

LEARNING SERVER

Customize Look and Feel

CUSTOMIZING YOUR SITE

Listed below are areas of the site where you can alter the look and feel or content of the site to meet the requirements of your organization.

Welcome Page: See *Edit Welcome Page* in the System Menu / Maintenance section of Help. Choose the content that will be displayed when users first log on. Insert text and graphics, or display a page from the application (for example, the My Learning page for Learners).

Navigation Bar: See *Modifying Navigation Bars* in the System Menu / Navigation section of Help. You can modify the links and graphics that appear in the top navigation bar.

Cascading Style Sheet (CSS): See *Styles* in the System Menu / Maintenance / Navigation section of Help. Change properties of text and tables on pages throughout the site that include CSS support.

Language: See *Language* in the System Menu / Settings section of Help. Choose from a range of Default Languages, or create a Custom Language to change the wording of any text you choose (or even create an entirely new language set).

Note:

To determine the name and dimensions of any existing image on the site:

- Right click on the image and select *Properties* in the pull-down menu that appears.
- If you select *Properties* and still do not see the necessary information, click *Save Picture As* or *Save Background As* to determine the file name. If you then save the image, you can then determine the dimensions of the image.
- Go to a page on the site where you can insert an image via the *Text Editor* (for example, go to the Learning menu and click on a Course title on the Course and Event Management page to bring up the Course Attributes page for that course. The Description field on that page has a Text Editor with an *Insert Image from Gallery* icon in the bottom row of the Toolbar. (Tip: Roll your mouse over the icons in the toolbar to see the function of each icon.)

Click the Insert Image from Gallery icon, and a pop-up window will appear with a display of all images that are currently in the Images folder. The file name is listed beneath each image, and the Dimensions are listed in the panel to the right of the display. Click an image one to Preview the image and view the Dimensions. Close the pop-up window without inserting an image.

FILE MANAGEMENT

To access: Click *System / Maintenance* in the top navigation bar, and then click the *File Management* tab.

From the File Management page, you can view and upload files for any folder within your site. Any system-wide customization is done through this upload area. You can also apply updates from IntraLearn to specific folders as directed.

Select a folder from the Change Folder drop-down list to view all existing files within that folder.

To upload site-specific files:

1. In the Change Folder drop-down list, select the appropriate folder. Browse your client server for the file you wish to upload.

If you are uploading a .zip file, also place a checkmark in the checkbox labeled *Check to unzip (zip files only)*.

Note: The Images folder is also called the Image Gallery. Graphics files that you are using to customize your site should be placed in the Images folder. In addition, any image files that are to be inserted by using a *Text Editor* box that appears throughout the application must be uploaded to the Images folder. Users can upload and remove images in the Images folder through the *Insert Image from Gallery* button in the *Text Editor*.

2. Click the *Upload* button.

Figure 1

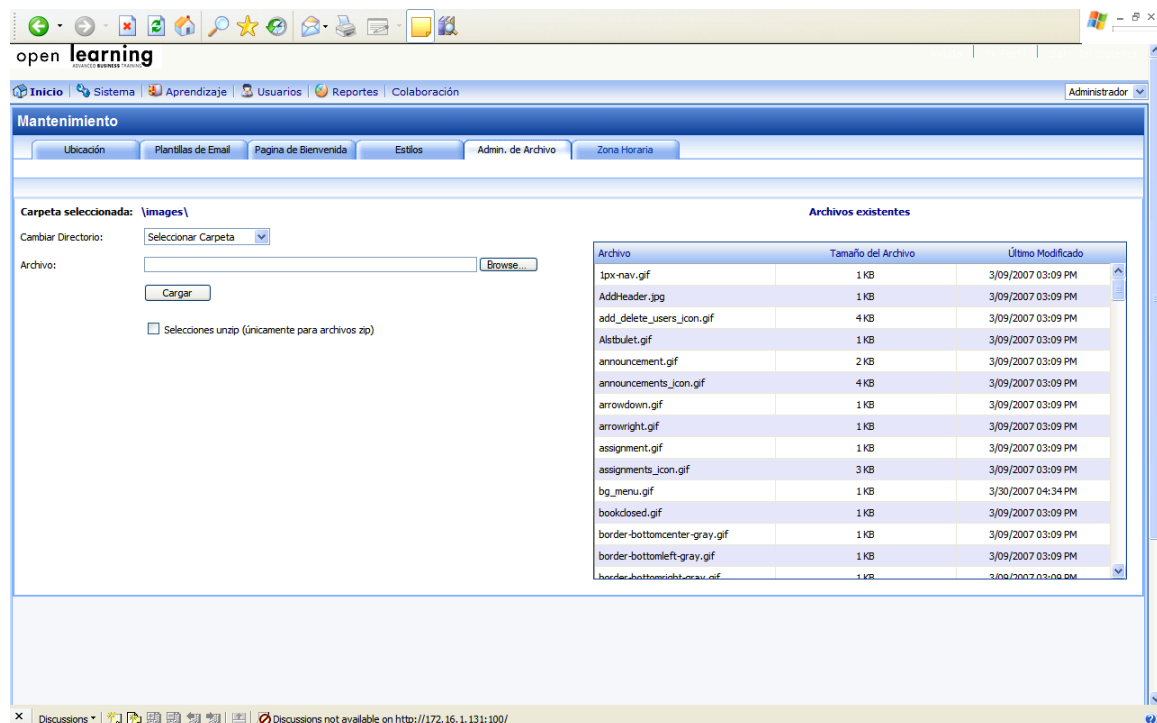
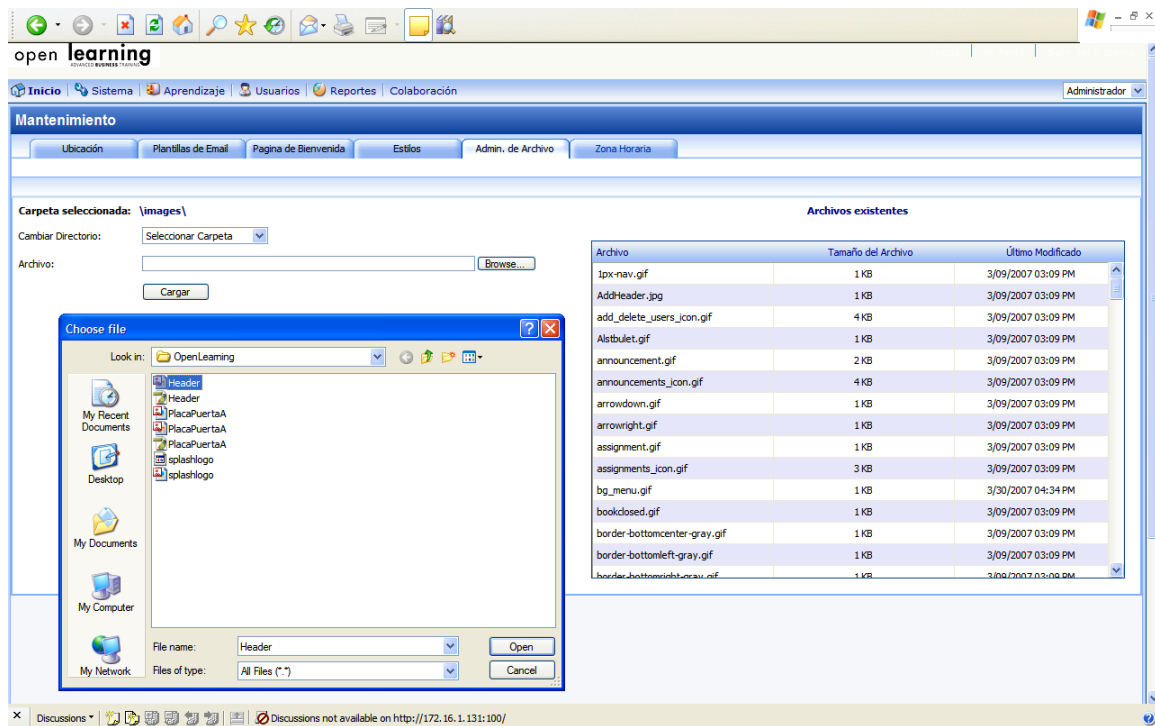


Figure 2



Customizing the Log-On Page

If your site uses Forms Authentication (see [User Authentication](#) in the System Menu / Settings section of Help), you can change the logo and background image that appear at the top of the page.

The existing image names and file sizes are:

Logo filename: **splashlogo.gif** Dimensions: 170x28 px

Upper background: **header.jpg** Dimensions: 4x60 px

Name the new image the same name as the image you wish to replace. Also make sure the dimensions of the image is approximately the same. Upload the new image to the Images folder of the site (see [File Management](#)).

CUSTOMIZING THE HEADERS AT THE TOP OF ANY PAGE

You can change the logo and the blue background images that appear at the top of every page.

The existing image names and file sizes are:

Logo filename: **splashlogo.gif** Dimensions: 170x28 px

Upper background (logo area): Filename: **header.jpg** Dimensions: 998x138 px

Middle background (navigation area): Filename: **menu.jpg** Dimensions: 1x 35 px

Lower background (page title area): Filename: **titlestrip.jpg** Dimensions: 164 x 34 px

Name the new image the same name as the image you wish to replace. Also make sure the dimensions of the image are approximately the same. Upload the new image to the Images folder of the site (see *File Management* in the System Menu / Maintenance section of Help).



CUSTOMIZING THE COURSE VIEWER PAGE

Within the Course Viewer page, you can change the logo and the blue background image that appear at the top, the blue vertical strip that divides the Syllabus area on the left from the course content on the right, and the vertical *Open* and *Close* text (with arrow) that appears within the divider strip.

The existing image names and file sizes are:

Logo filename: **logo.gif** Dimensions: 113x20 px

Upper background (title area): Filename: **menu.jpg** Dimensions: 1x35 px

Vertical divider strip: Filename: **leftbar.jpg** Dimensions: 10 x 2 px

Vertical *Open* text: Filename: **openarrow.gif** Dimensions: 8 x 65 px

Vertical *Close* text: Filename: **closearrow.gif** Dimensions: 8 x 75 px

Name the new image the same name as the image you wish to replace. Also make sure the dimensions of the image is approximately the same. Upload the new image to the Images folder of the site (see *File Management* in the System Menu/Maintenance section of Help).

The screenshot shows a web interface for a quiz. The top navigation bar includes a 'company logo' on the left, the course title 'World Geography' in the center, and an 'Exit Course' link on the right. A left sidebar contains a 'Click to View course outline' link and a 'World Geography' link. The main content area displays the following information:

Your Score:	<input type="text" value="0"/>
Maximum Score:	<input type="text" value="4"/>
Number of Questions:	<input type="text" value="4"/>
Number of Quiz Attempts:	<input type="text" value="1"/>

Below this information, the word 'Failed' is displayed. At the bottom of the main area, there are two buttons: 'Next' and 'Review Quiz'. A vertical scrollbar is visible on the left side of the main content area.