

Capita



tessello user guide  
Content creation





Content is everything  
when it comes to the  
success of tessello

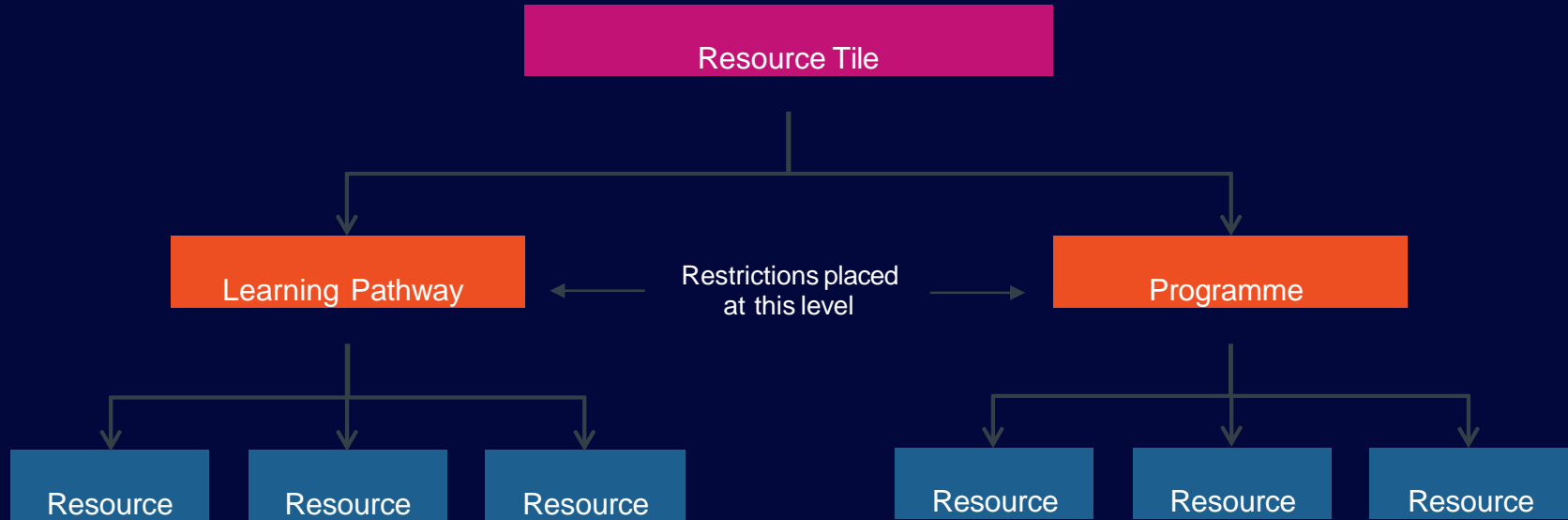
This user guide will explain  
different content types and  
how to create them



# Contents

- Content structure and different content types
- Resource Tiles
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  - Editing a Resource Tile
  - Cloning and deleting a Resource Tile
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  - Reordering Progs and LP's within a Resource Tile
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  - Adding a resource to a new Programme or Learning Pathway
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# Content structure



# Content structure

## Resource Tile

- Found on homepage
- All programmes and pathways must be linked to a Resource Tile
- Only shows if there are programmes within it that are accessible for that specific user
- Pathways appear as 'Related Learning Pathways', which can be accessed via the Resource Tile
- Can be made invisible for housing admin-controlled pathways

## Learning Pathway

- Structured and formalised learning
- Resources are numbered, and Admins can enforce sequential completion and submission for approval
- Require enrolment - learners can enrol themselves, request enrolment from Managers or Managers/Admins can enrol
- Only place you can use assignments in which learners must upload evidence of learning or a task

## Programme

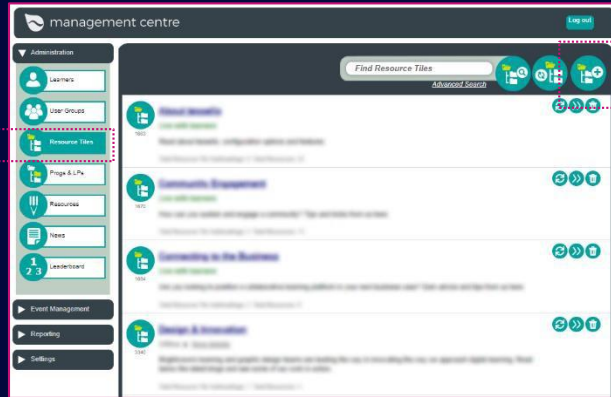
- Forms the more traditional content library area, grouped together by topic
- Static training accessed when needed with no particular order or requirement to complete them
- These contain any type of resource except assignments
- Simply open and close individual resources, and the completion is tracked

## Resource

- Courses, documents, links, assignments or classrooms (used to create events)

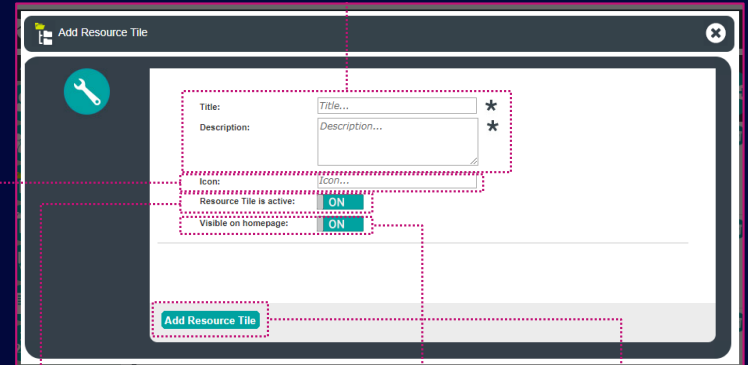
# Creating a Resource Tile

Step 1  
Open the Administration  
menu and select  
Resource Tile



Step 2  
Select the Add  
Resource Tile icon

Step 3  
Add a title and a  
description



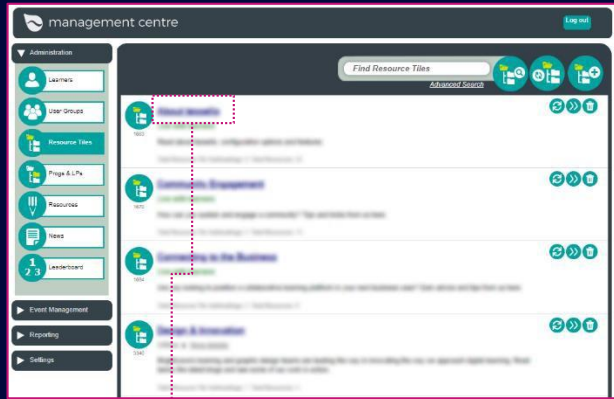
Step 4  
Add the word that corresponds to  
your icon of choice to appear on the  
tile (list at end of guide)

Step 5  
Toggle whether you want  
to make the tile active

Step 6  
Toggle whether the tile  
appears on the homepage

Step 7  
Save the tile

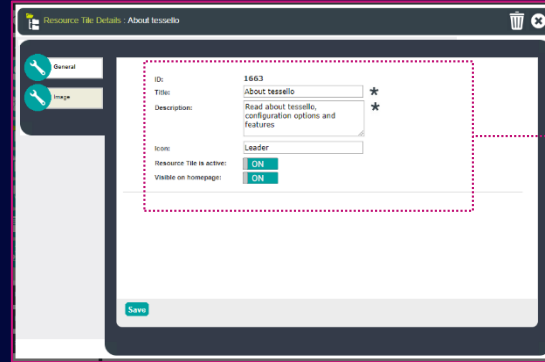
# Editing a Resource Tile



## Step 1

Click the name of the tile to edit

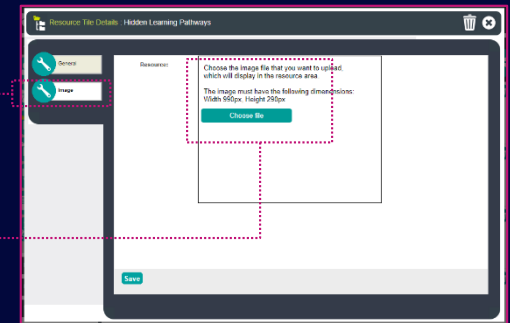
**NOTE:** You can also use the search to find the tile



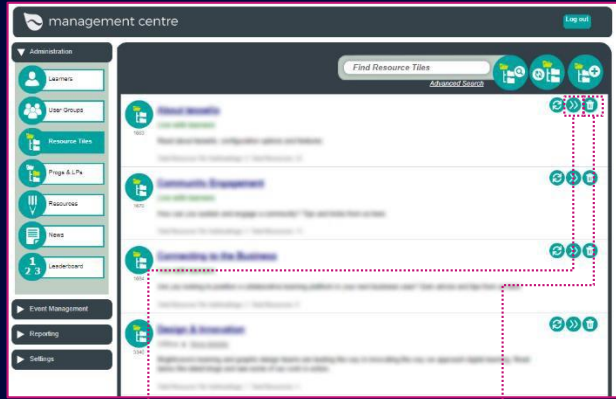
Step 2  
Make any changes and click Save

Adding an image  
By default, no image is used. Add one here

Upload your image  
**NOTE:** The image must be 990px wide x 290px high



# Cloning and deleting a Resource Tile

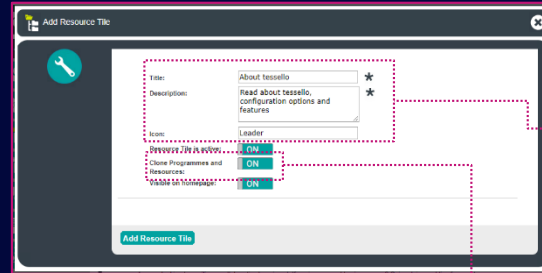


## Cloning

Click the name of the tile to edit  
**NOTE:** You can also use the search to find the tile

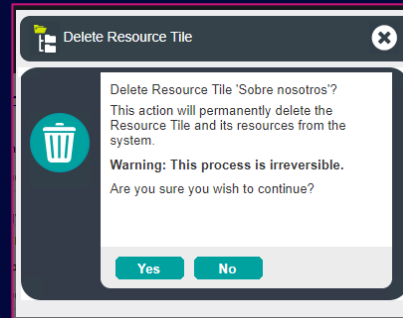
## Deleting

Click the name of the tile to edit  
**NOTE:** You can also use the search to find the tile



Cloning - Step 1  
Update the existing details

Cloning - Step 2  
Toggle whether you want to clone everything within the existing tile

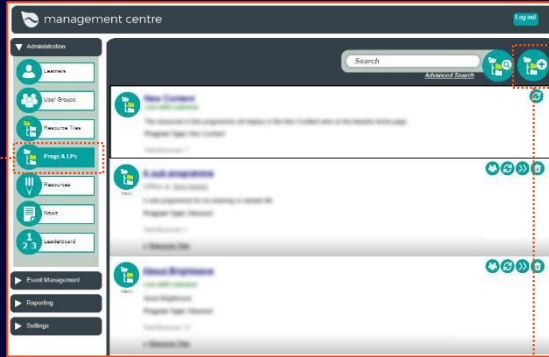


Deleting - Step 1  
Once you confirm you want to delete, this data is no longer recoverable

# Creating a Resource Tile Programme

(also referred to as a Learning Programme or simply Programme)

Step 1  
Open the Administration  
menu and select  
Progs & LPs

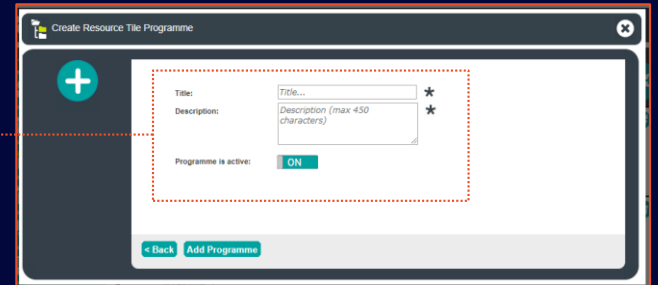


Step 2  
Select Add Resource  
Tile Programme

Step 3  
Select Resource  
Tile Programme

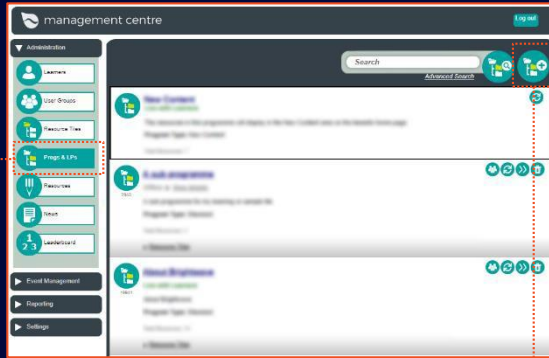


Step 4  
Complete the fields and  
then click Add Programme

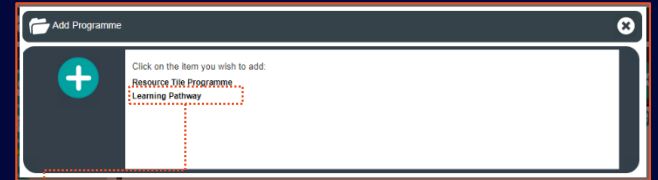


# Creating a Learning Pathway

Step 1  
Open the Administration  
menu and select  
Progs & LPs

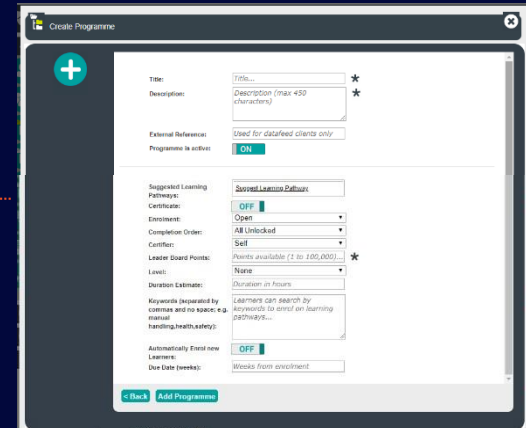


Step 2  
Select Add Resource  
Tile Programme



Step 3  
Select Learning Pathway

This screen will appear,  
see next page for full  
description



# Creating a Learning Pathway

Title – Give the pathway a relevant name

Description – What is the learning about

Certificate – Is a certificate available upon completion

Completion Order – Can be all unlocked, sequential or last locked only

Leader board – Points awarded on completion

Duration – Duration in hours

Auto enrolment – All new learners added will automatically be enrolled

The screenshot shows a 'Create Programme' form with the following fields and controls:

- Title:** Text input field with a star icon.
- Description:** Text area with a star icon and a note: 'Description (max 450 characters)'. A red dashed line points to this field from the 'Suggested' annotation on the right.
- External Reference:** Text input field with a note: 'Used for datafeed clients only'.
- Programme is active:** Toggle switch set to 'ON'.
- Suggested Learning Pathways:** Section with a 'Suggest Learning Pathway' button and an 'OFF' toggle.
- Certificate:** Toggle switch set to 'OFF'.
- Enrolment:** Dropdown menu set to 'Open'.
- Completion Order:** Dropdown menu set to 'All Unlocked'.
- Certifier:** Dropdown menu set to 'Self'.
- Leader Board Points:** Text input field with a star icon and a note: 'Points available (1 to 100,000)...'.
- Level:** Dropdown menu set to 'None'.
- Duration Estimate:** Text input field with a note: 'Duration in hours'.
- Keywords (separated by commas and no space, e.g. manual handling,health,safety):** Text area with a note: 'Learners can search by keywords to enrol on learning pathways...'. A red dashed line points to this field from the 'Keywords' annotation on the right.
- Automatically Enrol new Learners:** Toggle switch set to 'OFF'.
- Due Date (weeks):** Text input field with a note: 'Weeks from enrolment'.

At the bottom of the form are buttons for '< Back' and 'Add Programme'. A red dashed line points to the 'Add Programme' button from the 'Auto enrolment' annotation on the left.

Active – Toggle to make inactive, but not delete

Suggested – If a pathway is selected here, the learner will receive an email suggesting this as further learning upon completing the first

Enrolment – 'Open' (learners can enroll themselves) or 'Manager' (only Managers can enroll their team members, or learners must request enrolment from their Manager)

Certifier – 'Self' (learner certifies their completion) or 'Manager' (learners must submit for Manager to certify)

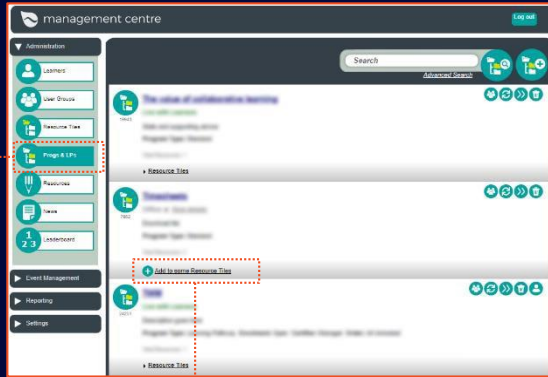
Level – Difficulty of pathway

Keywords – Words to help learners search and find the pathway

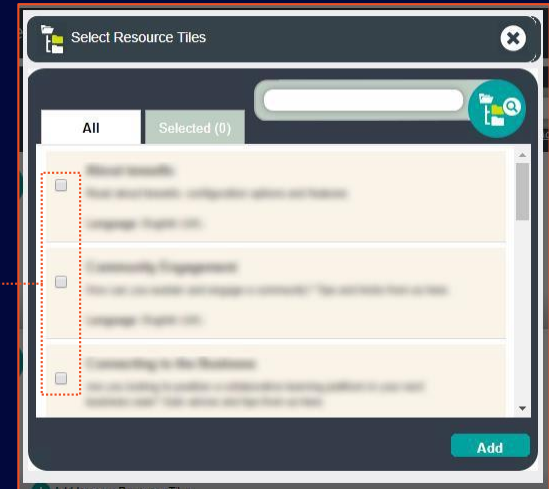
Due date – Generates a deadline from enrolment date

# Adding a Programme or Learning Pathway to a Resource Tile

Step 1  
Open the Administration  
menu and select  
Progs & LPs



Step 2  
Locate the  
programme/pathway  
and select Add to  
some Resource Tiles

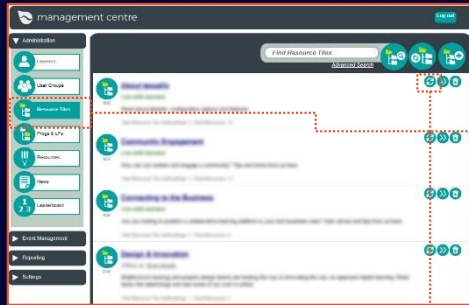


Step 3  
Tick all the existing  
Resource Tiles you  
want to add the  
Programme or  
Learning Pathway to

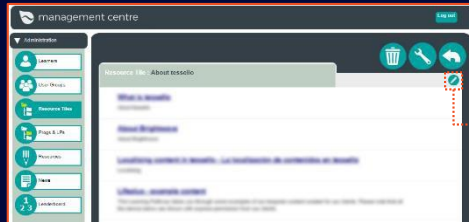
**NOTE**  
You can add any Programme to as  
many Resource Tiles as you like

# Reordering Programmes & Pathways within a Resource Tile

Also alternative method for linking Progs & LPs to a Resource Tile

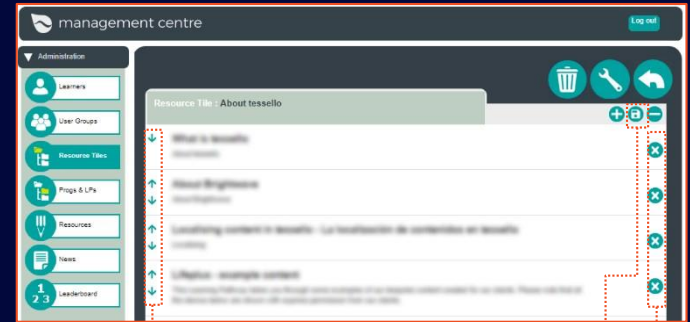


Step 1  
Open the Administration menu and select Resource Tiles



Step 3  
Click the pencil to edit the order

Step 2  
Select Order Resource Tiles



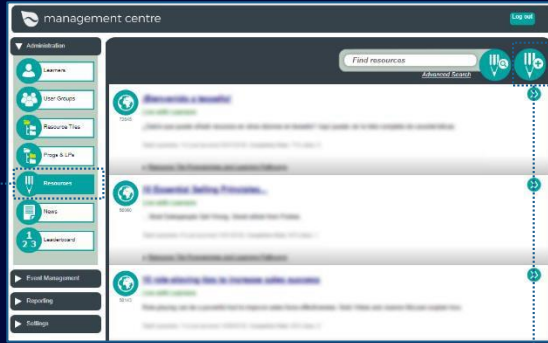
Step 4  
Use the up and down arrows to reorder

Step 5  
Use the crosses to delete an item from the Tile

**SAVE**

# Creating a resource

Step 1  
Open the Administration  
menu and select  
Resources



Step 2  
Select Add Resource



Step 3  
Select the type of  
Resource you'd like to  
create

## NOTE:

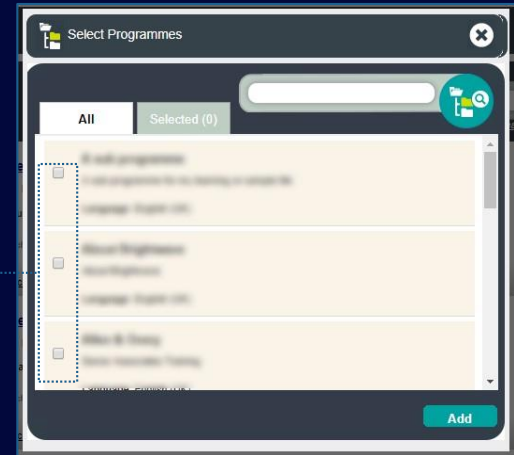
For full instructions on how to create each of the different Resource types, see the Resource creation user guide

# Adding a new Resource to a Programme or Learning Pathway

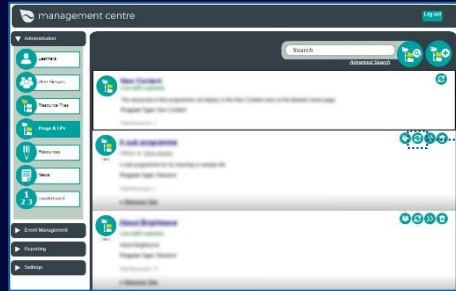


Step 1  
Upon creation of a Resource,  
click Add this Resource

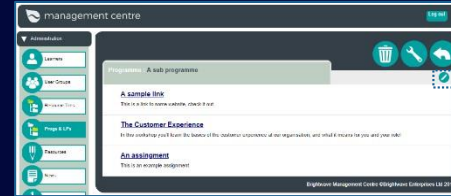
Step 2  
Tick all Programmes or  
Learning Pathways you'd like  
to add the Resource to



# Adding an existing Resource to a Programme or Learning Pathway



Step 1  
Click Edit Resources for the Programme/Learning Pathway



Step 2  
Click the pencil icon



Step 3  
Click the + icon

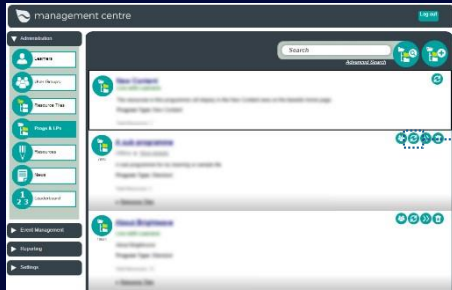


Step 4  
Select all the resources you would like to add and press Add

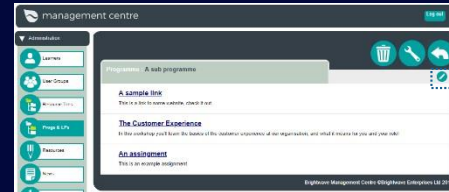
**NOTE:** YOU MUST CLICK SAVE ONCE THE RESOURCES HAVE BEEN ADDED

# Reordering Resources in a Programme or Learning Pathway

Also alternative method for adding Resource to a Prog/LP



Step 1  
Click Edit Resources for the  
Programme/Learning  
Pathway



Step 2  
Click the  
pencil icon

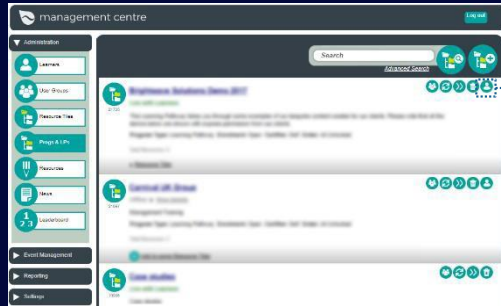


Step 3  
Use the arrows next to  
the Resources to move  
up and down

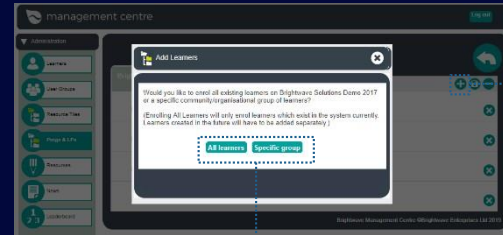


**NOTE:**  
You must click  
save before  
navigating away

# Enrolling a Learner on a Learning Pathway

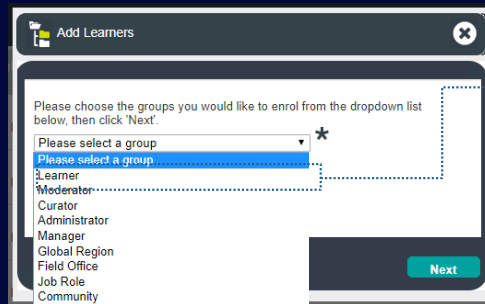


Step 1  
Click Enrol  
Learners

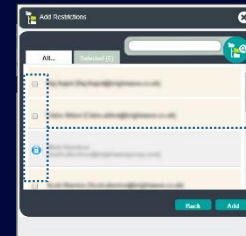


Step 2  
Click the  
pencil icon and  
then the + icon

Step 3  
You then have the  
option to enrol everyone  
or a specific group



Step 4  
Select 'Learner' to  
specifically choose an  
individual(s)

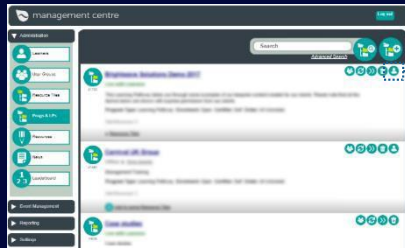


Step 5  
Select all learners you want to  
add. A padlock shows for  
those already enrolled

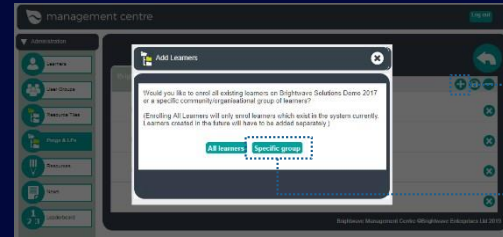
## NOTE:

You must click save before navigating away

# Enrolling a group of learners on a Learning Pathway

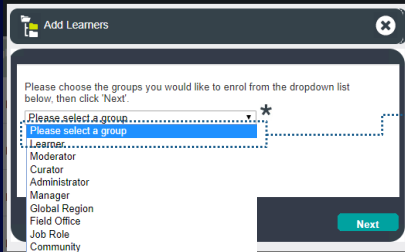


Step 1  
Click Enrol  
Learners



Step 2  
Click the  
pencil icon  
and then the + icon

Step 3  
Click Specific Group



Step 4  
Select the group you  
wish to add. Any  
Organisational Levels  
will also be available at  
this point

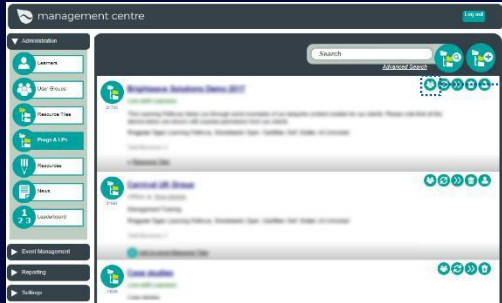


Step 5  
Toggle the switch to On  
and then click add. **Note:** this will  
not restrict the content

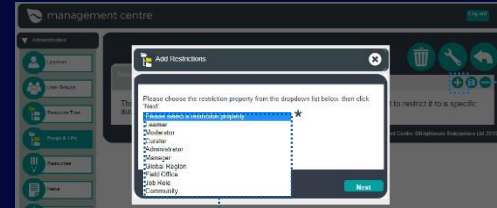
## NOTE:

- You must click save before navigating away
- If a learner has been added to any Group that has been used for bulk enrolment, they are processed overnight. Learners that no longer belong to an enrolled group will still be assigned to a Learning Pathway unless manually unenrolled by an Administrator

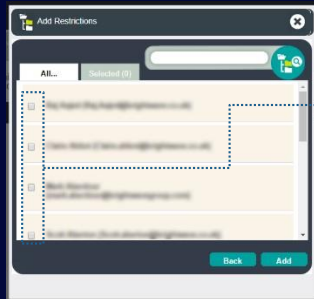
# Adding restrictions



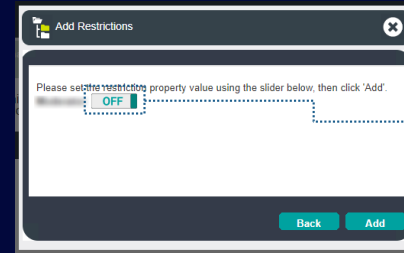
Step 1  
Click Edit  
Audience



Step 2  
Click the  
pencil icon and  
then the + icon



Step 4a  
For groups that  
have more than one  
option, tick all that  
apply. e.g. learner



Step 4b  
For groups that  
have one option,  
toggle the slider to  
apply.  
e.g. Moderators

## NOTE:

Restrictions can be combined. Learners added as part of a restriction are the only learners able to view the content.  
You must click save before navigating away

# Content not appearing

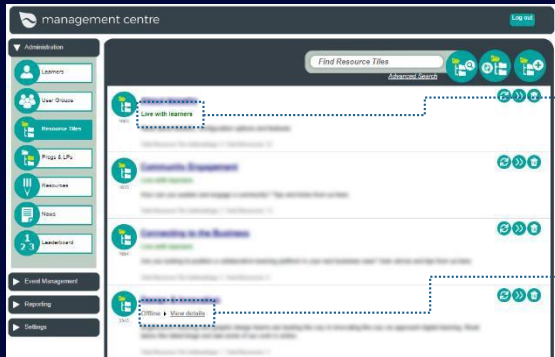
If your content isn't appearing, it's likely there's a missing link. There are a few ways you can check to find out if this is the case, and where that missing link is.

## Step 1

Locate the Programme, Learning Pathway or Resource you expect to be appearing. If it shows as Live with Learners, try refreshing or check if restrictions have been applied

## Step 2

If it is showing as offline, click on View details and this will give a tick list of items to help highlight what you need to do



## Programme or Learning Pathway



## Resource



# Related Guides

# Other useful user guides

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

**Resource creation** – Description of all the different resources types and how to create them

**Homepage new content** – How to add content to appear on the homepage

**Learning Pathways Advanced** – How to add due dates, certificates, suggested and linked learning pathways

# Appendix



Discussion



Community



Brain



ItSkills



Document



GrowingTheBusiness



Circle



MarketKnowledge



Folder



People



Graph



UserGroup



Organisers



ForwardThinking



StopWatch



AchievingExcellence



Box



Segments



Leader



Headset



Chair



MyLearning



ProjectManagement



cashRegister



Certificate



Presentation



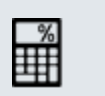
ItAdvisory



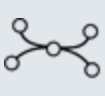
shoppingTrolley



Flask



Calculator



ConnectingTheDots



If you are experiencing any difficulties with content creation, please contact the Tessello support desk.