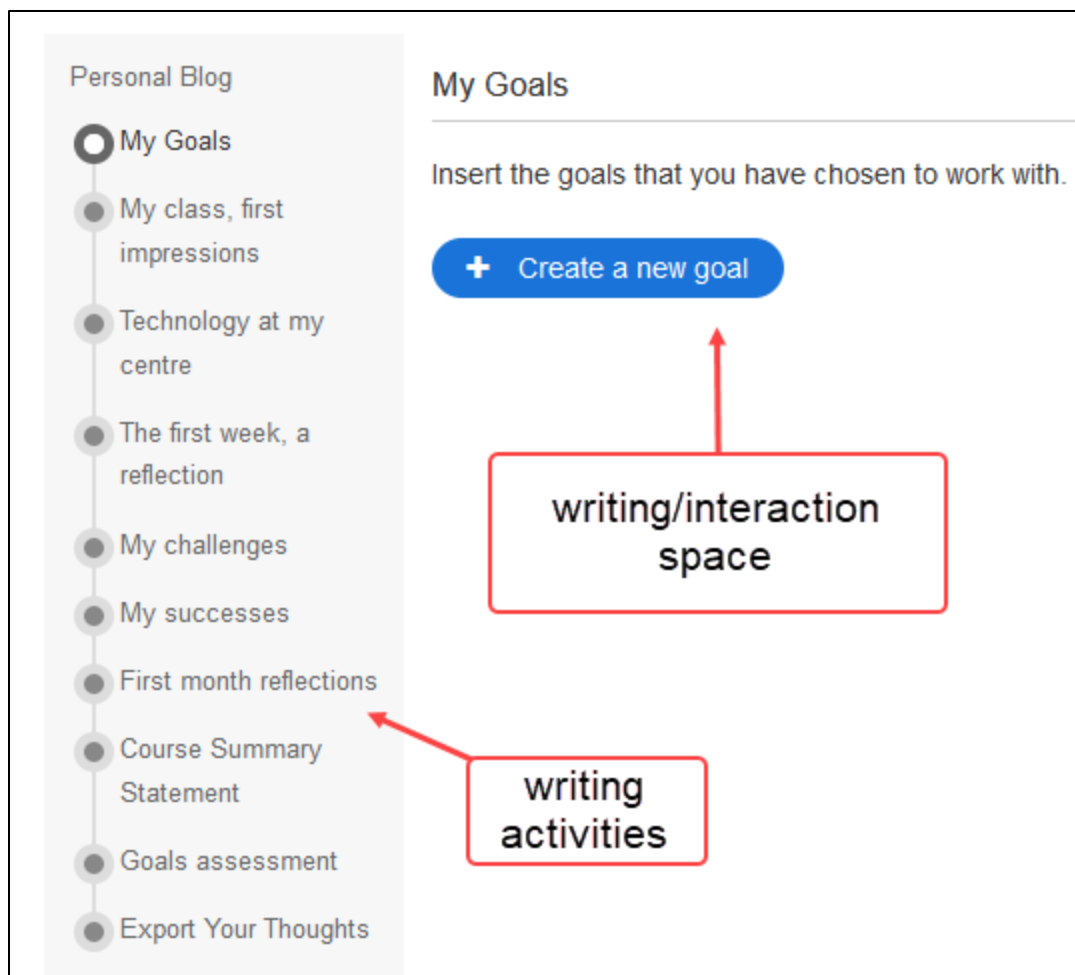


H5P Documentation Tool

H5P's **Documentation Tool** allows instructors to set up structures to guide students progress through more complex writing activities while allowing learners to set their goals and evaluate those goals as well. The final product is exported into Word format for submission. An example of a project being documented using this tool can be viewed at <https://h5p.org/documentation-tool>. In the example that you can build below, the writing activity supports a longitudinal reflective writing activity.

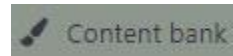
This is an example of the appearance of an activity.



New to H5P development on Avenue? Read this → H5Ps are created in the course **Content Bank**. After you are satisfied with the H5P you have created, position the H5P on your main course. See the steps for this at <https://tinyurl.com/mryx369h>.

Create a Documentation Tool Activity

1. Click on the **Content bank** in the **Navigation drawer**.



2. In the **Content bank**, click on the **Add** button.



3. Locate the **Documentation Tool** icon in the drop-down list.



4. The **Documentation Tool** editing screen appears.

5. In the **Title** text box, type a title.

A screenshot of the "Documentation Tool" editing screen. It has a title "Documentation Tool" and a "Title" field with a red asterisk. A "Metadata" button is next to the title. Below the title is a description: "Used for searching, reports and copyright information". The "Title" field contains the text "My Course Journal".

6. Type a **Heading** for this activity.

A screenshot of the "Heading" field. It has a title "Heading" in blue. Below it is a description: "Title for the documentation tool.". The field contains the text "My Course Journal".

7. In the first **Element**, choose a page type by clicking on the **Page Type** drop down.

A screenshot of the "Elements" and "Page type" fields. The "Elements" field has a title "Elements" with a red asterisk. It contains a list item "1. Loading..." with a close button. Below it is a blue button with a plus sign and the text "ADD PAGE". The "Page type" field has a title "Page type" with a red asterisk. It contains a description: "Library for this slide.". Below it is a dropdown menu with a minus sign and a downward arrow. A red arrow points to the dropdown menu.

8. In the **Elements** section, there are pages. For each page, choose a **Page type**.

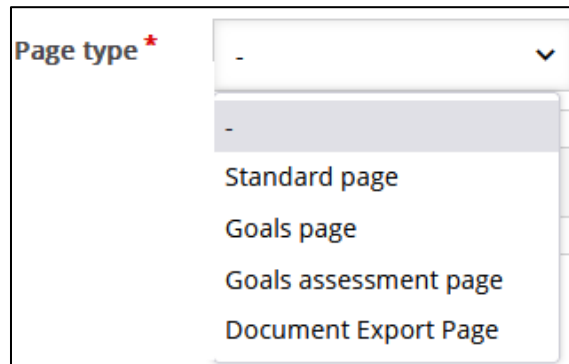
Page Types include:

Standard page, this is a general page that allows a student to view **Text**, add **Text** in an **input field**, or view an **Image**.

Goals page, allows learners to set their task goals.

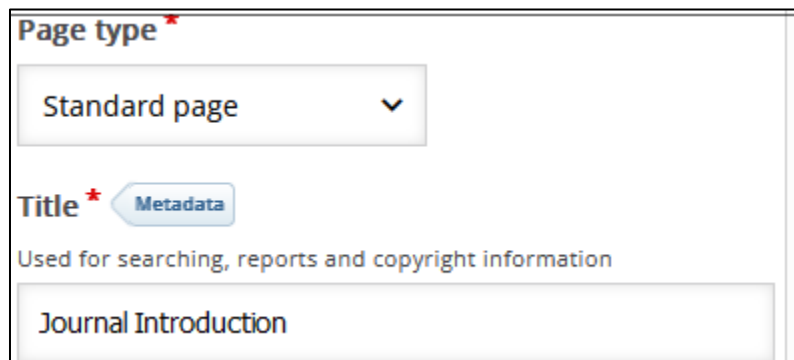
Goals assessment page, allows students to rate how they performed based on their goals.

Document Export Page, allows students to export their complete document in Word format.

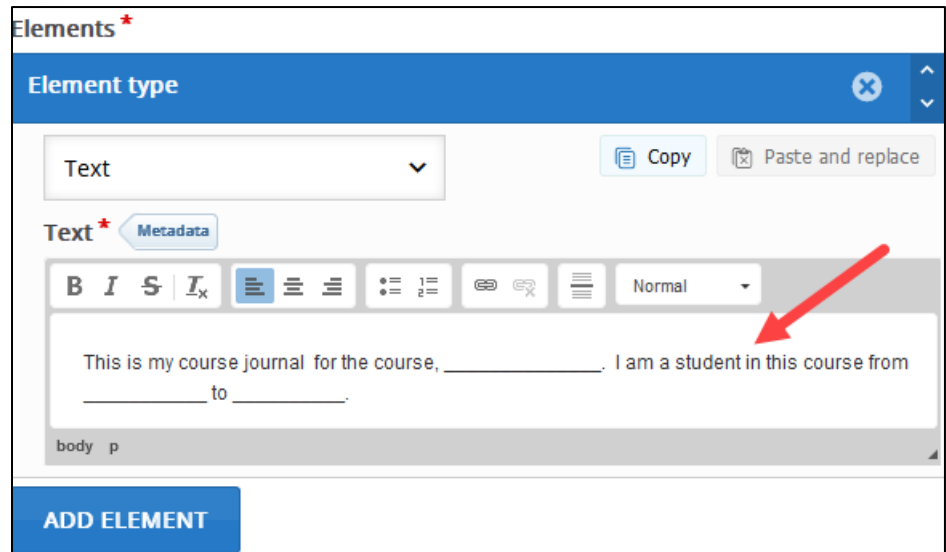
A screenshot of a web form showing a dropdown menu for 'Page type'. The label 'Page type' is followed by a red asterisk. The dropdown is open, showing a list of options: a hyphen, 'Standard page', 'Goals page', 'Goals assessment page', and 'Document Export Page'. The 'Standard page' option is highlighted.

Standard Page

1. Choose, **Standard page**.
2. Type a **Title** into the text field.
3. Choose **Text** element.

A screenshot of a web form for a 'Standard page'. The 'Page type' dropdown is set to 'Standard page'. Below it is a 'Title' field with a red asterisk and a 'Metadata' button. A note states 'Used for searching, reports and copyright information'. The 'Title' field contains the text 'Journal Introduction'.

4. Type information into the **Text** field.



Elements *

Element type

Text

Copy Paste and replace

Text * Metadata

B I S I_x [List Icons] [Link Icon] [Normal]

This is my course journal for the course, _____. I am a student in this course from _____ to _____.

body p

ADD ELEMENT

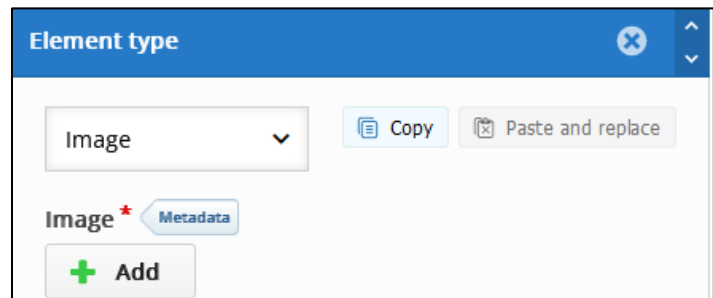
5. Click on the **ADD ELEMENT** button.

6. Choose the **Image** option.

7. Click on the **+ Add** button.

8. Choose the **image** from your device.

9. Click on the **Metadata** button.



Element type

Image

Copy Paste and replace

Image * Metadata

+ Add

10. Enter **copyright details**, similar to this example. (see

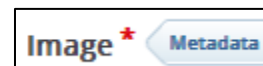
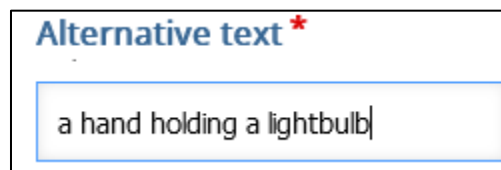


Image * Metadata

below)


11. Click on the **Save metadata** button.

12. Add **Alternative text** for the image.



Alternative text *

a hand holding a lightbulb

 **Metadata (sharing and licencing info)**
Fill in the fields below

Save metadata

Title *

Licence *

Licence version

Years (from)

Years (to)

Source

Author's name

Author's role *

Save author

Licence extras
Any additional information about the licence

13. In the **Label for help text** field, type help information for the end users.

Label for help text *
Label for showing additional helpful information to the user.

14. Click on the **Save** button to save your work as you move along.

Goals Page

1. Choose, **Goals page**.

2. Type a **Title** into the text field.
3. Type a **Description** into the text field.
4. Accept or change the default text in the following fields:
 - Define goal link text**
 - Label for a user defined goal**
 - Define goal placeholder**
 - Text indicating how many goals have been added**
 - Text for “Specify goal” button**
 - Text for “Remove goal” button**
 - Label for help text.**
5. Add more support information in the **Fill in additional help information** field if required.
6. Click on the **Save** button to save your work as you move along.

Goals Assessment Page

Note: the goals assessment page usually appears near the end of the document.

1. Choose, **Goals assessment page**.
2. Type a **Title** into the text field.
3. Type a **Description** into the text field.
4. Accept or change the default text in the following fields:
Low rating text
Medium rating text
High rating text
No goals text
Label for help text.
5. Add more support information in the **Fill in additional help information field** if required.
6. Accept or change the default text in the following fields:
Legend header
Goals header
Rating header.
7. Click on the **Save** button to save your work as you move along.

Document Export Page

Note: The **Document Export Page** usually appears at the end of the document.

1. Choose, **Document Export Page**.
2. Type a **Title** into the text field.
3. Type a **Description** into the text field.
4. Accept or change the default text in the following fields:
Create document button label

Submit text button

Submit success label

Select all exportable text button label

Export text button label

Label for help text.

5. Add more support information in the **Fill in additional help information** and **Required input missing text** if required.
6. If all of the pages are completed, click on the **Save** button.

Note: See page 1 of this document to see a sample of a Document Tool activity.