

Enduvo has prepared this guide to help users start creating experiences. The guide is for users who have Version 1.4 or higher and will cover:

1. Arranging the Enduvo virtual environment/classroom
2. Narrating and saving your experience

To get the most value from this guide, please make sure you have:

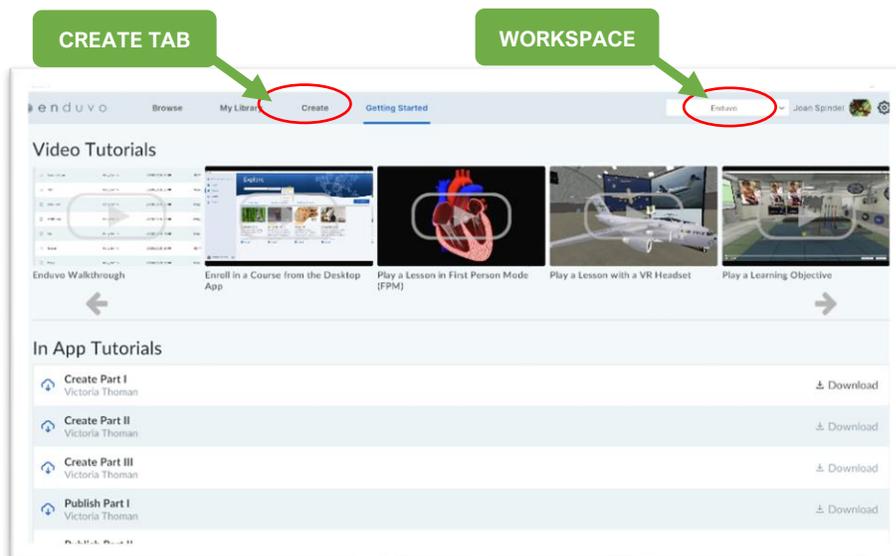
1. Downloaded and installed the software on your desktop or personal computer
2. Logged into Enduvo and have explored the in-app tutorials and videos on the **Home/Getting Started** page
3. Enrolled and experienced content from the **Explore/Browse page**
4. Reviewed the definitions and terminology overview

If you have not completed any of the tasks above, we recommend you experience the in-app tutorial titled “Getting Situated in Enduvo” located in the Enduvo Workspace. This course will help you to navigate the Enduvo environment/virtual classroom before starting to create your own experiences.

STEP 1:

To start creating, find and click the Enduvo icon on your desktop or in the Enduvo application folder. Then, login with your login/password sent from Enduvo. You may need to search for the “Welcome to Enduvo” email in your inbox.

Select the workspace where you want to publish your content from the dropdown menu in the upper right side of the screen. Then, navigate to the **Create Tab** on the upper left side of the screen.



HELPFUL HINTS

Depending on the version of Enduvo you have, the **Home/Getting Started Tab** has video and in-app tutorials that will show you how to create experiences in Enduvo.

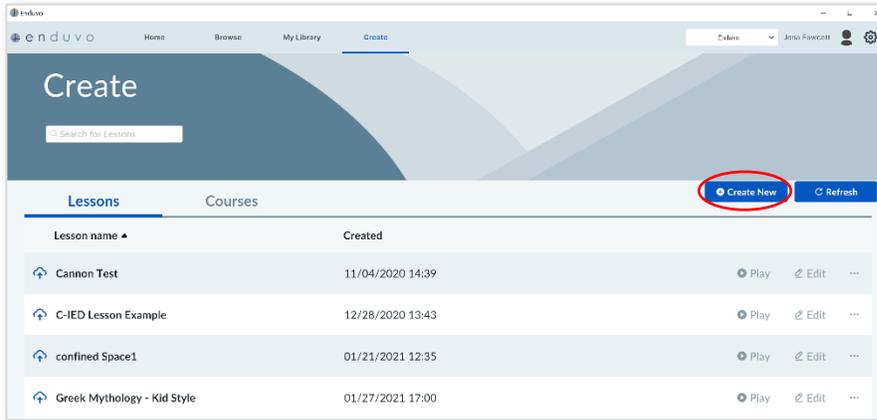
We recommend the following tutorials before starting to create your first Enduvo experience:

- Create a Lesson
- Record a Lesson
- Create an Assessment

Review the **Getting Started: Terminology & Definitions** article on our support channel to learn about the different tools you can use to create your lesson.

STEP 2:

Once you are on the Create Tab, click on Create New from the **Lessons Page**. From there you will be directed to an easy-to-follow template that takes you through the process of creating an experience.



HELPFUL HINTS

The **Create Tab** is where you will see all your creations that are in progress.

No one can access these creations unless you publish and share them inside of a course.

STEP 3:

In this step we will review how to complete the Enduvo creation template.

3A: First, enter the name of your lesson under the General Information title.



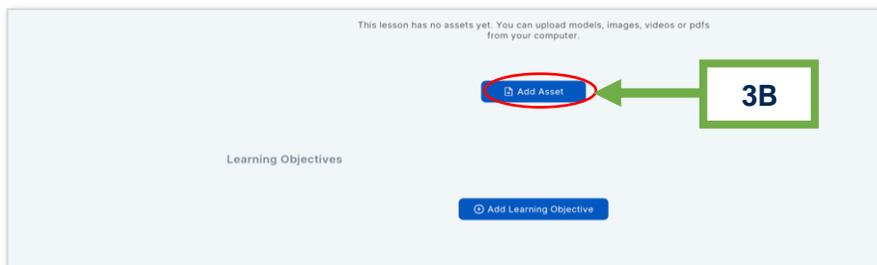
HELPFUL HINTS

The **Save Button** turns dark blue as new content is entered into the template. Save your work throughout the creation process.

At the beginning of the creation process, if you do not need to use the learning objective or assessment features of the platform, you can create a **Simple Lesson**.

To create a **Simple Lesson**, check the box **Create it as a Simple Lesson**, and then press the record button (located on the left under the save button), and then go directly to **Step 4, arranging the VR classroom and recording a lesson**.

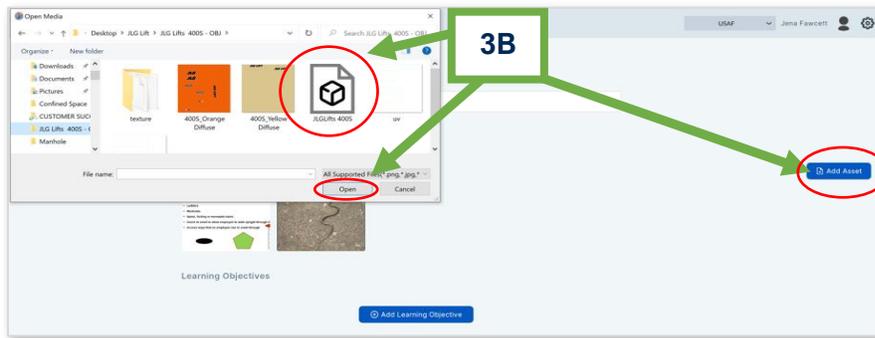
3B: You are now ready to add assets. Click the **Add Asset** button and select **My Computer** from the options that appear. Once you click on **My Computer**, a new window will appear. Select the assets from your computer that you want to use in your lesson. To select more than one asset at a time, hold the **[Shift]** key down.



STEP 3: CONTINUED

3B Continued: Once you have highlighted your asset(s), click **Open** on the file system window. Your assets will appear as a list within your newly created lesson.

Adding 3D models is the same process. Click **Add Asset**, Select **My Computer** and then select the 3D model(s) you want to add to your lesson. Click **Open** and the 3D model will be added to your lesson.

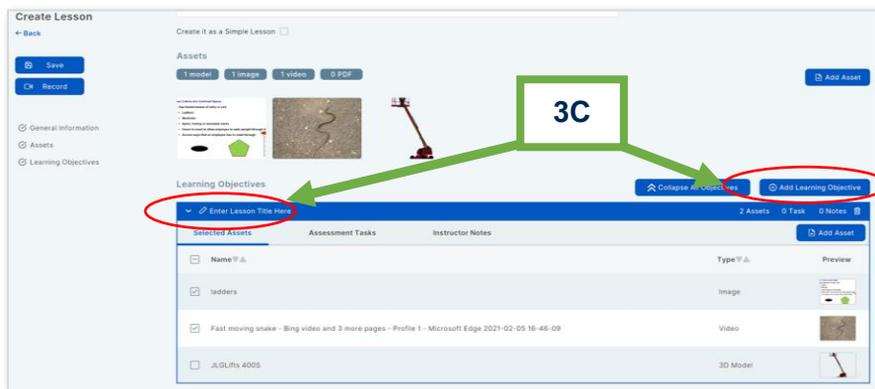


3C: Once your assets are added, you are ready to start creating the framework for your lesson by adding your learning objectives, assigning assets to learning objective, and adding speaker notes and assessments to each learning objective.



Add learning objectives by clicking on **Add Learning Objectives**.

To create a title for your learning objective, click on the pencil under **Learning Objective** and add the title for the objective. You can add additional **learning objectives** by clicking **Add Learning Objective** on the left.



Next, select the assets that you wish to include by checking the boxes next to the desired assets. (See example above).

HELPFUL HINTS

The following 2D (images and videos) file types are supported in Enduvo.

.png, .jpg, .jpeg, .pdf

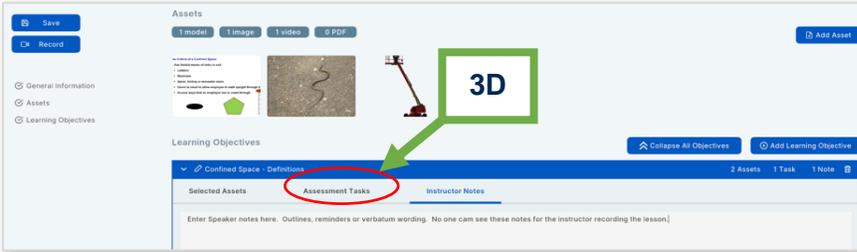
For more information on best practices for 2D and 3D assets review these two articles on the Enduvo Support Page:

- [Best Practices: Using 3D Models in Your Enduvo Experience](#)
- [Best Practices: Using 2D Models in Your Enduvo Experience](#)

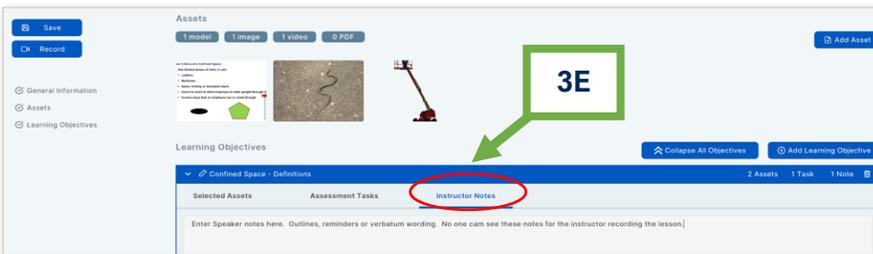
STEP 3: CONTINUED

HELPFUL HINTS

3D: If you are including an assessment, click on the **Assessments Tab** and then **Add Task** on the bottom right of the screen. Add your assessment question in the box. **Learning Objectives** can have multiple assessments. Simply click **Add Task** to include additional assessments to your learning objective.



3E: Before recording your lesson, we recommend including speaker notes. To add speaker notes, select **Instructor Notes**. The person creating the lesson is the only one who can see the speaker notes.



Once you have finished adding your learning objectives, assessments, and instructor notes, you are ready to jump into Enduvo, set up the virtual classroom and can begin narrating and recording your lesson.

To start creating your lesson, click **Record** and put on your VR headset. Now you are ready to arrange your virtual classroom.

Rehearsal is key!

Rehearse your script several times while interacting with your assets so you are familiar with what you want to say and the actions you want recorded for your lecture.



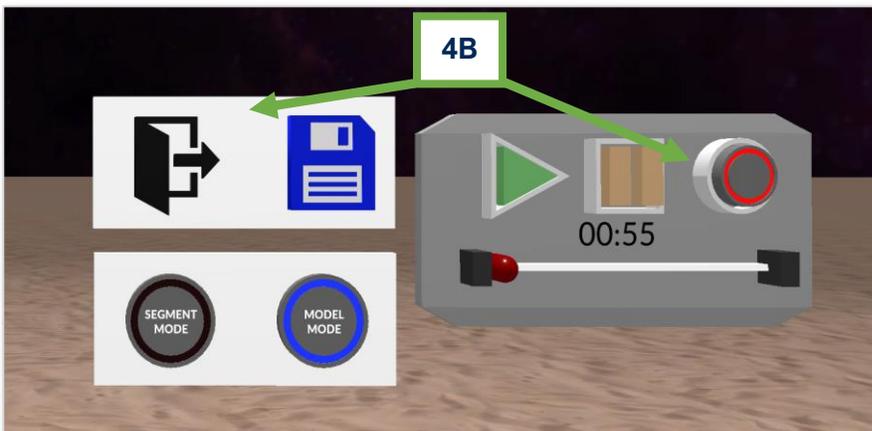
STEP 4:

4A: Arrange the environment based on the topic of the first learning objective. Make sure all assets for this lesson are visible and easily accessible by you and the learner. You will have an opportunity to change the classroom layout for each learning objective.



4B: Once the classroom is arranged for your first learning objective, Press **Record** (circle on the control panel) and look for the timer. Start narrating the lesson. All your words and actions will be recorded. Remember to check the timer often so you can stay under the 5-minute lesson time.

When your lesson is complete, press the **Record** (circle) to stop the recording then press the **Save (disk)** icon. A green check mark will appear on the lesson board to confirm the recording is done. You can playback your lesson by pressing **Play** (green triangle). The red scrub bar along the bottom of the control panel is used to fast forward or rewind a lesson in play.



HELPFUL HINTS

For tips on moving and enlarging items, experience the in-app tutorial titled **“Getting Situated in the Immersive Classroom.”**

Consider the following when arranging the virtual classroom:

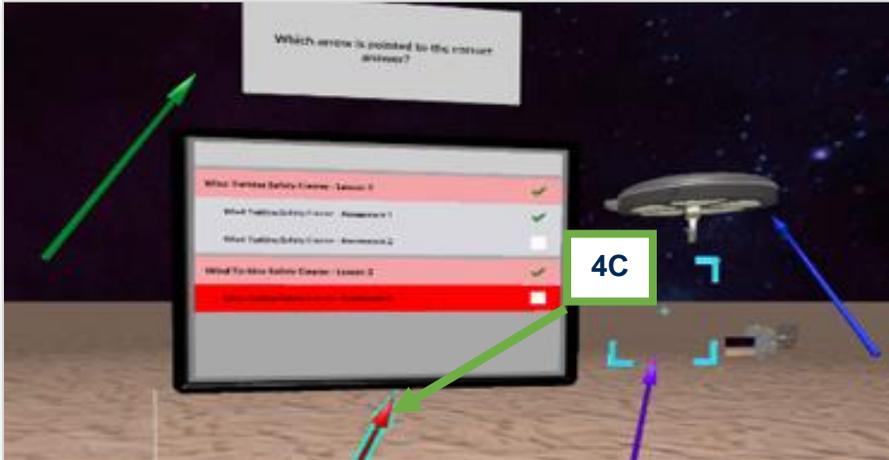
- It is common to emphasize the focus of the lecture with an asset that is bigger than the others and placed it in the center of the environment.
- Place the 3D model(s) in an accessible location based on the goal of your lesson. Some creators prefer the center of the classroom area if the model will be used often. Others prefer for the model to be used around the perimeter of the classroom if it will be referenced occasionally.
- Arrange the 2D assets around the perimeter of the environment.
- Place all supporting assets around the perimeter of the room, grouped logically, according to the topics in the first learning objective and the flow of your lecture.

To record additional learning objectives and assessments, simply click on the next item to be recorded on the **Lesson Board**. What you select to record, will be highlighted in red when it is active and ready to record.

Repeat steps 4b until all learning objectives within the lesson are recorded.

STEP 4 CONTINUED

4C: To record an assessment, first place the arrows around the classroom pointing to the various answer options. Any color arrow can be used to point to the correct answer. The last arrow you touch will be the correct answer and it will be highlighted in turquoise.



Once you are satisfied with their placement of the arrows, click **the blue disk icon** to save the assessment answers. The correct answer will be the arrow that is highlighted in turquoise.

Repeat Step 4C for as many assessments as necessary.

HELPFUL HINTS

The green check mark indicates that the lesson or assessment has been recorded. You can always come back and re-record if you need to make changes to your lesson.

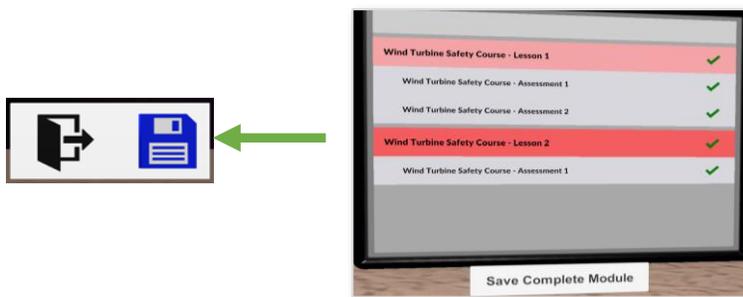
STEP 5

Once all the **Learning Objectives** are recorded and the assessments are saved, you can click the blue disk save button to save the lesson. A note will appear below the **Lesson Board** that says "Save Complete Module". Click "**Save Complete Model**" and answer Yes on the pop-up message to confirm. You will then exit and return to the main Enduvo page.

You will then exit and return to the main Enduvo page.

HELPFUL HINTS

The green check mark indicates that the lesson or assessment has been recorded. You can always come back and rerecord if you need to make changes to your lesson.



Enjoy learning in Enduvo!

Find additional hints and best practices on our [support page](#). If you have questions, please contact support@enduvo.com.