

Phase and Activity Task Setup Guide

Welcome to the AI Academy Educator Guide. This document is designed to give you a complete understanding of the **Educator View** and how to effectively structure your curriculum using the platform's core building blocks.

1. The Learning Journey Architecture

The AI Academy platform is built on a strict, organized hierarchy that makes it easy for learners to navigate and for you to manage content.

The structure flows as follows:

1. **Session:** The overarching course or program (e.g., "AI Bootcamp 2026").
 2. **Module:** A specific topic or milestone within the session (e.g., "Generative AI Prompting Foundations").
 3. **Phase:** The structural steps within a module. **Phases act as the core template for the learner's journey.**
 4. **Activity Task:** The actual work, assessment, or hands-on practice attached to a phase.
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2. Understanding Phases: The Core Template

Phases dictate what type of learning happens and what tools are available to the learner. Rather than throwing all content onto a single page, the platform requires you to break the module down into structured phases.

Pre-Seeded Templates (Global Phases)

To accelerate your curriculum design, the platform provides **Global Phases** (pre-seeded templates). These are available to all educators by default:

1. **Pre-read:** Foundational theory.
 - **Purpose:** Establish a baseline understanding.
 - **Capabilities:** Attachments (PDFs, Slides).
2. **Meet session:** Live synchronous learning.
 - **Purpose:** Host live meetings, workshops, or webinars.
 - **Capabilities:** Attachments, Meet.
3. **Learn:** Practical understanding.
 - **Purpose:** Move from theory to application.
 - **Capabilities:** Attachments.
4. **Playground:** Exploratory hands-on practice.
 - **Purpose:** Open-ended practice scenarios (e.g., Prompt Labs).
 - **Capabilities:** Activity Task.
5. **Sandbox:** Guided hands-on practice.
 - **Purpose:** Specific applied business scenarios.

- **Capabilities:** Activity Task.

6. **Assessment:** Knowledge checks.

- **Purpose:** Validate learner understanding.
- **Capabilities:** Attachments, Activity Task.

Example Learner Journey using Templates: A learner starts a module. They first enter the **Pre-read** phase to review a PDF on Prompting. Next, they move to the **Learn** phase to watch a walkthrough video. Then, they enter the **Playground** phase to practice writing prompts in a sandbox. Finally, they pass an **Assessment** phase to complete the module.

Creating Your Own Custom Phases

While the pre-seeded global phases cover standard use cases, **you have full creative freedom to build your own custom phases.**

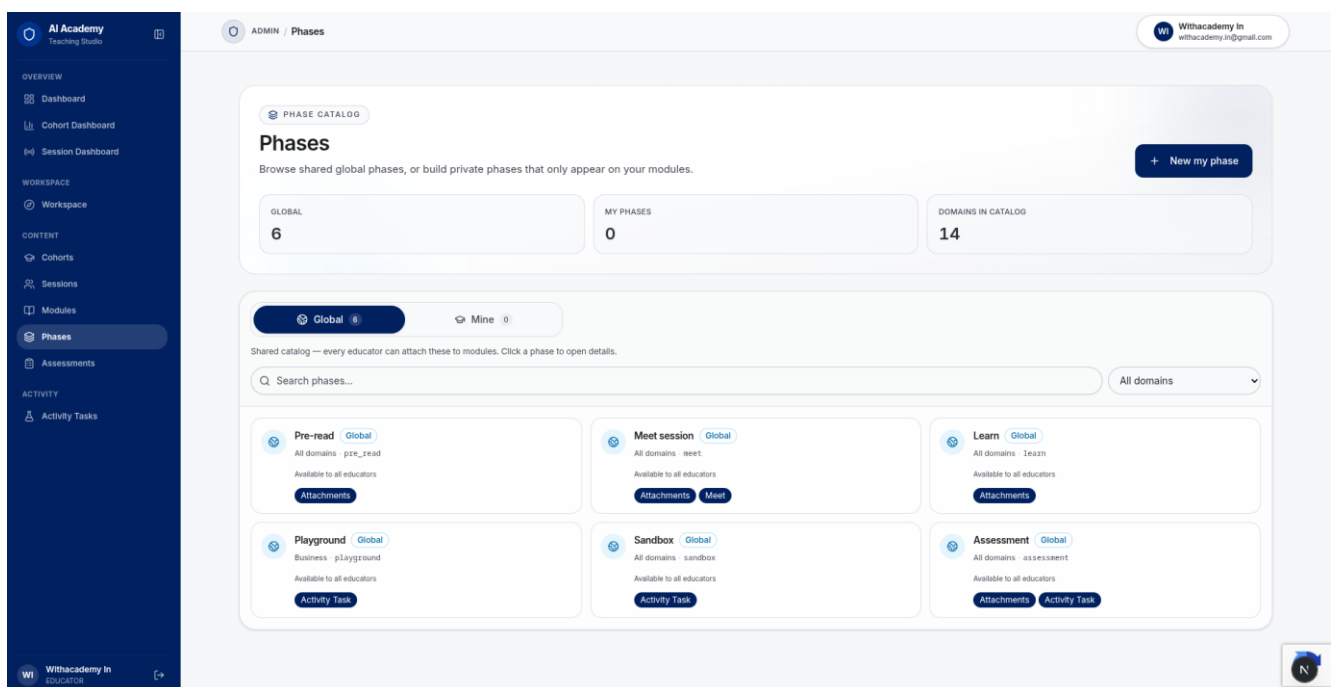
Custom phases remain private to your account ("My phases") and can be tailored to specific domains or levels.

When creating a custom phase, you configure:

- **Name & Description:** What the phase is called (e.g., "Live Peer Review").
- **Domain & Level:** Restrict the phase to specific topic areas or learner levels.
- **Permissions (Capabilities):** You decide what content slots are unlocked for this phase.
 - *Attachments:* Allow PDFs, PPTs, videos, or reference links.
 - *Meet:* Allow attaching a meeting URL for live, synchronous sessions.
 - *Activity Task:* Allow attaching assessments or interactive labs.

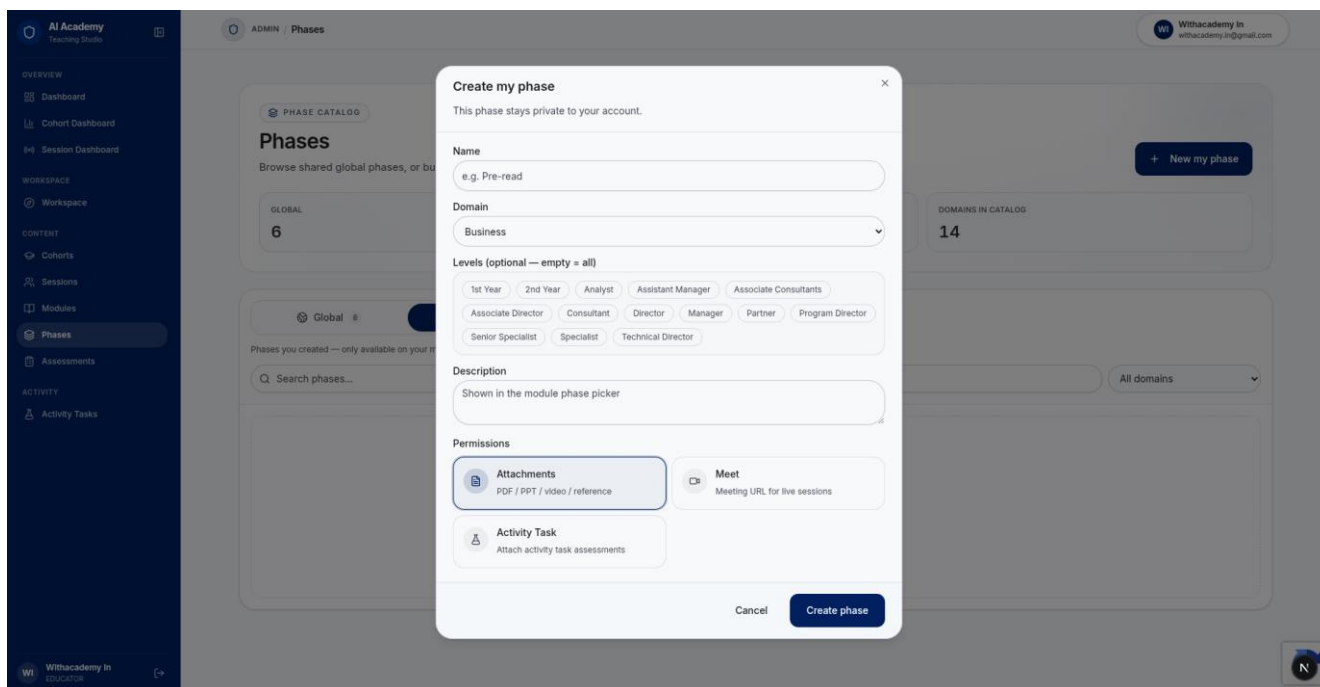
3. The Educator Workspace View

When you log into the platform and navigate to the **Phases Catalog**, you will see a split view allowing you to manage your curriculum tools.



Step-by-Step Example: Adding a Custom "Live Workshop" Phase

1. Navigate to the **Phases** section in your educator dashboard.
2. Click the **"New my phase"** button.
3. **Name** the phase: *"Live Workshop"*.
4. Select the relevant **Domain** and **Levels** (optional).
5. Under **Permissions**, toggle on **Meet** (to allow you to paste a Zoom/Teams link) and **Attachments** (so you can provide the workshop slide deck).
6. Click **Save**.



Once saved, this custom phase will be available in your personal catalog. When you build your next Module, you can drop the "Live Workshop" phase directly into the learner's journey template!

Educator Guide: Designing Activity Tasks

Activity Tasks are the core interactive elements of your modules. Whether it's a simple knowledge check (MCQ) or a deep-dive prompt lab (Sandbox), Activity Tasks allow learners to apply what they've learned.

This guide will walk you through the templates available, the creation wizard steps, and the types of steps you can use to build your journey.

1. Activity Task Templates (The Experiences)

When creating a new Activity Task, the platform offers pre-seeded templates. These templates automatically generate the recommended steps for the learner journey based on your goals.

Question Sets (Rule-based auto-scored items)

- **MCQ (Single):** Five single-choice questions with rule-based scoring.
 - *Best for:* Knowledge checks, single-answer concepts.
 - *Typical journey:* 5 steps.

- *Output:* Quiz answers.
- **MCQ (Multi):** Five multi-select questions with rule-based scoring.
 - *Best for:* Complex choices, multi-factor analysis.
 - *Typical journey:* 5 steps.
 - *Output:* Quiz answers.
- **Fill in the blank:** Five short-answer items.
 - *Best for:* Vocabulary, specific terms, syntax.
 - *Typical journey:* 5 steps.
 - *Output:* Short answers.
- **True / False:** Five true/false items with rule-based scoring.
 - *Best for:* Fact-checking, quick verification.
 - *Typical journey:* 5 steps.
 - *Output:* T/F answers.

Prompt Chains (AI-Scored Research & Strategy)

- **Prompt chain (2 steps):** Two linked AI prompt steps scored with AI + rubric.
 - *Best for:* Short investigation, quick analysis.
 - *Typical journey:* 2 steps.
 - *Output:* Prompt chain + scored outputs.
- **Prompt chain (3 steps):** Three linked AI prompt steps scored with AI + rubric.
 - *Best for:* Deep research, iterative AI problem-solving.
 - *Typical journey:* 3 steps.
 - *Output:* Prompt chain + scored outputs.

Comprehensive & Custom Experiences

- **Mix:** One of every step type. Explores the full step toolkit.
 - *Best for:* Multi-skill assessments, holistic practice.
 - *Typical journey:* 7 steps.
 - *Output:* Mixed responses.
 - **Custom:** Start with zero steps and build your journey completely from scratch.
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2. Steps to Create an Activity Task

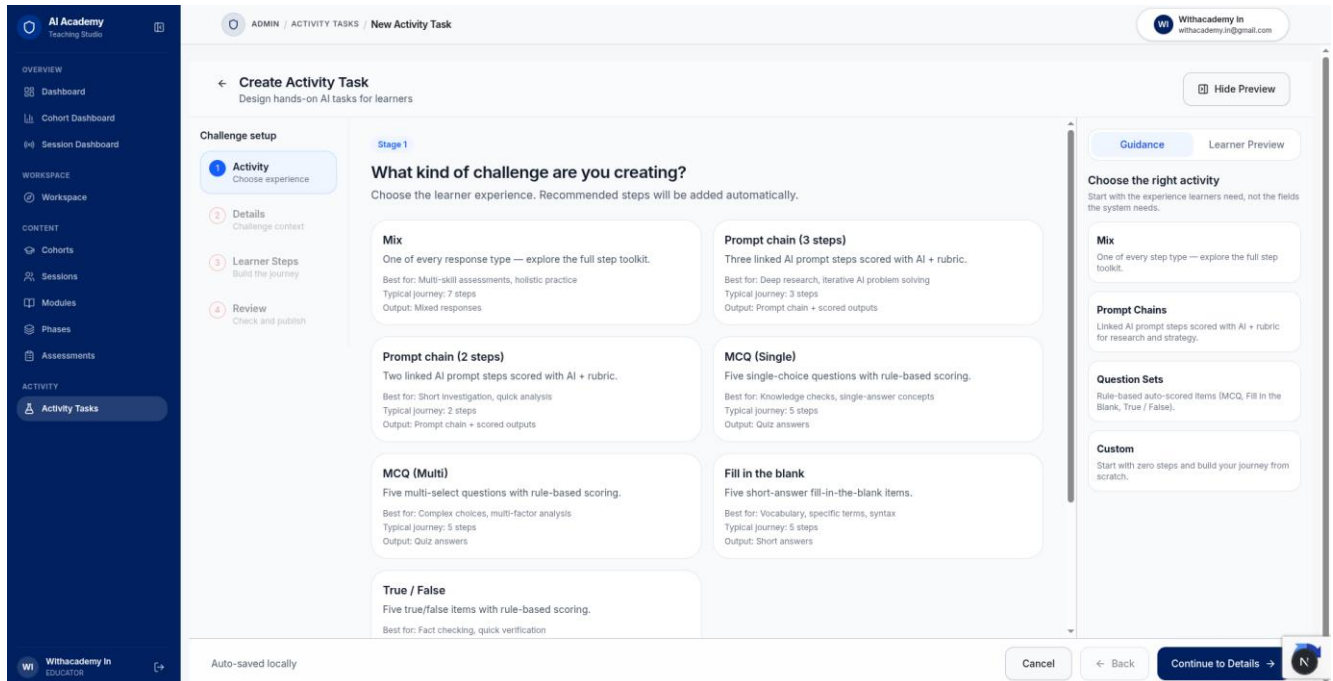
When building a new Activity Task, you will progress through a 4-step wizard:

1. **Activity (Choose experience)**
 - Select one of the templates listed above (e.g., *MCQ (Single)* or *Prompt chain (3 steps)*) to automatically generate the recommended steps, or choose *Custom* to start blank.
2. **Details (Challenge context)**
 - Define the name, description, and overall context of the challenge for the learner.
3. **Learner Steps (Build the journey)**

- This is the core authoring phase. Here, you will edit the specific content for each step in the template (e.g., writing the actual Multiple Choice Questions and configuring the correct options).

4. Review (Check and publish)

- Preview the task exactly as the learner will see it. Once verified, save and publish the Activity Task so it can be attached to your module phases.



3. Step Types & Authoring

An Activity Task is made up of individual "**Step Types**". While templates generate a default set of steps (like 5 MCQ steps), you can always add, edit, or remove step types in the **Learner Steps** section of the wizard.

Available Step Types in the Catalog

When authoring inside the Sandbox Task Editor, you can utilize step types such as:

- **MCQ Option Step:** Single or multiple-choice questions. (Graded)
- **True/False Step:** Binary choice questions. (Graded)
- **Fill-in-the-blank Step:** Exact text matching. (Graded)
- **AI Prompt Step:** An open text box where the learner submits a prompt, which is then evaluated using an AI rubric. (Graded via AI)
- **Information Step:** A non-graded step used to provide context, reading material, or instructions midway through an Activity Task.

Important Note on Editing: Step authoring (configuring MCQ options, setting fill-in-the-blank answers, and defining AI evaluation rubrics) is *only* available directly within the task editor for each specific Activity Task.