

BEGINNERS' GUIDE TO e-cat

Creating a learning object



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Introduction

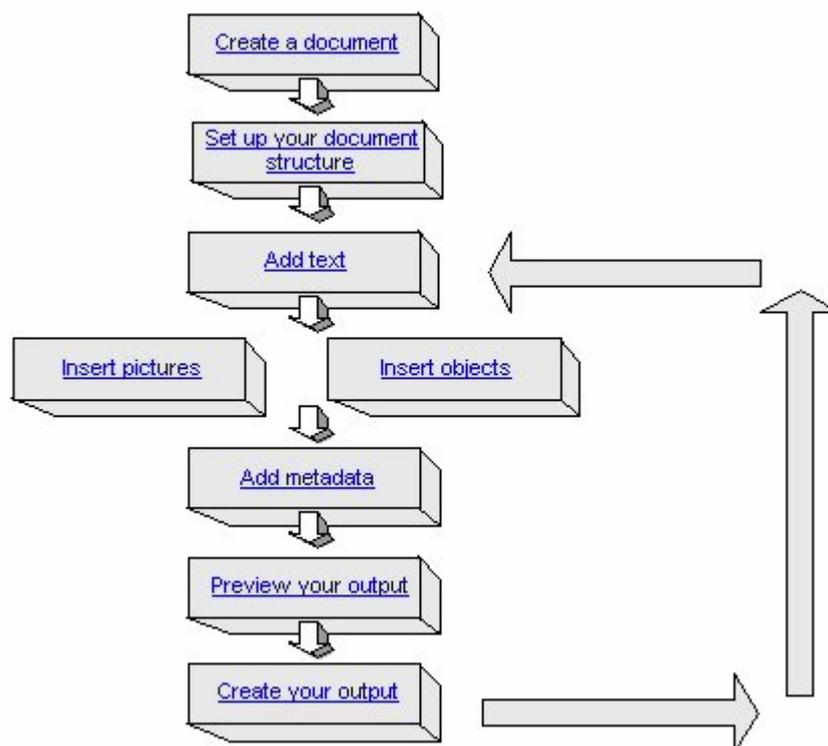
e-cat works within MS-Word to create structured XML and HTML documents. **E-cat** creates documents by describing them using XML and HTML metadata. Metadata is data about data. It describes the data and holds information such as who created it and what it is about. In **e-cat** you provide metadata that describes learning resources such as:

- documents
- sections of documents (defined by headings)
- pictures
- objects

Metadata allows the documents to be easily found, reused and reworked to suit the learner and learning method. Pictures, objects can be added onto an **e-cat** document. **E-cat** prompts you for metadata when these are added so that they are correctly handled. The version of **e-cat** you are using is 2.1.0.

The e-cat Process

When you use **e-cat** to create a document you work through a process. This process is shown in the diagram below (not necessary to carry them in this order). The steps are described on the following page.



Downloading e-cat

You can download **e-cat** from

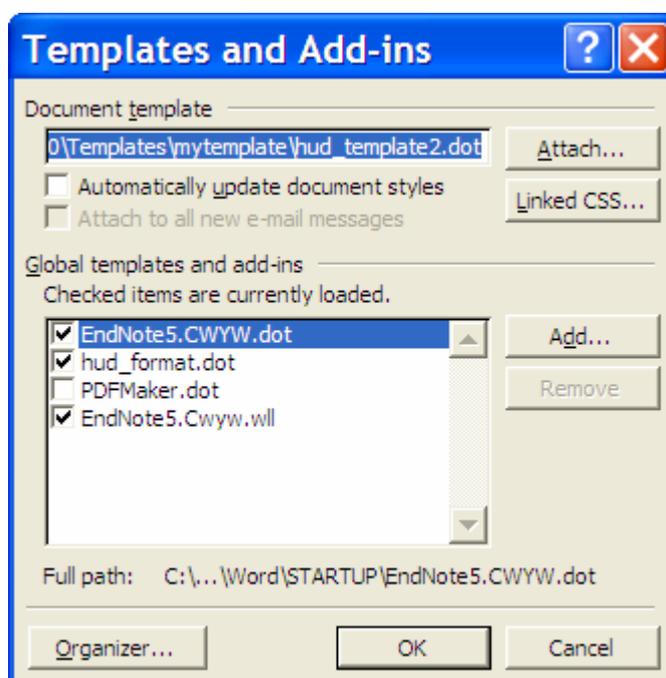
<http://www.leedsmet.ac.uk/inn/streamline/documents/e-cat-2.1.0.zip>

On the dialog box, click **Open** to start downloading. Once that is done, run **setup.exe** file to install **e-cat**.

What to do if the e-cat menu is missing from MS Word

Yes, strangely this can happen but do not panic! There are 2 things you can do:

1. From MS-Word **T**ools menu, click on **T**emplates and **A**dd-**I**ns... You will see the dialog, as shown on the following screenshot:



2. Tick the **hud_format.dot** box to select the template and click **OK**.
3. Make sure that the macro security is set to low. From MS-Word **T**ools menu, click on **M**acro and select **S**ecurity... In the Security dialog box, click on **L**ow radio button and click **OK**. The **e-cat** menu would appear now.

What to do if macros are disabled

If when you open MS-Word there is a message saying the Macro has been disabled due to Security reasons you will need to enable the Macro.

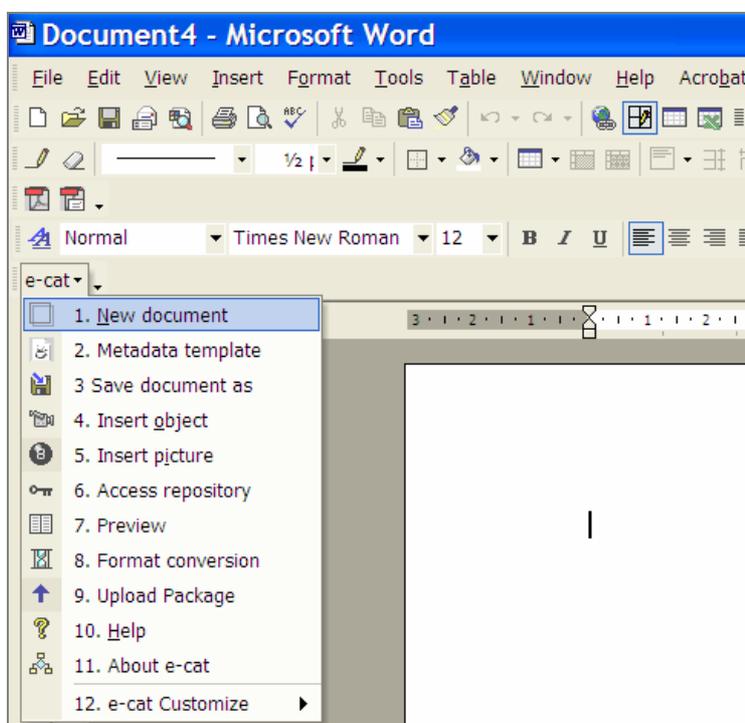
1. From MS-Word **T**ools menu, click on **M**acro and select **S**ecurity... In the Security dialog box, choose the second tab **T**ruste**D** **S**ources.

2. Tick the box of trust all installed add-ins and templates at the bottom.
- ! If the trust all installed add-ins and templates box is already ticked delete the tick and tick it again!
3. Close down Word to make the change take effect.
 4. Reopen Word to start your work.

Step 1 Creating/Renaming a Document

Do not use File menu or New Blank Document command to create a document. Instead, use the **e-cat** menu and select **New document**. The **Save As** dialog displays - save your document.

- ! Use this function when wanting to rename a document. Do not forget to save this under a new folder to avoid confusion!



An **e-cat** dialog asks whether you want to create a Metadata template. Metadata templates let you set up metadata that you can apply to many documents.

1. If you want to create a template, click **Yes** and read Step 5. For more information, click **Help** on the **e-cat** menu. Click on contents tab and on Metadata Templates. Choose the appropriate section for assistance.
2. If you want to continue creating the document, click **No**.

You have created your document. Behind the scenes, **e-cat** has created a directory structure where all of the associated files will be stored.

Step 2 Adding Text

If you are new to **e-cat**, it is better to produce your document text in MS-Word and then paste the text into your **e-cat** document.

! You must **not** paste objects or pictures! This must to be done via the **e-cat** menu function **Insert picture**.

Step 3 Setting Document Structure

Now add headings to text using MS-Word command – **Styles and Formatting**. This breaks your document down into separate HTML or XML pages in the output.

Make sure that you set the **Outline Level** to either Level 1, 2 or 3 for each level heading! This can be done under **Styles and Formatting – New Style / Modify Style – Format – Paragraph – Outline Level**.

! It can be difficult to scroll through long pages online; by using this feature you can break your document into smaller, more useable, online pages.

You can cause new pages to be created at the following points:

- Level 1 (e.g. Heading 1)
- Level 2 (e.g. Heading 2)
- Level 3 (e.g. Heading 3)

! By choosing the Section level, your document will be on one HTML page. Navigation links will jump you down the page.

Placing text into tables is not necessary but it will ensure a more readable and appealing document. Some pointers to follow when doing so:

1. Set borders to None on the tables.
2. Avoid putting headings inside tables. Use tables for normal text, objects and pictures.
3. Avoid putting tables too close together. Leave two empty lines between adjacent tables.
4. Avoid nested tables. In other words do not put tables inside other tables.

Step 4 Adding Pictures/Objects

When you insert any of the following:

- Pictures
- Movies
- Animations
- Slideshows
- Audio files
- Multimedia
- HTML pages
- PDF Files
- Spreadsheets

into your document, you must insert them using the **e-cat**. Using the **e-cat** menu allows **e-cat** to:

1. Copy the object or picture into **e-cat** folder: ideally in the **assets** folder – **objects** subfolder (so that **e-cat** can ensure that they are displayed correctly in your outputs).
2. Set parameters, such as the preferred viewer, for objects.
3. Prompt you for metadata for the object or picture.

Inserting a picture

1. Choose the **e-cat** menu and select **Insert picture**. The **Insert picture** dialog displays.
2. Click the **Browse...** button and browse for the picture that you want to insert.
3. Select the picture and click the **Open** button. The picture that you have chosen is displayed in the **Insert picture** dialog.
4. If you want to prevent the image from being resized in Word, tick the **Keep original image** box.

! It is possible to resize the image in Word but doing so will not alter the size of the image that is used in the output.

5. You should now add metadata to the picture (see Step 7).
6. When you click **Save** in the **Metadata** dialog you will return to the **Insert picture** dialog. Click **OK**. Your picture is displayed in the document.

Inserting an object

1. Choose the **e-cat** menu and select **Insert object**. The **Object** dialog displays.
2. Choose the **Create from File** tab.
3. Click the **Browse...** button and browse for the object that you want to insert.
4. Select the object and click the **Insert** button. You will return to the **Object** dialog.

! **Do not use** the Link to file or the Display as icon options. If you need to edit an object you should remove it from the document, edit it and then re-insert it into the document.

5. Click **OK**. The **Object Selection** dialog displays. The folder path and file name of your object are displayed in the **File name** field.
6. If you are given a choice choose the preferred player for the object from the **Player selection** pane.
7. When the player is chosen the **Player Parameters** pane shows default parameters for this type of player. You can edit these parameters.

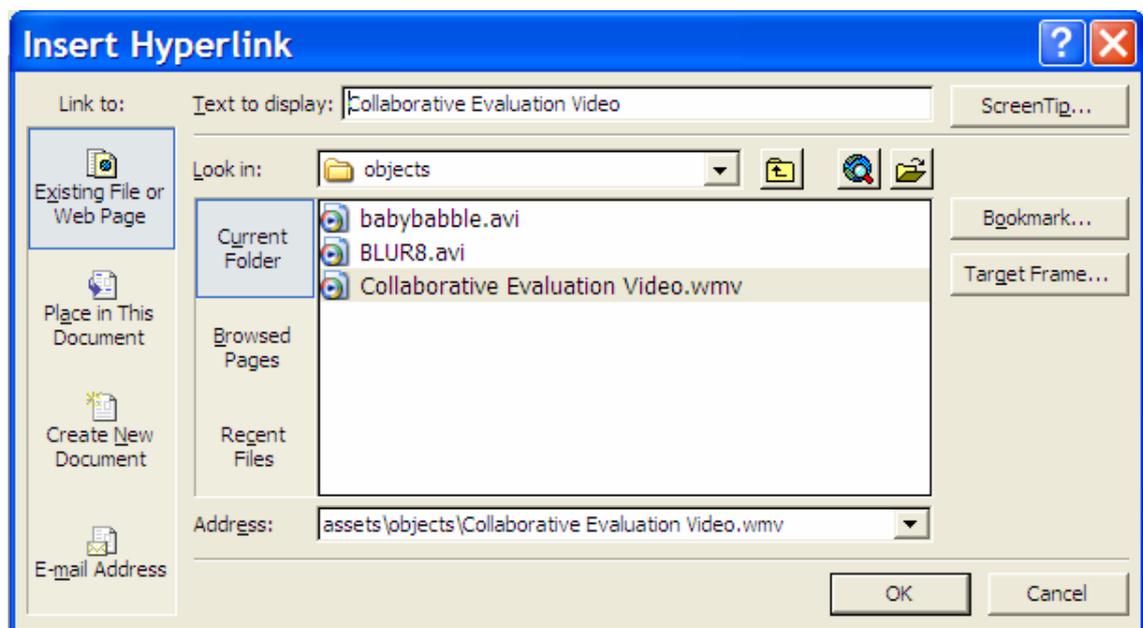
! Parameters may include information such as whether or not the object should play on a loop. These parameters are normally set by **e-cat**, if you want to edit them, refer to the documentation for the chosen player.

8. If the object is an audio file tick the **Audio file** box. This helps **e-cat** to distinguish between audio and video files.
9. You should now add metadata to the object (see Step 7).
10. When you click **Save** in the **Metadata** dialog you will return to the **Object Selection** dialog.
11. Click **OK**. You have inserted your object.

! **e-cat** can pose problems inserting video/audio objects in various ways! If so, do the following.

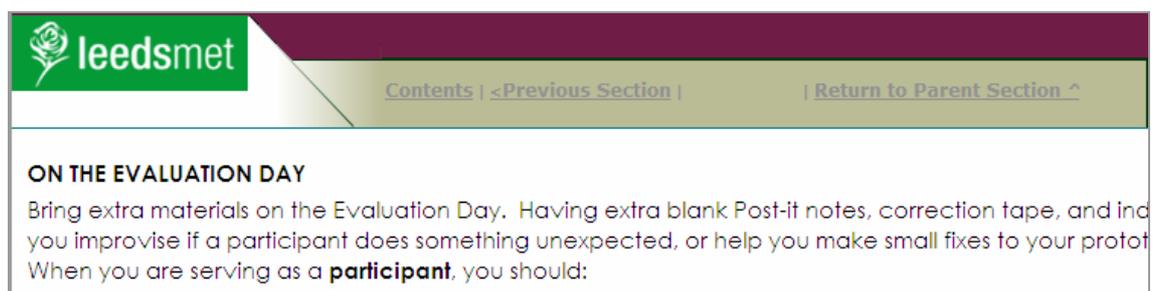
What to do if e-cat does not allow you to insert an object

1. Check the name of the file. I.e. try renaming the file video.AVI to video.avi as there is a bug in the code which prevents it accepting .AVI files (could try this on other extensions - .wmv, .wav).
2. The object file size can pose a problem as well. Try reducing the file size to below 10Mb or you can insert a hyperlink to the object. Place cursor at appropriate position. Use the MS-Word command **Insert | Hyperlink**. Select the file in the middle window of the dialog and write some suitable text in the Text to display box. Click **OK**. A link will be attached at the position that you started. An example is shown in the following screenshot:



Inserting a logo

1. Choose the **e-cat** menu and select **e-cat Customise – Logo change**. The **Logo change** dialog displays.
2. Click the  button and browse for the image file (i.e. .jpeg or .gif) that you want to insert.
3. Select the file, click the **OK** button and click the **Close** button.
4. Your selected logo will be displayed when you preview or display your output (see example below with the logo appearing on the top left-hand corner).



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ON THE EVALUATION DAY
Bring extra materials on the Evaluation Day. Having extra blank Post-it notes, correction tape, and inc you improvise if a participant does something unexpected, or help you make small fixes to your protot
When you are serving as a **participant**, you should:

Step 5 Adding Metadata to Documents

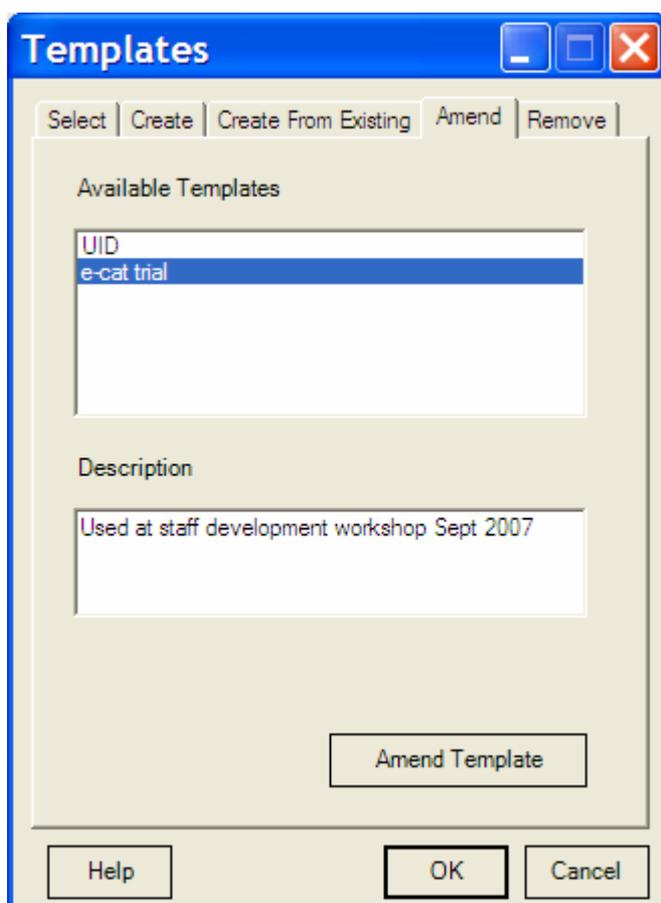
These steps describe how to add the metadata to your document manually. You can also add data using the Metadata Wizard.

Select **Metadata template** via the **e-cat** menu function. **E-cat** forces you to enter all details under **General** and **Author Details** tabs so please ensure that these sections are completed!

Work through each of the tabs on this dialog and fill in the appropriate fields. The screenshots below will provide you examples of information that is required as metadata under each of the tabs.

For additional help, click **Help** on the **e-cat** menu. Click on **contents** Tab and on **e-cat** Dialogs. Choose the appropriate section for assistance.

- ! Keyword searches use Boolean **AND** logic i.e. evaluation, observation, user will return only pages with all 3 keywords in it!
Make sure every keyword is therefore separated by the comma.
Appropriate keywords ensure that your document and its objects can be found and reused. It should contain single words or phrases.



Metadata Template

General | Educational | Author Details | Technical

General

Title
 Collaborative Evaluation Plan

Description
 Your team can use the Collaborative Evaluation Plan to evaluate your low-fidelity prototype using your peers. It takes 30 minutes for the development teams to take turns to run their prototypes with their allocated participant team and roles are reversed.

Keywords (separated by a comma)
 collaborative,evaluation,plan, evaluate, low-fidelity, prototype, participant, observer, scenario, scenarios, facilitator, evaluation brief

Clear Advanced ...

Save Template Cancel Help Wizard

Metadata Template

General | Educational | Author Details | Technical

Educational

Resource type Assessment

Curriculum Area 605 Website design

Curriculum Level Level 1

Difficulty Medium

Notional Learning Time (minutes) 30

Language of Resource en_GB english (GB)

Prerequisite Requirements Clear

Advanced ...

Save Template Cancel Help Wizard

Metadata Template

General | Educational | Author Details | Technical

Author of resource (surname before first name e.g Jones A)

Name

Organisation

Email Telephone

Date of contribution

Rights

Cost Yes No

Copyright Yes No

Description of copyright or other restrictions

(or any other restrictions that apply)

Metadata Template

General | Educational | Author Details | Technical

Format

Requirements

Information

Label

Type Operating System Web Browser

Name

Min. Version

Max. Version

Plugin/Player Requirement

Name of plugin/player

Description of minimum requirements

Duration of play in minutes

Step 6 Applying a Metadata Template

Metadata templates enable you to save time by using 'boilerplate' metadata for similar learning resources. You can add metadata by using a template, and then edit this metadata to fit each specific resource. You can apply metadata to:

- Globally
- Specific resources

Applying a Global Metadata Template

1. Choose the **e-cat** menu and select **Metadata** template. The **Templates** dialog displays.
2. Choose the **Select** tab.
3. Select the **Metadata** template that you want to apply from the **Available Templates** list.
4. Click **OK**. The **Metadata** template is applied. The following resources will now use the metadata from the template:
 - Resources that you have not applied metadata to.
 - Any new resources that you add.

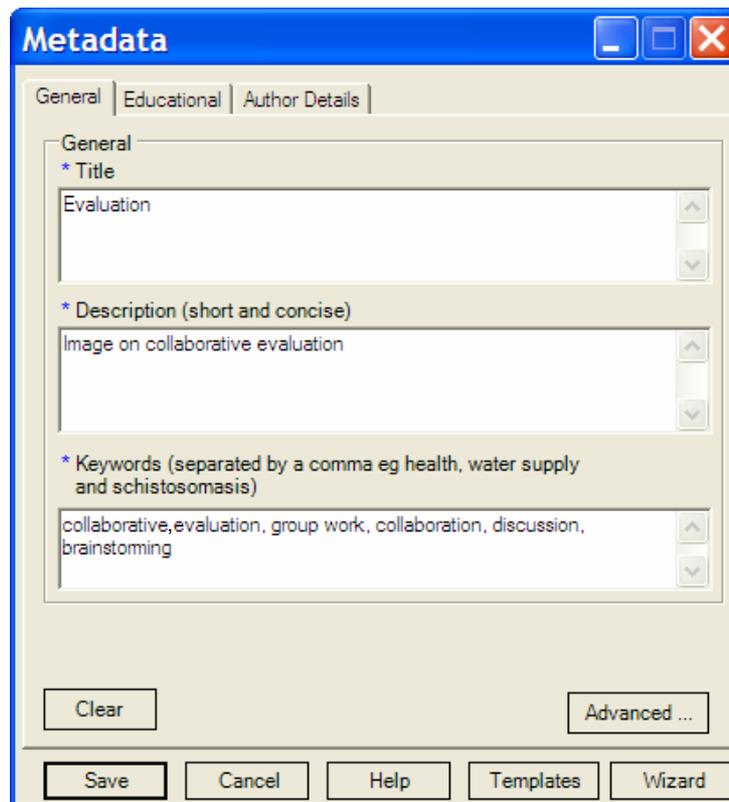
! The global template never affects resources that you have already added metadata to.

To apply a Metadata Template to specific resources, follow step 7 below.

Step 7 Adding Metadata to Pictures/Objects

Right-click on the picture or object that you want to add metadata to. Choose **Metadata for Picture/Object** from the right-click menu. The **Metadata** dialog displays.

1. Click the **Templates...** button. The **Templates** dialog displays.
2. Choose the **Select** tab.
3. Select the **Metadata** Template that you want to use from the **Available Templates** list. Click **OK**.
4. You will return to the **Metadata** dialog. The metadata from the template has been added to this dialog.
5. Work through each of the tabs on the dialog and check or fill in the appropriate fields. The screenshot below shows you an example of the information that is required as metadata under each of the tabs.
6. When you have finished checking and adding metadata, click the **Save** button. Your metadata is added to the resource.



- ! You must change any metadata from the template that does not apply to the resource. You may also need to add metadata that is not in the template.

Step 8 Previewing Outputs

Previewing your output generates a version of your output without asking you to choose:

- an online format
- a section level for breaking the document down into pages.

This should be quicker than actually creating your output. For more information, click **Help** on the **e-cat** menu. To preview your output:

1. Choose the **e-cat** menu and select **Preview**; **e-cat** creates your output.

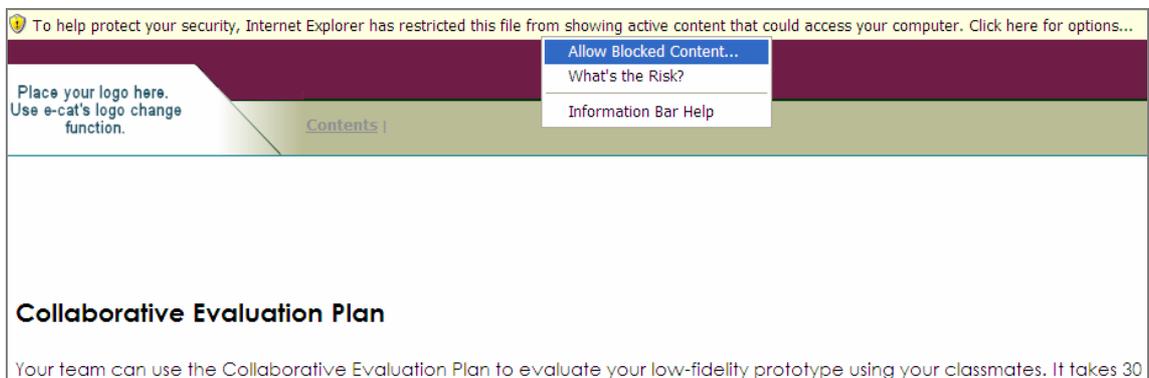
- ! While this happens the Progressing message dialog displays a blue progress bar. Depending on the size of your document (including objects), this process may take a little time.



2. When **e-cat** has created your output, the output is displayed in your default web browser (unless if your browser is set to block active content – if so read on!)

What to do if your browser is set to block active content

1. You will see an **Information Bar** appear (see screenshot below). You can turn off the **Information Bar** in Internet Explorer by lowering the default security settings. However, you should leave these security settings at their default level or higher to help protect your computer from viruses and from attacks over the Internet.
2. You can temporarily allow blocked content by **right-clicking** your mouse and choosing **Allow Blocked Content ...**. You will get a Security Warning dialog, click **Yes** to display content without restrictions.



Step 9 Creating Outputs

Using **e-cat**, you can output your document as one of three online formats. You can also break your document down into separate HTML or XML pages in the output. To create your output:

1. Choose the **e-cat** menu and select **Format conversion**. The **Output Selection** dialog displays.
2. Set these 2 choices:

- Section level
- Output formats

! By choosing the Section level, your document will be on one HTML page. Navigation links will jump you down the page. I.e. choosing section level 2 starts each page from a Level 2 heading that you have set.

! It is recommended that you select the **CD or WEB output format**. **E-cat** displays the output in your default web browser when it is finished.

3. Click **OK**.
4. The **Metadata** dialog displays showing the metadata for the document. You can now add or view and edit metadata. When you are happy with the metadata for the document, click the **Save** button.
5. When you click the **Save** button, **e-cat** creates your output.
6. While this happens the **Progressing message** dialog displays a blue progress bar. Depending on the size of your document, this process may take a little time.
7. If you are happy with your output, you can now distribute your files.

Step 10 Distributing your Files

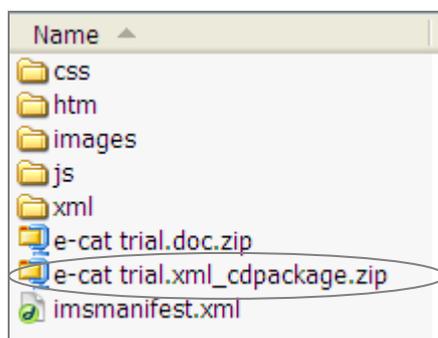
When you create outputs, **e-cat** creates a ZIP file for each output that you create. This ZIP file contains the files necessary to use your output.

To distribute your files:

1. In Windows Explorer or My Computer find the folder that you created when you created the document.

! This folder will have the same name as the document.

2. Open the folder. You should see several folders created by **e-cat**. Open the **delivery** folder.
3. In the **delivery** folder you should see a ZIP file for the **CD or Web(HTML) output format** you have created (see screenshot). This output is an HTML version of your document with a table of contents and hyperlinks to help your users to navigate through the document.



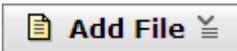
4. The files are named according to the following convention:
DocumentName.xml_cdpackage.zip is the **CD or WEB(HTML) output**.
5. If you want to place the files in a shareable repository, the YH Learning repository can be used to start!
6. You can upload files directly (if large sized) by logging into website <http://www.yhlearning.org.uk/>. Username and Password for the repository is **training@kainao.com**.
7. Click **Upload packages**. Select **Leeds Metropolitan Col** as Organisation. Click **Browse** to select **Package File(s)**:
8. Select the **DocumentName.xml_cdpackage.zip** file and click **Upload File**. Beware that this process can take up to 30 minutes depending on your file size.
9. You can also mail your ZIP files (if under 4Mb) to **yhlearning@kainao.com**. The technicians will extract the files and place them in the repository but please allow at least a day for them to upload your material!
10. You can put the files into your file storage on WebCT though they will not be searchable using the keywords that you specified.

! Do access the **faq page** on the web site for various answers to queries!

Uploading e-cat materials into Blackboard VLE

1. Format the **e-cat** document as **CD or WEB(HTML) output**. You will see the zip file as in the screenshot above.
2. Log into your Blackboard VLE and select a module from your **Course List**.
3. Click on **Build** tab at the top left-hand corner.
4. Click on **File Manager** on the left bar. Create a folder by clicking at **Click Folder**. Enter an appropriate title and click **OK**.
5. Now, click **Get Files, My Computer** tab, and upload the delivery folder zip file into **My Files** as you would with any file.
6. Click on the folder you just created, click **Get Files**, tick the uploaded zip file and click **OK**.
7. Unzip the files now by clicking the **ActionLinks** button . Select **Extract** from list. Upon extraction, click on the extracted **e-cat** folder and in the subfolder **htm**, select the **index.htm** file to view your learning object.

Adding your Learning Object onto Blackboard Student View

1. Click on **Build** tab and on the  button. Select **Browse for Files** and on the **Class Files** tab.
2. Click on the folder you created earlier and in the subfolder **htm**, tick the **index.htm** box and click **OK**.
3. You can now view your learning object under the **Student View** tab.

Enjoy creating your learning object!

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