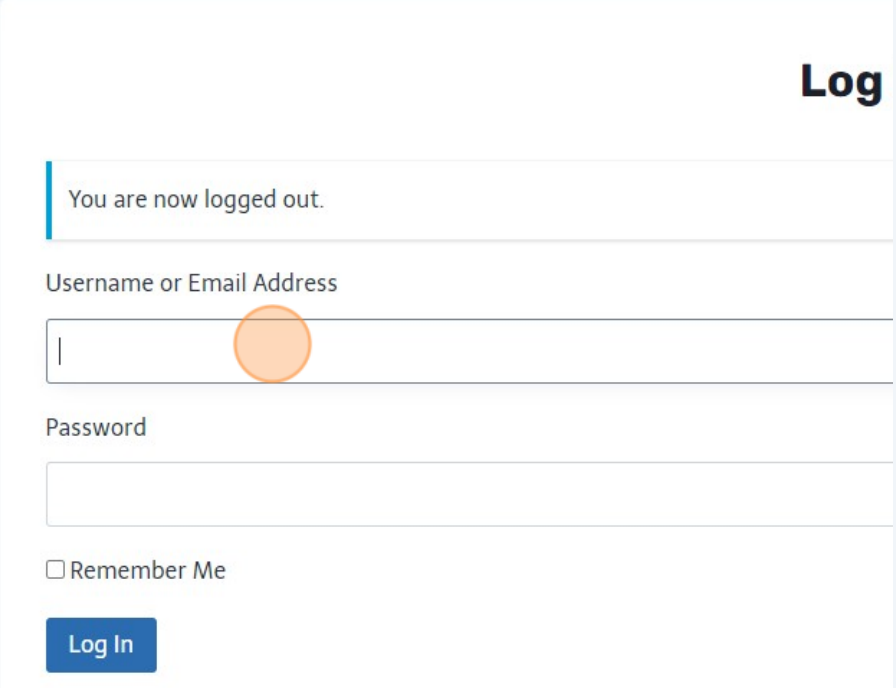
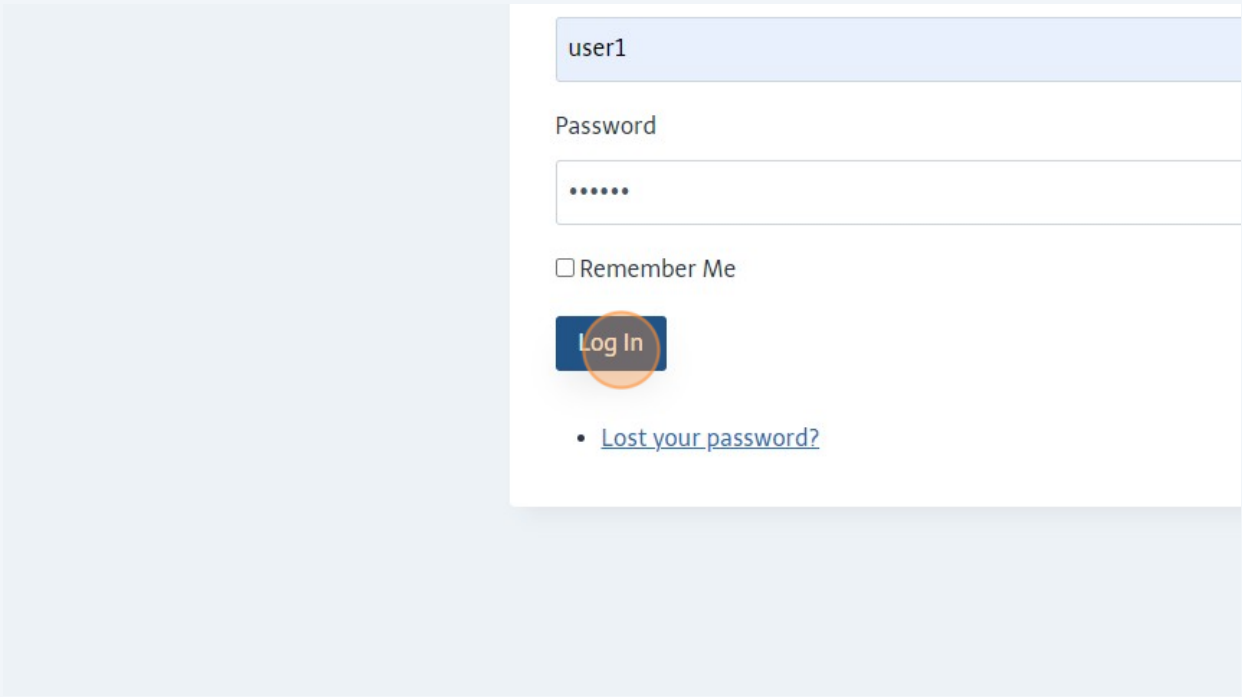
Guide to creating new course and enroll it to all student in a department

1 Navigate to https://learning.cbm.com.sg/login/?loggedout=true&wp_lang=en_US

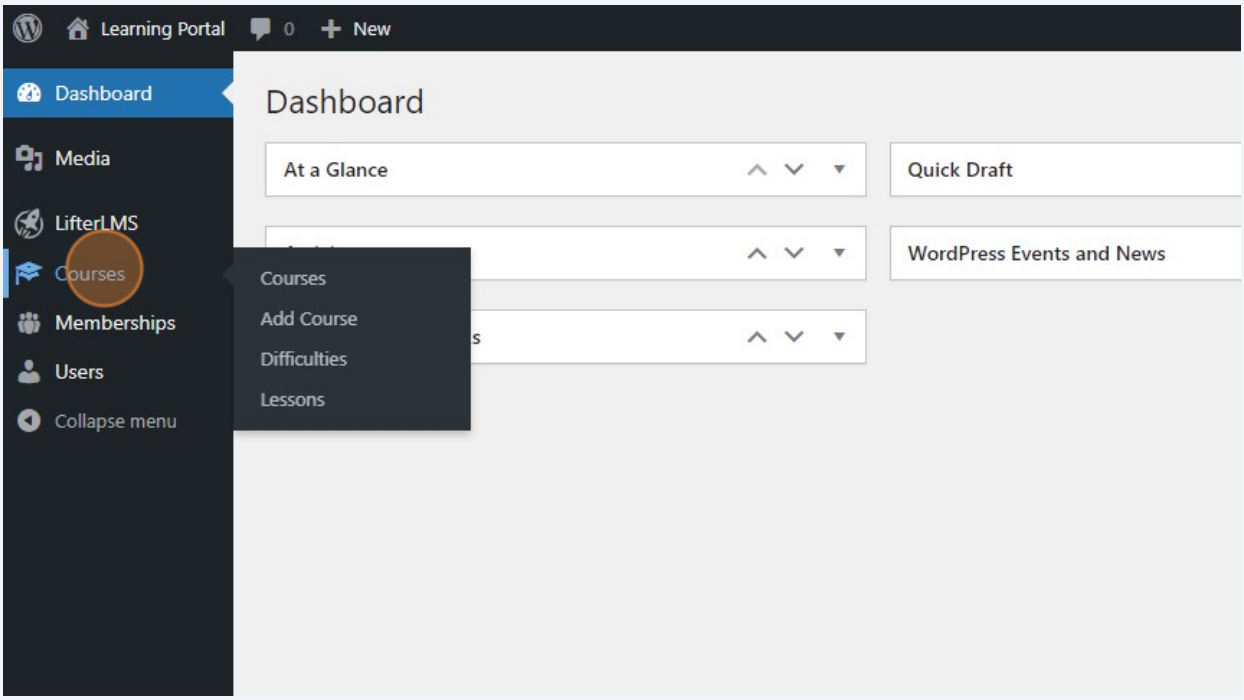
2 Fill the "Username or Email Address" field.



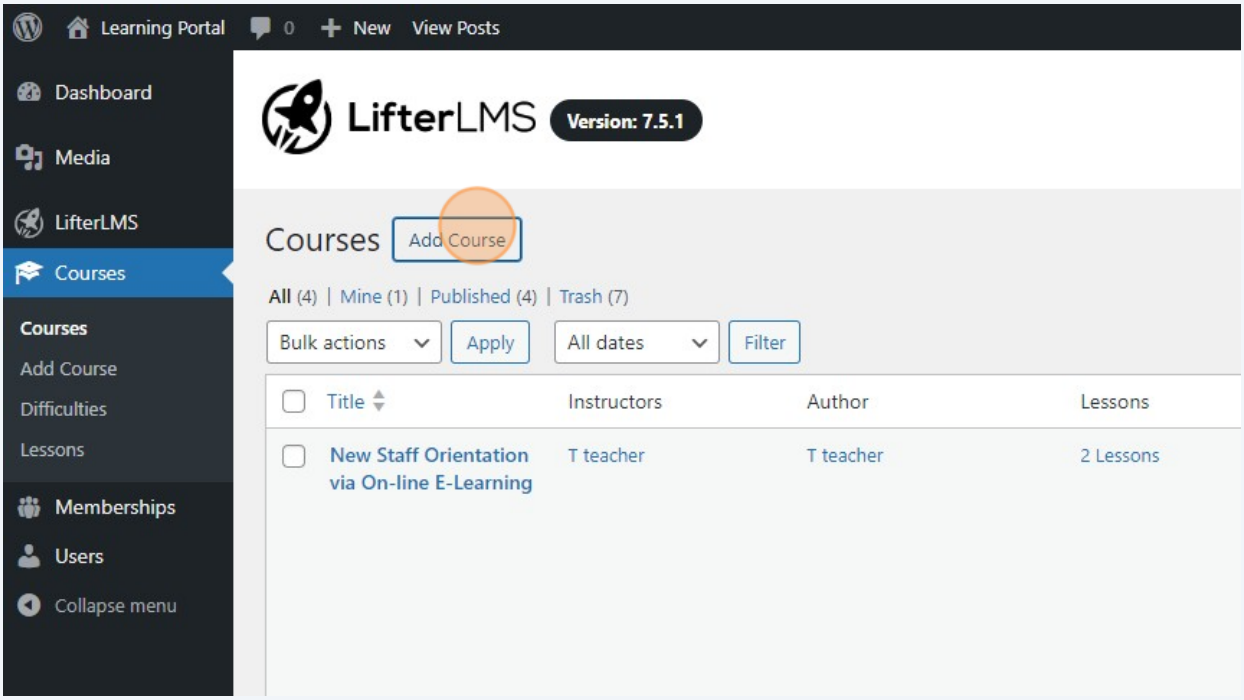
3 Click "Log In"



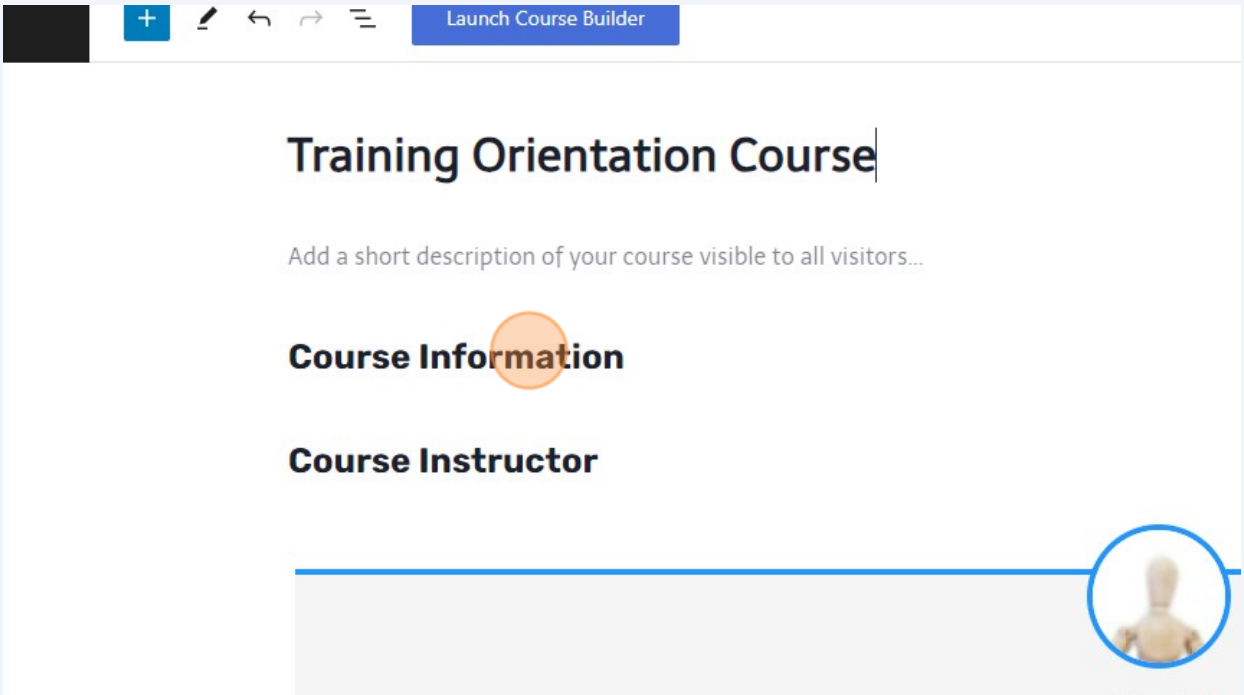
4 Click "Courses"



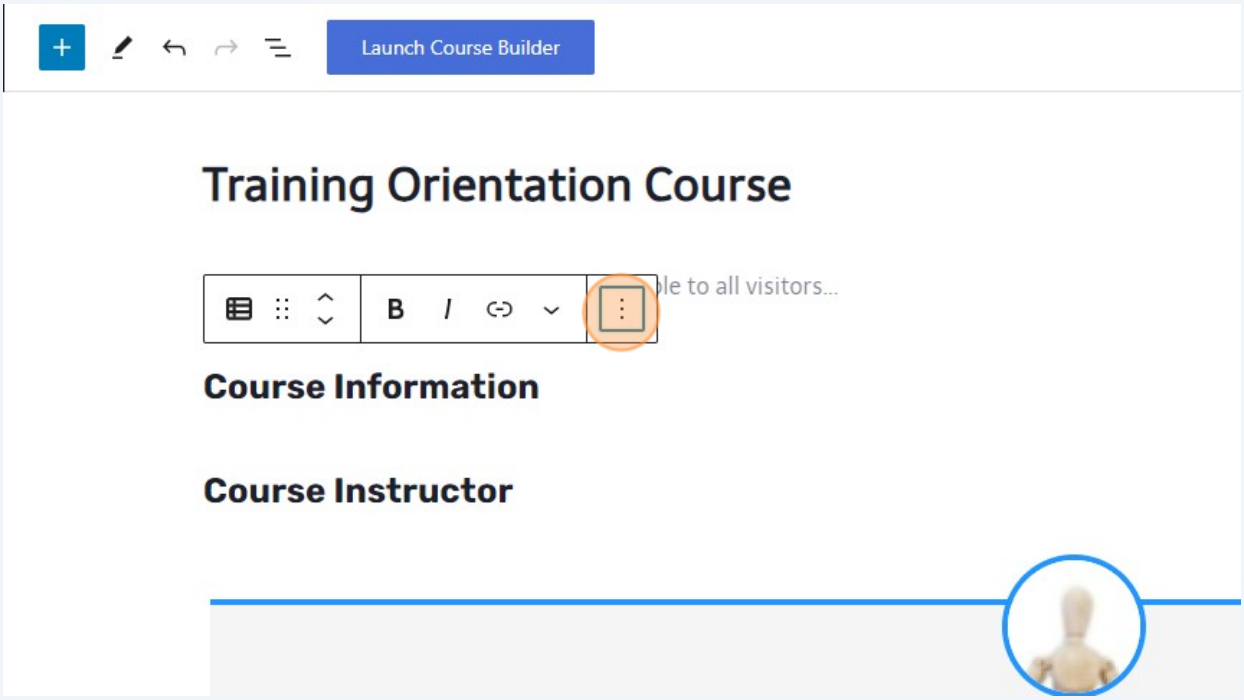
5 Click "Add Course"



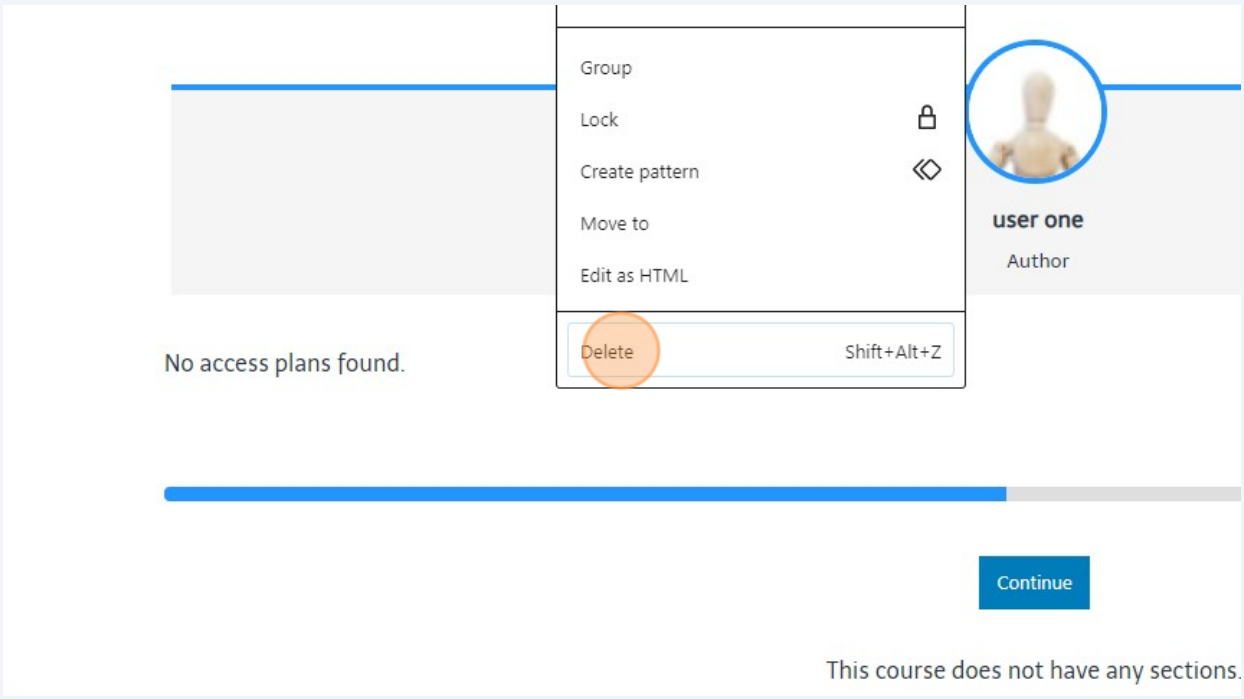
6 Add the title of the course



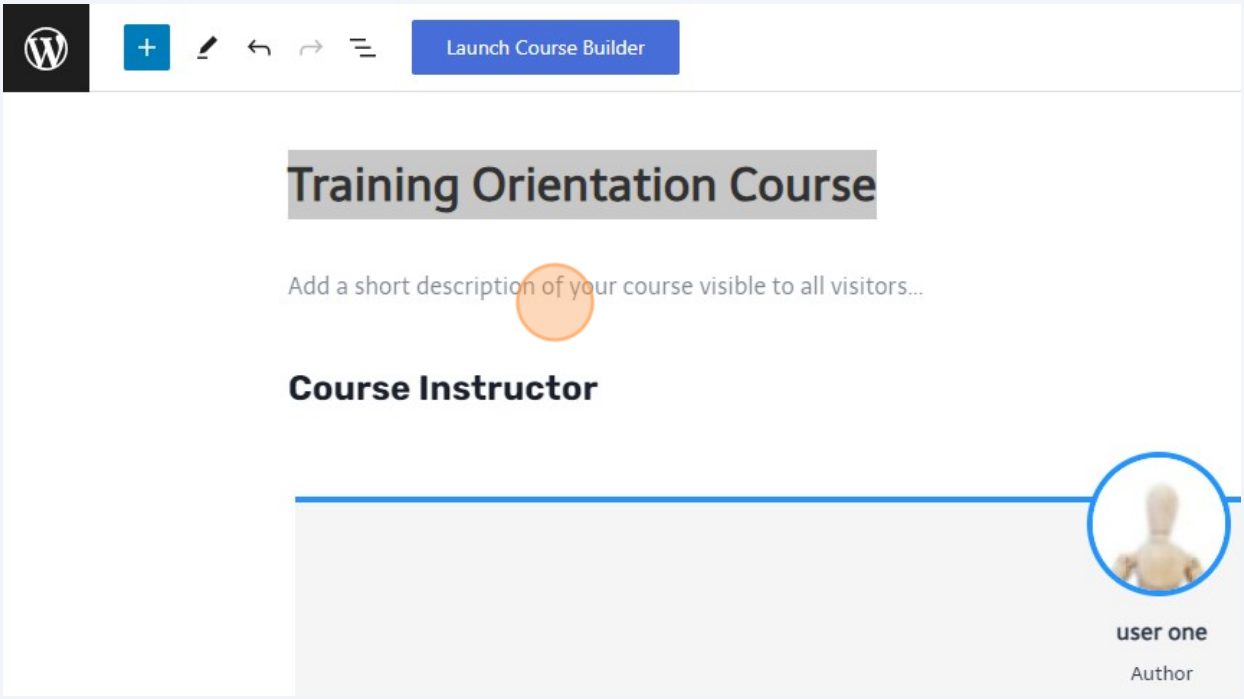
7 Delete anything unnecessary by clicking this icon.



8 Click "Delete"

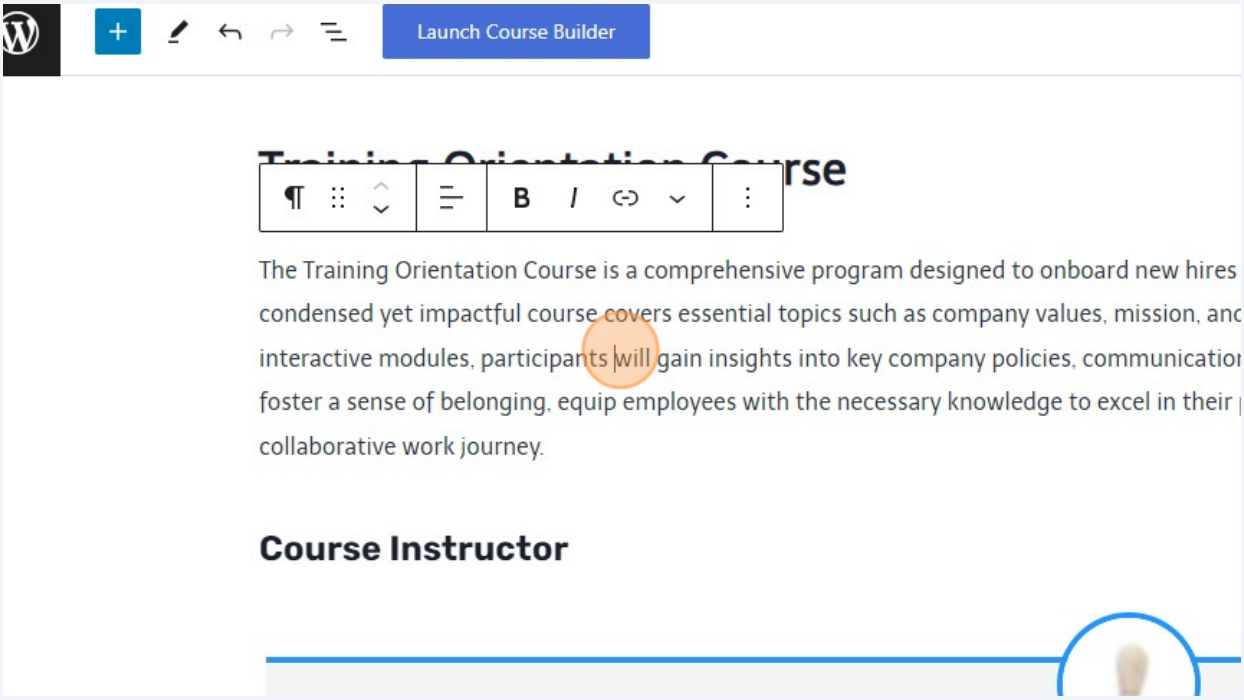


9 Add description for the course.

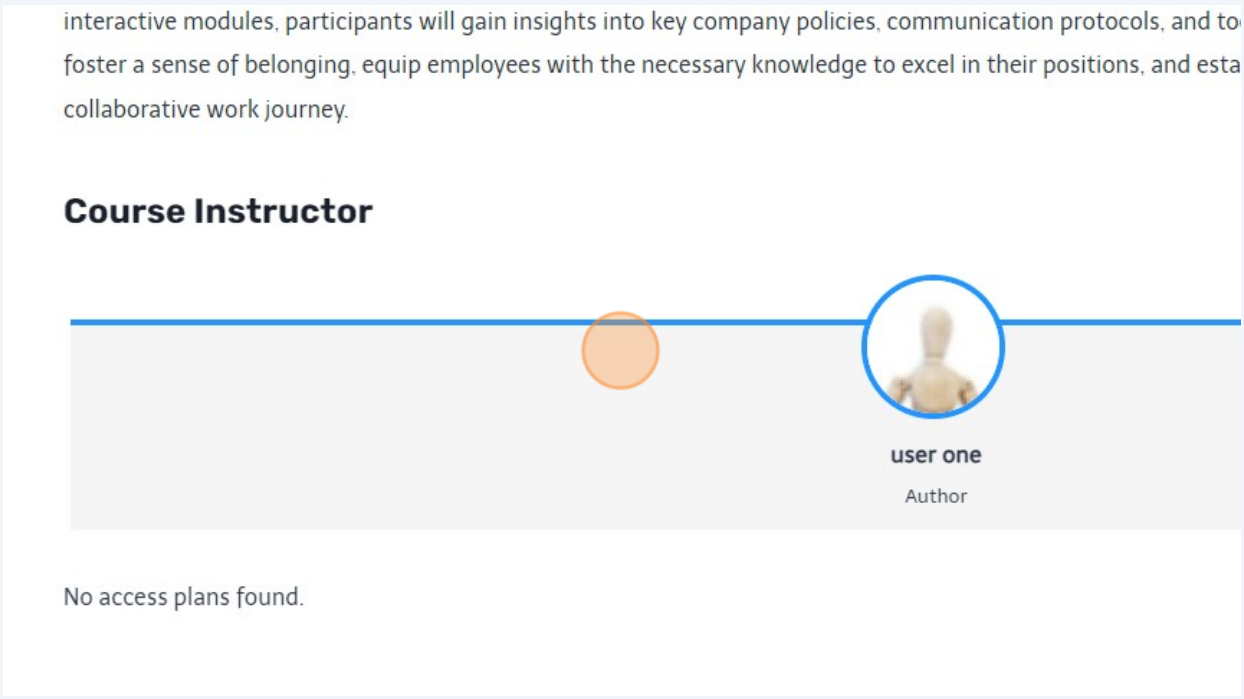


10 Press **ctrl** + **v**

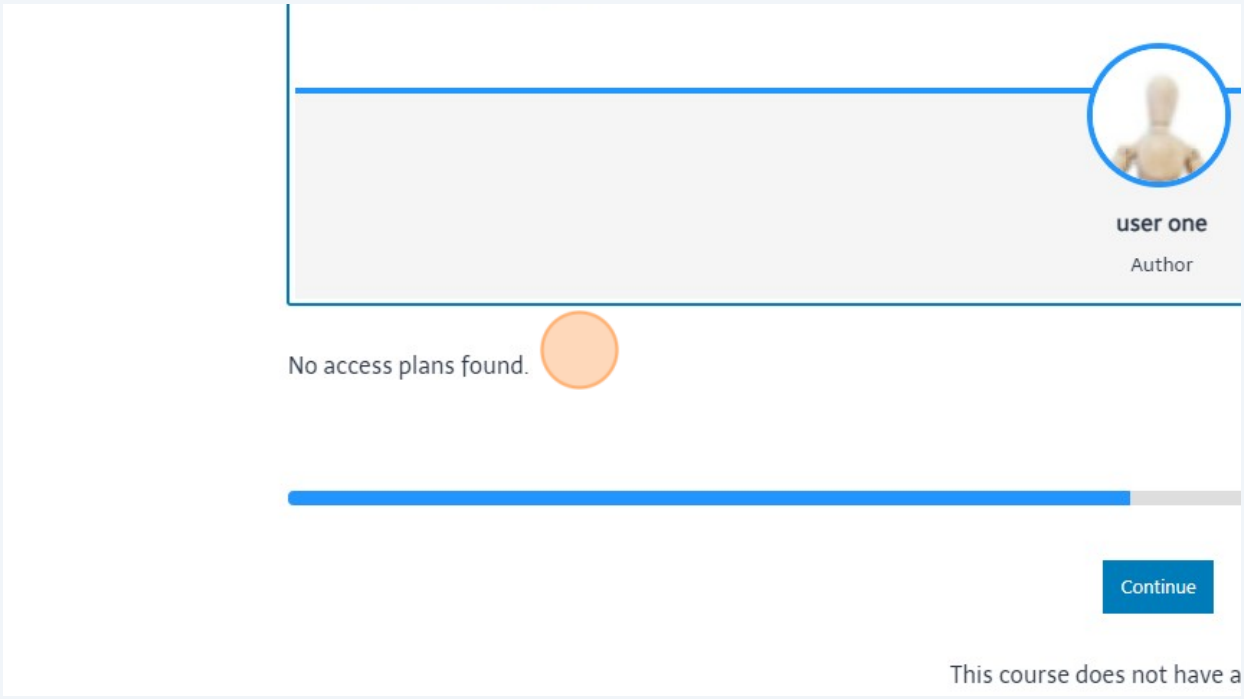
11 As follow.



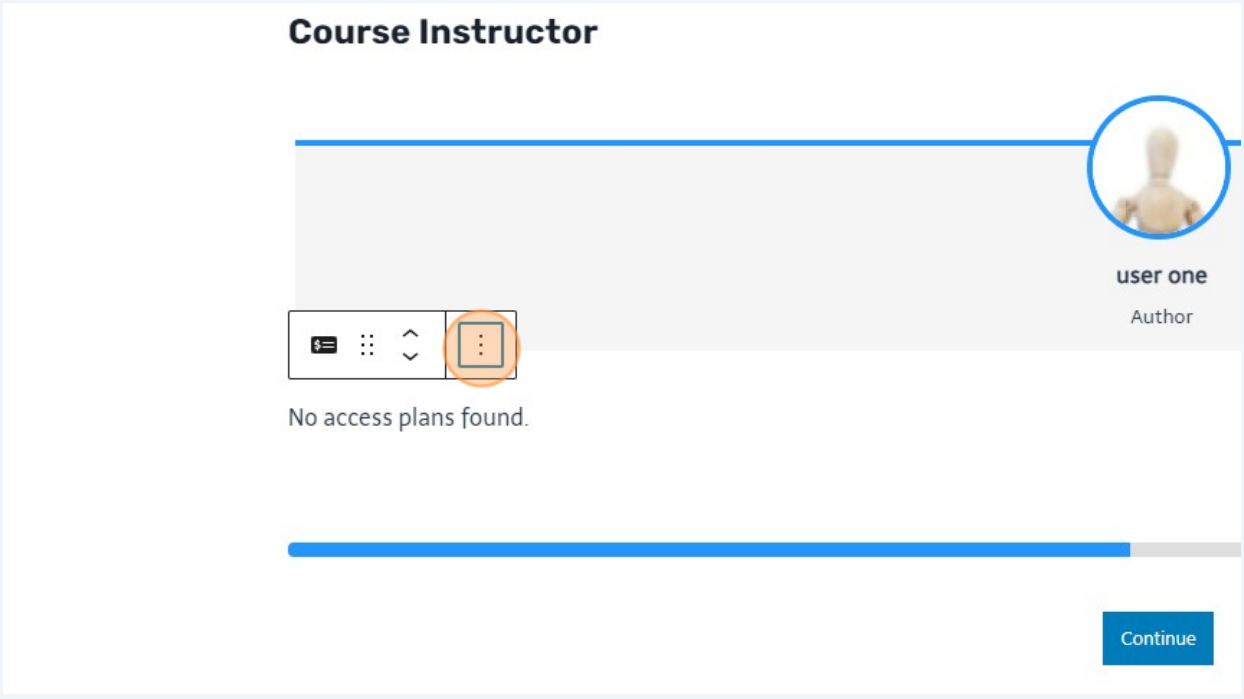
12 This is the info box of instructor who creates this course. You can delete if you don't want.



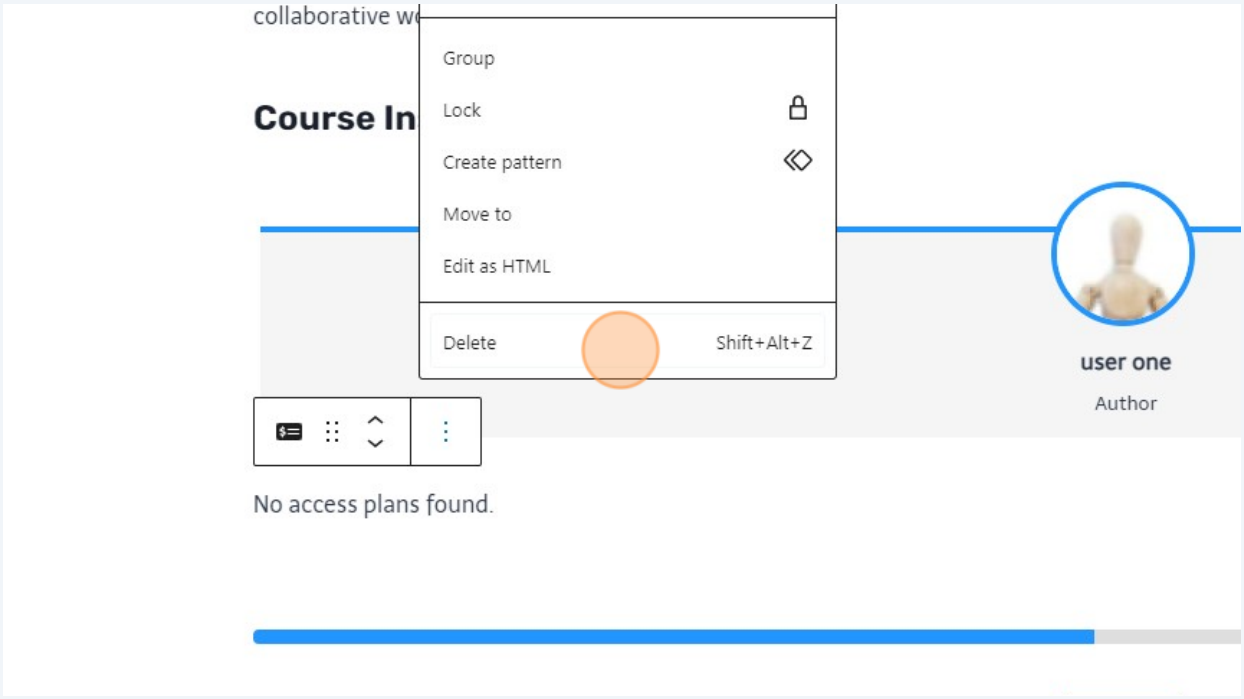
13 Click on and delete any extra things as follow.



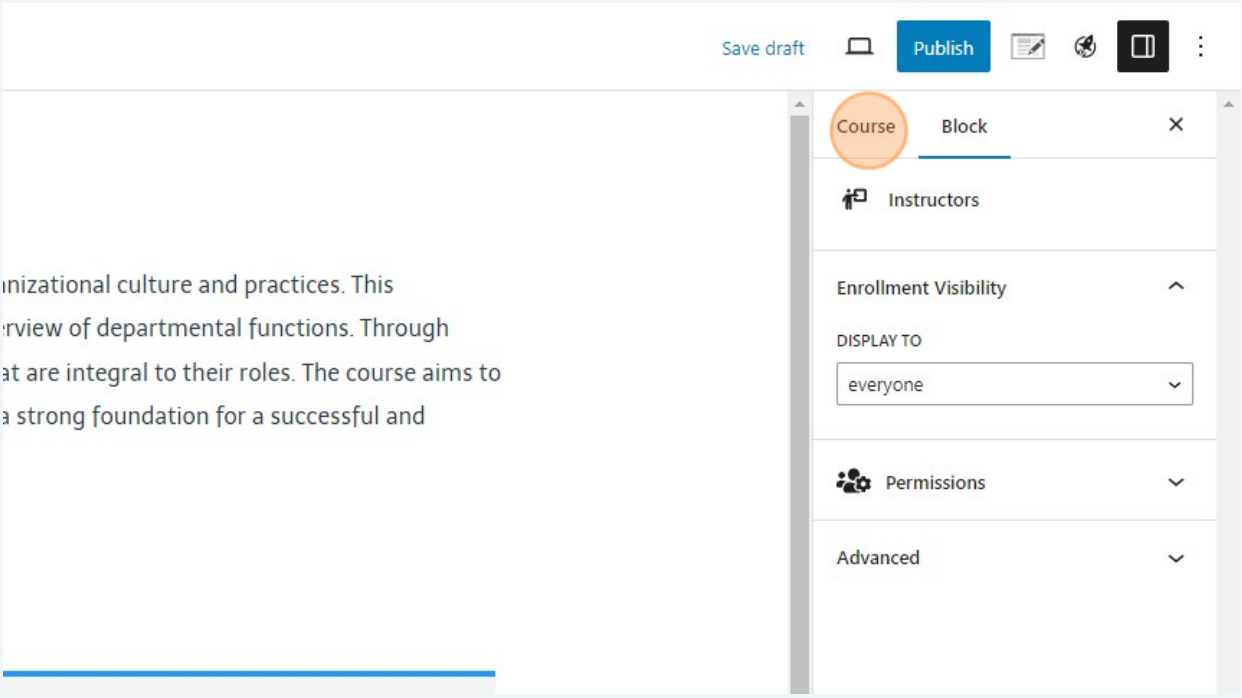
14 Click this icon.



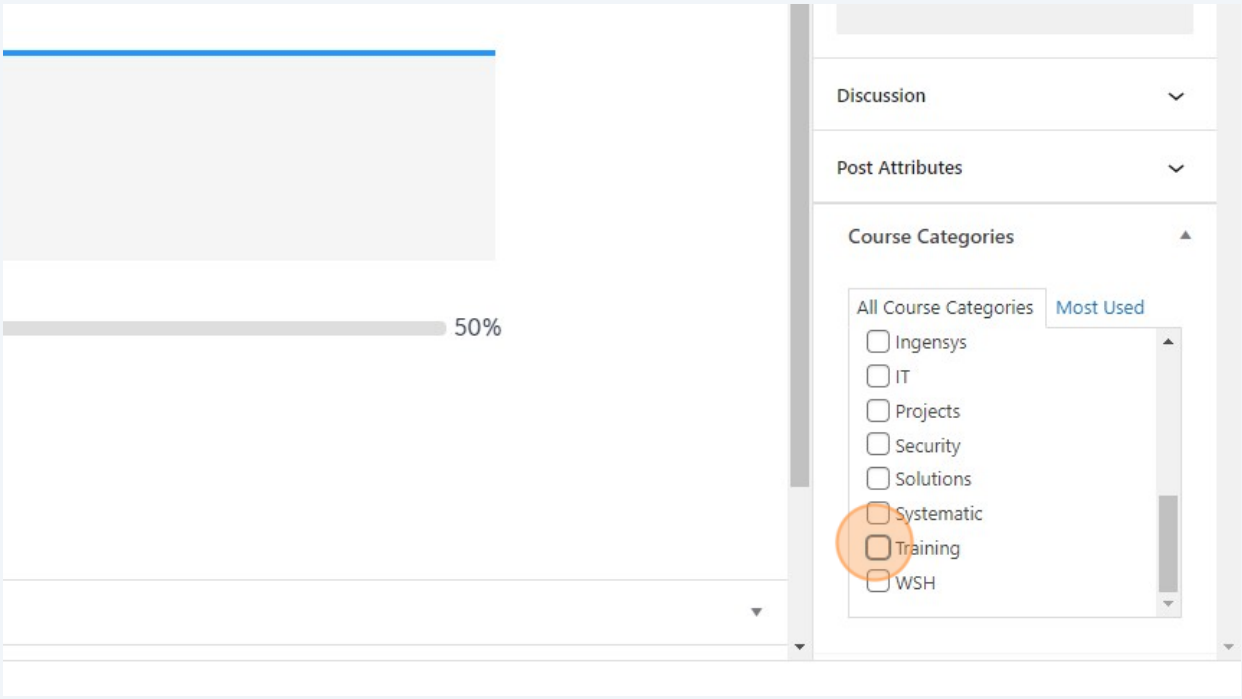
15 Click "Delete"



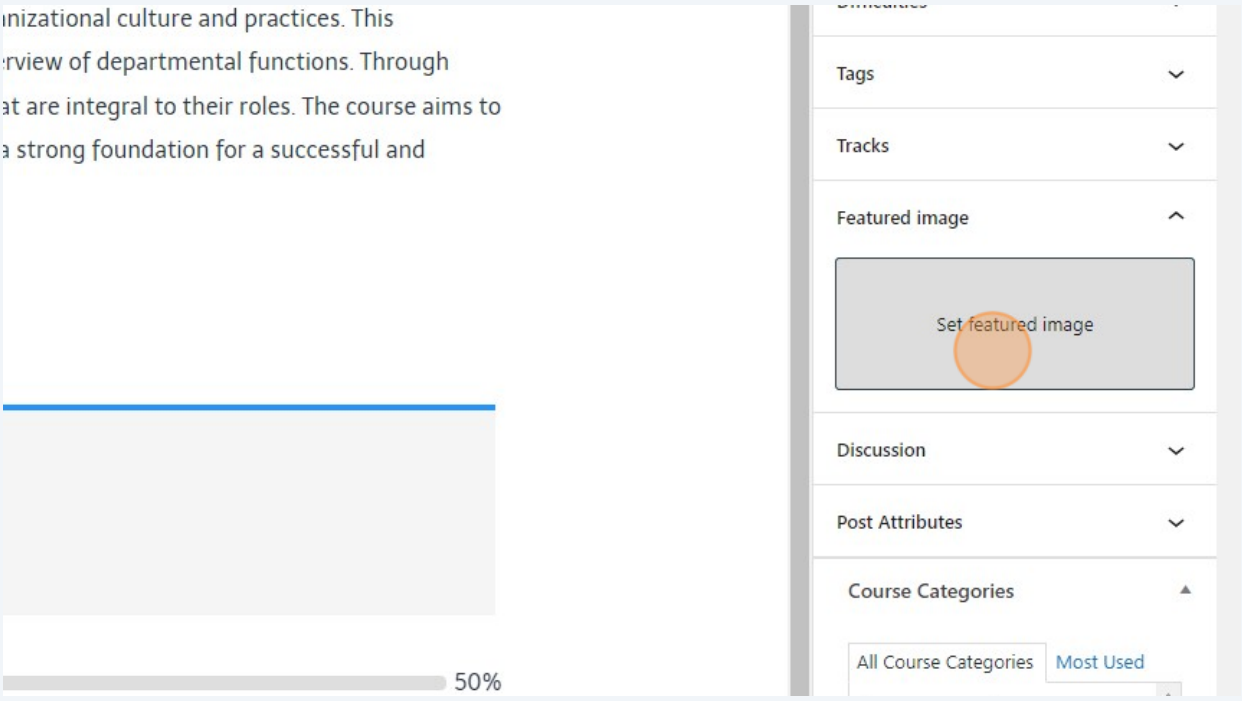
16 Click "Course"



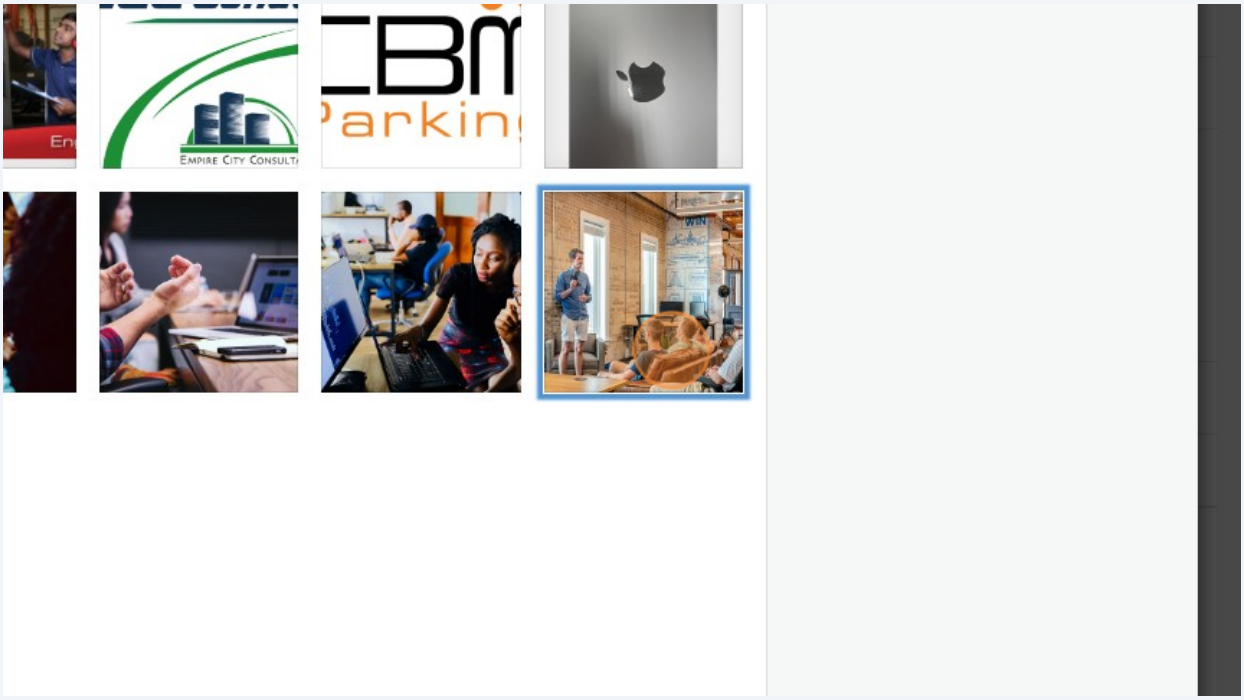
17 Click the "Training" field or "Department" under Course Categories.



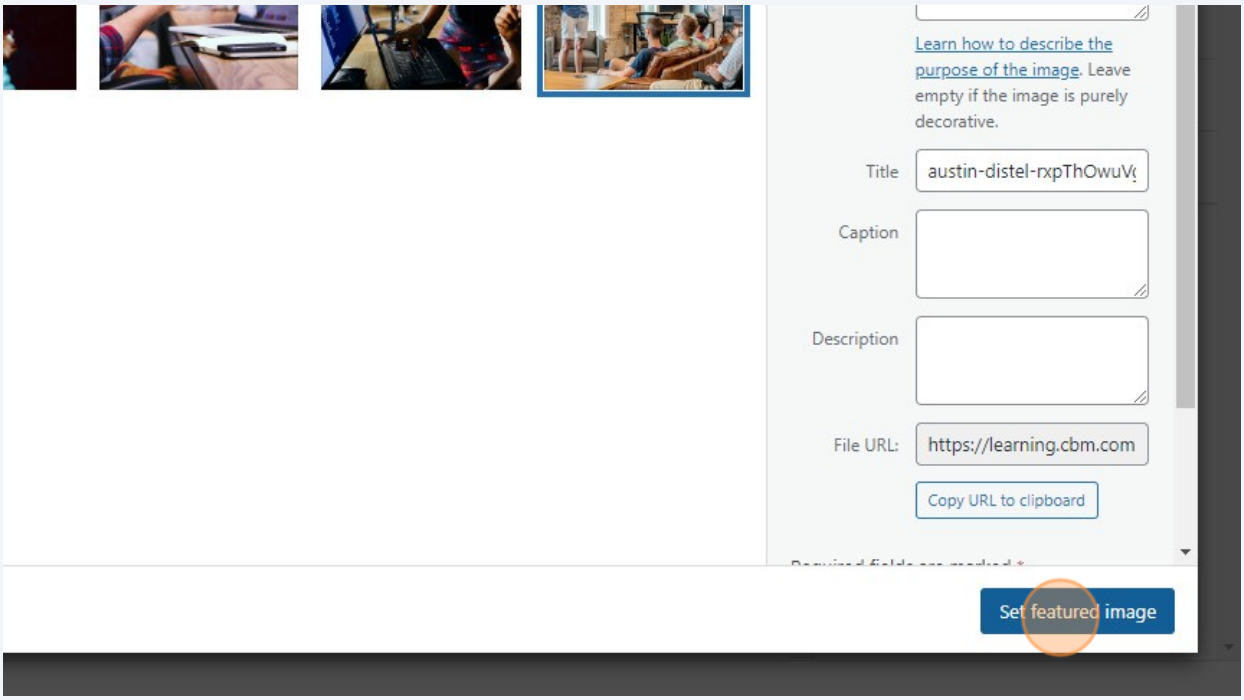
18 Click "Set featured image" for the course. (It is recommended to add)



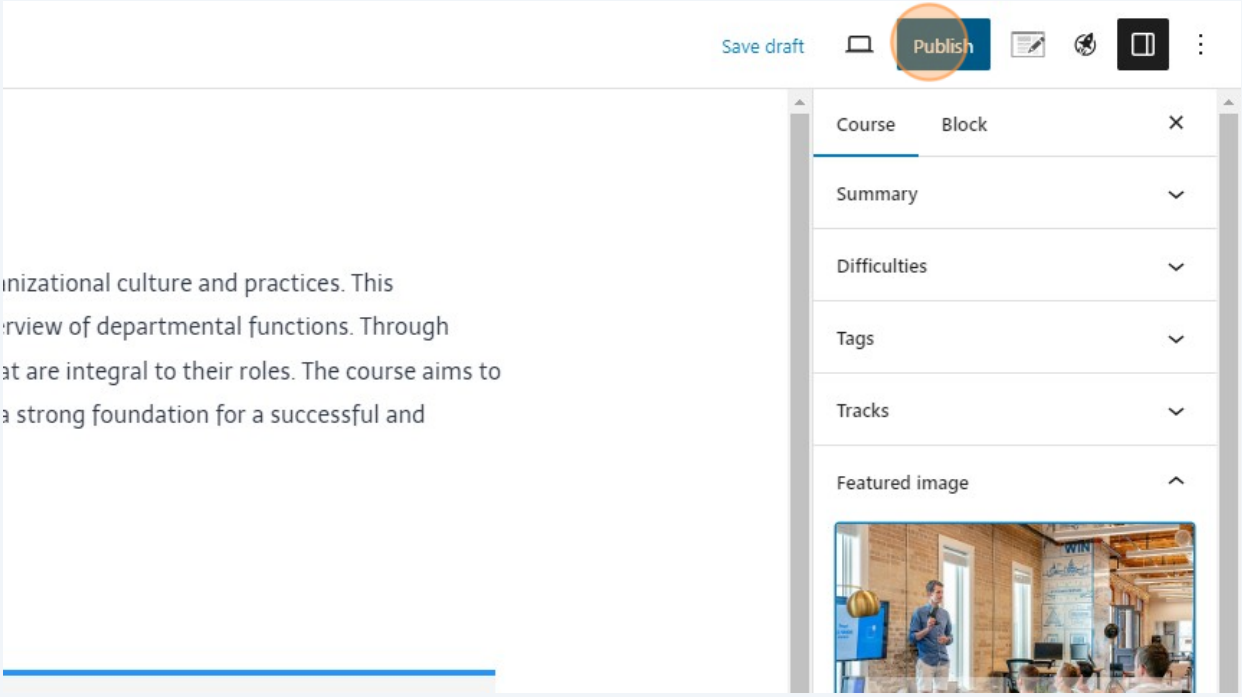
19 Choose a photo. You can upload if you want.



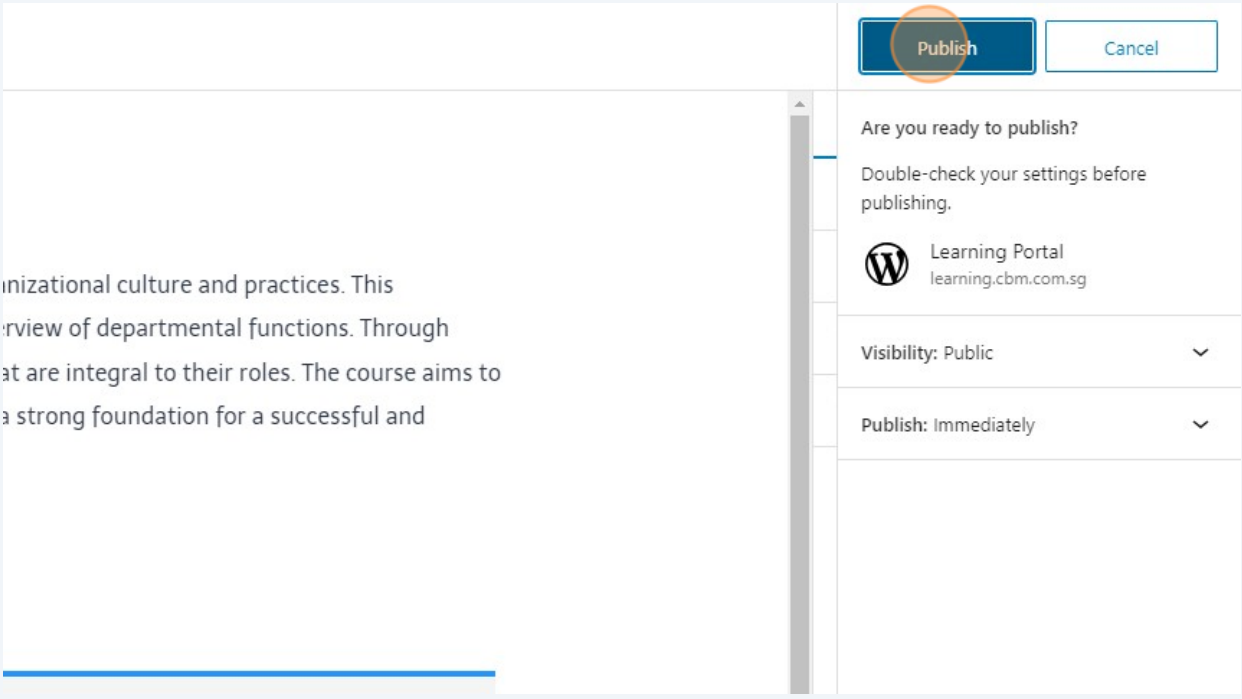
20 Click "Set featured image"



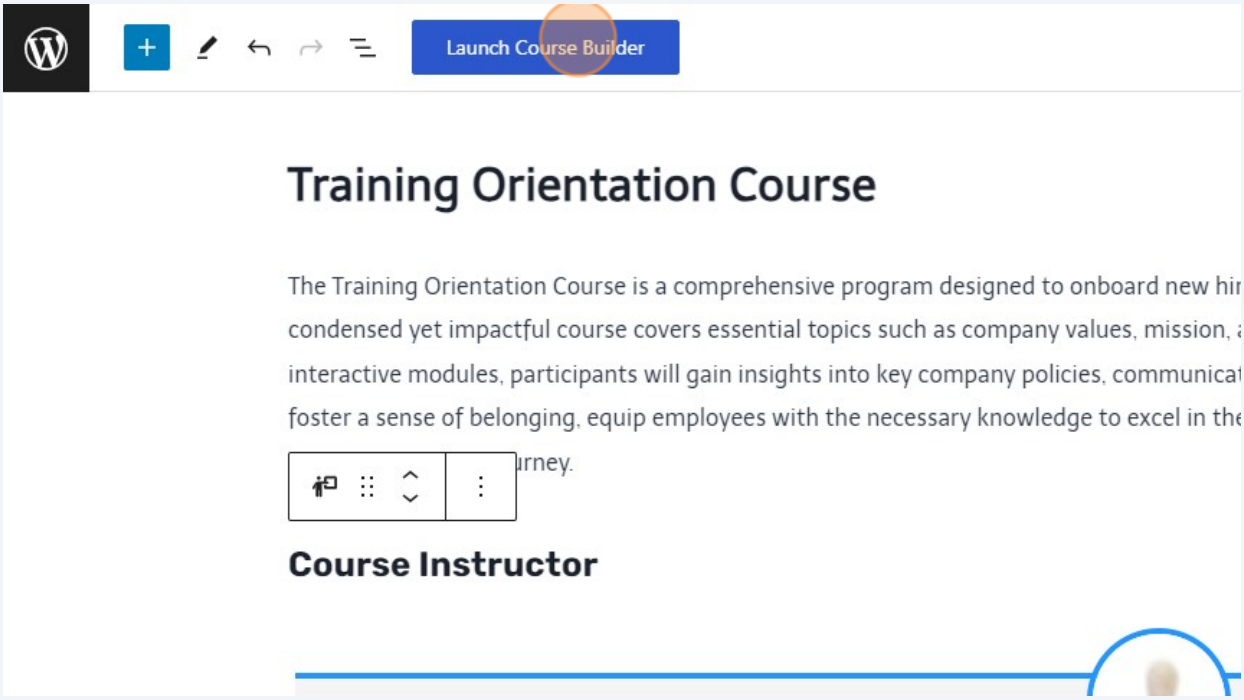
21 Click "Publish"



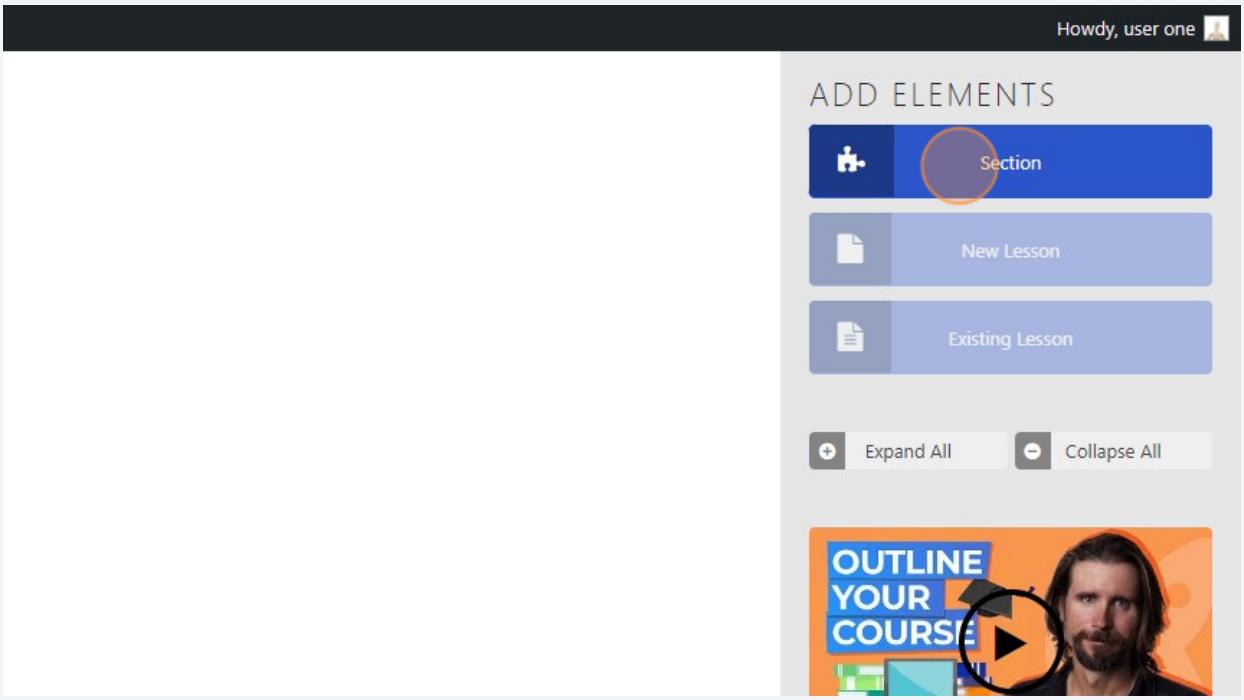
22 Click "Publish". New course will be published. However, Do not exist from this page because you still need to create lessons for this course.



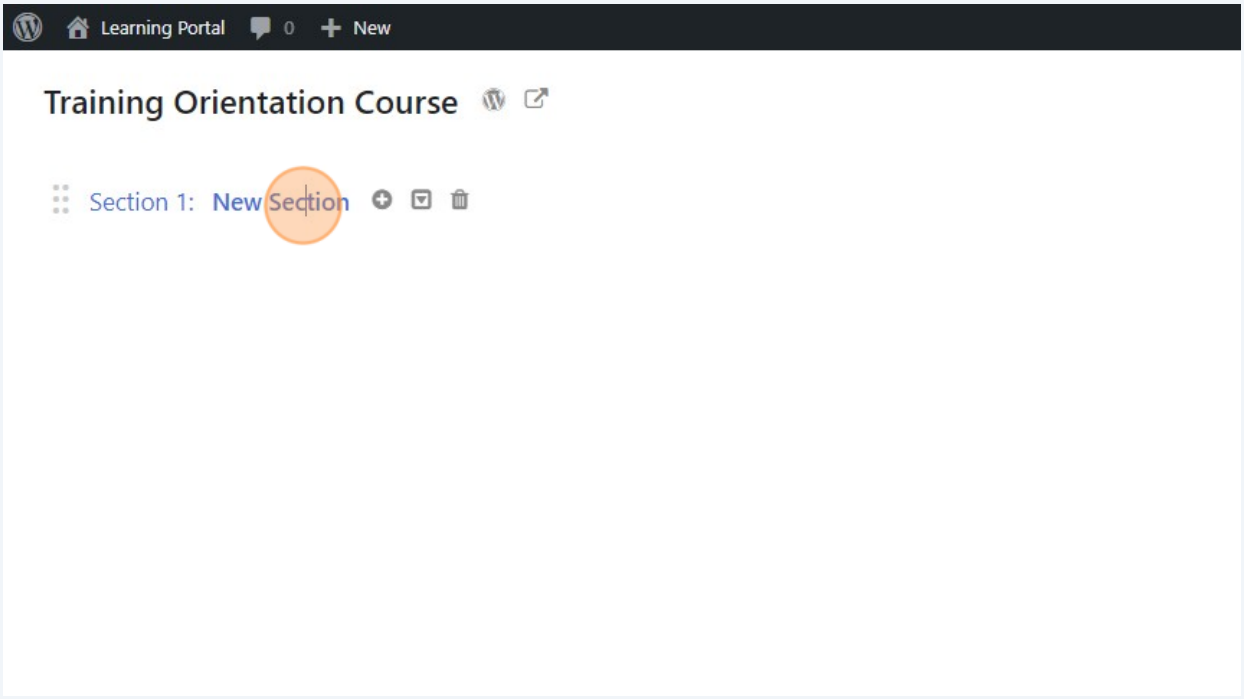
23 Click "Launch Course Builder". This is a builder that create lessons for this course.



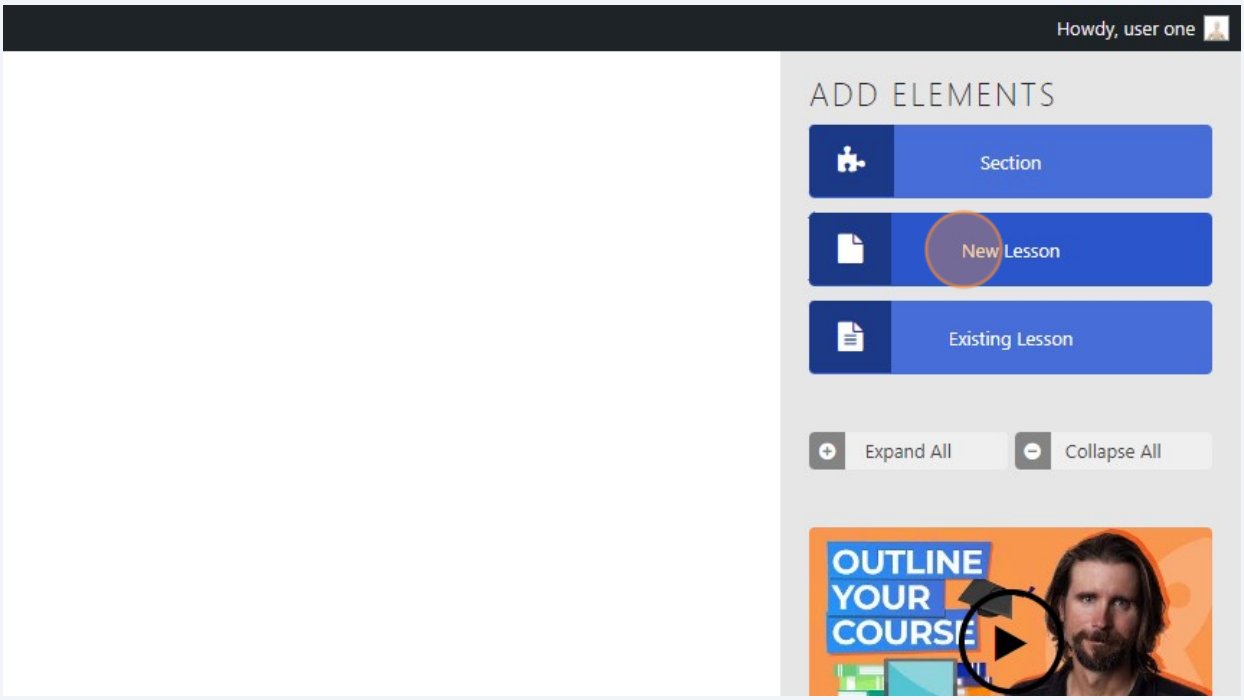
24 Click "Section"



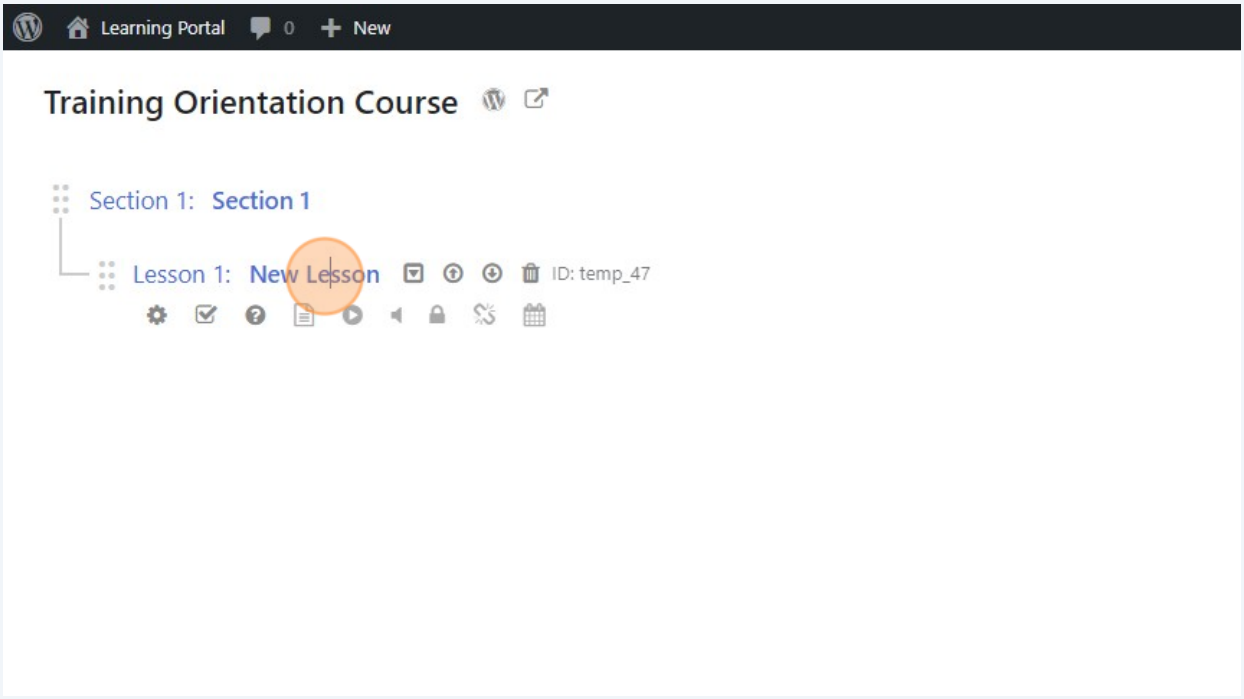
25 Double-click "New Section" to change title.



26 Click "New Lesson" to add new lesson to the section.

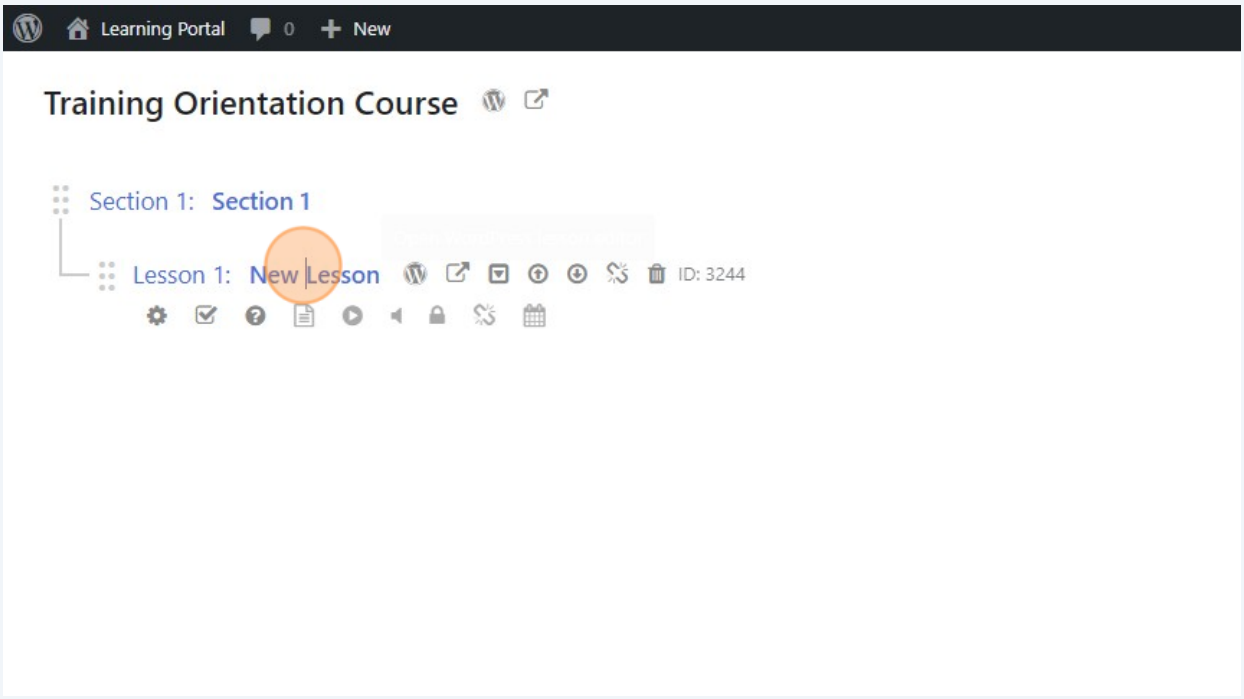


27 Double-click "New Lesson"

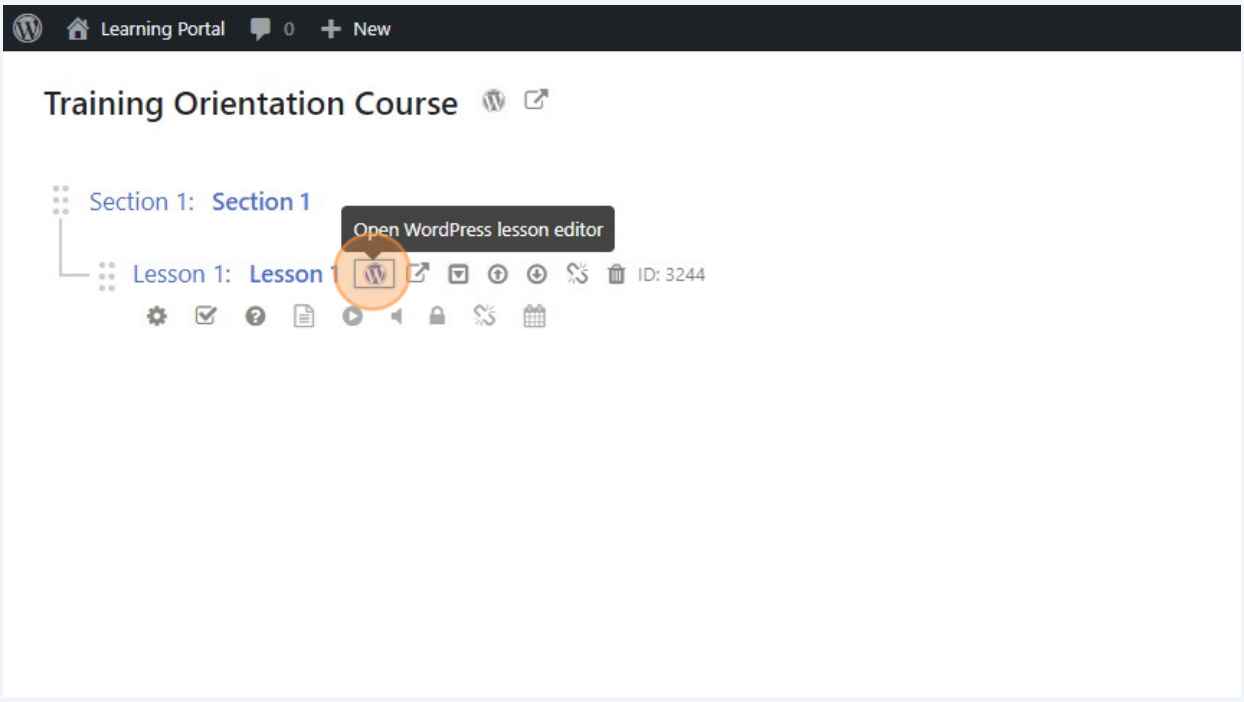


28 Change the name.

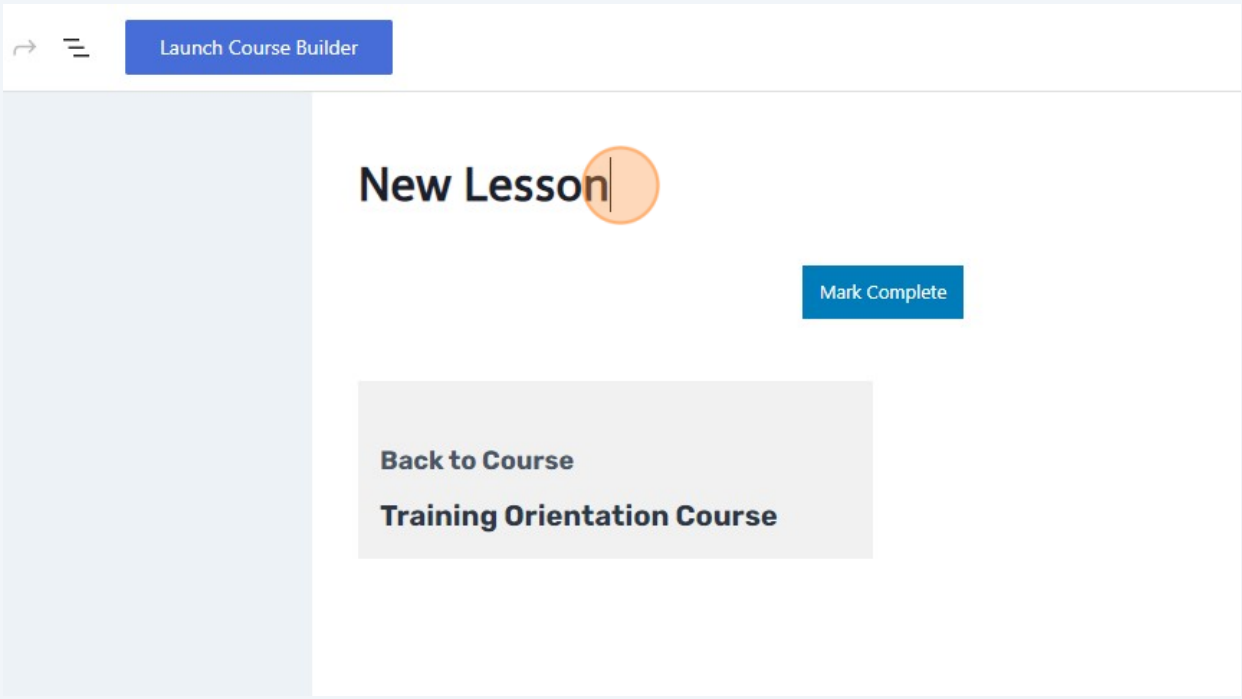
29 When you hover the pointer on the lesson, you will see "W" logo on the right. However, you won't see it something. You may need to wait for 3 to 10 seconds to see it. Please try hover the pointer again and again until you see it.



30 Click here. This one will navigate you to the page where you can create a lesson. You can add Pdf, Video, Link, File and so on.

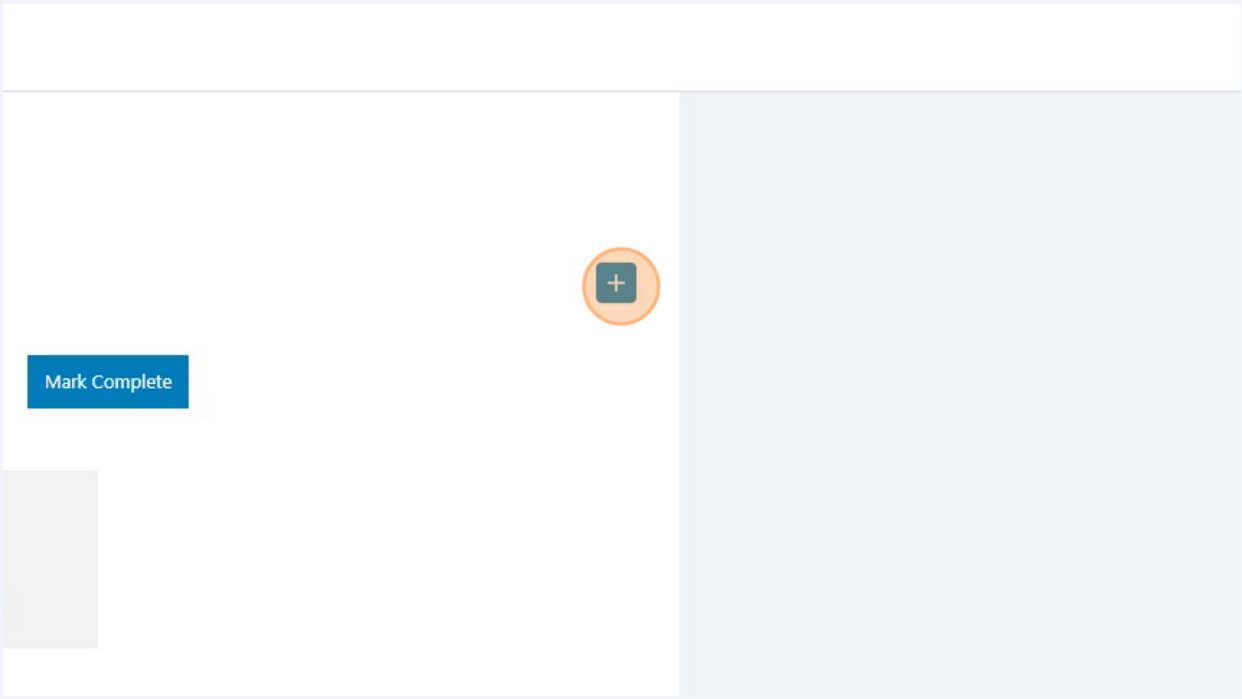


31 This is title of the lesson. Click on it and ..

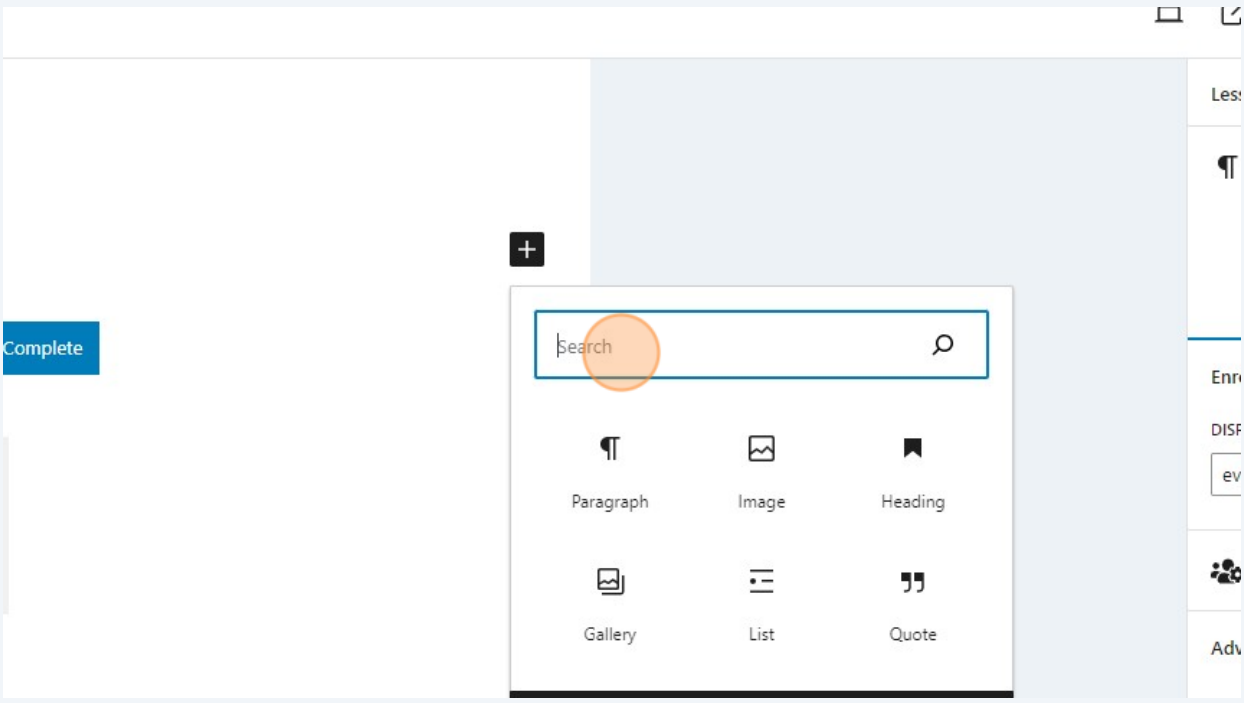


32 Click " **enter**" to get space between "Title" and "Mark Complete".

33 Click this icon.

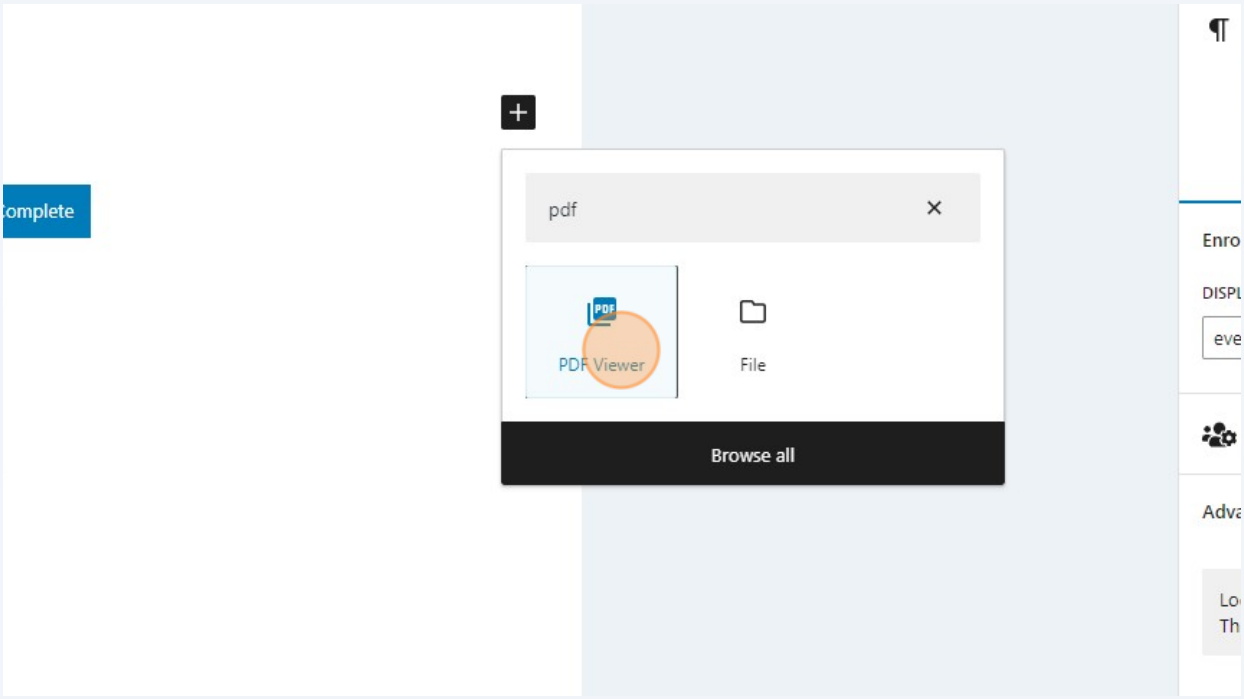


34 Click the "Search for blocks and patterns" field.

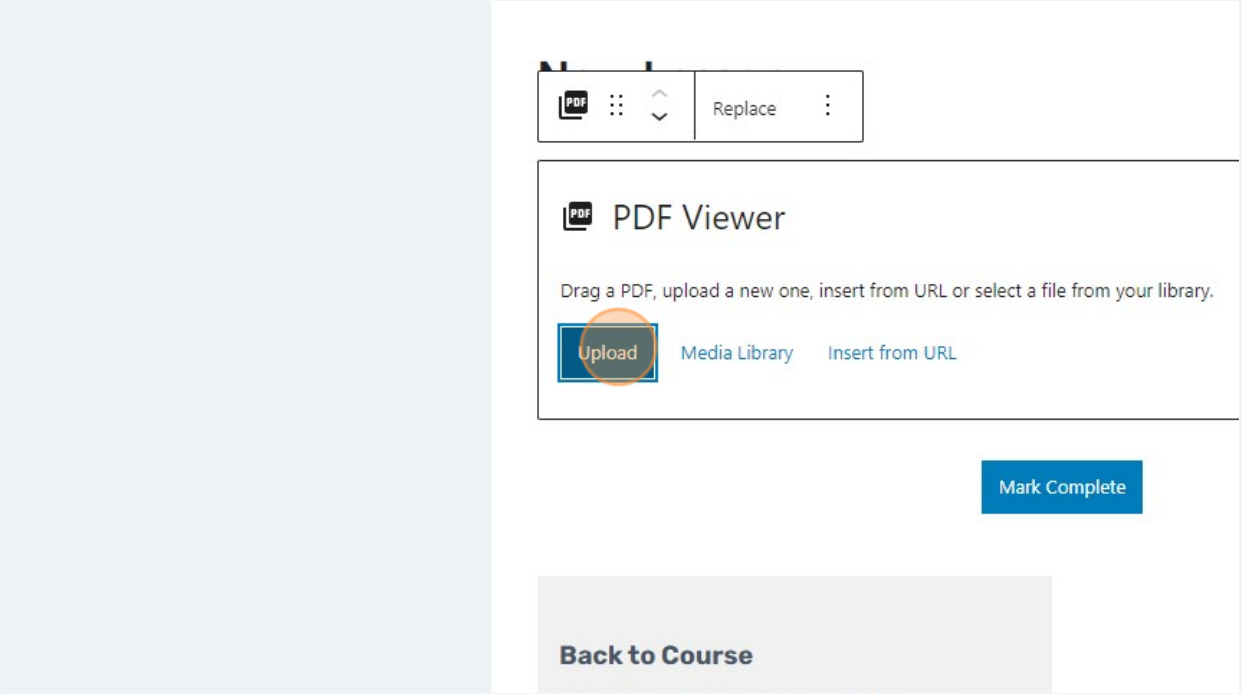


35 Type "pdf" or others

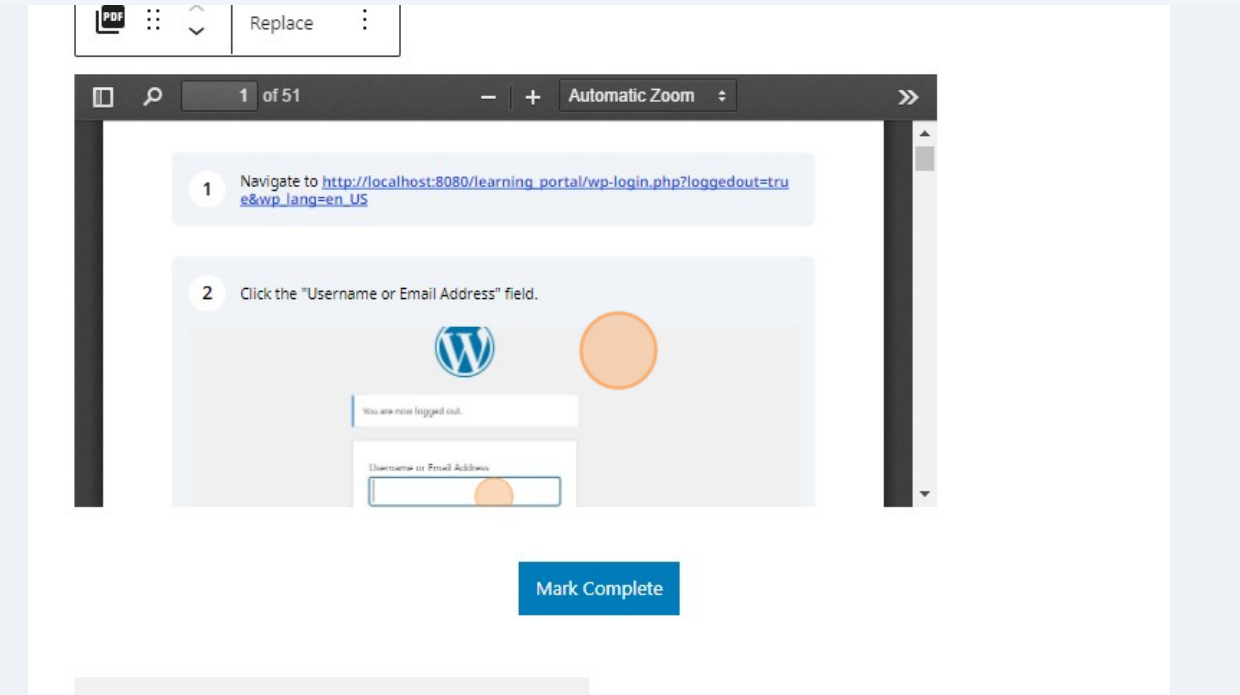
36 Click "PDF Viewer"



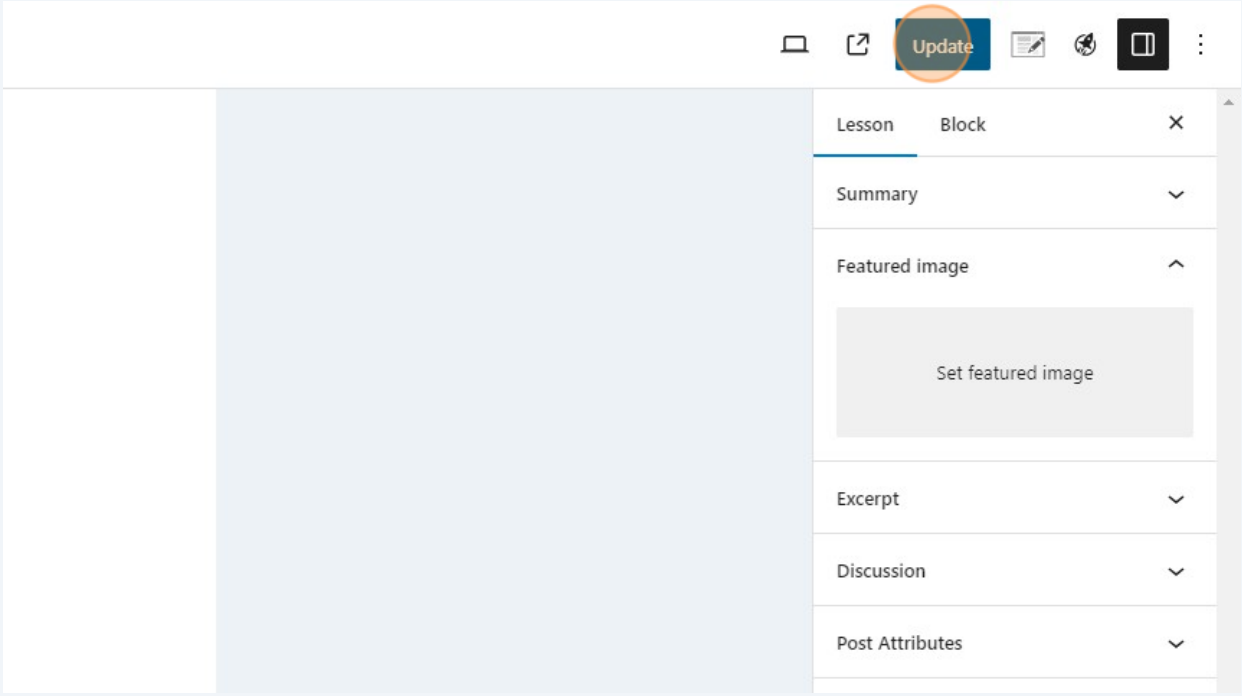
37 Click "Upload"



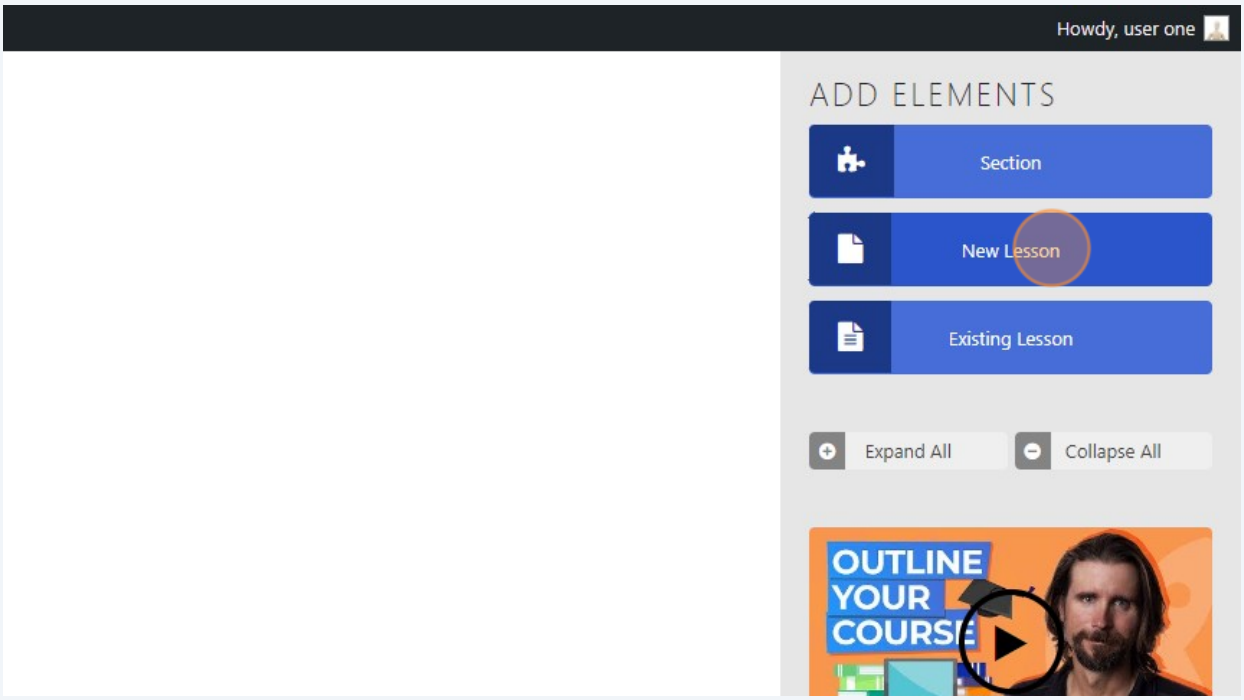
38 You will see uploaded Pdf as follow. You can add as many as you want for this lesson



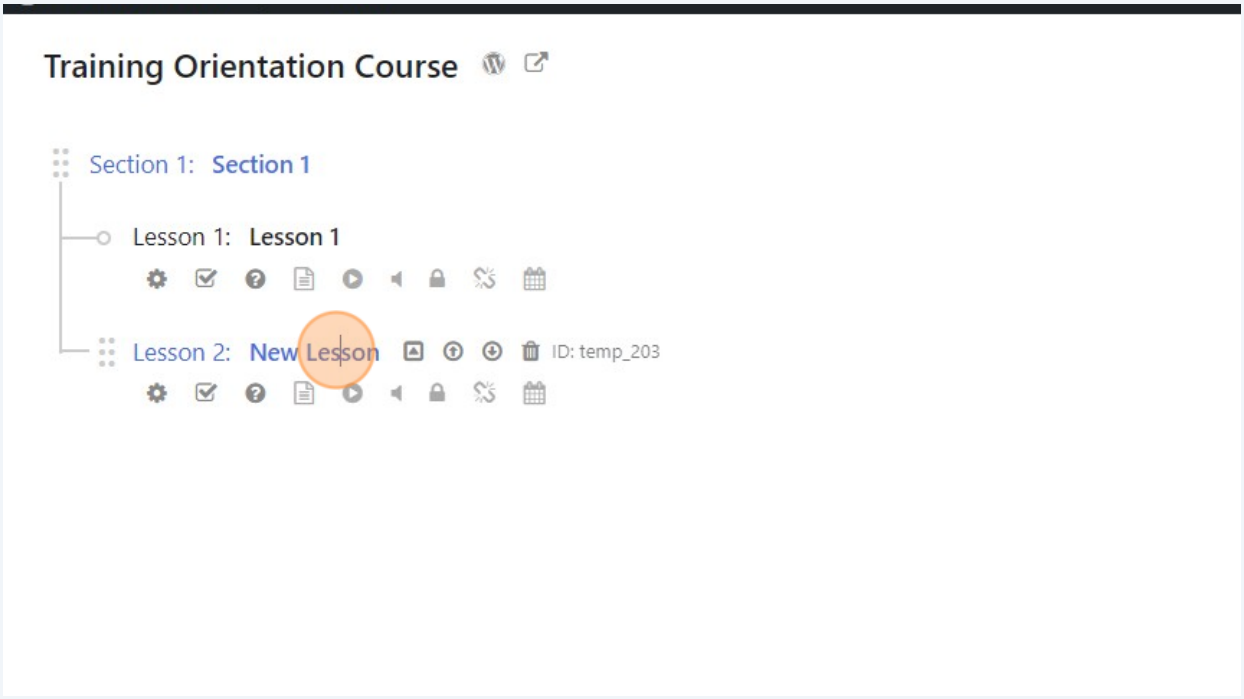
39 Click "Update" after finishing. Then, go back to previous page.



40 Click "New Lesson" if you want to add new lesson. In this case, I will add quiz.

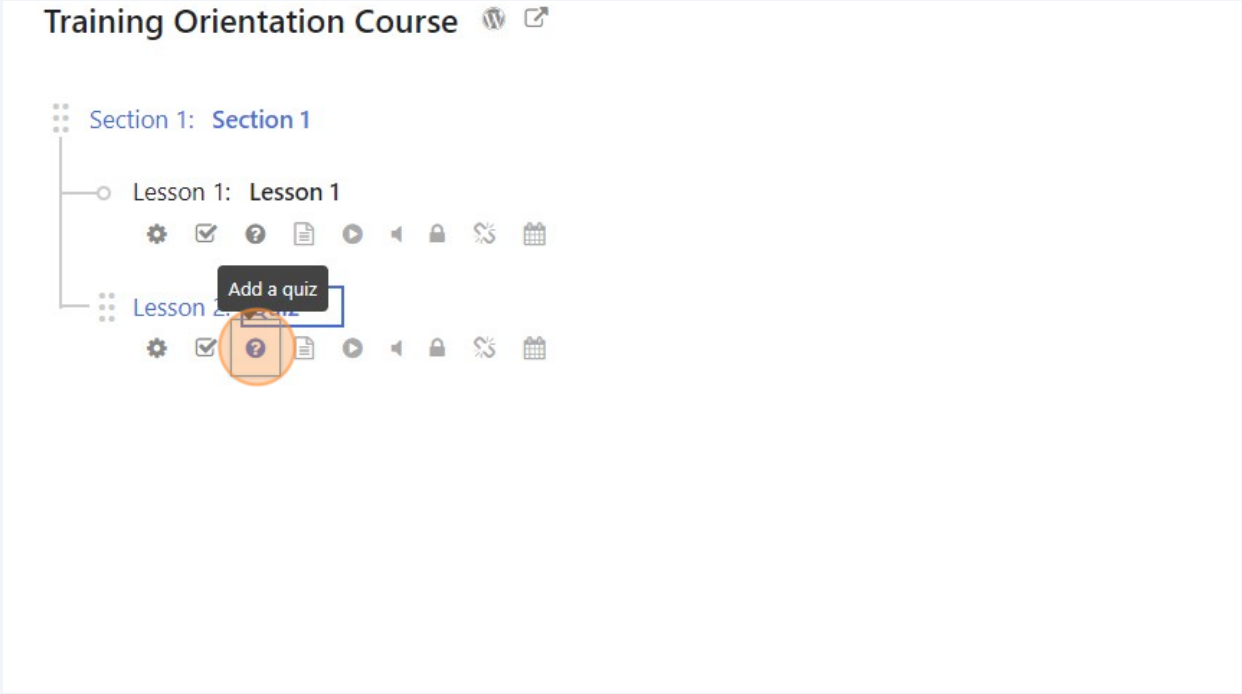


41 Double-click "New Lesson"

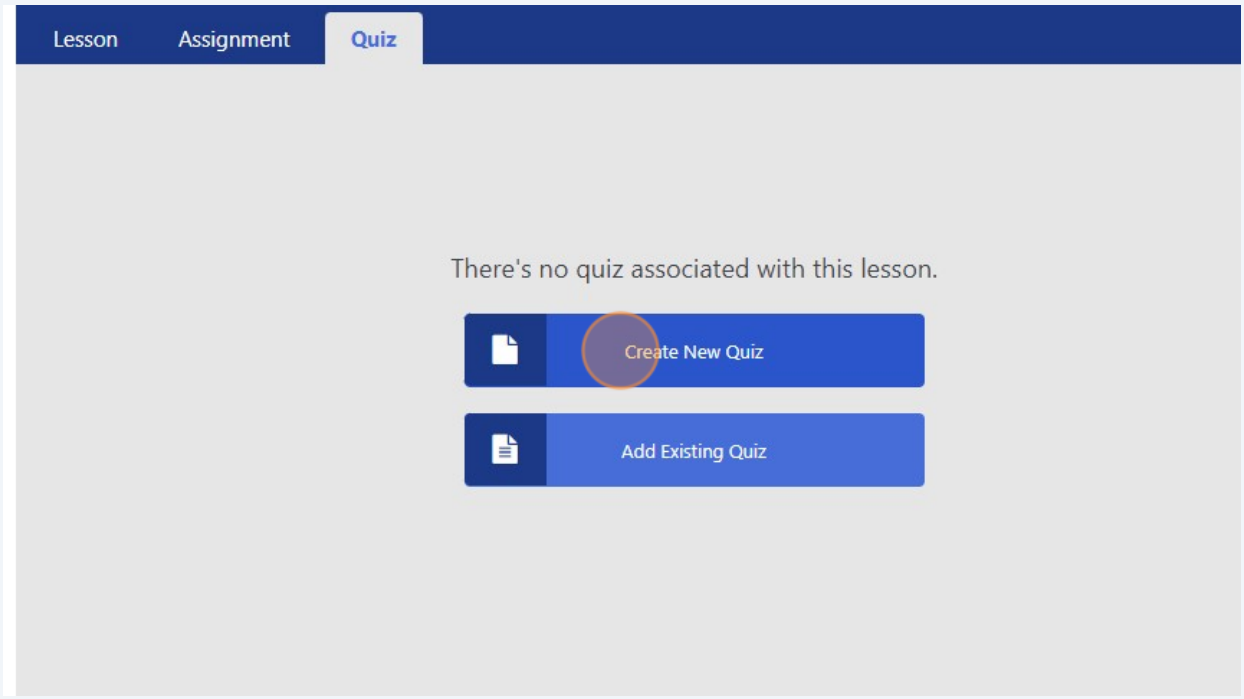


42 Type "Quiz **enter**"

43 Click here to add Quiz. Quiz window will popup on the right.

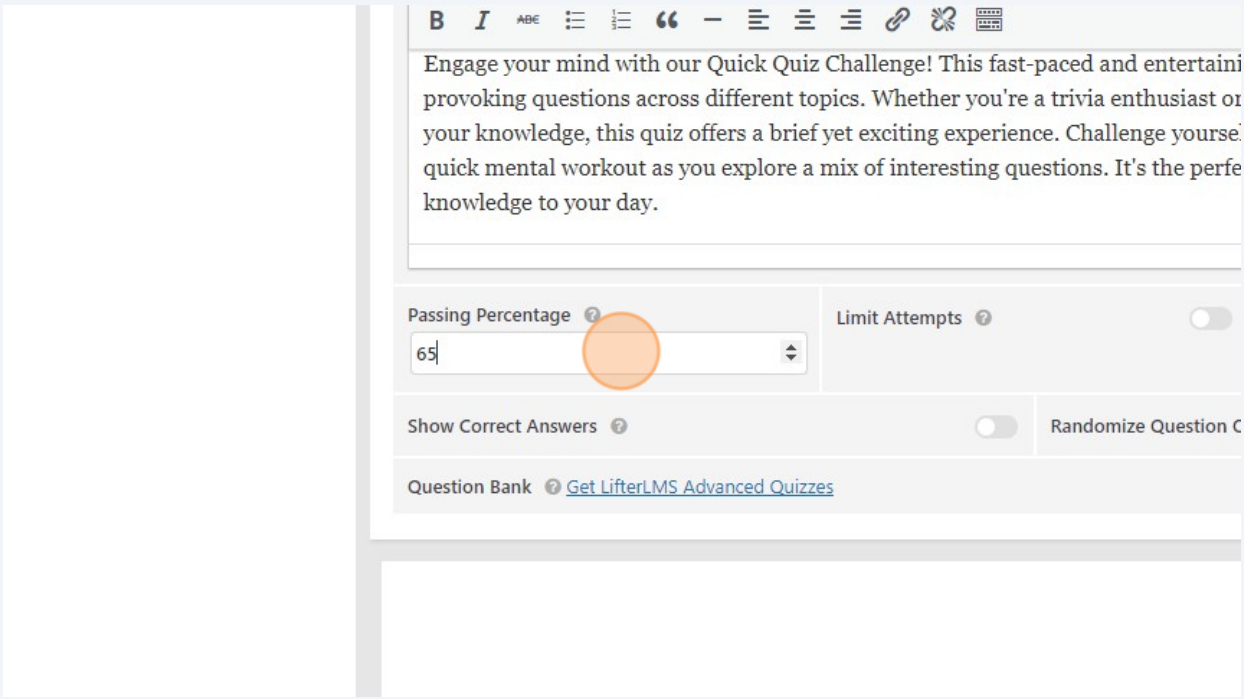


44 Click "Create New Quiz"

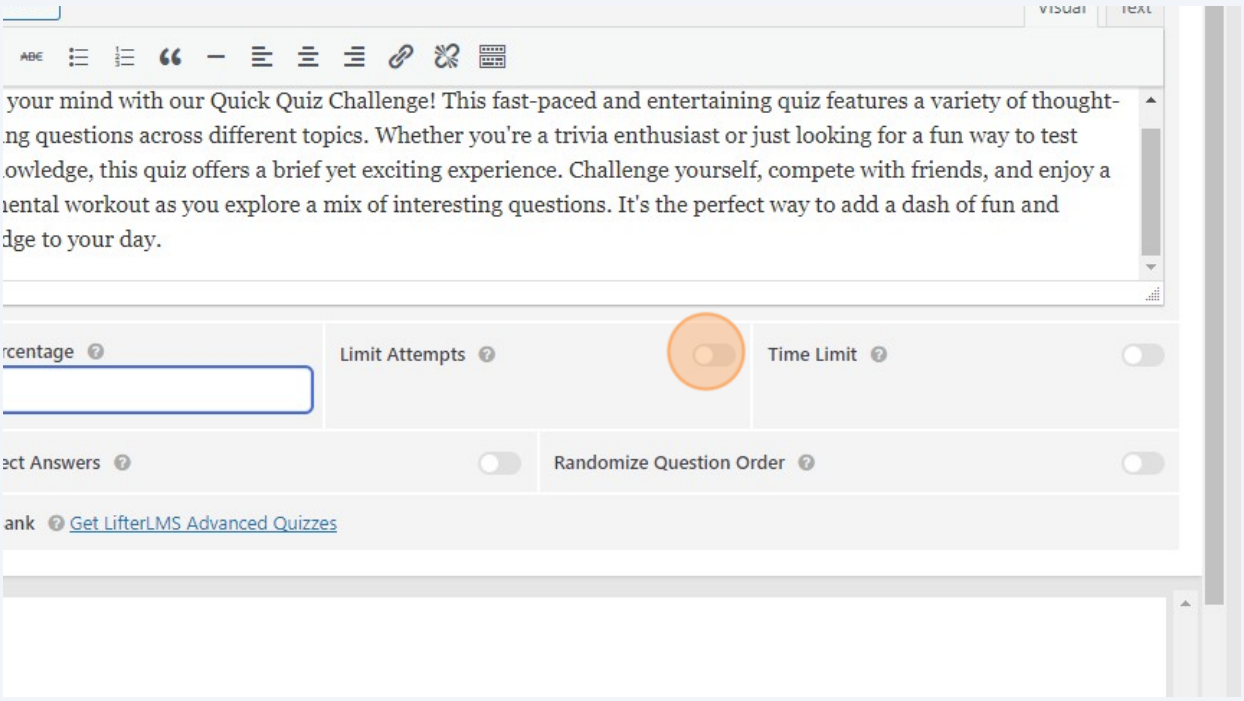


45 You can add description for the Quiz.

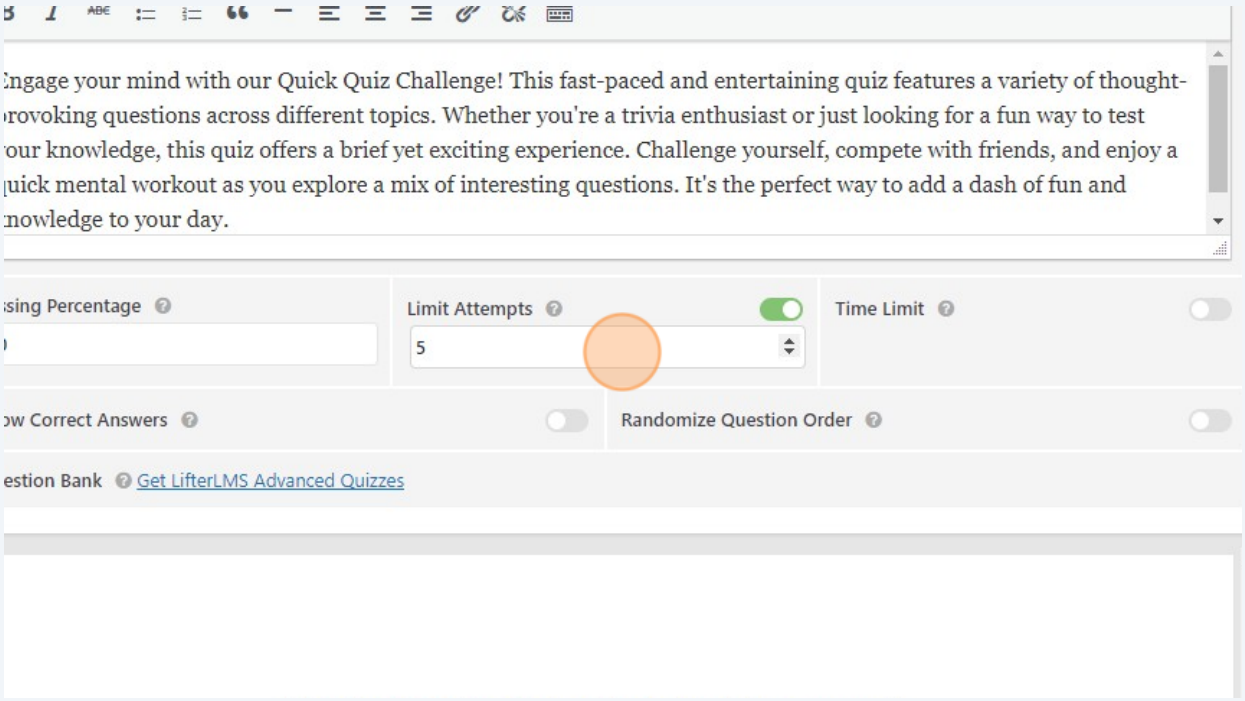
Click this number field and update for passing percentage.



46 Click here to add Limit Attempts.

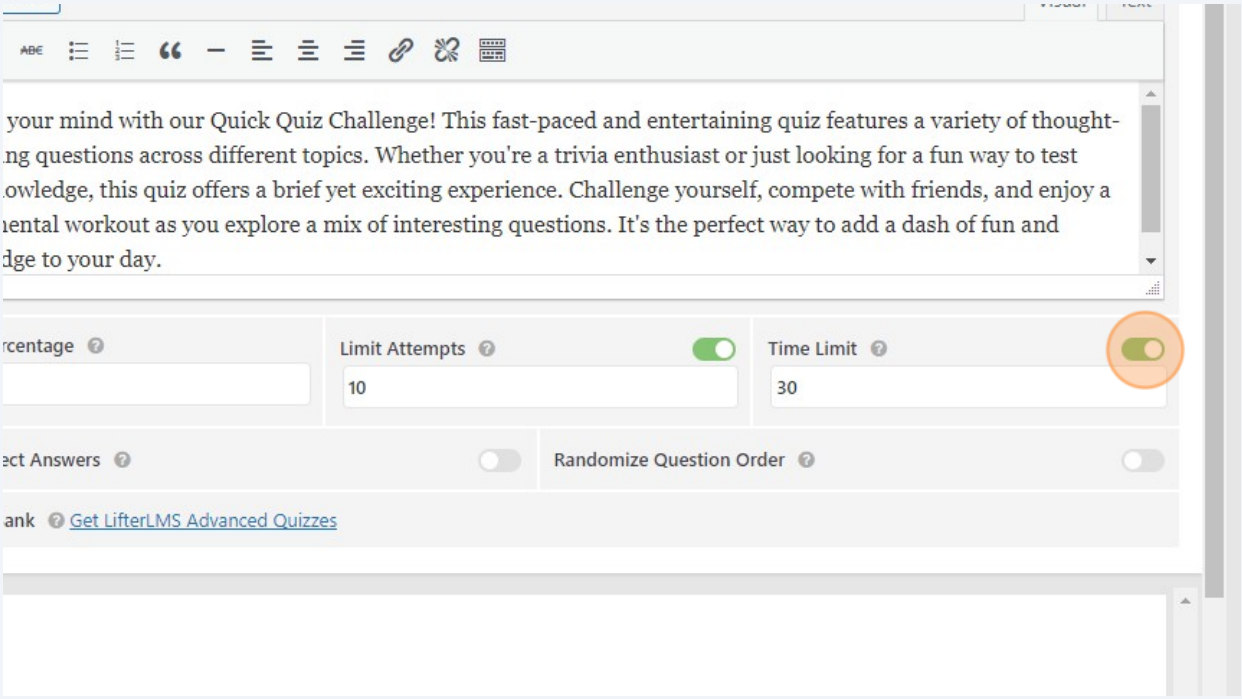


47 Click this number field.

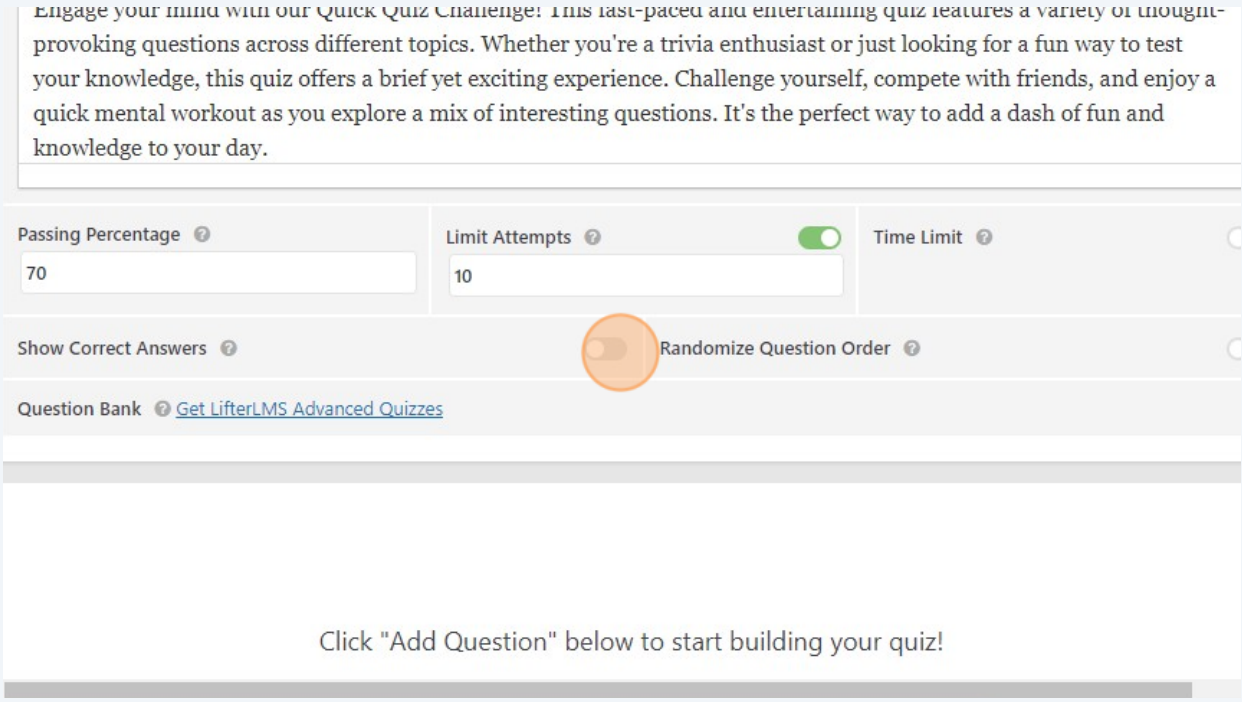


48 Add attempt count.

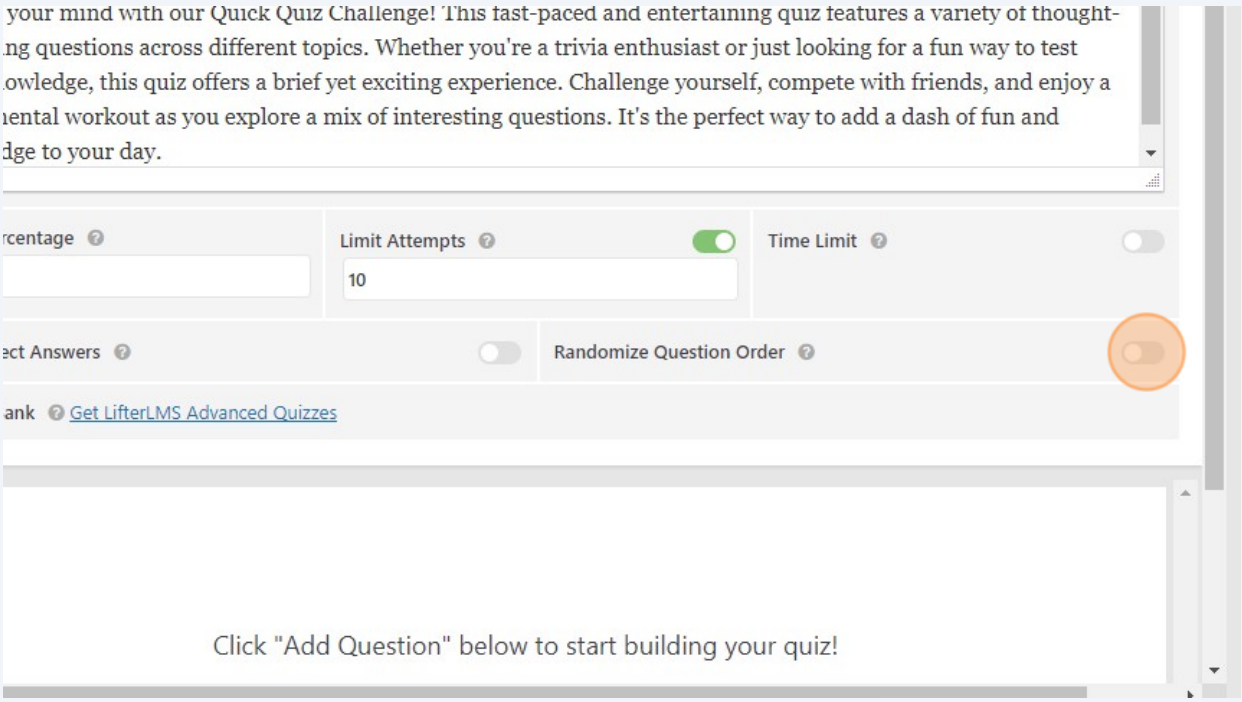
49 The following is for Time Limit.



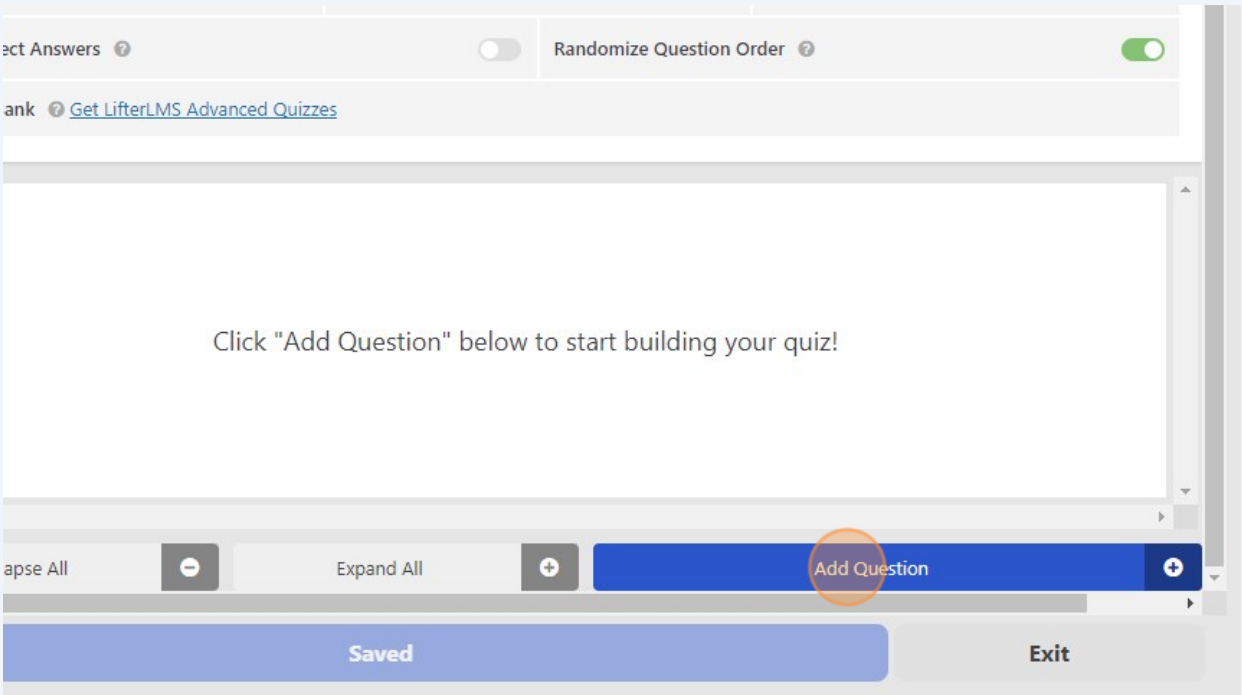
50 The following is for showing correct answers.



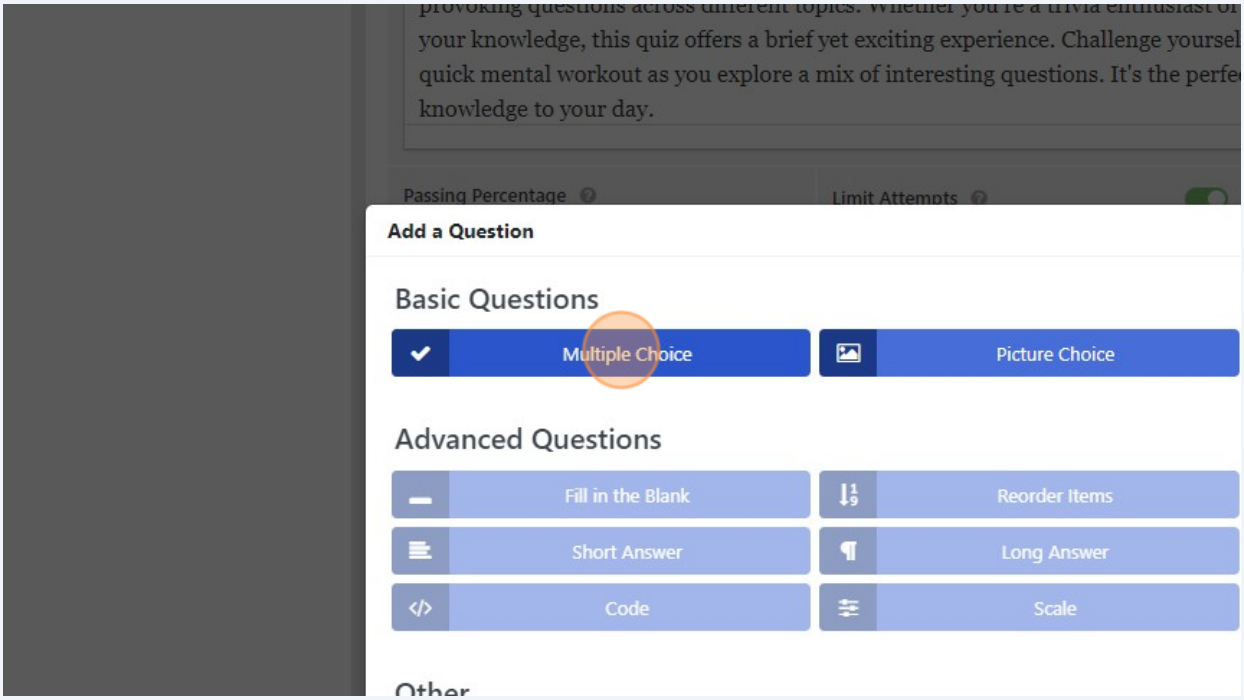
51 This button will randomize the question order.



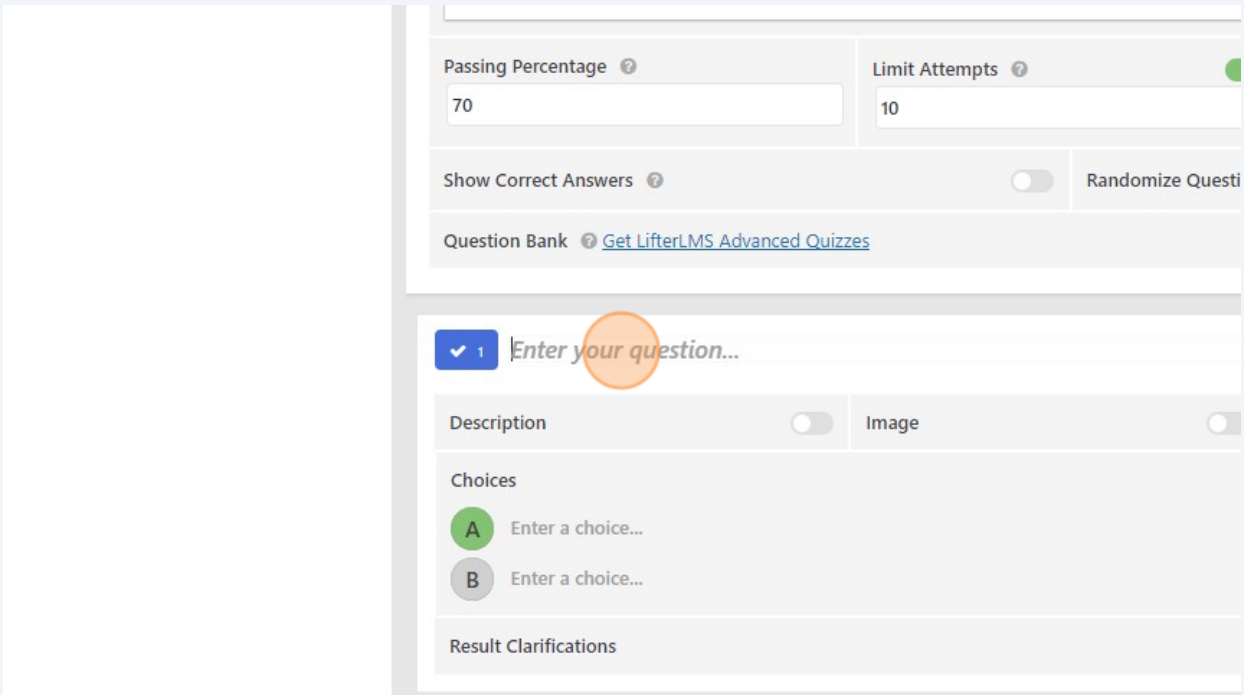
52 Let's add new quiz question. Click "Add Question"



53 Click "Multiple Choice"

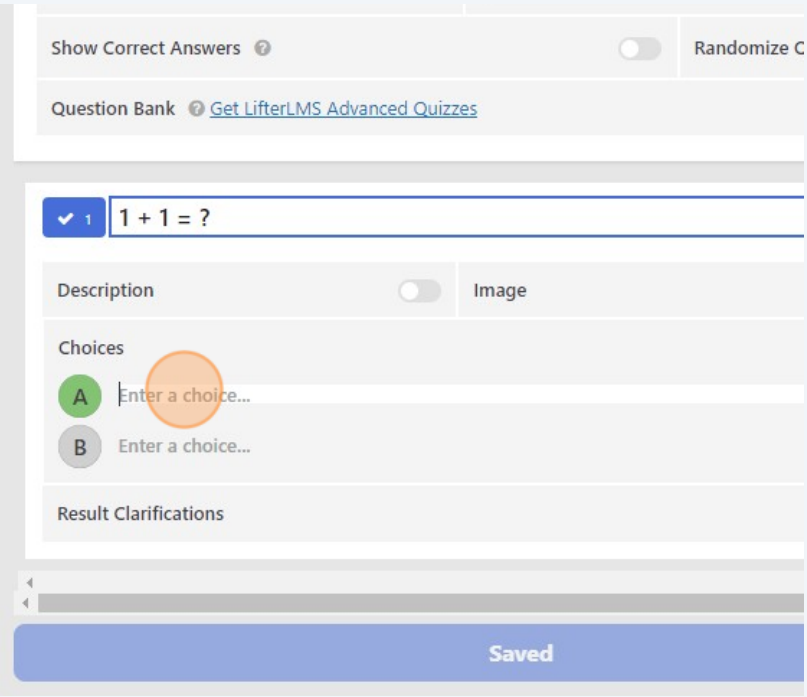


54 Click here.



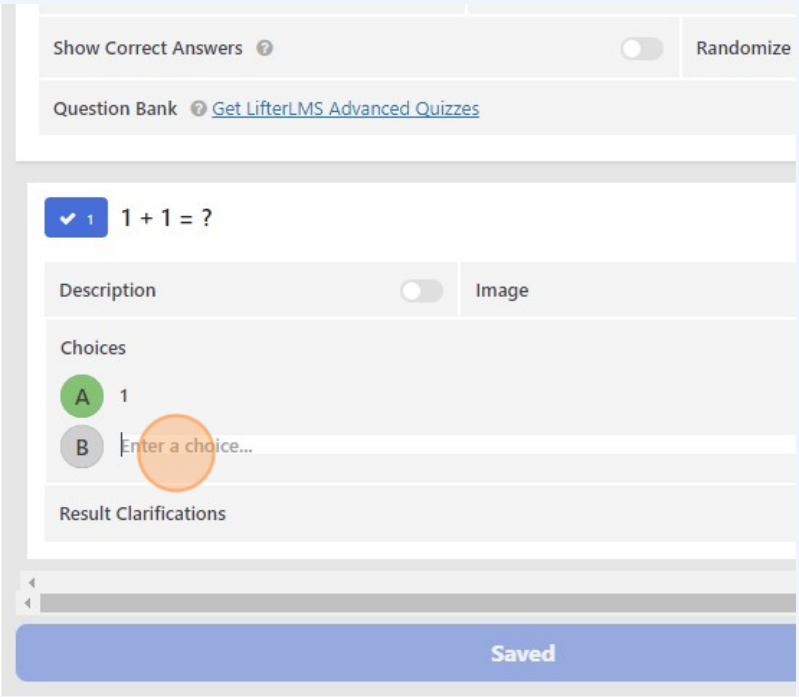
55 Type "1 + 1 = ?"

56 Click here.



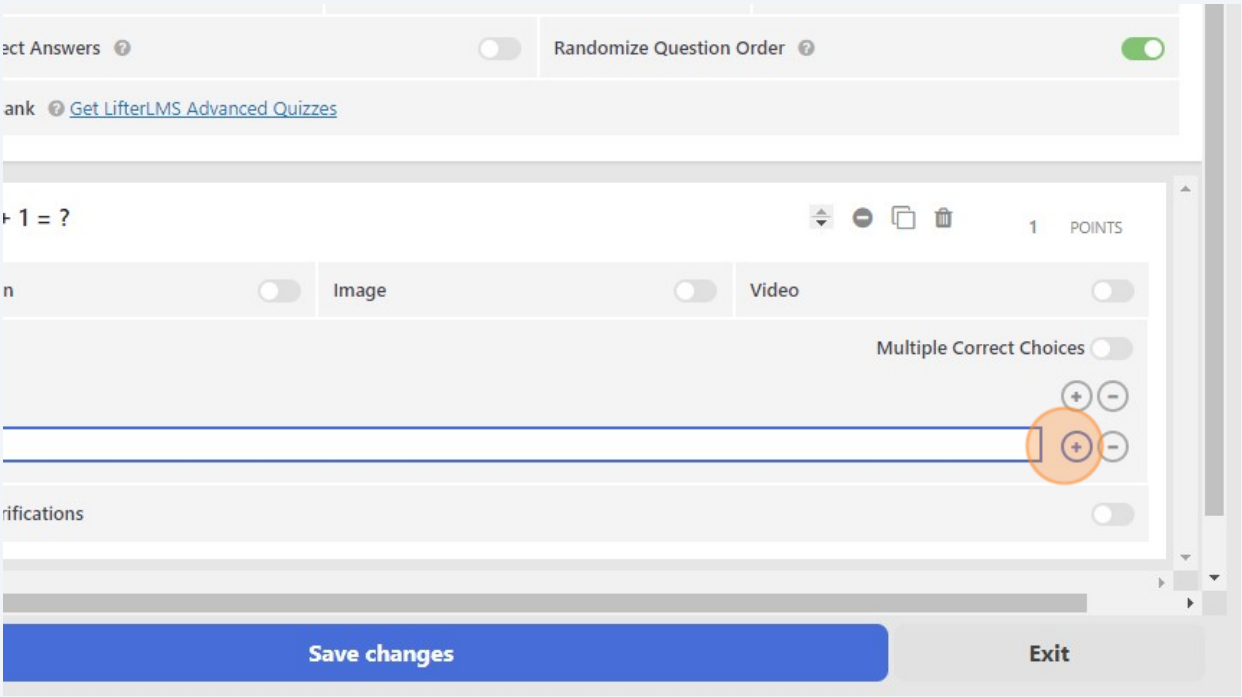
57 Type "ans 1"

58 Click here.

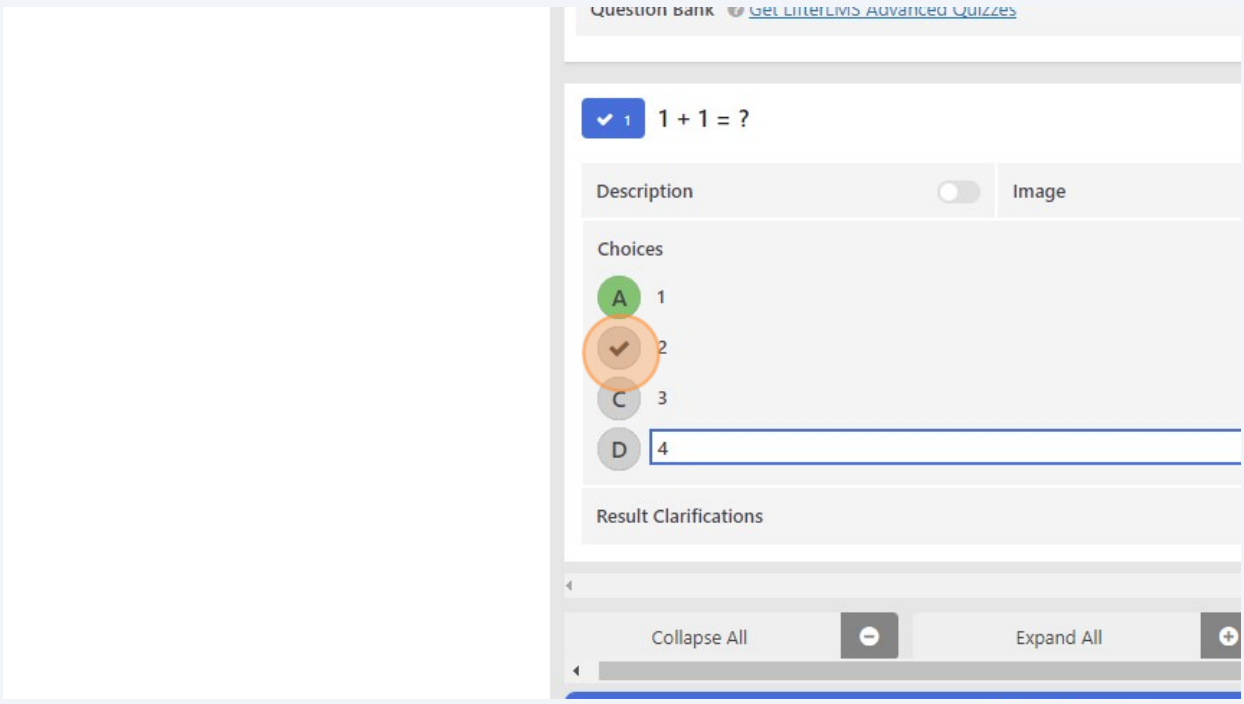


59 Type "ans 2"

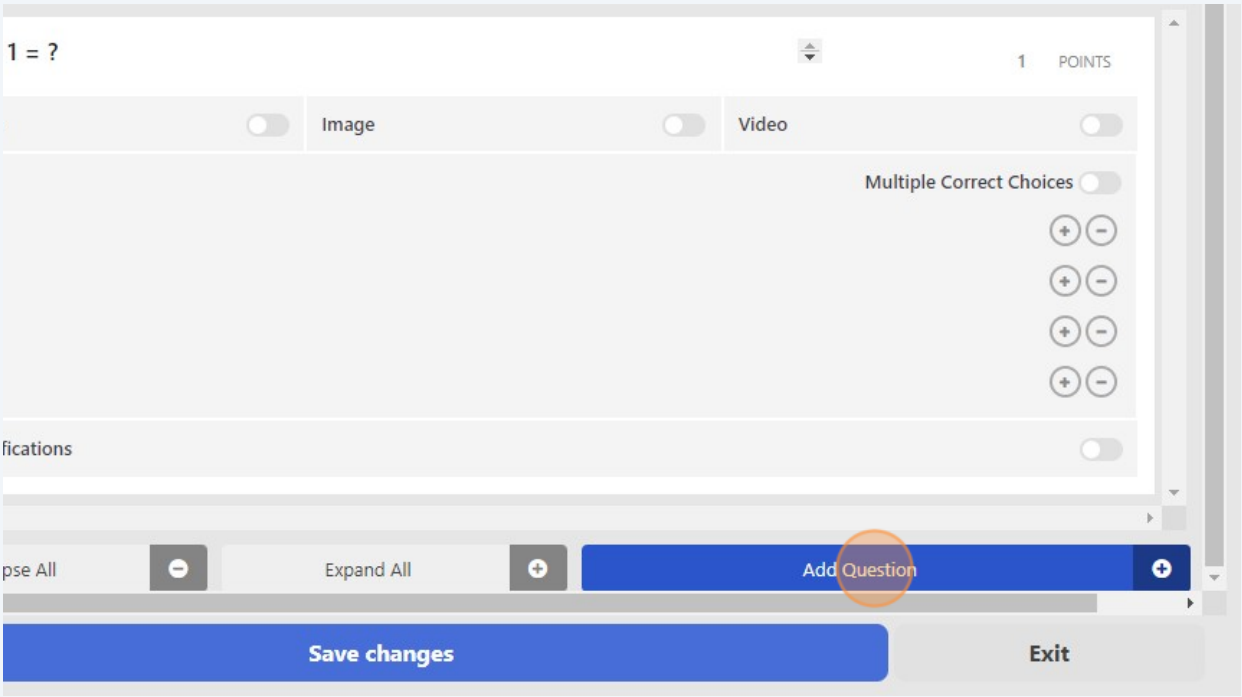
60 Click "Add Choice" to add new questions and add answers.



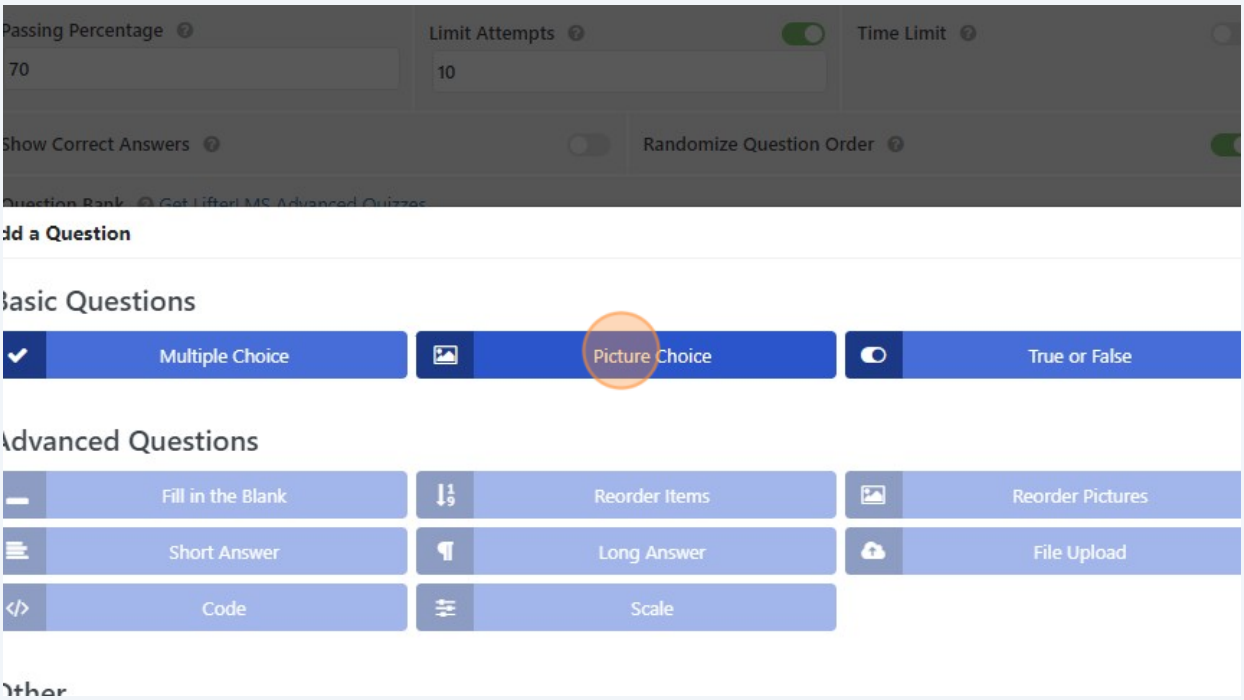
61 ** You will see Green color with the word "A". This indicates that first one is correct answer. In this case, second one is correct answer. So, we need to click on second Rounded icon as below.



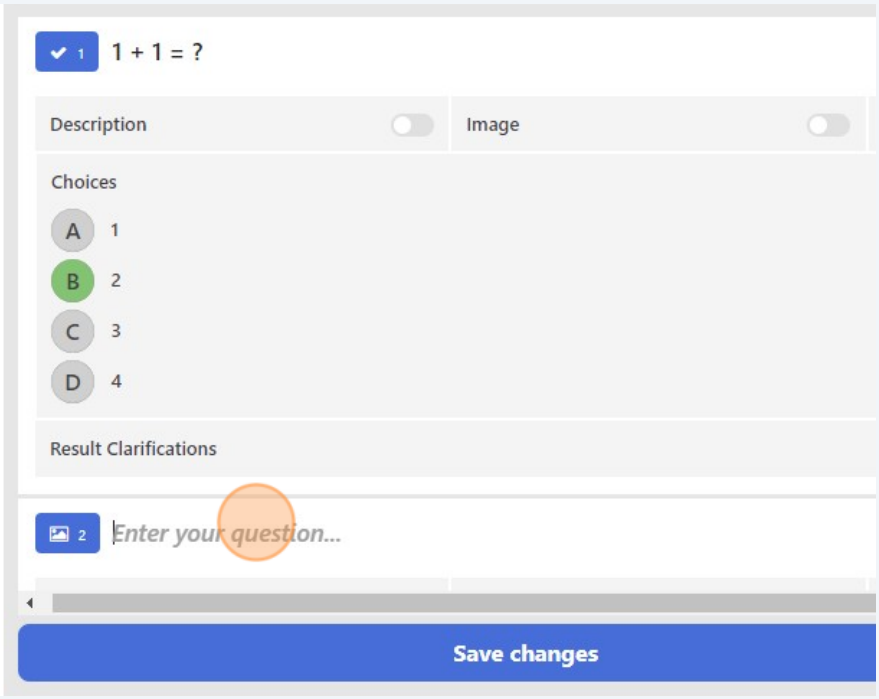
62 Let's add next question. Click "Add Question"



63 Click "Picture Choice"

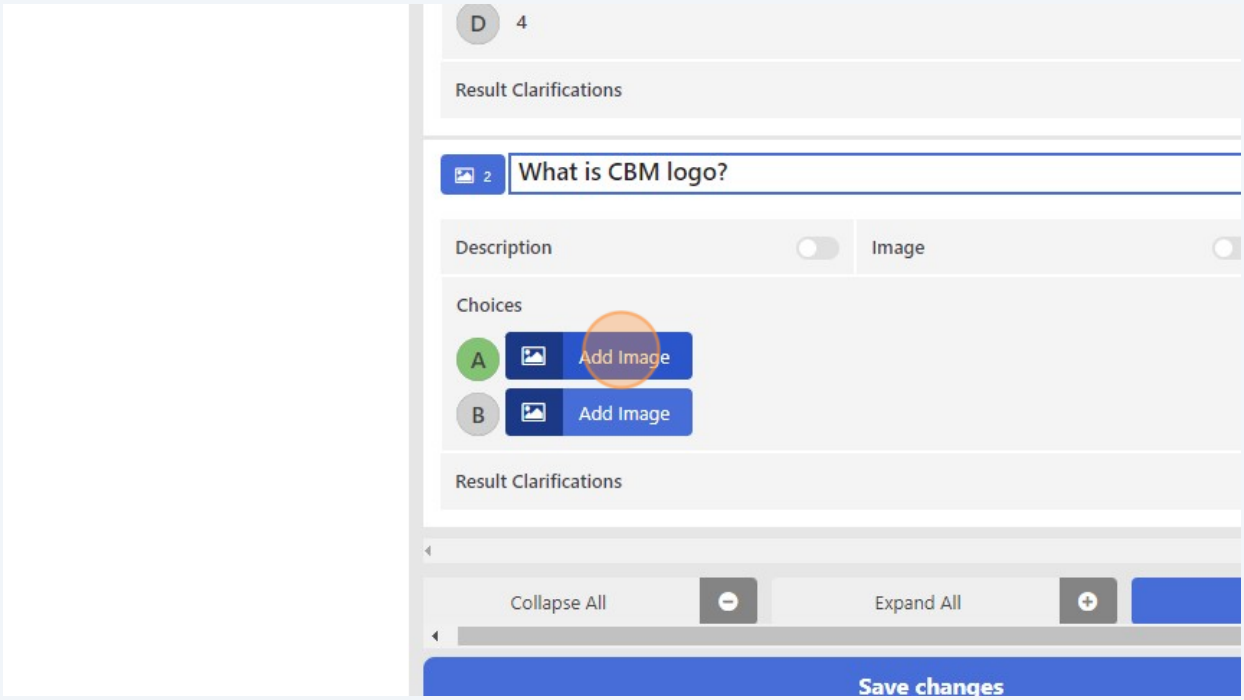


64 Click here.

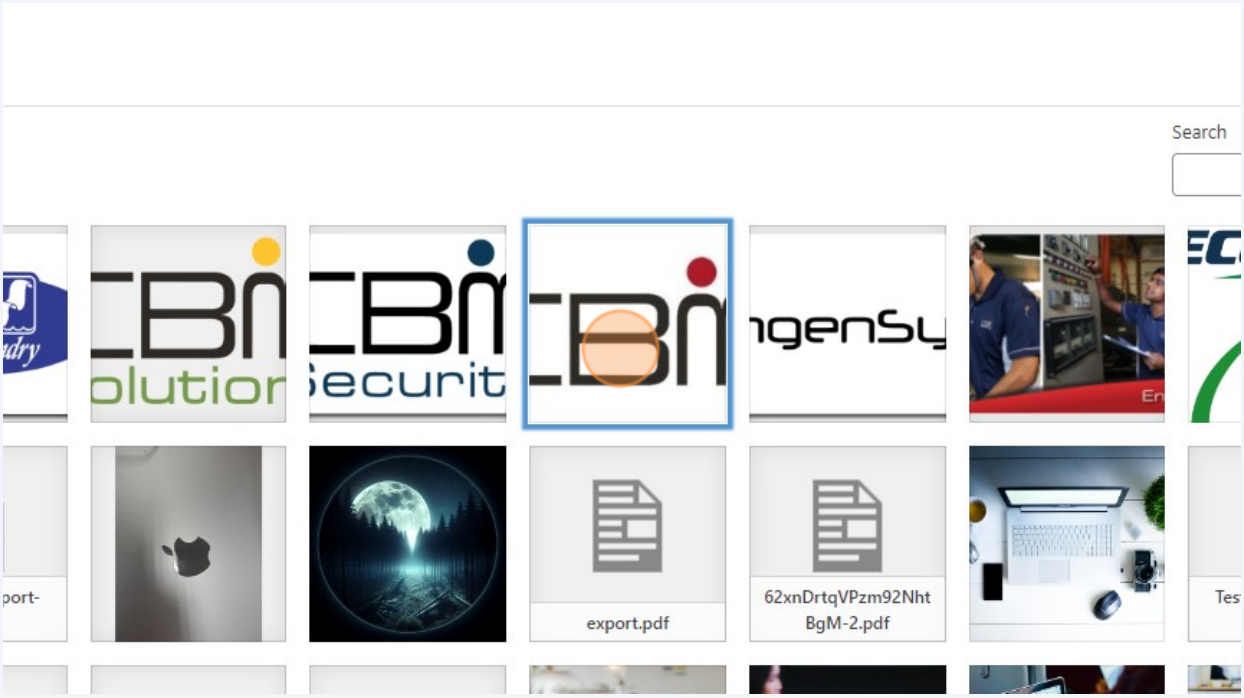


65 Type " **Backspace** What is CBM logo?"

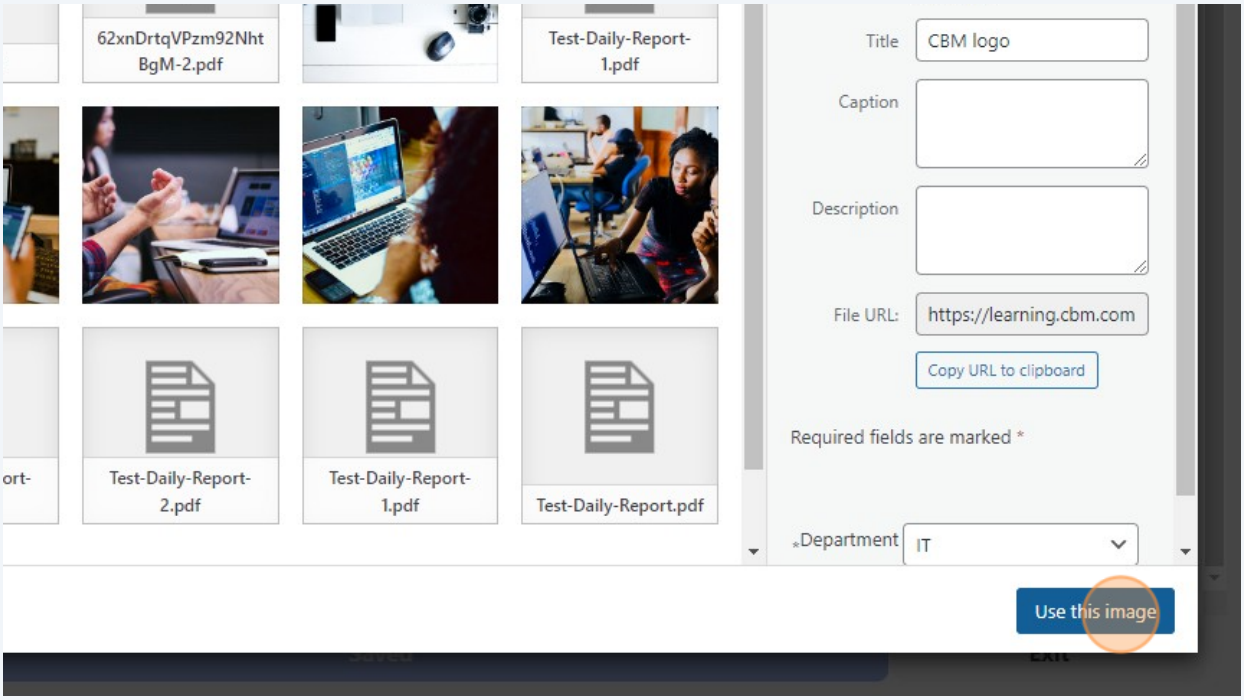
66 Click "Add Image"



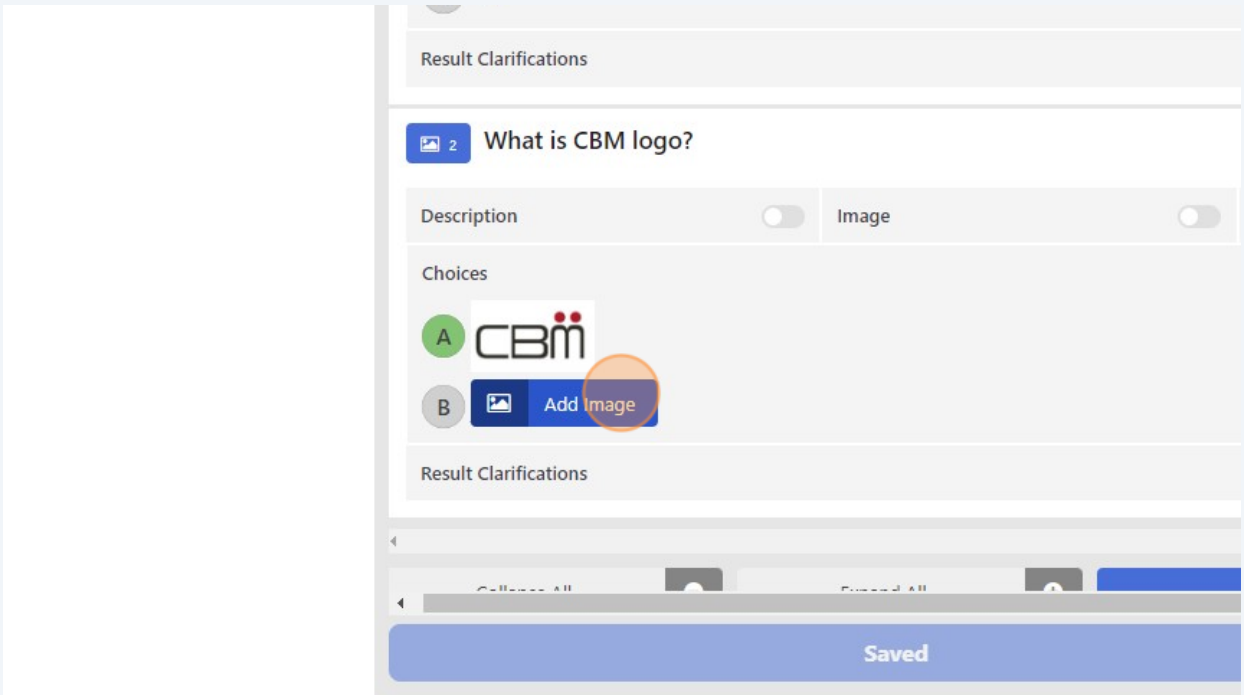
67 Click here.



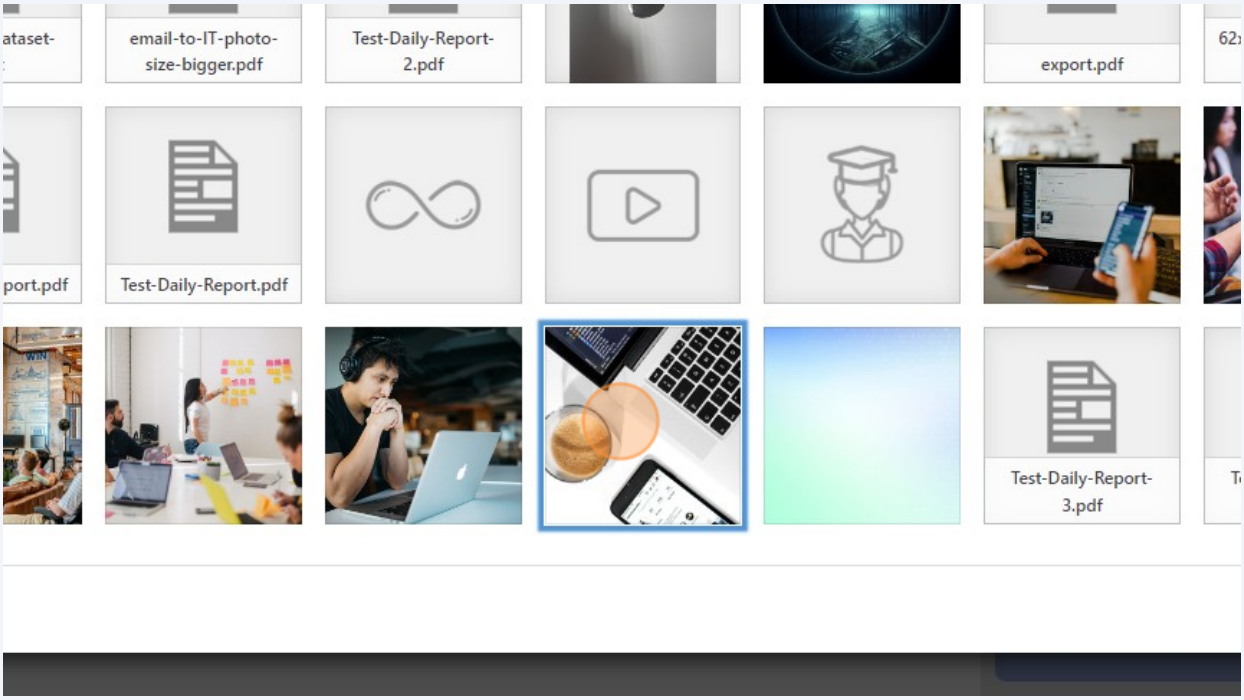
68 Click "Use this image"



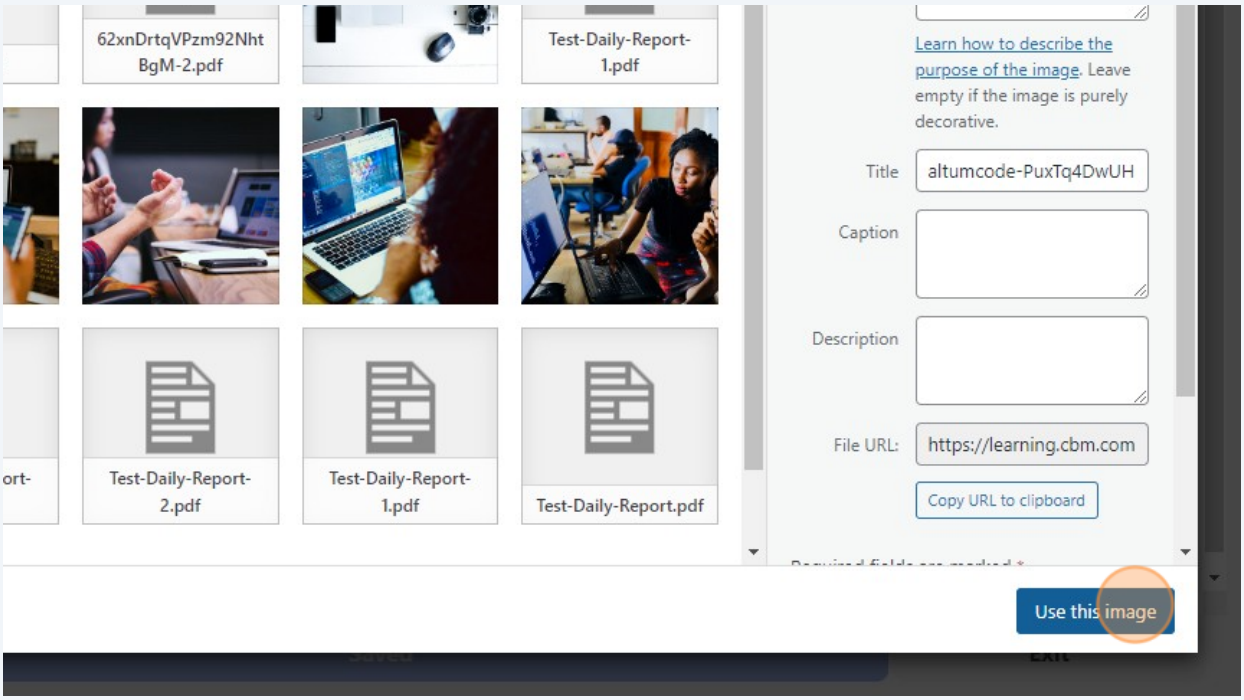
69 Click "Add Image"



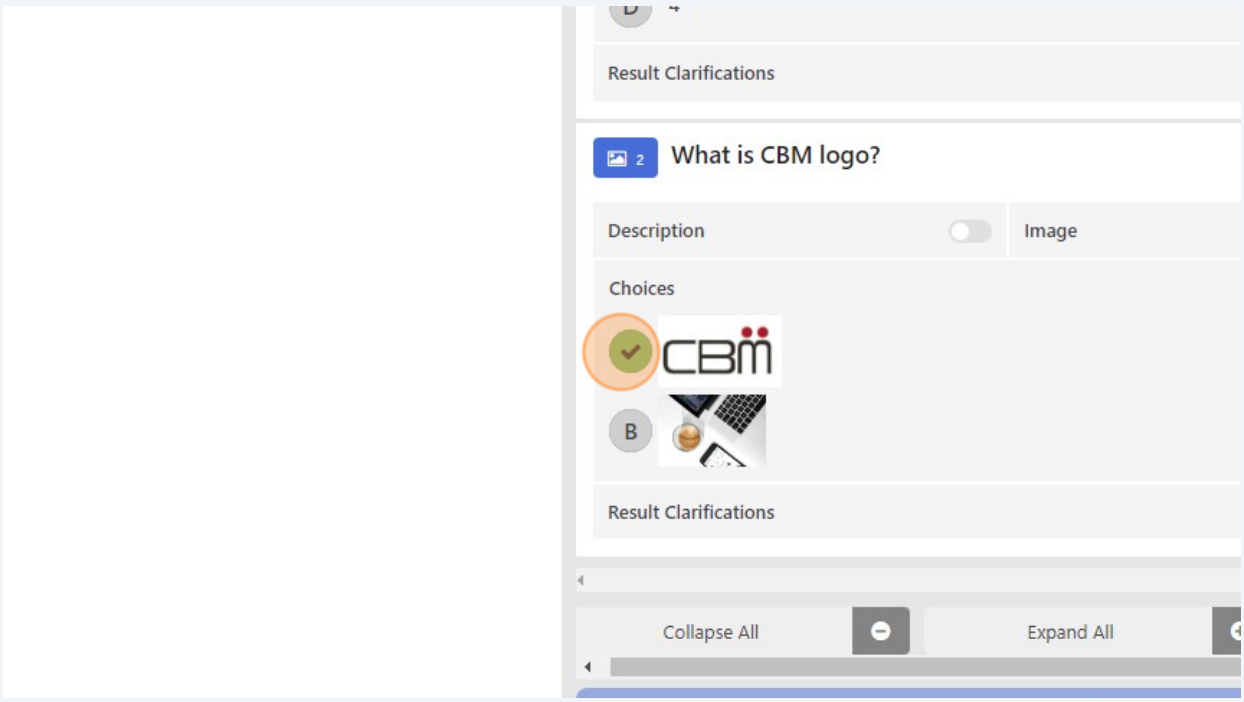
70 Click here.



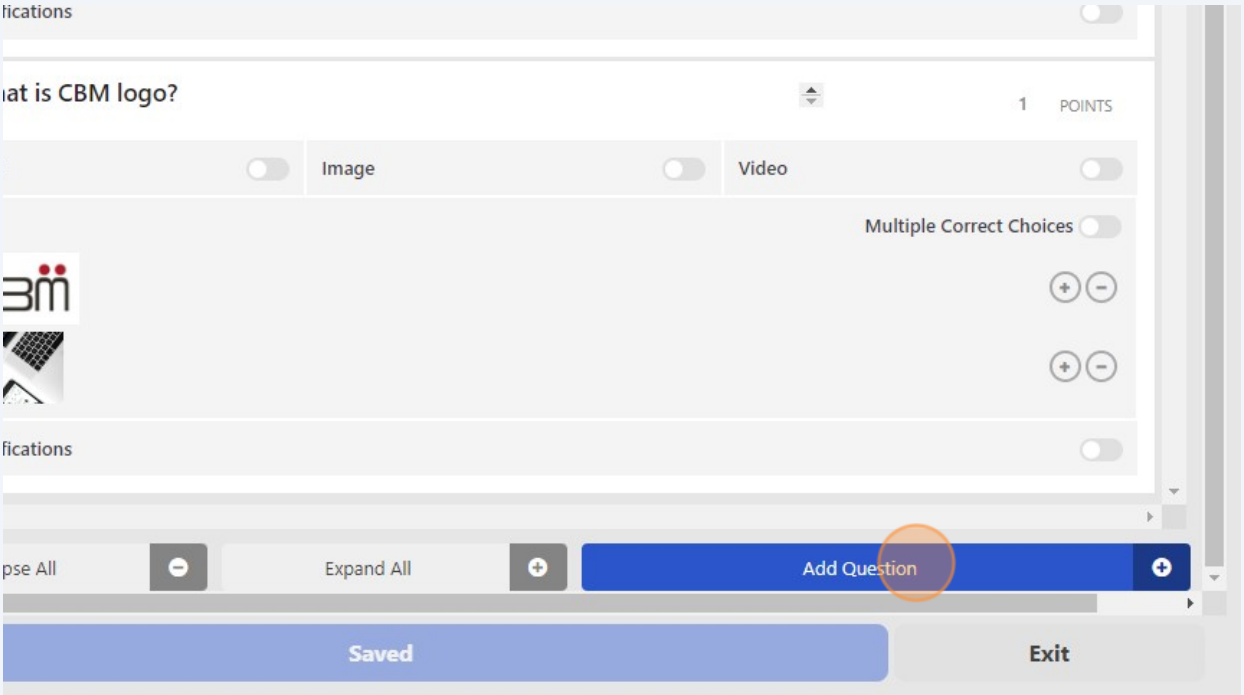
71 Click "Use this image"



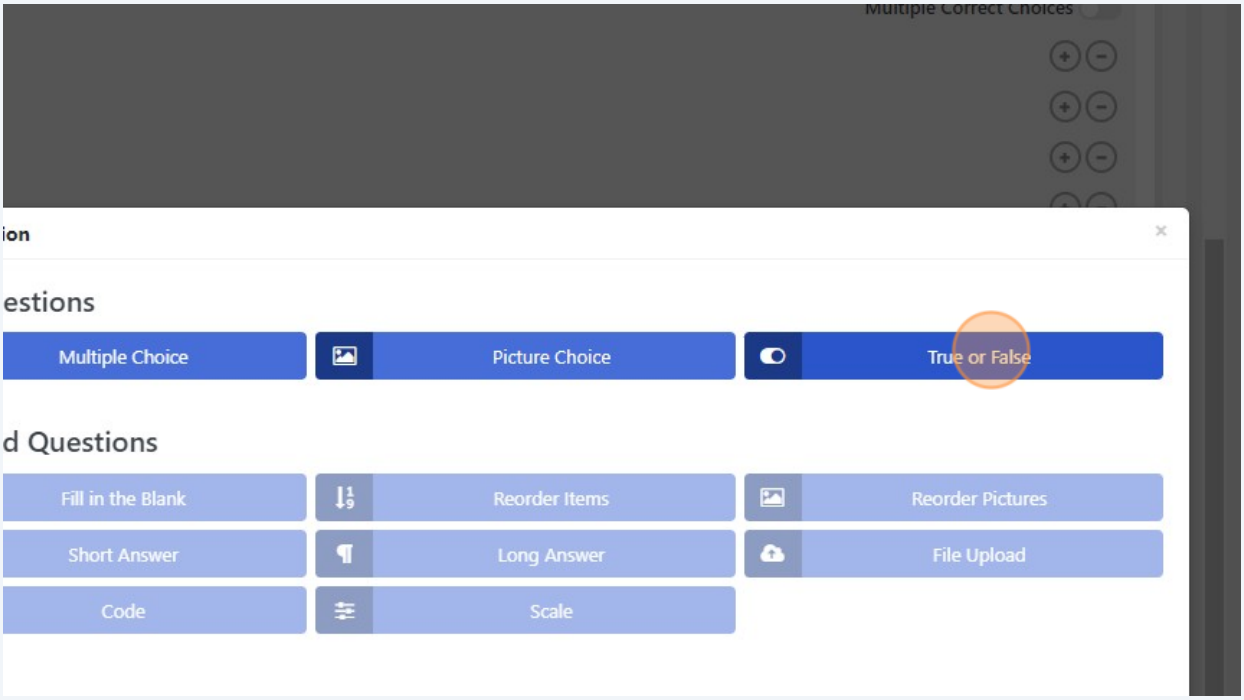
72 Click here to choose correct answer.



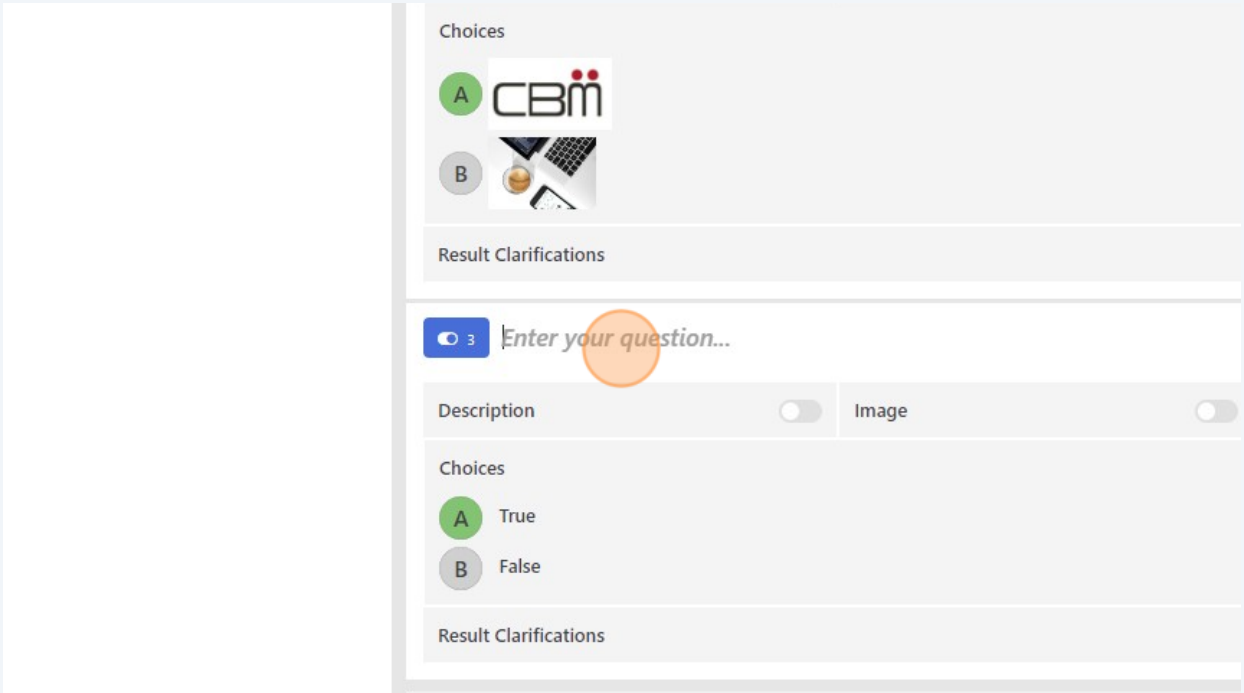
73 Next question, Click "Add Question"



74 Click "True or False"

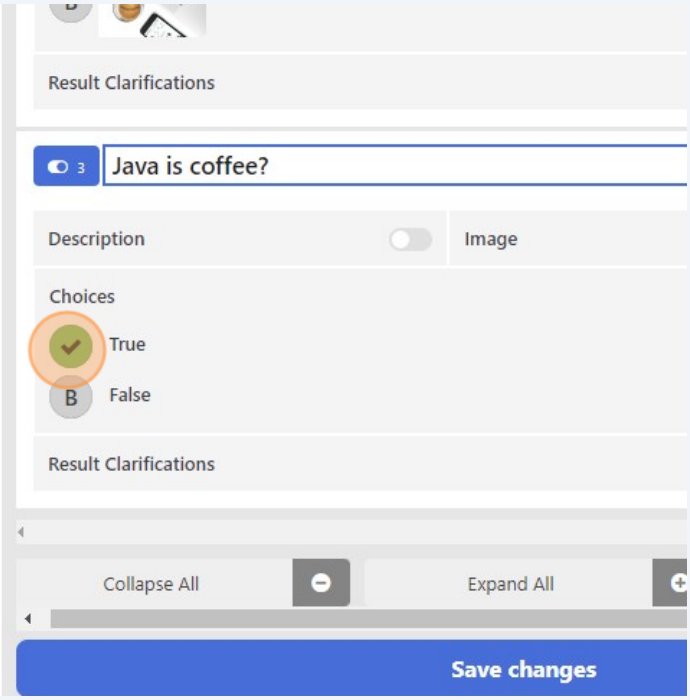


75 Click here.

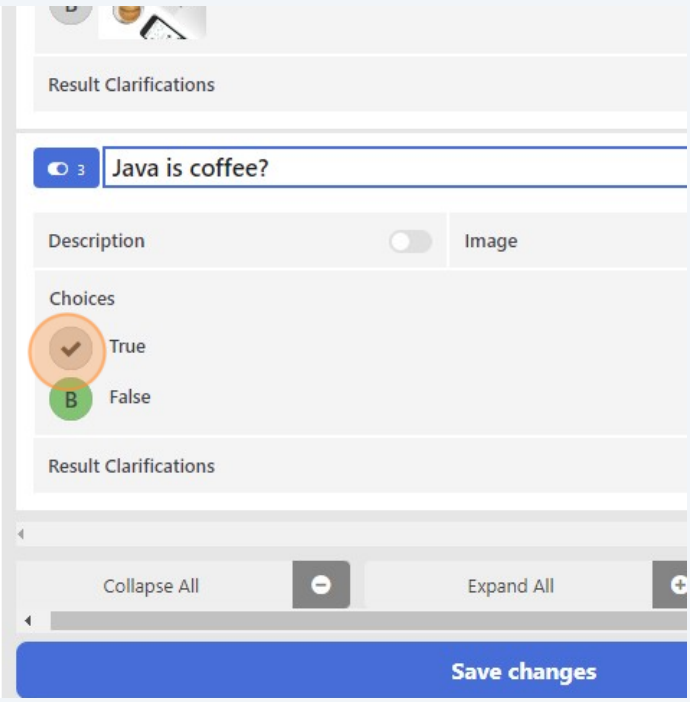


76 Type " **Backspace** Java is coffee?"

77 Click here.

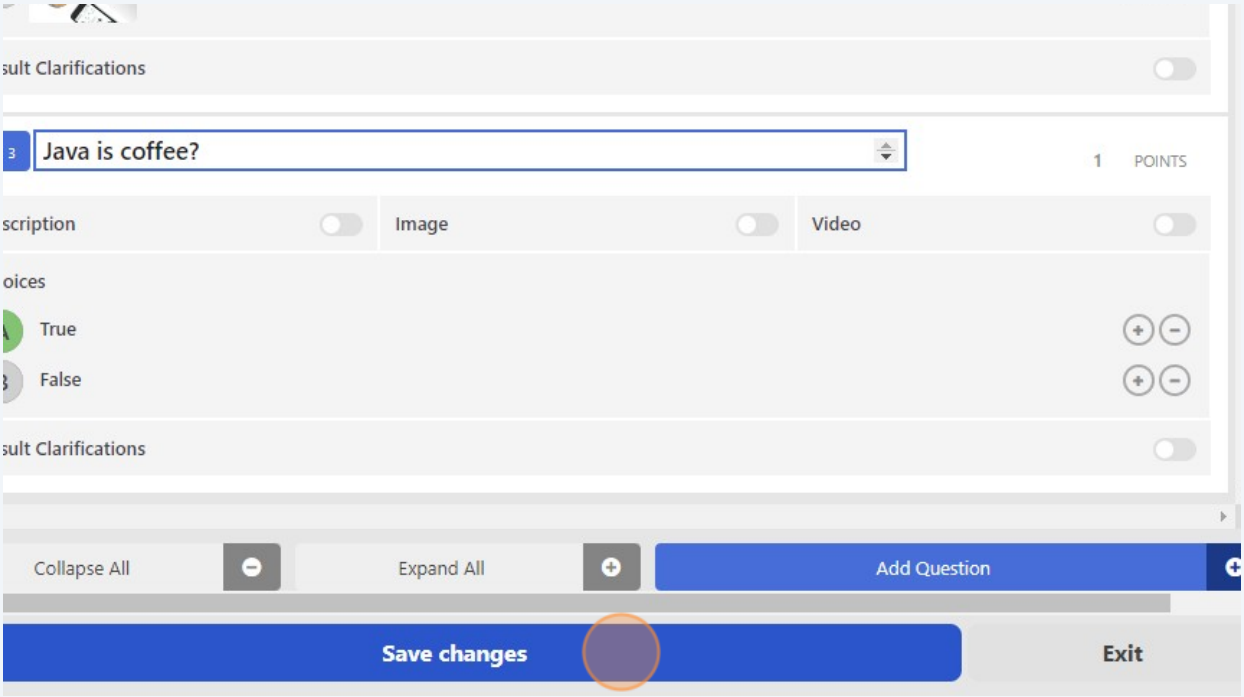


78 Click here.

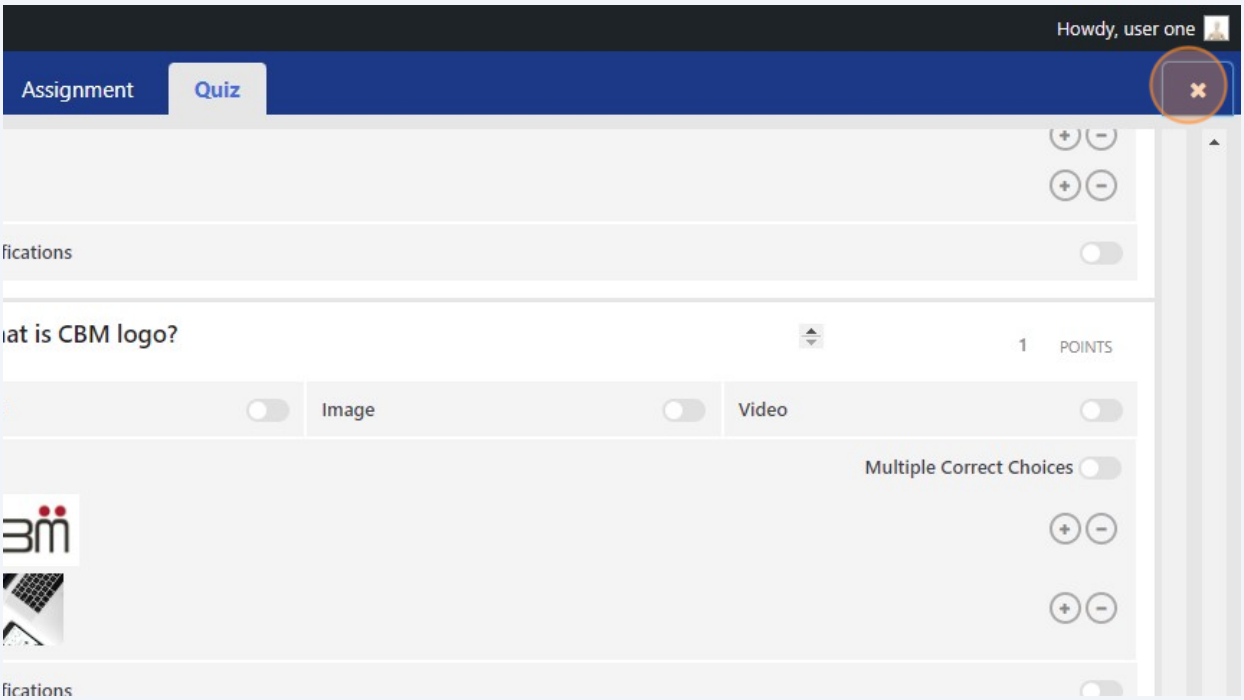


79 ** After adding all quizs questions, Don't forget to open "**Published**" switch. It is located on top right corner of Quiz window. *

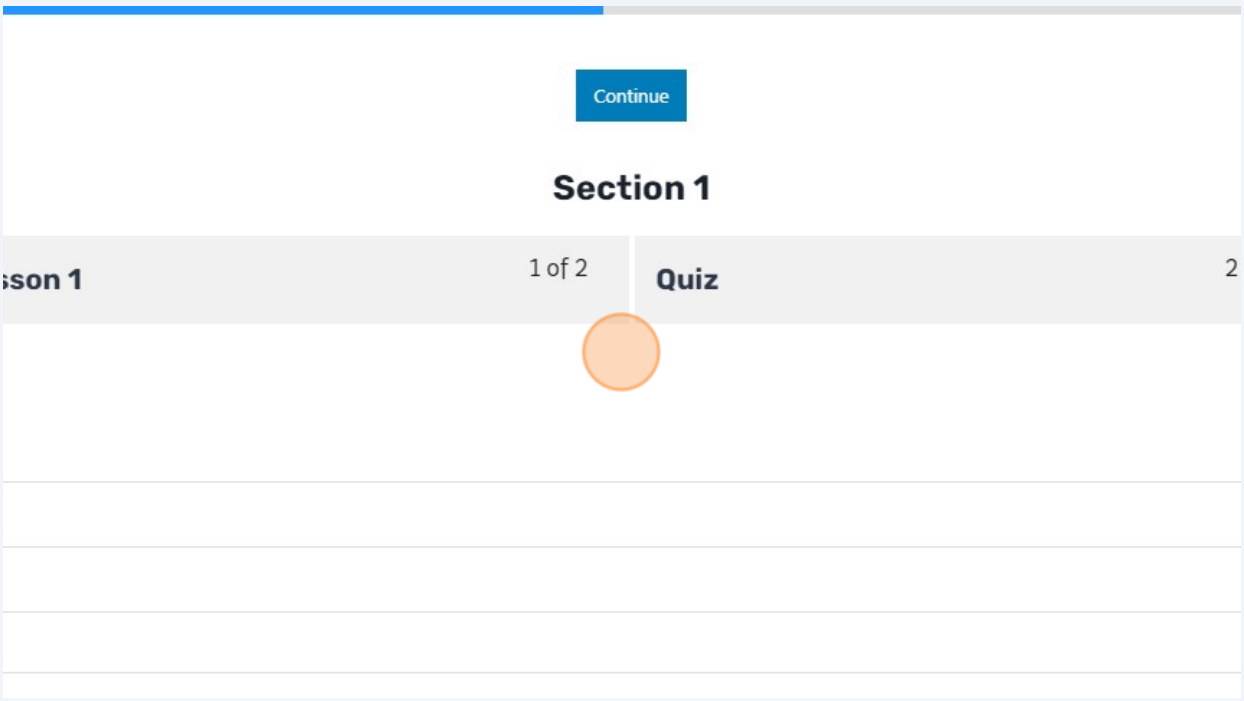
80 Click "Save changes"



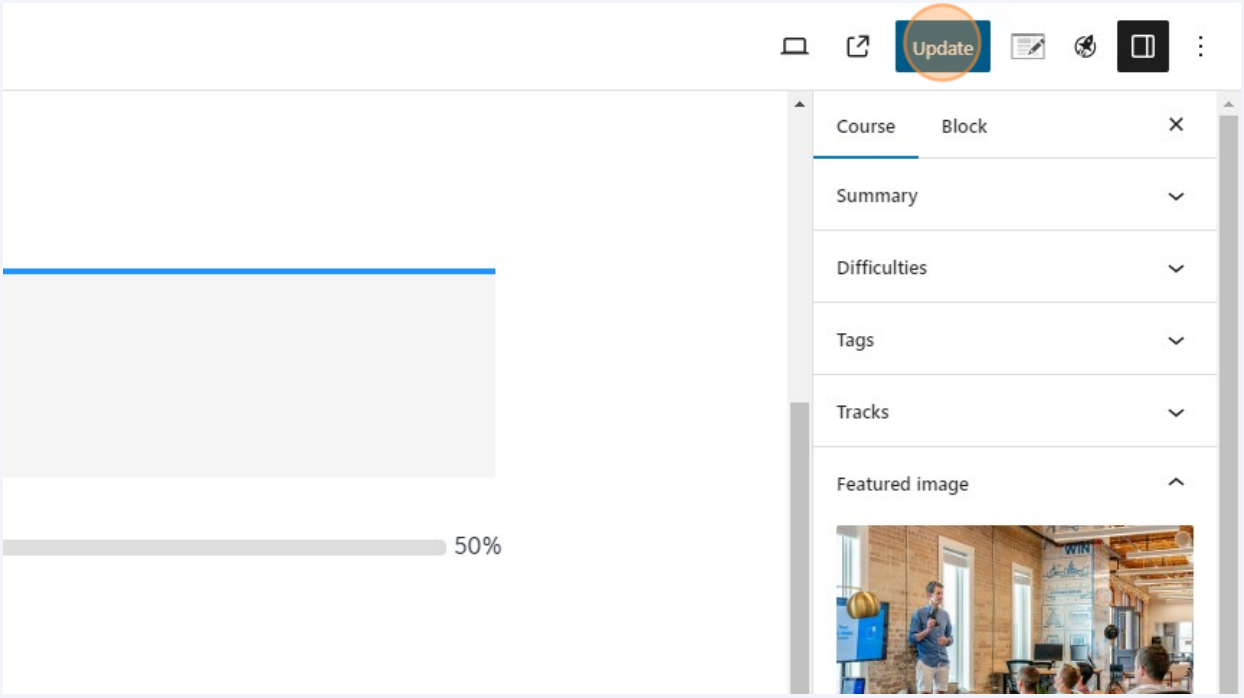
81 Click here. Then, go back to previous page.



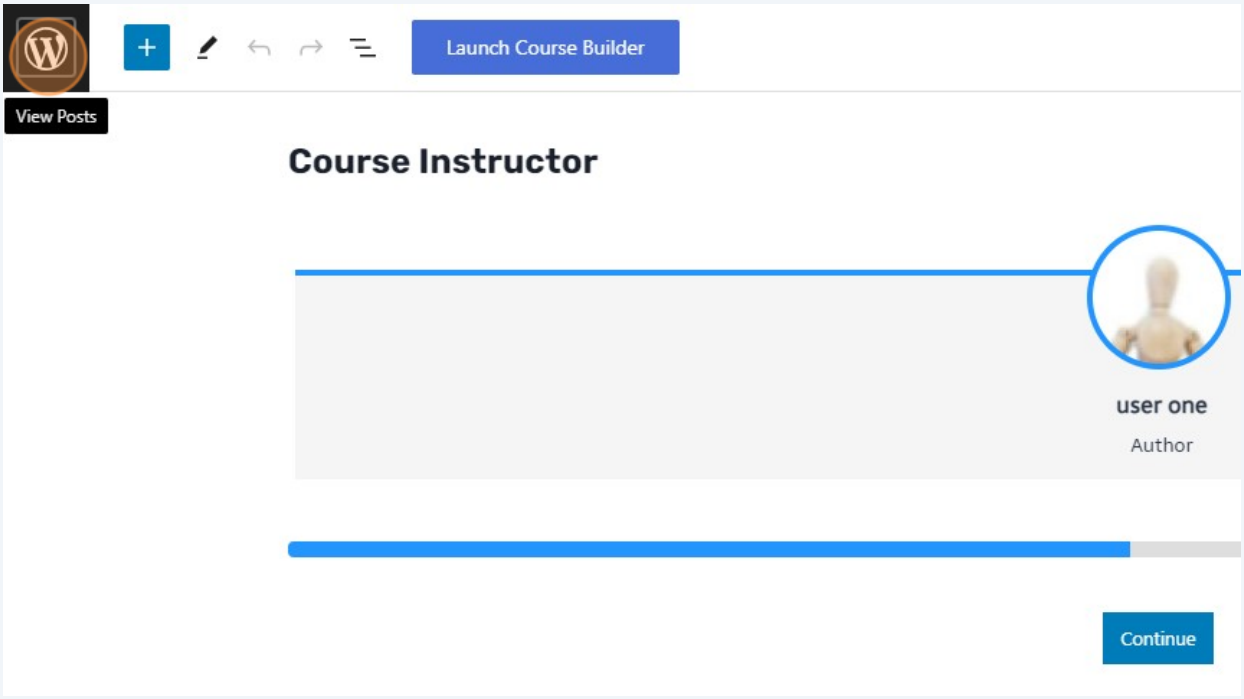
82 You will see that your created lessons is added to the course as follow.



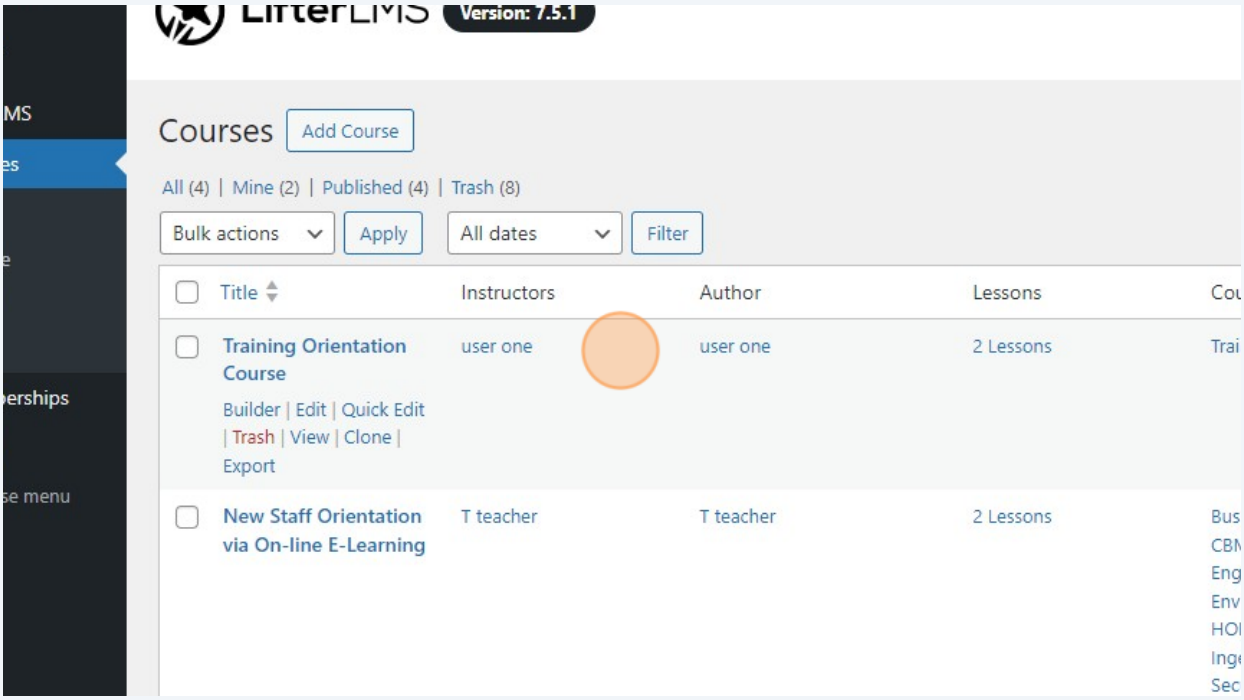
83 Click "Update". This will created new course together with lessons. However, It is not enrolled by any students yet. We need to enroll the students. To do that...



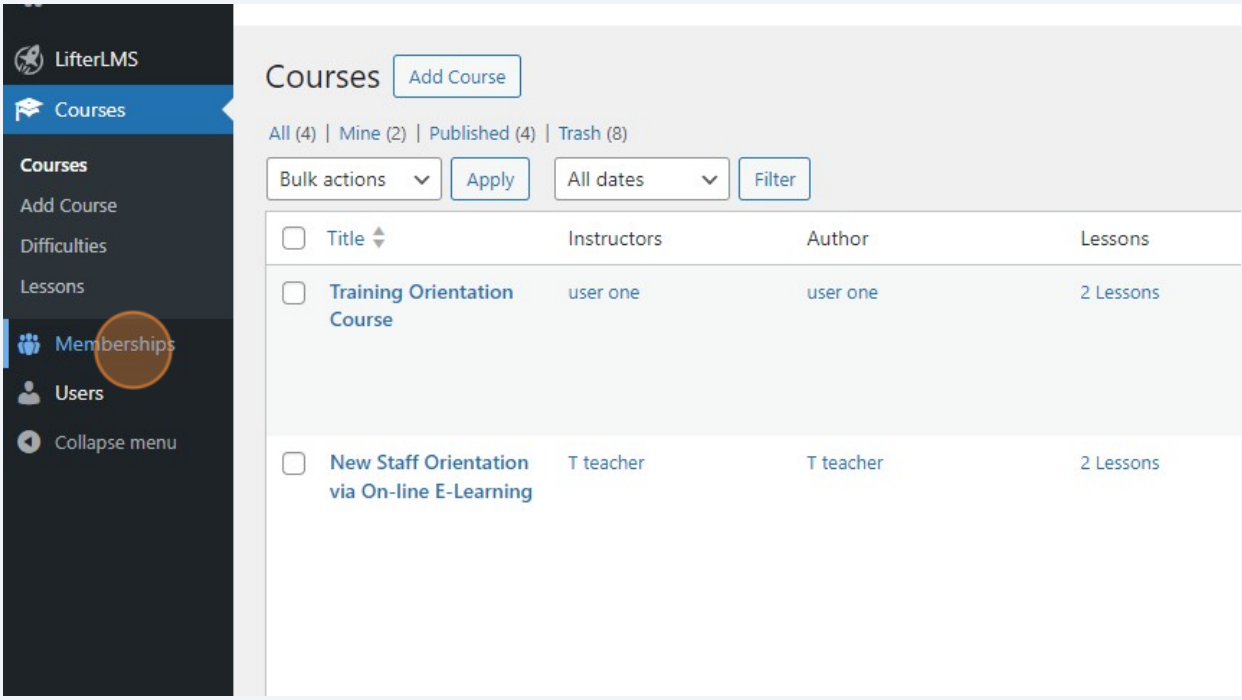
84 Click this button to go back to dashboard.



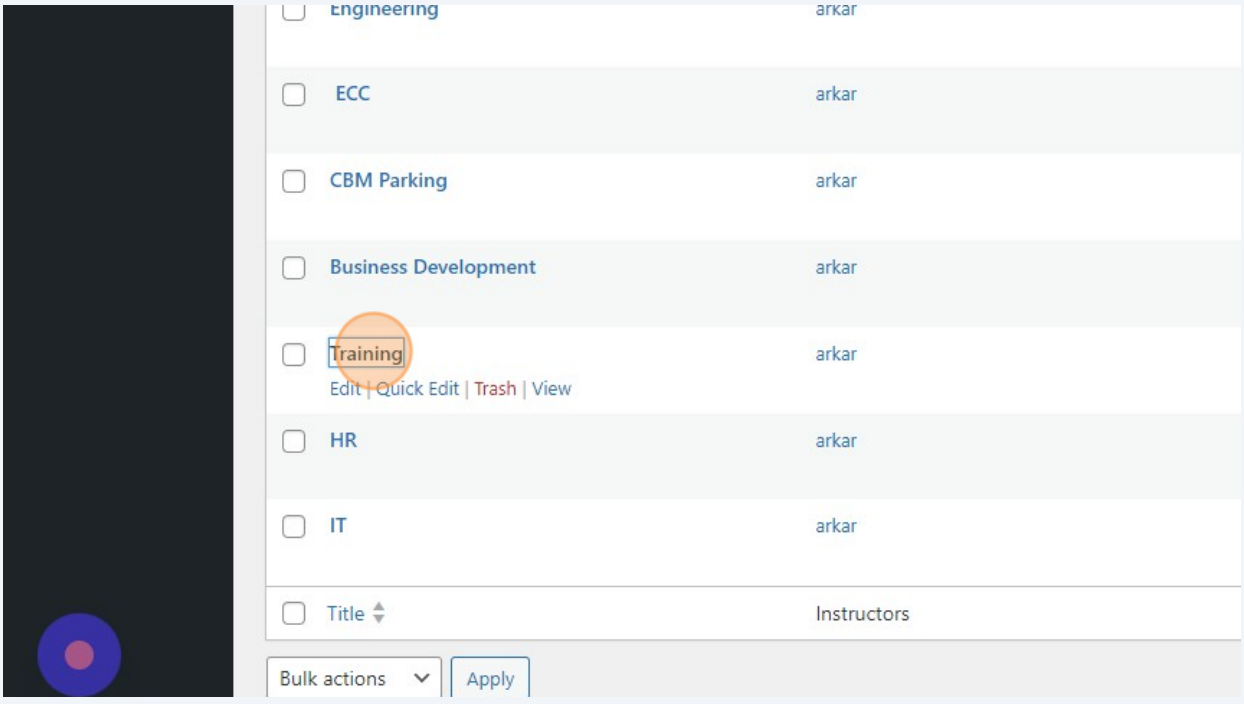
85 In Courses page, you will see newly created course. Let's enroll the students to that course.



86 Click "Memberships"

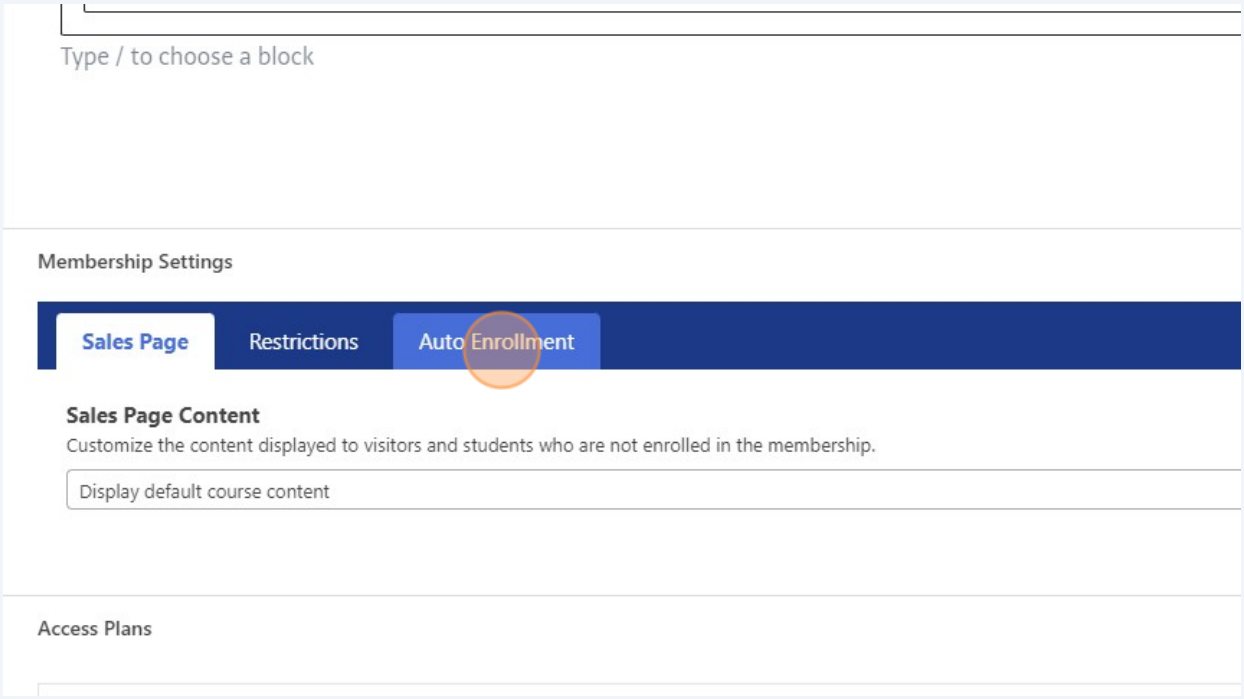


87 You will see all the department under Membership page. Click on the department that you want to add the course to.
In this case, I will choose "Training" department. Click on it.

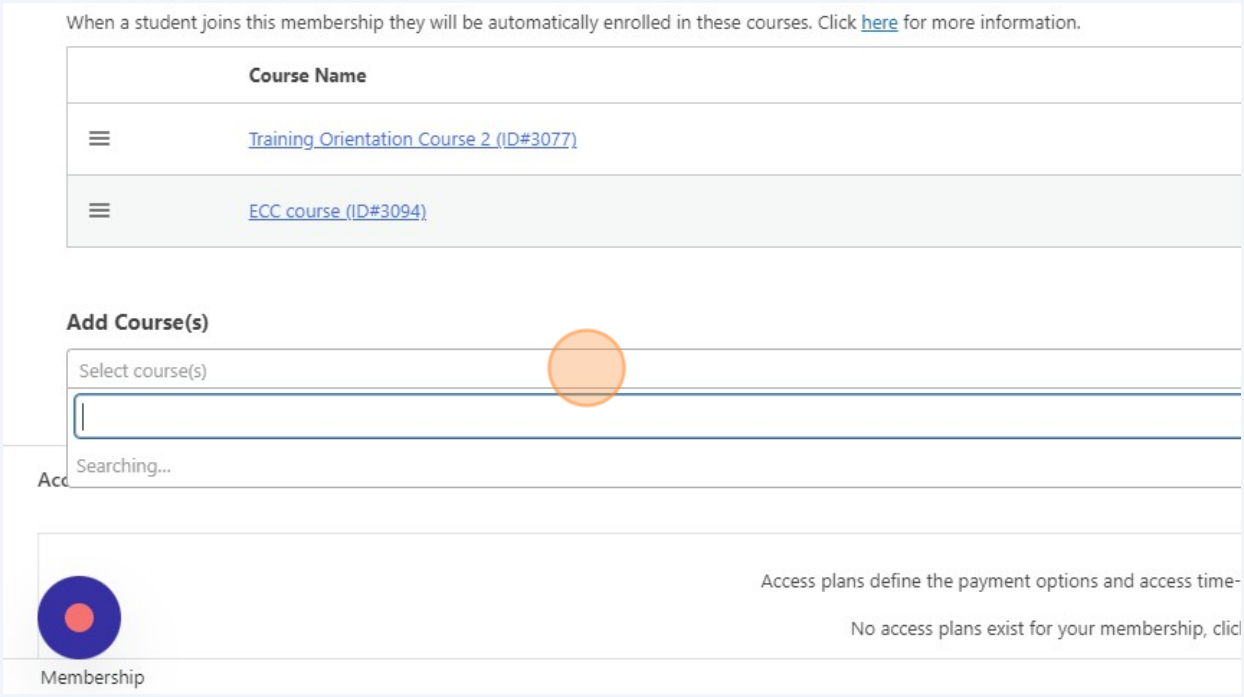


88 *** Please do not change anything on this page other than instruction. ***

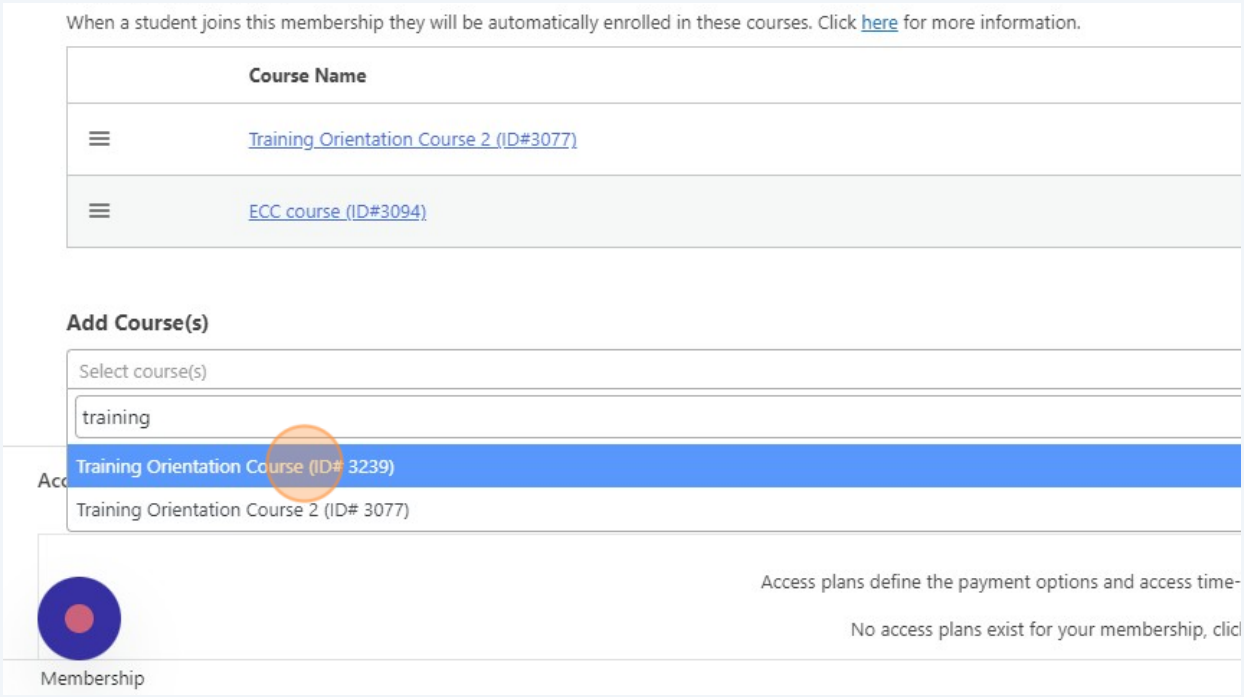
Click "Auto Enrollment". This will auto enroll all the students under selected departments.



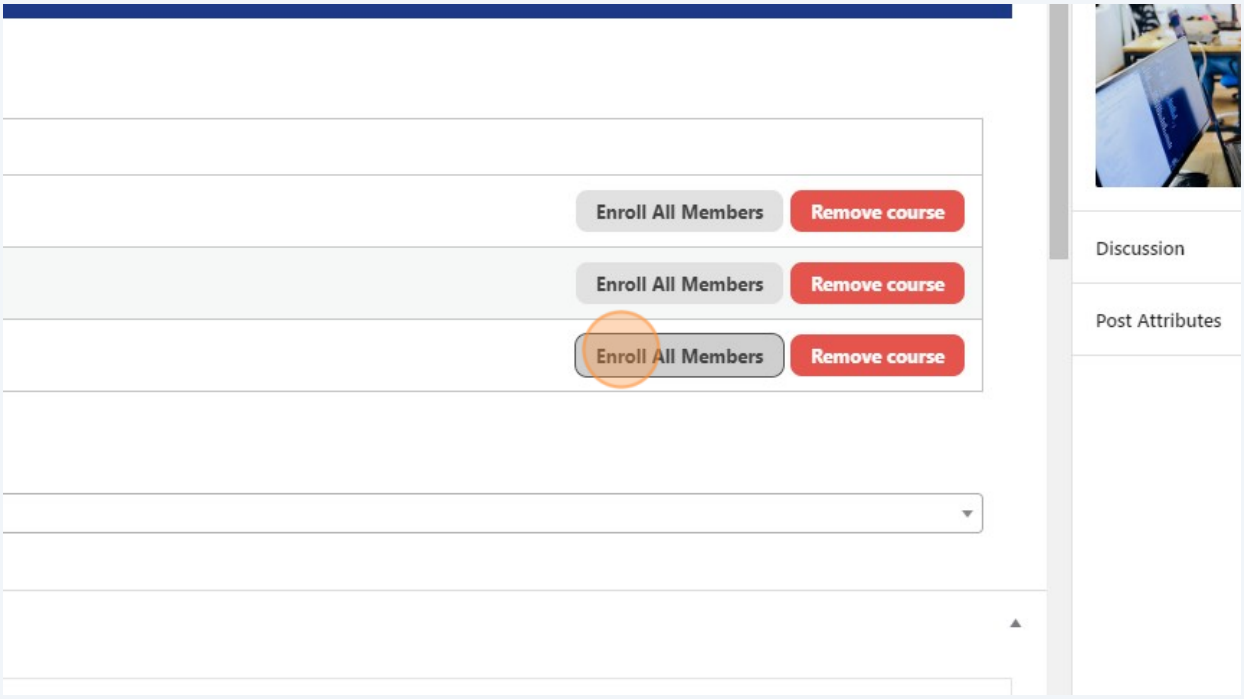
89 Click on add course section and type the name of the course.



90 Click "Training Orientation Course (ID# 3239)". It will add to the course to the department. Next step is very important. If you forget this, student will not be enrolled to the course.



91 Click "Enroll All Members". This will enroll all the students under selected department to the course automatically.



92 Click "Update".

** If you want to enroll student from all department, you need to open department one by one and follow the instruction above. There is no other option. **

