



# 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.

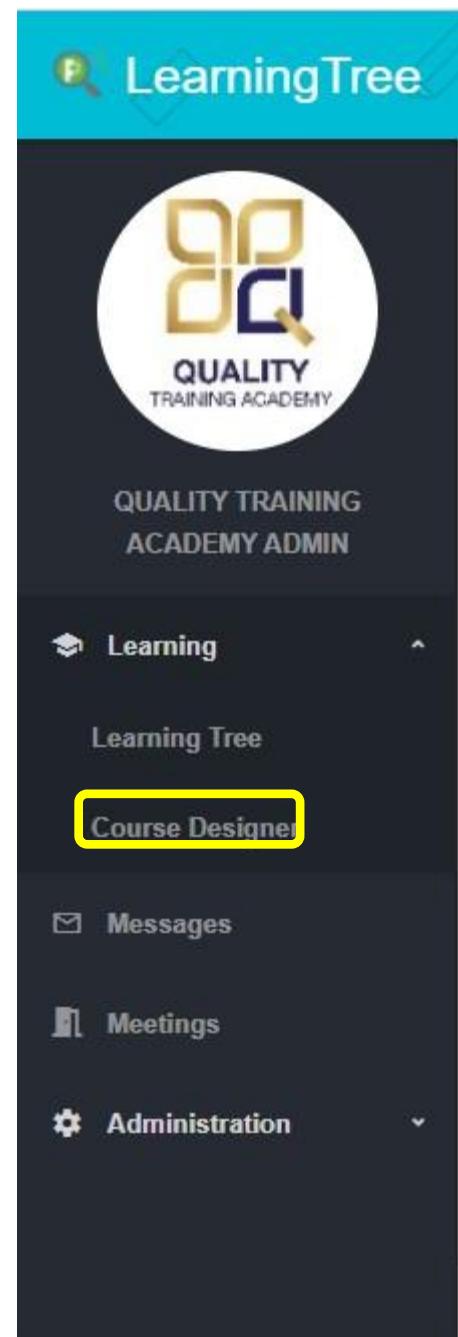


Without this permission, users can create communities within their Learning Tree tab that will not be shared across the tenant.

Add/Edit Educator

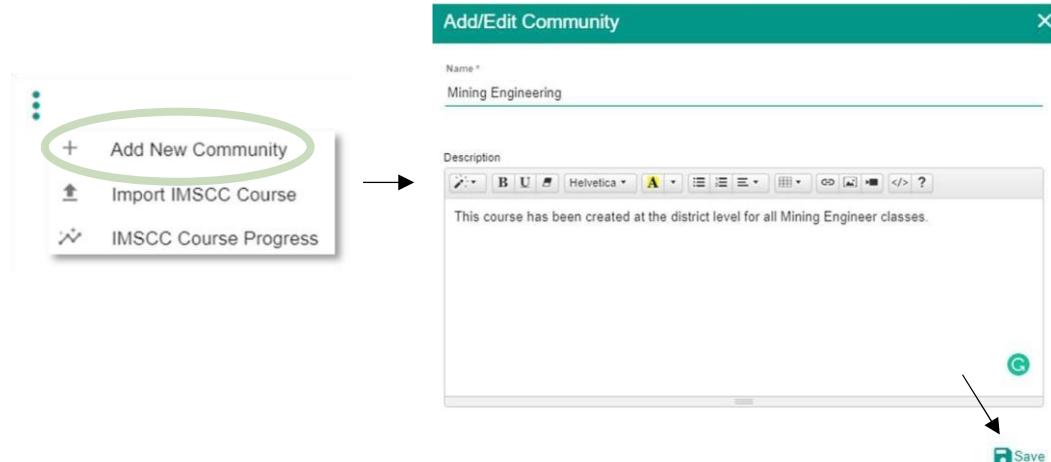
First Name *	Last Name *
quality	teacher1
EMail *	
quality.teacher@learning.ai	
<input type="checkbox"/> Is School Admin <input checked="" type="checkbox"/> Is Course Designer	
<input type="button" value="Save"/>	

## **Adding New Course Designer Communities**



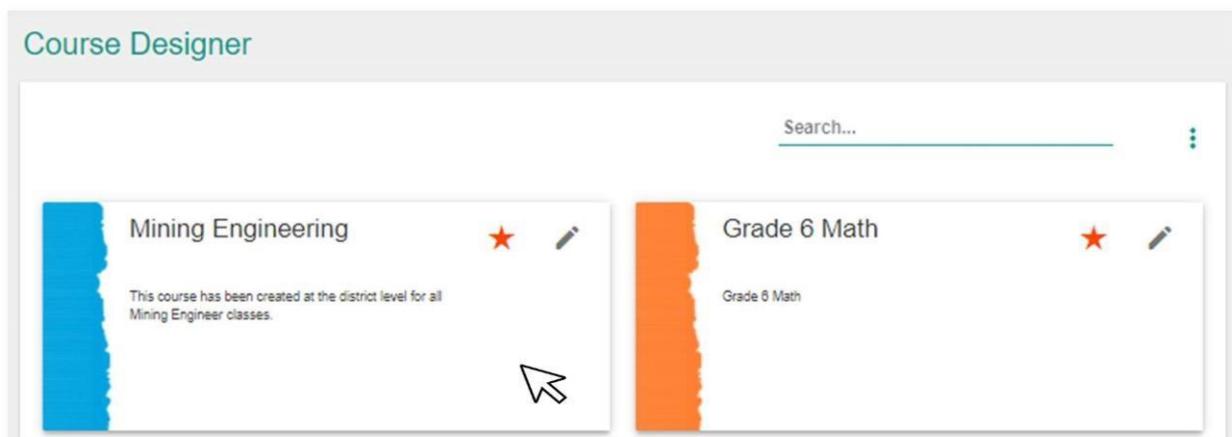
## Adding New Community from Scratch:

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.

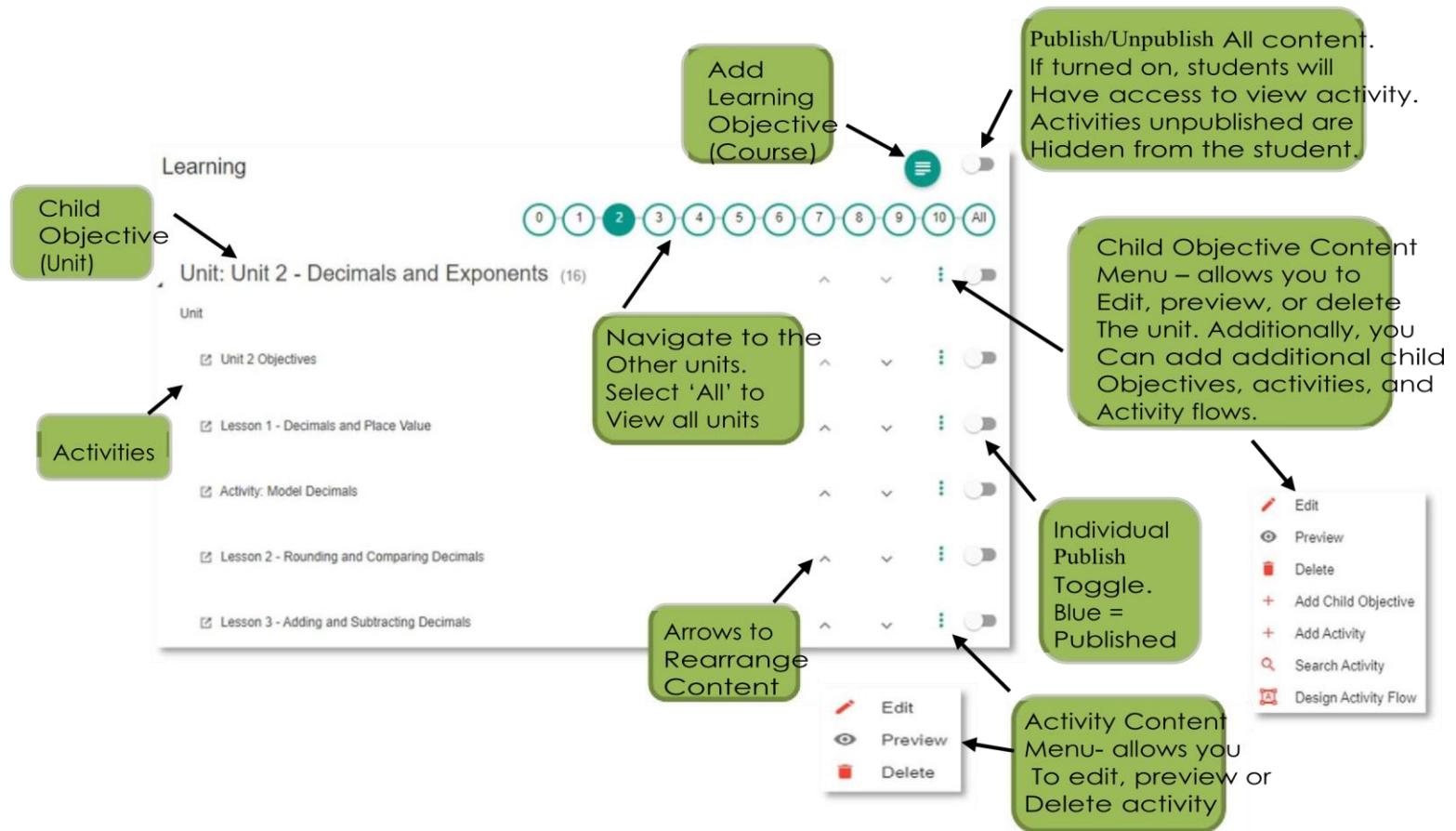


Once your community opens, you'll see your community toolbar:



**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

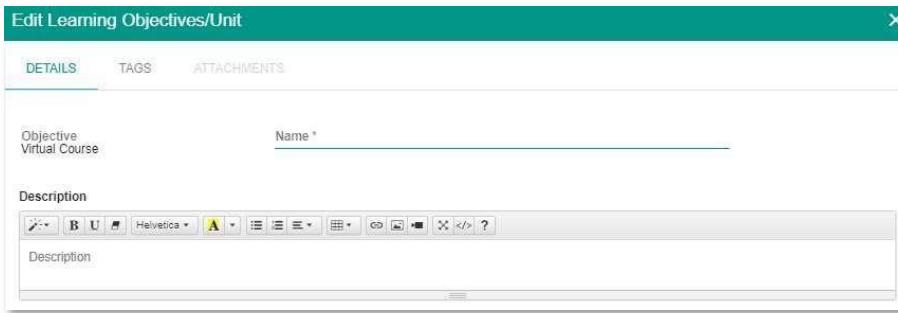
structure of the Learning tab. To add an existing course, unit or activity, refer to the below sections.



## 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).



The dialog box is titled 'Edit Learning Objectives/Unit'. It has tabs for 'DETAILS', 'TAGS', and 'ATTACHMENTS'. The 'DETAILS' tab is active. It contains fields for 'Name' (with placeholder 'Virtual Course') and 'Description' (with a rich text editor toolbar). The 'ATTACHMENTS' tab is visible at the bottom.

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

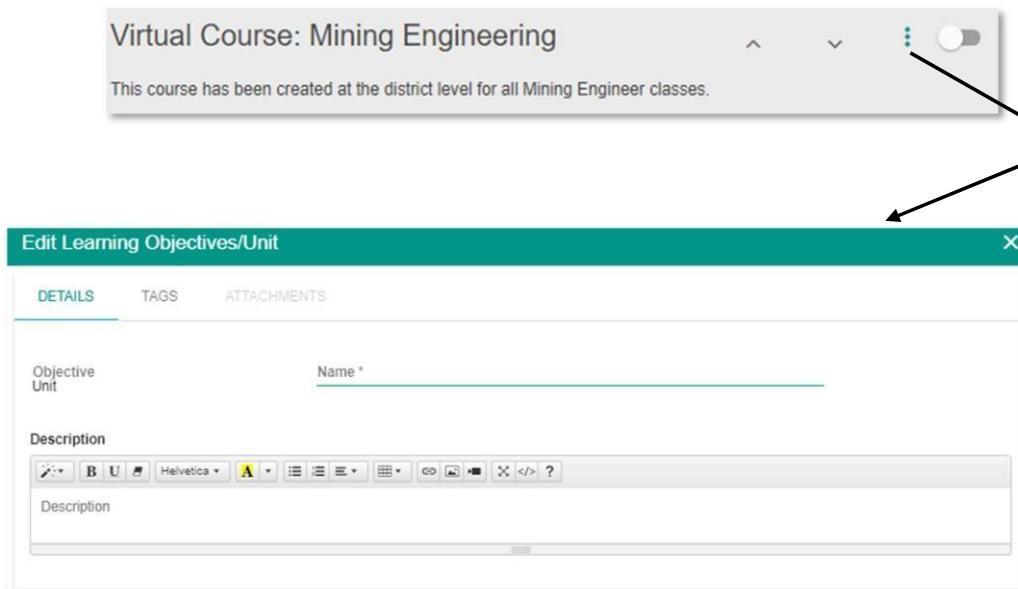


The dialog box is titled 'Assign Learning Objective'. It features a search bar and a list of course tiles. The visible tiles are: 'Demo Community' (blue), 'Fall 2021 Q1 3rd Grade Math' (orange), and 'demo' (green).

## **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

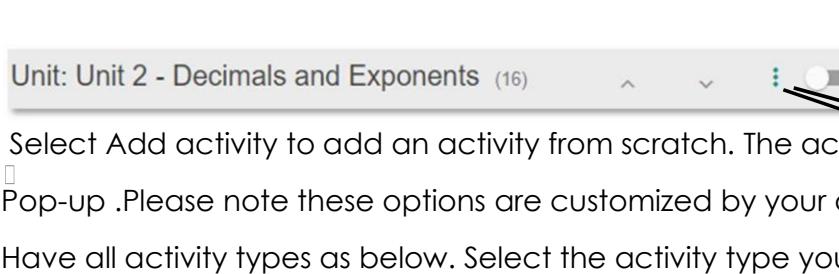
Add Child Objective. Here, title your unit, add a description (optional), and tags (optional).



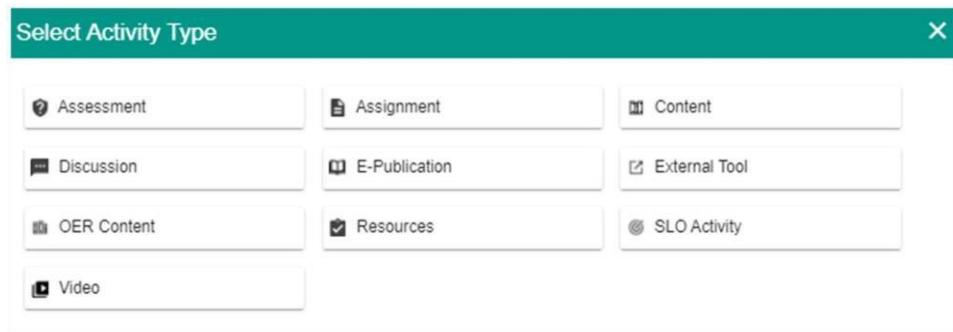
- ✎ Edit
- 🕒 Preview
- ✖ Delete
- ✚ Add Child Objective
- ✚ Add Activity
- 🔍 Search Activity
- 🕒 Design Activity Flow

## 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

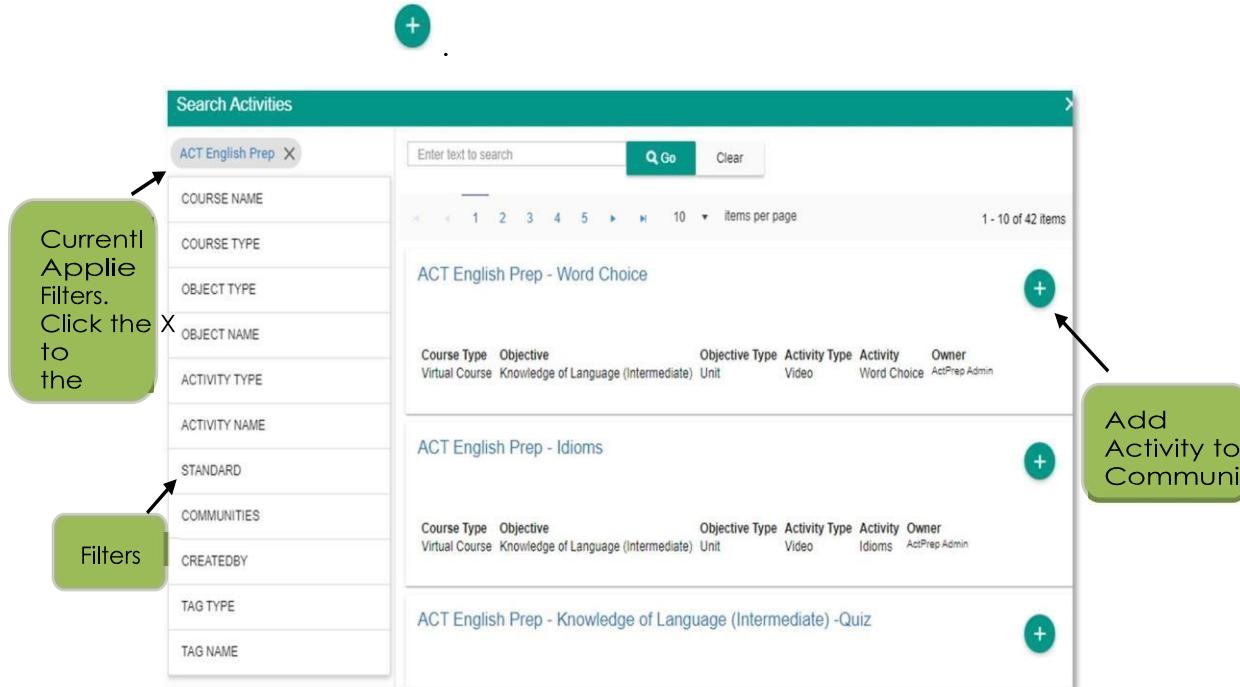


- ✎ Edit
- 🕒 Preview
- ✖ Delete
- ✚ Add Child Objective
- ✚ Add Activity
- 🔍 Search Activity
- 🕒 Design Activity Flow



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

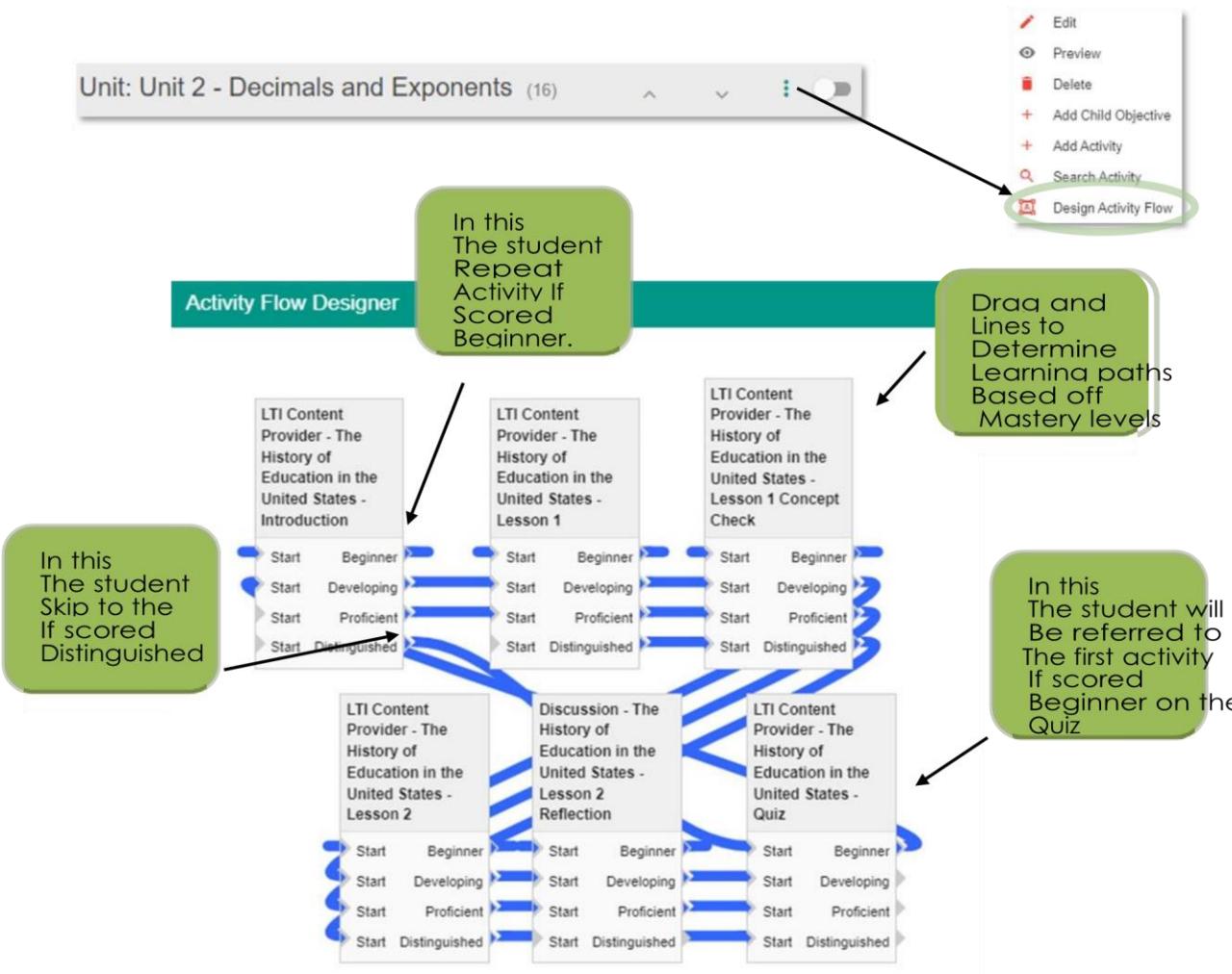
viewing the catalog, you can filter many ways, including course name, object type, standard, etc. You can also search by keyword. Clicking on the title hyperlink will allow you to preview the activity. To add the activity, click the



The screenshot shows a 'Search Activities' interface. On the left, a sidebar titled 'Filters' lists various categories: COURSE NAME, COURSE TYPE, OBJECT TYPE, OBJECT NAME, ACTIVITY TYPE, ACTIVITY NAME, STANDARD, COMMUNITIES, CREATED BY, TAG TYPE, and TAG NAME. A green callout box labeled 'Current Apply Filters. Click the X to the' has an arrow pointing to the 'X' button in the 'ACT English Prep' filter. Another green callout box labeled 'Filters' has an arrow pointing to the 'Filters' sidebar. On the right, a list of activities is displayed with three items visible: 'ACT English Prep - Word Choice', 'ACT English Prep - Idioms', and 'ACT English Prep - Knowledge of Language (Intermediate) -Quiz'. Each item has a green circular 'Add' button with a '+' icon to its right. A green callout box labeled 'Add Activity to Communi' has an arrow pointing to the 'Add' 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.

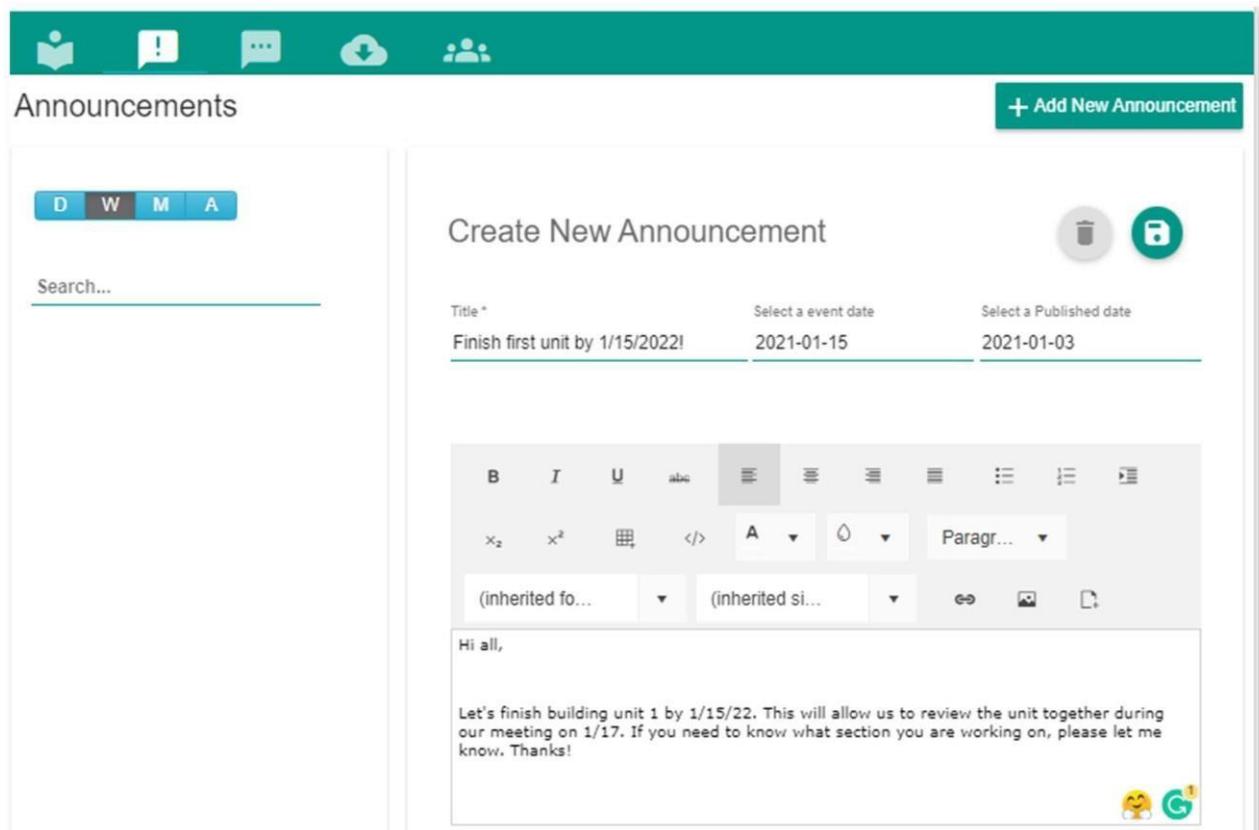


The Activity Flow designer is completely optional. Keep in mind if done at the course designer level, educators have the option to design their own flow at the community level.

**2. Announcements Tab:** This tab is where you can add and view announcements within the course designer community. These announcements 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 on  will allow you to add a title, event date, published date, and





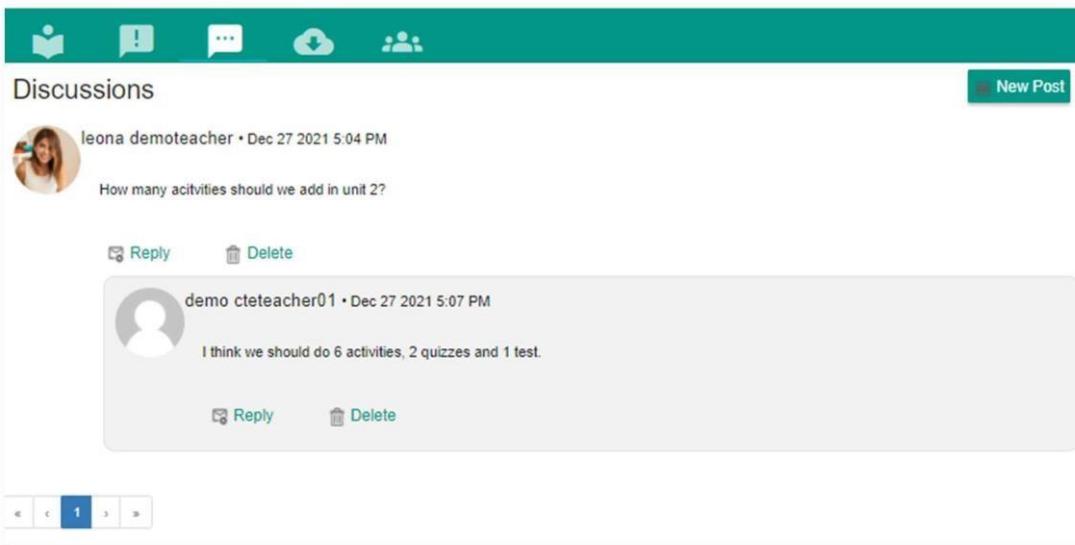
The screenshot shows the 'Announcements' tab interface. At the top, there are icons for announcements, messages, and users. Below the header, a green bar contains the text 'Announcements' and a 'Add New Announcement' button. A sidebar on the left has a search bar and the same 'Day, Week, Month, All' buttons. The main area is titled 'Create New Announcement' and contains fields for 'Title' (with placeholder 'Finish first unit by 1/15/2022!'), 'Event Date' (set to '2021-01-15'), and 'Published Date' (set to '2021-01-03'). Below these fields is a rich text editor toolbar with various formatting options. The main content area contains the text 'Hi all,' and 'Let's finish building unit 1 by 1/15/22. This will allow us to review the unit together during our meeting on 1/17. If you need to know what section you are working on, please let me know. Thanks!' At the bottom right of the content area are a smiley face emoji and a green 'G' icon.

announcement content. Event date will determine when the announcement will be seen by the

Community members in the Day, Week, Month, All sections.

**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 



The screenshot shows the 'Discussions' tab interface. At the top, there are five icons: a book, a speech bubble with an exclamation mark, a speech bubble with three dots, a download arrow, and a user profile. To the right is a green 'New Post' button. Below the header, the title 'Discussions' is displayed. The first post is by 'leona demoteacher' on Dec 27 2021 5:04 PM, asking 'How many activities should we add in unit 2?'. Below it, a reply by 'demo cteteacher01' on Dec 27 2021 5:07 PM states 'I think we should do 6 activities, 2 quizzes and 1 test.' Each post has a 'Reply' and a 'Delete' button. At the bottom, there is a navigation bar with page numbers: < 1 2 3 >.

**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 documents will not come with it.

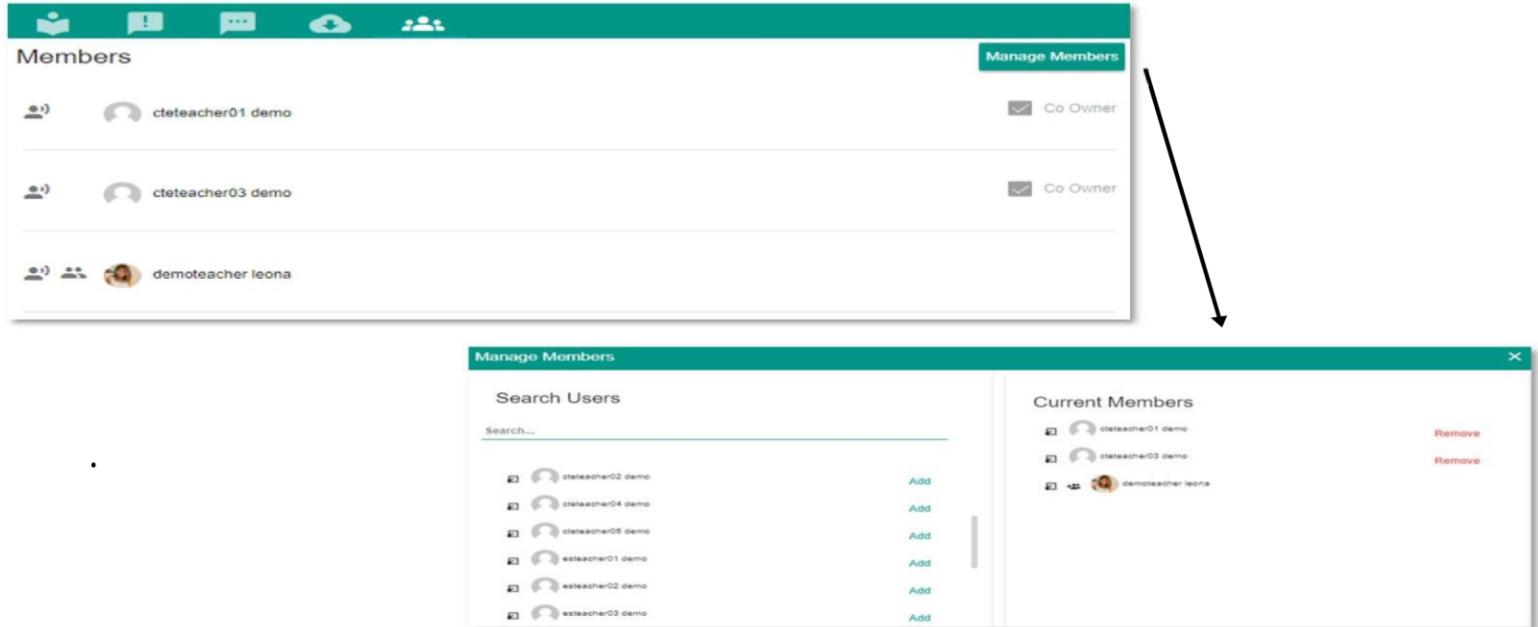
Clicking **+ Add Root Folder** Will allow you to create and name the root folder. Can either create sub folders, edit, delete or upload.



**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



**Members**

cteteacher01 demo

cteteacher03 demo

demoteacher leona

**Manage Members**

cteteacher01 demo

cteteacher03 demo

demoteacher leona

**Manage Members**

Search Users

cteteacher02 demo

cteteacher04 demo

cteteacher05 demo

esteteacher01 demo

esteteacher02 demo

esteteacher03 demo

Add

Add

Add

Add

Add

Add

**Current Members**

cteteacher01 demo

cteteacher03 demo

demoteacher leona

Remove

Remove



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

