

ANU user manual

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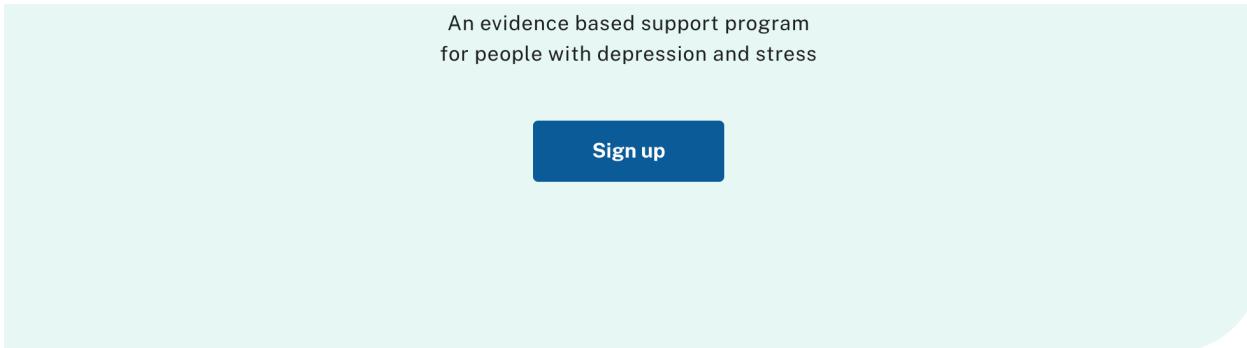
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Logging in & out

Logging in



Log in

Select how you want to log in:

Phone

or

Email

In order to access the translations admin interface, you need to log in:

1. Go to <https://whostepbystep.org/>
2. If you haven't signed up then go through the signup process by clicking 'Sign up'
3. If you have already signed up then click 'Email' button on the bottom of the screen to log in

Log in

Email

Password

[Reset Password](#)

Log in

4. This will open the login dialog above
5. Type in the email address you signed up with
6. Click the ‘Log In’ button.
7. If you have previously logged in but you have forgotten your password, use the ‘Reset Password’ link and follow the instructions on screen.

Logging out

1. Click the menu in the top left corner
2. When additional options appear below your name, click ‘log out’

Adding and managing session content

Content structure in ANU

How ANU session content is structured. Use this section for reference.

- **Sessions** - Top level content container. sessions are made up of one or more parts.
 - **Part** - Second level content container. Sessions are made of one or more parts.
 - **Lessons** - Third level content container. Lessons are made of multiple blocks, which can be split into sections if desired.
 - **Sections** - Used to break up content for readability.
 - **Text block** - Lowest level of content container. Paste items of text here. Can contain links and formatting. Use as many text blocks as you need per lesson or page.
 - **Image block** - Upload images or diagrams. Include alt text and a caption.
 - **Video block** - Add video from YouTube or Vimeo. Include a caption.
 - **Audio block** - Upload an audio file for the user to play
 - **Next page button** - Generated automatically when you break content into sections.

Preface

The options offered under the “Admin” tab differ, depending on the role assigned to you on the site. For example, if you are attempting to translate the page and you do not see “TRANSLATE PAGE” under “Admin,” you will need to contact your project manager or administrator to adjust your role.

Adding content

Adding a new session

1. From the sessions page, click the menu button, then Admin, and choose 'Manage Content'.

The screenshot shows the 'Step by Step' platform interface. On the left, a vertical navigation menu is open under the 'Admin' section. The menu items include: Step by Step, Mike, Sessions, Toolbox, E-helper, Admin (selected), Edit page, Manage content, Manage characters, Manage questionnaires, Edit static pages, Profile settings, and Log out. To the right of the menu, the main content area displays the 'come to Step-by-Step!' landing page. The page features a large blue header with the text 'come to Step-by-Step!', a sub-header 'You will see all 5 sessions to guide you through Step-by-Step', and a call-to-action button 'Get started →'. Below this, there are four session cards, each with a title, a brief description, and a small profile picture. The sessions are: 1. Connect with others! (Meet Ava and Mary who have been there. Learn new techniques to help you feel better.), 2. Take my hand (Learn how to increase activity and do more of what matters to you.), 3. Be kind to yourself (Take action to tackle stress and anxiety.), and 4. You're not alone (Three people smiling).

2. On the *Manage Content* page, Click the 'Add content' button, choose 'Session'

- Fill in the required information on the info tab

Home > Add content

Create Session

Title*

Info Parts Settings

Category or character

Choose some options

Image *

Add a new file*

Seleccionar archivo Ningún archivo seleccionado

Cover image for better course representation.
One file only.
100 MB limit.
Allowed types: png gif jpg jpeg.

Description

Last saved: Not saved yet
Author: mike+23@elisewest.design

Revision log message

Briefly describe the changes you have made.

URL alias
Automatic alias

Authoring information
By Mike (99) on 2022-01-26

- Click the 'Parts' tab
- Click 'Add session part'
- Fill in the required information

| Title | Status | Operations |
|------------------------|-----------|---------------------------|
| Ava's daily life_clone | Published | Edit Remove |

Add new part **Add existing part**

List of subsequent sections to go through the part.

Activity

- None -

Add Session part

Published

Save **Delete**

- Move it to the appropriate order using the icons on the left of the module.
- Click "Save"

Adding a lesson to a part

1. From the session page, click Admin, and choose Manage Content

The screenshot shows the 'Step by Step' session page. On the left, a sidebar menu includes 'Step by Step', 'Mike', 'Sessions', 'Toolbox', 'E-helper', and 'Admin'. The 'Admin' option is highlighted with a grey background. Other menu items include 'Edit page', 'Manage content', 'Manage characters', 'Manage questionnaires', 'Edit static pages', 'Profile settings', and 'Log out'. The main content area features a banner with the text 'come to Step-by-Step!' and 'You will see all 5 sessions to guide you through Step-by-Step'. Below the banner, there's a blue bar with the text 'Take the first step!' and 'Learn how Step-by-Step works. Meet Dr Noa, your guide through the programme.' followed by a 'Get started →' button. To the right of the banner is a small portrait of a woman. The main content area is divided into four sections, each with a title, a brief description, and a small icon: 1. Connect with others! (Meet Ava and Mary who have been there. Learn new techniques to help you feel better.), 2. Take my hand (Learn how to increase activity and do more of what matters to you.), 3. Be kind to yourself (Take action to tackle stress and anxiety.), and 4. You're not alone (Icon showing three people). The top right corner of the main content area shows a language selection dropdown set to 'English'.

2. Click to edit a session, choose the parts tab, found under the session name.

The screenshot shows a web interface for editing a session. At the top, there is a breadcrumb navigation: "Home > Test Session". Below it, the title "Edit Session Test Session" is displayed in a large, bold font. Underneath the title, there is a form field labeled "Title *". Inside the field, the text "Test Session" is entered. Below the title field, there is a horizontal navigation bar with three tabs: "Info", "Parts", and "Settings". The "Parts" tab is highlighted with a green border. In the main content area, there is a section titled "Part" which contains a single item: "Session part". To the right of this item is a "Remove" button. Below this, there is another form field labeled "Title *", with the text "Test Part" entered. Further down, there is a section titled "Section" containing a table header row with columns "Title", "Status", and "Operations".

3. For a new lesson, choose “Add new lesson.” If the lesson is being duplicated, choose “Add existing lesson.”

The screenshot shows a modal dialog for adding a new lesson. The dialog has a header bar with a close button. Below the header, there is a table with columns "Title", "Status", and "Operations". Two rows are visible: one for "Ava's daily life_clone" (Published, Edit, Remove) and one for "Lesson on mental health" (Published, Edit, Remove). A yellow highlight is applied to the second row. Below the table, there is a "Drag to re-order" button. At the bottom of the dialog, there is a form for creating a new lesson. It includes a "Title *" input field (which is empty), a checked "Published" checkbox, and two buttons: "Create part" and "Cancel". A note below the form states: "List of subsequent sections to go through the part." At the very bottom, there is an "Activity" dropdown menu with the option "- None -".

- Fill out the lesson name, move to its appropriate order using the icons to the left of the and click “Save”

Finding existing content to edit

- From the home, click “ADMIN” and choose “MANAGE CONTENT.”
- From here you can choose the type of content you want to edit.
 - You can use keywords to find specific titles, filter by content type or publishing status.
 - You can make mass action edits from the “Action” pull down list.

| Title | Content type | Author | Status | Updated | Operations |
|--------------|--------------|--------|-------------|--------------------|-----------------------|
| fasdf | Session | Mike | Unpublished | 01/26/2022 - 16:41 | <button>Edit</button> |
| Test Session | Session | Mike | Unpublished | 01/26/2022 - 15:56 | <button>Edit</button> |

Moving content between sessions/parts

- Go to the homepage of the session to which you want to add already existing content.
- Click “Admin” and choose “EDIT session.”
- Choose “parts” from the top menu bar.

- Choose “ADD EXISTING LESSON” and choose the content you want to copy.

- a. Follow steps 1-3 above and choose “REMOVE” to delete content from a session.

The screenshot shows a list of four sessions on the Step-by-Step platform:

- 1. In this part: Published. Buttons: Edit, Remove.
- 2. Mary's experience after Step-by-Step: Published. Buttons: Edit, Remove.
- 3. Ava's experience after Step-by-Step: Published. Buttons: Edit, Remove.
- 4. Ava and Mary have a message for you: Published. Buttons: Edit, Remove.

Adding new content to a lesson

1. Go to the relevant lesson page.
2. Click “Admin” and choose “EDIT PAGE.”

The screenshot shows the Admin interface of the Step-by-Step platform:

- Left sidebar:
 - Step by Step
 - Mike
 - Sessions
 - Toolbox
 - E-helper
 - Admin** (selected)
 - Edit page (highlighted)
 - Edit course
 - Manage content
 - Manage characters
 - Manage questionnaires
 - Edit static pages
 - Profile settings
 - Log out
- Main content area:
 - Welcome
 - How does it work?
 - What can you learn?
 - Tips to make Step-by-Step work best for you

The "Welcome" section is highlighted with a yellow background.

3. Click “EDIT” next to the Lesson Section you want to update.

The screenshot shows a web interface titled "Edit Lesson Welcome". At the top left is a breadcrumb navigation: "Home > Welcome". Below the title is a "Title*" input field containing "Welcome". To the right of the title is a "Published" section showing "Last saved (all languages): 01/19/2022 - 11:04" and "Author (all languages): bistra". There is also a checked checkbox for "Create new revision (all languages)" and a link for "Revision log message (all languages)". A "Show row weights" button is located above the section list. The section list itself is titled "Sections" and includes items like "Lesson: Section" and "SBS_team, aud_grounding-exercise_enf2 (online-audio-co...)" with edit and more options buttons. A "Rows" button is also present.

4. Scroll to the bottom of the page and click “ADD ITEM.” A list of items will pop-up. Choose the item type best suited for the content to be added.

The screenshot shows a modal window titled "Add item". Inside, there is a list of "Section" types, each represented by a horizontal bar. The first item, "Section: Heading", is highlighted with a green border. Other items include: Text, List (bullets or numbers), Image with caption, Image with caption (full width), Image with caption (thumbnail), Highlight (heading + text), Highlight (marker), Image bullet list, Divider (simple or numeric), Embedded video, Checklist, Resource, Table, Footnotes, and Audio.

5. After choosing an item to be added, you will be prompted to enter content.
6. After filling in all requirements and content, choose a publishing status and click “Save (this translation).

The screenshot shows a "Add Lesson: Section" form. At the top is a "Published" checkbox which is checked. Below it are two buttons: a blue "Save (this translation)" button and a red "Delete" button.

Adding and managing users

The different role types for users

1. **Developer** - this is the super admin, a developer has access to everything
2. **Manager** - has rights to add/manage different admin users
3. **Content Editor** - has rights to edit and create all content in the app
4. **Coordinator** - has access to the coordinator dashboard and can assign E-helpers to participants
5. **E-helper** - has rights to see the data of participants they have been assigned by coordinators
6. **Translator** - has rights to translate content on all pages of application

Adding a new user

1. Only developers and managers can add new users
2. Click the menu from the home screen and select 'Manage Users'

The screenshot shows the Step-by-Step mobile application. On the left, a vertical navigation menu is open, showing options like 'Step by Step', 'Mike Gyi', 'Sessions', 'Toolbox', 'E-helper', and 'Admin'. The 'Admin' option is selected and highlighted with a blue background. Other menu items include 'Edit page', 'Translate page', 'Manage users', 'Manage content', 'Coordinator dashboard', 'E-helper dashboard', 'Manage characters', and 'Manage questionnaires'. The main content area has a light grey header with the text 'come to Step-by-Step!' and a sub-instruction 'You will see all 5 sessions to guide you through Step-by-Step'. Below this, there are three session cards. The first card, titled 'Take the first step!', features an illustration of a woman and includes text about learning how Step-by-Step works and meeting Dr Noa. The second card, titled 'Connect with others!', features an illustration of a woman and text about connecting with Ava and Mary. The third card, titled 'Take my hand', features an illustration of two people and text about increasing activity. At the bottom of the screen, there is a blue footer bar with the text '3. Be kind to yourself'.

3. Click 'Add user', fill in their information and then select their correct role (see role descriptions in previous section)

The screenshot shows a user interface for adding a new user. At the top right are navigation links: 'Back to sessions', 'Dashboard', 'Team Members', and 'Logout'. Below this is a title 'Add user'. The form contains several input fields and descriptive text:

- Name ***: A text input field with placeholder text 'Choose a name you would like to use'.
- Email address**: A text input field with placeholder text 'A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.'.
- Password ***: A text input field with placeholder text 'Provide a password for the new account in both fields.'
- Roles**: A section containing a checked checkbox labeled 'Authenticated user'.

Deleting a user

1. Find the user you want to delete in the list, click 'Edit'

The screenshot shows a table listing four users. The columns are: Username, Status, Roles, User State, Member for, Last access, and Operations. Each user has an 'Edit' button in the Operations column.

| <input type="checkbox"/> | Username | Status | Roles | User State | Member for | Last access | Operations |
|--------------------------|-----------------------------|--------|---|------------|---------------------|-------------------------|-----------------------|
| <input type="checkbox"/> | Mike | Active | <ul style="list-style-type: none"> Manager Content Editor | Registered | 22 hours 54 minutes | 3 hours 16 minutes ago | <button>Edit</button> |
| <input type="checkbox"/> | Ahmad Akar | Active | <ul style="list-style-type: none"> Translator | Registered | 1 week 6 days | 23 hours 3 minutes ago | <button>Edit</button> |
| <input type="checkbox"/> | Jana Chokor | Active | <ul style="list-style-type: none"> Translator | Registered | 1 week 6 days | 22 hours 47 minutes ago | <button>Edit</button> |
| <input type="checkbox"/> | Maya | Active | <ul style="list-style-type: none"> Translator | Registered | 1 week 5 days | 2 days ago | <button>Edit</button> |

2. Scroll to the bottom and click 'Cancel User'

User State *
Registered ▾

Language settings

Site language
English ▾

This account's preferred language for emails. This is also assumed to be the primary language of this account's profile information.

Administration pages language
English ▾

URL alias
[empty input field]

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

Save changes **Cancel account**

3. On the next screen decide which action you want to take
4. You'll see a confirmation message/notification once you've chosen the right action

Changing a user's role/permissions

1. Find the user you want to change in the list, click 'Edit'

Apply to selected items

| <input type="checkbox"/> | Username | Status | Roles | User State | Member for | Last access | Operations |
|--------------------------|-----------------------------|--------|---|------------|---------------------|-------------------------|-------------|
| <input type="checkbox"/> | Mike | Active | <ul style="list-style-type: none"> Manager Content Editor | Registered | 22 hours 54 minutes | 3 hours 16 minutes ago | Edit |
| <input type="checkbox"/> | Ahmad Akar | Active | <ul style="list-style-type: none"> Translator | Registered | 1 week 6 days | 23 hours 3 minutes ago | Edit |
| <input type="checkbox"/> | Jana Chokor | Active | <ul style="list-style-type: none"> Translator | Registered | 1 week 6 days | 22 hours 47 minutes ago | Edit |
| <input type="checkbox"/> | Maya | Active | <ul style="list-style-type: none"> Translator | Registered | 1 week 5 days | 2 days ago | Edit |

2. Scroll to section with 'Roles'

3. Make the required edits to the roles

Username*
ahmad.akar+new@hotmail.com

Status
 Blocked
 Active

Roles

Authenticated user
 Developer
 Manager
 Content Editor
 Coordinator
 E-helper
 Translator

4. Click 'Save Changes'

5. You'll see the new changes reflected on the user list under the 'Roles' column

Adding and managing characters storylines

Why different character storylines

Step-by-Step has been developed to allow the user to pick their own storyline so that they feel more of an association with the character.

Therefore before starting the story the participant is asked to choose a storyline.

Adding a new character

1. Click the menu from the home screen and select 'Manage Characters'

The screenshot shows the 'Step by Step' application interface. On the left, a sidebar menu lists various options: Step by Step, Mike Gyi, Sessions, Toolbox, E-helper, Admin (which is selected), Edit page, Translate page, Manage users, Manage content, Coordinator dashboard, E-helper dashboard, Manage characters (which is selected), and Manage questionnaires. The main content area features a large banner with the text 'come to Step-by-Step!' and a sub-banner below it stating 'You will see all 5 sessions to guide you through Step-by-Step'. Below these are three cards: 'the first step!', 'connect with others!', and 'take my hand', each accompanied by a small character icon.

2. Click 'Add character'
3. Enter a name, description, and an image (**see style guidelines**)

The screenshot shows the 'Add storyline' form within the administration section. The URL in the browser bar is 'Home > Administration > Structure > Taxonomy'. The form has fields for 'Name*' (with a placeholder 'Character name') and 'Description' (with a placeholder 'A short description of the character'). Below these is a section for 'Storyline image' with a file upload input labeled 'Add a new file' and a button 'Seleccionar archivo' (Select file). A note indicates 'One file only. 100 MB limit. Allowed types: png gif jpg jpeg.' At the bottom are two buttons: a blue 'Save' button and a grey 'Save and go to character list' button.

4. Click 'Save and go to character list'
5. You'll now see your new character in the list

6. You can reorder the characters in the list and this will change the order they are show in the application to the participant

| Name | Operations |
|----------------------------------|------------|
| ⇨ New character | Edit ▾ |
| ⇨ Women like you | Edit ▾ |

Save **Reset to alphabetical**

Deleting a storyline

1. From the 'Manage Characters' screen click the arrow next to 'Edit' and then click 'Delete'

| Name | Operations |
|----------------------------------|---|
| ⇨ New character | Edit ▾ Translate Delete Sort sessions |
| ⇨ Women like you | |

2. You will be asked to confirm the deletion
3. Make sure this is what you want to do and click delete
4. You will then see a deletion confirmation message

Applying sessions to a storyline

For the character storyline feature to work, you will need to add sessions to the newly created storylines.

1. Go the 'Manage Content' admin section

2. Filter the list by 'Content Type: Session' and 'Language: Site's default language'

The screenshot shows the 'Content' management interface. At the top, there are tabs for 'Content', 'Files', and 'Media'. Below them is a blue button labeled '+ Add content'. A search bar has the placeholder 'Title'. To the right of the search bar are dropdown menus for 'Content type', 'Published status', and 'Language', all currently set to '- Any -'. A 'Filter' button is to the right of the language dropdown. Below the search bar is a section for 'Action' with a dropdown menu containing 'Delete content', 'Sessions page', and 'Apply to selected items'. A dropdown menu for 'Content type' is open, showing options like 'Any', 'Activity: audio', 'Activity: checklist', 'Lesson', 'Questionnaire', and 'Session'. The 'Session' option is highlighted with a blue background.

3. Click 'Edit' on the session you would like to add to a storyline

| | | | | | |
|---|---------|------------------|-----------|--------------------|----------------------|
| <input type="checkbox"/> Take the first step! | Session | Bistra Atanasova | Published | 01/27/2022 - 14:17 | Edit |
| <input type="checkbox"/> 2. Take my hand | Session | Bistra Atanasova | Published | 01/27/2022 - 14:17 | Edit |
| <input type="checkbox"/> 3. Be kind to yourself | Session | Bistra Atanasova | Published | 01/27/2022 - 14:17 | Edit |
| <input type="checkbox"/> 4. Walk and relax | Session | Bistra Atanasova | Published | 01/27/2022 - 14:17 | Edit |

4. Under the info tab, you will be able to assign the 'Category or character'

The screenshot shows the 'Edit Session 2. Take my hand' page. At the top, there is a breadcrumb navigation: 'Home > 2. Take my hand'. The main title is 'Edit Session 2. Take my hand'. Below the title, there is a form with a 'Title*' field containing '2. Take my hand'. There are three tabs at the top of the form: 'Info' (which is selected and highlighted in blue), 'Parts', and 'Settings'. In the 'Info' tab, there is a section for 'Category or character' with a text input field containing 'Character: Women like you'. There is also a section for 'Image' with a placeholder '^ Image *'.

The screenshot shows the 'Edit Session 2. Take my hand' page. At the top, there is a breadcrumb navigation: 'Home > 2. Take my hand'. The main title is 'Edit Session 2. Take my hand'. Below the title, there is a form with a 'Title*' field containing '2. Take my hand'. There are three tabs at the top of the form: 'Info' (which is selected and highlighted in blue), 'Parts', and 'Settings'. In the 'Info' tab, there is a section for 'Category or character' with a text input field containing 'Character: Women like you'. There is also a section for 'Image' with a placeholder '^ Image *'.

5. Click into the input box and a list of character will be displayed

The screenshot shows a software interface with a top navigation bar containing 'Info', 'Parts', and 'Settings' tabs. Below this is a search bar with the placeholder '2. take my hand'. Underneath the search bar is a section titled 'Category or character' containing a list of items. The first item is 'Character: Women like you' with an 'x' icon. The second item, 'Character: New character', is highlighted with a blue background. The third item is 'Character: Women like you'. At the bottom of the list is a file link 'S1.02(2).png (44.22 KB)'. To the left of the list is a small profile picture of a person, and to the right is a button labeled 'Alternative text *'.

6. Select the character you want to add the session to
7. Click 'Save'

Adding and managing activities

The different types of activities

In Step-by-Step you have two types of activities:

- **Audio Activities** - the participant listens to an audio file with instruction, such as breathing exercises
- **Checklist Activities** - the participant creates their own checklist of activities to complete, such as simple activities or a gratitude list

Adding an activity: audio activities

1. Click the menu and select 'Manage Content'

2. Click the 'Add Content' button at the top

The screenshot shows a web-based content management system. At the top, there's a navigation bar with 'Home' and 'Administration' links, followed by a large title 'Content'. Below the title, there are three tabs: 'Content' (which is underlined in blue), 'Files', and 'Media'. A prominent blue button labeled '+ Add content' is centered above a search/filter section. This section includes fields for 'Title', 'Content type' (with dropdown options like '- Any -'), 'Published status' (with dropdown options like '- Any -'), 'Language' (with dropdown options like '- Any -'), and a 'Filter' button. Below the filter section is an 'Action' dropdown menu containing 'Delete content'. At the bottom of the interface is a grey button labeled 'Apply to selected items'.

3. Click 'Activity: audio'

The screenshot shows the 'Add content' page with the title 'Add content' at the top. Below the title, there's a list of activity types, each preceded by a blue chevron icon:

- > **Activity: audio**
Allow users to listen to audio exercises.
- > **Activity: checklist**
Allow users to create list with items to check off
- > **Lesson**
A lesson with content addressing a specific bit of the session.
- > **Questionnaire**
A set of questions displayed as a form.
- > **Session**
A set of parts on a particular topic.
- > **Sessions page**
Content page that aggregates and displays sessions.

4. Fill in all the required information

Home > Add content

Create Activity: audio

Title *

Icon *

- Select a value - ▾

Description

Language

English ▾

^ Audio *

5. Select an icon - this will be displayed in the toolbox (new icons can only be added by developers, to do this email carswellk@who.int)

Adding an activity: checklist activities

1. Click the menu and select 'Manage Content'

2. Click the 'Add Content' button at the top

The screenshot shows a web-based content management system. At the top, there's a navigation bar with 'Home > Administration'. Below it, a large title 'Content' is centered. Underneath, there are three tabs: 'Content' (which is underlined in blue), 'Files', and 'Media'. A prominent blue button labeled '+ Add content' is centered below the tabs. Below this, there's a search/filter section with fields for 'Title', 'Content type' (with dropdown options like '- Any -'), 'Published status' (with dropdown options like '- Any -'), and 'Language' (with dropdown options like '- Any -'). To the right of these fields is a 'Filter' button. Further down, there's a section titled 'Action' with a dropdown menu containing 'Delete content'. At the bottom of this section is a grey button labeled 'Apply to selected items'.

3. Click 'Activity: checklists

The screenshot shows the 'Add content' page with the title 'Add content' at the top. Below it, there's a list of activity types, each preceded by a blue chevron icon:

- > **Activity: audio**
Allow users to listen to audio exercises.
- > **Activity: checklist**
Allow users to create list with items to check off
- > **Lesson**
A lesson with content addressing a specific bit of the session.
- > **Questionnaire**
A set of questions displayed as a form.
- > **Session**
A set of parts on a particular topic.
- > **Sessions page**
Content page that aggregates and displays sessions.

- Fill in all the required information

Home > Add content

Create Activity: checklist

Title*

Icon*

- Select a value - ▾

Description

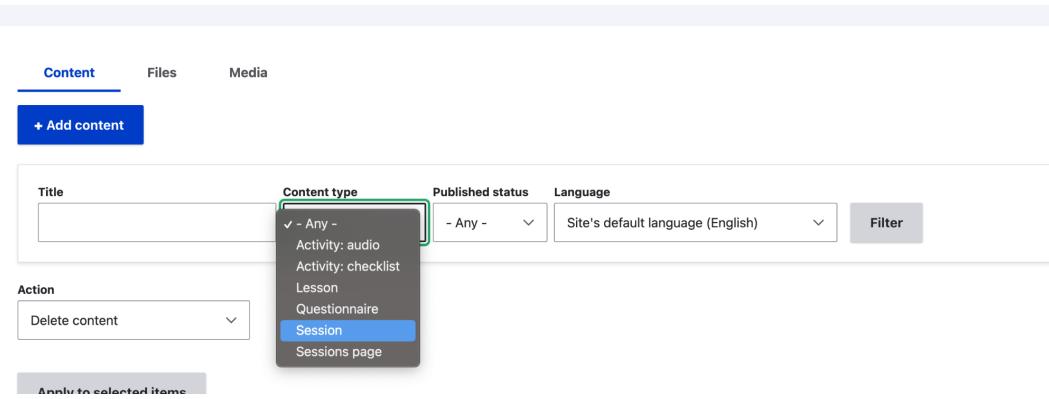
Show row weights

Suggestions

- Select an icon - this will be displayed in the toolbox (new icons can only be added by developers, to do this email carswellk@who.int)

Adding an activity to the end of a session or part

- Click the menu and select 'Manage Content'
- Filter the list by 'Content Type: Session' and 'Language: Site's default language'



The screenshot shows the 'Content' management interface. At the top, there are tabs for 'Content', 'Files', and 'Media'. Below the tabs is a blue button labeled '+ Add content'. The main area has four filter fields: 'Title' (empty), 'Content type' (with a dropdown menu open, showing options like 'Activity: audio', 'Activity: checklist', 'Lesson', 'Questionnaire', 'Session' which is highlighted in blue, and 'Sessions page'), 'Published status' (set to '- Any -'), and 'Language' (set to 'Site's default language (English)'). To the right of these filters is a 'Filter' button. At the bottom left is an 'Action' dropdown set to 'Delete content', and at the bottom center is a button labeled 'Apply to selected items'.

3. Click 'Edit' on the session you want to add an activity to

| | Title | Content type | Author | Status | Updated | Operations |
|--------------------------|---|--------------|----------------------------------|-------------|--------------------|--|
| <input type="checkbox"/> | 1. LEBANON Connect with others! | Session | Bistra Atanasova | Unpublished | 01/27/2022 - 14:20 | <button>Edit</button> <button>v</button> |
| <input type="checkbox"/> | 1. MEN Connect with others! | Session | Bistra Atanasova | Unpublished | 01/27/2022 - 14:20 | <button>Edit</button> <button>v</button> |
| <input type="checkbox"/> | 1. Connect with others! | Session | Bistra Atanasova | Published | 01/27/2022 - 14:17 | <button>Edit</button> <button>v</button> |
| <input type="checkbox"/> | Take the first step! | Session | Bistra Atanasova | Published | 01/27/2022 - 14:17 | <button>Edit</button> <button>v</button> |
| <input type="checkbox"/> | 2. Take my hand | Session | Bistra Atanasova | Published | 01/27/2022 - 14:17 | <button>Edit</button> <button>v</button> |

4. Click the 'Parts' tab

Home > 1. Connect with others!

Edit Session 1. Connect with others!

Title*

Info **Parts** **Settings**

Show row weights

Part

Session part Remove

Title*

Section

Published

Last saved: 01/27/2022 - 14:17

Author: bistra

Create new revision

Revision log message

Briefly describe the changes you have made.

Menu settings

Not in menu

5. Scroll down and you will see a dropdown at the end of each part section

Add new part **Add existing part**

List of subsequent sections to go through the part.

Activity

Breathing Exercise ▼

Session part Remove

Title*

Section

| Title | Status | Operations |
|-------|--------|------------|
| | | |

6. You have an option to select 'None' and the story will continue as normal

Add new part Add existing part

List of subsequent sections to go through the part.

- None -
- Activity: audio
- Grounding Exercise
- Breathing Exercise
- Activity: checklist
- Small Activities
- Gratitude list
- Challenging Activities
- Kind to yourself
- Warning Signs
- Social Activities

Remove

Section

| Title | Status | Operations |
|-------|--------|------------|
| | | |

7. You also have the option select the activity you have just created, or another suitable one
8. Remember to click 'Save' to save your changes

Add new part Add existing part

List of subsequent sections to go through the part.

Activity

Small Activities

Add Session part

Published

Save Delete

Deleting an activity

1. Click the menu and select 'Manage Content'
2. Filter the list by 'Activity: ...', depending on the type of activity you're looking for

Content Files Media

+ Add content

Title

Published status

Language

Action

Delete content

- Any -

Activity: audio

Activity: checklist

Lesson

Questionnaire

Session

Sessions page

Filter Reset

Apply to selected items

3. Click the down arrow next to the activity you want to delete

| | | | | | | |
|---|-----------------|--------------------|-----------|--------------------|-----------|-----------|
| <input type="checkbox"/> تمارين التنفس | Activity: audio | Rodrigo Aguilera | Published | 01/26/2022 - 15:54 | Edit | ▼ |
| <input type="checkbox"/> Breathing Exercise | Activity: audio | Evgeniy Maslovskiy | Published | 01/11/2022 - 17:15 | Edit | ^ |
| <input type="checkbox"/> Grounding Exercise | Activity: audio | Mike Gyi | Published | 01/11/2022 - 13:53 | Replicate | Translate |

4. You will then be asked to confirm the deletion, this action cannot be undone
5. After clicking 'Delete' you will see a deletion confirmation message
6. This means the activity will no longer appear in the step-by-step storyline

Adding and managing questionnaires

The different types of questions in a questionnaire

1. **Text field** - a simple input box for the participant to enter a text answer
2. **Number field** - a simple input box for the participant to enter a number answer
3. **Select list from predefined options** - a dropdown for the user to select an answer from a predefined list, only developers can add new option sets
4. **Single choice** - a dropdown for the user to select custom choice sets
5. **Date** - a simple date field
6. **Scored single choice** - a dropdown for the user to select custom choice sets, each answer can be given a score on the backend so that different results screens can be shown after they have finished the questionnaire
7. **Questionnaire introduction** - a text area for you to write an introduction to the participant about the question or questionnaire in general
8. **PAGE BREAK** - these are needed to separate the questions onto different pages, if that's what you want to do

Adding a questionnaire

1. Click the menu and select ‘Manage Questionnaires’

The screenshot shows a dark-themed user interface for a programme. On the left, a sidebar titled 'Toolbox' contains links like 'Edit page', 'Translate page', 'Manage users', 'Manage content', 'Coordinator dashboard', 'E-helper dashboard', 'Manage characters', 'Manage questionnaires' (which is highlighted in grey), 'Edit language switcher', and 'Translate UI'. The main content area has a title 'come to Step-by-Step!' and three sections: 'take the first step!', 'connect with others!', and 'make my hand'. Each section includes a small profile picture of a person and a 'View' link.

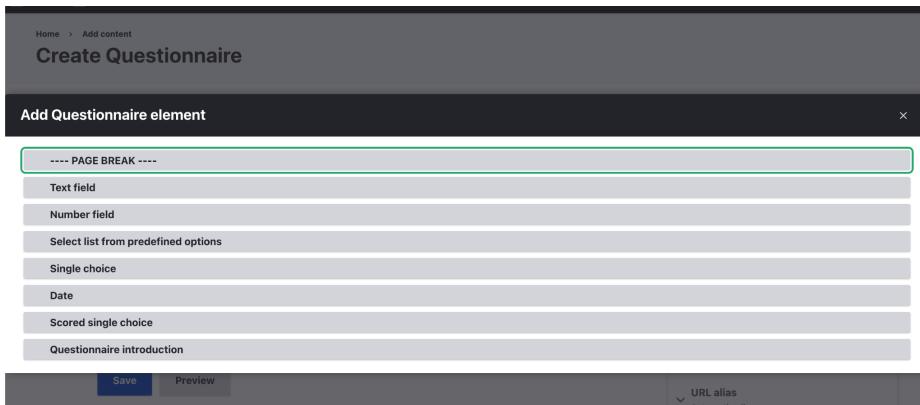
2. Click the ‘Add Questionnaire’ button at the top

The screenshot shows a 'Questionnaires' page with a navigation bar 'Home > Administration > Content'. The main heading is 'Questionnaires'. Below it, there are tabs: 'Questionnaires' (selected and highlighted in blue), 'Initial questionnaires order', 'First Welcome Page', 'Welcome Back Page', and 'Request E-helper'. A blue button '+ Add questionnaire' is located below the tabs. Below the button are search/filter fields for 'Title', 'Published status' (with options '- Any -'), 'Language' (with options '- Any -'), and a 'Filter' button. An 'Action' dropdown menu shows 'Delete content' and an 'Apply to selected items' button.

3. Enter a title for the questionnaire

The screenshot shows a 'Create Questionnaire' page with a navigation bar 'Home > Add content'. The main heading is 'Create Questionnaire'. Below it is a 'Title*' field with a large empty input box. Below that is a section titled 'Questionnaire elements*' with a sub-section 'Add Questionnaire element' and a link 'to Questionnaire elements'.

4. Click 'Add questionnaire element'



5. Select the type of question according to your needs (see previous section)
6. Click 'Save'

Add Questionnaire element to Questionnaire elements

Published

Save

Preview

Using scores with questionnaires

When selecting a single choice question you will have the option to put a score on each question.

1. Click the 'Menu' from the homepage
2. Select 'Manage Questionnaires'
3. Edit or create a new questionnaire

| <input type="checkbox"/> | Title | Author | Status | Updated | Operations |
|--------------------------|--|------------------|-----------|--------------------|---|
| <input type="checkbox"/> | Requesting an E-helper | Bistra Atanasova | Published | 01/25/2022 - 16:33 | Edit View |

4. Add the questionnaire element 'Scored single choice'

The screenshot shows a list of questionnaire element types. The 'Scored single choice' option is selected and highlighted with a green border.

- PAGE BREAK ----
- Text field
- Number field
- Select list from predefined options
- Single choice
- Date
- Scored single choice**
- Questionnaire introduction

5. Add a title and as many choices as you want

The screenshot shows the configuration details for a 'Scored single choice' element. It includes fields for 'Title' (with a placeholder 'Write a title here'), 'Choices' (with a placeholder 'Choice item with s...'), 'Text' (with a placeholder text input), 'Score' (with a placeholder score input), and 'Description' (with a placeholder text input). At the bottom, there is a button labeled 'Add Choice item with score'.

Scored single choi...

Title *

Write a title here

Required

Choices

Choice item with s...

Text *

Score *

Description

Add Choice item with score to Choices

6. Add a different score to each choice

The screenshot shows a 'Choices' section with two items. Each item has a 'Text*' input field, a 'Score*' input field (which is highlighted with a green border), and a 'Description' input field.

| Choice Item | Text* | Score* | Description |
|-------------|-----------------------|--------|-------------|
| 1 | Choice item with s... | 6 | |
| 2 | Choice item with s... | 3 | |

7. See next section to see how to use these scores

Setting different score levels

A 'score level' is the way to display different content at the end of the questionnaire, for example 'based on your score you are depressed, here is some info on how to get help'

1. Go to 'Manage Questionnaires'
2. Click the down arrow next to 'Edit' and select 'Select Score Levels'

| | | | | |
|--|------------------|-----------|--------------------|---|
| <input type="checkbox"/> Step-by-Step App (Feedback Version) | Mike Gyi | Published | 11/25/2021 - 16:00 | Edit |
| <input type="checkbox"/> How are you doing? | Bistra Atanasova | Published | 11/24/2021 - 14:06 | <input type="button" value="Edit"/> <input type="button" value="Replicate"/> <input type="button" value="Translate"/> <input type="button" value="Set score Levels"/> <input type="button" value="Edit score's result screen"/> <input type="button" value="Delete"/> |
| <input type="checkbox"/> Getting to know you | Bistra Atanasova | Published | 11/23/2021 - 10:00 | |

3. Using the scores you set in the previous section, calculate the correct score ranges

4. Enter the values into the 'Score Ranges'

The screenshot shows the 'Questionnaire score levels' section. It contains two entries:

- Score level 1:** Title is "Not depressed". The "Score range*" field has "From*" set to 0 and "to*" set to 9.
- Score level 2:** Title is "Depressed". The "Score range*" field has "From*" set to 2000 and "to*" set to 3000.

5. You can add new score levels by clicking the 'Add Score level' button

The screenshot shows the 'Add Score level' dialog box. It includes fields for the title ("At risk") and score range ("From* 2000 to* 3000"). At the bottom are three buttons: a blue 'Save' button, a grey 'Preview' button, and a red 'Delete' button.

Displaying different content with these scores

1. Go to 'Manage Questionnaires'
2. Click the down arrow next to 'Edit' and select 'Edit score's result screen'

The screenshot shows a table of questionnaires:

| | Name | Author | Status | Date Published | Action |
|--------------------------|-------------------------------------|------------------|-----------|--------------------|----------------|
| <input type="checkbox"/> | How are you doing? | Bistra Atanasova | Published | 11/24/2021 - 14:06 | ⋮ |
| <input type="checkbox"/> | Getting to know you | Bistra Atanasova | Published | 11/23/2021 - 10:00 | ⋮ |

A context menu is open for the second questionnaire, listing options: Replicate, Translate, Set score Levels, Edit score's result screen, and Delete. The 'Edit' option is highlighted with a green box.

3. The score levels that you created in the previous section will appear in this screen

4. You can now create/edit the content you want to display to the participant

Questionnaire score levels

Score level

Title*
Not depressed

Icon
Check mark inside a circle

Results page title*
The answers indicate that the activities in this app might be useful for r

Body*

Tap the button below to start your Step-by-Step journey.

NOTE: If you are finding it difficult to cope with intolerable stress or low mood, please seek help from relevant health or social services or from trusted people in your community.

5. The icon dropdown can only be edited by a developer please contact carswellk@who.int if you want to add a new icon

Using welcome pages

1. In the 'Manage Questionnaire' section click the 'First welcome page' tab

Questionnaires Initial questionnaires order **First Welcome Page** Welcome Back Page Request E-helper

Choose language context
[English](#) | [Arabic](#)

Header*
Welcome to Step-by-Step

Welcome text*

This is some welcome text to welcome participants to the app.

body p

Text format [Minimal HTML](#) [About text formats](#)

2. This page will show in the app before the user starts any questionnaire
3. Enter the content you want to display
4. Click 'save'

body p

Text format Minimal HTML

Welcome button text*

Next

Save **Clear values**

5. Make sure to do the same with the 'Welcome back page' tab

Questionnaires Initial questionnaires order First Welcome Page **Welcome Back Page** Request E-helper

Choose language context
English | Arabic

Welcome back header*
Welcome back to Step-by-Step

Welcome back text*
body p

Text format Minimal HTML

About text formats

Set initial questionnaire order

1. In the 'Manage Questionnaire' section, click the 'Initial questionnaires order' tab

Home > Administration > Content > Questionnaires

Edit config page Questionnaires Order

Questionnaires **Initial questionnaires order** First Welcome Page Welcome Back Page Request E-helper

Questionnaires *

Getting to know you

How are you doing?

- None -

These will appear when a new user logs in for the first time before they can go onto the sessions

Add another item

Save Clear values

Import

General style, image, and text guidance

Images

Images for thumbnails on sessions page:

Use thumbnails of ratio 297*297px PNGs, with transparent background

Audio

Audio for audio activities:

one file only. 100 MB limit. Allowed types: mp3 wav acc.

Audio for lesson audio files:

one file only. 100 MB limit. Allowed types: mp3 wav acc.

Length of text

Text length for session titles: in english:

24 characters with spaces (has to fit in one line in mobile view)

Text length for session descriptions: in english:

73 characters with spaces (has to fit in 3 lines in mobile view)

Text length for session descriptions: in english:

73 characters with spaces (has to fit in 3 lines in mobile view)

Text length for Characters titles: in english:

19 characters with spaces

Text length for Characters description : in english:

81 characters with spaces

Adding and managing the homepage (sessions page)

Changing the session page

1. Go the homepage
2. Open the 'menu' and click 'edit page'

The screenshot shows the 'Step by Step' platform's homepage in edit mode. On the left, a sidebar menu lists various administrative options: Step by Step, Mike Gyi, Sessions, Toolbox, E-helper, Admin (which is selected), Edit page, Translate page, Manage users, Manage content, Coordinator dashboard, E-helper dashboard, Manage characters, and Manage questionnaires. The main content area displays the homepage's structure. It starts with a header 'come to Step-by-Step!' and a sub-header 'you will see all 5 sessions to guide you through Step-by-Step'. Below this is a section titled 'Take the first step!' featuring an illustration of a person. Further down are sections for 'connect with others!', 'take my hand', and '3. Be kind to yourself', each with its own illustration. A top right corner shows a language selection dropdown set to 'English'.

3. You can change the title and description

Home > Welcome to Step-by-Step!

Edit Sessions page Welcome to Step-by-Step!

Title *

Description (Edit summary) *

Below you will see all 5 sessions to guide you through Step-by-Step

[Text format](#) [Minimal HTML ▾](#) [About text formats](#)

E-helper Content

Setting the content for E-helper homescreen pop-up

1. Go to the ‘Manage Questionnaires’
2. Make sure you have created a questionnaire for requesting an E-helper (see adding a questionnaire section), select the questionnaire

Questionnaires Initial questionnaires order First Welcome Page Welcome Back Page **Request E-helper**

Choose language context
[English](#) | [Arabic](#)

| Questionnaire | Select Questionnaire for Request E-helper |
|---|---|
| Request E-helper popup | Requesting an E-helper |
| Request E-helper page (not requested) | When there is no questionnaire selected users won't be able to request an E-helper. |
| Request E-helper page (already requested) | Score levels that a user has to reach to be offered an E-helper <input type="checkbox"/> Not depressed <input type="checkbox"/> Depressed <input type="checkbox"/> At risk |

3. You can set the content of the homepage e-helper popup under the tab:
 - a. Request E-helper
 - b. Request E-helper page (not requested)

c. Request E-helper page (already requested)

The screenshot shows the 'Request E-helper' configuration page. At the top, there are tabs: 'Questionnaires', 'Initial questionnaires order', 'First Welcome Page', 'Welcome Back Page', and 'Request E-helper'. The 'Request E-helper' tab is selected. Below the tabs, there's a 'Choose language context' section with 'English | Arabic'. The main area is titled 'Request E-helper page (already requested)'. It contains a 'Title' field with the placeholder 'Would you like to request an E-helper now?' and a 'Text' field with rich text editor controls. The text in the 'Text' field reads: 'An E-helper is a real person who will contact you every week to see how you're doing and support you on your Step-by-Step journey. We highly recommend you to request one!'. At the bottom right of the text area, there's a link 'About text formats'.

4. Make sure you click 'Save' to save your changes

The screenshot shows the 'Edit config page Request E-helper' screen. At the top, there's a breadcrumb navigation: 'Home > Administration > Content > Questionnaires'. Below it, the title 'Edit config page Request E-helper' is displayed. A dark warning message box contains the text: 'Warning message Please note that this Page is context sensitive, current context is Language (English)'. The main configuration area has tabs: 'Questionnaires', 'Initial questionnaires order', 'First Welcome Page', 'Welcome Back Page', and 'Request E-helper'. The 'Request E-helper' tab is selected. It includes a 'Choose language context' section with 'English | Arabic'. The 'Questionnaire' section lists 'Request E-helper popup', 'Request E-helper page (not requested)', and 'Request E-helper page (already requested)'. The 'Select Questionnaire for Request E-helper' dropdown is set to 'Requesting an E-helper'. A note below it states: 'When there is no questionnaire selected users won't be able to request an E-helper.' The 'Score levels that a user has to reach to be offered an E-helper' section contains a checkbox 'Not depressed' which is checked.