# How to use this template to create a Guided Challenge Lab™

Aside from the Title and Overview, the remainder of the template consists of repeating sections.

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| --- | --- |
| [**Challenge Title**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Title.png) | *Tells the learners what they should be able to do when they have completed the challenge lab. A Guided challenge title must begin with an action verb and must be Title case.* |
| Your Challenge | This is a fixed prompt that appears directly after the title and before the overview |
| [**Overview**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Challenge%20Labs%20Overview%20Section.png) | *The challenge lab overview appears on the title page, under the challenge lab title, and contains a description of the* [***challenge lab scenario***](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Understand%20the%20Scenario.png) *and a summary of the* [***challenge lab environment***](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Understand%20Your%20Environment.png)***.*** |
| [**Task Title**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Task%20Title.png) | *A task is a defined result that a learner must achieve. Tasks contain a series of steps, or requirements, that a learner must complete to achieve the goal. Think of a task as something thatyou would complete and then feel that you could take a break.* |
| [**Scenario**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Understand%20the%20Scenario.png) | *Each challenge lab contains an introductory paragraph that defines the job role, the requirements of the challenge lab, and the tasks the learner will perform.The opening sentence should state a possible job role associated with the tasks in the challenge lab.The second sentence should be in the form of a requirements statement that describes the overall goal of the challenge lab. The outcome, often referred to as the abstract, states what a learner will do in the challenge lab.* |
| [**Environment**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Understand%20Your%20Environment.png) | *This section should contain one or two sentences that describe the technical environment used in the challenge lab.* |
| [**Instructions**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Instructions.png) | *Lab instructions should only contain one sentence per step.*  *Engaging challenge lab steps should be clear and easy for learners to follow.*  *Provide context to help learners understand how the technology can benefit them.*  *Begin each step in a challenge lab with an action verb that describes the primary action performed in the step.* |
| [**Code Block**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Code.png) | *Code that contains quotation marks should be placed in a fenced code block or should use the Copy to clipboard or Type Text features.Everything that you want a learner to enter into a code window should be configured to use copyable text.* |
| [**Table**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Table.png) | *When you want a learner to configure settings or properties, consider using a table.*  *Tables allow you to display a lot of relevant information in once place without the need to write an instructional step for each setting.* |
| [**Hint**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Hint.png) | *Use an expandable hint to provide learners with the details of how to perform the action in the step.* |
| [**Knowledge Block**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Knowledge%20Block.png) | *Use a knowledge block to provide a deeper level of knowledge than can be explained in an instruction step.* |
| [**Alert Block**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Alert.png) | *Use an alert to warn learners to take care when performing a task if the outcome of the task might impact the results later in the Getting Started lab or challenge lab. Use these sparingly!* |
| [**Tip**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Tip.png) | *Use a tip to provide helpful hints that will make it easier for learners to perform a task. You can use a tip to provide an alternative method of performing a task.* |
| **Activity** |  |
| [**Check Your Work**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Check%20Your%20Work.png) | *Each task in a Guided challenge must contain a Check your work section after the task steps. In a Guided challenge, use one or more bulleted points that have check boxes. Each point should begin with the word Confirm. Each point should represent a key outcome of the task, but may not map directly to each step in the task.* |
| [**Summary**](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Summary.png) | *This section summarizes the tasks learners performed in the challenge lab. The list of tasks should relate directly to the abstract you used in the challenge lab overview. Use the past tense, and use active verbs. At the end of the summary, provide a list of other, related challenge labs in the series. The summary section contains some boilerplate text as part of the template. You will need to add your challenge lab title. Please ensure that this matches the final title for the challenge lab.* |
| Next Steps | A bulleted listof labs that belong to the same series that a user might try next. |

## **[Tokens](https://holsystems-my.sharepoint.com/personal/damian_kemper_skillable_com/Documents/Desktop/Template%20Folder/Tokens.png)**

There are variables available to you that have a special meaning listed below. They can be placed anywhere in any block and do not use a special style. Instead, they are preceded by the @ symbol and the word lab, as shown in this list.

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# Title

#### Your Challenge:

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#### Challenge

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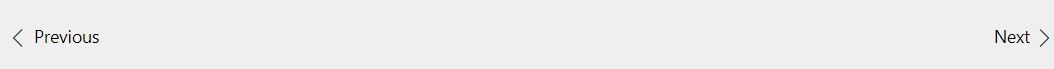
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*(Use the + icon at the bottom of the requirement to add a new one below it. If you create a task or requirement that is not needed, simply leave all fields blank and it will be removed automatically.)*

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