

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



The screenshot displays the 'LEARNING OBJECT MANAGEMENT' interface. At the top, there are three tabs: 'My objects', 'Course objects' (which is selected), and 'Shared objects'. Below the tabs, the section is titled 'COURSE DOCUMENTS'. A table lists the documents:

Lectures	
Pre-Assessment	[Icons: Copy, Paste, Edit, Share, Group, Refresh, Close]
Lesson Slides	[Icons: Edit, Share, Group, Refresh]
Lesson slides	[Icons: Copy, Paste, Edit, Share, Group, Refresh, Close]
Evaluation Test	[Icons: Copy, Paste, Edit, Share, Group, Refresh, Close]

At the bottom of the interface, there are two buttons: 'New folder' and '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	<input style="border: 1px solid #ccc;" type="text" value="Demo Scorm Object"/>
Hidden	<input checked="" type="radio"/> No <input type="radio"/> Yes
Publish from	<input style="border: 1px solid #ccc;" type="text"/>
Publish until	<input style="border: 1px solid #ccc;" type="text"/>
Number of views	<input type="radio"/> Until not completed/passed <input checked="" type="radio"/> Infinite <input type="radio"/> Only one time
End object marker	<input checked="" type="radio"/> No <input type="radio"/> Yes
Bookmark	<input checked="" type="radio"/> No <input type="radio"/> Begin <input type="radio"/> Final
Autoplay	<input type="radio"/> No <input checked="" type="radio"/> Yes
playertemplate	<input style="border: 1px solid #ccc;" type="text" value="default"/>
Width	<input style="border: 1px solid #ccc;" type="text" value="0"/>
Height	<input style="border: 1px solid #ccc;" type="text" value="0"/>

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 ▼

<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

Undo Redo Bold Italic Text Color Background Color Bulleted List Numbered List Decrease Indent Increase Indent Link Image

Paragraph 11pt

Table Border Color Font Color Background Color Smile

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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