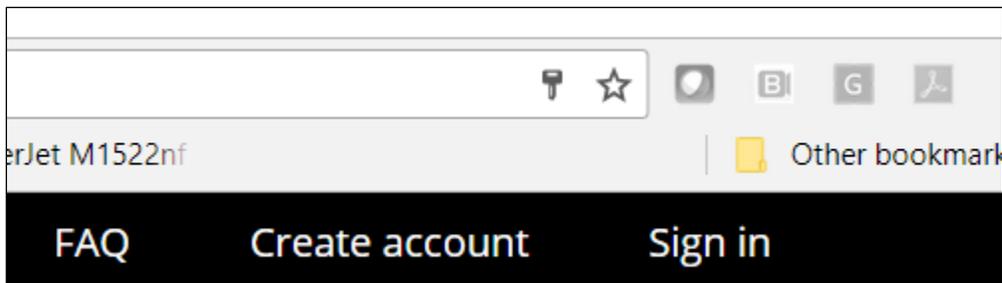# Putting Course Materials in Place in Docebo

Log into Web Services

Click **Sign In** on the black bar at top of your webpage. If black bar isn't in place on all pages, go to
https://www.arealahec.org/sign-in

Enter your **MyAHEC** login credentials in the sign-in form that displays. If you do not have a MyAHEC account, click **Create Account**. If you click **Forgot Password**, a link to change your password will be sent to the email you gave when you set up your account. You must use that emailed link within 24 hours or it will expire.

On the dashboard that displays, click the **Courses and Events Catalog** icon.
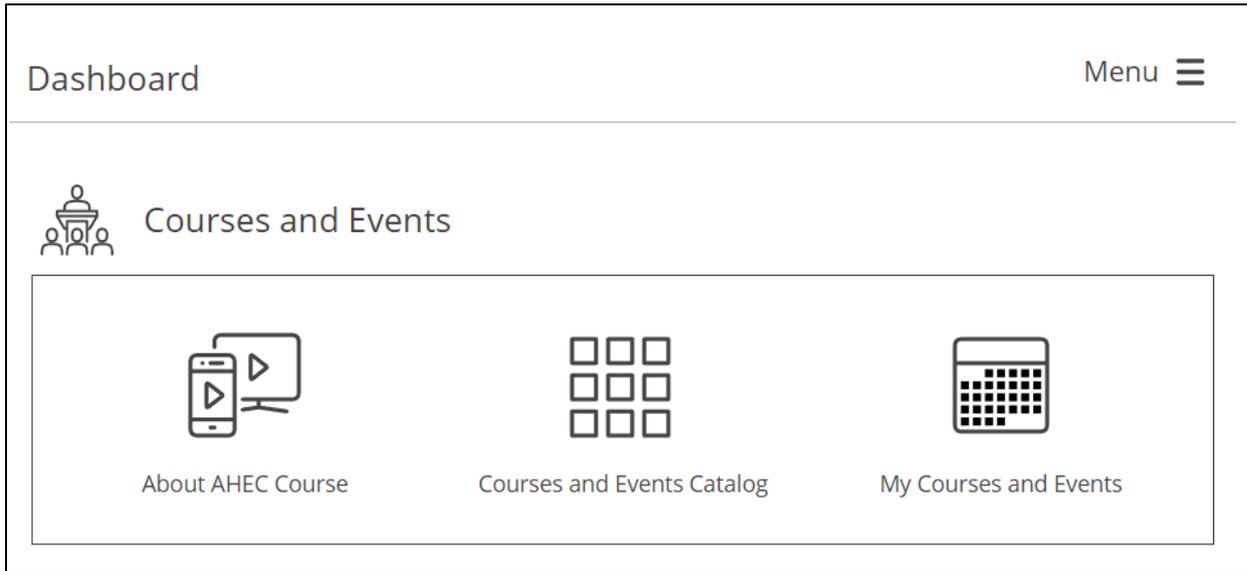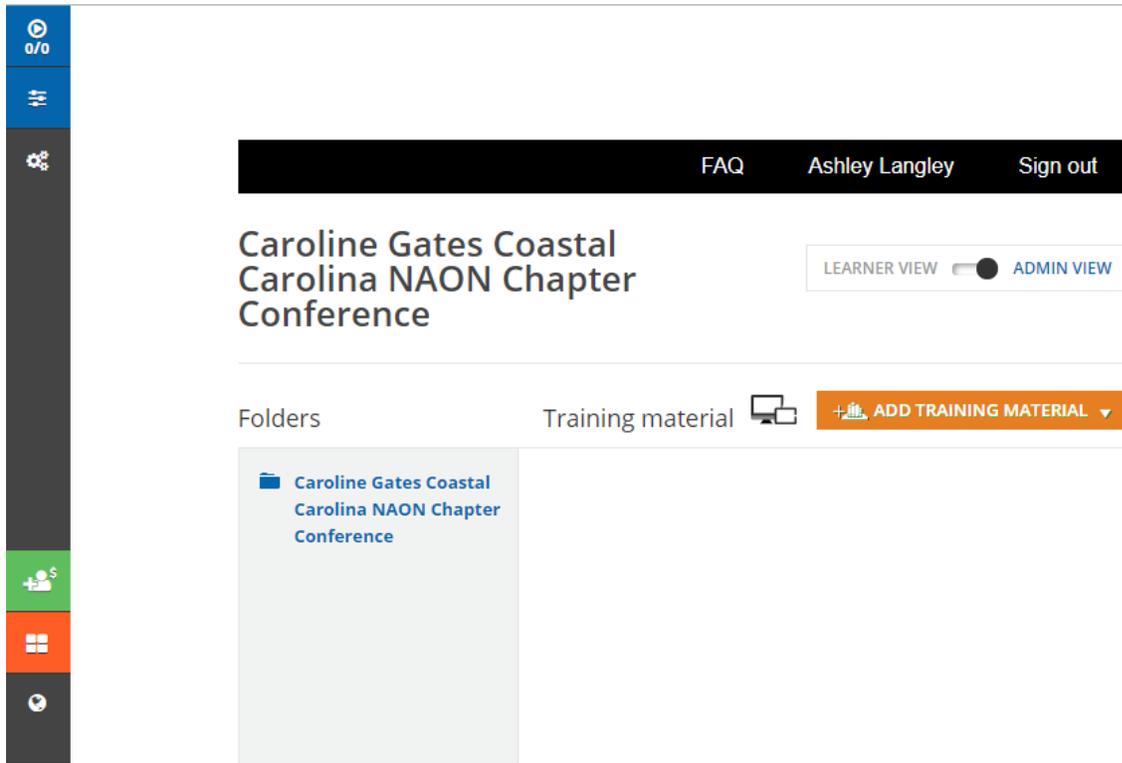

After Entering Your Course OR If Course was in CASCE Already

After saving your course/event, the following confirmation will display. Click **Open** to open the course in Docebo. **Use the open at the TOP of the page every time**! Note: If you do NOT see the **Open** link, click **Edit** and then click **Save**. Then you should see the **Open** link.
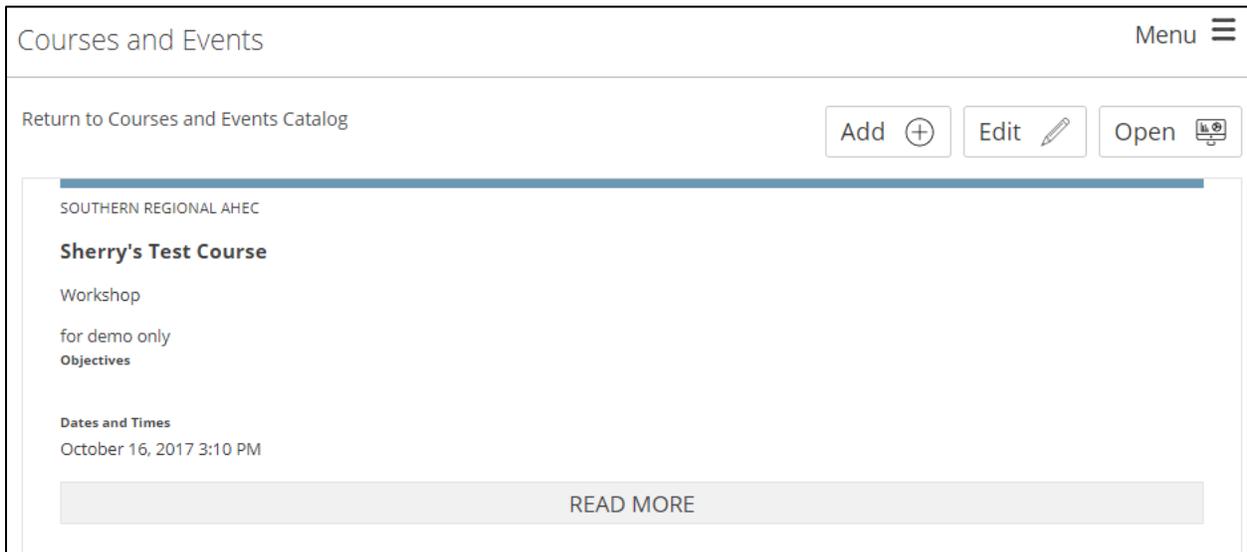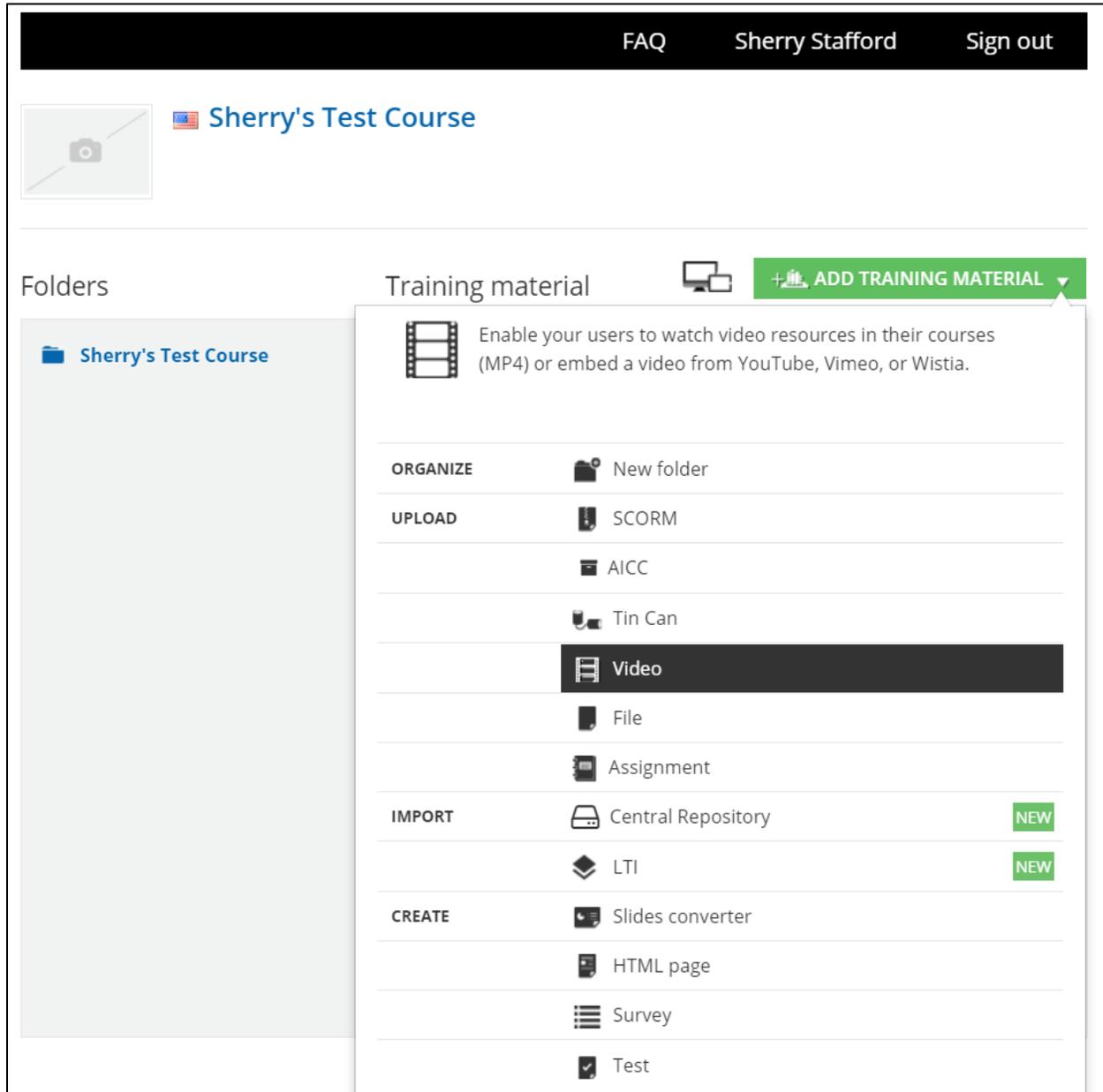
The page that displays will allow you to add training materials to the course. Click the button with three dots at top right of the page.
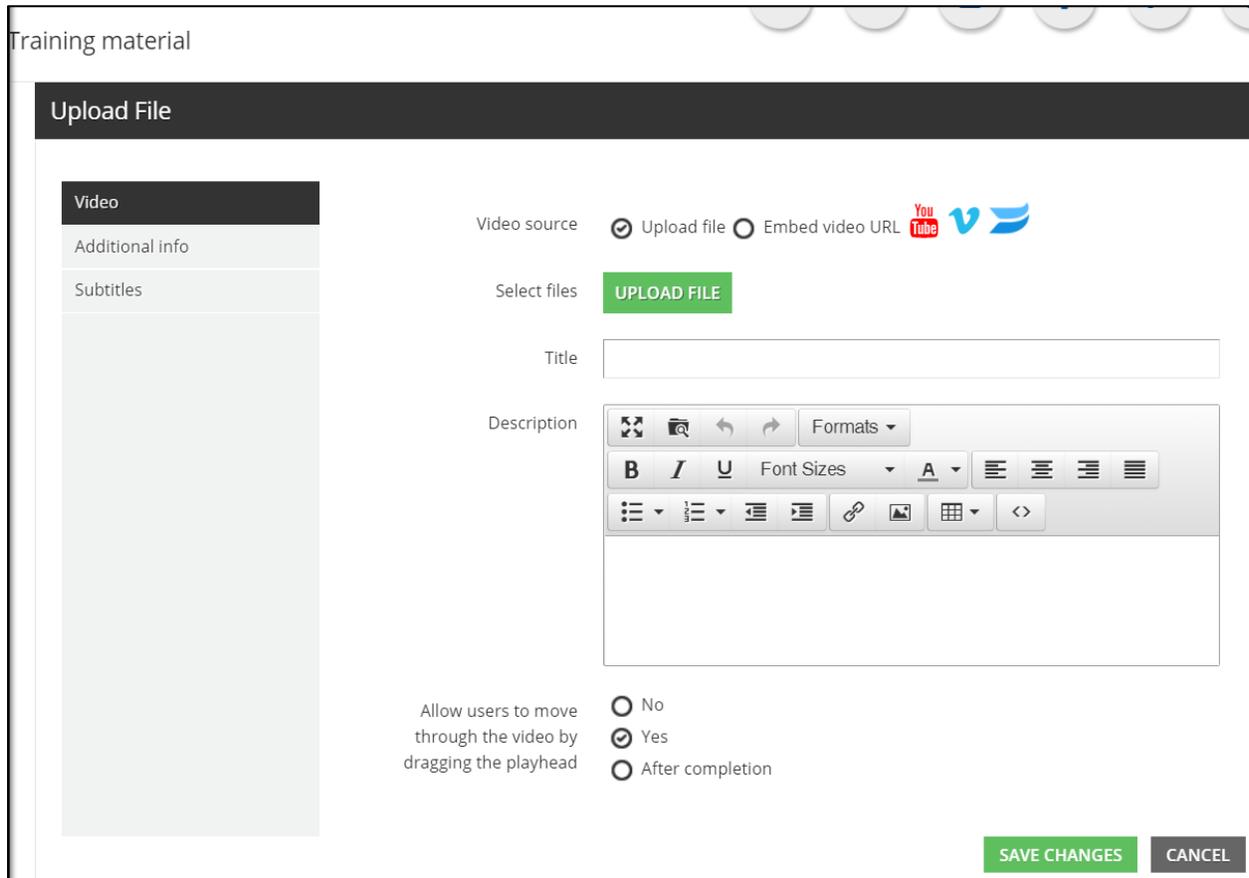
Click **Training Material** to add instructional content.

The drop-down **Training Material** list allows you to select the kind of content you want to add to your course. Click on your selection. In this example, video is selected.

https://adminliveunc-my.sharepoint.com/personal/alangley_ad_unc_edu/Documents/AHEC_Project_Docs/Generic set up course.docx

In the page that displays, select the Video Source: Click the radio button at left of **Upload file** or the one at left of **Embed video URL**. Docebo will allow you to embed only three types of video: YouTube, Vimeo, or Wistia.

Technical notes:

Docebo's video player will take any video and either scale it down or up to fit within the window as best it can. The size of our player window is approximately 1,110x624. It is recommended that you do not upload any super small videos as scaling up could cause some pixelation. The 1,110x624 window size is a 16:9 aspect ratio just like 1920x1080 so it does scale down just fine. Publish in a size closer to the 1,110x624 so the end video file is smaller, which will help with load time and buffering.

The video formats Docebo supports are: 3GP, AAC, AVI, FLV, MP4, WMV and MPEG-2. If not already an MP4, Docebo will automatically convert other file types to MP4.

This example selects to upload a video.

- Enter a Title for it.
- Select to allow users to move the video playhead or not.
- You can add a description for your own information if you wish.
- Click the green **Upload File** button.
- Your File Explorer will display. Navigate to the file you want to upload and select it:
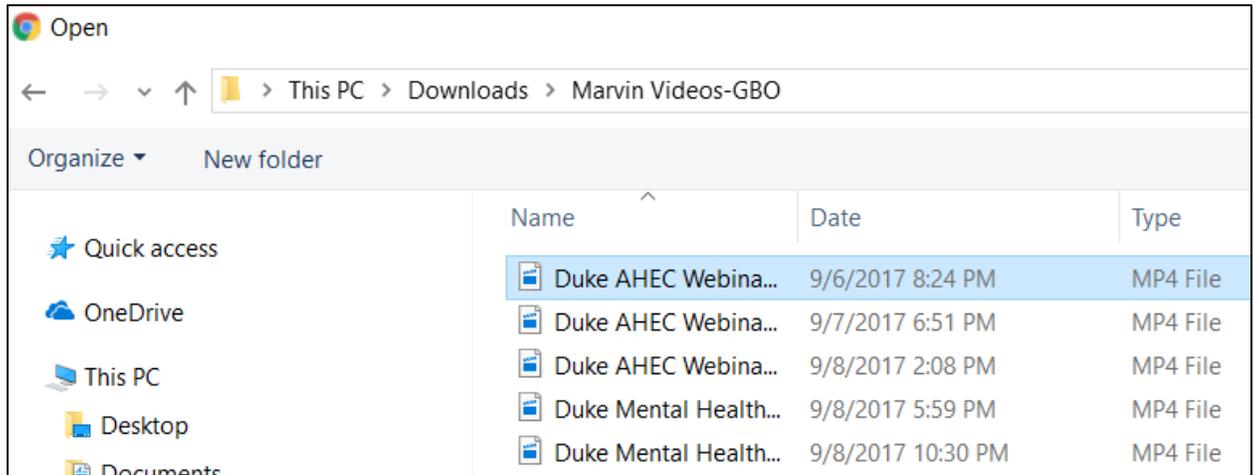
- When the green progress bar indicates that your file is 100% uploaded, click the green **Save Changes** button at bottom right of the page.

If instead you select to Embed a video URL, you must enter the URL in the box provided. Click the green **Save Changes** button at bottom right of the page.

https://adminliveunc-
my.sharepoint.com/personal/alangley_ad_unc_edu/Documents/AHEC_Project_Docs/Generic set up
course.docx

After adding this video as a Training Material, this page will display it, as shown below. You can add more by selecting from the green drop-down Training Materials list.

https://adminliveunc-my.sharepoint.com/personal/alangley_ad_unc_edu/Documents/AHEC_Project_Docs/Generic set up course.docx
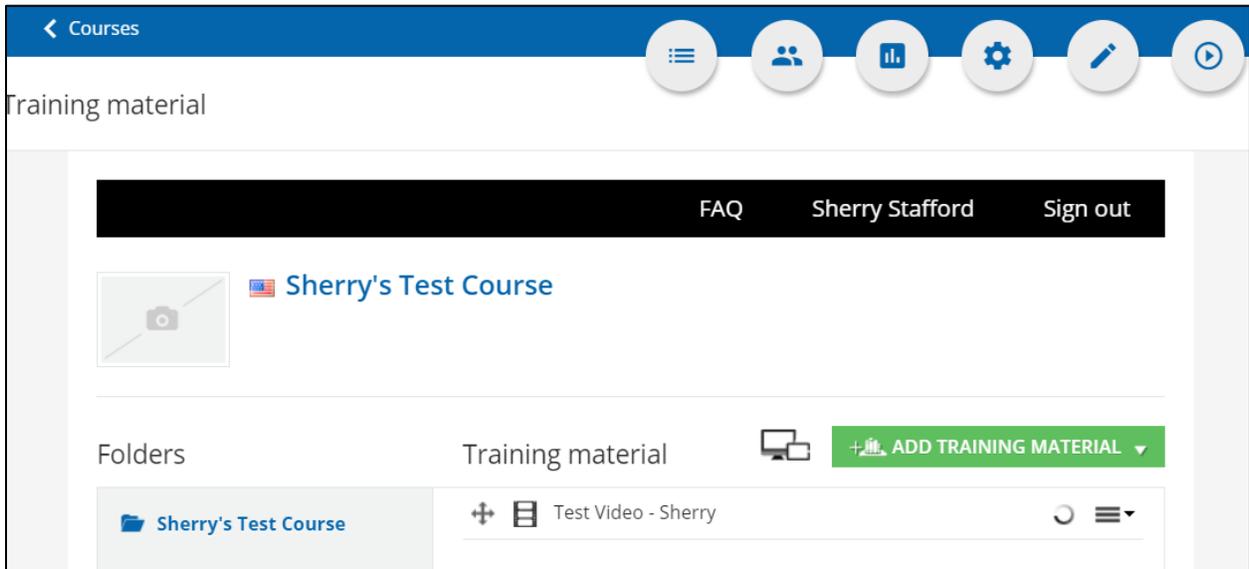
Obtaining Reports in Docebo

Reports

Docebo will deliver reports on the users and courses in your site. **Course level** reports give data on course usage and training material activities *in a specific course*. On report pages text and date filters are provided to help locate the element of interest.
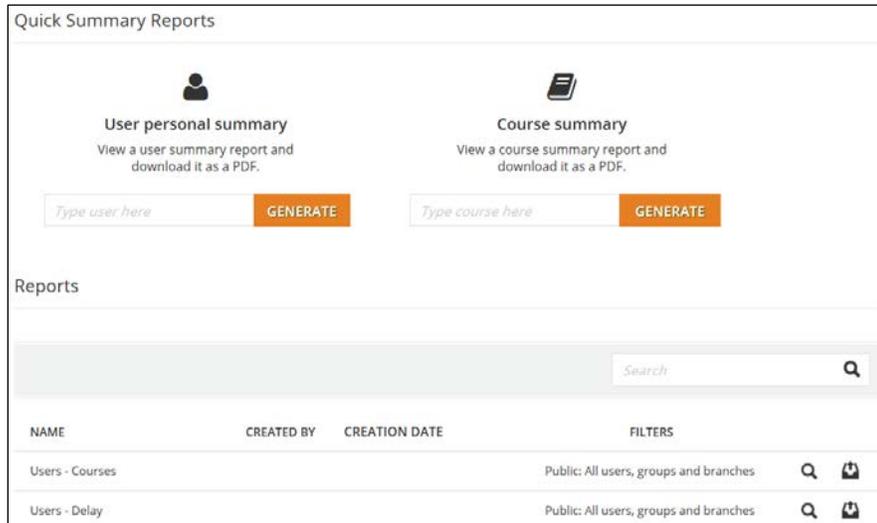
Course Level Reports

How to Access Course Level Reports

Log into Web Services. Enter your course by clicking Open. At the right click on the three lines to get to Course Settings.

Then choose the Reports Menu.

When the Course Report page opens, it appears as shown below. A graphical summary of course use displays in the top section of the page. In the lower section, *three interactive tabs* display additional information: *User Statistics, Training Material Statistics,* and *Learner Assignments*. By default, User Statistics information is displayed first. Note that status terms (*In progress, Not yet started*) are color-coded. Not shown here, Completed status is colored green.

https://adminliveunc-my.sharepoint.com/personal/alangley_ad_unc_edu/Documents/AHEC_Project_Docs/Generic set up course.docx
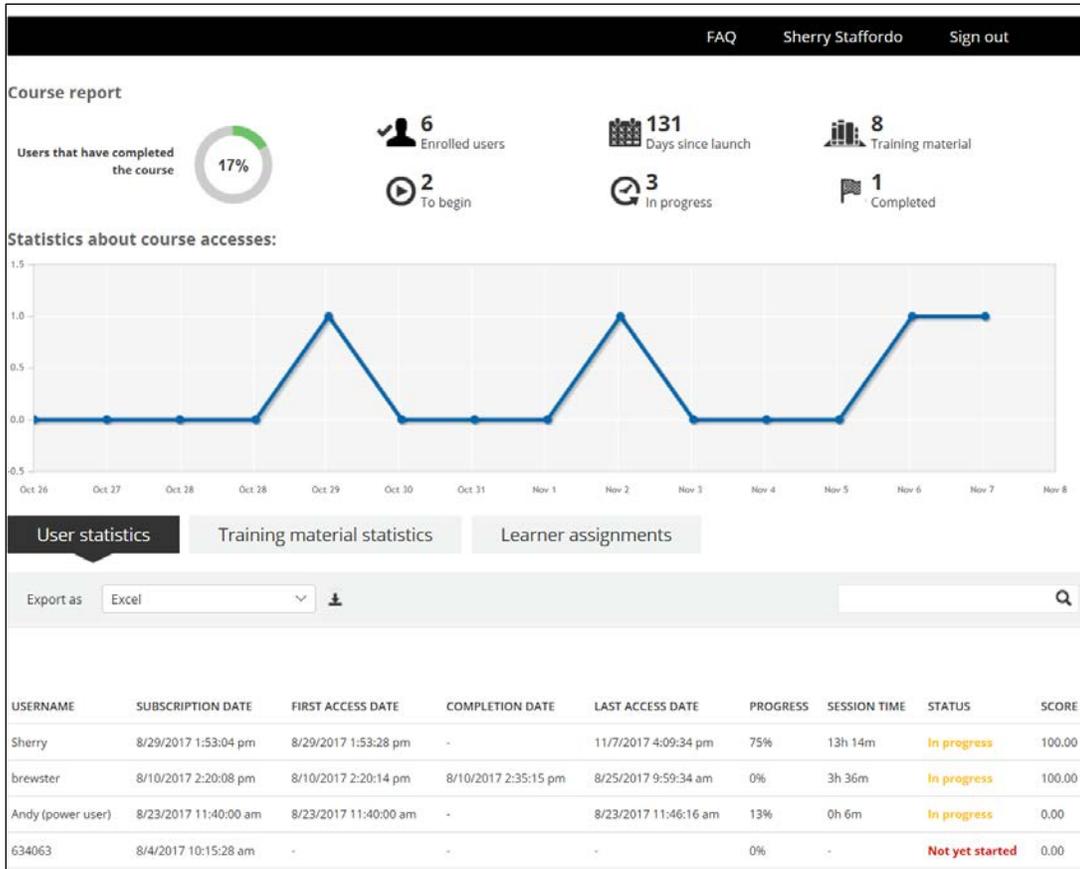
User Statistics. As shown in the preceding illustration, the User Statistics tab lists course users and a summary of their course use.

> **Export.** Use the "Export As" box to download this report. Select a file format and click the download icon. Exported as an Excel file, the report appears as shown below.

	A	B	C	D	E	F	G	H	I
1	userid	date_inscr	date_first_	date_comp	date_last_a	Progress	sessionTim	status	Score
2	Sherry	8/29/2017	8/29/2017	-	11/7/2017	75%	13h 14m	In progress	100.00
3	brewster	8/10/2017	8/10/2017	8/10/2017	8/25/2017	0%	3h 36m	In progress	100.00
4	Andy (pow	8/23/2017	8/23/2017	-	8/23/2017	13%	0h 6m	In progress	0.00
5	634063	8/4/2017 1	-	-	-	0%	-	Not yet sta	0.00
6	staffordo	8/25/2017	-	-	-	0%	-	Not yet sta	0.00
7	643069	8/25/2017	8/25/2017	8/28/2017	11/10/201	88%	15h 57m	Completed	0.00

> **Drill Down.** Click on a username to display a detailed report of this user's activities in the course (illustration follows). The user's *status* toward completion and *score* relative to each training material are shown. Note that the status graphics are color-coded, as they were on the user summary page. **Beware!** Each status can be reset to "not yet started" by clicking the red "X,"

https://adminliveunc-
my.sharepoint.com/personal/alangley_ad_unc_edu/Documents/AHEC_Project_Docs/Generic set up
course.docx

and each score value can be edited. Click on a score to manually assign a value. (Because of space constraints, a small Timeline section is not shown in this User Details page illustration.)

Statistics about course accesses:
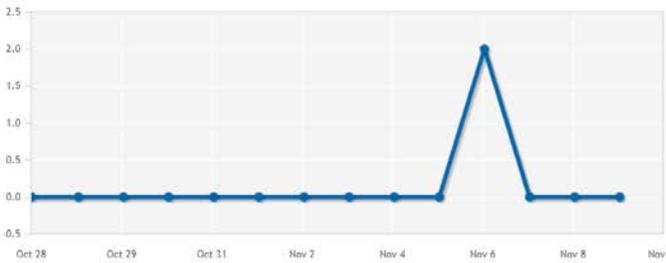
Progress

TITLE	FIRST ATTEMPT	LAST ATTEMPT	FIRST COMPLETION	COMPLETION DATE	VERSION	STATUS	RESET	SCORE
Tin Can - 1-Welcome	8/24/2017 4:32:12 pm	8/24/2017 4:33:22 pm	8/24/2017 4:33:17 pm	8/24/2017 4:33:17 pm		✓	✗	0.00
Tin Can - 2-Introduction to NC AHEC	8/10/2017 2:55:18 pm	8/10/2017 2:57:16 pm	8/10/2017 2:56:35 pm	8/10/2017 2:56:45 pm		✓	✗	100.00
Tin Can - 3-Graduate Medical Education	8/10/2017 2:57:26 pm	8/10/2017 2:58:13 pm	-	-		▶	✗	0.00
Tin Can - 4-NCAHEC Library Services	8/10/2017 2:58:27 pm	8/10/2017 2:59:34 pm	8/10/2017 2:59:34 pm	8/10/2017 2:59:34 pm		✓	✗	0.00
Tin Can - 5-Continuing Professional Development (CPD)	8/10/2017 2:59:46 pm	8/22/2017 5:00:35 pm	8/10/2017 3:08:28 pm	8/22/2017 5:00:35 pm		✓	✗	0.00
SCORM - 6-AHEC	8/24/2017	8/24/2017	8/24/2017	8/24/2017				

When exported as an Excel file, this specific user report appears as shown below.

	A	B	C	D
1	Title	Status	Time	Average
2	1-Welcome	Completed	0s	0.00
3	2-Introduction to NC AHEC	Completed	0s	100.00
4	3-Graduate Medical Education	In progress	0s	0.00
5	4-NCAHEC Library Services	Completed	0s	0.00
6	5-Continuing Professional Development	Completed	0s	0.00
7	6-AHEC Practice Support	Completed	0s	
8	AHEC Practice Support	Completed	0h 13m	100.00
9	7-Credits and Farewell	In progress	0s	0.00
10	8-About AHEC Quiz	Completed	0h 1m	100.00
11				

Drill Down More. At this point, having selected a specific user report for a course, you can drill down further by clicking on a training material in the list. For a quiz, the quiz page is displayed, along with question scores and overall score for this user, as shown below. (Additional information may display for SCORM objects, depending on the settings.)

For an unscored material, an access log is displayed, as shown below.

Training Material Statistics. The Training Material Statistics tab displays a graphical summary of training materials use, as shown in the following illustration. For each training material a bar graphic summarizes user completions, and an average score is shown. A zero is displayed for unscored training materials.
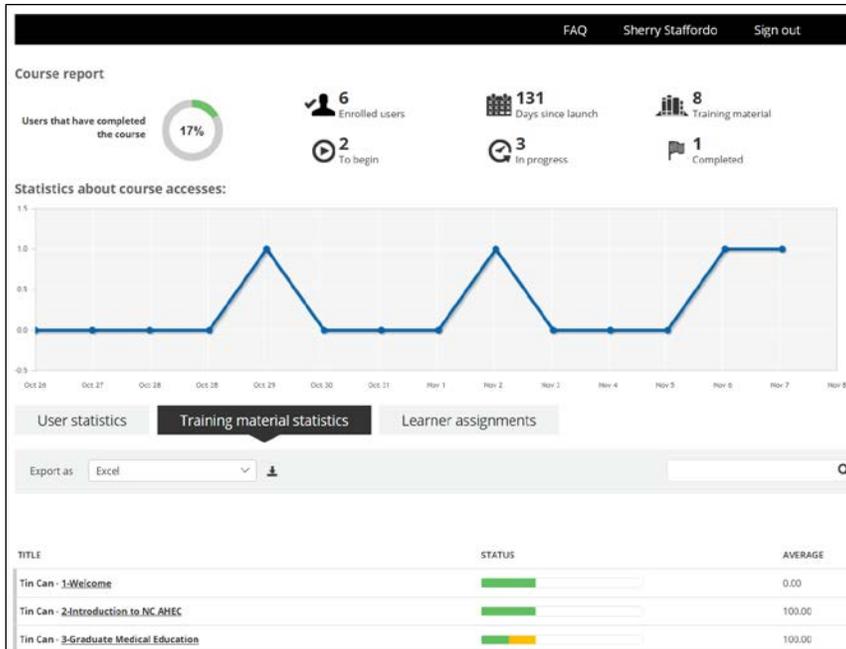
Export. Use the "Export As" box to download this report. Select a file format and click the download icon. An exported Excel file appears as shown below.

	A	B	C	D	E	F
1	Title	Completed	In progress	To begin	Expected c	Average
2	1-Welcome	2	0	4	0s	0.00
3	2-Introduction to NC AHEC	2	0	4	0s	100.00
4	3-Graduate Medical Education	1	1	4	0s	100.00
5	4-NCAHEC Library Services	2	0	4	0s	0.00
6	5-Continuing Professional Development	2	0	4	0s	0.00
7	6-AHEC Practice Support	3	0	3	0s	
8	AHEC Practice Support	3	0	3	0s	77.78
9	7-Credits and Farewell	1	1	4	0s	0.00
10	8-About AHEC Quiz	1	0	5	0s	100.00
11						

Drill Down. Click a training material to display a report of its use. For most training materials, each user is listed, along with their first/last use dates, completion dates, and their completion status (illustration follows). When exported as an Excel file, the same information appears in a spreadsheet.

USERNAME	FIRST NAME	LAST NAME	FIRST ATTEMPT	LAST ATTEMPT	FIRST COMPLETION	COMPLETION DATE	VERSION	STATUS
Sherry	Sherry	Stafford	8/10/2017 2:58:27 pm	8/10/2017 2:59:34 pm	8/10/2017 2:59:34 pm	8/10/2017 2:59:34 pm		Completed

https://adminliveunc-my.sharepoint.com/personal/alangley_ad_unc_edu/Documents/AHEC_Project_Docs/Generic set up course.docx

However, for a quiz, the questions, question scores, and overall scores for all users are given, as shown in the following illustration. Details are displayed in a row for each user, with a column for each quiz question. When exported as an Excel file, the same information appears in a spreadsheet.

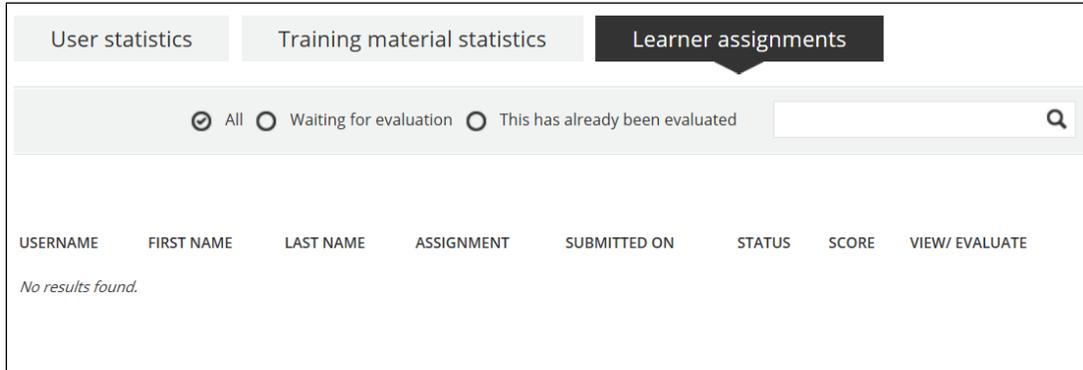| USERNAME	FIRST NAME	LAST NAME	COMPLETION DATE	SCORE	AHEC CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMS ...	WHEN POSSIBLE WE PROVIDE INTERPROFESSIONAL...	IN ADDITION TO CLASSROOM PROGRAMS, AHEC...	WHAT PERCENTAGE OF NC AHEC FAMILY PRACTICE...	MOST AHECS IN NC HAVE A RESIDENCY PROGRAM.	AHEC IS INSTRUMENTAL IN ADVANCING THE NUMBER OF...
Sherry	Sherry	Stafford	8/10/2017 3:09:14 pm	100%	✓ Nursing, pharmacy, medicine,	✓ Working effectively as a healthcare team is key to high quality and	✓ Online education	✓ 67%	✓ True	✓ True

For a survey, a summary of responses is displayed. Likert scale responses and free-text responses are shown in the following illustration.

Likert Scale

1)
Course Evaluation

	5 - Very Positive	4 - Positive	3 - Neutral	2 - Negative	1- Very Negative
What was your overall experience with this online course?	10	20	4	1	0
How was your experience navigating course materials?	15	15	3	2	0
Did you get the support you needed in using course materials?	14	12	9	0	0
Was this course an effective way for you to learn about PADs?	14	18	3	0	0

Text answer

2)
What can we do to improve this course?

getting so close!

On Frank Smith's hospital choices, I believe Southern should have been "not."

In Part 4 A a sentence ended with for, and I believe it should have been "themselves."

Maybe's should have been "may be" in Part 5 B.

Exported as an Excel file, the survey response summary appears as shown below.

	A	B	C	D	E	F	G
1	Question	Course Evaluation					
2		5 - Very Positive	4 - Positive	3 - Neutral	2 - Negative	1- Very Negative	
3	What was	10	20	4	1	0	
4	How was y	15	15	3	2	0	
5	Did you ge	14	12	9	0	0	
6	Was this c	14	18	3	0	0	
7	Question	What can we do to improve this course?					
8		getting so close					
		On Frank Smith's hospital choices, I believe Southern should have been "not." In Part 4 A a sentence ended with for, and I believe it should have been "themselves." Maybe's should					

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Learner Assignments. The third tab, Learning Assignments, displays an area where an instructor views and grades assignments submitted by students, either in an email-type form or as an attachment. An assignment is a training material that can be added to a course, just like a video or a quiz. Learner Assignments is not within the scope of this documentation.