# tw301 The tutor-web: Guide for content providers

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June 6, 2019

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# 1 The first step: getting access

## 1.1 Become familiar with the system

### 1.1.1 Handout

Before going any further, make sure you become familiar with how the tutor-web works.

First register as a student and then log in.

Look at some material, browse the tutorials and so forth.

Try out some drills.

## 1.2 Getting instructor access

### 1.2.1 Handout

Before applying for access to add or modify content you may want to try out the system as an instructor.

Just send an email to tw@tutor-web.net and request instructor access.

You will be asked to provide some detail on your school etc.

## 1.3 The final step: Getting access as a content provider

### 1.3.1 Handout

You will need to know in which real-world classes and schools your content can be used. Before you can realistically provide content you need to know how the tutor-web works, both for students and instructors.

Just send an email to tw@tutor-web.net and request access as a content provider.

To maintain the tutor-web structure you will be asked for detail on what kind of material you can provide and where it can be placed in the tutor-web hierarchy.

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# 2 Entering regular content

## 2.1 The tutor-web structure

### 2.1.1 Handout

First look at the existing content.

You will see a structure

tutorial -> lecture -> slide

and when this is printed it maps into a PDF handout with a corresponding structure

book -> section -> subsection

All material which you insert goes in at the slide/subsection level. The tutorial/book and lecture/section information is just to maintain the hierarchy.

Normally the system providers will give you a tutorial in which to work and will also give you an example lecture as well as an example slide inside the lecture.

## 2.2 Tutorial-level information

### 2.2.1 Handout

At the tutorial level, you can edit the properties of the tutorial by clicking on the edit button, or insert a new lecture (=section) using the AddNew->Lecture button.

Note that the short name of the lecture defines the ordering of the sections – you will usually want to call them something like "lecture010", "lecture020" etc to easily insert lectures between existing ones.

## 2.3 Editing and adding information at the lecture/section level

### 2.3.1 Handout

At the lecture level, you can edit the properties of the lecture by clicking on the edit button, or insert a new slide (=subsection)

## 2.4 Editing and adding actual content: the slide/subsection level

### 2.4.1 Handout

The actual educational material resides inside the subsection/slides.

When you add a new slide you can add all sorts of stuff.

- You start by giving the slide an Id. Make sure to give it a useful Id. This is used for sorting slides, so use something like sl02040, sl02050, sl02060 – which can reflect the lecture number (02 and give plenty of room to insert new slides).
- You will want to add a slide section, which is where the content goes.

- You can then begin by inserting just a sentence as a placeholder. This will appear as text on the slide and inside a picture-box in the printout.
- Un-named slide sections become parts of the slides used for presentations. Named slides become parts of the PDF Tutorial Notes printout (the book).
- The next this to test is to add a section which gives some more detail. This is often done by calling it a “Handout”, where long explanations can be placed.

When you edit an existing slide you can modify it to your hearts content.

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# 3 Learning, using the drills

## 3.1 Finding the place for the drill

### 3.1.1 Handout

Drills live inside the lectures.

Find the tutorial where you want to work and then click your way into the lecture where you need to add a drill item.

## 3.2 Adding the drill

### 3.2.1 Handout

- Click Add-new LaTeX question
- This gives you the question-entry form
- Make sure to enter an informative title (since this is what you will look for later)
- Then enter the question itself, as plain text or LaTeX
- Use LaTeX for equations
- Next enter all the answer options
- MAKE SURE to indicate which one is the correct option
- Also insert the explanation text which tells the user why this is the correct answer
- Make sure to save the entry

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# 4 Entering lots of slides with lots of images

## 4.1 Method for (lots of) images

### 4.1.1 Handout

This needs to be worked into a proper tutorial…

Set up a new folder Got to contents for that folder You will see an easy way to upload a lot of images

It is now easy to (1) go through a site, copying and pasting screenshots into an image program (2) saving all of them using descriptive names, in the file system (4) upload them all into the above folder

To insert them into slides, keep a couple of tw tabs open and it's then easy to

- insert a new slide and
- choose reStructuredtext and
- insert some text and
- copy&paste reStructuredtext image layout and
- copy&paste image URLs into the layout
- remember to delete the /view off the end of the URL

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