

Guide on the Side Tutorial Creation Software – User Guide

The *Guide on the Side* Tutorial Creation Software is a tool that will help you develop interactive tutorials without needing to know any coding.

To Get Started:

- Log-in (URL to be provided by your systems staff)
- Click the **Create a tutorial** button

Overview of the tutorial set-up process:

- **Tutorial Title:** Enter the title of your tutorial here - there is a 75 character limit.
- **Published URL/tutorial/:** This box will show you how the tutorial's URL will look once it is published.
- **Contact Name, Email, and Phone (all are optional):** The contact name and email are used by the software to route feedback. Phone is an additional contact point.
- **Right Frame Starting URL:** Paste in the URL of the page to be displayed in the right frame where you want your tutorial to begin
- **Linked table of contents:** Clicking this box will result in a linked table of contents appearing under the Contents box in the upper left corner of the tutorial. (The table of contents is automatically generated by using the names of the Chapter Headings you will create in the next steps.)
- **Description:** This allows you to create metadata that will describe what the tutorial will teach

Once you have setup your tutorial, click the **Create button** at the bottom of the screen

Overview of the tutorial creation process:

The tutorial creator is a simple text box with a WYSIWYG editor at the bottom.

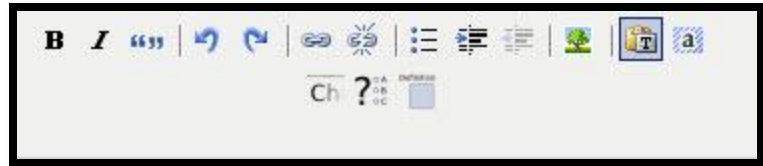
To Create a Chapter Heading

- Select the **Ch** button on the editor (this will open the chapter heading and page break controller)
- Select the **Chapter Heading** radio button
- Type a chapter heading



Add Text:

- Type text straight into the text box. The editor allows you to:
- **bold**
- *italicize*
- undo & redo
- insert & remove a hyperlink
- add bullets
 - indent any text you type in the box.
- outdent any text you type in the box.



Add an Image

- Place your cursor where you would like to have the image inserted
- Click the **tree** icon on the editor
- Click **Browse** to locate your image, then click Open
- Once you have selected your image, click **Upload**
- Add an image description and title
- Click **Insert**
- You can use the Appearance tab to edit the image size and alignment



Paste as Plain Text

The *Guide on the Side* software is automatically set to remove all formatting from any text that you copy and paste into the editor. Follow these steps if you want to maintain your source formatting:

- Click the **T** icon to toggle the text formatter to “off” (the grey box will be removed from the T icon when the text is toggled off)
- Paste in your text
- Click the **T** box again to return to the default.

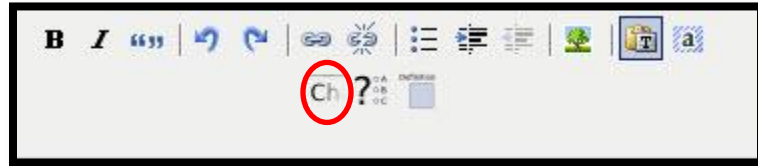


Select All:

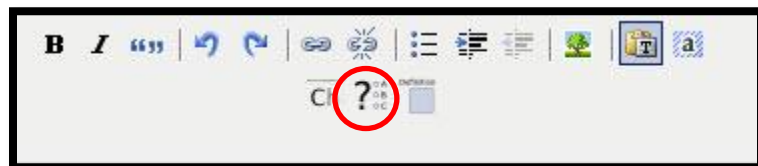
Clicking the **Select All** button allows you to select everything in the text box.

**Insert a Page Break:**

- Select the **Ch** button on the editor (this will open the chapter heading and page break controller)
- Select the **Page Break** radio button
- This creates a page break, which is good to use when you have a lot of text and want to minimize a user having to scroll. Note: The title of the preceding chapter will remain at the top of the screen until a new chapter is inserted.

**Inserting a Question:**

- Questions can be inserted anywhere in the tutorial. Questions inserted into the tutorial are not graded.
- Select the “?” button on the editor
- Type questions into the main box
- Type answers in the lower boxes on the left
- Type responses in the lower boxes on the right
- Use the radio buttons to select the correct answer
- Add additional response boxes by clicking the white “+” link in the lower left corner
- Click the “x” to the right of a response box to remove it.
- When finished, click **Insert** button at the bottom to add the question to the tutorial.
- To edit an existing question, double-click on it to open it, make any desired changes, then click **Update** (or **Cancel**).

**Inserting a Definition Box:**

- Definition boxes are a useful way to provide additional information without taking up screen space.
- Select the square **definition** icon



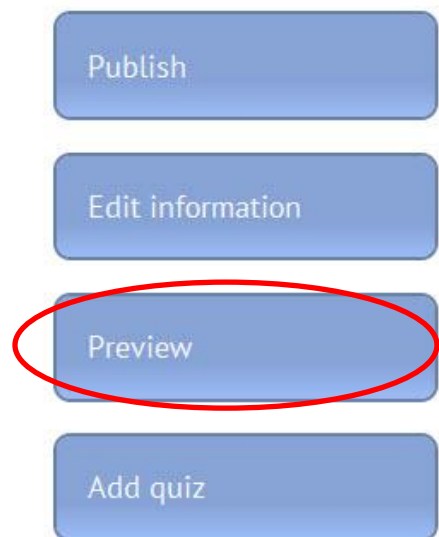
- Type the text that you would like to link
- Type in the additional information that you would like to provide
- Click **Update** when you are done
- To edit an existing definition, double-click on it to open it, make any desired changes, then click **Update** (or **Cancel**).

Other functionality:

Any of the chapter headings, page breaks, questions, and definition boxes can be moved by clicking on them and then dragging them where you would like them to be.

Previewing your tutorial:

- Previewing allows you to see how the tutorial will look to your students and allows you to make sure your questions, definition boxes and images are working the way that you want them to work.
- Click the blue **Preview** button
- You will be prompted to save before you preview.



Adding a quiz:

- Quizzes provide students an opportunity to test their knowledge and receive a grade.
- Click the blue **Add quiz** button
- The functionality is the same as the editor in the tutorial creator. However, the quiz questions do not have the option of providing feedback, just a grade.
- To add question numbers to a quiz, click the **Ch** button and type the question number.
- Use the “?” button to add questions.
- When you are done adding questions, click the **Add quiz** button
- Quizzes are optional, however adding one is the only



way that the current software has of providing evidence that a student has interacted with the tutorial in some way. Upon completing the quiz, students are able to input their name and multiple email address (to send to a professor, or GA, etc.)

- The **Add quiz** button changes to **Edit quiz** once a quiz has been added
- Note: Quiz settings appear in the tutorial information only after the quiz has been added. Click **Edit information** to view or change them. (Default settings are to provide Quiz certificate, allow users to email themselves, and to include their grades.)

Publishing your tutorial:

When you are finished, click the **Save** button at the bottom of the screen. The tutorial can be saved in the non-public site until you have completed it. When you are ready to make it public, click **Publish**. This will add it to the list of tutorials available on the public website. (See below for linking this list and/or individual tutorials on your public website.)

Once the tutorial has been published, the **Publish** button will change to **Unpublish**. To remove the tutorial from public view, click **Unpublish**.

Edit Information:

Use the **Edit information** button to change the starting URL, and to edit contact names and quiz settings.

Publish

Edit information

Preview

Edit quiz

Publish

Edit information

Preview

Edit quiz

Publish

Edit information

Preview

Edit quiz

To link published tutorials on public website:

Return to the *Guide on the Side* homepage

To link the entire tutorial list:

- Click “View the public interface” at the bottom of the list
- Use the URL that appears in the location window

To link to individual tutorials:

- Click on any tutorial title to view the public version
- Copy the URL for it from the location window