QUICK GUIDE

How to Publish and Send Invitations on uQualio®

First step: Create a Course from Publish Course page

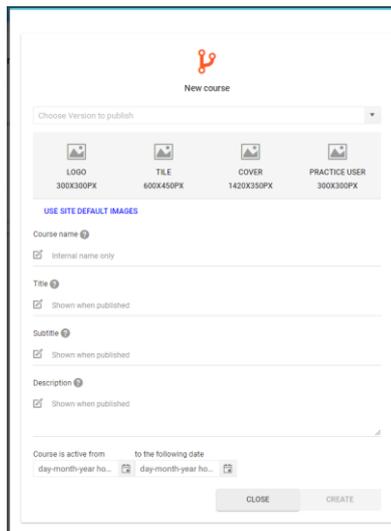|	
To create a uQualio® course you go to 'Publish Content' in the left navigation bar on the ADMIN page.	CREATE CONTENT PUBLISH COURSES MY SITE ACCOUNT SETTINGS UQUALIO ONLY
You press the turquoise button '+Create Course'	Account Name: uQualio® tutorial Site Name: uQualio® tutorial Active ✕ Expired ✕ **Publish Courses** To create a new course • You first choose on which Account (if you have more than one... Show + CREATE COURSE You have not created any courses yet. Click on 'Create Course' to start.
A 'New Course' pop-up appears. On the top drop-down menu, you choose the Content Version you want to create a course with. You can choose to add new pictures if they should differ from the original content pictures you have already added. You then give the course you are making a new internal name (this is how it will be shown in the lists), a Title, a Subtitle/teaser and a short description. You set the time the course should be active. And then you press 'Create'.	New course Choose Version to publish LOGO 300X300PX TITLE 600X450PX COVER 1420X350PX PRACTICE USER 300X300PX USE SITE DEFAULT IMAGES Course name Internal name only Title Shown when published Subtitle Shown when published Description Shown when published Course is active from to the following date day-month-year ho... day-month-year ho... CLOSE CREATE
If you press 'Cancel' you can later find the ready course in the left navigation under 'Publish Courses'. A 'Publish Course' pop-up appears asking you if you want to Publish your course (in the	(!) Publish course Would you like to publish course? CANCEL YES
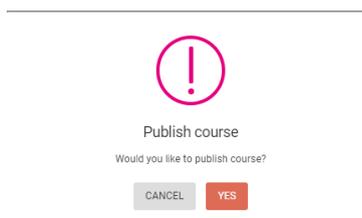
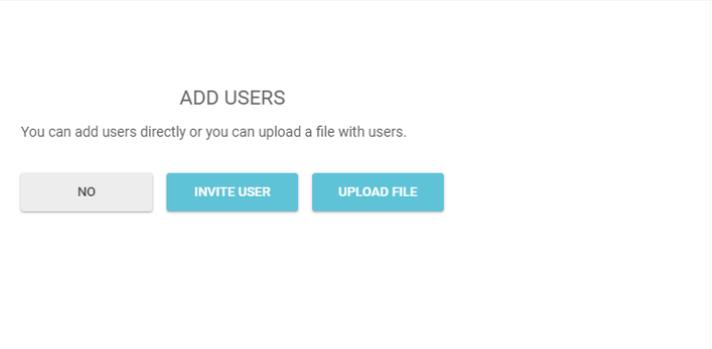|	
sense that you make the course available by mail or publicly.	
If you press 'Yes' a 'Publishing Settings' form appears. You can now give the Course a specific 'User Group Name' if you need to send the same course out to different groups. You can again change the Title and you define how long the course should be active if relevant. 'Who can see it' – here you must choose • 'Everyone' with the link, • 'You must be logged on' to the uQualio® platform to, or • 'You must be invited to see it' (only option available for free trial) You now have to decide if you want the course to be shown: 'On your Site homepage' or 'Share via Link' so people can only find it if they have a link. You must decide if people can share their badge and if they can share the course with others.	**Publishing Settings** User Group Name (internal name only) xxx Title (shown when published) xxx WHEN IS IT ACTIVE? 07-May-2019 12:51 07-May-2020 12:51 WHO CAN SEE IT? : YOU MUST BE INVITED TO SEE IT WHERE TO SHOW IT? : SHARE VIA LINK SOCIAL SHARING Allow badge sharing YES Allow course sharing YES ADVANCED SETTINGS CLOSE PUBLISH
If you have a subscription level that allows 'Advanced Publishing Settings' you set them here. That means that you can decide when next video can be seen, define an interval between when they can be seen, and you can define parameters concerning the final test, e.g. that the test should be shown when all video topics are done or by itself (so the videos cannot been seen while taking the test). And how many times the test should be available to take per user. Add the settings and press 'Save' button to activate.	**ADVANCED PUBLISHING SETTINGS** Advanced Publishing Settings **Videos** HOW TO DISPLAY VIDEOS ◉ Show all (default) ○ Show next ○ Show next when passed ○ Show single TIME INTERVAL ◉ No timing (default) ○ Hourly ○ Daily ○ Weekly ○ Monthly ○ Quarterly **Test** HOW TO DISPLAY TEST ◉ Show always (default) ○ Show when all topics are done ○ Show as separate topic ○ Do not show ☑ Show Practice Questions TEST ATTEMPTS ALLOWED (ENTER 0 FOR NO LIMIT) 0 CLOSE SAVE

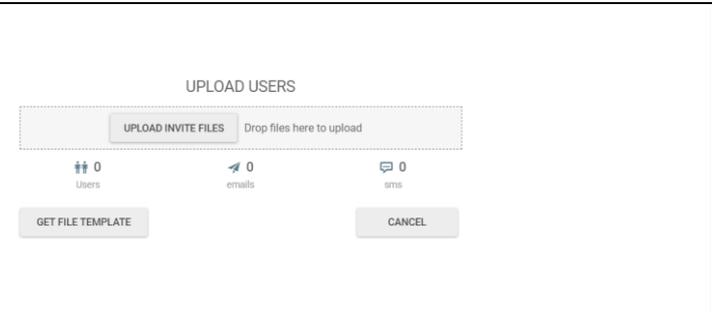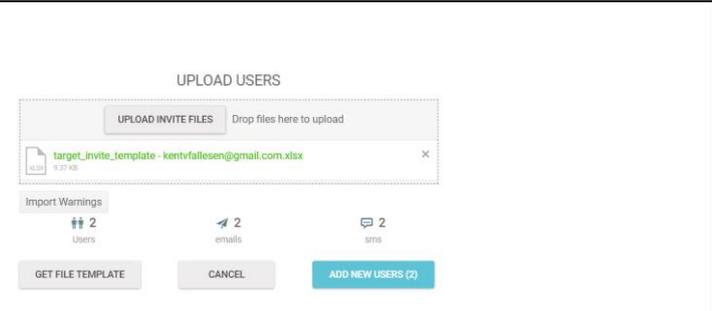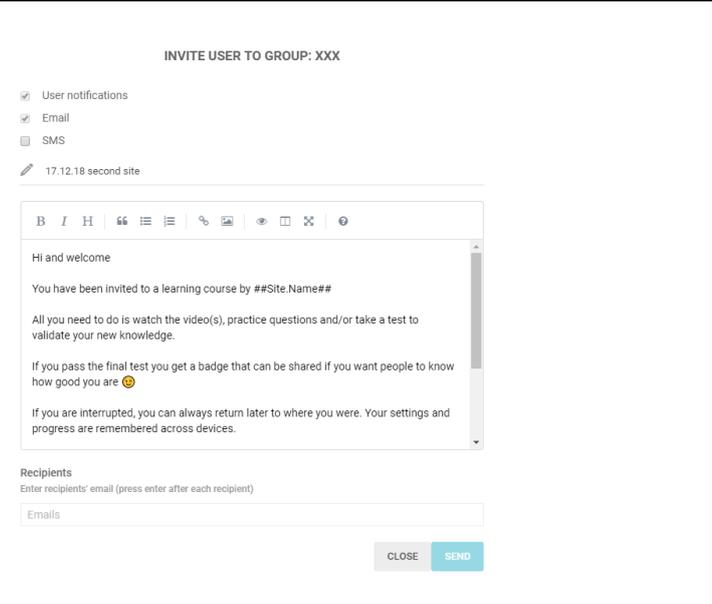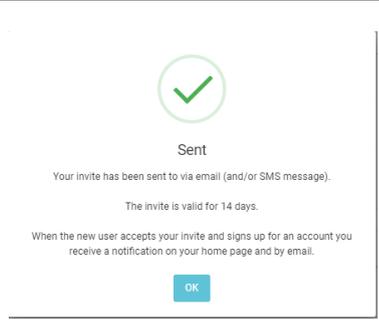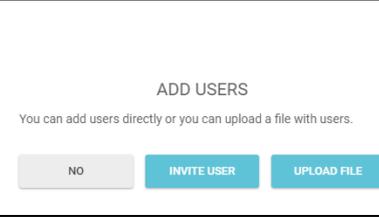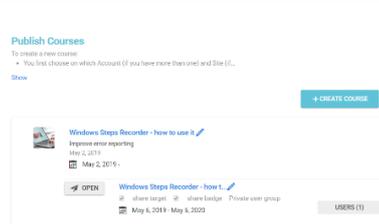|	
Now press the 'Publish' button at the end.	ADVANCED SETTINGS CLOSE PUBLISH
If you made a public course that can be found on your site, a pop up appears shortly that states that your course have now been made. If you specified that the course should be published by invitation you are now asked if you want to add users.	ADD USERS You can add users directly or you can upload a file with users. NO INVITE USER UPLOAD FILE
If you press 'upload file' a page appears where you have the following choices: Get file template: Opens a template that allows you to add many participants at one time. Once added you can drag and drop the file to the 'Upload Invite Files' area.	UPLOAD USERS UPLOAD INVITE FILES Drop files here to upload 0 Users 0 emails 0 sms GET FILE TEMPLATE CANCEL
Once you have uploaded you are being asked to add the users.	UPLOAD USERS UPLOAD INVITE FILES Drop files here to upload target_invite_template - kentvfallesen@gmail.com.xlsx × 5.37 KB Import Warnings 2 Users 2 emails 2 sms GET FILE TEMPLATE CANCEL ADD NEW USERS (2)
The 'Invite users' button allows you to invite one or a few users by email address. Here the 'Add user to Group' pop up also appears, where you can decide to send by email or by SMS and also change the invitation email etc.	INVITE USER TO GROUP: XXX ☑ User notifications ☑ Email ☐ SMS ✎ 17.12.18 second site B I H 〝 ≔ ≣ ⸜ ⌕ ⊡ ✕ ❓ Hi and welcome You have been invited to a learning course by ##Site.Name## All you need to do is watch the video(s), practice questions and/or take a test to validate your new knowledge. If you pass the final test you get a badge that can be shared if you want people to know how good you are 😊 If you are interrupted, you can always return later to where you were. Your settings and progress are remembered across devices. Recipients Enter recipients' email (press enter after each recipient) Emails CLOSE SEND

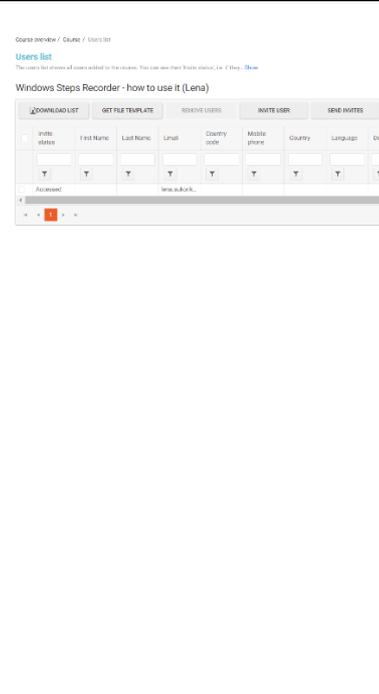|	
Once you have pressed 'Send' a pop up appears that your invitation has now been send.	Sent Your invite has been sent to via email (and/or SMS message). The invite is valid for 14 days. When the new user accepts your invite and signs up for an account you receive a notification on your home page and by email. OK
If you press 'No' you will be move to the "Publish Courses" page.	ADD USERS You can add users directly or you can upload a file with users. NO INVITE USER UPLOAD FILE
If you now want to add a larger amount of users to an attendance group, you click on the button "users".	
A page then appears where you have the following choices: - Download list: this is a list of everybody already invited to the course. - Get file template: Opens a template that allows you to add many participants at one time. Once added you can drag and drop the file to the 'Upload Invite Files' area. - Remove user – allows you to remove a user. - Add user' allows you to invite one or a few users by email address – see more below	
Once you have added members you might have to refresh the page to see them on the list and once, they can be viewed, the 'Send Invites' button becomes activated.	

Congratulations – you have now sent out your first course 😊

Support

You can find answers to Frequently Asked Questions on: https://www.uqualio.com/faq.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