

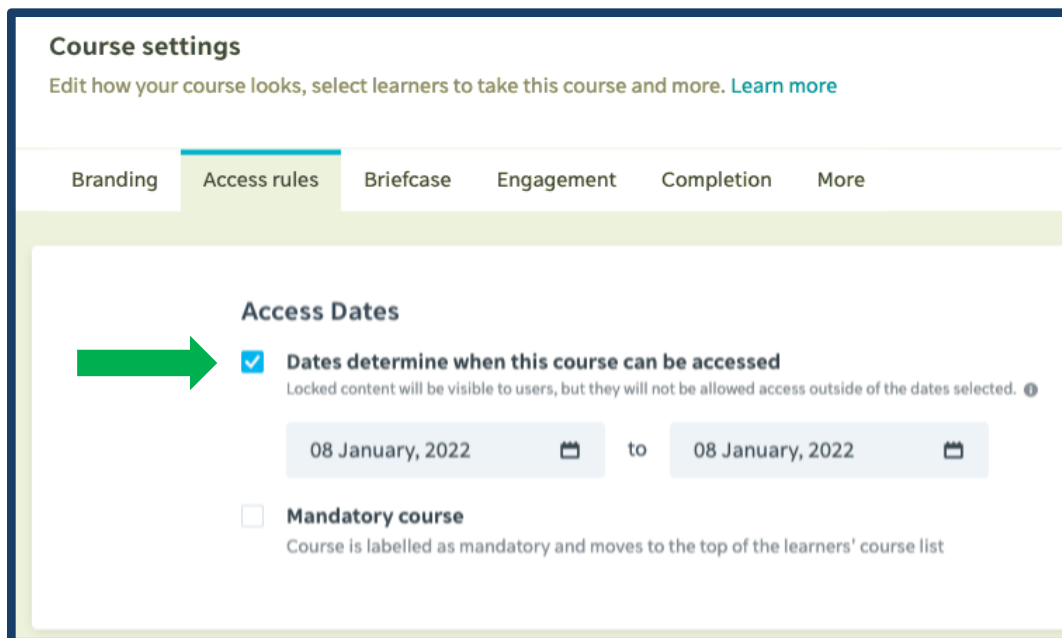
EdApp Instructor Support Guide

Course Authoring Nuts and Bolts

Starting the Course

Before you begin implementation, you will need to set the course dates in EdApp. This needs to be done for each individual module.

Directions: Go to the course you want made available, select > course settings > access rules > check the box for **determine dates when course can be accessed and enter your dates**



Course settings
Edit how your course looks, select learners to take this course and more. [Learn more](#)

Branding **Access rules** Briefcase Engagement Completion More

Access Dates

Dates determine when this course can be accessed
Locked content will be visible to users, but they will not be allowed access outside of the dates selected. ⓘ

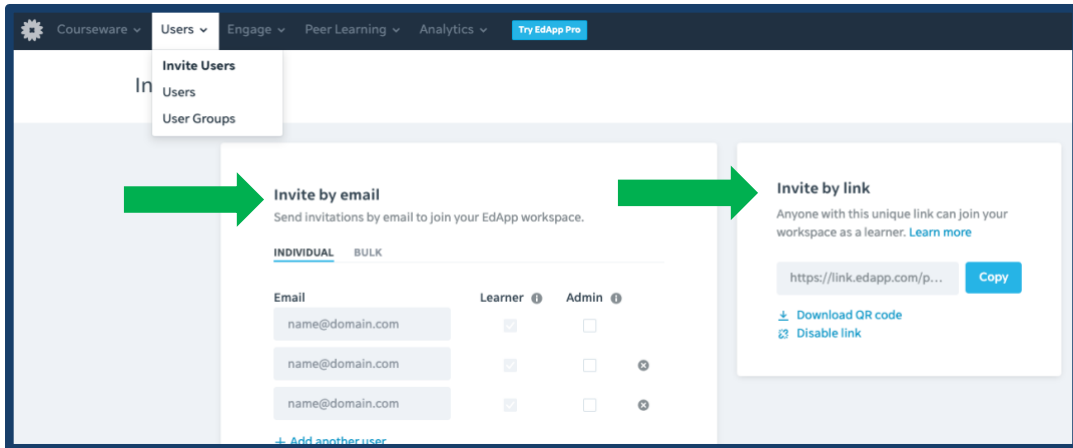
08 January, 2022 📅 to 08 January, 2022 📅

Mandatory course
Course is labelled as mandatory and moves to the top of the learners' course list

Adding Learners

You register learners for the course by invite code or through an auto-generated email. You will need to register each learner before they can access the course.

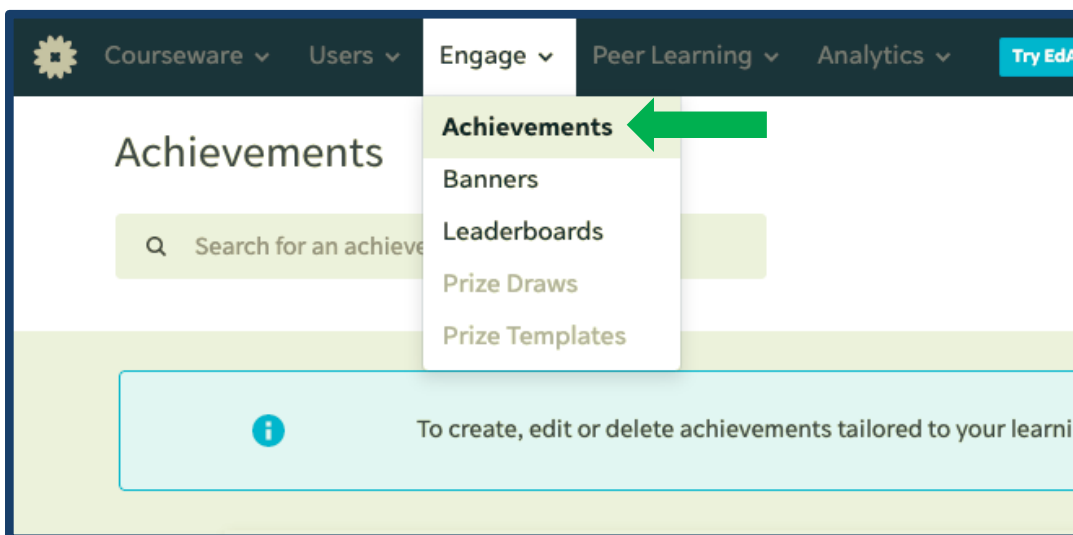
Directions: Go to the admin dashboard, select > users > invite users > **enter the relevant emails or copy the link for use in your own email.**



Achievements

EdApp offers some built-in achievements. As your customers accomplish different tasks (like logging in daily for 2 days, completing 1 course, etc.) they will be awarded a badge and a fun title. Although EdApp generates these automatically, you can still view the options from your admin dashboard.

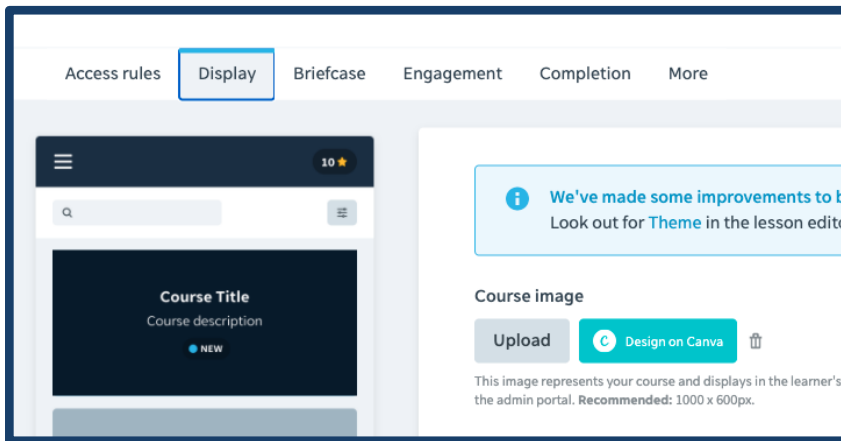
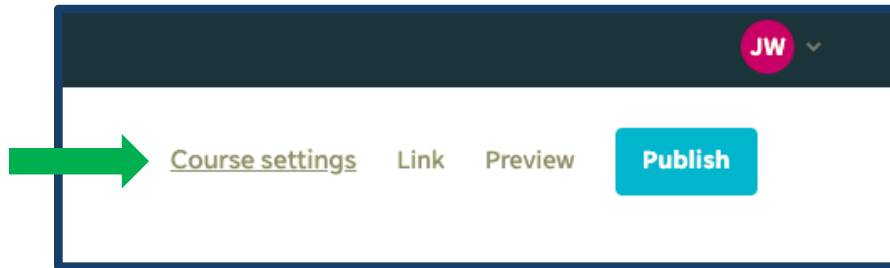
Directions: Go to the admin dashboard, select > engage > achievements > **enter the relevant emails or copy the link for use in your own email.**



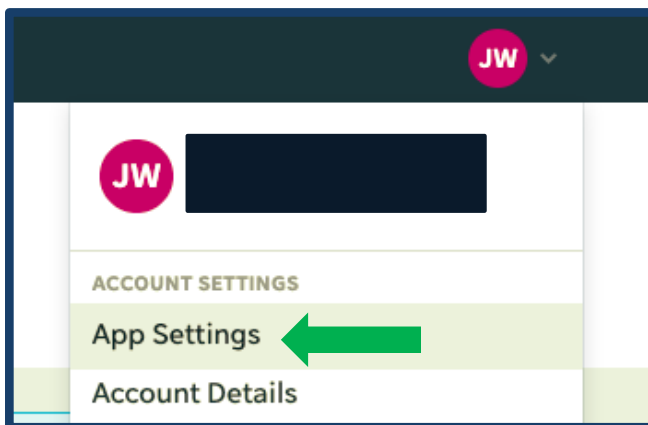
Customizing the Course

To add customization for a single course, go to that course's **course settings**.

From there you can customize items such as the course display and course completion requirements.



To add similar customization that affect every course, go to **app settings** found by selecting your account icon.

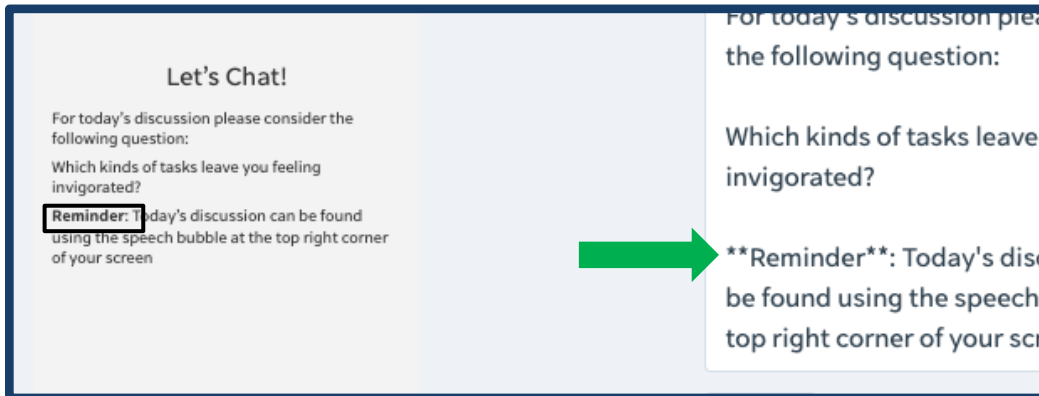


Adding CSS to EdApp

EdApp uses CSS and markdown to customize slides. This course includes the following features:

Bold

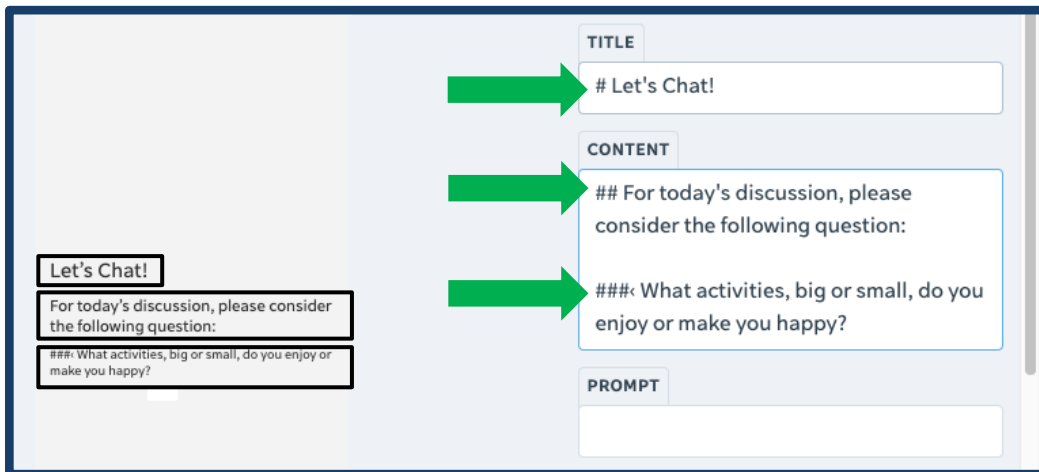
Bold your text by putting **two asterisks** around the text `**like so...**code>`



Text Size

For Text Size Changes, place a **hashtag(s) and a space** in front of the text.

- # for LARGEST
- ## for MEDIUM
- ### for SMALL



Alignment

For text alignment, copy the following HTML template into your lesson. Insert the text where it reads `>YOUR TEXT HERE!<`

- **Left Aligned** `<p align="left">YOUR TEXT HERE! </p>`
- **Right Aligned** `<p align="right">YOUR TEXT HERE! </p>`
- **Centered** `<p align="center">YOUR TEXT HERE! </p>`

Hyperlinks

To add a hyperlink

- Copy the following HTML template into your lesson where you would like the URL to sit. `Demo text that will work as the link`
- Next, replace the "URL" with the desired link. Then, add the `>TEXT<` you'd like attached to the link.

Overview: Balance & Wellness Module

Day 1	Intro to Balance and the 6 dimensions of wellness Jamie's Intro Video Discussion Question/Class Introductions
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Day 2	Wants vs Needs Jamie's Inspirational Share Discussion Question
Day 3	Pay attention to the thoughts/activities that bring joy Fostering empowering relationships Mindfulness practices Inner critic & Inner Coach Perspective reframing strategies Discussion Question
Day 4	Power of Physical Wellness Benefits of Exercise, Nutrition, and Sleep What happens when you begin exercising? Status Report for course goal
Day 5	Zoom link and optional resources Zoom Session (in the PM)

Reminders

Days 1-3: Double check that the *Let's Chat* slide has the 'open for discussion' box checked.

Open for Discussion

Learners can add their own point of view, submit ideas and join the conversation about the content on this slide.

Day 5: Don't forget to add the zoom link (**very important!**)

Scrollable

TITLE

Tonight's Zoom Link

CONTENT


enter link here.....

Overview: Goals & Intentions Modules

Day 1	Intro to Goals and Intentions Jamie's Intro Video Personal Reflections Questions
Day 2	Implementation Intentions Discussion Question
Day 3	SMART and micro goals Tracking Resources Discussion Question
Day 4	Introspection and Extrospection Celebrating the wins! Status Report
Day 5	Zoom link and optional resources Zoom Session (in the PM)

Reminders

Days 2 & 3: double check that the *Let's Chat* slide has the 'open for discussion' box checked.



Open for Discussion
Learners can add their own point of view, submit ideas and join the conversation about the content on this slide.

Day 5: Don't forget to add the zoom link (**very important!**)

Scrollable

TITLE

Tonight's Zoom Link

CONTENT


enter link here.....

Overview: Acceptance & Compassion Module

Day 1	Jamie's Intro Video Inner Critic/Inner Coach Compassion is learnable Criticism/Compassion & Physiology
Day 2	Self-Compassion Survey Discussion Question
Day 3	Distinguishing between acceptance & resignation You are not your feelings, you observe them Correlation between acceptance and self-compassion Radical Acceptance (Video) Self-reflection activity
Day 4	Status Report Three categories of self-compassion (Kristin Neff) Self-Compassion activity
Day 5	Zoom link and optional resources Zoom Session (in the PM)

Reminders

Day 2: Double check that the Let's Chat slide has the 'open for discussion' box checked.

 **Open for Discussion**
Learners can add their own point of view, submit ideas and join the conversation about the content on this slide.

Day 5: Don't forget to add the zoom link (**very important!**)

Scrollable

TITLE

Tonight's Zoom Link

CONTENT

enter link here.....

Additional Help

EdApp has a robust library of helpful recourses. These can all be found in the EdApp help center <https://support.edapp.com/>.