Australian *Flexible* **Learning Framework**
supporting e-learning opportunities

Australian Government

Department of Education, Employment and Workplace Relations

Technical guide

Forest and Forest Products Industry Training Package FPI05

Series 12 Flexible Learning Toolbox

Timber Toolbox

Supporting resources for Certificate III qualifications in the FPI05

flexible
learning
Toolboxes

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Australian Flexible Learning Framework

Introduction

This Technical guide has been developed to support you in using the Timber Toolbox. It should be used in conjunction with the Teacher's Guide for the Timber Toolbox, so that you can consider the instructional design and objectives of the resource before you begin to edit any of its elements. An understanding of the folder structure of the website and the learning that is taking place within the folders is important, as many links between web pages can be broken when moving sub folders away from parent folders.

The resources in the Toolbox are based on six unit of competency from the Forest and Forest Products Industry Training Package. These are:

- *FPICOR2201A Work effectively in the forest and forest products industry*
- *FPICOR3201A Implement SHE policies and procedures*
- *FPICOR3202A Conduct quality and product care procedures*
- *FPICOR3204A Visually assess materials*
- *FPICOT3236A Coordinate stock control procedures*
- *FPICOT3204A Prepare and interpret sketches and drawings.*

This Technical guide is divided into three sections:

- System requirements
- Customising Toolbox content
- Technical support.

System requirements

Client hardware and software (for learners)

Hardware

To use the Timber Toolbox, learners will need a computer with the following features:

- IBM® compatible with a 1000 MHz processor running Windows 2000, XP, Vista, or
- Apple Macintosh® with a 500 MHz processor running OSX v10.4

  with:
  - o 256 Mb of RAM
  - o 1024 x 768 pixel display
  - o CD-ROM drive
  - o Internet access
  - o Sound card.

Software

Learners will also need the following software/plug-ins installed on their computer:

- Internet Explorer 6.0 or above (http://www.microsoft.com/)

  -- OR --
- Firefox 2.0 or above (http://www.mozilla.com/)

  -- OR --
- Safari 2.0.4 or above (http://www.apple.com/)
- Microsoft® Word 97 or a similar word processing program to open and use downloadable forms, checklists and worksheets.
- Adobe® Flash Player 9. If you haven't got this plug-in, you can download and install the latest free version from: www.adobe.com
- Adobe® PDF Reader 6.0 or above. If you haven't got this plug-in, you can download and install the latest free version from: www.adobe.com

Incorrect versions of these applications could result in information being shown in an unreadable form or not shown at all.

Server hardware and software (for RTO)

- IBM compatible computer with a 1000 MHz processor (OR Unix equivalent)
- 256 Mb of RAM
- 4 Gb hard disk space free
- CD-ROM drive
- 2xISDN (128k), T1 preferred
- Internet server software.

Developer hardware and software (for customising)

This is the same as the client hardware and software above, with the addition of:

- an HTML text editor such as Homesite®, BBEdit® or Macromedia® Dreamweaver
- a word processor such as Microsoft® Word to edit documents.

If customisation of multimedia interactions is required, then the following applications may be necessary:

- Flash
- XML SPY or equivalent XML editing tool
- Photoshop/Fireworks (or equivalent) for editing still images
- SoundEdit16 (or equivalent) for editing sound content.

Toolbox Help Desk and support services

The Toolbox website provides support at http://toolboxes.flexiblelearning.net.au/support/patches.htm. This site offers help desk details, frequently asked questions, installation and configuration advice and patches for any products that are found to have minor errors or discrepancies. If you are unable to find what you are looking for on this site, please email the Toolbox Help Desk at Toolboxhelp@flexiblelearning.net.au or phone 1300 736 710.

Customising Toolbox content

In most cases Toolboxes are able to be modified and redistributed with minimal licensing or copyright encumbrance. However, before commencing any modifications we recommend that you check the license details of the Toolbox, to ensure that any customisation undertaken does not contravene the conditions of that license.

For licensing conditions visit: http://www.flexiblelearning.net.au/toolbox/license.htm

Remember to retain the original files in their CD-ROM format so that you always have an original copy of the Toolbox as a backup.

What features can be customised?

Some design aspects of the Toolboxes can be easily customisable. However, there are other aspects of the Toolboxes that are more difficult. For this complex customisation we recommend that you proceed only if you have the relevant trained technical personnel.

See Table 1 for details of customising sections of the Timber Toolbox.

Table 1: Customisable elements

Element	To Customise	
	Description	Location
Welcome screen	Formatted entirely in HTML, edit with Dreamweaver.	welcome.htm
Orientation text	Most text is HTML, browse to the location in the Toolbox, take note of the URL, and use that to find the appropriate file in the **content** directory. Open the file in Dreamweaver (or a text editor) and make the changes.	\content*.htm
Multiple choice interactions	The questions and answers are stored in the HTML as parameters to a JavaScript call. To change the text locate the appropriate HTML page as above and modify the parameters. If you want to change how the multiple choice interactions work, e.g. font size, or have 5 options, you will need to edit the **multi.js** include file.	\content*.htm \chared\multi.js
Flash interactions	Most of these interactions can be customised by anyone with basic Adobe Flash design skills. However some are more complex, and require actionscript knowledge. Most Flash interactions in this Toolbox are self contained, but some may pull in external data from an XML file. To customise open the page in Dreamweaver and select the Flash object that you wish to change. Under the properties of the object, you will see a filename such as **flashint.swf**. You cannot change this directly, but must rebuild it from the source code. Using Adobe Flash authoring software, browse to the **source** directory and locate a **.fla** file with the same name as the **.swf**. This is the file you need to edit. Open it up inside Flash and look for comments in the actionscript attached to the first frame. These comments will point you in the right direction.	\content*.swf \source*.fla \content\xml*.xml \images*.jpg
MS Word documents	All MS Word documents provided in the Timber Toolbox are password protected. Protection can be disabled using the password: timber (case sensitive).	\docs*.doc

Basic editing

There are numerous ways of editing the content of this Toolbox. The approach is similar to editing pages that might be found on any website.

The two simplest ways are:

1. Using a Web development package (MS FrontPage or Macromedia Dreamweaver).
2. Using a straight text editor (MS Notepad or your favourite text editor).

A basic understanding of HTML and the software package is useful.

Web development software package

- Download the complete Toolbox contents onto your machine.
- Identify the pages you would like to edit (these are displayed in the address bar at the top of the browser page when viewing).
- Locate these files in the downloaded files, following the paths displayed in the browser.
- Open each file in your web editing software package (i.e. MS FrontPage or Macromedia Dreamweaver) and make appropriate changes.
- Save each file.
- Check your edits in a web browser to see if it displays properly.

Text editor (i.e. MS Notepad)

- Download complete Toolbox contents onto your machine.
- Locate the file you wish to edit, following the paths displayed in the browser.
- Open the file using a text editor (i.e. MS Notepad)
- Make appropriate changes, following the CSS styles.
- Save each file.
- Check your edits in a web browser to see if it displays properly.

Customising a Toolbox for single unit delivery

You may only want to offer one or two units from the Toolbox, or limit access to certain units and/or streams.

To disable access to units, open the `index.htm` file in the root folder in Dreamweaver, and edit the link target for the unit you wish to disable to point to `disabled.htm`. Now when users click these buttons they will receive a pop-up message saying that this content is not available at this time. You can modify this message by changing `disabled.htm`.

Keeping to the standards

This Toolbox has been developed in accordance with a number of internal conventions and international standards. These standards may be related to accessibility, cross-browser compatibility, or just to enable the easy location and customisation of content.

Keep this in mind when you are customising, as whatever you produce will need to be accessible, cross-browser compatible, and able to be further customised.

Try to ensure that any changes you make are conformant with the following standards.

- WCAG 1.0, Priority 1 - http://www.w3.org/WAI/
- XHTML 1.0 Transitional - http://www.w3.org/TR/xhtml1/
- CSS 2 - http://www.w3.org/TR/REC-CSS2/

Visual design

This Toolbox uses:

- Cascading Style Sheets (CSS1 and CSS2) for visual layout.
- Only relative font sizes, compatible with the user specified "text size" option have been specified.

If your browser or browsing device does not support style sheets at all, the content and menu structure of each page is still readable.

Global formatting with CSS

This Toolbox has been created with Cascading Style Sheets (CSS). This will enable you to make global changes to the look and feel of this Toolbox. If you don't have a good understanding of HTML and at least a beginner's level understanding of CSS you should get somebody with this knowledge to help you.

You can find out more about CSS at: http://www.htmlhelp.com/reference/css/.

Navigation

The navigation of the Toolbox uses Cascading Style Sheets (CSS) and HTML only. Therefore the links are easily editable using either the templates that have been supplied with the Toolbox or by setting the links manually.

The main CSS file is located at `\shared\css\main.css`

Accessibility

The site is compliant with W3C Web Content Accessibility Guidelines (WCAG 1.0), Priority 1 Checkpoints.

Each Flash interaction has an icon that indicates that the content is also available in an accessible form. To access the alternative version click this icon.

If you modify any of this Flash content, remember to modify the content in the alternative version as well.

Text equivalents of rich elements

All content images used in this site include a caption and descriptive ALT attributes. Purely decorative graphics include null ALT attributes.

Text alternatives to Flash movies are also provided. If you replace any image with another, it is important that you update the Alt tag appropriately.

Links

Title attributes have been used on links to describe the link in greater detail. If the text of the link already fully describes the target (such as the headline of an article), then the title attribute may be skipped.

Technical support

Technical support is available from the Toolbox Help Desk, which is detailed at the end of this section. However before calling or emailing, please make sure that the answer you seek is not located elsewhere in this section, or available on the support pages at www.flexiblelearning.net.au/toolbox/support.

Installation on a web server

Copy the entire contents (except for `autorun.inf`, `autorun.exe` and the `source_files` directory) from the CD-ROM to the appropriate directory on your web server. If you are only copying selected units to your server or CD-ROM, you must make sure the entire `shared` folder is also copied.

There are no server side technologies utilised by this Toolbox, so no server configuration will be necessary.

Installing into a SCORM compliant LMS

If you wish to make content from this Toolbox available through your LMS, and your LMS is SCORM compliant, then you can install the relevant learning objects (LOs) by using the following process:

1. Browse to the Toolbox Repository at http://toolboxes.flexiblelearning.net.au/repository/index.htm.
2. Search on the name of this Toolbox, you will find a number of learning objects, each relating to a section of the Toolbox CD-ROM.
3. Download each object that you wish to place on your LMS. They will be delivered as IMS content packages, which look exactly like `.zip` files.
4. Follow your LMS's specific instructions for uploading these IMS content packages.

Be aware that not all LMSs are SCORM compliant, and that some claiming to be compliant cannot process IMS content packages so probably aren't.

Please refer issues with the uploading of content to your LMS administrator, not the Toolbox Help Desk. The administrator or LMS vendor will contact us if necessary.

Producing CD-ROMs for distribution

Whether producing one-off copies of CD-ROMs, or class sets, use the following procedure:

1. Start up your favourite CD-ROM burning software
2. Select the data option (don't simply copy the whole CD-ROM)
3. Drag and drop all files (except the `source_files` directory)
4. You may wish to delete the 'Teacher guide.doc' and 'Technical guide.doc'
5. Burn

Before you burn yourself a class set, it might be wise to test that the first one works as expected.

Known issues

The following are known technical issues that users may experience when using this Toolbox.

- IIS 6.0 will not serve content of unknown MIME type.

- Lotus Notes based training environments don't allow pop-ups.

- Issues with pop-up blocking by Windows XP SP2, and others (i.e. Google).

The Toolbox Help Desk

The Toolbox Help Desk is here to help you with installing Toolboxes and solving technical issues and a single help desk call is all that is needed. However, before contacting the help desk please assist us by following these steps:

- Check if your question has already been answered in the Frequently Asked Questions (FAQs) section of the Toolbox website at http://toolboxes.flexiblelearning.net.au/support/index.htm.

- Check the section relating to patches and fixes on the Toolbox website at http://toolboxes.flexiblelearning.net.au/support/patches.htm.

- If you don't find the assistance you need on these pages:

  Email: toolboxhelp@flexiblelearning.net.au

  Phone: 1300 736 710

- Please provide:
  - o the Toolbox name and series number: Series 12 - Timber Toolbox
  - o your name, phone number and email address
  - o the problem you need help with.

The Flexible Learning Toolbox Help Desk will contact you as soon as possible.

Toolbox contact details:

Flexible Learning Toolbox Help Desk

Phone: 1300 736 710

Email: toolboxhelp@flexiblelearning.net.au

Website: flexiblelearning.net.au/toolbox

For more information contact:

Australian Flexible Learning Framework

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