

# OPENEDX BASIC GUIDELINES

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## STEP-WISE GUIDELINES

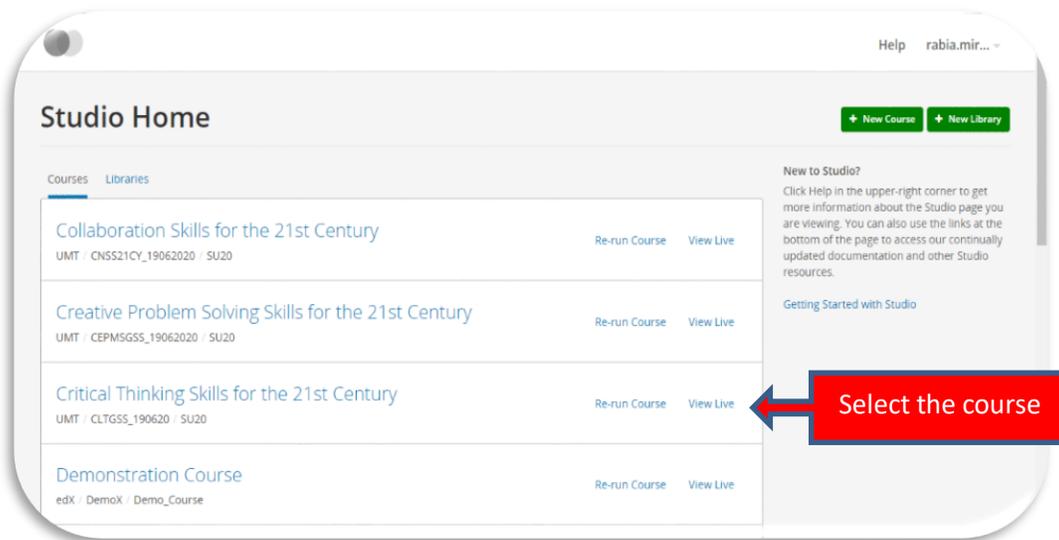
The image shows a screenshot of the OpenEdX course editor interface. On the left side, there are four blue callout boxes with arrows pointing to specific elements in the course structure:

- Section:** Points to the top-level course item "Critical Thinking Badge".
- Subsection:** Points to the item "Why take this course?".
- Unit and Textbox:** Points to the "Learning Objectives" section, which includes a warning message: "Unpublished units will not be released".
- Quiz:** Points to the "Quiz" section, which also includes a warning message: "Unpublished units will not be released".

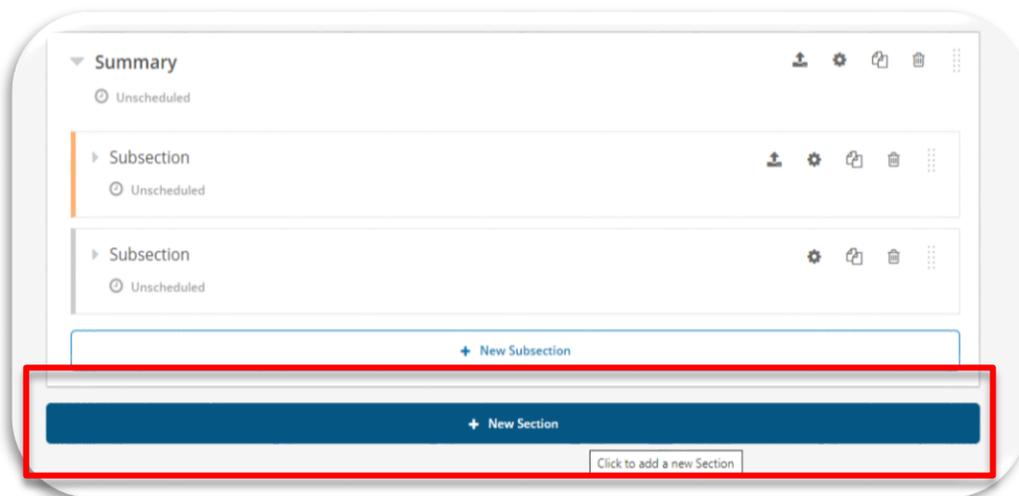
The interface shows a list of course items, each with a title, a status (e.g., "Unscheduled"), and a set of icons for actions like upload, settings, share, and delete.

## HOW TO ADD A SECTION?

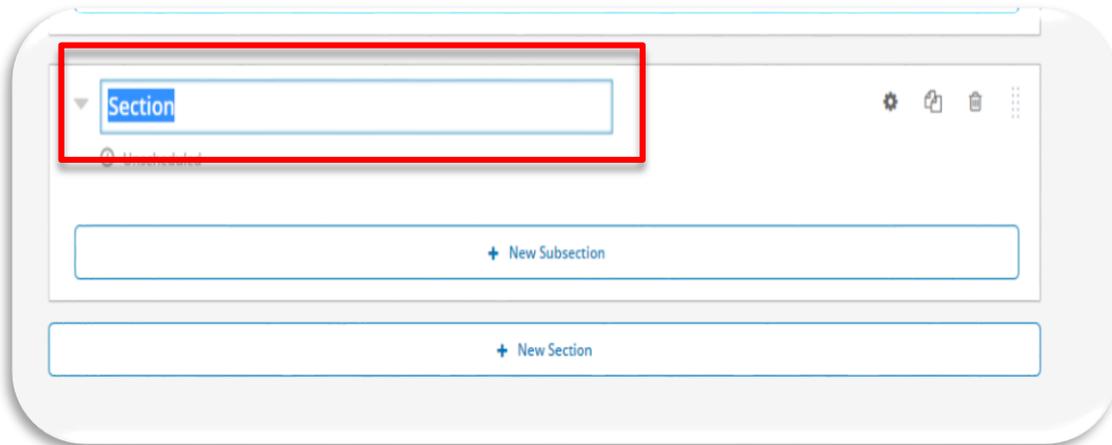
1. On the [Studio Home page](#), click on the required course.



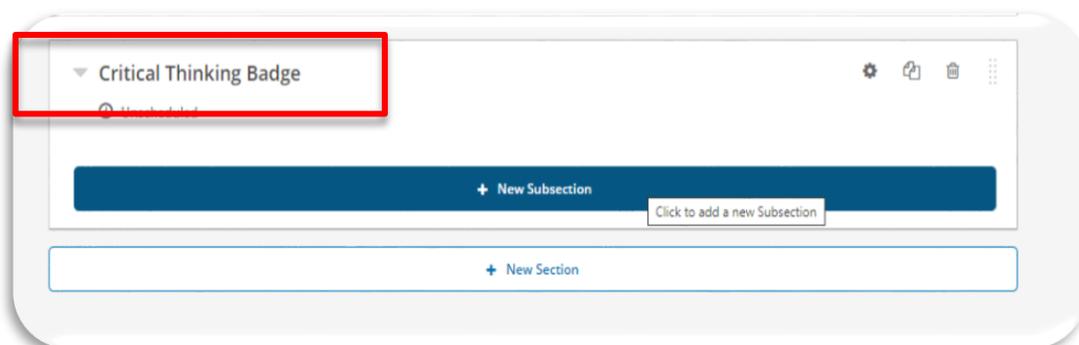
2. Click on the **“New Section”** option to add a section.



3. Give the required name to the section and press “Enter”.

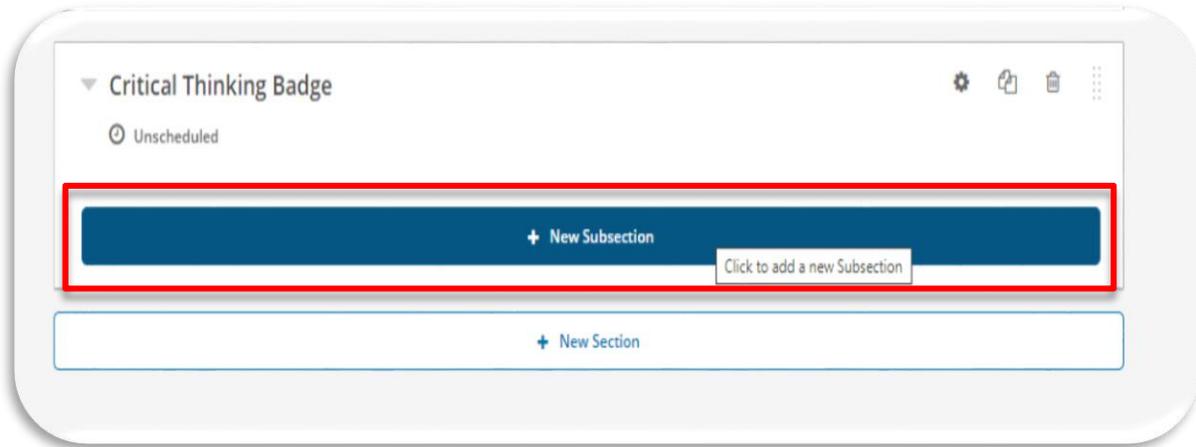


4. A new section named “Critical Thinking Badge” is added.

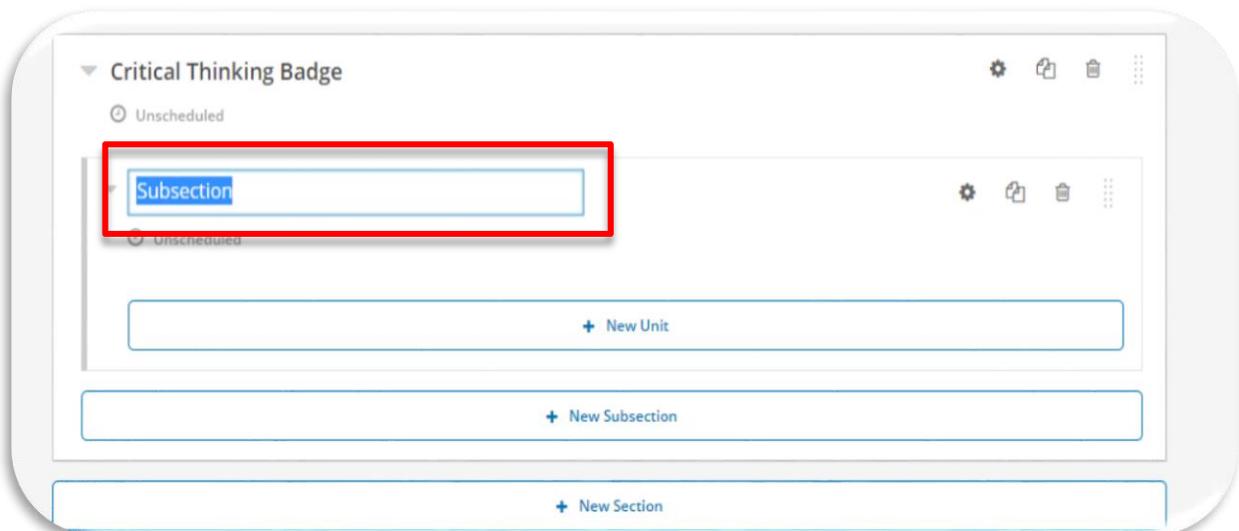


## HOW TO ADD A SUBSECTION?

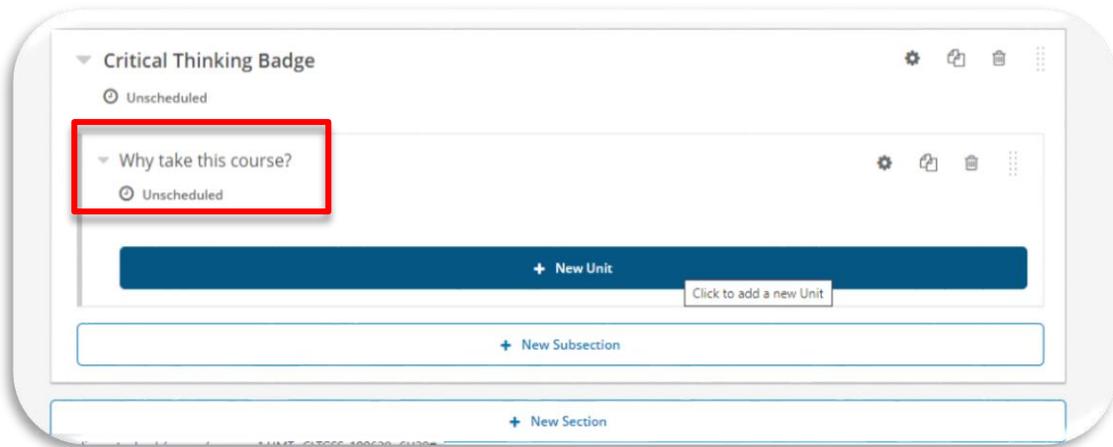
1. To add a subsection under a section, click on “**New Subsection**”.



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

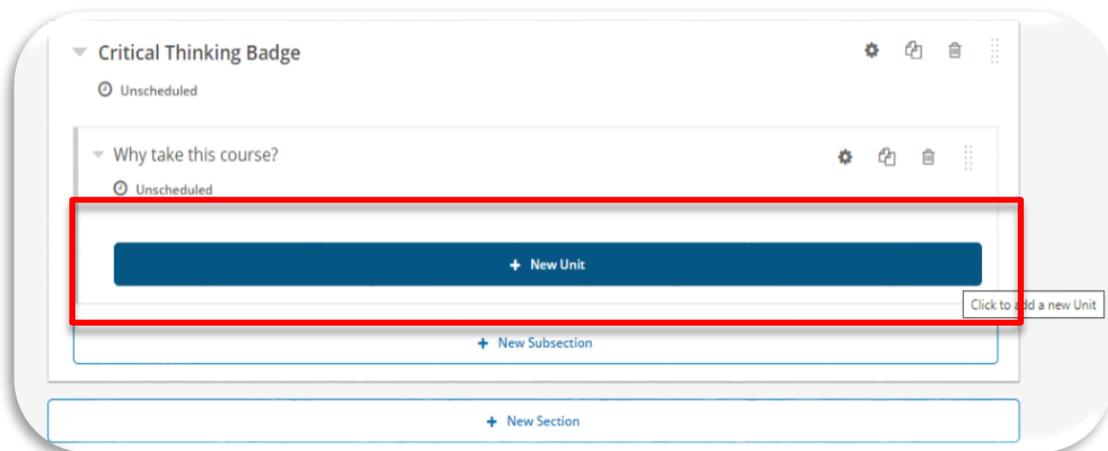


3. A new subsection named **“Why take this course”** is added.

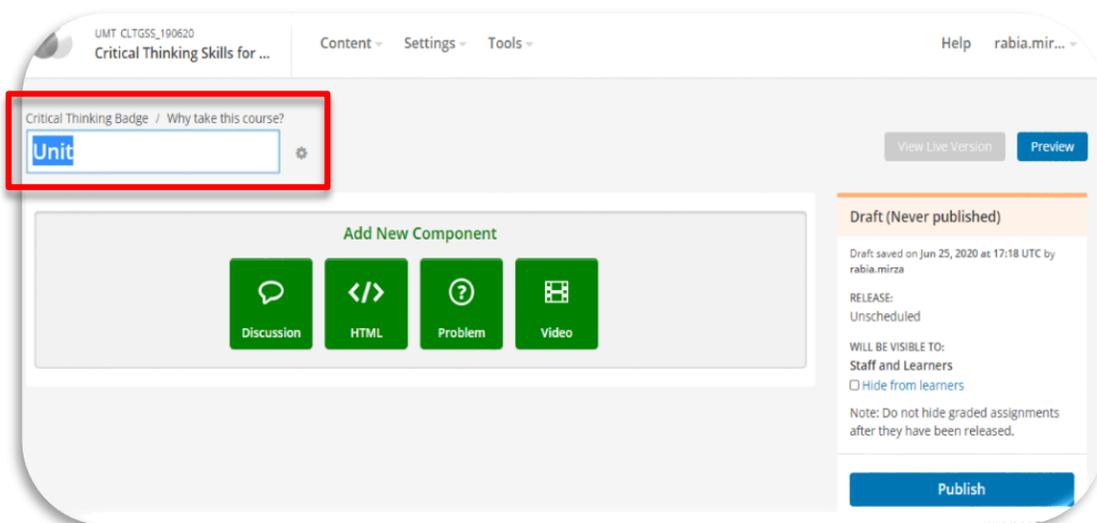


## HOW TO ADD A UNIT AND TEXT COMPONENT?

1. To add a unit under a subsection, click on “New Unit”.



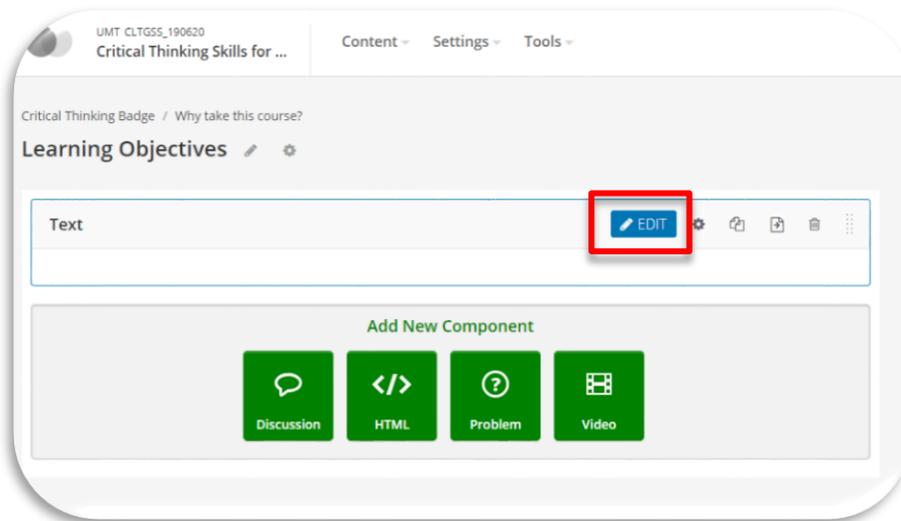
2. Give the required name to the unit and press “Enter”.



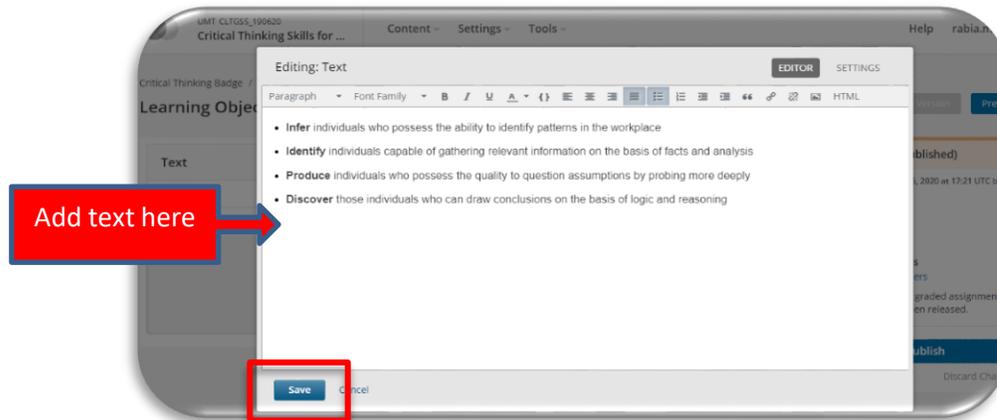
3. Click on **“HTML”** and then click **“Text”** to add a text component.



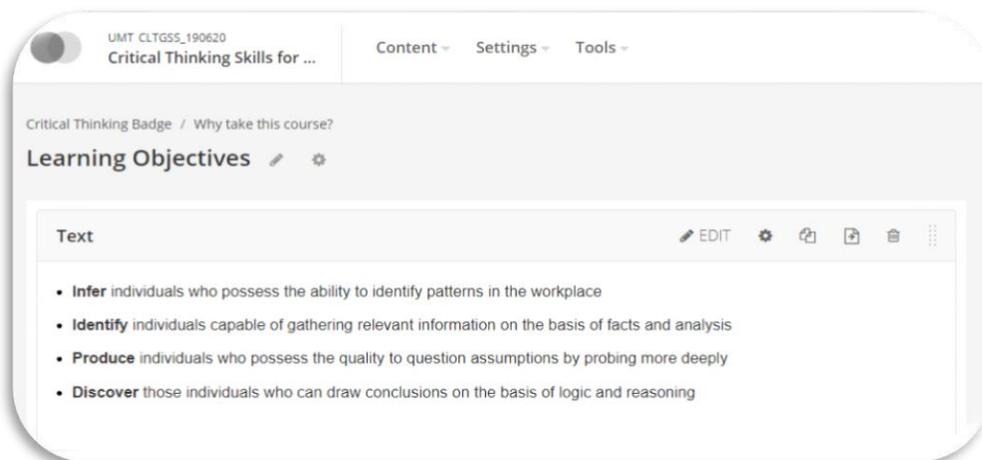
4. Click on **“EDIT”**.



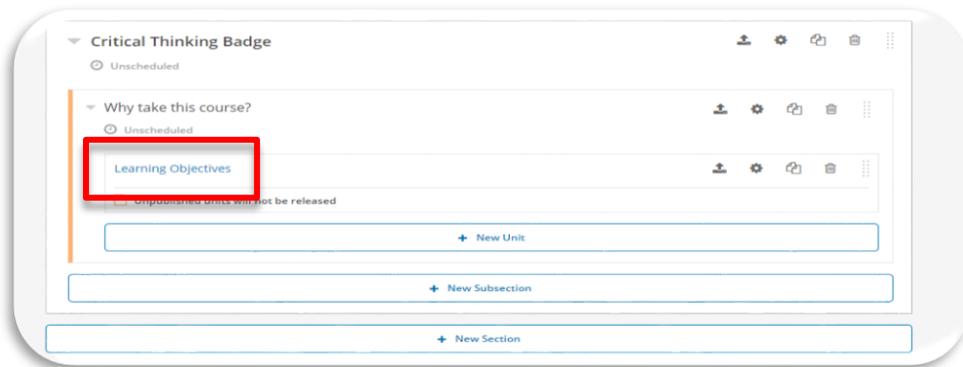
5. Write the required information here and click “Save”.



6. The added text is saved.

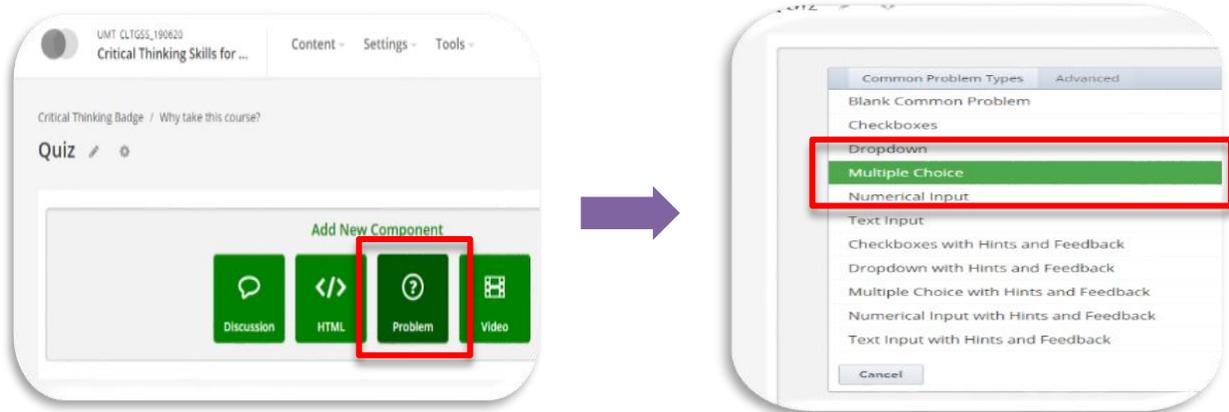


7. A new unit and a text component is added in this way.

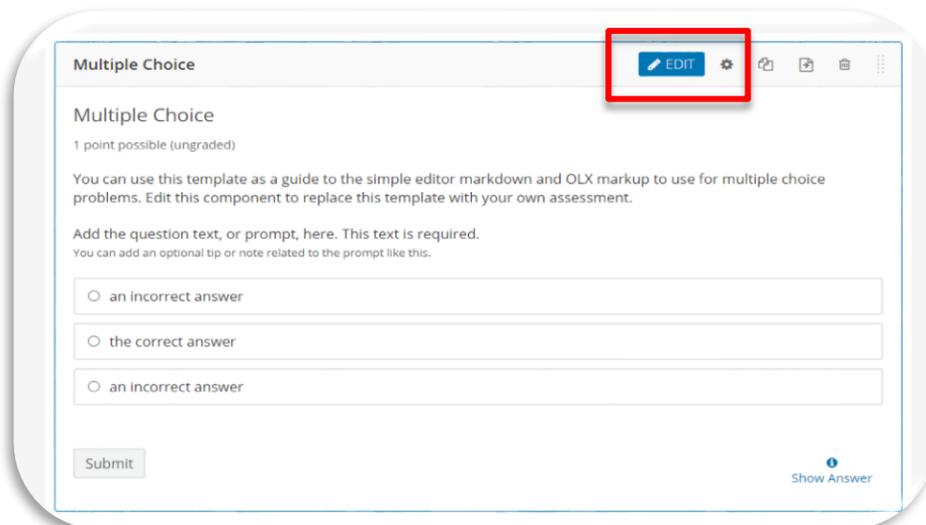


## HOW TO CREATE A QUIZ?

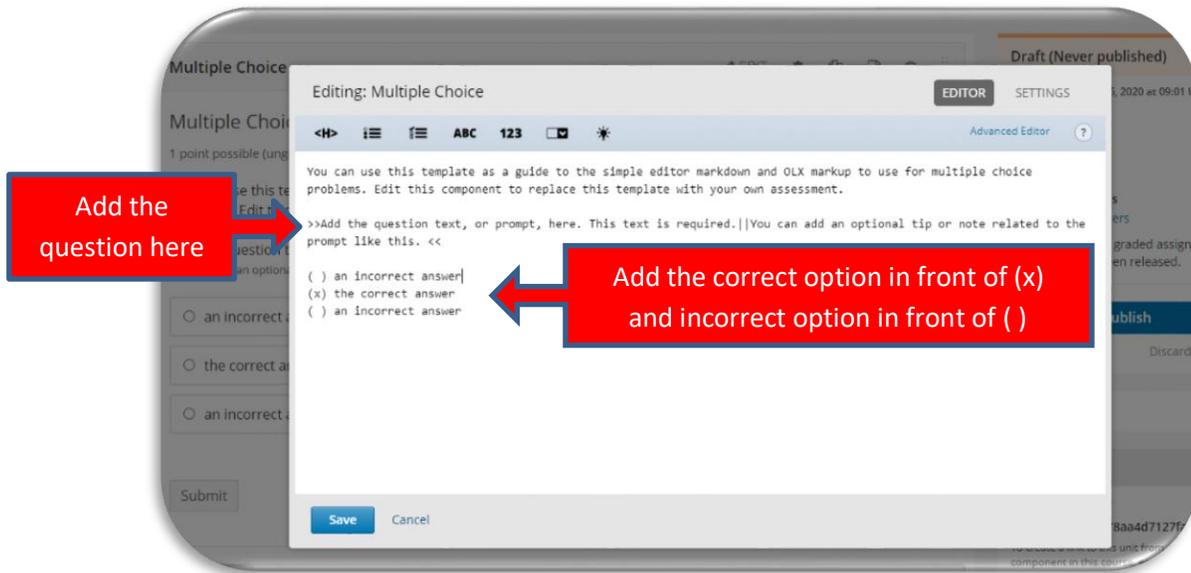
1. To add a quiz, you have to make a new unit and rename it. Click on **“Problem”** and select the type of question you want to add e.g. **“Multiple Choice”**.



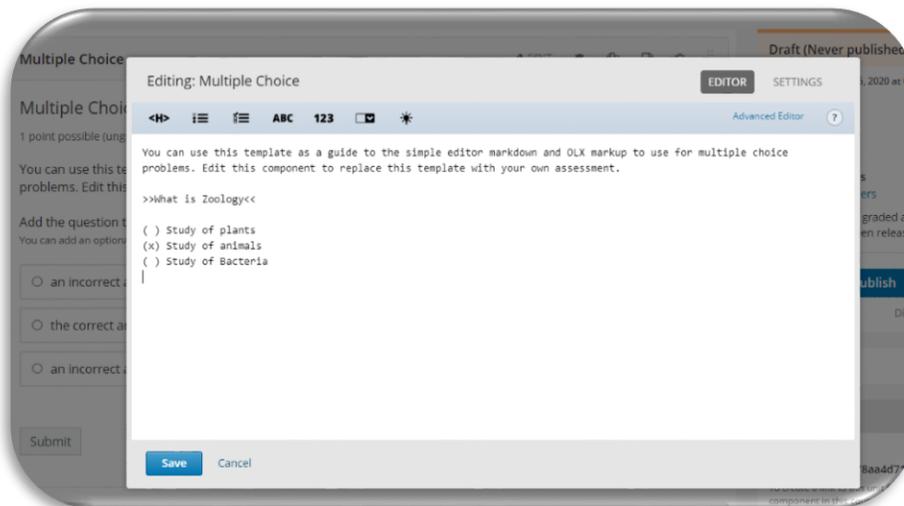
2. Click on **“EDIT”**.



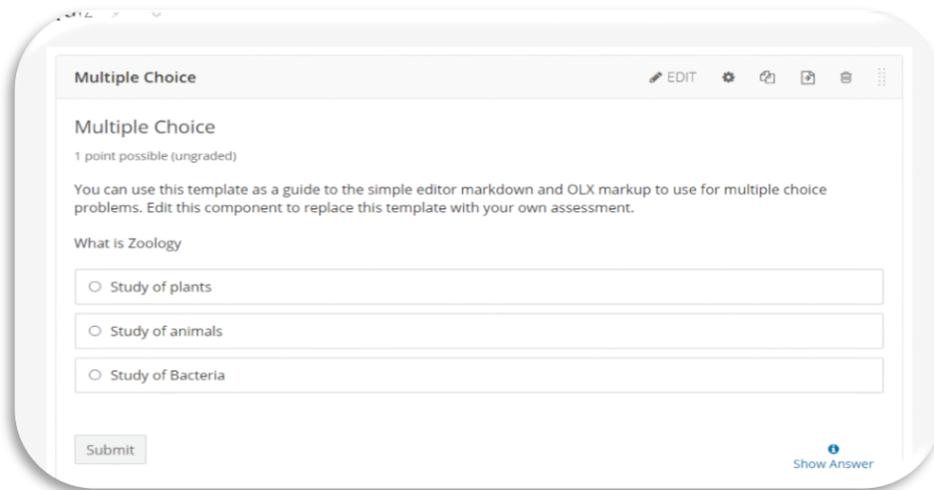
3. Use this format to add a **Multiple Choice question**. After adding a question click “Save”.



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



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



The screenshot shows a digital interface for a Multiple Choice question. At the top, there is a header bar with the text "Multiple Choice" and several icons for editing, settings, and other functions. Below the header, the question title "Multiple Choice" is displayed, followed by the text "1 point possible (ungraded)". A paragraph of instructional text reads: "You can use this template as a guide to the simple editor markdown and OLX markup to use for multiple choice problems. Edit this component to replace this template with your own assessment." The question itself is "What is Zoology". Below the question, there are three radio button options: "Study of plants", "Study of animals", and "Study of Bacteria". At the bottom left of the question area is a "Submit" button, and at the bottom right is a "Show Answer" button with an information icon.



**STAIRS – UMT CARES**

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

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