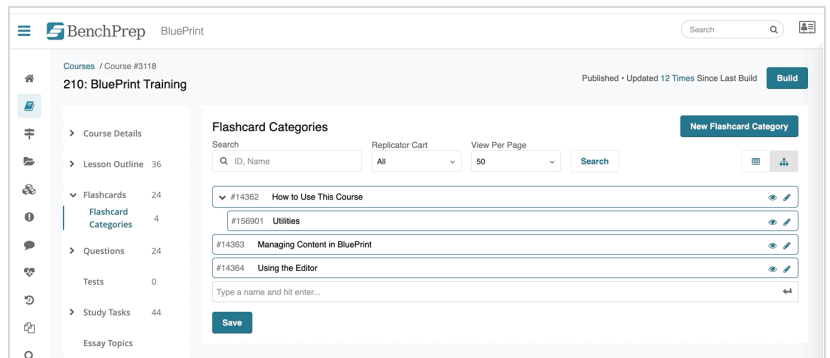


## How to Create Flashcards

1. In Blueprint, enter your course and **click Flashcards** in the left navigation panel
2. Click **New Flashcard**
3. **Enter content for "Side 1."** This is the first side a learner sees, so it typically includes the term or concept:
4. **Input content for "Side 2,"** which is typically the definition or explanation of "Side 1."
5. Decide if you want to **upload pre-created audio file for "terms" and "definitions"**
6. **Add your flashcard to a pre-existing category or create one**
7. Click **Create**

## How to Create Flashcard Categories

1. In Blueprint, enter your course and **expand the Flashcard section** in the left navigation panel
2. Click **Flashcard Categories**
3. Click **New Flashcard Category** on the upper left
4. Name the **category**
5. If you are creating a sub-category, **select an existing parent category to link to.**
6. Click **Create**

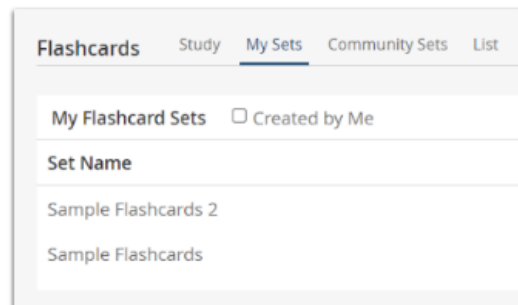


## Additional Flashcard Settings (Feature Accesses)

### My Flashcards

When enabled, learners are able to generate flashcards and use them to study. This feature only allows them to create private flashcards (under "My Sets").

To share their flashcards with other users, Community Flashcards must be enabled for them.

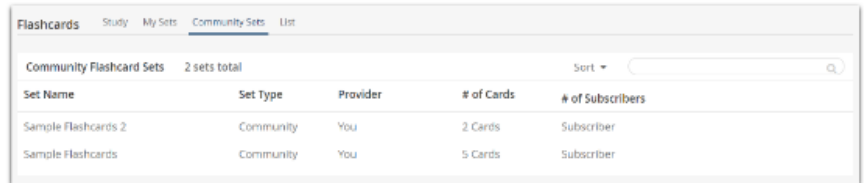


| Learner Experience  | Requirements   | How To Configure                                       |
|---|--|--|
| Learners are able to create their own flashcards within a course and use them to study. | The Flashcards section must be in use and visible to the end user, i.e. at least one flashcard must be in use. | This feature is configurable by our team at BenchPrep. |

|  |   |   |
|--|---|---|
|  | More information about flashcard settings can be found <a href="#">here</a> . | Kindly contact our support team for assistance and we will gladly assist you! |
|--|---|---|

## Community Flashcards

When enabled, learners are able to generate flashcards independently and upload their sets to the platform for other learners to use and “subscribe” to.

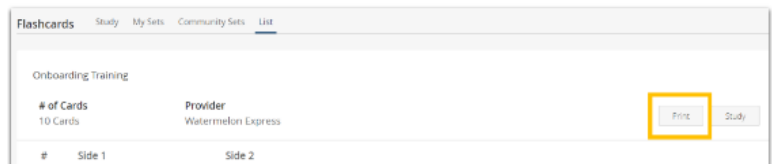


| Flashcards               | Study     | My Sets      | Community Sets | List             |
|--------------------------|-----------|--------------|----------------|------------------|
| Community Flashcard Sets |           | 2 sets total |                | Sort ▾           |
| Set Name                 | Set Type  | Provider     | # of Cards     | # of Subscribers |
| Sample Flashcards 2      | Community | You          | 2 Cards        | Subscriber       |
| Sample Flashcards        | Community | You          | 5 Cards        | Subscriber       |

| Learner Experience  | Requirements   | How To Configure   |
|---|--|--|
| <ul style="list-style-type: none"> <li>Learners can create their own flashcards and choose to make them public or private. Meaning, peers can view their flashcard set.</li> <li>Any student using that course can subscribe to a public flashcard set and use it.</li> </ul> | <ul style="list-style-type: none"> <li>To share their flashcards with other users, Community Flashcards must be enabled for them.</li> <li>The Flashcards section must be in use and visible to the end user, i.e. at least one flashcard must be in use.</li> <li>My Flashcards must be enabled.</li> <li>More information about flashcard settings can be found <a href="#">here</a>.</li> </ul> | <p>This feature is configurable by our team at BenchPrep.</p> <p>Kindly contact our support team for assistance and we will gladly assist you!</p> |

## Community Flashcard Set Download

Users may download (or print) a PDF file of custom flashcards made public by another user.



| Flashcards          | Study              | My Sets | Community Sets | List  |
|---------------------|--------------------|---------|----------------|-------|
| Onboarding Training |                    |         |                |       |
| # of Cards          | Provider           |         |                |       |
| 10 Cards            | Watermelon Express |         |                |       |
| #                   | Side 1             | Side 2  | Print          | Study |

| Learner Experience  | Requirements  | How To Configure   |
|---|---|--|
| <ul style="list-style-type: none"><li>• Found on the upper right hand side of Flashcards.</li><li>• The button reads print, although it will download into a PDF.</li><li>• Flashcards are not formatted to cut with scissors.</li><li>• Learners can also download (or print) a PDF file of custom flashcards made public by another user.</li></ul> | <ul style="list-style-type: none"><li>• The Community Flashcards feature must be enabled.</li></ul> | <p>This feature is configurable by our team at BenchPrep.</p> <p>Kindly contact our support team for assistance and we will gladly assist you!</p> |

The My Flashcards and Community Flashcards functions can be turned on by BenchPrep only, so reach out if you need these settings turned ON or OFF.