

# A Guide to the 'Preparing for Workplace Learning' Computer Aided Learning Package Template

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## **What is the 'Preparing for Workplace Learning' Computer Aided Learning Template?**

This is a freely available template which colleagues can download and adapt to their own needs in order to produce a computer aided learning package to prepare their own students for workplace learning placements.

The development of this template, and its complete counter-part, the EMS Driving Licence has been enabled by funding from MEDEV Subject Centre of the Higher Education Academy and the Centre for Excellence in Professional Placement Learning (CEPPL). The EMS Driving Licence prepares veterinary students for workplace (known as extra-mural studies) placements.

### **Example**

Should you wish to see an example of the content and functionality of this completed computer aided learning package, the EMS Driving Licence can be viewed by accessing the following website:

[www.vet.ed.ac.uk/ems\\_driving\\_licence](http://www.vet.ed.ac.uk/ems_driving_licence)

## **How easy is it to use the 'Preparing for Workplace Learning' Computer Aided Learning Template?**

You do not need to be an e-learning expert to use this template – anyone who is reasonably competent at using Microsoft PowerPoint should find this possible. The process involves modifying the template provided, in a similar way to editing a PowerPoint presentation. Then, using freely available software, converting the PowerPoint file to a Flash file, which produces a non-editable computer aided learning package that can be accessed and viewed over the internet.

## System Requirements

- Microsoft PowerPoint
  - These instructions are for Microsoft PowerPoint 2003, please see our 'A Guide to the 'Preparing for Workplace Learning' Computer Aided Package Template, PowerPoint 2007' if you are working with a newer version of PowerPoint.
- PowerPoint to Flash Converter
  - Recommended software: iSpring Free (<http://www.ispringfree.com/>)
  - Once iSpring Free is downloaded, a new tool bar will appear in PowerPoint.

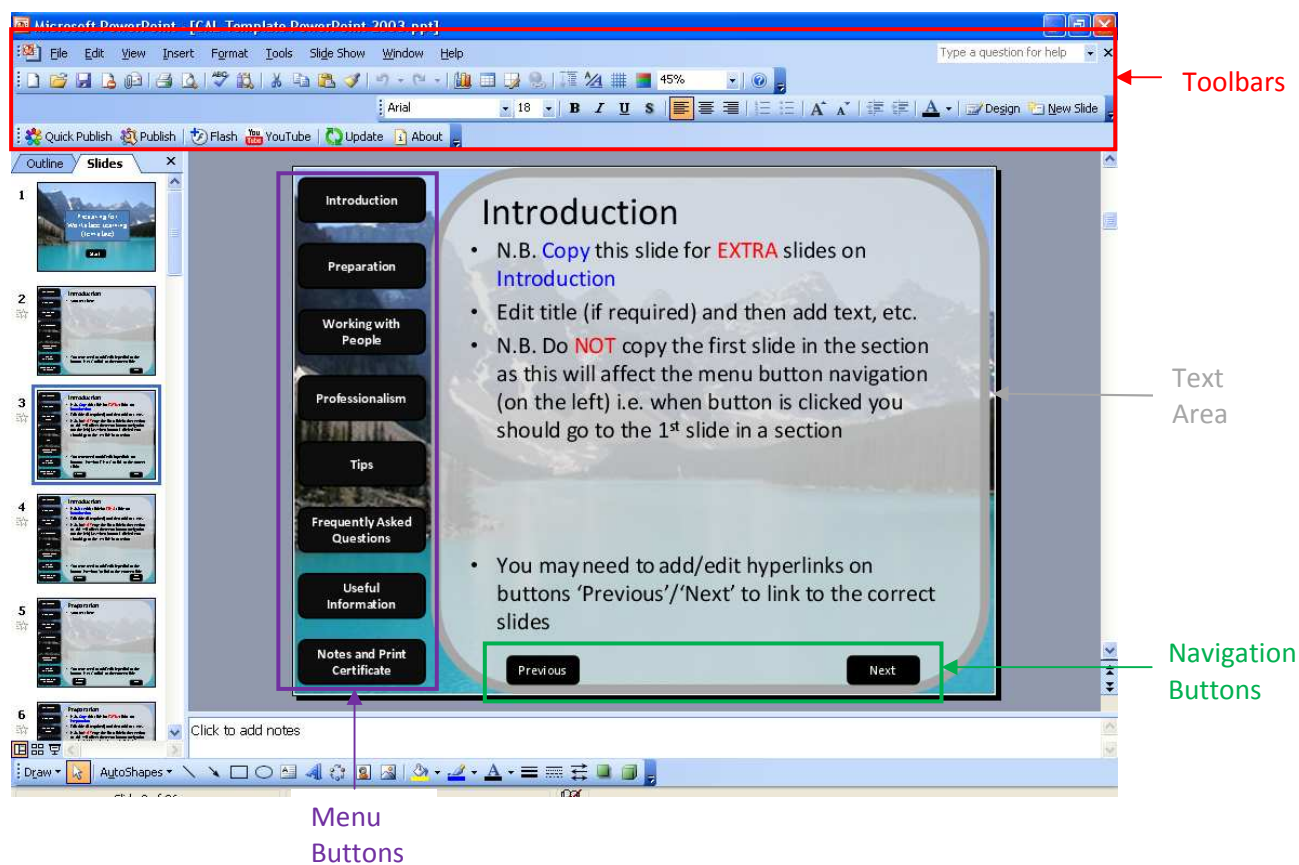
## Downloading the Template

Downloading the 'Template Preparing for Workplace Learning PowerPoint 2003' is free.

Download the template from [http://www.live.ac.uk/html/activities\\_professionalism.html](http://www.live.ac.uk/html/activities_professionalism.html)

## Editing the Template

Please see the image below to identify sections of the template.



***\*\*To edit the following sections in the package you must be in the 'Normal' view mode.***

Click on 'View' in the toolbar, then 'Normal'.

## **Text**

The title of each slide can be edited by clicking on the current title. Then highlight the words and type in your new text to replace it.

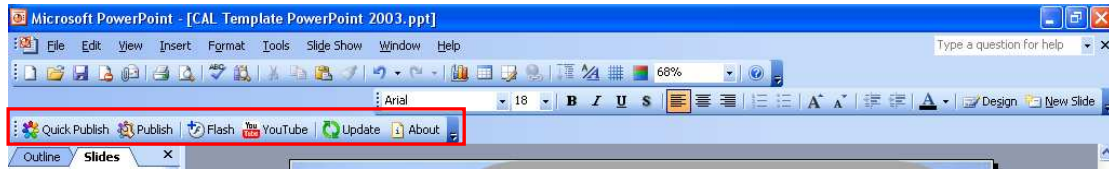
The body of each slide contains a text box which can be edited. Click inside the grey text box and it will become active. You may then delete or add text as normal.

Buttons at the bottom of the screen are set up to allow the user to progress onto the next slide, or to go back to the previous slide. The buttons' labels can be edited (see Page 7 'Navigation Buttons' – 'Buttons Text'). The buttons on the side menu cannot be edited in this view. They are edited in the Master View (see Page 10 Menu Buttons).



## Adding Videos

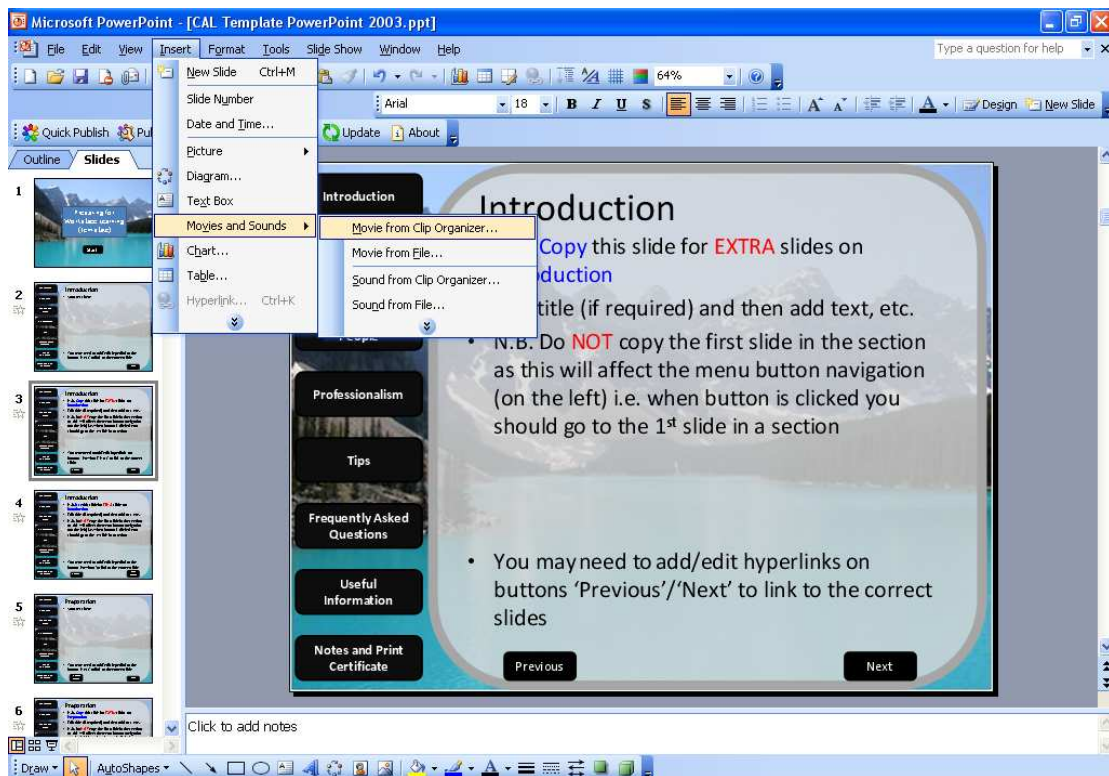
The iSpring software allows you to insert Flash objects and YouTube videos into the template. Simply click on the Flash or YouTube icon on the iSpring Free toolbar. See image below.



Alternatively, to enter a movie from a file or the clip art organizer, click on 'Insert' and go down to Movies and Sounds.

i.e. Insert->Movies and Sounds->Movie from Clip Organizer.

See image below.



## Navigation Buttons

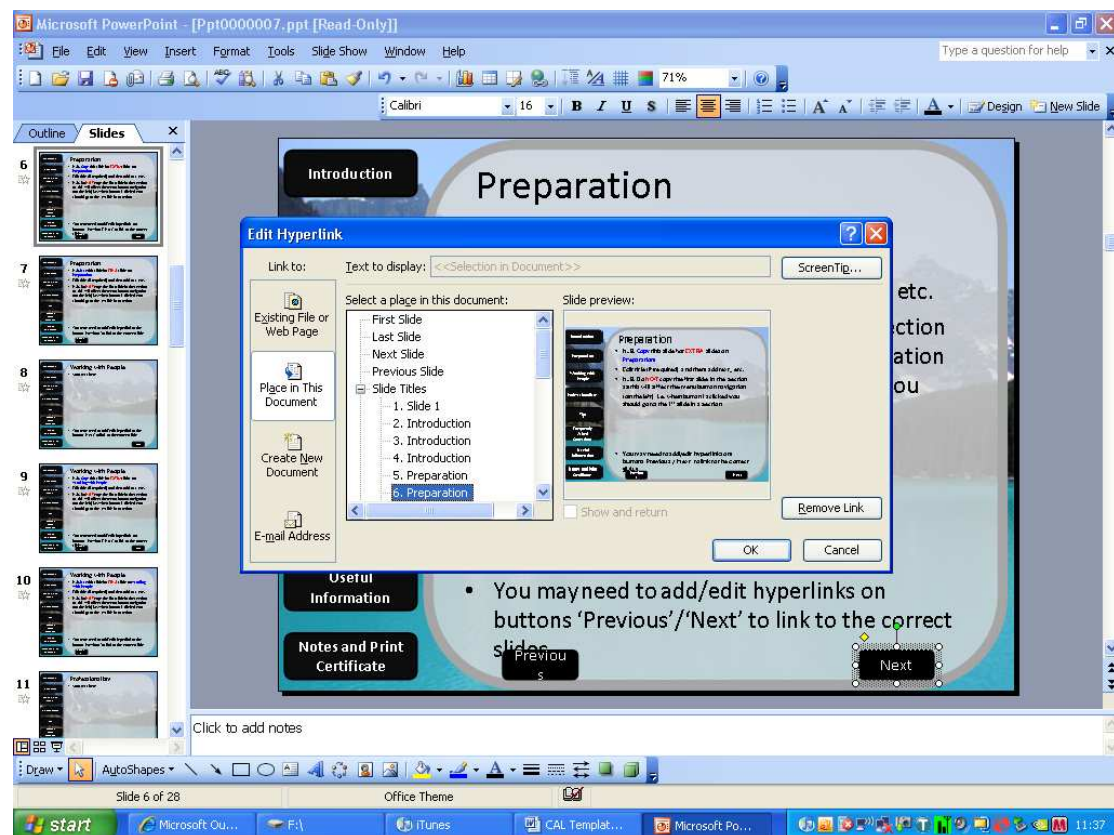
The navigation buttons are the one or two buttons at the bottom of every slide.

### Button Text

The buttons at the bottom of each slide currently read 'Previous' and/or 'Next' and enable navigation through the program. You can change the text (click on the button and edit the wording), however the change only applies to that slide and you will have to repeat for the other slides.

### Hyperlinks

To check or change the functionality of the buttons at the bottom of each slide, right click on the button itself. Then select Edit Hyperlink. You will then be able to see the window shown in the image below.



The current functionality allows the buttons to link to the previous or next slide in the document. You may wish to check that the details are correct when adding new slides.

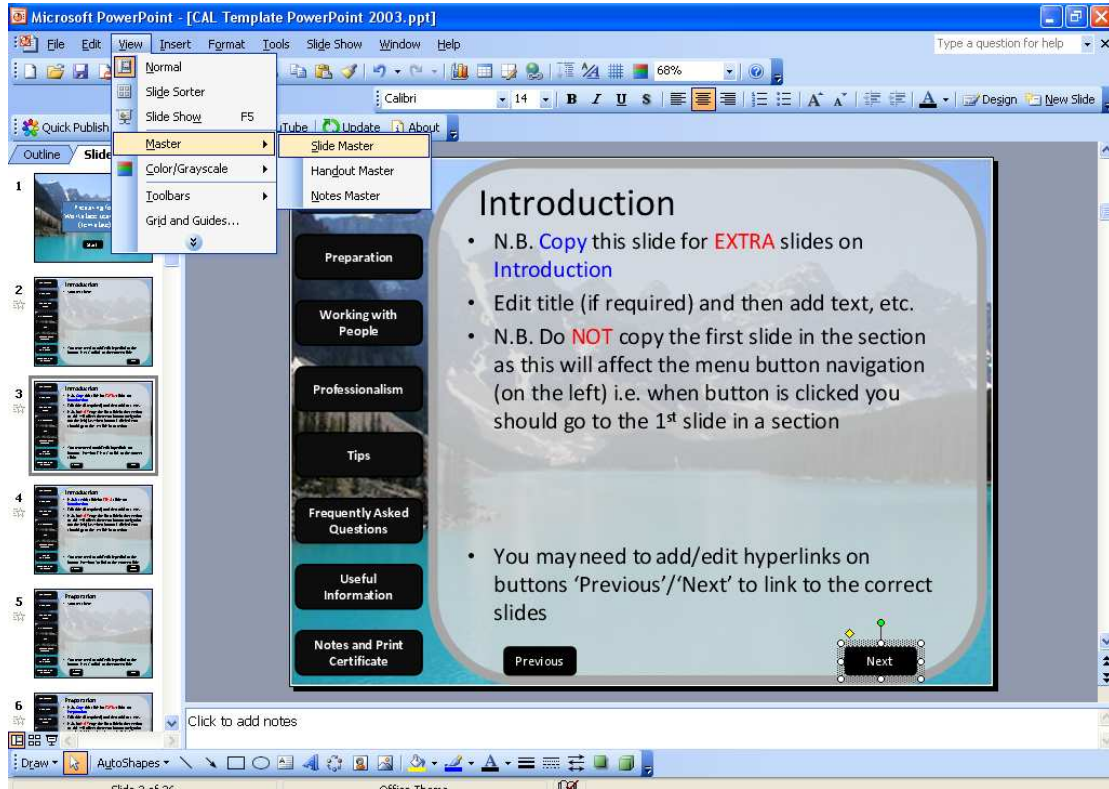
It is also possible to use buttons to link to a file, webpage, completely different place in the document or send an e-mail to a specified address. If this is required, you can copy and paste (right click on the button->copy, right click elsewhere->paste) one of these buttons and make it link to wherever you want. You will need to maintain the 'Previous' and 'Next' buttons (as appropriate) however to allow navigation through the package.

**\*\*To edit the following sections in the package you must be in the 'Master' view mode.**

Click 'View'. Then go down to Master and select Slide Master.

i.e. View->Master->Slide Master

See the image below.



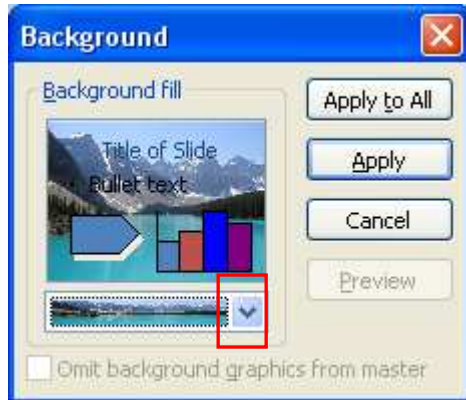
To exit the Master view and return to the normal view, click 'Close Master View' on the Slide Master View toolbar.

See the image below.

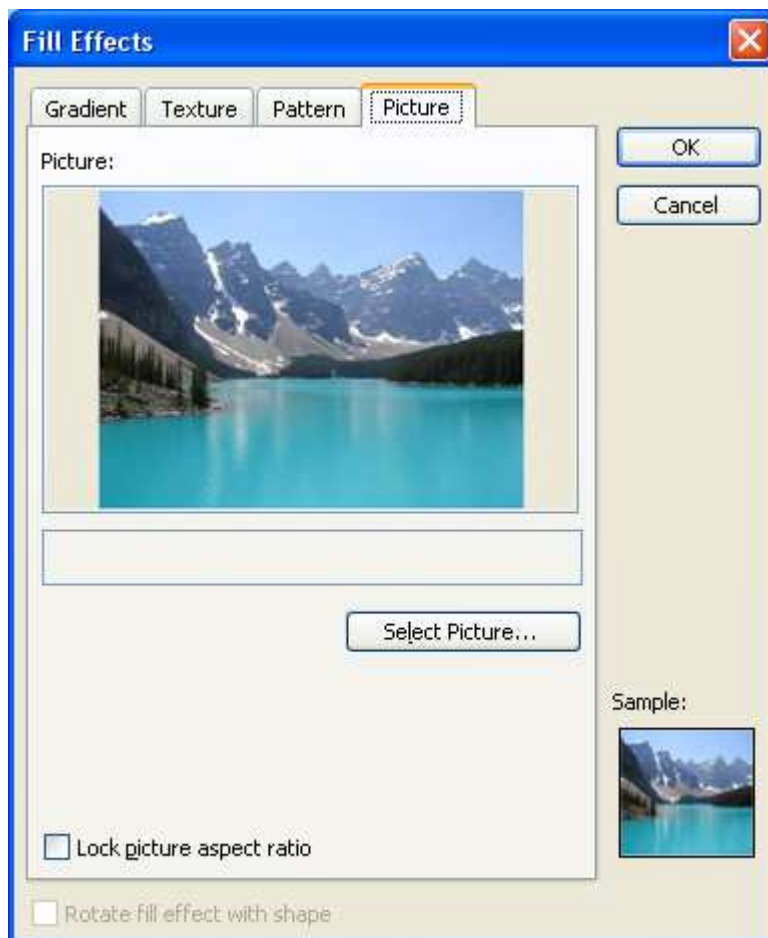


## Background Picture

To add your own picture as a background to all the slides, right click on the current background picture. Then click Background and on the window that appears, click the down arrow. See image below.



You may then choose a colour from the list, or the option More Colours, if you want a plain coloured background. Alternatively if you would like a picture or patterned background, select Fill Effects. Use the tabs on the window that appears (Gradient, Texture, Pattern or Picture) to choose your background. See image below which shows the Picture tab.



## Menu Buttons

The Menu buttons are those on the left hand side of the slides. They represent each of the main sections in the package.

In the slide master view you can edit, delete or add new buttons to the side menu. Click on your chosen button and follow the steps below:

To edit - re-type the wording

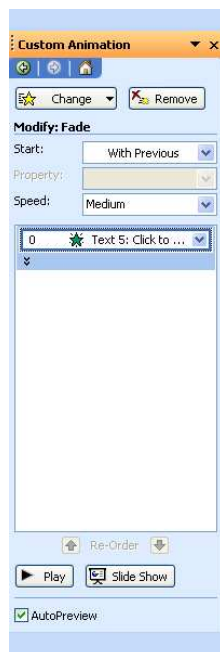
To delete - press the delete key

To add new buttons - right click copy and paste elsewhere.

## Custom Animation

The slide itself and its contents can be made to appear or disappear in an animated way. Use of animations should be considered carefully as they can distract from, rather than add to, your content.

To view and use the different animations, click on 'Slide Show' in the toolbar and then Custom Animation. The current animation allows the text on screen to appear in order, but the way it does so may be changed if you wish. See the Custom Animation image below.



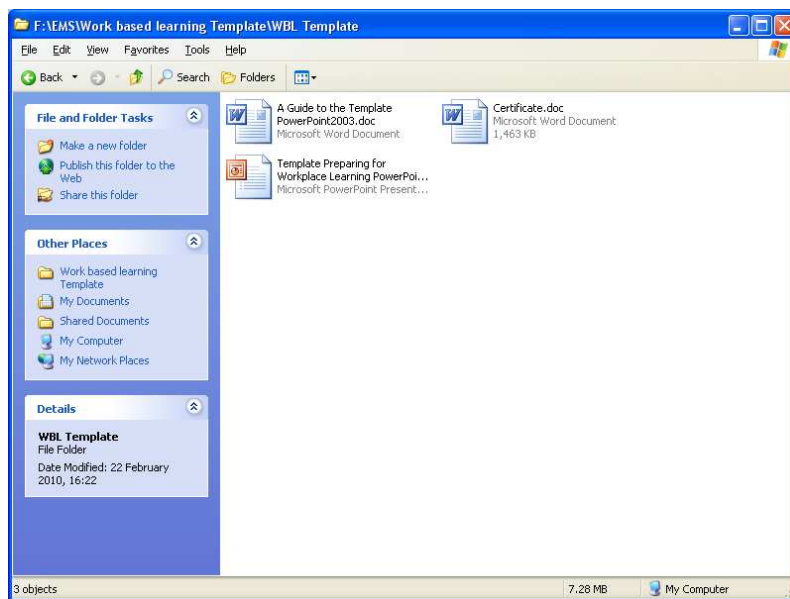
## The Certificate of Completion

A certificate of completion has been created to enable those who have completed the package to demonstrate this fact to learning providers/lecturers etc.

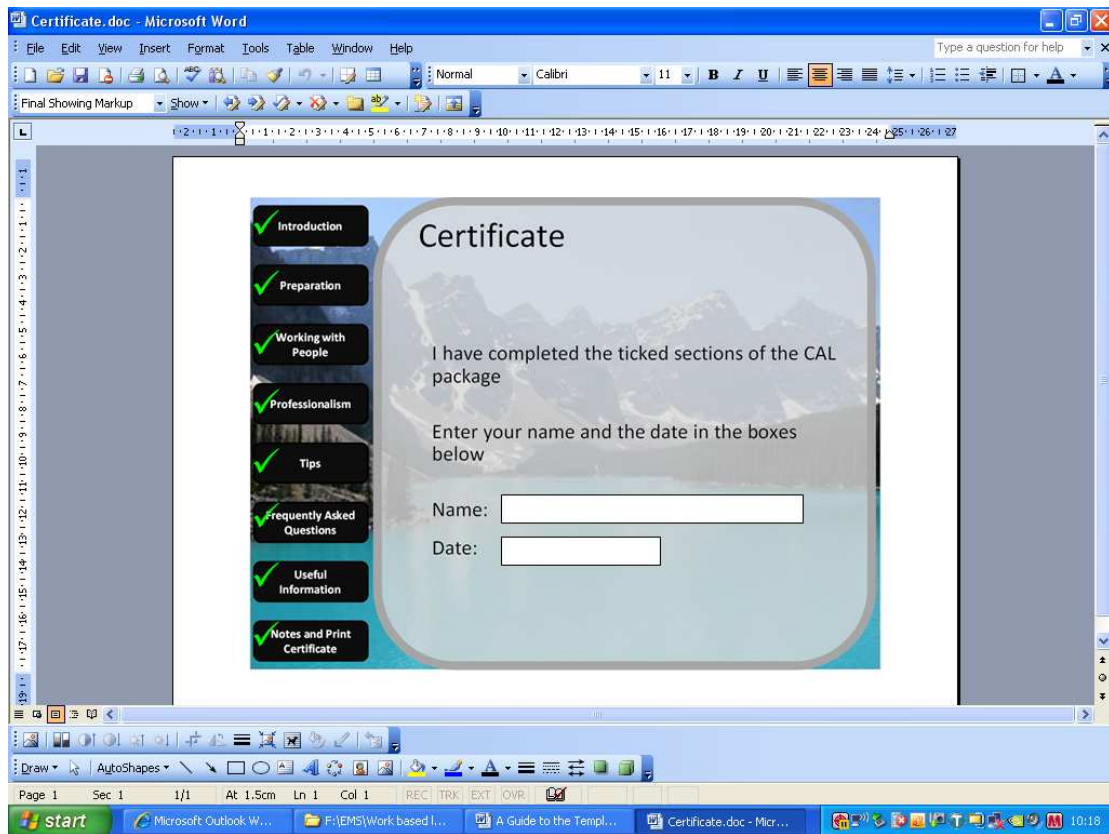
The generated certificate has blank fields, and requires the name and date to be inputted into text boxes by the student.

## The Certificate Button

The button 'Print Certificate' on the 'Certificate' page of the template links to a document called 'Certificate.doc'. This document must be in the same folder as the PowerPoint Template, see image below. You should check the button's hyperlink to ensure that it links to this document, wherever you choose to store it.



You can see a picture of the certificate on the next page.



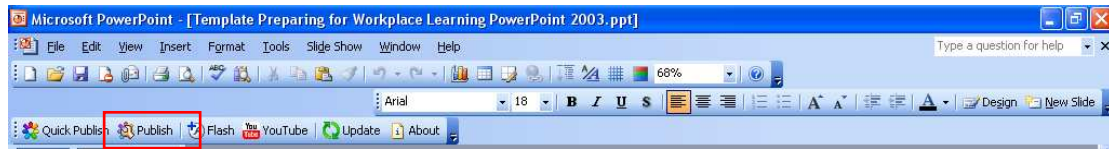
If you wanted to create your own Certificate from scratch, you can. Just make sure that the hyperlink from the 'Print Certificate' button points to the right document. We suggest that you utilise our phrasing "I have completed the ticked sections of the CAL" and include the section names to try to enforce completion of the package by the students.

## Converting the PowerPoint document to Flash

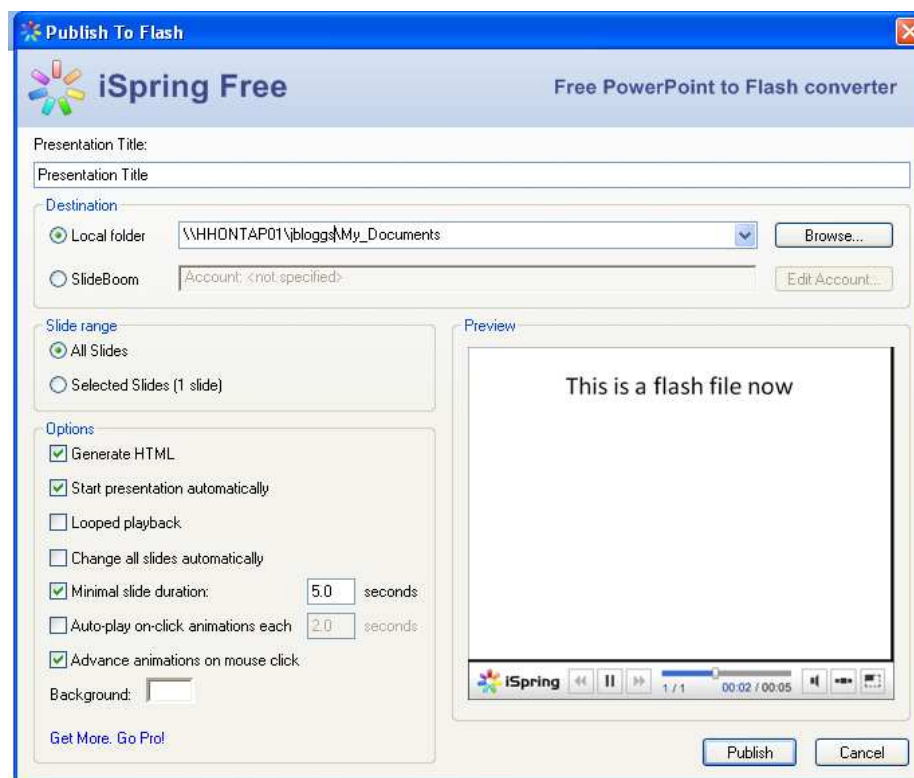
By converting your PowerPoint slides into Flash, you will create a package that can be distributed to users who will be able to use it, but not edit it.

### How to Convert my Document

On the iSpring Free toolbar click Publish to publish your presentation to Flash. See image below.



You will then see the following window. Give your presentation a title, choose an appropriate destination and check the options. Then click Publish.



### Further Help

For further, more detailed assistance on the use of PowerPoint, please see Microsoft's PowerPoint Help.

## The EMS Driving Licence Computer Aided Learning Package

The development of this template, and its complete counter-part, the EMS Driving Licence has been enabled by funding from MEDEV Subject Centre of the Higher Education Academy and the Centre for Excellence in Professional Placement Learning (CEPPL).

Should you wish, this package can be viewed by accessing the following website:

[www.vet.ed.ac.uk/ems\\_driving\\_licence](http://www.vet.ed.ac.uk/ems_driving_licence)



Authors: Dr Catriona Bell<sup>a</sup>, Dr Sarah Baillie<sup>b</sup>, Tierney Kinnison<sup>b</sup> and Andrew Cavers<sup>a</sup>

<sup>a</sup> The Royal (Dick) School of Veterinary Studies, The University of Edinburgh

<sup>b</sup> The Royal Veterinary College, University of London

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Template Version 2003.1.1 March 2010