

Course Collator User Help

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1 Overview

Course Collator is a computer application for creating and managing the content of PowerPoint based training courses.

It includes

- A library of full courses and content to include in courses
- Course creation and editing
- Generation of output files
- Translation management for multi-lingual courses

It is a web application.

The Course Collator is not used during course delivery. It is for preparing materials in advance.

2 User interface

The screenshot displays the Course Collator web application interface, which is annotated with red dashed boxes and labels to highlight key components:

- Search library:** Located at the top left, it includes a search bar and checkboxes for "Contains" and "Include course nodes".
- Library:** A sidebar on the left containing a hierarchical list of course categories and items, such as "Business development", "Compliance", and "Global Partnerships".
- Course being edited:** The central pane shows the detailed structure of the selected course, "PEERS KSA En", including sections like "2.0 Building Partnership & Designing Together" and "2.1 Determining the program approach".
- Timing (duration) of active node:** A table at the bottom left provides timing information for the active course version (2.1.4.3):

Module	Duration
Module 2 of 6	5h45
Session 1 of 3	2h06
Chapter 4 of 5	0h44
Verse 3 of 17	0h03
- Content of active node:** The main right-hand area displays the content of the selected node, "Word cloud: Who are our stakeholders?", featuring a video, a word cloud, and a script.
- File and URL attachments:** The bottom right section allows for adding attachments, including a table for "Content type", "Name", and "Link", and a "Participant URL" field.

2.1 Screen resolution

Please run Course Collator full screen.

It is optimised for 1080p (1920 x 1080 pixels) screen, which is a normal desktop, with a minimum requirement of 1366 x 768, which is common for laptops.

2.2 Navigation introduction

Double click on a Course in the Library to edit it.

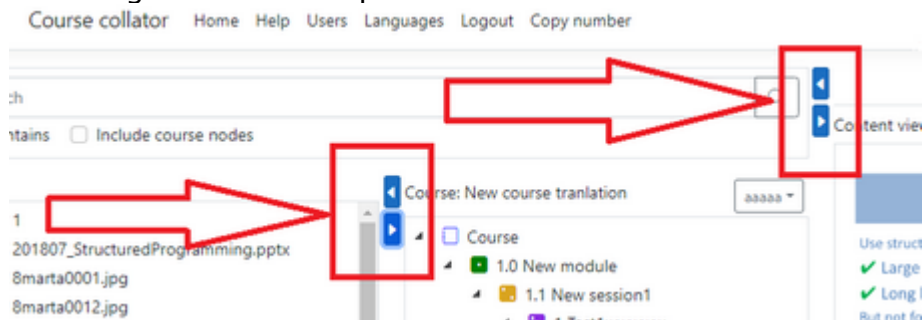
Much functionality is in right click menus of the Library and Course Being Edited trees. This includes generating output and uploading PowerPoints.

There is extensive drag and drop

- Within the Course Tree Being Edited
- From the Library to the Course Being Edited
- To the Content of Active Node area

Maintenance and non-course specific functionality is accessed from the toolbar at the top.

To change the width of panels use the blue arrows



3 Introduction

3.1 Courses

Courses have this structure

- Course (encompassing identity)
 - Module (organisational convenience)
 - Session (Output files created per session. Usually one PowerPoint)
 - Chapter (organisational convenience)
 - Verse (PowerPoint slide or other action)

Course, Module, Session, Chapter and Verse are collectively known as "Nodes". A Verse is similar to a Moodle Activity.

Each Node can have the following content attached to it:

- Textual content
 - Script

- Facilitator notes. Notes to guide the facilitator when delivering the node.
- Support notes. For technical support during the course presentation, such as switching display to external systems.
- A PowerPoint Slide
- Files (e.g. video, image, text)
- URLs (e.g. Links to external systems or files)
- A duration, from which the course timings are calculated

3.2 Output

Output for running a course consists of PowerPoint presentations, reports as Word documents for facilitators, support technicians and delegates and supporting files.

3.3 PowerPoint

There can be a PowerPoint slide per node. Nodes do not have to have a slide.

The Course Collator enables slides in a PowerPoint presentation to be

- Re-arranged
- Automatically renumbered
- Re-used from other courses
- Translated

PowerPoint slides are created in Microsoft PowerPoint application outside of the Course Collator. Text content of slides can be edited within Course Collator. More significant editing is done in PowerPoint.

Visual images of PowerPoints are displayed whilst editing courses and on reports.

3.4 Multi-lingual

Courses may be maintained in multiple languages.

Translatable content can be downloaded, translated and re-uploaded.

Content that is outdated in a language because the course has been edited since translation is logged so changed content only can be translated.

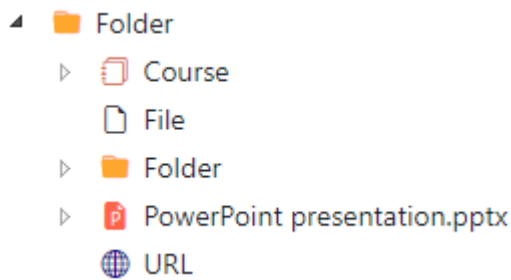
Right to left languages are supported.

4 Course Management

4.1 Library

The Library contains full courses and material to include in courses

Items can be



Files and URLs may be included in courses

- By copying - course and library instances are independent.
- By reference - course uses the library instance. Changes to the library instance affect all courses that reference it. The item cannot be edited within the course.

Folders

The Library is organised in hierarchical folders (like the files on a computer).

Top level folders are typically folder per department. Within their folder each department evolves a structure to suit themselves.

Permissions must be defined for a top level before anything can be added into it.

Searching the library

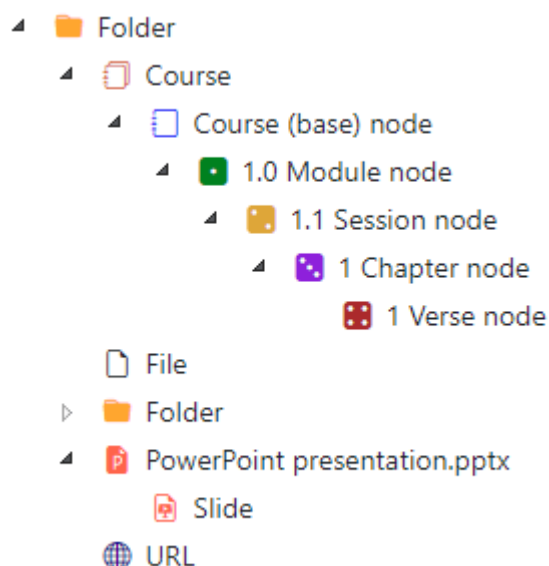
Top left in the main application page is a search facility for the library.

Search is for files and courses whose names start with the search text. The check boxes modify this behaviour:

- ☒ Contains – match search text anywhere in the name, not just at the start
- ☒ Include course nodes – include node titles in the search

Course nodes and PowerPoint slides

are available in the library for dragging to a Course being edited.



4.2 Creating a course

To create, copy and delete courses use the right click menu in the library.

To edit a course double click on it in the library.

The course being editing will show in the course tree, centre of the page.
The current node of the course will show in the panels at the right of the page.

4.3 Course details

Course details are editing using the right click menus of the course node in the library and "Node Zero" in the course being edited.

Course wide content (files and URLs) can be attached to Node Zero.

The course *Name* is used by the library node and is not translatable.

The course *Title* is used by Node Zero and most reports and is translated.

Often Name and Title are the same. But, for example, 3 courses might have names:

- Tax Compliance (prior to 2022)
- Tax Compliance (current)
- Tax Compliance (in development)

But all have the same title:

- Tax Compliance

4.4 History

Versions of a course are saved as history. To see the historic version right click on the course in the library and choose "View course versions history".

To see a version click on the button to the left

To restore a version click on the button to the right. Restoration creates a new course with the history date added to the title. The existing course is not changed.

5 Editing nodes

5.1 Create and re-arrange

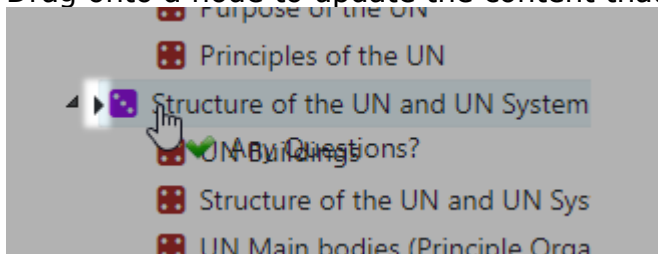
Nodes can be created, deleted and rearranged via the right click menu on each node and by drag and drop.

Right click menu

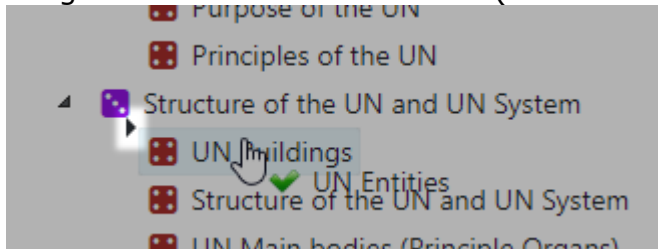
- Add nodes
- Delete nodes, with or without their children
- Move up/down – swap position with adjacent sibling
- Promote/demote level – e.g. promote a Chapter to a Session

Drag onto to update, drag between to insert

Drag onto a node to update the content that node



Drag between nodes to insert at (or move to) that position in the tree



Appropriate drop targets are enabled depending on what is being dragged.

Drag from within the course

Moves the node with its children into the new position.

Press Ctrl whilst dragging to move without its children.

A node can be moved to anywhere in the tree. The new node will keep the same level. If necessary new nodes will be created to complete the tree. e.g. move a verse to immediately after a module will create a Session and Chapter to complete the tree.

Drag from the library to the editing course tree

- Course node.
Inserts the node and its children into the course being edited.
- PowerPoint Presentation.
Inserts a new node for the presentation at the target level (minimum Chapter) and creates a descendent verse for each slide.
- PowerPoint Slide drag onto.
Updates the node PowerPoint and title.

- PowerPoint Slide drag between.
Inserts a new node at the target level, populated with the source PowerPoint.
- File or URL.
Adds source to the node content.

5.2 Node content

Text content can be edited directly

Files and URLs can be uploaded or added using the buttons near the bottom.
Participant URLs are included on all reports that show URLs.
Facilitator URLs are included on Facilitator Notes report only.

For the PowerPoint slide see please the next point.

To copy content from another node

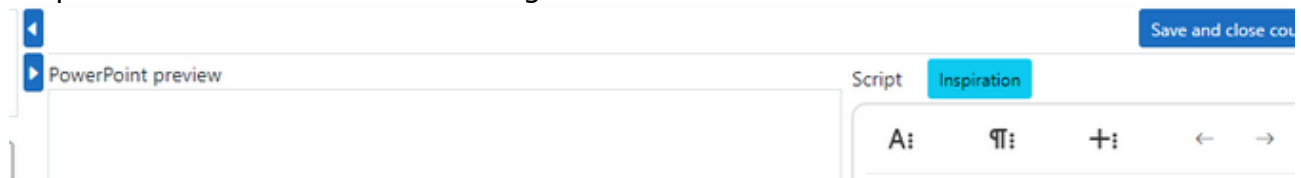
- Select the destination node
- Drag from the source node to
 - PowerPoint View panel to copy the PowerPoint slide
 - Script edit panel to copy the Script
 - Title edit to copy the entire node

6 Inspiration (Artificial Intelligence)

6.1 Introduction to Course Collator AI integration

Inspiration is access to Chat GPT Artificial Intelligence to aid writing course content.

Inspiration is available when editing a node.



Inspiration has 2 factory templates (Chat GPT configurations)

- Explanation
- List of points

These can be edited by the user and further templates can be added.

Clicking the inspiration dialog brings up a dialog.

6.2 Using

Inspiration

Prompt

Unconscious bias types

Max. length (tokens) 100

Submit prompt

Response

New template

	Template name	
Submit	Explanation	↕
Submit	List of points	↕

Current node: F2F D1: Introduction. Establishing partnerships > 1.1 Introduction > Unconscious bias > Unconscious bias types

Insert in script Replace script Insert in facilitator notes Replace facilitator notes Save as nodes Cancel

Prompt is sent to the artificial intelligence engine. It defaults to the node title and can be edited.

Max length is the length of response required. The longer the more detailed the response.

Click one of the **Submit** buttons to send the Prompt, using the preferred template.

Response is populated with the AI. It may be edited before

Use Buttons at the bottom of the dialog edit the current node with the response as edited.

6.3 Configuring templates

Chat GPT can be fine tuned and configured to return a different style of response. It is possible to get suggested content for an entire course.

In the course collation dialog click the Settings icon top right to access template configuration.

See openai.com for how to configure a template and its parameters (Temperature etc).

7 Editing PowerPoint slides

7.1 Creating and replacing

A PowerPoint slide can be created or replaced (if the node has a slide) by

- Copying the slide from another node of the course
- Copying a slide from the library
- Uploading an external slide

Editing existing slides

- Text can be edited within Course Collator
- Otherwise download, edit in PowerPoint then upload

In all cases the slide/node being edited is in the course being edited.

Copy slide from another node

With the destination node active drag the source node to the Slide preview area

Copy slide from the library

Drag from the library onto the destination node

Dragging to between nodes will insert a new node

Upload an external slide

The external slide should be the only slide in a PowerPoint presentation file

Right click on the course node and choose "Load PowerPoint for the node"

7.2 Editing slide text within Course Collator

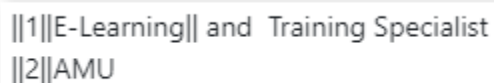
Title

Edit the node title (near the bottom of the content area)

Other text

Click "Edit PowerPoint text" above the Slide preview.

A dialog will open. An example of the text to be edited is below.



||1||E-Learning|| and Training Specialist
||2||AMU

The double vertical lines and numbers at the left are used to put edited text in the correct place.

Click help within the dialog for full help including adding and deleting lines.

7.3 Node numbers in slides

Nodes are numbered in the format

1.2.3.4

Where the numbers are <Module>.<Session>.<Chapter>.<Verse>.

Modules, Sessions and Chapters have zeros for the child nodes, e.g. 1.2.0.0 for the second chapter of the first module.

Numbering is automatic with no manual override.

Because numbering is automatic, and nodes can be re-arranged numbers are displayed on PowerPoint slides by using a placeholder which Course Collator populates.

To include a node number on a slide

- Click "Copy number placeholder" on the tool bar which will copy a placeholder into the clipboard.
- Paste that placeholder into the slide. Individual slide or slide layout, but not master slide.
- Format as required within the slide

When the course output is generated the node number will replace the placeholder.

The place holder contains some zero width spaces which are used for identification, so do not edit the placeholder text. Typing in a placeholder that looks the same will not work.

8 Other features

8.1 *Timing*

Each node may have a duration set in minutes.

The bottom left panel shows the running time of the course, dynamically updated as node durations are set.

When the course documents are generated there is an option to enter the start time of each session. If a start time is entered the start time of each node will be shown as a read time, otherwise it will be shown as the time after the start of the session.

8.2 *Facilitators*

A course may be set to have more than one facilitator. This is set in Course Details.

During editing the facilitators are known by number (1, 2, 3 ...). When the course documents are generated there is an option to enter the names of the facilitators, which will then be used in the documents. Otherwise "Facilitator 1", "Facilitator 2" will be used.

A facilitator may be assigned to a node by number. That node and all its descendants are allocated to that facilitator. To assign a descendant nodes to another facilitator assign it after the ancestor node is assigned because assigning a node blanks all descendant nodes.

When editing a course descendent nodes have the facilitator blank, but the generated output has facilitator populated for all nodes.

9 Outputs (Course documents)

9.1 To generate course documents

To generate the course documents use the right click menu for a course in the library or any node of the course being edited.

9.2 Available documents

- Facilitator Notes
Just about everything, including a thumbnail of each slide
Report per Module
- PowerPoint Slides
Presentation per Session
- Support Notes
Appropriate information for a support technician who is controlling technology.
Report per Module
- Files
Node content that is a file stored in Course Collator
- Course Overview
List of Modules, Sessions and Chapters.
- Facilitator Distribution
Show and adjust which facilitator per node with dynamic time allocation
Spreadsheet for whole Course
See also instructions below
- Participant Handout
Nodes marked as for the Handout report
For whole Course

9.3 Generate Course Document dialog

Extra Information to be entered, all of which is optional

- Sub-title.
Shown on reports. Often used for the cohort, date and location of the course delivery
- Facilitator names to replace "Facilitator 1", "Facilitator 2", etc in reports.
- Start time of sessions. If entered reports use real time, otherwise time from the start of the session.

What to generate

- Which node?
Whole course, a module or a session

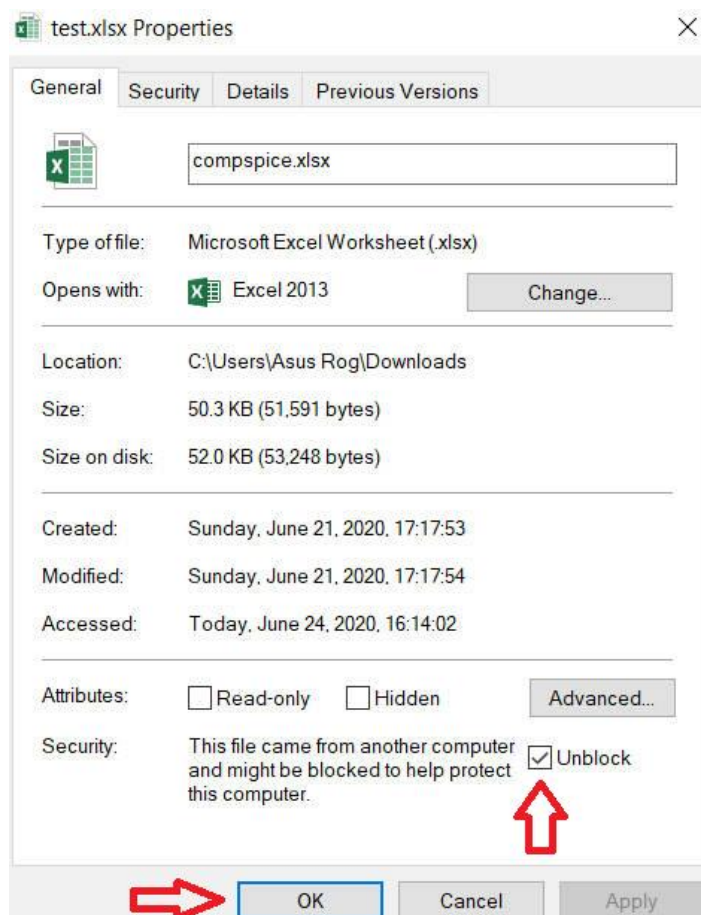
- Which outputs?
From the list outputs above

9.4 Facilitator Distribution Report, how to use

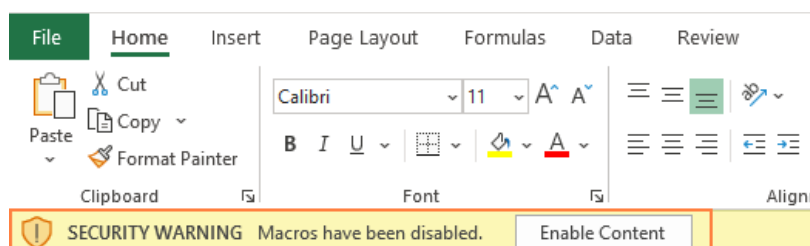
The Facilitator Distribution report is a spreadsheet in which the facilitator for each node can be adjusted with dynamic time allocation

Unblock macros

When a file downloaded from the Internet the Windows OS blocks it as unsafe by default. For such files macros can't be enabled in the Excel. To reset unsafe mark from the downloaded file the File Properties can be used (the Properties menu item from the context menu in the Explorer on downloaded file):



After unblocking and opening the file in the Excel the macros can be enabled:



After clicking Enable Content this warning must disappear.

To re-allocate facilitators

The right most populated columns the facilitator allocations.

Double clicking on a cell in these columns will set X mark in the clicked cell and in all its sub-node cells, that allocating those nodes to the facilitator.

The header rows show the total time allocated for each facilitator.

10 Translations

10.1 Introduction

Courses can include translations which are stored within the course.

Translation can be done within Course Collator item by item or by generating a "Translation Pack" suitable for professional translation agencies, then uploaded the translation.

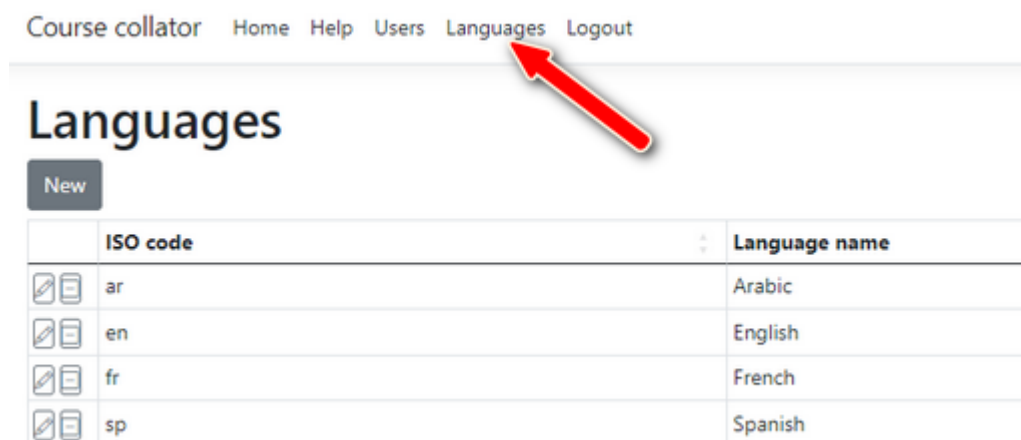
When a translated course is edited changed content is marked as outdated. The Translation Pack can be generated for outdated content only.

The "Authoring Language" is set for each course. All translations are from the Authoring Language.

When generating course documents (output) for a translation, if an item does not exist for the translation the authoring language is used instead.

10.2 Setting up a translation

The languages available within Course Collator are maintained via the "Languages" button on the toolbar (top left)



To add a translation to a course

- Open the course for editing (double click on it)
- From right click menu for any node choose "Manage course languages"

- Add of otherwise edit the course languages

10.3 Seeing and editing a translation

When the course is open for editing choose the language from the drop down list above the course tree.

Editing a course always uses the authoring language. When opened in a translation text can be changed to implement the translation, but nothing else.

When a translated course is edited changed content is marked as outdated. The Translation Pack can be downloaded for outdated content only. Editing translation text in the Course Collator marks that content as not outdated, the assumption being that the edit was a correct translation.

10.4 Translation pack

To generate or upload a translation pack open the course for editing then use the right click menu on any node.

The translation pack consists of

- Translation Report
All the items for translation with their word count as an Excel spreadsheet.
There is a right click menu option to generate this report alone
- Translation Content
The text of title, script, facilitator notes and support notes for translation. This is a Word document. It contains codes which identify the text during upload.
- PowerPoint slides
A PowerPoint presentation containing all the slides.
- Files uploaded
of a translatable file type (text, not image) that have a Word Count (see below)
- URLs that have a Word Count
Where Course Collator can download the file.
Note that Course Collator itself, not the logged in user, needs permission to download from the link.

The translation pack can be generated for the whole course or for outdated content only. Modules and Sessions may also be selected.

The translation pack is in the authoring language, even if translated content exists. To upload a translation place the files of the translation pack, now translated, into a folder and choose "Upload translation pack" from any course node.

IMPORTANT

The node sequence must not change between generating and subsequently uploading a translated translation pack. Otherwise translations will upload to the wrong place.

10.5 Word counting

The Translation Report includes Word Counts in the Translation Report are obtained as follows. All word counting is in the Authoring Language.

Node text items (title, script and notes) and PowerPoint slides by Course Collator.

Any File or URL can have a word count entered manually or can be marked not for translation.

Otherwise for uploaded files and URLs which appear to be a link to a file and can be downloaded.

- Text files (.txt) - Course Collator will count the words
- Word files (.docx) – Course Collator will download and read the word count from the document header.
- Other files will not be translated

11 Access control

11.1 Login

To Login to Course Collator a potential user requires both of

- Set up as a user within Course Collator
- Has an IRC OneLogin login

Login is via the IRC One Login system

Users are added and edited to Course Collation via the Users menu in the top tool bar. The entered for a user email address must be the same as in IRC OneLogin account.

11.2 Permissions

Permissions are granted on library folders to users with logins individually. If a user has permission to a folder then they can see, edit, add and delete content in that folder.

A user with permission to a folder can change its name, change permissions of the folder for other users, add sub-folders and delete it.

Sub folders have the same permissions as their parent unless explicitly changed.

If a user has permission to a folder, but not to its parent folder, they are able to see the parent folder in the Library but not the parent folder's content.

Admin users can change the permissions of any folder, but they can only see content for folders to which they are granted permission in the normal way.

Permissions are edited via the right click menu of each folder.

12 About

Course Collator is © copyright International Rescue Committee 2021,
www.rescue.org.

It was designed and written for IRC by Productive Technology, www.prodtech.com.
