

COURSES

Clients have the option to add their own content to the WLC.

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 to let you know when the shells have been created and their titles.

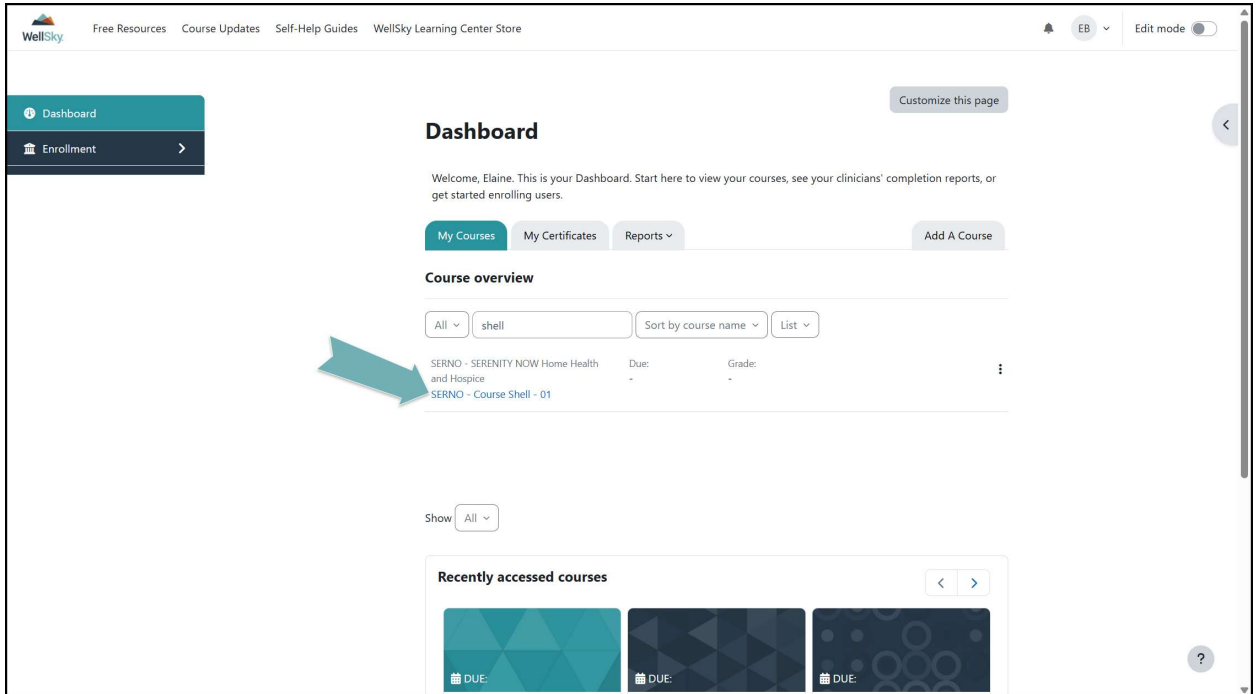
This handout will cover how to:

- [Edit Course Shells and Introduction to Activities/Resources](#)
- [Add a File to a Course Shell](#)
- [Add a URL to a Course Shell](#)
- [Add a SCORM Package to a Course Shell](#)
- [Add a Quiz to a Course Shell](#)

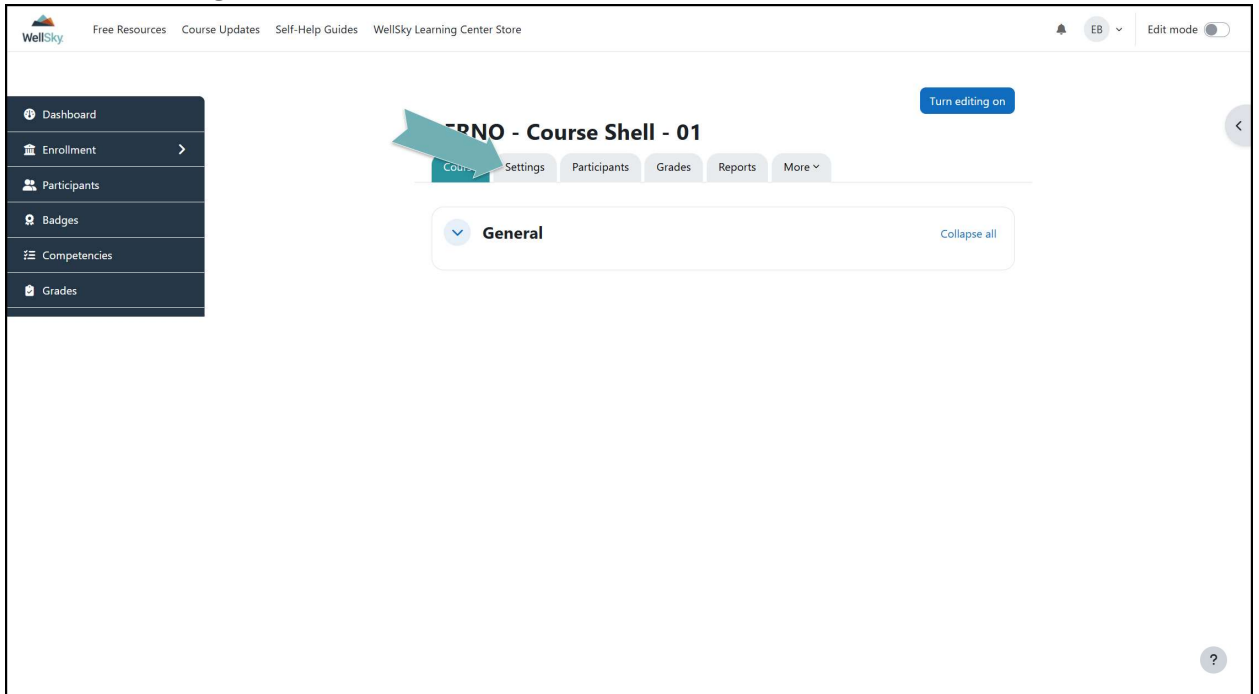
Instructions have been created on how to add files (this includes MP4s), URLs, SCORM packages, and quizzes to a course shell. While there are many different types of activities/resources you can add to a course, we concentrated on these because these are the items we've seen clients most frequently add to courses.

Edit a Course Shell and Introduction to Activities/Resources

1. Click the title of the course shell.

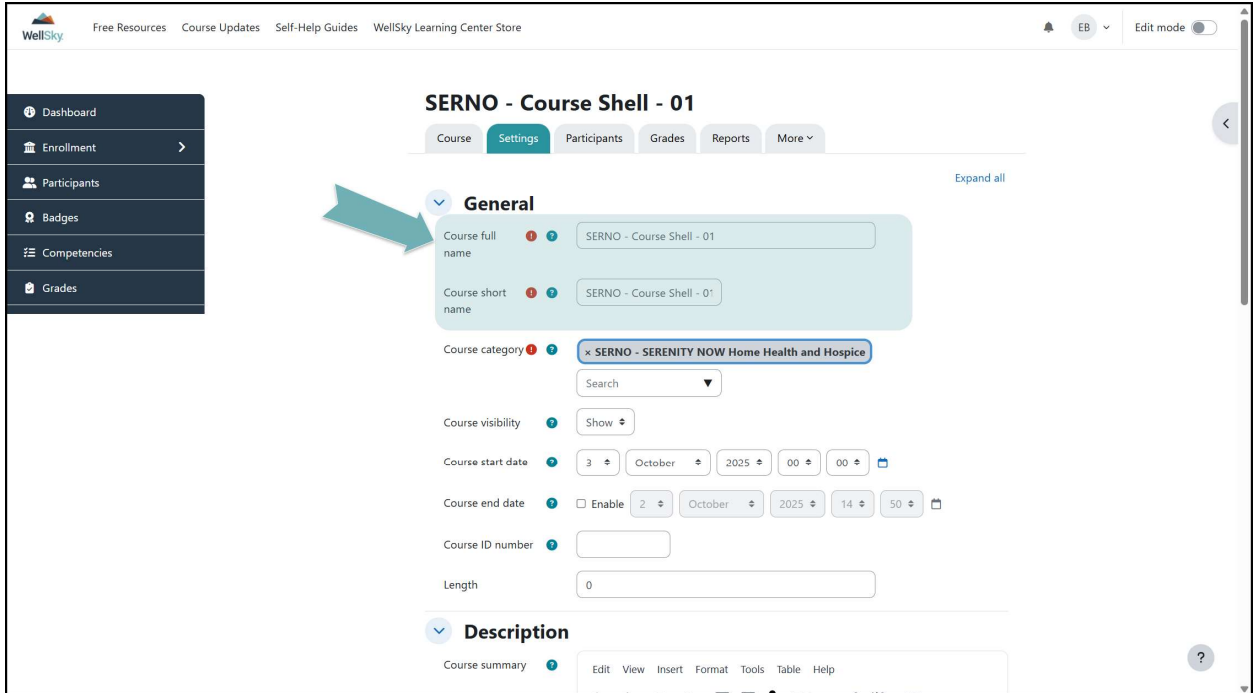


2. Click the *Settings* tab.

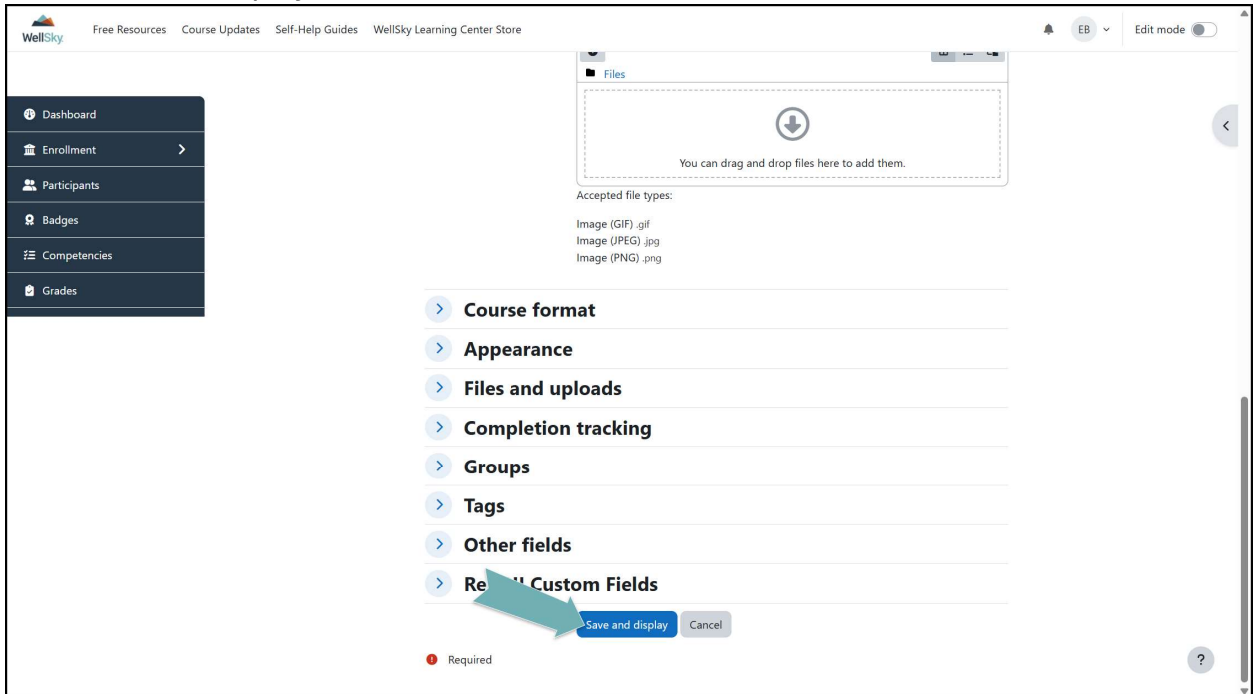


COURSES

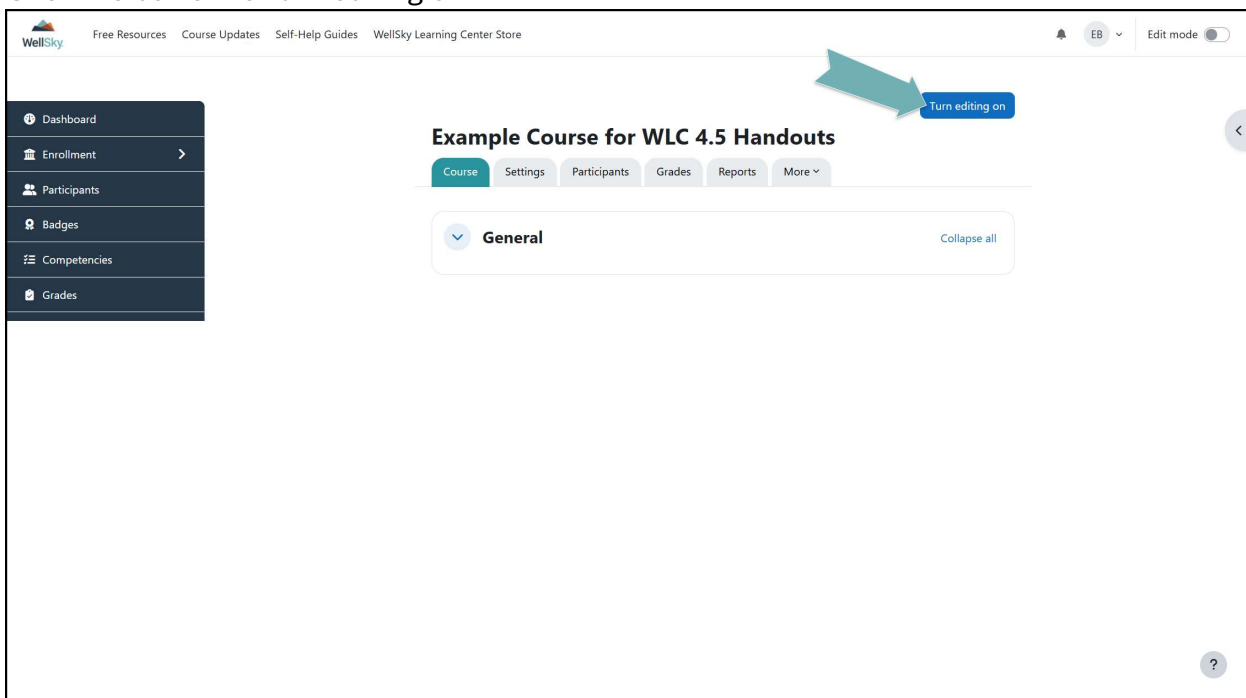
3. Give your course a new *Course full name* and *Course short name*.



4. Click *Save and display*.

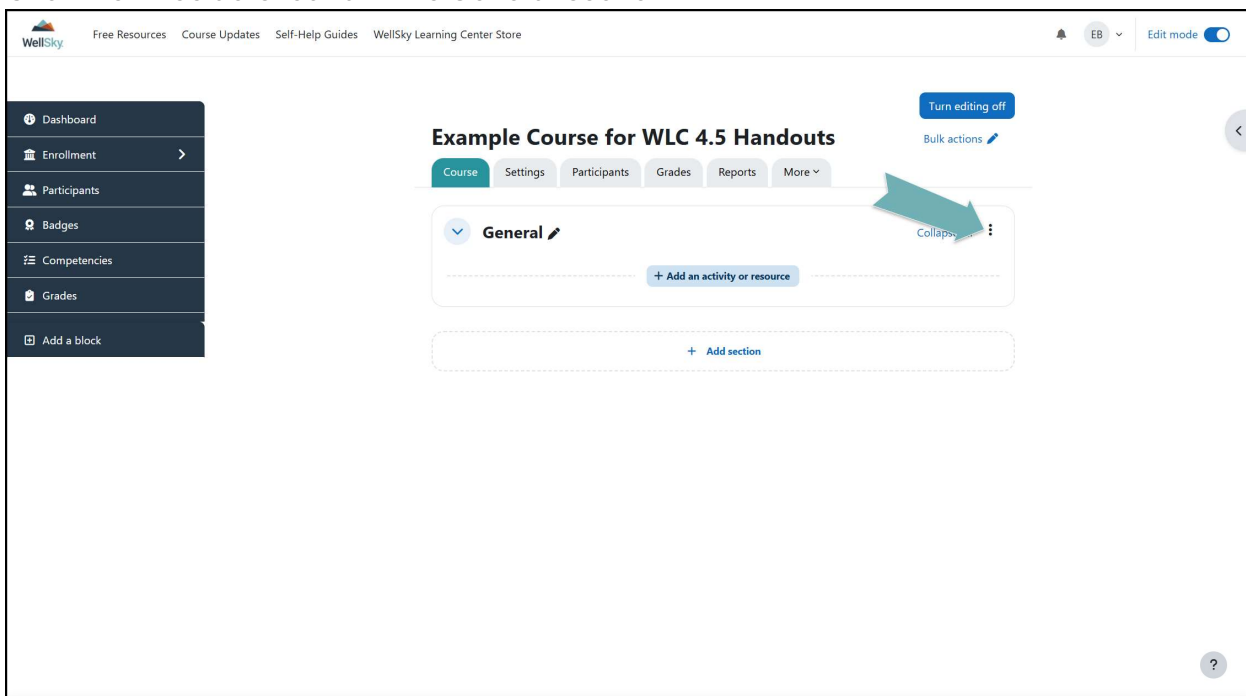


5. Click the button to *Turn editing on*.

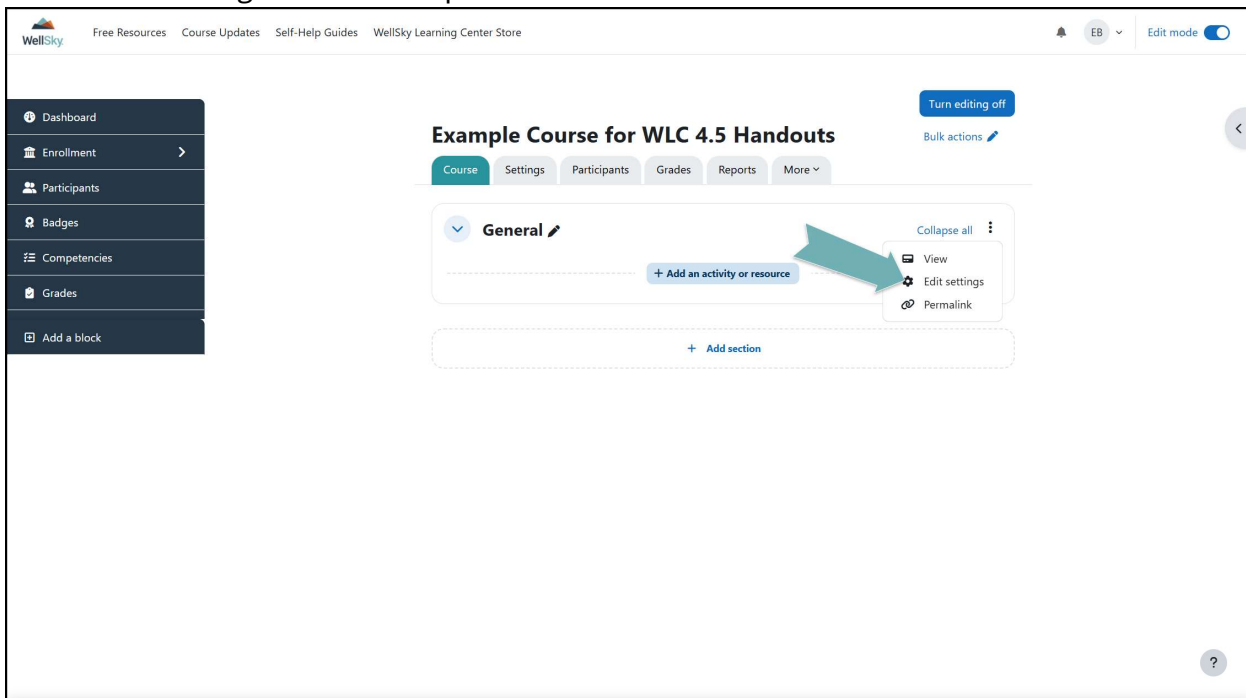


6. The first section of your course should contain general course information, such as course description and intended audience.

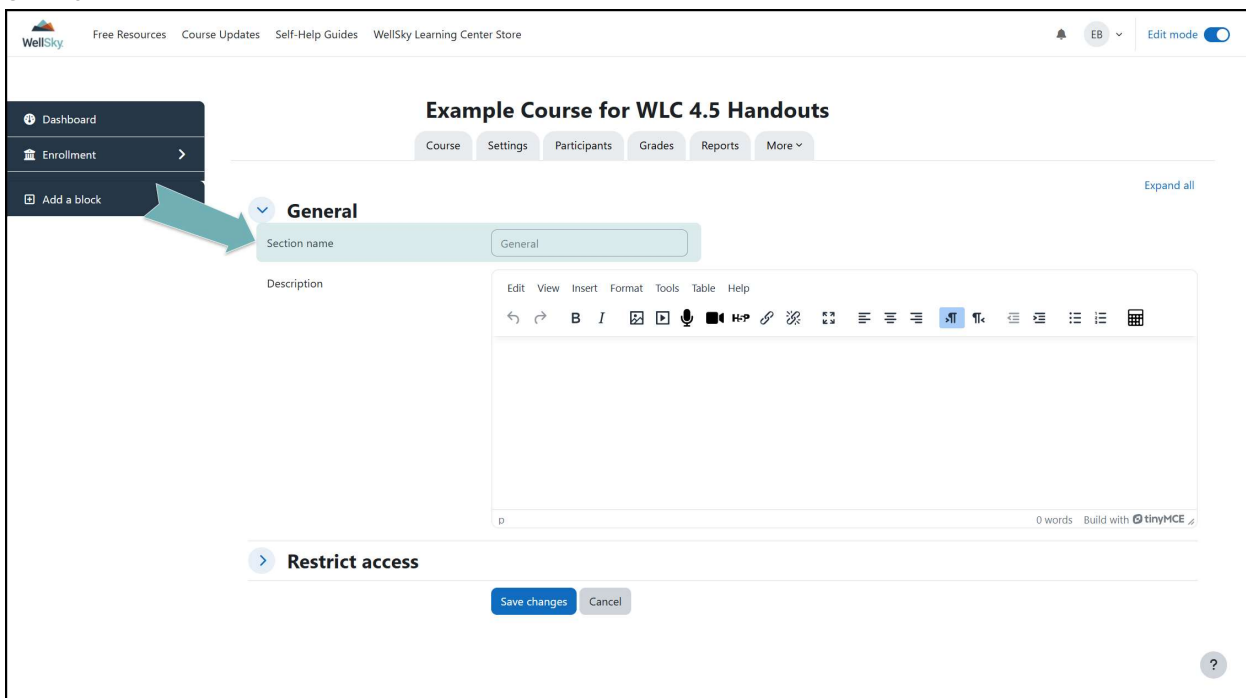
7. Click the three dots found in the *General* section.



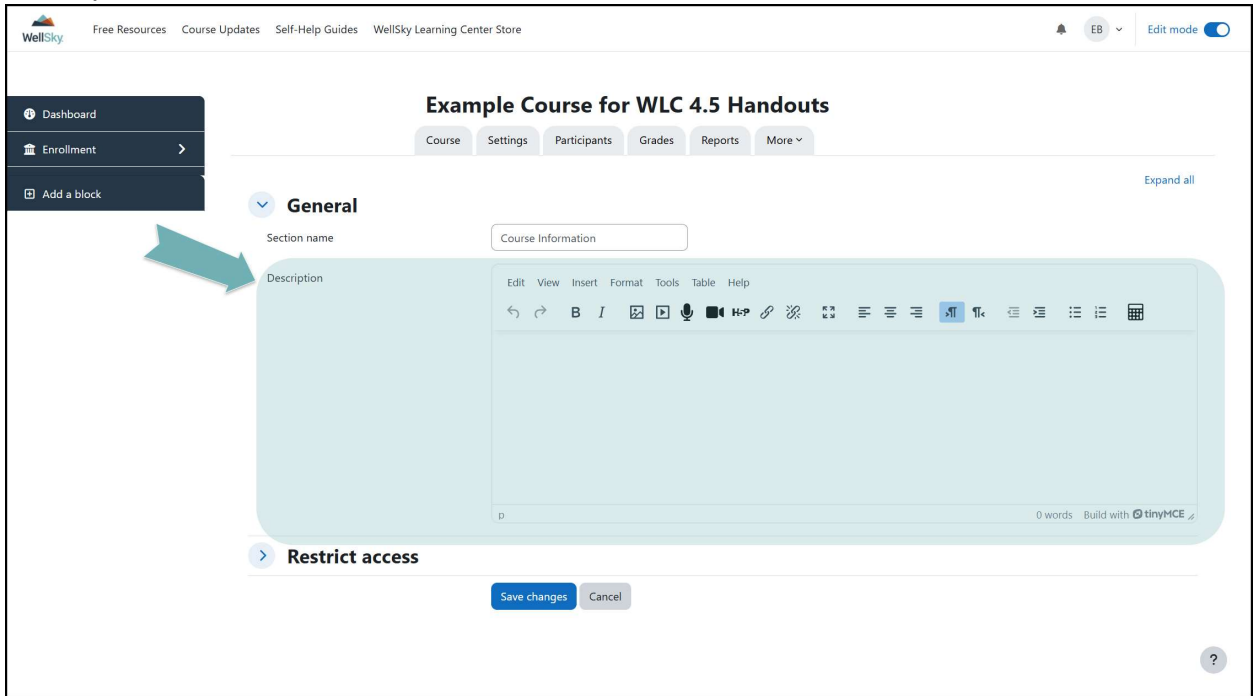
8. Select *Edit Settings* from the dropdown.



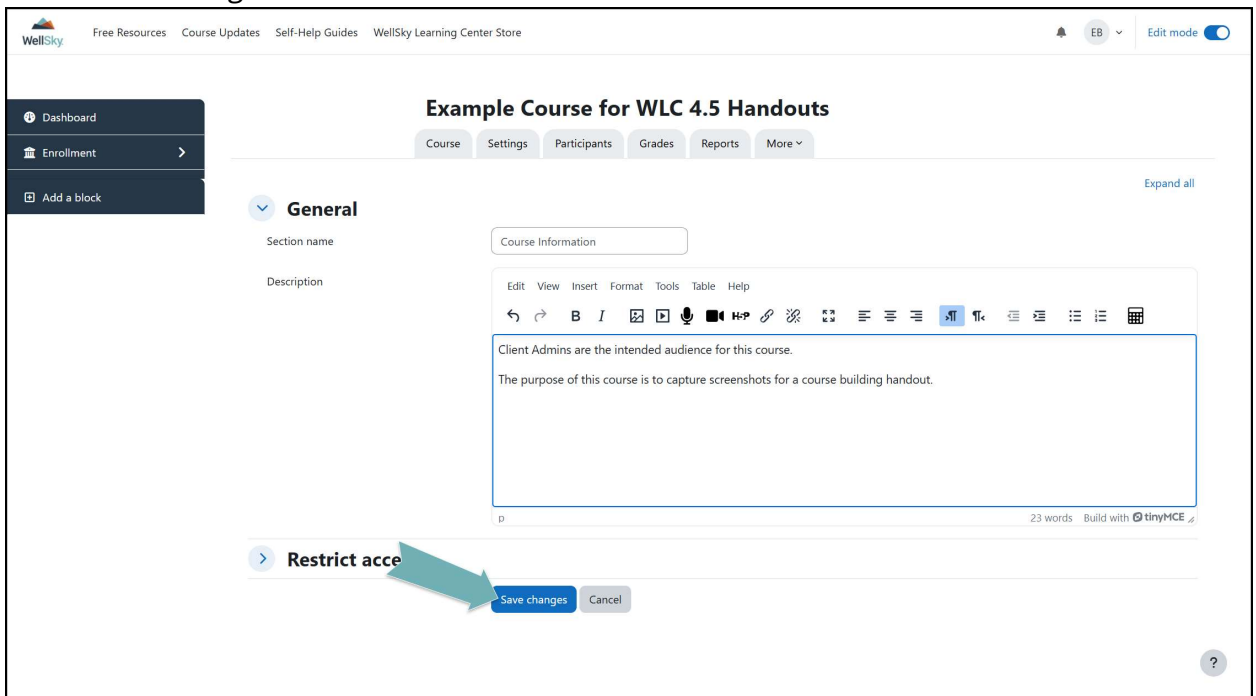
9. Change the *Section name* to *Course Information*, the course title, or something similar.



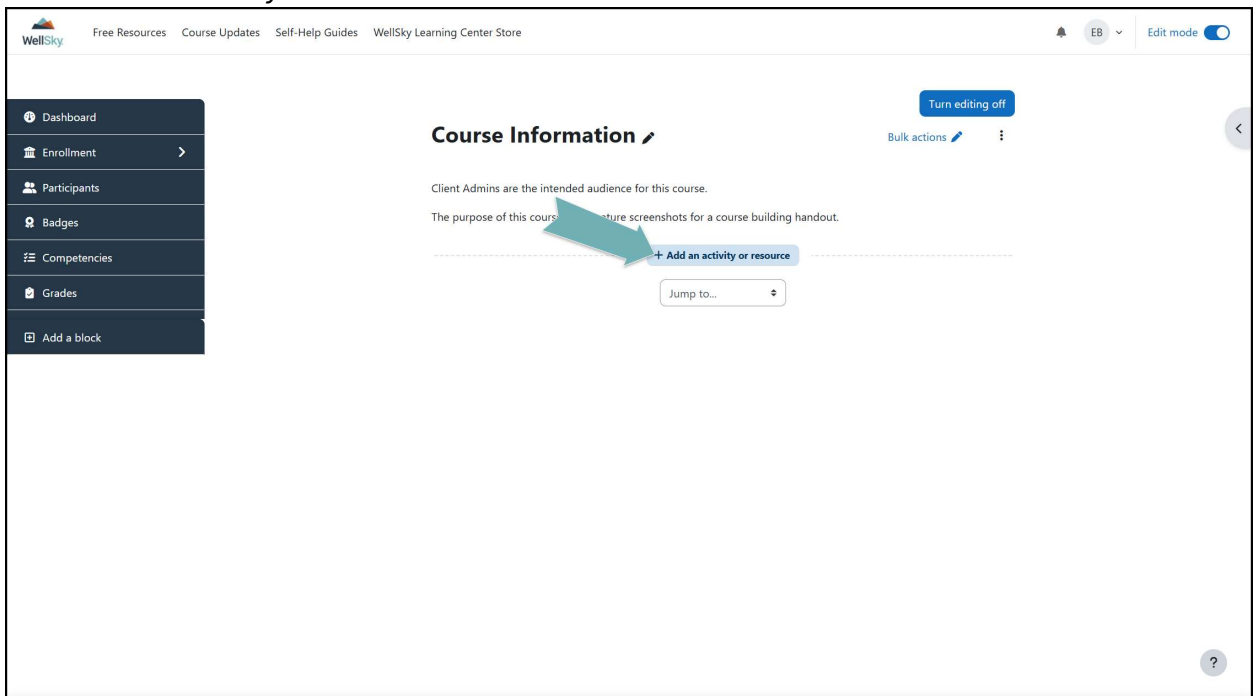
10. Enter information such as the course description and intended audience in the *Description* field.



11. Click *Save Changes*.



12. Click *Add an activity or Resource*.



13. Under the *All* tab, you're presented with all the activities and resources that can be loaded to the course:

Add an activity or resource

Search

All Activities Resources

A Assignment ☆ ⓘ

B Book ☆ ⓘ

C Certificate ☆ ⓘ

D Chat ☆ ⓘ

E Checklist ☆ ⓘ

F Choice ☆ ⓘ

G Database ☆ ⓘ

H Feedback ☆ ⓘ

I File ☆ ⓘ

J Folder ☆ ⓘ

K Forum ☆ ⓘ

L Glossary ☆ ⓘ

M H5P ☆ ⓘ

N IMS content package ☆ ⓘ

O Interactive Content ☆ ⓘ

P Lesson ☆ ⓘ

Q Page ☆ ⓘ

R Questionnaire ☆ ⓘ

S Quiz ☆ ⓘ

T SCORM package ☆ ⓘ

U Survey ☆ ⓘ

V Text and media area ☆ ⓘ

W URL ☆ ⓘ

X Wiki ☆ ⓘ

Y Workshop ☆ ⓘ

Or browse for content on [MoodleNet](#)

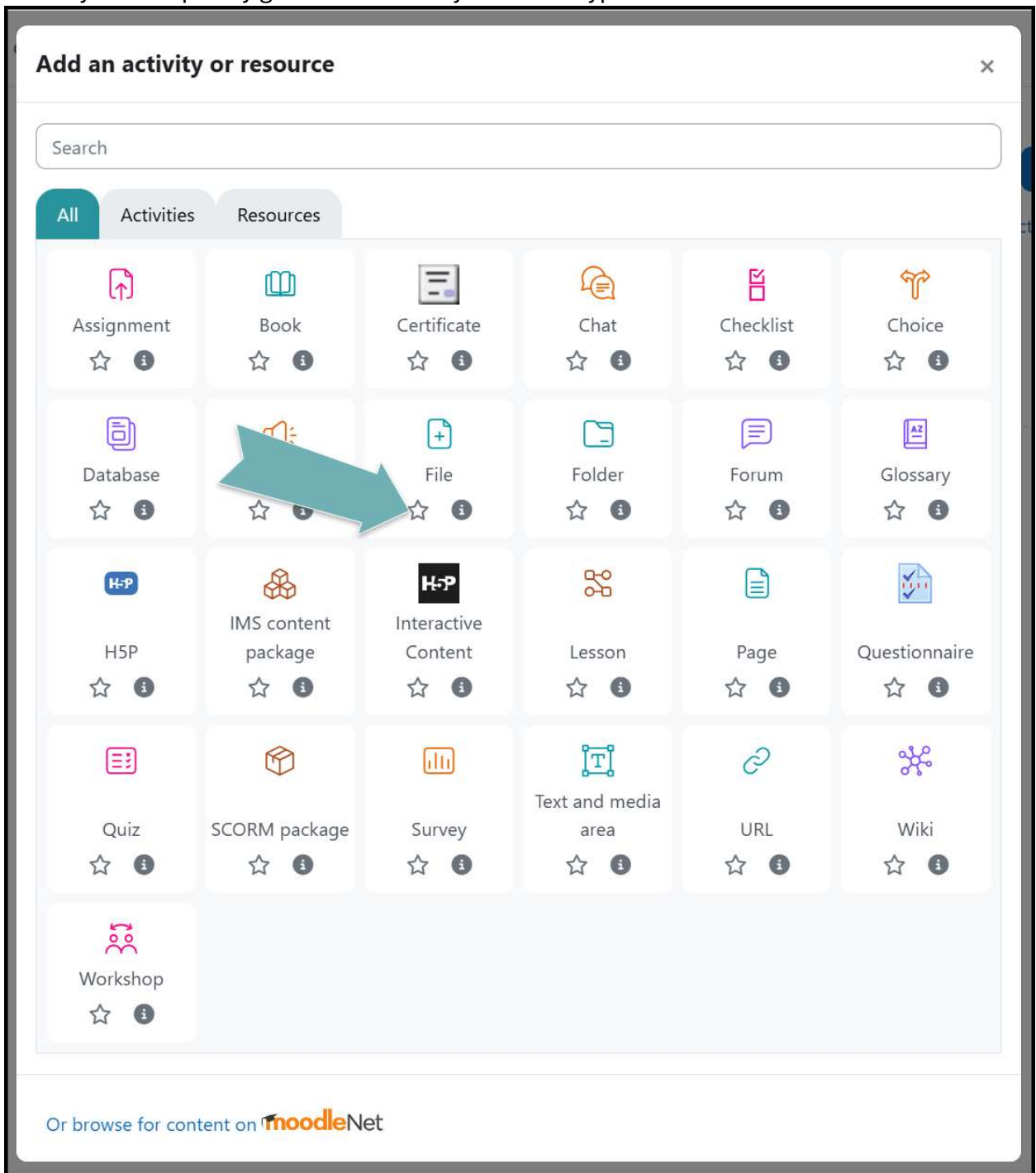
- A. **Assignment** – enables a Client Admin to communicate tasks, collect work and provide grades and feedback.
- B. **Book** – enables a Client Admin to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as

text and are useful for displaying lengthy passages of information which can be broken down into sections.

- C. **Certificate** – enables a Client Admin to add a certificate to the course.
- D. **Chat** – enables participants to have text-based, real-time synchronous discussions.
- E. **Checklist** – allows a Client Admin to create a checklist/todo list/task list for their Users to work through.
- F. **Choice** – enables a Client Admin to ask a single question and offer a selection of possible responses.
- G. **Database** – enables participants to create, maintain and search a collection of entries (i.e., records). The structure of the entries is defined by the Client Admin as a number of fields. Field types include checkbox, radio buttons, drop-down menu, text area, URL, picture, and uploaded file.
- H. **Feedback** – enables a Client Admin to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input.
- I. **File** – enables a Client Admin to provide a file as a course resource. **THIS INCLUDES MP4S.** Where possible, the file will be displayed within the course interface; otherwise, Users will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images.
- J. **Folder** – enables a Client Admin 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.
- K. **Forum** – enables participants to have asynchronous discussions i.e., discussions that take place over an extended period.
- L. **Glossary** – enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information.
- M. **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.
- N. **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.
- O. **Interactive Content** – enables Client Admins to create interactive content such as Interactive Videos, Question Sets, Drag and Drop Questions, Multi-Choice Questions, Presentations and much more.
- P. **Lesson** – enables a Client Admin to deliver content and/or practice activities in interesting and flexible ways. A Client Admin 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, Client Admins 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 User's choice

- of answer and how the Client Admin develops the lesson, Users may progress to the next page, be taken back to a previous page or redirected down a different path entirely.
- Q. **Page** – enables a Client Admin 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.
 - R. **Questionnaire** – allows you to construct surveys using a variety of question types, for the purpose of gathering data from users.
 - S. **Quiz** – enables a Client Admin to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.
 - T. **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.
 - U. **Survey** – the survey activity module provides verified survey instruments that have been found useful in assessing and stimulating learning in online environments. A Client Admin can use these to gather data from their Users that will help them learn about their class and reflect on their own teaching.
 - V. **Text and media area** – enables you to display text and multimedia on the course page.
 - W. **URL** – enables a Client Admin 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 Client Admin 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 Users' work.

























14. 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.



Add an activity or resource ×

Search

All Activities Resources

 Assignment ☆ ⓘ	 Book ☆ ⓘ	 Certificate ☆ ⓘ	 Chat ☆ ⓘ	 Checklist ☆ ⓘ	 Choice ☆ ⓘ
 Database ☆ ⓘ	 Folder ☆ ⓘ	 File ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 H5P ☆ ⓘ
 IMS content package ☆ ⓘ	 Interactive Content ☆ ⓘ	 Lesson ☆ ⓘ	 Page ☆ ⓘ	 Questionnaire ☆ ⓘ	 Quiz ☆ ⓘ
 SCORM package ☆ ⓘ	 Survey ☆ ⓘ	 Text and media area ☆ ⓘ	 URL ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ

Or browse for content on [moodleNet](#)

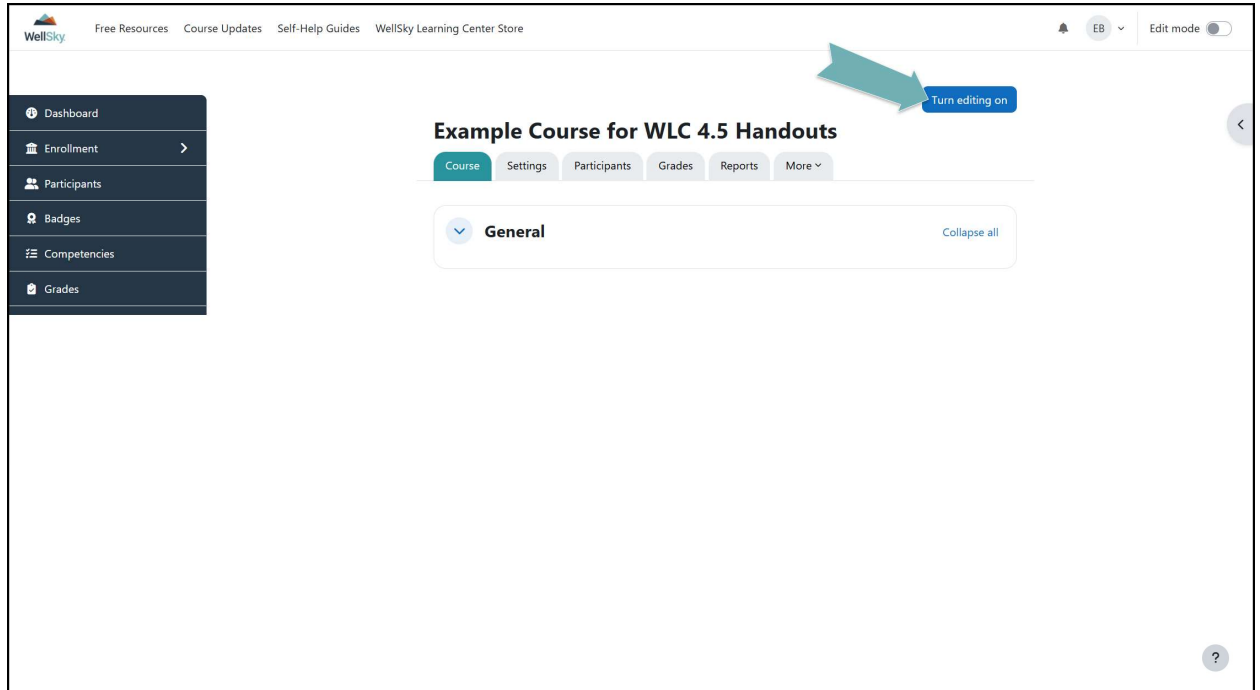
Add a File to a Course Shell

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 to let you know when the shells have been created and their titles. You can then move forward with the instructions below once those steps have been completed.

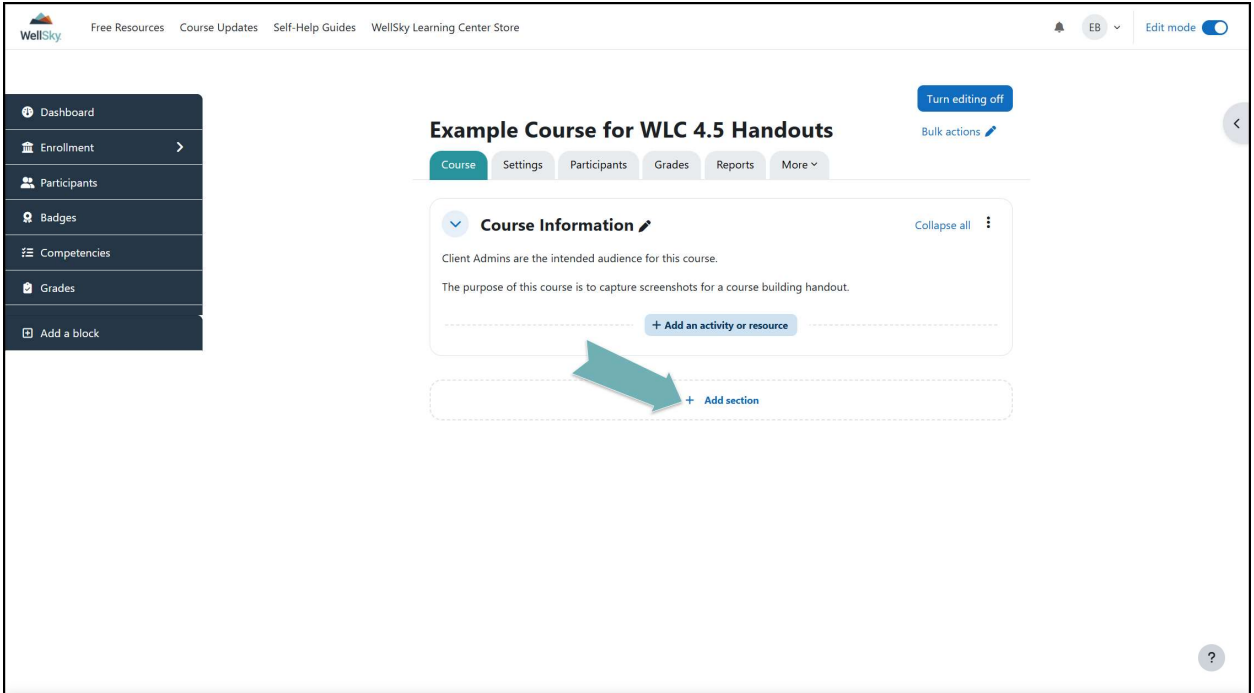
BEFORE MOVING FORWARD WITH THESE INSTRUCTIONS, PLEASE MAKE SURE YOU'VE COMPLETED THE COURSE SHELL REQUEST DISCUSSED ABOVE AND THE STEPS OUTLINED IN THE HOW TO PERSONALIZE A COURSE SHELL HANDOUT.

In this handout, we'll cover how to add a file, which includes MP4s.

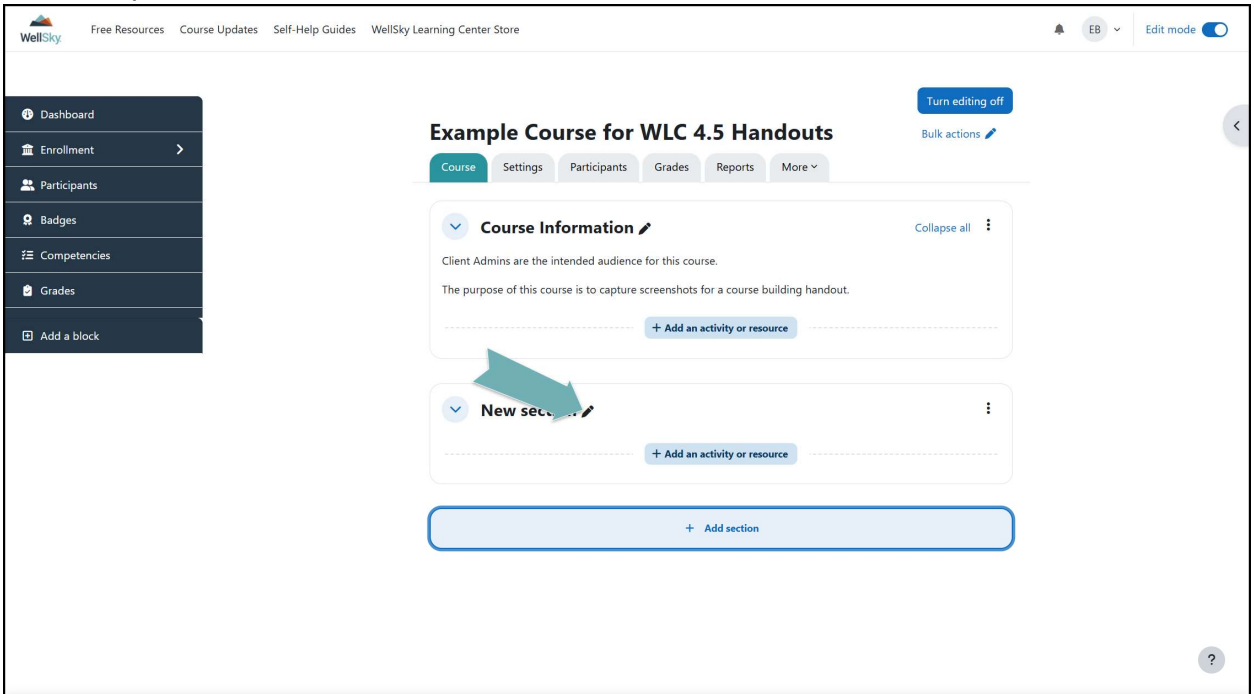
1. Click the button to *Turn editing on*.



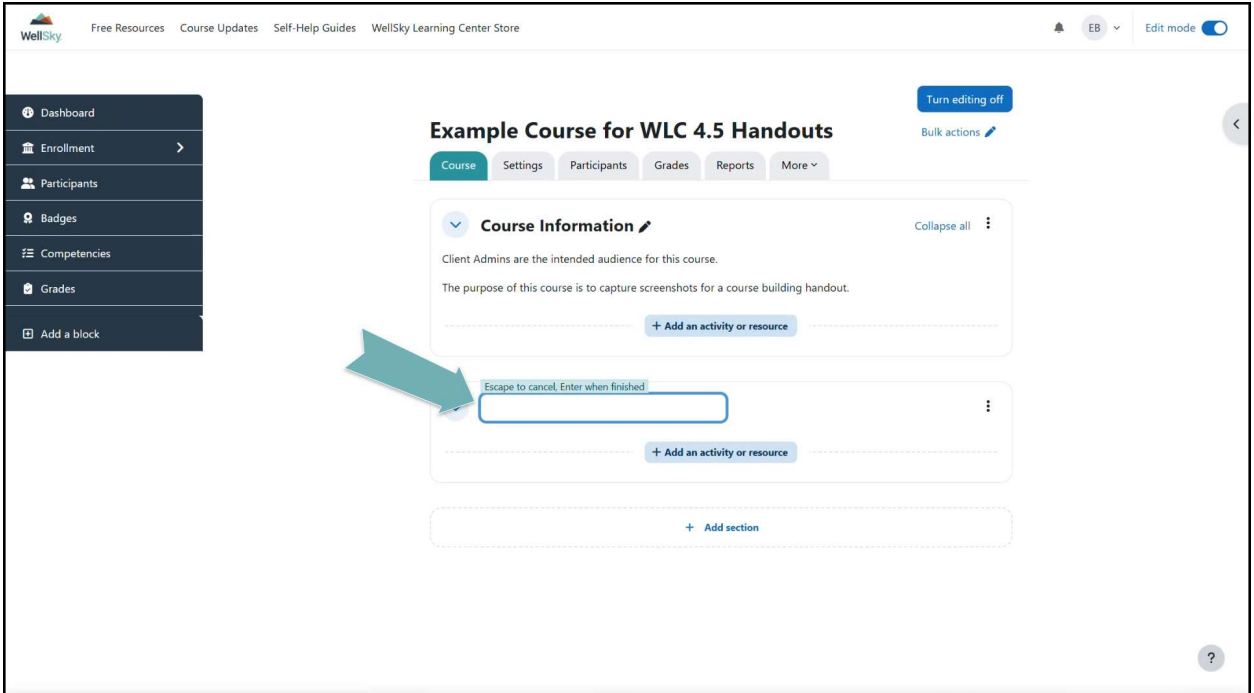
2. Click *Add Section*.



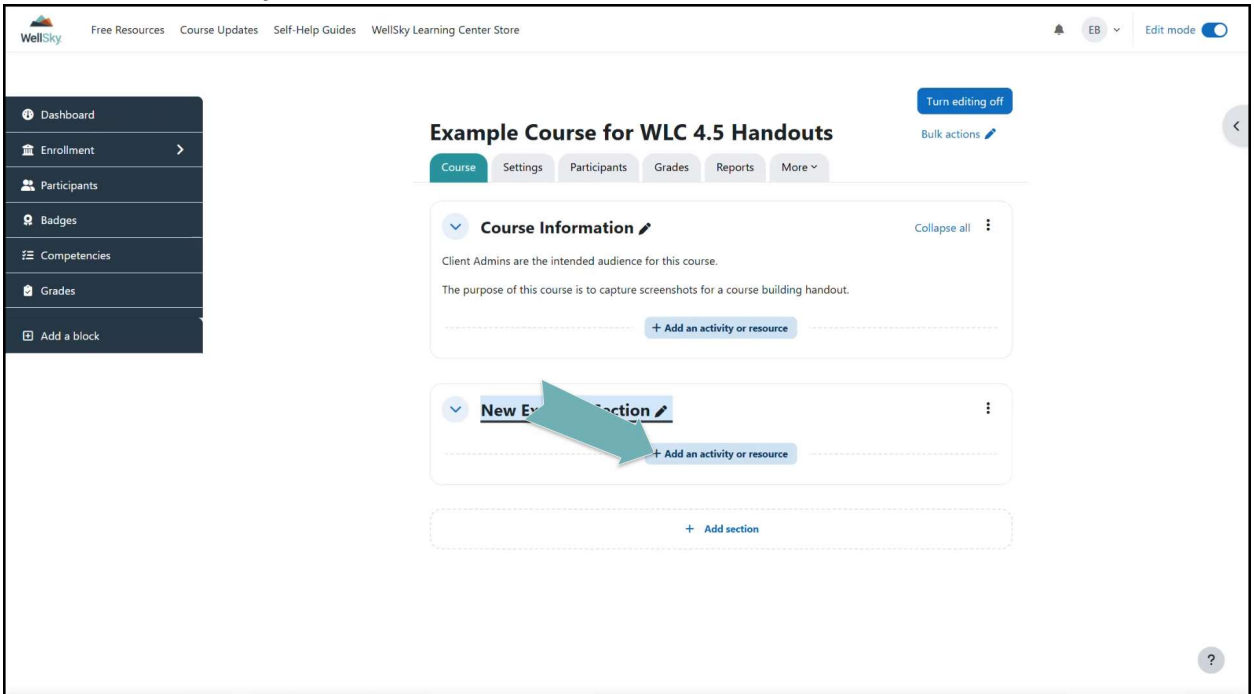
3. Click the pencil icon next to *New Section*.



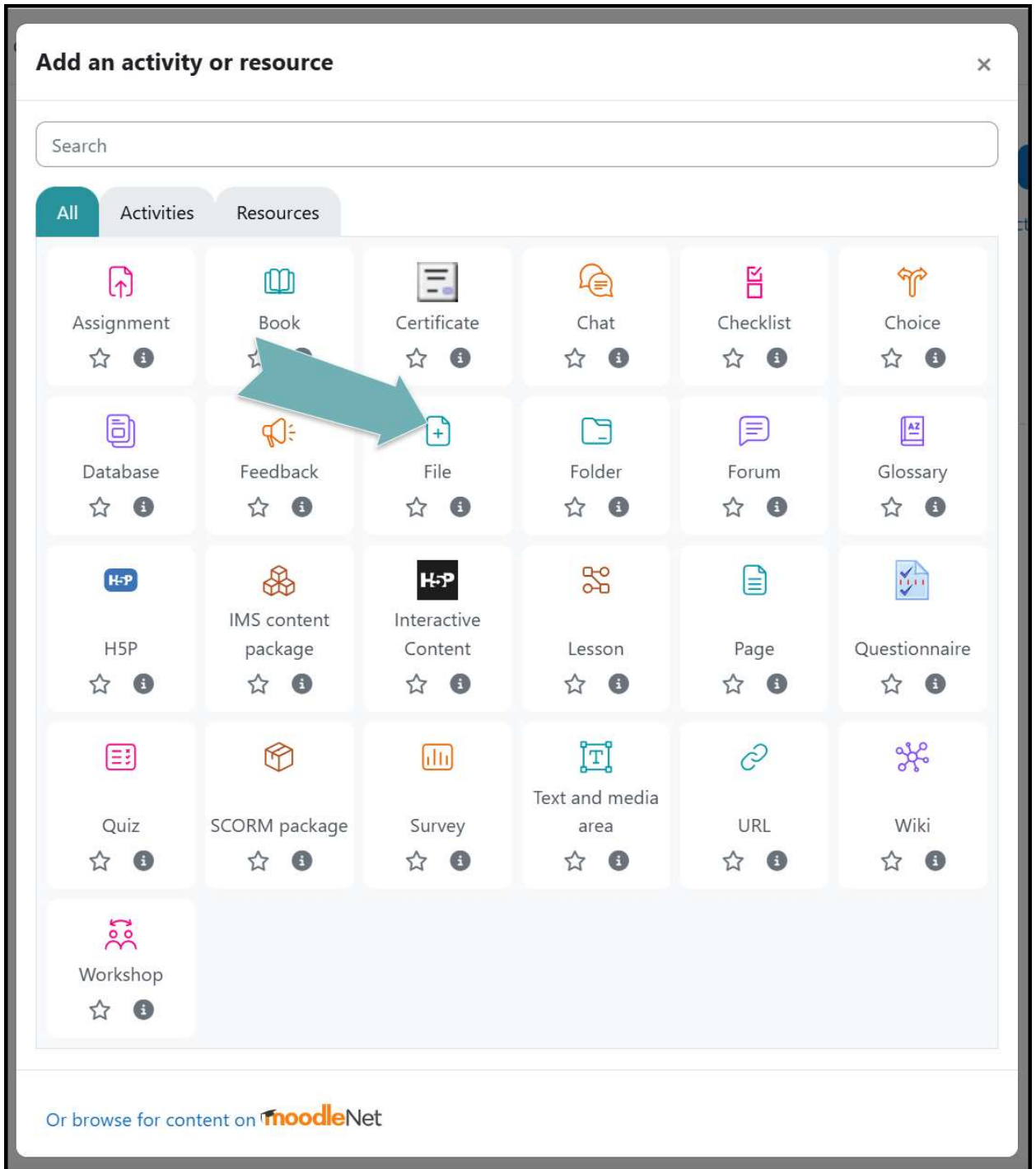
- Key in a title for the section and use *Enter* on your keyboard to save the change.



- Click *Add an activity or resource*.



6. Click the *File* tile.

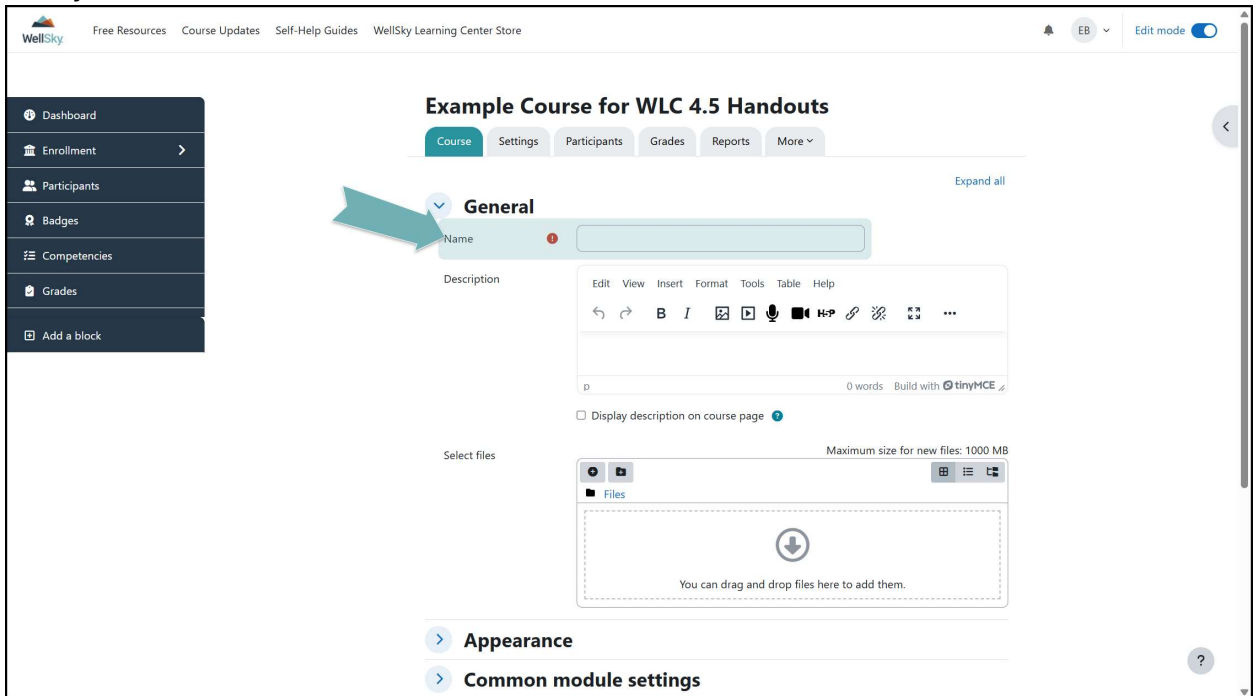


The screenshot shows the 'Add an activity or resource' dialog box in Moodle. The dialog has a search bar at the top and two tabs: 'All' (selected) and 'Resources'. Below the tabs is a grid of activity and resource tiles. Each tile contains an icon, the name of the activity/resource, and a star and information icon. A teal arrow points to the 'File' tile in the second row, third column. At the bottom of the dialog, there is a link to browse for content on MoodleNet.

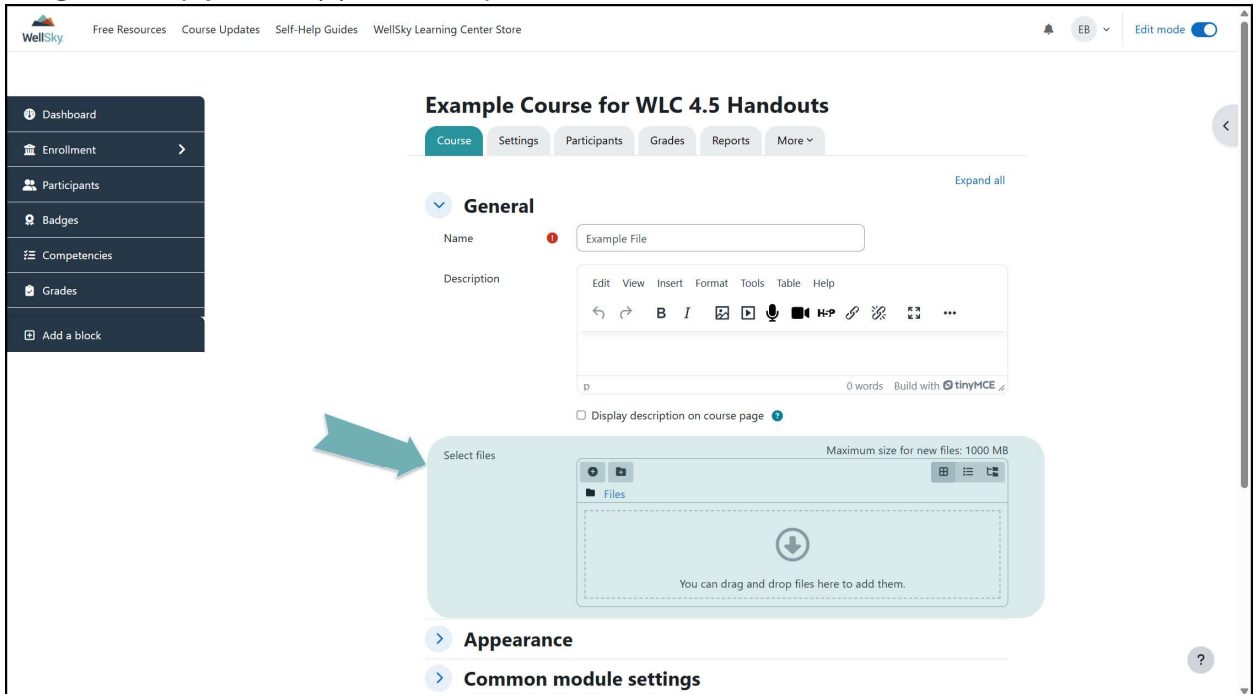
Activity/Resource	Icon	Star	Info
Assignment	📄	☆	i
Book	📖	☆	i
Certificate	📜	☆	i
Chat	💬	☆	i
Checklist	📋	☆	i
Choice	🗳️	☆	i
Database	📊	☆	i
Feedback	📢	☆	i
File	📎	☆	i
Folder	📁	☆	i
Forum	💬	☆	i
Glossary	📖	☆	i
H5P	📺	☆	i
IMS content package	📦	☆	i
Interactive Content	📺	☆	i
Lesson	📎	☆	i
Page	📄	☆	i
Questionnaire	📄	☆	i
Quiz	📋	☆	i
SCORM package	📦	☆	i
Survey	📊	☆	i
Text and media area	📄	☆	i
URL	🔗	☆	i
Wiki	📖	☆	i
Workshop	👥	☆	i

Or browse for content on [moodleNet](#)

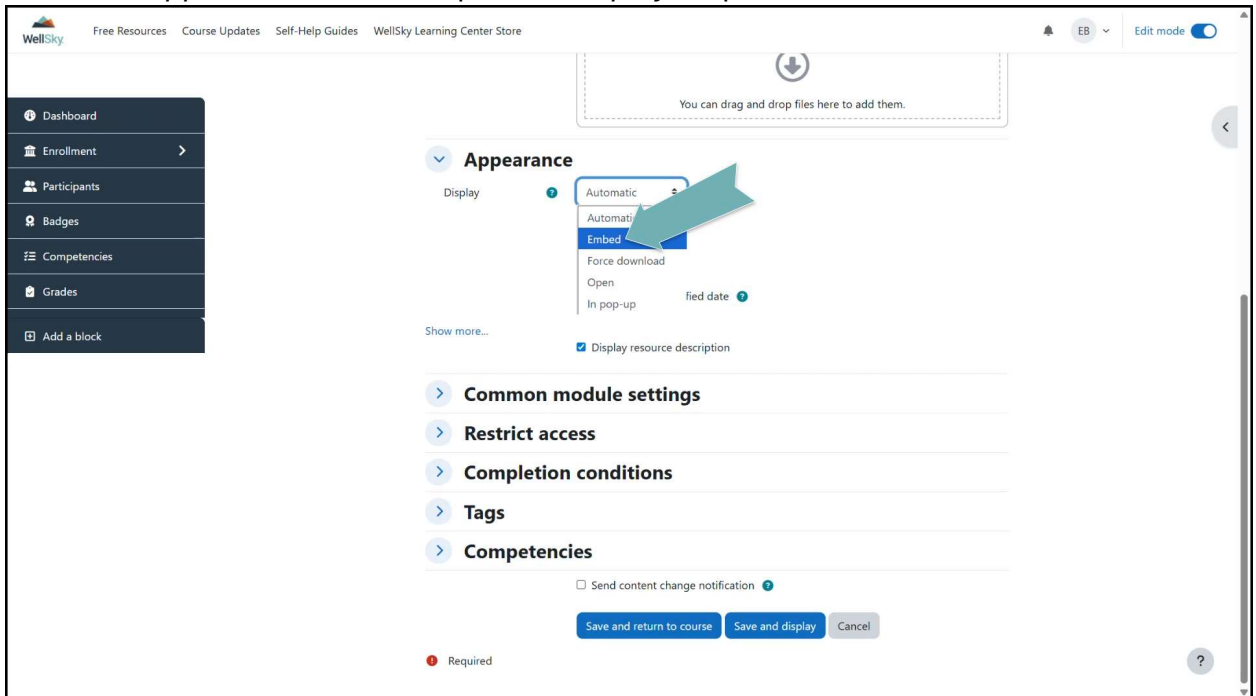
2. Give your file a name.



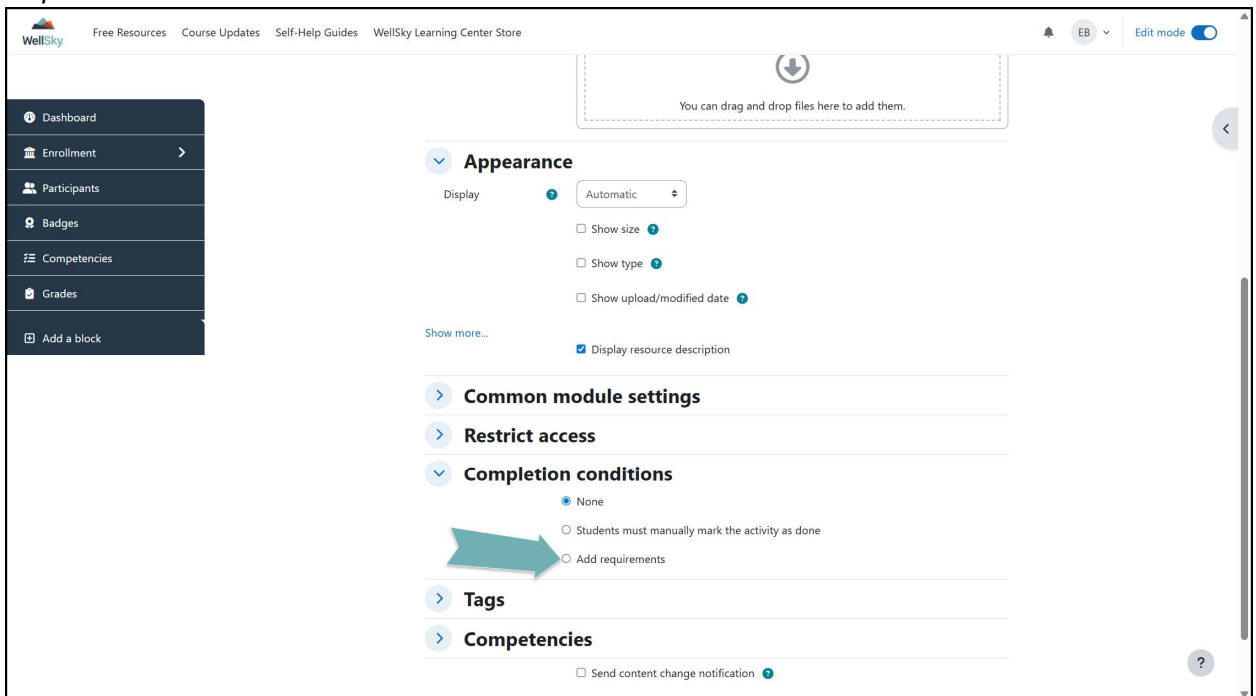
3. Drag and drop your file(s) into the upload box.



4. Under the *Appearance* section, open the *Display* dropdown and select *Embed*.



5. Under the *Completion conditions* section, select the radio button next to *Add requirements*.



6. Click the checkbox next to *View the activity*.

The screenshot shows the WellSky course editor interface. On the left is a navigation menu with options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, and Add a block. The main content area has a top navigation bar with 'WellSky', 'Free Resources', 'Course Updates', 'Self-Help Guides', and 'WellSky Learning Center Store'. On the right, there are user profile 'EB' and 'Edit mode' toggle. The main settings area includes:

- Filter options: Show type, Show upload/modified date, and Display resource description (checked).
- Section headers: Common module settings, Restrict access, Completion conditions, Tags, and Competencies.
- Under 'Completion conditions':
 - None
 - Students must manually mark the activity as done
 - Add requirements (selected)
 - Activity is completed when students do all the following:
 - View the activity (checkbox is unchecked, highlighted by a teal arrow)
- Set reminder in Timeline: Enable (unchecked), 2, October, 2025, 15, 46.
- Buttons: Save and return to course, Save and display, Cancel.
- Footer: Required (with red dot icon), ?

7. Click the option to *Save and return to course*.

This screenshot is identical to the previous one, but with a teal arrow pointing to the 'Save and return to course' button at the bottom of the settings area. The 'View the activity' checkbox is now checked, indicating that the user has completed step 6.

8. If this is the only item you want to add to your course, click the button to *Turn editing off*.

The screenshot shows the WellSky course editor interface. At the top, there is a navigation bar with the WellSky logo, links for Free Resources, Course Updates, Self-Help Guides, and WellSky Learning Center Store. On the right, there is a user profile (EB) and an 'Edit mode' toggle. A teal arrow points to the 'Turn editing off' button in the top right corner. The main content area is titled 'Example Course for WLC 4.5 Handouts' and includes a 'Bulk actions' link. Below the title are tabs for Course, Settings, Participants, Grades, Reports, and More. The 'Course Information' section shows the intended audience as 'Client Admins' and the purpose as 'capture screenshots for a course building handout'. There is a '+ Add an activity or resource' button. The 'New Example Section' section shows an 'Example File' and another '+ Add an activity or resource' button. At the bottom, there is a '+ Add section' button. A sidebar on the left contains navigation options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, New Example Section, and Add a block. A help icon (?) is visible in the bottom right corner.

9. You are now ready to enroll your users.

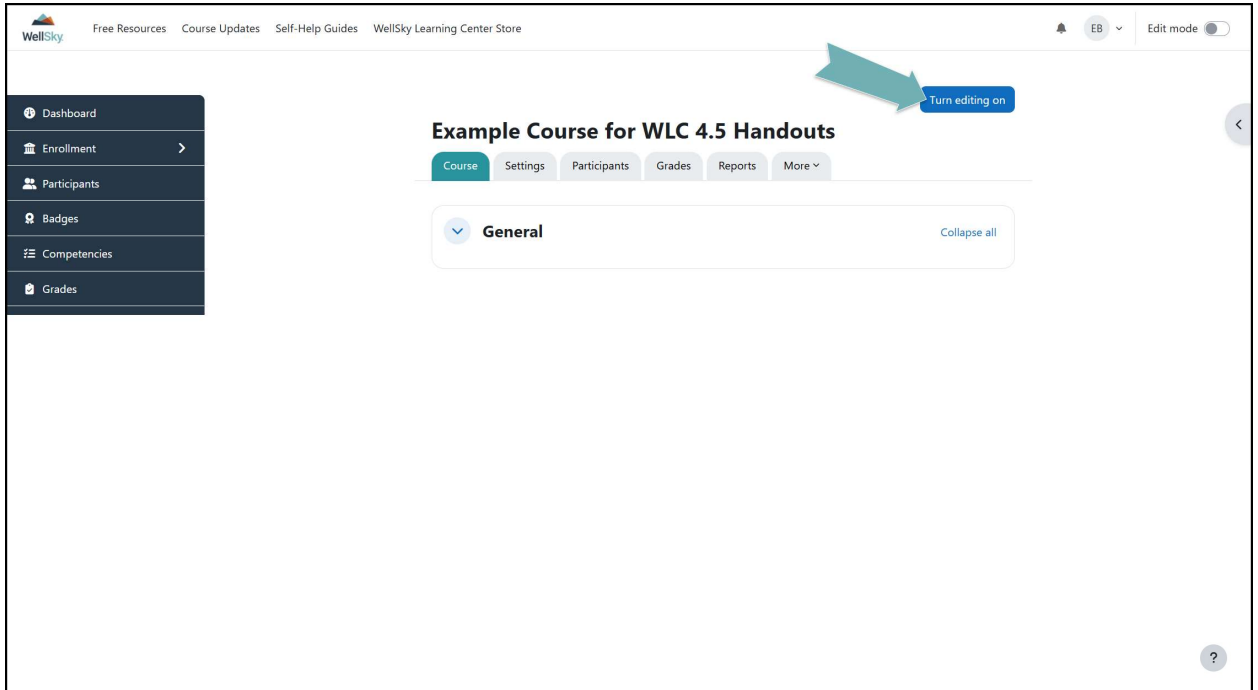
Add a URL to a Course Shell

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 to let you know when the shells have been created and their titles. You can then move forward with the instructions below once those steps have been completed.

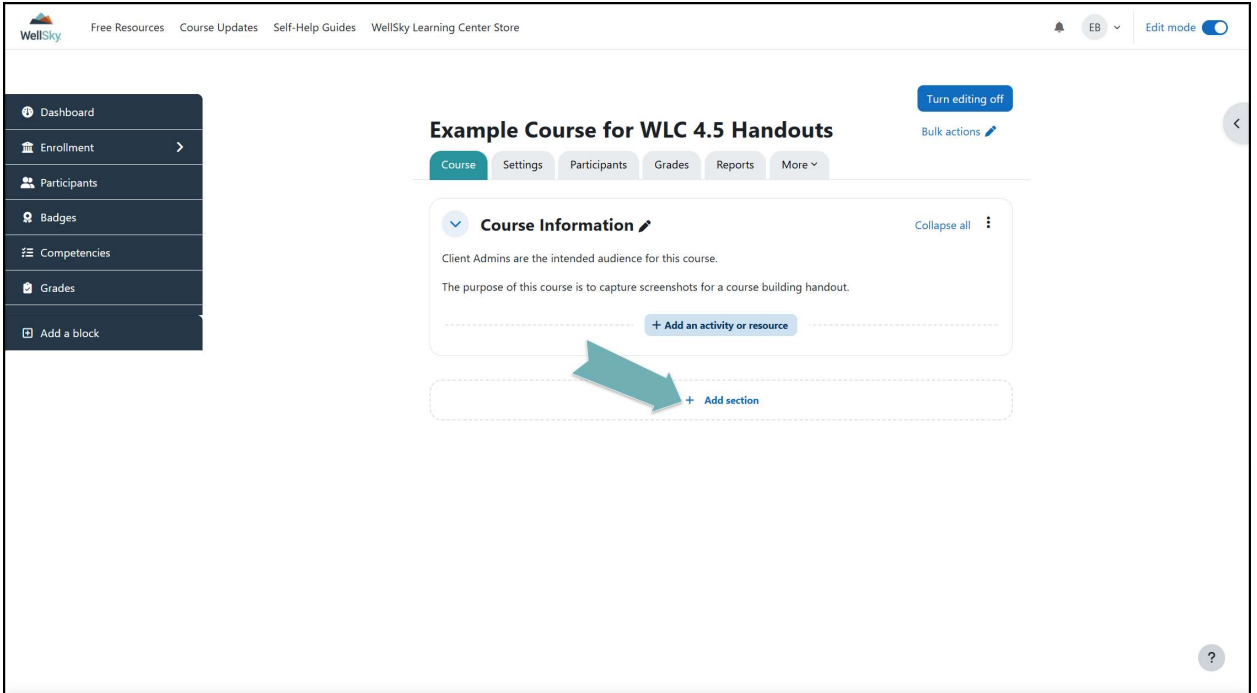
BEFORE MOVING FORWARD WITH THESE INSTRUCTIONS, PLEASE MAKE SURE YOU'VE COMPLETED THE COURSE SHELL REQUEST DISCUSSED ABOVE AND THE STEPS OUTLINED IN THE HOW TO PERSONALIZE A COURSE SHELL HANDOUT.

In this handout, we'll cover how to add URLs to a course shell.

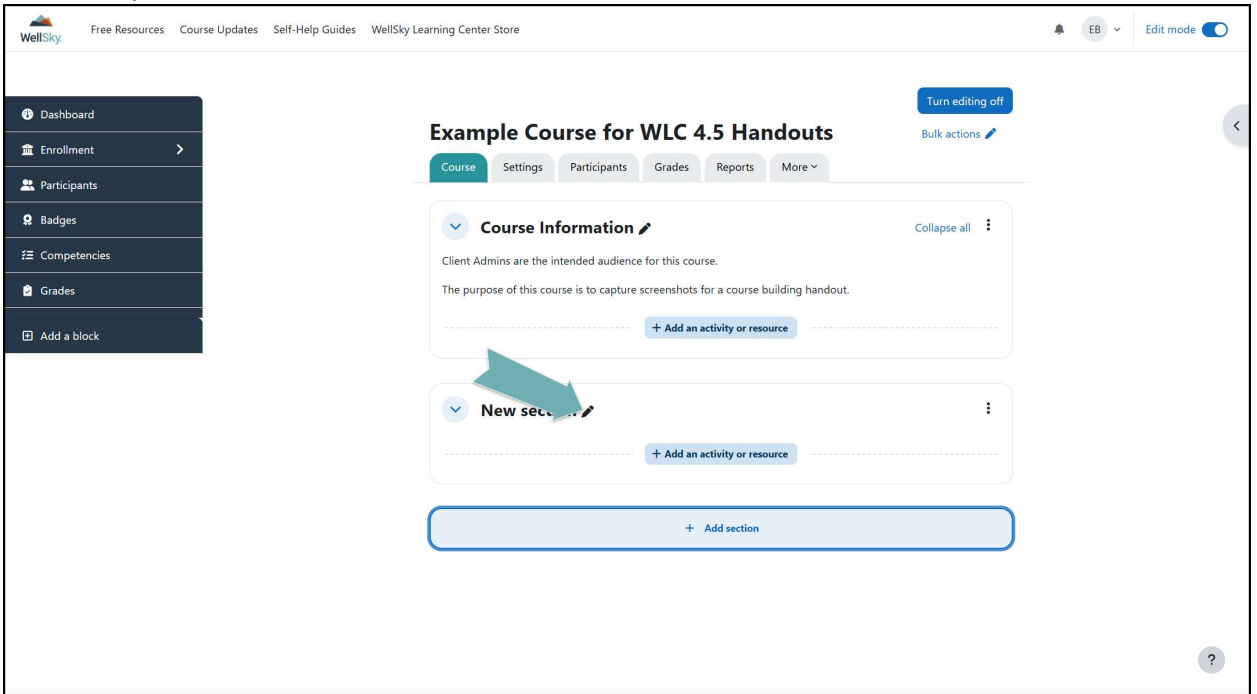
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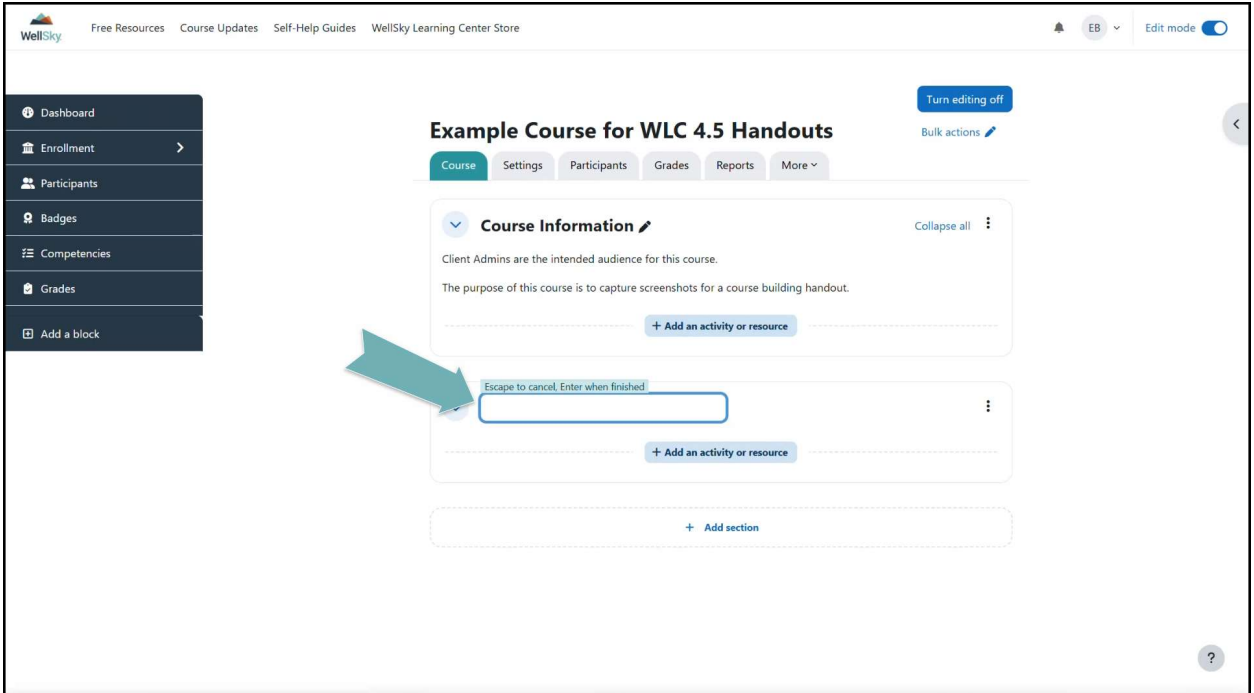
2. Click *Add Section*.



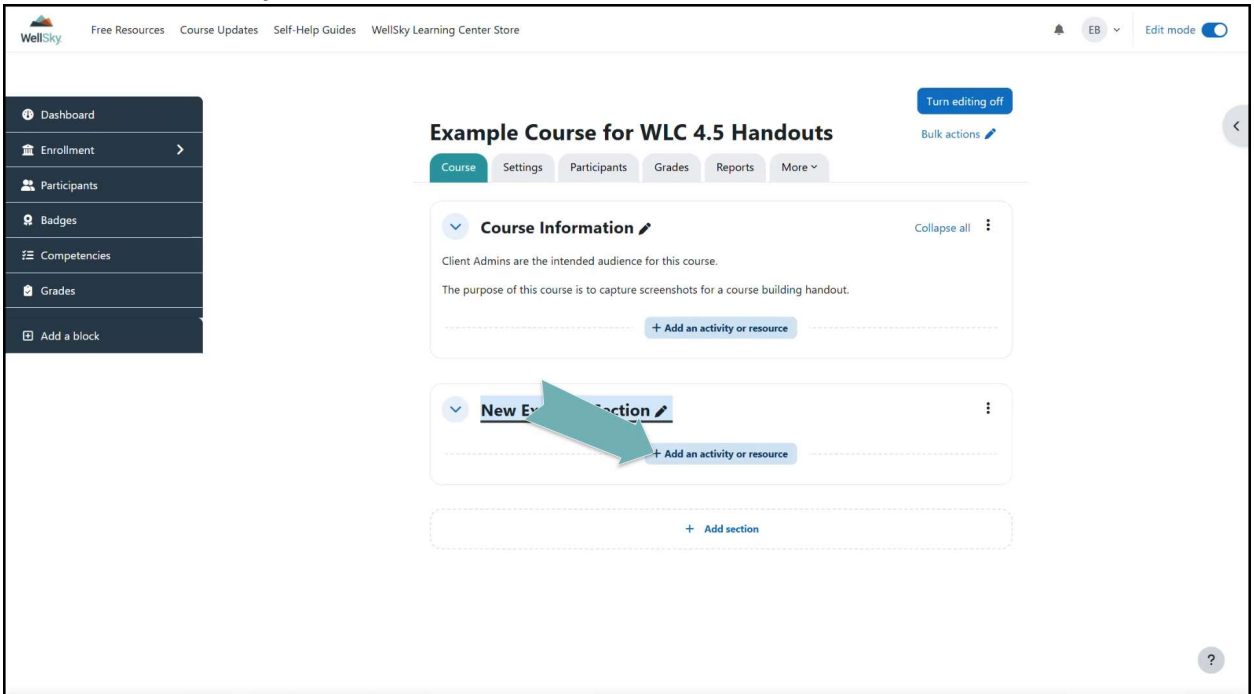
3. Click the pencil icon next to *New section*.



- Key in a title for the section and use *Enter* on your keyboard to save the change.



- Click *Add an activity or resource*.



6. Click the *URL* tile.

The screenshot shows the 'Add an activity or resource' dialog box in Moodle. The dialog has a search bar at the top and two tabs: 'All' (selected) and 'Resources'. Below the tabs is a grid of activity and resource tiles. Each tile contains an icon, the name of the activity/resource, and a star and information icon. A teal arrow points to the 'URL' tile in the bottom row, fifth column. At the bottom of the dialog, there is a link to 'Or browse for content on moodleNet'.

Activity/Resource	Icon	Star	Info
Assignment	📄	☆	i
Book	📖	☆	i
Certificate	📜	☆	i
Chat	💬	☆	i
Checklist	📋	☆	i
Choice	🗳️	☆	i
Database	📊	☆	i
Feedback	📢	☆	i
File	📎	☆	i
Folder	📁	☆	i
Forum	💬	☆	i
Glossary	📖	☆	i
H5P	📺	☆	i
IMS content package	📦	☆	i
Interactive Content	📺	☆	i
Lesson	📖	☆	i
Page	📄	☆	i
Questionnaire	📄	☆	i
Quiz	📋	☆	i
SCORM package	📦	☆	i
Survey	📊	☆	i
Text and media area	📄	☆	i
URL	🔗	☆	i
Wiki	📖	☆	i
Workshop	👥	☆	i

Or browse for content on [moodleNet](#)

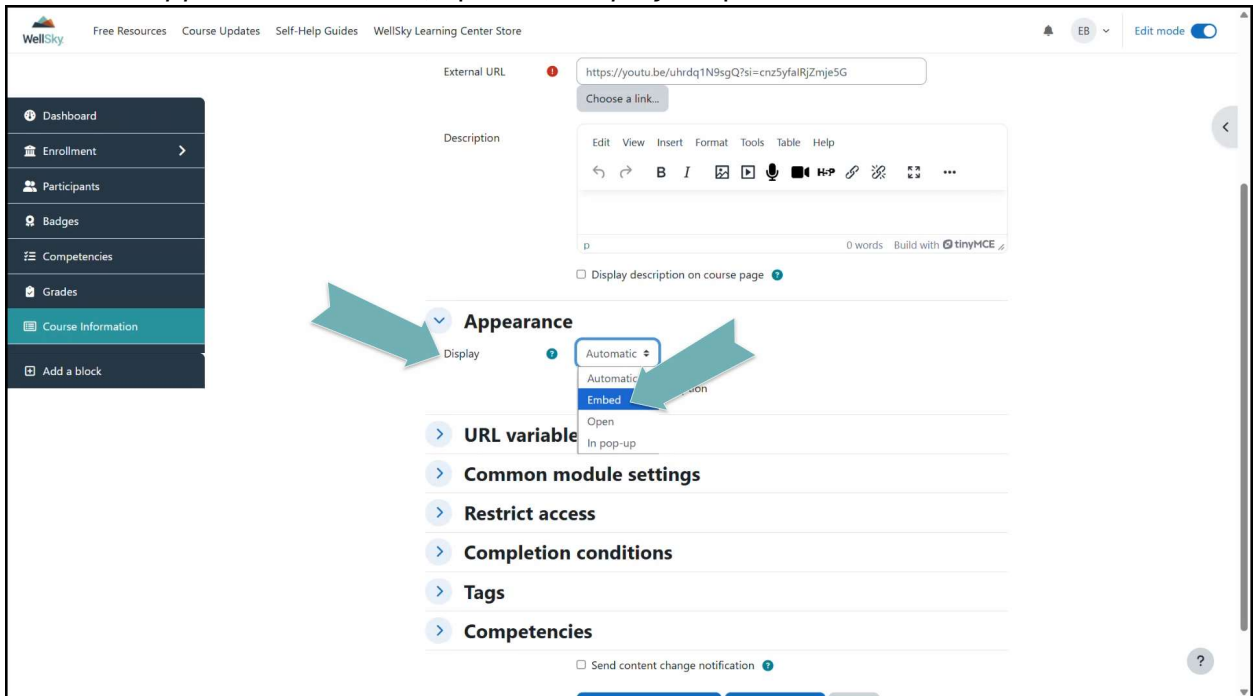
7. Give your URL a name.

The screenshot shows the course settings interface. On the left is a navigation menu with options like Dashboard, Enrollment, Participants, Badges, Competencies, Grades, Course Information, and Add a block. The main content area is titled 'Example Course for WLC 4.5 Handouts' and has tabs for Course, Settings, Participants, Grades, Reports, and More. The 'General' tab is selected and expanded. The 'Name' field is highlighted with a teal arrow pointing to it. Below it is the 'External URL' field, which is currently empty. Underneath the URL field is a 'Choose a link...' button. The 'Description' field is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, link, unlink, list, and image. At the bottom of the description field, it says '0 words' and 'Build with tinyMCE'. Below the description field are several expandable sections: Appearance, URL variables, Common module settings, Restrict access, and Completion conditions.

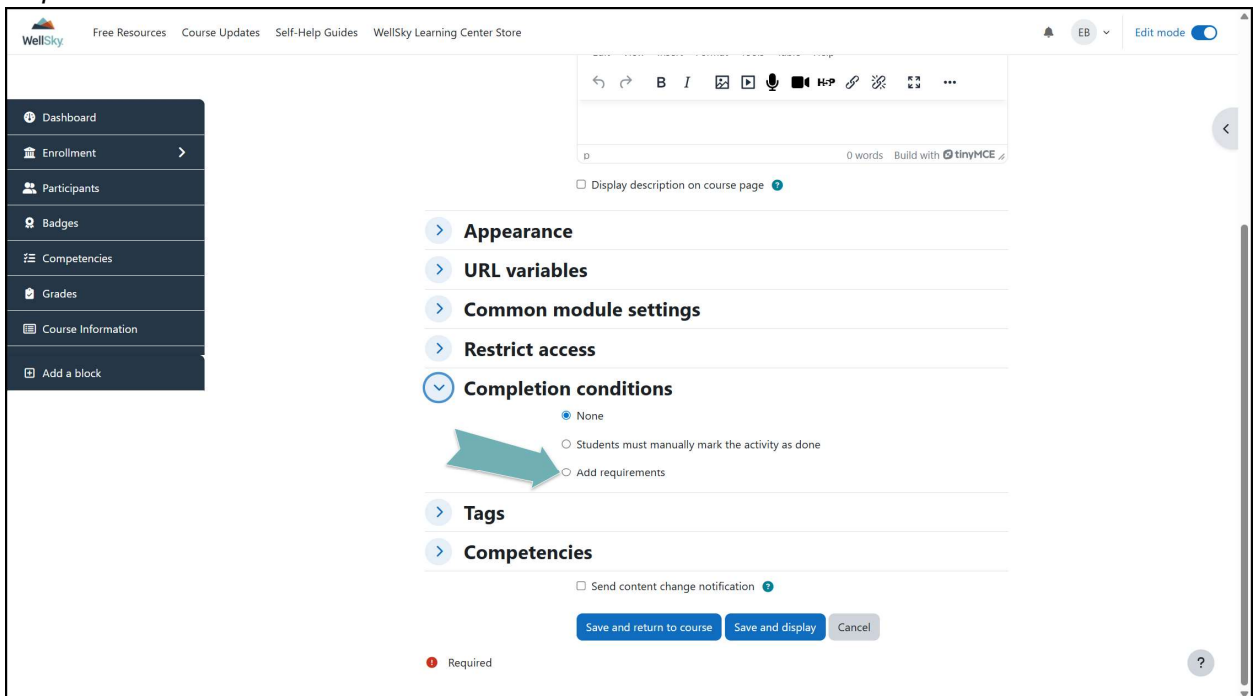
8. Paste the URL into the *External URL* field.

This screenshot is similar to the previous one, but now the 'Name' field contains the text 'Example URL'. The 'External URL' field is still empty and is highlighted with a teal arrow pointing to it. The rest of the interface, including the navigation menu, tabs, and expandable sections, remains the same.

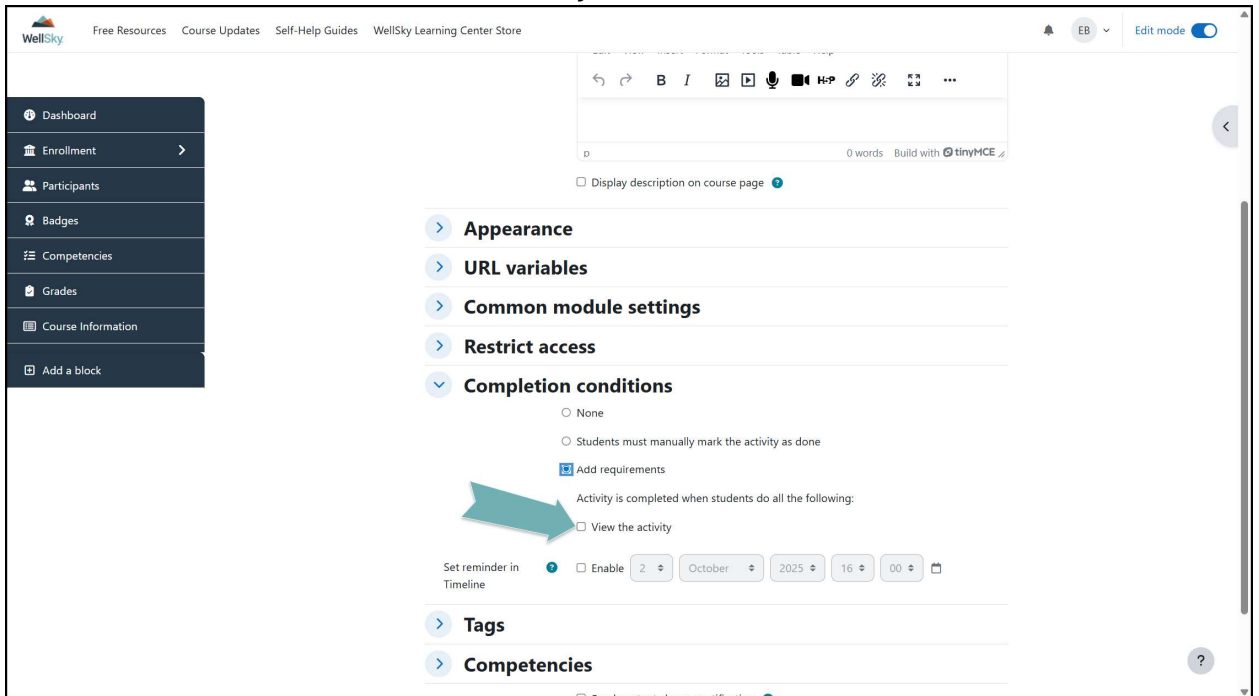
9. Under the *Appearance* section, open the *Display* dropdown and select *Embed*.



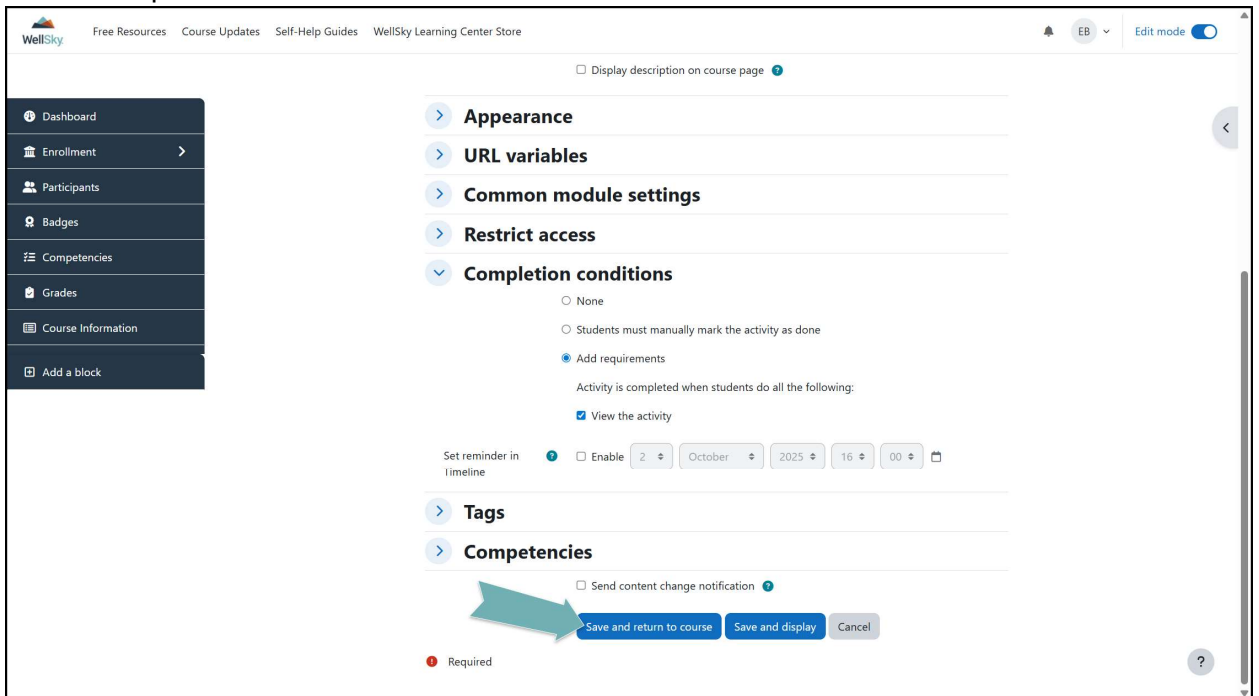
10. Under the *Completion conditions* section, select the radio button next to *Add requirements*.



11. Click the checkbox next to *View the activity*.



12. Click the option to *Save and return to course*.



13. If this is the only item you want to add to your course, click the button to *Turn editing off*.

The screenshot displays the WellSky course editor interface. At the top, there is a navigation bar with links for 'Free Resources', 'Course Updates', 'Self-Help Guides', and 'WellSky Learning Center Store'. On the right side of the navigation bar, there is a user profile icon labeled 'EB', a notification bell, and an 'Edit mode' toggle switch which is currently turned on. A teal arrow points to a 'Turn editing off' button located in the top right corner of the main content area. The main content area is titled 'Example Course for WLC 4.5 Handouts' and features a 'Bulk actions' link. Below the title, there are tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'Course' tab is selected. The course content is organized into sections: 'Course Information' (with a 'Collapse all' link) and 'New Example Section'. The 'Course Information' section contains text: 'Client Admins are the intended audience for this course.' and 'The purpose of this course is to capture screenshots for a course building handout.', followed by an '+ Add an activity or resource' button. The 'New Example Section' section contains an 'Example URL' field with a link icon and an '+ Add an activity or resource' button. At the bottom of the main content area, there is a '+ Add section' button. A sidebar on the left contains navigation options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, New Example Section, and Add a block. A help icon (?) is located in the bottom right corner of the interface.

14. You are now ready to enroll your users.

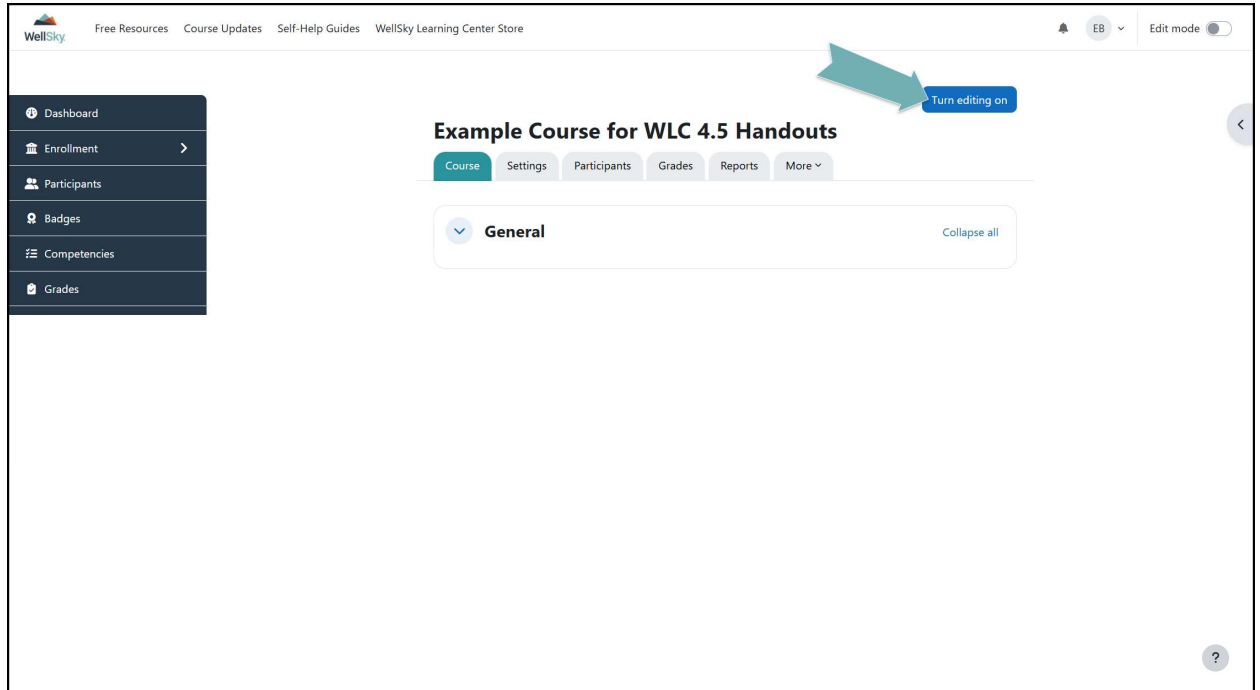
Add a SCORM Package to a Course Shell

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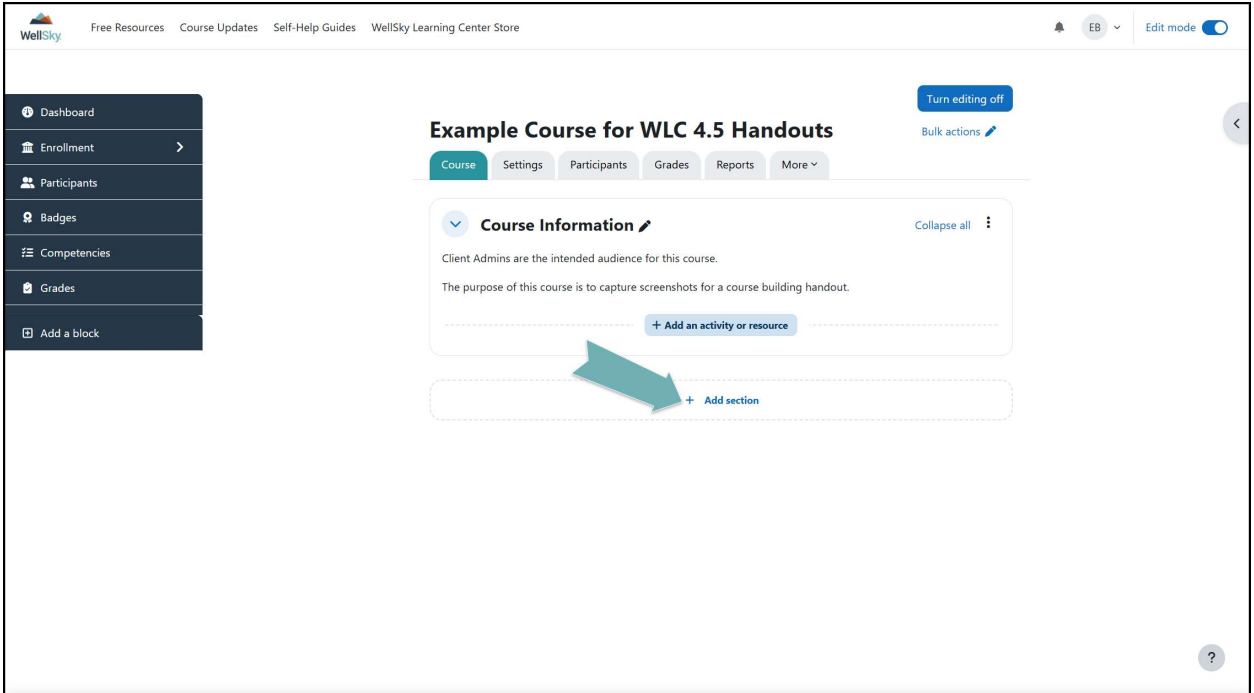
BEFORE MOVING FORWARD WITH THESE INSTRUCTIONS, PLEASE MAKE SURE YOU'VE COMPLETED THE COURSE SHELL REQUEST DISCUSSED ABOVE AND THE STEPS OUTLINED IN THE HOW TO PERSONALIZE A COURSE SHELL HANDOUT.

In this handout, we'll cover how to add a SCORM package to a course shell.

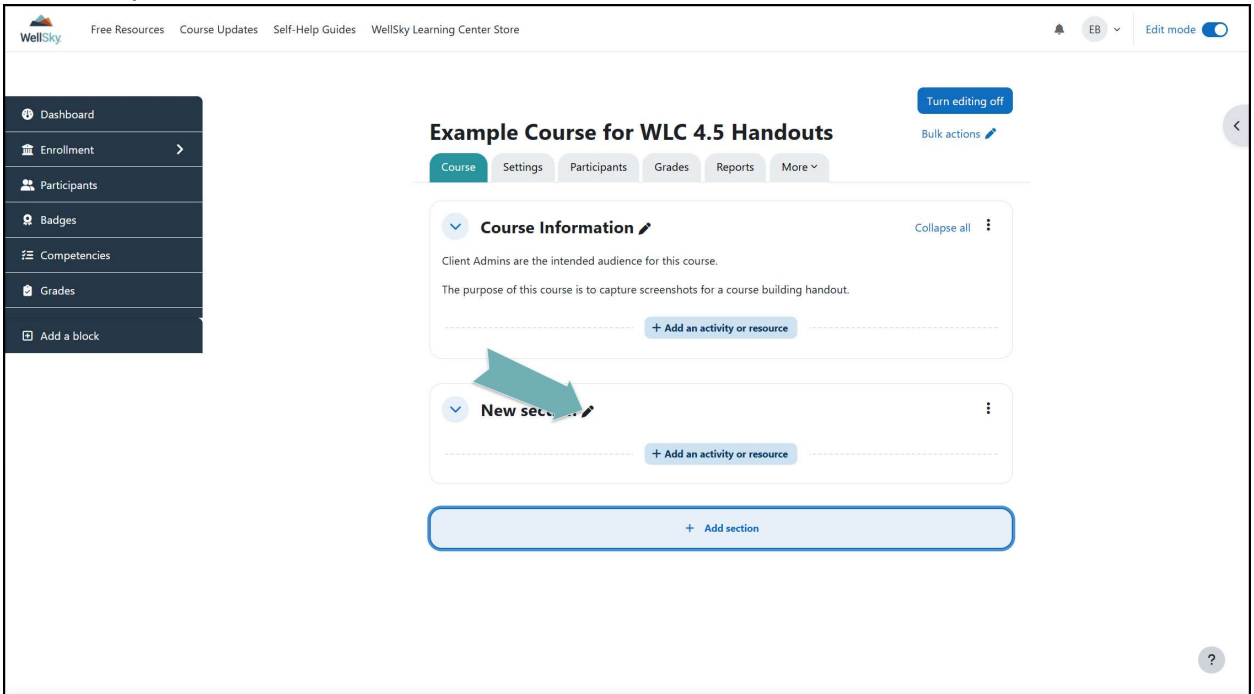
1. Click the button to *Turn editing on*.



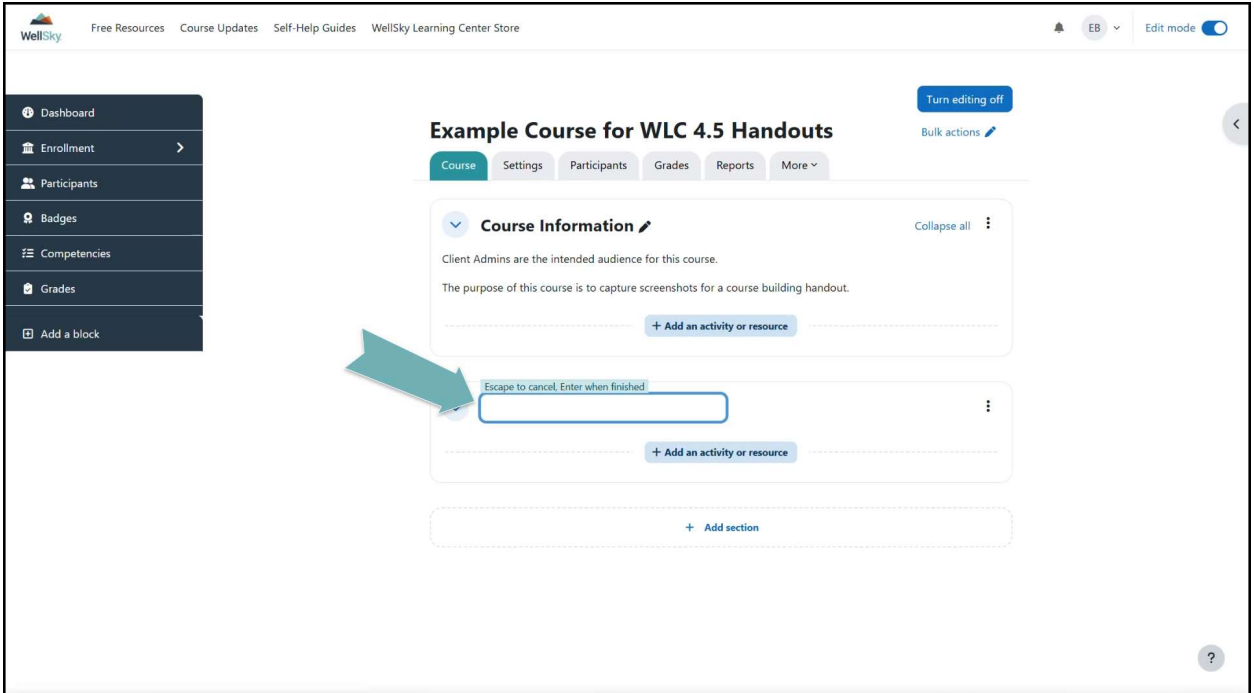
2. Click *Add Section*.



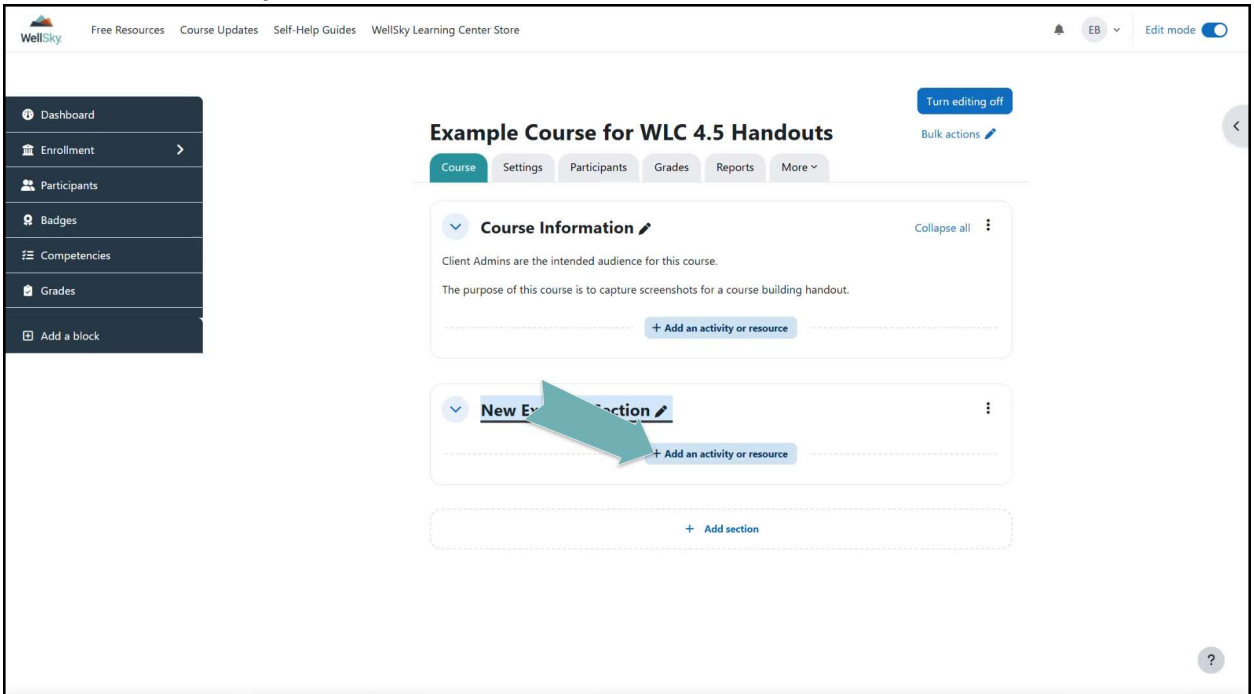
3. Click the pencil icon next to *New Section*.



- Key in a title for the section and use *Enter* on your keyboard to save the change.



- Click *Add an activity or resource*.



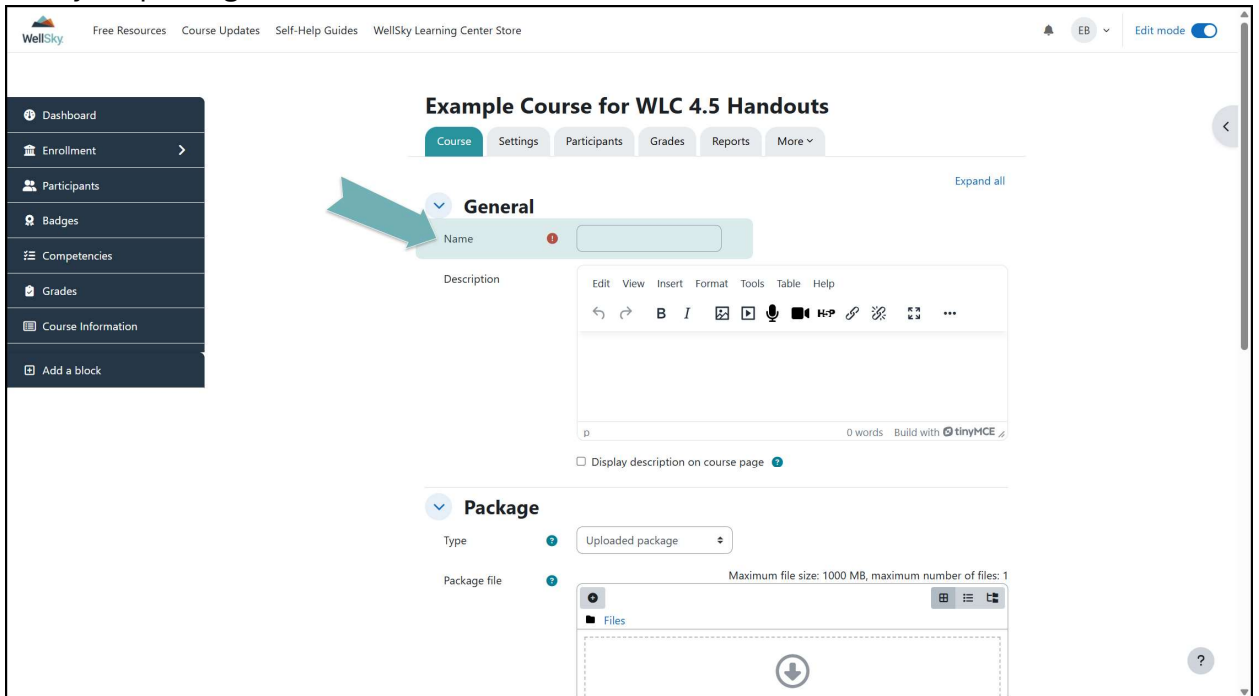
6. Click the *SCORM package* tile.

The screenshot shows the 'Add an activity or resource' dialog box. It features a search bar at the top, followed by tabs for 'All', 'Activities', and 'Resources'. Below the tabs is a grid of activity and resource tiles. Each tile includes an icon, a name, and a star and information icon. A teal arrow points to the 'SCORM package' tile in the fourth row, second column. At the bottom of the dialog, there is a link to 'Or browse for content on moodleNet'.

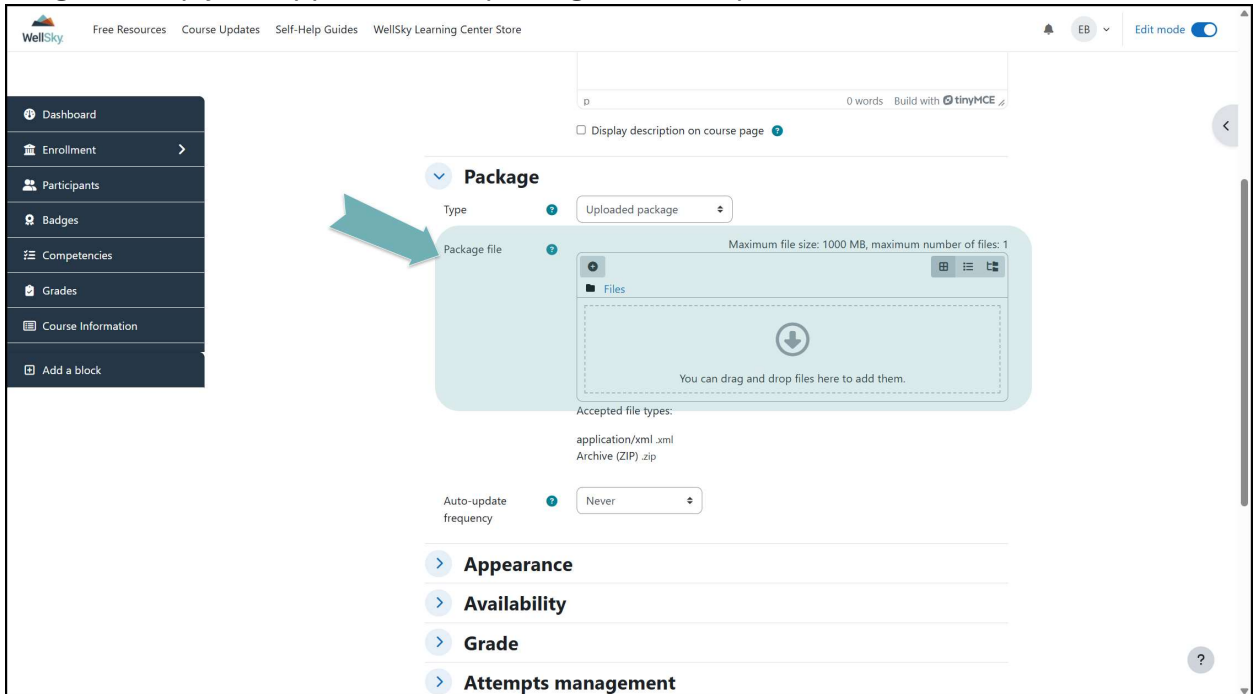
Activity/Resource	Icon	Star	Info
Assignment	📄	☆	i
Book	📖	☆	i
Certificate	📜	☆	i
Chat	💬	☆	i
Checklist	📋	☆	i
Choice	🗳️	☆	i
Database	📊	☆	i
Feedback	📢	☆	i
File	📎	☆	i
Folder	📁	☆	i
Forum	💬	☆	i
Glossary	📖	☆	i
H5P	H-P	☆	i
IMS content package	📦	☆	i
Interactive Content	H-P	☆	i
Lesson	📌	☆	i
Page	📄	☆	i
Questionnaire	📄	☆	i
Quiz	📋	☆	i
SCORM package	📦	☆	i
Survey	📊	☆	i
Text and media area	📄	☆	i
URL	🔗	☆	i
Wiki	📖	☆	i
Workshop	👥	☆	i

Or browse for content on [moodleNet](#)

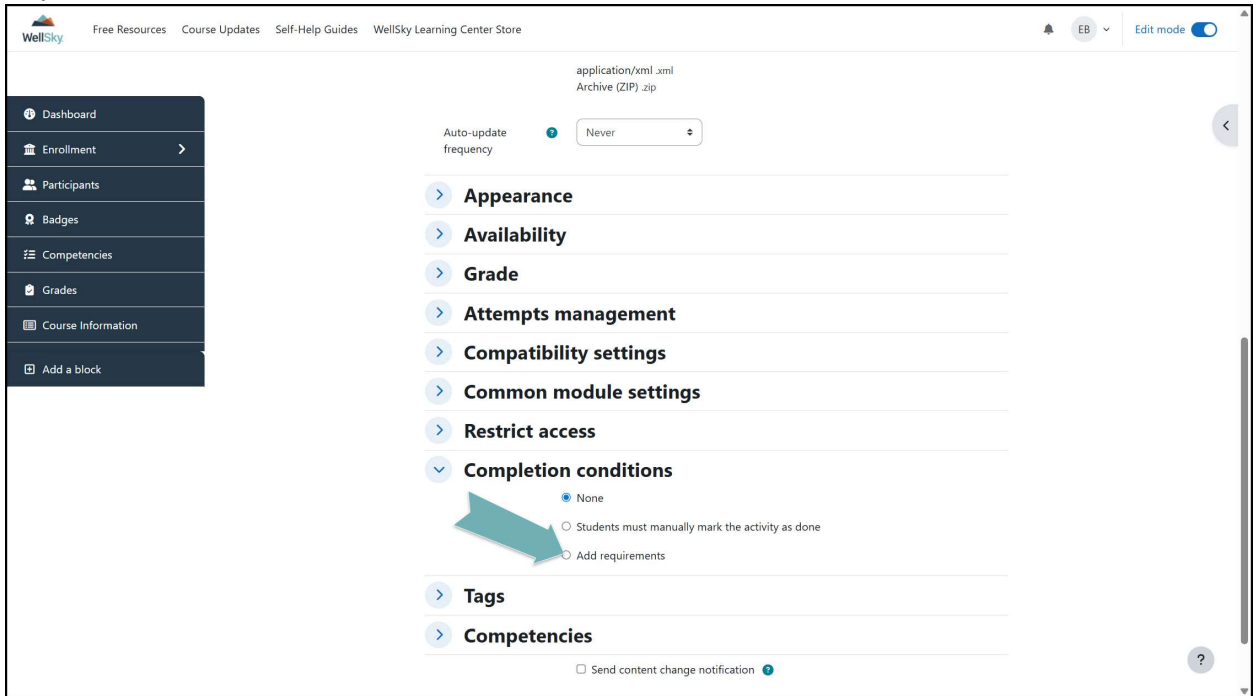
7. Give your package a name.



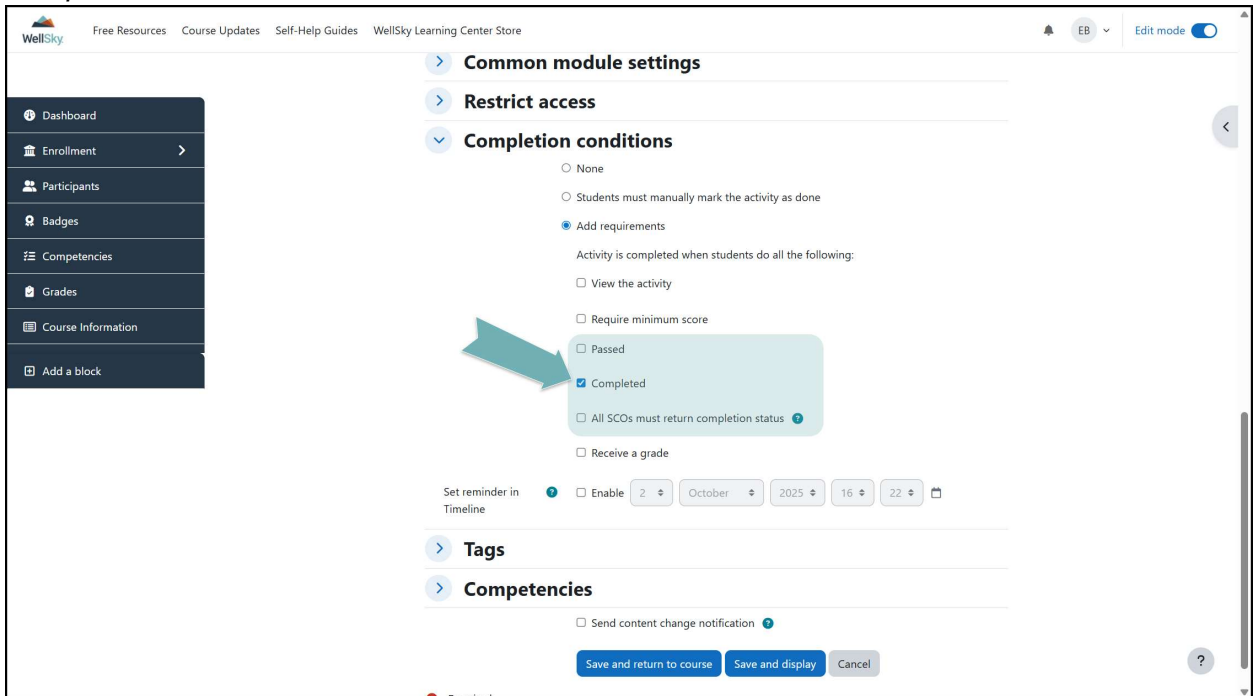
8. Drag and drop your zipped SCORM package into the upload box.



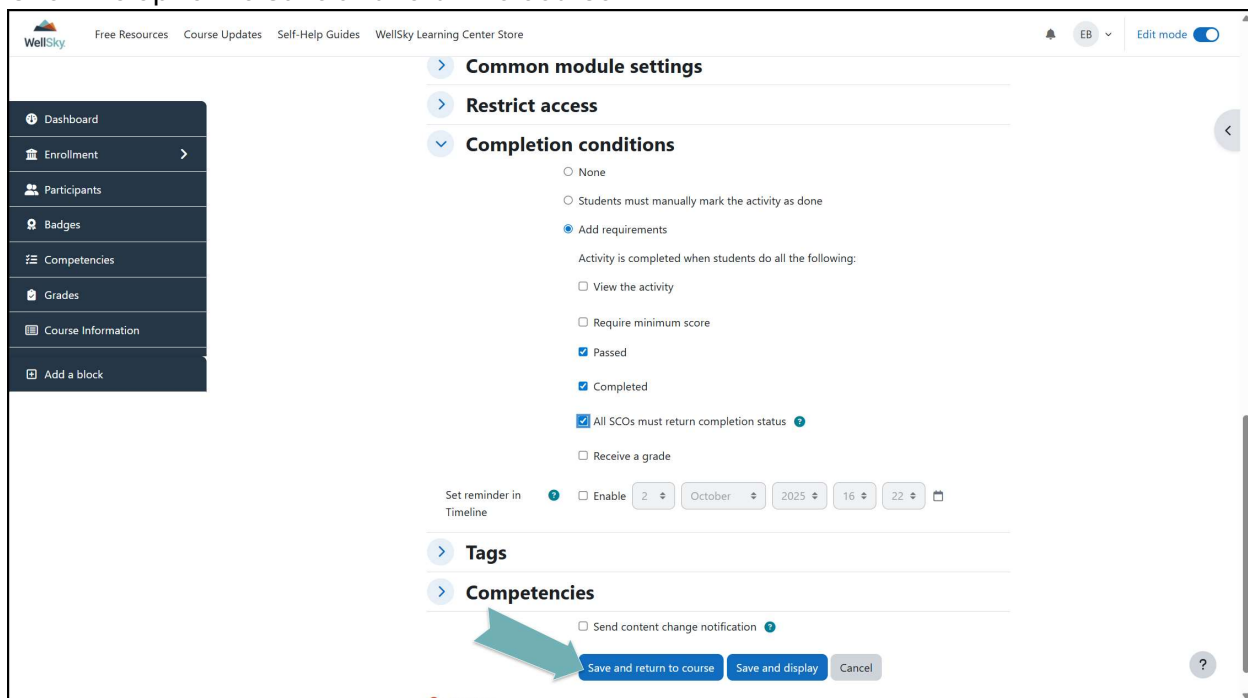
9. Under the *Completion conditions* section, select the radio button next to *Add requirements*.



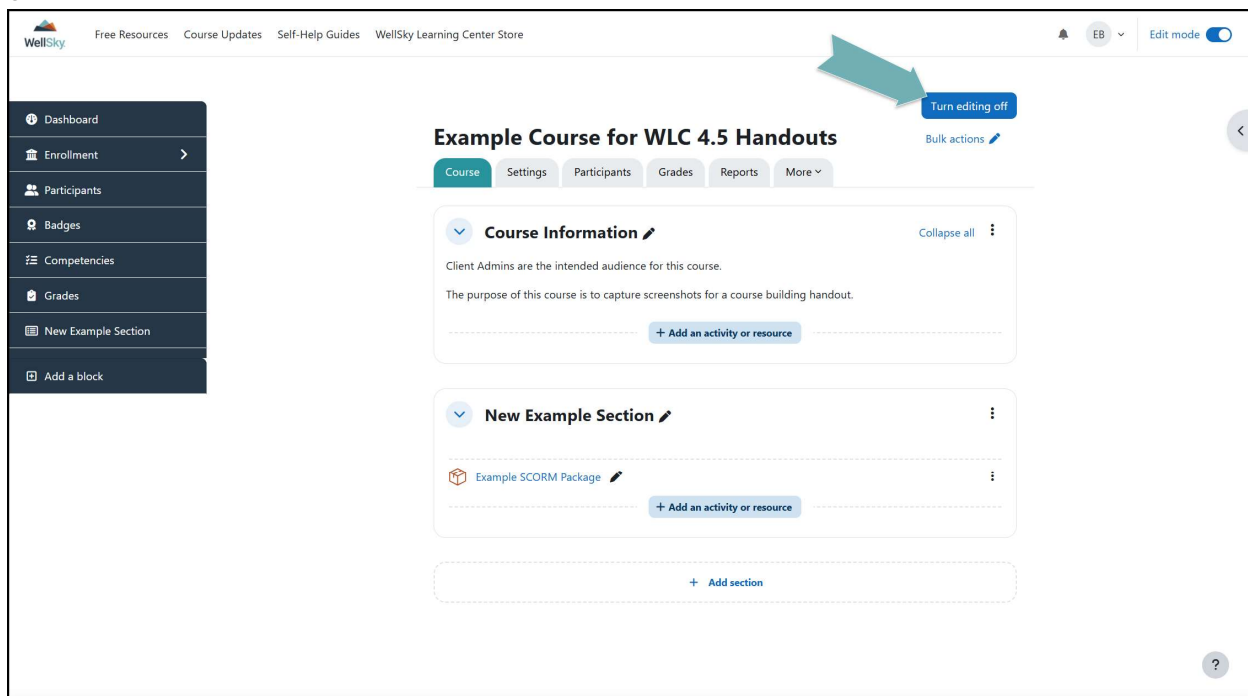
10. Click the checkboxes next to *Passed*, *Completed*, and *All SCOs must return completion status* are selected.



11. Click the option to *Save and return to course*.



12. If this is the only item you want to add to your course, click the button to *Turn editing off*.



13. You are now ready to enroll your users.

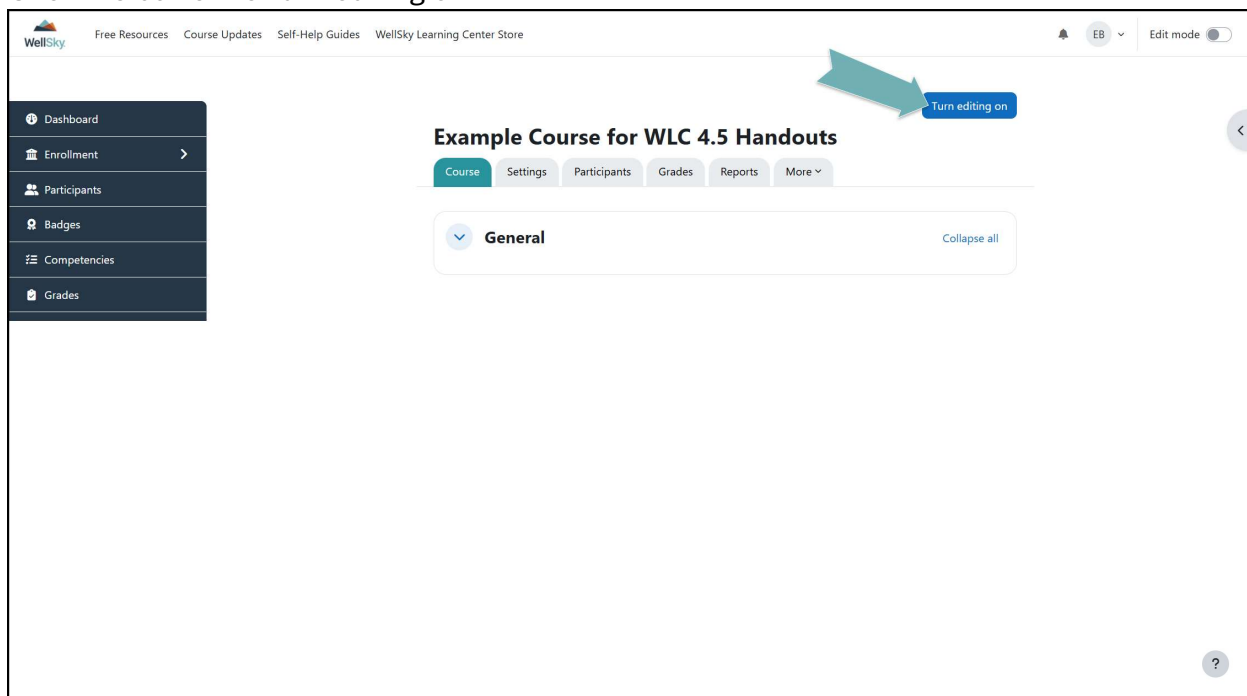
Add a Quiz to a Course Shell

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 to let you know when the shells have been created and their titles. You can then move forward with the instructions below once those steps have been completed.

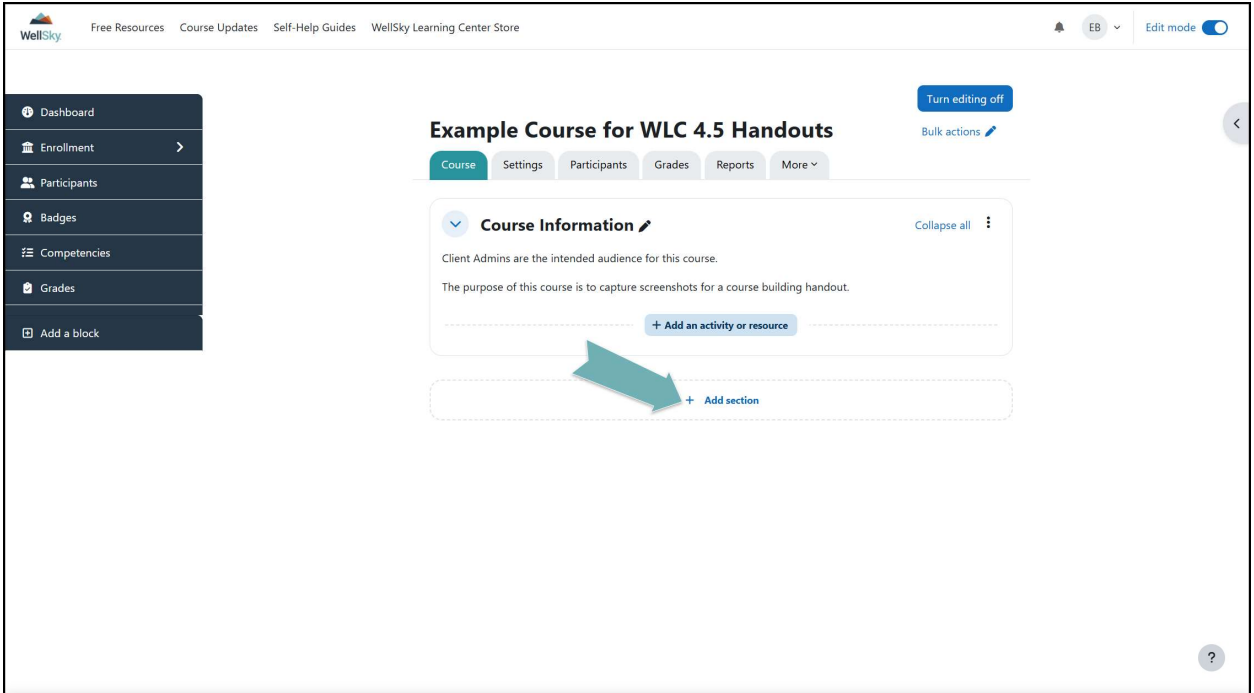
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In this handout, we'll cover how to add a quiz to a course shell.

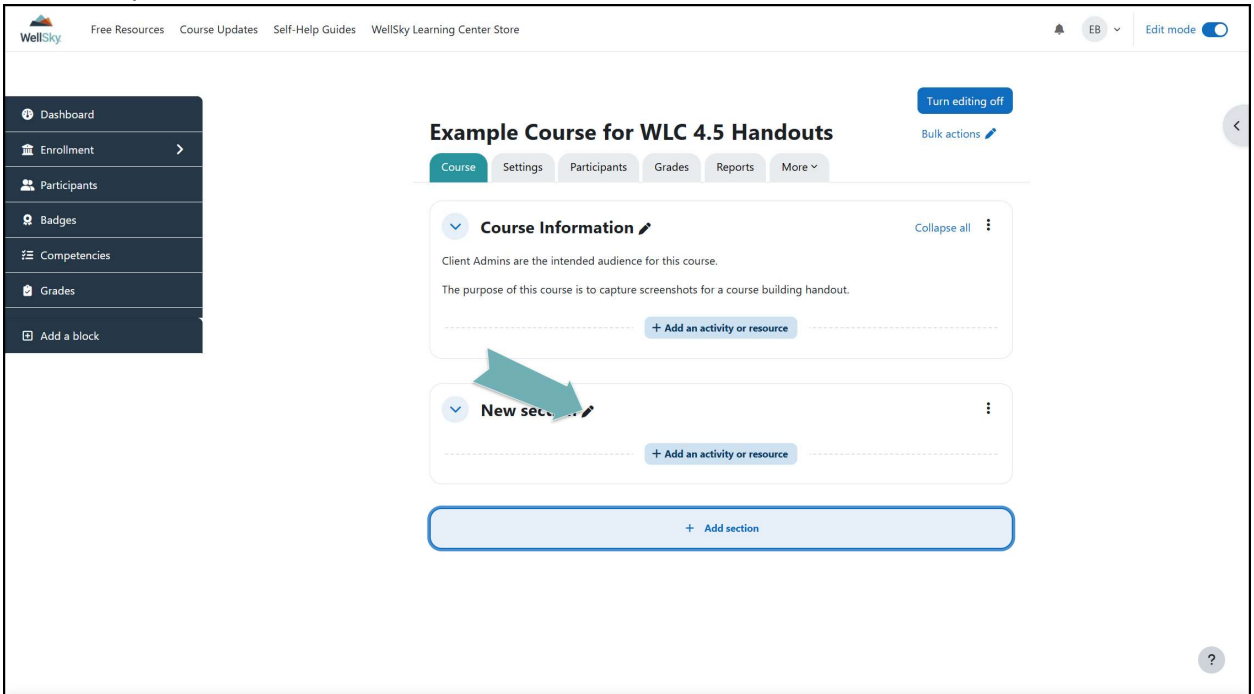
1. Click the button to *Turn editing on*.



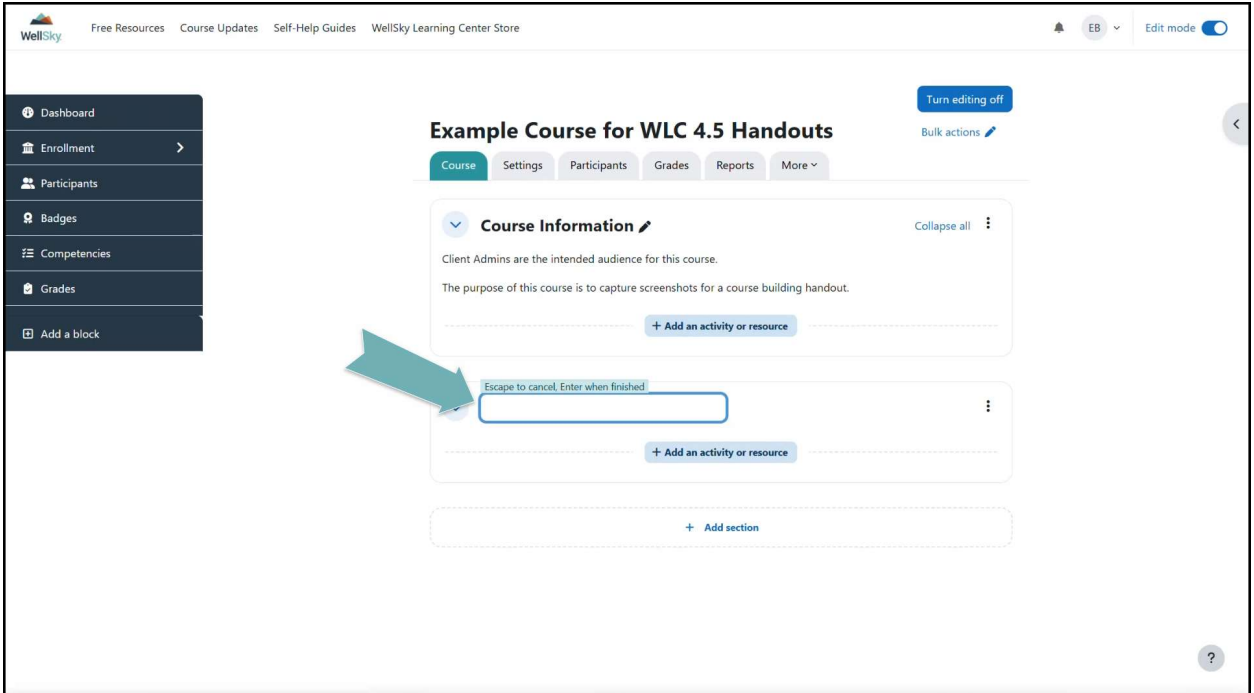
2. Click *Add Section*.



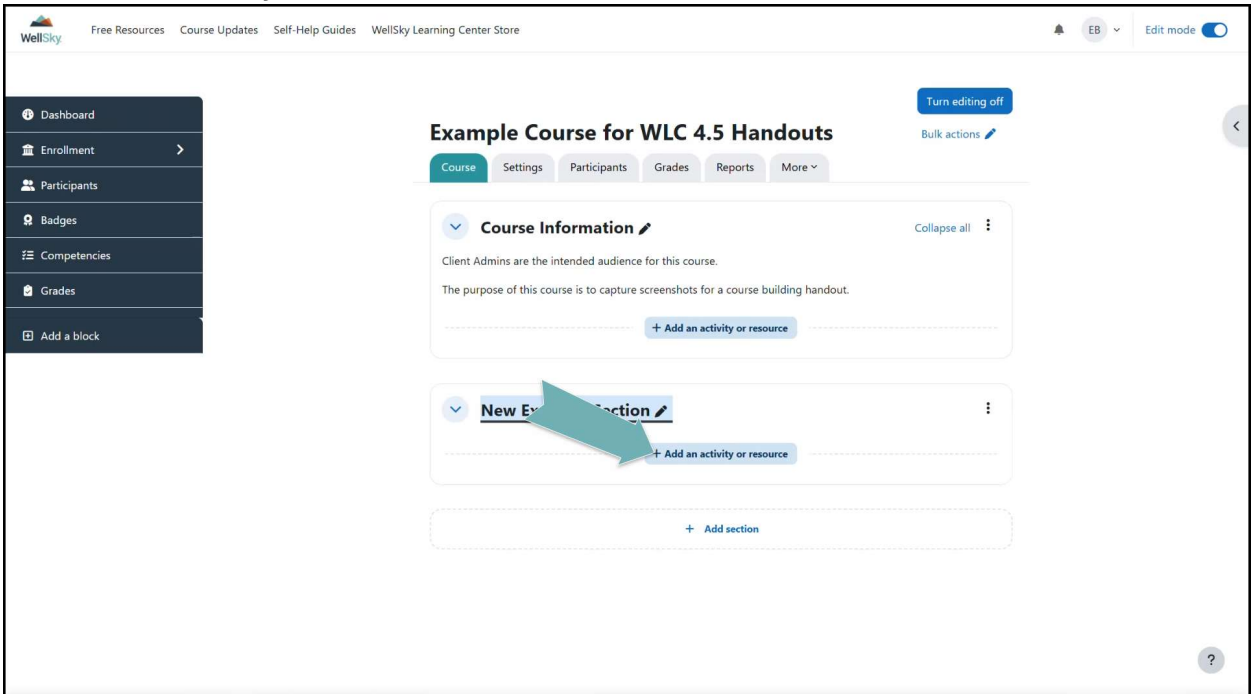
3. Click the pencil icon next to *New section*.



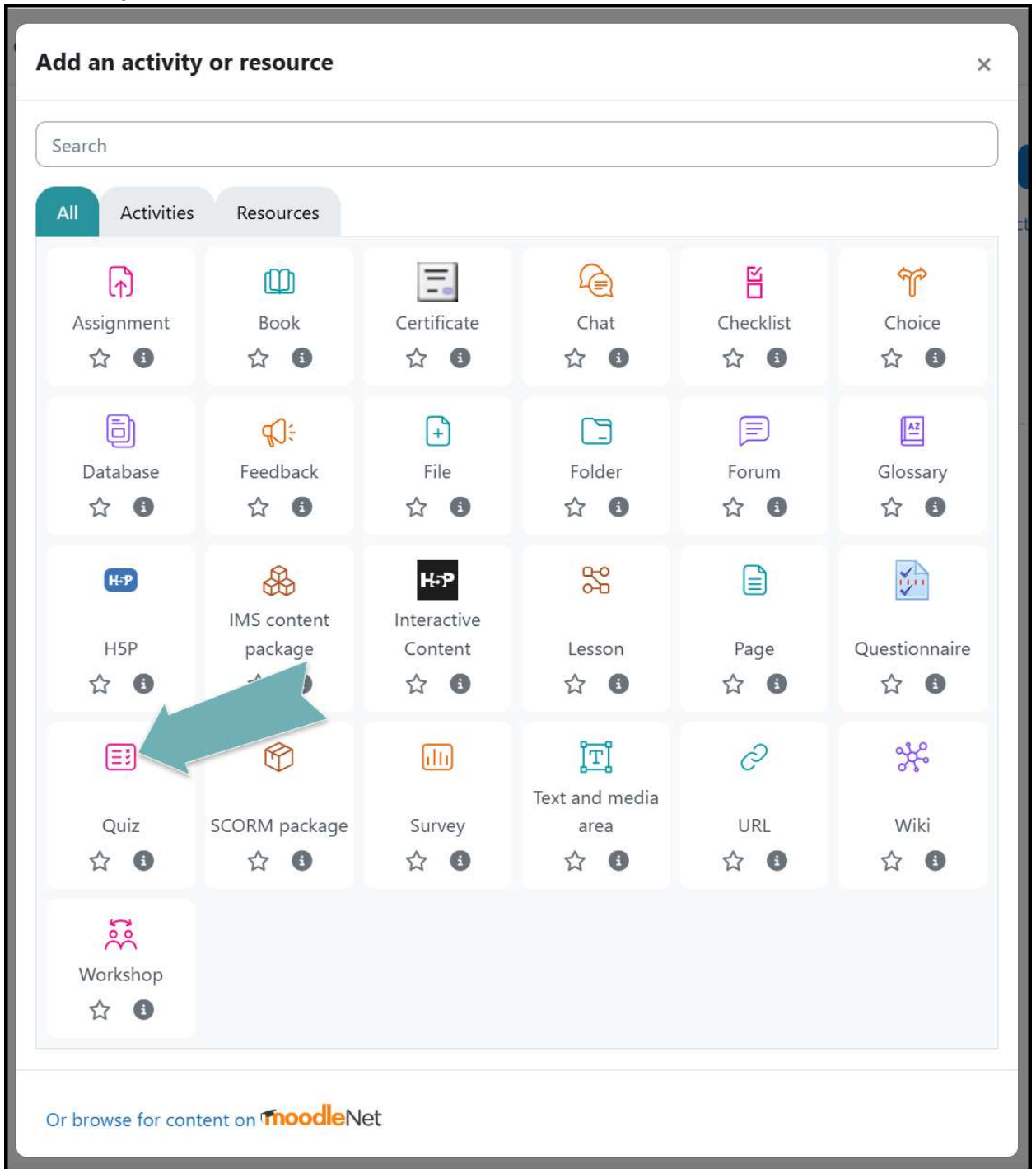
- Key in a title for the section and use *Enter* on your keyboard to save the change.



- Click *Add an activity or resource*.



6. Click the *Quiz* tile.

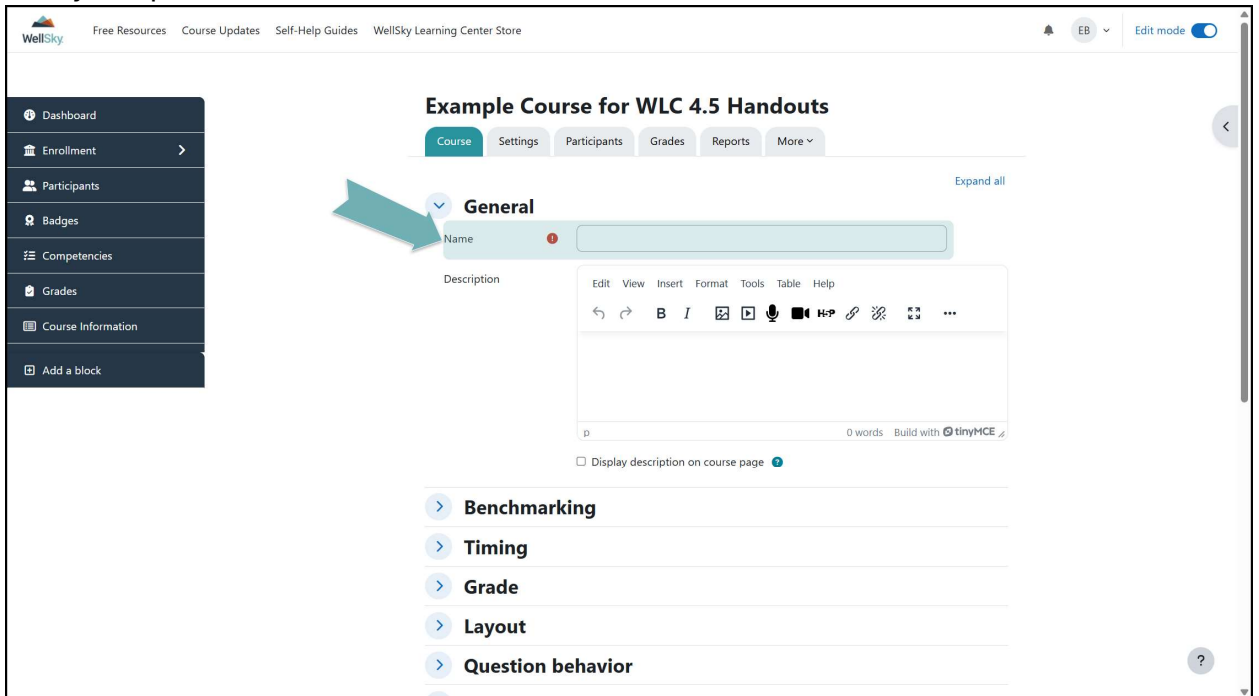


The screenshot shows the 'Add an activity or resource' dialog box in Moodle. The dialog has a search bar at the top and two tabs: 'All' (selected) and 'Resources'. Below the tabs is a grid of activity tiles. Each tile contains an icon, the activity name, and a star and information icon. A teal arrow points to the 'Quiz' tile in the fourth row, first column.

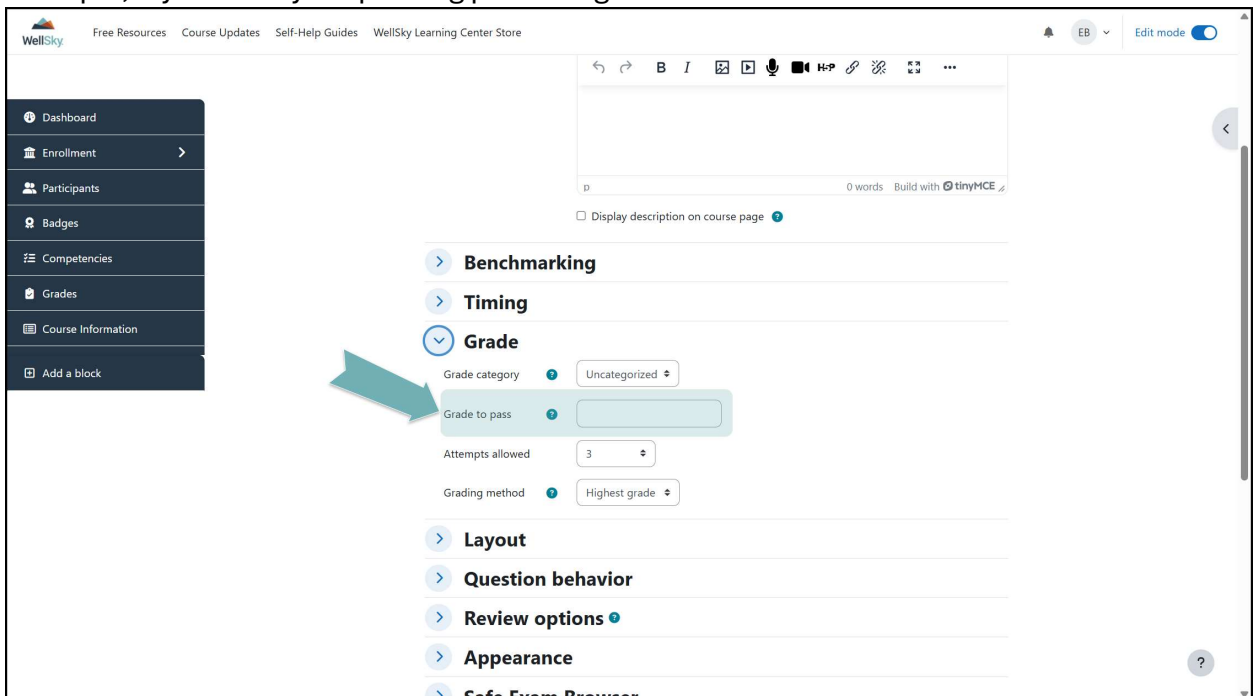
Activity	Activity	Activity	Activity	Activity	Activity
Assignment	Book	Certificate	Chat	Checklist	Choice
Database	Feedback	File	Folder	Forum	Glossary
H5P	IMS content package	Interactive Content	Lesson	Page	Questionnaire
Quiz	SCORM package	Survey	Text and media area	URL	Wiki
Workshop					

Or browse for content on [moodleNet](#)

7. Give your quiz a name.

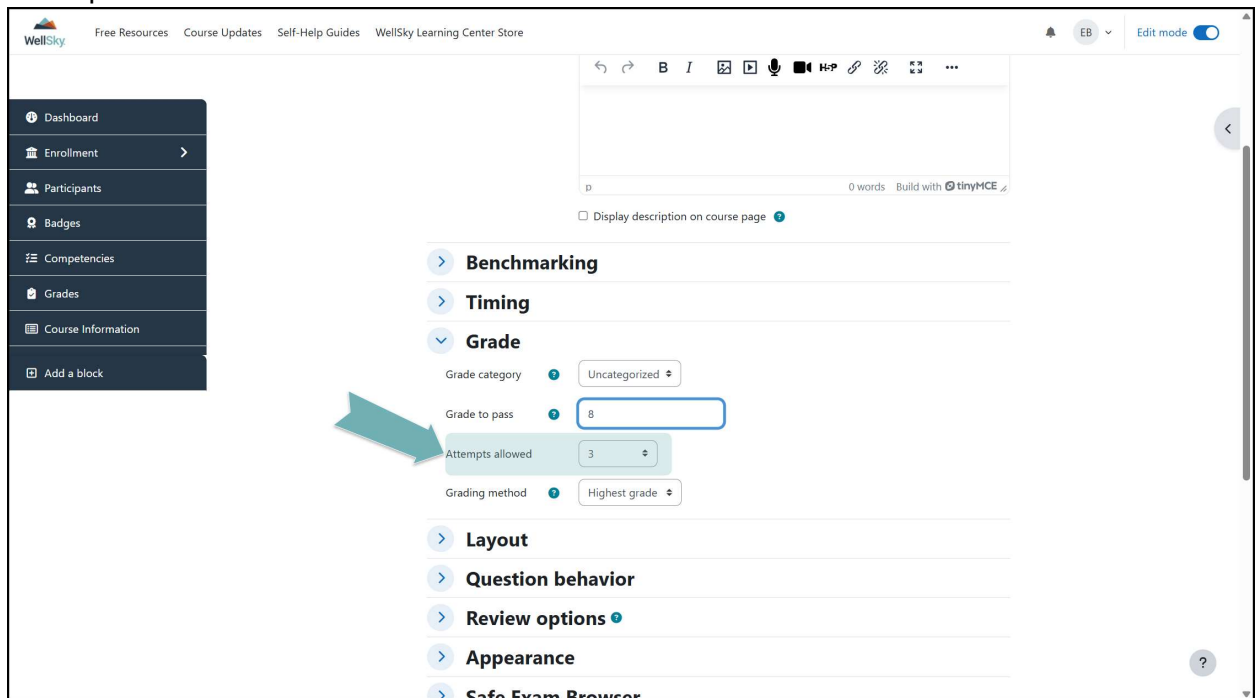


8. In the *Grade* section, enter your passing threshold in the *Grade to pass* field. For example, if you want your passing percentage to be 80% enter 8 into this field.



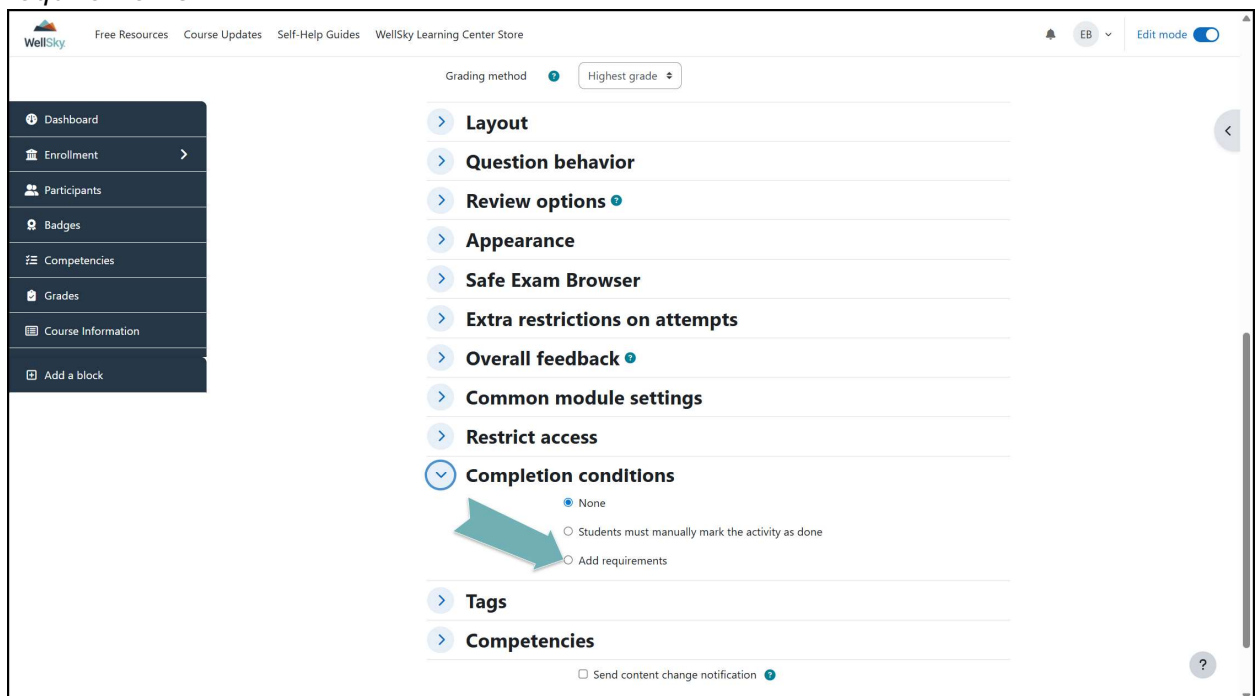
COURSES

9. 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.



The screenshot shows the WellSky course editor interface. On the left is a navigation sidebar with options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, Course Information, and Add a block. The main content area displays various settings sections: Benchmarking, Timing, Grade, Layout, Question behavior, Review options, Appearance, and Safe Exam Browser. The 'Grade' section is expanded, showing 'Grade category' (Uncategorized), 'Grade to pass' (8), 'Attempts allowed' (3), and 'Grading method' (Highest grade). A teal arrow points to the 'Attempts allowed' dropdown menu.

10. Under the *Completion conditions* section, select the radio button next to *Add requirements*.



The screenshot shows the WellSky course editor interface with the 'Completion conditions' section expanded. The 'Grading method' is set to 'Highest grade'. The 'Completion conditions' section has three radio buttons: 'None' (selected), 'Students must manually mark the activity as done', and 'Add requirements'. A teal arrow points to the 'Add requirements' radio button. Other sections visible include Layout, Question behavior, Review options, Appearance, Safe Exam Browser, Extra restrictions on attempts, Overall feedback, Common module settings, Restrict access, Tags, and Competencies.

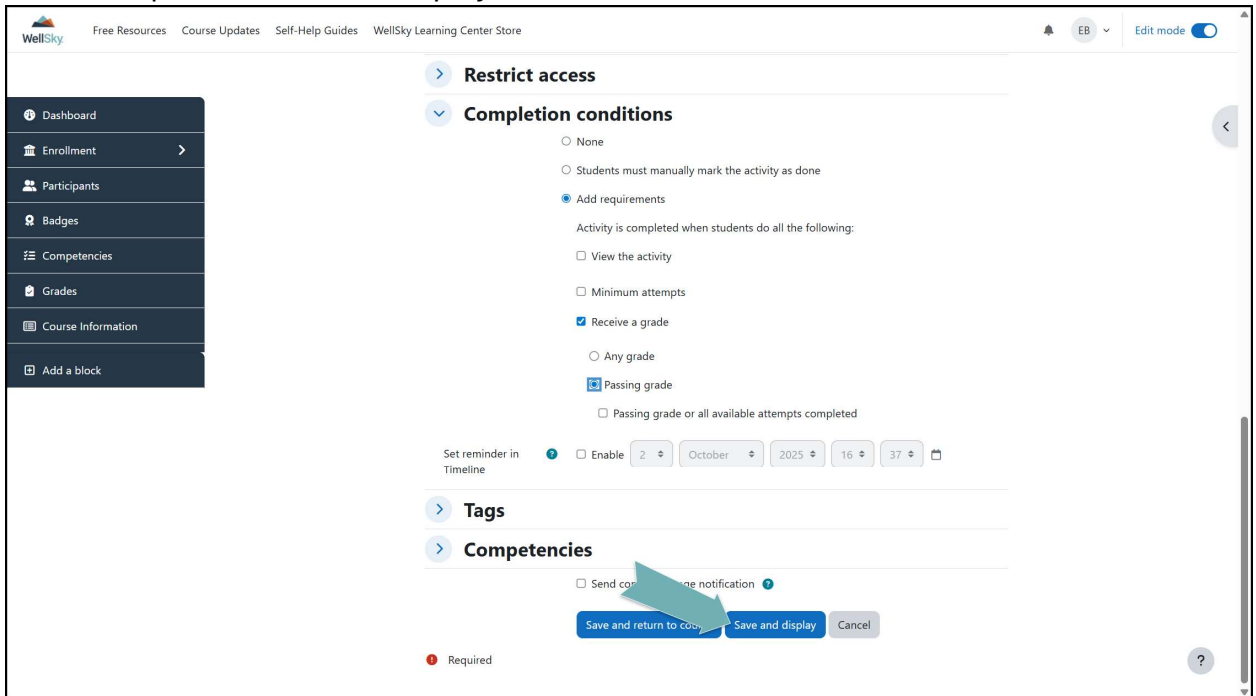
11. Click the checkbox next to *Receive a grade*.

The screenshot shows the WellSky course settings interface. On the left is a navigation menu with options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, Course Information, and Add a block. The main content area is titled 'Extra restrictions on attempts' and includes sections for Overall feedback, Common module settings, Restrict access, and Completion conditions. Under 'Completion conditions', the 'Add requirements' radio button is selected. Below this, a list of requirements is shown: 'View the activity' (unchecked), 'Minimum attempts' (unchecked), and 'Receive a grade' (unchecked). A teal arrow points to the 'Receive a grade' checkbox. Below the requirements is a 'Set reminder in Timeline' section with an 'Enable' checkbox and several dropdown menus for date and time. At the bottom are 'Tags' and 'Competencies' sections, and a 'Send content change notification' checkbox. Action buttons 'Save and return to course', 'Save and display', and 'Cancel' are at the bottom right. A 'Required' indicator is at the bottom left.

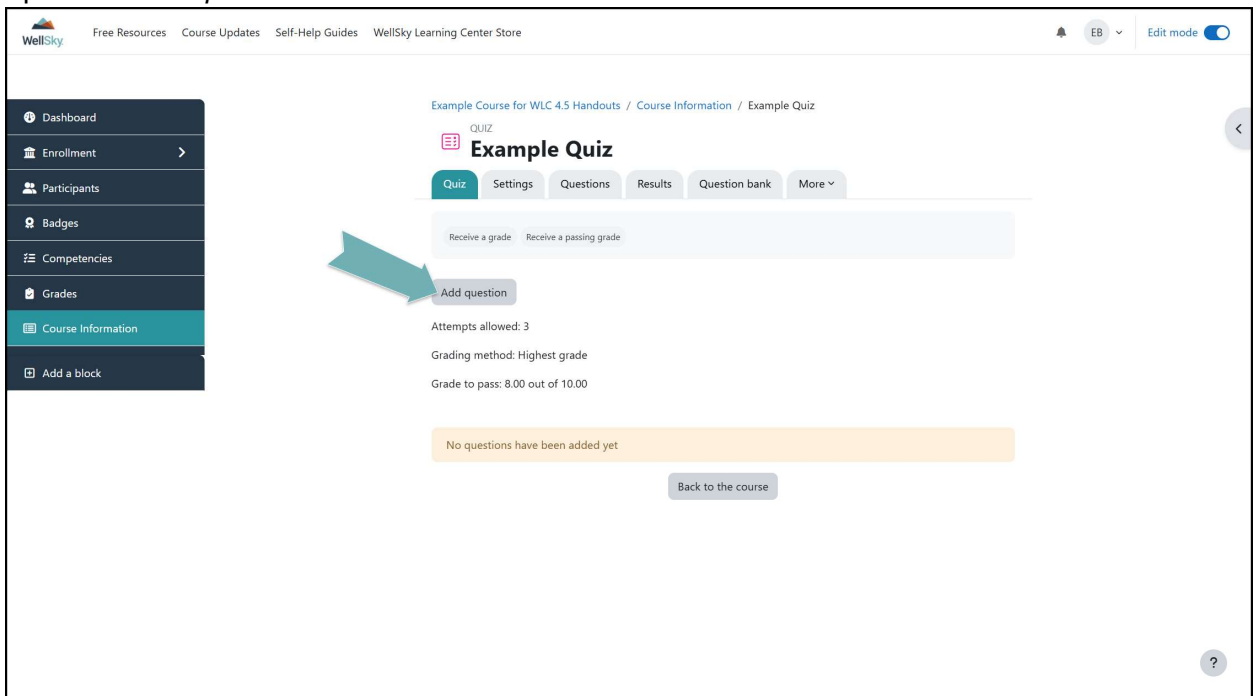
12. Select the radio button next to *Passing grade*.

This screenshot is identical to the one above, but the 'Receive a grade' checkbox is now checked. Additionally, the 'Passing grade' radio button is selected, and a teal arrow points to it. The 'Any grade' radio button is unselected, and the 'Passing grade or all available attempts completed' checkbox is also unselected.

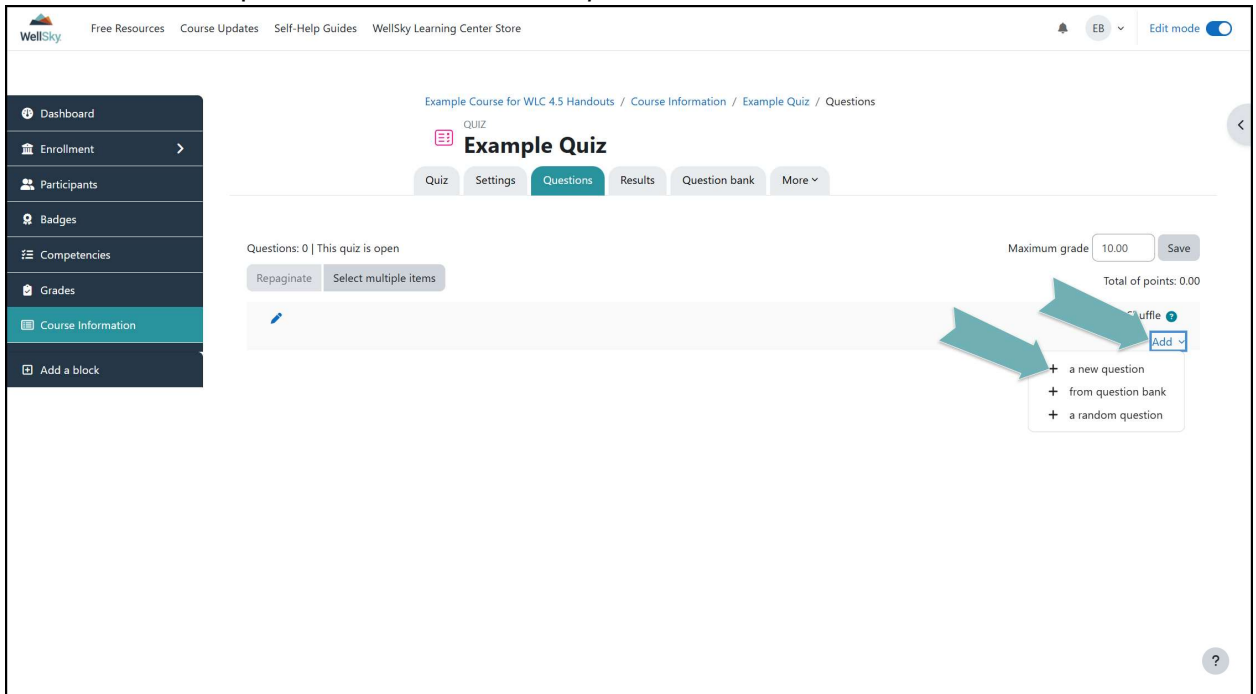
13. Click the option to *Save and display* button.



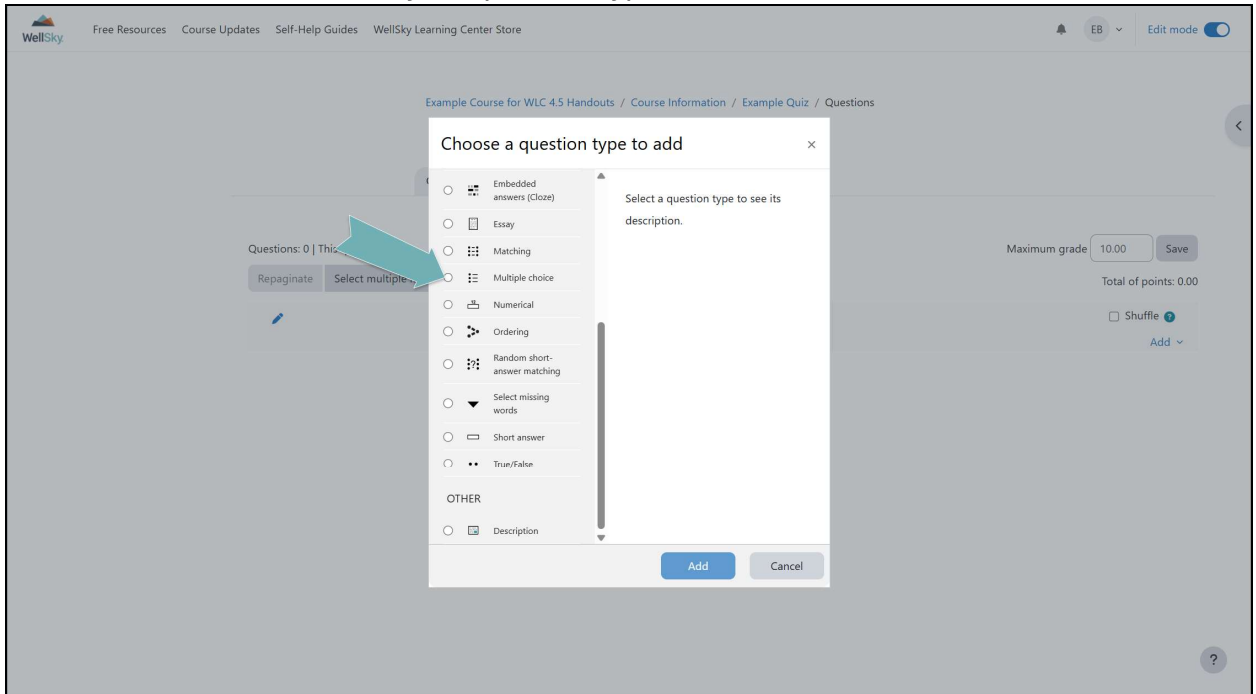
14. You'll be taken to your quiz which currently has no questions within it. Click the option to *Add question*.



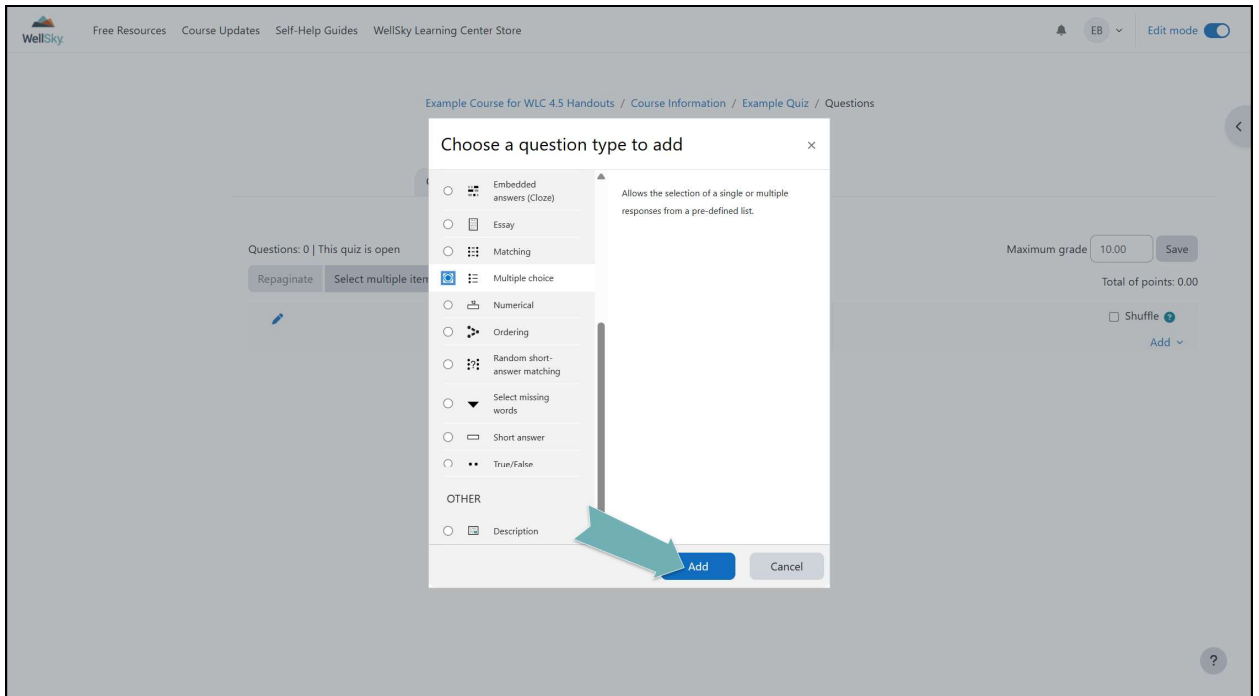
15. Click the *Add* dropdown and select *a new question*.



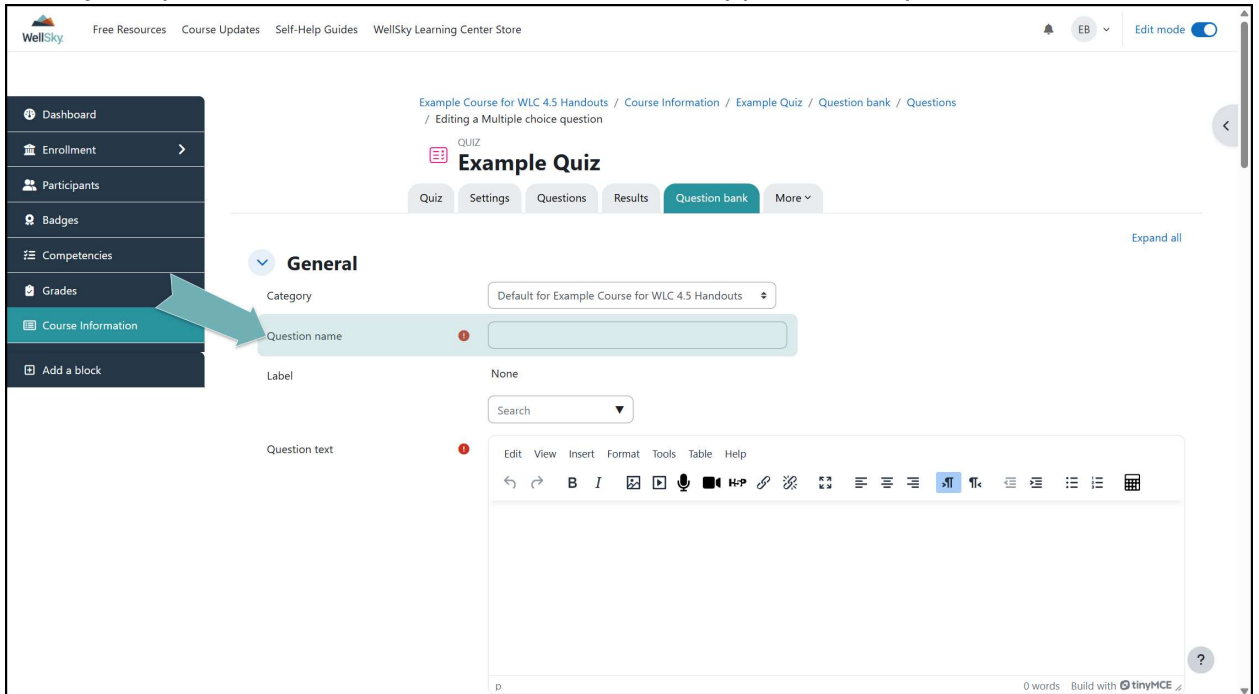
16. Click the radio button next to your question type.



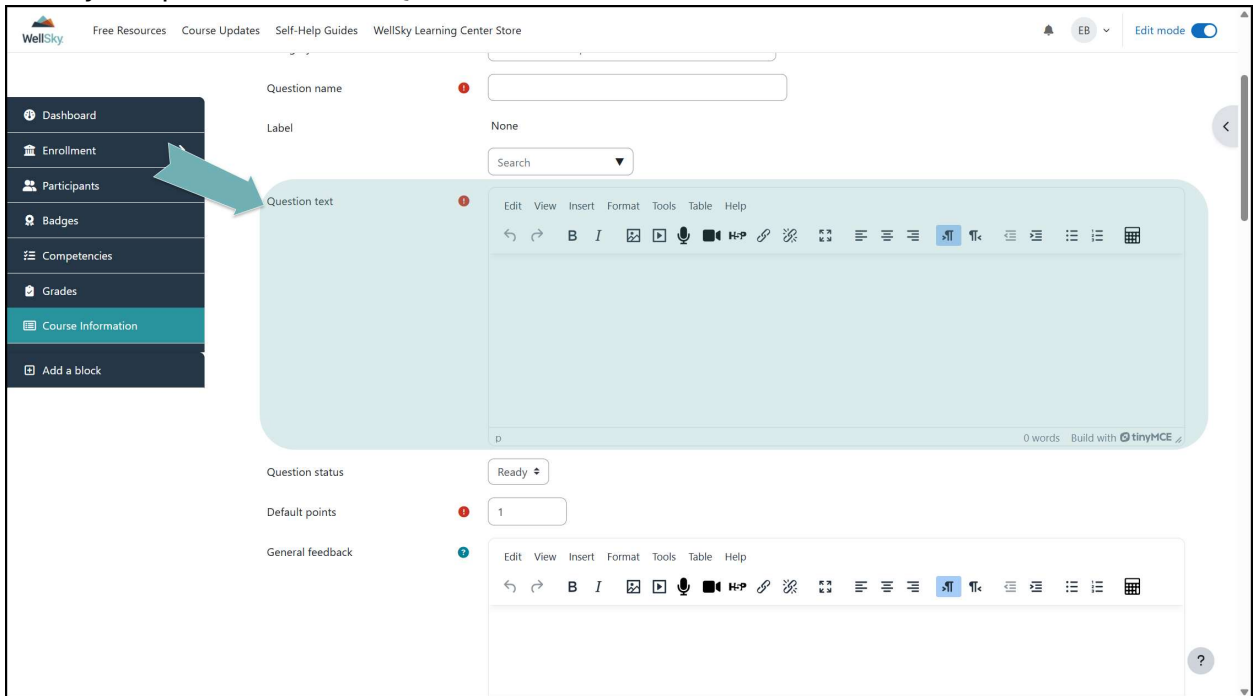
17. Click *Add*.



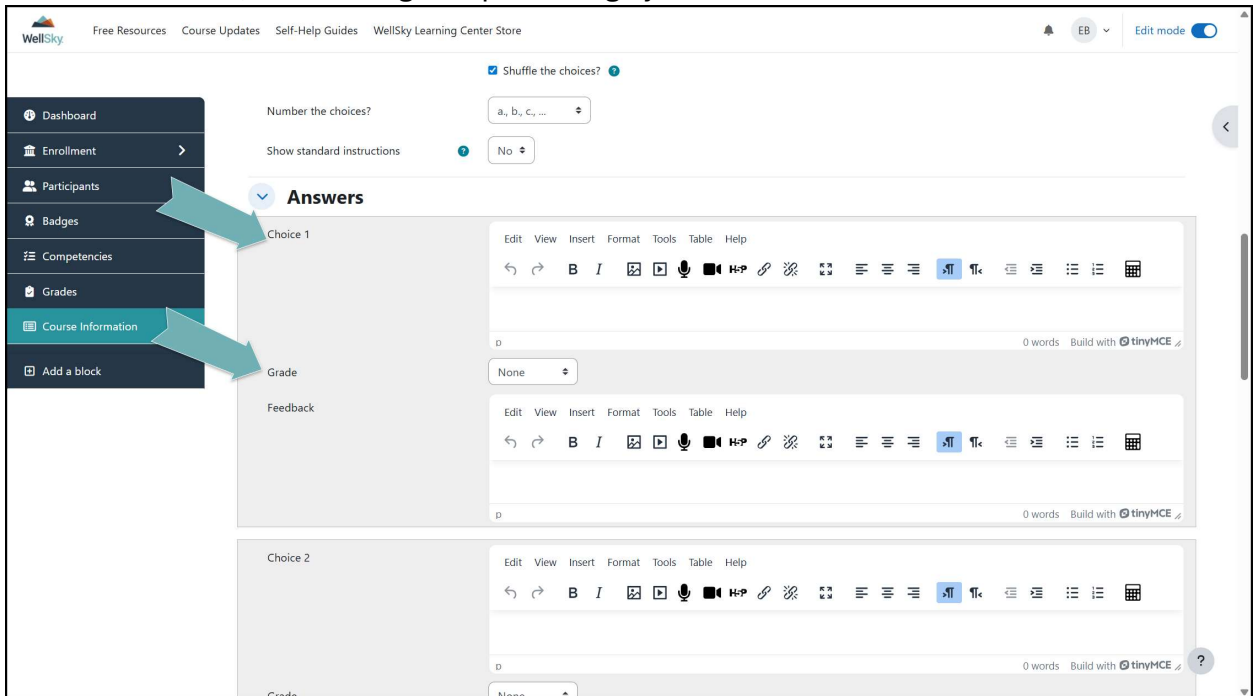
18. Enter your question name. This information will not appear in the quiz.



19. Enter your question into the *Question Text* field.



20. Depending upon which question type you've selected, each potential answer field may have an answer and a grade. Enter your answer into the choice field. If the answer is correct, select the grade percentage you want to award.



COURSES

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

The screenshot shows the WellSky course editor interface. The top navigation bar includes 'Free Resources', 'Course Updates', 'Self-Help Guides', and 'WellSky Learning Center Store'. The left sidebar contains navigation options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, Course Information (highlighted), and Add a block. The main content area displays a question editor for 'Choice 5'. The question text is 'Cocker spaniel'. Below the text is a 'Grade' dropdown menu set to 'None' and a 'Feedback' field. The interface also shows sections for 'Combined feedback', 'Multiple tries', and 'Tags'. At the bottom, there are buttons for 'Save changes and continue editing', 'Save changes', and 'Cancel'. A teal arrow points to the 'Save changes' button.

22. You'll be redirected back to the quiz page. Repeat steps 14-21 until all questions have been created.

23. **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.

The screenshot shows the WellSky course editor interface for a quiz. The top navigation bar includes 'Free Resources', 'Course Updates', 'Self-Help Guides', and 'WellSky Learning Center Store'. The left sidebar contains navigation options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, Course Information (highlighted), and Add a block. The main content area displays the 'Example Quiz' editor. The quiz is titled 'Example Quiz' and contains four questions. The questions are: 'q1 What dog breed is Oliver?', 'q2 Oliver is a boy dog.', 'q3 What color is Oliver?', and 'q4 Oliver loves his Lamb Chops.'. The interface also shows a 'Shuffle' checkbox, a 'Maximum grade' dropdown set to '10.00', and a 'Total of points: 4.00' indicator. A teal arrow points to the 'Shuffle' checkbox.

24. Click the course title in the breadcrumb navigation to go back to your course.

The screenshot shows the 'Example Quiz' page in edit mode. The breadcrumb navigation at the top reads: 'Example Course for WLC 4.5 Handouts / Course Information / Example Quiz / Questions'. A teal arrow points to the 'Example Course for WLC 4.5 Handouts' link. The left sidebar contains navigation options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, and Course Information (highlighted). The main content area shows quiz settings: 'Questions: 4 | This quiz is open', 'Maximum grade: 10.00', 'Save', 'Total of points: 4.00', and 'Shuffle' options. Below are four pages of questions:

- Page 1: q1 What dog breed is Oliver? (1.00 points)
- Page 2: q2 Oliver is a boy dog. (1.00 points)
- Page 3: q3 What color is Oliver? (1.00 points)
- Page 4: q4 Oliver loves his Lamb Chops. (1.00 points)

25. If this is the only item you want to add to your course, click the button to *Turn editing off*.

The screenshot shows the course overview page for 'Example Course for WLC 4.5 Handouts'. The breadcrumb navigation is 'Example Course for WLC 4.5 Handouts / Course Information / New Example Section / Add a block'. A teal arrow points to the 'Turn editing off' button in the top right corner. The left sidebar contains navigation options: Dashboard, Enrollment, Participants, Badges, Competencies, Grades, New Example Section, and Add a block. The main content area shows course information: 'Client Admins are the intended audience for this course. The purpose of this course is to capture screenshots for a course building handout.' Below this is a 'New Example Section' block containing an 'Example Quiz' item. A '+ Add an activity or resource' button is visible below the quiz. At the bottom, there is an '+ Add section' button.

26. You are now ready to enroll your users.