



QUICK GUIDE

How to make content and a course on uQualio®

First step: Prepare a Draft and Personalize it

To make content on the uQualio® platform you must go to the admin part. You do this by press 'Admin' in the top right corner of <https://app.uqualio.com/>



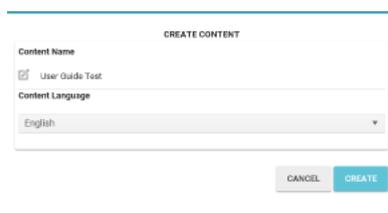
In the Navigation Bar on the left you choose 'Create Content'. You can see your 'Account Name' at the top. If you have more accounts, you must choose which account to make content in.



Since you are just getting started the list of content is empty but in the future when you have generated content a list of all content can be found below the '+Create Content' button.

Now you press the turquoise button '+ Create Content'.

A pop-up box appears where you give you content a name (NB! This draft name will be reflected in your invitations and your badges) and choose one of the 9 available content languages (please contact us if you need other languages) – what you have added here .



Once filled out the turquoise 'Create' button becomes available.

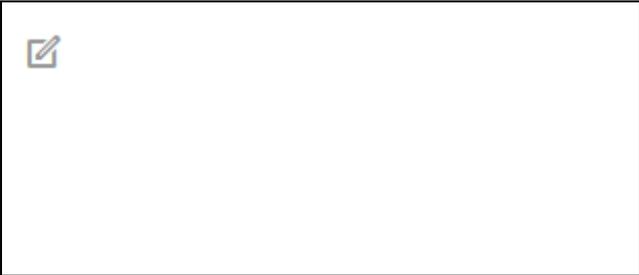
To create content, you first personalize your Course Page. Change the 'Draft name' if relevant at the top

Then you personalize the cover picture by pressing the buttons 'Cover Image'. Then you decide the

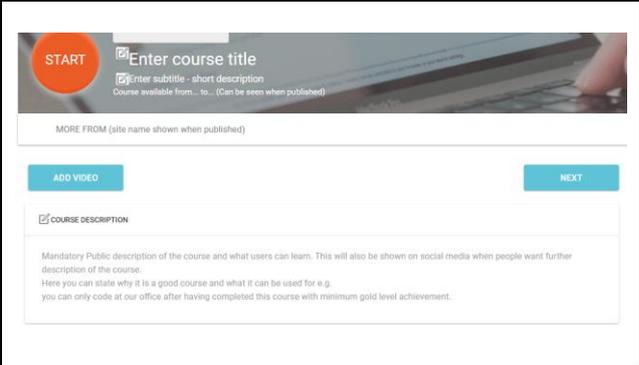


'Text Color' for Title etc. so that it can be seen on the pictures background.

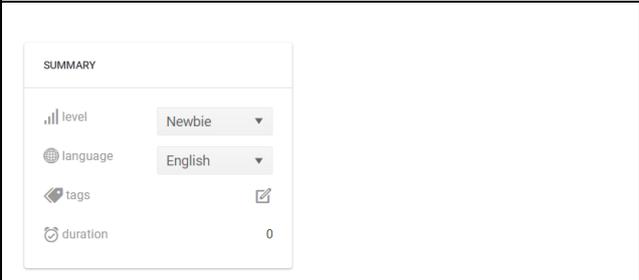
You 'Enter course title' and 'Enter a Subtitle – short description' tag line for the course. You can edit information where there is an icon pencil.



Now you add a course description that explains why people should take the course and what they will know once they have finished. This description will also be used along with the achievement badge if shared on social media also after the course have been deleted.



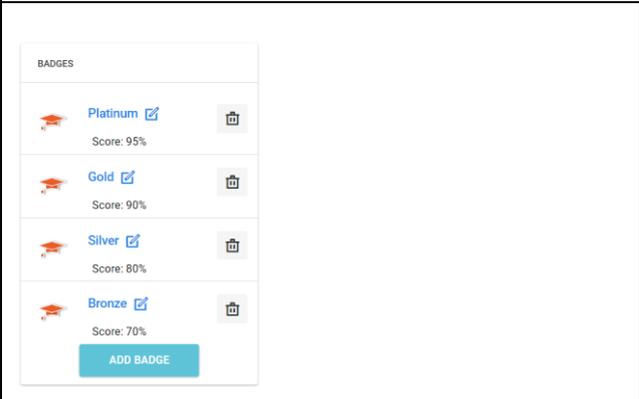
Under the cover picture to the left you find the 'Summary' where you can decide what difficulty level the course is, the language of the course, what tags identifies the course. The duration is set automatically depending on the added videos and the number of questions.



Additional content:
You can also add files (e.g. documents, pdf, presentation or pictures) to the overall content – after pressing the 'Add File' button, you just drag & drop files, or select the file from a location you specify.

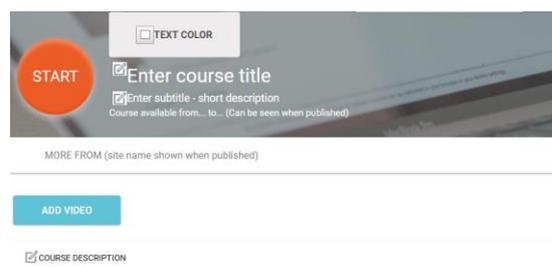


Badges:
Below the additional content you find 'Badges'. If you press the pencil icon on the pre-made badges you can change picture, name and score level of each badge to personalize them. You can also delete them and make new badges entirely from start.



Add Video incl. choices

When the course page is ready press the button 'Add video' under the 'Start' button.

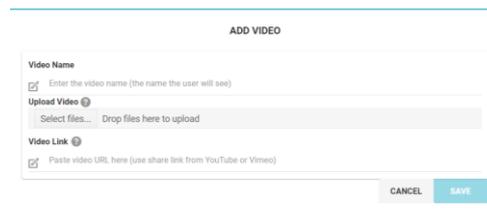


The screenshot shows a 'START' button in a red circle. To its right is a 'TEXT COLOR' button. Below these are input fields for 'Enter course title', 'Enter subtitle - short description', and 'Course available from... to...' (with a note '(Can be seen when published)'). A 'MORE FROM (site name shown when published)' section is visible below the input fields. At the bottom, there is an 'ADD VIDEO' button and a 'COURSE DESCRIPTION' section.

An 'Add Video' pop-up appears where you first enter the video name as the user should see it.

Now you can either 'Upload Video' to the uQualio® platform by drag & drop of files or you can add a 'Video Link' to where a video you want to show is located on the internet.

Once you have added a video press the button 'Save'.



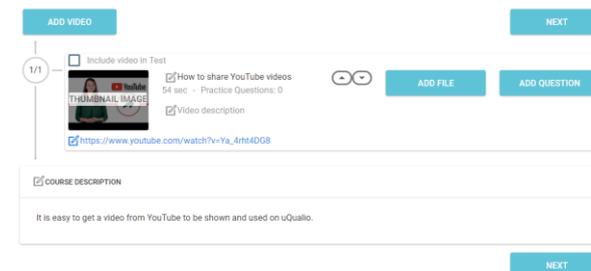
The 'ADD VIDEO' pop-up form has a title bar 'ADD VIDEO'. It contains three sections: 'Video Name' with a text input field and a pencil icon; 'Upload Video' with a file selection area and a 'Drop files here to upload' prompt; and 'Video Link' with a text input field and a link icon. At the bottom right are 'CANCEL' and 'SAVE' buttons.

Once the video is added you can now choose to edit the Videos Name or add a 'Video description' by pressing the pencil icon, you can also change the Thumbnail picture if you want.

You can also use buttons 'Move video up/down', 'Add File' and 'Add Question'.

You can also decide to 'Include Video in Test' – normally we recommend that the video is only shown in the practice runs and not in the final test. But the choice is yours.

You can add up to 4 files to a video topic. You press the 'Add File' button to either drag & drop a file or to find the path to a locally stored file.



The screenshot shows a video management interface. At the top are 'ADD VIDEO' and 'NEXT' buttons. Below is a video card for 'How to share YouTube videos' (54 sec) with a 'THUMBNAIL IMAGE' and a URL. The card has an 'Include video in Test' checkbox, a pencil icon, and 'ADD FILE' and 'ADD QUESTION' buttons. Below the video card is a 'COURSE DESCRIPTION' section with a text input field and a 'NEXT' button at the bottom right.

You can add as many videos as you want by repeating the steps above.

Add Questions

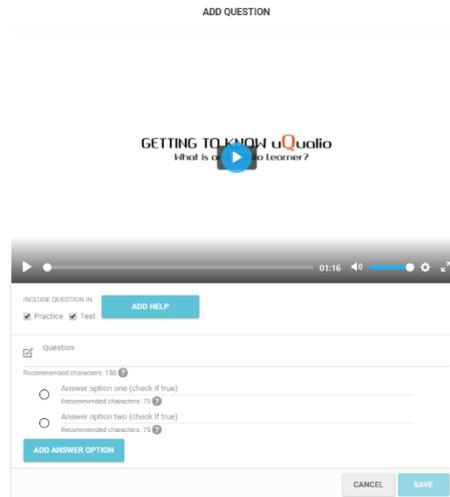
When you press the 'Add Question' button a pop-up appears showing your video at the top.

First you decide if your questions should be shown in both 'Practice Runs' and in the final 'Test'. Default is both places.

You add your first question by pressing the 'Question text', you write the answers options for the question and mark the correct answer in the bubble.

Now you set the answer time for the question by clicking on the "add help" button. The 'From' start time should be where your questions get answered from and then you state how many seconds the player should keep playing to see to the end of the answer.

You can add as many questions as you want – but we recommend max. 5 for best mobile experience.



When your content is finished you press 'Next' button to start publishing.

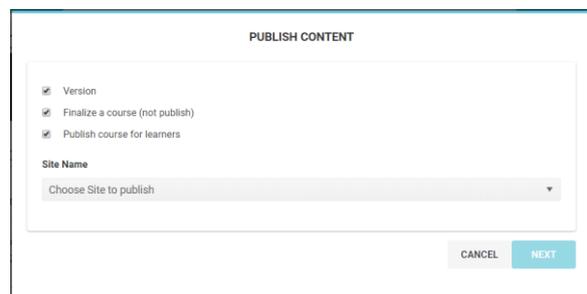
NEXT

Publish and send out

When you press the 'Next' button, a 'Publish Content' pop-up appears.

You can choose to either save as a course 'Version', 'Finalize a course (not publish)' and/or 'Publish course for learners'.

When you make a 'Version' you can now always find your course in the 'Create content' list in the left navigation bar.



If you have more than one Site you are given the option to 'Choose Site to publish on'. If you only have one site, the name will appear.

Just follow the forms to continue publishing – or read the Quick Guide – How to publish a course and make it available.

Congratulations – you have now made your first course 😊

Support

You can find answers to Frequently Asked Questions on: <https://www.uqualio.com/fag.html>

You can chat with our support using the blue chat button



Sales Contact

If you want to use it for your company's videos, contact sales on mail: Sales@uQualio.com

uQualio® Website

Web: www.uQualio.com