



# StepStone

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## StepStone Guide

Level 2

*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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## Decision Points

Remember that there are two types of Paths that can be created in StepStone: Case Study and Procedural. The options available for Decision Points are different for the two types of paths.

- Case Studies can branch at Decision Points (See *Redirecting Step Behavior in Case Study Decision Points*)
- Procedural Paths cannot branch at Decision Points

## Creating a Decision Point

### Editing Your Path: Creating a Decision Point

1. While in Map Mode, select the Step in which to add a Decision Point
2. Select the *Step* tab in the Path Builder/Editing Panel on the left
3. Select the Path Progress tab in the Path Builder/Editing Panel on the left
4. Under the Path Progress tab, select Add Practice Step Assessment
5. Under STEP ASSESSMENT LAYOUT, select Choose Decision Section Layout
6. Select the icon of desired Decision Point layout
7. Select Apply

## Modifying a Decision Point

1. While in Map Mode, select the Step in which you want to modify a Decision Point
2. Select the *Step* tab in the Path Builder/Editing Panel on the left
3. Select the Path Progress tab in the Path Builder/Editing Panel on the left

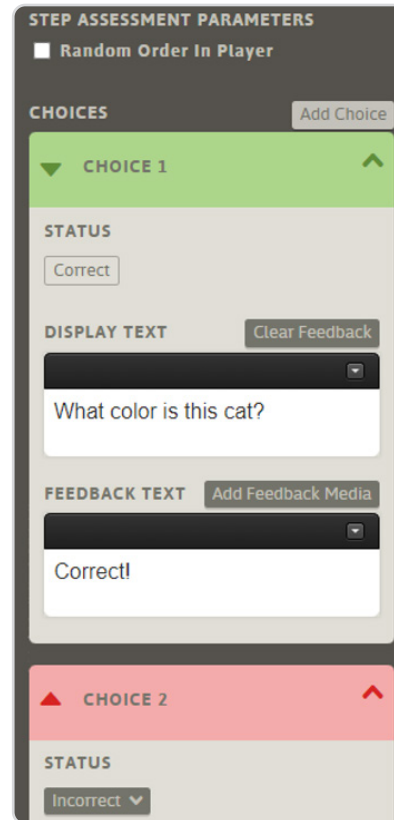
## Modifying Decision Point Instructional Text

Under the *Path Progress* tab, see INSTRUCTIONAL TEXT

1. Leave the Instructional Text as is (“Choose the best option”), or
2. Modify as desired

## Modifying Decision Point Choice Content

Under the Path Progress tab, see STEP ASSESSMENT PARAMETERS



1. Add/modify the *DISPLAY TEXT*
  - a. *DISPLAY TEXT* is the question to be asked
  - b. If you chose the option of images for choices, you may choose to leave *DISPLAY TEXT* blank
2. Add/modify the *FEEDBACK TEXT*
  - a. Note that you can Add Feedback Media here also.
    - i. Select *Add Feedback Media*
    - ii. Select *Choose Feedback Image*
    - iii. Select the desired feedback image
    - iv. Select *DONE*
    - v. Or, if the desired image hasn't been uploaded yet
      1. Select *CHOOSE LOCAL FILE(S)* to navigate to the desired image
      2. Upload the desired image

3. Select the desired feedback image
4. Select *DONE*

As with other media, the feedback media can be sized 35%, 50%, or 100% using the radio buttons under the Feedback Display Caption box

3. Modify the STATUS
  - a. Status indicates correct or incorrect answer
  - b. Use Drop-down arrow under STATUS to modify

### Adding More Choices to a Decision Point

1. Under the *Path Progress* tab, *STEP ASSESSMENT PARAMETERS* area, select *Add Choice*
2. Modify the *DISPLAY TEXT*, *FEEDBACK TEXT*, etc.

### Moving Decision Point Choices Up or Down

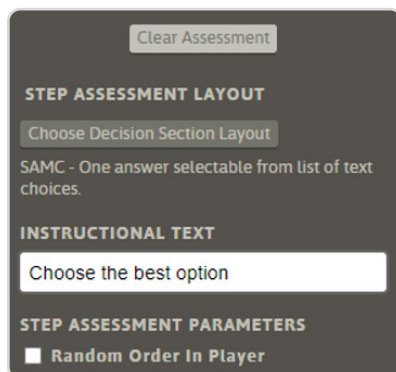
Use the up/down arrow to the left of the Choice number to move choice positions up or down in the list of choices

### Randomizing Decision Point Choice Appearance

Select the *Random Order in Player* white box under *STEP ASSESSMENT PARAMETERS* to set choices to appear in a random order every time displayed

### Removing a Decision Point from a Step

1. Under the *Path Progress* tab, select *Clear Assessment*
2. *SAVE*



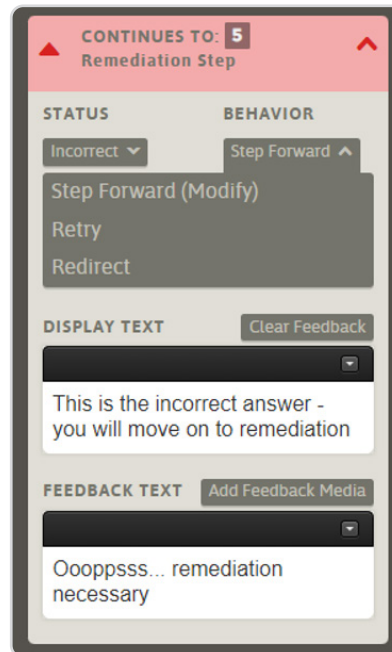
### Redirecting Step Behavior in a Case Study Decision Points

Use the *BEHAVIOR* button in Decision Point Choices of Case Studies to redirect steps, if desired. (E.g., a correct answer will move forward on the “ideal” path

and an incorrect answer can be redirected toward a different step or a new, remediating step. The remediating step can then be pushed back onto the ideal path.)

Select *Step Forward (Modify)*, *Retry*, or *Redirect* to select the direction of the step resulting from the decision point choice made by the user.

The ideal path steps will be green, and the redirected/remediation steps will be gray.



StepStone Training, Level 3, covers more Decision Points options.

## Adding a Video to a Step

### Adding a Video

1. While in Map Mode, select the Step in which to add a video
2. Select the *Step* tab in the Path Builder/Editing Panel on the left
3. Select the *Info & Scenario* tab in the Path Builder/Editing Panel on the left
4. Select the *Choose Info Section Layout* tab
5. Select *Singular Media* under the *Choose Layout Set*
6. Select the *AV Media* icon under *Choose Layout Style*

+ Add Media ID

## Adding a Vimeo Video

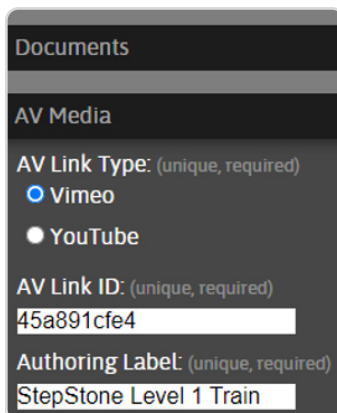
### [Adding a Vimeo Video](#)

1. Select the *Vimeo* or *Vimeo + Accent* choice under *Choose Style Variant*
2. Select *Apply* and *SAVE*  
(See the information in the Editing Panel change to reflect this choice.)
3. Under *MEDIA* in the Editing Panel, select *Choose* to the right of *Context-Launched*
4. Navigate down to *AV Media* and select *Add Media ID*
5. Select the *Vimeo* radio button
6. Navigate to the Vimeo video you wish to use; *Share* and *Copy* the link
7. Back in StepStone, enter Link ID found in the Vimeo link  
(E.g., In the Vimeo link: <https://vimeo.com/732111493/45a891cfe4> the Link ID is the last set of numbers after the last slash: **45a891cfe4** )
8. Select *Add New Media Link*
9. Select the radio button for the newly added video
10. Select *Done* and *SAVE*

## Adding a YouTube Video

### [Adding a YouTube Video](#)

1. Select the *YouTube* or *YouTube + Accent* choice under *Choose Style Variant*
2. Select *Apply* and *SAVE*  
(See the information in the Editing Panel change to reflect this choice.)
3. Under *MEDIA* in the Editing Panel, select *Choose* to the right of *Context-Launched*
4. Navigate down to *AV Media* and select *Add Media ID*
5. Select the *YouTube* radio button



Documents

AV Media

AV Link Type: (unique, required)

Vimeo

YouTube

AV Link ID: (unique, required)

45a891cfe4

Authoring Label: (unique, required)

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6. Navigate to the YouTube video you wish to use; select *Share* and *COPY* the link provided
7. Back in StepStone, enter the Link ID under *AV Link ID*  
(E.g., In the YouTube link: <https://youtube/gEusOoPpkEE> the Link ID is usually the last set of numbers after the last equal sign: **gEusOoPpkEE**)
8. Select *Add New Media Link*
9. Select the radio button for the newly added video
10. Select *Done* and *SAVE*

## Adding a Video Thumbnail Image

1. Under *MEDIA* in the Editing Panel, select *Choose* to the right of *Context-Display*
2. Navigate to an image of the video to be used for the thumbnail image  
If you haven't uploaded an image yet
  - a. Use *CHOOSE LOCAL FILE(S)*
  - b. Find and upload an image for the thumbnail image
3. Select the radio button of the desired image
4. Select *Done* and *SAVE*



## Advanced Media Techniques

### [Editing a Step: Advanced Media Techniques](#)

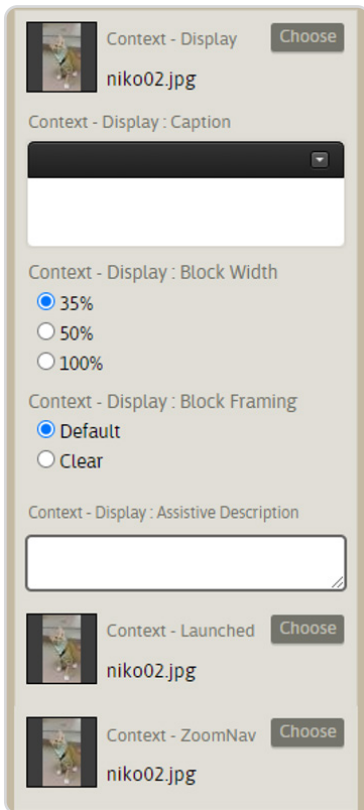
#### [Step Info Layouts: Singular Image](#)

## Launcher

Use automatic resizing of images to create the ability to zoom an image, for optimal viewing.

1. While in *Map Mode*, select the *Step* to be edited
2. Select the *Step* tab in the *Path Builder/Editing Panel* on the left
3. Select the *Info & Scenario* tab in the *Path Builder/Editing Panel* on the left
4. Select *Choose Info Section Layout* and select
  - a. *Choose Layout Set: Singular Media*
  - b. *Choose Layout Style: Image*
  - c. *Choose Style Variant: Basic (or Basic + Accent)*
  - d. *Choose Preset Theme: Launcher*

5. Select *Apply* and *SAVE*



6. Under *MEDIA*, select *Context-Launched* (Choose)
  - a. Select the image to be used (or use *CHOOSE LOCAL FILE(S)* and upload the image to be used – once you've uploaded the image, if necessary, select the image to be used)
  - b. Use the down-arrow to the right of the image and select the multiple boxes to resize your image
  - c. Select *Context-Display* and *Zoom-Nav*
  - d. Select *Generate New Files* (You've just generated the thumbnail image (Context Display) and Zoom file for your image in the Clipboard.)
  - e. Again, select the original image uploaded
  - f. Select *Done* and *SAVE*
7. Under *MEDIA*, select *Context-Display* (Choose)
  - a. Select the image you generated with the ending "context"
  - b. Select *Done* and *SAVE*
8. Under *Select Media Components*, select *Context-ZoomNav* (Choose)
  - a. Select the image you generated with the ending "zoomnav"
  - b. Select *Done* and *SAVE*

## Adding Popup Topics to a Step

### Adding Popup Topics

A method to add more material to one step is to add popup topics (sometimes called layers). Thumbnail images on the step are used to represent each popup topic. Each popup topic can have an infinite number of pages.

1. While in Map Mode, select the Step in which to add Popup Topics
2. Select the *Step* tab in the Path Builder/Editing Panel on the left
3. Select the Info & Scenario tab in the Path Builder/Editing Panel on the left
4. Select *Choose Info Section Layout* and select
  - a. Choose Layout Set: *MultiMedia*
  - b. Choose Layout Style: *Grid*
  - c. Choose Style Variant: *Popup Topics* (or *Popup Topics + Accent*)
  - d. Choose Preset Theme: *Basic*



5. Select *Apply* and *SAVE*
6. Use *Preview* mode to easily see your Popup Topic development
7. Select *Choose* to the right of *GridBox Display* to select the thumbnail image for the Popup Topic.
8. Under *Topic Pages* select *Choose Topic Page Layout* and select the desired layout.

- Use the Editing Panel MEDIA/Topic Launcher area to add more popup topics (Add Topic Launcher) and to add pages to topics (Add Topic Page)

## Uploading Background/Accents/Images/etc. to the Media Manager

The background, accent, and context images can be used to develop attractive and meaningful steps and paths.

If you carefully develop a folder of images/PDFs to be used in your path as you storyboard or develop the content ahead of time, all images can be easily uploaded at once when you begin developing in StepStone. (Although you can upload individual images/PDFs at any time.)

Remember to give images/PDFs meaningful names to help in selecting them from the StepStone Media Manager.

- Use the *Info & Scenario* tab, *MEDIA* area to add images to your StepStone path
- Under *MEDIA* select *Choose* under any media option
- At this point you can upload all media you've compiled for your path, or just one image
- PDFs can also be uploaded to the Media Manager in this way for use in your path

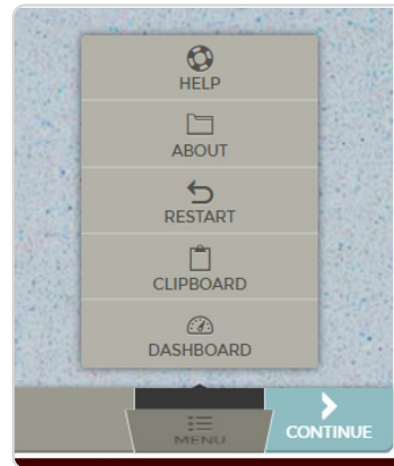
## The Clipboard

The Clipboard can be used to store any images/PDFs that you would like the student to refer back to. Remember, in Case Studies the student cannot use the *BACK* button to return to previous content, but can use the Clipboard.

### Viewing the Clipboard

The Clipboard is located in the bottom-right corner of the screen, under the *MENU*.

Anything put in the Clipboard will be available to the student from that step and forward through the course. (I.e., you may not want to share test results in the Clipboard on Step 1, but you may want to share the test results in the Clipboard after you state that the animal was tested and what the results are – on a later step.)



## Adding Material to the Clipboard

### Editing a Step: Adding Items to the Clipboard

- While in Map Mode, select the Step to be edited
- Select the *Step* tab in the Path Builder/Editing Panel on the left
- Select the *Info & Scenario* tab in the Path Builder/Editing Panel on the left
- Find *CLIPBOARD* at the bottom of the Editing Panel and select *Edit Step Clipboard* (The Clipboard contains all items previously added to the Clipboard.)
- Select *Create a new Clipboard item package* (each item is a package)

### Adding an Image to the Clipboard

- Under *Select Launched Media* category Type select *Still Image*
- Under *Select Media Components*, select *Launched Media (Choose)*
  - Under *Images*, select the image to be used or use *CHOOSE LOCAL FILE(S)* and upload the image to be used
  - Once you've uploaded the image, use the down-arrow to the right of the image and select the multiple boxes to resize your image
    - Select *Grid Box* and *Zoom-Nav*
    - Select *Generate New Files* (You have just generated the thumbnail image (Grid Box) and Zoom file for your image in the Clipboard.)
  - Ensure the original image is selected with the radio button
  - Select *Done* and *SAVE*
- Under *Select Media Components*, select *Grid Display (Choose)*

- a. Select the image you generated with the file name ending in “grid”
  - b. Select *Done* and *SAVE*
4. Under *Select Media Components*, select *Nav Map (Choose)*
  - a. Select the image with the file name ending in “zoomnav”
  - b. Select *Done* and *SAVE*
5. Name the new Clipboard item under *Set a Unique Display Name For The New Package*
6. Enter AltTxt under *Provide An Assistive Description For The New Package*
7. Under *Select Category in Which To Place New Clipboard Package*, either create a new category name or select the radio button for *Use Existing Category* and choose the desired existing category.  
(All items may fall under the same category, or you could have multiple categories.)
8. Select *Create New Package*
9. Select the package you just created
10. Select *Done* and *SAVE*

## Adding a Rich Document (PDF) to the Clipboard

1. Under *Select Launched Media* category Type select *Rich Document*
2. Under *Select Media Components*, select *Launched Media (Choose)*
  - a. Under *Documents*, select the PDF to be used or use *CHOOSE LOCAL FILE(S)*, upload the PDF to be used, and select it
  - b. Once you’ve uploaded and/or selected the *PDF*, use the down-arrow to the right of the PDF and select the multiple boxes to resize your image
    - i. Select *Grid Box*
    - ii. Select *Generate New Files*

(You have just generated the thumbnail image (Grid Box) for your PDF in the Clipboard.)
  - c. Ensure the original image is selected with the radio button
  - d. Select *Done* and *SAVE*
3. Under *Select Media Components*, select *Grid Display (Choose)*
  - a. Select the image of the PDF you generated with the file name ending in “grid”
  - b. Select *Done* and *SAVE*
4. Name the new Clipboard item under *Set a Unique Display Name For The New Package*
5. Enter AltTxt under *Provide An Assistive Description For The New Package*
6. Under *Select Category in Which To Place New*

*Clipboard Package*, either create a new category name or select the radio button for *Use Existing Category* and choose the desired existing category.

(All items may fall under the same category, or you could have multiple categories.)

7. Select *Create New Package*
8. Select the package you just created
9. Select *Done* and *SAVE*

## Adding a Video to the Clipboard

1. Under *Select Launched Media* category Type select *Media Link*
2. Under *Select Media Components*, select *Launched Media (Choose)*
  - a. Under *AV Media*
    - i. Select the Video to be used or use *CHOOSE LOCAL FILE(S)*, upload the video to be used, and select
    - ii. Select *Done* and *SAVE*

(See previous section, *Adding a Video to a Step*, for specific directions on selecting the video link.)
3. Under *Select Media Components*, select *Grid Display (Choose)*
  - a. Under *Images*
    - i. Select the Image to be used as a thumbnail image for the video or use *CHOOSE LOCAL FILE(S)*, upload the image to be used, and select
    - ii. Select *Done* and *SAVE*
4. Name the new Clipboard item under *Set a Unique Display Name For The New Package*
5. Enter AltTxt under *Provide An Assistive Description For The New Package*
6. Under *Select Category in Which To Place New Clipboard Package*, either create a new category name or select the radio button for *Use Existing Category* and choose the desired existing category.  
(All items may fall under the same category, or you could have multiple categories.)
7. Select *Create New Package*
8. Select the package you just created
9. Select *Done* and *SAVE*



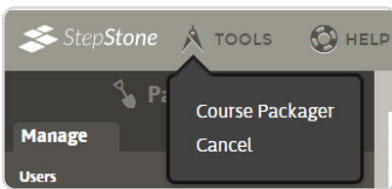
# The Course Packager

## The Course Packager

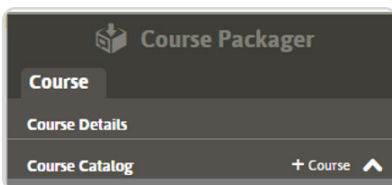
In order to use your StepStone paths, they must be published, packaged, and then SCORMed.

## Publish the Course

1. In the *Manage* tab
  - a. Select the path you wish to publish
  - b. Select *Publish*
  - c. Enter a unique name for the course (this will need to be unique every time you publish-- a dated numbering system works well (E.g., Goat Kidney Dissection 7.22.2022 - 1))
  - d. Select *Publish*
2. Use the *Tools* tab (top-left on screen) and select *Course Packager*



3. Create a new course
  - a. Select *+ Course*
  - b. Enter a new name for the course
  - c. Select *Add Course*
4. Select the course you just published/created from the list of courses under *Course Catalog* and *Edit* the course (Note that you now see a preview screen of the course on the right/main panel.)



5. Enter Information under the *Course Details* on the left panel
6. Select the *Paths* tab and select *Add Path*
  - a. Select the path you just published/ want to add to the course (Note that this is where the specific names are important. Each time you publish, a NEW version of this course will be put in the list. Pay attention to what you name the published course so you can select the newest version!)

- b. Select the *Select* button and *SAVE*
- c. Repeat selection for every path to add to the course (Remember, your course could be made up of many paths or only one.)

## SCORM the Course

A scorm package must be created in order to use the course.

1. While in the Course Packager, and while editing the course you wish to SCORM, select the *Output* tab
2. Select *Generate* (to generate a SCORM package)
3. Select *Download* to download the SCORM package for insertion into a Learning Management System (LMS)