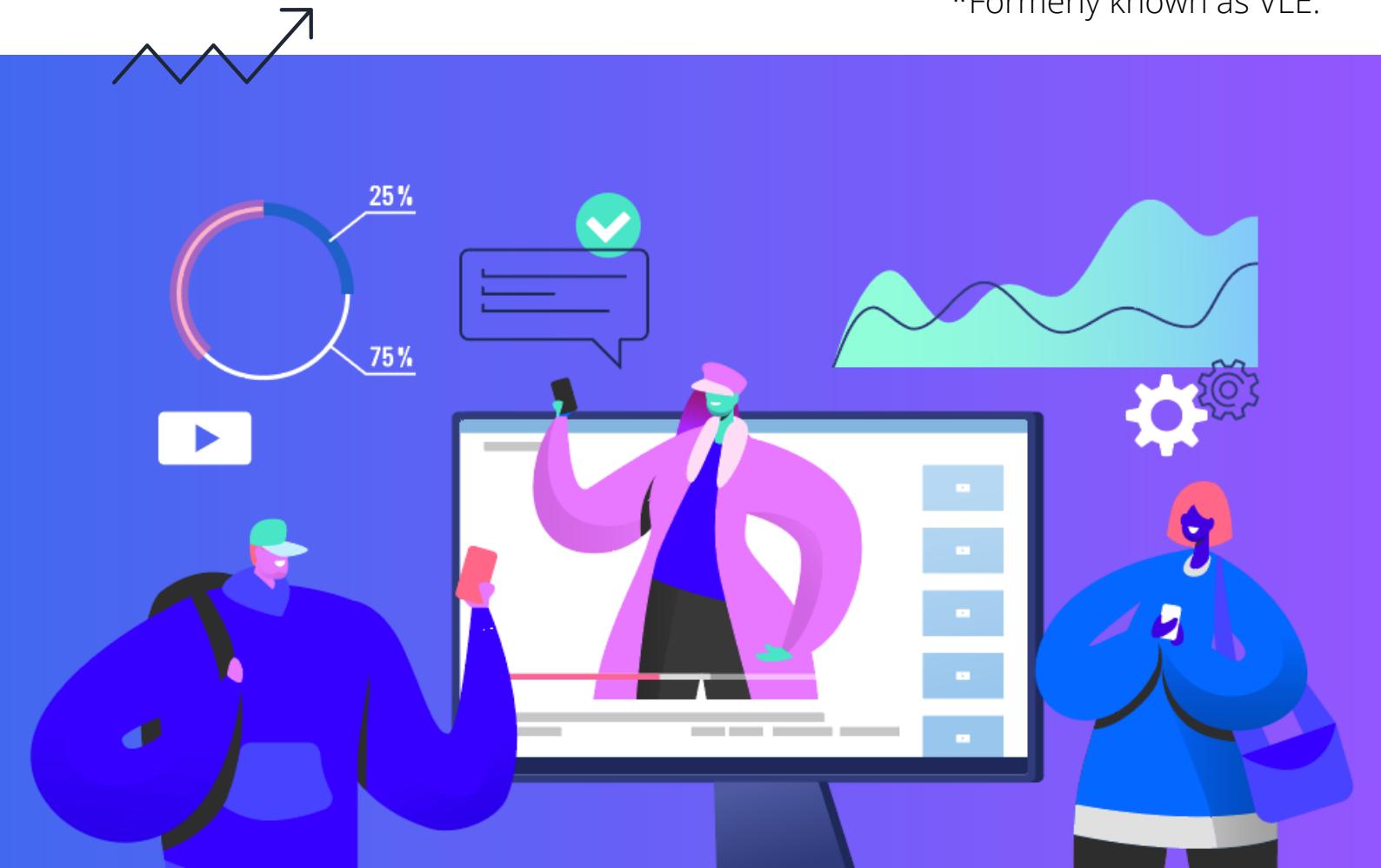


# Welcome to **COURSES**



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

## User Restrictions

Only centre managers and assessors (if they have the VLE tutor permission enabled on their account), can create and assign courses. Courses that are in draft mode whilst they are being built can only be seen by that user. Once published, they will be visible to all centre managers and assessors, 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. This guide will walk you through the process of creating and assigning a course to learners to complete.

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 screenshot shows the 'MY COURSES' section of the OneFile Learning Hub. On the left is a vertical sidebar with icons for Home, Courses, Categories, Filter, Search, Order, Name Ascending, and a list icon. The main area displays eight course cards:

- APPRENTICESHIP INDUCTION** (Published) - October 27, 2018. 3 learner(s) assigned.
- APPRENTICESHIP SOFT SKILLS** (Published) - March 20, 2019. 1 learner(s) assigned.
- COMMUNICATION** (Published) - October 27, 2018. 2 learner(s) assigned.
- CUSTOMER SERVICE - MOCK EXAM** (Published) - October 28, 2018. 2 learner(s) assigned.
- CUSTOMER SERVICE** (Be Published) - Customer Service logo.
- Learner Induction** (Draft) - Learner Induction logo.
- Quiz Time** (Published) - Minion character with text 'Let's have some fun!'.
- Organisational Chart** (Published) - A hierarchical organizational chart showing roles like Director, Manager, Team Leader, Supervisor, and Operators.

At the top right are 'IMPORT' and 'CREATE' buttons.

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. On the left is a vertical toolbar with icons for home, file management, categories, users, reports, and help. The main area displays a course titled 'Test' with the following details:

- Description (optional):** This is a test course to try out building a course in OneFile's course builder.
- Categories (max 30):** A dropdown menu labeled 'Add Category...' and a box labeled 'Selected category' containing 'Test'.
- Cover image:** A placeholder image showing a man and a woman looking at a smartphone.
- Actions:** Buttons for 'DELETE COURSE' (red) and 'CREATE CONTENT' (blue).

## Modules and pages

Our courses are broken down into modules, making it easier for your learners. 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.

Choose a page type



CUSTOM



VIDEO



SCORM  
PACKAGE



QUIZ



EMBED

# What types of pages can I build?

## Custom pages

A custom page allows you to add your own text, upload images and embed YouTube or Vimeo videos into your course. Select the relevant icon on the selection bar at the top of the page to insert an object. Once added, you can drag and drop it into place, as well as control its size using the grid layout on the page.

The screenshot shows a 'Custom page' editor interface. At the top, there are icons for back, forward, and close, followed by the title 'Custom page'. Below the title are buttons for 'Show grid' (which is turned on), 'TEXT', 'IMAGE', and 'VIDEO'. On the right, it says 'All changes saved'. The main area contains a text box with the heading 'Example custom page' and some sample text. To the right of the text box is a large image of a woman smiling while looking at her phone.

## 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.

The screenshot shows a 'Video page' editor interface. At the top, there are icons for back, forward, and close, followed by the title 'Video page'. Below the title is a field for 'VIDEO URL' containing the link 'https://www.youtube.com/watch?v=FwpbsfHd25A'. On the right, it says 'All changes saved'. The main area features a video player with a play button. To the left of the video is a portrait of a man named Andrew Barker, described as a 'Learner at Apprenticeship Academy'. To the right is a circular progress bar with the text '50%' and the words 'your progress'. At the bottom, there are sections for 'Completed Tasks' and 'Assessments', each with a progress bar. There are also 'Watch later' and 'Share' buttons. A 'YouTube' logo is in the bottom right corner. At the very bottom, there is a navigation bar with a back arrow and the text 'Previous: Custom page'.

## 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.



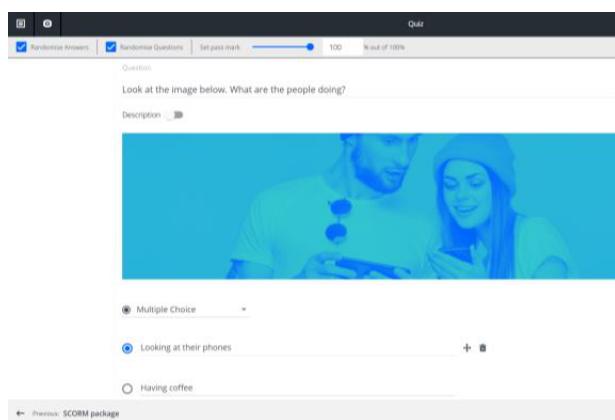
The screenshot shows a SCORM package interface. At the top, there's a dark header bar with the text "SCORM package". Below it is a white header section with "Week 1" on the left and the "OneFile" logo on the right. A blue navigation bar follows, containing a user icon and the text "Welcome to the Course". The main content area features a large play button icon in the center. Below the play button is a video player control bar with a play button, a progress bar from 00:00 to 02:01, and a volume icon. At the bottom of the content area, there's a caption: "Watch this introductory video, as the OneFile team talk you through the course and talk more about what you're going to learn, and how you'll go about learning it."

## Quiz pages

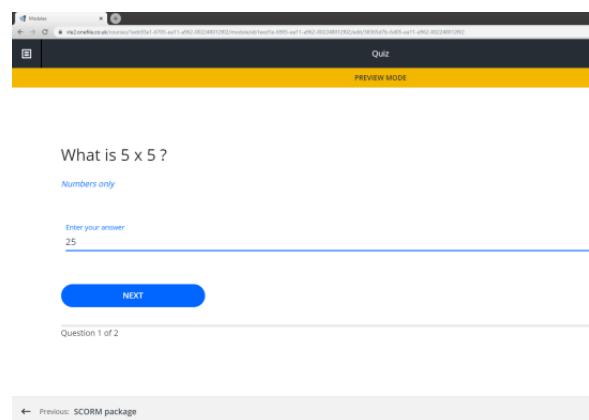
You can create questions for your learner to answer, and their results are automatically displayed at the end. You can choose to randomise the order of questions and answers, as well as set a pass mark they need to hit to progress through your course.

We currently support the following question types:

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



The screenshot shows a quiz page. At the top, there are settings for "Randomise Answers" and "Randomise Questions", a "Set pass mark" slider set to 100, and a progress bar showing "9 out of 100%". Below this is a "Question" section with the text "Look at the image below. What are the people doing?". There's a "Description" field with a link icon. Below the question is an image of two people looking at a smartphone. At the bottom, there are two radio button options: "Multiple Choice" and "Looking at their phones". There are also buttons for "Having coffee" and "Next". At the very bottom, there's a footer with "← Previous: SCORM package".

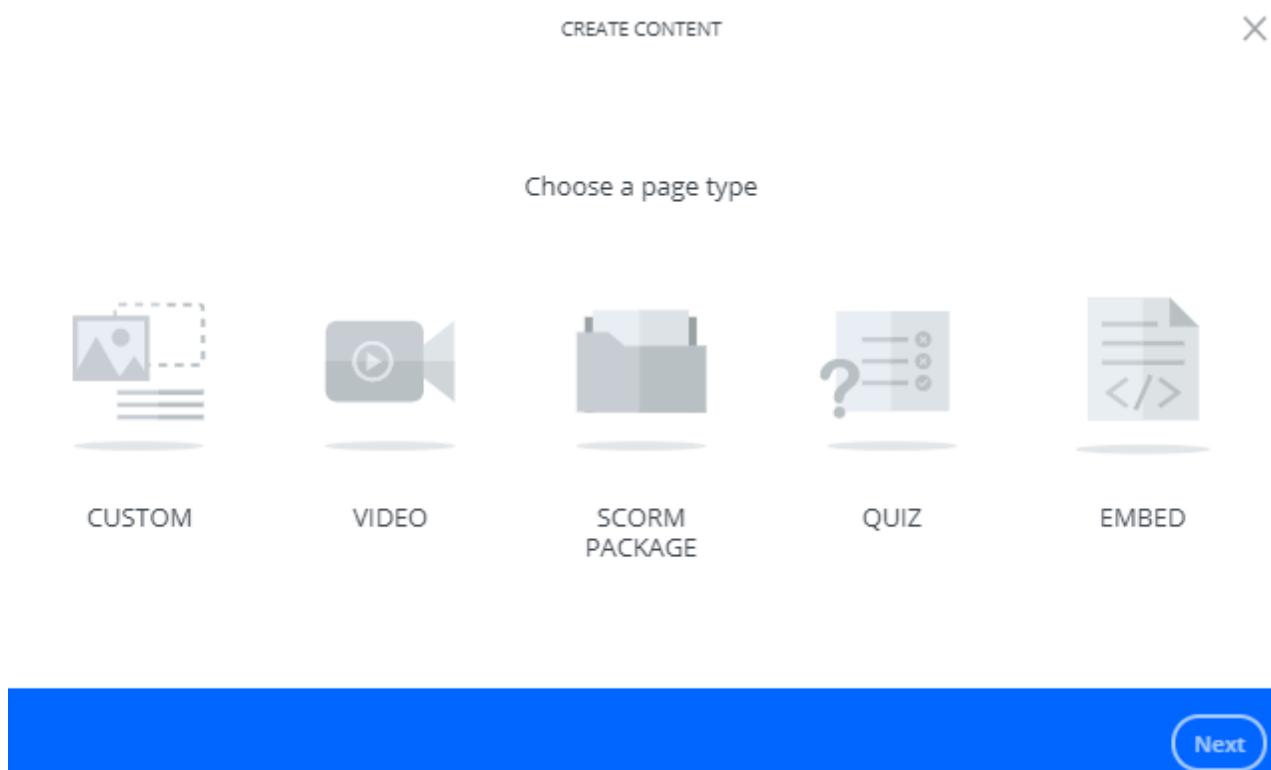


The screenshot shows a quiz page in "PREVIEW MODE". It features a question: "What is 5 x 5 ?" with a note "Numbers only". Below it is a text input field with the number "25" and a "NEXT" button. At the bottom, there's a footer with "Question 1 of 2" and "← Previous: SCORM package".

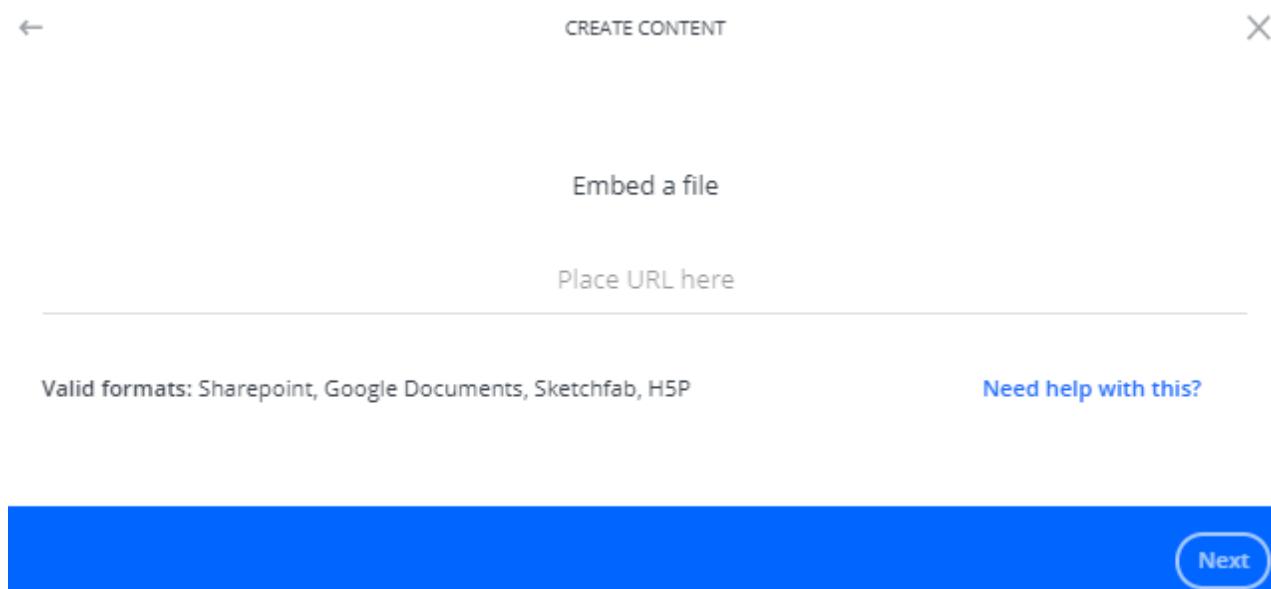
## Embed pages

There's now the option to embed a link to Google docs, SharePoint, Office 365 and more, such 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 courses pages using the arrow buttons at the bottom of the screen. To exit the preview, click the '**X**' in the top right corner of your screen.

Custom page

PREVIEW MODE

**Example custom page**

Custom pages are great for providing the learner with the learning outcomes the course is planning to cover, an overview or summary of information, as well as providing a clear prompt or explanation to the learner before they have to watch a video, or fill in a quiz.

You can also hyperlink and direct learners to different pages on the Internet that might give them the answers they need: [click here to visit OneFile's website](#).

*Have a think about the different ways that you can use it with your learners!*



Next: Video page →

## Mapping criteria

A useful feature of the course builder, is that you can map pages in your course to specific criteria from qualifications on your centre. For example, you can have a learner's progress increase if they answer a multiple-choice quiz in your course when they achieve the 100 pass mark.

My OneFile Course

**PREVIEW** **PUBLISH**

**COURSE DETAILS** **MODULES**

Module 1: Using OneFile

1. Custom page	<input type="checkbox"/>
2. Video page	<input type="checkbox"/>
3. SCORM package	<input type="checkbox"/>
4. Quiz	<input type="checkbox"/>

**MAP CRITERIA**

**+**

## 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 course landing page, to assign a course, you will need to hover over the course you want and click the '**Assign**' button. This will take you to the course information section, where you can see which learners are assigned to the course and how much progress they've made.

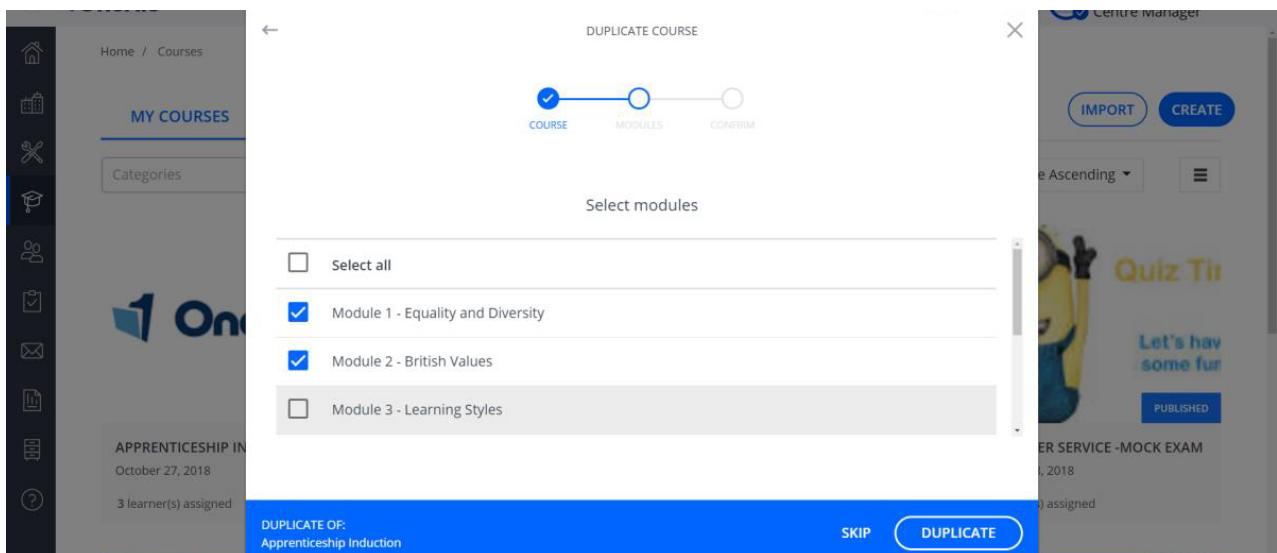
The screenshot shows the 'My OneFile Course' page. On the left is a vertical toolbar with icons for Home, Courses, My Courses, Assign Course, Learner Management, Classroom, Reports, and Help. The main area displays course details: 'My OneFile Course', 'COURSE DETAILS' tab selected, 'MODULES' tab, a thumbnail image of two people, 'Description' (a test course), 'Categories' (Test), and 'Progress' (0%). Below this is an 'ASSIGN COURSE' button, a search bar, and a table showing learner assignments. The table has columns: 'Learner Name', 'Assigned Date', 'Date Started', 'Date Finished', 'Activities Passed', and 'Progress'. It lists one learner, 'Customer Service Hub', with a progress of 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. You can also search for learners by name or by class. To finish, press the '**Assign Course**' button.

The screenshot shows the 'ASSIGN COURSE TO LEARNER(S)' modal window. It includes a dropdown for 'Select a classroom...', a search bar, and a list of 'Selected Learners (4)'. The learners listed are John Doe, Leah Earner, Jo Bloggs, and Jane Doe, each preceded by a red 'X' icon for removal. At the bottom of the modal is an 'Assign Course' button. The background shows the course landing page with a message 'You can assign 1500 per course'.

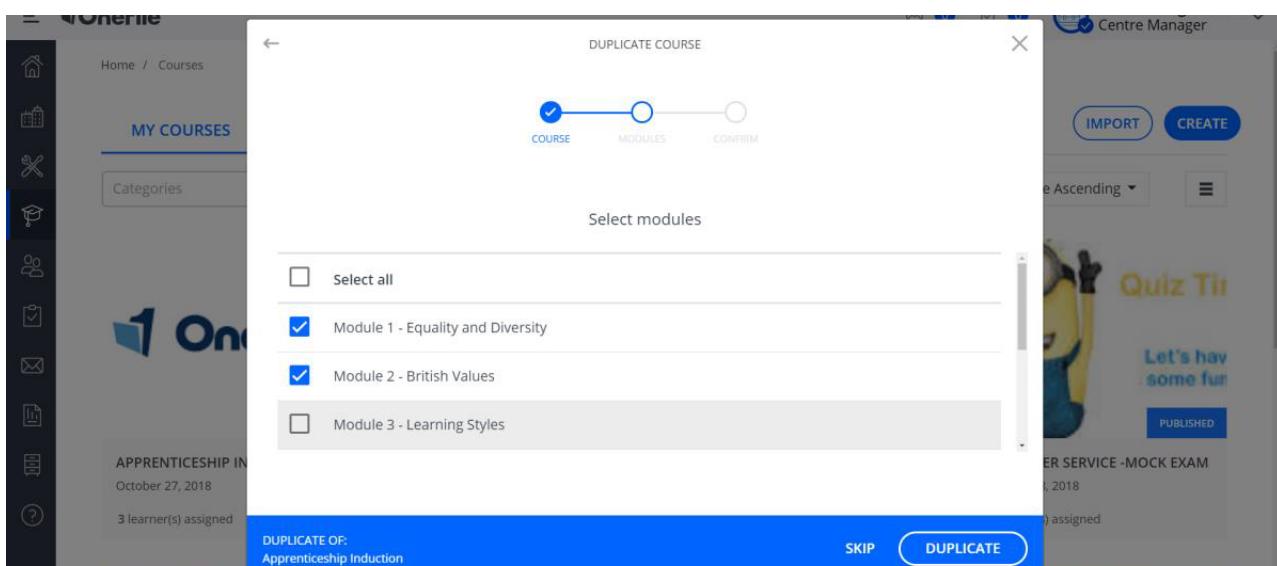
## Duplicating a course

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 on your centre that you no longer want to assign to learners, whether it be out of date or if you've got a new version for your new intakes, you can archive courses to hide them. From the courses landing page, hover over the course that you wish to archive and click on the 'Archive' option. You can unarchive a course if you need to as well.





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