Erasmus+

Learning platform

Editors manual

Version 0.1

Introduction

This manual describes how to add and edit content in the learning platform for the Erasmus CASE project.

In order to do the steps described in the manual you first need to be logged in to the platform and you need to have the correct permissions for editing. If you experience any problems, please contact me, Daniel Malmgren, on daniel.malmgren@itsam.se.

Adding sequences

All units consists of sequences. A sequence in turn can contain various material, like text, images, movies and so on.

All material in the platform needs to be created in english first. That is because english is the language that the platform use to fall back upon if material is missing in the users language. So if a user in Romania watches a sequence he or she will see it in romanian if it's translated to romanian, otherwise it will be in english.

You must always change the language in your settings to the language in which you currently want to add material. In order to change your settings, click on the link with your name on it and then *Settings*. In order to add new sequences your setting need to be in english.

To add a new sequence, go to the unit in which you want the new sequence and click *Add sequence*. You will now be able to give the sequence a name and choose whether it is to be active (visible to ordinary visitors). You will also be able to add content to the sequence, described below.

Editing sequences

A sequence in the learning platform consists of one or more blocks called "contents". In order to add a content to a sequence, choose the type of content in the *Content to add box*. This must be done in the english version of the sequence in order to later be translated into other languages.

Each content can be of one of the following types:

- Text. The basic building stone. Can contain anything from a single row of text to huge amounts of it. The text can be formatted and contain links. Please note that you can click the fullscreen button ( ) in the upper right corner of the text area to edit it in full screen.
- Vimeo movie. This is currently the only video platform supported. Just put in the ID of the Vimeo film you want to be seen. Note that if the movie has subtitles in the visitor's language they will be displayed to the visitor.
- Image. Possibility to upload a simple image (jpg, png, gif etc) which will be displayed in the sequence.
- Pod (audio file). An audio file. Will show a small audio player in the sequence.
- Office file. Will take a Microsoft Office file and display it inline in the sequence. Most often used for Powerpoint presentations.
- Other file. Let you upload any type of file to the platform, which will be presented to the visitor as a link to the file.

In order to delete a content, click the x symbol in the top right corner of it. This can only be done when editing the english original and also deletes all translations of this content.

After finishing the editing of a sequence, just click *Save* and you'll get right back to the sequence to see how it looks to the visitor.