

KwikCourse Module

The KwikCourse module provides administrators with a tool to create online training courses and quizzes utilizing readily-available content development tools such as Microsoft PowerPoint, Microsoft Word, Adobe Acrobat, or links to online content. Content objects can be accompanied by a quiz that can be taken following the viewing of the content. Additionally, quizzes can be created without a related content object.

KwikCourses can be assigned like regular online courses, and possess many of the same functionalities as online courses.

To Create a KwikCourse

The **Edit a KwikCourse** tool can be used to edit any existing KwikCourse that have been created by an author at your authority level within the hierarchy.

1. Click **Add a KwikCourse**.
2. Set the **Hierarchy Group** you would like to be able to access the KwikCourse.
3. Upload the **content** you would like to comprise the KwikCourse.
 - a. To upload a PDF file: Click **Upload**. Click **Choose File**. Select the file from your computer. Click **Upload**. A message will appear notifying you that the file has uploaded successfully. Click **Submit**.

NOTE: The maximum file upload size is 50 MB. Video files exceeding this size should be uploaded to a cloud-based video server such as YouTube and then linked to the KwikCourse tool.
4. Insert the **Course Name**, **Catalog**, **Category**, and **Description** for the KwikCourse.
5. Click **Save**.
 - a. If you have not selected a quiz, and plan to **Create a New Quiz**, click **OK** when the pop-up appears asking if you would like to continue without attaching a quiz.
6. Select the **Workplace Colleges** where you would like the KwikCourse to appear. Click **Save**.
7. Click **OK** when the pop-up appears asking if you would like to continue without attaching a quiz.
8. Click **Create a New Quiz**. Create the quiz (outlined in the next section).
9. Click the **Active** checkbox if you wish the KwikCourse to be available immediately upon creation.
10. Click **Go To Assign Training**.

To Create a KwikCourse Quiz

The quiz-authoring tool provides many user-configurable options to administrators. These are: an unlimited number of questions per quiz, questions may be reused in other quizzes, quizzes can be associated with any KwikCourse, can be created independently of any training content, questions can be pulled from a larger bank of questions, questions can displayed in a random order, quiz answers can be shuffled, quiz can be made gated (no back button to previous questions), and configurable passing grades for each KwikCourse.

1. Click **Add a KwikCourse Quiz**.
1. Set the **Hierarchy Group** you would like to be able to access the quiz by clicking through the hierarchy tree. Click on the folder icon next to the group to mark with a check mark, then click again to select.
2. **Name** the quiz, select a **Launch** page, set the number for **Maximum Quiz Questions**, and set the **Passing Grade**.
3. Complete the **Optional Settings**.
 - a. Add an **Introduction**.
 - b. Select whether you could like to **Randomize Questions, Shuffle Answers, and/or Gate Quiz**.
4. Click **Save Quiz**.
5. Add **Existing Questions** or click **Add** to create new questions for the quiz.
6. You can **Edit, Delete, and Reorder** questions at this point.

NOTE: If you edit an existing question, all the quizzes using that question will be changed as the result of your edit.
7. Click the **Active** checkbox if you wish the KwikCourse to be available immediately upon creation.
8. Click **Save Quiz**.