How to upload an ODL MOOC

1. Visit http://studio.moocspace.deusto.es/
2. Select **SIGN UP** (top right) and create a personal account
3. An activation message and next steps will be sent to the e-mail address you have provided
4. Now you can **SIGN IN** (top right)
5. In order to create a new MOOC you have to click on **+New Course**
6. Complete all the required fields
   note: choose the name of your MOOC wisely, as you will not be able to edit it later. You can only intervene on how it will be displayed
7. Now, you can add sections **+New Section**. The suggested structure is the 5E-learning cycle:
   - ✓ Engage
   - ✓ Explore
   - ✓ Explain
   - ✓ Extend
   - ✓ Evaluate
8. You can also add subsections by clicking in the centre of the box of the section
9. Within the subsection you can also add units
10. At this point you can select what is the type of your content (Text, Image, Video, Problem Question, etc.) and - proceed accordingly by selecting **Add New Component**
11. Once you are done, you have to click on Publish
12. And then, you can either see a preview or the live version or both (top right)

Images/Files

1. In order to upload images you have to click on Files&Uploads, under the **Content** menu
2. Browse your computer to find the image you want to upload
1. Close the window or upload another file
2. In the fifth colum of the table copy the **Studio** link
3. Go back to the mooc (click on Outline under Content) and click to edit the area where you want to add the picture.
4. Paste the link to a field **Source** in html editor under "insert/edit" image symbol or in the image's **src** attribute of the problem "*Path to image…*"

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microMOOC Details

1. Publish basic info clicking on Schedule & Details, under Settings menu.
2. Fill out blank fields with dates and hours. Scroll down and choose the language.
3. Type info for future students and teachers in Course Short Description box of "Introducing Your Course".
4. Introduce Course Overview using the script:

```
<section class="about"> (keep this line)
        <h2>About This Course </h2> (keep this line)
                <p>Include your long course description he
</p> (keep <p>  and </p> untouchable)

                <p> This is paragraph 2 of the long course description. Add more paragraphs
as needed. Make sure to enclose them in paragraph tags.
</p> (keep <p>  and </p> untouchable)
</section> (keep this line)
<section class="prerequisites"> (keep this line)
 <h2>Requirements</h2> (keep this line)
                <p>Add information about the skills and knowledge students need to take
this course.
</p> (keep <p>  and </p> untouchable)
</section> (keep this line)
```

Type here a detail description of your micro-MOOC

Provide student's age to whom the learning materials are developed

5. Click on Upload Course Image button and choose the image (only .jpeg or .png format) from your computer.
6. At the bottom of the page provide a time needed to perform the work

Discussion Forum

1. Click on Discussion under Add New Component at Unit level.
2. Click on EDIT and type under Category the belonged to 5E learning cycle (e.g., Engage, Explore…, Evaluate), under Display Name the discussion title and under the Subcategory the Topic (e.g., Inquiry question).

Video

1. Select Video under Add New Component at Unit level.
2. Click on EDIT
3. Enter a Video title in the Component Display Name field
4. Insert a YouTube video URL
5. Add transcript (if you have it) by Upload New Transcript, and then select the .srt file from your computer.
6. Optionally, to choose the Video Start and End Time select ADVANCED (top-right corner of a window) and scroll down to the correspondent fields. The transcripts of other languages could be uploaded here as well.
7. Don't forget to Save it.

Wiki

1. Select Wiki Page on a top menu of Live Version of your microMOOC.
2. Navigate to the article that you want to change the permission.
3. Under Settings (right site of the browser) select or clear the checkboxes for read or write access for Group or Other.

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