



Using Reload

Introduction

The VET Reload Tool is a packaging tool for learning objects (these are often called IMS packages). VET Reload, produced by the Australian Flexible Learning from the UK, JSCI project's software Reload Editor, is used to add or remove pages from learning objects.

> Step 1: Get your files organised

Collect your files, images videos, etc into one resource folder, be careful with file and page names as these are displayed in the final package menu by default.

> Step 2: Download and install Reload

1. Go to: <http://e-standards.flexiblelearning.net.au/tools.htm>
2. Click on **Package**
3. Download the **VET Reload Tool**
4. Accept the defaults as it installs

Useful Tools

This page provides links to guidelines and software tools you can use for creating three e-learning content development steps including:

- [Develop](#)
- [Package](#)
- [Describe](#)

Check your computer setup and plug-ins using the [Software Analyser Tool](#)

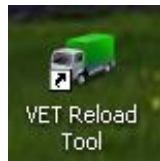
Package

- **VET Reload tool: New version - 10th October 2008 - [Release notes](#)**
The VET Reload tool has been customised to conform to VET packaging requirements. It is based on the Reload tool developed by CETIS in the UK. Download the [VET Reload tool - Windows Installer](#) [15.2MB].
- **Content package player**
The Content package player enables content packaged e-learning content to be played in a web browser without requiring any additional software. [Download the Content package player](#) (v1.1.5) [22 KB]
- **The ADL Test Suite**
If you are creating SCORM 1.2 content, you will need to test your SCORM packages with the test suite provided by ADL
<http://www.adlnet.gov/scorm/history/Scorm12/>

[back to top](#)

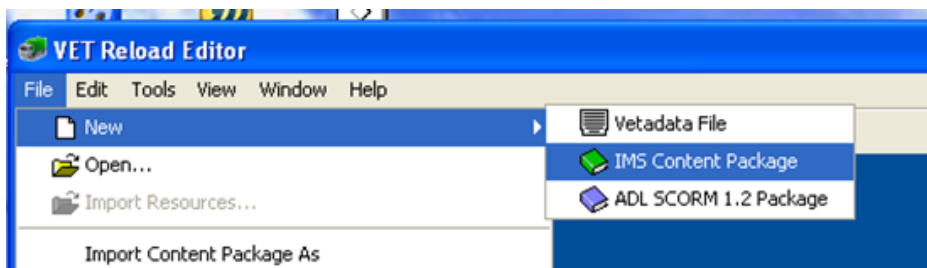
> Step 3: Start Reload

Click on the icon on the desktop.



> Step 4: Create a new package

1. Go to: File > New > IMS Content Package
2. Leave the CP Version and MD version settings unchanged as **IMS Content Packaging 1.4.4** and **MD (Metadata) version Vetadata for LORN**.



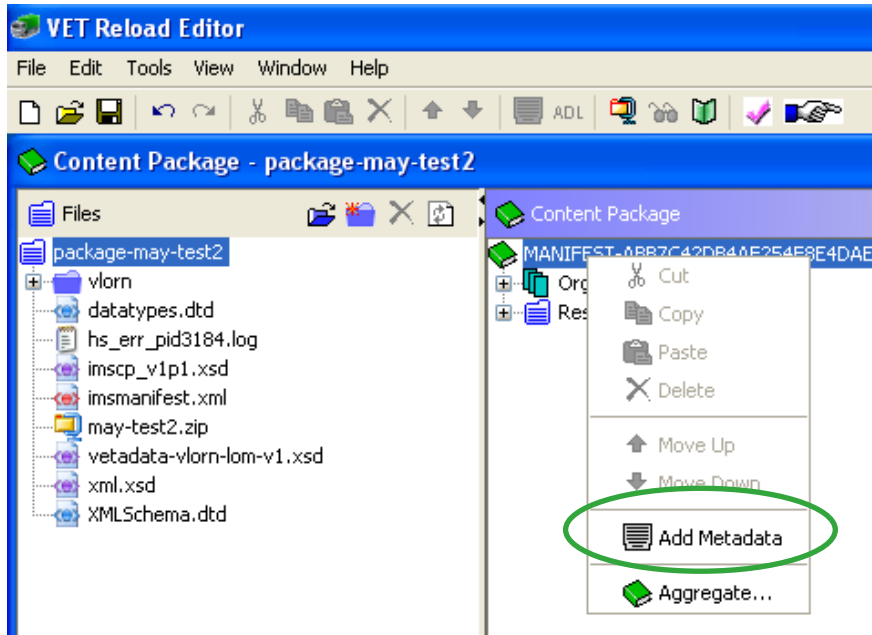
3. Create the package in the folder where you have all your resource files.
 - > Browse to find the folder where you have stored all your content files.
 - > Select this folder.
 - > Reload will display the contents of the folder in the left hand pane.

> Step 5: Create a metadata file

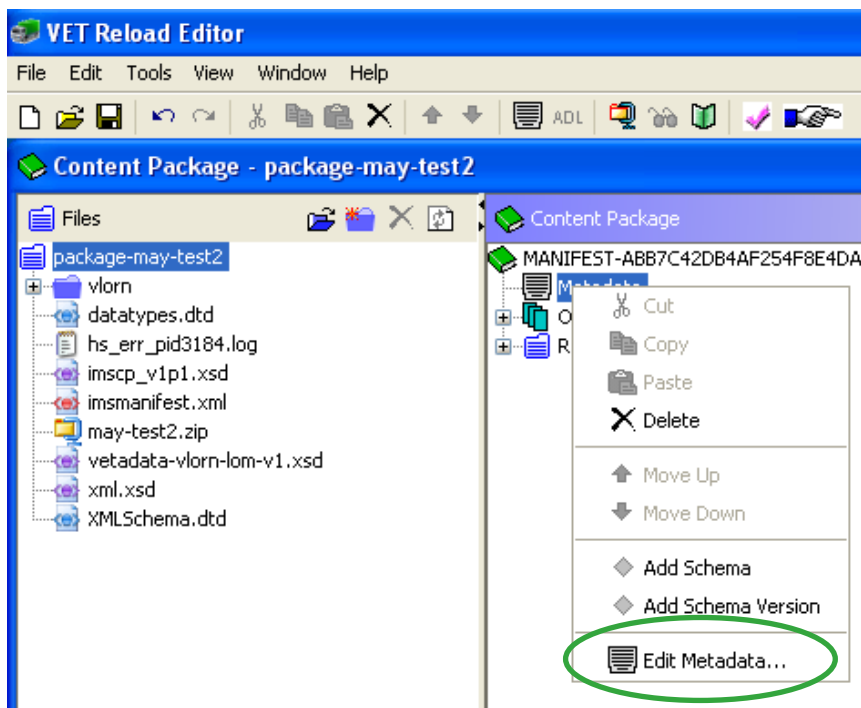
Metadata is descriptive information about an IMS package or learning object that will allow users to search and discover it in a learning object repository such as LORN (Learning object Repository Network: <http://lorn.flexiblelearning.net.au/>).

To add metadata to your IMS package or learning object:

1. Right click the 'MANIFEST' element and select 'Add Metadata'

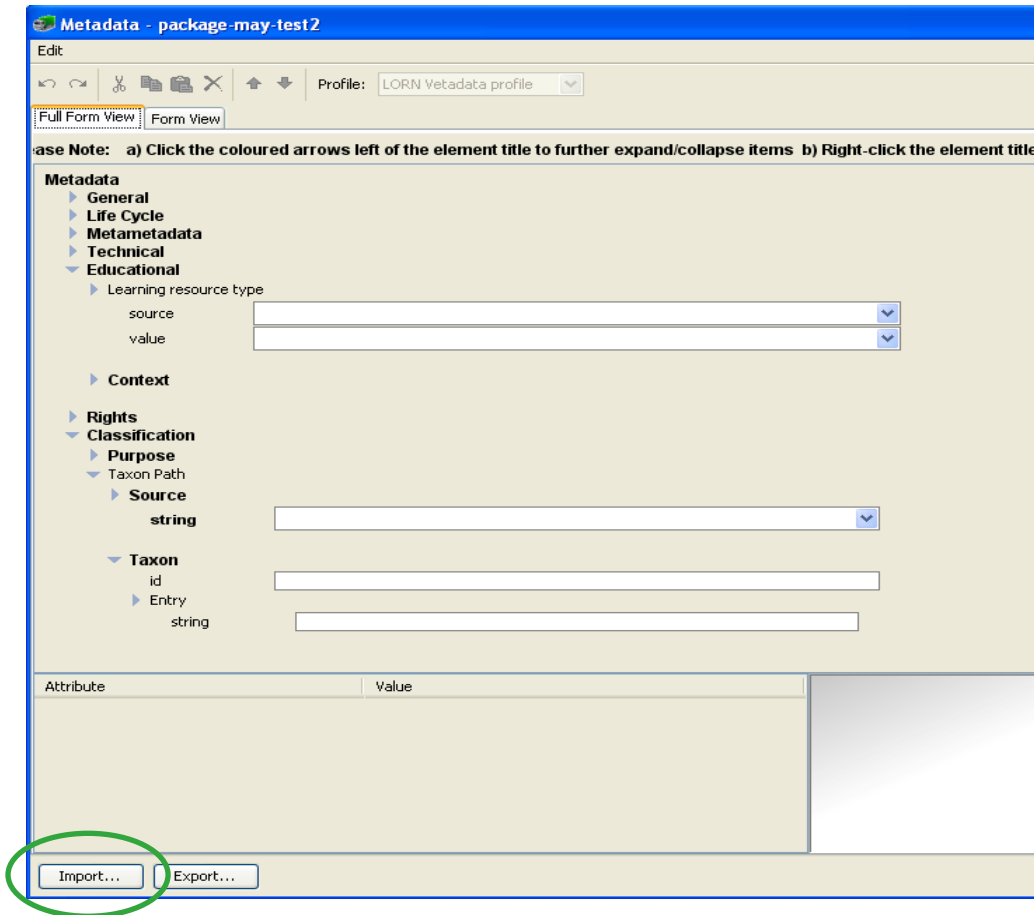


2. Right click the 'Metadata' element and click 'Edit Metadata'



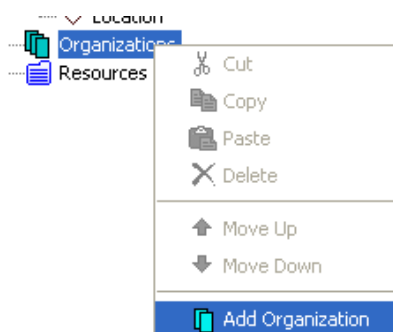
You can now edit the metadata as normal. The technical difference is metadata is now contained within the manifest.xml file instead of being a separate file. This has no effect on how your package will operate in practice.

If you prefer to create your metadata in a different tool, you can use the 'Import' option from the metadata page (after following the two steps above):



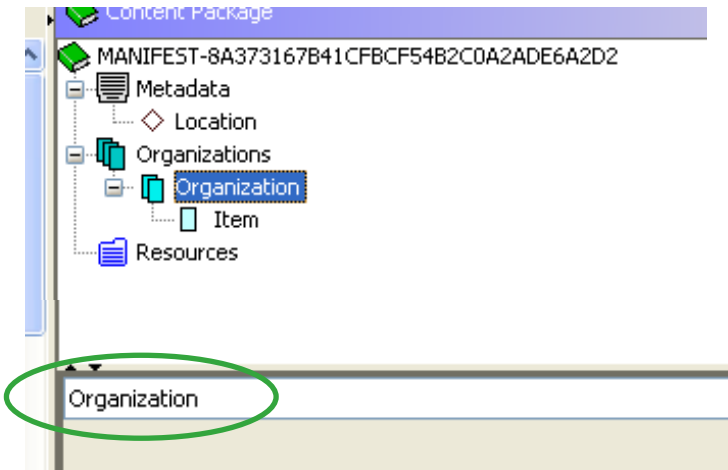
> Step 6: Create an “organisation” to structure your content

Right click on the word **Organizations** > Select **Add Organisation**



> Step 7: Give your organisation a name

1. **Left click** on the word **Organisation** (the one you have just added; not the word Organisations above)
2. Go to the box at the bottom and type in a name for your organisation over the word Organisation that is already there. This is the name for your learning object package.



3. Item

A blank heading Item is usually created under your organisation at the start; this acts as a place holder, you can delete it after you add more files or you can use it as a heading for a set of sub content items.

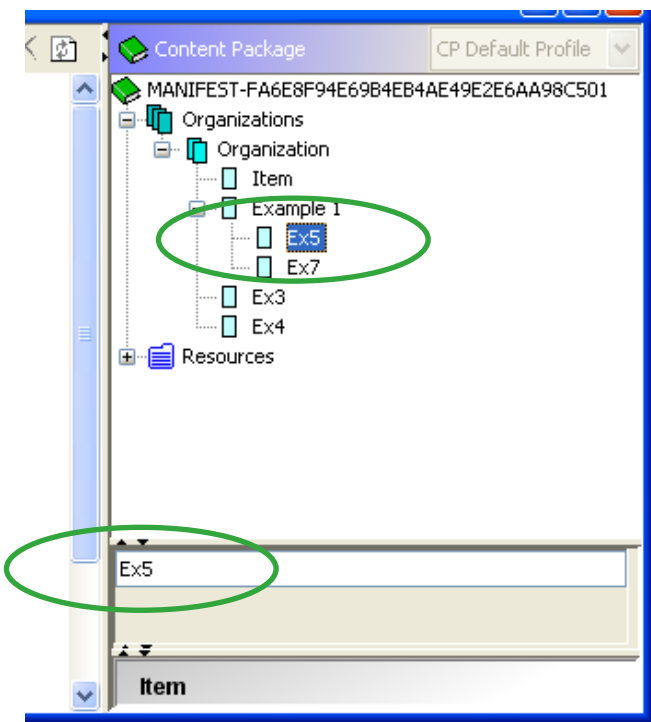
> Step 8: Add content files

Select the file you wish to link to, drag and drop on to the organisation you have created.

You can alter the order of items in your package by right clicking on the item name and moving up or down. (or deleting) You cannot change the file names at this point. You can add a variety of files including: Html, PowerPoint, Word, PDF and jpg.

> Step 9: Change the name of an item

Left click to select the item, and then go to the box at the bottom and type in a new name.



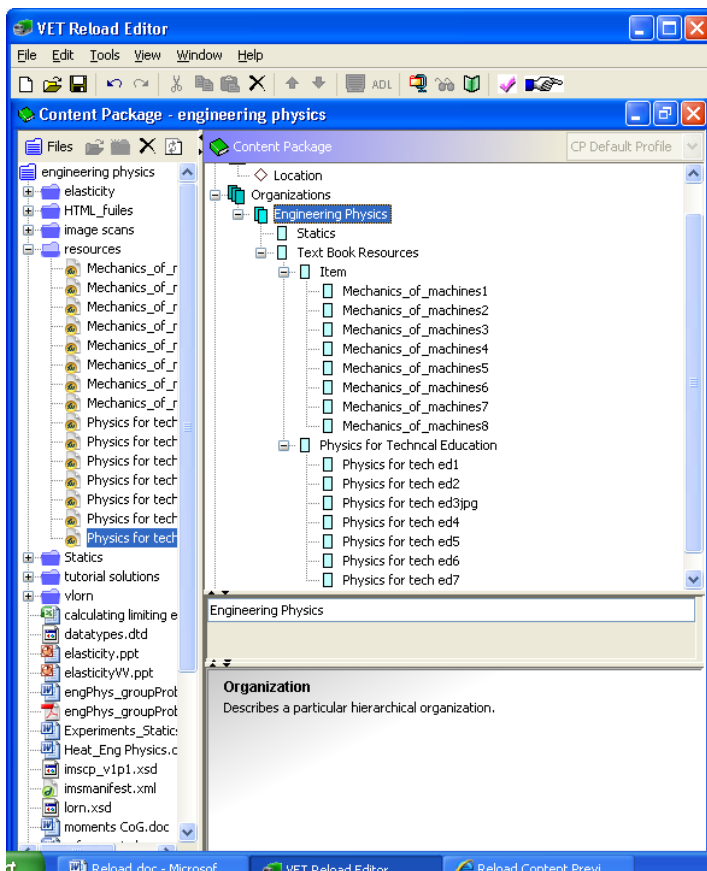
> Step 10: Create a sub-menu

You create an **Item** which acts as a **heading** for a sub-menu of files.

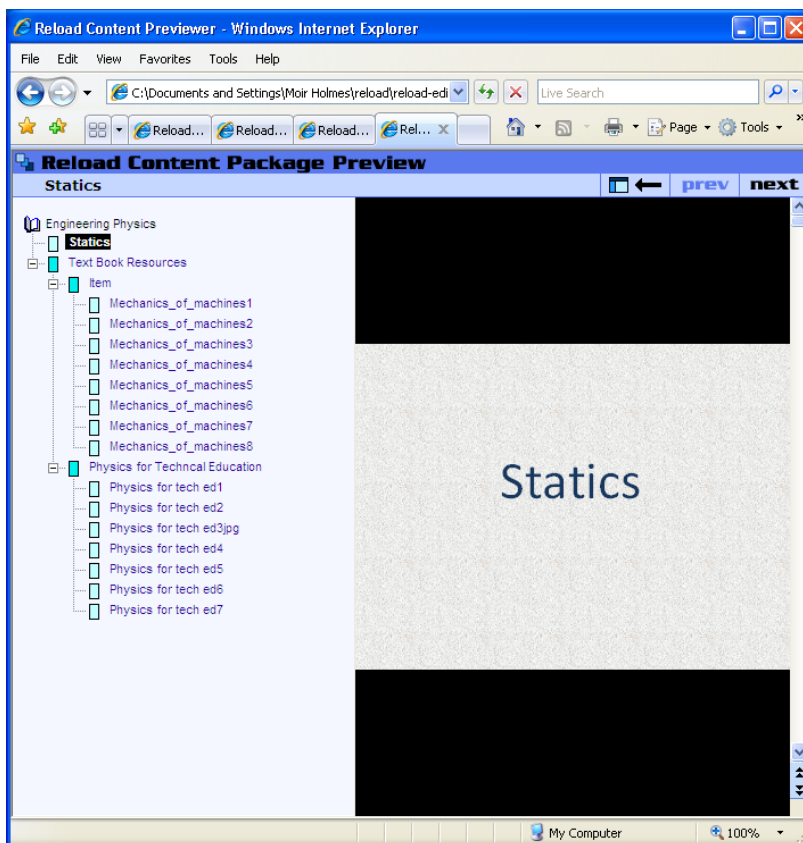
1. **Right click** on the organisation you created
2. Add Item
3. Change the **name** of the Item. (left click to select, then go the bottom and add name to box)
4. **Drag and drop** files on to the Item name

You can nest several items.

Reload window



Final package



> Step 11: Check the appearance

At any stage > click on the **book icon** on the tool bar



> Step 12: Finish the IMS package

1. Zip the file, click on the **winzip** icon on the tool bar.

You will be asked to give the package a **file name** and a **location** to save to.

This zip file is the IMS package.

When importing the file as an IMS into a Learning management system such as Moodle - import the zip file.



> Step 13: Create a stand alone package

(To create a stand alone object, you need to include a viewer (content package player) which can display the learning object outside of a learning management system.)

1. Download and save the zip file containing the viewer. Don't run or extract at this point.

<http://e-standards.flexiblelearning.net.au/tools.htm>

Package

- **VET Reload tool: New version - 10th October 2008 - [Release notes](#)**
The VET Reload tool has been customised to conform to VET packaging requirements. It is based on the Reload tool developed by CETIS in the UK. Download the [VET Reload tool - Windows Installer](#) [15.2MB].
- **Content package player**
The Content package player enables content packaged e-learning content to be played in a web browser without requiring any additional software. [Download the Content package player \(v1.1.5\)](#) [22 KB]
- **The ADL Test Suite**
If you are creating SCORM 1.2 content, you will need to test your SCORM packages with the test suite provided by ADL.
<http://www.adlnet.gov/scorm/history/Scorm12/>

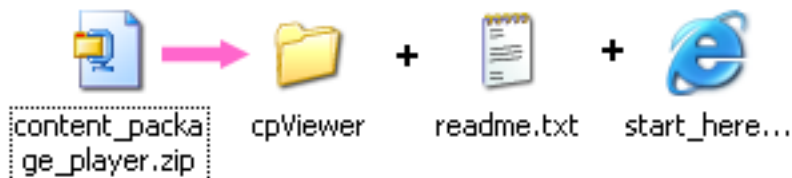
[back to top](#)

The zip file which is downloaded contains all the files you need to view the learning object.

One way of including the viewer:

> Unzip the content_package_player.zip to a new folder.

> The new folder will contain a folder called cpViewer and a readme.txt file and start_here file.



This folder and these 2 files need to be added to your zip package

> Select the folder and 2 files and drag and drop them onto your IMS package zip file, then select “yes” to the “add to the file” message?.

You now have a zip file containing a standalone IMS package

> **Step 14: To load the stand alone package**

Save the zip file where you intend to use the learning object, unzip the file into a folder and click on the start_here file.

> **Step 15: Customising the viewer**

The start_here file is the index file for your object; you can open in Dreamweaver and play with its appearance.

If you are into CSS you can change the CSS files.

> **Step 16: To remove or add more content pages to an existing learning object**

1. Open Reload
2. File > Open
3. Find the folder in which your resources are stored. This is the folder in which you originally created the reload package. (not the zip file)
4. Open the imsmanifest.xml file.

You can edit your organisation and add new resources, re-zip and your object is ready.

There are two further Guides, 1. Creating the metadata file, 2. Creating a Dependency to reducing the size of a manifest file. Contact Helen Lynch, Canberra Institute of Technology for more Information.