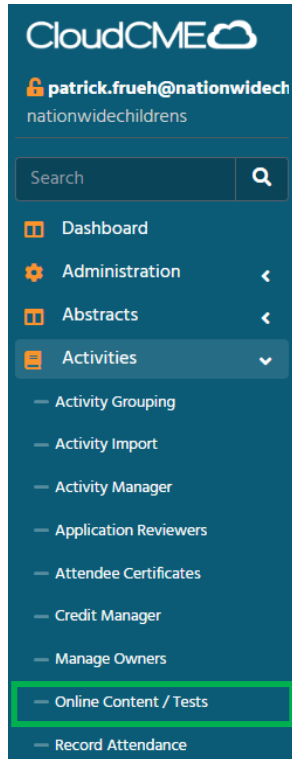


How to: Upload Content to an activity

This guide will walk you through how to upload video and other content to your activity. This can be used for Enduring Materials or creating pre/post tests.

Step 1:

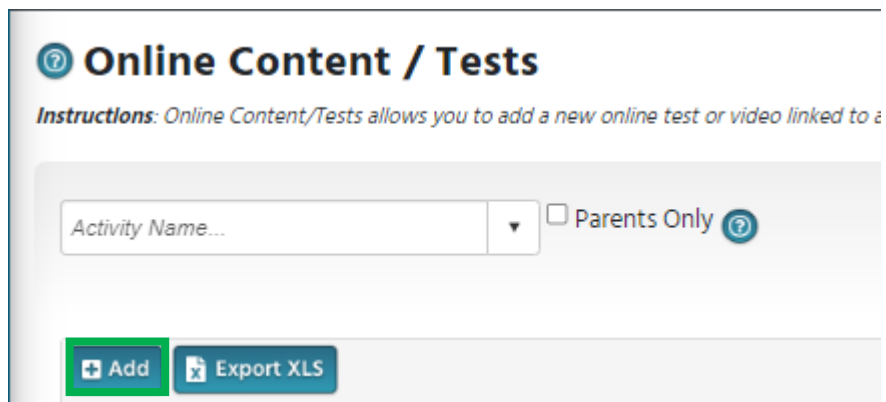
On the left navigation panel, navigate to **Activities > Online Content/Tests**



Step 2:

Search for your activity in the activity search field.

Click the **+Add** button



On the **Course Properties** Tab:

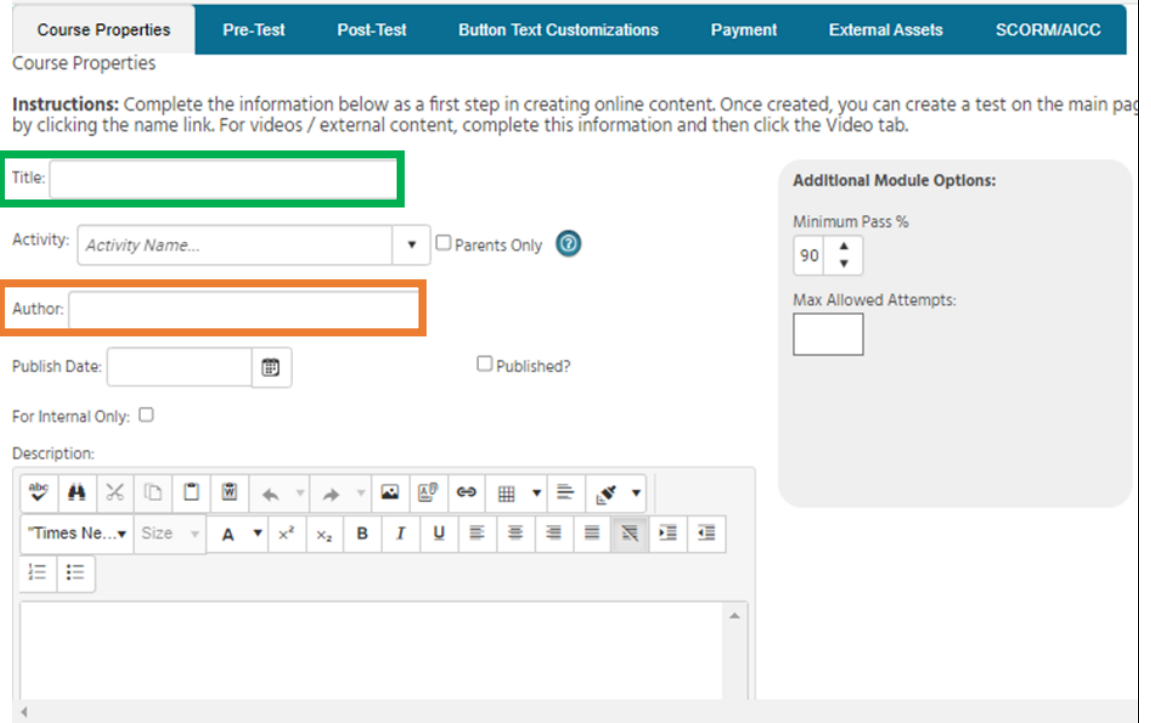
We will be adding the core information needed for the system to operate the module.

Step 3

Enter the name of your enduring material into the **Title** field.

Step 5

Add an author into the **Author** field.



Course Properties | Pre-Test | Post-Test | Button Text Customizations | Payment | External Assets | SCORM/AICC


Course Properties

Instructions: Complete the information below as a first step in creating online content. Once created, you can create a test on the main page by clicking the name link. For videos / external content, complete this information and then click the Video tab.

Title:

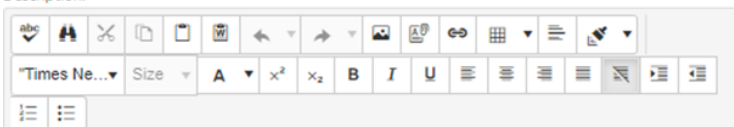
Activity: Parents Only ?

Author:

Publish Date:  Published?

For Internal Only:

Description:



Additional Module Options:

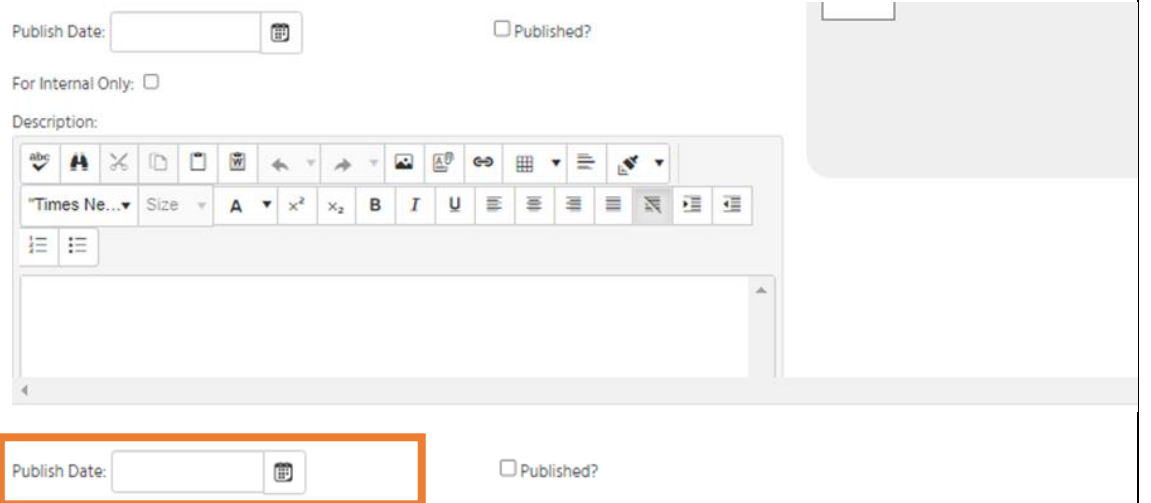
Minimum Pass %
90


Max Allowed Attempts:

Step 6

Using the calendar icon, select the **Publish Date** to today's date.

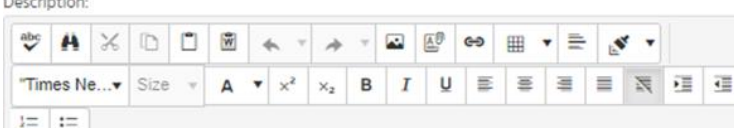
Publish date can be set for the date you're working on the activity.




Publish Date:  Published?

For Internal Only:

Description:



Publish Date:  Published?

Until you click the "Published" box registrants will not have access to the information.

(optional step)
You can adjust the minimum pass rate to meet the needs of your event. If you prefer they have a passing score of 75% you'd just enter that number into the box – same goes for Max Allowed Attempts.

Additional Module Options:

Minimum Pass %
 ▲ ▼

Max Allowed Attempts:

Tip:

Be mindful of how that percentage will affect a test with only a few questions. A test with four questions set at 81% or higher will require participants to achieve a perfect score to pass.

Enter a brief description for the module into the text box if desired. This will display before the participant opens the module.

Step 8:
Click the **Published** checkbox

Step 9:
Click **Save**

Activity: Parents Only ?

Author:

Publish Date:

Published?

For Internal Only:

Description:

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and text color.

Font settings: "Times Ne...", Size, A, x², x₂, B, I, U, text color, background color, indent, outdent.

Buttons: Design, </> HTML, Preview

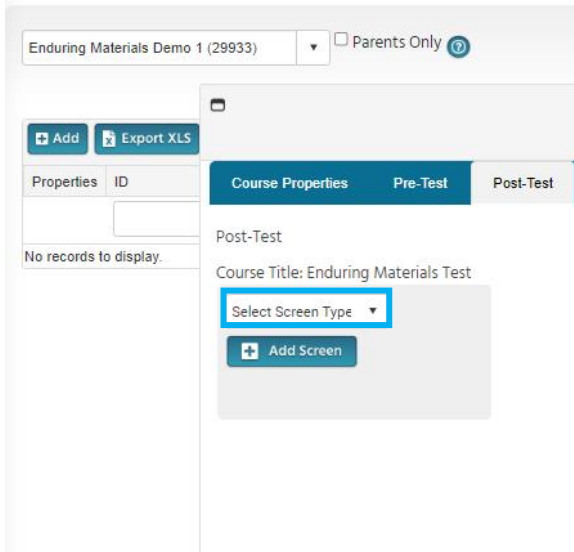
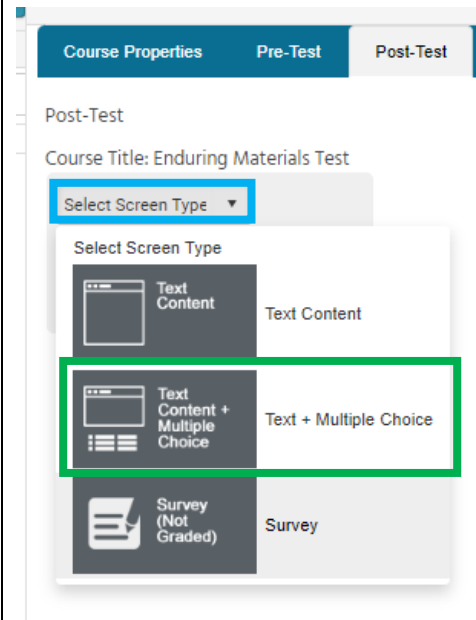
SAVE

In the **Post-Test** tab:

We will be creating the questions and answers for our post-test.

In the **Select Screen Type** drop-down menu, select the template you'd like to use for your question.

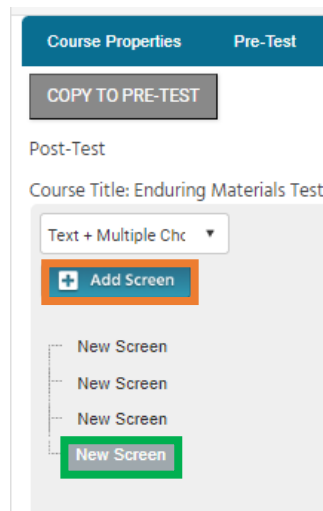
For graded pre/post tests, we recommend using the **Text + Multiple Choice** template.

Click the **Add Screen** button

Double-click the **New Screen** heading to label the series of questions (1., 2., 3., or a., b., c., etc.)

Before labeling:



After labeling:



Repeat for however many questions you'd like to add.

Now that we've completed our basic set up, let's build the individual questions:

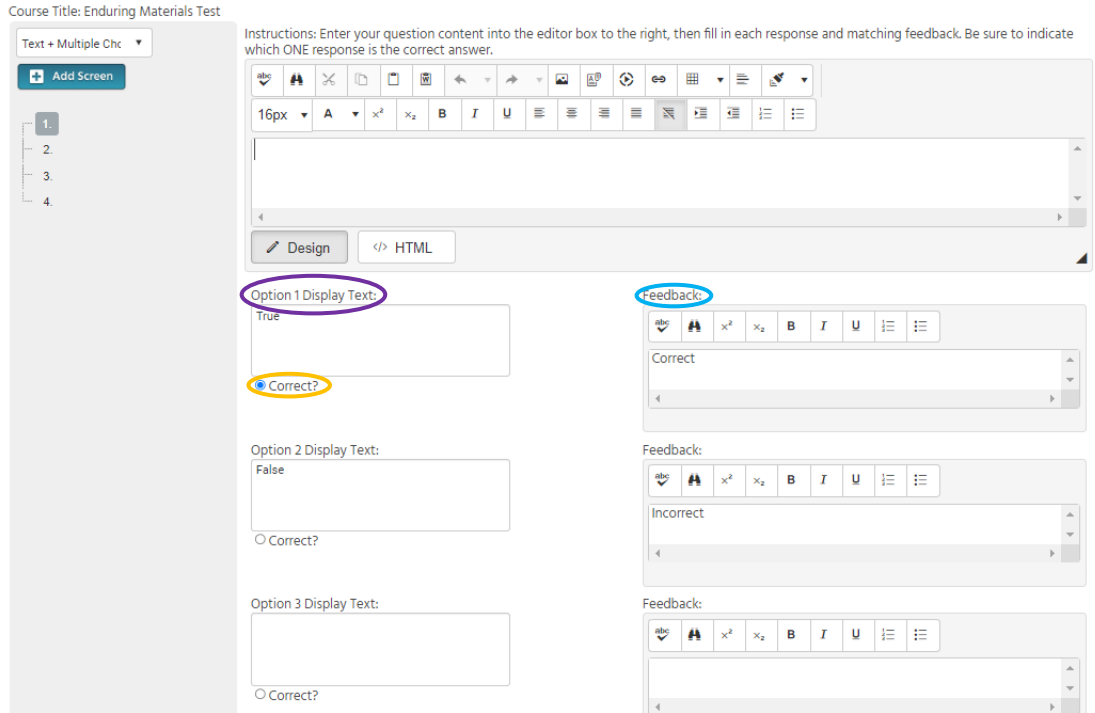
Type your first question into the test box at the top of the page.

There are up to 5 option display text boxes where you will enter in the question responses.

In **Option 1 Display Text**, type the answer option.

In the **Feedback** box, select the **Correct** button in order for it to register the right answer (if that option is the correct one)

Repeat for each question in your test.



Course Title: Enduring Materials Test

Text + Multiple Chc

Add Screen

1. 2. 3. 4.

Instructions: Enter your question content into the editor box to the right, then fill in each response and matching feedback. Be sure to indicate which ONE response is the correct answer.

16px A x² x₂ B I U

Design </> HTML

Option 1 Display Text: True

Correct?

Option 2 Display Text: False

Correct?

Option 3 Display Text:

Correct?

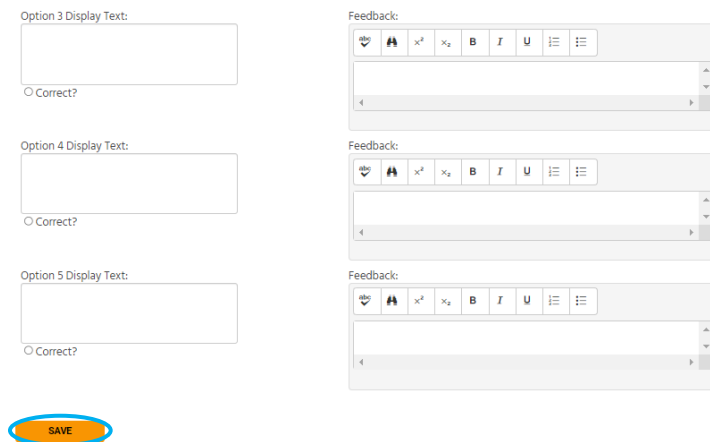
Feedback: Correct

Feedback: Incorrect

Feedback:

Scroll down and click **Save** for the information entered to be saved in the system.

We highly recommend you save after finishing each question.



Option 3 Display Text:

Correct?

Option 4 Display Text:

Correct?

Option 5 Display Text:

Correct?

Feedback: Correct

Feedback: Incorrect

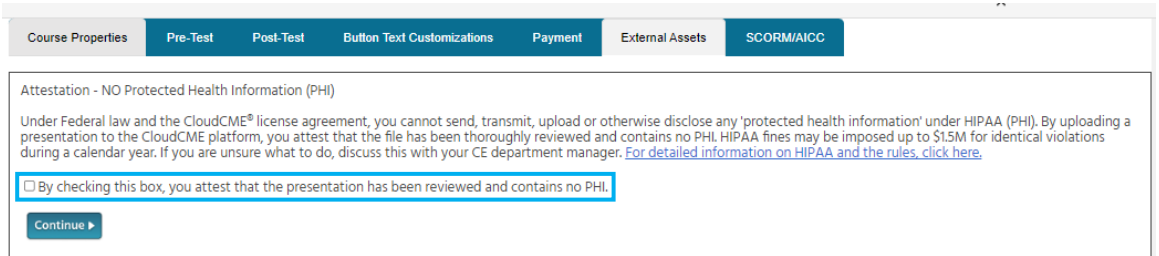
Feedback:

SAVE

Click the **External Assets** tab.

Here we can upload a recorded video or PowerPoint file, or add an external link (vimeo). We will explore both options below:

Check the **Attestation – NO Protected Health Information (PHI)** checkbox if you are certain that the content contains no PHI information. Click **Continue**.

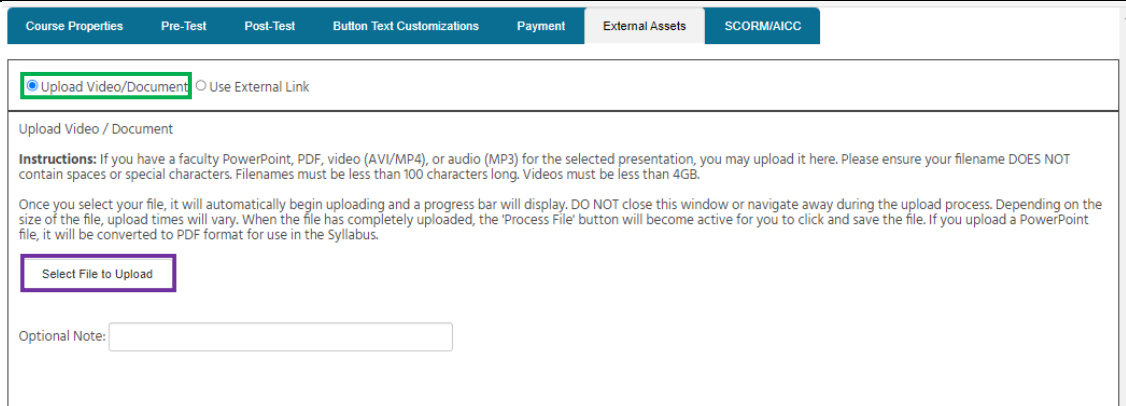


The screenshot shows the 'External Assets' tab selected in a navigation bar. Below the navigation bar, there is a section titled 'Attestation - NO Protected Health Information (PHI)'. It contains a paragraph of text explaining the legal requirements for uploading content. Below the text is a checkbox labeled 'By checking this box, you attest that the presentation has been reviewed and contains no PHI.' and a 'Continue' button.

To upload a file:

Select the **Upload Video/ Document** radio button.

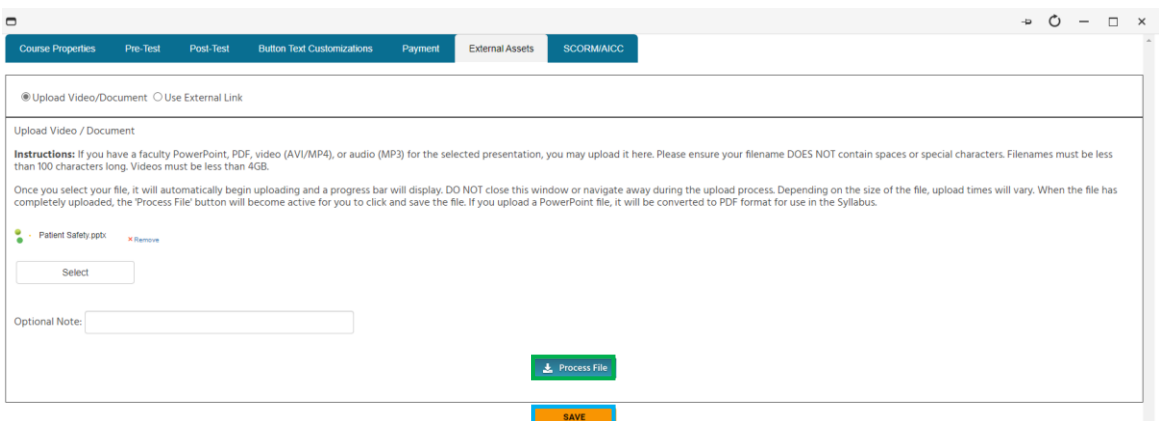
Click **Select File to Upload** to upload the PowerPoint or video file.



The screenshot shows the 'External Assets' tab with the 'Upload Video/Document' radio button selected. Below the radio buttons is a section titled 'Upload Video / Document'. It contains instructions for uploading files and a 'Select File to Upload' button. There is also an 'Optional Note' text area.

Click the **Process File** button.

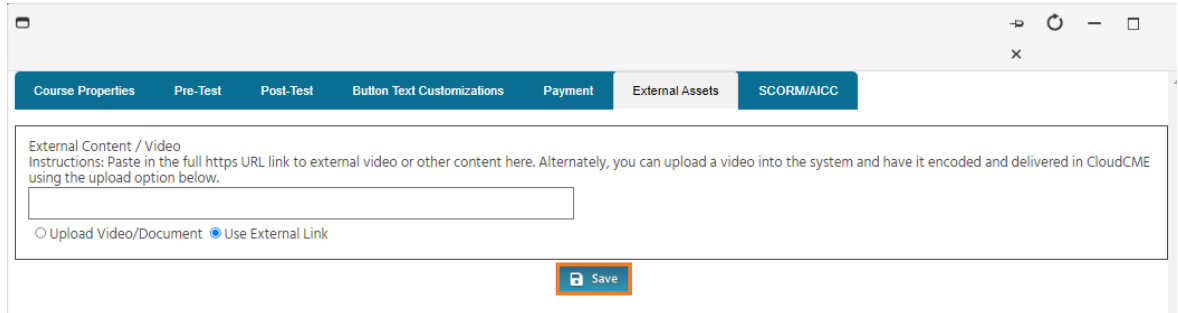
When the file has completed processing, click **Save**.



The screenshot shows the 'External Assets' tab with the 'Process File' button visible. Below the 'Process File' button is a 'SAVE' button. The 'Optional Note' text area is also visible.

To use an external link:

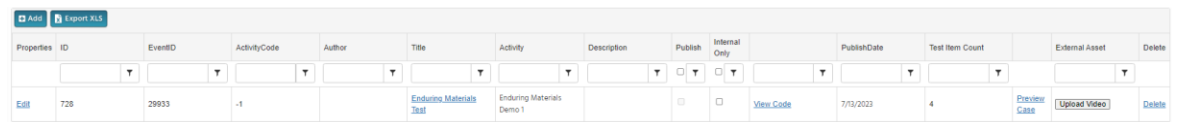
Paste the link into the box and click **Save**.



External Content / Video
Instructions: Paste in the full https URL link to external video or other content here. Alternately, you can upload a video into the system and have it encoded and delivered in CloudCME using the upload option below.

Upload Video/Document Use External Link

Once everything is saved you'll see the information generate on the online tests/content page.



Properties	ID	EventID	ActivityCode	Author	Title	Activity	Description	Publish	Internal Only	PublishDate	Test Item Count	External Asset	Delete
Edit	728	29933	-1		Enduring Materials Test	Enduring Materials Demo 1		<input type="checkbox"/>	<input type="checkbox"/>	View Code	7/13/2023	4	Preview Case Upload Video Delete

If you still have questions, you can submit them to IPCE@nationwidechildrens.org