Student aid tools

- Tutorial on Using Calendar Check-ins
- Tutorial on Using Assignment Check-ins
- Usage tutorial for workbooks
- Certificate Usage Tutorial
- Exam Usage Tutorial
- Tutorial on Using Event Management
- Tutorial on Using the Question Bank
- Practice Tutorials

Tutorial on Using Calendar Check-ins

I. Function Introduction

Calendar punch-in is a punch-in activity based on the unit of 'day'. Administrators can create punch-in activities for trainees, allowing them to submit punch-in content within the valid time period every day.

II. Purpose of Use

Administrators can effectively keep track of trainees' daily activity completion status by setting up calendar punch-ins.

III. Usage Scenarios

Calendar punch-ins are suitable for scenarios where trainees need to output corresponding content every day, and only need to do so once. For example, morning run punch-ins, early sleep punch-ins, etc. Through continuous daily punch-ins, good behavior habits can be developed.

It is also suitable for scenarios where there is a need for daily management of trainees, such as morning meeting punch-ins, daily corporate culture learning punch-ins, etc.

IV. Operation Path

Merchant side: Management backend → Learning assistance → Punch-in → Calendar punch-in → Create new calendar punch-in

Trainee side: H5 Academy → My → Learning tools → Punch-in

V. Usage Tutorial

1.png

(Tutorial flow chart)

Step 1: Configure calendar punch-in *(Management backend)*

1. Click the button [Learning assistance] - [Punch-in] - [Calendar punch-in] - [Create new calendar punch-in] on the management backend

2.png

(Management backend)

2. Set punch-in information

Fill in the title of the punch-in activity, select the start and end dates of the punch-in, the punch-in time period, timed reminders, the number of make-up punch-ins allowed, friend-assisted punch-ins, participation conditions, punch-in rules, and other settings;

3.png

(Management backend)

3. Fill in the punch-in introduction settings. Replace the punch-in introduction cover and edit the punch-in introduction content. Click 'Publish' to create a calendar punch-in.

4.png

(Management backend)

4. Share the punch-in QR code

(1) Return to the calendar punch-in list. Click the [Share] button to share the QR code and link. Trainees can enter the punch-in activity by scanning the code on WeChat;

5.png

(2) More settings after creating the calendar punch-in (optional)

Click [Learning assistance] - [Punch-in] - [Calendar punch-in] - [Details] to enter the calendar punch-in details page. More settings can be made.

6.png

Step 2: Punch-in - Trainee side

Method 1: Trainees directly scan the punch-in code shared by the administrator to enter the punch-in homepage. Click 'Punch-in' to complete the punch-in.

7.png

Method 2: Trainees enter the H5 Academy. Through the path [My] - [Learning tools] - [Punch-in], select the activity to be punched in and click to enter the punch-in page to complete the punch-in.

8.png

Tutorial on Using Assignment Check-ins

I. Function Introduction

Assignment check-in is a check-in activity based on "assignments". The administrator assigns a certain amount of assignment tasks to students. Students need to complete them within the specified time and can adjust the order of assignment completion by themselves, so as to independently control the learning pace and provide learning feedback.

II. Purpose of Use

Check-in can be used to urge students to complete assignments, enabling them to arrange their learning pace and assignment completion time independently. At the same time, by setting a time limit for assignment completion, students will feel a sense of urgency to complete assignments as soon as possible, thus being urged to finish their learning.

III. Usage Scenarios

For students, some assignments require more preparation time. For example, writing a book review, an after - class reflection, or an article expressing opinions often takes several days to complete. In this case, assignment check - in can be used to reasonably arrange the check - in time, allowing students to more flexibly control the assignment completion time.

IV. Operation Path

Merchant side: Management background → Courses → Interaction Management → Check - in → Assignment Check - in → Create New Assignment Check - in

Student side: H5 Academy → My → Learning Tools → Check - in

V. Usage Tutorial

1.png

(Tutorial Flowchart)

Step 1: Configure Assignment Check - in *(Management background)*

1. Create a New Assignment Check - in

Click the button 【 Courses】 -【 Interaction Management】 -【 Check - in】 -【 Assignment Check - in】 -【 Create New Assignment Check - in】 in the management background.

image.png

(Management background)

2. Set Check - in Information

Fill in the check - in name and select the participation conditions, which are required fields. The check - in rules and other settings can be set optionally.

image.png

(Management background)

3. Fill in the Check - in Introduction Settings. Replace the check - in introduction cover and edit the check - in introduction content. Click Publish to create an assignment check - in.

image.png

(Management background)

4. Share the Check - in QR Code. Return to the assignment check - in list and click the 【Share】 button to share the link. Students can scan the code to enter the check - in activity.

image.png

(Management background)

5. Make More Settings after Creating the Assignment Check - in (Optional). Click 【Student Support】-【Interaction Management】-【Check - in】-【Assignment Check - in】-【Details】 to enter the assignment check - in details page and make more settings.

image.png

(Management background)

Step 2: Check - in - Student Side

Method 1: Students directly scan the check - in code shared by the administrator to enter the "Check - in Introduction" homepage. Click "Participate in Check - in" to enter the check - in homepage. Select the assignment you want to check in for, enter the "Assignment Details", and click 【Check in Now】 to enter the "Publish Diary" page.

Fill in the diary content (optional) to complete the assignment check - in.

7.png

Method 2: Students enter the H5 Academy. Through the path □ My□ -□ Learning Tools□ -□ Check - in□ - □ My Check - ins□ , select the activity that needs to be checked in for and click □ Check in□ to enter the check - in page and complete the check - in.

8.png

Usage tutorial for workbooks

I. Function Introduction

A learning tool that allows teachers to assign homework after classes and test students' knowledge mastery. It supports the release, submission, and review of homework in the form of pictures, voice, and text.

II. Purpose of Use

The homework book function enables teachers to understand students' learning progress and provide targeted feedback and guidance.

III. Usage Scenarios

A company invited its in - house business experts to teach the sales team. The teaching mode is offline classes plus online live streaming, with a total of 7 classes, one per week. After each class, the teacher assigns homework to the students and reviews and explains the submitted homework.

IV. Operation Path

Management Console: Desktop management backend → Learning Assistance → Homework Book → Create New Homework Book

Student End: H5 Academy → My Learning → Learning Tools → Homework

V. Usage Tutorial

1.png

Step 1: Configure the Homework Book Module *(Management Backend)*

1. Create a New Homework Book

Click [Learning Assistance] - [Homework Book] - [Create New Homework Book] on the management console to enter the new homework book creation page;

2.png2.png

(Management Backend)

2. Configure Homework Information

Fill in the name of the homework book and associate it with a course (column/audio/video/picture - text/live stream). You can also associate the homework book with a community.

Click the save button.

*Note: If the teacher has already assigned homework, the associated course of the homework book cannot be modified again.

3.png

(Management Backend)

3. Add Teachers:

(1) On the homework book list page, click [Teacher Management] to open the teacher management pop - up window.

(2) Click [Add Teacher], search for the employee's name, and add the employee as a teacher.

(3) Click [OK], and then click [Save] to confirm the addition.

4.png

(Management Backend)

4. Assign Homework

(1) On the homework book list page, click [Homework List] to enter the homework list page, and then click [Assign Homework].

(2) It supports two assignment methods: manual assignment and importing questions from the question bank.

(3) The homework content supports text, pictures, and audio.

5.png

(Management Backend)

6.png

(Management Backend)

5. Review Homework

Click [Learning Assistance] - [Homework Book] - [Homework List] - [Student Homework] - [View] - [Review Homework]

7.png

(Management Backend)

8.png

(Management Backend)

Step 2: Students Do Their Homework

Method 1: Students directly scan the homework code shared by the administrator to enter the 'Homework Details' homepage. Click [Do Homework] to enter the 'Do Homework' page. After completing the homework, click [Submit Homework] to finish.

9.png

(Management Backend)

10.png

(Homework Details)

Method 2: Students enter the academy homepage through the enterprise training QR code sharing. Through the path [My Learning] - [Learning Tools] - [Homework], select the homework to be completed and enter the homework details page to finish.

11.png

(Student - end 'My' Page)

Certificate Usage Tutorial

I. Function Introduction

You can issue certificates to students who meet the specified conditions to enhance their sense of achievement upon completing the courses. Currently, certificates are supported for: Exams, Check-ins, Communities, Camps, Camps Pro, and Training Programs.

II. Purpose of Use

Administrators can configure certificates for different training scenarios, supporting custom certificate styles and issuance rules. By issuing certificates, students can gain a sense of accomplishment for completing tasks, which encourages them to persevere in finishing the tasks.

III. Use Scenarios

1. Exams: Instructors can customize the background and comments of exam certificates. Students who achieve high scores or meet the standards will automatically receive exam certificates after passing the exams, enhancing their sense of achievement in learning outcomes.

2. Check-ins: Administrators or operators can set up check-in certificates in advance when creating check-ins and inform students in the check-in introduction that they can obtain completion certificates by meeting certain conditions, thus motivating students to persist in completing the check-ins as required. When students meet the certificate issuance rules, the system will automatically issue the configured certificates.

3. Communities: Community owners can set up community certificates in advance when creating community courses. When students meet the certificate issuance rules during the process of completing course tasks in the community, the system will automatically issue the certificates.

4. Camps: Instructors can set up camp certificates in advance after creating camp sessions. When students meet the certificate issuance rules during the process of completing camp session tasks, the system will automatically issue the certificates. Note: Free camps do not support certificate settings.

5. Camps Pro: Instructors can set up Camps Pro certificates in advance after creating Camps Pro. When students meet the certificate issuance rules during the process of completing Camps Pro, the system will automatically issue the certificates. Note: Free Camps Pro supports certificate settings.

6. Training Programs:A company has launched a corporate culture training course for newly recruited employees. To showcase the training results of employees and recognize those who have passed the training exams, the company can set assessment criteria in the training program. Students who pass the assessment will automatically receive training certificates.

IV. Operation Path

Administrator: Management Backend ? Courses ? (Interactive Management) Certificates ? New Certificate
Student End: WeChat H5 ? My ? My Achievements

V. Usage Tutorial

image (93).png

Step 1: Configure Certificates - Management Backend

Four ways to configure certificates:

Method 1: Click “New Certificate” through “Courses → Interactive Management → Certificates”, select the certificate type, and associate the created exams/check-ins/communities/camps/courses/training programs to complete the certificate settings.

image.png

Method 2: After creating check-ins, communities, or courses, enter the certificate settings through the settings on other pages.

image (95).png

Method 3: In the final step of creating exams, camps, or training programs, jump to the certificate settings.

image (96).png

Method 4: On the list pages of configured exams or camps, jump to configure certificates through the list.

image (97).png

*Note: The [Certificates] function needs to be used in conjunction with functions that support certificates. Certificates cannot be issued independently.

Certificate Settings Page - Setting Instructions:

Taking the Camps Pro certificate as an example, the settings of other types of certificates are similar, with only some field settings being different. Please refer to the page display for details.

image (1).jpeg

Step 2: View Certificates - Student End

Students can view relevant certificates by clicking [My] - [My Achievements]

image (98).png

Exam Usage Tutorial

I. Function Introduction

Administrators can design exams based on course content. Exams can consist of multiple question types, including single-choice, multiple-choice, true-false, and Q&A questions.

II. Purpose of Use

A function used to assess the learning effectiveness of students.

III. Use Scenarios

A college has created many courses, but after they were launched, it has no idea whether students have truly mastered the course content, and there is also a lack of direction on how to optimize the courses in the future. After using the exam function, students can take in-class exams while learning the courses to consolidate their knowledge. Based on their exam scores, students will then study the courses more targeted, truly improving their learning effectiveness. Meanwhile, administrators can get feedback on the learning effectiveness through the exam results and optimize the subsequent courses according to the feedback.

IV. Operation Paths

Merchant side: Management console → Learning assistance → Exams → Create a new exam

Student side: H5 College → My → Learning tools → Exams

V. Usage Tutorial

1.png

Step 1: Configure the exam

1. Click the button [Learning assistance] - [Exams] - [Create a new exam] on the management console.

2.png

(Management console)

2. Set the exam information

(1) Basic information: Fill in the exam name and details, and upload the cover image.

3.png

(Management console)

(2) Associate courses: You can associate the exam with text, audio, video, and columns. Multiple courses can be associated (optional to not associate).

(3) Exam settings: Set the scope of candidates, exam time limit, duration for taking the exam, number of exam attempts, etc.

4.png

(Management console)

(4) Click "Next" to add questions.

5.png

(Management console)

(5) Add questions: Create a new test paper or select a test paper from the test paper library.

6.png

(Management console)

(6) Publish the exam: Click "Create" to complete the creation of the exam.

7.png

(Management console)

(7) Set certificates: You can add certificates to the exam.

3. Grade the exams

(1) Click [Grading list] - [Grade] to enter the exam grading page.

8.png

(Management console)

9.png

(Management console)

(2) Score: Enter the score directly in the [Score] box.

The system will automatically grade multiple-choice questions, while essay questions need to be graded manually. If the exam content consists entirely of multiple-choice questions, the system will grade directly, and students can get their scores without waiting for teachers to grade.

10.png

4. Share the exam QR code

Click [Share] to share the exam QR code with students to take the exam.

11.png

(Management console)

Step 2: Exams - Student side (Two methods)

Method 1: Students directly scan the exam code shared by the administrator to enter the "Start the exam" page. Click [Start the exam] to enter the formal exam page and start answering questions.

After finishing answering the questions, click [Submit the test paper] to complete the exam and enter the grading page.

12.png

Method 2: Students enter the college homepage through the enterprise training QR code shared. Through the path [My] - [Learning tools] - [Exams] - [My exams], select an exam and enter the formal exam page to participate in the exam.

13.png

("My" on the student side)

View scores: Students can view their scores through [My] - [Exams] - [Submitted]

14.png

Tutorial on Using Event Management

I. Feature Introduction

You can use the event management feature to organize offline events and complete the processes of online event information publishing, user registration, collection of registered user information, management of registration status, on-site check-in, etc. in one stop.

II. Purpose of Use

It can be used to organize and manage offline events, inform users of event details, manage registration status, and handle on-site check-in, etc.

III. Use Scenarios

A company invites external guests to give sharing sessions to employees every week. The administrator uses the event management feature to publish the event information for each sharing session, and employees register online. At the sharing event site, employees complete the check-in to indicate their attendance.

IV. Operation Path

Merchant side: Desktop management console → Courses→ Interactive Management → Event Management

Student side: WeChat H5 store → My → Events → Registration

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V. Usage Tutorial

Step 1: Configure the event management module - Backend

1. [Courses] - [Interactive Management] - [Event Management] - [Publish Event]:

image.png

2. Fill in basic information: Fill in the event name, location, event time, registration time, event details, and upload the event poster.

image.png

3. Ticket settings: Add event ticket types, set the number of tickets, review settings, and purchase limit settings. You can fill in the ticket type description. You can choose whether to display the number of registered users on the event registration page.

image.png

4. Form settings: You can enable the registration form to collect information from registered users. The registration form collects the name and mobile phone number by default. You can use components to customize other information to be collected.

image.png

5. Registration and review

After the event is published, you can view and manage the registration status of users on the management console.

1) Click [Learning Assistance Tools] - [Event Management] - [List Management] - [Registration Management] on the management console.

2) For events that require registration review, you can choose to 'Approve' or 'Reject' users' registrations; for events that do not require registration review, users' registrations will be automatically approved after they register.

3) After a user's registration is approved, the status will show as 'Registration Successful', and the user will receive a ticket to participate in the event. Before the user checks in, you can invalidate the user's ticket, and the user will not be able to participate in the event after the ticket is invalidated.

image.png

6. On-site check-in

Method 1: Scan the QR code to check in

elink automatically generates a unique check-in QR code for each event. Download and print the check-in QR code and place it at the event venue. Users can complete the check-in by scanning the QR code with WeChat after arriving at the venue.

Path: Management console [Courses] - [Interactive Management] - [Event Management] - [List Management] - [Check-in Management] - [QR Code Check-in]

image.png

Method 2: Manual check-in

In case of unexpected situations such as unstable network environment at the event site or a user's mobile phone being turned off, which prevent users from completing the check-in by scanning the QR code, you can temporarily complete the 'manual check-in' through a paper check-in form. Then search for the name or mobile phone number of the registered user on the management console and click the [Check-in] button on the right side of the user list to complete the event check-in statistics.

Path: Management console [Courses] - [Interactive Management] - [Event Management] - [List Management] - [Check-in Management]

image.png

Step 2: Event registration - Student side

1. Students can enter the event registration page through the sharing link or QR code and complete the event registration information according to the page prompts to participate in the event. After successful registration, users will receive an event ticket.

2. Enter the 'My Events' page through the 'My' page - [Events] of the college to view the list of registered events.

3. Click on an event to view the ticket. 77785700_1699352840.jpeg

Tutorial on Using the Question Bank

□□

I. Function Introduction

The question bank is a feature that enables rapid import and creation of a vast number of test questions. The question bank supports different types of questions, such as single-choice, multiple-choice, true-false, fill-in-the-blank, and short-answer questions. It also supports custom categorization and storage of questions. By combining the question bank with the assignment and exam functions, questions can be imported in advance and called up at any time, improving the management efficiency of administrators.

II. Purpose of Use

Using the question bank allows for centralized management of test questions.

III. Usage Scenarios

Administrators can enter questions into the question bank at any time and categorize them. When creating assignments and exams, they only need to call up the questions from the question bank, which simplifies the process.

IV. Operation Paths

Merchant side: Management console → Learning assistance → Question bank → Add questions

Student side: H5 Academy → My → Exams/Assignments → Answer questions

V. Usage Tutorial

1.png

(Tutorial flowchart)

Step 1: Configure the question bank module *(Management console)*

1. Category management

You can create the required categorization structure for questions or test papers in advance in the 'Question bank' or 'Test paper library', such as a 'Subject - Chapter - Section' structure, to facilitate the categorization management of questions when creating them. Up to five levels of categorization are supported.

Path:

① Management console [Learning assistance] - [Question bank] - [Question bank - Question categories]

② Management console [Learning assistance] - [Question bank] - [Test paper library - Test paper categories]

2.png

(Management console)

(1) Click the plus sign '+' next to the question category to create a custom primary category.

(2) Click the plus sign '+' next to the sub - category to create a custom lower - level category.

(3) A category cannot be deleted if it contains questions or lower - level categories.

3.png

(Management console)

4.png

(Management console)

2. Add questions

Supports 7 types of questions: single - choice, multiple - choice, indefinite - choice, true - false, fill - in - the - blank, short - answer, and material - based questions.

Supports three ways to add questions:

Manually create questions: Suitable for creating a small number of questions.

Batch enter questions: Suitable for quickly entering questions stored in a Word document into the system.

Import from Excel: Suitable for quickly importing questions stored in an Excel document into the system.

When adding questions, you can select a question category. If no category is selected, the questions will be added to the 'Uncategorized' category.

5.png

(Management console)

(1) Manually add questions - Select question category

Click [Modify category] to categorize newly created questions before adding them.

6.png

(Management console)

7.png

(Management console)

(2) Batch enter questions - Select question category

8.png

(Management console)

9.png

(Management console)

(3) Import from Excel - Select question category

10.png

(Management console)

11.png

(Management console)

3. Call up questions

After questions are added to the question bank, they can be imported into test papers in the [Test paper library]. When creating exams/assignments, you can directly select the test papers, which improves efficiency.

Step 2: Answer questions - Student side

Students can complete the corresponding questions through the [Exams] and [Assignment books] assigned by the administrator.

Practice Tutorials

□□

I. Function Introduction

The practice feature meets the need of students for an independent question - answering practice tool. Clicking on the answer will immediately show the explanation. Students can deepen their memory and improve their learning effectiveness through repeated practice.

II. Purpose of Use

Repeatedly practicing questions can improve students' learning effectiveness. For example, if you have 100 real - exam questions each year that you want users to practice, you can assign these 100 questions to one or more categories in the question bank. Then, use the practice feature to associate with the question - bank categories, set up the relevant practice settings, and students can practice answering questions on their mobile devices.

III. Usage Scenarios

Used when students need to practice answering questions independently.

IV. Operation Path

Instructor's end (Computer - based management console): Content → Create New Practice → Share

image.png

V. Operation Steps

Step 1: Enter the practice function page and click 'Create Practice'.

image.png

Step 2: Fill in the relevant setting information and save it.

image.png

Explanation of relevant settings:

1. Practice Name: The name of the practice, such as 'Real exam questions for the ** exam in 2019'. The maximum length of the practice name is 45 characters.

2. Practice Cover: The cover image of the practice. It is recommended to choose an image with a size of 750*420px or in a 16:9 ratio.

4. Practice Introduction: Optional. Write a concise introduction for your practice.

5.Associated Question Bank: You can associate one or more categories in the question bank. Subjective questions are not supported for now, and relevant question types will be filtered out after selection.

6.Visibility Scope: You can set the visibility scope for students.

7. Question - Answering Settings: You can set the questions to be presented randomly or in order. If set to random, the specified number of questions will be randomly selected from the associated question bank. If set to order, questions will be presented in the order of the associated question - bank categories (if multiple question - bank categories are selected, you can sort the categories). The questions in the question bank will be cyclically selected according to the specified number of questions.

8. Number of Questions: The number of questions in a single practice. For example, if set to 20, students will practice 20 questions each time. The maximum number of questions per practice can be set to 1000.

9. Difficulty Setting: Set a difficulty coefficient for your practice, which will also be displayed on the mobile device.

10,SelectionCourse Participation: You can setthe practice to be associated with a certain course, so that students can access and learn the practice from the video or the course.；

11,Private Domain Traffic Generation: You can set to display contact information such as QR codes in the practice.

Step 3: Share the link to let students learn

image.png

After creation is completed, click 'Share' to get the relevant link and QR code, and you cansharethe practice with students.

Step 4: Click 'Data Analysis' in the practice list to view students' practice data.

image.png

(Practice List)

image.png

(Practice Data Analysis)