

Job Designer Instructions, Guide, Tips & Rules for Life Hub

2024



Electus
Global Education Co.



Overview

Thank you for joining the team as a **Jobs Designer** for **Life Hub**!

We look forward to your contributions in enhancing the educational experiences and economic opportunities for children across the nation.

As a Jobs Designer, you will design, create, and publish age-appropriate short-form edu-jobs via the Life Hub portal so children aged 6 to 18 can perform them to earn cash and rewards.

This empowers children to learn:

- Earning and income generation skills,
- Valuable and relevant productivity skills,
- Career, and work readiness skills,
- General financial management skills.

The skills Life Hub teaches children address some of the most critical social and economic issues today including economic opportunity, social upward mobility, income equality and social justice - and you are a part of our mission to improve the quality of life in our communities.

What is an Edu-Job?

Edu-Jobs are bite-sized video-based micro-tasks performed on Life Hub in 5-30 minutes. They are designed around a wide variety of topics, including personal finance, business, careers, entrepreneurship, geography, history, STEM, history, health, and over 55 other subjects and topics, all presented in a relatable and consumable way in the context of the real world. There are also several types of edu-jobs (below), however, you will be designing **Quiz Edu-Jobs ONLY**.

- Scenario-based interactions.
- **Multiple choice quiz (You).**
- **True or false quiz (You).**
- Microsoft 365 & Google Docs.
- Crossword puzzles.
- Edu-games.
- Short-form research-based Q&As.
- Mini courses, programs.
- And curriculums.

What Topics Should You Focus On?

Life Hub allows you, the Jobs Designer, to design and create edu-jobs based on a large variety of topics and subjects based on your experiences, skills, and expertise. They can also be on any topic or subject matters that you have a passion for. For example, edu-jobs can also be about your region, country, city and culture so children can learn about them and have a global perspective if you live outside the United States. Edu-job variety is a key value of Life Hub.

How Much Time Does It Take a Child to Do an Edu-Job?

Generally, children perform quiz edu-jobs on LH in 5 to 25 minutes.

Learning Format & Video Time

Although all edu-jobs are video-based, some edu-jobs can be presented in other formats like text and audio so children have a choice on how to consume, digest and understand the edu-jobs. All videos are 1-4 minutes in length unless it's a course or a program. Microsoft 365, Google Docs and quiz edu-job will have videos that are 1-4 minutes in length.

Job Designer Training - welcome and Quiz Edu-Job

As part of training to design and load quiz edu-jobs, please review the below training video. <https://www.youtube.com/watch?v=6wtdPQrFRe0>

Edu- Job Quiz Example

How Investors Choose Stocks:

Link: <https://www.youtube.com/watch?v=CMQLdJa64Wk>

Category: Personal Finance

Age Range: 11 - 14

Introduction: Are you curious about the stock market? Check out this edu-job and discover how investors choose their stocks!

Instructions: To complete this edu-job, watch the video about stock market investing, then complete the quiz to receive your earnings on your Life Hub Debit Card.

Goal: After completing this edu-job, you will unveil important types of investing, so that you understand more about your future money decisions!

Tip: In the video, listen closely to the two primary types of investors discussed in the video.

1. What is a stock?
 - a. **Partial share of ownership in a company**
 - b. A branch of a company
 - c. The owner of the company
 - d. Sales that a company generates
 - e. Profits from a company
2. What type of investors believe that they can beat the market?
 - a. Passive
 - b. **Active**
 - c. Excited
 - d. Engaged
 - e. None of the above
3. What type of investors believe that it is unlikely to beat the market?
 - a. **Passive**
 - b. Active
 - c. Excited
 - d. Engaged
 - e. None of the above
4. What type of fund or group of stocks represents the overall trends of the broader market?
 - a. Mutual
 - b. Bonds
 - c. **Index**
 - d. Stocks
 - e. Securities

Steps for Determining Edu-Job Topics & Sourcing Videos

The following is a step-by-step guide on how to conceptualize, determine source video content, design, and create edu-jobs.

1. Edu-jobs are segmented into 3 age ranges, 6 to 10, 11 to 14 and 15 to 18. Determine what age range you want to design edu-jobs for.
2. Brainstorm to determine what you want to teach a child by deciding on a broader or general topic or subject matter like science, finance, history or business.
3. Drill down to the specifics within the topic. As an example, if you choose finance, you will need to determine what branch of finance you want to design like credit cards, mortgages or banking.
4. All edu-jobs are video-based so you need to research and identify quality videos that best frame and present your vision of the learning topic that you want to teach, ensuring the video is age-appropriate based on the age range you selected.
5. Source videos from video providers below and other cost-free sources you identify, ensuring videos are between 1-4 minutes in length only.
6. By watching the video you selected, you will be able to determine what questions and answers you want to create for the edu-job. Please note that you will need to watch the video a few times to formulate and establish the most appropriate sequencing of questions for the edu-job.
7. On a document, paper or digital, write the questions you want to ask and then draft a minimum of 5 possible answers, with one being the correct answer for the quiz. You can also include true or false questions and answers.
8. The ideal number of questions per edu-job is 5 but you can go as low as 3 or as high as 8 questions.

Cost-Free Video Sources

Relying on your experiences and expertise, you need to research cost-free and easily accessible third-party public sources for videos, such as:

www.biography.com

www.consumerfinance.gov

www.youtube.com

www.vimeo.com

www.ted.com

Please note that using outside sources that are readily available to the public is acceptable; however, citing someone else's work as your own or any other type of copyright infringement jeopardizes the integrity of our educational offerings and therefore must be avoided.

Although we review and approve all edu-jobs before they are published on Life Hub, we do rely on you to ensure the sources, data, and information you have used to design and create edu-jobs are authentic, accurate and bona fide.

Quiz Step-by-Step Guide

Step-by-step guide on how to load your edu-job quizzes on the Job Designer Portal.

Portal Login

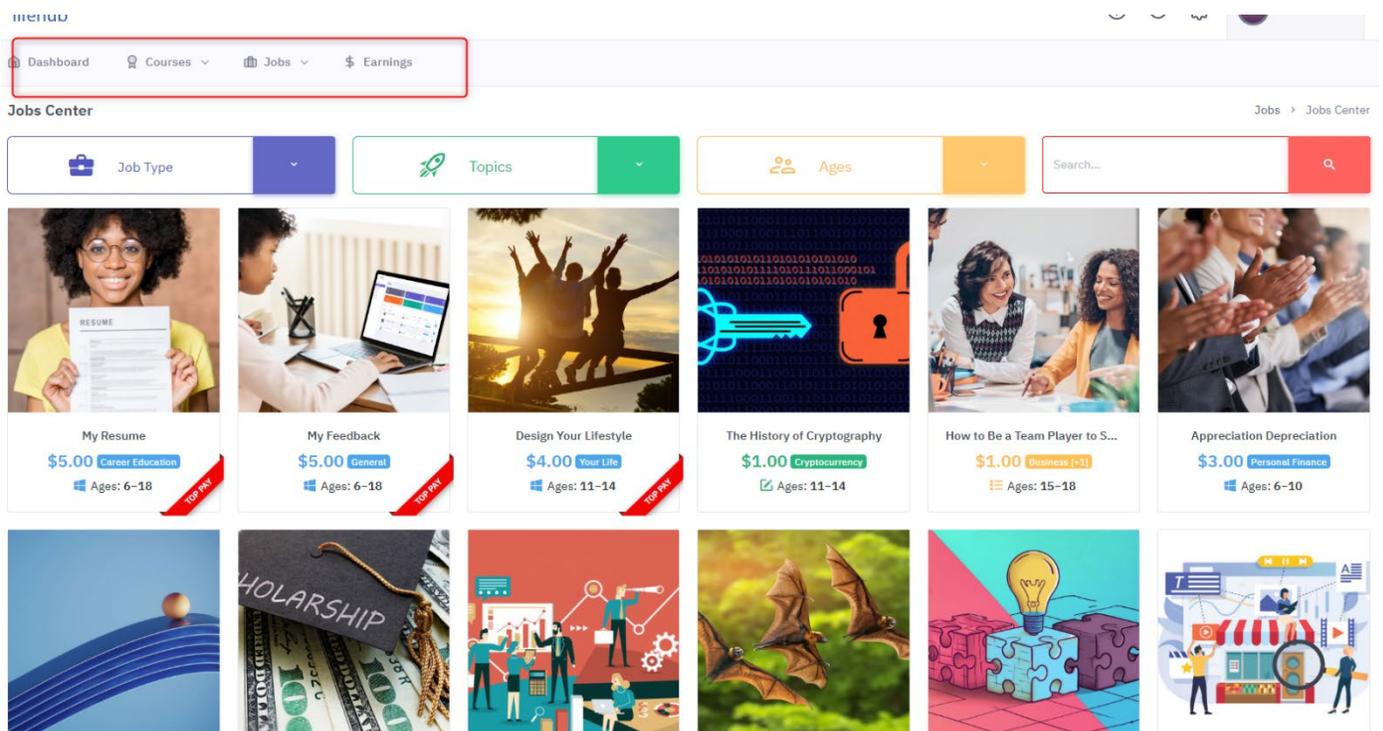
Login to Job Designer's portal with your credentials:

<https://lifehubblearning.com/>

It's a two-stages process to design a Quiz Edu-Job which is what you will be doing.

After Login

When you login, you will land at the **Jobs Center** where you will see the menu items on top left including **Dashboards, Courses, Jobs and Earnings**.



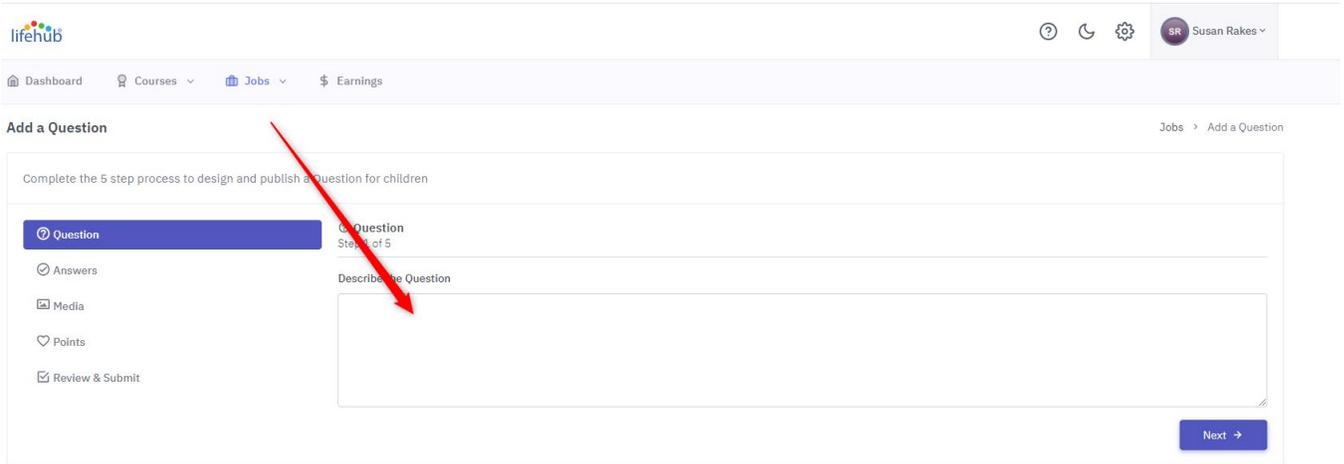
Jobs have six dropdown options - Jobs Center, My Jobs, Design a Job, Jobs Board, Add Question and Question Bank.

- **Jobs Center** - All the published edu-jobs.
- **My Jobs** - Log of all edu-jobs you designed that were completed by users.
- **Design a Job** - click to start designing an edu-job.
- **Jobs Board** - displays all your published edu-jobs.
- **Add a Question** - tool to create the questions.
- **Question Bank** - displays all your quiz Q&As.

Stage 1 - 6 Step Q&A Loading

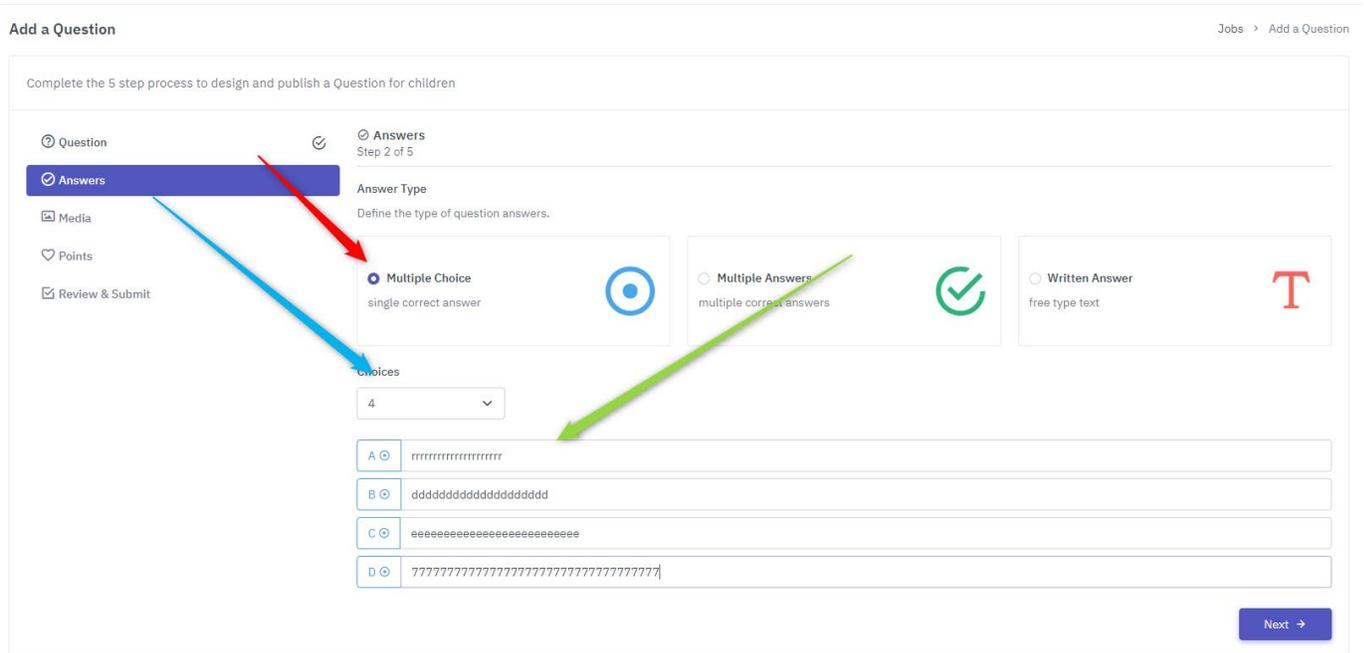
On this first stage, you will need to create and load the questions and answers for the quiz edu-job you designed.

Step 1. Add a Question. Click Add a Question dropdown item to get to Question screen, and then input the question for the Quiz and Click Next.



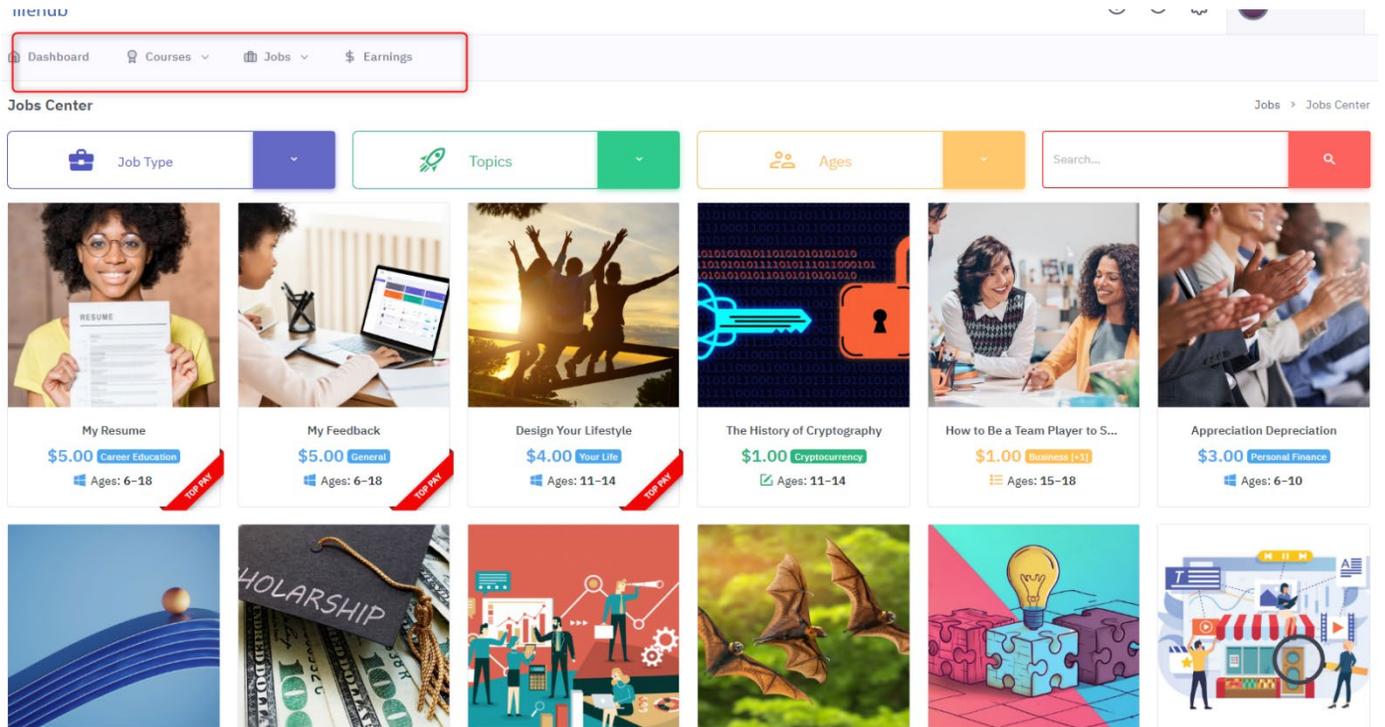
Step 2. Answers. Select the option between Multiple choice (only one right answer) OR Multiple answers (more than one right answers) for the quiz and input answers into each option. Click on the option to select the right answer (one in case of Multiple choice and more than one in case of Multiple answers) and it will appear in blue and then Click Next.

Note: you can also select the number of choices for each question ranging from 2 to 5.

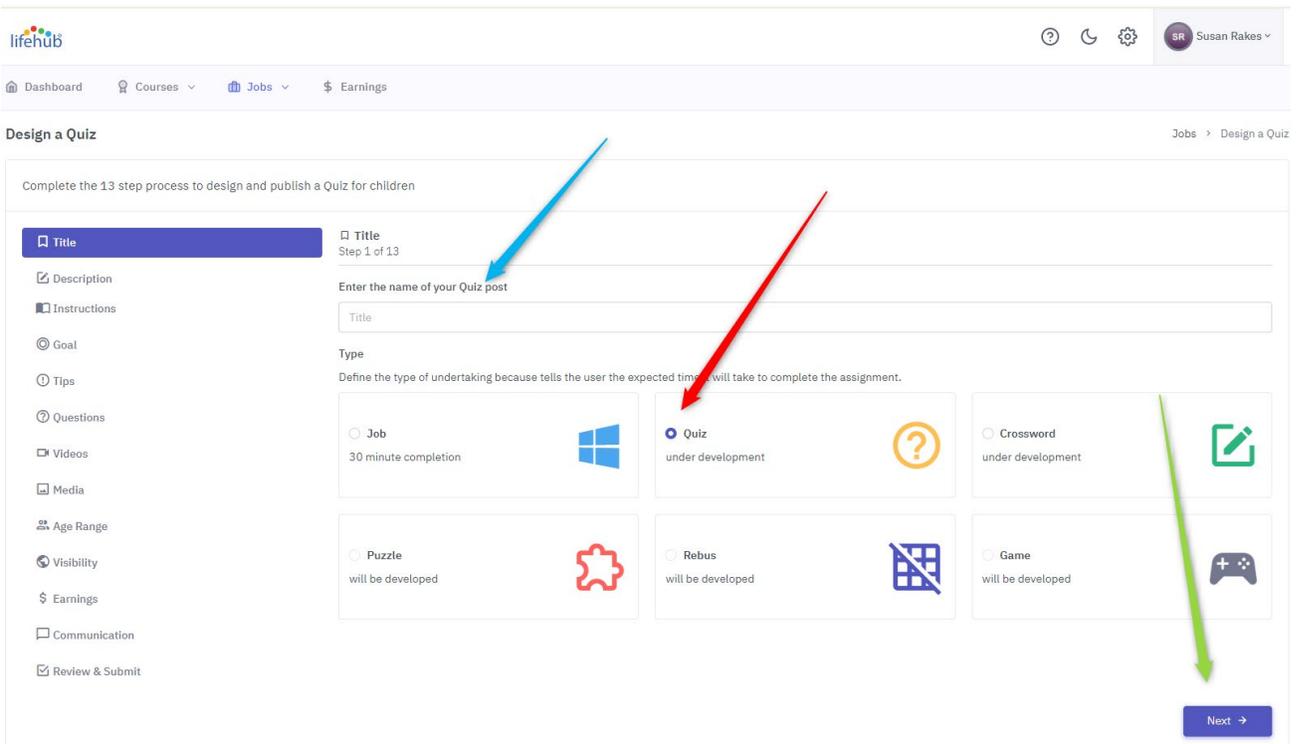


Stage 2 - 13 Step Design a Job

On the main menu, drop down the menu options on the Jobs and select Design a Job.



Step 1. Title. Click on the Design a Job dropdown item to get to the Title Page, then select Quiz, input the title of the edu-job and click Next.



Step 2. Description. Dropdown the Related subject matter options and select the topic category that best fits your edu-job. Then draft a brief and clear description of what this edu-job is all about and what they will be learning clear, and concise and then click Next.

The screenshot shows the 'Design a Quiz' interface on the 'lifehub' platform. The user is at Step 2 of 13, 'Description'. The left sidebar lists 13 steps: Title, Description (selected), Instructions, Goal, Tips, Questions, Videos, Media, Age Range, Visibility, Earnings, Communication, and Review & Submit. The main content area has a heading 'Complete the 13 step process to design and publish a Quiz for children'. Below it, there's a 'Description' section with a sub-heading 'Step 2 of 13'. A dropdown menu for 'Choose related subject matter' is open, showing 'Economics' selected. Below the dropdown is a text area for the description with a rich text editor toolbar. The text in the description box reads: 'Watch the video and answer the questions regarding this edu-job'. A 'Next' button is located at the bottom right of the main content area.

Step 3. Instructions. In the instruction box, draft brief instructions about what the user has to do to complete the edu-job keeping it age-appropriate, clear, and concise and then click Next.

The screenshot shows the 'Design a Quiz' interface on the 'lifehub' platform. The user is at Step 3 of 13, 'Instructions'. The left sidebar lists 13 steps: Title, Description, Instructions (selected), Goal, Tips, Questions, Videos, Media, Age Range, Visibility, Earnings, Communication, and Review & Submit. The main content area has a heading 'Complete the 13 step process to design and publish a Quiz for children'. Below it, there's an 'Instructions' section with a sub-heading 'Step 3 of 13'. The text in the instructions box reads: 'Write the instructions and directions to child for quiz.' Below the text is a rich text editor toolbar. The text in the instructions box reads: 'To complete this edu-job, watch the video and answer the questions regarding this subject matter.' A 'Next' button is located at the bottom right of the main content area.

Step 4. Goal. In the goal box, draft the goal and objective for the edu-job keeping it age-appropriate, clear, and concise and then click Next.

lifehub

Dashboard Courses Jobs Earnings

Design a Quiz Jobs > Design a Quiz

Complete the 13 step process to design and publish a Quiz for children

- Title
- Description
- Instructions
- Goal**
- Tips
- Questions
- Videos
- Media
- Age Range
- Visibility
- Earnings
- Communication
- Review & Submit

Goal Step 4 of 13

Describe the purpose, goal and objective of this Quiz.

B I U S " H₁ H₂ | | | | | | | | | | Normal A

After completing this edu-job, you will have a better understanding on how credit cards work

Next →

Step 5. Tips. In the tip box, draft a hint or short piece of advice to help the user better understand and perform the edu- job and then click the Next.

lifehub

Dashboard Courses Jobs Earnings

Design a Quiz Jobs > Design a Quiz

Complete the 13 step process to design and publish a Quiz for children

- Title
- Description
- Instructions
- Goal
- Tips**
- Questions
- Videos
- Media
- Age Range
- Visibility
- Earnings
- Communication
- Review & Submit

Tips Step 5 of 13

Describe the purpose, tips and objective of this Quiz.

B I U S " H₁ H₂ | | | | | | | | | | Normal A

In the video, pay attention on how credit cards work part.

Next →

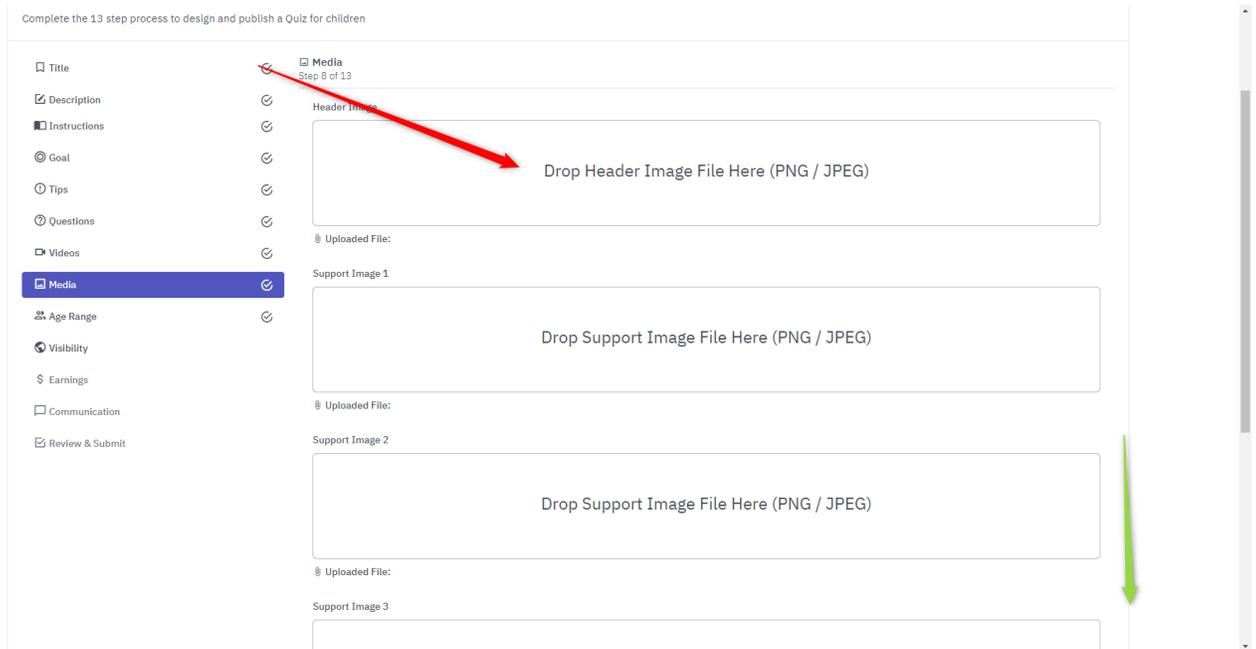
Step 6. Questions. To find the question you designed in Stage 1., type in the first a few words of the question to pop up/show the question on dropdown bank. You will then see the question under the title Question #1. Repeat the process to add all questions for the quiz. Then click Next.

The screenshot shows the 'Design a Quiz' interface on the lifehub platform. The user is at Step 6 of 13, 'Questions'. The left sidebar lists various steps, with 'Questions' highlighted. The main content area shows a search bar with 'What is water?' entered. Below the search bar, a dropdown menu displays 'Question # 1' with the ID 'Q505007: What is water?'. A red arrow points to the search bar, a blue arrow points to the question entry, and a green arrow points to the 'Next' button at the bottom right.

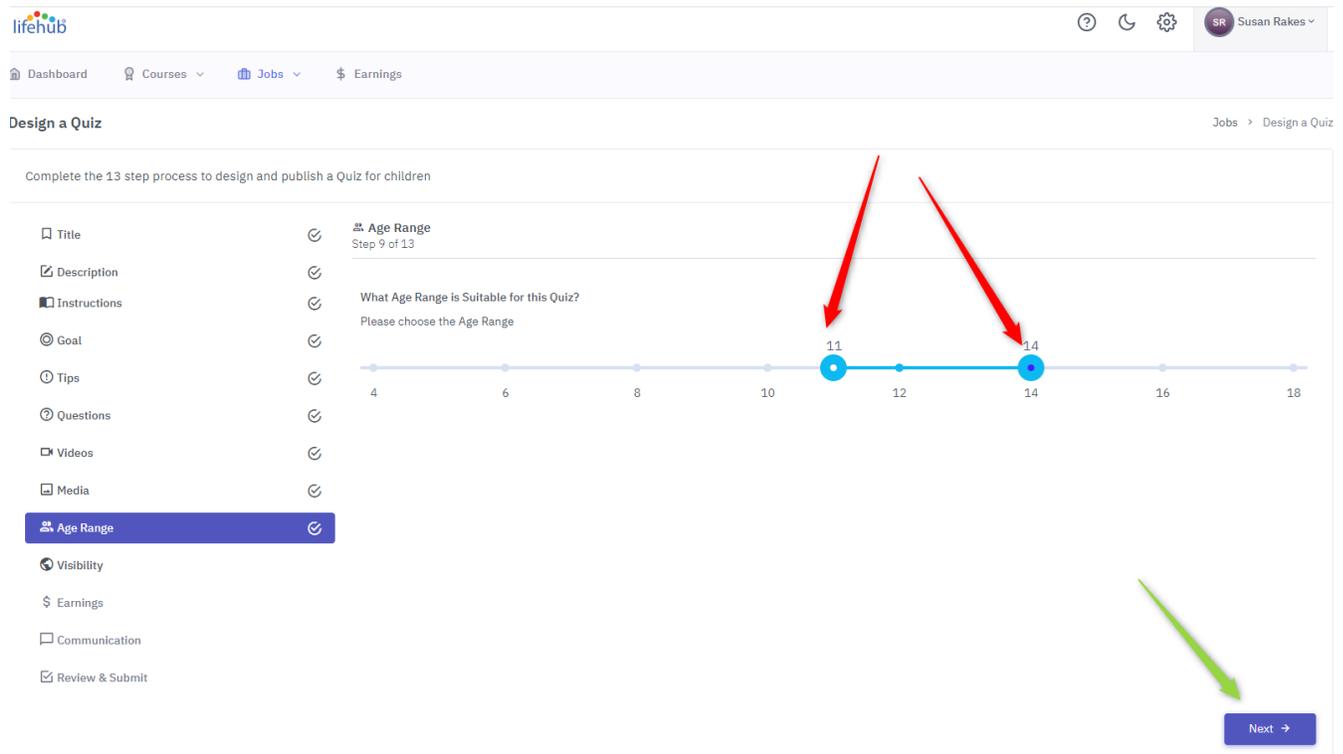
Step 7. Videos. Each edu- job you design will have a video via an online resource as shown under Cost-free Video Resource. Copy the video URL in the Video URL box and click Next.

The screenshot shows the 'Design a Quiz' interface on the lifehub platform. The user is at Step 7 of 13, 'Videos'. The left sidebar lists various steps, with 'Videos' highlighted. The main content area shows a large text box with the text 'Drop Files here to upload'. Below this, there is a section for 'Uploaded Videos' and a 'Video URL' input field. A red arrow points to the 'Video URL' input field, and a green arrow points to the 'Next' button at the bottom right.

Step 8. Media. For quizzes, you must upload/add the header image. You must ensure the image is high quality and ideally, the image is in square size (equal width and height). Ignore the other supporting images and then click Next.



Step 9. Age Range. There are 3 age range segments (6-10, 11-14 or 15 -18), so select the age range of the users to ensure the edu-job is displayed age-appropriately on the Job Center. Then click Next.



Step 10. Visibility. All 3 fields on this section are inactive today so you can input what you want with no effect, but you must select to move the next page and then click Next.

Complete the 13 step process to design and publish a Quiz for children

Visibility Step 10 of 13

Who can see and do this Quiz?

Anyone
Post this Quiz on the Job Center for all to see and do

Talented LifeHub User
Looking for someone relatively new to this field

Invite Only
I recommend this Quiz to be by invitation only

All Regions

North West

Mid-West

Mid-Atlantic

North East

West

South West

South East

How many people do you need for this Quiz?

One child
Preferable that only one child in the household perform this Quiz

More than one
Two or more children within the household can perform this Quiz

Next →

Step 11. Earnings. You are designing Quiz edu-jobs and the earning for those will always be \$1.00. So click to check the Cash box, leaving Life Points and Other Rewards unchecked and then on the Set Price slider, select \$1.00, and click Next.

Complete the 13 step process to design and publish a Quiz for children

Earnings Step 11 of 13

WHAT ARE YOUR RECOMMENDATIONS FOR PAYMENT?

Cash
How much cash do you recommend as payment for this Quiz?

Life Points
How may Life Points do you recommend as payment for this Quiz?

Other Rewards
Write what other non cash and points rewards might be provided to the child?

Set Price

0 1 5 10 15 20

Next →

Step 12. Communications. All 3 fields on this section are inactive today so you can input what you want with no effect, but you must select to move the next page and then click Next.

Complete the 13 step process to design and publish a Quiz for children

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Dashboard Courses Jobs Earnings

Design a Quiz

Jobs > Design a Quiz

Communication Step 12 of 13

You are the designer and author of the tasks, jobs, and projects and sometimes, users may want to ask questions about the assignments. Define your ability and availability to answer questions via the platform and/or via email from users.

Communication Channel:

Life Hub Jobs
I can communicate with users via Life Hub Jobs only

Email
I can communicate with users via Email only

Both
I can communicate with users via Life Hub Jobs & Email

Communication Timing:

Real-Time
I will be available to communicate with users in real-time

Delayed
I will be available to communicate with users with delayed responses

Both
I can communicate with users in Real-time & Delayed responses

How many users do estimate you can service for the communications?

0 230 500 750 1000

Next

Step 13. Review and submit. You have now finished the process of designing and loading the edu-job. This page shows all your entries so prior to clicking Review & Submit, you review all the information and data is correct and then click on Review & Submit button. You will receive a confirmation email that your edu-job is under review, and it will be assigned a unique Job#.

Review & Submit

Tips: ddddddddddddddddd

Attachments:

Author: About: Link:

Age Range: 11,14

Visibility: Anyone

Region(s): All Regions

How many people need: One Child

Earning Cash: 1

Communication Channel: Life Hub Jobs

Communication Timing: Real-time

Communications Estimate: 230

Review & Submit

END OF STAGE 2

Process & Practice

Practice Loading Edu-Jobs

Prior to commencing with your role in designing and loading edu-jobs to the Job Center, we will provide five (5) real edu-jobs to load to the portal you can practice going through the process

Design & Loading Edu-Jobs is Easy

Prior to commencing with your role in BOTH designing and loading edu-jobs to the Job Center, we will provide five (5) real edu-jobs to load to the portal you can practice going through the process. After you have become comfortable with loading edu-jobs, you can start designing edu-jobs.

Guidance

Content

Age-Appropriate - Keep verbiage of your content age-appropriate for the target users.

Suitable Content - Keep all content suitable for children aged 6 to 18 only.

Engaging - Design high quality content that is engaging, motivating, effective and useful.

Real-World - Aim to keep content real-world and relevant so it resonates with users.

Users

Do-Overs - There is no grading system so no fails. Do-Overs are once only.

Earnings - For the pilot phase, keep earning to between \$1 to \$5.

Life Points Rewards - For the pilot phase, 100 Life Points is the default amount.

Other Reward - For the pilot phase, there will be no other rewards.

Notifications

Submitted - You will receive emails for your submitted edu-tasks and Jobs.

Status - You will receive emails for approved or rejected edu-tasks and Jobs.

Published - You will receive emails for published edu-tasks and Jobs.

Content Quality

Although our learners are kids under 18, there are parents, educators, program managers, school administrator, mentors and researchers on Life Hub so it is imperative the quality of the content writing is high. This means spelling, grammar and generally well written language must be present in your work. Once you complete the initial entry of the edu-jobs into the portal, please review the content to ensure there are no mistakes. Two verifications processes are preferred.

Tips

Design Reference

You have access to the Job Center so you can see all the edu-jobs on Life Hub. When designing and drafting the 13 steps, look at how other Job designers have done for references and ideas on how to best structure your edu-jobs.

Draft Edu-Job Content in Word to Google Docs

It is best that you draft the content of edu-jobs on a document for Title, Description, Instructions, Goal and Tips first and then once you have reviewed, adjusted, corrected and are otherwise satisfied the edu-job is ready, go to the portal and copy and paste that information from your document to the input boxes in the portal to avoid having to type in the information.

Must Spell and Grammer Check

Spell and grammar check all content in Word or Google Docs prior to copying and pasting.

Company Rules

Property

Property – All content you design for Life Hub is the property of Electus.

Intellectual Property - All content you produce is the intellectual property of Electus.

Life Hub Only - Use your designed content for Life Hub only.

Confidentiality

Non-Disclosure - Do not share or distribute our content to any third-party.

Original Content

Original Content - Design your original content only.

No Copyright Infringement – Do not infringe on other copyrighted content.

No User or Customer Contact

No Contact - Do not contact or communicate with any users, parents, teachers or administrators on the platform without our approval.

Company Contacts

Your Contact for Education

Patch Kulp is the Company's Director of Education & Technology. He is your direct manager regarding creating, designing, reviewing and approving your content. If you have questions or need help, please email patrick.kulp@electuseducation.com.

Your Contact for Platform

Muhammad Farhan is the Company's IT & Platform Manager. He is your direct manager regarding the platform including app and log in problems. If you have any questions or need help, please email muhammad.farhan@electuseducation.com.

Your Contact for General Business

Kamal Mounneh is the Company's CIO. He is your direct manager regarding general business matters including your volunteering agreement and its terms. If you have any questions or need help, please email kamal.mounneh@electuseducation.com.