



Centre Manager Basics

Course Builder

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 and import SCORM packages. With you also being able to map criteria to the quizzes to automatically update learner progress, it's the easy way to build interactive content learners will love.

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 both of the above roles whereas any course still in Draft mode will only be accessible by its creator.

Creating a course

1. Select **Courses** from the left-hand menu.



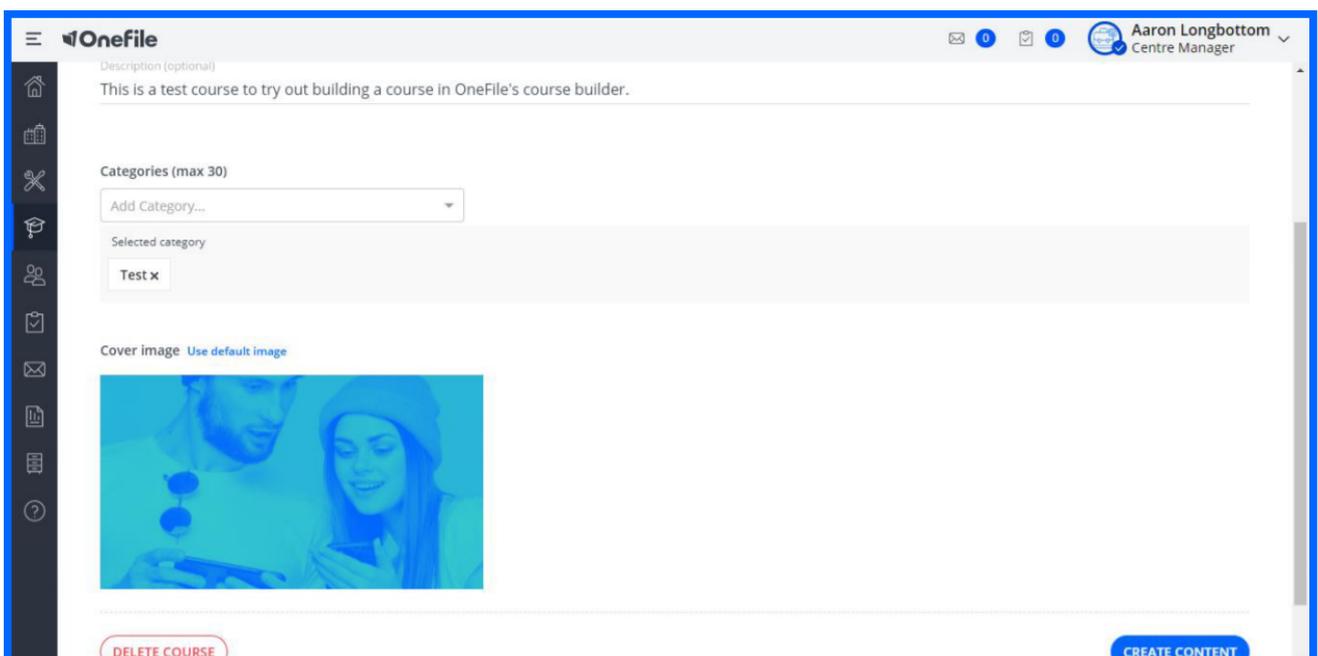
2. From the **My Courses** page, select **Create**.



3. Complete the **Course Details** page by providing;

- Course Name
- Course Description
- Cover Image
- Course Categories

4. Once you are ready to create the content, select **Create Content**.



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

Modules and Pages

Courses are broken down into Modules and Pages. Modules are a way of creating sections in your course whereas Pages contain the learning content.

1. Title your modules by selecting the box **Add Module**, once a title has been given click anywhere on your screen and your changes will save automatically

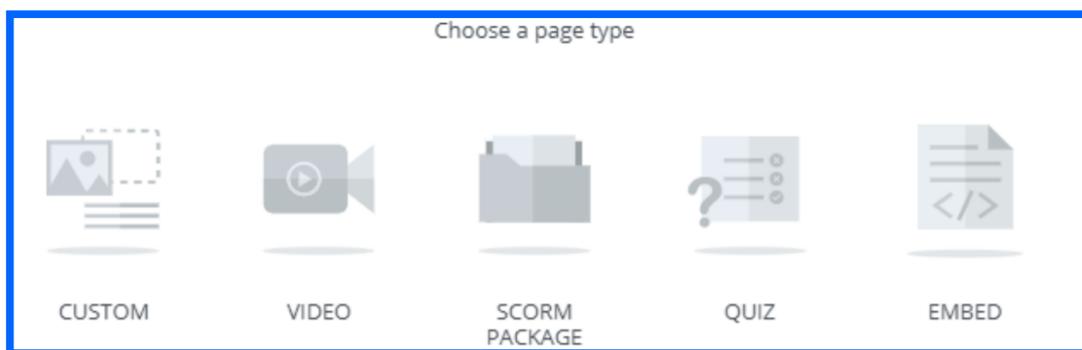
A screenshot of a module title box. The text inside the box reads "Module 1: Add module". The box has a blue border and a light gray background.

Module 1: *Add module*

2. Once you want to add pages to a module, select the **Blue +** button.



3. Choose the **Page Type** you want to add from the options.



Page Types

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. You can resize or move elements around the page by selecting and dragging the borders or corners of that element.

Video Pages

Here you can embed YouTube or Vimeo videos as a whole page by entering the URL. Anything from lectures to instructional videos. The videos will fill the entire page.

SCORM Packages

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

Embedded Pages

Upload and embed links to Google Docs, Sharepoint and Office 365 documents and resources.

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Quiz Pages

You can create your own interactive quiz by creating questions, setting the answer, setting the pass mark and you can also 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 (one correct answer)

-Multiple Selection (one or more correct answers)

-True or False (one correct answer from two options)

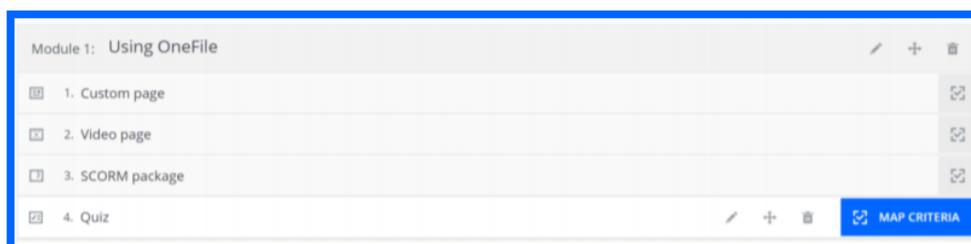
-Short input answer (users can type an answer that must match the correct one)

Previewing a Draft Course

You can preview a course to see how it would look for your learners by selecting the **Preview** button. Here you can move through the pages using the arrow buttons at the bottom of each page. To stop the **Preview**, select the **X** at the top right of the page.

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. Learner's 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

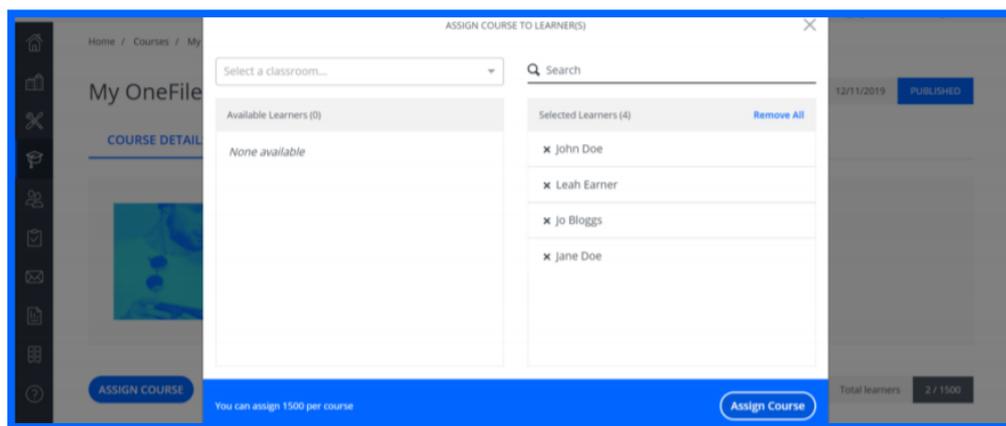
Once you have published a course, it can then be assigned to learners. Please note that when a course has been published, it can no longer be edited. You can create a new version of that course by Duplicating and editing the new version before re-publishing.



Assigning a Course

From the **My Courses** page, you can assign courses to learners. You can either hover over a course and an **Assign** button will appear. You can also assign courses from the **Course Details** page once you have selected a course from the **My Courses** page.

Select **Assign Course** button to see all the learner's you can assign the course to. Click a learner to move them to the **Selected Learners** on the right-hand side. You can filter by name or class. To finish, select **Assign Course**.



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