



VISION

# WORKING WITH THE SMART AUTHORIZING TOOL

HOW-TO GUIDE

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## GENERAL INFORMATION

Here you can find basic general information for a successful use of VISION's Smart Authoring Tool.

- **How do I access / download / install the Smart Authoring Tool:**

Go to <https://visionapp.smart-study.net>. If you already have an account, type in your username and password. If you do not have an account, create a new one by clicking on 'Not a member? Sign up!'. Type in all the asked for information and click on 'Sign up'. You **do not** have to download or install anything.

The first time you log in with your newly created course, you will need to define an institution.

- **How do I create a course with the Smart Authoring Tool:**

Go to 'My Courses' on the left-hand side menu. Click on the **+** on the right upper corner. Fill in the necessary information (**all fields have to be filled in or the Chatbot Tutor will not be able to answer these questions when asked by the students**). Save the course. The categories 'Course Materials' and 'Course Resources' allow you to give the Chatbot Tutor additional information on where students can find the entire course material in, for example, your Learning Management System (LMS).

- **How do I define a structure for the course:**

Your course can be structured into sections and within sections, you can add units.

Click directly on your course. Click on the **+** next to 'Sections'. Fill in the necessary information (**all fields have to be filled in or the Chatbot Tutor will not be able to answer these questions when asked by the students**). Save the section.

Click on the section to add units. Click on the **+** next to 'Units'. Give the unit a title. Save the unit.

Once you have defined sections and units, you can also change their order. Click on **◆** right next to 'Sections'/'Units'. You can now change the order by dragging and dropping the individual items to your preferred position. Click on 'Close' once you are finished.

- **How do I add content (e.g., text, media) to the course:**

Click on the unit to add content. Open the sidebar menu by clicking on . Drag and drop the items you want from the sidebar. You can choose between  Text,  Image,  Video,  Link and many more. You can also add sections from the sidebar in order to structure your content. Or you can upload external HTML sources. Please look at **Advanced Options (page 3 of this document)** for an explanation on how to upload external HTML sources.

- **How do I edit content:**

You can edit your items by clicking on them. In the sidebar you now have the option to change Dimension, Typography and Decorations. For a more detailed explanation, look at the **Advanced Options (page 3 of this document)**. But you can also use one of the templates offered by the Smart Authoring Tool (go to <https://vision.smart-study.net/result-e-course/> to access the HTML code for the

templates). You can also duplicate items by clicking on , or delete items by clicking on .

Do not forget to regularly save your progress with the save button on top of your unit (the title of your unit will have an asterisk in case you have not saved your changes yet).

You can also delete your whole unit by clicking on **'Delete'** or undo changes by clicking on   . If

you want to see a preview of your course, click on  .

- **How do I upload a video:**

After you have dragged and dropped a video element into your unit, click on the video. Click on  in the bar underneath the save button. You can now add the source of your video (either HTML, Youtube or Vimeo).

- **How do I upload an image:**

After you have dragged and dropped an image element into your unit, a separate window will open. Drop files directly into the field or click on it to upload images saved on your computer. The image will appear on the right-hand side of the window. Click on it to add it to your unit.

- **How do I create quizzes:**

Go to your course. On the bottom of the page, you find the option **'Questionnaire'**. Click on the  next to **'Questionnaire'**. Give your questionnaire a title. Save the questionnaire. Click on the questionnaire. Click on **'Add Question'**. Type in a title for you question (e.g., Question 1... / Multiple Choice Question 1...) and the question and save everything. Click on **'Add Answer'**. Add as many answers as you like (**don't forget to tick the 'Correct Answer' box for the correct answer option**) and save your answers. You can add as many question/answer sets as you like.

- **How do I make the course available to my students:**

Once you have successfully created your course, you can export the SCORM course. Go to the course itself, click on  right next to your course's title. A ZIP file will be downloaded onto your computer. Use this file to upload it in your SCORM supported LMS.

## ADVANCED OPTIONS

Here you can find additional possibilities within VISION's Smart Authoring Tool.

- **Can I copy/paste text from another document:**

Yes, you can copy text you have already written in another document (e.g., Word, PDF, Power Point).

If you wish to paste the text in an unformatted way, right-click on your mouse in the text field and choose the option **'Insert as unformatted text'**.

- **What options do I have for editing text:**

In the category **'Dimension'**, you can position your text box:

- **'Margin'** will change the position of your text box in relation to neighboring elements; it is used to create space around (top, right, bottom, left) the text box.
- **'Padding'** is used to create space between the text and the text box (top, right, bottom, left); padding uses the same background color as the text and counts as part of the text box's width.

In the category **'Typography'**, you can change the format of the text:

- **'Font'**: choose between different fonts (e.g., Arial, Times New Roman, Verdana)
- **'Font size'**: you can directly type in 'normal' or 'small', or you choose px and type in a value
- **'Letter spacing'**: you can directly type in 'normal' or 'small', or you choose px and type in a value
- **'Font color'**: you can directly type in a color or a color code or choose a color from the color palette
- **'Text align'**: choose between left, right, justified and centered
- **'Text decoration'**: choose between underlined or strikethrough
- **'Font style'**: for italics

In the category **'Decorations'**, you can change the background color of a text box. Type in a color or a color code or choose a color from the color palette.

- **How can I add external content:**

You can add any kind of external HTML content. Within your unit, click on  in the bar underneath the save button. A separate window will pop up. Insert your HTML code and press **'Import'**.

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- **How can I duplicate my content:**

Click on  in the bar underneath the save button. A separate window will pop up showing the HTML code of your content. Copy the whole code, close the window again. Create a new unit, click on  in the bar underneath the save button. A separate window will pop up. Insert your HTML code and press **'Import'**.

## DIDACTIC USE

For information on how to use the Smart Authoring Tool in a pedagogically sound way, please read the following specifications.

- **What are the Smart Authoring Tool's benefits for the teaching/learning process:**

- **What are the advantages for the teacher:**

Teachers can easily create engaging courses with VISION's Smart Authoring Tool which can then be exported to be used in their Learning Management System. This way, they only create a course once and **can reuse it multiple times**. They can use the thus created course for a flipped classroom method, where teachers offer content in **different forms of representation** with which students engage at home. The time in the classroom is then reserved to deepen the knowledge. It is a shift away from teacher-centered learning to student-centered learning and thus also a **freeing up of the teacher's valuable time** which can then be spent on individual student support.

- **What are the advantages for the students:**

Learning is a complex cognitive, affective and psychomotor process which demands time and effort. The more learners are confronted and engage with information, the easier and more profoundly they acquire this information. Courses created with the Smart Authoring Tool offer such an **intensive exploration of new as well as pre-existing knowledge**. A course created with the Smart Authoring Tool is **available 24/7**, includes **different forms of representation** and provides students with a **broad range of different learning materials**: besides offering a presentation with the most important aspect of a topic, including picture, video and text options, teachers can also provide students with a course syllabus as well as additional sources such as books or websites. Students can then choose when and how to use course materials in order to personalize their learning process.

- **What are the Smart Authoring Tool's limits:**

It always has to be considered that technology, such as the Smart Authoring Tool, itself is limited and always needs human input or interaction. A course created with the Smart Authoring Tool is **only a support but can never replace the teacher or the work in a real-life classroom** (even if this real-life classroom should be virtual). Active involvement is only possible to a certain degree within the Smart Authoring Tool, and it is dependent on the Learning Management System it runs on.

- **How to create visually engaging content:**

- Scale different elements according to their importance. Also use **caps, italics, bold and contrast** for different pieces of information. In the Smart Authoring Tool, you can do this by directly clicking on the text or by going to the sidebar category 'Typography', choosing font size, font color and weight.
- Be consistent in your design. Use the **same colors, fonts and forms** to express importance.
- Group connected information together and make use of the **white space** to set these groups apart from each other.

- Use **visuals** to support written text.

- **How to create pedagogically-sound content:**

- Successful learning, that is the successful transfer from information heard in the classroom to the practical application of said knowledge in one's own life, can only happen if **new information is connected to previously acquired knowledge**. An engaging first unit should thus start with an activation of prior knowledge, by offering, for example, an **opening statement** or **question** to be discussed with the students. You can also offer a **video of yourself**, the expert, summarizing the knowledge necessary to build on in your course.
- The successful transfer of information can be supported if students are able to **connect what they learn to the real life**. You should thus include examples which illustrate how a phenomenon or principal applies to real-life situations, either in the form of **videos, pictures or testimonials**. You can also illustrate connections between different subject matters. **Case studies** are another example of real-life scenarios which can be included in your course material.
- Students need to have **enough time to grasp new concepts**. Units should thus focus on a limited set of information and work on these in depth. Units should also follow a certain structure in order for students to recognize realistic goals they can achieve.
- Units should be **varied and offer different forms of representation** to address different types of learners. They should acknowledge that **the student is at the center of the learning process** and not the teacher, and that it is the student who constructs knowledge through interaction with said knowledge, with the teacher, as well as with other students. The Smart Authoring Tool allows you to use **text, videos, pictures, links, quizzes** and many more different items. You can also include an **audio recording** of yourself or some other expert.

- **How to encourage active involvement:**

Successful learning can only be realized if students are actively involved in their learning process. Active involvement with the help of the Smart Authoring Tool can be fostered through:

- activities such as **quizzes or self-reflection tasks** where students have to actively acquire knowledge;
- choices in how students can acquire knowledge; they can be offered **a text or a video**;
- **repeated questions** addressed to the students on what they have learned thus far.

The Smart Authoring Tool also allows you to add external content with its upload function (**see Advanced Options, page 3 of this document**). For more active involvement, you could, for example, add h5p exercises.

- **What kind of quizzes are useful for different learning outcomes:**

If you want to revise a topic to see your students' progress and for your students to see their own progress, you can use quiz options such as **single-choice** or **multiple-choice questions**. Single-choice or multiple-choice questions can also be used at the beginning of a topic to see the learning starting point of each student. With these quiz formats, a certain pre-defined answer is expected, which allows



for a quick overview of which students still need additional information. It also guarantees for unbiased feedback since the answer is either true or false.

**Fill in the blank quizzes** or **open-end questions** can also help identifying your students' learning progress or starting point. They allow for more than one possible answer, and therefore need more time in answering and correcting, and are more difficult in offering correction that is unbiased.

If you want students to critically reflect on a certain topic, **essay questions** are the best choice. They allow students to express their own opinions and also be more creative in answering questions.

- **How to encourage self-reflection and self-assessment:**

Self-reflection and self-assessment in the teaching and learning context mean to understand one's strengths as well as one's weaknesses and to find strategies to positively influence the learning process. Self-reflection and self-assessment can be added to the Smart Authoring Tool by uploading external content (**see Advanced Options, page 3 of this document**).