

StepStone

StepStone Guide

Level 1

It's a powerful, web-based content authoring tool... an interactive e-learning software that helps educators be more effective in the classroom.

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Accessing Your Account/ Logging into StepStone

Login and Virtual Tour

[StepStone Login & Virtual Tour](#)

Accessing

1. <http://StepStoneLearning.net>
2. Find your credentials provided in an email from CET
 - a. Access Portal
 - b. User Name
 - c. Password



Introduction to StepStone

Getting Started

[Getting Started with StepStone](#)

Terminology

- *Path* = module/chapter/story/document/book
- *Step* = screen/slide/page
- *Decision Point* = quiz/question/assessment
- *Access Portal* = Pool/Author Pool

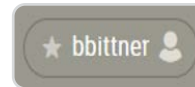
Pros and Cons

- Advantage: Simplicity
- Disadvantage: Simplicity
- Free to CVMBS
- Continually being updated/improved
- Locally created/owned

Basic StepStone Buttons/ Settings

Modifications to Your Account

Top-right corner of screen – your name



- Log out
- User Preferences
 - o Email address
 - o Change password



Tools Button

Course Packager

- Publish Courses
- Package Courses

Help Button

- [Knowledge Base](#)
 - o Documents
 - o Videos
- *Contact StepStone Team*

SAVE Button

- Whenever you make any changes, StepStone will prompt you to save the path with an orange SAVE button at the top of the screen.
- *Note that changes made will not be applied until the SAVE button is selected. If you have made changes that you do not see applied – this is very likely the issue.*

Creating a New Path in StepStone

Determine Path Type

- Types of Paths
[Types of Paths](#)
- Procedural
 - o Does not allow branching
 - o Does allow “back” (returning to review information)
- Case Study
 - o Does allow branching
 - o Does not allow “back” (returning to review information)

Create a New Path

[Creating a New Path](#)

See the left *Path Builder* panel

1. In the *Paths* section, select *Add Path*
2. Enter *New Path Name*
(Note that all upper-case letters will be converted to lower-case.)
3. See *New Path Type*
 - a. Use the drop-down arrow and select
 - i. *Case Study* (default), or
 - ii. *Procedural*
4. Select *Create*

Your new path will appear on the left in the *Path Builder* list of paths.

(At this point you can select the new path and select the orange *Edit* button to enter the new path.)

Paths

New Path Name:

Simple reference label (not learner-facing). Unique name required. Non-alpha-numeric input will be auto-conformed for system, and made lowercase.

New Path Type:

Case Study ^

Case Study

Procedural

Cancel Create

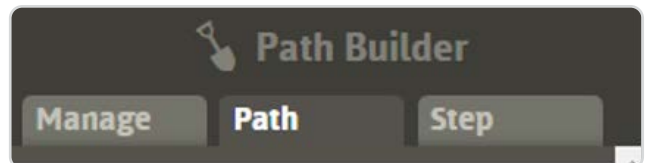
Entering a StepStone Path/ Step Actions

Enter the Path

1. Login to StepStone if you are not logged in already [You may have paths in different Access Portals (Pools). Make sure you log into the correct Pool to see the paths that reside in that Pool.]
2. In the *Path Builder* panel on the left, select the path to be edited
3. Select the orange button for the chosen path

Add Information About a New Path in the Path Tab

The first time you enter a new path, you will be placed in the *Path* tab of the *Path Builder* Edit Panel. Enter information to document your new path (*About the Author, Acknowledgements, etc.*)



Select the *Path* tab at any time to add or change the course information.

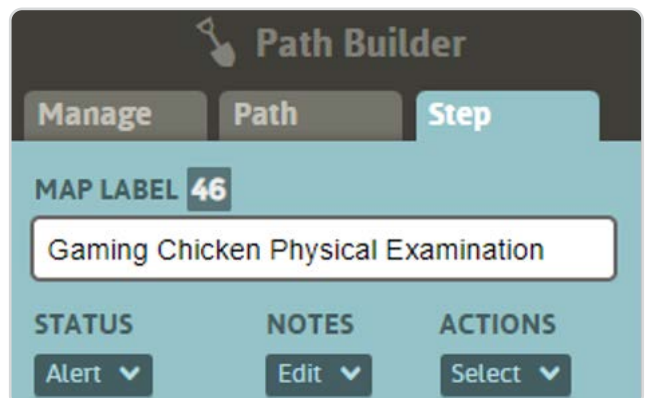
Add and Edit Path Content in the Step Tab

In the Edit Panel, select the *Step* tab to either add new content to your path or edit existing content.

Step Tab General Actions

Select the *Step* tab to either add new content to your path or edit existing content.

There are three options at the top of the *Step* tab the author can use while working on a path.



STATUS

Choices for current course status

- Default
- In-Progress
- Alert
- Reminder
- Complete

NOTES

Reminder comments for author use

ACTIONS

Use to delete a step

Navigating in StepStone

The Edit Panel

- The Edit Panel is the left panel when working within a StepStone path
- Use the Edit Panel to enter Path Builder mode and build a path

The Edit Panel

There are three tabs in the Edit Panel



- Manage Tab
 - Create Paths
 - Edit Paths
 - Duplicate Paths
 - Delete Paths
- Path Tab
 - Overview Information for the path selected
 - Path name
 - Information
 - Representative Image
 - Author
 - Acknowledgements/References
- Step Tab
 - Information specific to the selected step

- See Map Label and dotted line around selected step on the map to the right

Info & Scenario

- Top-half of the screen when viewing that step
- Contains what the student will see
- (Select Preview on the top-right corner of the screen to view the selected step.)
- Provide information here
- Most of the time spent in StepStone will be under the Step > Info & Scenario tabs – this is where the author creates and edits the content of the path.

Path Progress

- Bottom-half of the screen when viewing that step
- (Select Preview on the top-right corner of the screen to view the selected step.)
- This is where it states, or you determine, what the next screen will be.

The Main Panel

- The Main Panel is the right, wider panel within a StepStone path
- The Main Panel shows either the path map or the preview of one selected step

The Main Panel

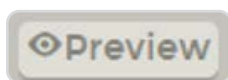
There are two modes within the Main Panel. Toggle between the two modes.



- Map Mode (top-right)
 - Displays all steps in the path
 - i. Unique name on each step
 - ii. Unique number on each step (54 in the example figure)
 - iii. Decision Point steps have two additional numbers, indicating how many answer choices and how many outgoing behavior possibilities (4 and 3 in the example figure)



- o Slide the steps around and change the presentation of the steps, if desired
- o Delete steps under ACTIONS



- Preview Mode (top-right)
 - o View how steps will be presented to students
 - o Use to view and progress just as a student would
 - o View button (top-right) Change for view presentation on various devices
 - o Can delete steps under ACTIONS



Adding New Steps to the StepStone Path

- The Edit Panel is the left panel when working within a StepStone path
- Use the Edit Panel to enter *Path Builder* mode and add to or edit a path
- Use the following instructions to add a new step to a StepStone path

Inserting a New Step

1. In *Map* mode, select the step that will precede the step to be inserted
2. In the Edit Panel, select the *Path Progress* tab
3. Select *Insert New Step as Destination*
4. Title the step in the *Unlabeled Step* box (Note that this will be the *MAP LABEL* that appears on the step in the map. This can be the same as the title that the students sees or a different title. An example of them being different is the author chooses to use this *MAP LABEL* to indicate something like “Objective #1” (to track meeting the path objectives) but uses the step *TITLE* for something such as “Creating a Plan”)

5. Select *Insert Step*
6. Select *SAVE*

Editing Steps in the StepStone Path

Add Information

Use the following steps to add text to a step.

Adding Information to a Step

1. In *Map* mode, select the step to be edited (Select *Map* in the to-right screen corner if you are in *Preview* mode)
2. Use the Edit Panel to enter *Path Builder* mode and select the *Info & Scenario* tab
3. In the *LAYOUT* section, select *Choose Info Section Layout* (Available to all steps except *Introduction* and *Conclusion*)
 - a. Select a set under *Choose Layout Set*
 - b. Select styles under *Choose Layout Style*
4. Select *Apply* and *SAVE*
The information in the *Path Builder* Edit Panel will change to reflect your selections
5. In the Edit Panel
 - a. Enter the Title of the step under *TITLE*
 - i. Use the dropdown arrow to view text editing options
 - ii. Note that the title given to a step when created is shown under *MAP LABEL* and the title that appears **on** the step (for students to see) is shown under *TITLE*. These can be the same or different, by author design. An example of them being different is the author chooses to use the *MAP LABEL* to indicate something like “Objective #1” (to track meeting the path objectives) but uses the *TITLE* for something such as “Creating a Plan”
 - b. Enter the text to appear on the step under *TEXT*
 - i. Use the dropdown arrow to view text editing options
6. *SAVE* and *Preview* at any time to see what the students will see once the course is complete

Add Media

Use the following steps to add images, PDFs, or videos to your paths.

[Adding Media to a Step](#)

(Note that a new path will have no media. You can begin by adding some or all of the media you will use in the path. Additional media can be added to the path at any time.)

1. Select a step in which to add media
2. Use the left-side Edit Panel to enter Path Builder mode and select the *Info & Scenario* tab
3. See the *MEDIA* section
 - a. The appearance of this section will depend on what Layout you chose for this step.
 - b. There will be a *Background* to choose (you can apply backgrounds to none, some, or all steps)
(If you do not apply a background, a default background will automatically be applied.)
 - c. There may be a *Context-Display* image to choose, depending on the Layout chosen for this step
 - d. There may be an *Accent* image to display, depending on the Layout chosen for this step
4. Add initial images
 - a. Select *Choose* to the right of one of the image options you would like to use
This will open the *Media Manager*. You can now add all prepared media to the *Media Manager*, as the *Media Manager* holds media for the entire path
 - i. Drag & Drop images to the *DROP FILE(S) HERE* section, or
 - ii. Navigate to your folder containing images for the path, using the *CHOOSE LOCAL FILE(S)* button
 - b. Select *Upload all queued files*

(You can upload more files at any time when developing your path)

- c. Navigate to *Images*, *Documents*, or *AV Media* and select the image/PDF/video to be added to the step you chose
- d. Select *Done* and *SAVE*

The step will change to reflect your selections (preview to see the changes on the step itself)

5. Under *MEDIA* in the Edit Panel, select *Choose* to the right of any *Background*, *Context-Display*, or *Video* and select the desired media
6. Select *Done* and *SAVE*
The step will change to reflect your selections (preview to see the changes on the step itself)
7. Repeat this process to change the selection for any of the media options