

tessello user guide
Resource creation



👉 Resources are the building blocks of your learning.

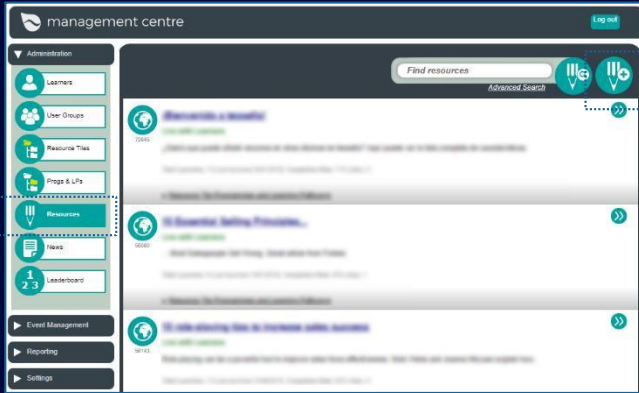
This guide will explain all the different types and how to create them.

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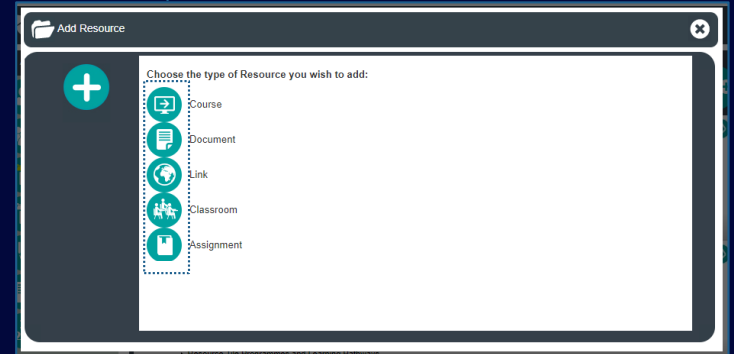
Creating a resource



Step 1
Under Administration,
select Resources

Step 2
Select
Add Resource

Step 3
Select the type of
Resource you
want to create



Creating a Course resource

The Course resource is used when upload a packaged course file. tessello currently supports SCORM 1.2 and AICC

Choose file
to upload the course file

Is Active
Toggle to make it inactive

Keywords
Words to help learners find
the Resource in the search

Create Experience
Toggle to auto-create a log
in learner's Experiences area

Searchable
Can the Resource be found
in search

Window Width/Height
Set the size of the window
the course plays in. We
recommend 800 x 600

The screenshot shows a form titled "Add Resource - Resource" with a close button in the top right. A green plus icon is in the top left. The form fields are: "Resource:" with a "Choose document file to upload." label and a "Choose file" button; "Title:" with a "Title..." input field; "Resource is active:" with an "ON" toggle; "Description:" with a "Description..." input field; "Keywords (separated by commas and no space; e.g. manifest, handling, health, safety):" with a "Keywords..." input field; "External Reference:" with an "External Reference..." input field; "Create experience on completion:" with an "ON" toggle; "Request Feedback on Completion:" with an "OFF" toggle; "Resource is searchable:" with an "ON" toggle; "Course Type:" with a "Resource Type..." dropdown; "Launch File:" with a "Launch File Name..." input field; "Window Width:" with a "Window Width (pixels)..." input field; "Window Height:" with a "Window Height (pixels)..." input field; "Window Toolbars:" with an "OFF" toggle; "Window Resizable:" with an "OFF" toggle; and "Window Scrollable:" with an "OFF" toggle. At the bottom are "< Back" and "Add Resource" buttons. Dotted lines connect text labels on the left and right to these fields.

Title

This is the course name as it
will appear to the learner

Description

This is the description as it
will appear to the learner

External Reference
Not currently in use

Request feedback
Toggle to trigger a request
for learner feedback upon
completion of the course

Type and Launch File
These will auto populate
when you import manifest
data

Window setting
Toggle what controls appear
in the display window

Creating a Document resource

The Document resource is used to upload PDF's, Word docs, presentations, audio and video files

Choose file
to upload the file

Is Active
Toggle to make it inactive

Description
This is the description as it
will appear to the learner

External Reference
This is not currently in use

Searchable
Can the Resource be found
in search

The screenshot shows a form titled "Add Resource - Document" with a close button in the top right. On the left side of the form, there is a large teal circle containing a white plus sign. The form contains the following fields and controls:

- Resource:** A text input field with the placeholder "Choose document file to upload:" and a "Choose file" button. A red asterisk is to the right.
- Title:** A text input field with the placeholder "Title...". A red asterisk is to the right.
- Resource is active:** A toggle switch currently set to "ON".
- Resource Icon:** A dropdown menu currently showing "Audio". A red asterisk is to the right.
- Description:** A text input field with the placeholder "Description...". A red asterisk is to the right.
- Keywords:** A text input field with the placeholder "Keywords...". Below it is a note: "Keywords (separated by commas and no space; e.g. manual handling, health, safety);".
- External Reference:** A text input field with the placeholder "External Reference...".
- Create experience on completion:** A toggle switch currently set to "ON".
- Resource is searchable:** A toggle switch currently set to "ON".

At the bottom of the form are two buttons: "< Back" and "Add Resource".

Title
This is the document name
as it will appear to the
learner

Resource Icon
Select an appropriate icon
that matches the document
type

Keywords
Words to help learners find
the resource in the search

Create Experience
Toggle to auto-create a log
in learner's Experiences area

See the Appendix for a full list of supported file formats

Creating a Link resource

Title

This is the link name as it will appear to the learner

External Link

This is not currently in use

Description

This is the description as it will appear to the learner

External Reference

This is not currently in use

Searchable

Can the Resource be found in search

Window setting

Toggle what controls appear in the window that opens

The screenshot shows a form titled "Add Resource - Internet Link" with the following fields and controls:

- Title:** A text input field with a red asterisk.
- Resource is active:** A toggle switch currently set to "ON".
- Resource Icon:** A dropdown menu currently showing "Audio".
- Description:** A text input field with a red asterisk.
- Keywords:** A text input field with a red asterisk.
- External Reference:** A text input field with a red asterisk.
- Create experience on completion:** A toggle switch currently set to "ON".
- Window Width:** A text input field with a red asterisk.
- Window Height:** A text input field with a red asterisk.
- Window Toolbars:** A toggle switch currently set to "OFF".
- Window Resizable:** A toggle switch currently set to "OFF".
- Window Scrollable:** A toggle switch currently set to "OFF".
- Resource Address:** A text input field with a red asterisk, containing "http://".

At the bottom of the form are two buttons: "Back" and "Add Resource".

Is Active

Toggle to make it inactive

Resource Icon

Select an appropriate icon that matches what the link

Keywords

Words to help learners find the Resource in the search

Create Experience

Toggle to auto-create a log in learner's Experiences area

Window Width/Height

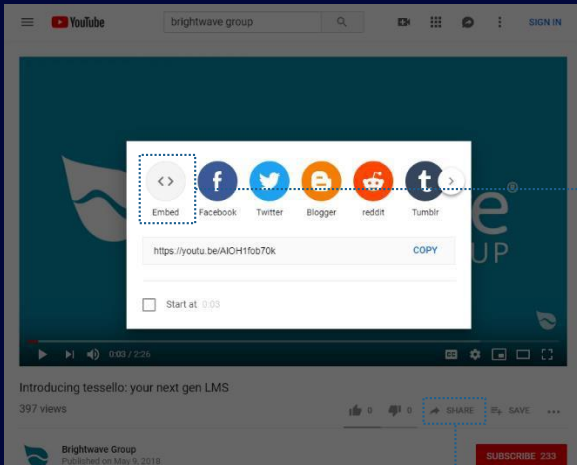
Set the size of the window the link opens in. We recommend 800 x 600

Resource Address

The link you want to send learners to

Creating a Link resource – You Tube

Using the Link resource, you are able to embed a You Tube video, without all the surrounding links and related videos, however this needs to be done in a specific way.



Step 1
From the video you want to use, click on Share



Step 2
Within the overlay, select the Embed option

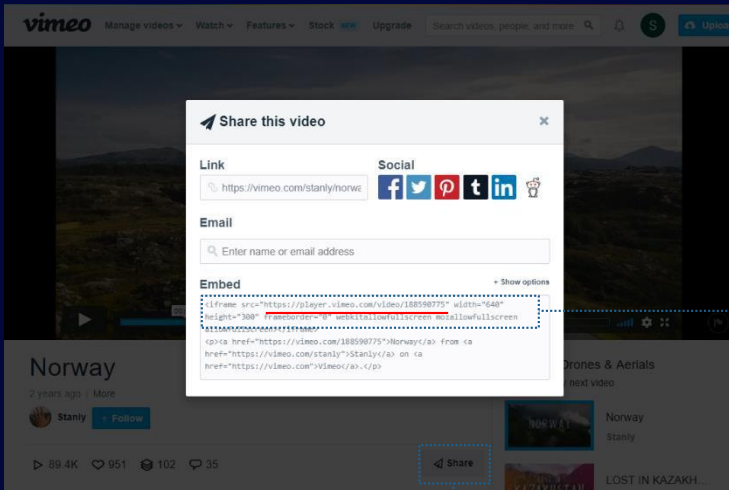
Step 3

Rather than all the code, copy the link in between the speech marks and use this for the Resource Address in the Link resource

Use the dimensions from the code to set the Window Width and Height settings to ensure the video fits the window. This may vary by video

Creating a Link resource – Vimeo

Using the Link resource, you are able to embed a Vimeo video, without all the surrounding links and related videos, however this needs to be done in a specific way.



Step 2

Rather than all the code, copy the link in between the speech marks and use this for the Resource Address in the Link resource

So that the video also fits perfectly in to the window, use the dimensions from the code to set the Window Width and Height settings

Step 1

From the video you want to use, click on Share

Creating a Classroom Resource

The Classroom Resource is used when creating Events for face to face training.

Title
This is the name of the training as it will appear to the learner

Training Type
This is not currently in use

Description
This is the description as it will appear to the learner

External Reference
This is not currently in use

Manager enrolment
Learners need to request enrolment from their line manager

The screenshot shows a web form titled "Add Resource - Classroom". The form contains the following fields and controls:

- Title:** A text input field with a placeholder "Title..." and an asterisk indicating it is required.
- Resource is active:** A toggle switch currently set to "ON".
- Training Type:** A dropdown menu with "Select Training Type" as the selected option and an asterisk.
- Cost Per Head:** A text input field with a placeholder "Cost Per Head..." and an asterisk.
- Description:** A text area with a placeholder "Description..." and an asterisk.
- Keywords:** A text area with a placeholder "Keywords..." and an asterisk. A note below the field reads: "Keywords (separated by commas and no space; e.g. manual handling,health,safety):".
- External Reference:** A text input field with a placeholder "External Reference..." and an asterisk.
- Resource is searchable:** A toggle switch currently set to "ON".
- Manager Enrolment:** A toggle switch currently set to "OFF".

At the bottom of the form are two buttons: "< Back" and "Add Resource".

Is Active
Toggle to make it inactive

Cost per head
To aid with Admin, this is not shown to learners

Keywords
Words to help learners find the Resource in the search

Searchable
Can the Resource be found in search

NOTE:

Also see the Event guide for further information how to create individual instances of an Event

Creating an Assignment resource

The Assignment resource is used when you want learners to upload evidence of their learning

Title

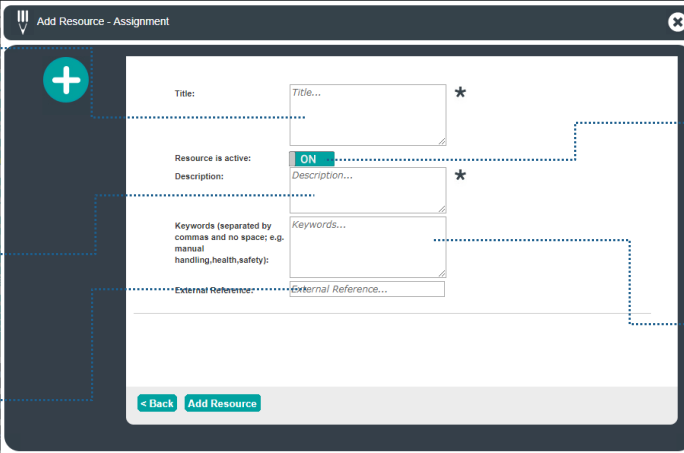
This is the assignment name as it will appear to the learner

Description

This is the description as it will appear to the learner. This may contain details of the task

External Reference

This is not currently in use



The screenshot shows a form titled "Add Resource - Assignment" with a close button in the top right. On the left side of the form area, there is a large teal circle containing a white plus sign. The form contains several input fields: "Title:" with a text box containing "Title..." and an asterisk; "Resource is active:" with a toggle switch set to "ON"; "Description:" with a text box containing "Description..." and an asterisk; "Keywords (separated by commas and no space; e.g. manual handling,health,safety):" with a text box containing "Keywords..."; and "External Reference:" with a text box containing "External Reference...". At the bottom of the form, there are two buttons: "< Back" and "Add Resource".

Is Active

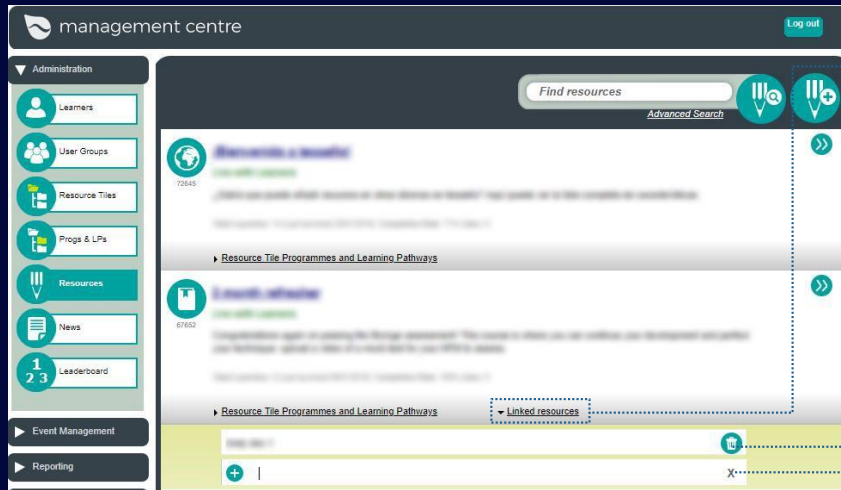
Toggle to make it inactive

Keywords

Words to help learners find the Resource in the search

Adding linked materials to an Assignment Resource

You can add documents, links and curated videos as links within an assignment.



Step 1
Locate the assignment and
click Linked Resources

Step 2
Search for existing
documents, links or videos
and select to add

Remove by clicking
the delete icon

NOTE: Linked materials must be created as resources first. These are the only resources that do not need to be linked to a programme or pathway in order to appear (unless required elsewhere on the platform)



Appendix

Supported file formats

Documents

- txt
- rtf
- doc/docx
- ppt/pptx
- pps/ppsx
- xls/xlsx
- pdf
- zip
- pub

Images

- jpg
- gif
- png
- bmp

Audio

- mp3
- wav

Video

- mp4
- wmv
- mov
- mpg
- mpeg
- flv



Related Guides

Other useful user guides

Here is a list of other user guides you may find useful

Content Creation – How to create Learning Pathways, Programmes and Resource Tiles. **Learning Pathways Advanced** – To create and use the more advanced features such as linked Learning Pathways and due dates

Homepage New Content – Adding new content and promoting it on the homepage



If you are experiencing any difficulties with creating a resource, please contact the Tessello support desk.

