Centre for Technology Enhanced Learning

KEATS: Adding passive resources to your KEATS area

CONTENTS

INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series.](#) Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.
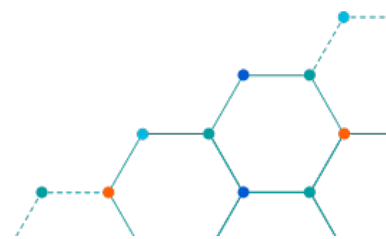
As well as uploading resources to your KEATS course, you can also create new pages. These are useful for ensuring that the entire course content does not appear on the course home page, cluttering the page and creating scrolling for the user.

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:
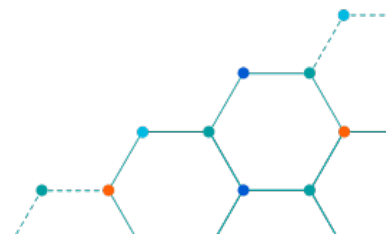
    a. For adding a label

    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 (https://keats.kcl.ac.uk) 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.
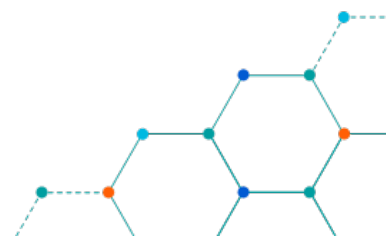
Adding a Page

1. Sign into KEATS (https://keats.kcl.ac.uk) 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 (https://keats.kcl.ac.uk) 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.
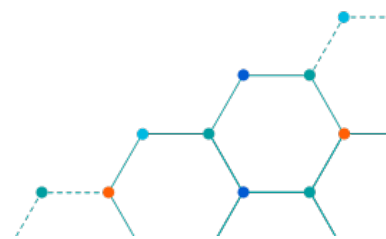
7. Under the 'Appearance' section, choose how the **Chapters** will be formatted, the **Style of Navigation** and whether **Custom titles** are required.

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 (https://keats.kcl.ac.uk) 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.**
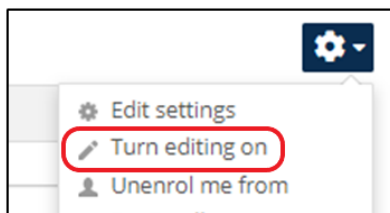
3. Go to the section on KEATS where you like to add your Label and click **Add an activity or resources**.

4. On the activity chooser select **'Label'** and click the **Add** button.
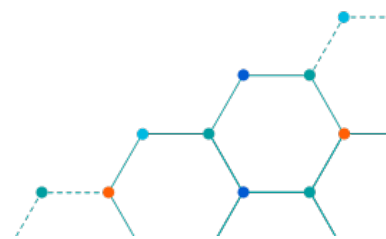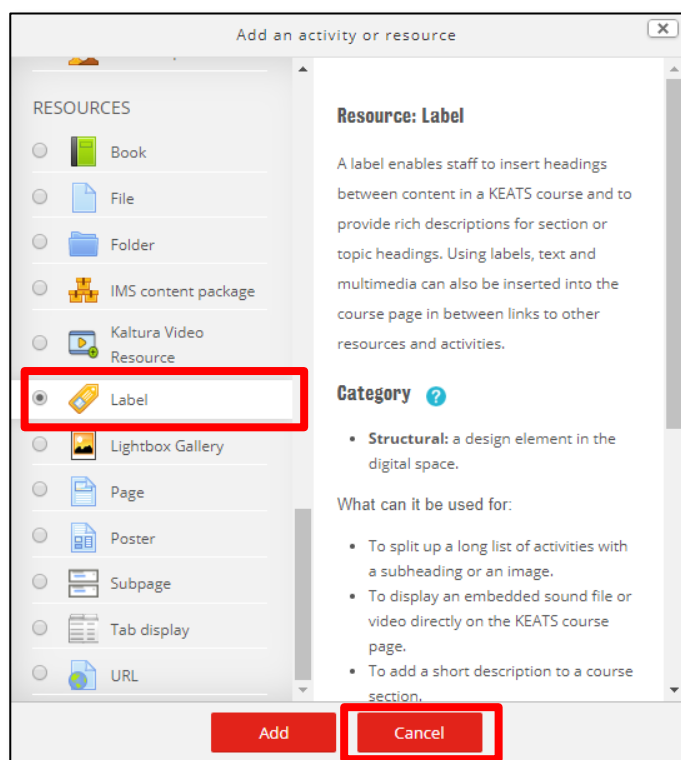
5. Under the 'General section' will see the 'Label text' text box. You may need to click on the 'Toggle toolbar' button in the text box to open further editing options
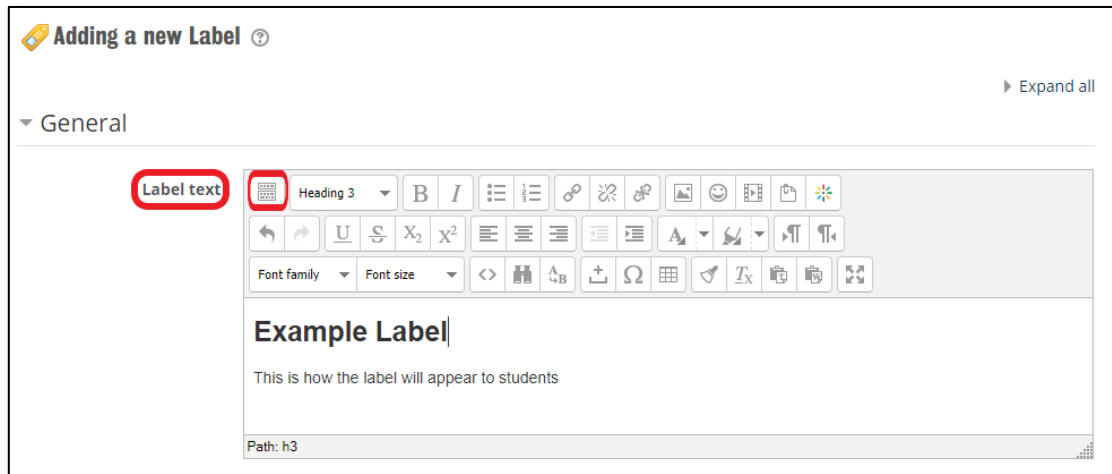

6. Add your text and / or images and click the **Save and return to course** button. You Label will be published directly onto your KEATS page.
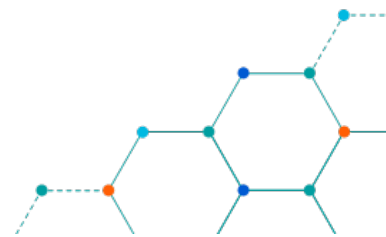
ADDING A PAGE

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 (https://keats.kcl.ac.uk) 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.**
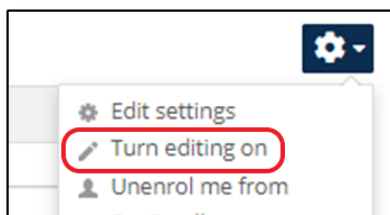
3. Go to the section on KEATS where you like to add your Page and click **Add an activity or resources.**

4. On the activity chooser select **'Page'** and click the **Add** button.
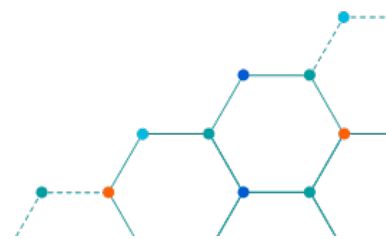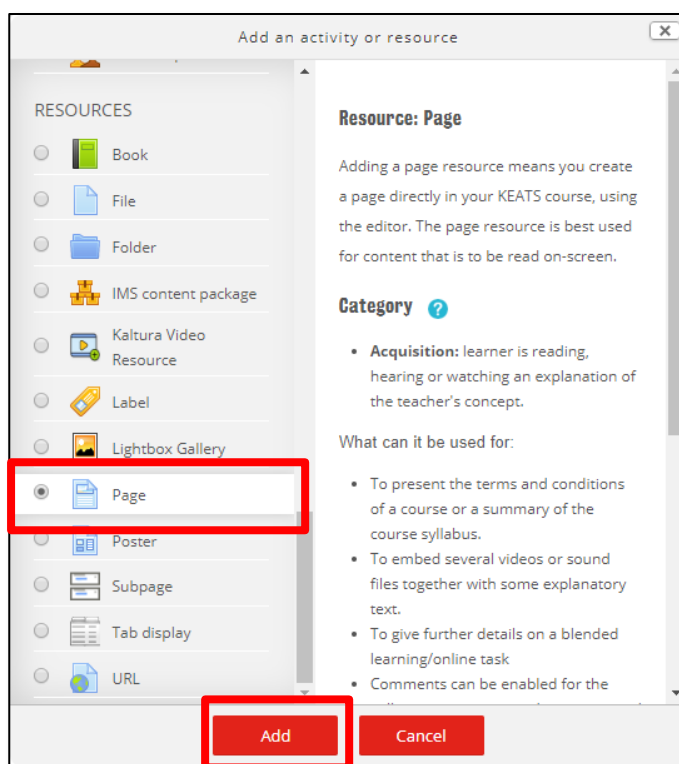
5. Under the 'General' section, enter the Name of the Page.

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'

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
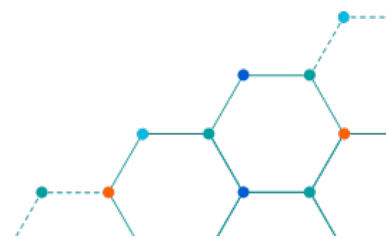

9. Add your text and / or images and click the **Save and return to course** button. You Page will be published directly onto your KEATS page.

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 'Book' resource. 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.
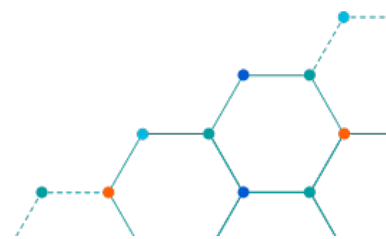
1. Sign into KEATS (https://keats.kcl.ac.uk) and navigate to the KEATS course you want to add the forum to.

2. Click the cog in the top right-hand corner and **Turn editing on.**
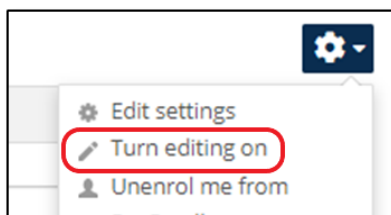
3. Go to the section on KEATS where you like to add your Book and click **Add an activity or resources.**
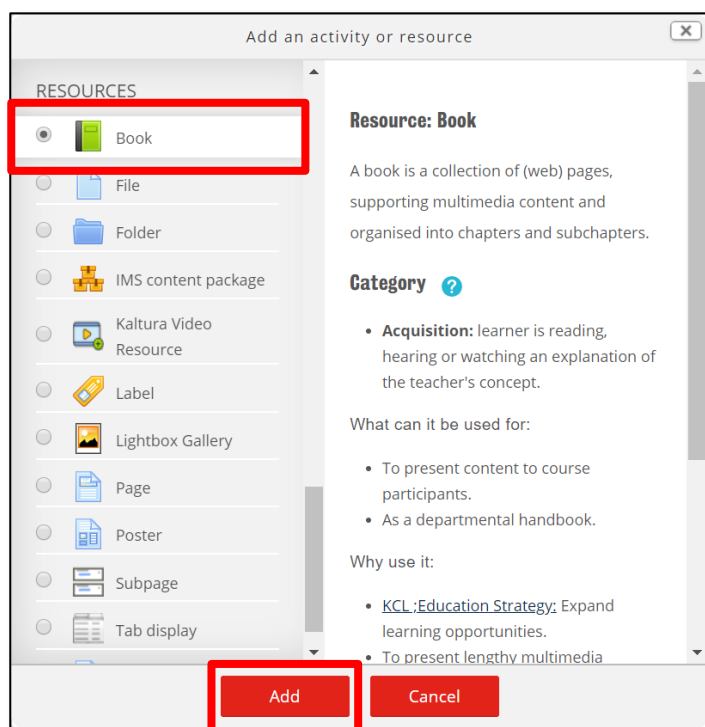

4. Under the 'General' section, enter the Name of the Book.

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'
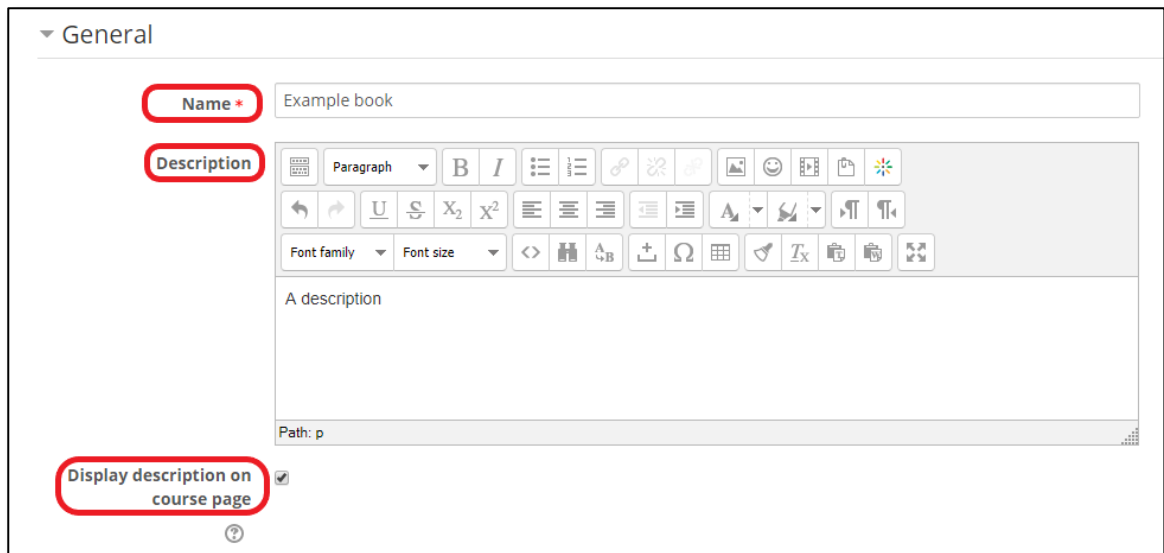
6. Under the 'Appearance' section, choose how the **Chapters** will be formatted, the **Style of Navigation** and whether **Custom titles** are required.
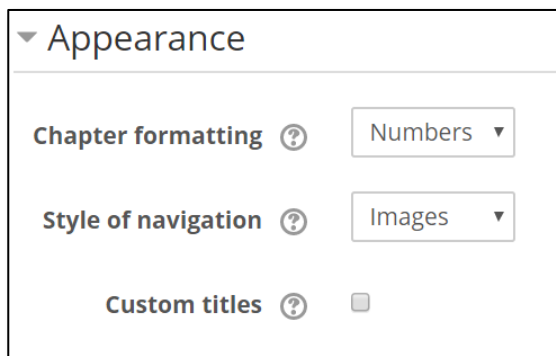
Clicking on the small question mark icon will reveal more information on the setting so you can customise your activity to meet your needs. You will be shown a list that details the options available and explains what each of them means.
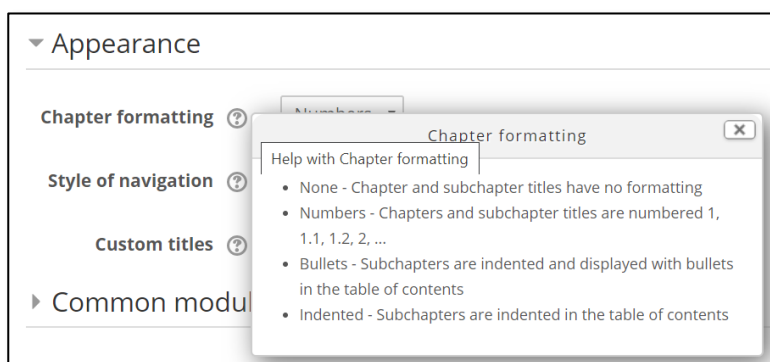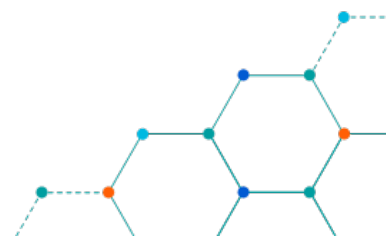
7. Click the **Save and display** button.

8. The 'Add new chapter' screen will appear.

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.
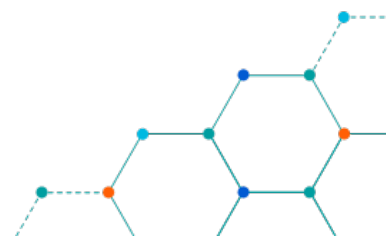
Introduction, Basic Concepts, First Steps

1. What is 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.

Several editing options are available for each chapter.

Table of contents

1. What is KEATS?
2. Where can I get help?

Change the order of the chapters by moving them up and down the menu.

Edit the contents of the chapter.

Delete the chapter.

Hide the chapter from student view.

Add a new chapter or sub chapter.