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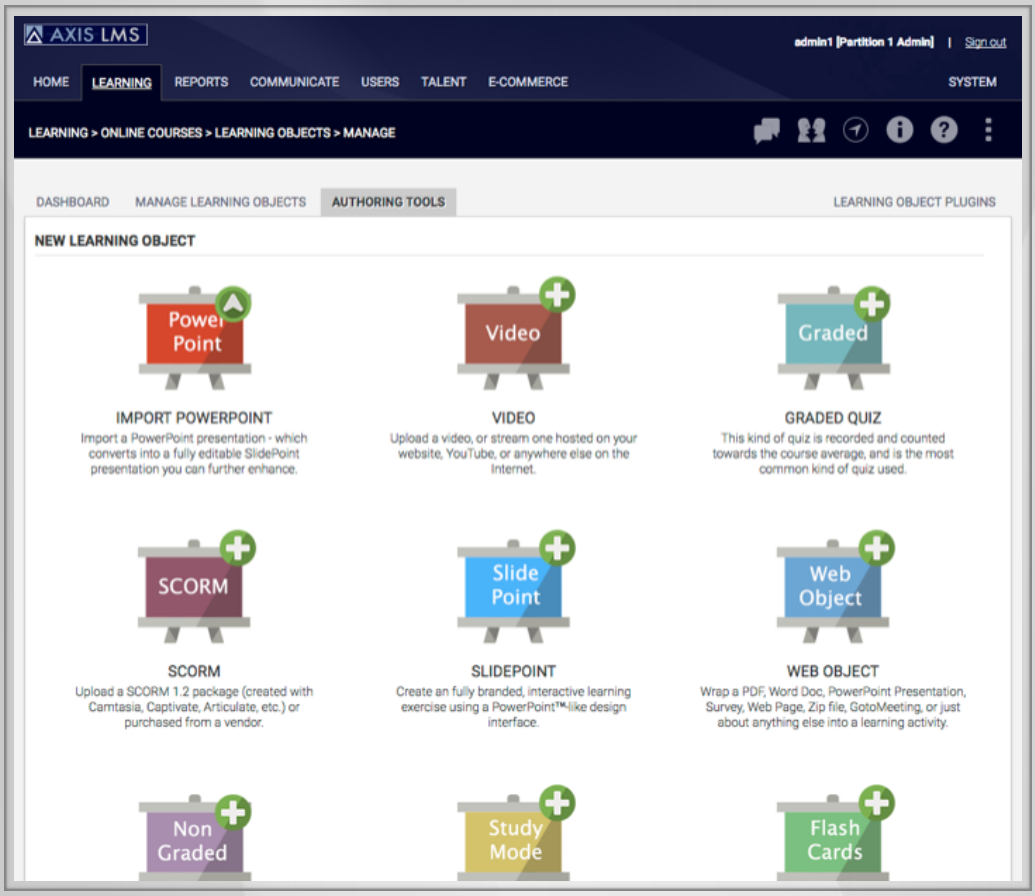
Enhance Your Training

AXIS LMS



Learning Objects Guide

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Learning Objects Overview

What is a Learning Object? 6
Quiz Type Learning Objects....7
Other Module Type Learning Objects 8
Learning Objects Not Covered in this Manual 9

Graded Quiz

What is a Graded Quiz? 10
Accessing Graded Quizzes 10
Creating a New Graded Quiz....11
The Graded Quizzes Manage Screen 17
Republish a Graded Quiz 18
Delete a Graded Quiz 18
Course Audit 18
Questions & Slides 19
Print a Graded Quiz 19
Lock/Unlock User Access to a Graded Quiz....20
Administrative Tools....20
General Settings....21
Branding & Design....22
Graded Quiz Settings 22
Feedback & Responses....24
Advanced Settings....24
How to Add a Graded Quiz to Your Courses 24

Non-Graded Quiz

What is a Non-Graded Quiz?....25
Accessing Non-Graded Quizzes....26
Creating a New Non-Graded Quiz....26
The Non-Graded Quiz Manage Screen 32
Republish a Non-Graded Quiz....33
Delete a Non-Graded Quiz 33
Course Audit 33
Questions & Slides 34
Print a Non-Graded Quiz 34
Lock/Unlock User Access to a Non-Graded Quiz 35
Administrative Tools....35
General Settings....36
Branding & Design....37
Feedback & Responses....37
Advanced Settings....38
How to Add a Non-Graded Quiz to Your Courses....38

Practice Quiz

What is a Practice Quiz? 39

Accessing Practice Quizzes 39
Creating a New Practice Quiz....40
The Practice Quizzes Manage Screen 46
Republish a Practice Quiz 47
Delete a Practice Quiz....47
Course Audit 47
Questions & Slides 48
Print a Practice Quiz....48
Lock/Unlock User Access to a Practice Quiz....49
Administrative Tools....49
General Settings....50
Branding & Design....51
Practice Quiz Settings 51
Feedback & Responses....52
Advanced Settings....52
How to Add a Practice Quiz to Your Courses 52

Study Mode Quiz

What is a Study Mode Quiz? 53
Accessing Study Mode Quizzes 53
Creating a New Study Mode Quiz 54
The Study Mode Quizzes Manage Screen 59
Republish a Study Mode Quiz 60
Delete a Study Mode Quiz....60
Course Audit 60
Questions & Slides 60
General Settings....61
Branding & Design....61
Feedback & Responses....61
How to Add a Study Mode Quiz to Your Courses 62
Capturing Score Data from a Study Mode Quiz Module....63

Flash Card Quiz

What is a Flash Card Quiz?....64
Accessing Flash Card Quizzes....64
Creating a New Flash Card Quiz 65
The Flash Card Quizzes Manage Screen....70
Republish a Flash Card Quiz....71
Delete a Flash Card Quiz 71
Course Audit 71
Questions & Slides 71
General Settings....72
Branding & Design....72
Feedback & Responses....73
How to Add a Flash Card Quiz to Your Courses....73

Capturing Score Data from a Flash Card Module....74

SCORM

What is SCORM? 75
Accessing SCORM Modules 75
Creating a New SCORM Module 76
The SCORM Modules Manage Screen 77
Delete a SCORM Module 78
Course Audit 78
Re-Upload Package....78
General Settings 78
Branding & Design....79
How to Add a SCORM Activity to Your Courses 80
Viewing SCORM Reports 81
Important Notes about SCORM Reporting Data....84
Capturing Score Data from a SCORM Module into the Course Reports 85

Video Module

What is a Video Module? 86
Accessing Video Modules....86
Creating a New Video Module 87
The Video Modules Manage Screen....88
Delete a Video Module....89
Course Audit 89
Preview 89
General Settings 89
Branding & Design....90
Feedback & Responses....90
How to Use Videos Hosted on Other Websites & Services 91
How to Add a Video to Your Courses....92

Web Object

What is a Web Object? 93
Accessing Web Object Modules 93
Creating a New Web Object Module....94
The Web Object Modules Manage Screen 95
Delete a Web Object Module 96
Course Audit 96
Preview 96
General Settings 97
Branding & Design....98
Feedback & Responses....98
How to Add a Web Object to Your Courses 98

Learning Objects Overview

What is a Learning Object?

A ‘Learning Object’ is a building block used inside online courses. It is a trackable module or activity that a learner (*user/trainee/employee*) will need to view or interact with in some way as part of their participation inside an online course (*typically, an online course consists of more than one learning object, although just a single learning object inside an online course is all that is required*).

Learning Objects are typically associated with a progress weight (*viewing and/or completing it generates points towards a learners completion progress in a course*), although not all Learning Objects need to count towards progress, and can be configured accordingly.

In Axis LMS, you can turn just about anything on the Internet into a Learning Object, but typical examples of Learning Objects include the following:

- Videos
- Interactive Presentations
- Quizzes
- Interactive Exercises
- Documents

Quiz Type Learning Objects

All of the quiz type learning objects in Axis LMS use the global LMS slide bank to enable sharing of assets across all quiz types (*you can use the same questions inside all types of quizzes instead of having to create them multiple times*).

Flash Card Quiz — A Flash Card Quiz is a tool that your users can use as a study aid. They operate similar to other quizzes, but relies on the user to say whether they were correct or not, and *they don't count towards a course average*.

Graded Quiz — A Graded Quiz is the only quiz type that always counts towards the course average (*other quiz types are tracked for time and completion, but do not count towards the course average by default*).

Non-Graded Quiz — A Non-Graded Quiz operates quite differently than other quiz module types. Instead of users receiving feedback upon completion, they receive instant feedback for each question they answer, and are prevented from moving on to the next question/slide unless they have answered correctly. Also, there is no final score or grade. So, it's more about delivering some information on a topic, and testing learners' understanding of that information. With Non-Graded Quizzes, there is no requirement to have ANY questions – you can use just presentations slides if you choose (*thereby creating a simple presentation using this instead of the more advanced SlidePoint module type*).

Practice Quiz — A Practice Quiz operates nearly identically to a Graded Quiz, with the key differences being that a Practice Quiz is not counted towards the course average, and practice quiz attempts cannot be configured to email results back to the user or admin.

Study Mode Quiz — A Study Mode Quiz operates similar to a Practice Quiz (*they don't count towards course average*), but a Study Mode Quiz lets the user decide which questions they want to work on, letting them choose from a variety of options like certain categories, only questions they missed, or ones they tagged to review, and more. They can also configure instant feedback, and use a hint/reference button to help them answer the question.

Other Module Type Learning Objects

SCORM — SCORM is a format that many popular e-learning authoring software products (*such as Adobe Captivate, Camtasia, Articulate, and others*) have the ability to 'export as', and is also a standard format used by just about all pre-packaged training content vendors (*which enables you to use just about any training content in Axis LMS*).

SlidePoint — SlidePoint is an authoring application inside Axis LMS that allows you to build visually appealing and interactive modules that can be inserted into your existing courses. It uses a design interface similar to Microsoft PowerPoint™ to allow you to create presentation modules complete with animations and interactive components in a visual environment.

Video — A video module is essentially a wrapper around just about any kind of video — including videos you upload into your Axis LMS as well as videos hosted on other websites, or on popular video streaming platforms such as YouTube and Viemo. The thing that makes the Video Module so useful is that it enables you to track a users access (*and time spent*) inside the item, and even assign a minimum time requirement for the item in order to mark it as complete inside a course - turning any video from anywhere on the web to a track-able item in your Axis LMS.

Web Object — The most frequent use of the web object module type would be to wrap up an office or PDF document so users can view it and you can track their access, but it can do much more.

A web object is essentially a wrapper around just about any kind of content on the web, but we have added in some useful pre-configured scripts that enable you to wrap non-online document types (*like Microsoft Word, Excel, PDF files, PowerPoints, and more*), wrap a zip file containing a learning activity or course, or embed any webpage.

The purpose of the wrapper is to enable you to track a users access (*and time spent*) inside the item, and even assign a minimum time requirement for the item in order to mark it as complete inside a course.

Learning Objects Not Covered in this Manual

This manual does not cover the following Learning Object types.

- **PowerPoint™ Import**
  (*see the **Administrators & Managers Guide** for complete information on working with importing Microsoft PowerPoint™ presentations*)

- **SlidePoint**
  (*see the **SlidePoint Guide** for complete information on working with creating your own SlidePoint presentations*)

Graded Quiz

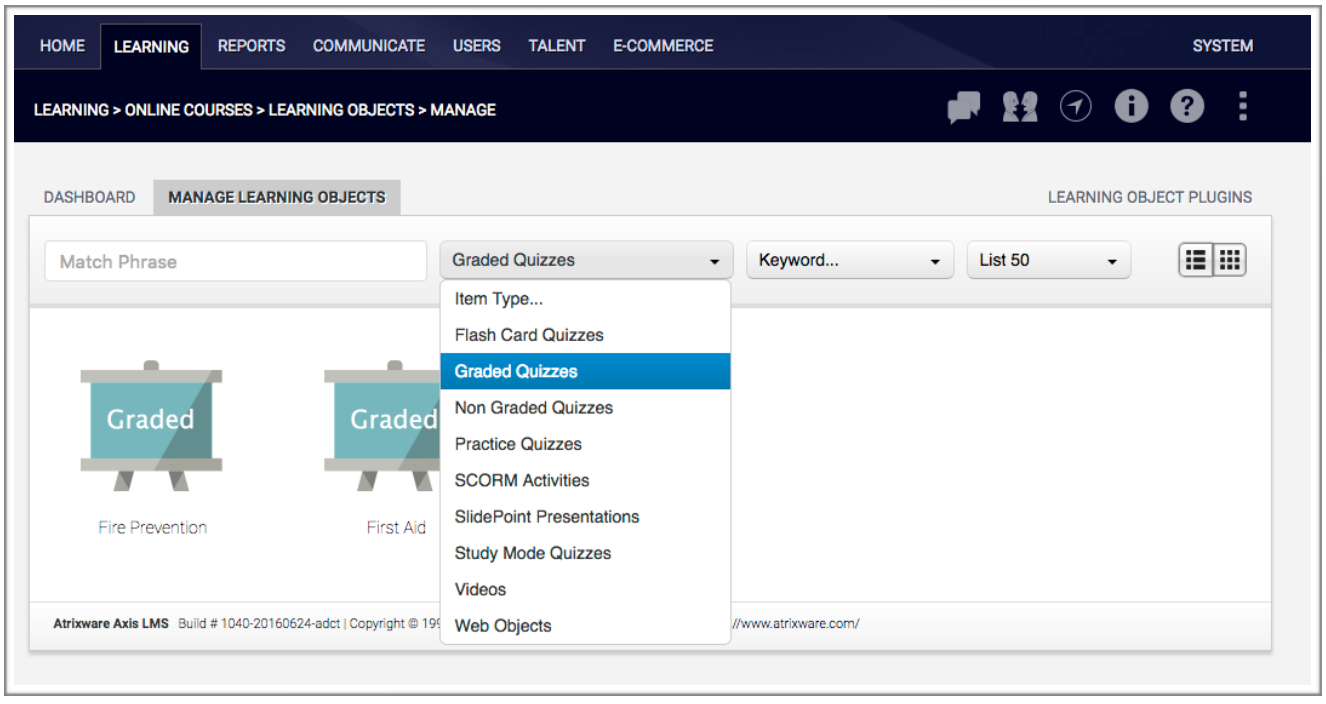
What is a Graded Quiz?

There are various kinds of quizzes you can create inside of Axis LMS. A **Graded Quiz** is the only one that always counts towards the course average (*other quiz types are tracked for time and completion, but do not count towards the course average by default*).

Just like all other quiz types, **graded quizzes** use slides and questions from the global LMS slide bank (*in the **Quiz Slides Bank** area*). This means you can use the same questions inside all types of quizzes instead of having to create them multiple times!

Accessing Graded Quizzes

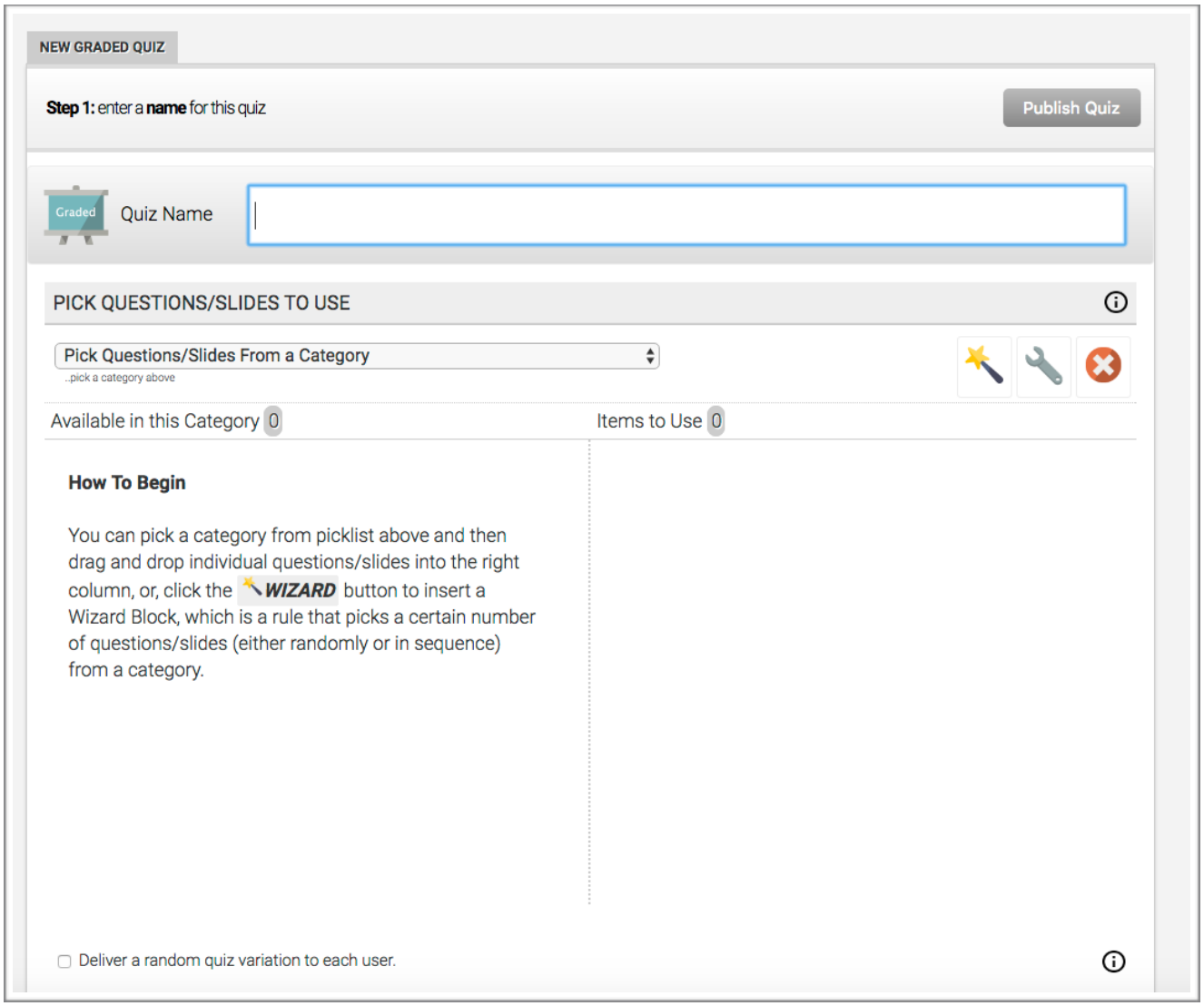
Just like all other modules, you **create** by clicking **Learning > Online Courses > Learning Objects > New Learning Object > New Graded Quiz**, or manage by clicking **Learning > Online Courses > Learning Objects > Manage Learning Objects**:



Creating a New Graded Quiz

To create a new **graded quiz**, first make sure you have added one or more questions and/or slides into the LMS slides bank (*you can do so from the **Quiz Slides Bank** area – see the **Administrators & Managers Guide** for complete information on working with slides and questions*).

Next, click **Learning > Online Courses > Learning Objects > New Learning Object > New Graded Quiz**, and you will a screen like the following:

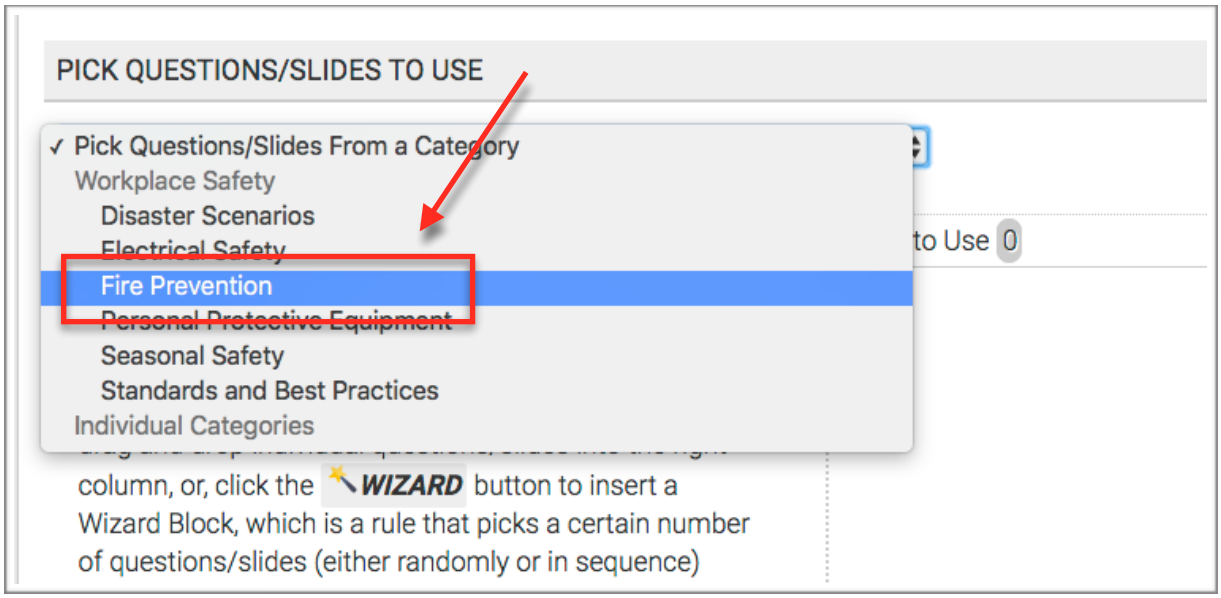


First, enter in a name for the quiz:

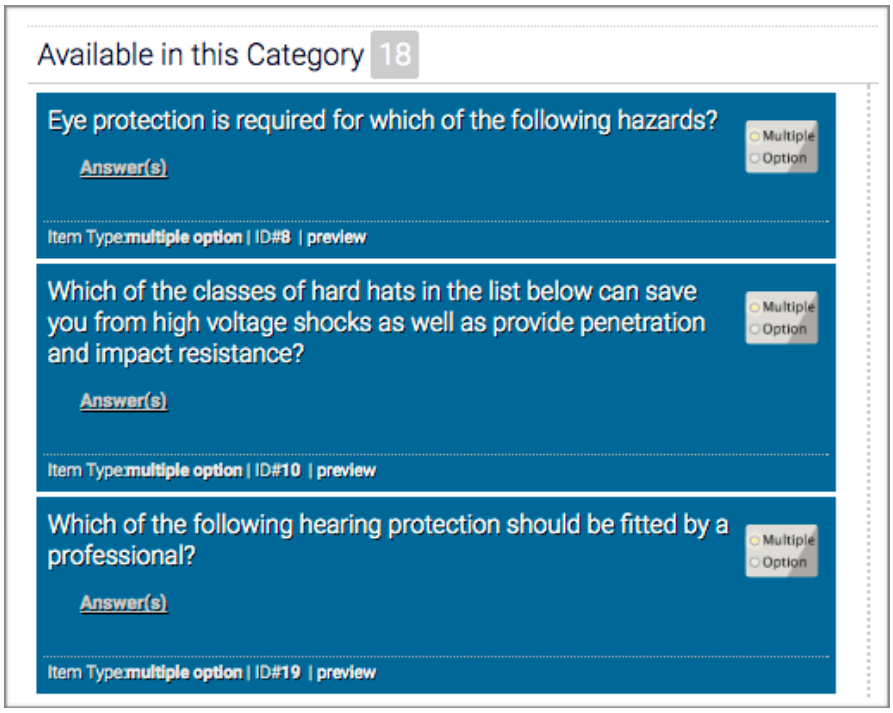
Next, **add your quiz questions and slides**. The interface is *drag & drop* based, so it is possible to achieve very exact results in an easy-to-use interface.

Using this section, you will be able **to add individual** questions and/or slides, and/or **random blocks** of questions/slides (*that pick a specified # of random or sequential questions/slides from a specific category*). You can **combine** individual items with randomized-pick blocks, and even place them into a particular **sequence** if you choose.

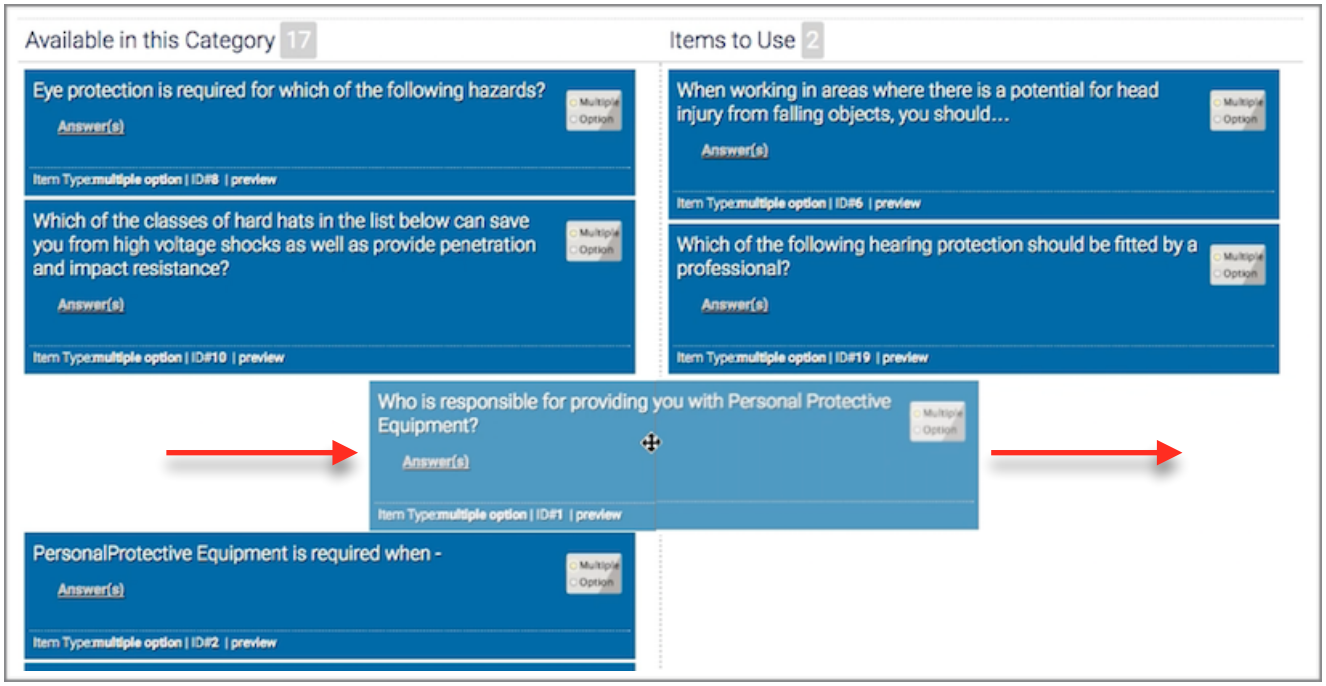
Adding Individual Questions/Slides
To add an individual question or slide, first pick a category from the dropdown box where the slides/ questions you want to use reside:



Completing this action will populate the left-side list (*the 'available in this category' list*) with all questions and slides in the selected category:

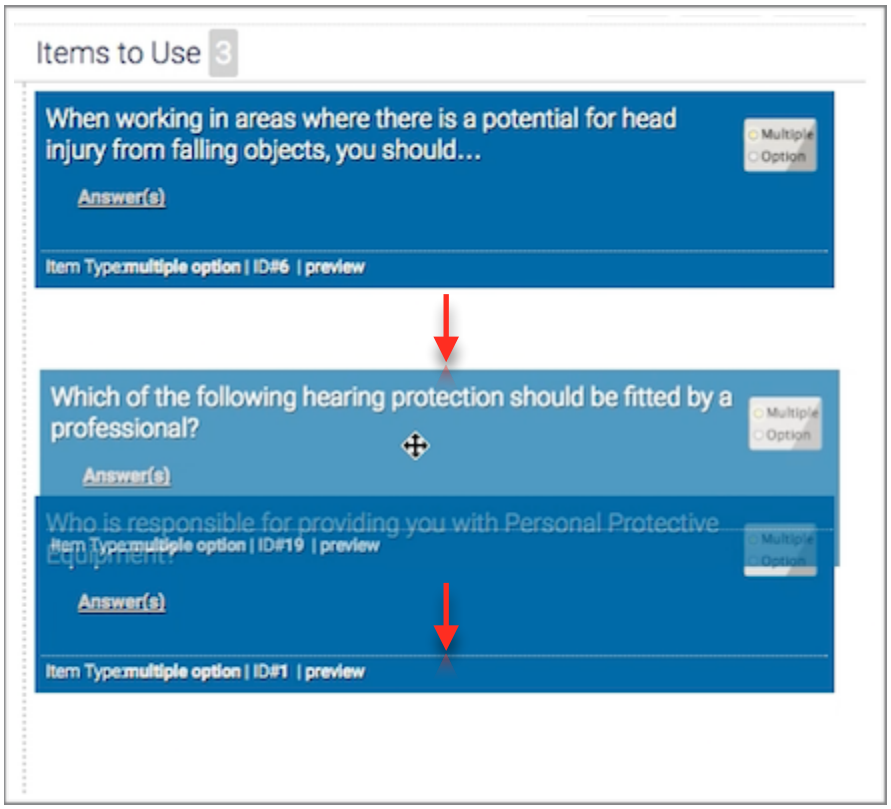


To use a question or slide in this quiz, simply *drag and drop* it from the left-side list to the right-side (*'items to use'*) list one at a time:



You can also **order the questions the way you want them presented** (*make sure you uncheck the shuffle option on the previous tab too*) by *dragging & dropping* each question up or down the list:

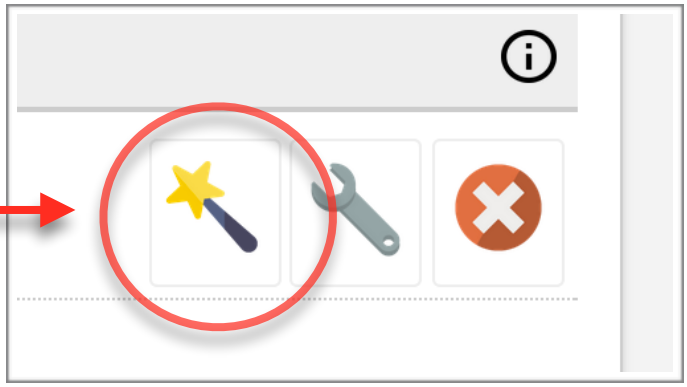
You can **repeat this process as often as necessary**, **picking** different categories**, *dragging and dropping*** questions from the left-side list into the right-side list, and **sequencing** them.



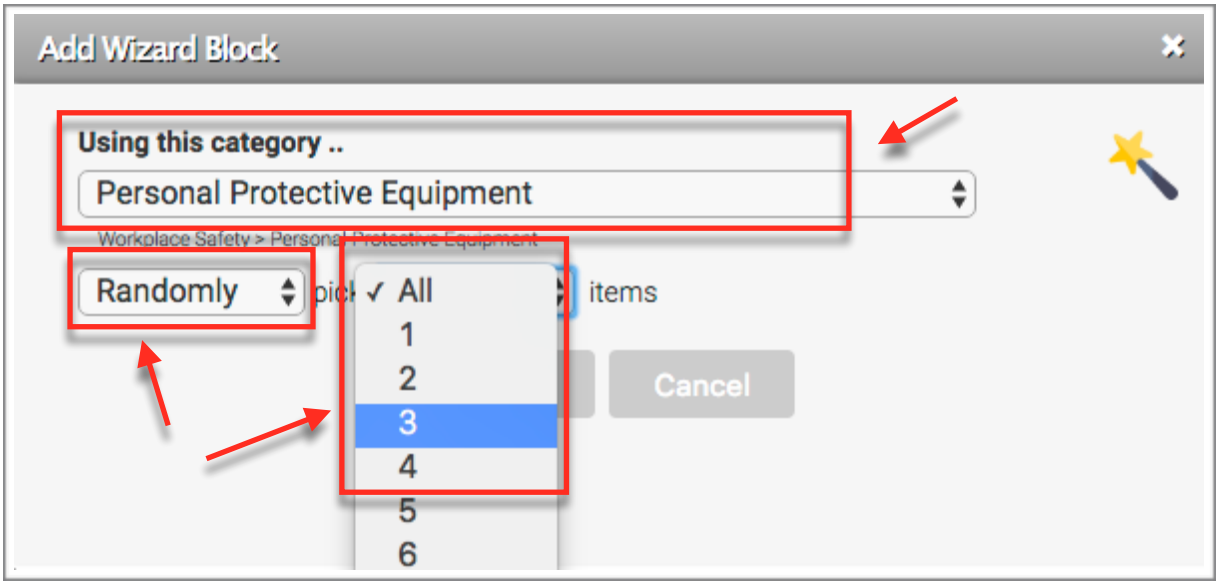
Adding Randomized Blocks of Questions

Maybe you want to use all questions from a particular category, but you don't want to have to drag each one over one-by-one. Or maybe you want to use 10 questions from one category, and 5 from another (*and 15 from another, etc*).

You can do these by using the **Create Wizard Block** button:

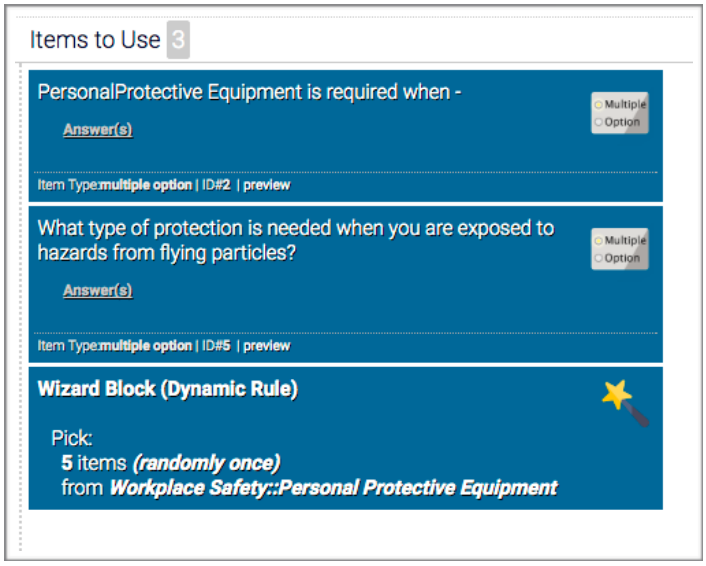


When you click this button, a form will appear enabling you to choose a **category**, **the # questions you want to pick**, and **how** you want to pick them (*randomly or sequentially*):



Choose a category from the drop-down box. Select '**randomly**' or '**in sequence**', and the pick the **number of questions** from the last drop-down (*the drop-down box automatically populates with values based on the number of questions available in the category chosen*).

Click **OK**, and a block representing your wizard block will appear in the right-side list:



As you may notice, the wizard block can co-exist with individually picked questions and slides. You can insert as many wizard blocks as you desire, and also move them up/down the list (*so for example, you can have 2 specific questions/slides, followed by a wizard block, and then 5 more specific questions/slides , followed by one or more wizard blocks, etc.*).

Some things worth noting when using wizard blocks if you want to **avoid the possibility of duplicate questions/slides**:

1. **If you have more than one wizard block picking from the same category**, there is a chance that questions picked from the first wizard block will pick one or more of the same questions that the second wizard block picks.

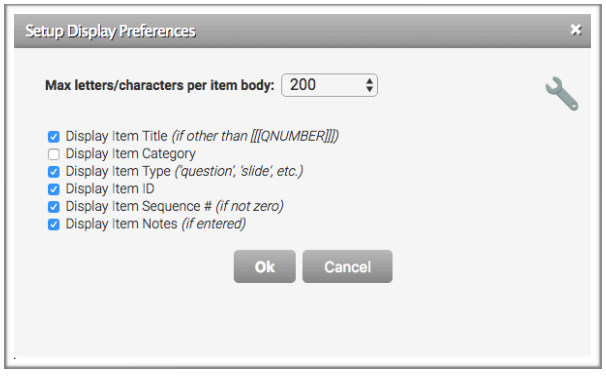
2. If you pick **individual questions for your quiz from a particular category**, and **also have a wizard block that picks questions from the same category**, there is a chance that the wizard block will pick one or more of the questions you inserted individually *(thereby duplicating questions in the quiz)*.

Finally, if you have one or more randomized blocks of questions, and want those blocks to be different selections of questions for each user, check the **Deliver a random quiz variation to each user** checkbox at the bottom.

Other Notable Options

The toolbar includes two other buttons – the **setup display preferences** button, and the **clear selections** button.

The **clear selections** button simply removes all questions and slides from the right-side *(to-use) column (you can also drag & drop individual items from the right-side list to the left-side list, or to the trashcan located below the right-side list)*.



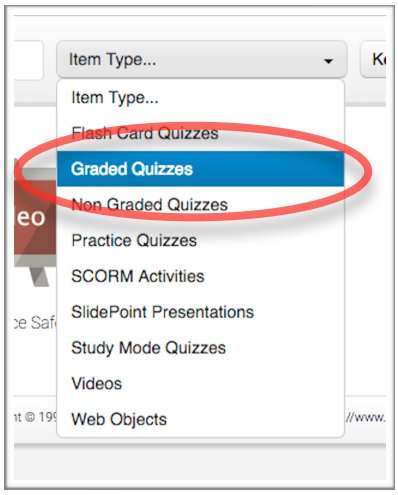
The **setup display preferences** button *(wrench icon)* lets you configure what information you want to display on each question/slide object as it appears in the list. You can set the length of the body/question text shorter or longer, and set up what details regarding the item you want to see:

Once you have completed all steps, you can click the **PUBLISH** button.

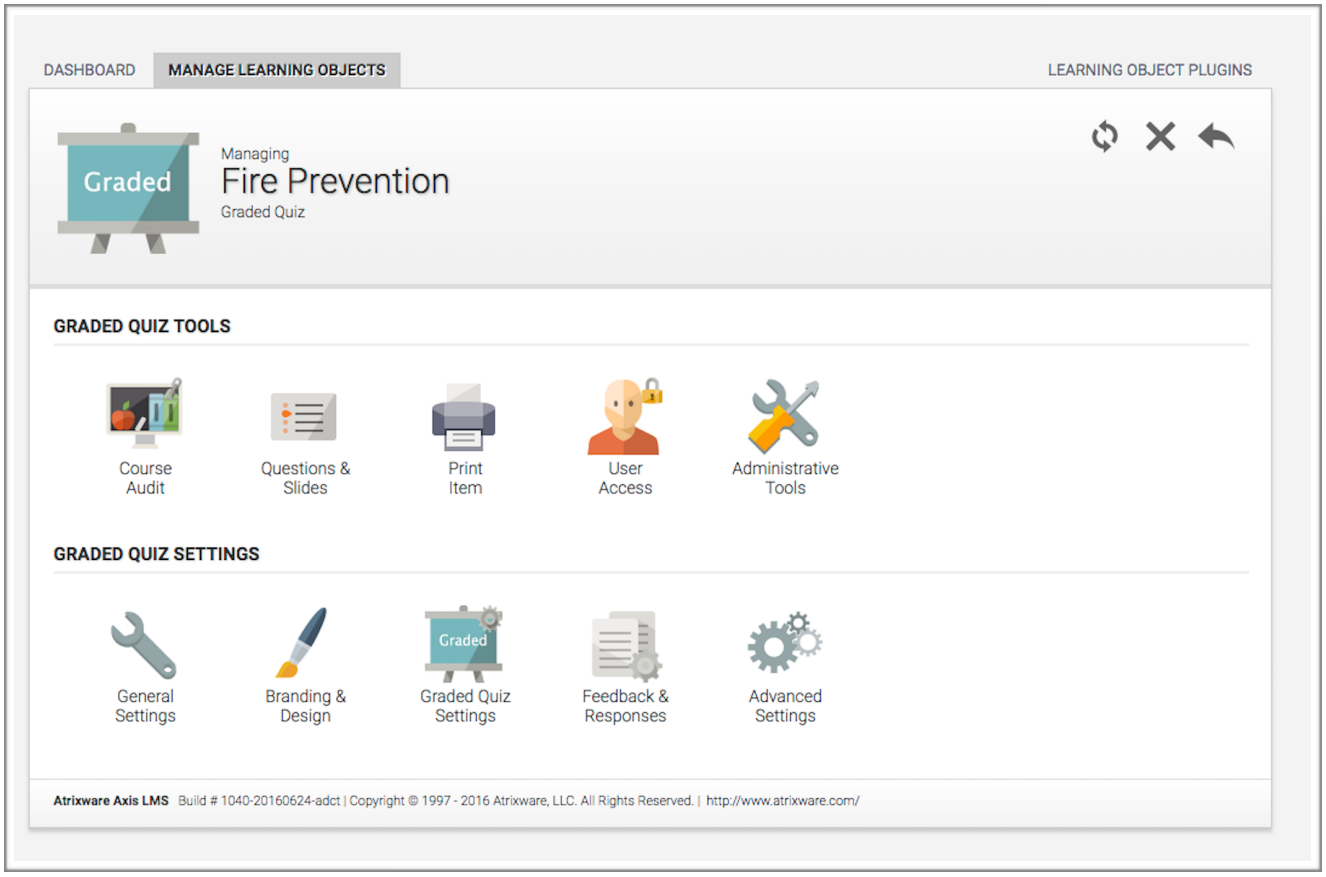
The Graded Quizzes Manage Screen

To get to the manage screen, click **Learning > Online Courses > Learning Objects > Manage Learning Objects**.

To work with just graded quizzes, choose **Graded Quiz Modules** from the drop-down selector, and the list will be filtered to just show Graded Quizzes.



Once you have located the quiz you want to work with, click on it to open up the dashboard for that quiz:

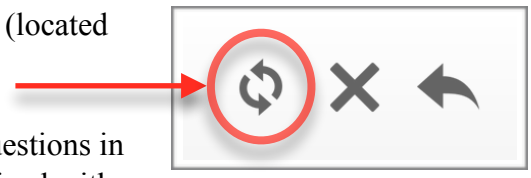


There are various things you can do from here, each which are described next.

Note to Managers: Some of these settings are only available to the administrator.

Republish a Graded Quiz

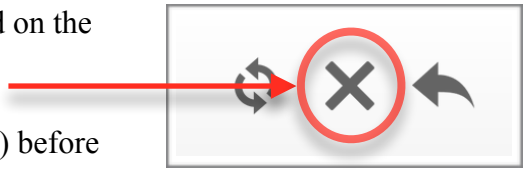
Click the **Republish** button icon to republish the quiz (located on the top right of the dashboard screen).



This is usually done if you have added or modified questions in the slide bank, and want your changes to be synchronized with the quiz.

Delete a Graded Quiz

Click the **Delete** button icon to delete the quiz (located on the top right of the dashboard screen).



The system will tell you what you need to (if anything) before you delete the quiz.

Course Audit

This function enables you to see which course(s) the quiz is part of, and also gives you the ability to remove the quiz from courses if desired.

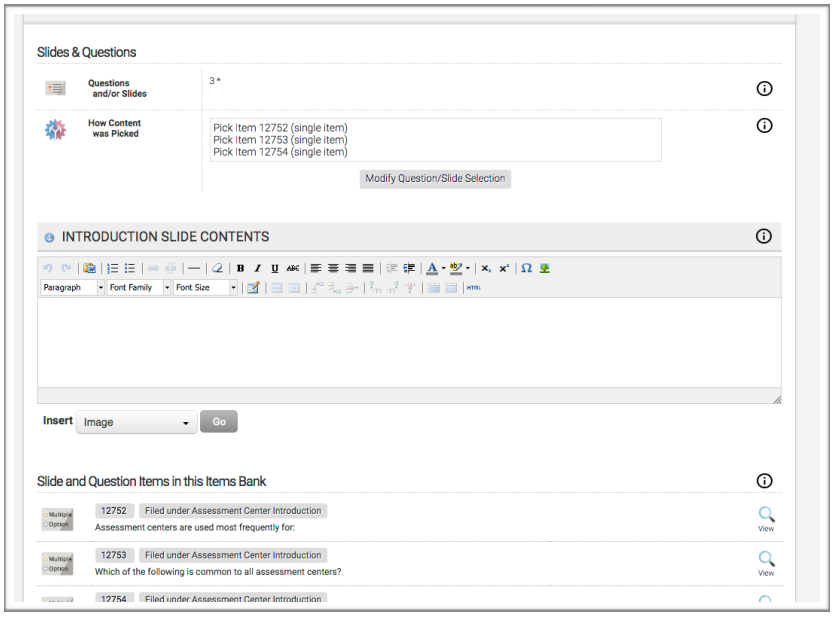
Questions & Slides

Click the **Questions & Slides** icon to bring up the questions & slides panel, which includes the following items:

Questions/Slides – this Shows the number of questions in the quiz (*but not non-question slides*).

How Content Was Picked – explains the selection queries for questions and slides. If you want to modify the questions/slides in the quiz, click the **Modify Question/Slide Selection** button.

Introduction Slide Contents – this lets you set up an optional screen that will appear before the first question/slide is shown.



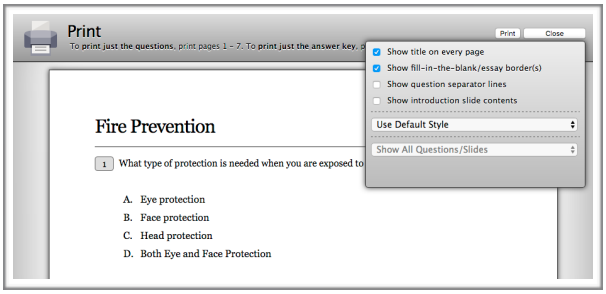
Slide and Question Items in this Modules Bank – shows a complete listing of every question and slide contained in this quizzes bank (if you have variations enabled, the bank is essentially the 'pool' of questions used to deliver a random variation to each user). You can click the **view** button next to each slide to get an approximate preview of each question or slide (*note the preview will not show the skin visuals or CSS you have added*).

Print a Graded Quiz

Click the **Print** icon to bring up the print interface. If you have the quiz configured to shuffle the question order, a **reshuffle** button will be available for you to instantly create reshuffled variations of the quiz.

Click the **Options** button to bring up a menu of settings that let you change some visuals of the output before you send to the printer.

Along the top, it shows you which pages to print if you want just the quiz or just the answer key (*print all pages to get both*).



Lock/Unlock User Access to a Graded Quiz

Click the **Access** icon to re-allow users that have been locked out of the quiz back into the quiz. Graded Quizzes are one of the module types that can be configured to limit the number of attempts or to lock out user access once they have passed and/or failed. This mechanism gives you a way to override that lockout.

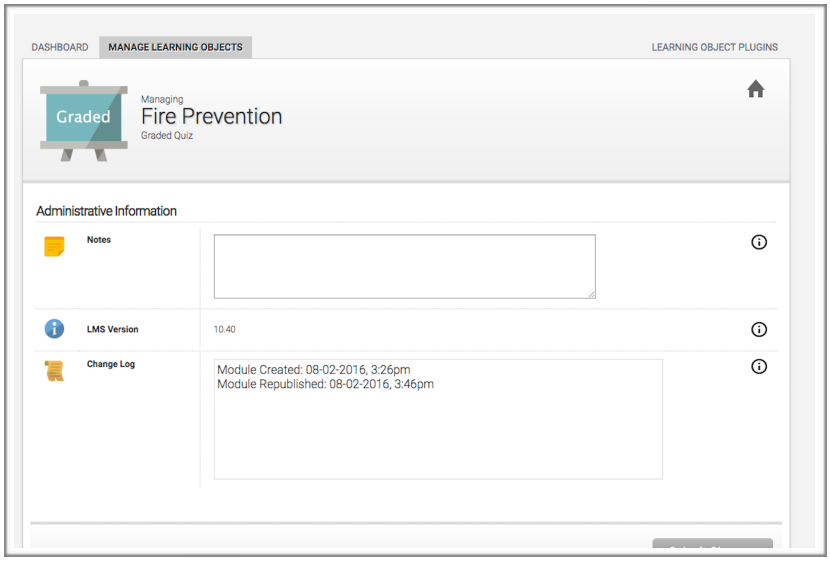
Administrative Tools

Click the **Administrative Tools** icon to bring up the tools interface, which includes the following items:

Notes – notes for the quiz, which are also used as the module description on a users report card.

LMS Version – shows the version of Axis LMS that was used to create this module. If the version number does not match the version of the LMS, that means the module was created in an older version, and may not be able to take advantage of all the latest features available.

Change Log – log of changes to this module.



General Settings

Click the **General Settings** icon to bring up the settings, which includes the following items:

Title – this is the title of the quiz.

Module Type – this is the kind of learning module this is, and will indicate '*variations enabled*' if there are multiple variations of the quiz.

Module Timer – view or change the time limit or time requirement of the module.

Slide Timer – view or change the time required for each question and/or set up auto-navigation. Note that if you apply slide timers to individual slides, they trump the setting here.

Allow Retakes – configure access when user passes and fails the quiz.

Enable Protection – turn on or off intellectual property protection.

Branding & Design

Click the **Branding & Design** icon to bring up the branding panel, which includes the following items:

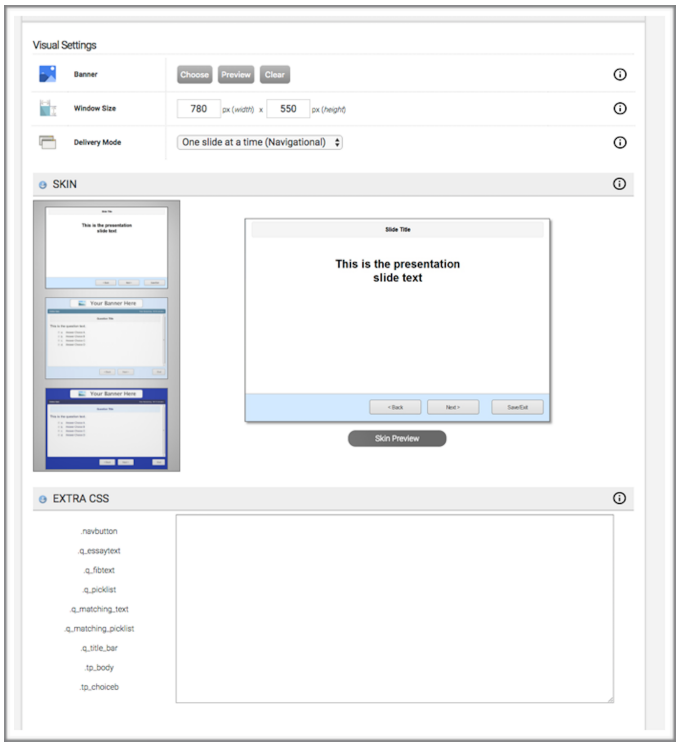
Banner – lets you pick a banner for your quiz *(works with most but not all skins)*.

Window Size – lets you set the width and height of the quiz when it appears.

Delivery Mode – lets you set the delivery mode to navigational or scrolling. Note that when you select scrolling, many of the features (*especially ones relating to navigation*) will not work.

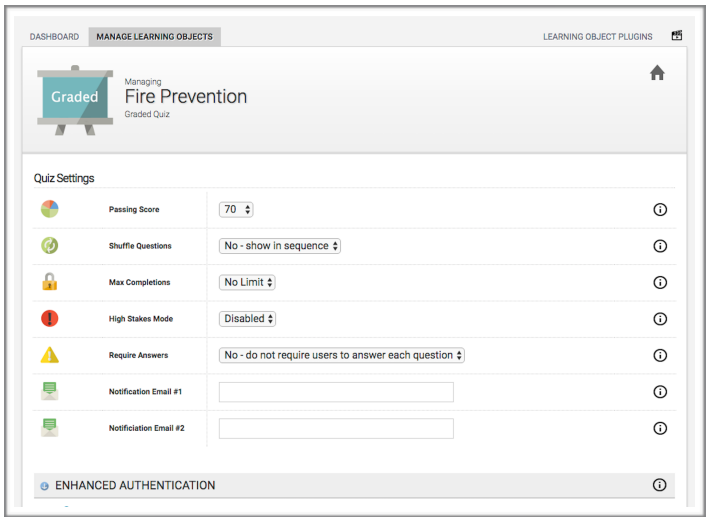
Skin – lets you assign a visual theme to the module (*pick from the various available skins*).

Extra CSS – lets you more finely configure the visual appearance of the module by using CSS (*Cascading Style Sheets*).



Graded Quiz Settings

Click the **Graded Quiz Settings** icon to bring up the graded quiz settings panel, which includes the following items:



Passing Score – the score required to achieve 'pass' status.

Shuffle Questions – turn on or off question shuffling.

Max Completions – lets you set how many times a user can access the quiz.

High Stakes Mode – prevents users from re-accessing (*or stopping & resuming*) a quiz once they've started it until they submit the quiz for completion, at which point the rules for allowing retakes and max completions will be used. *High Stakes Mode is commonly used to create quizzes that cannot be stopped or paused and must be taken in one 'sitting'.*

Require Answers – lets you require that all questions be answered before submission.

Email To (Primary) – view/change the primary email address where reports get *sent (if turned on in your account)*

Email To (Secondary) – view/change the secondary email address where reports get *sent (if turned on in your account)*

Enhanced Authentication – allows you to prompt the user for information (*when they start the quiz, periodically throughout, or both*) to verify participation, confirm the user is still active, or require a user/proctor to enter a password before a user can begin the quiz.

Admin Email Template – lets you configure both the content and layout for the email that gets sent to the primary and secondary addresses (*if turned on*).

Question Report Template [for Admin Email] – lets you configure how each question in the admin email template above will display (*both content and layout*). For example, you may want to show all details of each question, or perhaps just if they answered it correctly or not, or maybe just an explanation/reference.

Certificate – lets you configure both the content and layout for the passing certificate.

User Email Template – lets you configure both the content and layout for the email that gets sent to the users when they complete the quiz (*if turned on*).

Question Report Template [for user emails] – lets you configure how each question in the user email template above will display (*both content and layout*). For example, you may want to show all details of each question, or perhaps just if they answered it correctly or not, or maybe just an explanation/reference.

Feedback & Responses

Click the **Feedback & Responses** icon to bring up the feedback panel, which includes the following items:

Response Page when User Passes – lets you configure both the content and layout for what a user will see when they pass this quiz.

Response Page when User Fails – lets you configure both the content and layout for what a user will see when they fail this quiz.

Question Report Template – lets you configure how each question in the reports above will display (both content and layout). For example, you may want to show all details of each question, or perhaps just if they answered it correctly or not, or maybe just an explanation/reference.

Advanced Settings

Click the **Advanced Settings** icon to bring up the advanced settings panel, which includes the following items:

JavaScript Code – this enables you to write your own JavaScript code for the module. This feature should only be used if you know how to write JavaScript code and have a requirement that would make writing code necessary.

Keywords – available to admins only, these are used to tag modules for easy finding, and also for assignment to managers for use in their courses.

How to Add a Graded Quiz to Your Courses

*This process is described in more detail in the **Administrators & Managers Guide***

1. Click **LEARNING** tab
2. Click **ONLINE COURSES** icon
3. Click **MANAGE COURSES** icon
4. Click on the course you want to add this module to
5. Click the **ONLINE LEARNING OBJECTS** icon
6. Click the **ADD CONTENT TO THIS SUBSECTION** button
7. Click the **GRADED QUIZ** icon
8. Click the **ADD** button next to the one you want to add

Non-Graded Quiz

What is a Non-Graded Quiz?

There are various kinds of quizzes you can create inside of Axis LMS. A **Non-Graded Quiz** operates quite differently than other quiz module types.

Instead of users receiving feedback upon completion, they receive instant feedback for each question they answer, and are prevented from moving on to the next question/slide unless they have answered correctly. Also, there is no final score or grade. So, it's more about delivering some information on a topic, and testing their understanding of that information.

There is no requirement to have ANY question – you can use just presentations slides if you choose (*thereby creating a simple presentation using this instead of the more advanced SlidePoint module type*).

Just like all other quiz types, **non-graded quiz** modules use slides and questions from the global LMS slide bank (*in the **Quiz Slide Bank** area*). This means you can use the same questions inside all types of quizzes instead of having to create them multiple times! There is a limitation though – only a subset of question types are compatible – those being multiple-option (*single-correct-answer*), true/false and yes/no question types.

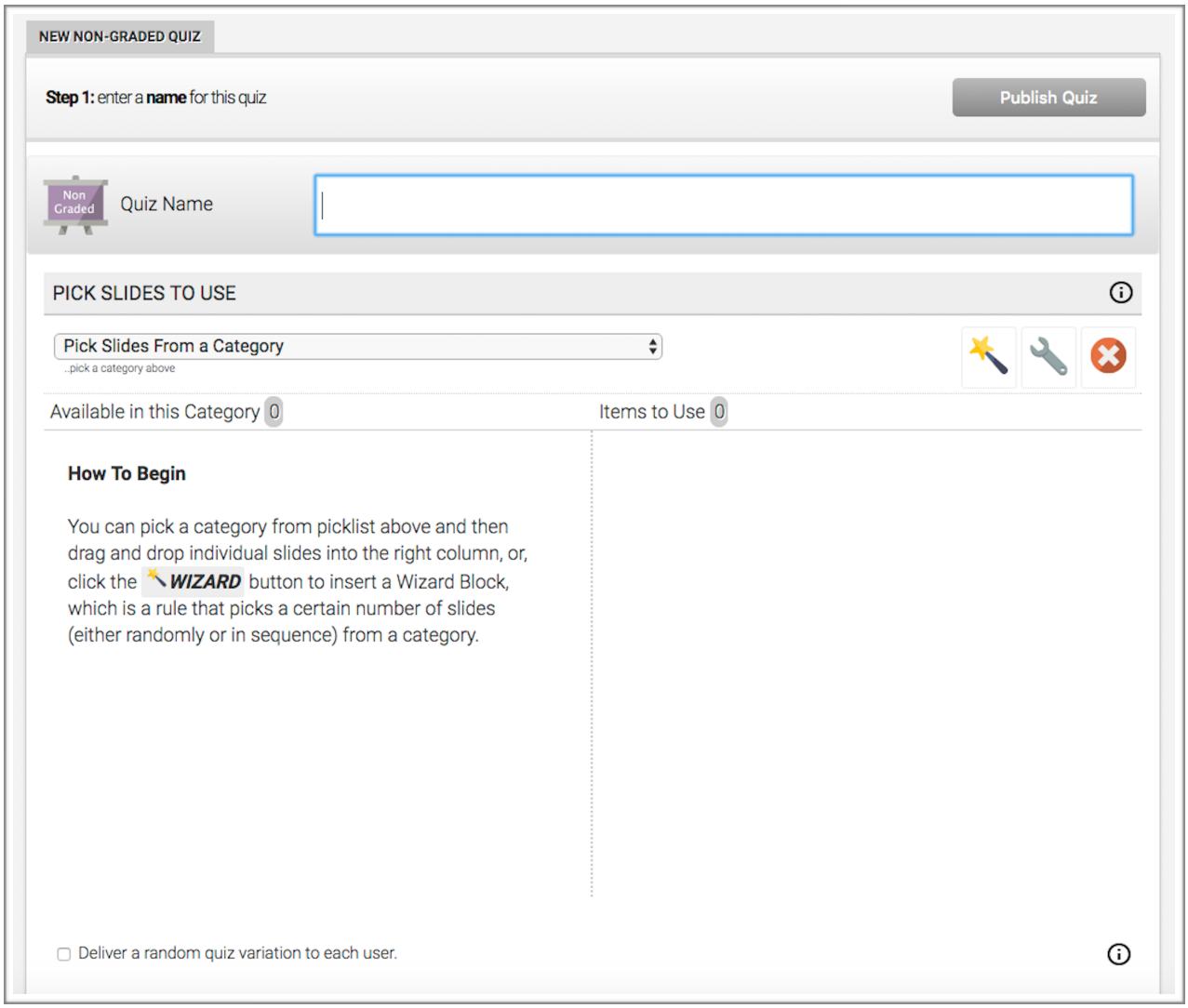
Accessing Non-Graded Quizzes

Just like all other modules, you **create** by clicking **Learning > Online Courses > Learning Objects > New Learning Object > New Non Graded Quiz**, or manage by clicking **Learning > Online Courses > Learning Objects > Manage Learning Objects**:

Creating a New Non-Graded Quiz

To create a new **quiz**, first make sure you have added one or more questions and/or slides into the LMS slides bank (*you can do so from the **Quiz Slides Bank** area – see the **Administrators & Managers Guide** for complete information on working with slides and questions*).

Next, click **Learning > Online Courses > Learning Objects > New Learning Object > New Non Graded Quiz**, and you will a screen like the following:

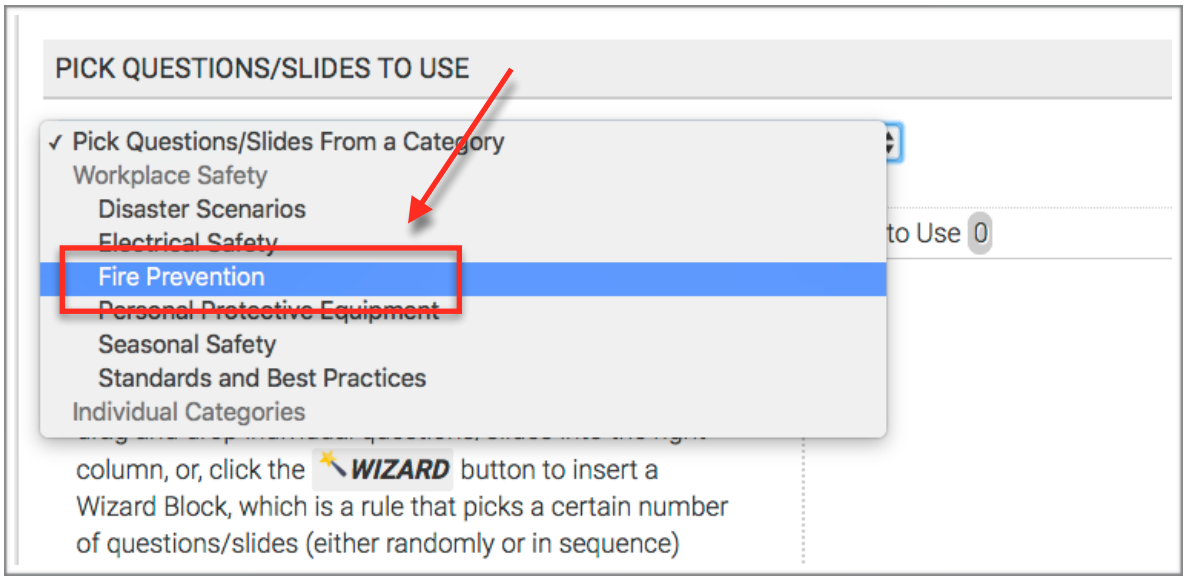


First, enter in a name for the quiz:

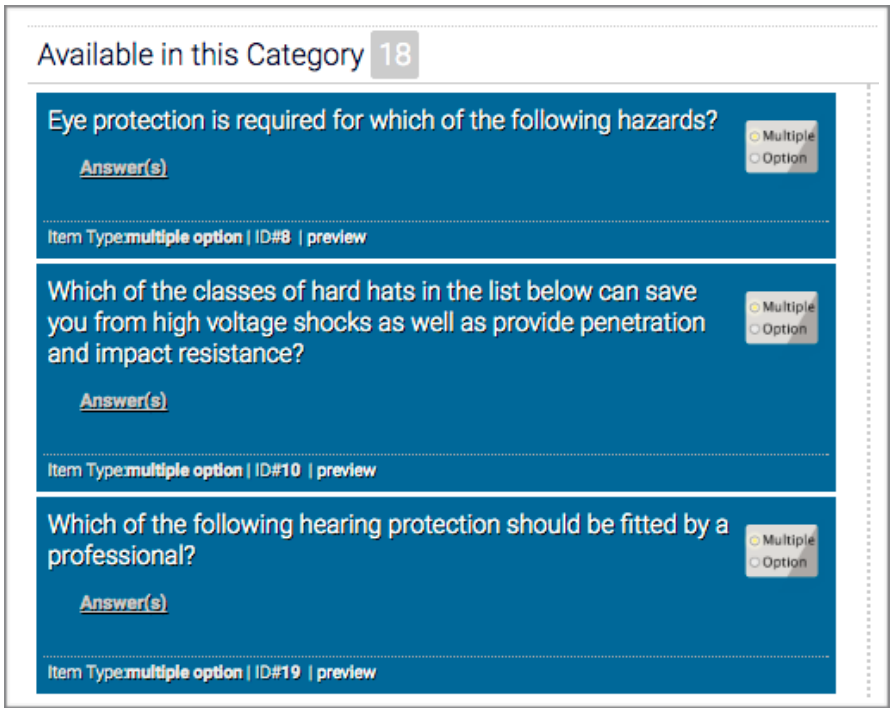
Next, **add your quiz questions and slides**. The interface is *drag & drop* based, so it is possible to achieve very exact results in an easy-to-use interface.

Using this section, you will be able **to add individual** questions and/or slides, and/or **random blocks** of questions/slides (*that pick a specified # of random or sequential questions/slides from a specific category*). You can **combine** individual items with randomized-pick blocks, and even place them into a particular **sequence** if you choose.

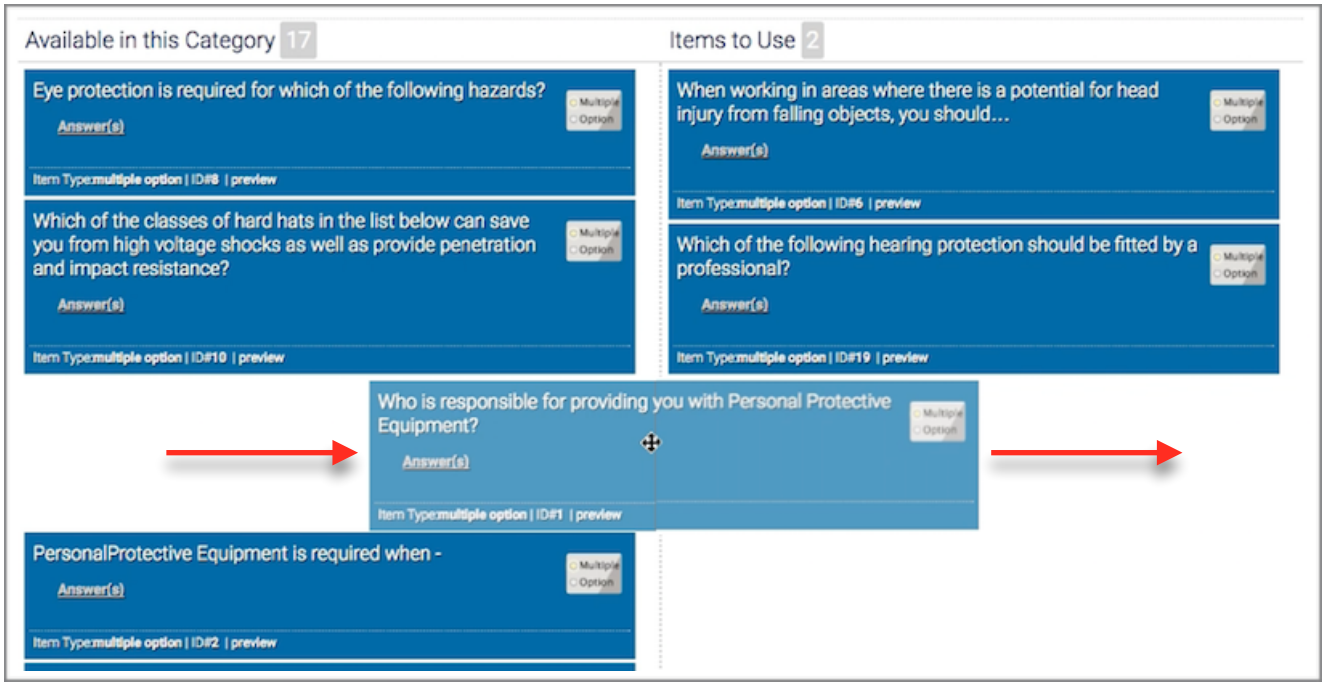
Adding Individual Questions/Slides
To add an individual question or slide, first pick a category from the dropdown box where the slides/ questions you want to use reside:



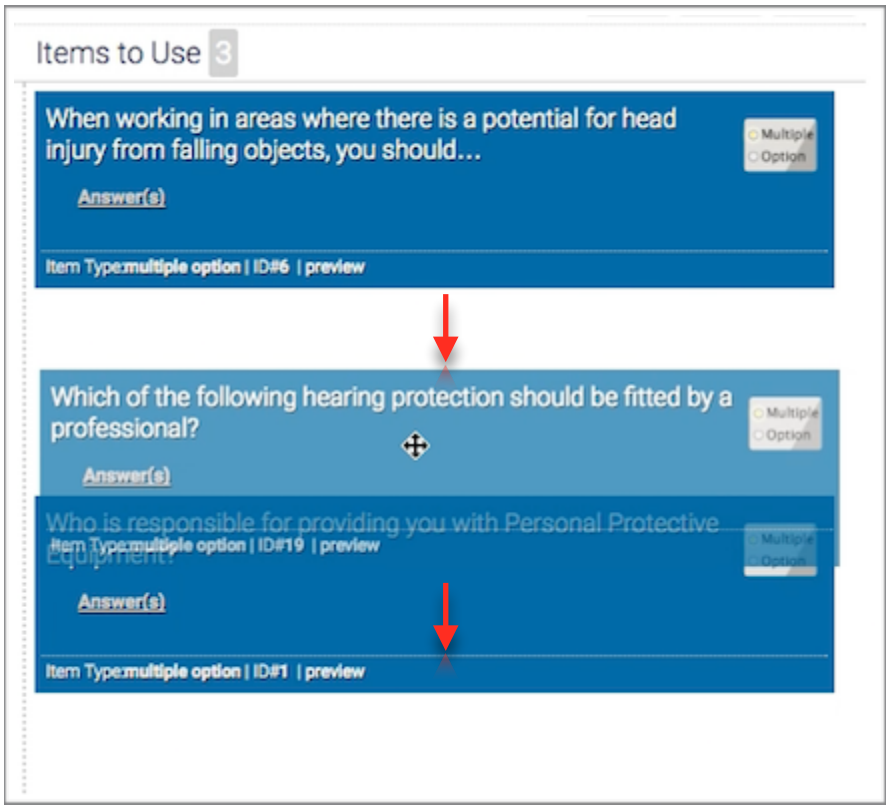
Completing this action will populate the left-side list (*the 'available in this category' list*) with all *compatible* questions and slides in the selected category:



To use a question or slide in this quiz, simply *drag and drop* it from the left-side list to the right-side (*'items to use'*) list one at a time:



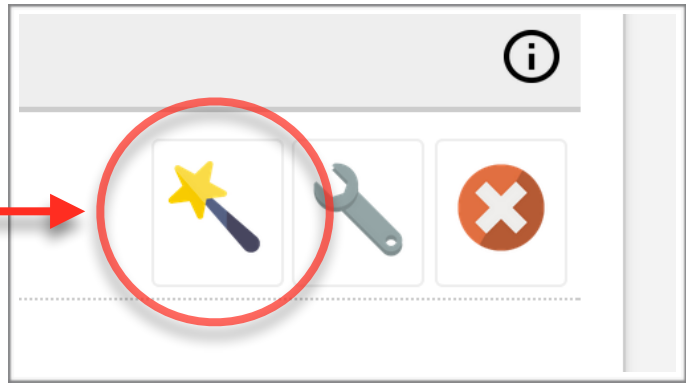
You can also **order the questions the way you want them presented** (*make sure you uncheck the shuffle option on the previous tab too*) by *dragging & dropping* each question up or down the list:



You can **repeat this process as often as necessary**, **picking** different categories**, *dragging and dropping*** questions from the left-side list into the right-side list, and **sequencing** them.

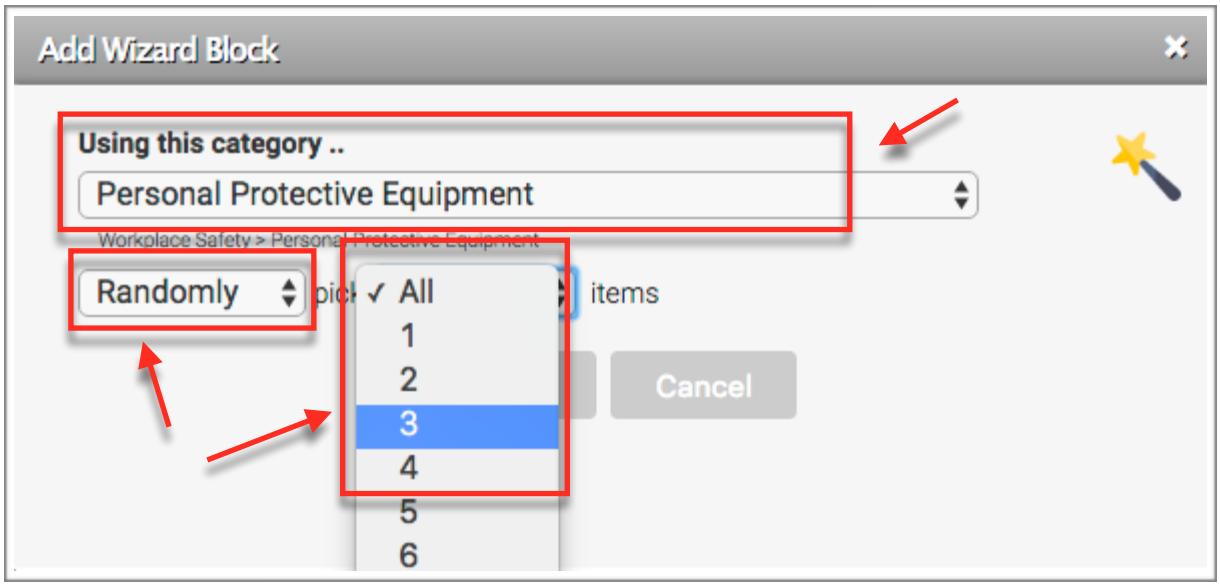
Adding Randomized Blocks of Questions

Maybe you want to use all questions from a particular category, but you don't want to have to drag each one over one-by-one. Or maybe you want to use 10 questions from one category, and 5 from another (*and 15 from another, etc*).



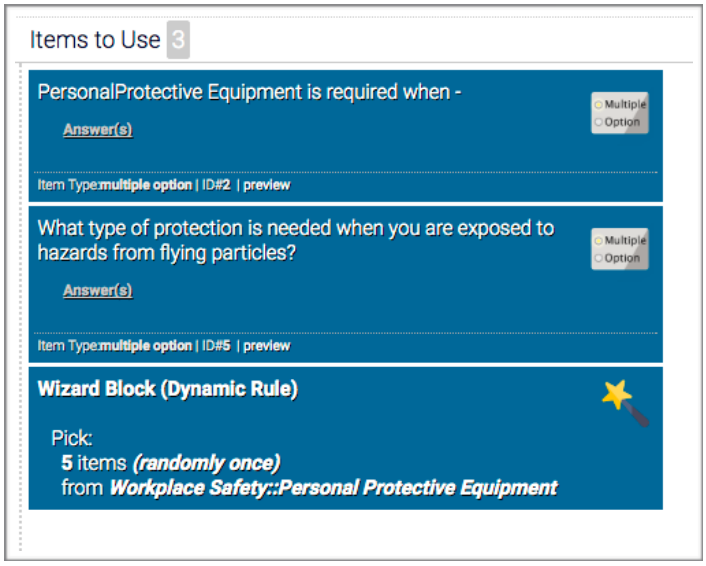
You can do these by using the **Create Wizard Block** button:

When you click this button, a form will appear enabling you to choose a **category**, **the # questions you want to pick**, and **how** you want to pick them (*randomly or sequentially*):



Choose a category from the drop-down box. Select '**randomly**' or '**in sequence**', and the pick the **number of questions** from the last drop-down (*the drop-down box automatically populates with values based on the number of questions available in the category chosen*).

Click **OK**, and a block representing your wizard block will appear in the right-side list:



As you may notice, the wizard block can co-exist with individually picked questions and slides. You can insert as many wizard blocks as you desire, and also move them up/down the list (*so for example, you can have 2 specific questions/slides, followed by a wizard block, and then 5 more specific questions/slides , followed by one or more wizard blocks, etc.*).

Some things worth noting when using wizard blocks if you want to **avoid the possibility of duplicate questions/slides**:

1. **If you have more than one wizard block picking from the same category**, there is a chance that questions picked from the first wizard block will pick one or more of the same questions that the second wizard block picks.

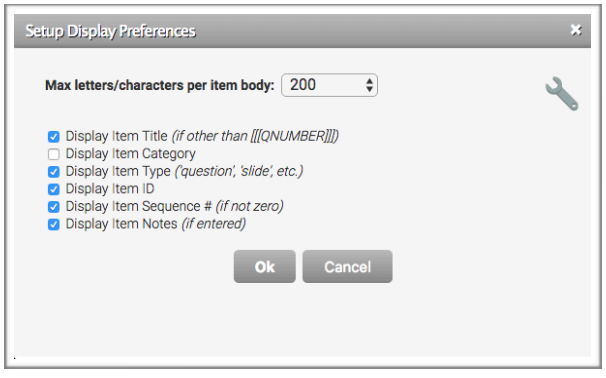
2. If you pick **individual questions for your quiz from a particular category**, and **also have a wizard block that picks questions from the same category**, there is a chance that the wizard block will pick one or more of the questions you inserted individually *(thereby duplicating questions in the quiz)*.

Finally, if you have one or more randomized blocks of questions, and want those blocks to be different selections of questions for each user, check the **Deliver a random quiz variation to each user** checkbox at the bottom.

Other Notable Options

The toolbar includes two other buttons – the **setup display preferences** button, and the **clear selections** button.

The **clear selections** button simply removes all questions and slides from the right-side *(to-use) column (you can also drag & drop individual items from the right-side list to the left-side list, or to the trashcan located below the right-side list)*.



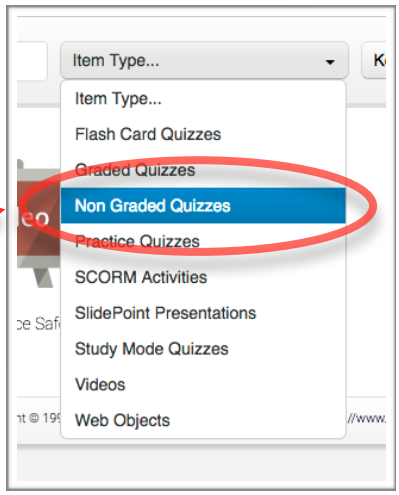
The **setup display preferences** button *(wrench icon)* lets you configure what information you want to display on each question/slide object as it appears in the list. You can set the length of the body/question text shorter or longer, and set up what details regarding the item you want to see:

Once you have completed all steps, you can click the **PUBLISH** button.

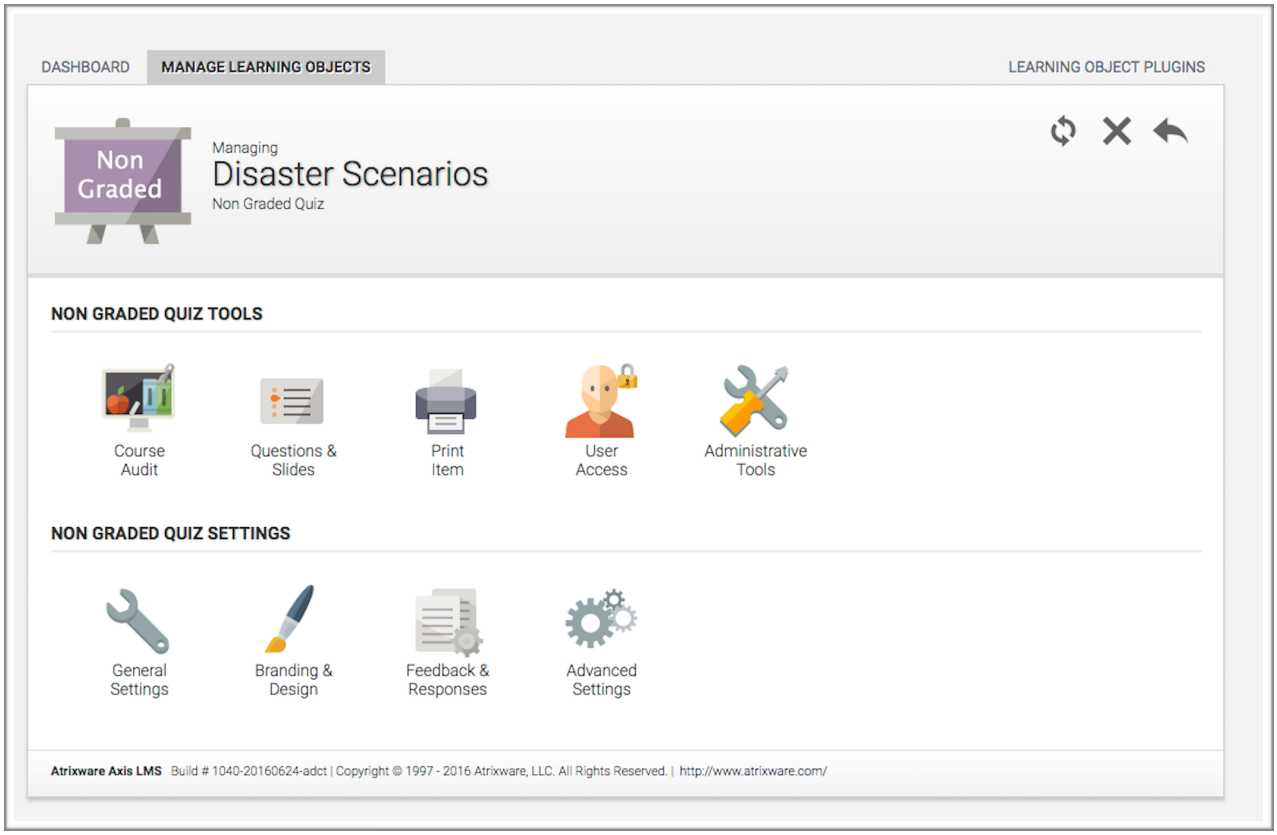
The Non-Graded Quiz Manage Screen

To get to the manage screen, click **Learning > Online Courses > Learning Objects > Manage Learning Objects**.

To work with just graded quizzes, choose **Non-Graded Quiz Modules** from the drop-down selector, and the list will be filtered to just show Non-Graded Quizzes.



Once you have located the quiz you want to work with, click on it to open up the dashboard for that quiz:

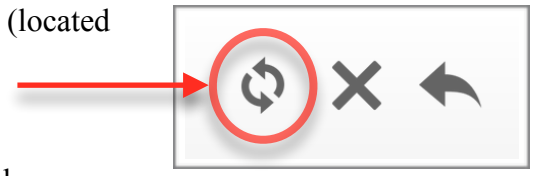


There are various things you can do from here, each which are described next.

Note to Managers: Some of these settings may only available to the administrator.

Republish a Non-Graded Quiz

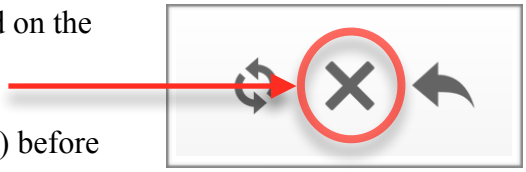
Click the **Republish** button icon to republish the quiz (located on the top right of the dashboard screen).



This is usually done if you have added or modified questions in the slide bank, and want your changes to be synchronized with the quiz.

Delete a Non-Graded Quiz

Click the **Delete** button icon to delete the quiz (located on the top right of the dashboard screen).



The system will tell you what you need to (if anything) before you delete the quiz.

Course Audit

This function enables you to see which course(s) the quiz is part of, and also gives you the ability to remove the quiz from courses if desired.

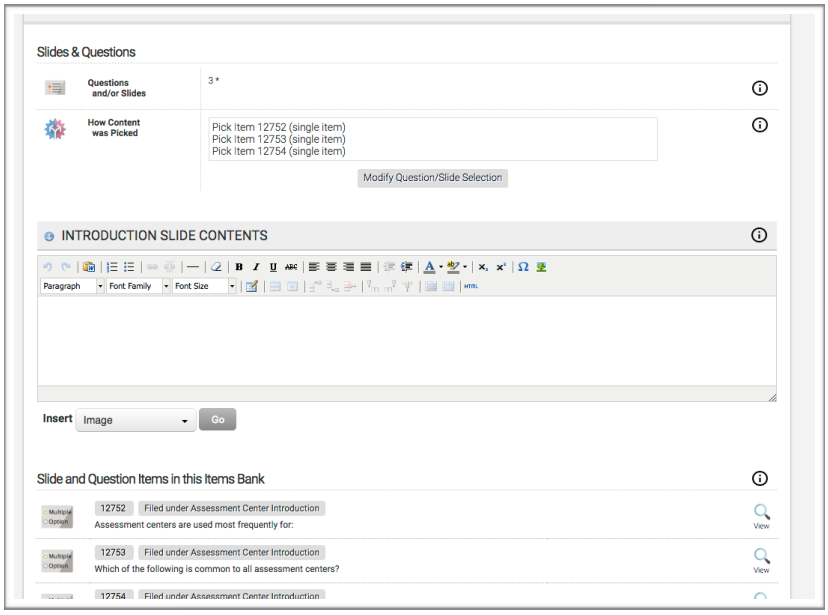
Questions & Slides

Click the **Questions & Slides** icon to bring up the questions & slides panel, which includes the following items:

Questions/Slides – shows # questions in the quiz (*but not non-question slides*).

How Content Was Picked – Explains the selection queries for questions and slides. If you want to modify the questions/slides in the quiz, click the **Modify Question/Slide Selection** button.

Introduction Slide Contents – this lets you set up an optional screen that will appear before the first question/slide is shown.



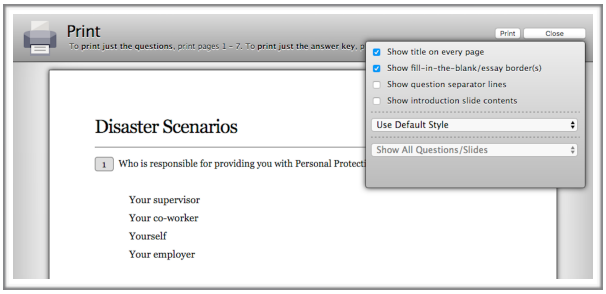
Slide and Question Items in this Modules Bank – shows a complete listing of every question and slide contained in this quizzes bank (if you have variations enabled, the bank is essentially the 'pool' of questions used to deliver a random variation to each user). You can click the **view** button next to each slide to get an approximate preview of each question or slide (*note the preview will not show the skin visuals or CSS you have added*).

Print a Non-Graded Quiz

Click the **Print** icon to bring up the print interface. If you have the quiz configured to shuffle the question order, a **reshuffle** button will be available for you to instantly create reshuffled variations of the quiz.

Click the **Options** button to bring up a menu of settings that let you change some visuals of the output before you send to the printer.

Along the top, it shows you which pages to print if you want just the quiz or just the answer key (*print all pages to get both*).



Lock/Unlock User Access to a Non-Graded Quiz

Click the **Access** icon to re-allow users that have been locked out of the quiz back into the quiz. Non-Graded Quizzes are one of the module types that can be configured to lock out user access once they have passed and/or failed. This mechanism gives you a way to override that lockout.

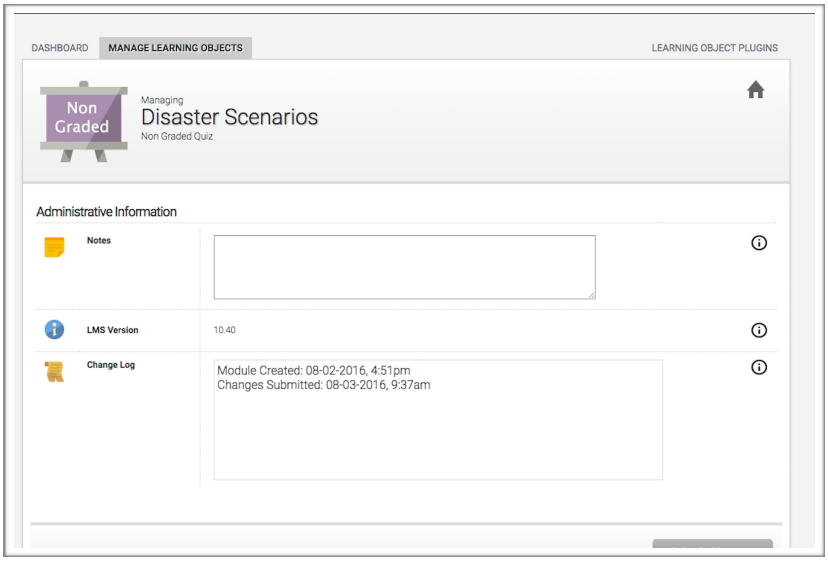
Administrative Tools

Click the **Administrative Tools** icon to bring up the tools interface, which includes the following items:

Notes – notes for the quiz, which are also used as the module description on a users report card.

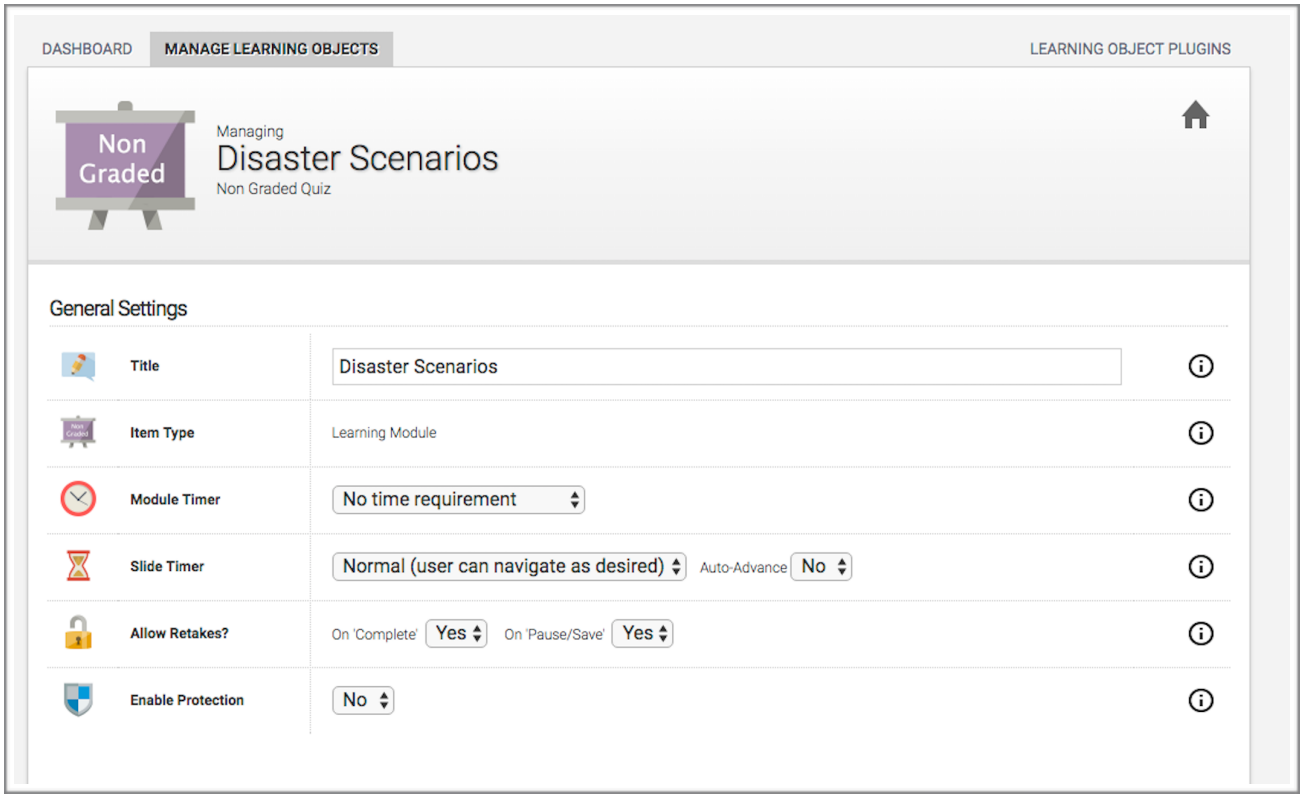
LMS Version – shows the version of Axis LMS that was used to create this module. If the version # does not match the version of the LMS, that means the module was created in an older version, and may not be able to take advantage of all the latest features available.

Change Log – log of changes to this module.



General Settings

Click the **General Settings** icon to bring up the settings, which includes the following items:



Title – this is the title of the quiz.

Module Type – this is the kind of learning module this is, and will indicate '*variations enabled*' if there are multiple variations of the quiz.

Module Timer – view or change the time limit or time requirement of the module.

Slide Timer – view or change the time required for each question and/or set up auto-navigation. Note that if you apply slide timers to individual slides, they trump the setting here.

Allow Retakes – configure access when user passes and fails the quiz.

Enable Protection – turn on or off intellectual property protection

Branding & Design

Click the **Branding & Design** icon to bring up the branding panel, which includes the following items:

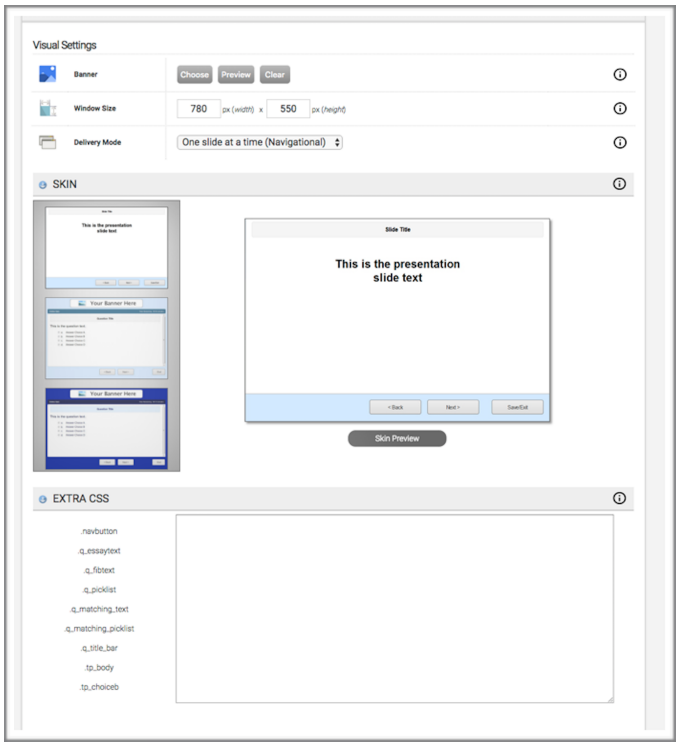
Banner – lets you pick a banner for your quiz *(works with most but not all skins)*.

Window Size – lets you set the width and height of the quiz when it appears.

Delivery Mode – lets you set the delivery mode to navigational or scrolling. Note that when you select scrolling, many of the features (*especially ones relating to navigation*) will not work.

Skin – lets you assign a visual theme to the module (*pick from the various available skins*).

Extra CSS – lets you more finely configure the visual appearance of the module by using CSS (*Cascading Style Sheets*).



Feedback & Responses

Click the **Feedback & Responses** icon to bring up the feedback panel, which includes the following items:

Response Page when User Completes – lets you configure both the content and layout for what a user will see when they complete this quiz.

Response Page when User Pauses – lets you configure both the content and layout for what a user will see when they save/pause this quiz.

Question Report Template – lets you configure how each question in the reports above will display (both content and layout). For example, you may want to show all details of each question, or perhaps just if they answered it correctly or not, or maybe just an explanation/reference.

Advanced Settings

Click the **Advanced Settings** icon to bring up the advanced settings panel, which includes the following items:

JavaScript Code – this enables you to write your own JavaScript code for the module. This feature should only be used if you know how to write JavaScript code and have a requirement that would make writing code necessary.

Keywords – available to admins only, these are used to tag modules for easy finding, and also for assignment to managers for use in their courses.

How to Add a Non-Graded Quiz to Your Courses

*This process is described in more detail in the **Administrators & Managers Guide***

1. Click **LEARNING** tab
2. Click **ONLINE COURSES** icon
3. Click **MANAGE COURSES** icon
4. Click on the course you want to add this module to
5. Click the **ONLINE LEARNING OBJECTS** icon
6. Click the **ADD CONTENT TO THIS SUBSECTION** button
7. Click the **NON-GRADED QUIZ** icon
8. Click the **ADD** button next to the one you want to add

Practice Quiz

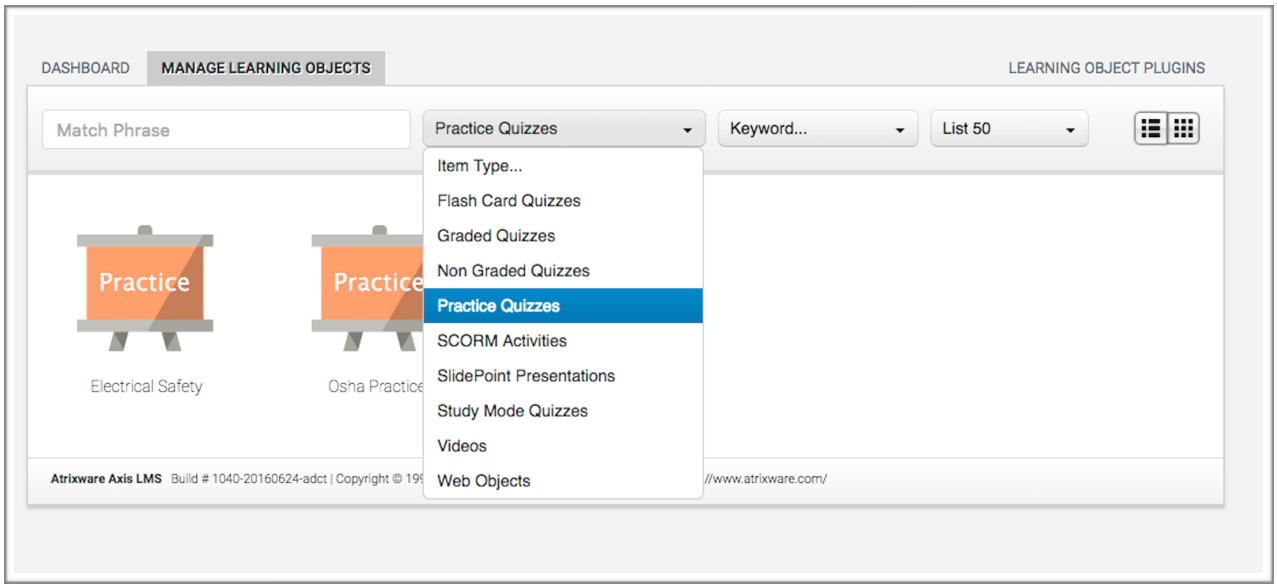
What is a Practice Quiz?

A **Practice Quiz** operates nearly identically to a **Graded Quiz**, with the key differences being that a **Practice Quiz** is not counted towards the course average, and practice quiz attempts cannot be configured to email results back to the user or admin.

Just like all other quiz types, **practice quizzes** use slides and questions from the global LMS slide bank (*in the **Quiz Slide Bank** area*). This means you can use the same questions inside all types of quizzes instead of having to create them multiple times!

Accessing Practice Quizzes

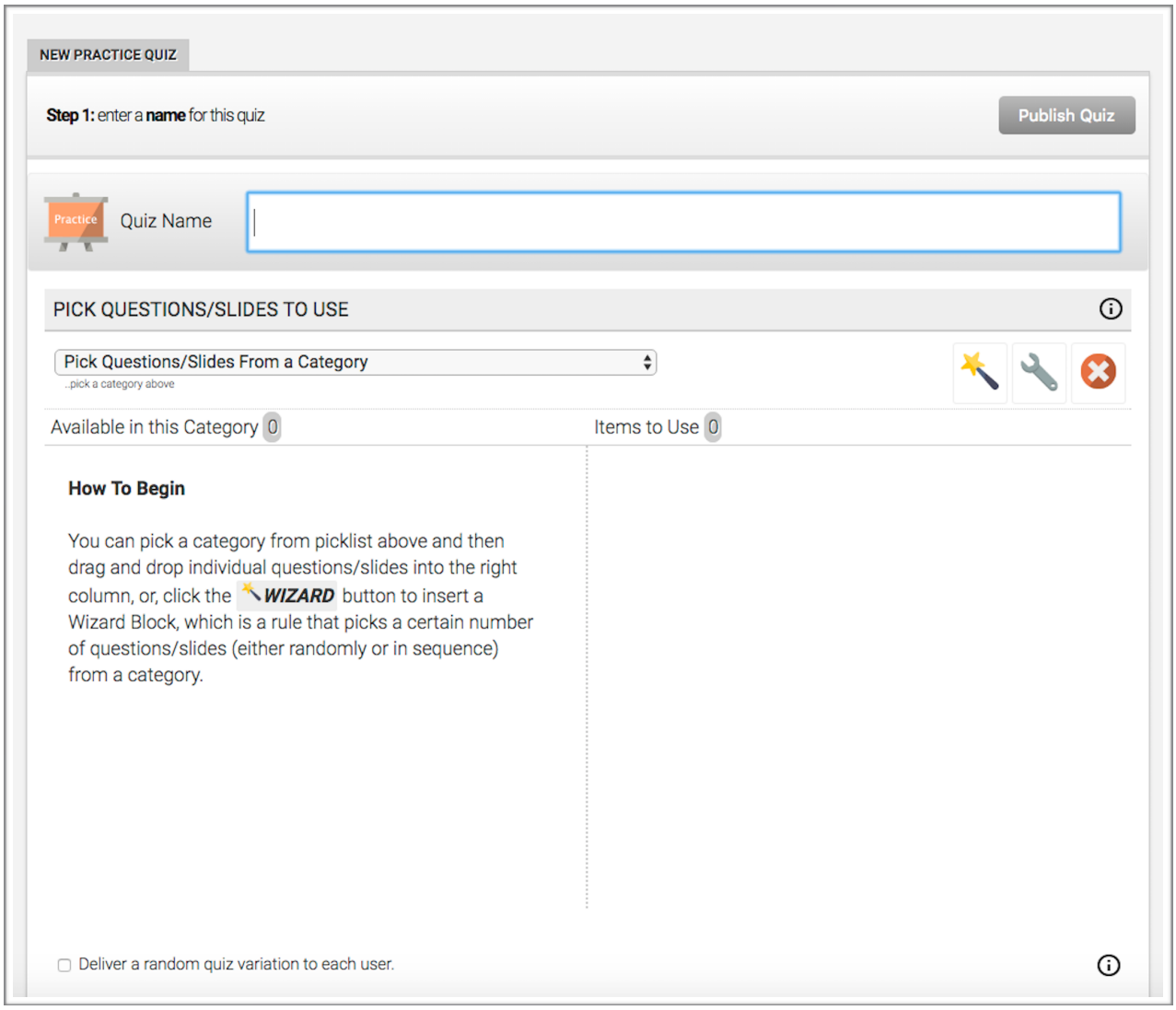
Just like all other modules, you **create** by clicking **Learning > Online Courses > Learning Objects > New Learning Object > New Practice Quiz**, or manage by clicking **Learning > Online Courses > Learning Objects > Manage Learning Objects**:



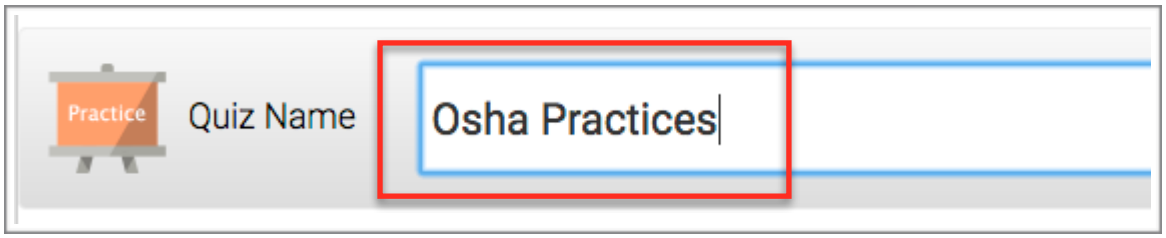
Creating a New Practice Quiz

To create a new **practice quiz**, first make sure you have added one or more questions and/or slides into the LMS slides bank (*you can do so from the **Quiz Slides Bank** area – see the **Administrators & Managers Guide** for complete information on working with slides and questions*).

Next, click **Learning > Online Courses > Learning Objects > New Learning Object > New Practice Quiz**, and you will a screen like the following:



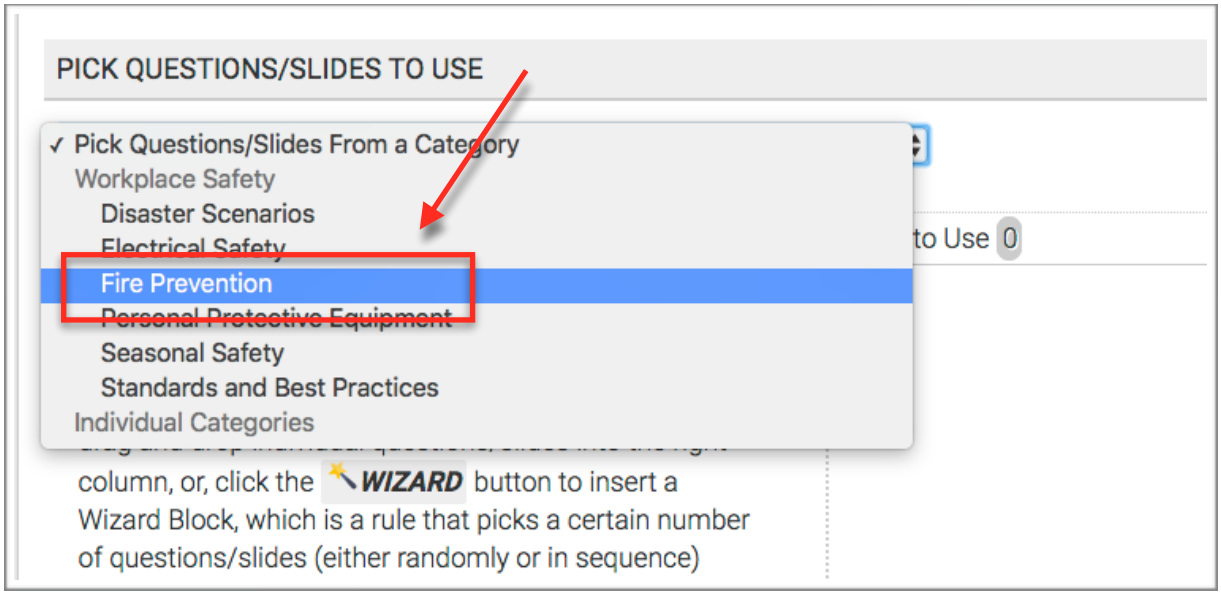
First, enter in a name for the quiz:



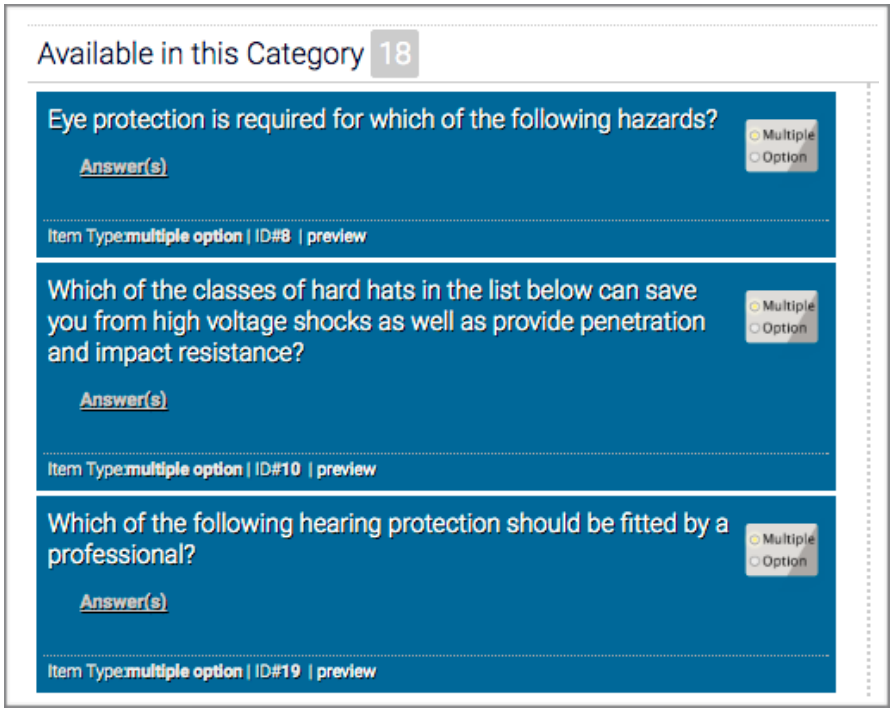
Next, **add your quiz questions and slides**. The interface is *drag & drop* based, so it is possible to achieve very exact results in an easy-to-use interface.

Using this section, you will be able **to add individual** questions and/or slides, and/or **random blocks** of questions/slides (*that pick a specified # of random or sequential questions/slides from a specific category*). You can **combine** individual items with randomized-pick blocks, and even place them into a particular **sequence** if you choose.

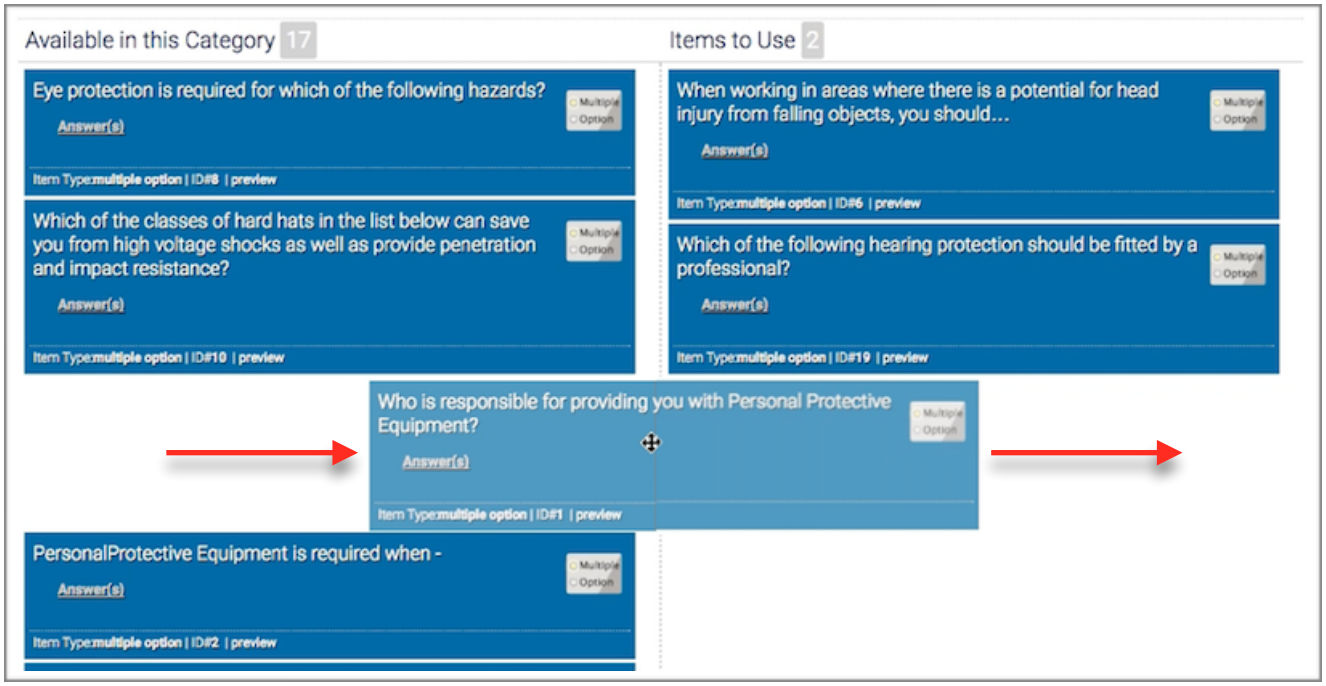
Adding Individual Questions/Slides
To add an individual question or slide, first pick a category from the dropdown box where the slides/ questions you want to use reside:



Completing this action will populate the left-side list (*the 'available in this category' list*) with all questions and slides in the selected category:



To use a question or slide in this quiz, simply *drag and drop* it from the left-side list to the right-side (*'items to use'*) list one at a time:



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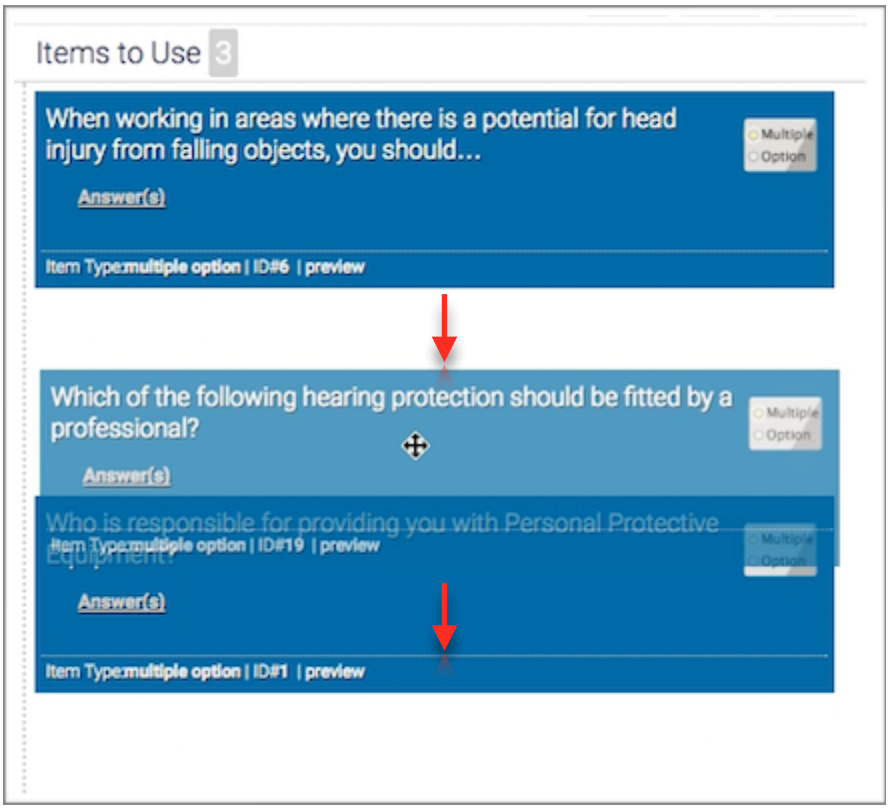
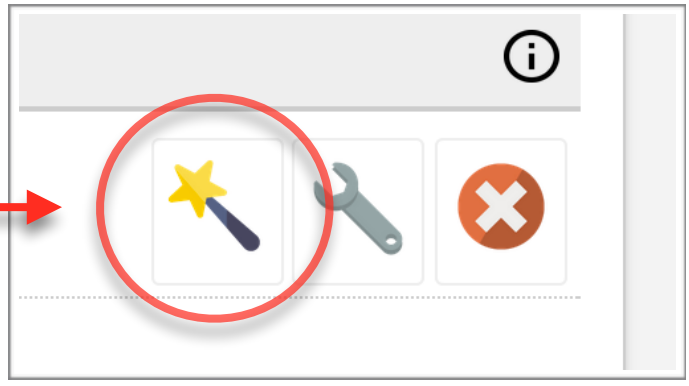


You can **repeat this process as often as necessary**, **picking** different categories**, *dragging and dropping*** questions from the left-side list into the right-side list, and **sequencing** them.

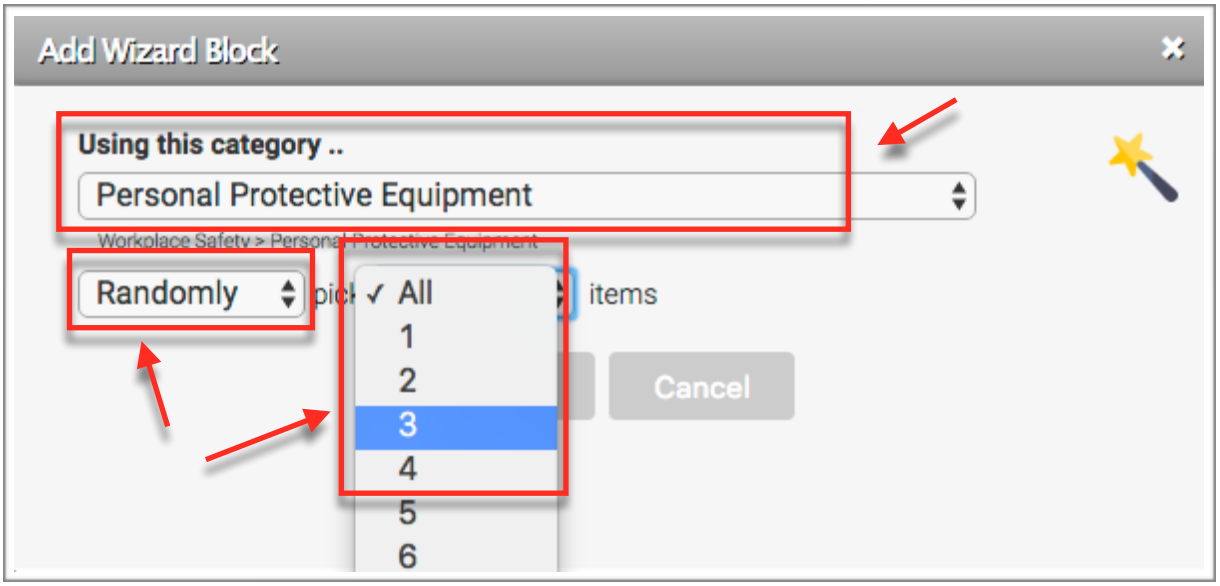
Adding Randomized Blocks of Questions

Maybe you want to use all questions from a particular category, but you don't want to have to drag each one over one-by-one. Or maybe you want to use 10 questions from one category, and 5 from another (*and 15 from another, etc*).



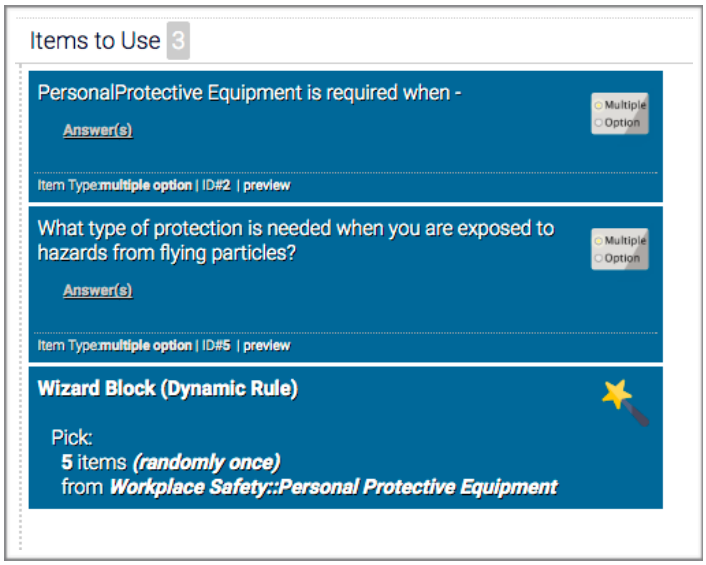
You can do these by using the **Create Wizard Block** button:

When you click this button, a form will appear enabling you to choose a **category**, **the # questions you want to pick**, and **how** you want to pick them (*randomly or sequentially*):



Choose a category from the drop-down box. Select '**randomly**' or '**in sequence**', and the pick the **number of questions** from the last drop-down (*the drop-down box automatically populates with values based on the number of questions available in the category chosen*).

Click **OK**, and a block representing your wizard block will appear in the right-side list:



As you may notice, the wizard block can co-exist with individually picked questions and slides. You can insert as many wizard blocks as you desire, and also move them up/down the list (*so for example, you can have 2 specific questions/slides, followed by a wizard block, and then 5 more specific questions/slides , followed by one or more wizard blocks, etc.*).

Some things worth noting when using wizard blocks if you want to **avoid the possibility of duplicate questions/slides**:

1. **If you have more than one wizard block picking from the same category**, there is a chance that questions picked from the first wizard block will pick one or more of the same questions that the second wizard block picks.

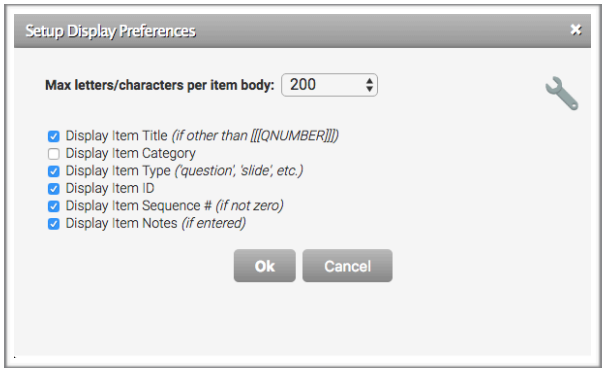
2. If you pick **individual questions for your quiz from a particular category**, and **also have a wizard block that picks questions from the same category**, there is a chance that the wizard block will pick one or more of the questions you inserted individually *(thereby duplicating questions in the quiz)*.

Finally, if you have one or more randomized blocks of questions, and want those blocks to be different selections of questions for each user, check the **Deliver a random quiz variation to each user** checkbox at the bottom.

Other Notable Options

The toolbar includes two other buttons – the **setup display preferences** button, and the **clear selections** button.

The **clear selections** button simply removes all questions and slides from the right-side *(to-use) column (you can also drag & drop individual items from the right-side list to the left-side list, or to the trashcan located below the right-side list)*.



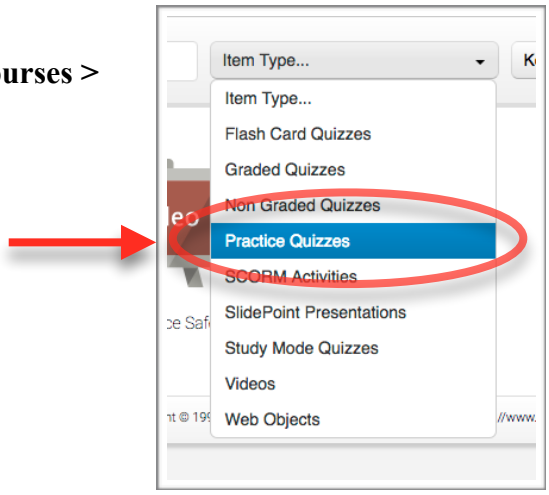
The **setup display preferences** button *(wrench icon)* lets you configure what information you want to display on each question/slide object as it appears in the list. You can set the length of the body/question text shorter or longer, and set up what details regarding the item you want to see:

Once you have completed all steps, you can click the **PUBLISH** button:

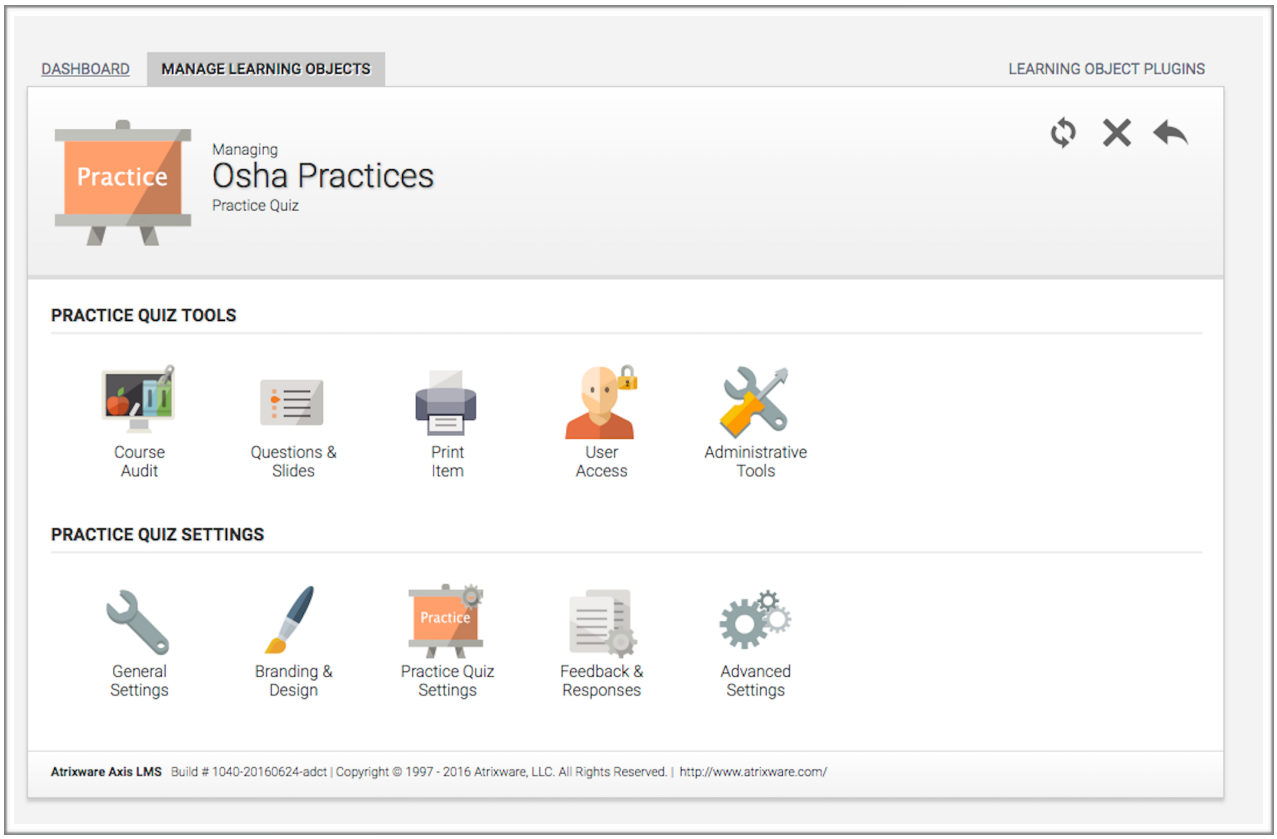
The Practice Quizzes Manage Screen

To get to the manage screen, click **Learning > Online Courses > Learning Objects > Manage Learning Objects**.

To work with just practice quizzes, choose **Practice Quiz Modules** from the drop-down selector, and the list will be filtered to just show Practice Quizzes.



Once you have located the quiz you want to work with, click on it to open up the dashboard for that quiz:

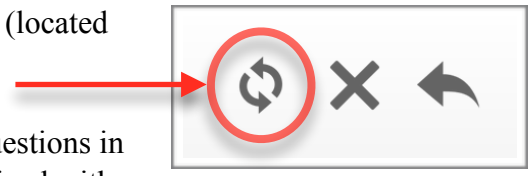


There are various things you can do from here, each which are described next.

Note to Managers: Some of these settings are only available to the administrator.

Republish a Practice Quiz

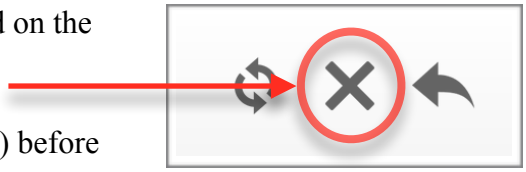
Click the **Republish** button icon to republish the quiz (located on the top right of the dashboard screen).



This is usually done if you have added or modified questions in the slide bank, and want your changes to be synchronized with the quiz.

Delete a Practice Quiz

Click the **Delete** button icon to delete the quiz (located on the top right of the dashboard screen).



The system will tell you what you need to (if anything) before you delete the quiz.

Course Audit

This function enables you to see which course(s) the quiz is part of, and also gives you the ability to remove the quiz from courses if desired.

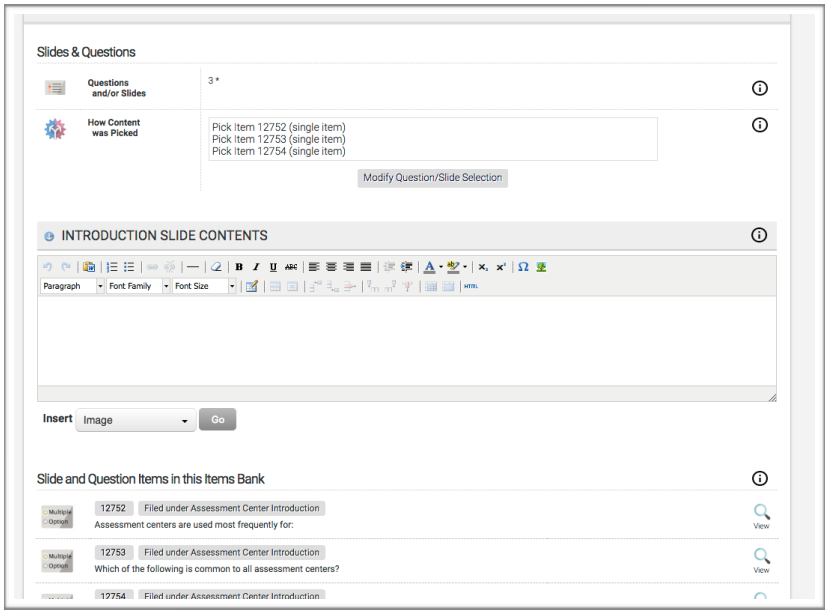
Questions & Slides

Click the **Questions & Slides** icon to bring up the questions & slides panel, which includes the following items:

Questions/Slides – shows # questions in the quiz (*but not non-question slides*).

How Content Was Picked – Explains the selection queries for questions and slides. If you want to modify the questions/slides in the quiz, click the **Modify Question/Slide Selection** button.

Introduction Slide Contents – this lets you set up an optional screen that will appear before the first question/slide is shown.



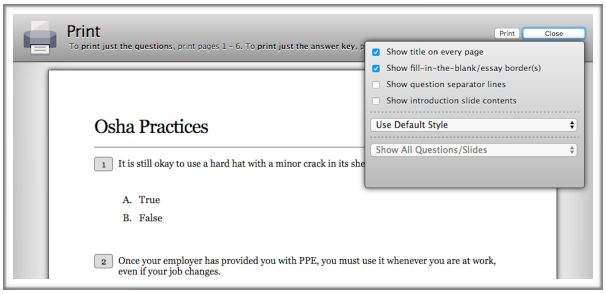
Slide and Question Items in this Modules Bank – shows a complete listing of every question and slide contained in this quizzes bank (if you have variations enabled, the bank is essentially the 'pool' of questions used to deliver a random variation to each user). You can click the **view** button next to each slide to get an approximate preview of each question or slide (*note the preview will not show the skin visuals or CSS you have added*).

Print a Practice Quiz

Click the **Print** icon to bring up the print interface. If you have the quiz configured to shuffle the question order, a **reshuffle** button will be available for you to instantly create reshuffled variations of the quiz.

Click the **Options** button to bring up a menu of settings that let you change some visuals of the output before you send to the printer.

Along the top, it shows you which pages to print if you want just the quiz or just the answer key (*print all pages to get both*).



Lock/Unlock User Access to a Practice Quiz

Click the **Access** icon to re-allow users that have been locked out of the quiz back into the quiz. Practice Quizzes are one of the module types that can be configured to limit the # attempts or to lock out user access once they have passed and/or failed. This mechanism gives you a way to override that lockout.

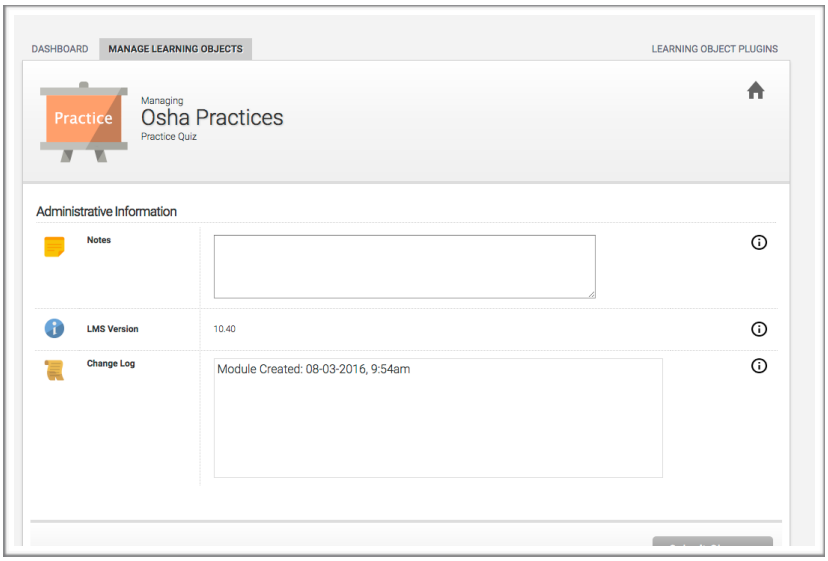
Administrative Tools

Click the **Administrative Tools** icon to bring up the tools interface, which includes the following items:

Notes – notes for the quiz, which are also used as the module description on a users report card.

LMS Version – shows the version of Axis LMS that was used to create this module. If the version # does not match the version of the LMS, that means the module was created in an older version, and may not be able to take advantage of all the latest features available.

Change Log – log of changes to this module

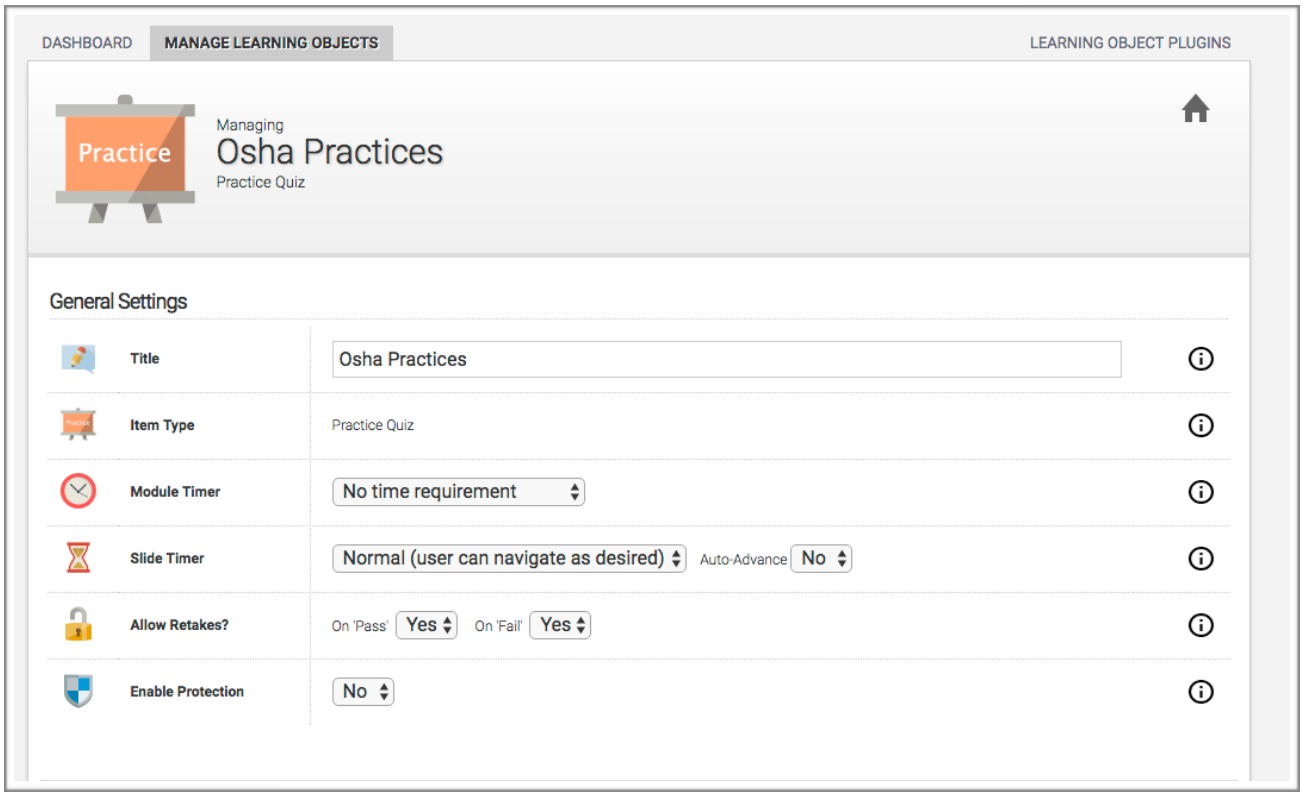


General Settings

Click the **General Settings** icon to bring up the settings, which includes the following items:

Title – this is the title of the quiz.

Module Type – this is the kind of learning module this is, and will indicate '*variations enabled*' if there are multiple variations of the quiz.



Module Timer – view or change the time limit or time requirement of the module.

Slide Timer – view or change the time required for each question and/or set up auto-navigation. Note that if you apply slide timers to individual slides, they trump the setting here.

Allow Retakes – configure access when user passes and fails the quiz.

Enable Protection – turn on or off intellectual property protection

Branding & Design

Click the **Branding & Design** icon to bring up the branding panel, which includes the following items:

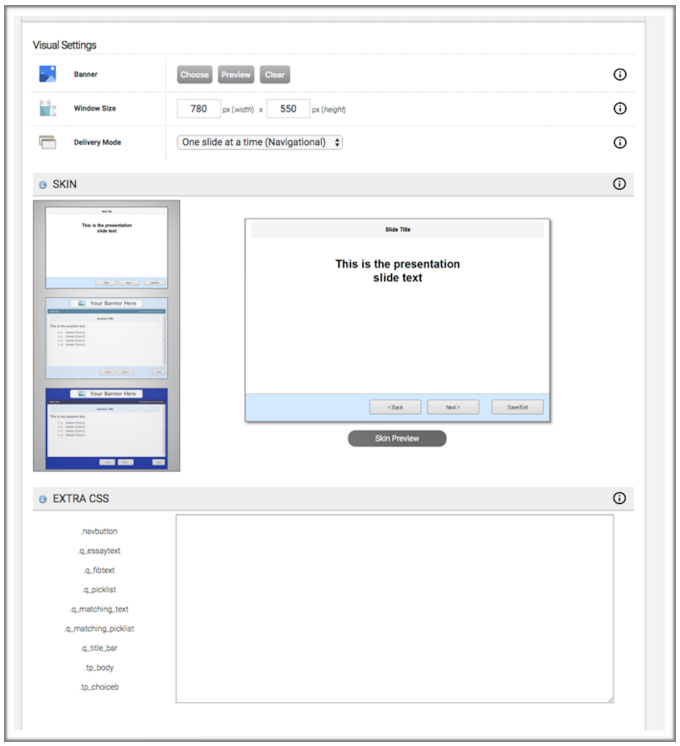
Banner – lets you pick a banner for your quiz *(works with most but not all skins)*.

Window Size – lets you set the width and height of the quiz when it appears.

Delivery Mode – lets you set the delivery mode to navigational or scrolling. Note that when you select scrolling, many of the features (*especially ones relating to navigation*) will not work.

Skin – lets you assign a visual theme to the module (*pick from the various available skins*).

Extra CSS – lets you more finely configure the visual appearance of the module by using CSS (*Cascading Style Sheets*).

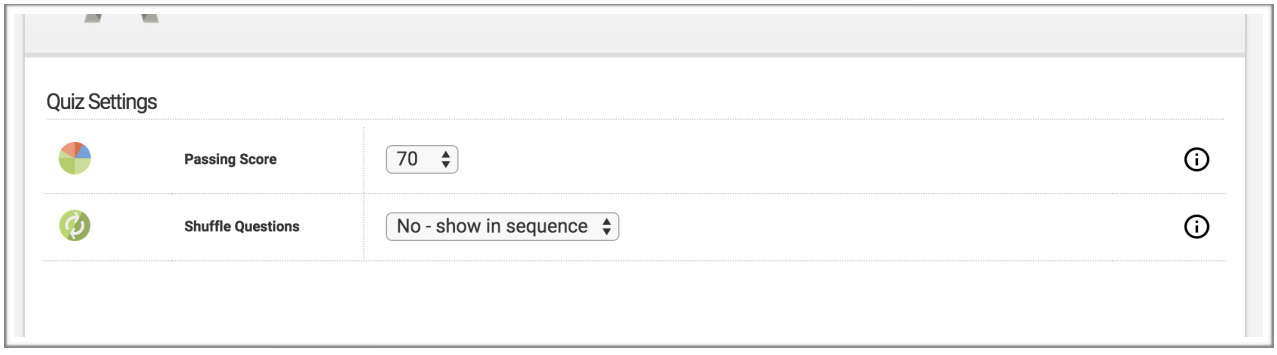


Practice Quiz Settings

Click the **Practice Quiz Settings** icon to bring up the practice quiz settings panel, which includes the following items:

Passing Score – the score required to achieve 'pass' status.

Shuffle Questions – turn on or off question shuffling.



Feedback & Responses

Click the **Feedback & Responses** icon to bring up the feedback panel, which includes the following items:

Response Page when User Passes – lets you configure both the content and layout for what a user will see when they pass this quiz.

Response Page when User Fails – lets you configure both the content and layout for what a user will see when they fail this quiz.

Question Report Template – lets you configure how each question in the reports above will display (both content and layout). For example, you may want to show all details of each question, or perhaps just if they answered it correctly or not, or maybe just an explanation/reference.

Advanced Settings

Click the **Advanced Settings** icon to bring up the advanced settings panel, which includes the following items:

JavaScript Code – this enables you to write your own JavaScript code for the module. This feature should only be used if you know how to write JavaScript code and have a requirement that would make writing code necessary.

Keywords – available to admins only, these are used to tag modules for easy finding, and also for assignment to managers for use in their courses.

How to Add a Practice Quiz to Your Courses

*This process is described in more detail in the **Administrators & Managers Guide***

1. Click **LEARNING** tab
2. Click **ONLINE COURSES** icon
3. Click **MANAGE COURSES** icon
4. Click on the course you want to add this module to
5. Click the **ONLINE LEARNING OBJECTS** icon
6. Click the **ADD CONTENT TO THIS SUBSECTION** button
7. Click the **PRACTICE QUIZ** icon
8. Click the **ADD** button next to the one you want to add

Study Mode Quiz

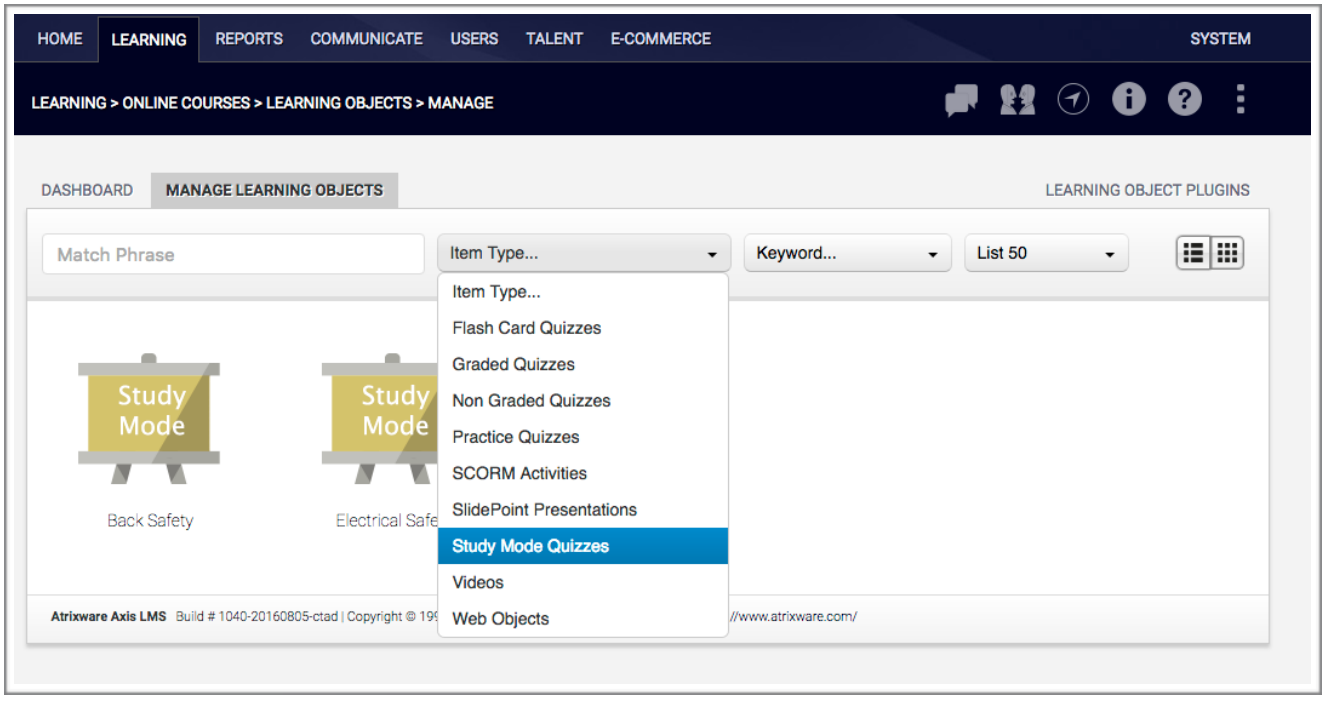
What is a Study Mode Quiz?

There are various kinds of quizzes you can create inside of Axis LMS. A **Study Mode Quiz** operates similar to a **Practice Quiz** (*they don't count towards course average*), but a **Study Mode Quiz** lets the user decide which questions they want to work on, letting them choose from a variety of options like certain categories, only questions they missed, or ones they tagged to review, and more. They can also configure instant feedback, and use a hint/reference button to help them answer the question.

Just like all other quiz types, **study mode quizzes** use slides and questions from the global LMS slide bank (*in the **Quiz Slide Bank** area*). This means you can use the same questions inside all types of quizzes instead of having to create them multiple times! It's important to note that only question-type slides are compatible – the non-question slides are not compatible with study mode quizzes.

Accessing Study Mode Quizzes

Just like all other modules, you **create** by clicking **Learning > Online Courses > Learning Objects > New Learning Object > New Study Mode Quiz**, or manage by clicking **Learning > Online Courses > Learning Objects > Manage Learning Objects**:

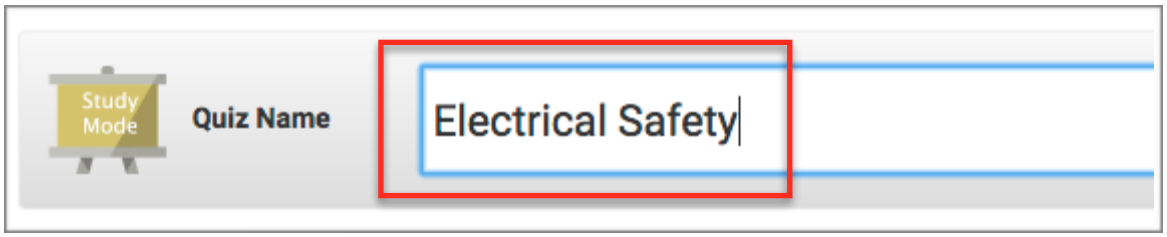


Creating a New Study Mode Quiz

To create a new **quiz**, first make sure you have added one or more questions and/or slides into the LMS slides bank (*you can do so from the **Quiz Slides Bank** area – see the **Administrators & Managers Guide** for complete information on working with slides and questions*).

Next, click **Learning > Online Courses > Learning Objects > New Learning Object > New Study Mode Quiz**.

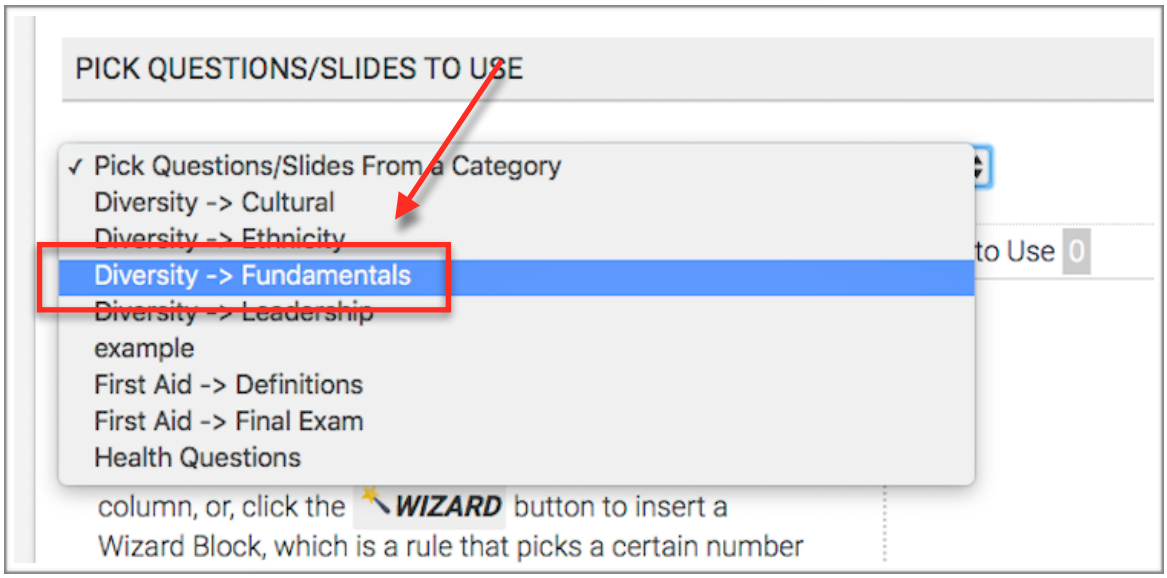
First, enter in a name for the quiz:



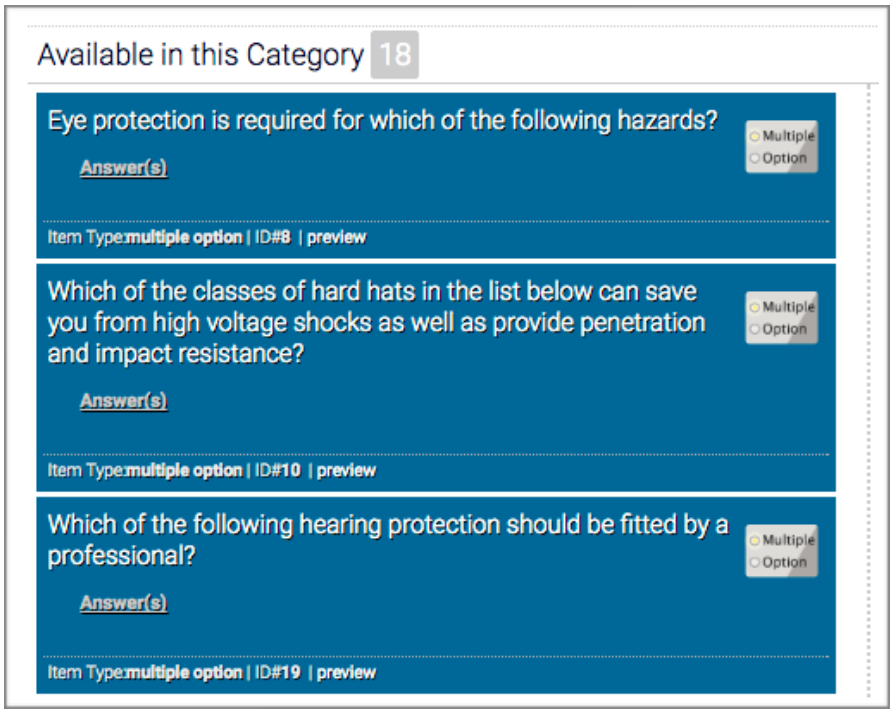
Next, **add your quiz questions and slides**. The interface is *drag & drop* based, so it is possible to achieve very exact results in an easy-to-use interface.

Using this section, you will be able **to add individual** questions and/or slides, and/or **random blocks** of questions/slides (*that pick a specified # of random or sequential questions/slides from a specific category*). You can **combine** individual items with randomized-pick blocks, and even place them into a particular **sequence** if you choose.

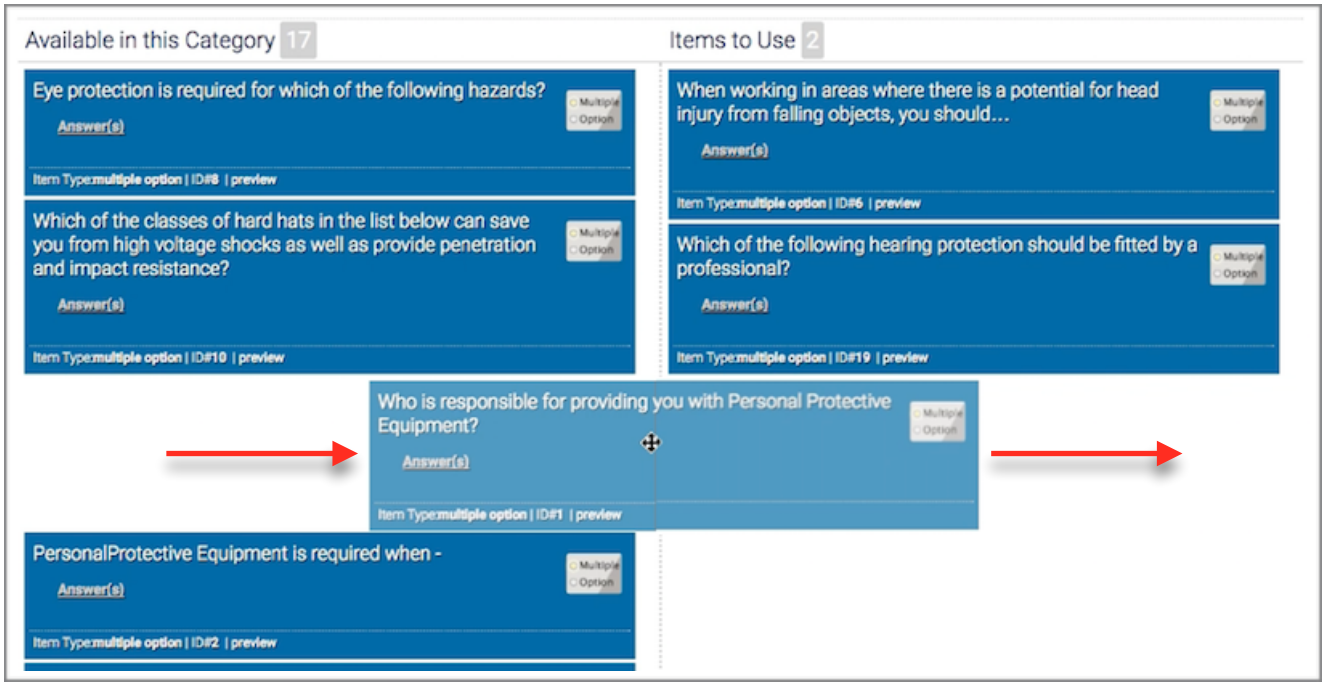
Adding Individual Questions/Slides
To add an individual question or slide, first pick a category from the dropdown box where the slides/ questions you want to use reside:



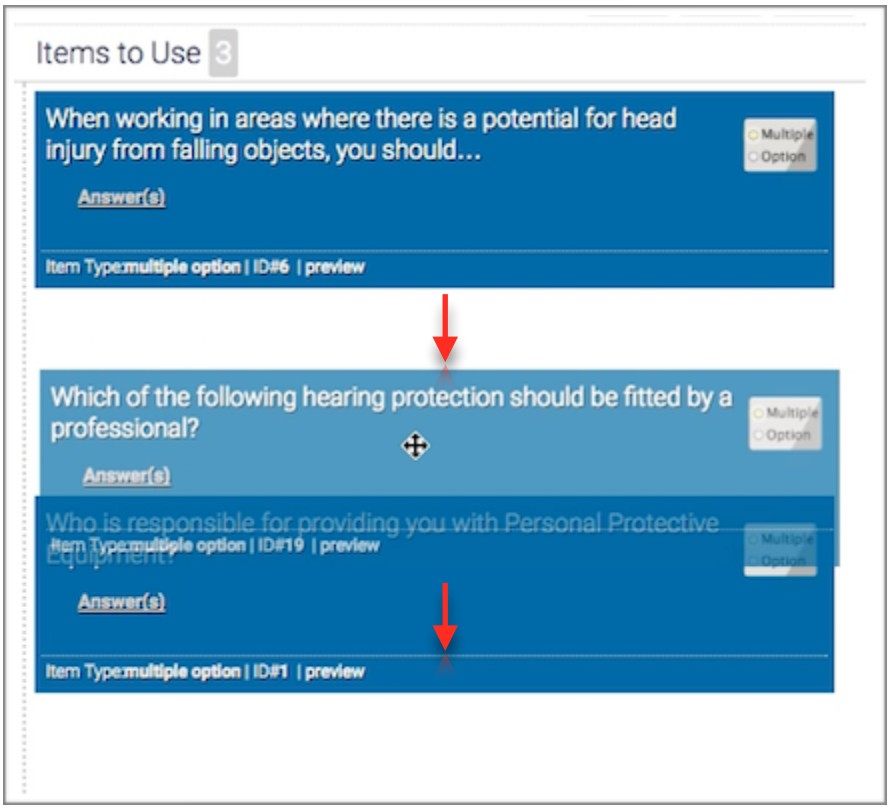
Completing this action will populate the left-side list (*the 'available in this category' list*) with all questions and slides in the selected category:



To use a question or slide in this quiz, simply *drag and drop* it from the left-side list to the right-side (*'items to use'*) list one at a time:



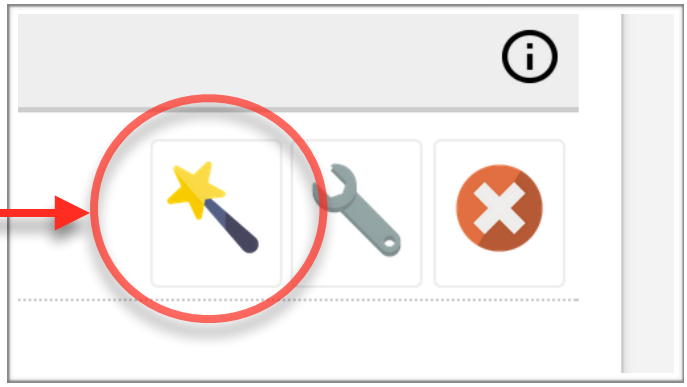
You can also **order the questions the way you want them presented** (*make sure you uncheck the shuffle option on the previous tab too*) by *dragging & dropping* each question up or down the list:



You can **repeat this process as often as necessary**, **picking** different categories**, *dragging and dropping*** questions from the left-side list into the right-side list, and **sequencing** them.

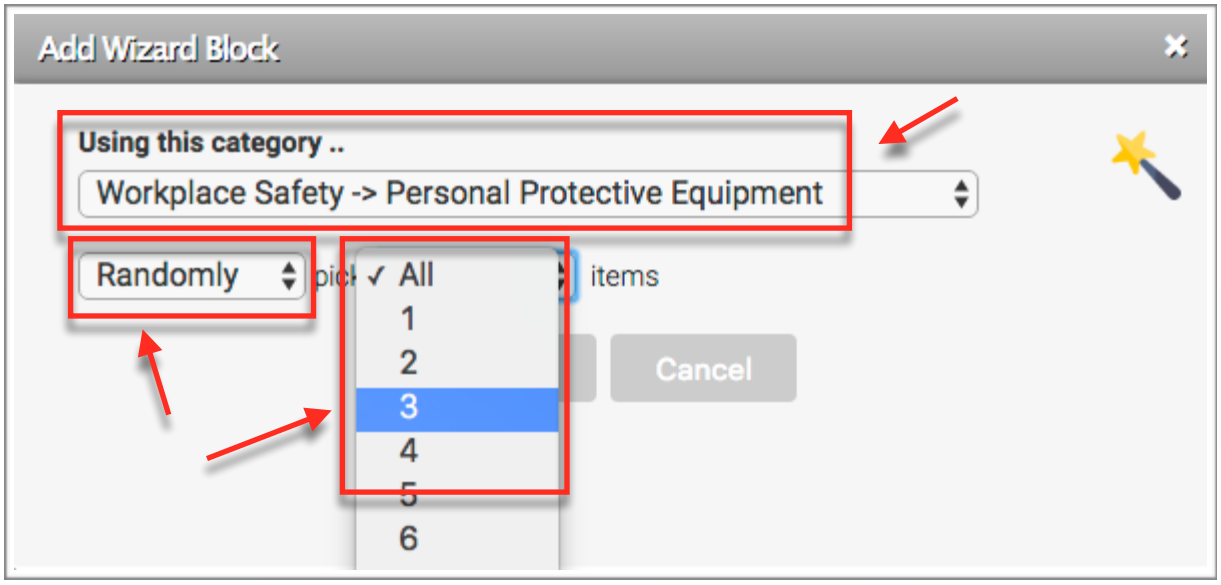
Adding Randomized Blocks of Questions

Maybe you want to use all questions from a particular category, but you don't want to have to drag each one over one-by-one. Or maybe you want to use 10 questions from one category, and 5 from another (*and 15 from another, etc*).



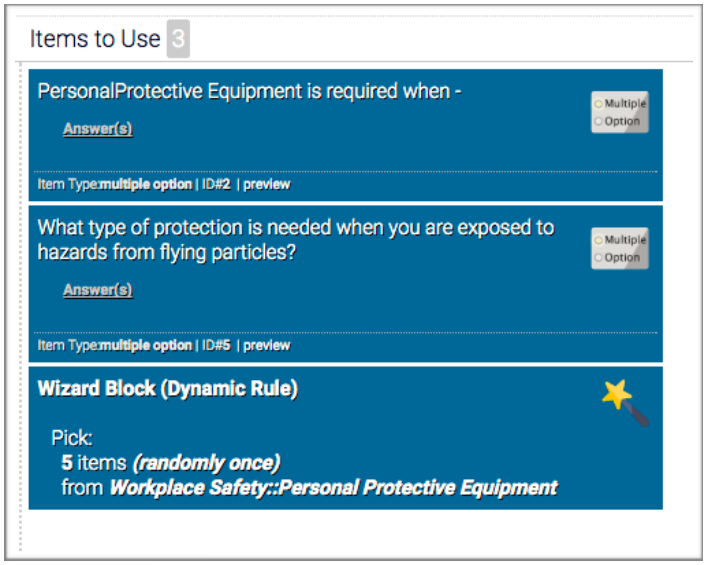
You can do these by using the **Create Wizard Block** button:

When you click this button, a form will appear enabling you to choose a **category**, **the # questions you want to pick**, and **how** you want to pick them (*randomly or sequentially*):



Choose a category from the drop-down box. Select '**randomly**' or '**in sequence**', and the pick the **number of questions** from the last drop-down (*the drop-down box automatically populates with values based on the number of questions available in the category chosen*).

Click **OK**, and a block representing your wizard block will appear in the right-side list:



As you may notice, the wizard block can co-exist with individually picked questions and slides. You can insert as many wizard blocks as you desire, and also move them up/down the list (*so for example, you can have 2 specific questions/slides, followed by a wizard block, and then 5 more specific questions/slides , followed by one or more wizard blocks, etc.*).

Some things worth noting when using wizard blocks if you want to **avoid the possibility of duplicate questions/slides**:

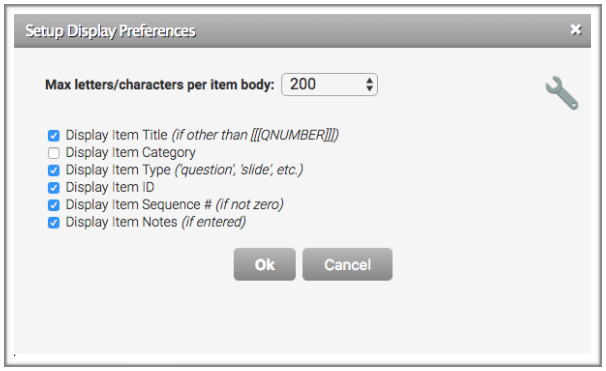
1. **If you have more than one wizard block picking from the same category**, there is a chance that questions picked from the first wizard block will pick one or more of the same questions that the second wizard block picks.

2. If you pick **individual questions for your quiz from a particular category**, and **also have a wizard block that picks questions from the same category**, there is a chance that the wizard block will pick one or more of the questions you inserted individually *(thereby duplicating questions in the quiz)*.

Other Notable Options

The toolbar includes two other buttons – the **setup display preferences** button, and the **clear selections** button.

The **clear selections** button simply removes all questions and slides from the right-side *(to-use) column (you can also drag & drop individual items from the right-side list to the left-side list, or to the trashcan located below the right-side list)*.



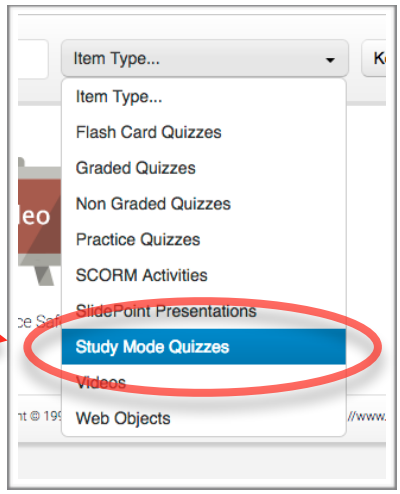
The **setup display preferences** button *(wrench icon)* lets you configure what information you want to display on each question/slide object as it appears in the list. You can set the length of the body/question text shorter or longer, and set up what details regarding the item you want to see:

Once you have completed all steps, you can click the **PUBLISH** button:

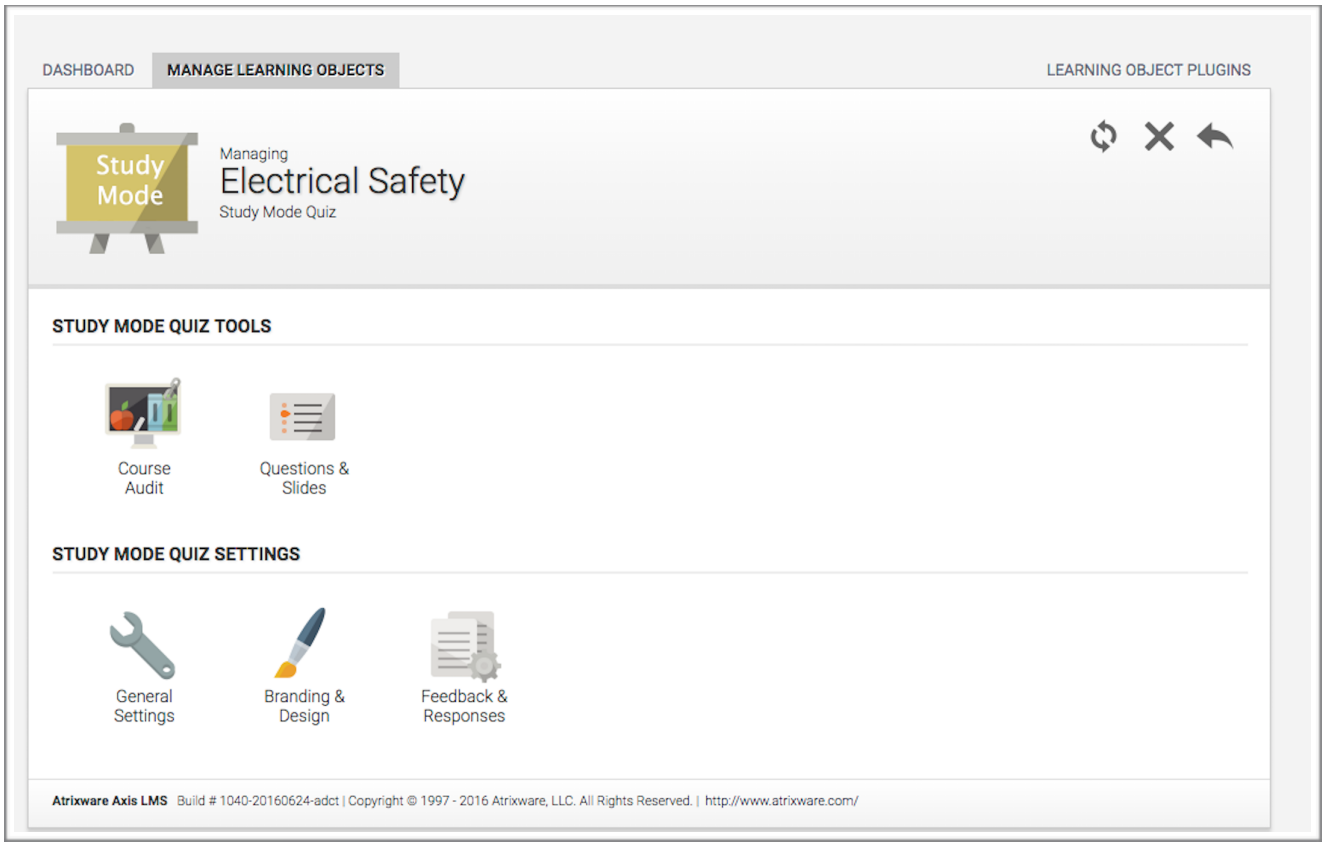
The Study Mode Quizzes Manage Screen

To get to the manage screen, click **Learning > Online Courses > Learning Objects > Manage Learning Objects**.

To work with just study mode quizzes, choose **Study Mode Quizzes** from the drop-down selector, and the list will be filtered to just show Study Mode Quizzes.



Once you have located the quiz you want to work with, click on it to open up the dashboard for that quiz:

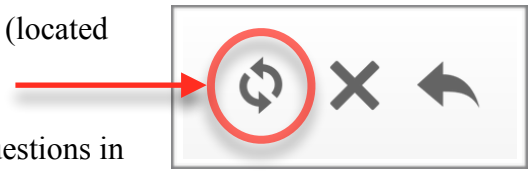


There are various things you can do from here, each which are described next.

Note to Managers: Some of these settings may only available to the administrator.

Republish a Study Mode Quiz

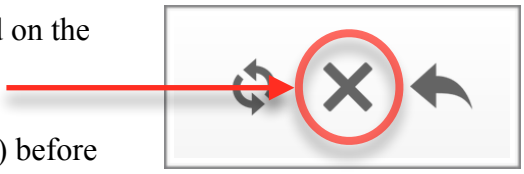
Click the **Republish** button icon to republish the quiz (located on the top right of the dashboard screen).



This is usually done if you have added or modified questions in the slide bank, and want your changes to be synchronized with the quiz.

Delete a Study Mode Quiz

Click the **Delete** button icon to delete the quiz (located on the top right of the dashboard screen).



The system will tell you what you need to (if anything) before you delete the quiz.

Course Audit

This function enables you to see which course(s) the quiz is part of, and also gives you the ability to remove the quiz from courses if desired.

Questions & Slides

Click the **Questions & Slides** icon to bring up the questions & slides panel, which includes the following items:

Questions & Slides – shows a complete listing of every question slide contained in this quizzes bank (the bank is essentially the 'pool' of questions that your users can pick from when studying).

Click the **Modify Question Selection Rules** button to change which questions will be available in the quiz.

General Settings

Click the **General Settings** icon to bring up the settings, which includes the following items:

Display Name — This allows you to specify the name of the module as it is displayed to the user when they launch this module. By default the Display Name is the same as the name given to the module during publishing.

Passing Score — the score required to achieve 'pass' status.

Keywords — these are used to tag modules for easy finding, and also for assignment to managers for use in their courses.

Branding & Design

Click the **Branding & Design** icon to bring up the branding panel, which includes the following items:

Window Size – lets you set the width and height of the quiz when it appears.

Banner – lets you pick a banner for your quiz *(works with most but not all skins)*.

Skin – lets you assign a visual theme to the module (*pick from the various available skins*).

Extra CSS – lets you more finely configure the visual appearance of the module by using CSS (*Cascading Style Sheets*).

Feedback & Responses

Click the **Feedback & Responses** icon to bring up the feedback panel, which includes the following items:

Response Page when User Passes – lets you configure both the content and layout for what a user will see when they pass this quiz.

Response Page when User Fails – lets you configure both the content and layout for what a user will see when they fail this quiz.

Question Report Template – lets you configure how each question in the reports above will display (both content and layout). For example, you may want to show all details of each question, or perhaps just if they answered it correctly or not, or maybe just an explanation/reference.

How to Add a Study Mode Quiz to Your Courses

*This process is described in more detail in the **Administrators & Managers Guide***

1. Click **LEARNING** tab
2. Click **ONLINE COURSES** icon
3. Click **MANAGE COURSES** icon
4. Click on the course you want to add this module to
5. Click the **ONLINE LEARNING OBJECTS** icon
6. Click the **ADD CONTENT TO THIS SUBSECTION** button
7. Click the **STUDY MODE QUIZ** icon
8. Click the **ADD** button next to the one you want to add

Capturing Score Data from a Study Mode Quiz Module

You can optionally capture the score information from *a Study Mode Quiz Module* and use it towards the course average *(and ultimately view it in the Course Reports)*.

Step 1 is to create an *Offline Learning Activity* in your course with the same name as the *Study Mode Quiz Module* (*the name you assigned it when you created it, not the display name*) – **make sure you select *Tracker: Study Mode Quiz* as the type for the offline activity**.

Step 2 is to click the *Score Weights* icon in your course, then assign a progress of 0 (*zero*) to your *Study Mode Quiz Module* (*so that we are only counting one of the items towards progress, not both)*.

Behind the scenes, what is happening is this – when a user completes the *Study Mode Quiz Module*, the score will be written to the *Offline Activity* database table – essentially, the *Offline Activity* acts as the proxy for the *Study Mode Quiz Module* score so it can be used towards the course average.

Flash Card Quiz

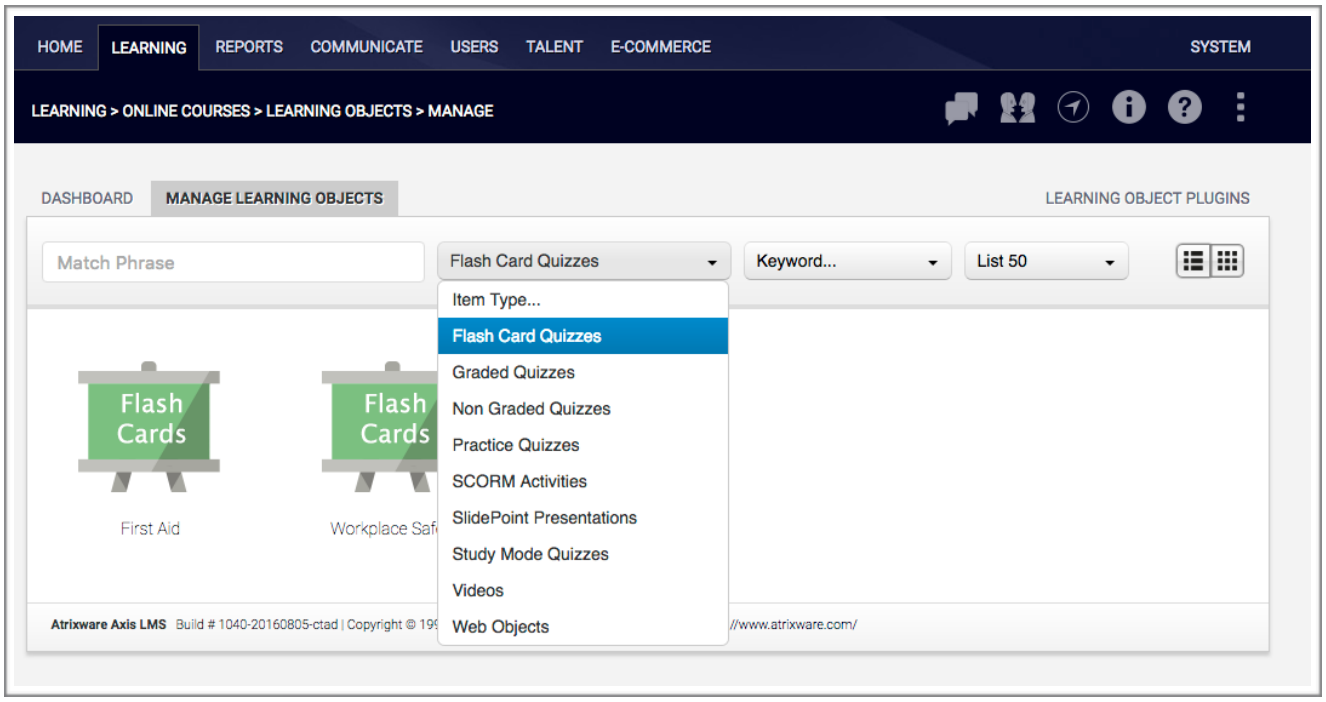
What is a Flash Card Quiz?

There are various kinds of quizzes you can create inside of Axis LMS. A **Flash Card Quiz** operates similar to other quizzes, but it relies on the user to say whether they were correct or not, and *they don't count towards a course average*.

Just like all other quiz types, **Flash Card quizzes** use slides and questions from the global LMS slide bank (*in the **Quiz Slide Bank** area*). This means you can use the same questions inside all types of quizzes instead of having to create them multiple times!

Accessing Flash Card Quizzes

Just like all other modules, you **create** by clicking **Learning > Online Courses > Learning Objects > New Learning Object > New Flash Cards**, or manage by clicking **Learning > Online Courses > Learning Objects > Manage Learning Objects**:

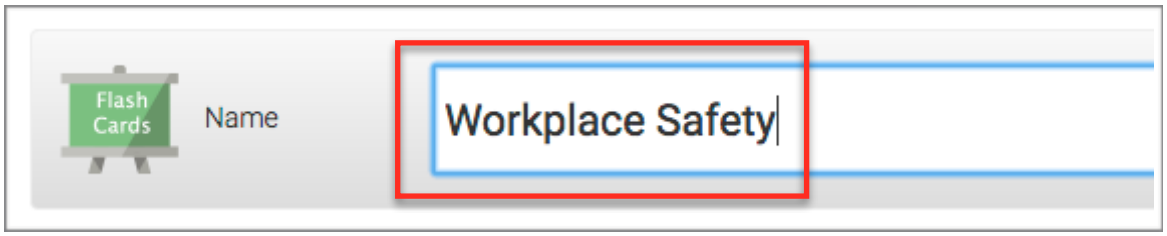


Creating a New Flash Card Quiz

To create a new **quiz**, first make sure you have added one or more questions and/or slides into the LMS slides bank (*you can do so from the **Quiz Slides Bank** area – see the **Administrators & Managers Guide** for complete information on working with slides and questions*).

Next, click **Learning > Online Courses > Learning Objects > New Learning Object > New Flash Cards**.

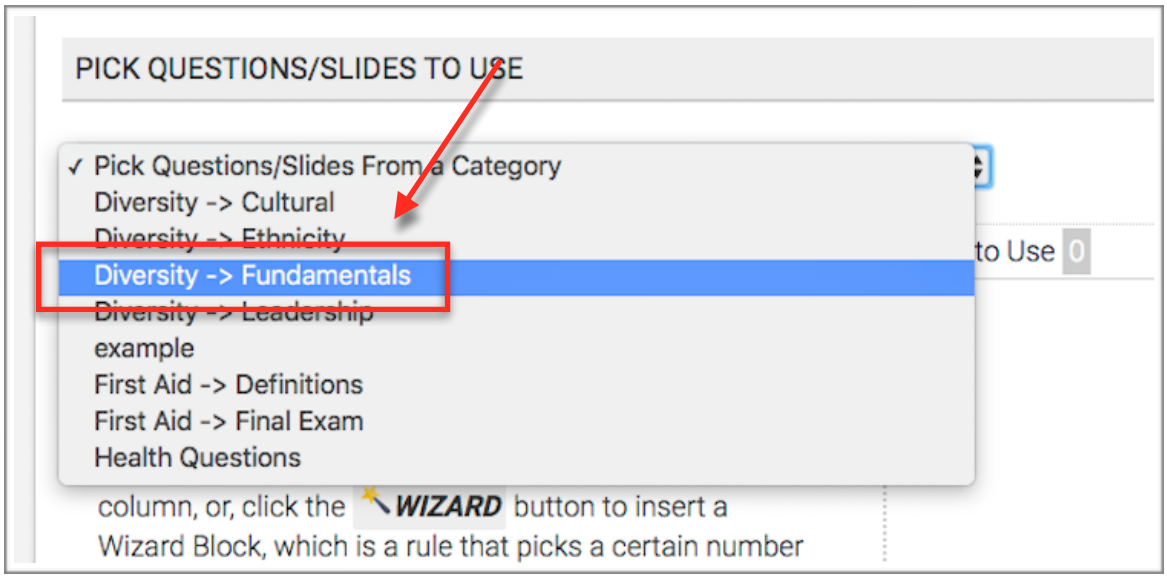
First, enter in a name for the quiz:



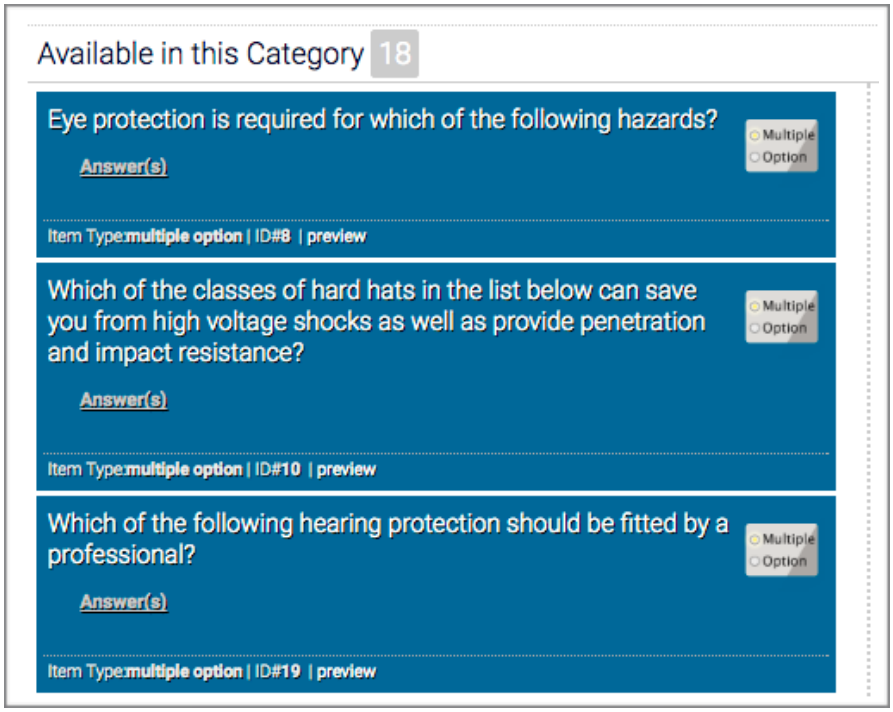
Next, **add your quiz questions and slides**. The interface is *drag & drop* based, so it is possible to achieve very exact results in an easy-to-use interface.

Using this section, you will be able **to add individual** questions and/or slides, and/or **random blocks** of questions/slides (*that pick a specified # of random or sequential questions/slides from a specific category*). You can **combine** individual items with randomized-pick blocks, and even place them into a particular **sequence** if you choose.

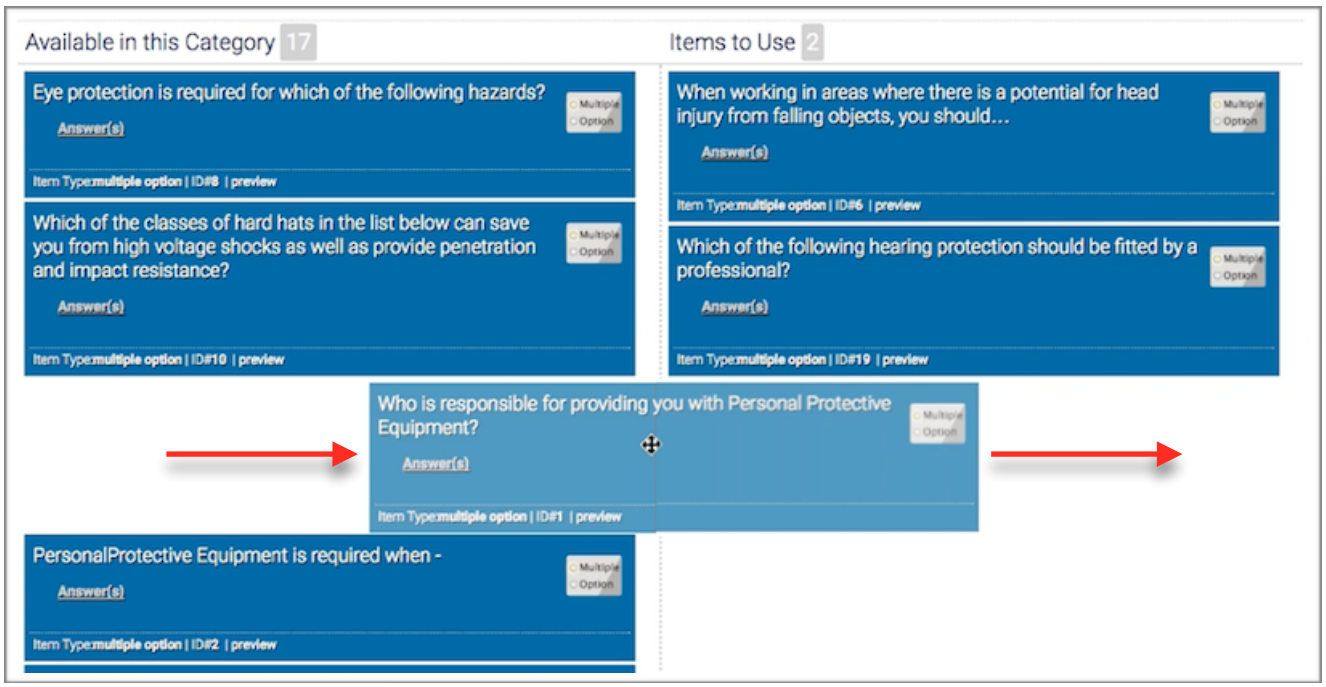
Adding Individual Questions/Slides
To add an individual question or slide, first pick a category from the dropdown box where the slides/ questions you want to use reside:



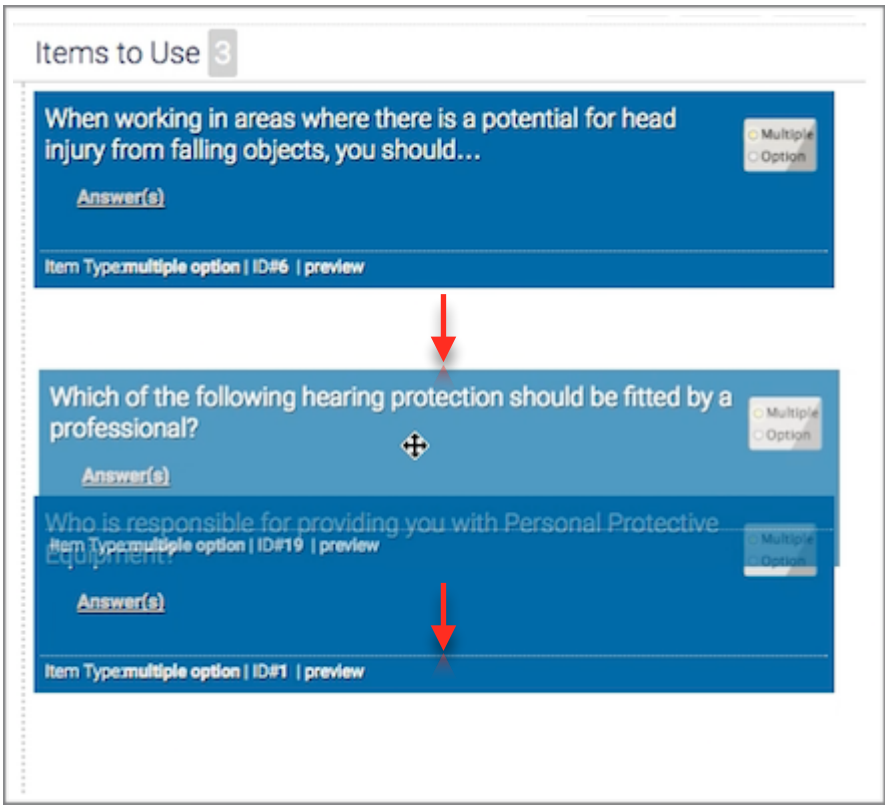
Completing this action will populate the left-side list (*the 'available in this category' list*) with all questions and slides in the selected category:



To use a question or slide in this quiz, simply *drag and drop* it from the left-side list to the right-side (*'items to use'*) list one at a time:



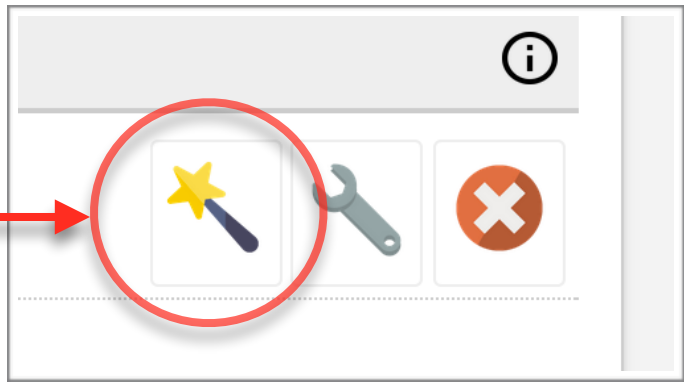
You can also **order the questions the way you want them presented** (*make sure you uncheck the shuffle option on the previous tab too*) by *dragging & dropping* each question up or down the list:



You can **repeat this process as often as necessary**, **picking** different categories***, dragging and dropping*** questions from the left-side list into the right-side list, and **sequencing** them.

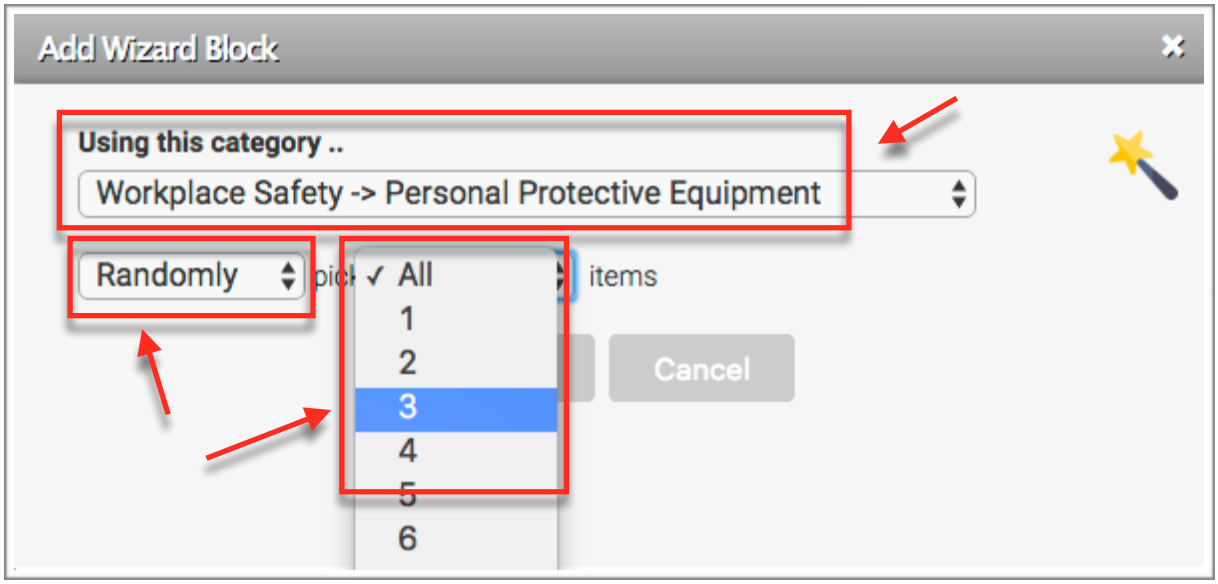
Adding Randomized Blocks of Questions

Maybe you want to use all questions from a particular category, but you don't want to have to drag each one over one-by-one. Or maybe you want to use 10 questions from one category, and 5 from another (*and 15 from another, etc*).



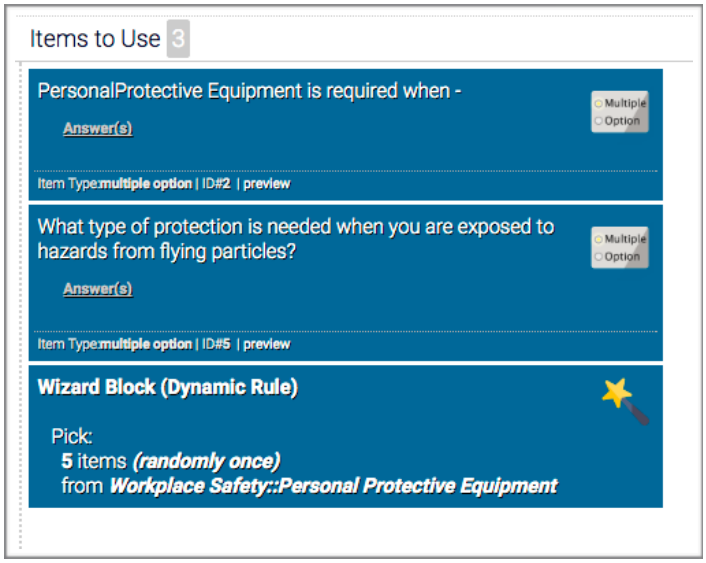
You can do these by using the **Create Wizard Block** button:

When you click this button, a form will appear enabling you to choose a **category**, **the # questions you want to pick**, and **how** you want to pick them (*randomly or sequentially*):



Choose a category from the drop-down box. Select '**randomly**' or '**in sequence**', and the pick the **number of questions** from the last drop-down (*the drop-down box automatically populates with values based on the number of questions available in the category chosen*).

Click **OK**, and a block representing your wizard block will appear in the right-side list:



As you may notice, the wizard block can co-exist with individually picked questions and slides. You can insert as many wizard blocks as you desire, and also move them up/down the list (*so for example, you can have 2 specific questions/slides, followed by a wizard block, and then 5 more specific questions/slides , followed by one or more wizard blocks, etc.*).

Some things worth noting when using wizard blocks if you want to **avoid the possibility of duplicate questions/slides**:

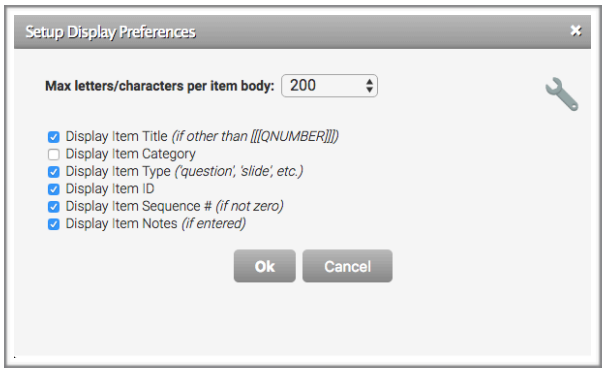
1. **If you have more than one wizard block picking from the same category**, there is a chance that questions picked from the first wizard block will pick one or more of the same questions that the second wizard block picks.

2. If you pick **individual questions for your quiz from a particular category**, and **also have a wizard block that picks questions from the same category**, there is a chance that the wizard block will pick one or more of the questions you inserted individually *(thereby duplicating questions in the quiz).*

Other Notable Options

The toolbar includes two other buttons – the **setup display preferences** button, and the **clear selections** button.

The **clear selections** button simply removes all questions and slides from the right-side *(to-use) column (you can also drag & drop individual items from the right-side list to the left-side list, or to the trashcan located below the right-side list).*



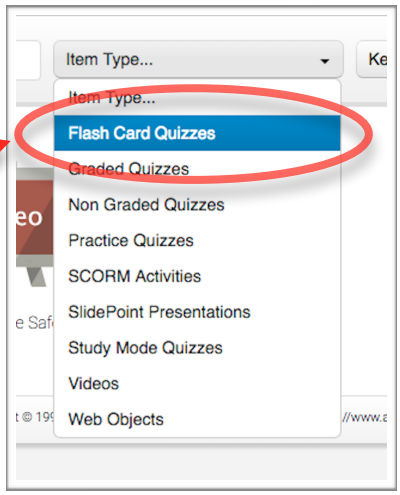
The **setup display preferences** button *(wrench icon)* lets you configure what information you want to display on each question/slide object as it appears in the list. You can set the length of the body/question text shorter or longer, and set up what details regarding the item you want to see:

Once you have completed all steps, you can click the **PUBLISH** button:

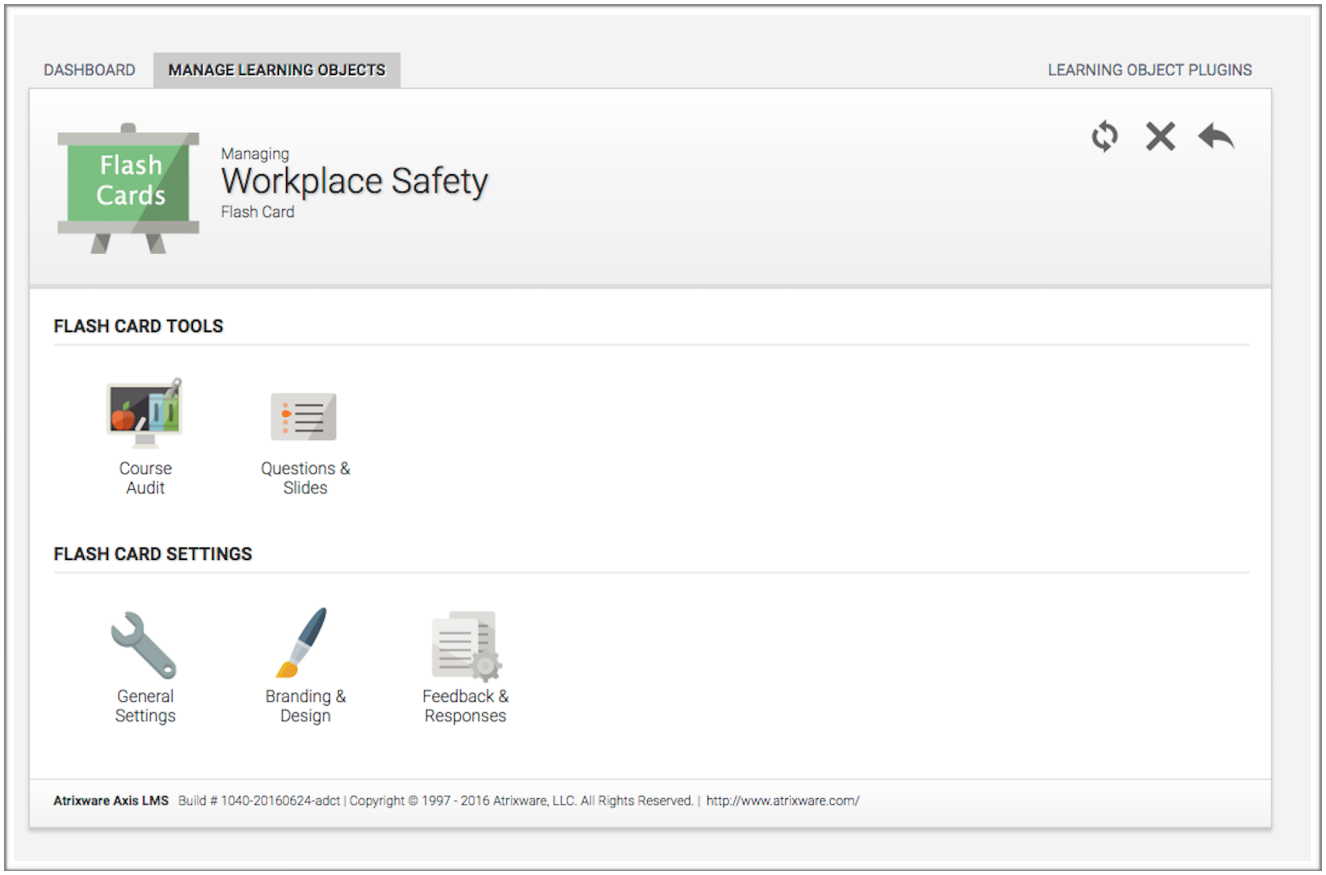
The Flash Card Quizzes Manage Screen

To get to the manage screen, click **Learning > Online Courses > Learning Objects > Manage Learning Objects**.

To work with just flash card quizzes, choose **Flash Card Modules** from the drop-down selector, and the list will be filtered to just show Flash Card Quizzes.



Once you have located the quiz you want to work with, click on it to open up the dashboard for that quiz:

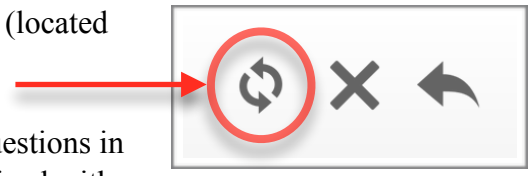


There are various things you can do from here, each which are described next.

Note to Managers: Some of these settings may only available to the administrator.

Republish a Flash Card Quiz

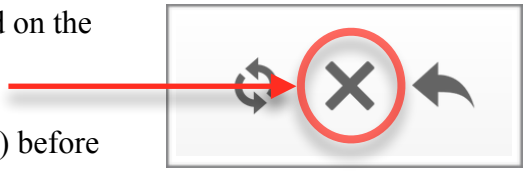
Click the **Republish** button icon to republish the quiz (located on the top right of the dashboard screen).



This is usually done if you have added or modified questions in the slide bank, and want your changes to be synchronized with the quiz.

Delete a Flash Card Quiz

Click the **Delete** button icon to delete the quiz (located on the top right of the dashboard screen).



The system will tell you what you need to (if anything) before you delete the quiz.

Course Audit

This function enables you to see which course(s) the quiz is part of, and also gives you the ability to remove the quiz from courses if desired.

Questions & Slides

Click the **Questions & Slides** icon to bring up the questions & slides panel, which includes the following items:

Questions & Slides – shows a complete listing of every question slide contained in this quizzes bank (the bank is essentially the 'pool' of questions that your users can pick from when studying).

Click the **Modify Question Selection Rules** button to change which questions will be available in the quiz.

General Settings

Click the **General Settings** icon to bring up the settings, which includes the following items:

Display Name — This allows you to specify the name of the module as it is displayed to the user when they launch this module. By default the Display Name is the same as the name given to the module during publishing.

Passing Score — the score required to achieve ‘pass’ status.

Shuffle Questions — Setting this to "Yes" will shuffle the order in which questions are delivered to your users each time they start the Flash Card Module.

Show Answers (Front) — Setting this to "Yes" will display the answer choices (if applicable) to the user on the front of the Flash Card below the question text (Different question types behave differently in the Flash Card module - see the Creating a Flash Card Module section of this documentation for an overview of how each question type behaves).

Show Explanation (Back) — Setting this to "Yes" will display the explanation to the user on the back of the Flash Card below the correct answer. (Different question types behave differently in the Flash Card module - see the Creating a Flash Card Module section of this documentation for an overview of how each question type behaves).

Keywords — these are used to tag modules for easy finding, and also for assignment to managers for use in their courses.

Branding & Design

Click the **Branding & Design** icon to bring up the branding panel, which includes the following items:

Window Size — lets you set the width and height of the quiz when it appears.

Start Page Image — The image displayed to the user when they first start the Flash Card Module and select the options for how they'd like to view the questions. If no image is specified, the start page image will be provided by the Skin/Layout set for the module. Because each layout may be slightly different, the best image dimensions to use may vary from layout to layout, but generally it's recommended you use an image less than 430 pixels wide by 365 pixels high.

Skin — lets you assign a visual theme to the module (*pick from the various available skins*).

Extra CSS — lets you more finely configure the visual appearance of the module by using CSS (*Cascading Style Sheets*).

Feedback & Responses

Click the **Feedback & Responses** icon to bring up the feedback panel, which includes the following items:

Response Page when User Passes — lets you configure both the content and layout for what a user will see when they pass this quiz.

Response Page when User Fails — lets you configure both the content and layout for what a user will see when they fail this quiz.

Question Report Template — lets you configure how each question in the reports above will display (both content and layout). For example, you may want to show all details of each question, or perhaps just if they answered it correctly or not, or maybe just an explanation/reference.

How to Add a Flash Card Quiz to Your Courses

*This process is described in more detail in the **Administrators & Managers Guide***

1. Click **LEARNING** tab
2. Click **ONLINE COURSES** icon
3. Click **MANAGE COURSES** icon
4. Click on the course you want to add this module to
5. Click the **ONLINE LEARNING OBJECTS** icon
6. Click the **ADD CONTENT TO THIS SUBSECTION** button
7. Click the **FLASH CARD QUIZ** icon
8. Click the **ADD** button next to the one you want to add

Capturing Score Data from a Flash Card Module

You can optionally capture the score information from *a Flash Card Module* and use it towards the course average *(and ultimately view it in the Course Reports)*.

Step 1 is to create an *Offline Learning Activity* in your course with the same name as the *Flash Card Module* (*the name you assigned it when you created it, not the display name*) – **make sure you select *Tracker: Flash Cards* as the type for the offline activity**.

Step 2 is to click the *Score Weights* icon in your course, then assign a progress of 0 (*zero*) to your *Flash Card Module* (*so that we are only counting one of the items towards progress, not both)*.

Behind the scenes, what is happening is this – when a user completes the *Flash Card Module*, the score will be written to the *Offline Activity* database table – essentially, the *Offline Activity* acts as the proxy for the *Flash Card Module* score so it can be used towards the course average.

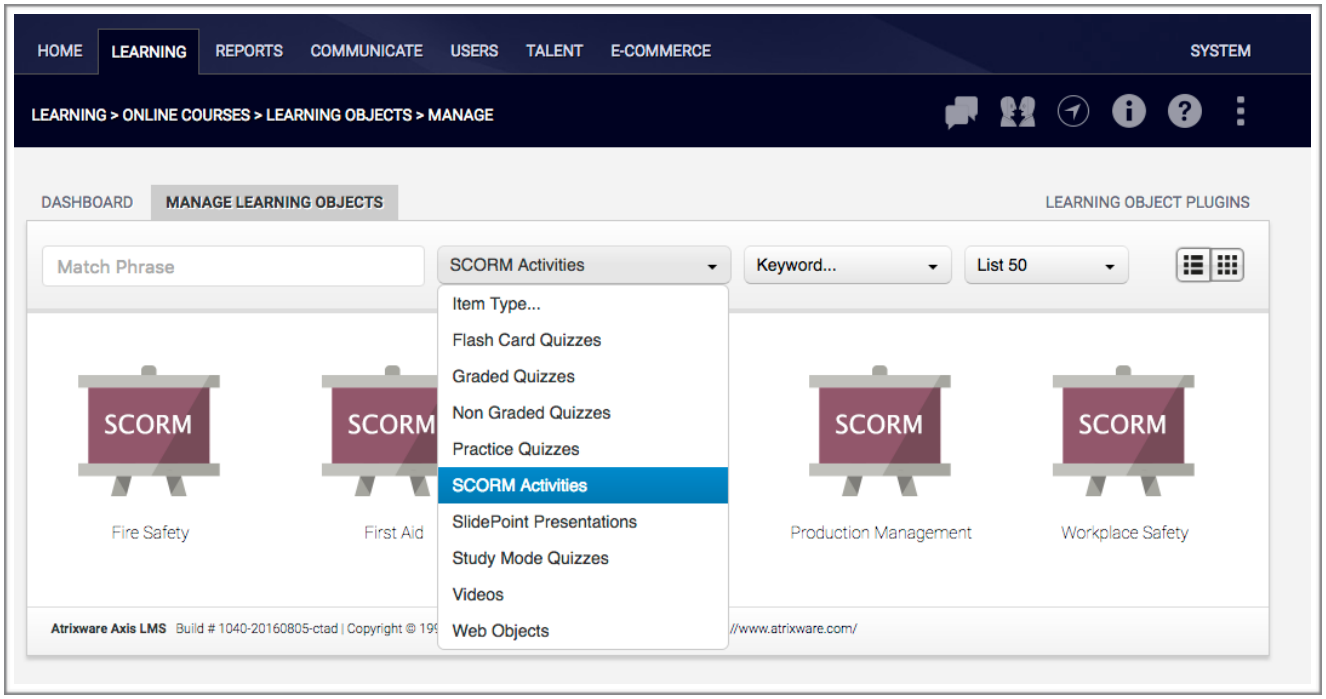
SCORM

What is SCORM?

SCORM is a format that is used by many popular e-learning design and development software products (*such as Adobe Captivate, Camtasia, Articulate, and others*), and is also a standard format used by just about all pre-packaged training content vendors (*which enables you to use just about any training content in Axis LMS*).

Accessing SCORM Modules

Just like all other modules, you **create** by clicking **Learning > Online Courses > Learning Objects > New Learning Object > New SCORM**, or manage by clicking **Learning > Online Courses > Learning Objects > Manage Learning Objects**:



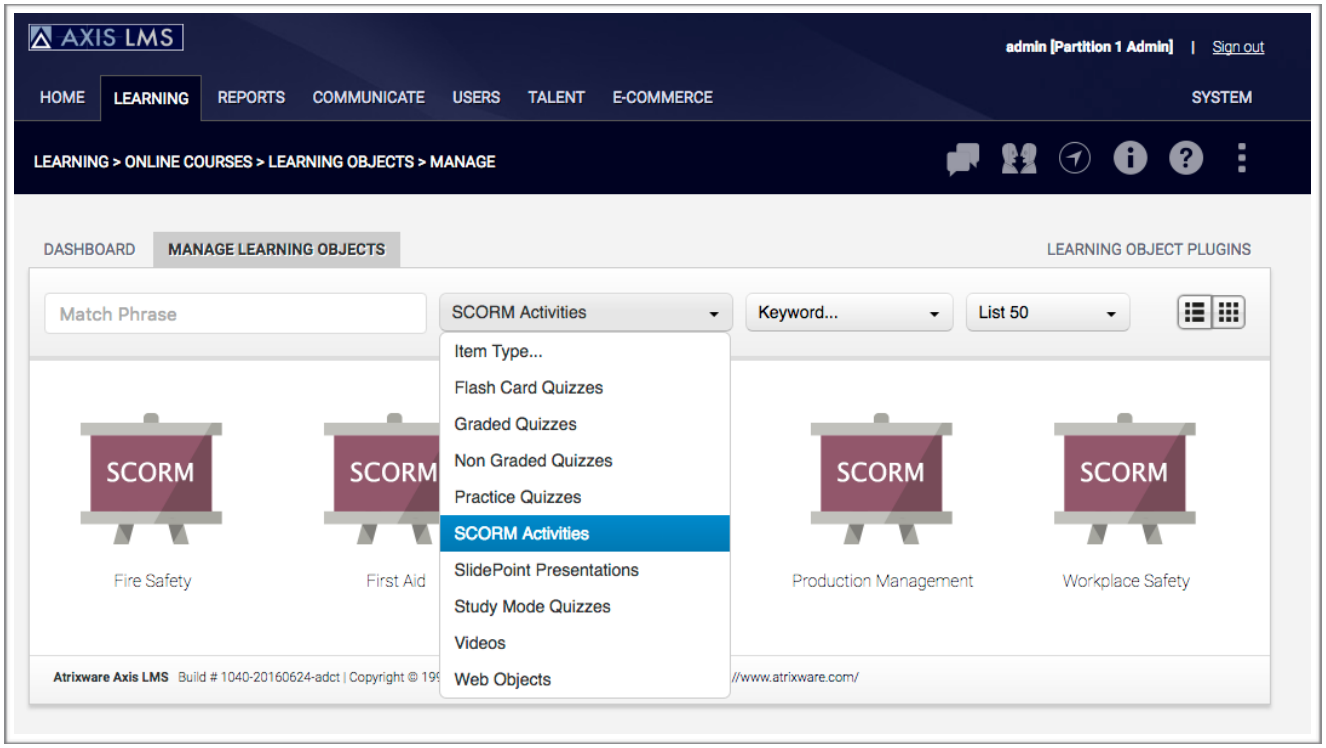
Creating a New SCORM Module

To create a new SCORM module, first make sure you have exported your project/creation from your external e-learning authoring application into **SCORM 1.2** format. This should produce a **.zip** file which you will need next.

Next, click **Learning > Online Courses > Learning Objects > New Learning Object > New SCORM**.

There are just 2 items needed here, the desired Module Name, and the zip file to upload (*which is the SCORM module itself*).

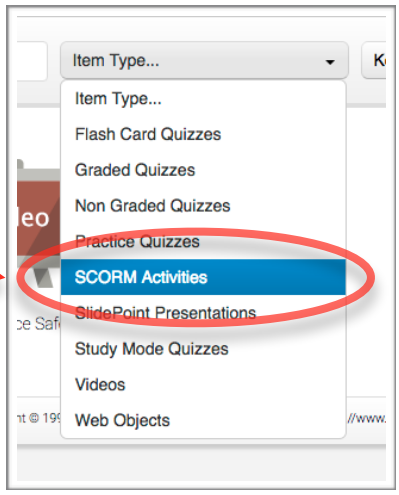
Once you click the Create button, it may take a while for the file to upload (*depending on the file size*). Once complete, if everything worked properly, the SCORM module should appear in a list of created SCORM modules:



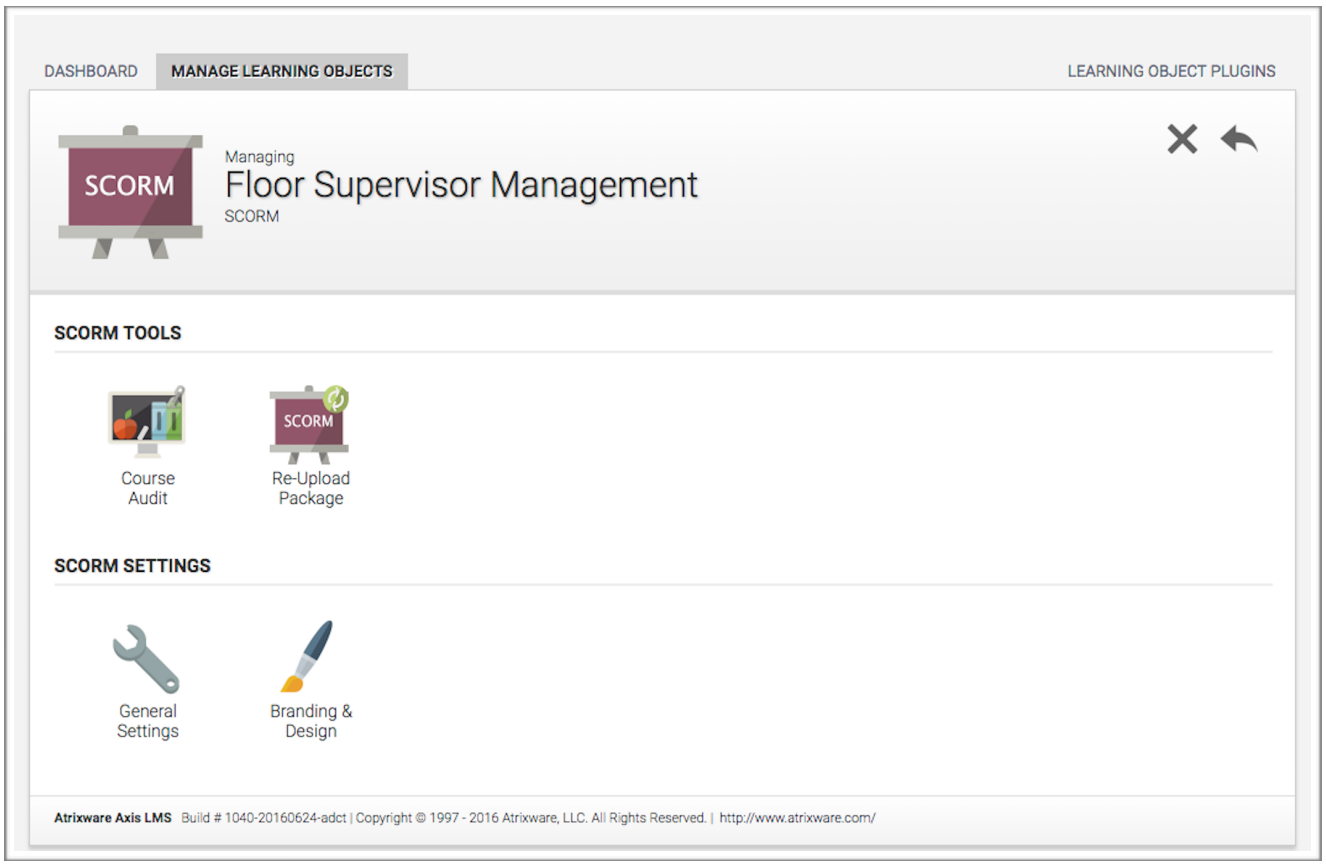
The SCORM Modules Manage Screen

To get to the manage screen, click **Learning > Online Courses > Learning Objects > Manage Learning Objects**.

To work with just SCORM modules, choose **SCORM Activities** from the drop-down selector, and the list will be filtered to just show SCORM Modules.



Once you have located the module you want to work with, click on it to open up the dashboard for that item:

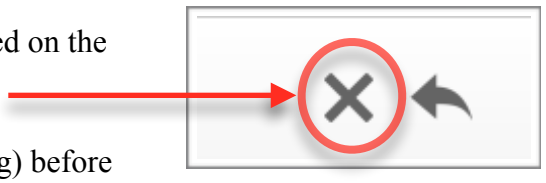


There are various things you can do from here, each which are described next.

Note to Managers: Some of these settings may only available to the administrator.

Delete a SCORM Module

Click the **Delete** button icon to delete the item (located on the top right of the dashboard screen).



The system will tell you what you need to (if anything) before you delete the item.

Course Audit

This function enables you to see which course(s) the item is part of, and also gives you the ability to remove the item from courses if desired.

Re-Upload Package

This function enables you to update the SCORM package with either an updated version of your SCORM item from the originating authoring software, or an entirely new SCORM item from any other authoring software.

General Settings

The following items are available in the General Settings panel:

Display Name — This allows you to specify the name of the module as it is displayed to the user when they launch this module. By default the Display Name is the same as the name given to the module during publishing.

Autolaunch — Turn this on if your package has a single item and you want to hide the table of contents and intro text and instead launch the SCORM item immediately.

Keywords — These are used to tag modules for easy finding, and also for assignment to managers for use in their courses.

Intro Text — The text/instructions that appears in the right-hand panel when the user launches the SCORM module.

Branding & Design

The following items are available in the Branding panel:

Window Size — The height and width of the popup window that is opened when the user launches the SCORM module.

Skin/Theme — The visual style applied to a module. To preview what the module will look like when displayed to your users click the Preview icon (*magnifying glass*) in the top left corner of the **Skin/Theme** section.

Theme — Select one of the prebuilt themes that are included, or choose to create your own.

Table of Contents - Text — The font, size, and color applied to the text located in the left-hand table of contents.

Table of Contents - Active — The font, size, and color applied to the text for the item in the table of contents that the user is currently viewing.

Table of Contents - Background — The color applied to the background of the table of contents.

Intro Screen - Text — The font, size, and color applied to the introduction text located in the right-hand panel when the user launches the SCORM module.

Intro Screen - Background — The color applied to the background of the right-hand panel that displays the introduction text when the user launchers the SCORM module.

Intro Text — The text/instructions that appears in the right-hand panel when the user launches the SCORM module.

Extra CSS — Allows you to specify additional CSS definitions to change certain aspects of the Skin/Layout used by a module. Each placeholder below this section represents a CSS class used by the layout. To see a tooltip denoting what each placeholder represents, hover your mouse over the placeholder.

How to Add a SCORM Activity to Your Courses

*This process is described in more detail in the **Administrators & Managers Guide***

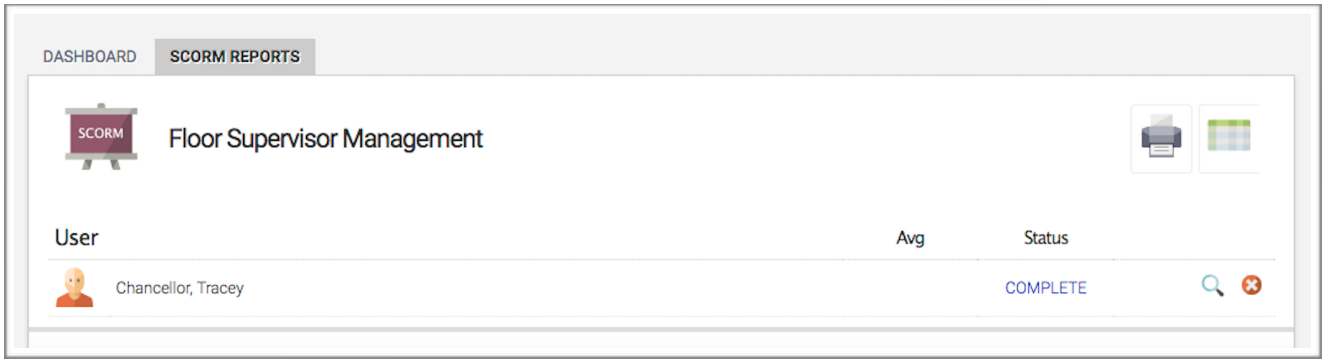
1. Click **LEARNING** tab
2. Click **ONLINE COURSES** icon
3. Click **MANAGE COURSES** icon
4. Click on the course you want to add this module to
5. Click the **ONLINE LEARNING OBJECTS** icon
6. Click the **ADD CONTENT TO THIS SUBSECTION** button
7. Click the **SCORM ACTIVITY** icon
8. Click the **ADD** button next to the one you want to add

Viewing SCORM Reports

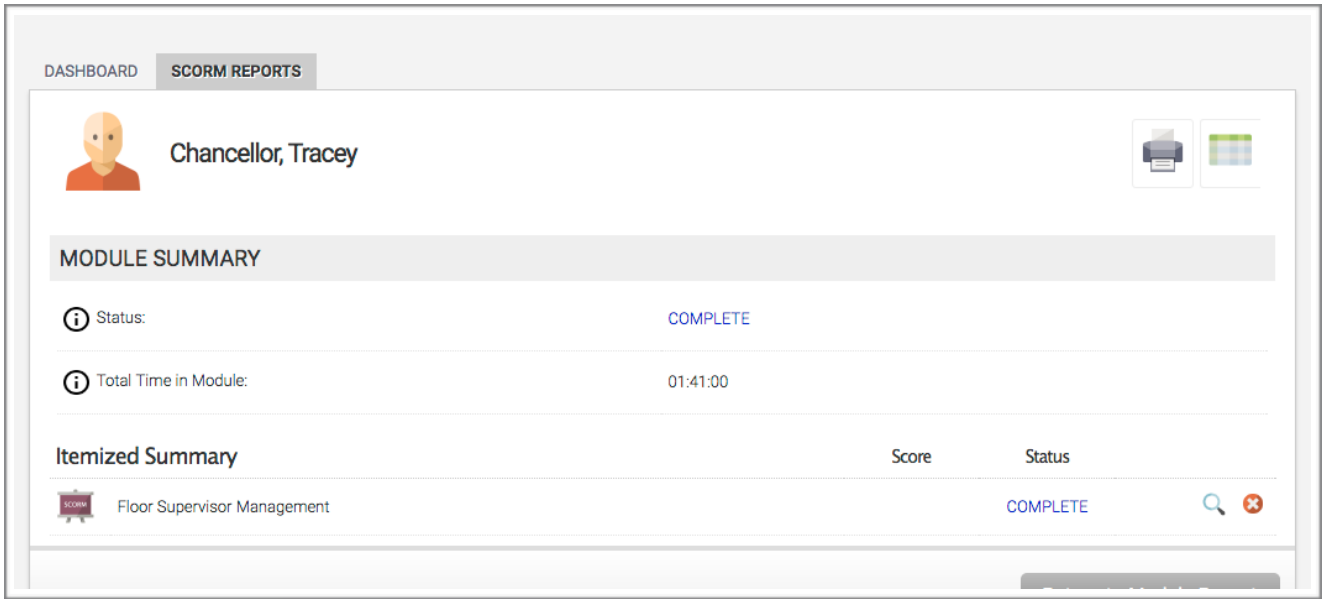
While completion and activity data for SCORM modules is available in the core reports, there is also additional data available for SCORM modules which are accessed by clicking the **SCORM Reports** icon from the **Reports** area:

You will be presented with a list of SCORM modules which have data associated with them (*if at least one user has accessed a SCORM module, it will appear in the list*) – just click on the one you want to view:

You will be presenting with a user list (*for each user that has accessed but not necessarily completed the module*), along with score data (*if available*), status, and the ability to drill down into the detailed user report (*magnifying glass button*) or delete the record:



Clicking the magnifying glass next to a user provides the detailed view of that SCORM module as it pertains to the user:



It also includes an itemized summary of each component in the SCORM module. Clicking on the magnifying glass next to each component will provide a summary view with SCORM id, Item id, and Last Activity, and then a button to ‘view all report data’ which provides a view of every piece of metadata that SCORM item component has.

Important Notes about SCORM Reporting Data

The data reported back to Axis LMS from SCORM modules is entirely up to the SCORM module and/or authoring software used to create/export the SCORM module. Also, some SCORM modules are missing data that others have, and/or report that data differently. Therefore, the following rules/ assumptions are used when Axis LMS calculates/displays data for SCORM modules:

1. Total time in a SCORM module is tracked each time the user enters the overall SCORM module to the time the user closes the overall SCORM module. To track the user's time in individual items within the module you must author your SCORM to provide that information, which can then be accessed by viewing the additional report data for an item.

2. How Overall Scores and Status are Determined:

   The overall score and status is automatically computed by Axis LMS for a SCORM module based on the information sent back to Axis LMS by the SCORM package.

   a. If any of the items in a SCORM module reports back score data, then Axis LMS calculates a user's average based on the score data sent back across all items in a module. Based on the user's percentile average the overall status for the SCORM will be set to either PASS or FAIL.

   b. Any information that is not reported back from the SCORM package is automatically defaulted to the following values:

      - Minimum Score Range = 0
      - Maximum Score Range = 100
      - Mastery (Passing) Score = 75

   c. If none of the items in a SCORM module report back score data then Axis LMS will calculate the overall status as either COMPLETE or INCOMPLETE based upon the user's status in each item in the SCORM module.

Capturing Score Data from a SCORM Module into the Course Reports

You can capture the score information from *a SCORM Module* in the *Course Reports (for example, if your SCORM object is a Quiz, you may want that score to count towards the course average)*.

Step 1 is to create an *Offline Learning Activity* in your course with the same name as the *SCORM Module* (*the name you assigned it when you uploaded it, not the display name*) – **make sure you select *Tracker: SCORM* as the type for the offline activity**.

Step 2 is to click the *Score Weights* icon in your course, then assign a progress of 0 (*zero*) to your *SCORM Module* (*the Offline Learning Activity will be counted as progress instead*).

Behind the scenes, what is happening is this – when a user completes the *SCORM Module*, the score will be written to both the *SCORM* database table and also the *Offline Activity* database table – essentially, the *Offline Activity* represents the score for the *SCORM Module* so it can be used towards the course average.

Here are some details that you will need to know in order for this to all work correctly:

1. The *SCORM Module* must report back a status of something other than '*incomplete*' in order for the score to be written to the *Offline Activities* database table.

2. The *SCORM Module* must report back a '*raw_score*' value (*this is what Axis LMS looks for in order to treat the item as a graded/scored item*).

3. The *SCORM Module* should only have a single scored item.

4. Axis LMS always uses a scale of 1-100 for scoring the *SCORM* item

5. Axis LMS will look for the *SCORM* '*mastery_score*' value, but it that is not found, it will then use the *Offline Content* items '*passing score*' value instead.

Video Module

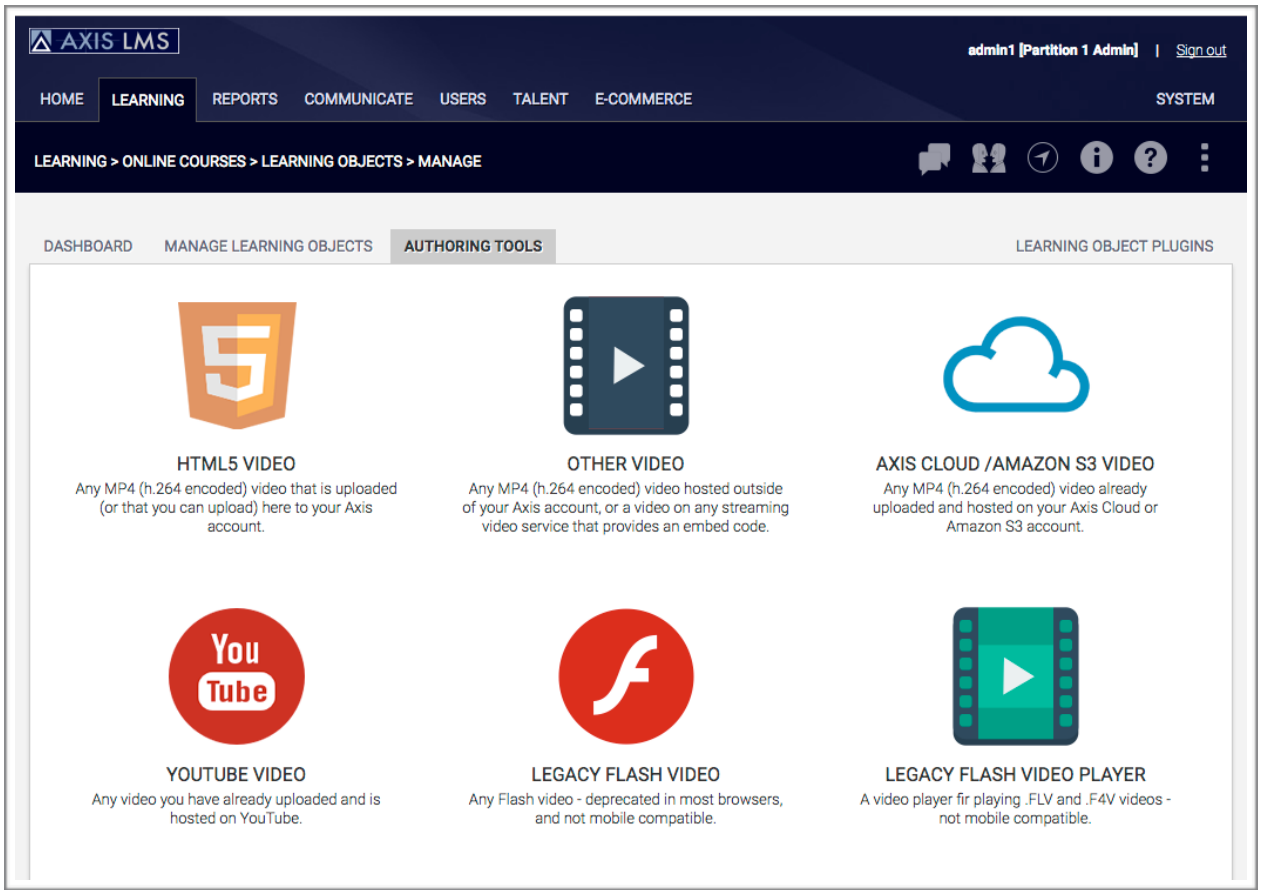
What is a Video Module?

A video module is essentially a wrapper around just about any kind of video — including videos you upload into your Axis LMS as well as videos hosted on other websites, or on popular video streaming platforms such as YouTube.

The thing that makes the Video Module so useful is that it enables you to track a users access (*and time spent*) inside the item, and even assign a minimum time requirement for the item in order to mark it as complete inside a course - turning any video from anywhere on the web to a track-able item in your Axis LMS.

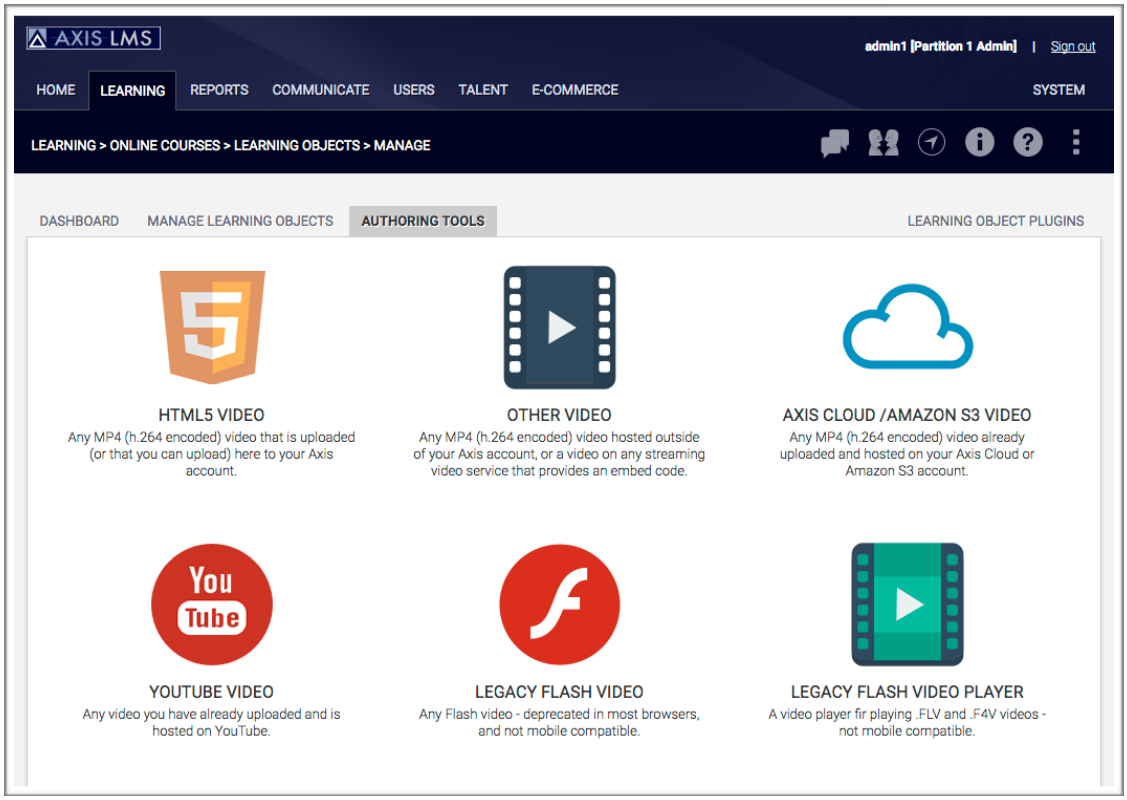
Accessing Video Modules

Just like all other modules, you **create** by clicking **Learning > Online Courses > Learning Objects > New Learning Object > New Video**, or manage by clicking **Learning > Online Courses > Learning Objects > Manage Learning Objects**:



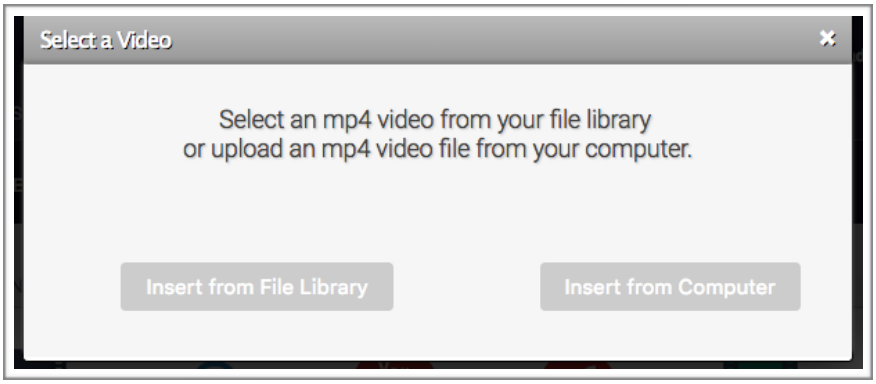
Creating a New Video Module

To create a new video module, click **Learning > Online Courses > Learning Objects > New Learning Object > New Video**.



Next, click on the kind of video you want to create (*currently, you can pick HTML5 Video, Embed Other Video, Axis Cloud/S3 Video, YouTube Video, Flash Video and Video Player*).

Once you click once of the options, you will be presented with the option to either insert the video file from your PC or files area, or paste in a URL or embed code:

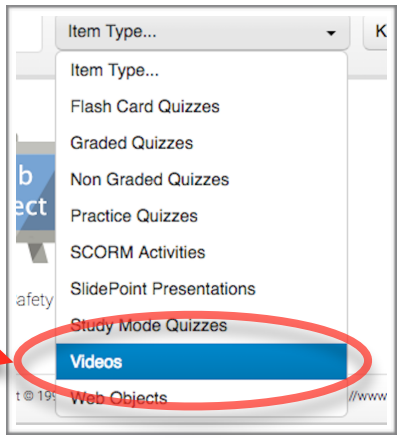


Once created, enter in a name for the video module, the desired starting window size (*your users will be able to resize it*), and optionally assign a time requirement.

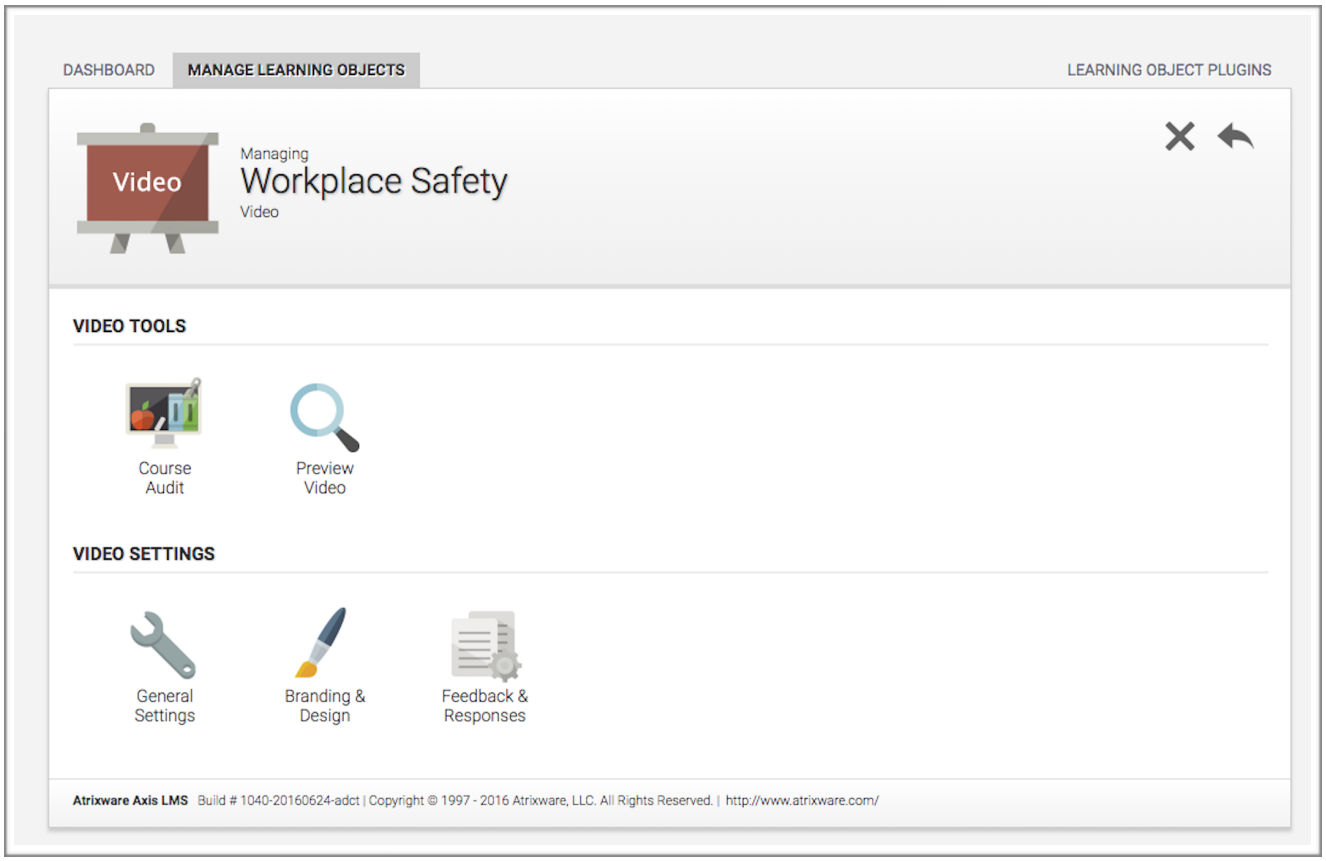
The Video Modules Manage Screen

To get to the manage screen, click **Learning > Online Courses > Learning Objects > Manage Learning Objects**.

To work with just video modules, choose **Videos** from the drop-down selector, and the list will be filtered to just show Video Modules.



Once you have located the item you want to work with, click on it to open up the dashboard for that item:

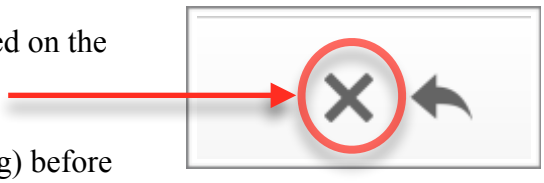


There are various things you can do from here, each which are described next.

Note to Managers: Some of these settings may only available to the administrator.

Delete a Video Module

Click the **Delete** button icon to delete the item (located on the top right of the dashboard screen).



The system will tell you what you need to (if anything) before you delete the item.

Course Audit

This function enables you to see which course(s) the item is part of, and also gives you the ability to remove the item from courses if desired.

Preview

This function enables you to preview the item as your user(s) will see it.

General Settings

The following items are available in the General Settings panel:

Display Name — This allows you to specify the name of the module as it is displayed to the user when they launch this module. By default the Display Name is the same as the name given to the module during publishing.

Keywords — these are used to tag modules for easy finding, and also for assignment to managers for use in their courses.

Time Requirement — This is an optional setting. If you want the user to spend a certain amount of time inside the module in order for them to receive completion credit for accessing it, configure the time requirement here.

Branding & Design

The following items are available in the Branding & Design panel:

Window Size — The height and width of the popup window that is opened when the user launches the module.

Extra CSS — Allows you to specify additional CSS definitions to change certain aspects of the Skin/Layout used by a module. Each placeholder below this section represents a CSS class used by the layout. To see a tooltip denoting what each placeholder represents, hover your mouse over the placeholder.

Feedback & Responses

The following items are available in the Feedback & Responses panel:

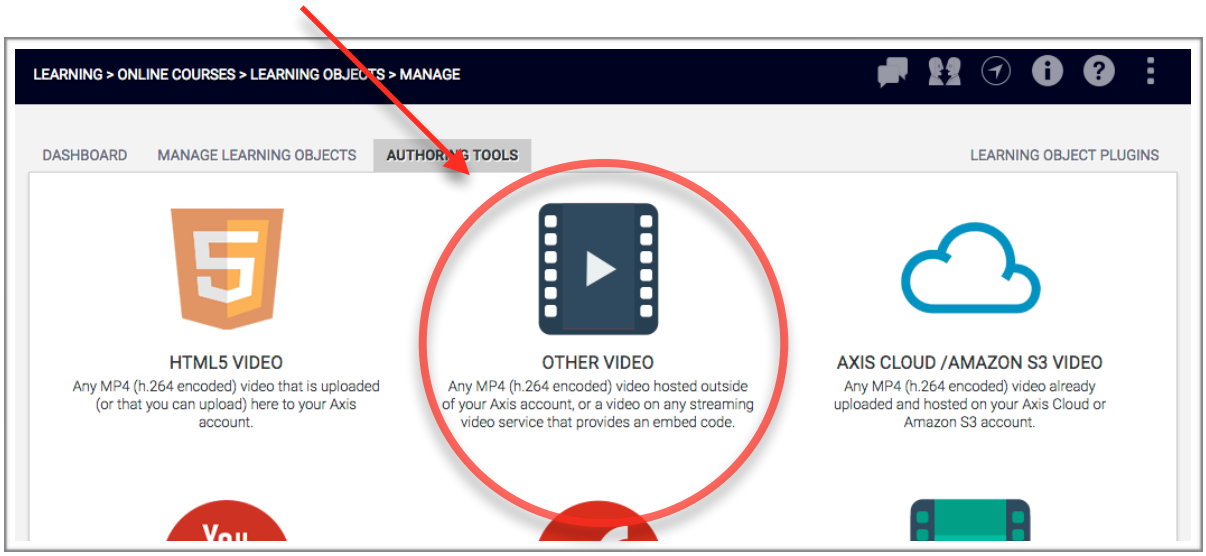
Complete Response Page — This is the content and layout of what the user will see when the click the CLOSE button to complete the module.

Incomplete Response Page — This is the content and layout of what the user will see when the click the CLOSE button to complete the module but have not yet met their time requirement (*if you have configured one*).

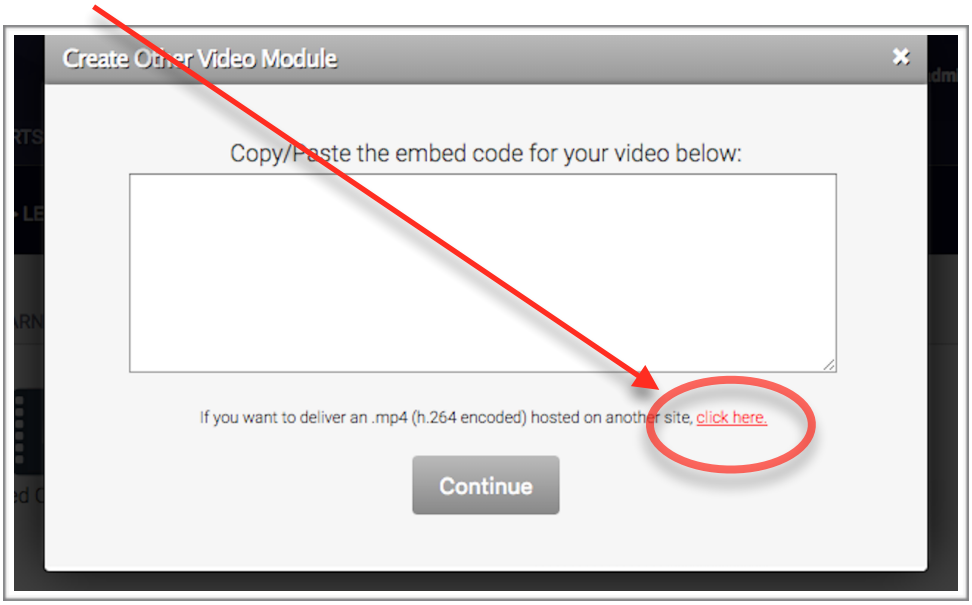
How to Use Videos Hosted on Other Websites & Services

If you want to use a video you host on your own website, or that is hosted on a video hosting service, and they do not offer a snippet of code (*the 'embed' code*), follow these steps:

1. Choose the **OTHER VIDEO** option when creating your video module:



2. Click the link to enter the URL of the video:



This will use the URL of the video and then automatically create the embed code and insert it into the text area.

Note the video needs to be an MP4 encoded in h.264 format — which makes it viewable by all major browsers across PC, Mac, IOS and Android devices.

How to Add a Video to Your Courses

*This process is described in more detail in the **Administrators & Managers Guide***

1. Click **LEARNING** tab
2. Click **ONLINE COURSES** icon
3. Click **MANAGE COURSES** icon
4. Click on the course you want to add this module to
5. Click the **ONLINE LEARNING OBJECTS** icon
6. Click the **ADD CONTENT TO THIS SUBSECTION** button
7. Click the **VIDEO** icon
8. Click the **ADD** button next to the one you want to add

Web Object

What is a Web Object?

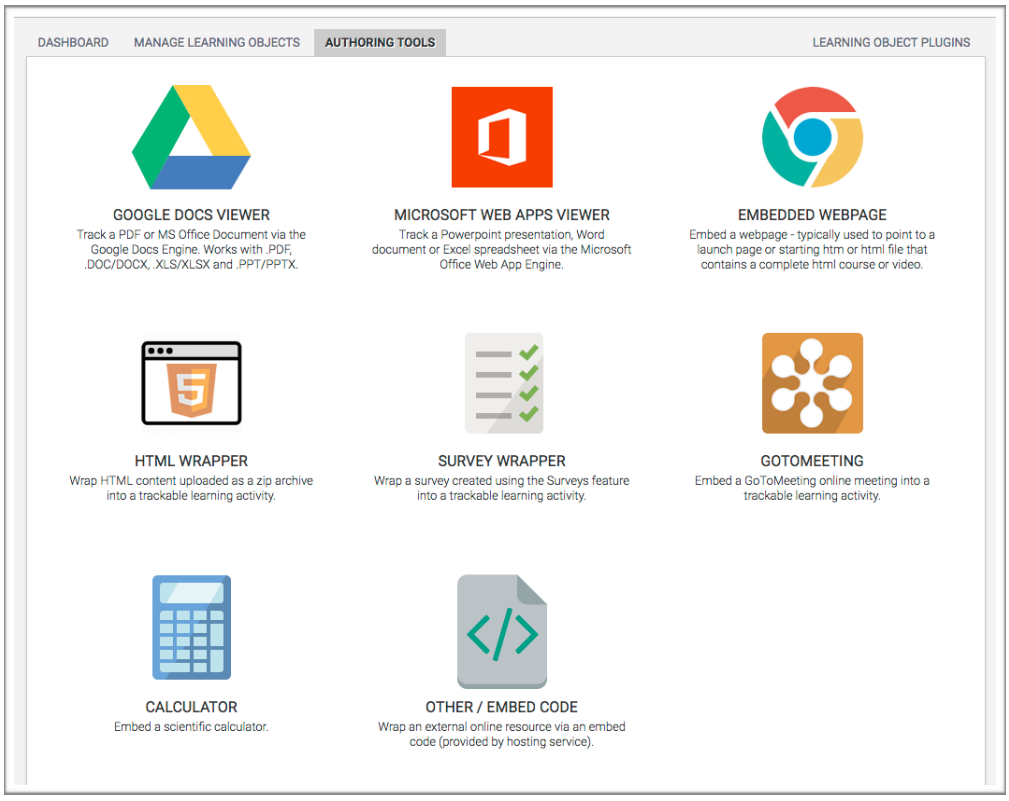
The most frequent use of the web object module type would be to wrap up an office or PDF document so users can view it and you can track their access, but it can do much more.

A web object is essentially a wrapper around just about any kind of content on the web, but we have added in some useful pre-configured scripts that enable you to wrap non-online document types (*like Microsoft Word, Excel, PDF files, PowerPoints, and more*), wrap a zip file containing a learning activity or course, or embed any webpage.

The purpose of the wrapper is to enable you to track a users access (*and time spent*) inside the item, and even assign a minimum time requirement for the item in order to mark it as complete inside a course.

Accessing Web Object Modules

Just like all other modules, you **create** by clicking **Learning > Online Courses > Learning Objects > New Learning Object > New Web Object**, or manage by clicking **Learning > Online Courses > Learning Objects > Manage Learning Objects**:



Creating a New Web Object Module

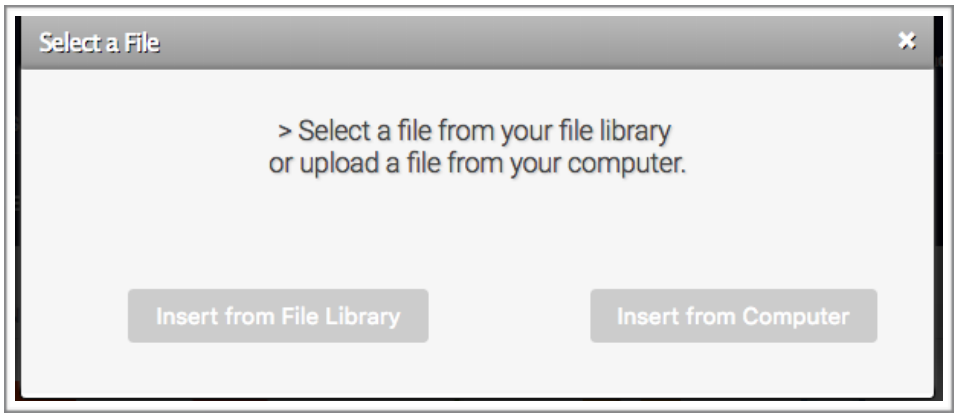
To create a new web object module, click **Learning > Online Courses > Learning Objects > New Learning Object > New Web Object**.

Next, click on the kind of web object you want to create (*currently, you can pick Google Docs Viewer, Microsoft Office Web Apps Viewer, Embedded Web Page, HTML5 Wrapper, Survey Wrapper, GotoMeeting, Calculator and Other*).

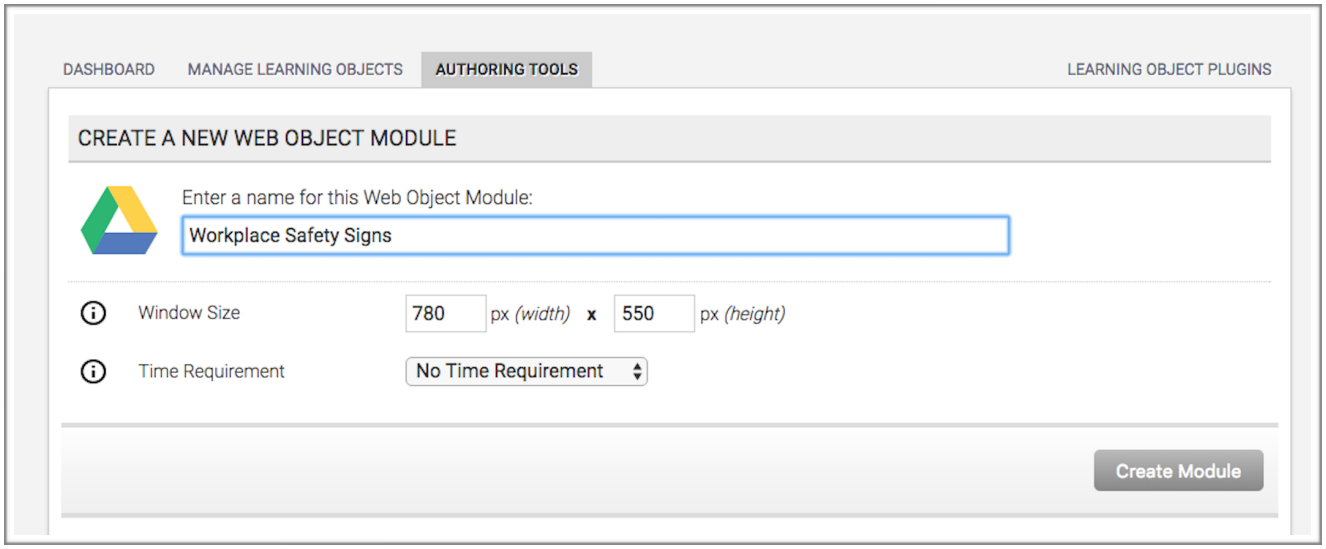
Here is a brief overview of each kind of Web Object:

Google Docs Viewer — Used mainly for PDF documents, can also be used for Excel, Word and PowerPoint Documents (*Google Docs account not required*).
Microsoft Office Web Apps — Excellent for any kind of Microsoft Document such as Word, PowerPoint or Excel (*Microsoft does limit how large file can be, however*).
Embedded Web Page — Great for embedding a course or activity hosted elsewhere on the Internet. Simply point to the starting html page for the activity.
HTML5 Wrapper — Upload a .zip file containing an entire learning activity or course (similar to SCORM), and point to the starting html page.
Survey Wrapper — Use to wrap and deliver a survey you have already created in the Surveys area.
GotoMeeting — Use to deliver a GotoMeeting webinar.
Calculator — Use to deliver a calculator.
Other — Use to deliver anything else on the Internet.

Once you click once of the options, you will be presented with the option to either insert the document (*file*) from your PC or files area, or paste in a URL or embed code:



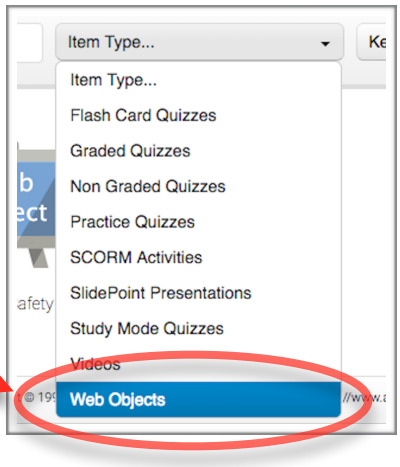
Once created, enter in a name for the web object module, the desired starting window size (*your users will be able to resize it*), and optionally assign a time requirement.



The Web Object Modules Manage Screen

To get to the manage screen, click **Learning > Online Courses > Learning Objects > Manage Learning Objects**.

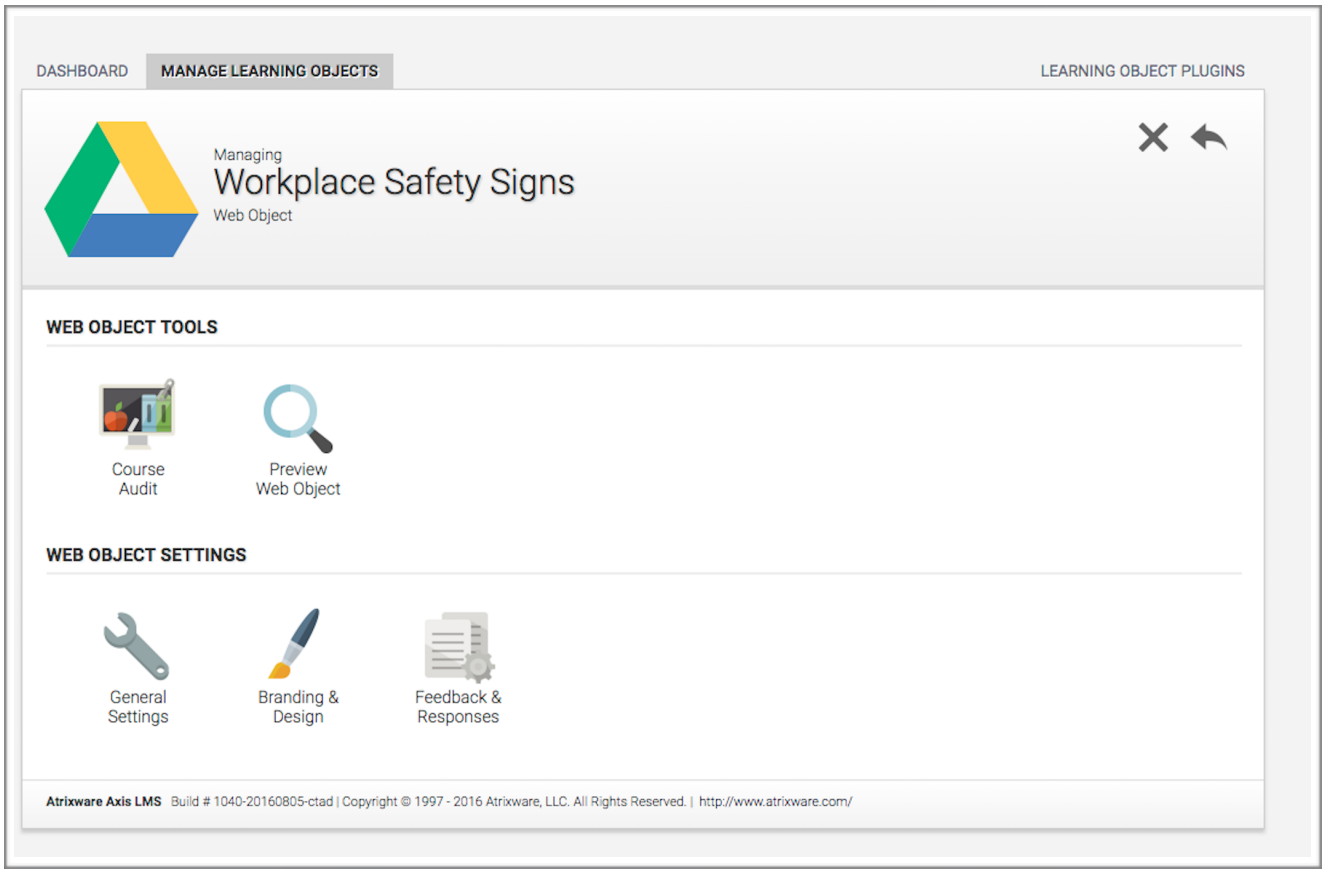
To work with just web object modules, choose **Web Object Modules** from the drop-down selector, and the list will be filtered to just show Web Object Modules.



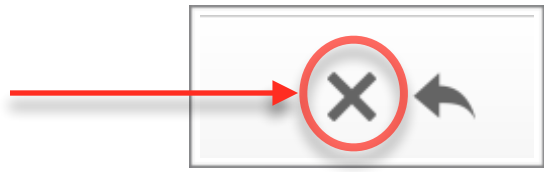
Once you have located the web object module you want to work with, click on it to open up the dashboard for that item:

There are various things you can do from here, each which are described next.

Note to Managers: Some of these settings may only available to the administrator.



Delete a Web Object Module



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Keywords — these are used to tag modules for easy finding, and also for assignment to managers for use in their courses.

Time Requirement — This is an optional setting. If you want the user to spend a certain amount of time inside the module in order for them to receive completion credit for accessing it, configure the time requirement here.

The following items are available in some but not all web object types:

Select File to Launch — This allows you to select which file to launch when using the ***HTML5 Wrapper***. By default the system looks for the index.html or index.htm file.

Advanced - Additional Parameters — This is an optional setting that is intended for advanced users who are familiar with passing/parsing query strings. It allows you to use additional parameters to pass data from the LMS about the user taking this module and the course that it is being taken in to another page or script. *This setting is available on the* ***Embedded Webpage*** *and* ***HTML5 Wrapper.***

Branding & Design

The following items are available in the Branding & Design panel:

Window Size — The height and width of the popup window that is opened when the user launches the module.

Extra CSS — Allows you to specify additional CSS definitions to change certain aspects of the Skin/Layout used by a module. Each placeholder below this section represents a CSS class used by the layout. To see a tooltip denoting what each placeholder represents, hover your mouse over the placeholder.

Feedback & Responses

The following items are available in the Feedback & Responses panel:

Complete Response Page — This is the content and layout of what the user will see when the click the CLOSE button to complete the module.

Incomplete Response Page — This is the content and layout of what the user will see when the click the CLOSE button to complete the module but have not yet met their time requirement (*if you have configured one*).

How to Add a Web Object to Your Courses

*This process is described in more detail in the **Administrators & Managers Guide***

1. Click **LEARNING** tab
2. Click **ONLINE COURSES** icon
3. Click **MANAGE COURSES** icon
4. Click on the course you want to add this module to
5. Click the **ONLINE LEARNING OBJECTS** icon
6. Click the **ADD CONTENT TO THIS SUBSECTION** button
7. Click the **WEB OBJECT** icon
8. Click the **ADD** button next to the one you want to add