lodeStar™ Authoring Guide

(for users of lodeStar 5.2.8 or later)

Getting Started with lodeStar™ In Five Easy Steps

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System Requirements

Computer

Windows Only

- 1 GHz Intel Pentium processor (recommended)
- Windows XP (highly recommended), Windows Vista
- 128 MB of free available system RAM (256 MB recommended)
- 85 MB of available disk space
- 1024 x 768, 16-bit (thousands of colors) color display or better

Browser

Authors:
Microsoft Internet Explorer 6.0 or higher required
Internet Explorer must have the Macromedia Flash Plug-in installed.

Students:
Students can choose from a variety of browsers. Browsers must have latest Macromedia Flash plug-in installed.

Internet

Internet Connection is a Requirement

lodeStar comes pre-loaded with several Star Interactions. Additional interactions are available to licensed subscribers through the internet. Therefore an internet connection is required.

Definitions

lodeStar™

Software that helps a teacher or trainer supply content to an interactive educational activity (Star Interaction®). An example: lodeStar provides the appropriate prompts and forms that enable a teacher to supply a word list that generates a crossword puzzle.

Star Interaction® Template or Star

A Star Interaction Template® or Star, for short, helps authors produce a game, timeline, slide show, quiz, a deck of flash cards, crossword puzzle, web quest and much more.

The short form of Star Interaction Template is Star.

A template is a file that a teacher downloads from the lodeStar website and that appears on the File menu under New. A Teacher will choose the Star Interaction Template that she or he wishes to make into a project. Generally authors build and save projects from templates.

Project

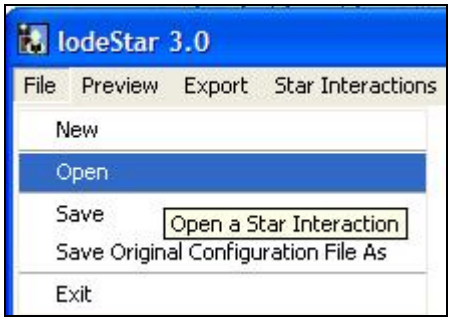
Once a teacher chooses a Star Interaction template (Star) such as a quiz, a wizard prompts the teacher for a project name.

A project built from the template is then placed in the lodeStar projects folder.

Changes made to the project do not reflect back to the template. For example, a teacher might use the same Star Interaction template to create a history quiz project or a math quiz project.

Convention used in this guide

You will see a statement such as File > Open in this guide. This means that you should select the File menu at the top of the application. Then choose Open.



Technical Support

Show the following notes to your support person

lodeStar is designed to be easy to use for authors. However, this product may be used in a network environment that requires lodeStar to be configured in a certain way. For example, lodeStar can be configured to work with a proxy server and with an FTP Server.

Before we get started, please consult the System Requirements section at the beginning of this guide and ensure that the computer has a processing speed of at least a 500 MHz. A 1 GHz machine is recommended.

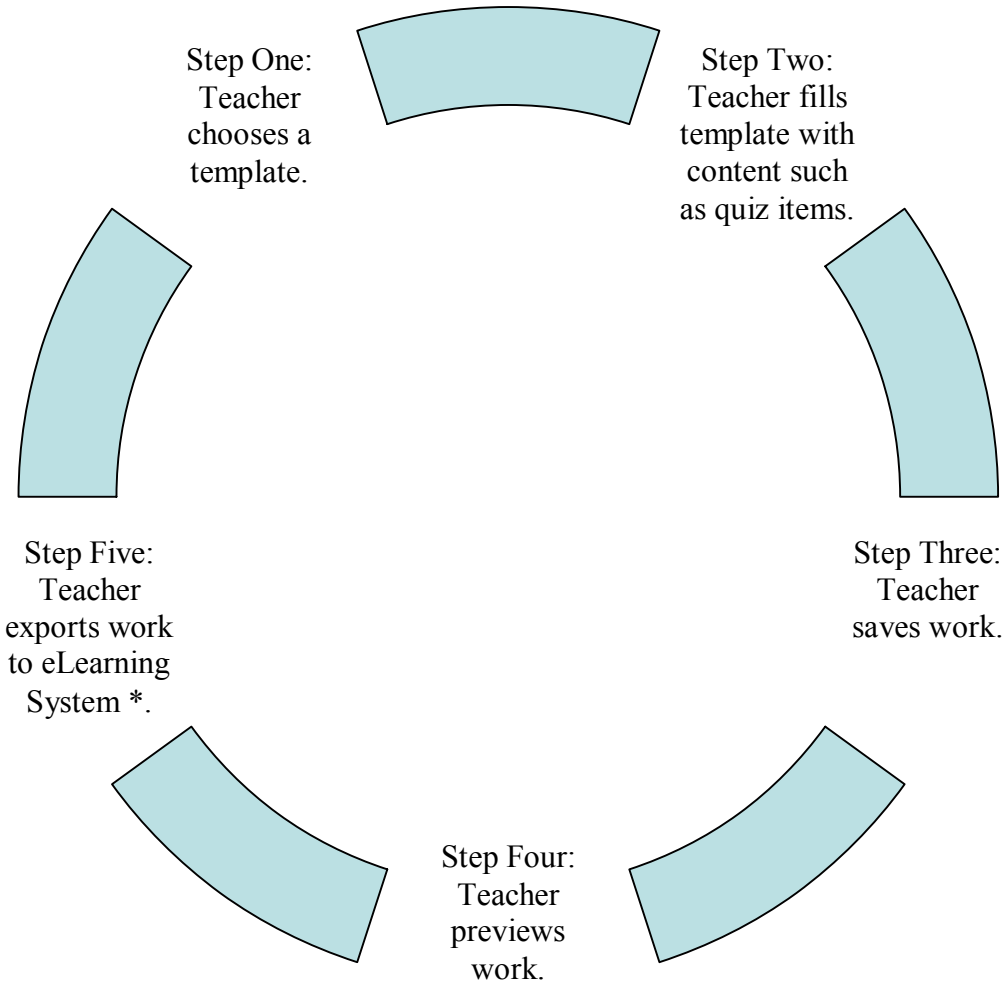
If lodeStar is being used in a network with a proxy server, please consult **Appendix D Configuring for a Proxy Server**

If the lodeStar user has rights to a website with FTP access, then please consult Appendix **F Configuring for FTP**

In short, lodeStar requires a one-time configuration. The configuration settings will be saved.

Important Note: When a teacher updates lodeStar under the present scheme, the configuration settings are lost.

An Overview of the lodeStar Workflow



Getting Started

To start a new project, launch lodeStar and look for the File menu near the top of the lodeStar screen. . On the **File** menu, click on **New**.

After you click on new, you will see a window pane appear with a tab titled **Star Interaction Templates**. In this window pane, you will find all of the Star Interaction templates that you have downloaded from the lodeStar website. By default, you will only see the most popular Star Interaction Templates. More are available from the lodeStar Learning Corporation server. If you wish to download more templates, see section A.

If you wish to create a project from a Star Interaction Template double-click on the word that ends with .star. Star is short-form for Star Interaction Template. For example, double-click on Challenger.star.

A **Download Helper** appears.

We use the word download here, but what we really mean is that the Download Helper will find the Challenger archive, decompress it and save its contents into a specific projects folder. An archive simply means a single file that is made up multiple parts that have all been dehydrated and stuffed into a package. **You don't need to know what an archive means to use lodeStar successfully. lodeStar handles this step automatically.**

Give your Project a title in the Project Name box. Then click on **Create Project**. lodeStar automatically creates a directory with the same name as the project name and transfers your content to that directory.

Download Helper will also open the downloaded Star Interaction® in lodeStar. Once you've clicked on Create Project and seen the message at the bottom left that reads, "Download Completed", click on the Finish button. (The last step usually happens automatically.) You are now in the project and ready to fill in your content.

Filling in Content

After you have loaded a Star Interaction Template either by following step 1 or reloading a project using the information found in Section B, you are ready to configure and save a Star Interaction Project.

Generally, the first page that appears is an HTML help page. There are still a few exceptions.

The first page usually has helpful step by step instructions and often a PDF file that you can print off or read on your screen.

If you don't see any pages or if the name of your interaction does not appear on the status bar on the bottom or if the buttons on the bottom right hand corner are still grayed out, you have not loaded your project properly.

If you have indeed loaded a project, click on the right arrow button at the very bottom to page forward. The navigation buttons for every project are found at the very bottom of the screen.

From left to right the buttons perform these actions:

Show/Hide Pages. This is similar to the slides view in PowerPoint®. The Show/Hide Pages button displays or hides a list of pages that can be reordered. This is an advanced function and so we'll ignore it for now.

Get Previous Page. When the left arrow is active it allows the teacher to page backwards. Each page represents either a help file or a configuration screen. These pages are not what the student sees. They simply guide the teacher along step by step.

Get Next Page. Pages forward to the next page if available.

Save. Saves work.

As you move through a template you will see forms that you need to fill out.

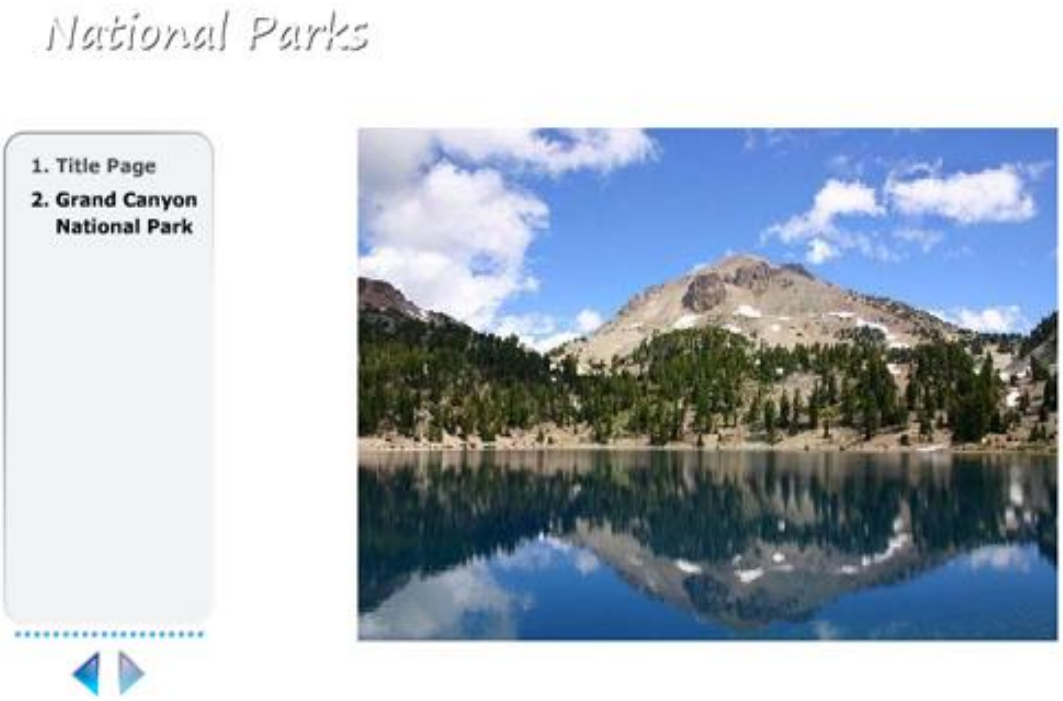
Fill in your information as prompted on the form or as described in the instructions. Again, most projects come with instructions found on the first page.

lodeStar is designed to give you inline directions for every step. Follow the directions and fill in all of the information that the project requires. When you are done, save your project.

New to lodeStar 5

Many of lodeStar's templates allow you to apply a theme.

Here is the Presenter with no theme applied:



Here is an example of the Presenter template with the Lake theme applied:

To apply a theme, do the following:

Select Tools > Themes. If the Themes menu item is grayed out, you are either working with an older template or one that doesn't accept themes.

Saving your work

You may save your work at any time. Click on the button on the bottom right hand corner that holds the star icon, pictured here: 

lodeStar will then merge your unique data with data elements that the Star Interaction needs and produce a file with an .xml extension. This is the file that ultimately gets exported with the project. You don't need to worry about the details because lodeStar takes care of this step automatically.

When you reopen your project at a later time, lodeStar finds this data file automatically and loads it in. If you wish to get a fresh start, create another project from a template as described in Step 1.

Important Note: If you click on the Preview button or the Export button, your work will be automatically saved.

Previewing Your Work

After you have saved your work, select **Preview** menu and then click on **Launch Player** or you may click on the button at the top of the screen that resembles a projector.

Your newly configured project will appear in a window.

Important Note: When you click on the Preview button or the Export button, your work will be automatically saved.

Exporting Your Work

Select a Metadata Application Profile

LodeStar now features the Metadata Application Profile. When you export your work, you are essentially creating a learning object. Metadata are elements of information that describe your learning object (i.e. activity). Metadata elements answer questions about authorship, intended audience, general description, keywords for indexing and so forth. Each institution approaches metadata a little differently and so the new Metadata Application Profile helps institutions to customize the handling of metadata for their purposes.

Here is what you do. You only need to do this once.

With your project opened in lodeStar, select Tools > Metadata Application Profile. If you are using **Class Server** as a learning management system or your are unsure, select – Default and then hit ok. This is a general all purpose metadata application profile that also understands how to format data for Microsoft Class Server.

If you are using **Blackboard, Moodle, eCollege**, or a learning management system that allows you to import an IMS Content Package, select IMS and then hit OK. This is also a good default if you are unsure.

If you are using **Desire2Learn** (outside of Minnesota), select Desire2Learn and then hit ok.

If you are part of the Minnesota State College and University (MNSCU), select MODE and then hit OK. This is a metadata application profile custom designed for MNSCU.

Remember, you only need to select your Metadata Application Profile, once.

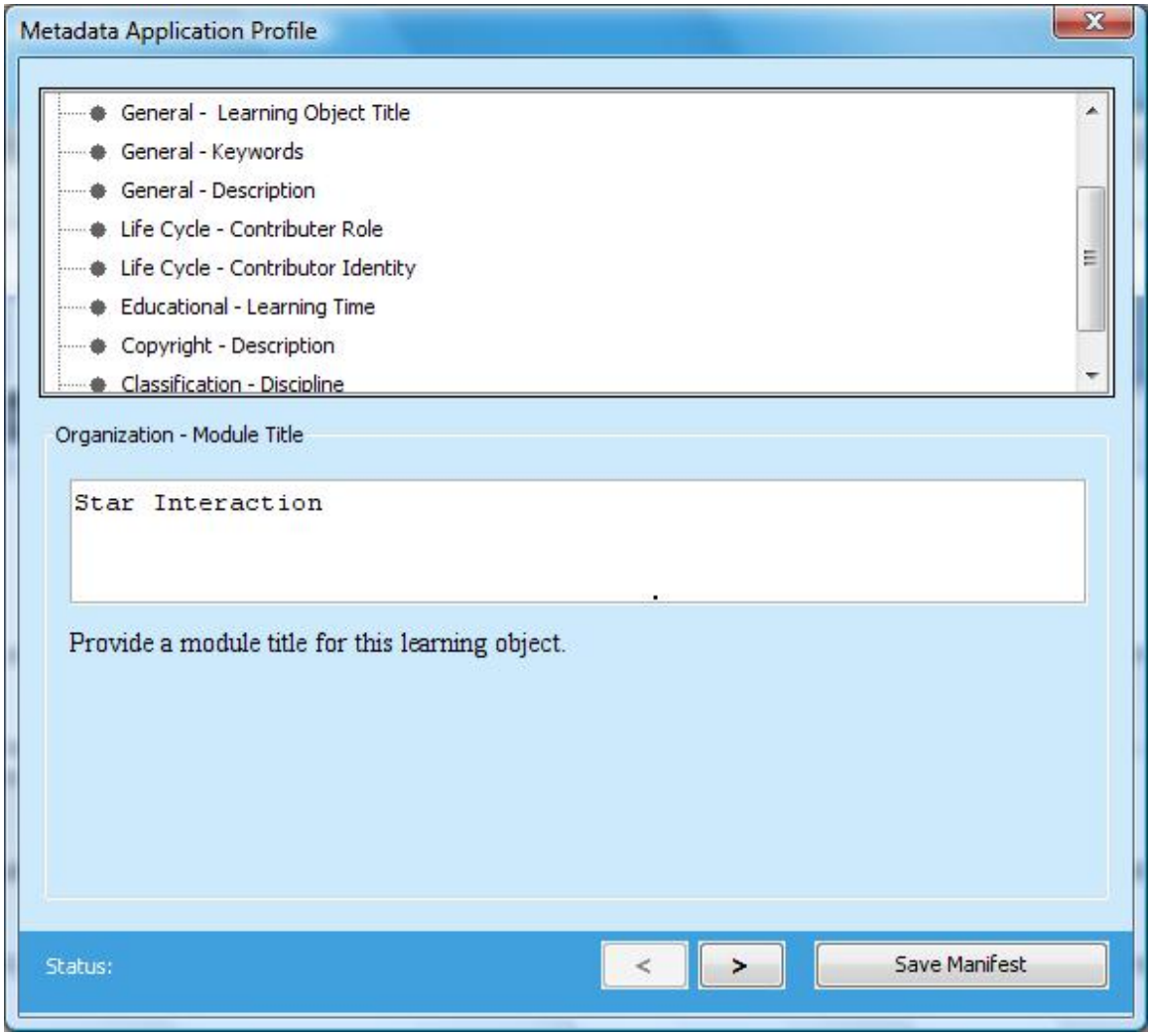
Save the IMS Manifest

Before exporting your work, you must fill in at least one field of the IMS Manifest. The IMS Manifest provides information about the activity's title, author, copyright, targeted student age, etc.

To access, the IMS Manifest Maker, select Tools > IMS Manifest Maker.

Double click on each element (e.g. General – Learning Object Title) and fill in the needed information. When you click on an element, you will see a just-in-time prompt for the kind of information you should enter. Important elements include the Organization elements (if they exist in your Metadata Application Profile), and General elements. You should, at least, fill in information for Organization and General elements.

You may click on other elements and fill in information to document your activity. Click on 'Save Manifest' before exiting.



Export

Once you have saved your manifest, you are now ready to Export. Select Export > Create Export File.

"Exporting" means that you are ready to convert your project and your data into a format that can be understood by such platforms as Desire2Learn, Blackboard or Microsoft Class Server.

LodeStar 5.0 supports Export to SCORM 1.3, which is the latest standard as of this writing. If you export to the SCORM 1.3 export type, typically you will look for a complementary import function in your Learning Management System. Consult with your Learning Management System vendor on how to import SCORM conformant content packages. (Some documentation for major vendors is provided below.)

When you export, be sure to have your project opened in lodeStar. See Section B if you are fuzzy on how to accomplish this step

You have a choice on how to export. You can choose **Export** from the menu bar or you can click on the **Export** button at the top of the screen. It looks like this:

When you click on the Export button it will do one of two things: It will either behave exactly as if you had chosen the Export Menu (the default), or it will give you one-click exporting to Microsoft Class Server.

Exporting for Microsoft Class Server Users

If you are a Microsoft Class Server user and you have the teacher client installed on your computer, change your options so that lodeStar exports to Class Server in one-click. Choose **Tools > Options > Export Preferences**. Click on "Microsoft Learning Resource Module". Click on the **Save Settings.** From now on, lodeStar will remember that you are a Class Server user. (If you upgrade lodeStar, this set up will need to be repeated.)

Exporting for Desire2Learn, Moodle, Blackboard and others

If you are not a Microsoft Class Server user, select Export menu > **Create Export File** and the following will happen:

The Export window pane will appear. Once again, a wizard will guide you through a series of steps.

The steps are:

Select Project
(don't do anything the project has been selected for you)

Select the Destination for Your Export
(just pay attention to where lodeStar wants to save your exported file)

Create New Folder
(lodeStar will create a folder for you inside the Exports folder)

Confirm Destination Folder for Export
(lodeStar is just reviewing the whole path to your exported file folder)

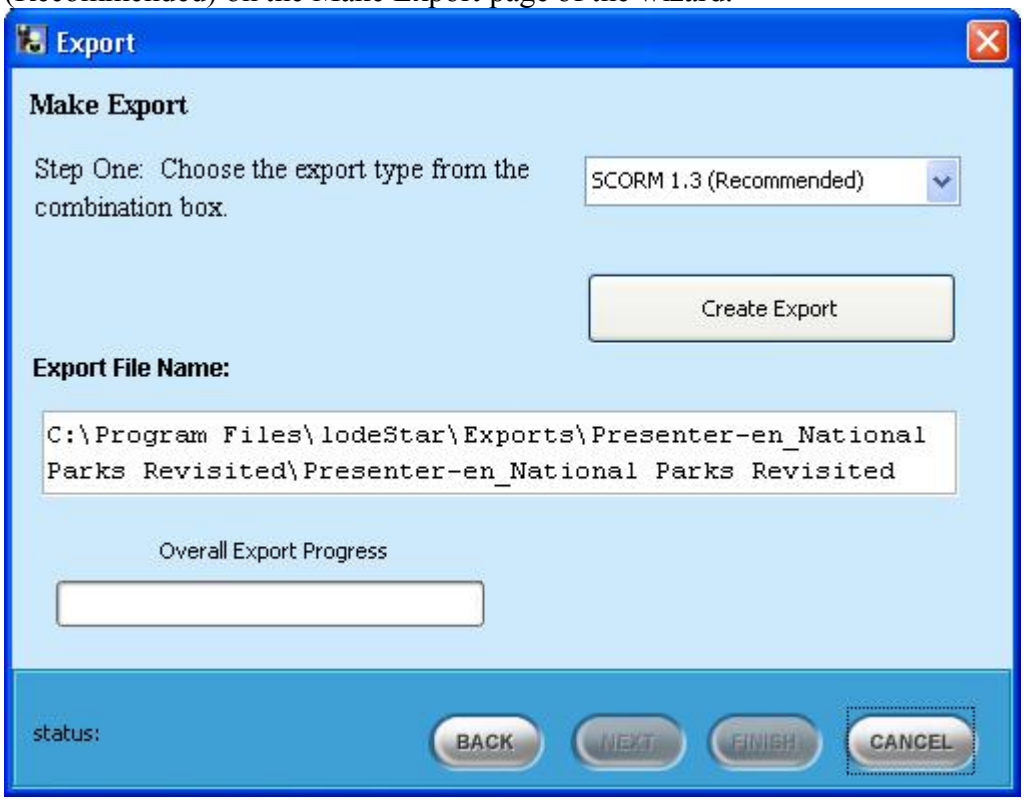
Create New Export File Name
(this will be the name of your exported file, usually a zip file)

Make Export
(this last page has SCORM 1.3 as a default. This is the most common choice.)

Again, with respect to the Export wizard, you can read or ignore all of the information presented. Simply click on the Next button until you reach the very last page.

On the last page of the wizard, the steps are clearly laid out. If you are interested in, for example, exporting a project to Microsoft's Class Server, **choose LRM (Microsoft Class Server)** from the drop down menu. You must have the Class Server Teacher Client installed on your computer for this option to work.

If you are interested in exporting a project to Desire2Learn or some other Learning Management System that supports SCORM, be sure to select SCORM 1.3 (Recommended) on the Make Export page of the wizard.



Click on the **Create Export** button.

lodeStar will now automatically gather up the files, archive them and produce a file format that is compatible with the targeted platform.

Desire2Learn users

See Section C for step by step instructions on how to import your exported activity into Desire2Learn.

Blackboard, WebCT and Angel users

If you chose zip file (IMS), lodeStar will generate a zip file and store that file in the exports subdirectory. This zip file can be imported directly into Blackboard, WebCT or Angel. Authors using these systems can now generate an activity for their courses and upload the zip file from within the activity.

Here is an extremely important note: lodeStar creates a SCORM conformant content package. Theoretically, any user of a SCORM conformant learning management system should be able to import a lodeStar produced zip file. lodeStar files have an SCORM conformant IMS manifest. Sometimes a platform may not successfully import a lodeStar-generated IMS file because of some minor technicality. These issues are continually being resolved.

If you encounter a problem with importing an activity into an IMS platform, tell us about it at

support@lodeStarLearning.com

To learn more about IMS and how to change the IMS manifest that gets exported with a Star Interaction, see Section E.

Before becoming SCORM conformant most major vendors of Learning Management Systems enabled the import of zip files in the manner that is described in Section C. This section describes a zip file import to Blackboard but a similar technique works in Angel, WebCT and some other platforms.

To learn more about how to upload zip files into Blackboard, please refer to Section C. Other systems like WebCT and Angel use an analogous approach (although they are not described in this document).

Microsoft Class Server users

If you chose LRM(Microsoft Class Server), lodeStar will generate a Class Server compatible Learning Resource Module (LRM). Although lodeStar will store the LRM in the exports subdirectory for later retrieval, it will also launch the Class Server Teacher client, which will automatically import the new learning resource.

Important note: You must have the Class Server teacher client for this option to work. If you have the Class Server Teacher client opened, be sure you are not in the Class Server Learning Resource Editor when you export from lodeStar.

Finding more templates

More templates than originally found with the software are available to licensed subscribers of lodeStar. To find the templates, you must be actively connected to the internet.

Important note: If lodeStar doesn't work with your internet connection, you may need to tell lodeStar about your Proxy IP and Port number. If you don't know about these things, please consult your network administrator or systems administrator and he or she can guide you through configuring lodeStar for your proxy server. (More information in Section D).

On the **Star Interactions** menu, click on **Find Stars on Internet.**

After the system checks your license, lodeStar will admit you to its website where you will find descriptions of Star Interactions. The website will likely undergo frequent changes in style and layout, so a complete description of the website here would be counter productive.

After you navigate to a web page that describes a Star Interaction Template specifically, you will find a hyperlink such as the following:

ShowWork.star

If this hyperlink represents a template that you wish to download (so that it appears under your File – New menu item), click on it. Once a template is downloaded, it is available locally.

The **Template Download Helper** will appear. Read the directions and then click on the Next button. Again, read the directions, and then click on the Download Template button. The selected template will be placed in a special directory and can be found by clicking on File and then New. To exit the Template Download Helper select Finish or Cancel. Cancel will not reverse the operation.

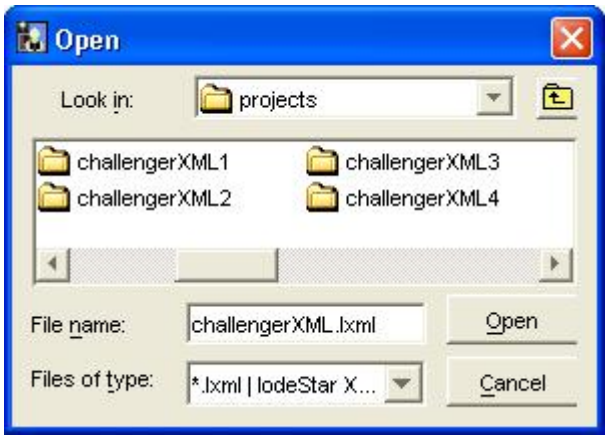
Finding Star Interaction Projects

If the Download Helper didn't open up a Star Interaction Project automatically, or if you are simply returning to a project to work on it, here's how to find Star Interactions.

Either click on the button at the top of the application labeled **Open** or on the **Star Interactions** menu, click on **Find Stars on Local Computer**.

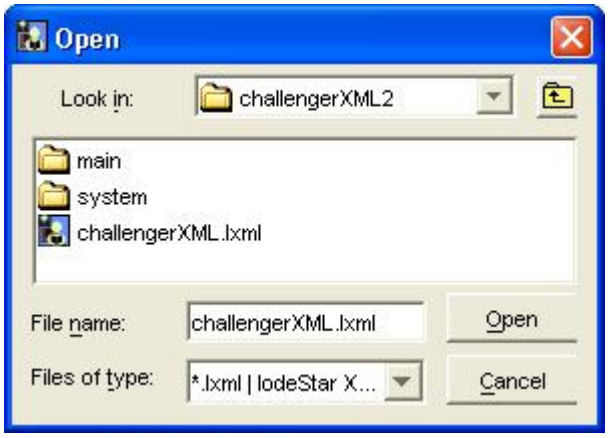
With either approach, you will see a File Requester appear. The File Requester should automatically go to the location spelled out in the following:

C:\\Program Files\\lodeStar\\projects



In the example pictured above, the File Requester shows that four instances of the Challenger project have been created. By default, lodeStar keeps incrementing the folder names with 1, 2, 3 and so on. If you wish more meaningful names than these, you will need to spell out project names during the Download Helper phase. If you don't give lodeStar a project name, it will name the folders based on the template name with a number after it.

You must then double-click on a folder. In the example below, challengerXML2 was double-clicked.



After you have opened the folder, you will see a file with the .lxml extension

Double-click on the file. This lodeStar configuration file, which follows the lodeStar Markup Language Specification, serves as that vital link between you and the programmed activity. The .lxml file tells you what aspects of the Star Interaction Project can be configured, and the same file tells the Star Interaction which data you wish to include.

Importing Zip Packages into Blackboard and Desire2Learn

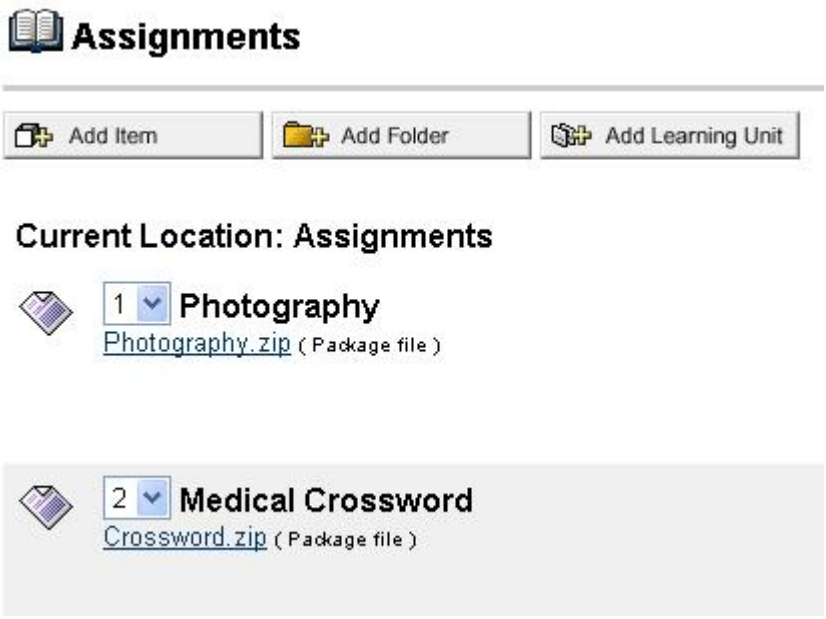
Importing Zip Packages into Blackboard

Important Note: The directions below assume that you have followed the directions under Step 5: Export and successfully exported your project.

1.) Login into Blackboard and enter into your course.

2.) From the Control Panel, select Assignments as shown in the following screenshot (the appearance will vary):

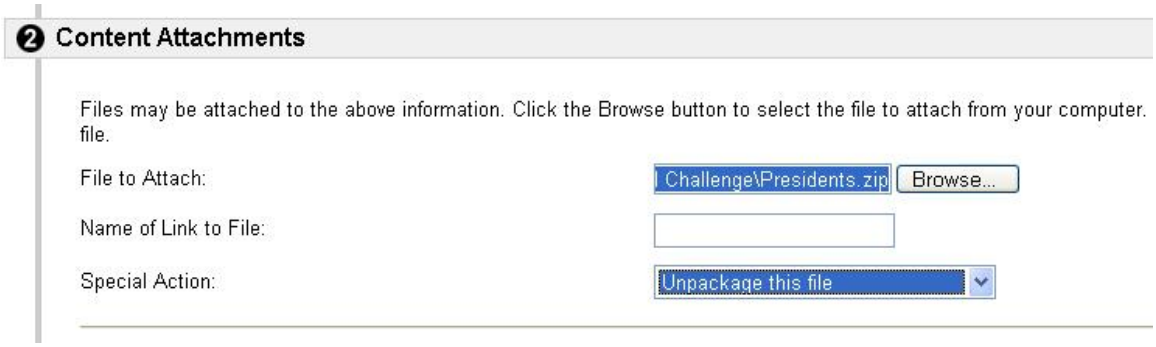
4.) Inside Assignments, Click on the Add Item Button.



5.) Inside Add item, fill in Content Information as you normally would for an assignment.

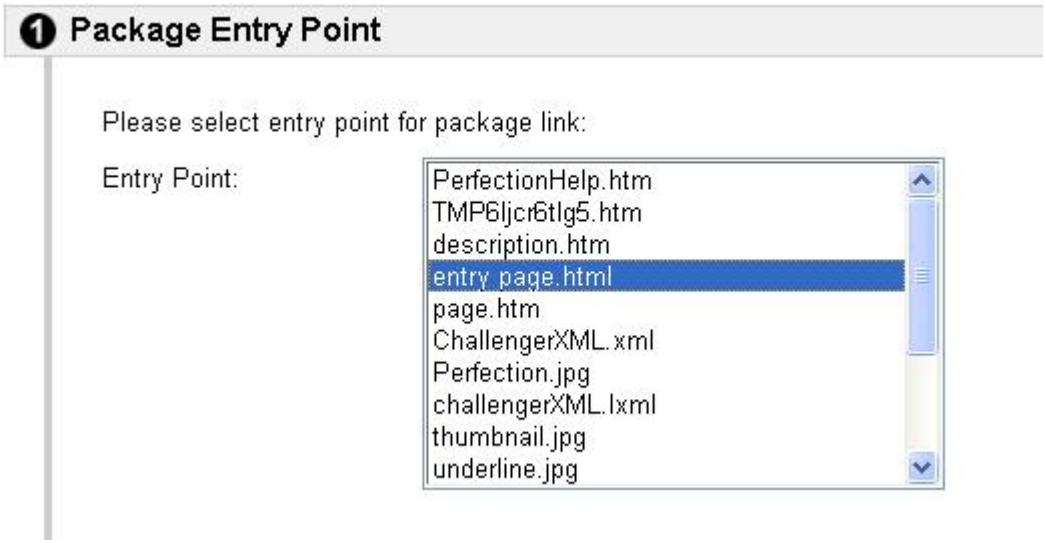
6.) On the same form look for Content Attachments (pictured below). Then, click on the Browse button and point the file requester to the zipped file. See the example below:

Special note: If you are unfamiliar with file systems, have a computer support person help you out.



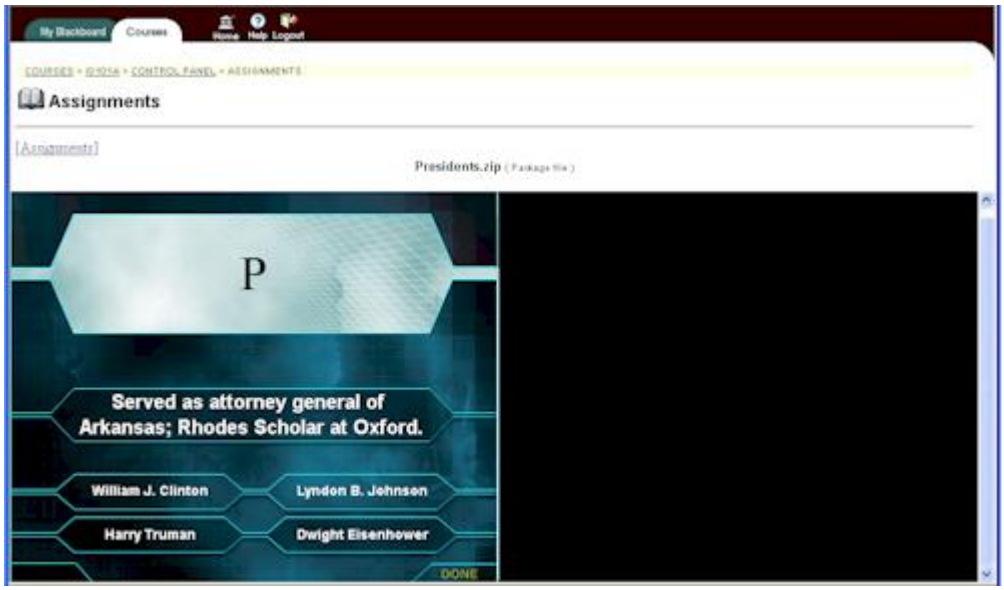
7.) Secondly fill in any title for Name Of Link to File. This is the title that students see. Thirdly, inside Content Attachments, select Unpackage this file as the Special Action (pictured above).

8.) Next, click on the submit button and then the OK button so that you move to the page that is pictured below:



9.) In the picture above, you will be asked to identify the Entry Point. The Entry Point simply means the starting point or launch point for the learning package. The name of the entry point is called “entry page.html”. Select it. Then click on Submit.

When you preview your work, your Blackboard page should look like the following screen:



Once you've performed these steps a couple of times, the process will become second-nature.

The advantage of lodeStar is that the interaction might change from Challenger to Crossword to whatever, but the process will remain the same.

Importing Content Packages into Desire2Learn

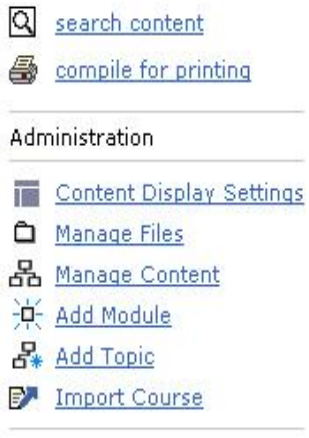
Important Note: The directions below assume that you have followed the directions under Step 5: Export and successfully exported your project.

Desire2Learn is a SCORM conformant Learning Management System.

If in step 5, you have exported your activity as a SCORM 1.3 package, then following these directions:

1) Go to your Course Content

2) Look on the right side (or elsewhere) for 'Import Course'



3) Inside 'Import Course Material' form, click on the Browse button.

4) Browse to the export directory to where you exported your activity. Find the zip file.

5) Click on Next.

6) After D2L has finished reading the package, click on Next.

7) In the Import Options Screen, select Overwrite the existing file, Import Metadata, Select All Components. Click on Next. (You must Overwrite)

8) Confirm Import Options. Click on Next.

9) After D2L cleans up after itself, you should see 'The course import was successful.'

10) Return to Content.

If for some reason the above steps did not work, there is an alternative approach if you saved your activity as a zip file package.

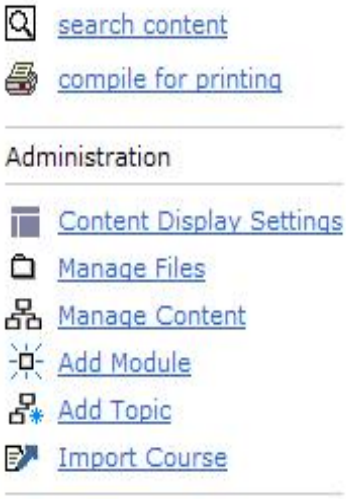
Overview: Uploading your project to Desire2Learn is easy. The number of steps looks daunting, but once you've done the procedure once or twice, you will be able to accomplish the steps in less than a minute.

Essentially, you will create a folder where you manage files, upload the zip file to your new folder, unzip the project and select which file will be the topic file (the launch file). Here are the steps in more detail.

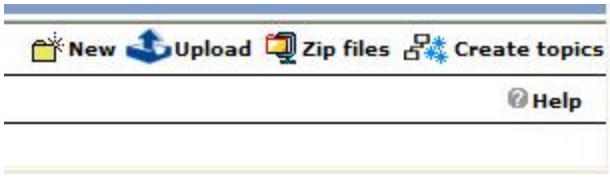
1.) Login into Desire2Learn and enter into your course.

2.) From your Course Home, select Content as shown in the following screenshot (the appearance will vary):

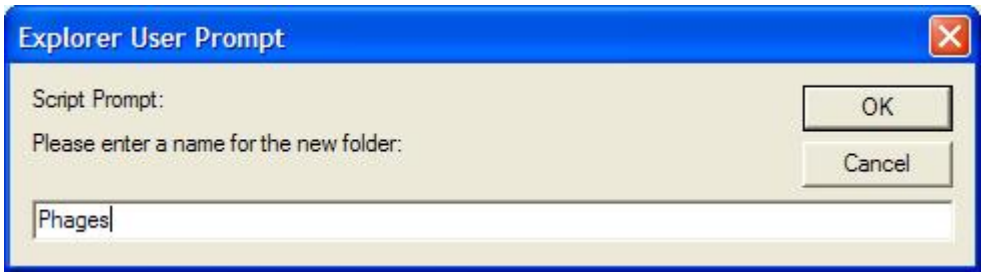
3.) From inside Content, click on Manage Files (pictured below).



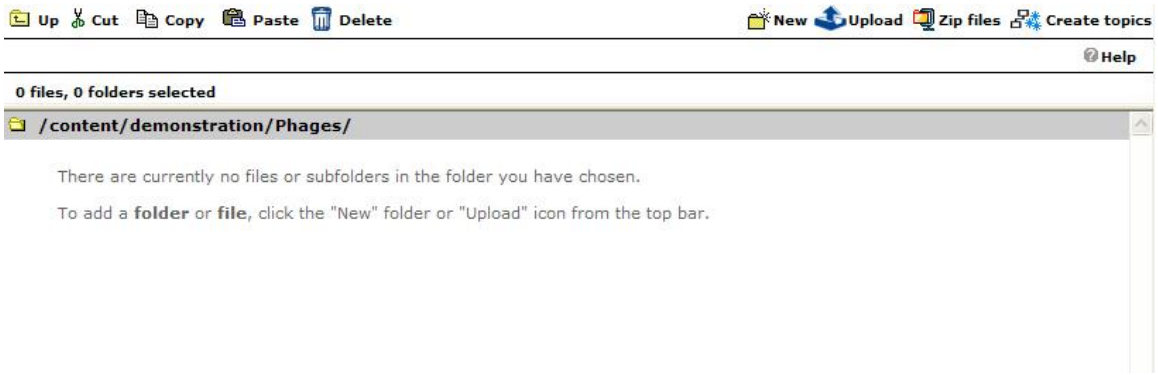
4.) From the Manage Files View, select New in order to create a new folder.



5.) Enter the name of your new folder. In our example, we used Phages because our topic is on Phages (viruses of prokaryotes). Click OK.

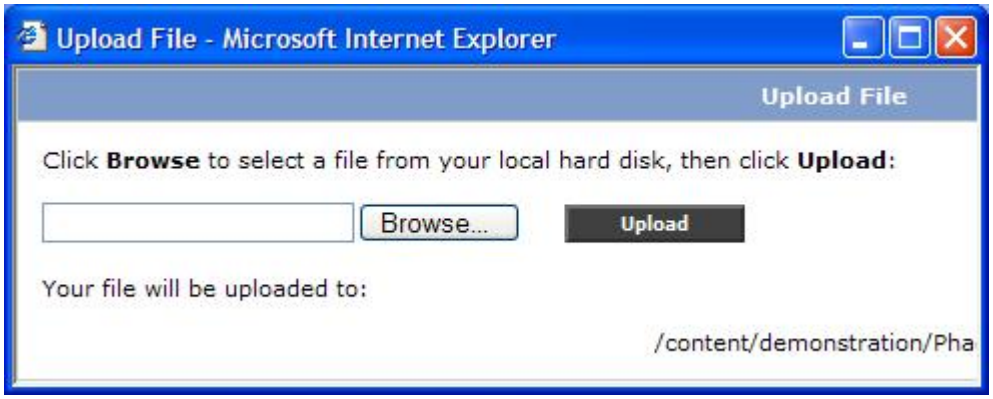


6.) Double click on the new folder that you created. You should see a screen that looks very similar to the following screenshot:



7.) Click on Upload, which is located at the top right and is pictured below:

8.) Click on the Browse button to find the file that you've exported in Step 5 of this Teacher's Guide.



9.) In our example, we created a Presenter Activity on the topic of Phages. We exported our presentation to the c:\Program Files\lodeStar\Export\Phages folder. In the last step we clicked on Browse and located our file.

After you have located your file, click on the Upload Button.

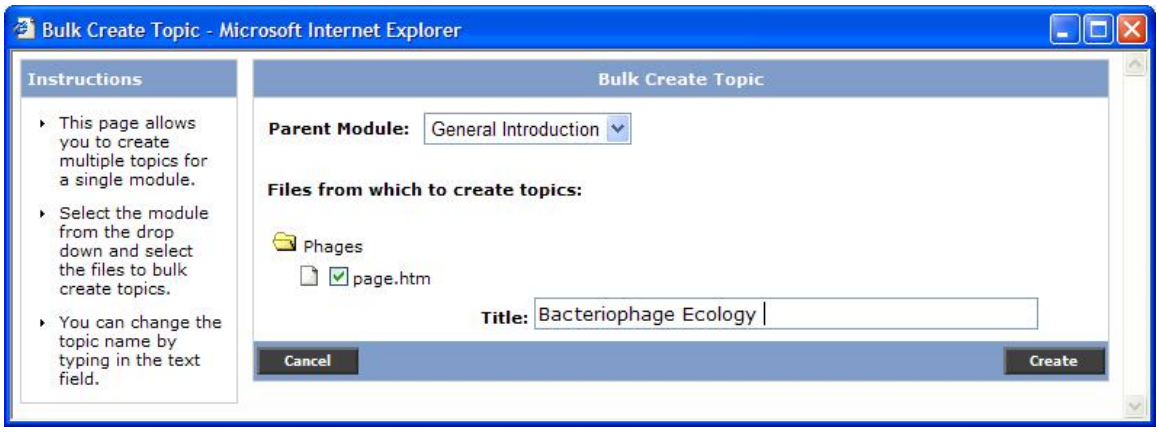
Your file will now be uploaded to the Phages folder in Desire2Learn. See the following screen shot to see what Phages.zip listing looks like once it has been uploaded.

10.) The next step is to unzip Phages.zip. The unzip icon looks like this:

Click on this icon in the column **to the right of the** words Phages.zip. You will see the following message.

11.) You will now see a list of files. Select the **entrypage.html or entrypage.htm** with a checkmark as pictured below. Then click on Create Topics. This will make entrypage.htm your topic file. All lodeStar activities are launched through entrypage.html.

12.) After you have selected page.htm as the topic file, you will see the following screen appear:



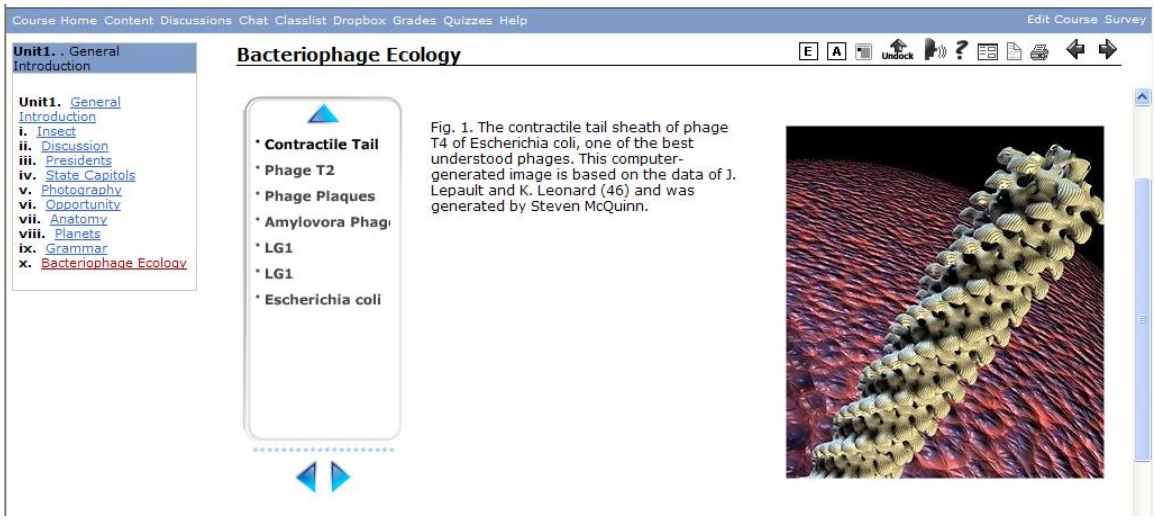
13.) Type in the Title of the topic. In our case, we typed in "Bacteriophage Ecology". Also choose under what Parent Module the topic should be listed. In our case, we chose "General Introduction".

Click on the Create button.

14.) Ensure that page.htm has now been marked with a red T and the title of the topic.

15.) Once you've completed the steps above, view your activity by clicking on **Content.**

The following screenshot displays how lodeStar's Presenter dovetails into the Desire2Learn screen.



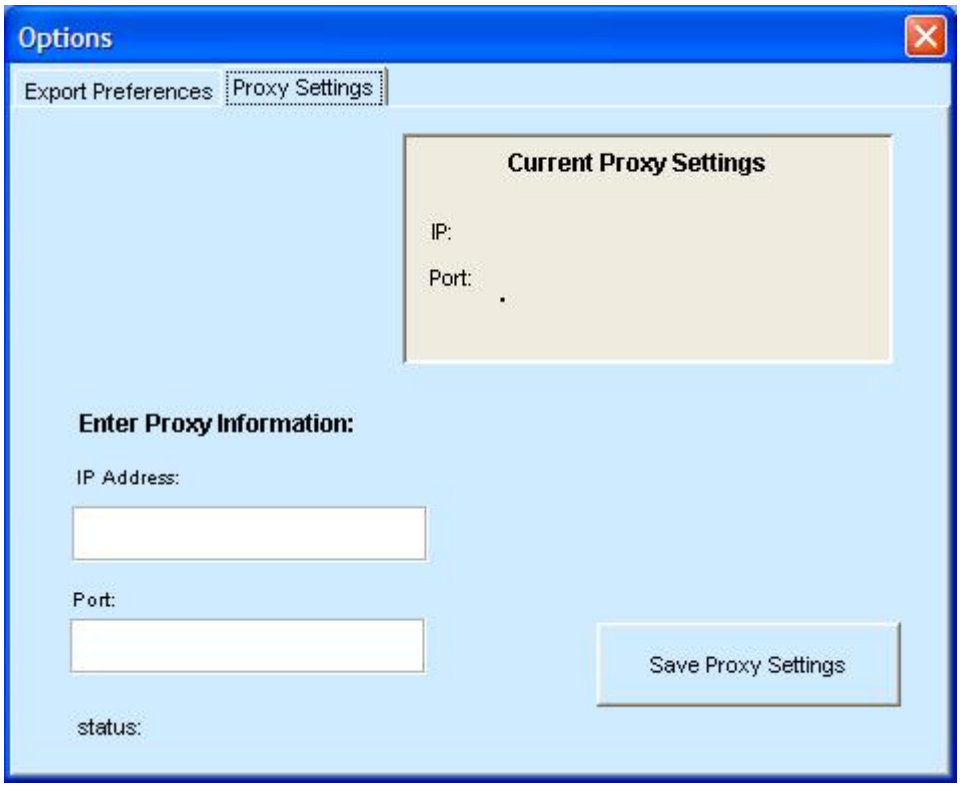
Configuring for a Proxy Server

In some institutions, a network administrator may direct all internet traffic through a proxy server. In this case, lodeStar needs to know the IP address of your proxy and the port number that it is listening to.

If you are not familiar with these concepts, consult with your network administrator.

To configure lodestar for a proxy, select Tools > Options > Proxy Settings.

Type in the IP address and the Port number in the appropriate fields. Click on **Save Proxy Settings**. lodeStar will now remember your proxy.



Configuring an IMS Manifest

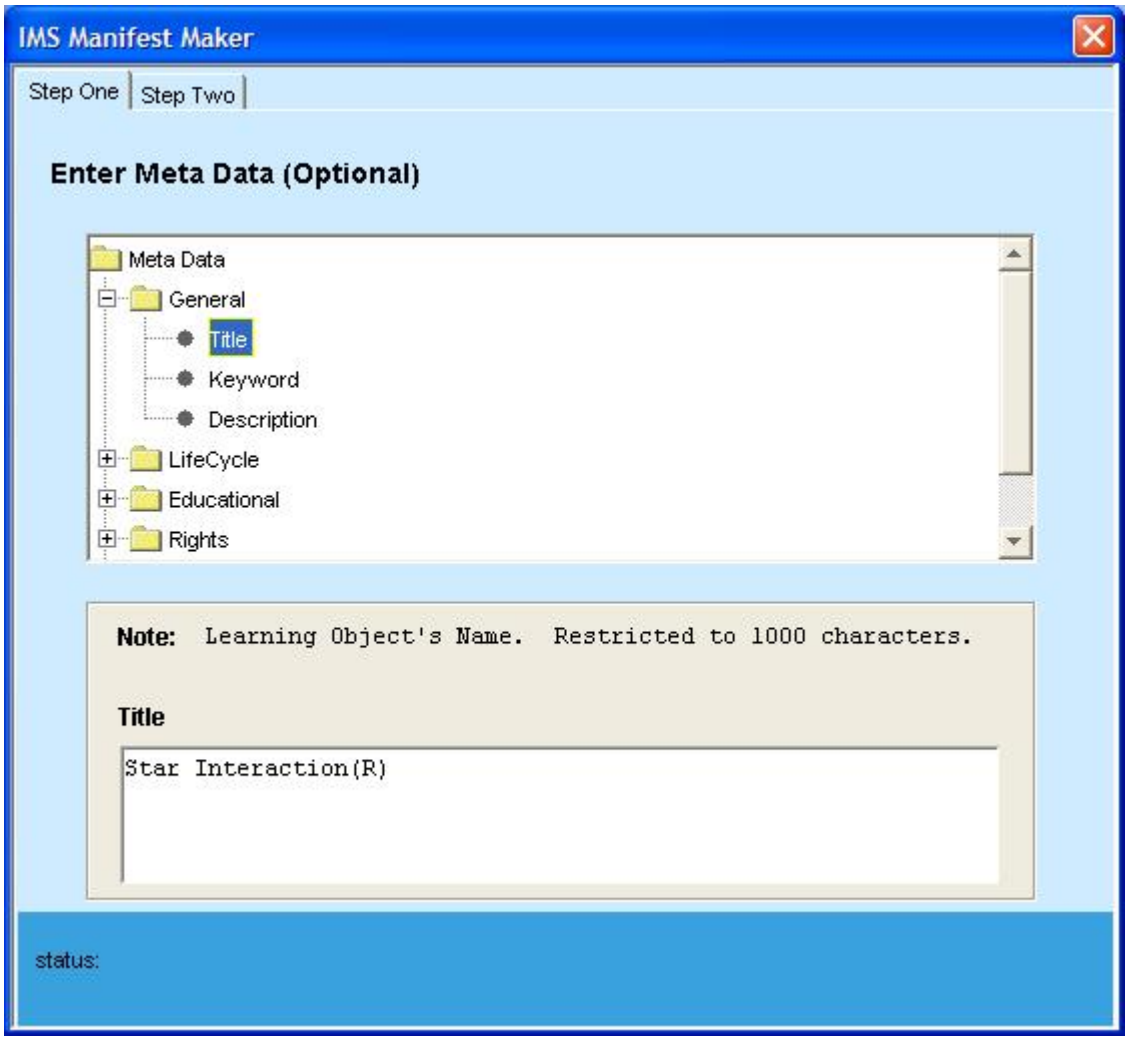
IMS content packages are described by an IMS manifest. An IMS manifest spells out the metadata, the organization and the resources that belong to a package of educational content.

lodeStar automatically handles the organization and the resource sections of the manifest. In support of metadata, lodeStar provides a two step wizard that can be accessed by selecting Tools > IMS Manifest Maker.

In the first step you will fill in the needed metadata items. Please note: You don't need to fill out anything more than the Title. You don't even need to fill in the title if you like our description-less generic titles.

In the second step, you will save your manifest by clicking on the Save Settings button.

The best way to learn about the metadata elements is to click on each metadata folder and read the instructions that appear at the bottom of your screen. Look at the following screen shot:



In the above screen shot, the user double-clicked on the General folder and then double-clicked on the word Title. This opened up a text field and a description of the Title element.

Learn the IMS metadata by double-clicking on the folders and seeing the list of metadata elements. Double-click on each element to learn what the element is and what the legal input is for that element.

When you have completed filling in the IMS manifest, click on the tab titled 'Step Two' and click on the 'Save Settings' button.

Configuring for FTP

Teachers and trainers can use lodeStar to publish directly to the web using FTP rather than a Learning Management System like Class Server or Blackboard. That means that teachers can transfer their files to a website that their students can access.

FTP means File Transfer Protocol, which is a set of rules that governs how files can be copied from your computer's hard drive to a server's hard drive. The server, in this case, is the computer that hosts the web site.

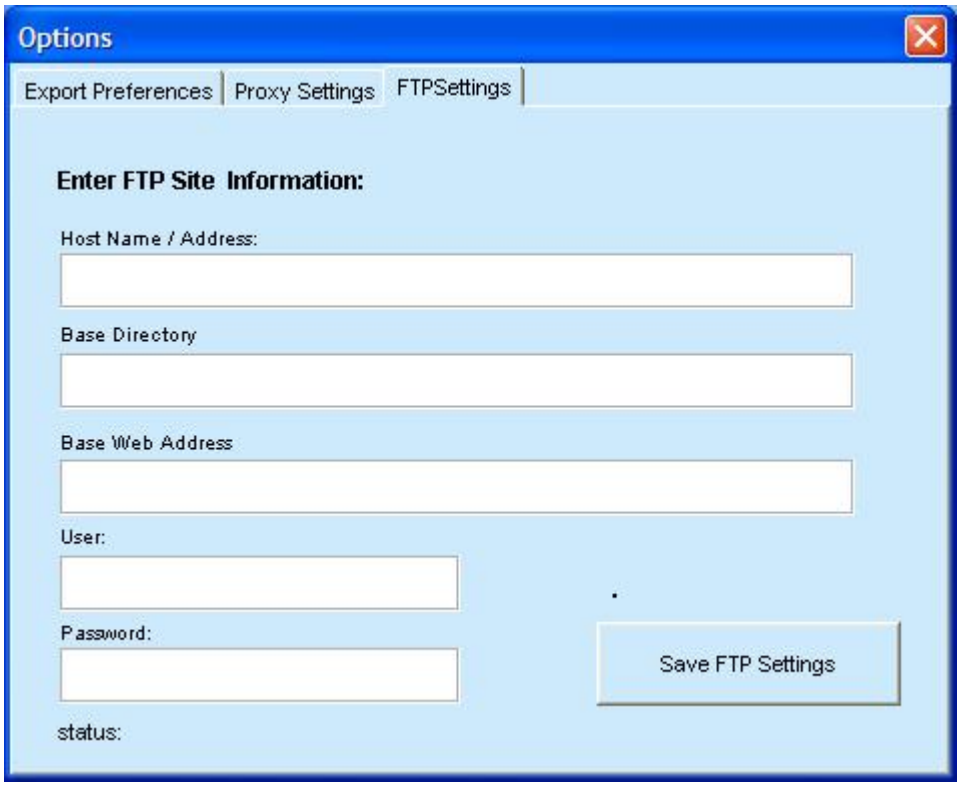
Before proceeding, check with your institution's technical support to determine whether or not FTP is supported.

If FTP *is* supported, please review the following steps with your technical support.

The first step is to configure lodeStar with the proper settings for your target web site.

Select Tools > Options. Then select the FTPSettings tab.

In the following screen shot, you will find a place for five pieces of information that you must provide.



Let's review each field (white box).

Host Name / Address

Type in the web address of the ftp site. (Please note: The ftp site *is* your web site. We refer to it as an ftp site because we are going to send files to that site. Another way of saying the same thing is that we are going to **ftp** files to our web site.)

In our example, we will type:

www.LincolnHS.k12.mn.us

Base Directory

Next, type in the name of the directory that you want to go to on the FTP site

In our example, we will type

Lincolnhs-www/Teachers/John_Smith/Math

This means that our project will be placed in the Math folder inside the John_Smith folder inside the Teachers folder inside the Lincolnhs-www folder on the server at www.LincolnHS.k12.mn.us

lodeStar will read the host name and address and then the base directory.

Base Web Address

This concept is tricky. You may need some help from technical support.

Let's use an example. The teacher is working on a math activity called Basic_Skills.

Our FTP site will be

ftp://www.LincolnHS.k12.mn.us/Lincolnhs-www/Teachers/John_Smith/Math

But if students typed in or linked to that address, they would hit a wall.

Normally we don't want our students to use ftp in order to access an activity. We want them to browse to the site using a web browser. In our example, here is the address that students would use:

http://www.LincolnHS.k12.mn.us/Teachers/John_Smith/Math/Basic_Skills/Page.htm

So how do we tell lodeStar that ftp://www.LincolnHS.k12.mn.us/Lincolnhs-www/Teachers/John_Smith/Math maps to or is the same as http://www.LincolnHS.k12.mn.us/Teachers/John_Smith/Math?

To answer the question, first we recommend that you ignore the ftp vs. the http. lodeStar handles that automatically and most browsers automatically prepend the http:// to a valid address.

Next, consider this. The base web address is the web address that is needed in order to get the student user to the 'base directory' with a browser. In our example, the base directory is

Lincolnhs-www/Teachers/John_Smith/Math

To get to that spot, students would need to link to the following:

www.lincolnhs.k12.mn.us/Teachers/John_Smith/Math

Notice that the Lincolnhs-www is missing. That directory name is only used for ftp but not for web browser access in the case of our example, Lincoln High School.

Every school is different!

In our example the technician would type in the following in the base web address field:

www.lincolnhs.k12.mn.us/Teachers/John_Smith/Math

In other words the web address takes the user to the same spot as the **host name/address** plus **base directory**.

Believe it or not, your technical support will know what we're talking about.

A special note to Technical Support Personnel who use Microsoft Servers with IIS:

Configuring FTP and WWW to work together

- Create a User(s) on the FTP server that will be used to upload lodestar presentations to the FTP site.
- You will need to create a folder on the server that will be used to store all the presentations created with lodeStar.
- Give the User(s) you created above upload rights to the FTP folder
- You will also need to give the *internet guest account* read permissions to the FTP folder (The FTP folder will also be the WWW folder)
- Open IIS Manager
- Create an FTP site
- On the Home Directory Tab point to the FTP folder you created in step one
- On the Security Accounts Tab turn off anonymous connections
- In IIS Manager, create a WWW site
- On the Home Directory Tab point to the FTP folder you created in step one. (Note: It is important that the FTP site and WWW site point to the same folder.)

- Make sure Read permissions are enabled on the WWW site
- After creating your presentations with lodeStar you will now be able to upload via FTP and view via WWW.

User

Type in the user name that is used to log into the FTP site.

Password

Type in the password that is used to log into the FTP site.

Important Note:

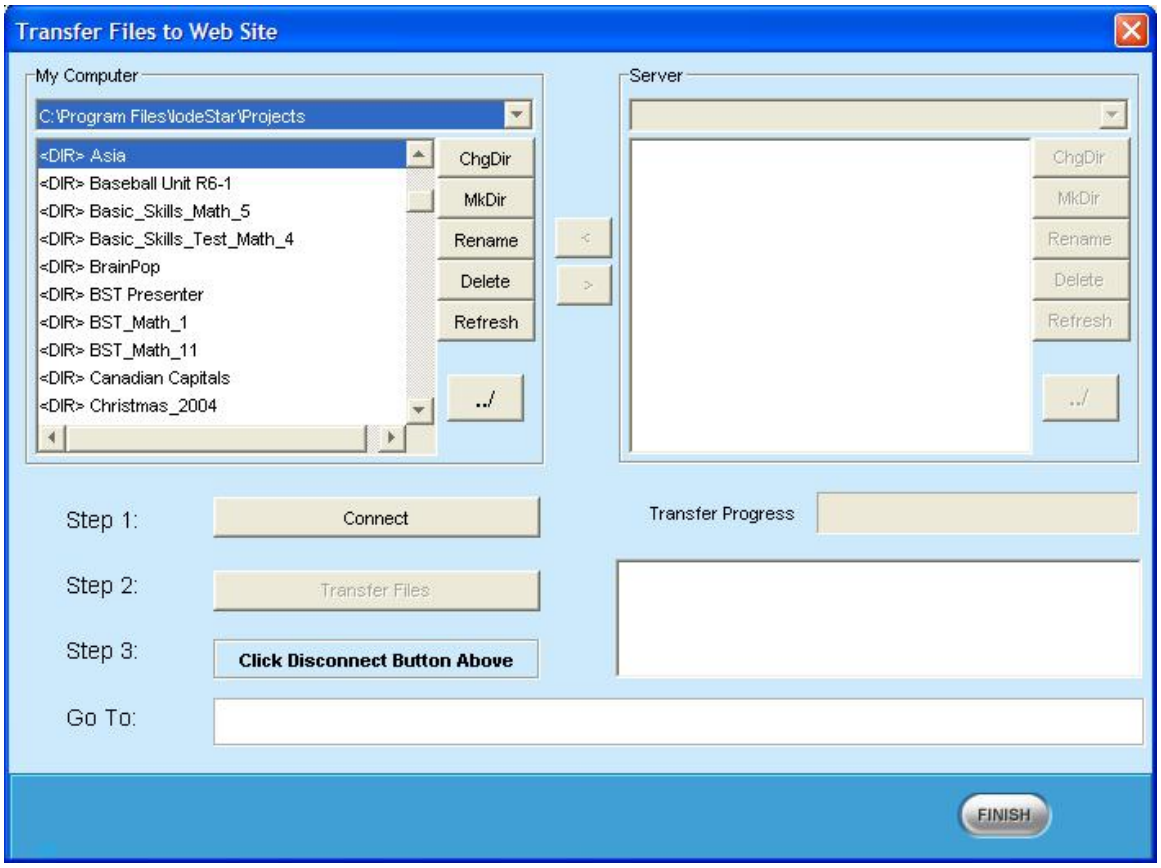
When you are done, click on 'Save FTP Settings'

Using FTP

Be sure that you have reviewed the appendix item on Configuring FTP. You should configure your FTP settings with the help of your computer support person before using FTP. Once you are certain that your FTP settings are correct, its time to *use* FTP.

You would use FTP to get files onto a website.

Please review the following screen shot of the 'Transfer Files to Web Site' dialog:



You will find the steps clearly spelled out at the bottom left-hand corner of the dialog box.

We will review each step.

Step 1

Connect. Click on connect and see the Login dialog appear. View the following screenshot. Of course, your settings will be different.

If you see blanks in your Login Dialog, then you need to review "Configuring For FTP'

If the settings are correct, click 'OK'.

After you have successfully connected, the dialog should take you to the site and to the correct base directory. You will see this appear in the Server side of the box (top right).

Your current project should be highlighted in blue on the left side. Don't change this.

Step 2

Click on 'Transfer Files'. lodeStar will create a directory on the server (web site) that matches the name of your project directory (the directory or folder that is highlighted on the left). All of the files from inside the directory will be transferred to the server.

When the transfer operation has completed, you will see a message, 'Transfer completed.' Information will also appear in the 'Go To' box. If your FTP settings are properly configured, then the address in the 'Go To' box, when pasted into Internet Explorer, should take you directly to the activity on the web site.

Important tips:

We deliberately configured the FTP dialog so that it wouldn't overwrite a directory on the server. If you attempt to do so, you will see an error message.

If you wish to update a directory, please rename the directory by clicking on the 'Rename' button on the server side. By renaming the original directory, you then allow lodeStar to create a new directory on the Server and transfer the updated files to the directory.

To delete a directory, you must consult with your computer support person. He or she will coach you on how to accomplish this task with Internet Explorer. We've deliberately disabled that capability from lodeStar to prevent mishaps.

Image Handling

Caution: Before you use text, images or animations from a web page or some other copyrighted source, know the law. Review the TEACH Act. Go to

http://www.lodestarlearning.com/c_TeachAct.html

lodeStar is able to do more with images than meets the eye. lodeStar has a built in image editor and can also import simple Macromedia SWF files.

Many Star Interactions allow authors to import images.

For example, the following screen shot shows an image component or, more simply, an image area.

The image component in the screen shot is currently displaying a satellite photo of the Brandberg Massif. There are numerous ways to import this image.

Please note: The directions will make several references to an image area. The image area is invisible until it is filled with an image.

Method 1: The default Paste method

Right click on an image in an internet browser and select Copy. Right click on the image area and select Paste.

If the image is larger than the designated image area, lodeStar will scale down the image so that it will properly fit inside the image area.

Method 2: The default Open method

Click on an image component in lodeStar. You will see the following:

You can then select your image and it will automatically import and automatically resize to fit the image area.

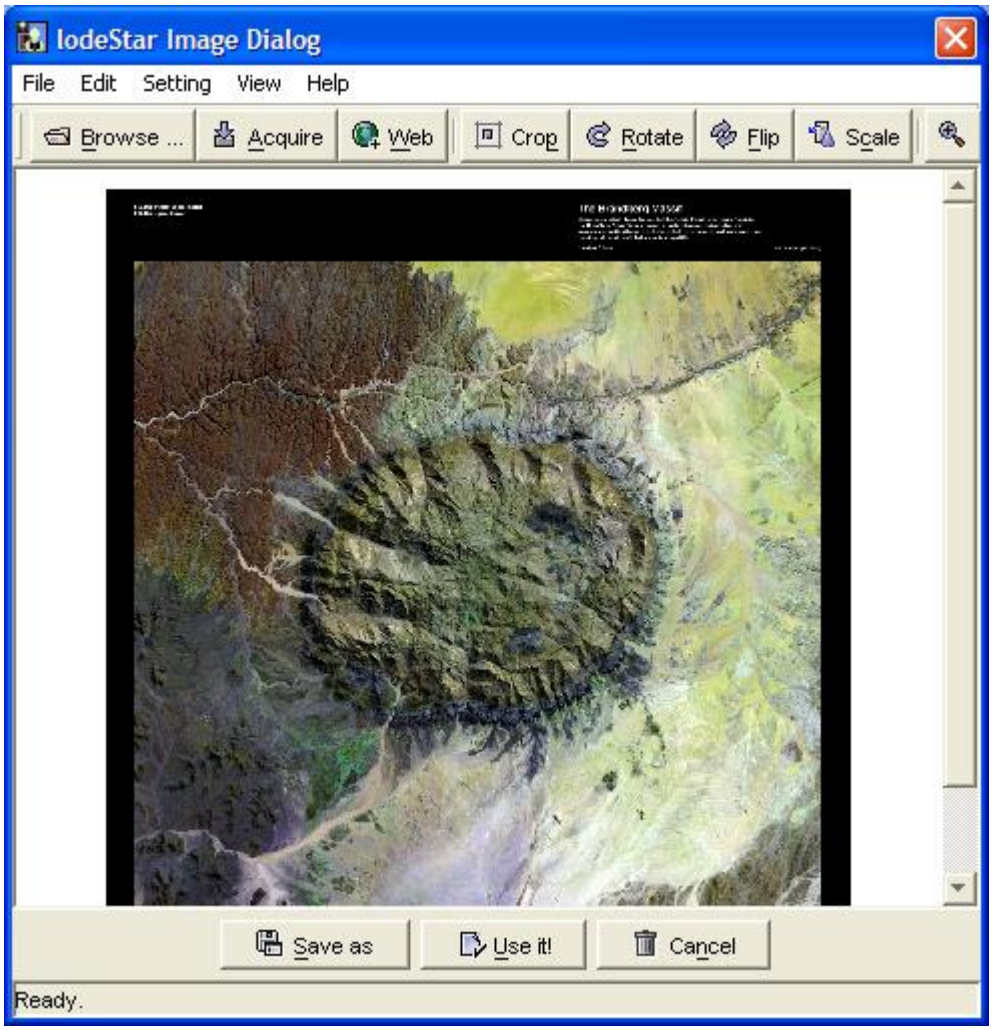
Method 3: The Paste-Manual Crop method

Copy an image to the clipboard from Internet Explorer. Then right-click on the image area inside lodeStar. Select Paste-Manual Crop.

If the image is larger than the image area, you will see vertical and horizontal slider bars. Position the image the way you want to view the image. The image will be automatically cropped once you save.

Method 4: The Edit/Open method

Right-click on the image area. Select Edit/Open. The following image dialog appears:



You can use the tools at the top of the dialog box to do the following:

Browse – find an image on the hard drive

Acquire – not implemented yet

Web – type in an URL of an image located on the web

Crop - Select and then drag your cursor over the area you wish to crop.
Very important: You must click on Crop again to crop the image

Rotate – rotate image by specified number of degrees

Flip – flip image on its horizontal or vertical axis

Scale – automatically scale down an image to whatever size you specify

Important Note: Once you've edited your image, click on the button titled 'Use it', and then wait. lodeStar will process the image and then display "Image is Ready".

Important Tip: You cannot paste directly into the Image Dialog. You can, however, paste into the image area by right clicking and choosing Paste – Manual Crop. Once you have pasted the image, right click and select Open. You can now resize or crop the original image.

Important Tip: If you are preparing an image for SlideShow (a Star Interaction) and wish to take advantage of its zoom capability, then you must right-click on the image area and select Advanced > Open – Preserve Original or Advanced > Paste – Preserve Original. This function should be used sparingly. It preserves the original image so that its resolution is preserved. The downside is that your file size will be much larger than otherwise.

For example, if you had a large picture of a Martian landscape, you might want to allow a student to zoom into key features of the terrain. lodeStar normally resizes and resamples images. The zoom feature of SlideShow wouldn't normally be effective. By preserving the original image, you will ensure that the zoom feature zooms into the detail of the image. This feature can be used quite effectively.

Finding Images

Caution: Before you use text, images or animations from a web page or some other copyrighted source, know the law. Review the TEACH Act. Go to

http://www.lodestarlearning.com/c_TeachAct.html

lodeStar can find images on the web with the help of Google™ databases. To conduct a search of an image that can be pasted into your project, do the following:

From the lodeStar menu, click on Tools > Google Search.

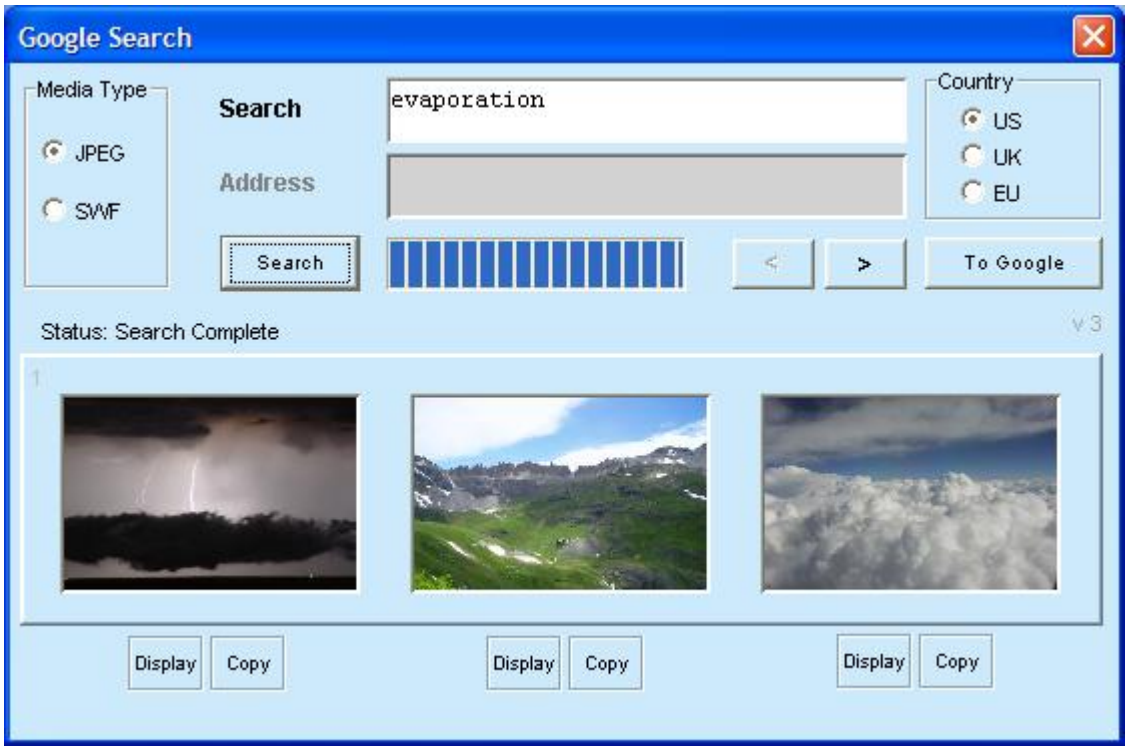
Type in a word or a set of words in the Search field. You can use all of your search techniques that include quotes, plus signs, minus signs and so forth

Example: Evaporation + "Sierra Nevada"

Select the Country from which you wish to receive matches. US is United States. UK is United Kingdom. EU is European Union.

Click on the 'Search button'.

Examine the following screen shot:



In the above example, dozens of pictures were retrieved on 'evaporation'. Be as precise as possible in your search terms.

To view additional images or to move back and forth between images, select the arrow keys.

To display the web site from which the image was retrieved, click on Display.

To copy the image to the clipboard for pasting into lodeStar, click on Copy.