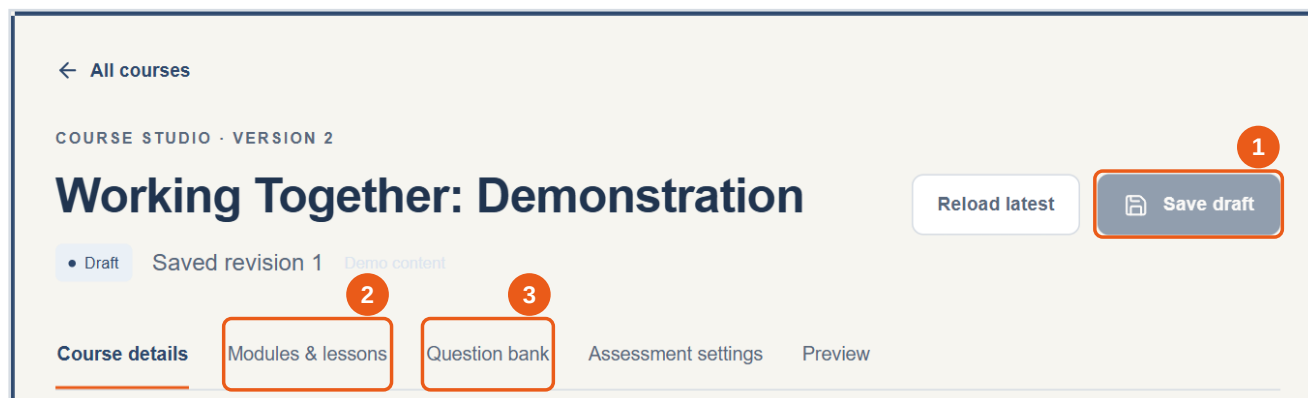


## Navigate the course editor

Open the intended draft in Course Studio. Follow the orange numbers on the screenshot.



Actual application screen. All people, companies and training shown are fictional examples.

### What to do

1. Save draft commits changes when the save control is enabled.
2. Use Modules & lessons to edit the teaching material.
3. Use Question bank to prepare the formal assessment and practice questions.

#### REMEMBER

Check the selected academy and version before editing. Published training requires a successor draft.

# Create and save a course draft

For platform authors and academy staff with the required course permissions. Course editing, review and publication are separate permissions; check the selected academy or platform scope.

## Start a draft

1. Sign in, complete MFA and open Course Studio. Create a course or open a draft assigned to your authorship.
2. Complete catalogue details such as title, summary, language, expected duration and price. Use meaningful titles that learners can distinguish.
3. Create the required modules and lessons. Add supported text, private image/audio/PDF material or links, and check the lesson order and required flags.
4. Choose Save draft and confirm the saved revision before leaving the editor. Preview displays the learner-facing material without creating learner progress.

## Keep revisions consistent

Prefer one editing tab for a draft. If another save changed the revision, reload and reconcile your work rather than overwriting a newer document. Unsaved changes remain only in the current editor until a successful save.

Catalogue details become locked after first publication. A successor draft changes the course version's content; it does not silently rename the historical catalogue identity.

## Prepare material for review

Check readability, correct answers, explanations and the intended audience. Verify that required lessons and the question bank support the assessment settings. Select the required certificate template and policy where the editor exposes those controls.

Keep private question answers in Course Studio and the question workbook. Do not include answer keys in public catalogue descriptions or public preview text.

### REMEMBER

Imported drafts have a Preparation checklist in Course details. Resolve and clear its items before review. Vimeo IDs may be saved, but verified video completion is not implemented; video drafts cannot yet be submitted.

## Choose and preview a workbook

Open the draft question bank or the paginated bank editor. Follow the orange numbers on the screenshot.

The screenshot shows a web interface for importing questions from Excel. It features a title 'Import questions from Excel' and a 'Download Excel template' button (marked with a red circle 1). Below this is a paragraph of instructions. A section titled 'Completed spreadsheet' contains a file selection area with a 'Choose File' button and the text 'No file chosen' (marked with a red circle 2), and a 'Preview import' button (marked with a red circle 3). At the bottom, there is a small line of text: 'XLSX or UTF-8 CSV, up to 1 MB and 200 rows per import. Existing questions are kept'.

Actual application screen. All people, companies and training shown are fictional examples.

### What to do

1. Download the supplied Excel template for the subject creator.
2. Choose the completed XLSX or supported CSV file.
3. Choose Preview import and correct any row errors.

#### REMEMBER

Each import is limited to 200 rows and 1 MB. Preview alone does not save questions.

# Prepare the Excel question bank

Use Eurolearn's supplied template so subject creators do not need to enter every question manually in the browser.

## Send the blank template

1. Open a draft > Question bank > Download Excel template. Send that workbook to the subject creator.
2. Keep the Questions and Instructions sheet names and the column headings. Put one question per row on Questions. Instructions contains examples and is not imported.
3. Fill Topic and Question for every row. Choose Type, or leave it blank for SINGLE. Enter Correct answer as described below; Explanation is optional.

## Use the correct answer format

- SINGLE: two or more choices and one correct letter, for example B.
- MULTIPLE: two or more choices and comma-separated correct letters, for example A,C.
- TRUE\_FALSE: leave option cells empty and enter TRUE or FALSE as the correct answer.
- ORDERING: enter every used option letter once, in the required order, for example B,A,C.
- MATCHING: each option is a correct pair such as France => Paris. Leave Correct answer empty; targets are shuffled for the learner.

## Options and file limits

Three or four choices are valid. You do not have to fill all six supplied option columns. Leave unused cells empty; if more choices are required, add the supported Option G-L columns, up to 12 options total.

Each XLSX or UTF-8 comma/semicolon CSV import supports up to 1 MB and 200 rows below the header. Use plain text, not formulas, macros, errors or external references. Convert XLS to XLSX. Larger banks use the paginated editor and repeated batches, up to 10,000 questions per course version.

### REMEMBER

The workbook is an authoring document and may contain correct answers. Share it only with the intended subject creators and reviewers.

# Review the imported questions

After Preview import, inspect the validated spreadsheet rows. Follow the orange numbers on the screenshot.

## Import questions from Excel

[Download Excel template](#)

Send the template to your subject creators. Upload the completed Questions sheet, review the answers, then add the questions to this draft.

**Completed spreadsheet**

demonstration-questions.csv

XLSX or UTF-8 CSV, up to 1 MB and 200 rows per import. Existing questions are kept.

1 new questions · 0 rows to fix

| EXCEL ROW | QUESTION AND ANSWERS                                                       | RESULT |
|-----------|----------------------------------------------------------------------------|--------|
| 2         | Which action helps a shared task?<br>Teamwork · SINGLE<br>▶ Review answers | Ready  |

Actual application screen. All people, companies and training shown are fictional examples.

## What to do

1. Check the question text, row result and answer interpretation. Fix errors in the source file and preview again.
2. Add the validated questions to the draft or pending batch only after review.

### REMEMBER

The example question is fictional. Correct answers in a real subject workbook must remain private.

# Import and check assessments

This chapter describes the inline editor for a small bank. Use the next chapter for larger banks and practice questions. Preview alone does not save questions.

## Import the completed sheet

1. In the draft Question bank, upload the workbook and choose Preview import.
2. Review the question text, answer interpretation and row-specific errors. Correct the source file and preview again until every row is valid.
3. Choose Add questions to draft. Questions are appended to the current unsaved editor content; exact matches already present are skipped.
4. Review the combined bank and choose Save draft. Wait for the saved revision before closing the tab. Cancelling the preview writes nothing.

## Configure a satisfiable assessment

1. In the assessment settings, set the pass mark, number of questions, time limit and permitted attempts to match the approved training design.
2. Check the topic blueprint against the available question bank. There must be enough eligible questions of each required topic/type to assemble the assessment.
3. Review all five question types in the editor, including the full order or matching pairs where applicable. Remove accidental duplicates and ambiguous wording.
4. Use Preview to inspect the content, then save. Preview is not a real learner attempt and does not issue a certificate.

## Resolve import problems

If a header or sheet is rejected, return to the supplied template. If a row is rejected, inspect its type, options and answer format. Do not remove validation errors by inventing an answer.

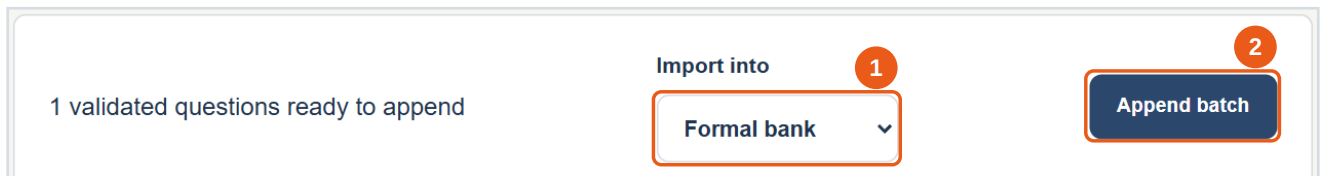
For a bank larger than 200 questions, save lesson changes and use Open paginated bank. Keep each import within its row and file limits; do not keep extending the inline editor beyond its limit.

### REMEMBER

The server revalidates the complete draft when it is saved. Keep the original subject-creator workbook until the imported and saved bank has been reviewed.

## Save the pending question batch

In the paginated editor, adding a preview creates a pending batch. Follow the orange numbers on the screenshot.



The screenshot shows a user interface for managing question batches. On the left, it says "1 validated questions ready to append". In the center, there is a dropdown menu labeled "Import into" with "Formal bank" selected and a downward arrow. To the right of the dropdown is a button labeled "Append batch". Both the dropdown and the button are highlighted with orange borders. Above the dropdown is an orange circle with the number "1", and above the button is an orange circle with the number "2".

Actual application screen. All people, companies and training shown are fictional examples.

### What to do

1. Choose whether this batch belongs in the formal bank or the practice bank.
2. Choose Append batch to persist the questions; wait for the saved result.

#### REMEMBER

The inline editor uses Save draft instead. A successful preview and a persisted import are different steps.

# Find questions in a large bank

Choose Open paginated bank from the course draft. Follow the orange numbers on the screenshot.

The screenshot shows a web interface for a question bank. At the top left, there is a link 'Back to course editor'. The main heading is 'Question bank · Working Together: Demonstration'. Below this, a note states: 'Formal answer keys stay private. Practice questions provide explanations to learners after submission.' There are two input fields: 'Search topic or question' (marked with an orange circle 1) and 'Bank purpose' (marked with an orange circle 2), which is a dropdown menu currently showing 'All'. Below these fields, it says '202/10000 questions'. At the bottom, there is a dark blue button labeled 'Add question' (marked with an orange circle 3).

Actual application screen. All people, companies and training shown are fictional examples.

## What to do

1. Search by topic or question text.
2. Filter Bank purpose to formal assessment or practice.
3. Choose Add question to prepare a new question, then save it in the question editor.

### REMEMBER

Larger banks support repeated import batches. Formal-only questions must satisfy the assessment blueprint.

# Use the paginated question bank

Open paginated bank from the draft Question bank. This editor supports up to 10,000 questions per version without loading the whole bank into one draft form.

## Find and edit questions

1. Save unsaved lesson changes before opening the bank. Filter Bank purpose to formal assessment or practice and use the search and page controls.
2. Choose Add question or edit the intended row. Check the question type, options, correct answer, topic and purpose; save the change.
3. If a revision conflict is reported, reload and reconcile with the latest content. Published banks are immutable; create a successor before editing.

## Import repeated batches

1. Use the supplied workbook format. Split large workbooks into batches of at most 200 rows and 1 MB each.
2. Upload and Preview import. Resolve every row error before choosing Add questions to draft, which stages the pending batch.
3. Select Import into: formal bank or practice bank. Choose Append batch to save it, and check the updated count and purpose.
4. Repeat with the next batch only after confirmation. Keep the reviewed source files so imported content can be traced.

## Separate practice from formal assessment

Only eligible formal questions satisfy the assessment blueprint. Practice-only questions cannot fill a shortage in the formal bank.

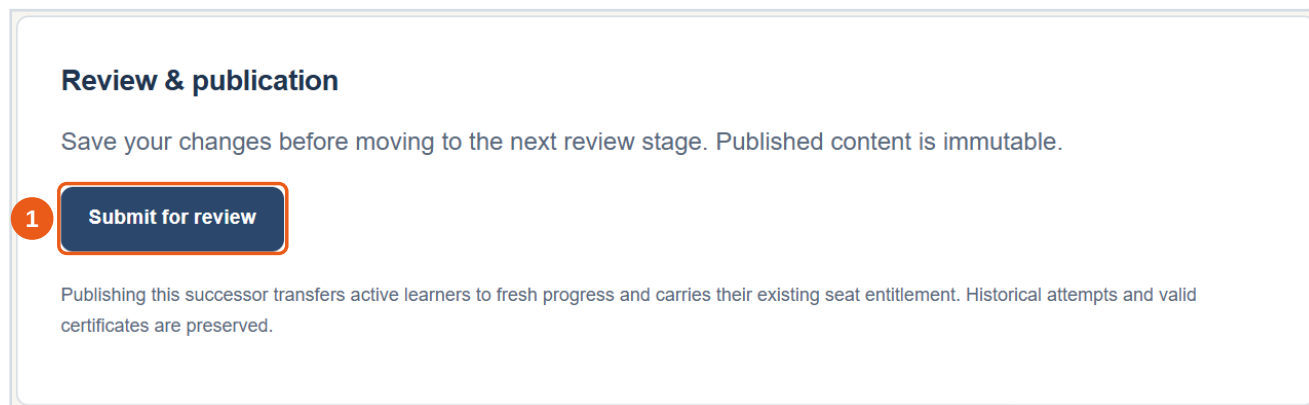
Practice can display feedback and explanations after submission. It does not grant formal completion or consume a formal attempt. Review the two banks for their different purposes.

### REMEMBER

In the paginated editor, Append batch persists the pending import. In the small inline editor, Save draft persists added questions. Do not confuse preview with either save action.

## Submit a saved draft for review

Open Review & publication after saving the draft. Follow the orange numbers on the screenshot.



Actual application screen. All people, companies and training shown are fictional examples.

### What to do

1. Choose Submit for review once preparation, questions, assessment settings and certificate configuration are complete.

#### REMEMBER

Submission does not publish the course. Authorized review and publication are separate actions.

## Review, publication and successors

Published training is historical evidence. Corrections are made through reviewed successor versions rather than editing the live question bank in place.

### Submit for review

1. Save the draft and resolve validation messages. Check required lessons, questions, assessment settings and certificate configuration.
2. Choose Submit for review. Editing is frozen while the version is in review; the author can withdraw it if further work is needed.
3. Read the reviewer's outcome. If Return for changes is used, address the notes, save and submit again.
4. An authorized reviewer approves the eligible version and an authorized publisher releases it. Platform or academy permissions determine these actions; submission alone does not publish or assign seats.

### Update a published course

1. Open the published version and choose Create successor draft. If an open successor already exists, continue that draft.
2. Make the revision and provide a meaningful change summary. Keep the previous version's completed evidence intact.
3. Save, preview and submit the successor for review. Coordinate the release policy: ordinary learners may finish the original version or transfer to fresh progress. Programme components remain pinned until a separate programme transfer.

### Know the permission boundary

A platform AUTHOR works within its permitted courses. Academy roles and explicit course-collaborator permissions provide scoped editing, review or publication. Company administrator membership alone does not grant those content powers.

Published lessons, modules and questions are immutable. Existing assessment responses and completed certificates remain recorded after successor publication. Author statistics are aggregates; they do not grant general company administration.

#### REMEMBER

For a live content error, report the course and version, the affected lesson/question and the proposed correction. Do not try to repair it by altering a learner's result or an issued certificate.