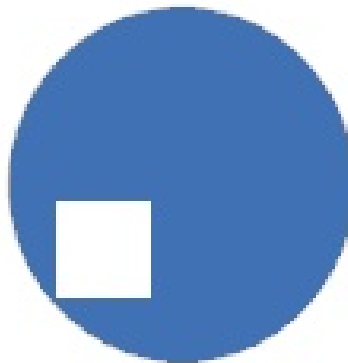




# Getting started with Dokeos

Programme for a 2 days seminar





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Programme for a 2 days seminar

## Agenda

### First day

- 09h00 : Your expectations
- 09h30 : Analysis of some e-learning cases
- 10h00 : Deducing the objectives of a course through the analysis of its context
- 10h30 : An example sequence : Drawing a chart in Excel
- 11h00 : Break
- 11h45 : Workshop : redo the Excel lesson
- 11h20 : Workshop : write the storyboard of a lesson
  
- 12h45 : Lunch
  
- 14h00 : Web page design : the formats pentagon
- 14h30 : The Dokeos tools: online multimedia creation
- 15h00 : Workshop : creating multimedia pages
- 15h30 : Tests and evaluation : multiple choice, listening comprehension...
- 16h00 : Workshop : tests tools

### Second day

- 09h00 : The Dokeos tools : forums, groups, agenda...
- 09h30 : Tips and tricks on collaboration methodology
- 10h00 : The learning path methodology and the Scorm standard
- 10h30 : Workshop : creating a learning path
- 11h00 : Break
- 11h30 : Dealing with images : fetching, resizing, saving in GIF, JPG...
- 12h00 : Workshop : using Gimp or Paintshop to deal with images
  
- 12h45 : Lunch
  
- 14h00 : Dealing with audio : recording, voice synthesis, saving in MP3...
- 14h30 : Workshop : creating and embedding audio in documents and tests
- 15h00 : Animation with Wink : encapsulating a demonstration in Flash
- 15h30 : Workshop : building Flash animations with Wink

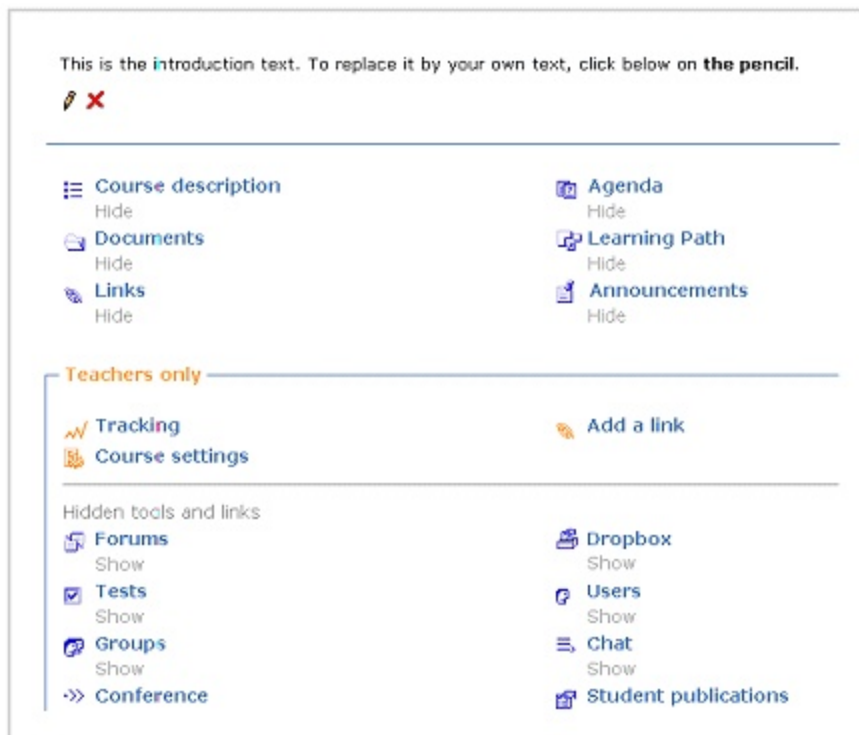


## I. Introduction

This document is a support for the 2 days seminar organised by Dokeos. It will be your guide during the training and a checklist after.

## II. The Dokeos software

During this seminar, we will review the Dokeos tools one by one to give a global view on the pedagogic possibilities offered by the software.



The *Solid Waste Management* course is a demo illustrating the palette of features offered by Dokeos. You will find there both examples of interaction scenarios and examples of multimedia self-learning activities.



**Solid waste management**

Course information

- ✓ Description
- ✓ Agenda
- ✓ Groups

Introductory module

- ✓ Introduction
- ✓ Self evaluation - entry test

Listening

- ✓ Listening kick off
- ✓ Listening: In the shopping centre
- ✓ Listening test

Speaking

- ✓ Spoken interaction
- ✓ Activity: vocal interaction
- ✓ Spoken production
- ✓ Activity: giving a lecture

Business focus 1 (Listening & speaking skills)

- ✓ Making a phone call
- Business focus test 1
- Business focus test 2
- Business focus test 3

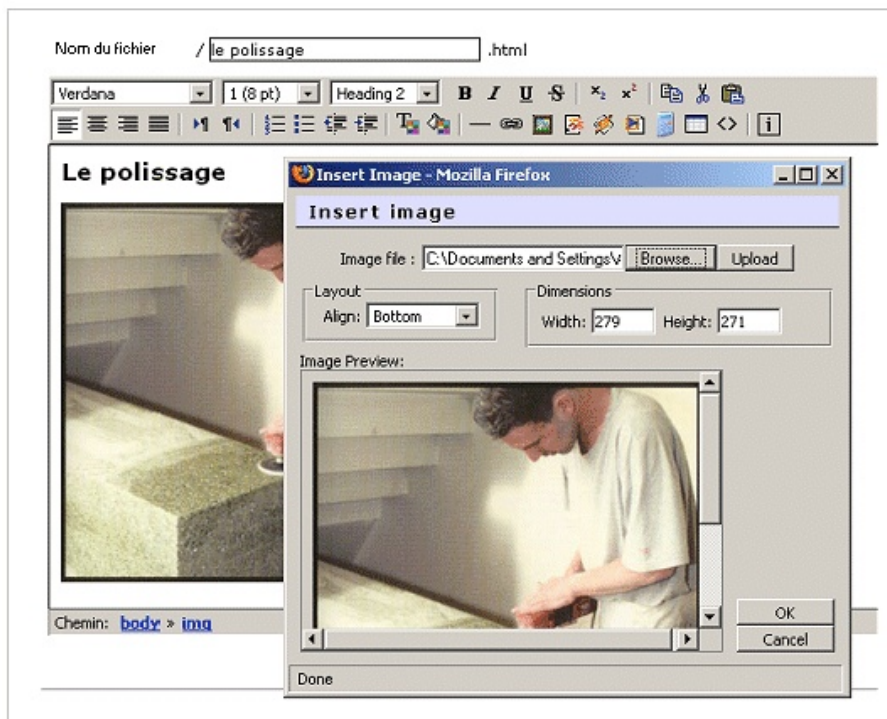
## Business focus 1



### Making a phone call:

Phoning in a foreign language can be quite stressful, because there are no gestures or facial expressions to help you. That's why it is especially important to learn phone vocabulary and phoning expressions. When you call somebody on the phone, always

The main Dokeos authoring tool is the Documents tool. It allows you to create, import, edit and export sophisticated multimedia web pages.



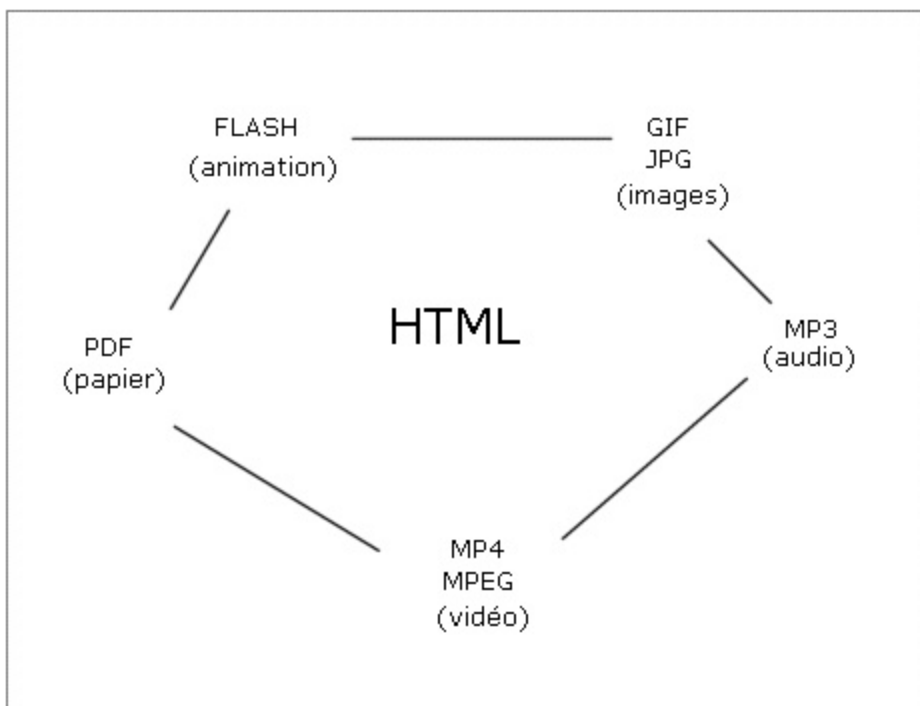


### III. The formats pentagon

To produce web learning documents, you will have to follow a series of rules. In particular the rules of:

- W3C : web rules onsortium <http://www.w3c.org>
- SCORM : standardisation of e-learning : <http://www.adlnet.org>
- Web usability : ergonomoy rules : <http://www.useit.com>

The web (= all that happens in Internet Explorer or Mozilla) uses the HTML language and is based on the HTTP protocol. This produces standardised documents, visible from any computer without too much wait and although the variety of contexts (Idifferent languages, screen widths, bandwidth...).

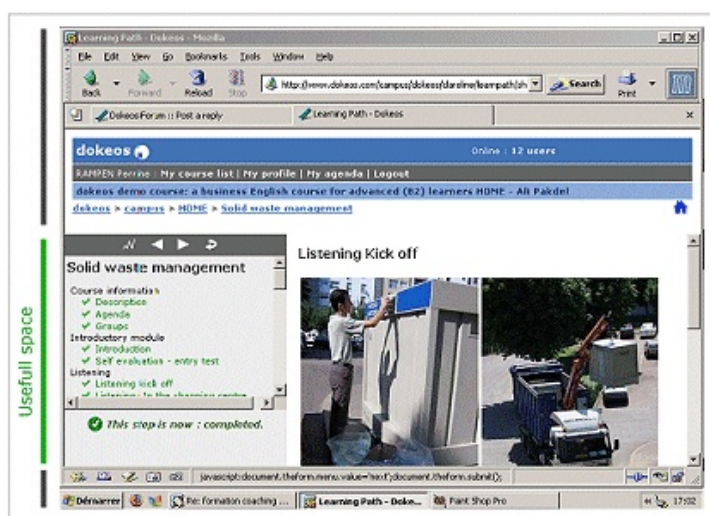


To reach this result, it is important to limit oneself as an author, to the most commonly accepted formats on the web and to understand the different between desktop authoring (Word, PowerPoint...) and web authoring. Keep in mind the following pentagon :



#### IV. Basic rules for space design

The standard screen is minimum 800 x 600 pixels. But Explorer or Mozilla + Dokeos consume almost 300 pixels (in Dokeos 1.6, the header will be thinner). And if you plan to integrate your pages into a learning path, you should consider that you need 200 Pixels on the left. Your text will redimension, but your images not. It is then important that your images are maximum 550 wide. More generally, your website will look more professional if all your images have the same size (200 x 200 for instance). See below how much space is consumed by non-content in a small screen !



#### V. Tests building

Practice and evaluation are key factors for successful learning. The building of a relevant test is a complex problem that goes far beyond the scope of this seminar. One can, however, remember the following possibilities.

<b>Test type</b>	<b>Competence</b>	<b>Tool</b>
Multiple choice	Facts knowledge	Dokeos, HotPotatoes, EasyQuizz
Matching	Categories management	Dokeos, HotPotatoes, EasyQuizz
Maze	Operation. Sequence of actions.	Quandary
Listening comprehension, questions on a video, an image...	Interpretation	Dokeos + Audacity + QuickTimePro, alltheweb, AT&T Text to Speech
Fill-in the blanks	Vocabulary knowledge	Dokeos, HotPotatoes
Play with variables	Equation mastering	Dokeos + Flash



**Interactive Test EL113**

80 % or better is required for certificate of learning

Question 1 / 5

In the example below, the circuit function letter P, identifies the basic function of the circuit concerned. Letter P indicates that the wire is in the dc power distribution system of the aircraft.

**P 2 1 5 A 4 N A L U M**

Figure A. Aircraft wire marking.

True  
 False

## VI. Building learning paths

The SCORM norm (*Shareable Content Object Reference Model*) allows to create, import and export learning sequences called learning paths.

Scorm acts on three levels

### 1. Pedagogical

Standardised navigation  
Automation of the supervision  
Sequencing of activities  
Pre-requisites management  
Time measure

### 2. Technical

Transport of the content as a ZIP package  
Structure of the path in a file called imsmanifest.xml  
Open format (XML)  
Public norm



Multi-formats : CD-Rom, different LMS  
Metadata for search engines

### 3. Economic

Content recycling  
Sustainable development  
Editability  
Building resources collaboratively

Technically speaking, a SCORM course is a course articulated around a Table of Contents written in the XML language and saved in the ZIP format. This makes it portable to LMS, CD-Rom and so on.

Dokeos provides a tool called Learning Path to build SCORM packages.

Picking up objects to add them to the LP

Title & description	Add step	Prerequisites	Change order	Add prerequisites	Edit title & desc.	Delete
Course information			▼			
<a href="#">Description</a>			▼			
<a href="#">Agenda</a>			▼ ▲			
<a href="#">Groups</a>			▲			

Table of Contents      Go up and down      Go to 2 only if passed by 1      Renaming step

## VII. Quality management

To build a valuable learning path, you will have to analyse the situation and adapt the objectives of the training to the needs of the audience in terms of competences. It is one of the most difficult steps.

Then it is time for design : trying to modelise the competences so as to create learning situations that are as closer as possible to real life situations in order to contextualise. This step might be the occasion to build a planning of your development.

One analysis and design are done, you are ready for development. This includes the building of raw media : audio, video, texts... and their combination into learning objects.



This phase should also include crash users tests.

Fourth step : the course begins. Time for adjustments on the fly according to the comments and requirements of the participants.

<b>Analysis</b> Audience Content Budget Objectifs	<b>Development</b> Objects : tests, contents... Raw media (audio, video, text, ...) Sequencing
<b>Design</b> Activitiess Roles in the dev team Plannning of development	<b>Maintenance (life)</b> News Interaction Groups Tutoring Editing by more than one

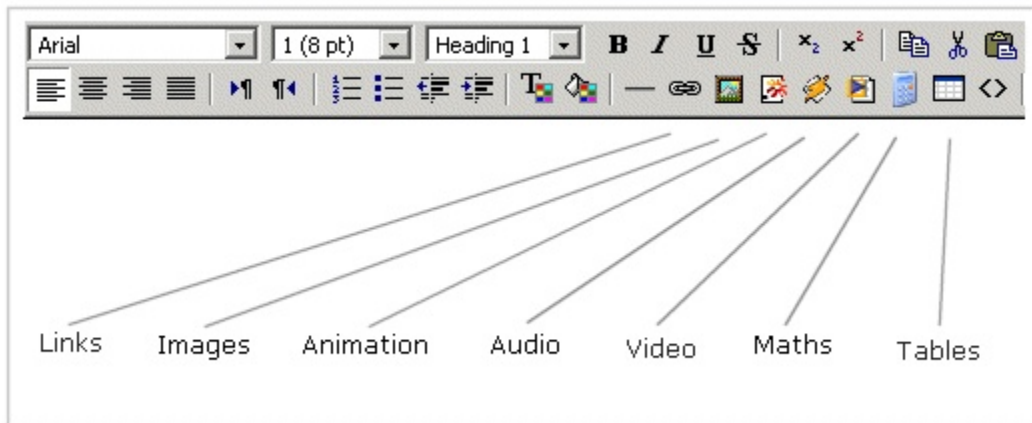
In the design phase, it will be usefull to write a storyboard that details the differents steps of every lesson. The storyboard is a key tool to help you go down from ideas to action.

### Example storyboard

<i>Objectives</i>	<i>Method</i>	<i>Steps</i>	<i>Assets</i>	<i>Tools</i>
Draw a graph from numbers in Excel	Experimentation	Objectives	Text + screenshot	Dokeos + Gimp
		How to do it	Animated screenshot	Viewletbuilder
		Do it yourself	Web page + Excel file	Dokeos + Excel
		Show me how you did	Assignments tool	Dokeos
		Common mistakes	Page + Screenshots	Dokeos + Gimp
		Let's discuss your solution	Forum	Dokeos



## VIII. The Dokeos authoring tool

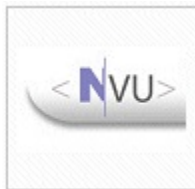


The Dokeos multimedia editor allows to integrate images, audio, video, Flash animation and mathematics. However, it does not allow to create these media. To create raw media, one can use different softwares. The most important is the format in which you save the document. Refer to the formats pentagon.

For example, you can use PhotoShop, PaintShop or The Gimp and many other softwares to create and treat images as far as you save them in GIF or JGP formatr. Identically to create FLASH animations (format name = .swf) you can use Macromedia Flash, RoboDemo, Qarbon Viewletbuilder, OpenOffice...

Dokeos suggests a list of these softwares. We do not pretend they are the best ones. Our goal is that they are:

- free or cheap,
- run on any or many platform(s) : Windows, Linux, Mac OS X,
- easy to use.



### Create web pages outside Dokeos.

You can create a whole website on your local computer and then send it as a ZIP file to the Documents tool. Take care of moving the images and all objects and not only HTML pages.

**Image management : The GIMP**

Draw, cut, resize...

**Tests : HotPotatoes**

You can import HotPotatoes tests in Dokeos. This is one of the easiest ways to create sophisticated tests including images, drag and drop, fill-in the blanks...

**Audio : Audacity**

With a modest USB headset, you can record your voice and save it in MP3 format. Or you can use a voice synthesis tool to create audio from text :

<http://www.research.att.com/projects/tts/demo.html> then use Audacity to compress it in MP3 format. Take care of using the same sampling frequency.

**Animation : Wink**

Without devling into the complexity of Macromedia Flash, create simple animations that record your movements on the screen of your computer and save it as a Flash file for web publishing.

**XI. Support**

To conclude some links to more documentation:

The Teacher Manual, Admin Manual and some insights on pedagogy :

<http://www.dokeos.com/documentation.php>

The Dokeos users free support forum : <http://www.dokeos.com/forum>

The Dokeos contextual help : in every tool, you can click on Help. This will explain to the teacher how to use the current tool.

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Thomas De Praetere, April 10, 2005