SPARK USER MANUAL

Getting Started

What is SPARK?
SPARK is a tool to create and deliver engaging, self-paced training content to any type of device. Ideal for short, bite-sized content delivery, SPARK offers an easy-to-use tool to provide micro learning, complete with results-tracking assessment.

How can it be used?
Use SPARK to create quizzes, surveys and mini courses with gamified elements. This content can be delivered to desktops or mobile devices directly from our C3 Cloud site or your own hosted SCORM compliant Learning Management System.

First Steps:
1. Log into your C3 Cloud account: https://cloud.c3softworks.com/#/
2. From the C3 Cloud Welcome page click "Create"
3. Scroll down to the SPARK icon and click "Start"
4. Once in the SPARK builder click the blue "Save" button to give your project a name
5. To start creating, click the blue "Content" button and then click the "Add Content" button to begin creating your first question or slide.

The SPARK builder

Storyboard - Used to add new content (question or slide), edit a question or slide and access questions saved to your question library.

Question and slide order can be changed by clicking and dragging the question box up or down in the storyboard order. **Please note you must click and hold the 'plus sign' to grab the question box.**

Questions or slides are deleted by clicking the red trash can icon. **Questions or slides can be edited by clicking the question box.**

New content is added by clicking the "Add Content" button and choosing either:
Question - multiple choice, true/false or poll questions
Slide - text and/or multimedia based informational slide
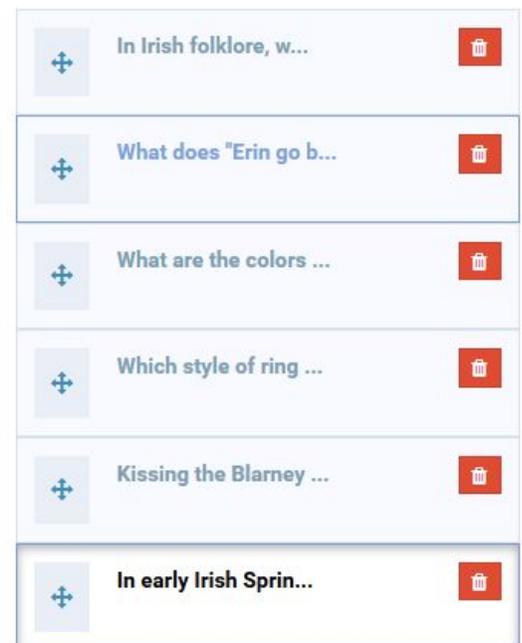
Working with the Question Editor

1. Enter your question text
2. Add an image, video (.mp4) or audio clip (.mp3) to your question. Uploaded multimedia gets saved to a media library for easy future access to those assets.
3. Enter your answer text
4. Click the radio button that corresponds with the correct answer. **If there is no correct answer click the "Settings" tab and choose "Poll Question".**
5. Use an image or video as an answer option instead of text
6. Remove an answer
7. Add additional answers

Points - assign a point value for correct answers
Enable Timer - set a specified time for the learner to answer
Enable Try Again - allow the learner to answer again and choose the number of attempts
Highlight correct answer after response - Show a learner the correct answer
Poll Question - no correct answers

Question	Settings	Preview	Summary

Points   100

☑ Enable Timer

☐ Reduce points as timer counts down

Timer Length (seconds)   20

☑ Enable try again

Number of re-tries   2

☑ Highlight correct answer after an incorrect response

☐ Poll Question (no correct answer)

Feedback after Question - Provide the learner with additional feedback based on how they answer the question. Feedback can be given regardless of how they answer the question, feedback can be given if they answer correctly or incorrectly and feedback can be based on the specific answer they choose.

Feedback After Question   Give feedback based on incorrect/correct ▲

Correct Feedback   Fantastic!! Click "Next" to move on to the next question.

Incorrect Feedback   The answer was "A" based on regulation 104.11

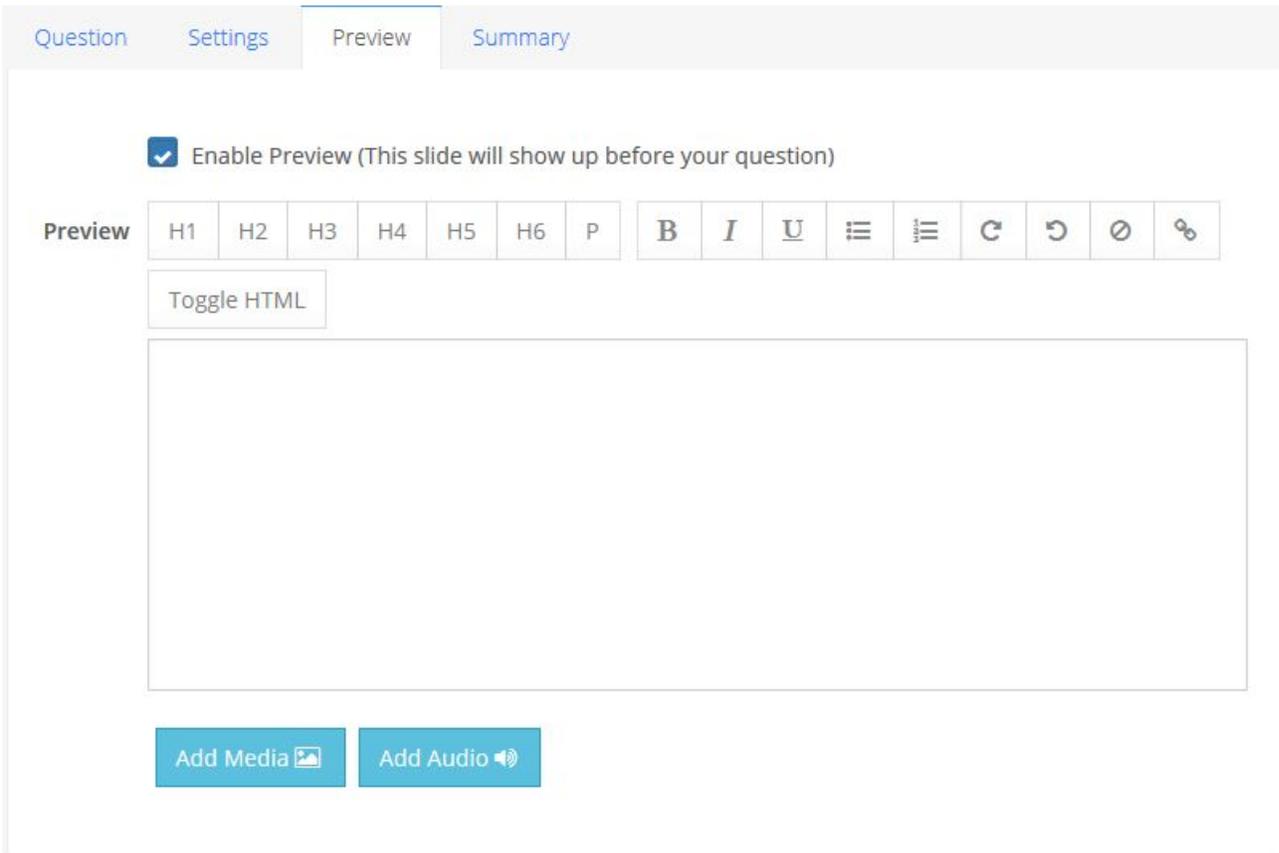Apply these settings to all questions

✔ **CORRECT**
Fantastic!! Click "Next" to move on to the next question. ⬅

NEXT →

Question Editor - Preview/Summary

The Preview and Summary screens are used to 'bracket' your question with related content either to set up the question and/or to reinforce it. Your Preview and Summary screens can include text, images, video and audio.
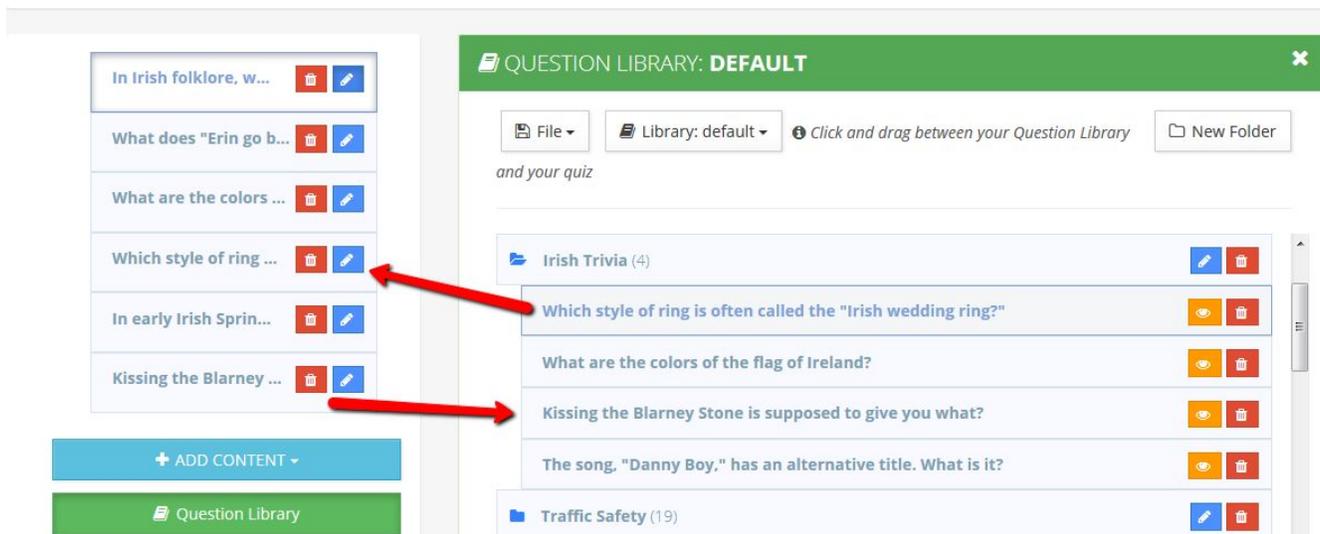

Question Library

Once a question has been created it can be saved to a central library for future use:
1. Click the green "Question Library" button to open the library
2. Click and drag the question from the storyboard on the left to the library on the right

3. Click the 'File' menu and choose 'Save' to permanently save a question to your library.
4. To add a question from library to the storyboard, simply drag it from library and drop on the storyboard.

Working with the Question Library

1. Library name
2. Close library and return to Question Editor.
3. Create a new library, save a library or rename a library. **Make sure to save library changes once questions have been dragged into the library.**
4. Open a previously created library.
5. Drag questions back and forth between storyboard and question library.
6. Create folders within a library to better organize content.
7. Click the 'folder' icon to open nested questions within the folder.
8. Click the 'pencil' icon to rename the folder and the 'trash' icon to delete a folder.
9. Make sure the library folder is open before dragging a question from the storyboard into it.

1. Font Color - Choose from color wheel or enter hexadecimal code
2. Foreground Color - Choose from color wheel or enter hexadecimal code
3. Textured Background - Choose from a list of textured backgrounds (not customizable)
4. Background Color - Choose from color wheel or enter hexadecimal code
5. Font Family - Choose a font to use for all SPARK text
6. Show Intro Screen - Check the box to include a title screen
7. Intro Text - Add text to your title screen
8. Intro Image/Video - Load an image (.png or .jpg) or video (.mp4) to your title screen or choose from our list of Icons.
9. Intro Audio - Add an audio clip (.mp3) to your title screen
10. Congratulations Text - Send a closing message to your student if they pass the quiz. **If this is not a pass/fail activity and you would like to display a message, go into the settings menu and set the "Percent Required to Pass" to zero.**
11. Congratulations Image - Load an image (.png or .jpg) or video (.mp4) to your closing screen or choose from our list of Icons.
12. Congratulations Audio - Add an audio clip (.mp3) to your closing screen
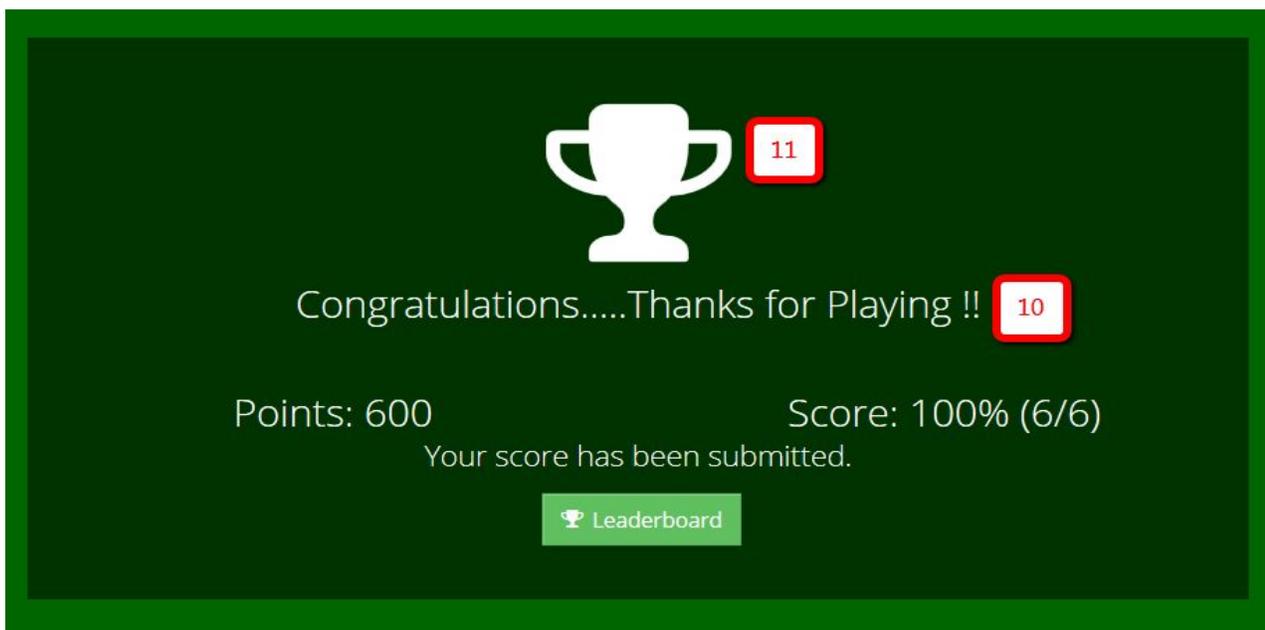
1. Display Title - Shown at the top of each question or slide
2. File Title - How your content will be labeled within the C3 Cloud
3. Percent Required to Pass - Set a minimum threshold for passing or failing. Set to "0" if this is not a pass/fail activity.
4. Randomize Questions - Mix up the order of your questions each time a quiz is played. **Please note this will also randomize non question slides. If you have included non question slides this setting is not recommended. You can use the Preview and/or Summary screens attached to a question instead.**
5. Randomize Answers - Mix up the order of your answers each time a quiz is played.
6. Show Scoring Data on Summary Screen - Choose to let the learner review the questions they got correct and incorrect.
7. Enable Autosave - Choose to have SPARK automatically save your work.
8. Show Retry Button on Summary Screen - Choose to let the learner retake the quiz, survey or course.
9. Hide scoring from user - removes all scoring information from end user. Use this setting if you are looking to create a survey. **You may also have to change the final screen message within the' Graphic's menu as well as some of the default text in the 'Interface Text' menu.**

🔧 Settings

Display Title
Students will see this title

Acme New Hire Trivia Challenge !!

File Title
Only editors will see this title

2nd Quarter New Hire Onboarding - Week 1

Percent required to pass

60

☐ Randomize Questions

☐ Randomize Answers

☐ Show scoring data on summary screen

☐ Enable Autosave

☐ Show Retry button on summary screen

☐ Show social media buttons on summary screen

☐ Hide scoring from user

A Interface Text

Use this to customize the default SPARK text to better suit your ojective or language.

A Interface Text

NEXT	NEXT
BACK	BACK
PRINT	PRINT
Points:	Points:
Score:	Score:
Submit Score	Submit Score
Name	Name
Email	Email
SUMMARY	SUMMARY
CORRECT	CORRECT
INCORRECT	INCORRECT

Publish | **< Sharing Settings**

1. Use this link for users to access your content/quiz
2. Choose 'Yes' if you would like other C3 Cloud users to see this content on their 'Shared Content' page.
3. <u>None</u> - keep this content private. <u>Anyone w/ Link</u> - Content is accessible to anyone with the web link. <u>Registered Users</u> - Content can only accessed with a valid C3 Cloud login. <u>Non-registered</u> users will be prompted to create a student account in order to access/play the content. <u>Specific Users</u> - Share this content with specific registered C3 Cloud users.
4. Choose whether to give ALL or SPECIFIC C3 Cloud users with builder level or higher access to edit your content.
5. Add a leaderboard to the end of your quiz.
6. You can limit the number of times your quiz or content is accessed. This setting is only applicable to registered C3 Cloud users (Student level or higher). **Public (non-registered) users cannot be capped. They can play play as much as they want until you change the share access to NONE or REGISTERED USERS.**
7. Add a detailed description of your content.

Link
https://cloud.c3softworks.com/#/spark/568d3e93c469885312000000
1

🔗 Copy Link

Show your quiz on the Shared Quizzes page.
👥 Yes ▾   **2**

Allow access to **play** your quiz...
▶ Anyone with the link ▾   **3**

Allow access to **edit** your quiz...
⚙ None ▾   **4**

Show a leaderboard.
🏆 Yes ▾   **5**

Limit the number of times a student can access this content.
🔒 No ▾   **6**

Add a description to your quiz button.
New Hire Training   **7**

Share via email or social networks.
✉ f 🐦 g+

Publish **Scorm 1.2**

Configure course settings here and click the "Download SCORM" button to download a SCORM 1.2 .zip that can be uploaded to any SCORM 1.2 compliant Learning Management System.

Course Title	Spark SCORM Test
Course Identifier	Spark SCORM Test 2
Lesson Title	Spark Scorm Irish Trvia Quiz
Lesson Identifier	Spark Scorm Quiz 2
After passing, set completion status to	passed ▲
After failing, set completion status to	failed ▲
Create a zip file to upload to your Scorm 1.2 compatible LMS	Download SCORM 1.2 Package

▶ Play

Click the "Play" button to preview your SPARK output.