How To: Build Custom Modules.

Welcome. This user guide video will demonstrate how to build custom learning modules for your organization. To be able to create your own modules, you will need to be an account administrator.

(Time stamps match the corresponding time of the corresponding user guide video.)

00:17
Staff Learning Modules and Side by Side Modules
First, sign into your administrator account. Then, under **Module Management**, click **Create New Module**. Enter the title of the module you would like to create. Select whether you wish to create a regular staff learning module or a side-by-side module. Select whether you will be adding a quiz at the end of the module. Enter a reference number for your module. Enter the length of your module in minutes. You can change this later if you need to. Enter the language used. If you would like, you can attach a PDF that users will receive when they successfully complete the module. For example, you might want to provide a summary of the module to highlight key learning points.

If your module assessment page has audio, you can attach it by clicking **Choose File** next to **Module Assessment Audio**. If the module homepage has audio, you can attach it by clicking **Choose File** next to **Module Intro Audio**. If you have made a module trailer for your module (for users to watch before they start it), you can attach it by clicking **Choose File** next to **Module Preview Video**. Please note the size requirements are 1280x720 and must be a .MP4 (max file size is 75 MB). The box titled **Module - About This** allows you to enter some information that a user will read before starting the module. In the next box **Module - About This Expanded,** you to add a short can enter some expanded information about the module. On the module homepage, you will also want description. You might want to add the learning outcomes in the box titled **Module - Upon Completed List**. In the final section, **Module Keywords,** you can enter some keyword about the module. These keywords will help users to more easily find the module, if they use the module search function. Click **Choose File** next to **Image Thumbnail** to add an image for the module. Please note the image size requirements are 510x317 and must be a .JPG.

02:17
Module assessment.
If you have chosen to include a quiz, you will now need to complete the assessment section by clicking on **Create Quiz.** Enter the title of your quiz, enter some text to explain the quiz to your users. Start entering the questions and answers to your quiz. Make sure to mark the correct answers. Once you have finished this section, you can then click **Submit** to save your work.

02:39
Adding chapters and pages.
To start adding chapters and pages, click **Edit Modules**, and then select **Edit Chapters**. Each module must have six chapters. Enter the title of your first chapter. Enter how many minutes it will take to complete this chapter. Enter a chapter description. For example, you might want to enter the chapter title and the titles to each page in this chapter. Choose an image to represent this chapter on the module homepage and add by clicking **Choose File** next to **Chapter Thumbnail.** Please note the image size requirements are 216x148 and must be a .JPG. Click **Submit** before proceeding. This notification will confirm that the chapter has been successfully created. You can continue to enter the information for the remaining chapters.

03:37
Adding pages to a chapter.
Once this is complete, you can start adding pages to your chapters by clicking **View/Edit Pages** next to each chapter. Click **Add A New Page** and then enter the page title. If you have recorded audio for your pages, you can add it to each page by clicking **Add File** next to **Page Audio**. You can now choose to add a video or an image for the page. Every page must have either a video or an image. If you would like to add an interactive graphic, please contact us for more information. To upload a video, click **Upload Video**. Click the **Choose File** button and note the video size requirements are 1280x720 and must be a .MP4 (max file size is 75 MB). Select your video and then click the **Upload** button. Depending on the size of your video file, this might take a few moments to upload. To upload an image, click **Upload Image.** Click the **Choose File** button and note the image size requirements are 1457x821 and must be a .JPG. Now, select your image and click the upload button. If you would like the page to include an interactive note, you can enter that in the box titled **Page Question.** If you leave this box blank, there will be no interactive note. Add the main body of text for your page in the box **Page Text**. Click the **Submit** button to save yourpage. You will receive a notification, **Page Creation Successful,** to confirm that the page has been successfully created. To add the next page in a chapter, click the green **Back** button and then click to adda new page. Please note you must make sure your pages are created in the correct order. You will not beable to rearrange the order of the pages or insert new pages. When you have finished adding pages to this chapter, click **Back**, and then move to your next chapter.

05:30
Final steps.
After you have finished adding pages to all of your chapters under module management, click **Edit Modules**. Click **Preview Module** to open the test version of the module. If you make any changes to the module from this point on, be sure to click **Update Module** before previewing the module again. When you are ready, you can click **Make Module Available to Your Account Users** to make your module available to all of your users. If you want to edit the module after making it available to your users, click **Edit Modules**.

06:07
Accessing more help.
If you have any other questions about your administrator account, please visit our website. You can then browse our frequently asked questions page or speak to us via our contact page.

Mini Modules

First, sign into your administrator account. Then, under **Module Management**, click **Create New Mini-Module**. Enter the title of the module you would like to create. Select whether you wish to create a regular mini module or a side-by-side module. Select whether you will be adding a quiz at the end of the module. Enter a reference number for your module. Enter the length of your module in minutes. You can change this later if you need to. Enter the language used. If you would like, you can attach a PDF that users will receive when they successfully complete the module. For example, you might want to provide a summary of the module to highlight key learning points.

If your module assessment page has audio, you can attach it by clicking **Choose File** next to **Module Assessment Audio**. If the module homepage has audio, you can attach it by clicking **Choose File** next to **Module Intro Audio**. If you have made a module trailer for your module (for users to watch before they start it), you can attach it by clicking **Choose File** next to **Module Preview Video**. Please note the size requirements are 1280x720 and must be a .MP4 (max file size is 75 MB). The box titled **Module - About This** allows you to enter some information that a user will read before starting the module. In the next box **Module - About This Expanded,** you to add a short can enter some expanded information about the module. On the module homepage, you will also want description. You might want to add the learning outcomes in the box titled **Module - Upon Completed List**. In the final section, **Module Keywords,** you can enter some keyword about the module. These keywords will help users to more easily find the module, if they use the module search function. Click **Choose File** next to **Image Thumbnail** to add an image for the module. Please note the image size requirements are 510x317 and must be a .JPG. Click **Choose File** next to **Upload Cover Space Image.** Please note the size requirements are 1457x821, max file size of 75 MB. The file must be a .JPG or .PNG.

Module assessment.

If you have chosen to include a quiz, you will now need to complete the assessment section by clicking on **Create Quiz.** Enter the title of your quiz, enter some text to explain the quiz to your users. Start entering the questions and answers to your quiz. Make sure to mark the correct answers. Once you have finished this section, you can then click **Submit** to save your work.

Adding pages

To start adding pages, click **Edit Mini-Modules**, and then select **Edit Pages**. Click **Add A New Page** and then enter the page title. If you have recorded audio for your pages, you can add it to each page by clicking **Add File** next to **Page Audio**. You can now choose to add a video or an image for the page. Every page must have either a video or an image. If you would like to add an interactive graphic, please contact us for more information. To upload a video, click **Upload Video**. Click the **Choose File** button and note the video size requirements are 1280x720 and must be a .MP4 (max file size is 75 MB). Select your video and then click the **Upload** button. Depending on the size of your video file, this might take a few moments to upload. To upload an image, click **Upload Image.** Click the **Choose File** button and note the image size requirements are 1457x821 and must be a .JPG. Now, select your image and click the upload button. If you would like the page to include an interactive note, you can enter that in the box titled **Page Question.** If you leave this box blank, there will be no interactive note. Add the main body of text for your page in the box **Page Text**. Click the **Submit** button to save your page. You will receive a notification, **Page Creation Successful,** to confirm that the page has been successfully created. To add the next page in a chapter, click the green **Back** button and then click to add a new page. Please note you must make sure your pages are created in the correct order. You will not be able to rearrange the order of the pages or insert new pages.

Final steps.
After you have finished adding pages, click **Edit Mini-Modules**. Click **Preview Module** to open the test version of the module. If you make any changes to the module from this point on, be sure to click **Update Module** before previewing the module again. When you are ready, you can click **Make Module Available to Your Account Users** to make your module available to all of your users. If you want to edit the module after making it available to your users, click **Edit Min-Modules**.