



Author Guide

This is a guide that subject matter experts (SME) can use to plan their courses. The recommendations in this guide assist SMEs to create instructionally sound content that easily flows into ReadyGo WCB.

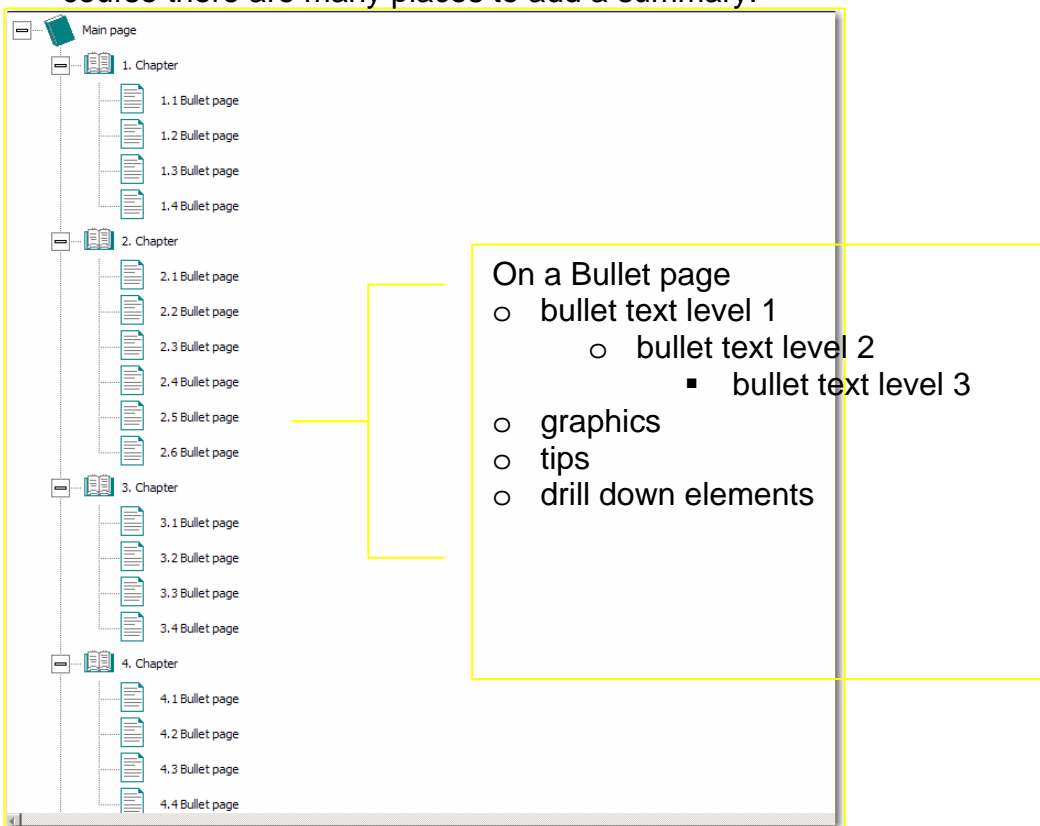
Guide Outline

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Guidelines for Creating an Effective Web Course

It is best divide the course information into small chunks. Students typically have a 15 to 20 minute attention span when taking web courses. Use the following guidelines when dividing the course into smaller sections::

- Create five or less chapters per course. If you have more then five chapters, consider breaking the content into multiple courses.
- Each chapter should consist of about 10 to 15 pages. Avoid having more then 20 pages in a chapter.
- Limit the number of bullet points on each page. Your goal should be a maximum of five bullets per page, with no more than three levels of indentation.
- Keep questions to about 10-15 per chapter.
- If applicable, create a glossary of between 10-15 words. Each word should have a description of one to two sentences.
- Summaries help frame the material that will be presented. Throughout the course there are many places to add a summary.



Elements and Description

Main Page

Every course has a main introduction page. This is similar to a book's cover and contains the following:

- Create a title (1).
- Write one to two sentences that describe the course and provide a course objective such as when you complete this course you will be proficient in ... (2).
- Optionally you can provide a graphic that would work well on the main page of the course (3).

Below is a sample of what a main introduction page looks like:

READY go

Home FAQ Glossary Help Site Map

ReadyGo
Demonstration
Course

➤ [1. ReadyGo WCB](#)

➤ [2. Testing](#)


➤ [3. Test Only Chapter](#)

▶ [Bookmark Page](#)

▶ [Go To Bookmark](#)

1 ReadyGo Demonstration Course

2 This course highlights ReadyGo WCB's built in features including our four level course structure, tests, exercises, navigation, and services including the glossary, FAQ, and Help.

Click  to continue.

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Chapter Title Pages

Each chapter has a title page that contains the following:

- Create two chapter titles:
 - For the sidebar (1), choose a short title so that it fits nicely in your sidebar. For example, the full chapter tile may be “The introduction of printing machines in the 20th century”, while the short title could be something shorter such as “Printing machines”.
 - For the chapter page (2), you can write a long and more expressive chapter title that will be displayed on the chapter title page.
- A chapter summary (3) - Highlights the goals and learning objectives of the chapter. Please keep this under four sentences.
- The index (4) is automatically created from your page titles when you generate your course. To make your chapter and index an effective resource, consider varying the page titles.
- Chapter picture (5) - you may optionally include a graphic that is displayed on the chapter title page.

The screenshot shows a web interface for a ReadyGo Web Course Builder. At the top is a green navigation bar with icons for Home, FAQ, Glossary, Help, and Site Map. Below this is a sidebar (1) with the text "ReadyGo Demonstration Course" and three numbered links: "1. ReadyGo WCB", "2. Testing", and "3. Test Only Chapter". Below the links are two buttons: "Bookmark Page" and "Go To Bookmark". The main content area (2) has the title "ReadyGo Web Course Builder" and a paragraph (3) describing it as a chapter page with navigation and back buttons. Below the paragraph is a list of links (4): "1.1 About ReadyGo WCB", "1.2 Flash and other plug-ins", "1.3 Audio in ReadyGo WCB", and "1.4 Product information". A large purple graphic (5) resembling a stylized exclamation point is positioned to the right of the links. Navigation arrows are visible in the top right corner of the main content area.

Bullet Pages

Bullet pages provide the core course content. Bullet pages consist of the following elements:

- Title (1) - Make the title unique so that it provides effective navigation in the course map and chapter title page.
- Page summary (2) - Frames the ideas that will be presented on that page.
- Bullet points (3) - The course content should be provided in bullet points.
 - o You may need additional refinement of your bullet points. If you need too many levels consider breaking your subject into multiple pages.
 - o Studies have found that students have between 48% and 120% higher retention levels when they receive information in bullet points over paragraphs.
 - o It is best to have bullets with three or less levels of indentation.
- Graphics (4) - You may have multiple graphics on a page.
- Tip or It's true (5) - Use to highlight an interesting fact.
- A drill down element (6) - Use to provide supportive information by letting the learner drill down to receive additional information. Don't just tell the learner, show the learner. One way is to identify the sources you used to create your course. Do you know a good web site that has pertinent information? Give them the link. Provide the exact URL and the text you want them to see. Drill down elements consist of:
 - o Exercises or tours – These may include optional videos and exercises.
 - o Step-by-step Instructions – Information broken down and laid out in a series of steps. The steps can include graphics.
 - o Articles – Text or PDF articles can be included.
 - o Links to external web sites (no more than five per page).

The screenshot displays a web page titled "1.1 About ReadyGo WCB 1". The page features a green header with navigation icons for Home, FAQ, Glossary, Help, and Site Map. The main content area includes a page summary (2) stating "ReadyGo WCB is a powerful tool for creating eLearning." followed by three bullet points (3) describing the tool's benefits. A graphic (4) of the ReadyGo logo is present. A tip (5) is shown in a box with a lightbulb icon, stating "The next page has an in-line (mandatory) test question." Below this, a drill-down element (6) is shown with a "Take Tour" button and a "Step-by-Step" button, each leading to a separate box with text and icons.

Tests

Use test questions to assure the student understands the material and is not flipping through the course. It is best to use test questions as follows:

Tests Within a Chapter

Use test questions within a chapter to make the material interactive.

1. Gets the student thinking about the material: Ask a question before presenting a new subject. If they are taking a course on eLearning, you might ask them "Have you ever taken a course on eLearning? Answer Yes, or No; This gets them thinking about the subject you are about to present.
2. Remember the most important point you just taught them. Ask them a question that highlights the most important point. This will make sure they read the material and it will help highlight this point.

End of Chapter Tests

At the end of the chapter, you should create a five to ten question test.. This will ensure that they have read and remember the points you brought up in the chapter. You can use the same test questions used throughout the chapter. Repetition helps students remember important points.

End of Course Test

Use the end of course test to ensure that the student has learned the material you presented. You can use test questions from the chapters.

Possible Types of Questions

- Multiple Choice
- True False
- Text Fill-in-the blank (allows a family of correct answers)
- Numeric fill-in-the blank (allows a range of correct answers)
- Multiple Selection (partial credit can be given)
- Picture Region Click with Multiple Regions as Choices
- Picture Region Click - click anywhere on the picture
- Matching column drag-and-drop (Drag from one column to its match in the other column)
- Matching column with lines drawn between the columns
- Multiple Match Drag-and-Drop to picture images
- Multiple Choice from a pull-down list

- Multiple Selection from a pull-down list
- Ranking/Sequence
- Likert/Preference Scale question (not graded, but tracked) questions can be grouped.
 - Custom: Insert your own Flash/JavaScript – can be used to better manage tests created in other tools

Creating Questions

You will need to provide:

- The question (1)
- The possible choices (2)
- The correct answer (3)
- Graphics (optional)

1.1.5 This is a sample test page



ReadyGo supports 15 different types of test questions. The test on the last page of chapter two includes all types of test questions. The page after the test in the Test Only Chapter has a certificate.

Q 1. The Summer 2008 Olympics will be held in: **1**

A. Sydney

B. Beijing **2**

C. Athens

D. London

Q 2. A cross-country foot race of 26 miles, 385 yards is called a: **1**

Q 3. Within 0.5 seconds, what is the World Record for the Men's 100m race? **1**

Q 4. If you could attend only three of the following Olympic events, which would you choose? **1**

A. Swimming

B. Track **2**

C. Sailing

D. Closing Ceremonies

E. Opening Ceremonies

Q 5. Do you agree or disagree? The Olympics should only be held in Greece. **1**

Strongly Disagree Strongly Agree **Opinion**

Your score will appear here **3**

Glossary

The Glossary consists of:

- An automatically created list of glossary words generated from the glossary terms.
- The term (1) - A word to be defined
- A definition (2) - One to three sentences defining the term
- Optionally you can include (3)
 - A graphic that helps explain the word
 - A link to a resource such as Wikipedia

- [_Asynchronous Learning](#)
- [_Bandwidth](#)
- [_Browser](#)
- [_Bullet page](#)
- [_Chapter](#)
- [_Computer Based Training \(CBT\)](#)
- [_Contact information](#)
- [_Cookie](#)
- [_Course Map](#)
- [_Dialog](#)

Cookie 1

2 A small piece of data placed on your computer by your browser or by a web server. It is used to record specific information, such as the name of a web page, for future use.



Sample Course Content

Below is an example of the material in a ReadyGo course.

(Course title) ReadyGo Demonstration Course -----

(Course summary) This course highlights ReadyGo WCB's built in features including our four level course structure, tests, exercises, navigation, and services including the glossary, FAQ, and Help.

(Chapter one title) ReadyGo Web Course Builder

(Chapter one sidebar title) ReadyGo WCB

(Chapter one summary) This is a chapter page (second level) of a ReadyGo WCB course. Navigation, including chapter page listings, forward, and back buttons are automatically built into a course.

(Chapter one, page one)

(Page title) About ReadyGo WCB

(Pagesummary) ReadyGo WCB is a powerful tool for creating eLearning.

(Bullet points)

+ ReadyGo WCB separates out designing the look and feel of the course from entering the course content, simplifying and speeding the process of creating courses.

+ ReadyGo WCB's user interface simplifies complex procedures. By clicking a button, course creators can easily add a drill down exercise, link to other resources, article, or test.

+ Storyboards, instructional design, and web design are all built into the ReadyGo WCB.

(It's True!): The next page has an in-line (mandatory) test question. You can also choose to have a sub page (optional) test. The following chapter provides more detail on ReadyGo's test engine.

(Net Link)

Visit ReadyGo's web site -> <http://www.readygo.com>

(Drill down article)

(Drill down title) Tell Me More

(Drill down content)

A Tell Me More page provides a mechanism to provide expanded details on a subject. The bullet page is typically used to provide the overview of the subject, but learners usually need more detail in order to achieve an in-depth understanding of the subject. Tell Me More articles can be as long as the author wants. However, it is best to keep articles to a few paragraphs for learners that will read from their computer screen. This article includes text and an Adobe PDF file.

(Test)

(Question 1) The Summer 2008 Olympics will be held in:

(Question Type): Multiple Choice

(Answers)

A Sydney

Feedback if selected: The 2000 Olympics were held in Sydney. The 2008 Olympics will be held in Beijing.

B Beijing

Feedback if selected: Yes, the 2008 Olympics will be held in Beijing.

C Athens

Feedback if selected: The 2004 Olympics were held in Athens. The 2008 Olympics will be held in Beijing.

D London

Feedback if selected: The 2012 Olympics will be held in London. The 2008 Olympics will be held in Beijing.

(Right Answer) B

(Question 2) A cross-country foot race of 26 miles, 385 yards is called a:

(Question Type) Text Entry

Feedback if correct: Yes, a 26 mile cross country foot race is called a Marathon

Feedback if wrong: A 26 mile cross country foot race is called a Marathon

(Right Answer): Marathon

(Question 3) Within 0.5 seconds, what is the World Record for the Men's 100m race?

(Question Type) Numeric

Feedback if correct: Correct, the Men's 100m race is run in less than 10 seconds.
Feedback if wrong: The world record for the men's 100m sprint is about 9.7 seconds.

(Right Answer) 9.200000 - 10.300000

(Question 4) Do you agree or disagree? The Olympics should only be held in Greece.

(Question Type) Preference; not graded

- A Strongly Disagree
- B Strongly Agree
- C No Opinion