

E-LEARNING
UncoveredSM



Lectora
by **elb**[®]
LEARNING

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Sample Chapter

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Custom Interface Design

CHAPTER 10

Introduction

Some e-learning authoring tools have pre-made skins or players that serve as the navigational shell for your pages. These players allow for some customizations. Lectora, however, lets you create your interface from scratch—allowing you to configure every element exactly the way you want it.

When creating a project, you have several choices that give you maximum flexibility in terms of course functionality, navigation, as well as look and feel. You can:

- Use a course starter as-is or make changes and modifications.
- Use a theme as-is or make changes and modifications using style pages and/or style packs.
- Use a course framework as-is or make changes and modifications.
- Use a template you saved based on another project.
- Start with a blank project and build it yourself.

Many of the tools and features already covered in this book can help you create a custom interface design, such as:

- Changing project options
- Adding images
- Adding shapes and lines
- Adding text boxes
- Adding buttons
- Adding actions

In this chapter, you'll learn about other useful tools, such as:

- Tables of contents
- Custom menus
- The page numbering tool
- Progress bars
- Breadcrumbs and page titles
- Status indicators

In This Chapter

- About Custom Interface Design
 - Tables of Contents
 - Custom Menus
 - Smart Text Objects
 - Progress Indicators
 - Status Indicators
-

[illegible]

About Custom Interface Design

Custom interface design in Lectora is based on its inheritance principle. If you want to have an element appear throughout the entire project, simply place that element at the project level of the **Project Explorer**. Or for an AICC/SCORM/xAPI course, place that element at the **AU/A001** level. Simply select the project or AU from the **Project Explorer** before adding the element.

You can also have interface elements appear on only a given chapter, section, or page, if that's what you have selected when you add the object. You can disinherit interface elements on given chapters, sections, or pages. For example, you may not want a menu on your quiz pages.

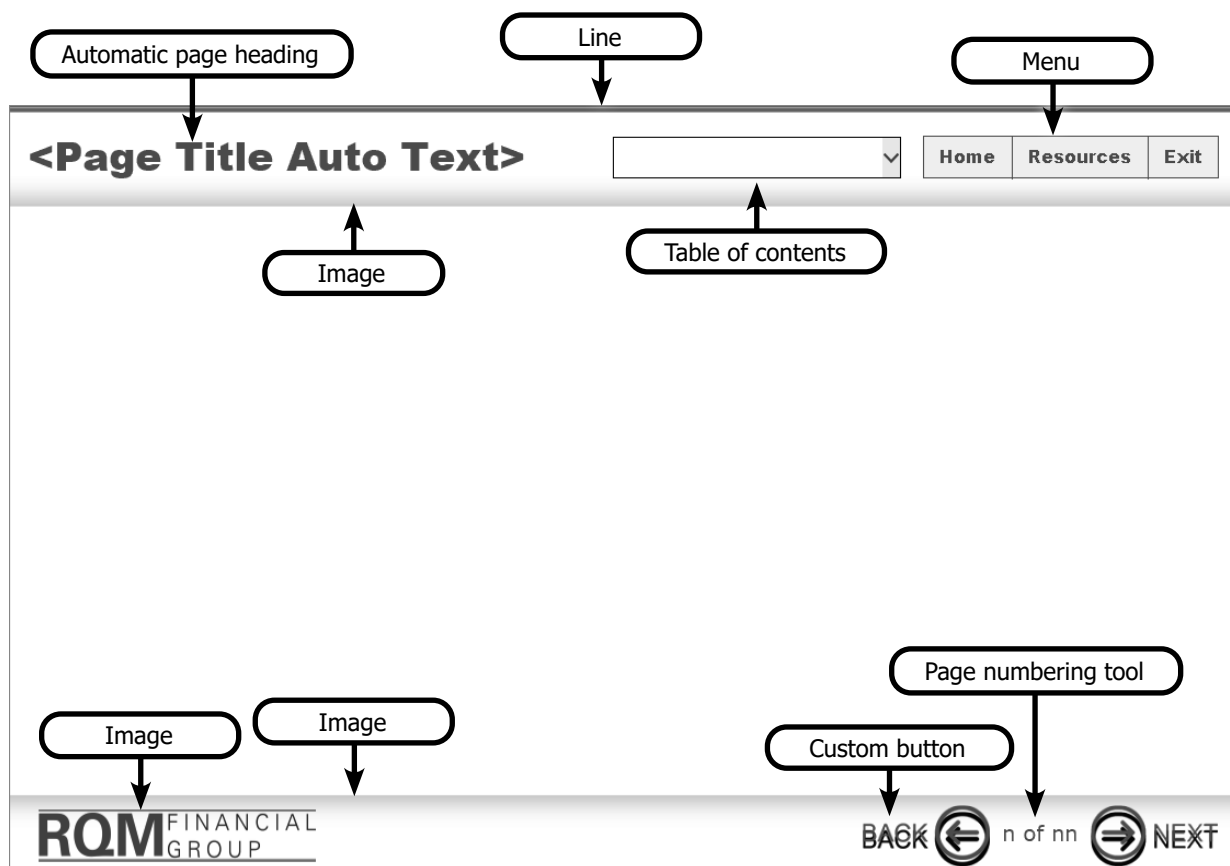
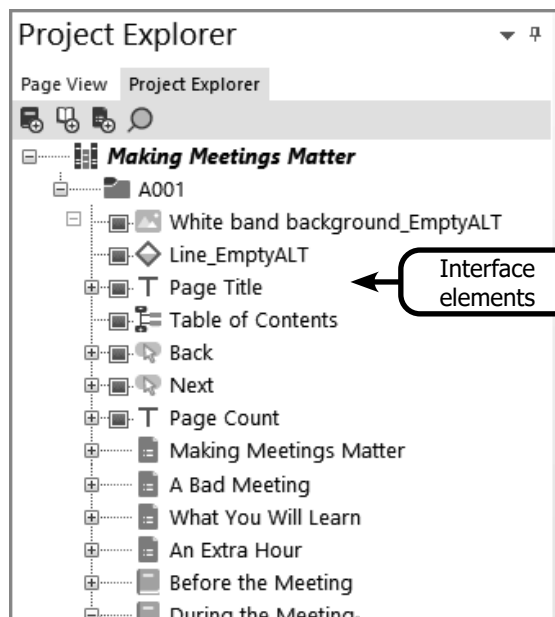


Inheritance, p. 26



CAUTION

Be careful about what object is selected when you add these objects. If you accidentally add an object to a page when you meant to add it to the project, you may wonder why it doesn't show on every page.



Tables of Contents

You can include a table of contents (TOC) with your project to let learners navigate around the course. Each of the three format options (shown below) are automatically populated and updated based on the structure and names in the **Project Explorer**. All items in the TOC are hyperlinks that, when clicked, take the learner to that page.

Table of Contents Types

Drop-Down List

A menu appears showing the name of the current page. Learners click the menu, scroll through the pages (shown in outline form), and select the one they want to go to.

- This format is the most space-efficient.
- This format usually resides at the project/AU level.

Indented List

A scrolling text box appears showing all the pages in outline form. Learners scroll to find what they want and click on a page to go there.

- The list can be set up to show or hide the chapter/section/page icons.
- The list can be sized small and put in the interface, or sized large and put on a **Home** page.
- When in the interface, this format serves as a visual indicator of where the learner is in the course at any given time, as the current page is highlighted.

Tree View

The **Tree View** menu is just like the **Indented List** menu with one exception: the **Tree View** menu lets learners expand and collapse chapters and sections. This is especially helpful in courses with long menus.



ACCESSIBILITY

Menus and tables of contents make your courses more accessible. Giving a learner more than one way to navigate provides valuable flexibility.



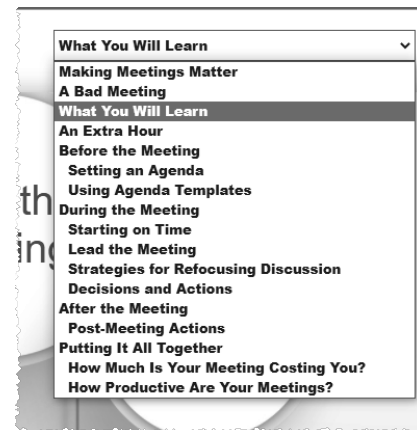
TIME SAVER

Even if you don't want your learner to have a table of contents, you may want one temporarily for review cycles, making it easier for reviewers and developers to navigate the course. For the final publish, simply remove it.

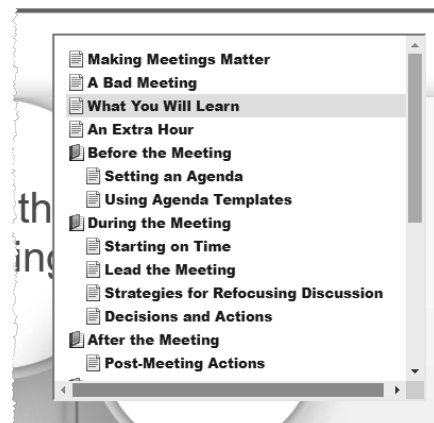
You could also add a small, transparent button that shows a text entry box for a password, which, if entered correctly, shows the table of contents.



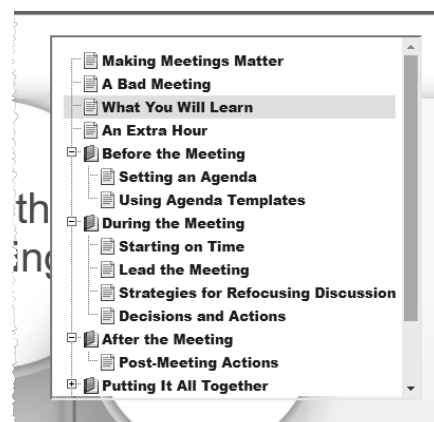
Actions, ch. 8
Adv. Actions, ch. 9



Drop-down list



Indented list



Tree view

Add a Table of Contents

To add a table of contents:

1. Select the location where you want the TOC (project, AU, chapter, section, or page).
2. Go to the **Insert** tab.
3. Click the **Table of Contents** drop-down button.
4. Select the type you want.
5. Adjust the placement and size.
6. Configure the properties. (See below.)

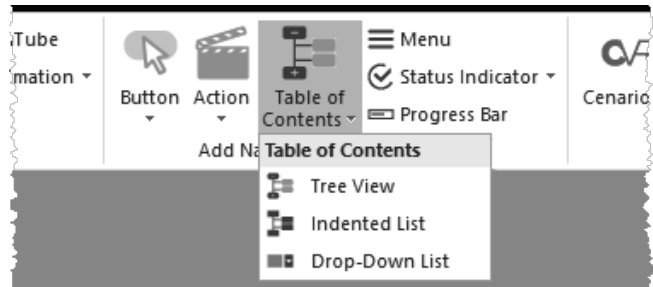
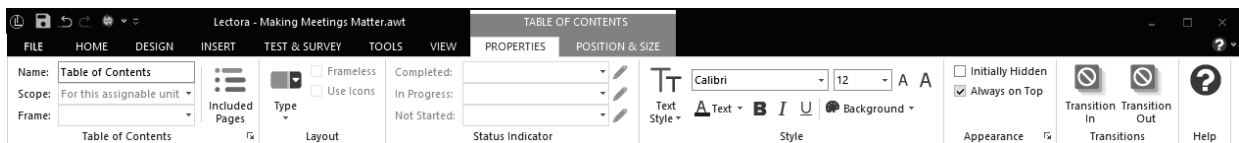


Table of Contents Properties



Scope

If your table of contents is somewhere other than the project level, use this menu to indicate what part of the project to include. For example, a chapter-level TOC might only display the pages in that chapter, rather than all the pages in the project.

Frame

If you are using frames in your project, you can put the TOC in one frame to navigate the pages in another frame. Use this menu to select which frame the TOC should refer to.



Frames, p. 24

Included Pages

Click this button for a dialog box to designate any pages that you don't want to have appear in the TOC, such as a final quiz or pages used for pop-up windows. Click the gray box next to a page (A) to leave it out of the TOC. Click it again to put it back in.

Show Pages

For drop-down or indented TOC styles, you can uncheck this box if you only want chapter and section levels to appear. Individual pages will not be shown.

Type

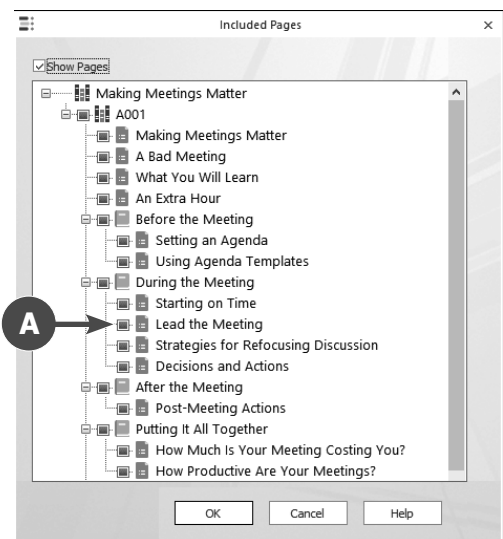
From this menu, you can change the type of TOC.

Frameless

When publishing to the web, you can check this box to have a transparent background on the TOC.

Use Icons

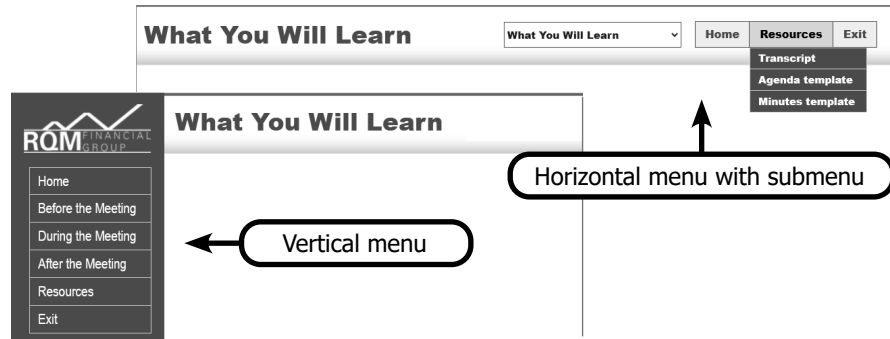
For indented and tree TOC types, you can uncheck this box if you don't want to show the icons for chapters, sections, and pages and only want to show the names.



Custom Menus

Custom menus are a great way to add streamlined navigational options to your projects. Many project templates (like the one shown below) use a vertical menu to provide navigation to the different chapters. Horizontal menus are useful for special course features and utilities, such as Help, FAQs, and Resources. Both horizontal and vertical menus can have separator lines as well as submenus that appear when the learner clicks the associated main menu item. Submenus can have their own submenus as well.

Tables of contents pull from your project structure and navigate to pages. However, each menu item can have its own action, such as going to a chapter or page, bringing up a pop-up window, launching a document, etc.



Add a Custom Menu

To add a custom menu:

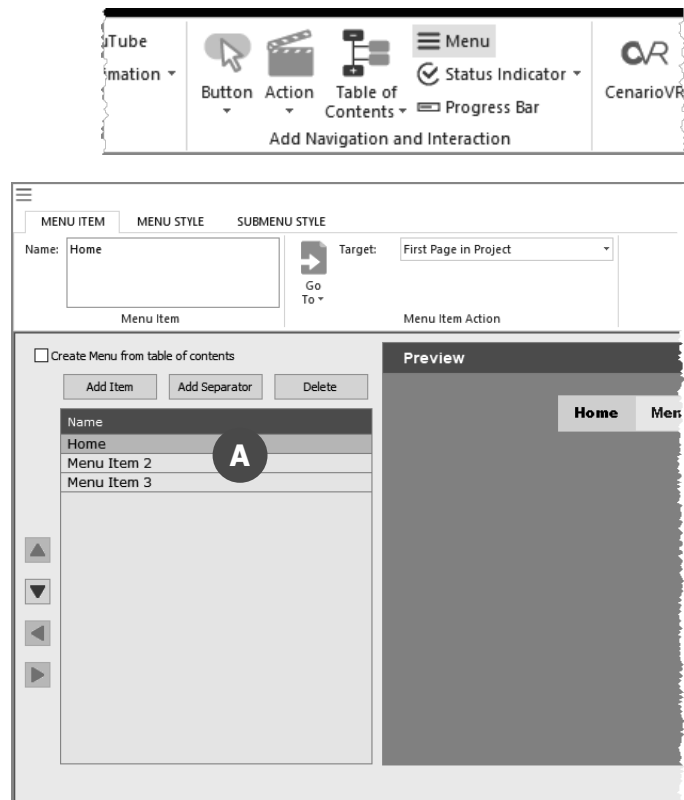
1. Go to the **Insert** tab.
2. Click the **Menu** button.
3. Select a menu item from the list. **(A)**
4. In the **Name** field at the top, name the menu item.
5. In the **Menu Item Action** section, set up the action for that menu item.
6. Repeat steps 3—5 for the additional menu items.
7. Format the menu and submenus on the two style tabs. (See next page.)
8. Click the **OK** button.



Actions, ch. 8

Menu Configuration Options

- If you want more than three menu items, click the **Add Item** button.
- Delete a menu item by selecting it from the list and clicking the **Delete** button.
- Click the **Add Separator** button to put a line between menu items.
- Use the up and down arrow buttons to change the order of the menu items.
- Use the left and right arrow buttons to indent items, which creates submenus.
- Check the **Create Menu from table of contents** check box to create menus and submenus out of the chapters and sections in your course.



Menu created from the table of contents

Add a Custom Menu (cont'd)



Menu/Submenu Style

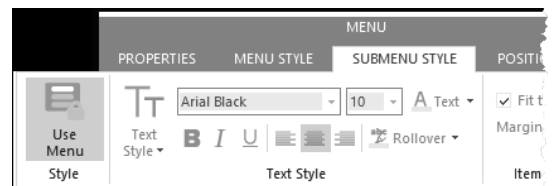
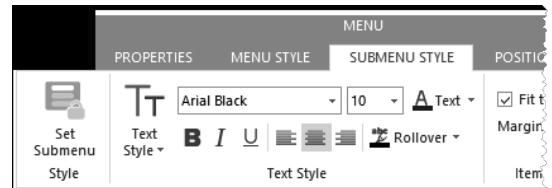
The menu can be formatted from the **Menu Style** and **Submenu Style** tabs in the **Menu Creator** or later from the same tabs in the main interface.

The first button is different on the menu and submenu tabs, but the rest of the options are the same.

- **Orientation:** On the **Menu Style** tab, use the first button to indicate if you want a horizontal or vertical menu.
- **Set Submenu Style:** On the **Submenu Style** tab, the first button, by default, is **Set Submenu Style**, which means that the submenu can have different formatting than the main menu. If you click this button, it becomes **Use Menu**, meaning that the submenu will use the same formatting as the main menu. When this option is chosen, the formatting options on this tab are locked. Use this button to toggle back and forth between the two settings.

Many of the formatting options you'll see on the style tabs are the same options you've learned about in previous chapters, such as text formatting. Here are some of the options unique to menus:

- **Rollover (Text Style Section):** Select a different color for the text when the learner's mouse hovers over that item.
- **Fit to Text:** Adjust the size of the menu based on the amount of text you have.
- **Margin:** Indicate how much extra space you want around the text of the individual menu items.
- **Menu Image:** Use this drop-down menu to select an image to serve as the background for the menu.
- **Menu Color:** Change the color of the menu background.
- **Rollover Color:** Change the color of the menu background when the learner's mouse rolls over it.
- **Frame/Outline:** Select an outline style for the menu items.
- **Separator Color:** Select a color for any separators you added between menu items.
- **Outline Color:** Select a color for the outline, if you added an outline.



POWER TIP

When you are setting up the logic for your menu and submenu items, you can only add one action per item. If you'd like a menu item to activate more than one action, set them up as an action group, and use the menu to trigger the group.



Action Groups, p. 147

Smart Text Objects

Add Breadcrumbs and a Page Title

If you've taken the time to name all of your chapters, sections, and pages in the **Project Explorer**, you don't need to re-type all of that information on each page. Instead, you can add automated text boxes at the project level that automatically populate each page with that information.

Breadcrumbs tell your learners where they are in the course, showing the chapter, section, and page name. The page title option shows only the page name. Note that both options are display-only and are not live hyperlinks.

To add breadcrumbs:

1. Go to the **Insert** tab.
2. Click the **Breadcrumb** button.

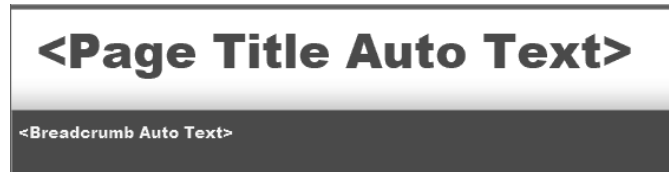
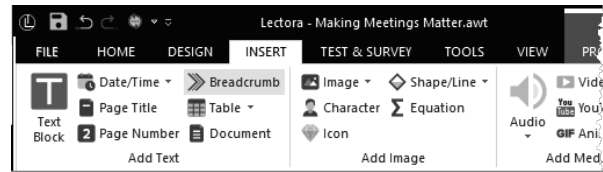
To add an automatic page heading:

1. Go to the **Insert** tab.
2. Click the **Page Title** button.

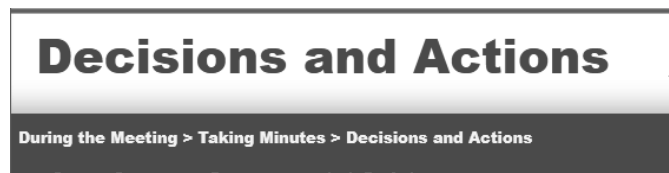


BRIGHT IDEA

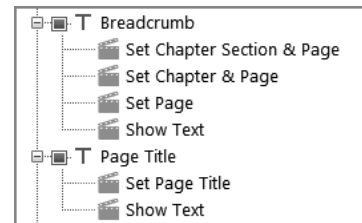
These text boxes are set to be initially hidden. They come with actions that set the contents of the text box, followed by an action that then shows the text box. This is so the learner doesn't see the placeholder text for a split second while the page is loading.



Breadcrumbs and page title in Edit mode



Breadcrumbs and page title in Run mode



Breadcrumbs and page title in the Project Explorer

Add Date and Time

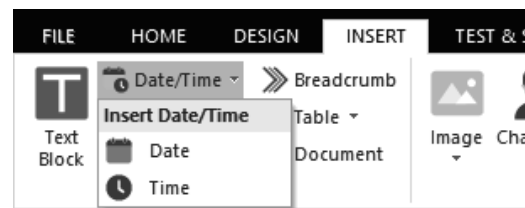
You can add a dynamic text box that automatically updates with the current date and/or time, based on the learner's system date and time. This can be either added as part of your interface or on a content page.

To add the date and time:

1. Go to the **Insert** tab.
2. Click the **Date/Time** button.

To add the date or the time:

1. Go to the **Insert** tab.
2. Click the **Date/Time** drop-down arrow.
3. Select **Date** or **Time**.



Automated date/time

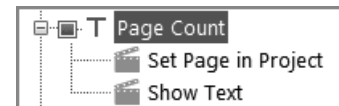
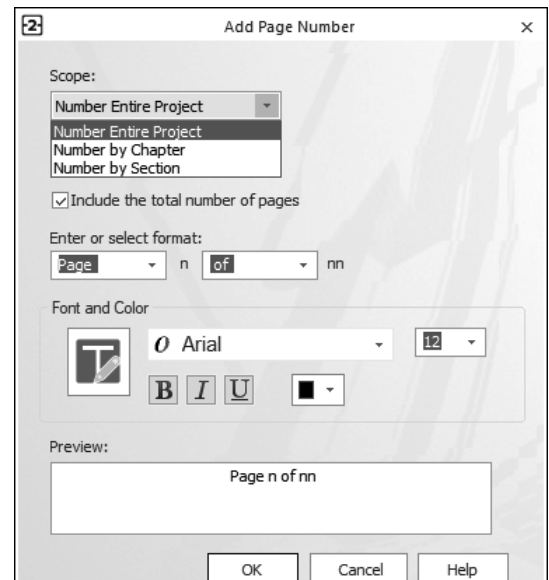
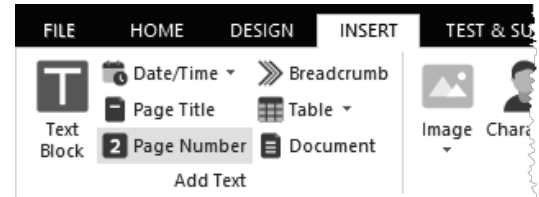


Add Page Numbers

The page numbering tool adds page numbers to your course without having to do it manually. You can set it up to number the entire project, start over at every chapter, start over at every section, etc.

To add page numbers:

1. Go to the **Insert** tab.
2. Click the **Page Number** button.
3. From the **Scope** drop-down menu, indicate if you want to number all pages in the project sequentially or if you want to start the numbering over with each chapter or each section.
4. Check or uncheck the box to indicate if you want to include the total number of pages (n of nn).
5. From the **Page** drop-down menu, select the text you want at the beginning of the text string: **Page**, **#**, or nothing.
6. In the **of** drop-down menu, select **of** or **/** to delineate the page number from the total number of pages (if you selected that option).
7. In the **Font and Color** section, select either a text style to use or set your formatting with the individual formatting options.
8. Click the **OK** button.



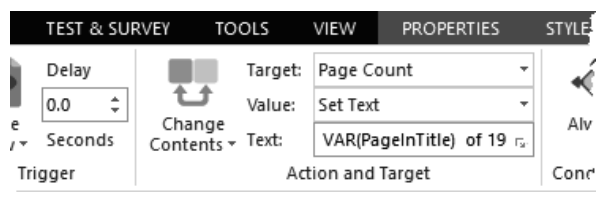
page counter as it appears in the Project Explorer



POWER TIP

You can further customize the page numbering by going into the advanced action used to create it.

It is common to need to change the total number of pages in your project. For example, you might have a chapter with pop-up pages that shouldn't be included in the page count. You can go into the action and change **VAR (PagesInTitle)** to the exact number you want. (You'll need to manually update this any time the number of pages changes.)



DESIGN TIP

Make sure your text box has enough room for your largest page number. A text box that can handle **1 of 11** may not be big enough for one that needs to say **39 of 39**.

Progress Indicators

You can pick from three types of progress bars that have a variety of uses. Two of them work automatically, and the third progresses based on actions you set up.

- **Timer** progress bars count down or up automatically based on the amount of time you set and can be used to add a “beat-the-clock” element to games and quizzes.
- **Table of Contents** progress bars automatically show learners their progress through a given course, chapter, or section, based on how many pages they’ve completed.
- **Custom** progress bars move forward based on actions you set up. For example, you could set up a progress bar to move based on how many points the learner scores in a game.

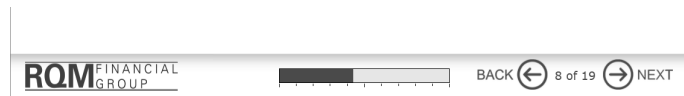


Table of contents progress bar

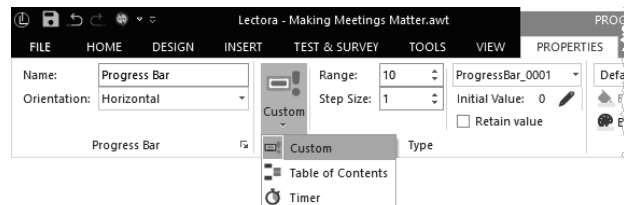
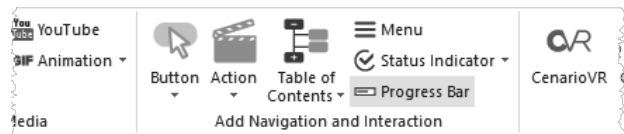
Custom progress bar



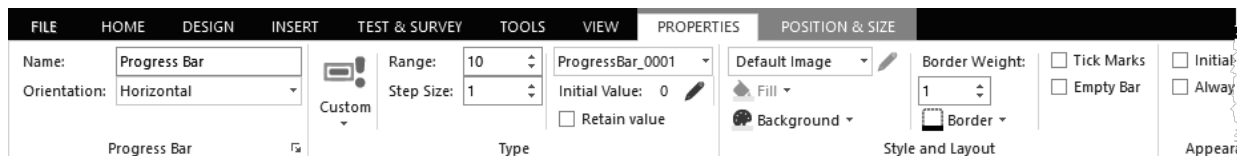
Add a Progress Bar

To add a progress bar:

1. Go to the **Insert** tab.
2. Click the **Progress Bar** button.
3. Go to the **Properties** tab for the progress bar.
4. From the **Orientation** menu, select **Horizontal** or **Vertical**.
5. In the **Type** menu, select one of the three types of progress bar.
6. Configure the rest of the settings as described below.



Properties for All Progress Bar Types



Default Image: By default, a progress bar is filled with small, green rectangles. You can use this menu to select a different image to fill the bar, or you can select **No Image**. If you select **No Image**, the **Fill** color drop-down button activates so you can pick a solid color to fill the progress bar.

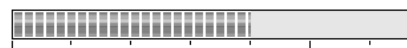
Tick Marks: Check this box if you want to include tick marks along the bar.

Empty Bar: By default, the bar starts empty and fills up as the progress bar continues. Check this box if you want the bar to start full and then empty as the bar progresses.

Additional options for color, border, position, etc. are the same as for any object.



Progress bar with custom image



Progress bar with tick marks

Progress Bars (cont'd)

Properties Specific to a Timer Progress Bar

NAME: Progress Bar
ORIENTATION: Horizontal
TIMER
Total Time: 10
Increment: 1
Auto Start
Default Image
Fill
Background
Border Weight: 1
Border
Tick Marks
Empty Bar
Initial
Always

Total Time: Indicate the number of seconds for the timer.

Increment: Indicate how often (in seconds) the timer updates.

Auto Start: By default, the timer does not start when it first loads (meaning you'll need a **Start** action to start it). Check this box if you want it to start automatically.

Properties Specific to a Table of Contents Progress Bar

NAME: Progress Bar
ORIENTATION: Horizontal
TOC
Scope: For the entire project
Frame
Included Pages
Default Image
Fill
Background
Border Weight: 1
Border
Tick Marks
Empty Bar
Initial
Always

Scope: Use the drop-down menu to indicate if you want to include the entire project, just a given chapter, etc. The options on the menu vary based on what object (project, AU, chapter, page) the progress bar is attached to.

Frame: If you are using frames, indicate which frame's content you want to use for the table of content's progress.

Included Pages: Click the button to indicate which pages should be included in the progress calculations.

Properties Specific to a Custom Progress Bar

NAME: Progress Bar
ORIENTATION: Horizontal
Custom
Range: 10
Step Size: 1
Progress Bar_0001
Initial Value: 0
Retain Value
Default Image
Fill
Background
Border Weight: 1
Border
Tick Marks
Empty Bar
Initial
Always

Range: Indicate how many increments you want in the progress bar. For example, a game has 10 possible points.

Step Size: Indicate how many increments the bar will move each time you have the bar move a step up or down. For example, in the game, it might move 2 points up or down per question.

Variable: You can select a variable where you store the value of the progress bar.

Initial Value: Set the starting increment for the progress bar.

Retain Value: Check this box if you want to save the position of the progress bar between the learner's sessions.

Actions for Moving a Custom Progress Bar

Remember that custom progress bars don't move on their own like the other two types. Therefore, you need to create the actions to move it up or down. There are two choices.

Step Progress Bar Position: When you run this action, the progress bar moves forward or backward by the increment you entered in the **Step Size** field.

Set Progress Bar Position: With this action, you set the value of the bar to a specific number.

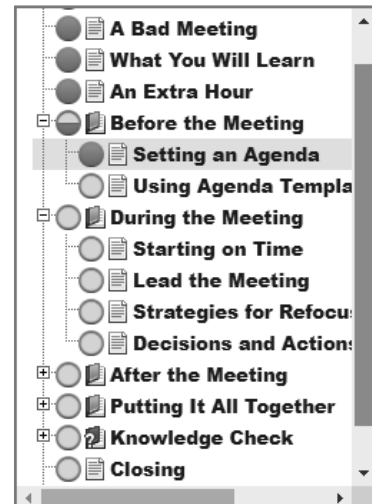
Step Progress Bar Position
Target: Progress Bar
Direction: Forward
Forward
Backward
Set Progress Bar Position
Target: Progress Bar
Position: 6

Status Indicators

Lectora automatically tracks whether learners have visited or completed chapters, sections, pages, tests, and surveys. You can use this status to create if/then logic, such as conditional branching or unlocking sections based on a learner's progress. You can also show this status to the learners by adding them to chapters, sections, pages, or even tables of contents. These status indicators can come from the media library, or you can use your own images.

The tracking status can be in one of these three states:

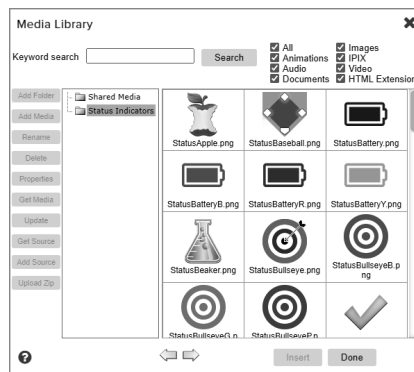
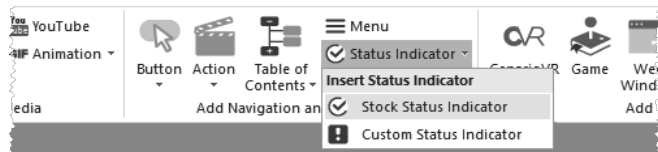
- **Not Started (default):** When referring to the page, the page has not been viewed. When referring to a chapter, section, test, test section or survey, no pages have been viewed or accessed.
- **In-Progress:** At least one page in the chapter, section, test, test section, or survey has been viewed, but not all of them have.
- **Completed:** When referring to the page, the page has been viewed. When referring to a chapter, section, test, test section or survey, all pages have been viewed or accessed.



Add a Stock Status Indicator

To add a pre-made status indicator from the Stock Library:

1. Go to the **Insert** tab.
2. Click the **Status Indicator** drop-down menu.
3. Select **Stock Status Indicator**.
4. From the Media Library, double-click the status indicator that you want.
5. Go to the **Properties** tab.
6. In the **Target** field, select the portion of the course you want to base the status on.



Lectora Online

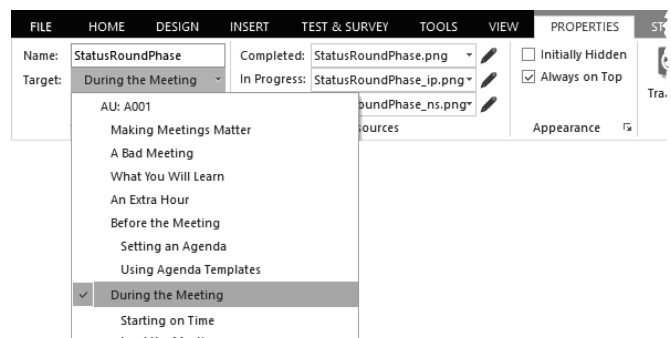


Lectora Desktop



DESIGN TIP

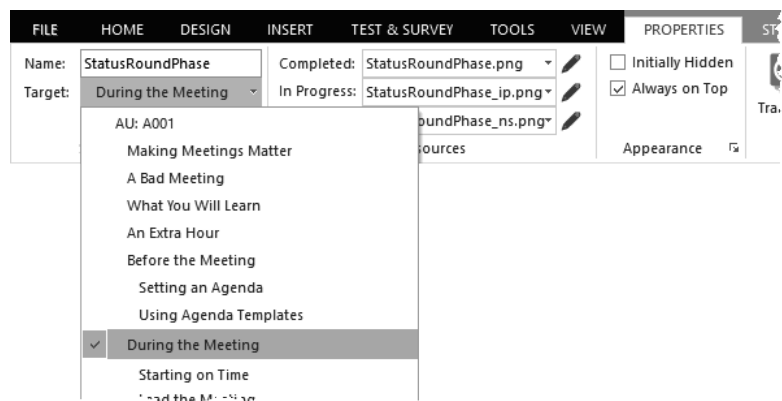
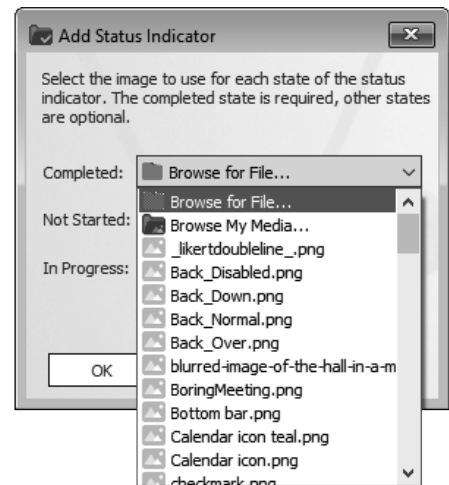
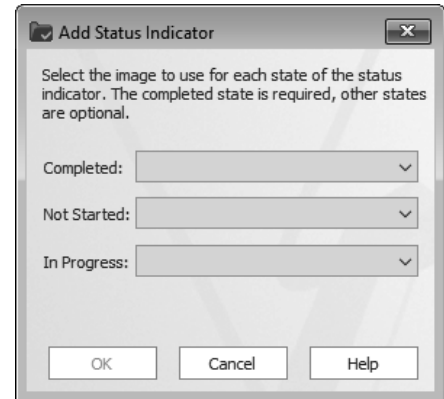
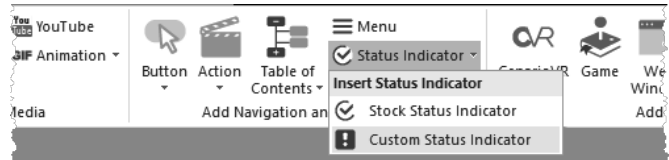
- Each stock status indicator automatically comes with all three states. The preview in the **Media Library** shows you the **Completed** state.
- You can change the images used for a status indicator. Go to the **Properties** tab, and click the pencil icon for the status option you want to change.



Add a Custom Status Indicator

To add a custom status indicator:

1. Go to the **Insert** tab.
2. Click the **Status Indicator** menu.
3. Select **Custom Status Indicator**.
4. For each state (**Completed**, **Not Started**, and **In Progress**), click the menu.
5. Select an image from the list or click **Browse for File** to find and select an image.
6. Repeat steps 4 and 5 for the other status options.
7. Click the **OK** button.
8. Go to the **Properties** tab.
9. In the **Target** menu, select the portion of the course you want the status indicator to be based on.

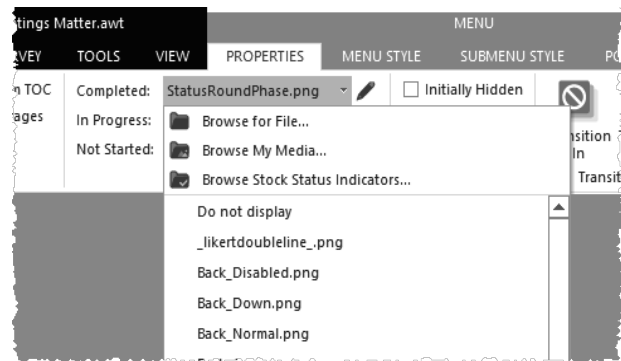


Add a Status Indicator to a Menu

For menus created from a table of contents, you can display status indicators for the tracking status of chapters, sections, tests, test sections, and surveys. This is a great way to show learners their progress in the course.

To add status indicators to a menu:

1. Select the menu.
2. Go to the **Properties** tab.
3. Specify the images for the **Completed**, **In Progress**, and **Not Started** fields.

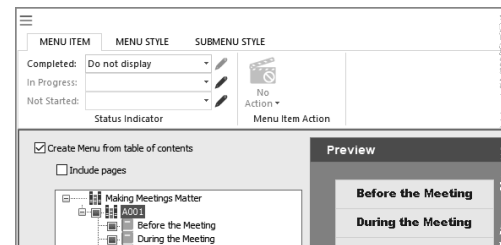


Custom Menus, p. 168



TIME SAVER

You can add status indicators when you first create the menu. Once you set the menu to be based on the table of contents, the status indicator options appear on the **Menu Item** tab.



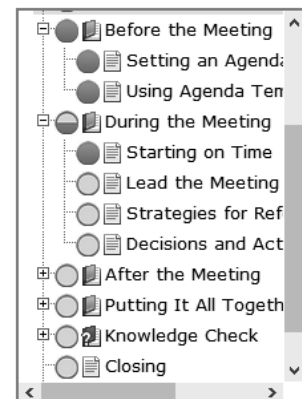
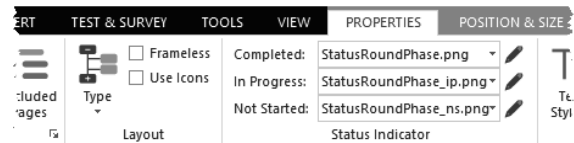
Add a Status Indicator to a Table of Contents

Status indicators can also be added to tables of contents using **Tree View** or **Indented View**. (It is not available for **Drop-down List**.)

1. Select the table of contents.
2. Go to the **Properties** tab.
3. Specify the images for the **Completed**, **In Progress**, and **Not Started** fields.



Table of Contents, p. 166



Set the Tracking Status of an Indicator

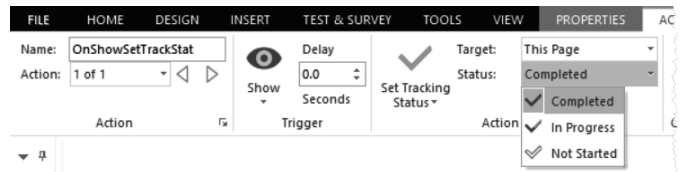
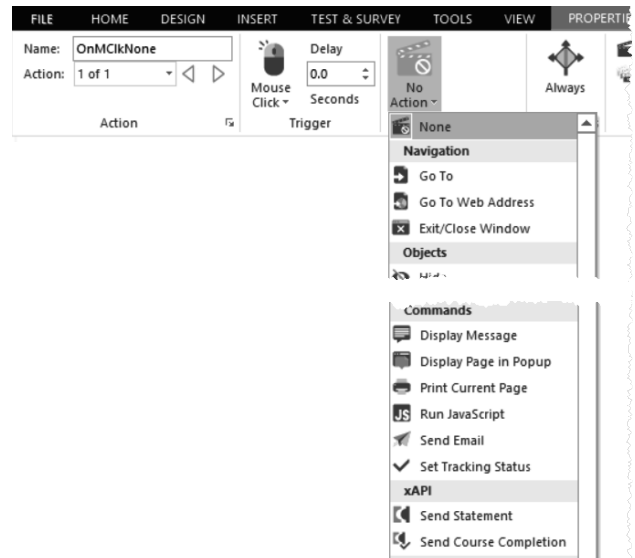
You can override the status for a specific chapter, section, or page using the **Set Tracking Status** action.

To set the tracking status of an indicator:

1. Add an action to the object you want to use to set the status.
2. Go to the **Action** tab.
3. Click the action drop-down button.
4. Select **Set Tracking Status**.
5. In the **Target** drop-down menu that appears, select the chapter, page, etc. you want to set.
6. In the **Status** menu, select the status you want to set.
7. Set a condition for the action, if you want one.



Conditional actions, p. 156



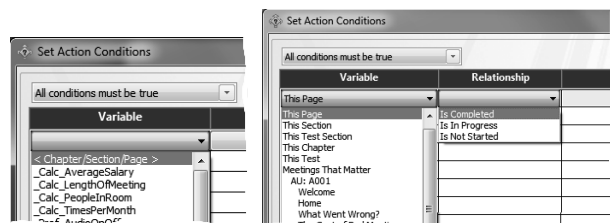
CAUTION

- If you manually set a chapter, section or test to **Not Started**, then all sections, sub-sections, and pages under it will also be set to **Not Started**.
- If you manually set a chapter, page, etc., to **In Progress**, it loses the ability to automatically set itself to **Completed**. If you want it to later be set to **Completed**, you'll need to create another action to make that happen.
- Graded tests cannot be the target of a **Set Tracking Status** action. They are automatically set to **Completed** when they are passed. Until then, they remain **Not Started** or **In Progress**, as appropriate.
- By default, status is retained between sessions. This can be turned off in **Options** by unchecking **Retain Tracking Status Between Sessions**.



POWER TIPS

- Why might you want to manually set status instead of using the learner's actual status? A common reason is to use the status indicators as badges in a game. You can add a custom status indicator to your project, and then associate it to a certain chapter or page in the **Target** field of its properties. Then, when the learner meets the requirements to earn the badge, you can manually set the target to be complete.
- You can also use the status of a chapter, page, etc. as a condition. As you set up a condition on an action, go to the **Variable** drop-down menu, and select **<Chapter/Section/Page>**. From there, you can select the chapter, section, or page you want, and then select the status in the **Relationship** column.



[illegible]