



# OPENEDX ADVANCED GUIDELINES

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**STEP-WISE GUIDELINES** 







# HOW TO INSERT CODE OF THE UMT-CONNECTED COURSE MASTER TEMPLATE

1. To add the code of UMT-CONNECTED course master template, click on the **EDIT** option of the text component.

UMT TGDLAEER_090 Teaching in the Digital Ag	Content -	Settings –	Tools -					
Let's Start / Scenario Unit 🖋 🌼								
Text				✓ EDIT	¥ 42	4	Ĩ	

2. Click the **HTML** option to insert the code.

Editing: 1	Text															EDIT	_		
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3. Press **Ctrl A** and copy/paste the code that is provided below. Afterwards press the **Save** option.

#### <div class="container">

### class="collapse in">✦ Summary ✦</h4>

<div aria-expanded="false" class="collapse show" style="margin-bottom: 0px; textalign: justify; padding: 10px;">

Write your text here! </div> </div> </div>







4. You can edit the **heading** name as highlighted in the figure below and also write the text in "Write your text here".

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enario	Editing: Text	DR SETTINGS
0	Paragraph  Font Family  B I U A  () E E B E E E B E 66  Write your text here!	Add the required ' <b>heading''</b> name here
	Save cincel	s ers graded as en release <b>ublish</b> Dis
-		Never published

5. The template code for border has been added.

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Text		🖋 EDIT	٥	ආ	7	Ŵ					
	◆ Summary ◆										
Write your text here!											





## HOW TO CHANGE COMPONENT NAME

1. Click on the **EDIT** option of the textbox.



2. Click on the **SETTINGS** option at the top right corner as highlighted in the figure below.







3. Add the required component name in the highlighted portion as shown below and press **Save**.

annig. Text		EDITOR SETTINGS
Display Name The display name for this	All About This Course	6
Editor Select Visual to enter cor the component and ther	Visual tent and have the editor automatically create the HTML Select Raw to edit HTM re-open it for editing.	IL directly. If you change this setting, you must save
Component Locatior block-v1:UMT+CLT	I <b>D</b> GSS_190620+SU20+type@html+block@55cea29cbd3248789	Jae8fa3351623562

4. You can see the component name has been changed. To view it in learner's view, click on the **Preview** option at the top right ccorner.







5. Select **learner** from the drop-down menu.

Staff       Specific learner         Course > Let's Start > Why Take This Course > All About This Course         Image: Course > Let's Start > Why Take This Course > All About This Course         Image: Course > Let's Start > Why Take This Course > All About This Course         Image: Course > Let's Start > Why Take This Course > All About This Course > Let's Start > Maint This Course > Course > Let's Start > All About This Course > Course > Let's Start > Course > Co	View this course as: Staf	f v			
Learnin Audit         Course > Let's Start > Why Take This Course > All About This Course         Image: Ima	Staf	f mer rific learner			
✓ Previous ▲ All About This Course ☐ Bookmark this page ▲ All About This Course ◆ Please take a few minutes to click through the pages in this unit to get familiar with the structure of this course CRITICAL THINKING SKILLS FOR THE 21 <sup>ST</sup> CENTURY	Lear	rner in Audit			
Image: Previous       Image: Previous         All About This Course Bookmark this page          All About This Course +         Please take a few minutes to click through the pages in this unit to get familiar with the structure of this course          CRITICAL THINKING SKILLS FOR THE 21 <sup>st</sup> CENTURY	ourse > cets start > why re	ke mis course / Air About mis course			
All About This Course  Bookmark this page  All About This Course  Please take a few minutes to click through the pages in this unit to get familiar with the structure of this course  CRITICAL THINKING SKILLS FOR THE 21 <sup>ST</sup> CENTURY  *	< Previous		8	8	
Please take a few minutes to click through the pages in this unit to get familiar with the structure of this course CRITICAL THINKING SKILLS FOR THE 21ST CENTURY			This Course		
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*		All About Bookmark this Please take a	This Course page All About few minutes to click through the pages in this unit to get	This Course + familiar with the structure of this course	
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6. This is how the students will view it. If you want to view as an instructor then select the **Staff** option from step 5.

Vere this course as: Leaner	Vew this course as Learner	This user does not have access to this All About This Course	s content because the content start date is	In the future	B	Next )
This user does not have access to this content because the content start date is in the future  term  Cores + Lets Start > Wry Take This Course + All About This Course	Course > Lets Start > Why Take This Course +	This user does not have access to this           All About This Course	s content because the content start date is	in the future	B	Next >
Course > Let Start > Wry Tale The Course > All About This Course	ourse Course > Lets Start > Why Take This Course + Previous	All About This Course	ß	£	8	Next >
Course > Let Start > Why Take This Course > All About This Course A	Course > Let's Start > Why Take This Course >	All About This Course	Ð	8	£	Next >
Corres - Les Sart > Wy Take That Gourse - All Alcout This Course  All About This Course -  Please take a few minutes to clok through the pages in this unit to get familiar with the structure of this course  CRITICAL THINKING SKILLS FOR THE 21 <sup>st</sup> CENTURY  (Insteam)  (Instea	Course > Let's Start > Why Take This Course >	All About This Course	B	æ	æ	Next >
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Please take a few minutes to click through the pages in this unit to get femiliar with the structure of this course			+ Ali Aboi	rt This Course 🕈		
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Administry *****			★★ Sub-competency ≿ Mantify		)*	
Knowledge Extension Consentiation 7			Potterns Let's Start Kitosifedge	***** Extend your Dedention from		





# HOW TO INSERT AN IMAGE

1. Go to the unit and click on "EDIT".

UMT TGDLAEER_090 Teaching in the Digital Ag	Content – Settings – Tools –
Let's Start / Scenario Unit 🖋 🎄	
Text	✓ EDIT < 《 ④ 简 Ⅱ
	Add Now Component

2. Click on the image icon as highlighted in the figure below.







3. Click on "Browse your computer".



4. Select the image from your computer.

	← → ~ ↑ ↓ >	This PC > Downloads >		✓ ひ Search Down	nloads	2 N
	Organize 👻 New f	older			<b>•</b> • <b>•</b>	0
	UMT Document: User Guides and OneDrive This PC 3D Objects	Carlier this week Resilience-4-01	(43)	©%€ R∼NCE Resilience-2-01	Rectifience 1-01	^
Select a pre Showing 1-4	Desktop     Documents     Downloads     Music     Distures	● 113 a5, r 型して表示人型 → 100 FURPY SELS	RESIDENCE STON			
	Videos	Interculture Fluency-2-01 (2)	Interculture Fluency-2-01 (1)	Interculture Fluency-4-01 (1)	Interculture Fluency-4-01	~
	Fi	le name: Resilience-4-01		✓ Image Files Open	Cancel	~





5. Select the width and height of the image as required and click on "**This image is** decorative only". Afterwards press "Insert Image".

AEER_090 g in the Digital	Edit Image Settings				×	н
Editing: <sup>-</sup>	Back				TINGS	
Paragraph	Image Preview	Image Description				
		Image Description	(Alt Text)			
		Alternative text for use with clouds". <u>Learn mo</u>	rs who cannot vi <u>re.</u>	iew the image, such as "The sky		
		This image is de This image is a back alternative text. Lea	ecorative only ground or other rn more.	r image that does not require		
		Lung Dimension				
		Width 800	~	Height		
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			15			
				Insert Image	ncel	
Save	Cancer					

6. Click on "Save.







7. The required image has been added.







## HOW TO UPLOAD A PDF FILE AS A LINK

1. From the top navigation of the unit, click on "**Content**" and select "**Files & Uploads**" from the dropdown menu.

UMT TGDLAEER_090 Teaching in the Digital Ag	Content - Settings - Tools -
Let's Start / Scenario Unit 🖉 🌣	Outline Updates Files & Uploads
Text	► EDIT

2. Click on **"Browse your computer"** from the left menu. You can also drag and drop files here.

Files & Uploa	ads							
	Showing <b>1-13</b> out of <b>1</b>	I <b>3</b> total files.			Search			٩
•		Name 🕈	Туре 🗢	Date Added 🗸		Copy URLs		
Drag and Drop Browse your computer	Q.Q.G. R /⊡\\UNCE	Resilience-4-01.jpg	image/jpeg	Jul 10, 2020 at UTC	13:35	선 Studio 선 Web	۵	
Maximum file size: 10 MB	1	experimenter-module-checklist- checkmark.png	image/png	Jul 10, 2020 at UTC	00:07	අ Studio අ Web	۵	







3. Select the required file from the computer.

4. After the file upload, click on "**Studio**" to copy the link.

Dra;	g and Drop rowse your computer	Preview not available	Reframing-Problems-as- Solutions.pdf	application/pdf	Jul 10, 2020 at 13: 0 UTC	<b>අු Studio</b> අ Web	ů
	<b>A</b>		Name 🕈	Type ≎	Date Added 🗸	Copy URLs	
		Showing <b>1-14</b> out of	14 total files.		Searc	h	۹
1 file	s successfully uploa	aded.					×
Content	s & Uploa	ads					
	UMT TGDLAEER_090 Teaching in the D	Digital Ag	ntent – Settings – Tools –			Help	rabia.mir <del>-</del>





5. The file link has been copied now go back to the place component where the file needs to be added.

	UMT TGDLAEER_090 Teaching in the Digital Ag	Content - Settings -	Tools -		Help	rabia.mir –
Content Files	s & Uploads					
1 file	s successfully uploaded.					×
				Searc	:h	٩
	Showing 1-	14 out of 14 total files.				
	<b>A</b>	Name 🗢	Type 🗢	Date Added 🗸	Copy URLs	
Drag Br	g and Drop Preview of available computer	not Reframing-Problems- Solutions.pdf	as- application/pdf	: Jul 10, 2020 at 13: 0 UTC	Copied 샵 Web	<b>•</b>

6. Click on "Edit".

UMT TGDLAEER_090 Teaching in the Digital Ag	Content - Settings - Tools -
Let's Start / Scenario	
Text	<b>/ EDIT 💠</b> 🖆 🗃 🏢
	· · · · · · -





7. Write click here in the text box and insert the link on it. Click on the icon as highlighted in the figure below to insert the link.



8. Paste the copied link in the URL and press "OK".

ng in the Digital Ag Conter Editing: Text	It - Settings - Tools -	Help
Paragraph • Font Family Click here	B / U A + () E E E E E E E E E E & W A + () E E E E E E E E E E E E E E E E E E	s ers grad ublit
Save Cancel	Newsyo	and the band





9. Click on "Save".



10. The file link has been added.

UMT TGDLAEER_090 Teaching in the Digital Ag	Content –	Settings –	Tools –					
Let's Start / Scenario Unit 🖋 💠								
Text				🖋 EDIT	¢	4	\$ Û	
Click here.								





## HOW TO ADD A VIDEO

## ONE WAY TO ADD A VIDEO:

1. To add a video, add a unit and give it the required name. Afterwards click on "Video" and then "EDIT"







2. Copy and paste the YouTube video URL in the "**Default Video URL**" as highlighted in the image. Afterwards, click "**Save**".

Component Display Name	Video 1 The display name for this component.	^ tiv
Default Video URL	https://www.youtube.com/watch?v=3_yD_cEKo	N
Default Timed Transcript	Add URLs for additional versions  No EdX Timed Transcript EdX doesn't have a timed transcript for this video in Studio, but we found a transcript on tript or upload your own.srt transcript file.  Import YouTube Transcript Upload New Transcript	l
Save Cancel		•

## SECOND WAY TO ADD A VIDEO:

1. Left click and copy the embed code of the YouTube video that you want to add.







2. Go to the unit and click "EDIT" of the text component.



3. Click the "HTML" option.

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me & I	Editing: To Paragraph	ext • For	t Family	• B	I	Ŭ	<u>A</u> *	{}	E	10	3	=	<b>≣</b>		<b>I</b>	66	60	EDITC 深	R S	SETTINGS	
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e discu 35eel																					en rek
	Save	Cancel												_			_		_		





- Image: state in the state
- 4. Paste the link in HTML and click "Save"

5. Press the "Save" option.







6. The required video has been added.







## HOW TO ADD DISCUSSION FORUM

1. To create the Discussion Forum Click on the **Discussion Component**.

UMT CLTGSS_190620 Critical Thinking Skills for Content ~ Settings ~ Tools ~								
Let's Start / Welcome & Introduction								
		Add New	Component					
	Control     Control       Discussion     HTML       Problem     Video							
								J

2. Click on the Edit button of the Discussion Component

UMT CLTGS5_190620 Critical Thinking Skills for	Content - Settings - Tools -
Let's Start / Welcome & Introduction	
Unit / o	
Discussion	✓ EDIT 4 C2 ④ Ⅲ
To view live discussions, click Preview of Discussion ID: 35ee74ec161b12c79d49fc9	r View Live in Unit Settings. la2c5cd1ff9896ec66
	Add New Component
P	
Discussio	n HTML Problem Video





3. Change the Category and Sub-Category names like Category: Week 01 and Subcategory: Name of the topic which will be discussed in the Discussion Component.

ritical Think	ing Skills for	ocumps room -	псір тарі
/elcome & I	Editing: Discussion		
•	Display Name The display name for this component.	Discussion	Version (blished)
v live discu n ID: 35ee	Category A category name for the discussion. This	Week : 01 S	, 2020 at 16:10 l
	Subcategory A subcategory name for the discuss	Describe yourself.	ers graded assign en released. <b>ublish</b>
	Save Cancel	Never publish	ed

4. Click on the Preview option.

UMT CLTGSS_190620 Critical Thinking Skills for	Content - Settings - Too	ls –				Help rabia.mir
Let's Start / Welcome & Introduction						View Live Venion Preview
Discussion		🖋 EDIT	• °	*	<b>1</b>	Draft (Never published)
To view live discussions, click Preview o Discussion ID: 35ee74ec161b12c79d49fc9	r View Live in Unit Settings. a2c5cd1ff9896ec66					Draft saved on Jul 11, 2020 at 16:12 UTC by rabia.mirza WILL BE VISIBLE TO: Staff and Learners I Hide from learners





5. On the page under the section/ribbon of the "View this course as" there is navigation, click on the **Discussion option**.

UMT: CLTGSS_190620 Critical Thinking S	0 kills for the 21st Century Discover New								
View this course as: St	aff 🗸								
Cour e Discussion W	Progress Instructor								
Course > Let's Start > Weld	come & Introduction > Unit								
< Previous	2	8	8						
	Unit © Bookmark this page								
	Discussion Topic: Week : 01 / Describe yourself.		Hide Discussion						
	Show all posts V recent activity V There are no posts in this topic yet.								
	×								
			STAFF DEBUG INFO						

6. Under Filter Topics area locate the name of your category and click on it.

UMT: CLTGSS_190620 Critical Thinking Skills for the 21st Century	Discover New				Help	rabia.mirza 👻
A You must be enrolled in the course to see	course content. Enroll now.					
Course Discussion Wiki Progress Ins	structor					b.
■ All Topics					Search all posts	Search
Filter Topics Titer topics T	Discussion Home Critical Thinking Skills for the 21st (	Century				
All Discussions	Find discussions	Use the All Topics menu to find specific topics.	Q Search all posts	Filter and sort topics		
Week: 01 Describe yourself.	Engage with posts	Vote for good posts and responses	Report abuse, topics, and responses	Follow or unfollow posts		
¥	Receive updates	Check this box to receive an email dig	est once a day notifying you about new, unread activity fi	rom posts you are following.		





7. Locate the search bar and besides it click on the "Add a Post" button.

Course Discussion Wiki P	rogress Inst	ructor				
<					Add a Post Sea th a	Il posts Search
Filter Topics filter topics All Discussions	<b>T</b>	Discussion Home Critical Thinking Skills for the 21s How to use UMTx discussions	t Century			
★ Posts I'm Following General		Find discussions	Use the All Topics menu to find specific topics.	Q Search all posts	Filter and sort topics	
Week : 01 Describe yourself.		Engage with posts	Vote for good posts and responses	Report abuse, topics, and responses	★ Follow or unfollow posts	
	v	Receive updates	Check this box to receive an email dig	est once a day notifying you about new, unread activity f	from posts you are following.	

8. Select the topic area, title and your question or idea (required) and press **Save**.

≡ All Topics	Add a Post Search all posts Search
Filter Topics	Add a Post
Fiter topics All Discussions	Post type     Questions rate issues that need answers. Discussions share ideas and stars conversations. (Reguired)
* Posts I'm Following General	○ ? Question ● ♠ Discussion
Week: 01	Topic area Add your pois to a referent topic to help others (find at (Bequired)
	Title Add a clear and descriptione title to encourage participation, (Required) DISCUSSION FORUM Your question or idea (required) B / 高 4 集團 注目 音 意   1
	Preview In the context of an online course, much of the interaction is text-based. Post a short bio of yourself.
	Image: Submit Cancel





9. The discussion forum has been added.

Critical Thinking Skills for the 21st Cent	ury Discover New	Help	rabia.mirza
Course Discussion Wiki Progress	Instructor Add a Post Search all p	osts	Search
Filter Topics Ther topics All Discussions * Posts I'm Following General Week: 01 Describe yourself.	DISCUSSION FORUM Tables to a state to consex of an online course, much of the interaction is test-based. Post a short bio of yourself. This post is valide to remote B /   ● ← # #   E # # #   ● # # # #   ● # # # #   ● # # # #		O responses





# HOW TO WRITE CODE OF IFRAME

1. Click on the "EDIT" option of the textbox component.

UMT CLTGSS_190620 Critical Thinking Skills for	Content -	Settings 👻	Tools –					
Let's Start / Welcome & Introduction								
Text				✓ EDIT	<b>•</b> 43	4	Û	

2. Click on the "HTML" option.







3. Paste the iFrame code that is provided below.

<iframe title="Graphics Designing" src="source of the YouTube video" width="100%" height="500px"></iframe>

**NOTE**: Do not change the \*width\*, however, you can change the \*height\* of the iframe as you like. In iframe \*src\* attribute you can give the link of any other website or pdf like \*src="paste the link of your website here in these quotation marks"\*, to change the \*title\* of iframe write title according to the video like \*title="write the title in between the quotes"\*

	HTML source code	×
g Skills Editing	1 <iframe designing"="" of="" src-"source="" the="" title-"graphics="" video"="" width-"1003<br="" youtube="">2</iframe>	55
iragrapi		Paste the provided iFrame code here
		_
		_
Save		
		Cancel

4. Copy the URL that you want to add to the iFrame.







5. Add the required title name and paste the URL that was copied in step 4 in the src. Afterwards press "**Save**".

ch:lle	HTML source code	×	
SKIIIS	<pre>1 <iframe height="500px" src="https://fair.org/take-action-now/media-activism-kit/ detect-bias-in-news-media/" title="Fairness &amp; Accuracy"></iframe></pre>	how-to-	
diting	2		GS
agrapl			
Save			-
		K Can el	cation

6. The iFrame has been added.









## S.T.A.I.R.S. is always there to assist you!

# Feel free to contact us @

## 0307-4446362

## stairs@umt.edu.pk