



ONPOINT
DIGITAL

GOMO LEARNING

Content Planning Guide



Summer 2014

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Using GoMo on Your OnPoint Learning Platform

This job aid provides instructions for using GoMo version 2.x from GoMo Learning, a subsidiary of a London-based Learning Technologies Group (LTG plc), to create content for online and mobile delivery to OnPoint Digital's OPLS and CellCast Solution platforms. GoMo is a cloud based authoring tool to design adaptive, responsive content that can be exported and deployed into OnPoint's OPLS and CellCast Solution platforms quickly and easily.

What are the Advantages and Disadvantages of GoMo?

GoMo's greatest attribute is creating content that can adapt and respond to all the various screens in a multi-delivery scenario spanning online, tablets and handsets. OnPoint Digital believes responsive tools are the best approach to building content in a modern learning world. Because you can drag and drop your content, it is easy to learn and anyone can do it. GoMo is limited in that only up to 4 columns can be added in a section, so when you are adding smaller sections of content you are using a lot of real estate for the desktop access. Additionally, the customization through the interface is limited to branding. You can adjust the CSS in the exported file, however, and this will give you unlimited customization depending your skill level of working with HTML and CSS files.

Use Cases for GoMo - Where does it fit?

GoMo is a sophisticated and diverse authoring package and offers an array of features that Instructional Designers can leverage to create digital courseware, performance support tools and interactive marketing materials for their online and mobile audiences. The following table summarizes the common use cases, supported communications methods and target devices OnPoint believes are best suited for GoMo-created materials.

Where Does GoMo Fit/Work?

Supports			
Common Use Cases			
Learning Features	<input checked="" type="checkbox"/>		
Interaction and Engagement	<input checked="" type="checkbox"/>		
Gaming Elements	<input type="checkbox"/>		
Reference Materials/EPSS	<input checked="" type="checkbox"/>		
Social Features	<input type="checkbox"/>		
Communication Methods With LMS/TM Platforms			
Non-SCORM	<input checked="" type="checkbox"/>		
SCORM v1.2	<input checked="" type="checkbox"/>		
SCORM v2004	<input type="checkbox"/>		
Tin Can/Experience API	<input type="checkbox"/>		
Supported Devices			
Desktop	Mac/Windows/Linux: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari		
Apple iPad Tablets	iOS5 iOS6 iOS7	Apple iPhones & iPod touch	iOS5 iOS6 iOS7
Android Tablets	V3.x - v4.x	Android Handsets	v2.3.7- v4.x

Getting Started

To get started, you should have either purchased or signed up for a free 21-day trial account for the GoMo learning authoring platform. All content is stored in “the cloud” and managed using the (SAAS) software as a service. If you need to sign up for a new account, visit:

<https://accounts.gomolearning.com/signup>

We also recommend that you download and review GoMo’s own guide (link below) before beginning your project.

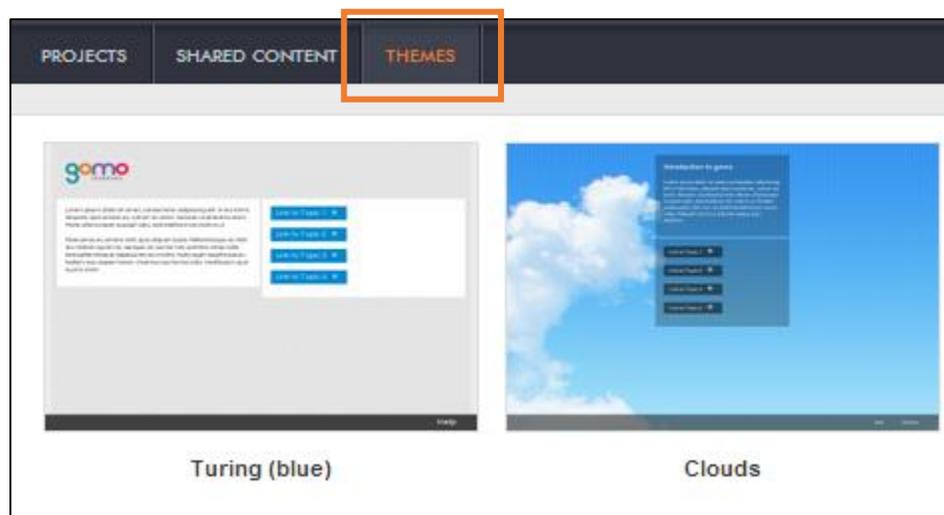
[Getting Started User Guide](#)

So, What is Responsive Content?

Responsive content enables you to design, build and publish content once then publish it for delivery to desktop, tablets and smartphones. Responsive content automatically repositions itself based on the screen’s space available and adapts to show using available screen size. Screens are optimized for the size of the screen, with the most appropriate alternative being selected to ensure content remains user-friendly and high quality. As you develop your content, think about how the content responds across the multiple delivery methods common among your target audience.

Working from a Template

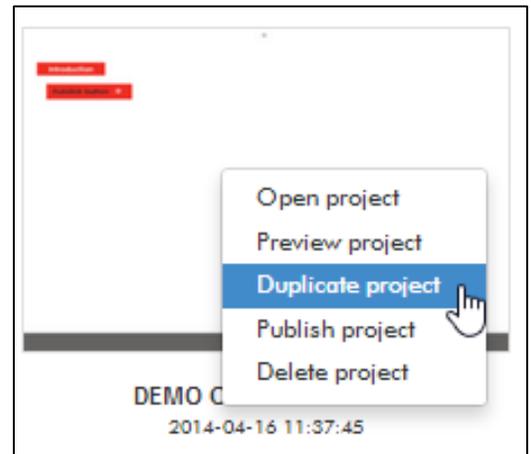
You can create a working template to duplicate projects from to ensure cohesion among projects and increase production efficiencies. This would include your company brand theme settings. It is important to only use the global theme settings so that any change would distribute to all projects. You will see the global theme options when you login by clicking *Themes Tab*.



In addition to theme settings, to improve production efficiency your template should include placeholders for:

1. Formatting of text assets (H1, H2, etc.)
2. Headline naming of text assets
3. Layout column counts on individual pages
4. Image assets that repeat
5. Menus
6. Back and next link configuration

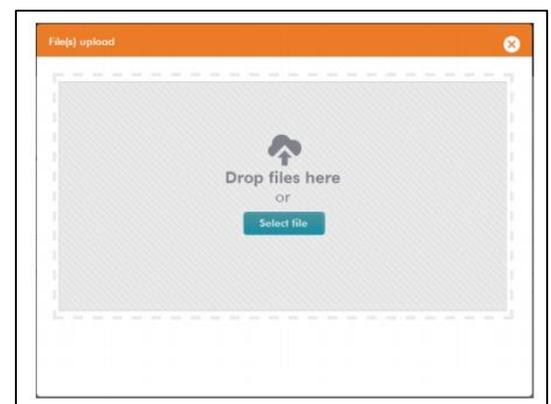
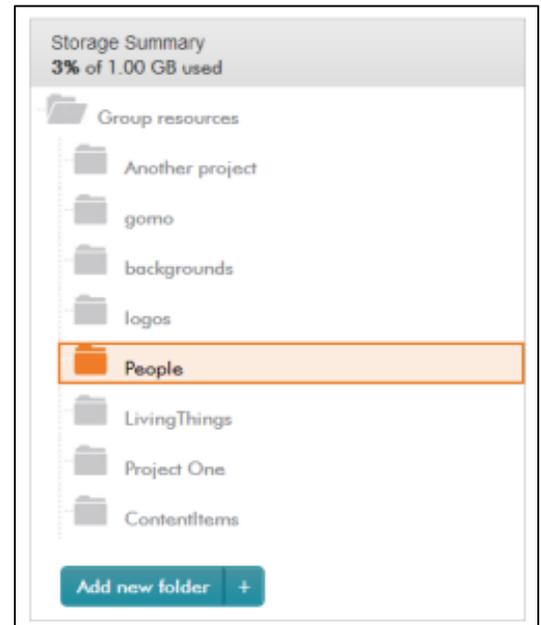
Once you have finalized your template, you begin each project by duplicating a copy from it and renaming your project name.

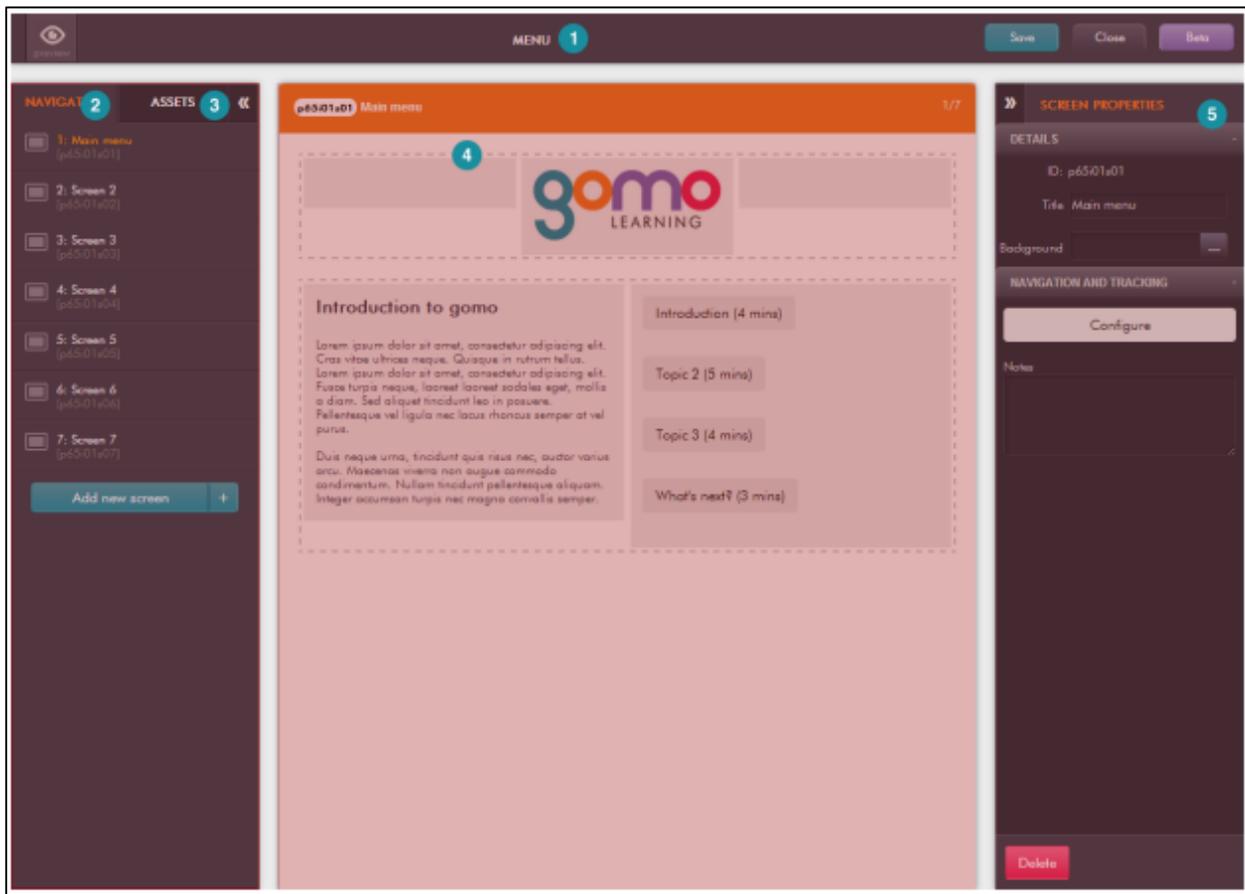


Content and GoMo Elements

Images, audio and video resources can be uploaded to your GoMo portal and shared across projects and team members using the shared content feature. You can organize your resources so that you can have a folder that is solely used for a particular project or others that contain useful resources such as organizational logos and stock imagery that can be used by your team across projects.

It will streamline your workflow to upload all of your assets at once in the beginning of each project. Otherwise, you will have to exit your project each time you need to add media.





Authoring Interface

GoMo's content editor is an easy to use drag-and-drop interface for creating content that appears on screen. The left and right panels of the content editor can expand and collapse, allowing you to maximize your working area.

The content editor is built around the following five key elements:

1. Header area
2. Navigator panel (screens)
3. Content assets panel
4. Content area
5. Properties panel

Converting from Existing Content Documents

If you are taking content from a Microsoft document, the easiest way to “grab” all the images is to export it into a HTML document and Microsoft will automatically create an images folder. You can easily upload the entire batch in one upload this way. Once you have uploaded, as you are cutting text and pasting it from the original document into GoMo you select each image from your assets panel.

Note: *When you cut and paste your text into a text box from your document, your formatting will not carry over with the paste. You will have to go back and rebold, etc. any text that had formatting.*

New Content

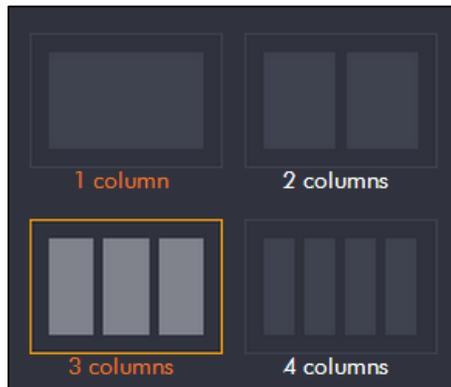
GoMo does not have any spell check features. It may be useful to create content in a solution that provides spell check and has a review workflow for your team to collaborate and refine content before dropping into GoMo.

To avoid extra spacing, do not create a content block for each text asset type. In the example below, 3 text assets within a single content block make up the overview, second heading, and second text.



To optimize the reading experience for your users, take advantage of GoMo’s fluid grid layout options. In desktop view, your user can struggle with long running sentences in wide formats. The same way magazines take advantage of multi-column widths to create a better reading experience, you can take advantage of fluid grids so that your content adapts from desktop to phone while creating an optimized experience regardless of device. For optimal

reading, organize your content using columns. In smaller device screens, they will automatically stack and be scrollable for faster consumption.



Whitespace

Whitespace is important as you consider content. By letting content breathe, it is easier and faster to consume by the end user. Because desktop screens are so large in comparison to pads and phones, you can create an empty text box column to layout your page as the same approach in print design practices. In desktop mode, the empty text box forces the content to the other columns. However because on mobile devices screen real estate is so valuable, it adapts and will only stack the visible content. No space is wasted.



Additionally, in some case you may have to create an empty content block on the top of the page with an empty text block to force the content below the page titles being displayed. This will ensure the second or third column not being higher than first column.

Links

GoMo does not currently have a good solution for dealing with external links. As a work around, you can use the menu button, but be mindful of these things:

1. Menu titles must be short or they will be cropped off on phone devices
2. The user will be taken away from your content to review the external content
3. Links are not integrated into the body text and affect content flow.

Images

Make sure that images do not have any extra white space around them because GoMo provides padding between images. The padding will be more than necessary if your images are not cropped.

Saving photos at the smallest size possible while still maintaining visual quality, is the best way to ensure that images are responsive. Web images are saved as 72 DPI. Images should be in PNG format.

Audio

Any Audio should be in MP3 format and compressed for fast load times.

Video

Videos are most successful when they are 1-3 minutes in length. If your topic is longer, break into bite-size subtopic videos. This will allow smaller files sizes and ensure efficient load times for downloading the video. In addition to keeping videos short, ensure to compress the video to the smallest size while still maintaining quality to ensure proper load times.

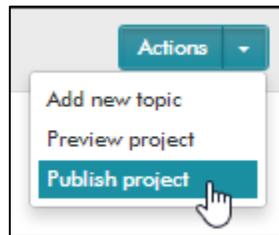
As a recommendation, the video should be sized at 480x320 as it still looks good when scaled up, but keeps the file size down. Video and animations must be MP4 files encoded using an H264 codec for widest device support.

When uploading a video, an image thumbnail should be uploaded to go with it. This will be displayed at 100% and when clicked it will launch the video full screen.

Publish

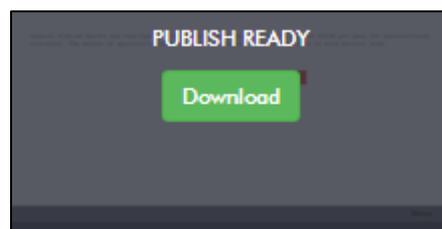
Publishing is easy in GoMo because it provides HTML5 responsive, adaptable content. As a result, there are no setting options. All you have to do is publish project and download it.

Open the project you want to publish, click on the **Actions** dropdown at the top right of the Project structure view and select **Publish project**.



GoMo will now take the content of your project, apply the theme you've selected for it and create a multi-device HTML 5 package with all the wrapper code needed to communicate with the SCORM 1.2 compliant LMS platform from OnPoint Digital.

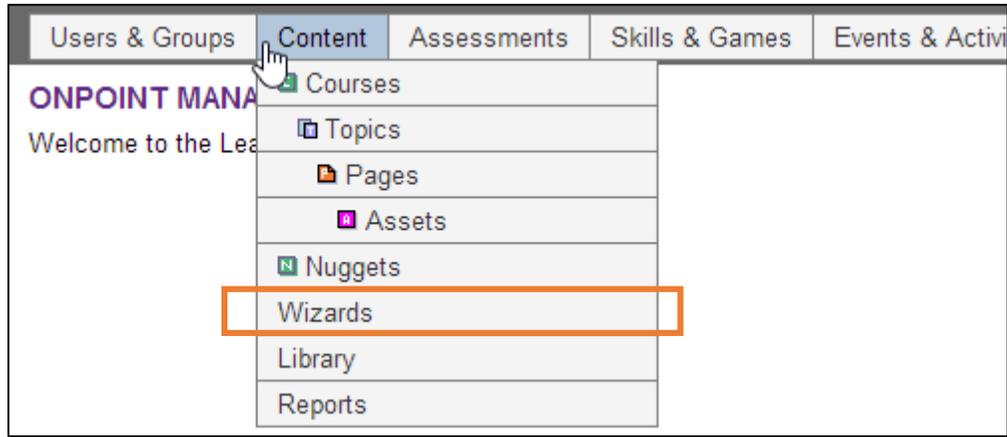
When it's completed it will be ready for downloading on the main project's page.



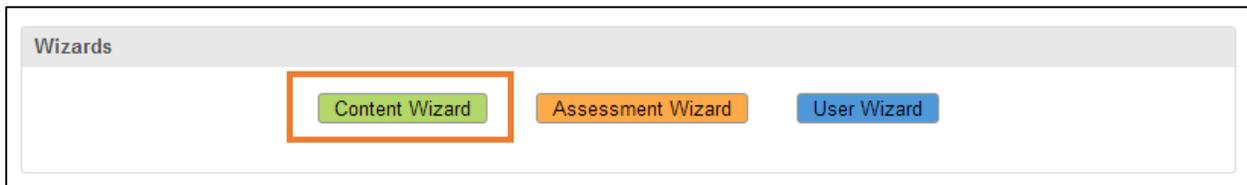
Click the **Download** button and a zip file will be transferred from the GoMo servers to the Downloads folder of the browser on your computer. GoMo will download with the file name based on the project number and date, if you want to rename, make sure to use underscores in place of spaces and keep as zip file so that your file will upload into the OnPoint LMS properly.

Import into OPLS/CellCast

From *Content Tab*, click **Wizards**.



The Wizards options screen will appear. Select **Content Wizard**.



Click **SCORM** to begin upload options.

Select Content Type

What type of content do you have? (click to select)

Course Type	Nugget Type
Flash (.zip package)	Audio/Podcast
HTML (.zip package)	Document (EPUB/PDF)
SCORM (.zip package)	Flash (.swf)
	HTML (single file)
	HTML5 (zip file)
	PowerPoint/Slides
	Video

The *Information* screen will appear. Enter all the course information and click **Continue** when complete.

Course SCORM (.zip package)

Information

Title/Name:

Catalog Description:

Estimated Duration: Hours Minutes Seconds

Category:

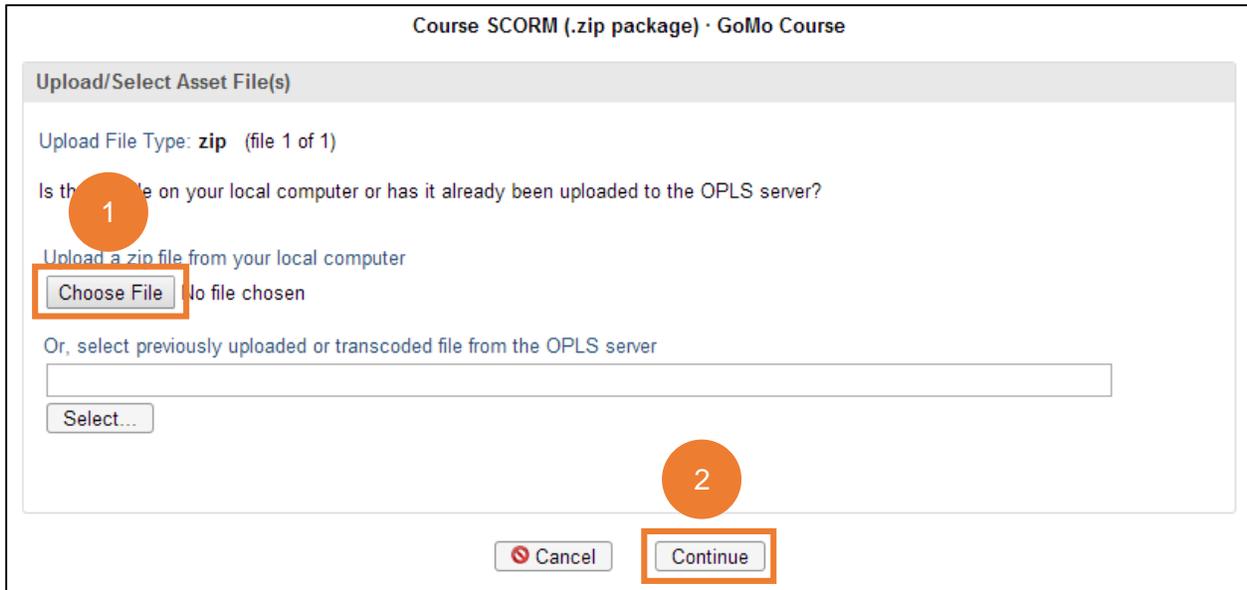
Naming Prefix:

Topic Name:

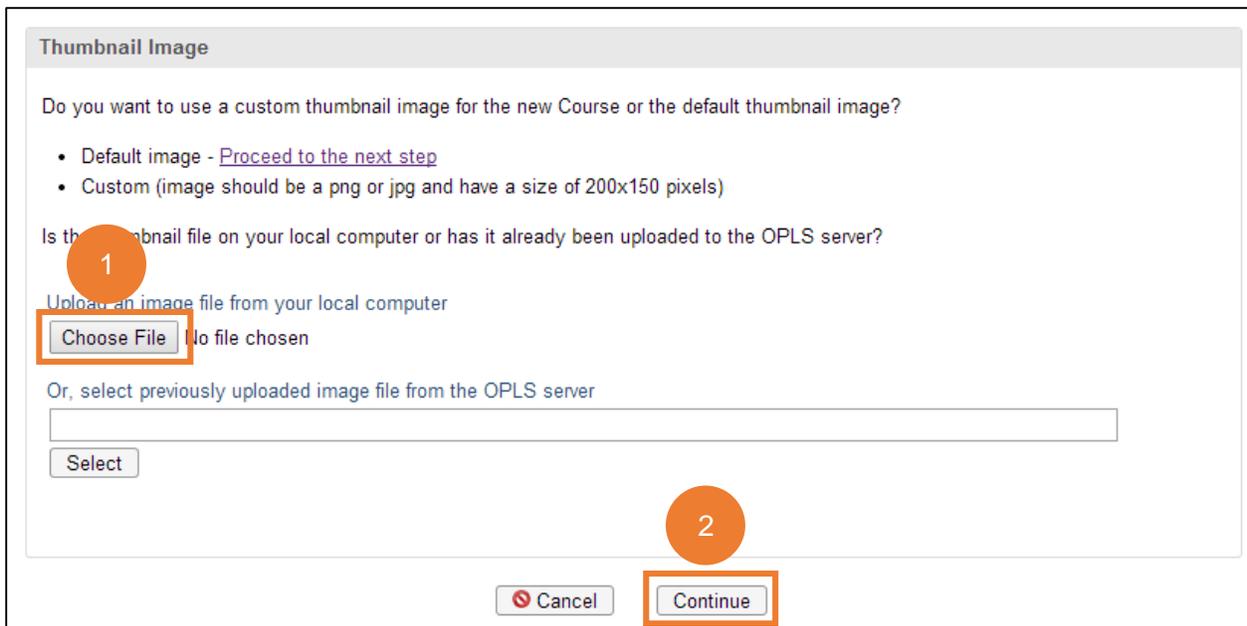
Page Name:

Asset Name:

Browse for your ZIP package to upload course and click **Continue**.



Browse for and upload your course thumbnail image and click **continue**, or click **Proceed...** and use default thumbnail.



Review course information and click **Generate Course**.

Generate Course

Title/Name: Upload Course
Catalog Description: This is a course.
Estimated Duration: 0 Hour(s), 5 Minute(s)
Naming Prefix: cs-#-
Asset File: scorm -> p282_2014_04_21_13-29-50.zip (uploaded)
Thumbnail: Default

Assessment: You will be given the opportunity to create a new assessment or assign an existing assessment to the Course after the generation process has completed.

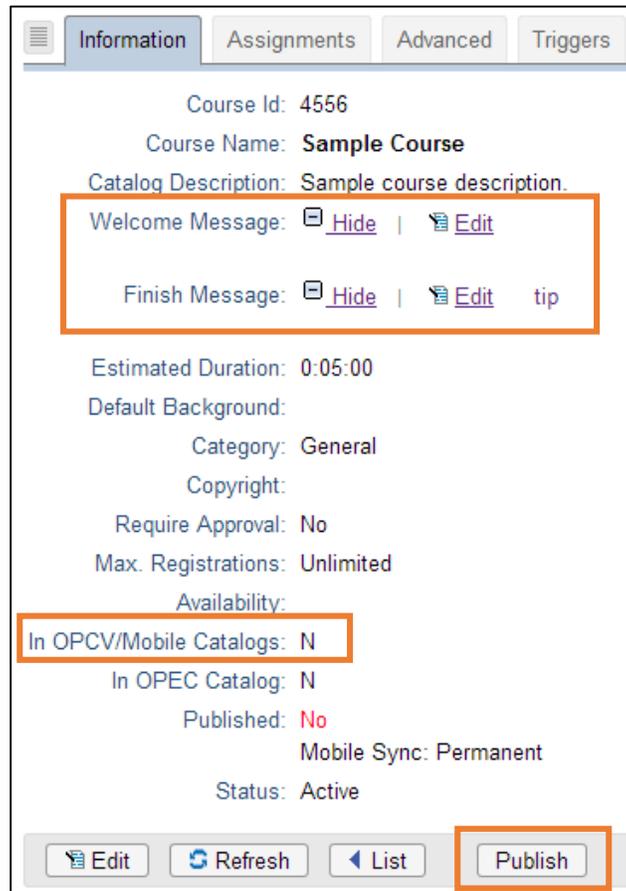
Generation Complete

The wizard has created the specified Course.

You can create and assign a new assessment (test, survey, feedback) using the 'Assessment Wizard' or go directly to the Course View.

From the Course View you can optionally assign an existing assessment, coordinators, and users or groups to the Course.

Because your Welcome Message was created in the GoMo package, **Hide** the Welcome message so the user goes straight to your content. Additionally, if you do not want your content to be eligible for self-service enroll you must disable the OnPoint Content Viewer (“OPCV”) Catalog option by selecting **No**.



The screenshot shows a course configuration page with the following details:

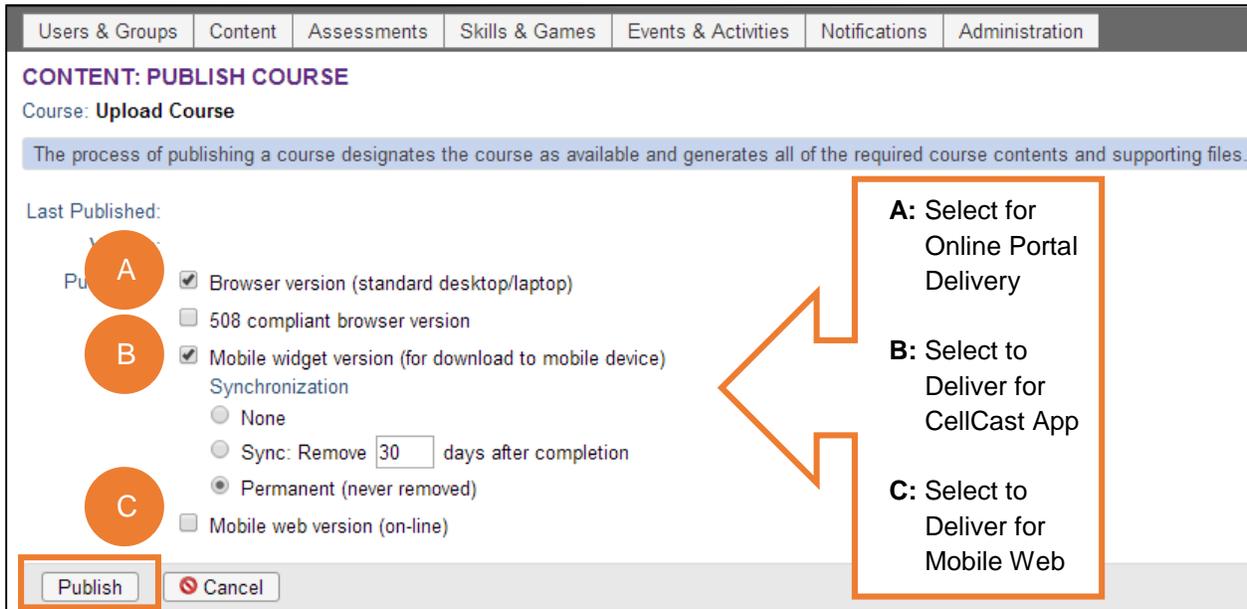
- Course Id: 4556
- Course Name: **Sample Course**
- Catalog Description: Sample course description.
- Welcome Message: [Hide](#) | [Edit](#)
- Finish Message: [Hide](#) | [Edit](#) tip
- Estimated Duration: 0:05:00
- Default Background:
- Category: General
- Copyright:
- Require Approval: No
- Max. Registrations: Unlimited
- Availability:
- In OPCV/Mobile Catalogs: N**
- In OPEC Catalog: N
- Published: **No**
- Mobile Sync: Permanent
- Status: Active

At the bottom, there are buttons for [Edit](#), [Refresh](#), [List](#), and [Publish](#). The [Publish](#) button is highlighted with an orange box.



If your course is for mobile delivery, always keep hidden.

Select your publish options for browser and mobile and click **Publish**.



CONTENT: PUBLISH COURSE
Course: Upload Course

The process of publishing a course designates the course as available and generates all of the required course contents and supporting files.

Last Published:

A Browser version (standard desktop/laptop)
 508 compliant browser version

B Mobile widget version (for download to mobile device)
 Synchronization
 None
 Sync: Remove 30 days after completion
 Permanent (never removed)

C Mobile web version (on-line)

Publish

A: Select for Online Portal Delivery
B: Select to Deliver for CellCast App
C: Select to Deliver for Mobile Web

Your course is now published, click **Continue**.



CONTENT: PUBLISH COURSE
Course #4555 Upload Course

- Browser version published
- Mobile widget version published

Continue

Advanced Optional Features

There are advanced options to choose from to improve the user experience. One thing to think about is screen real estate. To maximize your content's real estate, you can choose settings in the *Advanced Tab*.



CONTENT: COURSE

At the bottom of the page, click **Edit** to open setting options.

Information Assignments **Advanced** Triggers

Course Name: **Upload Course**

Course Banner:

OPPM Assignable: Y

User Validation: None

Start Notification: 0 days

Finish Notification: 0 days

Notification Interval: 1 days

Auto Archive: Never

User Comments: No

User Access: Unlimited

Scorm Controls: Normal

Compliance Duration: None

User Rating: Not allowed

Course Language: English

External Forum URL: Use OnPoint Forum

Require Acknowledgment: No

Minimum Time: 0 (% of estimated duration)

IE Compatibility: 8

Thumbnail Image: (click image to manage)



Author(s): [edit](#)

Course Type: Scorm

Edit

If you do not have an assessment or welcome page, a good setting to improve experience is set SCORM to **Minimum**. This will remove the top bar and menu from the viewable screen.

Scorm Controls:

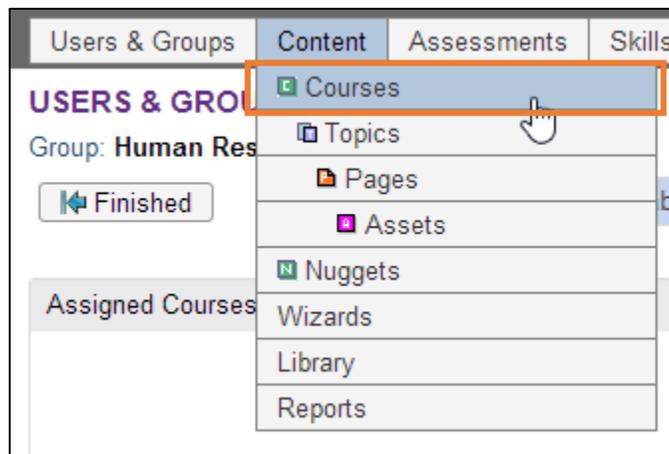
When using GoMo the most important setting to ensure is IE8 compatibility is disabled. This is set to true by default and must be unchecked.

Assigning Users and Groups

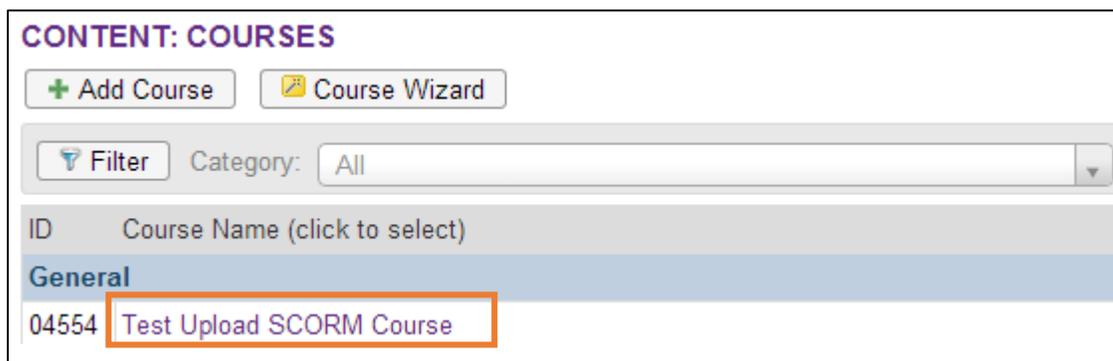
Once you have published your course, you can assign users or groups to be assigned to the course.

Assigning Users

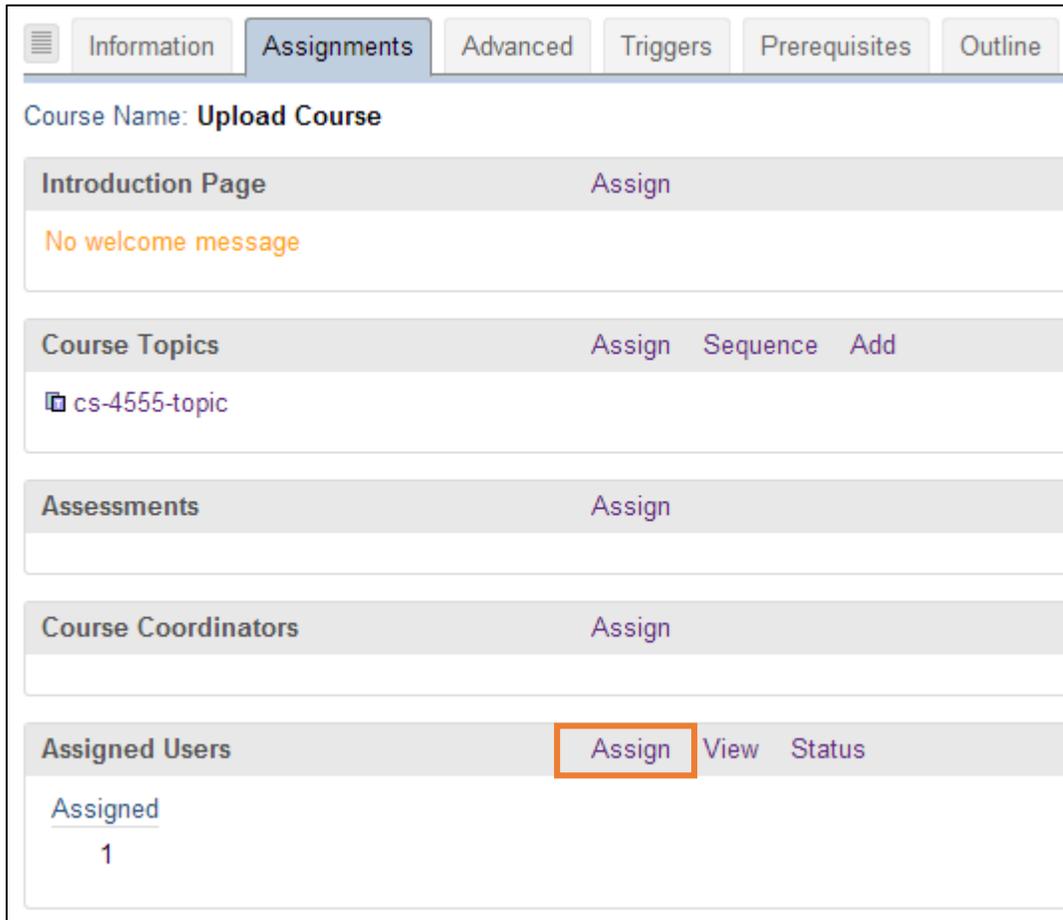
From the *Content Tab*, select **Courses**.



A list of all courses will show. Select your **Course Name** from list.



From *Assignments Tab*, click **Assign** in the *Assigned Users* section.



Information Assignments Advanced Triggers Prerequisites Outline

Course Name: **Upload Course**

Introduction Page Assign

No welcome message

Course Topics Assign Sequence Add

cs-4555-topic

Assessments Assign

Course Coordinators Assign

Assigned Users Assign View Status

Assigned

1

Select desired **User** from *Available Users* and click **Assign**.



Maximum: Unlimited

Assign/Unassign

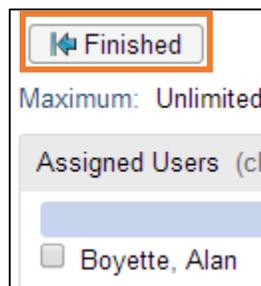
Assigned Users (check to unassign) Filter

tester, test - filtered list -

Available Users (check to unassign) Filter Groups

Boyette, Alan - filtered list -

You will now see the user in the *Assigned Users* section. Click **Finish**.



Finished

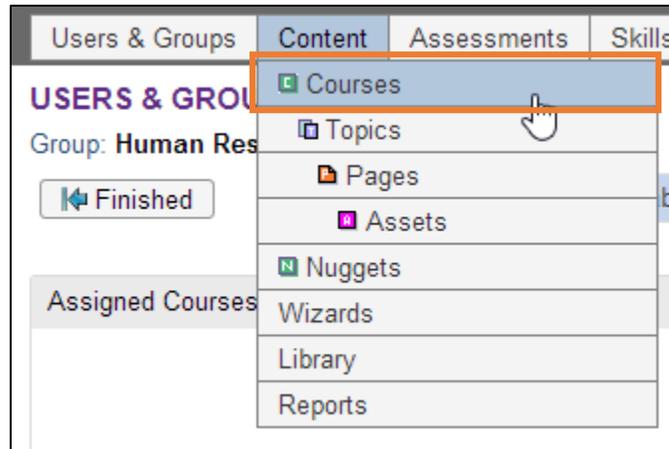
Maximum: Unlimited

Assigned Users (ch

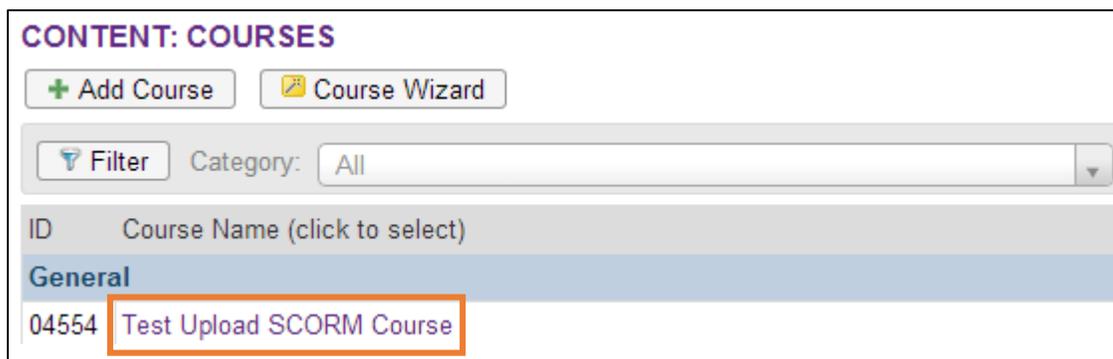
Boyette, Alan

Assigning Groups

From the *Content Tab*, select **Courses**.



Select **Course** from list.



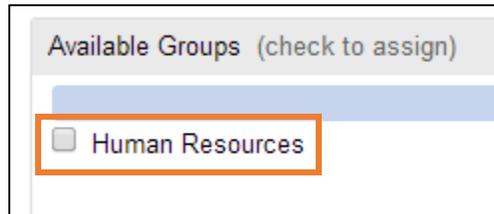
From *Assignments Tab*, click **Assign** in the Assigned Users section.

Information	Assignments	Advanced	Triggers	Prerequisites	Outline
Course Name: Upload Course					
Introduction Page		Assign			
No welcome message					
Course Topics		Assign		Sequence Add	
cs-4555-topic					
Assessments		Assign			
Course Coordinators		Assign			
Assigned Users		Assign		View Status	
<u>Assigned</u>					
1					

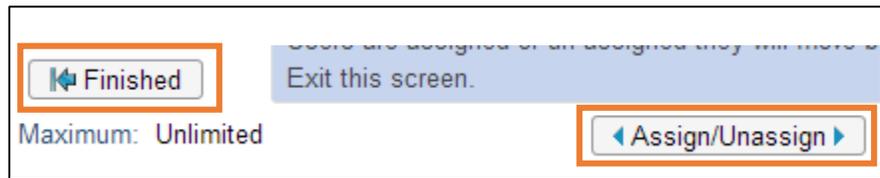
Click **Groups** to view the list of groups to choose from.

Available Users (check to unassign)	Filter	Groups
- filtered list -		

From the list of available groups, select your **Group**.



You will now click **Assigned** and **Finish**, as you did before to assign a user.



Workflow Considerations

Because GoMo does not have folder creation functionality, the projects cannot be organized. After some time, it may become harder to keep up with multiple projects. As a workaround, the admin can un-assign a team member's access to past projects and create a "clean" workspace for your new projects.

Additional Resources

For additional resources, visit GoMo's Web site <http://www.gomolearning.com/support/>.

To view a *Getting Started Video*, visit <http://www.gomolearning.com/support/knowledge-base/getting-started/welcome-to-gomo>.

Questions

If you have a question about this guide or would like OnPoint Digital's support team contact us at 912-898-9202 or email support@onpointlearning.com.