

# Learning Materials Management

The Learning Objects management page is made by three tabs:

1. **Course Objects:** list of actual LO of the course, available for students. They can be directly created from this area or imported either from MyObjects or Shared Objects areas.
2. **Shared Objects:** a repository of LO shared among all the courses and users with permission to access this tab
3. **My Objects:** personal materials' repository for the logged user. A private area for teachers in which they can store their own objects, create new objects or import objects from other teachers. It is an inter-course area in the sense that the objects placed there can be viewed from any of the courses managed by the teacher.

In all the tabs, LO Objects can be organized into folders/subfolders.

## Course Objects

### LEARNING OBJECT MANAGEMENT

My objects **Course objects** Shared objects

**COURSE DOCUMENTS**

Lectures	
Pre-Assessment	
Lesson Slides	
Lesson slides	
Evaluation Test	

[New folder](#) [New Learning Object](#)

**New Folder:** Create a new folder

**New Learning Object:** create a new learning object.

# LO types

- SCORM
- TEST
- Upload file
- HTML page
- Survey

The following LOs are available until Forma 4 and **REMOVED SINCE FORMA 4.1** and it won't be possible to create new ones. Previously created LOs will keep working but may be removed in feature released.

- FAQ
- Glossary
- Links

## LO actions and features



1. **View:** open and launch the learning object. Actions will be tracked as for normal fruition
2. **Edit:** access the edit page for this of learning object. Each type of learning object has a different edit mode.
3. **Copy:** duplicate the object
4. **Properties:** edit object properties for:
  1. Prerequisites
  2. LO Properties
5. **Categorize:** Add description, category, and tags for the knowledge base
6. **Assign:** assign this LO only to specific users
7. **Order:** move the object up and down in the list
8. **Move:** move the object to a folder or into another tab
9. **Delete:** remove the LO. All trackings will be deleted

## Properties: Prerequisites

Click on the “Properties” icon to open the Properties > Prerequisites tab.

Here you can select the LO in the course that need to be completed for the object to be unlocked

Prerequisites

Properties

Title

Evaluation Test

Prerequisites

Lectures

Pre-Assessment

Lesson Slides

Lesson slides

Evaluation Test

Submit

Cancel

## Properties: Properties

Here you can set the general configuration settings for this object. Different LO types might have different option sets.

Prerequisites

Properties

Title	<div>Demo Scorm Object</div>
Hidden	<div><div><input checked="" type="radio"/> No</div><div><input type="radio"/> Yes</div></div>
Publish from	<div></div>
Publish until	<div></div>
Number of views	<div><div><input type="radio"/> Until not completed/passed</div><div><input checked="" type="radio"/> Infinite</div><div><input type="radio"/> Only one time</div></div>
End object marker	<div><div><input checked="" type="radio"/> No</div><div><input type="radio"/> Yes</div></div>
Bookmark	<div><div><input checked="" type="radio"/> No</div><div><input type="radio"/> Begin</div><div><input type="radio"/> Final</div></div>
Autoplay	<div><div><input type="radio"/> No</div><div><input checked="" type="radio"/> Yes</div></div>
playertemplate	<div>default</div>
Width	<div>0</div>
Height	<div>0</div>

Submit

Cancel

## General options, available for all types of objects:

**Title:** display LO name. Editable only for SCORM objects, for other types use their edit page

**Hidden:** decide whether this object must be visible or not for students (default: yes)

**Publish from/until:** the object will be visible only between the selected dates. Leave empty for unlimited

**Number of Views:** define how the object must be accessible based on its completion status

**End Object Marker:** if set to yes, completing this object will **set the user status on the whole course to “complete”** .

## Options for both TEST and SCORM LO:

**Bookmark:** this object's score will be reported as separate start score or final score for the course

# Assign to selected users

Here you can assign the LO only to selected users or groups. Other users won't see the object.

## ACCESS

Assign users: Lesson slides

USERS

GROUPS

0 Selected elements

Select: [All pages](#) , [None](#)

« Start < Previous 1 Next > End » 1 - 5 of 5 25 ▼

Advanced search

<input type="checkbox"/>	Username ▲	Last name	First name	Email ▼ ⬆	Last access date ▼ ⬆
<input type="checkbox"/>	admin	Smith	John		
<input type="checkbox"/>	baswad	Aswad	Batul	BatulSuhaylaAswad@jourrapide.com	
<input type="checkbox"/>	bjamison	Jamison	Bobby	BobbyDJamison@teleworm.us	
<input type="checkbox"/>	lbrodeur	Brodeur	Liane	LianeBrodeur@armyspy.com	
<input type="checkbox"/>	molmos	Olmos	Mercedes	MercedesOlmosVillalpando@einrot.com	

0 Selected elements

Select: [All pages](#) , [None](#)

« Start < Previous 1 Next > End » 1 - 5 of 5 25 ▼

Save changes

Undo

# Categorize

Use this form to categorize the object within the Forma Content Library

## CONTENT LIBRARY

Categorize: Lesson slides



All categories

Original name stored in the platform

Lesson slides

Name

Lesson slides

Language

english

Type

file

Environment

course\_lo

☐ Make this resource playable also by people that cannot access it.

☐ This resource is mobile compliant.

Description

File Edit View Insert Format Table

**B** *I*

Paragraph 11pt

A **A**

0 WORDS

Add tags



Use commas to separate tags.

Tags:

Save changes

Undo

# Shared Objects

This is the area where teachers can share teaching objects with other teachers, can import them to their own homepages or directly to the courses section.

Note:

- Importing entails making a new copy of the imported object, which will therefore be treated as a completely new object
- Teachers can create, copy and move any shared LO, but can delete only their own. Only administrators can delete LO by other users.

# My Objects

Materials in this area can be viewed and managed only by the logged user, and are shared among all the courses where he has teacher permissions.

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