

Creating and Managing a Rapid Learning™ Course

Rapid Learning™ Course Authors and Learning Administrators can create courses from new content or existing Brainshark presentations. They also have the ability to enroll individual or groups of students in a course and to send them reminders to start or complete their course enrollments. This document provides Course Authors and Learning Administrators the process steps for authoring Rapid Learning™ courses, enrolling students and sending reminders.

Access Rapid Learning™

1. Log into your Brainshark site.
2. If your Administrator has set Rapid Learning™ as the default application, you will see the **My Current Enrollments** page when you log in.
3. If Rapid Learning™ is not the default application, select **My Applications > Learning** from the main blue navigation bar to get to the **My Current Enrollments** page.
 - a. The **My Current Enrollments** page, or “Learning Locker”, displays all current enrollments.
 - b. Once enrolled, this is where students access the courses.

Create a Course

Create a New Course

1. Select **Authoring** from the main blue navigation bar. (If you do not see this option, you have not been given Authoring rights in the Rapid Learning™ application. Contact your [Administrator](#) for assistance.)
2. This page shows all of the courses that you have created. At the far right, click **Create Course**.
3. Select the source for the new course:
 - **Use existing presentation:** creates a course by copying an existing presentation in the site.
 - i. Enter the *Presentation ID* or click **Find** to locate the course.
 - ii. To search for the presentation by the Folder where it is stored, click **Find** and select the Folder from the drop-down menu. Once you have located the presentation you wish to copy to create your course, click the **Presentation Title** to select it.
 - iii. Click **Submit** to begin the conversion process.
 - **Create a new course:** creates a course from a file you select and upload.
 - i. Select the **Course Folder** where the course will be stored.
 - ii. Enter the **Course Name**.
 - iii. Click **Submit**.
 - iv. Click **Browse** to select the file on your computer and **Next** to begin the conversion process.

- v. You will be prompted to add audio after the content has uploaded. Follow the onscreen instructions or click **Skip audio generation for now**. For more information about adding audio to your course see the *Adding and Managing Audio* [tutorial](#) and [process document](#).
- **Create a new course from content type:** creates a course from external course formats the Administrator has identified are appropriate for the site. (If there is a content type that you need which has not been added, contact your [Administrator](#).)
 - i. Select the content type you will use from the drop-down. Content types are added by your Administrator.
 - ii. Select the **Course Folder** where the course will be stored.
 - iii. Enter the **Course Name**.
 - iv. Click **Submit**.

Add Course Details

1. On the *Course Information* tab:

- a. Edit the course **Name**, if desired.
- b. Choose a **Folder**.
- c. Assign a **Topic**.

NOTE: Topics are defined by your Administrator and may or may not be available.
- d. Enter a **Description** and **Extended Description** (optional). The **Description** and **Extended Description** display when **Course Title > Display Course Details** is selected in the Learning Locker or the Course Catalog. The **Description** also displays on the Presentation Details window of the Brainshark player and in the confirmation window that displays when the course is accessed.
- e. Specify the number of **Credits** awarded to students upon successful completion of the course.
- f. Set *Course Active* to **Yes** to make the course active and accessible to students for an indefinite period of time. Set *Course Active* to **No** and/or enter an Expiration Date to prevent the course from being accessed by students starting on the specified date.
- g. Select the **Enrollment** type:
 - i. **Open:** students can enroll themselves in the course from the **Course Catalog** tab.
 - ii. **Limited Enrollment:** the Course Author or Learning Administrator must enroll students or groups of students in the course.
- h. Selecting **Enable Auto Login for this course** allows students to be automatically logged in to their Brainshark user account via the course link provided in enrollment and reminder emails sent after enabling this option.

NOTE: This option is available at the discretion of your Administrator.

- i. Select **Allow viewers to resume views** to allow students to re-enter a course at the location where they last exited.
- j. Select **Allow other Authors to Copy the Course** to allow other course authors in your site to author a copy of your course.
- k. If you created the course from an existing presentation and need to make changes, click **Edit Presentation** to edit “your” copy of the source presentation.

NOTE: The original source presentation will not be affected if you edit the copy.

4. Select the *Completion Criteria* tab to define the requirements for course completion.

5. In the *Completion Criteria* section:

- a. Enter a percentage value (1-100%) for the criteria you would like to enforce. If you don't want to enforce completion criteria, set the percentage value to 0%.
- b. Enable **Display completion indicator in viewer** to display a visual indicator in the Brainshark viewer which students can use to track their completion status while viewing a course.
- c. When the previous option is selected you can also **Link to Completion Results** and **Include option to print certificate**.
- d. Enabling **Allow Student to set status to Complete** allows students to mark themselves as complete at any time and specify their date of completion. Leave **Allow Student to set status to Complete** unchecked if you want only Course Authors and Learning Administrators to be able to mark students as complete.

NOTE: If you previously selected **Create a new course from content type**, **Allow Student to set status to Complete** is the only Completion Criteria available with the additional option for students to enter **Points achieved**.

6. In the *Completion Branching* section:

- a. Select the desired Completion Branching behavior to send students to the specified destination when they are complete and the Brainshark viewer window is closed.
 - i. **Do Nothing**: No branching will occur.
 - ii. **Go to Presentation #**: Branch to another Brainshark presentation or course in your site. Enter the Presentation ID in the field provided, or click **Find** to locate a presentation or course in your site (courses appear in *italics*). Presentations in the root folder for your site appear in the list, but you can click the *Folder* drop-down to select a different folder and enter a partial presentation name in the *Search* field before clicking **Search**.
 - iii. **Go to Web Link**: Branch to the specified URL (web address).
 - iv. **Go to completion results**: Branch to the Completion Results page. When this radio button is selected, you will also be given the capability to **Include option to print certificate**.
 - v. **Go to completion certificate**: Branch to the completion certificate.

NOTE: If you selected the **Create a new course from content type**, *Completion Branching* is not available.

7. In the *Completion Status* section:
 - a. Select **Allow student to set status to complete** to give the student the capability to mark a course complete. For *Content Type* courses, this is especially useful since the course completion information will not be automatically communicated to Rapid Learning from the course. If you do not select this option, the Learning Manager will need to set the course completion for each student to complete upon successful completion of the course.
8. In the *Completion Certificate* section :
 - a. If **Display Certificate in Learning Locker** is set to **Yes**, students can view, print and save their own certificate from their Learning Locker.
 - b. Choose a Custom Completion Certificate for the Course from the pull-down menu or use the default **Brainshark Template** and customize the text; email support@brainshark.com for additional information on creating custom completion certificates.
9. Click **Submit**.
10. Once the course has been created and students have been enrolled, select the *Statistics* tab to see how many students are enrolled in the course and their course and test completion status. You can also see the *Last reminder date* and *Last reminder type*.

Next Steps

Enroll Students

When Limited Enrollment Courses or Curriculums are created in Rapid Learning™, students must be enrolled by the Course/Curriculum Author, the Learning Manager or the Learning Administrator. Detailed information and instructions for enrolling students can be found in the *Enrolling Students in a Rapid Learning™ Course or Curriculum process document*.

Send a Reminder Email

Once you have enrolled students in a course, you can help keep them on track by sending reminders. Detailed information and instructions for sending reminders can be found in the *Sending and Managing Reminders in Rapid Learning™ process document*.

Report on Views

Once you have distributed a course, you will likely want to report on viewing activity. Detailed Reporting information and instructions for running reports can be found in the *Rapid Learning™ Administrator Reporting process document*.