How to Create a Course

To create your own courses on the WLC, you'll need to email learning@wellsky.com and ask them to release however many course shells you need to build your own courses. The support desk will reply letting you know when the shells have been created and their titles.

In this handout, we'll cover how to add a file, URL, SCORM package, and quiz to a course shell. You don't have to add all these items to your course. This handout concentrates on these items because these are the item types we've seen most frequently used.

1) Log into the WLC.
2) Click the title of the course shell.
3) Click the gear icon and select *Edit Settings* from the dropdown.
4) Give your title a new *Course full name* and *Course short name*.
5) Scroll down to the *Description* field and enter your course description to the *Course Summary* field.
6) Scroll down to the bottom of the page and click *Save and display*.
7) After saving your changes, you'll be redirected back to the dashboard for your course. Click the option to *Turn editing on*.
8) Click *Add an activity or resource*. Under the *All* tab, you're presented with all the activities and resources that can be loaded to the course:
   A. **Assignment –** enables a teacher to communicate tasks, collect work and provide grades and feedback.
   B. **Book –** enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.
   C. **Certificate –** enables a teach to award a certificate of completion when their learners complete the course
   D. **Chat –** enables participants to have text-based, real-time synchronous discussions.
   E. **Choice –** enables a teacher to ask a single question and offer a selection of possible responses.
   F. **Database –** enables participants to create, maintain and search a collection of entries (i.e., records). The structure of the entries is defined by the teacher as a number of fields. Field types include checkbox, radio buttons, drop-down menu, text area, URL, picture, and uploaded file.
   G. **Edwiser Form**
   H. **External tool –** enables students to interact with learning resources and activities on other web sites. For example, an external tool could provide access to a new activity type or learning materials from a publisher.
   I. **Feedback –** enables a teacher to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input.
   J. **File –** enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise, students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images.
   K. **Folder –** enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created, and files uploaded into it.
   L. **Forum –** enables participants to have asynchronous discussions i.e., discussions that take place over an extended period.

M. **Glossary –** enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information.
N. **H5P –** H5P is an abbreviation for HTML5 Package - interactive content such as presentations, videos and other multimedia, questions, quizzes, games and more. The H5P activity enables H5P to be uploaded and added to a course.
O. **IMS content package –** a collection of files which are packaged according to an agreed standard so they can be reused in different systems. The IMS content package module enables such content packages to be uploaded as a zip file and added to a course as a resource.
P. **Label –** enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.
Q. **Lesson –** enables a teacher to deliver content and/or practice activities in interesting and flexible ways. A teacher can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner. In either case, teachers can choose to increase engagement and ensure understanding by including a variety of questions, such as multiple choice, matching and short answer. Depending on the student's choice of answer and how the teacher develops the lesson, students may progress to the next page, be taken back to a previous page or redirected down a different path entirely.
R. **Page –** enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.
S. **Questionnaire –** allows you to construct surveys using a variety of question types, for the purpose of gathering data from users.
T. **Quiz –** enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.
U. **SCORM Package –** a SCORM package is a collection of files which are packaged according to an agreed standard for learning objects. The SCORM activity module enables SCORM or AICC packages to be uploaded as a zip file and added to a course.
V. **Survey –** the survey activity module provides verified survey instruments that have been found useful in assessing and stimulating learning in online environments. A teacher can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.
W. **URL –** enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page may be copied and pasted, or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube, or Wikimedia (depending upon which repositories are enabled for the site).
X. **Wiki –** enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit.
Y. **Workshop –** enables the collection, review, and peer assessment of students' work.

9) If you frequently add files, quizzes, or SCORM packages to your courses, make sure to favorite these items by clicking the star. This will cause the *Starred* tab to appear where you can quickly grab these activity/resource types.

How to Add a File

1) Click *Add an activity or resource*.
2) Click the *File* tile.
3) Give your file a name.
4) Give your file a brief description.
5) Drag and drop your file(s) into the upload box.
6) Under the *Activity completion* section, change the *Completion tracking* field to *Show activity as complete when conditions are met*.
7) Click the checkbox next to *Student must view this activity to complete it*.
8) Click the option to *Save and return to course*.

How to Add a URL

1) Click *Add an activity or resource*.
2) Click the URL tile.
3) Give your URL a name.
4) Paste the URL into the External URL field.
5) Give your URL a brief description.
6) Under the *Activity completion* section, change the *Completion tracking* field to *Show activity as complete when conditions are met*.
7) Click the checkbox next to *Student must view this activity to complete it*.
8) Click the option to *Save and return to course*.

How to Add a SCORM Package

1) Click *Add an activity or resource*.
2) Click the *SCORM package* tile.
3) Give your file a name.
4) Give your file a brief description.
5) Drag and drop your zipped SCORM file into the upload box.
6) Under the *Activity completion* section, change the *Completion tracking* field to *Show activity as complete when conditions are met*.
7) Click the checkbox next to *Student must view this activity to complete it*.
8) Click the checkbox next to the option *Student must receive a grade to complete this activity*.
9) In the *Require status*, make sure *Passed*, *Completed*, and *Require all scos to return completion status are selected*.
10) Click the option to *Save and return to course*.

How to Add a Quiz

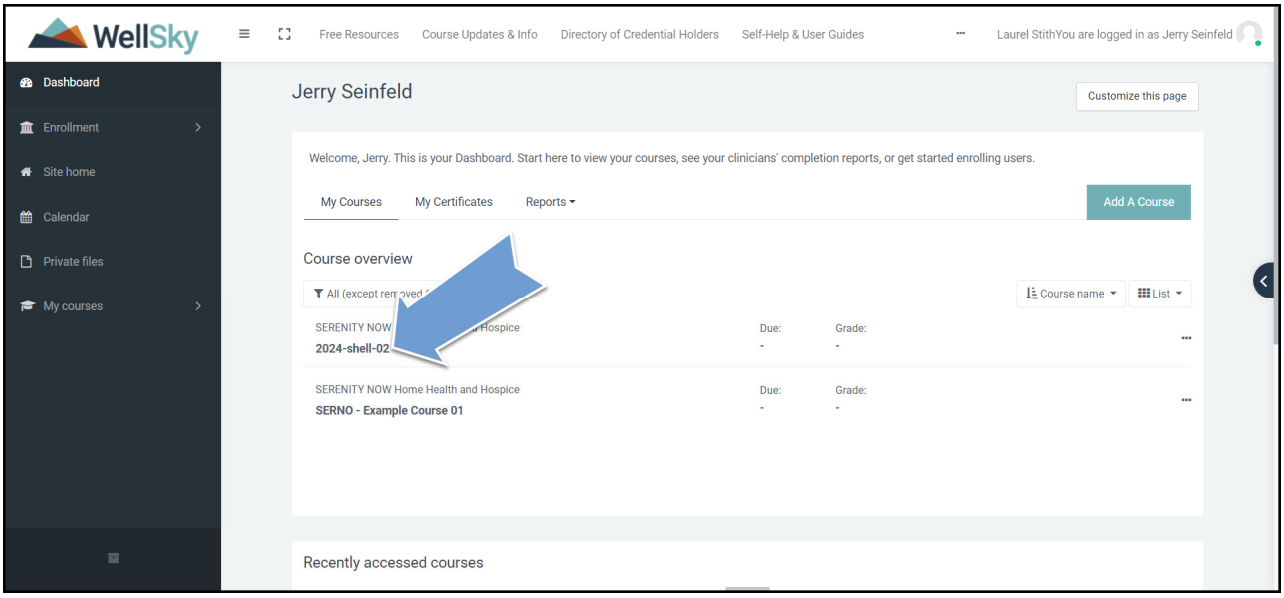
1) Click *Add an activity or resource*.
2) Click the *Quiz* tile.
3) Give your quiz a name.
4) Enter a brief description for your quiz.
5) In the *Grade* section, enter your passing threshold in the Grade to pass field. For example, if you want your passing percentage to be 80% and for the test to have 10 questions with 1 point being awarded for each correct answer (for a total of 10 points), then you will enter 8 into this field.
6) Within this same section, you can set how many attempts your users should have to complete the quiz. You can select from 1 through 10 or give them unlimited attempts.
7) Under *Question behavior*, change the *How questions behave* field to *Immediate feedback*.
8) Under *Activity completion*, change the *Completion tracking* field to *Show activity as complete when conditions are met*.
9) Click the checkbox next to *Student must receive a grade to complete this activity*.
10) In the *Require passing grade* row, click the checkbox next to *Require passing grade*.
11) Click the option to *Save and display* button.
12) You'll be taken to your quiz which currently has no questions within it. Click the option to *Edit quiz*.
13) Once you're on the *Editing quiz* page, click the *Add* dropdown and select *a new question*.
14) Select your question type and click *Add*.
15) Enter your question name. This information will not appear in the quiz.
16) Enter your question into the *Question Text* field.
17) Select how many points you want to award for correctly answering the question.
1) Depending upon which question type you've selected, each potential answer field may have an answer, grade, and feedback. Enter your answer into the answer field. If the answer is correct, enter the grade percentage you want to award. Enter the feedback you want to give the user for their answer.
18) After all potential answers have been entered, click *Save changes*.
19) You'll be redirected back to the *Editing quiz* page. Repeat steps 14-20 until all questions have been created.
20) **OPTIONAL:** If you would like to shuffle the order of your questions, click the checkbox next to Shuffle. You can also rearrange the question order by dragging and dropping. You can also add page breaks between your questions if you'd like.
21) Click the course title in the footprint to go back to your course dashboard.
22) Click the button to *Turn editing off*.
23) You are now ready to enroll your users.

The next few pages show the above instructions along with screenshots showing where to click in each step.

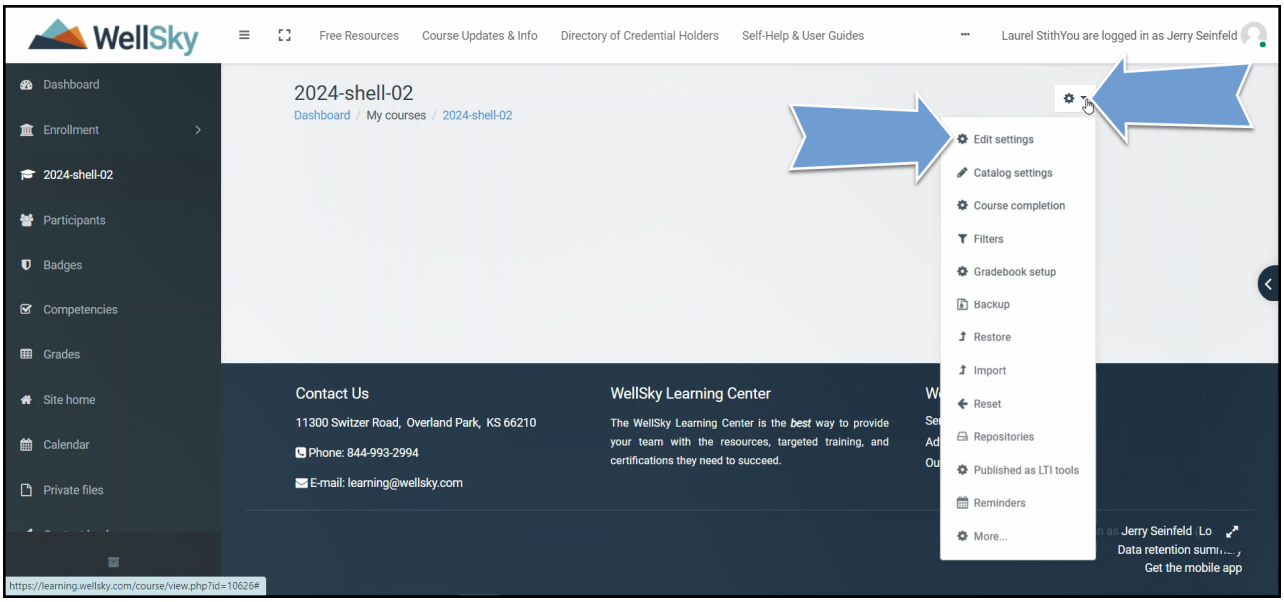
How to Create a Course

These steps will be completed after WLC support has created and release your course shell(s).

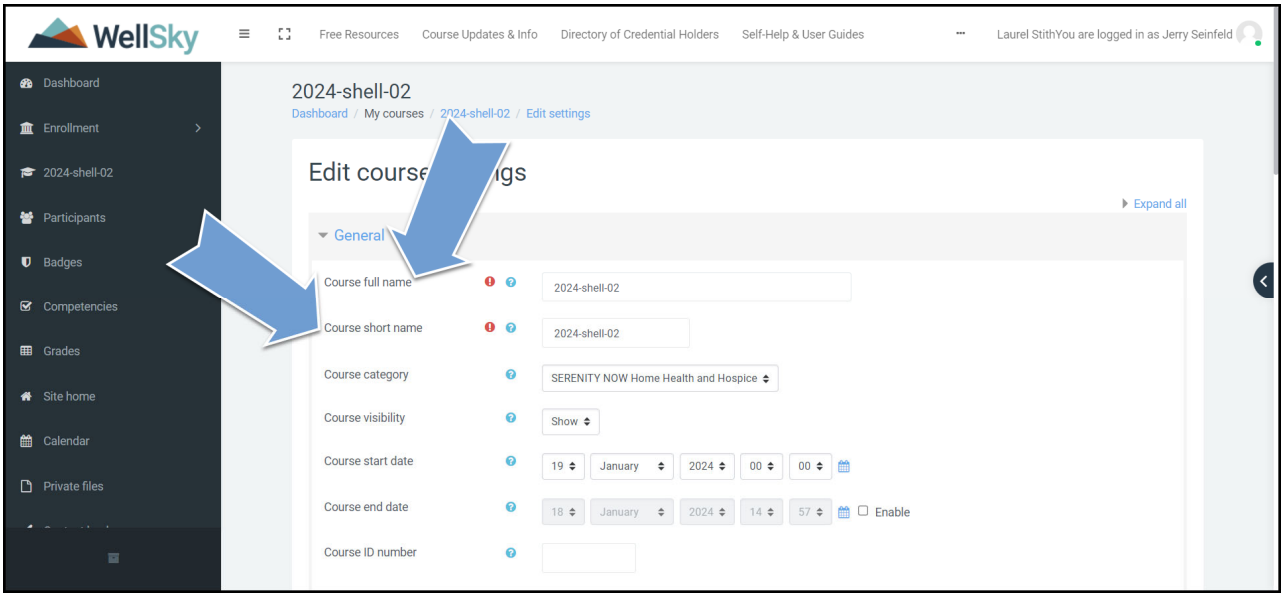
1) Log into the WLC.
2) Click the title of the course shell.



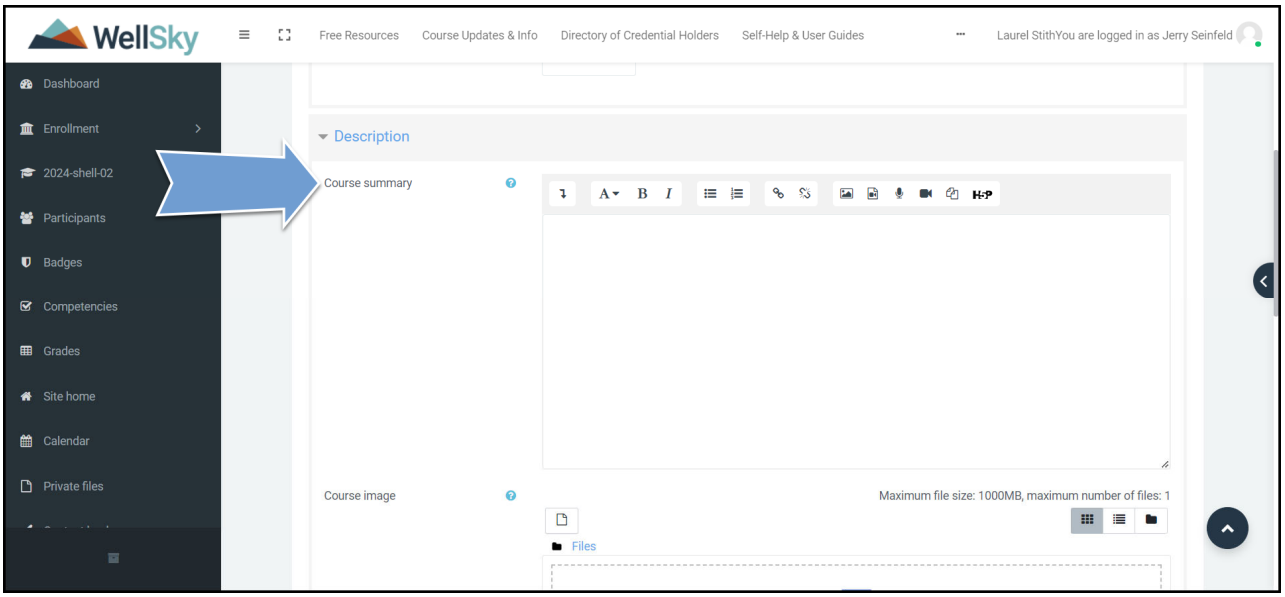
3) Click the gear icon and select *Edit Settings* from the dropdown.



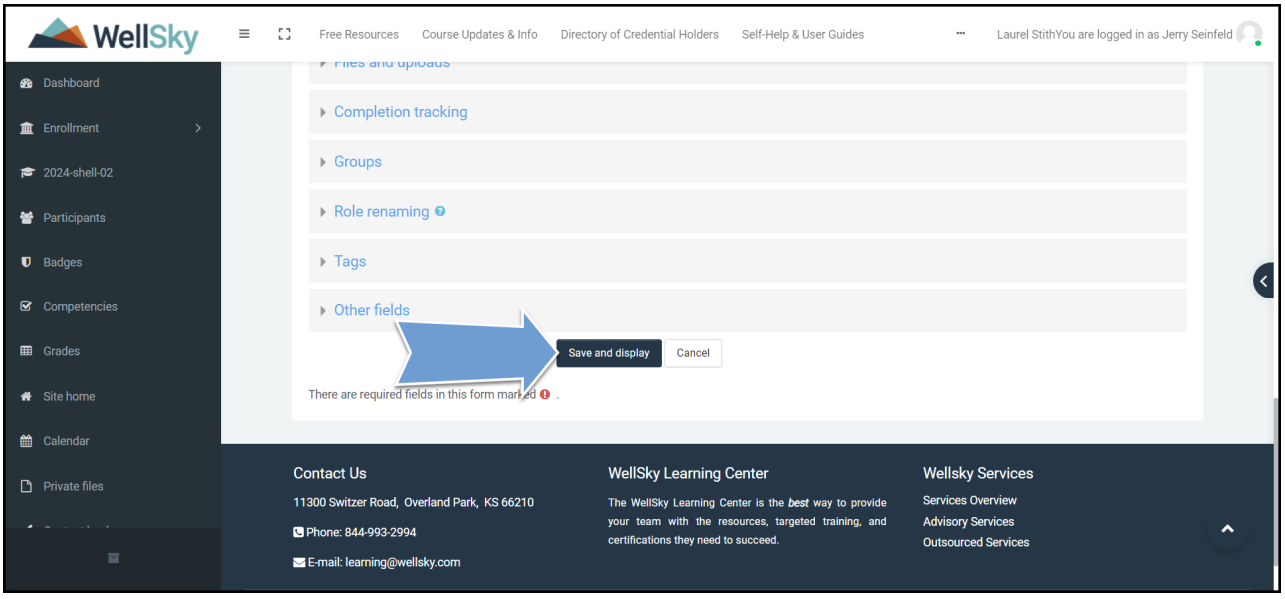
4) Give your title a new *Course full name* and *Course short name*.



5) Scroll down to the *Description* field and enter your course description to the *Course Summary* field.



6) Scroll down to the bottom of the page and click *Save and display*.



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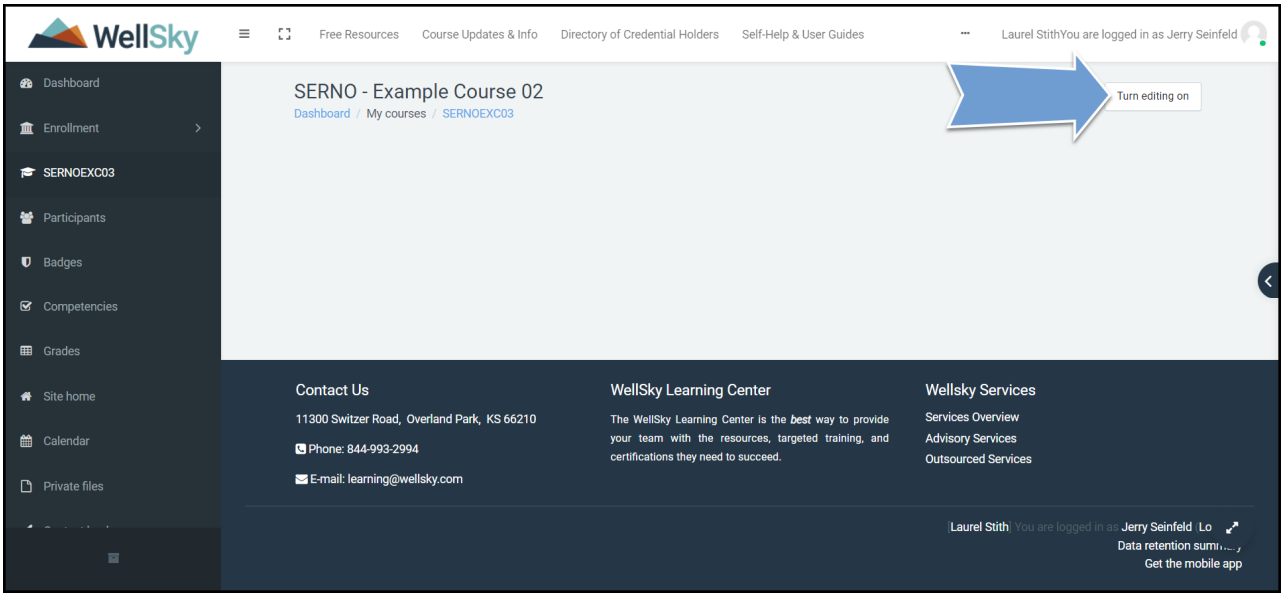
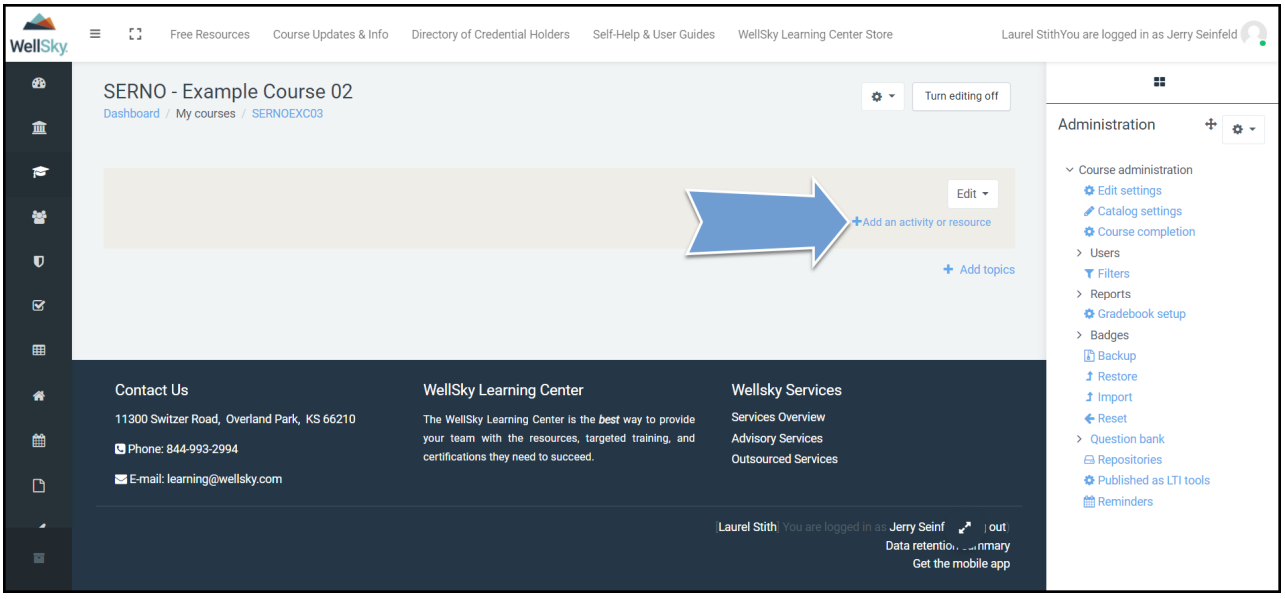


8) Click *Add an activity or resource*.



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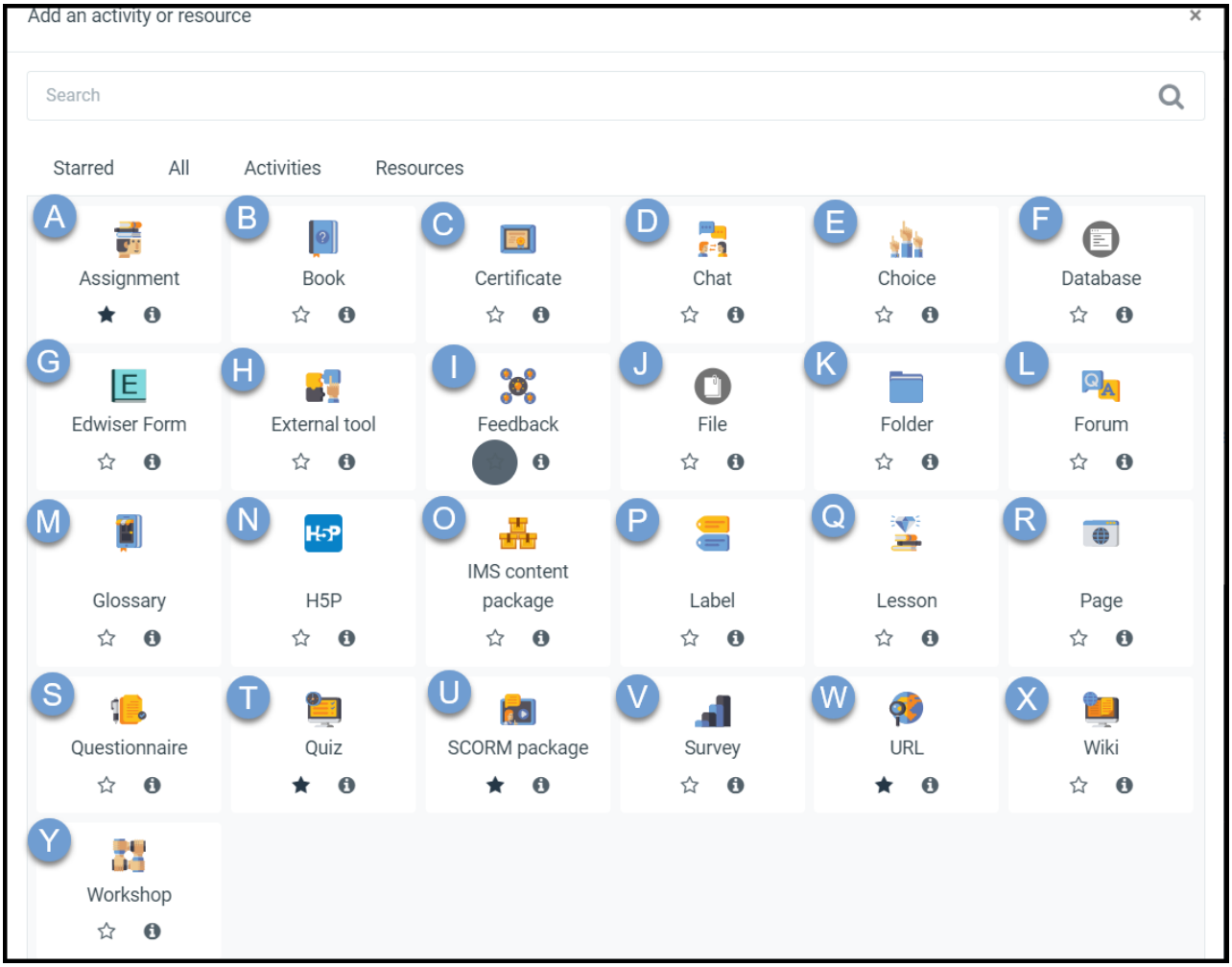

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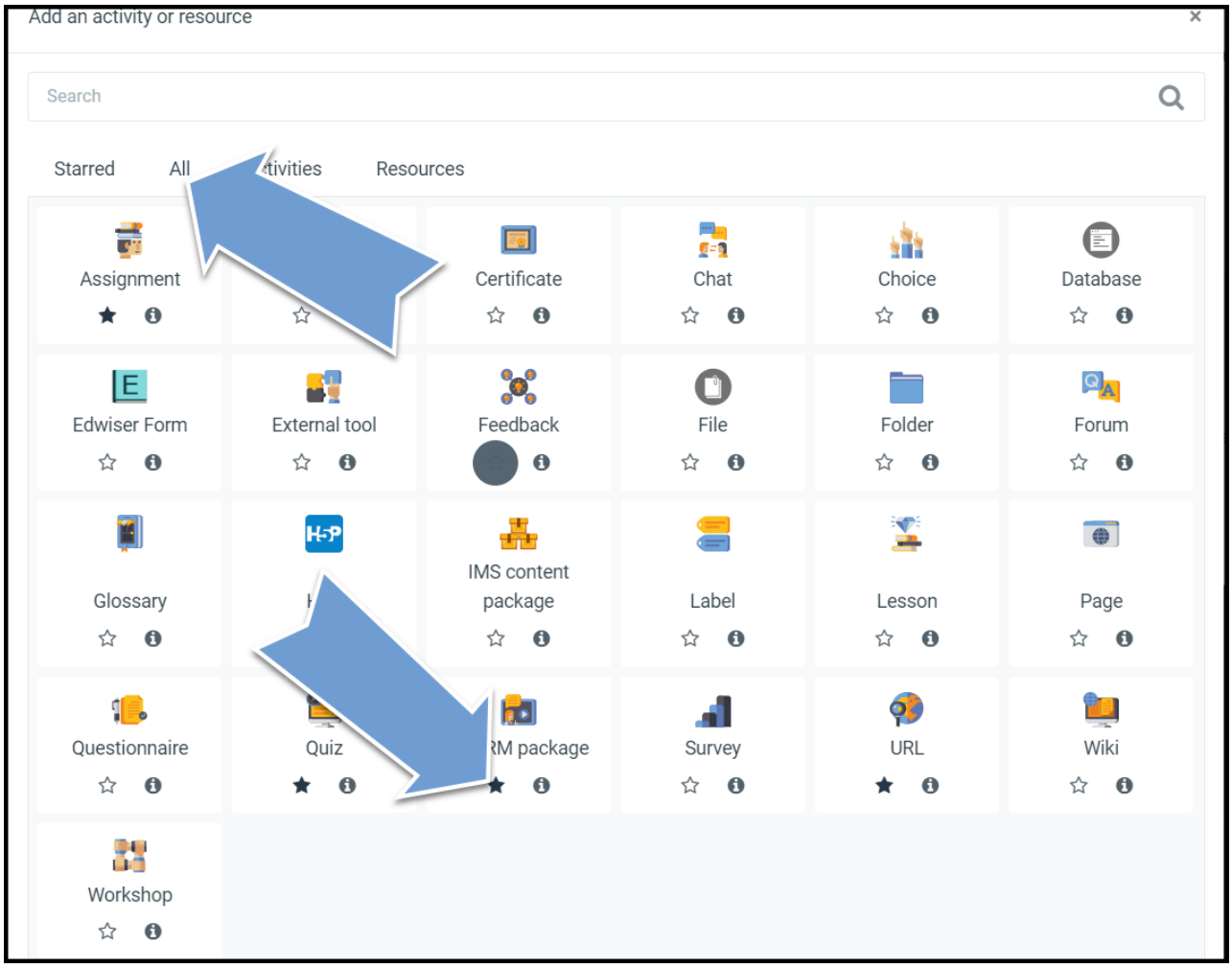
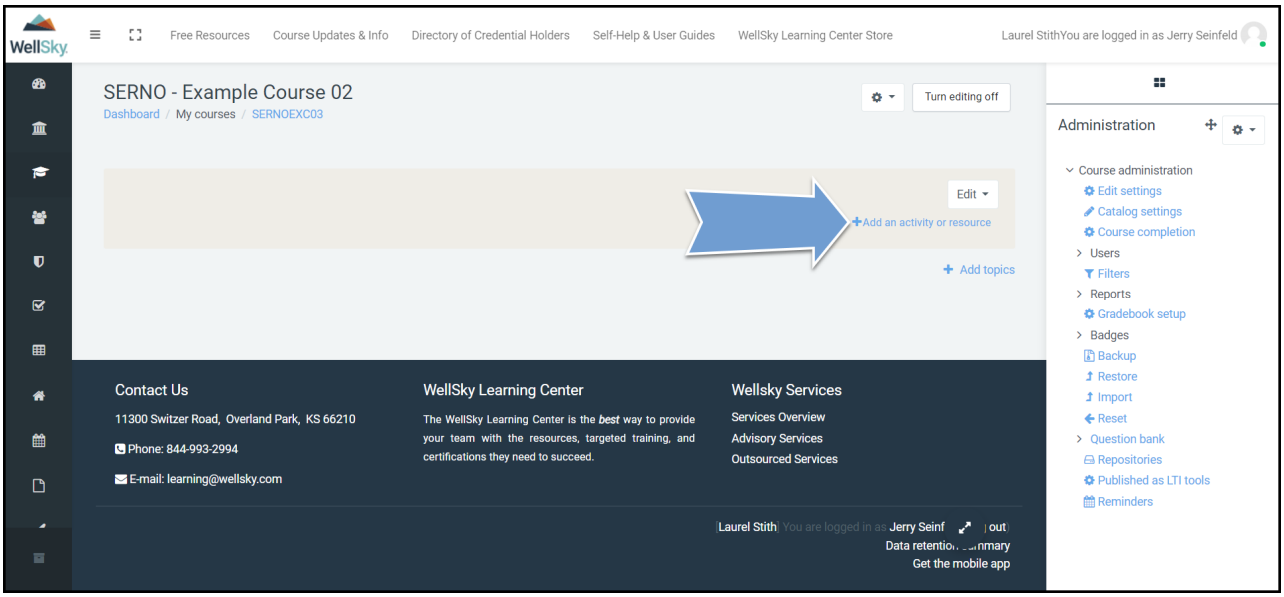
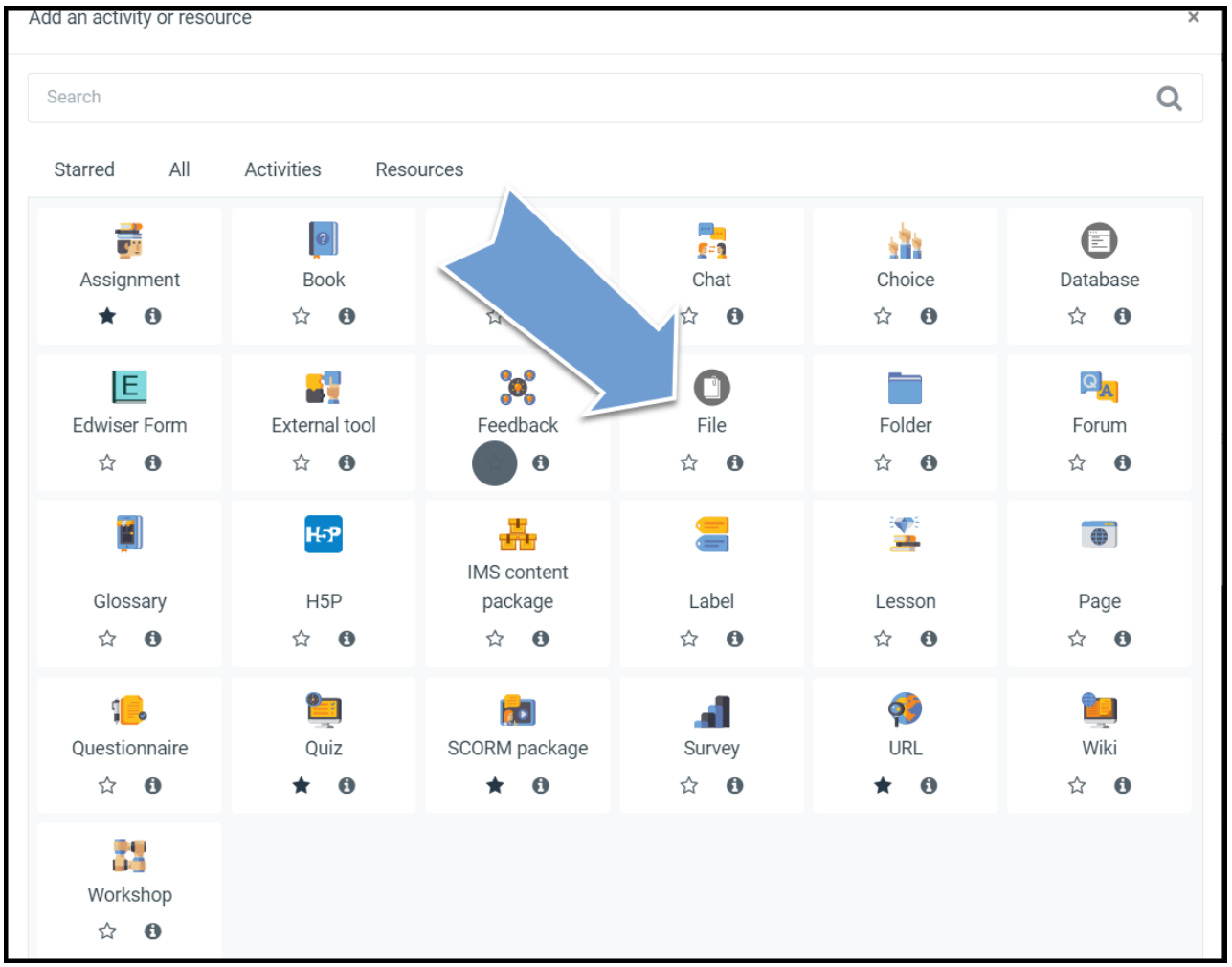


How to Add a File

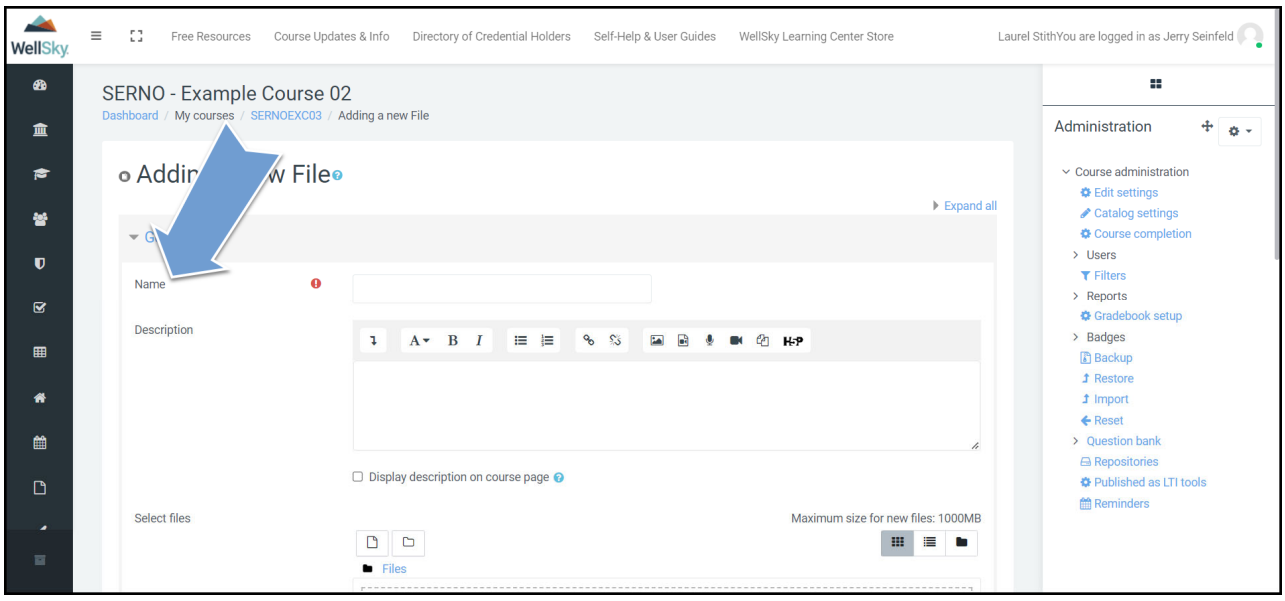
1) Click *Add an activity or resource*.



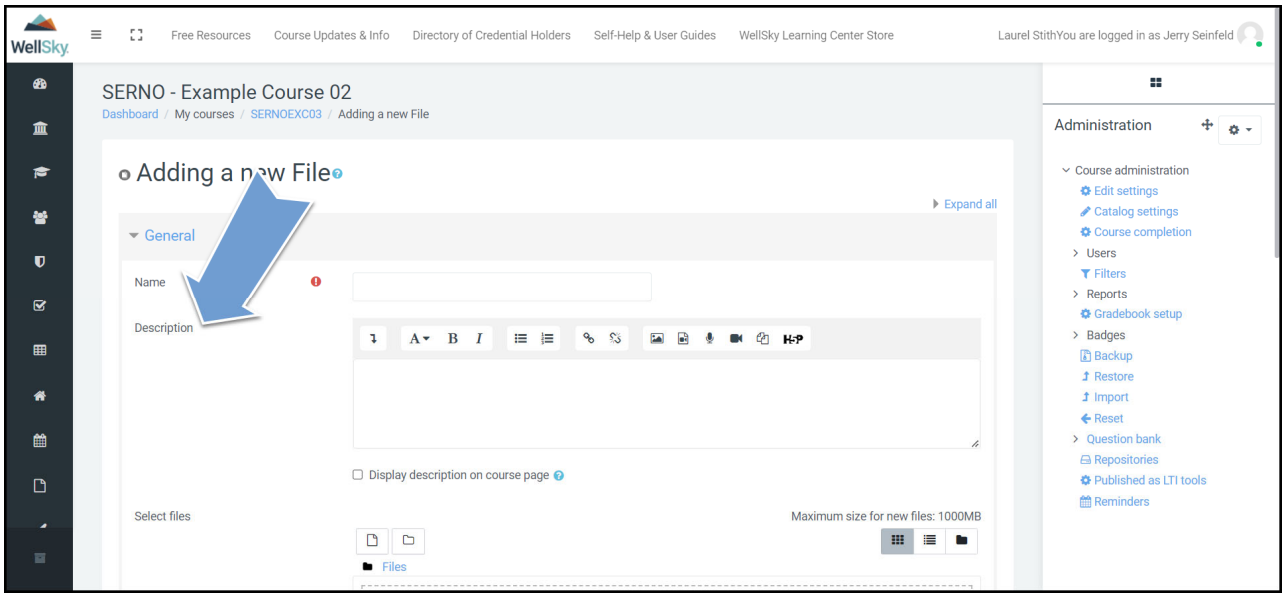
2) Click the *File* tile.



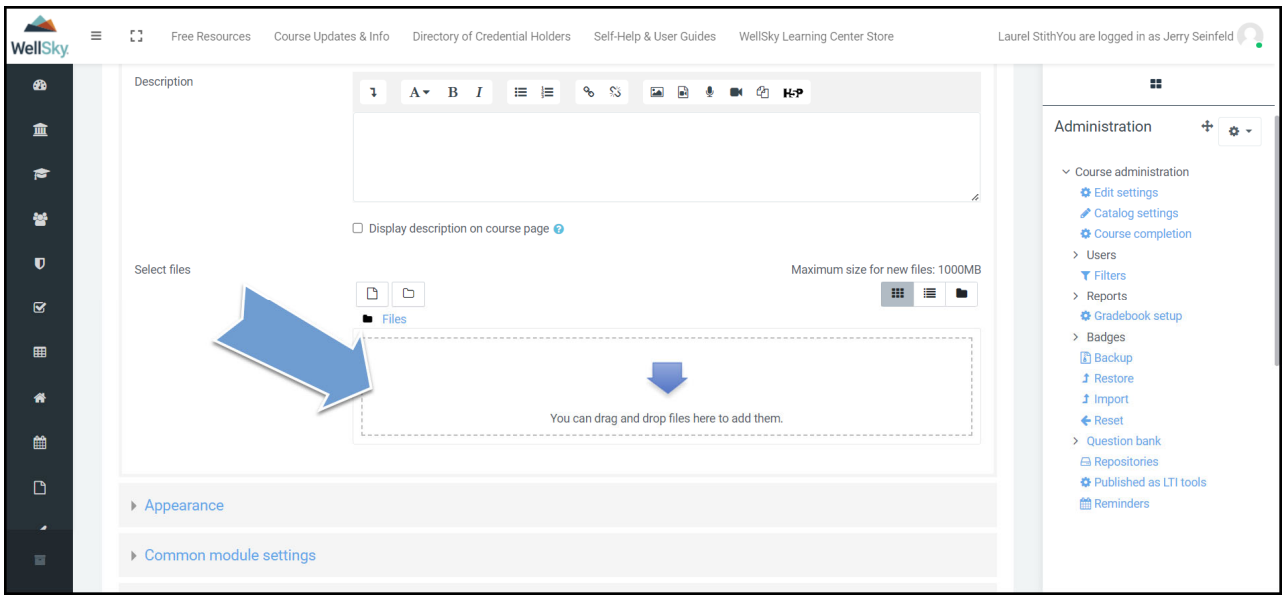
3) Give your file a name.



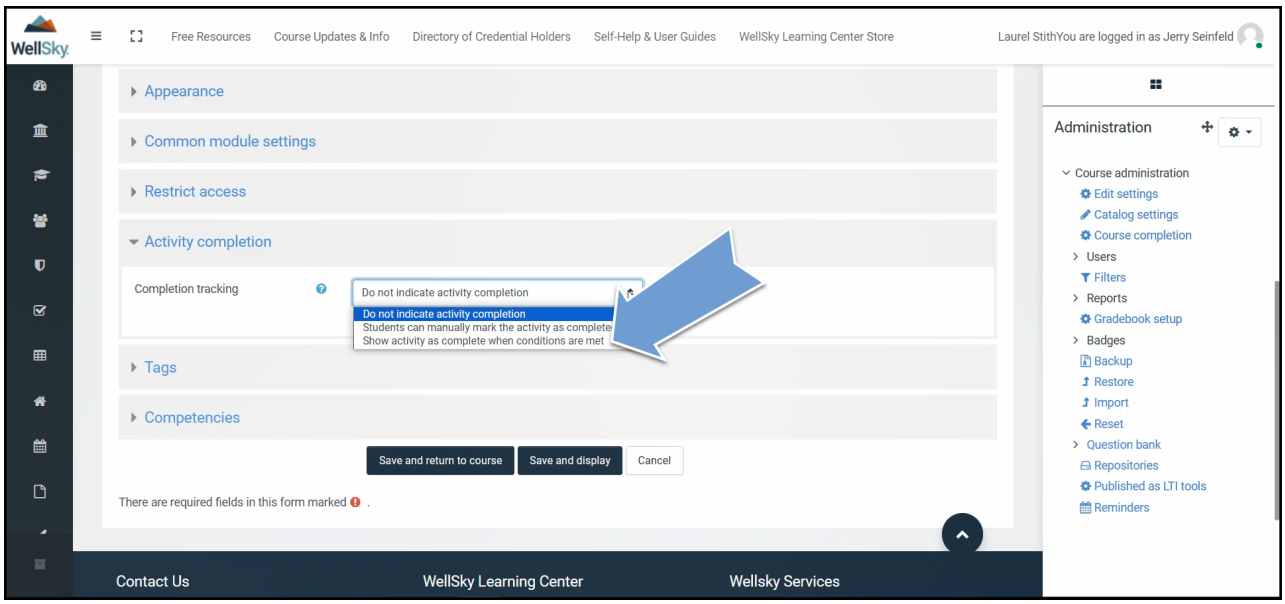
4) Give your file a brief description.



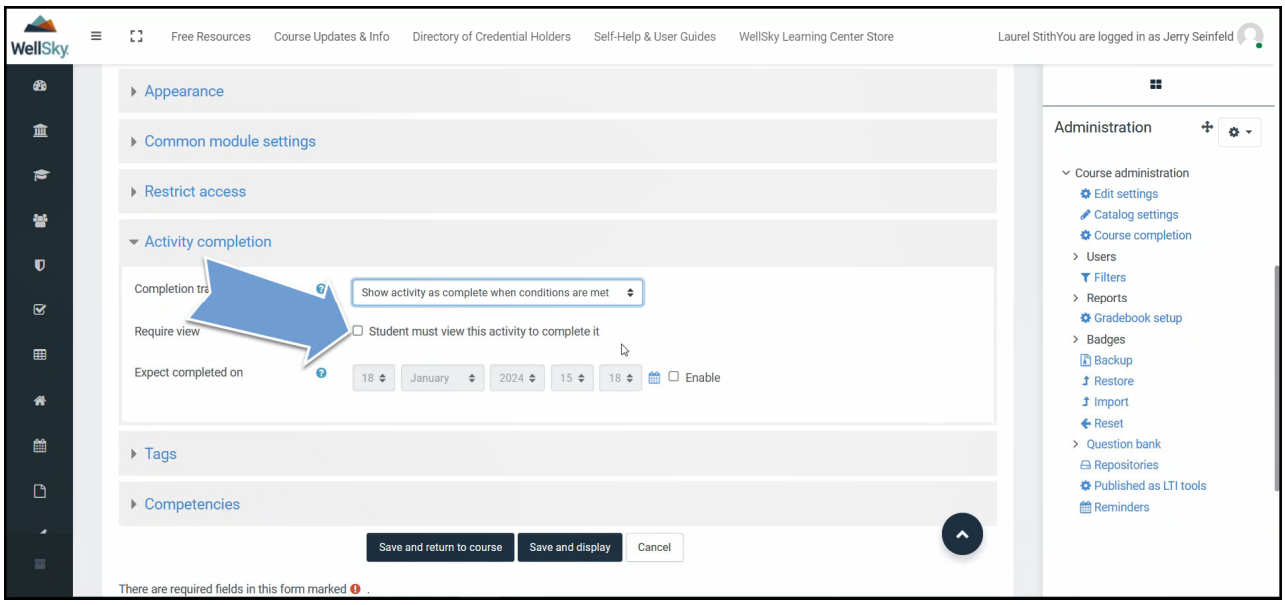
5) Drag and drop your file(s) into the upload box.



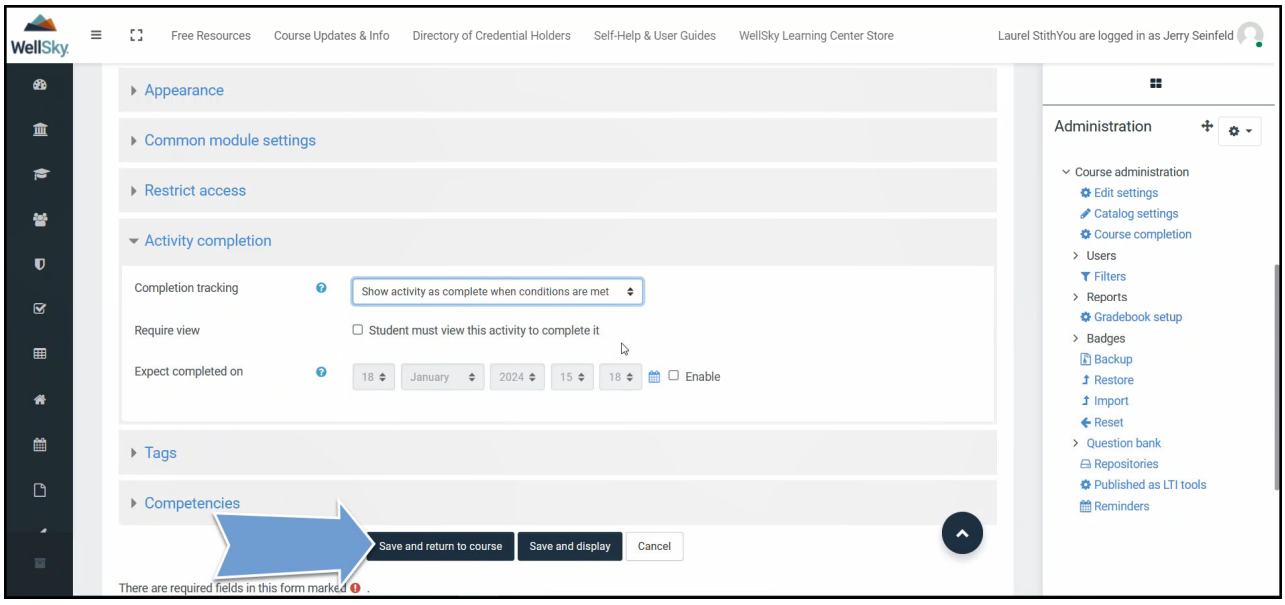
6) Under *Activity completion* section, change the *Completion tracking* field to *Show activity as complete when conditions are met*.



7) Click the checkbox next to *Student must view this activity to complete it*.

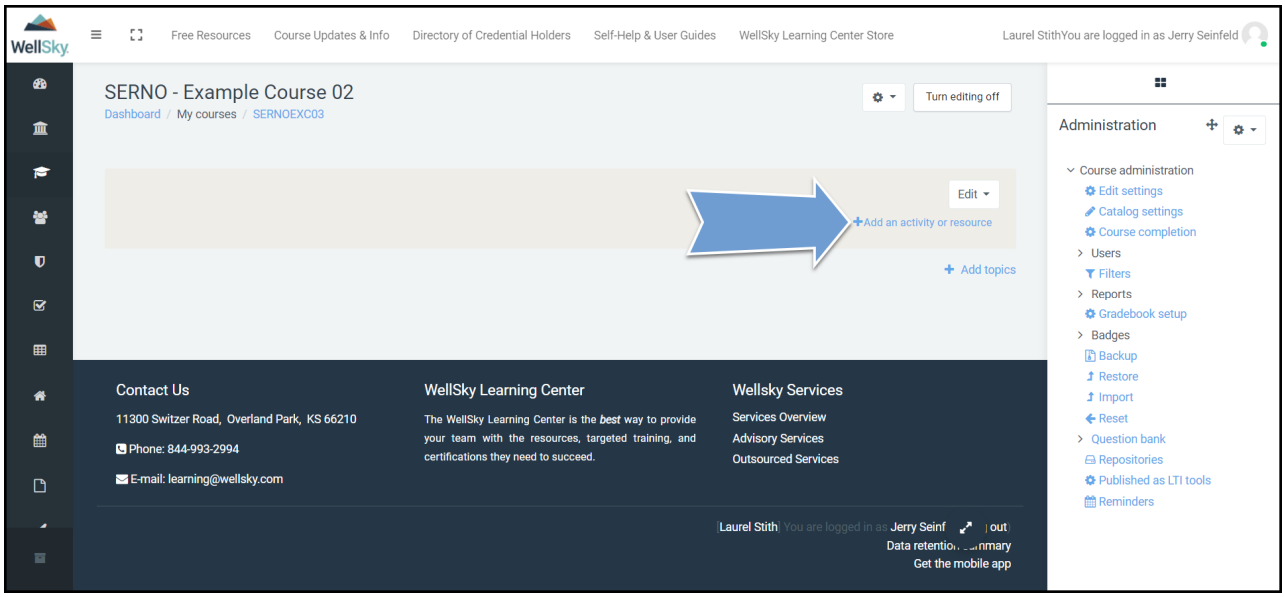


8) Click the option to *Save and return to course*.

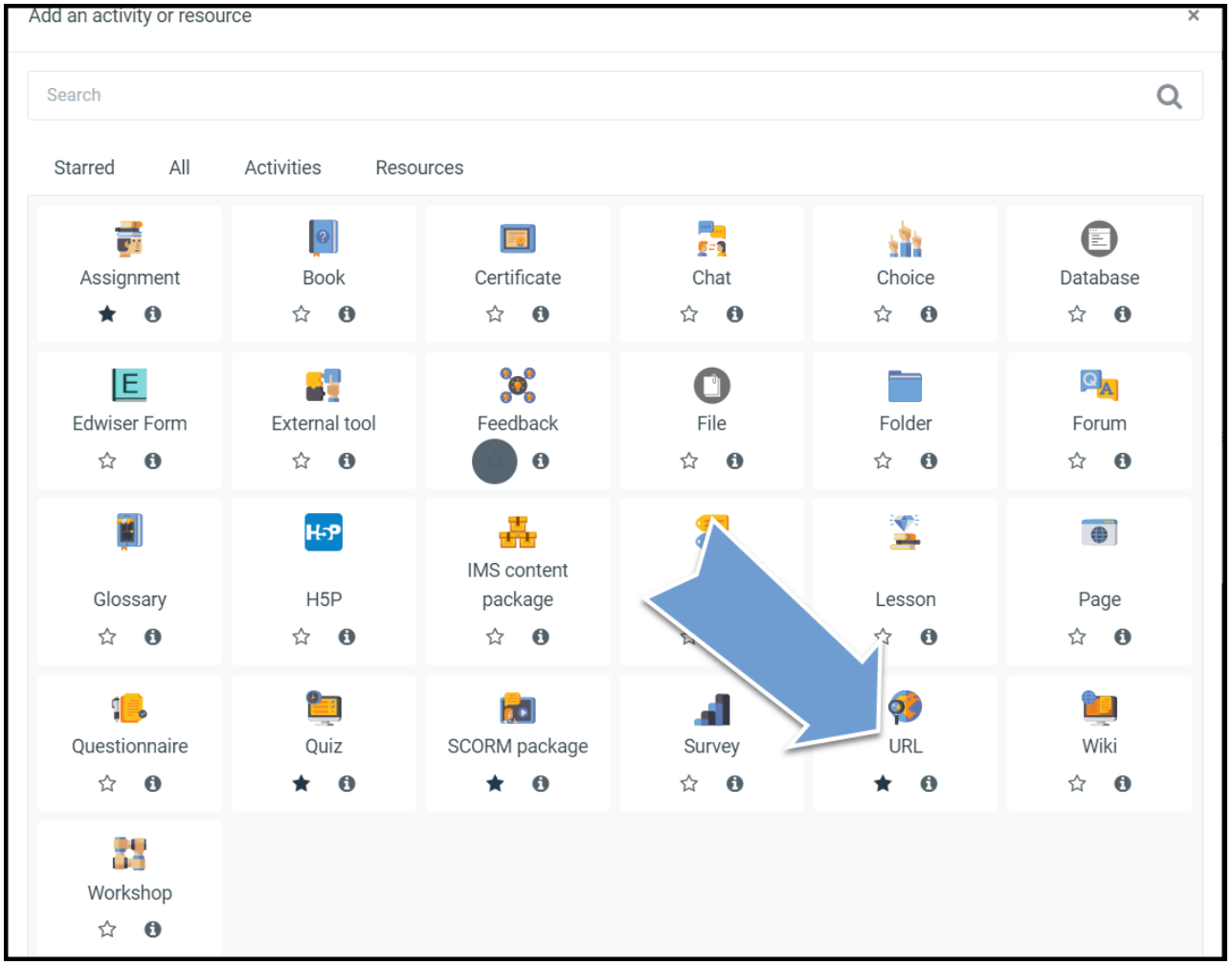


How to Add a URL

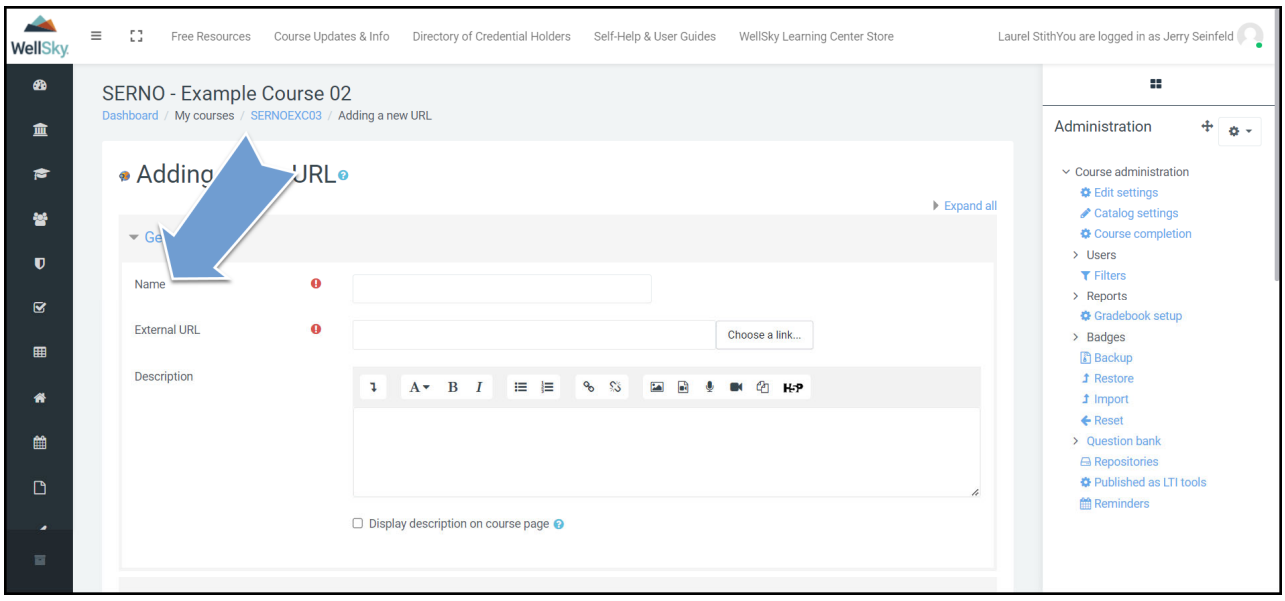
1) Click *Add an activity or resource*.



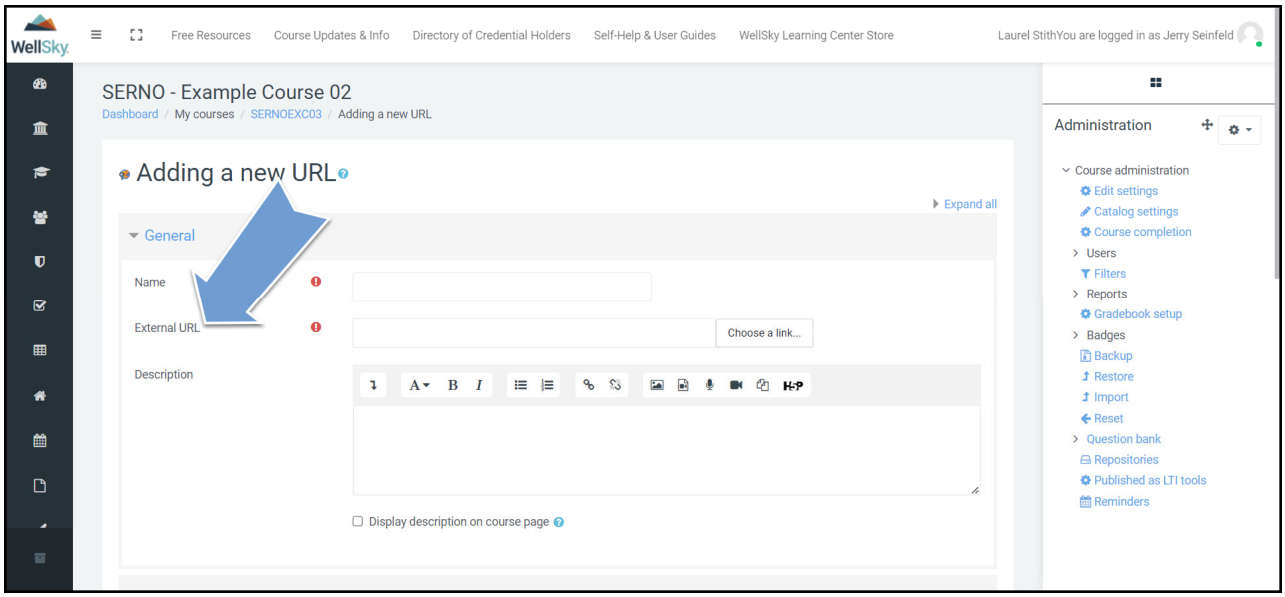
2) Click the *URL* tile.



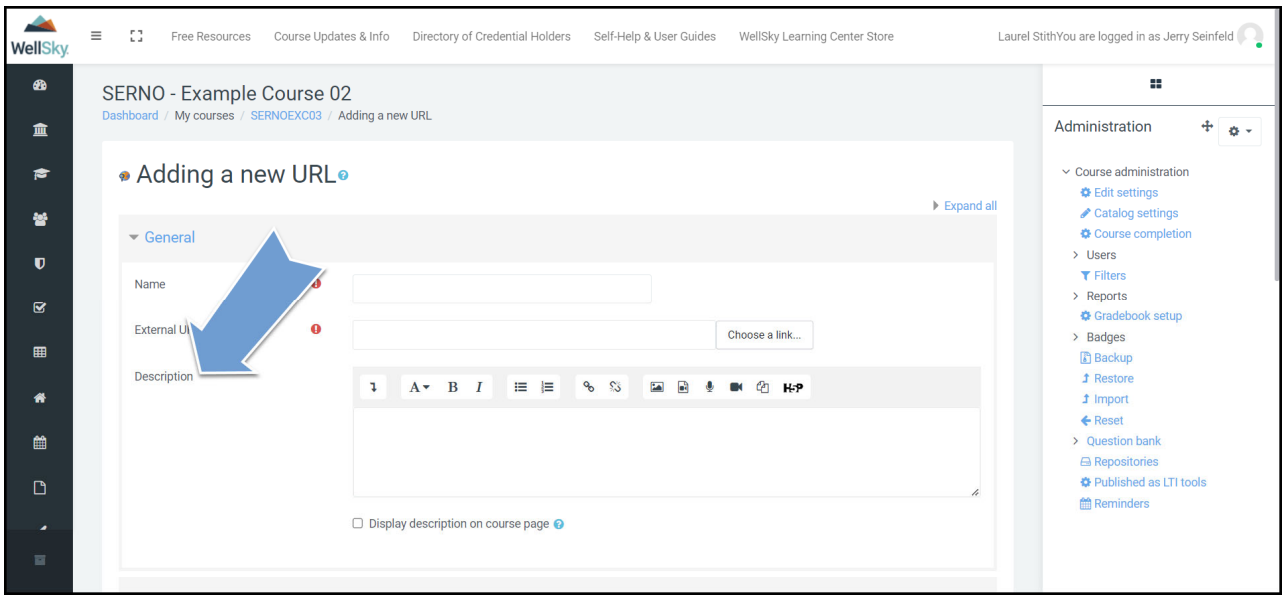
3) Give your URL a name.



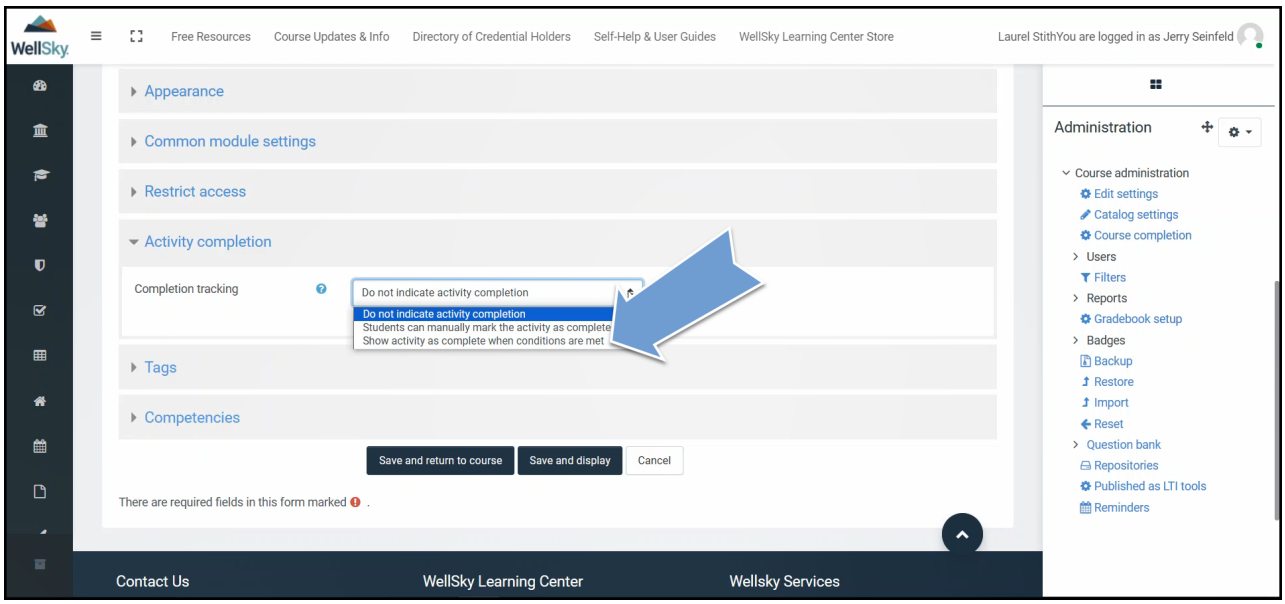
4) Paste the URL into the *External URL* field.



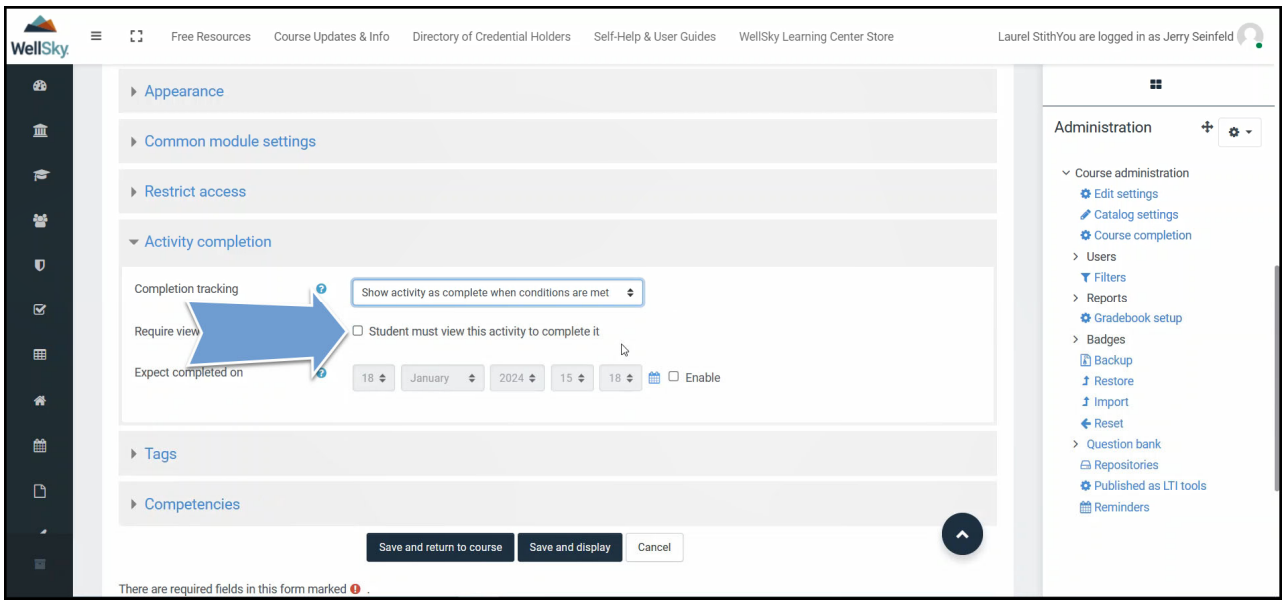
5) Give your URL a brief description.



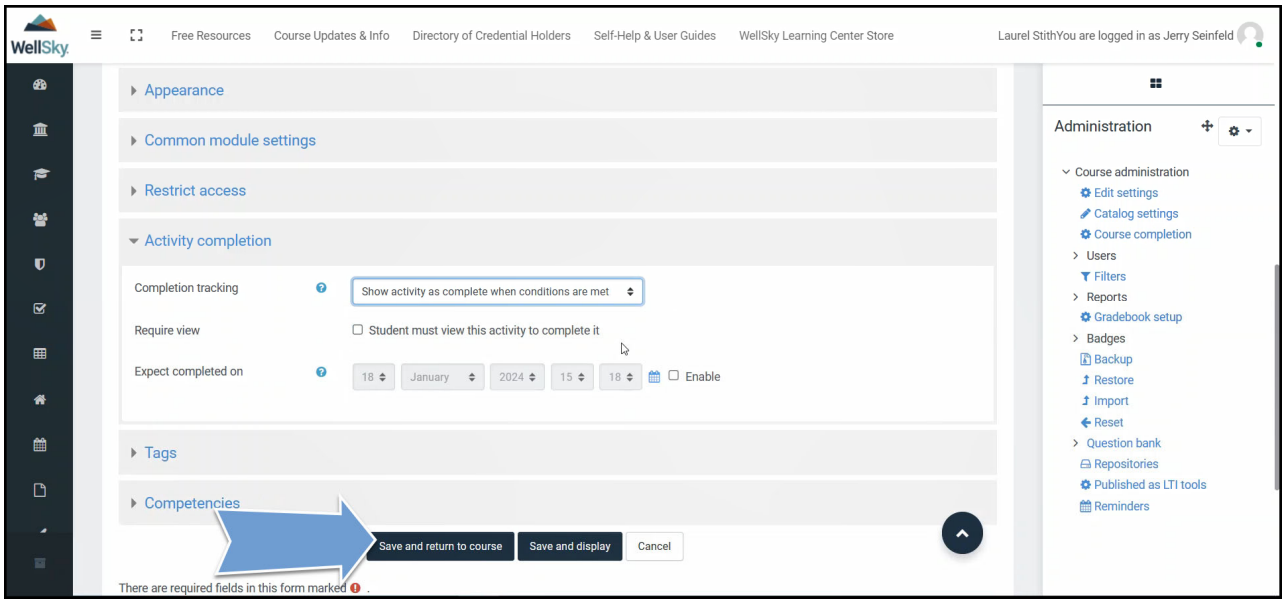
6) Under the *Activity completion* section, change the *Completion tracking* field to *Show activity as complete when conditions are met*.



7) Click the checkbox next to *Student must view this activity to complete it*.

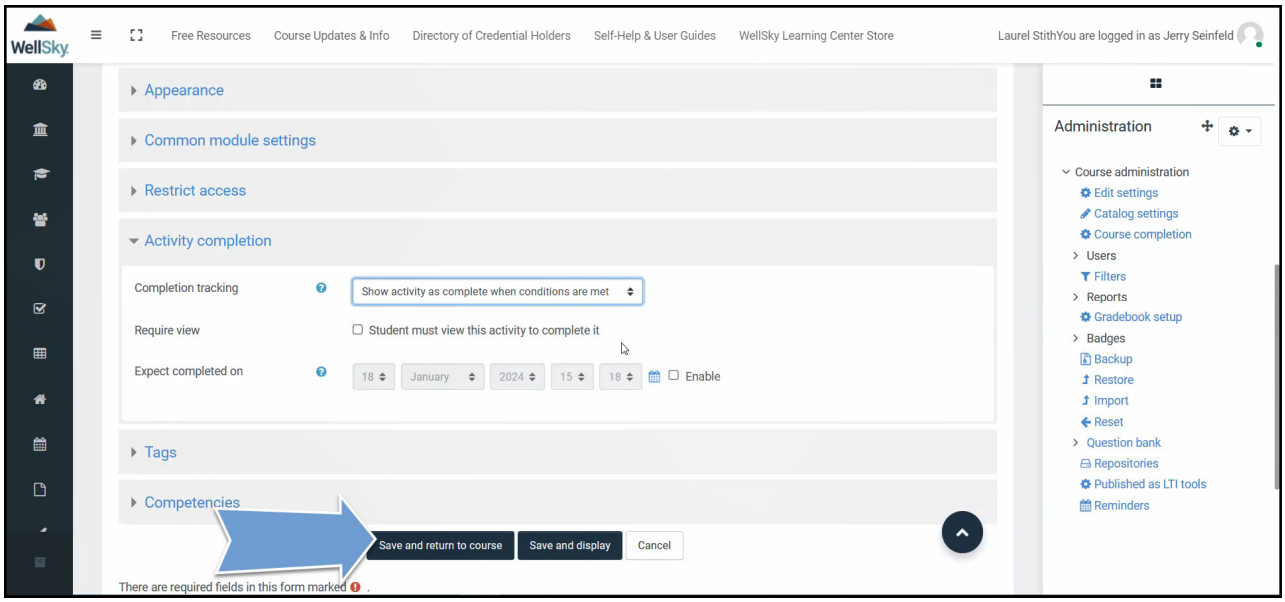


8) Click the option to *Save and return to course*.

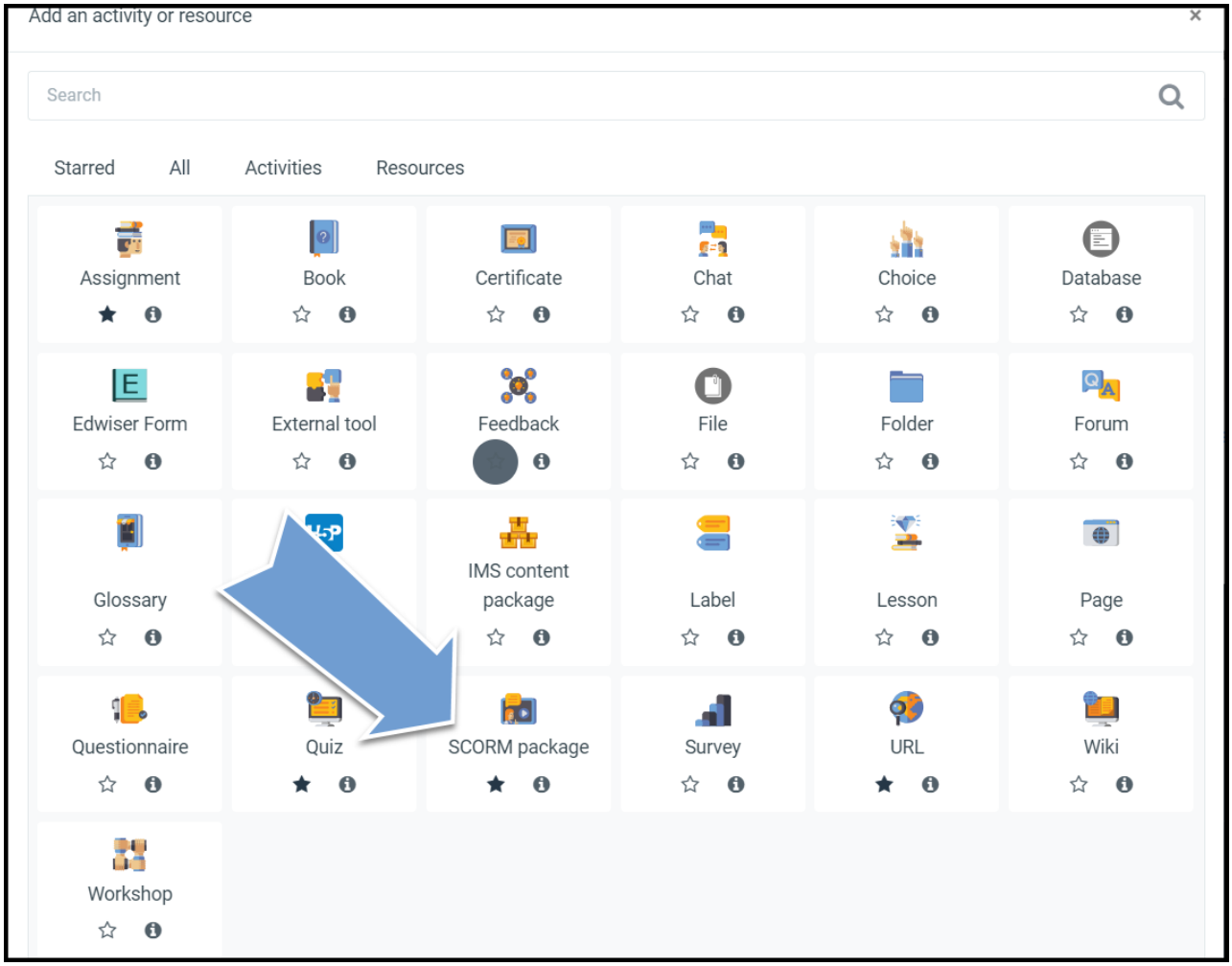


How to Add a SCORM Package

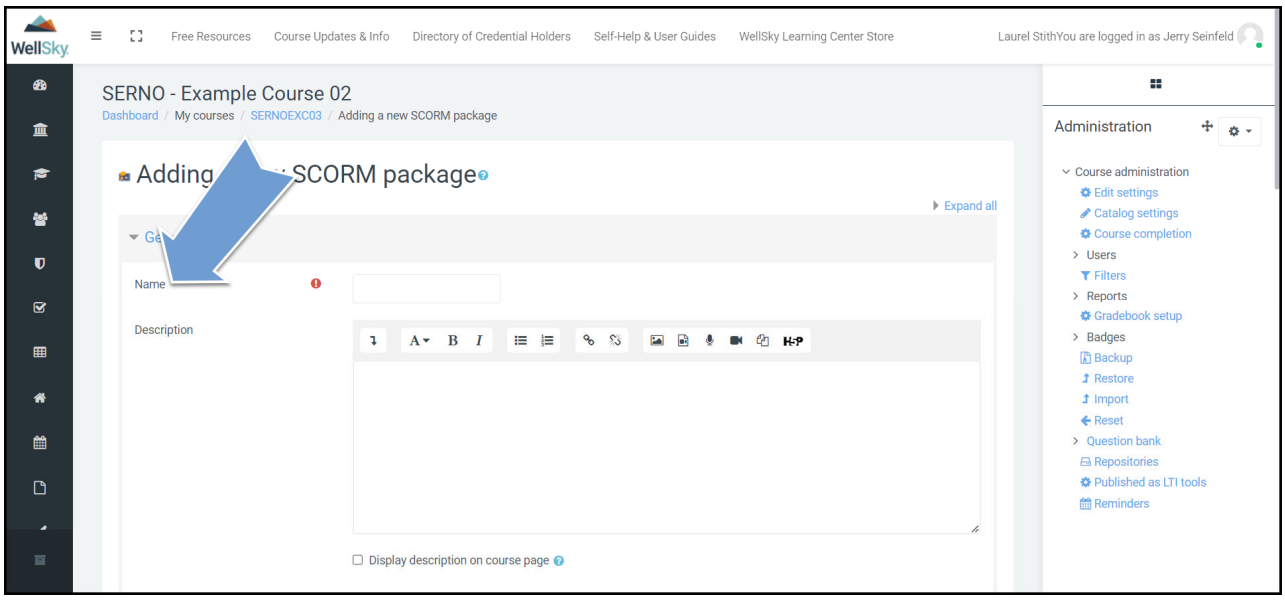
1) Click *Add an activity or resource*.



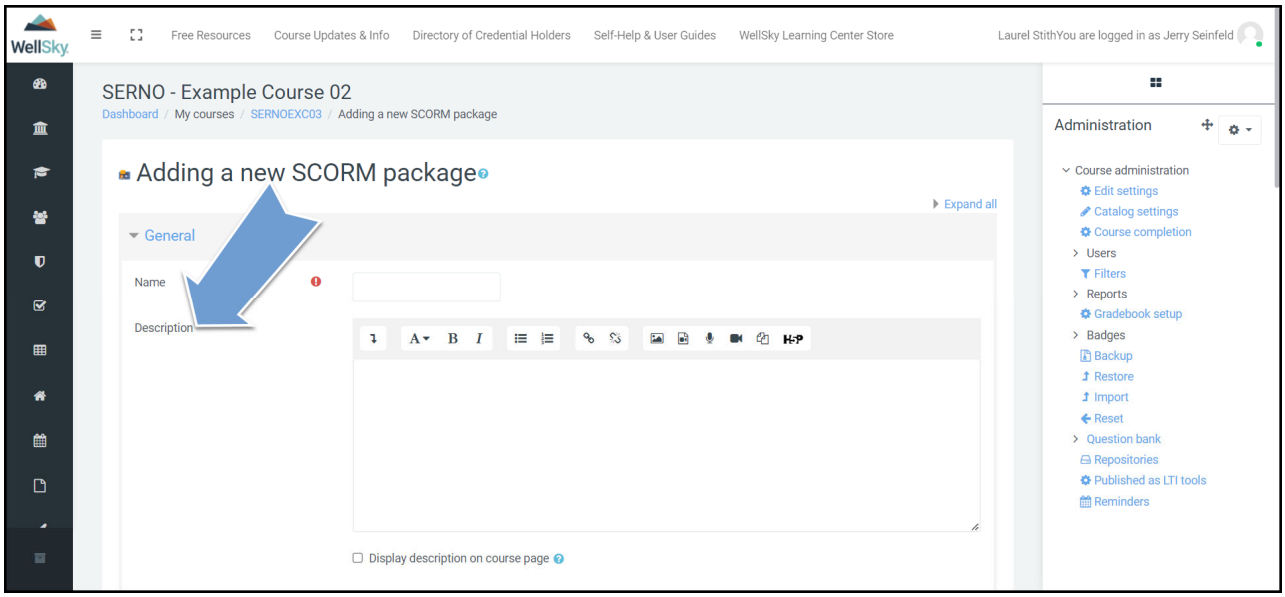
2) Click the *SCORM package* tile.



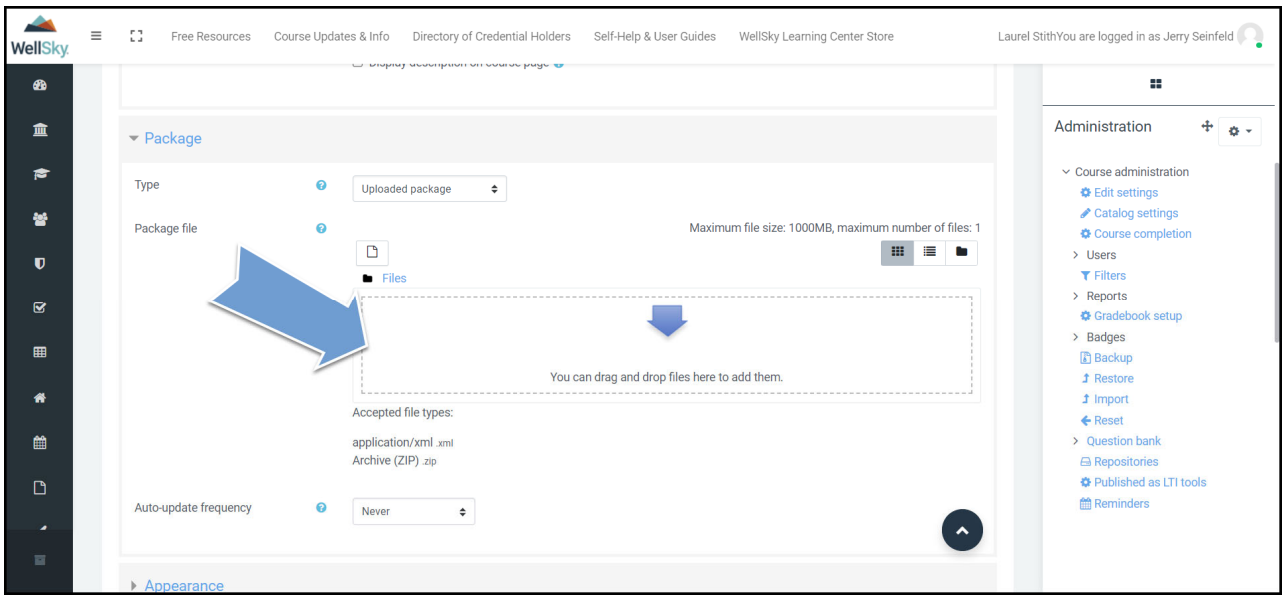
3) Give your file a name.



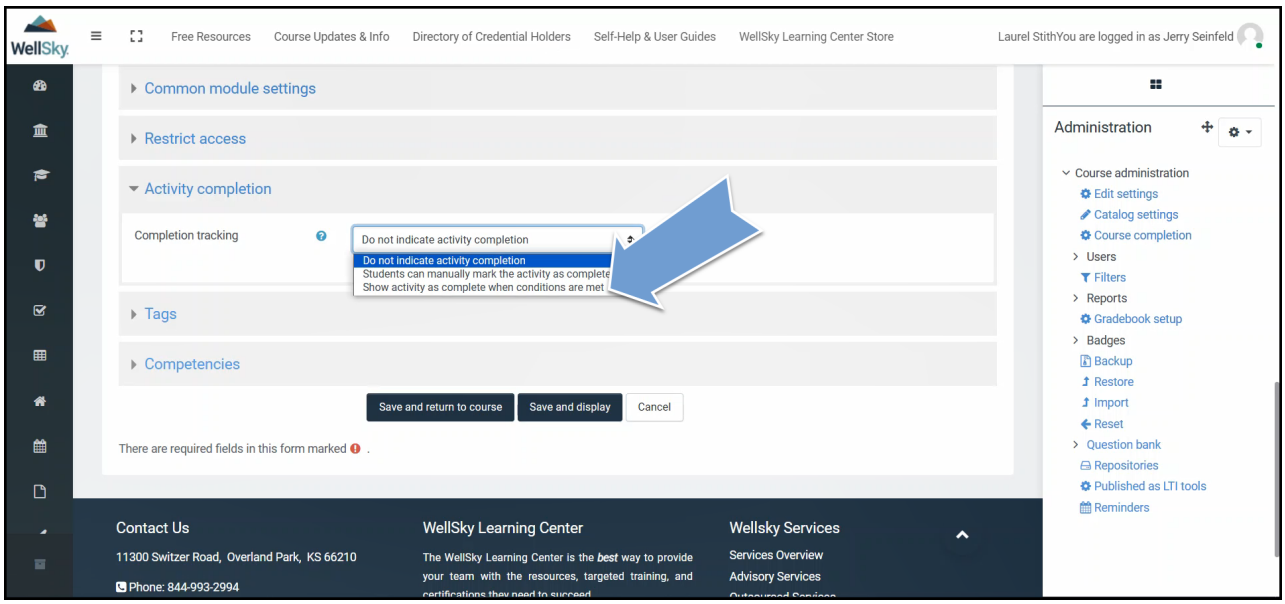
4) Give your file a brief description.



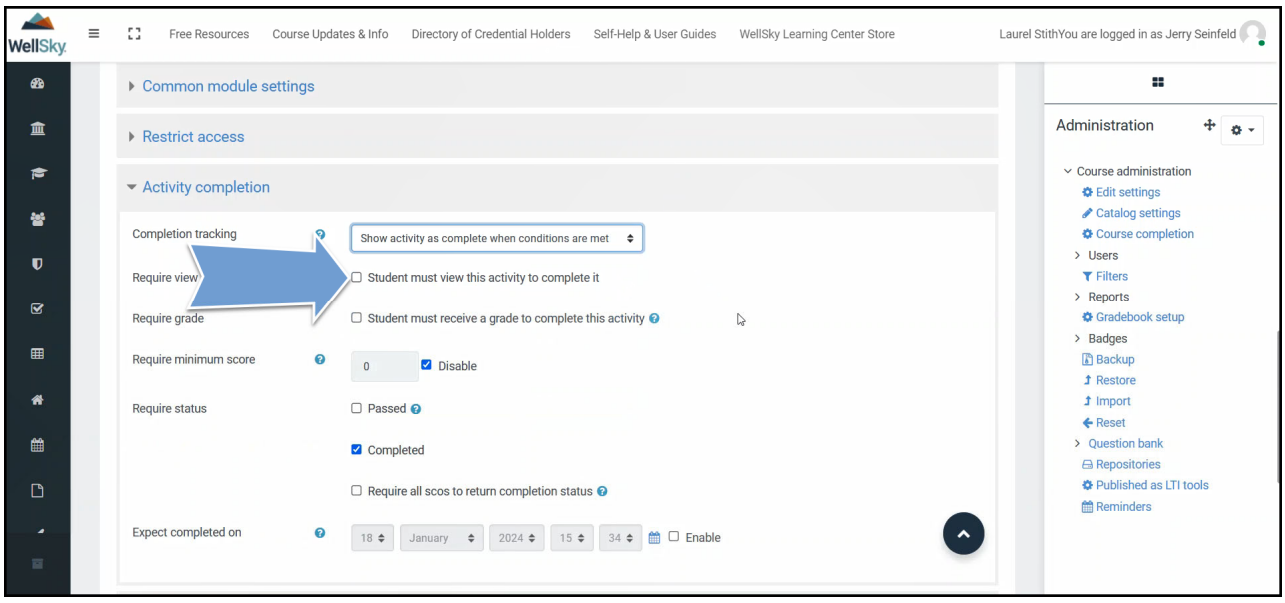
5) Drag and drop your zipped SCORM file into the upload box.



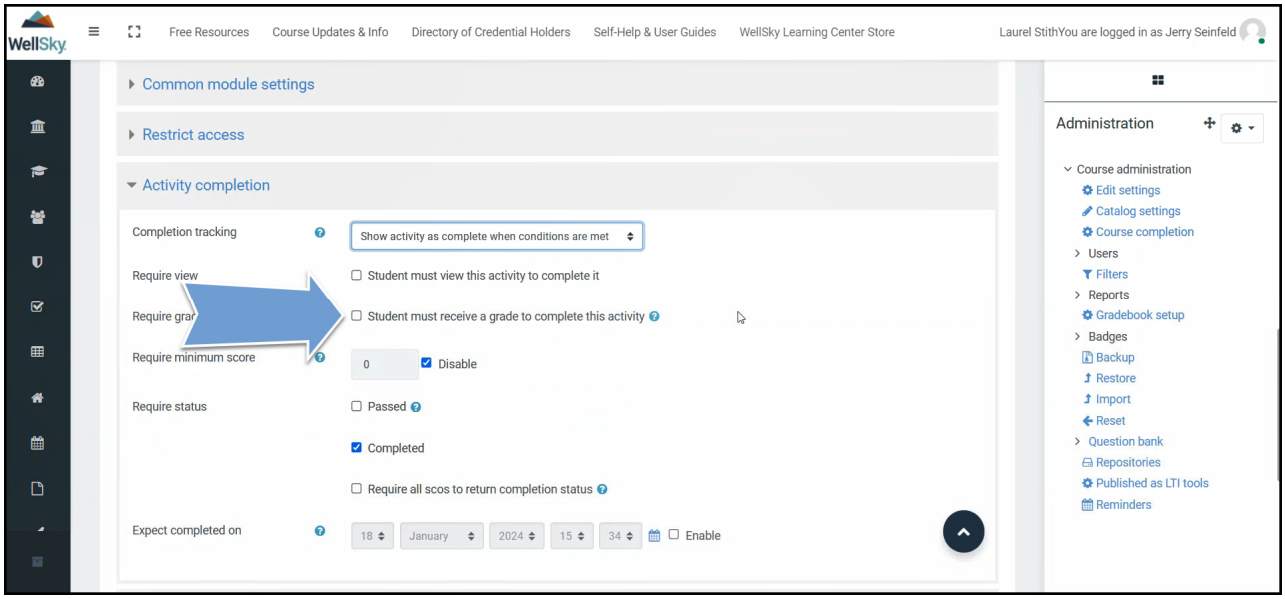
6) Under *Activity completion*, change the *Completion tracking* field to *Show activity as complete when conditions are met*.



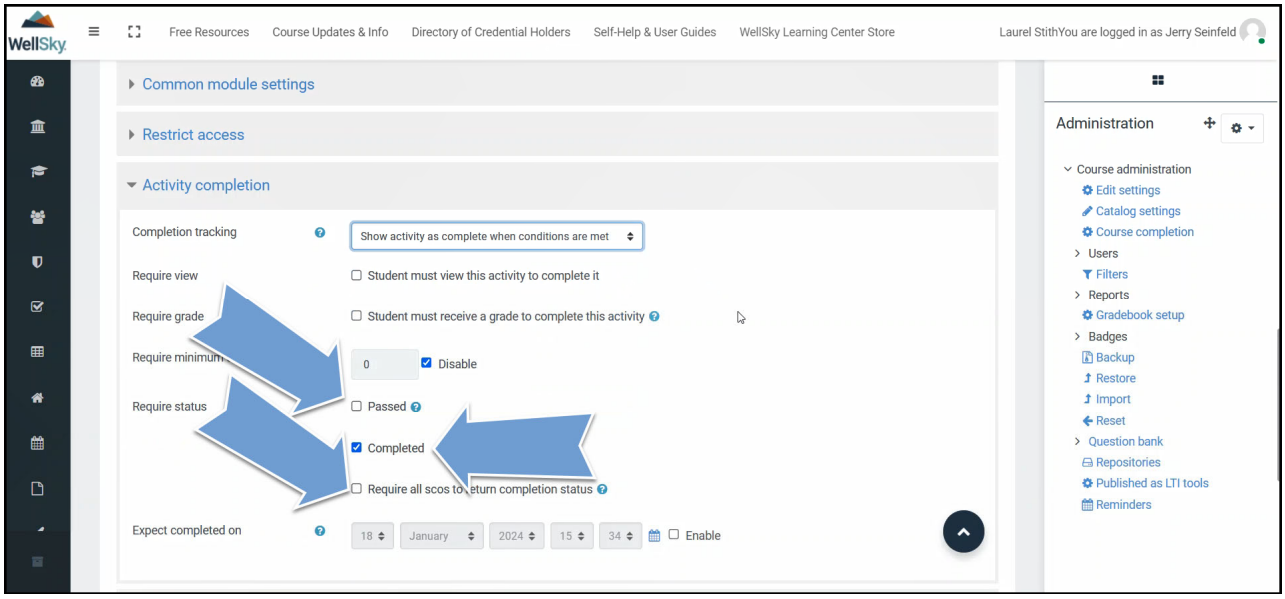
7) Click the checkbox next to *Student must view this activity to complete it*.



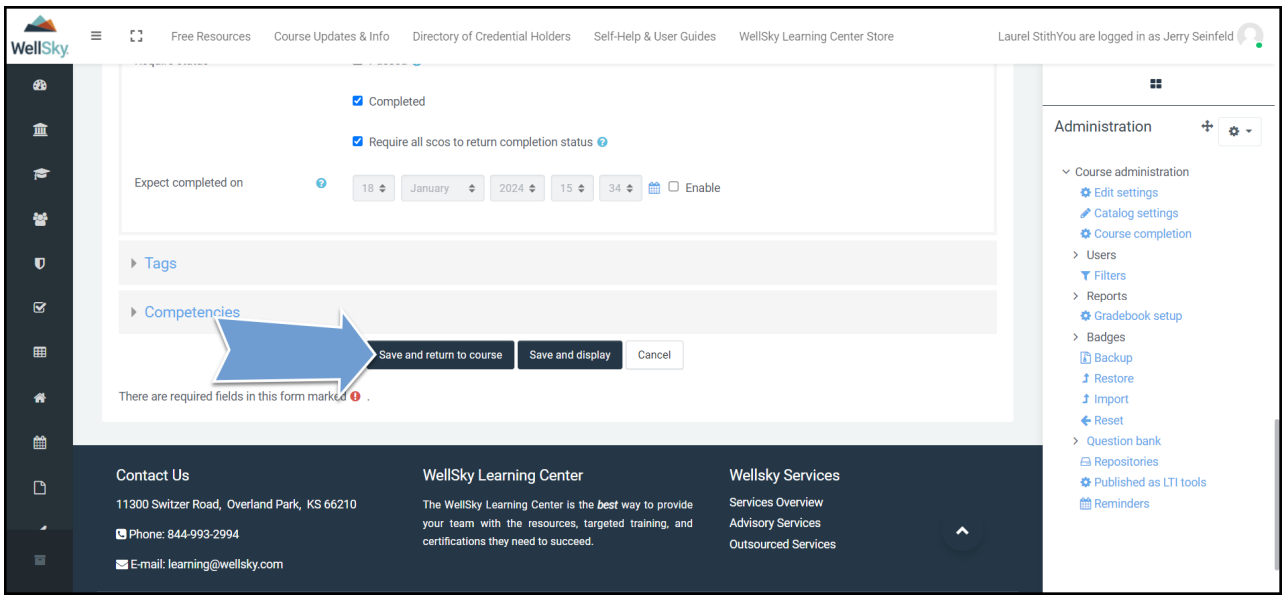
8) Click the checkbox next to the option *Student must receive a grade to complete this activity*.



9) In the *Require* status, make sure *Passed*, *Completed*, and *Require all scos to return completion status are selected*.

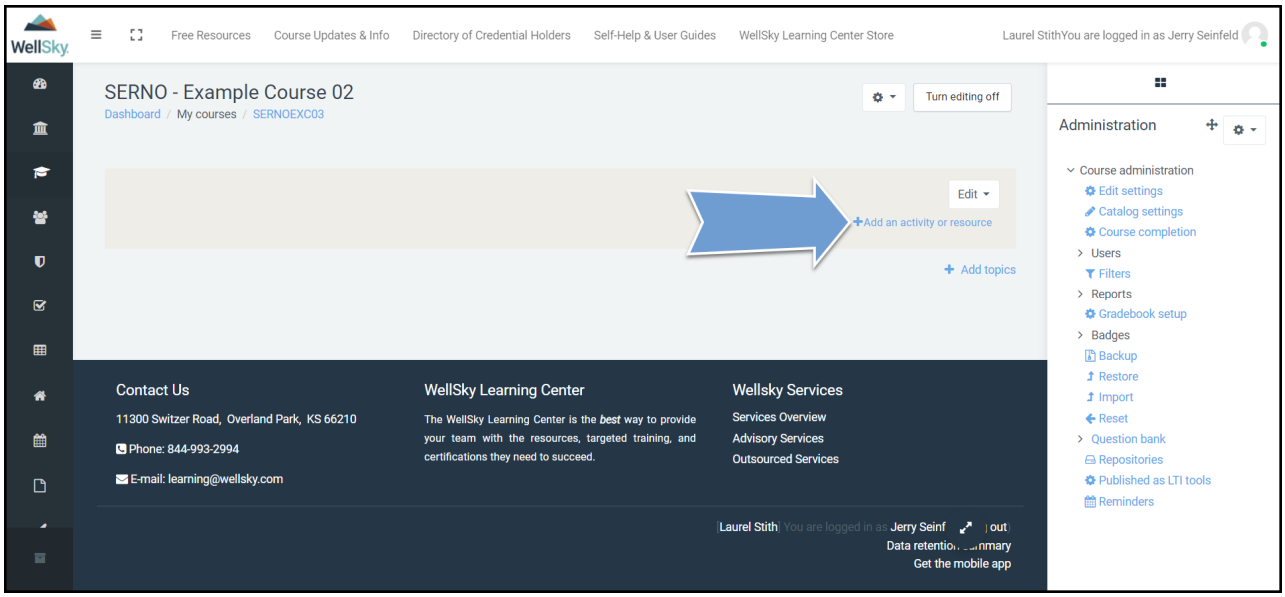


10) Click the option to *Save and return to course*.

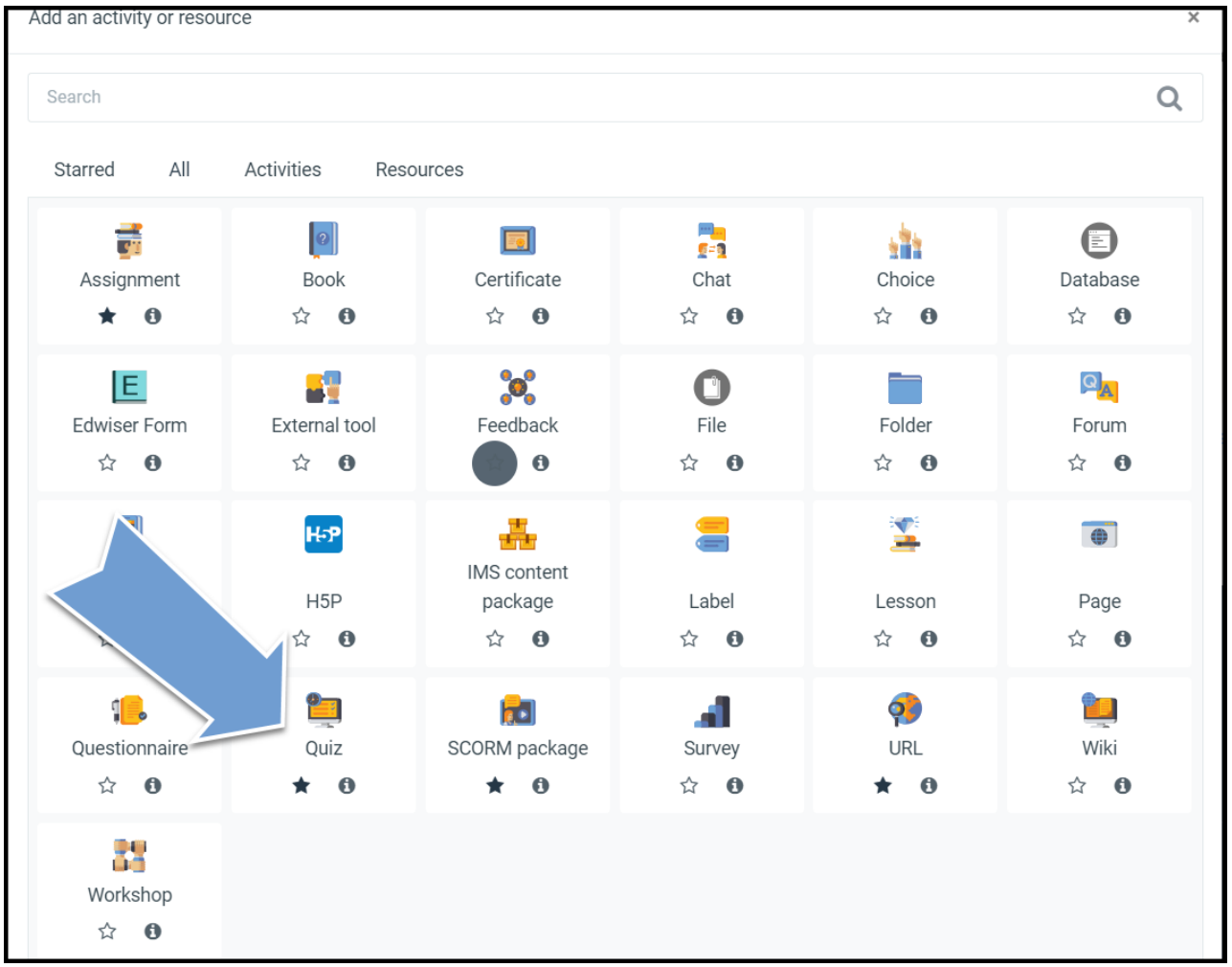


How to Add a Quiz

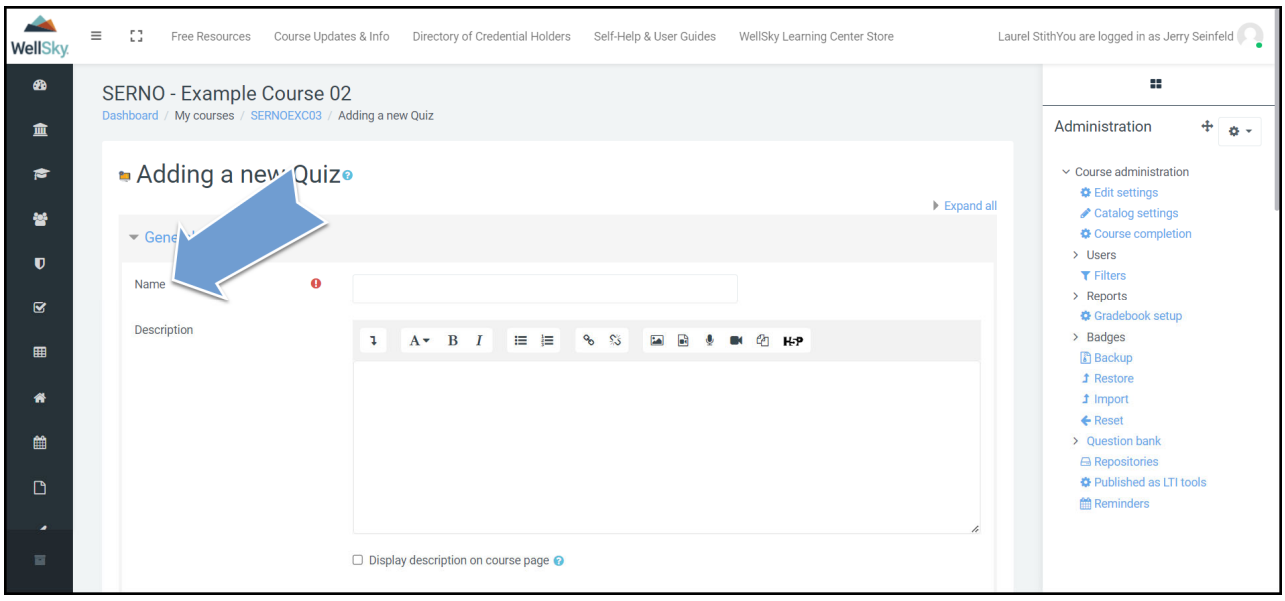
2) Click *Add an activity or resource*.



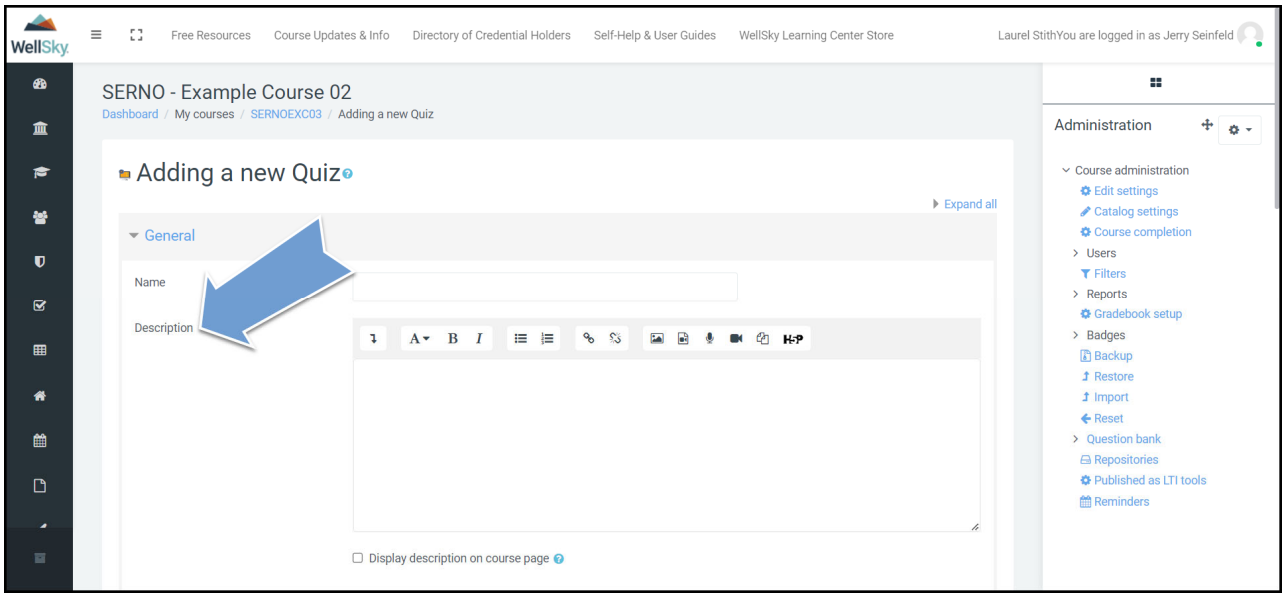
3) Click the *Quiz* tile.



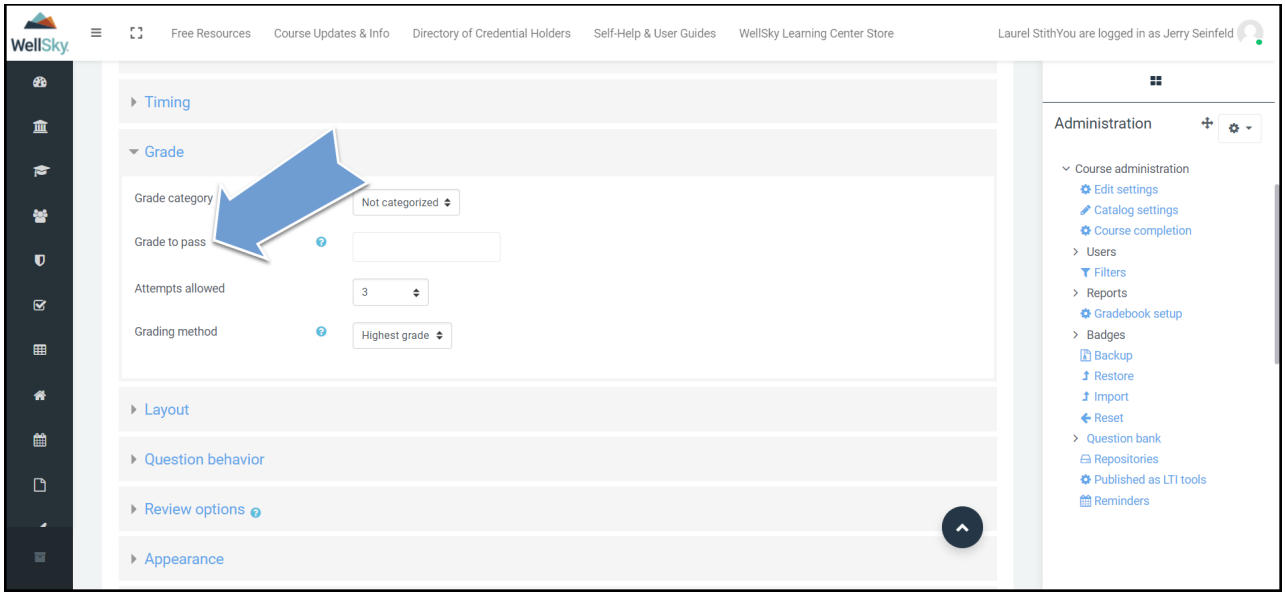
4) Give your quiz a name.



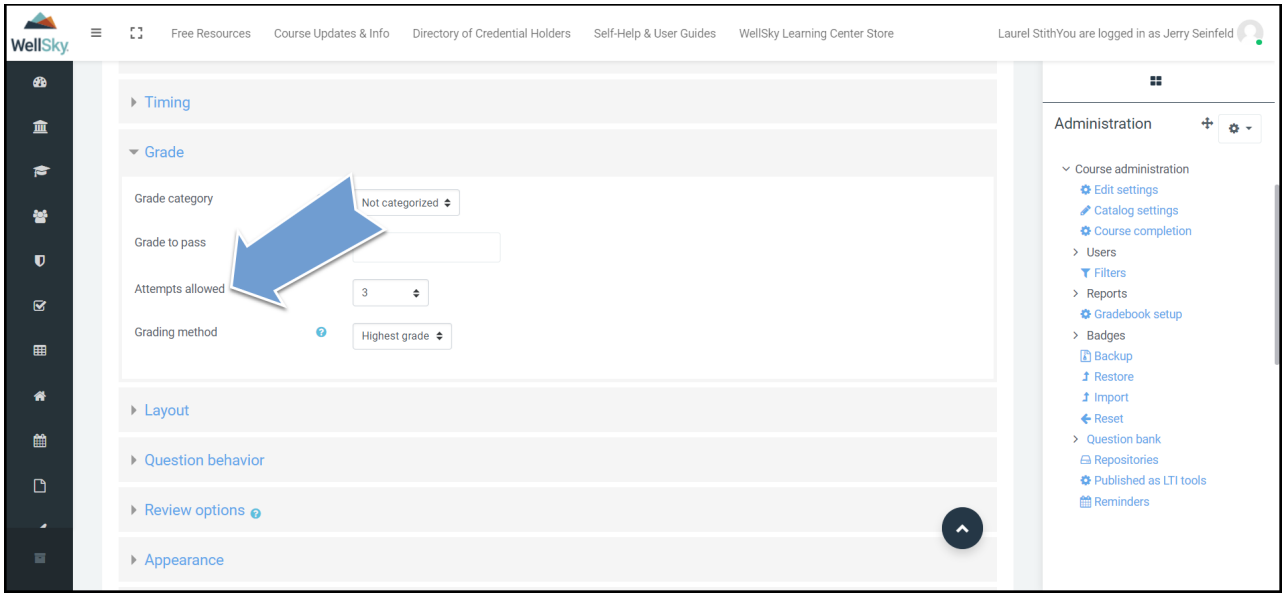
5) Enter a brief description for your quiz.



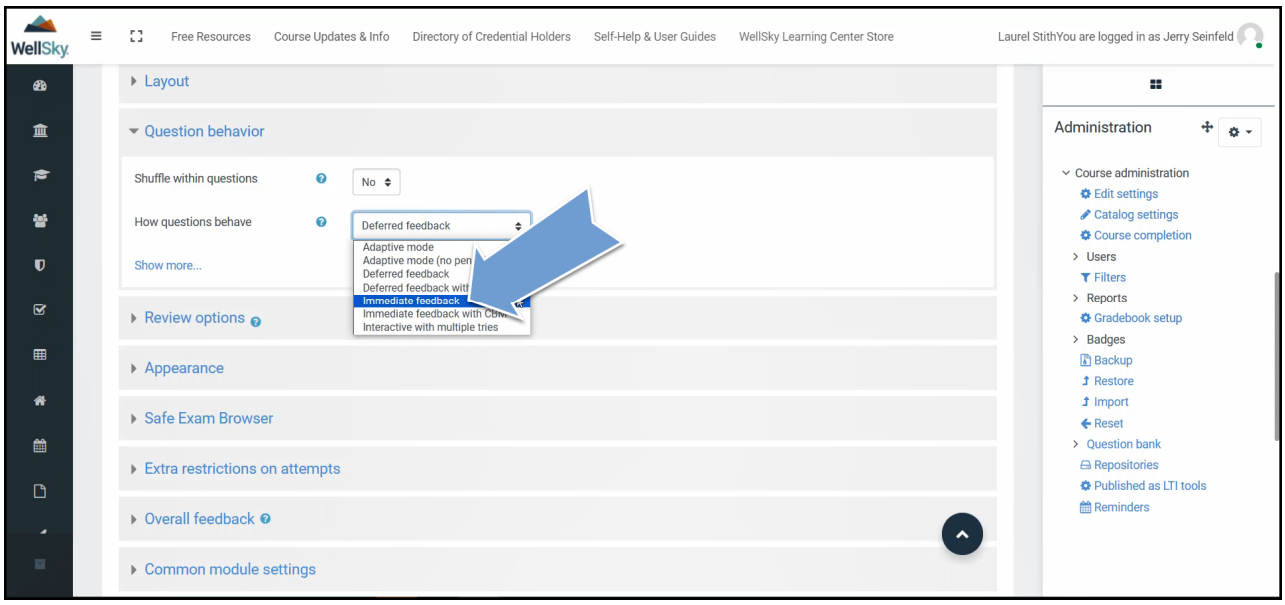
6) In the *Grade* section, enter your passing threshold in the Grade to pass field. For example, if you want your passing percentage to be 80% and for the test to have 10 questions with 1 point being awarded for each correct answer (for a total of 10 points), then you will enter 8 into this field.



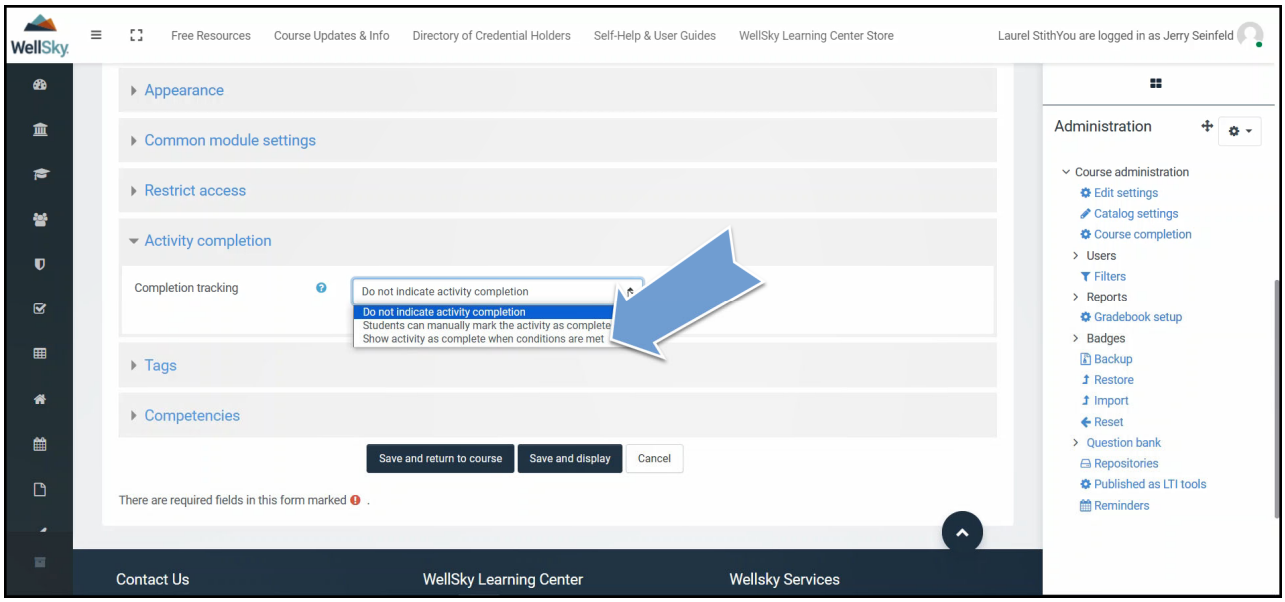
7) Within this same section, you can set how many attempts your users should have to complete the quiz. You can select from 1 through 10 or give them unlimited attempts.



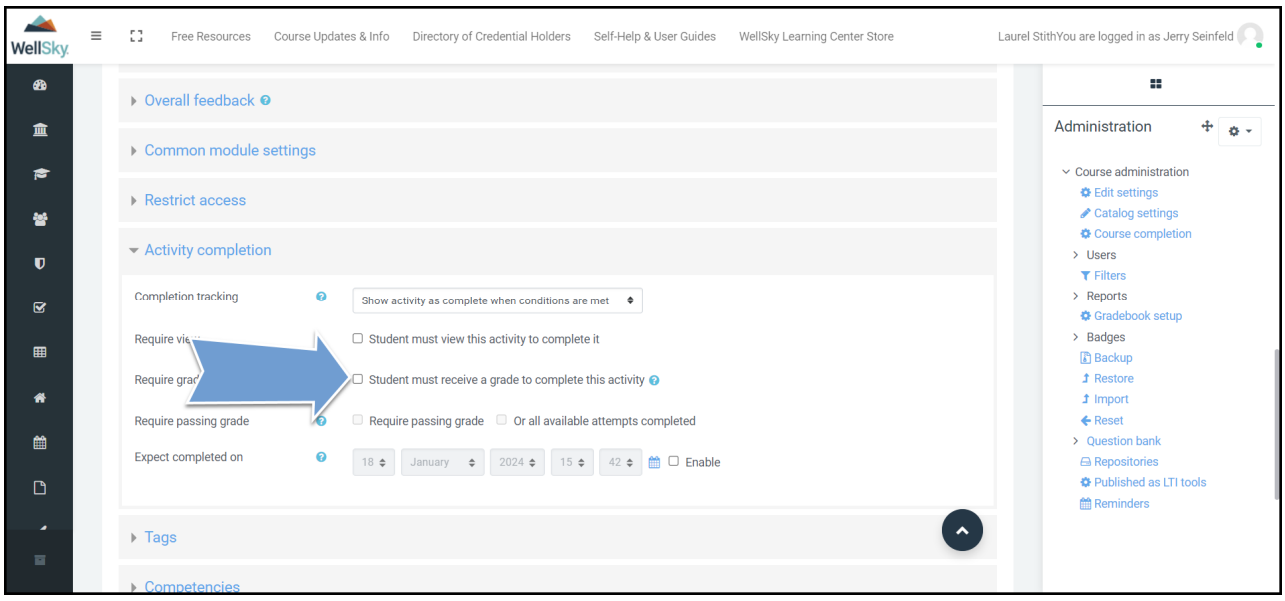
8) Under *Question behavior*, change the *How questions behave* field to *Immediate feedback*.



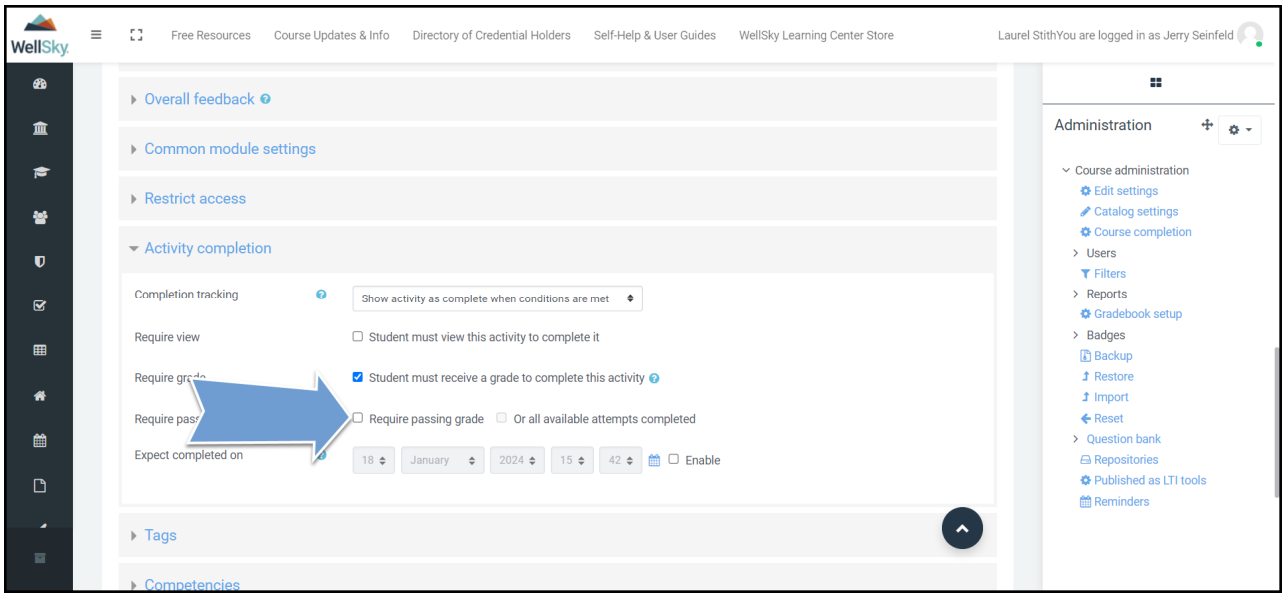
9) Under *Activity completion*, change the *Completion tracking* field to *Show activity as complete when conditions are met*.



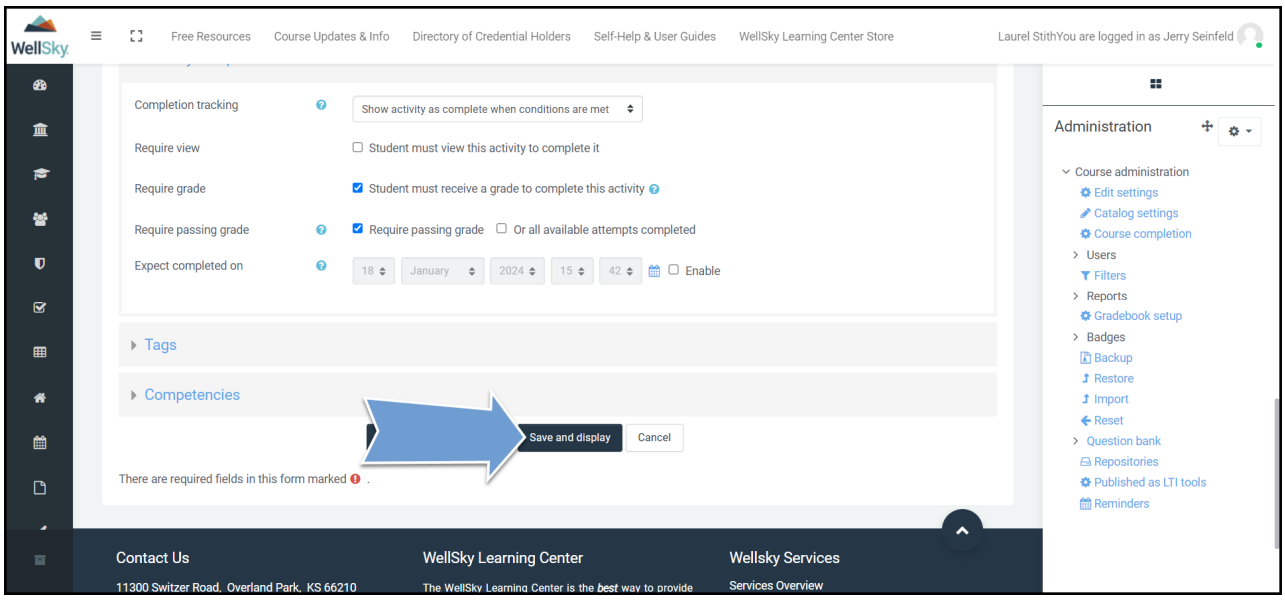
10) Click the checkbox next to *Student must receive a grade to complete this activity*.



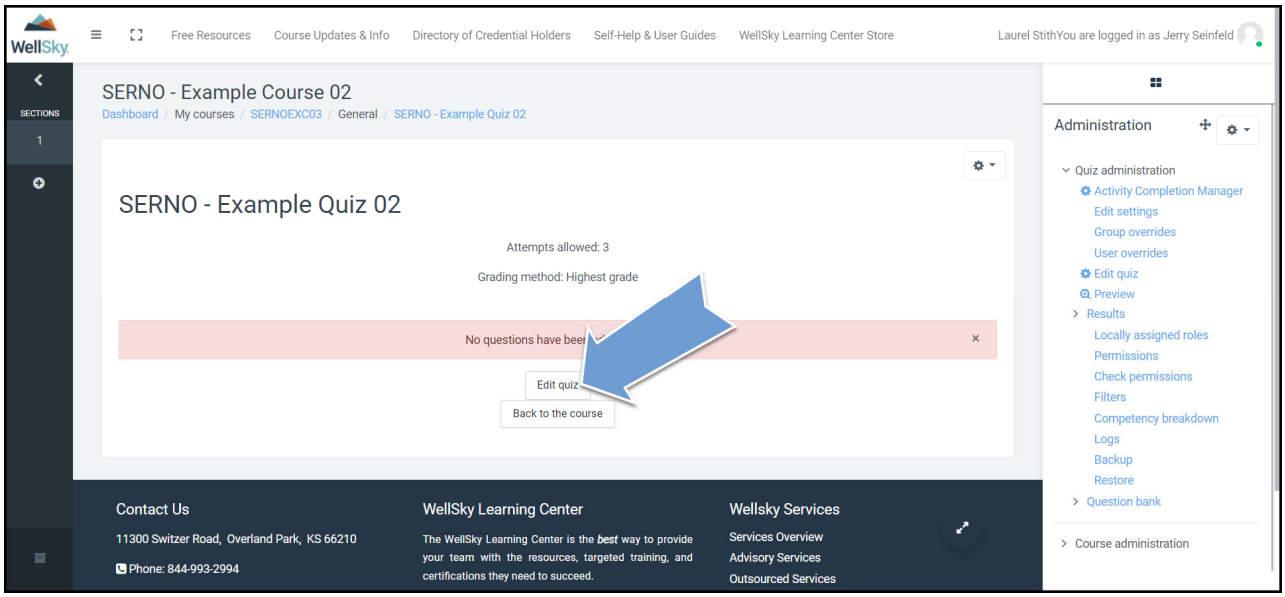
11) In the *Require passing grade* row, click the checkbox next to *Require passing grade*.



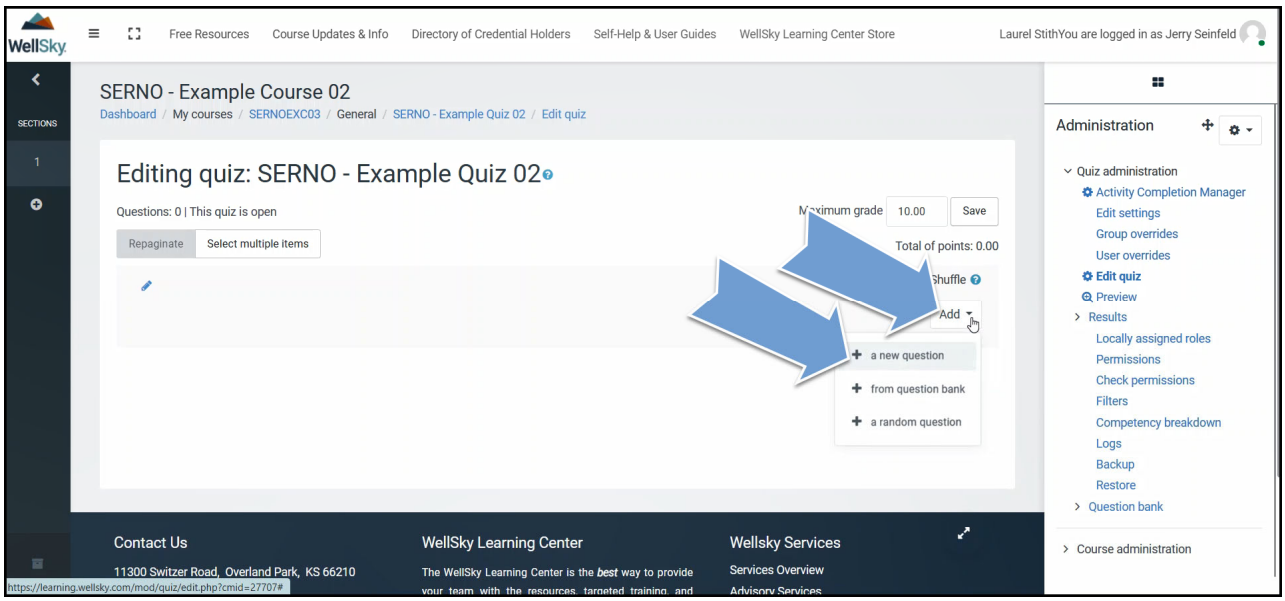
12) Click the option to *Save and display* button.



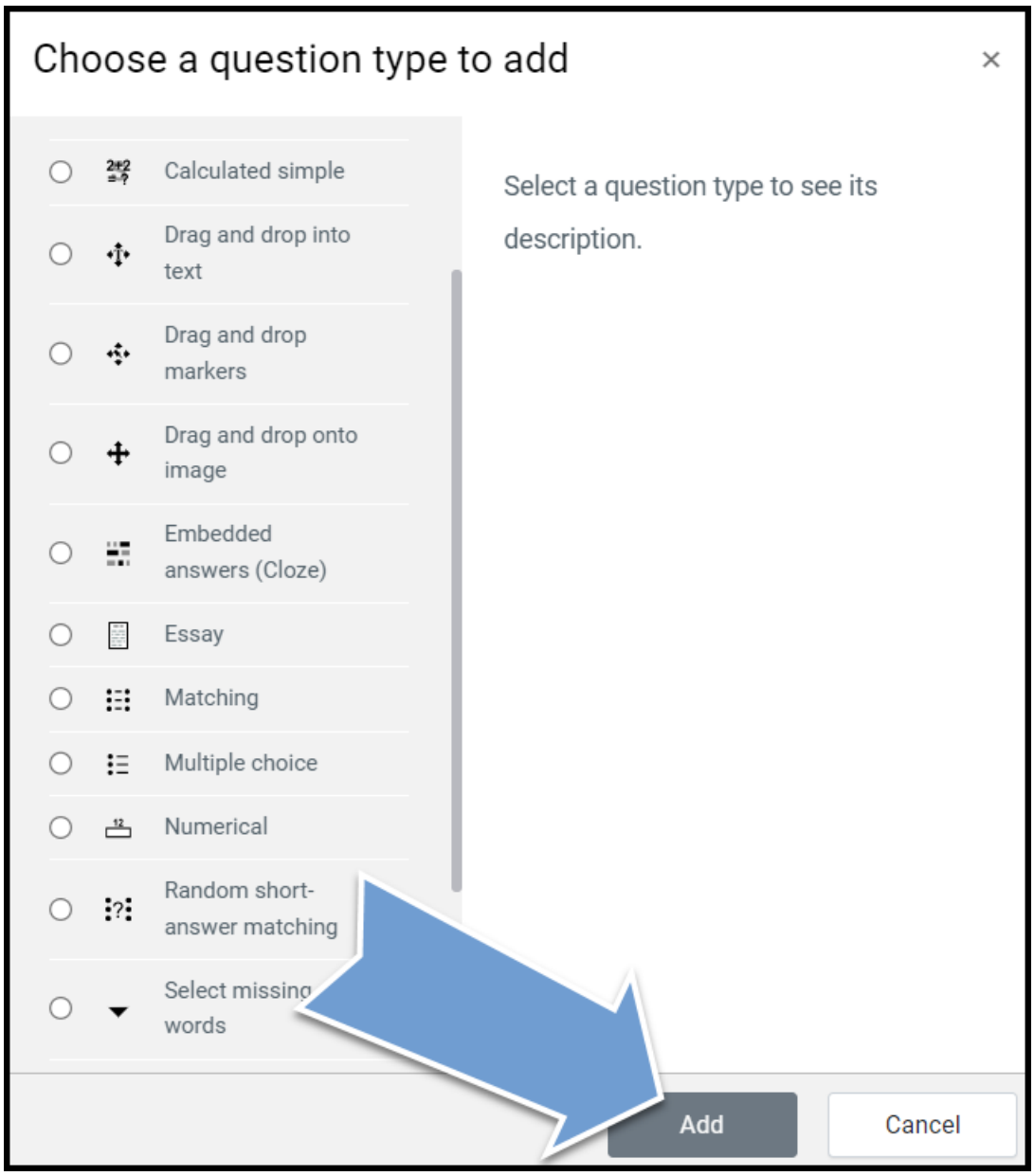
13) You'll be taken to your quiz which currently has no questions within it. Click the option to *Edit quiz*.



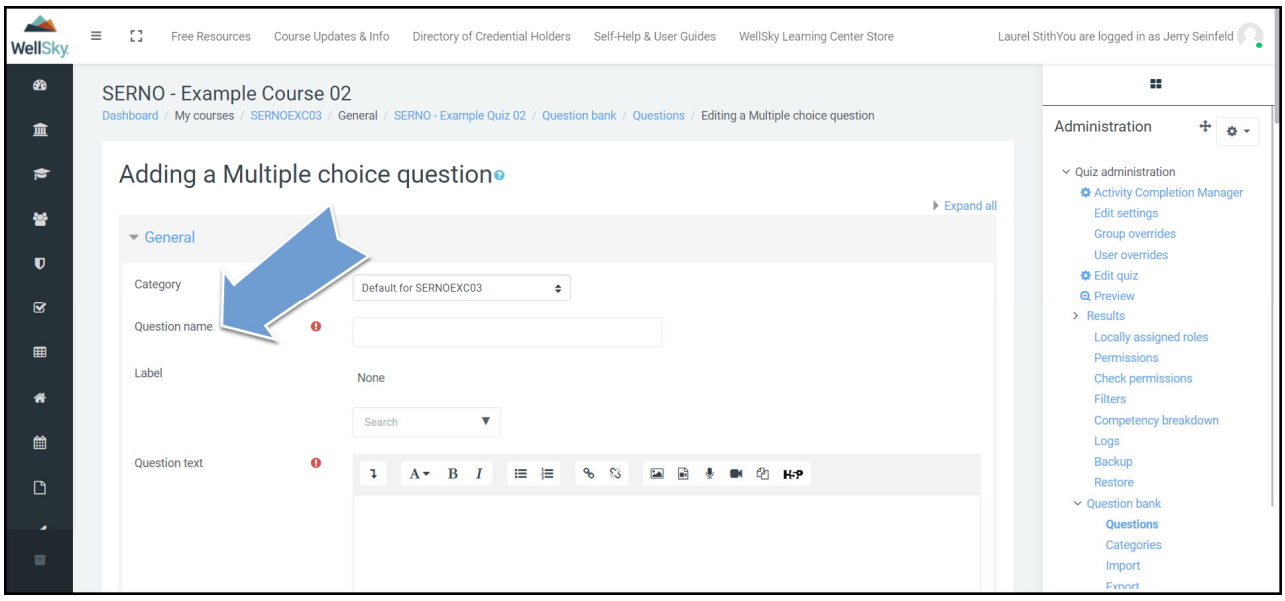
14) Once you're on the *Editing quiz* page, click the *Add* dropdown and select *a new question*.



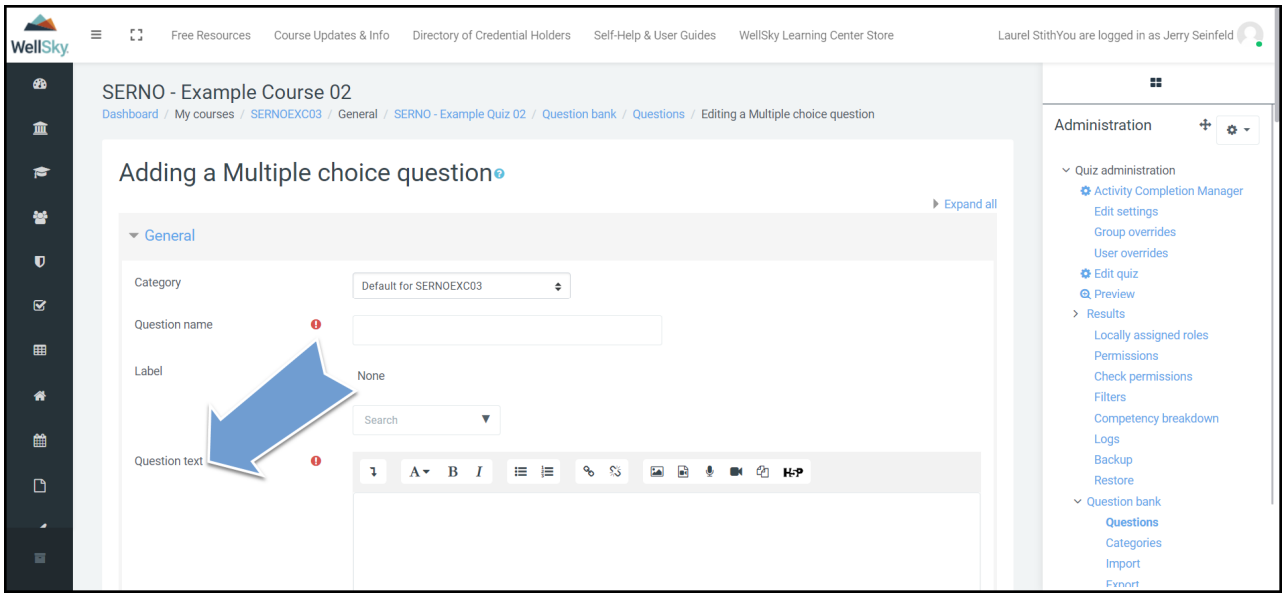
15) Select your question type and click *Add*.



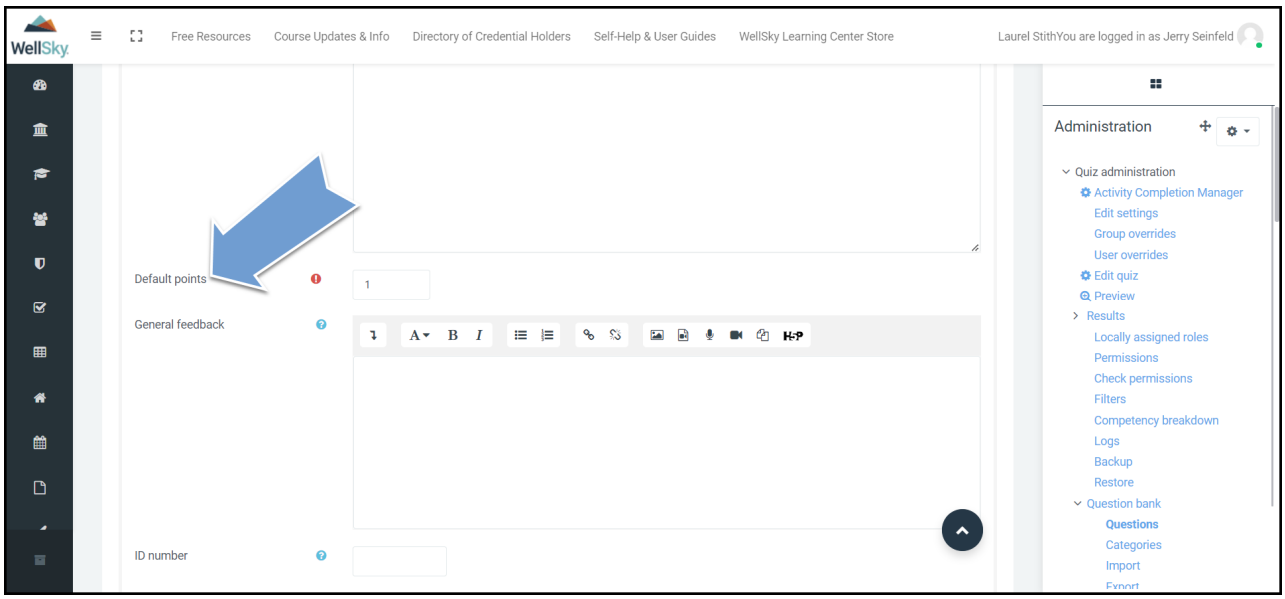
16) Enter your question name. This information will not appear in the quiz.



17) Enter your question into the *Question Text* field.



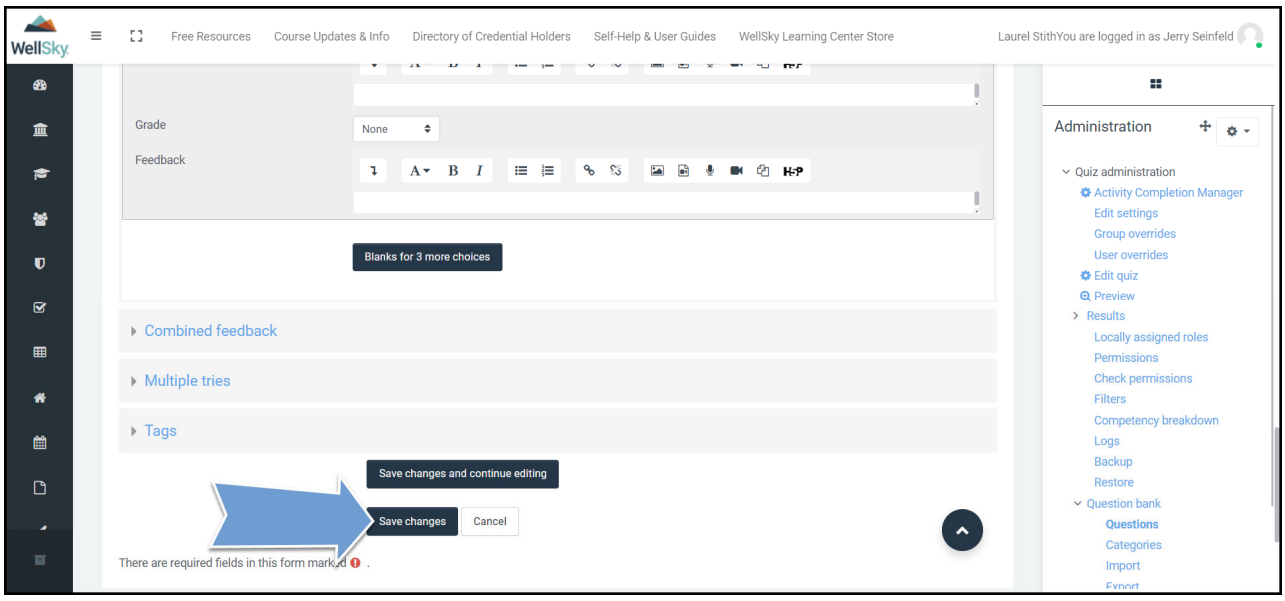
18) Select how many points you want to award for correctly answering the question.



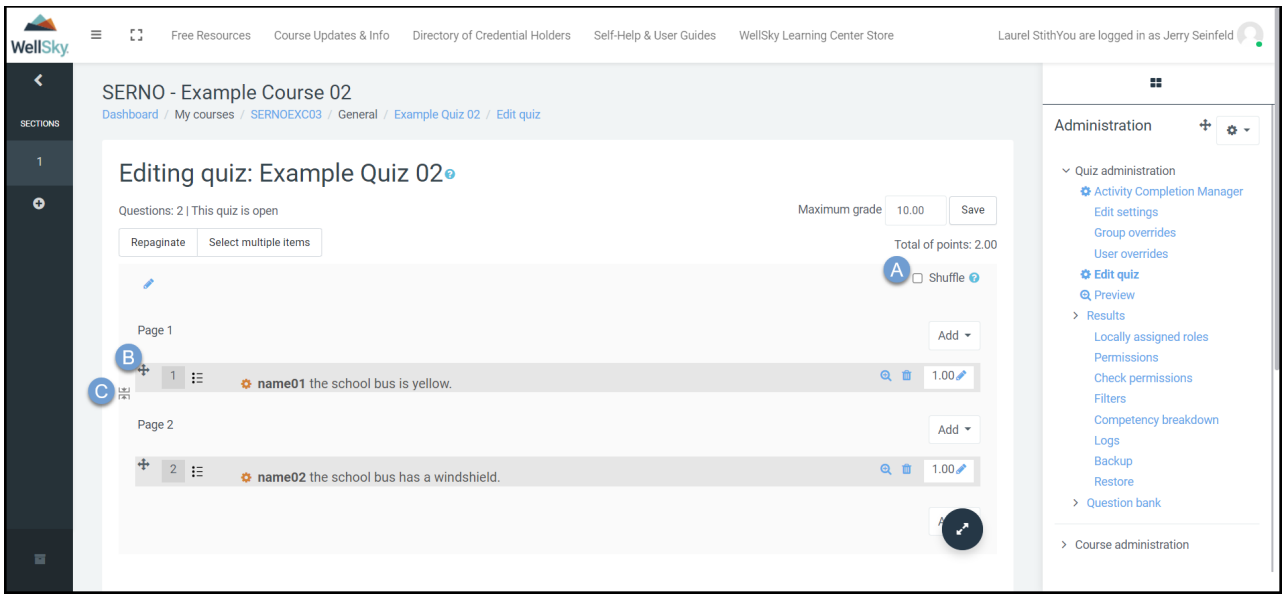
19) Depending upon which question type you've selected, each potential answer field may have an
   A. answer,
   B. grade, and
   C. feedback.

Enter your answer into the answer field. If the answer is correct, enter the grade percentage you want to award. Enter the feedback you want to give the user for their answer.

20) After all potential answers have been entered, click *Save changes*.

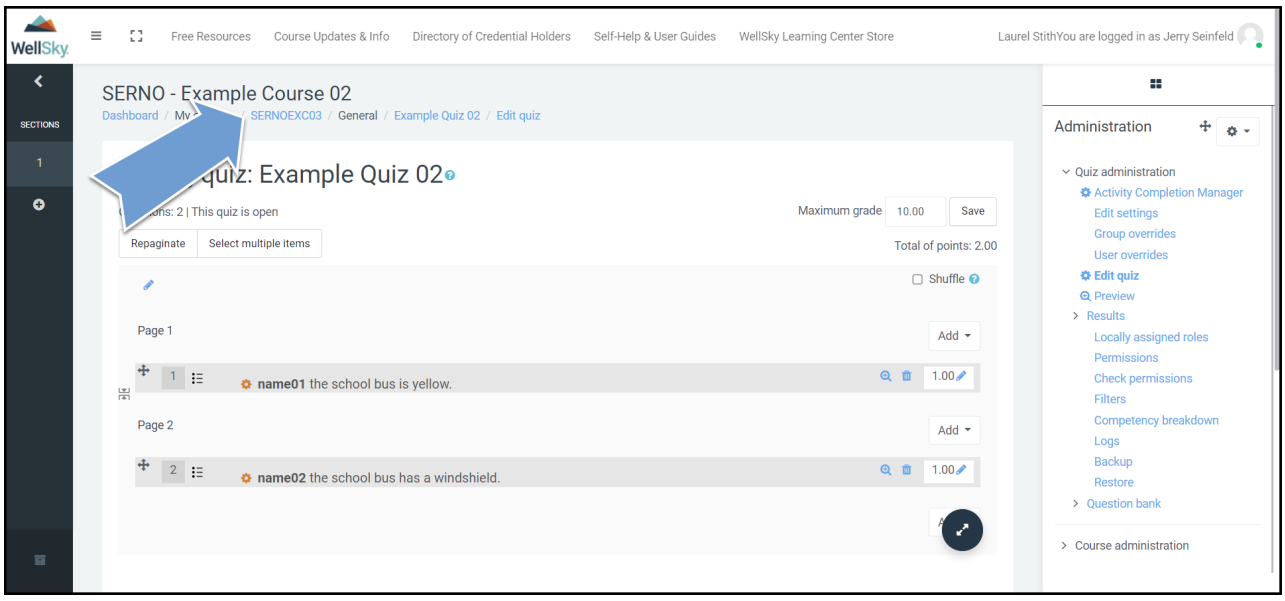


21) You'll be redirected back to the *Editing quiz* page. Repeat steps 14-20 until all questions have been created.
22) **OPTIONAL:** If you would like to shuffle the order of your questions, click the checkbox next to Shuffle. You can also rearrange the question order by dragging and dropping. You can also add page breaks between your questions if you'd like.

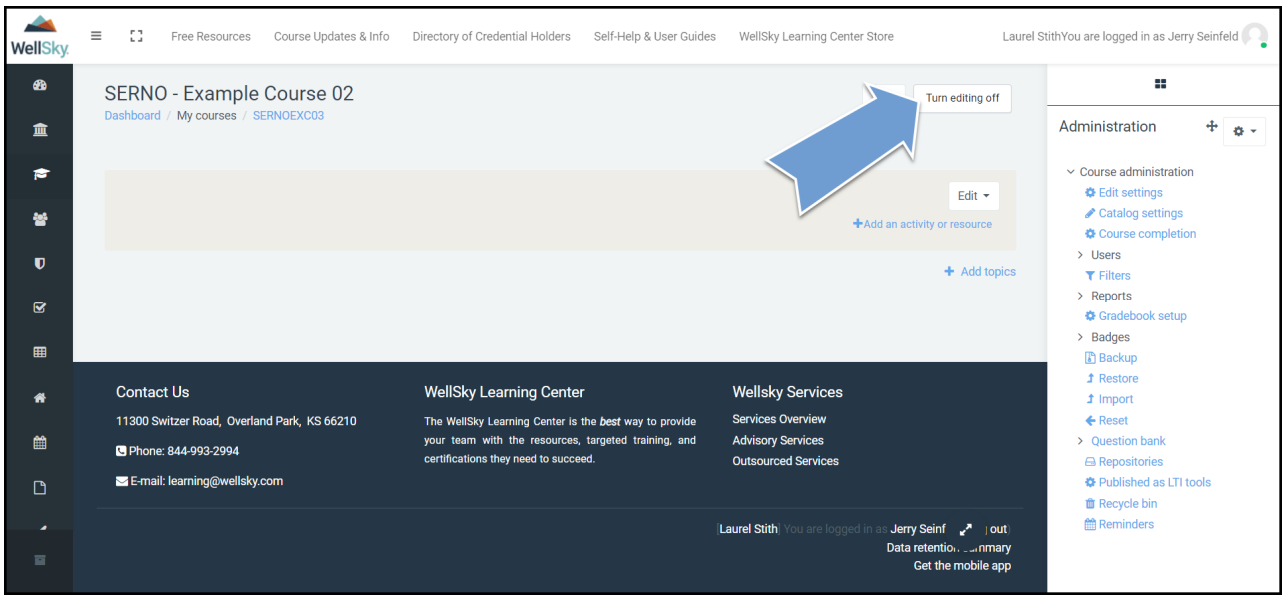


A. Shuffle
B. Move
C. Page Break

23) Click the course title in the footprint to go back to your course dashboard.



24) The screenshot below doesn't show any activities or resources. You will see those items displayed on this page. Click the button to *Turn editing off*.



25) You are now ready to enroll your users.