COURSES Quick Guide
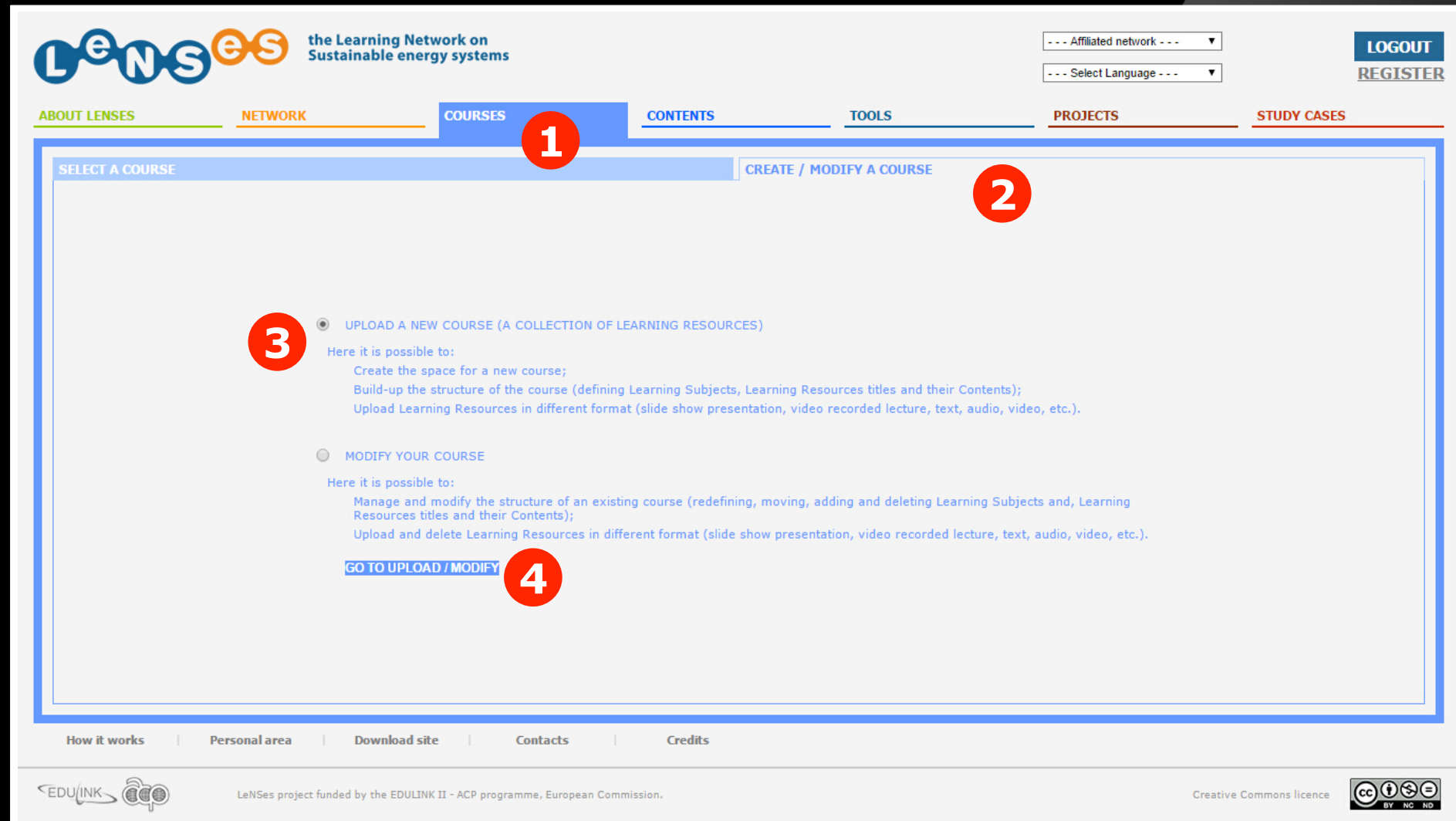
In this website section you can:

CREATE/MODIFY A COURSE
UPLOAD/MODIFY LEARNING RESOURCES

After having logged in (if user allowed), you click on 'courses' **1** , and then on the tab 'upload/modify a course' **2** .Then you select 'upload a new course' **3** , and click on 'go to upload/modify' **4** .

Then you need to fill the displayed fields, inserting information about the course **1** and its structure **2** . Some fields are automatically filled by the system but you can change them and complete the others (green ones are optional, red ones are required).

First you insert the subject **1**, then the title of the learning resource you want to upload **2** and its contents **3**.

To add new elements, click on 'add new' **1** to insert a new content, new learning resource **2** within the same subject or a new subject as well **3** .

To upload a file, you have to click on 'upload' **1** .
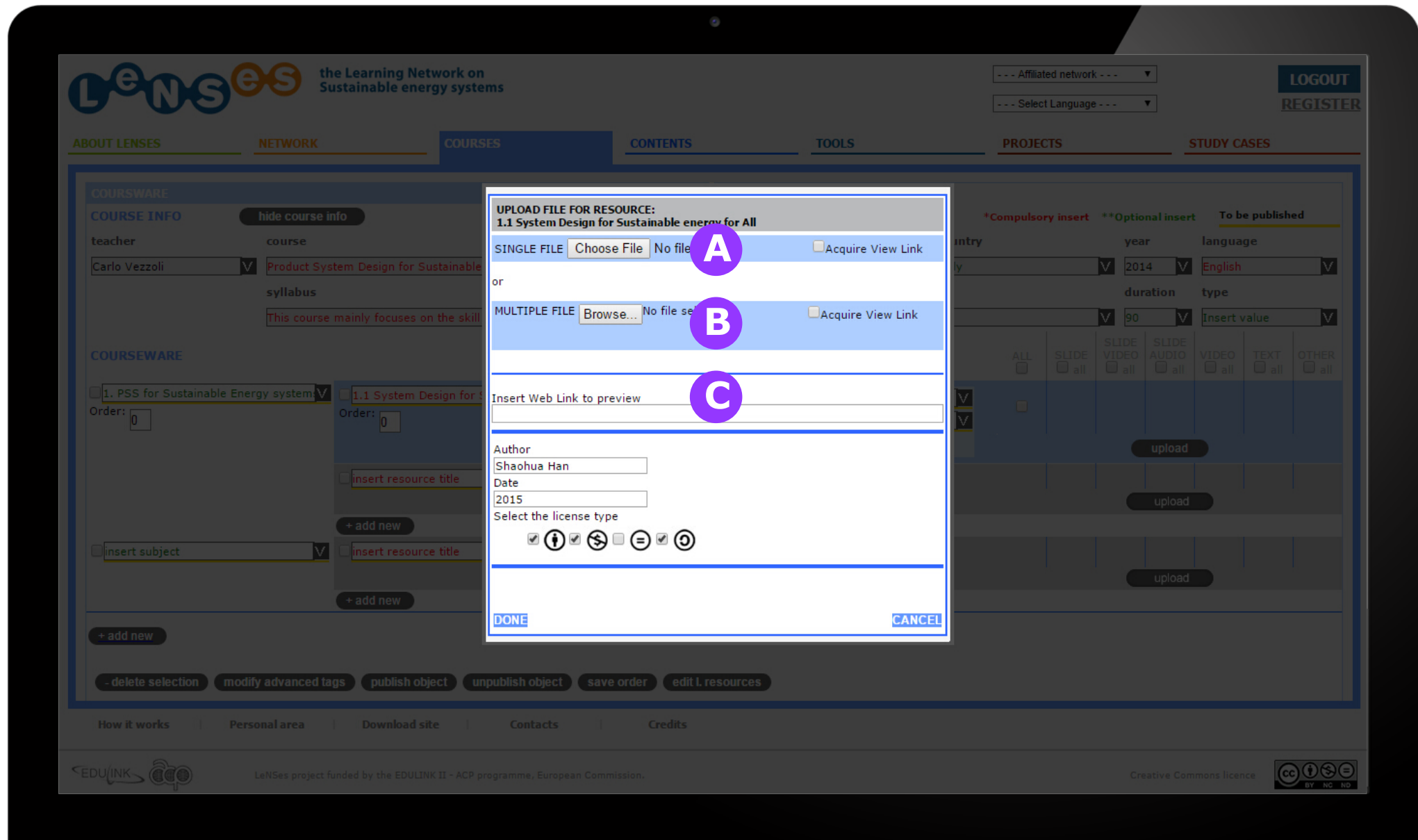
There are three ways to upload learning resources:
A: upload a single file
B: upload a multiple files
C: **Just** insert a web link

A :For uploading a **single file,** click on 'choose file' **1** , select the file you want to upload **2** ,Then fill in the name of authors/s and the year **3** and select the license type **4** . Finally click on 'done' **5** to upload.
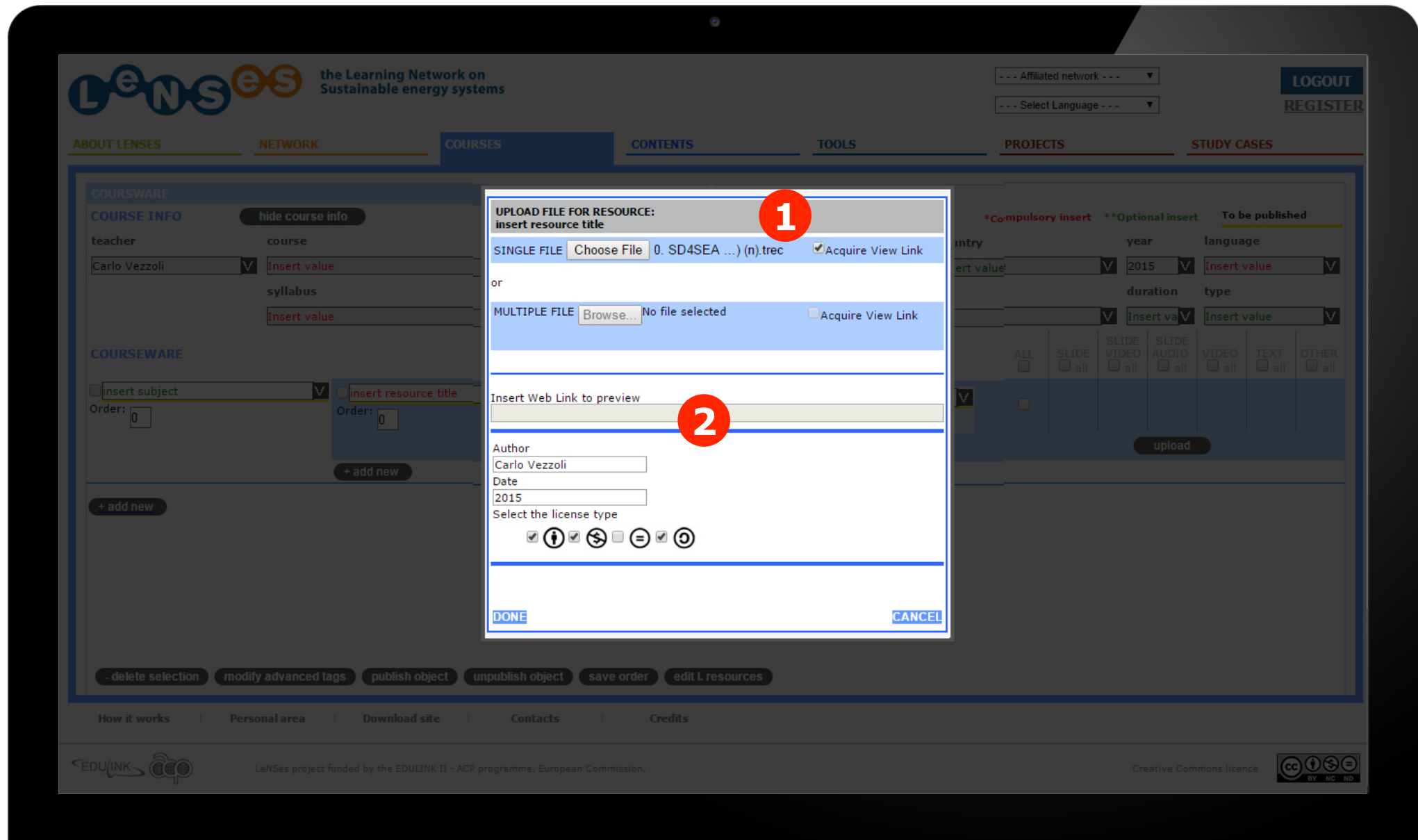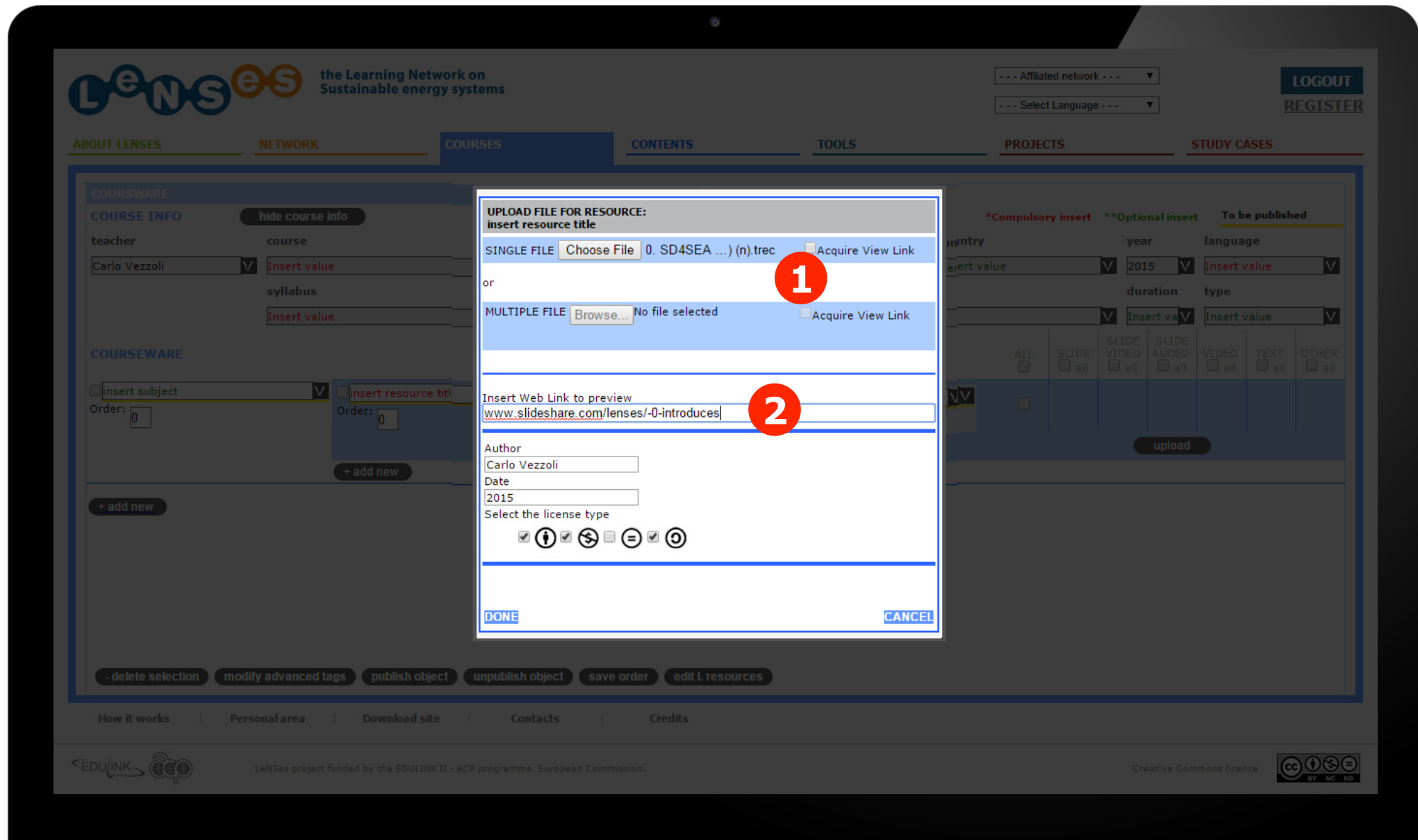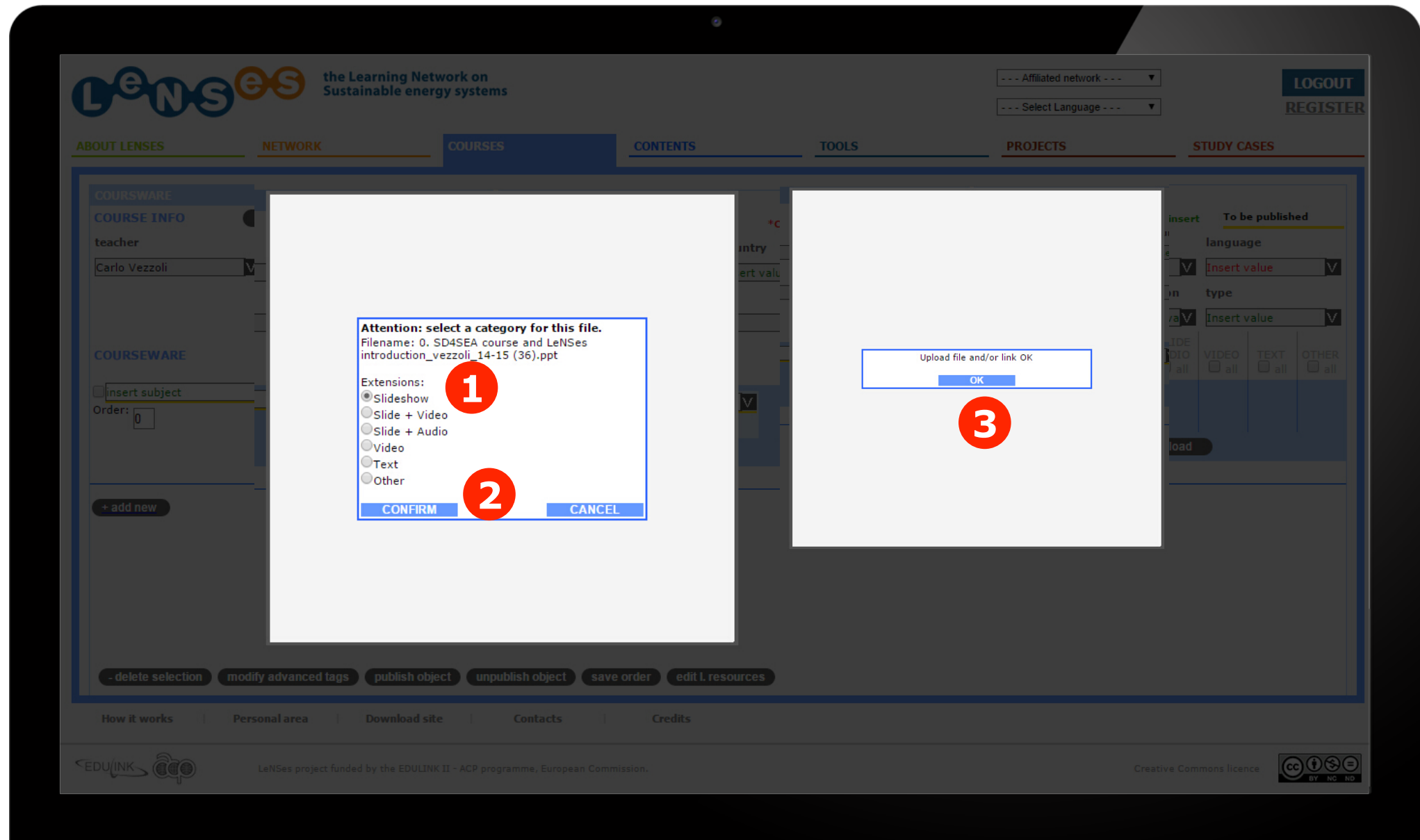
By default, the 'acquire view link' **1** button will be selected in this way the system will create an internal link to allow users to view the file without being downloaded (the insert web link bar will be locked **2** in this situation)

Or else, you can choose not to 'acquire view link' **1** , and insert a web address where the same file could be viewed without being **2** downloaded

Then you are required to select the category your file will be shown **1** in and click on 'confirm' **2** . Then click on 'OK' **3** when the uploading has been finished.

B :For uploading **multiple files,** click on 'browse' ① ,click on 'add' ② to select the files you want to upload ③ and upload them by click on 'Upload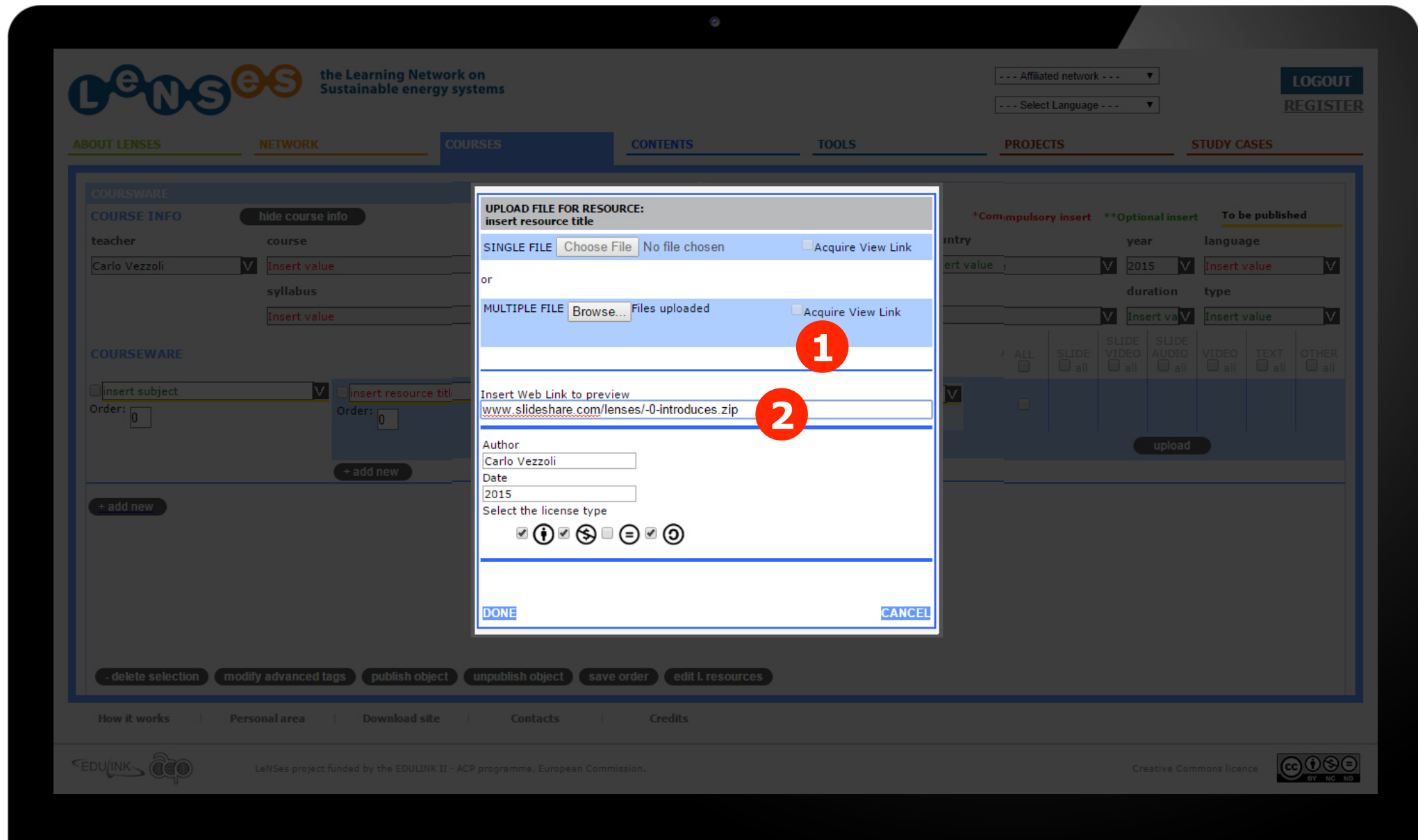' ④ .Then fill in the name of authors/s and the year ⑤ and select the license type ⑥ .Finally click on 'done' ⑦ to upload.
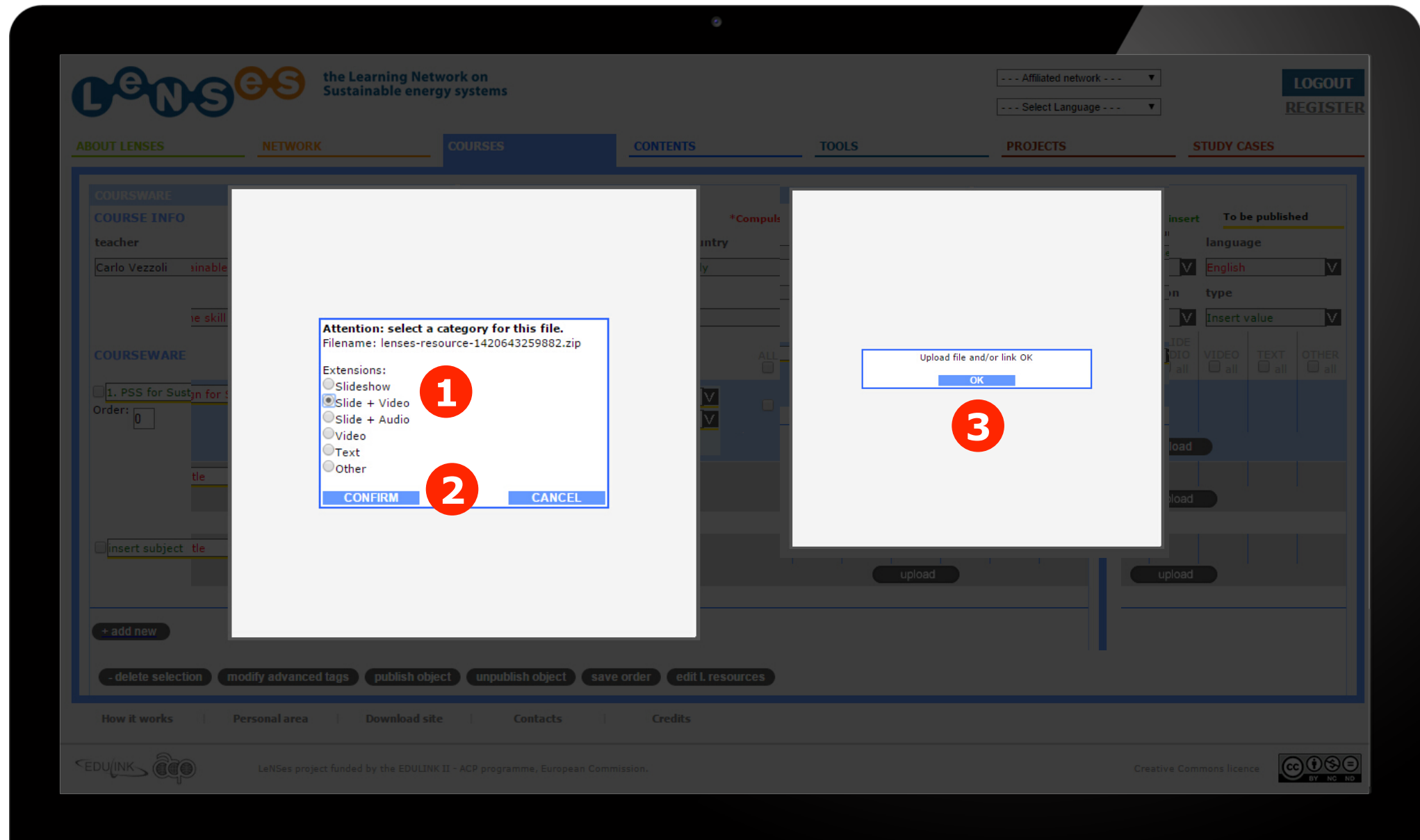
By default, the 'acquire view link' **1** button will be selected in this way the system will create an internal link to allow users to view the file without being downloaded (the insert web link bar will be locked **2** in this situation)
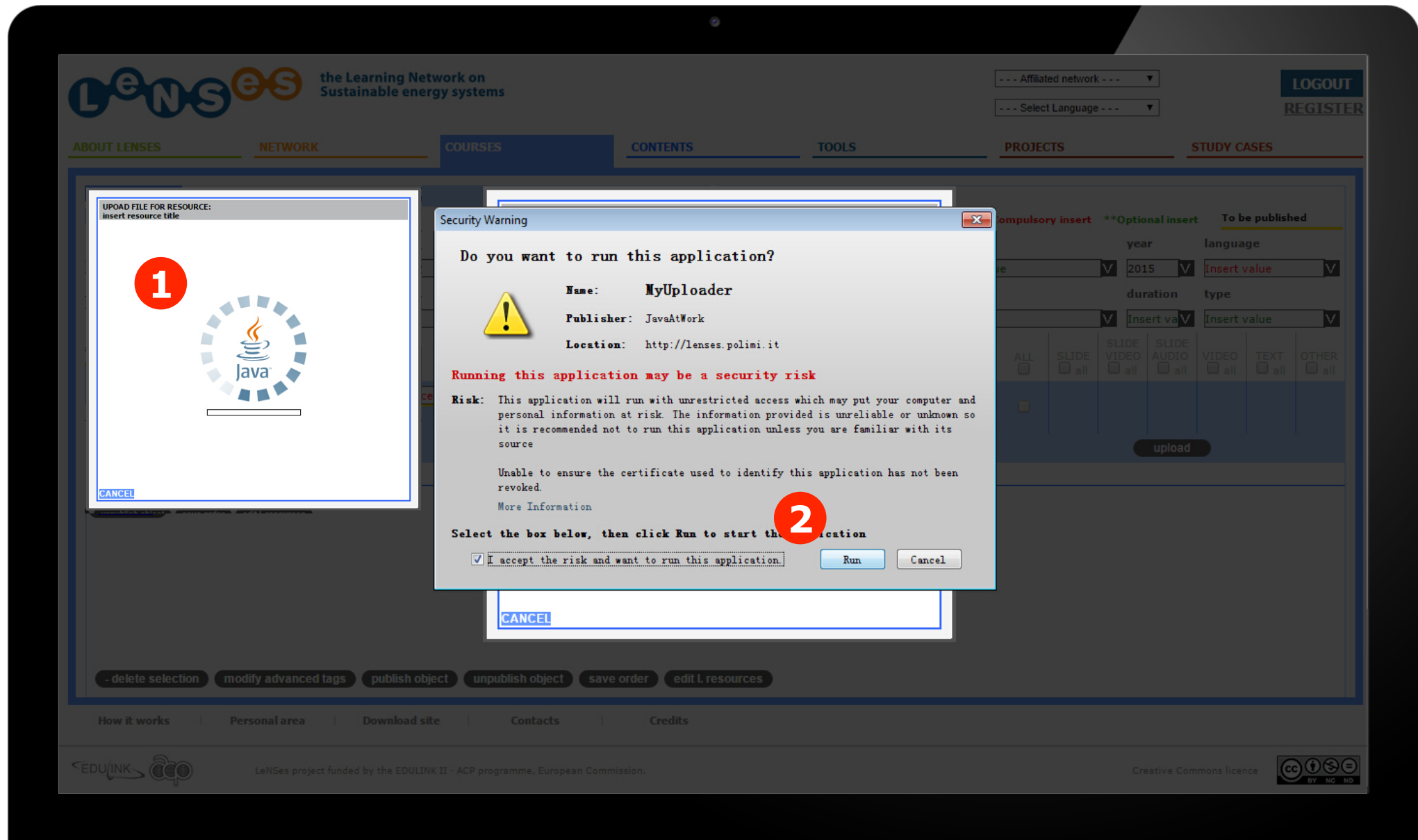
Or else, you can choose not to 'acquire view link' **1** , and insert a web address where the same file could be viewed without being downloaded **2** .

Then you are required to select the category your file will be shown ❶ in and click on 'confirm' ❷ . Then click on 'OK' ❸ when the uploading has been finished.

Tip: When uploading **multiple file** for the first time, you are required to install the JAVA for free **1** ,then select the box to confirm **2** .
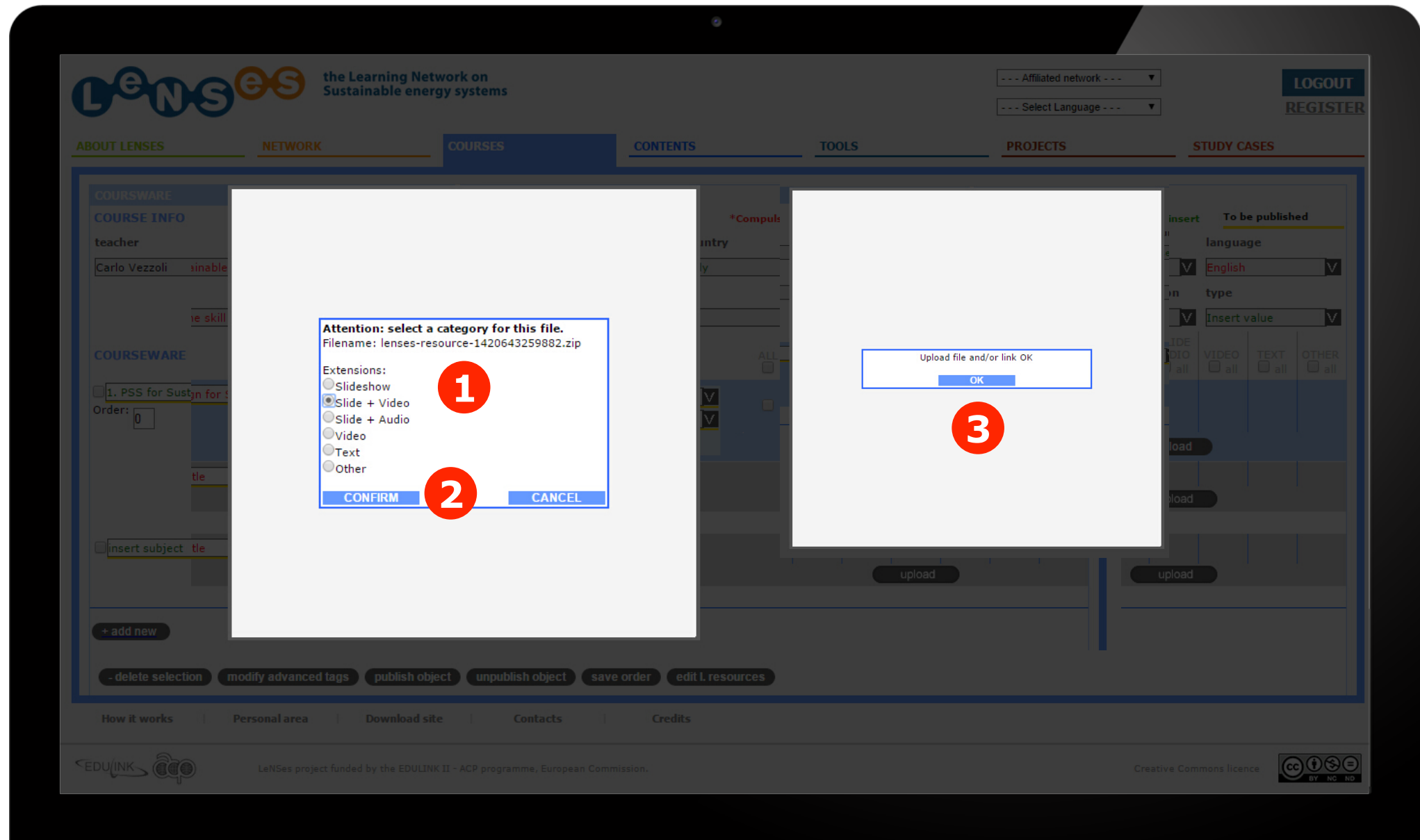
C : **Just** inserting a web link of the learning resource ❶ ,(without uploading any file) which has been already published on an external platform (e.g. youtube, slideshare etc.). Then fill in the name of authors/s and the year ❷ and select the license type ❸ .Finally click on "done" ❹ to upload.

Then you are required to select the category your file will be shown **1** in and click on 'confirm' **2** . Then click on 'OK' **3** when the uploading has been finished.

The uploaded files are shown under their specific category **1** . To define the order in which they have to be displayed, enter in the corresponding box **2** a number defining their position in the list and 'save' **3** .

After selecting an element, it's possible to delete it **1**, edit the details of a learning resource (e.g. authors, year, license, etc.) **2**

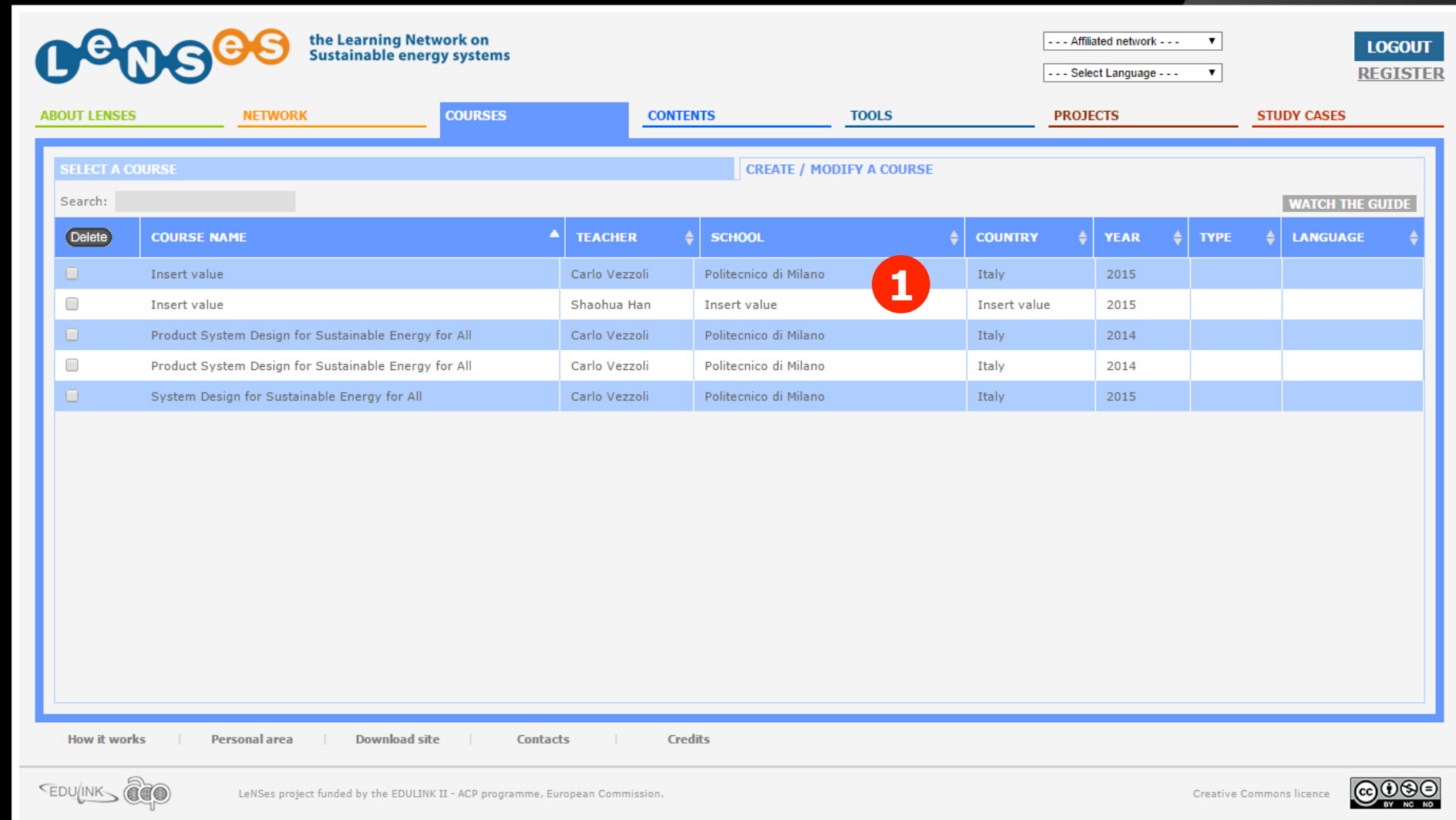Finally, once the structure of the course is created, the files have been uploaded, you can decide what to make visible, selecting the desired elements ❶ and then clicking on 'publish object' ❷ .The elements that are still not published are underlined in yellow.
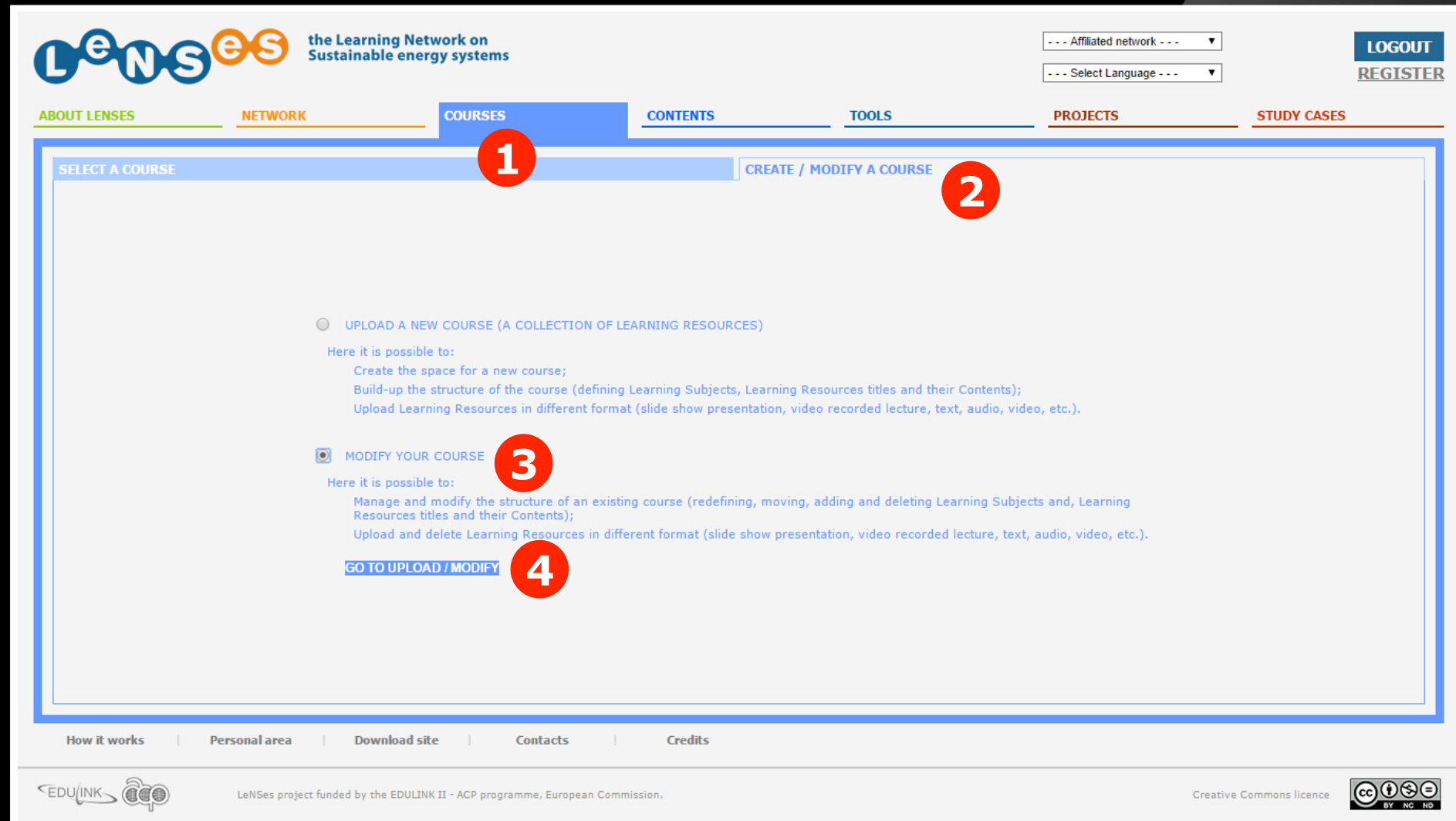
To modify a course you uploaded before, after having logged in, click on 'courses' **1** and then on the tab 'create/modify a course' **2**. Then you select 'modify your course' **3** and click on 'go to upload /modify' **4** .

The list of the courses you uploaded is presented. Click on the one you want to modify **1** .

You can see now what you uploaded (already publish or not). You can edit, add, delete, publish and unpublish (see Upload a course from 2/19 on for details).