

THE MOBILE IT LAB
TRAINING
DAY TWO

User management



User management



User information

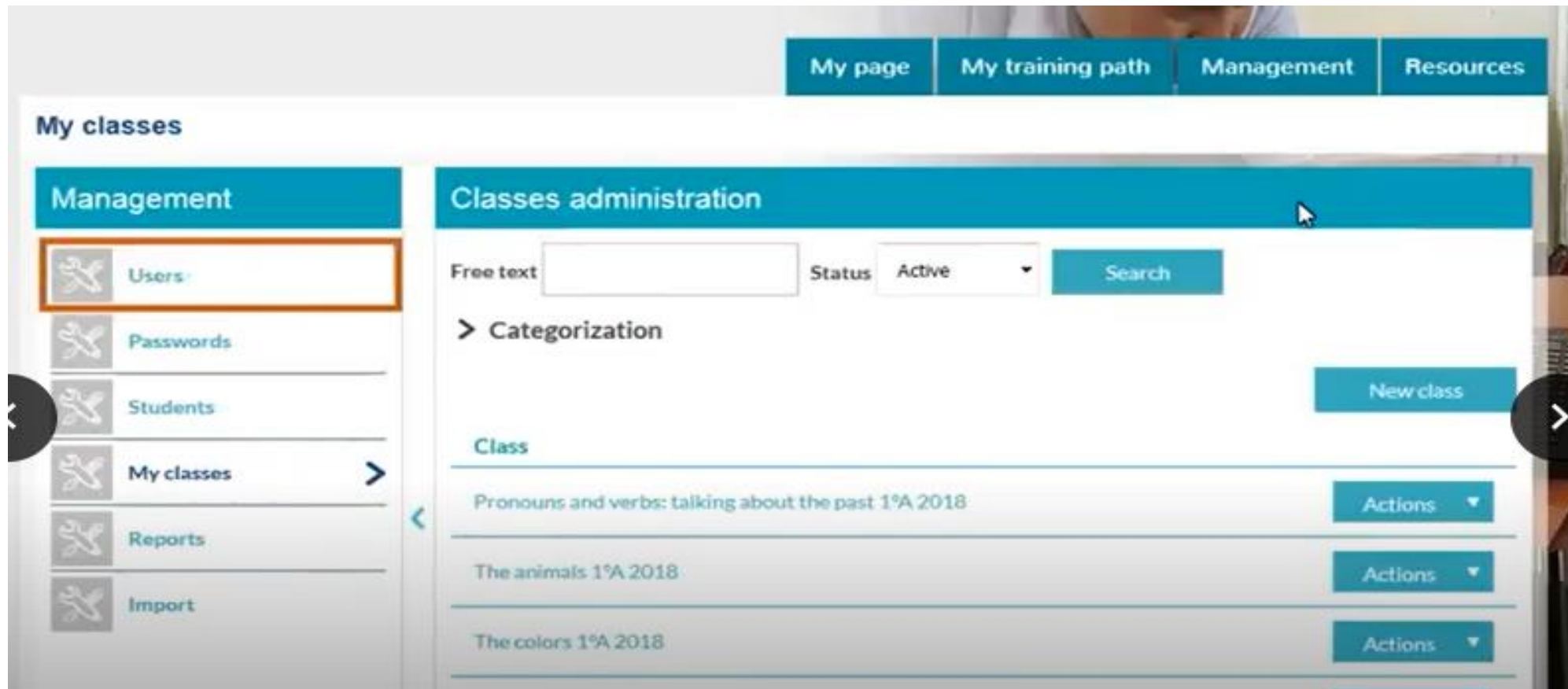
UNIC USERS: Each pupil will have a personal user name and password to log in to the application using their credentials. These credentials remain the same even if the pupil change class or grade.

NOTE: NEVER create generic users (use standard naming convention) for multiple people.

ONE PERSON WILL ALWAYS BE EQUAL TO ONE USER.

How to create a new user

Access the management tab and click on users to view the space in which to manage users.

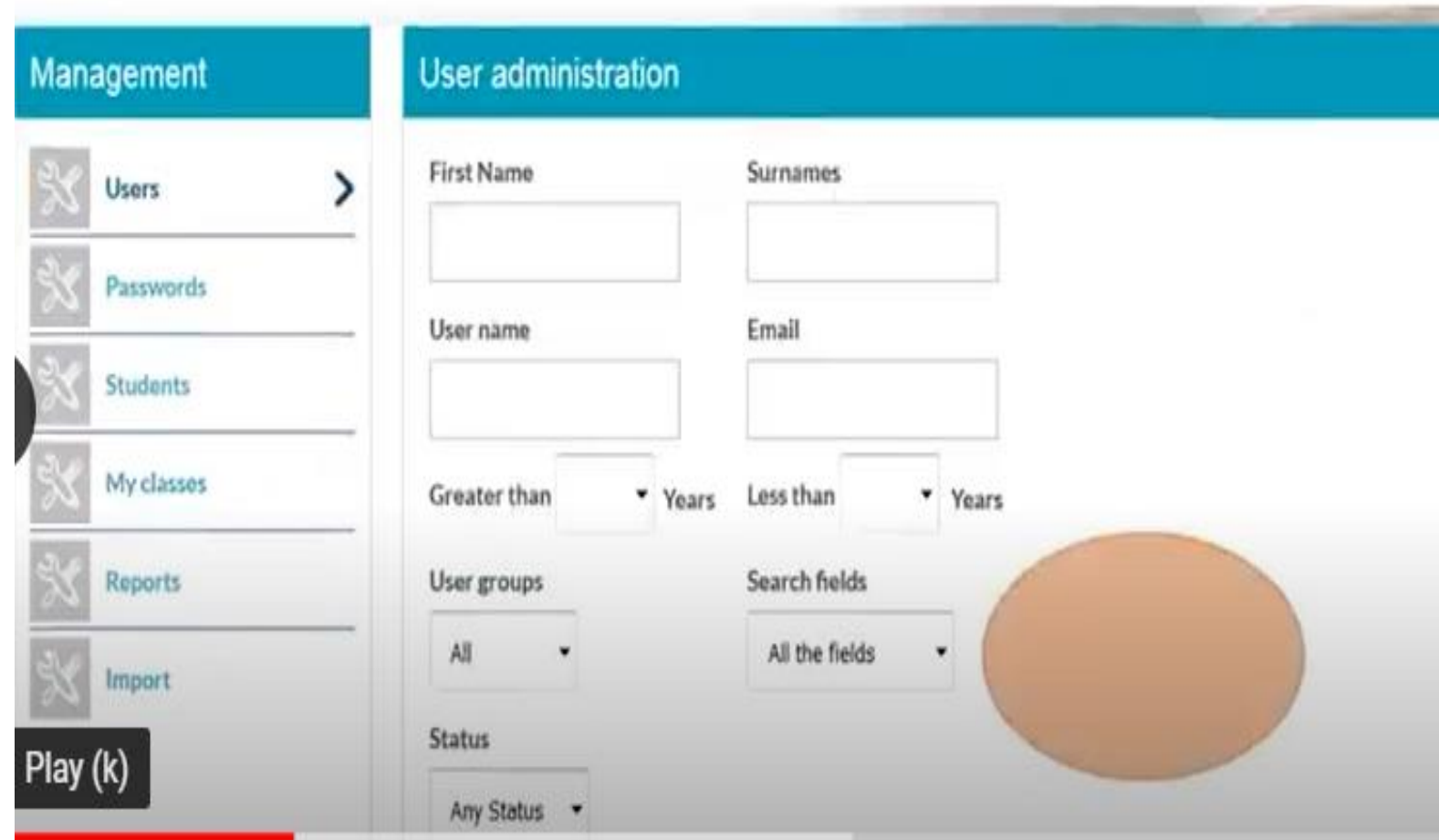


User administration

The following tasks can be completed:

1. Search for a user: using first name, surname and user name fields.
2. Create a user individually
3. Edit existing users
4. Deactivate users

Users




The screenshot displays the 'Users' management interface. On the left is a sidebar menu with a 'Management' header and several options: 'Users' (highlighted with a right arrow), 'Passwords', 'Students', 'My classes', 'Reports', and 'Import'. Below the menu is a 'Play (k)' button. The main area is titled 'User administration' and contains several input fields and dropdown menus for searching and filtering users. The fields include 'First Name', 'Surnames', 'User name', and 'Email'. There are also filters for 'Greater than' and 'Less than' years, 'User groups' (set to 'All'), 'Search fields' (set to 'All the fields'), and 'Status' (set to 'Any Status'). A large orange oval is overlaid on the bottom right of the interface.

User administration	
First Name	Surnames
<input type="text"/>	<input type="text"/>
User name	Email
<input type="text"/>	<input type="text"/>
Greater than <input type="text"/> Years	Less than <input type="text"/> Years
User groups	Search fields
<input type="text" value="All"/>	<input type="text" value="All the fields"/>
Status	
<input type="text" value="Any Status"/>	

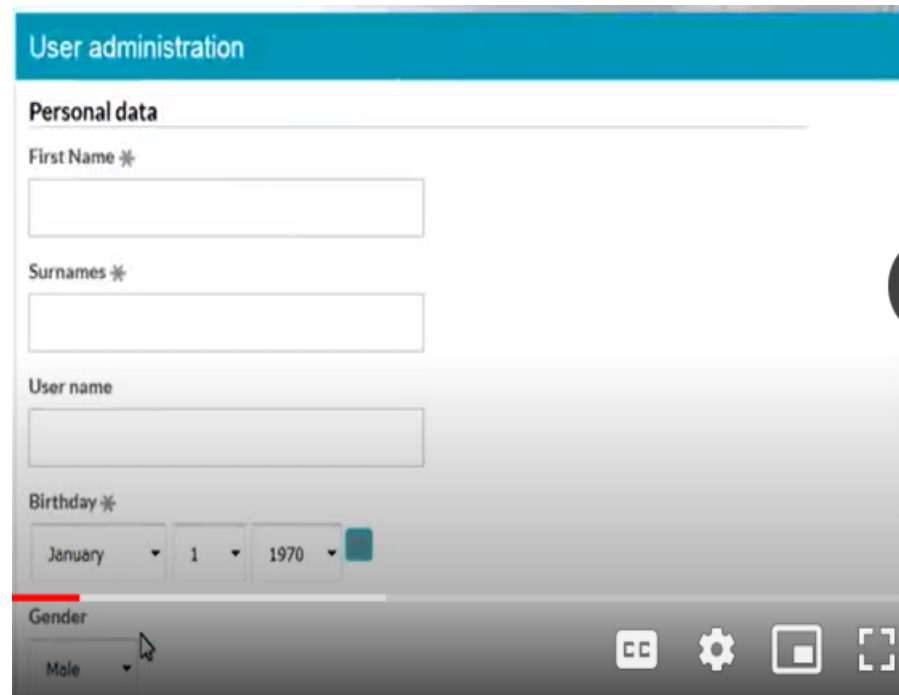
Creating new users steps

1. Select new user option at the bottom of the screen

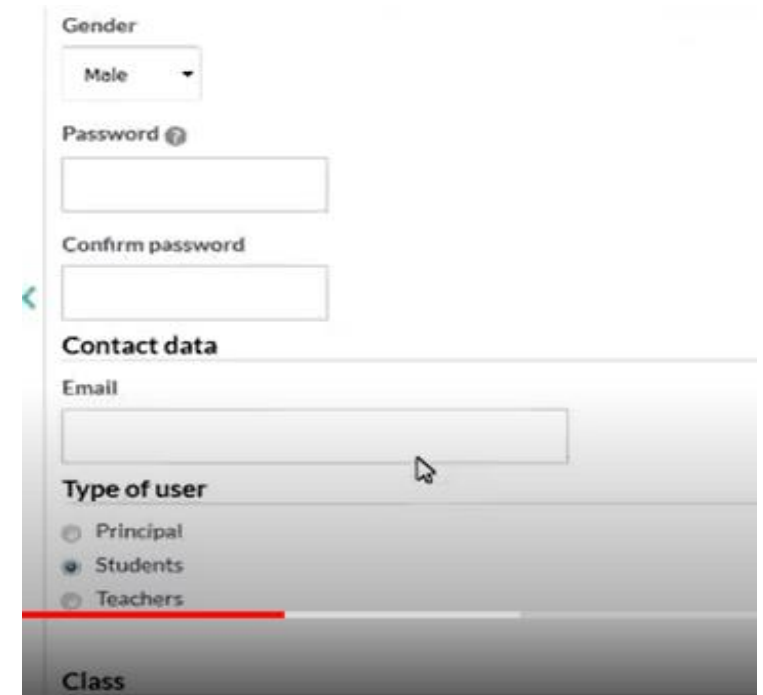


The screenshot shows the 'User administration' interface. At the top, there's a blue header with 'User administration' and a dark blue button labeled 'NEW USERS'. Below this, there are several input fields: 'Surnames', 'User name', 'Email', 'Greater than' (with a dropdown), 'Less than' (with a dropdown), 'User groups' (with a dropdown), and 'Search fields' (with a dropdown). At the bottom, there's a 'Status' dropdown. A red box highlights the 'New User' button at the bottom left, which is part of a 'List of users' section.

2. Personal data note card: You are required to enter to pupil data, such as: first name, surname, username, birthday, gender, password, email, type of user, class and group (Class and group is needed to facilitate the mass allocation of classes". Then click "Save".



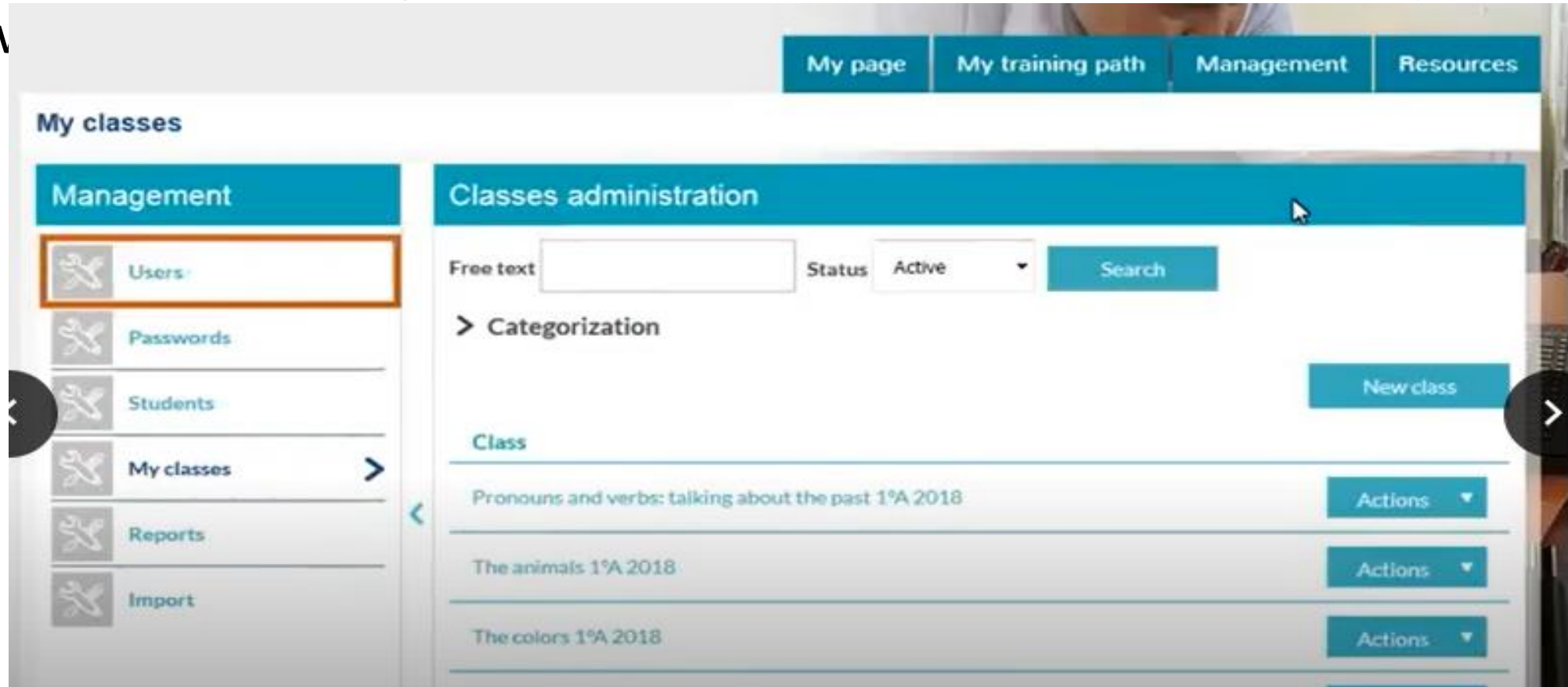
The screenshot shows the 'User administration' interface with the 'Personal data' section expanded. It contains several input fields: 'First Name', 'Surnames', 'User name', 'Birthday' (with a date picker set to January 1, 1970), and 'Gender' (with a dropdown menu). A red box highlights the 'Gender' dropdown menu.



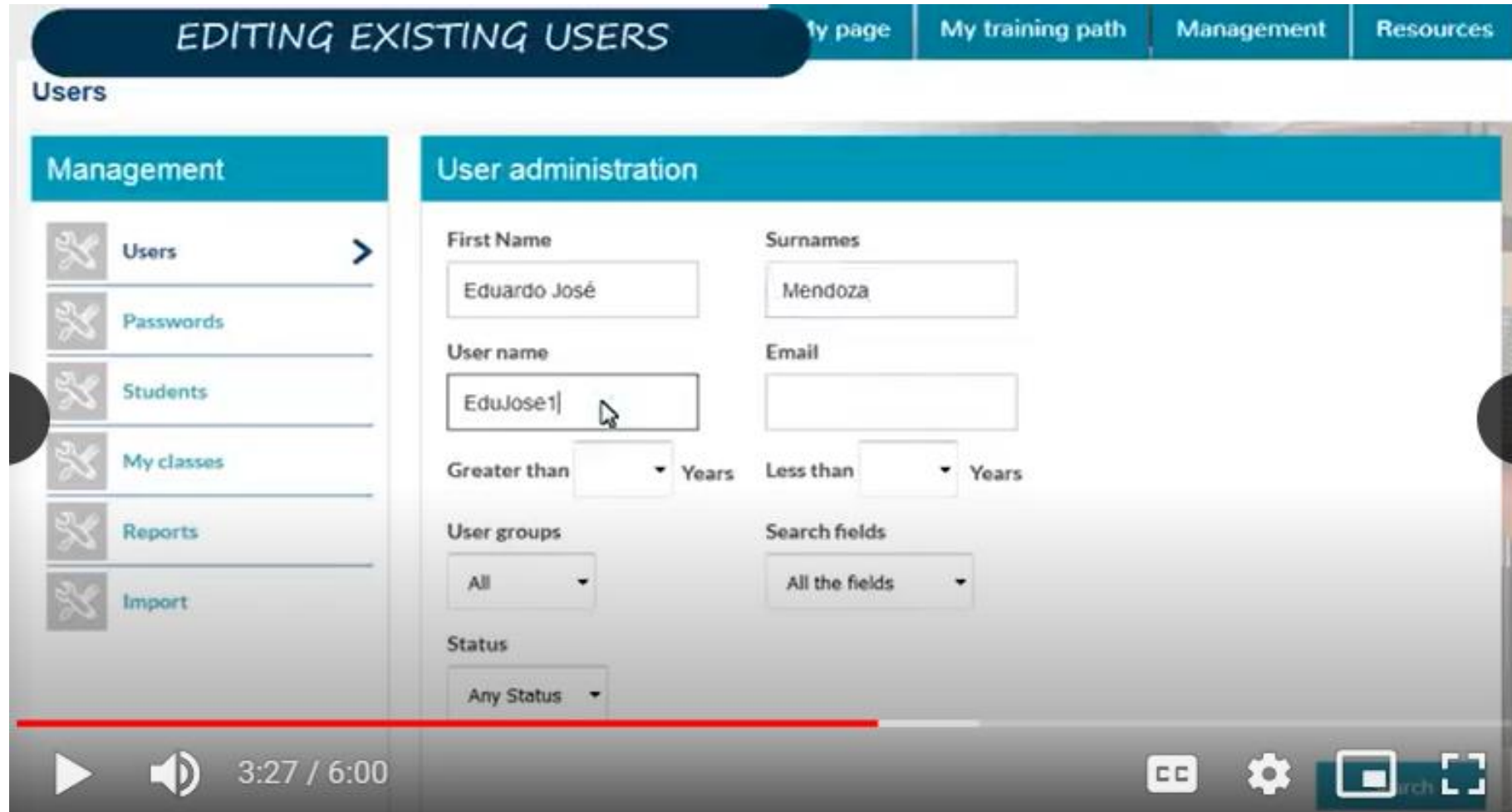
The screenshot shows the 'User administration' interface with the 'Contact data' and 'Type of user' sections expanded. It contains several input fields: 'Password', 'Confirm password', 'Email', and 'Type of user' (with radio buttons for 'Principal', 'Students', and 'Teachers'). A red box highlights the 'Type of user' section.

Edit existing user

- Access the management tab and click on users to view the space in



Fill in the following fields:
First name, surname and user name then click
search.



The screenshot displays a video player interface with a red progress bar at the bottom. The video content shows a software application titled "EDITING EXISTING USERS". The application has a top navigation bar with links: "My page", "My training path", "Management", and "Resources". Below this, a "Users" section is visible. On the left, a "Management" sidebar contains links for "Users", "Passwords", "Students", "My classes", "Reports", and "Import". The main area, titled "User administration", contains several input fields and dropdown menus. The "First Name" field is filled with "Eduardo José", and the "Surnames" field is filled with "Mendoza". The "User name" field is filled with "EduJose1". The "Email" field is empty. Below these, there are two dropdown menus for "Greater than" and "Less than", both set to "Years". The "User groups" dropdown is set to "All", and the "Search fields" dropdown is set to "All the fields". The "Status" dropdown is set to "Any Status".

EDITING EXISTING USERS

My page | My training path | Management | Resources

Users

Management

- Users >
- Passwords
- Students
- My classes
- Reports
- Import

User administration

First Name: Eduardo José

Surnames: Mendoza

User name: EduJose1

Email:

Greater than: [dropdown] Years

Less than: [dropdown] Years

User groups: All

Search fields: All the fields

Status: Any Status

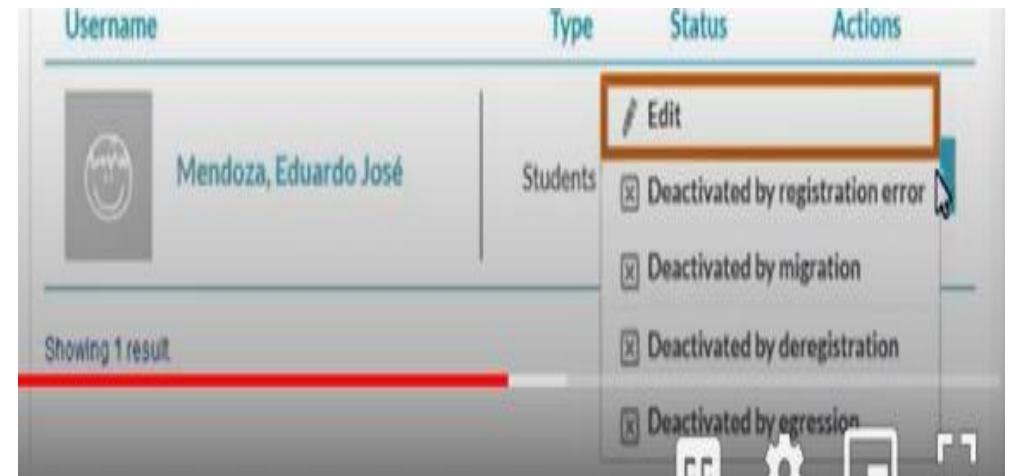
3:27 / 6:00

CC | Settings | Full screen | Search

1. A list will appear consisting of the users who match the designated criteria. Select the pupil and click on the action button



2. Choose edit option to modify user profile or deactivate the pupil depending on the reason.



Editing profile

Personal data

First Name ✖

Eduardo José


Surnames ✖

Mendoza

User name

edujose1

Birthday ✖

October ▼ 20 ▼ 2010 ▼ 

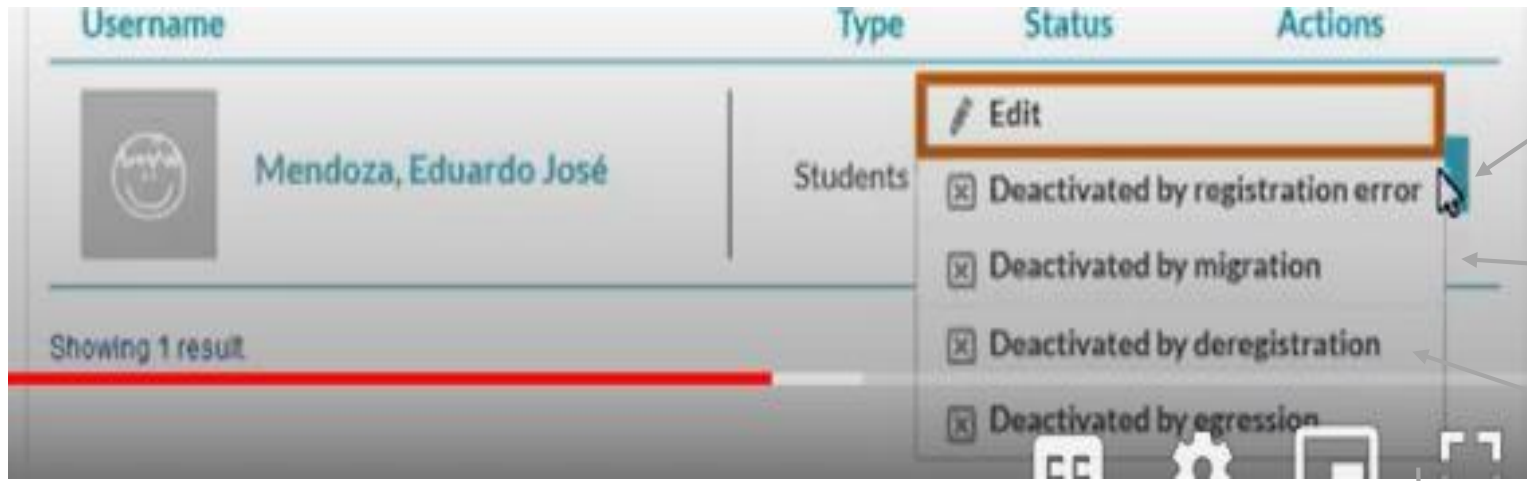
Gender

Male ▼

After selecting “edit”. The user card is now displayed and you can modify the data. Reasons being:

1. Mistake made to personal data
1. The pupils change course, group or class.

Deactivation



Deactivation by registration error

Deactivation by migration:
_A change of server of carrier case utilized by the user.

Deactivate by deregistration:
Pupil is no longer enroll at the school.

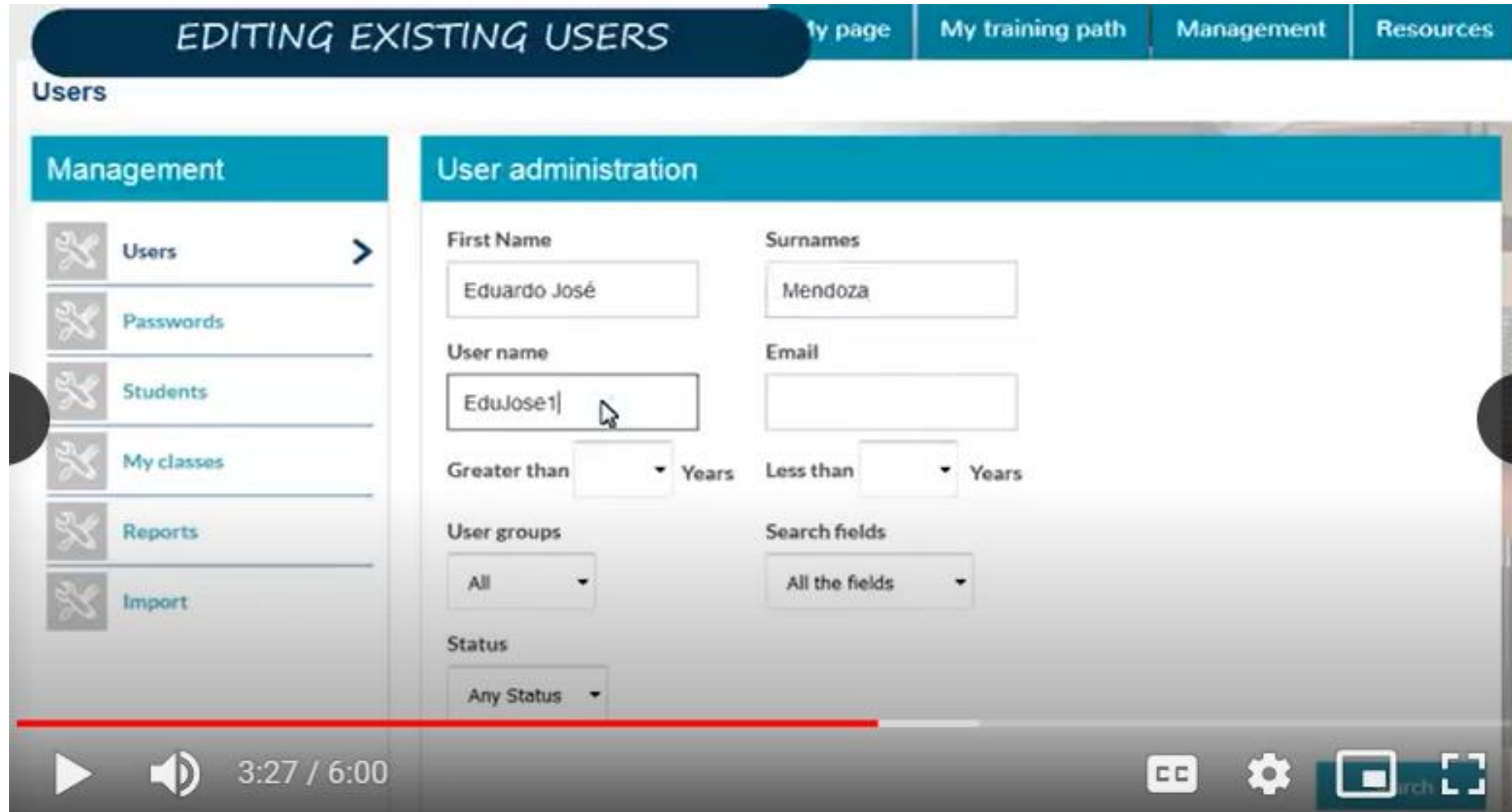
Deactivation by egression: Pupil schooling period ended.

Modify passwords

In the management tab, go to passwords where we can modify the passwords that give access to each student.

The screenshot displays a web interface for managing user passwords. At the top, a dark blue header bar contains the title 'CHANGE PASSWORD FOR A USER' and three navigation tabs: 'My training path', 'Management' (which is selected), and 'Resources'. Below the header, the main content area is divided into two sections. On the left is a 'Management' sidebar with a list of options: 'Users', 'Passwords' (highlighted with a blue bar and a right-pointing arrow), 'Students', and 'My classes'. On the right is the 'Password administration' form, which includes input fields for 'First Name', 'Surnames', 'User name', and 'Email'. Below these fields are two rows of labels: 'Greater than' and 'Less than', each followed by a small input field. The interface is designed with a clean, professional look using a teal and white color scheme.

Fill in the following fields:
First name, surname and user name then click
search.



The screenshot displays a software interface titled "EDITING EXISTING USERS". At the top, there is a navigation bar with links: "My page", "My training path", "Management", and "Resources". Below this, a sidebar on the left is labeled "Users" and contains a "Management" section with icons and labels for "Users", "Passwords", "Students", "My classes", "Reports", and "Import". The main content area is titled "User administration" and contains several input fields and dropdown menus. The "First Name" field is filled with "Eduardo José", and the "Surnames" field is filled with "Mendoza". The "User name" field is filled with "EduJose1". The "Email" field is empty. Below these, there are two dropdown menus for age: "Greater than" and "Less than", both followed by "Years". There are also two dropdown menus for search criteria: "User groups" (set to "All") and "Search fields" (set to "All the fields"). At the bottom, there is a "Status" dropdown menu set to "Any Status". The video player controls at the bottom show a play button, a volume icon, a progress bar at 3:27 / 6:00, and icons for closed captions, settings, and a search button.

EDITING EXISTING USERS

My page | My training path | Management | Resources

Users

Management

- Users
- Passwords
- Students
- My classes
- Reports
- Import

User administration

First Name: Eduardo José

Surnames: Mendoza

User name: EduJose1

Email:

Greater than: Years

Less than: Years

User groups: All

Search fields: All the fields

Status: Any Status

3:27 / 6:00

CC Settings Search

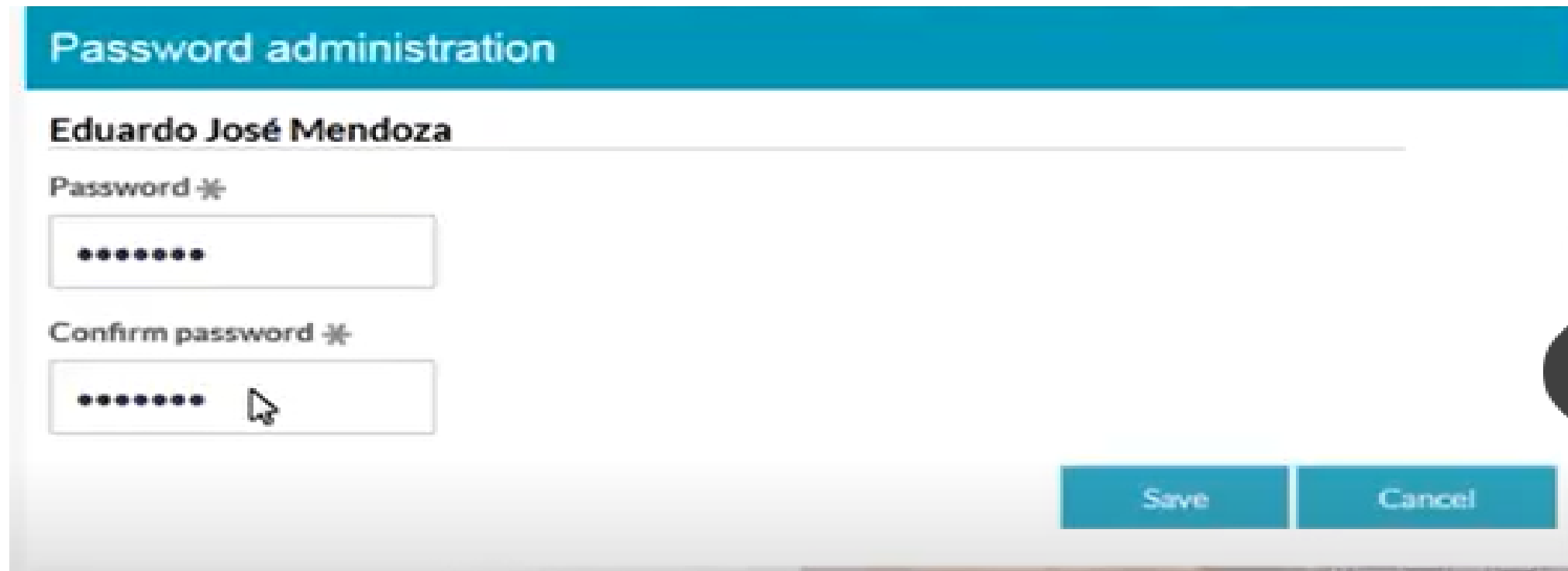
Once you have found the user, click on change password



List of users

Username	Type	Status	Actions
 Mendoza, Eduardo José	Students	Active	Change password


A new window appears where you can modify the password (passwords only contain letters and numbers), the click save.




The screenshot shows a web interface titled "Password administration" in a teal header. Below the header, the name "Eduardo José Mendoza" is displayed. There are two password input fields: "Password" and "Confirm password", both containing masked characters (dots). A mouse cursor is positioned over the "Confirm password" field. At the bottom right, there are two buttons: "Save" and "Cancel".

Password administration

Eduardo José Mendoza

Password 

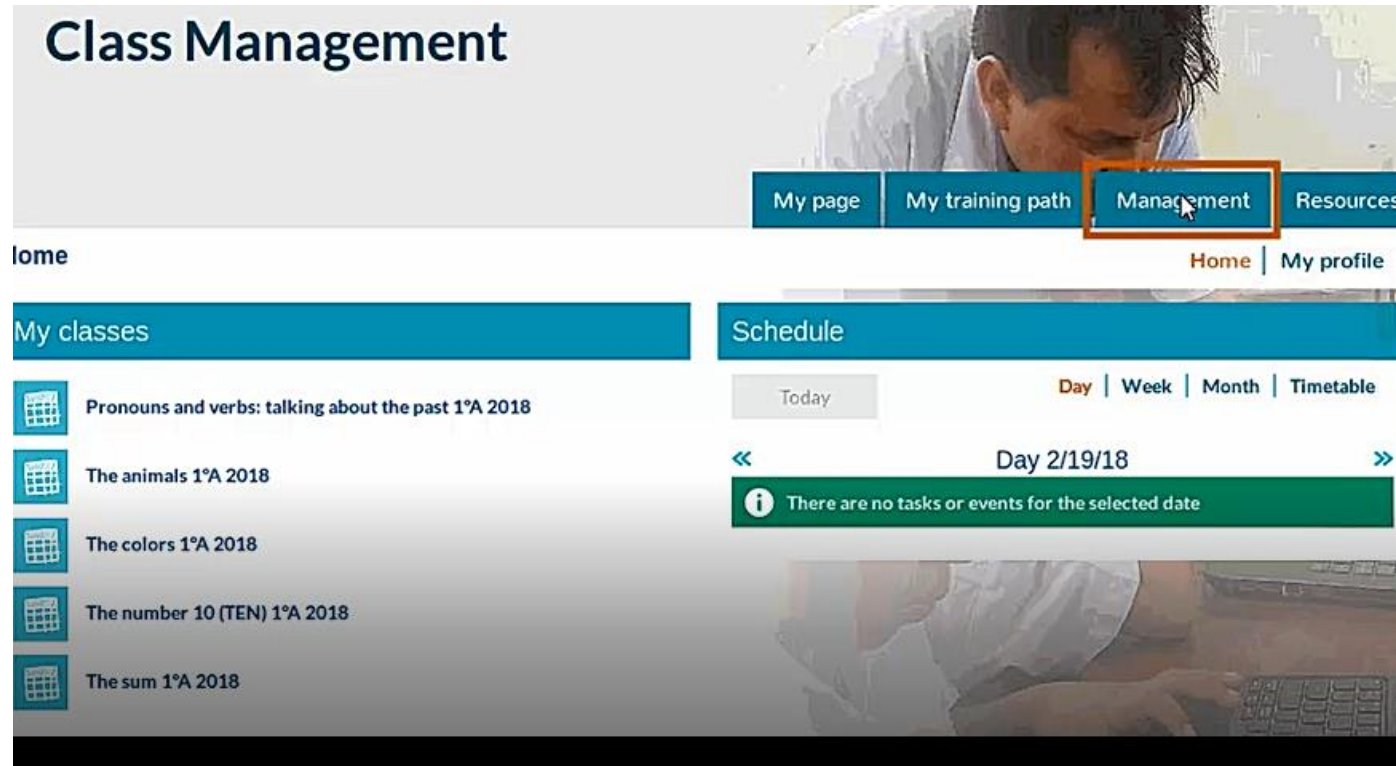
Confirm password 

Save **Cancel**

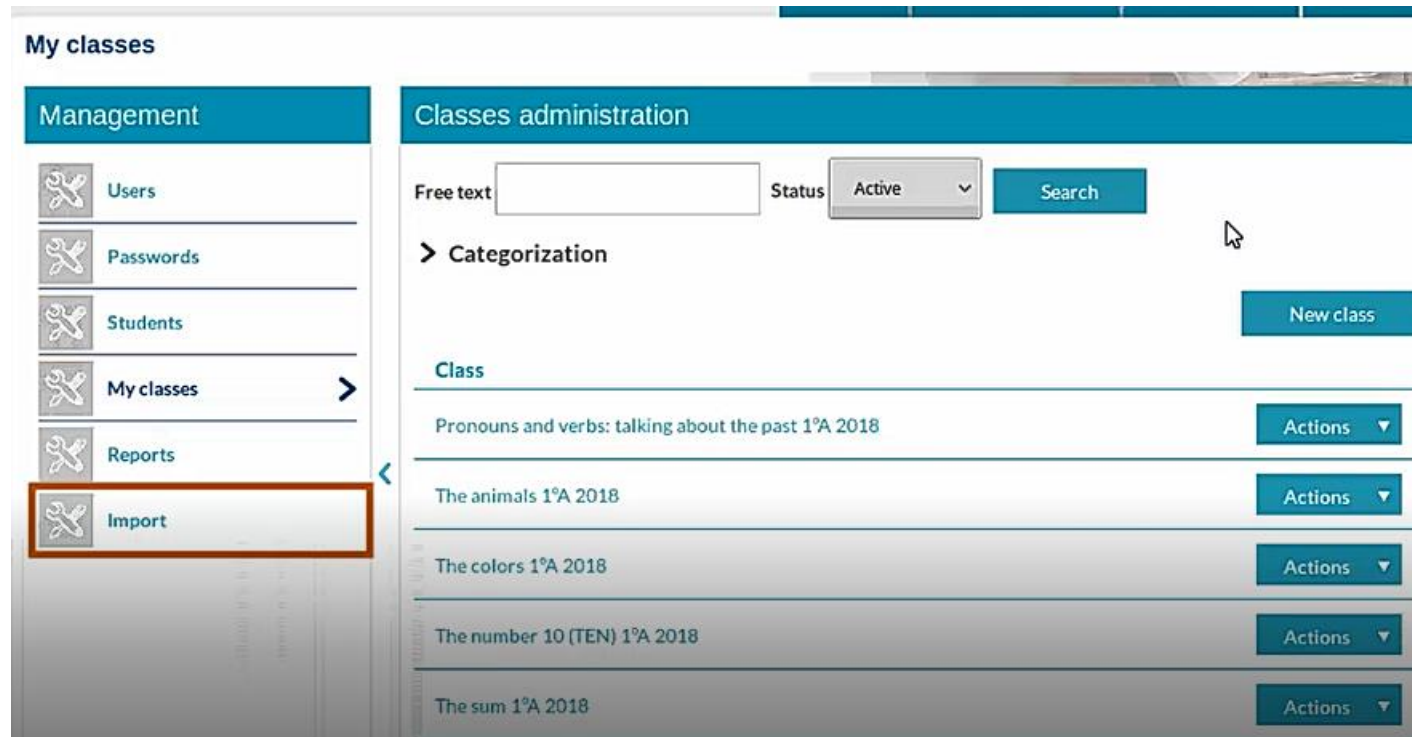
Bulk loading of users- Exporting users

Mass importation can be done using the CSV format

- Step one: Click on the “Management” tab



Step two: Select the “import” option



The screenshot displays a web application interface for managing classes. On the left, a sidebar titled "My classes" contains a "Management" section with several options: Users, Passwords, Students, My classes (with a right arrow), Reports, and Import. The "Import" option is highlighted with a red rectangular border. The main content area, titled "Classes administration", includes a search bar with a "Free text" input, a "Status" dropdown menu set to "Active", and a "Search" button. Below this is a "Categorization" section with a "New class" button. A table lists existing classes, each with an "Actions" dropdown menu. The classes listed are:

Class	Actions
Pronouns and verbs: talking about the past 1 st A 2018	Actions ▼
The animals 1 st A 2018	Actions ▼
The colors 1 st A 2018	Actions ▼
The number 10 (TEN) 1 st A 2018	Actions ▼
The sum 1 st A 2018	Actions ▼

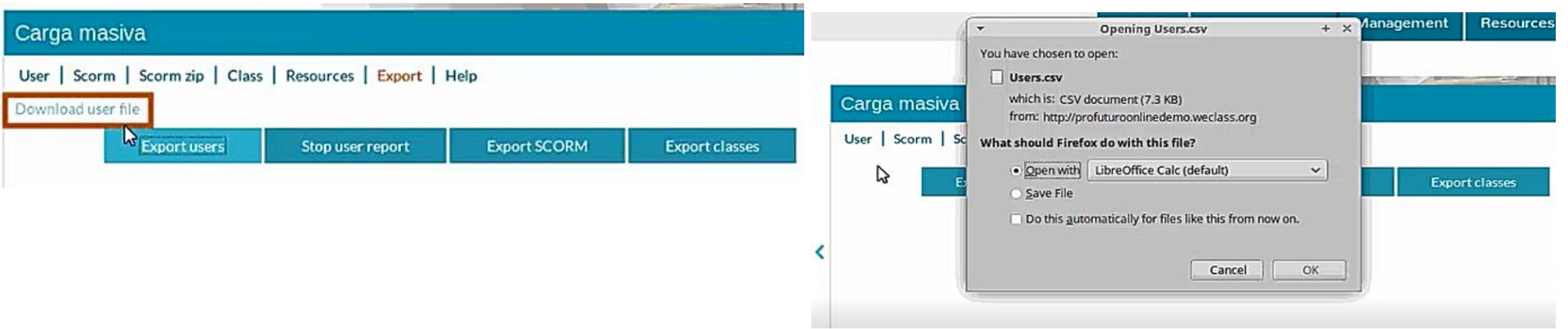
Step three: Click on “export” and then on “export users”.



Step four: The export process begins of the user database which will generate an excel file in a CSV format.



Step five: Click on “Download user file” a new pop up window appears where you have to confirm and open with “Libreoffice calc (default)” and then click on “ok”.



Step six: For a correct review of the CSV download make sure that the characters are configured as “Unicode (UTF-8)” and only “semicolon” is set as the separator options. Then click “ok”.

Text Import - [Users-1.csv]

Import

Character set: **Unicode (UTF-8)**

Language: Default - English (USA)

From row: 1

Separator Options

☐ Fixed width ☒ Separated by

☒ Tab ☒ Comma ☒ Semicolon ☐ Space ☐ Other

☐ Merge delimiters

Text delimiter: "

Other Options

☐ Quoted field as text ☐ Detect special numbers

Fields

Column type:

	Standard	Standard	Standard	Standard	Standard
1	userId	First Name	Surnames	User name	Birthday
2	79602	Cursos	Profesor de	profesor	1970-01-01
3	124778	Director	Director	gudirectores	1970-01-01
4	139428	profesor_chile	profesor_chile	profesorchile	2017-10-26
5	139439	alumno_chile	alumno_chile	alumnochile	1970-01-01
6	139836	Francisca Catalina	Abarca Moreno	franciscaa	2003-03-01
7	139854	Scarlet Del Carmen	Aguilera Chanqueo	scarlet	2003-03-01
8	139872	Lisete Valentina	Alzamora Araya	lisete	2003-03-01
9	139890	Marina Anaïs	Arancibia Navia	marina	2003-03-01

Character set: Unicode (UTF-8)

Language: Default - English (USA)

From row: 1

Separator Options

☐ Fixed width ☒ Separated by

☐ Tab ☐ Comma ☒ Semicolon ☐ Space ☐ Other

☐ Merge delimiters

Text delimiter: "

Other Options

☐ Quoted field as text ☐ Detect special numbers

Fields

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1	userId	First Name	Surnames	User name	Birthday
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3	124778	Director	Director	gudirectores	1970-01-01
4	139428	profesor_chile	profesor_chile	profesorchile	2017-10-26
5	139439	alumno_chile	alumno_chile	alumnochile	1970-01-01
6	139836	Francisca Catalina	Abarca Moreno	franciscaa	2003-03-01
7	139854	Scarlet Del Carmen	Aguilera Chanqueo	scarlet	2003-03-01
8	139872	Lisete Valentina	Alzamora Araya	lisete	2003-03-01
9	139890	Marina Anaïs	Arancibia Navia	marina	2003-03-01

Help OK Cancel

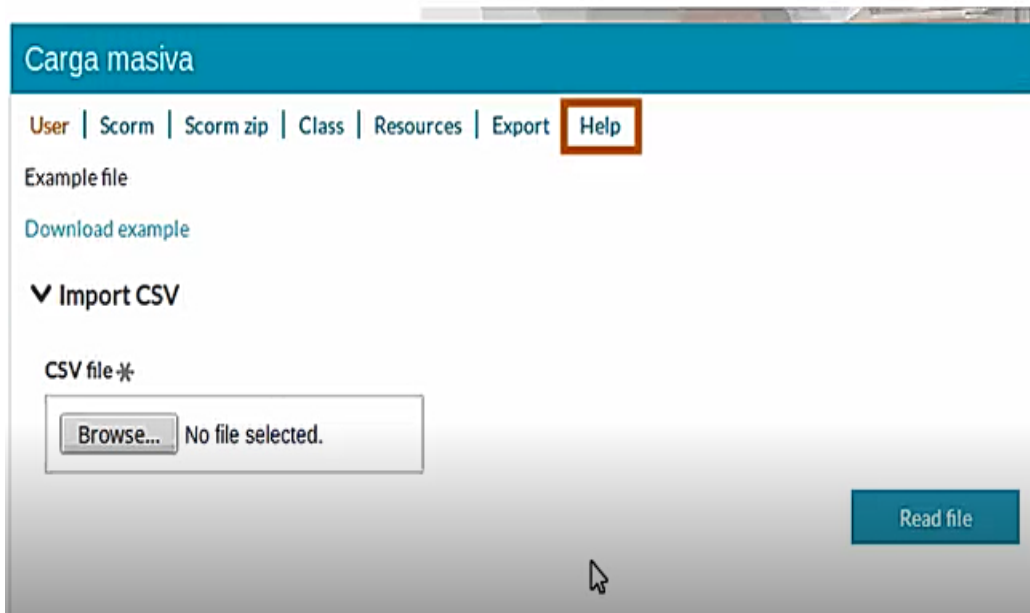
Step seven: The file consists of all the users registered on the platform.

[illegible]

Bulk loading of users- Importing users

Step one: Characteristics needed to correctly import users.

1. Click on “help”



Carga masiva

User | Scorm | Scorm zip | Class | Resources | Export | **Help**

Example file

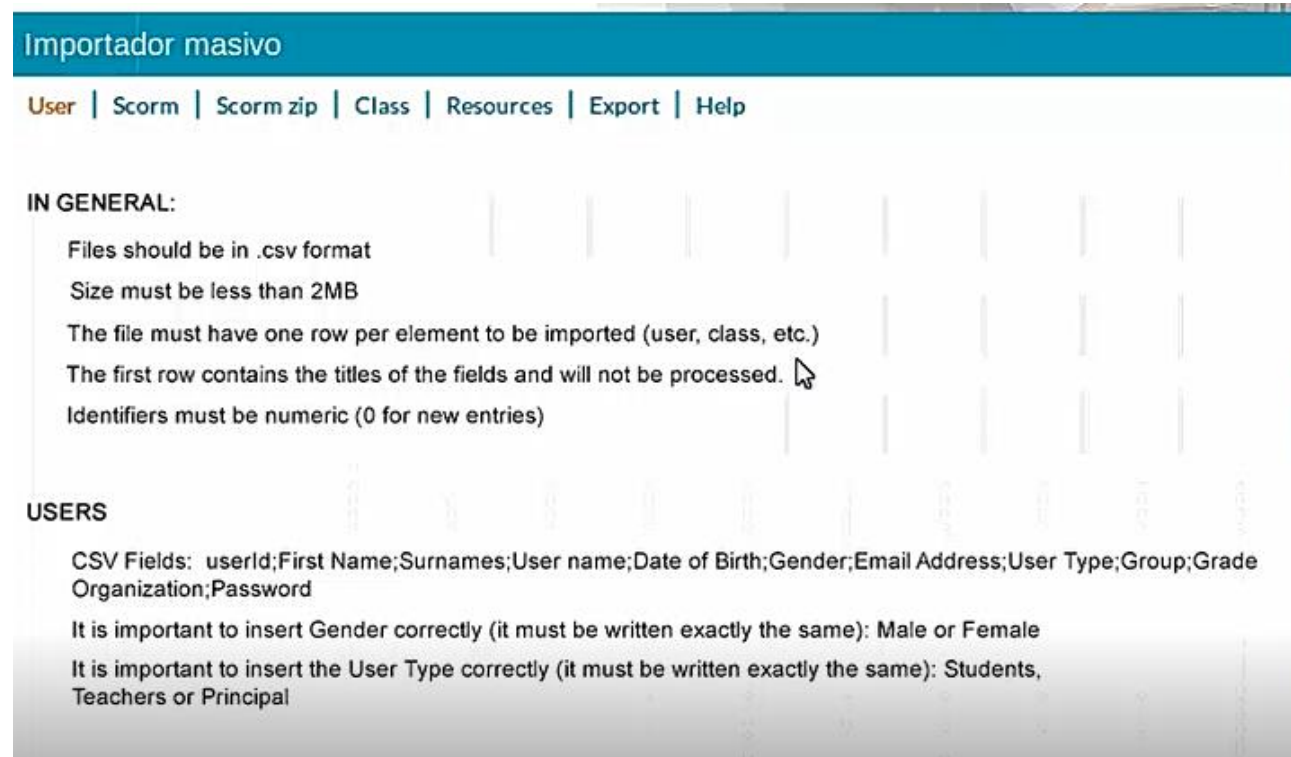
[Download example](#)

▼ Import CSV

CSV file ✖

No file selected.

2. The requirements the excel file must meet.



Importador masivo

User | Scorm | Scorm zip | Class | Resources | Export | Help

IN GENERAL:

- Files should be in .csv format
- Size must be less than 2MB
- The file must have one row per element to be imported (user, class, etc.)
- The first row contains the titles of the fields and will not be processed.
- Identifiers must be numeric (0 for new entries)

USERS

CSV Fields: userId;First Name;Surnames;User name;Date of Birth;Gender;Email Address;User Type;Group;Grade Organization;Password

It is important to insert Gender correctly (it must be written exactly the same): Male or Female

It is important to insert the User Type correctly (it must be written exactly the same): Students, Teachers or Principal

File heading

A	B	C	D	E	F	G	H	I	J	K	L	M
<u>userId</u>	First Name	Surnames	User name	Birthday	Gender	Email Address	Type of user	Group	Grade	Password	Deactivate	reason

Step two: User ID is always 0 when creating new users.

A	B	C	D
userId	First Name	Surnames	User name
79602	Cursos	Profesor de	professor
124778	Director	Director	gudirectores
139836	Francisca Catalina	Abarca Moreno	francisca
151691	Pedro	Infante	peter

ID 0 for new user

Note:

If we enter 0 it creates a user.

If we enter an ID, it modifies an user.

A	B	C	D	E	F	G
userId	First Name	Surnames	User name	Birth date	Gender	Email
79602	Cursos	Profesor de	professor			
124778	Director	Director	gudirectores			
139836	Francisca Catalina	Abarca Moreno	francisca	2003-03-01	Female	labarca@noreply.com
151691	Pedro	Infante	peter	2003-04-01	Male	peter@gmail.com
0						

ID 0 of created users, modifies them

ID 0 creates them

Step three: Enter first name and surname

	A	B	C	D	E	F	G
1	userId	First Name	Surnames	User name	Birthday	Gender	Email Address
2	79602	<u>Cursos</u>	<u>Profesor de</u>	professor	1970-01-01	Female	test@professor.com
3	124778	Director	Director	gudirectores	1970-01-01	Female	124778@no-emailaddress
4	139836	Francisca Catalina	Abarca Moreno	francisca	2003-03-01	Female	fabarca@norepely.com
5	151691	Pedro	Infante	peter	2003-04-01	Male	peter@gmail.com
6	0	Francisca	Garrido				
7							

Step four: List the name the user has to enter to access the platform

C	D	E	
Names	User name	Birthday	Gender
Professor de	professor	1970-01-01	Female
Director	gudirectores	1970-01-01	Female
Marca Moreno	francisca	2003-03-01	Female
ante	peter	2003-04-01	Male
arido			

Note: All usernames are unic

For students: Their usernames are their first name in lower case letters (christine).

If they are multiple persons with the same first name then include the first letter of their surname to the user name. (christinel).

For teachers: Their usernames are (teacher + their first name in lower case). Example: teacherchristine

If they are multiple persons with the same first name then include the first letter of their surname to the user name. (teacherchristinel).

Step five: Include date of birth, gender for all users and email address (if any)

Birthday	Gender	Email Address
1970-01-01	Female	<u>test@professor.com</u>
1970-01-01	Female	124778@no-emailaddress.com
2003-03-01	Female	<u>fabarca@norepely.com</u>
2003-04-01	Male	<u>peter@gmail.com</u>

Step six: Select type of user

G	H	I	J	K	L
mail Address	Type of user	Group	Grade	Password	Dea
st@professor.com	<u>Profesores</u>				
4778@no-emailaddress.com	Director				
barca@norepely.com	<u>Estudiantes</u>	E	1		
ter@gmail.com	<u>Estudiantes</u>	E	1		
incisca@norepley.com]					

Type of user:
Director, Teachers
or Pupils


Step seven: Record the grade and group to which the student belong.

	H	I	J	K	L
	Type of user	Group	Grade	Password	Deactiva
	Profesores				
ess.com	Director				
1	Estudiantes	E	1		
	Estudiantes	E	1		
20	Estudoantes				

For example: 4ºA


Step eight: Password access to the platform

H	I	J	K	L	M
Type of user	Group	Grade	Password	Deactivate	reason
Profesores					
Director					
Estudiantes	E	1			
Estudiantes	E	1			
Estudiantes	E	1			



For pupils: 1
For teacher: 1234

Step nine: Deactivating accounts

	H	I	J	K	L	
	Type of user	Group	Grade	Password	Deactivate	reason
ess.com	Profesores					
	Director					
	Estudiantes	E	1			
	Estudiantes	E	1			
m	Estudiantes	E	1	1NO		

Deactivate user - YES

To deactivate an account select “Yes” and a reason for deactivation.

Reasons for deactivation

H	I	J	K	L	M
Type of user	Group	Grade	Password	Deactivate	reason
Profesores				SI	Error
Director				SI	
Estudiantes	E	1		SI	
Estudiantes	E	1		SI	
Estudiantes	E	1	1	NO	

Error: for cases of incorrectly created users

H	I	J	K	L	M
Type of user	Group	Grade	Password	Deactivate	reason
Profesores				SI	Error
Director				SI	Migration
Estudiantes	E	1		SI	
Estudiantes	E	1		SI	
Estudiantes	E	1	1	NO	

Migrated: for users who stop using this environment but will have access to another server

I	J	K	L	M
Group	Grade	Password	Deactivate	reason
			SI	Error
			SI	Migration
	1		SI	Deregistration
	1		SI	
	1	1	NO	

Deregistration: for pupils who leave the school

I	J	K	L	M
Group	Grade	Password	Deactivate	reason
			SI	Error
			SI	Migration
E	1		SI	Deregistration
E	1		SI	Egression
E	1	1	NO	

Egressed: for pupils who are finishing their schooling

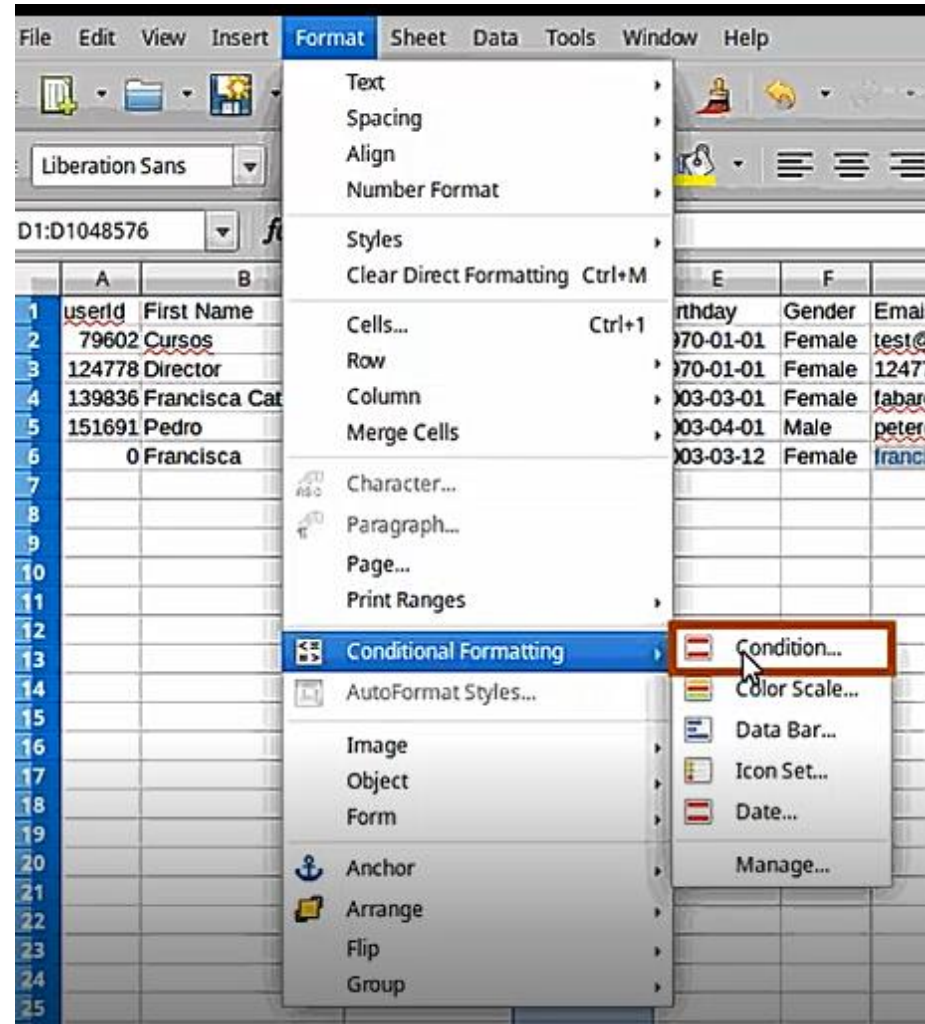
Checking for duplicates



Step One: Select column D (Username information) and then click on the “Format tab”

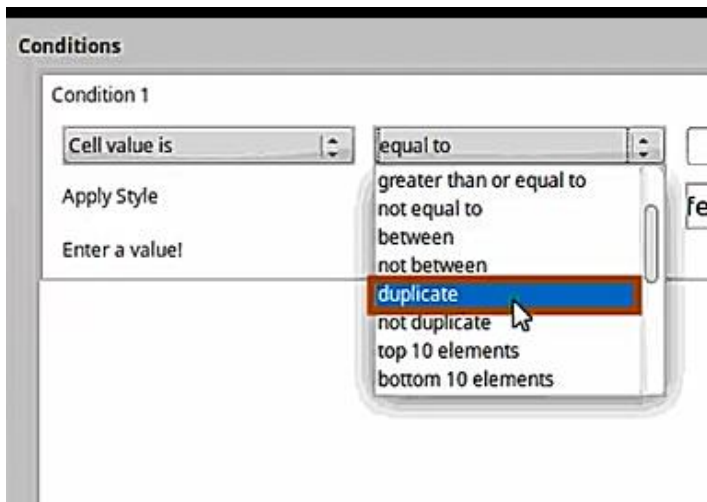
[illegible]

Step two: Select “conditional format” and then select “condition”

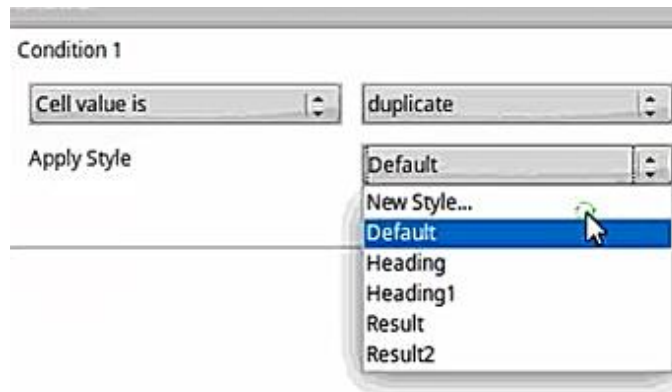


Step three: Apply the following conditions

The cell value is duplicate. Select “duplicate”



Apply “new style”



Click on the “background” option and select a colour then click “ok”



Select the operation again by clicking “ok”.

All duplicate users will be highlighted on the sheet.

In one the users add the first letter of the surname.

Conditions

Condition 1

Cell value is

Apply Style le professor gudirectores francisca peter

Add Delete

Cell Range

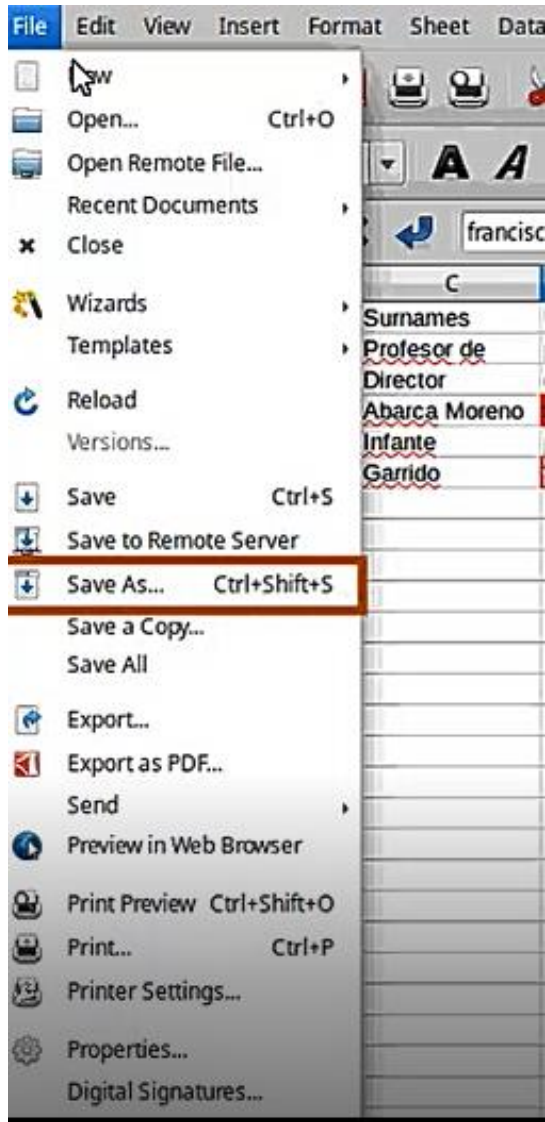
Range:

Help OK Cancel

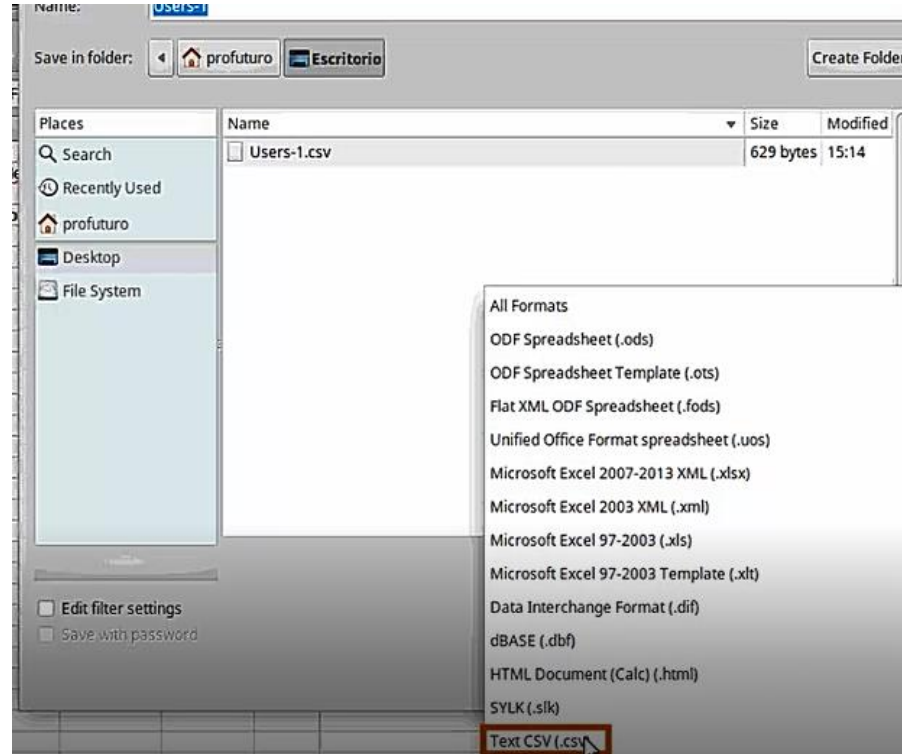
A	B	C	D	E
userId	First Name	Surnames	User name	Birthday
79602	Cursos	Profesor de	professor	1970-01-01
124778	Director	Director	gudirectores	1970-01-01
139836	Francisca Catalina	Abarca Moreno	francisca	2003-03-01
151691	Pedro	Infante	peter	2003-04-01
0	Francisca	Garrido	francisca	2003-03-12

franciscag
D
s User name 8
de professor 1
gudirectores 1
Moreno francisca 2
peter 2
franciscag 2

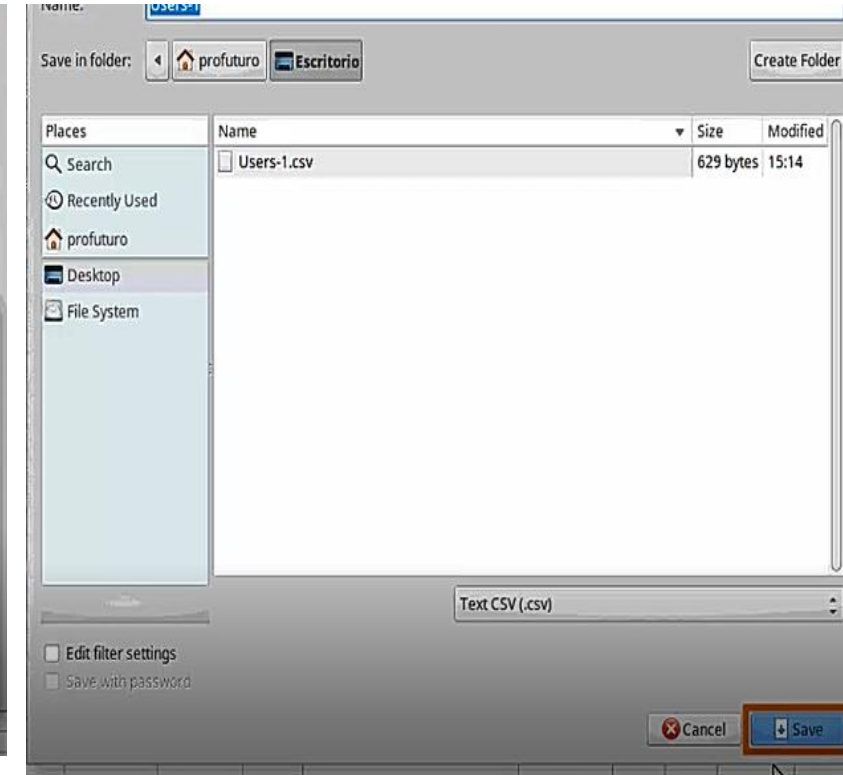
Save file correctly: select “file”
then “save as”



Then select the “CSV text” option.

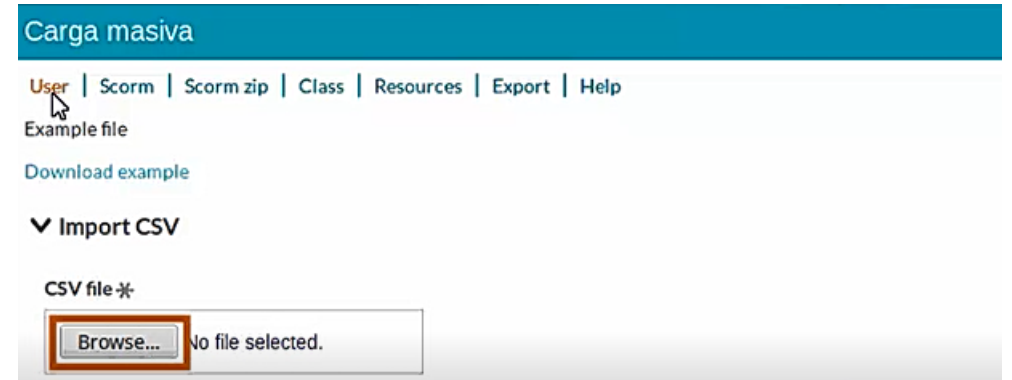


Then click on
“save”

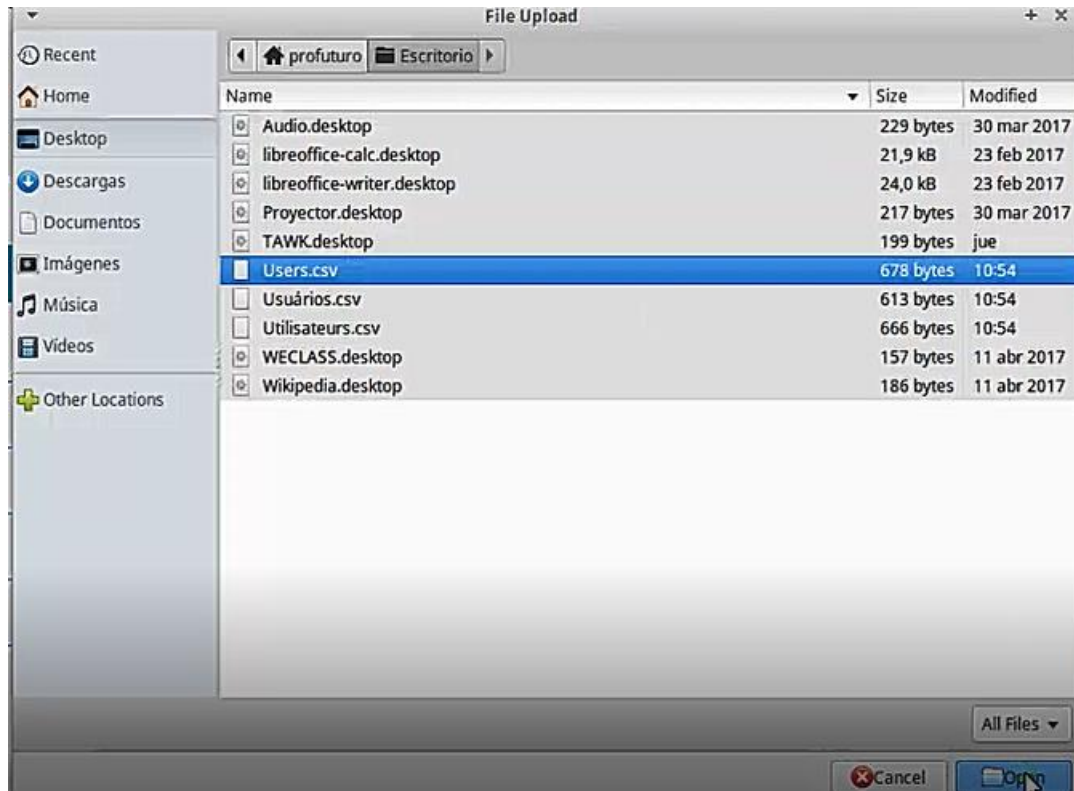


Return to class management window and select “user”

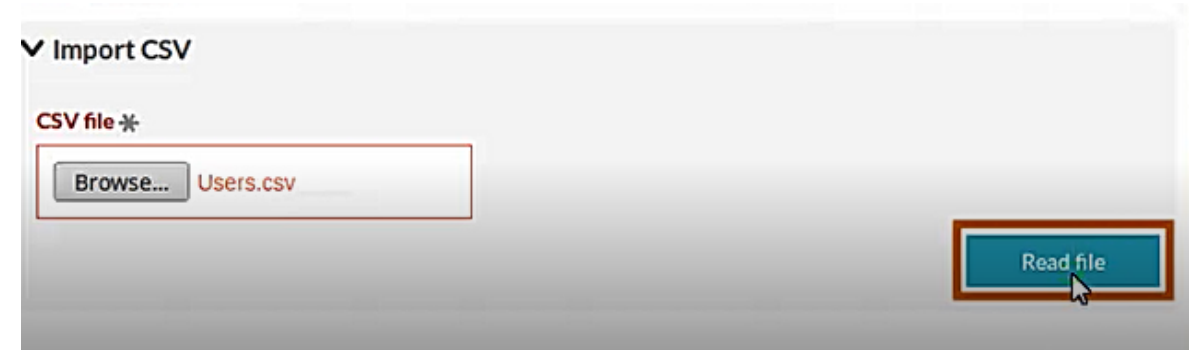
Browse to find the CSV file in the computer



Select the “user CV” and click on “open”



Click on “read file”



A preview will the file will be shown so that the information can be verified.
If there is an error it will appear in red indicating the line in which the error is located.

ID	First Name	Surnames	User name	Birthday	Gender	Email Address	Type of user	Group
1398	Francisca C	Profesor de	prubea	01/01/1970	Female	test@professor.com		
1398	Francisca C	Abarca Mor	franciscaa	03/01/2003	Female	fabarca@norepely.com	Students	E
1398	Scarlet Del	Aguilera Ch	scarlet	03/01/2003	Female	saguilera@norepley.com	Students	E
1398	Lisete Vale	Alzamora Al	lisete	03/01/2003	Female	lalmazora@norepley.com	Students	E
1398	Marina Anai	Arancibia N	marina	03/01/2003	Female	marancibia@norepley.com	Students	E

Fix the error by selecting the appropriate information and then click “save”.

Female	saguilera@norepley.com	Students	E
Female	lalmazora@norepley.com	Students	E
Female	marancibia@norepley.com	Students	E

Save

Add row

Delete selected rows

Resource management



The resource repository

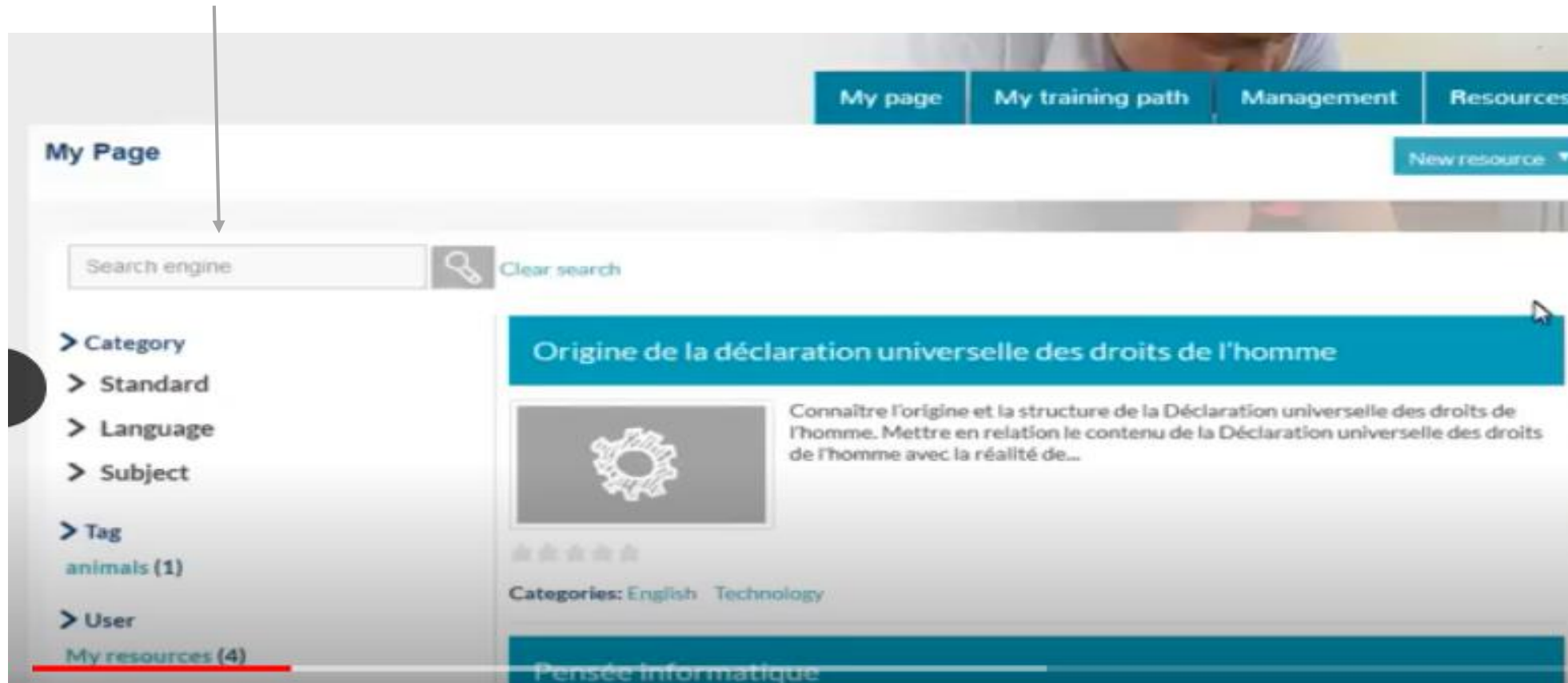


Resource management

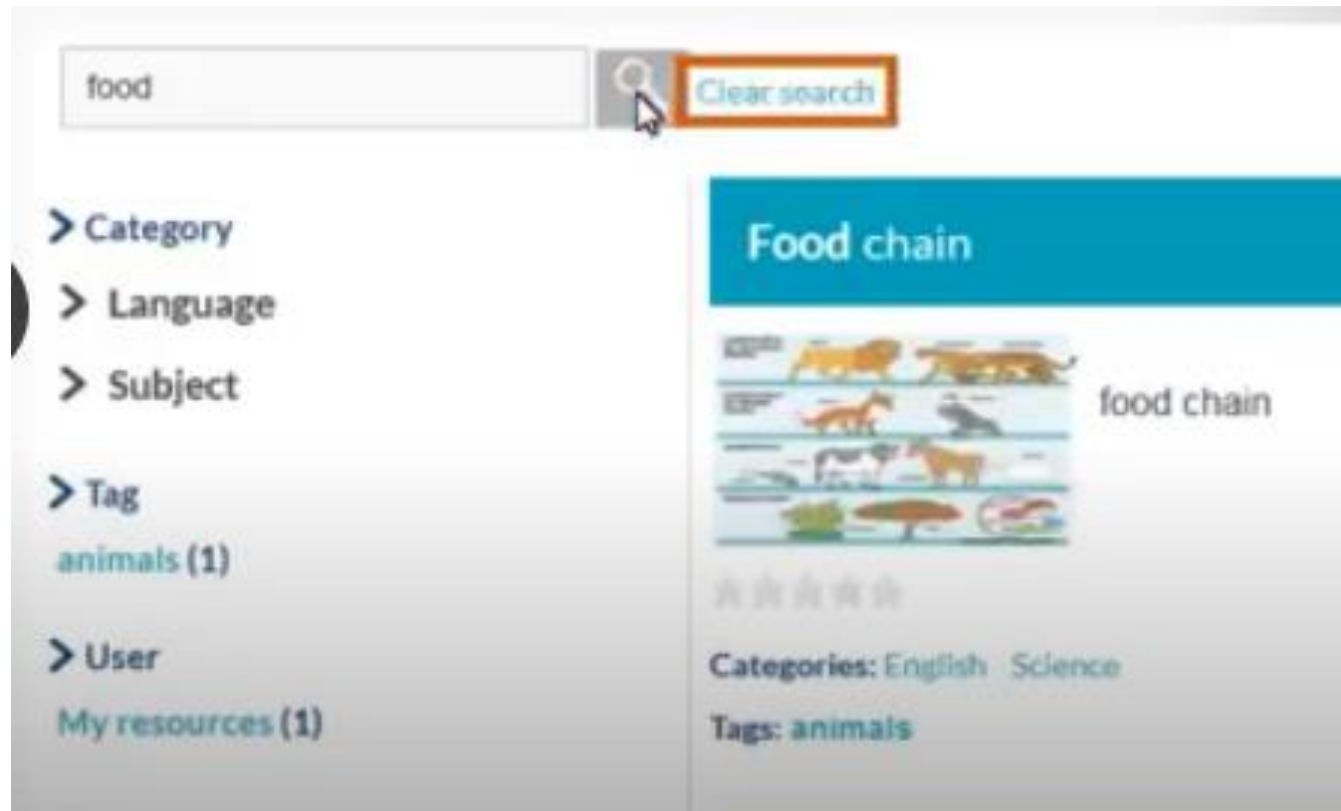
- In the resource repository you can:
- 1. Search for resources
- 2. Create resources as a :
 - - Document
 - -Shareable Content Object Reference Model (SCORM): Contents compatible with learning platforms that allow the students progress to be recorded.
 - -Wedo

Browsing resources

Click on “resources” tab in the main menu. In the resources tab you can access all information in the repository. You can search for resources using the following categories: standard, language and subject or the search engines by using keywords, titles or descriptions.

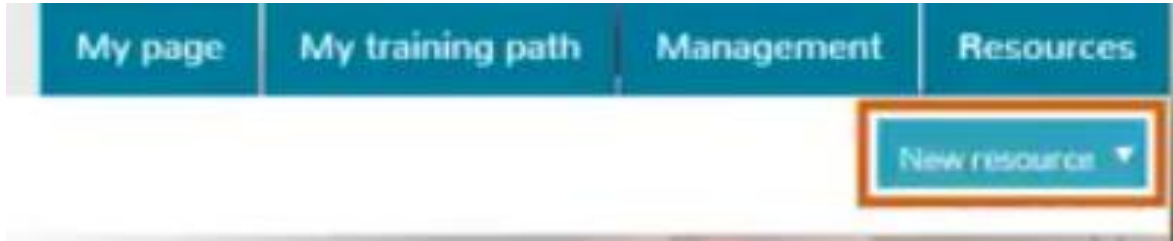


Before starting a new search you must delete the filters in the current search by clicking on “clear search”.



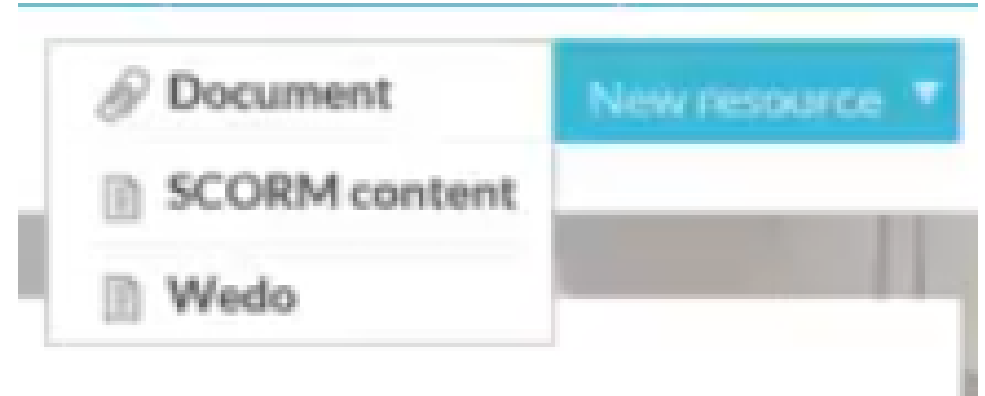
Uploading resources

1. Click on “new resource” which is found below “resources”.



2. They are three types of resources that can be uploaded.

- Document
- SCORM content
- Wedo



Uploading documents

NOTE: The document must be less than 9,583 megabytes

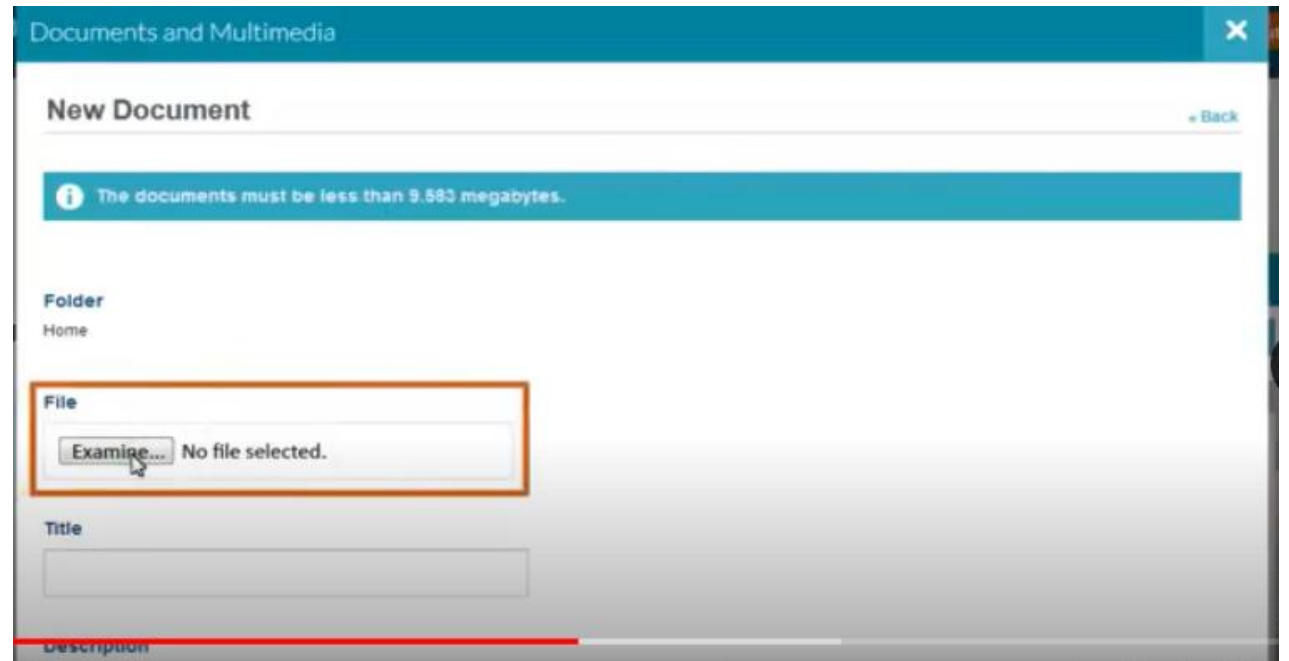
1. Click on “document”.

This option allows us to upload:

-Text documents, presentations, images, videos, pdf etc.



2. Enter the necessary data. Attach the created document, give it a title, description and categorize the document (optional). It is mandatory to assign a language and subject to the document.

A screenshot of a web application window titled 'Documents and Multimedia'. The main content area is titled 'New Document' and includes a 'Back' link. A blue information bar at the top states: 'The documents must be less than 9.583 megabytes.' Below this, there is a 'Folder' section with 'Home' selected. The 'File' section is highlighted with an orange border and contains a text input field with the placeholder 'Examine...' and the text 'No file selected.' Below the file section is a 'Title' input field, and at the bottom, a 'Description' input field is partially visible.

Viewing permission

Documents are to be made viewable by anyone (invitado role) due to the fact that the purpose of a repository is the share content between teachers for optimal usage.



When finish putting in the necessary information and making the document viewable by anyone, click “publish”.

Uploading SCORM content

contents compatible with learning platforms that allow the students progress to be recorded. All of ProFuturo contents are in a SCORM format. You can find content of this type on the internet or design them by using Wedo which is integrated into the platform.

1. Click on “new resource” which is found below “resources”. Click on “SCORM content”.
- 2.



Uploading SCORM CONTENT

NOTE: The document must be less than 9,583 megabytes

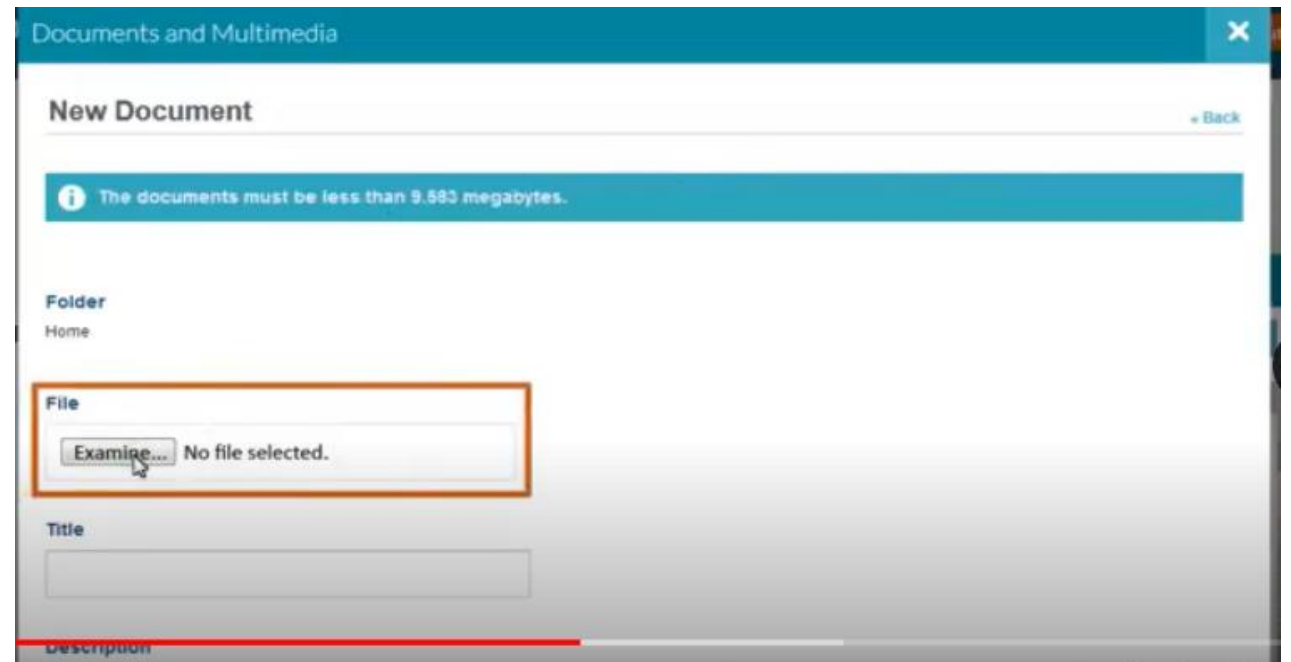
1. Click on “document”.

This option allows us to upload:

-Text documents, presentations, images, videos, pdf etc.



2. Enter the necessary data. Attach the created document, give it a title, description and categorize the document (optional). It is mandatory to assign a language and subject to the document.

A screenshot of a web application form titled 'New Document'. The form has a blue header bar with the text 'Documents and Multimedia' and a close button (X). Below the header is a blue bar with a white information icon and the text 'The documents must be less than 9.583 megabytes.' Below this is a 'Folder' section with a dropdown menu showing 'Home'. The 'File' section is highlighted with an orange rectangular border and contains a text input field with a button labeled 'Examine...' and the text 'No file selected.' Below the 'File' section is a 'Title' section with a text input field. At the bottom, there is a 'Description' section with a text input field.

Viewing permission

Documents are to be made viewable by anyone (invitado role) due to the fact that the purpose of a repository is the share content between teachers for optimal usage.



When finish putting in the necessary information and making the document viewable by anyone, click “publish”.

Wedo



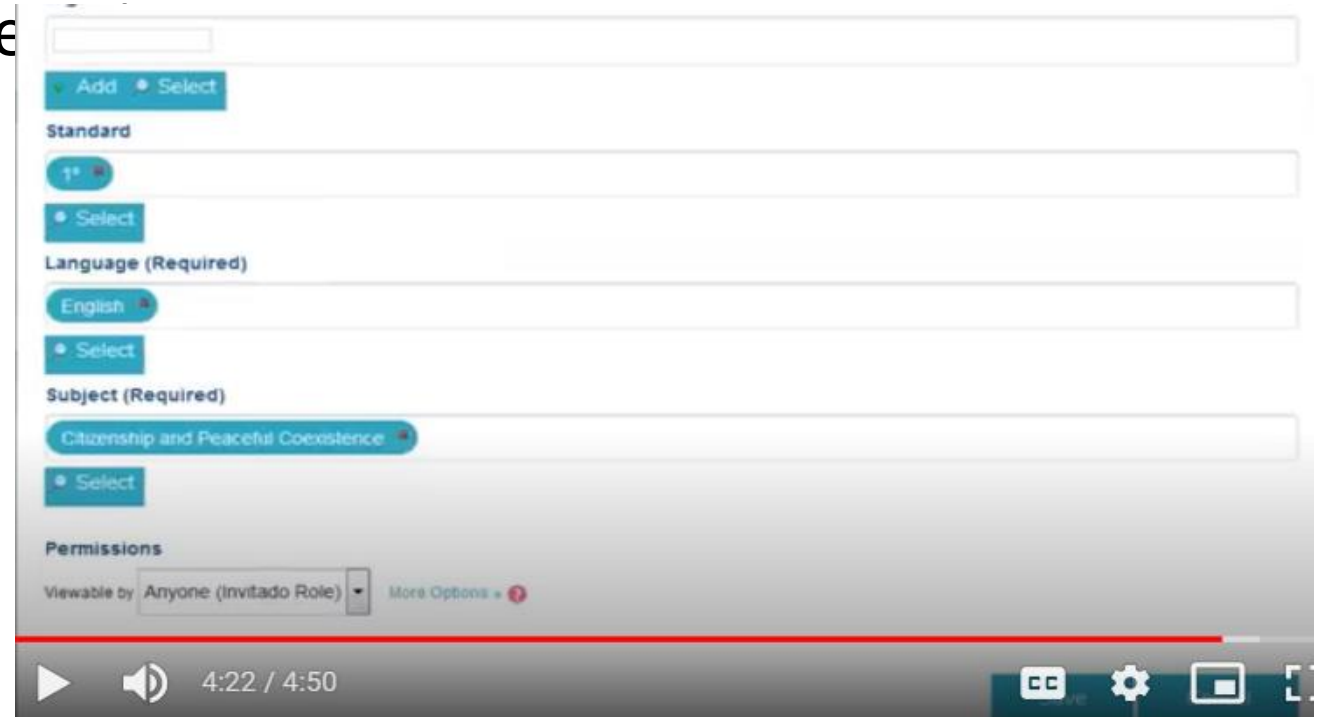
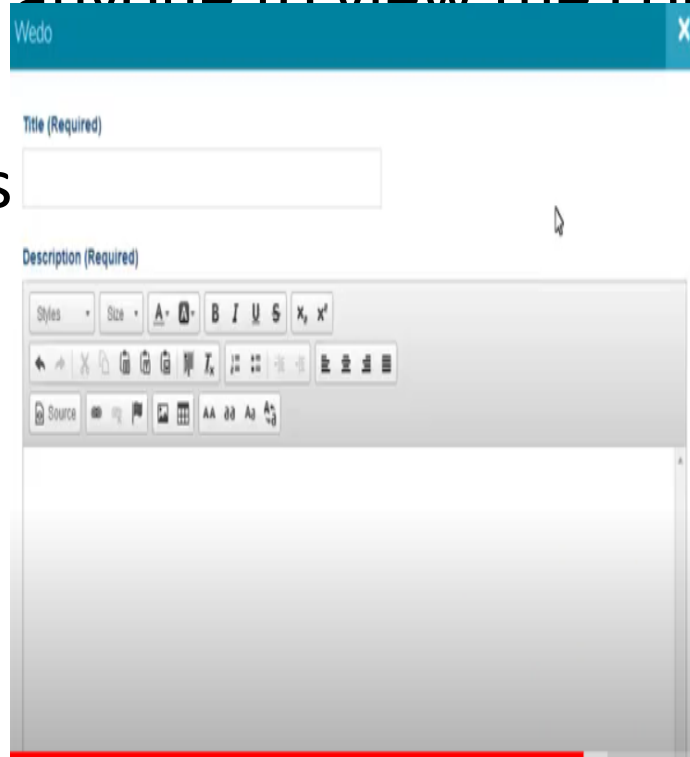
Wedo

Is an authoring tool which is used to create SCORM multimedia materials through templates that store pupils performance tracking.

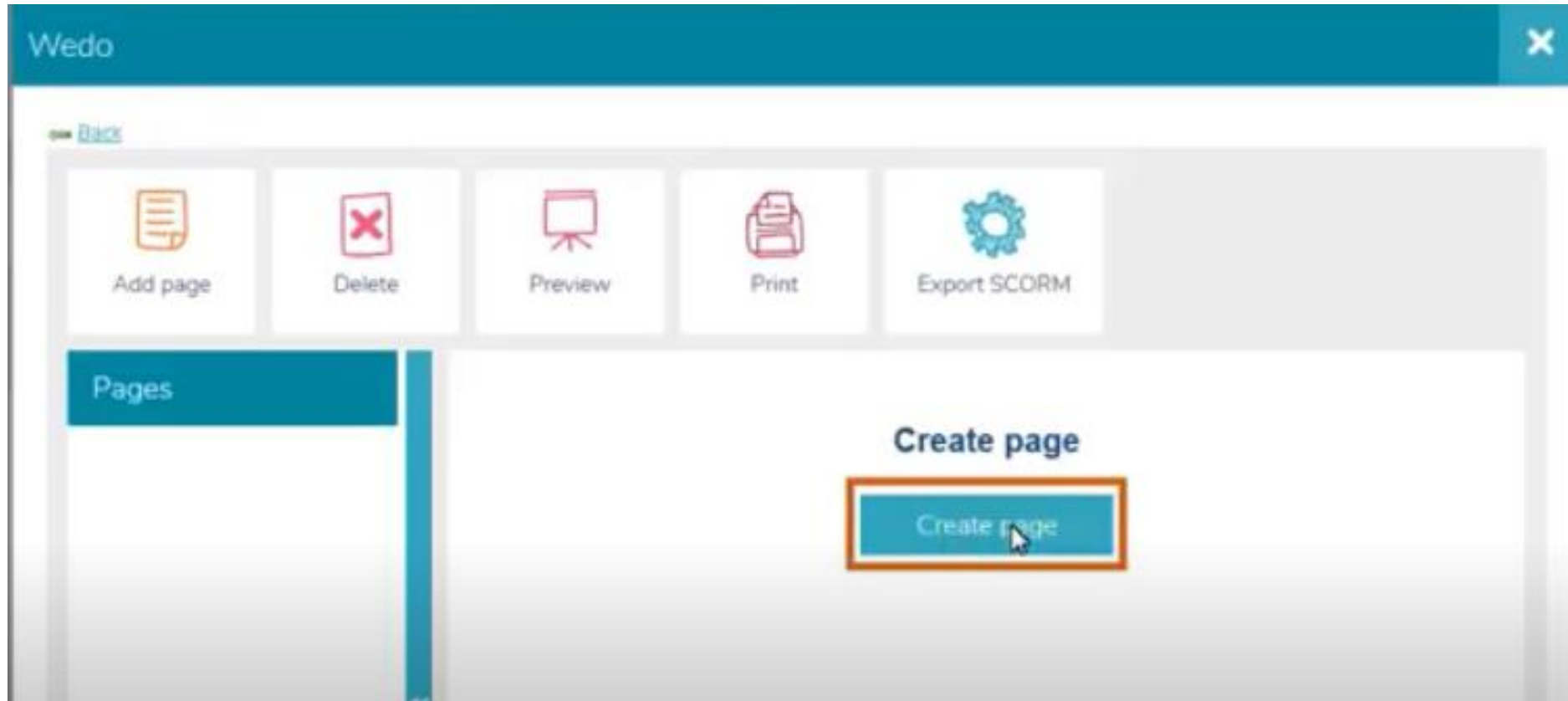


Creating Wedo/ creating lessons

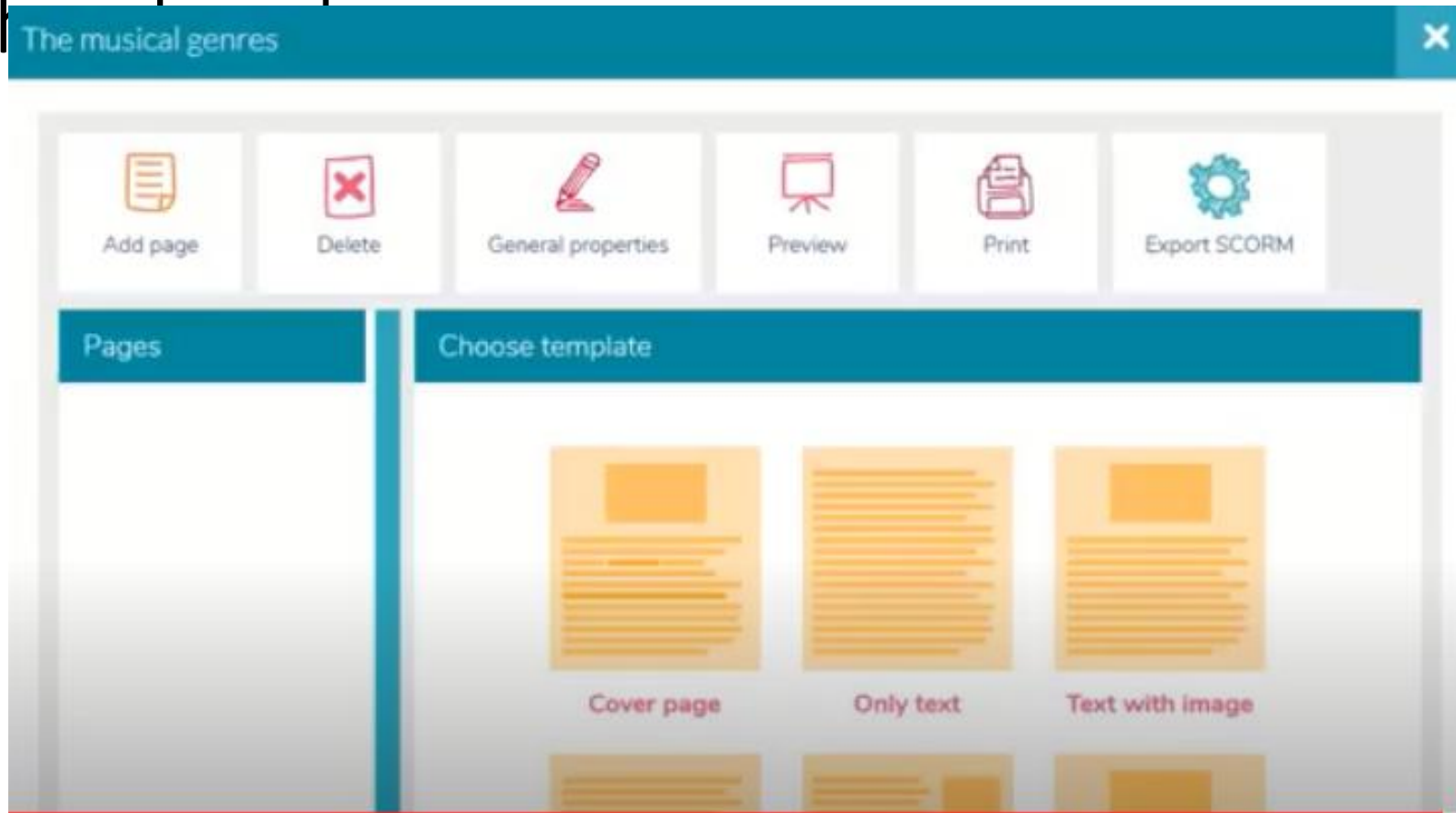
- Wedo consists of templates that allows Profuturo to generate different types of pages to create the document.
- 1. Create the descriptive fact sheet
- 2. Select the language and subject
- 3. Allow anyone to view the content (anyone)
- 4. Click s



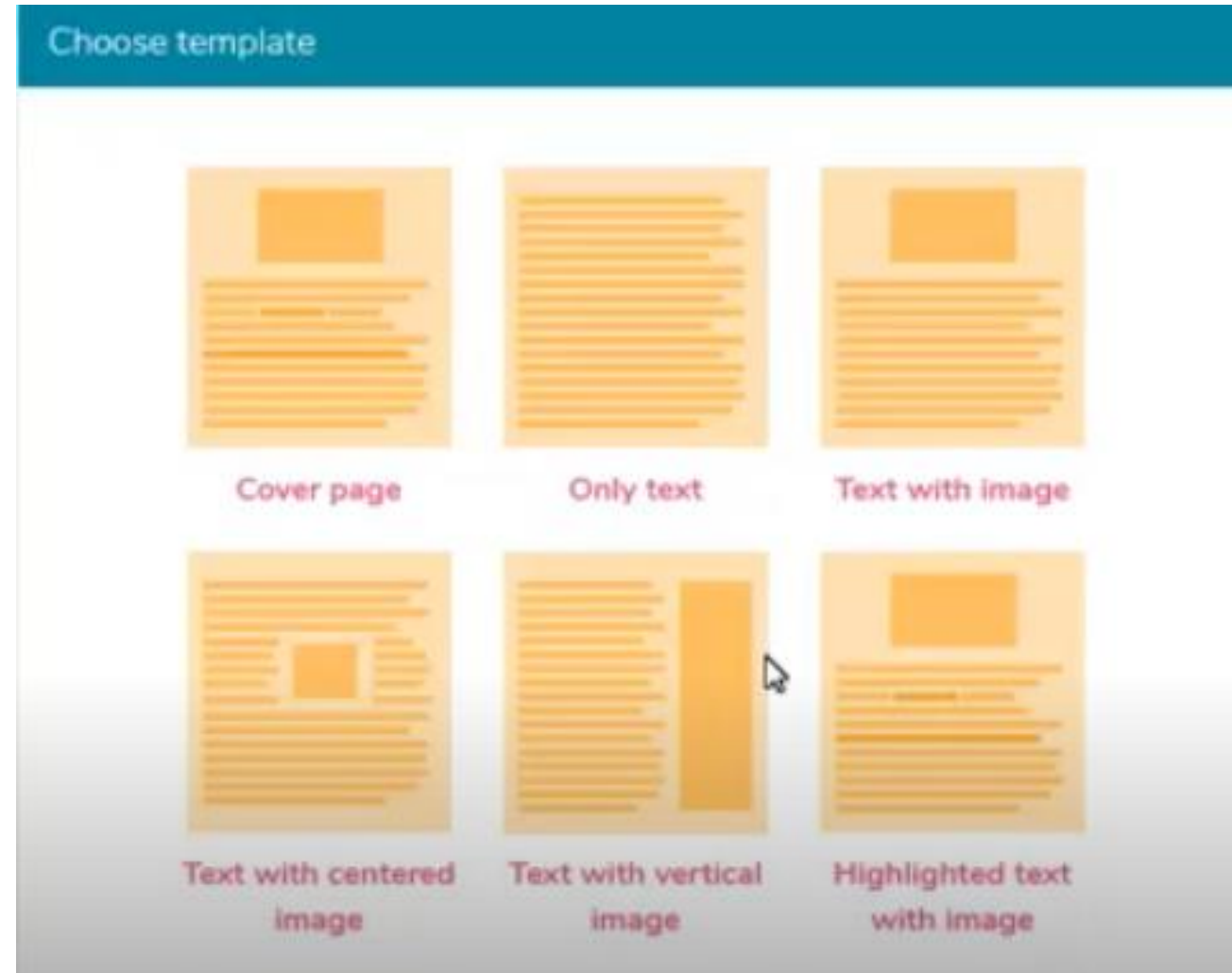
Start designing the content through the tool, click “Create page”.



The information provided will help you to create your pages. Then you'll be ready to start using the information in the repository and to share your own with others.

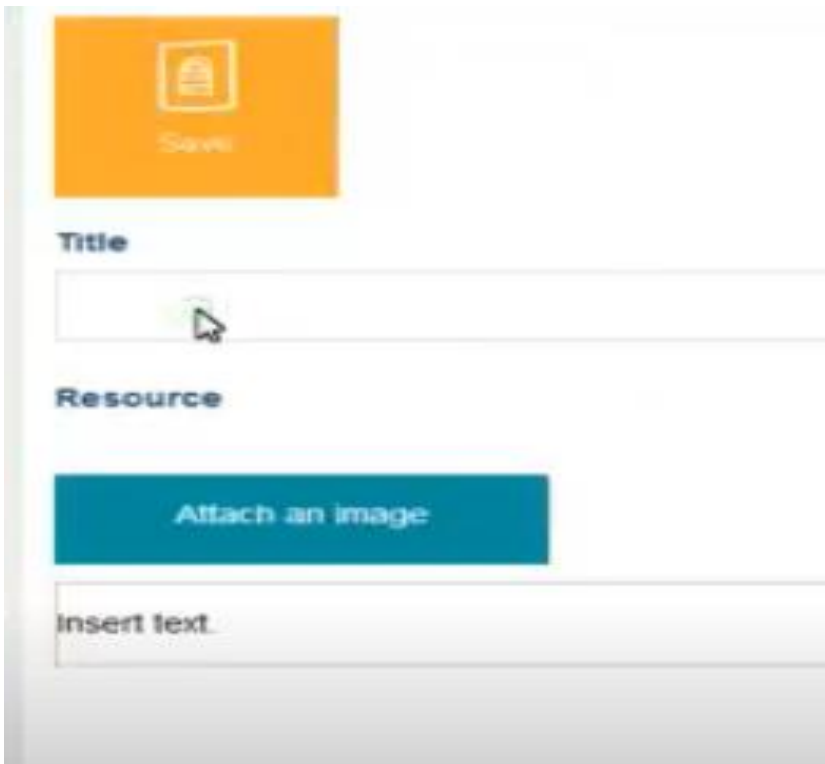


They are several templates



Creating a cover page

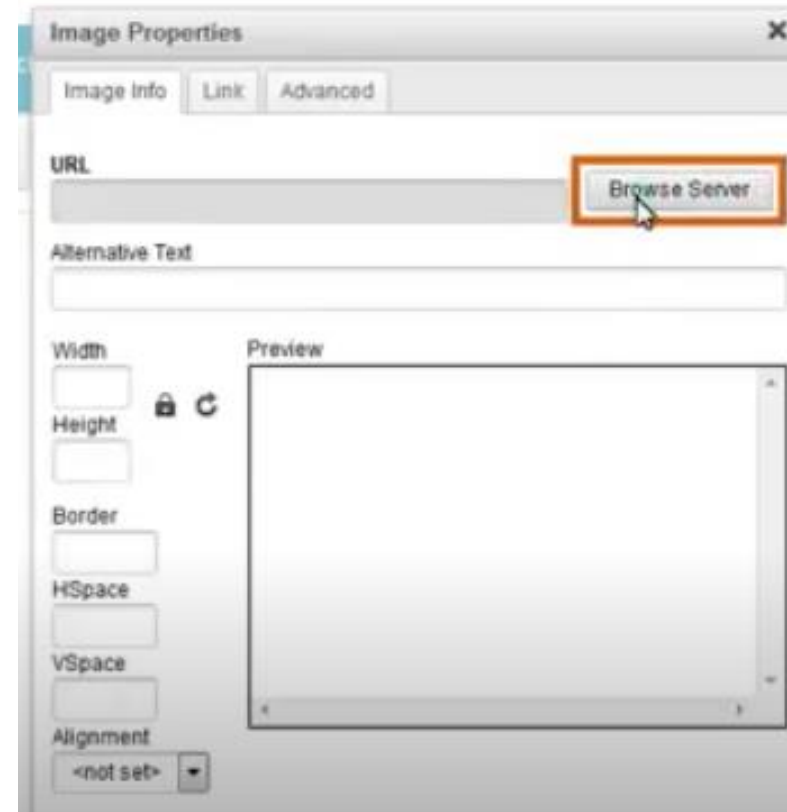
1. Complete the title then click on “attach an image” option



The screenshot shows a form with the following elements:

- An orange button with a bell icon and the text "Save".
- A "Title" label above a text input field.
- A "Resource" label above a blue button with the text "Attach an image".
- An "Insert text" label above a text input field.

2. First upload the image by clicking on “browse server”.

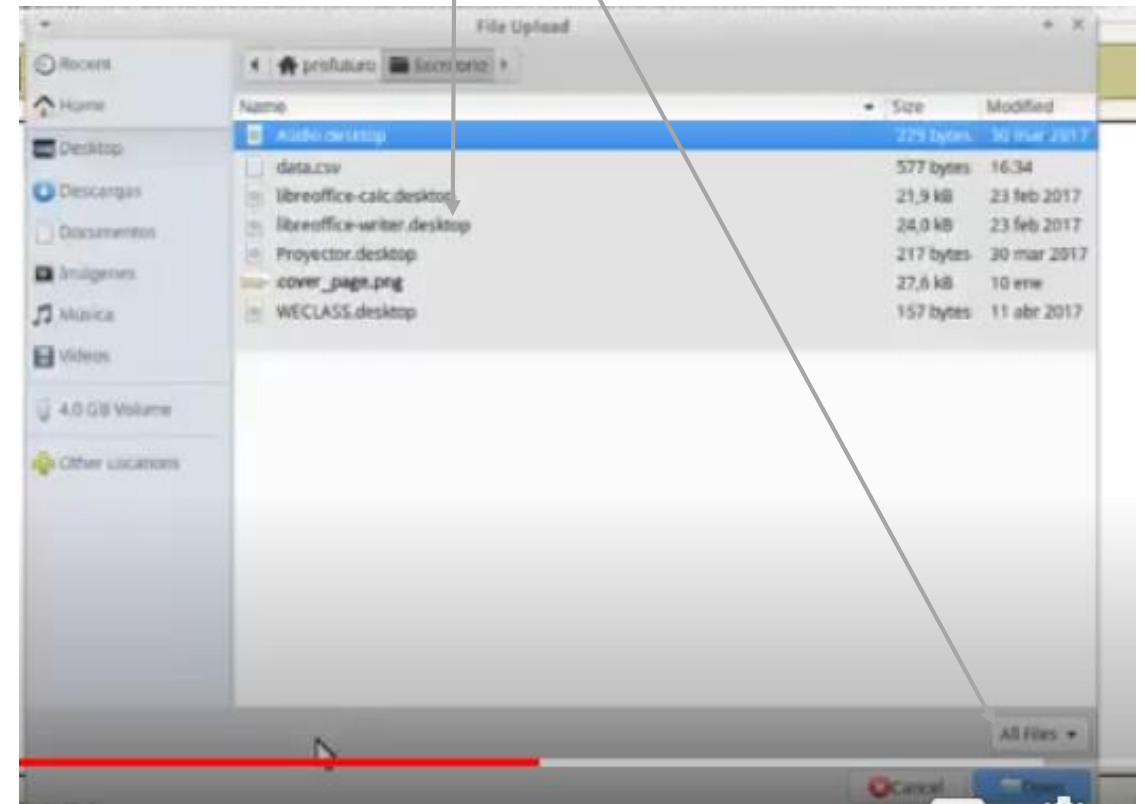
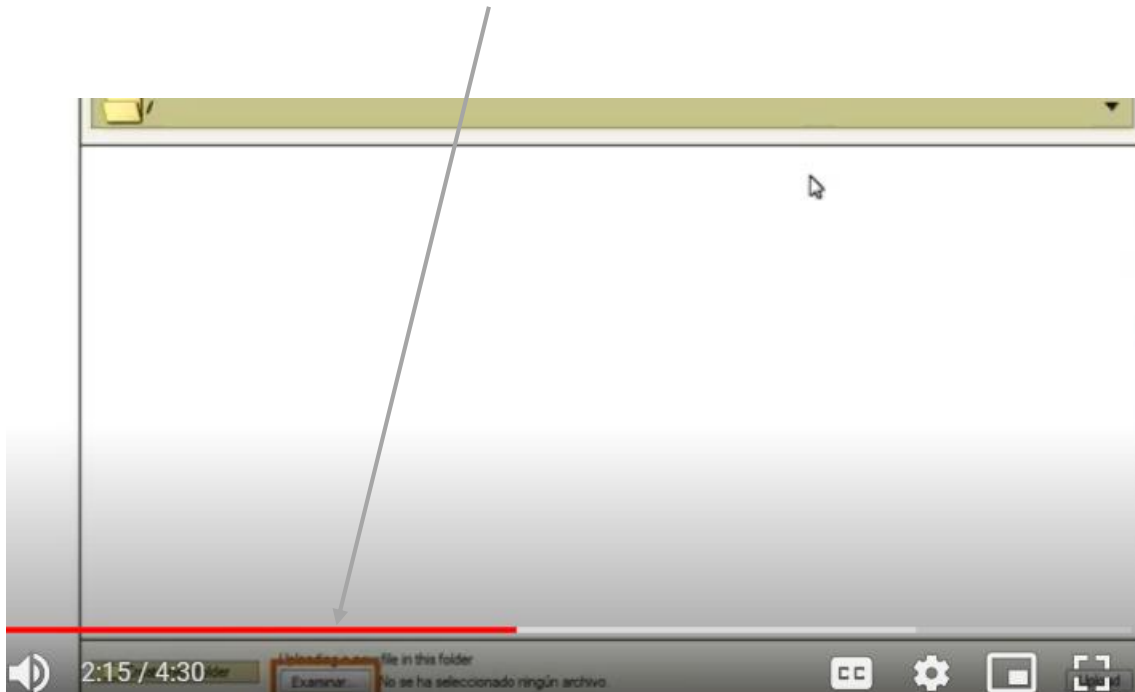


The screenshot shows the "Image Properties" dialog box with the following elements:

- Three tabs: "Image Info", "Link", and "Advanced".
- A "URL" label above a text input field.
- A "Browse Server" button, which is highlighted with an orange rectangle and a mouse cursor.
- An "Alternative Text" label above a text input field.
- A "Width" label above a text input field.
- A "Height" label above a text input field.
- A "Border" label above a text input field.
- An "HSpace" label above a text input field.
- A "VSpace" label above a text input field.
- An "Alignment" label above a dropdown menu showing "<not set>".
- A "Preview" window showing a large empty rectangle.

In our device, we select the image. Then click on “open”.

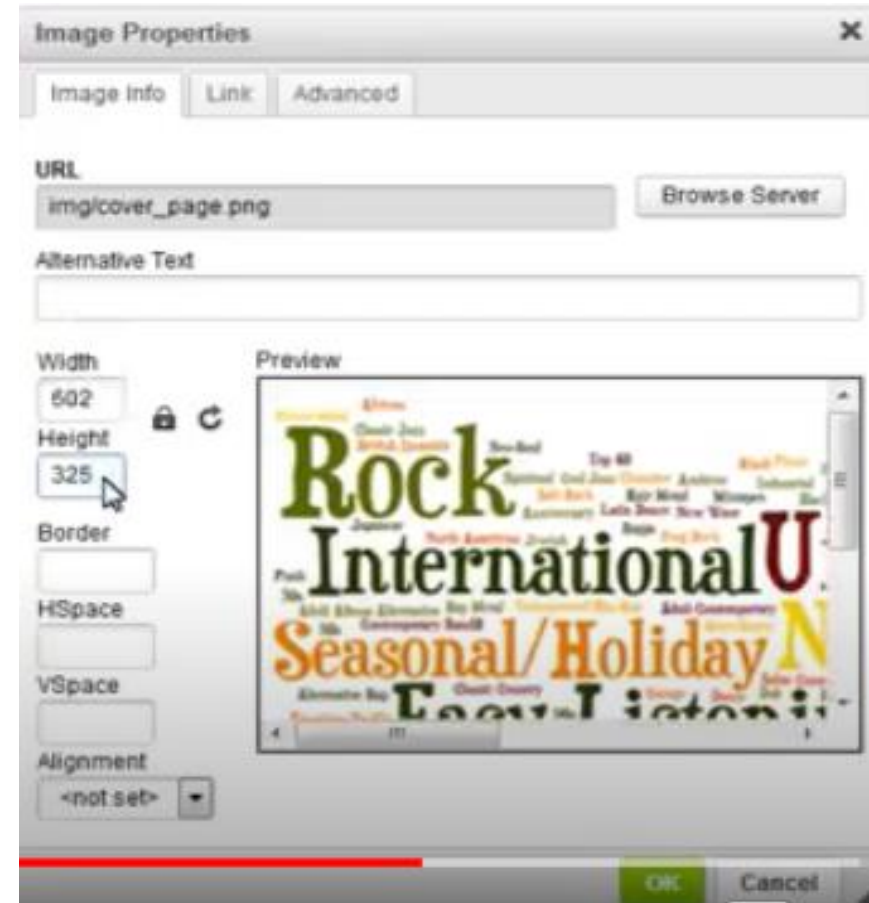
A new window will open, click on “examine”.



The cover page will then be added. Click on the cover page to go to “image properties”



Adjust image size in height and width preferred and click “ok”.

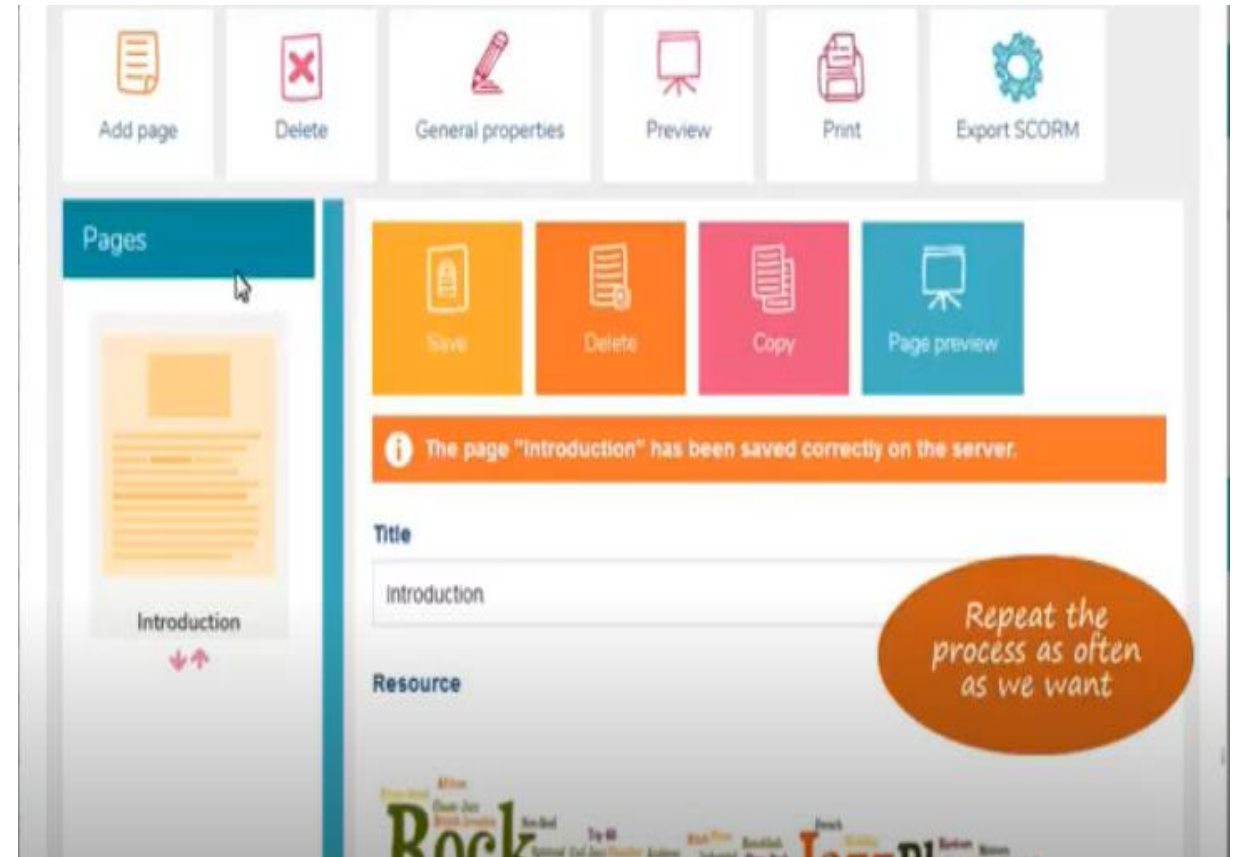
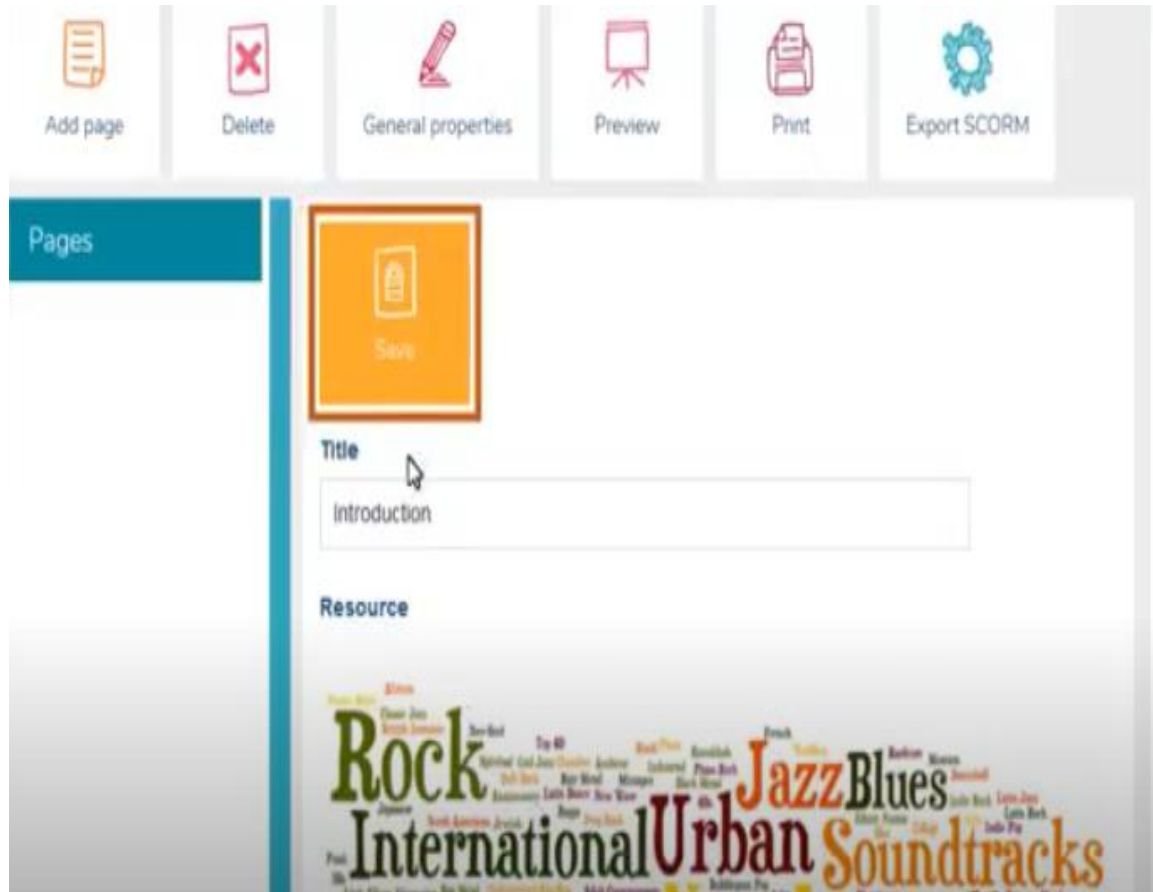


Any text can be added



Save the template.

You can add new pages and repeat the process as many times as you wish by selecting “add page”.



Types of pages.

1. Cover page
2. Only text
3. Text with image
4. Text with centered image
5. Text with vertical image
6. Highlighted text with image
7. Video with text
8. Text with video
9. HTML

When finish adding pages, you can review the content in the resources repository.

Wedo allows the file to be exported in a SCORM format to integrate it in any other platform that meets the standard or any other environment on the platform online to the

