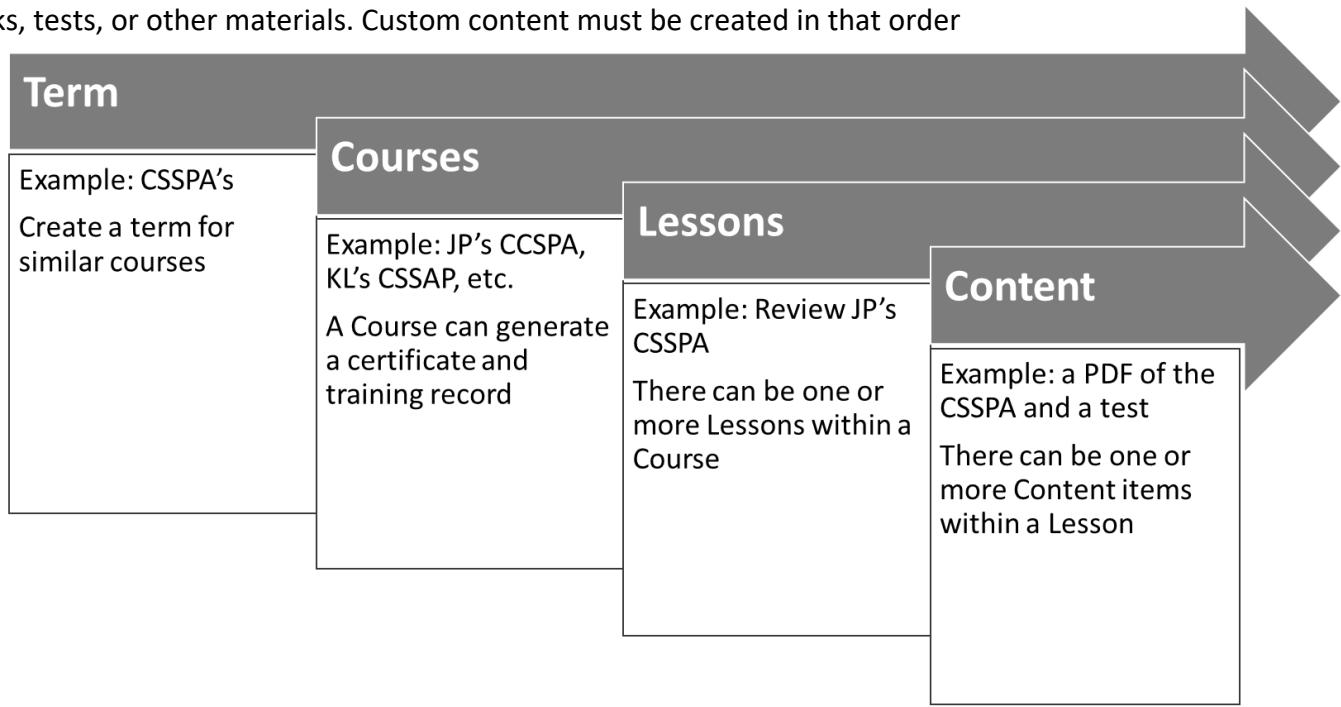


## Custom Content Overview

A **Term** is a group of **Courses**. **Courses** contain **Lessons**. **Lessons** house **Content**, which can be videos, pdf's, links, tests, or other materials. Custom content must be created in that order



When it comes to building custom content, we frequently hear, "I want it to behave just like a STAR course." We have a template course available that we can sync to your LMS upon request. This is also how we build all STAR courses.

## Why use a template instead of building a course from scratch?

One of the most time consuming parts of creating custom courses is adjusting instructions and settings. By using a template, you set those items up once and they are automatically copied to subsequent course buildouts. Courses take 10 minutes to build out instead of 40 when you use a template.

You can also make multiple templates to fit different needs. Some courses may have a single lesson with a PDF to review and just an acknowledgement. Others may have a single lesson with a test. You may have courses with multiple lessons. Templates give you flexibility while saving you time.

The following guide includes specific instructions to clone and customize the STAR Template course. Read through this entire guide before starting as you may want to make updates to the STAR template, prior to cloning, to better fit your needs.

**If you have never built custom content before, please [book a custom content training](#) before you begin. During this training, we can customize templates specifically for your organization.**

## Best Practices:

- **Build more courses not more lessons.** For example, you want a course for all your policies and procedures. You decide to make a course called Policies and Procedures with a lesson for each policy or procedure. It works great for several months. Then there is a legislative change which requires an update to the mandated reporting policy which requires the re-training of your staff. You don't want them to train on all your policies and procedures again—just the single policy. So now you have to both update your first course and create a new course. If you had instead created a *Term* called Policies and Procedures with a *Course* for each of them all you need to do is quick clone your original Mandated Reporting Policy, update the title it with the effective date, swap out the file, and enroll all your staff for retraining. It's much less maintenance.
- **Build stand-alone courses as opposed to adding lessons to the STAR courses.** The same reasoning as above works here as well. Let' say that instead of building a course for your Mandated Reporting policy, you add it as a lesson to the existing STAR course. You CAN do this. It works just fine...until there is a policy change. You don't need your staff to go through the entire Mandated Reporting course again, you just need them to re-train on the policy. Keeping them separate gives you more flexibility.
- **Keep custom content separate.** We recommend custom content be housed in a separate term(s) from STAR content so it's easy for you to find your company-specific courses. Create the term prior to cloning.
- **Use [User Training Settings](#) instead of Terms to organize class enrollments.** You don't need to create new Terms and copies of courses to simplify your enrollments. User Training Settings allow you to select courses as part of a custom training map based on the learner's job title, site, or cost center.

Test questions should be built in the repository BEFORE you begin the cloning and customizing process.

[View the E360 video tutorial on building or importing test questions](#)

Your lesson content and structure should be determined in advance. Single files can be uploaded directly into the course, but if you are using multiple files for lesson content, it may be easier to upload the course files into the repository before you start.

Note: SCORM files can only be uploaded within the course.

[View the E360 QuickStart guide on lesson content](#)

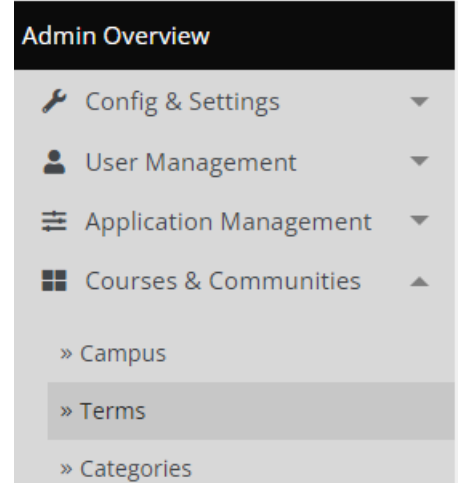
[View the E360 video tutorial on using files and folders in the repository](#)

Agents, such as progress reminders, cannot be synced to your LMS. If you want your custom course to use agents, add them to the template course before cloning.

[View the STAR QuickStart guide on creating progress reminder email agents](#)

[View the E360 QuickStart guide on agents](#)

## CREATE A NEW TERM (IF NEEDED)



Administration

COURSES » TERMS » ADD

\* Custom identifier

\* Name

Start Date

End Date

Grade Submission Deadline

Sort Order

Status

Active

Save

**Custom Identifier**—this can be anything as long as it’s unique. STAR uses the Term Name as the Customer Identifier

**Name**—The name displayed within the LMS. For example, Orientation—2022

**Start Date**—this is the date the courses become VISIBLE outside of the Admin tab

**End Date**—this is the date the courses are REMOVED from student view

**Grade Submission Deadline**—leave blank

Click **Save**

## CLONE THE COURSE

### Admin Overview

- 🔧 Config & Settings ▼
- 👤 User Management ▼
- ☰ Application Management ▼
- 🗪 Courses & Communities ▼
- 📄 Cloning Tools ▲
- » Course Cloning
- » Content Cloning

### Administration

COURSES » COURSE CLONE

#### Course Clone Tool

Instructor

All

Term

STAR Template

Search

Submit

#### ■ Select Courses to Clone

##### STAR Template

Sample Course - (X hr) (0966011608568032933903845)

## CLONE THE COURSE, CONTINUED

### Select Term to Clone Courses Into

- Professional Development - 2021
- Orientation - 2021
- Mental Health - 2021
- Annual Training - 2021

←

Change Instructor

Services STAR

**NOTE:** Clone into the appropriate term. Change instructor, if necessary

## CLONE THE COURSE, CONTINUED

**Select Content to Copy: (Optional)**

- Select All**
- Clone Dates**
  
- Description**  
(Description & Settings (Warning: This includes course description, logo, and all course settings including student start and end da
- Discussion**
- Discussion Forums**
- Wiki**
- Resources**
- Parent Resources**
- Tests**
- Scorm Objects**
- Surveys**
- Dropbox**
- Course Announcements**
- Lessons**  
(Note: INCLUDED Discussions, Resources, Dropboxes, Tests, Scorm, Surveys & related Gradebook Entries will also be cloned)
  - Show Each**
  - Check All**
    - Sample Course**
- Gradebook**
- Rubrics**  
(Note: Rubrics are based on user. Only need to copy it to one of the users courses.)
- Syllabus**
- Custom Modules**
- Sidebar Settings**
- Agents**
- Calendar**  
(Note: Calendar events will copy same dates that are in the source course.)
- RSS Feeds**

**Description, Lessons, and Sidebar Settings should always be checked.**

You could also choose to check the Agents box if you have reminder emails set up in your template

Click **Submit** after making selections.

## EDIT THE ADMIN COURSE SETTINGS

- Courses & Communities ▲
  - » Campus
  - » Terms
  - » Categories
  - » Courses
  - » Communities

Orientation - 2021

Course	Course Id	Facilitator	Status	
Sample Course - (0.5 hr)	0966011608568032933903845-1	STAR Services	Active	

### Administration

COURSES » TERMS » COURSES » EDIT

**Term**  
Orientation - 2021

**Campuses**  
Select campus

**Instructor**  
Services, STAR

**Category**  
Select Category

**\* Name**  
Sample Course - (0.5 hr)

**Prerequisite**  
1 selected

**Company Identifier**

**\* Unique Identifier**  
0966011608568032933903845-1

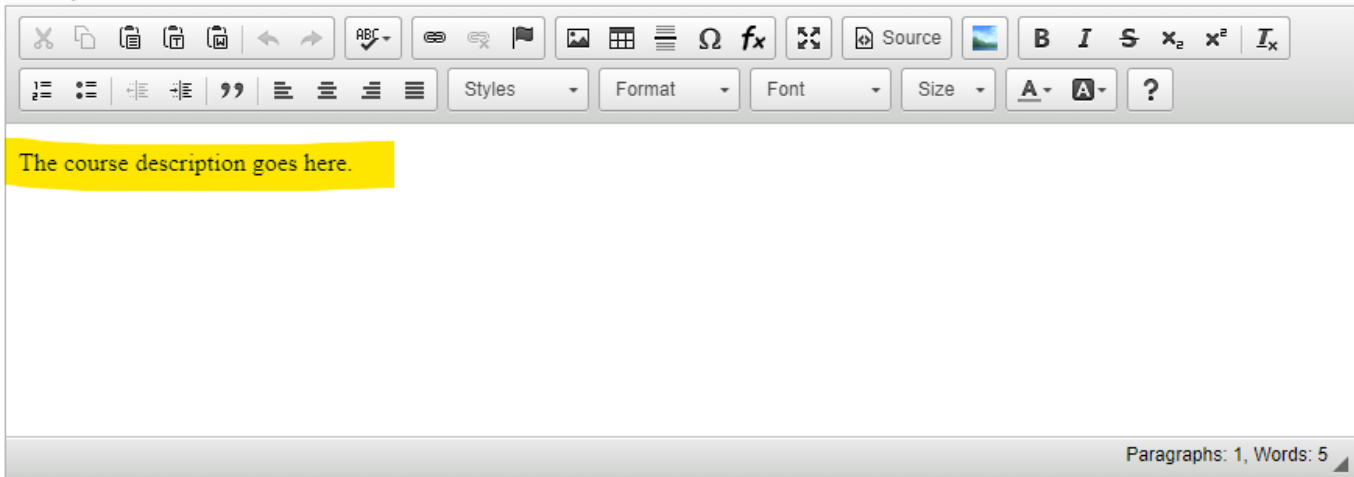
Update Name —include the time, if desired

**DO NOT UPDATE THE UNIQUE IDENTIFER**

## EDIT THE ADMIN COURSE SETTINGS, CONTINUED

Update description (paste as plain text). This will print on the certificate and appear as the course description within the course.

**Description**



The course description goes here.

Paragraphs: 1, Words: 5

Update certificate credit.

**Certificate credit**

0.5 Hours

**Number of Days,Months,Years for Certificate Expiration (Number only)**




0

**Select Day,Month,Year for Certificate Expiration**

Select



At this point, you will go into the course itself to edit additional settings. If you want the course to behave like a STAR course, only update the following settings. STAR courses, by default, present lesson content sequentially with locking and navigation and require test completion and a test passing grade of 80% to be completed.

-  Agents
-  Start & End Dates
-  Settings

## EDIT OFFLINE REPORTING IN COURSE SETTINGS

Modules	Details	Other	LTI	Offline Reporting
Format				
Online				
Source				
Company-Specific				
New Hire Training (Within first 90 days of employment)				
N/A				
Type				
N/A				
Duration				
.5				
<b>Save</b>				

**Duration is the hour count used in Offline Reporting. You may also want to update the other Offline Reporting course settings in this section if your company uses them.**

## EDIT THE TEST

**NOTE: If you are using a template with an Acknowledgement instead of a test, you do NOT need to make any edits to the test.**

Courses Overview	
	My Course
	Common Cartridge [Off]
	Discussion [Off]
	Lessons
	Resources [Off]
	Parent Resources [Off]
	Dropbox [Off]
	Calendar [Off]
	Tests [Off]
	Scorm [Off]
	Surveys [Off]

Tests

Show Category

All

Import

<input type="checkbox"/>	Name		Actions
<input type="checkbox"/>	<div style="color: red; font-size: small;">Test has no questions, Will be unavailable until questions are added.</div> Sample Course Test is not date restricted	<div style="background-color: yellow; border-radius: 50%; padding: 2px; font-size: x-small;">Edit</div>	

### Update the title

- Settings
- Questions
- Question Values

▼ Test Information

Active

\* Title

Sample Course

## EDIT THE TEST, CONTINUED

Settings	Questions	Question Values
<ul style="list-style-type: none"> <li>▶ Test Information</li> <li>▶ Restrictions</li> <li>▼ <b>Options</b></li> </ul>		
<p><b>Question Display</b></p> <p> <input type="radio"/> Normal  <input checked="" type="radio"/> Random  <input type="radio"/> Random Block of         </p> <p> <input type="text" value="10"/> </p> <p>Questions.</p>		
<p><b>Answer Questions Inline</b></p> <p><input checked="" type="checkbox"/> Answer Questions Inline (no popups)</p>		
<p><b>Question Numbering</b></p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>		
<p><b>Question Per Page</b></p> <p>How many questions per page? (Only applies to inline questions)</p> <p><input type="text" value="0"/></p>		
<p><b>Multiple Attempts</b></p> <p>Allow users to take the test</p> <p> <input type="text" value="5"/> <input type="text" value="80"/> </p> <p><input checked="" type="checkbox"/> times or until a grade of % / 100% is achieved.</p>		

The default template course is set to randomly display the added test questions and allows for 5 attempts to reach a score of 80% before locking.

You can adjust those settings if you choose.

## EDIT THE TEST, CONTINUED

Add test questions from the repository

Settings **Questions** Question Values

### Sample Course

Add Questions To Test

Show Folders From

Services STAR

Select Folder

Select Folder

Set point value. This is typically 10 points per question for a 10 question test. Grades are calculated as a percentage so point values can exceed 100.

### Folder Questions

Filter Question Type

Select Question Type

Set Points To All Questions

10

Total Points Value

100

<sup>\*</sup> To make question non graded set value to Zero

## EDIT THE TEST, CONTINUED

Select test questions and “Add Selected Question to Test”

<input type="checkbox"/> Question	Question Text	Points
<input checked="" type="checkbox"/> Question 1	This type of communication can help you build trust with others and become more successful: ...	10
<input checked="" type="checkbox"/> Question 2	True or False: Good communication creates a better work environment.	10
<input checked="" type="checkbox"/> Question 3	Which of the following are results of poor communication?	10
<input checked="" type="checkbox"/> Question 4	Amy is folding her arms across her body and not making eye contact with you as you discuss a recent...	10
<input checked="" type="checkbox"/> Question 5	You are upset and try to tell your boss why you didn't complete your documentation. She says, ♣...	10
<input checked="" type="checkbox"/> Question 6	Miscommunication occurs because:	10
<input checked="" type="checkbox"/> Question 7	Your supervisor hands you a stack of forms and asks you to do some documentation. Once you've fil...	10
<input checked="" type="checkbox"/> Question 8	True or False? The easiest way to improve your communication is to listen.	10
<input checked="" type="checkbox"/> Question 9	A coworker approaches and begins speaking very loudly and directly to you. What do you do?	10
<input checked="" type="checkbox"/> Question 10	True or False? When having a conversation, you should only focus on your own nonverbal communica...	10



Add Selected Question To Test




Courses Overview

-  My Course
-  Common Cartridge [Off]
-  Discussion [Off]
-  **Lessons**
-  Resources [Off]

## EDIT THE LESSON

Lessons



Delete selected

<input type="checkbox"/>	Name	Dates	Status	Order	
<input type="checkbox"/>	Sample Course	--	Publish	0	<span style="background-color: yellow; border: 1px solid black; padding: 2px;">Edit</span>   


Save

### Update the name

\* Name

Sample Course

Description




Lesson progress displays in the navigation pane on the left.




Your login attempts, page views within the site, all test answers, and the amount of time taken on both tests and lessons is visible to administrators.

Paragraphs: 1, Words: 36

The default description from the template was copied into the lesson. You may update as needed.

## MANAGE THE LESSON CONTENT



Lessons +  Delete selected

<input type="checkbox"/>	Name	Dates	Status	Order	Manage
<input type="checkbox"/>	Sample Course	--	Publish	0	  

**Save**

Edit the lesson content. Update the instructions, if desired

Name Edit

Review the Content Publish  

**Instructions**

Click the link below to open the lesson content.  
 Once you have finished reviewing the materials, check the "Mark Complete" box. By checking the "Mark Complete" box, you are affirming that you have reviewed the content in its entirety.  
 Then click "Next" to continue to the test.

Select the content type. One of the choices is upload a new file. You can use this to quickly upload PDFs

Select Content Type

**Add File**

Add New File To Selected Lesson

**Choose File** No file chosen

Status

Publish

**Save**

- Select Content Type:
- Add Audio File
- Add File**
- Discussion Forum
- Discussion Post
- Dropbox
- File From Course Resources
- File From My Repository
- File From the Department Repository
- File From the Global Repository
- Folder From Course Resources
- Google Map / Google Earth
- Other External Embed Code
- SCORM
- Survey
- Test
- Text / HTML Block
- Wiki
- YouTube, Google or Other External Video Embed

## MANAGE THE LESSON CONTENT, CONTINUED

Verify that the test is properly linked and Save.

Lesson Contents

□	Name	
↑ □	Review the Content	Publish ▾
<p><b>Instructions</b>            Click the link below to open the lesson content.            Once you have finished reviewing the materials, check the "Mark Complete" box. By checking the "Mark Complete" box, you are affirming that you have reviewed the content in its entirety.            Then click "Next" to continue to the test.</p>		
<p><b>File:</b> PersonCenteredPractices.pdf  </p>		
↑ □	Take the Test	Publish ▾
<p><b>Instructions</b>            Click on the link below to launch the competency measure for this course. You will have up to 5 attempts to receive a passing score of 80% or higher. If you do not pass, please contact your supervisor or training manager.</p>		
<p><b>Test:</b> Sample Course</p> <p>Pass Test to Mark This Item Complete. Note: If test is completed, grade may be pending. Complete Test to Mark This Item Complete.</p>		
<input type="button" value="Save"/>		

If you didn't do so before starting the cloning and customizing process, you may need to edit the lesson content instructions to reflect the type(s) of files that you are using. The STAR template has generic instructions. Change the instructions appropriately to the file type you are using. We recommend PDFs over Word or PowerPoint files as students must have access to those programs for viewing.

SCORM needs to be uploaded using the SCORM tab in the course and then linked to the lesson content. If you are using SCORM for interactive video but not testing, you do not need to associated the SCORM with a gradebook item. [View instructions for using SCORM files](#)