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# **Course builder**

David Berg - 2024-07-04 - Getting started

Welcome to our comprehensive guide on using the Course Builder feature within the Learnifier tool! Whether you're creating a new course from scratch or editing an existing course template, this article covers everything you need to know.

Note

- Three primary ways to edit a project or course template
- Intro
- <u>Activities</u>
- <u>Resources</u>
- <u>Settings</u>

## Three primary ways to edit a project or course template

#### From the dashboard

- 1. Add project
- 2. Select "New course" or choose a course template
- 3. Edit course

or

- 1. Choose an already existing project
- 2. "Edit course"

#### From the library (available from price plan professional)

- 1. Add Template
- 2. Edit Course template

or

1. Choose an already existing template

2. Edit course template

Read more about course templates <u>here</u>.

## Intro

This is the initial page of the Course Builder where you can add a course description visible to participants.

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		ACTIVITIES RESOURCES SETTINGS				
		Course Intro Page The course intro page is the first page the learner will see. Add a course description that makes a good first introduction to the person that just has signed up for the course. Course title is now set on the project overview page.				
		Course Description				
		Welcome to the manual for Learnifier administrators! In this course, you will learn all about how to use Learnifier and all its functions, so you can start building your own course with confidence! Are you ready? Click on the button above to start the course!				
		Feel free to contact support@learnifier.com if you have any questions or concerns.				
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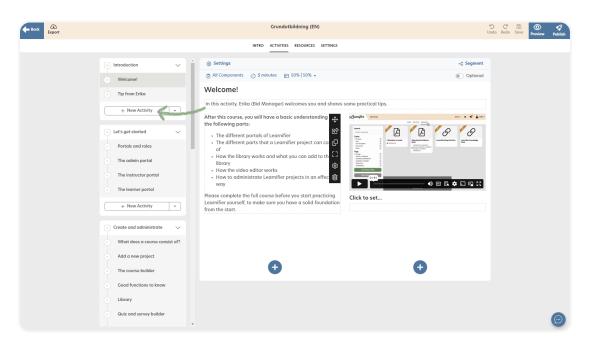
The participants will see the following course description when entering the course:

LEARNIFIER Mina kurser Katalog Utmärkelser			Gå till 🔻	Q	۰	•	👤 David 🗸
	ACTIVITIES	RESOURCES					
Basic training in Learnifier In progress Start the course		Introduction					
	•	Welcome!					
Description Announcements	0	Tip from Erika					
Welcome to the manual for Learnifier administrators! In this course, you will learn all about how to use Learnifier and all its functions, so you can start		Let's get started					
building your own course with confidence! Are you ready? Click on the button above to start the		Portals and roles					
course! Feel free to contact support@learnifler.com if you have any questions or concerns.		The admin portal					
		The instructor portal					
		The learner portal					
		Create and administrate					
		What does a course consist of?					
	•	Add a new project					
	•	The course builder					
		Good functions to know					

# Activities

Under the activities tab, we have both activities and modules! The difference between an activity and a module can be seen, where an activity is a page in a book, while a module can be seen as a chapter in a book. After pressing "New Activity," we have the option to choose a name for the activity and then enter the specific activity. To add a new module, you simply press the "New module" button!

Here, you create the course content. You have various options like adding new activities or modules, incorporating different materials like videos, audios, documents, etc. If you would like to add a new activity, you simply click on "New activity" that you can find here:



To add content to your activity such as images, videos, or an event, you press the plus sign that can be found here:

Bock Export	Grundutbildning (EN)	D C E 🛞 🤣
	INTRO ACTIVITIES RESOURCES SETTINGS	
Introduction Vecomel	<ul> <li>e) Settings</li> <li>e) All Components</li> <li>(*) 5 minutes  ☐ 50%   50% →</li> </ul>	-⊰ Segment ● Optional
<ul> <li>Tip from Erika</li> </ul>	Welcome!	
+ New Activity +	In this activity, Erika (Bid Manager) welcomes you and shares some practical tip: After this course, you will have a basic understanding	5. 
<ul> <li>Let's get started</li> </ul>	the following parts:	
Portals and roles     The admin portal	of - How the library works and what you can add to th library	Version States and Sta
The instructor portal     The learner portal	How the video editor works     How to administrate Learnifier projects in an effec     way	
+ New Activity *	Please complete the full course before you start practicing Learnifier yourself, to make sure you have a solid foundation from the start.	
• Create and administrate V		
What does a course consist of?		
Add a new project	e <sup>k</sup>	Φ
Good functions to know	•	•
Library		
Quiz and survey builder		9

The different materials that we can add in the course builder include:

- Video
- Audio
- Document
- Text

- Image
- Scorm (We support scorm-file 1.2)
- Quiz
- Survey
- Weblink
- Automatic Event: Classroom event
- Automatic Event: Virtual event
- Automatic Event: Telefonconference
- Moderated Event: Classroom Event
- Moderated Event: Telefonconference
- Assignment upload
- Post on wall

The different settings that we can set on both modules and activities include:

1. One setting in the course builder is that you are able to change the layout of the activity! To do this, you simply press the percentage button that can be found at the top. What the layout button will do is change the columns for the specific activity.

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	INTRO ACTIVITIES RESOURCES SETTINGS	
<ul> <li>Introduction</li> <li>Welcomel</li> <li>Tip from Enka</li> <li>+ New Activity</li> <li>Ent's get started</li> <li>Portais and roles</li> <li>The admin portal</li> <li>The instructor portal</li> <li>The learner portal</li> <li>The learner portal</li> <li>+ New Activity</li> <li>Creats and administrate</li> <li>What does a course consist of?</li> <li>Add a new project</li> <li>The course buildiar</li> <li>Good functions to know</li> </ul>	Settings All Components  50% [ 50% - Portals and roles Learnifier consists of three different portals. Your access to these depends on the role you have been assigned and what your main needs are with Learnifier. • The administrator • The instructor portalistic process of the set of the	Segment ■ Optional Ifor you who have the role of Ifor you who have the role of - for you who have the role of - for you who have the role of
Quiz and survey builder		9

1. If you would like the activity to be "Optional", we can fix it here! Meaning of "Optional" is that no progress will be captured for the participant on the specific activity. This is a setting that you can read

more about <u>here</u> and can be found in the top right. The setting can also be found by clicking on the settings button in the top left:

Back	æ		Grundutbildning (EN)	9 9
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		Introduc		
		<ul> <li>Welco</li> </ul>	Optional     All Components     v     Optional	
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		+ N	Copy Link	
			Use this above url if you want to share a link to this activity.	
		Create a		
		What	Close Save	
		<ul> <li>Add a</li> </ul>		
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		Good	functions to know	
		<ul> <li>Library</li> </ul>	y The second	
		Quiz a	and survey builder	Ð

- 1. If we click on "Settings" for a specific activity in the top left corner, we have a bunch of additional settings that we can adjust for the activity! The layout and optional settings can also be adjusted from here!
- 2. *Activity Accessible when*. This is a function that you can read more about in this <u>help article</u>. This function can be used on both activities and modules!
- 3. *Discussion*. If you would like to enable or disable the discussion function for a specific activity, this can be done here. NOTE: To use discussions, you need to have Social Features turned on. You can read more about Social Features <u>here</u>.
- 4. *Copy Link*. If you would like to copy a link for a specific activity, this can be done using the Copy Link function. What this will do is copy the activity. How this function can be used in practice is that we can, for example, copy the activity and use the content "Weblink," copying the specific Activity Link into it. This way, our participants can access an activity through the web link in another activity.
- 5. *Completion Criteria* is something that can be read more about <u>here</u>.

Estimated time is a function that we can use to approximate how long a specific activity will take. It will look like this for the participant:

LEARNIFIER Mina kurser Katalog Utmärkelser	INTRO ACTIVITIES RESOURCES	Gá till 🔹 🔍 🌲 🔩 David 🗸
Basic training in Learnifier In progress	Estimated time: 2 minutes	Completed ⊘
Introduction Introduction Introduction Interview Interv	The learner portal Curve participants have access to the learner portal and find their courses under "My courses". They can construct the for support by clicking on their profile in the right comer and then selecting "Support:	Lar de La Lar de Lar d
Invite participants     Follow up progress     Tollow up to a state of the sta		Completed ()

## New activity / Import activity from Project / Import Reusable activity from project

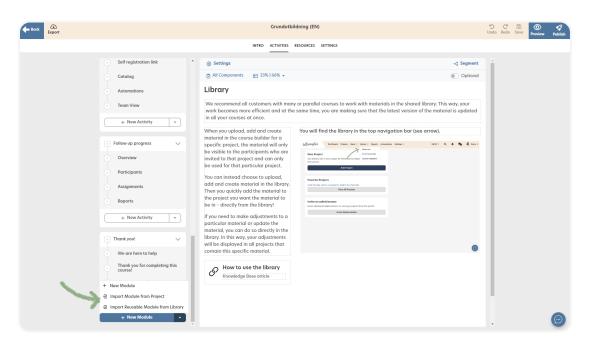
To the right of "New activity," we have an "arrow down":

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Welcome!	∂ All Components	Optional
• Tip from Erika	The instructor portal	
+ New Activity +	Langer and the statest streamer	6687 · Q. A • 🗛 A tour -
Let's get started	Those who have the role of instructor by Course have the opportunity to follow up on reacting -	
Portals and roles	participants' progress, see and respond to comments, assess tasks,	
• The admin portal	etc. An instructor only has access to the project that has been assigned. to the project that has been assigned. to	
The instructor portal	them. Contact support@learnifier.com if you	
The learner portal	want to know more about exactly what qualifications a default	
+ New Activity	instructor has.	
+ New Activity		0
Import Activity from Project     Import Reusable Activity from Library		-
Add a new project		
The course builder		
Good functions to know	$\bullet$ $\bullet$	
Library		
Quiz and survey builder		Ø
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Here we have three alternatives:

- *New activity* is that you are able to add a completely new activity in your project.
- *Import activity from project.* You can add an activity from a different project that you have already created. So instead of creating a completely identical activity, you can add the same activity over to your existing project.
- *Import Reusable Activity from Library* (Available from the Professional price plan). This is where you add your Reusable activity that you have created in your Library. You can read more about reusable activities <u>here</u>.

**New module / Import module from Project / Import Reusable module from project** To the right of "New module," we have an "arrow down":

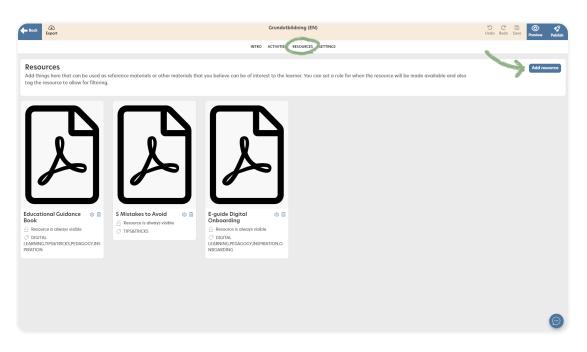


Here we have three alternatives:

- New module: You are able to add a completely new activity in your project.
- *Import module from project:* You can add a module from a different project that you have already created. So instead of creating a completely identical module, you can add the same module over to your existing project.
- *Import Reusable module from Library* (Available from the Professional price plan). This is where you add your Reusable Module that you have created in your Library. You can read more about reusable modules <u>here</u>.

## Resources

Resources are the place where you can store material that the participant is able to download from the course. Through the button "Add resources now," we are able to add materials such as documents and PDF files that can be used as sources for your project.



After pressing the "Add resource now" button and choosing a material, we enter this page:

Back 3	Grundutbildning (EN)	୦ ୯ 🖻 🔘 🧟
Export	Resource settings X	Undo Redo Save Preview Public
Add things here that can be used as ret tog the resource to allow for filtering.	Resource availability Set a rule for when the resource should become available Resource is adways visible Resource will be visible as a resource when the corresponding nativity is complete. Resource will be visible when the corresponding material is visible in the course. Resource will be visible as a resource when the entire course is completed. Set tags for the resource Add tags separated by comma () these can be used for filtering in the Learner Portal Interview of the visible when the corresponding material is visible in the course. Return of the visible as a resource when the entire course is completed. Set tags for the resource Add tags separated by comma () these can be used for filtering in the Learner Portal Interview of the visible when the corresponding material is visible in the course.	(Add resource)
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Book  Resource is always visible  Instruction of the second secon	Besource is always visible         Onboarding         Tresatericks         Operate         Lesement solvers visible         Operate         Lesement preacocy.INSPIRATION.O         NEOARDING	

What these means is the following:

- *Resource is always visible*: This means that the resource will always be visible throughout the course for the participant.
- *Resource will be visible as a resource when the corresponding activity is complete.* This means if you add a material from your Library and have the material from the Library in your course builder, it will be shown in the Resources tab when it has been completed in the course for the participant.
- *Resource will be visible when the corresponding material is visible in the course.* This means that the resource will be visible when the activity is able to be seen by participants.
- *Material will be visible as a resource when the entire course is completed.* The resource will be visible when the full course has been completed by the participant

If you would like to add a category to the specific resource, then tags are for you! In this case, the tags will be added to the resource, and the tag will be searchable when the participant is doing the course. Please see the next picture of how it looks for a participant.

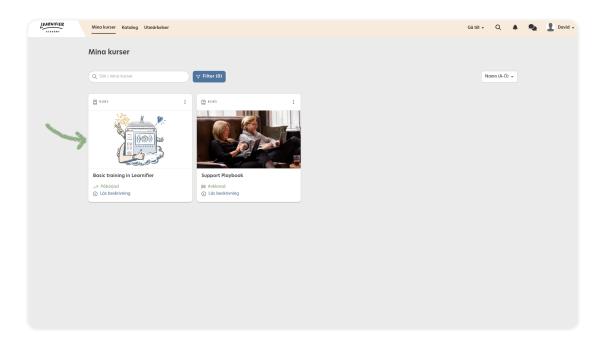
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	Search Search resources Types Alt Ypes New Downloadable Documents Tags Alt tags DiGTAL LEANING UIGTAL LEANING UIGTAL LEANING UIGTAL LEANING DIGTAL LEANING D	DIGITAL LEARNING, TIPSBTRICKS, PEDAGOGY, INSPIRATION	S Mistakes to Avoid • TIPS&TRICKS	Equida Digital Onboarding Digital Leaning PERACOY REPRATION ONBOARDING				

## Settings

The settings-view looks like this:

Back Export	Grundutbildning (EN)	Undo Redo Save Preview Publish
	INTRO ACTIVITIES RESOURCE SETTINGS	
	Course Catalog A good course image is critical in helping the learner quickly understand what the course is about. It also helps the learner navigate to the correct course when picking from a list of courses.	
	Course Image	
	A good course image should grab the attention of the viewer and help them understand the essence of what the course has to offer. The image will be shown in the course catalog and on the My Courses page. Use a .gif, .jpg, .jpg, or .png file.	
	Reset to default Change image	
		0

From here, you are able to set a Course Image that will be shown for the participant here in "My Courses":



#### Preview function in the course builder:

In the course builder, we are able to preview the course and view it from the participant's perspective. This can be done through the following button:

Bock Export	Grundutbildning (EN)		Undo Redo Save Preview Publish
	INTRO ACTIVITIES RESOURCES SETTINGS		7
Library Quiz and survey builder Course templates	Settings     All Components      13%   33%   33% +      Find our integrated video editor	- <b>4 Segment</b> ● Optional	
Settings Add an award	You can find the integrated video editor in two different ways. The course builder I. Start by adding a new activity. S. Name the activity and select a and choose "M		
+ New Activity •	<ol> <li>Layout.</li> <li>Click on the plus sign and select</li> <li>Video" in the menu on the left.</li> <li>Click 'Add editable video" and</li> <li>Video".</li> <li>Enter the name of the video.</li> </ol>	ight, you will find ials' button. Click select 'Editable of the video. If	
Find our integrated video editor Start editing + New Activity	5. Click "Add and edit video". vou then click o Video". 4. You are now in and can start e video!		
Communication			
Social features <sup>6</sup> Chot	0 0	• •	
Automated communication     + New Activity     *			ø
Invito participante	•		•

# Publish function in the course builder:

If you would like to publish your changes so that they take effect immediately on the project, then you need to "publish" your changes. This can be done by pressing the button in the top right corner.

Note: If you have participants who are currently taking the course and you publish the changes you have made, their progress will be affected, and the changes will be visible to them.

