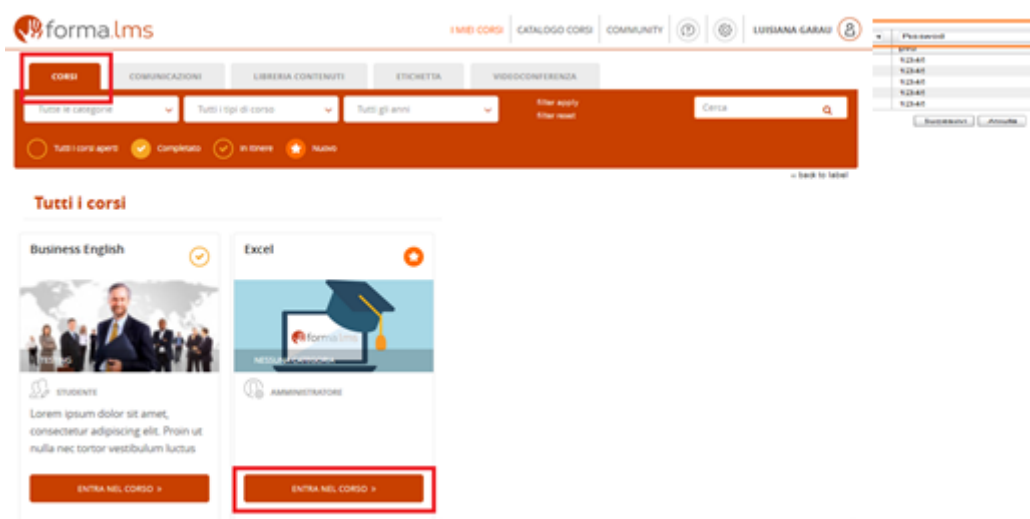


# How to insert learning materials in a course

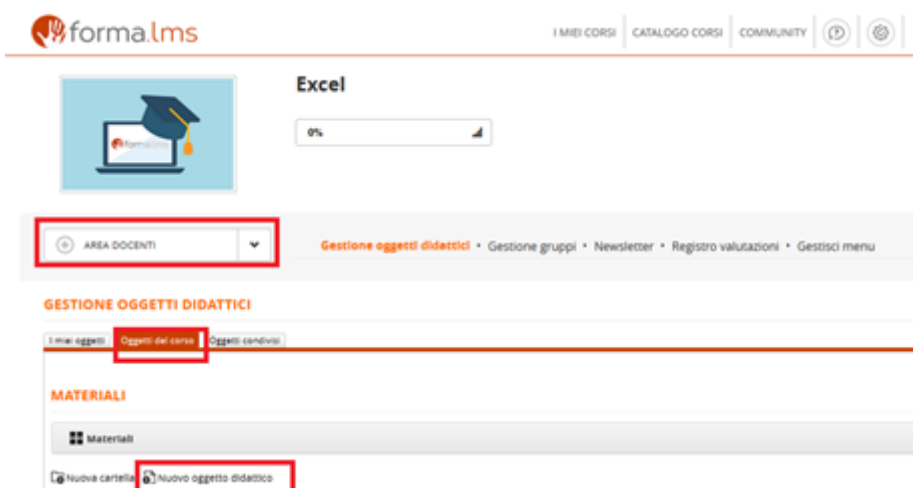
In this tutorial we describe the procedure that allows the insertion of learning materials in a course. In a different tutorial we have described in detail the procedure that allows the creation and configuration of a course. In this tutorial we will see how to insert the learning materials within the newly created course.

Let's take as an example the insertion of learning material in an "Excel" course

Go to Front end, click on the "COURSES" TAB and click on the "Enter course" button. Following our example, we will click on the "Excel" course button



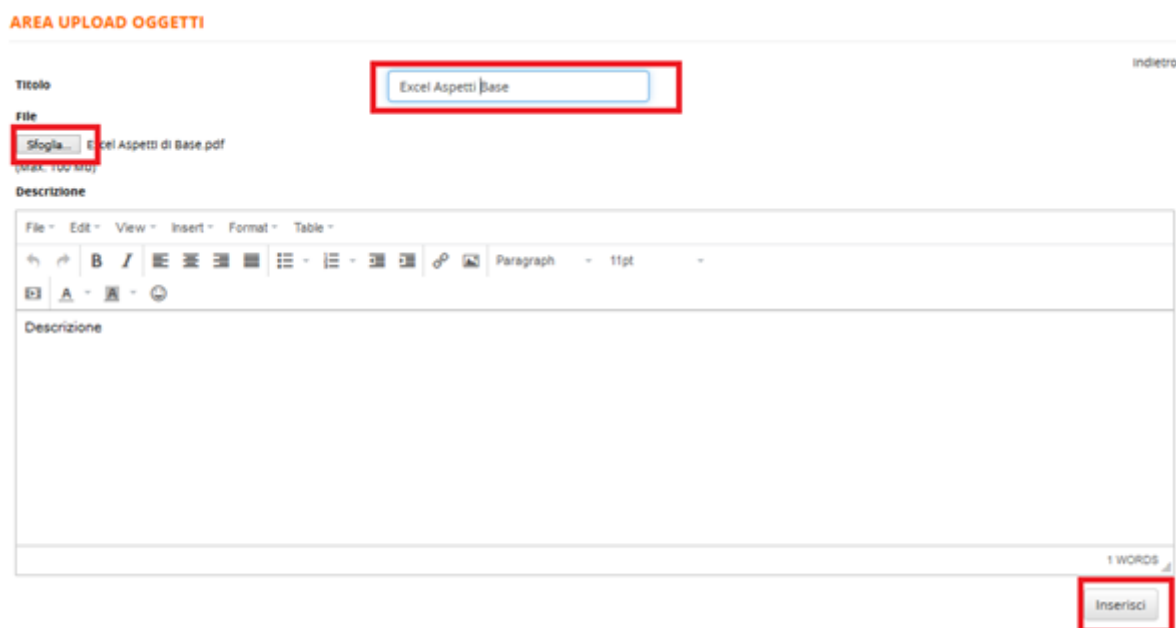
To insert the material, click on the menu item "Teachers Area / learning objects management/ course objects" and click on "New learning object"



The screen that appears allows you to create different types of materials or to load pre-existing materials, such as FAQs, glossaries, tests, a list of links, HTML pages (materials that can be created on the platform) or SCORM objects / file upload (pre-existing materials on the platform that can be loaded). In our example, we will click on “Upload file” to proceed with the loading of a .pdf file and then click on the “New” button



In the following screen, insert the title that we want to assign to the .pdf that we are going to upload, for example “Excel Basic aspects” and, through the “Browse” button, we will insert the PDF. After doing that, click on the “Insert” button



At this point, among the course objects, we will be shown our newly uploaded .pdf



Excel

0%

AREA DOCENTI

Gestione oggetti didattici • Gestione gruppi • Newsletter • Registro valutazioni • Gestisci menu

### GESTIONE OGGETTI DIDATTICI

I miei oggetti • **Oggetti del corso** • Oggetti condivisi

#### MATERIALI

Materiali

Excel Aspetti base

Icone per gestione materiali

Nuova cartella • Nuovo oggetto didattico

In the same way, we can proceed to load the other materials. Let's take the creation of a test as another example.

Click again on the “New Learning Object” button, and choose the Test option and then click on the “New” button

Selezione Oggetto Didattico

- ?
- Faq
- A
- Glossario
- Pagina html
- Carica file
- Sitografia - Link
- Questionario
- Carica oggetti SCORM
- Test**

Nuovo

We can now choose the test title and insert a short description. After the procedure, click on the “Create test” button

### Test

[<< Indietro](#)

Inserisci Titolo e descrizione del test.

La descrizione verrà mostrata agli studenti prima della somministrazione del test

Titolo

Test finale del corso Excel

Descrizione



Il test è composto da 5 domande di cui solo una corretta.  
Per superare il test è necessario rispondere correttamente al 70 % delle domande.

Buon test!

Path:

Words:22

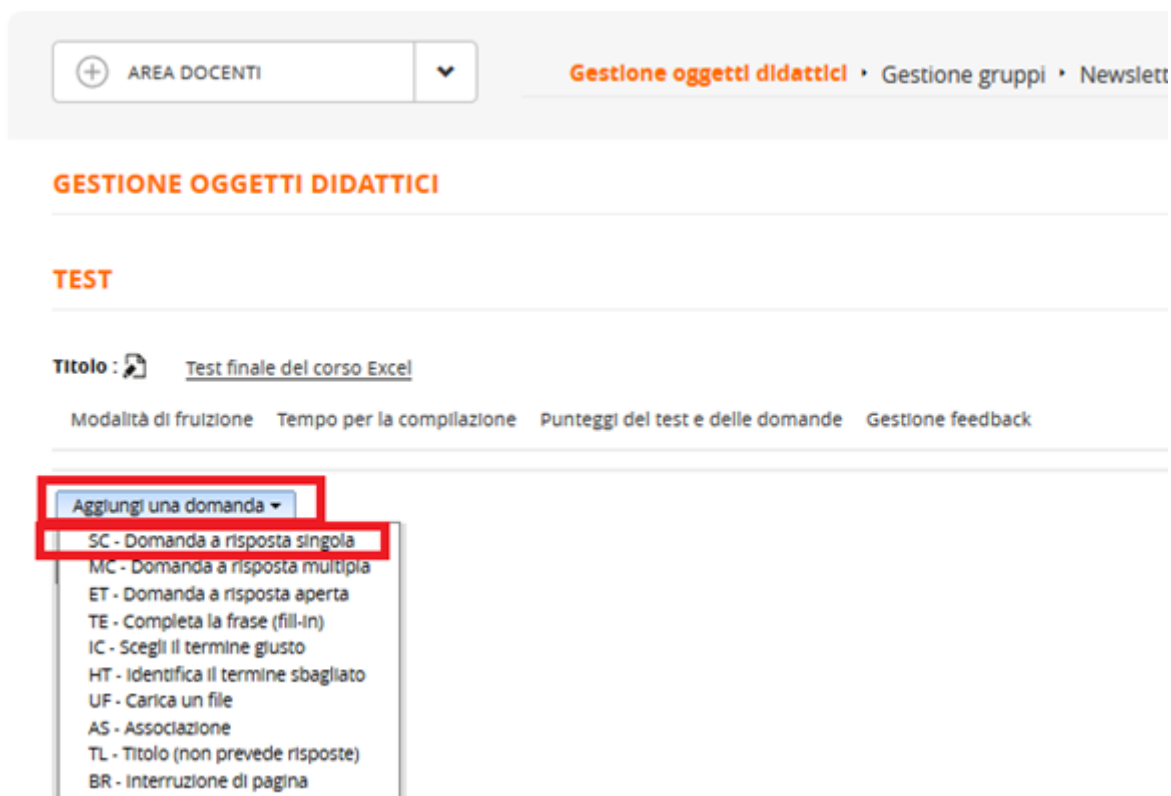
Crea test

The test structure is now created. Let's move on to uploading or creating the questions and their answers. Click on the “Modify” icon



By clicking on the “Add a question” button you can see that there are different types of questions to be entered: open-ended questions, single-answer questions, multiple-answer questions etc.

In our example, we will insert a single-answer question (in which therefore only one answer will be correct)



In the following screen, we must first enter the question and then the two answers. Remember to indicate the correct answer, to which a score will be attributed. In case you want to add further answers, just click on the “Add answer” button

## TEST

5C - Domanda a risposta singola

indole-3-yl

## Domanda

File Edit View Insert Format Table

Undo Bold Italic Text Color Background Color Bulleted List Numbered List Decrease Indent Increase Indent Link Unlink Paragraph - 11pt -

Font Color Text Background Color

"A1:A10"

2 WORDS

Tipo di test	- Nessun valore -
Obbligatorio	
Difficoltà	3 - Media
<input type="checkbox"/> test quest shuffle	
Tempo a disposizione per rispondere	00000 secondi
Ordine	1

**Risposte:**

Corretta	testo risposta	Commenti	Punteggio
Corretta	<div> <div>File · Edit · View · Insert · Format · Table ·</div> <div> <b>B</b> <i>I</i> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> </div> <div>divide il contenuto delle celle A1 e A10</div> <div>8 WORDS POWERED BY TINYMCE</div>	<div></div>	<div>Se corretta</div> <div>0.0</div>
			<div>Se sbagliata</div> <div>0.0</div>
Corretta	<div> <div>File · Edit · View · Insert · Format · Table ·</div> <div> <b>B</b> <i>I</i> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div> </div> <div>indica tutte le celle da A1 a A10</div> <div>8 WORDS POWERED BY TINYMCE</div>	<div></div>	<div>Se corretta</div> <div>10</div>
			<div>Se sbagliata</div> <div>0.0</div>

Aggiungi risposta

Salva modifiche

After clicking on the “Save changes” button, the initial test screen will be displayed with the insertion of the first question. You can then proceed to insert the other questions. Once two or more questions have been entered, it will be possible to decide the order and, at the same time, act on them by changing or eliminating them by clicking on the appropriate icons.



## Excel

0%

+ AREA DOCENTI

Gestione oggetti didattici • Gestione gruppi • Newsletter • Registro valutazioni • Gestisci menu

### TEST

Titolo: Test finale del corso Excel

Indietro

Modalità di fruizione Tempo per la compilazione Punteggi dei test e delle domande Gestione feedback

Elenco delle domande presenti nel test ( 2 elementi in 1 pagine)

Domande	Tipo	Domanda	tipo di test	Obbligatorio	Ordine	▼	▲		✕
1	SC	"A1:A10"			1	▼	▲		✕
2	SC	A cosa serve la formula CERCA VERT?			2	▲	▼		✕

Muovi riga 1 di per prima Muovi

Aggiungi una domanda

Esporta Importa

Indietro

Our course is now created!

Revision #1

Created 5 March 2024 16:19:07 by Lorenzo Polizzi

Updated 5 March 2024 16:38:48 by Lorenzo Polizzi