

Setting up your Course in LHub

Editing your Course Summary

Once you have received the URL to your new course, you will be able to start course development. In Edit settings on the navigation bar to the left, the Course Name, Course Short name, category and Course ID number should already be filled and set by the LearningHub Support Desk when creating the course shell.

The top section is the **Course Summary**. The numbered sections below are called **Topics**, each section also has a **Summary**.

1. Click **Turn editing on** 
2. Click the **Edit icon**  and click Edit Section
3. Enter Section Name
4. Enter a Course Summary
5. Click **Save Changes** 

Give additional Course Manager's access to Edit Course

1. In the Administration navigation > Select **Users** and click **Other users**
2. Click **Assign Roles**  and search for the user by name or email
3. Click Manager next to the user's name

4. If the user does not appear, click Enrolled Users in the Administration navigation>Select **Enrolled users**
5. Search for the user and click on the assign role icon 
6. Click the **Manager** button 

Adding SCORM (Articulate and Captivate) Lessons/Quizzes

Important Note: Upload your modules/quizzes (published for LMS and zipped) to the LearningHub ONLY if they are in their final version.

Adding Activities

1. Once you have published and zipped your module/quiz, you will be able to upload your file



SCORM Package.zip

2. Click **Turn editing on** 

3. Under the Topic section, you can **either** drag and drop the file into the section or click **Add and Activity or Resource**

+ Add an activity or resource

If Quiz add text please add: Important! Please complete the quiz in a single session. If you leave the quiz inactive and return later, your quiz results will not be recorded in the LearningHub and you will need to retake the quiz.

4. Select SCORM package under ACTIVITES

 SCORM package

5. Click **Add**
6. Enter a Name for the File
7. Drag and Drop the file into the Package section
8. Under **Grade**, the default Highest Grade can remain unchanged. If the activity does have a quiz or knowledge checks the **Grading Method** can be changed to **Learning Objectives**

Grading method  Learning objects 

9. Under **Common Module Settings**, enter in an **ID number**. (This can be a general description i.e. Module 1, Quiz)

ID number 

10. Under **Activity Completion**>**Completion Tracking** if the file that is being uploaded **must** be viewed or completed by a user, select **Show Activity as Complete when conditions are met**

Completion tracking  Show activity as complete when conditions are met 

11. Check **Require Grade**
Require grade  Student must receive a grade to complete this activity
12. Disable **Require Minimum Score**
Require minimum score  0 Disable
13. Check **Passed** and **Completed** under Require Status
Require status  Passed

Completed

14. Click **Save and Return to Course**

SAVE AND RETURN TO COURSE

Note: If you drag and drop a SCORM in step 3 instead of clicking the Add and activity or resource button, you will still have to complete steps 8-13 below.

Setting Course Completion Settings

Important Note: If you do not set the Course Completion settings, users will not be able to complete the activities and course.

1. In the Administration navigation > Select **Course Completion**
2. Under **Condition: Activity Completion** check all the activities that are required for completion of the course

3. Click **Save Changes**

SAVE CHANGES

Editing SCORM (Articulate and Captivate) Lessons/Quizzes

Important Note: If you edit/update an Articulate lesson or quiz while learners are registered, **make sure overwrite the current file with the new file** or learners will lose their completion results, simply replace the learning object.

Editing SCORM Module/Quizzes

1. Publish and Zip your new file and ensure that it has the same name as the current file
2. Click **Turn editing on**
3. Click **Edit>Edit Settings** on the file that you need to edit  [Edit settings](#)
4. Under the Package section, drag and drop the new file into the current file.
5. Click **Overwrite**
6. Click **Save and Return to Course**

SAVE AND RETURN TO COURSE

Adding Other Documents

Any activity or resource you add can be used to track course completion.

Adding Documents

1. Under the Topic section, you can either drag and drop the file into the section or click **Add and Activity or Resource**
+ Add an activity or resource
2. Select **File** 
3. Enter the file's name and add a description if applicable
4. Under **Common Module Settings**, enter in an **ID number**. (This can be a general description i.e. Word Doc, Excel Doc)

ID number 

5. Under **Activity Completion>Completion Tracking** if the file that is being uploaded **must** be viewed or completed by a user, select **Show Activity as Complete when conditions are met**
6. Check **Student must view this activity to complete it** in **Require view**

Require view Student must view this activity to complete it

Adding a Survey/Feedback Form

The Feedback form is a useful tool used to gather specific information from Learners or to notify the Course Owner that a Learner has completed a specific section. The form is customizable with the data collected being displayed **anonymously** or **publicly**.

1. Follow the same steps to add a SCORM or Document

and select **Feedback**



2. Click **Add**
3. Enter a **Name** for the Feedback Form
4. Under **Question and submission settings>Record User Names** select **Users name will be logged and shown with answers**. Select the other fields how you see fit.

Record user names

7. Under **Common Module Settings**, enter in an **ID number**. (This can be a general description i.e. Survey)

ID number 

5. Under **Activity Completion>Completion Tracking** if the file that is being uploaded **must** be viewed or completed by a user, select **Show Activity as Complete when conditions are met**
6. Check **Student must view this activity to complete it** and **View as completed if the feedback is submitted**

Require view Student must view this activity to complete it

View as completed if the feedback is submitted

7. Click **Save and Return to Course**

8. Click **Feedback** on the course page  **Feedback**

9. Click **Edit Questions** [Edit questions](#)

10. Select the type of question in the Choose dropdown menu

Add question

Choose... ▼

11. Enter in the fields that you require
12. Click **Save Question**
13. Repeat steps 10-12 for more questions

Adding Book modules

TURN EDITING ON

1. Click **Turn editing on**
2. Under the Topic section, you can either drag and drop the file into the section or click **Add and Activity or Resource**
+ [Add an activity or resource](#)
3. Check **Add Book**  Book
4. Add **Name**
5. Under **Common Module Settings**, enter in an **ID number**. (This can be a general description i.e. Module)
6. Under **Activity Completion**>**Completion Tracking** if the file that is being uploaded **must** be viewed or completed by a user, select **Show Activity as Complete when conditions are met**
7. Check **Student must view this activity to complete it** in **Require view**
Require view Student must view this activity to complete it
8. Click **Save and Display**
9. **SAVE AND RETURN TO COURSE**
10. Click on the module  Title ✎
11. Enter a **Chapter title** and **Content** (description)
12. Click **Save Changes** **SAVE CHANGES**
13. Repeat **steps 11-12** for additional chapters and content.

Upload the template to add first Book

1. Click on the module  Title ✎
2. Select **Import Chapter** on the Administration Bar to the left 
3. Click **Choose a file or drag and drop file**
4. Select **Import**
5. Click **Continue** – the book has been imported

Setting Prerequisites

Setting Prerequisites allows Course Managers to dictate the order in which user's complete activities. Example: Completing a module is required before a user can access the quiz.

1. Click edit on the module you are wanting to set a prerequisite for
2. Under Restrict access, click Add Restriction...

ADD RESTRICTION...

3. Select Activity Completion
4. Under Activity completion, select the activity that needs to be complete before a user can access this activity
5. Select either **Must be marked complete** or **must be complete with pass grade**

must be marked complete ▼

must be complete with pass grade ▼

Viewing Moodle Reports for Activity Completions

From the Learning Management System page, you can review results from learners who have attempted/completed activities

1. On the Administration bar to the left, select **Reports**
▶ **Reports**
2. To view an overview individual activity completions, select **Activity Completion**
 **Activity completion**
3. Search for a specific user
4. Click Download in Excel-compatible format (.csv) to export report
1. To view a detailed activity report, click **Activity Report**  **Activity report**
2. Select the specific module/activity/quiz
3. (If the select item is a SCORM package) Click **Reports** **Reports**
4. Select **Basic Reports**

- From the person you are wanting to check select the **number** on the attempts column

Attempt



1

- Click track details for an attempt [Track details](#)

- To view whether a user has completed a course, select **Course Completion**



Course completion

- Search for user

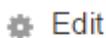
Setting Grades

In the Administration Navigation bar on the left, setting the grade for individual SCORMS is **not required** if you have already set the grading requirements within Articulate/Captivate before publishing.

Grade to pass: Specify the minimum grade a student must achieve to be considered to have passed this item. This must be in real grades, not a percentage. Once this is done, grades will be highlighted in red for fail and green for pass in the gradebook. (The Grade to pass may also be specified from activity set up pages.)

Editing Grade Settings

- Go to Gradebook setup
- Click **Edit** next to the item you are wanting to modify



Edit

and **Edit Settings** [settings](#)

- Click Show more... to expand the options

[Show more...](#)

- Under Grade to Pass, enter the passing grade that users must pass. (Usual: 80)

Grade to pass* 

80

SAVE CHANGES

- Click Save Changes

Testing a Course

Testing

To ensure users do not experience issues while taking a course, testing must occur prior to making a course available to users. Course Owners should use one of the following test accounts and register at least 2 users with their own accounts to test the course.

Registering Testers for the Course

Important Note: You will have to register your testers because while your course is in development (testing) it will not be searchable in **Find a Course** until it is ready for production (live).

Registering a Course Manager testing account in a course

1. Select **Course Manager > Manage Courses**
Manage Courses
2. Select **Course** from dropdown
3. Click **Register Learners** **Register Learners**
4. Type the testing account you were given
5. Click **Search**
6. Select **Name**, scroll down and click **Choose**
7. Click **Register another user in same session** or **Return to Manage Courses**

Registering testers in a course

8. Select **Course Manager > Manage Courses**
9. Select **Course** from dropdown
10. Click the **Register** button to register
11. Type the last name or email of the tester
12. Click **Search**
13. Select **Name**, scroll down and click **Add**
14. Click **Register another user in same session** or **Return to Manage Courses**

Testing the Course - SCORMS

When testing a course, please use the following procedures:

1. For SCORM packages, start the activity and then exit back to the main course page
2. Ensure that the course module does not have a checkmark on the right column under Your Progress
Your progress 
3. Start the activity again, clicking through all slides and content.

4. If there is an issue, you will have to correct the issue and republish
5. For SCORM packages that are quizzes, start the quiz, and fail the quiz
6. Ensure that the course module does not have a checkmark on the right column under Your Progress
Your progress  
7. On the next attempt, start and pass the quiz
8. Ensure that the course module has a checkmark on the right column under Your Progress
Your progress  
9. After 20 minutes, go back to Course Manager>Manager Courses
10. Select Course
11. Check that the Testing Account has moved into Completed.

For Testers that you have registered, get feedback from testers and implement any necessary changes.

Testing the Course – Documents

1. Click on the document
2. Close the document
3. Ensure that a checkmark appears on the right column under Your Progress 

Testing Accounts for Course Managers to use

Depending on who the audience is targeted for your course, select the account that would be the best fit from below.

1. LHUBPHSATest1@phsa.ca – Employee Account
2. LHUBPHSATest2@phsa.ca – Employee Account
3. LHUBPHSATest3@phsa.ca – Employee Account
4. LHUBPHSATest4@phsa.ca – Public Account
5. LHUBPHSATest5@phsa.ca – Affiliate Account
6. LHUBPHSATest6@phsa.ca – Affiliate Account
7. LHUBPHSATest7@phsa.ca – Student Account
8. LHUBPHSATest8@phsa.ca - Student Account
9. LHUBPHSATest9@phsa.ca – Volunteer Account
10. LHUBPHSATest10@phsa.ca – Volunteer Account

Password: spring.01

Testing the Course – Documents

Testing Checklist for Course Manager

Register Testers in the course

1. Select **Course Manager > Manage Courses**
2. **Select Course** from dropdown
3. Click the **Register** button to register type tester's last name, click **Search**
4. Select **Name**, scroll down + click **Add**

Launch Course

Select **My Courses > click Start Course**

- All resources/activity hyperlink links work and contain correct information
- Ensure the module(s) can be completed using the forward button to click through module
- Complete all quiz(zes)

Testing results in LHUB

Go to back to LearningHub > **My Courses > Details**

Select **Complete** to view testers who have completed the testing

- Ensure all mandatory modules have been completed
- Ensure all quizzes have been Passed
- Ensure all modules are in their correct Mandatory/Optional category

Testing results of completions in LHUB

Go to back to LearningHub > **My Courses > Details**

- Mandatory modules and quizzes have been scored **Complete** (takes 2 mins to update)
- Course moves to **Learning History** when all Mandatory modules are completed

Ready to go Live

When you have finished all testing and your course is in its final version, your course is ready to go live (in production)

1. Submit a ticket at learninghubhelp.phsa.ca/contact with the name of the course to request testing.
2. The LearningHub will do one last test of the course and will email you when the course is in production.

Marketing Your Course

Let your learners know about your course!

Learners will now be able to find and register for your course.

Give your learners the full name of your course in the LearningHub and keywords to find your course.

Or if you have made the course accessible only by link, send your users the URL of the course.

The URL of the course can be found by going into the course as a course manager. The URL follows the same format <https://learninghub.phsa.ca/Courses/>(Course ID)

To find the Course ID, select the course within your course manager tab. The ID will be showing in the URL: <https://learninghub.phsa.ca/CourseManager/ManageCourse/####>