

*ecampus*  
Ontario

# New User Guide to H5P Studio



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## Introduction

eCampusOntario's [H5P Studio](#) is a publishing platform available through the [Open Library](#). H5P Studio allows you to build interactive activities with ease and flexibility. H5P Studio is freely available to the educators, staff, and students of eCampusOntario's [member institutions](#).

This guide is intended for new users of H5P Studio. If you have any questions, please review the Additional Resource section of this guide first. The Open Library can be [contacted through this link](#) if you have additional questions or suggestions for improving this guide.

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## A. H5P Studio Accounts

### Making An Account

Educators, staff, and students of eCampusOntario's member institutions are welcome to make an H5P Studio account using the steps below:

1. Go to eCampusOntario's H5P Studio: <https://h5pstudio.ecampusontario.ca/>
2. Click on "Register" in the upper right corner.
3. Fill out the form on the Registration page with all the required information.
4. Click on "Create new account" to finish registering for your account. The page will reload to the H5P Studio homepage.
5. Check your email for a link to set your password and click on the link in the email.
6. Follow the instructions in the email to use a one-time link and login to your new account. The link will bring you to the User Profile page.
7. Change your password on this page.
8. Click on "Save" to save the new password and complete registering for your account.

The registration email is automated and will be sent from [open@ecampusontario.ca](mailto:open@ecampusontario.ca). Please check your Junk/Spam folder if you do not see this email.

### Additional Recommendations:

- Use a secure password.
- Do not share your account with other people.
- Use a password manager if it is available to you.

### Managing Your Account

Once you have made your account, you can change the details of your account information at any time.

1. Go to eCampusOntario's H5P Studio: <https://h5pstudio.ecampusontario.ca/>
2. Click on "Login" in the upper right corner, fill in your account information, and click on "Log in". You will be brought to your Dashboard.
3. Go to the upper right-hand corner and click on "My Account" to see your account management options.
4. Click on "Settings" to change any of your account information, change your password, and complete other account management tasks.

## Additional Recommendations:

- Make sure to click on “Save” after making changes.
- Adding additional details to your profile allow you to network with others and to further identify any content you create.

## Recovering Your Password

1. Go to eCampusOntario's H5P Studio:  
<https://h5pstudio.ecampusontario.ca/>
2. Click on “Login” in the upper right corner.
3. Click on “Forgot your password?” at the bottom of this page.
4. Input your username or email address and click on “Submit” to get an automated email to reset your password.
5. Check your email for a link to reset your password and click on the link in the email.
6. Follow the instructions after you click on the link, and you will be brought to your User Profile
7. Change your password.
8. Click on “Save” at the bottom of the page to finish resetting your password

The Password Recovery email is automated and will be sent from [open@ecampusontario.ca](mailto:open@ecampusontario.ca). Please check your Junk/Spam folder if you do not see this email.

## B. Creating Content

Once your account is created, the Dashboard tab centralizes your options under the tabs: My Content, Content Results, My Contributions, and My Favourites. From here, you can start creating content, referred to throughout this guide as **H5P activities**.

Instructions in this section assume that you have already logged into your H5P Studio account.

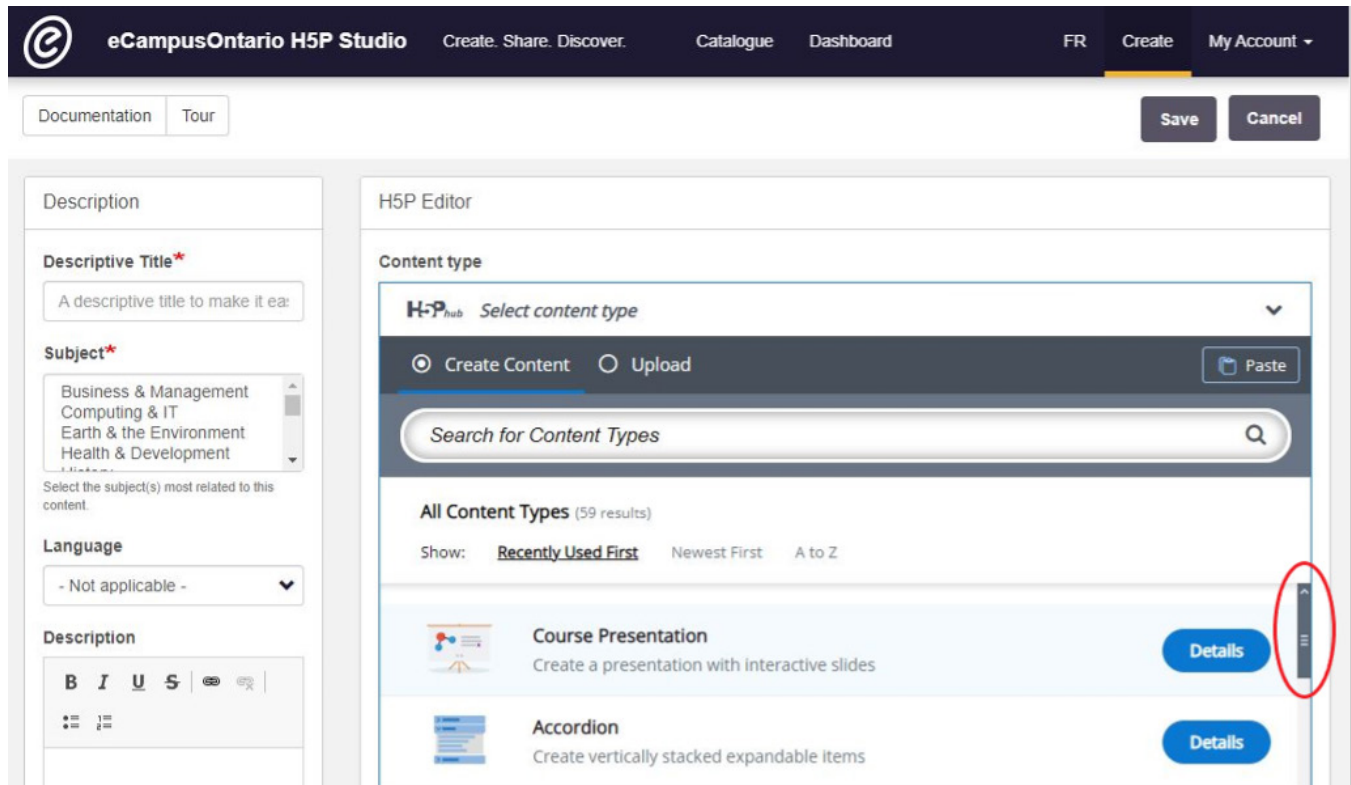
### Creating H5P activities

Follow these instructions to get started on creating content in H5P Studio:

1. Go to the upper right corner and click on “Create”. You will be brought to a H5P Editor page to create activities.
2. Review the available H5P activity types on the page. Click on the “Details” button by each activity type to get more information and see examples of how it can be used.

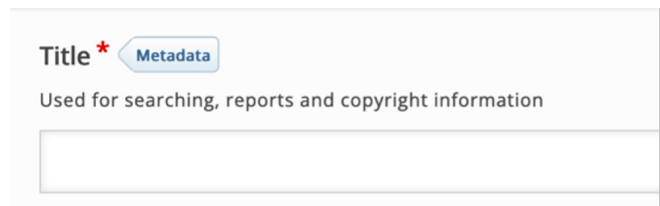
The screenshot shows the eCampusOntario H5P Studio interface. At the top, there is a navigation bar with the logo, the text 'eCampusOntario H5P Studio', and several menu items: 'Create. Share. Discover.', 'Catalogue', 'Dashboard', 'FR', 'Create' (circled in red), and 'My Account'. Below the navigation bar, there are four tabs: 'My Content', 'Content Results', 'My Contributions', and 'My Favourites'. The 'My Content' tab is selected. The main content area displays 'User Dashboard: My Content' with a subtitle 'Displays all of the h5p content that you have created on this site.' Below this is a table with columns: '#', 'Title', 'Type', 'Subject', 'Authored on', 'Last Updated', 'License', 'Published?', 'WIP?', 'Views', and 'Favourites'. The table contains one row of data.

Creating H5P activities, Step 1

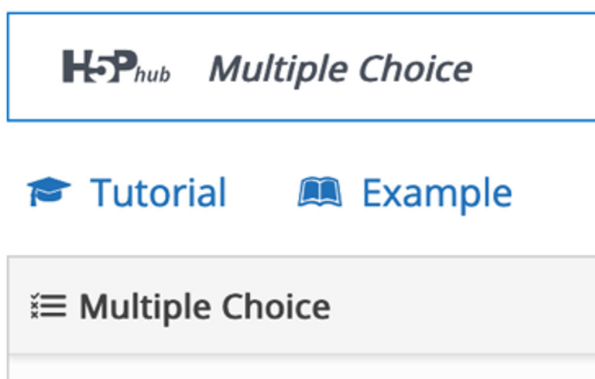


Creating H5P activities, Step 2

3. Click on the activity type that you want to use. The H5P Editor will load the editor for the activity type that you chose.
4. Use the "Tutorial" and "Example" options at the top of the H5P Editor for more support.



Creating H5P activities, Step 5



Creating H5P activities, Step 4

5. Use the "Metadata" button beside the "Title" to input your key metadata, including:
  - a. Title of the content,
  - b. License you are assigning the activity (see License section for information about the default license and other options),
  - c. Author information,
  - d. Add in changelog information as you work on the activity over time, and
  - e. Author comments under Additional Information.

6. Use the options at the bottom of the H5P Editor to select the permissions for using your H5P activity (see below Permissions section for more details).
7. Click on "Save metadata" after you have finished. You can edit this metadata at any time using the same button.
8. Use the "Description" panel on the left side of the screen to add in key descriptive metadata that will be displayed in the H5P Studio catalogue. See below for definitions of the Description Panel.
9. Use the "Options" panel on the left side of the screen to choose the visibility of your H5P activity (see Visibility section for more details).
10. Click the grey "Save" button at the upper right side when you are done your edits.

You will notice that there are other fields available to you in H5P Editor than mentioned above. See below for more details about editing metadata, licenses, and the permissions.

## Description Panel Definitions:

- **Descriptive Title:** This title will be used within H5P Studio's catalogue.
- **Subject:** Select one or more of the pre-defined subject areas your activity covers.
- **Description:** A brief description of the goal or intended use of your activity.
- **Keywords:** Keywords to tag your H5P activity to help users find your activity. Choose from existing keywords or create new keywords.
- **Language (French/English):** Indicate the language of the content of the activity.
- **Contributors:** If this is a team project, all contributors can be included if they have H5P Studio accounts.

## Editing Metadata

Metadata helps users find resources in H5P Studio. It offers you the opportunity to set the type of licensing and other identifying markers of your H5P activity. The metadata will transfer with any adaptation or reuse of your H5P activity. See Creating Content above for inputting metadata when first creating your H5P activity. See below for editing metadata after you've created your activity.

1. Go to the "Dashboard" along the dark blue menu at the top of the page. You will be brought to the "Your Content" tab.
2. Click "Edit" beside the H5P activity that you wish to edit.
3. Edit the descriptive metadata using the panel on the left side.
4. Click on the "Metadata" icon beside the "Title" in the H5P Editor. A pop-up window will appear.
5. Make changes to the H5P activity's core metadata.
6. Use the "Description" panel on the left side to make changes to the descriptive metadata.
7. Click on "Save" to save your changes.

The descriptive metadata will appear in the catalogue search function, so think about what information would be most useful to a potential user.

## Licenses

You can and should add license information in the Metadata for your H5P activity if it will be published. Licenses tell users:

- Who can use this item,
- What are the permissible uses, and
- Under what conditions of use.

By default, the license is listed as "Undisclosed", which means that a license type has not been applied to the specific H5P activity. There are several license types available:

- Creative Commons
- General Public License v3
- Public Domain
- Public Domain Dedication and License
- Copyright

Creators may choose not to apply a license for various reasons, one of which may be that the creator is not the copyright holder of the specific H5P activity and is reusing the material under a license that permits the sharing, distribution, adaptation, etc., of the activity. When downloading an activity with an "Undisclosed" license it is recommended that you contact the author(s) prior to reusing an H5P activity as "rights of use" are unclear and do not appear.

Find out more about Creative Commons licenses in the Additional Resources section.

## Permissions

At the bottom of the H5P Editor window is a set of permission settings. There are several permissions settings selected by default.

- Clear content  
Warning! Your content will be completely deleted
- Display buttons (download, embed and copyright)
- Allow users to download the content  
If checked a reuse button will always be displayed for this content and allow users to download the content as an .h5p file
- Embed button
- Copyright button

The permission settings control various aspects of how users can engage with your H5P activity.

- **Clear content:** This is a function that clears all the content you have put into your H5P activity so far, use this carefully.

- **Display buttons (download, embed, copyright):** Selected by default. This function allows users to download, embed, and show copyright information.
- **Allow users to download the content:** Selected by default. Allows users to download a copy of your H5P activity.
- **Embed button:** Selected by default. Allows users to embed your H5P activity to another platform using code.
- **Copyright button:** Selected by default. Enables a button that will display the chosen copyright and licensing information corresponding to the selections in the "Metadata" form.

Select the permissions that you would like to allow for your H5P activity. Always use the grey "Save" button at the top of the screen to apply your changes.

## Visibility

These options help you choose whether and when others can see and access your activity.

- **Work in Progress:** Selected by default. Check this box if this content is not yet complete. Content that is marked as a Work-in-Progress (WIP) will not display in the catalogue.
- **Show in Catalogue:** Enable this if you want other users to be able to find this content within the Catalogue page. Note: if your content is marked as a Work in Progress, it will not show in the Catalogue, even with this option enabled.
- **Show in Profile:** Enable this if you want this content to be displayed in your Profile. Your Profile can include a portfolio of your work and logged-in users to this site will be able to view your profile.
- **Published:** Selected by default. This means the item is counted as a published item in H5P Studio's cumulative activity count.

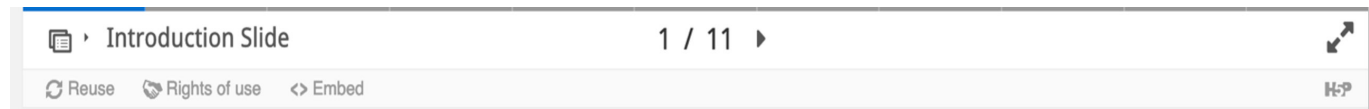
## C. Using Content

As a content creator, H5P Studio allows you to use existing materials to support and enhance your own creations. As a user of content, you will be able to save your results from using H5P activities to your account. Instructions in this section assumes that you have already logged into your account.

### Reusing H5P activities

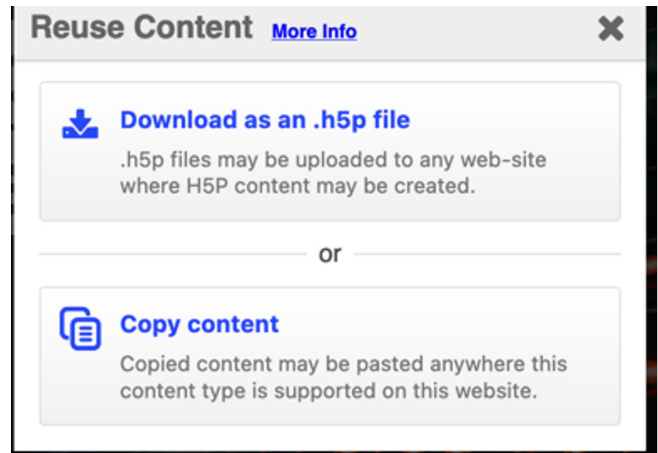
These instructions for are reusing H5P activities directly in H5P Studio.

1. Click on the "Catalogue" tab in the menu at the top of the page.
2. Use the search filters on the left side to find activities that are relevant to you.
  - i. Searching by Subject and License are recommended.
3. Click on the Title of the activity that you are interested in reusing.



Reusing H5P activities, Step 4 & 5

4. Check the "Rights of use" details for the activity located at the bottom of the activity. A pop-up window will open with details on the license for the activity as well as any parts of the activity that has different licenses applied.
5. Click on the "Reuse" option at the bottom of the activity to your options. You have 2 options for reusing content from H5P Studio: A) Download as an .h5p fle, and B) Copy content. Instructions for each are below.

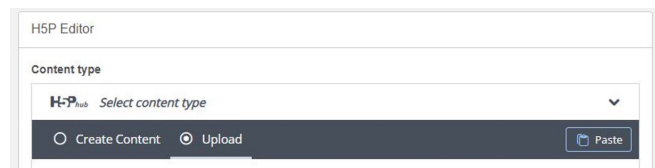


Reusing H5P activities, Step 5

#### A. Download as an .h5p file

- i. Click on "Download as an .h5p fle" and the download will start.
- ii. Click on "Create" in the top right-side menu. This will open the H5P Editor.

- iii. Select "Upload" in H5P Editor and select the .h5p fle of the original activity that you downloaded.
- iv. Click on "Use" to upload the activity.



A. Download as an .h5p fle, Step iii

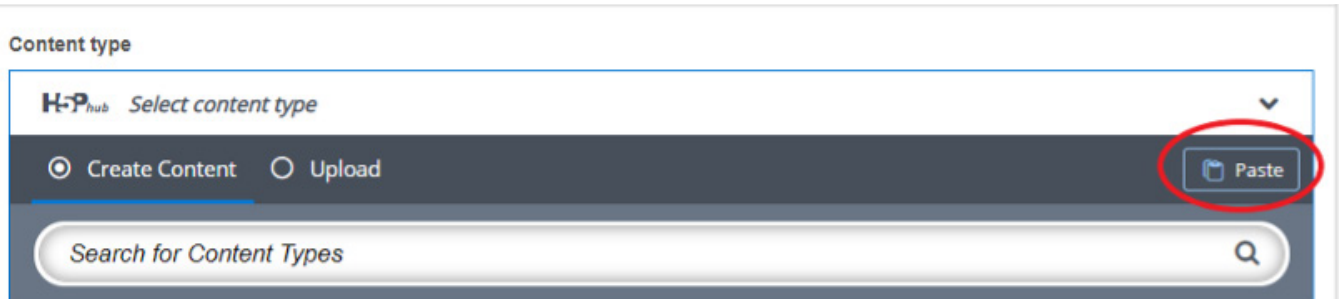


## B. Copy content:

- i. Use the "Copy content" option to directly reuse on H5P Studio. This will copy the content to your Clipboard.
  - ii. Click on "Create" in the top right-side menu. This will open the H5P Editor.
  - iii. Click on "Paste" on the right side of the H5P Editor menu.
6. Edit the H5P activity as needed to suit your needs.
  7. Click on "Save" after you finish working on the activity.

When you reuse directly in H5P Studio, the Metadata will carry over from the original activity. Make sure to edit the Metadata to accurately reflect your now adapted H5P activity. Descriptive Metadata is not carried over and needs to be added. Make sure that your adaptation of the original activity matches the original license (see D. Additional Resources for more information about licenses). If there is no "Reuse" button or option, that means the resource is not shareable.

If you find useful H5P content from other platforms, you can use the Upload function to use it in eCampusOntario's H5P Studio.



B. Copy content, Step ii

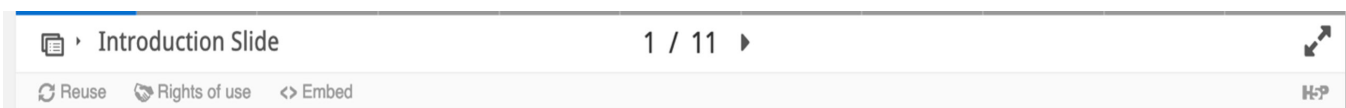
## Using activities outside of H5P Studio

You can use H5P activities outside of H5P Studio by downloading or using the embed function. For example, H5P activities can be used in other platforms such as webbooks (e.g., Pressbooks), websites, or in a learning management system (LMS).

### Download an H5P activity

1. Click on the "Catalogue" tab in the menu at the top of the page.
2. Use the search filters on the left side to find activities that are relevant to you.
  - i. Searching by Subject and License are recommended.

3. Click on the Title of the activity that you are interested in reusing.
4. Check the "Rights of use" details for the activity located at the bottom of the activity. A pop-up window will open with details on the license for the activity as well as any parts of the activity that has different licenses applied.
5. Click on the "Reuse" option at the bottom of the activity to your options. You have 2 options for reusing content from H5P Studio: A) Download as an .h5p file, and B) Copy content.
6. Click on "Download as an .h5p file" and the download will start.
7. Upload the .h5p file to your preferred platform as needed.

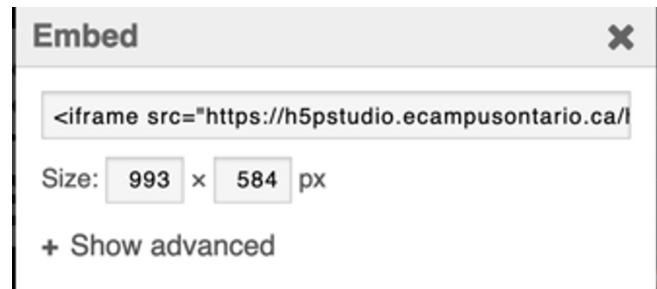


Download an H5P activity, Step 4

## Embed an H5P activity

1. Click on the "Catalogue" tab in the menu at the top of the page.
2. Use the search filters on the left side to find activities that are relevant to you.
  - i. Searching by Subject and License are recommended.
3. Click on the Title of the activity that you are interested in reusing.
4. Check the "Rights of use" details for the activity located at the bottom of the activity. A pop-up window will open with details on the license for the activity as well as any parts of the activity that has different licenses applied.
5. Click on the "Embed" button on the bottom of the activity. This will open a pop-up window with the iframe script to embed this activity.
6. Copy the iframe script.
7. Go to the platform you wish you embed the H5P activity and paste in the iframe script based on the applicable process for the specific platform.

When embedding a H5P activity that you did not create, please note that the author can make changes without your knowledge that will update content. It is always a good idea to periodically review embedded files before use and update as needed.



*Embed an H5P activity, Step 5*

## Tracking H5P activity results

As a content creator, you can track the results of users with H5P Studio accounts who use your interactive activity.

1. Login to your account.
2. Click on "Dashboard".
3. Click on "Content Results" in your dashboard.

Results are collected under these specific conditions:

- The activity is scored/graded (e.g., quizzes, questions with scoring).
- The user is signed into their H5P Studio account when they completed the activity.

## D. Additional Resources

Below are additional resources to support using H5P Studio. There is a variety of text and video resources linked below.

If you have any suggestions for improving this guide, please contact us [here](#).

### Resources for H5P activity development

- Content author guide  
<https://h5p.org/documentation/for-authors>
- List of H5P content types  
<https://h5p.org/content-types-and-applications>
- FLO Tech Tool Tip: H5P  
<https://bccampus.ca/2022/03/02/fo-tech-tool-tip-h5p/>
- H5P Studio's Getting Started page  
<https://h5pstudio.ecampusontario.ca/pages/getting-started>
- Introduction to eCampusOntario's H5P Studio Recording  
<https://www.youtube.com/watch?v=jpiSNsWDaPc>

### Licensing

- Creative Commons Licenses  
<https://creativecommons.org/licenses/>
- OER & You Recording  
<https://www.youtube.com/watch?v=dEfzRKk6MMU>
- Faculty OER Toolkit  
<https://ecampusontario.pressbooks.pub/facultyoertoolkit2/>

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