

H5P Training Series:

24—Column

In this tutorial, you will learn how to create a simple example of an H5P Column. Before beginning this tutorial, please download the zipped file that accompanies it. You will need to use an additional image file to complete this tutorial.

IMPORTANT: Be sure to abide by copyright laws when developing learning activities based on content you do not own. See the link under the Additional Resources section for information.

Note: Before uploading images to your H5P activity, save them as JPG or PNG files at 72 dpi using RGB color, and then size them appropriately for viewing on a computer monitor.

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1. Overview of the Column Content Type

The H5P Column content type allows you to present several H5P content types in a vertical column display. This content type is very versatile, since it allows authors to combine almost all of the existing H5P content types. Sharing content types that address similar material or share a common theme is perhaps the best use of the H5P Column content type.

IMPORTANT: Before creating any H5P element, turn on editing for your course site. Under the section or topic where the H5P element is to appear, click the **Add an activity** dropdown menu and choose **Interactive Content** from the list. Save your work periodically, and try out the features as you create them to help you understand how they function.

Note: See tutorial **0—General H5P Settings** for instructions on how to set up H5P activities for grades and other information.

2. Adding an H5P Column

The following steps walk you through the process of adding a Column with text fields, an image, a true/false question, and a single choice set:

Step	Action	Notes
1.	In the Name field, type in a name for the H5P interaction.	For training purposes, type: Column.
2.	In the Editor section, select Column from the list of content types. When selecting this H5P activity for the first time, click the Use button.	The Column editor should appear.
3.	Use the sections under List of Column Content to add new content to your Column.	By default, there is only one available section to begin with. Click on the blue ADD CONTENT button to add additional sections.
4.	Use the Content dropdown menu to select Text .	
5.	Use the Text field to create a heading for your column.	For training, use the Paragraph format dropdown in the text field to select Heading 2, and then type the following: Personal Financial Literacy – Earning & Managing an Income.
6.	Use the Separate content with a horizontal ruler dropdown to select the desired setting.	For training, leave this at Automatic (default).
7.	Click on the blue ADD CONTENT button.	A new content section will appear.
8.	Use the Content dropdown menu to select Text .	
9.	Use the Text field to add written content to your column.	For training, type the following: The average person spends 84,280 hours working during a lifetime (40 hours a week, 49 weeks a year, from age 22 to 65). The main reason people devote so many hours to their job is to earn an income to pay for necessary living expenses —housing, food, transportation—and extras like vacations, hobbies, and entertainment.
10.	Use the Separate content with a horizontal ruler dropdown menu to select the desired setting.	For training, leave this at Automatic (default).
11.	Click on the blue ADD CONTENT button.	

Step	Action	Notes
12.	Use the Content dropdown menu to select Image .	
13.	Click the + Add button to upload your image.	For training, navigate to where you saved the files for this tutorial and open office.jpg.
14.	Click Edit image to edit the photo, if necessary.	For training, skip this step.
15.	Click Edit copyright to add copyright information, if necessary.	Because the images we use for training are in the public domain, there is no need to enter copyright information at this time.
16.	Type in a brief but concise description of the image in the Alternative text field. This text appears if the browser fails to load the image and is read aloud to the visually impaired in special screen readers.	For training, type: Workers using laptops.
17.	Use the Separate content with a horizontal ruler dropdown menu to select the desired setting.	For training, leave this at Automatic (default).
18.	Click on the blue ADD CONTENT button.	
19.	Use the Content dropdown to select True/False Question .	
20.	Type your question in the Question field.	For training, type: The average worker spends about 20,480 hours on the job during their lifetime.
21.	Select True or False as the correct answer in the Correct answer field.	For training, select False.
22.	Click to expand the Behavioral settings .	
23.	Use the Feedback on correct answer field to add feedback when the correct answer is selected.	For training, type: Correct! The average person spends 84,280 hours working during a lifetime.
24.	Use the Feedback on wrong answer field to add feedback when the incorrect answer is selected.	For training, type: Sorry, that's incorrect! Try again!
25.	Use the Separate content with a horizontal ruler dropdown to select the desired setting.	For training, leave this at Automatic (default).
26.	Click on the blue ADD CONTENT button.	

Step	Action	Notes
27.	Use the Content dropdown menu to select Text .	
28.	Use the Text field to add written content to your column.	<p>For training, type the following:</p> <p>Money is important. It pays for where you live, what you eat, and what you wear. Money received is income. Most income is earned on a regular basis and comes from wages or a salary earned from a job. Other types of income include:</p> <ul style="list-style-type: none"> • Tips • Bonuses • Gifts • Allowances • Savings and investments • Income-producing hobbies
29.	Use the Separate content with a horizontal ruler dropdown menu to select the desired setting.	For training, leave this at Automatic (default).
30.	Click on the blue ADD CONTENT button.	
31.	Use the Content dropdown menu to select Single Choice Set .	
32.	Type your question in the Question field of the first Question & alternatives block.	For training, type: Income is...
33.	Type the correct answer in the first Alternative field.	For training, type: money earned on a regular basis.
34.	Type alternative answers in the remaining Alternative fields. Click on Add answer to add additional Alternative fields, if necessary.	For training, type: the required cost of something.
35.	Type your second question in the Question field of the second Question & alternatives block.	For training, type: Most income comes from...
36.	Type the correct answer in the first Alternative field.	For training, type: wages or a salary.
37.	Type alternative answers in the remaining Alternative fields. Click on Add answer to add additional Alternative fields, if necessary.	For training, type: gifts or hobbies.

Step	Action	Notes
38.	Use the Separate content with a horizontal ruler dropdown menu to select the desired setting.	For training, leave this at Automatic (default).
39.	Click Save and display at the bottom of the screen when finished editing.	This step applies when using H5P content in a Moodle server, such as ctYOU.org. Saving may be different in other applications.

IMPORTANT: Be sure to test all of the multimedia elements you created for this tutorial. Once completed, you can use this H5P feature as a standalone, embed its iframe code in a webpage, or you can download it for use in other courses.

3. Additional Resources

To learn more about this topic, visit:

- <https://h5p.org/column>
- <http://www.loc.gov/teachers/usingprimarysources/copyright.html>

Accessibility Requirements:

If you have included audio or video in this activity, visit the websites below for general information about accessibility requirements. See the H5P Interactive Video tutorial for a sample storyboard.

- <http://www.w3.org/2008/06/video-notes>
- <http://www.w3.org/WAI/intro/wcag>
- <https://www.digitalgov.gov/2013/06/26/making-multimedia-section-508-compliant-and-accessible/>

The Oklahoma Department of CareerTech offers many other free H5P tutorials, as well as an extensive series on how to use various Moodle plugins. Look for them on ctYOU.org.