



SPARK USER MANUAL

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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.



Question

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.

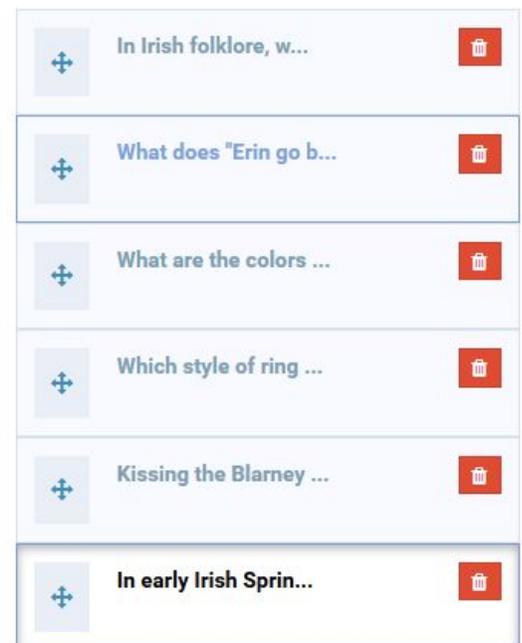
Question and slide order can be changed by clicking and dragging the question box up or down in the storyboard order. **Please note you must click and hold the 'plus sign' to grab the question box.**

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

Question Settings Preview Summary

Question	Enter Question	1	2
Answer 1	Enter Answer	3	4
Answer 2	Enter Answer		5
Answer 3	Enter Answer		6

7 Add Answer +

The screenshot shows the 'Question' editor interface. At the top, there are tabs for 'Question', 'Settings', 'Preview', and 'Summary'. Below the tabs are four input fields: 'Question', 'Answer 1', 'Answer 2', and 'Answer 3'. Each field has a corresponding radio button on the right side. A 'Settings' icon is also present on the right side of the 'Answer 1' field. At the bottom right, there is a blue button labeled 'Add Answer +'.

1: The 'Question' input field.

2: The multimedia icons (image, video, audio) on the right side of the 'Question' field.

3: The 'Answer 1' input field.

4: The radio button and multimedia icons on the right side of the 'Answer 1' field.

5: The radio button and multimedia icons on the right side of the 'Answer 2' field.

6: The radio button and multimedia icons on the right side of the 'Answer 3' field.

7: The 'Add Answer +' button.

Question Editor - Settings Menu

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	<input type="text" value="100"/>		
	<input checked="" type="checkbox"/> Enable Timer		
	<input type="checkbox"/> Reduce points as timer counts down		
Timer Length (seconds)	<input type="text" value="20"/>		
	<input checked="" type="checkbox"/> Enable try again		
Number of re-tries	<input type="text" value="2"/>		
	<input checked="" type="checkbox"/> Highlight correct answer after an incorrect response		
	<input type="checkbox"/> 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	<input type="text" value="Give feedback based on incorrect/correct"/>
Correct Feedback	<input type="text" value="Fantastic!! Click 'Next' to move on to the next question."/>
Incorrect Feedback	<input type="text" value="The answer was 'A' based on regulation 104.11"/>

[Apply these settings to all questions](#)

✓ **CORRECT**

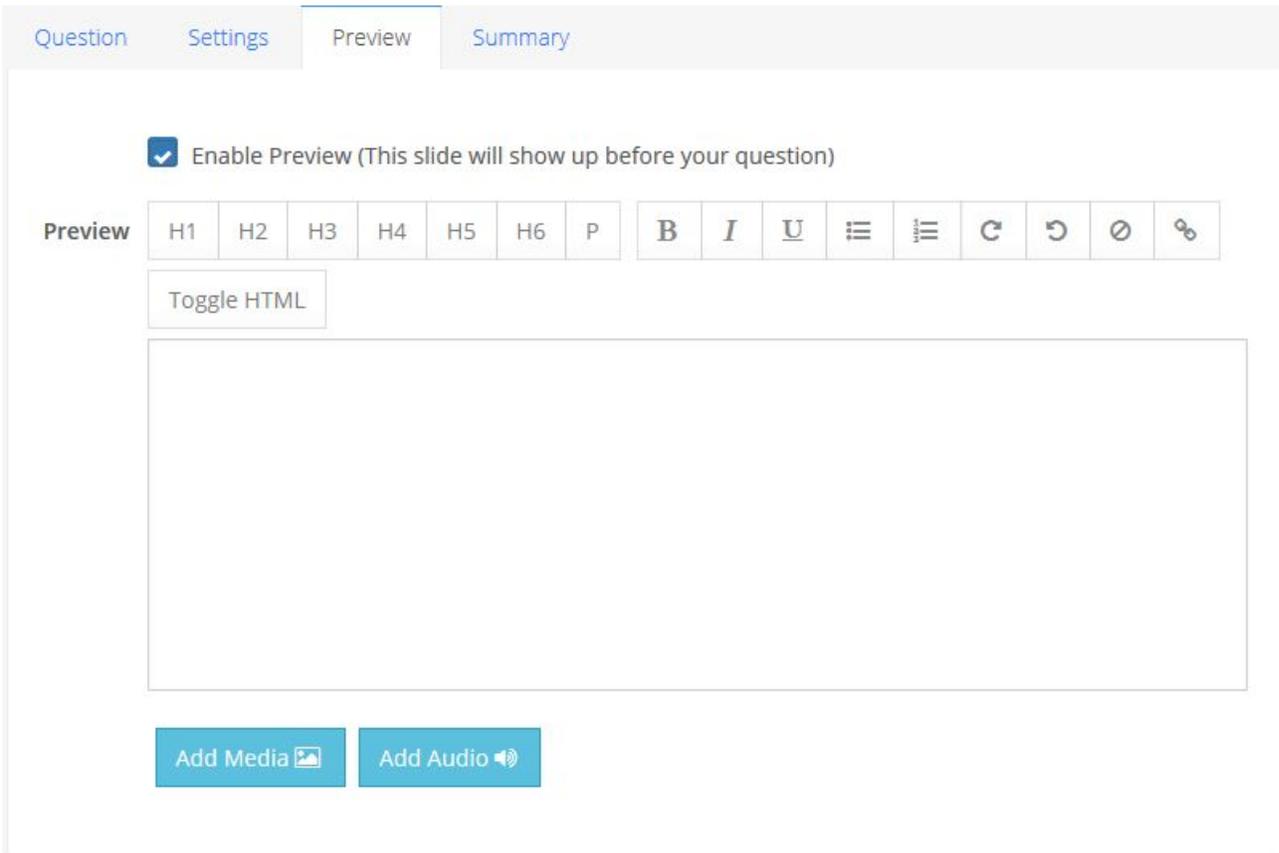
Fantastic!! Click "Next" to move on to the next question.



[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.

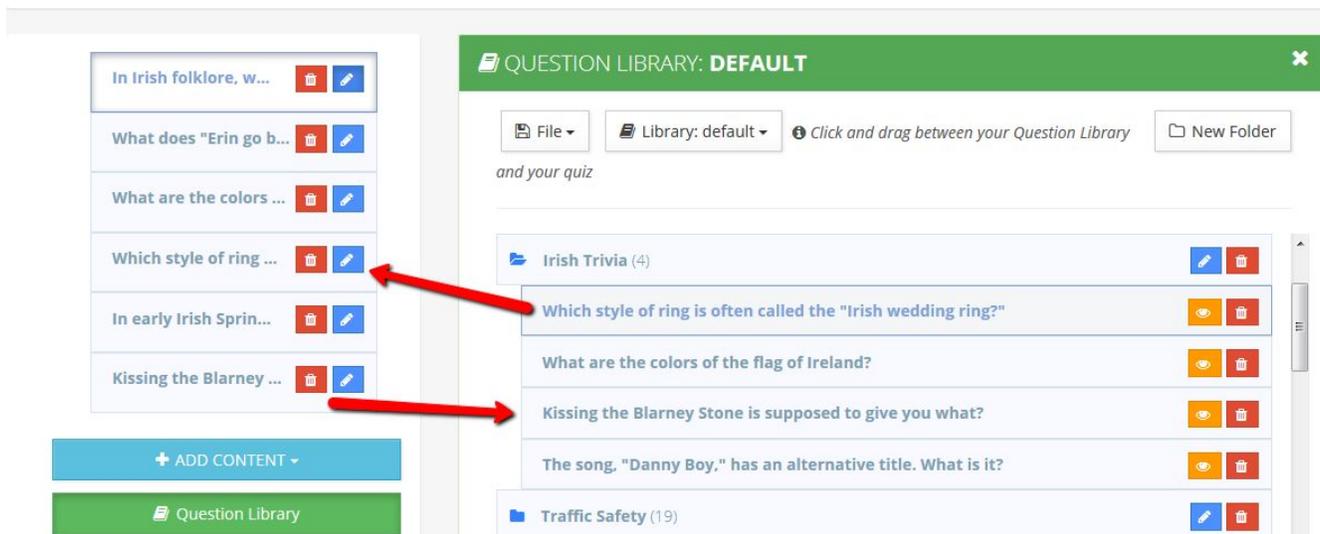


The screenshot shows the 'Preview' tab of the Question Editor. At the top, there are four tabs: 'Question', 'Settings', 'Preview', and 'Summary'. Below the tabs, there is a checkbox labeled 'Enable Preview (This slide will show up before your question)' which is checked. Underneath, there is a 'Preview' section with a toolbar containing various formatting options: H1, H2, H3, H4, H5, H6, P, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Undo, Redo, Link, and Unlink. Below the toolbar is a 'Toggle HTML' button and a large empty text area for previewing content. At the bottom of the preview area, there are two buttons: 'Add Media' with an image icon and 'Add Audio' with a speaker icon.

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



The screenshot shows the 'QUESTION LIBRARY: DEFAULT' interface. On the left is a 'Storyboard' with a list of questions, each with a red trash icon and a blue edit icon. The questions are: 'In Irish folklore, w...', 'What does "Erin go b...', 'What are the colors ...', 'Which style of ring ...', 'In early Irish Sprin...', and 'Kissing the Blarney ...'. Below the storyboard is a blue button with a plus sign and the text '+ ADD CONTENT -' and a green button with a book icon and the text 'Question Library'. On the right is the 'QUESTION LIBRARY: DEFAULT' panel. It has a 'File' dropdown menu, a 'Library: default' dropdown menu, and a 'New Folder' button. Below these are several questions, each with a blue edit icon and a red trash icon. The questions are: 'Irish Trivia (4)', 'Which style of ring is often called the "Irish wedding ring?"', 'What are the colors of the flag of Ireland?', 'Kissing the Blarney Stone is supposed to give you what?', and 'The song, "Danny Boy," has an alternative title. What is it?'. At the bottom of the library panel is a blue folder icon and the text 'Traffic Safety (19)'. Two red arrows point from the 'Storyboard' to the 'QUESTION LIBRARY' panel. One arrow points from the 'Which style of ring ...' question in the storyboard to the 'Which style of ring is often called the "Irish wedding ring?"' question in the library. The other arrow points from the 'Kissing the Blarney ...' question in the storyboard to the 'Kissing the Blarney Stone is supposed to give you what?' question in the library.

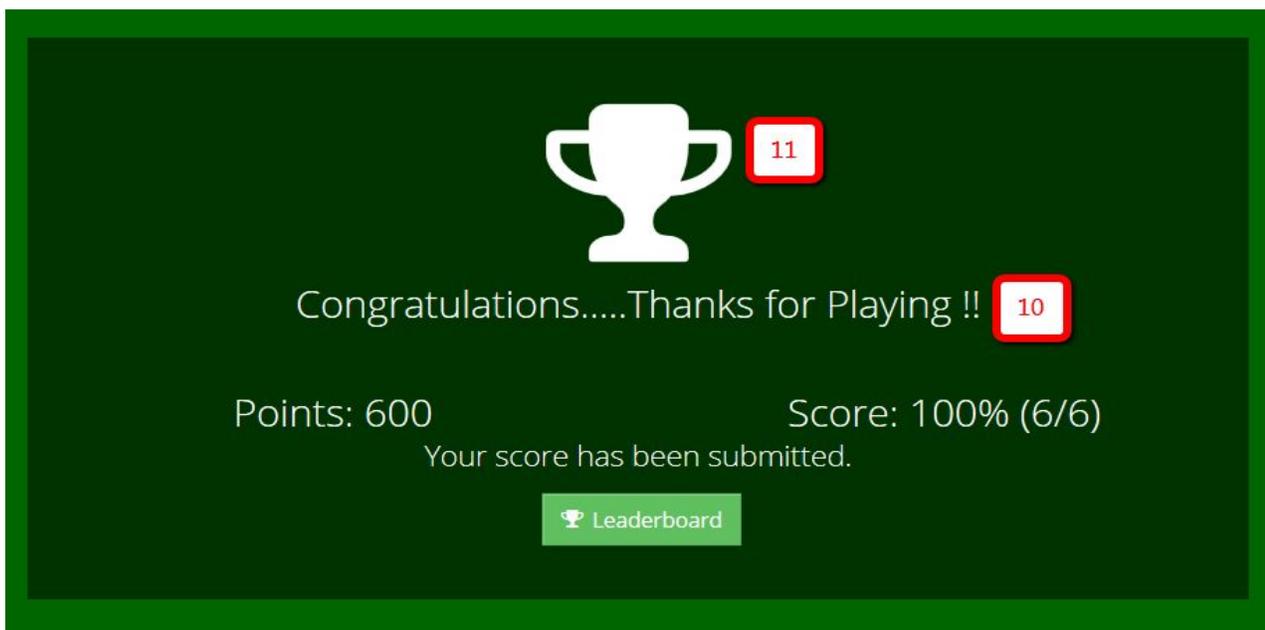
3. Click the 'File' menu and choose 'Save' to permanently save a question to your library.
4. To add a question from library to the storyboard, simply drag it from library and drop on the storyboard.

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.

The screenshot shows the 'QUESTION LIBRARY: DEFAULT' interface. At the top, a green header bar contains the library name and a close button (X). Below the header, there are several controls: a 'File' dropdown menu, a 'Library: default' dropdown menu, an information icon with the text 'Click and drag between your Question Library and your', and a 'New Folder' button. The main area displays a list of folders and questions. The folders are 'Movies (1)', 'Valentine's Day (3)', 'Chicago Trivia (3)', 'Irish Trivia (3)', 'Traffic Safety (19)', 'LOTO (1)', and 'Halloween (8)'. Each folder has a blue folder icon, a pencil icon for editing, and a trash icon for deleting. The 'Irish Trivia (3)' folder is expanded, showing three questions: 'What are the colors of the flag of Ireland?', 'Which style of ring is often called the "Irish wedding ring?"', and 'The song, "Danny Boy," has an alternative title. What is it?'. Each question has a yellow eye icon and a trash icon. Red boxes with numbers 1 through 9 highlight specific elements: 1 (library name), 2 (close button), 3 (File dropdown), 4 (Library dropdown), 5 (drag instruction), 6 (New Folder button), 7 (Movies folder icon), 8 (Valentine's Day folder edit/delete icons), and 9 (Irish Trivia question eye icon).

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.**

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 objective or language.

A Interface Text

NEXT	<input type="text" value="NEXT"/>
BACK	<input type="text" value="BACK"/>
PRINT	<input type="text" value="PRINT"/>
Points:	<input type="text" value="Points:"/>
Score:	<input type="text" value="Score:"/>
Submit Score	<input type="text" value="Submit Score"/>
Name	<input type="text" value="Name"/>
Email	<input type="text" value="Email"/>
SUMMARY	<input type="text" value="SUMMARY"/>
CORRECT	<input type="text" value="CORRECT"/>
INCORRECT	<input type="text" value="INCORRECT"/>

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. None - keep this content private. Anyone w/ Link - Content is accessible to anyone with the web link. Registered Users - Content can only be accessed with a valid C3 Cloud login. Non-registered users will be prompted to create a student account in order to access/play the content. Specific Users - 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 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	<input type="text" value="https://cloud.c3softworks.com/#/spark/568d3e93c469885312000000"/>	1
	<input type="button" value="Copy Link"/>	
Show your quiz on the Shared Quizzes page.	<input type="button" value="Yes"/>	2
Allow access to play your quiz...	<input type="button" value="Anyone with the link"/>	3
Allow access to edit your quiz...	<input type="button" value="None"/>	4
Show a leaderboard.	<input type="button" value="Yes"/>	5
Limit the number of times a student can access this content.	<input type="button" value="No"/>	6
Add a description to your quiz button.	<input type="text" value="New Hire Training"/>	7
Share via email or social networks.	<input type="button" value="Email"/> <input type="button" value="Facebook"/> <input type="button" value="Twitter"/> <input type="button" value="Google+"/>	

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	<input type="text" value="Spark SCORM Test"/>
Course Identifier	<input type="text" value="Spark SCORM Test 2"/>
Lesson Title	<input type="text" value="Spark Scorm Irish Trivia Quiz"/>
Lesson Identifier	<input type="text" value="Spark Scorm Quiz 2"/>
After passing, set completion status to	<input type="text" value="passed ▾"/>
After failing, set completion status to	<input type="text" value="failed ▾"/>
Create a zip file to upload to your Scorm 1.2 compatible LMS	<input type="button" value="Download SCORM 1.2 Package"/> 

 Play

Click the “Play” button to preview your SPARK output.