



Course Designer Guide

LEARNINGTREE

**Next Generation education technology cloud platform with
Adaptive Learning and Online Examinations for Schools,
Universities, Corporates & Government.**

Course Designer Quick Start Guide

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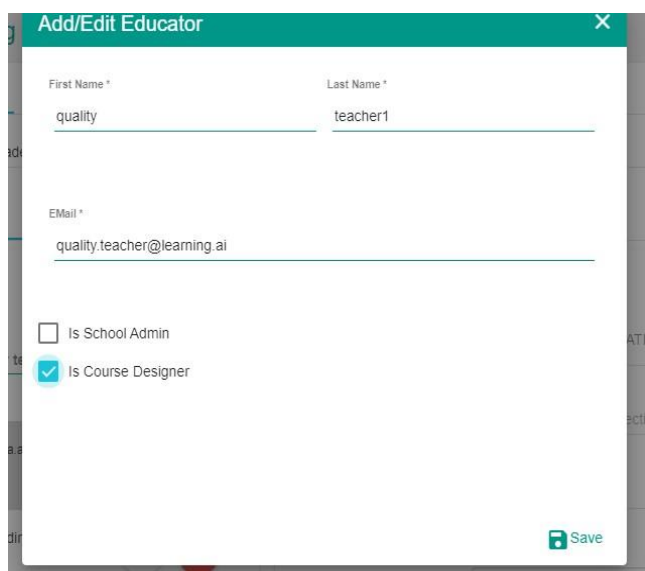
How Do Educators Add Course Designer Courses to Their Communities?

Course Designer Overview:

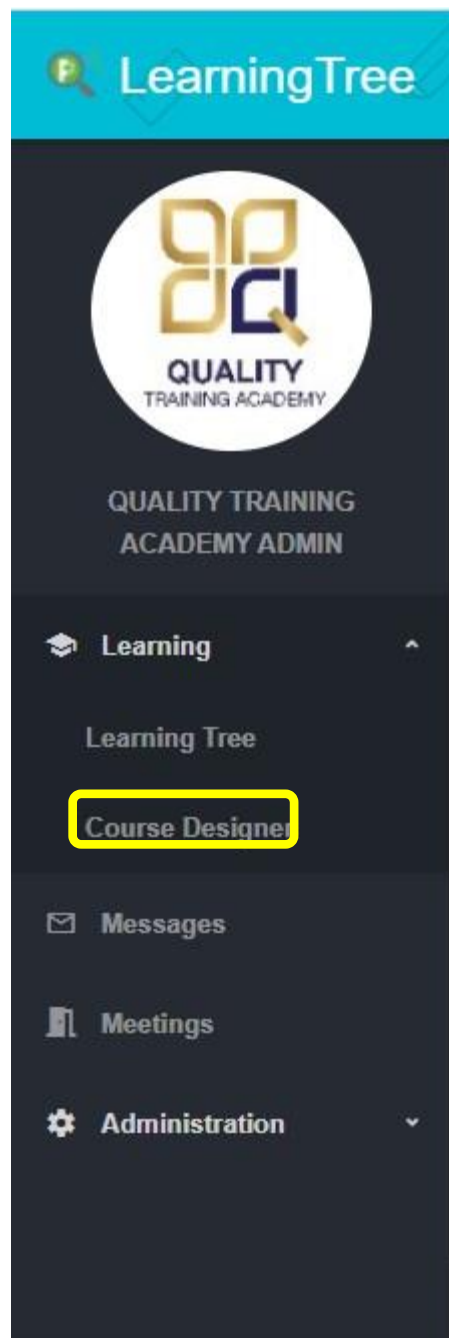
Course Designer is a permission that can be given to admin and educators on an individual basis. If turned on, users can create courses here that can be used in all communities throughout the tenant. When users add Learning Objectives (courses/sections) to a community, published course designer courses will be accessible. We recommend restricting this permission to specific users to keep the course list clean.



Without this permission, users can create communities within their Learning Tree tab that will not be shared across the tenant.

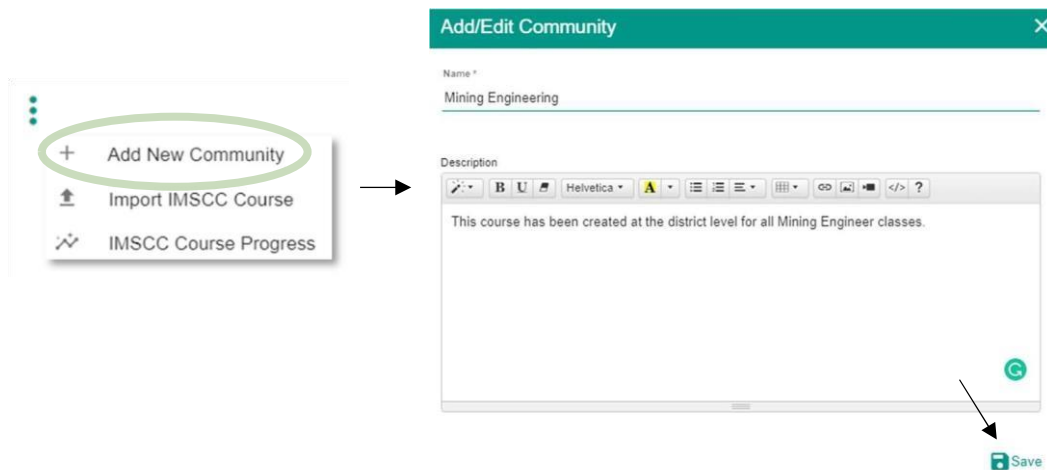


Adding New Course Designer Communities



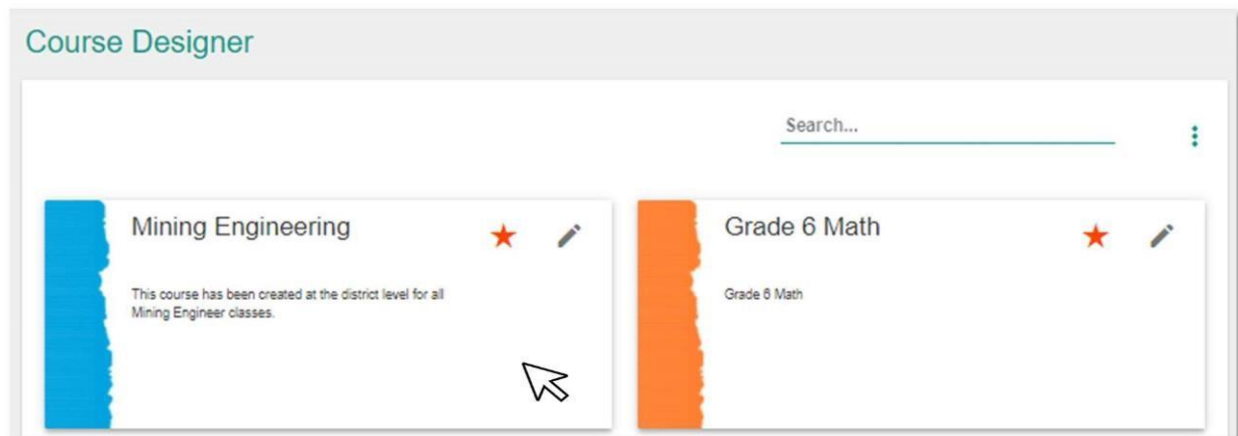
Adding New Community from Scratch:

To create a community from scratch, click on the 3-dot menu and select the option Add New Community. A window will open for you to type in the name and description of the new community. Once done, click Save



Editing Course Designer Community:

To edit your community, you'll click anywhere on the community tile.

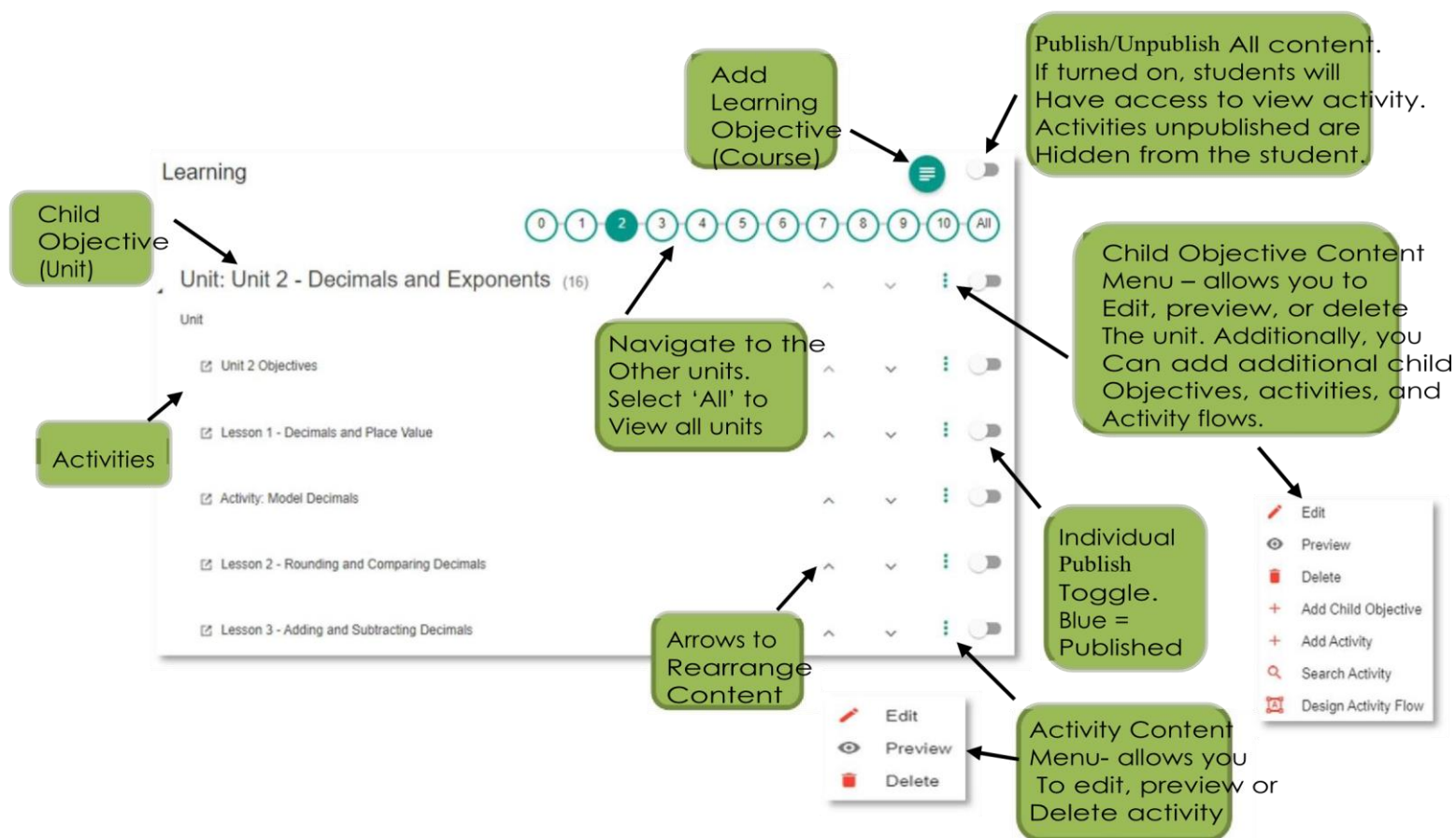


Once your community opens, you'll see your community toolbar:



1. Learning Tab: This Tab is where you will do all course creation and editing. To view all units in a course, click 'All' the unit timeline. Below, you will see more details on the

structure of the Learning tab. To add an existing course, unit or activity, refer to the below sections.



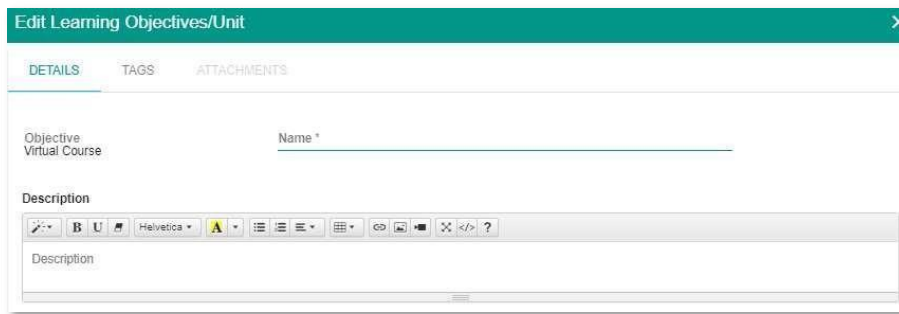
The screenshot shows the 'Learning' tab interface. Annotations include:

- Child Objective (Unit):** Points to the 'Unit: Unit 2 - Decimals and Exponents (16)' header.
- Activities:** Points to the list of activities under the unit, such as 'Lesson 1 - Decimals and Place Value'.
- Add Learning Objective (Course):** Points to the 'Add Learning Objective' button in the top right.
- Navigate to the Other units. Select 'All' to View all units:** Points to the 'All' button in the top navigation bar.
- Arrows to Rearrange Content:** Points to the up and down arrows next to each unit/lesson entry.
- Publish/Unpublish All content:** Points to the 'Publish/Unpublish All content' toggle in the top right.
- Child Objective Content Menu:** Points to the menu icon (three dots) next to a unit, with a sub-menu showing options like 'Edit', 'Preview', 'Delete', 'Add Child Objective', 'Add Activity', 'Search Activity', and 'Design Activity Flow'.
- Individual Publish Toggle:** Points to the blue/publish toggle next to a unit.
- Activity Content Menu:** Points to the menu icon (three dots) next to an activity, with a sub-menu showing options like 'Edit', 'Preview', and 'Delete'.

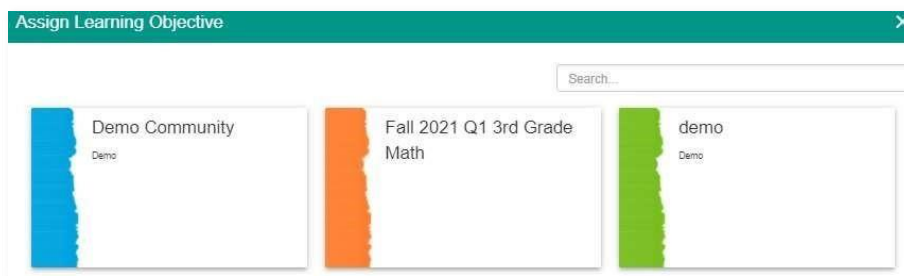
Adding a Learning Objective (Course):

In Learning Tree learning objectives are your courses. Before you add any content, you need to add the course shell by adding a new learning objective. To add a learning objective, you'll click on the Root Goal icon in the upper right. You have the option to Add New Learning Objective or Search Learning Objectives.

- Select Add New Learning Objective if you'd like to create a course from scratch you'll fill out the learning objective name, description, and tags (standards).



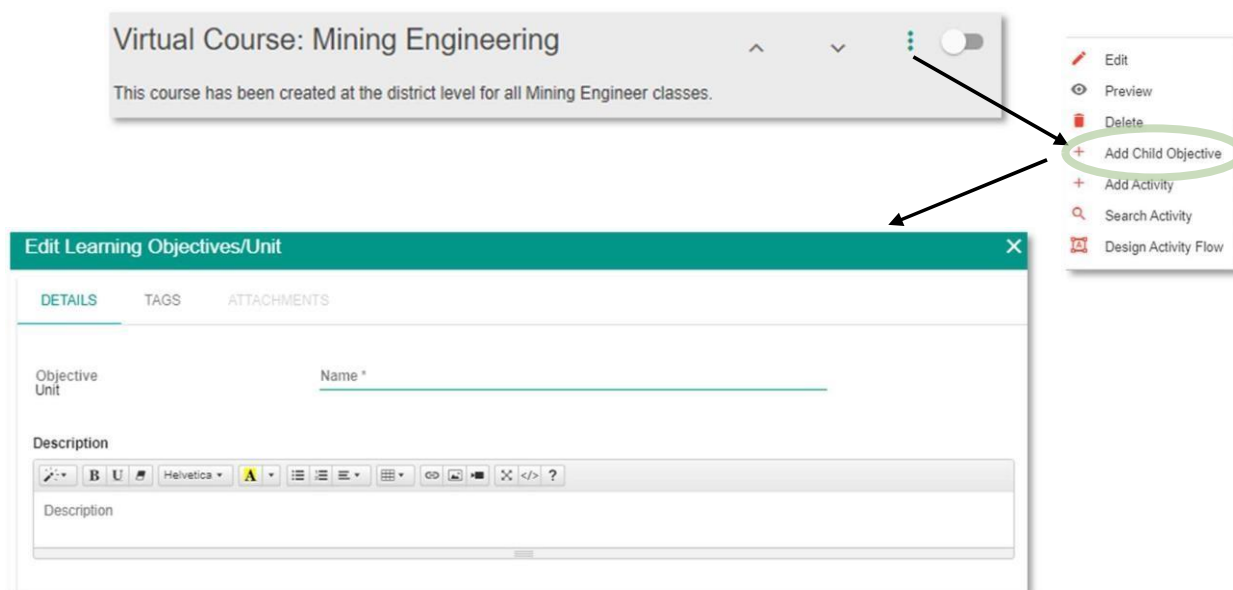
- Select Search New Learning Objective if you'd like to pull from another Course Designer course you have access to. o Select the course tile you'd like to add to your community



Adding a Child Objective (Unit):

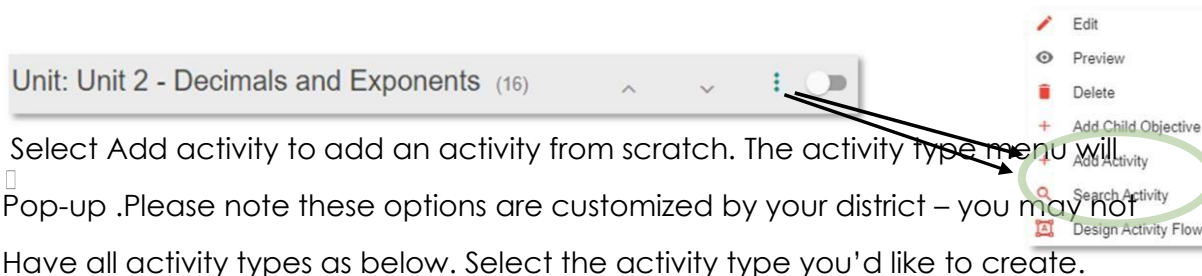
To add a unit, you'll click on the 3-dot menu icon on the course you've added. You may need to click 'All' on the number timeline if you don't see it. In the 3-dot menu, click on

Add Child Objective. Here, title your unit, add a description (optional), and tags (optional).

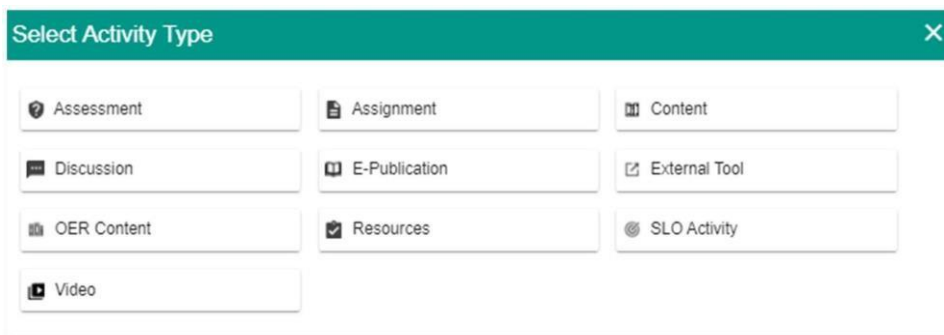


Adding Activities to Child Objectives (Units):

To add an activity, you'll click on the 3-dot menu icon on the unit you'd like the activity to be located in. When adding activities, you can either add from scratch or search from the activity catalog. In the 3-dot menu, click on Add Activity (from scratch) or Search Activity

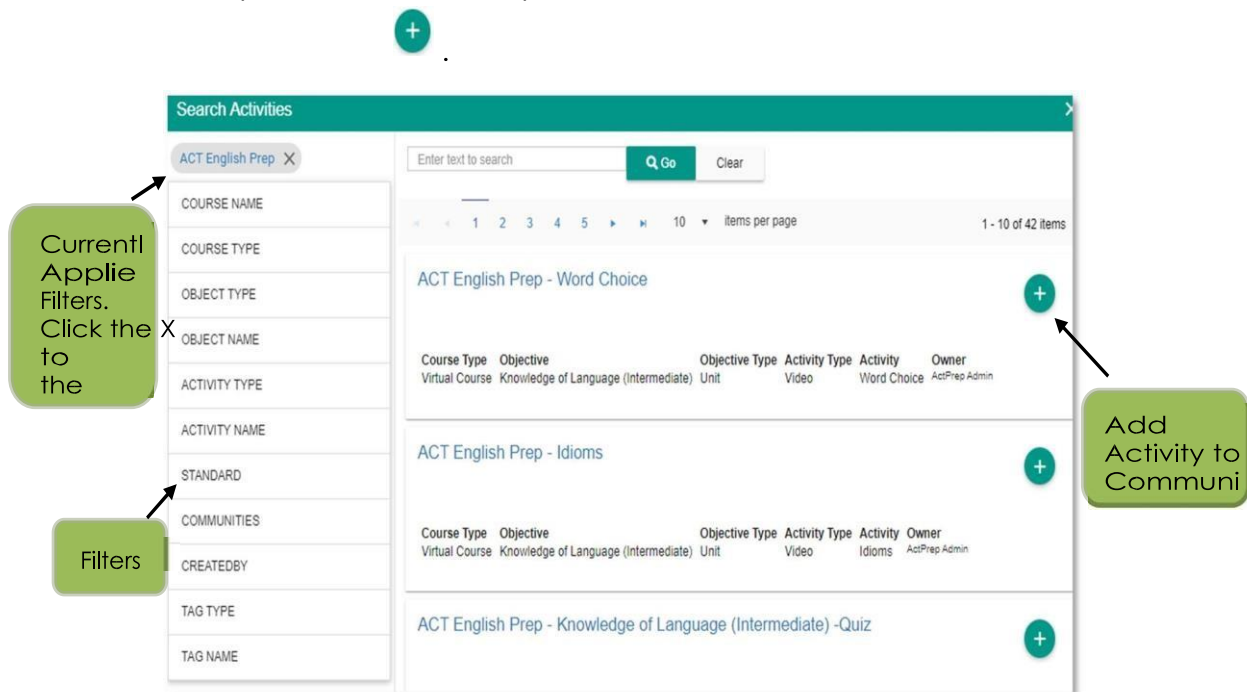


Select Add activity to add an activity from scratch. The activity type menu will Pop-up .Please note these options are customized by your district – you may not Have all activity types as below. Select the activity type you'd like to create.



☐ Select Search Activity to add an activity from the activity catalog. When

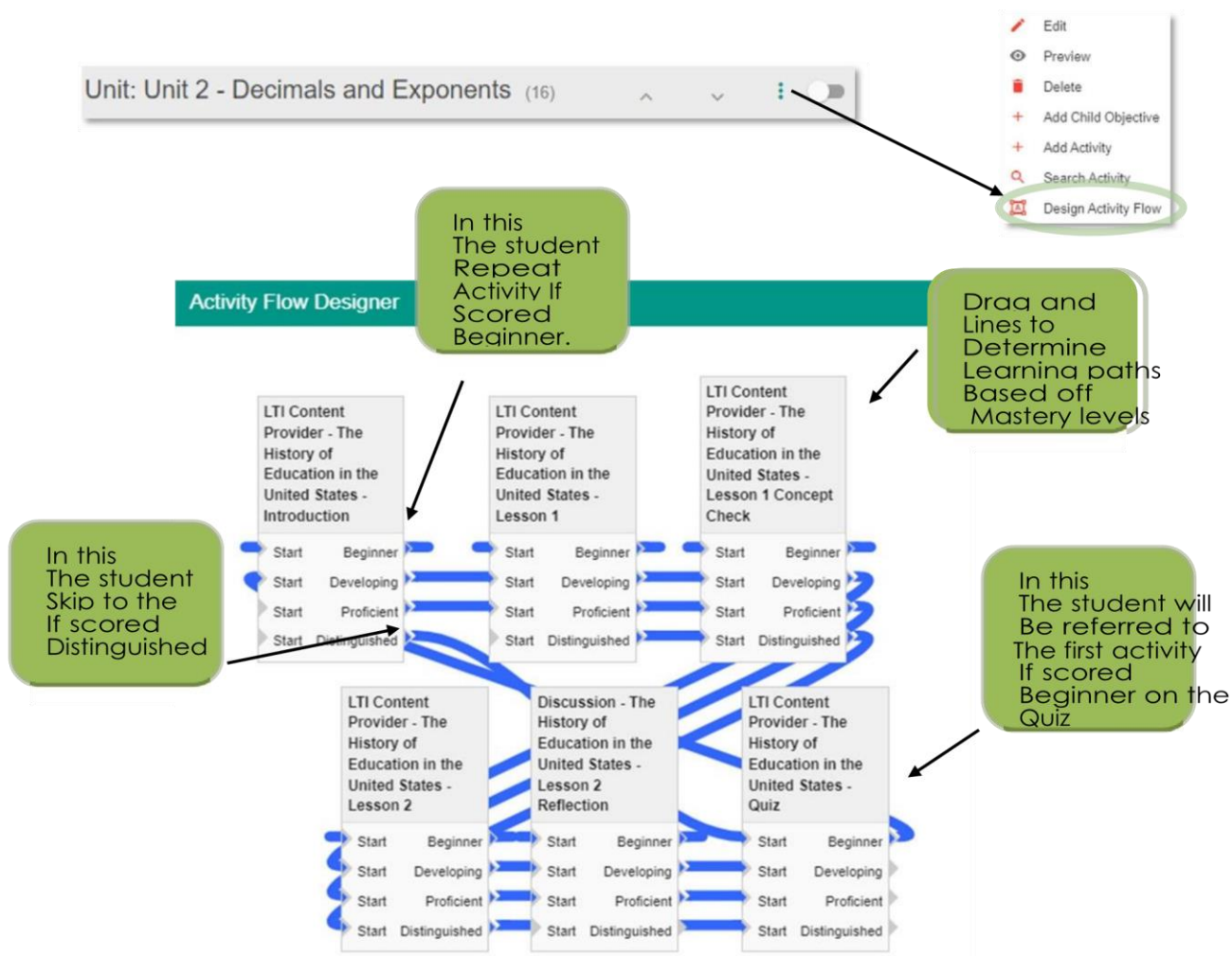
viewing the catalog, you can filter many ways, including course name, object type, standard, etc. You can also search by keyword. Clicking on the title hyperlink will allow you to preview the activity. To add the activity, click the



The screenshot shows the 'Search Activities' interface. On the left, a sidebar contains a list of filters: COURSE NAME, COURSE TYPE, OBJECT TYPE, OBJECT NAME, ACTIVITY TYPE, ACTIVITY NAME, STANDARD, COMMUNITIES, CREATEDBY, TAG TYPE, and TAG NAME. A green callout box labeled 'Filters' points to this list. Another green callout box labeled 'Currently Applied Filters. Click the X to the' points to the 'ACT English Prep' filter at the top of the sidebar. The main area displays search results for 'ACT English Prep'. It includes a search bar with 'Enter text to search', a 'Go' button, and a 'Clear' button. Below the search bar, there are pagination controls showing '1 - 10 of 42 items' and '10 items per page'. The results are listed in a table with columns: Course Type, Objective, Objective Type, Activity Type, Activity, and Owner. Three activities are shown: 'ACT English Prep - Word Choice', 'ACT English Prep - Idioms', and 'ACT English Prep - Knowledge of Language (Intermediate) -Quiz'. Each activity has a green '+' button to its right. A green callout box labeled 'Add Activity to Communi' points to the '+' button for the first activity.

Activity Flow Designer

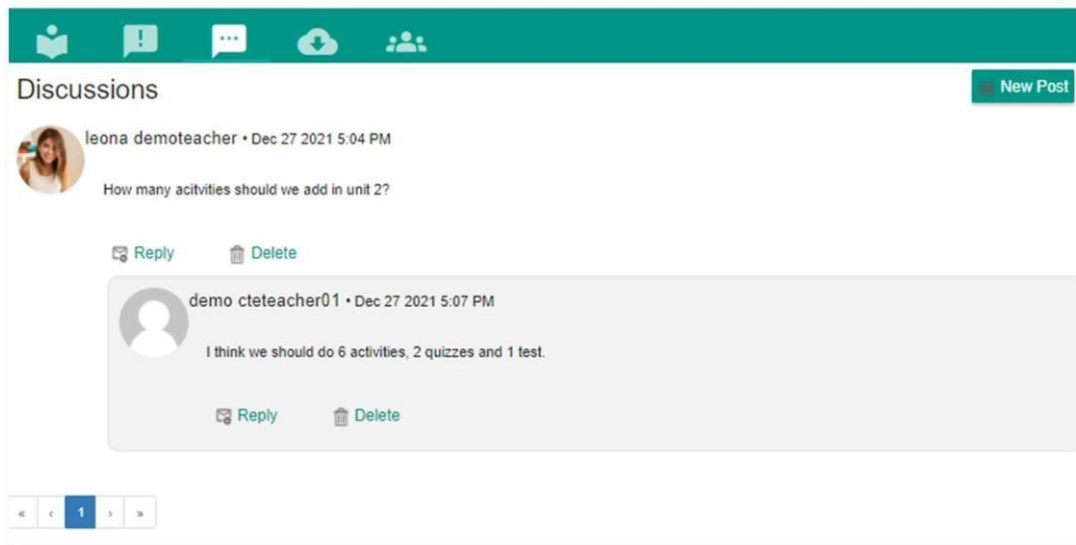
You can access the Activity Flow Designer by clicking on the Child Objective (Unit) Content Menu. The Activity Flow Designer allows you to create infinite pathway options for students based on their level of learning. To begin, drag the activities around so you can see all. Next, draw lines from activities based off the desired sequence.



QUICK TIP The Activity Flow designer is completely optional .Keep in mind if done at the course designer level, educators have the option to design their own flow at the community level.

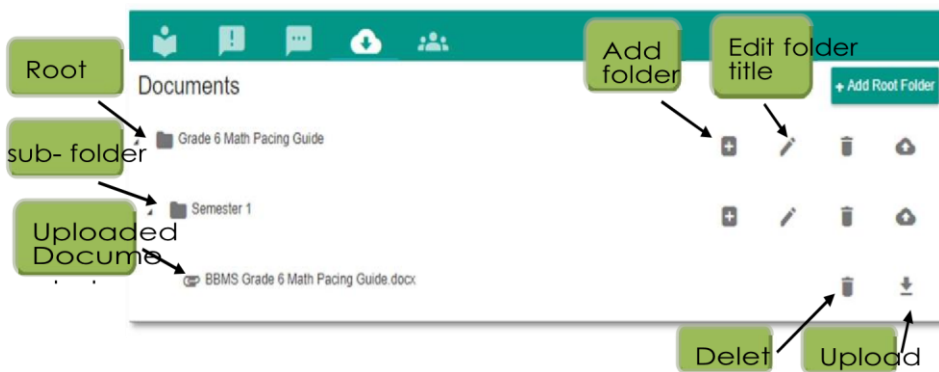
3. Discussions Tab: This tab is where you can add, view, and comment on discussions within the course designer community. These discussions are intended for those who are creating the course together. When the course is added to future communities, these discussions will not come with it.

To add a discussion, click  To reply to a discussion or comment, click 



4. Documents Tab: This tab is where you can add and view documents within the course designer community. These documents are intended for those who are creating the course together. When the course is added to future communities, these announcements will not come with it.

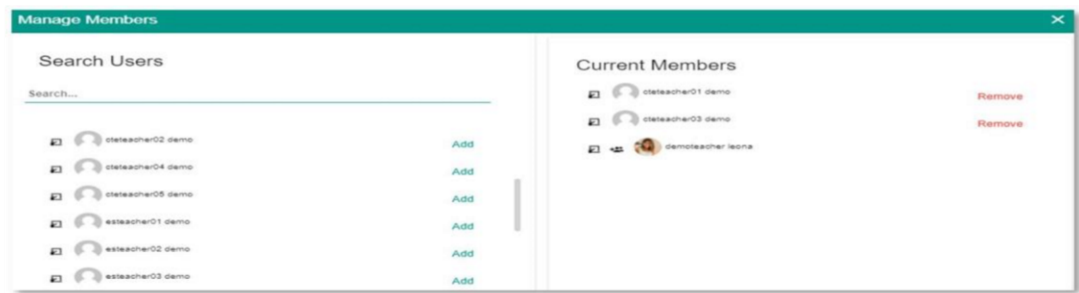
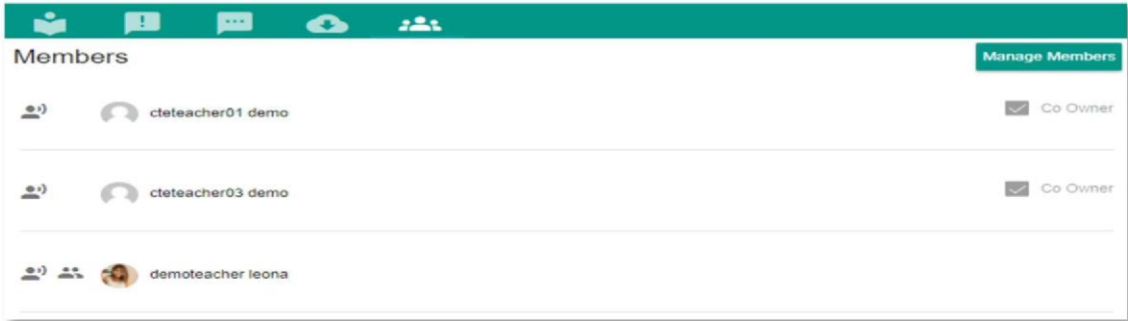
Clicking **+ Add Root Folder** Will allow you to create and name the root folder. Can either create sub folders, edit, delete or upload.



5. Members Tab: This tab is where you can add or edit members of your course designer community. If you are creating this course with other users or someone else needs access to it, you'll add them here. When the course is added to future communities, these members will not come with it.

'Add' next to the user's name. Under Current Members, you can view all users who have access to the Community. To delete a member, click 'Remove' next to the user's name.

To add a member, click **Manage Members** Under Search Users. You can search members and select



All added users will show 'Co-owner' next to their names. They will have the same access to the owner. Only the user who created the community will not have it.

How Do Educators Add Course Designer Courses to Their Communities?

Once the course is published, educators will now see it as an option when searching Learning Objectives in their communities.

Once the course designer course is completed, publish all at the top right Learning

