

Edify
a Catapult solution

Edify Learning Resource Manual:

A Comprehensive User Manual





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Key

 **Paid Feature**

This symbol indicates that a feature is a paid feature. You can request to purchase the feature by contacting the Catapult Team.

Learning Resource Section







Learning Resource Section Overview



Welcome to the Edify Learning Resource User Manual. This manual is your step-by-step guide to building and editing Learning Resources within the Edify system. Whether you are contextualizing existing Catapult content, importing a SCORM package, or creating custom materials from scratch, you will find everything you need to add, construct, and style your Learning Resource.

Let's begin by exploring how to edit the Catapult Learning Resource.

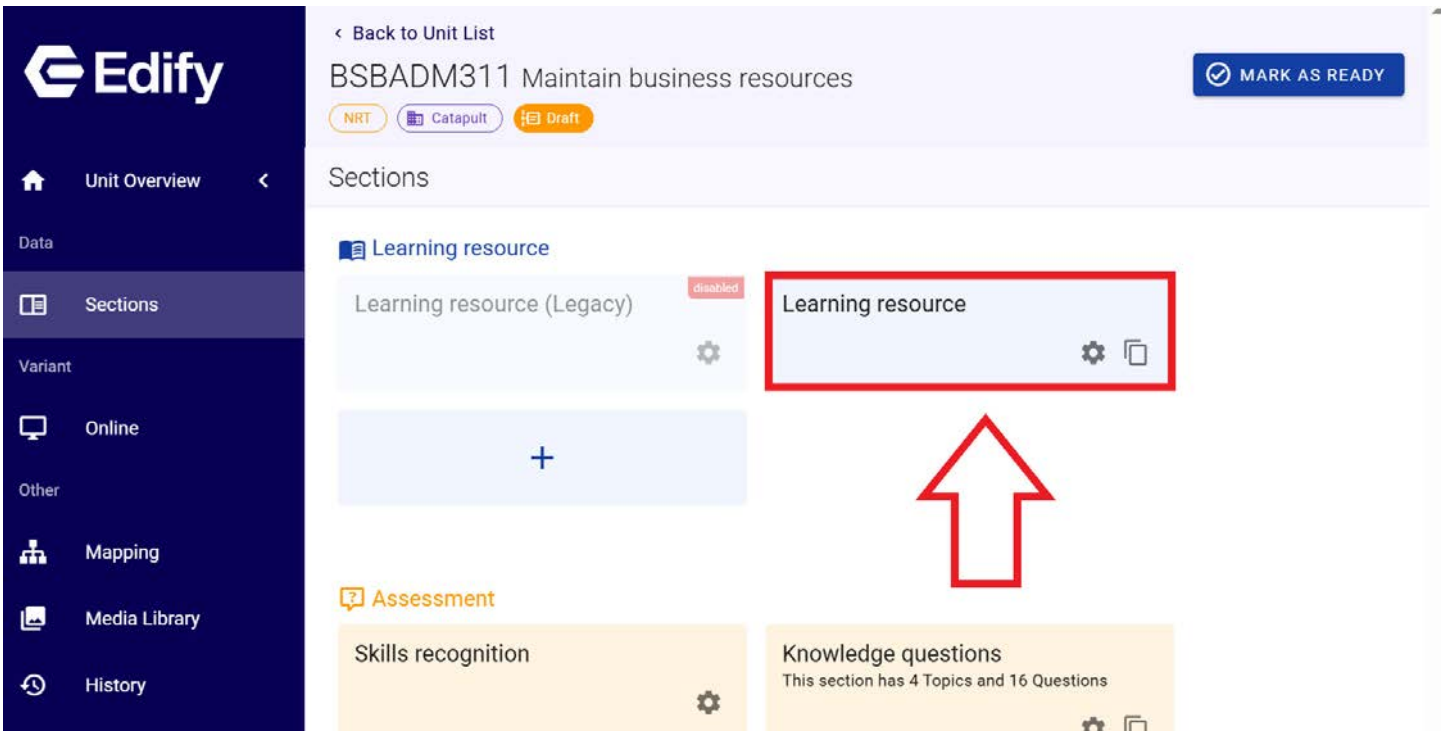
Editing the Catapult Learning Resource

Edify now allows you to edit the Catapult Learning Resource. This is the best option if you want to contextualise the existing Learning Resource to suit your organisation's needs.

If you request a **new unit** to be added to your Edify library, the Learning Resource will now be **included automatically**.

To edit the Catapult Learning Resource for an **existing custom unit**, you will need to **contact the Catapult team** to request that it be added to your custom unit in Edify. This will then give you access to edit the Learning Resource.

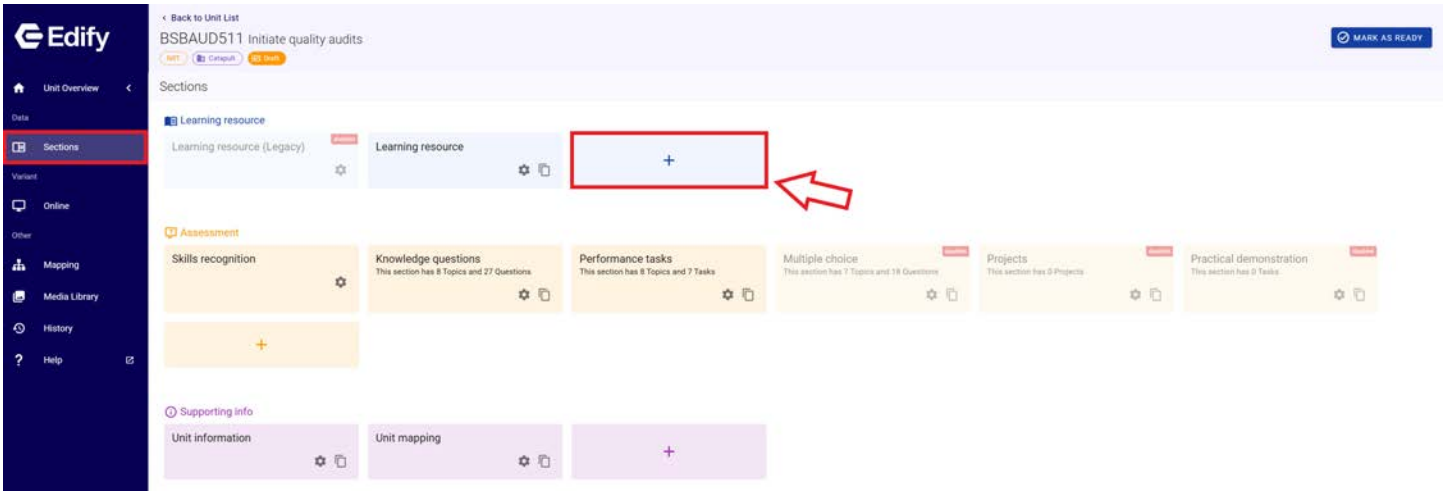
You can view and edit the Learning Resource by clicking on the Learning Resource Section to open it. Learning resource (Legacy) is the legacy connection and cannot be accessed, it will be disabled by default. We will go into how to edit and add new content to the Learning Resource in the next section Build Breakdown.



Adding a Learning Resource Section

Adding a new Learning Resource Section is a great option if you need to add your own Learning Content. This can be a used for Units that aren't available in the Catapult Library or Units for which your orgnisation has its own content.

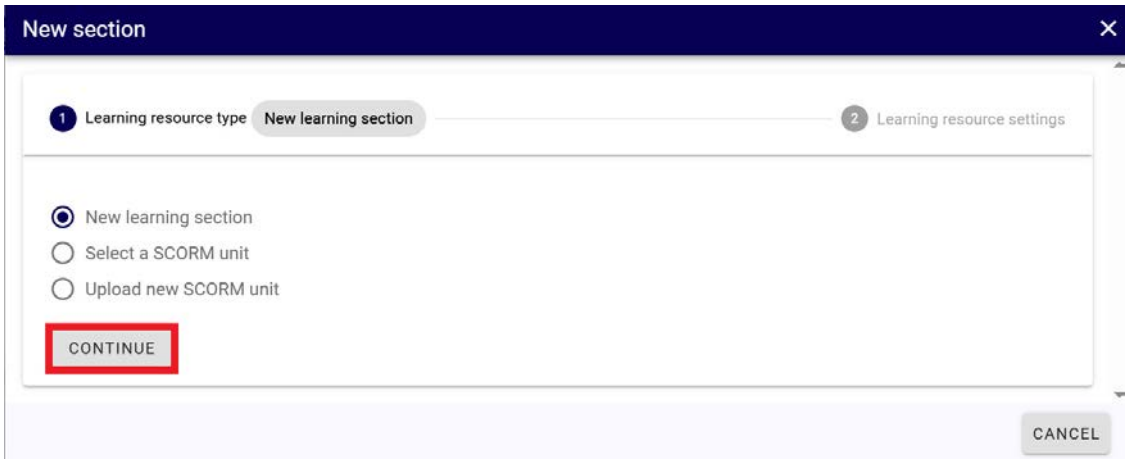
To add a Learning Resource section, you will need to navigate to the **Sections** tab on the Main Navigation Menu in Edify. From there, you will see a blue button with a **+** symbol under the heading **Learning resource**.



Once you have pressed this button, a pop-up window will appear. Select from the list of options how you would like to add your Learning Resource.

New Learning Section - Build your Learning Resource from scratch.
Select a SCORM unit - Select from already uploaded SCORM
Upload new SCORM unit - Upload a new SCORM

Select your option and then click **Continue**.

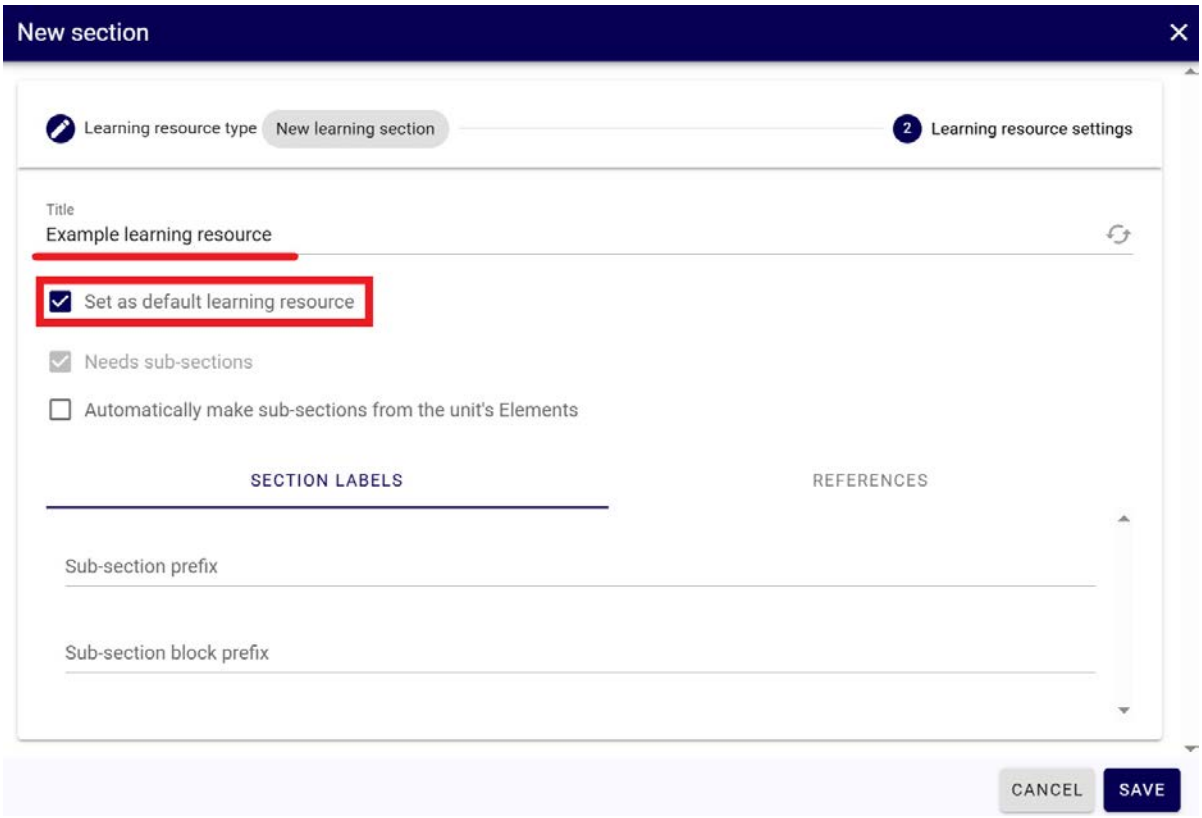


Note:

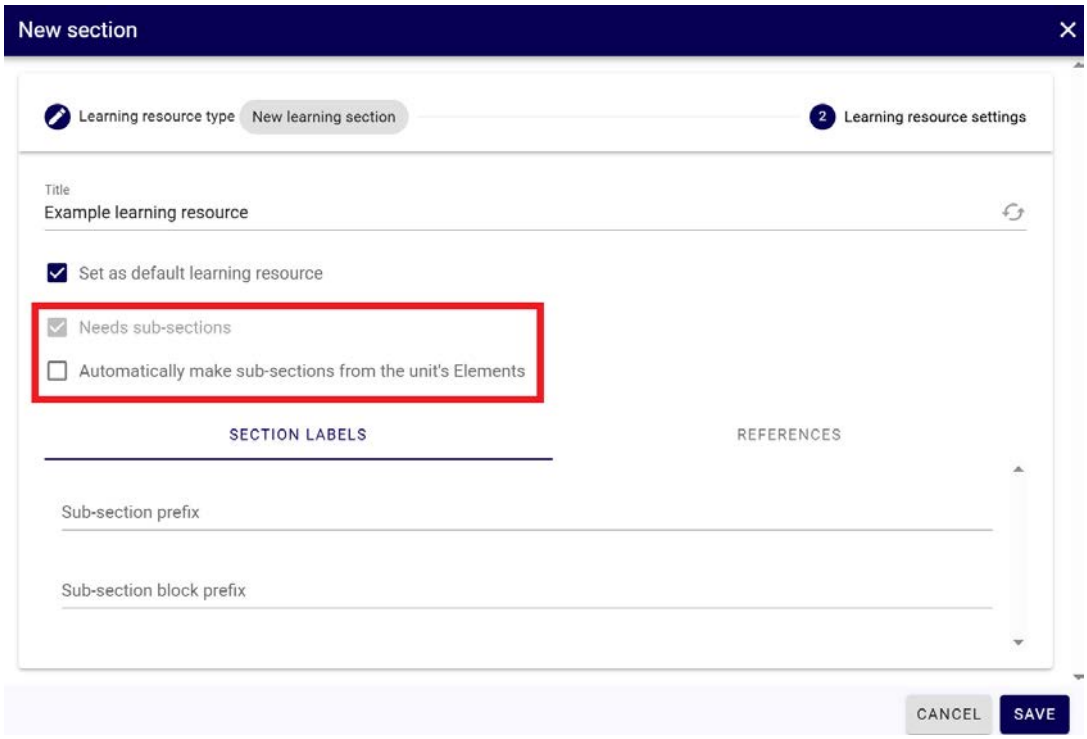
Edify has a limit of *three* additional Learning Resources, not including the Catapult Learning Resource.

New Learning Section

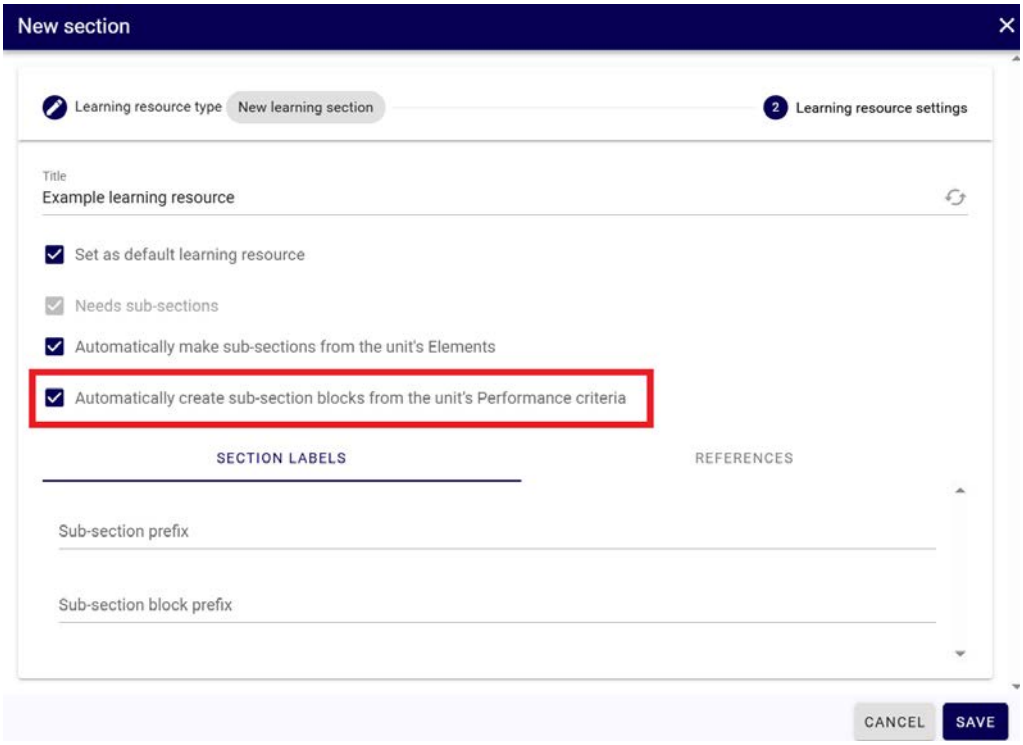
If you selected New Learning Section, the window will appear as per the screenshot below. You will need to add a title and select **Set as default Learning Resource**. You can then choose to **add Sub-sections** if you want your learning resource to be **broken into Topics**.



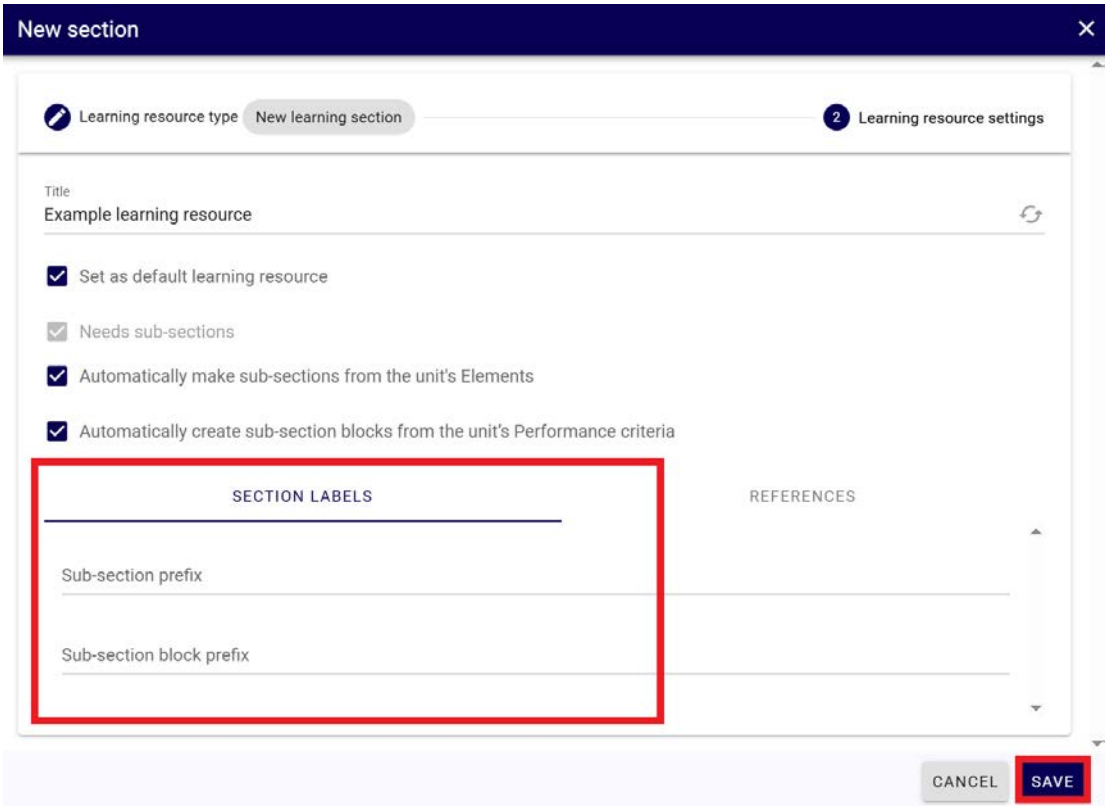
You will see the next option, **Needs sub-sections**, is ticked automatically. This is a structural requirement. Below that, there is the option to check the box next to **Automatically make sub-sections from the Unit's Elements**. Check this box if you would like to have the Topics automatically generated with the Elements for your Unit. If you want to create your own Topic labels, then leave this unchecked.



Checking the box **Automatically make sub-sections from the Unit's Elements** will bring up a second checkbox, **Automatically create sub-section blocks from the unit's Performance criteria**. Checking this box will automatically label the blocks within your Learning Resource with the Performance criteria for your Unit. If you want to create your own Block labels, then leave this unchecked.



Once you have selected your sub-section set-up, you can choose to change the **sub-section prefixes**. The defaults are **Topics and Blocks**.

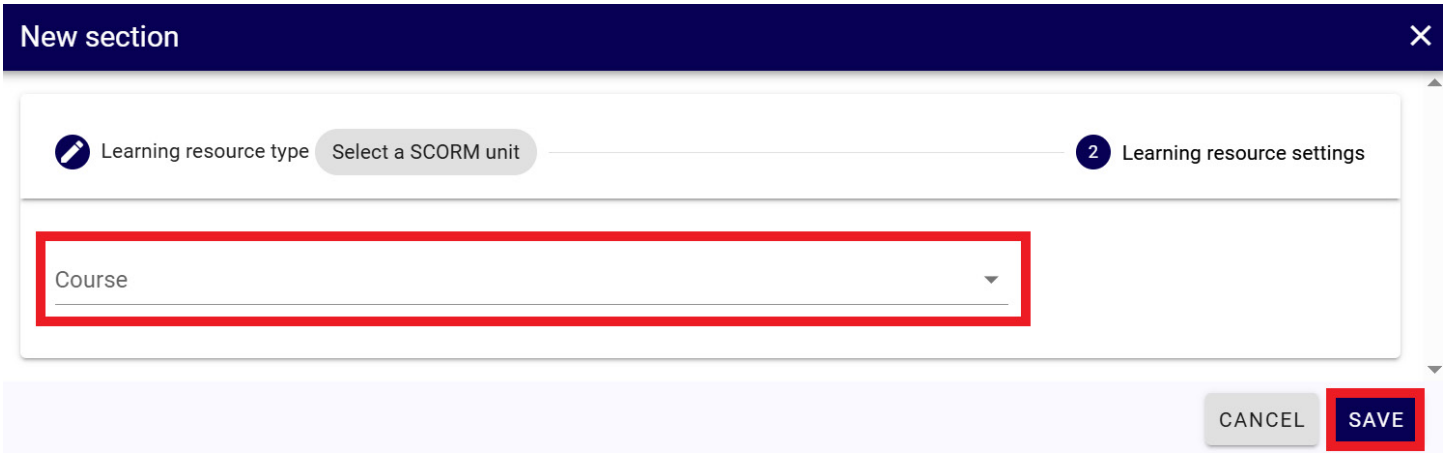


Click **Save** and your new Learning Resource section will be ready to be edited.

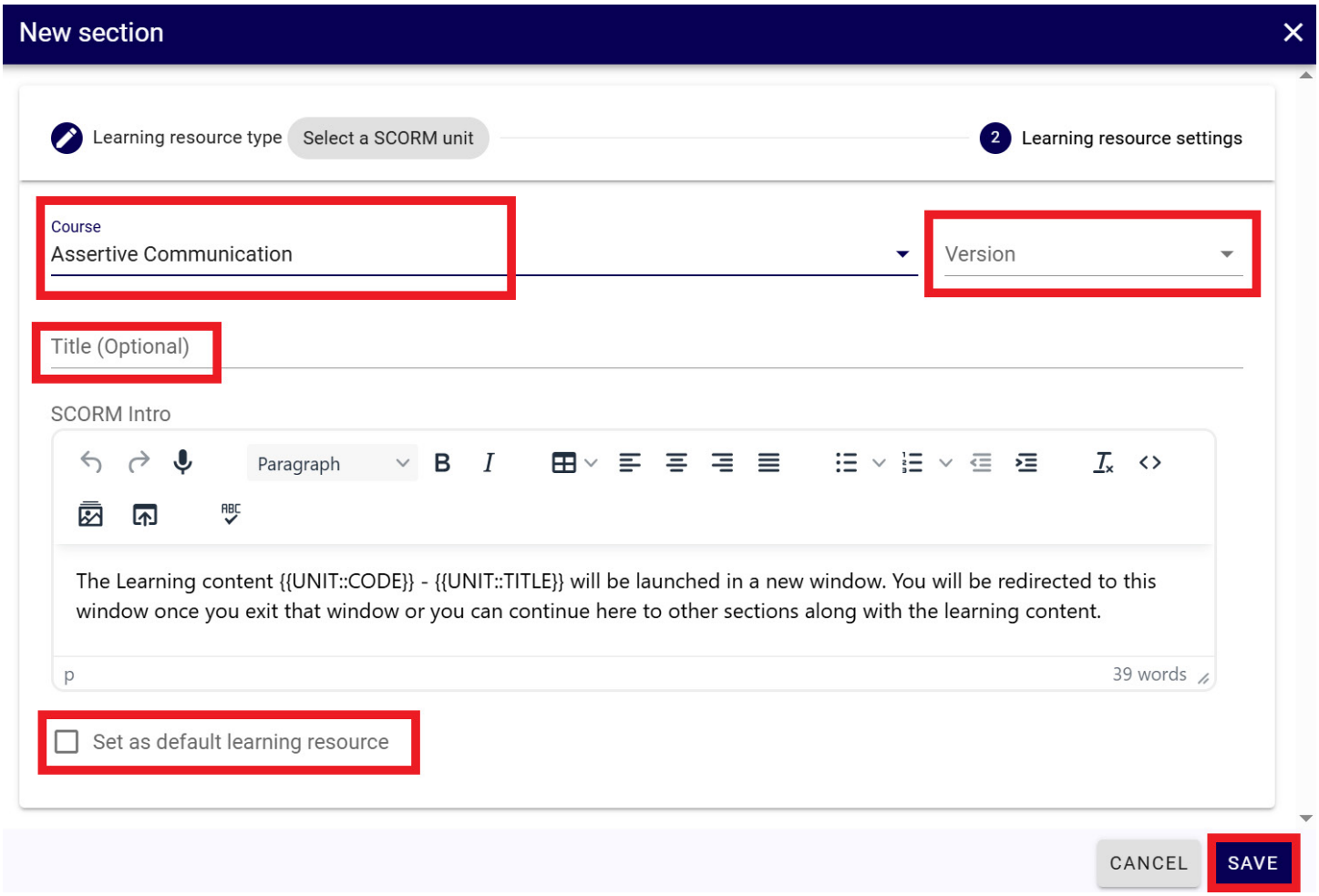
Adding a SCORM Unit

If you wish to incorporate a SCORM into your Learning Content, you can choose **Select a SCORM unit** or **Upload new SCORM** unit when creating a Learning Resource Section.

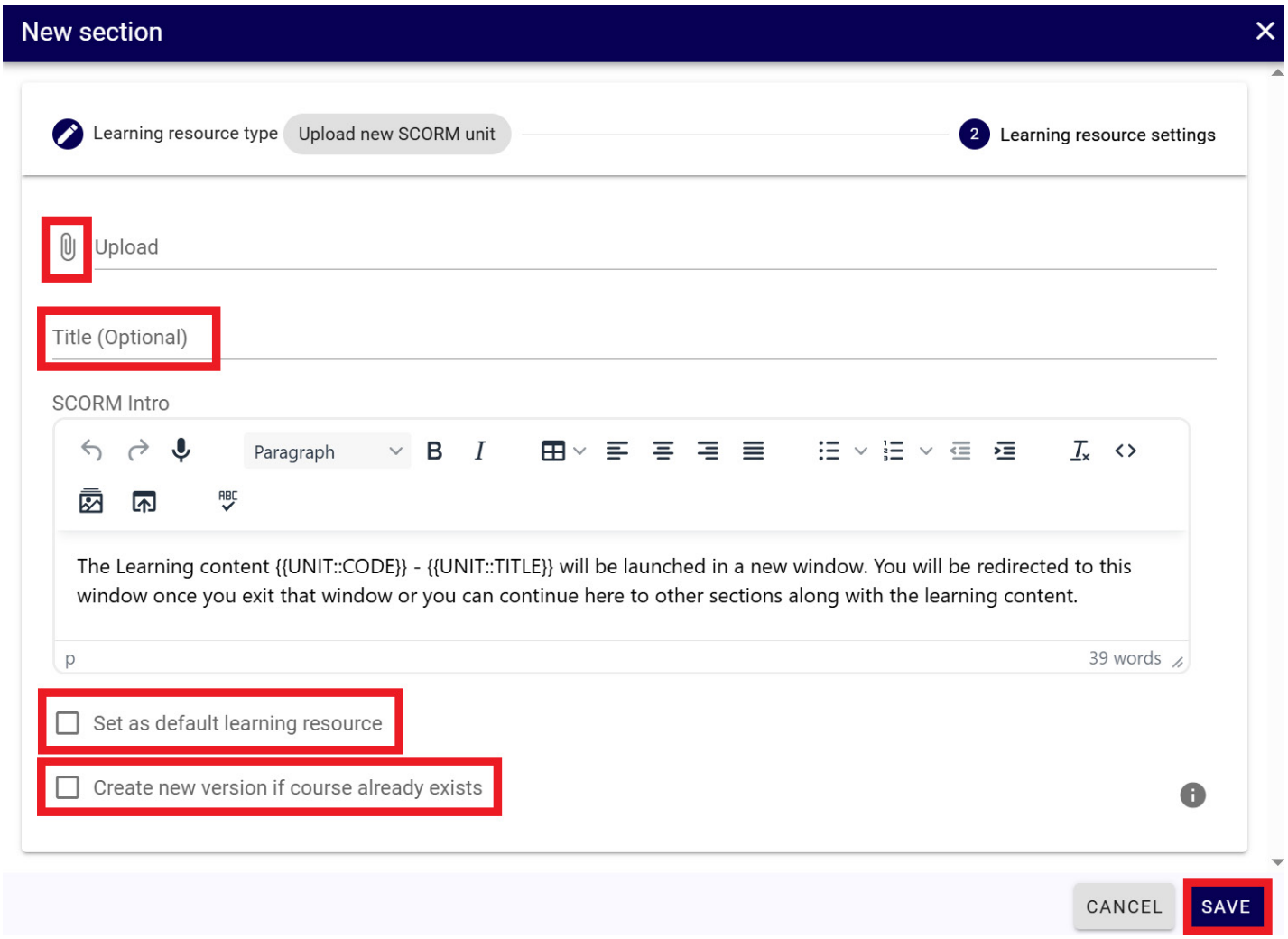
Select a SCORM unit allows you to select from **pre-uploaded** SCORM Units. To use this option, you must have existing SCORM courses available to your organisation. You can then **select** from the list of SCORM Cloud course in the **drop-down menu**. Once you have done this, click **Save**.



Once you have selected the SCORM unit, you will need to select the **Version** number. You can then choose to add a **Title** or edit the **Intro**. Then select if this will become the **Default Learning Resource**. Then click **Save**.



If you choose to **upload a new SCORM Unit**, You will first need to **attach** your **zipped SCORM folder** using the **Paperclip icon** next to the word **Upload**. You can then choose to add a **Title** or edit the **Intro**. Then select if this will become the **Default Learning Resource**. You can also select the option **Create new version if course already exists** to create a new version of an existing course. Then click **Save**.



Note:

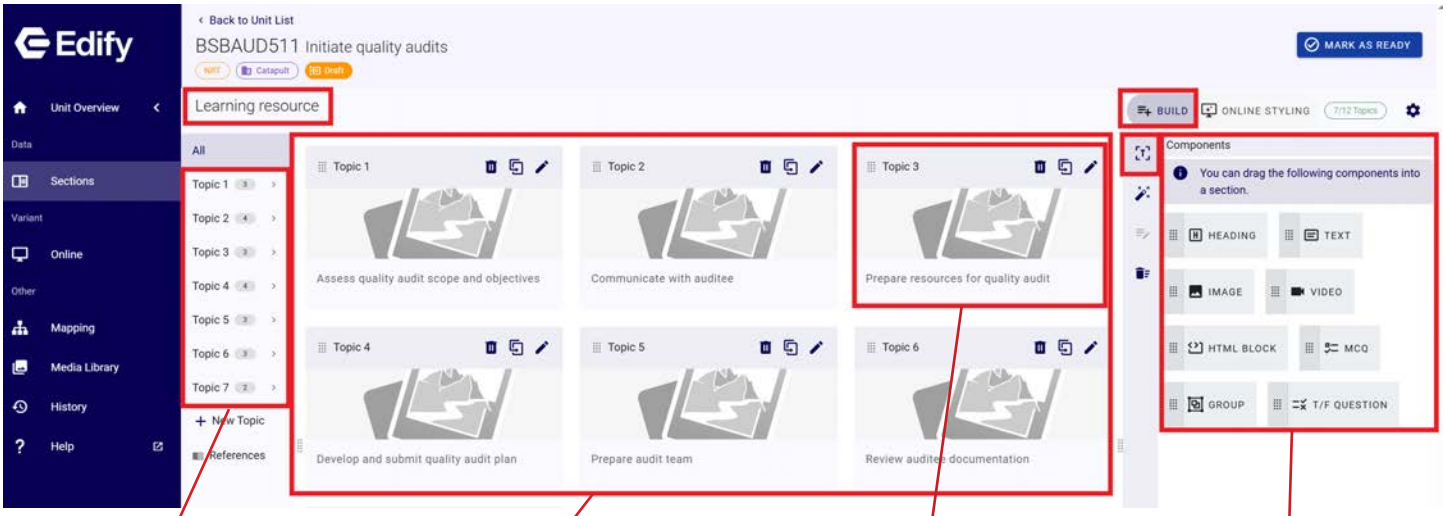
SCORM can be added in addition to the Catapult Learning Resource or in place of it by selecting *Set as Default Learning Resource.*

If a matching course exists and *Create new version* **is not selected, the upload will not proceed.**

Once you have added your SCORM Unit, you will need to add it to the **Online Variant** if it has not been set as the Default Learning Resource.

Build Orientation

Build is an editing space for your Learning Resource Section. It is where you will add your learning content to build your Learning Resource. It is made up of **Topics** which are then broken down into **Blocks. Blocks** are then filled with **Components** which contain your content. You can add more **Topics** or **Blocks** as needed. There is also a separate Topic for **References** where you can add the reference for the resources that were used to create your content.



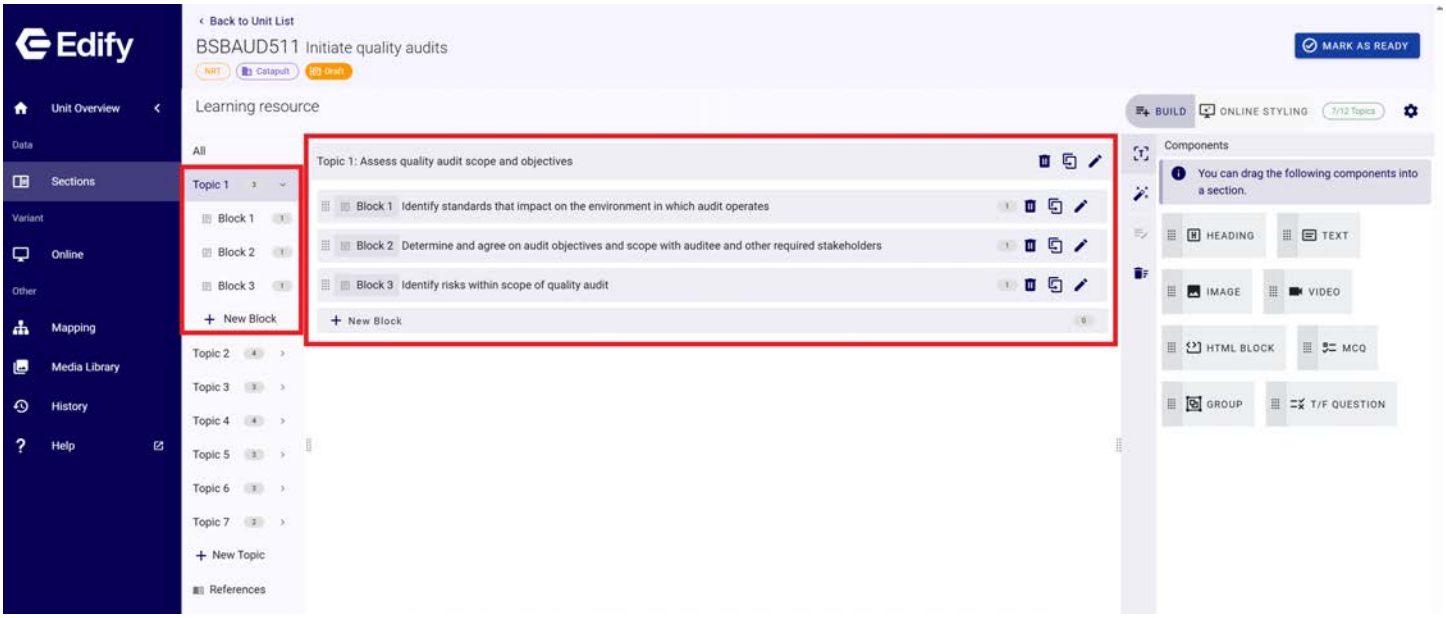
This is the **Left-side Navigation Menu**. This allows you to navigate between your Topics and Blocks, as well as add new ones.

The **Centre Panel** is where you can access each **Topic** and view their internal **Blocks**. This is your main working space where you will add your content.

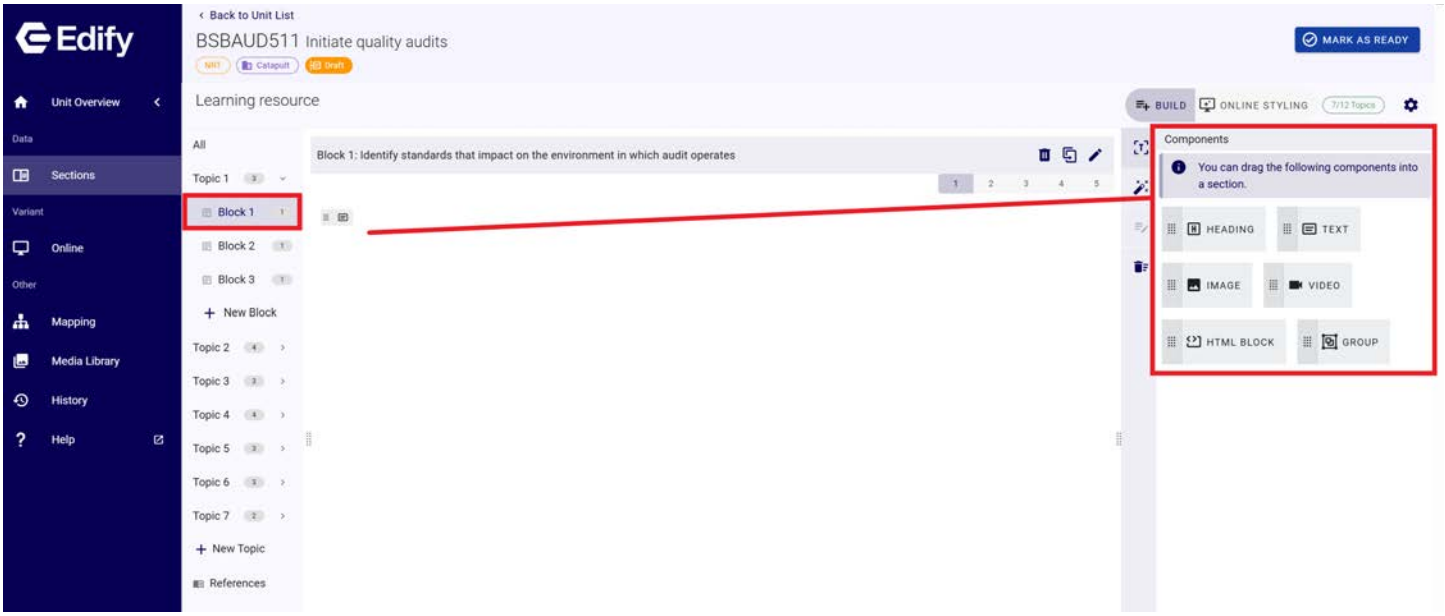
This is the navigation menu for you to access the different views: **Build** and **Online Styling**.

Components are the containers for your content. They have different functions to suit different styles of content.

Once you click into a **Topic**, it will open up the **Blocks.** You can navigate between blocks using the **Left- side Menu.**



Once you click into the **Blocks,** you can then drag in the **Components** to start building your content.

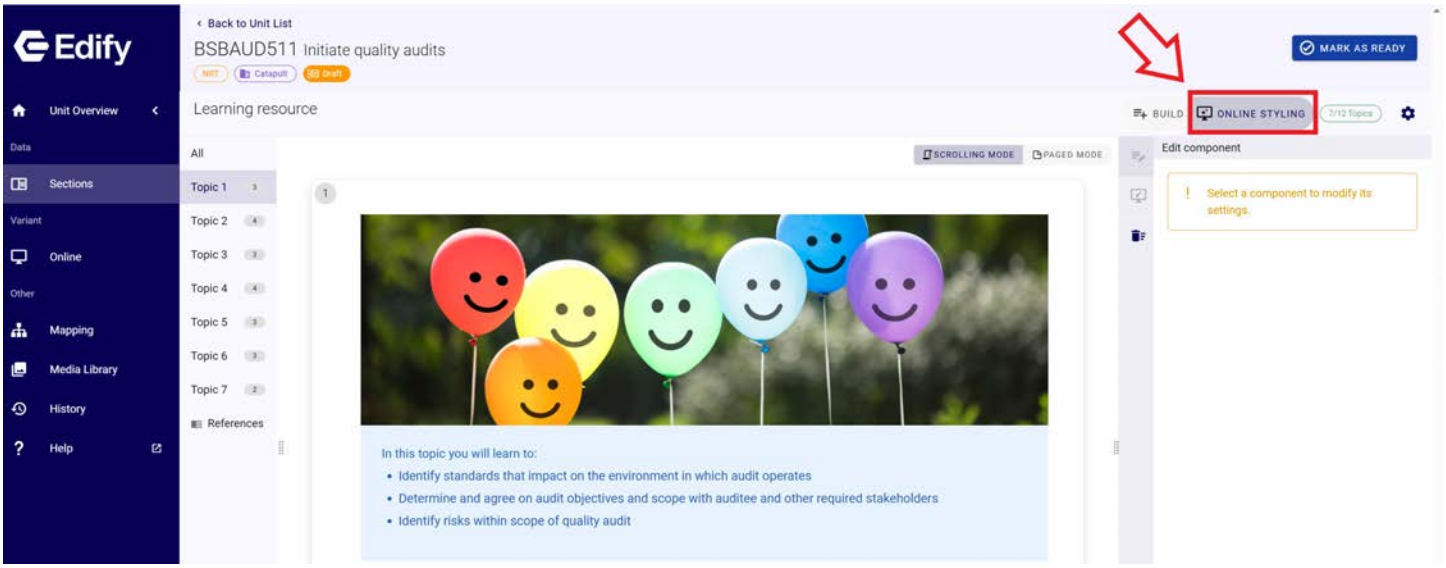


We will go further into further detail in the next chapter Build Breakdown.

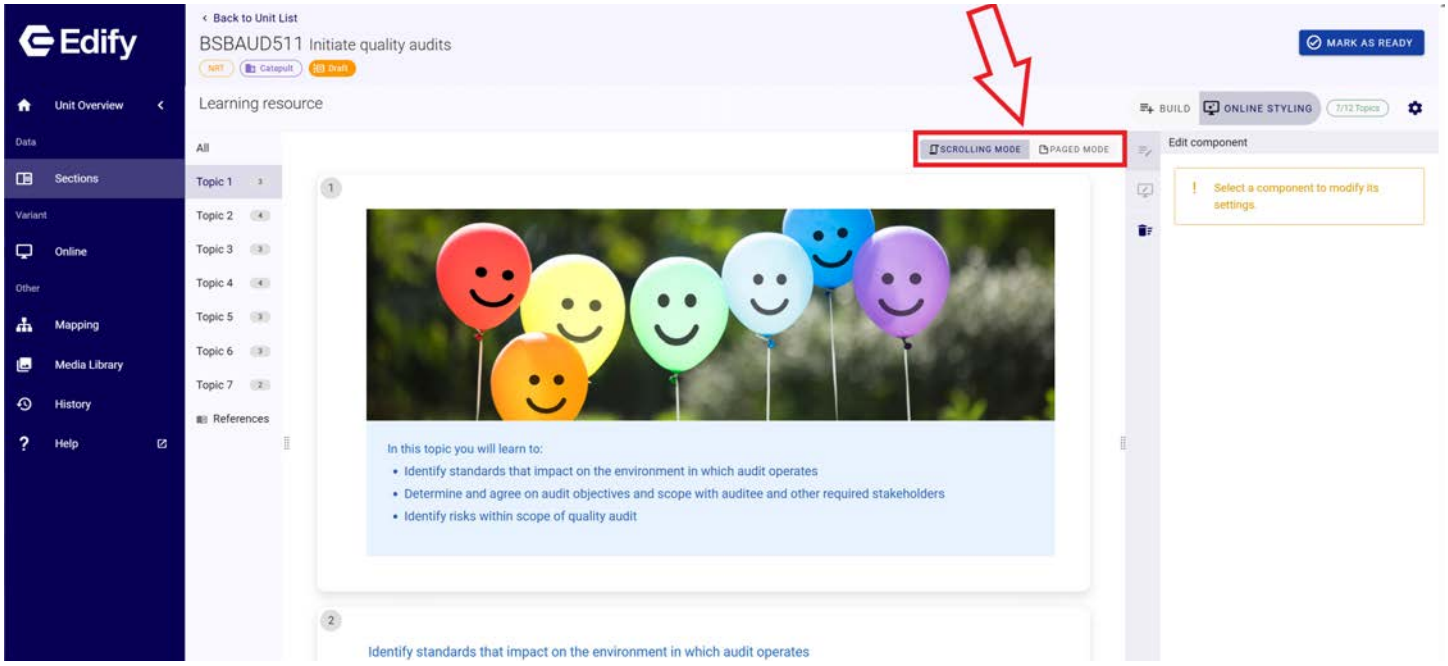
Online Styling Orientation

The **Online Styling Space** is an editing space for your Learning Resource Section. It allows you to format content exactly as it will appear online in the LMS. It allows you to add images, additional styling and format your content into animations.

To access the Online styling, click the **Online Styling** Space at the top right of the page.



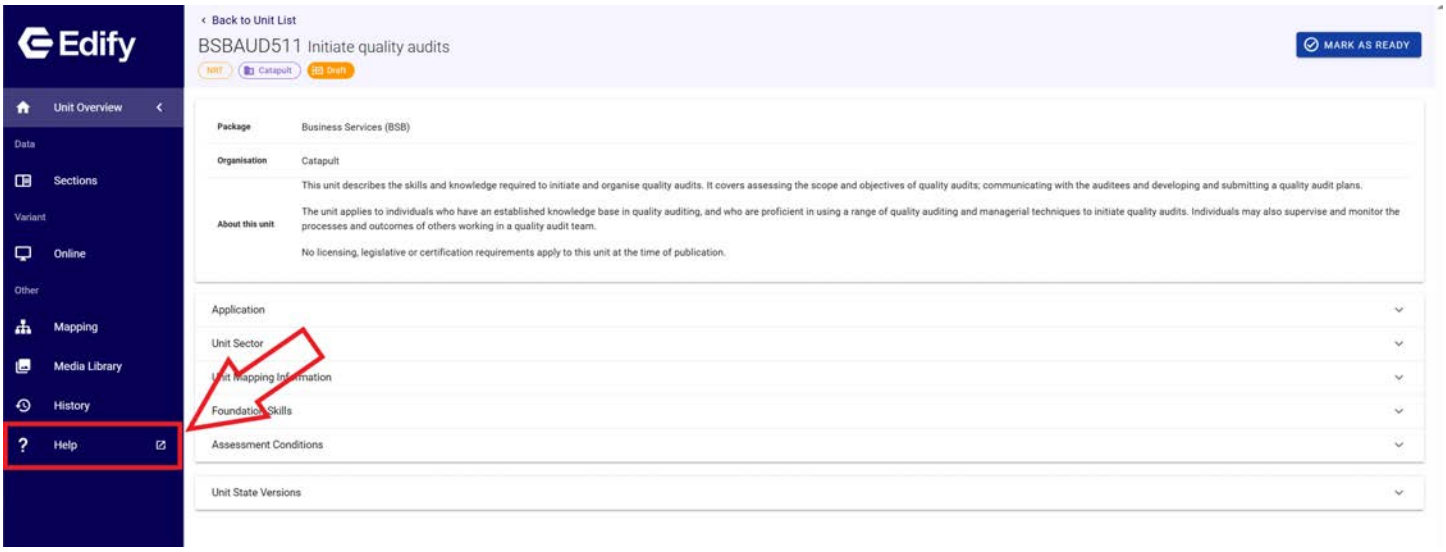
This tab can be viewed as **Scrolling Mode** or **Page Mode**. **Scrolling mode** allows you to view the entire topic by **scrolling down**. **Page mode** allows you to **click through the pages** as they will appear in the **LMS**. You can add **Page Breaks** to your content where you see fit.



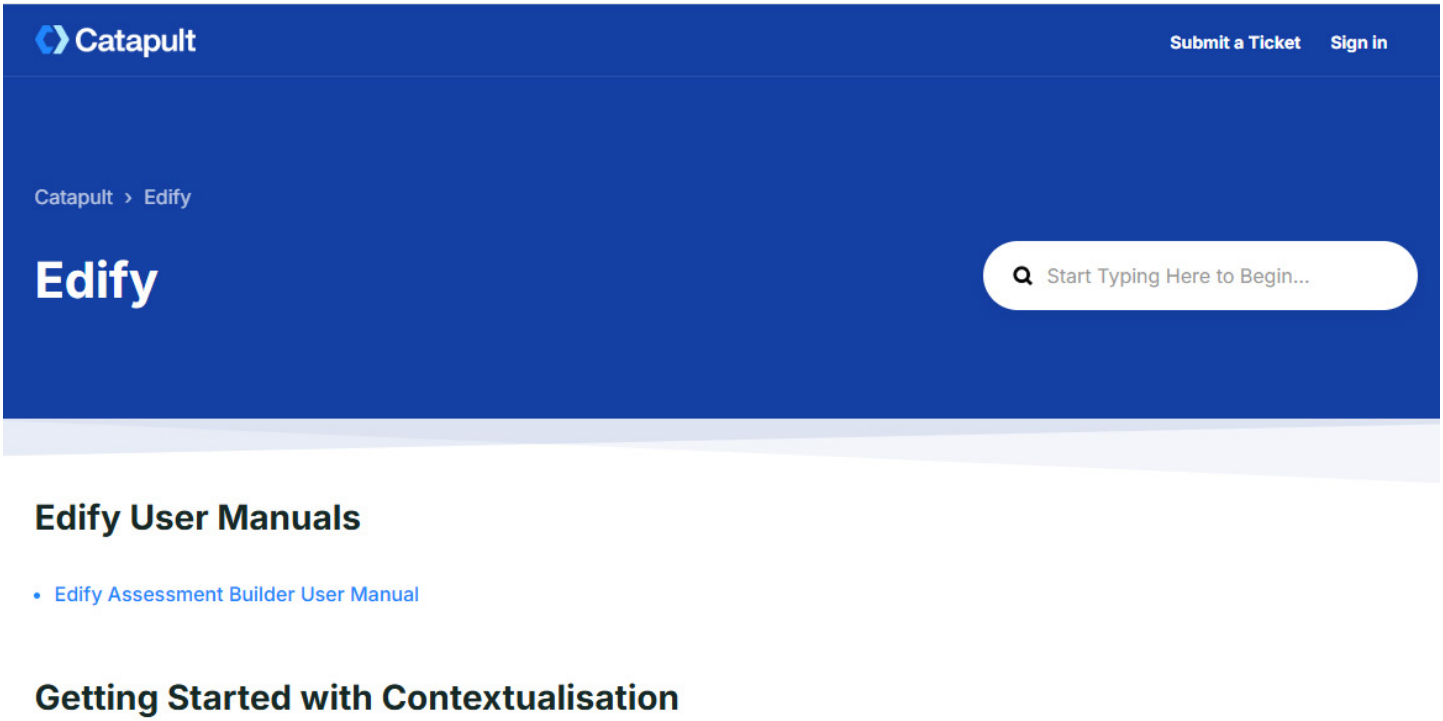
We will go into further detail about **Online Styling** later in the chapter Online Styling Breakdown.

Help

On the Main Navigation Menu, you will see at the bottom of the list the option **Help**. Click Help to open a direct link to the **Catapult Knowledge Base**.



The Catapult Knowledge Base (pictured below) is a **resource hub** for videos, articles and instruction manuals for using the Edify system. You can browse the helpful support information listed, or use the Search bar to search the Knowledge Base for assistance.





Build Breakdown





Build View Overview



The Build view is an editing space where you will add your learning content. The Learning Resource is organised into **Topics** and further divided into **Blocks**. You can add content to these blocks using the **Components** in the **Right-side Menu**. Each **Component** offers unique functionality tailored to specific content types.

This chapter explores each of these features in detail.

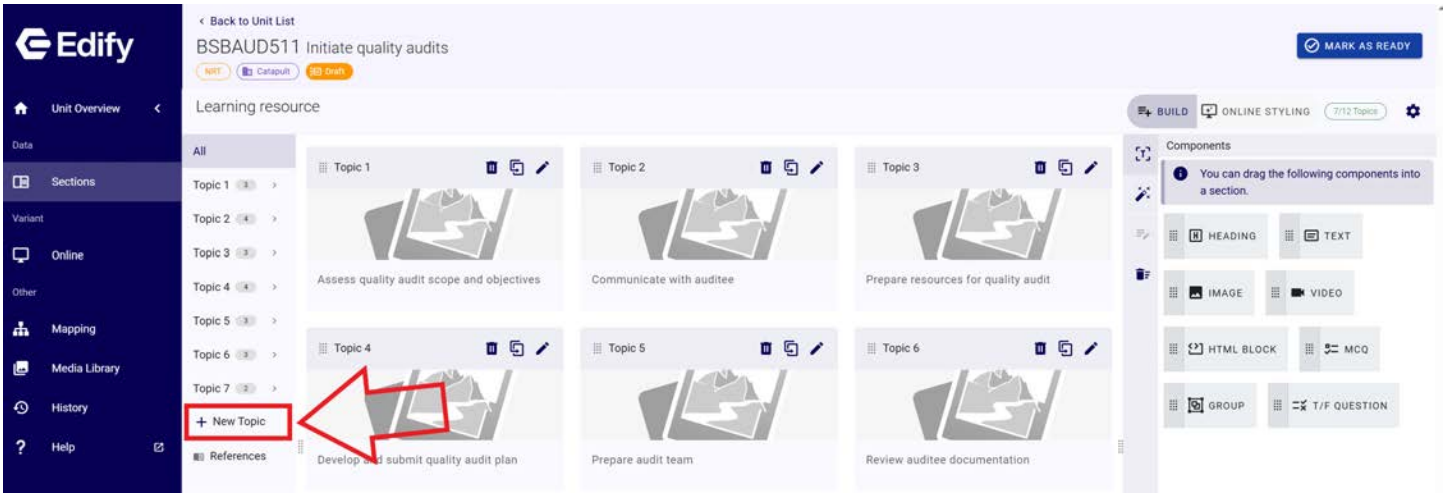
Topics

You can think of Topics as the chapters that divide up your learning content. If you selected to add a **New Learning Section** with **automatically** generated sub-sections, these will be **pre-generated** and ready to be filled. If you opted for a **New Learning Section** with **no sub-sections**, you will **not** have Topics, just Blocks. If you opted for a **New Learning Section** with **sub-sections**, but **not** to automatically make them from the unit's elements, then you will need to **add Topics manually.**

New Topic

Adding a new Topic will create a blank Topic where you can add your own content. This can be used to add additions to the Catapult Learning resource or build your new Learning resource.

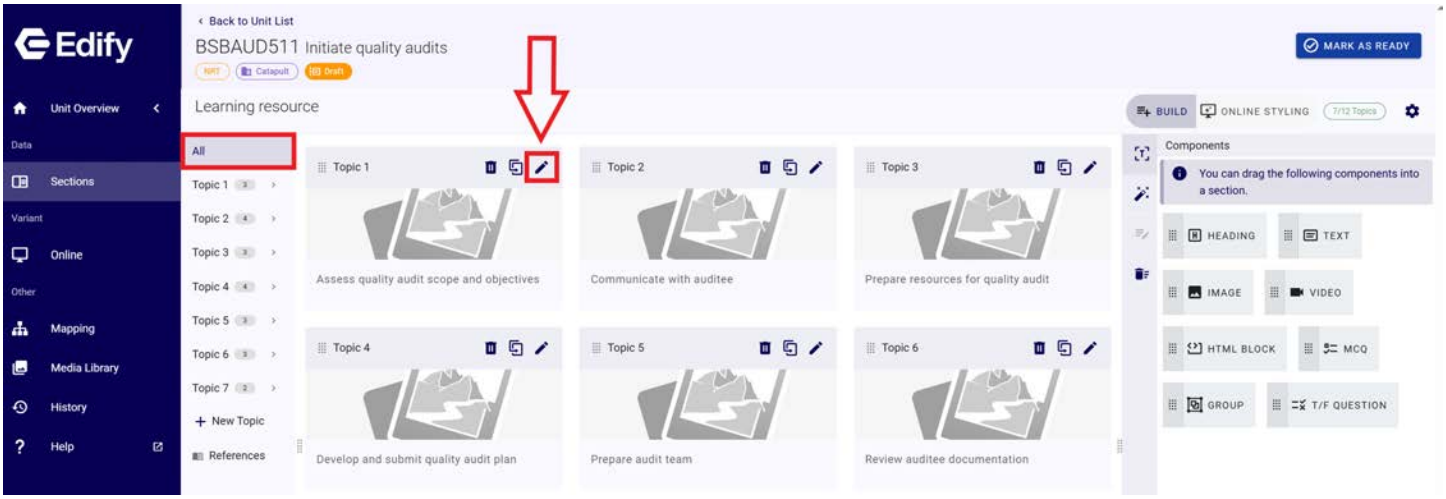
To add a **new Topic**, click the **+ Topic** button on the **Left-side Navigation Menu**. A pop-up window will appear where you will need to add details about your Topic.



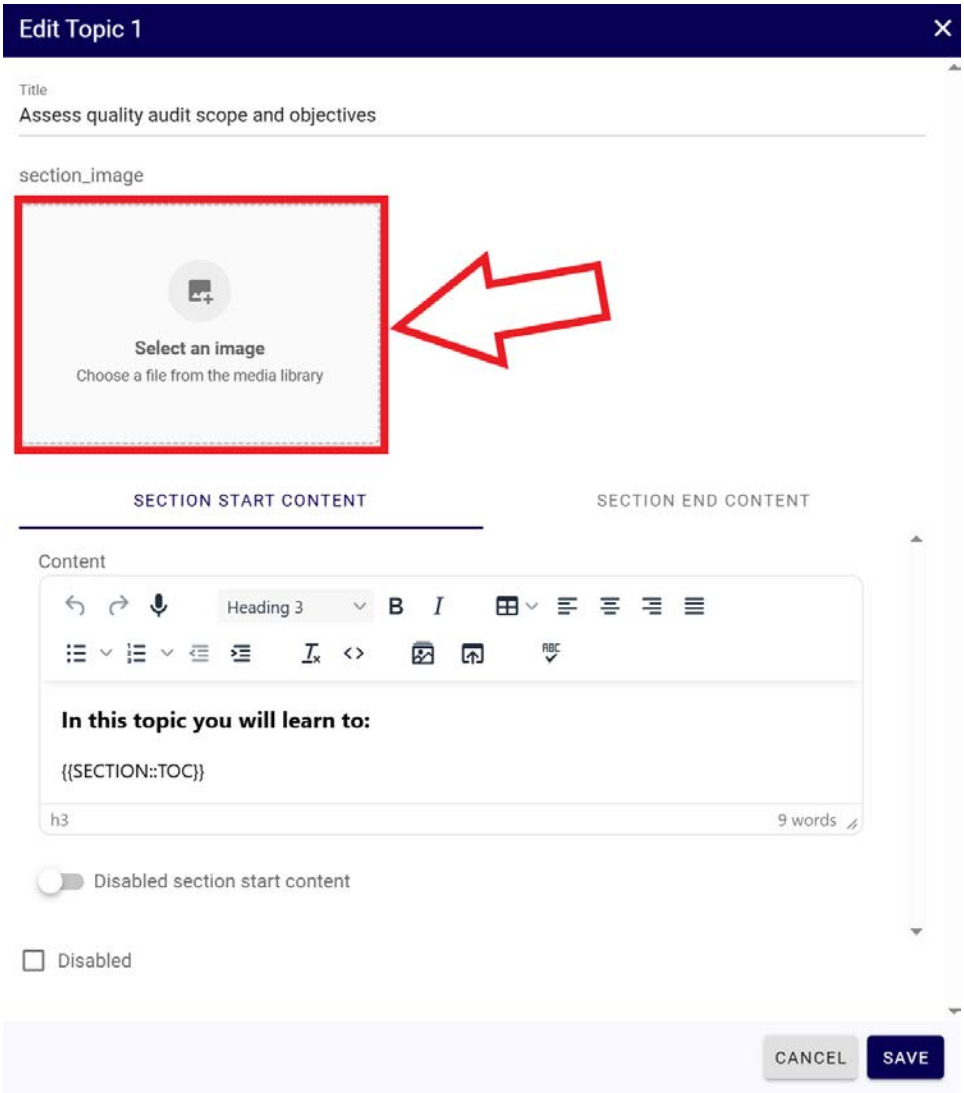
You can also access the same pop-up window by using the **pencil icon** on a **Topic**. We will go over the details you will need to add next.

Topic Image

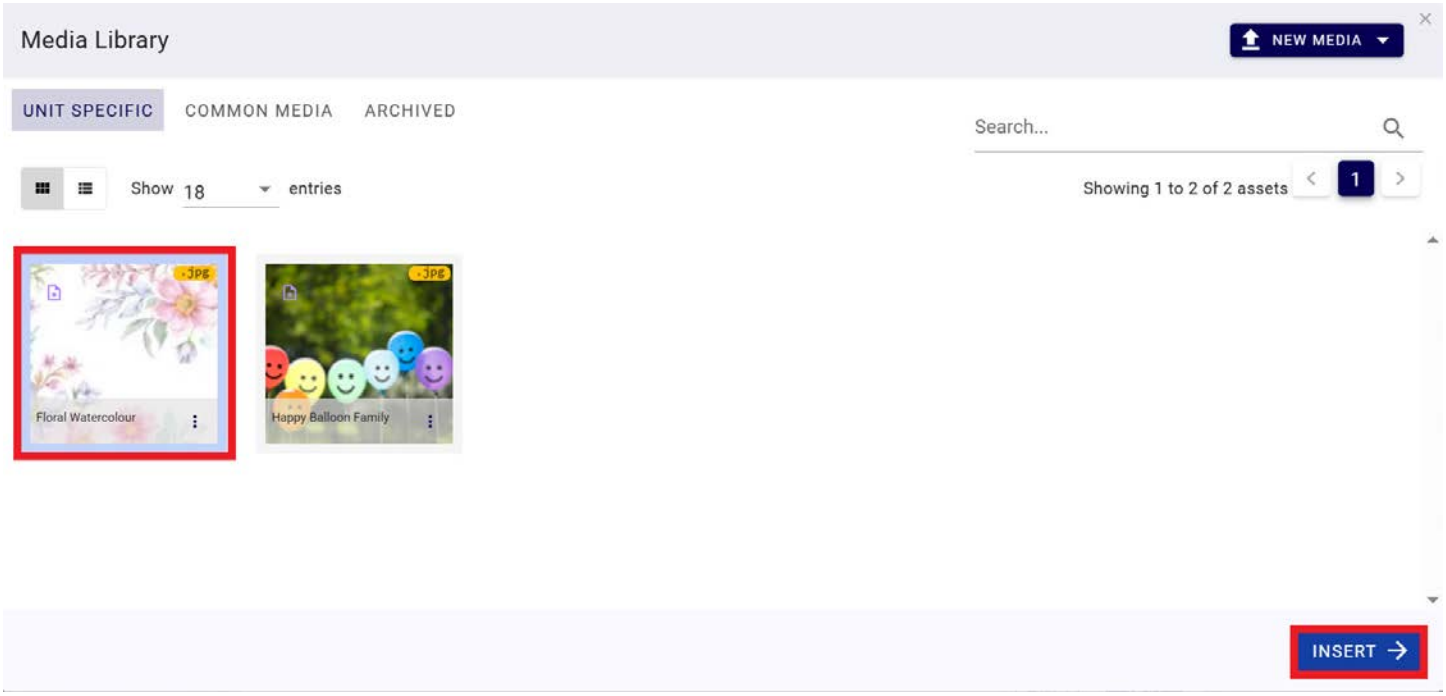
The Topic Image is the first thing a Learner will see when opening a Topic. Each Topic will have its own **image** at the start of the Topic. The image acts as a visual introduction to the Topic's contents. You can **add or edit** this image by using the **pencil icon** on an existing Topic or creating a new Topic.



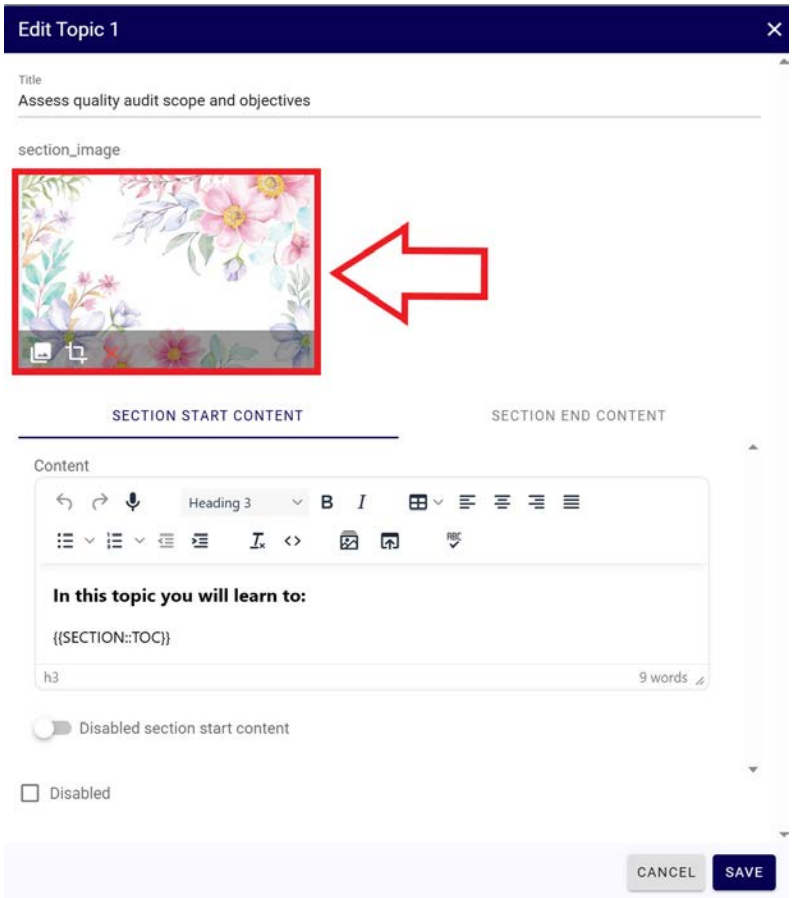
In the pop-up window, you will see the word **Image** with a **grey box** below it. **Click** the grey box to bring up the **Media Library**.



In the **Media Library**, you can add **images** to your learning content by uploading them into the Media Library and inserting them into the content. Once you have uploaded an image, click on it to select it and then click **Insert.**



Your image will now appear in the grey box as per the example below:



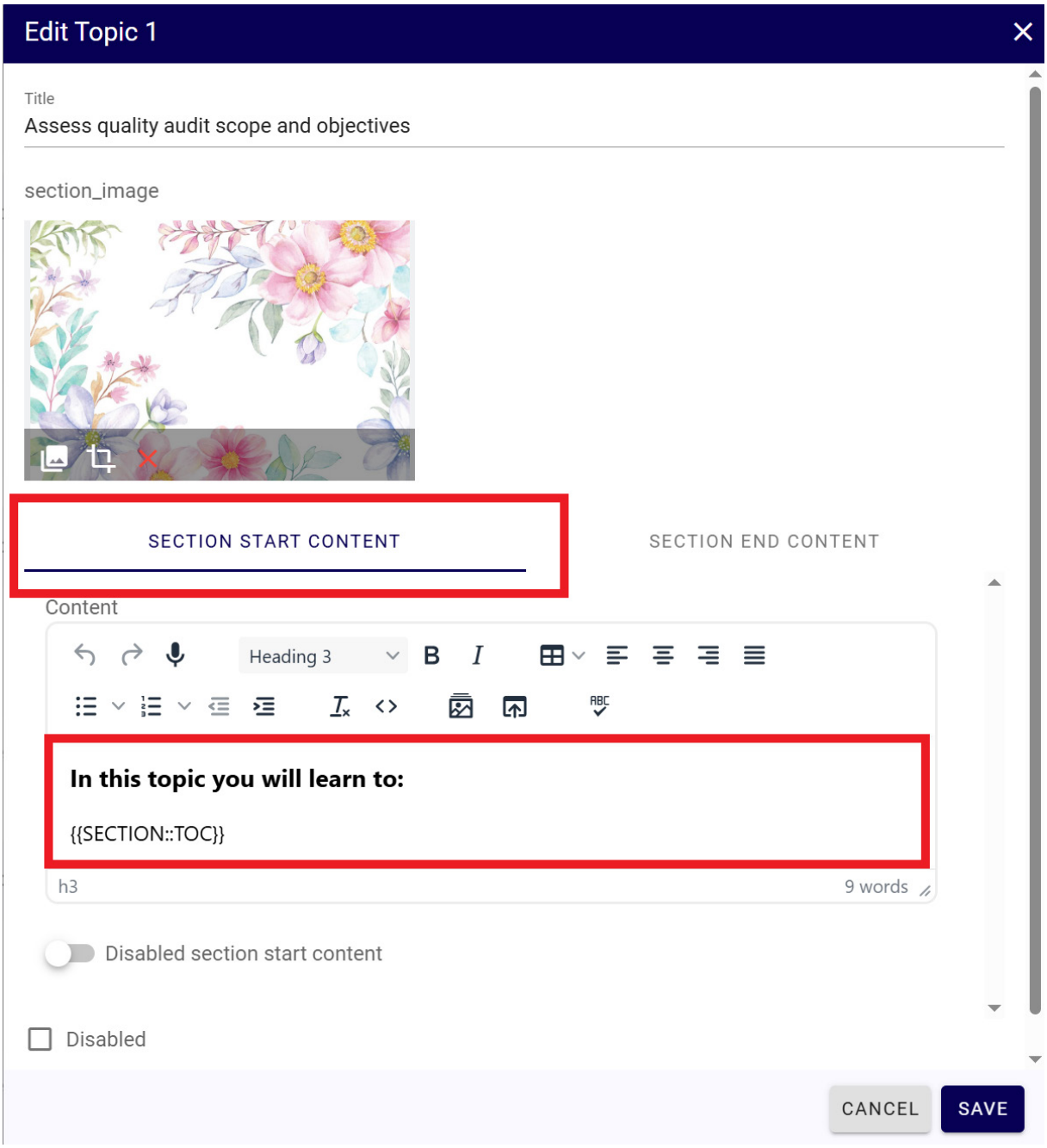
Note

Catapult media *will not* appear in the Media Library. You will need to add your own media, or contact the Catapult team if you wish to make changes to Catapult media content.

Section Start Content

The **Section Start Content** is the information that will appear **under your Topic Image** at the beginning of the Topic. The default Section start content is a list of the Block Headings which will appear under the lead-in text.

If you want to change the Topic lead-in, you can add to the existing text or replace it with your own text here.



Down the bottom, you will see a slider and a check box.

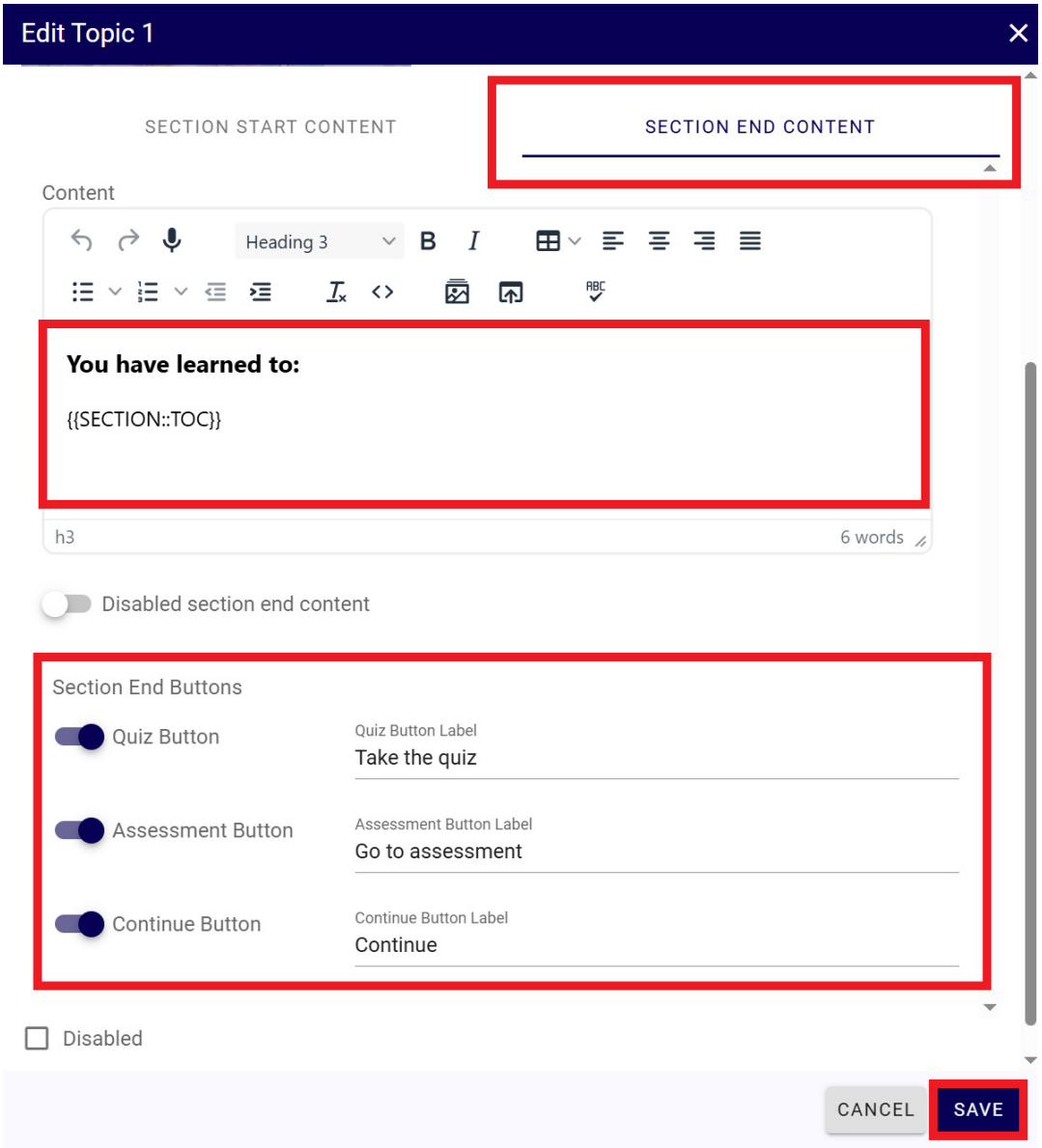
You can choose to **disable** the **Section Start Content** by clicking the **slider** next to the text **Disable section start content** if you do not wish to have any text introducing the topic.

The **check box** next to the text **Disabled** will disable the entire Topic. Check this box **only** if you want to **remove the entire Topic**.

Section End Content

Section End Content is the summary of the content at the end of your Topic. The default text will be a list of **Block Heading** which will appear as a **summary** of what has been learned in the Topic. You can add to or replace this text with your own text here. I

In the Topic editor, select the **Section End Content** tab to apply the same settings as for the start of the Topic to the end of your Topic.



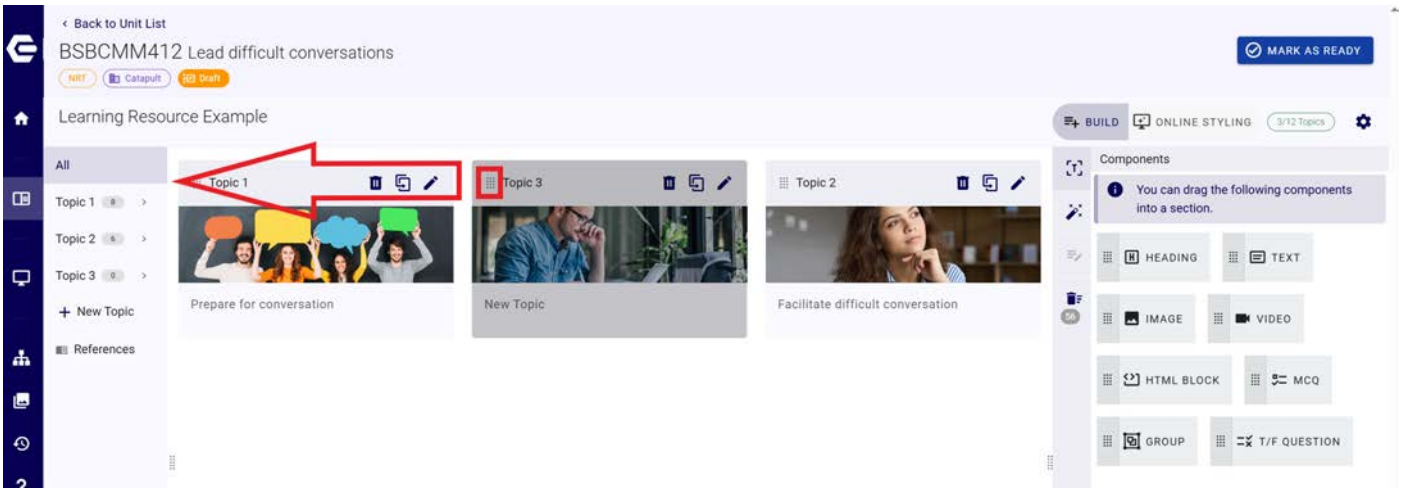
You will also see further down the window that there are **three sliders.**

You can choose to **disable or rename** the three **buttons** which appear at the **end of the Topic**. **Click the slider to disable** the button or use the **text field** on the right to **rename** them. The default names are pre-filled.

Once you are happy with the Topic set-up, click **Save** to save your changes.

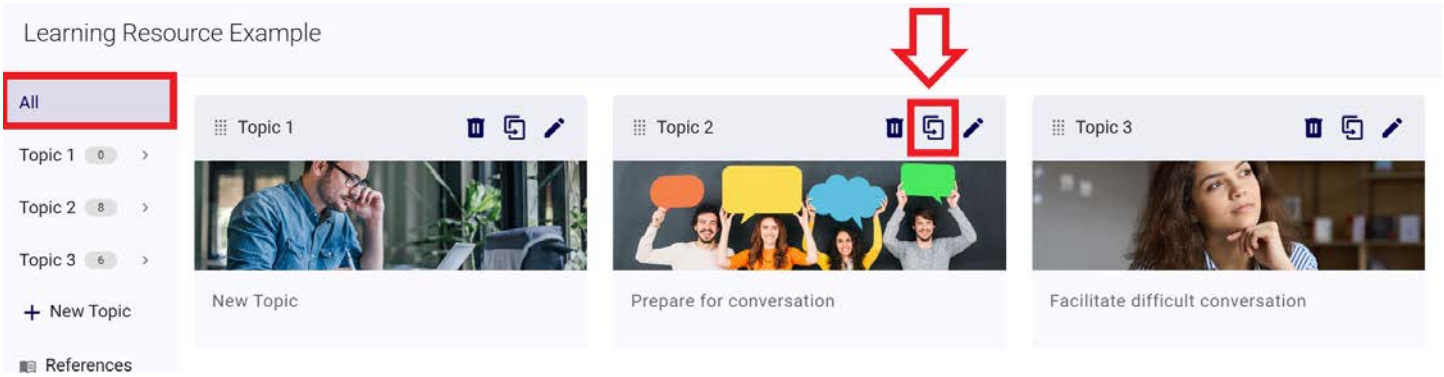
Re-arranging Topics

Now that you have added your Topics, you may want to rearrange them to sit in a different order. To **re-arrange** your Topics, click on **All** on the Left-side Navigation Menu and use the **grip icon** (which looks like a grid made of dots) on the **top left of the Topic** and use it to **drag** the Topics to the position where you want them to sit. The system will automatically relabel them with their new position number.

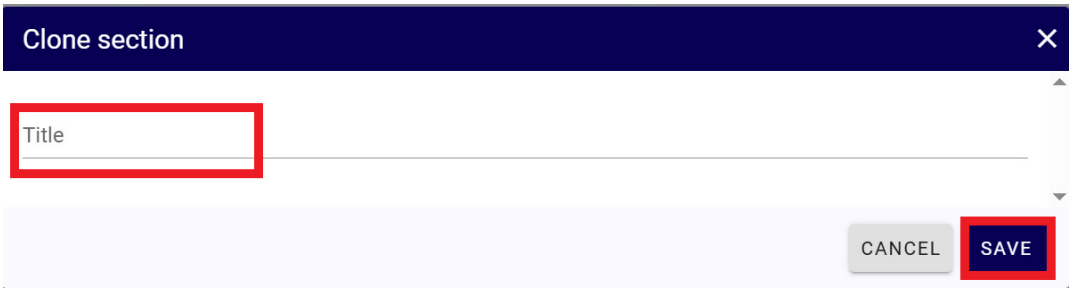


Duplicating Topics

Duplicating allows you to create an exact **copy** of an existing Topic. This can be useful if you need to re-use the content or structure of an existing Topic in a new Topic. To Duplicate, click the **Duplicate button** on the Topic thumbnail the **All** view.



A pop-up window will appear where you will need to add a **title** for the Duplicated version of the topic. This must be unique form the other Topic titles in the Unit. Once you have added the title, click **Save.**

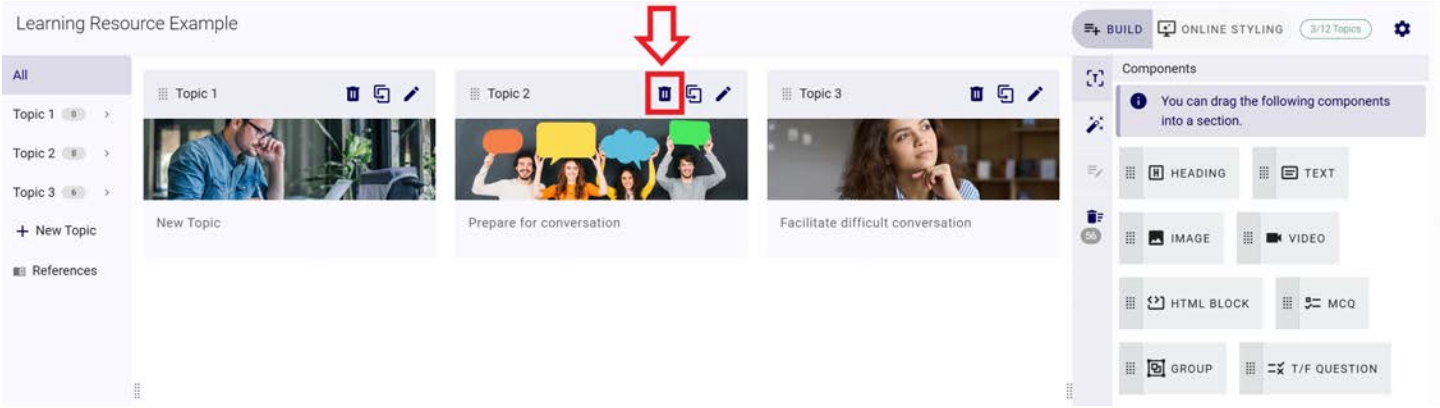


The new Duplicated section will now appear as the **last Topic** in your Learning Resource. You can use the **Grip Icon** to **move** it into a different position if you want it to sit elsewhere.

Deleting Topics

It is possible to delete a Topic if necessary. You may need to delete a Topic if it was created or duplicated in error.

To delete a Topic, click the **Trash icon** on the Topic.



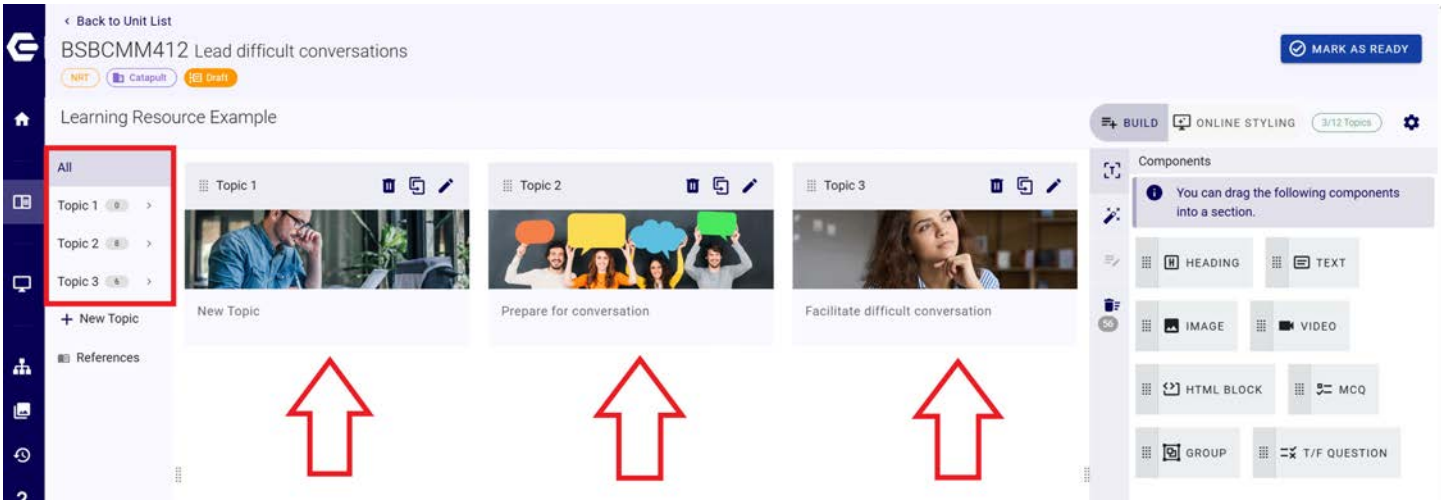
A pop-up window will appear asking you to confirm the action, click **Yes**.

Note:

Deleting Topics is *permanent*. It is best practice to disable a Topic unless it was created in error.

Access Topic Contents

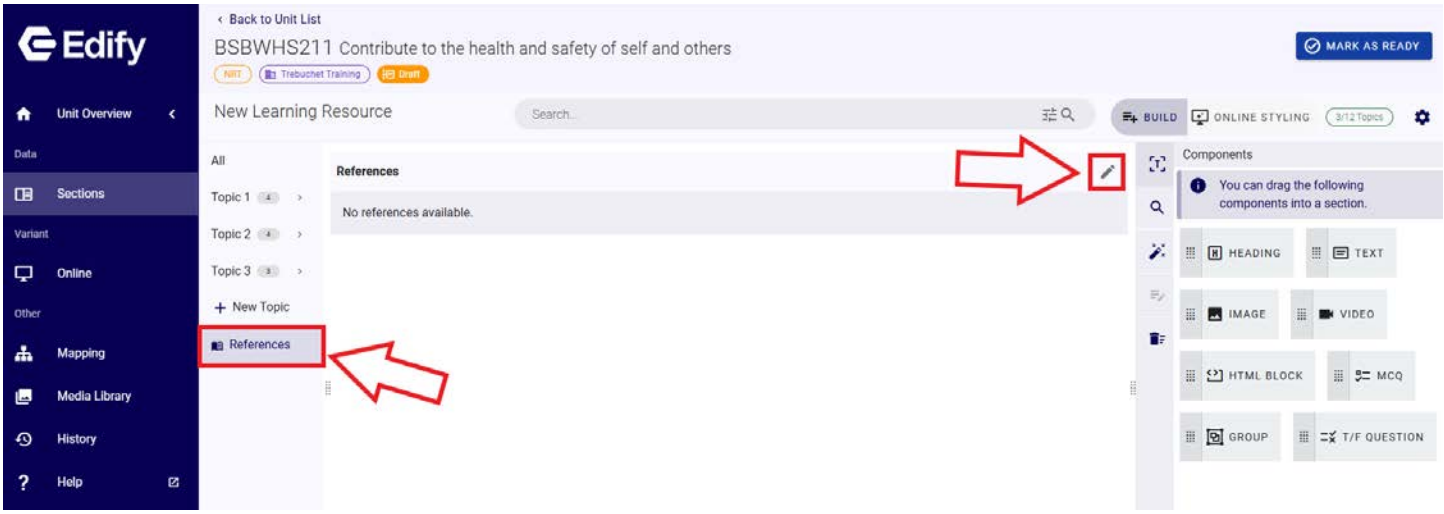
Your Topic is now set up and ready to begin work. To access the contents of your Topic, you can click on the **Topic button** in the **Centre Working Panel** or select it form the **Left-side Navigation Menu**. If you want to return to this screen, click **All** at the top of the **Left-side Navigation Menu**.



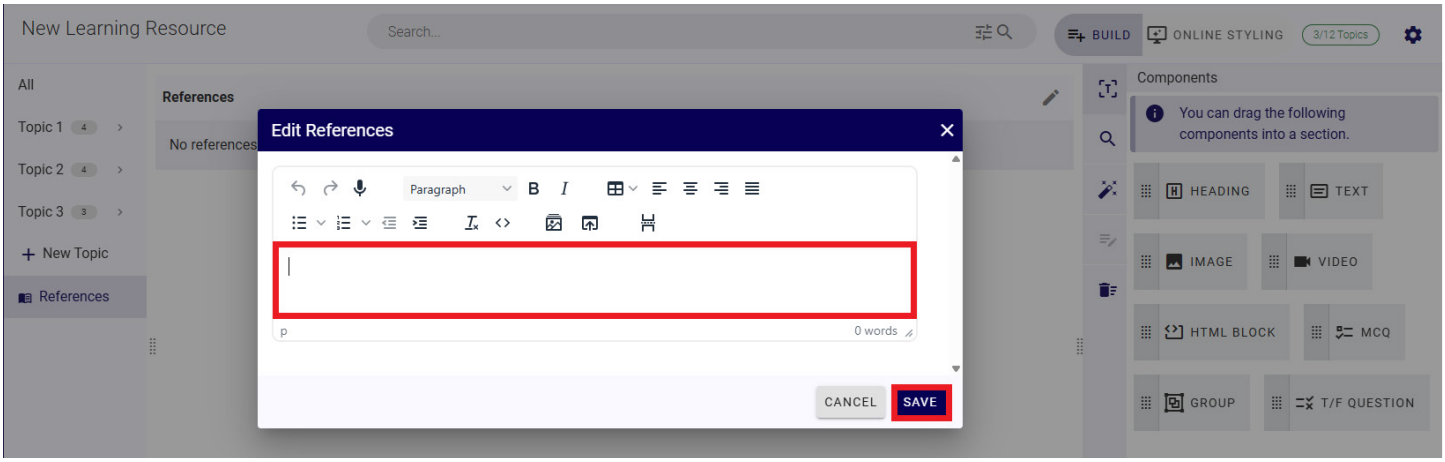
References

References is a Topic that stores the reference materials that were used to create the Learning Resource. The Catapult Learning Resource will come with References already pre-filled. These can be edited or added to depending on the changes you have made to the Learning resource. You can also build your own References section to compliment your custom Learning Resource.

To edit the References, click **References** on the **Left-side Menu**.



Then, click the **pencil icon** at the top-right of the References Topic. This will open a widow with a text field where you can edit the existing References or add your own. Once your have finished making your changes, click **Save**.



Note:

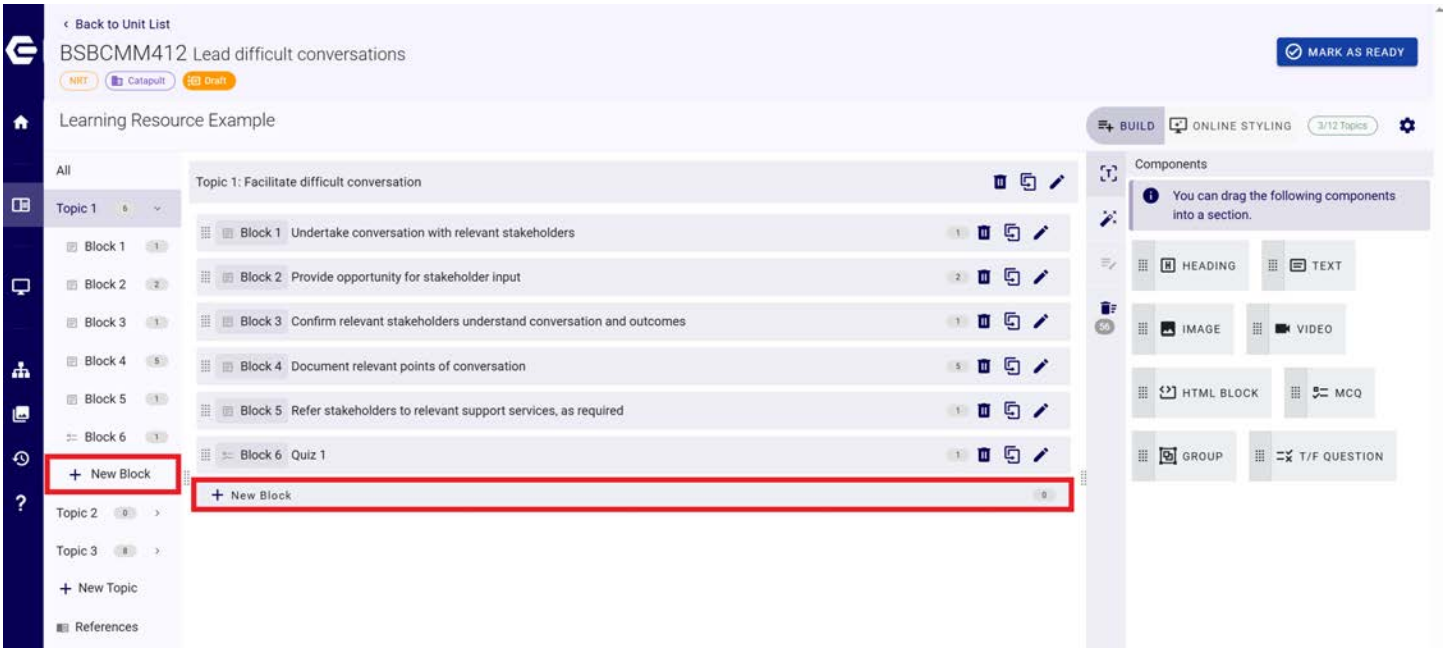
The image for the References is a default system setting and cannot be customised.

Blocks

Once you have clicked into the Topic, you will see the **Blocks** that make up the Topic. If you have not opted to have your **Block Headings automatically generated** by the system, then your Topic will currently be empty.

Creating a Block

To create a Block, click the **+ New Block** button in the Centre Working Panel or on the Left-side Navigation Menu.



A pop-up window will appear. You can choose from the dropdown menu, **Type**, if you would like this to be a **Block** for content or a **Quiz** block.

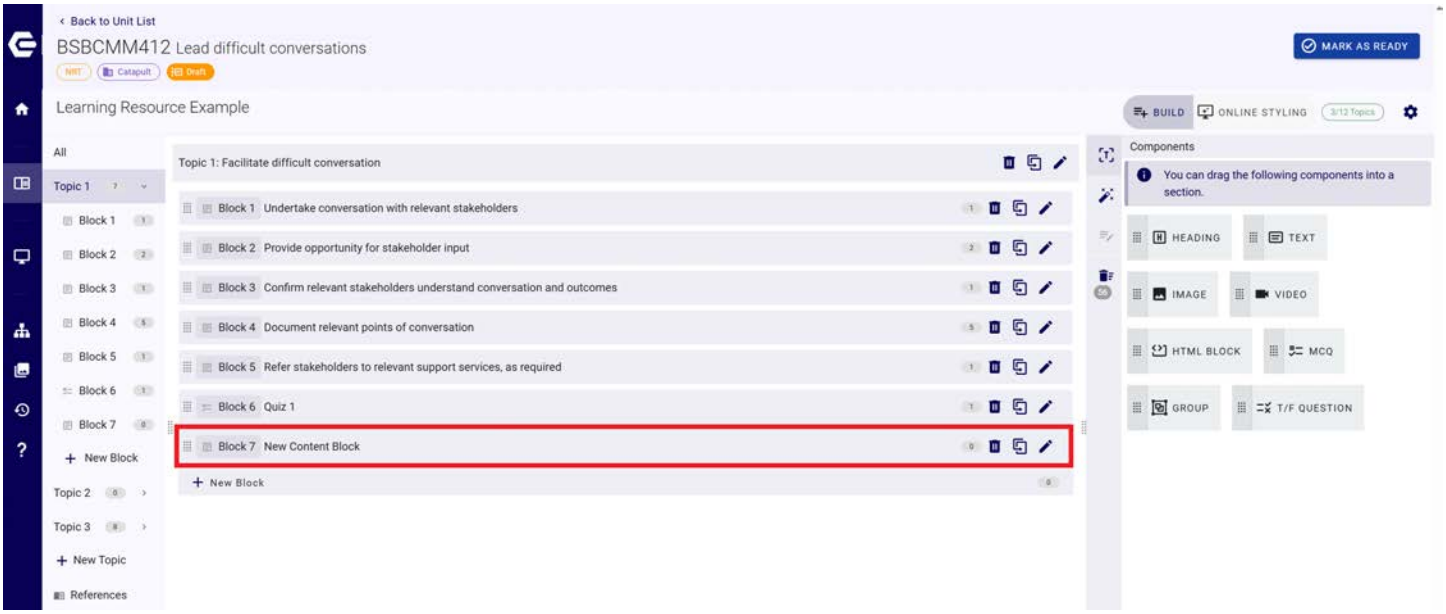
Content Block

A Content Block is your standard block type for adding your Learning Resource content. These Blocks can have any Component from the Component Menu added except for the two quiz components.

To set-up a Content Block, choose **Content Block** from the **Type** drop down menu. Then add a **Title** in the text field provided**.** You can also choose to add an **Introduction** for the Block to give an overview of it's contents. Once this has been added, click **Save** to create the Block.



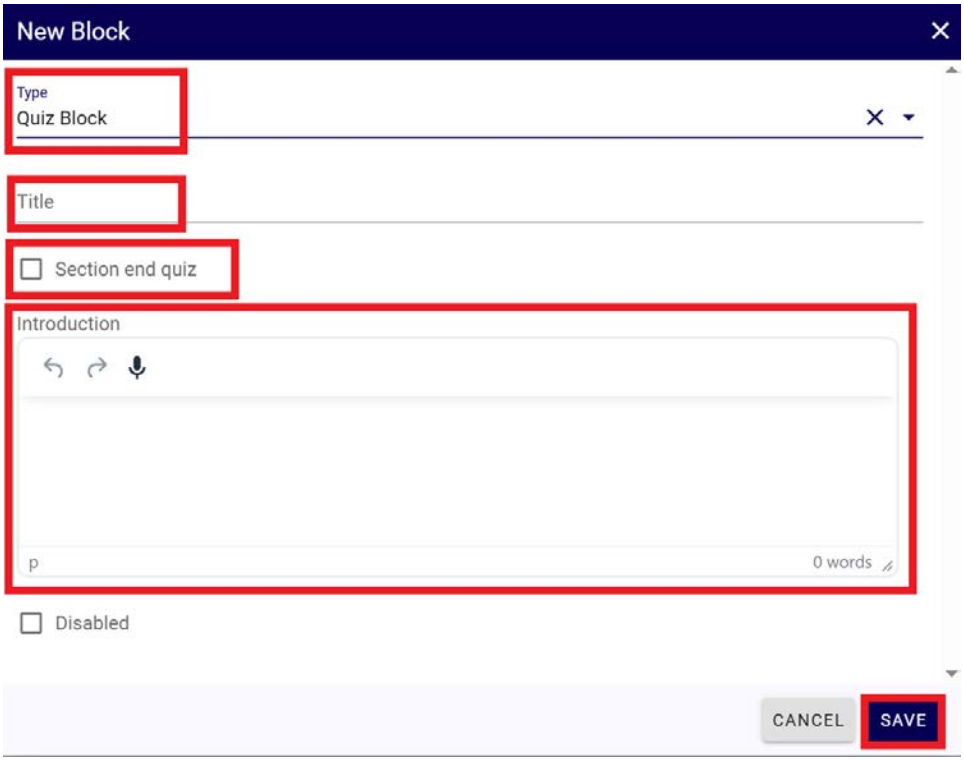
Your new Block will now appear at the bottom of the list of Blocks in your Topic. You can then use the **Grip** icon on the far left of the Block to drag it into a different position if you so choose.



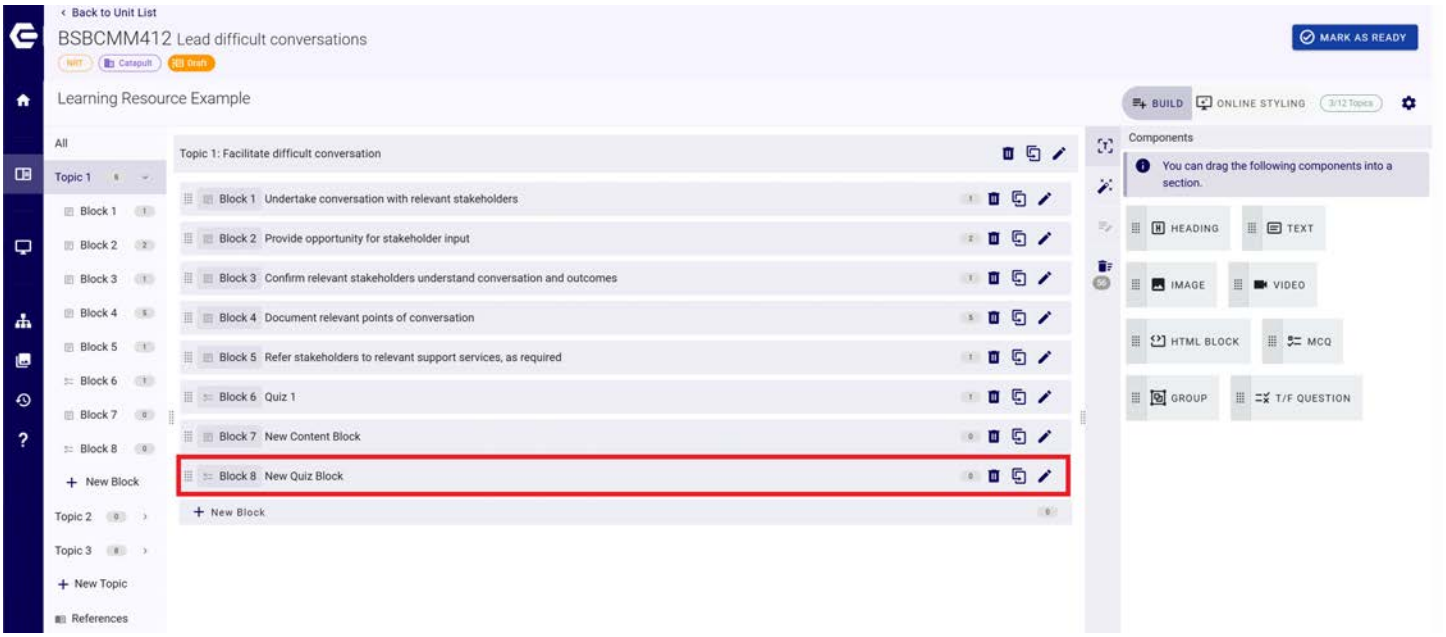
Quiz Block

A Quiz Block is used to add a non-gradable quiz to your Learning Resource as a self-knowledge check. A Quiz Block can be added anywhere in your Topic and you can have **multiple Quiz** blocks if you so choose. Quiz blocks are restricted to **True/False** and **Multiple Choice Components** only.

To create a Quiz Block, click the **+ New Block** button. Select **Quiz Block** from the **Type** drop-down menu. Then add a **Title** and select if you would like this to be the **Section end quiz** (also known as the Check Your Understanding section in the Catapult resource). If you want to have this quiz sit elsewhere in the Topic, then leave this box un-checked. You can also add an **Introduction** to give **instructions** to the learner. Once this is done, click **Save.**

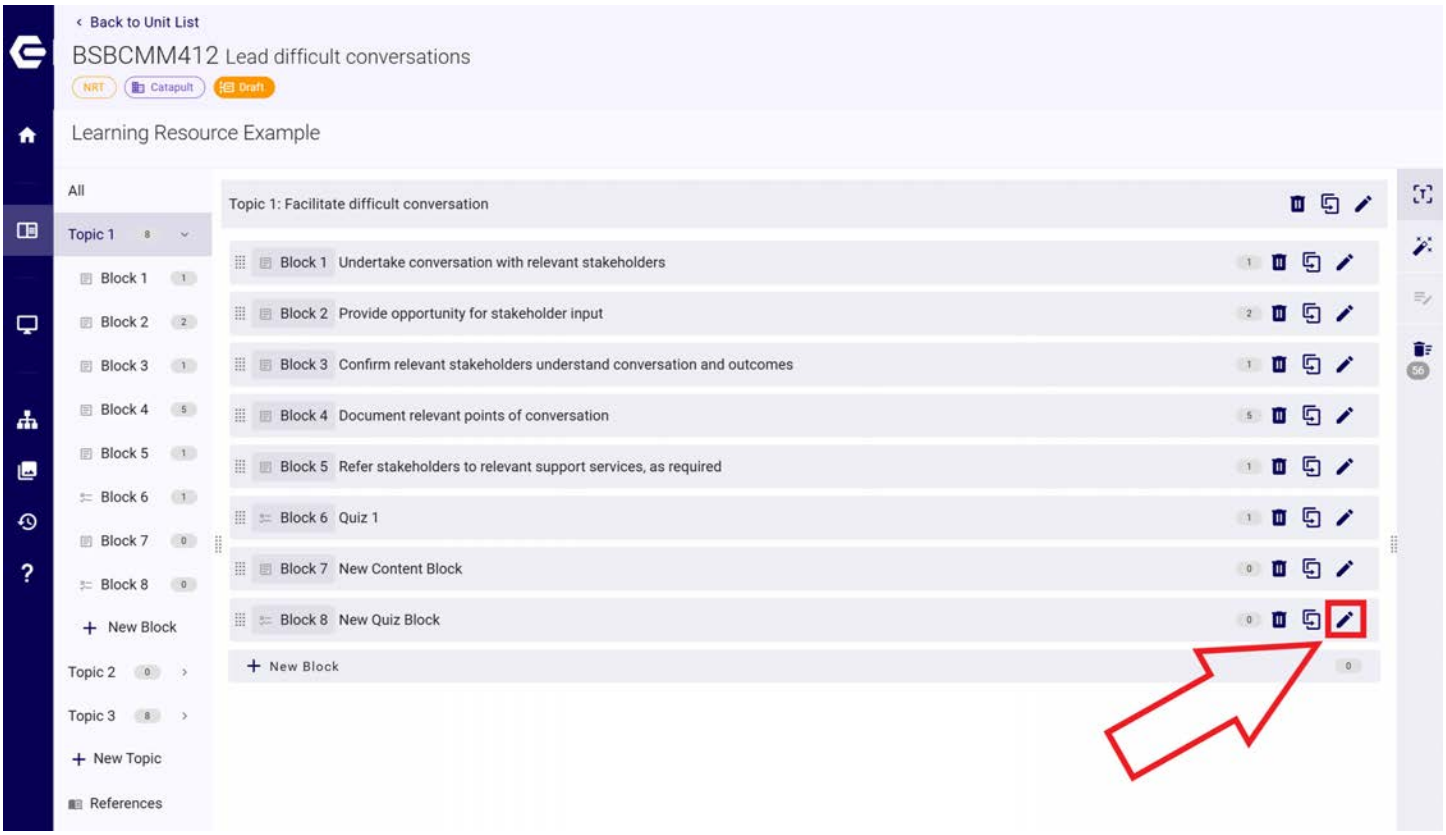


Your **new Quiz block** will now appear at the end of the Blocks list in the Topic.

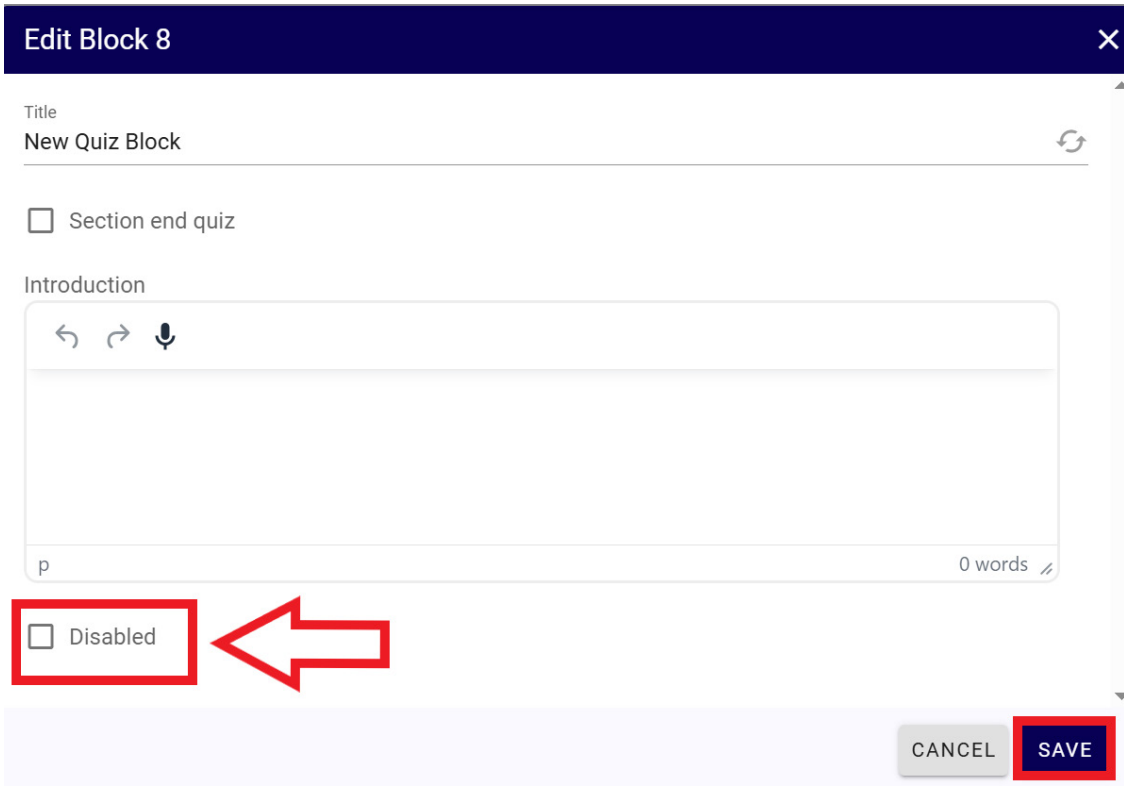


Disabling Blocks

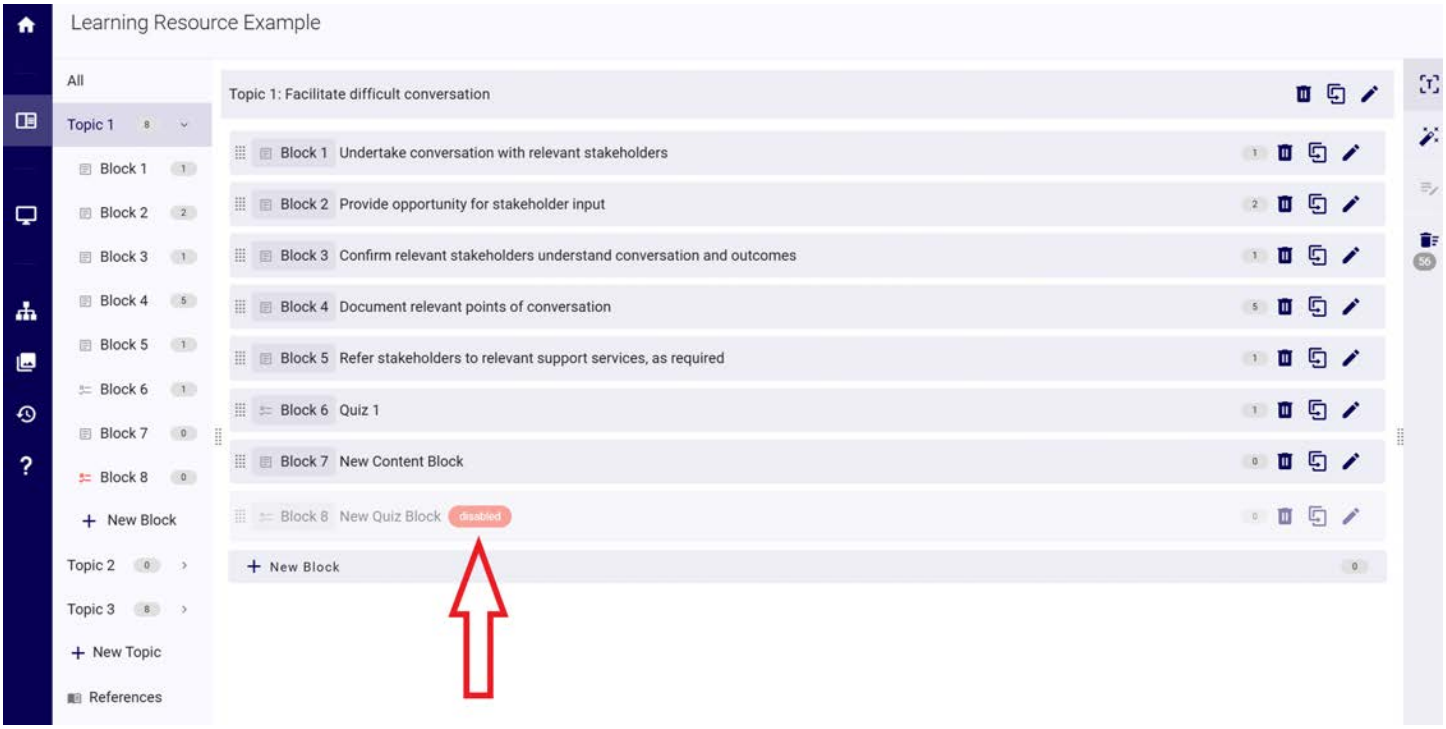
To disable a Block, click the **pencil icon** on the right of the block to bring up the **Edit Block** pop-up window.



In the pop-up window, you will see down the bottom a **check box** next to the word **Disabled**. Check the box and click **Save** to disable the Block.



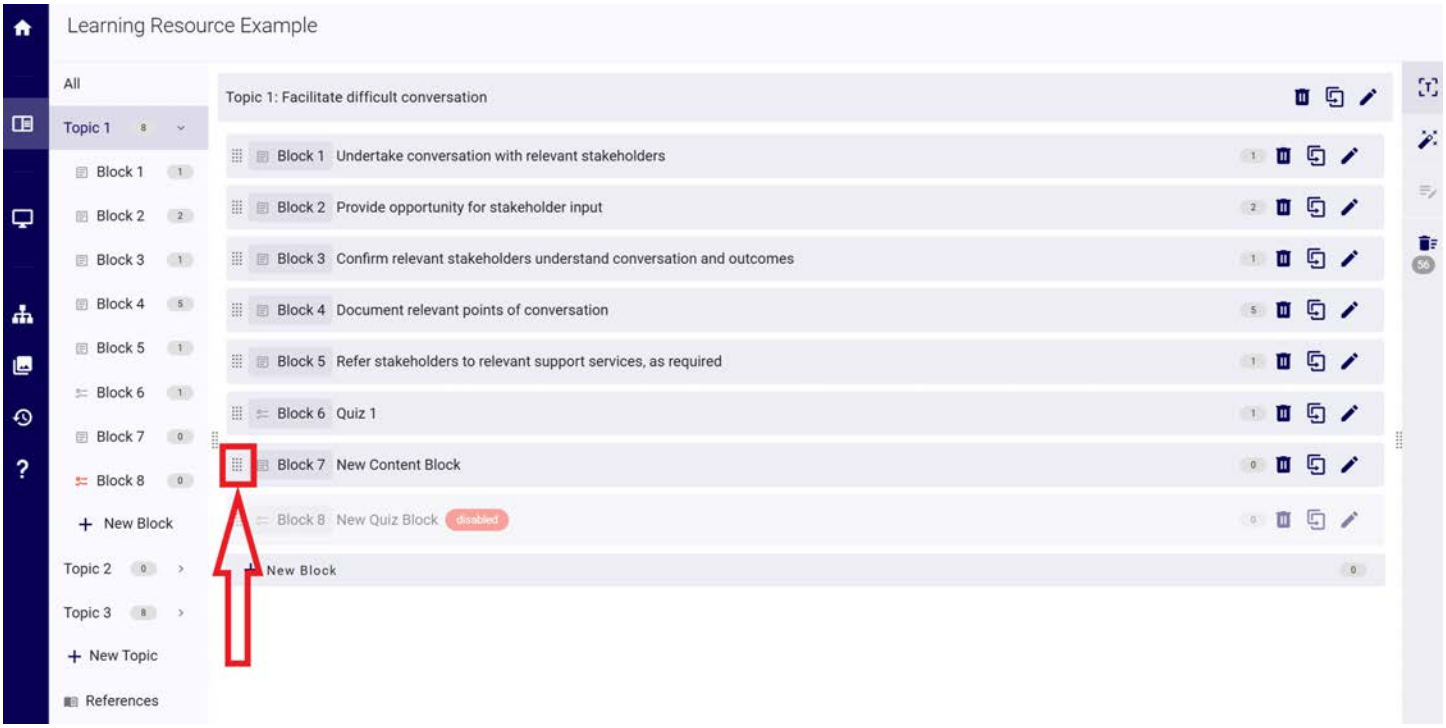
The block will then appear **faded** with a **red tag** that says **Disabled** to signify that it has now been disabled. The **icon** on the **left navigation menu** will also appear red to indicate that the Block has been disabled.



Rearranging Blocks

Rearranging Blocks allows you to move your Blocks into the position where you would like them to sit in your Learning Resource. This can be useful if you have added a new block that you want to appear earlier in your Topic.

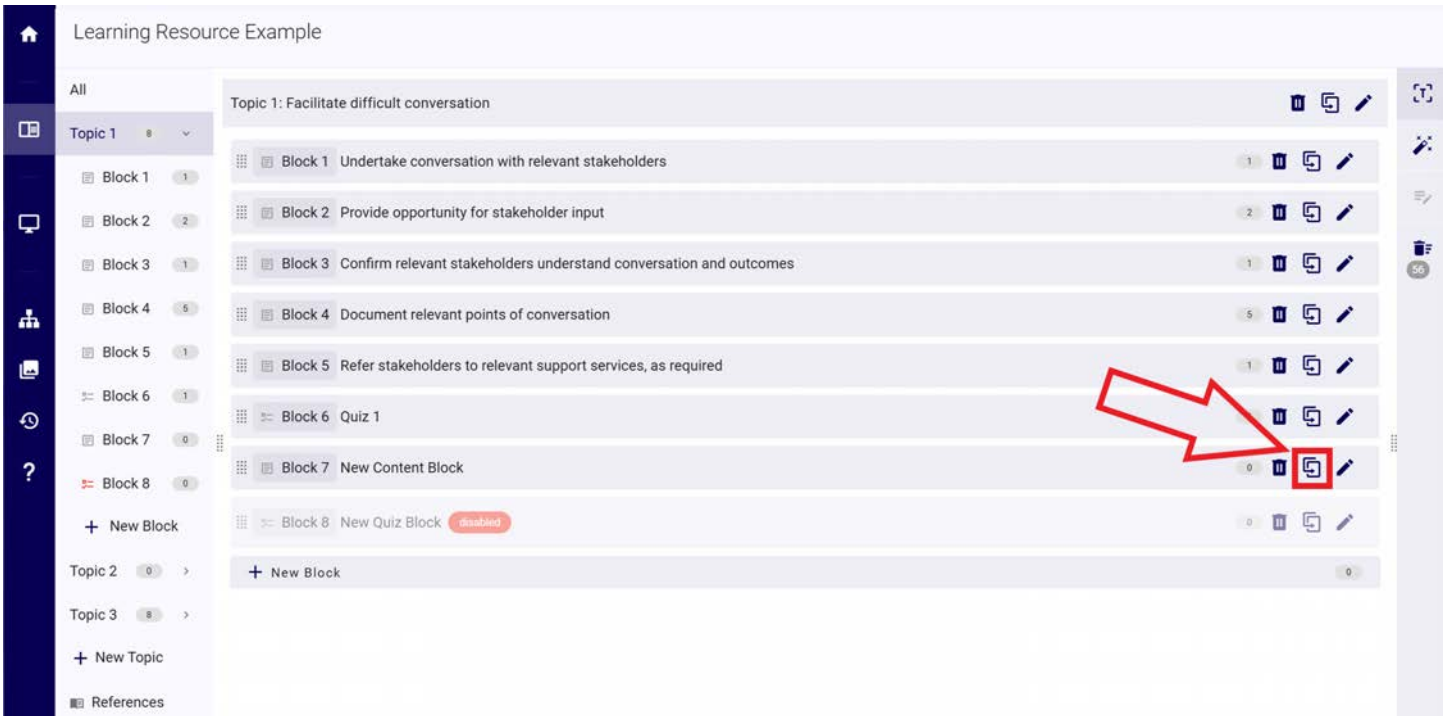
To **rearrange** your Blocks, use the **Grip icon** to the left of the Block title and **drag** your Block into position. The system will automatically re-label the Block number to reflect the new position.



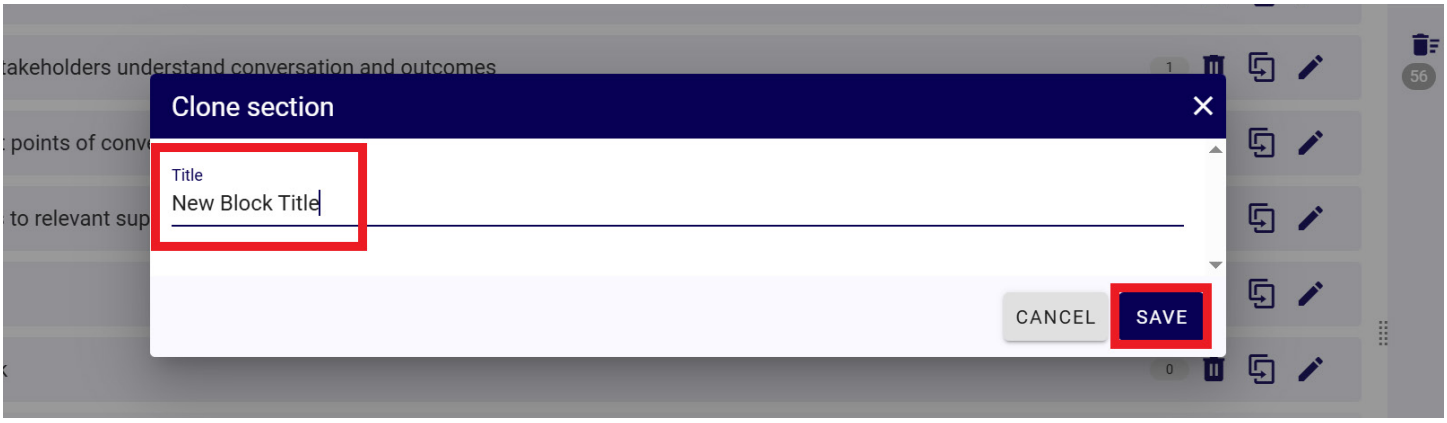
Duplicating Blocks

As well as creating new Blocks, you can also **Duplicate existing Blocks**. This can be useful if you want to reuse your block Component layout or content.

To Duplicate a block, Click the **Duplicate icon** on the right side of your block that looks like two rectangles stacked together with an arrow.



A pop-up window will appear prompting you to add a **new title** for the Duplicated Block. The title must be unique. Type the new title and click **Save**.

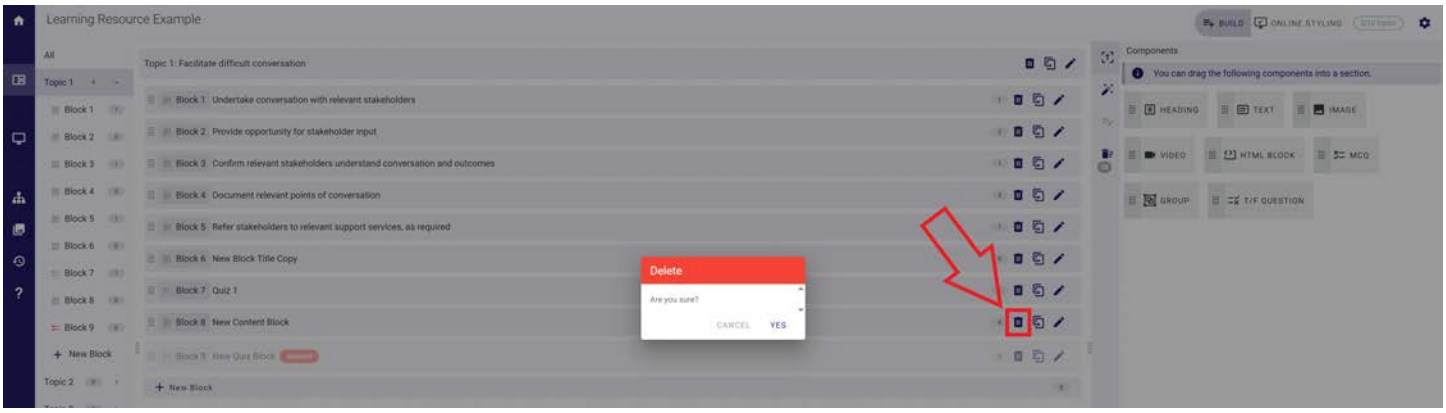


The Duplicated Block will then appear at the bottom of the list of Blocks in your Topic overview.

Deleting a Block

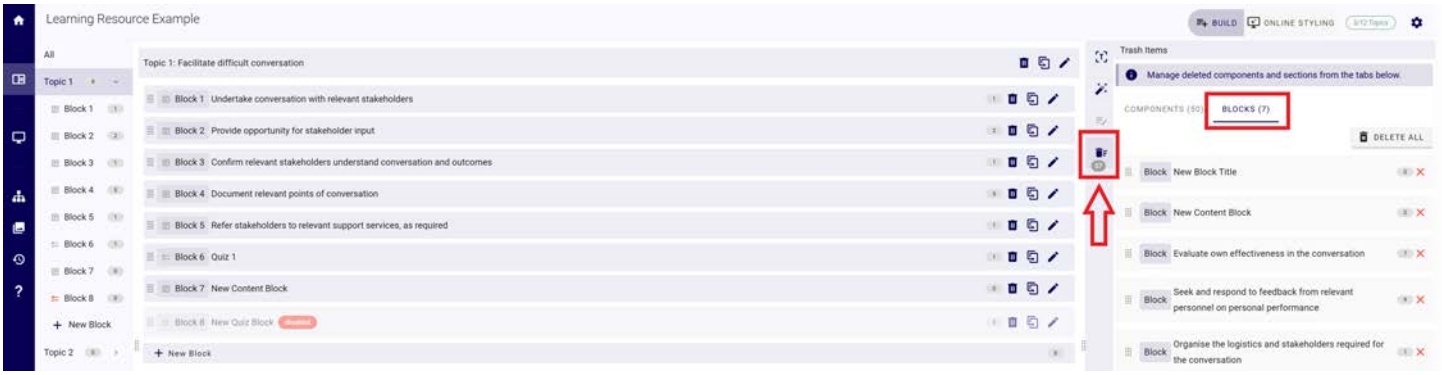
Deleting a block removes it from your Learning Resource. Deleting is a simple way to **remove content** you no-longer want to appear in your Learning Resource.

To delete a block, simply click the **Trash icon** on the right-side of the block. A pop-up window will appear to confirm the action. Click **Yes**.



This will move the Block out of the Learning Resource builder and into the **Trash Items**.

Click the Trash icon on the Right-side menu to access the Trash Items. Inside you will see two headings; Components and Blocks. Click **Blocks** to access deleted Blocks.



From here you can choose to **drag the Block** back into your Learning Resource to **recover it**, or you can click on the **X** on the right side of the Block to **Delete Permanently**.



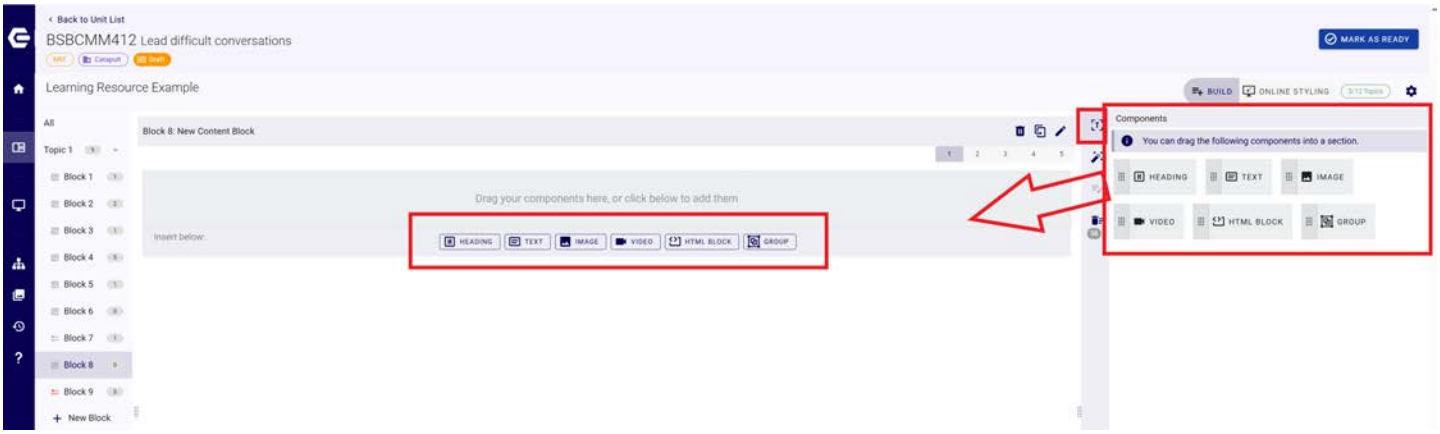
Note:

Trash items that have been Deleted Permanently *cannot* be recovered.

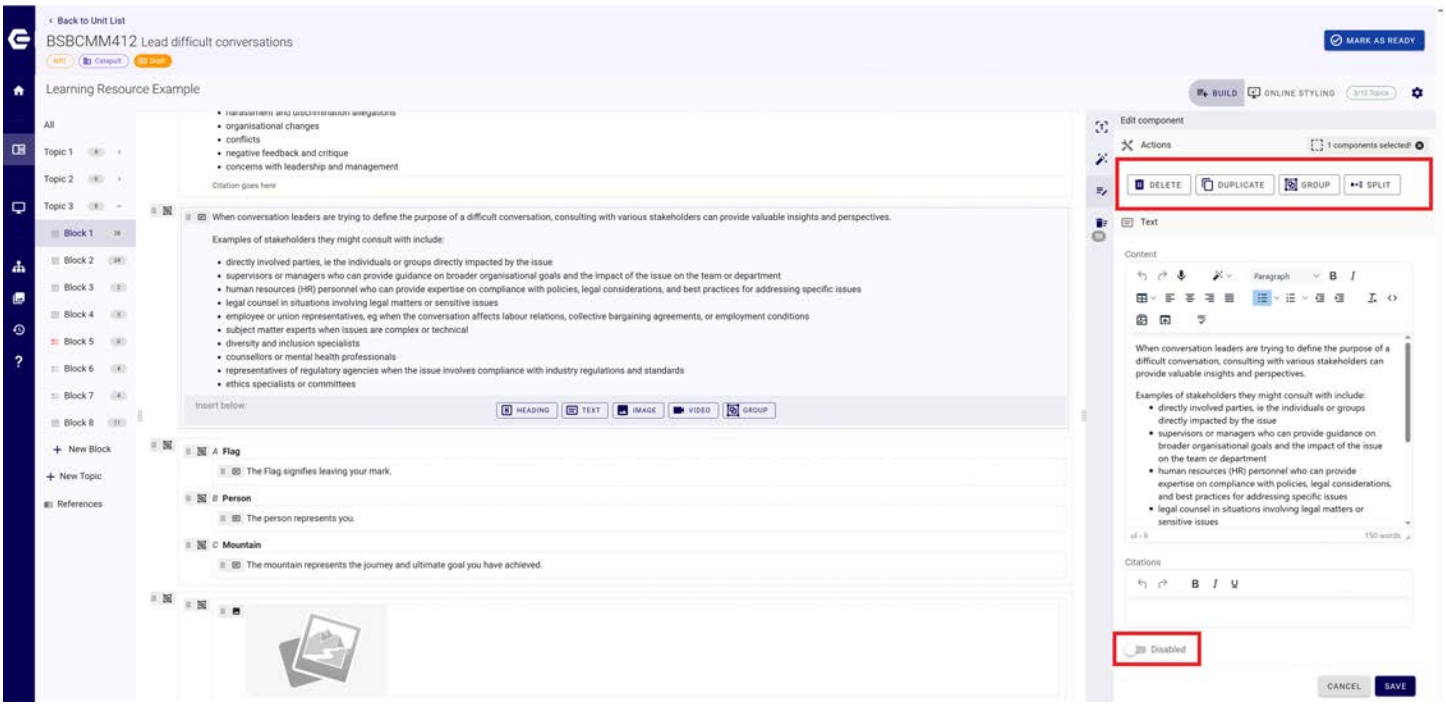
Components

To begin building your Learning Resource, click on a Block to open it. Inside the Block, you can add and edit different **Components**, each designed for a specific type of **content**. You can use these Components to insert text, images, and videos, and to organise your material with headings and groups, preparing it for Online Styling.

To use a Component, simply drag it from the **Right-side Menu** into the **Centre Working Panel.**



To **edit** a pre-existing Component, simply **click** it to open the **Component Editor** in the **Right-side Menu**. From here you can edit the Component, disable it, delete it, duplicate it or group it with other Components. You can also split content into separate Components.



We will go into detail about each component type next.

Heading

The Heading component is a text component that has a range of heading sizes. You can choose between heading sizes **H3 - H6** with **H3** being the **largest** and **H6** being the **smallest** option. Heading Components allow you to break up your Learning Resource into manageable chunks.

To use the Heading Component, drag it from the right-side menu into the Centre Working Panel. Once it has been added, the Component will appear in your Learning Resource. The editing panel will then open in the Right-side Menu.



In the editing panel, you can choose the **Heading Level** from the drop-down menu. The default option is **H3**.

Add your **heading text** by typing in the text box labelled **Heading**.

Short heading is used to create an abbreviated heading to be used with some Animation styles. We will go over this later.

Once you have finished styling your heading, click **Save**.



Once you have clicked Save, your heading text will appear in the Component in your Learning Resource. Click **outside** of the Component Editor to **close** it. To re-open the Component Editor, simply click on the Component.

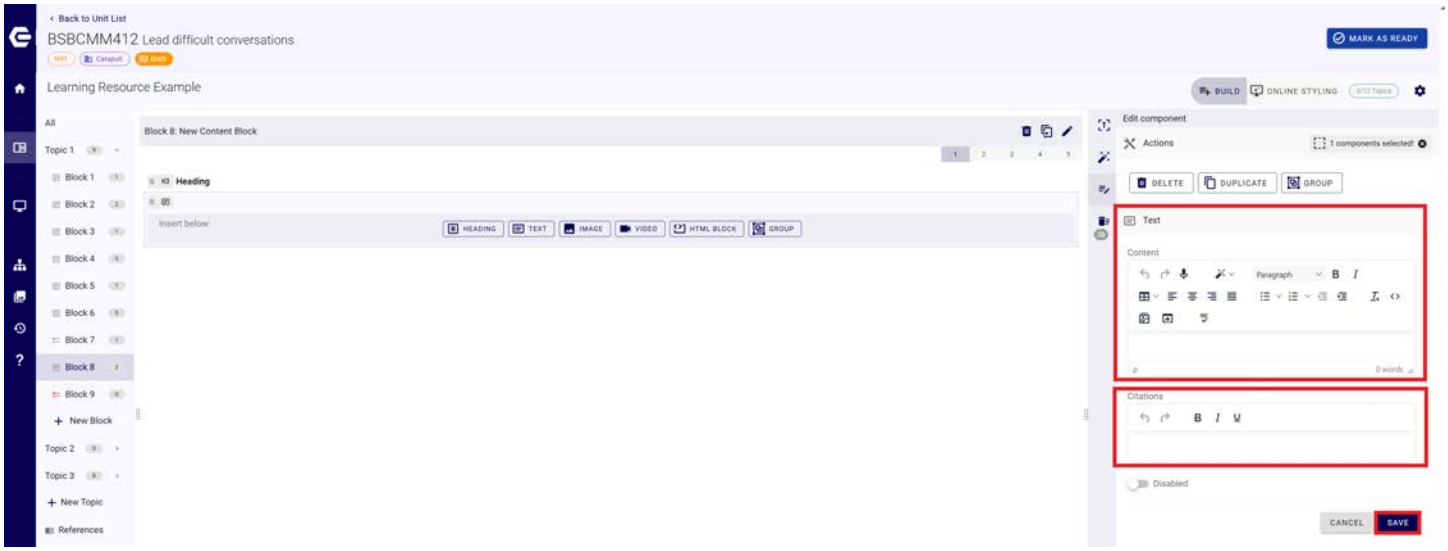
Text

Text Components are used to add text content to your Learning Resource. You can use these components to add **Body Text**, **Hyperlinks**, **Linked Assets** and **Tables**. You can format your text with the **toolbar** in the editor in the **Right-side Menu**. This functions the same as the toolbar in the Assessment Builder.

To add Body text, **drag** the **Text Component** into your Centre Working Panel.



The **Component Editor** will open in the **Right-side Menu**. Inside you will have the text box with the toolbar for editing your text content. Below that is another text box for adding any **Citations** if necessary. Once you have added your content, click **Save**.



Once Saved, your text will appear in the Text Component in your Learning Resource. Click **outside** of the Component Editor to **close** it. To re-open the Component Editor, simply click on the component.

Note:

You can drag out the Right-side Menu to expand it and increase your working space.

Image

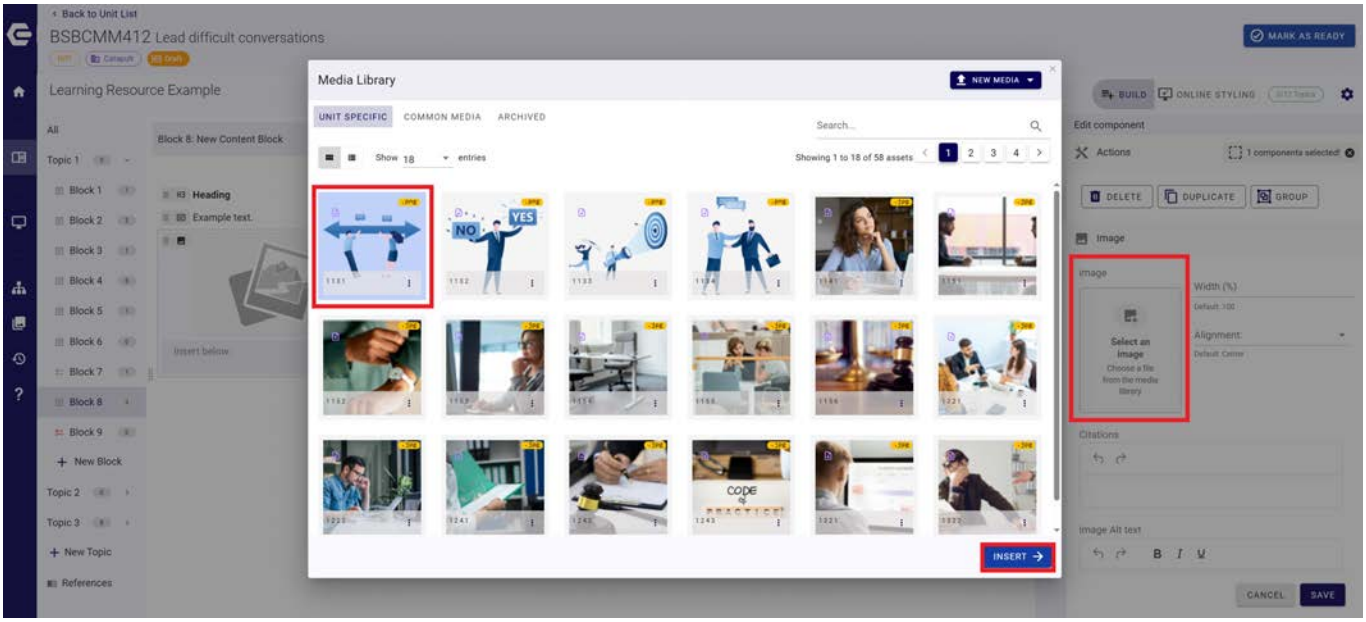
Image Components are used to add images into your Learning Content. Images can be used to enhance the learning experience through providing **visual aids** and **diagrams** or simply make your content more engaging.

To add an Image, drag an **Image Component** into your Learning Content.



The **Component Editor** will open in the Right-side Menu. Click the grey box under the heading **Image**. This will open the **Media Library** where you can add your image.

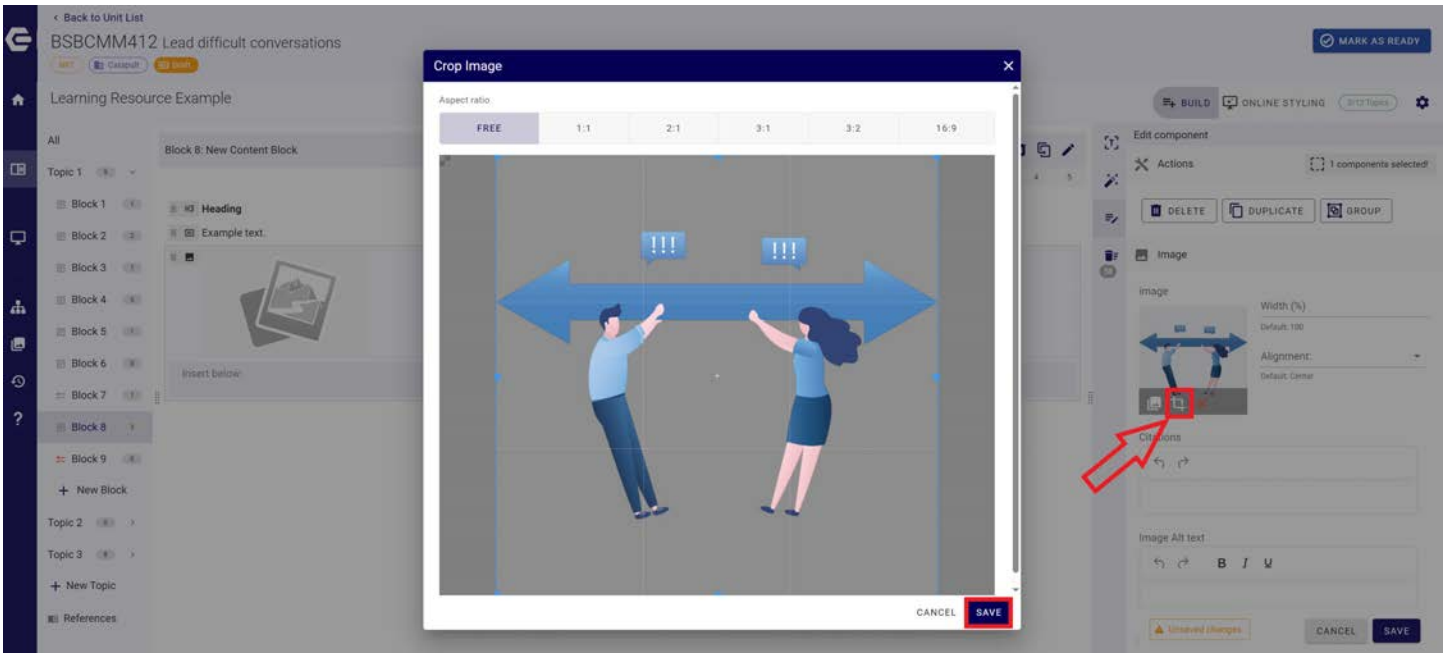
Either select from your existing images, or add a new image. Once the image has been selected, click **Insert**.



Note:

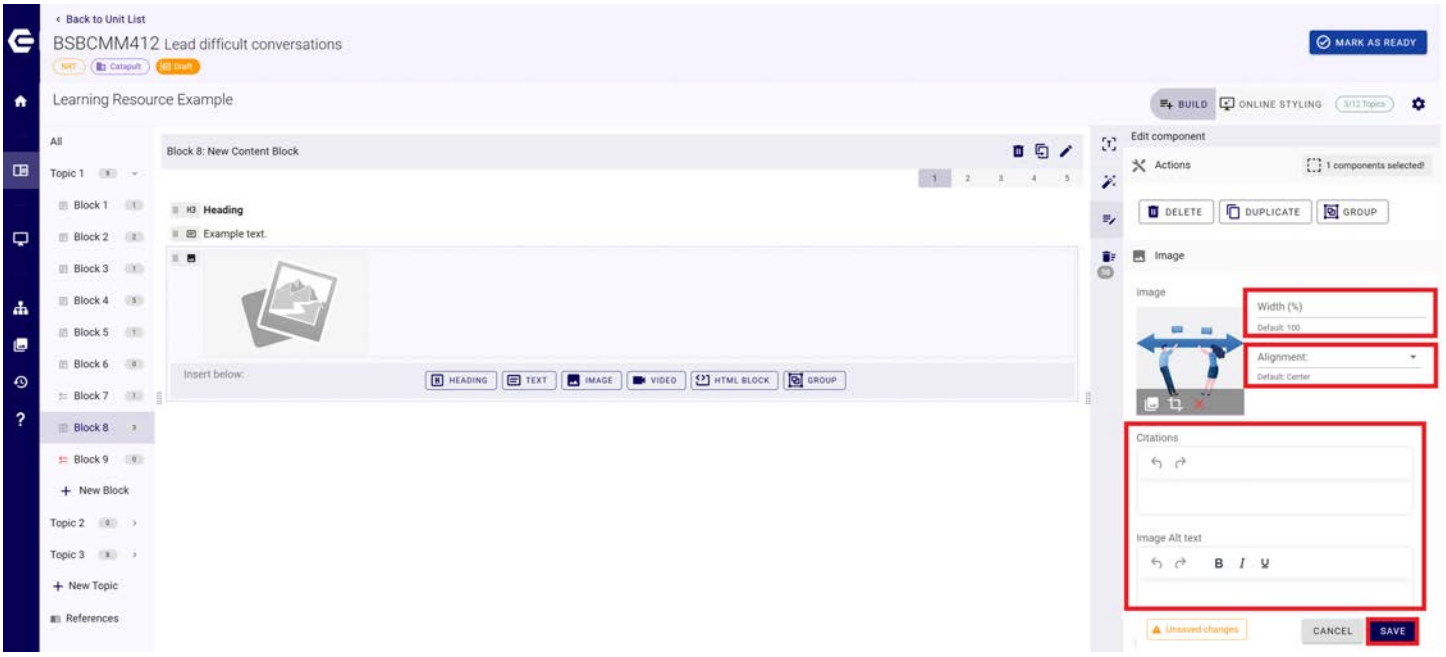
Removing a standard Catapult image from the component with the "X" permanently deletes the image, as they are not saved to the Media Library. Instead, delete the entire Image component so it can be restored from Trash items if needed.

Your image will now appear in the grey box. From here you can choose to crop the image by clicking on the **Crop** icon at the base of the image. Once you have cropped the image to size, click **Save**.



Then, select the **Width** of the page you want the image to take up and select the **Alignment** of where on the page you would like it to sit. The default setting are listed below.

You can also add a **Caption** or an **Alt text** description for the image for screen reading purposes. Once this is done, click **Save.**



Your image will now appear in your Learning Content. Click **outside** of the Component Editor to **close** it. To re-open the Component Editor, simply click on the component.

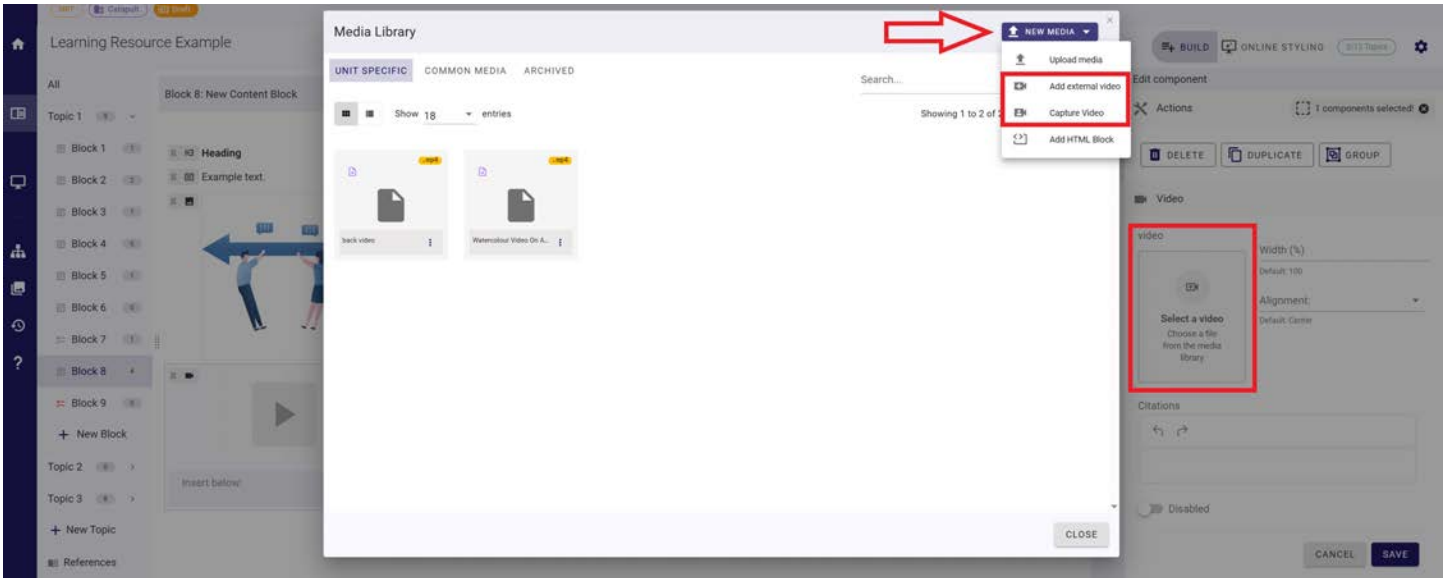
Video

Video Components house video content. Videos can be used to add links to external resources, or upload video content directly into the system as **embedded videos** in your Learning Content. Including video resources in your Learning Content can be a great way to simplify complex concepts and increase engagement.

To add a Video Component, **drag** the component into the Learning Resource from the Right-side Menu.



The **Component Editor** will open in the Right-side Menu. Click the grey box under the heading **Video**. This will open the **Media Library** where you can add your video. You can choose **Add external video** to add a link to an external video (e.g. YouTube), record a video using the **Capture Video** function, or simply **upload a video** to the Media library.



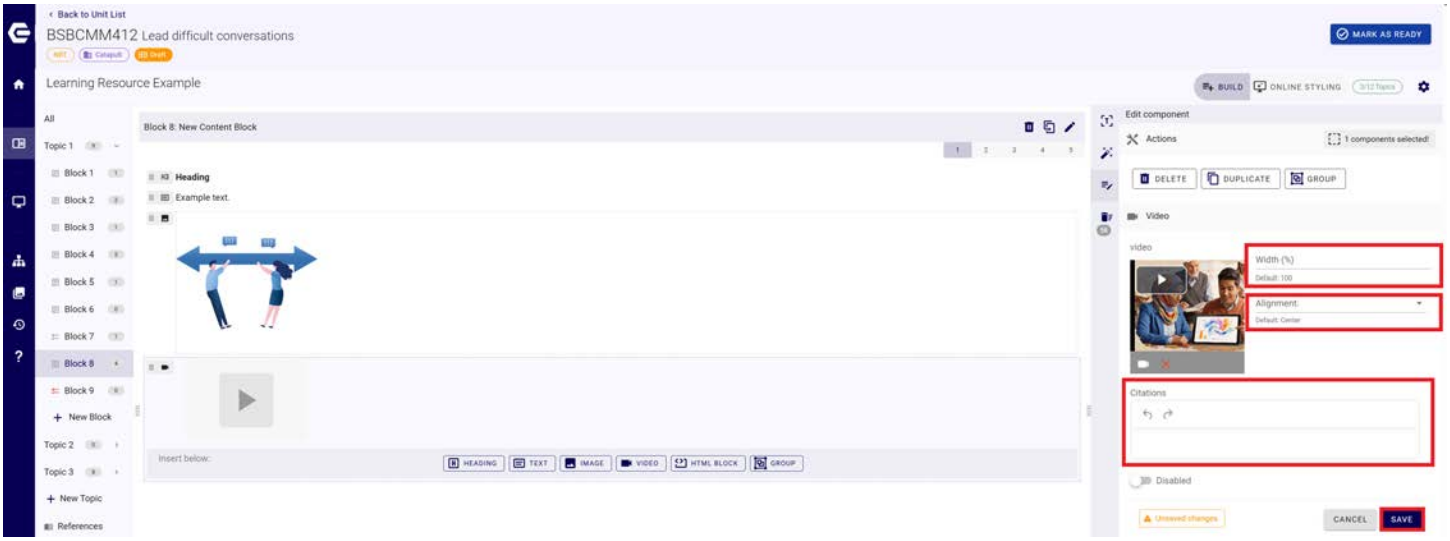
Once you have added your video, click **Insert**.

Note:

Uploaded files have a *100 MB* limit.

The Capture Video function allows for *15 minutes* per recording.

You can then select how much of the page you want the video to take up by adjusting the **Width** and where on the page you would like it to sit using the **Alignment** drop-down menu. You can also type a **Citation** in the text box provided. Once this has been selected, click **Save**.



Your video will now appear in your Learning Resource.

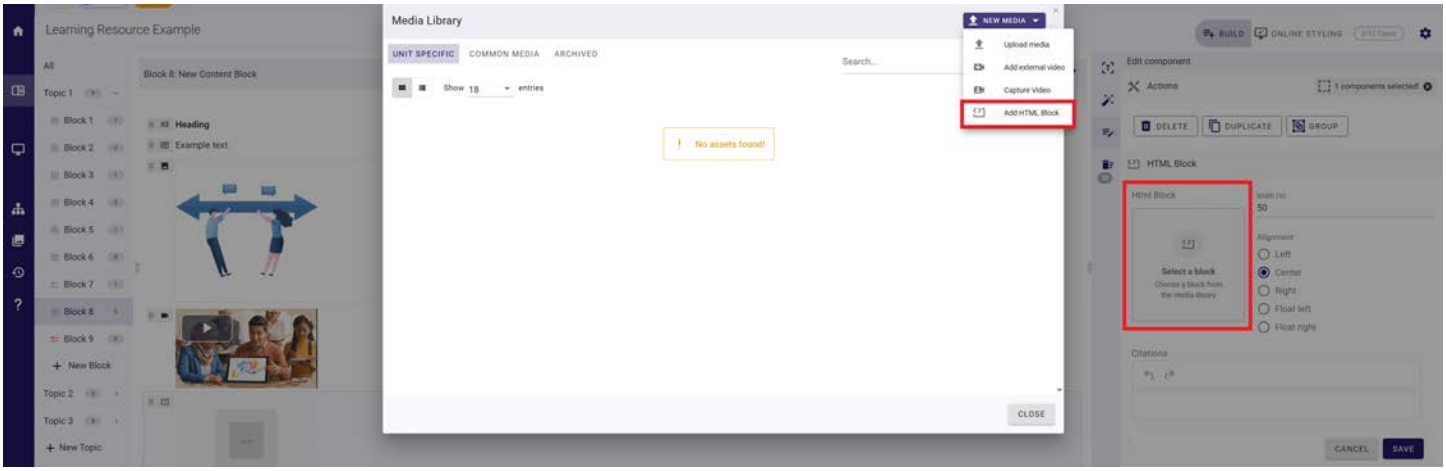
HTML Block

HTML Block Components are used to add content that has been pre-styled using **HTML code** to the Learning Resource. This allows for formatting not offered in the Learning Resource builder, such as coloured backgrounds.

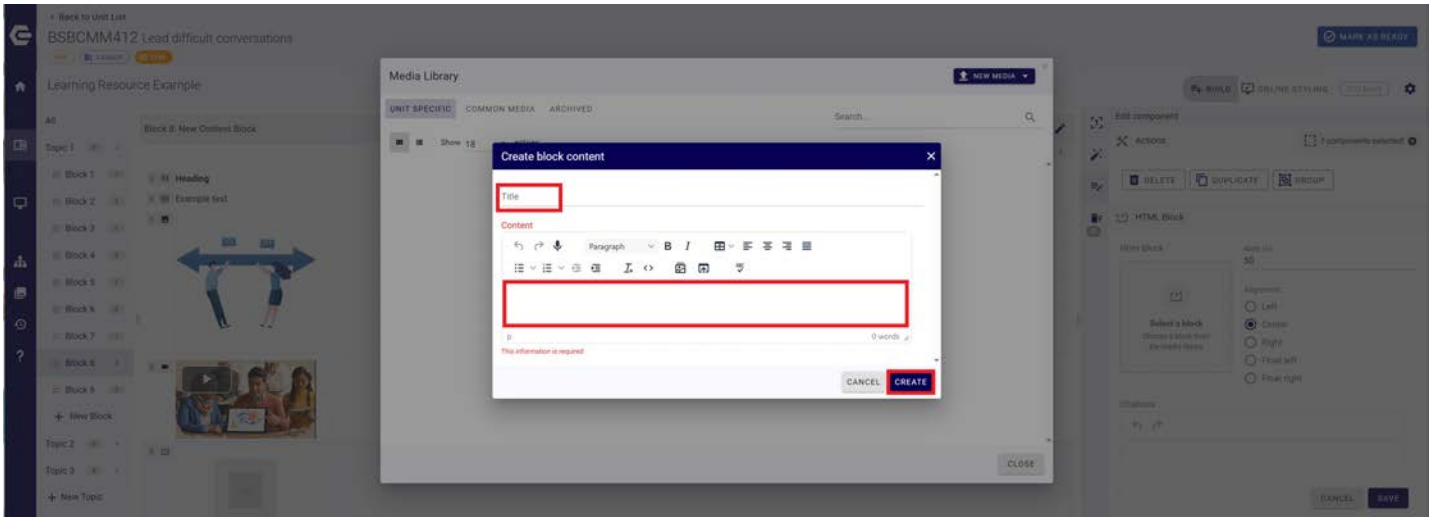
To use a HTML Block, drag in the **HTML Block Component** from the right-side menu into the Learning Content.



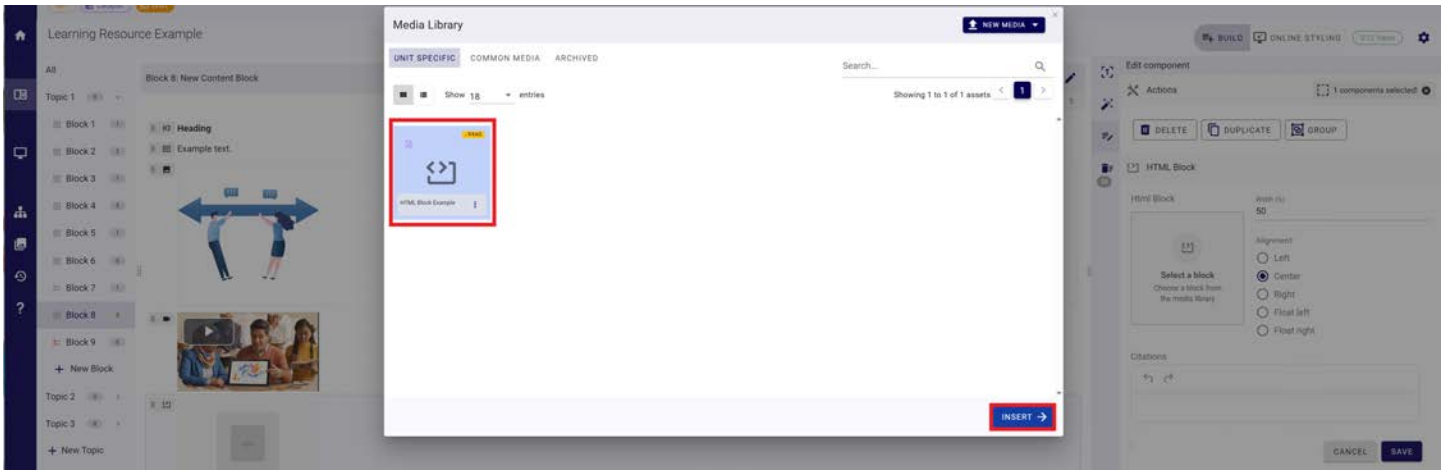
The **Component Editor** will open in the right-side menu. Click the grey box under the heading **HTML Block**. This will open the **Media Library**. Go to **New Media** and select **Add HTML Block** from the drop-down menu.



Clicking **Add HTML Block** will bring up a pop-up window where you can add your HTML content. You will need to add a Title and your content, then click **Create** to save it.



Your HTML Block will then appear in the Media Library. Click on it to select it and then click **Insert**.



The grey box will then say **Block Selected** to indicate that your HTML Block has been added to the Component.

You can then select how much of the page you want the HTML Block to take up using **Width** and where on the page you would like it to sit using the **Alignment** options. The default settings are listed below. You can also choose to add a **Citation** by typing in the text field. Once this has been selected, click **Save**.

Your HTML Block will now appear in your Learning resource.



Note:

To edit a pre-existing HTML Block in the Catapult Learning Resource, you will need to contact the Catapult team to request an editable copy to be added to your custom Learning Resource.

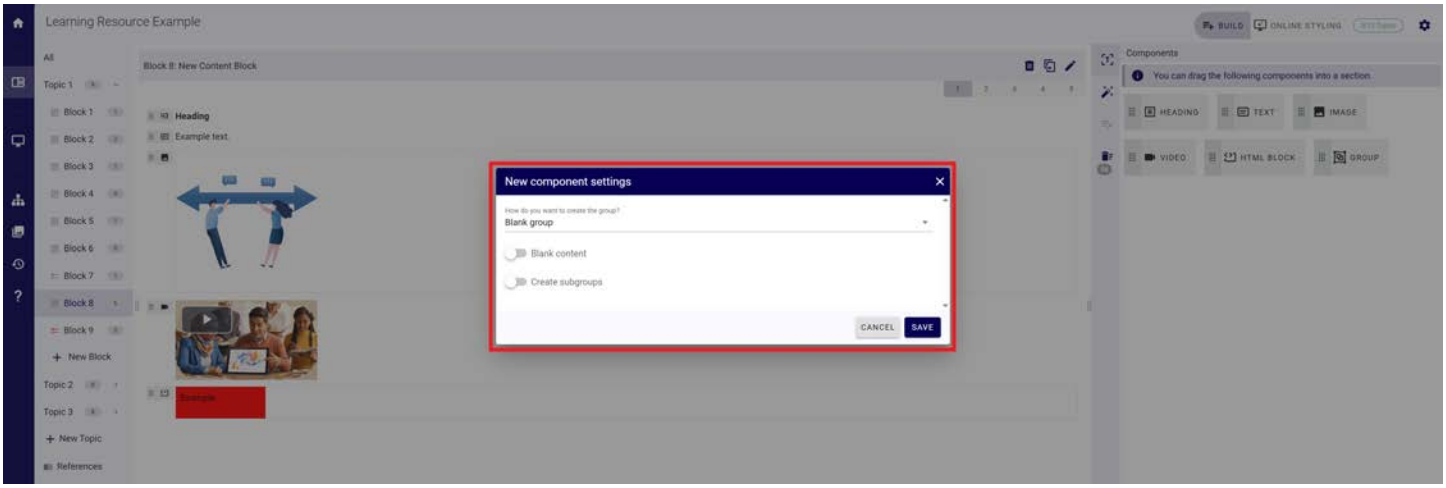
Group

The Group Component is used to build content that is **grouped together**. You can group Headings, Text, Images and Video. Group Components allow you to set up your content in advance for creating animations in Online Styling.

To use the **Group Component**, drag it into the Centre Working Panel.

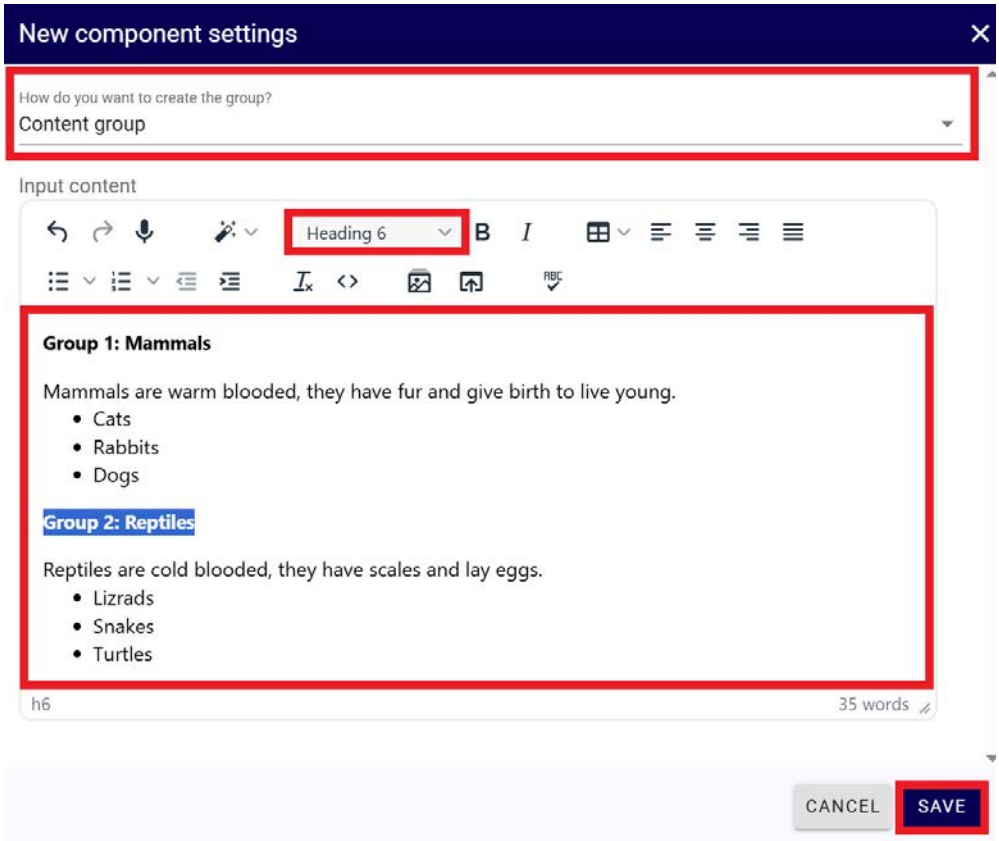


This will open the **New Component Settings** pop-up window. In this window, you can set up the format of your Group.

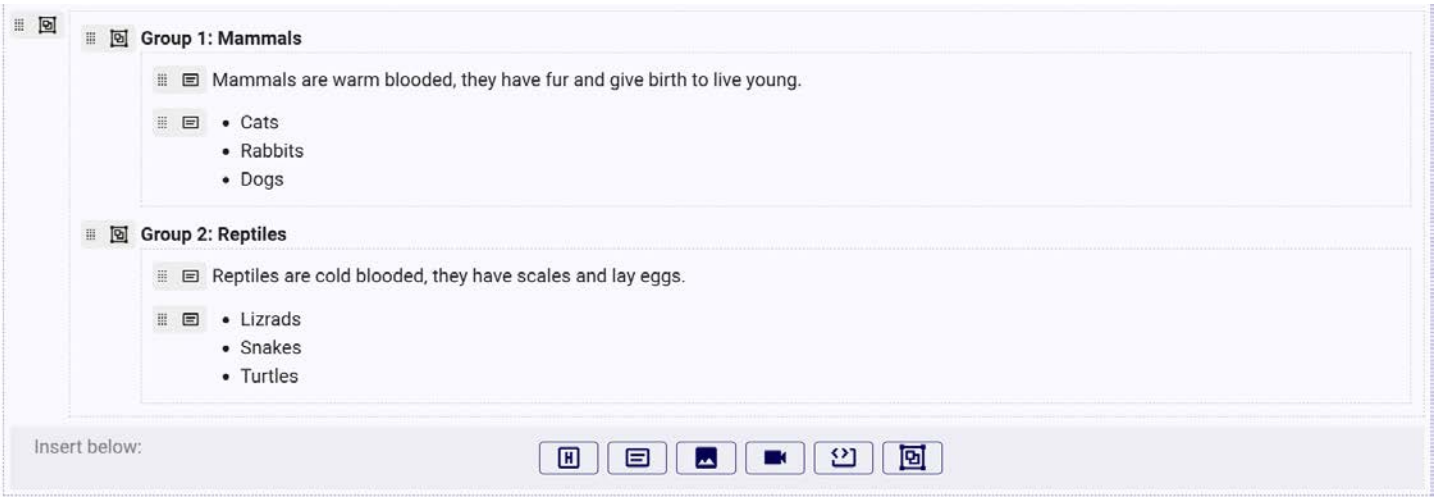


The first drop-down menu lets you choose from the option to build a Blank group or a Content group. **Blank group** will build the structure **without** any content and **Content group** will build the structure from the **content** you add.

If you select Content group, the window will open up a text box for you to add content. **Add your content** and format it, then click **Save**.



The system will then format your content into a group. See the screenshot below as an example.

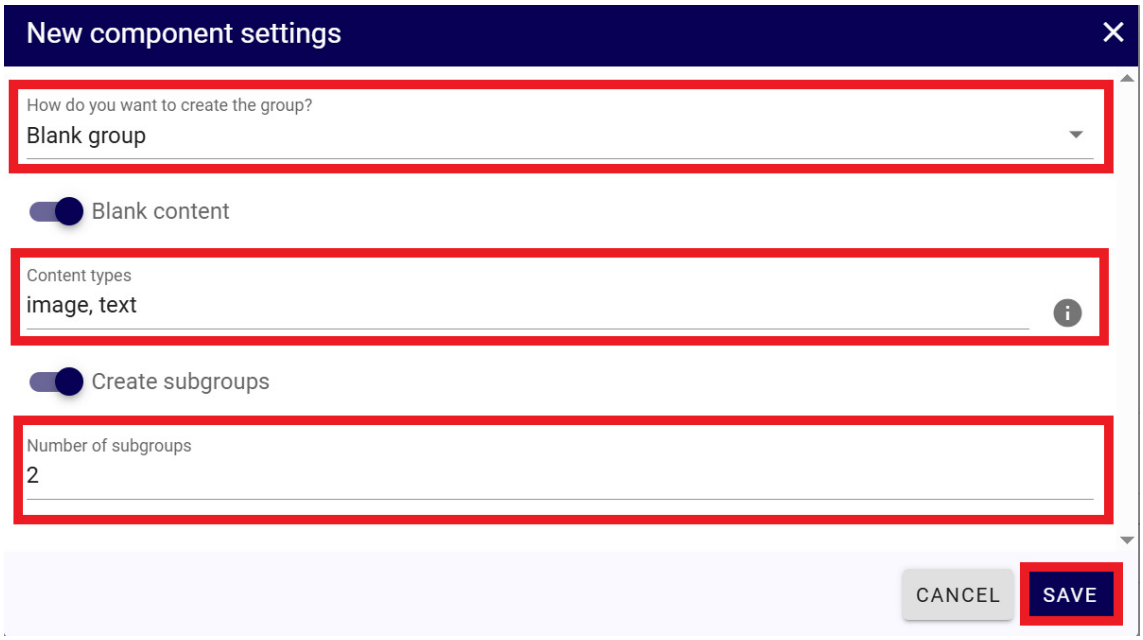


Note:

Headings must be formatted as *Heading* using the paragraph formating in the toolbar in order for the content to appear in separate groups.

If you choose the **Blank group** option, there are a few more settings you can adjust to set up your Group.

Click the **two sliders** to enable them. This will open some text fields where you can add additional parameters to build your group.



The first one is **Blank content**. This allows you to choose the **type of components** that make up your Group. You can choose from Heading, Text, Image, Video and H5P. Type the components you want in the text field, separated by a comma.

The second one, **Create subgroups,** allows you to choose the **amount of subgroups** you want included in your Group. Type the number in the text field.

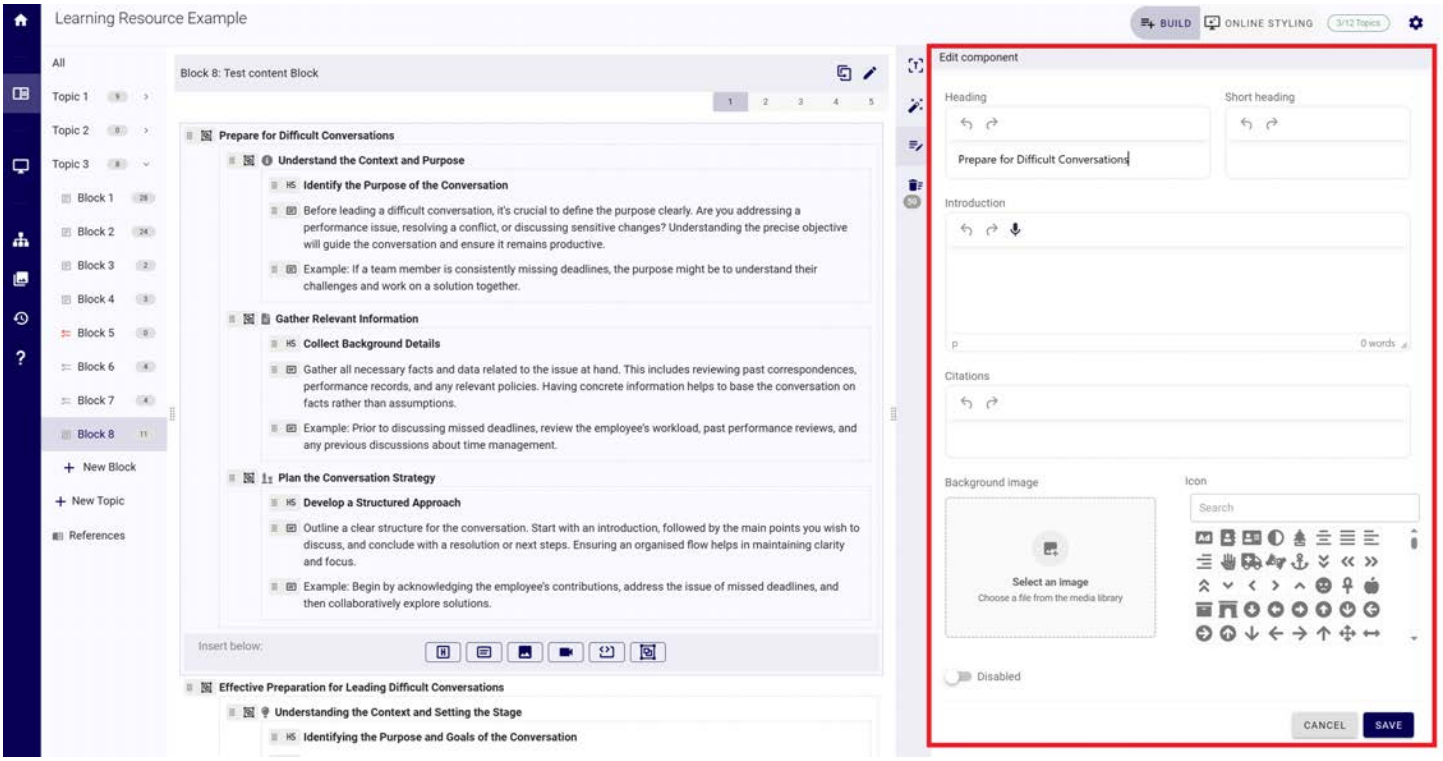
Once this is done, click **Save**.

You will now have a blank Group built with your parameters and ready to add content. See the screenshot below as an example.



Once your Group has been added to your Learning Content, there are a few more things you can add to it.

If you click on the Group as a whole, it will open up the **Group editor** under **Actions** in the Right-side Menu. Scroll down and you will see the following options as per the screenshot:



Here you will have the option to add:

- An overarching **Heading** for the Group
- A **Short heading** (this is used for Animations to shorten the heading if it is too long to fit)
- An **Introduction** (to give an overview of the group content)
- A **Background image** (this will appear as the background of the Animation in the Online Styling Space)

Finally, you can select to change the default **Icon** (these are numbers by default) to be an image or letter by typing in the provided search field.

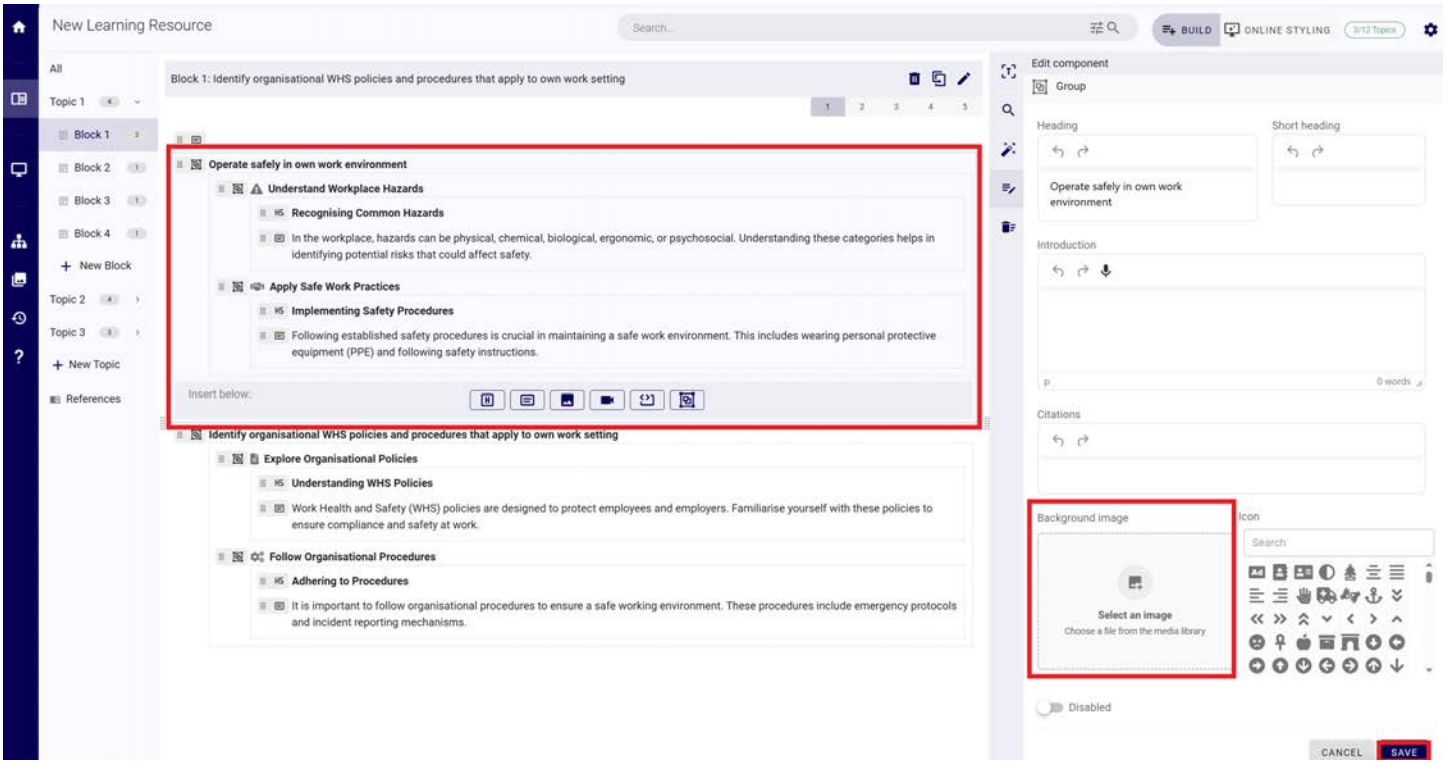
You can also **Disable** the Group by clicking the toggle, this will block it from appearing in the Online Styling Space and LMS.

Make sure to click **Save** to save any changes.

Group Background Image

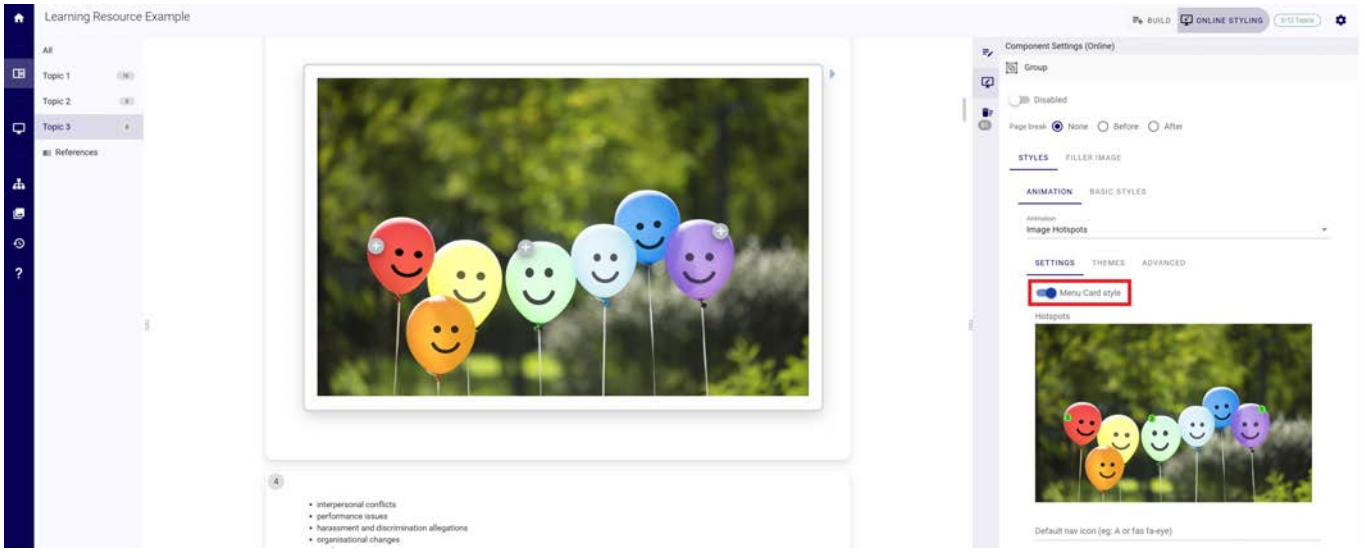
A Group Background Image will appear in the background behind the group in the Online Styling and LMS once an Animation style has been applied. An image can be decorative or be used to illustrate content, depending on the Animation style and if it is a whole group background image or a subgroup background image. We will go over use cases for each of them.

Whole Group Background images can be applied by selecting the group as a **whole** in Build and then adding an image in the group editor.



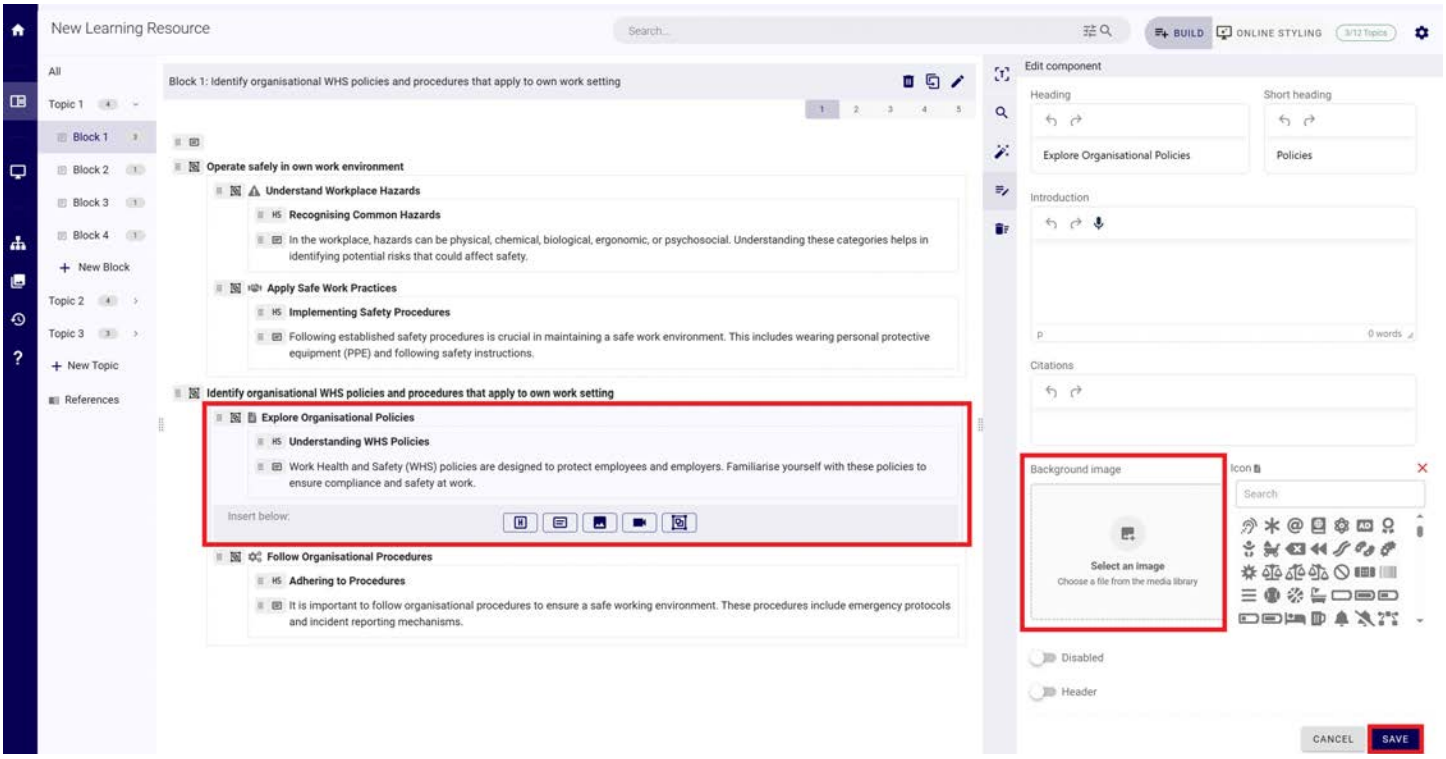
This image application style will appear behind the animation once applied in Online Styling. It will present differently depending on the Animation style chosen and may not be visible depending on the style. You can play around with these combinations to create different looks for your animations.

The primary intended use case for this image application style is Image Hotspots (shown below).

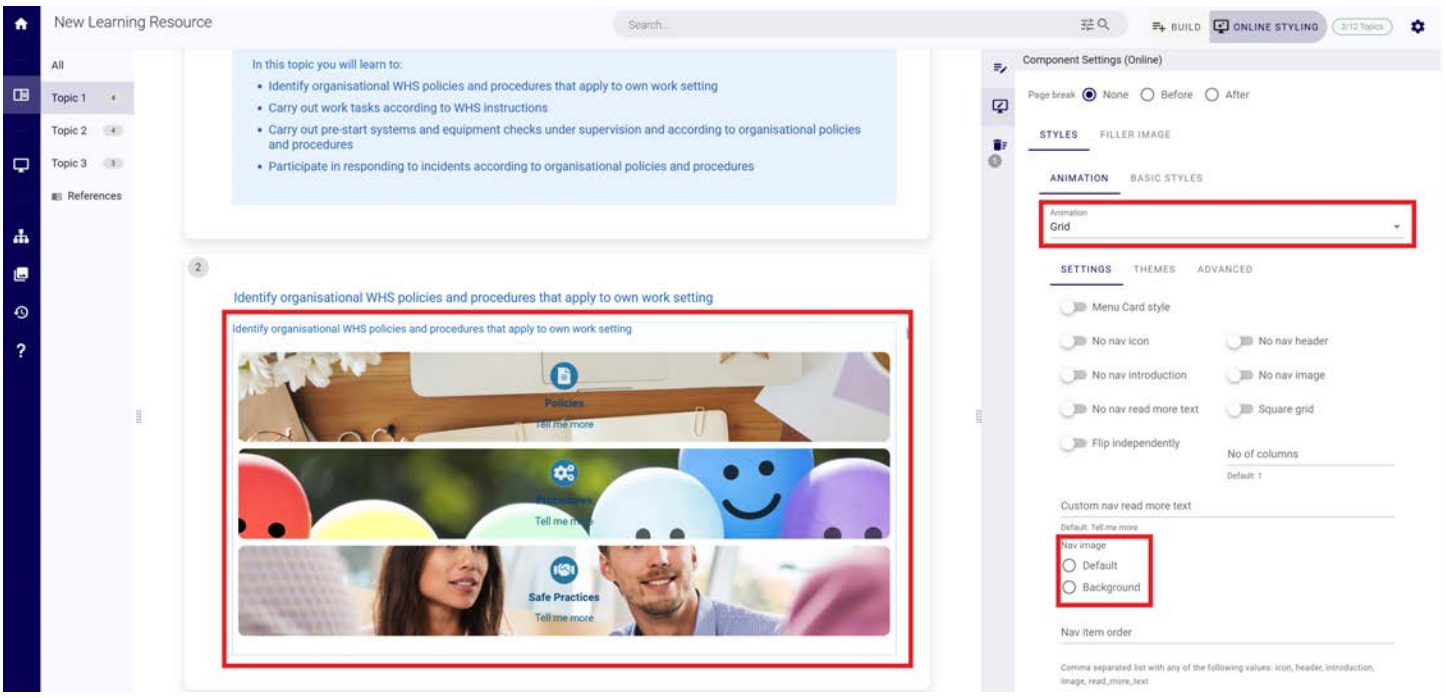


Subgroup Background images are applied to the individual subgroups within a group. This allows each subgroup to present a different image.

To apply Subgroup background images, click on the **individual** subgroup and then add an image in the subgroup editor. Once the image has been added, use the **Crop** function to set **all images** to the **same ratio**. This ensures that the Animation renders correctly in the LMS.



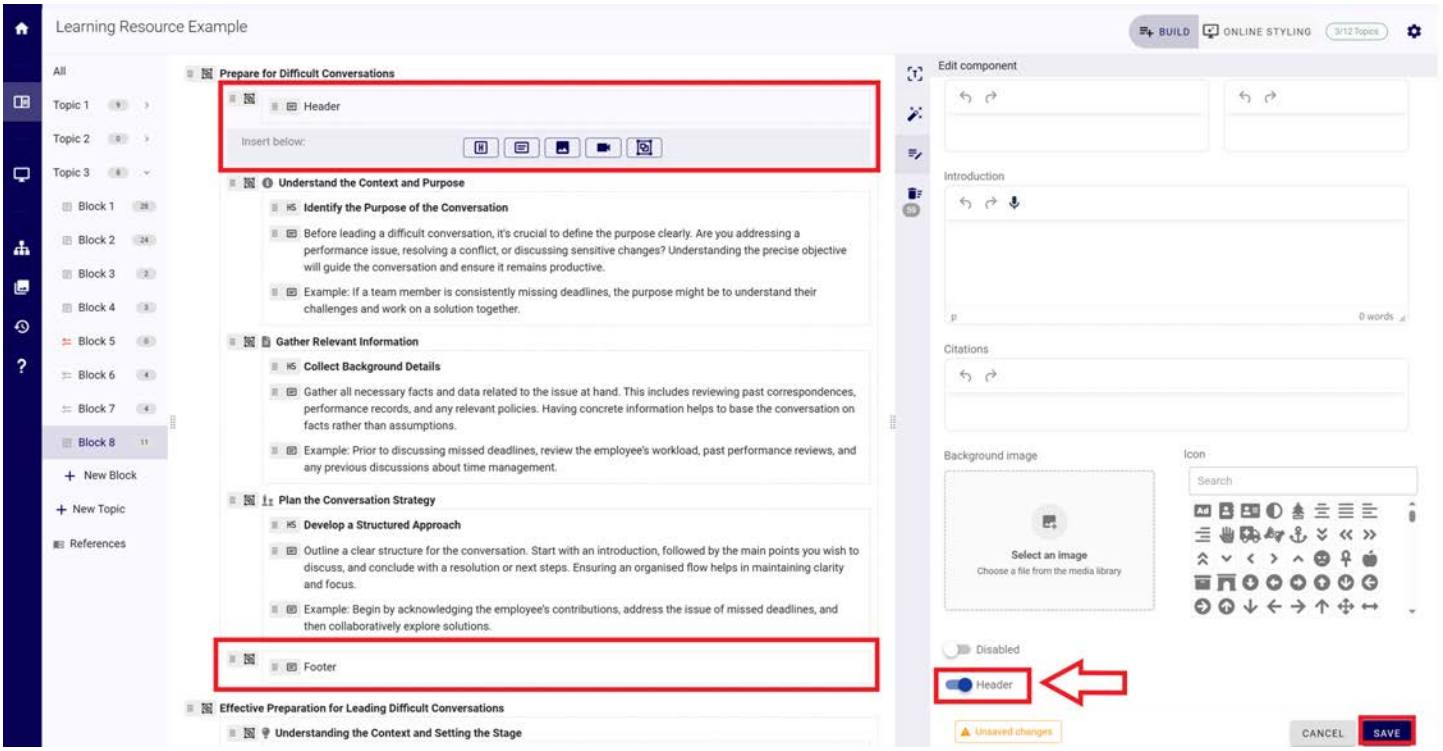
Subgroup background images will only appear with the **Grid animation style**. The **default** setting is for it to appear as the background on each animation card (**shown below**). It can also be changed to sit as the **cover image** for the card by clicking the option **Nav Image: Background** in the Animation settings. The section on Grid animation goes into more detail on this.



Header/Footer

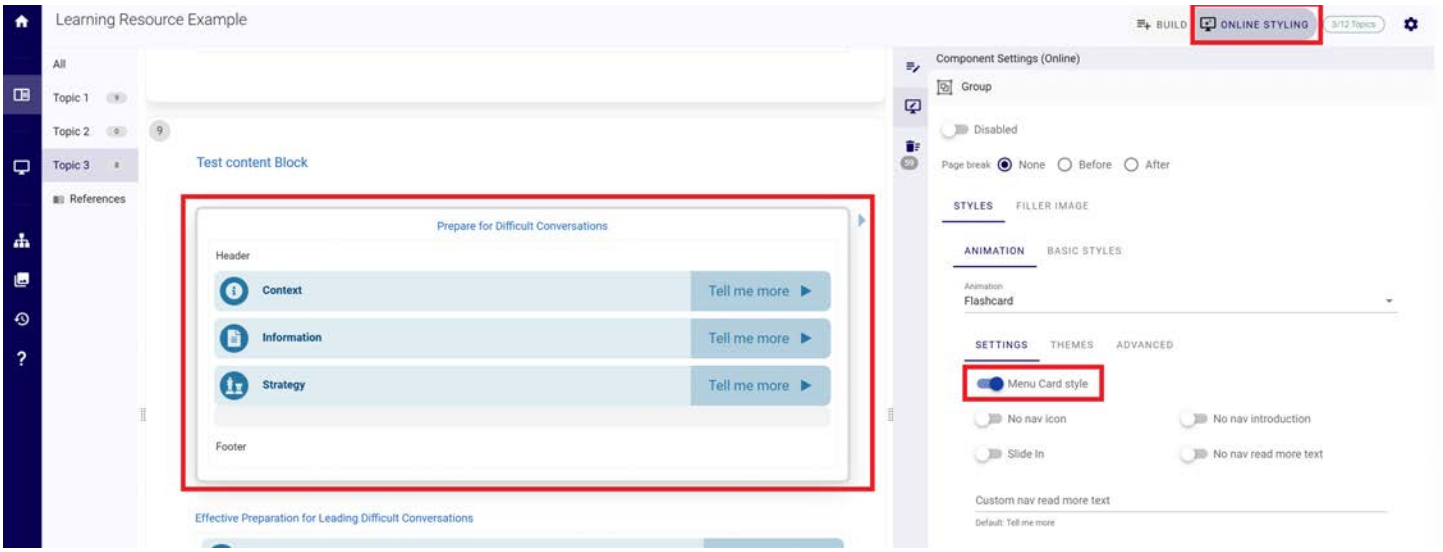
It is possible to add a Header and /or Footer to your animation. You may want to do this to provide more information at the start or end of your Grouped content.

To do this, you will need to select the **first or last Subgroup** in the Group to enable them as a **Header or Footer** respectively. An example is provided below:



The system will automatically place these as the Header and Footer once an **Animation** has been applied to the group in **Online Styling**. The styling option **Menu Card** must also be selected. More information about Animations is provided in the section Animation.

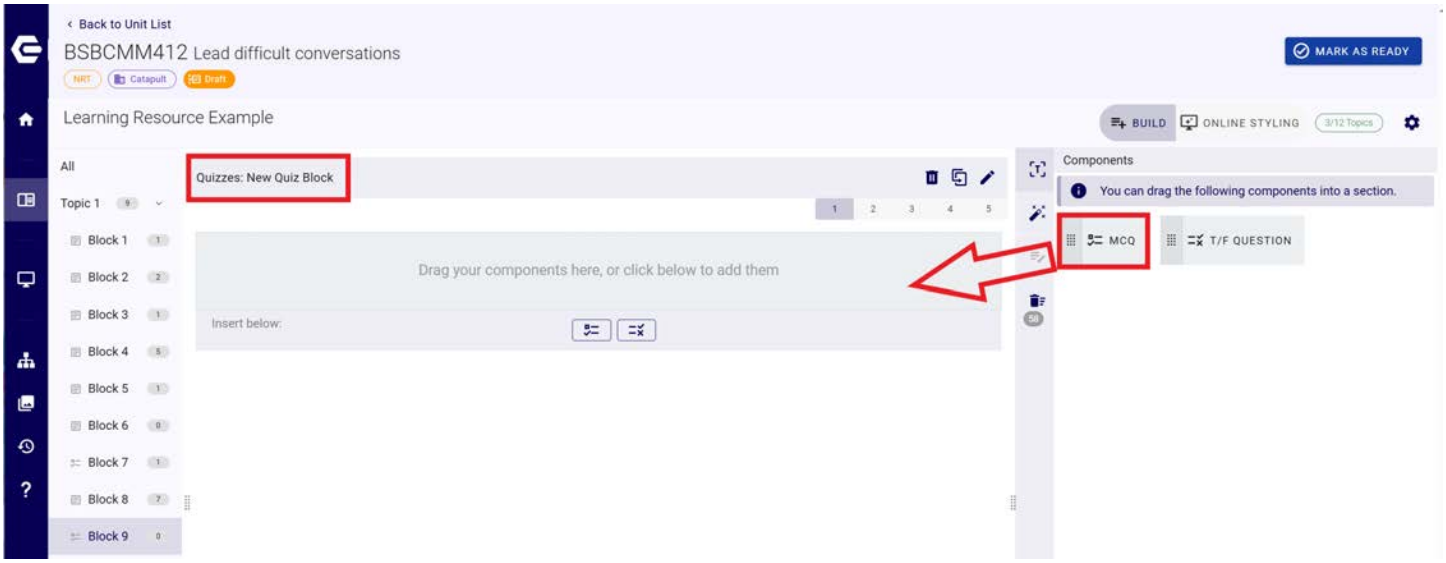
An example of how it will appear in **Online Styling** is provided below:



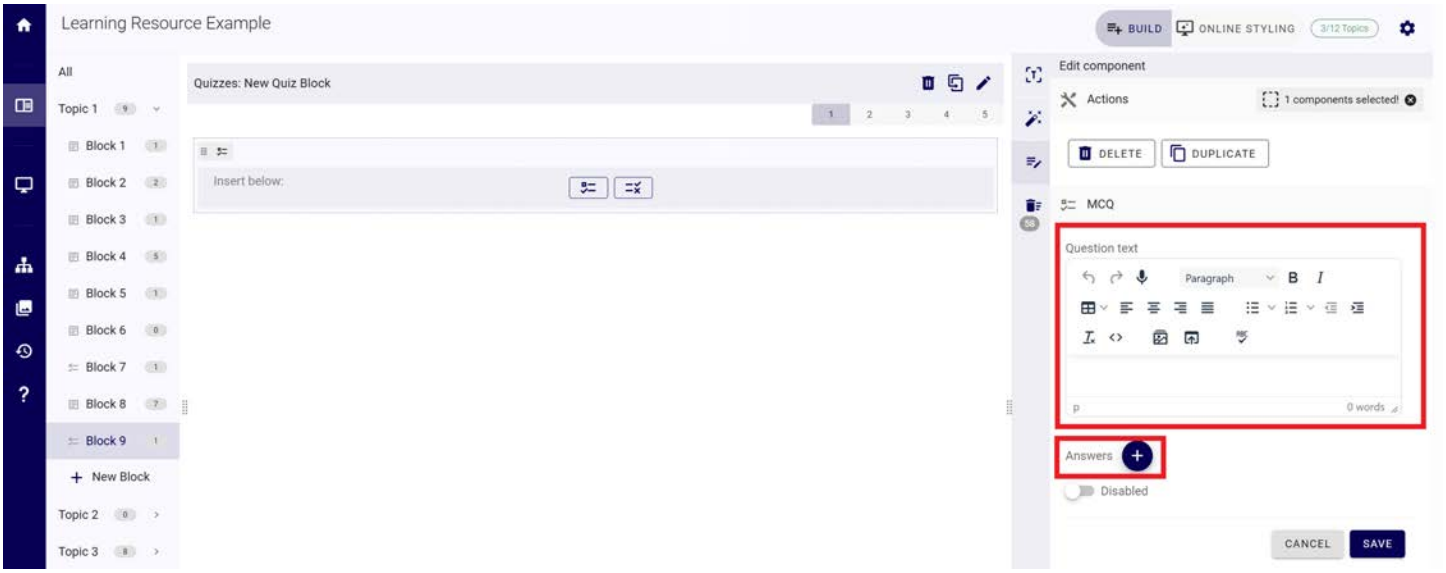
MCQ

MCQ is used for creating **Multiple Choice Questions**. A MCQ Component is only available for **Quiz Blocks**. This component is used to create a self-check quiz as part of the Learning Resource.

To create a Multiple Choice Question, drag the **MCQ Component** into your Learning Content.



The **Component Editor** will open in the Right-side Menu. You will see a text box for **Question text**. This is where you will add your question. To add your answer options, click the button **Answers +**.

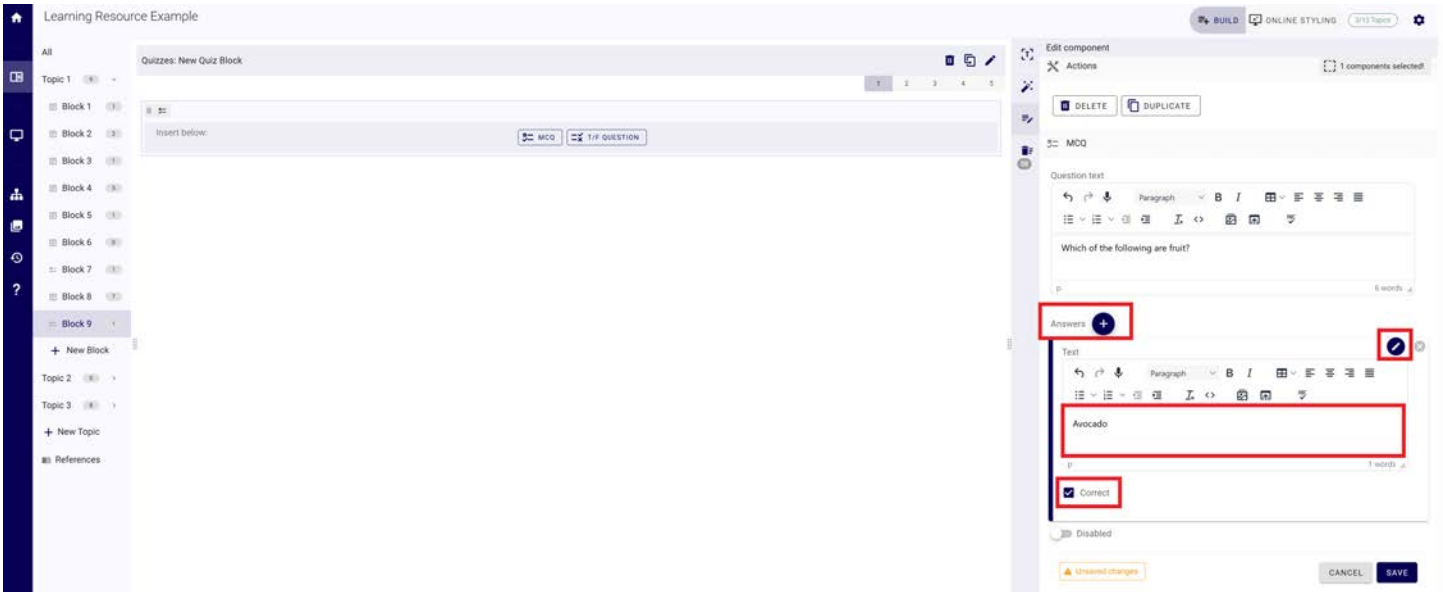


Note:

There must be at least one correct answer included in your answer options.

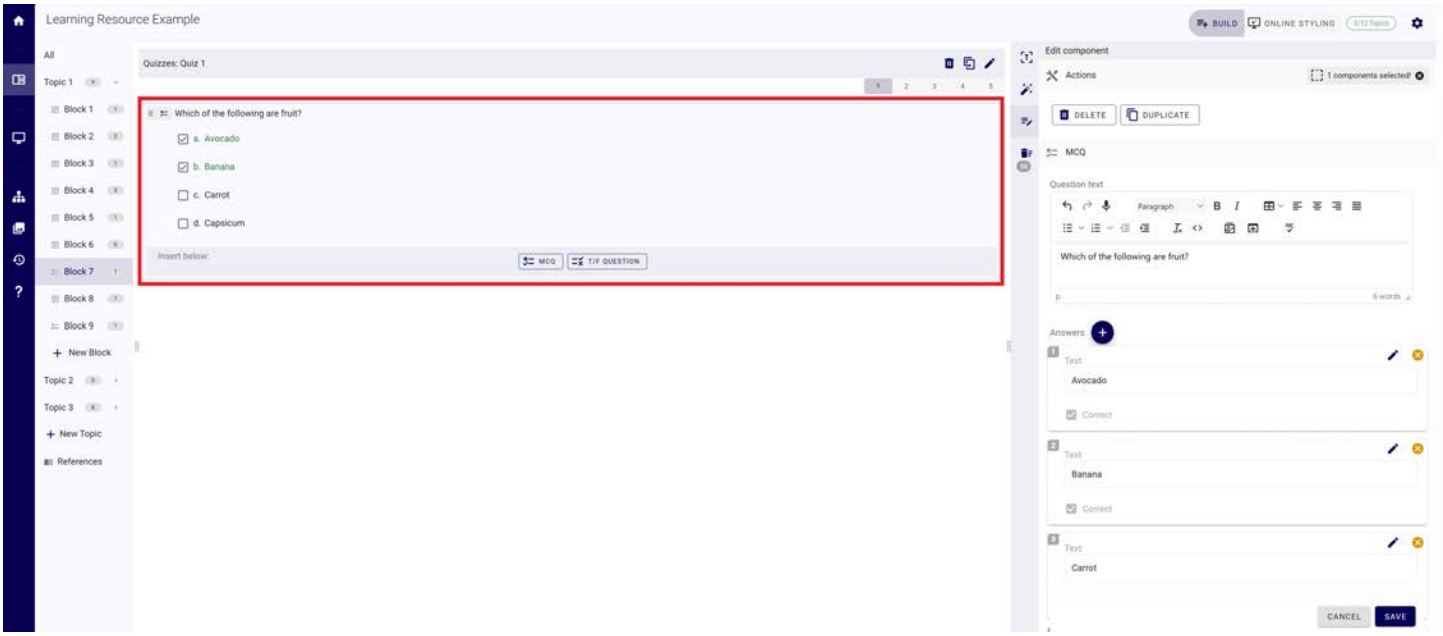
There can be more than one correct response.

A **second text box** will open where you can add your answer options. They must be added **one at a time**. Check the box next to the word **Correct** if the option is correct. Click the **pencil icon** at the top of the box save your answer option. You can click the **pencil icon** again to edit your answers. Click the **Answer +** button again to add your next answer option. Repeat until all answer options have been added.



Once all answer options have been added, click **Save**.

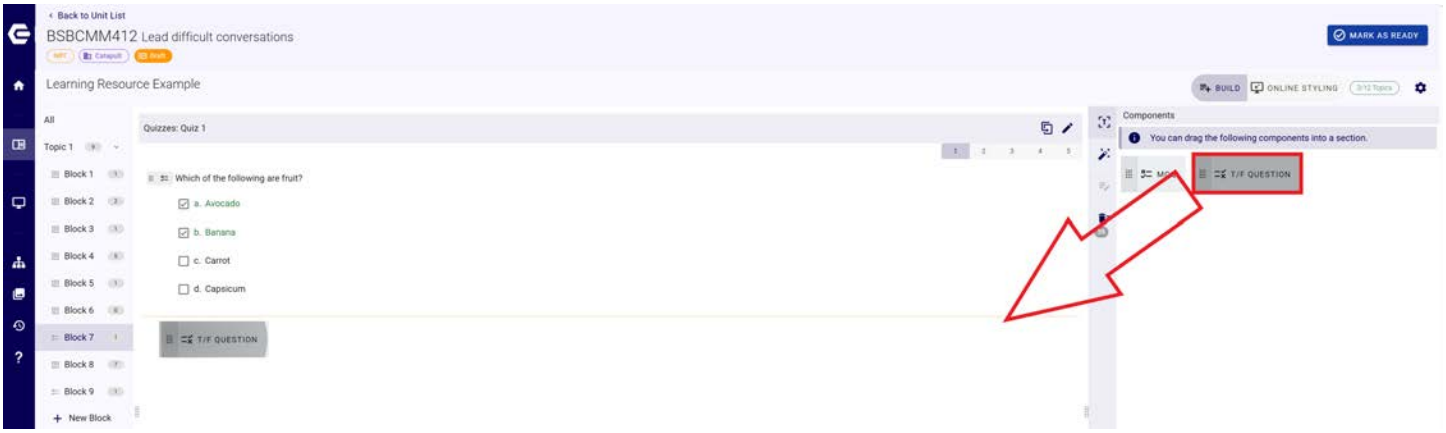
Your MCQ will then appear in your Learning Resource. It should look similar to the screenshot below.



T/F Questions

A T/F Question Component is used for creating **True or False** questions. It is only available for **Quiz Blocks**. This component is used to create a self-check quiz as part of the Learning Resource.

To create a True or False Question, drag the **T/F Question Component** into your Learning Content.



The **Component Editor** will open in the Right-side Menu. You will see a text box for **Question text**. This contains a **pre-filled** lead-in sentence. To add your answer options, click the button **Answers +**.



Note:

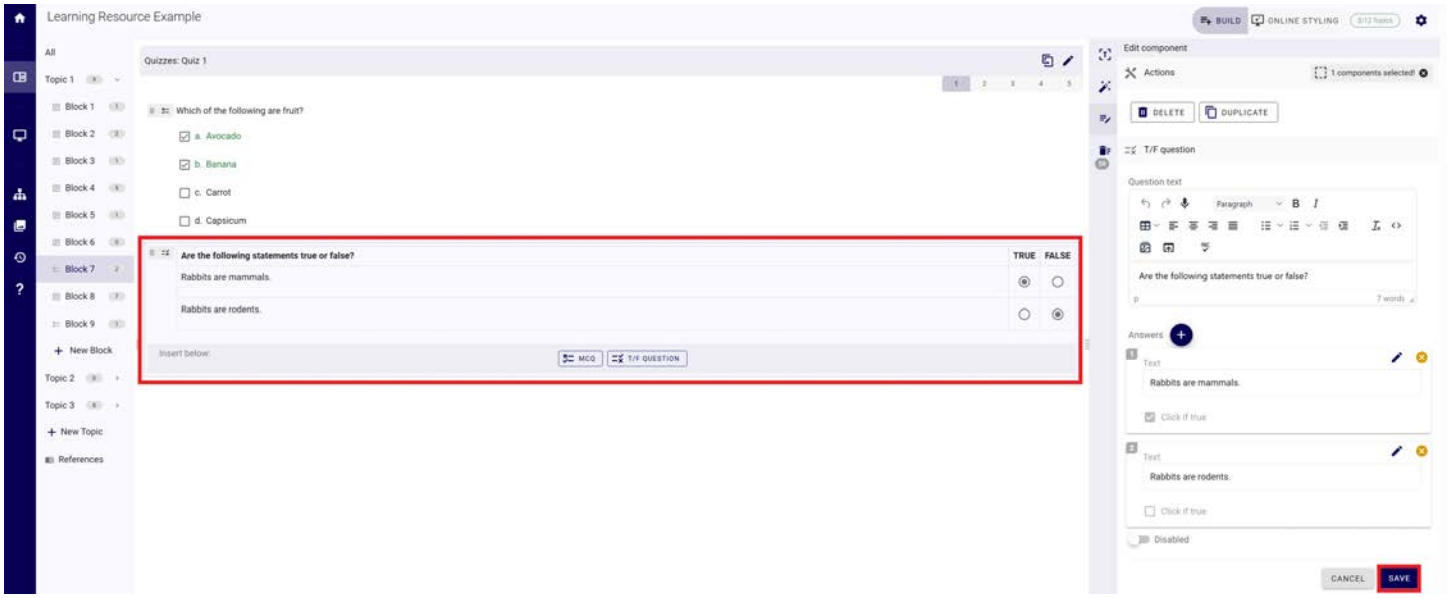
A lead-in sentence must be included in the Question text box. The text can be overridden, but it cannot be removed.

A **second text box** will open where you can add your True or False questions. They must be added **one at a time**. Check the box next to the words **Click if True** if the option is **True**. Click the **pencil icon** at the top of the box save your answer option. You can click the **pencil icon** again to edit your answers. Click the **Answer +** button again to add your next question. Repeat until all questions have been added.



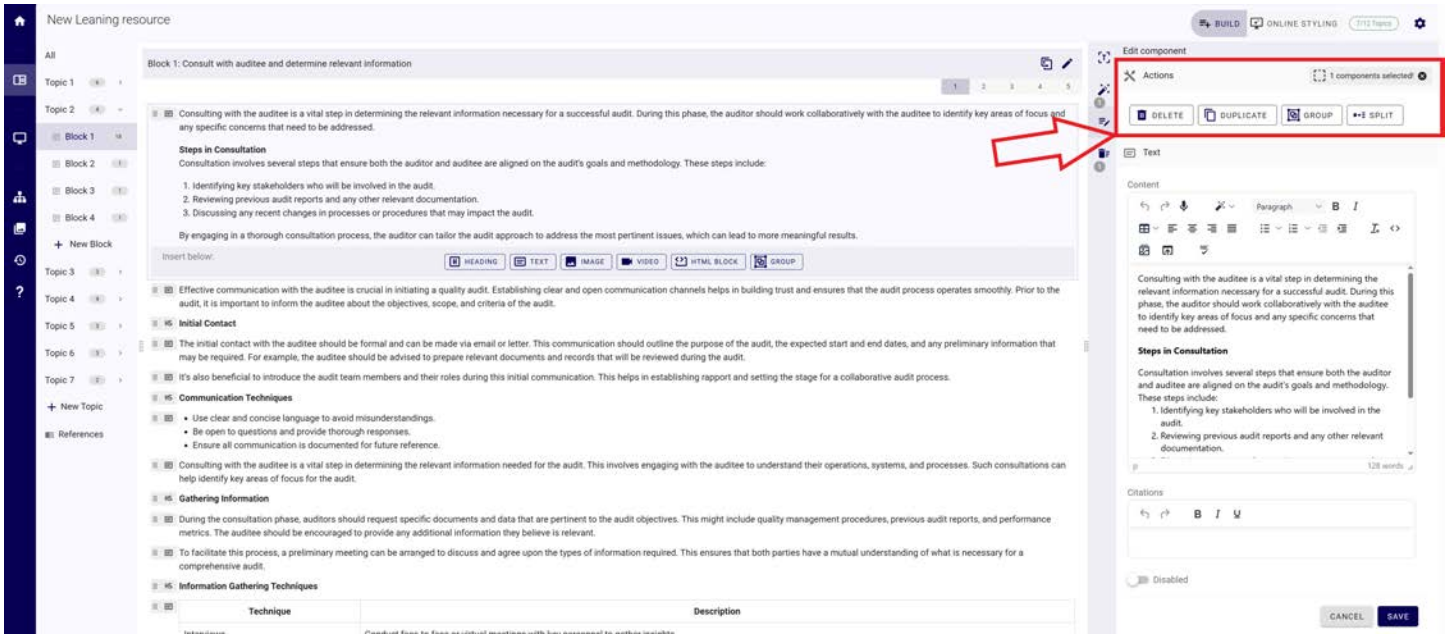
Once they have all been added, click **Save**.

Your T/F Question will now appear in your Learning Resource. It should look similar to the screenshot below.



Actions

Actions is a **tool menu** that appears at the top of the Right-side Menu when a Component is selected. Tools function at a Component level. Tools are **Delete, Duplicate, Split, Merge** and **Group/Ungroup**. The system will note how many Components have been selected to the right of the **Actions** heading.



Note:

Tools will only appear as an option if they will function for the selected Component
e.g. Ungroup will not appear if the Component is not grouped.

Here is a quick overview of what each of these tools do:

Delete - Removes a Component from the Learning Resource and into Trash Items.

Duplicate - Makes an exact copy of the Component and adds it below the original in the Learning Resource.

Split - Divides a single Component into multiple Components. (Will only work for a component with multiple paragraphs.)

Merge - Combines multiple Components into a single Component.

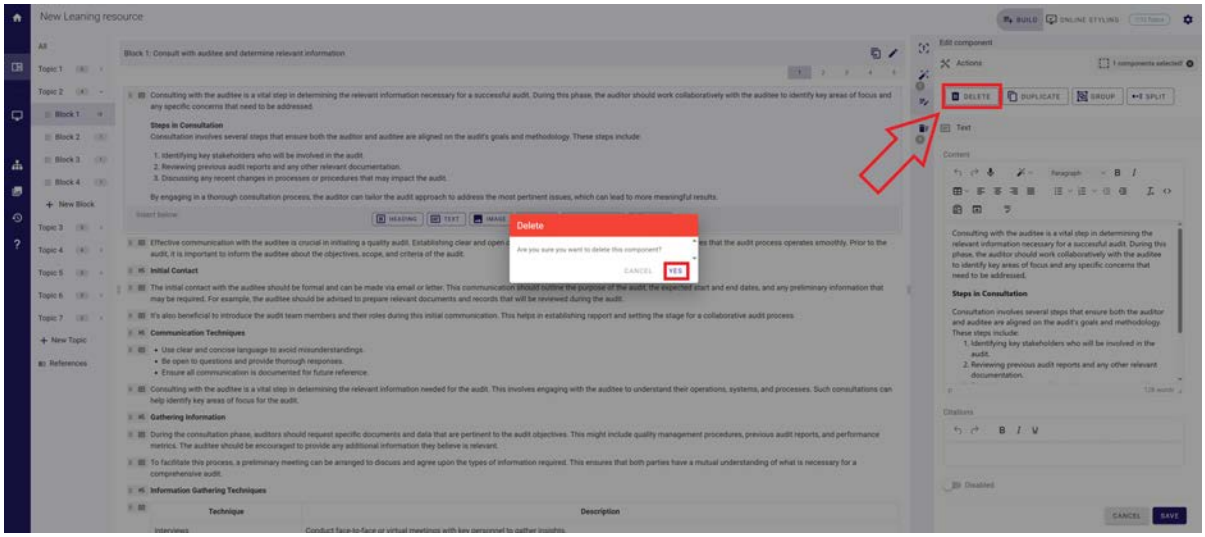
Group/Ungroup - Groups together the selected Components/breaks Grouped components into singular components.

We will go into more detail on how to use each of them next.

Delete

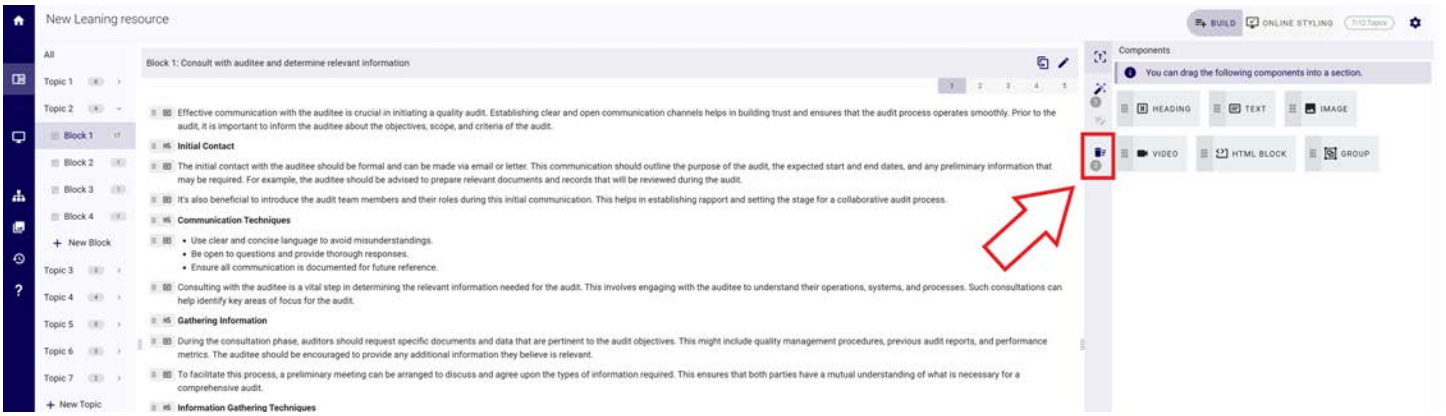
Delete is an action used to **remove** a Component from the Learning Content. This will move the Component to the **Trash Items** where it can be retrieved if needed.

To delete a component, click on the Component and then click **Delete** under **Actions** in the Right-side Menu. A pop-up window will appear to confirm your action. Click **Yes**.

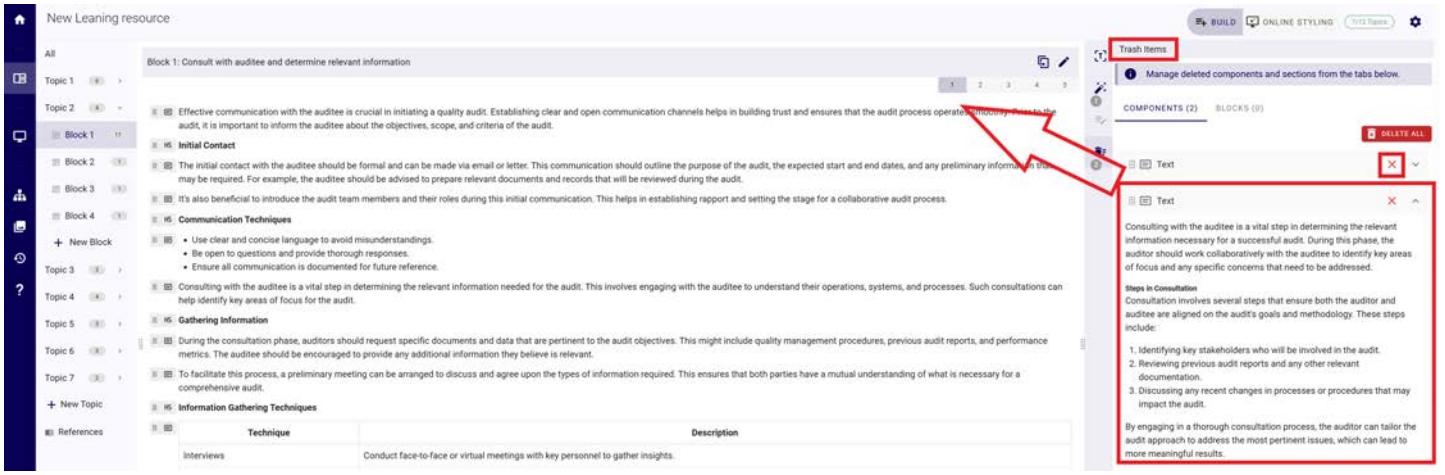


The Component will now be **removed** from the Learning Resource.

To retrieve the Component, you can click on the **Trash** icon on the right-side menu.



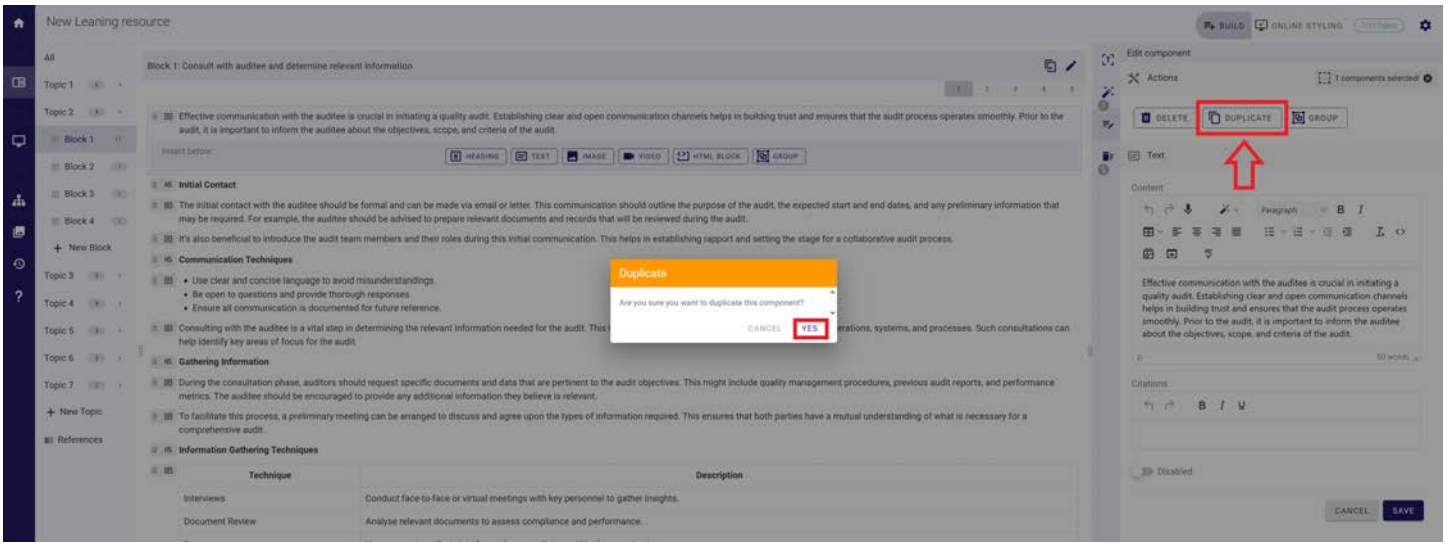
Trash Items will open in the Right-side Menu. Inside you will see a list of deleted Components. You can **drag** your Component back into your Learning Resource form here. You can also choose to **delete permanently** by clicking the **X** to the right of the Component.



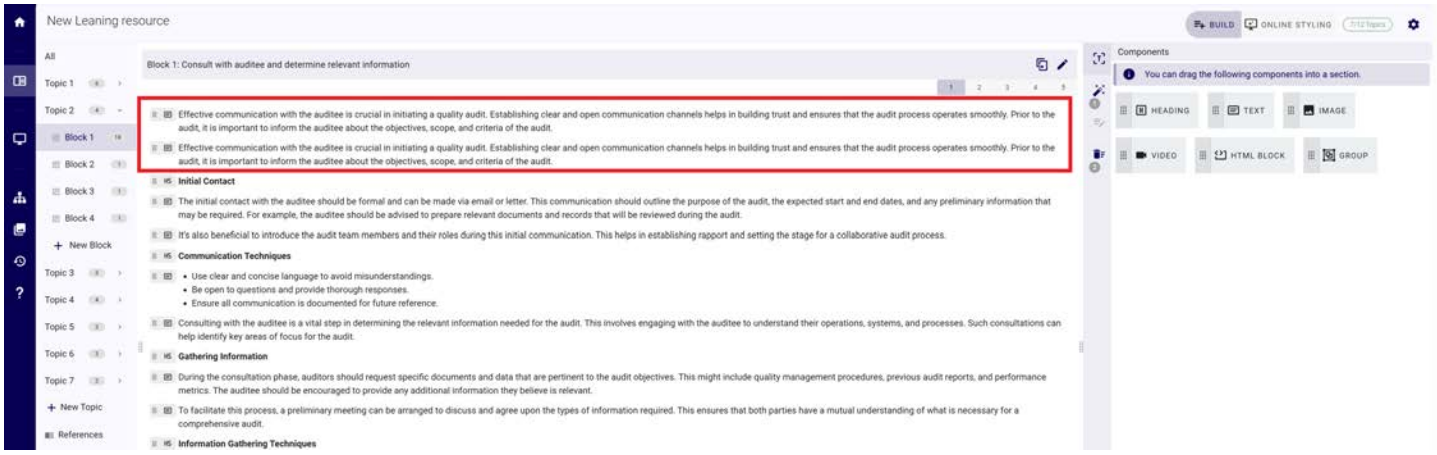
Duplicate

Duplicate is an action used to create a **copy** of a Component. This can be useful if you want to make changes to your content while retaining a the original.

To duplicate a component, click on the Component that you wish to duplicate and then select **Duplicate** from **Actions** in the Right-side Menu. A pop-up window will appear to confirm your action. Click **Yes**.



The copy of your Component will now appear below it in the Learning Resource.

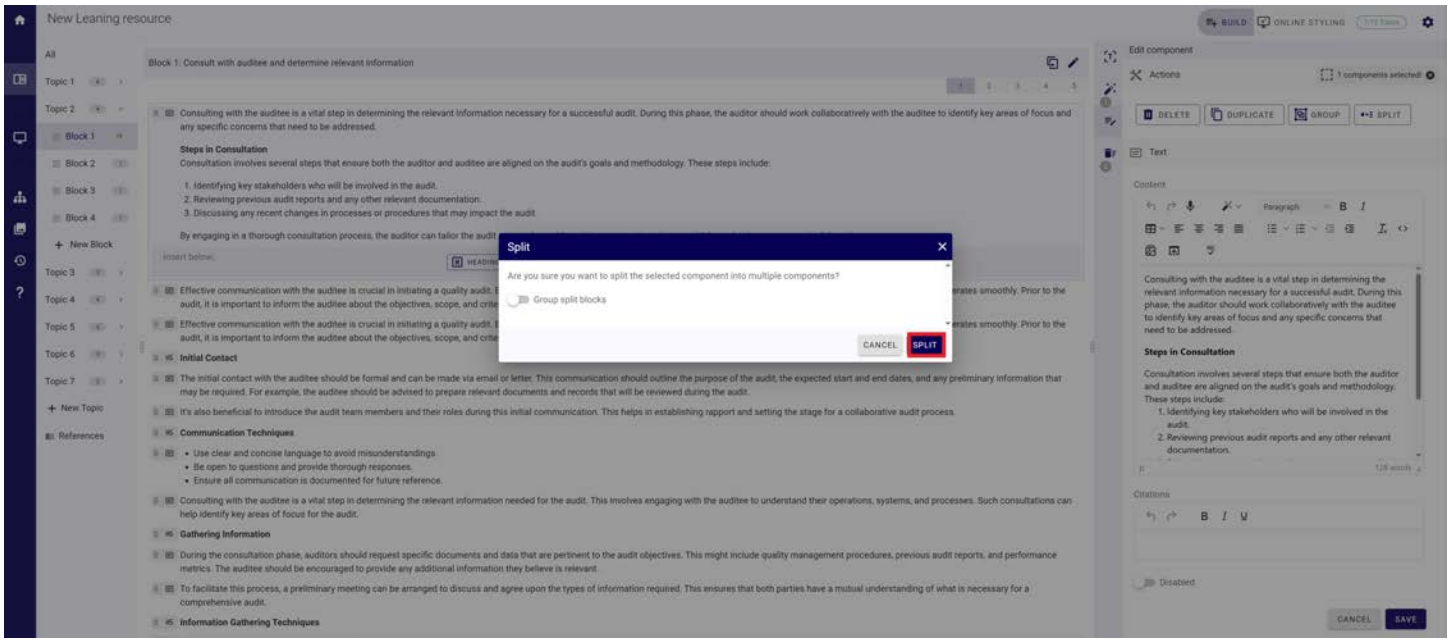


Click **Save** on the Right-side Menu to save your new Duplicated Component.

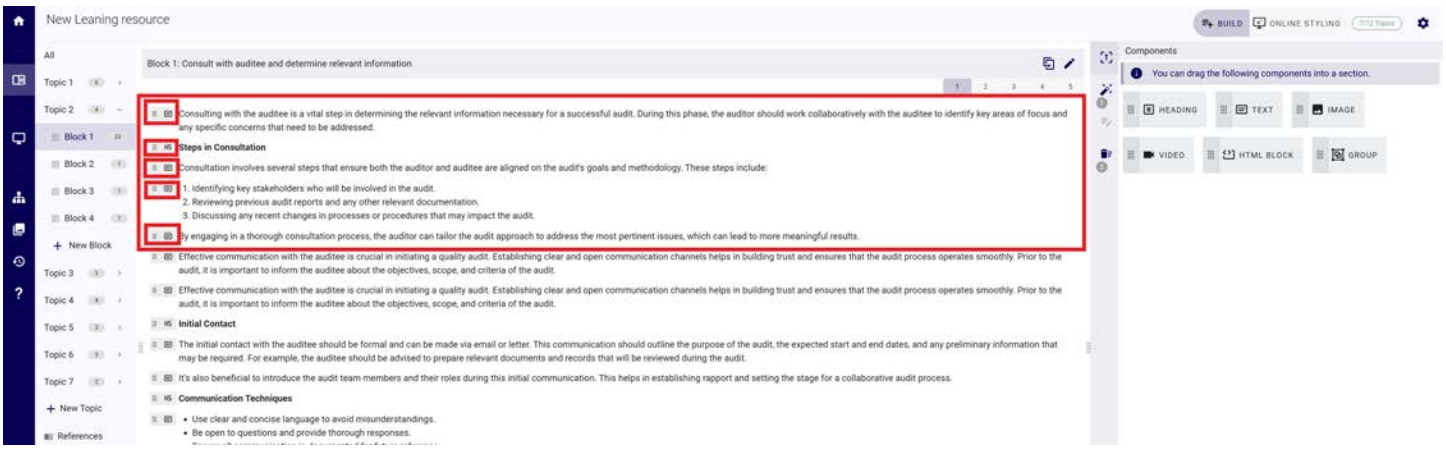
Split

Split is an action used to **separate** a **single** Component with **multiple paragraphs** into **multiple** Components. This may be required to break-up a large text block to make it more flexible for Online Styling. Splitting a Component will create individual Components out of every paragraph in the Component.

To split a Component, click on the Component you wish to split and then select **Split** on the **Actions** menu. A pop-up window will appear to confirm your action. To confirm, click **Split**.



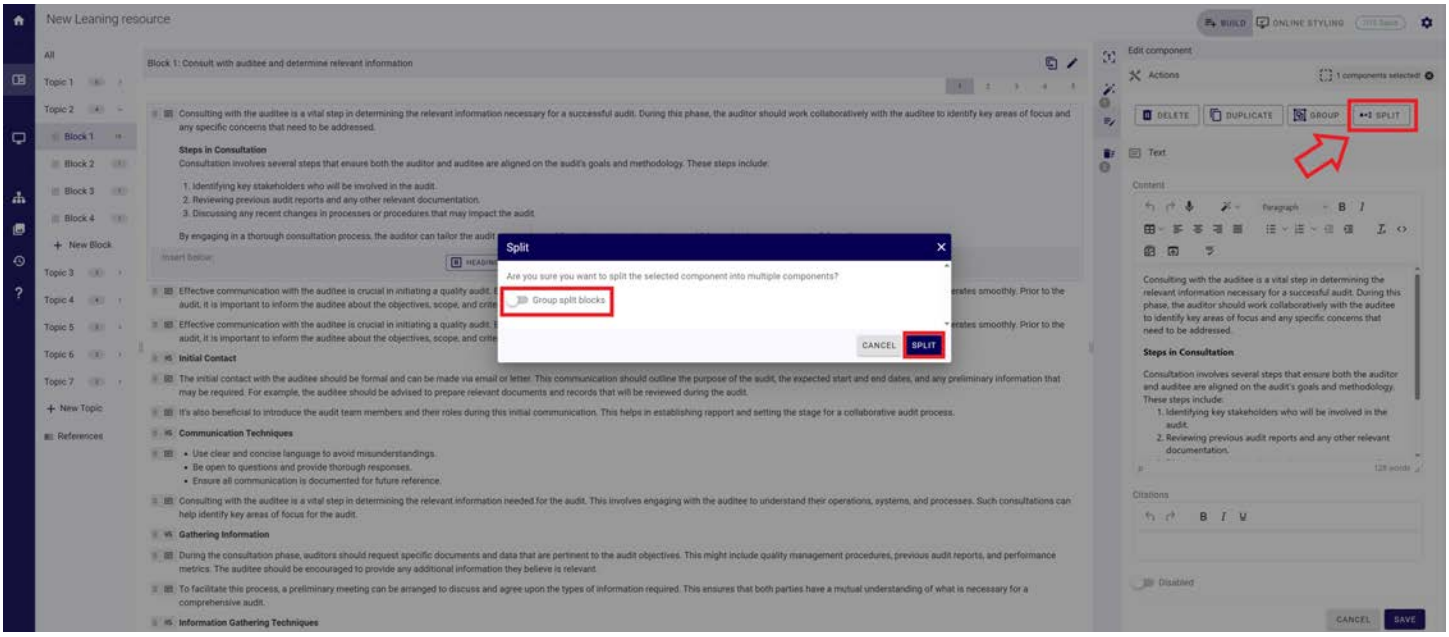
Your Component will now appear in your Learning Resource as **multiple Components**. The screenshot below shows an example of what this will look like.



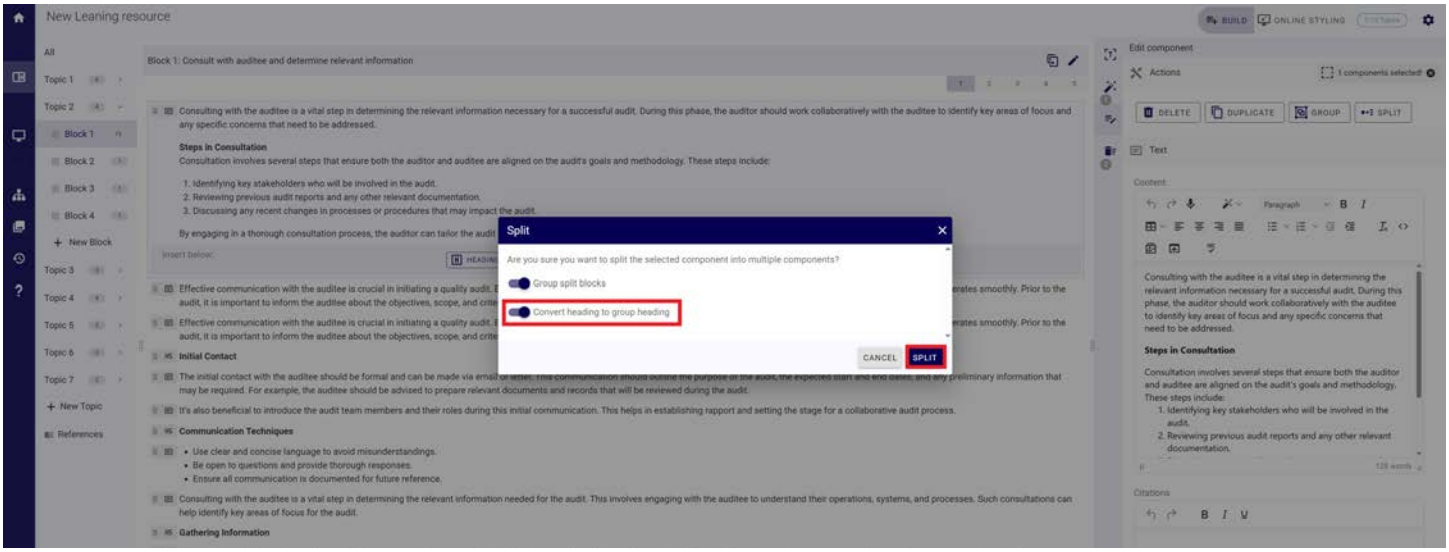
Note:

Split can be undone by selecting the components and using the Merge Action.

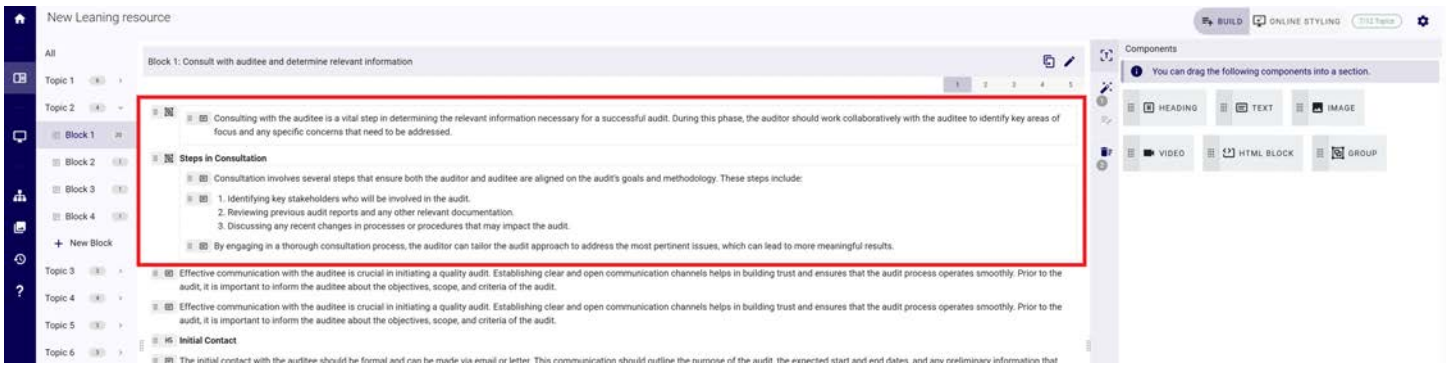
You will also have the option to toggle on **Group split blocks** which will create groups from the split components.



A second toggle will then appear with the text **Convert heading to group heading**. This will convert any headings in the content to Group Headings.



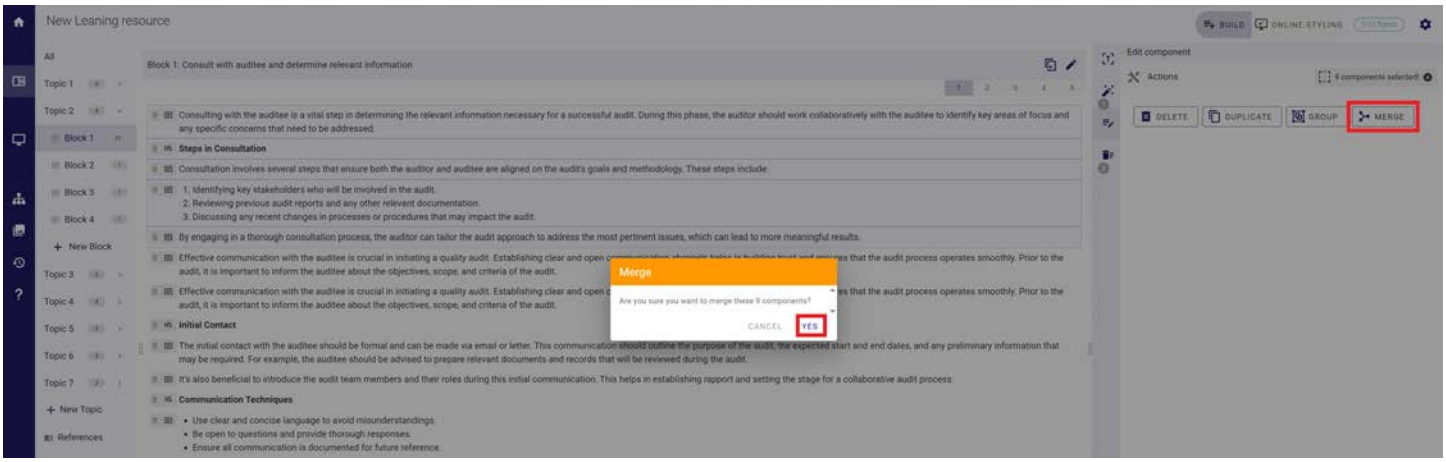
The split components will then appear as Groups with the Headings as the Group Heading in your Learning Resource.



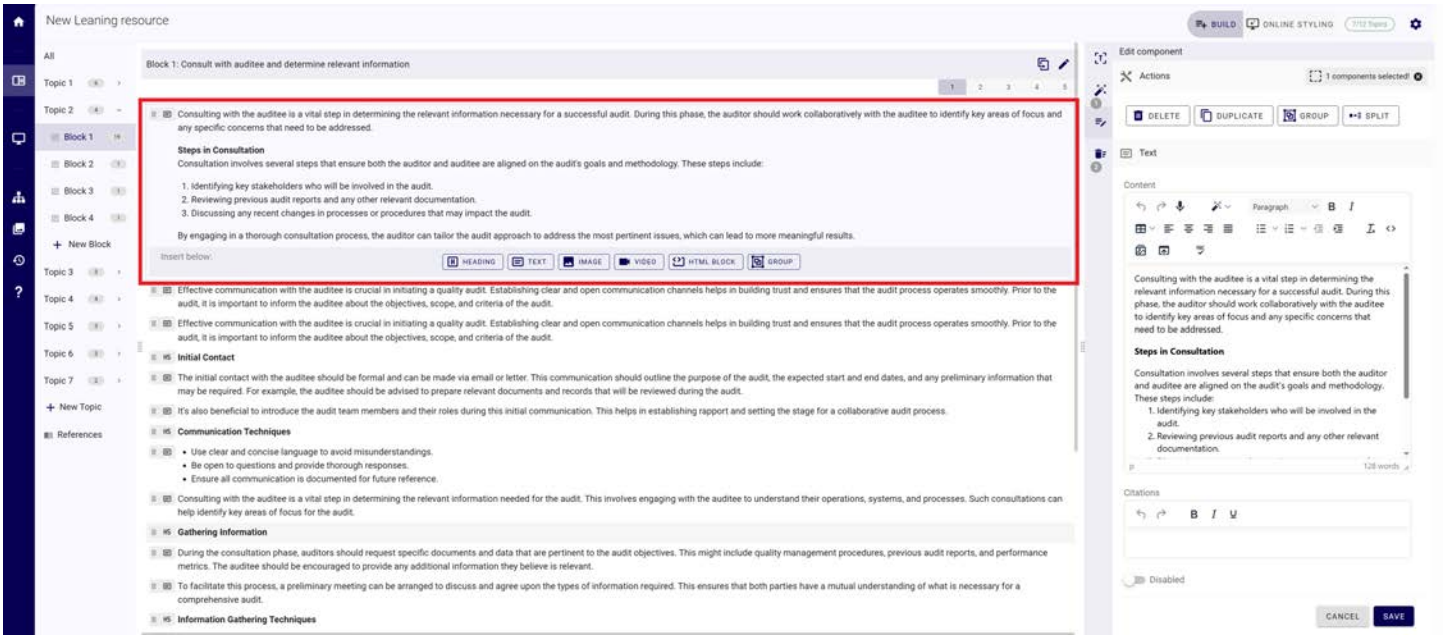
Merge

Merge allows you to **combine multiple** Components into a **single** Component. This can be useful if you have a large number of smaller components that could fit together into one to make them more manageable, or to **undo a Split** action.

To use Merge, **select** multiple Components by **clicking** them while holding the **Shift key**. The selected components will be highlighted in blue. Then select **Merge** from the Right-side Menu **Actions** toolbar. A pop-up window will appear to confirm your action. Click **Yes**.



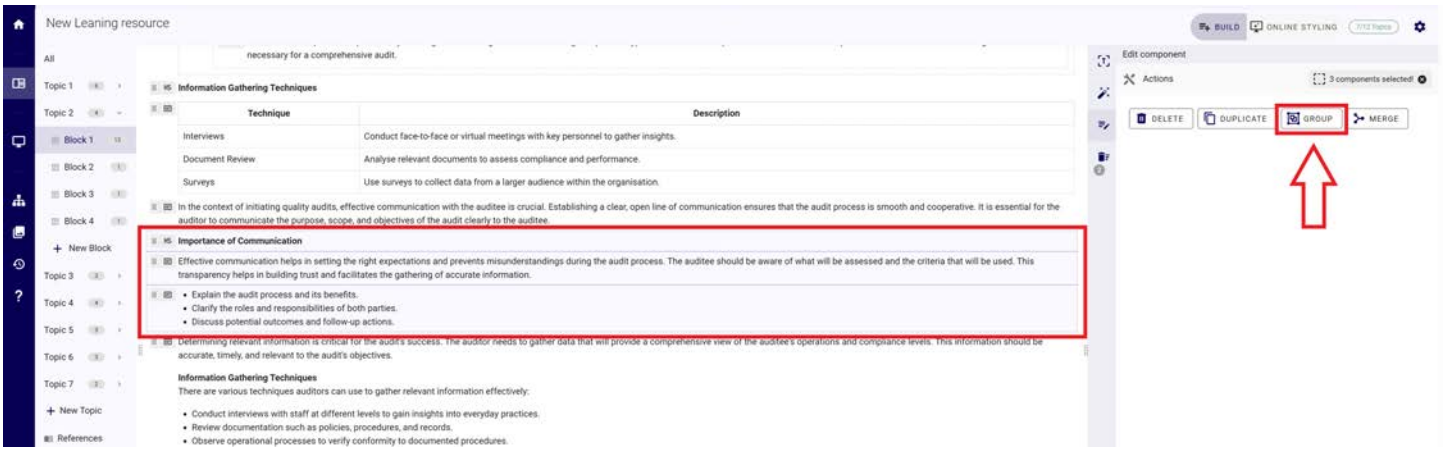
The Components will now be combined into a single component.



Group/ Ungroup

Another way to add a Group is by grouping content that you have already added. This can be useful for adjusting your formatting to create Animations in the Online Styling without having to re-create your components.

To do this, **click the components** you want to group while holding the **Shift key** on your keyboard (you can click the first and last of a cluster of components to select all of them). The components will highlight in blue to signify that they have been selected. Once the Components have been selected, click **Group** on the **Component Editor** in the right-side menu under **Actions**.

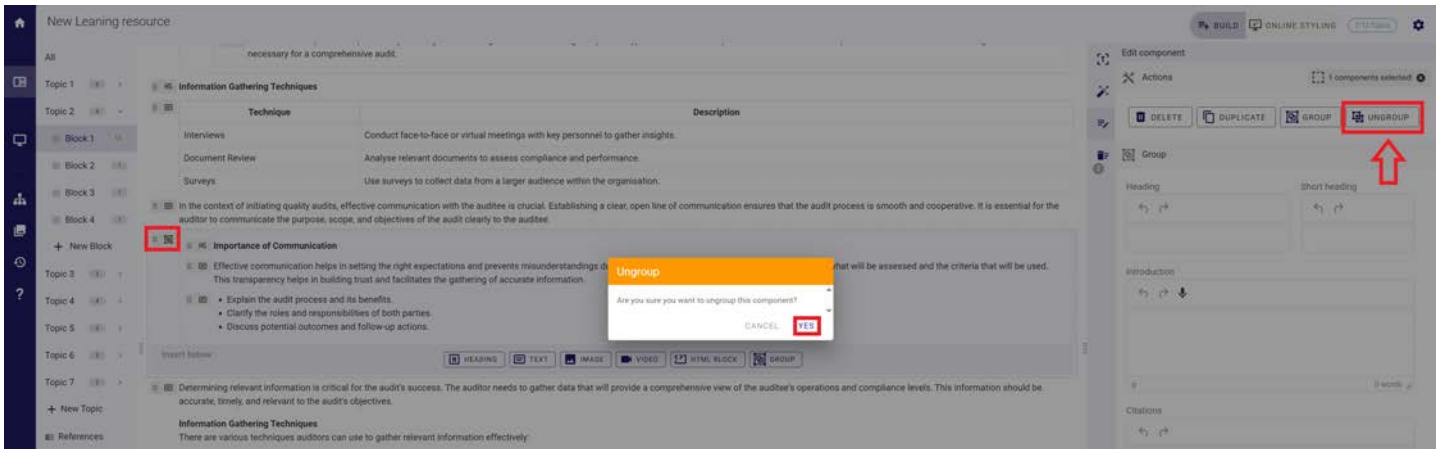


Once you have clicked Group, a pop-up window will appear confirming your selection. Check that the amount of components matches your selection and then click **Create Group**.



Your components will now be grouped.

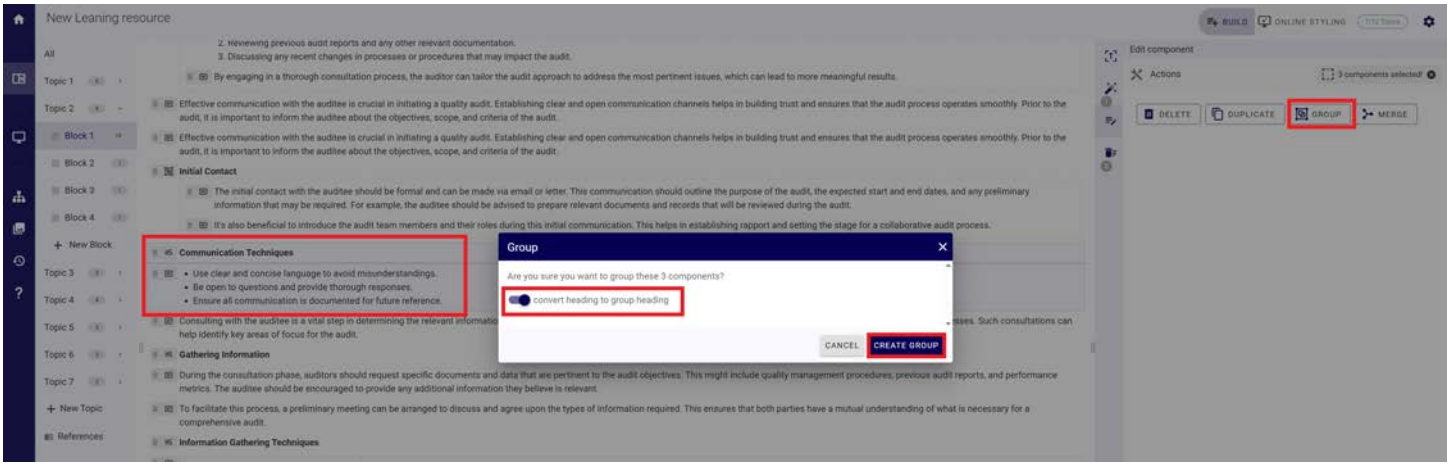
You can follow a similar process to **Ungroup** components. Click the outer **group icon** to select the entire Group. The Group will highlight blue to signify that it has been selected. Then click **Ungroup**. A pop-up window will appear to confirm the action, click **Yes**.



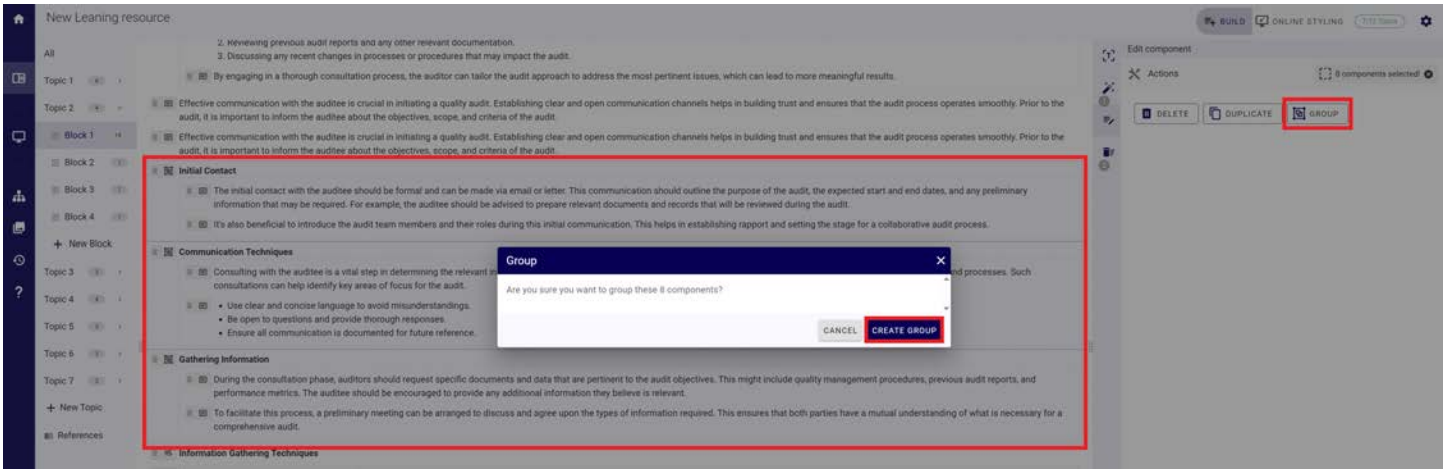
Subgroup

A Subgroup is s group within a group. Subgroups are used in **Animation styling** to create the different sections and headings.

To create a subgroup, follow the same steps for creating a Group, but begin with grouping the **Heading** Component for the Subgroup with the **Text** Component for the Subgroup. When you click **Group**, a pop-up window will appear with a toggle that says **Convert heading to group heading**. Turn **on** the toggle to automatically make the Heading component the Subgroup heading.



Once you have grouped all of your Subgroups using the method above, **select all** of the Subgroups by holding the **shift key** and clicking them. Once they are all selected, hit **Group** again.



This will group the Subgroups into **one** Group with Subgroups.

The Group is now ready for Animation stying.

Note:

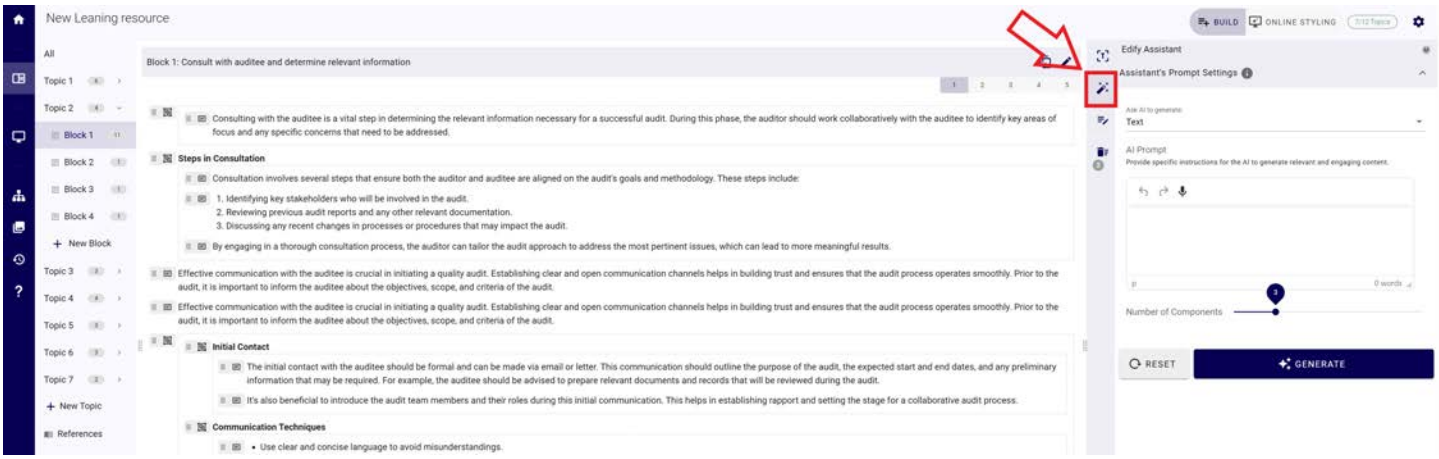
In order to create a Group for Animation styling, the group *must* contain subgroups.

Edify Assistant

Edify assistant is an **AI tool** which you can use to assist you with writing your Learning Resource.

The Edify Assistant allows you to **create** Learning Content at the click of a button, by specifying the **Component type** and writing a **prompt** describing the required content and behaviour.

To use the Edify Assistant, click the **Edify Assistant Icon** on the **Right-side Menu.**

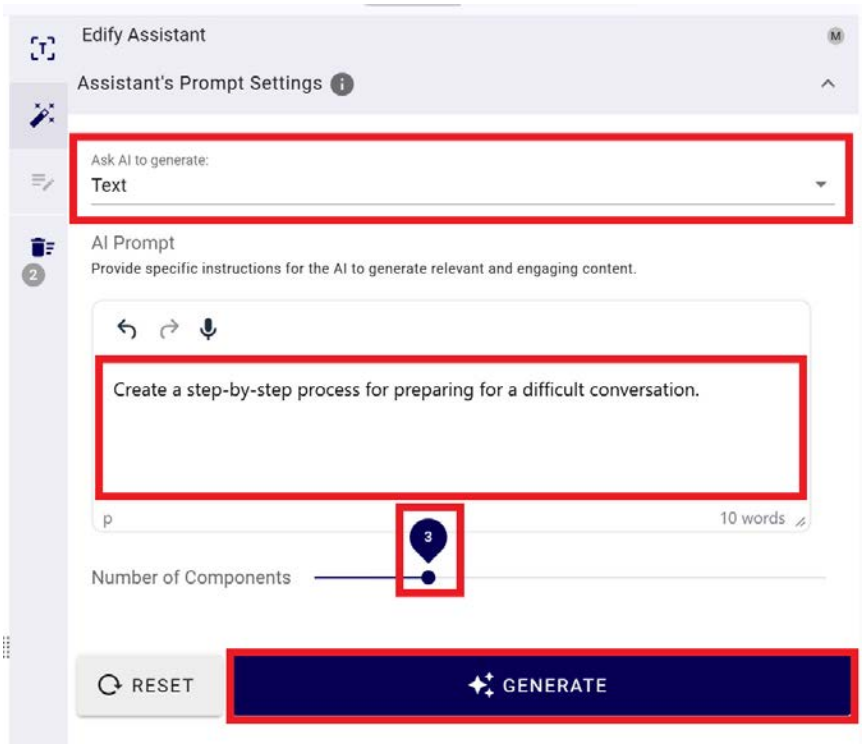


First you will need to select what type of **Component** you want to generate from the drop-down menu under the text **Ask AI to Generate**. Choose between **Text** and **Group**.

Then you will need to write a **prompt** in the **text box** provided. Ensure these instructions are clear and specific.

Finally, you will need to **drag** the slider to select the **Number of Components** you want to generate.

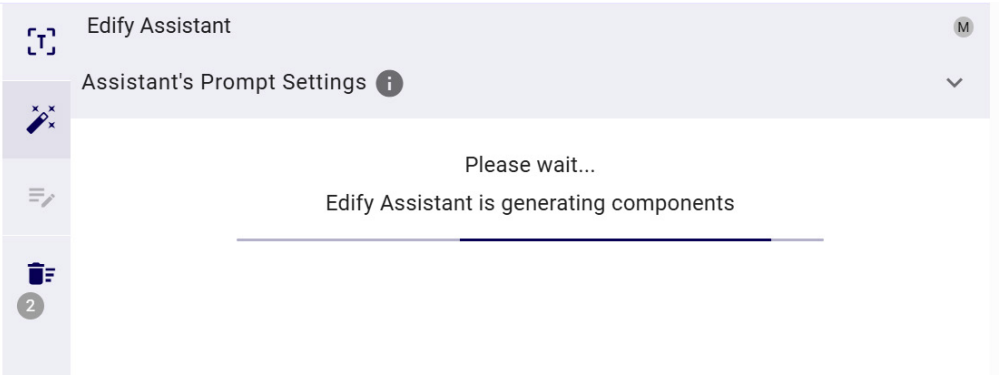
You can now click **Generate**.



Note:

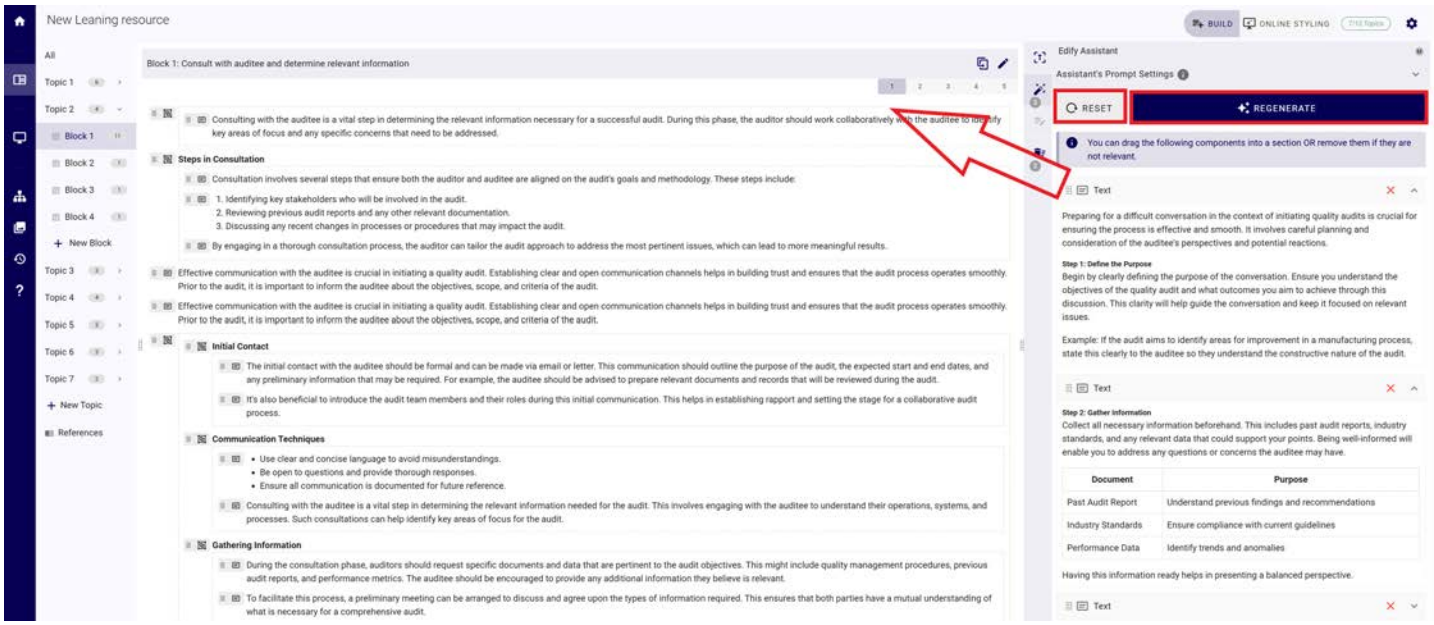
It is also possible to generate pre-made Groups by selecting the option Group from the drop-down menu.

You will then see the following message appear, indicating that the Assistant is generating your requested content.



The Assistant will then list the generated components in the **Right-side Menu** for you to review. You can click on them to **expand** the content. If you are happy with the content, you can **drag** the component into the Learning Resource. Once it has been added, you will be able to **edit** it if you so choose.

If the content that has been generated isn't suitable, you can click the **Regenerate** button for new options or the **Reset** button to change your prompt and try again.



Important!

The Edify Assistant is a *paid add-on* feature of your existing Edify subscription.



Online Styling Breakdown



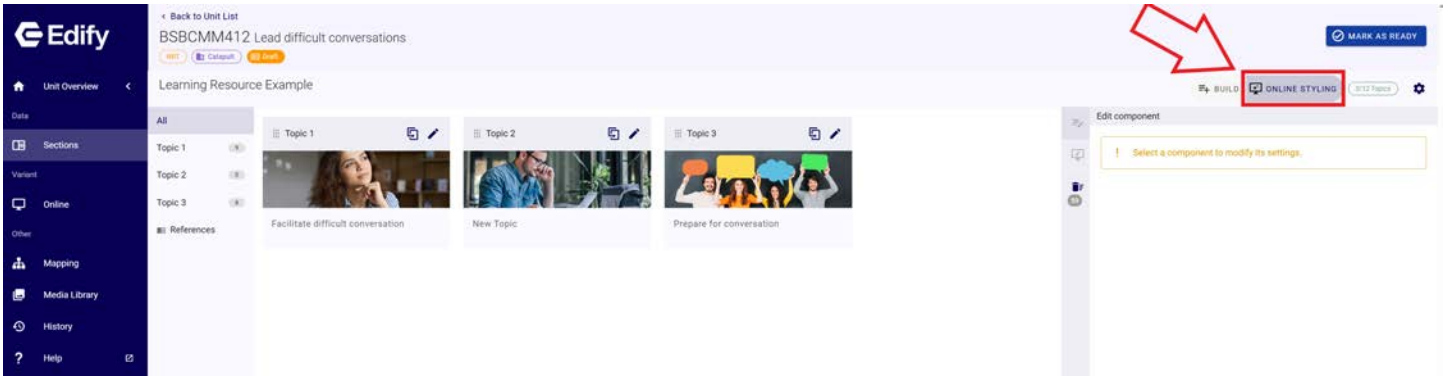


Online Styling Overview



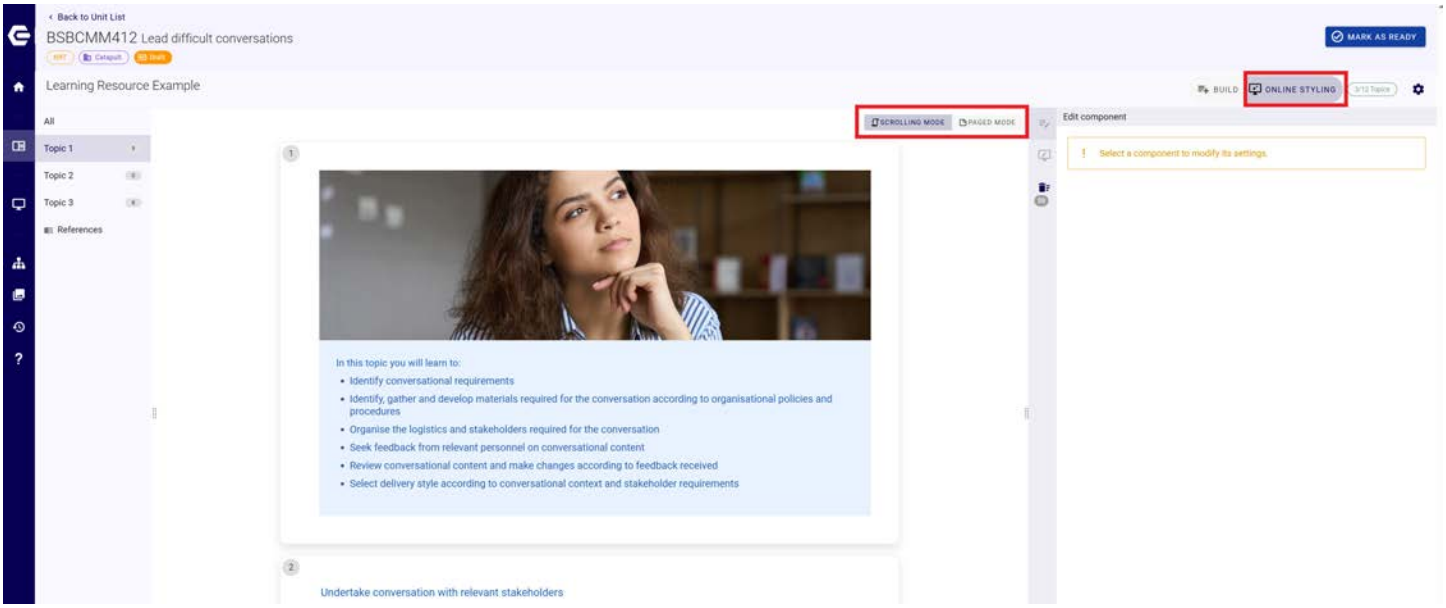
Online Styling is where you will **style your Learning Resource** for display in the **LMS**. There are a few different features you can add, such as breaking up your content with Page Breaks, adding Filler Images and Animations to increase student engagement, as well as a few other styling tools to make your content shine.

You can access the **Online Styling Space** at the top-right of your Learning Resource Section. Simply click on the tab to open the Online Styling tool.



You can access the Online Styling for the particular **Topic** you are working on by clicking the Online Styling Space. This will take you **directly** to that Topic in Online styling.

Inside the Online Styling Space you will see your Learning Content formatted as it will appear in the LMS. The **Blocks** you created in the Build Space will translate to **Pages** in the Online Stying tab. You can choose to view your Online Learning Content in **Scrolling Mode**, where you can scroll through your content, or **Paged Mode**, where you can click through it page-by-page.

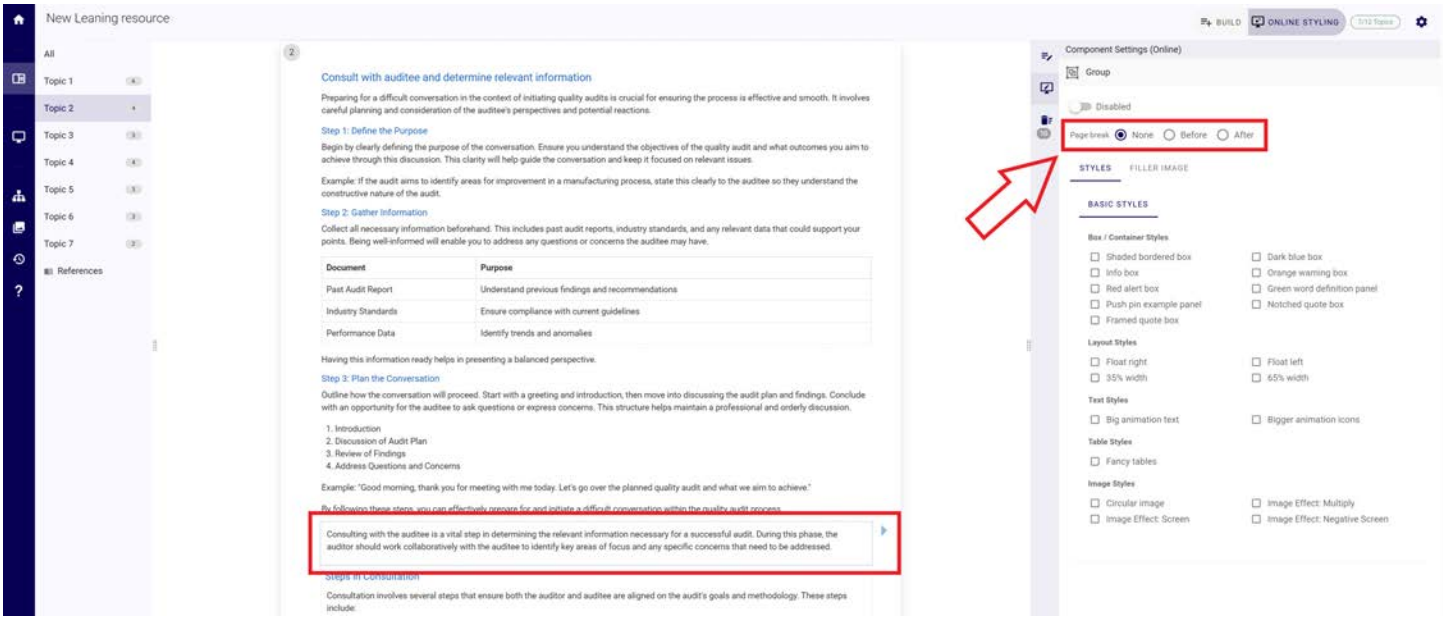


Page Breaks

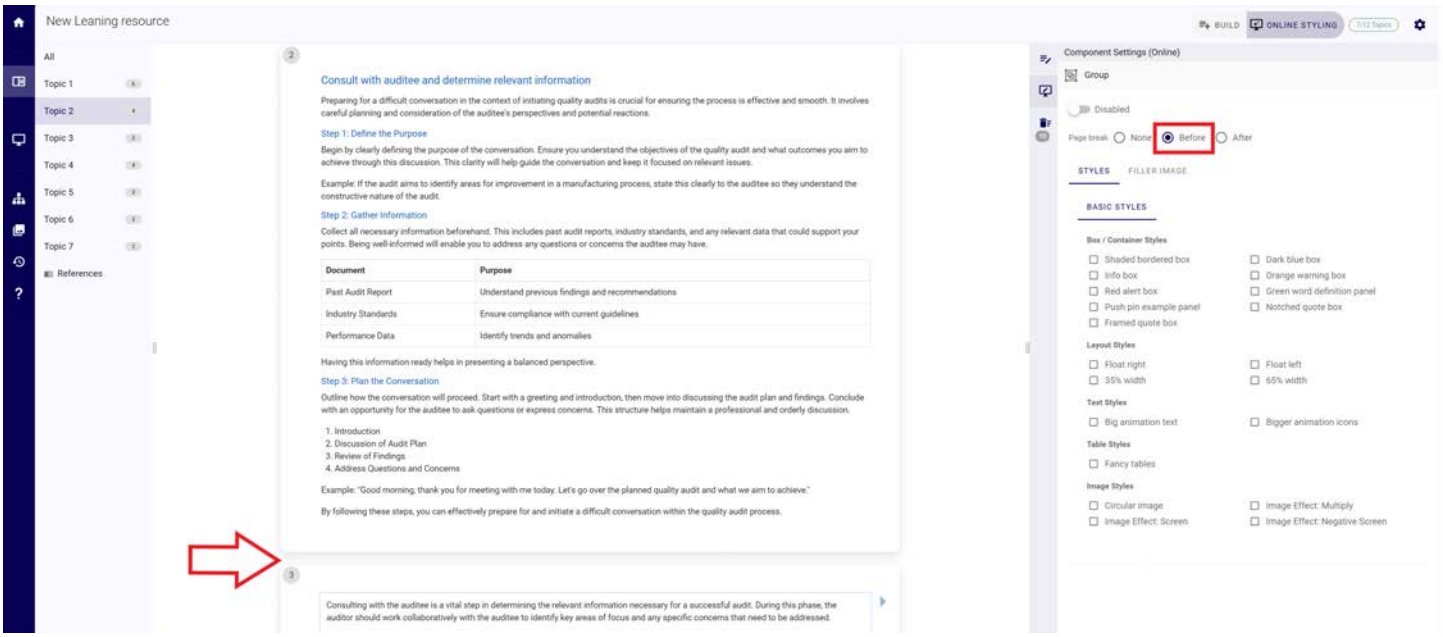
Page Breaks are a function used to split the Learning Resource into separate pages in the LMS. The system will automatically split Blocks from the Build Space into separate pages in the Online Styling Space; however, a block may appear too big to fit on one page in the LMS and need to be broken down further. Splitting content into Pages can make it more accessible for Learners so they don't become overwhelmed by a large block of content.

To add a Page Break, click on the component where you want to add the Page Break. The **Component Settings** menu will appear in the Right-side Menu. At the top, you will see the words **Page break** with three options next to it; None, Before and After.

- **None** removes a Page Break.
- **Before** will add the Page Break before the selected Component.
- **After** will add the page break after the selected Component.



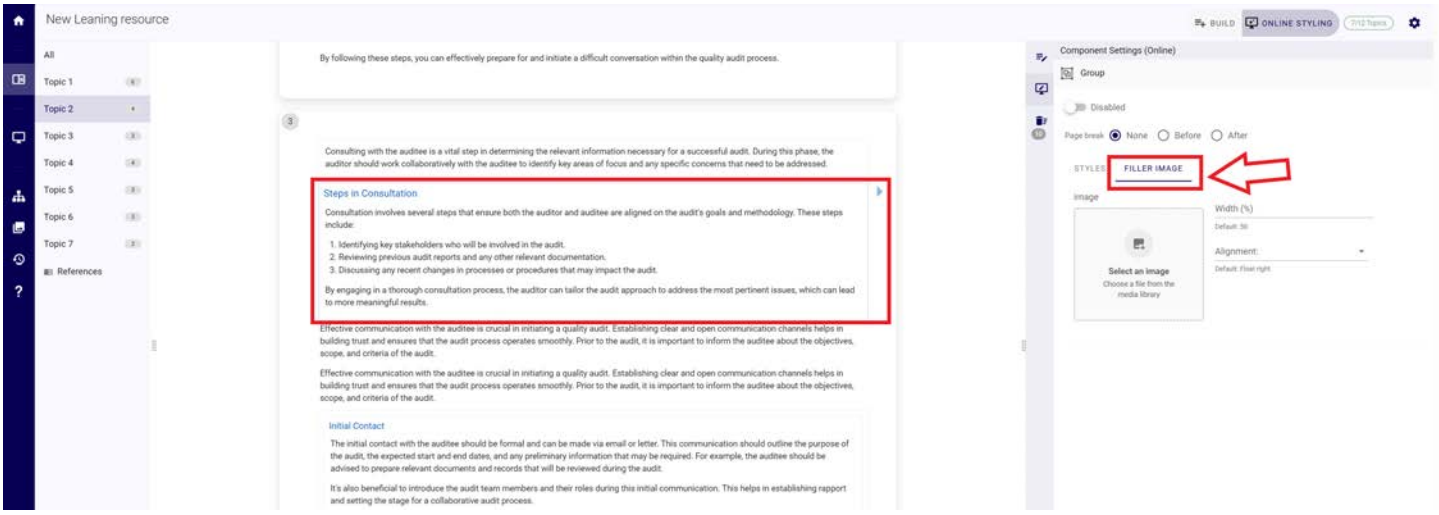
Once you have made your selection, the result will appear instantly in your Learning Resource. See the screenshot below as an example.



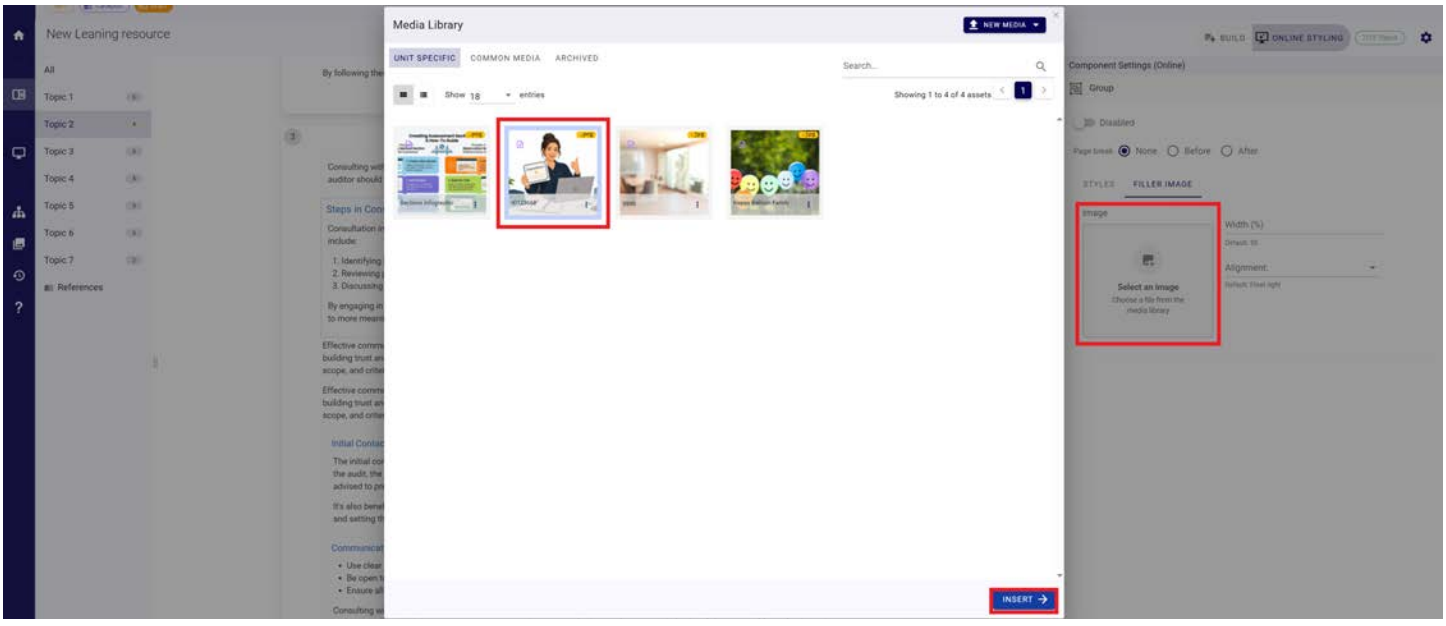
Filler Image

A Filler Image is an additional image that is added as part of the Online formatting. These images are added for engagement and aesthetic purposes, rather than being part of the Learning Content. These can be added to fill in gaps or break up large amounts of text to make the content more approachable for Learners.

To add a Filler Image, click on the Component where you would like to add the image. The **Component Settings** menu will appear in the Right-side Menu. In Component Settings, click on the tab **Filler Image**.

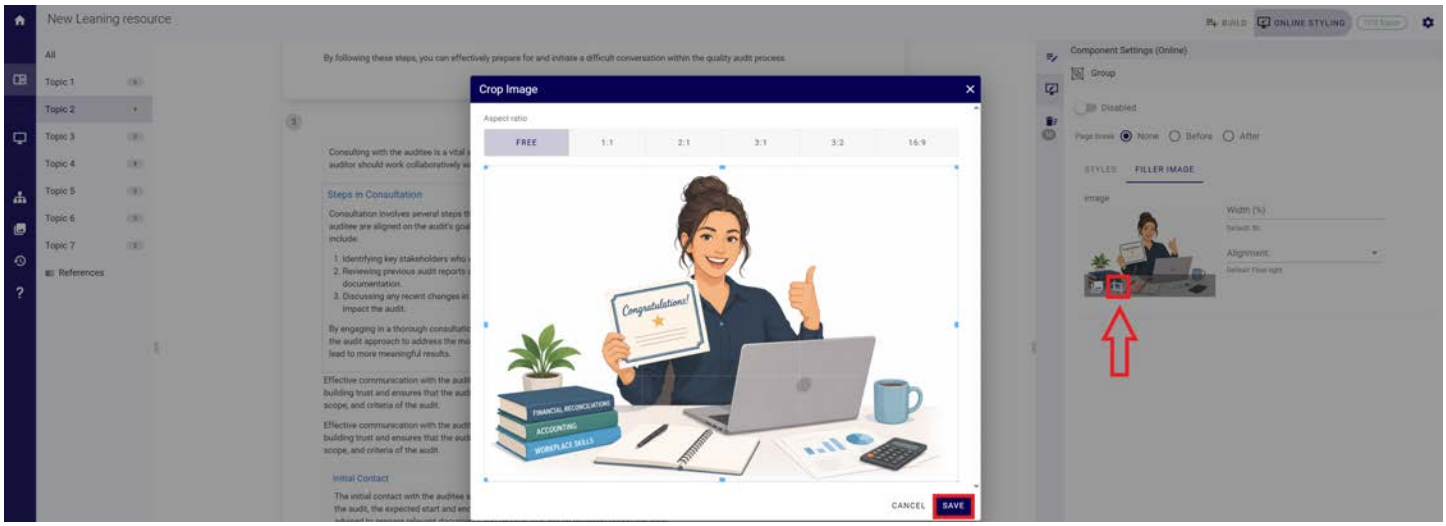


Inside the tab, you will see a **grey box** under the heading **Image**. Click on the **grey box** to open the **Media Library**. Add your image into the Media library, click on it to select it, then click **Insert**.



Your Filler Image will now appear in the grey box.

If you need to crop the image, there is a **Crop** tool at the bottom of the box containing the image. Click the icon to open the cropping pop-up window. Drag the corner of the image to adjust the portion of the image that is visible. Then click Save when you are happy with it. The cropped version will now appear in the preview box.

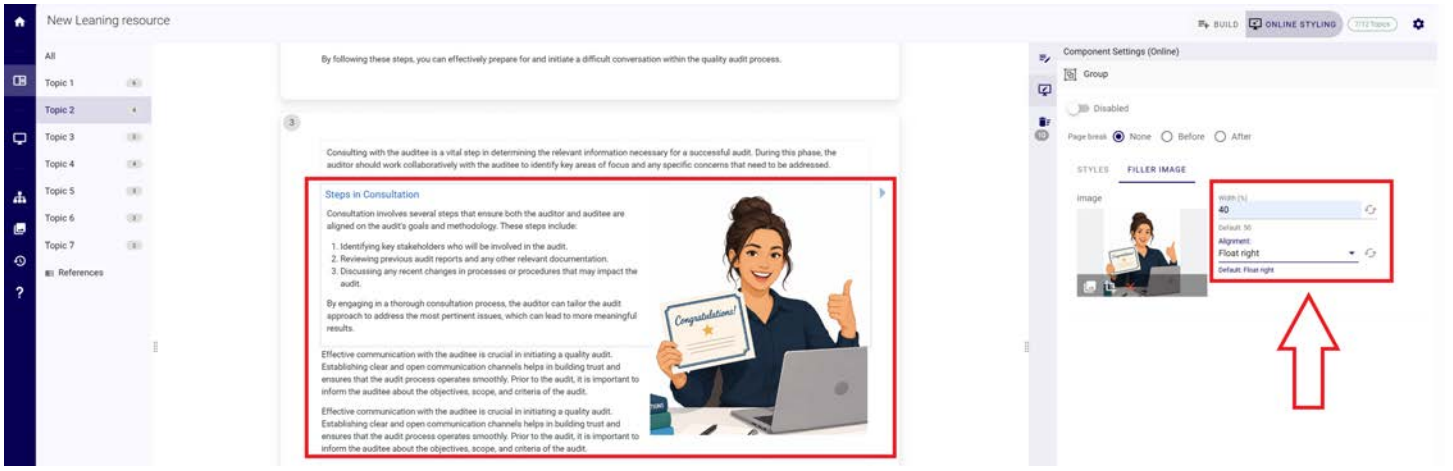


You can then select how much of the page you want the Filler Image to take up and where on the page you would like it to sit using the fields to the right of the image preview; Width and Alignment.

Adjust the **Width** by typing the percentage of the screen you wish for the image to take up. The default is **50%**.

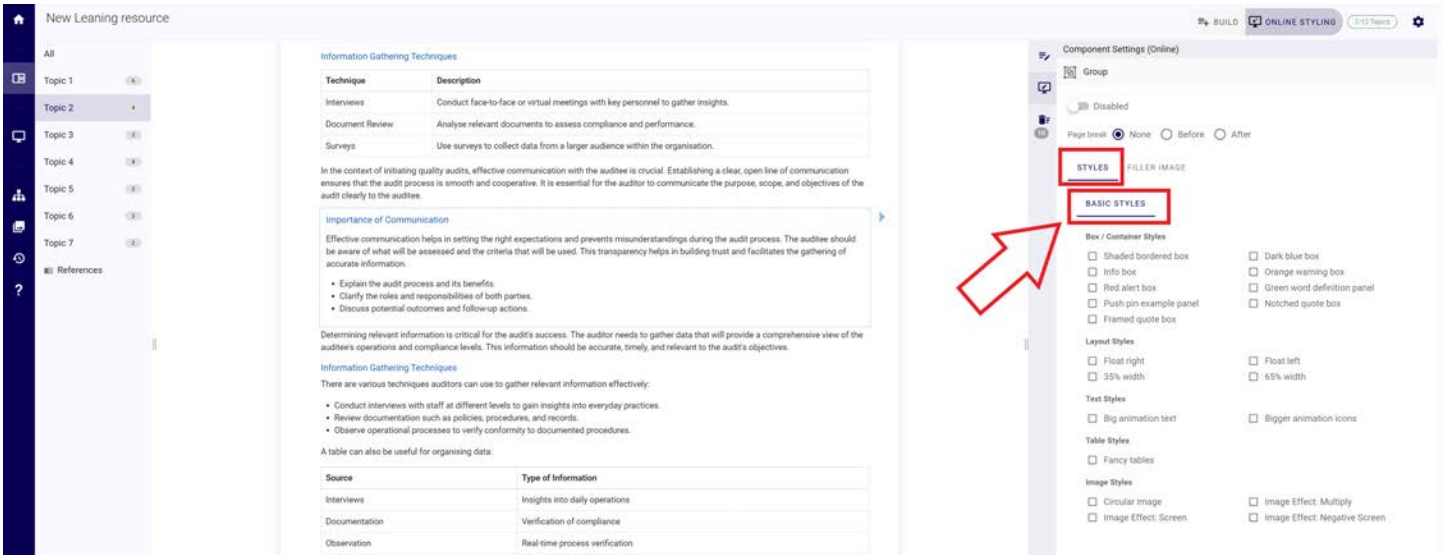
Adjust the **Alignment** by using the drop-down menu to select from the list of options. The default is **Float Right** which adds the image to the right of the selected Component.

Once this has been selected, click **Save**. Your Filler Image will now appear in your Learning Content.



Basic Styles

Basic Styles is a **styling menu** under the **Styles** tab in the **Component Settings** menu. Basic Styles can be used to format your text and images to make your Learning Resource more engaging. There are five sections under Basic Styles: Box / Container Styles, Layout Styles, Text Styles, Table Styles and Image Styles. We will go over each of them next.



Box / Container Styles

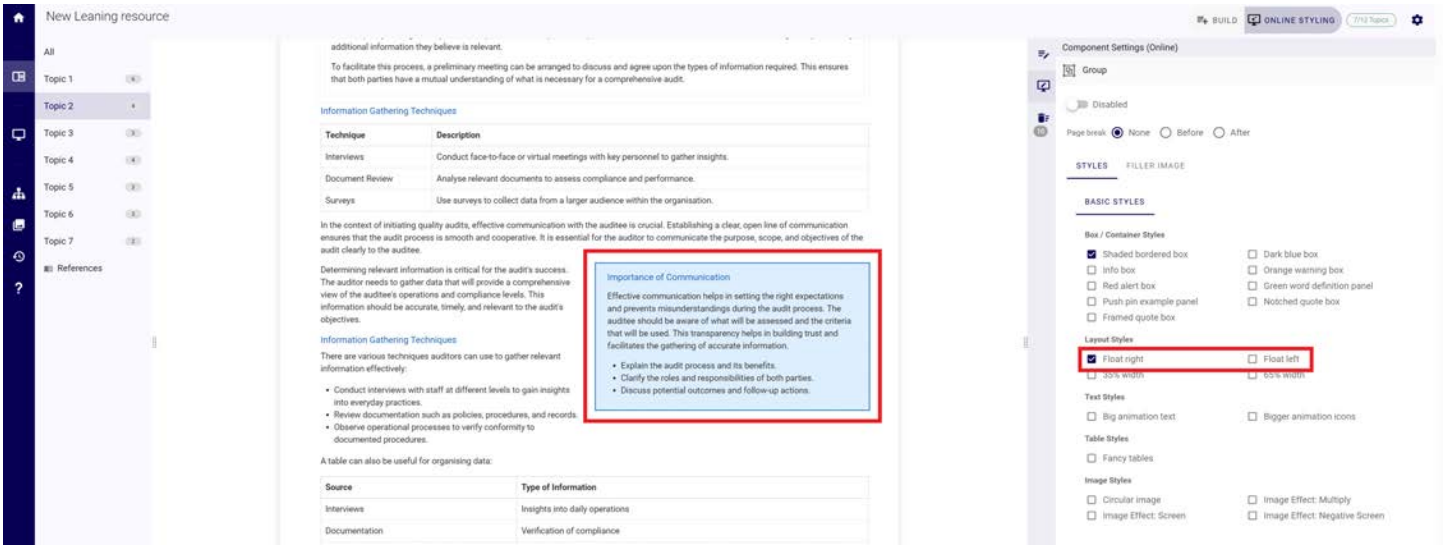
Box / Container Styles are used to make your **text stand out** in the LMS. They highlight text by creating different styles of boxes. The different styles are shown in the table below.

Shaded bordered box	The quick brown fox jumps over the lazy dog.
Dark blue box	**The quick brown fox jumps over the lazy dog.**
Info box	The quick brown fox jumps over the lazy dog.
Orange warning box	**The quick brown fox jumps over the lazy dog.**
Red alert box	**The quick brown fox jumps over the lazy dog.**
Green word definition panel	The quick brown fox jumps over the lazy dog. *Definition*
Push pin example panel	The quick brown fox jumps over the lazy dog.
Notched quote box	The quick brown fox jumps over the lazy dog.
Framed quote box	The quick brown fox jumps over the lazy dog.

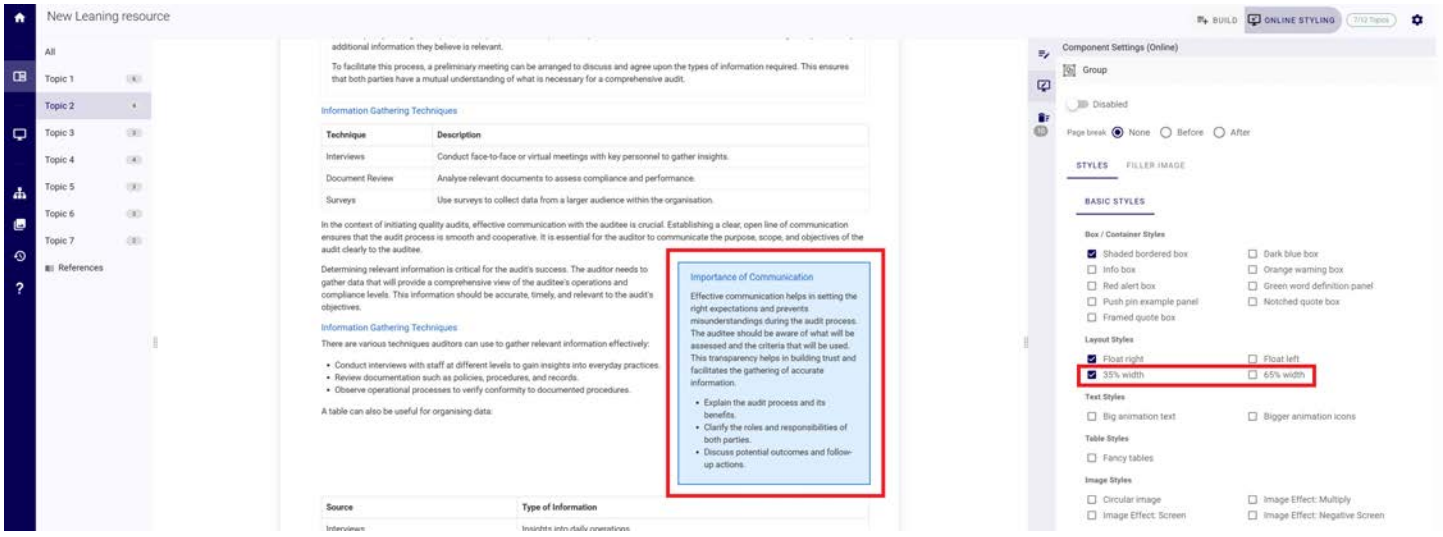
Layout Styles

These styles can be used for any Text, Group or Image Components, including components that have had Animations or Box / container style applied. These options allow a user to **adjust** the **position** and or **width** of a Component.

Float Left and **Float Right** adjust the position of the selected content to **sit** on either the **left or right of the screen** respectively. It will also place the content next to any text that is also on the page so that they sit side by side. See the image below as an example of Float Right.



The two percentage widths, **35% width** and **65% width** adjust the content width to take up **35% and 65 % of the screen** respectively. The default is for it to take up 100%, or 50% if Float Left of Float Right are applied. See the example below of 35% width.



Note:

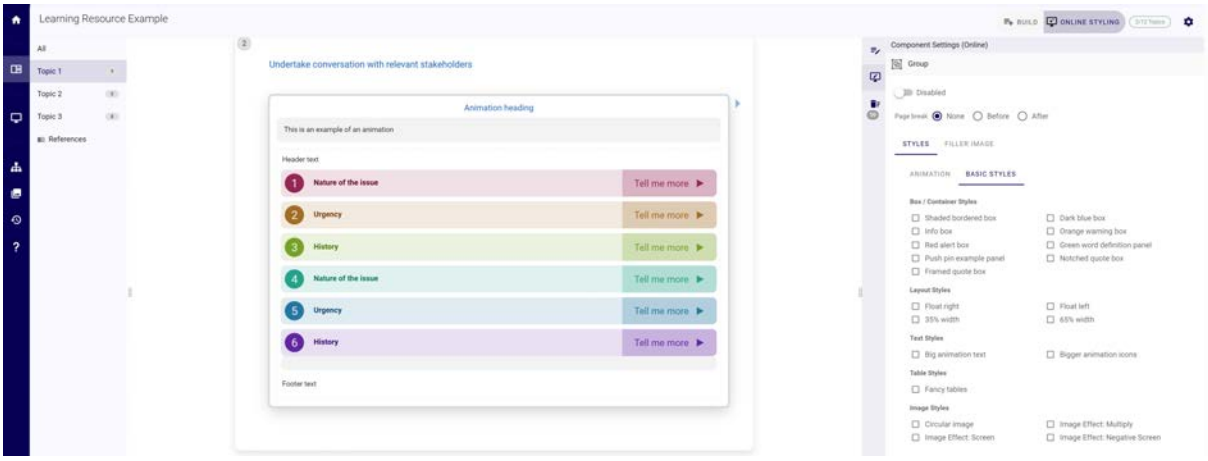
A position style and a width style can be used together, but only one of each type can be used at a time as they will override each other.

Text Styles

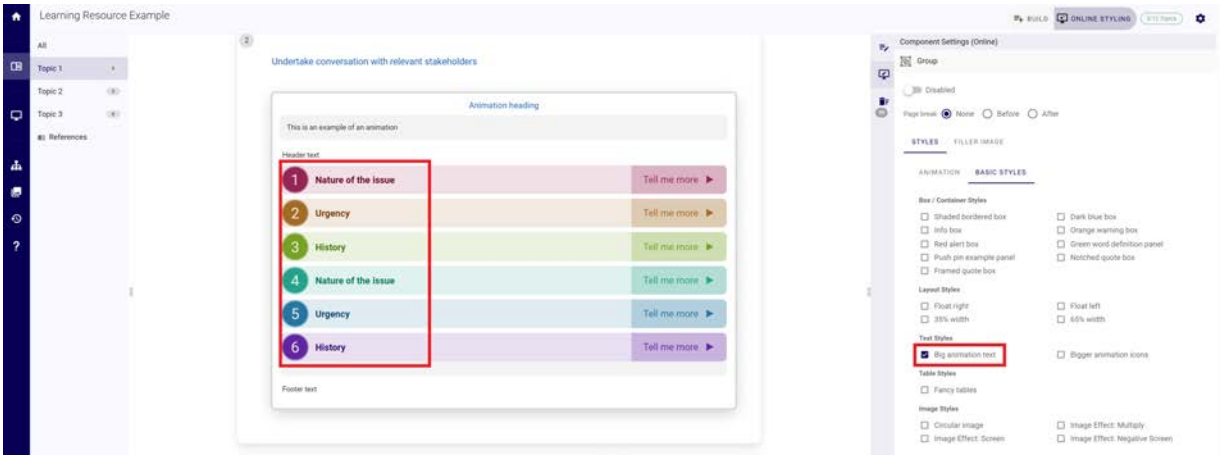
These are styling that can be added to the text and icons in an Animation. They can be used to **increase the size** of text or Icons to make them stand out.

To use Text Styles, an Animation style must first be applied. **Select the Animation** and then open the **Basic Styles** tab.

Default example:



Big animation text makes the headings and icons for the animation larger. An example is provided below:



Bigger animation icons makes the icons larger and leaves the text the same size. An example is provided below:

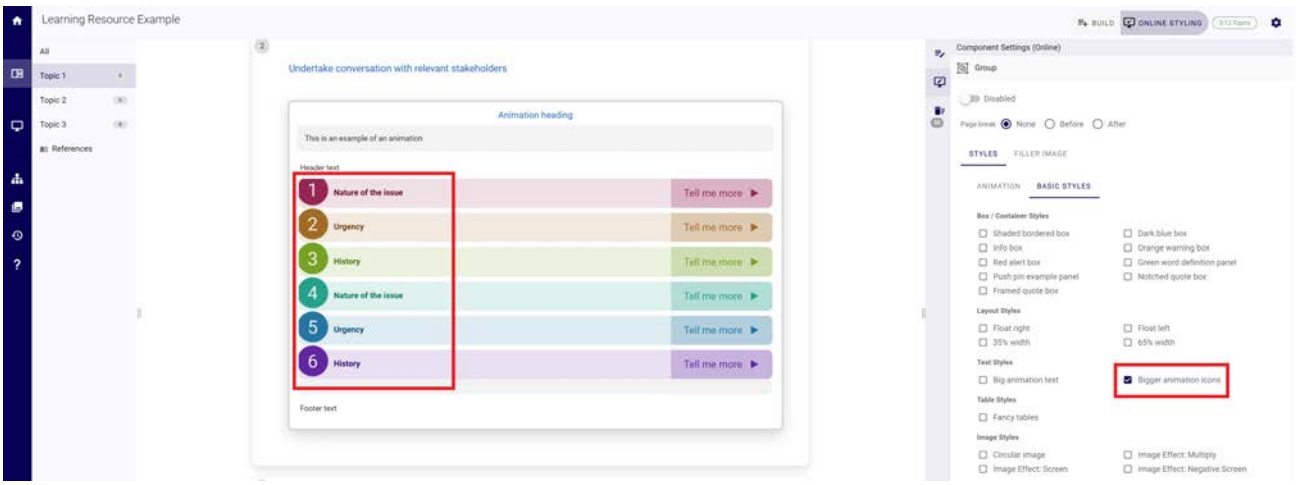
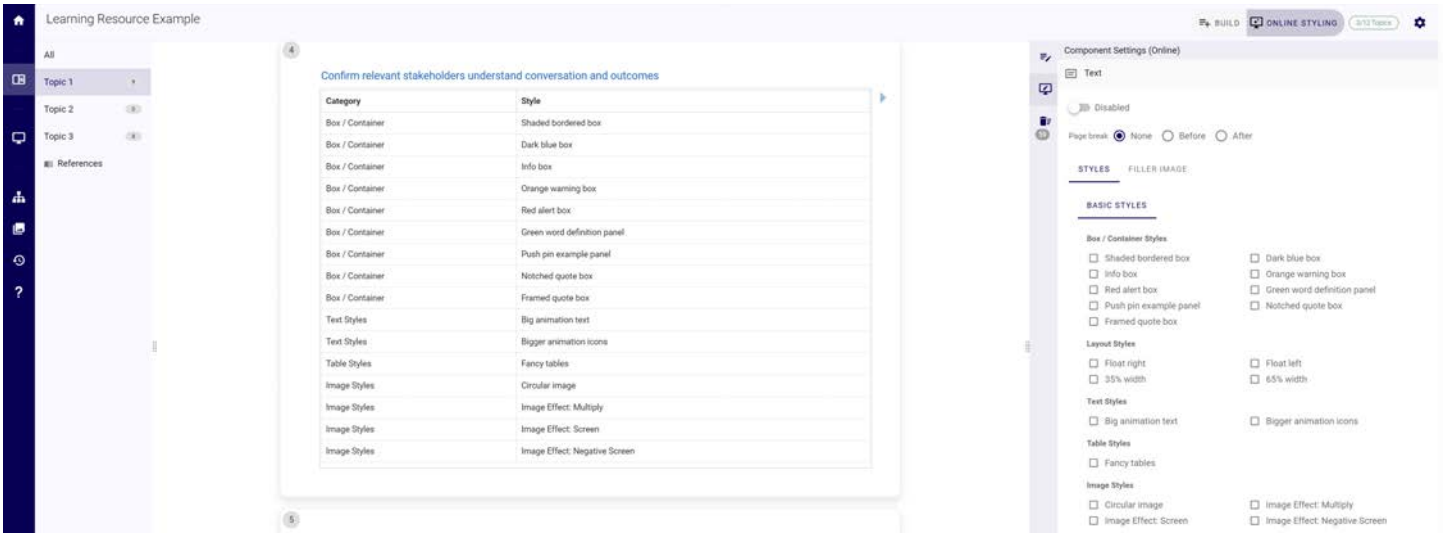


Table styles

Table styles covers the effect Fancy tables. Fancy tables adds formatting to make your table look polished and stand out in your Learning Resource. An example of this effect is provided below.

Standard table:



Fancy tables example:

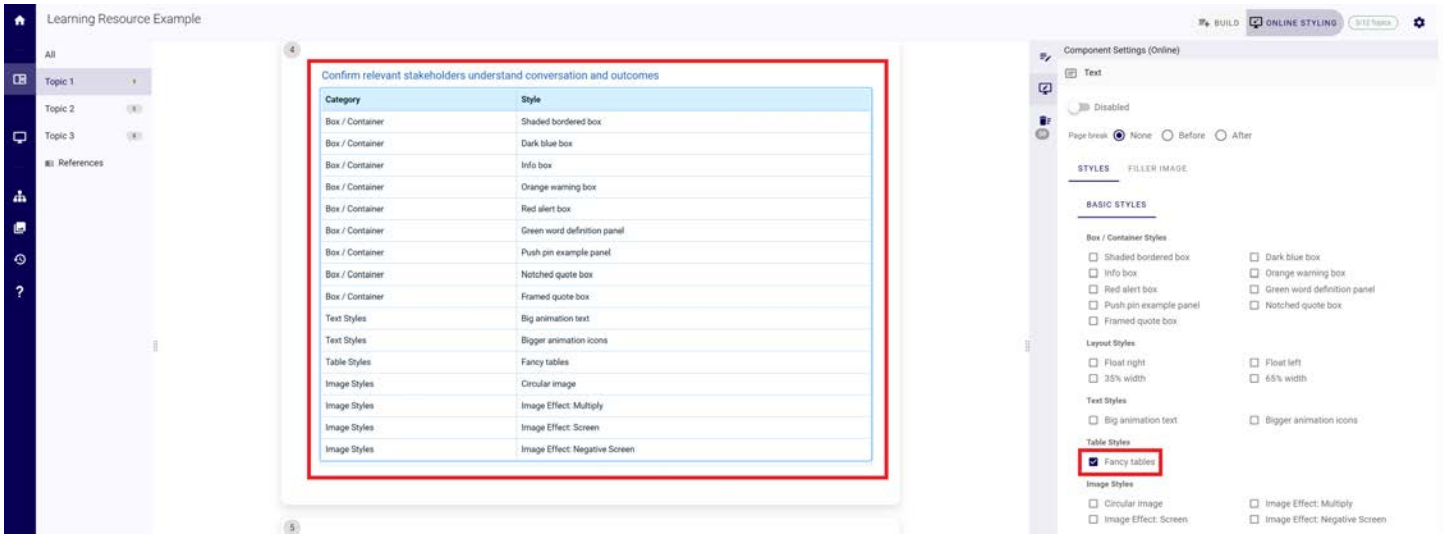
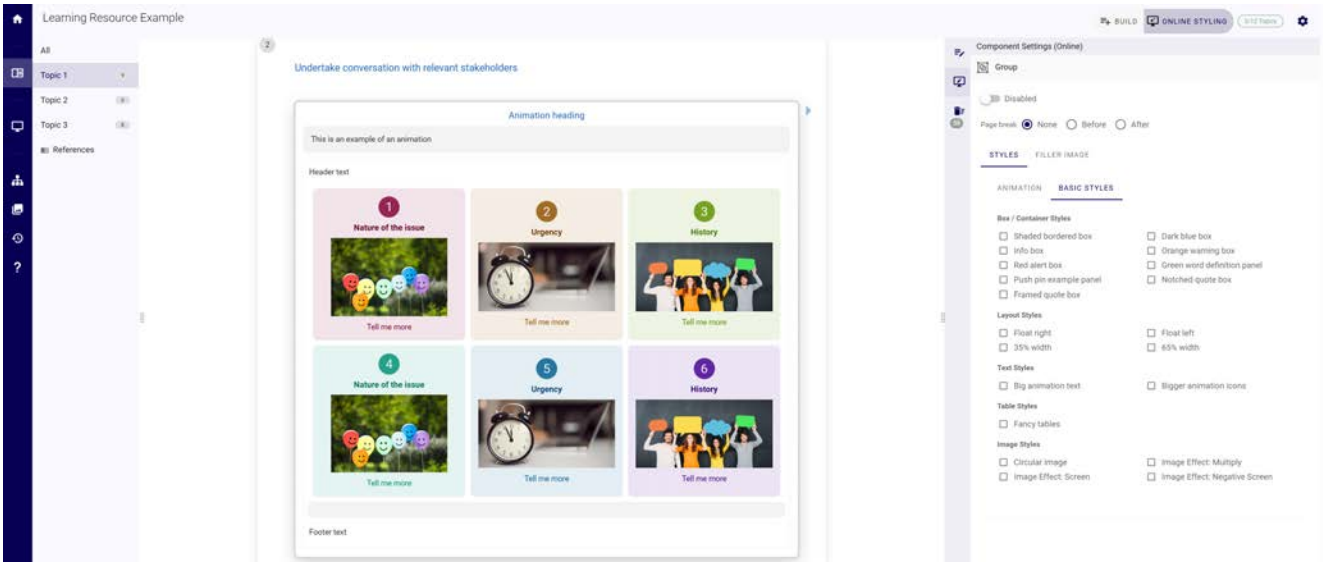


Image styles

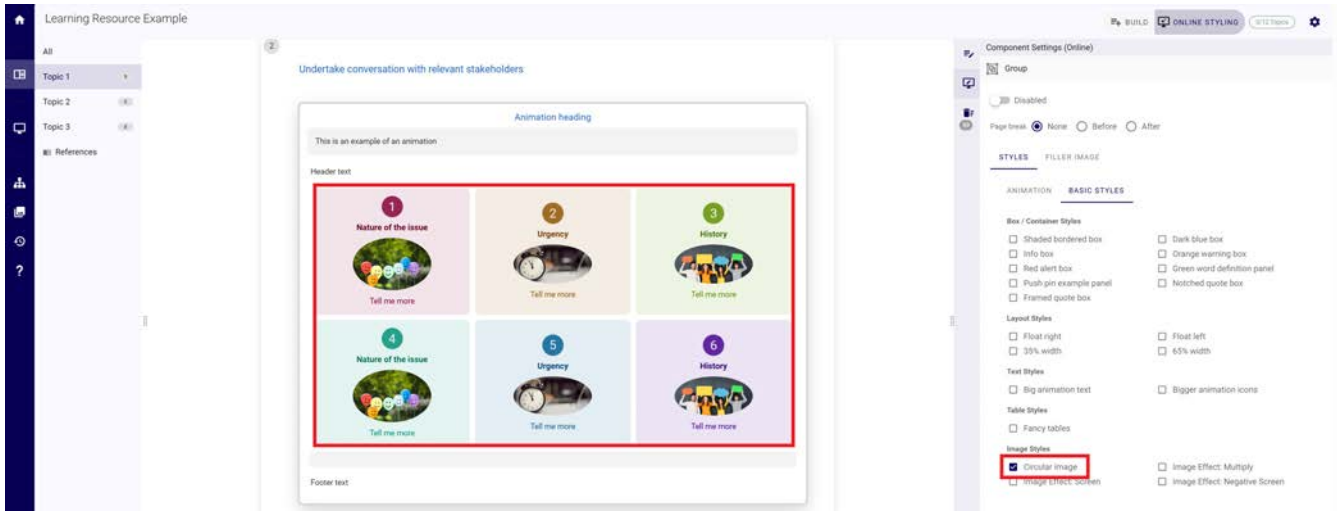
Image styles are image formatting tools used for images in **Animations.** To use these tools, an Animation must be applied. These effects can be used to enhance and differentiate your Animations to make your Learning Resource more engaging.

Below are some examples of how each image effect appears.

Default Animation:



Circular image — changes the frame of the image to a circle. See example below:



Note:

You can apply Circular Image with any of the other three styles. However, you cannot combine the other three styles.

Note:

The Multiply effect can be used to remove a white background from an image by blending it with the colour Theme. However, this does not have the same effect if the Theme is set to Dark.

Image Effect: Multiply — blends the image with the Animation Theme colour. See example below:

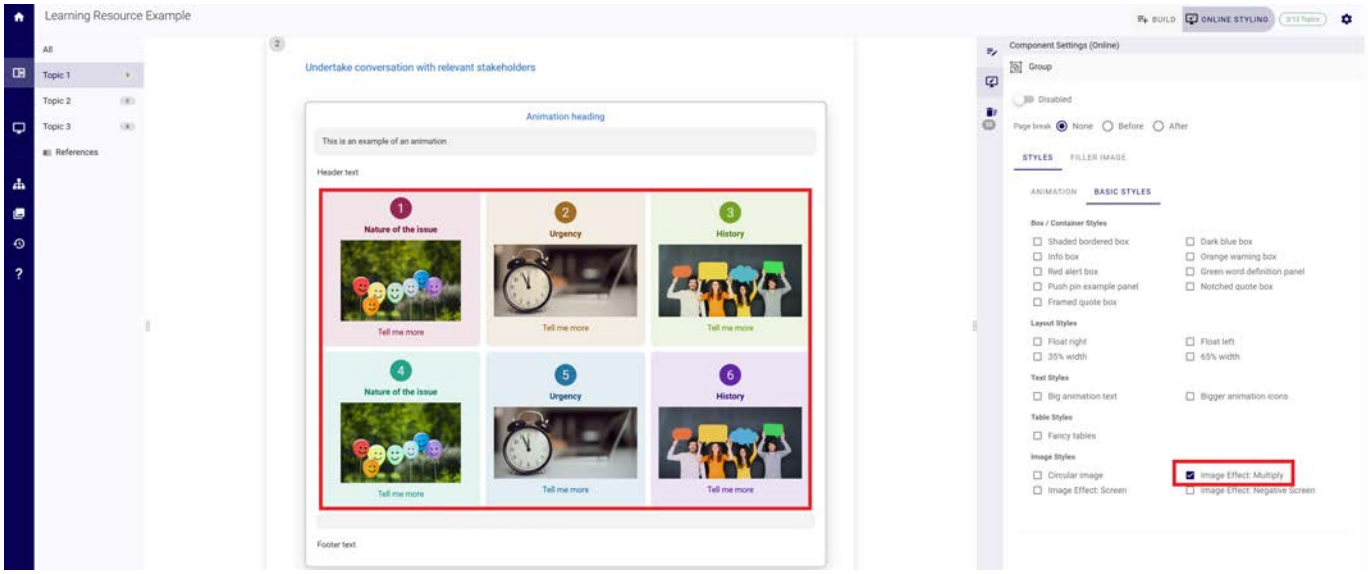


Image Effect: Screen — washes out theimages with a white screen. See example below:

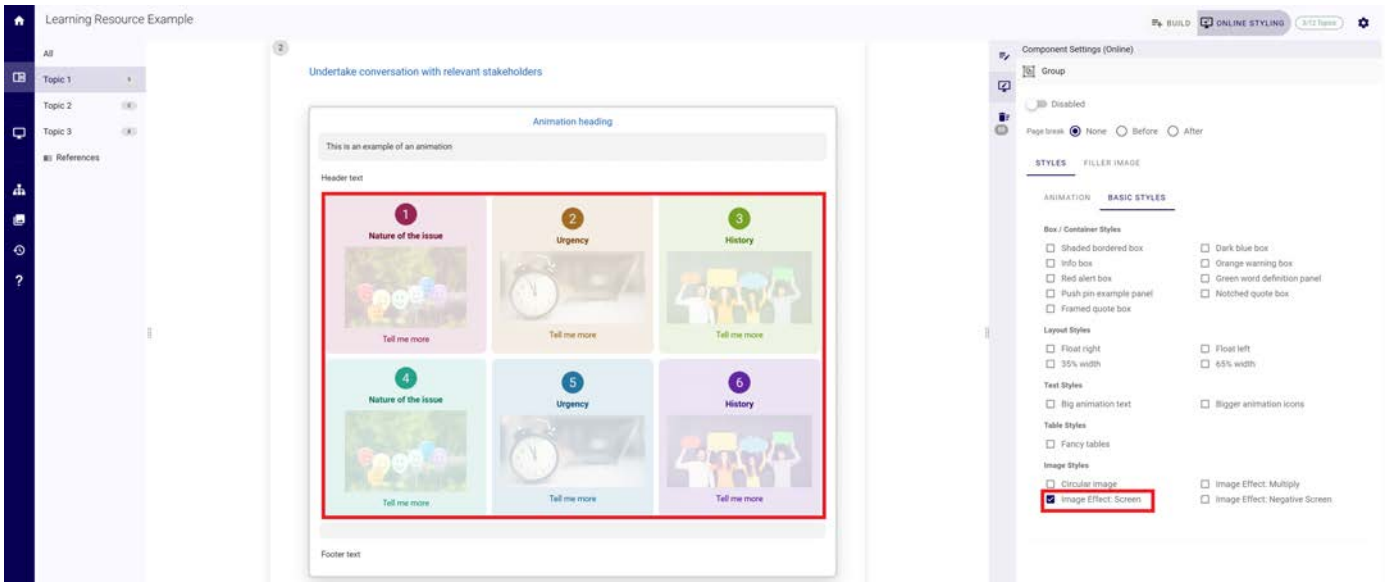
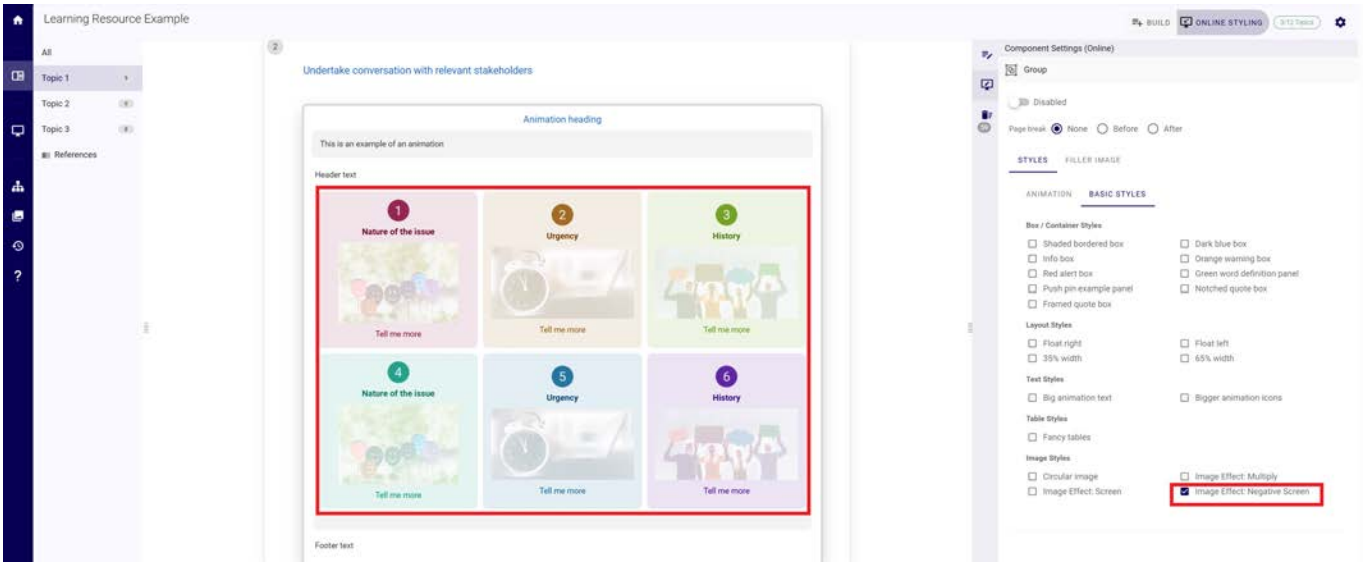


Image Effect: Negative Screen — flips the images to the colour negative. See example below:

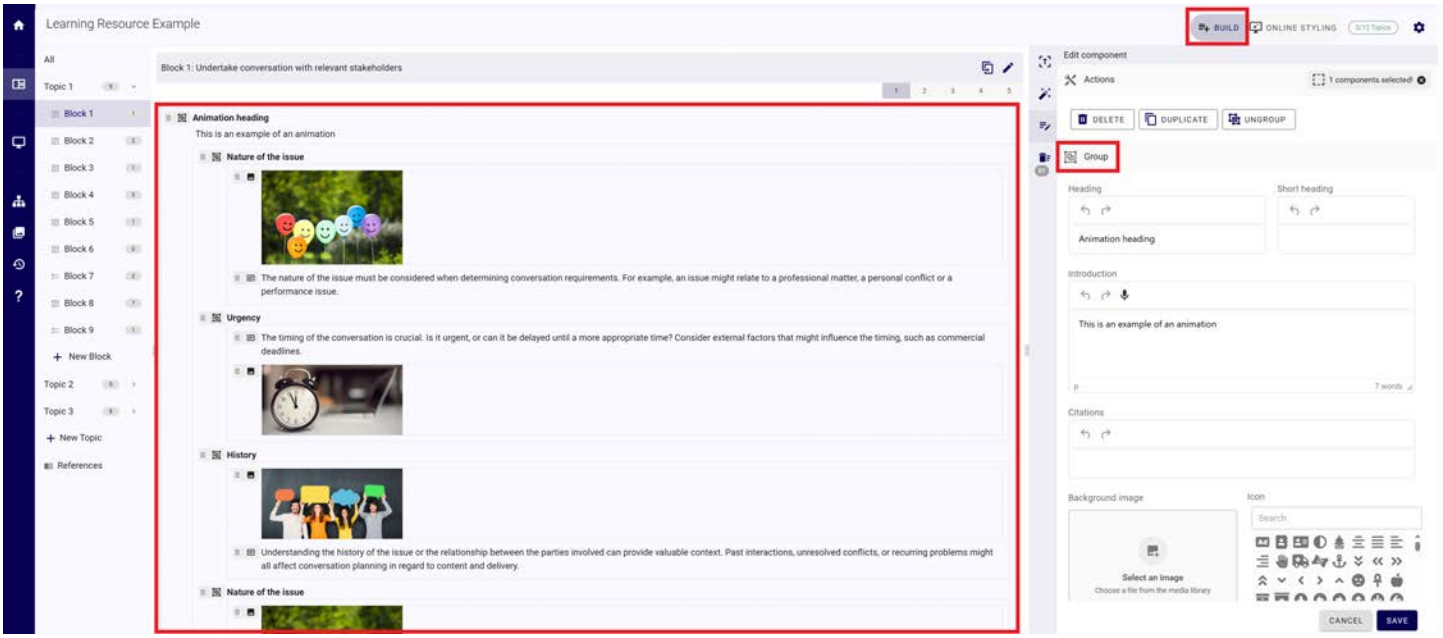


Animation

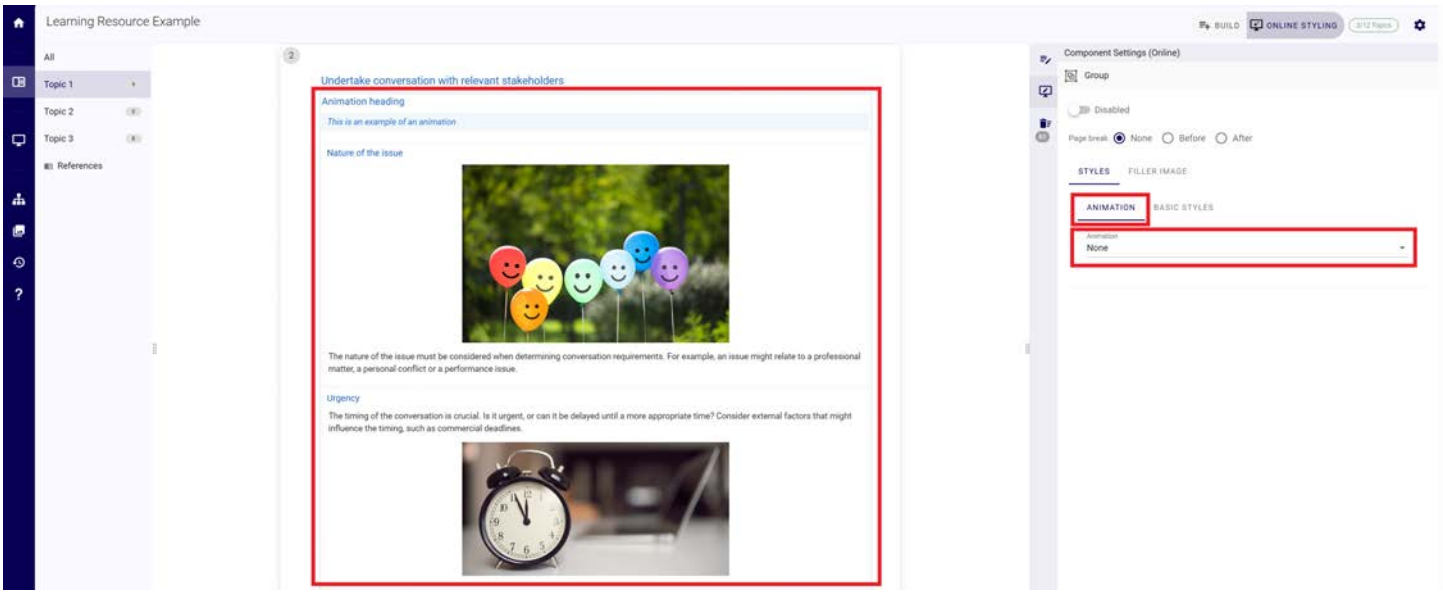
An Animation is an Online Styling feature that allows you to build **interactive** content and format your content in an engaging way. There are different styles that can be applied to give your content variety and present information in a way that assists with retention through chunking and interactivity.

Components must be **Grouped with Subgroups** to be compatible with **Animation Styles**. We recommend at least **three** Subgroups be used for an animation, with a heading and at least one paragraph of text for Subgroup. You can also include images to support your content.

An example of how your **Grouped** content should look in the **Build** Space is provided below:



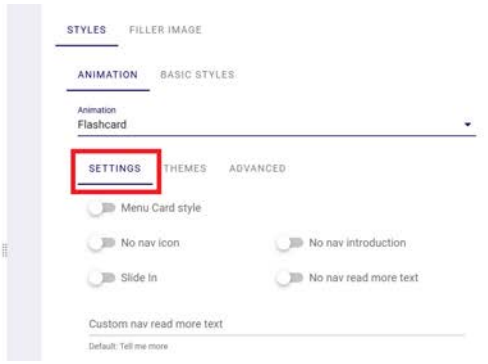
Once you have your **Group** ready, click on the **Online Styling** Space. Then click on the **Group**, ensuring all Components in the Group are selected. The Right-side Menu will open up the **Component Settings**. Under **Component Settings**, you will see the heading **Animation** with a drop-down menu underneath. This is where you will select the Animation styles. We will go over each of them next.



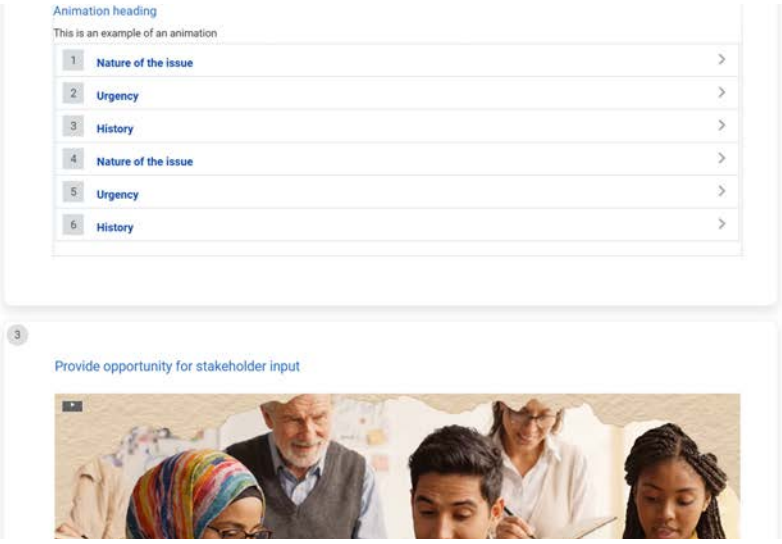
After selecting an Animation from the drop-down menu, three tabs will open under the drop-down menu. **Settings**, **Themes** and **Advanced**.

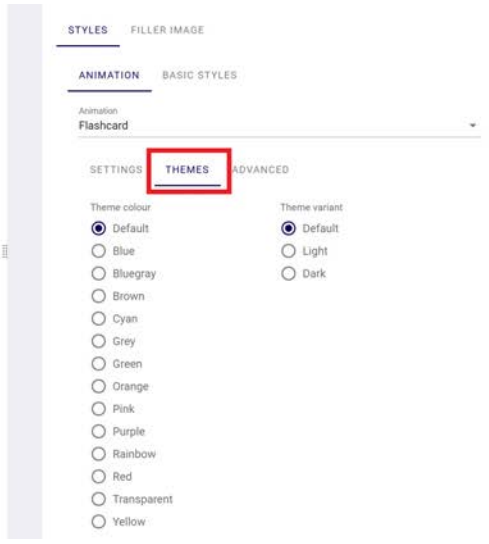
Settings is where you will have the option to enable different settings, which will vary depending on the Animation style.



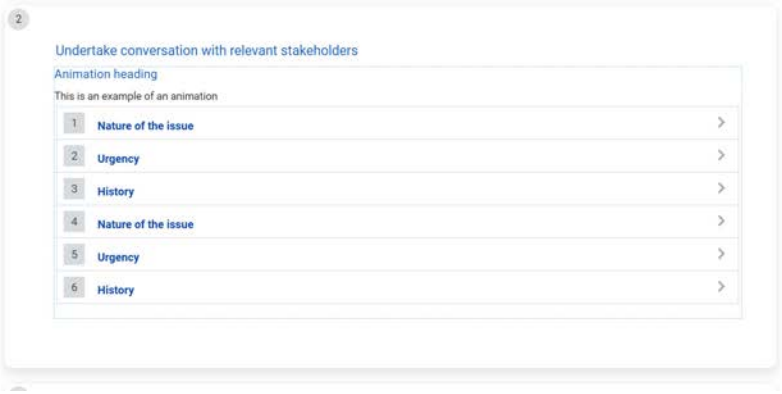


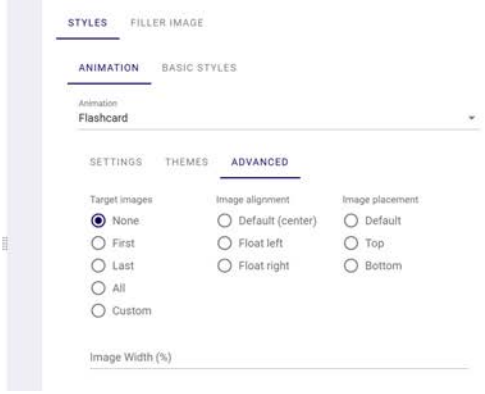
Themes is where you can choose a colour scheme from the presets for your animation. You can choose form the list of colours as well as **Light** and **Dark** variations.





Advanced is where you can adjust the Image size and placement within your animation.

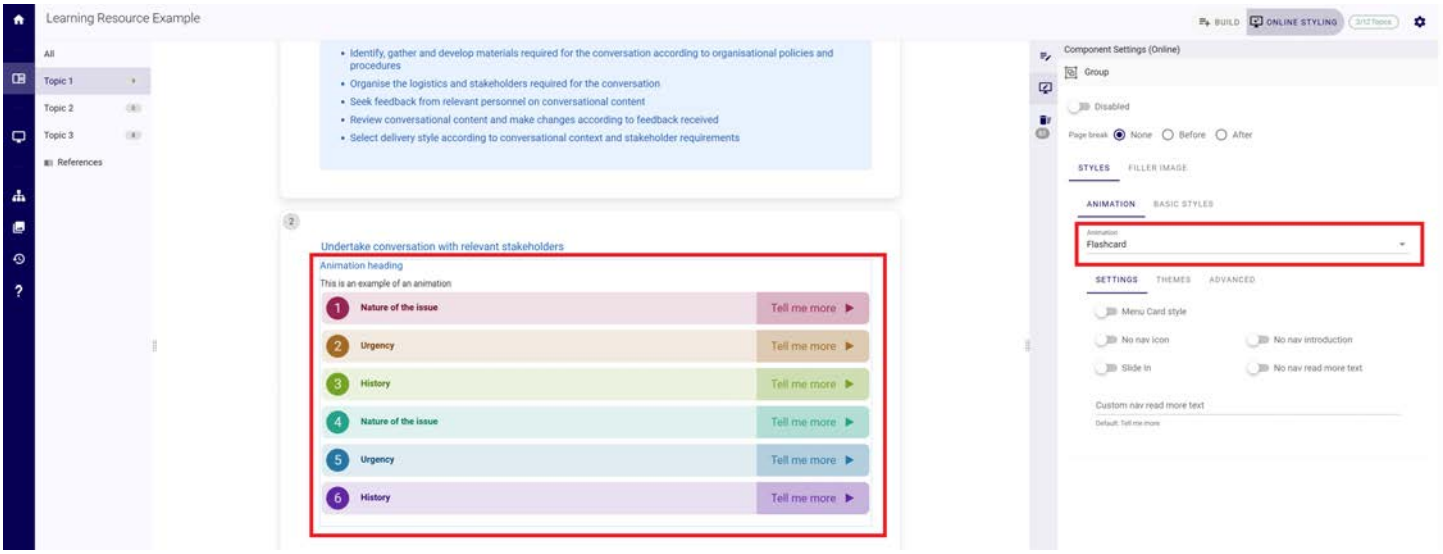




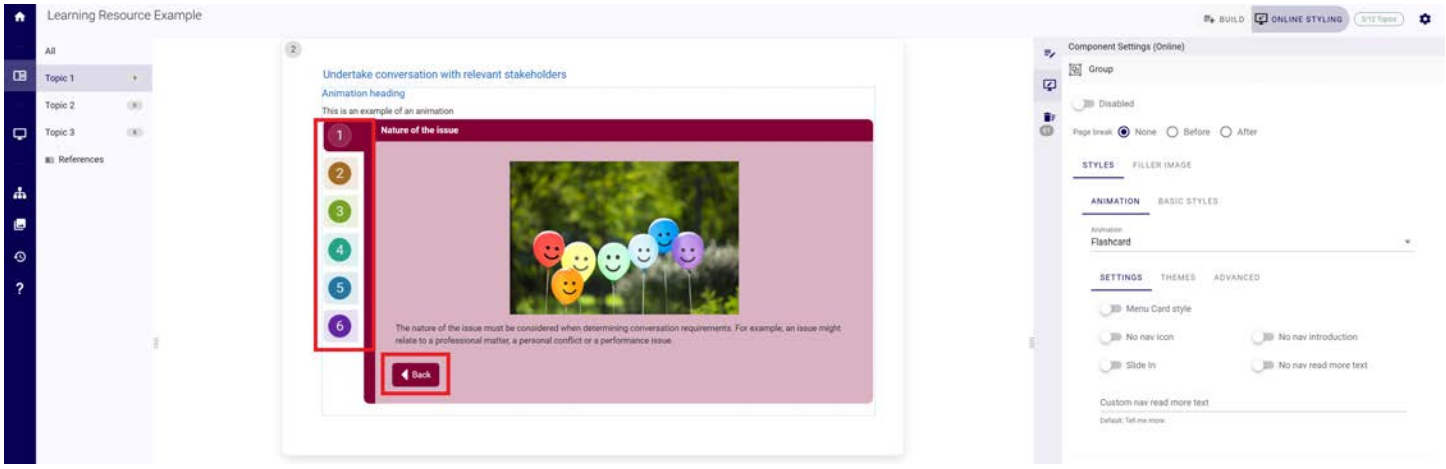
Flashcard

Flashcard is a style of Animation that lists headings in a compact sequence which, when clicked, expand out into a card containing the information under the corresponding heading. Flashcards are useful for condensing Learning Content and encouraging interactive learning.

To use the Flashcard Animation, select the **Group** and then select **Flashcard** from the Animation **drop-down menu**. This will apply the Animation style.

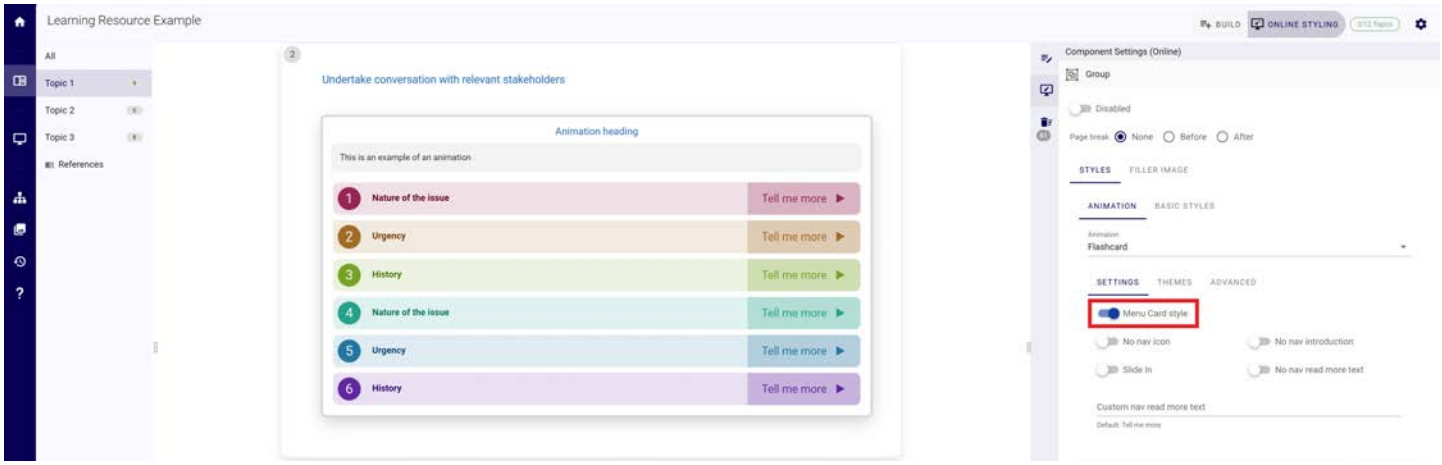


When the headings are clicked, they will **expand** and show the corresponding content. You can click the **Back** button to return or click the **Numbered icons** to open the next heading.



Underneath the **Animation** drop-down menu, you will see the **Settings** tab, under which are all the settings for the Flashcard Animation.

Firstly, there is the option to apply **Menu Card Style**. This appears as a white, raised border around the animation. An example is provided below:



The next few options remove features from the animation. They work as follows:

1. No nav icon - Removes the numbering or any other icons applied to the animation. Can **only** be used when the **Slide In** setting is applied.
2. No nav Introduction - Removes any introduction text from the navigation. This will then only appear inside the animation.
3. No nav read more text - Removes the "tell Me More" text on the navigation for the animation. See the example below.

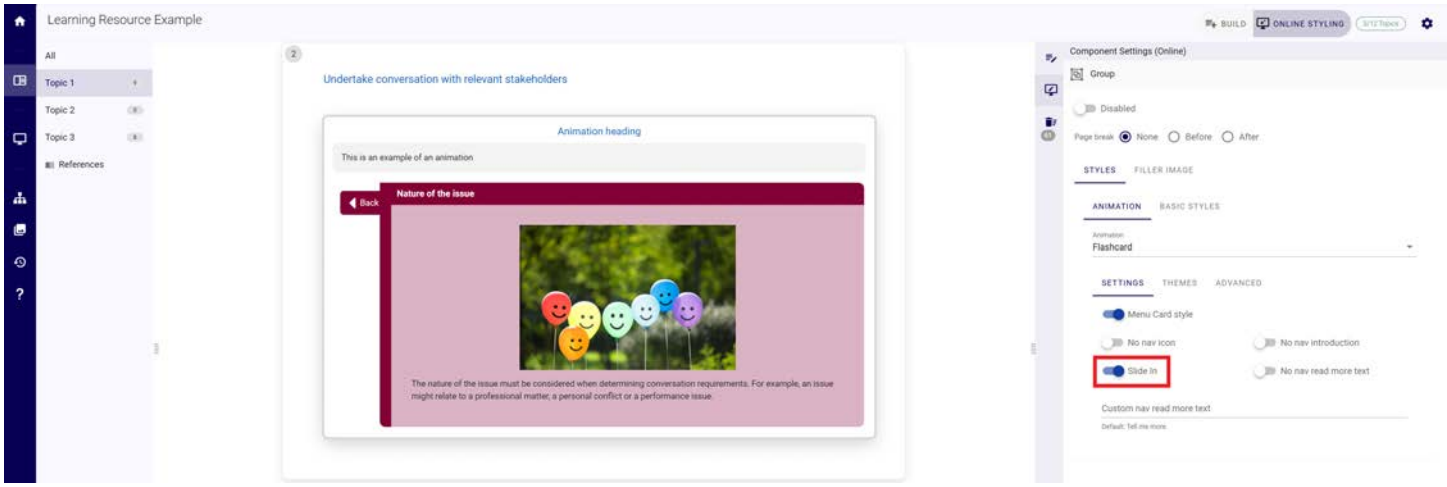
Note:

The Nav Read More text does not appear on the Default Theme, however does appear on all other Themes.



Below these, you will see the option to add **Custom nav read more text**. This is where you can change the **Read More Text**. For example, it could be changed to **"**Click Here" to prompt learners to click the animation.

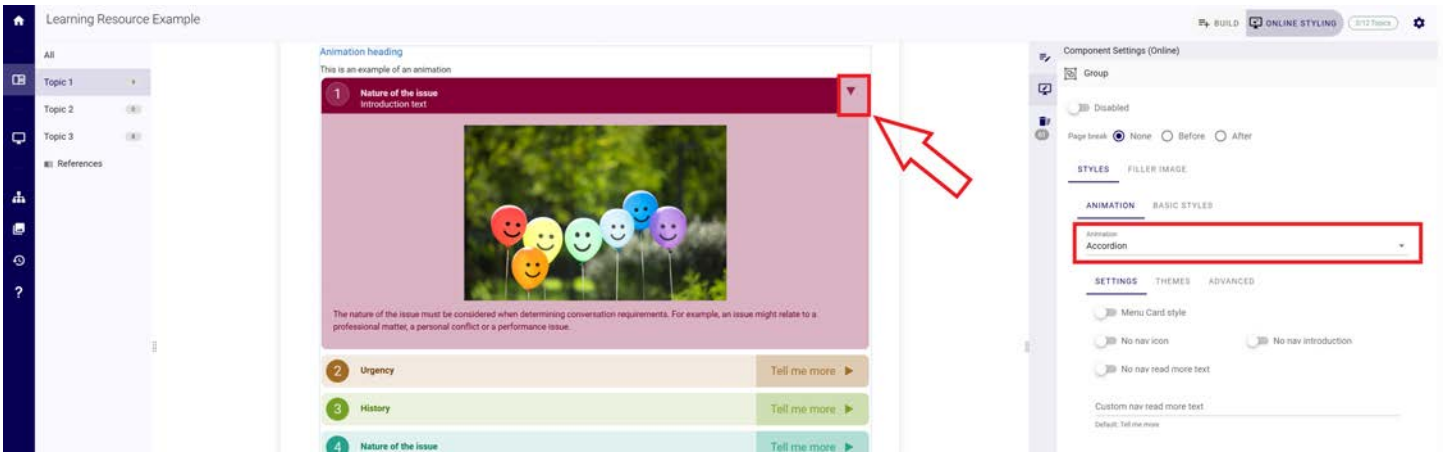
Finally, the bottom left option **Slide In** allows you to change how the internal content appears. Rather than having the Navigation Icons remain to the left, the internal content slides in and pushes them out. The Back button sits in their place. See the example below.



Accordion

Accordion is a style of Animation that lists headings in a compact sequence which, when clicked, expand the content downwards to show the information under the corresponding heading. Accordions are useful for condensing Learning Content and encouraging interactive learning.

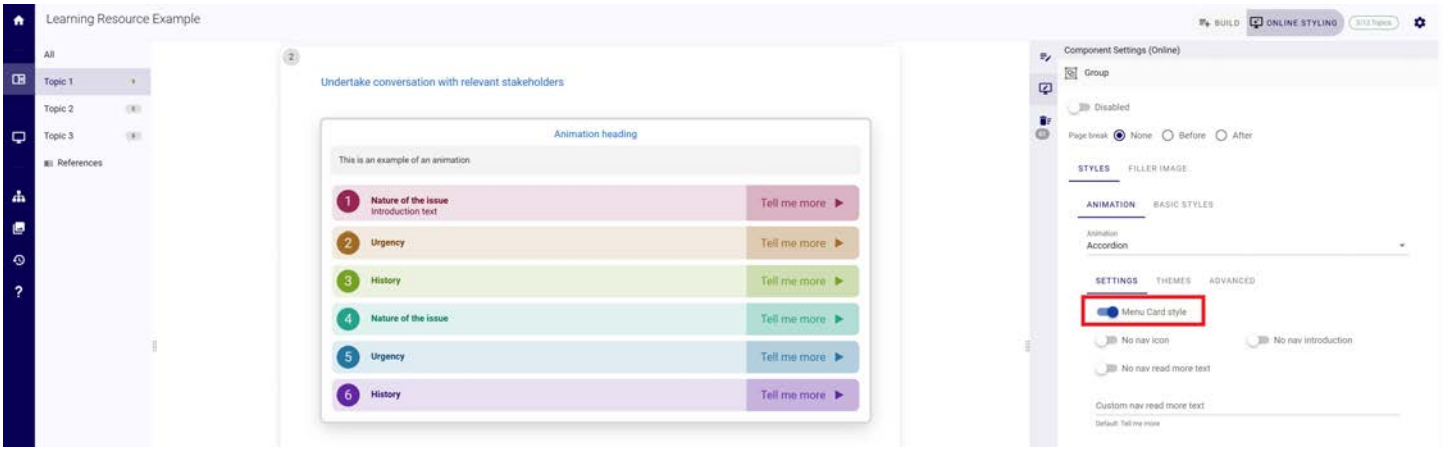
To use the Accordion Animation, select the **Group** then select **Accordion** from the Animation **drop-down menu**. This will apply the Animation style.



You can close the section with the arrow in the top right of the animation, or by clicking the next heading.

Underneath the **Animation** drop-down menu, you will see the **Settings** tab, under which are all the settings for the Accordion Animation.

Firstly, there is the option to apply **Menu Card Style**. This appears as a white, raised border around the animation. See the example below:



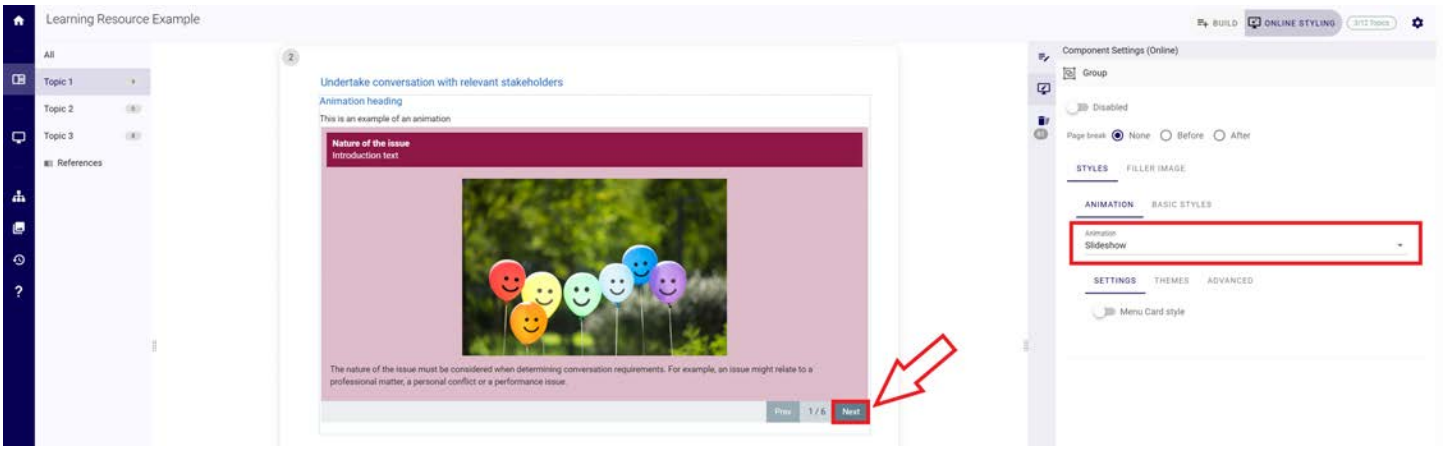
The next few options remove features from the animation. They work as follows:

No nav icon - Removes the numbered icons or any other icons applied to the Animation.
No nav Introduction - Removes any introduction text from the navigation. This will then only appear inside the animation.
No nav read more text - Removes the “tell Me More” text on the navigation for the animation. You can customise this text in the text field below.

Slideshow

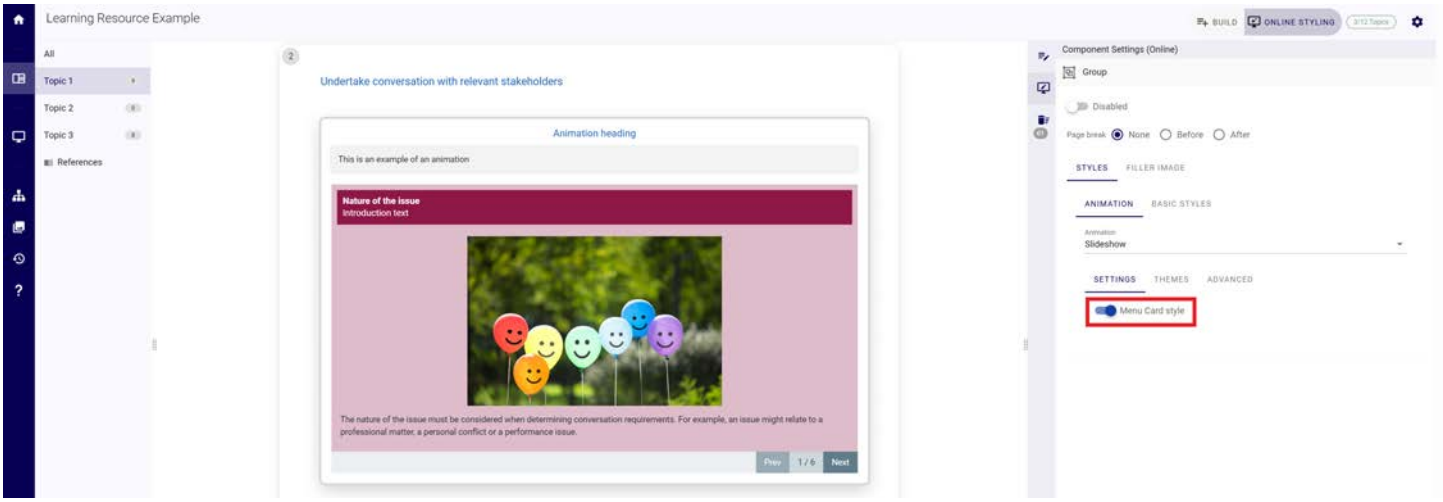
A Slideshow is a style of Animation that adds your content to **slides** which the learner can then click through **one-by-one**. All information under each Subgroup is contained on one slide. Slideshows can be a good choice for step-by-step instructions or Case studies.

To use the Slideshow Animation, select the **Group** and then select **Slideshow** from the Animation **drop-down menu**. This will apply the animation style.



There are navigation buttons on the bottom right corner of the animation to navigate through the slides. It also shows how many slides are included in the Animation.

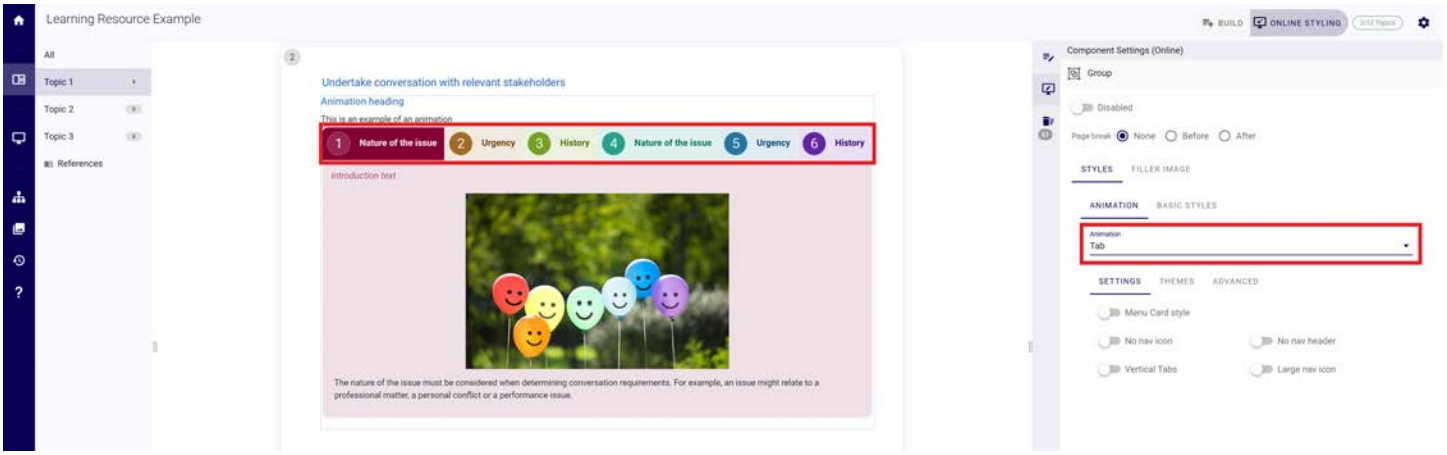
Underneath the **Animation** drop-down menu, you will see the **Settings** tab. There is only one option under Settings for the Slideshow Animation. Applying **Menu Card Style** will create a white, raised border around the animation. See the example below:



Tab

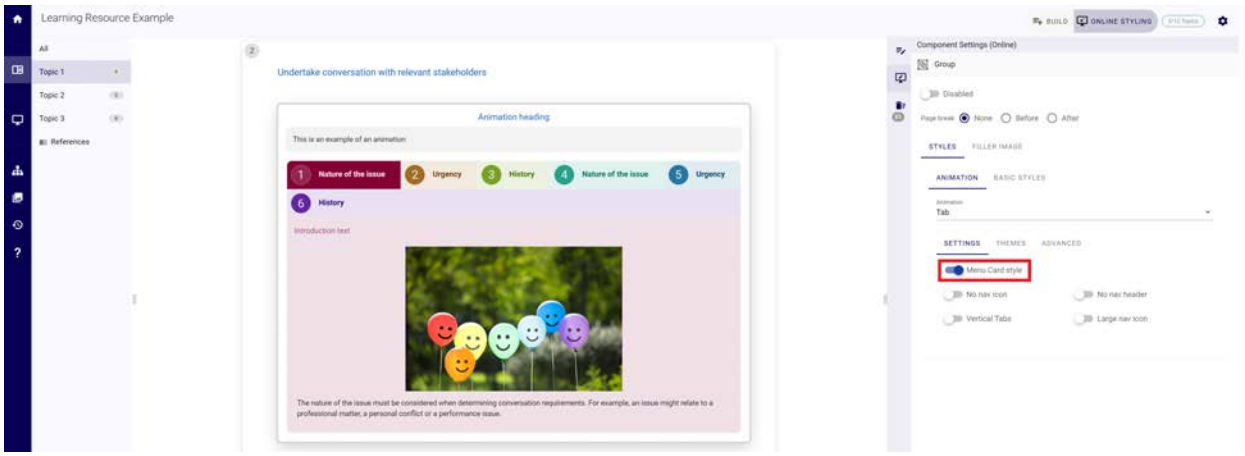
Tab is a style of Animation that allows the Learner to **navigate** through Subgroups using **tabs** that contain the Icons and headings for each Subgroup. When the Tab is clicked on, the corresponding information appears in the box below. Tabs can be a useful for Step-by-step instructions or processes.

To use the Tab Animation, select the **Group** and then select **Tab** from the Animation **drop-down menu**. This will apply the Animation style.



You can make a few alterations to the appearance of this Animation using **Settings**. Underneath the **Animation** drop-down menu, you will see the **Settings** tab, which houses all the settings for the Tab Animation.

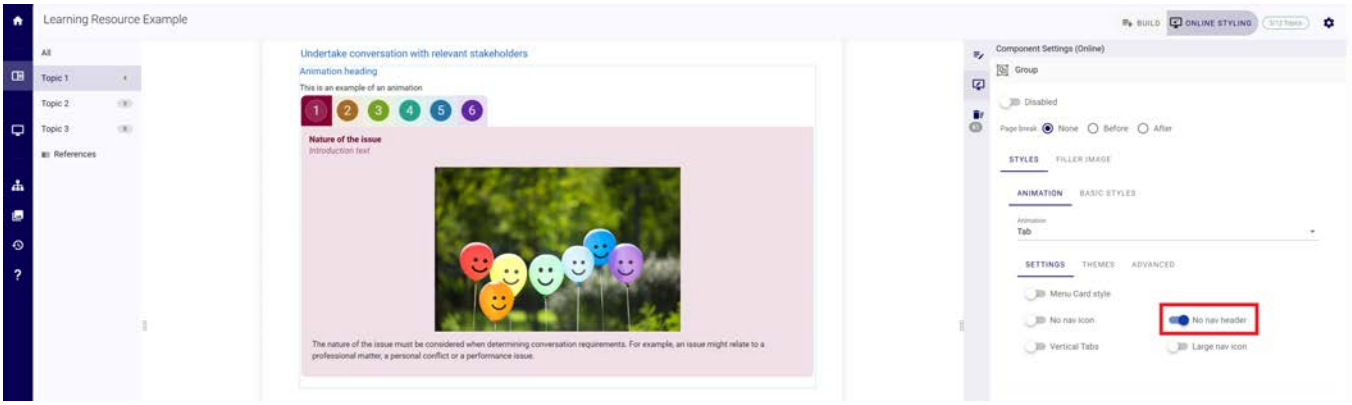
Firstly, there is the option to apply **Menu Card Style**, which appears as a white, raised border around the animation. See the example below:



The next option, **No nav icon**, allows you to **remove the Navigation Icons** which appear as numbers by default. This will look similar to the example below:



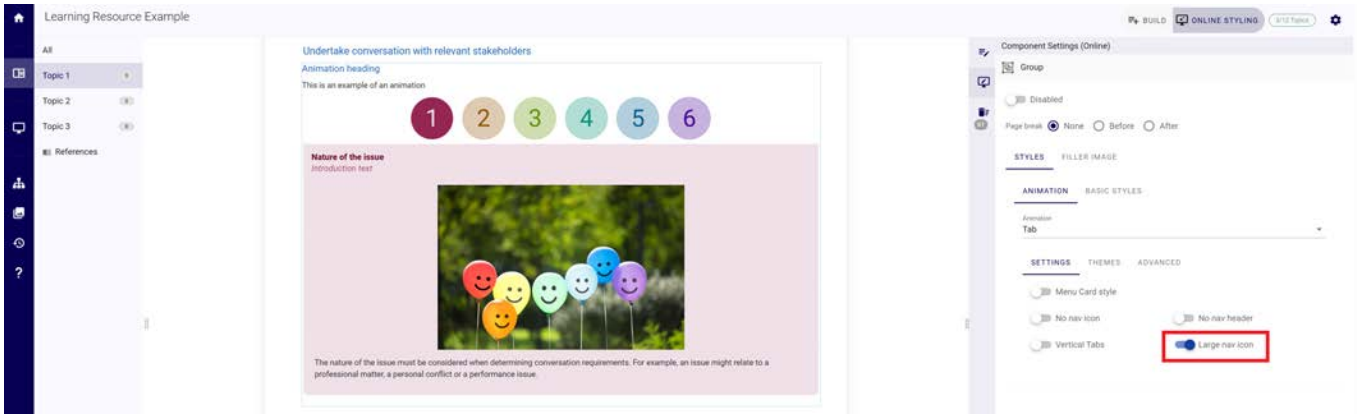
You can also choose the next option, **No nav header**, which **removes the heading** from the tabs. This can be useful if the headings are too long for the animation. This will look similar to the example below:



The next option, **Vertical Tabs**, changes the format of the animation. The **Tabs** are moved to the **left** of the animation. This can be useful if you have a large amount of headings. It is best to use this style when you have enough tabs to match the height of the content to avoid the gap at the bottom of the tabs. The Vertical Tab setting will look similar to the example below:



The final Setting option is **Large nav icon**. This Setting also changes the format of the Animation. Instead of having tabs, this setting changes the **navigation** to be **enlarged Icons** for each Subgroup. A box appears below displaying the heading and the rest of the content of the Subgroup selected. This will look similar to the example below:



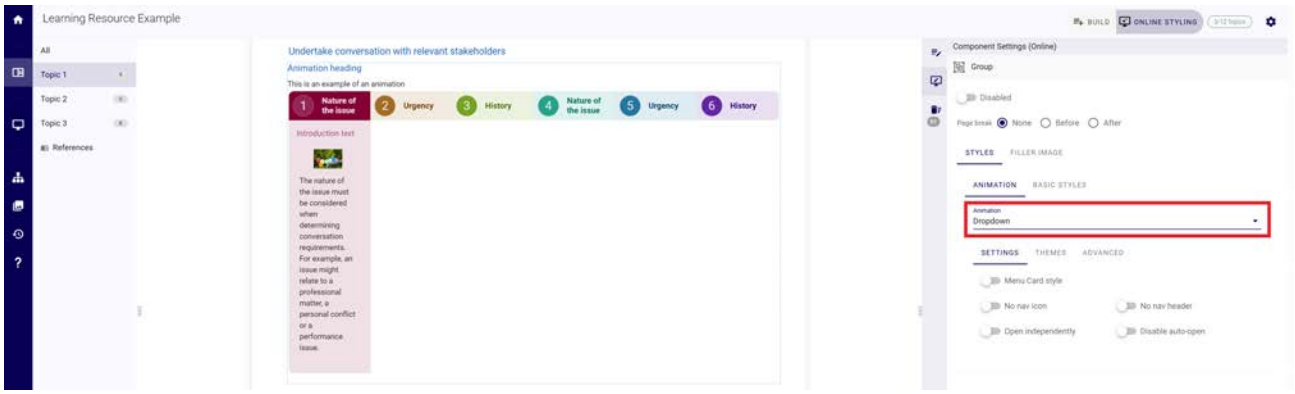
Note:

You can apply multiple Settings together to create different effects. Try some combinations for yourself.

Dropdown

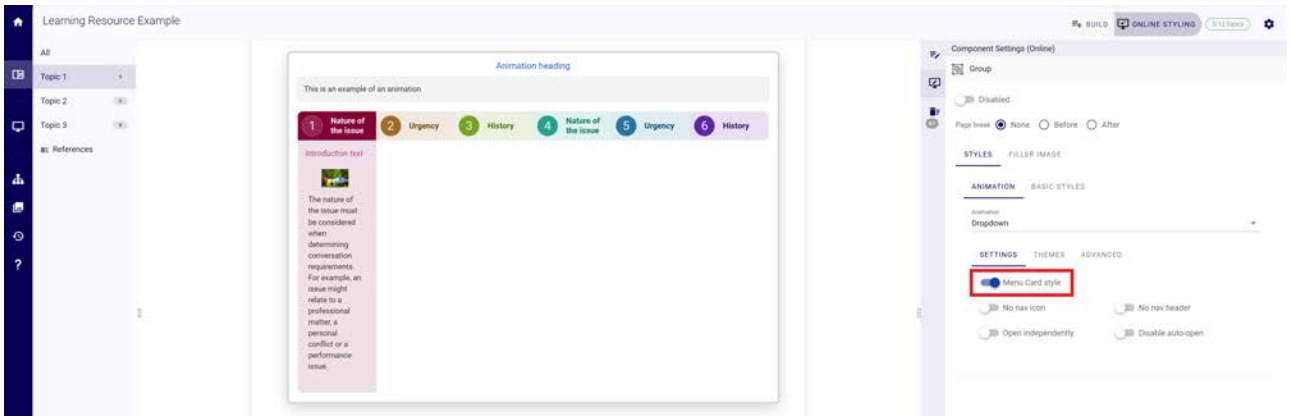
Dropdown is a style of Animation that presents headings as tabs that then open content as a **box that drops down** below the heading. The default setting is for the tab to open when clicked, and close the previous when the next is opened. This can be a useful Animation style to highlight small, but important points in your Learning Content.

To use the Dropdown Animation, select the **Group** and then select **Dropdown** from the Animation **drop-down menu**. This will apply the Animation style.

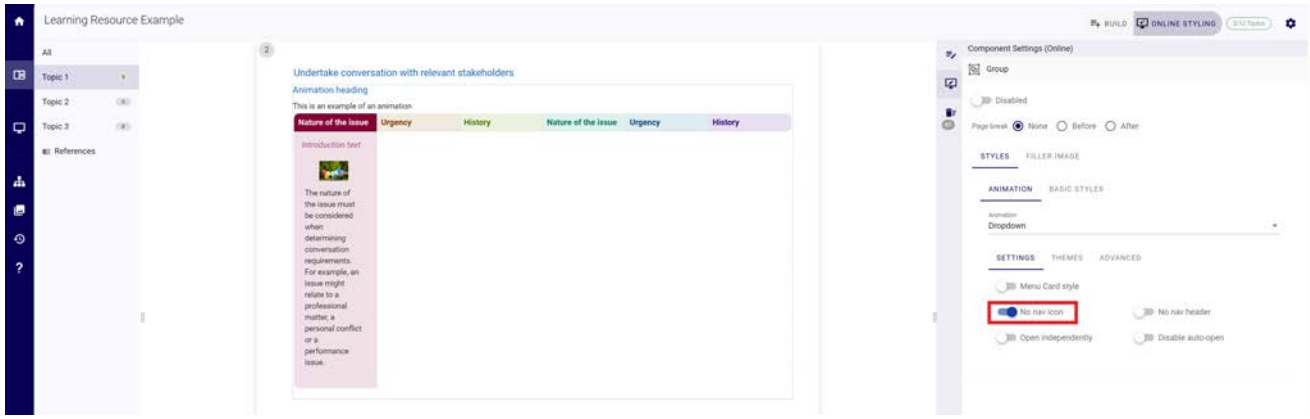


The appearance of this Animation can also be altered using **Settings**. Underneath the **Animation** drop-down menu, you will see the **Settings** tab, which houses all the settings for the Dropdown Animation.

Firstly, there is the option to apply **Menu Card Style**. This appears as a white, raised border around the animation. See the example below:



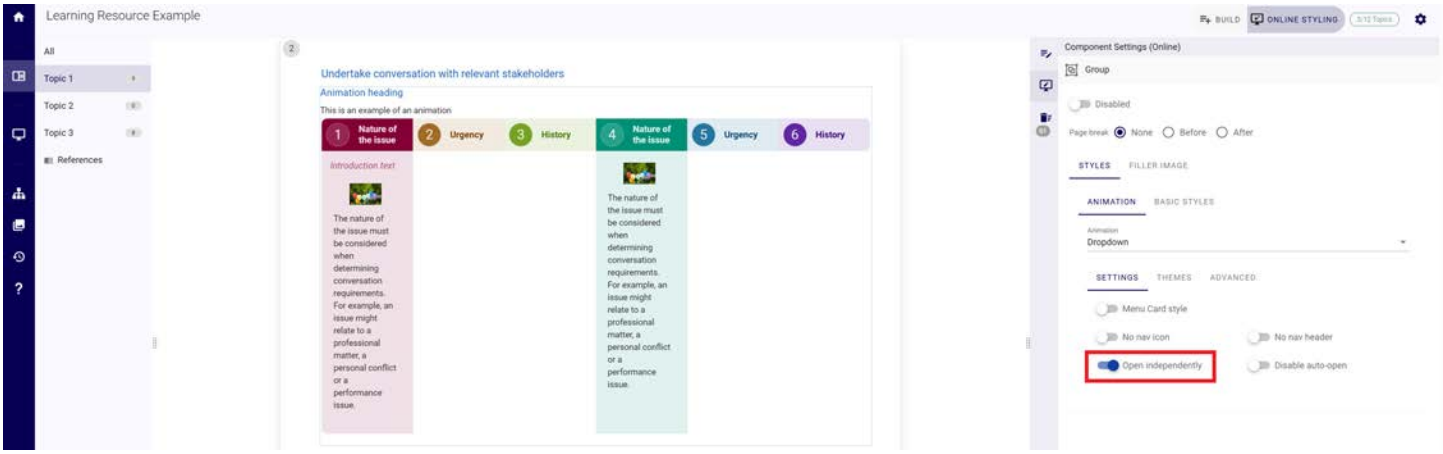
The next option, **No nav icon**, allows you to **remove the Navigation Icons** which appear as numbers by default. This will look similar to the example below:



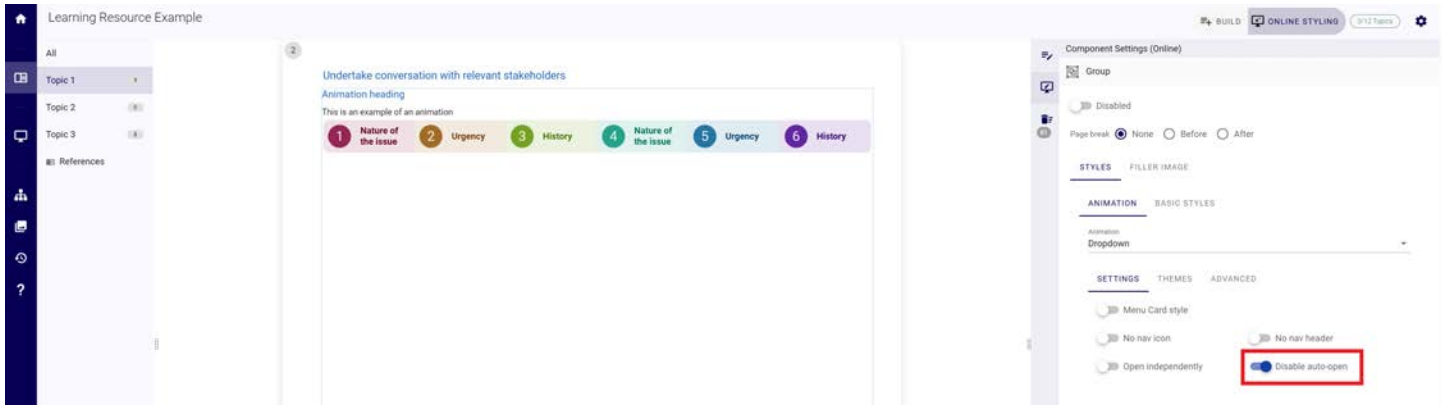
You can also choose the next option, **No nav header**, which **removes the heading** from the tabs. This can be useful if the headings are too long for the animation. This will look similar to the example below:



The next option, **Open independently**, allows you to change how the tabs open. The default setting is for the previous tab to close when the next is opened. Open Independently changes this so **Tabs remain open**, allowing all tabs to be open at the same time after being clicked. This can be useful if you want all information visible at once. This will look similar to the example below:



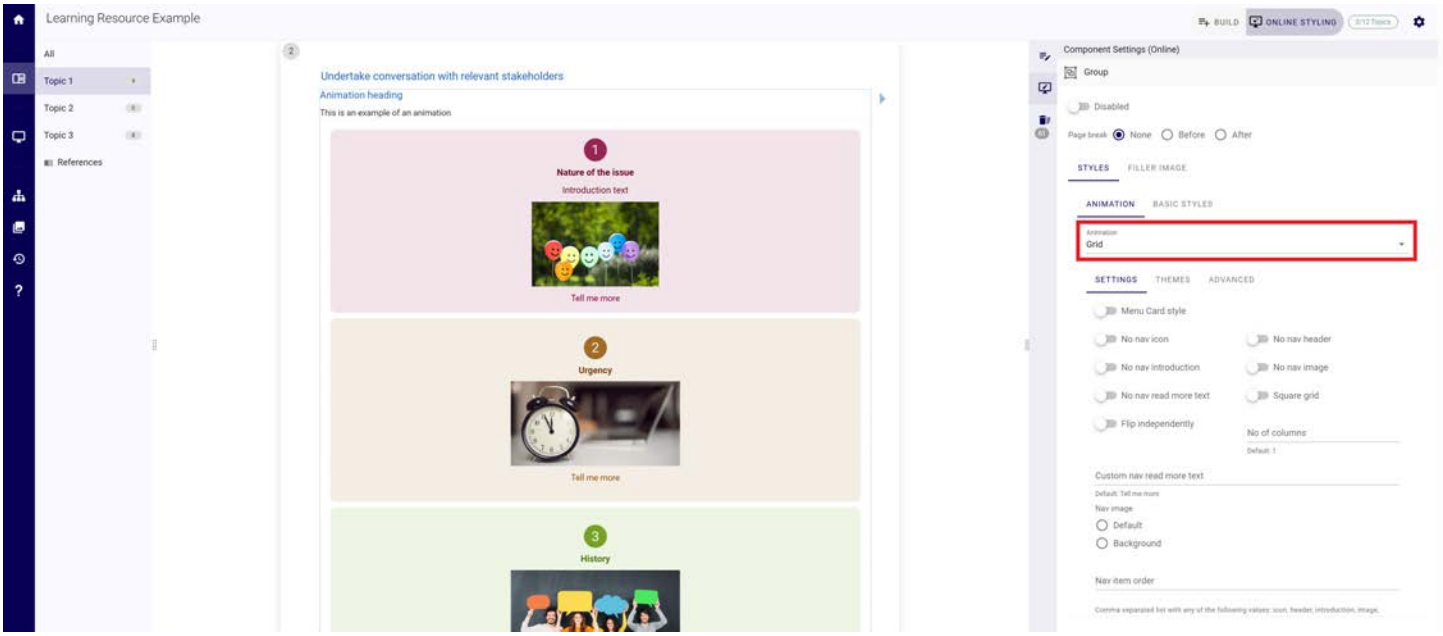
The final option is **Disable auto-open**. This option disables the default feature where the first tab opens automatically. Instead, the Animation is presented as **tabs only** until they are clicked. This can be useful for space saving or if you want to highlight the headings first before the content is expanded on. This will look similar to the example below:



Grid

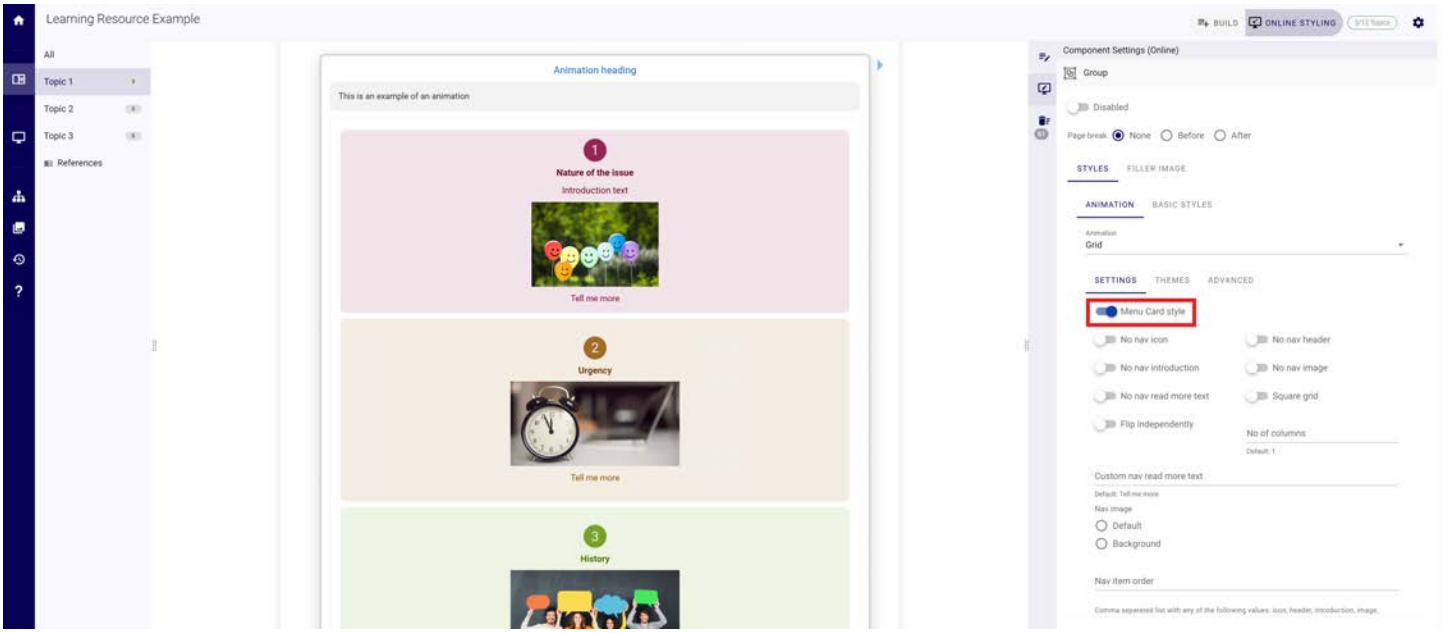
Grid is an Animation style that presents Group Components in a **Grid formation**. The heading, Icon and first content image are displayed on the outside of the animation and the internal contents are displayed once the Group Component is clicked. This can be used for memory activities or to present larger groups of content.

To use the Grid Animation, select the **Group** and then select **Grid** from the Animation **drop-down menu**. This will apply the Animation style.

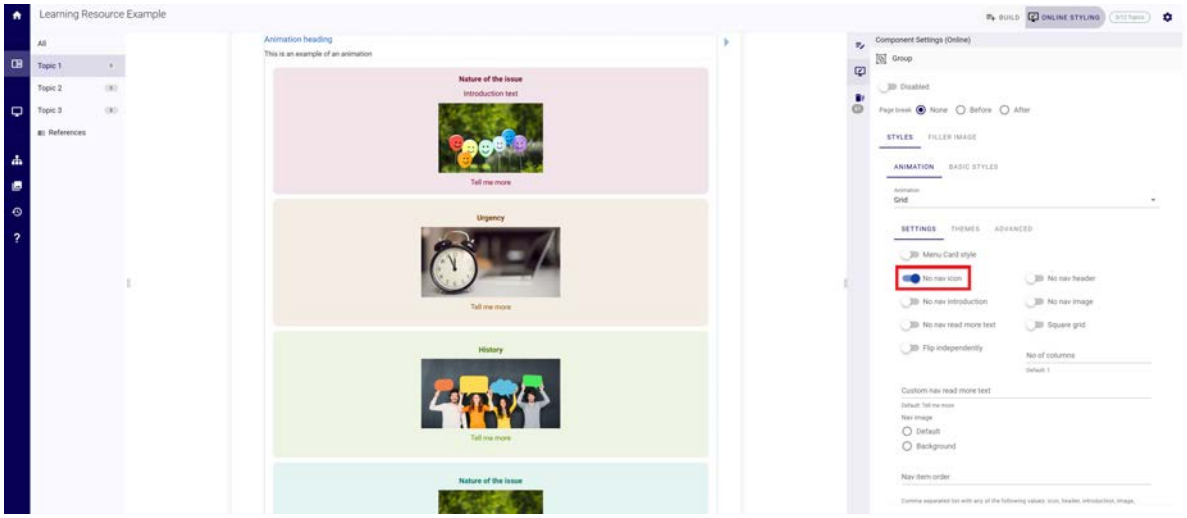


Grid Animation has more custom options than the previous Animations we have covered. There are many ways you can change how this Animation appears and functions. We will work down the list.

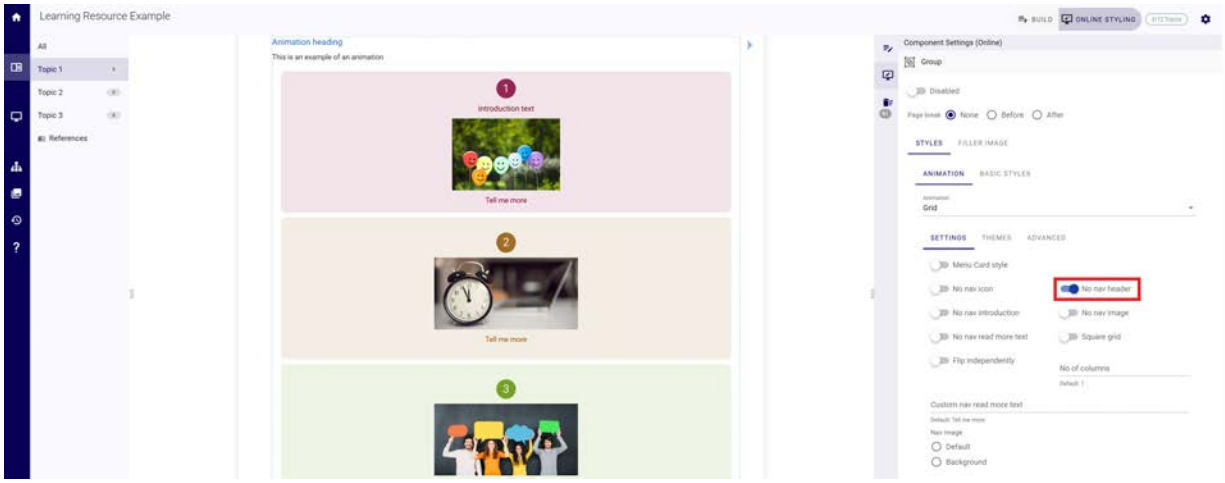
Firstly, there is the option to apply **Menu Card Style**. This appears as a white, raised border around the Animation. See the example below:



The next option, **No nav icon**, allows you to **remove the Navigation Icons**. These appear as numbers by default. This will look similar to the example below:

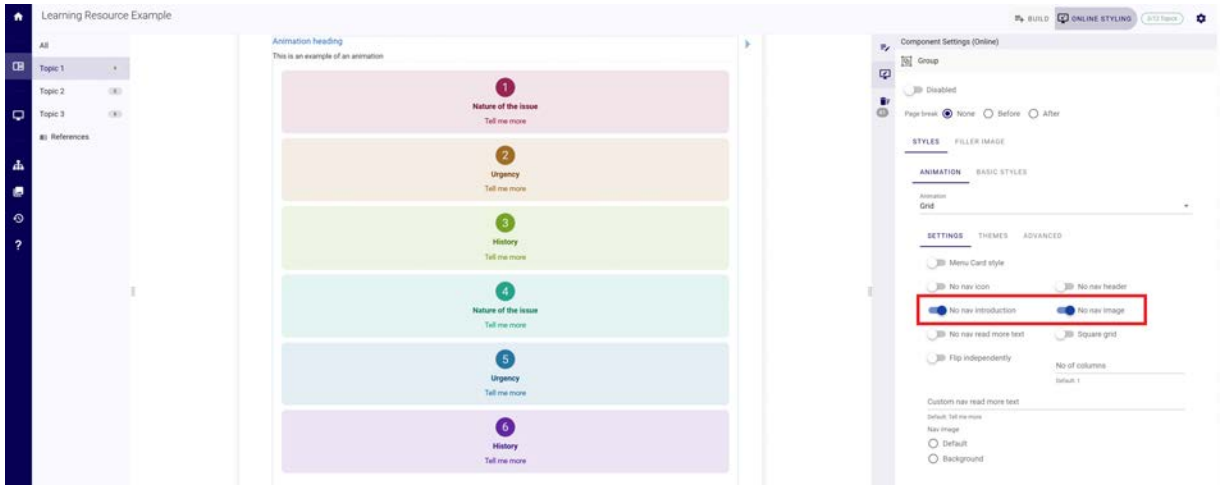


The next option, **No nav header**, **removes the heading** from the cards. This can be useful if the headings are too long for the Animation. This will look similar to the example below:

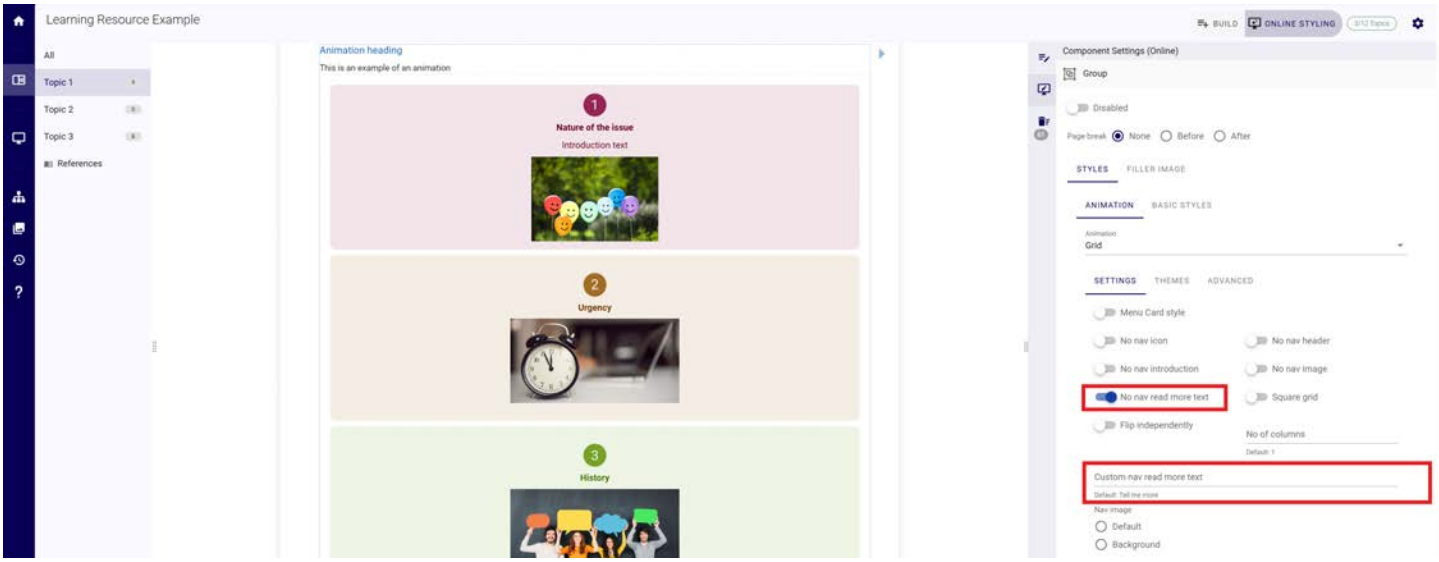


The option **No Nav Introduction** will remove any introduction text form the Navigation card. This will only apply if **Introduction text** has been added to the Subgroup.

No Nav Image will **remove the images** form the Navigation card so they only appear on the inside. This will look similar to the example below:



No Nav Read More Text will remove the line of text that says **Read more....** From the Navigation card. This may be removed to save space. This text can also be customised using the text field below. An example is provided below:

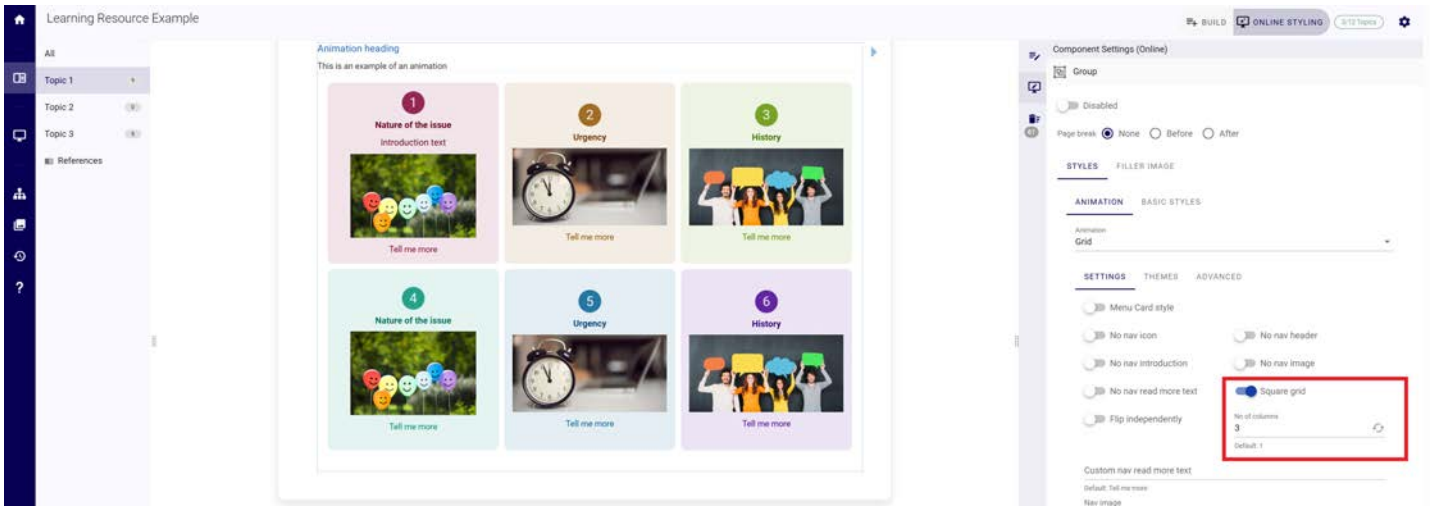


The **Square Grid** setting adjusts the formatting of the Navigation cards to appear as **squares**.

Note:

Square Grid is best used with the *No. of columns* setting as the Square Grid will appear too large as a single column.

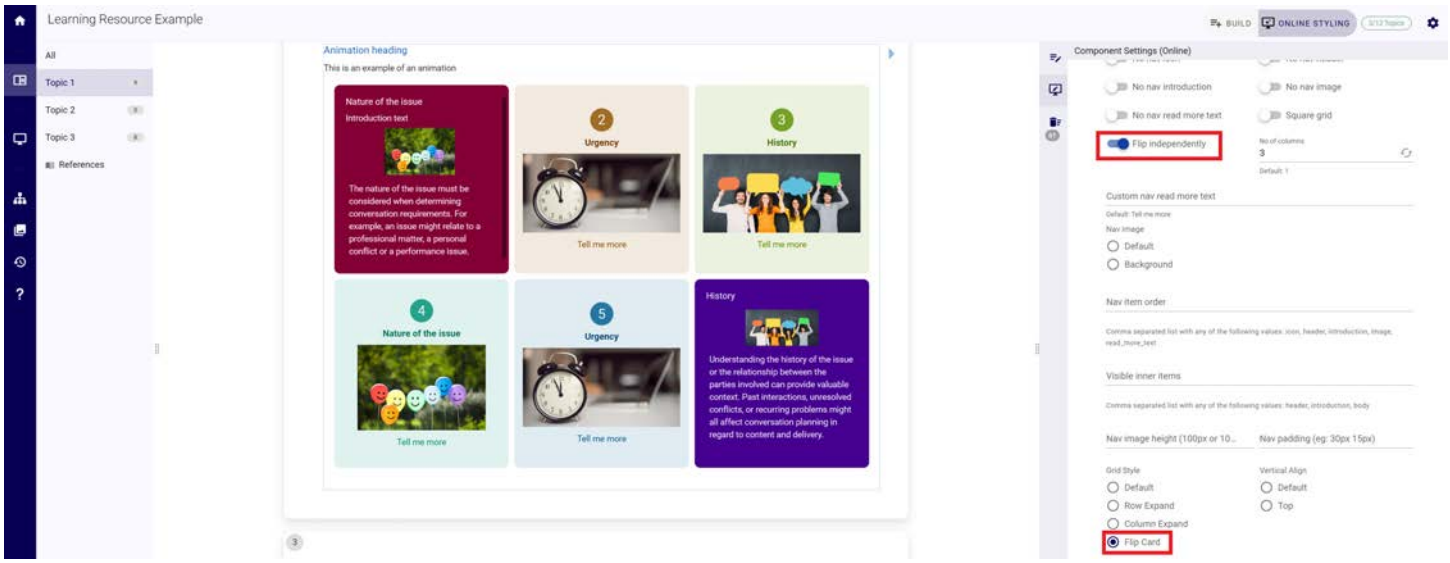
An example of **Square Grid** with **No. of Columns** set to 3 is provided below:



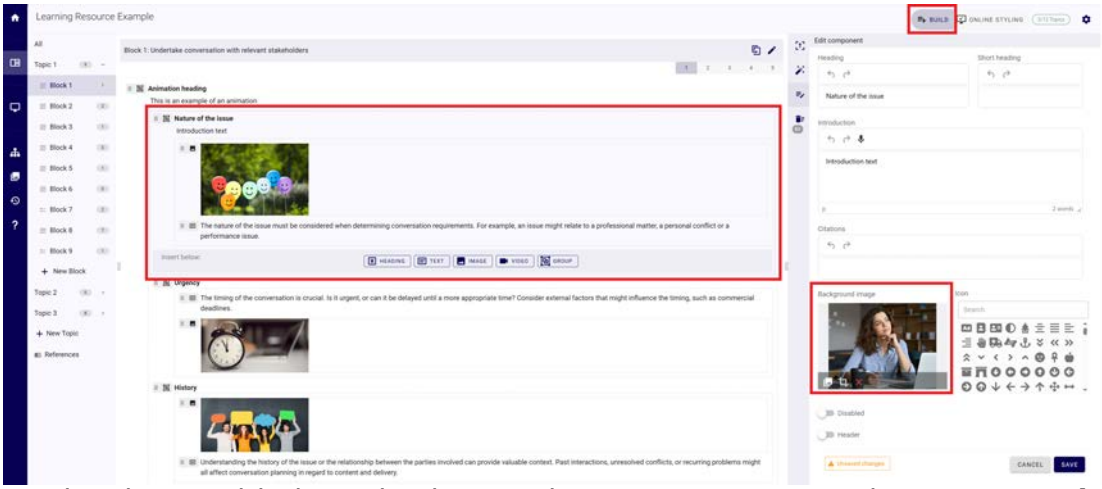
The last option in this section, **Flip Independently**, allows you to adjust how the Navigation **cards open**.

This **must** be used in **conjunction** with the **Grid Style** settings further down the list. As the default is for the inner content to fill the entire animation, this feature will not function unless the **Flip Card** Grid Style has been applied also.

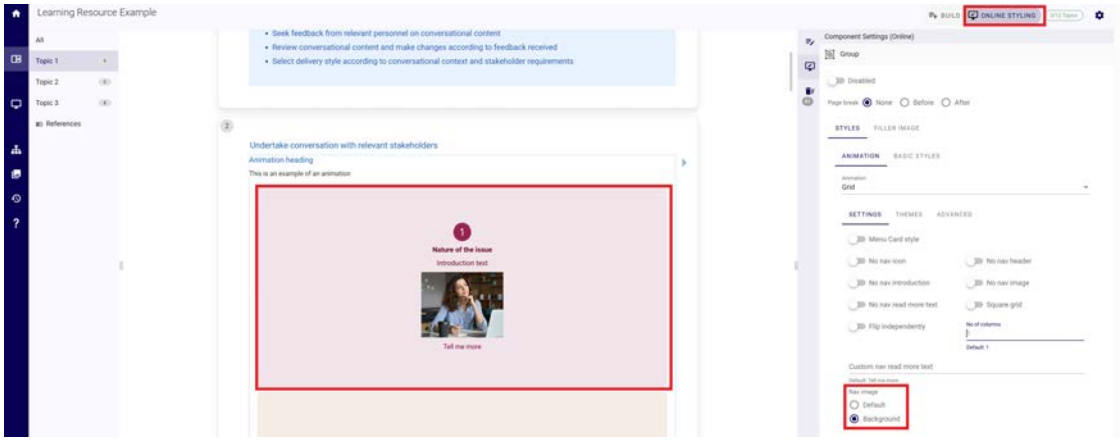
The **combination** of the two allows the animation to work as individual **flip cards**. An example is provided below:



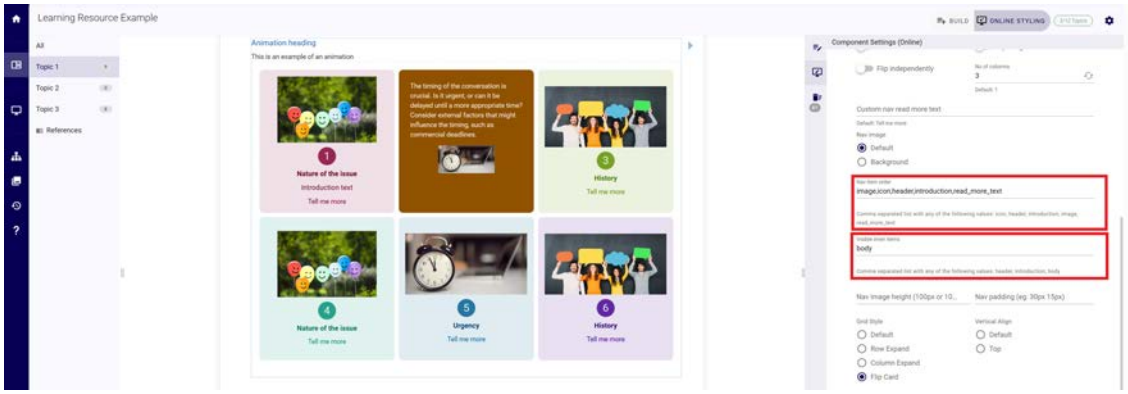
Next down the list is the **Nav Image** settings. The Nav image is the image that appears on the Navigation card. By default, the first image from the content is used for the Navigation Image. However, a Background Image can be added to individual Subgroups in Build by clicking the individula Subgroup and adding an image. See the image below as an example:



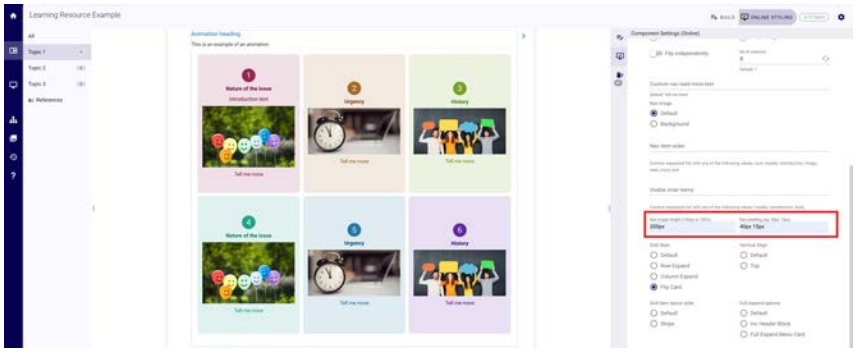
Once an image has been added as a background image, you can use the option **Background** to make the **Background** Image the **Nav image.** An example is provided below:



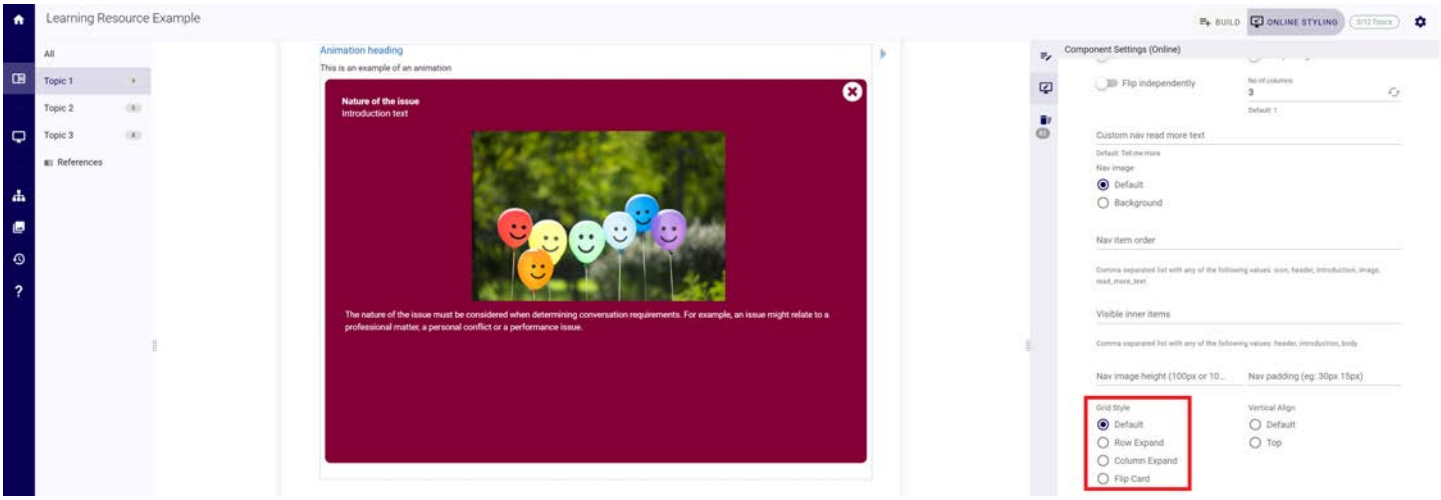
Under Nav Image settings is **Nav item order**. This setting allows you to **re-order** the order in which your navigation items appear. You can also adjust **which items appear** on the inside of your animation using the settings option **Visible inner items**. Both of these are text fields where you can type the content you want in the **order** you want it to appear. Simply follow the instructions below the text field and separate the items with a comma and **no spaces** between.



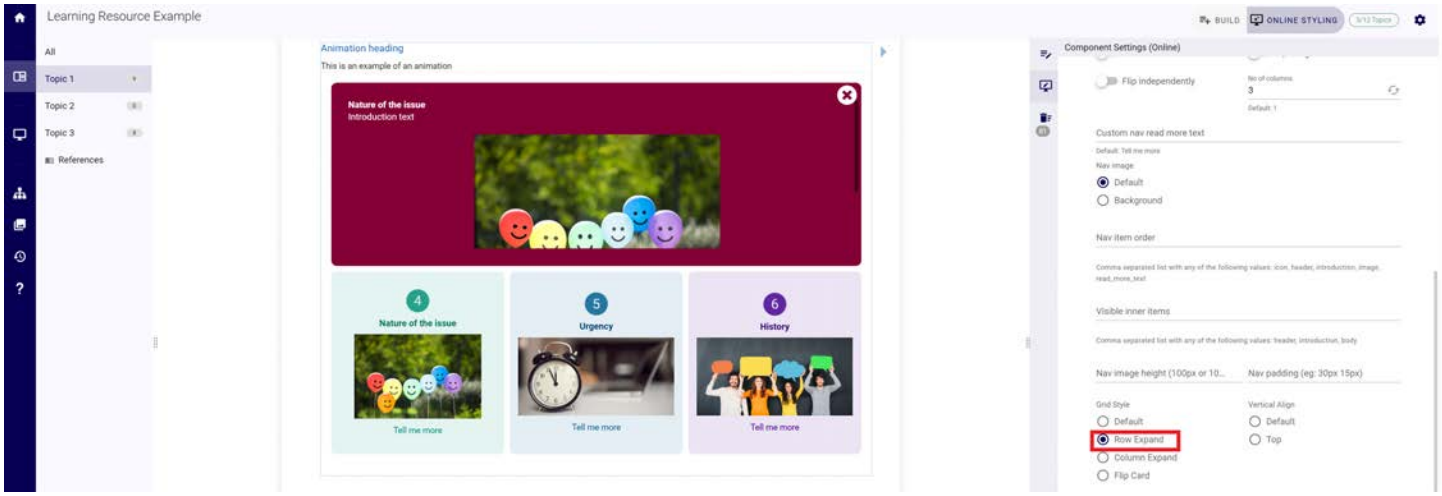
Further down you will see two more text fields: **Nav Image Height** and **Nav Padding**. These allow you to adjust the **size** of you **Navigation images** and the **height and width** of your **Navigation cards** respectively. You will see there are examples provided to guide you on choosing a size.



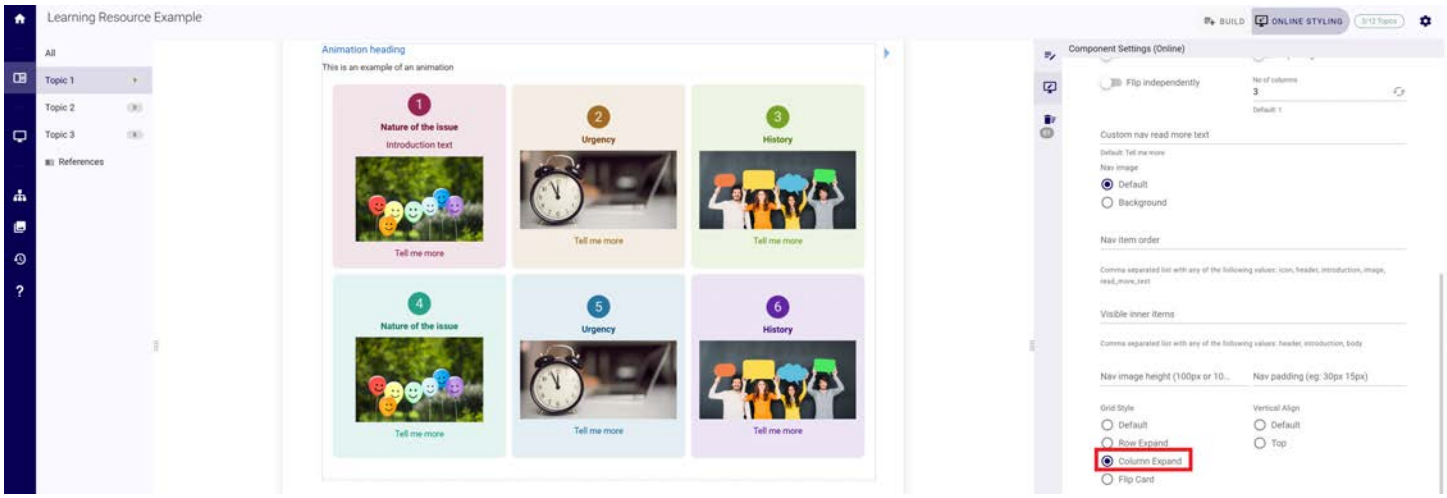
There are four more setting options below. The first is **Grid Style**. Grid Style allows you to customise the appearance of the Grid Animation. There are four options: **Default**, **Row expand**, **Column expand** and **Flip Card**. Default is how the Animation appears by default. You can use this setting to revert the animation back to the original style. The **Default style** is for the inner items to **expand over all Subsections** in the Animation. An example is provided below:



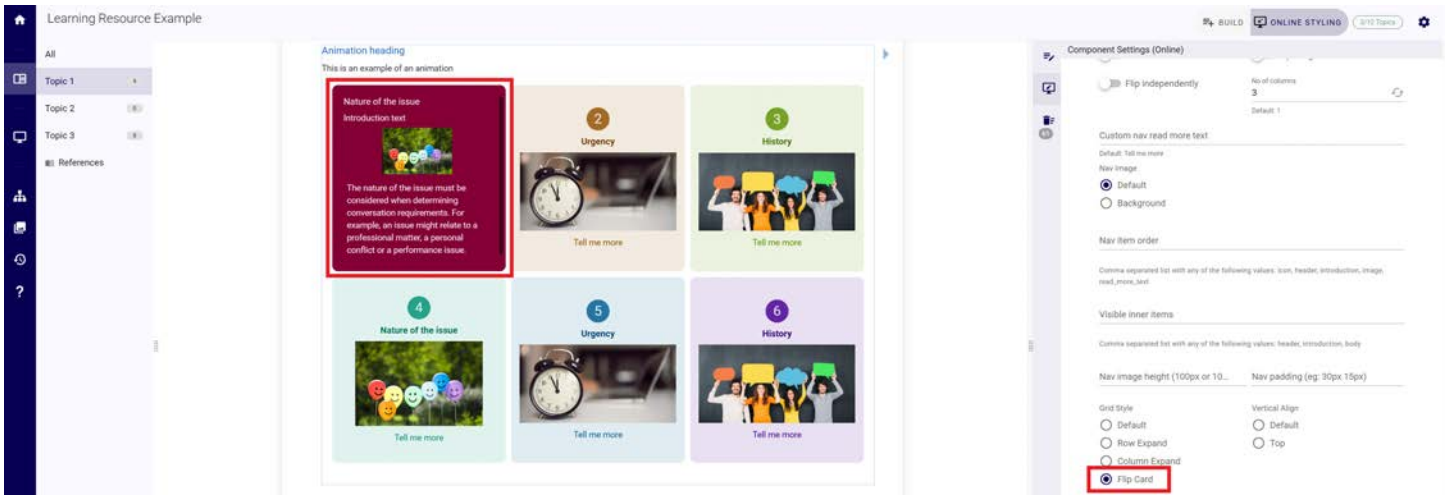
Row expand restricts the inner items to **expand across their own row only**. An example is provided below:



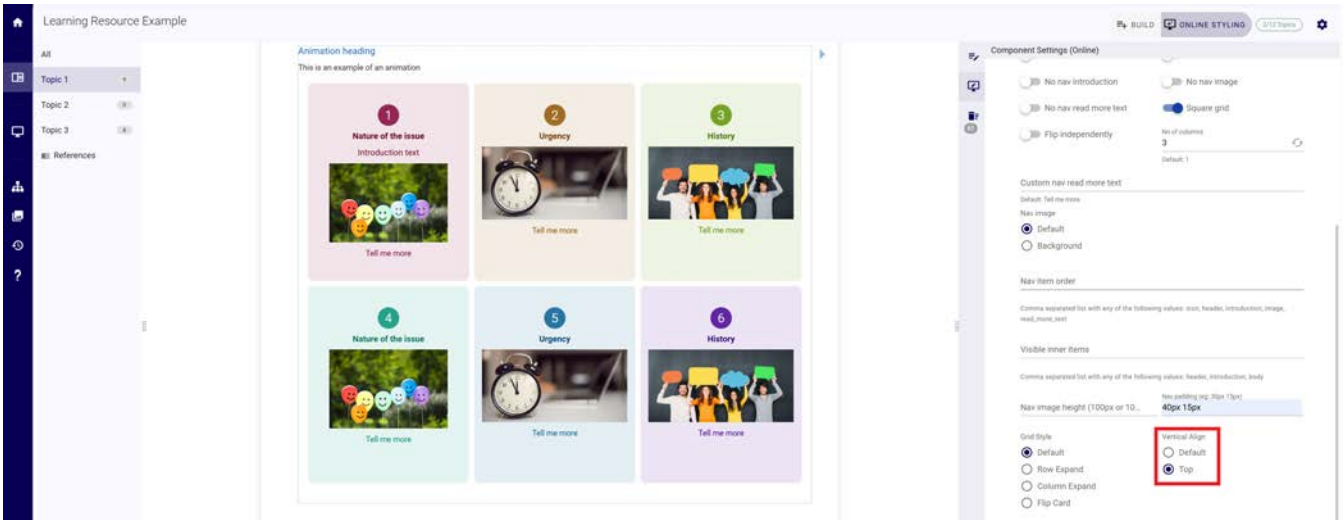
Column expand restricts the inner items to **expand within their own column only**. An example is provided below:



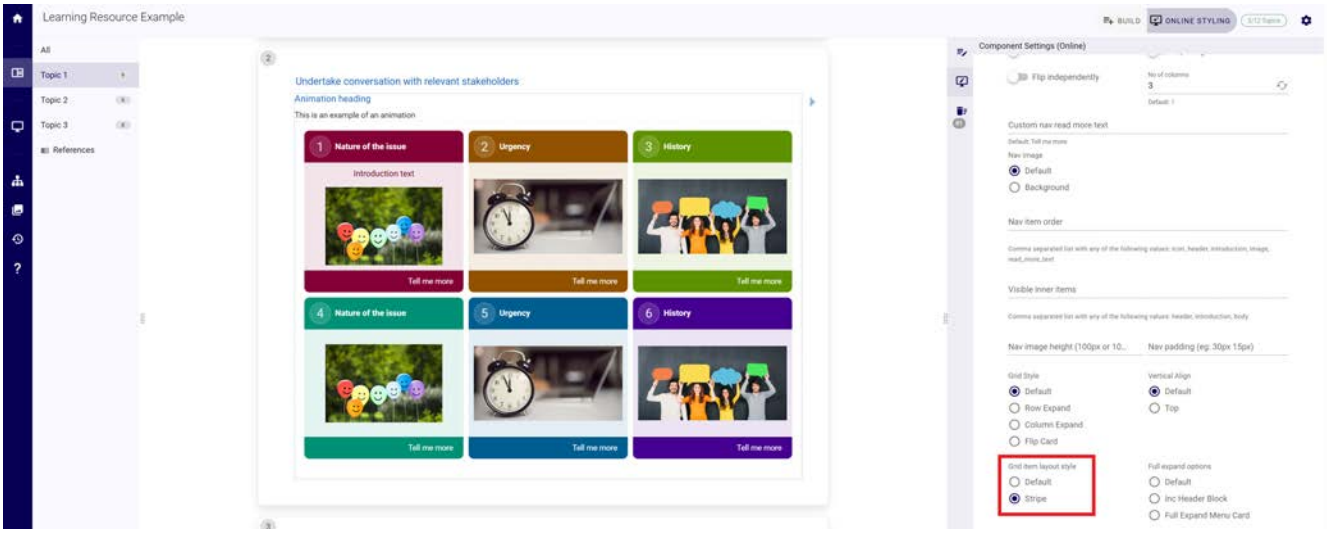
Flip card restricts the inner items to **expand only within their Navigation Card**, giving the impression of a card that has been flipped over. As shown previously, you can choose to add the additional styling of **Flip Independently** if you wish for the learner to be able to **open more than one at a time**. An example is provided below:



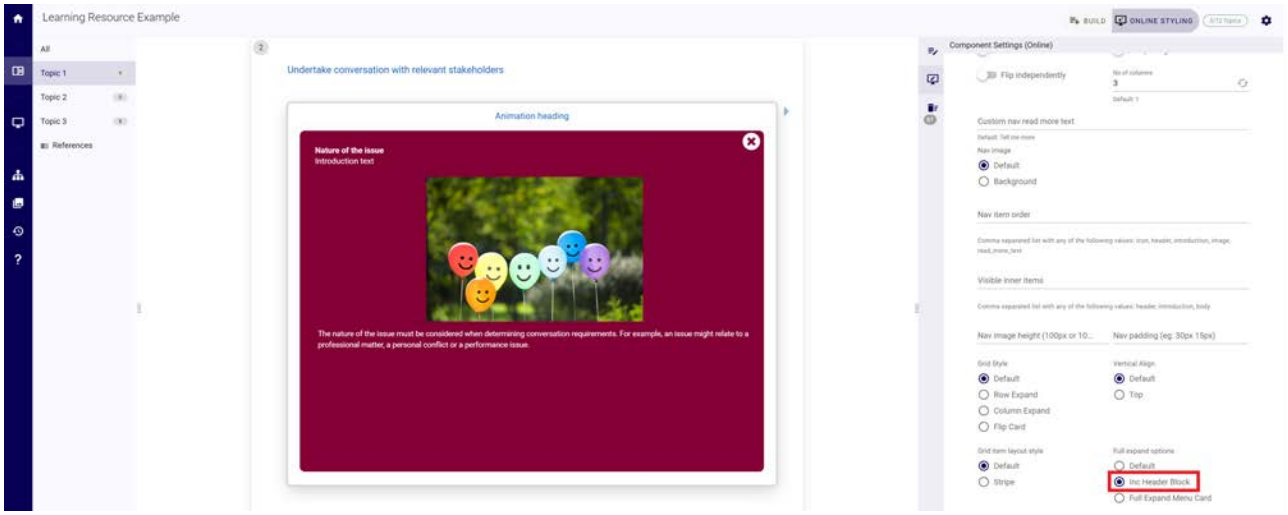
Vertical Align allows you to change the alignment of the **Navigation items. Top** moves them to **sit at the top** of the Navigation card rather than in the middle as they do by default. An example is provided below:



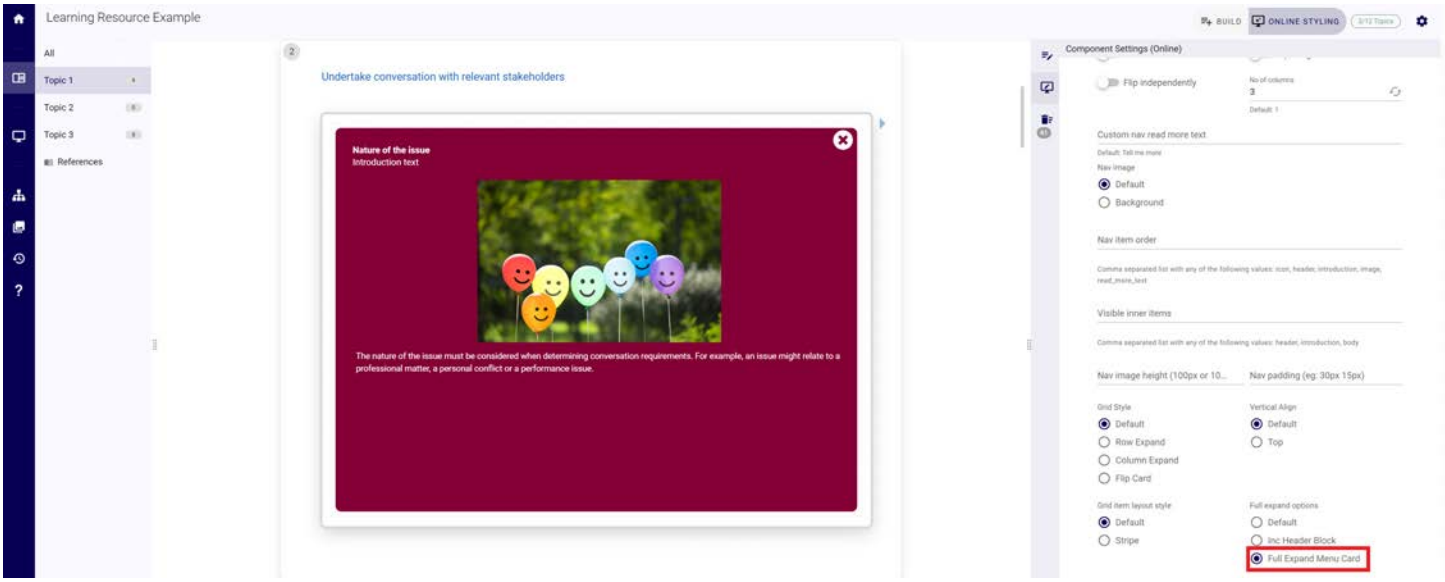
Next we have **Grid item layout style.** The option **Stripe** changes the style of the Animation to have **stripes on the top and bottom** of the Navigation cards. An example is provided below:



The final style setting is **Full Expand Options**. This section has two options: **Include Header Block** and **Full Expand Menu Card**. **Include Header Block** Expands **over the header** that has been added to the animation. See the example below:



Full Expand Menu Card expands the internal items to **fill the Menu Card**. This can only be used when **Menu Card Style** in enabled. An example is provided below:



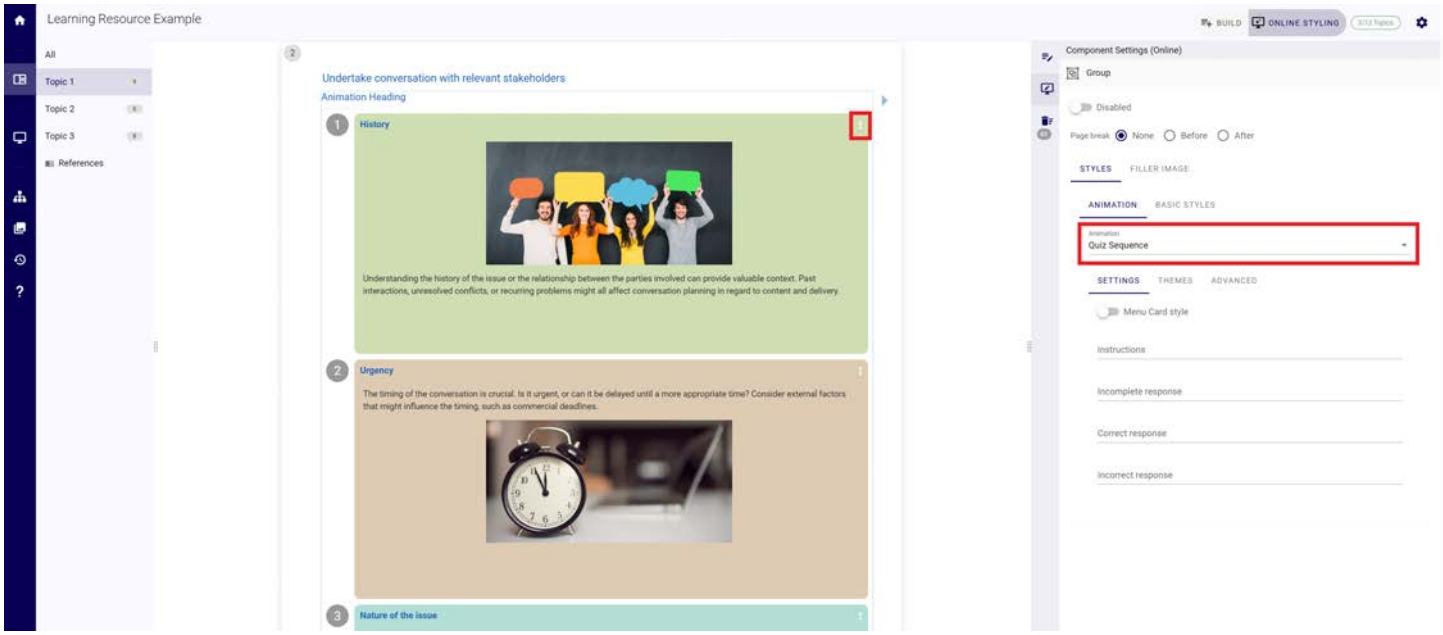
Note:

Full Expand Options will only work with the Default Grid Style. The other Grid styles (Row expand, Column expand and Flip Card) will only expand within their set parameters.

Quiz Sequence

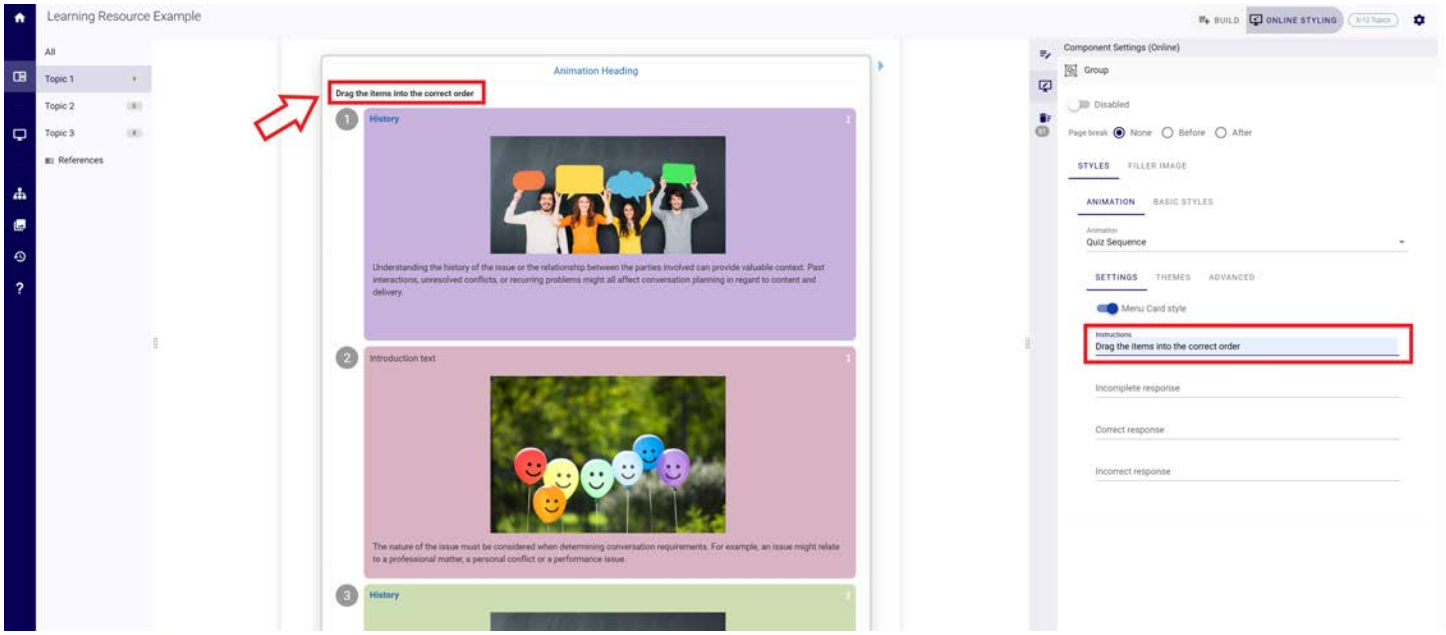
Quiz Sequence is an Animation style that presents Subgroups in a **Sequence** which the Learner must place in the correct **order** to be marked as correct. This animation style is useful for creating self-knowledge checks in your Learning Resource to help Learners to check they are on the right track with their learning.

To use the Quiz Sequence Animation, select the **Group** and then select **Quiz Sequence** from the Animation **drop-down menu**. This will apply the Animation style.

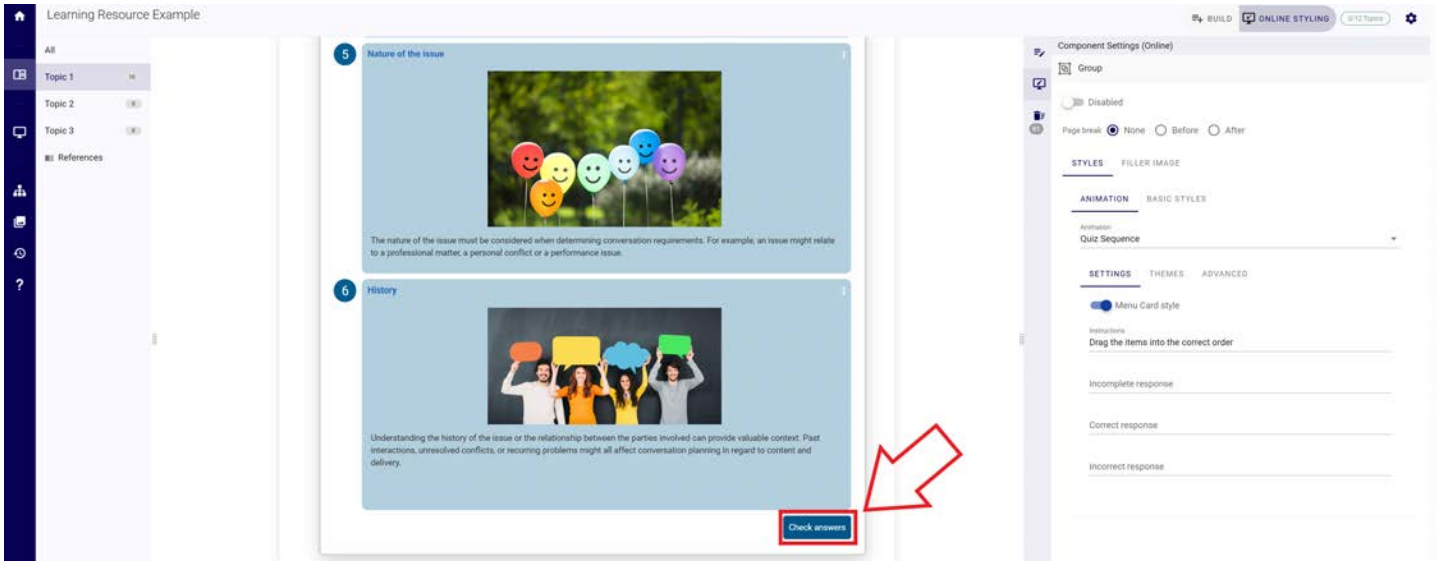


This Animation style has a few text fields that can be edited to customise the Animation.

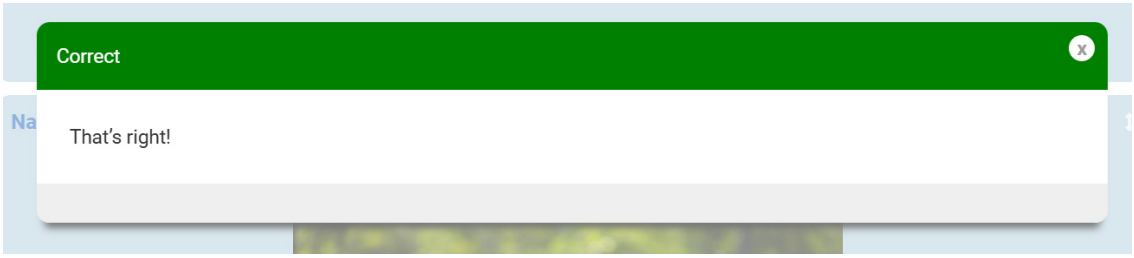
Firstly, you will need to add **instructions to the Learner** in the **Instructions** text field. This will then appear at the top of the Animation. An example has been provided below:



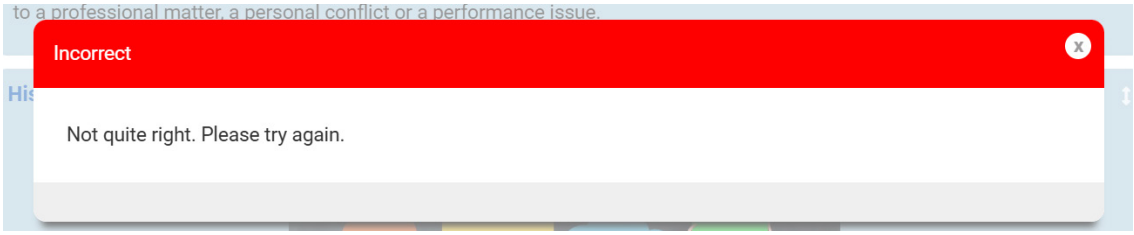
To test the animation, drag the items into order and click **Check answers** at the bottom of the Animation. The answer will be marked as **correct** if the sequence matches the order the Subsections were placed in the Group in **Build**.



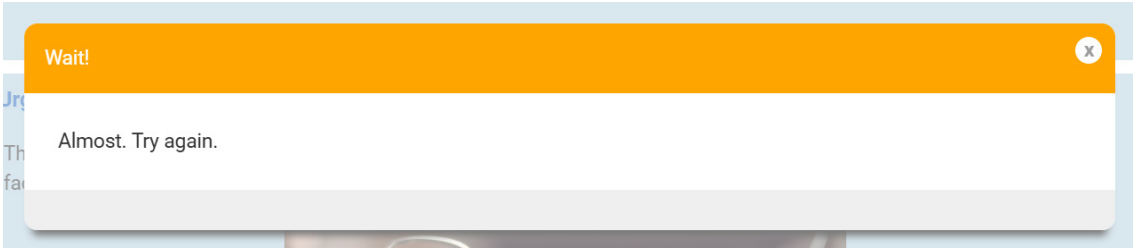
When the Subgroups are dragged into the **correct sequence**, a pop-up will appear confirming that the answer is **correct**. An example has been provided below:



When the Subgroups are dragged into the **incorrect sequence**, a pop-up will appear showing that the answer is **incorrect**. An example has been provided below:



Incomplete response can replace Incorrect Response by adding text to the **Incomplete Response text field**. The pop-up for an incomplete Response will appear similar to the example below, but with your chosen text.

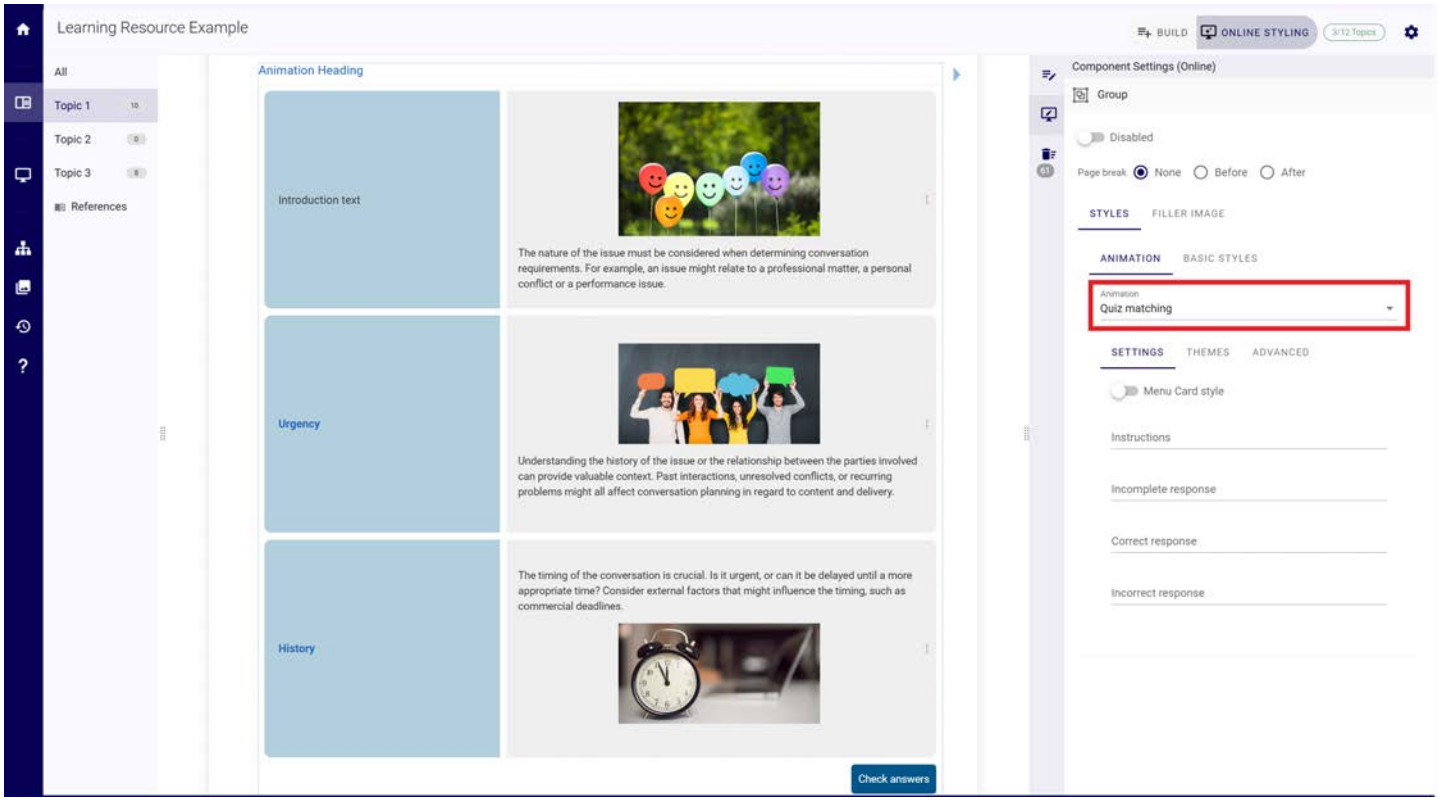


The **Correct** and **Incorrect response** text can also be changes by typing in the corresponding **text fields**.

Quiz Matching

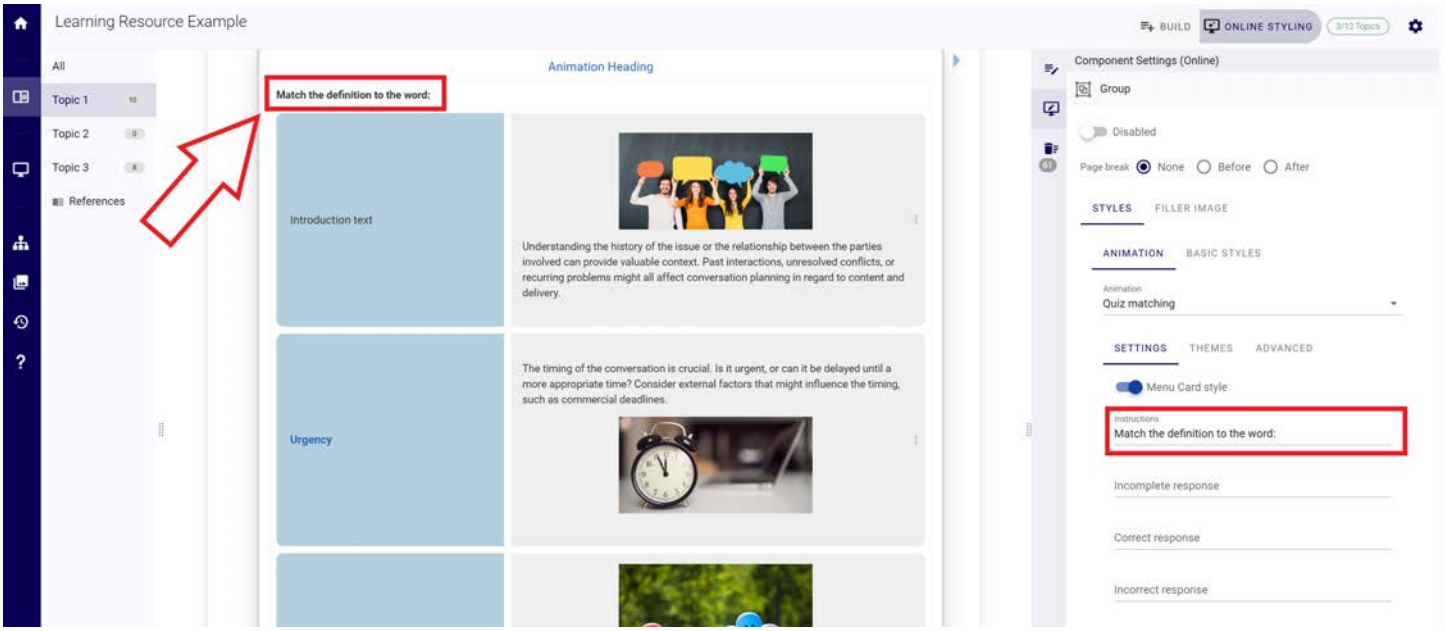
Quiz Matching is an Animation style that presents Subgroups in a **matching activity** which the Learner must place the right **pairs** together to be marked as correct. This animation style is useful for creating self-knowledge checks in your Learning Resource to help Learners to check they are on the right track with their learning.

To use the Quiz Matching Animation, select the **Group** and then select **Quiz Matching** from the Animation **drop-down menu**. This will apply the Animation style.

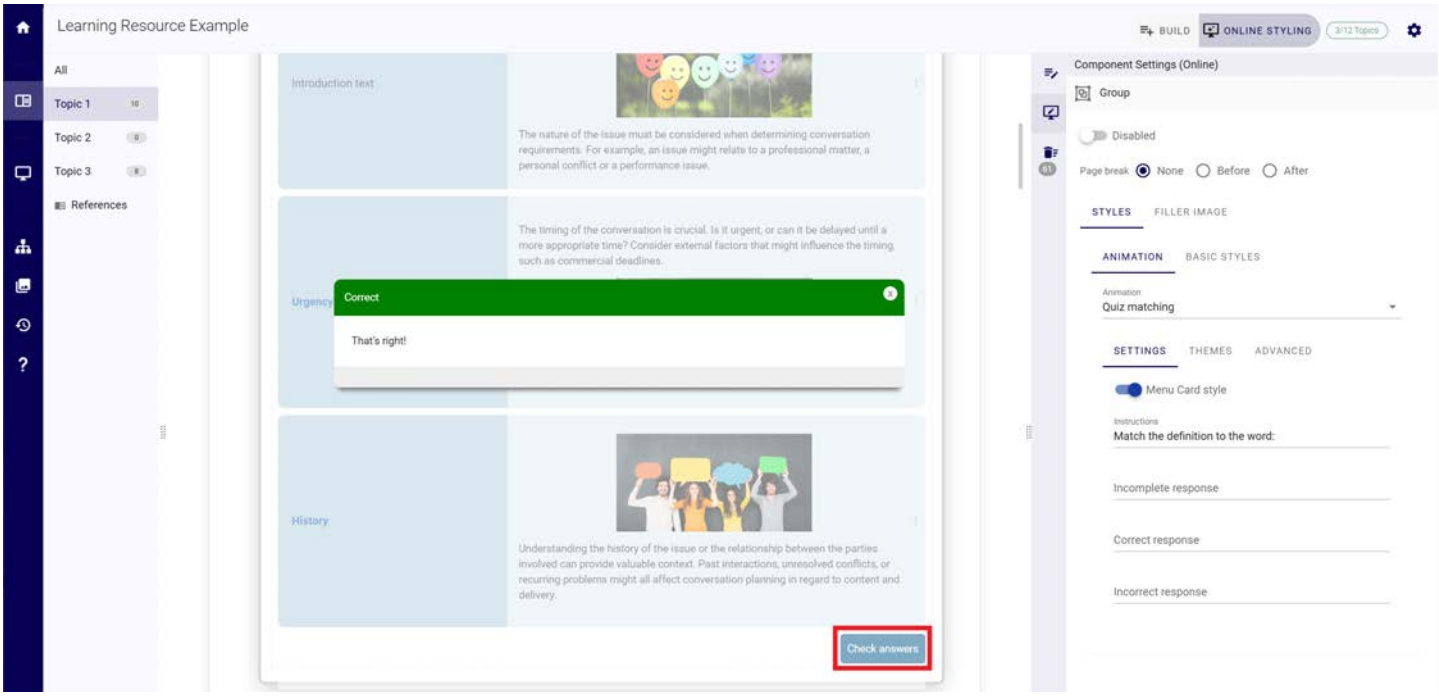


This Animation style has a few text fields that can be edited to customise the Animation.

Firstly, you will need to add **instructions to the Learner** in the **Instructions** text field. This will then appear at the top of the animation. An example has been provided below:



You can also choose to change the text that appears in the pop-up for a **Correct Response**, **Incomplete Response** or **Incorrect response** by typing in the **text fields** provided.



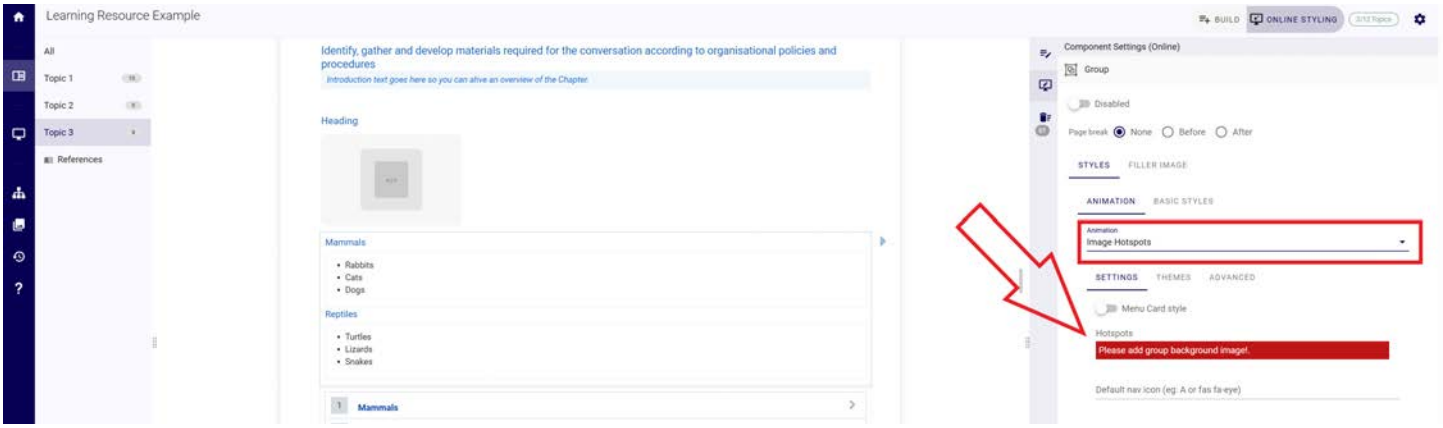
To test the Animation, drag the answers into the matching position and click **Check answers** at the bottom of the Animation.

The answer will be marked as **correct** if the sequence matches the order the Subgroups were placed in the Group in **Build**.

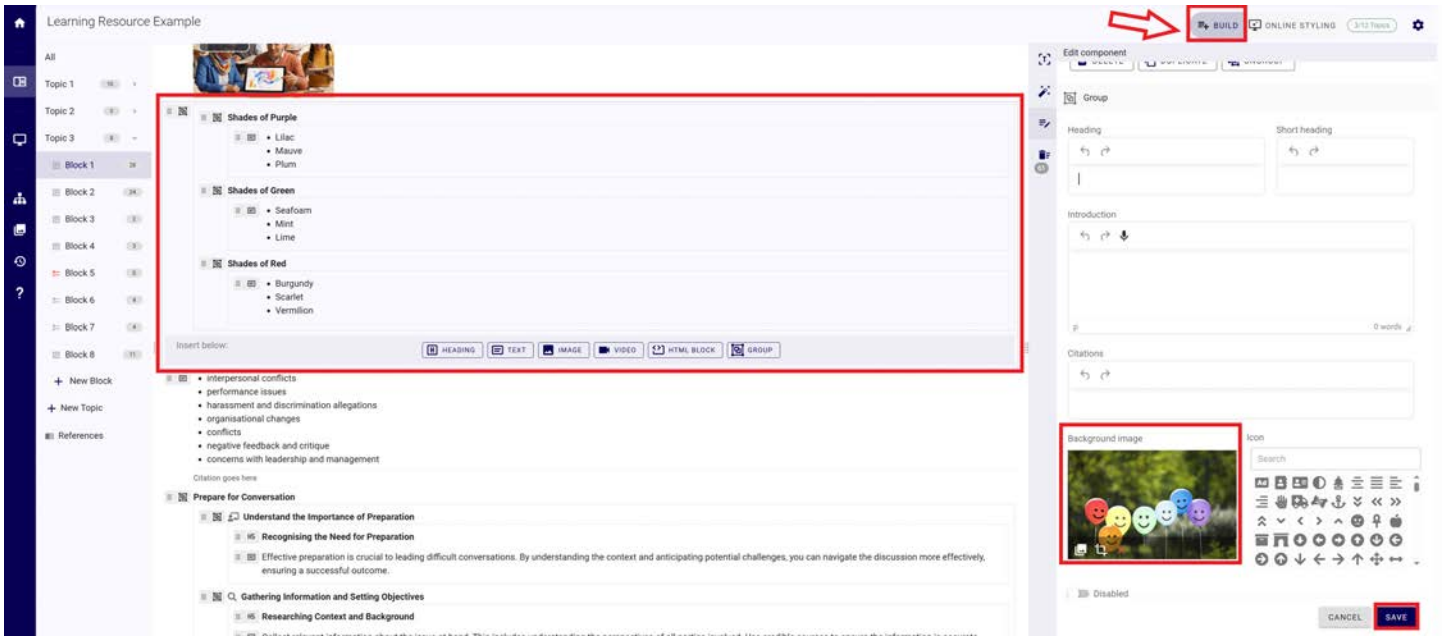
Image Hotspots

Image Hotspots allows you to add labels to an image. The learner can then click icons to reveal the labels. This can be a useful tool for naming parts of an object or labelling locations on a map.

To use the Image Hotspots Animation, select the **Group** and then select **Image Hotspots** from the Animation **drop-down menu**. This will apply the Animation style.

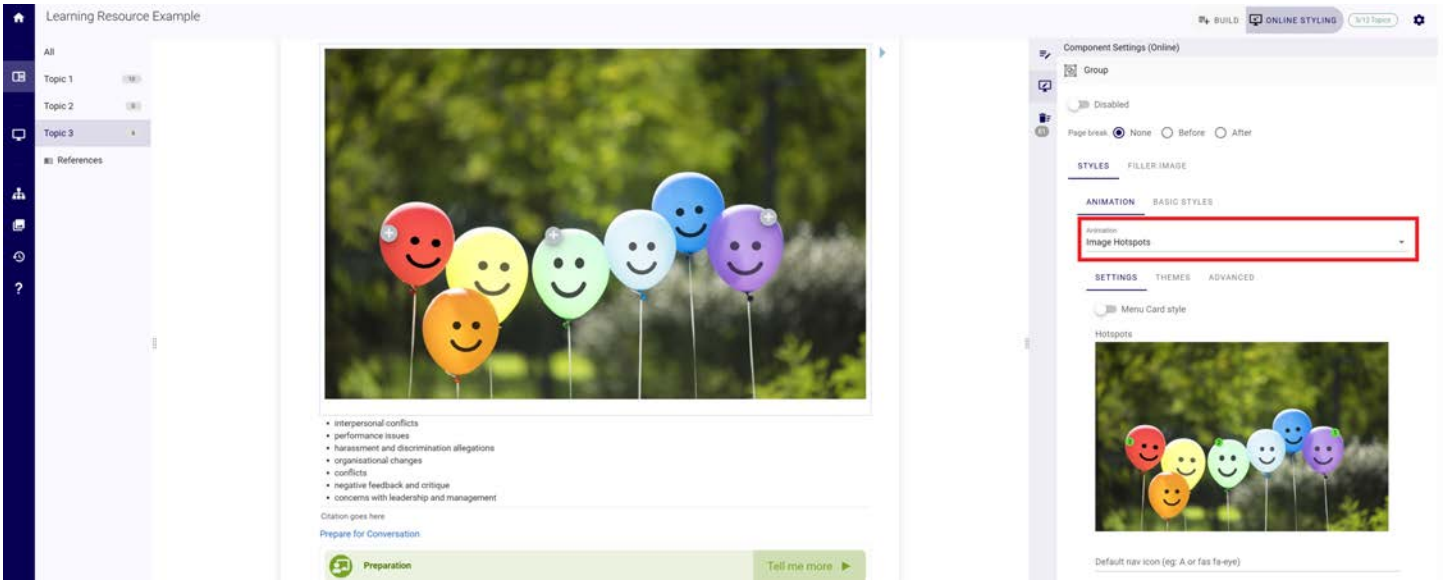


Now that the Animation style has been selected, you will notice a **red box** in the right-side menu saying that an image needs to be added to the background of the Group. Go to the **Build Space**, select the Group as a whole and then click the grey box under the words **Background image**. This will open the Media library. Select the image you want to use as the background and click **Insert.**

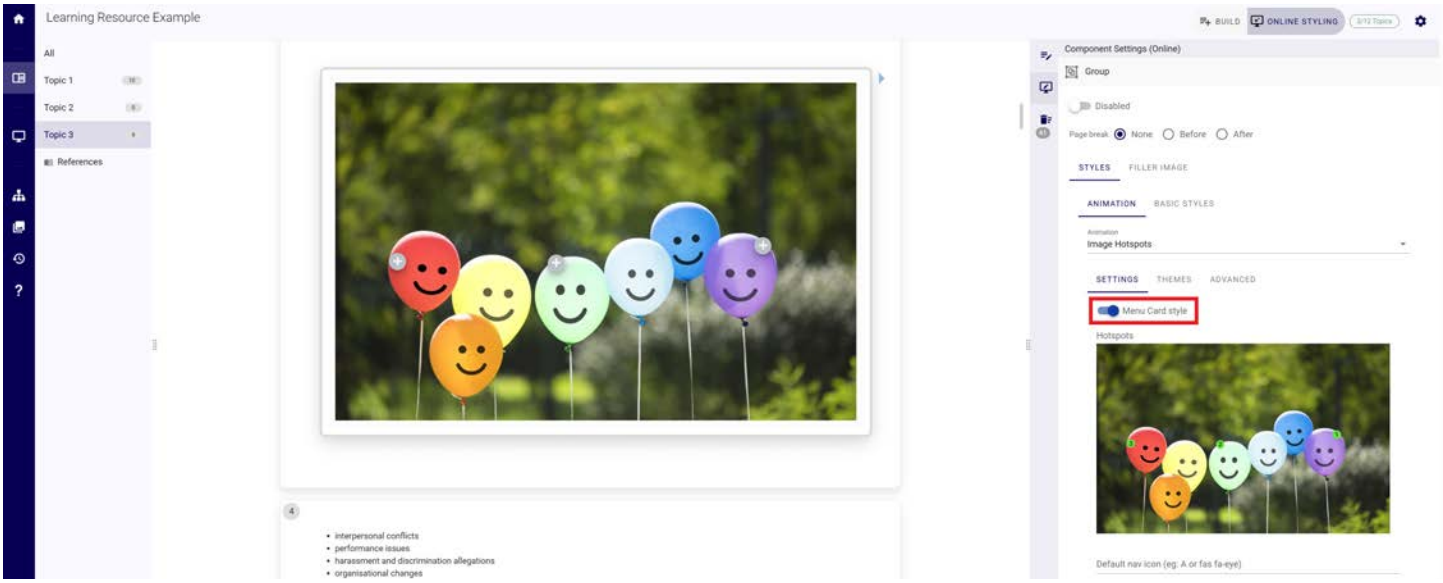


Now click **Save** to save your background image. Then click back to the **Online Styling Space**.

Once the image has been added, it will appear in the **Animation Settings** in the Right-side Menu. You will see some **green dots** on the thumbnail image in the Right-side Menu. **Drag** the **green dots** into the position to **match** the **position** on the **image** to the **text content**. You can **view** the content by clicking the **+** dots in the **Animation**.



There are a couple of extra things you can customise with this Animation style. Firstly, you can add **Menu Card Style** to add a white, raised border around the Animation. An example is provided below:

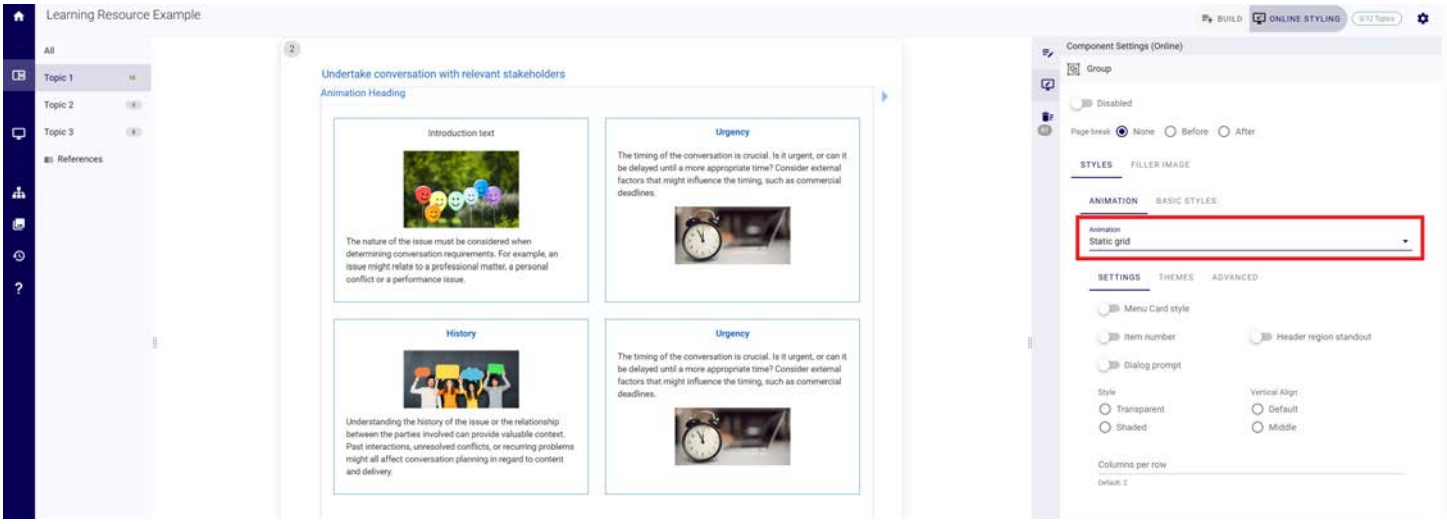


You can also choose to change **Default nav icons** for the Hotspots using the field provided. You may want to change them to unique icons or make them alphabetical.

Static grid

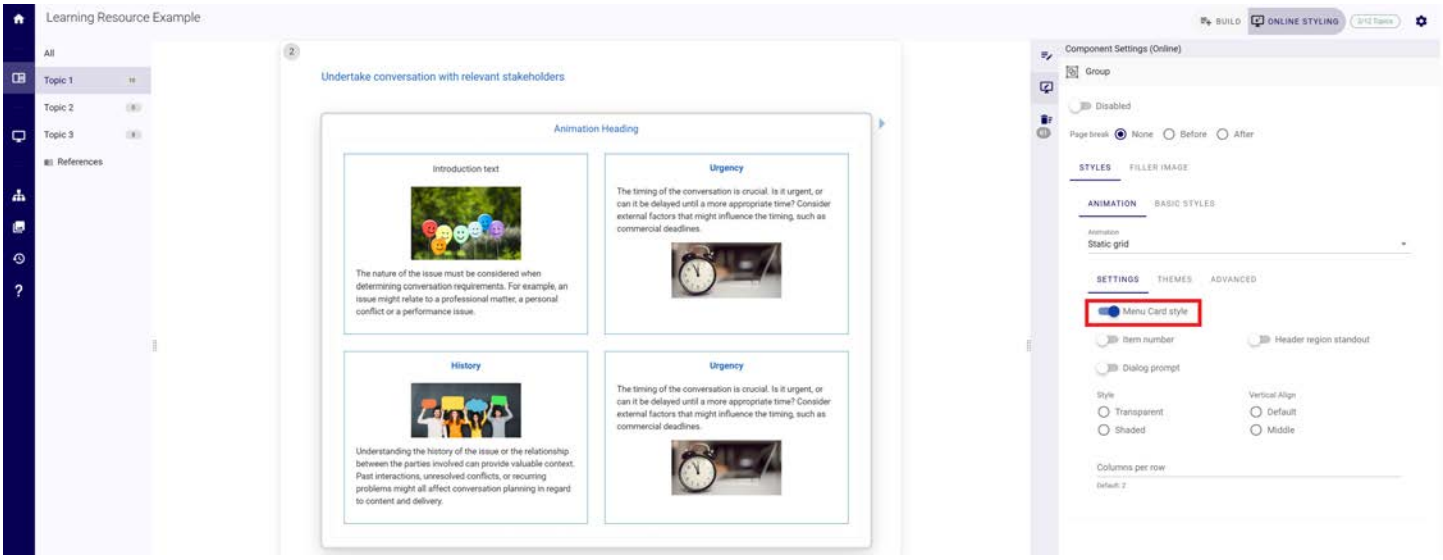
Static grid is an Animation style that allows you to **format content in a grid**. This style is not interactive by default. It does, however, allow you to format content in a way that can make things clearer for the Learner and help to break up the Learning Content to make it more engaging. It can be a useful way to present example images in an orderly way.

To use the Static Grid Animation, select the **Group** and then select **Static Grid** from the Animation **drop-down menu**. This will apply the Animation style.

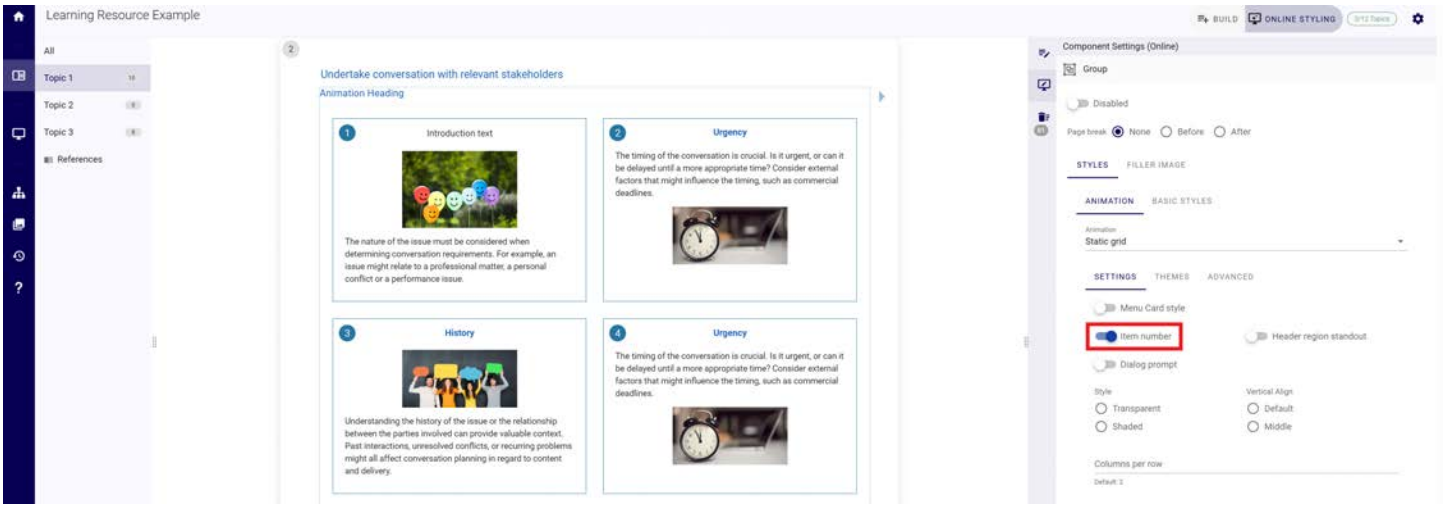


You can make a few alterations to the appearance of this Animation using **Settings**. Underneath the **Animation** drop-down menu, you will see the **Settings** tab, under which are all the settings for the Static Grid Animation.

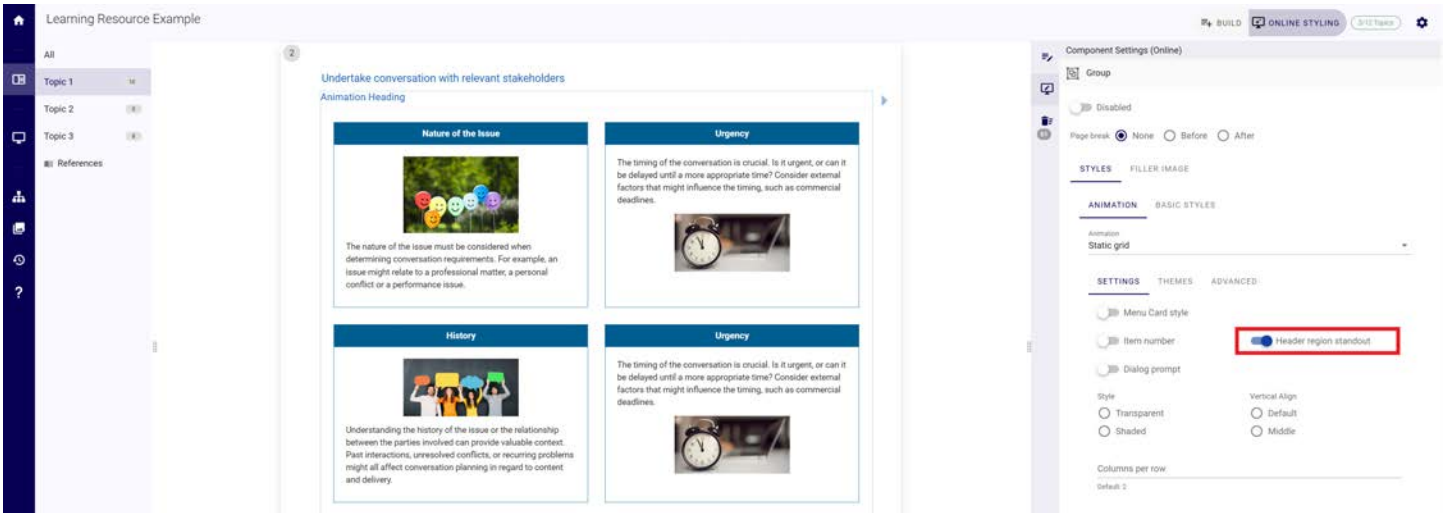
Firstly, there is the option to apply **Menu Card Style**. This appears as a white, raised border around the Animation. See the example below:



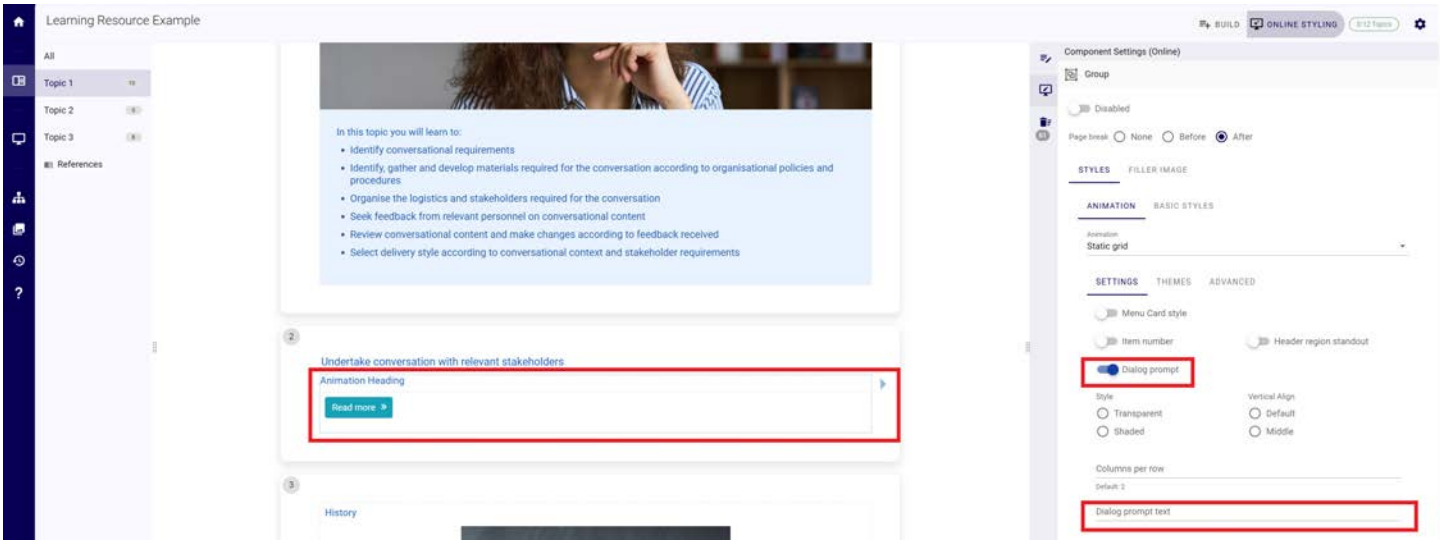
Turning on the option **Item Number** adds number **Icons** to the Animation. An example is provided below:



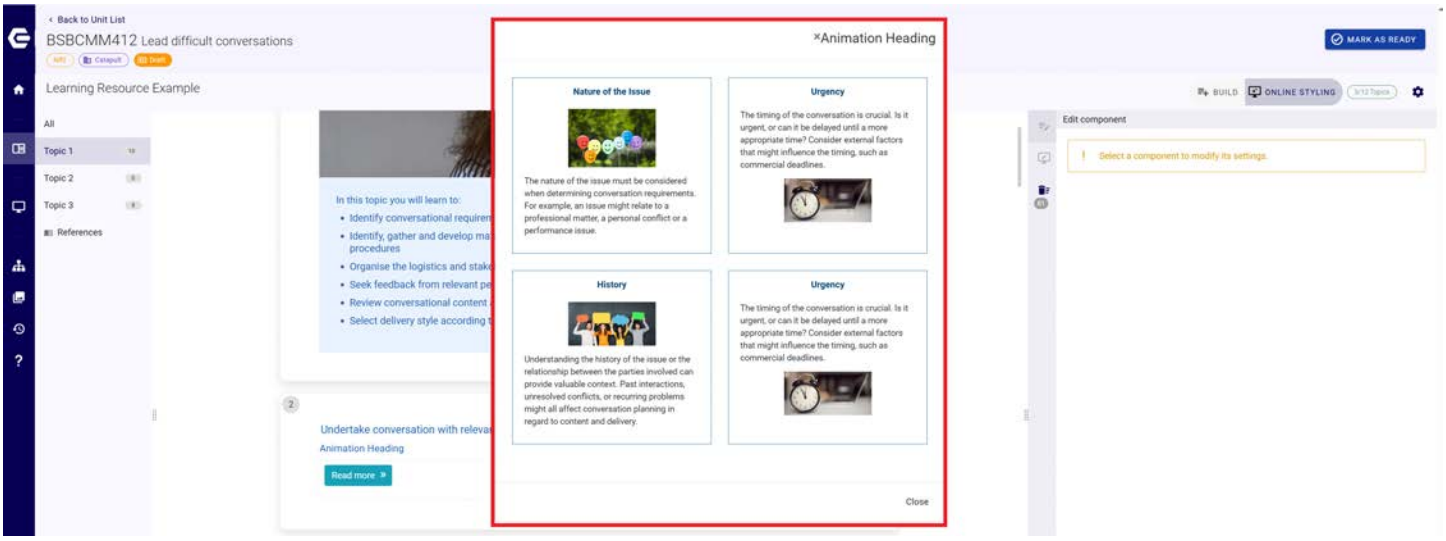
The option **Header Region Stand Out** adds a **coloured block** behind the Heading. An example is provided below:



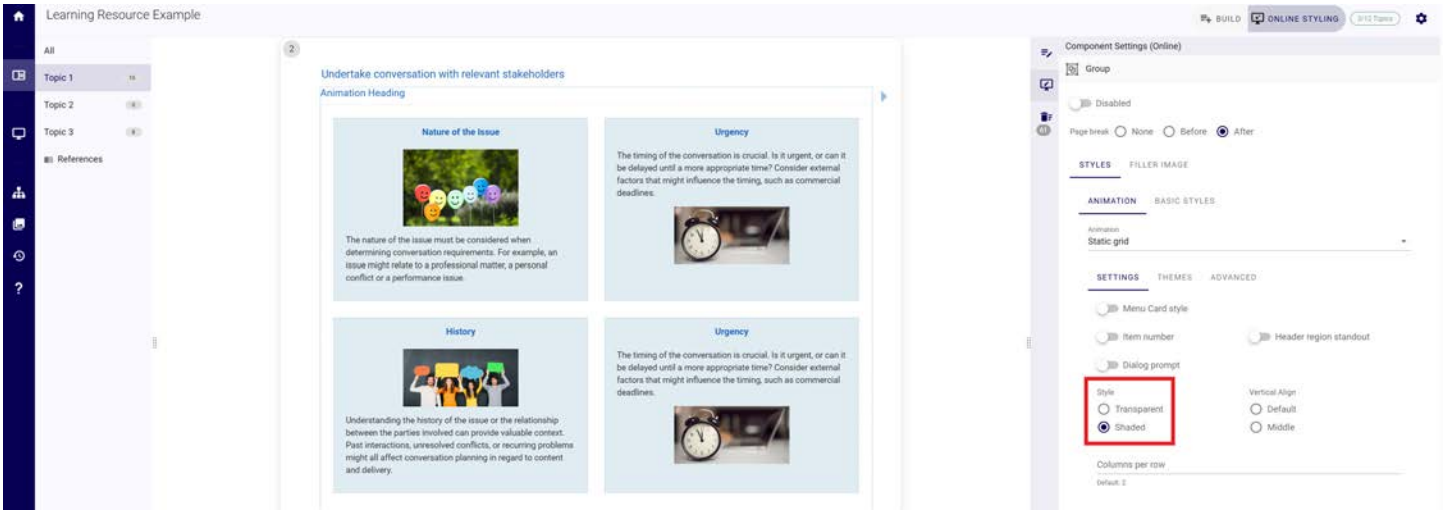
The option **Dialog prompt** allows you to condense your content into a **button**. The text on the button can be altered using the text field below. An example is provided below:



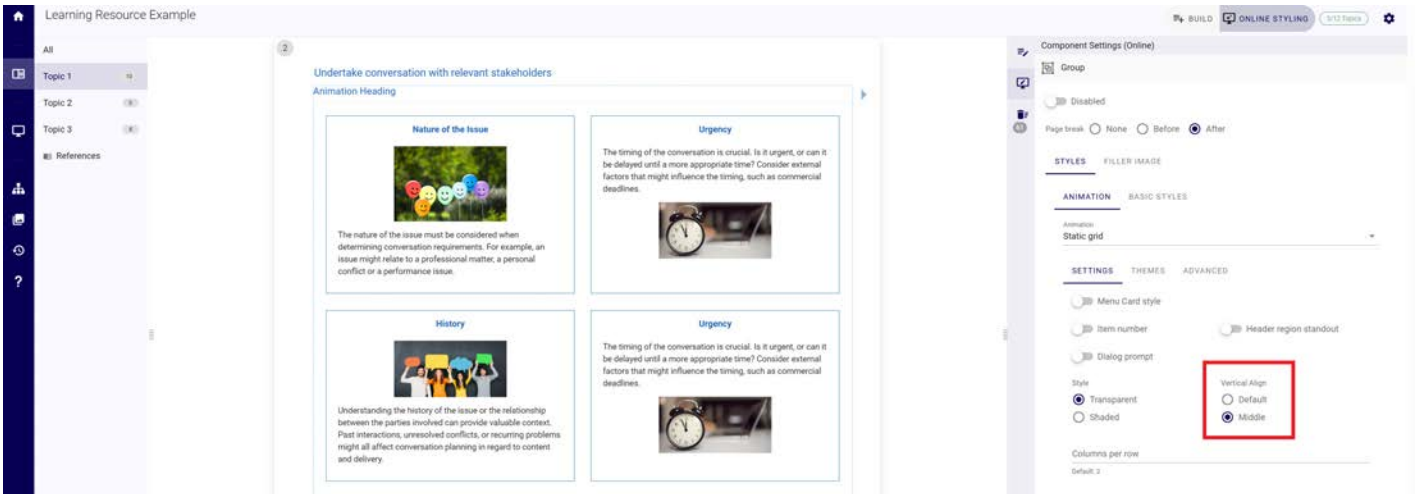
When the button is **clicked**, the Learning Content in the Group will appear as a **pop-up window**. This can be useful for condensing long forms or large diagrams to save on space. An example of the pop-up window is shown below:



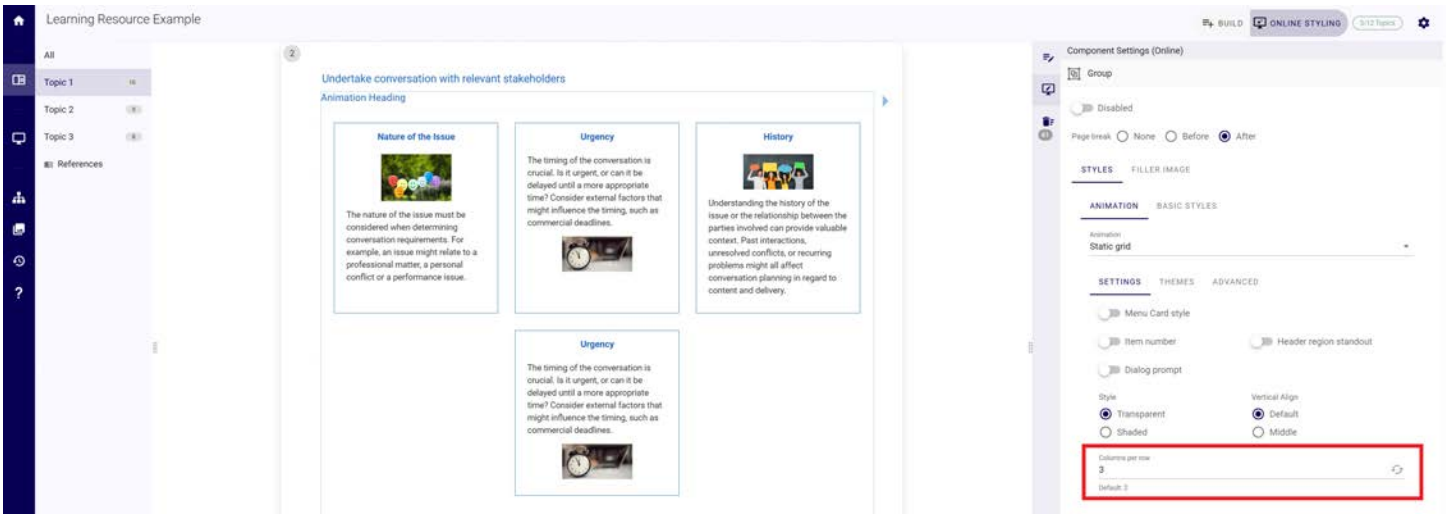
The **Style** setting is **Transparent** by default. This setting makes the background of the Navigation Cards **white or Transparent**. If you click on the setting **Shaded**, it will change the **background to the colour** of the Theme you have chosen. An example is provided below:



The **Vertical align** options allow you to adjust the **alignment of the Navigation items** The **default** is for it to sit at the **top**. If you select **Middle**, it will move the Navigation Contents to the **middle** of the Navigation card. An example is provided below:



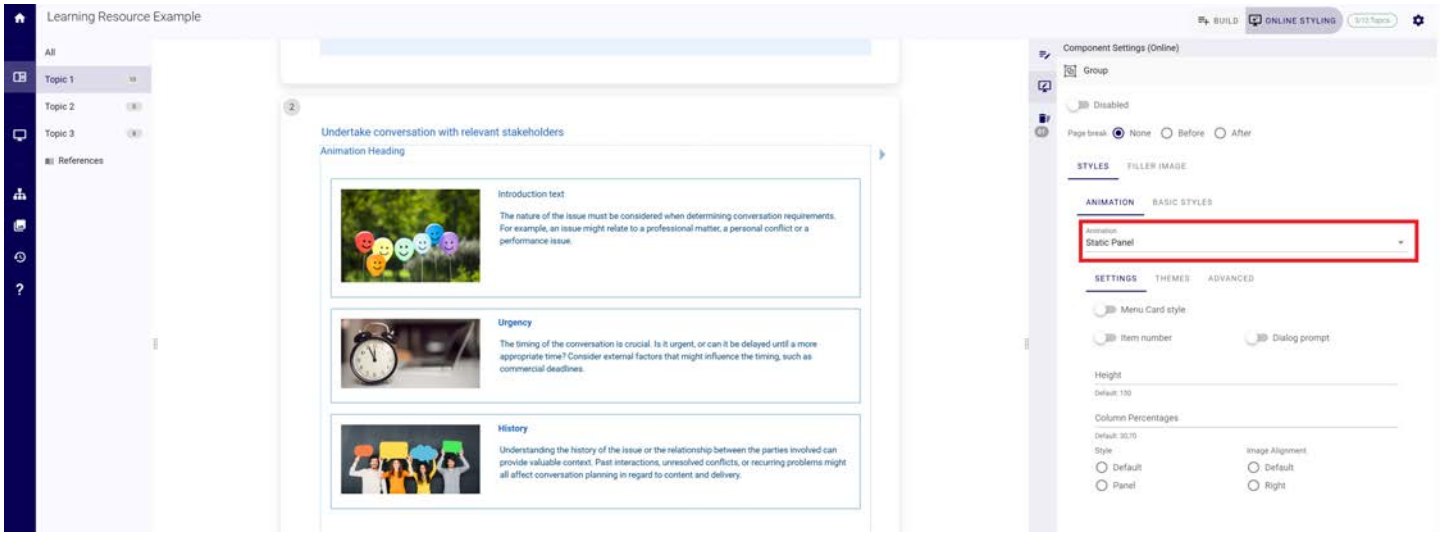
The final option, **Columns Per Row** allows you to adjust how many columns there are in each row of the grid. You can adjust this number to what suits your content. An example is provided below:



Static panel

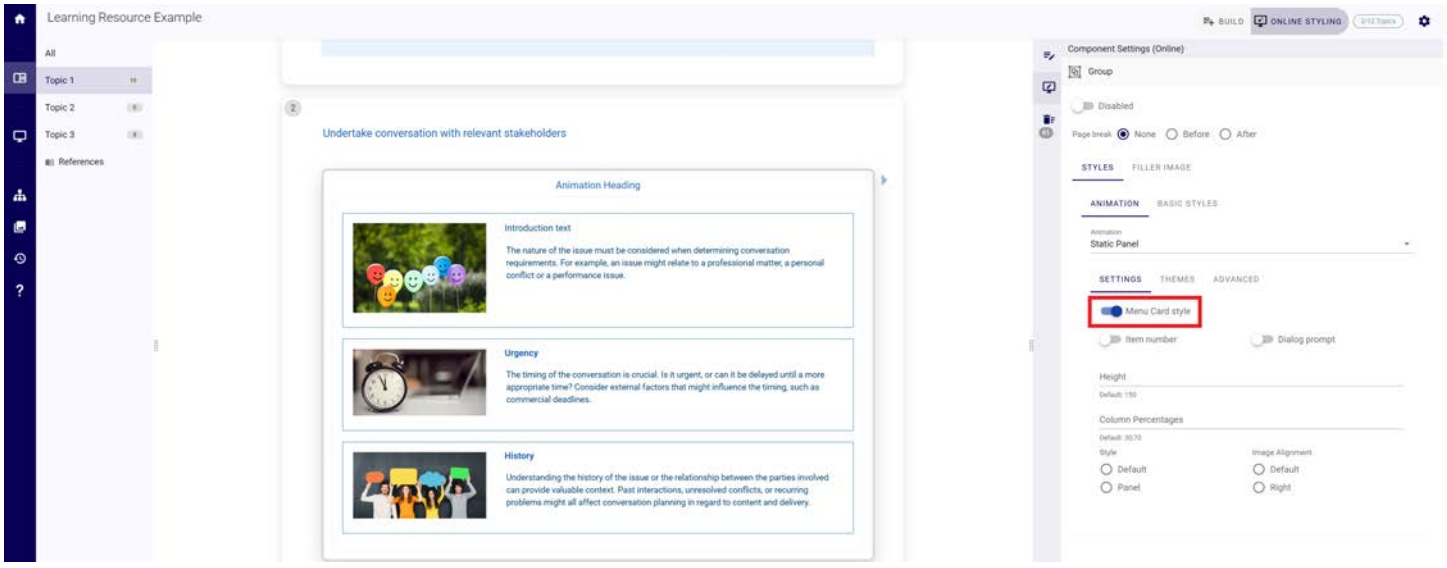
Static panel is an Animation style that allows you to **format** content into **panels**. This style is not interactive by default. It does, however, allow you to format content in a clear layout and help to break up the Learning Content to make it more engaging. It can be a useful way to present images and their descriptions in an orderly way.

To use the Static panel Animation, select **Group** and then select **Static Panel** from the Animation **drop-down menu**. This will apply the Animation style.

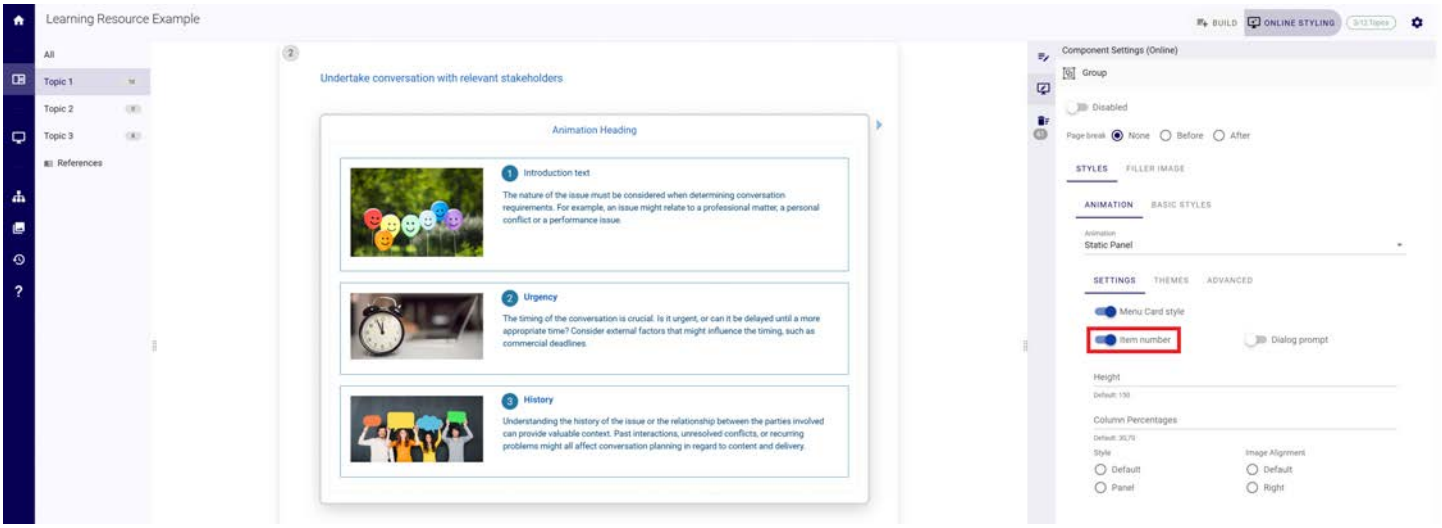


You can make a few alterations to the appearance of this Animation using **Settings**. Underneath the **Animation** drop-down menu, you will see the **Settings** tab, which houses all the settings for the Static Panel Animation.

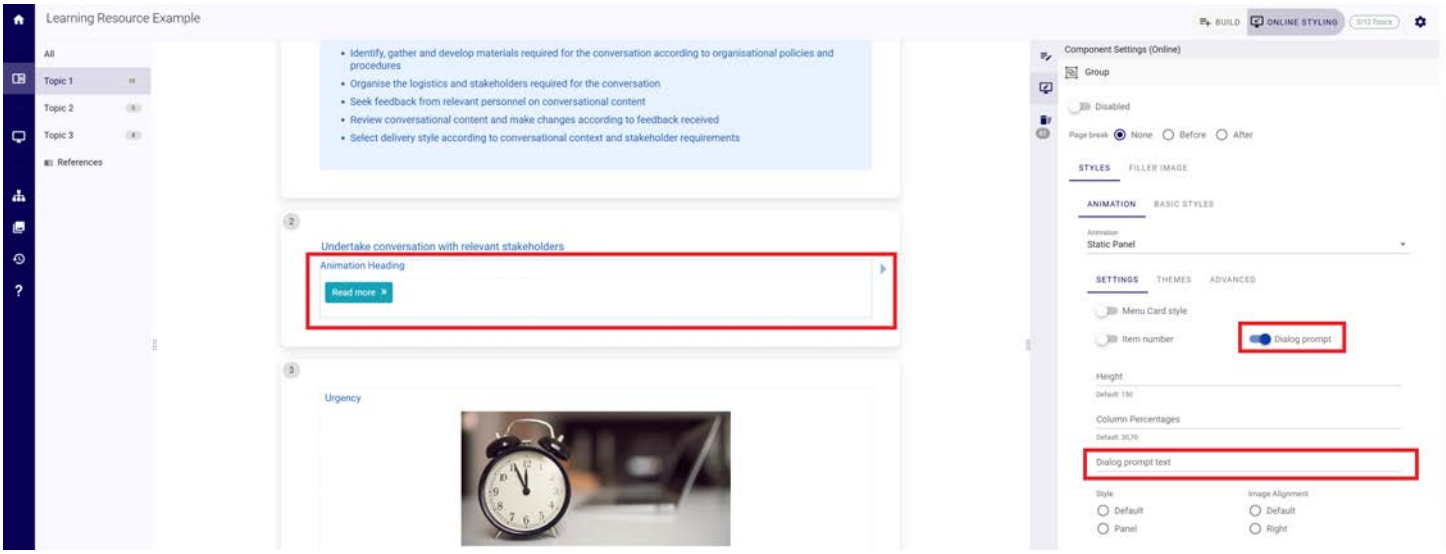
Firstly, there is the option to apply **Menu Card Style**. This appears as a white, raised border around the animation. See the example below:



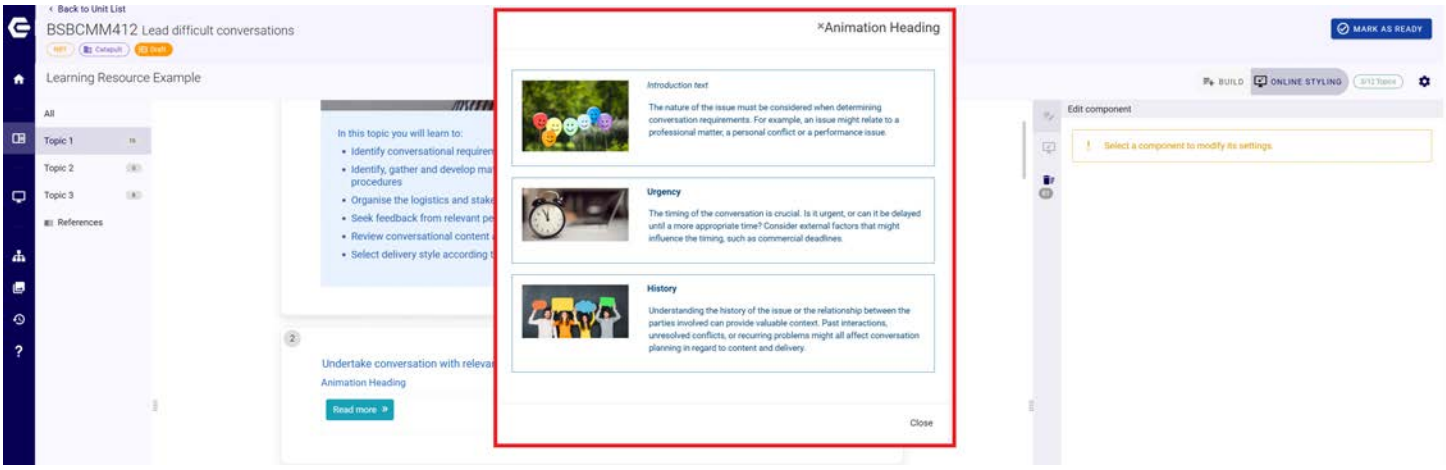
Turning on the option **Item Number** adds number **Icons** to the animation. An example is provided below:



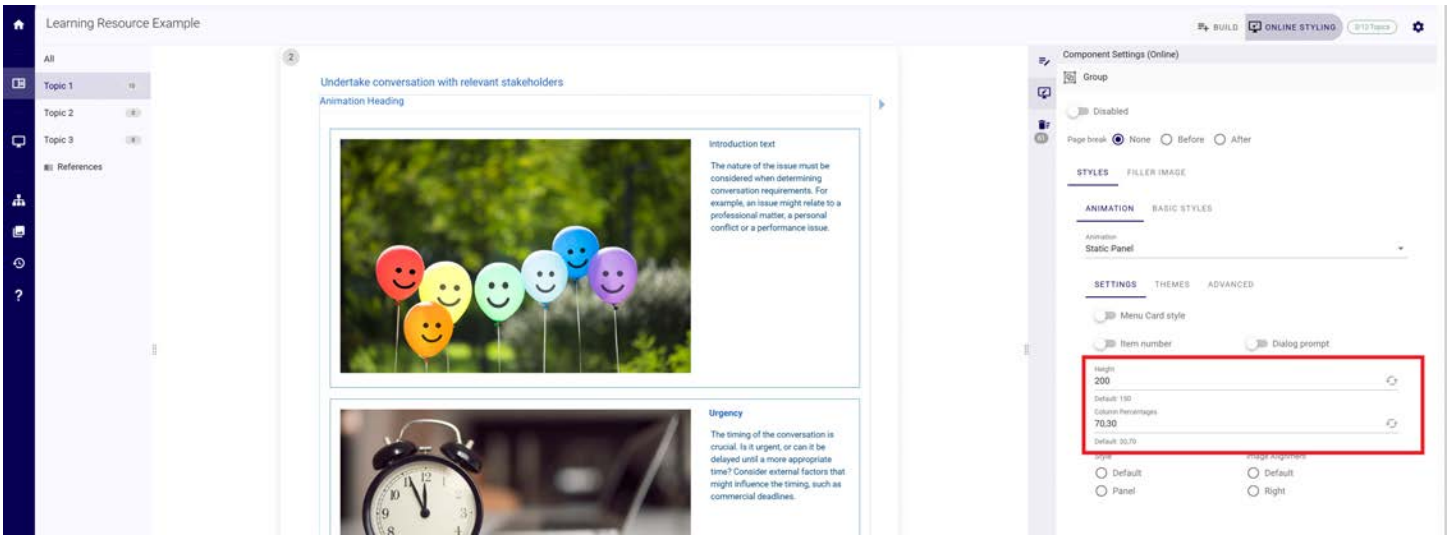
The option **Dialog prompt** allows you to condense your content into a **button**. The text on the button can be altered using the text field below. An example is provided below:



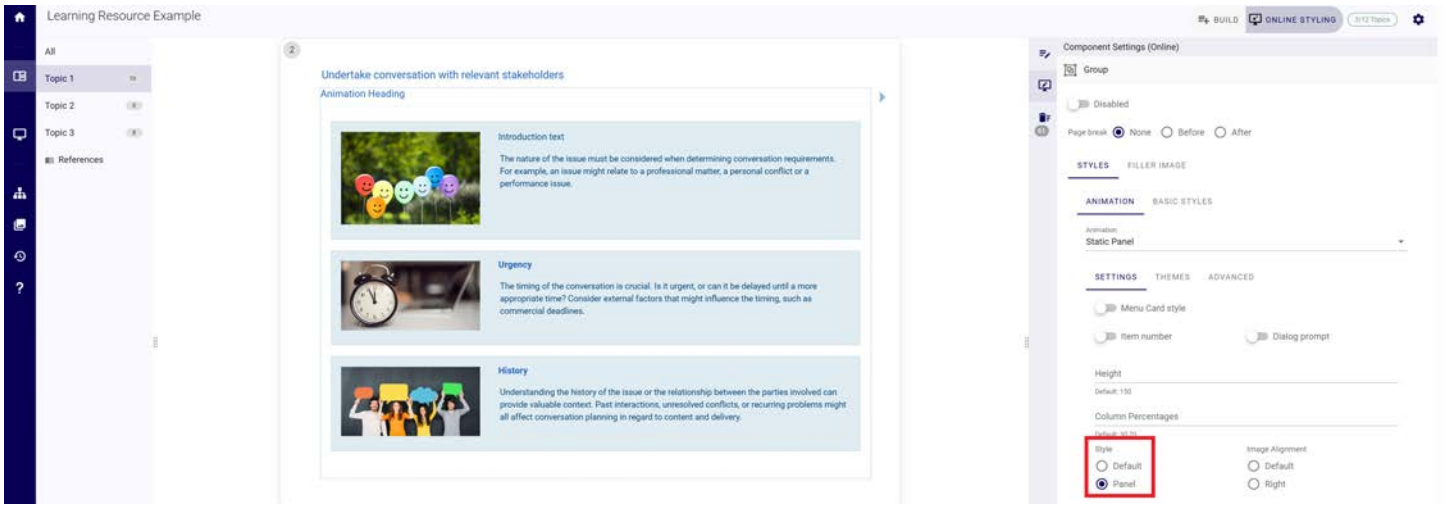
When the button is **clicked**, the Learning Content in the Group will appear as a **pop-up window**. This can be useful for condensing long forms or large diagrams to save on space. An example of the pop-up window is shown below:



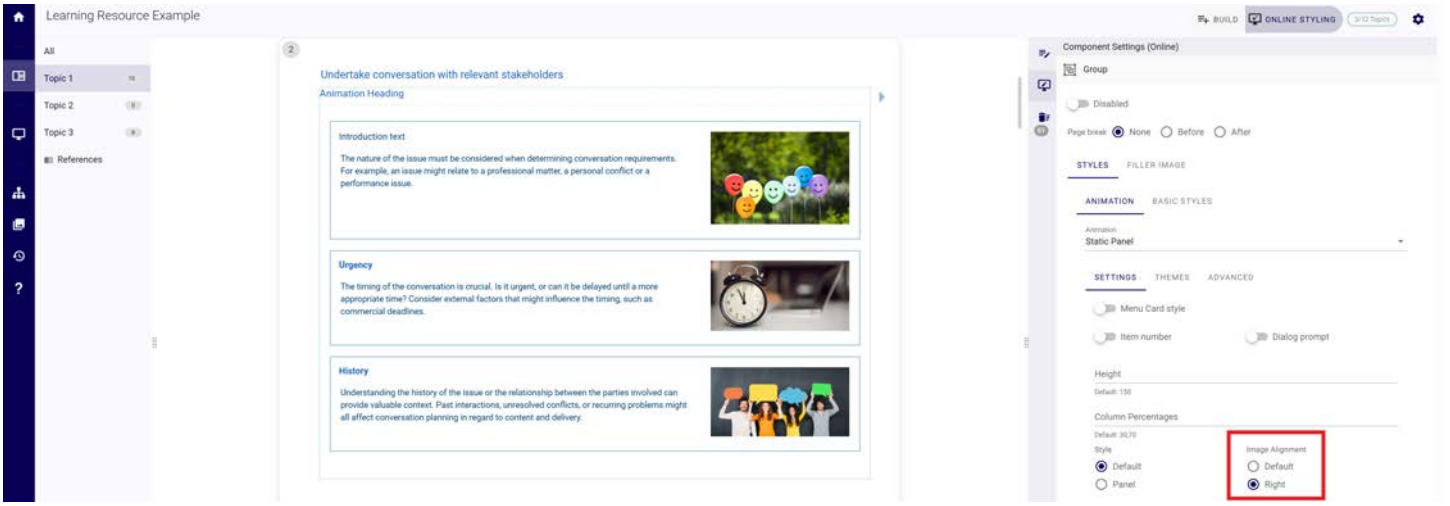
You can also adjust the Height and width of the panel using the text fields **Height** and **Column Percentages**. These have pre-filled guides to give you an idea of how to adjust the **height or width**. An example is provided below:



The **Style** setting is set to **Default** by default. This setting makes the background of the Navigation cards **white or Transparent**. If you click on the setting **Panel**, it will change the **background to the colour** of the Theme you have chosen. An example is provided below:



The final Setting option, **Image Alignment** allows you to choose between the **Default** setting of the image sitting in the **middle** of the Panel or the **Right** setting which moves the image to the **right** of the text in the Panel. An example of the Right setting is shown below.







Online Variant



Online Learning Resources

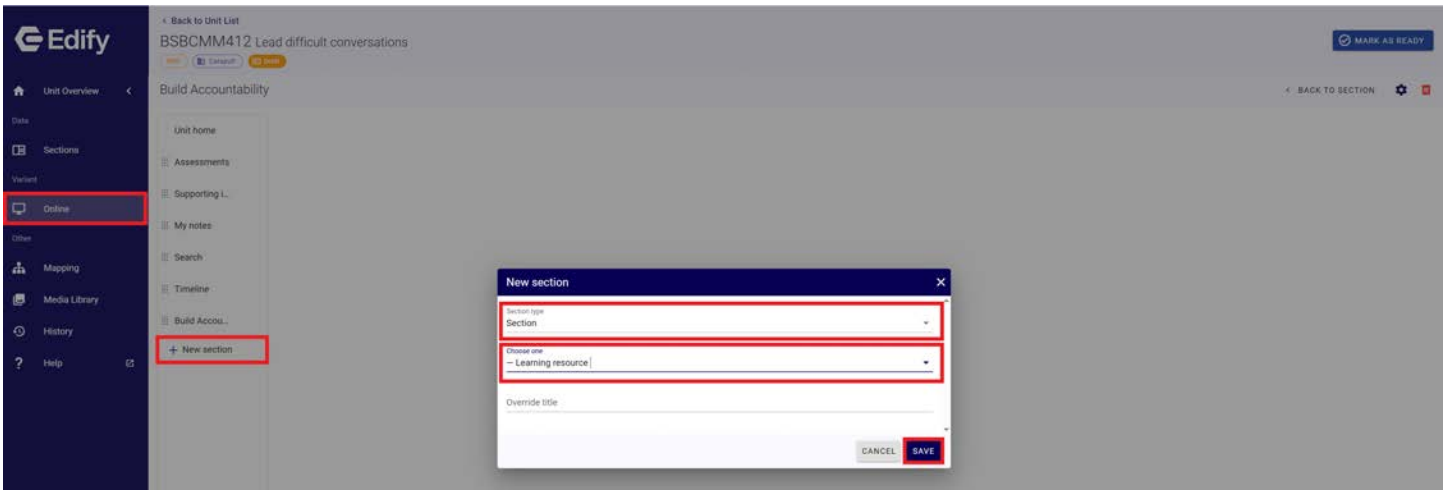


The Online Variant is where you can review your Learning Resource Section to see how it will appear in the LMS. You can also adjust where it will sit on the Online Navigation Menu. This is a final checkpoint to ensure everything is working correctly before the unit is sent to the LMS.

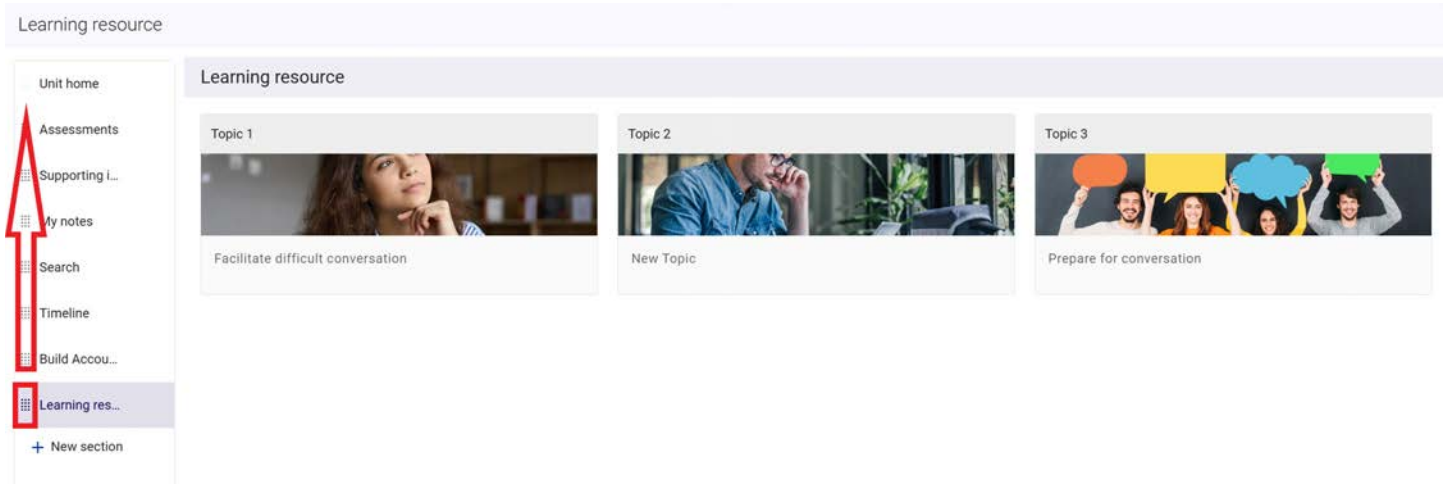
This chapter will go over how to check everything and set your Unit to **Ready** so you can review it in the LMS.

Adding your Learning Resource to the Online Variant

If you have set your new Learning Resource Section as the **Default Learning Resource** when you set it up in Sections, it will appear automatically in the Online Variant. If it is not connected, Click the **+ New Section** button on the **Online Navigation Menu**. Select **Section** from the first drop-down menu, then select your **new Learning resource Section** from the second drop-down menu. Click **Save**.



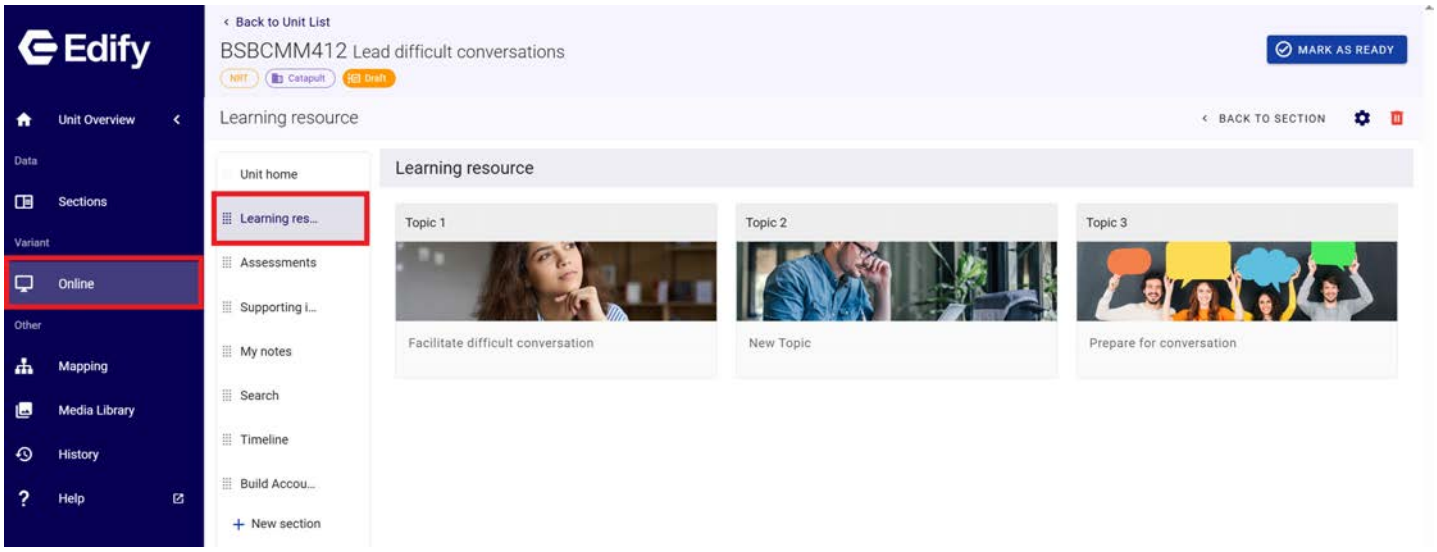
You can then **drag** your new Learning Resource Section into position on the Online Navigation Menu by using the **Grip** tab to the left of the Section.



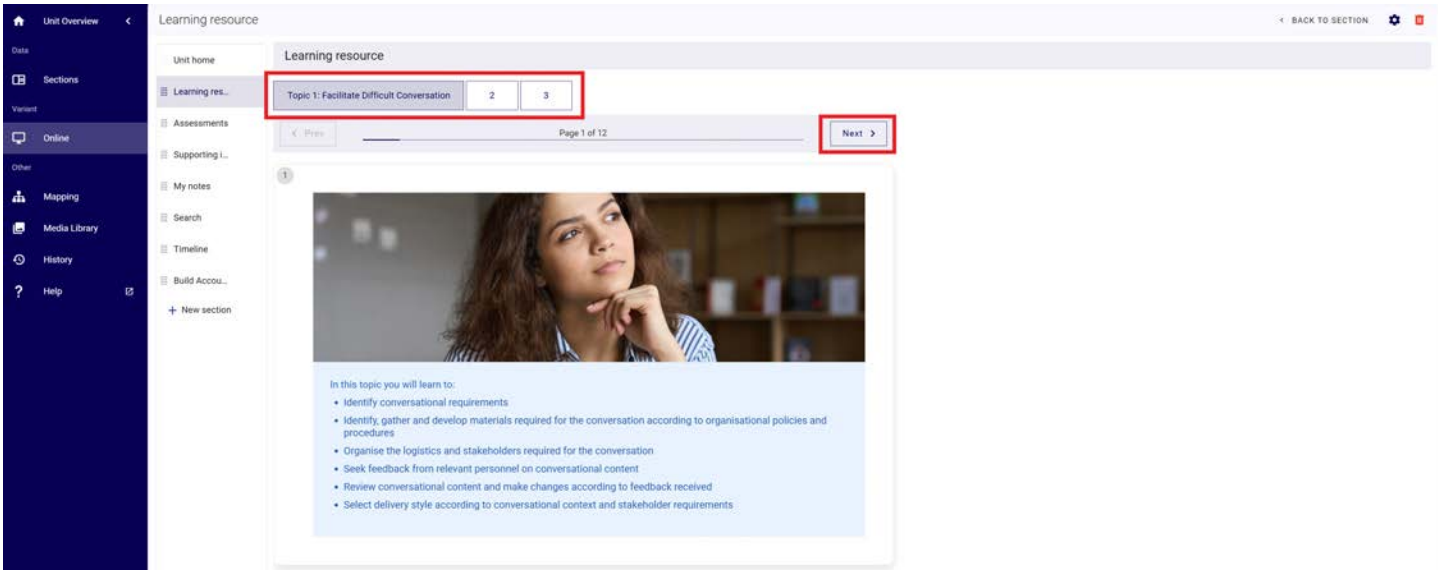
Reviewing your Online Learning Resource

Reviewing your content in the Online Variant allows you to see how it will appear in the LMS. You can view it page-by-page as you would in the LMS and you can test the Animations. This will give you a clear overview of how it will look and feel in the LMS while still having the ability to go back and revise anything as needed.

To review your Learning Resource, Click on the **Learning Resource Tab** on the **Online Navigation Menu**.

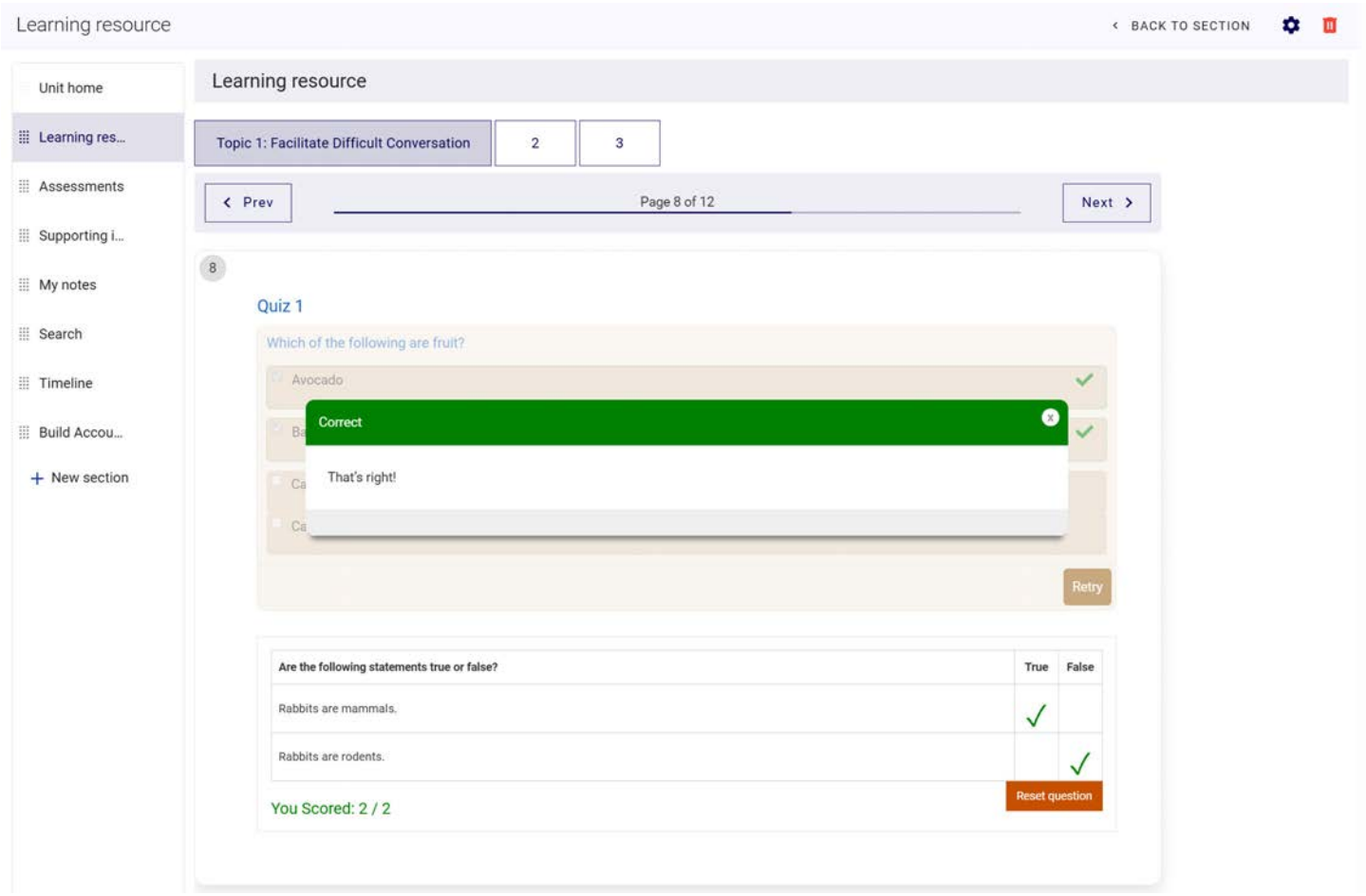


You will see all of your Topics laid out as they will appear in the LMS. You can **click** on them to view the **internal contents**.



Once inside, you can click through your Learning Content using the **Next** arrow or skip to another Topic by using the **Topic** buttons at the top of the page.

You can test out all of the animations and quizzes to check that they are working as intended and everything is displaying correctly. An example of a Quiz is shown below:



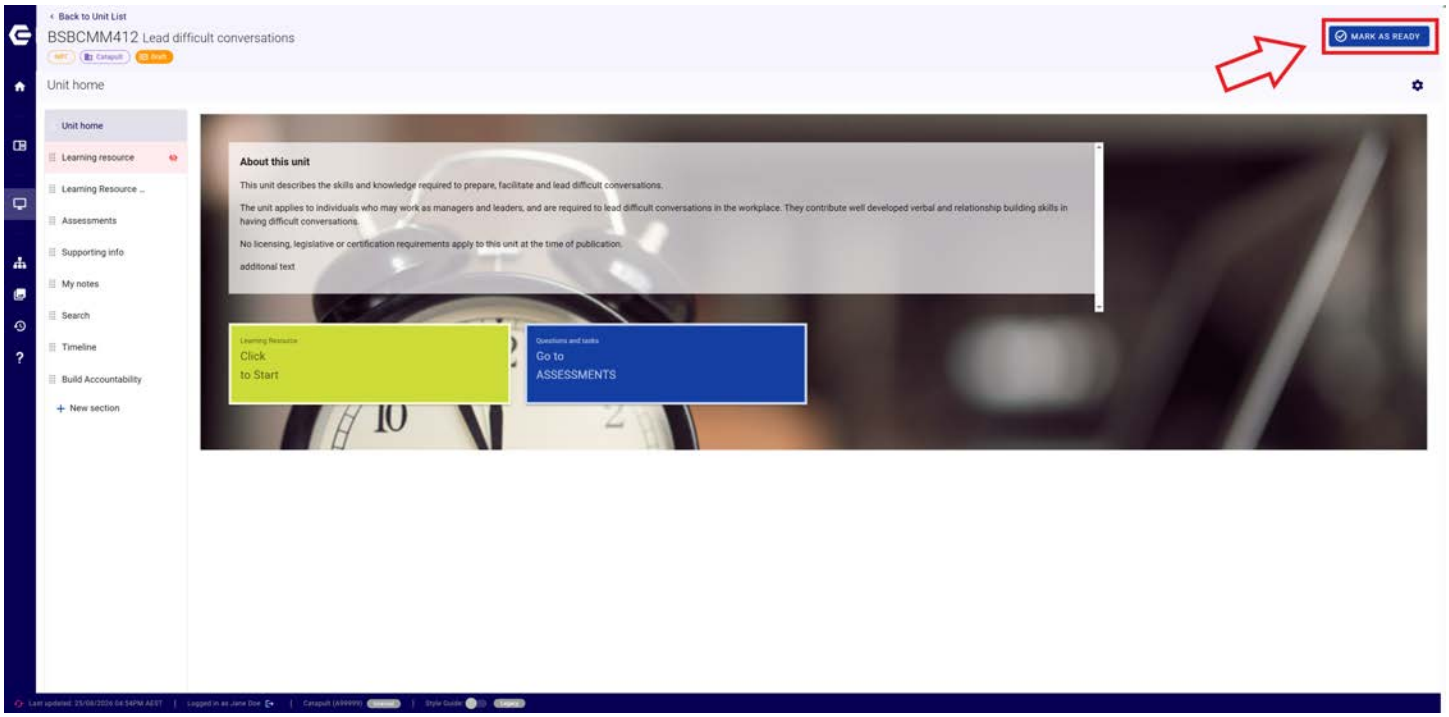
Note:

Edify only displays SCORM metadata and introductory content in the Online Variant. Launching SCORM must be tested in the LMS review stage.

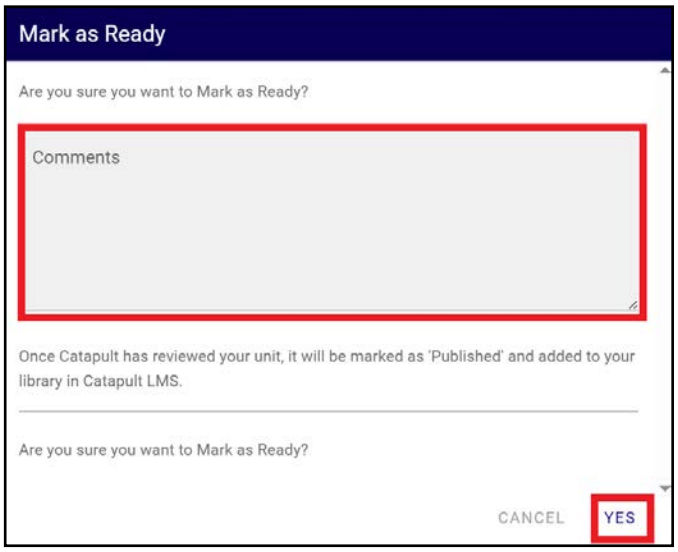
Marking a Unit as Ready

Once you have checked everything looks correct in your Learning Resource and you are ready to review it in the LMS, you will need to mark the Unit as **Ready**.

To do this, click the **Mark as Ready** button at the top right of the screen.



When setting the Unit to **Ready**, you will see a text box. In this box you must type **instructions or comments** to the Catapult team. This should include which sections you have made changes to and specifications about whether you want the update to be pushed to all students (a **Minor** updated) or only to new enrolments (a **Major** update). Adding a **new** Learning Resource Section will be considered a **Major** change.



Note:

***Minor* updates can only be updated for minor corrections such as spelling errors or typos. All other changes will need to be pushed as a *Major* update.**

For more information go to: Major vs Minor Changes on the Catapult Knowledge Base.

The Catapult Review Process

Once you have marked the Unit as **Ready**, the Catapult team will review your changes to ensure that everything will function correctly in the LMS. The Catapult team may contact you and set the Unit back to the **draft** state for you to update if any **errors** are found.

Common errors include:

- Forgetting to add your New Learning Resource Section to the Online Variant
- Leaving a blank page
- Leaving part of an animation blank
- A heading is left on the previous page before the content
- A page only contains a heading with no content

Note:

The turnaround time for this is typically within *one hour* of the Unit being set to *Ready* for it to be added to your LMS library for you to review.

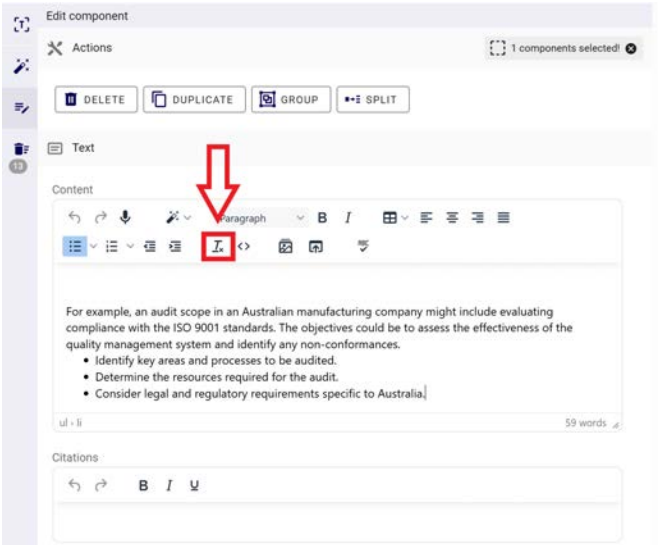
Always check your Unit for any errors **before** setting it to ready to avoid delays with the review process.

If you have made a minor change, but have not requested that the update be pushed as a minor when possible, the Catapult Team may email you to confirm if you would like the update to be a major or minor. When requested for a minor update, the Catapult Team will endeavour to push the update as a minor update, however, please note that there may be systems restrictions which prevent this. The Catapult team will email you if this is the case.

Errors that the Catapult team will **not** flag:

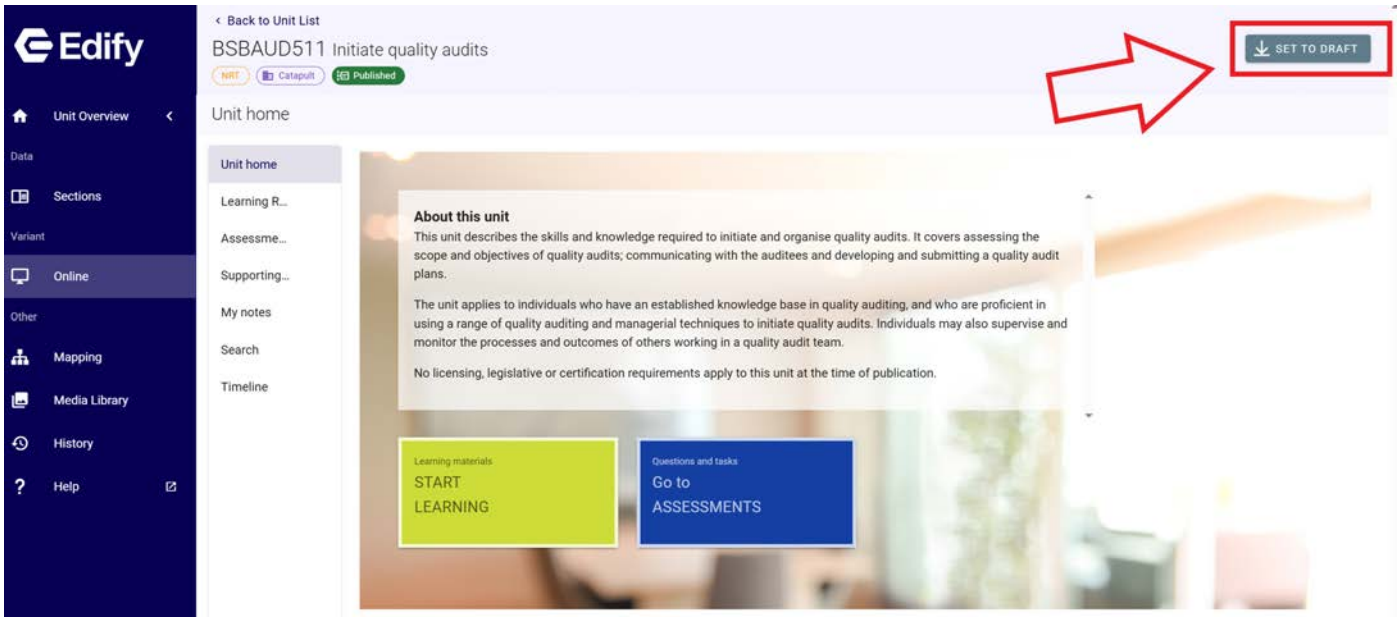
- Spelling errors.
- Grammatical errors.
- Broken hyperlinks.
- Broken attachments.
- Low-quality images.
- Formatting (unless it affects the functionality of your assessment).

The content of the assessment is the responsibility of your organisation; the Catapult team will only assist with the functionality of your assessment. We recommend using the **Clear Formatting** button in the tool bar (pictured below) or pasting using **Ctrl/Shift/V** when pasting into the system to avoid bringing in any unwanted formatting.



Requesting a Unit to be set back to Draft

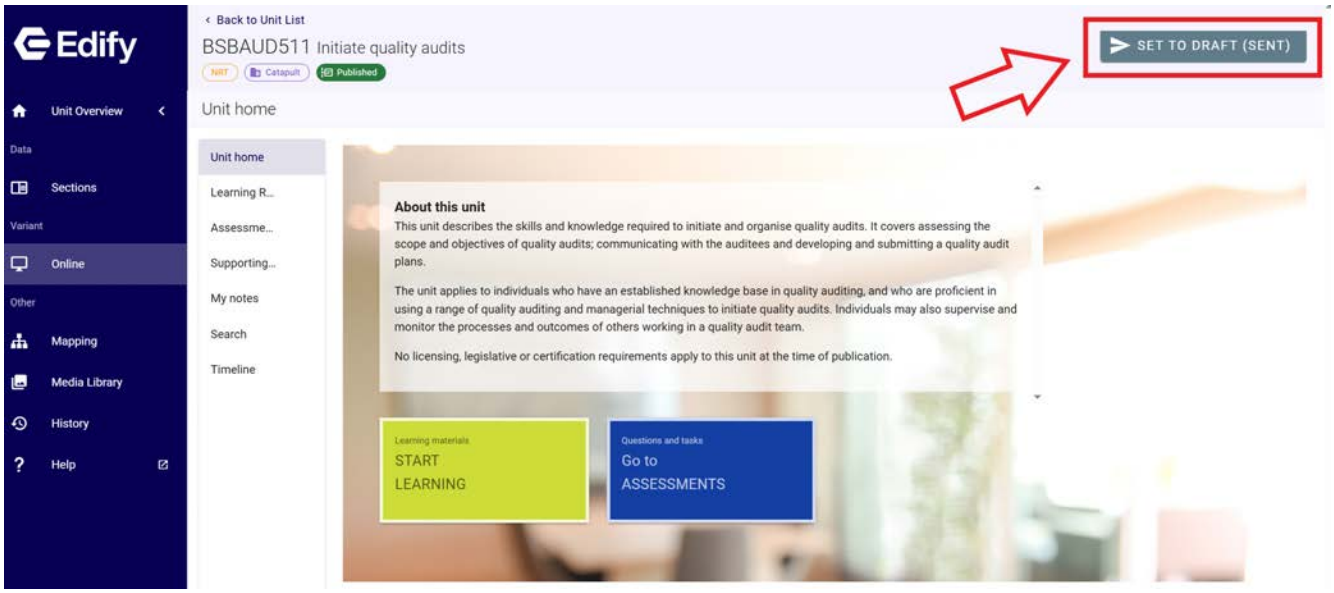
If you need to make adjustments to the Unit after it has been marked as **Ready** in Edify, you can request for the Unit to be set back to draft by clicking the **Set to Draft** button. You will find it in the top right of the screen where the **Mark as Ready** button was previously. You can also find it on the **Units** list view under the **Actions** drop down back out in the **Edify Main Menu.**



A pop-up window will appear where you can confirm that you would like the Unit set back to draft.



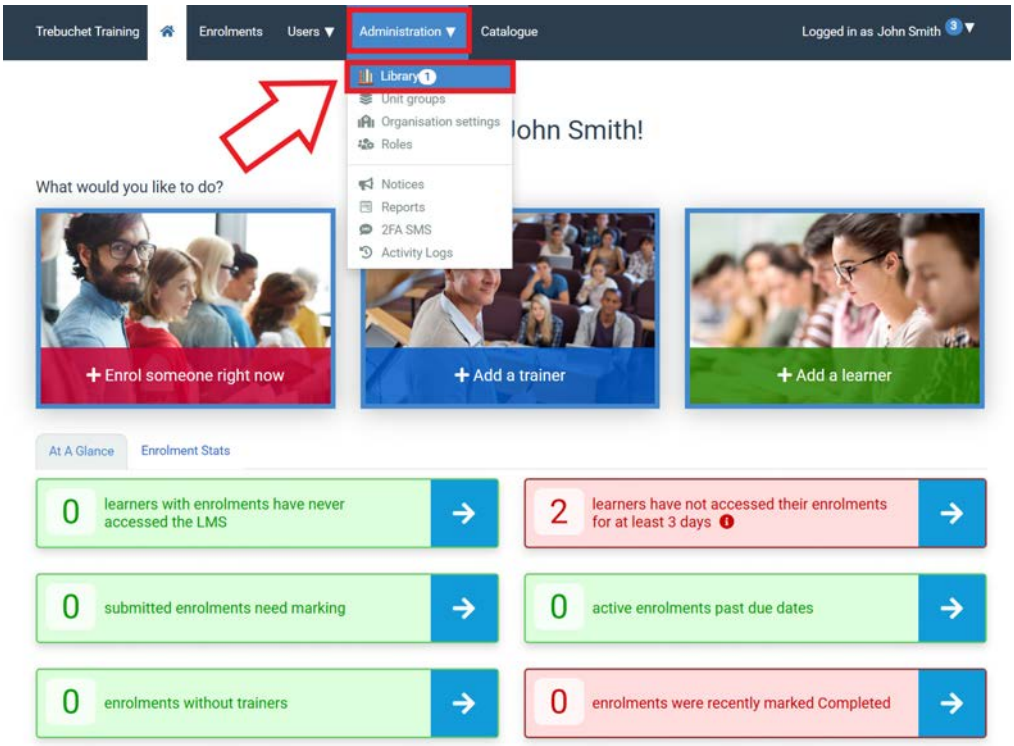
A notification will be sent to the Catapult Team who will then set the Unit back to the Draft state for you. Your screen will say **Set to Draft (Sent).** If it doesn't, **refresh** your page before trying again. You will receive an **email notification** when the Unit is **ready to edit**.



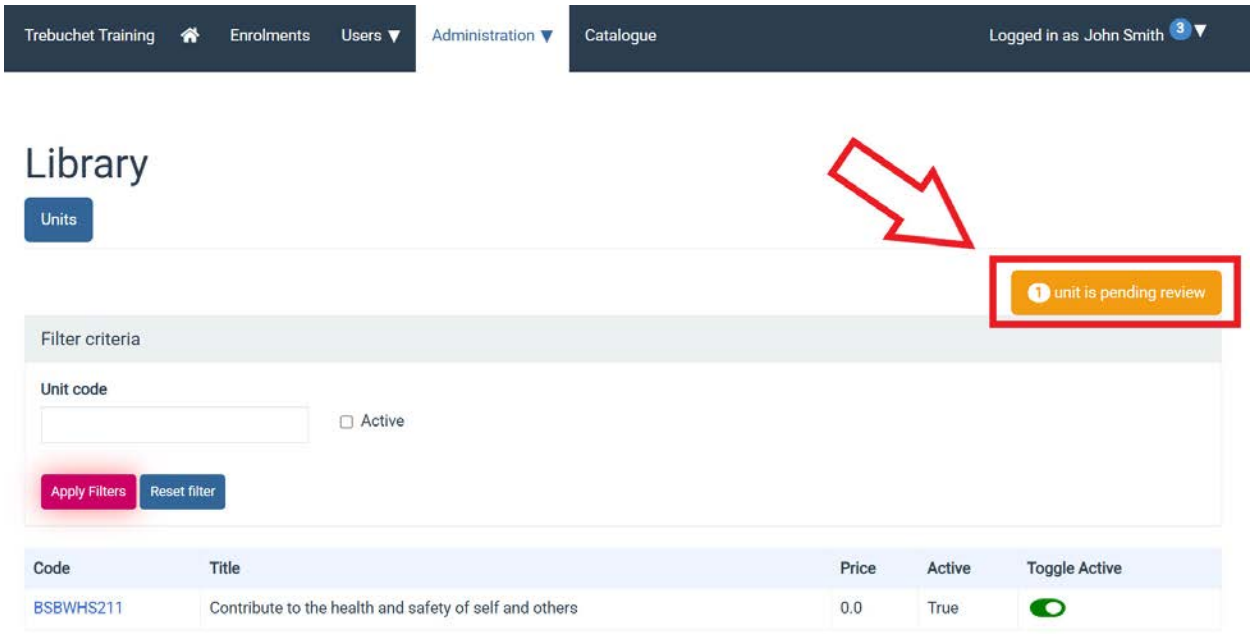
Reviewing a Unit in the LMS

Once Catapult have **reviewed** your Unit in **Edify**, they will send it to your **LMS library** for **you** to review. You should receive an email to the account linked to your Edify User profile letting you know that the Unit is ready for you to review in the LMS. You can click the **link** in the **email** which will take you to the Unit in your LMS library.

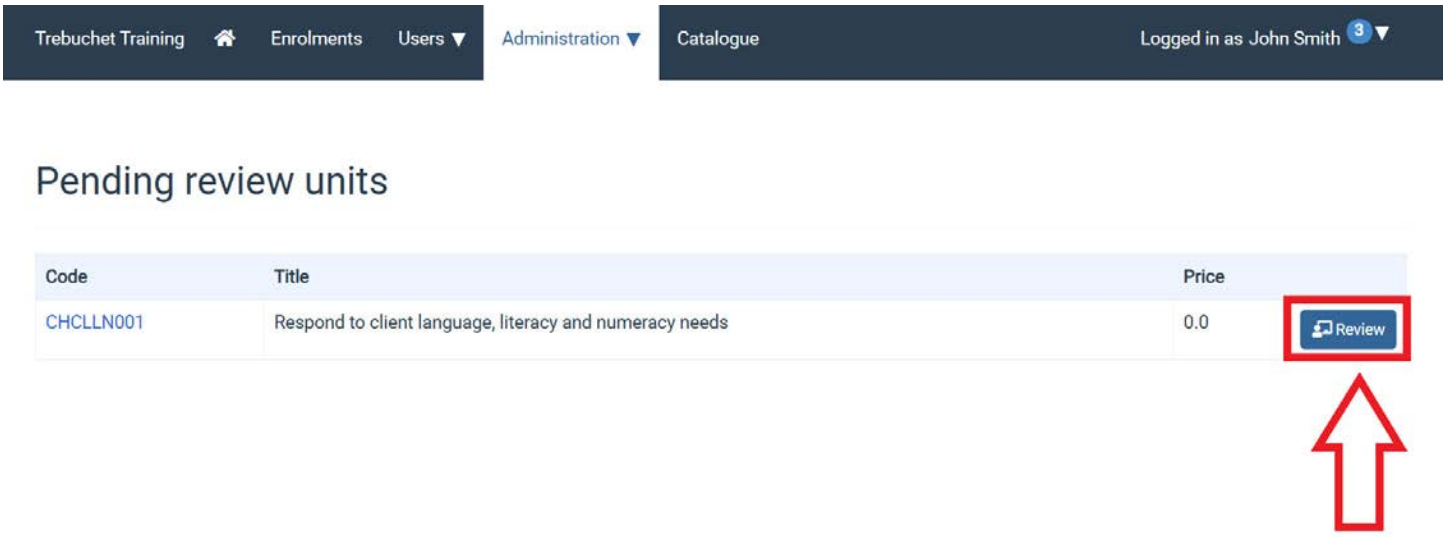
If for some reason you have not received the email, you can also view and access any pending Units from you LMS library as shown in the screenshot below. Click on **Administration**, then select **Library** from the drop-down menu.



Once you are in the library, you will see an orange button stating the number of Units pending your review. Click the **Units Pending Review** button to view the Units.



Once you have clicked the **Units Pending Review** button, a new page will open up with a list of Units that are pending your review. To review the Unit, click the **Review** button at the end of the row.



A new window will open with your Units for you to review. Check that everything is looking as it should and make any notes of things which need to be amended. Once you have reviewed the Unit you can click one of the **two buttons** at the **top right** of the screen to either **Approve** the Unit to be **published** in your LMS or **Reject** it to make further **changes**. We will go into further detail about what each of these options mean next.

Approve vs Reject

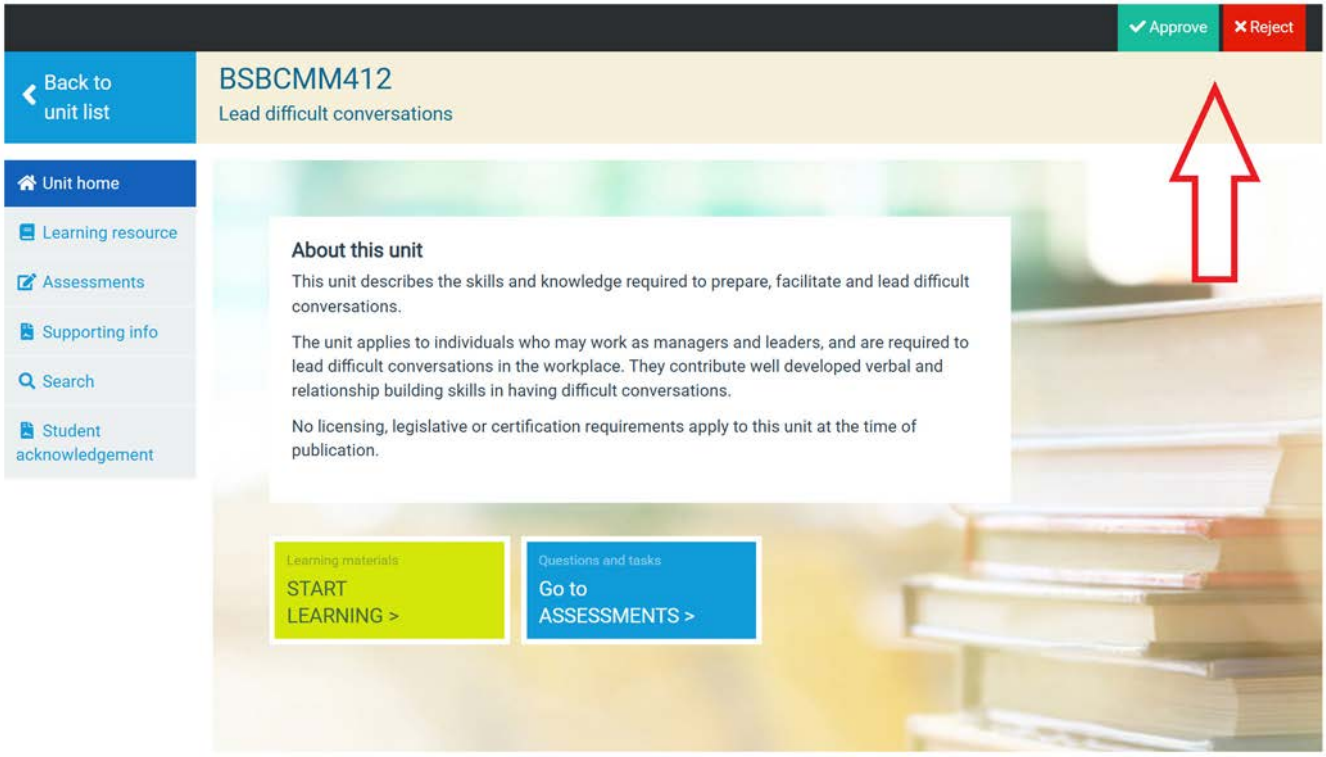
When reviewing a Unit in the LMS, you will have two options: Approve or Reject.

Approve

Your Unit will be published by the Catapult team and sent *Live* and ready for enrolments.

Reject

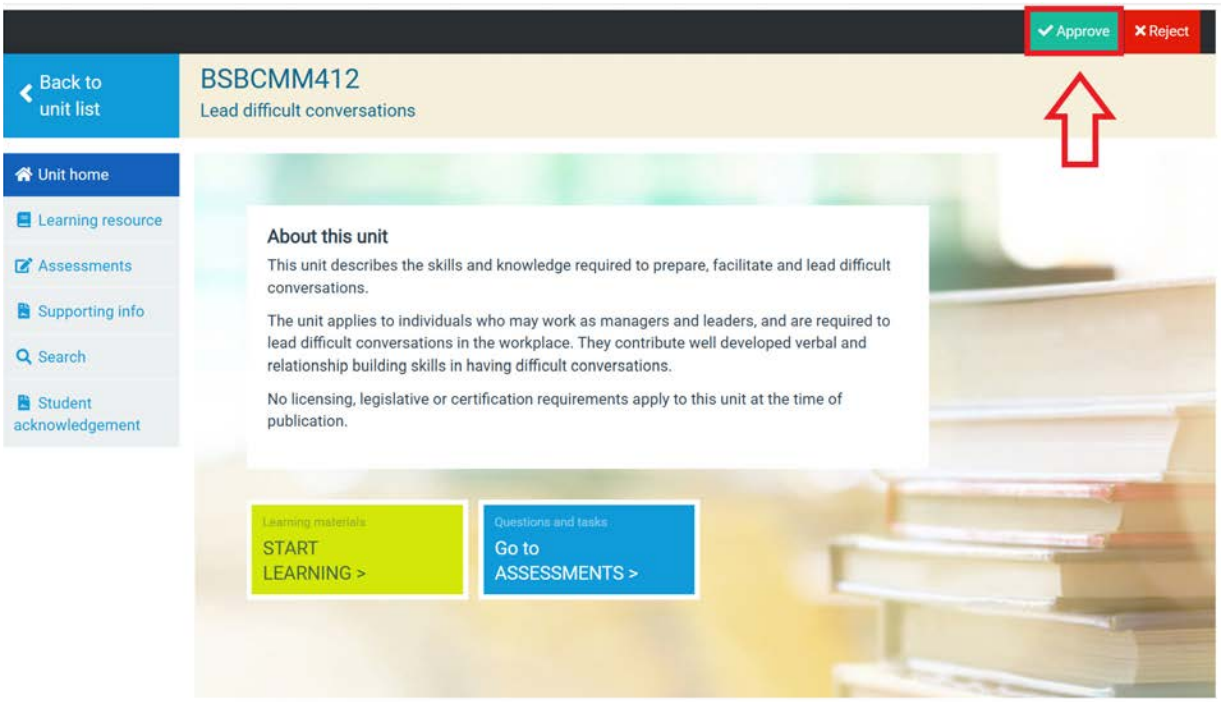
Your Unit will be set back to draft for *further changes* by your organisation.



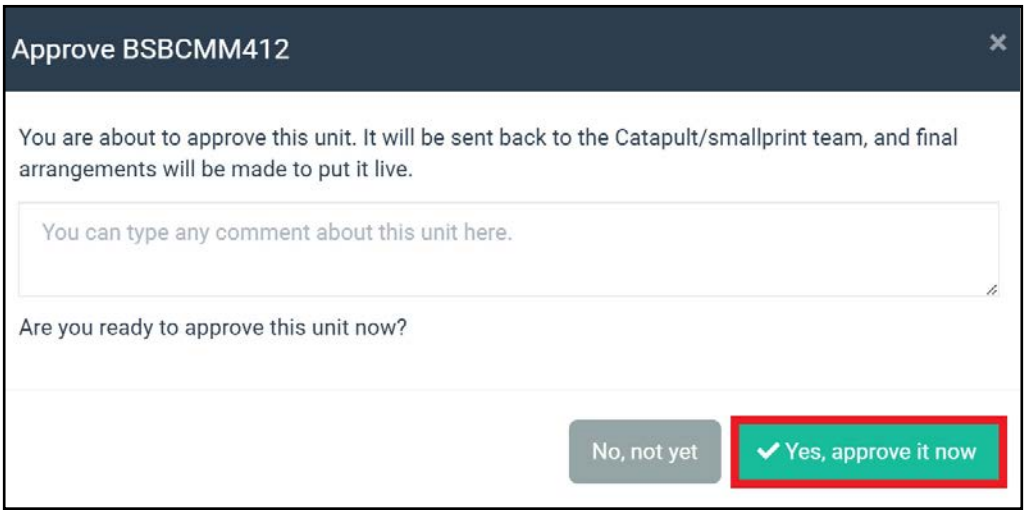
Approve

To approve the Unit, click the green **Approve** button at the top right of the screen. Ensure that you are happy with how everything looks and that everything is spelled and worded correctly and all hyperlinks, attachments and SCORM are functioning as they should.

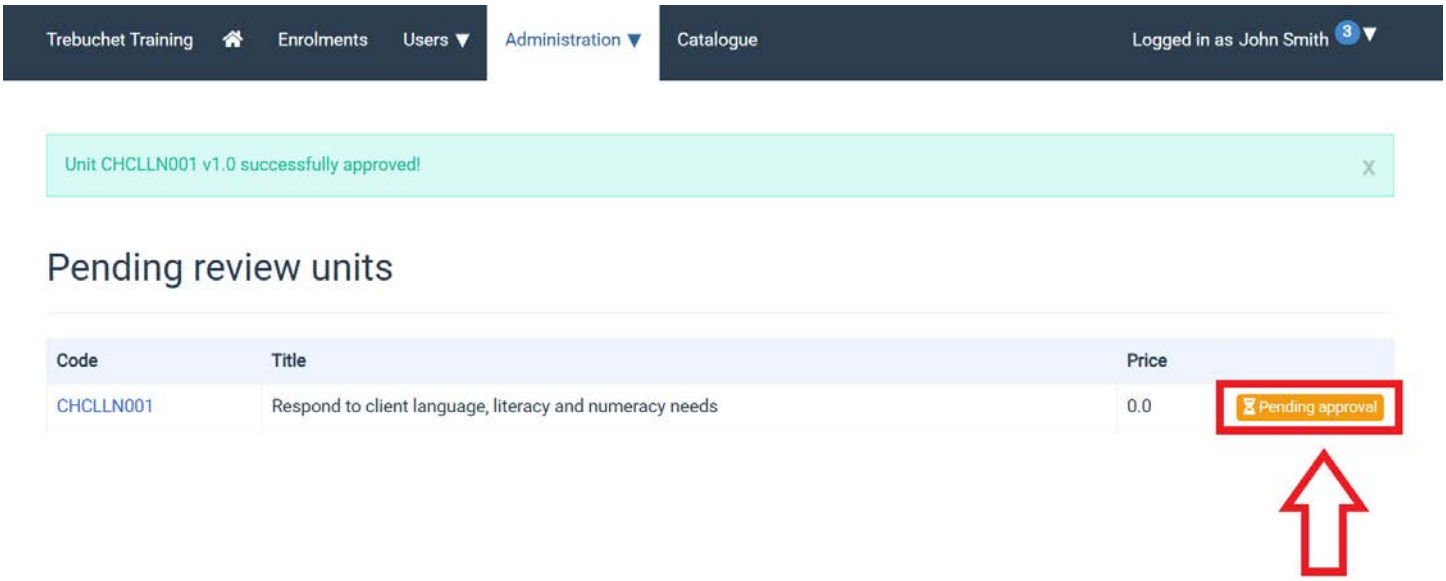
Once you are certain everything is correct, click **Approve**.



Once you have clicked the button, a pop-up window will appear asking you to confirm that you wish to approve the Unit. You do not need to add any comments to the box. If you have any **changes** that need to be made, then **do not proceed** with approval. Click **Reject** instead. If you **forgot to check something**, you can select the **No, not yet** button to continue reviewing. If you are **ready to approve** the Unit then click **Yes, approve it now**. The Catapult team will receive an email notifying us that you have approved the Unit and we will proceed to **publish** the Unit on your behalf.



Once you have submitted your approval of the Unit, you will be taken back to your pending Units list and you will see that the Unit status has changed from **Review** to **Pending approval**. This indicates that the Unit is now with the Catapult Team awaiting publishing.

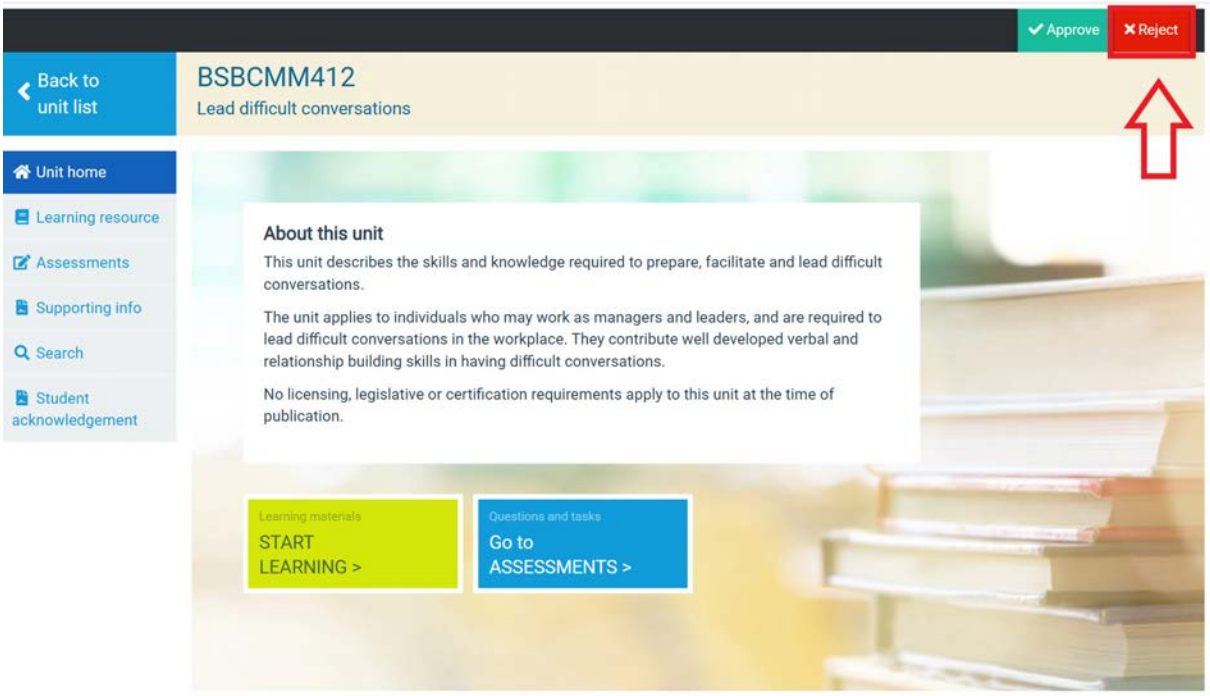


Note:

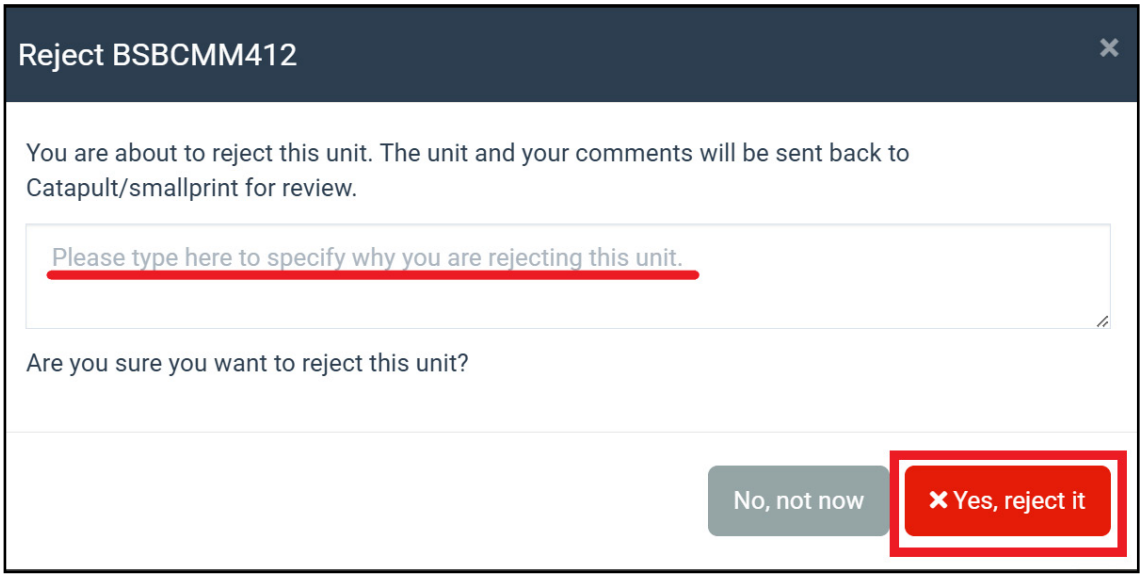
The Catapult team will endeavour to publish your Unit as soon as possible, but this may take up to an hour or until the next morning if the Unit was approved at the end of the day or outside of business hours.

Reject

If while reviewing your Unit in the LMS you have found that the Unit needs changes made, use the **Reject** button.



When you click the button, a pop-up window will appear. There is a text field where you must add **notes** regarding what needs to be changed to finalise the Unit. Once you have added your changes to the text box, click the button **Yes, Reject it**. The Unit will then disappear from your list of pending Units in your LMS library. The Catapult team will then receive an email and will set the Unit back to **draft** for you to make the necessary changes. Once you set the Unit back to Ready in Edify, the review process will begin again and the Unit will be added back to your library for review.



Finalisation Checklists

Before you set your Unit to Ready

- **New Learning Resource -** Have I added my new Learning Resource to the Online Variant?
- **Animations -** Are Animations functioning as intended with all the necessary content included?
- **New Pages -** Have I accidentally left any blank pages or Components in the Learning Content?
- **Formatting -** Have I formatted everything as I want it to appear in the LMS?
- **Quizzes -** Are the Answers in the Quiz marking correctly?
- Has the correct **SCORM** Unit been selected and added to the Online Variant?
- **Publishing Instructions -** When I click **Mark as Ready**, have I clearly stated in the comments whether this should be a **Minor** (typos/spelling) or **Major** (new content) update?

Before Approving your Unit in the LMS

- Have I checked that all **hyperlinks**, **images**, **linked assets, Quizzes** and **Animations** are functioning correctly?
- Have I checked that all **Content** is sitting where it should to **flow correctly**?
- Are **Pages** Split correctly?
- Are any included **SCORM** launching correctly?

Congratulations! You are now an Edify expert!



Glossary

This glossary describes the terms used by the Edify system.

A

About this Unit *(Unit Information)*
The unit application.
For Nationally Recognised Training (NRT) Units, the About this Unit content is a copy of the Units Application from training.gov.au. It appears on the Unit Overview page of a Unit. This data can be edited by the Catapult team.
In the Online Variant of a Unit, the About this Unit content appears on the Unit home page. The content is formatted as {{Unit::APPLICATION}}. The heading and content can be changed in the Edit Section settings of the Online Variant.

Actions Menu *(Menu)*
A menu that appears in the Right Side Menu when a Component is Selected.
Has the following options:

- Delete
- Duplicate
- Group
- Ungroup
- Split

Only actions relevant to the selected Component will appear.

Advanced *(System Feature)*
Advanced settings for Animations.
Includes Image settings and overlays.

Animation *(Setting)*
An Animation is a styling setting used to create interactive Learning Content.
Animations are used with the Group Components.
Animations include:

- Flashcard
- Accordion
- Slideshow
- Tab
- Dropdown
- Grid
- Quiz Sequence
- Quiz Matching
- Image Hotspots
- Static Grid
- Static Panel

Also refer to Group.

Application *(Unit Information)*
Unit information imported directly from training.gov.au.
A brief description of the Unit content, how the Unit is applied and any licensing, legislative, regulatory or certification requirements that apply to the Unit.
Used in the About this Unit content and in the Unit information Section.

Archived *(Status)*
A category in the Media Library used to designate Assets that have been replaced or should no-longer be used.
Assets that have been set as Archived are unable to be inserted into Units.
All pre-existing links to an Archived Asset will continue to function in Edify and the LMS.

Asset
A file uploaded to the Media Library.
Assets can be linked in content areas such as Assessment Sections or Supporting Info Sections.
Can include the following file types:
Images - .gif .jpeg .jpg .png .svg .svgz .webp
PDFs - .pdf
Audio - .flac .m4a .m4b .mp3 .mp4 .oga .wma
Video - .3g2 .3gp .avi .flv .m2v .m4v .mov .mpeg .mpg .ogg .ogv .wav .webm .wmv
Other Files - .csv .doc .docx .dot .dotx .html .ppsx .ppt .pptx .rtf .txt .xls .xlsb .xlsx .xlt .xltx .zip

B

Basic Styles *(Setting)*
Formatting settings that can be applied to Learning Content in the Online Styling section.
Also refer to Online Styling.

Block Heading *(Label)*
The label given to a Block.
Must be unique from other Blocks in the same Unit.
Appears on the contents list at the start and end of each Topic.
Can be automatically generated from Unit Elements from training.gov.au.
Also refer to Blocks.

Blocks *(Component)*
A segment of a Topic.
Blocks can be Content Blocks or Quiz Blocks.
Blocks are made up of Components for adding Learning Content.
Also refer to Topic and Components.

Build *(Space)*
The space in the Learning Resource Section where Learning Content is added.
Build is made up of Topics, which are made up of Blocks which are made up of Components.
Also refer to Topic, Blocks and Components.

C

Centre Working Panel *(System Feature)*
The working space in the middle of a Learning Resource or Assessment Section.
Components are dragged here to build the Learning Resource or Assessment.
Also refer to Components.

Certify
The most recent Catapult standard product version.
Includes Skills Recognition, Knowledge Questions and Practical Assessment as standard Sections.
Some units may contain a Projects section.

Common Media *(Section)*
Media Library Assets that can be used across an Organisation in any Unit.
In the Media Library, Assets can be moved from the Unit Specific category to the Common Media category. Assets cannot be moved from Common Media to Unit Specific—they must be re-uploaded as a Unit Specific Asset.
Assets in the Common Media tab can be Archived.
Also refer to Media Library.

Components *(Component)*
Components are the containers for your Learning Content.
Components come in different formats to fit different forms of content.
The types of Components include:

- Heading
- Text
- Image
- Video
- MCQ
- Group
- T/F Questions

Also refer to Topic and Blocks.

Component Editor *(menu)*
A menu that allows a User to edit a Component.
Appears in the Right-side Menu in the Learning Resource Section when a Component is selected.
Functions vary depending on the Component selected.
Also refer to Components.

D

Default Learning Resource *(Setting)*
A setting that can be applied to a Learning Resource Section.
The standard Catapult Learning Resource will be the Default Learning Resource unless otherwise indicated.

Delete *(Action)*
An action used to remove part of a Unit.
Deleted Sections cannot be recovered.
Deleted Topics, Blocks and Components can be found in the Trash Items.
Also refer to Trash Items.

Disabled *(Status)*
An option that prevents the Learning Content from being visible in the LMS.
If Disabled in Build, the Content will remain, but in a faded red box with a tag saying “Disabled” and will **not** appear in Online Styling.
If Disabled in Online Styling, the Content will remain, but in a faded red box with a tag saying “Disabled”.

Dialog prompt Button *(Component)*
An interactive component that can be enabled for Static Grid or Static Panel Animations.
A text prompt is chosen for the button that, when clicked, opens a pop-up of the Static Animation content.

Draft *(Status)*
A Unit status when editing is in-progress.
Units with the Draft status can be edited by Users.
Draft status can be changed to Ready status when the Unit is ready for the Catapult Team to review.

Duplicate *(Action)*
Creates an identical copy of an existing Block or Component within the same Unit.
A Duplicated Block requires a unique title.

E

Element *(Mapping Component)*
A Mapping Component refers to the Element in a Unit of Competency. Imported directly from training.gov.au.

F

Filler Image *(Asset)*
An image added into Learning Resource for aesthetic or engagement purposes.
Added in the Online Styling Space.
Also refer to Online Styling.

G

Grip *(Icon)*
An icon used to grip an object and move it within a menu or section.
A grid of dots in the top left of an object that can be clicked and dragged to move the object.

Group *(Component)*
A type of Component used for grouping multiple Components together in a Block of the Learning Resource.
Has additional settings allowing the User to setup the Group in advance before adding content.
Can also be applied as a setting in the Actions Menu.
Also refer to Actions menu.

Group Heading *(Label)*
A heading used as part of the Group component.
Has the option of adding custom Nav Icons for Animations.
Also refer to Nav Icon.

H

Heading *(Component)*
A type of component used to add a heading to the Learning Resource content.
The size can be selected from H3 - H6, with H3 being the largest option.
Also refer to Short Heading.

Help *(Page)*
An heading in a Unit's Main Navigation Menu that opens the Catapult Knowledge Base.
Users can search or browse the Knowledge Base for support information about Edify and other Catapult products.

History *(Page)*
A feature present in all Units that displays a list of actions performed sorted by date (most recent). This list is automatically updated by the system each time an action is performed by a User.
The History page is located in the Main Navigation Menu of a Unit.

Home Page Buttons *(Component)*
Refers to the buttons found on the Unit home page of a Units Online Variant.
By default, the Unit home page contains two buttons linked to the Learning resource and Assessments Sections.
Buttons can be added and linked to existing Sections or as File Attachments from the Media Library.
The colour of home page buttons depends on the type of link:

- Learning resource—Yellow/Green
- Assessment Sections—blue
- Supporting Info Sections—purple
- File Attachments—purple

Buttons contain a minor label (e.g. "Learning materials") and a major label (e.g. "START LEARNING").
All buttons can be enabled/disabled. User-added buttons can be deleted.

I

Image *(Component)*
A type of Component used for adding images to a Block of the Learning Resource.
Has additional settings allowing the User to set the width and alignment or crop, and add a caption or Alt text.

L

Learning Content
The content which is added to a Learning Resource.
Includes all the information provided to a Learner to assist them with completing the Unit of study.

Learning Resource *(Section)*
A Resource to provide knowledge relevant to the Unit of study.
All Units come with a default Catapult Learning Resource.
The Catapult Learning Resource can be edited in Sections. It can also be replaced with custom client Learning Content or disabled entirely.

Learning resource (Legacy) *(Section)*
A legacy connection to the Learning Resource.
This section cannot be edited.

Left-side Navigation Menu *(Menu)*
The Navigation menu on the left-side of the Learning Resource Section in Edify.
Allows a User to navigate between Topics or Blocks.

M

Main Navigation Menu *(Menu)*
The menu to the far left of a Unit that allows you to navigate through the main parts of your Unit for Editing.
It contains Unit overview, Sections, Online, Mapping, Media Library, History and Help.

Major Version *(Setting)*
A type of version change made to a Unit in Edify that will only affect new enrolments in the LMS.
This occurs when the structure of the Unit has changed.
When a Unit with major changes is published in the LMS, the changes will not affect any current enrolments and will only appear for new enrolments after the LMS publish date.
The first time a customised Unit is published in an LMS organisation, it is considered a Major update.
Also refer to Minor Version and Version.

Mark as Ready *(Action)*
The Action button used to change a Units status from Draft to Ready.
This button can be accessed from the top-right corner of a Unit or from the list of Units. It will only be visible if the status of the Unit is set to Draft.

Media Library *(Page)*
The file manager for any assets used by an organisation.
Assets uploaded to the Media Library may be unique to a single Unit or used across multiple Units.
Each asset in the media library can be renamed.
Assets are grouped under three categories:

- Unit specific
- Common media
- Archived

The following file types can be uploaded to the Media Library:
Images - .gif .jpeg .jpg .png .svg .svgz .webp
PDFs - .pdf
Audio .flac .m4a .m4b .mp3 .mp4 .oga .wma
Video - .3g2 .3gp .avi .flv .m2v .m4v .mov .mpeg .mpg .ogg .ogv .wav .webm .wmv
Other Files - .csv .doc .docx .dot .dotx .html .ppsx .ppt .pptx .rtf .txt .xls .xlsb .xlsx .xlt .xltx .zip

Minor Version *(Setting)*
A type of version change made to a Unit in Edify that will affect enrolments in the LMS. This occurs when the existing structure of the Unit remains the same, but the content inside that structure has been changed i.e. text or asset changes.
When a Unit with Minor changes is published in the LMS, the changes will affect all current enrolments made since the last Major change to the Unit was published in the LMS.
Also refer to Major Version and Version.

Multiple Choice Question (MCQ) *(Component)*
A type of Content Block that includes questions followed by a series of answers of which the Learner must select which are correct.
At least one answer must be set as correct.
Can be added to Quiz Blocks in the Learning Resource.
Also refer to Quiz Block.

My Notes *(Page)*
This Section is part of the Catapult LMS and is used by the Learner to add notes.
In Edify, it is located in the Online Navigation Menu of a Unit's Online Variant.
This Section can be renamed and disabled.

N

Nav Icon
An icon that appears on the Navigation of an Animation.
The default icon style is numerical.
Can be changed to a custom icon in Build using the Group Heading edit features.
Also refer to Group Heading and Navigation.

Nav Item *(Label)*
Content that appears on the navigation of an Animation.
Includes:

- Icon
- Heading
- Image
- Read More Text

Items can be removed or re-ordered.

Navigation *(System Feature)*
The interactive component of an Animation that allows a user to view the internal contents of the Animation.
Contains Nav items for each individual Group Component included in the Animation.

Navigation Card *(System Feature)*
The interactive component of an Animation that when clicked, displays the Subgroup contents.
Displays the Subgroup Heading, Icon and “Tell me more..” text by default.

Non-NRT *(Unit Information)*
Used to identify non-accredited training Units.
Also known as MyCatapult Units.

NRT *(Unit Information)*
An abbreviation for Nationally Recognised Training.
This label is used to identify accredited training Units.

O

Online *(page)*
Also known as the Online Variant of a Unit. This is the presentation are of a Unit designed to be used in the LMS.
Changes made to the Online Variant of a Unit will need to be pushed as a new version to the LMS for the changes to be reflected in that system. In other words, changes made in Edify do not simultaneously change the Unit in the Catapult LMS.

Online Navigation Menu *(Menu)*
The Online Navigation Menu is the menu that sits on the left of your Unit in the LMS.
You can disable or add Tabs to the Online Navigation Menu in the Online Variant.
Contains Unit Home, Learning Resource, Assessment, Supporting Info, My Notes, Search and Timeline.

Online Styling *(Space)*
The space where Learning Content is styled for online learning.
Facilitates styling with online features such as Animations, Filler Images and Basic Styles.
Also refer to Animation, Filler Image and Basic Styles.

P

Page break *(Setting)*
A setting that splits Learning Content into separate pages in the LMS.
Can be set as None, Before and After.
Also refer to Online Styling.

Product version *(Unit Information)*
The Product version refers to the version of the Catapult Product.
This includes V5, V6 and Certify.
Certify is the most recent version of the Catapult product.
Some Units may be available in only one product version, or they may have been upgraded to a later product version.
Also refer to V5, V6 and Certify.

Published *(Status)*
A Unit status.
Units with this status:
- Are restricted from editing or changes
- Can be pushed to the LMS as either a Major or Minor Version by the Catapult team
- Can be set to the Draft status

A Unit with the Published status in Edify does not refer to its status in the LMS.

Q

Quiz Block *(Component)*
A type of Block used to add MCQ and T/F Components to the Learning Resource.
Creates a self assessment Quiz to check Knowledge.
Also refer to Blocks.

R

Ready *(Status)*
A Unit status.
Clicking the button opens a pop-up window to confirm the action with a text box for changes that were made to be recorded and any notes for the Catapult Team such as whether the changes to the Unit will be a Major or Minor update to the Unit in the LMS.
Units with this status:
- Are restricted from editing or changes
- Are made available to be checked by the Catapult team
- Can be set to the Draft or Published status

Release information *(Unit Information)*
A section under Supporting Info that appears in the LMS containing Product Version, the date that the most recent version was released to the LMS and the date the Unit was first published as a custom version.

Right-side Menu *(Menu)*
A menu that sits on the right-side of the screen when editing the Learning Resource Blocks. Houses Components, Actions menu, Component Settings, Styles, Search, AI Assistant (if enabled) and Trash Items.

S

SCORM
SCORM stands for Sharable Content Object Reference Model.
It is a technical standard for packaging and running online learning content in compatible systems. In Edify, a SCORM package is uploaded as a ZIP to SCORM Cloud and linked to an Edify Unit as a specific course version. Catapult LMS launches the course through LTI.
A SCORM Learning Resource may be used alongside or in place of the Catapult Learning Resource in the Online Variant.

Search *(Section)*
A type of Section in a Units Online Variant. This Section is part of the Catapult LMS and is used by the Learner and Trainer to search the Unit for specific content.
In Edify, this Section can be Renamed, Disabled or set to Trainer Only.

Search *(System Feature)*
A feature that allows a User to search for Components previously built in the same or another Unit for their organisation.
Components in a Search result can be dragged into the Section to be used again.
Search must be enabled for a User for it to be available.

Sections *(Page)*
A Section is a piece or group of content that is designed to be used in the Online Variant of a Unit. This includes the Learning Resource Section, Assessment Sections and Supporting Info Sections.
Within a Unit, the Sections page manages the content of all Learning Resource, Assessment and Supporting Info Sections.
Sections can be created, duplicated, rearranged (click-and-drag), renamed or disabled.
Sections (Assessment)

Section Labels *(System Feature)*
A feature that allows the User to edit the Sub-section Prefix and the Sub-section Block Prefix.
Also refer to Sub-section Prefix and Sub-section Block Prefix.

Sections (Supporting Info) *(Page)*
The default Supporting Info sections for NRT Units includes:
- Unit information
- Unit mapping

Section Start Content *(System Feature)*
A feature that allows a user to add content to the start of a topic to introduce its contents.
Also refer to Topic.

Settings *(System Feature)*
A feature that allows a User to adjust the settings of an Animation.
Also refer to Animation.

Short Heading *(Label)*
An optional label under Heading.
Short heading replaces a Heading on an Animation's Navigation. The full heading will appear inside the Animation.
Used when a Heading is too long to fit on an animation's Navigation.
Also refer to Animation, Group Heading and Heading.

Split *(Action)*
An action that can be selected form the Actions Menu when a Text Component with multiple paragraphs is selected.
Used for dividing up large blocks of pre-written content.
The Text Component will split into multiple components where there is a paragraph break.

Status
Defines the stage of the Edify process a Unit is in.
There are five statuses a Unit can have:

1. **Draft** - The unit can be edited.
2. **Mark As Ready** - The unit will be sent to the Catapult team to review.
3. **Published** - The unit is published in Edify and editing is locked.
   (This does not mean the unit is published in the LMS.)
4. **Set to Draft** - Sends a request to set the unit back to Draft state.
5. **Set to Draft (sent)** - Confirmation that a "Set to Draft' request has been sent.

Styles *(Menu)*
A menu that appears in the Right-side Menu in Online Styling.
Includes Animation and Basic Styles.
Also refer to Right-side Menu and Online Styling.

Subgroup *(Component)*
A Subgroup is a Component of a Group. Subgroups are groups within a Group.
Subgroups are created by grouping Grouped Components.
Subgroups are required for Animation styling.
Also refer to Group and Animation.

Sub-section Prefix *(Label)*
The title given to the largest segment container for Learning Content.
The default title is Topic.
Also refer to Topic.

Sub-section Block Prefix *(Label)*
The title given to the segments of a Topic.
The default title in Block.
Also refer to Blocks.

Supporting Info *(Page)*
A type of Section. In contrast to Assessment Sections, a Supporting Info Section only contains text or asset-linked content and does not contain any assessment content.
In a Unit's Online Variant, the Supporting Info Sections are grouped together in the online navigation menu under Supporting Info and contain two major headings:

1. Supporting Info
   - Additional information and evidence
   - Assessment agreement
   - Foundation skills checklist
   - Third party evidence collection agreement
2. Details about the Unit
   - Unit information
   - Unit mapping

T

Tabs *(System Feature)*
The containers for Sections in the Online Variant.
Tabs sit on the Online Navigation Menu in the Online Variant.
Tabs can be disabled and new Tabs can be added.

Text *(Component)*
A type of Component used to add text to the Blocks of the Learning Resource.
Includes a text formatting toolbar and a text field for adding citations.
Can include linked Assets.
Also refer to Blocks.

Third-Party evidence collection agreement *(Section)*
A default Supporting Info Section provides a declaration form for a third-party observer to sign. When a Learner is enrolled into a Unit in the LMS, this Section allows the form to be downloaded, filled out and re-uploaded into the system by either the Learner or the assigned Trainer.

Topic *(Component)*
Topic is the default Sub-section prefix.
A Topic is the largest segment container for Learning Content or Assessment Components.
Topics can be built from Unit Elements from Training.gov.
Also refer to Blocks and Sub-section prefix.

Themes *(System Feature)*
A feature that allows a User to change the colour of an Animation.
Options include Theme Colour and Theme Variant.

Theme Colour *(Setting)*
A setting that changes the colour of an Animation.
Options include:

- Blue
- Bluegray
- Brown
- Cyan
- Grey
- Green
- Orange
- Pink
- Purple
- Rainbow
- Red
- Transparent
- Yellow

Theme Variant *(Setting)*
A setting that changes the variation of the Theme Colour of an Animation.
Options include:

- Default
- Light
- Dark

Title *(Label)*
A type of label used in the following instances:

- The name of a Unit. For example, “Respond to grievances and complaints about the service”. Two Units may have the same title but must have different codes.
- The name of a Section. For example, “Knowledge questions”. Each Section in a Unit must have a unique title. The default Section Titles can be overwritten. Overwritten Titles can be reset to their default.
- The name of a Boilerplate. For example, “Assessment agreement”. Each Boilerplate must have a unique title.
- The name of a Learning Resource Topic or Block. For example, “Topic 1: Prepare for conversation”.

Timeline *(Section)*
This Section is part of the Catapult LMS and is used by the learner and trainer to track the enrolment progress of the Unit.
In Edify, this Section is located in the left-hand menu of a Unit’s Online Variant.
This Section can be renamed.
This Section cannot be disabled.

Trash Items *(System Feature)*
A storage area for deleted Topics, Blocks and Components.
Items can be retrieved from the Trash Items by opening the Trash Items using the Trash icon on the Right-side menu, then dragging the Components back into the Centre Working Panel.

True/False Question *(Component)*
A type of Component that includes a statement or question that can be responded to as either true or false.
Can be part of a Trainer marked or Auto-marking Quiz Section.
A component that can be added to a Quiz Block in the Learning Resource.
Also refer to Quiz Block.

U

Ungroup *(Action)*
An action that can be selected form the Actions Menu when a Group of Components is selected.
Separates Components that have been grouped together into individual Components.
Also refer to Actions Menu.

Unit
A Catapult standard resource.
A unit is part of a qualification that provides a learner with specific skills and knowledge to be deemed competent in a specific workplace task.
Units are written to the standards as prescribed on training.gov.au.

Unit Home *(Page)*
The landing page Section of a Units Online Variant.
Hosts About this Unit Information and Home Page Buttons.

Unit Information *(Section)*
A Supporting Info Section used to display the information found on a Unit's training.gov.au page.
This information is imported into Edify when a Unit is created.
Uses a Custom description to format the data:
{{Unit::INFORMATION}}
By default, this page is presented as a table that contains the:

- Unit code
- Unit title
- Application
- Unit sector
- Unit mapping information
- Foundation skills
- Assessment conditions

Unit Mapping *(Section)*
A Supporting Info Section is used to display a Unit's Mapping.
Uses a Custom description to format the data:
{{Unit::MAPPING}}
The Section displays a table of the Mapping Components and any Assessment Components that have been mapped to them.

Unit Overview *(Page)*
The landing page of a Unit in Edify.
This page displays basic information about the Unit:
- The Package the Unit is set to
- The Organisation the Unit belongs to
- The About this Unit content

NRT Units will also display data imported from training.gov.au:
- Application
- Pre-requisite Unit
- Unit Sector
- Unit Mapping Information
- Foundation Skills
- Assessment conditions

Unit Specific
Media Library Assets that can only be used in the particular Unit it was uploaded to.
Assets can be moved from the Unit Specific category to the Common Media category. Assets cannot be moved from Common Media to Unit Specific—they must be re-uploaded as a Unit Specific Asset.
Assets in the Unit Specific tab can be Archived.
Also refer to Media Library.

V

V5
A Catapult standard product version.
Contains Skills Recognition, Knowledge Questions and Performance Tasks as standard Sections.
Optional Projects Section.

V6
A Catapult standard product version.
Contains Skills Recognition, Knowledge Questions, Projects and Practical Assessment as standard Sections.

Version *(Status)*
Refers to the number of updates a Unit has had as either a Major Version or Minor Version.
The first time a Unit is published in the LMS, it will be labelled as v1.0 (version 1.0).
Major updates will increase the number e.g. v1.0 will become v2.0.
Minor updates will alter the version number after the dot point e.g. v1.0 will become version v1.1. The number after the dot point will continue to increase each time a Minor version is published until a Major version if published, at which point it will return to 0.
Versions can be viewed by Admin Users on the enrolment page in the Catapult LMS.
See Major Version and Minor Version.

Video *(Component)*
A type of component used for adding videos to a Block of the Learning Resource.
Has options for setting the width and alignment of the video in the content.