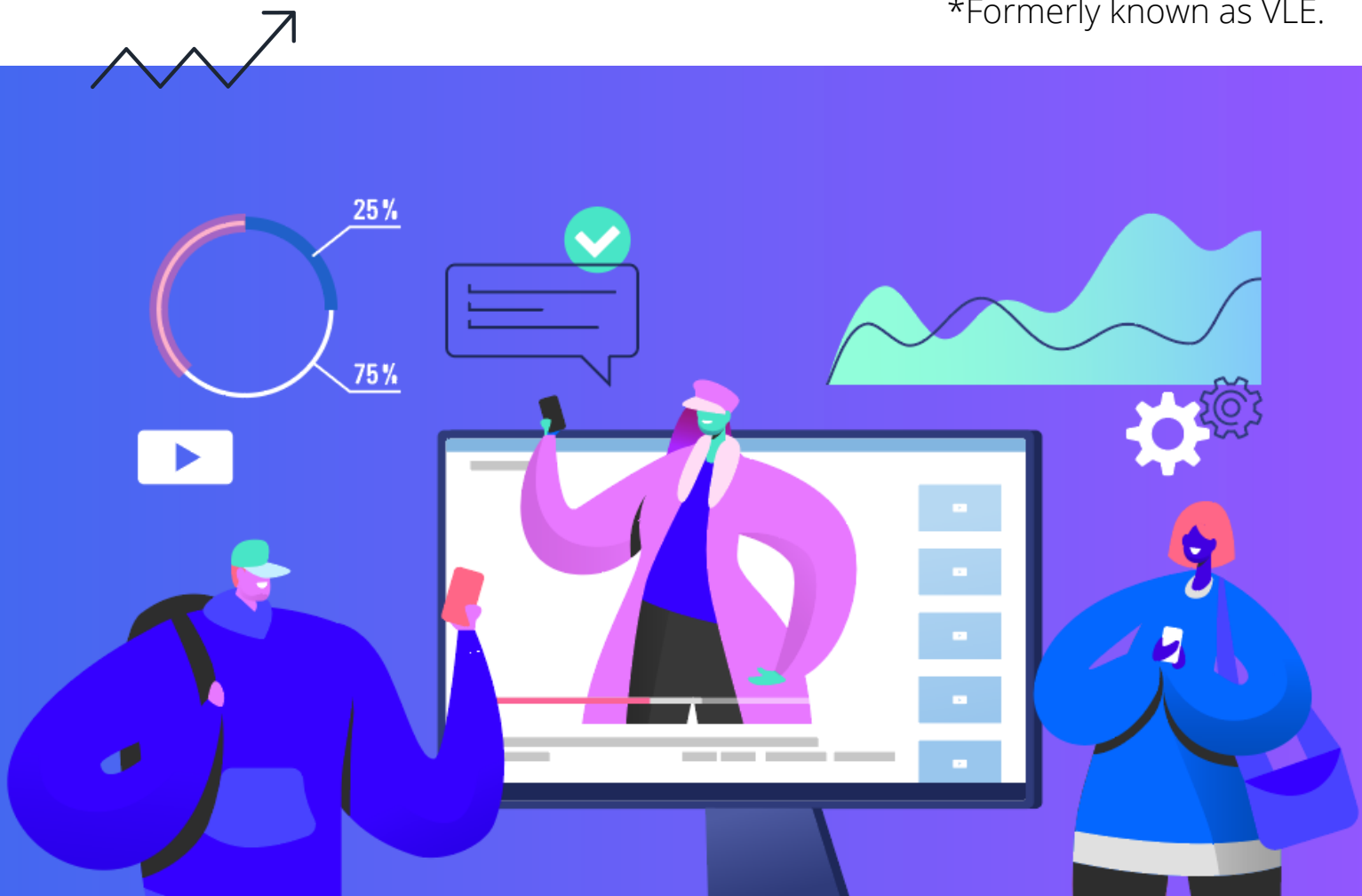


Welcome to **COURSES**



*Formerly known as VLE.



Course builder

The course builder, part of the OneFile Learning Hub, allows your centre to build resources, create quizzes, link to videos from YouTube and Vimeo, import SCORM packages and embed URL links to Google docs, SharePoint, Office 365, Sketchfab and H5P. You can also map criteria to pages to automatically update learner progress– it's the easy way to build interactive content learners will love.

This guide will walk you through the process of creating and assigning courses to learners.

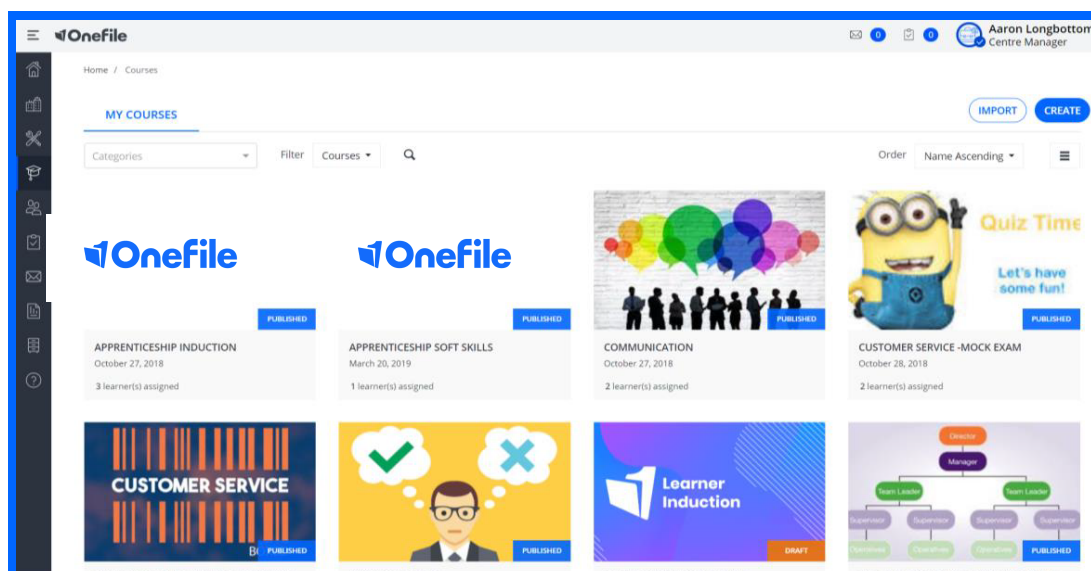
User Restrictions

Only centre managers or tutors (with the VLE tutor permission set) can create, manage and assign courses. Published courses will be accessible by tutors and managers, whereas any course still in draft mode will only be accessible by its creator. Once published, courses will be visible and will be available to assign to learners to complete. Once a course has been published, it is not possible to amend it or make any further changes, apart from updating the video link.

To access the course builder, click on the '**Courses**' icon in your navigation bar on the left-hand side of your screen.

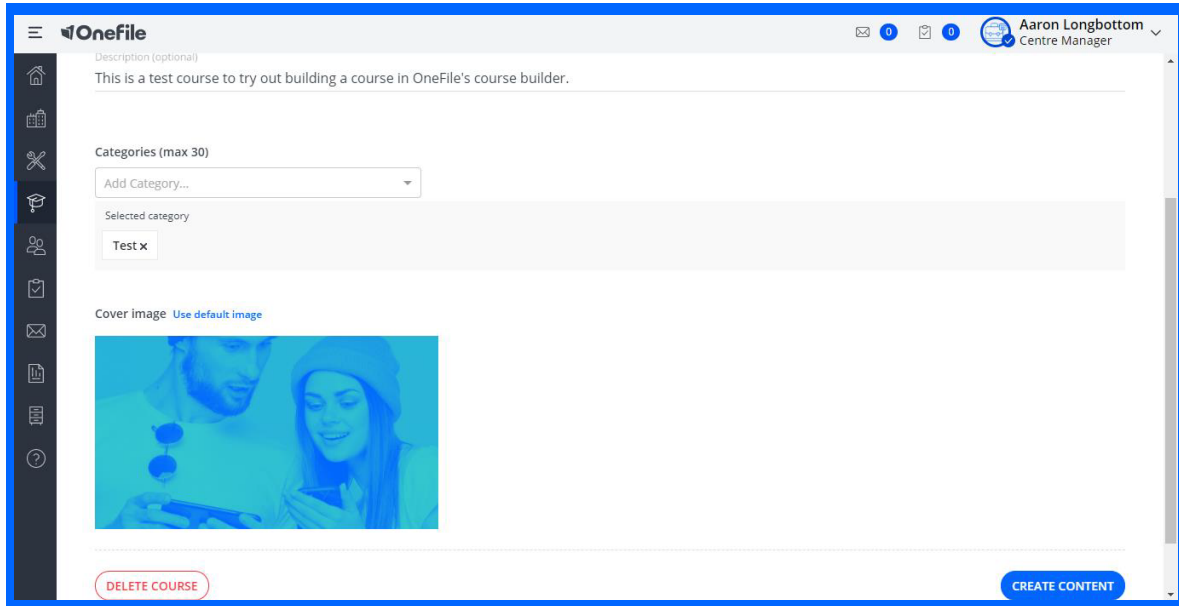
Creating a course

Once you've clicked into the course builder, you should see the course landing page. To create a new course, just click the '**Create**' button in the top right corner of the screen.



The next stage is to fill in your course details, give it a name, a description of what it is designed to cover, upload a cover image and categorise it for easy searching later. Then, click **'Next'** and you're on your way!

Don't get caught out! Only select images you're licensed to use.



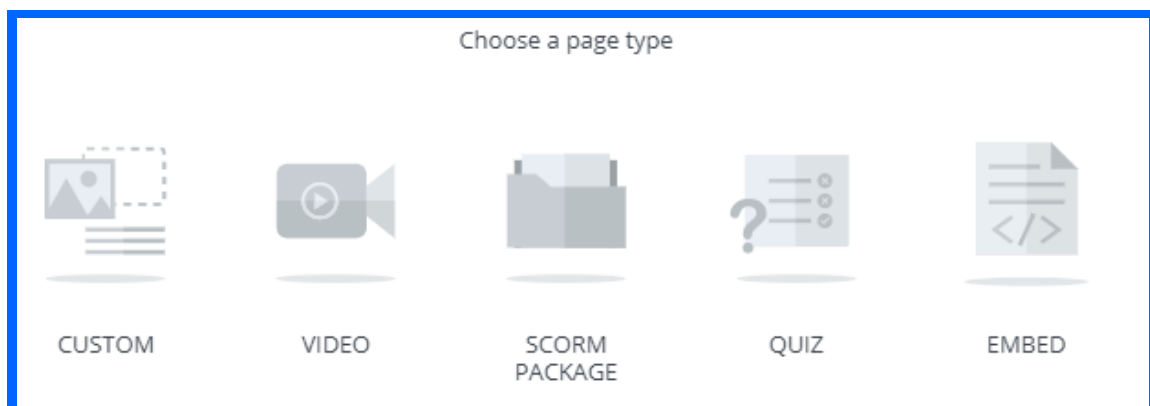
The screenshot shows the OneFile course builder interface. At the top, there's a header with the OneFile logo and a user profile for Aaron Longbottom, Centre Manager. Below the header, there's a description field with the text "This is a test course to try out building a course in OneFile's course builder." Underneath the description, there's a "Categories (max 30)" section with a dropdown menu labeled "Add Category..." and a "Selected category" section showing "Test x". Below the categories, there's a "Cover image" section with a "Use default image" link and a placeholder image of a man and a woman. At the bottom, there are two buttons: "DELETE COURSE" and "CREATE CONTENT".

Modules and pages

Our courses are broken down into modules and pages, making it easier for your learners. Modules are a way of creating sections in your course, whereas pages contain the learning content.

To create a module, just click the module box, type in the name of your module and press **'Enter'**.

After that, you can click on the blue **'Add a page'** button to start building content into your course. You can then choose what type of page you'd like for your course.



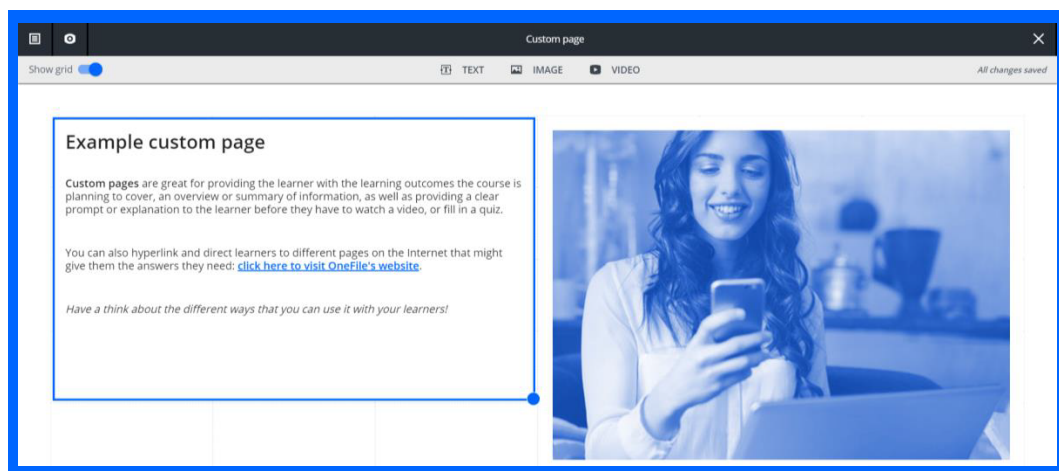
The screenshot shows a dialog titled "Choose a page type" with five options: CUSTOM, VIDEO, SCORM PACKAGE, QUIZ, and EMBED. Each option has a corresponding icon: a picture for CUSTOM, a video camera for VIDEO, a folder for SCORM PACKAGE, a question mark for QUIZ, and a code block for EMBED.

What types of pages can I build?

There are five page types to choose from, a description of each can be found below.

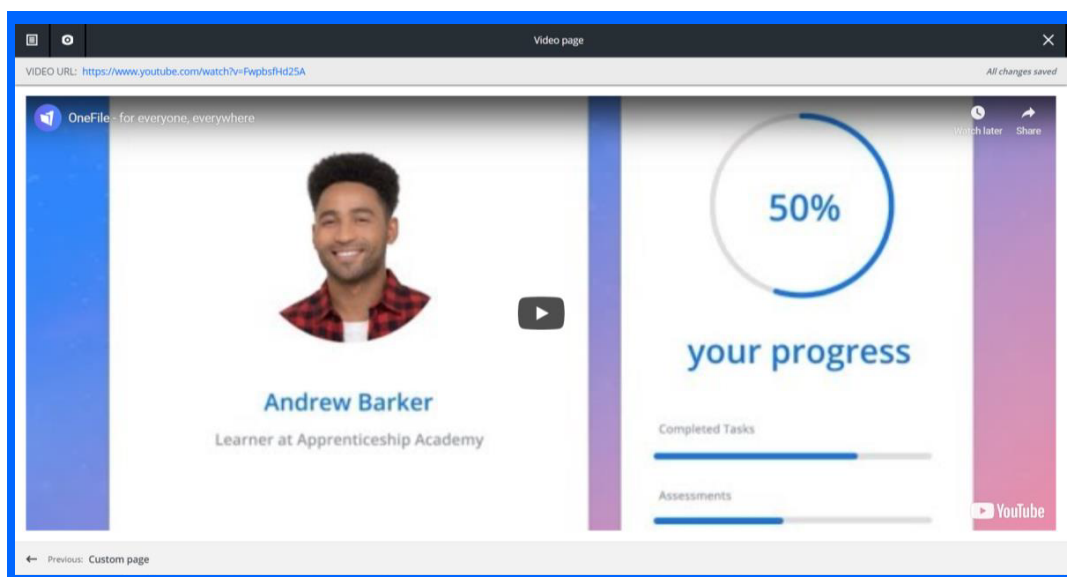
Custom pages

A custom page allows you to add text, upload images and embed videos straight from YouTube or Vimeo. Select the relevant icon on the selection bar at the top of the page to insert an object. Once added, You can resize / move elements around the page by selecting and dragging the borders or corners of that element.



Video pages

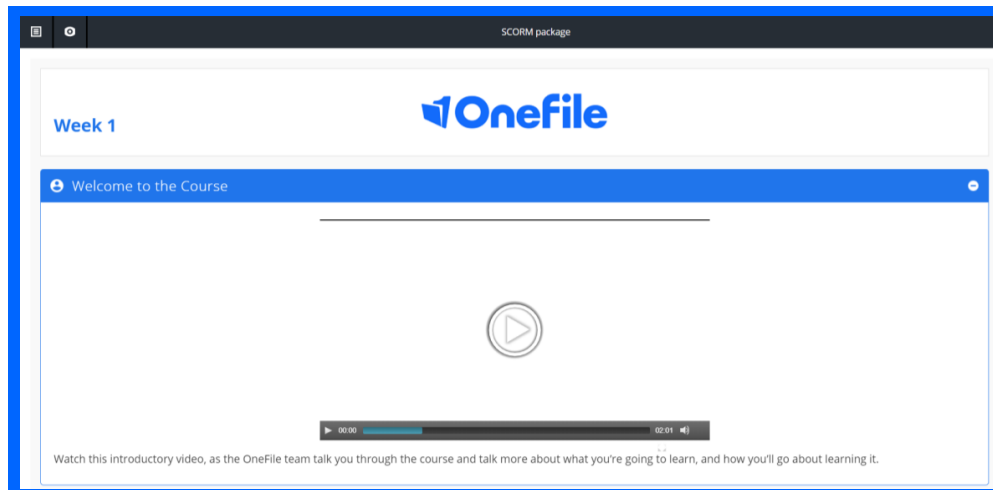
We recommend choosing video pages if you want to embed YouTube or Vimeo videos for your learners to watch – anything from lectures to instruction information. Unlike custom pages, your chosen video fills the entire screen.



SCORM packages

You can upload existing LMS resources that you may have into your course via a SCORM package. Our course builder only supports packages that are SCORM **1.2** compliant.

***Did you know?** SCORM 1.2 is the current and official version and one of the most widely used formats for learning content.*

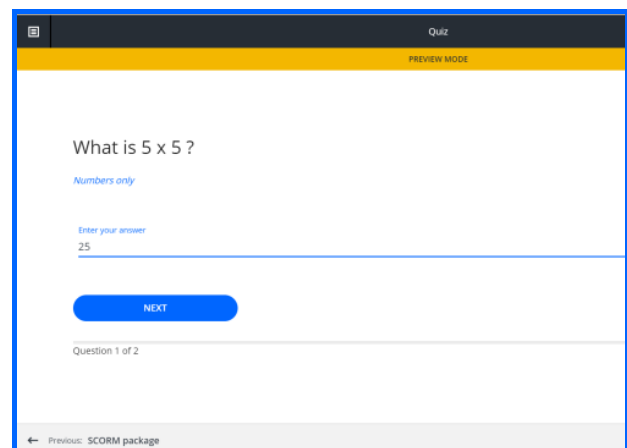
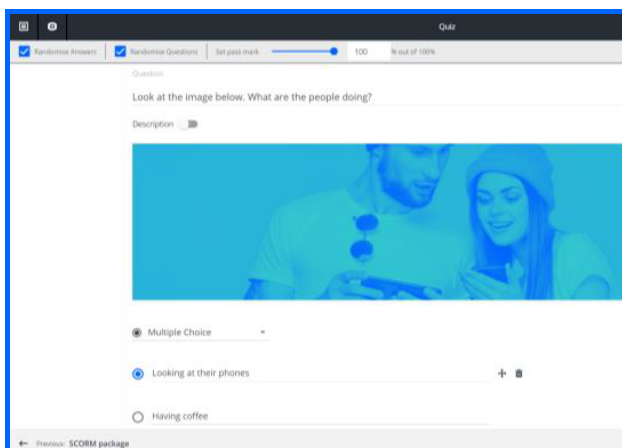


Quiz pages

You can create your own interactive quiz by creating questions, setting the answer and setting the pass mark. You can randomise the order in which the questions are delivered. Images and videos can also be included into the questions.

There are four questions types;

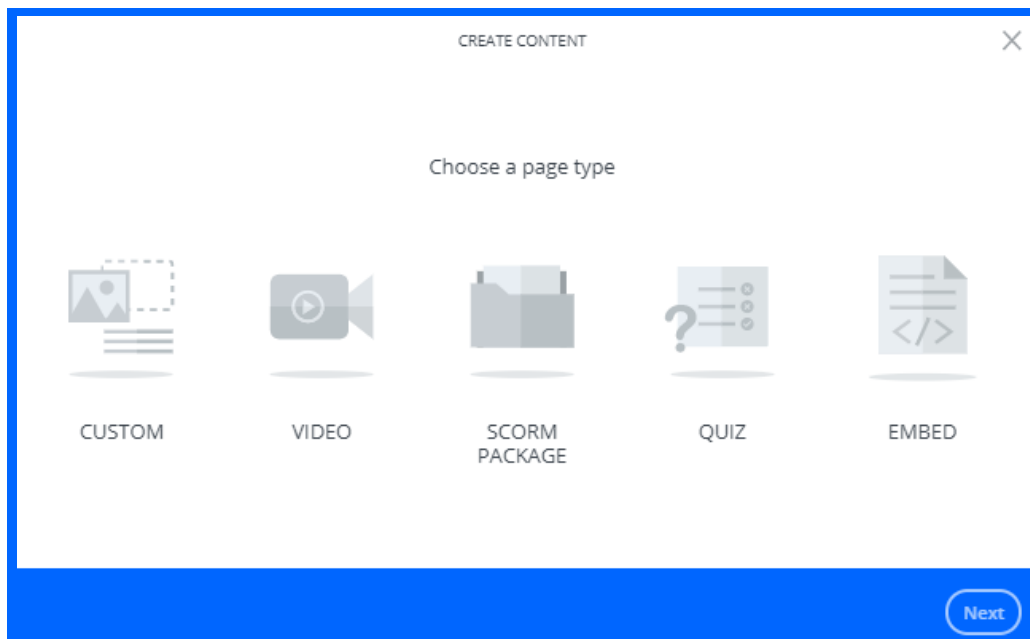
- **Multiple choice** (selecting one correct answer)
- **Multiple selection** (selecting one or more correct answer)
- **True or false**
- **Short answer** (learners can type in their response and it must match your answer – perfect for maths questions)



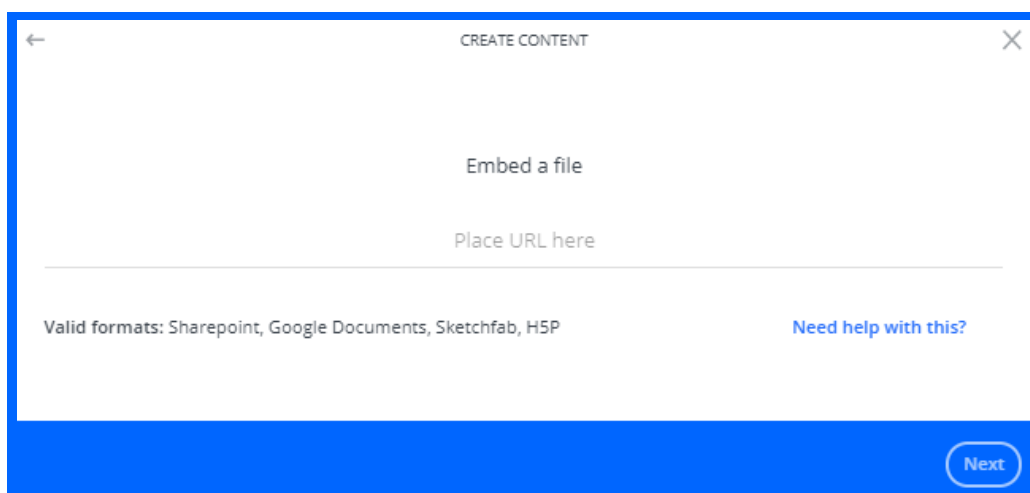
Embed pages

There's now the option to embed links to Google docs, SharePoint, Office 365, Sketchfab and H5P, as well as PowerPoint presentations and other documents you would like to use within a course.

When creating content, select **'Embed'**, then enter the name of the page you would like to select.

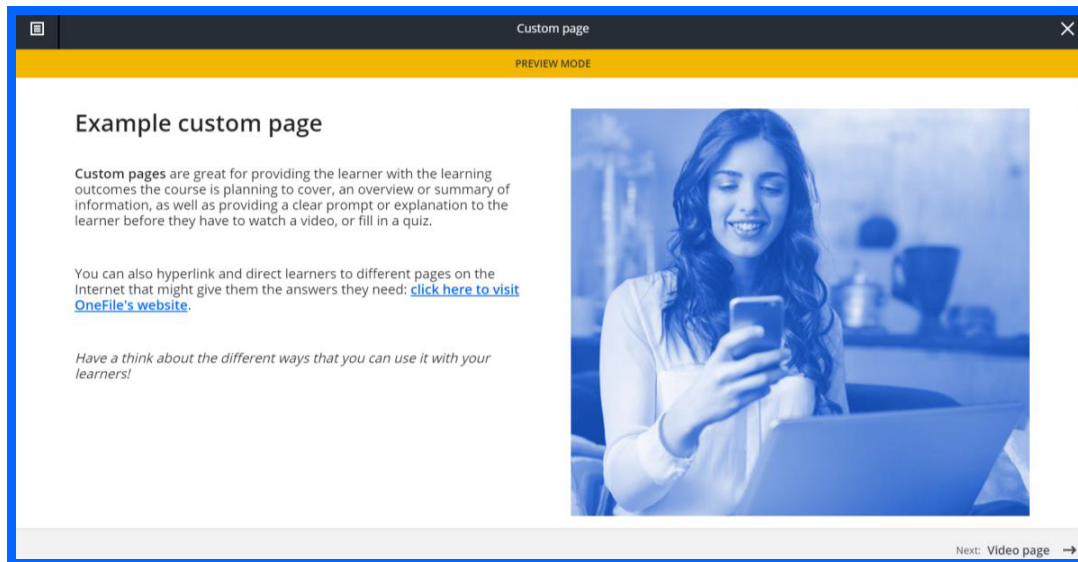


Click **'Next'**, and then paste in your URL link. If you need any guidance at this stage, you will be able to access a user guide, by clicking on **'Need help with this?'** on the right-hand side of the page.



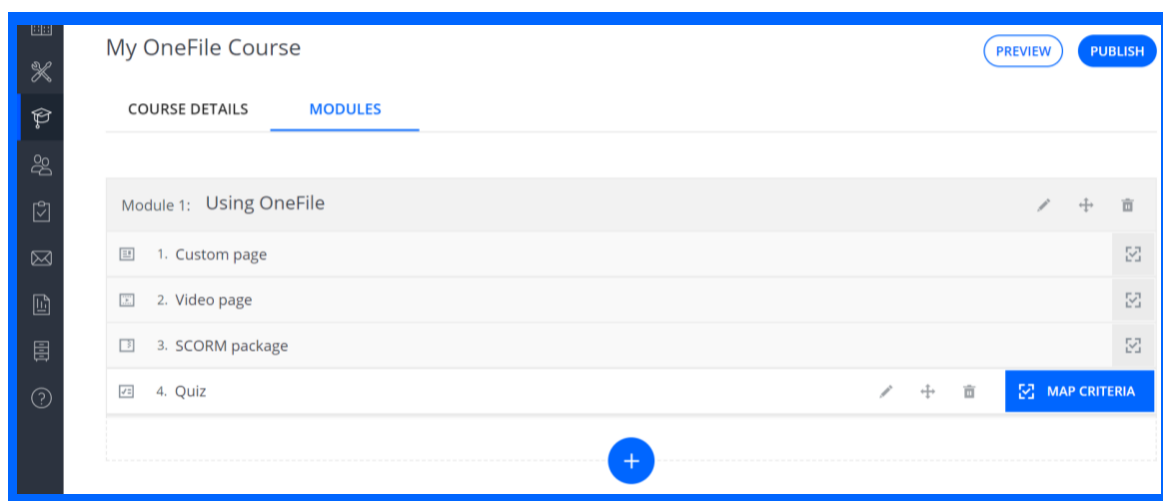
Previewing a course

Click on the **'Preview'** button or the eye when on a page (👁️) to view the course as a learner would. From here, you can move through the pages using the arrow buttons at the bottom of the screen. To exit the preview, click the **'X'** in the top right of your screen.



Mapping criteria

One of the more unique features of OneFile's course builder is that you can map course pages to criteria such as knowledge, skills and behaviour. Learners' progress can increase as they complete pages within a course. Hover over a page from the **Edit Modules** page and the **Map Criteria** option will appear.



Publishing a course

Once you have published a course, you can then assign it to learners.

Please note: When a course is published, it can't be edited any further. The only changes that can be made are to edit the video link. If you wish to change anything else, you'll need to duplicate the course and edit the new draft.


Assigning a course

From the **My Courses** page, you can assign courses to learners. You will need to hover over the course you would like to assign and click the **'Assign'** button. Or you could assign courses from the **Course Details** page once you have selected a course from the **My Courses** page.

Once on the **Course Details** page, you can view the report that shows which learners you have assigned to the course, and the progress they have made so far on the activities within the course.

COURSE DETAILS

MODULES



Description

This OneFile course has been designed to support you with learning about important rights and responsibilities that affect you in the workplace, such as Health & Safety, Equality & Diversity, as well as some other key points. We also go through how to use your OneFile account for the duration of your apprenticeship. Version 2. Approximate time to complete: 1 hour, 45 minutes.

Categories

No categories are assigned to this course

ASSIGN COURSE

Progress

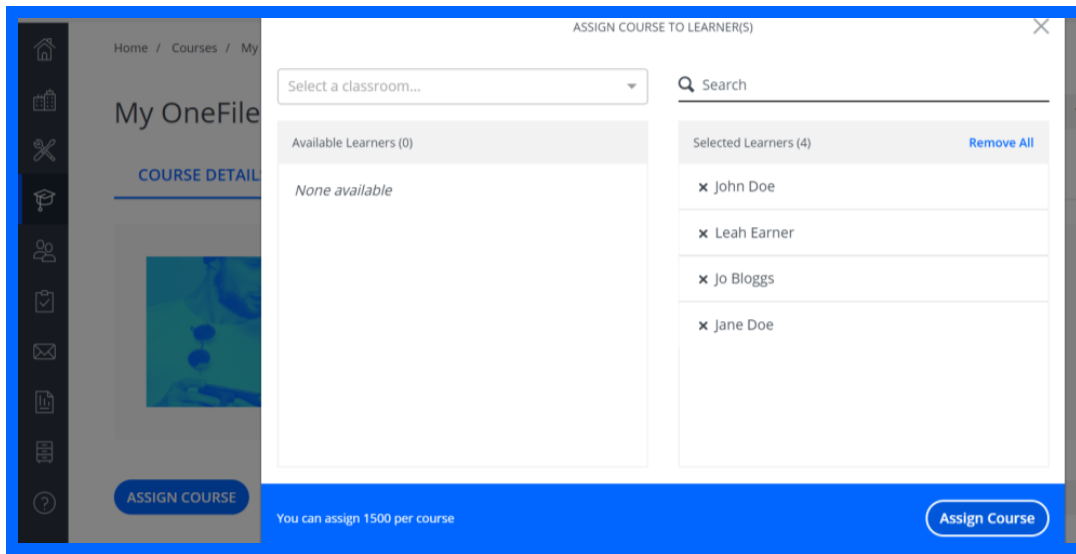
More than or equal to 0

Your learners 4

Total learners 4 / 1500

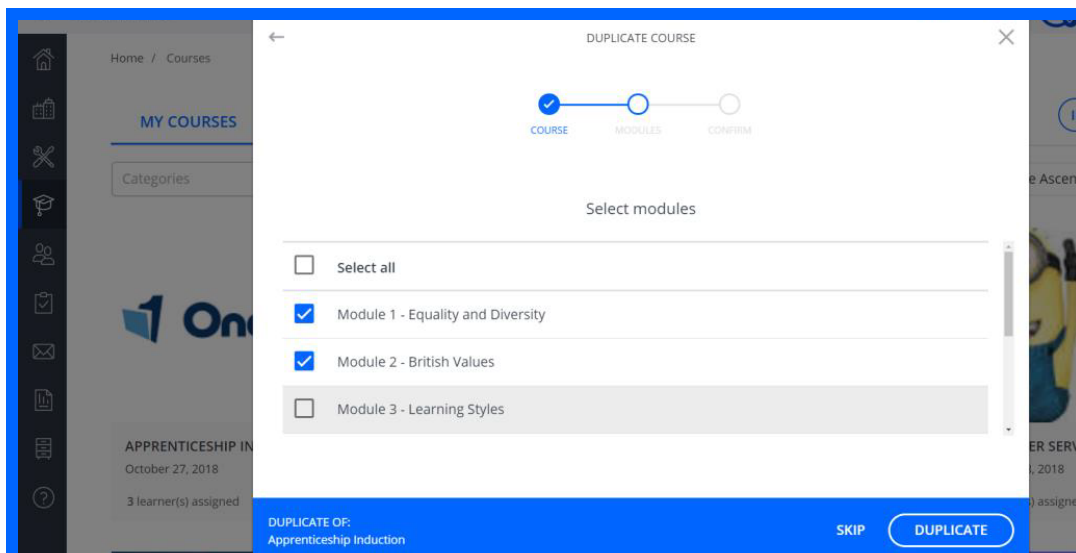
<input type="checkbox"/>	Learner Name ↓	Assigned Date	Date Started	Date Finished	Activities Passed	Progress
<input type="checkbox"/>	Barry Matthews	25/03/2020	25/03/2020	Not finished	3 / 22	13.6%
<input type="checkbox"/>	Joe New	25/03/2020	Not started	Not started	0 / 22	0%
<input type="checkbox"/>	Katie Jones	25/03/2020	25/03/2020	Not finished	3 / 22	13.6%
<input type="checkbox"/>	Mary Wilson	25/03/2020	Not started	Not started	0 / 22	0%

Click the **'Assign Course'** button to see all the learners you can assign to or remove from that course. Click a learner to move them to the **'Selected Learners'** column on the right-hand side. You can also search for learners by name or by class. To finish, press the **'Assign Course'** button.



Duplicating a course

Copying a course couldn't be easier. Just head over to the courses landing page, hover over the course that you wish to copy, click on the 'Duplicate' option and follow the duplication wizard that pops up on screen.



Archiving a course

If you have a course that is out-of-date, you can archive it to ensure it is hidden. From the **My Courses** page, hover over the required course and click on the **'Archive'** option. You can also un-archive a course at a later date if needs be.



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