

XERTE WORKSHEET

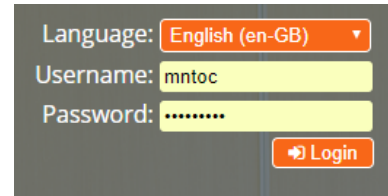
We recommend using google chrome to create and edit projects

If anything doesn't work as described on this worksheet, please ensure that your pop-up blocker is not blocking pop-ups from XERTE.

LOGGING IN

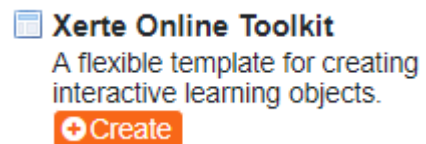
Log in at: <http://xerte.cardiff.ac.uk>

Use your university username and password

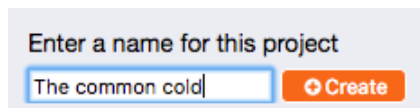
A login form with a dark grey background. It contains three input fields: 'Language' with a dropdown menu showing 'English (en-GB)', 'Username' with the text 'mntoc', and 'Password' with masked characters '.....'. A red 'Login' button is at the bottom right.

CREATING A NEW PROJECT

On the right-hand side, click on the “+ Create” button under “Xerte Online Toolkit”



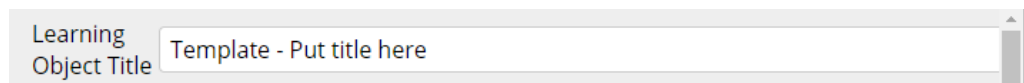
Enter a name for your project,
Then click “+ Create”:

A form with a light blue border. It has a text input field containing 'The common cold' and a red 'Create' button to its right.

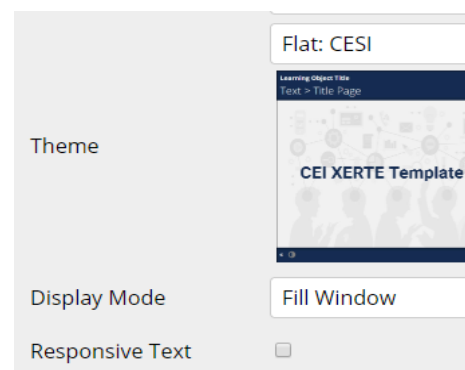
The editor will open automatically once you do this. To open the editor in the future, double click on your project in the list of projects or select one and click on 

SETTING UP THE PROJECT

Enter the name of your learning object in the “Learning Object Title” field. *This will be displayed at the top of every page as the first line of the header*

A screenshot of the 'Learning Object Title' input field. The text 'Template - Put title here' is entered into the field.

- ☐ Set the “Theme” to “Flat: CESI”
- ☐ Set the “Display Mode” to “Fill Window”
- ☐ Un-check the “Responsive Text” checkbox

A screenshot of the Xerte settings panel. It has three sections: 'Theme' with a dropdown set to 'Flat: CESI', 'Display Mode' with a dropdown set to 'Fill Window', and 'Responsive Text' with an unchecked checkbox.

- ☐ Tick “Show Toolbar” at the bottom of the screen.

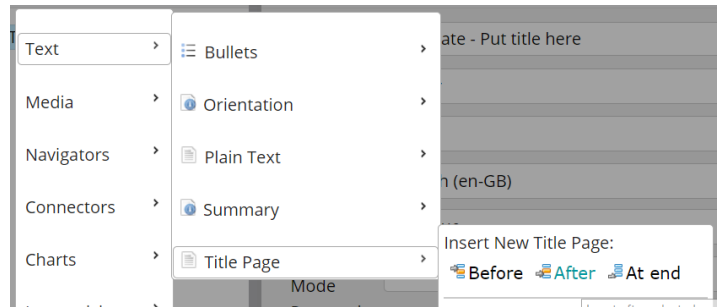
 Show Toolbar

Use these checkboxes to keep track of which steps you have completed

ADDING A TITLE PAGE

☐ Click on the  button on the top left of the screen.

Select “Text” > “Title Page” > “At End”



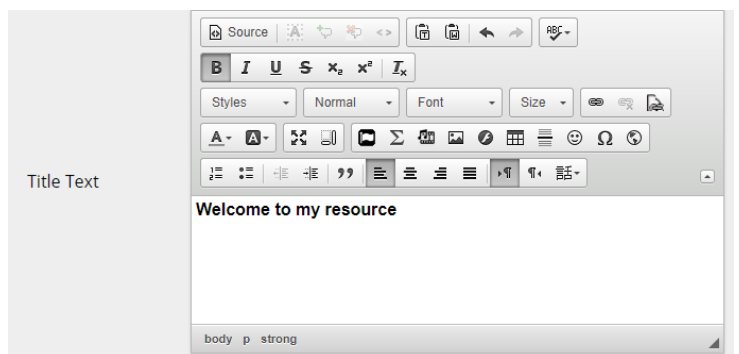
☐ Input the “Page Title” (or make it blank). *This is the text that is displayed on the second line of the header.*

Page Title	Enter Page Title
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☐ In the “Title Text” field, type the text to go on the title page.

☐ Select the text and make it bold

If your text is too big for the page, change the “Text Size” field.



ADDING A BACKGROUND IMAGE TO YOUR TITLE PAGE

To add media to your project, you need to add it to the media library.

This section will show you how to do that for an image, but this applies to any media that you want to include in your project (including narration and PDFs).

☐ Add the “Background” property from the optional properties on the right.

Title Page

 Background...

☐ In the “Background” section that you just added, click on the  button next to “Select an image”. *This opens the media library.*

☐ Click on the  button on the top menu bar”. *This opens the file browser on your computer.*

☐ Find an image on your computer (download one if you need to) and then click “Open” to upload it to the media library.

☐ In the media library double click on the image that you just uploaded to add it to the “Background” section.

- ☐ In the “Background” section set “Opacity” to 25 and make sure the “Greyscale” checkbox is checked. *The opacity and greyscale settings will depend on the colour and contrast of the image.*
-

PREVIEWING YOUR PROJECT

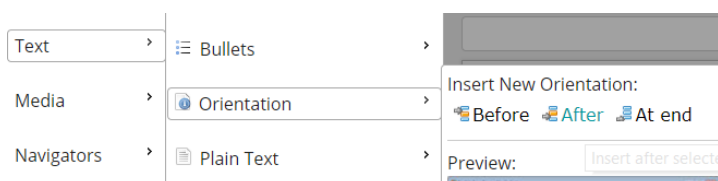
- ☐ To view your project so far, click on the  **Play** button at the top

If you don't see anything, check your pop-up blocker
You should preview your project after each step of this worksheet.

ADDING AN ORIENTATION PAGE

- ☐ Go back to the editor and click on the  button on the top left of the screen.

Select “Text” > “Orientation” > “At End”



- ☐ Input the “Page Title”
(or make it blank)

Page Title	Enter Page Title
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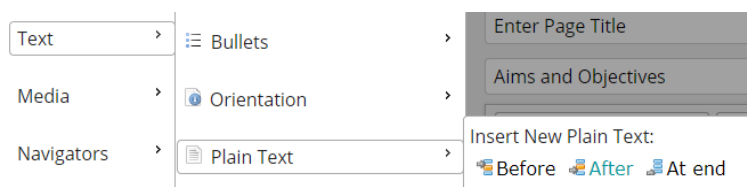
- ☐ Change the headers and the content to your aims / learning outcomes etc... If you want to leave any of these blank, just make the headings blank and they will not show up.
-

ADDING A PLAIN TEXT PAGE

Plain text pages are a core page type. If you know how to use one effectively, you can apply that knowledge to many other areas on advanced pages such as buttons, quizzes, and feedback.

- ☐ Click on the  button on the top left of the screen.

Select “Text” > “Plain Text” > “At End”



- ☐ Input the “Page Title”
(or make it blank)

Page Title	Enter Page Title
------------	---

WAYS OF DISPLAYING CONTENT ON A PLAIN TEXT PAGE

On a plain text page, you can add the following content:

- Sentences / paragraphs of text with general formatting
- Bullet points / numbering
- Headers
- Styles (callouts, highlights, quotes etc...)
- Icons
- Links
- Tables
- Images
- Embedded content (videos, 3d models, anything else that can be embedded)

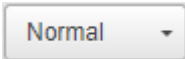
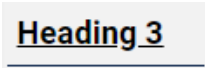
Some of these will be shown in more detail below. You don't have to follow all these steps but try a few of them to really get to grips with the editor.

Setting up the plain text page

Before we look at formatting, we need content. You can make this up or copy it from your storyboard / elsewhere.

- ☐ On your blank plain text page, type in a **header** for your content in the main page text editing area. Just a few words or a short sentence.
- ☐ Press enter, then type a **few lines** of text into a paragraph, just as you would into Word or any other text editor.
- ☐ Press enter and type a **long sentence** that will be used as a quote
- ☐ Press enter and type a **sentence** that can be used as the citation for the quote

Turning your header into a header

- ☐ Select all the text in your header sentence.
Click on the  dropdown and select 

To turn a header back to plain text, just select "normal" from the same dropdown list.

- ☐ Preview your project to see how this looks

Turning text into a quote

- ☐ Go back to the editor, select all the text in the long sentence that you want to be a quote
- ☐ Click on the  dropdown and select “Inline Quotation” (*scroll to the end of the list*)
- ☐ Do the same for your citation, but this time select “Cited Work” from the dropdown

When you select a style from the “Styles” dropdown list, if you want to change it, you need to de-select that style before adding a new one. To do this, select the text, then click on it in the list again to turn it off.

If anything isn’t showing as expected, select all the text and click on the “Tx” button to reset all styles and try again

Setting up the next page

- ☐ Create a new plain text page
- ☐ Type / paste a long sentence or short paragraph
- ☐ Press enter, then type / paste another long sentence or short paragraph
- ☐ Press enter, then type “Link 1”
- ☐ Press enter, then type “Link 2”

Other styles

- ☐ Select your first sentence / paragraph then choose one of the “Panel” options from the “Styles” dropdown.
- ☐ Select the next sentence / paragraph and choose one of the “Highlight” options.

External links

These are for linking to other sources online or other projects

- ☐ Select “Link 1” and click on the  button
- ☐ In the URL field, type a link address e.g. www.google.com and click “OK”

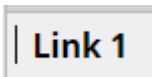
Internal links

These are for linking to other pages within the same project

- ☐ Select “Link 2” and click on the  button
- ☐ From the dropdown, select any of the pages in your project and click “OK”

Icons

You can place icons anywhere on a page, but we are going to use them to highlight the links we just made

- ☐ Add 2 blank spaces before “Link 1” then put your cursor at the start of the line as shown in this picture *(this will move the word “Link 1” slightly to the right)* 
- ☐ Click on the  button, then select one of the icons from the list and click “OK”.
- ☐ Do this again for Link 2 *(as this is an internal link, perhaps a different icon would be used)*

Tables

- ☐ Create a new plain text page and delete the default text
- ☐ Click on the  button to open the table creator. Change the following settings as required:
 - Number of columns / rows (try 2 columns / 3 rows)
 - If you want headers on the first row / column use the dropdown (try first row)
 - Width:
 - Leave blank for auto sizing based on cell content
 - Set to 100% to equally distribute all columns (try this one if unsure)
- ☐ Click “OK” and add some content to your table.

To change table settings, right click anywhere on the table and select “Table Properties”

Images

- ☐ Create a new plain text page and delete the default text
- ☐ Click on the  button, then click on “Browse Server”
- ☐ Upload an image like you did with the background image earlier and double click on it
- ☐ Adjust the width and height if required and click “OK”

To change image settings, double click on the image in the editor

Embed a video from YouTube

- ☐ Create a new plain text page and delete the default text
- ☐ Click on the  button, add a title and paste in a YouTube video URL, then click “OK”

To change the title or URL, double click on the video in the editor
You must only link to an individual video, not a channel or playlist

Embed content from other sources (inc. panopto)

- ☐ Create a new plain text page and delete the default text
- ☐ Click on the  button, paste in the embed link and click “OK”

You should not paste in the full “<iframe....” code that you are given by the website, just the URL in the “src=” section. For example, the URL in bold:

```
<iframe src="https://cardiff.cloud.panopto.eu/Panopto/Pages/Embed.aspx?id=6c8bca16-8825-443c-911a-a89d00d1d354&v=1" width="720" height="405"></iframe>
```

To change embed options, double click on the embedded content in the editor

ADDING AN IMAGE VIEWER PAGE

An image viewer page is useful for displaying a detailed image that learners can zoom into in more detail

- ☐ Add a new page. Select “Media” > “Image Viewer” > “At End”
- ☐ Enter some text for the page (*this will be shown next to the image*)
- ☐ Click on the  button next to “Image”.
- ☐ Upload and add an image as you did before. Set the “Align” text option to “Top” if your image is in landscape format.

NAVIGATOR PAGES

These pages can be used to structure and group content to display a lot of content on one page

- ☐ Add a new page. Select “Navigators” > “Multi-navigator” > “At End”

- ☐ Enter a page title, write a couple of short sentences of page text and select “Buttons” from the navigator type dropdown.
- ☐ Click on the  New Nested Page... button to add your first content section
- ☐ Enter the title and add some content

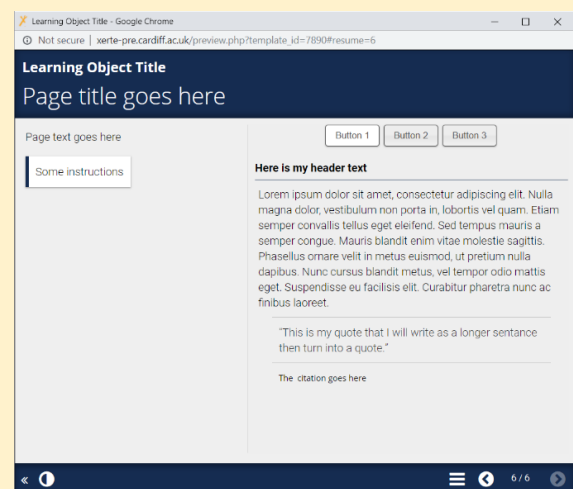
You can use any of the styles / headers / formatting from a plain text page on any of these pages too.

- ☐ Add 2 more nested pages with some content and then preview your project

Your page will look something like this.

The “Page text” field is shown on the side, it will always stay there even when the user changes to a different button.

This is useful for instructions or context that covers content similar to every nested page



CHANGE THE WIDTH OF THE NESTED PAGE AREA

- ☐ Go back to the parent page of the navigator - From the properties  Panel Layout...
- ☐ Change “Panel Width” to “Large” and preview your project again to see the difference

You can change the “Navigator type” display your content in different ways

ADDING INTERACTIONS

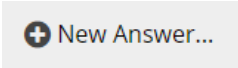
There are several types of interaction in Xerte. Some will be covered here, but the concepts of setting them up are similar for the ones that are not covered. If XERTE can’t do something you want, you can always ask your learners to do something in another system or offline.

ADDING A SINGLE MCQ

- ☐ Add a new page. Select “Interactions” > “Multiple choice question” > “At End”



Enter the “Page Title”, write a sentence in the “Instruction” area and your question in the “Question” area.

☐ Click on the  button to add your first answer

☐ Update the fields on this page with some content:

- *Answer: The answer displayed on screen that your learner could select*
- *Label: The text displayed on the left-hand menu in the editor (not seen by the learner)*
- *Feedback: Feedback shown to the learner if they choose this option*
- *Correct: If this is the correct answer (true) or not (false)*

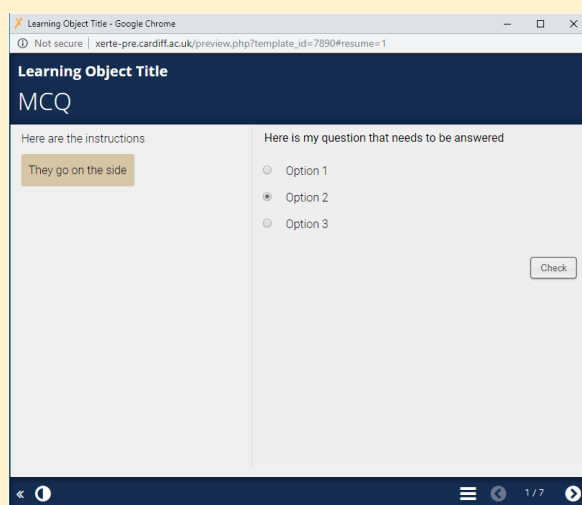
☐ Add 2 more answers and preview your resource (make sure one answer is set to be correct)

Your page will look something like this.

The “instructions” area is shown on one side

This is useful for instructions on how to answer the question, or for text and media that the question asks about.

Adjust the panel width on the MCQ page in the editor to change the width of the question panel



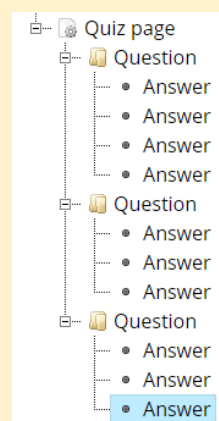
ADDING A QUIZ – A SERIES OF MCQS WITH A SCORE AT THE END

☐ Add a new page. Select “Interactions” > “Quiz” > “At End”

☐ Fill out the fields with your content and use the buttons at the bottom of the page to add new questions and answers like with the MCQ page. Add 2 or 3 questions and then preview your resource.

These steps are not explained in detail here as they are similar to the MCQ page.

The editor will look something like this when you are done:



ADDING A MODEL ANSWER PAGE

Model answers are useful for your learners to write free text responses and then mark themselves against the correct response.

- ☐ Add a new page. Select “Interactions” > “Model Answer” > “At End”
- ☐ Add some content to the page and preview it:
 - *Page Text: The content that will show on the side of the page – try adding a picture*
 - *Prompt: The content that will show above the answer box*
 - *Feedback: The model answer that will be shown when the learner submits their answer*

OTHER INTERACTION PAGES

The other commonly used interaction pages are:

- Button sequence
 - Categories
 - Hotspot image
 - Matching text
- ☐ Try adding one of these from the interaction menu

MENUS

Menu pages allow learners to move through the resource in different ways. You can build a menu from scratch using the “Page link” button to add links to different pages (see the section on “Internal Links” above), or you can use the pre-built menu connector.

- ☐ Add a new page. Select “Connectors” > “Menu Connector” > “At End”
- ☐ Add a “New Item” at the bottom of the page
- ☐ Enter the title and the destination page you want that menu item to link to
- ☐ Add a couple more menu items and preview your resource *(on the left of the editor you can drag your menu to a different position in the resource if you need to)*

This is the end of the guided worksheet, however there are many more functions within XERTE. Some of these are listed below. You may not be able to do all of them in this session as some require additional media.

OTHER FUNCTIONS

NARRATION

You can add narration to most pages if you have an audio recording of the content on that page.

Add the  **Narration...** property from the right-hand property list to your page, then add an audio file via the media library.

NAVIGATION

Types of navigation

On the first page of your project you can choose between 3 options for navigation:

- **Linear:** This is a standard click-thru navigation where the next and previous buttons are displayed on each page (unless disabled – see below)
- **Menu:** This type of navigation allows the learner to see a menu of all page on the first page, then visit a page of their choice. They must return to the menu before visiting another page
- **Menu with page controls:** This is standard click through navigation, but with a menu of every page displayed on the very first page.

Buttons

You can also control which buttons are available on a page if you want to control the learners journey through the resource. You must be using “Linear” or “Menu with page controls” to do this.

Add the “Navigation Buttons” properly from the right-hand property list and tick or untick the boxes. You need to do this on every page.

HYPERLINKS PAGE / REFERENCE PAGE

A hyperlinks page (Navigators > Hyperlinks) can be used to add several links to external sources in a table, with descriptions of each. They are sometimes used to show references too.

BRANCHING AND CHOICES

The decision tree page (Interactivity > Decision Tree) can be used to create branching scenarios. This is done by using multiple choice options / dropdowns / sliders to move through the decisions. Each branch must have a unique ID and this is referenced as a “Target ID” when you want to send your learner to that branch.

You can also create branches by using internal links (see above) and turning off navigation buttons.

PUBLISHING YOUR PROJECT

Open your project in the editor and click the “Publish” button *(this makes sure that any recent changes will be shown to people using the link)*

Close your project

Select your project in the main XERTE project list

Click the  button on the top bar

Select the “Access” tab

Tick the “Public” or “Password protected” tick box

Click the “Project” tab to see the URL to your resource that you can then share to your learners.

Public means that anyone can view your project.

Password protected means that only Cardiff University staff / students can view your project. They will be asked to log in when they try and open it and can do this using their regular university ID and password.