NATIONWIDE CHILDREN'S®
When your child needs a hospital, everything matters.
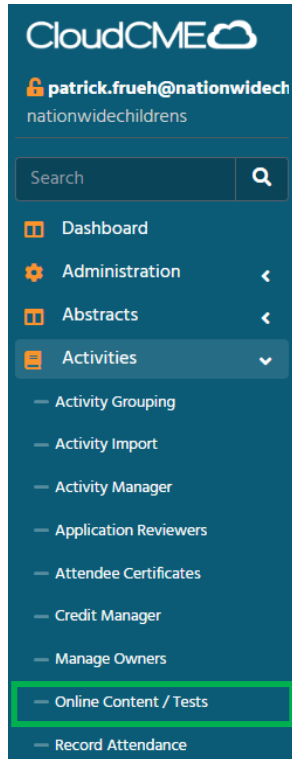
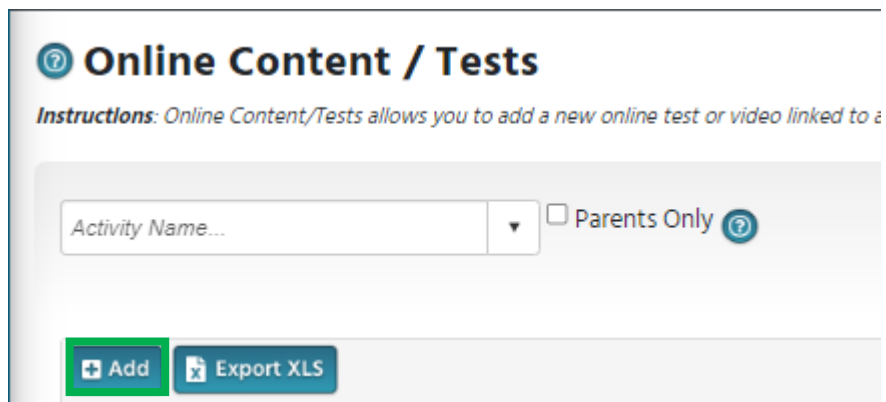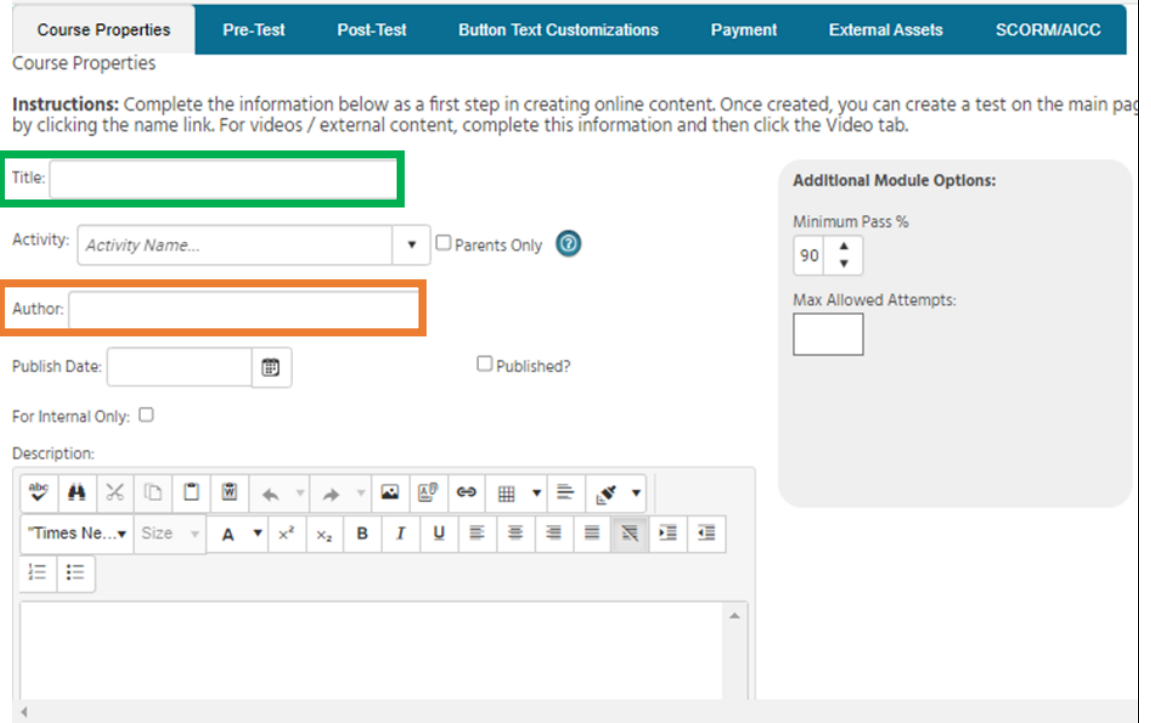|	
How to: Upload Content to an activity This guide will walk you through how to upload video and other content to your activity. This can be used for Enduring Materials or creating pre/post tests.	
Step 1: On the left navigation panel, navigate to **Activities > Online Content/Tests**	
Step 2: Search 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.

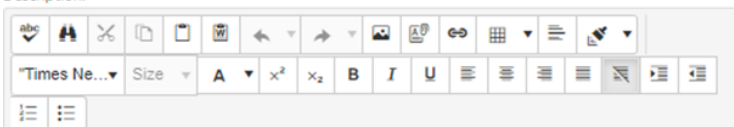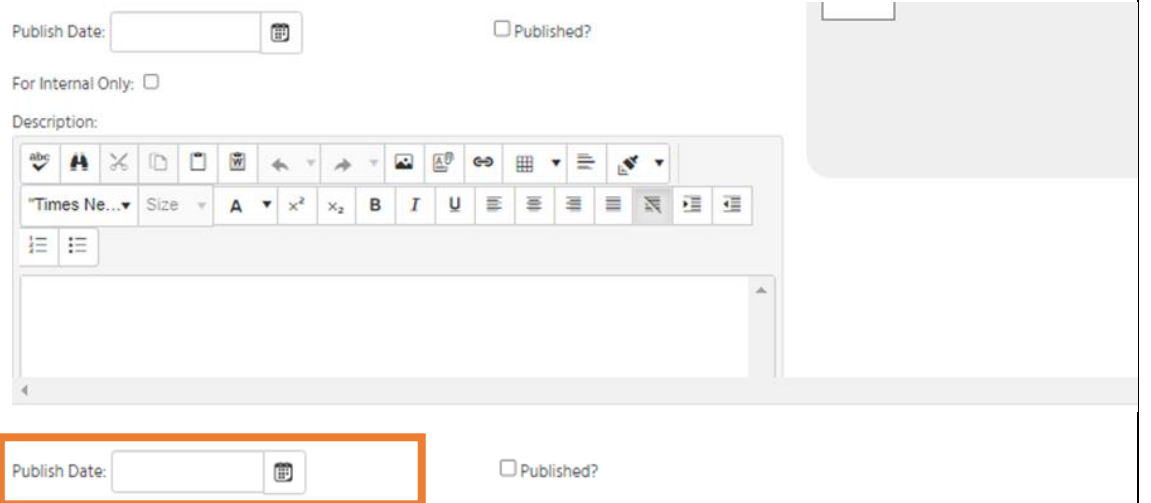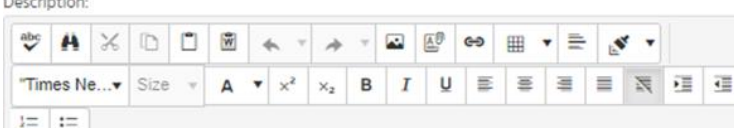|	
Step 3 Enter the name of your enduring material into the **Title** field. **Step 5** Add an author into the **Author** field.	Course Properties | Pre-Test | Post-Test | Button Text Customizations | Payment | External Assets | SCORM/AICC Course Properties **Instructions:** Complete the information below as a first step in creating online content. Once created, you can create a test on the main pa[ge] by clicking the name link. For videos / external content, complete this information and then click the Video tab. Title: Activity: Activity Name... ☐ 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 % 90 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: Activity Name... ▼ ☐ Parents Only ⑦ Author: Publish Date: 📅 ☐ Published? For Internal Only: ☐ Description: Design </> HTML 👁 Preview SAVE

In the **Post-Test** tab:

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

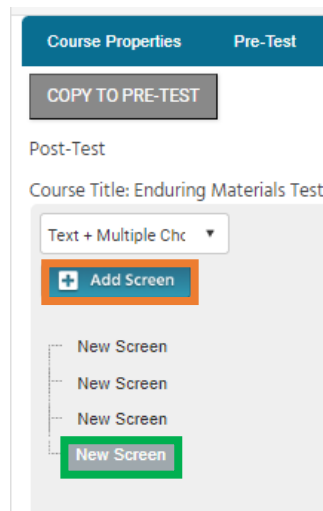|		
In the **Select Screen Type** drop-down menu, select the template you'd like to use for your question. For graded pre/post tests, we recommend using the **Text + Multiple Choice** template.		
Click the **Add Screen** button Double-click the **New Screen** heading to label the series of questions (1., 2., 3., or a., b., c., etc.)	Before labeling: 	After labeling: Repeat for however many questions you'd like to add.

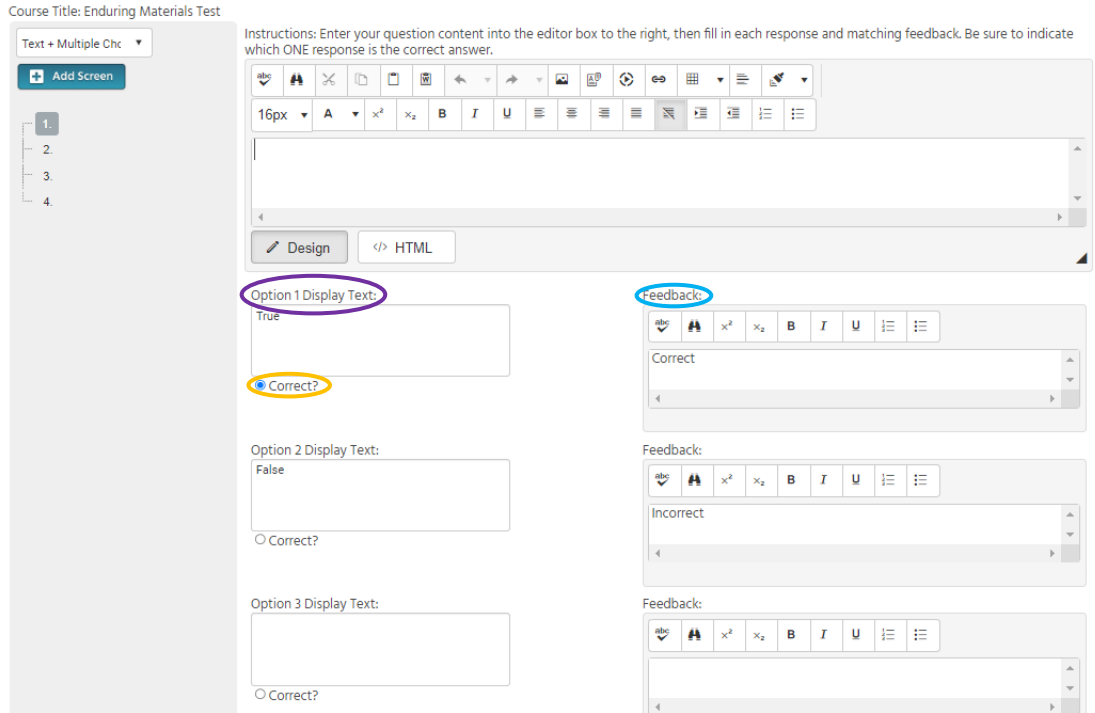## Now that we've completed our basic set up, let's build the individual questions:

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 Cho ▾

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

Design   </> HTML

Option 1 Display Text:
True
○ Correct?

Feedback:
Correct

Option 2 Display Text:
False
○ Correct?

Feedback:
Incorrect

Option 3 Display Text:
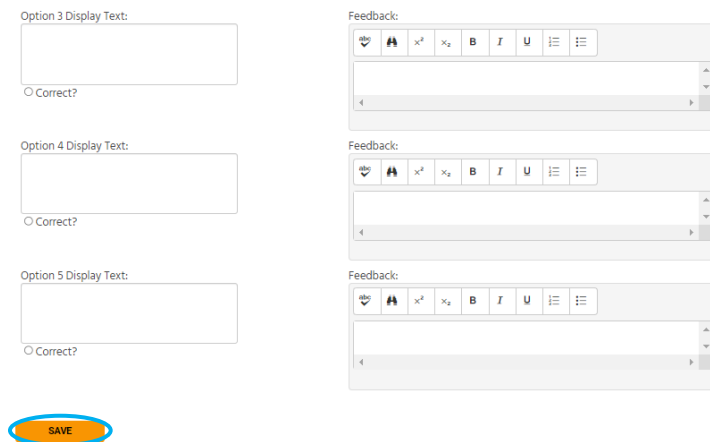
○ Correct?

Feedback:

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

We <u>highly</u> recommend you save after finishing each question.

Option 3 Display Text:
○ Correct?

Feedback:

Option 4 Display Text:
○ Correct?

Feedback:

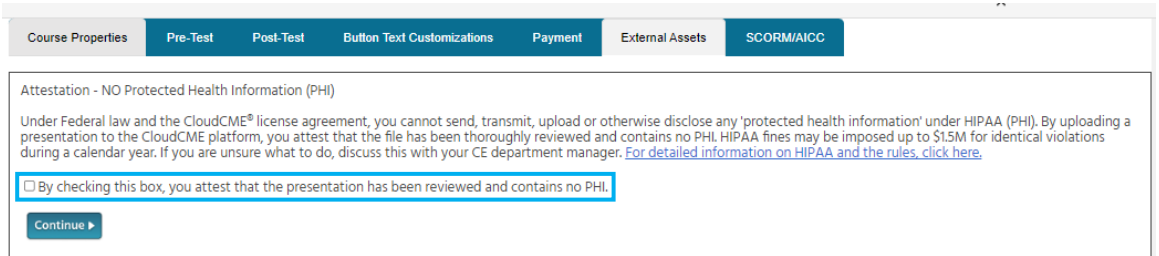Option 5 Display Text:
○ Correct?

Feedback:

SAVE

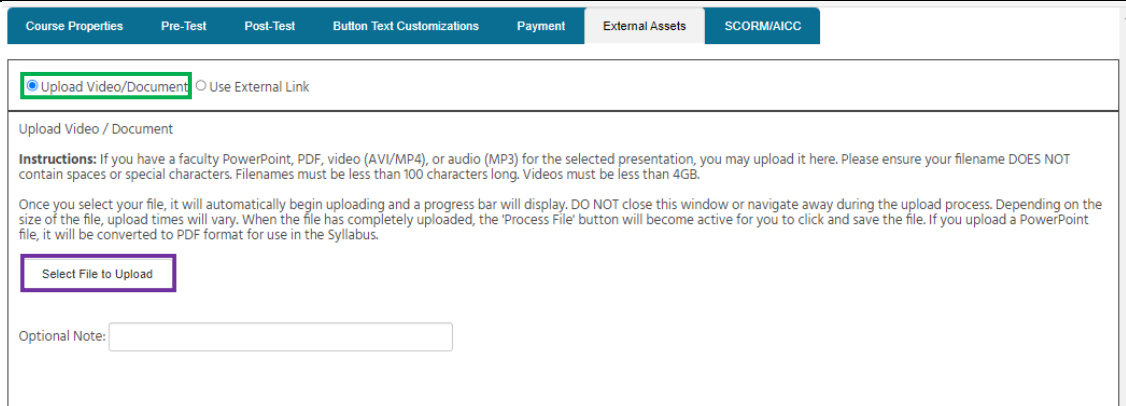|	
Click the **External Assets** tab. Here we can upload a recorded video or PowerPoint file,or add an external link(vimeo). We will explore both options below:	
Check the **Attestation – NO Protected Health Information (PHI)** checkbox if you are certain that the content contains no PHI information. Click **Continue.**	
To upload a file: Select the **Upload Video/ Document** radio button. Click **Select File to Upload** to upload the PowerPoint or video file.	
Click the **Process File** button. When the file has completed processing, click **Save**.	
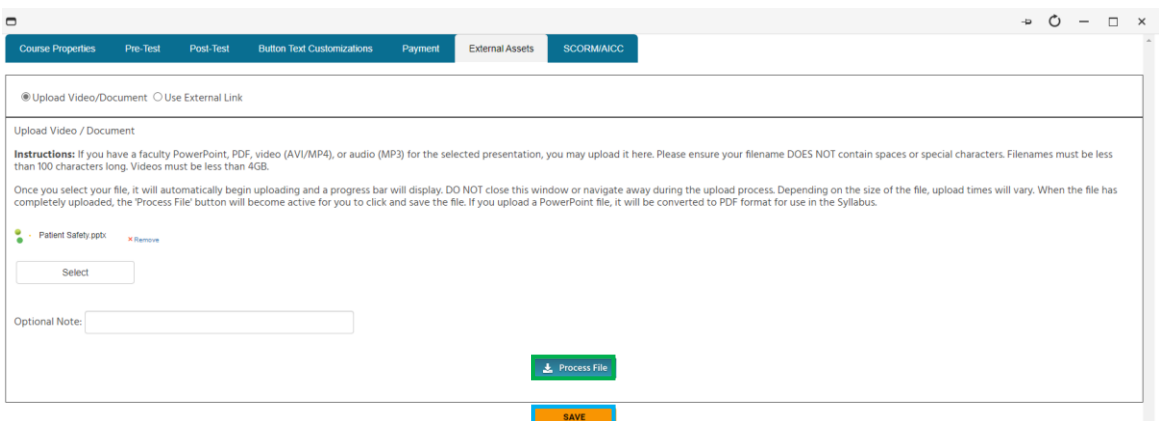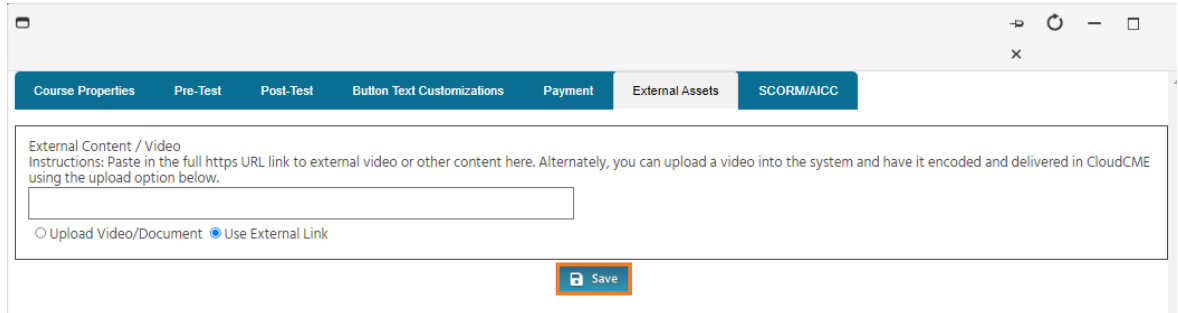
	To use an external link:			

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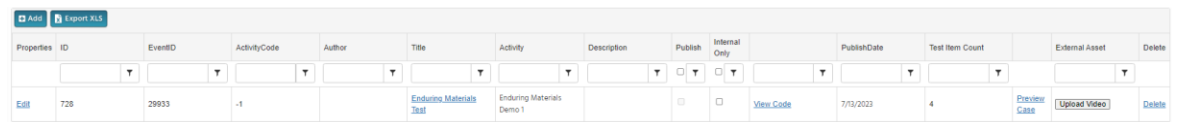
Paste the link into the box and click **Save**.

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

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