# CompendiumLD

CompendiumLD is a graphics based learning design tool for the creation and distribution of learning activities ranging from small collections of individual tasks to complex course plans. It can also be used in a more traditional mind-mapping sense, for example, to brainstorm course requirements or record discussions in meetings.

## 1. Starting an activity design

On loading, you will see a 'design map' window in the main part of the screen (titled 'home') and tool bars across the left and top. The design map is your primary working area where you use nodes and arrows to build a design. Nodes are listed in the LD tool bar under the 'Stencils' tab. Nodes represent key components a design may use.

One node, the 'Activity' node, has a different purpose to the others. It links the current window to another activity design window. If you add a new activity node to your design map, CLD automatically creates a blank design map ready for you (for more on this see 'Activity Node' in LD Nodes box).
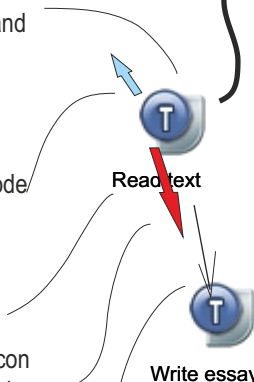
The home design map will always load when you launch CLD and is always the top-level map. To start designing you must first add an activity node to this page (see 'Basic Node Editing below) and then open this activity (double click). In so doing, you open a new 'design map' window one level below your home.

LD toolbar          Design map window
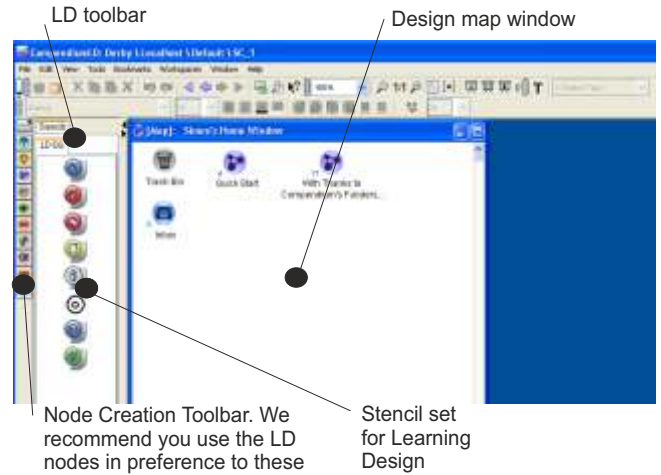
Node Creation Toolbar. We recommend you use the LD nodes in preference to these

Stencil set for Learning Design

## 2. Basic Node Editing

**1.** Add a node: left click an icon in the Stencil tab (LD toolbar) and drag into main window and then delete/edit the label caption. When you add the node you may be prompted to further select the sub-type (e.g. type of assessment)

**2.** Move a node: left click and hold on the node/ icon/image. Drag to new location. All arrows joined to the node will move too.

**3.** Change node label: left click on the node label/caption and edit the text

**4.** Link nodes: move pointer over the node icon you want to connect from. Right click and hold. Drag the arrow line to the node you want to link to.

**5.** Arrow properties: right click over the centre of the arrow line to change colour/direction/ delete. Left click centre of arrow line to add/edit an arrow label

Read text

Write essay

## 3. Views

Under the 'Views' option on the main menu bar there are a number of options:

● **The Outline View Manager** is an optional tab in the LD toolbar (you must turn it on before you'll see it). The Outline View displays a list of all design maps in the project. This tree-like hierarchy should help you navigate between 'design maps'. When you create a new map you will notice it is located in the Manager tree one 'level' below the current one. In this way you can build and structure increasingly finer detail into designs. To turn on, select 'View' from the top menu, then 'Outline view' then 'View only'. use the '+' and '-' to expand and contract activities on the tree.

● **Tag View** (see 'Tags' p2)
● **Find a Map/List** allows you to search for a design map
● **Aerial View**: creates a mini version of the learning map window

## LD Nodes

To insert a node in to the design window space, drag it from the tool bar on the left or right click in an empty space and select the type of node to insert]. There are many types of node. Each has slightly different properties and functions

**Task Node:** use this to show an individual action either by the student, tutor or other third party

**Role node:** position this at the top of the sequence to show who will be doing the tasks (e.g. student, tutor)

**Resource Node:** use this show an object (e.g. a document, DVD, artifact) necessary to complete a task.

**Output Node:** use this to show things a learner produces during a task, and to indicate how they will be assessed.

**Tool Node:** use this to show when a tool is used in a task. You must select a specific VLE tool from the list presented before the pop up menu will work

**Learning Outcome Node:** use this to show learning outcomes, then link them to tasks and outputs to show how they relate.

**Stop Node:** Shows end of activity

**Activity Node**

Provides a link to a new design map window. If created from new a new design map is automatically created. Link can also be copied and pasted from another design window should two designs both lead to same activity

To open the design map 'hidden' behind this icon, double click on the Activity Node icon or select from the Outline View Manager tree. The number to the bottom left of the node icon gives the number of nodes in the hidden design. Use Outline View Manager to manage multiple-levels/windows.

## 4. Popup menu

Right clicking on a node opens a popup menu (note: the Activity Node contains a few more options in addition to these):

| | |
|---|---|
| Contents | |
| Create 'go to' | |
| Clone | |
| Copy by reference | Ctrl+ |
| Cut | Ctrl+X |
| Delete | Delete |
| LD Help | |
| Search for tool help | |

Creates an icon that represents an internal link to a node in the same design map. Double left click the Go To node and the page will re-centre on the linked to node. GO TO: Task

Clone: To make a copy of a node in the same design window you must use 'Clone' It creates a new node from the existing node with the same properties. Not to be confused with Copy by Reference Nodes.

**Adding information and comments to a node:** double left click or right click and select 'task information'/'contents'. This window has three tabs: **'Contents'** allows you to edit the label, add your comments about or description of the task to remind yourself or inform others, enter a URL, and change the image of icon that appears on the map from the default. **'Properties'** tells you when it was last edited etc.; **'Views'** tells you about multiple occurrences of the object (see right). If you add comments an asterisk appears to the right of the node icon;

T     *

3

Write essay

## 5. Learning Design Help and Search

**LD Help** is designed to support you in making decisions about what tools, tasks and resources you could use. It does this by suggesting what 'similar' designs used as alternatives and sources of support such as websites. Please note this function is still under development. The content of the box is influenced by what text has been entered into the node caption. For example, if the node is labelled 'Discuss' The help box will search designs for the phrase 'discuss' and return information about tools and activities that link to this task.

**Search for tool help** is an additional feature that searches hand-picked learning design websites (including Cloudworks and repositories) for examples, comments and advice on teaching and learning with the tool selected. The results are shown in a customised Google search.



**Sharing a node (resource, task, link etc) across many design maps (Reference Nodes)**: some nodes, such as a Resource node labelled 'course guide', are likely to be required on several design maps. To create two (or more) instances of the same node (that is to say, when it is edited in one map, all the other occurrences of it with also be updated), you: 1. right click and select Copy By Reference, 2. find/navigate to the new design map and 3. select 'paste'. Editing any property in either node will make the same changes to the other. Any number of nodes can be referenced together in this way. The number of occurrences is shown by a number to the lower right of the node icon.

**Tagging with keywords**: select tag view from the 'Views' menu. A new tab will open in the LD Toolbar. Tagging can help locate nodes at a later date. To add a tag, tick the keyword in the list or add a new keyword. When tagged, a 'T' appears by the icon

## 6. Import, store and link together your documents or learning resources

You can store images, Word documents, PowerPoint presentations, animations, internet links/URLs, and more in CompendiumLD - a great way to store planned (or possible) learning resources in one place. Simply drag a file from anywhere (e.g. folder or desktop) into the design map window. A new icon will be created in the map view and the file is now in CompendiumLD.

## 7. Navigation & editing

Zoom - [Top navigation View > Zoom]. Or F2 toggle zoom settings, F3 zoom to fit, F4 focus on selected node

Add space - Hold down Alt key and drag in an open area
Close up space - Hold down Alt and Shift and drag across the area
Select node and all nodes linking to it: Hold Alt and left click on node
Select node and all nodes it links to: Alt and Shift and left click on node

### Draw and scribble on the map

From Top Navigation select Tools then Activate scribble pad, This will let you draw directly on to the map - handy for adding anything besides arrows!

## 8. Save, Export & Import

CLD saves your work continuously so there is no 'Save' option in the conventional sense. If you want to share your design then you must use 'Export'. Selecting 'XML File' will create a 'zip' file which you send to the receiver who can then import the file (note: they must also have CLD installed). If you are storing files etc in CompendiumLD (see above) then use this. Alternatively, you can export the design as a JPEG picture but, once created, this cannot be edited by anyone else.
.

To import a project which you have been sent or downloaded it must be an XML file. To import chose the import option in the file menu or simply drag the zip file straight in to the design map window.