Centre for Technology Enhanced Learning



KEATS: Adding passive resources to your KEATS area

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INTRODUCTION

This is one of a series of guides available from the <u>Teaching, Learning & Assessment with Technology</u> <u>series.</u> Please note, your faculty may have other approaches or use different tools, contact your <u>Faculty</u> <u>TEL Officer</u> for more information on local provision.

As well as uploading resources to your KEATS course, you can also create new pages. These are useful for ensuring that the entire course content does not appear on the course home page, cluttering the page and creating scrolling for the user.

Inquiry Led Learning

A key goal for the Education strategy is around creating a learning environment that 'supports inquiry led learning'. To make a more active experience for students, instead of just loading a piece of content (like video, or a PDF), also accompany them with relevant reflective questions, such as:

- How does this relate to the key themes of the module?
- What are the key things I wish my students to reflect upon with this text?
- What questions do I want them to consider in looking at this?

And consider adding relevant questions along with the resource so that students engage with the content in a more active manner.



What this document covers:

Quick guides:

- a. For adding a label
- b. For adding a page
- c. The book resource

Detailed setup guide looking at:

- a. For adding a label
- b. For adding a page
- c. Setting up a book resource
 - I. Editing the contents of a book resource

Important Information

With all the methods outlined below, KEATS **must** be in editing mode. If you have editing access to a page you will see an option to 'Turn editing on' option in the Administration block, usually on the left-hand side of the page. Alternatively, you can access 'Turn editing on' from the cog on the right-hand corner of the screen. If you do not see the option to turn editing on, you do not have editing access to that page.

Accessibility considerations:

Through the Atto text editor users can utilise the Accessibility checker and the Screen reader helper for entries.



QUICK GUIDE

Adding a Label

- 1. Sign into KEATS (<u>https://keats.kcl.ac.uk</u>) and navigate to the KEATS course you want to add the forum to.
- 2. Turn editing on in in your KEATS course and navigate to where you want to add the Label.
- 3. Click Add an activity or resource and select Label from resources.
- 4. Click the Add button.
- 5. You will see the 'Adding a new label' screen.
- 6. Under the 'General section' will see the 'Label text' text box. You may need to click on the 'Toggle toolbar' button in the text box to open further editing options
- 7. Add your text and / or images and click the **Save and return to course** button. You Label will be published directly onto your KEATS page.

Adding a Page

- 1. Sign into KEATS (<u>https://keats.kcl.ac.uk</u>) and navigate to the KEATS course you want to add the forum to.
- 2. Turn editing on in in your KEATS course and navigate to where you want to add the Page.
- 3. Click Add an activity or resource and select Page from resources.
- 4. Click the Add button.
- 5. The 'Adding a new page' screen will appear.
- 6. Under the 'General' section, enter the Name of the Page.
- 7. Optionally a description of the page can be entered in the Description text box.
- 8. Under the 'Content' section, there is the 'Page content' text box.
- 9. You may need to click on the 'Toggle toolbar' button in the text box to open further editing options
- 10. Add your text and / or images and click the **Save and return to course** button. You Page will be published directly onto your KEATS page.

Adding a Book resource

- 1. Sign into KEATS (<u>https://keats.kcl.ac.uk</u>) and navigate to the KEATS course you want to add the forum to.
- 2. **Turn editing on** in in your KEATS course and navigate to where you want to add the Book resource.
- 3. Click Add an activity or resource and select Book from resources.
- 4. The 'Adding a new Book' screen will appear.
- 5. Under the 'General' section, enter the Name of the Book.
- 6. Optionally a description of the book can be entered in the Description text box.

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- 7. Under the 'Appearance' section, choose how the **Chapters** will be formatted, the **Style of Navigation** and whether **Custom titles** are required.
- 8. Click the Save and display button.
- 9. The 'Add new chapter' screen will appear.
- 10. Enter the Chapter title for the Book.
- 11. Tick the checkbox if this chapter is a Subchapter (this can only be done when the first chapter has been created).
- 12. In the Content text box enter the content that will make up the book chapter. This can be text, images and multimedia elements. You may need to click on the 'Toggle toolbar' button in the text box to open further editing options
- 13. Click the Save changes button.
- 14. To add more chapters to the book, click the **Plus** icon next to the name of the Chapter under the table of contents on the left of the screen.



DETAILED GUIDE

ADDING A LABEL

Labels add narrative to the page about tasks, to write important notes or to have further subheadings within topics. They display directly onto a KEATS area.

- 1. Sign into KEATS (<u>https://keats.kcl.ac.uk</u>) and navigate to the KEATS course you want to add the forum to.
- 2. Click the cog in the top right-hand corner and **Turn editing on.**



- 3. Go to the section on KEATS where you like to add your Label and click Add an activity or resources.
- 4. On the activity chooser select 'Label' and click the Add button.

Add an activity or resource		×
	▲	
RESOURCES	Resource: Label	
O Book	A label enables staff to insert headings	
O File	between content in a KEATS course and to	
O Folder	provide rich descriptions for section or	
	topic headings. Using labels, text and multimedia can also be inserted into the	
IMS content package	course page in between links to other	
Kaltura Video Resource	resources and activities.	
🖲 🛷 Label	Category 🕜	
🔘 🔛 Lightbox Gallery	Structural: a design element in the	
O Page	digital space. What can it be used for:	
O Poster	 To split up a long list of activities with 	
O Subpage	a subheading or an image. • To display an embedded sound file or	
O Tab display	video directly on the KEATS course page.	
O 👌 URL	 To add a short description to a course section. 	+
Add	Cancel	



5. Under the 'General section' will see the 'Label text' text box. You may need to click on the 'Toggle toolbar' button in the text box to open further editing options

🔗 Adding a new Label	0	
		Expand all
 General 		
Label text	Heading $3 \rightarrow B$ $I := := \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ $	
	ram: no	

6. Add your text and / or images and click the **Save and return to course** button. You Label will be published directly onto your KEATS page.

Example Label]
This is how the label will appear to students.	



ADDING A PAGE

As well as uploading resources to your KEATS course, you can also create new pages. These are useful for ensuring that the entire course content does not appear on the course home page, cluttering the page and creating scrolling for the user. You may use pages to prevent scrolling, to integrate text, weblinks, images, videos more neatly, to set tasks for independent learning or flipped tasks.

- 1. Sign into KEATS (<u>https://keats.kcl.ac.uk</u>) and navigate to the KEATS course you want to add the forum to.
- 2. Click the cog in the top right-hand corner and Turn editing on.



- 3. Go to the section on KEATS where you like to add your Page and click **Add an activity or resources**.
- 4. On the activity chooser select 'Page' and click the Add button.

Add an activity or resource	
RESOURCES	Resource: Page
Book File Folder Folder File Folder Fo	Adding a page resource means you create a page directly in your KEATS course, using the editor. The page resource is best used for content that is to be read on-screen.
 IMS content package Kaltura Video Resource Kaltura Video Label 	Category ? Acquisition: learner is reading, hearing or watching an explanation of the teacher's concept.
Lightbox Gallery Page	 What can it be used for: To present the terms and conditions of a course or a summary of the course syllabus.
Poster Subpage Tab display NuL	 To embed several videos or sound files together with some explanatory text. To give further details on a blended learning/online task Comments can be enabled for the
Add	Cancel



- 5. Under the 'General' section, enter the Name of the Page.
- 6. Optionally a description of the page can be entered in the Description text box. If this description needs to be displayed on the KEATS page, click on the checkbox 'Display description on course page'

- General	
Name *	Example Page
Description	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$
	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $
	Description students will see.
	Path: p
Display description on course page ⑦	

- 7. Under the 'Content' section, there is the 'Page content' text box.
- 8. You may need to click on the 'Toggle toolbar' button in the text box to open further editing options

- Content	
Page content *	Paragraph V B I 🗄 🗄 🖉 🖉 🛋 🙄 편 🖱 🐇
	Font family Font size Image: Size of the size
	Example Page Content
	Here is what the students will see.
	Path: p

9. Add your text and / or images and click the **Save and return to course** button. You Page will be published directly onto your KEATS page.

THE BOOK RESOURCE

If you find you have too much information for one page and you are forcing your students to scroll endlessly, you may consider using a <u>'Book' resource</u>. A book allows you to keep multiple pages organised into chapters. Each chapter acts like a page, and you can add content in the same way you would to a 'Page' resource.

- 1. Sign into KEATS (<u>https://keats.kcl.ac.uk</u>) and navigate to the KEATS course you want to add the forum to.
- 2. Click the cog in the top right-hand corner and Turn editing on.



3. Go to the section on KEATS where you like to add your Book and click **Add an activity or resources**.

Add an activity or resource		×
RESOURCES		^
Book	Resource: Book	
File	A book is a collection of (web) pages,	
	supporting multimedia content and	
O Folder	organised into chapters and subchapters.	
O 👬 IMS content package	Category ?	
Kaltura Video	• Acquisition: learner is reading,	
Resource	hearing or watching an explanation of	
🔍 🤣 Label	the teacher's concept.	
C Lightbox Gallery	What can it be used for:	
O Page	To present content to course	
rage	participants.As a departmental handbook.	
O Poster	• As a departmental handbook.	
O E Subpage	Why use it:	
O Tab display	 KCL ;Education Strategy: Expand learning opportunities. 	
	To present lengthy multimedia	-
Add	Cancel	

- 4. Under the 'General' section, enter the Name of the Book.
- 5. Optionally a description of the book can be entered in the Description text box. If this description needs to be displayed on the KEATS page, click on the checkbox 'Display description on course page'

- General	
Name *	Example book
Description	
	Font family Font size Image: Size Image: Size Image: Size <tr< th=""></tr<>
	A description
	Path: p
Display description on course page	✓
٢	

6. Under the 'Appearance' section, choose how the **Chapters** will be formatted, the **Style of Navigation** and whether **Custom titles** are required.

 Appearance 	
Chapter formatting ⑦	Numbers 🔻
Style of navigation ⑦	Images 🔻
Custom titles ⑦	

Clicking on the small question mark icon will reveal more information on the setting so you can customise your activity to meet your needs. You will be shown a list that details the options available and explains what each of them means.

- Appearance	
Chapter formatting ③	Chapter formatting
Style of navigation ⑦	Help with Chapter formatting • None - Chapter and subchapter titles have no formatting • Numbers - Chapters and subchapter titles are numbered 1,
Custom titles ⑦	1.1, 1.2, 2,Bullets - Subchapters are indented and displayed with bullets
Common modul	in the table of contents Indented - Subchapters are indented in the table of contents

- 7. Click the Save and display button.
- 8. The 'Add new chapter' screen will appear.



- Add new chapter
Chapter title *
First Chapter
Subchapter
 Only available once the first chapter has been created)
Content *
First page of content for the book
Path: p
* Tags
Tags
No selection
Enter tags V Manage standard tags
Save changes Cancel

- 9. Enter the **Chapter title** for the Book.
- 10. Tick the checkbox if this chapter is a Subchapter (note: this can only be done when the first chapter has been created).
- 11. In the Content text box enter the content that will make up the book chapter. This can be text, images and multimedia elements. You may need to click on the 'Toggle toolbar' button in the text box to open further editing options
- 12. Click the Save changes button.
- 13. To add more chapters to the book, click the **Plus** icon next to the name of the Chapter under the table of contents on the left of the screen.



Once your first chapter has been created a table of contents will be added to your 'Book' activity, which will be visible on every page of that activity. This is where you can make your edits and add chapters. You can decide if they are chapters or subchapters as you add them, and update this later if you change your mind.

Introduction, Basic Concepts, First	Table of contents
1. What is KEATS?	 What is KEATS? Where can I get help? Courses, Enrolments, Roles First steps in KEATS
 It's an online system designed to support teaching and learning by providing functionality that can replicate, enhance or extend the activities that take place in regular face to face tutoring. 	5. Blocks

Several editing options are available for each chapter.

