Training Programme

How to create and edit a course

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DOCUMENT DESCRIPTION

This document explains how to create and edit a course or course materials in the FOSTER portal.

After completing the module, the course instructors will be able to:
* propose a course
* upload course material in the portal
* create a course
* add a lesson and lesson material
* create and add a quiz
* publish the course
* communicate with the course participants (use the Forums)

This project has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement no 612425

PROPOSE A COURSE

The course creation process starts with the submission of a Course Proposal.

The course proposal should be explanatory and cover all the necessary information that will help the Educational and Technical reviewer to understand the course's topic and layout.

A sample proposal can be found here: https:www.fosteropenscience.eu/content/course-proposal-example

BEFORE CREATING A COURSE

Before creating the course read the FOSTER course template "Structure of eLearning courses for FOSTER Project"

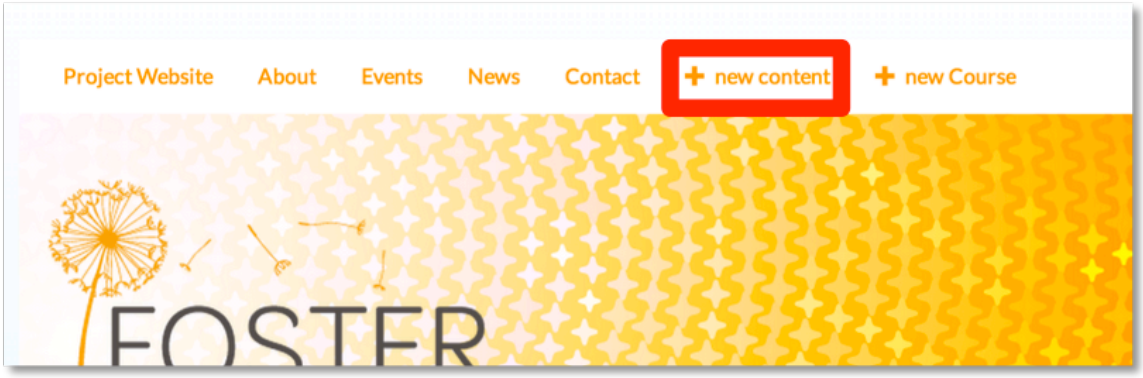
ADD COURSE MATERIAL

Before you start building your course it is important to collect and upload on the FOSTER portal all the resources that you will need to use in the course. These can be documents, articles or other types of papers, videos and links to webpages

To add the course material you need to be logged into the FOSTER portal.

Watch the video “how to upload content”: http://youtu.be/_UnEDtAW2hc

To add the course material you need to be logged into the FOSTER portal. Then, on the top navigation bar you will see the button **"+ new content"**.



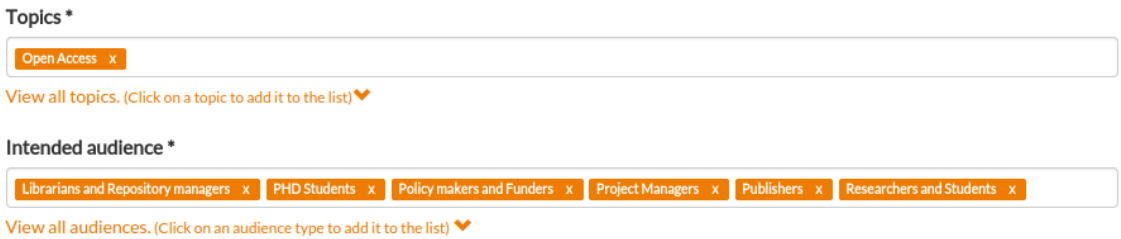
In the **"Document"** section you can upload material in PDF, MS Word, or similar formats. You can use the **"Article"** section when you need to write text directly into the portal - for example, you can treat this section as a blog. Use the **"Video/Link"** section to link to other online resources or multimedia material.

Click on the **"Document"** or **"Article"** or **"Video/Link"** button. Provide the resource's bibliographic information and browse to choose the file you would like to upload.

TOPICS

Choose a topic to describe your material. Click on **"View all topics"** and choose the most appropriate theme for your material.

Similarly, click on **"View all audiences"** to determine the audience group.



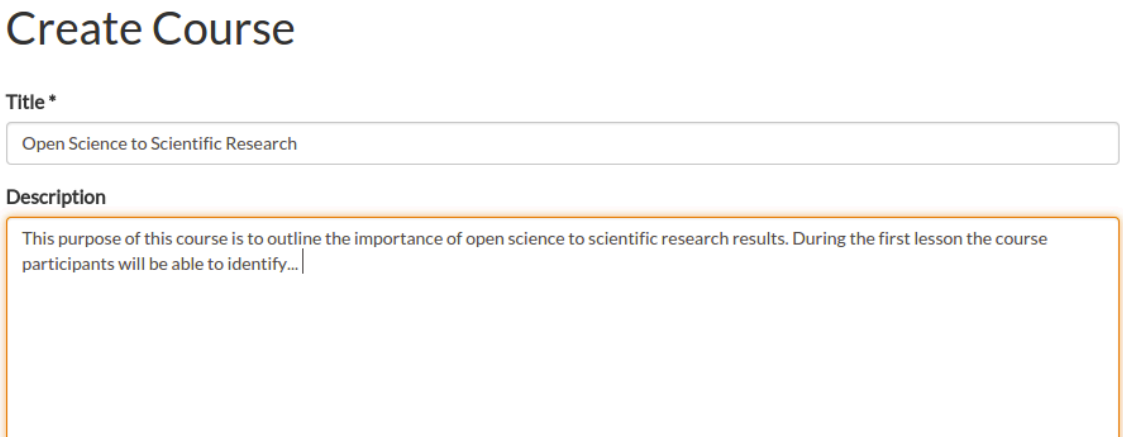
Click on the arrow to discover the rest of the **"Levels of Knowledge"**

CREATE A COURSE

If you are the Course Creator, you will find a button "**+ new Course**" on the top navigation bar. Click there to start building your course.

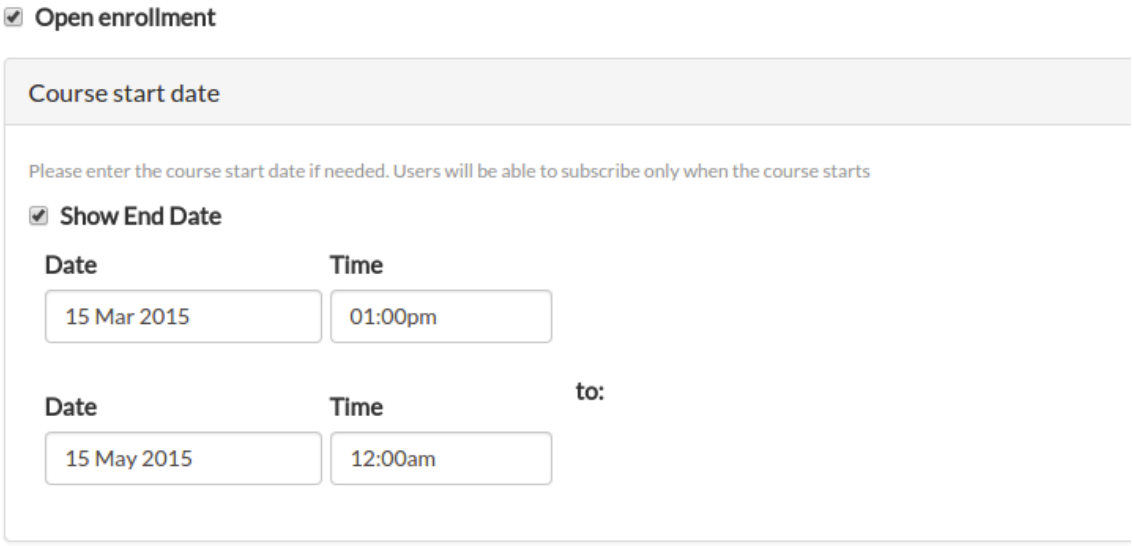
CREATE COURSE

In the "**Title"** area provide a short but descriptive title for the course. In the "**Description**" text box explain the purpose of the course and briefly add the learning objectives and the duration of the course.



ENROLMENT AND COURSE DATES

By checking or unchecking the "**Enrolment"** box you can open a course for immediate enrolment – you can check or uncheck this box more than once. Choose the opening and closing dates for the course. This information may be useful to the course participants.



COVER IMAGE

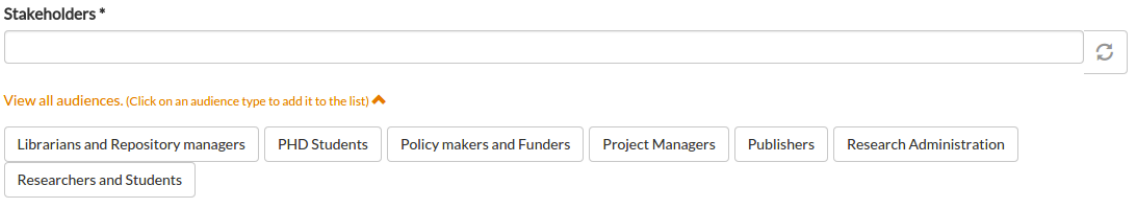
The course creators can choose the course's cover image. If you click on the **"Choose File"** button you can upload an image saved in your computer. Make sure you have the rights to use the image online.

TOPICS, STAKEHOLDERS, LEVEL OF KNOWLEDGE

The three last sections require from the course creator to provide relevant descriptive information with regards to the course. Use keywords to describe the courses' topics, the groups of people the course could be of interest and if there are any course prerequisites.

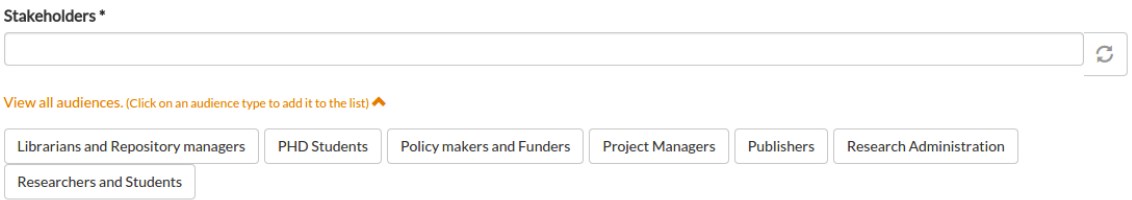
TOPICS

Click on "**view all topics**", located under the "**Topics**" section, and choose one or more topics from the taxonomy.



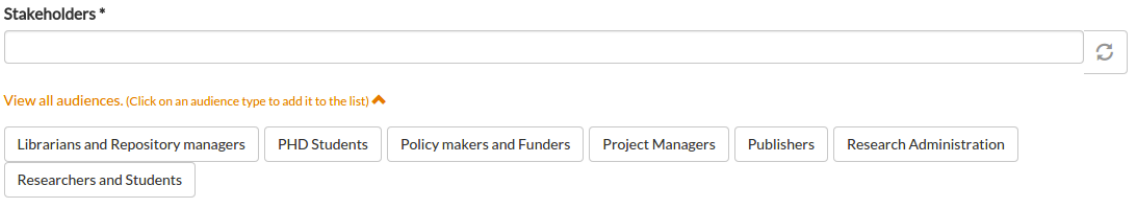
STAKEHOLDERS

Click on "**View all audiences**", located under the "**Stakeholders**" section, and choose one or more stakeholders that could participate in the course.



LEVEL OF KNOWLEDGE

Select a "**Level of knowledge**" from the menu, choosing one of the four available options.

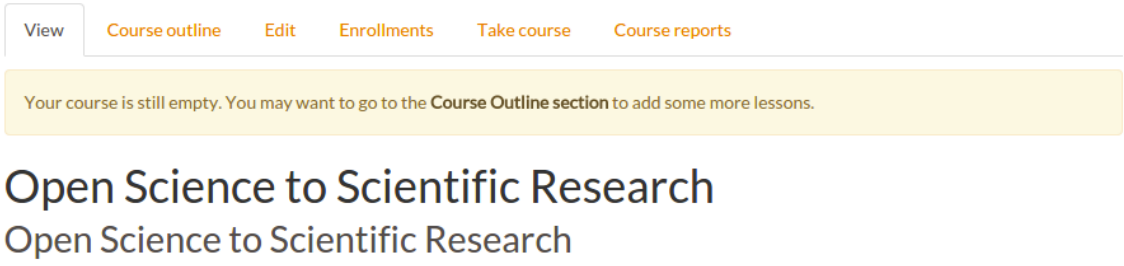


PREVIEW AND SAVE

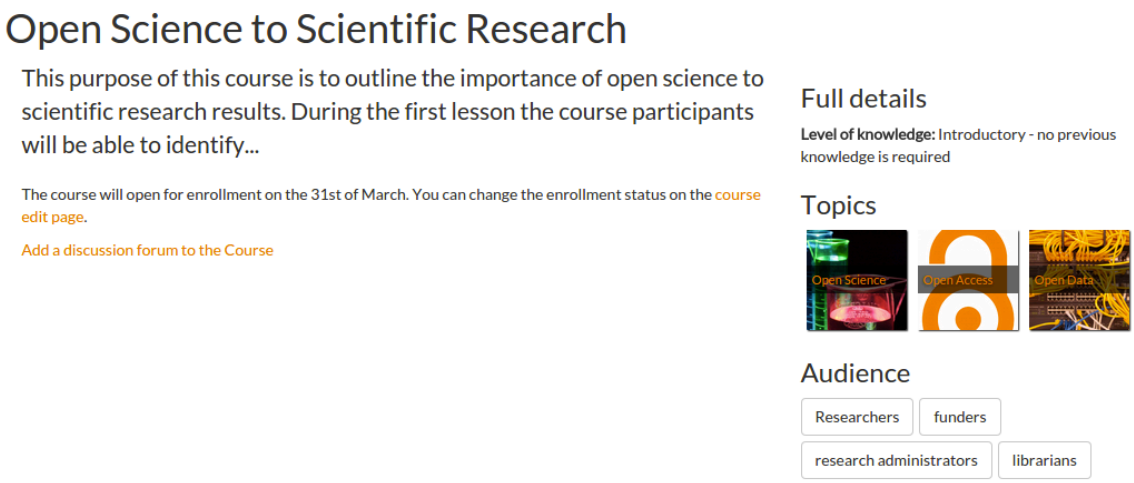
You can click on the "**Preview**" button anytime to check how the content you add would look like on the public page. When done click "**save**" button to preserve your content.

SAVED CONTENT

When you save all the descriptive information about the course, you will be forwarded to a new page. If you would like sot start adding lessons, click on the "**Course Outline Section"** on the top of the page, at the yellow box.



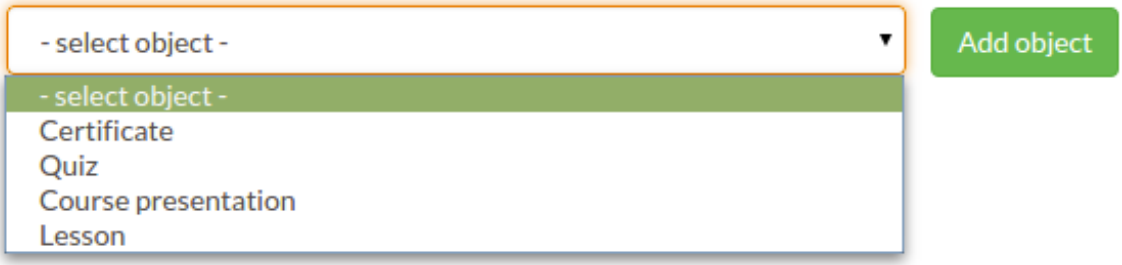
If you would like to change something from the general Course page, click on link "course edit page", located at the end of the course summary page.



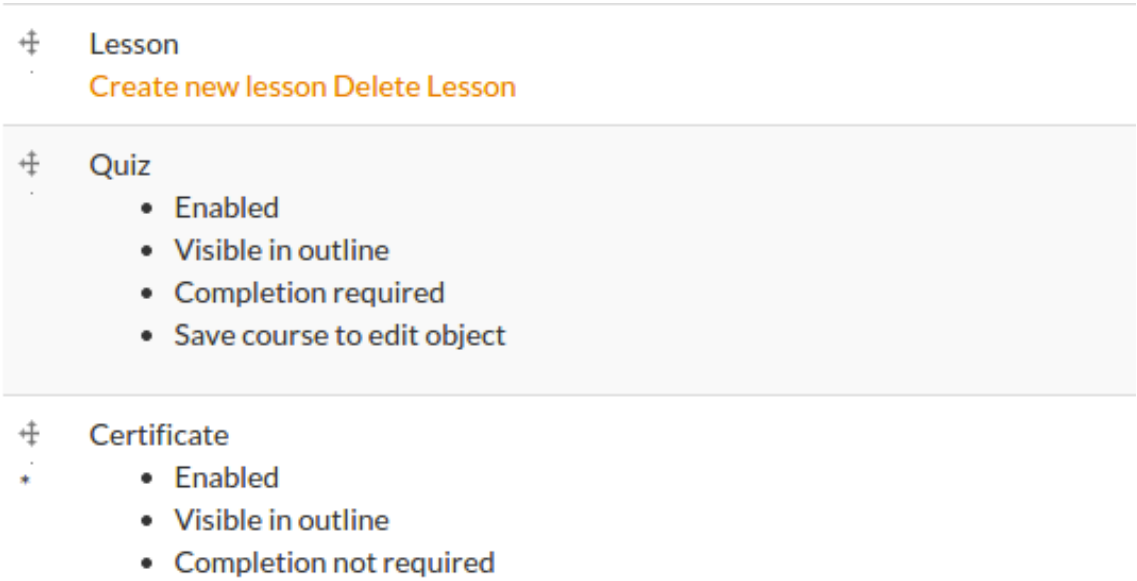
ADD A LESSON

A lesson contains a list of resources, which can be a combination of **"Document"**, **"Article"**, **"Video/Link"**. Each lesson needs a title and a description. In the description the course creator can present the course's learning objectives, the content of the lesson, the duration of the lesson, explain the assignments, etc.

To add a lesson first you need to choose an object option. The "**Lesson**" is the most widely used type and it is where the vast majority of the lesson's being presented. The "**Quiz**" can be used when the course creator wishes to create a quiz either for the whole course or for a specific lesson within the course. The **"Course Presentation"** is a presentations widget. The "**Certificate**" option will automatically generate a certificate to the courses's participants.



When you choose the option "**Lesson**" click on the green button "**Add Object**". If you would like also to create a quiz and a certificate choose these options accordingly. All new course sections will appear on the top of the page.



Before you proceed make sure that you save the course's outline, by clicking on the "Save Outline" button.

- select object -

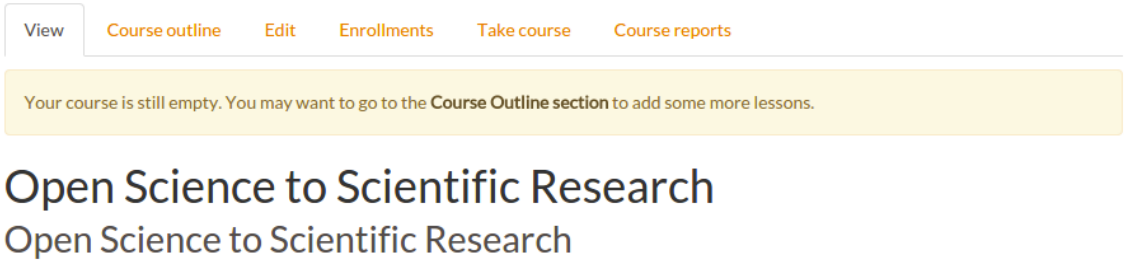
Add object

Save outline

ADD LESSON MATERIAL

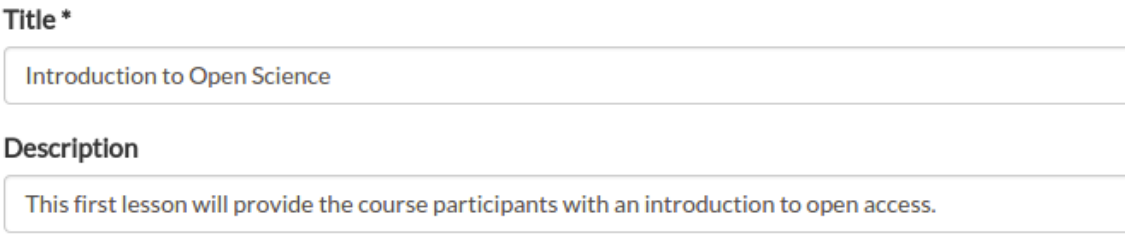
SAVED CONTENT

When you save all the descriptive information about the course, you will be forwarded to a new page. To start adding lessons, click on the "**Course Outline Section**" located at the top of the page, in the yellow box.



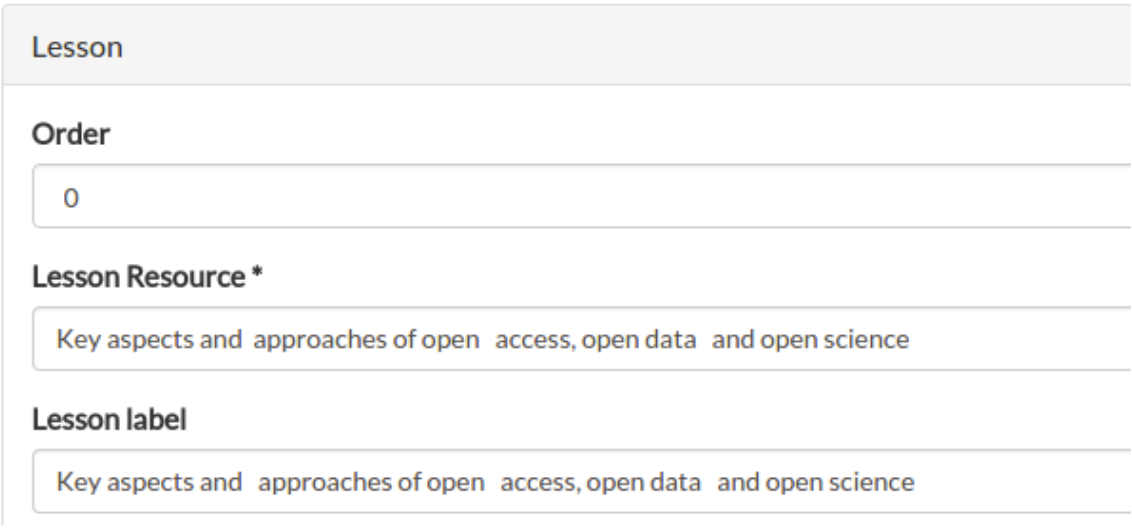
When you cklick on the "**Course Outline Section**" you will be directed into a new page. Click on the "**Create New Lesson**" button to start adding content to the new lesson.

Provide a title and a short description for this specific lesson.

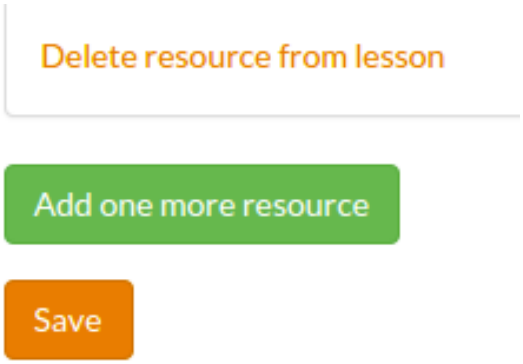


The information that you need to add at the next step relates to the course resources:

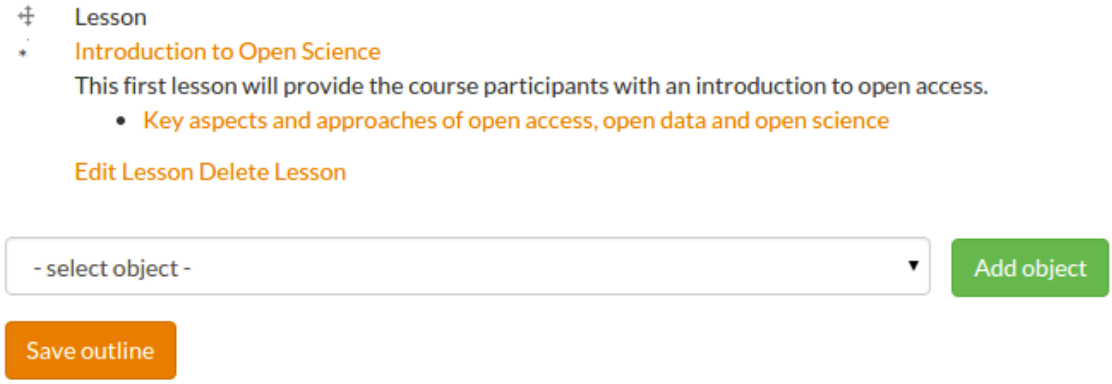
- Order: is the numeric position of the resource inside a lesson. You can use this section to move resources up and down in the list.
- Lesson Resource: is an autocomplete field to be filled with the name of the resource already uploaded on the platform.
- Lesson Label: is an optional name to give to the lesson, if empty the resource title will be used.



If you would like to delete this lesson click on "**Delete resource from lesson**". If you would like to add more resources click on the "**Add one more resource**" button. Otherwise, cklick "**Save**"



After saving the page you will get forwarded to the "**Course Outline**" page. When you are in this page, make sure that you save the course outline again.



From that page you can access and add content to the rest of your course, "**Quiz**" and "**Certificate**"

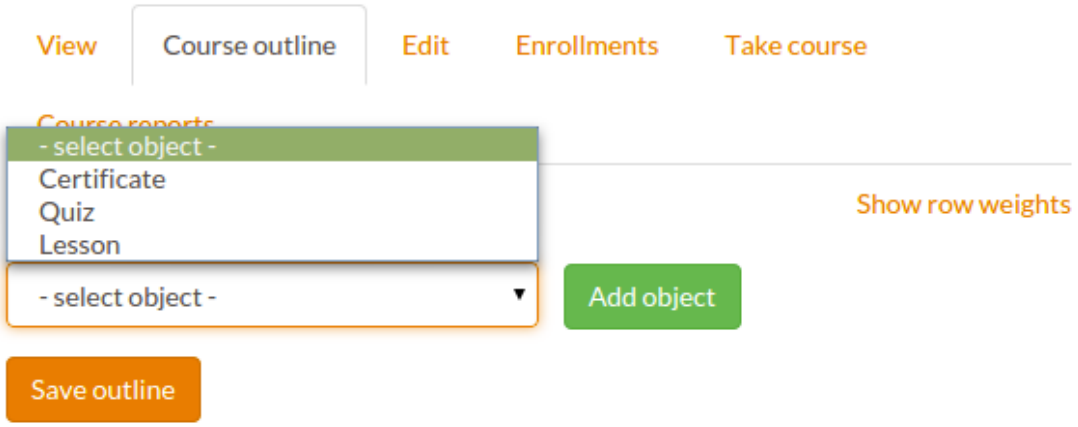
COURSE PRESENTATION

Use this external link http://h5p.org/tutorial-course-presentation to view the **H5P Widget tutorial** on how to use the widget for course presentations. For the time being the FOSTER portal supports only the "Presentation" functionality of the widget.

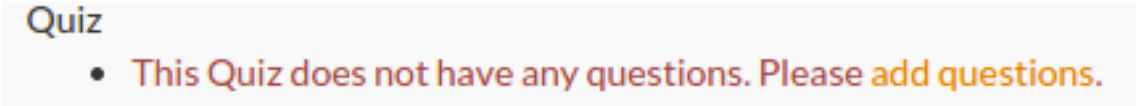
* **Tip**: When reading the guide ignore the *"Pre-requisites"* section.

ADD A QUIZ

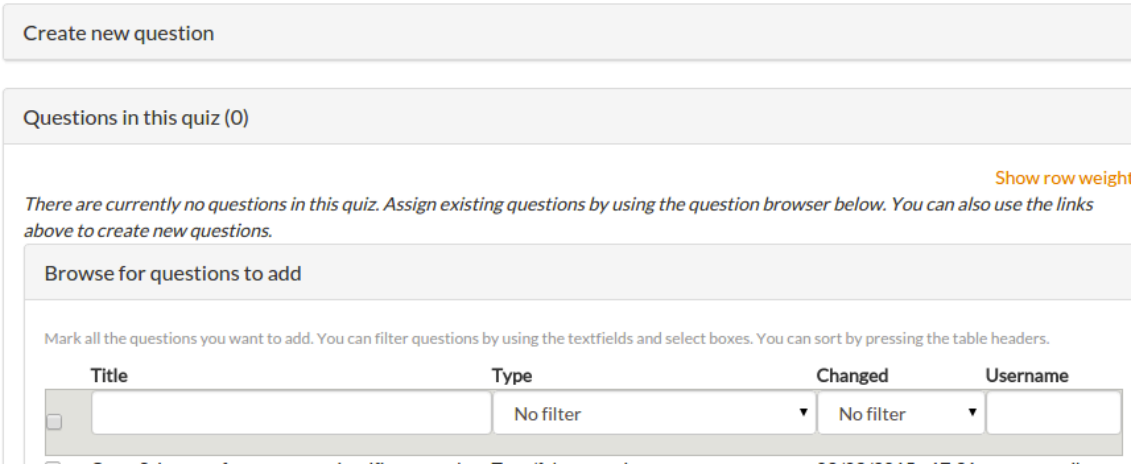
The "**Quiz**" can be used when the course creator wishes to create a quiz either for the whole course or for a specific lesseon within the course.



To enter the editing page for the "**Quiz**" click on "**add questions**"

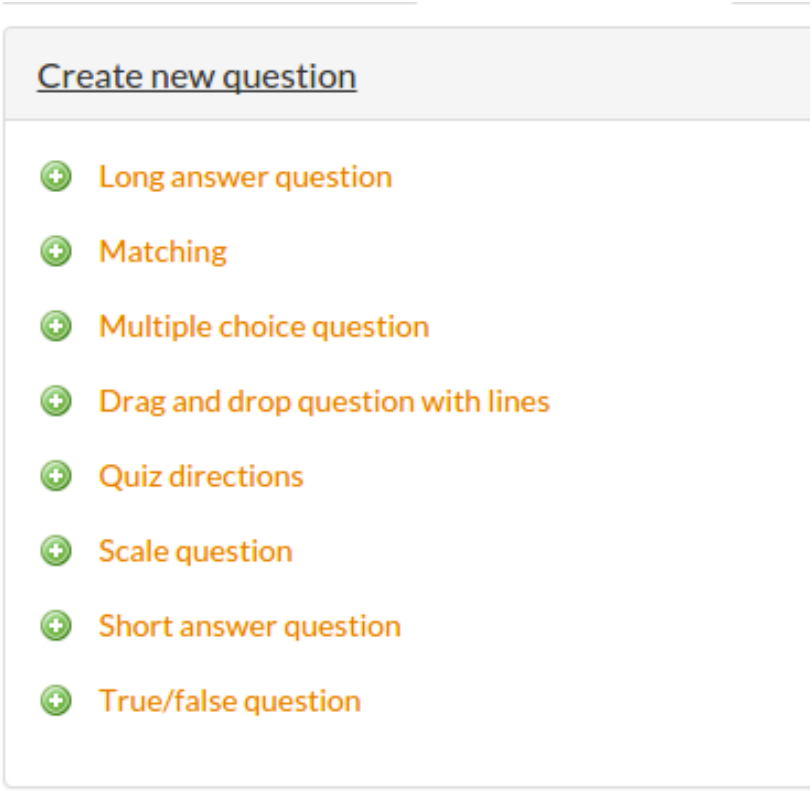


In the next page you will be able either to build your own questions from scratch or choose existing questions that were used in other quizzes. To build a new question click on the "**Create new question**" link at the top of the page. To use an existing question you can either browse the table with the questions or search the title bar using keywords.

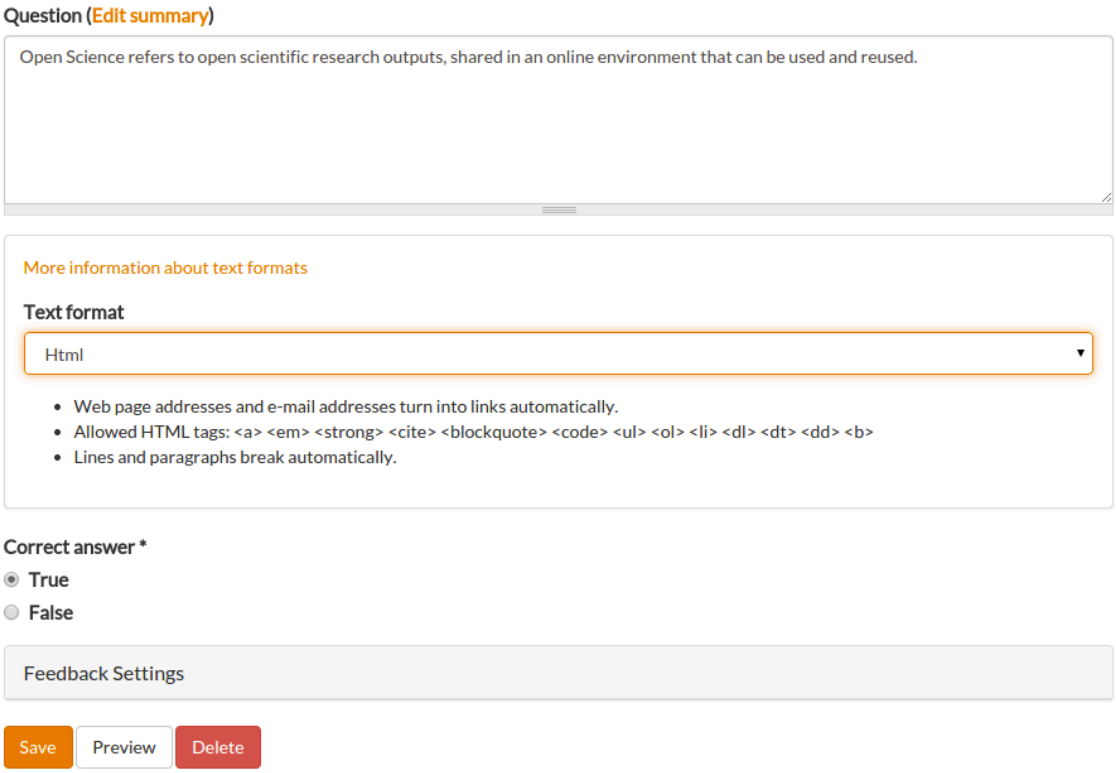


Create a quiz question

There is a menu with eight available options for you to choose if you want to create a quiz question from scratch.



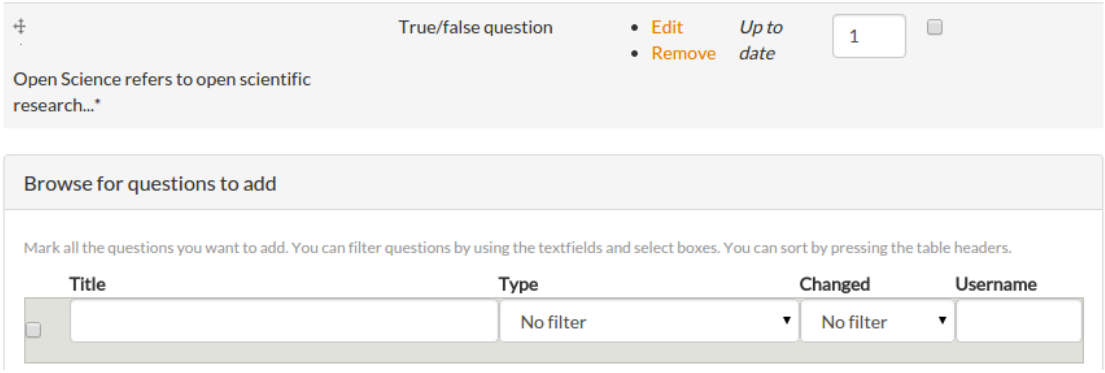
Here is an example of a "**True/False**" question:



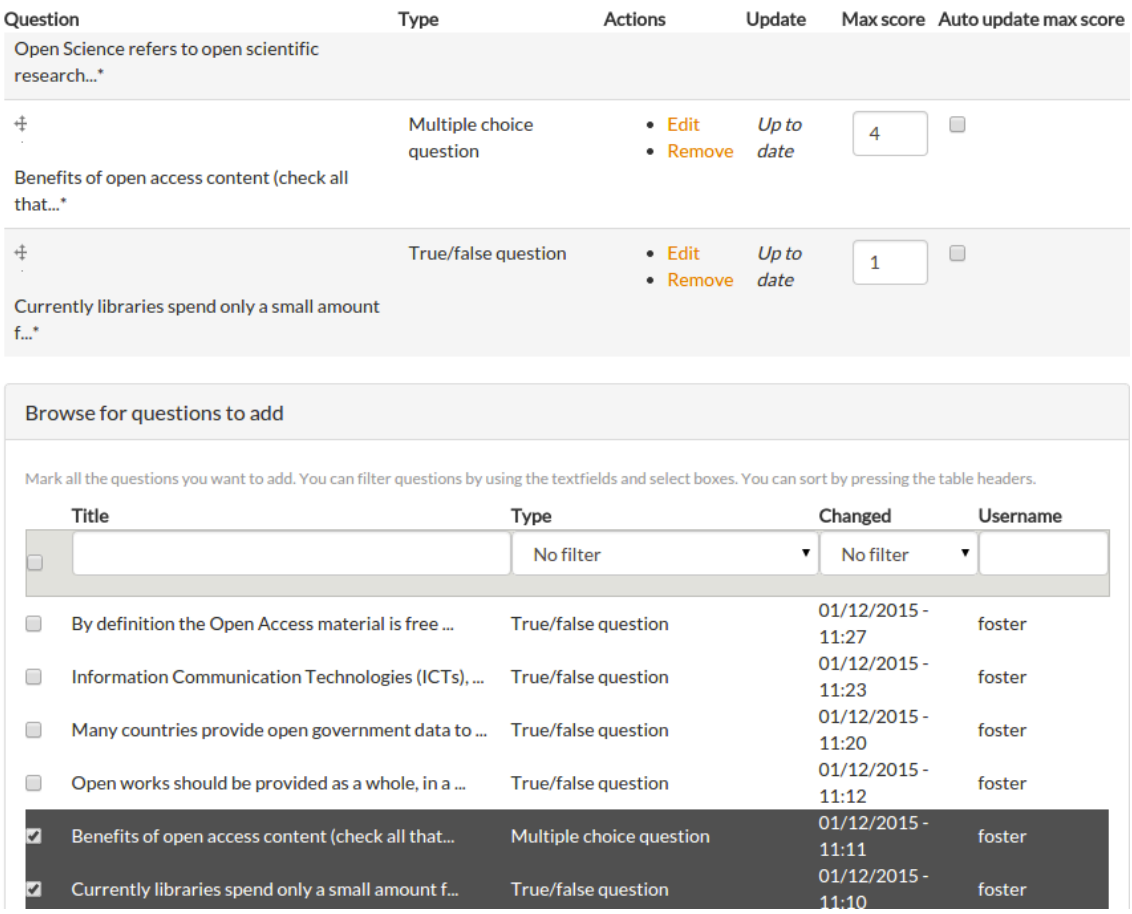
In this example, I added the quiz statement and then I chose the statement status, which is "**True**".

Click on "**Save**"

I am then being forwarded to a new page, where I can see the question I have just created. From here I can add more questions.



To add another question from the list of the existing questions, look at the questions and choose one or more by checking the box on the front of each question. Every time I choose a question it gets automatically added in my quiz.



When you finish with the questions click on the "**Submit**" button at the bottom of the page. After saving the quiz you can take a look at it and test it to ensure that everything works fine. To access the quiz, click on the "**View**" button at the top of the page.

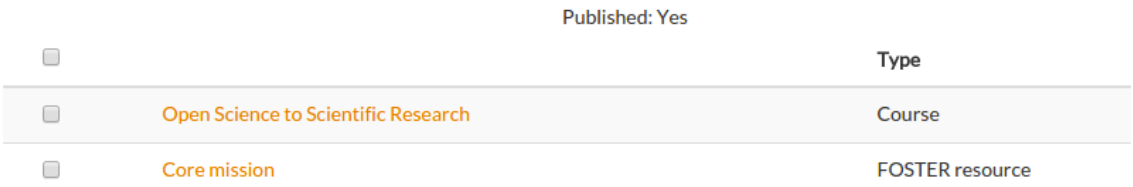
EDIT OR PUBLISH YOUR COURSE OR COURSE MATERIAL

EDIT YOUR COURSE

To revisit the course you are working on and edit it, you need to be signed into the FOSTER platform. When you sign in, click on "**My account**", located on the top right hand side of the screen.

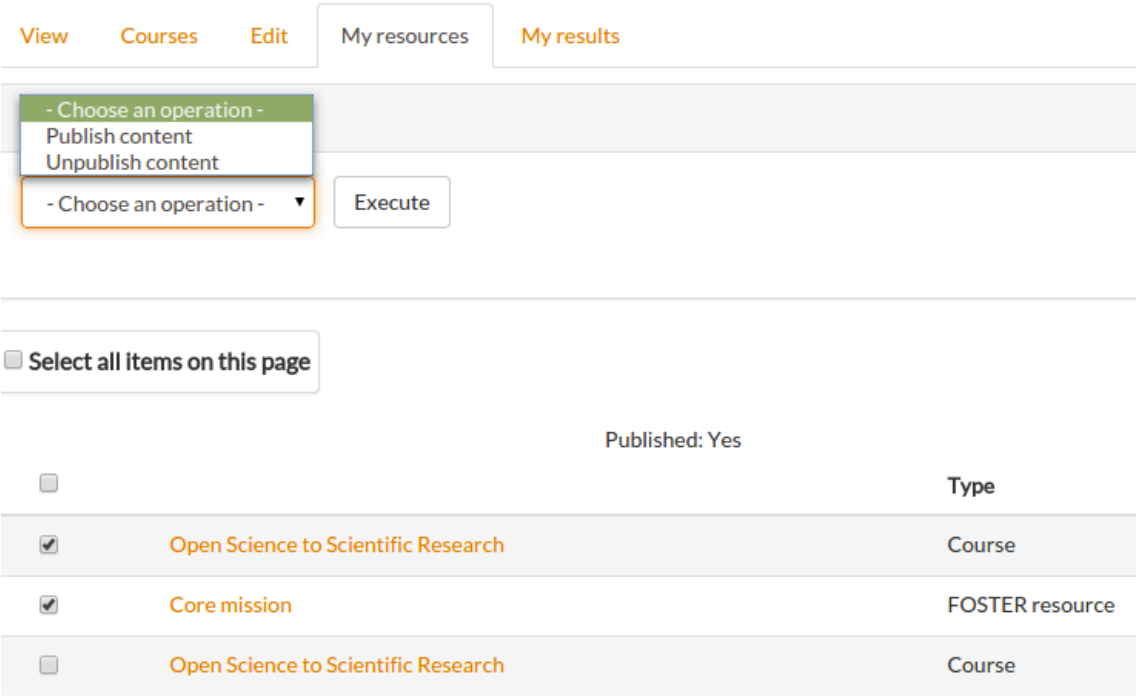
In the next page, choose the "**My resources**" tab.

At the bottom of the page you will see a list with the resources that you have uploaded or with the courses that you have created. When you find the title of the course you are interested, click on it.



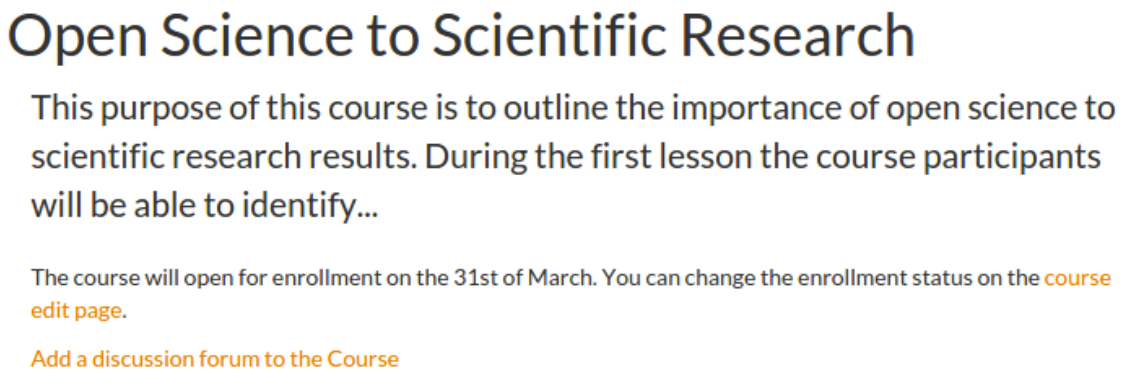
PUBLISH COURSE OR RESOURCES

From the list of courses or resources you can select the items that you are interested to publish and "**Choose an operation**", either publish or unpublish it. When you choose your action, click "**Execute**".

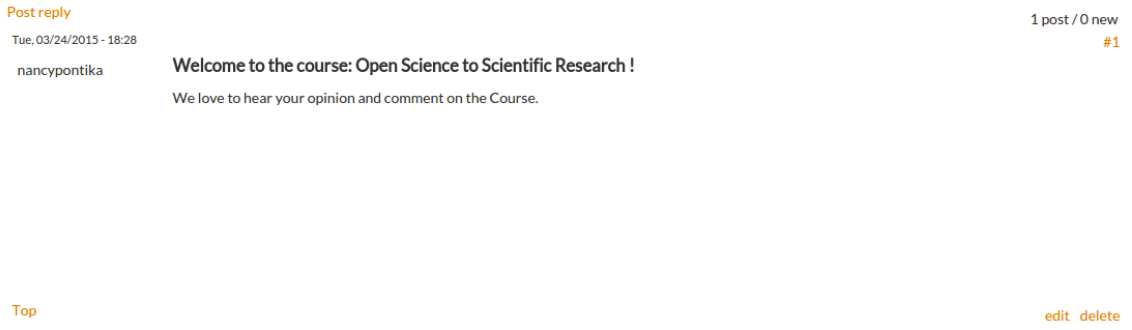


USE THE FORUM

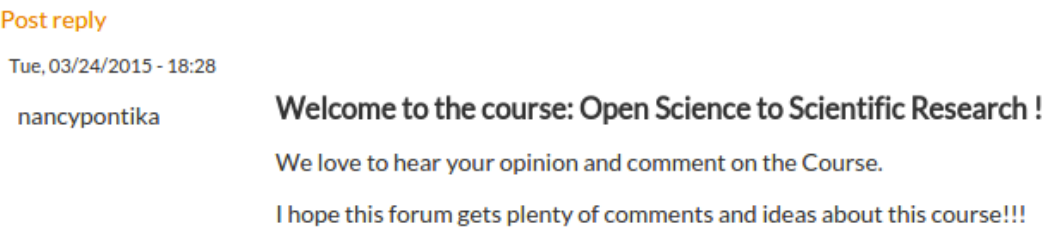
For every new course instructors will have access to a "**Forum**", which can be used for the communication between the course participants and the instructor(s). The forum can be used to post comments, ideas and, in general, to send messages. A new forum can be created by the instructor only. To initiate a new forum click on the "**Add a discussion forum to the Course**".



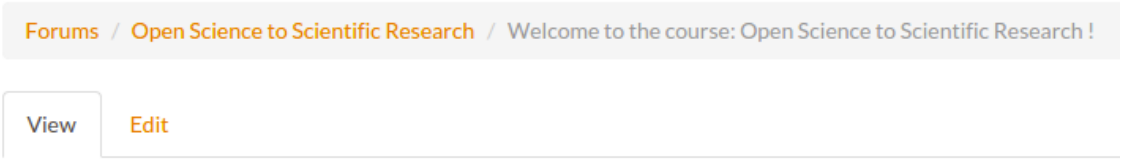
The new page will be area where the messages will be held. The new page has a default message and the instructors name.



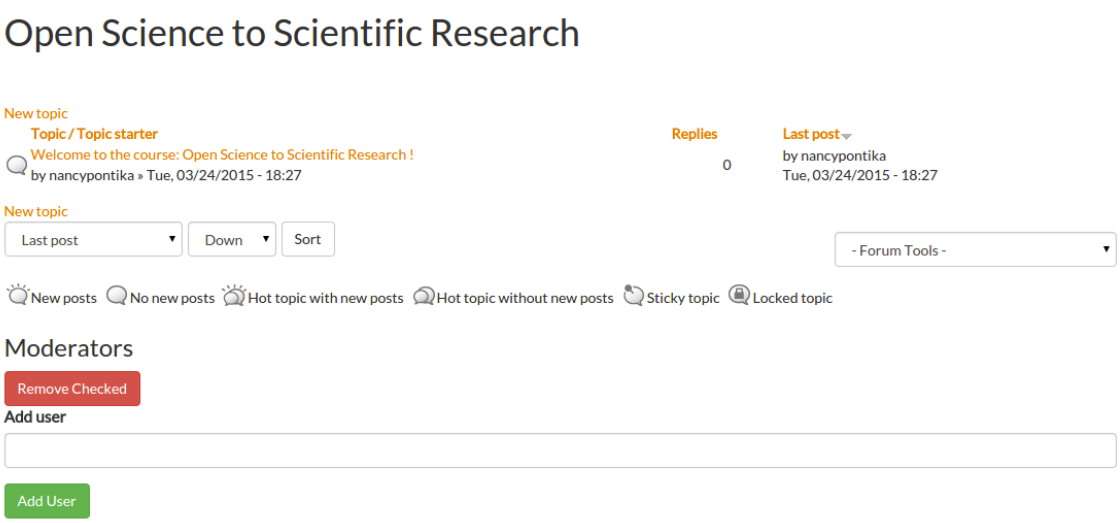
If you wish to change this message, cklick on the "**edit**" button, located at the bottom right hand side of the page.



Click on the "**delete**" button to erase the message. To get to the "**Forums**" main page and be able to add more forums you need to click on the courses title that appears on the top grey navigator bar.

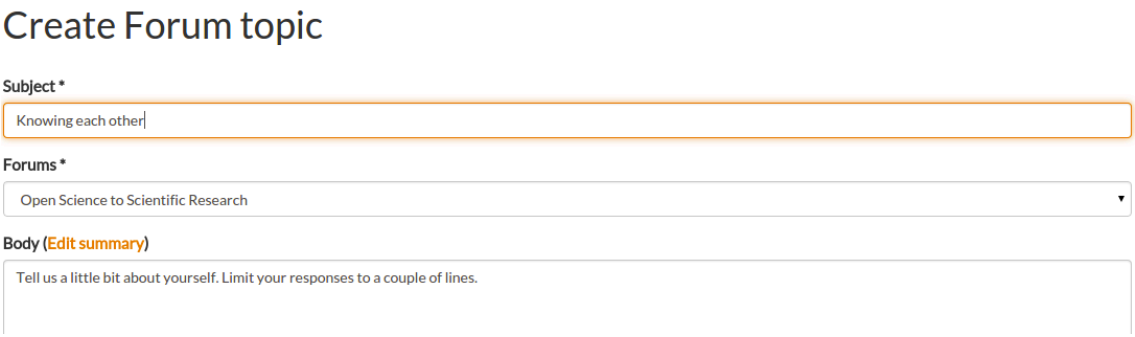


Therefore, I clicked on the "**Open Science to Scientific Research**" to get forwarded into this page:

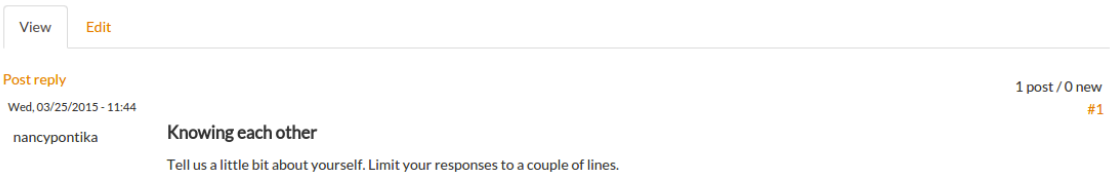


To add a new forum topic, click on the button "**New Topic**" located on the very top of the page.

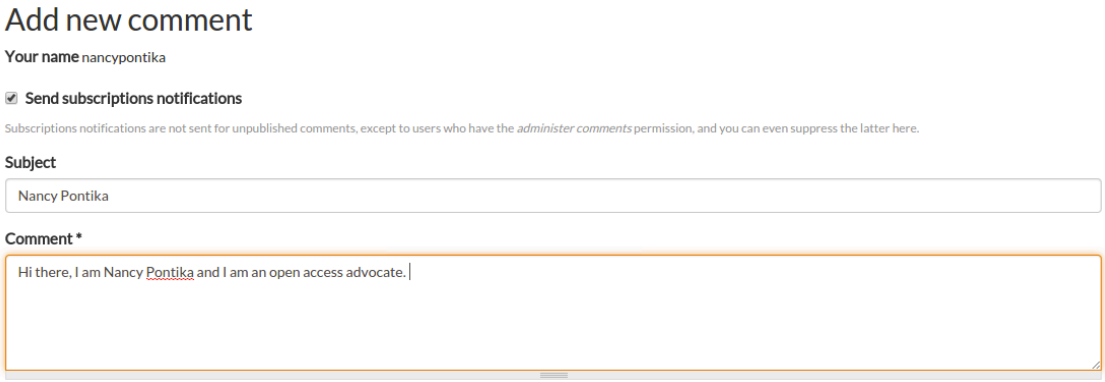
In the new window add the t itle and perhaps some summary in the body section.



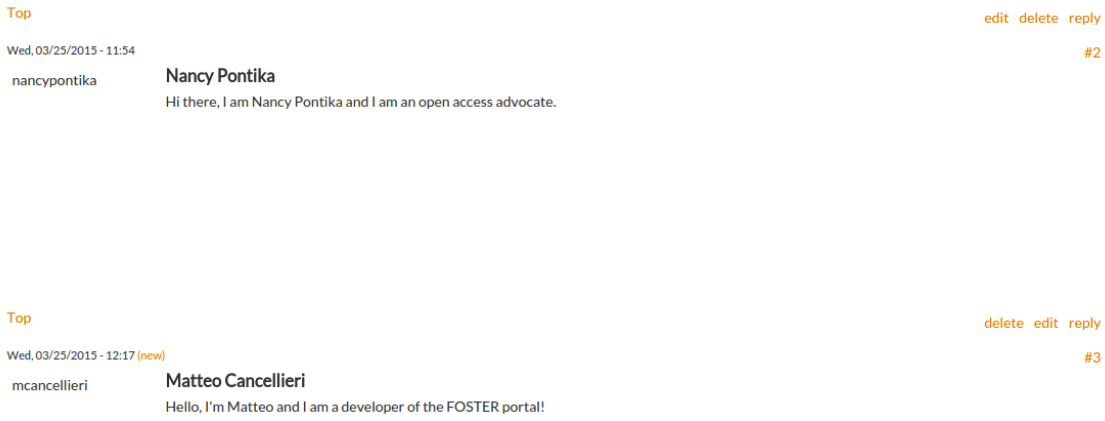
When you are done click on "**Save**". You will now be forwarded into a new page, where you and the rest of the course participants can post their own comments.



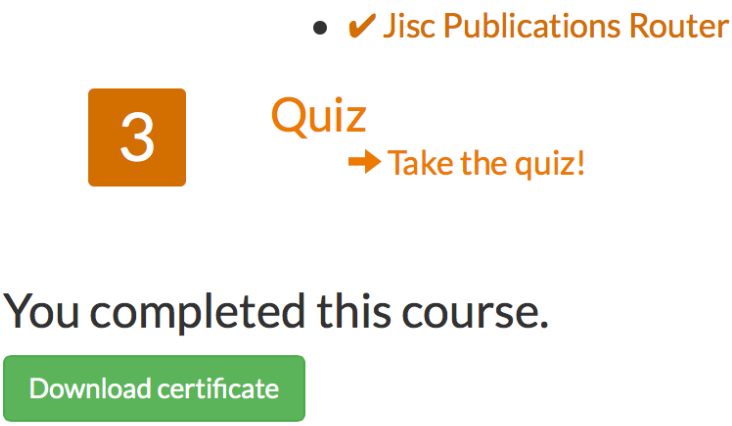
To post a new comment in the forum and let the course participants know a few things about myself, I click on the "**Post reply**" button or you can scroll down in the "**Add new comment**" area to post your message.



When you are done click on the "**Save**" button.



If you want to see again all the forums in your course, click on the course title in the grey box and you will go to the page with all the forum topics listed.

CERTIFICATE

A certificate is automatically generated when learners finish the course. When the course is completed, the participants will see the "**Download Certificate**" button, which they can click to download their certificate.