How to: Create an Induction Module

This is a how-to guide on creating an induction module in the AUT Events Induction Portal.

Note: module and induction are used interchangeably throughout this guide

<u>Manager or Administrator access required</u>

Last updated by Thomas on 16/05/25. V1.0

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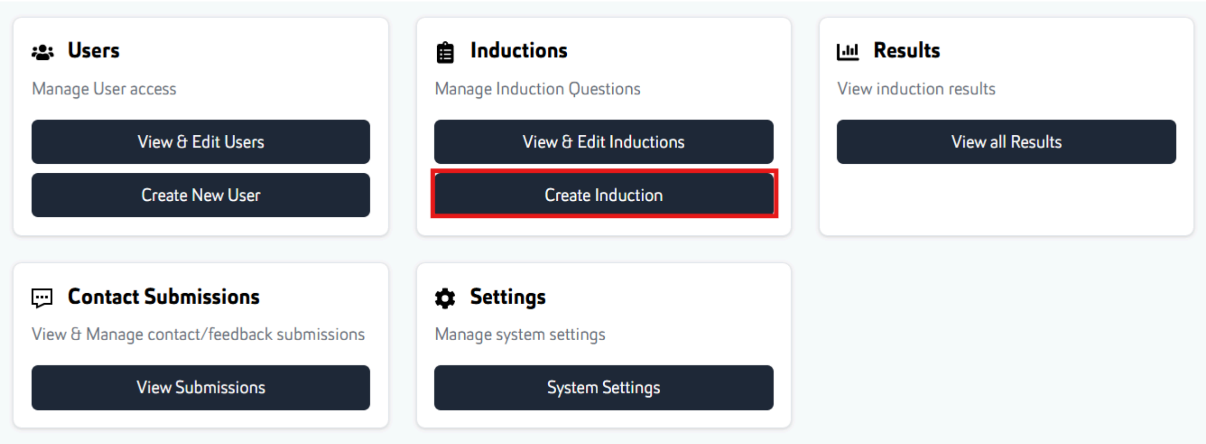
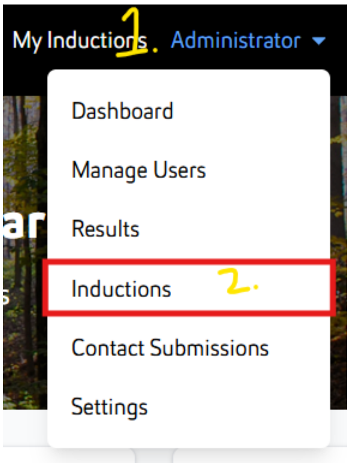
1. Navigate to the Induction creation page

Use the “Create Induction” button from the management dashboard on the Inductions card, or use the navigation page dropdown and select “Inductions”



OR



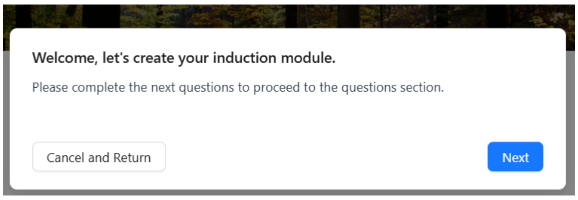
NOTE: For administrators, this dropdown text in the navigation is called Administrator, and for Managers, it is called Manager

2. Enter key information using the step guide

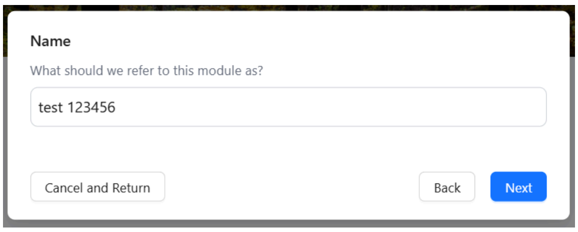
(Name, Department & Description)

NOTE: This information can be edited again at any time

2.1. Click the blue “Next” button



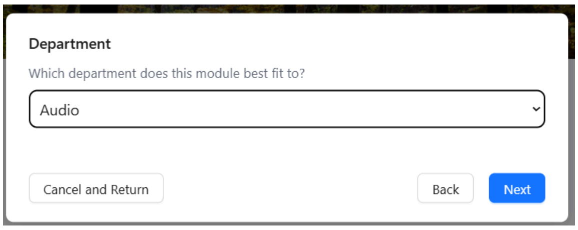
2.2. Enter module name



Click the name field and type in the name of the module

Then click the blue “Next” button

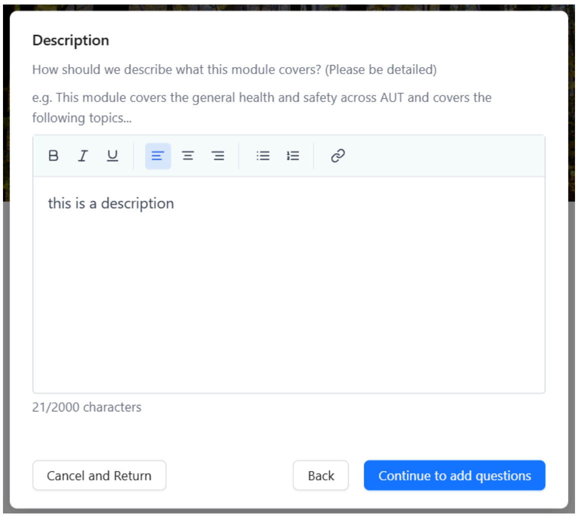
2.3. Select department



Click and select a department from the dropdown field

Then click the blue “Next” button

2.4. Enter description



Finally, click and type in a description for the module

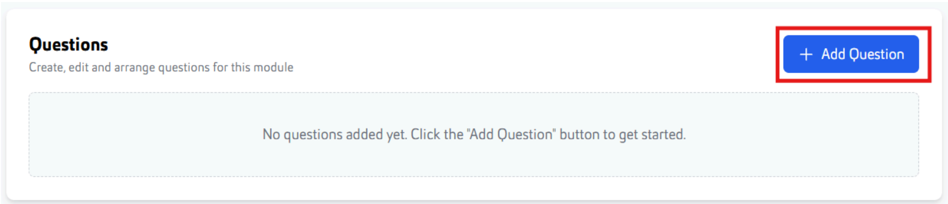
Then click the blue “Continue to add questions” button

3. Add questions

Repeat this step for as many questions you would like to add

To add a question to the module, scroll down to the Questions section

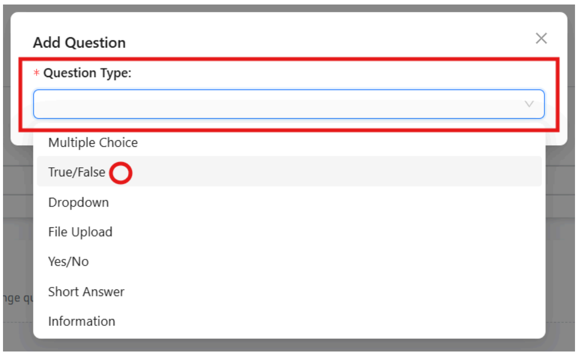
Click the blue “Add Question” button



The question detail editor will not pop-up.

3.1. Select question type

Click and select the question type from the dropdown



Question options

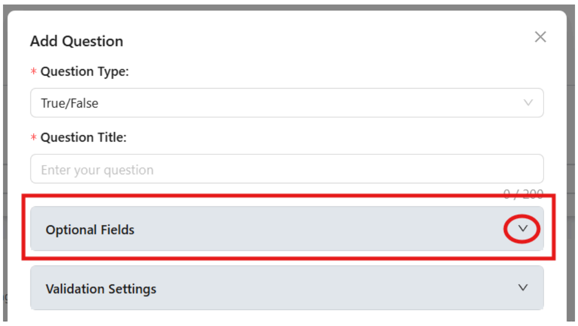
a. Multiple choice
b. True or False
c. Dropdown (Single select)
d. File upload
e. Yes or no
f. Short answer (Max 1000 char response)
g. Information section (No answer)

Please see the guide with more specifics to learn more about the options for each question type.

3.2 Enter the title of the question

Click and type the title of the question in the “Question Title” field

3.3. Optional fields



If you would like to enter a description, add an image or YouTube video link to the question, click the optional fields section to expand it to see those options

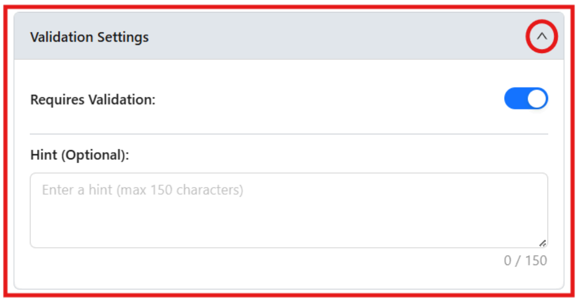
Enter the questions description (Optional - max 2000 characters)

Upload an image (Optional - PNG, JPG, JPEG up to 10mb only)

Add a video via YouTube link (Optional)

3.4. Validation settings

If you would like make the question required or optional, or add a message hint,



click the validation section to expand it

The first toggle sets the question as required or optional.

NOTE: By default, all questions are required

The section section, allows you to type a hint answer - This will be displayed to the user if they get the question wrong and need to try again.

3.5 Question options

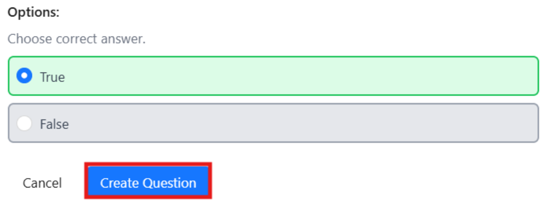
Example question is a true or false question

The final section in the pop up is for the question options. options will be displaid according to the question type.

For true or false questions, the only options are True or False.

Select the correct answer by clicking the white circle on the left side until it is blue and and the option outline is green.

3.6. Save/Create question



Once you have added the information for a question,

click the blue “Create Question” (or may be “Save changes”)

This will add the question to the list

Repeat the steps above for any additional questions you would like to add

4. Question list section

Note: All of these options will only show once you have added at least one question.

a. **Add question button:** Click the add question button to add a new question (two add question buttons)

b. **Question search:** Click the search bar to search by question title to find the question you are looking for

c. **Question type filter:** Click the field and select a question type to only show questions of that type

d. **Required filter:**

   Select the “all” text to display all required and not required (Defult)
   Select the “required” text to display only question that require a response.
   Select the “not required” text to display only question that do NOT require a response.

e. **Clear all active filters:** Click the “Clear Filters” button to clear any active filters that may be applied for b, c or d.

f. **Question card:**

   1. Drag to reorder questions: Click the up and down arrow icon and drag up or down and release. This will set the new order for the questions.

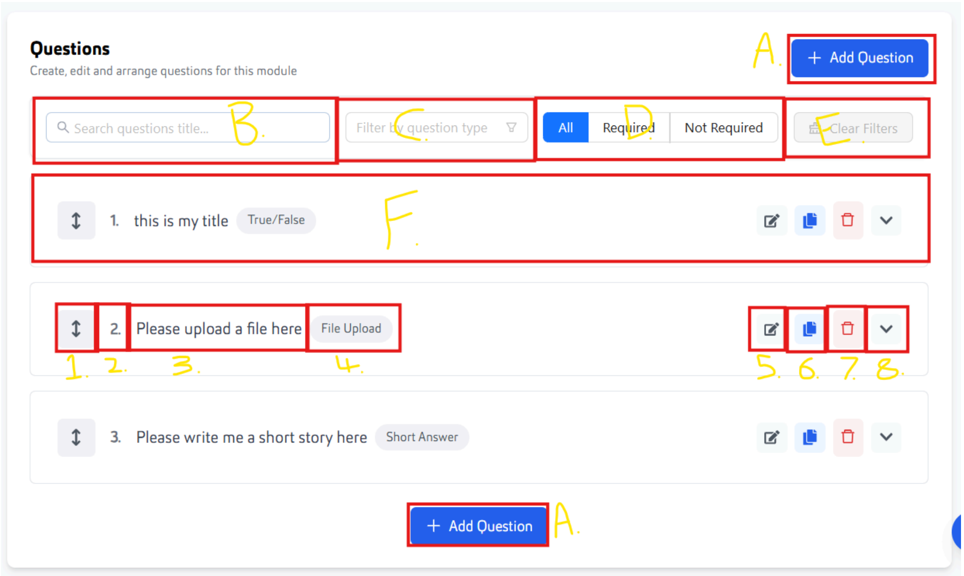
   2. **Question number:** This is the number order of the question

   2. **Question title:** This is the title of the question

3. **Question type:** This is the type of question (True/False, Yes/No, Dropdown, Multichoice, Short answer, File upload, information section)
4. **Edit question:** Click the pencil in box button to edit the question This will open up a similar pop up used for question creation - simply update the information and click save changes
5. **Duplicate question:** Click the copy icon button to create another copy of the question

   IMPORTANT NOTE: Files added will NOT be copied when duplicated and will need to be reuploaded to each question you would like to use it in.
6. **Delete question:** Click the red rubbish bin to delete this question

   NOTE: This action cannot be undone
7. **View question details:** Click the dropdown arrow to view the details of the question



5. A note on local auto save

When you create an induction module, the system will locally auto save periodically.

This means that when you return to the induction creation page shortly after stating (but not finishing) a module, you may see a pop-up asking if you would like to resume your progress or start fresh.

THIS IS SAVED TO YOUR LOCAL DEVICE'S BROWSER SESSION ONLY

If you clear your browser's cookies or session information, the local save will also be lost.

If you try to access the module creation from another device or browser, the locally saved version will not be available.

You should save it as a draft version if you would like to access it later, from another device, or for another user to access.

6. Save as draft

To save the module as a draft to the database,

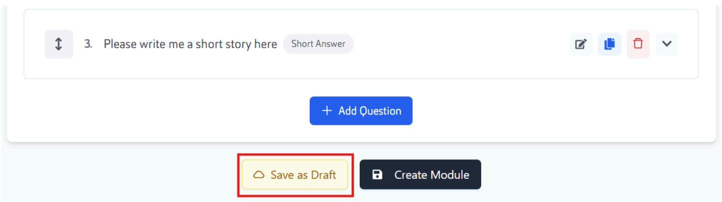
click the yellow "Save as Draft" button

This will save the module to our database and will be accessible on the induction list page

Draft modules will have a draft tag next to the title once saved as a draft

NOTE: Draft modules CANNOT be assigned to a user until published

NOTE: Draft save option can only be used for new inductions or those already in draft mode. Once published, you can no longer save it as a draft.

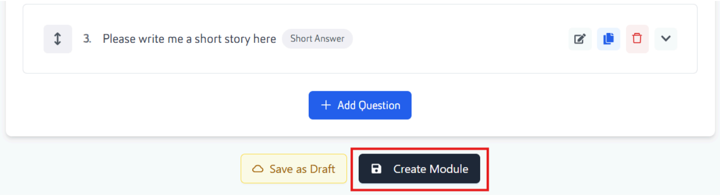


7. Create & Publish module

Once you have completed a module and are ready to publish it,

Click the grey "Create Module" button

This will publish the module and will be able to be assigned to users



To edit an induction module, click out that guide. (The process is more or less the same as creating - it just already has some information)