

uploading written content

If you would like Comevo to upload your content into the Launch Management Console, please use the format below in a Word document. The left column below is a list of all the content fields, and the right column contains example text.

Settings Info	Example Text
Module Name:	New Student Orientation
Entry Form Message:	Please enter your information below to enter New Student Orientation.
Welcome Message:	We're glad you're here! This orientation is designed to help you familiarize yourself with the tools you'll need to succeed, and to help facilitate your transition and integration into the college learning environment.
Instruction Message:	<p>Instructions</p> <p>Here are a few tips for navigating the orientation:</p> <ul style="list-style-type: none"> ▪ Use the arrows in the lower right corner to move to the next page ▪ Be sure to have your speakers turned on for audio/video supplemental tools ▪ Some words have a dashed underline—these are <i>Terms-to-Know</i>. If you scroll over those words, their definition will pop up on your screen. ▪ At the end of each section there will be a short quiz reviewing the material presented. ▪ Once all sections are complete, you may take the final test. You must answer 70% of the questions correctly in order to pass the final test. ▪ You may leave this orientation at any time and return later. We will remember where you left off. <p>You are now ready to start the orientation. Remember to scroll to the bottom of each page before moving to the next.</p>
Section Quiz Instruction Message:	Answer the following quiz questions. If you answer too many questions incorrectly, you may be required to review this section again.
Final Test Instruction Message:	Answer the following final test questions. If you answer too many questions incorrectly, you may be required to review this material again.
Final Test Pass Message:	Well done - you have passed the final test.
Final Test Fail Message:	Whoops, you missed too many questions. Please go back and review the material before taking the test again.
Completion Message:	Congratulations! You have successfully completed the online orientation.

Section Info	Sample Text
Section Title:	Academic Support
Page Title:	College Catalog
Page Content:	<p>The Comevo College Catalog is available online and contains information about:</p> <ul style="list-style-type: none"> ▪ Course Descriptions ▪ Programs of Study (Areas of Interest) ▪ About Comevo College ▪ Resources for Students ▪ Student Handbook of Policies & Procedures <p>This will be a helpful resource for you to reference throughout your time at Comevo College!</p>
Image Title: ^{1, 2}	stock_collegefemalewithlaptopoutside.jpg
Image Caption:	Female college student using laptop
Website URL:	www.comevocollege.edu
Website Caption:	Comevo College Website
Document Title ^{1, 2}	2018ScheduleNewStudentOrientation.pdf
Document Caption:	New Student Orientation 2018 Schedule
Video Title ^{1, 3}	President’s Welcome
Video Caption:	Comevo College President Welcomes New Students

- ¹ Images, links to documents and videos make your orientation more engaging, but you may also choose to create pages that only contain text.
- ² **IMAGES & DOCUMENTS** – Images may be uploaded individually, or by batch. (Images may not exceed 400 pixels in height or length, and each must be named and formatted as a **jpg** file. Documents must be saved as **pdf** files.)

To have Comevo batch upload your images and/or documents, simply email a link to a file-sharing program (such as Dropbox) with your images and documents to support@comevo.com.
- ³ **VIDEOS** – We will upload all videos for you. Simply email a link to a file-sharing program (such as Dropbox) with your videos to support@comevo.com. For viewing clarity, a page should **not** contain both a photo image and a video.

Section Quiz	Sample Text
Question:	Where is the Financial Aid Office?
Synopsis, if desired:	To better serve our students, all student support offices are located in the Administration Building.
Use: Choose section quiz, final test, or both.	Both
Answers: Make sure to include (and select!) the correct answer.	A. The Library B. The Student Center C. The Administration Building (<i>correct answer</i>)