Topics to be covered:

1. Introduction to CMS and Logging in
2. Creating and Modifying Courses and Modules
3. Developing, Modifying and Handling Images
4. Unit and Question Development:
   a. Creating <u>Learning Screens</u> using Multiple Choice Questions with Feedback
   b. Creating Text (Information & Description) Screens
   c. Setting Cloze, Fill the Gap Questions
5. Updating and Translating of Existing Modules
6. Importing Units and Questions (to be covered in more advanced sessions)

Structure of a Course:

A course in DALDIS Study-Quest is created based on a 4-level hierarchy. **The Content Management System (CMS) allows you to create, edit, modify** (including entering your translations) the course material to fit your syllabus.

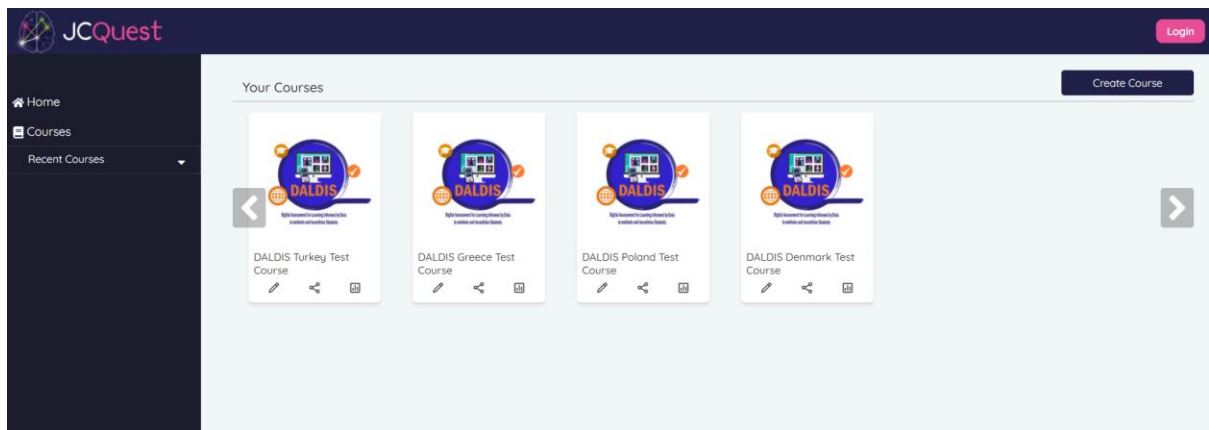|	
Create Course	• To create your top level course, e.g. Year 10 Science, 7th Grade English
Create Module	• To create modules in your course, like chapters or sections in the syllabus or other similar high level sections
Add Unit	• Use add unit to **add a lesson, otherwise described as a question set** covering a single topic in the syllabus, or to create quiz
Add Question	• To add a question in the form of a **Learning Screen (MCQ with Feedback), CLOZE Test** or other question type to your lesson

Logging into CMS:

Via the backdoor to our training and test environment www.staging.jcquest.ie/cms/home/
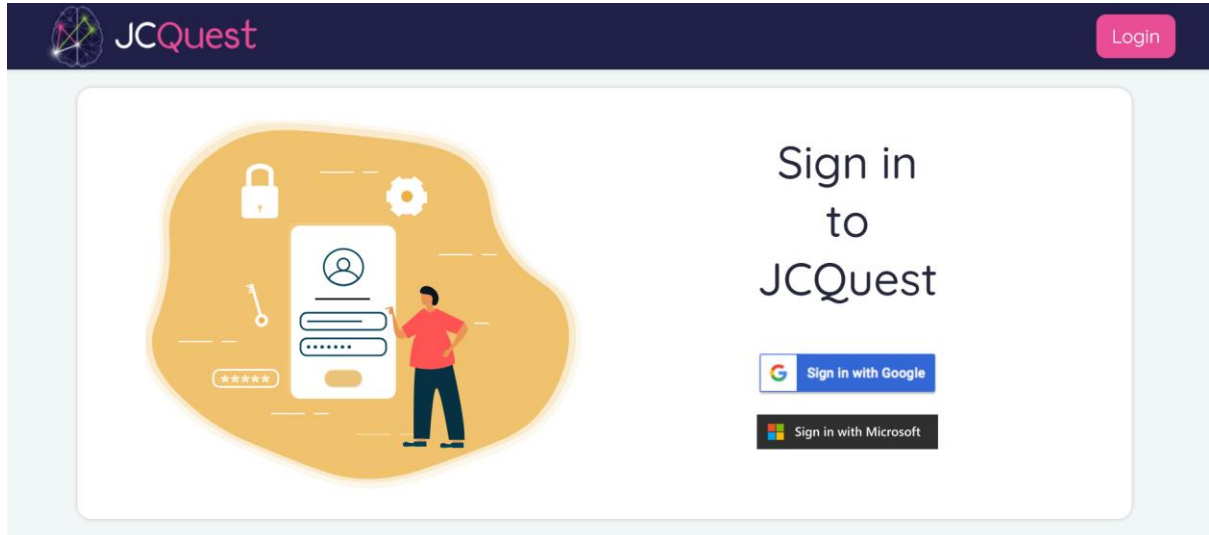
Training account login:

- Open new browser window: www.staging.jcquest.ie/cms/home/
- You will be directed automatically to our DALDIS CMS training and testing area
- Login to: daldiscontent@gmail.com with the password provided in course
- In case of certain difficulties due to multiple logins we will support you offline to login to the right area until the login/logout function is complete

You will then be directed to our training and testing account below:

Note: Please only work in your own courses here. You can set up new courses here.

Create Course

To create your top-level course, e.g. Year 10 Science, 7th Grade English

Create Course
Create Module
Add Unit
Add Question

JCQuest		Content JCQuest
🏠 Home	Add Course	
📖 Courses	Course Name * — Peter Test and Training	
Recent Cours... ▼	Course Grade — E.g. 10	
➡ Logout	Hide Course ⬜	
	Use Modules ⬜	
	Thumbnail	
	Description	
	Test Course and for Verifying Training	
	Create Course Cancel	

STOP AND THINK: This is one of the most important set of fields as they define your course, so prepare well before entering these!

Course Name: Name you want to give your course e.g. Science, English 7th Grade

Course Grade: The grade this course applies to, this is an optional field. As our courses often cover a range of years 7, 8, 9 etc we generally do not use this.

Hide Course: Generally you **always Hide Course** when you begin editing. If you are not ready to make your course available for use i.e., it is still a work in progress then you can hide it until you are ready to make it available for use.

Use Modules: Modules are a collection of units. Using modules allows you to organise your units into defined groups. Many simple courses will not have modules so you often will not select this. **Please be aware once you set this field it cannot be modified later because it defines the structure of your course.** See the blue box below for tips on module naming and topics within a module.

Thumbnail Image: This field allows you to add a thumbnail image to identify your course in the main menu. This is an example of the thumbnail image for the microscope.

See section below on *"Standards for Thumbnail Images and Icons"* for details on image sizes and file types.

**Description:** An outline of your course content. For example:

> *"French Junior Cycle questions sets supporting the full syllabus for second and third year."*

Once all of the required fields have been added then press **the Create Course** button to create the course.

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Create Module   **To create modules in your course, like chapters or sections in the syllabus or other similar high-level sections**

Create Course

Create Module

Add Unit

Add Question
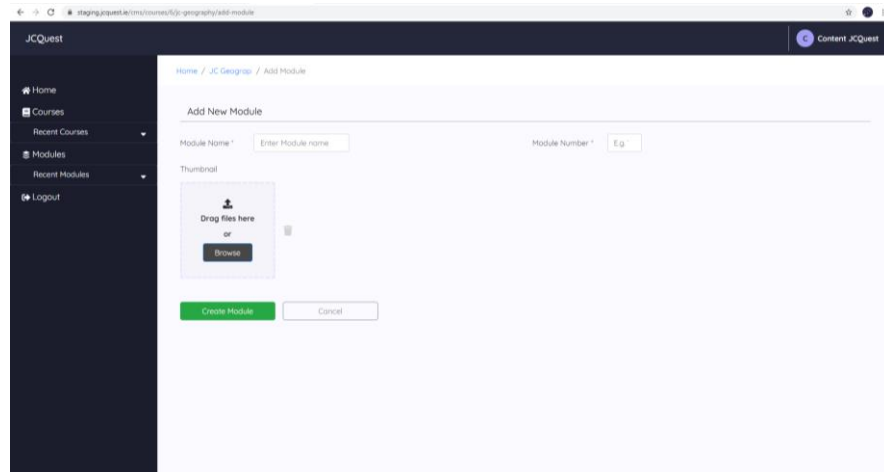
Module Name: The name you want to call you module - remember your module is a group of lessons, generally **a high-level group of topics** such as 'Body Systems' or 'Energy' within a science syllabus.

> **Module Naming:** A module like Body Systems in Science might cover the digestive system, the circulatory system, the respiratory system, etc. In language a module like 'Nice to meet you' might contain grammar, vocabulary, syntax etc.

Module Number: The number assigned to the module will dictate the order in which your modules will display in the modules menu. **Once created you cannot change the module number. It is important to plan your syllabus before you begin entering modules.**

Thumbnail: The image that identifies your module. See below.

The Create Module field needs to be selected to create the module.

Add Unit

Use 'Add Unit' to add a <u>lesson</u>, otherwise described as a <u>question set</u> covering a single topic in the syllabus, or to create a quiz.

A Unit can either be a <u>lesson or a quiz</u>. **For this training purposes we are <u>just covering lessons</u>.**

The **Quiz** functionality is a useful additional tool to gauge a student's level of knowledge of a subject. Teachers also like to use them at the end of a week as a summary of the topics covered during the week. Please note that there is **no feedback in a quiz.** A version of Quiz may be used for examinations.

Unit Type: Either a lesson or a quiz.

Unit Name: What you want to call your lesson (e.e. Introduction to the Microscope)

Lesson Number: The number you want to assign to your lesson. The lesson number will dictate the order in which lessons are displayed.

> **<u>Lesson numbering hints:</u>** You should create an outline of the topics you want to cover and the sequence in which you want to show them when you design your course.
>
> **Note:** You cannot change this number at a later date. You should work to outline your syllabus and the topics you want to cover and assign lesson numbers to follow this.
>
> You can use the **content flow** to modify the order of the units in your module and course at a later point to change the order the lessons/units are presented in. Content flow is not covered in this training module.
>
> For training purposes it is Ok to go ahead and assign some random numbers for **test and training units**

Introduction to Content Management System and Question Setting

DO NOT IMPORT!! - imported copies will modify all copies in the database including the master copies. We will provide instruction on cloning during the workshop Access Level:

Set level zero initially for all lessons and units. Access level is generally designed to separate **free and open access lessons**, from lessons that require a login (level 1), and commercial lessons (level 2). This can be changed at any time.

- **Level 0** - Public - free and open access
- **Level 1** - Logged-in - logged in drives student login for student data
- **Level 2** - Paid - paid subscribers only

Hide Unit: Generally you **always Hide Unit** when you begin editing. This field is used to restrict access, while you are still creating a new unit. All hidden units will be identified in the unit menu with the word 'Hidden' on the top right of the icon.

Time: The estimated length of time it would take a student to complete the lesson. This may be useful for teachers for planning lessons or homework.

Maximum Attempt: - This is used to set a limit on the number of times a lesson can be attempted. Generally we don't set this and allow maximum number of attempts to give the student the most learning opportunity without frustration.

Thumbnail (Image): The image which will be associated with the lesson. Please note the guidelines below for images. The JCQuest bank of images are available on OneDrive at request - please contact EdTech for details.

Standards for Thumbnail Images and Icons:

	Icon Images for Course Thumbnail Image, **Module & Lesson Intro** Images	200 X 200 pixels 1:1 if SVG
	Question Image (also used for Text/ description screens)	400 X 300 pixels (if using png file) 4:3 aspect ratio if SVG
	Mobile Phone Lesson/Question Image (smaller image needed only if not using SVG image)	300 X 225 (if using png file) 4:3 aspect ratio if SVG (as above)

Note: Creating images is a more specialist job, most content editors will use a bank of images created to the correct sizes in the correct file standard.
Please ensure you have proper right to use images and provide proper attribution as required in copyright or creative commons licenses.

Entering Unit Information:

Topics Covered
Press enter to add covered topics

Introduction *
Write the introduction for the lesson

Conclusion *
Write the conclusion for the lesson

Tags
Press enter to add tags

[Create Unit] [Cancel]

Topics Covered: This is an outline of the topics covered within the lesson. These will be displayed as a sidebar on each screen of your lesson. **Please Note!** You need to press **the ENTER key** after each topic.

Introduction: This is the first screen of your lesson. It should give a broad outline of the lesson and the lesson objectives.

Conclusion: This will display on the last screen and for example would say something like the following:

"Well done! You have completed the lesson on Cell and Living Things."

The Conclusion could also be used to give additional instructions to the student e.g. 'If you had difficulty with this lesson you should revise lesson X which will help you with your future tense'.

Tags: Tags are used for sorting purposes for example the tags we use in science are as follows; Biology, Chemistry, Physics, Earth and Space. Grammar, Vocabulary, Syntax are suitable tags for language.

If a student or teacher just wants to look at Biology then they would click on the Biology tag and only those lessons would be displayed.

Please note: Be very careful when creating tags as typos or misspelling will cause problems later.

Create Unit: Click on this button to create the unit once all the information is entered. Don't work you can go back to update the unit.

Cutting and Pasting Hint:

Please note - if you are using the paste functionality please use **CTRL SHIFT V** to paste without formatting. Ordinary paste <u>WILL cause</u> formatting irregularities and will not display as expected.

Add Question

To add a question in the form of a Learning Screen (MCQ with Feedback), CLOZE Test or other question type to your lesson
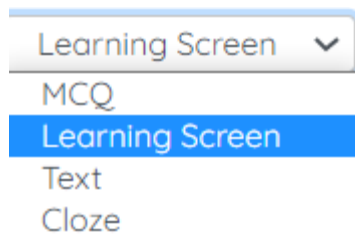
Create Course

Create Module

Add Unit

Add Question

Introducing the
Learning Screen

The add a question screen allows you to select from each of the question types available or to enter a text screen.

The **Learning Screen** is the option <u>you will choose most often</u> to create the **Multiple Choice Question with Feedback** and allowing the student several attempts at a question.
The **MCQ** is Multiple Choice with **no feedback** (not recommended for use now)
Text allows the inclusion of a screen for a description which will provide a small piece of instruction or information.
The **CLOZE** option allows you to create a 'fill the blank' Cloze test.

Selecting the **Learning Screen** from the drop-down will open up this screen to enter the question plus the options and feedback for each correct and incorrect answer.

Description field: The information entered in the description field will display before the question. If you do not want to display any information before your question then you leave the description field blank. See example below.

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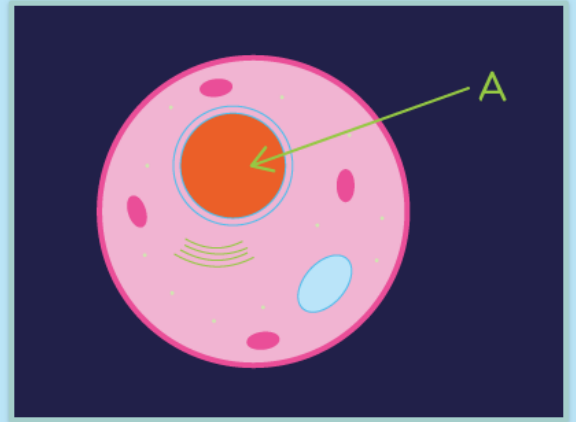
Question: Enter your question in this field.

Media: The options are None, Image, Audio(MP3 format) and Video. If you select the Image option then load the image from your file explorer.

Option 1: This will appear as the first answer on your screen for example 'Cell Membrane' is

option 1 in the image above.

Feedback: This is the feedback that the student will see if they select option 1 as can be seen in the

image below.
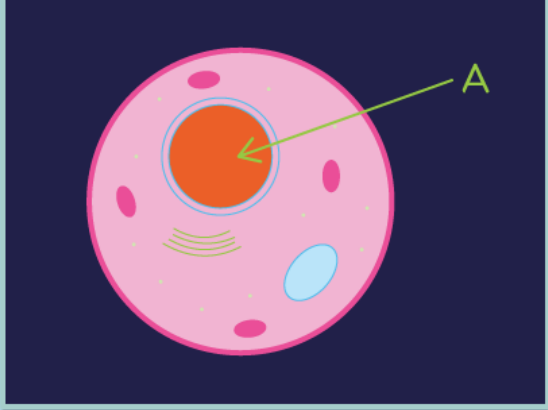
Option 2: This will display as the second option on the screen e.g Cytoplasm in the screen above.

The Options/Feedback continue depending on the number of options in your question. We recommend **no more than four options.**

On the left-hand side of the screen you need to identify the correct answer by clicking on the small circle of the correct answer.

Once your question is complete select the **Update** button to update your lesson. At this point you

can also preview the lesson by selecting the **Preview** button.

The three symbols in the **question toolbar** on right hand side of screen:

First Symbol:
Add a question below.

Second Symbol:
Import a screen.

Third Symbol:
Delete this question.

Text: A Text screen is used to provide information to a student. It is a standalone screen with no question attached. Images can be linked to the text. See second image below to see how it is used in JCQuest.

Text

Description:

Enter a description

Media: None

A periscope works on the principle of reflection. Mirrors are placed such that light is reflected allowing the user to see over objects.

Got It!

Light ->

Mirror at 45°

Mirror at 45°

Cloze Questions

Sentence: Enter the text of your cloze question here. Select the word you want to blank out and use the editor to underline the word. Once you have underlined a word then it will display in the Option 1 field. If you would like the student to see an alternative word for Option 1 then enter that word in Option 2. Continue entering your sentence/paragraph underline each word you want blanked out.

 Preview: This field will display what the student will see on the screen. See the image below for an example.

Updating and Translating of Existing Modules

Curriculum Alignment:

If you choose to use existing JCQuest lessons we recommend that you:

1. outline your syllabus,
2. compare the JCQuest units against this and
3. select the portion of the syllabus you plan to cover.
4. review the JCQuest modules and plan any modifications necessary to make sure they match your syllabus and learning objectives.

Then prepare for the translation process outlined below - inserting new questions and text where you propose to modify the content.

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Managing the Translation process

Working with existing lessons it is advisable to create a table like the one below. This is particularly advised when beginning to edit lessons. First create and review a satisfactory translation of every piece of content - titles, questions, feedback etc. **The list of existing JCQuest Science Lessons is in Attachment 1.**

Note: The rough translations below were done with **Google translate** so should always be reviewed and improved by native language speakers.

Remember: Always use 'paste as plain text', 'paste without formatting' - CTRL SHIFT V

**Title: The Microscope - (Greek Test Case)**

Title: Το μικροσκόπιο

English Original Text	Other Language Text (Greek)
The naked eye allows us to see objects, but using a microscope allows us to see objects in much greater detail. The most commonly used microscopes are the light and the electron microscopes.	Το γυμνό μάτι μας επιτρέπει να βλέπουμε αντικείμενα, αλλά χρησιμοποιώντας ένα μικροσκόπιο μας επιτρέπει να βλέπουμε αντικείμενα με πολύ μεγαλύτερη λεπτομέρεια. Τα πιο συχνά χρησιμοποιούμενα μικροσκόπια είναι τα μικροσκόπια φωτός και ηλεκτρονίων.
We use a light microscope to view the surface structures of cells. Light microscopes use light to magnify the image.	Χρησιμοποιούμε ένα ελαφρύ μικροσκόπιο για να δούμε τις επιφανειακές δομές των κυττάρων. Τα ελαφριά μικροσκόπια χρησιμοποιούν φως για να μεγεθύνουν την εικόνα.
The image shows a light microscope. Name the part labelled A.	Η εικόνα δείχνει ένα μικροσκόπιο φωτός. Ονομάστε το μέρος με την ένδειξη A.
Fine focus	Ωραία εστίαση
Coarse focus	Χονδροειδής εστίαση
Eyepiece lens	Φακός προσοφθάλμιου φακού
Objective lens	Αντικειμενικός φακός
Try again! The fine focus is the smaller of the two adjustments on the side of a microscope.	Προσπάθησε ξανά! Η λεπτή εστίαση είναι η μικρότερη από τις δύο ρυθμίσεις στο πλάι ενός μικροσκοπίου.
Well done! The coarse focus is the larger of the two adjustments on the side of a microscope.	Μπράβο! Η χονδροειδής εστίαση είναι η μεγαλύτερη από τις δύο ρυθμίσεις στο πλάι ενός μικροσκοπίου.
Try again! The eyepiece lens is where you look into on the microscope.	Προσπάθησε ξανά! Ο φακός προσοφθάλμιου φακού είναι εκεί όπου εξετάζετε το μικροσκόπιο.
Try again! The objective lens magnifies the image.	Προσπάθησε ξανά! Ο αντικειμενικός φακός μεγεθύνει την εικόνα.

Introduction to Content Management System and Question Setting

Entering the Text (Description) Screen:
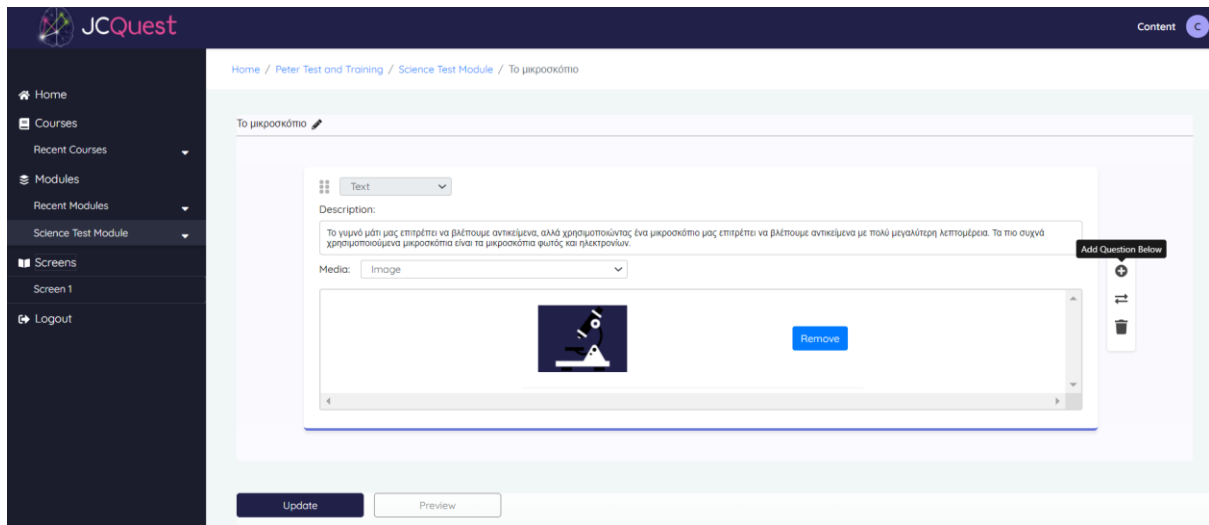
- Click the ⊕ to add another question to the lesson/unit
- After update simply click on the question to return to editing to add more questions or modify a question.
- To see a preview of the lesson click update and then preview.
- Use the 'domino' ⠿ to reorder screens
- This will be covered in more detail in the individual training

The Learning Screen:
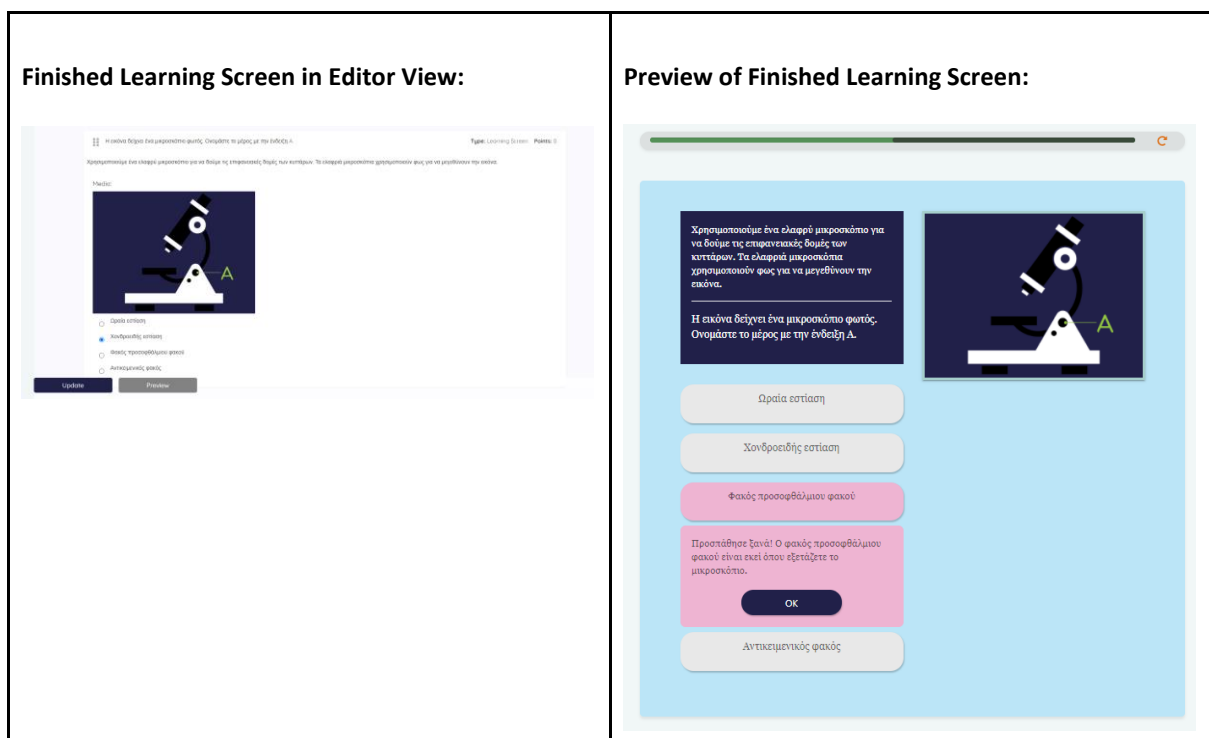
Finished Learning Screen in Editor View:	Preview of Finished Learning Screen:

Importing Units and Questions (to be covered in more advanced sessions)

The import function is being updated. We will cover this fully in the Workshop and update this training document when the **Import and Clone** functionality is complete.

DO NOT IMPORT!! - imported copies will modify all copies in the database including the master copies. We will provide instruction on cloning during the workshop.

In the interim the EdTEch Ventures team can also help by importing some content for you to help you get started.

Attachments:

1. Listing of Science Lessons

2. Data table of top pages - showing most popular lessons

Attachment 1: List of Science Topics in JCQuest

1.1 Cells and Living Things

1.2 The Microscope

2.1 Nutrition and Wellbeing

3.1 How our Body Systems Interact

3.2 The Digestive System

3.3 The Circulatory System

3.4 The Respiratory System

3.5 The Reproductive System

4.1 Variation and Reproduction

4.2 Technology in Science – Cloning

4.3 Evolution and Natural Selection

5.1 Photosynthesis

5.2 Respiration

5.3 Habitats

5.4 Conserving the Environment

6.1 Solids, Liquids and Gases

6.2 Solutions and crystallisation

6.3 Separating Mixtures

6.4 Elements Mixtures and Compounds.

7.1 The Atom

7.2 The Periodic Table

7.3 Valency and Reactions

8.1 Acids and Bases

8.2 Metals and Non-Metals

Attachment 2: Data table of top 100 Lessons - showing most popular.

Based on the 2020-2021 school year from **September 2021 to mid-term 12 Feb 2021**

Lesson Title	Page Views	Unique Page Views	Avg. Time per Page (seconds)
JCQuest: Au collège - Classroom Objects	779	716	24.05
JCQuest: Measuring Physical Quantities	760	705	53.25
JCQuest: Solids, Liquids and Gases	616	570	35.97
JCQuest: Acids and Bases	575	420	36.53
JCQuest: Variation and Reproduction	534	490	35.67
JCQuest: The Digestive System	519	481	37.31
JCQuest: Energy	517	482	34.84
JCQuest: The Circulatory System	487	478	38.41
JCQuest: Au collège - Je me présente	485	455	18.90
JCQuest: Au collège - Le présent	482	408	45.15
JCQuest: Photosynthesis	482	419	60.49
JCQuest: How Our Body Systems Interact	468	436	30.51
JCQuest: The Microscope	405	377	28.29
JCQuest: The Atom	373	347	26.04
JCQuest: The Respiratory System	340	325	29.53
JCQuest: Chez moi - Les adjectifs	321	220	34.61
JCQuest: The Reproductive System	293	280	38.33
JCQuest: À la mode - Les vêtements	288	277	32.75
JCQuest: Respiration	279	267	36.68
JCQuest: Valency and Reactions	271	241	31.33
JCQuest: Habitats	257	116	23.93
JCQuest: Au collège - Le futur proche	255	187	32.06
JCQuest: Chez moi - Tu habites où?	248	189	33.25
JCQuest: Au collège - Lire, écrire dire	228	197	41.41
JCQuest: Les fêtes! - Vocabulary Set	218	163	29.75
JCQuest: À la mode - Les accessoires	217	217	18.05
JCQuest: Chez moi - Le futur simple des verbes réguliers	214	129	38.31
JCQuest: The Periodic Table	212	192	24.82
JCQuest: Au collège - Les matières	209	197	55.74
JCQuest: Separating Mixtures	209	206	54.29
JCQuest: À la mode - Essayer, payer	200	193	30.20
JCQuest: Mon temps libre - La technologie	195	119	25.30
JCQuest: Metals and Non-Metals	194	186	28.10
JCQuest: Conserving the Environment	186	177	40.06
JCQuest: Solutions and Crystallisation	178	172	59.24
JCQuest: Chez moi - Vocabulaire de la maison	171	132	18.10

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JCQuest: Chez moi - Les prépositions	166	112	23.59
JCQuest: Au centre ville - Les moyens de transport	159	149	30.61
JCQuest: Les fêtes! - Le Passé Composé	156	152	15.11
JCQuest: Les fêtes! - Forming le passé composé	153	93	33.66
JCQuest: Cycles of Matter	148	136	35.17
JCQuest: Evolution and Natural Selection	147	108	32.68
JCQuest: Mon temps libre - Les activités	133	96	32.59
JCQuest: Mon temps libre - le futur simple des verbes irréguliers	125	80	22.33
JCQuest: Sound and Magnetism	125	99	85.37
JCQuest: À la bouffe ! - Boire, prendre et mettre	124	104	16.19
JCQuest: Mon temps libre - Le cinéma et la télévision	122	105	26.58
JCQuest: Chez moi - Les animaux	119	116	16.52
JCQuest: Force and Work	119	104	31.72
JCQuest: Elements, Mixtures and Compounds	115	112	40.24
JCQuest: Mon temps libre - La forme interrogative	109	73	22.60
JCQuest: Motion	108	103	40.35
JCQuest: À la bouffe - Au café	107	102	27.18
JCQuest: Heat	103	99	46.44
JCQuest: Light	103	67	42.49
JCQuest: Gases	100	71	46.24
JCQuest: À la bouffe - À mon avis	94	94	15.62
JCQuest: À la mode - Le passé composé : Les verbes pronominaux	93	92	22.77
JCQuest: Density and Floatation	87	62	49.51
JCQuest: Mon temps libre - Mon emploi du temps	84	81	22.71
JCQuest: Electricity	81	72	28.79
JCQuest: Les vacances - L'imparfait	74	69	22.89
JCQuest: Les vacances - Les verbes en -uire	74	59	39.27
JCQuest: Water	74	68	25.52
JCQuest: Les fêtes - Venir	73	72	42.15
JCQuest: Ma vie d'adulte - L'impératif	73	47	43.72
JCQuest: Atmospheric Pollution	72	64	30.14
JCQuest: À la bouffe ! - Au marché	67	66	16.65
JCQuest: À la bouffe ! - Les adverbes	67	58	22.17
JCQuest: Nice to Meet You! - My personality	67	61	44.90
JCQuest: À la une - Le conditionnel	64	63	18.74
JCQuest: Density and Flotation	64	51	54.23
JCQuest: Technology in Science - Cloning	60	55	14.35
JCQuest: Electricity in the Home	58	41	46.91
JCQuest: À la une - Les comparaisons	52	52	27.86
JCQuest: Astronomy	52	50	50.90
JCQuest: Cycles of Energy	52	50	32.11
JCQuest: Au centre ville - Le passé composé avec être 2	48	43	35.33

JCQuest: Ma vie d'adulte - Les professions	48	48	15.48
JCQuest: Ma vie d'adulte - Les tâches ménagères	47	47	50.56
JCQuest: À la une - À la radio	46	46	22.29
JCQuest: Les vacances - Quel temps il fait?	45	44	18.56
JCQuest: Moments - Turning Forces	43	41	20.90
JCQuest: Les vacances - Les pays d'Europe	42	41	27.27
JCQuest: Pressure	41	39	30.40
JCQuest: Au centre ville - Le passé composé avec être 1	39	37	33.06
JCQuest: The Sun-Earth-Moon Model	39	33	47.89
JCQuest: Origins of the Universe	37	36	86.09
JCQuest: Space Exploration	37	36	32.39
JCQuest: Ma vie d'adulte - Chez le médecin	34	31	51.09
JCQuest: Ma vie d'adulte - Les parties du corps	32	30	26.48
JCQuest: À la une - Le journal d'information	31	30	19.57
JCQuest: Ma vie d'adulte - L'argent	31	30	30.70
JCQuest: Au centre ville - Les diréctions	30	30	46.96
JCQuest: Nice to Meet You! - How do I look?	29	27	30.46
JCQuest: Fuels	26	24	51.04
JCQuest: Nice to Meet You! - Les goûts	14	10	26.38
JCQuest: Au centre ville - Les magasins et les lieux publics	13	12	53.58
JCQuest: Ma ville - la ville	11	8	12.33