



## AuthorMax Orientation Package

2555 Enterprise Rd.  
Suite 8  
Clearwater, FL 33763  
1-888-752-6299  
[www.performax3.com](http://www.performax3.com)

Notes:

## What is AuthorMax?

### *A Powerful and Versatile Authoring Tool*

As a customer-focused company, PerforMax<sup>3</sup> allows our healthcare customers to modify the courses and lessons provided. AuthorMax is a COTS product developed, distributed and maintained by PerforMax<sup>3</sup> for commercial and government customers. Specifically, for the Defense Health Services Systems (DHSS), PerforMax<sup>3</sup> is delivering 105 licenses of AuthorMax, our SCORM 2004 (and SCORM 1.2) conformant authoring tool that will enable 210 content authors within the DoD/MHS and VA to create and/or customize web-based training content that complies with the requirements of the Section 508 amendment to the Rehabilitation Act of 1973.

The AuthorMax authoring tool is fully compatible with the 40 COTS courses delivered on June 11, 2009. The authoring tool enables student authors to tailor or customize the COTS courseware through access to the source code packaged as part of the Courseware deliverable. The authoring tool is ideally suited to embedding site-specific training requirements, references and enclosures into the COTS Courseware. Using the templates provided and the COTS Courseware itself, content authors are also able to create new training material.

The maintenance plan for AuthorMax and for the COTS Courseware is integrated to ensure compatibility throughout the term of this activity.

### Authoring Tool Licensing

The AuthorMax content authoring tool is offered as a Perpetual License. A quantity of 105 AuthorMax licenses is included within the scope of the delivery for 210 content authors. Maintenance for the authoring tool is defined in the maintenance program paragraphs below and is offered as part of the AuthorMax license at no cost to the government for a term of 24 months.

**Notes:**

## Authoring Tool Delivery

PerforMax<sup>3</sup> will deliver the AuthorMax authoring tool licenses and associated material and instructions to the contracting agency (DHHS) within 30 days of award, for distribution among the participating agencies within the DoD/MHS and the VA. The entire AuthorMax offering will be delivered in electronic form from a PerforMax<sup>3</sup> website. The installation of the product requires the registration of each “seat” where the licensed user provides name and organization and enters a serial numbers as an activation code. The distribution of the 105 AuthorMax licenses among the participating agencies is the responsibility of the contracting agency or their designee within the DoD/MHS and VA.

The customer will identify a Point of Contact for the delivery of the AuthorMax authoring licenses and material for the coordination of the assigned serial numbers and for the scheduling and registration of student authors for training.

## Authoring Tool Components

AuthorMax, the PerforMax<sup>3</sup> authoring tool, was released in 2003 to support the “open source” version of our courseware released the same year. The AuthorMax offering is an all inclusive package consisting of the following four (4) elements:

- ToolBook Instructor version 9.5 (2 seats)
- AuthorMax Template
- AuthorMax Training
- AuthorMax Maintenance
- FTP Site Containing 40 COTS courses

## ToolBook Instructor

PerforMax<sup>3</sup> has been using ToolBook Instructor internally to create courseware since our initial courseware release in 1997. We’ve standardized on ToolBook because of its functionality, reputation and interoperability with a host of LMS applications. ToolBook support the PerforMax<sup>3</sup> Rapid Courseware Deployment methodology. ToolBook is produced by SumTotal Systems, Inc. (NASDAQ: SUMT) and global provider of talent development solutions.

**Notes:**

The ToolBook Instructor product is a widely used, award winning application for the creation, development and delivery of interactive content, quizzes, assessments, and software application simulations. ToolBook enables content authors to create Section 508, and ADL SCORM conforming Web content that runs well stand-alone or within standards based LMS platforms. ToolBook enables training organizations to deliver engaging learning experiences to users using their desktop PC, Web browser or even mobile devices.

Each AuthorMax license offered to the DoD/MHS and VA under this contract includes two licenses for ToolBook Instructor 9.5 product produced by SumTotal Systems, Inc. ToolBook is licensed by the seat/user, one seat or user per ToolBook license such that each AuthorMax license accounts for 2 authorized seats or users. By extension, 105 AuthorMax licenses accommodate 210 content authors within the DoD/MHS and VA.

## AuthorMax Template

The AuthorMax template and associated training are central to our “Rapid Courseware Deployment” methodology. This methodology is used for the maintenance and customization of PerforMax<sup>3</sup> courseware and the development of new topics using the instructional design model, content organization, style guide and learning objects to create. By using the template and the development techniques and skill set taught in our training series, our client-authors create training material that is consistent with our healthcare courseware, familiar to the student-user community and benefits from the SCORM and section 508 accessibility design details incorporated in the template.

PerforMax<sup>3</sup> staff developers also use the AuthorMax template and Rapid Courseware Deployment methodology internally as the starting point for new training topics. We frequently collaborate with client Subject Matter Experts to develop new topics. The “proof” that the AuthorMax solution works to rapidly develop and deploy emergent training topics is in the growing list of unique topics running at the MTF and Medical Center level.

**Notes:**

## Examples of PerforMax<sup>3</sup> Developed Content with Input from MTF and VAMC Subject-Matter-Experts

- USAF Medical Readiness Suite (6 courses for Andrews AFB)
- Depleted Uranium (US Army)
- Warfarin/Coumadin Education (2 courses for VA Erie)
- Unauthorized Commitments and Ratifications 2009 Training (VA Erie)
- The Veteran as Patient (VISN 20)
- Women Veterans
- Suicide Prevention

Our client-authors have distinguished themselves by quickly mastering the AuthorMax authoring tool and producing content for their local command to meet emergent training requirements. One recent case in point, a hospital corpsman (HM2) learned AuthorMax and developed and deployed the following list of topics in 50 days as a part time developer.

### Examples of MTF authored content:

- DOD Phishing Awareness
- Performance Based Budgeting
- Sponge Count Policy
- Online Command Orientation for Civilians
- Online Command Orientation for Military
- Bio Ethics
- Organ and Tissue Donation
- AHLTA Contingency Plan
- Basic ECG Recognition
- Initial Security Indoctrination
- Workers Compensation
- Universal Protocol
- No Fear Act
- Breast Feeding – The Gold Standard 2009
- Research at NNMC FY 2009
- Discrimination and Harassment – Command Managed EEO
- Drug Free Workplace
- Hospital Corpsman – Basic Skills
- Infant Security Training
- Intrapartum Shoulder Dysocia
- IV-Push Medications

**Notes:**

## Enable Rapid Courseware Development

AuthorMax and the ToolBook Instructor application at its core facilitate rapid courseware deployment. Our approach to content deployment is to repurpose and reuse learning objects rather than creating from scratch. Up to 95 percent of the equity in existing courseware and templates is reusable. Reuse and repurposing high quality content that has been developed, tested and previously deployed ensures functionality and standards compliance while greatly simplifying the content developer's job. AuthorMax allows the content author to easily modify existing content and to create new content that maintains the look and feel of the Performax<sup>3</sup> COTS Courseware.

- Customize COTS Courseware rapidly, tailoring it to meet specific training requirements
- Repurpose and reuse content and learning objects from 2000 pages of COTS courseware and templates to create new courses.
- All learning within the COTS Courseware and AuthorMax templates are available for reuse in the creation of new content under the license for the courseware and authoring tool.
- The AuthorMax/ToolBook graphical user interface creates an intuitive workspace for part time content developers who are not software developers by trade.
- Drag and drop catalog objects, cut and paste page object, replicate and reuse pages from other courses, re-sequencing, adding and deleting pages are all intuitive tasks.
- Import graphics and media from other sources.
- Placeholder objects from the ToolBook catalog allow the use to directly reuse existing graphics and html pages.
- MS Powerpoint import capability supports the import of Powerpoint
- Directly access RTF and text document, link to existing PDF documents
- In addition, ToolBook provides numerous wizards and other tools that facilitate rapid courseware development

## Feature Set and Learning Object Library

The AuthorMax authoring tool with ToolBook Instructor 9.5 is a very powerful and robust application for the development of e-learning content and web-based training. ToolBook has an extensive online catalog of learning objects, ready for use. There are dozens of utilities, wizards and tools that expand the feature set and automate development functions. The

**Notes:**

application also includes the Action Editor, a graphical programming language used to create custom interactivity, branching and add event driven “action” to any learning object.

- ToolBook’s Microsoft PowerPoint® support enables you to rapidly reuse PowerPoint content in your ToolBook authored course. This feature converts Microsoft PowerPoint content (PPT) to the ToolBook format. After conversion, the supported PowerPoint objects are fully editable within ToolBook – including text, images, and hyperlinks - where you can quickly enhance the imported presentation with assessments, interactivity, media, and rich effects.
- ToolBook includes numerous assessment types - true/false, multiple-choice, drag and drop, match item, essay, and more - that can be used test and validate user understanding, create tests and interactive exercise. These objects have built-in functionality that provides feedback to the student why supplying “interaction information” and other tracking data via the SCORM API
- ToolBook supports a comprehensive software simulation capability enabling the content author to simulate complex applications. (See AHLTA Dental case study). The Simulation AutoBuilder enables the author to record and later edit a live application encounter. Screen shots and on screen events can them be used in simulation training
- ToolBook placeholder object allow the developer to link to or include external learning resource directly in the content flow including documents, web/html pages, graphics. Placeholder object also support the inclusion of other document type such as MS Excel spreadsheets and MS Word documents.
- The learning object catalog includes over 250 learning object ready for drag and drop onto the content page. This list includes the follow object types: Buttons, media players, navigation objects, placeholder objects, 13 questions types, 48 pre-made smart pages, scoring and tracking tools, draw objects, action and control objects, text fields, list boxes and simulation objects
- The Action Editor provides a graphical programming interface to create code behind ToolBook objects. This very powerful capability supports custom interactivity, branching and other dynamic, event-driven “actions” within the courseware.
- Broad support for multi-media elements is support through catalog media players that support for all common media formats and graphical images.
- Graphical/Image Support Images: bmp, cdr, ch3, dib, drw, dxf, eps, gif, jpg, pcd, pct, pcx, pic, png, tga, tif, wmf

**Notes:**

- Audio Support: aa, aif, aifc, aiff, mid, midi, mp3, mp3 playlist, rmi, wav, streaming audio by Microsoft®, RealAudio™ or Apple QuickTime™
- Video Support: avi, mov, mpg, streaming video by Microsoft®, RealVideo™ or Apple QuickTime™
- Support for other media types: Macromedia Flash®, Windows® media files, RealMedia™ media files, asp, http
- With new XML support, XML content can be quickly converted to the ToolBook format where it is now fully editable with the ToolBook applications.

## Compatibility and Interoperability

The AuthorMax authoring tool with ToolBook Instructor 9.5 creates content that viewable in all the major web browser platforms without the need for plug-in or downloads. AuthorMax content is easily integrated into SCORM 2004 and SCORM 1.2 conformant LMS applications including MHS Learn platform (Oracle iLearning) and the VA LMS platform (Plateau Learning). AuthorMax content can also run in LMS systems that use the AICC protocol. This high level of compatibility and interoperability ensure that the AuthorMax authoring tool can be used to address training requirements in virtually any environment.

- Content integration across a wide variety of LMS platforms has been demonstrated including Plateau, SABA, Oracle, Pathlore, SumTotal, Knowledge Planet, Tracker.NET and virtually any other that support the top three learning standards SCORM and AICC
- ToolBook catalog objects have built-in/automatic LMS communication features. In addition, advanced settings are accessible were needed for unique or complex integration tasks using the Action Editor, virtually the entire SCORM/CMI vocabulary is available to AuthorMax content developers.
- AuthorMax generated courseware supports and is compatible with Internet Explorer 6 and 7 and Mozilla/Firefox browsers. The authoring tool also supports the Safari browser on Apple/Mac machines.
- ToolBook/AuthorMax content can be designed for deployment on hand held devices and the Apple iPhone.
- AuthorMax content has no Java Runtime dependencies, does not require browser plug-ins and is highly reliable running in the web environment

**Notes:**

## Authoring Tool Maintenance

AuthorMax support and maintenance plan is offered free to the government for the 24 months after initial contract award. The authoring tool support and maintenance plan covers 105 licenses for 210 content authors.

The support and maintenance plan for AuthorMax includes maintenance of software items as well as support for the license holders using the authoring tool.

Software maintenance assures that the software itself including ToolBook Instructor 9.5, and the AuthorMax template will be maintained through all updates, patches and bug fixes during the period of performance.

Software support provides unlimited email and phone support for the ToolBook Instructor 9.5 application and also for the AuthorMax template provided through the PerforMax3 help desk. The support agreement entitles license holders to request assistance via phone or email when working with content derived from the AuthorMax template or from the COTS Courseware. In addition, the license holder is entitled to unlimited support and assistance directly from SumTotal Systems Inc, producers of ToolBook Instructor. This resource is useful in the event a bug is suspected or detected.

In addition to the above support and maintenance for the ToolBook Instructor element of the AuthorMax author tool, the license holder is entitled to receive any “upgrades” to the ToolBook product during the period of performance of the agreement. Upgrades typically occur when there is a major new release of the product providing additional functions, and features. For example, ToolBook Version 9.5 recently replaced ToolBook 8.9 through as an “upgrade”. The plan ensures that similar upgrades are available at no cost the government for the period of performance of this contract.

**Notes:**

PerforMax<sup>3</sup> lessons are pre-formatted and pre-programmed to be easily customized to your application.

# Understanding the ToolBook Instructor Interface

## *Getting Started*

PerforMax<sup>3</sup> lessons are “pre-built” in SumTotal’s ToolBook as templates that contain key information and guidelines for a variety of training topics.

*Using ToolBook Instructor with the PerforMax<sup>3</sup> templates*, you will be able to:

- Customize online lessons,
- Add your own content,
- Quickly create interactive questions and buttons, and
- Import animations and graphics.

Using ToolBook Instructor and the PerforMax<sup>3</sup> system, you can focus on what is important: presenting the material to be learned.

PerforMax<sup>3</sup> preformatted templates help you manage the content, navigation, feedback, and quizzes that are a vital part of your interactive learning applications. You can easily add preprogrammed sound, animation, video, graphics, and other special effects to your applications, making them lively and engaging. Prebuilt hyperlinks and navigation objects allow your learners to move easily through their learning experience.

After you have customized a lesson using ToolBook Instructor, PerforMax<sup>3</sup> can help you deliver it on demand to any student with access to the Internet, or you can deploy it on your company’s intranet.



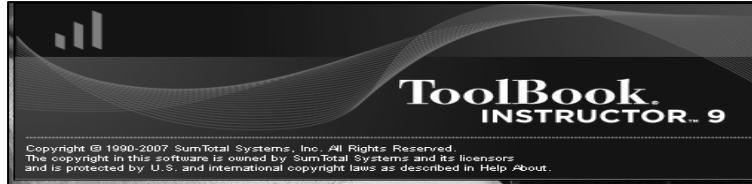
**Notes:**

Working files are called **books** and have **.tbk** file extensions

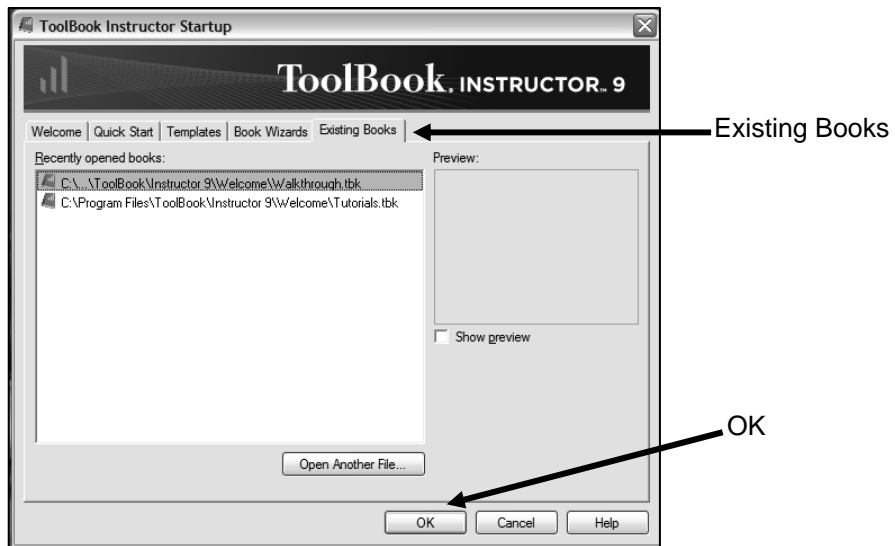
Backgrounds create a consistent theme throughout your book.

## Running the Editing Software

**Start ToolBook Instructor** as you would any Windows application.



The Startup dialog box appears and offers you several options to modify or start a new file called a **book**. To help you quickly create interactive online lessons, PerformMax<sup>3</sup> provides you with pre-programmed, pre-formatted lessons and templates. You can either open a pre-formatted template or copy an existing pre-programmed lesson to modify for new training.



## Opening a PerformMax<sup>3</sup> Lesson or Template

1. Select the Existing Books tab at the top of this box, and browse to the directory where your PerformMax<sup>3</sup> lessons are located.
2. Select one of the lesson files.
3. Click OK in the Instructor dialog box to open the lesson.

**Notes:**

Press the F3 Function key to toggle easily between Author and Reader levels.

Author level for editing;  
Reader level for testing.

## *Using Author Level and Reader Level*

Designed for ease of use, the ToolBook Instructor tools and visual interface let you focus on the important tasks of presenting your content and measuring student results. There are two working levels: **Author level** and **Reader level**.

**At Author level**, you create and modify applications using authoring and development tools such as templates and dialog boxes. At this level, you can create and modify objects and set properties to define their appearance and behavior.

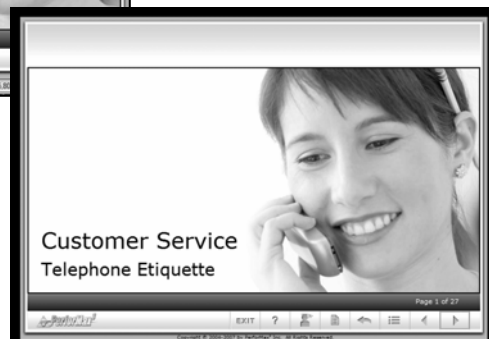
**Reader level** is the level at which you test your applications as you develop them, and also the level at which users run your applications. At this level, users can navigate to particular pages, respond to interactive question objects, and trigger events.

There are two ways to move between Author and Reader levels:

- Press the **F3 function** key to toggle between Author and Reader levels.
- From the **View menu**, choose **Reader or Author**.



Author level with menu,  
and toolbar



Reader level with working buttons  
and graphics

**Notes:**

Press the F3 Function key to toggle easily between Author and Reader levels.

Author level for editing;  
Reader level for testing.

## Author Level Tools

### Menu

Like the Windows menu, most menu commands have familiar keyboard shortcuts such as Ctrl A, Ctrl C, and so on. View the Online Help for a list of all keyboard shortcuts.

### Toolbar

The toolbar provides navigation buttons that help you move through the book when authoring. The other icons on the toolbar provide shortcuts for specific commands, such as document save and quick access to the properties of a selected object.

### Status Bar

The Status bar displays the current page number and the mouse location. Move your mouse pointer over any object on a page and the status bar will identify the object and its location for you.

### Tool Palette

The Tool Palette provides an easy menu to add shapes, buttons, and other functionality to your lesson. It can be turned on and off with the tool icon on the toolbar, and resized/repositioned using the cursor.



### Notes:

Press the F3 Function key to toggle easily between Author and Reader levels.

Author level for editing;  
Reader level for testing.

## Coach

The ToolBook Coach is a reference tool that provides information about the objects you select. It gives a description of the object as well as step-by-step procedures. To open the Coach, go to the Help menu and select Coach.

## Page

The page is the area on which you develop your content by adding objects from the Catalog, such as buttons, text fields, and graphic placeholders.

**The following additional tools are available to turn on and off at Author level:**

## Catalog

The Catalog is a repository of objects you can add to your page, such as buttons, draw objects, and text fields. Many objects have pre-programmed behavior that you can customize.

## Rulers

Show the exact size and position of objects.

## Grid

Displays a matrix of dots that help you size and position objects precisely.

## Right-Click Menus

Appear when you right-click an object, providing quick access to common settings and dialog boxes.



## Notes:

Three basic backgrounds:

- Content
- Assessment
- Utility

All of the visual elements of your application such as buttons, text, graphics, and even pages and backgrounds are objects. Each object has a set of properties that define its appearance and behavior.

## Books and Pages

PerforMax<sup>3</sup> online courses consist of one or more files called books. In your online book, each screen is considered a separate page. Pages contain the objects that determine the look and behavior of your lesson including buttons, graphics, text, media players, and so on. You arrange the pages in any order that suits your material and then determine a way for your users to navigate through the pages.

A background is the foundation for a page. Several pages can share one background, and a book can contain several backgrounds. Most PerforMax<sup>3</sup> lessons use three backgrounds:

One content background is used throughout the lesson to maintain a consistent look. Text, graphics, buttons and other objects, are then placed on the background to engage the user, assess the user's proficiency and meet your training objectives.

One assessment background standardizes the layout of test questions and to support mastery programming.

One utility background sets apart utility pages from training materials.

## Objects and Properties

All of the visual elements of your application—buttons, text, graphics, and even pages and backgrounds—are objects. Each object has a set of properties that define its appearance and behavior. A text field, for example, has properties such as fill color, font characteristics, width, and height that determine its color and size, and other properties such as text alignment and field type that define how it displays text and whether it allows users to enter data. Some objects have properties that determine more sophisticated capabilities. A media player, for example, has properties that control the player's interactive functionality, such as which media file will play and how the file will play at Reader level.

Properties may be viewed and changed via a pop up menu box. For more information, see the later section, "Customizing PerforMax<sup>3</sup> Lessons"

## Notes:

All of the visual elements of your application—buttons, text, graphics, and even pages and backgrounds—are objects. Each object has a set of properties that define its appearance and behavior.

Select Coach from the Help menu.

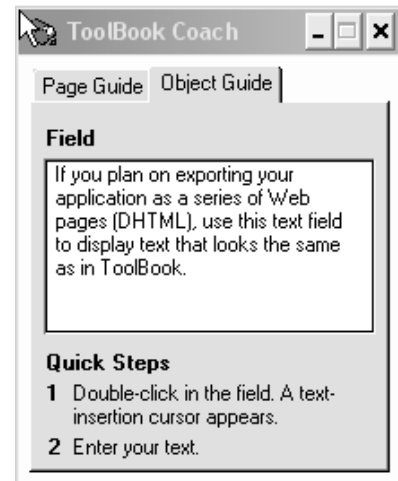
To display the Catalog:: choose Catalog from the View menu, click the Catalog icon on the toolbar, or press F2.

## Using the Coach

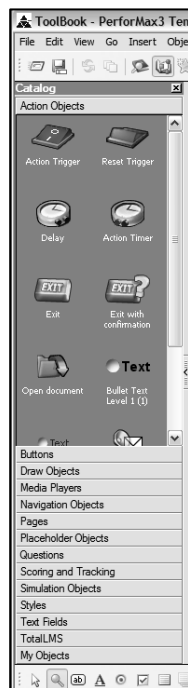
The ToolBook Coach is a quick, convenient reference tool that provides context-sensitive information as you are authoring.

The Coach displays design guidance, tips, and suggestions about the page you're working on, and step-by-step procedures for any object you select.

Leave the Coach open as you work and note how the information in the Coach window changes dynamically as you move between object and page.



## Working with the Catalog



PerforMax<sup>3</sup> provides you with pre-programmed, consistently styled templates that include many types and styles of objects that you may need. You can also build additional features into pages using The Catalog.

To display the Catalog:: choose Catalog from the View menu, click the Catalog icon on the toolbar, or press F2.

In the Catalog, there are question sets, media players, navigation panels, and other interactive objects, many with predefined behaviors that you can customize.

To include an object in your application, simply drag it from the Catalog to your page or background. Then, set its properties or extended properties to further define its appearance and behavior.

**Notes:**





Press the F3 Function key to toggle easily between Author and Reader levels.

Author level for editing;  
Reader level for testing.

## *Navigating Within Lessons*

### Reader Level

You can use the PerforMax3 navigation menu to move about the lesson several different ways:

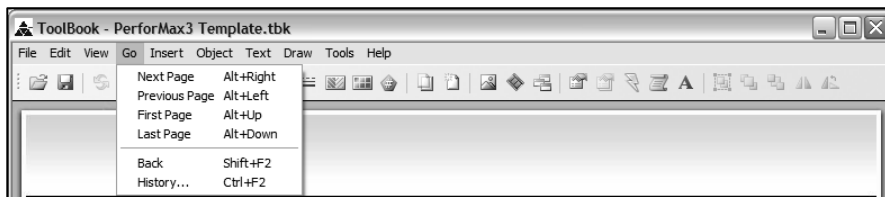
-  forward and backward using the arrow keys,
-  jump to the Topic Page and select a topic area,
-  return to page one or
-  move straight to the Assessment.



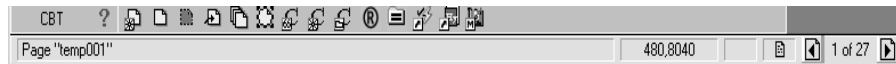
PerforMax3 navigation bar


### Author Level

You can move different ways when authoring a PerforMax3 lesson:



On the Menu bar, drop down the “Go” menu



On the Status Bar, move page by page using the arrow keys, or select the page text box and enter the new page number. 

## Notes:

Navigate lessons in Reader Mode with the PerforMax3 navigation bar using the arrow keys, the Topic Page, the Assessment button or the Return button to go to page 1.

Navigate lessons in Author Mode using the Go to button on the Menu bar, the arrow keys and page number box on the Status bar, or the Book Explorer.

## Using Book Explorer

The Book Explorer shows all pages and objects in an outline view. Using this interactive object browser, you can easily move around in the lesson, move pages, access properties, and manipulate objects.

Select Book Explorer from the drop down View menu on the Menu, and the Book Explorer index appears. As you move your cursor over the page index, a small preview image of each page will pop up to help you identify the page you desire. Select that page and move there directly.



Lesson page with Book Explorer index open

Navigating pages is just one of the functions of Book Explorer. There are several more advanced features:

- reorder pages using drag and drop
- select an object in the main window (if visible)
- move an object to a different layer using drag and drop
- move an object into a group using drag and drop
- display properties and change options for an object by right-clicking to show the shortcut menu

*Book Explorer replaces the Page Browser and Object Browser in earlier ToolBook releases.*

**Notes:**

All of the visual elements of your application—buttons, text, graphics, and even pages and backgrounds—are objects. Each object has a set of properties that define its appearance and behavior.

To display the Properties Dialog Box, select the object and choose the properties icon in the menu bar, or right click your mouse.

Author level for editing;  
Reader level for testing. F3 to switch.

## *Understanding Properties and Extended Properties for Objects*

Each object is governed by properties that customize its appearance and behavior in your lesson. You can access an object’s properties by selecting the object on the page or in Book Explorer, right clicking your mouse or opening the Properties or Extended Properties dialog box on the Menu.

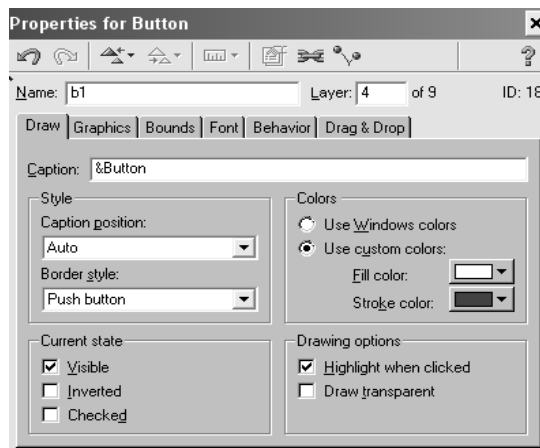
These dialog boxes allow you to set an object’s color, specify a graphic displayed on a button, identify the correct answers in a question object, control when a video plays, and much more.

You can also use the Properties dialog box to specify behavior that extends beyond individual objects. For example, you can set properties for a page, a background, and a book. You can even access the “Properties for Lesson” dialog box to set scoring and logging options.

### Working with Properties

The Properties dialog box features tabs that organize a detailed set of options. The toolbar includes buttons to give you quick access to commands, other object properties, and online Help.

For example, selecting the Draw tab allows you to insert a caption for your button, change the color of the text, and change the look of the button via the Draw menu.



Properties dialog box showing draw options

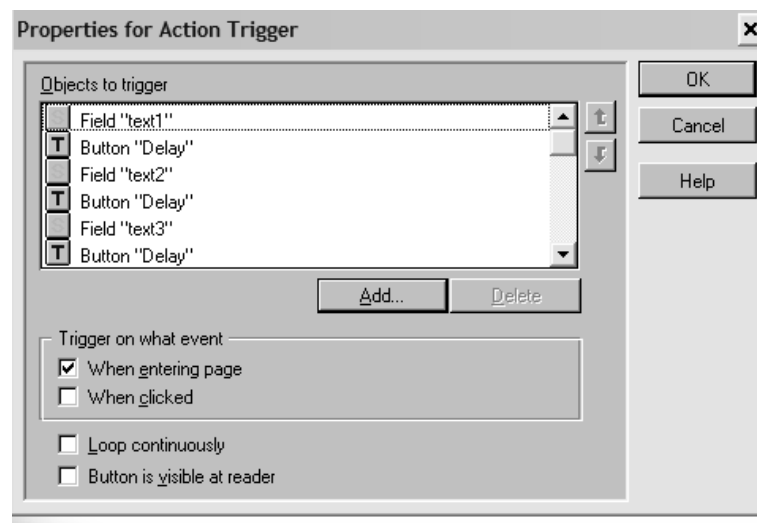
## Notes

## Extended Properties

Some objects have extended properties that define preprogrammed behavior. In addition to the Properties dialog box, these objects have an Extended Properties dialog box, where you can specify and refine these extended capabilities.

There are five ways to display the Extended Properties dialog box:

1. Select the object, then choose **Extended Properties** from the drop down Object button on the Menu.
2. Select the object, then click the Extended Properties icon on the Toolbar.
3. Open the object's Properties dialog box, and select the **Extended Properties** icon on the dialog box toolbar.
4. Select the object, then choose the extended properties command from the right-click menu.
5. With the object selected, press **CTRL+F6**.



Extended Properties dialog box showing properties for an Action Trigger

## Notes

Adults learn best when the following elements are included in the learning:

- Engage learners
- Address thinking, feeling and acting
- Use realistic examples
- Vary learning methods
- Use multisensory learning objects.

# About the PerformMax<sup>3</sup> Templates

The PerformMax<sup>3</sup> templates are *prebuilt, preprogrammed pages in an organized book* that provide a basic structure for your new lessons, including page organization, graphic theme, interactive objects, and navigation controls.



Good instructional design is a combination of right brain/left brain thinking. Right brain involves creative thinking. Left brain involves analytical thinking.

In computer-based training development, the combination of a consistent background, various media elements (graphics, photos, video clips, audio, etc.) and factually accurate content or text can make or break a learning program.

The PerformMax<sup>3</sup> template book provides a structure that is effective, efficient, and maintains consistent functionality that builds a learner's confidence and speed. Learners can focus on your content, and not waste time trying to understand changing navigation and interaction procedures.

## Notes

PerforMax<sup>3</sup> provides pre-programmed templates for all page designs.

Adults learn best when the following elements are included in the learning:

- Engage learners
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- Use realistic examples
- Vary learning methods
- Use multisensory learning objects.

You can copy objects or pages from the PerforMax<sup>3</sup> template book into your existing lessons to take advantage of a variety of interactive features without the trouble of creating programming and formatting. For step-by-step instructions, see “Adding, Deleting and Renumbering Pages” in the *Customizing PerforMax<sup>3</sup> Lessons* section.

Using PerforMax<sup>3</sup> template pages and books will save time, ensure capability, and provide consistency for each new lesson.



## Notes

PerforMax<sup>3</sup> provides pre-programmed templates for all page designs.

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## *Key Features of the Template Book*

### Preformatted Standard Pages and Functions

- Title Page
- Overview Page linked to Learning Objectives Page
- Test Out Option Page hyperlinked to Assessment Instructions
- Topic Page hyperlinked to key topics
- Menu Tabs
- Assessment Instructions
- Assessment Questions
- About Page for recording revision changes
- Learner Scoring

### Preprogrammed Interactive Pages

- Numerical, Bulleted and Timed-Display Lists
- Self-Check Questions and Answers
- Multiple Choice Selections
- True or False Responses
- Concept to Definition Matching
- Various Graphic Buttons
- Hide and Reveal Functions for Text and Graphics
- Video Windows
- Drag and Drop Interaction
- Small Scale Animation
- Light Bulb “Did you know?” button

## Notes

PerforMax<sup>3</sup> provides pre-programmed templates for all page designs.

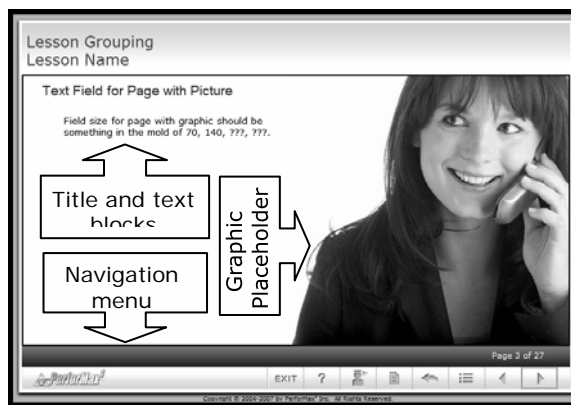
Adults learn best when the following elements are included in the learning:

- Engage learners
- Address thinking, feeling and acting
- Use realistic examples
- Vary learning methods
- Use multisensory learning objects.

All of the visual elements of your application—buttons, text, graphics, and even pages and backgrounds—are objects. Each object has a set of properties that define its appearance and behavior.

## *Preformatted Standard Pages*

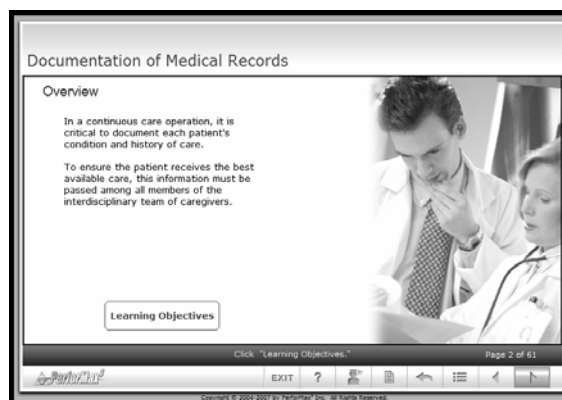
The PerforMax<sup>3</sup> templates are preformatted with a generic background, standard title type, size and placement, page navigation and a navigation menu bar at the top. Each feature can be customized to suit your organization and lesson. Refer to the section, “Customizing PerforMax<sup>3</sup> Lessons.”



Standard Parts of a Lesson Page

The standard Overview page provides title styling and position, a sample graphic placeholder, a text box with type styling and page navigation.

This page acts as an “Advanced Organizer” and allows the learner to anticipate what’s ahead.



Objectives Page

## Notes

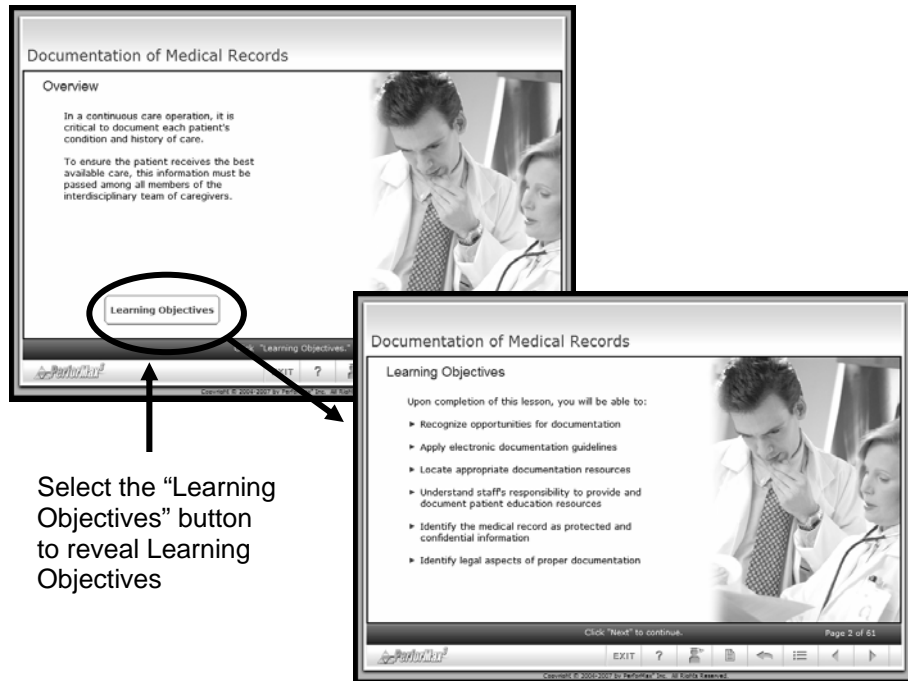
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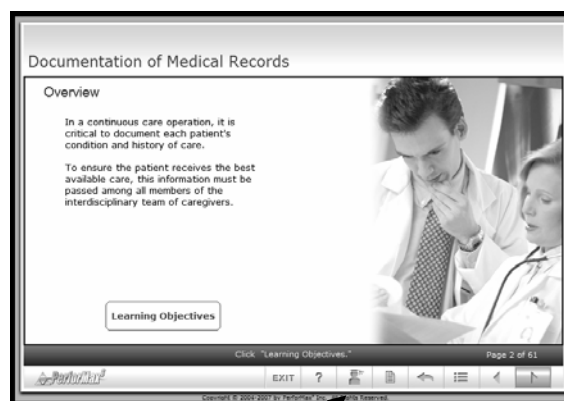
All of the visual elements of your application—buttons, text, graphics, and even pages and backgrounds—are objects. Each object has a set of properties that define its appearance and behavior.

In addition, this template page includes the Learning Objectives button that brings up the standard Learning Objectives template.



Select the "Learning Objectives" button to reveal Learning Objectives

Next, the Navigation Bar offers a direct link to the Assessment section for those learners who may not need review.



Select this icon to bypass the content and go directly to the assessment

## Notes

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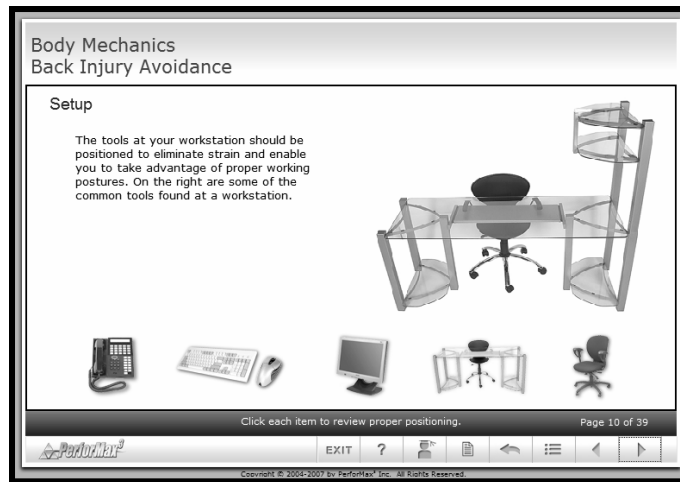
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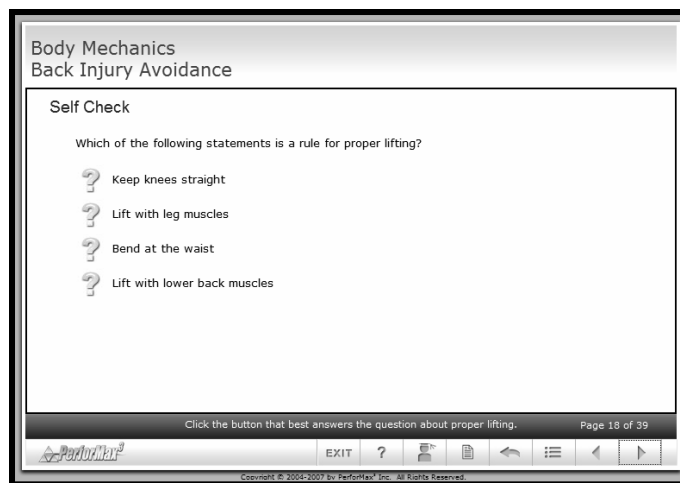
All of the visual elements of your application—buttons, text, graphics, and even pages and backgrounds—are objects. Each object has a set of properties that define its appearance and behavior.

A comprehensive sample of interactive pages is offered to help you keep the learner engaged and to build retention through interesting review and self assessment.

Adult learners like to control their training, and this interactivity provides an environment of choice and affirmation that helps with lesson retention.



Graphic Buttons Link to Specific Information



Self Checks Engage Learners

## Notes

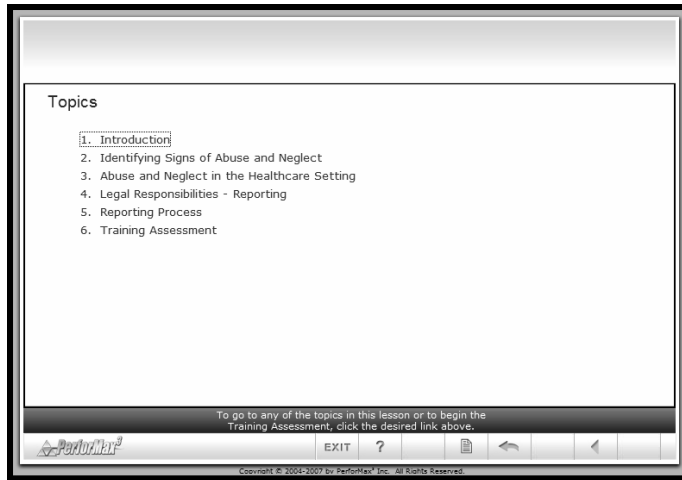
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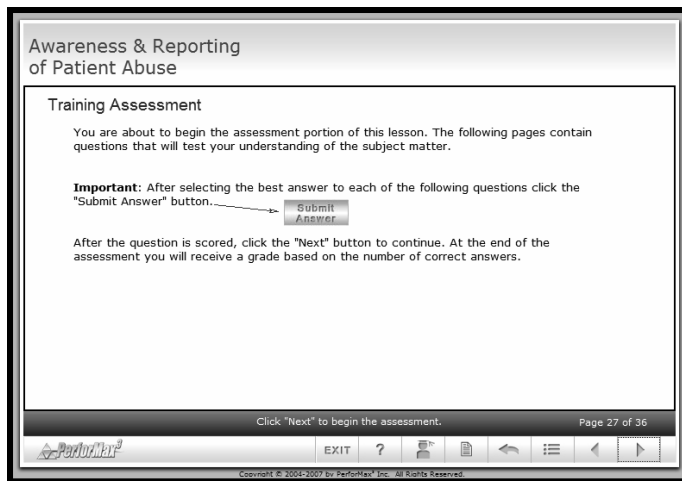
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The Topic Page template, accessed from the tab menu, provides quick navigation to key areas of information, and an option for jumping to the Assessment if the learner feels confident in the lesson.



Topic Menu Provides Quick Access to Key Points



Standard Introduction to Training Assessment

PerforMax<sup>3</sup> provides a standard Assessment Instruction template that can be used as is. In addition, two styles of assessment questions, True/False and Multiple Choice, are customizable and ready to duplicate. Tracking, scoring and resetting functions are all preprogrammed.

## Notes

PerforMax<sup>3</sup> provides pre-programmed templates for all page designs.

Adults learn best when the following elements are included in the learning:

- Engage learners
- Address thinking, feeling and acting
- Use realistic examples
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- Use multisensory learning objects.

The training assessment is one of the most complicated parts of the PerforMax<sup>3</sup> template. It is critical that you use the processes and conventions outlined in the "Customizing the PerforMax<sup>3</sup> Assessment" section of this document.

The screenshot shows a training assessment window titled "Training Assessment" with the sub-heading "Electrical Safety". The question is: "Q: You should never cut off or bend the rounded, ground pin of a three-pronged plug." Below the question are two radio button options: "True" and "False". The "True" option is selected. At the bottom right, it says "Question 1 of 5" and there is a "Submit Answer" button. The PerforMax<sup>3</sup> logo and copyright information are visible at the bottom.

**Above:** Sample True/False Assessment Question

**Below:** Sample Multiple Choice Question

The screenshot shows a training assessment window titled "Training Assessment" with the sub-heading "Electrical Safety". The question is: "Q: If someone is in contact with an electric current and suffers a shock, try to disconnect the power source or attempt to separate the victim from the power source by using:". Below the question are four radio button options: "A screwdriver.", "A piece of dry wood.", "Pliers.", and "All of these answers are correct." The "A piece of dry wood." option is selected. At the bottom right, it says "Question 2 of 5" and there is a "Submit Answer" button. The PerforMax<sup>3</sup> logo and copyright information are visible at the bottom.

## Important

The training assessment is one of the most complicated parts of the PerforMax<sup>3</sup> template. It is critical that you use the processes and conventions outlined in the "Customizing the PerforMax<sup>3</sup> Assessment" section of this document. A considerable amount of hidden software code behind the training assessment controls behaviors, scoring and data management.