

How to: Edit an Induction Module

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

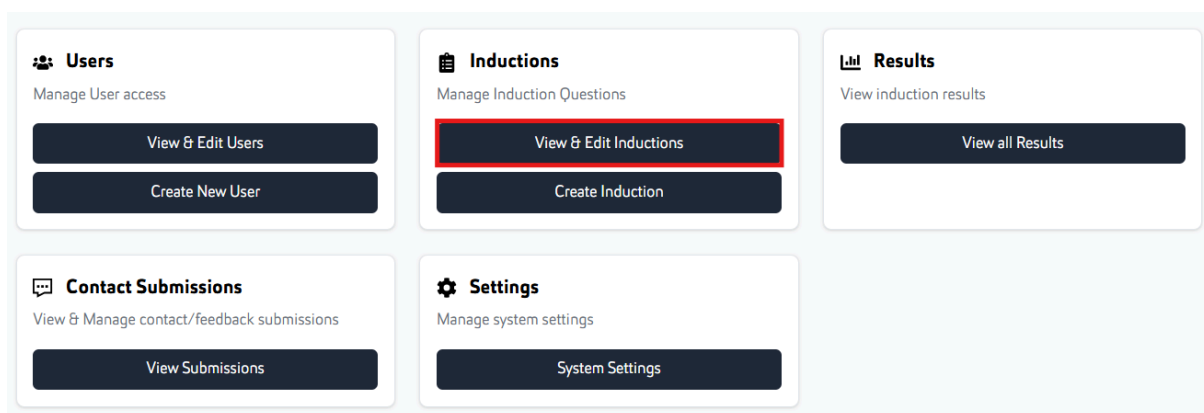
Note: module and induction are used interchangeably throughout this guide

Manager or Administrator access required

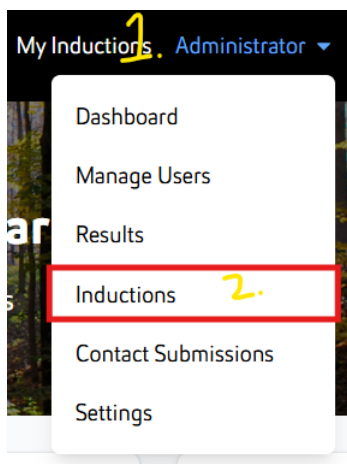
Last updated by Thomas on 22/05/25. V1.0

1. Navigate to the view Induction list page

Use the “View & Edit 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

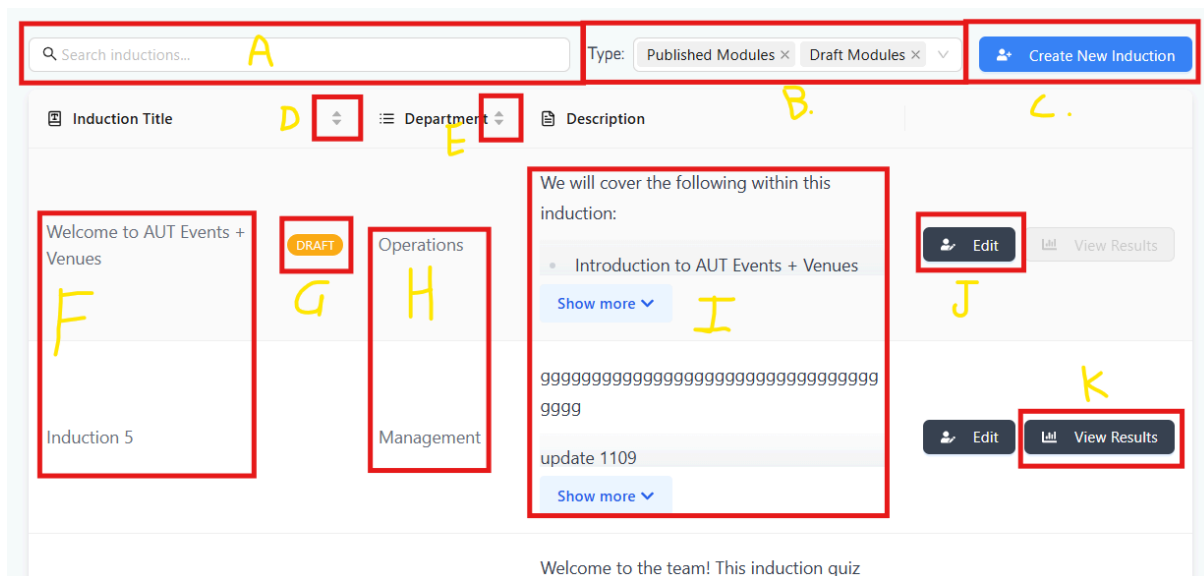
You will now be taken to the induction list page; view all induction modules here

3. Induction List Page Overview

- a. **Search bar:** Search for a module by typing in a name
- b. **Module type:** View published, draft or all modules - By default, all modules are shown.
 To only show published modules - Click the "X" to the right of "Draft Modules"; this will only show published modules
 To only show draft modules - Click the "X" to the right of "Published Modules"; this will only show draft modules
- c. **Create induction button:** Click the blue "Create new Induction" button to create a new induction module
- d. **Sort by title:** Click the two arrows next to "Induction Title" (one up and one down) to sort the table by title - click once to sort by ascending, click again for descending, and click again to remove
- e. **Sort by department name:** Click the two arrows next to "Department" (one up and one down) to sort the table by title - click once to sort by ascending, click again for descending, and click again to remove
- f. **Title:** The title of the induction module is shown here
- g. **Draft mode indicator:** If the module is in draft mode, the tag will show here next to the title

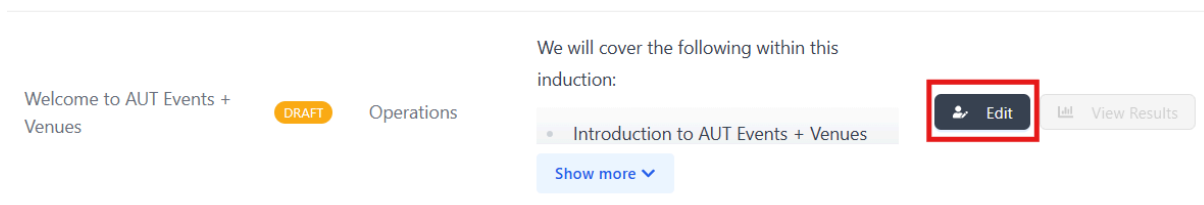
- h. **Department:** The assigned department will be shown here
- i. **Description:** The description for the module is show here - Click the "Show more" text to view the entire description
- j. **Edit button:** Click the grey "Edit" button here to edit the induction
- k. **View Results shortcut:** Click the grey "View Results" button to be taken to the results for this induction

NOTE: The view results button is not available for draft mode modules as they cannot be assigned, so have no results



3. Select the induction to edit


Click the grey "Edit" button of the card of the module you would like to edit



4. Delete an induction module

to permanently delete a module, click the red outlined "Delete Induction" module button

(The delete button is located within the Details section above the inductions name)

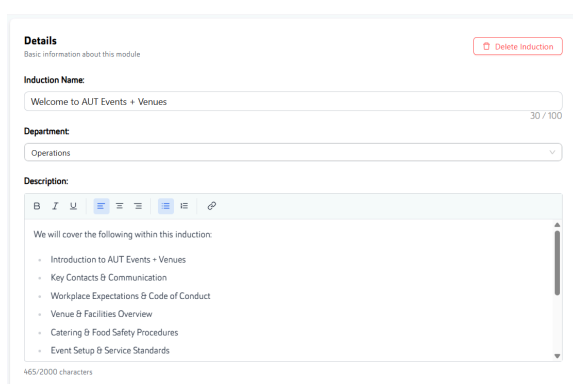


The screenshot shows the 'Details' section of a module. At the top right, there is a red-outlined button labeled 'Delete Induction'. Below this, the 'Induction Name' field contains the text 'Welcome to AUT Events + Venues'. The character count '30 / 100' is visible at the bottom right of the text field.

This will permanently delete the induction from the database

IMPORTANT NOTE: This action cannot be undone and is permanent

5. Edit key information



The screenshot shows the 'Details' section of a module. It includes a 'Delete Induction' button at the top right. Below it, the 'Induction Name' field contains 'Welcome to AUT Events + Venues' with a character count of '30 / 100'. The 'Department' dropdown menu is set to 'Operations'. The 'Description' field contains a list of topics: 'Introduction to AUT Events + Venues', 'Key Contacts & Communication', 'Workplace Expectations & Code of Conduct', 'Venue & Facilities Overview', 'Catering & Food Safety Procedures', and 'Event Setup & Service Standards'. A character count of '465 / 2000' is shown at the bottom left of the description field.

To edit the induction name, delete the existing one and type a new name in or modify the existing,

To edit the department, click the dropdown and select a new department

To edit the description, delete the existing and type a new description in or modify the existing.

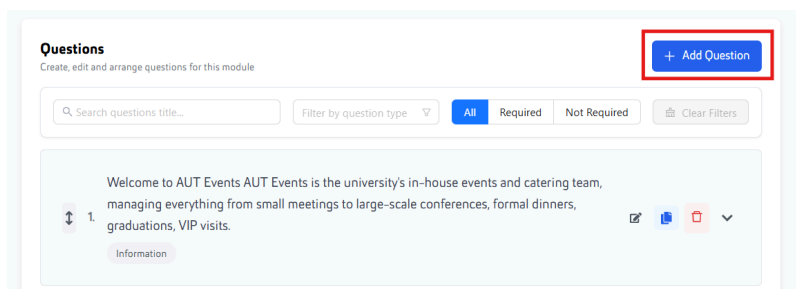
6. Add a question

****The same as creating an induction****

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

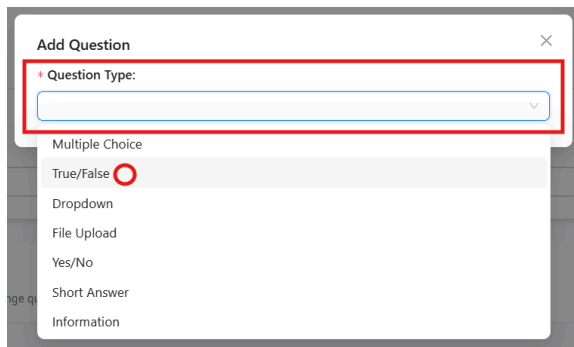
Click the blue "Add Question" button



The question detail editor will now pop-up.

6.1. 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.

6.2 Enter the title of the question



Click and type the title of the question in the "Question Title" field

6.3. Optional fields

The 'Add Question' dialog box contains the following elements:

- Question Type:** A dropdown menu currently set to 'True/False'.
- Question Title:** A text input field with the placeholder 'Enter your question' and a character count of '0 / 300'.
- Optional Fields:** A section highlighted with a red rectangle, containing a red circle around its expand/collapse arrow.
- Validation Settings:** A section below the optional fields, also with an expand/collapse arrow.

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)

6.4. Validation settings

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

The 'Validation Settings' dialog box contains the following elements:

- Requires Validation:** A toggle switch currently turned on (blue).
- Hint (Optional):** A text input field with the placeholder 'Enter a hint (max 150 characters)' and a character count of '0 / 150'.

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.

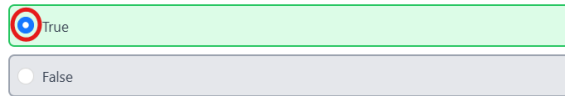
6.5 Question options

Example question is a true or false question

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

Options:

Choose correct answer.



A screenshot of the 'Options' section. It shows two radio button options: 'True' and 'False'. The 'True' option is selected, indicated by a blue dot in the center of the white circle. The 'True' option is highlighted with a green border, while the 'False' option has a grey border.

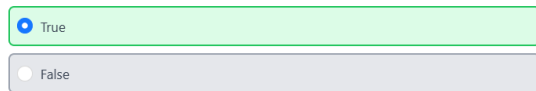
For true or false questions, the only options are True or False.

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

6.6. Save/Create question

Options:

Choose correct answer.



A screenshot of the 'Options' section. It shows two radio button options: 'True' and 'False'. The 'True' option is selected, indicated by a blue dot in the center of the white circle. The 'True' option is highlighted with a green border, while the 'False' option has a grey border.

Cancel

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

7. Question list section

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

- Add question button:** Click the add question button to add a new question (two add question buttons)
- Question search:** Click the search bar to search by question title to find the question you are looking for
- Question type filter:** Click the field and select a question type to only show questions of that type
- Required filter:**

Select the "all" text to display all required and not required (Default)

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

Questions
Create, edit and arrange questions for this module

Search questions title... **B.** Filter by question type **C.** **All** **Required** **D.** **Not Required** **E.** Clear Filters

1. this is my title True/False **F.**

2. Please upload a file here File Upload

3. Please write me a short story here Short Answer

+ Add Question **A.**

7. Edit a question

To edit a question, on its card, click the edit icon (pencil in box)

1. Welcome to AUT Events AUT Events is the university's in-house events and catering team, managing everything from small meetings to large-scale conferences, formal dinners, graduations, VIP visits.

Information

The question editor will open, and you can edit the details of this question.

NOTE: This is the same interface and options as creating a new question. See steps 6.2 to 6.6 of this guide for assistance with its options

8. 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.

9. Save as draft

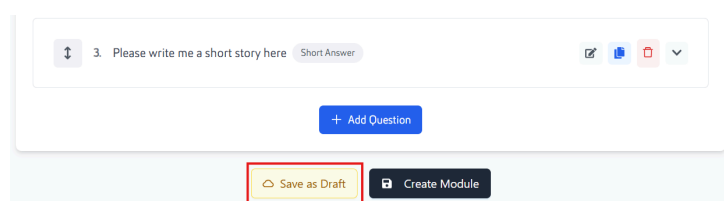
To save the module as a draft to the database,
click the yellow “Save as Draft” button

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

IMPORTANT NOTE: Draft save is only available to unpublished modules - if the module has been published before, it can no longer be saved as a draft.

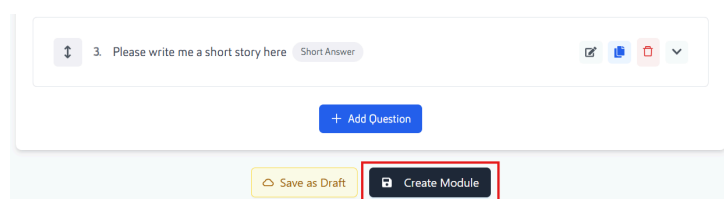


10. Save & Publish module

Once you have made the necessary update to the module and are ready to re-publish it,

Click the grey “Publish Module” button

This will publish the module and the updated information will take effect to new assignments and existing assignments



AUT EVENTS Induction Portal