

H5P Instructor Guide

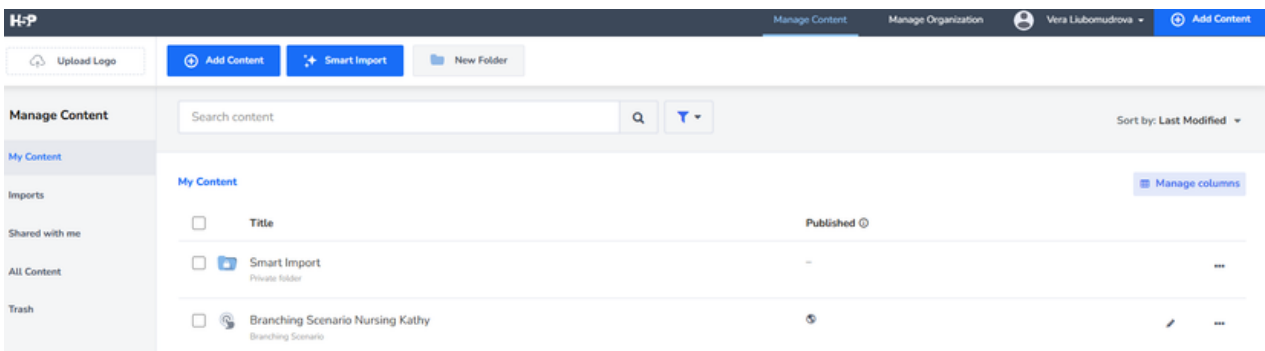
1 Get your college H5P account activated

CMTN's H5P license allows up to 15 active user accounts at one time. Access can be adjusted as needed to ensure that everyone has an opportunity to use the tool when required. Even if a user is temporarily removed from the active user list, any H5P content they have created remains available and functional.

To request access, please send a brief email to the Learning Technologist: Vera Liubomudrova
vliubomudrova@coastmountaincollege.ca

2 Access H5P account

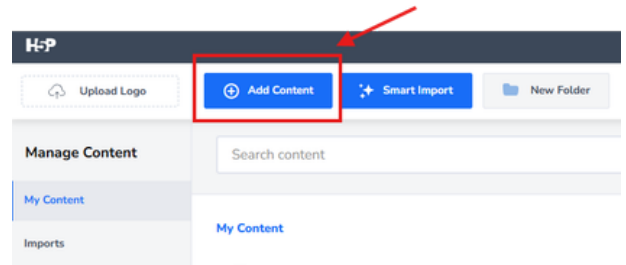
Once your account has been activated, you will receive a confirmation email from H5P containing a link to your account. Follow the instructions in the email to set up and access your account on the H5P platform.



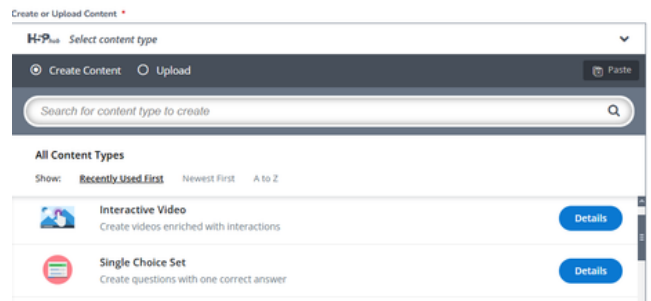
3 Create an H5P activity

Explore examples of H5P content types and access a detailed tutorial beneath each example.

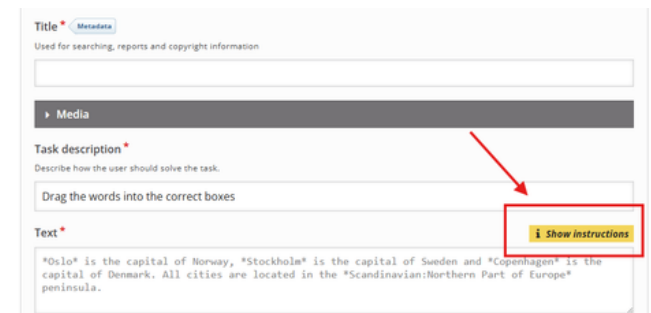
1. Click Add Content button to start creation.



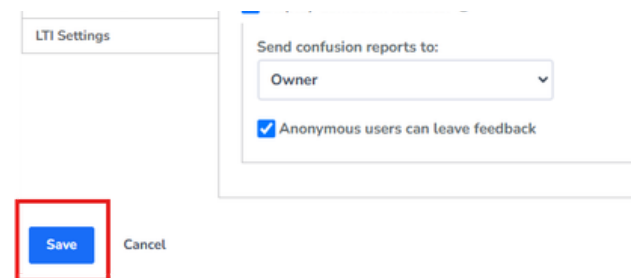
2. Choose the content type from the list below.



3. While creating your activity, refer to the tutorial or review the quick instructions.



4. Click Save to save your work. Your activity will then appear in the My Content list in your account.

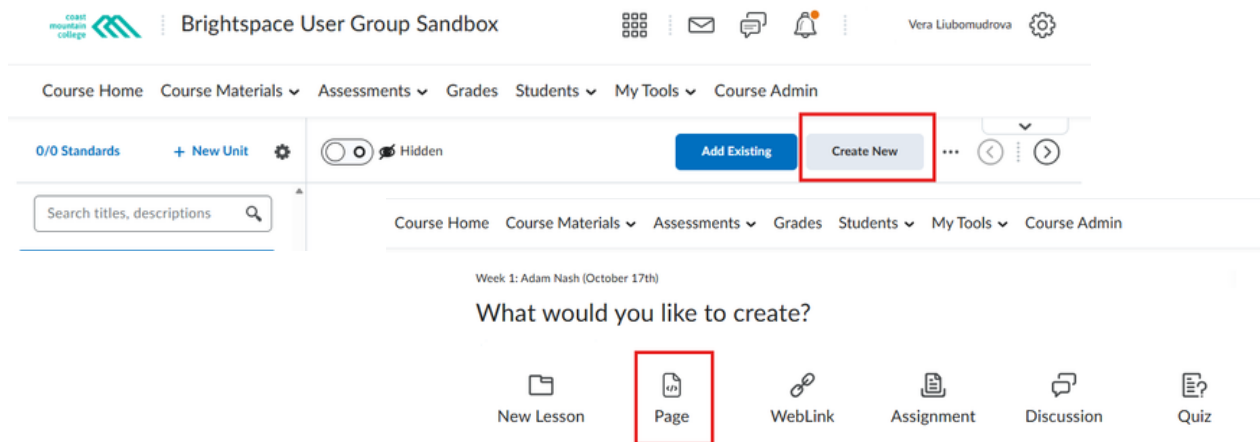


4

Insert an H5P Activity into your Brightspace course

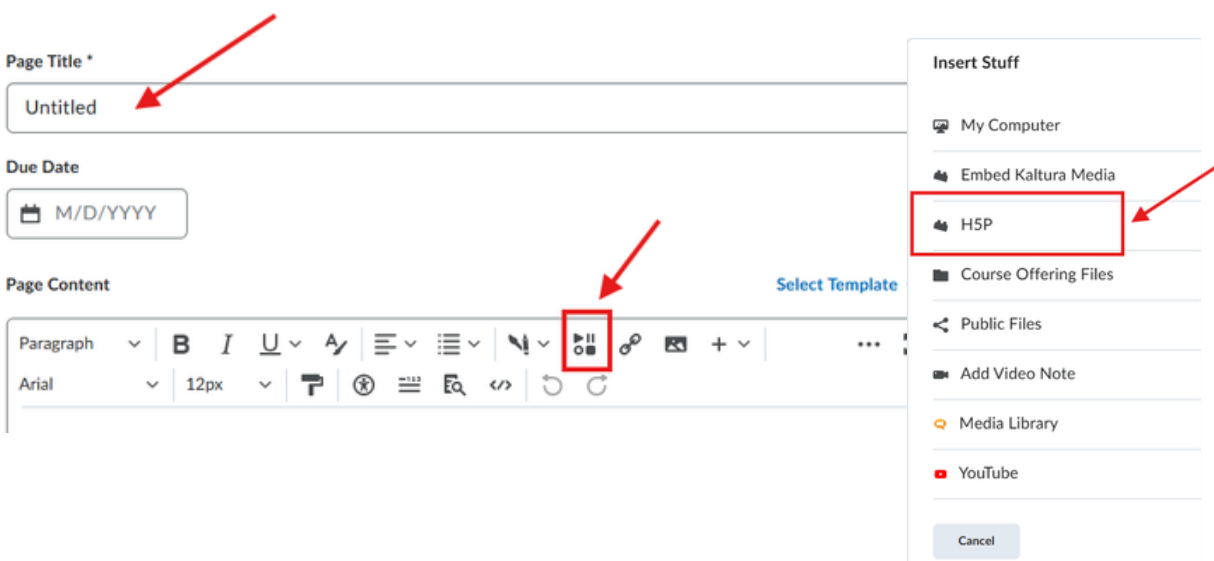
1. In the course content area in Brightspace, select an existing Unit or create a New Unit.

2. Click Create New and choose Page

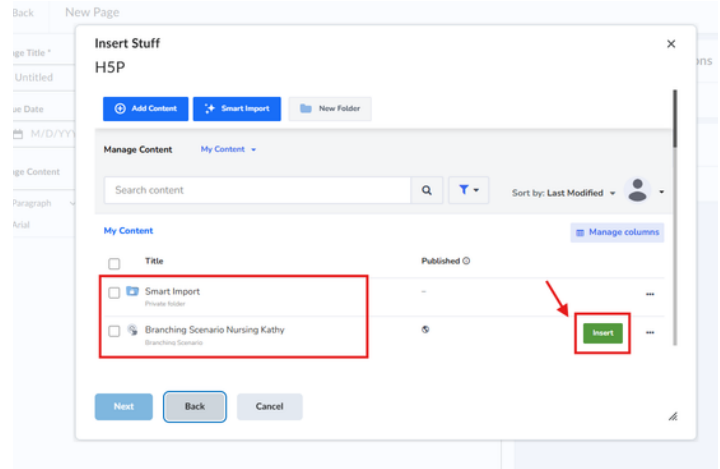


3. Insert H5P to the Page

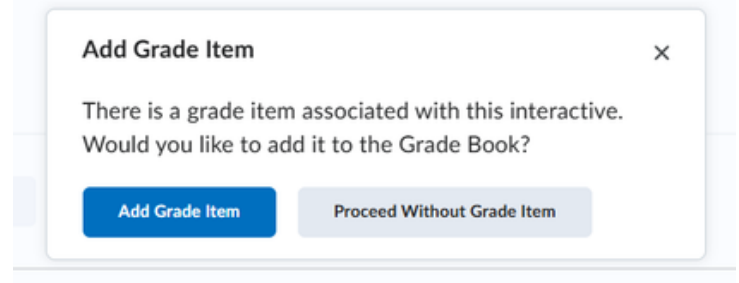
Enter the name of the page. Click insert icon and choose H5P from the list.



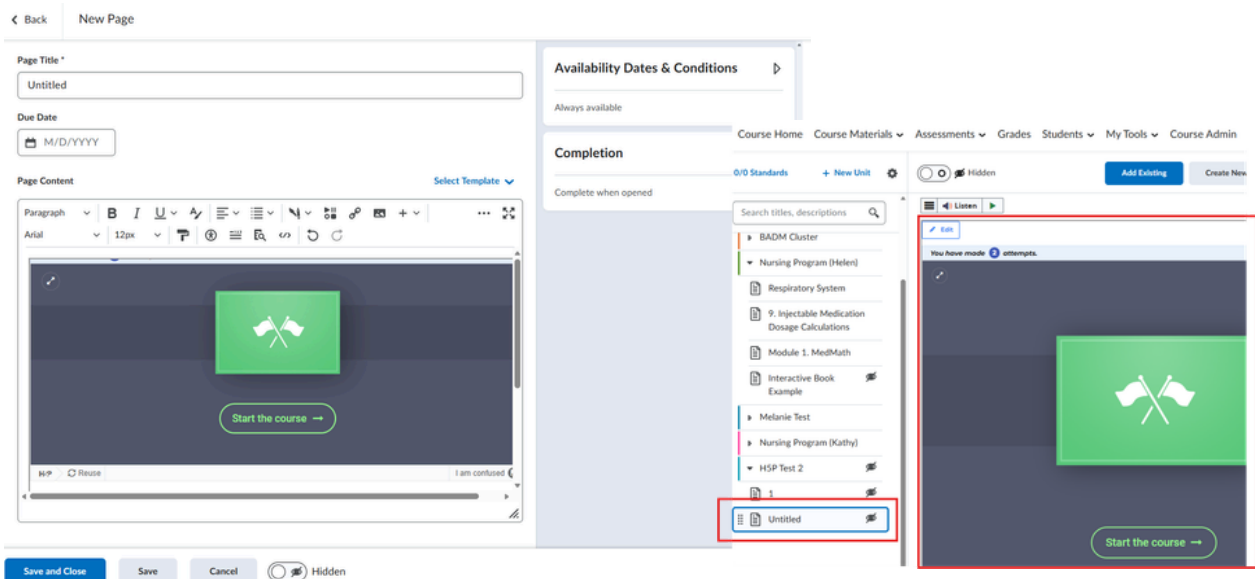
4. From the pop-up window displaying your H5P account content, select the activity and click Insert.



5. Choose whether you want to add this activity to the Gradebook.



6. Click Insert, and the activity will appear in the page editor in Brightspace. Click Save and Close to save the activity or add more content or another activity to the Page by placing your cursor below the inserted activity.



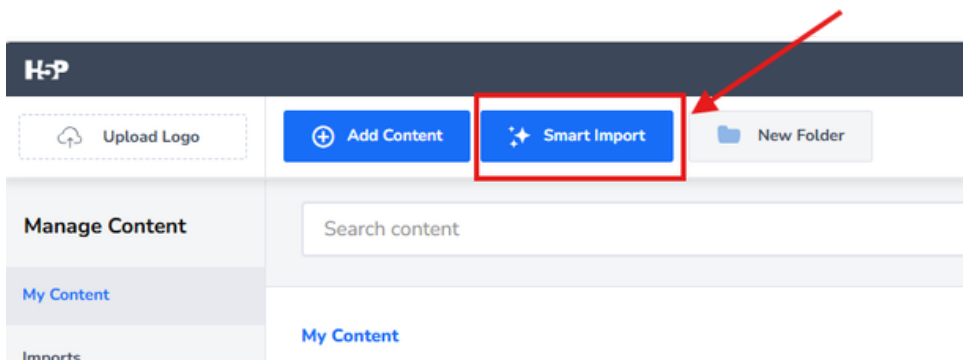
5

Smart Import - AI tool to convert your materials into H5P Content

You can upload a PDF file (document or presentation), provide a link to a video or website, or paste text directly into the tool and let AI generate an H5P activity for you.

You will need to review the generated content and select the H5P content type that best suits your needs.

1. Choose Smart Import from your H5P account



2. Click Create Content



3. Select a source in the pop-up window and click Submit.

You can upload PDF, provide a link for a webpage or video or submit a text.

New Import

Language of generated content

Languages marked as beta might include certain words, phra

English

Select a source for smart import

FILE

LINK

TEXT

Upload audio, video or text documents (For a complete list of su

Choose File

No file chosen



4. Click Review Text when it is ready.

Imports

Remaining imports: 666 What is Smart Import? Create Content

Name	Type	Step	Status
IN PROGRESS Vehicle Booking Request April 9th COLT Prince Rupert.pdf	PDF File	1/4	Review Text

5. Review text and click Continue

Review Text

Review Text

Minimum 550, maximum 400000 characters

B I Paragraph

- *Keys not returned with vehicle: \$\$\$
- *Keys not returned within 1 week: \$ Cost of new set of keys

*Vehicle returned late with impacts to others: Cost of mileage if impacted persons must use their personal vehicles

Destination: [Town or Campus] Purpose: Prince Rupert Campus visit and workshop Driver Name: & Contact Phone Numbers Driver Abstracts on File Adam Nash 778-549-3301 YES NO Dana Buick 250-615-6447 Vera Lisbomudrova 250-641-22-06 If no abstracts on file please visit: <https://onlinebusiness.icbc.com/icle> **Please note that student trips off campus require an attendance list and safety plan to be submitted to your department administrator before departure**

CHECK LIST

- 1. Account Code - Vehicles will NOT be booked if no code is provided
- 2. Drivers MUST provide a driver's abstract before driving any College vehicles
- 3. Upon return, drivers agree to refuel and clean vehicle. Departments will be charged for fuel and/or cleaning if conditions are not met.

2771/400000

What is the next step?

Continue Cancel

6. Click Review Concepts and choose the concepts that you need. Click Continue.

Review Concepts

Review Concepts

Instructions on how to return the vehicle, including parking locations and key drop-off procedures.

- Booking Agent
Definition
The individual responsible for managing vehicle bookings and ensuring compliance with policies.
- Additional Comments
Definition
A section for providing any extra information or remarks related to the vehicle booking or return.

What is the next step?

Continue Cancel

7. Click Select Content Types and select the H5P activity type you would like to create from your material.

PROGRESS

Vehicle Booking Request April 9th COLT Prince Rupert.pdf

PDF File 3/4

Select Content Types



The more content types you choose the more individual H5P activities will be generated.

Select Content Types
Please select at least one content type

- Dialog Cards (Contextual)
- Drag the Words
- Glossary: Difficult words
- Glossary: Key concepts
- Higher-Order Questions
- Interactive Book
- Question Set
- Single Choice Set

[Generate Content](#) [Cancel](#)

Click Generate Content

8. Once content is generated you can click See Content to review the activities and choose the ones you would like to insert into Brightspace.

name	Type	Step	Status
DONE Vehicle Booking Request April 9th COLT Prince Rupert.pdf	PDF File	4/4	See Content

Smart Import content is stored in the Smart Import folder. You can edit an activity at any time by clicking Edit button.

The screenshot shows the H5P interface. At the top, there are 'View' and 'Edit' buttons. Below them, a breadcrumb trail shows 'My Content > Smart Import'. The main content area displays a question set titled 'Vehicle Booking Request April 9th COLT Prince Rupert.pdf - Question Set'. The question is: 'What is required for multiple vehicle bookings?' followed by a text input field: 'For multiple [input], subsequent [input] should be listed below the initial'. A 'Check' button is located at the bottom of the question set.

