Authoring for EnergyU

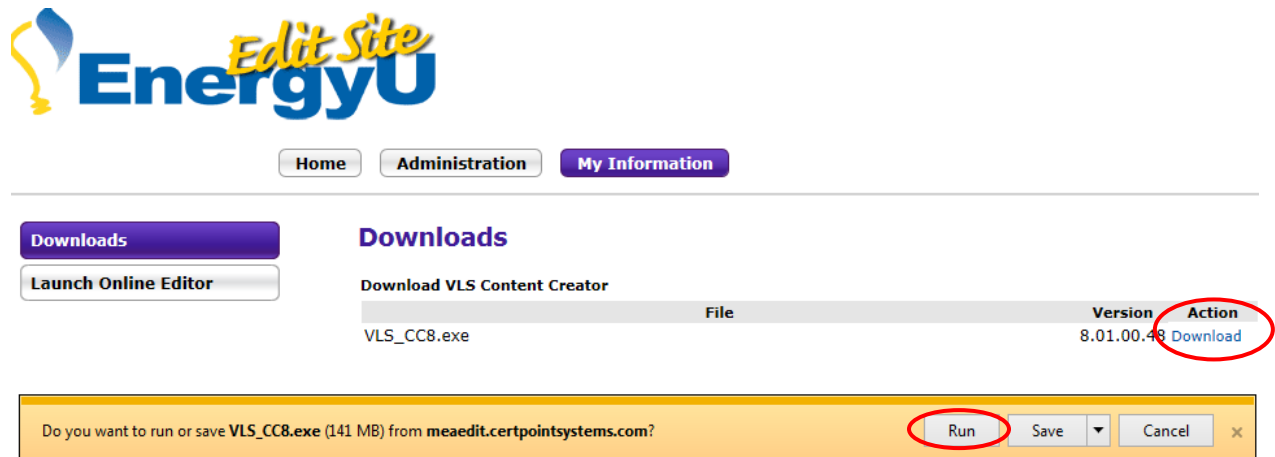# Content Creator

February 2017

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Welcome to Content Creator

Content Creator is a free authoring tool for companies subscribing to EnergyU. Company authored courses may be uploaded to EnergyU and made available to all licensed users. The program requires a computer with a Windows operating system.

Install Content Creator

When installing Content Creator for the first time, or when updating to a new version of Content Creator, you will need to go to the EnergyU Edit site to access the installation file.

1. Login to http://meaedit.certpointsystems.com.

2. Select **My information** > **Downloads.**

3. Click on the **Download** link next to the version number.

4. Select **Run** to run the installation procedure, or select **Save** to save the installation file to your hard drive.

5. If you save the installation file, you will need to locate it and run it to perform the installation.

6. Follow the installation prompts to complete the installation/upgrade.

Login to Content Creator

Once you have installed Content Creator, click the icon to launch the program and then login.

1. Double-click the Content Creator icon on your desktop.

2. Select your language and click **OK**.

3. Enter your login credentials and click **OK**.

   NOTE: Credentials for the Edit site and the Live site may not be the same. Make sure to use your Edit site login and password.

4. If you are logging in to Content for the first time, you will need to retrieve your profile.

Retrieve Your Profile

When launching Content Creator for the first time, you must retrieve your profile from **meaedit.certpointsystems.com**. The profile retrieval procedure verifies that you are an author. You will not be prompted to retrieve your profile again unless you reinstall Content Creator. However, you will need to retrieve your profile again whenever your Edit site authoring rights or permissions change.

1. After logging in and selecting your company level, click **OK**.

2. Click on the Content Creator icon and select **Retrieve Profile**.

3. Enter **meaedit.certpointsystems.com** in the Website field.

4. Enter your Edit site Login Name and Password.
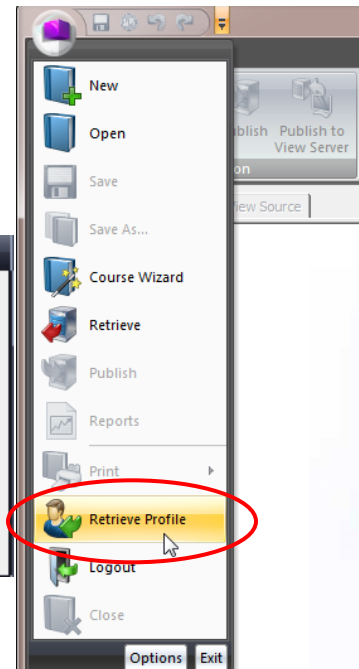
5. Click on **Network Preferences**. Make sure the box is checked to **Force Server Communication over SSL**.

6. Click **Save And Exit** and then click **OK.**

Welcome Screen

After you login to Content Creator, the welcome screen is displayed. You have three options to choose from:

Option 1: **Open an existing course**

Open an existing course allows you to open a course that exists on your local hard drive. This can be either a course that was previously retrieved from the Edit server, or one that was created and never published.

Option 2: Create a new course

Create a new course guides you through the process of creating a new course from scratch using the Course Creation Wizard.

**Option 3: Retrieve a course from server**

Retrieve a course from server will display all courses you have authoring rights for. When you retrieve a course from the Edit server, the course is downloaded and saved on your local hard drive. The copy on the Edit site will not be updated with changes until the course is published back up to the Edit server. (You do not have permission to publish to the View server – contact MEA to publish to the Live site.)

Open an Existing Course

1. To open an existing course, click on the first option on the welcome screen: **Open an existing course**.
2. Select a course from the list available on the local server.
3. Click **Open**.
4. Your course will now open and can be edited.
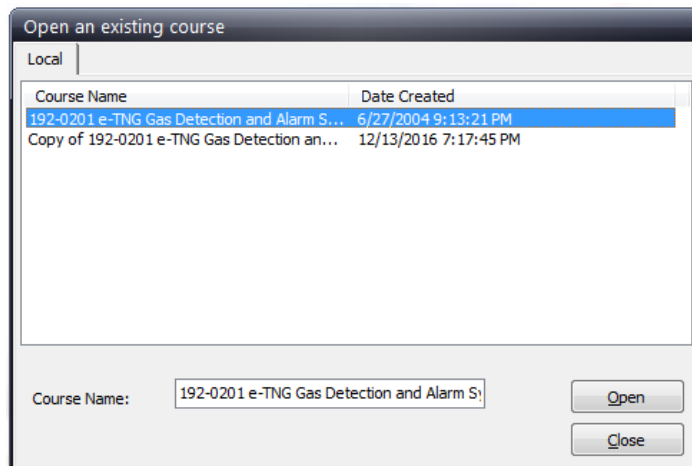
NOTE: Very often you will open a "template" course which you will then make a copy of to create your new course.

To create a copy of a course:

1. Open the course you would like to copy.

2. Click on the **Course** icon.

3. Click on **Copy**.

4. A "**Save As**" box will appear where you can designate a new name for the copied course. "Copy of" will automatically be added.
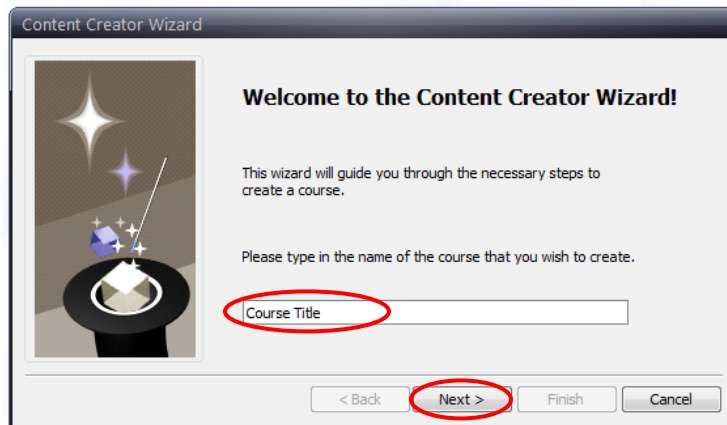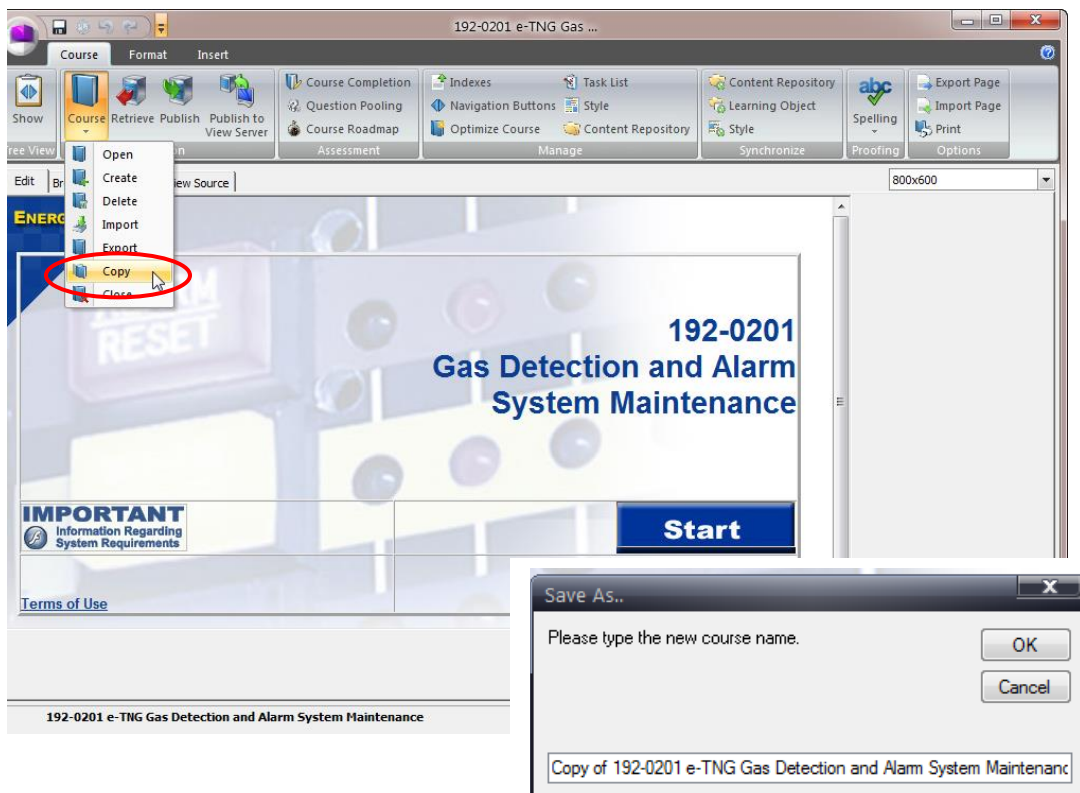
Create a New Course

You can launch the course creation wizards in the following ways:

- **Option 1:** *Log into Content Creator and then click Create a new course*.
- **Option 2:** *Select New from the Menu button*.
- **Option 3:** *Select Course Wizard from the Menu button*. (This option allows you to choose either the At-a-Glance Wizard or the Step-by-Step Wizard.)
- **Option 4:** *Select Create from the Course button item list within the Action group of the Course tab*.
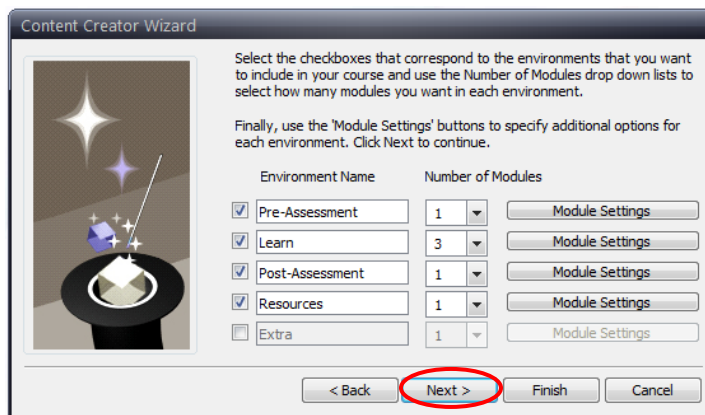
Note: The above methods of opening a course creation wizard will open either the At a Glance Wizard or the Step-by-Step Wizard, depending on which wizard you have set as the default. The exception is when selecting Course Wizard from the Menu button, which gives you a choice of which wizard to use. Remember, the At a Glance Wizard lets you create a general course structure from a single interface. The Step-by-Step Wizard guides you through a series of steps to set up the course structure.

Option 1: Log into Content Creator and then click Create a new course

1. To create a new course using the Content Creator Wizard, click on the second option on the welcome screen: **Create a new course**.
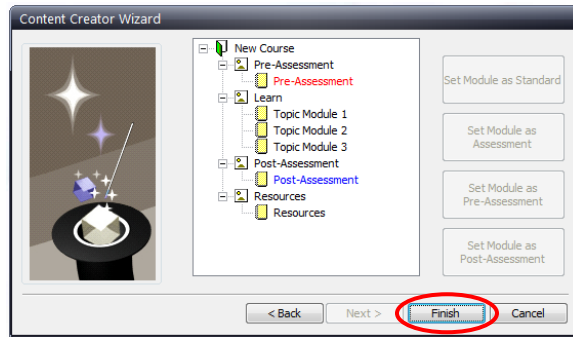2. Create the name of your course in the display field.

3. Click on **Next** to determine which environments you'd like to include in your course and the number of modules.
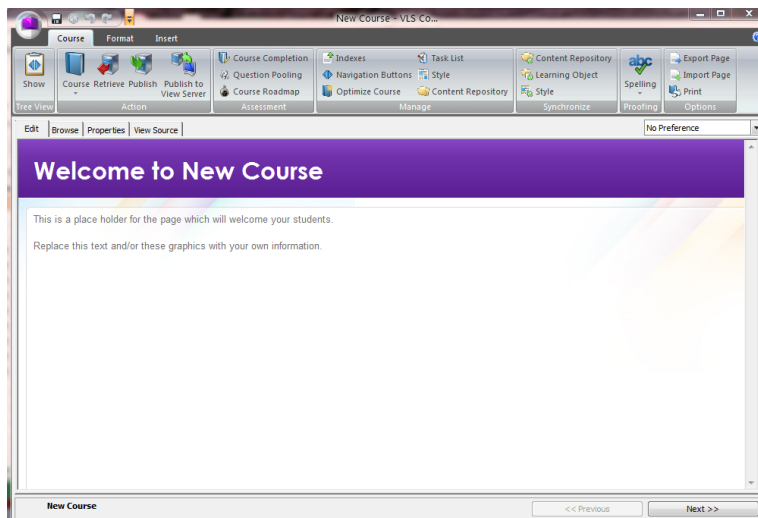
4. Click on **Next** to show how the course will be structured.
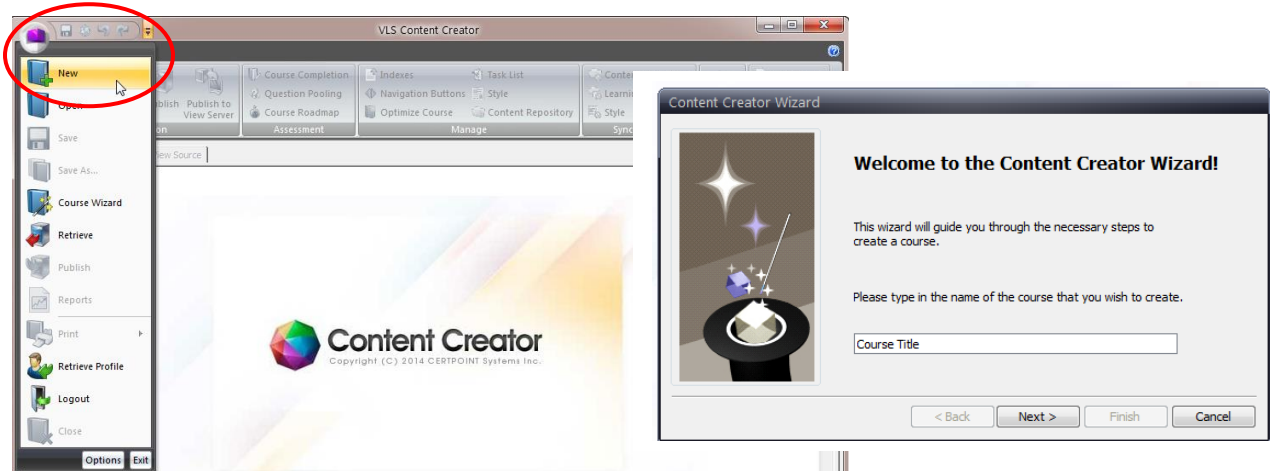

5. Click **Finish**. Your new course has now been created.

Option 2: Select New from the Menu button

1. While logged into Content Creator, click on the Content Creator icon (menu button in upper left corner).

2. Click on **New**

3. Follow the prompts for Content Creator Wizard.

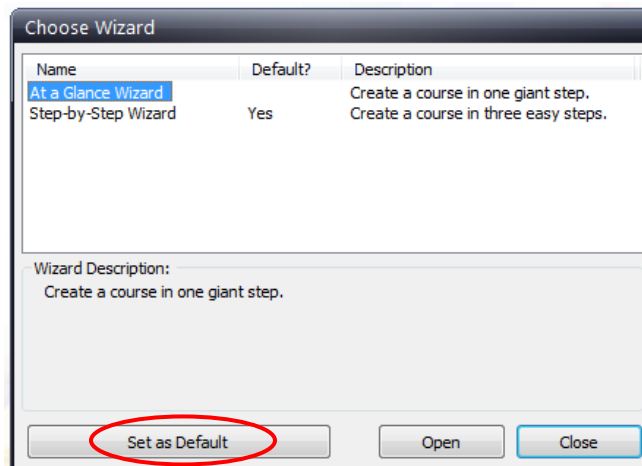**Option 3: Select Course Wizard from the Menu button.**
  (This option allows you to choose either the At-a-Glance Wizard or the Step-by-Step Wizard.)

1. While logged into Content Creator, click on the Content Creator icon
(menu button in upper left corner).
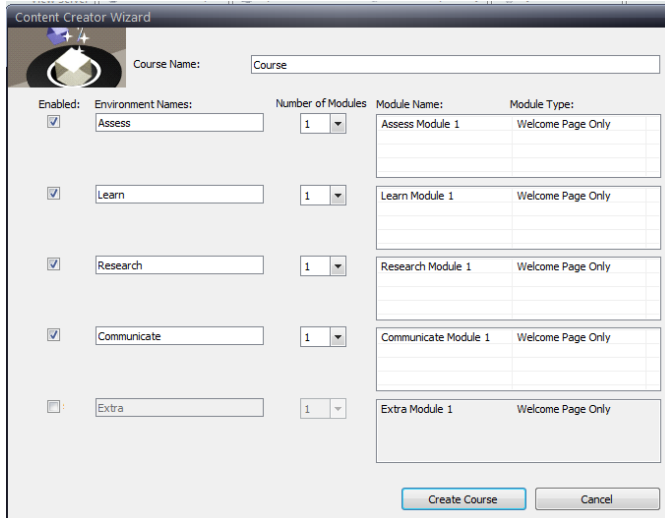
2. Click on **Course Wizard.**

3. Select the wizard option you'd like to use:
   - **At a Glance Wizard** allows you to create a course in one giant step.
   - **Step-by-Step Wizard** allows you to create a course in three easy steps.
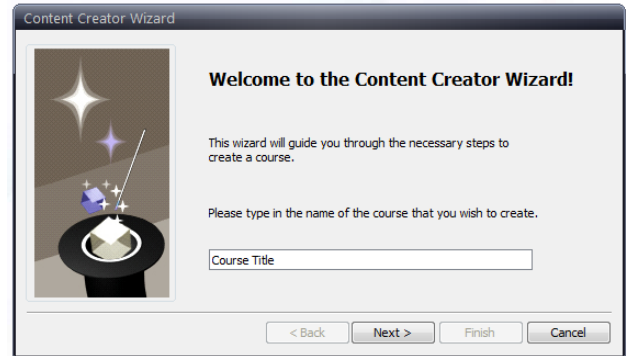
   You have the ability to change the default by clicking on the wizard version and then **Set as Default**.
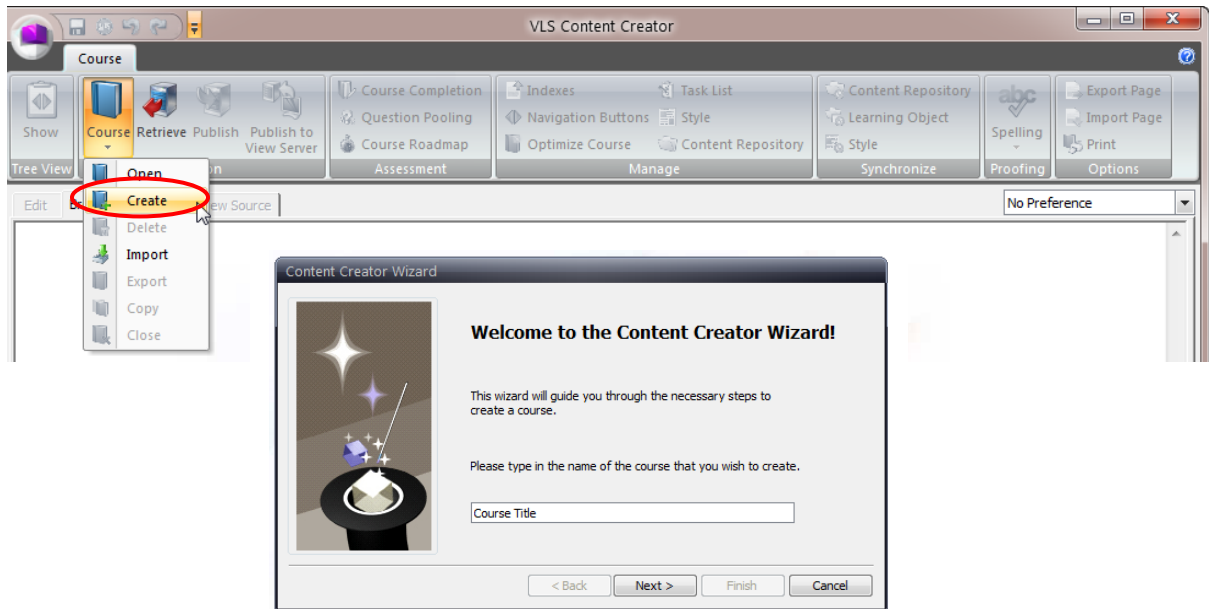
4. Click on **Open.**

At a Glance Wizard


Step-by-Step Wizard

Option 4: Select Create from the Course button item list within the Action group of the Course tab.

1. While logged into Content Creator, click on the Course icon (menu button in upper left corner).
2. Click on **Create**.
3. Follow the prompts for Content Creator Wizard.

Retrieve an Existing Course

1. To retrieve a course from the server (an existing course or a template course), click on the third option on the welcome screen: **Retrieve a course from server**.

   (If you are already in Content Creator, click on the Retrieve button.)

2. A box containing a list of available courses will appear.

3. Select a course from your level on the edit server, then click **Retrieve**.

4. Click on the box at the top to select the course and all of its related components.

5. Click **Retrieve**. (Course will then be retrieved from the repository and open automatically upon completion of retrieval.)
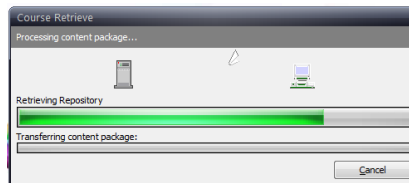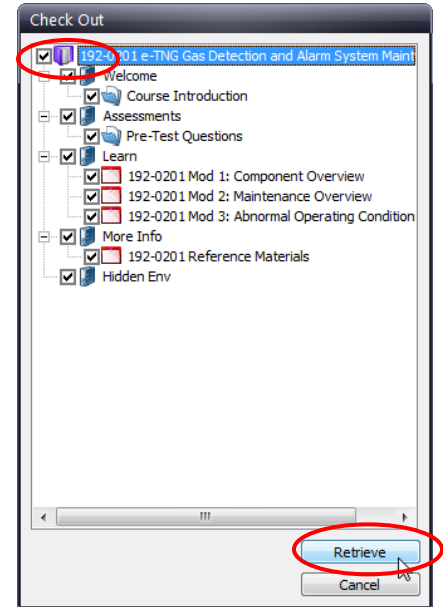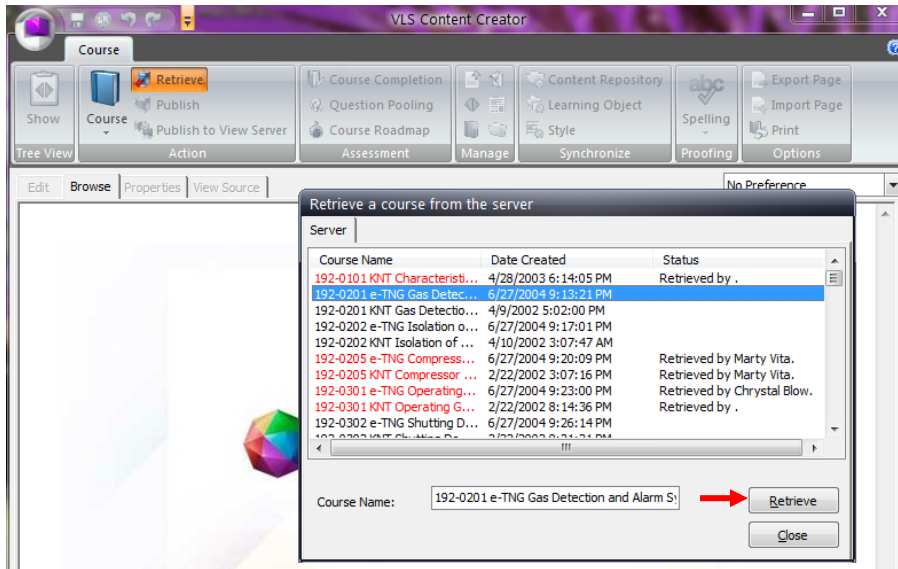
Import a Word Doc into a Course

You can import Microsoft Word documents into your courses. This allows others to provide course content using a tool they are already familiar with. Content Creator will automatically convert the Word content to HTML.

1. Select a module in the course tree view.

2. **Option 1**: Click the **Word Document** icon in the Options section of the ribbon.
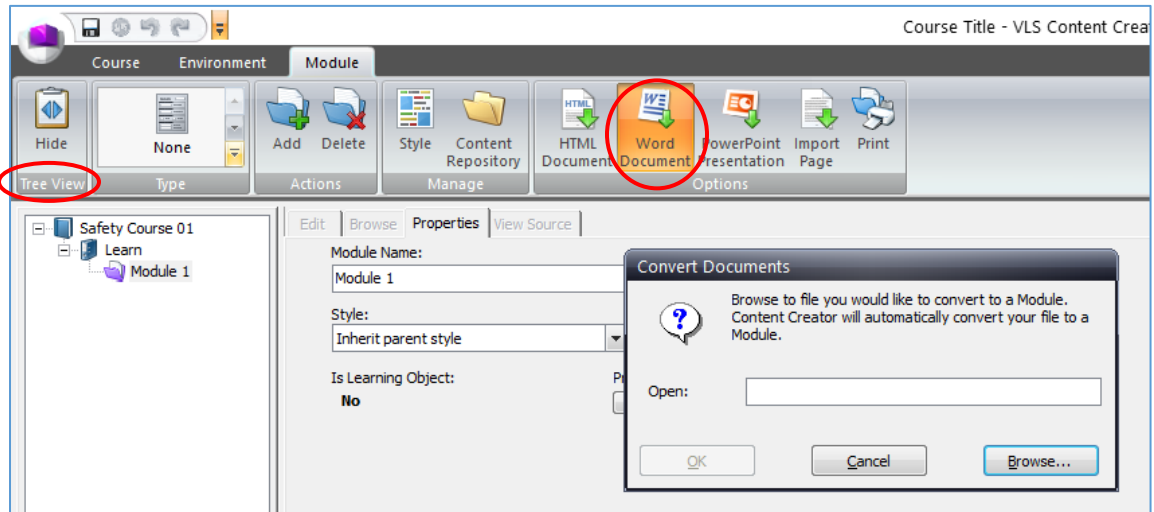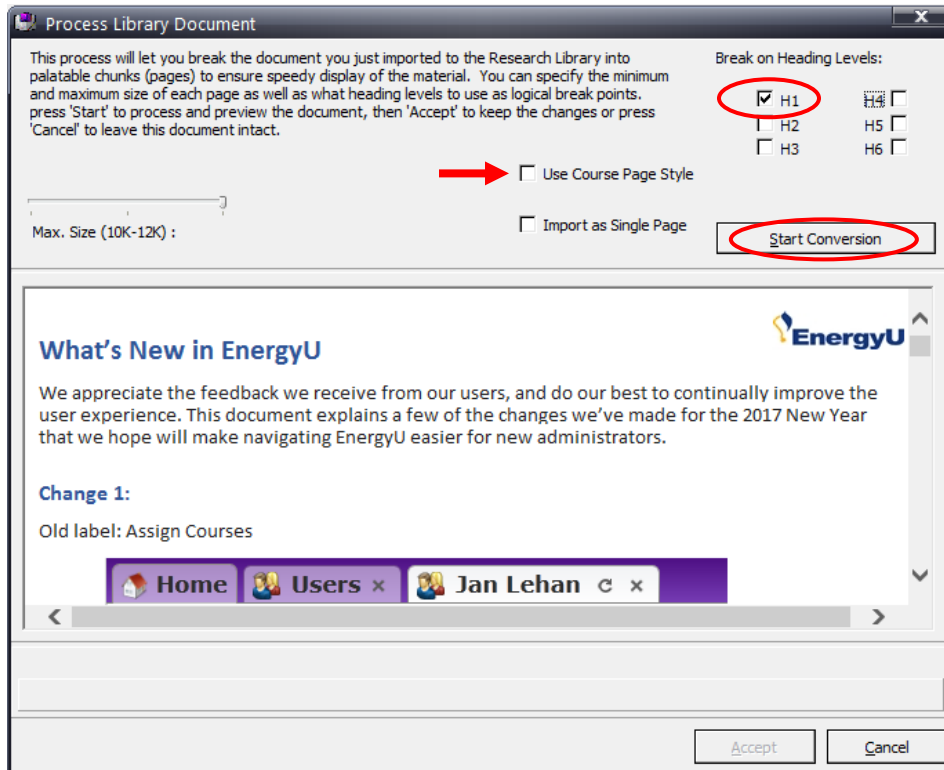

3. **Option 2**: Right-click on the selected module and select **Import Word Document**.

4. Browse to the location where your Word document is saved, and select the file and click the Open button. **IMPORTANT: You must import a .doc file; .docx files are not supported.**
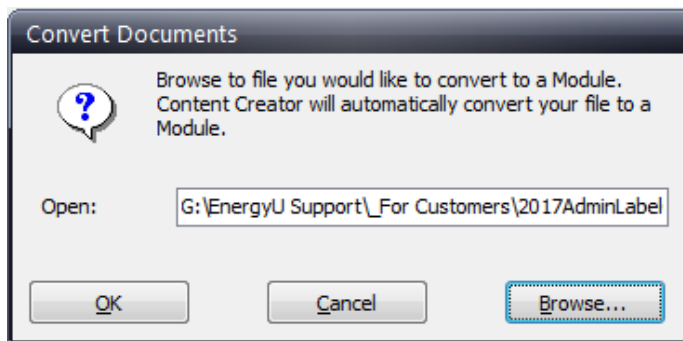

5. Click **OK** to begin the document conversion process.
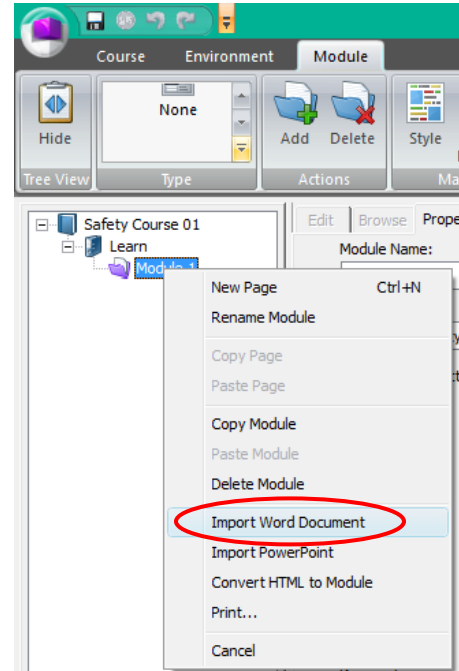
6. You can import the document into a single page within the course, or have a new page created each time a **set H tag** ("Break on Heading Levels") is selected.

7. Check **Use Course Page Style** to use the Content Creator styles, or uncheck to use the Word document styles.

8. Click the **Start Conversion** button.

9. You will be able to view the import prior to clicking the Accept button. Change settings as desired, and click **Start Conversion**.

10. Once the desired import settings are achieved, click the **Accept** button.
Click **Yes** to save your changes, then click **OK**.
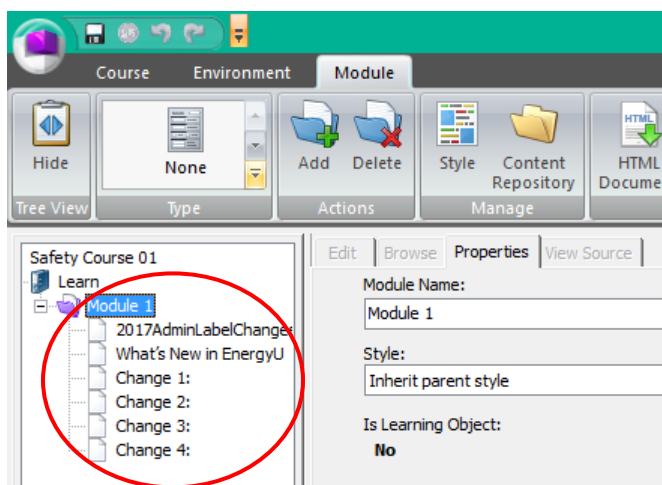
11. A new page will be created for each heading level selected.

Import a PowerPoint Presentation into a Course

You can import Microsoft PowerPoint presentation file into Content Creator. This allows you to easily create a Content Creator course from a presentation authored in PowerPoint. All text, graphic and embedded video files will be included in the course repository. Some transitions and animations may not be preserved.

1. Select a module in the course tree view.

2. Click the PowerPoint Presentation icon in the Options section of the ribbon.

3. Click **Browse** and navigate to the location of your PowerPoint file.
   Select the file, click the **Open** button.

   NOTE: It is recommended that you select Import as HTML5 under the Import options. Importing as HTML will not preserve as many features. If you select the Import as Image option you will not be able to modify the content once it is imported.
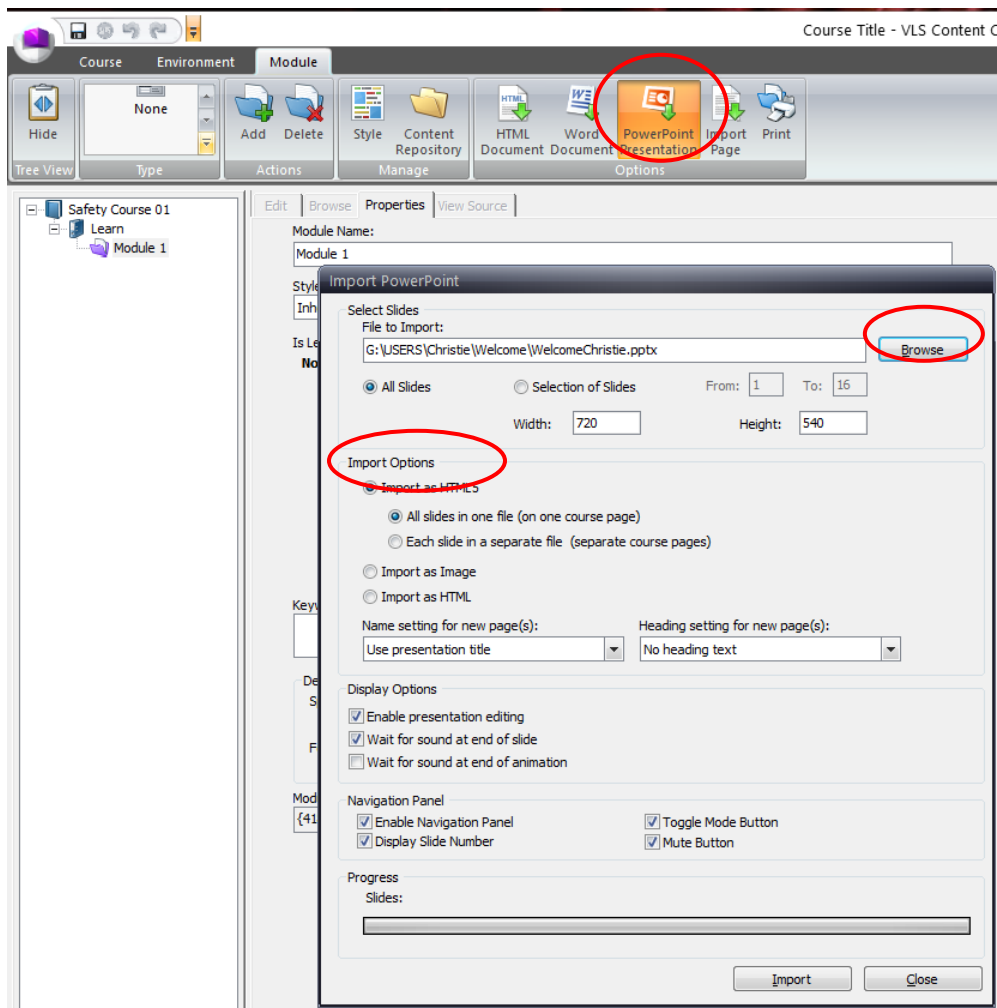
4. You have the option of importing all slides onto a single page within the course, or creating a new course page for each presentation slide.

5. Use the dropdowns to select how new pages will be named, and how page headings will be set.
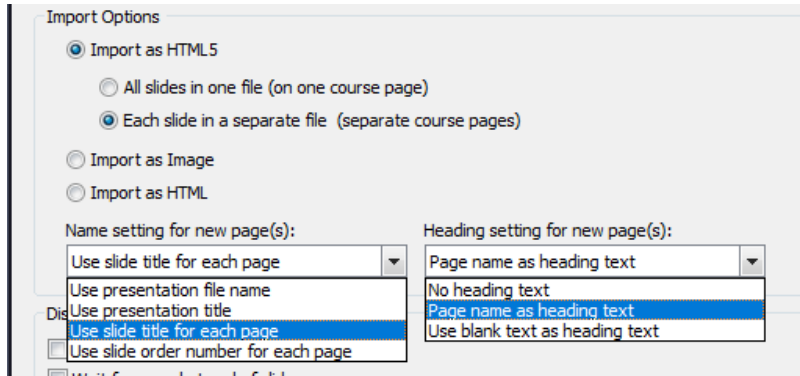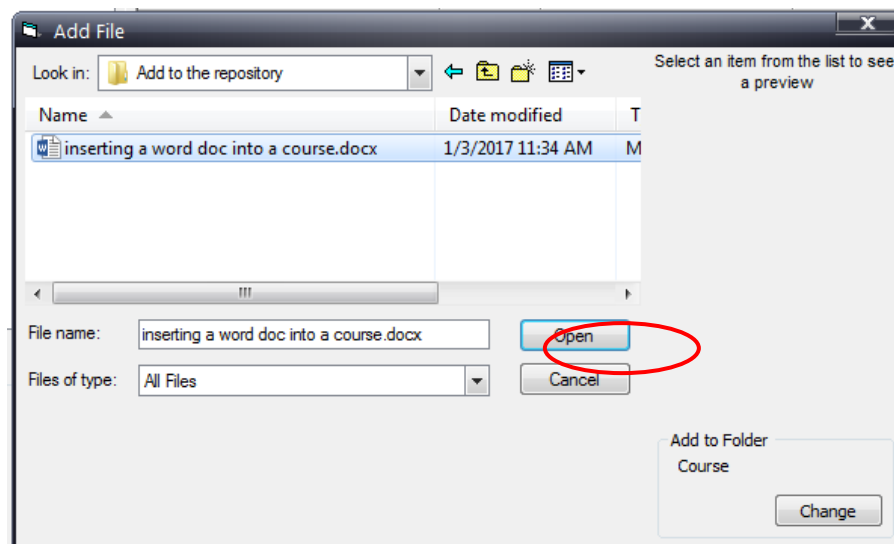

6. Set your Display Options as desired, and then click the **Import** button.

7. When the import is complete click the **Close** button.

Add a Document to the Repository

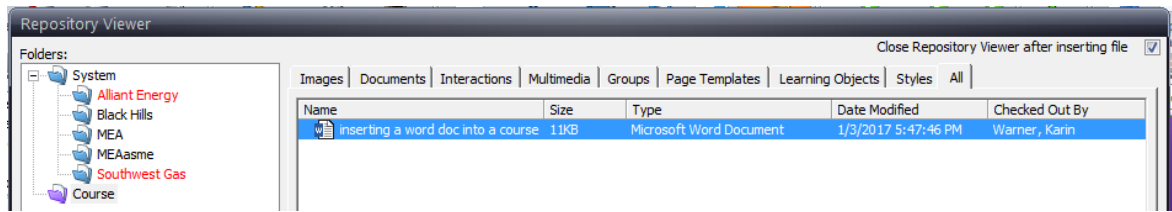1. Click on **Content Repository** (Manage section).

2. Click on **Add** button.

3. Browse to desired document.

4. Click on file name.

5. Click on **Open**.

6. File is now in the repository

7. Place cursor where document should be placed in the content.

8. Click on **Content Repository**.

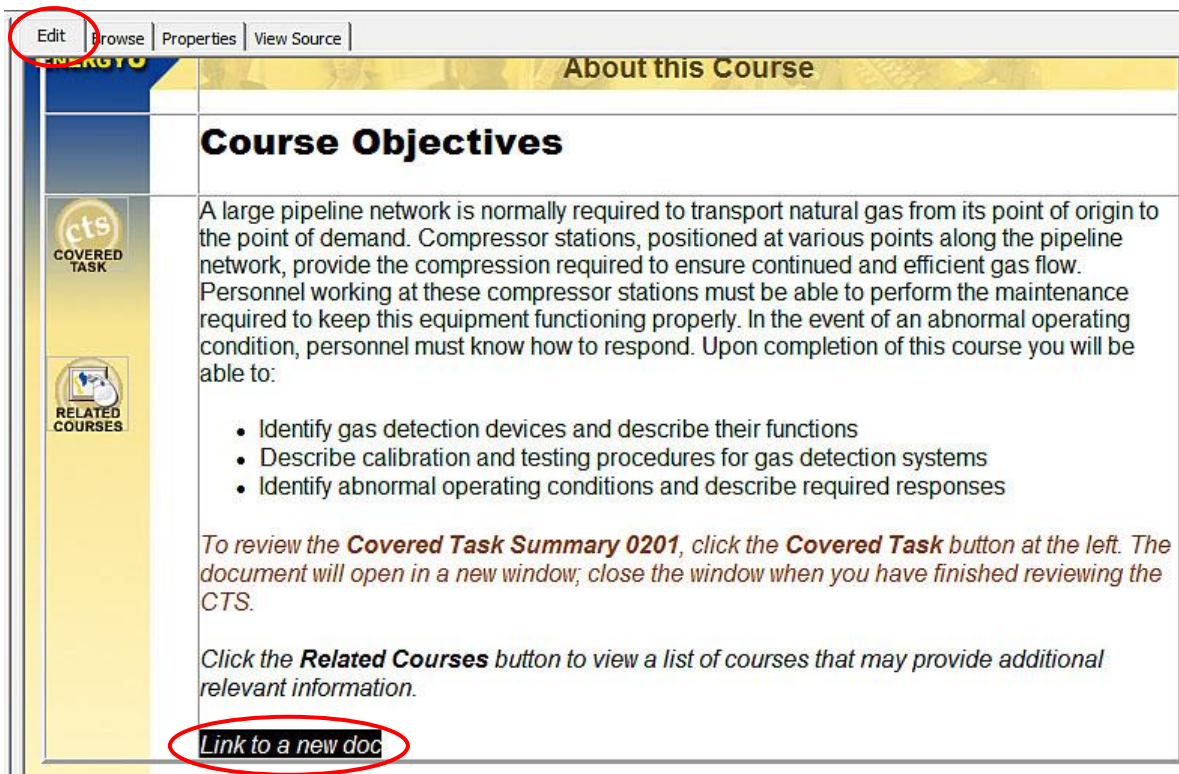9. Select desired document.

10. Click on **Insert Selected File**.

Link to a Document in Content Creator

You can create links to documents in the repository. Document links launch in new windows.

Note: If you are linking to an HTML document, any graphics, Flash, or multimedia files that are part of the HTML document will be imported into the repository.

To link to a document:

1. Select the page where you wish to create a link.

2. Select the **Edit** tab.

3. Select the portion of text or image that will be the link.

4. Click the **Insert** tab.

5. Click **Add** from the Link group.

6. Select **Repository Item** from the item list.
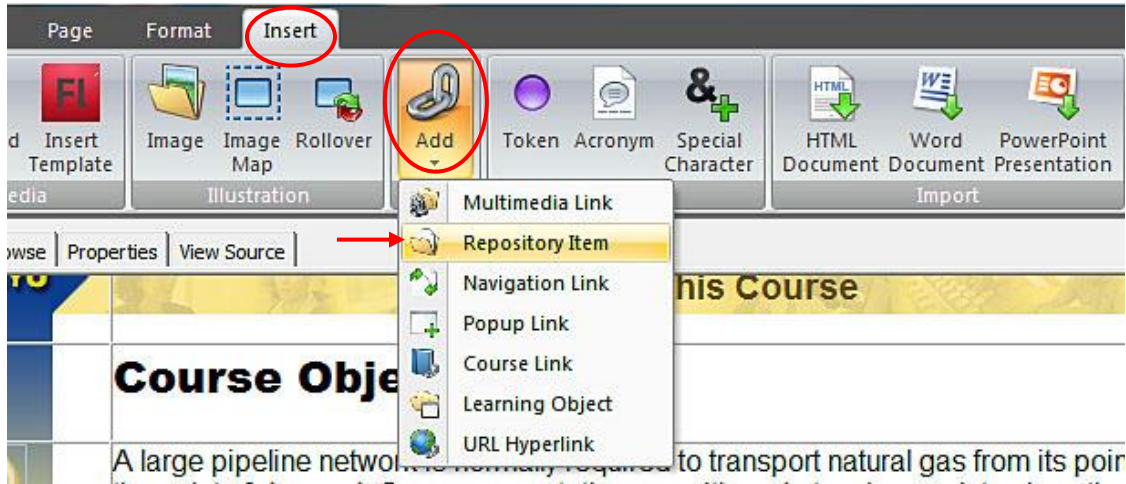
7. If the desired document is not already in the repository and needs to be added:
   – Click on the **Add** button
   – Browse for the file
   – Click on file
   – Click **Open**
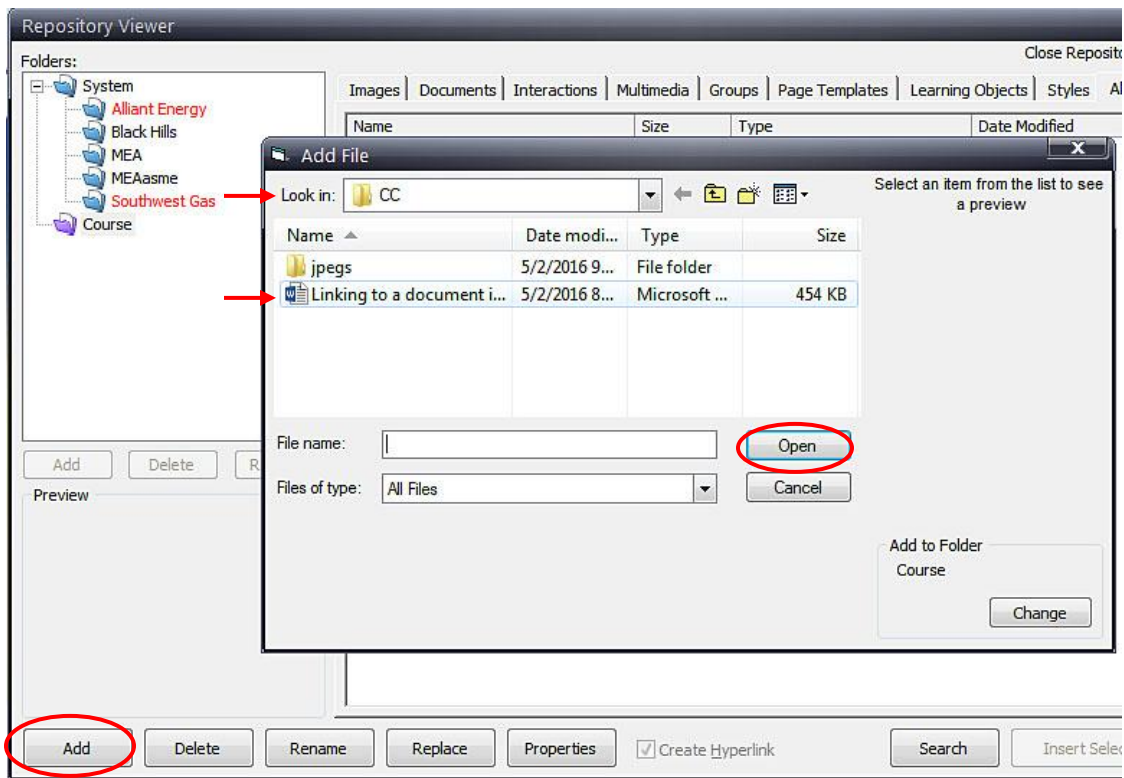
8. Select the target document from the repository viewer.

9. Click **Insert Selected File**.

10. Click **Save**.