

BluePrint Overview

Course creation is managed through BluePrint, our web-based Content Management System. If you've used WordPress, Squarespace, Wix, or some other content organizing platform, you'll recognize some similarities.

[BluePrint](#) was built with learning content in mind, so the modules are more specific to learning. There are Lessons, Questions, Flashcards, Tests, and Essays. Each of these modules can be loaded and designed with your content in a thoughtful and sequential way. BluePrint also gives you the flexibility to create and upload your own content that you author with an external course authoring tool. Within BluePrint, users can create two types of courses: **BenchPrep Courses and Asset-Based Courses.**



BenchPrep Course vs. Asset-Based Course

So what are BenchPrep and Asset-Based Courses and how do you know which one to choose? Review the chart below to help you learn the differences and decide which course type is best for you.

BenchPrep Course	Asset-Based Course
<ul style="list-style-type: none">• Our most popular option for a customized learning experience• Manually create and edit lesson material, flashcard content, practice questions, essays• Gamify the learner experience• Upload student resources• Import CSVs of content or manually create courses from scratch using rich text editors• Format and style content	<ul style="list-style-type: none">• Import pre-made course material from an external course authoring tool such as Captivate or Rise/Articulate.• Fast and easier process if content is already made• Quicker time to launch

Recommendations:

BenchPrep Course	<ul style="list-style-type: none">• Create a test prep course leveraging all of the modules/materials or create a simpler but still valuable question-only experience using just practice/test modules.• Use our sample templates within BluePrint to help you get started!
Asset-Based Course	<ul style="list-style-type: none">• Create a quick and easy test prep course using your external course authoring tool, then export your content and upload it within BluePrint.• Perfect for transferring SCORM-conformant content, or content created with other eLearning standards.

BenchPrep Courses Course Navigation and Key Terms and Definitions

Once you name your course and select course options, you are taken to a configuration page which allows you to create and upload content as well as further configure your course.

You can choose to use all of the content types to build a course or build a test or question-only course instead. It's up to you!

Review each high level course option below. When creating courses, each course will have a secondary left navigation panel where you create or upload your content.



Course Details	<ul style="list-style-type: none"> Provides information about the course like the name and WebApp (Learning Platform) URL for the course. Shows all owners, collaborators, and content reviewers for this course. Export content, edit, replicate (copy), and publish this course from this area. Give course access and use the find & replace function.
Lesson Outline	<ul style="list-style-type: none"> Also known as Table of Contents, you will see the lesson outline. This is where all Lesson Categories and Subcategories live. All Lesson Categories must have at least one subcategory. Within the Lesson Outline you can build Lesson Categories and Lessons.
Flashcards	<ul style="list-style-type: none"> Flashcard Categories are the structure of all Flashcard content. Flashcards have two sides—one with a key term or concept, the other with the definition or explanation. Flashcards help learners study content and are typically positioned after Lesson content in the Study Plan. Flashcards on our platform mimic their paper equivalent. You can build Flashcard categories in this area.
Questions	<ul style="list-style-type: none"> Question Categories are the structure of all Question content. Shows practice and test questions. Offers a variety of Answer Types and allows you to connect groups of questions to the same content, called Passages. You can build question categories and passages in this area. Each question belongs to a category; sub-categories are optional. On both BluePrint and the WebApp, Questions appear nested within their categories.
Tests	<ul style="list-style-type: none"> There are two types of tests on our platform: timed and untimed. A timed test is called Full Length Test (FLT) in BluePrint. By default, tests are untimed on our platform. However, you can change a test to a full length. Untimed tests contain a series of questions, but no sections or breaks.

	<ul style="list-style-type: none"> • Test Questions are not immediately followed by explanations and related lessons. Rather, a learner must complete the entire assessment before viewing answer explanations.
Study Tasks	<ul style="list-style-type: none"> • There are two types of study plans: Adaptive and Structured. Within the lesson, we will focus on Structured Study Plans. • An Adaptive Study Plan orders course content, called Knowledge Sets, based on the user's mastery of the material. To learn more about adaptive study plans, click here. • A Structured Study Plan is a linear pathway through all course content. • Structured Study Plan tasks contain either lessons, flashcards, practice questions, or a test.
Milestones	<ul style="list-style-type: none"> • Restricts learners from seeing specific content in the learning application until meeting certain criteria. • Gives course designers more control over how learners consume content. • Course designers can use Milestones to prevent learners from taking a particular exam until they complete certain lessons, for example. • Offers positive reinforcement through tracking and achievements • To learn more about Milestones and to implement them within your tenant, click here.
Essay Topics	<ul style="list-style-type: none"> • Enables learners to create and submit long form responses to a question. • Based on the essay's configuration, learners can submit an essay to a grader for Feedback or a Grade (score), or self-grade their essays.
Assets	<ul style="list-style-type: none"> • Upload assets/resources in multiple formats in this area. • Upload specific instructions or handouts for your learners.
Replicator Log	<ul style="list-style-type: none"> • Tracks all replications (copies) within the course, from their source to their destination. • Useful for version control if users need to make changes to a single content piece that appears in multiple courses. • Once finished, you can view it in the Activity Log. • Users will also be emailed once their replication is complete.
Other Tools	<ul style="list-style-type: none"> • Bulk generate lesson categories, import content, and export study plan content. • Validate your html content which allows you to detect broken links, missing files and syntax issues. • To learn more about content validation, click here.
User Feedback	<ul style="list-style-type: none"> • Learners can leave feedback on the course and its content via "Report Content Errors" links throughout the course, and it will appear here. • Manage feedback in BluePrint > Course > User Feedback
User Discussions	<ul style="list-style-type: none"> • Allows users to leave and reply to public comments within Lessons, Questions, and the Discussions page. • Discussions are optional and can be turned on and off.

	<ul style="list-style-type: none">• This section allows you to edit or remove existing discussions.
Content Validation	<ul style="list-style-type: none">• Validate your html content which allows you to detect broken links, missing files and syntax issues. To learn more about content validation click here.• Contains feedback generated by our platform, not by users of the WebApp.
Structure Validation	<ul style="list-style-type: none">• Reveals issues with the structure of a course.• Serves as a helpful, final check to your course before it goes live to learners.
Content Styles	<ul style="list-style-type: none">• Make global design changes to your course content style by writing custom CSS in the panel.

Blueprint Tutorial

Now that you have learned about the different types of courses you can create in Blueprint and understand the learner experience, you can begin working in Blueprint.

Permissions

Before creating a course, we recommend you confirm that users have the correct permissions assigned to them in order to work in Blueprint.

- For Admins we recommend having the Admin, Blueprint Admin, and Tenant Admin role assigned to them.
- For Learning Content Managers/Instructional Designers, or those users responsible for creating and managing courses assign the Blueprint Admin and Tenant Admin role.
- [Click here](#) to learn more about the Blueprint Admin Role

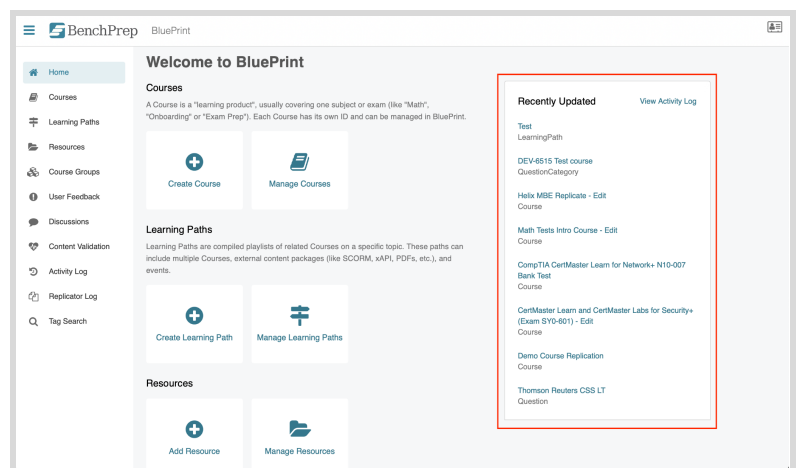
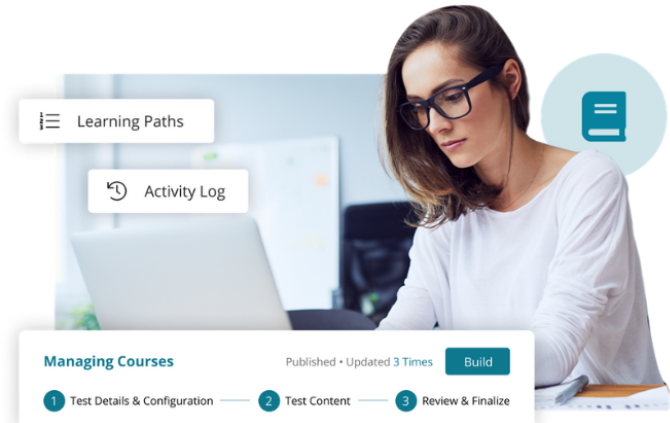
To Access Blueprint:

1. Log into your **BenchPrep Account**
2. Click the circle **menu** option on the upper right side of your homepage
3. Click **Blueprint**











Blueprint Homepage Tutorial

When you first log in to Blueprint, you'll be taken to the home page. In the middle of the page, you will be able to:

- Have quick access to your courses, learning paths, resources and more.
- See a list of recent updates you and your team have made in your courses.
- Create a course from this screen.
- Access Blueprint Menu options on the left. These menu options allow you to create and manage courses.

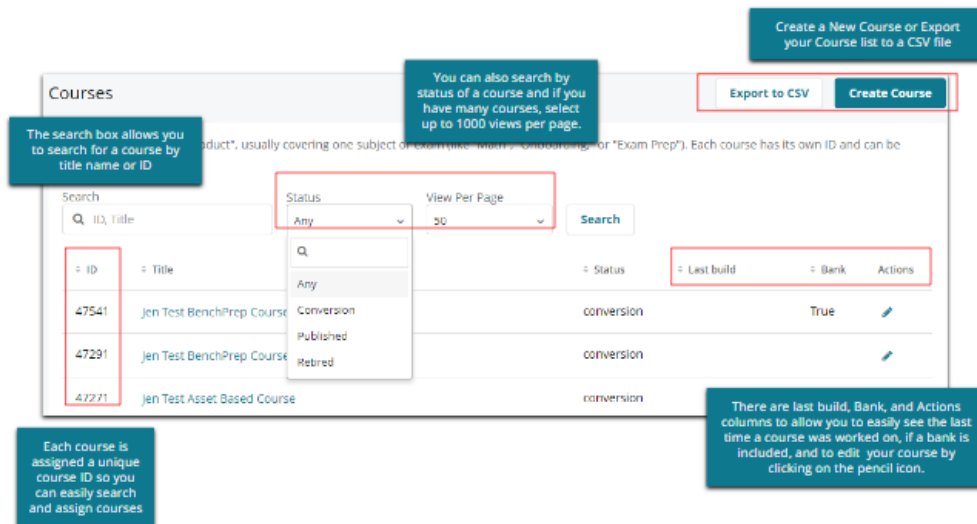


Home Page Icon List

	Home	The BluePrint homepage allows you to create/manage courses, resources and more. You can also see a list of recent updates you and your team have made in your courses. You can also see BluePrint configuration menu options on the left hand side of your screen.
	Courses	The courses tab allows you to see a list of your courses/course numbers, status, last build date, and edit your current courses. You can also export courses to a CSV and create a new course.
	Resources	The resources tab allows you to see a list of your uploaded resources, edit, and delete resources individually. You can also add resources.
	Content Styles	Make global design changes to your course content style by writing custom CSS in the panel. You can also publish your changes.
	User Feedback	User Feedback is a chance for any of your learners to leave feedback on the course and its content. Learners can leave feedback in the Learning Platform while taking the course, and you can manage the feedback in BluePrint.
	Discussions	This page gives you an overview of the public discussions occurring in your course. You can edit the discussion entries by pressing the Pencil icon, and you can view them by pressing the Eye icon.
	Content Validation	Content validation checks for problems within course content. This can help you fix any final kinks in your content before the course goes live. This tool functions similarly to User Feedback in how it points out errors in lesson, flashcard, and question material. However, Content Validation contains feedback generated by our platform, not by users of the WebApp.
	Activity Log	The Activity Log tracks all course builds, imports as well as content creation, updates, and deletions. It shows you when these activities are successful, in progress, or have failed.
	Replicator Log	The Replicator Log tracks all replications within the course (meaning copies made), from their source to their destination.
	Tag Search	If you add tags to courses, you can search via tag.

Courses Tab

When you are ready to build a course you can either create a course by clicking the button from the middle of your screen and navigate to the courses tab. This section will allow you to create a new course and provide you information about all of your courses. You can further create/modify content within each course when you click the course title name (if you already created a course).



Courses

The search box allows you to search for a course by title name or ID

You can also search by status of a course and if you have many courses, select up to 1000 views per page.

Create a New Course or Export your Course list to a CSV file

Export to CSV Create Course

Search ID, Title

Status Any View Per Page 20

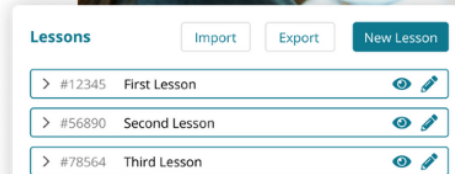
Each course is assigned a unique course ID so you can easily search and assign courses

There are last build, Bank, and Actions columns to allow you to easily see the last time a course was worked on, if a bank is included, and to edit your course by clicking on the pencil icon.

ID	Title	Status	Last build	Bank	Actions
47541	Jen Test BenchPrep Course	Conversion		True	
47291	Jen Test BenchPrep Course	Published			
47271	Jen Test Asset Based Course	Retired			

Specifically, you can:

- **Create a new course**
- **Export course list to an excel .csv file** - This is helpful when you want to sort and filter through multiple courses
- **See and search by Course ID** - This will help you save time instead of scrolling through the list
- **View the status of a course**
 - **Conversion:** A course is still in an edit state and has not been published (not visible to learners).
 - **Published:** The course is complete and visible to learners. If you make a mistake or wish to edit your published course, you can still do so and republish.
 - **Retired:** The course is no longer available and visible to learners. It's retired and no longer active.
- **View Per Page** - View up to 1000 courses on one page on your screen
- **View Last Course Build** - Allows you to see the last time you built the course
- **View if the Course is related to a Bank** - Allows you to see if the course has an associated [bank](#). You will learn more about banks in the next section of this guide.
- **Edit a Specific Course** - Allows you to edit course details, such as its title.

Lessons Import Export New Lesson

> #12345	First Lesson	
> #56890	Second Lesson	
> #78564	Third Lesson	

Course Templates

To help you get started, we have also preconfigured four BenchPrep course experiences for your convenience. You will see them listed in the courses tab. Note that these courses are not live and visible to your learners. You can choose to work from these templates when creating courses or you can create courses from scratch. The purpose of the templates are to help guide you when creating content.



The four BenchPrep course templates include:

- Practice and Test Questions Only Experience
 - Includes sample questions, passage, a test, and study tasks.
- Light Exam Prep Experience
 - Includes sample lessons, questions, study tasks, assets, and a test.
- Side by Side and Question Only Experience
 - Includes side by side question experience and two sample tests
- Full Prep Course Experience
 - Includes lessons, flashcards, questions, tests, and assets.

Intro to the Learner Experience through Webapp

To help you decide what type of course you want to create, it's important to understand what the learner platform looks like and the type of content you can present to your learners.

The Webapp, or the Learner Platform is where your learners will log into to view their courses. You have many options when choosing what content you want to create for your learners and how you want to display it. Let's dive into each area of the learner platform.



Quick Module Overview

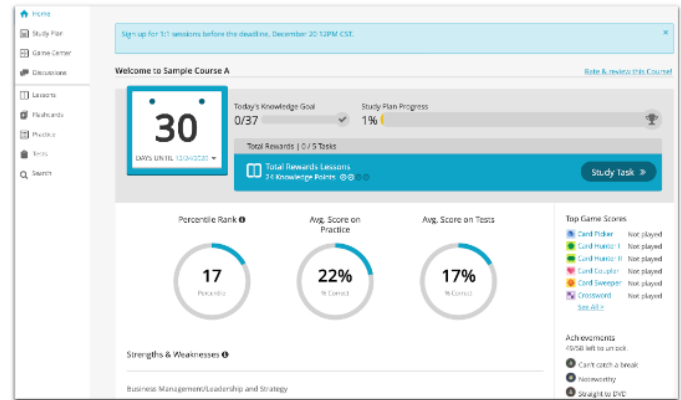
Module	Description	Value to the Learner
Course Dashboard Homepage	Landing page for the learner where they can see all details of a course and set a goal for completion.	Allows learners to see and complete their course, study plans, and progress.
Study Plans	Provides a linear pathway for learners to complete their content in an organized manner and order.	Provides learners step by step guidance and point of reference as they work through the content.
Game Center	Designed to add interactive and knowledge building skills for learners.	Based on the content you create and games you wish to use, learners will engage interactively with the platform to build their knowledge and skills.
Lessons	Lessons are the structure of your content. The Lessons page acts as a Table of Contents and is an important piece of your learner's experience.	Learners can access lessons through either the Study Plan or Lessons page on the left navigation bar once Lessons and/or a Study Plan have been created. Learners will feel more organized having Lessons or a Table of Contents.
Flashcards	Interactive Tool to help encourage learners to memorize and review key terminology and concepts in order to master topics within the course.	Flashcards encourage learners to memorize and review key terminology and concepts in order to master topics within the course.
Discussions	Discussions are a great way for learners to interact within one another, especially within a virtual environment studying content.	The Public Discussions feature allows users to leave and reply to public comments within Lessons, Questions,

		and the Discussions page.
Practice	The practice feature will allow learners to customize their learning experience while studying. Meaning they can customize their practice sessions with which questions they want to practice.	Learners can control their practice question experience, how many questions they'll attempt within one session, how much time they'll have to answer these questions, how difficult the questions they attempt will be, and whether they attempt new questions or re-attempt questions they previously answered incorrectly.
Essays	Add in thought provoking prompts and engaging learners with rubrics.	The Essay feature enables learners to create and submit longform responses to a question or prompt provided. Learners can obtain either a final score or Feedback on their Essay from an official Grader.
Tests	Tests are a valuable tool which allow learners to apply and practice their knowledge and gauge proficiency.	Depending on what type of test you build, learners can take a timed or untimed test.
Search	Allows students to search quickly based on keywords.	Learners can search by keyword to quickly filter out information they are looking for.
Live Classes	Using a third party tool, you can invite your learners to a live class led by your instructors on the platform of your choice!	Learners can participate in a live synchronous learning environment.
Free Resources	Free Resources are a great way to provide material to meet different learning styles and supplement your course.	Learners can access additional supplemental material to assist in practicing and studying.

Course Dashboard Homepage

The home page allows learners to:

- Set and change a calendar due date as an end-goal for accountability and progress tracking.
- View a high level overview of course progress.
- Get a glimpse of strengths and weaknesses, a brief overview of the Game Center and achievements
- View Average Score on Practice, and Average Score on Tests
- View Study Plans (Structured and Adaptive Study Plan)



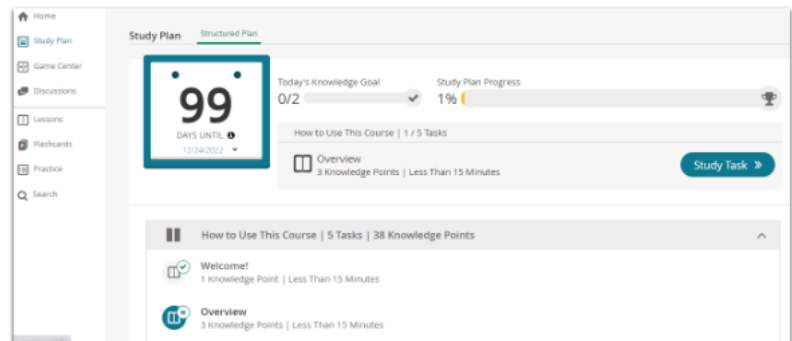
Note: In order for learners to see these features, permissions must be turned on and content must be built. You will learn how to do that in the BluePrint Course Configuration section.

Study Plans

There are two types of study plans:

Structured and Adaptive. Within the lesson, we will focus on Structured Study Plans.

- A **Structured Study Plan** is a linear pathway through all course content. Structured Study Plan tasks contain either lessons, flashcards, practice questions, or a test.
- An **Adaptive Study Plan** orders course content, called Knowledge Sets, based on the user's mastery of the material. To learn more about adaptive study plans, [click here](#).



Recommendation: You can create a course without a study plan, it's not mandatory, but strongly recommended. However, if you are looking to create a linear pathway in a step by step manner with organized content for your learners, creating either a Structured or Adaptive Study plan is a great choice. Learners can go through a first set of material and then know what to review next.

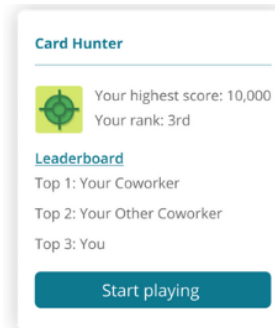
Study Plans also provide a point of reference and access for learners as they work through the content. Learners can use the left navigation to go back to the study plan to see where they left off and what content they will need to complete. It not only serves as a guide for the learner but also a guide to find what they need to review.

Game Center

The Game Center is a section in the learner platform where users can demonstrate their knowledge as well as acquire further knowledge.

Our platform offers 7 games that enhance memory retention and encourage users to spend more time studying.

Recommendation: If you want to create an engaging and interactive experience for your learners, you should use the Game Center. However, before you can use the games within our Game Center, you must create content, for example Flashcards and/or practice questions (for one of the games). If you are creating a more simple question only experience that includes practice and test modules, you will only be able to use one of the Game Center games (Sudden Death).



Discussions

Discussions are a great way for learners to interact within one another, especially within a virtual environment studying content. Public discussions encourage students to knowledge-share, problem-solve, and engage with each other. Users are motivated to return to the course to check new messages.

There are two types of discussions. Public and Private. Private discussions are an add-on feature to our product. To learn more, [click here](#).

The Public Discussions feature allows users to leave and reply to public comments within Lessons, Questions, and the Discussions page. Private Discussions allows users to set up a private discussion group and invite only the learners they choose into the discussion.



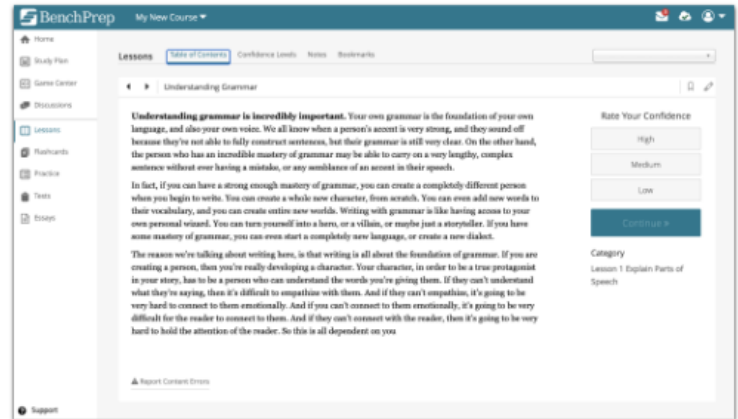
Recommendation: Enabling Discussions is optional and can be done at the Course or Tenant Level, meaning you can turn Private and/or Public discussions on for all courses or just one or a few. If you want to create thought provoking discussion prompts within lessons or increase engagement, discussions are a great tool to use.

Lessons

Lessons are the structure of your content. The Lessons page acts as a Table of Contents and is an important piece of your learner's experience.

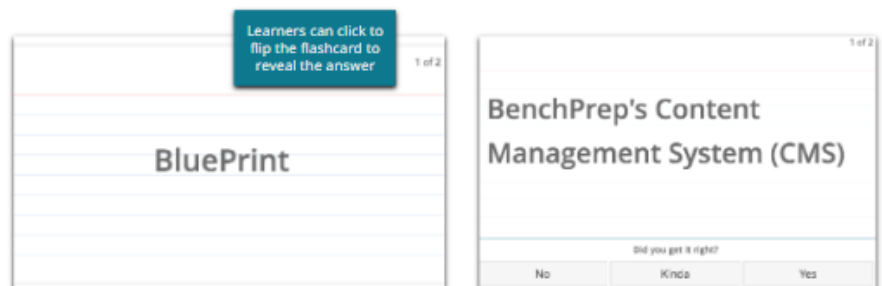
Learners can access lessons through either the Study Plan or Lessons page on the left navigation bar once Lessons and/or a Study Plan have been created.

Recommendation: Organizing content into Lessons or a Table of Contents will help learners feel organized and less overwhelmed when viewing their content. We recommend starting with introductory lessons to help orient learners, get them in the right mindset, and determine if they have the time to dive in. Your introductory lesson could include a tutorial of their learner portal along with usage and study expectations.



Flashcards

Flashcards encourage learners to memorize and review key terminology and concepts in order to master topics within the course. Flashcards are presented using spaced repetition for optimum memorization. The Memorization principle establishes and reinforces specialized lexicon useful to communicate the bigger ideas. Flashcards can be imported or manually created within Blueprint.



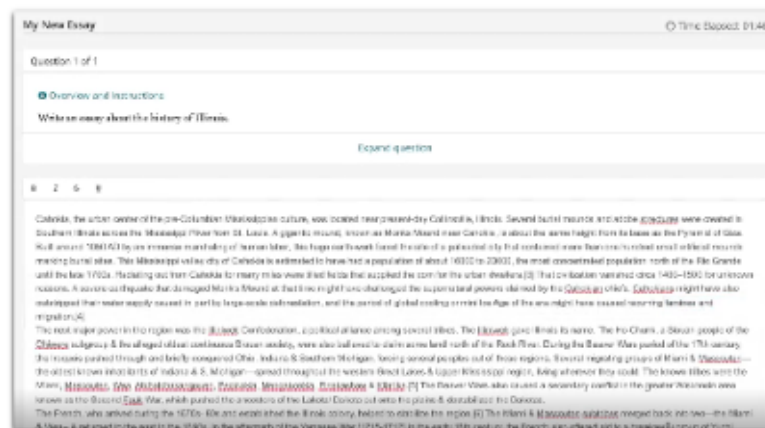
Flashcards can be woven into a Study Plan, typically after Lessons and before Practice Questions.

Recommendation: Flashcards also drive many of the games located in the Game Center, which provides a fun and engaging learning environment for any user. If you are looking for interactivity within the BenchPrep platform, we recommend you create Flashcards. Make sure to create a large variety, which can be done manually or via data import.

Essays

The Essay feature enables learners to create and submit longform responses to a question or prompt provided. Learners can obtain either a final score or Feedback on their Essay from an official Grader.

Learners can write essays and submit them to graders or self create their own essays based on rubrics they receive automatically after submission.

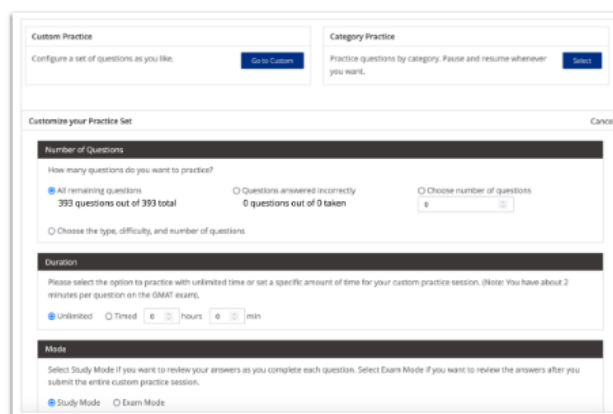


Recommendation: Essays are great to integrate into your existing curriculum. If you want to elevate your learning experience by adding in thought provoking prompts and engaging learners with rubrics, you should consider using Essays.

Practice

Category Practice is the BenchPrep platform's default question-taking experience. In this mode, learners attempt questions within one category (or subcategory) at a time. This is the main variable learners control—in Category Practice, learners cannot add a time limit to their practice session or control the difficulty level of the questions they attempt. Custom Practice is an alternative question-taking experience that allows learners to design practice sessions that cover exactly—and only—what they want to practice. Using Custom Practice, a learner can control:

- How many questions they'll attempt within one session
- How much time they'll have to answer these questions
- Which question category or categories they'll practice
- How difficult the questions they attempt will be
- Whether they attempt new questions or re-attempt questions they previously answered incorrectly



Learners access Custom Practice via the Practice section of their course(s). You can enable Custom Practice alongside the default question-taking experience in the BenchPrep platform (called Category Practice), or enable Custom Practice instead of Category Practice. If a set of practice questions is a Study Task in the course's Structured Study Plan, learners will use Custom Practice to complete the question set. There are also multiple test type questions you can create which include: Hotspot (good for visual/technical identification), Drop-down questions, Drag and Drop, Text Entry, Numeric Entry, Free Response, and Passages. You can mix and match question types as you please.

Recommendation: If you are looking for your learners to be able to customize their own learning journey while studying, you will want to include custom practice. This will give the learner total control over how they wish to study and give them flexibility to maximize their learning style.

Tests

There are two types of Tests that you can build for learners on our platform: timed and untimed. A timed test is called a Full Length Test (FLT). An untimed test is generally referred to as a Standard Test (sometimes called "Mini Test").

Tests			
Reports			
Test Name	Test Length	Test Time	% Correct
Pre-Assessment	60 Questions	01:00:00	
Practice Exam	125 Questions	02:15:00	

Tests			
Reports			
Test Name	Test Length	Test Time	% Correct
English Short Test	30 Questions	Unlimited	27% 8 / 30
Math Short Test	22 Questions	Unlimited	14% 3 / 22

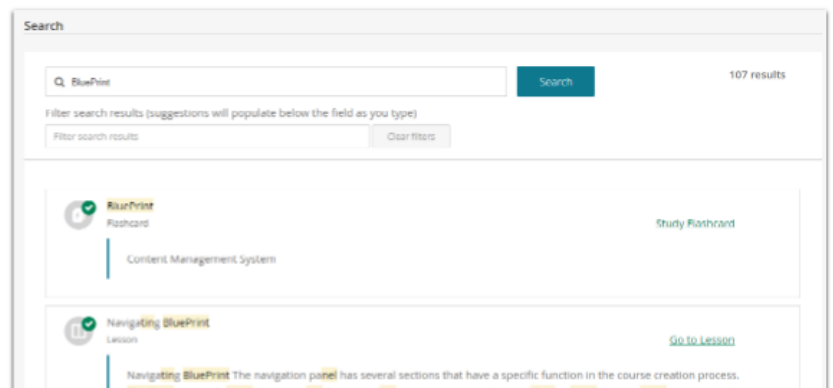
Tests are a valuable tool which allow learners to apply and practice their knowledge and gauge proficiency. You will also want to check out our [feature settings](#) where you can turn on a calculator or make scrap paper available to your learners to enhance the experience.

Recommendation: We recommend aligning your question types and question content with options that best demonstrate course objective proficiency. If you are creating situational question, you may want to mix and match with Free Responses, Drop Down Questions or Multiple Choice. For Math exams, you may want to include Numeric Entries, Passages, and Text Entry questions.

Search

The search functionality within Webapp allows learners to search by keyword to quickly filter out information they are looking for.

Recommendation: When launching your platform with your learners, it is important to highlight this feature as it will save learners time when they want to look up very specific information.



Free Resources

Resources are downloadable files available to learners and instructors. BenchPrep offers multiple ways to provide resources to users to enhance their learning experience - depending on the need, configuration and tools used.

Resource options include:

- Student Resources - course specific resources accessible via Webapp

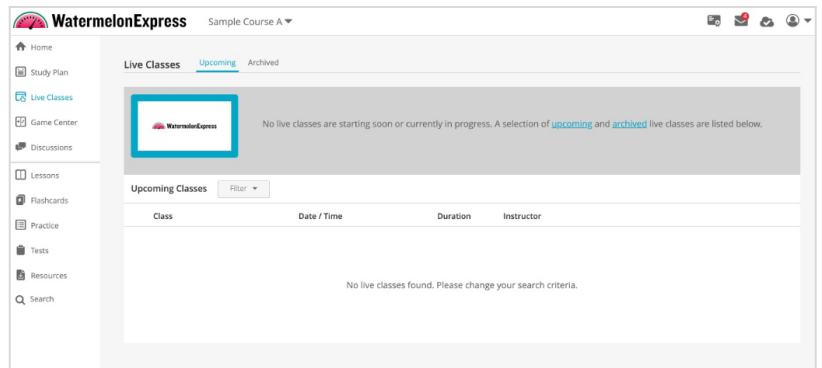
- Instructor Resources - accessible via Boost Dashboard. Click here to learn how to access Instructor resources.
- Resources - free standing/not course specific, uploaded via Blueprint and accessible via Learning Hub. To learn more about Learning Hub's Resource management check out this [article](#).

Recommendation: Uploading free resources for your learners is a great way to supplement material and reach a variety of different learning styles.

Live Classes

With BenchPrep's Live Class functionality, you can invite your learners to a live class led by your instructors on the platform of your choice!

An individual live class can be scoped to a course and instructors can create either a single live class or bulk upload multiple live classes. In addition, classes can be “archived,” which allow them to be visible to learners after the event has passed. Admins have the ability to embed video and notes within the live class instance for learners to view before and/or after the class.



Although BenchPrep does not host live classes, you can integrate with a 3rd party hosting platform so that learners may view, access, and review live classes directly from the WebApp. For learners, live classes will appear as a separate module within the BenchPrep experience. You can also create multiple live classes within a course for learners and the Live Classes Page has a separate tab for Upcoming Classes and Archived (Past) Classes.

Recommendation: Live Classes help bring learning to another level and it's recommended to use Live Classes when you are ready!

Learner Access Methods

There are multiple ways that learners can access your content and courses on the BenchPrep platform.

There are four ways that we will discuss below:

- Free Plans
- Vouchers
- SSO
- BigCommerce



Free Plans

A Plan establishes the terms for course access for your learners — which course(s) they should gain access to, for how long they can access them, and how they will access these course(s).

- Do not require a voucher and a user can access courses at any time.
- Once you create a free plan, learners can go to your marketing URL to enter their credentials or log in to redeem access to the courses in the plan.
- Recommended if you do not want learners to pay to access your content/courses.

Vouchers

A voucher is a code a user can redeem in exchange for access to one or more courses. Each voucher is part of a [specific plan](#), and will grant the user access to courses for the duration of time dictated by the plan. If a plan's validity period has ended, the voucher will no longer work. Users redeem a voucher by visiting <https://YOURNAME.benchprep.com/voucher> (or, after implementing a masked URL, <https://YOURURL.COM/voucher>) and entering the voucher.

Recommendations:

- Use vouchers to test configurations within your tenant before you launch.
- Use vouchers if you want to create plans that give learners access to a course for a specific duration of time.
- Use vouchers for users who log in to your platform directly.
- Use vouchers if learners will buy course access somewhere besides an integrated BigCommerce storefront.
- Users accessing the platform via SSO cannot receive access via a voucher. They must access the course through the external platform they are logging into.



[Click here](#) to learn how to create vouchers.

Single Sign-On (SAML or OIDC)

SSO is a great way to provide seamless access and pass authorization from one service to another without sharing actual user credentials. The two SSO protocols that are compatible with BenchPrep are SAML and OIDC. At the current time, setting up SSO authentication is not self-serve and requires the assistance of our BenchPrep Support team to assist you. If you are interested in learning more about SSO or using it, please [submit a ticket](#) to our support team. Once you submit your request, our team will gladly assist you!

eCommerce

BenchPrep allows you to enable customer acquisition and continuous engagement while providing a streamlined purchasing experience. You can use our partner, **BigCommerce**, to configure all of your courses within your online store. Once integrated, you can use BigCommerce to add or remove courses and course bundles, to keep your clients up to date with your curricula! Click [here](#) to learn more about [BigCommerce](#).

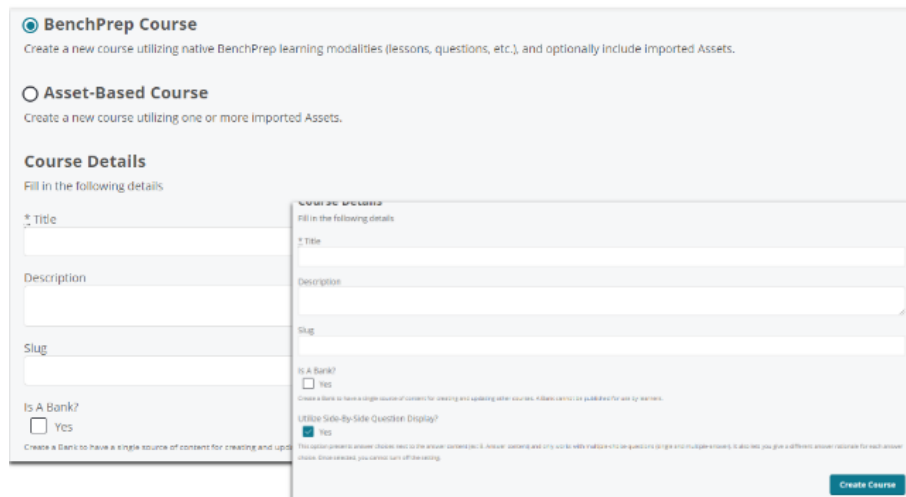


How to Create a BenchPrep Course

BenchPrep course content can be manually created or imported in through our import tool. You can also replicate course content from an existing course. To learn more about replication, [click here](#). BenchPrep courses give you the flexibility to create flashcards, questions, essays, practice tests, and upload assets within BluePrint. Remember, unlike Asset-Based courses, you cannot create your content within a course authoring tool and import. All content is created within the BluePrint application.

To Create a BenchPrep Course in BluePrint:

1. Click **Courses** on the left side menu
2. Click **Create a Course** on the right hand side
3. Select Asset-Based Course or BenchPrep Course
4. After selecting either course type, **fill in the required details** and click **Create a Course** on the lower right hand side



Course Details

Title	The title of the course is the name of your course. For example: Exam Practice.
Description	Optional field however, recommended. Describe your course.
Slug	A course slug is a required course identifier that is visible to end learners. Course slugs are configurable and appear at the end of the course URL. In order to ensure learners only access the courses they're authorized to use, each course's course slug must be unique. The below screenshot shows one course slug and where this slug appears in the course URL. By default, a course's slug is the name of the course, adjusted to meet standard URL syntax guidelines. For example, if you create a course named "Sample Course 123," the default course slug will be "sample-course-123." Users with the BluePrint Admin role can change course slugs after course creation. Enter the URL here

Is it a Bank?	A bank contains your course content and where you go for content changes. We recommend checking this box if you are creating a single source of content for updating other courses. Note: A Bank cannot be published for use by learners. Click here to learn more about Banks.
Utilize Side-By-Side Question Display?	This option presents answer choices next to the answer content (ex: B. Answer content) and only works with multiple-choice questions (single and multiple-answer). It also lets you give a different answer rationale for each answer choice. Once selected, you cannot turn off the setting. We recommend you use this setting if your content meets the requirements and will never not meet the requirements. Meaning, you don't plan on adding questions that are not multiple choice.