

## How To Guide: Adjusting ISW Online Modules

When you receive your ISW site link you will find that **all** available modules are currently populating Day 1, Day 2 and Day 3. This guide outlines

- how to delete modules you are not using
- how to arrange the modules

### Day 1 Online Activities



Plan Your First Mini Lesson



Virtual Introductions & Expectations



Lesson Basics: Learning Objectives



Learning Objectives (Bloom's Taxonomy)



Lesson Basics: Assessments



Choose Your Theme Sessions

### Day 2 Online Activities



Assessment Techniques



Applying Learning Theory



Leading Discussions



Active Learning Techniques

### Day 3 Online Activities



Teaching Large Classes



Teaching Large Classes 101



Teaching Portfolio



Classroom Challenges

## Deleting a Module

- Go to Dashboard >> All Pages >> Locate module/hover over it >> Quick Edit >> Choose Status >> Select Pending Review >> Update

## Arrange a Module within a Day

- Go to Dashboard >> All Pages >> Locate module/hover over it >> Quick Edit >> Order >> Change by 0, 1, 2, 3 etc. >> Update

## Arrange a Module between Days

- Go to Dashboard >> All Pages >> Locate the Module and hover over it >> Quick Edit >> Parent >> Choose Day 1, Day 2 or Day 3 Online Activities >> Update

The screenshot shows the WordPress dashboard with the 'Pages' section active. A table lists several pages, including 'Blended Toolkit', 'Blended Toolkit - Online', and 'Day 1 Online Activities'. The 'Day 1 Online Activities' page is selected for quick editing. The 'QUICK EDIT' form shows the title 'Plan Your First Mini Lesson', slug 'day-1-first-mini-lesson', date '09-Sep 14, 2014', author 'janluedert', and status 'Published'. The 'Parent' dropdown is set to 'Day 1 Online Activities' and the 'Order' is set to 0. The 'Update' button is visible at the bottom right of the form.

Title	Author	Date
Blended Toolkit	janluedert	Published 2014/06/30
Blended Toolkit - Online	janluedert	Published 2014/06/30
Day 1 Online Activities	sturan	Published 2016/02/02

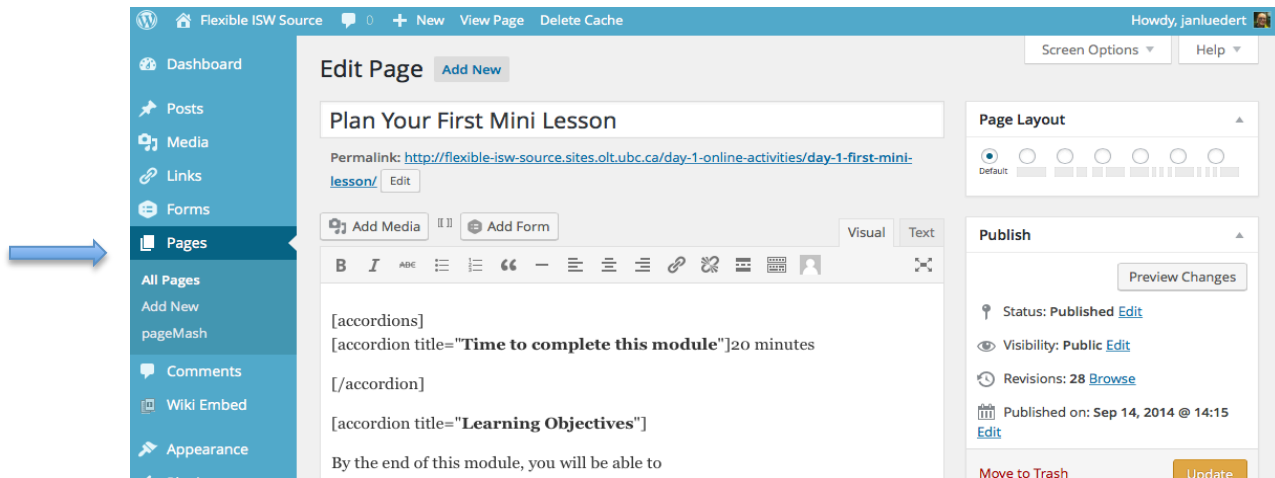
**QUICK EDIT**

Title: Plan Your First Mini Lesson  
Slug: day-1-first-mini-lesson  
Date: 09-Sep 14, 2014 @ 14:15  
Author: janluedert  
Password: -OR- Private  
Parent: Day 1 Online Activities  
Order: 0  
Template: Default Template  
Status: Published  
Allow Comments: ☐

Cancel Update

# How to Build Your own Module

- Prepare your content
- Choose an Icon from Noun Project.com (sign up with your email its free, make sure to follow credit requirements)
  - a. >> Upload Image to Media
- Go to Dashboard >> Add New >> Title the Module >> Copy the Template >> Add your Content >> Set Feature Image (bottom right) >> Update >> Repeat above steps to Arrange the new module



## Template

[accordion title="Time to Complete"] Your content  
[/accordion]

[accordion title="Learning Objectives"] Your content  
[/accordion]

[accordion title="Read"] Your content  
[/accordion]

[accordion title="Discuss"] Your content  
[/accordion]

[accordion title="Go Further"] Your content  
[/accordion]

**Tip:** Change the accordion title/add or delete from the template e.g. if you have a "Watch" accordion

**Tip:** If you add a video from a youtube channel etc. copy the URL and go to Add Media >> Insert from URL

**Tip:** Make sure that the comment box is ticked under All Pages >> Hover over Module >> Quick Edit >> Allow Comments Box

## Wordpress Drop-In Sessions

Need help with blogs or cms? Visit the WordPress Clinics:

- **When:** 1:00PM - 3:00PM, Thursday
- **Where:** [Center for Teaching, Learning and Technology, Irving K Barber Learning Centre](#)

You can sign-up for the clinics at: [events.ctlt.ubc.ca](http://events.ctlt.ubc.ca)