and feedback for questions.

3. Select the **Styles** tab. Using this tab you can customize the look and feel of the test results title, score, questions, answers, incomplete test warnings, and more.

4. (Optional) If you are using responsive output, make sure you select the appropriate medium—**Web**, **Tablet**, or **Mobile**—in the local toolbar before making changes to styles.

5. On the left side of the editor, expand and select any of the **Test Results** style groups.

> ⊘ **TIP** To quickly find a style to edit, from the local toolbar, click the **Highlight** button. This enables Highlight mode, where the right panel in the editor is a live preview. Click any part of the live preview and it locates the corresponding style in the left panel to edit. Once a style is updated, it displays as such in the live preview.

Style Group	Description
Test Results	This controls the look and feel of the entire test results page.
Test Results > Title	This controls how the test title container looks.
Test Results > Score Title	This controls how the score container looks.
Test Results > Score	This controls how the score container looks, according to percent complete or total complete. (To change the score type, select it from the **Setup** tab, **Show Score** drop-down.)
Test Results > Result	This controls how the test results container looks, including a successful or unsuccessful attempt. You can also customize how the Failed versus the Passed results show.
Test Results > Question Container	This controls how the entire question container looks.
Test Results > Question Container > (first)	You can change the way the first question container looks compared to the others.
Test Results > Question Container > (last)	You can change the way the last question container looks compared to the others.

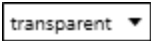| Style Group	Description
Test Results > Question Container > Question	This controls how the questions appear in the test results page.
Test Results > Question Container > Answer Container	This controls how the answers look in the test results.
Test Results > Question Container > Answer Container > Title	This controls how the titles for the answers display. You can also create a different look for the correct answer versus the user answer.
Test Results > Question Container > Answer Container > Content	This controls how the answer container looks for the content. You can also create a different look for the correct answer versus the user answer.
Test Results > Question Container > Answer Container > Content Item	This controls how the content for the answer looks. You can also create a different look for the correct answer versus the user answer.
Test Results > Question Feedback	This controls how feedback for a question displays in the test results page. You can adjust how the correct versus incorrect feedback looks.
Test Results > Maxed Attempts Warning	This controls the look for the container that alerts the learner to reaching the maximum amount of test attempts.
Test Results > Incomplete Test Warning	This controls the look for the container that alerts the learner of an incomplete test (if they navigate to the results page before the test is completed).

Style Group	Description
Test Results > Incomplete Page Link	This controls how the page links look when the Incomplete Test Warning displays.

6. Expand any of the nodes and complete the necessary fields. The properties and fields that you see are different for each node. Following is a general list in alphabetical order:

BACKGROUND

You can change any of the following to affect the background:

- **Gradient** This lets you change the background color using a progression effect. Select the beginning gradient color in the first field, and then select a second gradient color in the second field. You can use any of the following to enter or select a color.

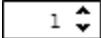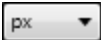| Option	Description
transparent ▼	You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color or make the background transparent.
	This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.
	Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Color** This lets you select a single color.

- **Image** This lets you select an image for the background. Click and use the dialog to select an image file.

- **Repeat** Use this field to tell Flare Desktop whether the image should repeat or not.

> **NOTE** The Image field has the highest precedence, which means that if you enter settings in all of the Background fields, the image will win. Gradient has the next highest precedence. If you want to use the Color field, you need to make sure the Gradient fields are set to transparent and that there is no image selected.

BORDER

You can change any of the following to affect the border on the element:

- **Border Edge Fields (Top, Right, Bottom, Left)** You can add a border line around any of the edges of the element. You can use any of the following. The first three fields are used to control the type and size of the border line. The last three fields are alternative ways to choose a color for the border.

Option	Description
solid ▾	You can select a type of line for the border (e.g., solid, dashed, dotted).
1 ▴▾	Type a number in the field or use the arrows to increase or decrease it.
px ▾	Click in this field and select a unit of measurement (e.g., pixels, points, centimeters).
#000000 ▾	You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color.
🎨	This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.
🖌	Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Border Radius Fields (Top Left, Top Right, Bottom Right, Bottom Left)** If you want the element to have rounded corners, you can enter values in any of these fields. In the first field type a number or use the arrows. Then click in the second field and select the unit

of measurement (e.g., pixels, points, centimeters). The higher the number, the more of a curve the corner will have.

FONT

You can change any of the following to affect the font:

- **Color** This lets you select a color for the font. You can use any of the following:

Option	Description
#000000 ▾	You can type a hexadecimal number (e.g., #000000) directly in this field. Alternatively, you can click the down arrow and choose a color.
	This opens the Color Picker dialog, which lets you choose a color in many ways. Note that you can select a CSS variable.
	Adds a bar above the cursor. As you move the cursor over any area of your screen, the color changes in the bar to reflect the color that is directly behind the tip of the cursor. When you click, that color is loaded into the Color Picker dialog.

- **Family** You can select or type a specific font family (e.g., Arial, Tahoma, Verdana).
- **Size** You can change the font size. In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points).
- **Weight** You can click in this field and make the font normal or bold.
- **Style** You can click in this field and make the font normal or italic.

LAYOUT

You can click in the **Display** field and choose one of the options (some of these options might not be available for certain styles):

- **none** The element will not be shown.
- **block** The element will be shown and adds a line break after it. For some elements this option might be called **flex**, which reflects the flexbox technology associated with it.
- **inline** The element will be shown but does not add a line break after it, allowing it to be positioned next to other elements.
- **inline-block** The element will be shown but does not add a line break after it, allowing it to be positioned next to other elements. This is similar to inline; however, with this option, a width and height can be set on the element, and top/bottom margin and padding settings are respected.

MARGIN

You can change the margin for any of the sides on the element (Left, Right, Top, Bottom). In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

PADDING

You can change the padding for any of the sides on the element (Left, Right, Top, Bottom). In the first field type a number or use the arrows. Then click in the second field and select the unit of measurement (e.g., pixels, points, centimeters).

STYLE

You can click the List Style drop-down and choose one of the options (none, disc, circle, square, decimal, decimal-leading-zero, lower-roman, upper-roman).

7. Select the **UI Text** tab. Use this tab to customize a list of text strings for the test results page. This includes text for the score, results, answer labels, warnings, and more.

> 📝 **NOTE** You can customize the text used for a different language in the output. From the **Language** drop-down, select the language, and then modify the text in each row.

8. Click 💾 to save your work.

How to Associate the Test Results Skin Component With a Target

1. Open the target from the Project Organizer.

2. Select the **Skin** tab.

3. From the **Component Default Skins** section, select the **Test Results** drop-down, and choose the skin component that you want to associate with the target.

4. Click to save your work.

▮ PDF Output for a Course

Although HTML5 output is the main format for eLearning courses, you can also create PDF or PowerPoint output. This might be desirable if you want to distribute a hard copy of the course, or if you require a student guide and an instructor guide. The questions in a printed version of the course are not interactive.

How to Show Answers in PDF or PowerPoint

The following goes over some general PDF and PowerPoint target options for eLearning material. If you produce an instructor guide, you can opt to show the correct answers (or hide them).

1. Open a PDF or PowerPoint target.

2. In the Target Editor, select the **General** tab.

    a. From the **Output Type** drop-down, confirm **PDF** or **PowerPoint** is selected.

    b. From the **Primary TOC** drop-down, select the TOC for the course. (You can create a new TOC specifically for the PDF or PowerPoint output if you want to.)

3. Select the **Advanced** tab, and under the **Output Options** section, select **Show correct answers for eLearning questions**.
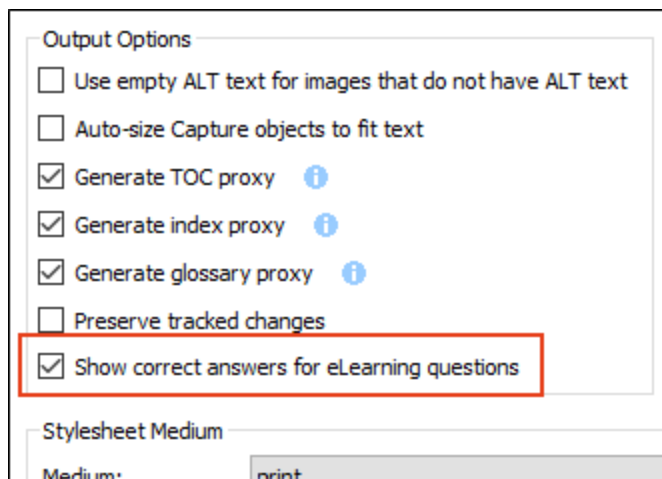

4. (Optional) Select other PDF or Power options for output.

5. Save and build the target.

eLearning Questions in PDF or PowerPoint

After building a PDF or PowerPoint target, take a look at the output. If the option **Show correct answers for eLearning questions** is enabled, then the questions display with the correct answer notations.
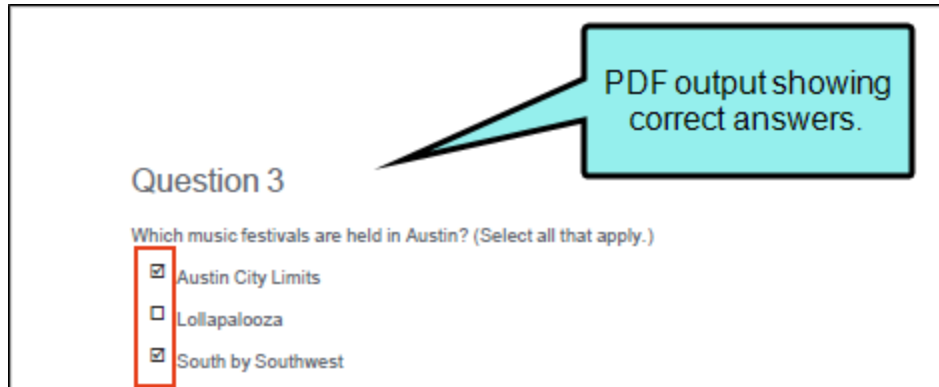
If **Show correct answers for eLearning questions** is disabled, then the questions display in the output without the correct answer notations.
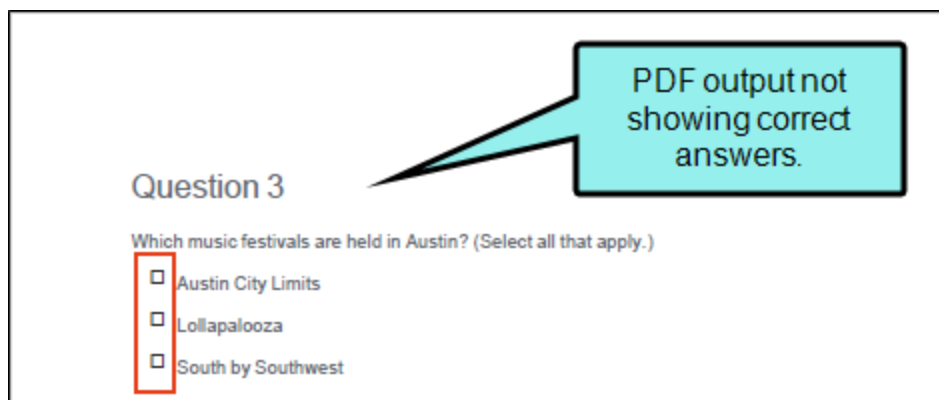
APPENDIX

PDFs

The following PDFs are available for download from the Help system.

| Tutorials

Autonumbers Tutorial

Back-to-Top Button Tutorial

Context-Sensitive Help Tutorial

Custom Toolbar Tutorial

eLearning Tutorial—Basic

eLearning Tutorial—Advanced

Getting Started Tutorial

Image Tooltips Tutorial

Lists Tutorial

Meta Tags Tutorial

Micro Content Tutorial—Basic

Micro Content Tutorial—Advanced

Responsive Output Tutorial

Single-Sourcing Tutorial

Snippet Conditions Tutorial

Styles Tutorials

Tables Tutorial

Word Import Tutorial

Cheat Sheets

Context-Sensitive Help Cheat Sheet

Folders and Files Cheat Sheet

Learning & Development Cheat Sheet

Lists Cheat Sheet

Micro Content Cheat Sheet

Print-Based Output Cheat Sheet

Search Cheat Sheet

Shortcuts Cheat Sheet

Structure Bars Cheat Sheet

Styles Cheat Sheet

User Guides

Accessibility Guide

Analysis and Reports Guide

Architecture Guide

Autonumbers Guide

Branding Guide

Condition Tags Guide

Context-Sensitive Help Guide

Eclipse Help Guide

eLearning Guide

Getting Started Guide

Global Project Linking Guide

HTML5 Guide

Images Guide

Import Guide

Indexing Guide

Key Features Guide

Lists Guide

MadCap Flare Online Integration Guide

Meta Tags Guide

Micro Content Guide

Navigation Links Guide

Plug-In API Guide

Print-Based Output Guide

Project Creation Guide

QR Codes Guide

Reviews & Contributions With Contributor Guide

Scripting Guide

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Source Control Guide: Subversion

Source Control Guide: Team Foundation Server

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