

Enduvo has prepared this guide to help users publish their learning experiences. The guide is for users who have Version 1.4 or higher, unless otherwise noted and will cover:

- Creating courses
- Adding lessons to your course
- Selecting course categories
- Publishing your course

STEP 1:

To publish your learning experiences, you must create a course and then add to it the lessons you want to publish. To create a course: 1 - click create, 2 - click course, and 3 - click create new.



HELPFUL HINTS

To publish the lessons you create, they must be part of a course.

A course allows your lessons to be published to a workspace for others to access and experience.

STEP 2:

Next follow the course template:

- A. Enter the name of the course
- B. Write a short description about the course
- C. Select a thumbnail picture that depicts the course.
- D. Save your work.



HELPFUL HINTS

To add a thumbnail picture drag and drop your image or select **Browse** and import an image from your computer.



STEP 2 CONTI	NUED:				
Enduvo					
🧶 enduvo	Browse	My Library	Create	Getting Started	
Create Course ←Back		2D	nation		
 General Information Thumbnail Lessons Categorization 		Great new Course abou	it creating in Endu	vot.	
		Thumbnail	This is ye	ur course cover. Get noticed in the crowd! Crop Thumbnail 📚 Browse to Import VIVS	

HELPFUL HINTS

When you add new content to the *Course Template*, the *Save Button* turns dark blue. Save your work throughout the course creation process.

STEP 3:

3A: After completing the top half of the *Course Template*, you can add lessons to your course. To add lessons, click *Add Lesson*, and a list of the lessons you have created will appear.



HELPFUL HINTS

You can also click *Create a Lesson* button from this screen and reference the "Enduvo Creation Guide" for steps to create your own lesson.





STEP 3: CONTINUED

3B: Select the lesson(s) you wish to add to your course from the list of lessons, then click *Confirm*.

Available Lessons		Q
⊟ Name▼▲	Creator▼▲	Created♥▲
Robins Test	Jena Fawcett	12/22/2020 09:10
Test Four Popular Art Movements	Jena Fawcett	10/08/2020 11:02
Robins test	Jena Fawcett	01/07/2021 13:00
Teresa Riech - Basic Management	Jena Fawcett	12/28/2020 11:40
59th Example	Jena Fawcott	02/04/202110:54
Confined Space test	Jena Fawcett	03/12/2021 07:50
Learn how to Create a Lesson	Jena Fawcett	04/05/2021 12:12
Lest My First Lesson	Jena Fawcett	11/04/2020 14:23
	Jena Fawcett	03/03/2021 10:11
TCCC Canine Guideline - Airway	Fawcett	03/16/2021 08:29
3d Model examples	Jena Fawcett	03/17/2021 09:49
Robias Test	Jepa Fawcett	12/16/2020 07:42
		(X) Cancel (C) Confirm

HELPFUL HINTS

If you want to rearrange the order of how the lessons appear in the course, click the waffle icon on the left-hand side of the lesson. Then, drag and drop the lessons into the order you want. (This feature is available in 1.6 or higher.)

Less	ons
	Floorplan
	Geography
	Videos for realism
	n-app learner feedback
	Virtual Tour

3C: Click Add Lesson to add more lessons to your course.

Lessons			Create Lesson 🔗 Add Lesson
III Learn how to Create a Lesson	Jena Fawcett	04/05/2021 12:12	
III Learn about a Classic Car	Jena Fawcett	03/31/2021 12:46	T
			3C

STEP 4:

4A: From the *Categories* dropdown list, select the category or categories that best represents your course topic. Next, associate the course with the workspace(s) where you want it to appear.



You can select more than one category and workspace for your course.







STEP 4 CONTINUED:

4B: If your lessons are complete and ready to publish, click *Publish* then *Save*. If the lessons in your course are still under development, leave *Publish* unselected and click *Save*. You can alway come back and publish later.



STEP 5

5A: Once your course is created, and you selected *Publish*, you need to upload it to the cloud, so it is available for others to experience.

To upload your course, click on the 3 dots on the right-hand side of the lesson. A menu will pop us, select **Upload.** A spinning icon where the cloud icon was previously, indicates that your lesson is uploading.

⊛ e n	duvo	Browse	My Library	Create	Getting Started			EnduvolN	TERNAL ~	Jena Fawcett	۵
(Creat	te									
	Q Search for Co	urses									
	Lesson	s	Courses						Create New	C Re	fresh
	Course	Name⊽≜		Create	d⊽≜						
>	✓ TCCC / Teresa I	Airway Guide Riech		03/18/2021	09:45					🖉 Edit	
>	✓ TCCC - Teresa	ASM Hemorrha	ige	03/16/2021	09:05		5A		Unload	2 Edit	
>	r him	wcett		01/07/2021	13:05		•//		Clone		
>		w Course wcett		04/27/2021	16:00				Remove	∉ Edit	

A down arrow in the cloud icon to the left of the course/lesson, indicates the lesson on your computer is **not the latest version of the lesson**, and there is an **updated version** of the course/lesson available for **downloading**.

If the arrow on the left is pointing up, it indicates there is a new or updated version of the course/lesson on your computer to upload to the cloud.



5B: Once uploading is complete, a checkmark will appear next to the course name, indicating the course was successfully uploaded and is now stored in the cloud.



Enjoy learning in Enduvo!

Find additional hints and best practices on our <u>support page</u>. If you have questions, please contact <u>support@enduvo.com</u>.

