

## WP3. eLearning campus

### Basic instructions to facilitate the generation of Courses in the eLearning campus

Elaborated by:



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## Table of Contents

<b>ACCESSING LEARNPRESS .....</b>	<b>3</b>
<b>CREATING A COURSE.....</b>	<b>5</b>
<b>CREATING A LESSON .....</b>	<b>8</b>
1) FIRST OPTION IS BY CLICKING ON “LESSONS” BUTTON .....	8
2) SECOND OPTION, TO CREATE LESSON IS BY FOLLOWING THE STRUCTURE (CURRICULUM) OF EACH COURSE .....	10
<b>CREATING A QUIZ.....</b>	<b>11</b>
1) FIRST OPTION IS BY CLICKING ON “QUIZZES” BUTTON.....	11
<b>CREATING A QUESTION .....</b>	<b>15</b>

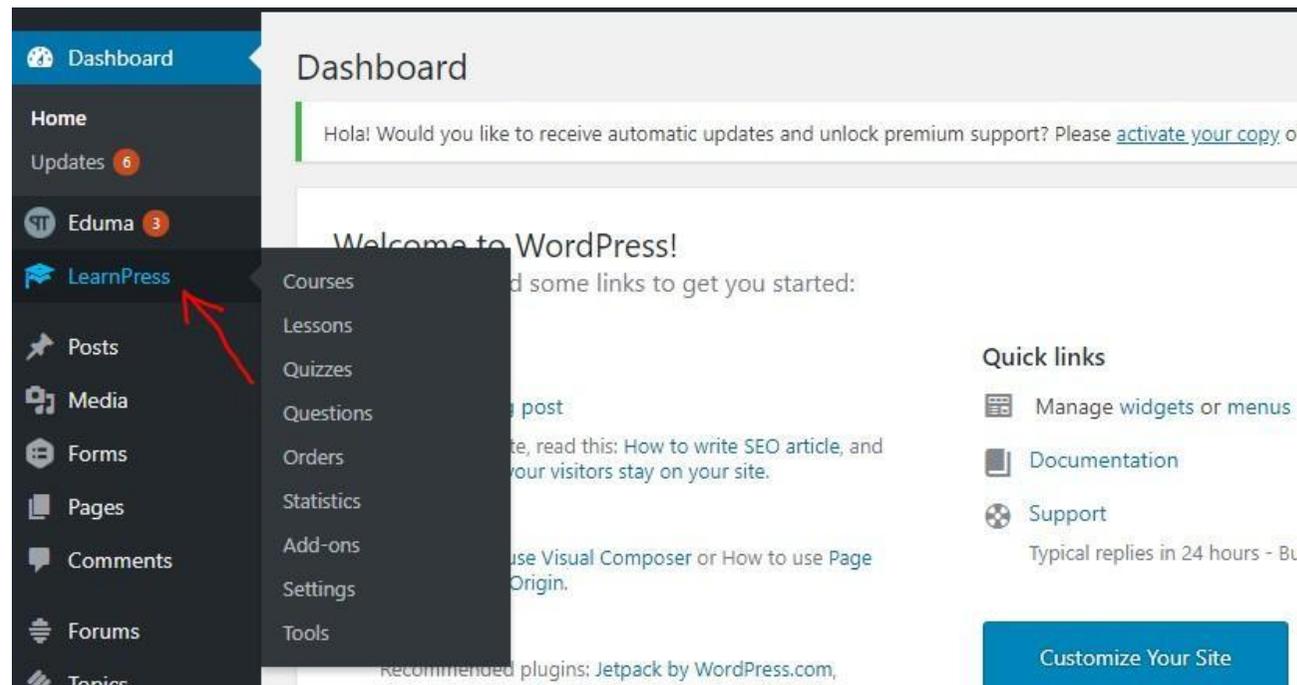
# Accessing LearnPress

First you need to access “WordPress” with your **Username** and **Password**



“WordPress” Dashboard: in the left menu you will find a tab called “**LearnPress**”

You only need to use the features included in this “LearnPress” tab: **Courses, Lessons, Quizzes, Questions...**



You can click on any of the options from the dropdown menu: Courses, Lessons, Quizzes, Questions...

In each of these sections you can **create, edit, duplicate, send to Trash...** (each of the Courses, Lessons, Quizzes, Questions...)

If you click on the “LearnPress” tab then you will start with the first option: **COURSES**

The screenshot shows the LearnPress 'Courses' management page. The left sidebar contains a navigation menu with options: Courses, Lessons, Quizzes, Questions, Orders, Statistics, Add-ons, Settings, Tools, Posts, Media, Forms, Pages, Comments, Forums, and Topics. The main content area is titled 'Courses' and includes an 'Add New' button. A notification banner at the top reads: 'Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of WPBakery Page Builder.' Below the notification, there are filters for 'All (7)', 'Published (7)', 'Trash (1)', and 'Cornerstone content (0)'. A 'Bulk Actions' dropdown menu is set to 'Apply', and other filters for 'All dates', 'All SEO Scores', and 'All Readability Scores' are visible. The course list table has the following data:

<input type="checkbox"/>	Title	Author	Content	Students	Price	Categories	Access	Gradebook
<input type="checkbox"/>	TEST – i-Protect in Sport	i-Protect Admin	2 sections (6 lessons, 2 quizzes)	4	Free	—	Full access	View
<input type="checkbox"/>	Quality Standards	i-Protect Admin	1 section (9 lessons, 5 quizzes)	1	Free	General	Full access	View
<input type="checkbox"/>	Guide for detection of child sexual abuse in sport for professionals	i-Protect Admin	1 section (14 lessons, 4 quizzes)	2	Free	General	Full access	View

# Creating a Course

By clicking on “**COURSES**” button, a list of existing courses will be displayed (you can edit, duplicate, send to Trash... each existing course)

If you click on “Add New”, this will take you to the “Add New Course” screen

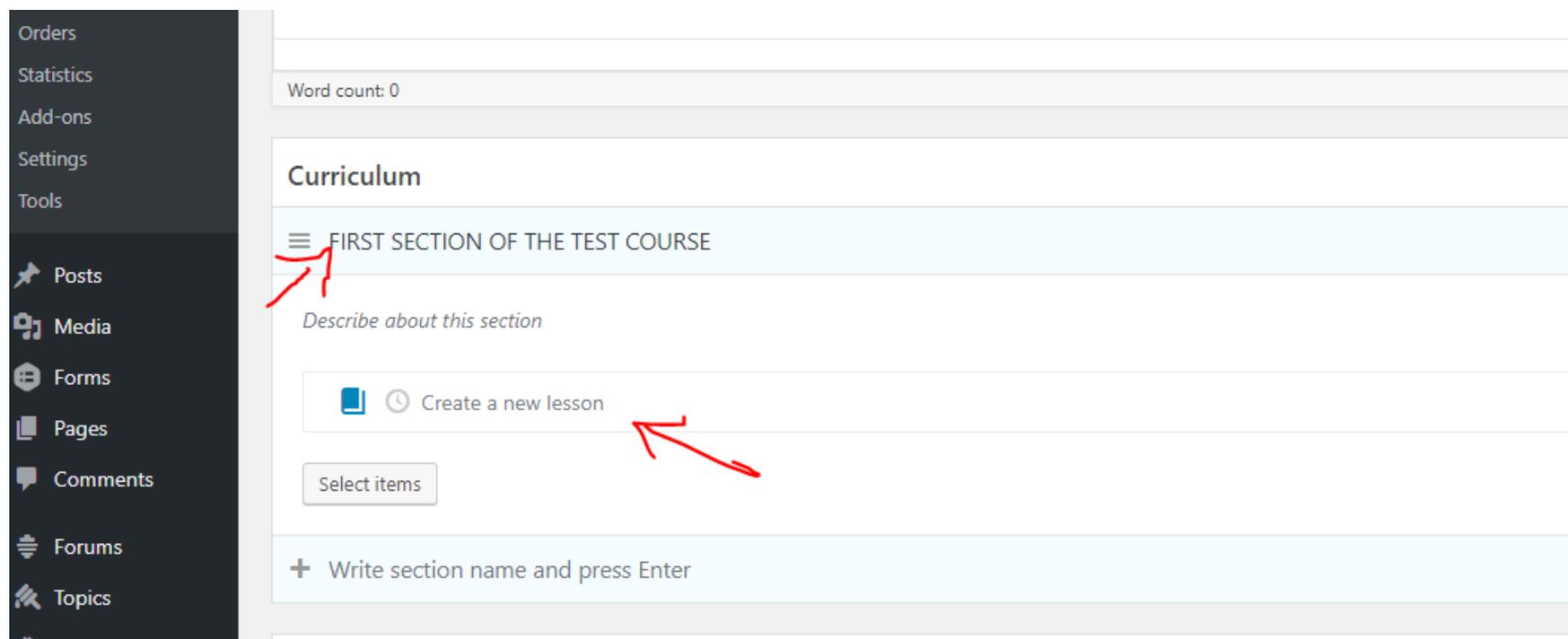
The screenshot shows the 'Add New Course' screen in a WordPress dashboard. The interface includes a sidebar with navigation options like 'Courses', 'Lessons', 'Quizzes', 'Questions', 'Orders', 'Statistics', 'Add-ons', 'Settings', and 'Tools'. The main content area has a title input field with a red arrow pointing to it, a rich text editor with a red arrow pointing to the text area, and a 'Publish' button. The right sidebar shows 'Course Categories' with a list of categories like 'Deporte', 'Financiación', 'General', 'General Course', 'Team Athletes', 'Team Coaches', 'Team Families', and 'Team Sport Managers', and a 'Course Tags' section.

After entering the title of the course, you can write down the **DESCRIPTION** of the course (text editor similar to Word)

In the right column, section “Course **CATEGORIES**”, you can choose one or more categories to which the course will belong

Next you will have to create the course **CURRICULUM**: the Sections and Lessons of the course Click on “Write section name and press Enter”, and write the name of each new section

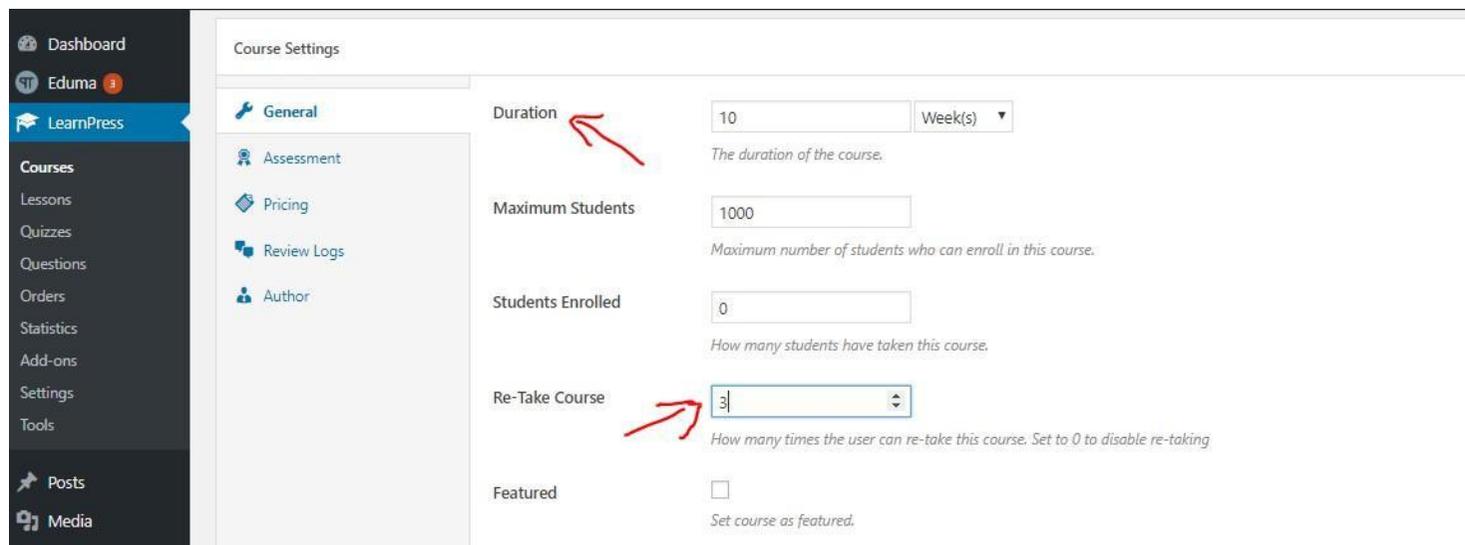
Below you will have the opportunity to create all Lessons that you need for each of the Sections created



Scrolling down in the same page you will find a space to edit the features of the course, the “**COURSE SETTINGS**”

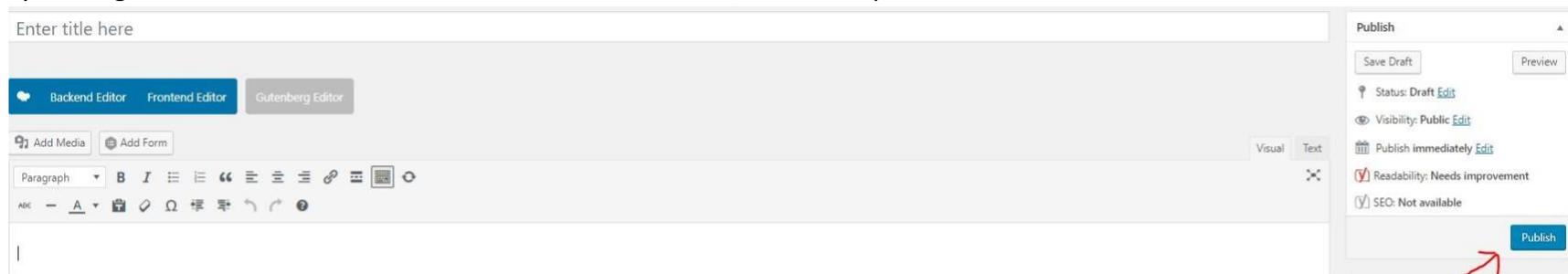
- **Duration:** number of **weeks** the course will last
- Maximum **students:** maximum number of students

- **Re-take** course: number of times the same student can repeat the course (we suggest a minimum of 3)
- **Duration**: duration of the course in **hours**
- **Languages**: language of the course



We suggest keeping all additional features as originally configured in LearnPress

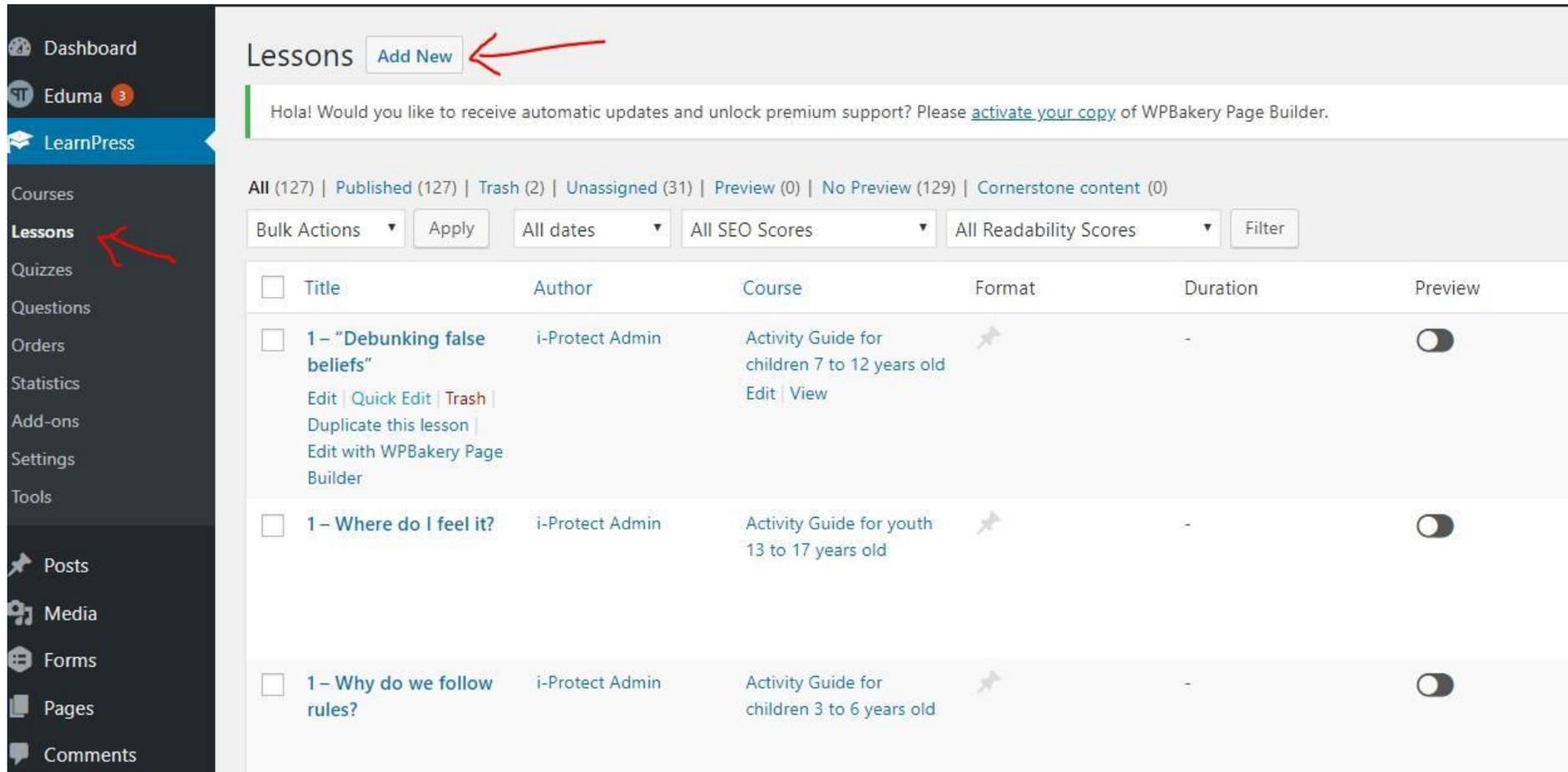
By clicking on the “Publish” button the course will be finished, saved and published



# Creating a Lesson

## 1) **FIRST OPTION** is by clicking on “**LESSONS**” button

A list of existing lessons will be displayed (you can edit, duplicate, send to Trash... each existing lesson)



The screenshot shows the WordPress dashboard with the 'Lessons' page active. The sidebar on the left contains a menu with 'Lessons' highlighted in blue and a red arrow pointing to it. The main content area has a header with 'Lessons' and an 'Add New' button, also with a red arrow pointing to it. Below the header is a notification banner. The main content area displays a list of lessons with the following columns: Title, Author, Course, Format, Duration, and Preview. The first lesson is '1 - Debunking false beliefs' by i-Protect Admin, with a duration of '-' and a preview toggle switch. The second lesson is '1 - Where do I feel it?' by i-Protect Admin, with a duration of '-' and a preview toggle switch. The third lesson is '1 - Why do we follow rules?' by i-Protect Admin, with a duration of '-' and a preview toggle switch.

<input type="checkbox"/>	Title	Author	Course	Format	Duration	Preview
<input type="checkbox"/>	1 - "Debunking false beliefs" <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a> <a href="#">Duplicate this lesson</a> <a href="#">Edit with WPBakery Page Builder</a>	i-Protect Admin	Activity Guide for children 7 to 12 years old <a href="#">Edit</a>   <a href="#">View</a>		-	<input type="checkbox"/>
<input type="checkbox"/>	1 - Where do I feel it?	i-Protect Admin	Activity Guide for youth 13 to 17 years old		-	<input type="checkbox"/>
<input type="checkbox"/>	1 - Why do we follow rules?	i-Protect Admin	Activity Guide for children 3 to 6 years old		-	<input type="checkbox"/>

If you click on “**ADD NEW**” button, this will take you to the “**Add New Lesson**” screen

Now you can write the **title** of the lessons, and the **CONTENT** of the lesson (text editor similar to Word) You can include images or video to the content by means of the “**Add Media**” button

In the right column, section “**Format**”, you can choose between preconfigured formats for the lesson

The screenshot displays the 'Add New Lesson' interface. On the left is a dark sidebar menu with options like Dashboard, Eduma, LearnPress, Courses, Lessons, Quizzes, Questions, Orders, Statistics, Add-ons, Settings, Tools, Posts, Media, Forms, Pages, Comments, Forums, Topics, Replies, Appearance, Plugins, and Users. The main area is titled 'Add New Lesson' and features a text input field for the title with the placeholder 'Enter title here'. Below the title field are three editor tabs: 'Backend Editor', 'Frontend Editor', and 'Gutenberg Editor'. The 'Frontend Editor' is active, showing a rich text editor with a toolbar containing various formatting options like bold, italic, list, link, and media. To the right of the editor are 'Add Media' and 'Add Form' buttons. Below the editor is a 'Word count: 0' indicator. At the bottom of the main area is the 'Lesson Settings' section, which includes a 'Lesson Duration' field set to '30' minutes. The right-hand sidebar contains three sections: 'Assigned' (with 'Not assigned yet'), 'Publish' (with 'Save Draft', 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Readability: Needs improvement', and 'SEO: Not available' options), and 'Format' (with radio buttons for Standard, Aside, Image, Video, Quote, Link, Gallery, and Audio). Red arrows highlight the title field, the main content area, the 'Lesson Settings' section, and the 'Format' section.

In the “**Lesson Settings**” you can set the Duration of the Lesson (minutes, hours, days...)

By clicking on the “**Publish**” button the lesson will be finished, saved and published

## 2) **SECOND OPTION, to create lesson is by following the structure (Curriculum) of each Course**

You only need to write on the “**Create a new lesson**” space and press Enter

Then you can edit one by one all the lessons created by clicking in the “**Edit item**” button

Curriculum 14 Items ▲

Introduction 3 Items ▲

*Describe about this section*

- Informed consent
- How to explain the 10 key ideas to adolescents 13 to 17 years old
- Introduction to the activities
- Create a new lesson

Select items

Edit item

We suggest [following this second option](#) because is more structured and you have visual access to all the Sections, Lessons and Quizzes included in each course.

# Creating a Quiz

1) **FIRST OPTION** is by clicking on “**QUIZZES**” button

A list of existing quizzes will be displayed (you can edit, duplicate, send to Trash... each existing quizz)

<input type="checkbox"/>	Title	Author	Course	Questions	Duration
<input type="checkbox"/>	Evaluation Activity 1 (draft) <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">Duplicate this quiz</a>   <a href="#">Edit with WPBakery Page Builder</a>	i-Protect Admin	Not assigned yet	4	00:10:00
<input type="checkbox"/>	Self assessment toos – TES TES	i-Protect Admin	Not assigned yet	1	00:10:00
<input type="checkbox"/>	TEST	i-Protect Admin	TEST TEST	0	00:10:00

If you click on **“NEW QUIZ”** button, this will take you to the **“Add New Quiz”** screen

Now you can write the **title** of the quiz, and a the **DESCRIPTION** briefly explaining the quiz (text editor similar to Word) You can include images or video to the content by means of the **“Add Media”** button

Now you can introduce, one by one, all the questions needed within the Quiz, by writing in the **“Create a new question”** space

In the **NEXT SECTION** of this Tutorial you will find detailed explanations about how to create Questions inside a Quiz  
Scrolling down in the same page of the Quiz you will find a space to edit the features, the **“GENERAL SETTINGS”**

- **Review questions:** allow students to review the quiz after completing (we suggest to mark this option as enabled)
- **Show correct answer:** show correct answer when reviewing questions (we suggest to mark this option as enabled)
- **Duration:** available time (in minutes, hours...) to answer the quiz
- **Passing Grade (%):** Students are required to reach this point to pass the quiz (we suggest to be set in 80%)
- **Re-take course:** number of times the same student can repeat the quiz (we suggest a minimum of 3)

The screenshot shows the 'General Settings' page for a quiz in the LearnPress plugin. The settings are as follows:

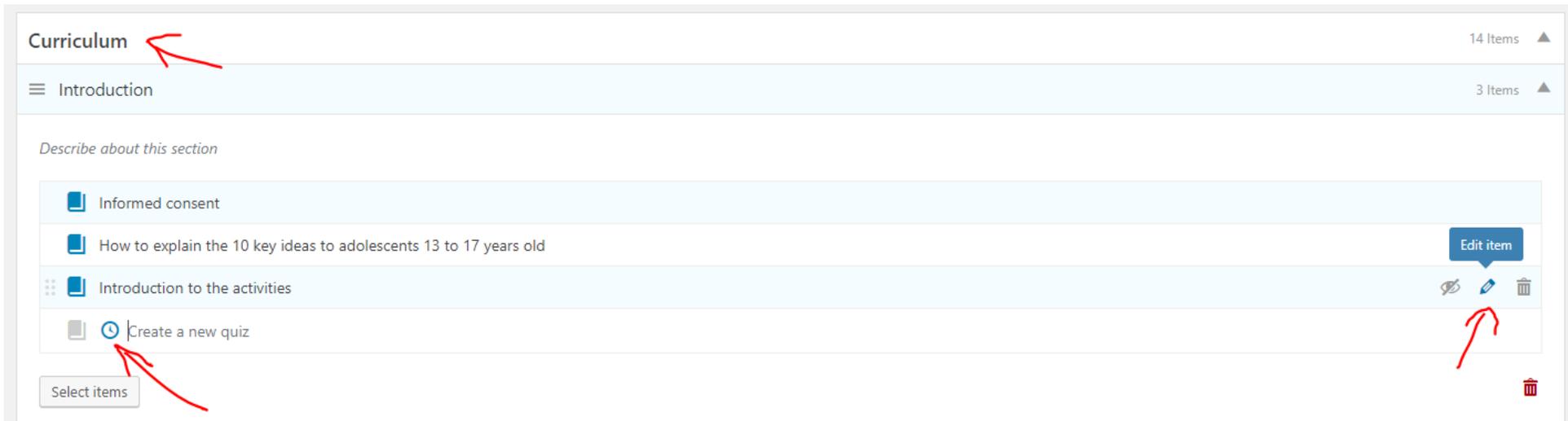
Setting	Value
Pagination Questions	<input type="checkbox"/>
Review Questions	<input checked="" type="checkbox"/>
Show Correct Answer	<input checked="" type="checkbox"/>
Duration	10 Minute(s)
Minus Points	0
Minus For Skip	<input type="checkbox"/>
Passing Grade (%)	80%
Re-Take	3

Red arrows in the image point to the checked boxes for 'Review Questions' and 'Show Correct Answer', and to the input fields for 'Duration', 'Passing Grade (%)', and 'Re-Take'.

## 2) SECOND OPTION, to create a quiz is by following the structure (Curriculum) of each Course.

You only need to click on the Clock icon, then write on the “Create a new quiz” space and press Enter

You can later edit one by one all the quizzes created by clicking in the “Edit item” button



The screenshot displays a curriculum management interface. At the top, the word "Curriculum" is highlighted with a red arrow. Below it, a section titled "Introduction" is shown with a red arrow pointing to the "Create a new quiz" option, which is marked with a clock icon. The list of items includes "Informed consent", "How to explain the 10 key ideas to adolescents 13 to 17 years old", and "Introduction to the activities". The "Introduction to the activities" item has an "Edit item" button and a trash icon next to it, both highlighted with a red arrow. A "Select items" button is located at the bottom left of the list.

We suggest following this second option because is more structured and you have visual access to all the Sections, Lessons and Quizzes included in each course.

# Creating a Question

Once a **QUIZ** is created (as explained in the previous section) you can one by one generate all the **QUESTIONS** to be included in the quiz

First you need to write the **QUESTION** itself, or write a **TITLE** for the question (“Age appropriateness” in the picture below)

In “**Question content**” (settings section) you can include a brief explanation for the question, or the question itself

The screenshot displays the 'Questions' management interface. At the top, there is a 'Change type' button (indicated by a red arrow) and a '4 Questions' indicator. Below this, the question title '1. Age appropriateness' is shown (indicated by a red arrow). The question is currently set to 'Single Choice'. The 'Settings' section includes a 'Question Content' field containing the text 'Do you think this activity is appropriate for the age-group?' (indicated by a red arrow). Below this is a 'Mark For This Question' field with the value '1'. The 'Question Explanation' field is empty. A dropdown menu is open, showing options: True Or False, Multi Choice, Single Choice (selected), Fill In Blank, and Sorting Choice. On the left, a table lists the answer options: '1. Yes' (selected with a radio button, indicated by a red arrow), '2. No', and '3. I am not sure'. An 'Add option' button is located below the table.

You need to choose a specific **TYPE OF QUESTION**, options are: True or False, Multi Choice, Single Choice, Fill in Blank, Sorting Choice You can select the type of question while creating it (as explained in the next page) or later edit by clicking in the “**Change type**” button

Select the Type of question (True or False, Multi Choice, Single Choice, Fill in Blank, Sorting Choice)

The screenshot shows a 'Questions' section with a list of five items. The fifth item, '5. Test question', is selected and has a red arrow pointing to it. To the right of this item are two buttons: 'Add as New...' and 'Select'. A dropdown menu is open, showing five options: 'True Or False', 'Multi Choice', 'Single Choice', 'Fill In Blank', and 'Sorting Choice'. A red arrow points to the 'Single Choice' option. Below the questions list, there is a 'Yoast SEO' section with a 'Need help?' link and a 'Snippet Preview' section.

In the example of the previous page (“Age appropriateness”) type of question was “**SINGLE CHOICE**”

In this case, in the “Answer Text” area, you need to include different answers for the question (we suggest 3) and then mark only one as the **CORRECT** answer

If you choose a “TRUE OR FALSE” type of question

In the Title area or in “Question content” (settings section) you need to include a statement

Then in the “Answer Text” area, you need to mark only one as the **CORRECT** answer (True or False)

5. Test question True Or False

# Answer Text	Correct?
1. True	<input checked="" type="radio"/>
2. False	<input type="radio"/>

Settings

Question Content

Humans can't breathe and swallow at the same time

Red arrows point to the 'True Or False' label, the 'Correct?' column, and the 'Question Content' field.

If you choose a “MULTI CHOICE” type of question

In the Title area or in “Question content” (settings section) you need to include the question itself

Then in the “Answer Text” area, you need to include several options (we suggest 4) and mark all the correct ones

5. Which of the following are human bones? Multi Choice

# Answer Text	Correct?
1. Femur	<input checked="" type="checkbox"/>
2. Humerus	<input checked="" type="checkbox"/>
3. Tibia	<input checked="" type="checkbox"/>
4. Helmet	<input type="checkbox"/>

Add option

Settings

Question Content

Mark For This Question

Mark for choosing the right answer.

Red arrows point to the question title, the 'Correct?' column, the 'Add option' button, and the 'Question Content' field.

If you choose a **FILL IN BLANK** type of question

In the Title area or in **“Question content”** you need to include the title of the question and/or instructions for the question

Then in the text editor you need to include a sentence or paragraph, select one or more **WORDS** and click **“insert new blank”** button

Student will read the question without this particular word and then they will need to fill the blank space

5. Test question

Fill in Blank

Humans can't breathe and #1. swallow at the same time

Select a word in passage above and click 'Insert new blank' to make that word is a blank for filling.

Insert new blank Clear all blanks Clear content

#1 swallow ✓ Options Delete

Settings

Question Content

Fill the blank space with the right word

Mark For This Question 1

Mark for choosing the right answer.

Question Explanation

Explain why an option is true and other is false. The text will be shown when user click on 'Check answer' button.

If you choose a “**SORTING CHOICE**” type of question

In the Title area or in “**Question content**” you need to include the title of the question and/or instructions for the question Then in the “Answer Text” area, you need to include several options (we suggest 4) following the right order

Student will read the options in a different order and then they will need to sort answers in the right order

5. Size of countries	Sorting Choice
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# Answer Text
1. France
2. Spain
3. Germany
4. Greece

Add option

<b>Settings</b>
<b>Question Content</b>
Sort the following countries by their size (from the largest to the smallest one)
<b>Mark For This Question</b> <input type="text" value="1"/>
Mark for choosing the right answer.