Learning *Online* Network with CAPA

Author's Tutorial And Manual

23rd November 2004

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and the
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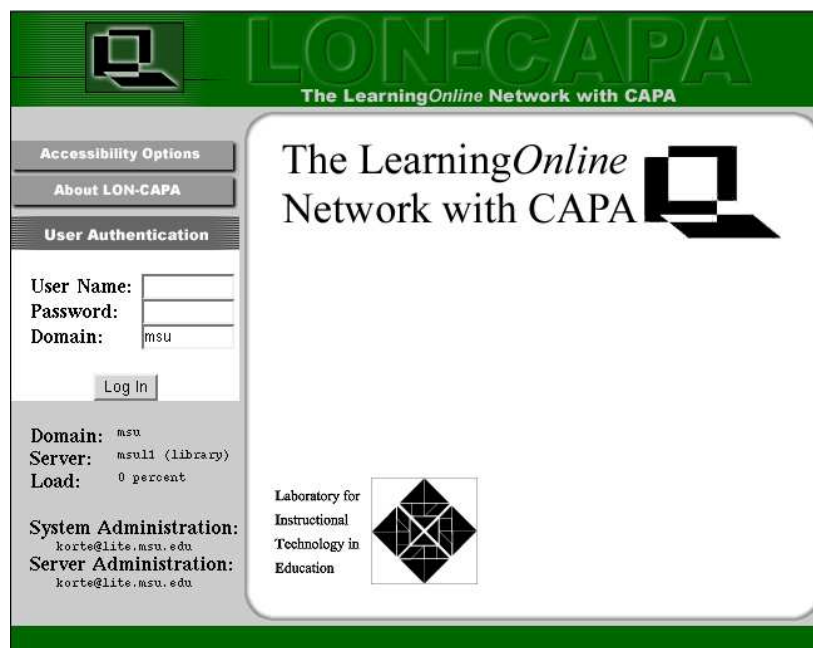Michigan State University

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Figure 1: LON-CAPA Log in screen

1   Introduction to LON-CAPA

LON-CAPA is a web-based interface that helps to organize and present your course website, deliver and manage problems, and manage student enrollment. All author functions are done through a web browser (Netscape 4.x or higher, a recent Mozilla, or IE 5+ required).

At this time, you should have:

- developed your objectives for your course.

- developed your problems for input into LON-CAPA and determined the appropriate question formats.

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Throughout this manual, keywords and phrases literally present on the computer screen will be referred to in **bold type**. Function names and scripts will be shown in a `typewriter font`.

Much of this document can be used as a tutorial that will introduce you to the authoring system.

For additional help, visit our FAQ at `http://help.loncapa.org/`.

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To begin using LON-CAPA, you first need to log in to your account on LON-CAPA. Open your web browser and navigate to your local LON-CAPA URL. You will be presented with a log in screen.

Fill in the Username and Password boxes with your information. Then press the Login button. This will take you to your LON-CAPA User Roles menu.

Note: Your Username and Password will be given to you by your system administrator. Both are case sensitive, so make sure you type them with the correct case.

Figure 2: Author Remote Control

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The Author Remote Control will automatically load whenever you log in to LON-CAPA as the course instructor. The Author Remote Control is a separate window in your browser, and is automatically sized and placed in the upper left of the screen. The Remote Control is a tool that allows you to switch between functions and roles within LON-CAPA.

When you move your mouse over the buttons in the remote, the sixteen gray boxes will show a reminder of what that button does.

- **ROLES (CHOOSE ROLE)** allows you to select which user role to assume for this session.

- **COM (COMMUNICATION)** allows you to access the communication functions in the system.

- **CUSR (USER ROLES)** brings up a page that allows you to create new users and change user privileges.

- **CSTR (CONSTRUCT)** displays the construction space for your account.

- **RES (RESOURCE SPACE)** allows you to browse the LON-CAPA network directory.

- **SRC (SEARCH LIBRARY)** brings up a screen that lets you search the LON-CAPA resources using multiple criteria.
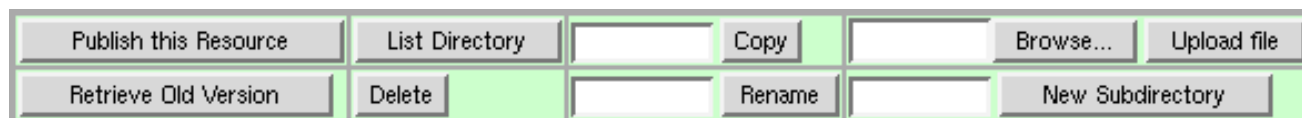
Figure 3: Construction Space

Contents of the Construction Space:

Button Name	Description
Publish this Resource	Opens the Resource Publishing window.
List Directory	Lists the contents of the current working directory
Copy	Type a new name in the entry box to make a copy the current resource
Browse	Helps you select a file to upload
Upload File	Uploads the selected file to your Construction Space
Retrieve Old Version	Load an older version of a resource if you have multiple versions
Delete	Deletes the current resource
Rename	Type a new name in the associated entry box to rename a resource
New Subdirectory	Type a name in the entry box to create a new directory

- **PREF (PREFERENCES)** brings up a screen that allows you to change some preferences.

- **EXIT (LOGOUT)** will log you out of the LON-CAPA system.

2   Creating Content Using LON-CAPA

LON-CAPA provides three types of resources for organizing your course website. LON-CAPA refers to these resources as Content Pages, Problems, and Maps. Maps may be either of two types: Sequences or Pages. You will use these LON-CAPA resources to build the outline, or structure, for the presentation of your course to your students.

- A **Content Page** displays course content. It is essentially a conventional HTML page. These resources use the extension ".html".

- A **Problem** resource represents problems for the students to solve, with answers stored in the system. These resources are stored in files that must use the extension ".problem".

- A **Sequence** is a type of **Map** which is used to link other resources together. The users of this resource can use directional buttons on their remote or the NAV button to follow the sequence. Sequences are stored in files that must use the extension ".sequence". Sequences can contain other sequences and pages.

- A **Page** is a type of **Map** which is used to join other resources together into one HTML page. For example, a page of problems will appears as a problem set. These resources are stored in files that must use the extension ".page".

Daqbra'tion

The Construction Space is the section of LON-CAPA where you create and manage your course resources. The figure explains what each button does.

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Content Pages are HTML documents that display the course information you are presenting.

Many users use tools such as Dreamweaver to create web pages. To upload HTML files generated with such tools, you can use the **Browse** button in the Construction Space, locate your HTML file, and use the **Upload File** button to create a content page in LON-CAPA. Remember to upload any graphics your generated web pages may have included.

To create new Content Pages, do the following:

1. Click the **CSTR** button on the LON-CAPA remote. Your web page will change to your Construction Space.

2. In the Location bar of your browser, type in the full URL of the new Content Page. Make sure the last part of the URL ends with ".html", for example, *http://(your library server)/priv/username/new_resource.html* . Press the Return or Enter key.

3. Type the content into the editor, *OR* copy and paste HTML source code obtained through the use of some other HTML authoring program into the editor.

4. Optionally, click the **View** button to preview your Content Page.

5. Finally, click the **Save this** button *OR* click the **Save and then attempt to clean HTML** button.

Repeat this process as many times as necessary to create your Content Pages.

If you're following this as a tutorial, create at least one content page, which we'll use later as raw material. Visit the FAQ at `http://help.lon-capa.org/` if you get "unmatched tag" warnings.

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You may edit any Content Pages that have been created.

To edit Content Pages:

1. Click the **CSTR** button on the LON-CAPA Remote. Your web page will change to your Construction Space.

2. Click on the link for the name of the Content Page to edit. The Content Page editor will load and display the current edition of the Content Page.

3. Press the **Edit** button. Edit the HTML code, or copy and paste HTML source code into the editor.

4. Finally, click the **Save this** button *OR* click the **Save and then attempt to clean HTML** button. If you do not do this, your work will not be saved.

Once you've saved your page, you can click the **View** button to preview your Content Page.

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