in2itive

USER MANUAL

AI Course Builder

Create, review and publish online courses with the help of AI.

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COURSEBUILDER.IN2ITIVE.BIZ

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CHAPTER 1

Welcome to AI Course Builder

AI Course Builder turns a topic into a complete online course, with an outline, lessons and quizzes, that your team can review and then use in any learning management system.

1.1 What you can do

You describe what you want to teach. The AI drafts the course, and you stay in control of every word of it.

- **Create a course from a topic.** The AI proposes the modules, writes each lesson on request, and builds quizzes for every module.
- **Edit everything.** Reword lessons, add key points, images, videos and links, and change or replace quiz questions.
- **Start from a PowerPoint deck.** Turn the slides into lessons exactly as they look, or use the deck's text as the starting point for an AI-written course.
- **Review before anyone sees it.** Courses are submitted for review, and a reviewer approves them or sends them back with notes.
- **Publish and download.** Published courses download as a SCORM 1.2 package for your LMS, or as a PowerPoint file.
- **Manage your team.** Add people and sub-organizations, and see reports on activity and usage.

> ANY SUBJECT, ANY AUDIENCE
> AI Course Builder is not only for workplace training. It is just as suited to school revision, hobby and community courses, volunteer induction and club training. The AI pitches the course at the learners your topic implies, so say who the course is for (see section 3.3).

1.2 How a course moves through the product

Every course has a status that shows where it is. A course always moves in the same direction, and only certain people can move it on.

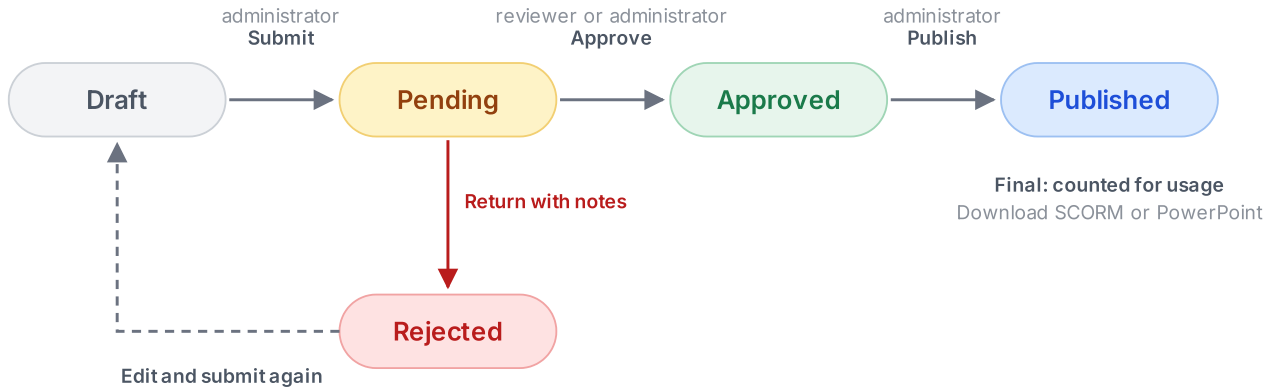


Figure 1. The life of a course. A reviewer can return a pending course with notes; the author edits it and submits it again.

STATUS	WHAT IT MEANS	WHAT CAN HAPPEN NEXT
Draft	Being written. Only administrators can edit it.	Edit, preview, duplicate, delete, or submit for review.
Pending	Submitted and waiting for review. It is read-only while it waits.	A reviewer approves it, or returns it with notes.
Approved	Passed review. Still read-only.	An administrator publishes it.
Rejected	Returned with notes. It can be edited again.	Edit it, then submit it again.
Published	Final. It is counted for usage, and it can no longer be edited or deleted.	Download it as SCORM or PowerPoint. To change it, duplicate it.

1.3 Who does what

There are two kinds of user. **Administrators** create and manage courses and people. **Normal users** (sometimes called reviewers) can look at courses and review them. The person who registers an organization becomes its first administrator.

	ADMINISTRATOR	NORMAL USER
See the list of courses and open any course to read it	✓	✓
Preview a course	✓	✓
Create courses with the AI, and edit drafts and returned courses	✓	–
Duplicate and delete courses	✓	–
Submit a course for review	✓	–
Approve or return a pending course	✓	✓

	ADMINISTRATOR	NORMAL USER
Publish an approved course	✓	–
Download a published course as SCORM	✓	–
Download a published course as PowerPoint	✓	✓
Add people and sub-organizations; suspend people	✓	–
See Reports	✓	–

> **APPROVING YOUR OWN COURSE**
> The product does not stop an administrator from approving a course they submitted themselves, which is convenient in a small team. If you want a genuine second pair of eyes, ask someone else to do the review.

1.4 What you need

- A current version of a modern web browser, and an internet connection.
- An email address. You will use it to log in, and the product sends you notifications there.
- To use the finished courses: a learning management system (LMS) that accepts **SCORM 1.2** packages. Most do.
- To open PowerPoint downloads: PowerPoint, or any program that opens .pptx files.

1.5 Using the AI wisely

> **ALWAYS REVIEW AI-WRITTEN CONTENT**
> The AI can produce text that sounds confident but is wrong, out of date, or not right for your learners. The New course screen carries its own reminder: all AI-generated content should be reviewed for accuracy before publishing to learners. You are responsible for what you publish.

A good review checks facts, figures, names and dates; whether the examples suit your learners; whether anything is missing; and whether the quiz answers are correct. Building review into the process is what the Pending and Approved stages are for.

1.6 Quick start: your first course

1. Create your account and wait for the approval email (chapter 2).
2. Log in, then choose `+ New course`.
3. Type your topic, and say who the course is for.

4. Choose the level, duration and number of modules. The other settings can stay as they are the first time.
5. Choose **✦ Generate course**.
6. Read the outline. Rename anything you like, click each lesson to have the AI write it, and generate a quiz for each module (chapter 4).
7. Choose **💾 Save draft**. Open the course with **Edit** to refine it (chapter 5).
8. Choose **Submit**. A reviewer approves it, or sends it back with notes (chapter 7).
9. An administrator chooses **⬆ Publish** (chapter 8).
10. Download the SCORM package and upload it to your LMS.

CHAPTER 2

Getting started

Creating an account, logging in, and finding your way around.

2.1 Creating your account

You register your **organization** and yourself at the same time. You become the administrator of the new organization.

1. Open the AI Course Builder website and choose **Create account**.
2. Fill in **Organization name**, **Your name**, **Email** and **Password**. The password needs at least 8 characters.
3. Choose **Create account**.

What happens next depends on how new accounts are set up. The sentence under the heading on the Create account screen tells you which applies:

IF THE SCREEN SAYS…	WHAT TO DO
"We'll email you a link to confirm your address, and then you can log in."	Look for an email titled *Confirm your email address* and choose the link in it. It works for 48 hours. The page it opens confirms your address, and you can log in straight away.
"We'll email you a link to confirm your address. New accounts are then approved by the In2itive team before you can log in."	Confirm your address in the same way. The In2itive team then approves your account, and you receive an email when that is done. You cannot log in until then.
"New accounts are approved by the In2itive team before you can log in."	There is nothing to confirm. The In2itive team approves your account, and you receive an email when that is done.

If your account is approved, the email contains a link to log in. If it is not approved, you will be told that too.

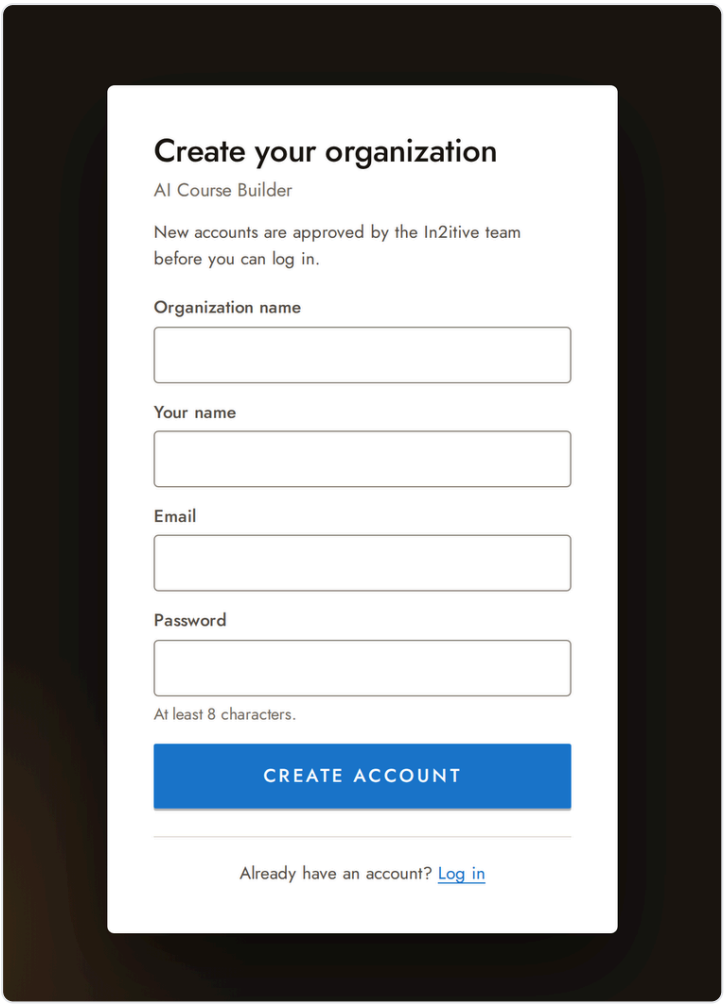


Figure 2. The Create account screen. The sentence under the heading explains how new accounts are set up, so it may read differently from this picture.

NO EMAIL?

Check your junk or spam folder, and make sure you typed your address correctly. After registering, the screen offers **Send it again**. If you try to log in before confirming, it offers **Send me a new confirmation email**. A new link replaces the old one, and one can be sent every two minutes. If a link has expired, the page it opens lets you ask for a new one. See chapter 12 for more help.

2.2 Logging in and out

Go to the AI Course Builder website, choose **Log in**, then enter your **Email** and **Password**. To end your session, choose **Log out** at the top right of any page. If you have not yet confirmed your email address, the screen says so and offers to send a new link. After several wrong passwords in a row, you are asked to wait a few minutes before trying again.

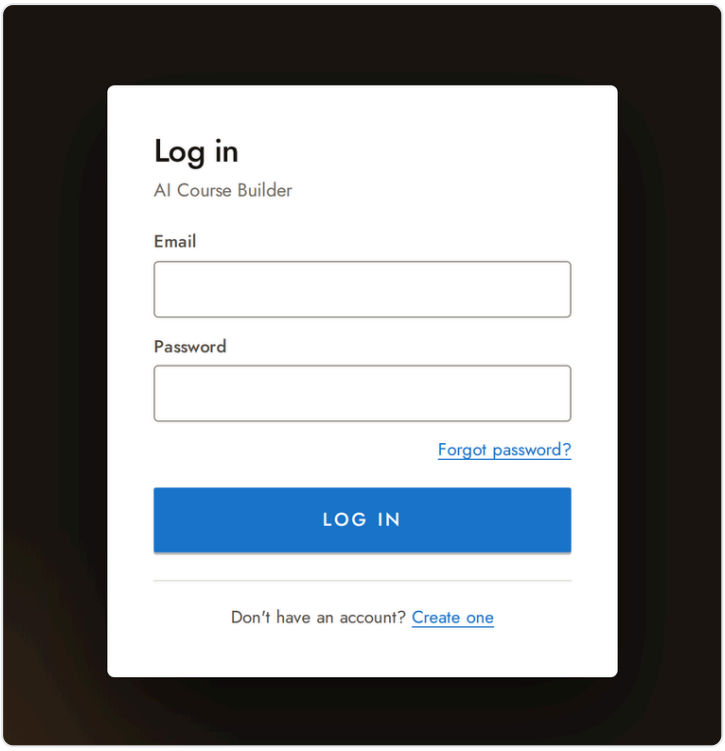


Figure 3. The Log in screen, with the Forgot password? link and a link to create an account.

2.3 If you forget your password

1. On the Log in screen, choose **Forgot password?**.
2. Enter your email address and choose **Send reset link**.
3. The screen says: "If an account exists for that email, a reset link has been sent. Check your inbox." The wording is deliberately the same whether or not the address is registered.
4. Open the email and choose the link. It works for **one hour**.
5. On the page that opens, enter a **New password** and repeat it in **Confirm new password**, then choose **Set new password**. Then choose **Go to log in**.

> **LINK EXPIRED?**
> Start again from Forgot password? to get a fresh link.

2.4 If an administrator added you

If a colleague added you to their organization, you will receive an email titled *"You've been added to AI Course Builder"*. Choose the link in it to set your password and get started. This link works for **seven days**. If it has expired, use **Forgot password?** on the Log in screen to get a new one.

2.5 Your home screen: the course list

After you log in, you see the list of courses. It shows the courses of your organization and of any sub-organizations beneath it.

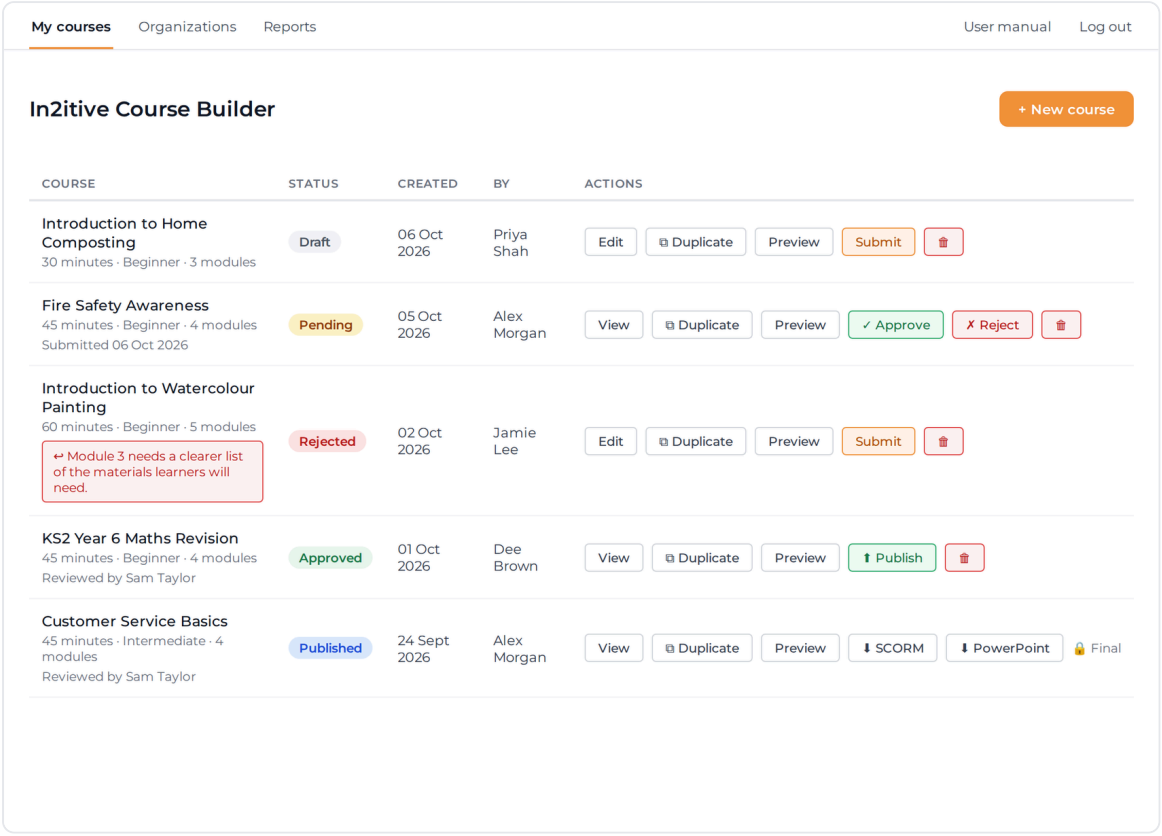


Figure 4. The course list. Which buttons you see depends on your role and on each course's status.

PART OF THE SCREEN	WHAT IT IS
Menu bar	Along the top of every page except the course editor: **My courses**, then **Organizations** and **Reports** (administrators only), and **User manual** and **Log out** at the right. The page you are on is underlined, and the bar stays in view as you scroll.
+ New course	Starts a new AI-written course (chapter 3).
Course	The title, then the duration, level and number of modules. A course waiting for review shows when it was submitted; a returned course shows the reviewer's notes in red; an approved or published one shows who reviewed it.
Status	Draft, Pending, Approved, Rejected or Published (see section 1.2).
Created, By	When the course was created, and by whom.
Actions	What you can do with the course right now. Chapters 5 to 8 explain each button.
Allowance strip	Only if In2itive has set limits for your organization: how much of your allowance is left (section 2.6).

When you have no courses yet, the list says “No courses yet” and invites you to choose **+ New course**.

2.6 Your allowance

Depending on your agreement with In2itive, your organization may have limits on how much it can do. If it does, a strip appears at the top of the course list and of the New course screen, so you can see how much is left *before* you start something. A new account may start with a small trial allowance.



Figure 5. The allowance strip. Each meter shows how much has been used, out of the limit, and when a monthly allowance renews.

METER	WHAT IT COUNTS
Courses created	New courses you create, including duplicates. A deleted course still counts: deleting does not give it back.
Courses published	Courses published for the first time. This is also what counts towards your usage (chapter 8).
AI requests	Each time the AI writes something for you: an outline, a lesson, a quiz, a simulation, and so on.

- A meter reads “2 of 3 **in total**” (a running total that never resets) or “1 of 3 **this month**” (a monthly allowance, which renews on the 1st of the month, with the date shown).
- If the limit belongs to a group above you, for example a charity that your club belongs to, the meter says “Limit set for” and the group’s name. Everyone in that group shares the allowance.
- A meter turns amber when most of it has been used, and red when it has been reached.

When a limit is reached

Instead of an unexplained failure, you see a message that says whose limit it is, what it was, and when it renews:



Figure 6. The message shown when a limit is reached. This one is about publishing.

LIMIT REACHED	WHAT STOPS
Courses created	Starting a new course, or duplicating one. You can carry on with the courses you already have.
Courses published	Publishing. An approved course **stays approved** and can be published as soon as the limit is raised or, for a monthly allowance, when it renews.
AI requests	Anything that asks the AI to write. You can still edit text yourself, preview, review and download.

Courses you have already written are never affected. Editing by hand, previewing, reviewing, approving and downloading do not use your allowance. Allowances are set by In2itive and cannot be changed in the product: to raise one, contact us (chapter 14).

CHAPTER 3

Creating a course

Everything starts on the New course screen: tell the AI what the course is about, choose how it should look and how it should be assessed, and generate it.

3.1 Opening the New course screen

From the course list, choose **+ New course**. Only administrators can create courses. If your organization has an allowance, it is shown above this screen (section 2.6).

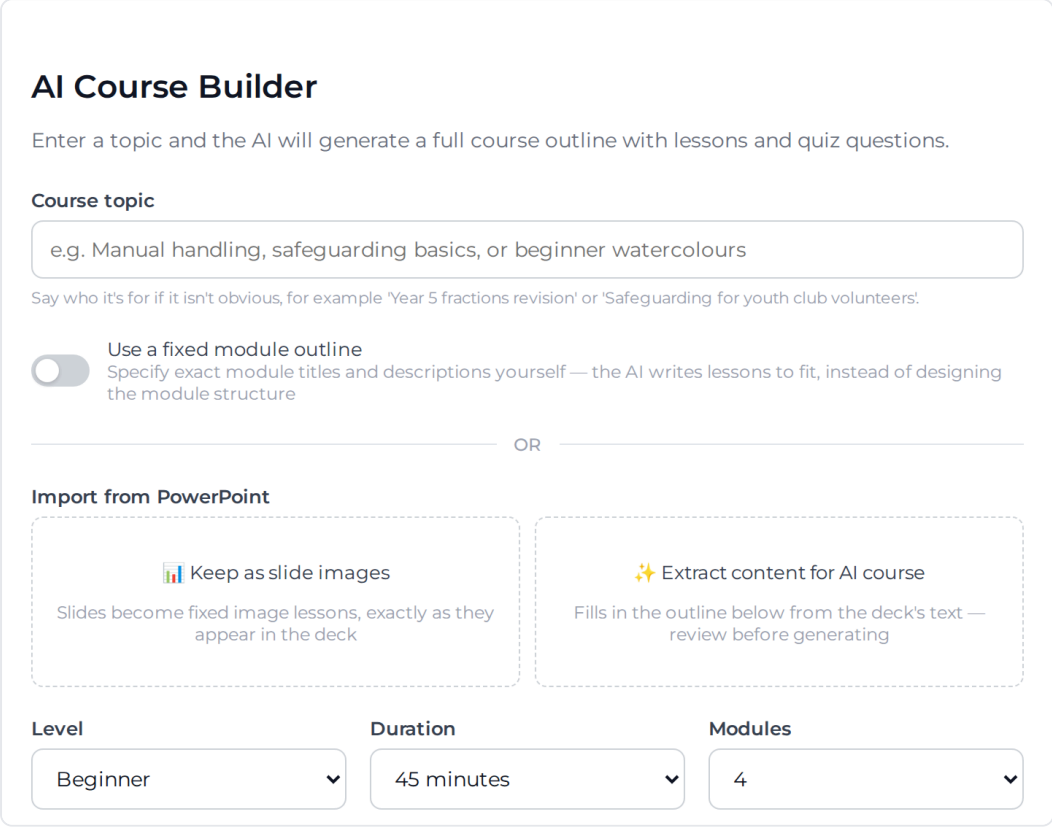


Figure 7. The top of the New course screen: the topic, the optional fixed outline and PowerPoint import, and the level, duration and number of modules.

3.2 The settings, one by one

SETTING	WHAT IT DOES
Course topic	What the course is about. This is the only thing you must fill in. With a fixed outline it can be a short overall subject, such as “Home composting”. See section 3.3 for how to write a good one.

SETTING	WHAT IT DOES
Use a fixed module outline	Switch this on to write your own module titles and descriptions. The AI then writes lessons to fit your structure, instead of designing the structure itself (section 3.4).
Import from PowerPoint	Start from a .pptx file instead (section 3.5).
Level	Beginner, Intermediate or Advanced. It sets the depth and the language the AI uses.
Duration	15, 30, 45 or 60 minutes: the length you are aiming for. It is shown on the course.
Modules	How many modules the course has, from 1 to 10. With a fixed outline, this shows the number of modules in your outline instead.
Template	The colour scheme of the finished course: In2itive (orange), Corporate (blue), Compliance (red) or Modern (purple).
Lesson layout	How lessons are laid out: Standard, Two Column, Cards, Steps or Minimal (section 3.6).
Include images	Adds public domain stock images to each lesson and module introduction. It is off to begin with. The images are general-purpose photos, so check that they suit your subject, or leave this off.
Pass mark (%)	The score learners need to pass: 50%, 60%, 70%, 80% (the starting choice), 90% or 100%.
Questions per quiz	How many questions each module quiz has: 5, 8, 10 (the starting choice), 12, 15 or 20.
Quizzes	**Optional** (the starting choice) or **Required to pass** (section 8.4).

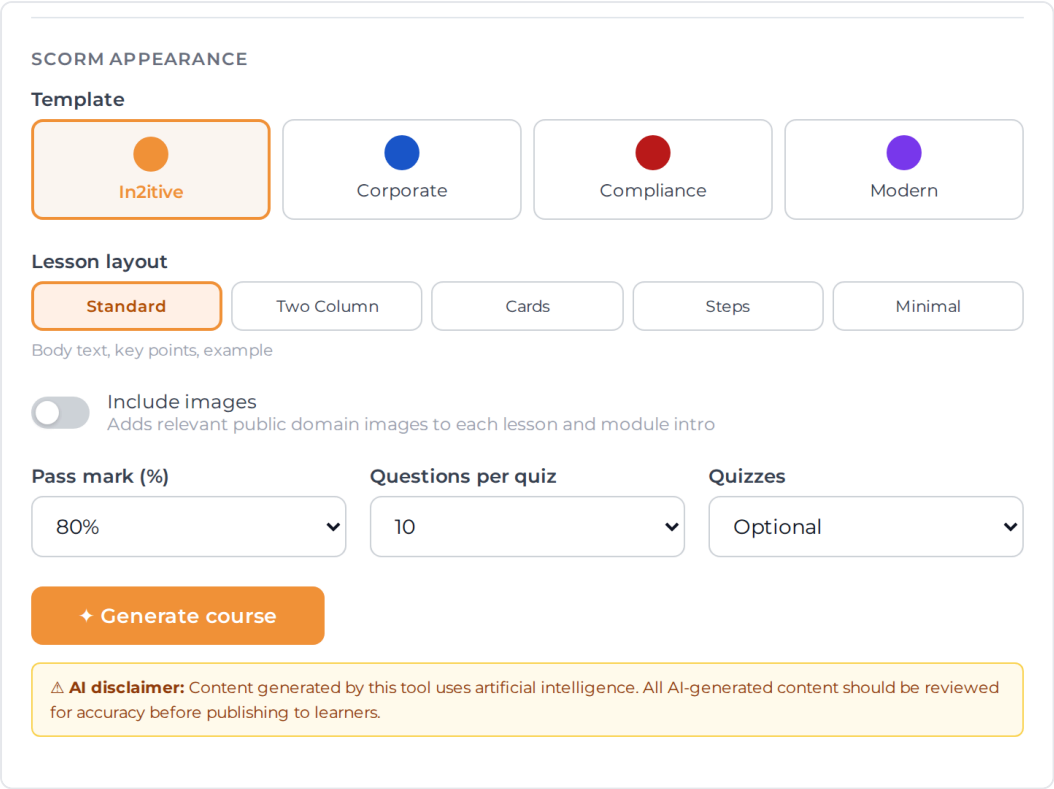


Figure 8. The lower half of the screen: the SCORM appearance (template and lesson layout), images, pass mark and quiz settings, and the Generate course button.

3.3 Writing a good topic

The topic is the most important thing you type. A little more detail gets a much better course.

- **Be specific.** “Manual handling for warehouse staff” will give you a sharper course than “health and safety”.
- **Say who it is for** if it is not obvious. The AI pitches the content at the learners your topic implies. For example: “Year 5 fractions revision”, “Safeguarding for youth club volunteers”, “Beginner watercolours for adults”, or “Induction for new café volunteers”.
- **Name the scope.** If you only want to cover part of a subject, say so: “Home composting: getting started, not allotments”.
- **Do not worry about the style.** The level, duration and layout settings handle that.

> NOT A WORKPLACE COURSE?
> You do not need to mention work at all, and the AI will not turn a school or hobby topic into a workplace course. Real-life examples will come from the learners’ own world: school, home, hobbies and the community.

3.4 Using your own module outline

If you already know how the course should be structured, switch on **Use a fixed module outline**. You then write a list of modules:

1. Type a module title, for example “Risk assessment and client due diligence”.
2. Add a short description of what the module covers. It guides the lessons the AI writes.
3. Choose **+ Add module** for each further module. Use **Remove** to delete one.

The **Modules** setting then reads “N modules (from outline)”, and the AI writes the lessons for each of your modules.

> **WHAT YOU STILL NEED**
> Even with a fixed outline you must fill in the **Course topic** (a short overall subject is enough), and every module needs a title. A module with a description but no title is not accepted, and a module with nothing typed is left out. If something is missing, the screen says what when you choose **✦ Generate course**. A long outline can take longer to write; if the AI returns fewer modules than you listed, nothing is created and you are asked to try again.

3.5 Starting from a PowerPoint deck

If you already have a presentation, **Import from PowerPoint** offers two ways to use it. Both accept .pptx files only.

OPTION	WHAT HAPPENS	CHOOSE IT WHEN
📊 Keep as slide images	The deck becomes a course in which every slide is a lesson, shown as an image **exactly as it appears in the deck**. The AI does not rewrite anything.	Your slides are already finished and you only need them packaged as a course.
✨ Extract content for AI course	The AI reads the text of the deck and **fills in the outline** for you. Nothing is generated yet: you can review and change the outline, then generate the course in the usual way.	You want an AI-written course, but based on your own material.

While a deck is being processed the screen shows “Converting slides…” or “Reading slide content…”. If something goes wrong you will see “Failed to import PowerPoint. Please try again.”

> **SLIDE-IMAGE COURSES**
> A course made with “Keep as slide images” has no AI-written lessons or quizzes to edit: the outline screen simply tells you how many slides were imported. Save it, then take it through review and publishing like any other course.

3.6 Choosing a template and a layout

These two choices control how the finished course looks to learners. The template sets the colours; the layout sets how each lesson page is arranged. The layout applies to the whole course.

LAYOUT	HOW LESSONS ARE ARRANGED
Standard	Body text, key points and an example.
Two Column	Text on the left, key points on the right.
Cards	Key points as visual cards.
Steps	A numbered, step-by-step layout.
Minimal	Clean text with inline highlights.

You can change the template and layout later in the editor (section 5.3), so there is no need to get them right first time.

3.7 Generating the course

When you are happy with the settings, choose **✦ Generate course**. The button changes to “Generating…” while the AI works. The course outline then appears (chapter 4).

CHAPTER 4

Your course outline

When the AI has finished, you see the outline of your new course. This is your chance to shape it before anything is saved.

4.1 The outline screen

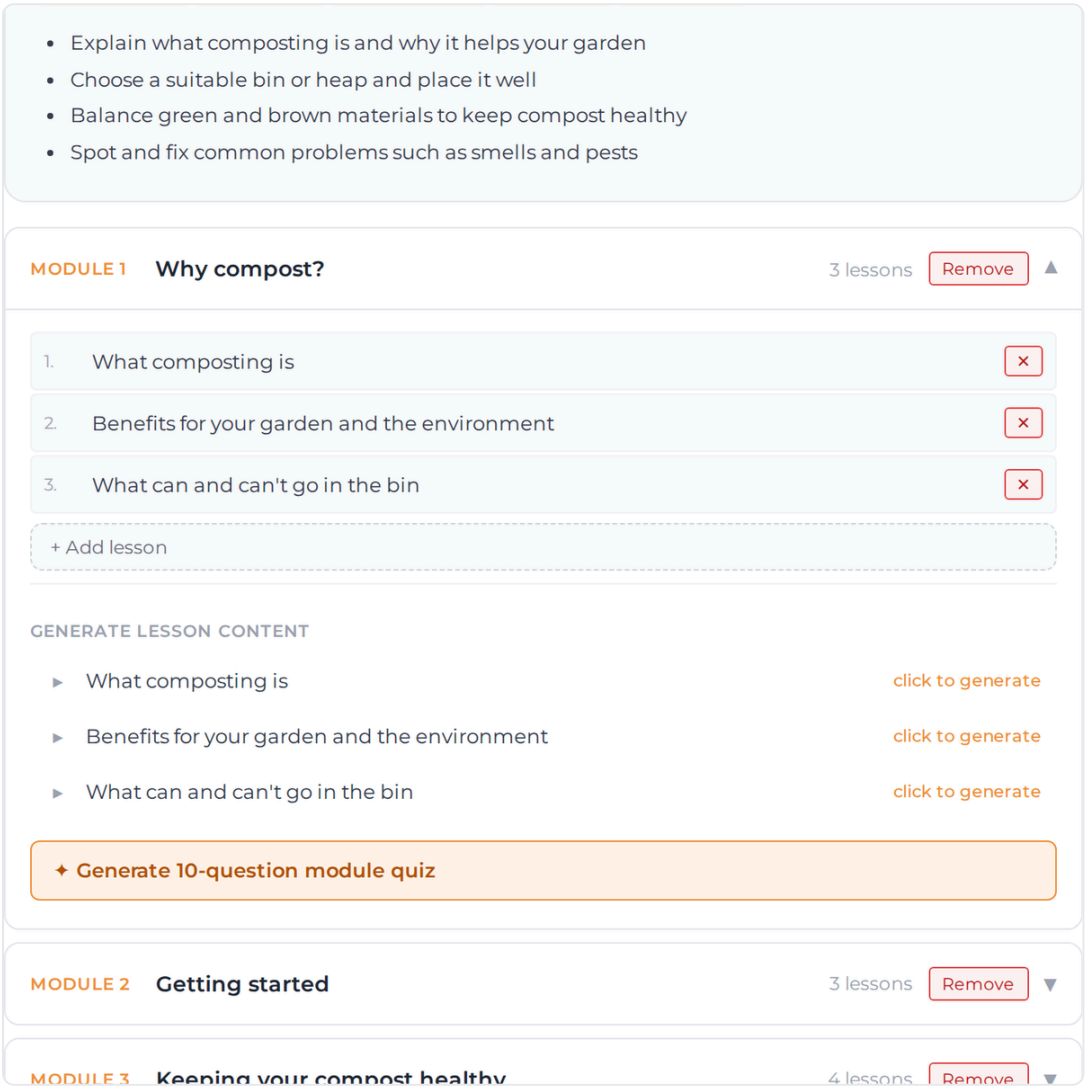


Figure 9. The outline of a new course: the title card with its learning objectives, then the modules and their lessons.

At the top is a card with the course title, the duration, level and number of modules, a set of tags, and the **learning objectives** the AI has written. Below it, each module is a card that you can open or close with the arrow on its right.

> **NOTHING IS SAVED YET**
> Until you choose **💾 Save draft**, the course exists only on this screen. If you leave the screen first, it is lost.

4.2 Changing the outline

- **Rename** a module or a lesson by clicking its title and typing.
- Choose **+ Add lesson** to add a lesson to a module, or **✕** beside a lesson to remove it.
- Choose **+ Add module** to add a module, or **Remove** to delete one. A course must keep at least one module, so **Remove** disappears when only one is left.

A module's card also shows how many lessons it has. Changes here are only to the outline: they do not rewrite lessons that have already been written.

4.3 Writing the lessons

Under **Generate lesson content**, each lesson is listed with the hint "click to generate". The AI writes lessons one at a time, when you ask:

1. Open a module, then click a lesson's title. The screen shows "Generating lesson content…".
2. When it appears, read it. The lesson is made of blocks: body text, and often a self-reflection prompt, a real-world example and a knowledge check, followed by key points.
3. Edit anything directly in the text boxes. Use the small ↑ and ↓ buttons to move a block, and **✕ Remove** to delete one.
4. Click the lesson's title again to close it.

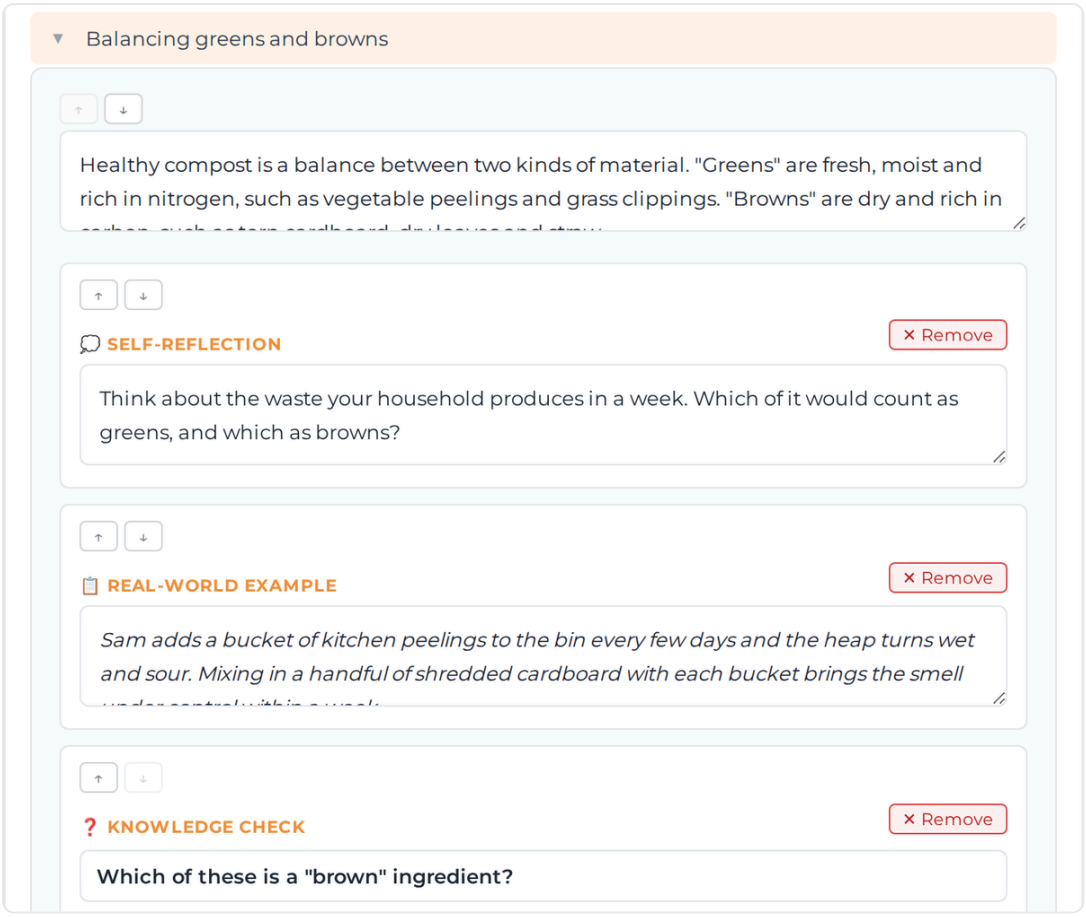


Figure 10. A lesson that has been written. Each block can be edited, moved with the arrows, or removed.

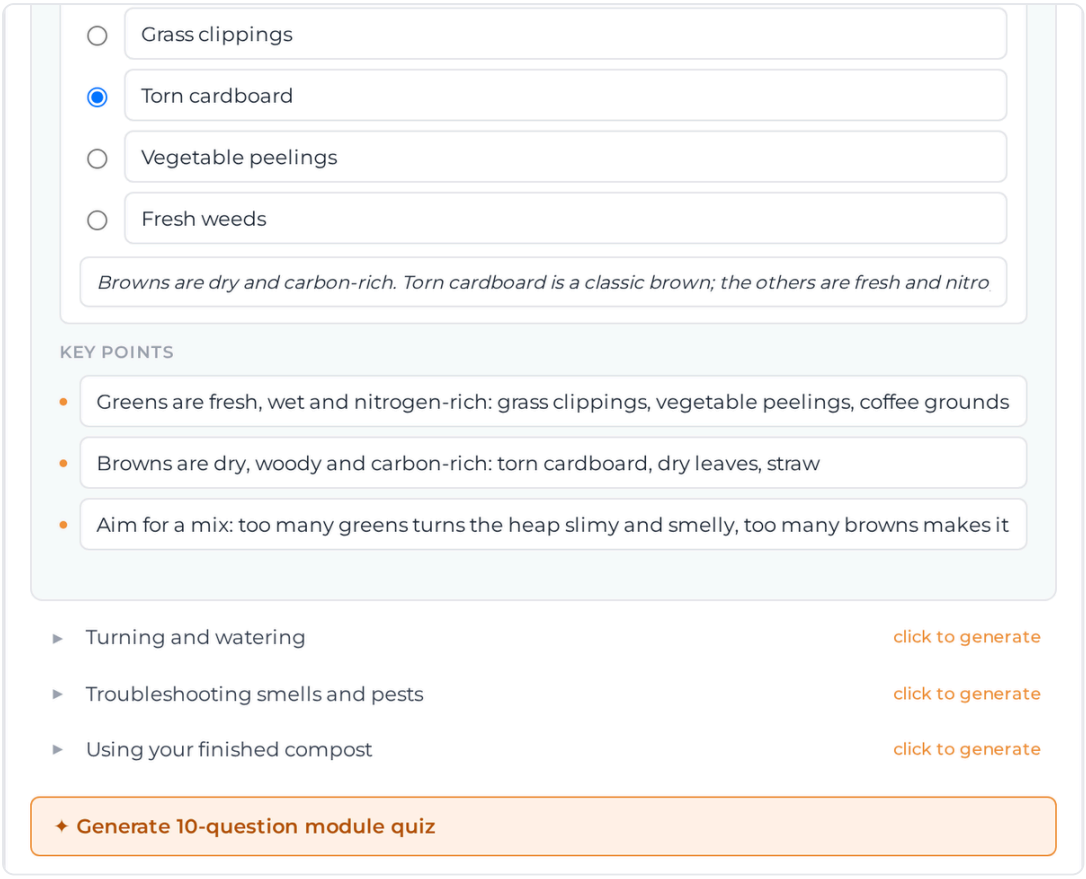


Figure 11. Further down the same lesson: a knowledge check, whose correct answer you set with the round button, and the key points.

> **YOU DO NOT HAVE TO WRITE EVERY LESSON HERE**
> You can save the course with some lessons still unwritten, and write them later in the editor with ✦ **Regenerate** (chapter 5).

4.4 Creating a quiz for each module

At the bottom of each module is a button such as ✦ **Generate 10-question module quiz**. The number is the **Questions per quiz** setting you chose. The AI writes questions from that module's lessons, and you can try the quiz straight away, exactly as a learner would.

There are three kinds of question:

- **Multiple choice**: pick one answer from several.
- **True / False**.
- **Match the pairs**: click a term, then click its matching definition.

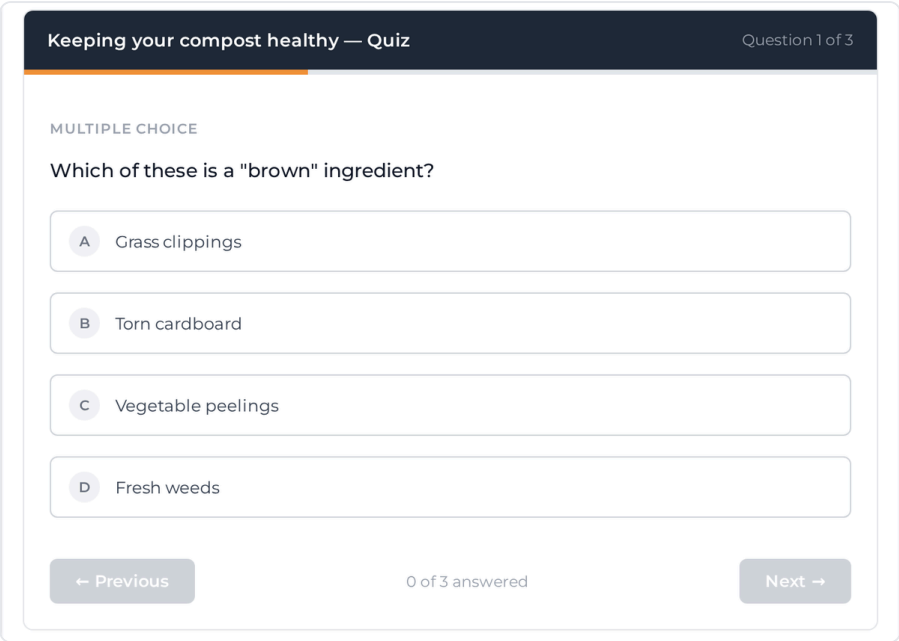


Figure 12. A multiple-choice question in the module quiz. You move on once you have answered.

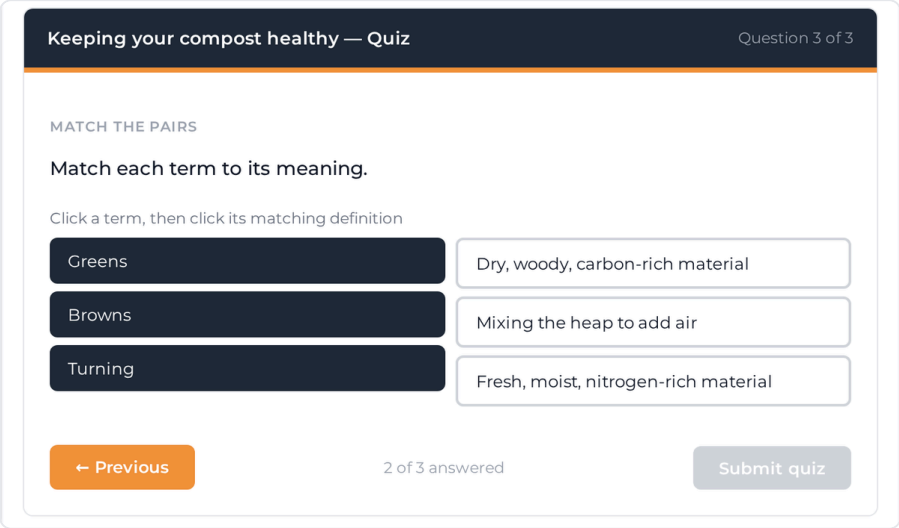


Figure 13. A match-the-pairs question: click a term, then click its matching definition.

When you submit, you see “Quiz Results”: whether you passed, and how many questions you answered correctly. **↺ Retry** lets you take the same quiz again and **New quiz** asks the AI for a fresh set of questions. The questions are saved with the course when you save it.

4.5 Previewing, starting again, and saving

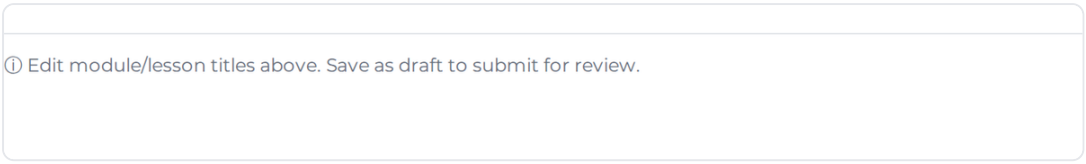


Figure 14. The buttons at the foot of the outline.

BUTTON	WHAT IT DOES
↺ Regenerate all	Throws away this outline and asks the AI to start again from your settings. Use it if the outline is not what you wanted.
Preview	Shows the course as learners will see it (chapter 6).
💾 Save draft	Saves the course as a **Draft**. The button then shows ✓ Save draft.

A note at the bottom reminds you: “Edit module/lesson titles above. Save as draft to submit for review.” To carry on, choose **My courses** in the menu at the top and open the course with **Edit**. If you try to leave a course you have not saved, you are asked first, because it would be lost.

CHAPTER 5

Editing a course

The editor is where a draft becomes a finished course. Everything the AI wrote can be changed, and everything can be written again.

5.1 Opening a course

In the course list, choose **Edit** on a course. You can edit a course only while it is a **Draft** or has been **Rejected** (returned), and only if you are an administrator. For a Pending, Approved or Published course the button reads **View**: you can read it, but not change it. A banner at the top explains why. For example, a pending course says that it is currently awaiting review, and an approved one says that it is ready to be published.

> **RETURNED COURSES**
> When a reviewer returns a course, a banner headed “Returned for revision” shows their notes at the top of the editor. Make the changes, then submit the course again.

5.2 The top bar

BUTTON	WHAT IT DOES
← My courses	Back to the list.
Status badge	Shows the course’s status.
👁 Preview	Shows the course as learners will see it.
💾 Save	Saves your changes. A message confirms: “Saved ✓”.
↑ Submit for review	Sends the course for review (chapter 7).

> **SAVE AS YOU GO**
> Nothing is saved until you choose 💾 Save. If a save fails you will see “Save failed.” Try again, and do not close the page until it succeeds.

5.3 Course settings

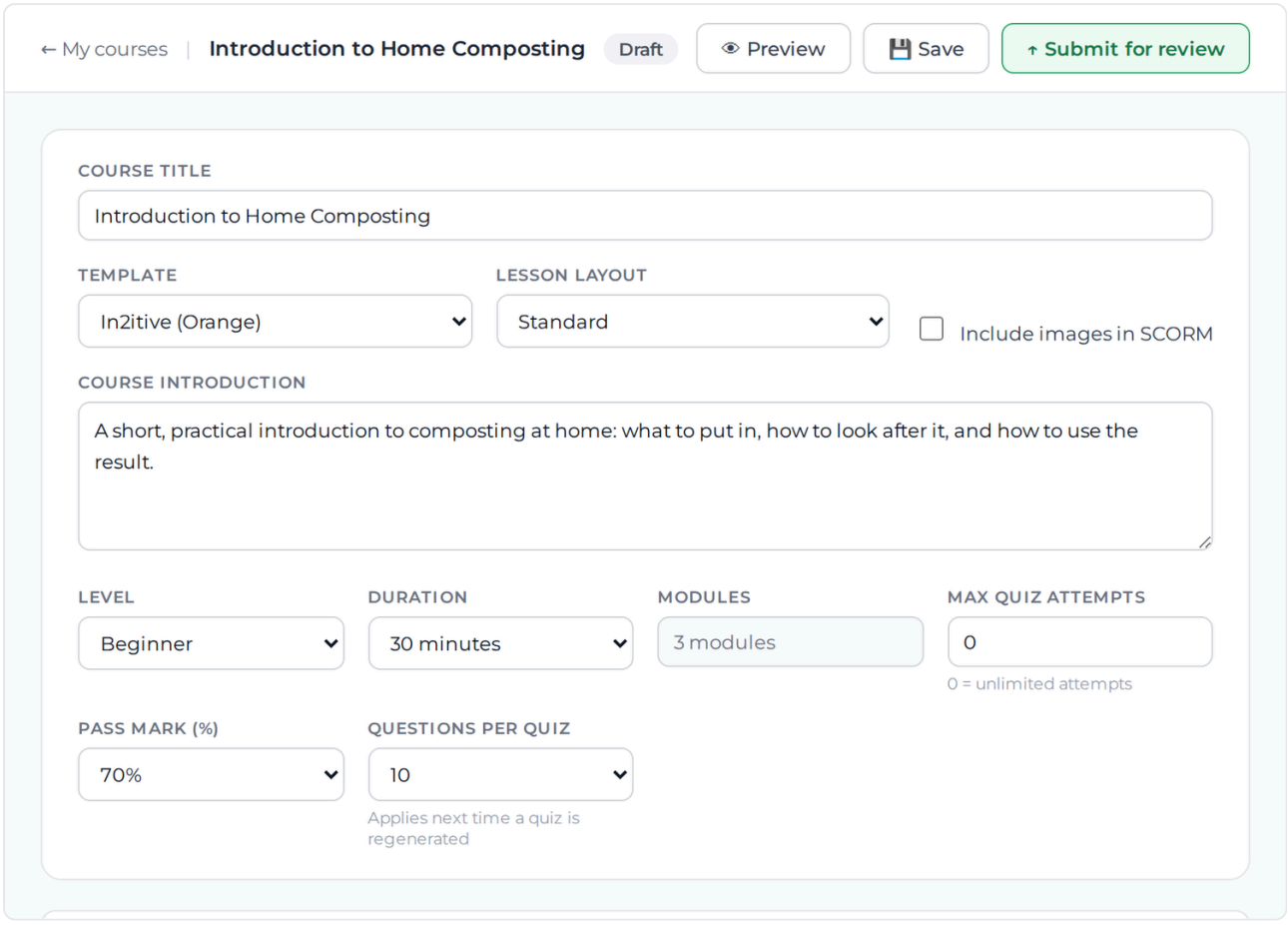


Figure 15. The editor's top bar and the course settings.

SETTING	WHAT IT DOES
Course title	The name of the course.
Template	The colour scheme: In2itive (Orange), Corporate (Blue), Compliance (Red) or Modern (Purple).
Lesson layout	Standard, Two Column, Cards, Steps or Minimal.
Include images in SCORM	Whether the exported course includes images.
Course introduction	A short introduction, shown on the course introduction page in the exported course.
Level, Duration	As on the New course screen.
Modules	The number of modules. It cannot be edited here: add or remove modules further down the page.
Max quiz attempts	How many times a learner may take a quiz. **0 means unlimited.**
Pass mark (%)	The score learners need to pass.

SETTING	WHAT IT DOES
Questions per quiz	The number of questions in a quiz. It applies the next time a quiz is regenerated: existing quizzes are not changed.

5.4 Modules and lessons

Below the settings, each module is a card. Click its header to open or close it. In the header you can rename the module, or remove it with **Remove** (not available when it is the only module).

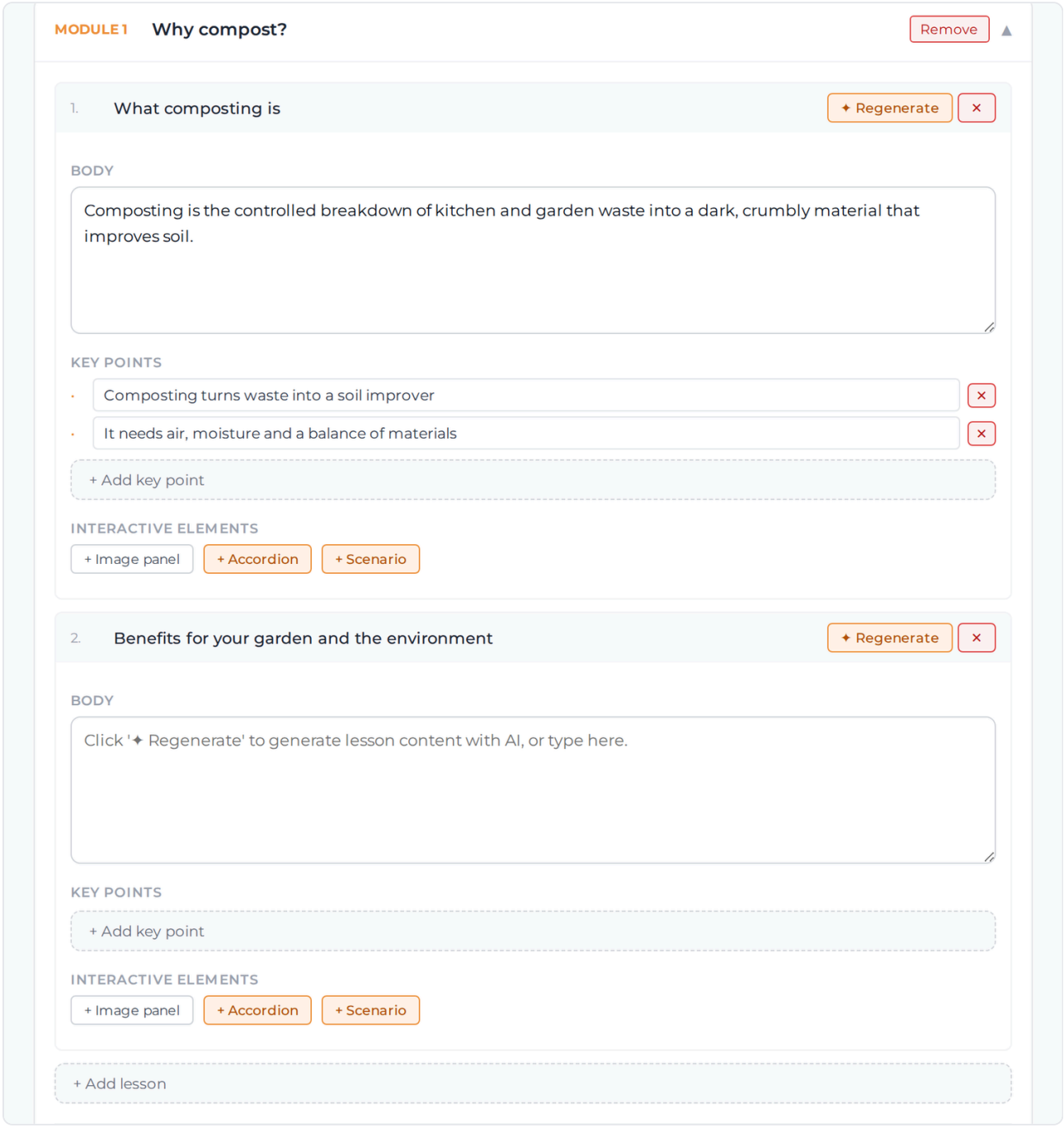


Figure 16. A module in the editor: its lessons, each with a Regenerate button, a body, key points and interactive elements, followed by the module's assessment.

Each lesson has a numbered title that you can edit, and two buttons:

- ✦ Regenerate asks the AI to **write the lesson again**, replacing what is there. Use it to write a lesson for the first time, or to try for a better version. It shows “Regenerating…” while it works.
- ✕ removes the lesson.

Under the title are the lesson’s **Body** (the text and blocks), its **Key points** (use + Add key point to add one, and ✕ to remove one) and its **Interactive elements**. Use + Add lesson to add a lesson, and + Add module at the bottom of the page for a new module.

> **REGENERATE REPLACES YOUR EDITS**
> If you have reworded a lesson and then choose ✦ Regenerate, your wording is replaced by the new version. Regenerate first, then edit.

5.5 Building a lesson from blocks

A lesson’s body is a stack of **blocks**. Between every pair of blocks is a row of small buttons that insert a new block at that spot. Each block can be moved with its ↑ and ↓ buttons and deleted with ✕ Remove. Figure 17 shows them. The buttons are:

BUTTON	ADDS	NOTES
Reflect	A self-reflection prompt.	A question that asks the learner to think about their own situation.
Example	A real-world example.	A short story or case that makes the point concrete.
Check	A knowledge check.	One question with answer options. Choose the correct answer with the round button, and write the explanation learners see afterwards. Checks the AI has suggested are marked ✦ **Suggested**: choose Keep or Remove.
Image	An image.	Paste the web address of the image. This is a link to a picture, not an upload.
Video	A video.	Paste a video’s web address.
Link	A link.	Type the text to show and the web address, which starts with https://.
Simulation	The module’s simulation.	Marks where the module’s simulation appears. You create the simulation itself in the module’s assessment (section 5.8).
Sequence	A series of steps.	A labelled step with a short detail each. + Step adds more.
Comparison	Two things side by side.	Two terms, with points for each. + Point adds more.
Convergence	Several factors leading to one outcome.	Factors with optional details, and the outcome. + Factor adds more.

BUTTON	ADDS	NOTES
Decision fork	A yes/no decision.	A question and what to do on YES and on NO.

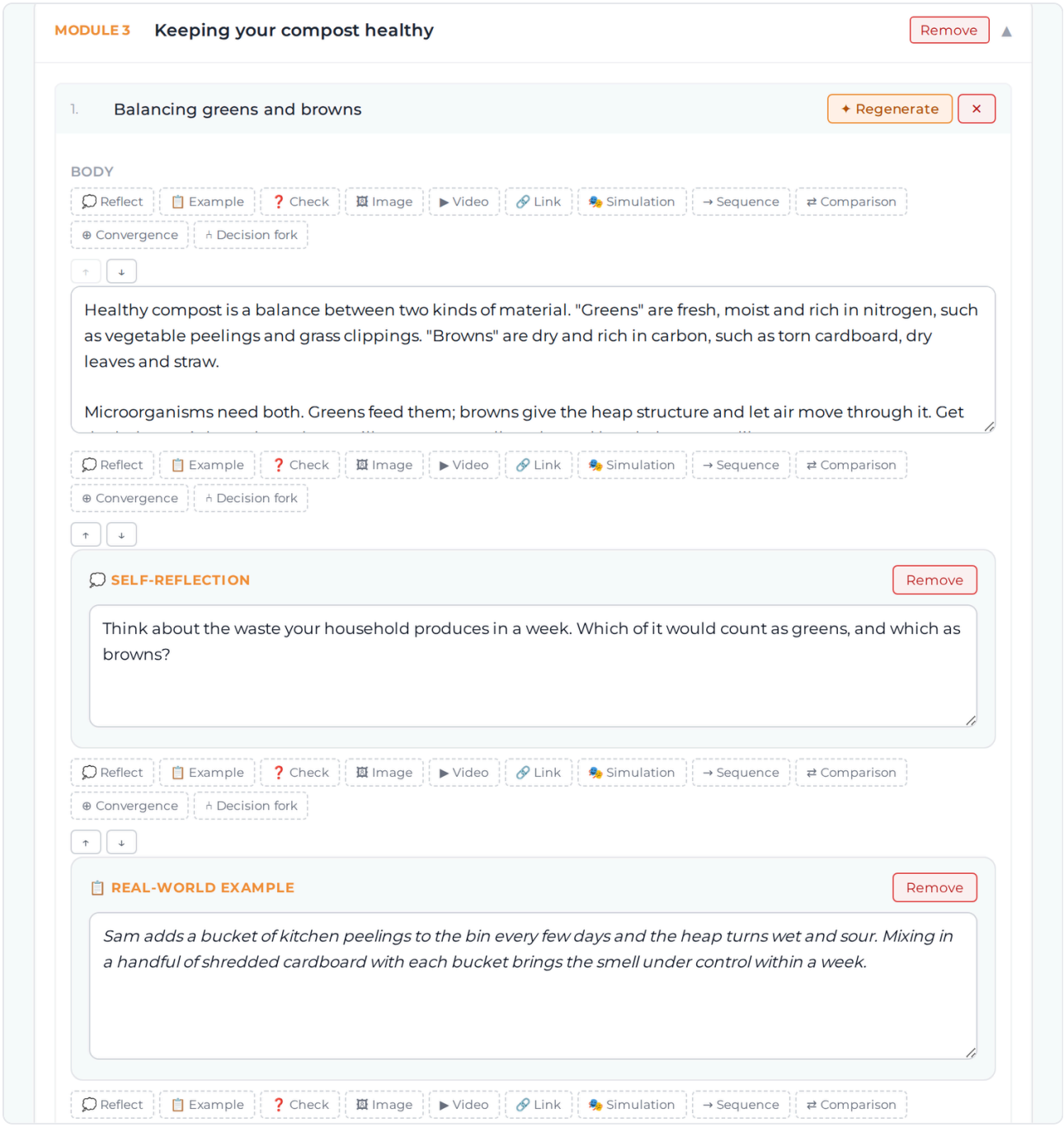


Figure 17. The body of a lesson. The dashed row of buttons between blocks inserts a new block, and each block has its own move and Remove buttons.

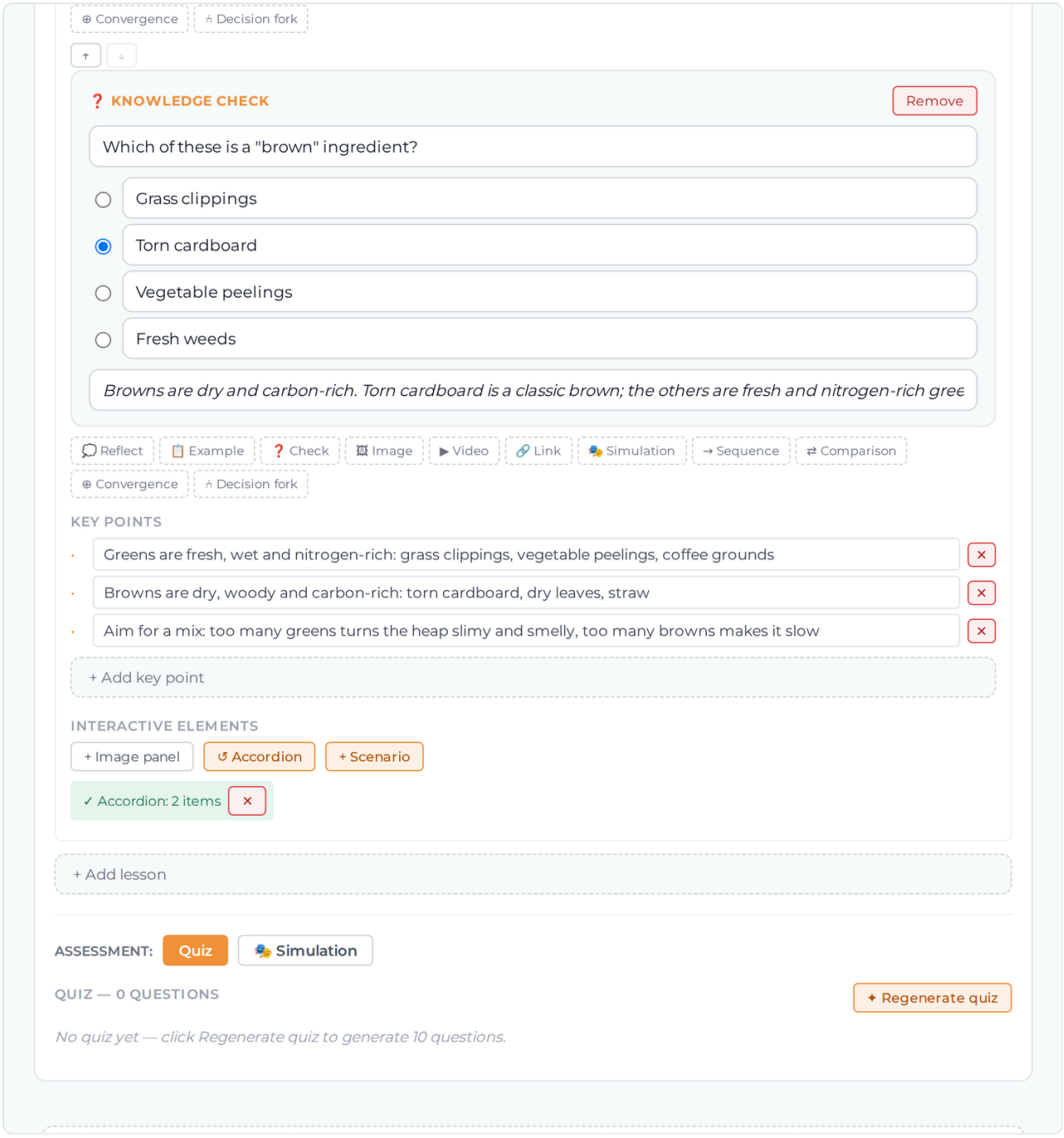


Figure 18. Further down: a knowledge check, the key points, and the interactive elements. The assessment for the module follows.

5.6 Interactive elements

Under each lesson's key points are three buttons that add richer features to the lesson page. Each can be removed again with the ✕ beside its green label.

BUTTON	WHAT IT ADDS
+ Image panel	Shows the lesson text as an illustrated panel instead of plain body text. It only has an effect when the lesson has body text.

BUTTON	WHAT IT ADDS
+ Accordion	The AI writes **five or six expandable sections**, each with a heading and two or three sentences on a key concept from the lesson. Once added, the button reads ↺ Accordion and generates a new set.
+ Scenario	The AI writes a **short realistic situation** with a question and answer options for the learner. Once added, the button reads ↺ Scenario.

A green label such as "✓ Accordion: 2 items" or "✓ Scenario generated" shows that an element is in place.

5.7 Quizzes

At the foot of each module is its **Assessment**. Choose Quiz or 🎭 Simulation to decide which kind it has. For a quiz you see how many questions it has.

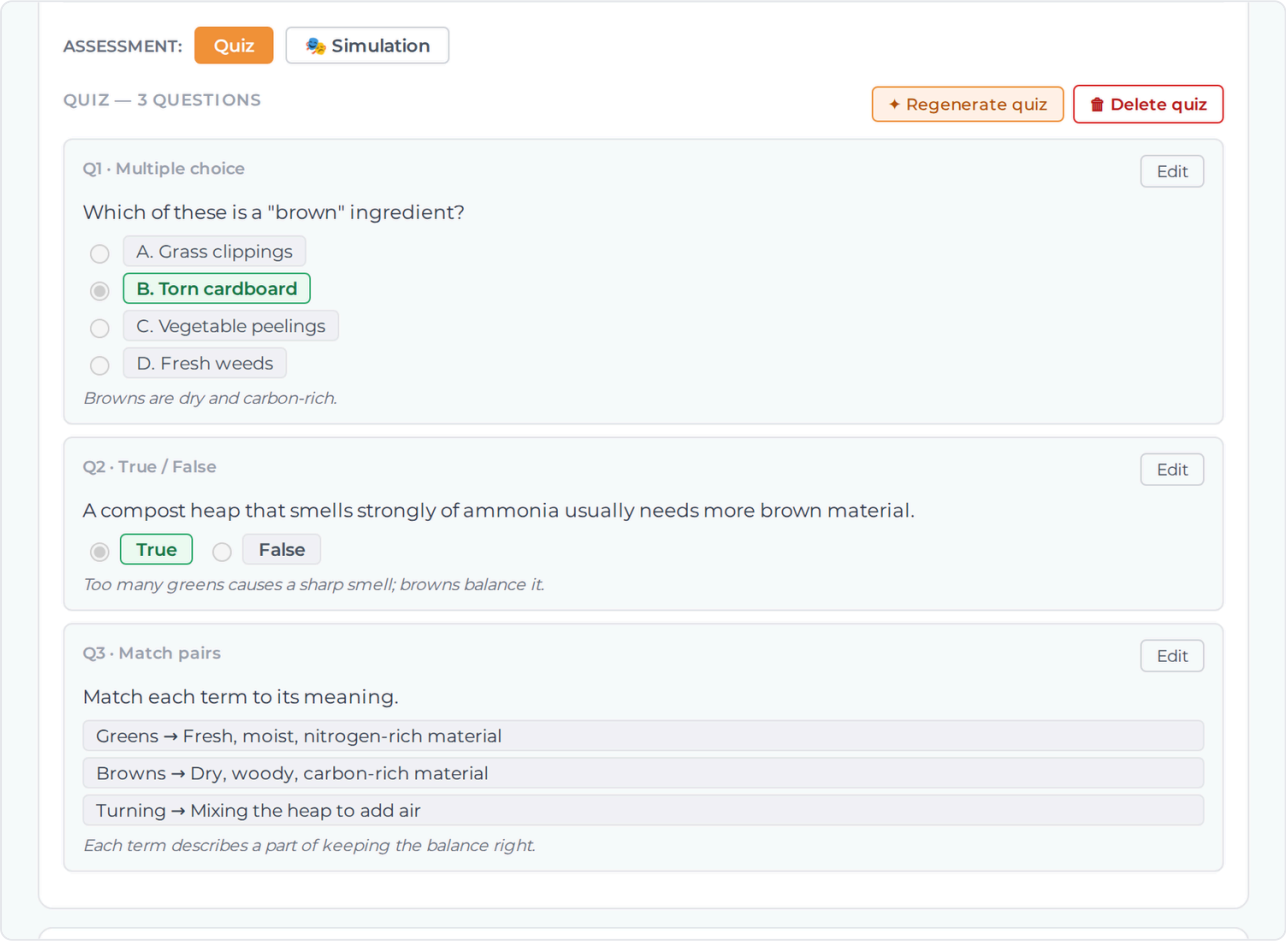


Figure 19. A module's quiz in the editor, with its three kinds of question.

- ✦ Regenerate quiz creates a new set of questions, using the Questions per quiz setting. If the module has no quiz yet, the page says "No quiz yet" and tells you to choose Regenerate quiz.
- 🗑 Delete quiz removes the quiz.

- Each question is labelled with its kind (Multiple choice, True / False or Match pairs). Choose **Edit** to change a question, then **Save** or **Cancel**. The correct answer is highlighted, and the explanation appears underneath.

> **CHECK EVERY ANSWER**
> AI-written questions sometimes mark the wrong answer as correct, or have more than one defensible answer. Read each quiz carefully before you submit the course.

5.8 Simulations

If you choose **🎭 Simulation** instead of a quiz, the page says "not generated" until you choose **✦ Generate simulation**. The AI then creates a short, scenario-based exercise **from that module's lessons**, in which the learner makes choices and is scored. The simulation is used in place of the module's quiz.

5.9 The final assessment

A **Final Assessment** is one combined, graded assessment covering the whole course. Learners see it right before the course-complete page, and it is separate from each module's own quiz. Choose **Generate final assessment** to create one, **Regenerate** to replace it, or **🗑 Delete** to remove it.

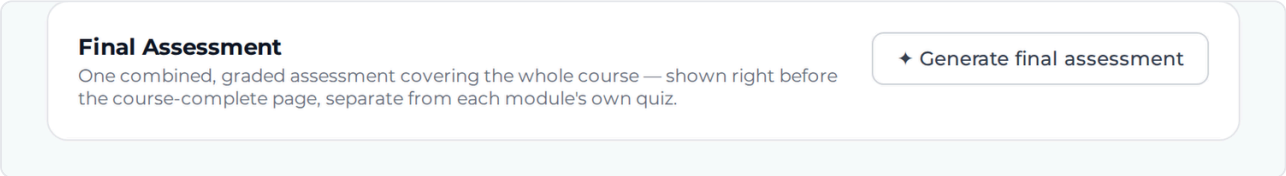


Figure 20. The Final Assessment section, at the foot of the editor.

5.10 Saving

Choose **💾 Save** whenever you want to keep your changes. When the course is ready for review, choose **↑ Submit for review**.

CHAPTER 6

Previewing a course

Before you submit a course, see it the way a learner will.

6.1 Where to preview

- On the outline screen, choose **Preview**.
- In the editor, choose **👁 Preview**.
- In the course list, choose **Preview** on any course. **Everyone** can do this, including normal users.

A preview is built by the same code that builds the exported course, so what you see is what your learners will get.

6.2 What learners will see

- A **course introduction** page, with the learning objectives.
- Each module and its **lessons**, arranged in the layout and colours you chose.
- A **quiz or simulation** at the end of each module.
- The **final assessment**, if the course has one.
- A **Course Complete!** page.

> **PREVIEW AS A LEARNER**
> Click through the whole preview at least once, and answer the quizzes. It is the quickest way to find a lesson that needs a closer look.

CHAPTER 7

Review and approval

No course reaches your learners until someone other than the AI has read it.

7.1 Submitting a course

An administrator submits a Draft or Rejected course by choosing **Submit** in the course list, or **↑ Submit for review** in the editor. The screen confirms “Submitted for review”, and the status changes to **Pending**. The course is now read-only. The people who can review it are emailed (chapter 11).

7.2 Reviewing a course

A pending course shows two extra buttons to administrators and normal users: **✓ Approve** and **✗ Reject**. Use **View** or **Preview** first to read it.

- **Approve.** The status changes to Approved, the list shows “Reviewed by” and your name, and the course is ready to publish.
- **Reject.** A box asks you to write notes for the creator, explaining what needs to change. Choose **Reject & notify creator**. The status changes to Rejected, and the creator is emailed your notes.

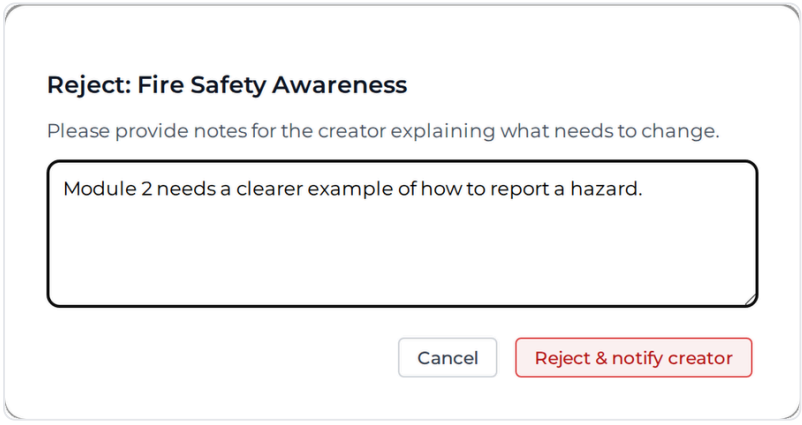


Figure 21. Returning a course: the notes are sent to the creator.

> **WRITE NOTES THE AUTHOR CAN ACT ON**
> Name the module or lesson, and say what to change. “Module 2 needs a clearer example of how to report a hazard” is much more useful than “needs work”.

7.3 When your course is returned

A returned course is marked Rejected in the list. The reviewer's notes appear under the title, and again as a "Returned for revision" banner in the editor. Choose **Edit**, make the changes, then choose **Submit** again.

CHAPTER 8

Publishing and downloading

Publishing is the last step. It makes a course final, and it unlocks the downloads you use to put the course in front of learners.

8.1 Publishing a course

Only administrators can publish, and only a course that has been **Approved**. Choose ⬆ **Publish** on the approved course in the list. A box asks you to confirm:

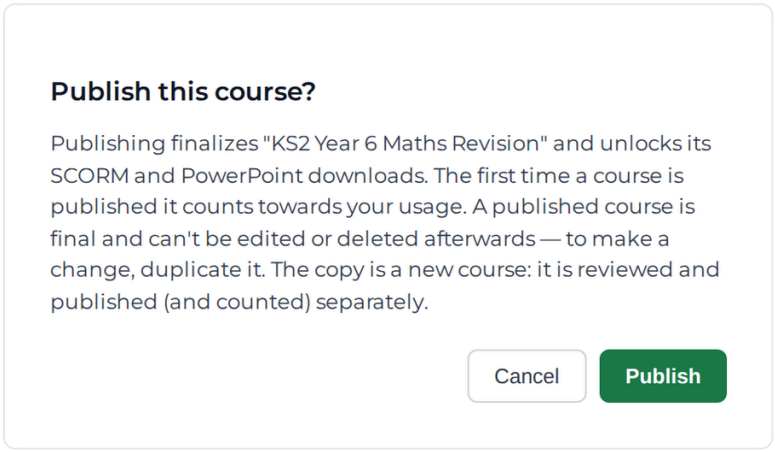


Figure 22. The confirmation shown before a course is published.

Choose **Publish**. The status changes to **Published**.

> **PUBLISHING IS FINAL, AND IT IS COUNTED**
> A published course cannot be edited or deleted. The first time a course is published it counts towards your usage. Read the course through one last time before you publish.

> **IF YOUR ORGANIZATION HAS A PUBLISHING LIMIT**
> When the limit is reached, an approved course simply waits: it stays Approved and can be published as soon as the limit is raised or, for a monthly allowance, when it renews. See section 2.6.

8.2 Making a change after publishing

A published course shows 🔒 **Final** in the list. To change it, choose ⧉ **Duplicate**. The copy is a **new course** that starts again at the beginning of the process: you edit it, it is reviewed, and it is published (and counted) separately from the original. The original stays exactly as it was.

The same applies to a course that is Approved but not yet published. It is read-only, so duplicate it to make changes.

8.3 Downloading a published course

Once a course is published, two download buttons appear in its row of the course list:

BUTTON	WHO CAN USE IT	WHAT YOU GET
⬇ SCORM	Administrators	A SCORM 1.2 package (a .zip file) to upload to your LMS.
⬇ PowerPoint	Administrators and normal users	A PowerPoint (.pptx) file of the course, which you can present or adapt.

If a download does not start, you will see “Download failed. Please try again.” Wait a moment and choose the button again.

8.4 What your learners will experience

A SCORM package contains the whole course as a small website, which your LMS plays for each learner. This is what they will meet:

- A **course introduction** with the learning objectives, then each module’s lessons, with Next and Previous buttons and a contents list.
- **Quizzes and simulations.** Learners answer each question and see whether they were right, with your explanation. They must **submit each module’s quiz or simulation before they can move on**: the course says “Please complete the quiz before continuing.”
- If the course has one, a **Final Assessment** before the end.
- A **Course Complete!** page, with a message such as “You scored 85% — pass mark is 80%.”

Scoring, pass marks and attempts

- A learner’s **score** is the average of their results across the course’s assessments, shown as a percentage. They **pass** if it reaches the **pass mark**.
- **Max quiz attempts** limits how many times a learner can retake a quiz (the Retake quiz button). 0 means unlimited.
- With **Quizzes: Optional**, passing depends on the score alone. With **Required to pass**, a learner who has not completed every module assessment cannot be recorded as having passed, even if their score is high. The course then tells them how many assessments they completed.

What your LMS is told

The course reports to your LMS whether the learner **passed or failed** and their **score from 0 to 100**. It also remembers where each learner was, so they can leave and **pick up where they left off**.

8.5 Putting the course in your LMS

1. Download the package with ⬇ SCORM. Keep it as a .zip file: **do not unzip it**.
2. In your LMS, add a new SCORM activity or course, and choose to upload a SCORM package. Select the .zip file.
3. Choose **SCORM 1.2** if your LMS asks which version to use.
4. Set how your LMS should record results (completion, pass or fail, and score). The names of these settings differ from one LMS to another.
5. Test the course yourself with a test learner account before you enrol real learners.

> **THE LMS SAYS THE PACKAGE IS INVALID?**
> Check that you selected SCORM **1.2** (not SCORM 2004) and that you uploaded the original .zip file, not a folder of its contents.

8.6 Deleting a course

Administrators can delete a course that has not been published, with the red 🗑 button. A box asks you to confirm, and warns that the course will be permanently deleted along with all its modules, lessons, quizzes and audit history, and that this cannot be undone. Published courses cannot be deleted.

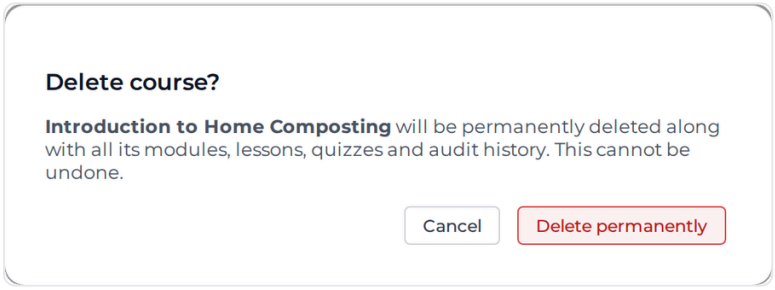


Figure 23. The confirmation shown before a course is deleted.

CHAPTER 9

Teams and organizations

This chapter is for administrators. It explains how to add people, how to set up sub-organizations, and what each person can see.

9.1 How organizations work

An **organization** is a group of people who share courses: a school, a charity, a club, a company, a client. An organization can have **sub-organizations** beneath it, which can have their own sub-organizations in turn.

- People see the courses and reports of **their own organization and every sub-organization beneath it**.
- They do **not** see courses from an organization above them, or from a neighbouring organization.
- So an administrator at the top of a group sees everything beneath them, while a sub-organization works on its own.

9.2 The Organizations screen

Choose **Organizations** in the menu at the top of any page. It shows your organization and its sub-organizations as a tree.

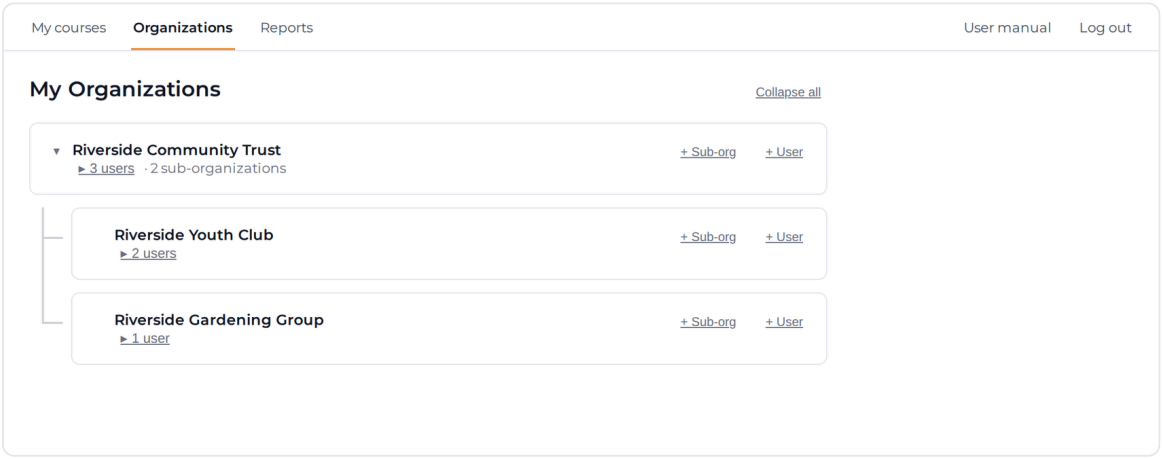


Figure 24. The Organizations screen. Each organization shows its users and sub-organizations, with buttons to add either.

- Choose **Expand all** or **Collapse all** to open or close the whole tree.
- Click the number of users (such as "▸ 3 users") to list the people in an organization. Each person is shown with their email address, role and status.
- **+ Sub-org** and **+ User** appear on every organization.

9.3 Adding a sub-organization

1. Choose **+ Sub-org** on the organization that should be its parent.
2. Fill in **Organization name**, **Administrator's name** and **Administrator's email**.
3. Choose **Create**.

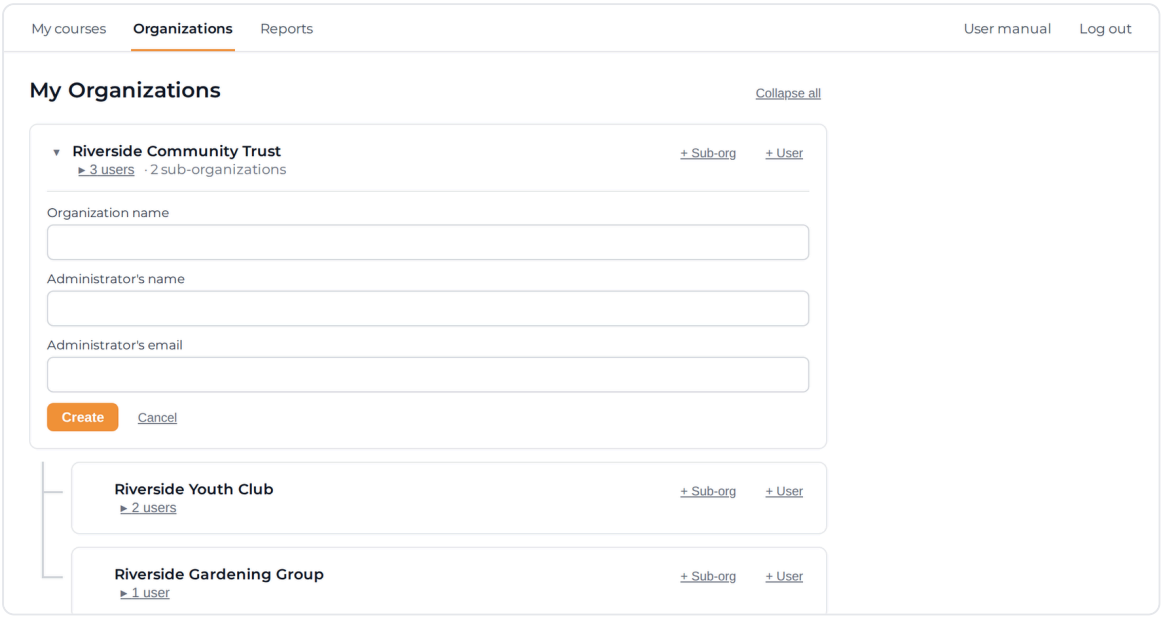


Figure 25. Adding a sub-organization.

The new organization's administrator is emailed an invitation. It says they have been set up as an administrator for the organization and gives a link to set their password. The link works for seven days.

9.4 Adding a person

1. Choose **+ User** on the organization they belong to.
2. Fill in **Name** and **Email**, and choose their **Role**: **Normal user** or **Administrator** (chapter 1 explains the difference).
3. Choose **Add user**.

They are emailed an invitation with a link to set their password. In the list of people, an administrator is shown as "administrator" and a normal user as "reviewer".

9.5 Suspending and reactivating people

To stop someone using the product, choose **Suspend** beside their name and confirm. A suspended person can no longer log in, and is marked **SUSPENDED**. Choose **Reactivate** to let them back in. Their courses are not affected. You cannot suspend yourself: your own entry is marked **YOU** and has no Suspend button.

CHAPTER 10

Reports

Administrators can see how courses, people and organizations are getting on. Reports cover your own organization and everything beneath it.

10.1 Opening Reports

Choose `Reports` in the menu at the top of any page. There are five tabs: **Usage**, **Course Activity**, **Organization Growth**, **User Activity** and **Activity Log**. Most have a **Period** choice: This month, Last month, Last 7 days, Last 30 days or All time.

10.2 Usage

Shows how many courses were created and how many were **billable**, for the chosen period and for all time. A course becomes billable when it is first published. Underneath, **Billable courses in this period** lists each course first published in the period, with who published it, and when.

This list comes from the billing record, not from the live course list. A course that has since been deleted is still listed, marked “Deleted”, so the numbers always agree with what you are charged for.

10.3 Course Activity

A view of your review pipeline.

- **Needs attention** shows courses **awaiting review** (and how long the oldest has been waiting), courses **sent back** and awaiting changes, and **stale drafts**.
- **Pipeline** counts courses at each status, and **Activity in the period** counts how many were created, submitted for review, approved and sent back, with the **median review time**.
- A chart compares courses created and approved, week by week, for the last 12 weeks.
- The **Courses** table is sorted as a work queue: courses waiting for review first, longest wait at the top, then sent back, then drafts. Filter it by status, and choose `Download CSV` to open it in a spreadsheet.

10.4 Organization Growth

Shows new and active organizations, and how far new organizations got: started, created a course, published a course. The **Organizations** table is shown as a tree, with each organization’s users, sub-organizations, courses, billable courses and last activity.

10.5 User Activity

Shows new sign-ups and active users, how far new administrators got, and a table of every user with their role, when they registered, and their last activity. People who need attention come first: those awaiting approval, those who have not started, and those who have gone quiet.

> **WHAT "ACTIVE" MEANS**
> A person is active if they ran an AI generation, or created, submitted, reviewed or published a course. Logging in and looking around is not recorded, so someone who only browses may appear quiet.

10.6 Activity Log

A record of changes made by people in your organization and its sub-organizations, newest first, 25 to a page. Use **← Newer** and **Older →** to move through it. Reading a course and failed attempts are not recorded.

CHAPTER 11

Notification emails

AI Course Builder emails the right people at each step of the review process, so nobody has to keep checking the list.

11.1 Emails about a course

EMAIL	SENT WHEN	WHO RECEIVES IT
Course ready for review	A course is submitted.	The other administrators and normal users in the course's organization. If nobody else is there, those of the nearest parent organization that has anybody.
Course approved	Someone else approves the course.	The person who created the course.
Course returned for changes	Someone else returns the course.	The person who created it, with the reviewer's notes.
Course published	Someone else publishes the course.	The person who created it.

- Nobody is emailed about something they did themselves.
- Each email has a button that opens AI Course Builder. You may need to log in first.
- The emails come from an address that is not monitored. Please do not reply to them.

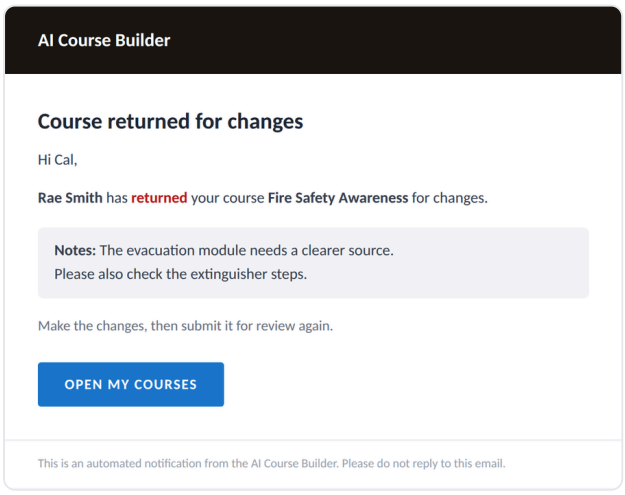


Figure 26. The "returned for changes" email, with the reviewer's notes.

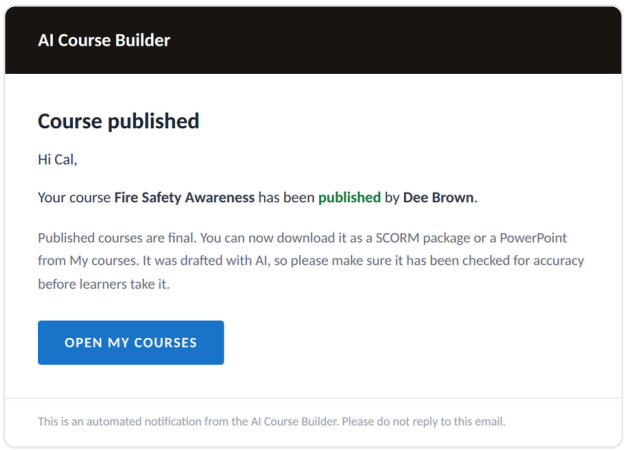


Figure 27. The "published" email.

11.2 Emails about your account

SUBJECT	WHEN YOU GET IT
Your registration is pending approval	Straight after you create an account.
Your registration has been approved	When the In2itive team approves your account. It includes a link to log in.
Your registration was not approved	If your registration is not approved.
You've been added to AI Course Builder	When an administrator adds you. It includes a link to set your password, valid for seven days.
Reset your password	When you ask for a reset link. The link works for one hour.

11.3 If an email does not arrive

- Check your junk or spam folder, and mark the email as not junk.
- Check that your address is spelled correctly in your account. An administrator can see it on the Organizations screen.
- Some organizations' mail systems hold back messages from new senders. Ask your IT team to allow the sender.

CHAPTER 12

Troubleshooting and questions

Q I registered, but I cannot log in.

Depending on how accounts are set up, you may first need to confirm your email address (look for an email titled Confirm your email address), and the In2itive team may then need to approve your account. The log-in screen tells you which, and offers to send a new confirmation email. You will get an email when your registration has been reviewed. Check your junk folder if it does not arrive.

Q It says my session has ended.

You stay logged in for about 8 hours. After that, or if your account is suspended or removed while you are using the product, you are taken back to the Log in screen with this message. Log in again. Anything you had saved is still there, but a course you had not saved yet is lost, so choose Save draft as you go.

Q It says my account has been suspended.

An administrator has suspended your account, so you cannot log in. Ask an administrator in your organization to reactivate it (chapter 9). Your courses are not affected.

Q The confirmation link does not work.

The link works for 48 hours, and asking for a new one replaces the old one, so use the newest email. If it has expired, the page it opens lets you ask for a new link. If you have already confirmed, just log in: opening the link again tells you so.

Q It says there have been too many attempts or requests.

To protect accounts, the product slows down repeated wrong passwords, and many requests from one internet connection in a short time. Wait a few minutes (up to an hour for creating accounts) and try again. If you cannot remember your password, choose Forgot password?.

Q My password reset link does not work.

Reset links work for one hour, and each new request replaces the last one. Choose Forgot password? on the Log in screen and request a new link.

Q My invitation link has expired.

Invitation links work for seven days. Choose Forgot password? on the Log in screen to get a new link for your address.

Q I cannot see the Edit, Submit or Publish buttons.

Those buttons are for administrators. A normal user can read, preview, approve and return courses. Also check the status: you can only edit a Draft or Rejected course, only submit those, and only publish an Approved one.

Q Why is my course read-only?

A course is read-only while it is Pending, Approved or Published. If you need to change an approved or published course, duplicate it.

Q A published course has a mistake. What can I do?

A published course is final. Choose Duplicate, correct the copy, and take it through review and publishing. The copy is counted separately.

Q Generating a lesson or a quiz failed.

You will see “Failed to generate lesson content” or “Failed to generate quiz”. This is usually temporary: try again. If it keeps happening, contact us (chapter 14).

Q The AI got something wrong.

It can. Edit the text yourself, or choose Regenerate to have it written again. Always review AI-written content before you submit it.

Q The images do not suit my topic.

The images are general-purpose stock photos. Switch off Include images (or Include images in SCORM in the editor), or remove the image blocks you do not want.

Q Nobody is reviewing my course.

Courses wait for a reviewer to approve them. Ask an administrator or normal user in your organization. Administrators can see how long courses have been waiting in Reports, on the Course Activity tab.

Q I lost my work.

Nothing is saved until you choose Save draft (on the outline) or Save (in the editor). If you leave the page without saving, the changes are lost.

Q A message says my organization has reached a limit.

Your organization, or a group it belongs to, has used up an allowance (section 2.6). The message says which one and when it renews. Courses you have already written are not affected, and approved courses can still be published once the limit is raised. To raise it, contact us (chapter 14).

Q Can a published course be deleted?

No. Published courses are final, and are counted for usage.

Q Can a learner’s progress be resumed?

Yes. The course remembers where each learner was, and your LMS passes that back when they return.

CHAPTER 13

Glossary

Accordion
A set of expandable sections in a lesson.

Allowance
The limits on how many courses an organization can create and publish, and how many AI requests it can make. Shown above the course list when set.

Administrator
A user who can create and manage courses, people and organizations.

Approved
A course that has passed review but is not yet published.

Block
One piece of a lesson's body: a paragraph, a reflection, an example, a knowledge check, an image, and so on.

Draft
A course that is still being written.

Final assessment
One graded assessment covering a whole course, shown before the course-complete page.

Layout
How lesson pages are arranged: Standard, Two Column, Cards, Steps or Minimal.

LMS
Learning management system: the software that gives courses to learners and records their results.

Module
A group of lessons on one theme, followed by a quiz or simulation.

Normal user
A user who can view, preview, approve and return courses. Also called a reviewer.

Organization
A group of people who share courses. It can have sub-organizations beneath it.

Pass mark
The score a learner needs to pass.

Pending
A course that has been submitted and is waiting for review.

Published
A course that is final, counted for usage, and available to download.

Rejected
A course returned by a reviewer, with notes, to be edited and submitted again.

SCORM
A standard format for online courses that lets any compatible LMS play them and record results. AI Course Builder produces SCORM 1.2.

Simulation
A short scenario-based exercise in which the learner makes choices and is scored.

Sub-organization
An organization that sits beneath another.

Template
The colour scheme of a course: In2itive (orange), Corporate (blue), Compliance (red) or Modern (purple).

Usage
The count of courses published. A course is counted the first time it is published.

CHAPTER 14

Getting help

If this manual does not answer your question, we are glad to help.

Contact In2itive through the website: **www.in2itive.co.uk/contact**.

The quickest way to get an answer is to tell us:

- the email address you log in with, and the name of your organization;
- the title of the course, if the question is about one;
- what you were trying to do, and what happened instead;
- the exact words of any message you were shown.

ABOUT THIS MANUAL

This is version 1.0, written in October 2026. The screens in this manual use sample courses and sample people. Your screens may differ slightly as AI Course Builder is improved.