OPENEDX BASIC GUIDELINES

STEP-WISE GUIDELINES

HOW TO ADD A SECTION?

1. On the **Studio Home page**, click on the required course.
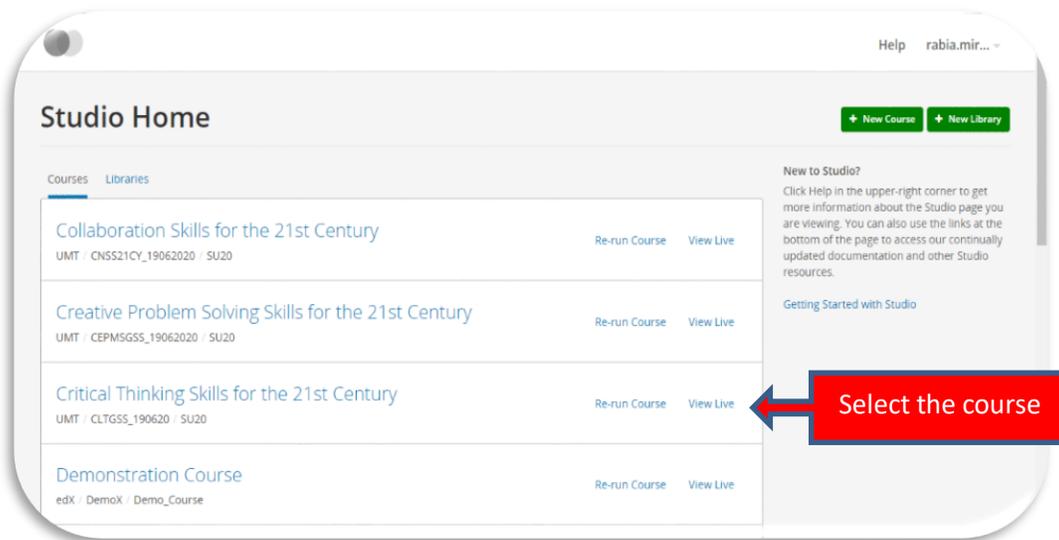
2. Click on the "**New Section**" option to add a section.
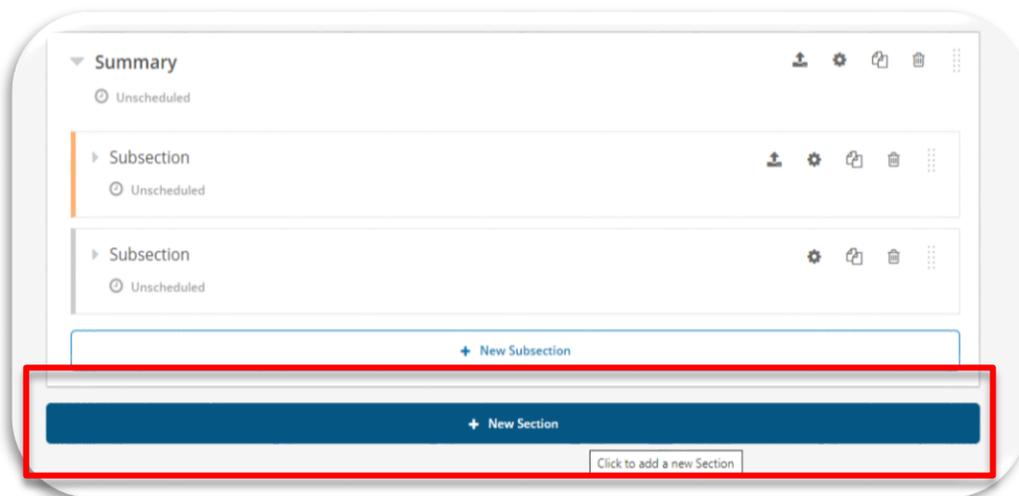
3. Give the required name to the section and press "**Enter**".
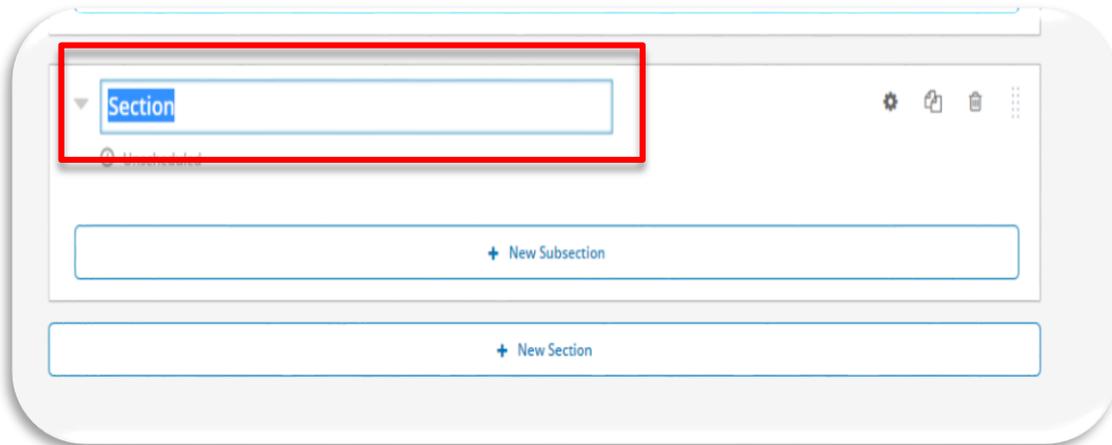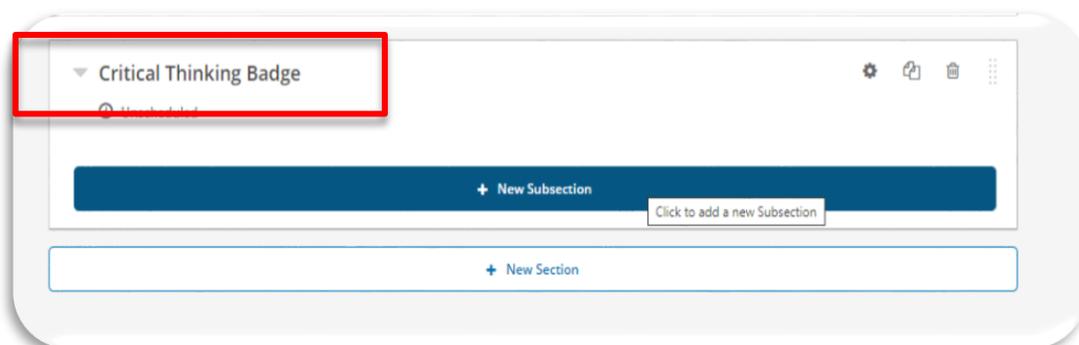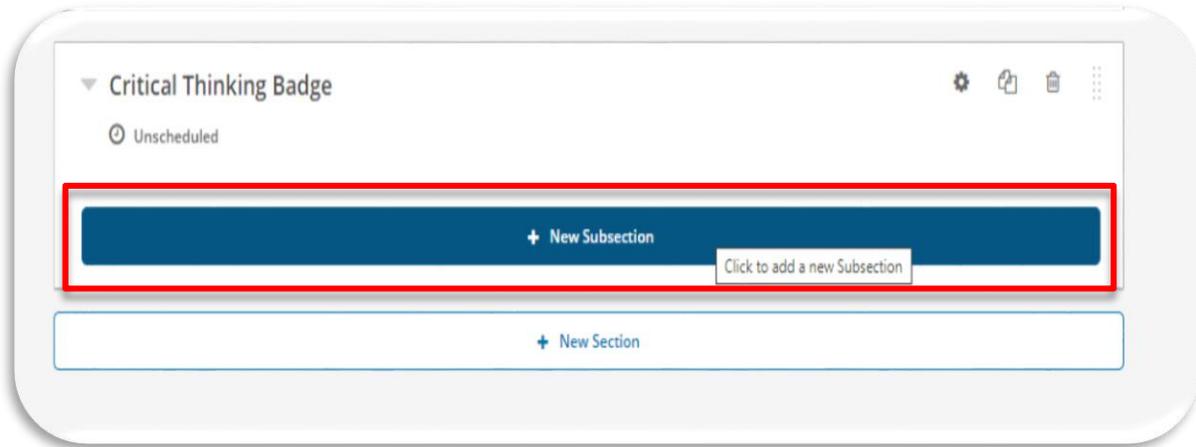

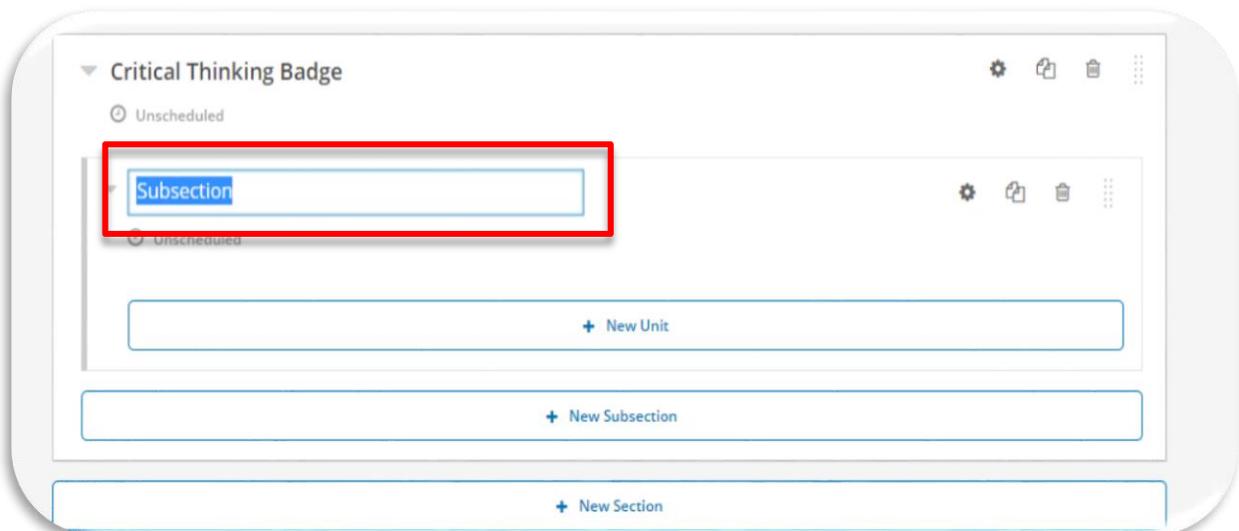4. A new section named "**Critical Thinking Badge**" is added.
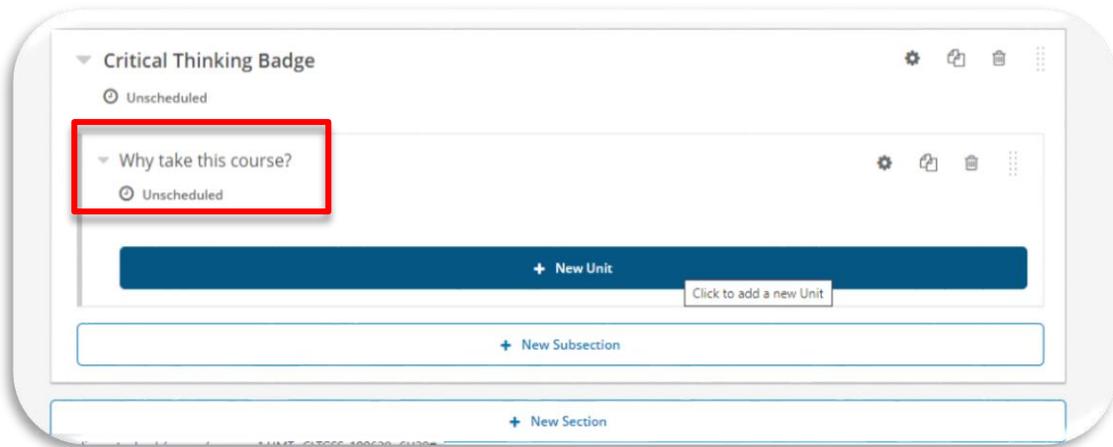
HOW TO ADD A SUBSECTION?

1. To add a subsection under a section, click on "**New Subsection**".

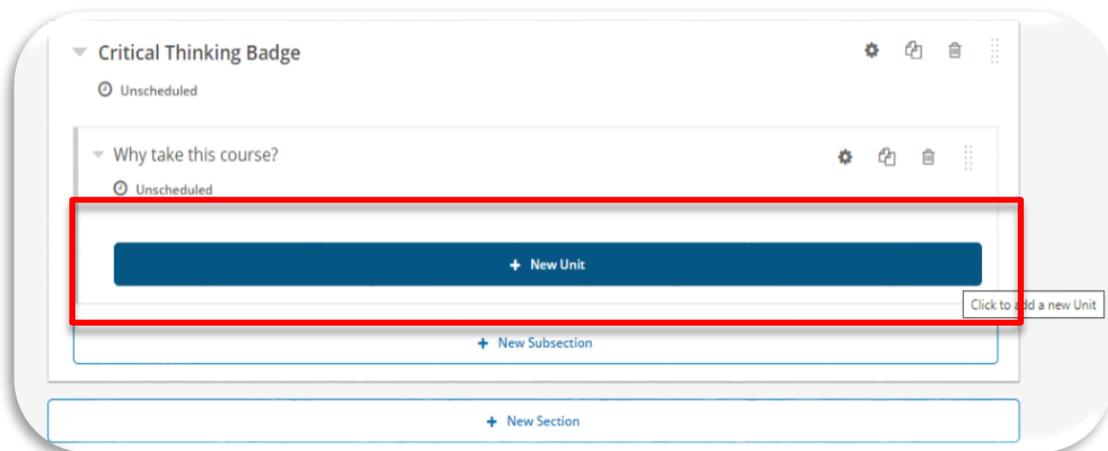2. Give the required name to the subsection and press "**Enter**".

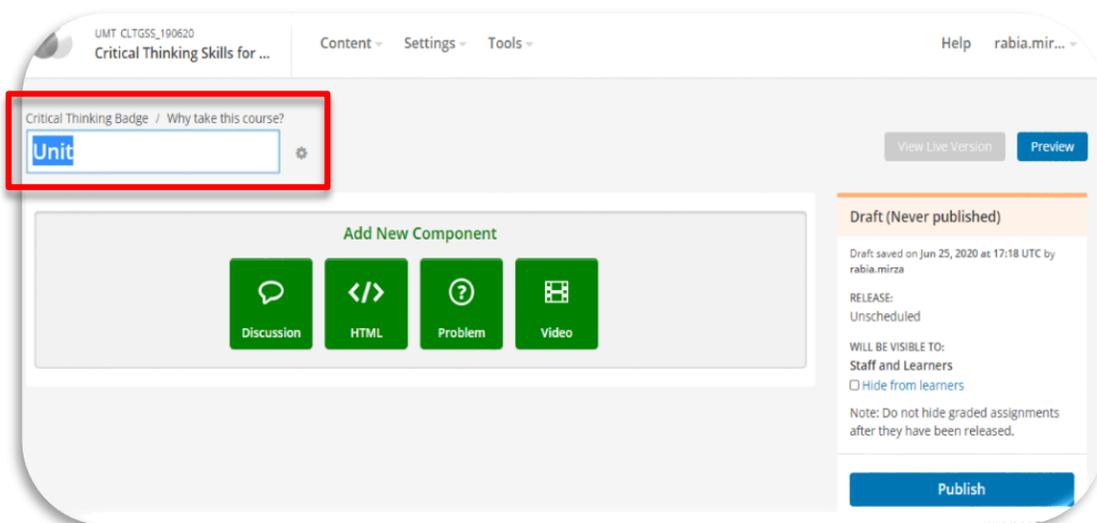3. A new subsection named "**Why take this course**" is added.

HOW TO ADD A UNIT AND TEXT COMPONENT?
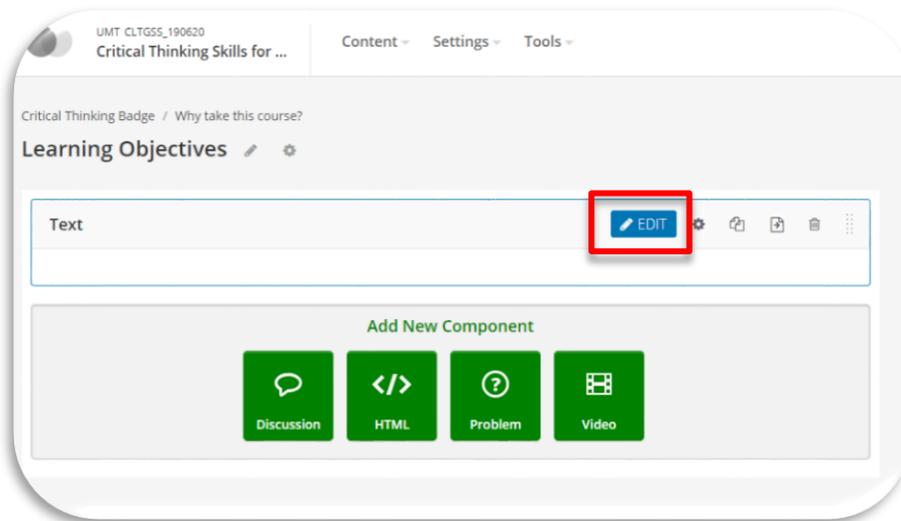
1. To add a unit under a subsection, click on "**New Unit**".

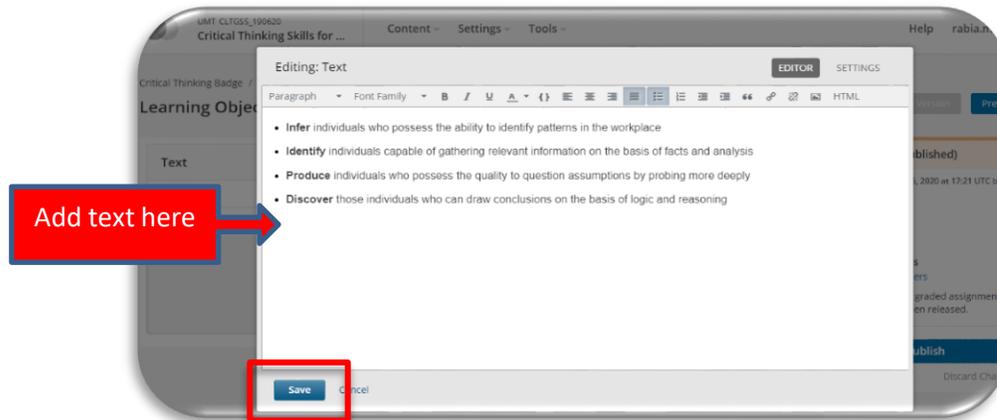2. Give the required name to the unit and press "**Enter**".

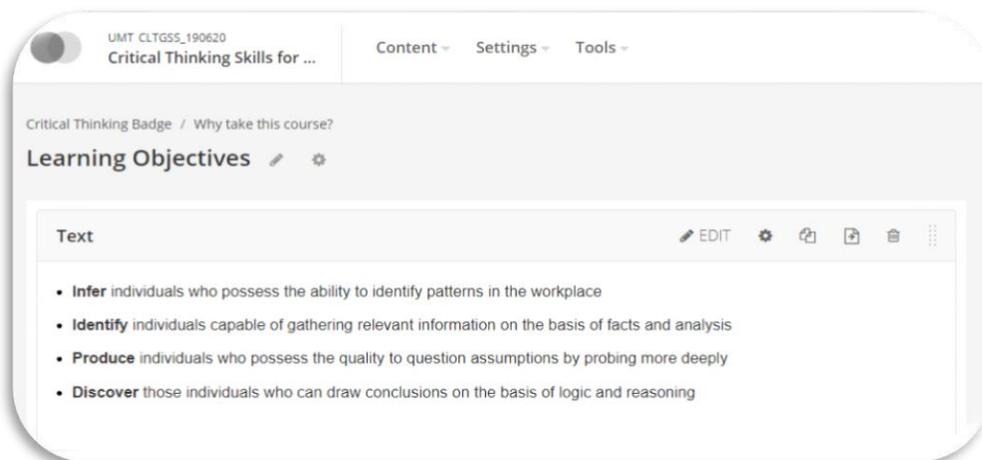3. Click on "**HTML**" and then click "**Text**" to add a text component.
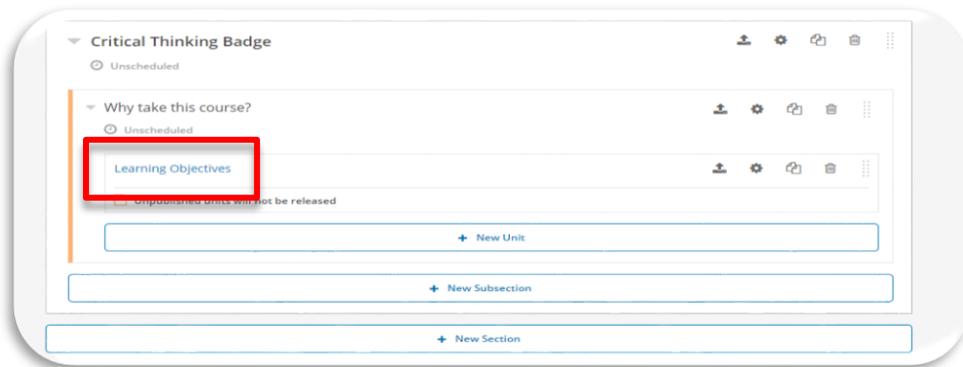

4. Click on "**EDIT**".

5. Write the required information here and click "**Save**".
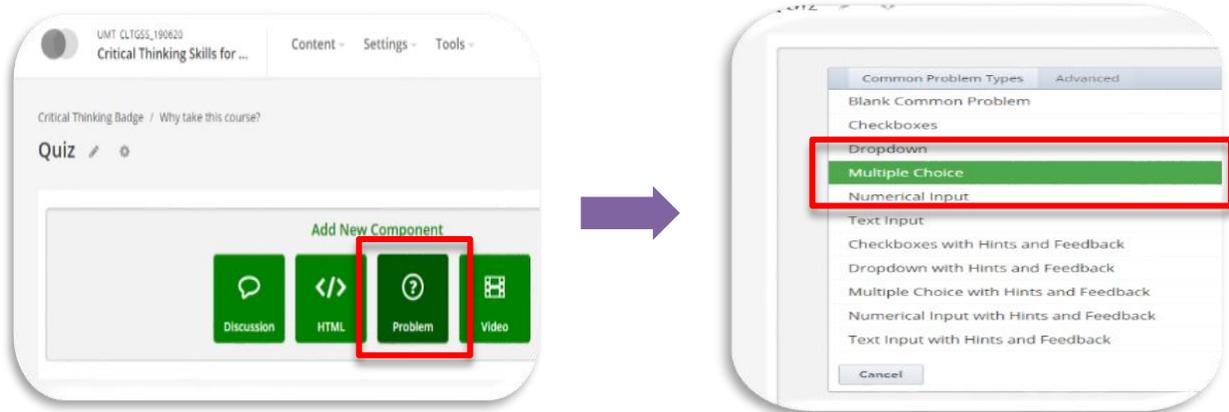

Add text here

6. The added text is saved.
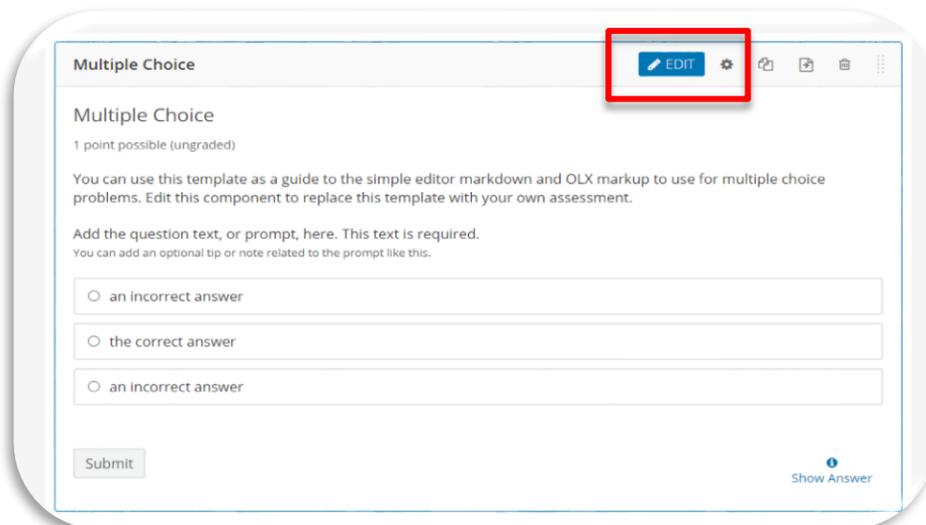
7. A new unit and a text component is added in this way.
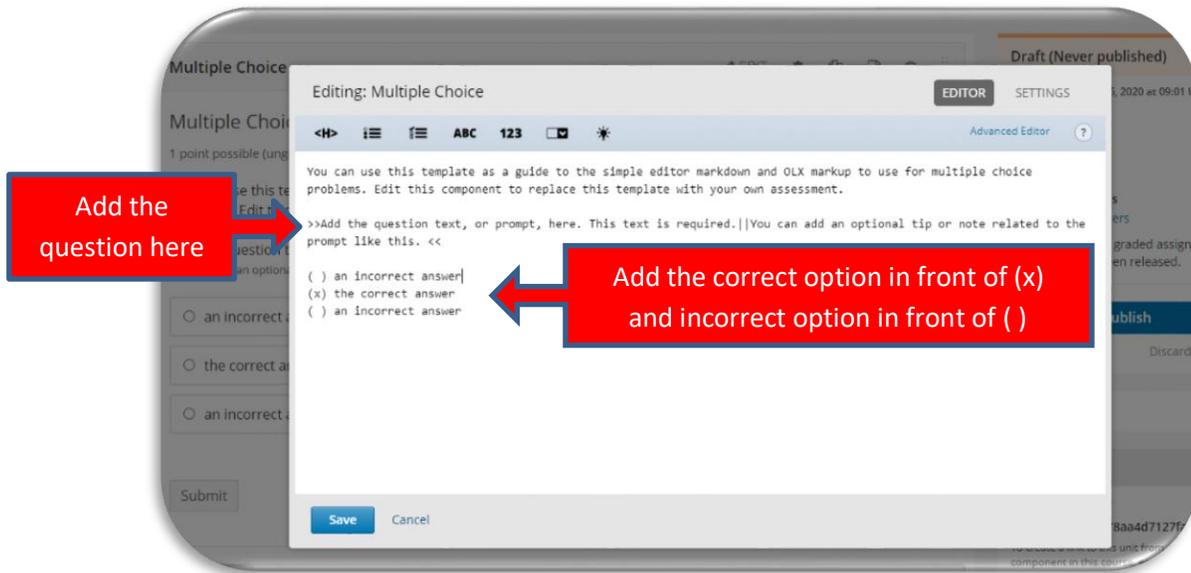
HOW TO CREATE A QUIZ?

1. To add a quiz, you have to make a new unit and rename it. Click on "**Problem**" and select the type of question you want to add e.g. "**Multiple Choice**".
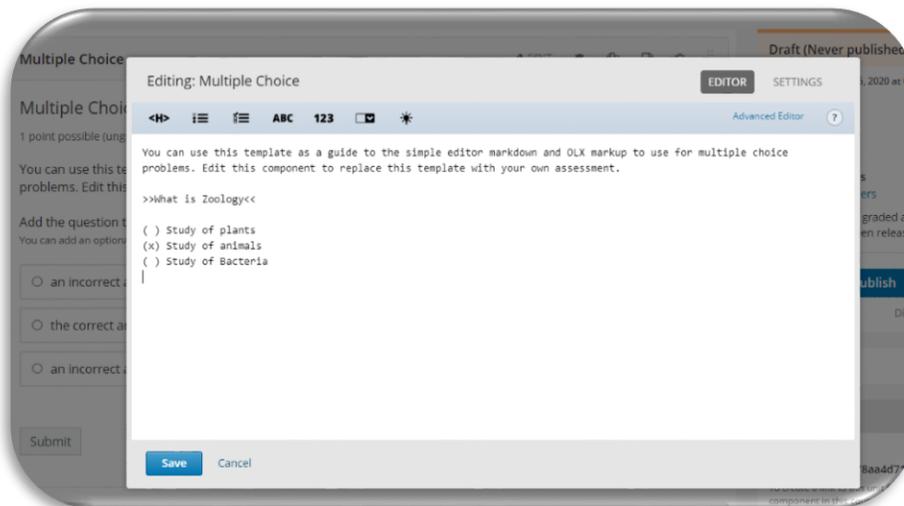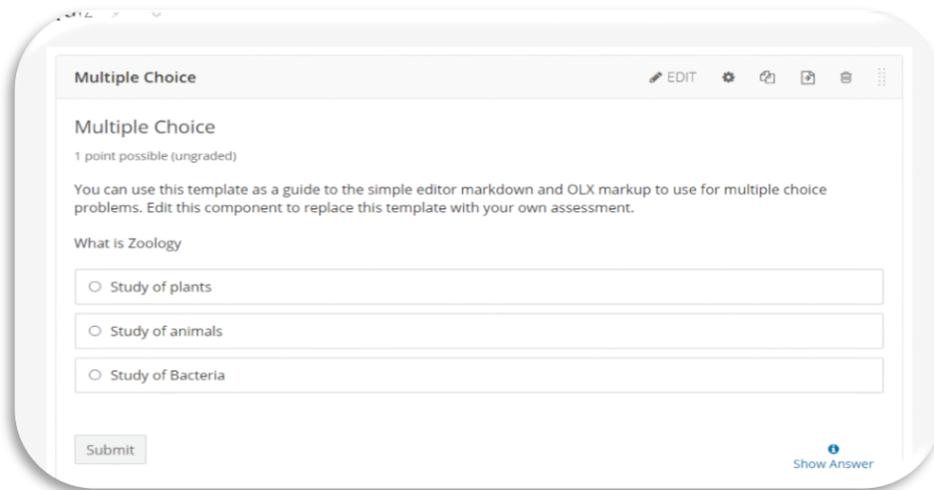

2. Click on "**EDIT**".

3. Use this format to add a **Multiple Choice question**. After adding a question click "**Save**".

4. See this **example** of adding Multiple Choice question.

5. A Multiple Choice question is added. In this way you can add more.

STAIRS – UMT CARES

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

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