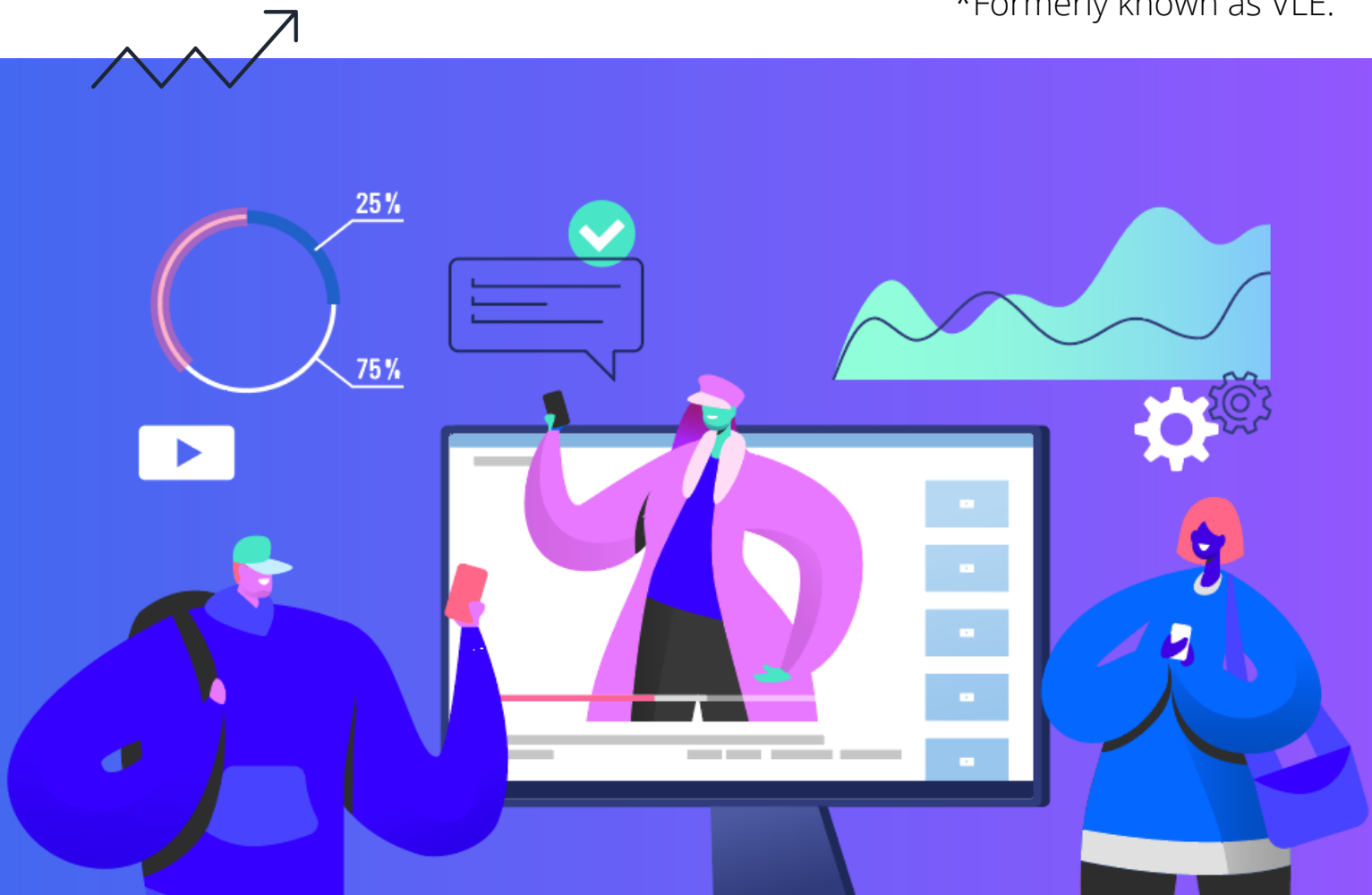


Welcome to **COURSES**



*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

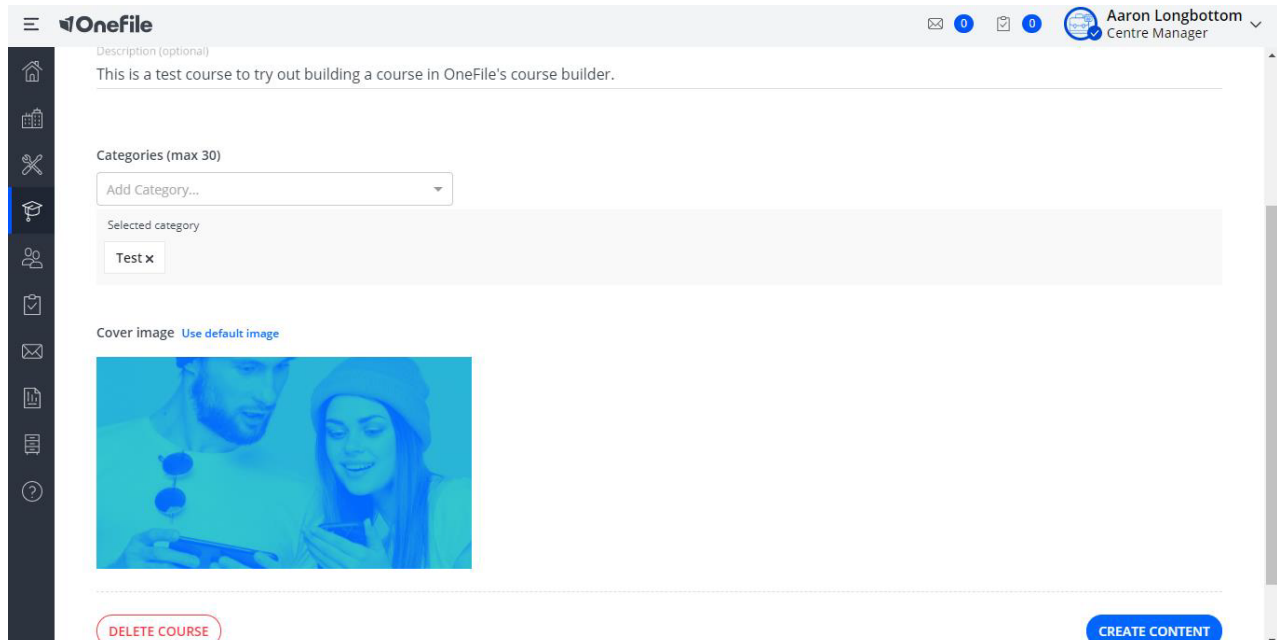
Once you've clicked into the course builder, you should see the course landing page. To create a new course, just click the '**Create**' button in the top right corner of the screen.

The screenshot displays the OneFile Learning Hub interface for course management. On the left is a vertical navigation bar with icons for Home, Courses, Tools, Users, Messages, Reports, and Help. The main content area is titled 'MY COURSES' and includes a search bar, filter options, and a 'CREATE' button. Below this, a grid of course cards is shown, each with a cover image, title, date, and status. The courses listed are:

- APPRENTICESHIP INDUCTION** (October 27, 2018, 3 learner(s) assigned, PUBLISHED)
- APPRENTICESHIP SOFT SKILLS** (March 20, 2019, 1 learner(s) assigned, PUBLISHED)
- COMMUNICATION** (October 27, 2018, 2 learner(s) assigned, PUBLISHED)
- CUSTOMER SERVICE - MOCK EXAM** (October 28, 2018, 2 learner(s) assigned, PUBLISHED)
- CUSTOMER SERVICE** (PUBLISHED)
- Learner Induction** (DRAFT)
- Quiz Time** (PUBLISHED)
- Organizational Chart** (PUBLISHED)

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. The main area is titled 'Description (optional)' and contains the text 'This is a test course to try out building a course in OneFile's course builder.' Below this, there's a 'Categories (max 30)' section with a dropdown menu labeled 'Add Category...' and a 'Selected category' section showing 'Test x'. A 'Cover image' section features a placeholder image of a man and a woman looking at a phone, with a link to 'Use default image'. At the bottom, there are two buttons: 'DELETE COURSE' and 'CREATE CONTENT'.

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

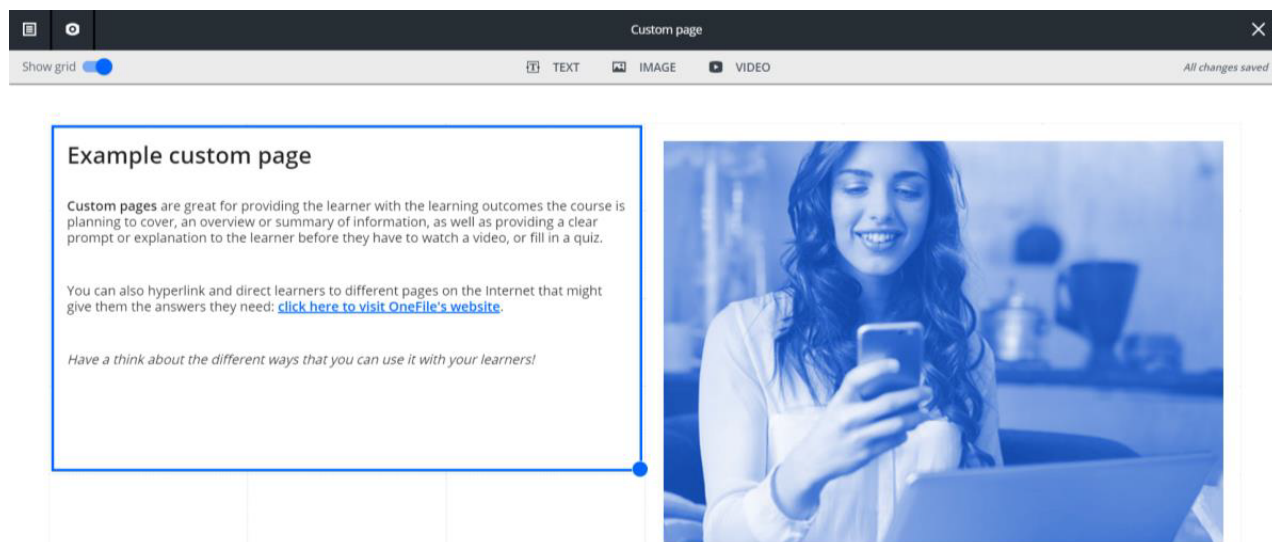


EMBED

What types of pages can I build?

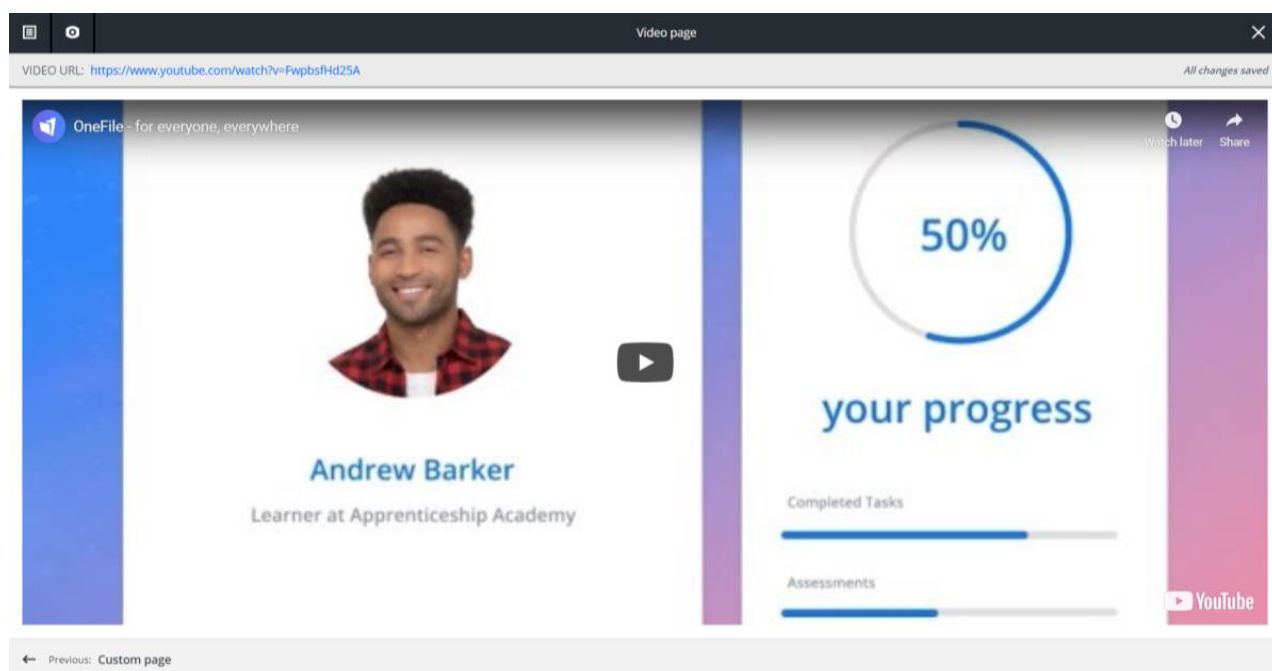
Custom pages

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.



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.*

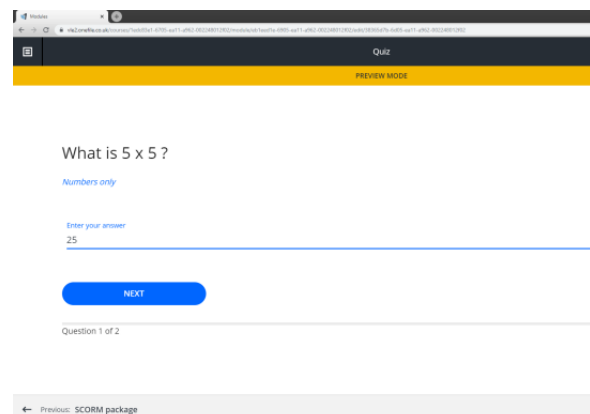
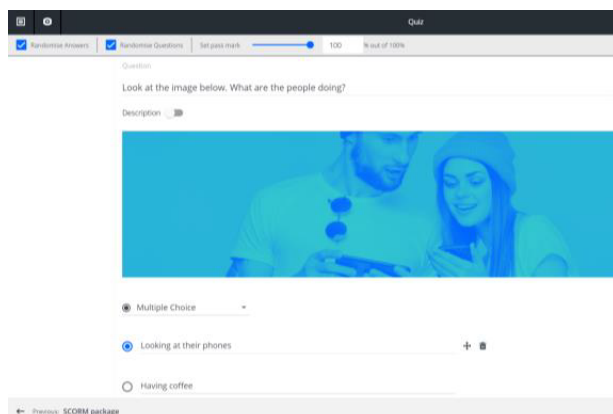


Quiz pages

You can create 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)




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.


CREATE CONTENT ×


Choose a page type


CUSTOM


VIDEO


SCORM
PACKAGE


QUIZ


EMBED

Next

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.

← CREATE CONTENT ×

Embed a file

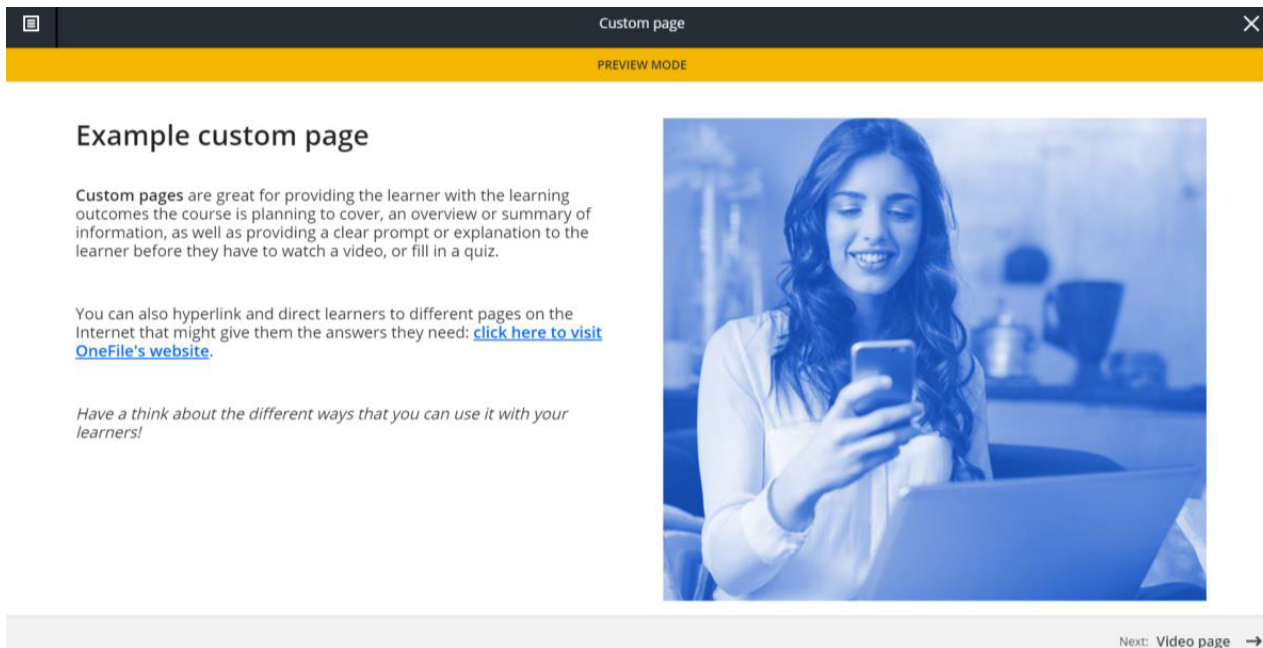
Place URL here

Valid formats: Sharepoint, Google Documents, Sketchfab, H5P [Need help with this?](#)

Next

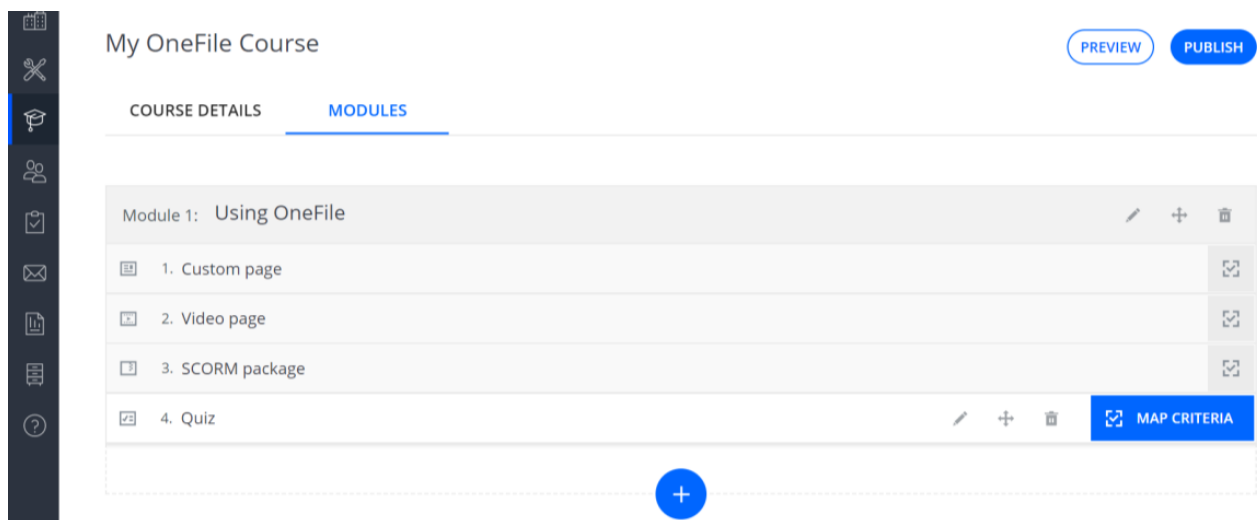
Previewing a course

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.



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.



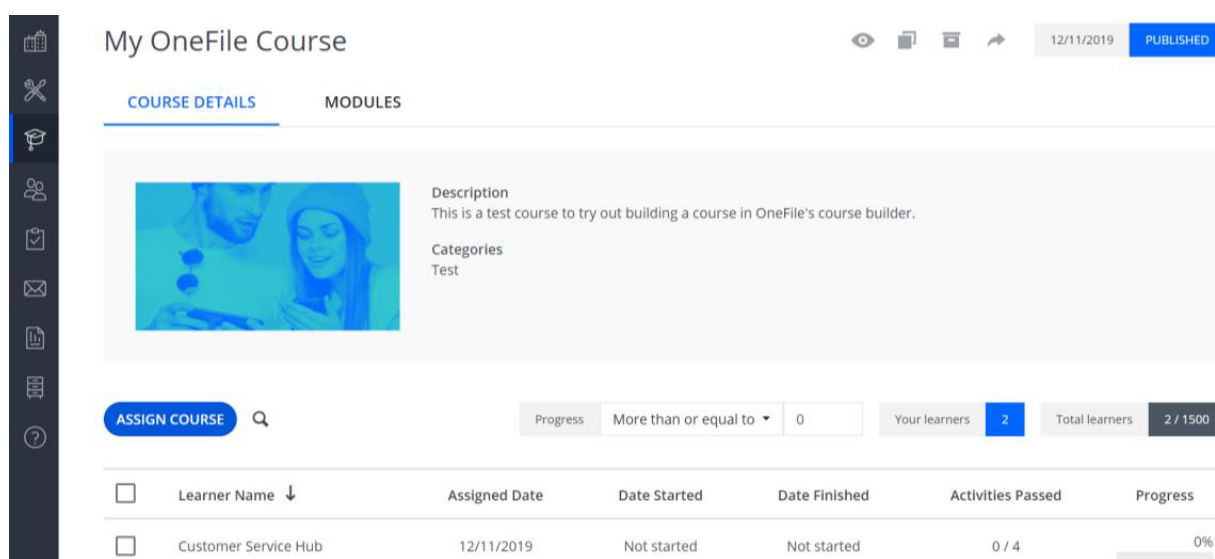
Publishing a course

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

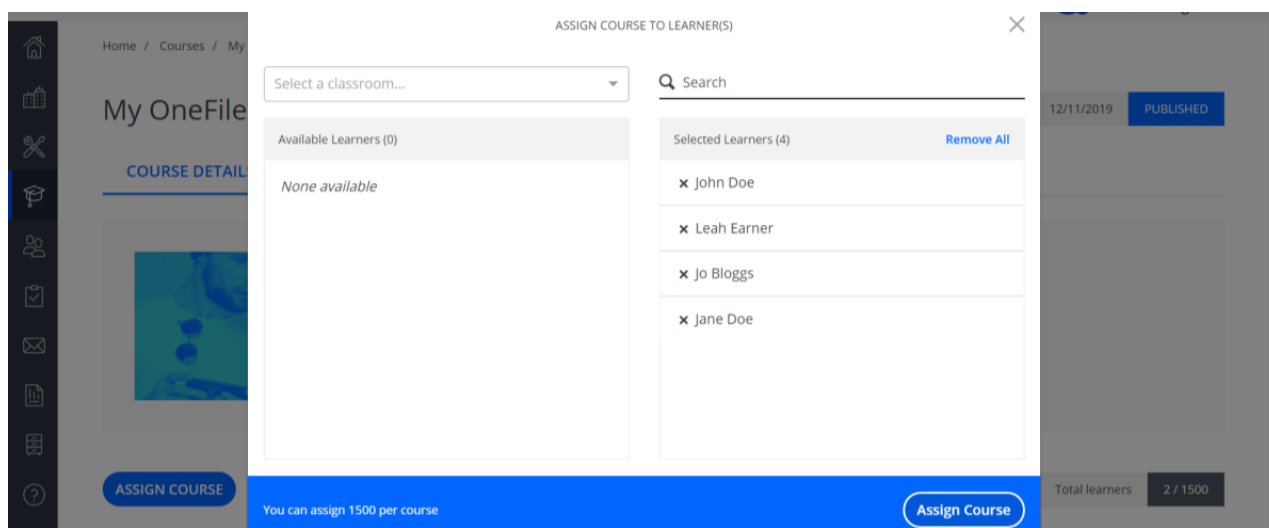
From the course landing page, to assign a course, you will need to hover over the course you want and click the **'Assign'** button. This will take you to the course information section, where you can see which learners are assigned to the course and how much progress they've made.



The screenshot shows the 'My OneFile Course' interface. At the top, there's a header with the course title, a date (12/11/2019), and a 'PUBLISHED' status. Below this are tabs for 'COURSE DETAILS' and 'MODULES'. The 'COURSE DETAILS' tab is active, showing a description: 'This is a test course to try out building a course in OneFile's course builder.' and a category 'Test'. Below the description is a table of assigned learners. The table has columns for 'Learner Name', 'Assigned Date', 'Date Started', 'Date Finished', 'Activities Passed', and 'Progress'. One learner, 'Customer Service Hub', is listed with an assigned date of 12/11/2019, 'Not started' for both dates, 0/4 activities passed, and 0% progress.

<input type="checkbox"/>	Learner Name ↓	Assigned Date	Date Started	Date Finished	Activities Passed	Progress
<input type="checkbox"/>	Customer Service Hub	12/11/2019	Not started	Not started	0 / 4	0%

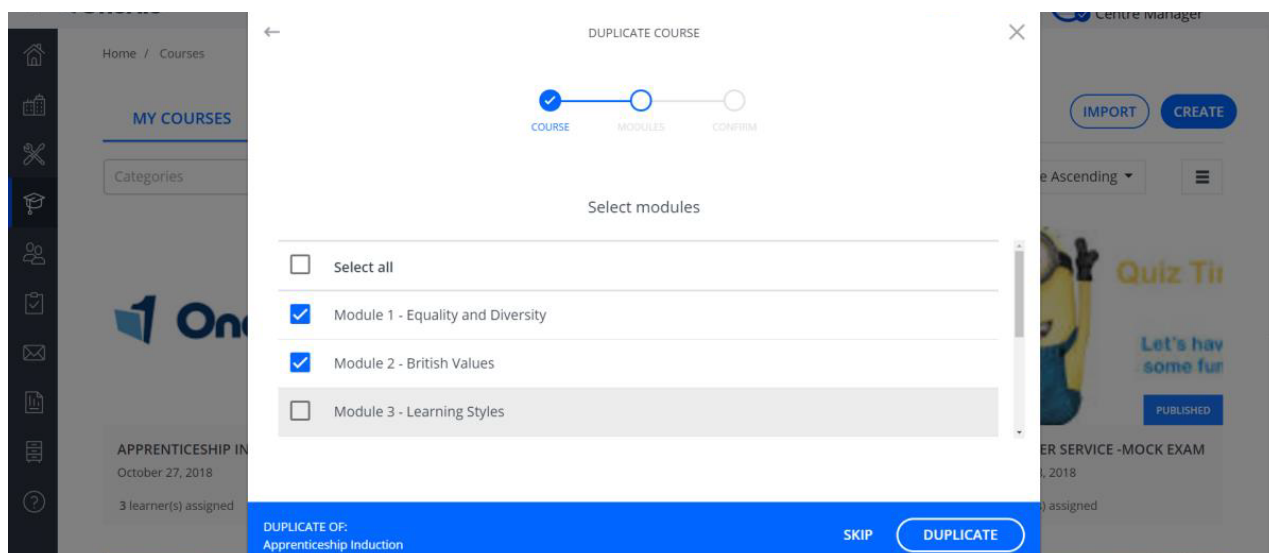
Click the **'Assign Course'** button to see all the learners you can assign to or remove from that course. Click a learner to move them to the **'Selected Learners'** column on the right. You can also search for learners by name or by class. To finish, press the **'Assign Course'** button.



The screenshot shows the 'Assign Course to Learner(s)' modal window. It has a search bar and a dropdown for 'Select a classroom...'. Below the search bar are two columns: 'Available Learners (0)' and 'Selected Learners (4)'. The 'Available Learners' column is empty, showing 'None available'. The 'Selected Learners' column lists four learners: John Doe, Leah Earner, Jo Bloggs, and Jane Doe. A 'Remove All' button is next to the 'Selected Learners' header. At the bottom, there's a message 'You can assign 1500 per course' and an 'Assign Course' button.

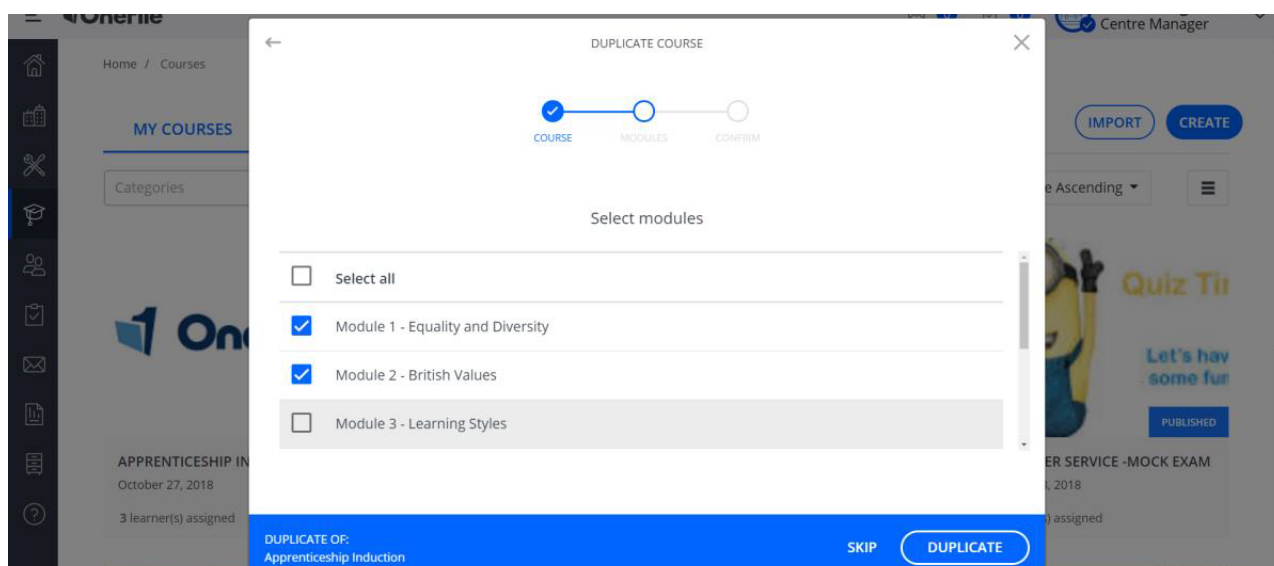
Duplicating a course

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 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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