

Activities and Resources

Courses are the method through which learning opportunities are provided on Kaya.

Each course has the following structure:

- Course card (displayed in the Kaya course catalogue).
- Course summary page
- Course page (only accessible to learners who have 'joined' a course)
 - Sections
 - Activities and resources

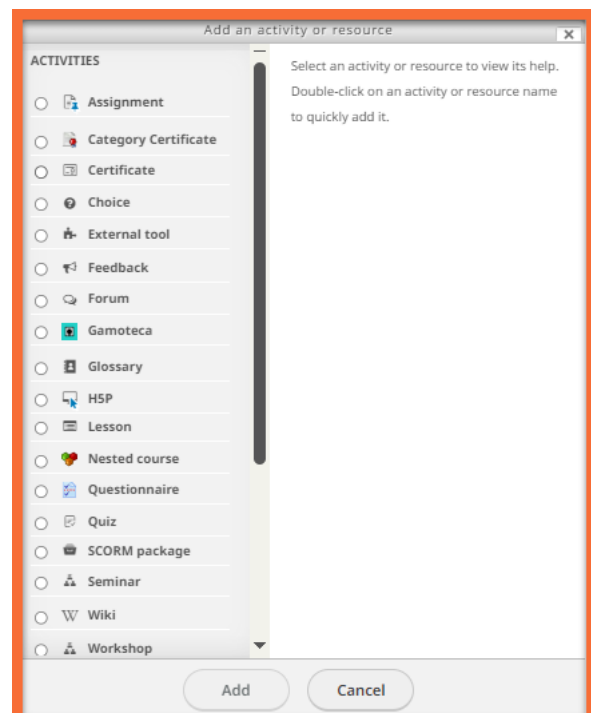
Activities and resources are course elements that learners can interact with and complete. They therefore have individual completion settings and the ability to restrict access to them, which must be set on an activity-by-activity basis.

Add an activity or resource

To add a new activity or resource to your course page:

1. 'Turn editing on',
2. Locate the section that you wish to add it to,
3. Select 'Add activity or resource'.

Most activity and resource modules available on Kaya are based on Totara. However, we've included the following guidance.



| Types of Activities

- **Assignment** – suitable for assigning tasks to complete, collect work, and provide grades and feedback for each learner on digital content that they have submitted. Data can be added directly onto the text editor or by uploading a document. This includes word processed documents, PDFs, spreadsheets, images, audio, videoclips or simple text submissions. There is also the ability for admins to annotate submitted PDFs in the Kaya interface (but not other document types). To use this, ensure that the 'Accepted file types' is limited to 'pdf' in the activity settings.
- **Category certificate**- This is the type of certificate available on your portal. It provides a branded certificate for learners to download once course activities have been completed (see the Course Certificates chapter in the full Kaya guide for more information).
- **Choice** - allows you to ask a single question to your learners, for example, to gauge confidence levels, run polls, or to take votes.
- **External tool** – This activity is reviewed on a case-by-case basis. It enables learners to interact with activities that are hosted on other platforms, while tracking completions on Kaya.
- Activities that are hosted on another platform require LTI (Learning Tool Interoperability) and configuration by a Site Admin.
- **Feedback** - a custom survey for collecting feedback from participants using a variety of question types, including multiple choice, yes/no or text input. These can be taken from a template, for example the standard Academy Global feedback template (see the [Feedback forms chapter](#) in the full Kaya guide for more information).
- **Forum** - discussions between learners and/or course administrators that take place over time. Forums are the responsibility of, and must be moderated by, the organisation administering the course. They must be kept civil and provide

value to the learners. It is also strongly recommended that all subscriptions require opt-in, to prevent the flooding of learners' inboxes with notifications.

- **Gamoteca**- allows for the integration of learning games developed on Gamoteca.com (a paid for subscription website) into your course. Suitable for game-based learning for Children in school settings.
- **Glossary** - create and maintain a list of standard definitions for your course (like a dictionary) or collect and organise information. Suitable if there are many acronyms within learning content. The glossary would be a suitable place to list and define them.
- **H5P (interactive content)** - enables you to create interactive content such as interactive videos, question sets, drag and drop questions, multi-choice questions, presentations and much more. This content can also be embedded directly into the course page.

Note: H5P activities cannot be tracked by a passing grade for completion in Kaya. Therefore, it is recommended that you use this activity type for knowledge checks and interactive activities rather than formal assessments. See the H5P (interactive content) chapter in the full Kaya guide for more information. H5P content is not available offline, so if you want your course to be fully compatible with Kaya Mobile it should not be used.

- **Lesson** - can have a linear set of content pages, or instructional activities that offer a variety of paths for the learner depending on their answers. It is a series of HTML pages available to the learner, who is asked to make a choice underneath each content area, which directs them to a specific page within the lesson. Lessons can be scored, have their own progress bar, and have many different question types to choose from.
- **Nested course** - Include a course from the Kaya catalogue that has relevance to your eLearning course. Previous completions are recognised and saved,

particularly as part of a learning pathway. See the Nested course chapter in the full Kaya guide for more information).

- **Questionnaire** - design surveys using a variety of methods that allow for you to collect data from your learners. For Example, their role, or their experience of your eLearning content.
- **Quiz** - create quizzes that can test your learners using a variety of question types, including multiple-choice, matching, short-answer and numerical. It is recommended that you add questions to your 'Question Bank', as this allows you to use the same questions again or randomise the selection from a wider pool (rather than having to repeatedly add the questions into each quiz). This can be done by selecting 'Questions' under 'Question bank' in the 'Administration' block. This activity could be used at the end of an eLearning activity to test users' knowledge having completed a course. Certificate awarded upon completion and achievement of a certain grade e.g. 80%.
- **SCORM package** - SCORM is a standard e-learning module, built using an authoring tool and packaged within a ZIP file, which is uploaded to Kaya. Kaya only fully supports SCORM 1.2 (for information on SCORM completion tracking see the SCORM Settings chapter in the full Kaya guide for more information).
- **Seminar** - booking for one or several group training sessions. After creating the seminar activity, you can schedule as many sessions in that activity as you like. For example, if you are running the same training on multiple occasions, create one seminar activity, then add multiple sessions under it. You can also create a waiting list so that learners can express their interest in a full session. If space becomes available, they can be confirmed as attending. You can customise the seminar 'room' to include a virtual room link (when delivering sessions through video conferencing tools like Teams or Zoom). Learners will see that the session includes a 'Join button' in notifications.
- **Wiki** - a series of page links that can be edited by learners online only. These can be either hidden to individual learners or made editable by everyone. See the 'Book' resource on the next page, as an alternative method of displaying a

lot of information to your learners. Could be used on Field trips where learners can contribute to the page on their findings.

- **Workshop** - enables the collection, review, and peer-assessment of learners' work, which consists of digital files such as Word, PDF, or Excel documents. They are like collaborative 'Assignment' modules, but still should be moderated by the course admin(s).

Note: Some activities are not available offline for example H5P and therefore should not be used for any offline content. Please test your courses in offline mode within the Kaya app if your users are more likely to be accessing content in this way.

| Types of Resources

- **Book** - a multi-page resource in a book-like format, with chapters and subchapters. Would be suitable for many learners to document the findings/learnings on Field trips. Books can contain media files as well as text. They are useful for displaying lengthy passages of information in separate sections, which can be printed as PDFs. Once the name and description of your book have been entered, select the format in the 'Appearance' section of the activity settings (choose whether the chapters and navigation appear as icons or titles). You will be taken directly to create a new chapter; this will be the first chapter of your book.
- **File** - a file for learners to view or access such as a Word document, PDF, image, or video. Where possible the file will be displayed within the course interface (select 'Embed' in the 'Appearance' settings) or students will be prompted to download it. Suitable to add as a course resource containing references, or pages for learners to print.
- **Folder** - enables you to display multiple files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display. Suitable if there are course resources available in many languages.

- **Label** - labels are very versatile and can even help to improve the appearance of a course. You can insert text and multimedia (using HTML) directly onto the course page, in between links to other activities and resources to introduce them, give instructions, and provide supplementary information or interactive content. Suitable if you have video content available on YouTube or Vimeo sites as an example.
- **Page** - create a separate web page, populated using the text editor tool, which can display text, images, video, links, and embedded HTML online only. It can help to manage your content and shorten your main course page, with links out to subpages. However, these sub-pages require an extra click to access, and may complicate navigation, so should be used sparingly (considering the overall user experience).
- **Tabs and accordion** - enables text and images to be inserted on the course page as either horizontal tabs or a vertical accordion area, to present information more interestingly and concisely.
- **URL** - provide a web link as a course resource (note you can embed content using a 'Label', such as a YouTube video). You must advise learners if the link will take them to an external site/platform, and will therefore be incompatible with the Kaya Mobile app.