



WINNOVATORS

Boosting entrepreneurial
and STEAM capacity

E-Learning Course Creation Guide

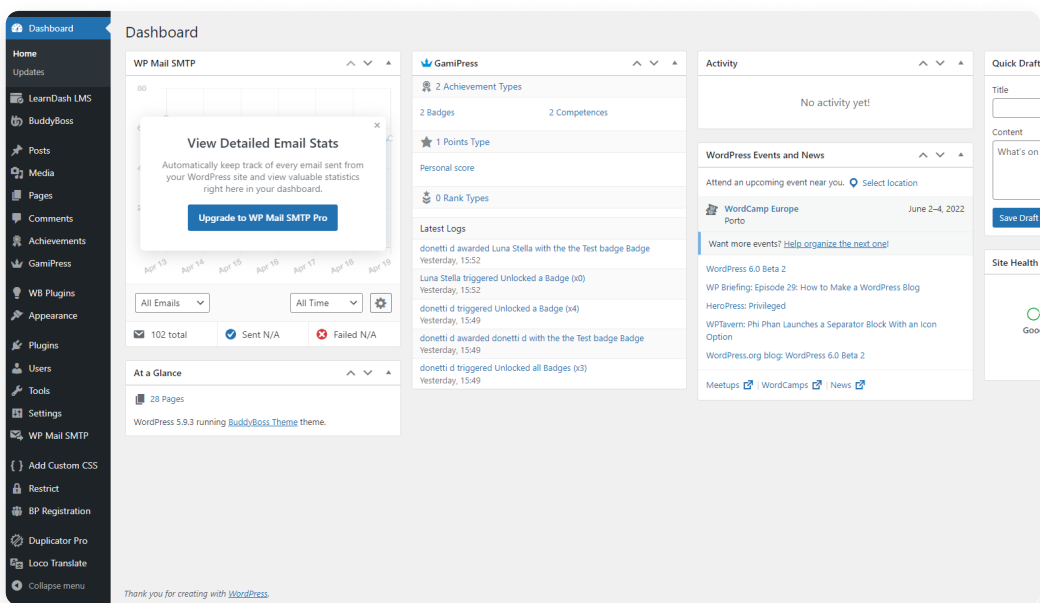
FOR TEACHERS



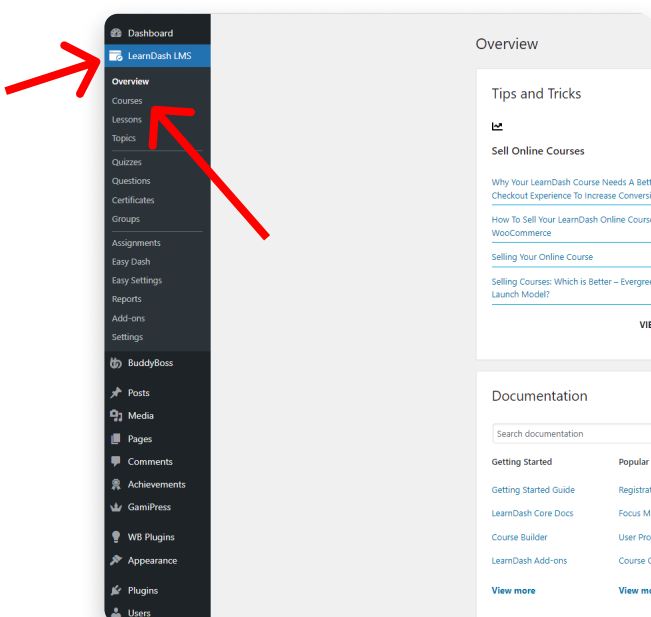
E-Learning Course Creation Guide for Teachers

HOW TO CREATE A COURSE

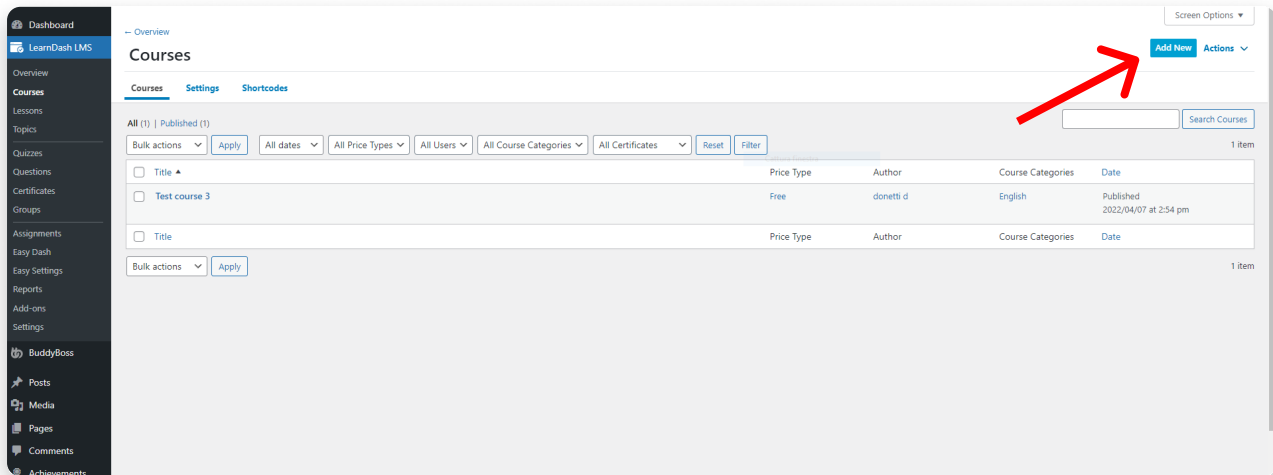
1. Login to the admin dashboard



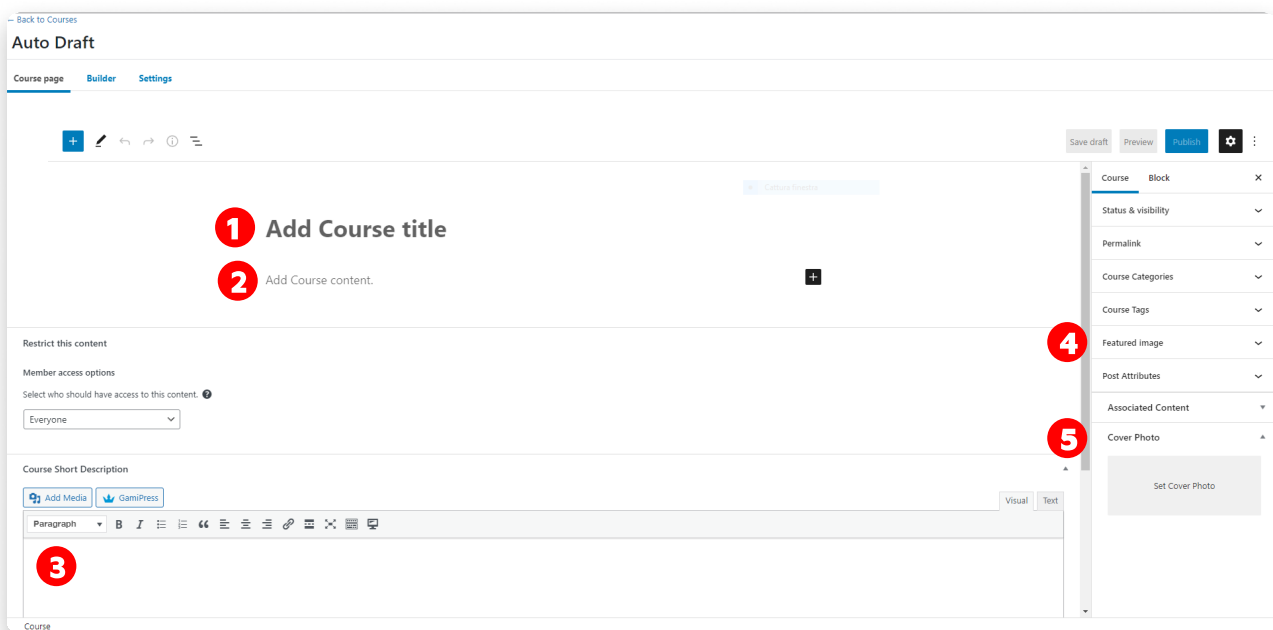
2. Click on “LearnDash LMS” on the left sidebar and then select “Courses”



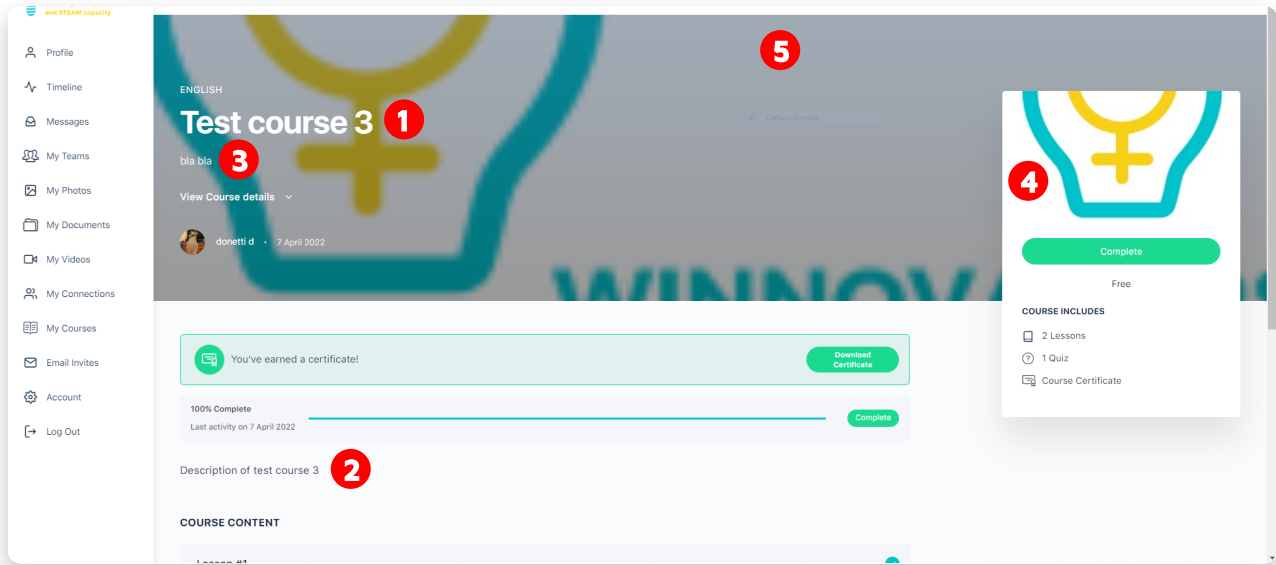
3. Click on “Add New” on the right to create a new Course



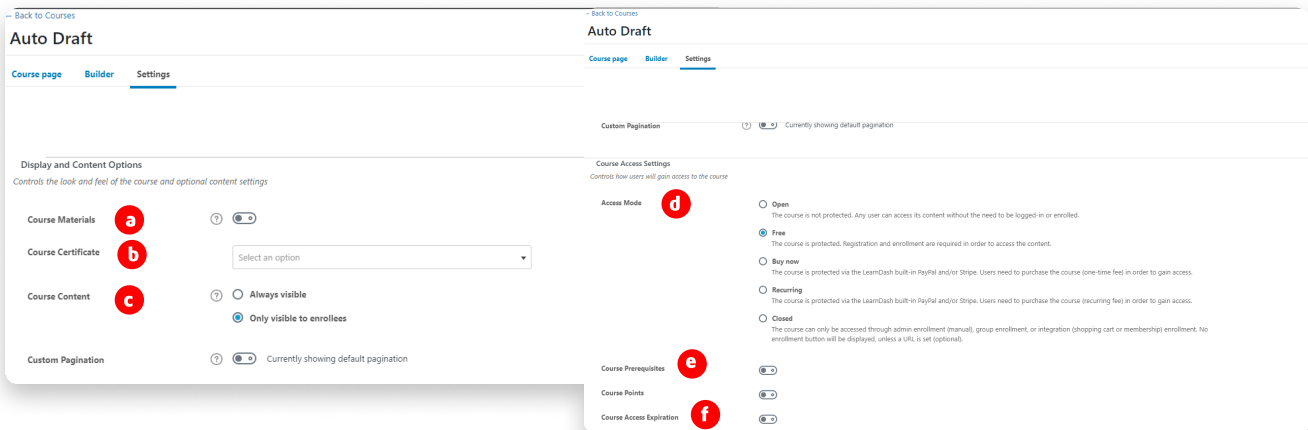
4. Now write the course title (1), a short description of the course (2) (this will appear under the title), a more detailed description (3) (this will appear on top of course content), a featured image (4) and a cover photo (5)

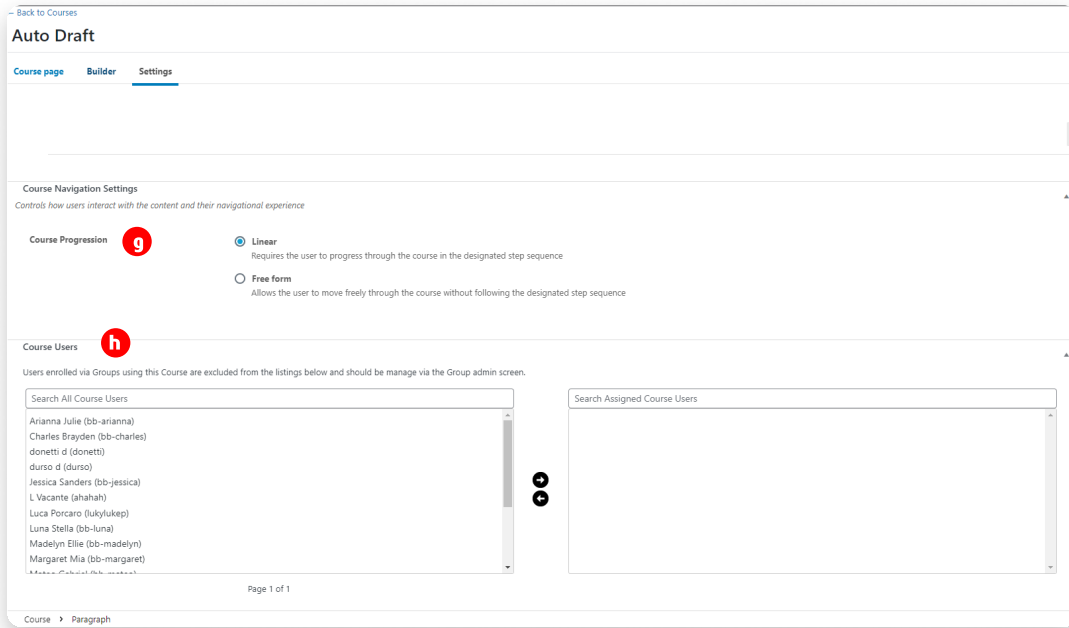


These are the related elements in the user's page view

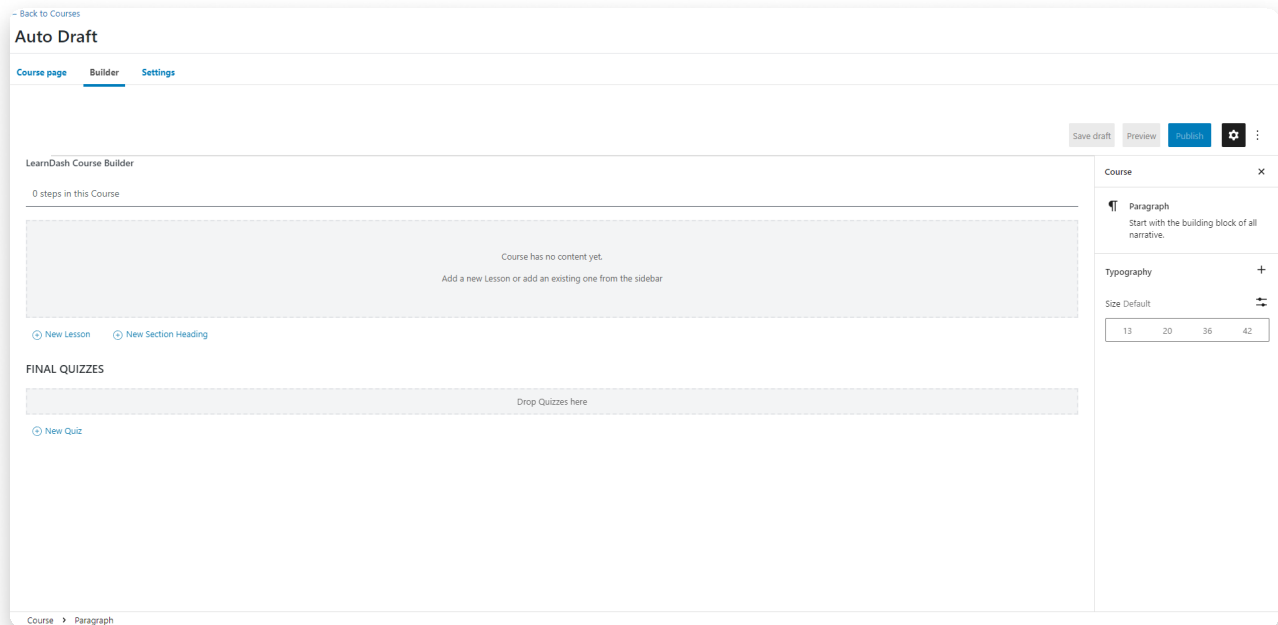


5. On the "Settings" tab it's possible to set some options like:
 - a. Course materials (like texts/videos/PDFs/images that are available throughout the course);
 - b. Course Certificate to earn for completing the course (must be created separately beforehand, view the section "How to create a certificate" ahead);
 - c. Course Content visibility (to all users or only to who enroll into the course);
 - d. Course Access Mode (ignore the buy options):
 - i. **Open** (the course is not protected; any user can access its content without the need to be logged-in or enrolled);
 - ii. **Free** (the course is protected; registration and enrollment are required in order to access the content) ;
 - iii. **Closed** (only admins can enrolls you);
 - e. [OPTIONAL] Course Prerequisites for access the course like completing another course;
 - f. [OPTIONAL] Course Access Expiration;
 - g. Course Progression (linear or free form);
 - h. [OPTIONAL] Course Users (if you want to manually enrolls students).



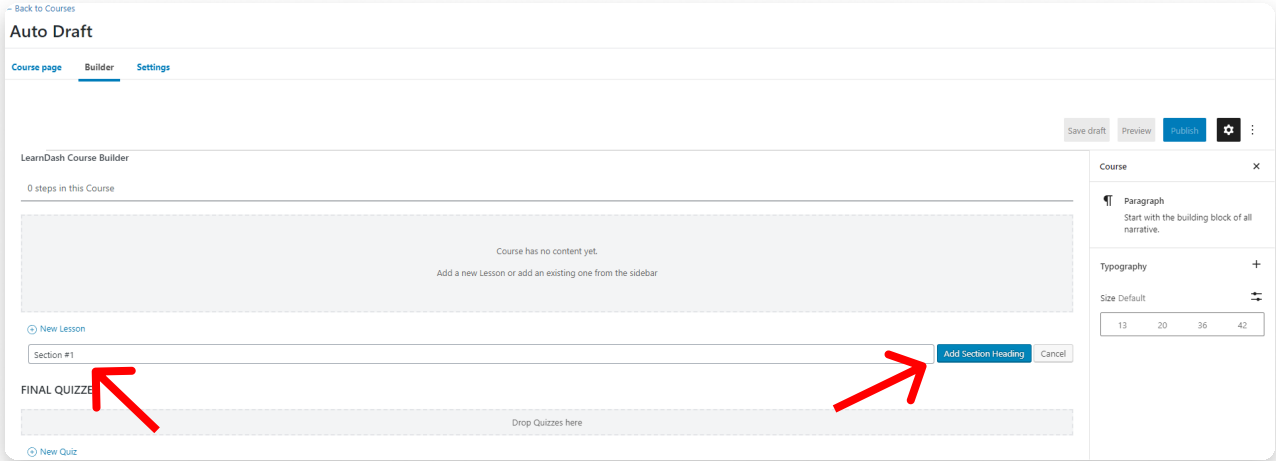


6. Now switch to the “Builder” tab and you can start creating the course content

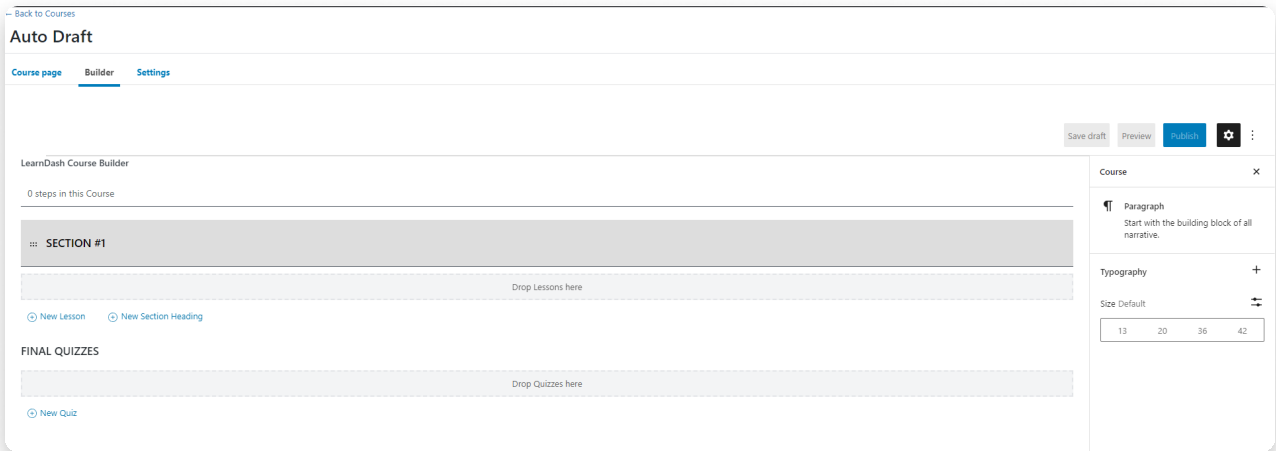


7. There are different options for the course creation:

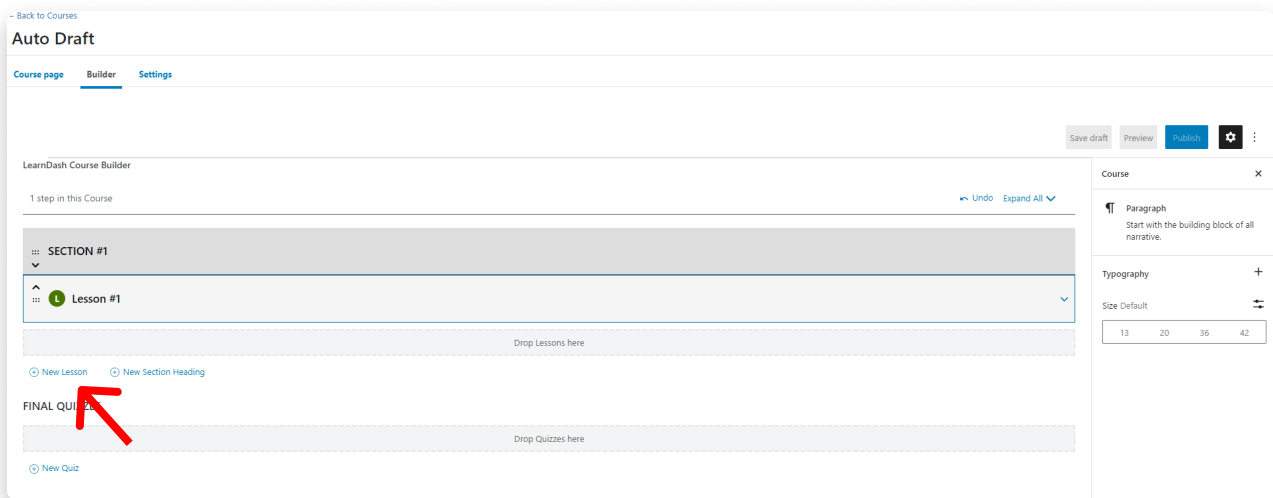
- “New Section Heading”:
 - Click on “New Section Heading”;
 - Then insert the section name and confirm by clicking “Add Section Heading” on the right



- Now your section has been added



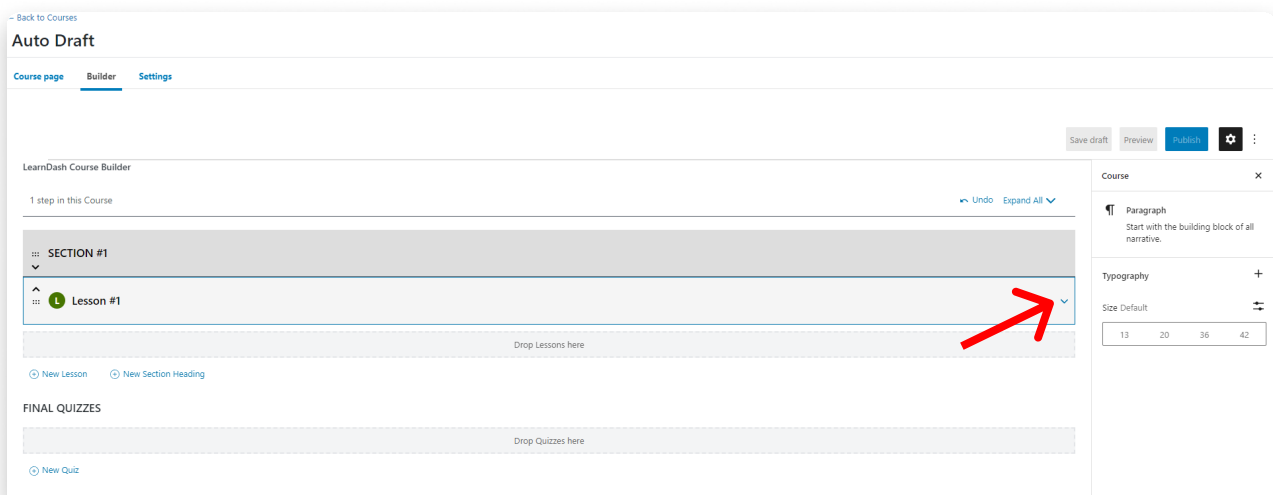
- “New Lesson”
 - Click on “New Lesson”;
 - Then insert the lesson name and confirm by clicking “Add Lesson” on the right;
 - You will be able to edit it right on the spot by clicking the edit button that will appear while hovering the mouse on the right of the newly added lesson (**WARNING**: remember to save the course by clicking “Publish” or “Update” on top right corner of the Builder before editing the single lesson) (**RECCOMENDATION**: it’s better to create all the lessons and quiz that the course will have right now and then edit the single lesson/topic/quiz);

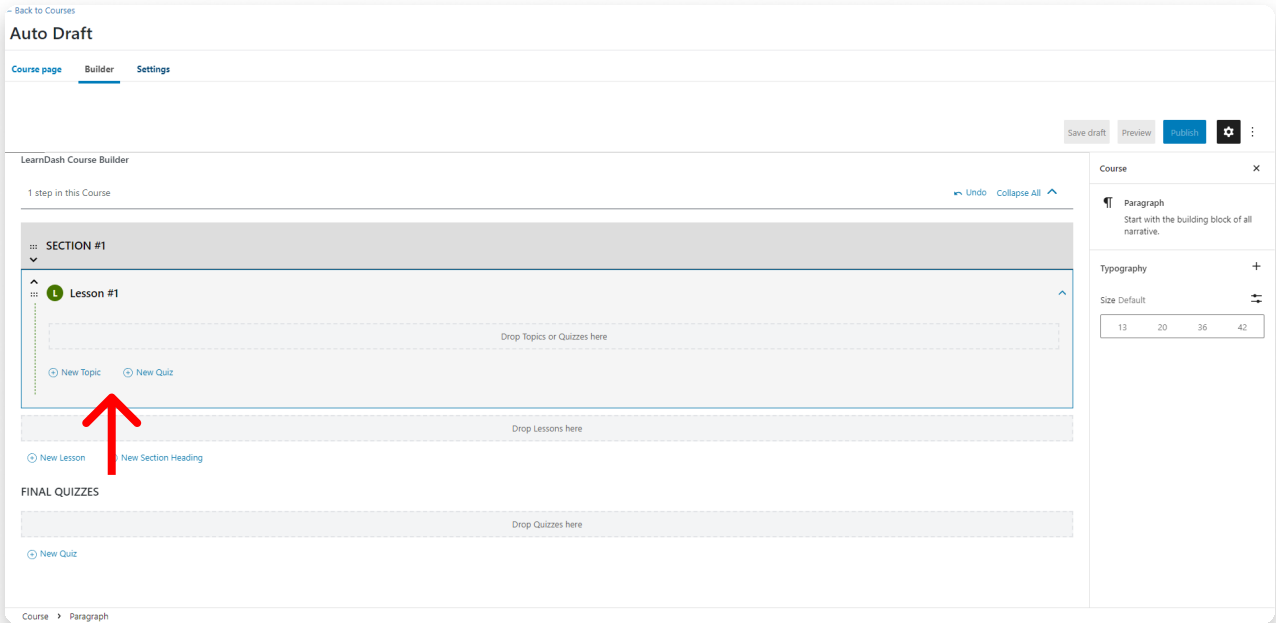


8. Now clicking the little arrow on the right of the lesson block, two new options will appear:

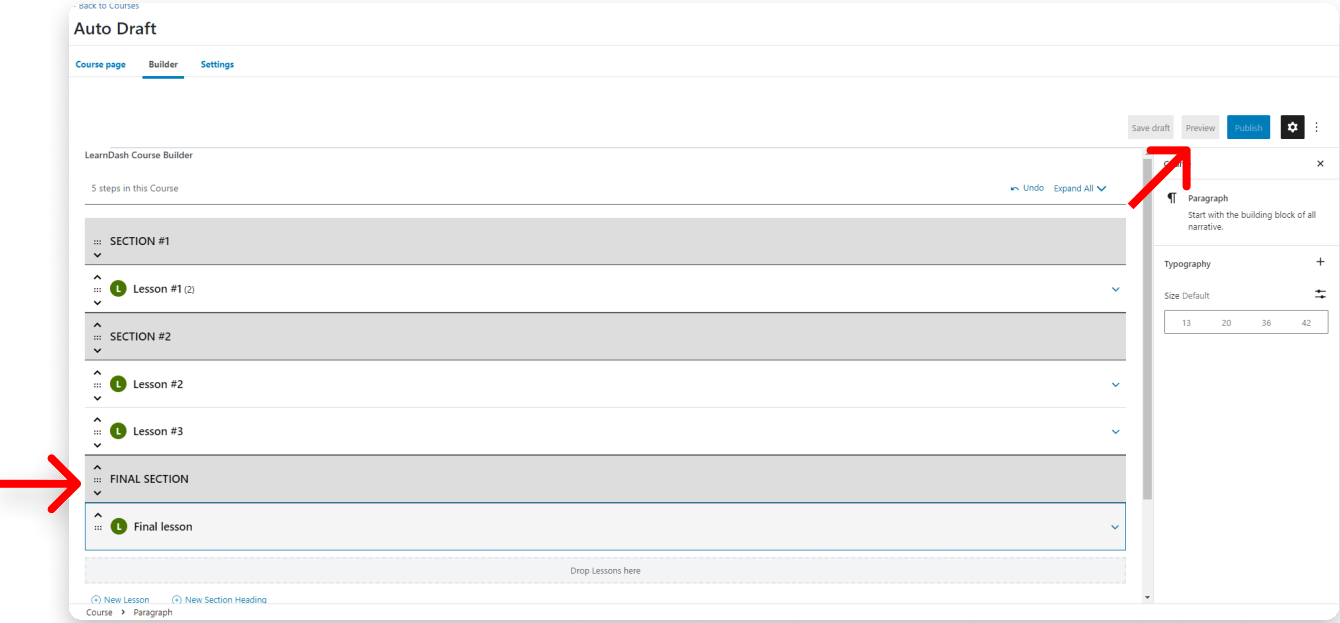
- New Topic:
 - this create a new topic inside the lesson and it can be whatever you want; it’s editable like the lesson;
- New quiz:
 - this create a quiz inside the lesson.

The procedure for naming and save is the same as lessons and headings.



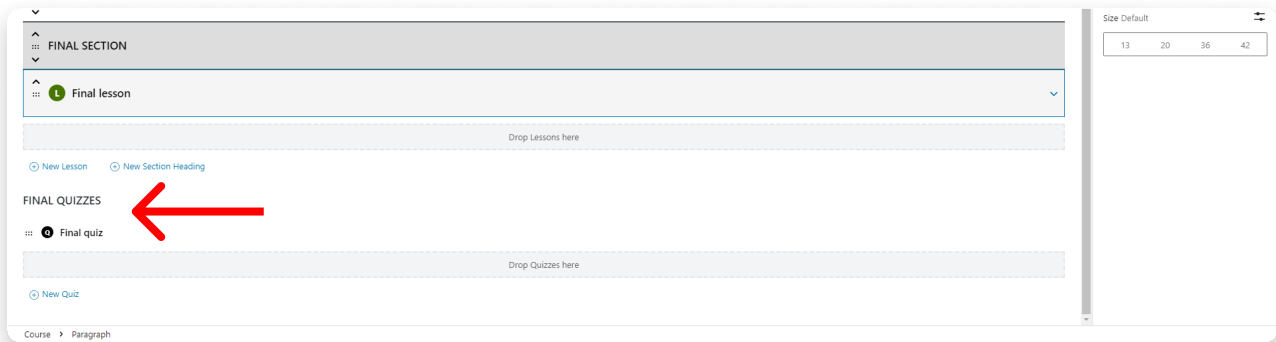


9. Let's create the base structure of the course

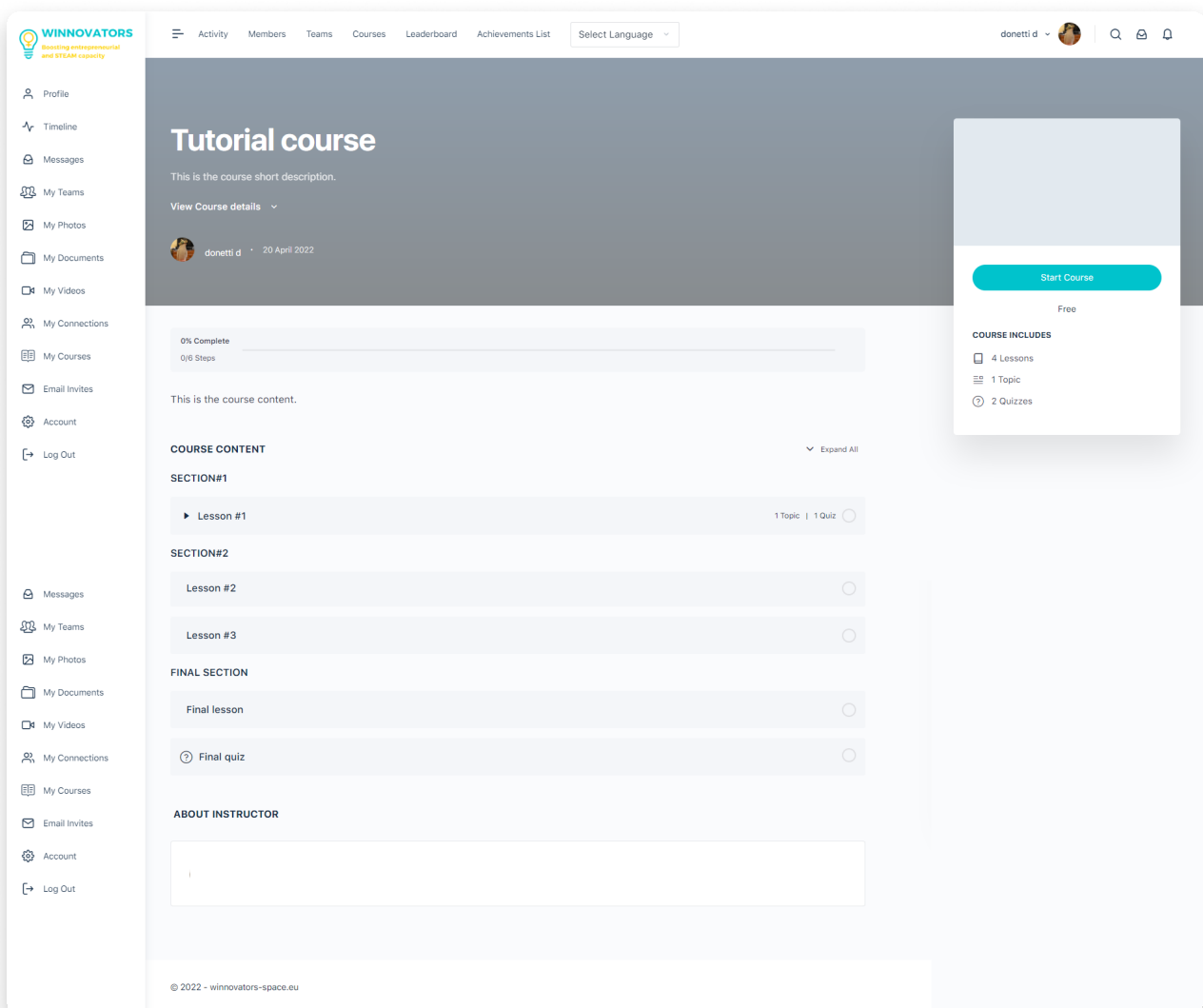


Remember the little arrows (up and down) left to the name of lessons and sections, which are used to edit the order of the course content;
 You can always preview the course before publishing or updating it by clicking the preview button in the top right corner (just click it and then select preview in a new tab).

10. In conclusion, let's add the final quizzes with the same method of the others by clicking new quiz in the "Final quizzes" section at the bottom of the page. These quizzes (one or more) are the ones that the student will take to conclude the course and receive the certificate.

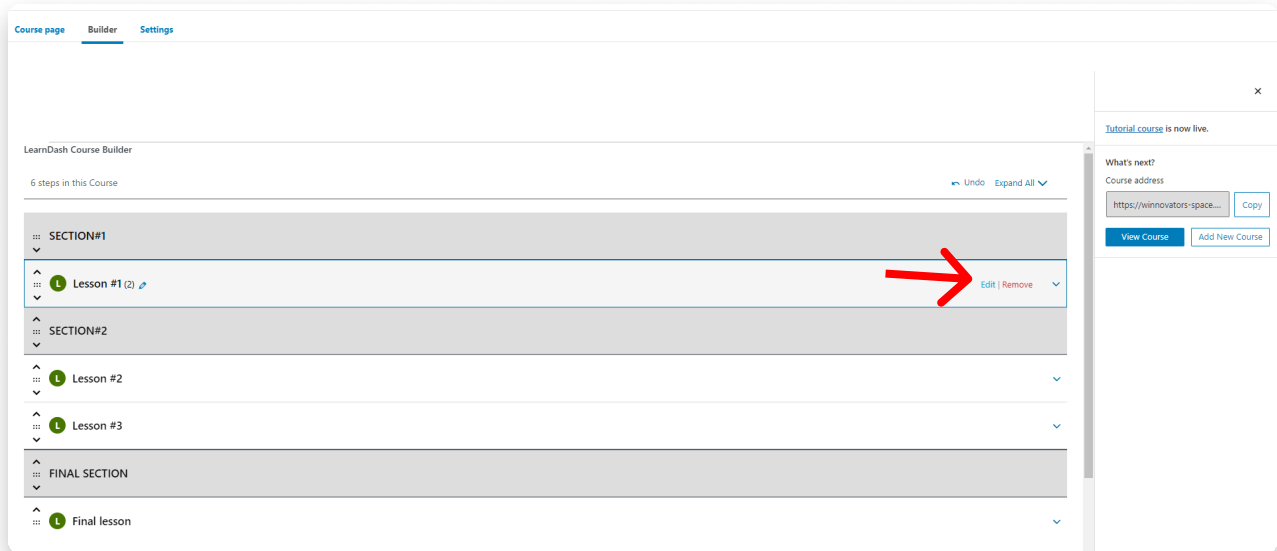


11. Let's preview the structure of the course created, then save or publish it

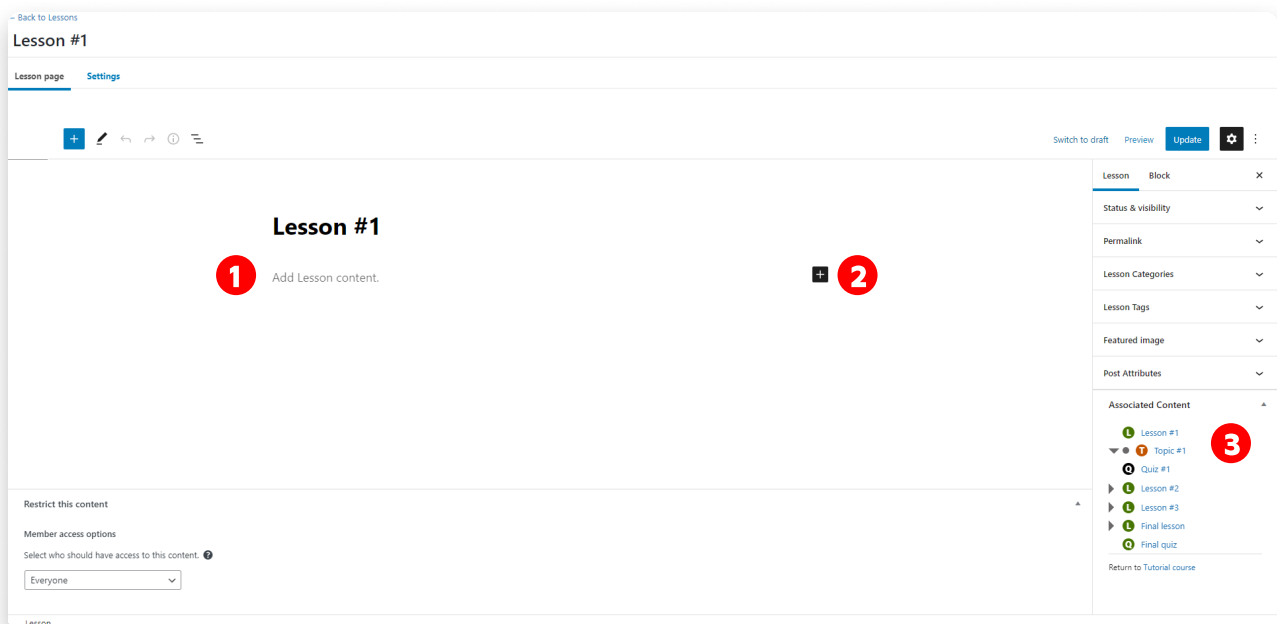


HOW TO EDIT A LESSON OR TOPIC

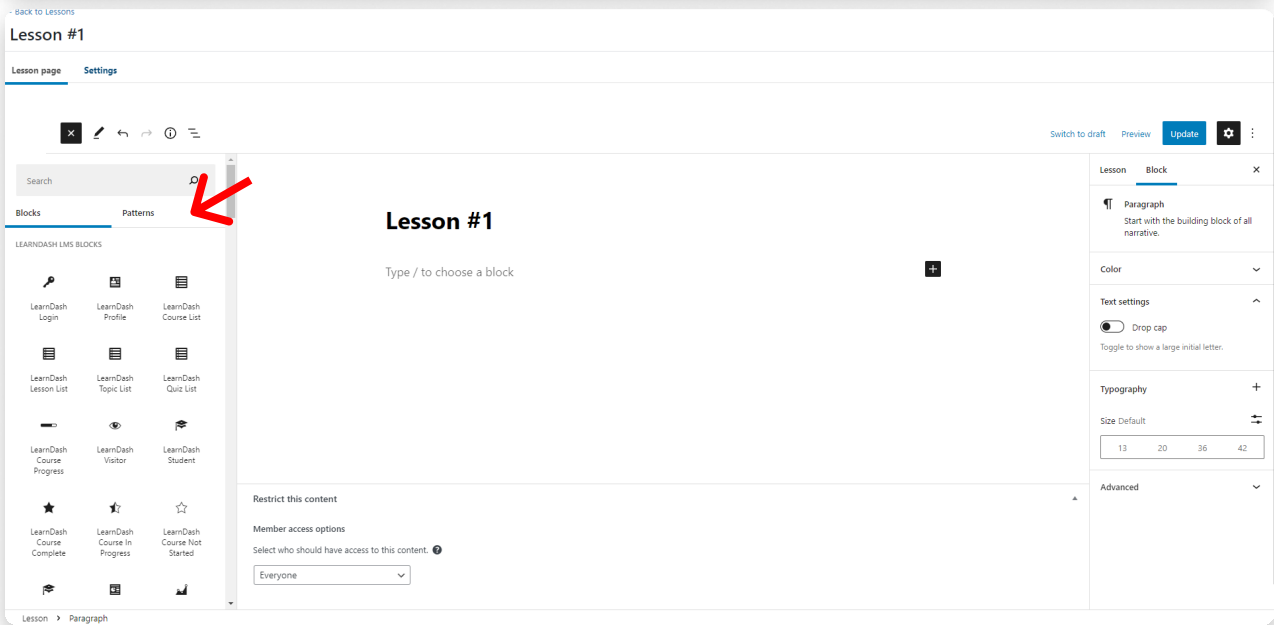
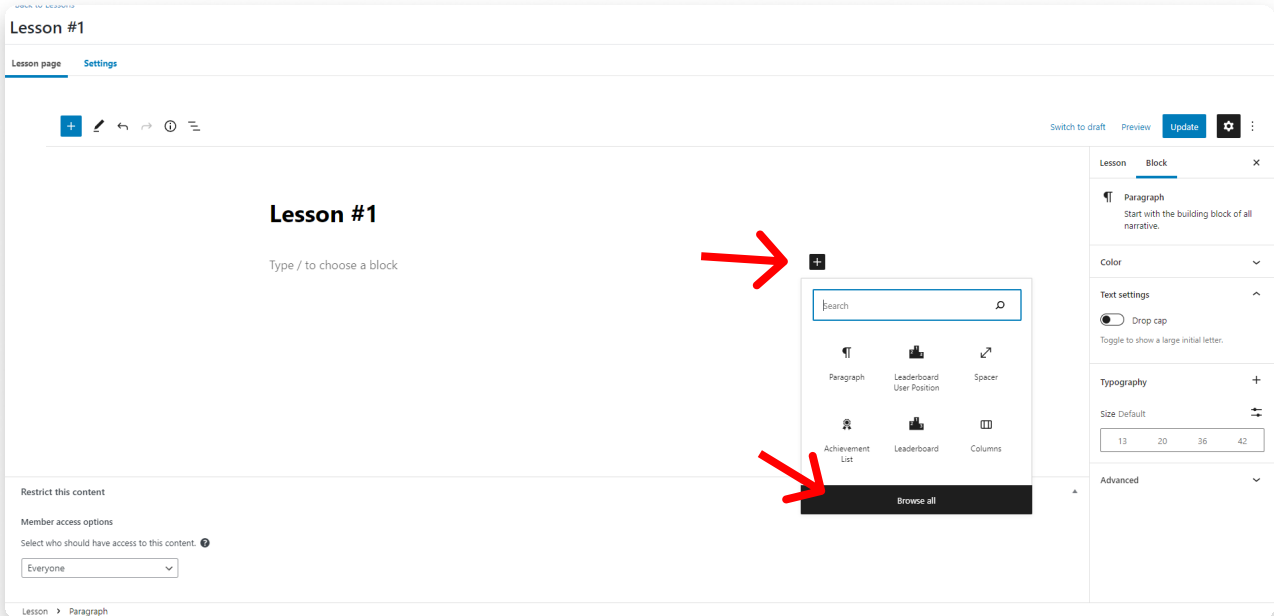
1. Click on the edit button in the course builder tab **(remember to save the course, before editing the lesson)**



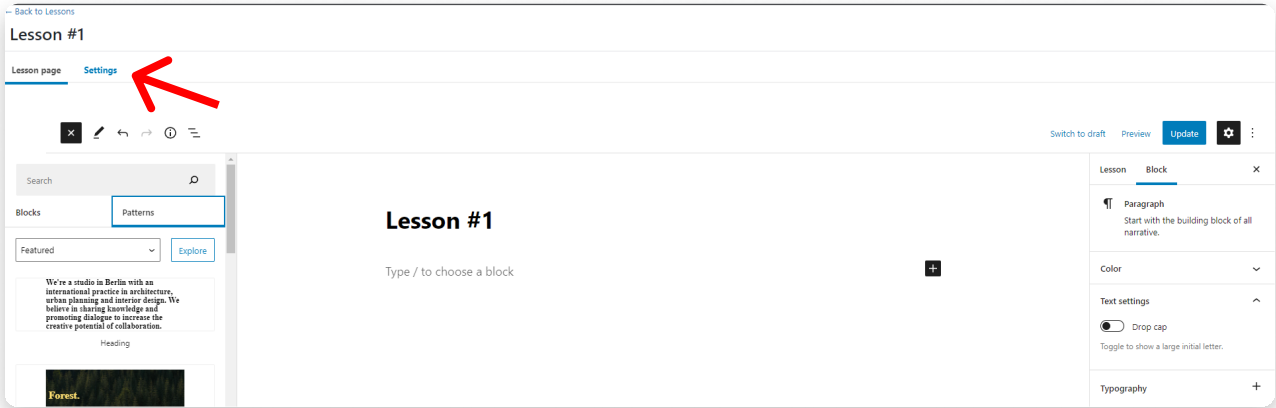
2. There are different options for lesson editing:
 - Add content in the lesson content box (1) by writing a paragraph or adding blocks by clicking the "+" on the right (2);
 - Switch between lessons/topics/quizzes by clicking them in the "Associated Content" box in the right sidebar (3).



After clicking “+” you can see some blocks ready to be used. If you click “Browse all” a left panel will appear and you can see all the available blocks.

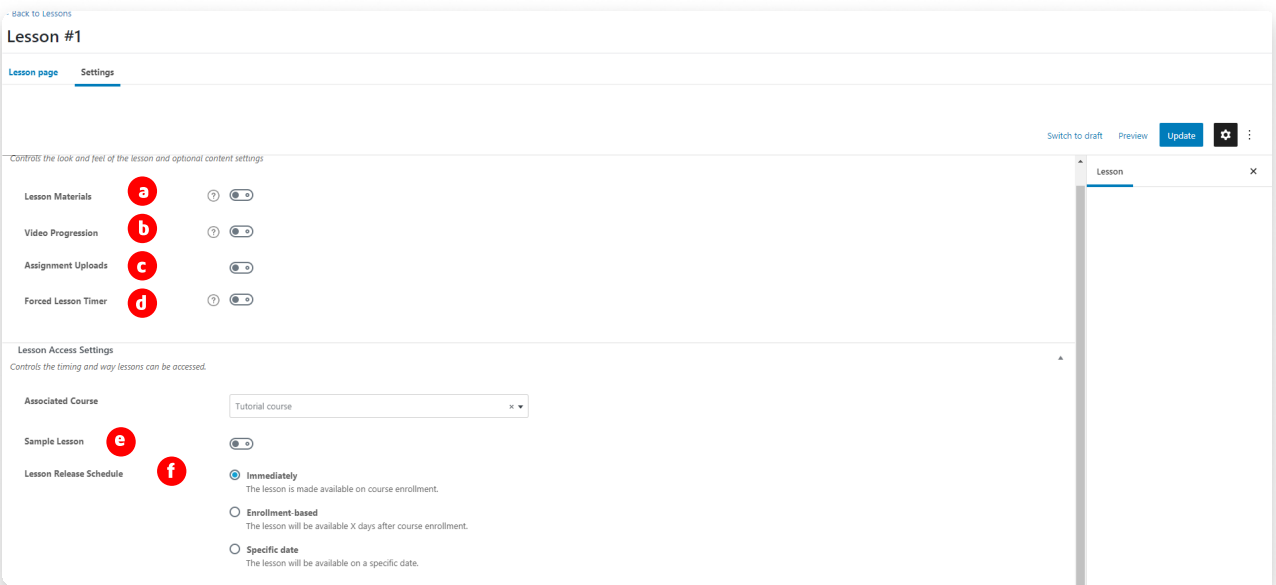


If you switch to the “Patterns” tab you can even find pre-compositions



3. Switching to the “Settings” tab it’s possible to change different settings:

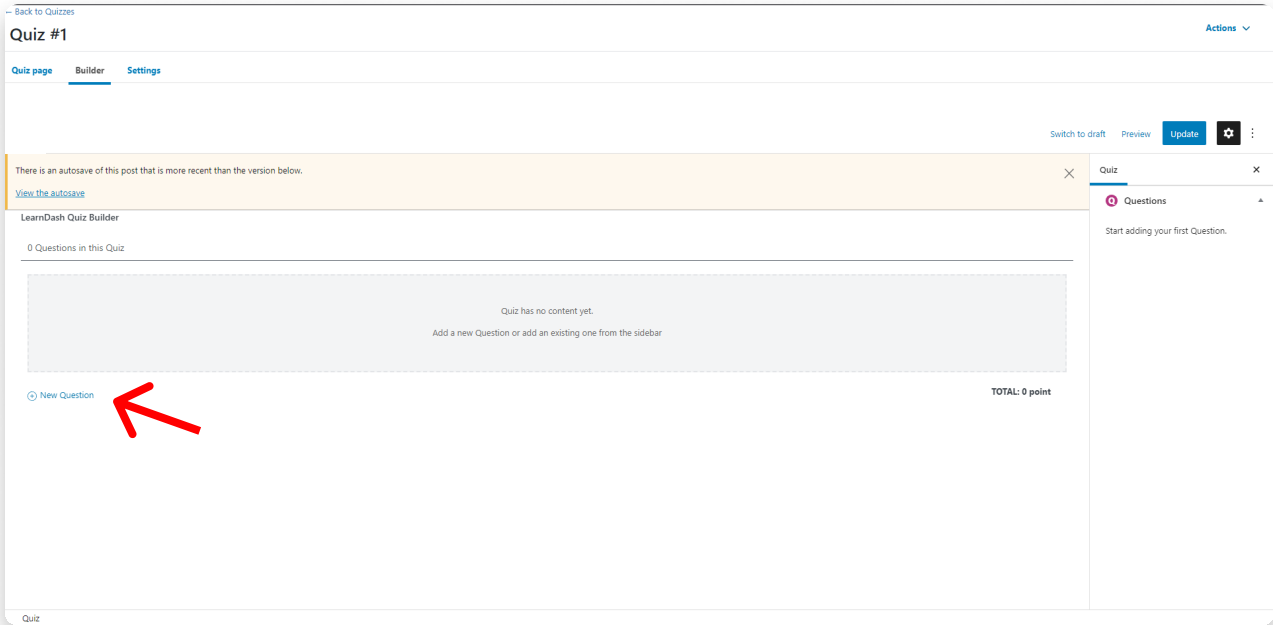
- a. Lesson Materials -> like the course materials but available only for that lesson;
- b. Video Progression -> this adds a video from URL that must be seen before accessing the content or to complete the lesson (it has some other settings);
- c. Assignment Uploads -> students can upload an assignment in different extensions to be set here for the lesson; these assignments can be automatically or manually approved by an admin or a team leader;
- d. Forced Lesson Timer -> with this settings the lesson cannot be marked as completed until the set time has elapsed;
- e. Sample lesson -> marks the lesson as sample and it can be seen by all visitors regardless of enrollment;
- f. Lesson Release Schedule -> indicates if the lesson is available immediately after the enrollment or after X days or on a specific date;



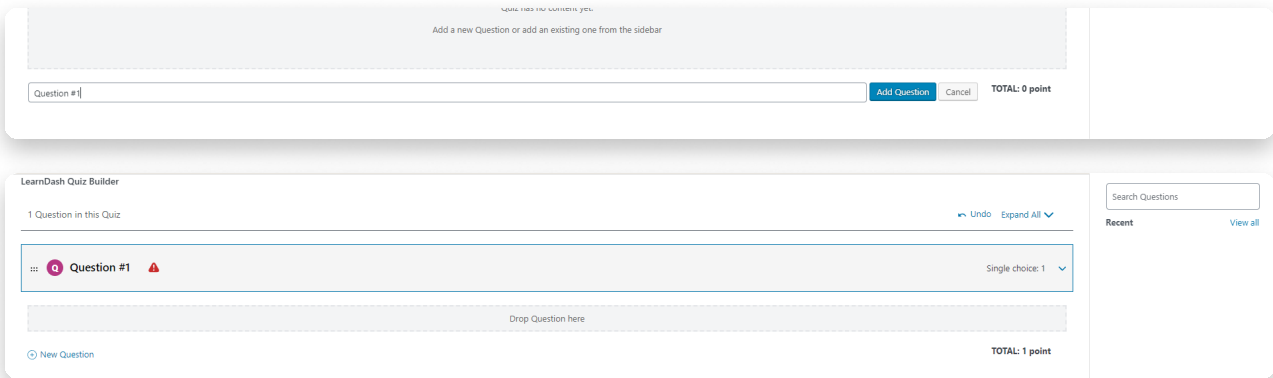
Let’s add something in the content and we’ll see it later in the full preview of the course

HOW TO EDIT A QUIZ

1. Click on the edit button in the course builder tab (**remember to save the course, before editing the quiz**);
2. Switch to the “Builder” tab.

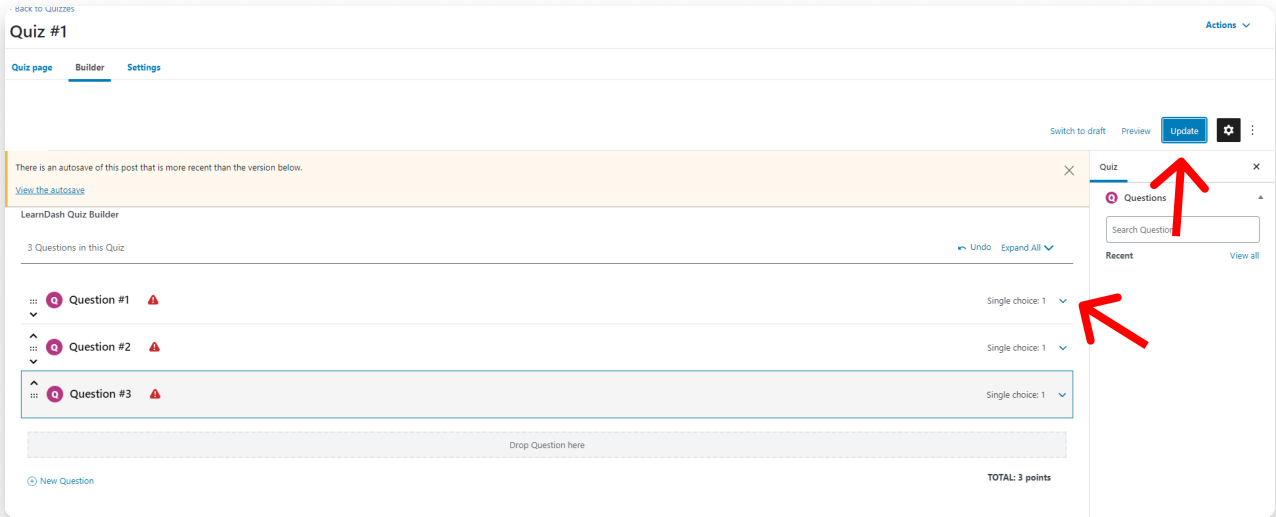


3. Click on “New Question” right at the bottom, name it and click “Add Question”

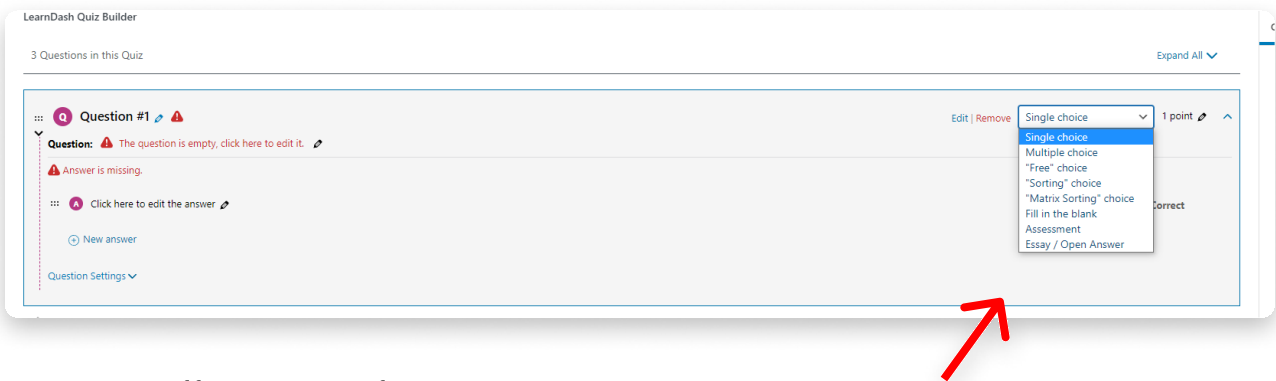


4. Add all the questions you need in the quiz and then click “Update” in the top right corner to save

5. Now click on the little arrow to the right of the question you wanna edit

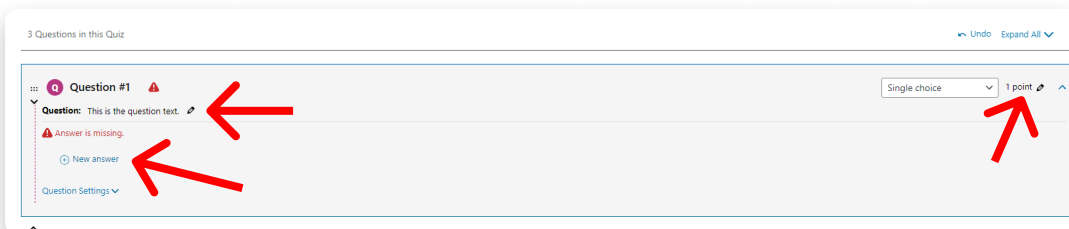


6. Edit the type of question by selecting from the dropdown menu on the right.

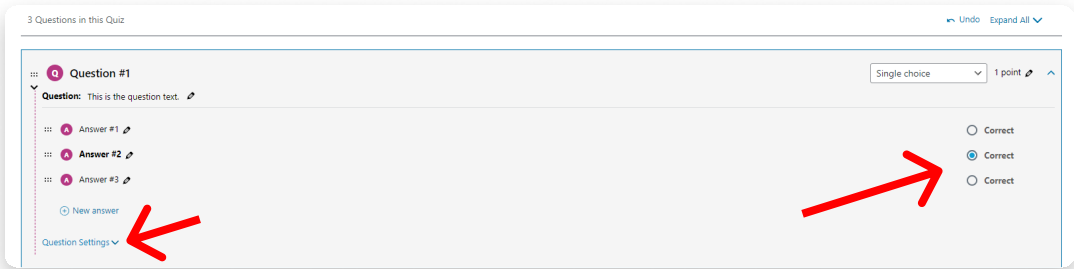


There are different kind of questions:

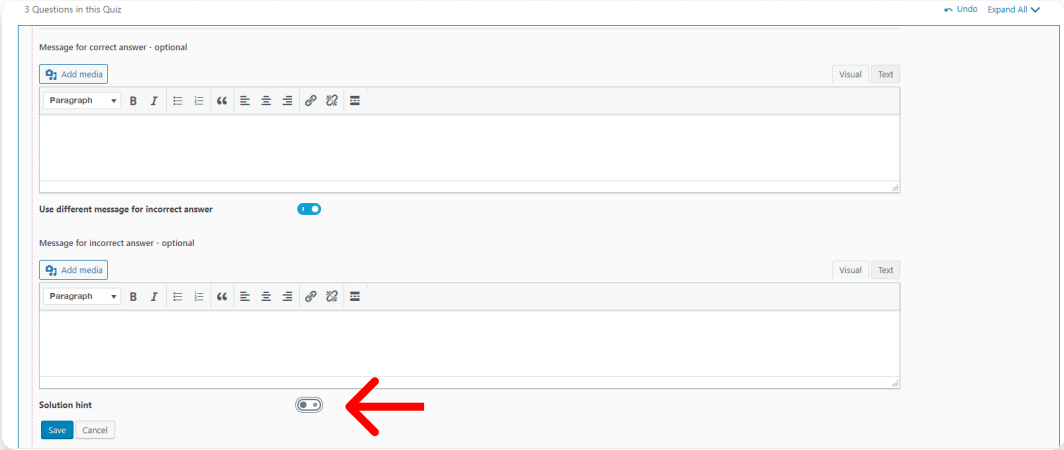
Single choice:



- You can edit the points given by correctly answering the question clicking the button in the top right corner;
- You can edit the question text clicking the button in the top left;
- You can add new answers clicking on "New answer" on the left.



- After you added the answers you have to select which one is correct selecting it on the right;
- If you click on question settings at the bottom left corner you can type in messages for the correct or incorrect answers;
- You can even add an hint for the question by clicking the button "Solution hint" in the bottom.



This is what should be the final result

This is the question text.

Answer #1

Answer #2

Answer #3

Multiple choice:

Similar to the single choice except there are more than one correct answers. The result will be like this:

This is the question text.

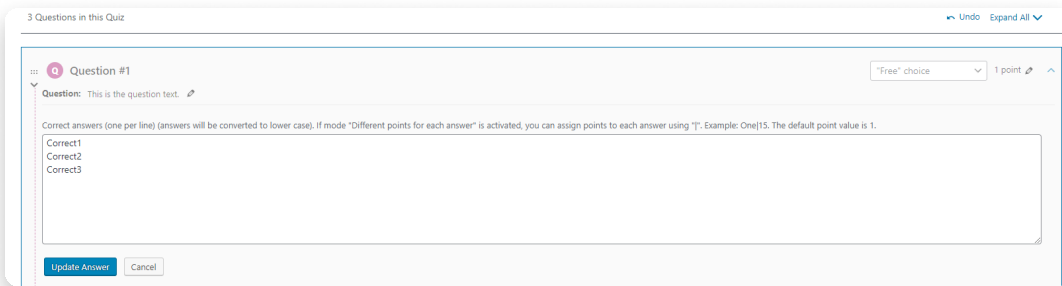
Answer #1

Answer #2

Answer #3

Free choice:

Similar to multiple choice but the answers must be short and typed in. You have to write all the correct answers (1 per line) on the back-end.

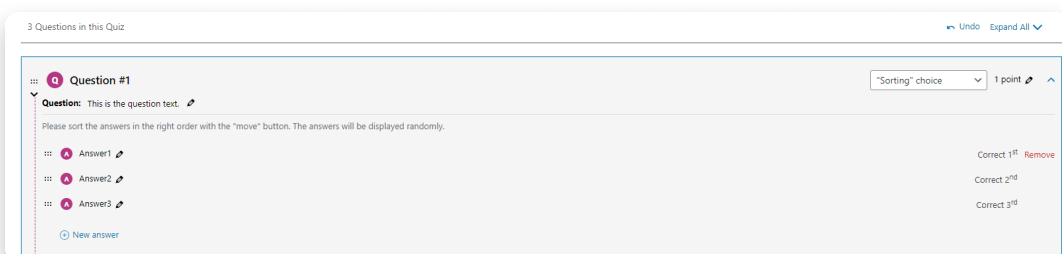


The result will be like this:

This is the question text.

Sorting choice:

The answers must be written in the correct order in the back-end and the student must sort them in the front-end.

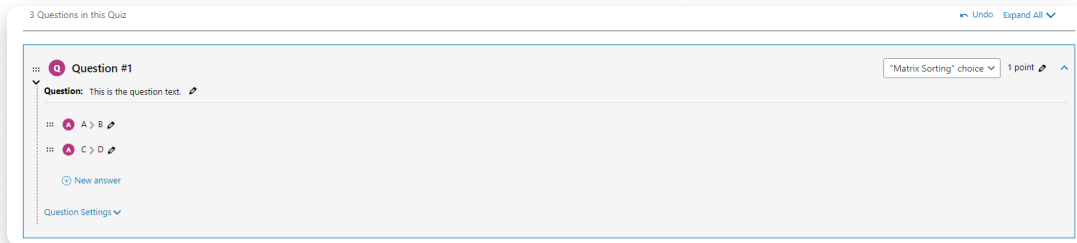


The result will be like this:

This is the question text.

“Matrix Sorting” choice:

You have to write a subject on the left and the correct answer on the right in the back-end, meanwhile the student need to place the correct answers in the right subject.

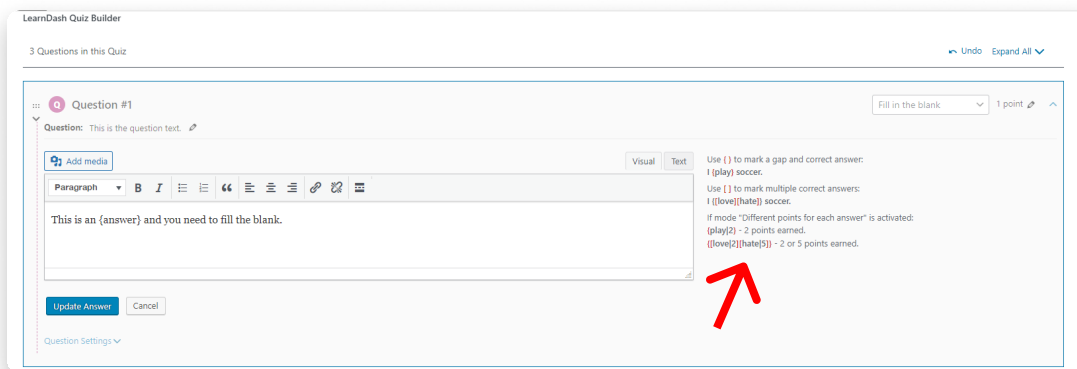


The result will be likes this:

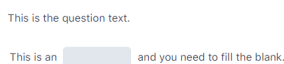


Fill in the blank:

Here you must use the right syntax (see the explanation on the right) to write the “blanks” that must be filled in and the correct answer students need to fill in



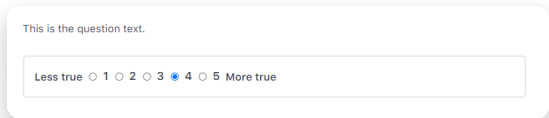
The result will be likes this:



Assessment:

Syntax-based like the “Fill in the blank” one, see the explanation while editing it.

The result will be likes this:

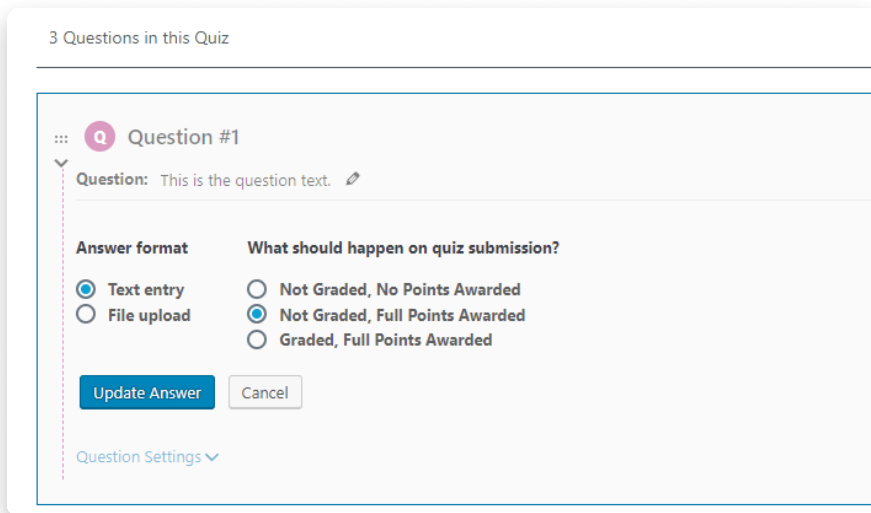


Essay / Open Answer:

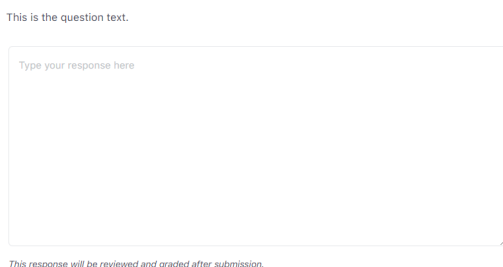
Classic textbox where students fill in the answer or upload a file to be graded automatically or manually by a teacher.

There are three types of grading methods:

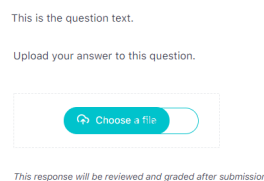
1. “Not Graded, No Points Awarded”:
 - a. The response will be reviewed and graded after submission;
2. “Not Graded, Full Points Awarded”:
 - a. The response will be awarded full points automatically, but it will be reviewed and possibly adjusted after submission.
3. Graded, Full Points Awarded”:
 - a. The response will be awarded full points automatically, but it can be reviewed and adjusted after submission.



The result will be likes this (textbox on the left and upload a file on the right):



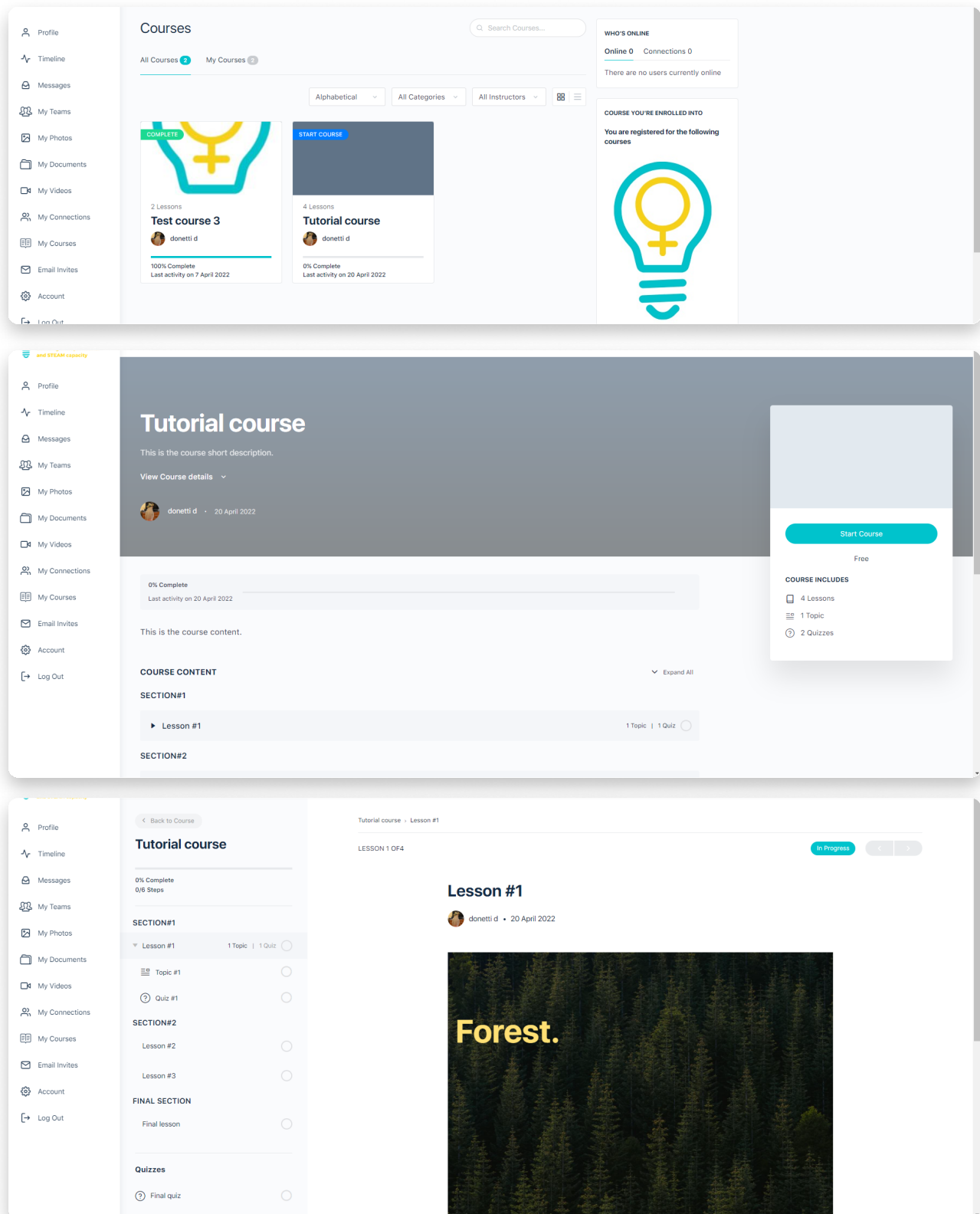
This response will be reviewed and graded after submission.



This response will be reviewed and graded after submission.

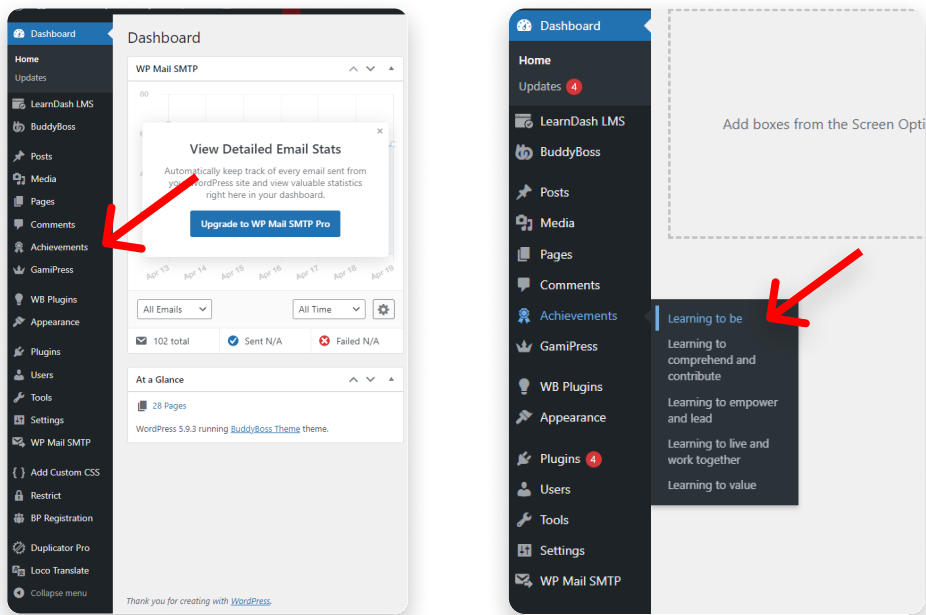
FINAL RESULT

This is the final result of our newly created course.

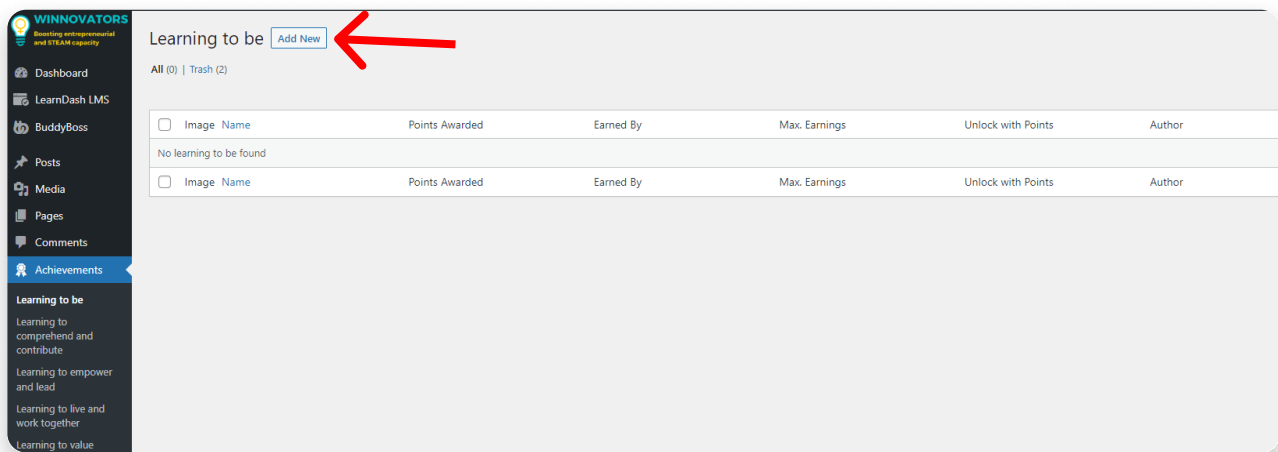


HOW TO CREATE AND ASSOCIATE A BAGDE TO THE COURSE

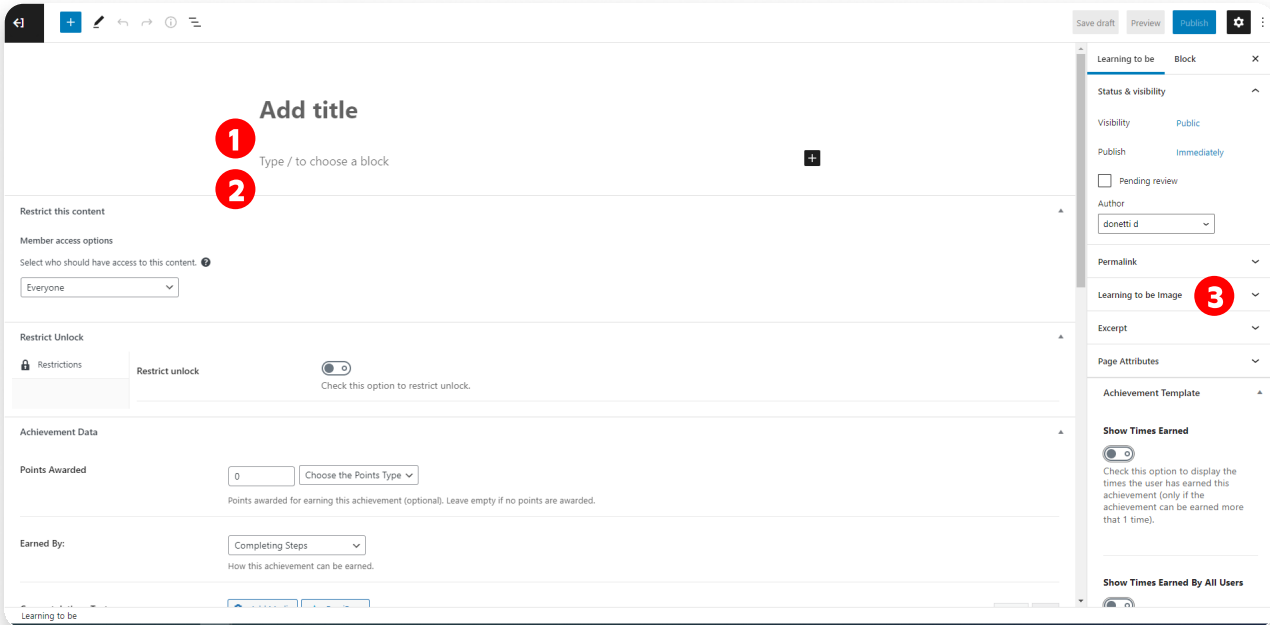
In our dashboard go to “Achievements” and click the type of badge you want to create (in this case “Learning to be”).



Click on “Add new” in the top left corner of the screen

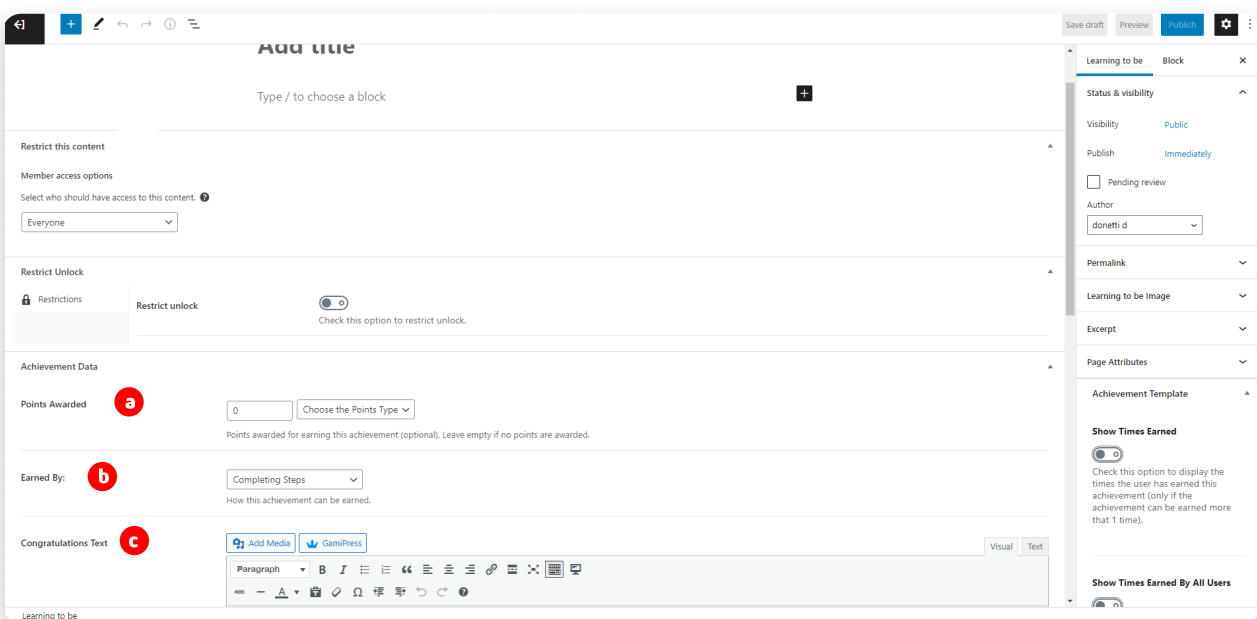


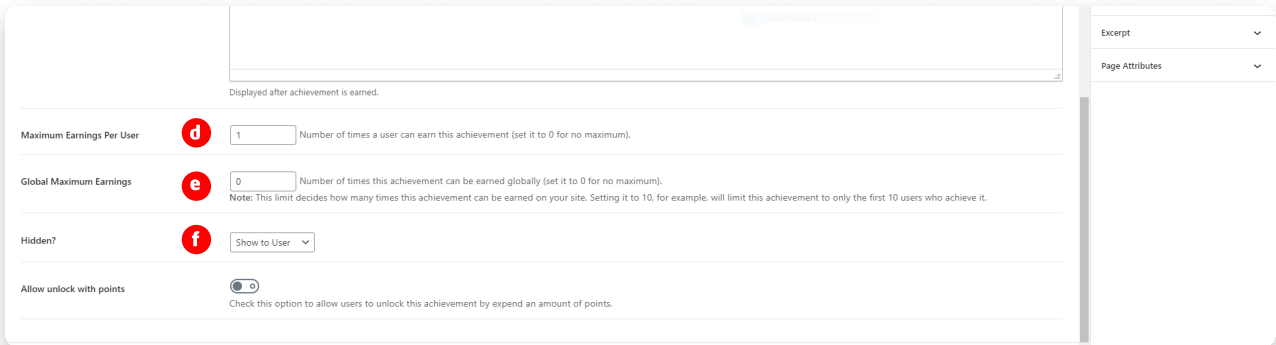
Fill in the name (1), the description (2) and the badge image (3).



Then if you need you can change:

- a. "Points awarded" -> points given when completing it;
- b. "Earned by" -> method to earn this achievement (here select "Completing Steps");
- c. "Congratulations Text" -> A congratulation text when received (optional);
- d. "Maximum Earnings Per User" (default 1)
- e. "Global Maximum Earnings"
- f. "Hidden?" -> if the achievement needs to be displayed on the general list;





Displayed after achievement is earned.

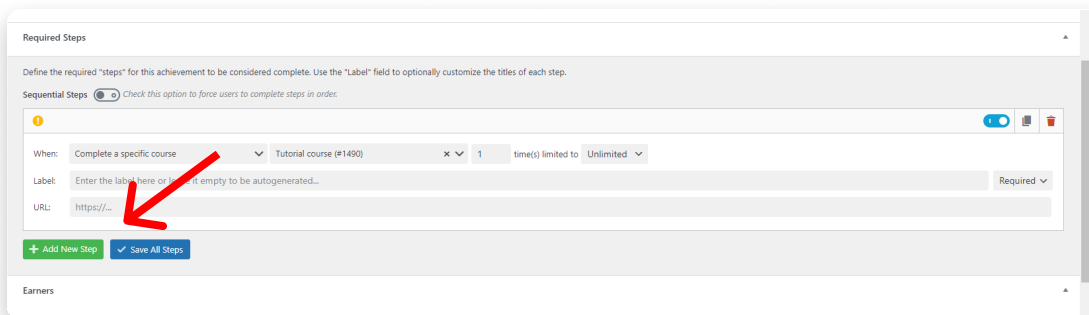
Maximum Earnings Per User d Number of times a user can earn this achievement (set it to 0 for no maximum).

Global Maximum Earnings e Number of times this achievement can be earned globally (set it to 0 for no maximum).
Note: This limit decides how many times this achievement can be earned on your site. Setting it to 10, for example, will limit this achievement to only the first 10 users who achieve it.

Hidden? f

Allow unlock with points Check this option to allow users to unlock this achievement by expend an amount of points.

Now go to the “Required Steps” section and click the green button “Add New Step”.



Required Steps

Define the required “steps” for this achievement to be considered complete. Use the “Label” field to optionally customize the titles of each step.

Sequential Steps Check this option to force users to complete steps in order.

When: Complete a specific course x time(s) limited to

Label: Required

URL:

Earners

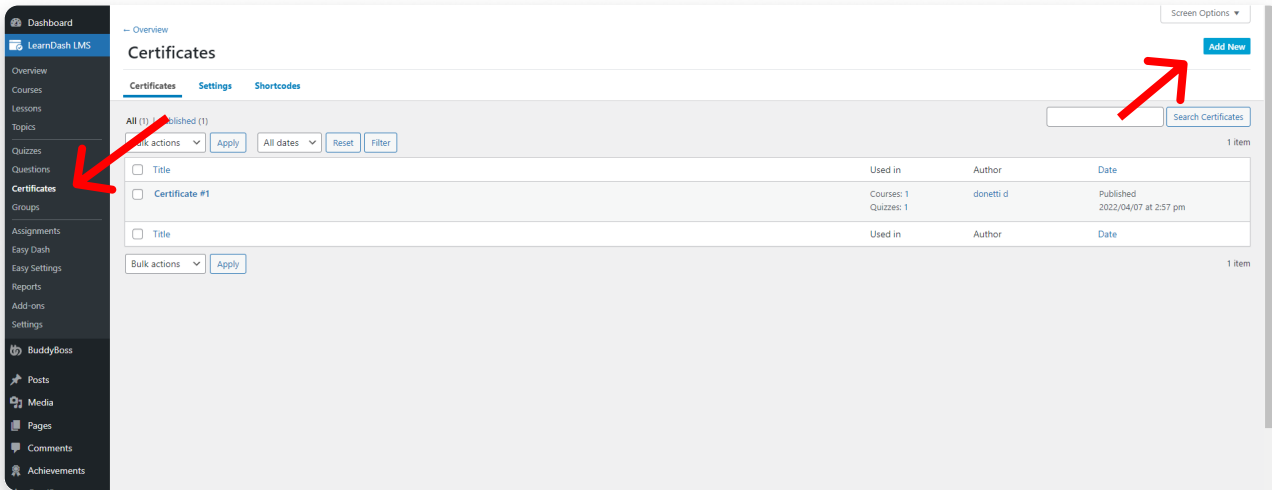
Then on “When” dropdown menu search for “Complete a specific course” and select it.

Now select the course by name and write if you want a text in the “Label” textbox where you specify the criteria for getting this badge (you can leave empty and it will be autogenerated).

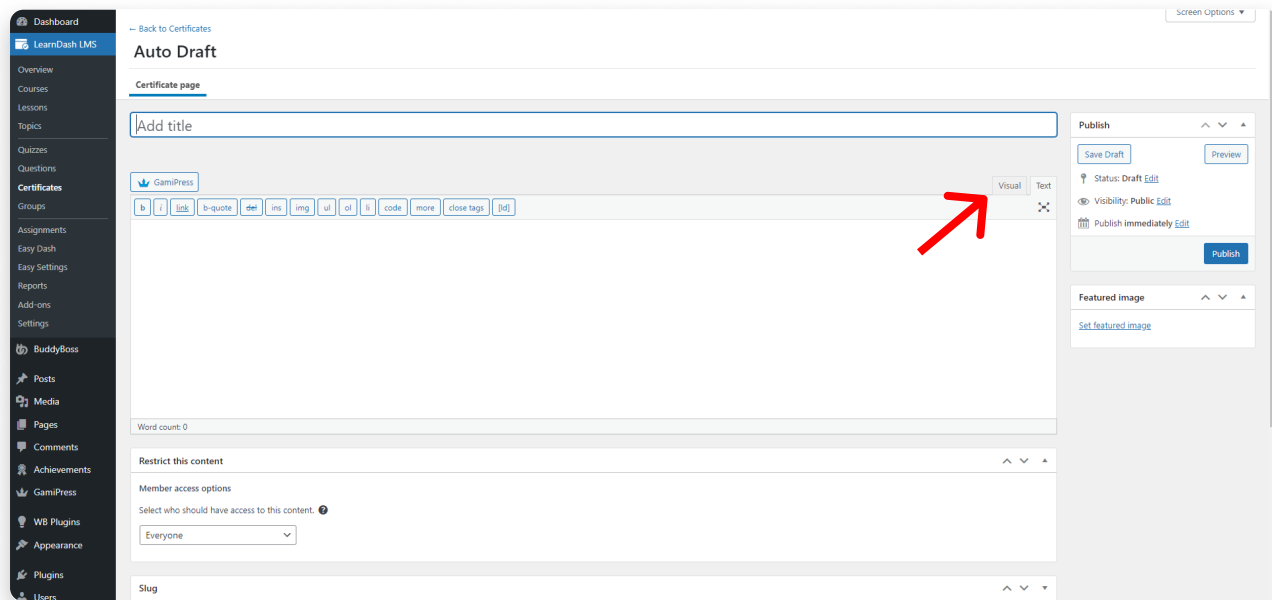
Click the blue button “Save All Steps” and it’s done.

HOW TO CREATE AND ASSOCIATE A CERTIFICATE TO YOUR COURSE

From the dashboard go to “LearnDash LMS” and then click “Certificates”



Click on “Add New” in the top right corner.

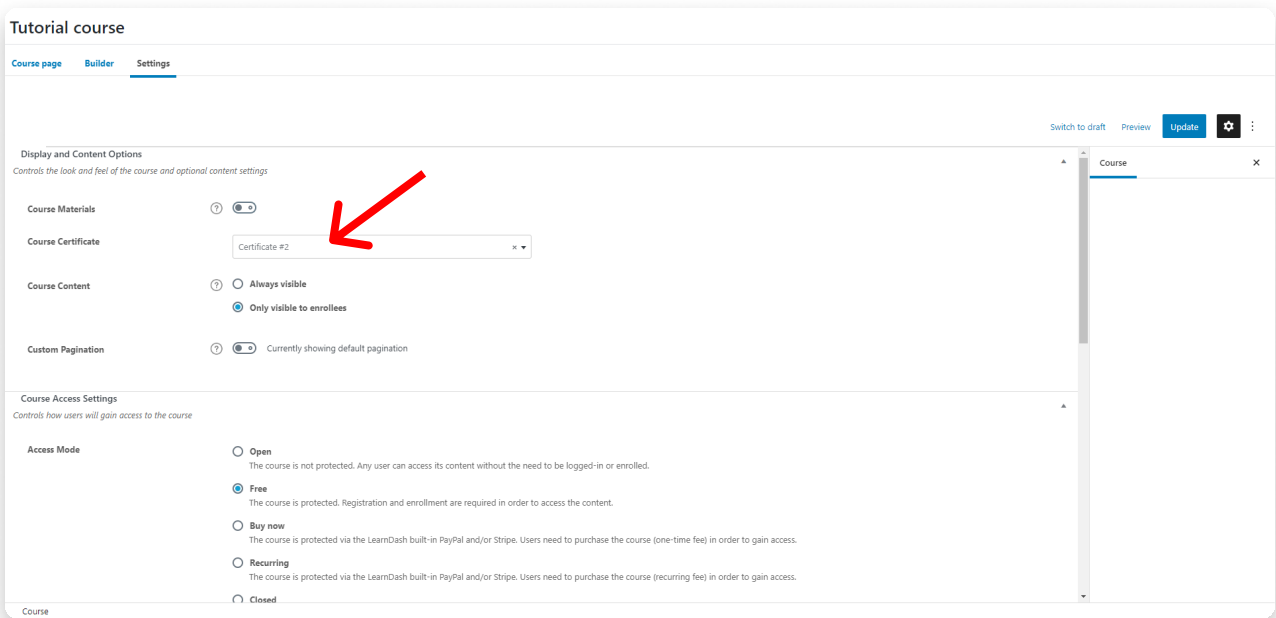


Add the title and you can start adding the certificate content on the textbox underneath. If you click on “Visual” at the top right corner you can work easily with the content already formatted.

If you scroll at the bottom and go to the “LearnDash Certificate Options” section, you can also set the PDF page size of the certificate and the orientation.

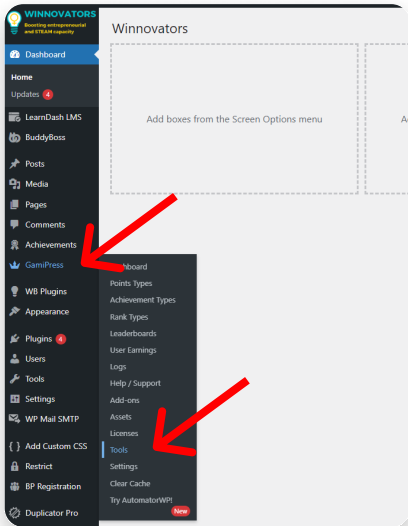


Click on the blue button “Publish” at the top of the page for save. Now you can go back to the course settings and assign it from here (see image below).

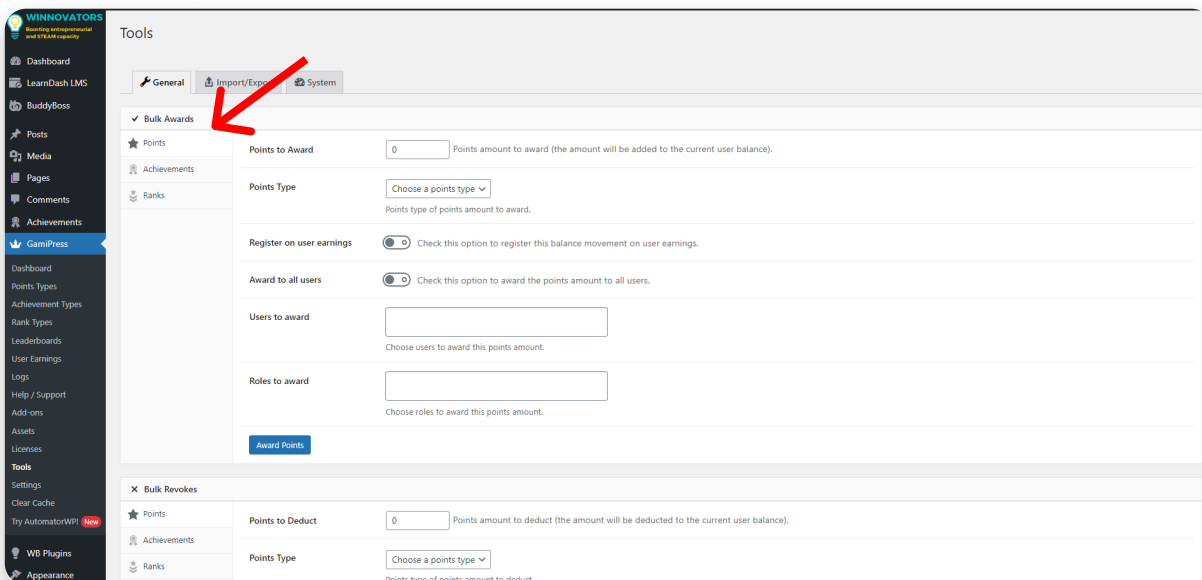


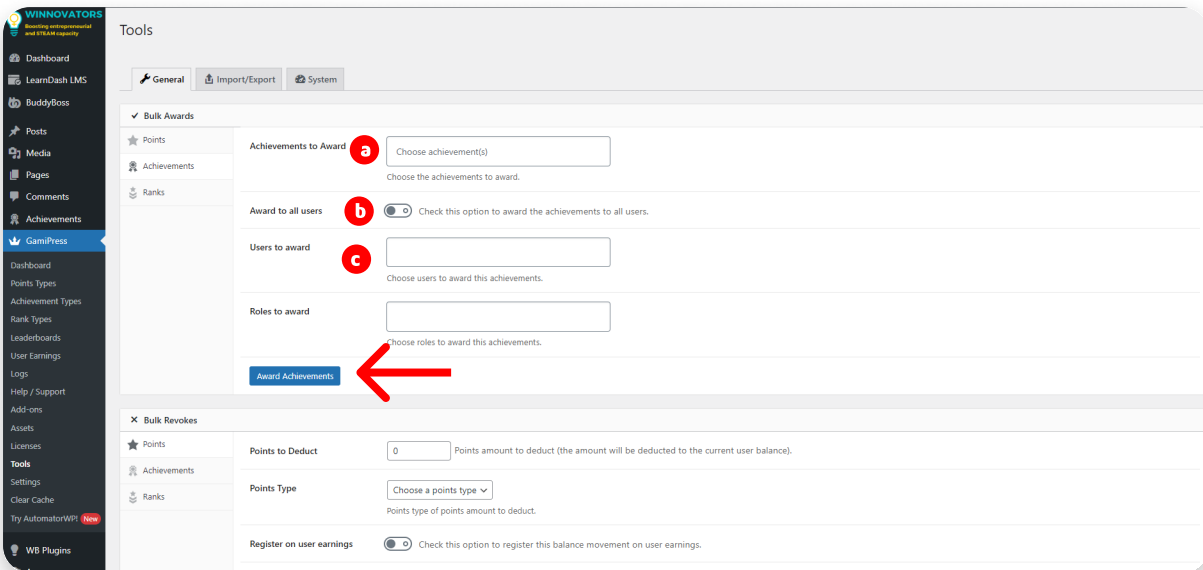
HOW TO MANUALLY GIVE AND REVOKE ACHIEVEMENTS (OR BADGES) & POINTS

From the dashboard go to “Gamipress” and then click “Tools”



If you want to give achievements, click on “Achievements”, otherwise click on “ Points”. The procedure is the same with both revoking or giving achievements or points.

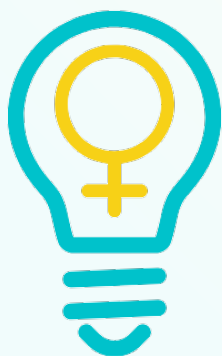




Then you can change:

- a. The list of achievements (or number of points if you are giving/ revoke points) that you want to give/ revoke;
- b. Check this box if you want to give/ revoke to all users;
- c. Indicates the users that will receive or get revoked the achievements/points.

Then click on “Award Achievements” to confirm.



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