



Getting Started

Welcome to Udutu and the myUdutu course authoring tool!

You have gained access to a remarkable, award winning and amazingly powerful tool! You now join thousands of others already benefitting from the courses they've created using myUdutu!

This PDF document is designed so that you can print it as a quick reference guide to help you get started but there are also some hyperlinks you will find useful online.

We hope that you will quickly find the tool to be intuitive and easy to use.

There are some online courses we've produced that you may find helpful:

- 1) "How to Use myUdutu" - <http://tinyurl.com/nr6u97>
- 2) "Effective Courses" - <http://tinyurl.com/qz93yj>

Added to that there are the many useful [tutorials](#) on our website www.udutu.com and our [forums](#) where you can post questions and view previous answers.

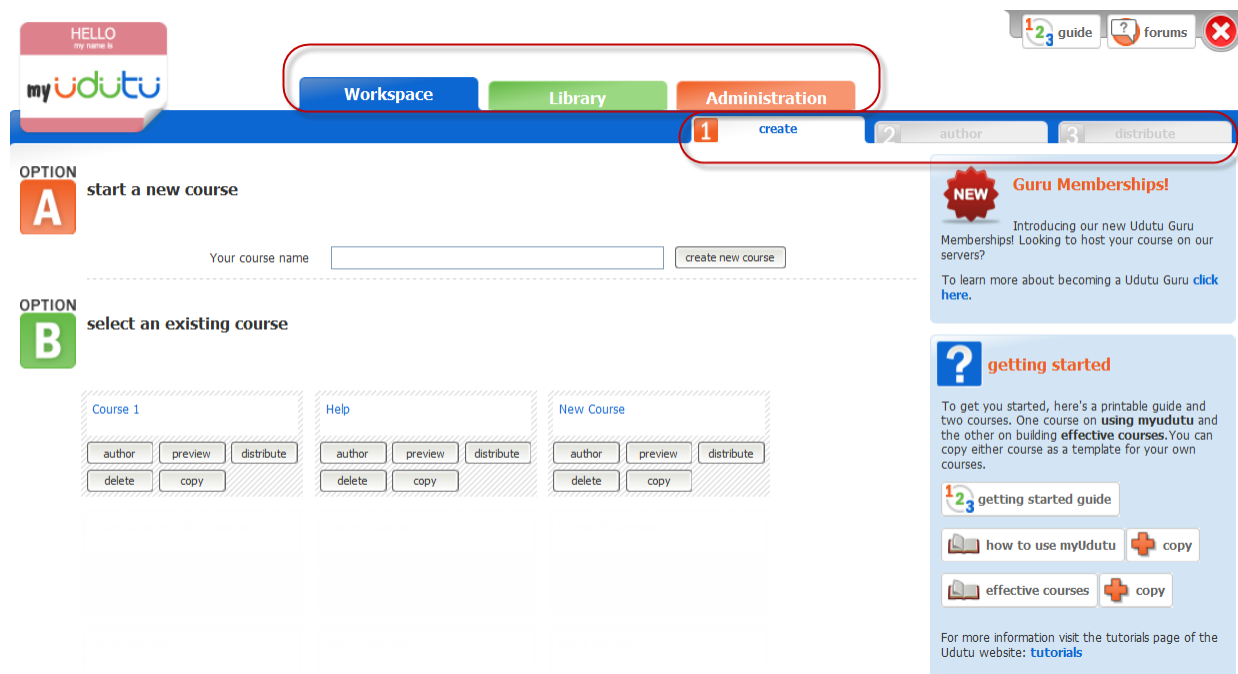
If none of these options provide you with what you need to get started please don't hesitate to contact us at info@udutu.com where we try to answer every email as quickly as possible!

LET'S GET YOU STARTED!!!

Welcome Page:

Every time you sign into the myUdutu tool you will start on the welcome page of myUdutu where there are 3 tabs at the top of the screen; Workspace, Library and Administration.

You will automatically have the workspace tab open for you. This is where you will likely get started in creating a course or modifying, copying or publishing an existing course.



The screenshot shows the myUdutu welcome page. At the top left is a 'HELLO my name is' card with the myUdutu logo. A navigation bar contains three tabs: 'Workspace' (highlighted in blue), 'Library' (green), and 'Administration' (orange). Below this bar are three sub-tabs: '1 create' (highlighted), '2 author', and '3 distribute'. On the right side of the navigation bar are icons for '1 2 3 guide', '? forums', and a red 'X' icon. The main content area is divided into two options: 'OPTION A start a new course' and 'OPTION B select an existing course'. Option A includes a text input field for 'Your course name' and a 'create new course' button. Option B shows three course cards: 'Course 1', 'Help', and 'New Course'. Each card has buttons for 'author', 'preview', 'distribute', 'delete', and 'copy'. On the right side, there are two promotional boxes: 'NEW Guru Memberships!' and 'getting started'. The 'getting started' box contains links to 'getting started guide', 'how to use myUdutu', and 'effective courses', each with a 'copy' button. At the bottom of the 'getting started' box, it says 'For more information visit the tutorials page of the Udutu website: [tutorials](#)'.

Lower down and to the right you will see 3 more tabs titled; Create, Author and Distribute.

When you login only the Create tab will be highlighted. The other tabs will become activated when you are in the workspace of that course.

Creating a new course:

Notice on the left side of the Welcome page there are options 'A', 'B', and 'C'.

The screenshot shows the myUdutu interface. At the top left is a 'HELLO my name is' card with the myUdutu logo. A navigation bar contains 'Workspace', 'Library', and 'Administration' tabs. A '1 create' button is visible. Three options are listed on the left, enclosed in a red box:

- OPTION A** start a new course
Your course name
- OPTION B** select an existing course
- OPTION C** import an extracted course or restore an archived course
Import a course zip previously extracted from myUdutu or restore an archived course.

myUdutu © 2006-2009

'A' is where you create a brand new course. 'B' is where your existing courses will be listed and accessed from and 'C' is where you might choose to import an existing SCORM compliant course.

Since we are just getting going for the first time, we'll assume you need to create a new course using option 'A' by simply entering the name of your course and clicking on the "create new course" button. In this example we will create a course called 'Decision Making'.

HELLO my name is
myudutu

Workspace Library Administration

1 create

OPTION A start a new course

Your course name create new course

OPTION B select an existing course

Building or Editing a Current Course:

When you create a new course using option 'A' on the Welcome page the tool automatically takes you into the 'Author' tab as soon as you hit the 'create new course' button.

HELLO my name is
myudutu

Workspace Library Administration

1 create 2 author 3 distribute

A add basic screen assessment screen advanced screen group add scenario import powerpoint edit glossary

course outline

edit course

preview Decision Making

B personalize your course

course name description

theme my themes

course map type

share this container in your library as a group

links to: select screen

links to: select screen

design document (optional):

save

SCORM extraction options

SCORM 2004 SCORM 1.2

Make all groups on the first level of this course into separate SCOs

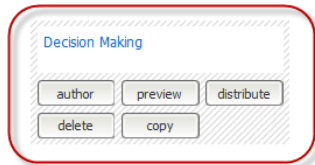
This is where you can now author your new course. You could even distribute it at this point by going to that tab in the upper right but with no content it wouldn't be a very useful course!!!

Note that anytime you leave and re-enter the tool you will start back at the Welcome Page. Courses you have previously created will be listed there in option 'B'. In that list each course will have the option for you to 'author', 'preview', 'distribute', 'delete' or 'copy'. By selecting the 'author' button you will be brought right back to this authoring page.

OPTION
A start a new course

Your course name

OPTION
B select an existing course



OPTION
C import an extracted course or restore an archived course

Here in the authoring page, note that the 3 tabs across the top; 'Workspace', 'Library' and 'Administration' have remained constant as have the 3 tabs; 'Create', 'Author' and 'Distribute' in the upper right.

Starting to get a feel for this?

Moving Around:

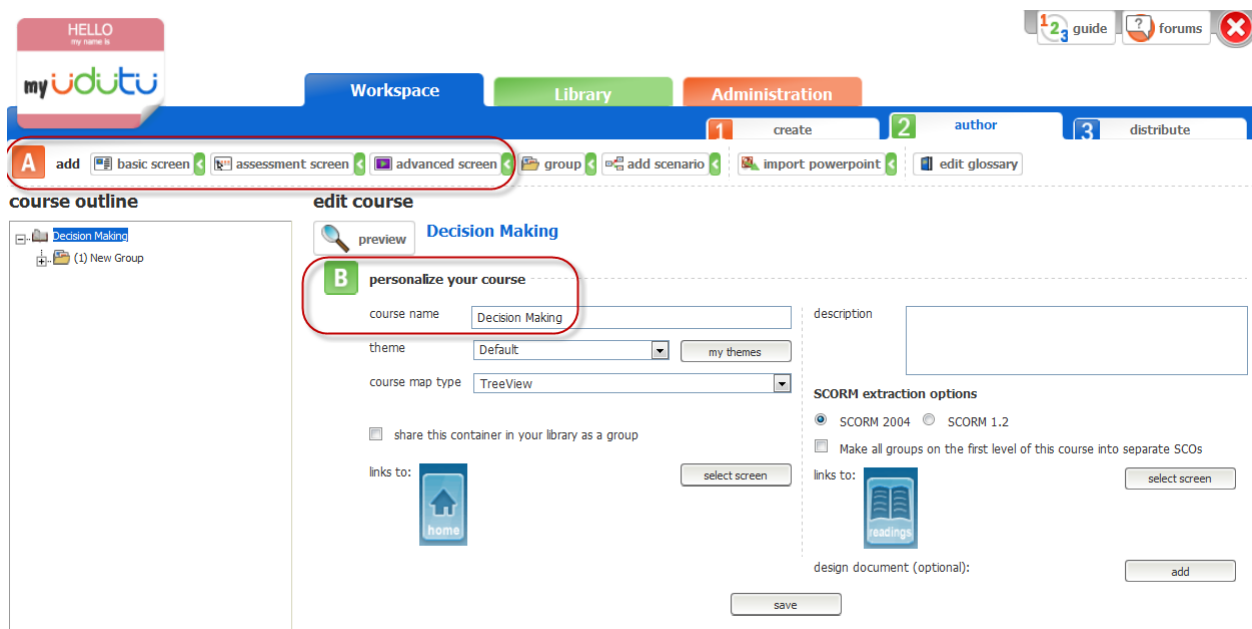
The "Main" Navigation:

Located at the top of the screen are the "Main" menu navigation buttons, these include:

- **Workspace:** This button will take you to your "Workspace"; the area that you will be authoring your course. This is where you will spend the majority of your time working.
- **Library:** This section gives you the ability to manage your library objects (text, audio, animations, video, screens). You have the power to add, edit and delete library content.
- **Administration:** This section has all of the "behind the scenes" elements of your courses. In the Administration section you can:
 - Manage users
 - Monitor activity
 - Modify themes
 - Change passwords
 - Add hosting capabilities, etc.

Workspace:

So.....you've signed into the tool, either created a new course or you have selected an existing course by pushing the 'author' button. You are now looking at your course in the authoring page. Notice that what changes are the A, B, and C's. Now they relate to the steps you'll want to take in authoring your course. At this point as we are currently selecting a Group, in this case our overall course Group/folder, there is only an 'A' and a 'B' option. In all instances while in 'author mode' the 'A' option is for ADDING a new 'basic screen', 'assessment screen' or 'advanced screen', 'group', 'scenario', 'import PowerPoint' or 'edit glossary'. When a group folder is selected the 'B' option will be for personalizing the properties of that group. It's where you'll provide a title, description and other parameters for the selected group in your outline. In the case of an actual screen being selected, the 'B' option is where you will choose your preferred template and the personalization will move to 'C'. For most screens there will also be a step 'D' for content, a step 'E' for narration or feedback and even a step 'F' for narration when 'E' is for feedback. The main takeaway here is that the myUdutu tool guides you through the process of creating a course step by step to varying levels depending on the particular item you are working on in your course outline. If you can remember the alphabet, you should be OK to follow along!

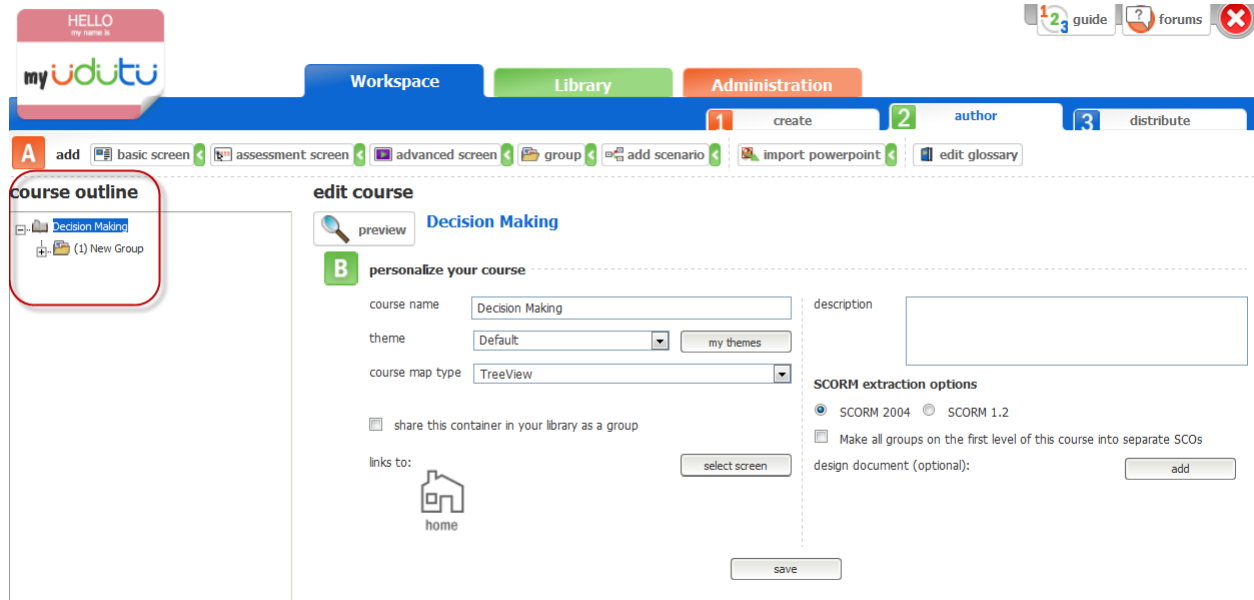


The screenshot displays the myUdutu workspace interface. At the top, there is a navigation bar with 'Workspace', 'Library', and 'Administration' tabs. Below this, a progress bar shows three steps: '1 create', '2 author', and '3 distribute'. A secondary navigation bar contains icons for 'add', 'basic screen', 'assessment screen', 'advanced screen', 'group', 'add scenario', 'import powerpoint', and 'edit glossary'. The 'add' icon is highlighted with a red circle and labeled 'A'. The main content area is titled 'edit course' and shows a 'course outline' on the left with a 'Decision Making' course and '(1) New Group'. The 'edit course' section is titled 'Decision Making' and has a 'preview' button. A red circle highlights the 'B' section, 'personalize your course', which includes fields for 'course name' (Decision Making), 'theme' (Default), 'course map type' (TreeView), and 'description'. There are also 'SCORM extraction options' (SCORM 2004 selected), a checkbox for 'share this container in your library as a group', and 'links to' sections for 'home' and 'readings'. A 'save' button is at the bottom.

In this instance the 'course name' is entered by default from when we created the course but we could easily change this here in section 'B' at any time. Because this is only a group there are only 2 steps ('A' and 'B') involved but a more advanced assessment template could have the full 6 steps ('A', 'B', 'C', 'D', 'E' and 'F').

Course Outline:

Your course outline is located on the left hand side of your screen.



This will be a valuable part of designing your course. In this outline, you can build the structure of the course with a series of empty screens and/or groups, you can drag and drop screens and groups around to rearrange a course, you can put in placeholders, or you can include PowerPoint, PDF documents or even a previous course.

A common practice among course designers is to build a “wireframe” structure here before you ever begin to populate screens with any content. This will be a valuable part of designing your course. This wire frame will provide the structure of the course with a series of empty screens and/or groups, you can drag and drop screens and groups around to rearrange a course, you can put in placeholders.

Something to keep in mind when creating a course is these three, simple steps:

1. **Identify the learning outcomes** – what should the learner know at the end of each module/section or topic?
2. **Select an assessment** - what assessment would verify the learning outcome has been met? **Note:** An assessment could simply be instructions (i.e.: ‘click next when you are ready to move on’), or it could be something more formal with actual testing, scoring and/or tracking. An introduction for example usually has some learning outcomes (such as ‘course navigation’ or ‘understanding course objectives’ but they may be informal enough to not require actual testing of any kind.
3. **Provide the content** – what material(s) (i.e.: text, video, images, narration, animations, etc) would the learner need to pass the ‘test’ or understand enough of the topic to move on?

With this process in mind creating online training is made much easier!



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Here's an example: [\(Don't worry, we'll cover how to add groups, screens, etc. next!\)](#)

- 1) If you have determined that there are five major learning outcomes you want to achieve with the course, you could begin by placing five 'groups' in the course map that represent each learning outcome.
- 2) In each learning outcome which is now represented by a group folder consider adding an empty assessment screen. It doesn't matter which one at this point. Remember that not all learning outcomes (i.e.: An introduction with 'course navigation' being a learning outcome) need an assessment. You still might consider adding an assessment screen as a placeholder knowing that you can delete it later.
- 3) You would then know that your plan is to have five sections (or modules) to the course and potentially an assessment of some kind at the end of each section. You can easily change or move anything later, but this helps to get the structure or "storyboard" organized.
- 4) Now you can decide that you want to populate some of those groups with content that you already have, or perhaps a PowerPoint that you've been using in the face to face version of your course. All of this content should be focused on getting the learner to pass the assessment within that particular learning outcome's group folder or at least be in a position to move on if it's just an informal topic like the 'introduction' samples given. Adding content that is unrelated to the learning outcomes is OK but you might reconsider its placement; maybe as a resource at the end of or even 'behind' the course. Stick to your learning outcomes and your course will be cleaner, faster, smoother and more engaging.

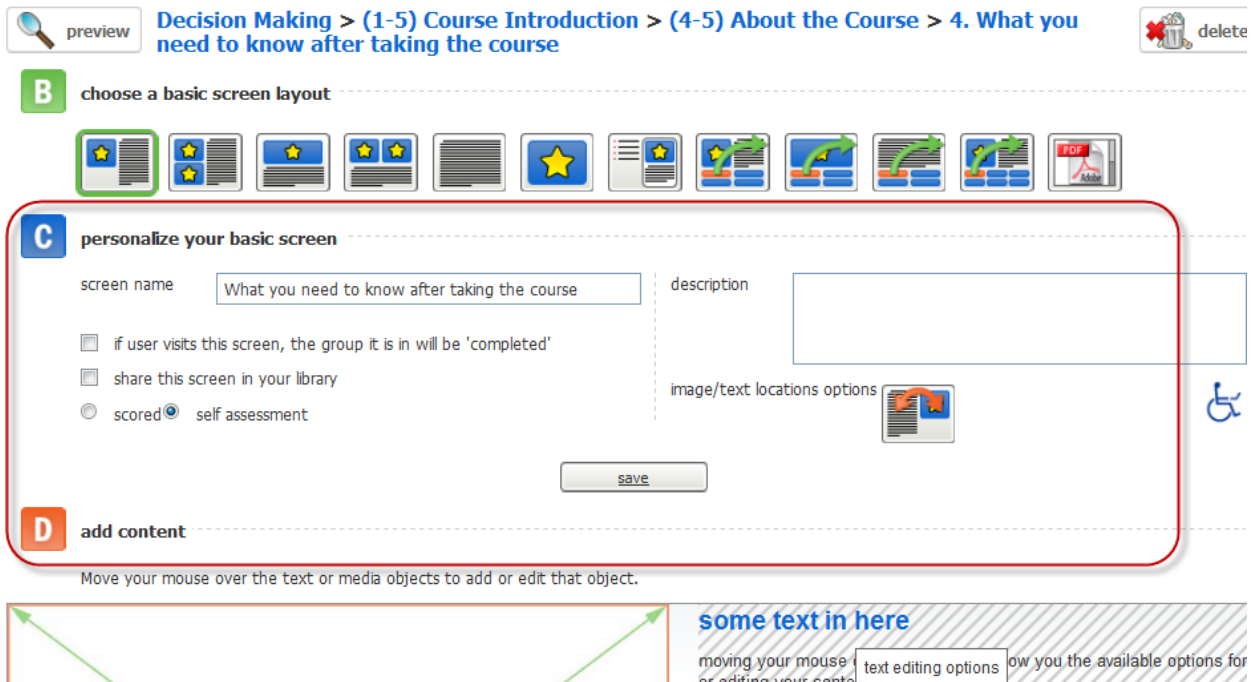
Here is a screen shot that shows the above example where we created five major groups, added some sub-groups, and then began to build individual screens in each group. At this point the assessment screens are merely place holders and haven't even been titled. Here they have selected a basic screen called, 'what you need to know after taking the course'.

The screenshot displays the 'edit basic screen' interface. At the top, a toolbar includes options like 'add', 'basic screen', 'assessment screen', 'advanced screen', 'group', 'add scenario', 'import powerpoint', and 'edit glossary'. The 'course outline' on the left shows a hierarchical tree with '4. What you need to know after' selected. The main area is divided into sections: 'B choose a basic screen layout' with various icons, 'C personalize your basic screen' with input fields for 'screen name' and 'description', and 'D add content' with a 'save' button. A preview window at the bottom shows 'some text in here' with a 'text editing options' menu.

The small icons tell you what kind of screen each one is, and you can change the screen template at any time with a keystroke by choosing another template in section 'B'. You can also rearrange the groups and/or screens or the order in which they appear, by dragging and dropping them.

This close-up view of the 'course outline' sidebar shows a tree structure under 'Decision Making'. The selected item is '4. What you need to know after', which is highlighted in blue. Other items include '1. Welcome', '2. Course Navigation', '3. Message from the VP', '5. Course Objectives', and various 'Learning Outcomes' and 'Content' items.

While this basic screen is selected you can see that section 'C' is where you make some choices about the title and other parameters but other than a title and description you might choose to leave some of these choices for later.



While we are looking at this view we should make a quick note on two items.

The first item is the wheelchair symbol on the right hand side. If a screen has this symbol shown then it means that the screen is Section 508 compliant (a screen that is not compliant will have the same symbol with a red circle and hash over it). If you need to produce a Section 508 compliant course then you probably know what this all means and will appreciate this feature. If you don't even know what Section 508 refers to then you may need not know much more at this point other than that the requirements are easily met using the compliant templates in myUdutu.

If you want to know more about section 508 here's a great resource:
<http://www.section508.gov/>

The second item is the preview button you see in the upper left. Bet you can't guess what that one's for!! You're right! It allows you to preview the course starting from the selected item in the template.

assessment screen < advanced screen < group < add scenario < import powerpoint < edit glossary

edit basic screen

preview Decision Making > (1-5) Course Introduction > (4-5) About the Course > 4. V need to know after taking the course

B choose a basic screen layout

C personalize your basic screen

screen name What you need to know after taking the course description

if user visits this screen, the group it is in will be 'completed'

share this screen in your library

scored self assessment

image/text locations options

save

D add content

Once in the preview you will be seeing exactly what your learners will. It's effectively a live display of your online course. You can navigate forward and backward through the entire course just as your learners might. Something that can cause some confusion is when you are viewing a preview and you see something to change so you go ahead change it on the fly in the tool. No problem except you then look at that same preview window and nothing has changed. This is because it hasn't been refreshed. Either close that preview window and re-open one by pressing the preview button again or simply refresh the preview that is open by pressing the refresh button in the navigation bar or pressing F5 on your keyboard. In the event you're saved changes are still not showing up in Preview mode, old versions of your files are probably being cached on the Internet somewhere between your computer and our authoring server. If you wait a couple of minutes, or 'Publish' your course, you will be able to see the effect of your changes. If you see the change in your Workspace, it has been saved!

Ease of use and Flexibility:

If you haven't figured it out it's important to know that a key aspect to using myUduTU is knowing you have the ability to make changes at any time without having to rebuild anything from scratch. The tool is extremely forgiving. This saves you a lot of time and frustration as you get further into your courses and it allows you to 'throw things at the wall and see what sticks' as you work out the best course design you can. Don't be afraid to experiment, preview, change, experiment again, preview again, change again, etc, etc, over and over until you get what you are looking for!

So.....on that note.....



If you haven't already, this would be a really good point to try the tool yourself and see if you can get to a similar point where you have a course, some learning outcomes identified, groups created and labeled and maybe even your assessment screens and a couple content screens created, named and described. If you haven't figured out how to add these items to your outline, no worries, it's where we are going next! If you have, great job!! You are well on your way!

Creating screens:

All the visible parts of your course will be made up of “screens”, whether or not they form part of a scenario, a group, an assessment, or even a PowerPoint presentation.



There are three types of screens.

'Basic' or static screens

'Assessment', those that test for learning outcomes

'Advanced' or more interactive screens.

When you want to see what a particular template is you simply move your mouse over the image and a short description will be provided. Most myUdutu users find that the templates offered here provide all they need to create outstanding courses however in some instances a custom template may be required which we are happy to develop for you at very affordable rates.

Let's discuss each type of screen a bit further.

edit basic screen



A **'Basic'** screen is essentially a presentation with some media and text although it can also have some functionality such as 'jump to's'.

Place one image, animation, or video along with a section of text. It doesn't require the viewer to be significantly involved in changing the outcome.

You use these screen templates to add content, tell a story, or create "explicit learning" where you are simply trying to transfer an idea to others and possibly give them the option to 'jump to' another screen.

The placement of image and text can also be reversed.



An **'Advanced'** screen (see below) is a flash based screen that allows a non-flash developer to create a flash interaction. myUdutu users with no other web skills can make their courses look professionally designed. An advanced screen lets you present information more dynamically as in a slide show, create an actual exercise that will force the learner to make choices that might determine where they will go next in the course as with 'jump to's' or maybe dive into deeper information and descriptions using 'roll overs'. A 'roll over' is where a text box pops up when their learner's mouse 'rolls over' an image or portion of the screen. All of this is easy to do using the myUdutu tool so we encourage you to give some of these advanced templates a shot!

advanced screen



Types of Advanced Screens:



Slide Show-Create a slide show by uploading images and adding text.



Slide Show w/jump-Slide show that allows learner



Image Rollover-Make text appear when a learner rolls over an image.



Image Rollover w/jump



Target Rollover-Make text appear when a learner rolls over a part of an image.



Target Rollover w/jump



Animated List-Text appears on screen one item at a time.





Animated List w/jump


A word about Assessments:

- Online learning has no time and place limitations.
- Anyone should be able to persist until they have 100 percent understanding without placing an additional burden on the instructor.
- The only concern is to keep them motivated to do so.
- Have you noticed how motivated someone can be to learn an online game? Most people will persist until they get it right, and even until they progress to mastery!
- So be sure your assessments don't stop the learning process or discourage learners from persevering for fear of looking bad.
- Ideally most assessments should be self-assessments for the learner to measure their own understanding.
- If you want to measure their success and keep score, we recommend that you create the assessment as a separate entity from the course, and allow them to use the main course as often or as long as they wish.
- You can limit the separate assessment to a single try; disable backward navigation or the course map, etc.
- Try to use JPEG's where possible
- Flash HTML is more limited!
- MP3 format preferred.

edit assessment screen

 preview **Decision Making > 19. New Assessment Screen**
 delete

B choose an assessment screen layout



C personalize your assessment screen

screen name: _____ description: _____

Types of Assessment Screens:



Multiple Choice w/ 1 Image



Multiple Choice



Label 4 Images



Label 8 Images



Multiple Choice w/ Images



Order the Steps



Prepare the Workspace



What's Wrong with this Picture



Phrase Matching



Look-The learner must read a phrase, hear the audio and pick the image it matches to.



Hear-The learner must pick the audio that matches the image.



Read-The learner will see an image, hear the audio then must pick the correct phrase.



Talk-The learner will see an image, hear a phrase and then try to repeat the phrase.



Order the Images

Jumping to Other Screens:

With some Static Screens, all of the Assessment Screens, and a few of the Advanced Screens, there are options to jump elsewhere in the course based upon the choices the learner makes, or the correctness of their answers. This is a very powerful feature, and will allow you to create complex case-studies, scenarios, or assessments and remedial learning. This feature also allows different learners with different learning styles, knowledge bases and interests to navigate the same course down a variety of pathways. One person might be capable of completing the course and all its learning outcomes in 15 minutes where as another may require a lot more instruction and information over a longer period of time. As you can imagine, this could be an outstandingly beneficial attribute or a complete disaster if not planned out properly. That's the science and art behind the Instructional Design profession. Rest assured the myUdutu tool can handle any complexity you might want to include in your course outline.

Adding a Scenario:

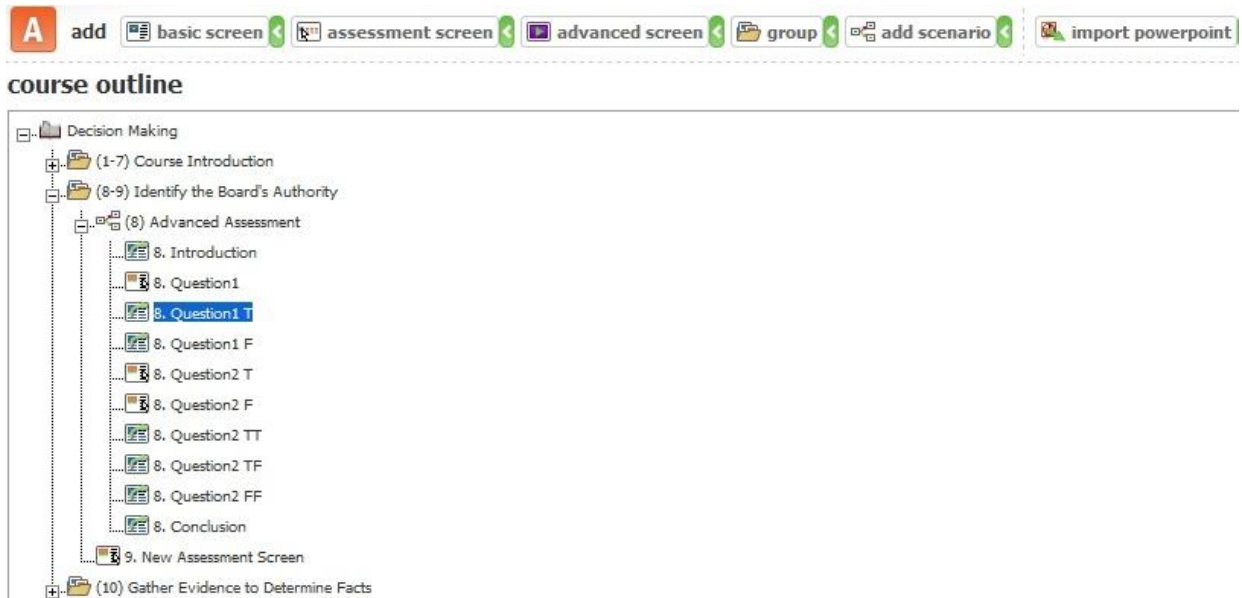
select scenario template

Choose a scenario template from those below to begin building your own scenario.

<p>blank</p>	<p>advanced assessment 2 deep</p>	<p>advanced assessment 3 deep</p>	<p>simple conditional</p>
<p>self-directed assessment</p>	<p>self-directed learning</p>	<p>best practice</p>	

When you click on the 'add scenario' button in section 'A' of the tool you will see the above pop-up window. The 'Scenario builder' is a very powerful feature of the program, but is often the most confusing. Building involved scenarios, while not overly difficult, is potentially a much more complicated way to start with elearning unless you have some well laid out ideas and even some instructional design knowledge. That said, myUdutu makes scenario building a real possibility for anyone with the desire to go for it and it's a functional area where our tool really stands out from anything else in the crowd!

We have used the term “**scenario**” to encompass such things as a case-study, or a simulation, or even an istorybook. Essentially, when you place screens into a scenario they cease to be independent objects and become related to one another. The path through a scenario can be determined by the actions of the learner in several ways.



When you choose a scenario template it will automatically populate your course outline with the wireframe structure you’ve chosen. Above is an example of how an ‘advanced assessment 2 stage’ looks once added. Note that it is simply a number of blank screen templates for you to add content to and or move, change, delete as desired so long as you address the relationships between each screen as you do.

Using **assessments** in a scenario:

More commonly, your scenario might be made up of basic or advanced interactive templates, where the path the learner will take is based upon their success in correctly completing test exercises. For example, If you were to use the assessment template that requires them to sort a list into the proper sequence, Then you could advance them to the next exercise for a successful list, or send them back for a review if they only get it partially correct, or send them to another module if they get it mostly or totally wrong. The options are only limited by your imagination. Kinda scary, huh? It really shouldn’t be. In fact, with a bit of planning and understanding, the scenario builder could be what makes your courses exceptional! As with anything in myUdutu, it doesn’t hurt to mess around, see how you do and if you get stuck contact us at info@udutu.com.

A quick note about scenarios:

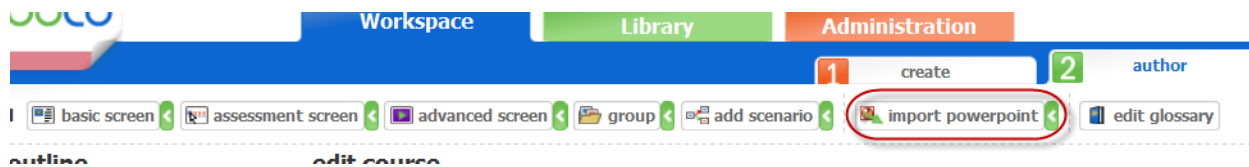
- Navigation bar us disabled by default.
- Be sure to provide a way out.



Importing PowerPoint's:

You have 2 options when importing PowerPoint's into myUdutu:

1. Import as HTML using the PowerPoint import utility.
 - Each slide of your PowerPoint becomes a screen in the course.
 - All objects in the PowerPoint become part of your library.
 - Lose all PowerPoint transitions.



2. Import as a .swf.
 - Free PowerPoint to .swf converters available on the web.
3. Plays like a movie, all PowerPoint effects are retained.

Adding Media or Text:

This is real simple. Once you've chosen a template you will need to add content. In many cases, simply moving your mouse over the area where the content is laid out in the authoring tool will prompt a pop-up with a few choices. In others the buttons will be already there and static. If it's something brand new you are bringing in you'll want to 'add'. If it's something existing in the template you want to change you'll press 'edit' and if it's something you want to bring in from your myUdutu library you'll push 'library'. Note that myUdutu will automatically resize any image you upload if it is larger than 800x 600 in resolution. This is because the web templates will never need a bigger image than that, and many images that you take with your digital camera are too large for efficient use on the web.

C personalize your basic screen




screen name description

if user visits this screen, the group it is in will be 'completed'

share this screen in your library

self assessment

scored

image/text locations options   

D add content

Move your mouse over the text or media objects to add or edit that object.

media location

move your mouse over this area to add media

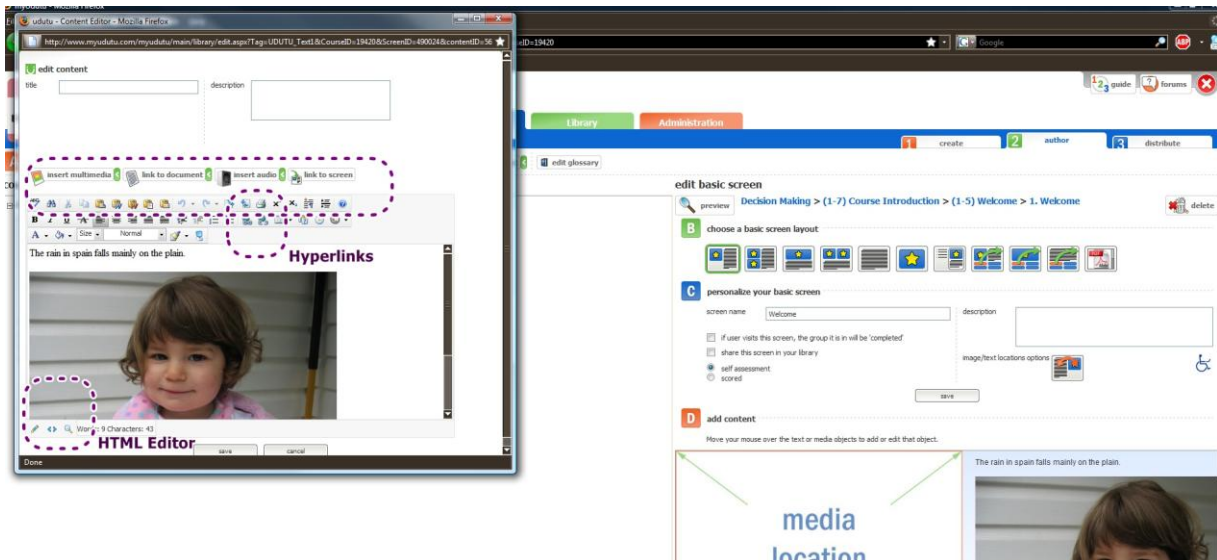
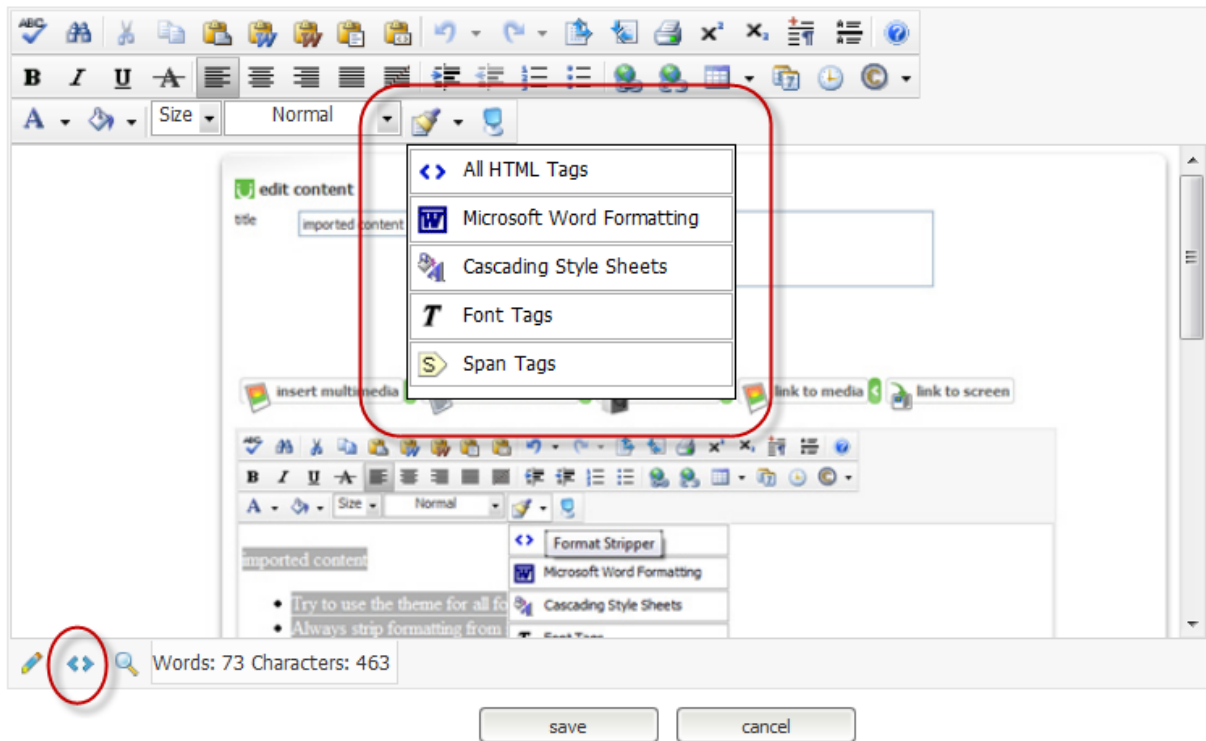
some text in here

moving your mouse over this area will show you the available options importing or editing your content.

Text is added in much the same way as other media except that when you click to add text you will get a pop-up window with the text editor. If you have used any word processor in the past this editor should be pretty self explanatory. However, if you are looking to create a more customized template then this is where you might consider doing it.

Tips for Importing and Editing Text:

- Try to use the theme for all formatting
- Text adjustments in the text editor will override your theme text criteria
- Always strip formatting from imported content
- Multiple users might create inconsistency with text (agree on fonts and colours)
- Be especially sure to strip DIV or SPAN tags (copying and pasting text from word)
- Use the HTML editor (the <> icon) to sort out any problems or customize.
- You can import another webpage into the editor.



In addition to the images, links, etc that you can place into the templates the text editor will allow you to place an image, flash, video or a link directly into the text space like you would in a word document. You can even use the editor to add html code, hyperlinks, and many types of objects and media (including YouTube links!). This means that in addition to the layouts provided by the existing templates you can further customize them by leveraging the text

portion of the template. Want to create an entirely custom template? Consider using the basic text only template found in the middle of the templates shown. You have ultimate flexibility with this template, especially if you know HTML (though you don't need to!).

File formats for Media:

Images can be Jpeg, PNG .gif or bitmap formats, but are all converted to Jpegs with a maximum size of 800x600. If the image is already smaller than that it will not be converted. Templates will adjust to the aspect ratio except in some of the older Flash 7 interactive templates, where the picture must remain in roughly a 4:3 ratio or it may appear to be distorted.

Animations should be in the Flash (.swf) format. If your Flash movie contains multiple files, you can ZIP them all up (preserving the directory structure) and upload the .zip file. You will then be directed to choose the 'main' .swf or .html file that comprises your complex .swf.

Movies can be uploaded in .mov, .avi, .mpg, .wmv, or .flv format. Any uploaded movies will be converted to .flv and optimized for the web. If you upload a .flv movie, it will not be altered or optimized, and will go into your library 'as is' (for those who prefer more control over the quality and performance of their video). Note that video tends to be very large and therefore very time consuming to upload - you may find quicker to upload video that you've already compressed and converted to .flv.

Sounds and narrations should be either wave files or mp3 files. In the event you upload a wave file, the program will automatically convert it to mp3 to optimize it for web broadcasting. The ideal format to upload for audio is .mp3.

PDFs can be added into your course either as a screen in the course or you can link them to a particular screen in the text editor by selecting the "link to document" button.



or

edit content

title description

insert multimedia
 link to document
 insert audio

 create email form
 link to screen

Many course designers choose to build a **“wire frame”** structure here before you ever begin to populate screens with

Adding a Resource Button or Home Page:

- These buttons will not be activated unless they point somewhere
- Choose the screen they will point to
- Resources can be repeats of content that gets branched to in the course, but will be available from any screen
- The Home button can be used to create an index or table of contents with links
- In the example the "Home Page" is indicated by the highlighted screen

Glossary:

You can create a "core" glossary library for your account. To select which glossary terms you want available for each course just click the edit glossary button in that course and then check the box beside the term and click save.

course glossary

<input type="checkbox"/>	Acid Test Ratio - Tells us how well cash plus receivables are serviced by the current liabilities.	<input type="button" value="edit"/>	<input type="button" value="delete"/>
<input type="checkbox"/>	Action - "A lawsuit brought in a court". Most actions to be discussed are civil actions, that is, "actions on behalf of persons to enforce their rights or obtain redress of wrongs in their relation to individuals", as opposed to criminal or penal actions, which are brought on behalf of the state against persons accused of a crime.	<input type="button" value="edit"/>	<input type="button" value="delete"/>
<input type="checkbox"/>	Activity Ratios - Assess how actively the company is using its assets and liabilities.	<input type="button" value="edit"/>	<input type="button" value="delete"/>
<input type="checkbox"/>	Age of Inventory - Are we carrying too much inventory?	<input type="button" value="edit"/>	<input type="button" value="delete"/>
<input type="checkbox"/>	Age of Payables - Are we paying our creditors on time?	<input type="button" value="edit"/>	<input type="button" value="delete"/>
<input type="checkbox"/>	Age of Receivables - Are we collecting our receivables on time?	<input type="button" value="edit"/>	<input type="button" value="delete"/>
<input checked="" type="checkbox"/>	Agent - A person who has received the power to act on behalf of another, binding that other person as if he or she were actually making the decisions. The person who is being represented by the agent is referred to as the "principal".	<input type="button" value="edit"/>	<input type="button" value="delete"/>


Publishing & Hosting:

Publishing the course

Once you have completed building your course, you can then publish it and make it available to your learner audience. You might also do this frequently throughout the building process to get feedback from people to whom you don't wish to give authoring privileges.

To publish your course, while in authoring mode, click on the far right tab, "distribute". You can also do it from the main workspace window with the little "distribute" buttons on each course listing.

OPTION



publish and host your course



preview (watermarked) course

This allows you to have a free preview of the course in its current state, as a learner would see it, but with a watermark. This option allows you to share your course with various end users, stakeholders, and testers to view how the course will look when it is in a live hosted setting.

publish preview



publish live (No watermark, requires [Guru membership](#))

Unlimited access to your live course on our server simply by clicking the "publish live" button below.
Sign up for a [Guru membership](#) or contact [Udutu](#) to add more live hosting screens.

You currently have a total of **2500**(of which **2500** are free) screens available for hosting. You are currently hosting **104** screens, leaving **2396** screens available. The total cost for these screens is **\$0.00** every **1 Month(s)**.

publish live

You are able to:

- publish preview - this allows you to see the course in its current state as a learner would (this is watermarked)
- publish live - this will generate a link that you are able to share with others; enabling people to view your course without being in the myudutu authoring environment.

- publish to facebook - this will allow you to import your course into the social networking application. You will need to have the UdutuTeach application in Facebook for this.



Guru Memberships:

To publish live without a watermark, requires a Guru membership. There are a variety of options available to meet your budget and size requirements. Click [here](#) for more information.

Extracting Your Course:

If you don't want to host your course with us you can extract it for free. Simply click the "extract" button and myUdutu will package your course up into a .zip file.



extract your course for free!



create a .zip file of your course (No watermark)

There's no catch! Extract your course for free and publish it yourself from your own web server, LMS, LCMS, CMS or simply from your PC. Distribute by CD ROM, memory stick or any other storage device. Archive your course for your records and upload back up into myUdutu any time you want to change the course. All for Free!!

You will get a confirmation message once your course has been extracted.

Make Life Easier With Udutu
screens **50**

previous extracted version 3/24/2010 [download here](#)

extract

- Comes with both manifests
- Maintains the structure
- Default file is "Launch.html", but you can rename it.
- Launch file contains API and should stay open.
- Unzip it first
- Works better in a webroot folder (no security warnings)



Wrap up:

This completes the actual step by step introduction to myUdutu. Hopefully the main thing you have gained from this is an appreciation for the ease in which you can play, experiment with, and change your course design. With myUdutu the possibilities are endless.

In an attempt to keep this pretty basic and just get you started with the myUdutu tool, you'll notice we haven't covered a lot of great features such as PowerPoint imports, PDF doc imports, Glossaries, the Learning Object Library, Themes, Distributing your course and many more topics and questions that are sure to exist. A few of these items are addressed very briefly below. Others are addressed in some detail online in our [tutorials](#) and [recorded webinars](#). Still others we simply haven't gotten to so remember if there is anything that is preventing your full satisfaction or understanding of the myUdutu tool and/or Udutu's offerings please don't hesitate to contact us as info@udutu.com!

The entire team at UDUTU appreciates you choosing myUdutu as your course authoring platform and we hope you'll find it as useful as the many thousands of users already on board.

We wish you the best of luck and look forward to helping you directly if needed!!

Some additional tips:

Defining a group: If you plan on using a series of screens repeatedly, or in other courses, you should define them to a group and save them to your library. Then you can simply add the group next time you need to create that sequence.

You can even define a whole course as a group. You might for example create a small standalone course as an introduction to all your courses. Save this as a group and insert it into the beginning of each new course. Or you may have a remedial course for learners who have difficulties with an assessment. You can add this group to the end of a course as an option that only goes to those who fail the final test.

Your learning object library: Everything you upload or create will become a part of your library. So will any groups or scenarios you define. If you import a PowerPoint presentation, then not only is the entire presentation an object, but so are all the elements that made it, such as the images, text blocks, etc.

If you delete a course, the objects in your library will remain, but will no longer be associated to that course.

Custom Scenarios: You may find it easier when building a scenario, to populate the scenario with empty screens first, estimating roughly the number of screens you think you will want to include. You can always add others, change the templates, or drag and drop them around later. This makes it easier to map out the structure of the scenario, and saves time when you are creating the various 'jumps'.