

Project OSET Website Documentation

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How to edit any text:

1. **Identify the page the text is in:** (you may ignore the following unused pages: (no title), --- Modeling, --- Eliciting Student Responses, --- Providing Frequent and Targeted Practice Opportunities, --- Using Affirmative and Corrective Feedback, --- Restructuring Tasks and Activities, News)
 - **Note:** Home page is “Observing Special Education Teaching Toolkit: Project OSET”
 - Everything else corresponds to their name properly.

[Home](#)[About OSET](#)[5 Key Practices](#)[Resources for Observers](#)

<input type="checkbox"/> (no title)	Zixuan Fan	Published 2020/02/27
<input type="checkbox"/> Observing Special Education Teaching Toolkit: Project OSET — Front Page	Nathan Jones	Published 2020/02/12
<input type="checkbox"/> About OSET	Zhishan Lin	Published 2020/02/20
<input type="checkbox"/> 5 Key Practices	Nathalie Ye	Published 2020/02/20
<input type="checkbox"/> — Modeling	Zhishan Lin	Published 2020/02/21
<input type="checkbox"/> — Eliciting Student Responses	Zhishan Lin	Published 2020/02/21
<input type="checkbox"/> — Providing Frequent and Targeted Practice Opportunities	Nathalie Ye	Published 2020/02/21
<input type="checkbox"/> — Using Affirmative and Corrective Feedback	Nathalie Ye	Published 2020/02/21
<input type="checkbox"/> — Restructuring Tasks and Activities	Nathalie Ye	Published 2020/02/21
Edit Quick Edit Trash View		
<input type="checkbox"/> Resources for Observers	Nathalie Ye	Published 2020/02/20
<input type="checkbox"/> News	Nathan Jones	Published 2020/02/12

2. Click on the page and find the text, edit the code directly:

```

<section class="home_container">
  <div class="headline">
    <h3>The toolkit includes the following resources:</h3>
  </div>
  <div class="left-half">
    <div class="icon-toolbox"></div>
    <h4>Key practices for special education</h4>
    <p>This tool introduces five evidence-based instructional practices for students with disabilities. We recognize that teachers have many goals in their instruction, including meeting students' academic, social, and emotional needs in culturally responsive ways. In this library, we highlight five practices that specifically support students with disabilities.</p>
    <a href="http://sites-staging.bu.edu/setleaders/key-practices/"><!--
     -->
    <div class="icon-navigateright learn_more_left"></div>
  </a>

```



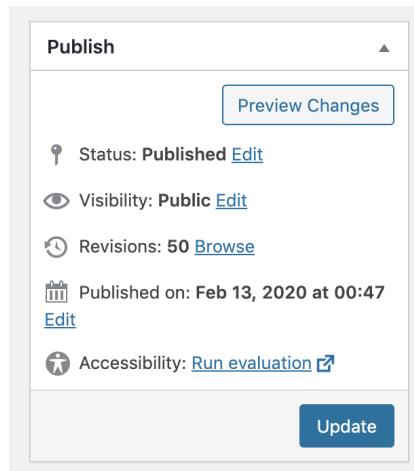
KEY PRACTICES FOR SPECIAL EDUCATION

This tool introduces five evidence-based instructional practices for students with disabilities. We recognize that teachers have many goals in their instruction, including meeting students' academic, social, and emotional needs in culturally responsive ways. In this library, we highlight five practices that specifically support students with disabilities.



[LEARN MORE](#)

3. Click “Update” (on the right hand side) to save changes:



How to change banner images + banner text

1. Identify the page with the banner, click on the page, scroll down, see “banner settings”, and click on “Add Image”:
 - (Banner text can be edited under “Title” and “Subtitle”)

The screenshot shows the 'Banner Settings' section of a page editor. On the left, there's a code snippet: `</div>` and `</section>`. Below it, the word count is 195 and it was last edited by Zhishan Lin on May 20, 2020 at 7:37 pm. The main area is titled 'Banner Settings' and contains the following fields:

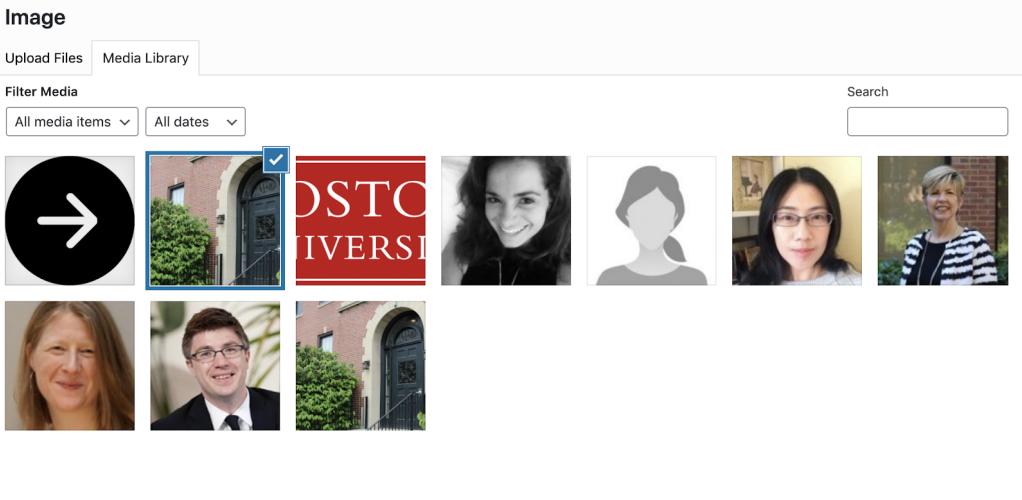
- Image:** A preview of a brick building with a dark door, labeled with the URL /setleaders/files/2020/05/wheelo. There is also an 'Add Image' button.
- Title:** Project OSET. A note below says "Leave blank to use the page title."
- Subtitle:** A digital resource to support principals and other ac
- Content to link to (optional):** This field is empty.

On the right, under 'Custom Design Options', there is a 'Layout' section with six options:

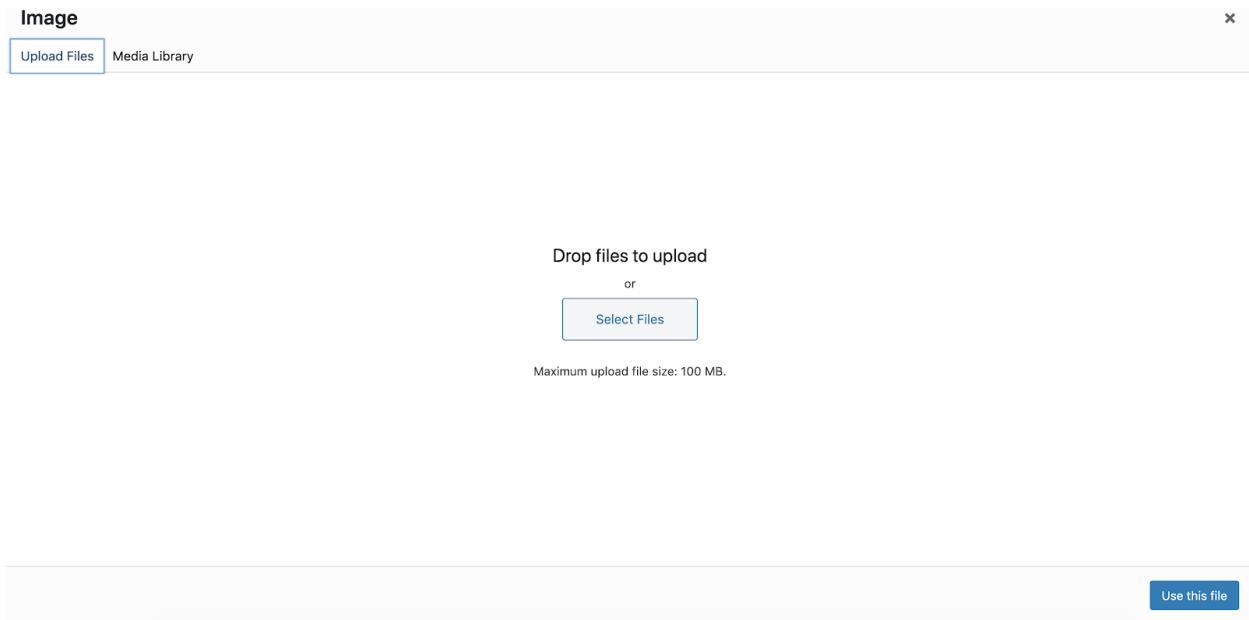
- Full width, centered (selected, highlighted with a blue border)
- Full width, left aligned
- Full width, right aligned
- Image only
- Half width, left aligned
- Half width, right aligned
- No image, center aligned
- Video

Below the layout options, there is a 'Text Color' section with radio buttons for 'Light' (selected) and 'Dark'. A note says "Only available on full width layouts."

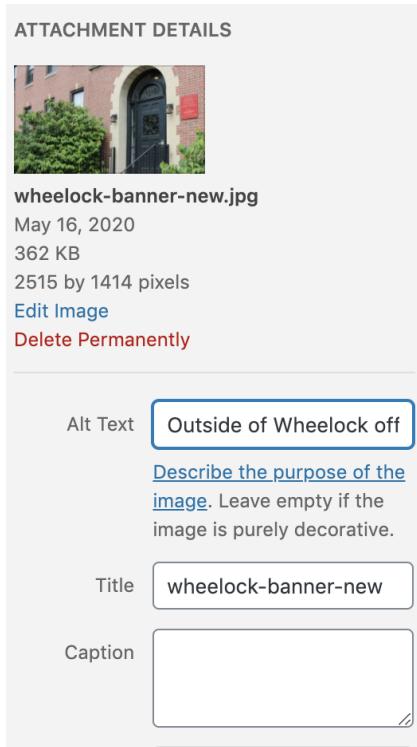
2. Select another image if it's already in the media library:



3. Or “Upload Files”



4. You may add an “alt text” (describe the purpose of the image). (alt text is the written copy that appears in place of an image on a webpage if the image fails to load on a user's screen. This text helps screen-reading tools describe images to visually impaired readers and allows search engines to better crawl and rank your website.)



5. Click “Use this File” then “Update”:

The screenshot shows the 'Publish' interface for the same file. It displays the following details:

- Status: Published [Edit](#)
- Visibility: Public [Edit](#)
- Revisions: 50 [Browse](#)
- Published on: Feb 13, 2020 at 00:47 [Edit](#)
- Accessibility: [Run evaluation](#)

At the bottom, there are two buttons: 'Use this file' (in a light blue box) and 'Update' (in a dark blue box).

How to replace PDFs (Pre-observation Conference Guide, Observation Guide, Research Library):

1. Go to media library and click “add new”:

The screenshot shows the Media Library page. On the left is a sidebar with various navigation options: Dashboard, Pages, Media (which is selected and highlighted in blue), Library, Add New, Posts, Comments, Calendar, Links, Forms, and Slideshows. The main area is titled "Media Library" with a "Add New" button. Below this are search/filter controls: "All media items" and "All dates", and a "Bulk Select" button. The list of media items includes:

- Boston-University-Welcomes-the-Worlds-Grad-Students-1.mp4
- Boston-University-Welcomes-the-Worlds-Grad-Students.mp4
- Pre-Observation-Conference-Guide_OSET-1.pdf (represented by a large black arrow icon)
- Pre-Observation-Conference-Guide_OSET-1.pdf (represented by a document icon)
- Four user profile pictures corresponding to the media items above.

2. Copy the link of the PDF you just added (click on PDF and see right hand side):

This screenshot shows the "Attachment Details" page for the PDF file "Pre-Observation-Conference-Guide_OSET-1.pdf". The file details are as follows:

- File name: Pre-Observation-Conference-Guide_OSET-1.pdf
- File type: application/pdf
- Uploaded on: May 18, 2020
- File size: 116 KB

The form fields are:

- Title: Pre-Observation Conference Guide_OSET
- Caption: (empty)
- Description: (empty)
- Uploaded By: Nathalie Ye
- Uploaded To: Resources for Observers
- Copy Link: /setleaders/files/2020/05/Pre-Observatio

At the bottom, it says "Required fields are marked *". There is also an "Access" section with a checkbox for "Restrict access to this group:" and a dropdown menu "Select a group:". At the very bottom are links: "View attachment page | Edit more details | Delete Permanently".

3. Go to “Resources for Observers” or “Observing Special Education Teaching Toolkit: Project OSET” (Home page) --- to the page that has the PDF link you want to change:

<input type="checkbox"/>	Observing Special Education Teaching Toolkit: Project OSET — Front Page	Nathan Jones	Published 2020/02/12
<input type="checkbox"/>	About OSET	Zhishan Lin	Published 2020/02/20
<input type="checkbox"/>	5 Key Practices	Nathalie Ye	Published 2020/02/20
<input type="checkbox"/>	— Modeling	Zhishan Lin	Published 2020/02/21
<input type="checkbox"/>	— Eliciting Student Responses	Zhishan Lin	Published 2020/02/21
<input type="checkbox"/>	— Providing Frequent and Targeted Practice Opportunities	Nathalie Ye	Published 2020/02/21
<input type="checkbox"/>	— Using Affirmative and Corrective Feedback	Nathalie Ye	Published 2020/02/21
<input type="checkbox"/>	— Restructuring Tasks and Activities	Nathalie Ye	Published 2020/02/21
<input type="checkbox"/>	Resources for Observers	Nathalie Ye	Published 2020/02/20

4. Identify where the PDF link is in the code:

Edit Page [Add New](#)

Resources for Observers

Permalink: <http://sites-staging.bu.edu/setleaders/resources-for-observers/> [Edit](#)

[Add Media](#)

[Add Form](#)

[Add Slideshow](#)

Visual

Text

[b](#) [i](#) [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [close tags](#)

X

```
<div class="top_container">
  <div class="icon-lightbulb"></div>
  <h3>Pre-Observation Conference Guide</h3>
  <p>The <a href="/setleaders/files/2020/05/Pre-Observation-Conference-Guide_OSET-1.pdf">Pre-Observation Conference Guide</a> is intended to foster conversation between special education teachers and the administrators who evaluate them, who may not have experience teaching students with disabilities and benefit from better understanding the classroom context. It can be completed jointly during a conference, or prepared by the special education teacher in advance.</p>
```



PRE-OBSERVATION CONFERENCE GUIDE

The [Pre-Observation Conference Guide](#) is intended to foster conversation between special education teachers and the administrators who evaluate them, who may not have experience teaching students with disabilities and benefit from better understanding the classroom context. It can be completed jointly during a conference, or prepared by the special education teacher in advance.

5. Replace the link with the link you copied from before:

Resources for Observers

Permalink: <http://sites-staging.bu.edu/setleaders/resources-for-observers/> [Edit](#)

[Add Media](#)

[Add Form](#)

[Add Slideshow](#)

Visual

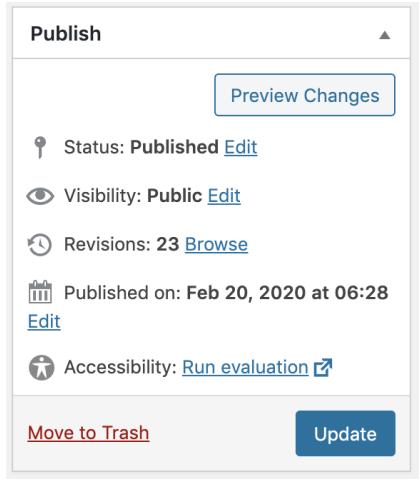
Text

[b](#) [i](#) [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [close tags](#)

X

```
<div class="top_container">
  <div class="icon-lightbulb"></div>
  <h3>Pre-Observation Conference Guide</h3>
  <p>The <a href="/setleaders/files/2020/05/Pre-Observation-Conference-Guide_OSET-1.pdf">Pre-Observation Conference Guide</a> is intended to foster conversation between special education teachers and the administrators who evaluate them, who may not have experience teaching students with disabilities and benefit from better understanding the classroom context. It can be completed jointly during a conference, or prepared by the special education teacher in advance.</p>
```

6. Update the page:



How to upload/change/delete videos:

<https://docs.google.com/presentation/d/1tBM928Wlkwc-dfPQ1KeyXFpEXZkiBCyapv-iMbmAeP0/edit?usp=sharing>

OR SEE NEXT PAGE

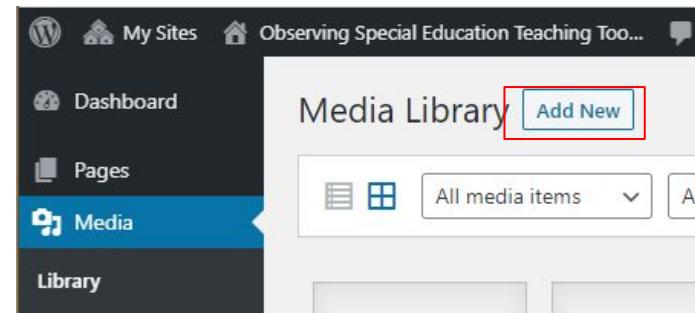
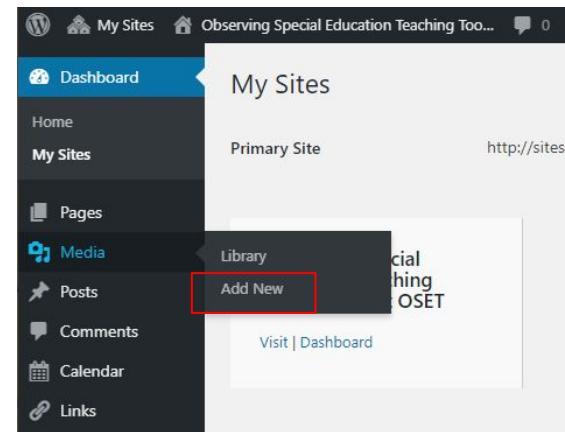
OSET: 5 Key Practices Page

Video Management



Upload New Videos to Media Library

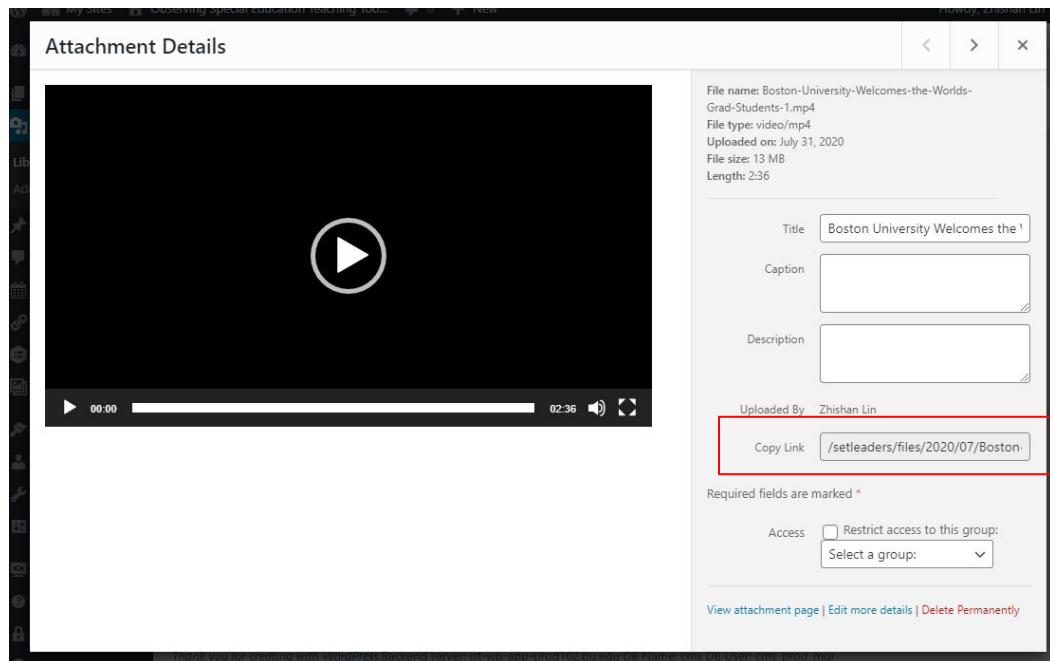
Step 1: To add one or more videos from local to the media library, either hover over the “media” option located on the right menu and select “add new” or select “add new” from the Media page.



Upload New Videos to Media Library

Step 2: After uploading the selected files, return to the media page and select the file to view its details. Here, you will have the options to delete the file, edit its title, copy its link, etc.

Copy the file link for adding to page later.



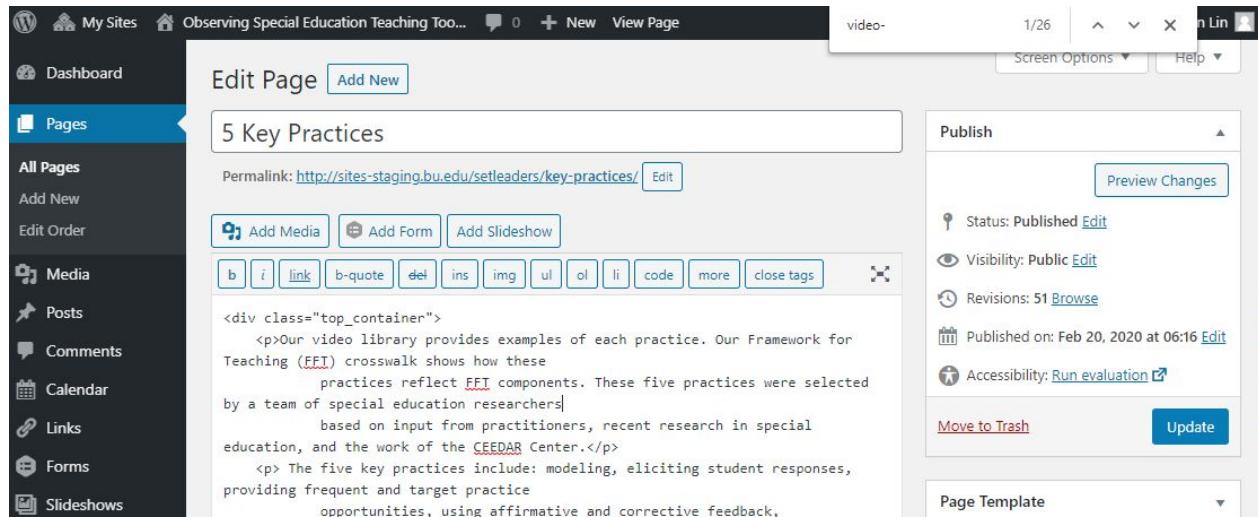
Upload New Videos to Page

Step 3: Go the “Pages” from the right hand menu and find the “5 Key Practices” page. Then either click it to enter the edit page or hover over it to have the options to edit or view.

The screenshot shows the WordPress admin dashboard. On the left, a vertical sidebar lists various menu items: Dashboard, Pages (which is highlighted with a blue background and a red box), All Pages, Add New, Edit Order, Media, Posts, Comments, Calendar, Links, Forms, and Slideshows. The main content area is titled "Pages" and shows a list of pages. The first two pages listed are "Title" and "(no title)". Below them is the page "Observing Special Education Teaching Toolkit: Project OSET — Front Page". At the bottom of the list is the page "5 Key Practices", which is highlighted with a red box. Below this page are links for "Edit", "Quick Edit", "Trash", and "View". The top of the screen shows the WordPress logo, "My Sites", the site name "Observing Special Education Teaching Too...", and notification icons for 0 comments and + New.

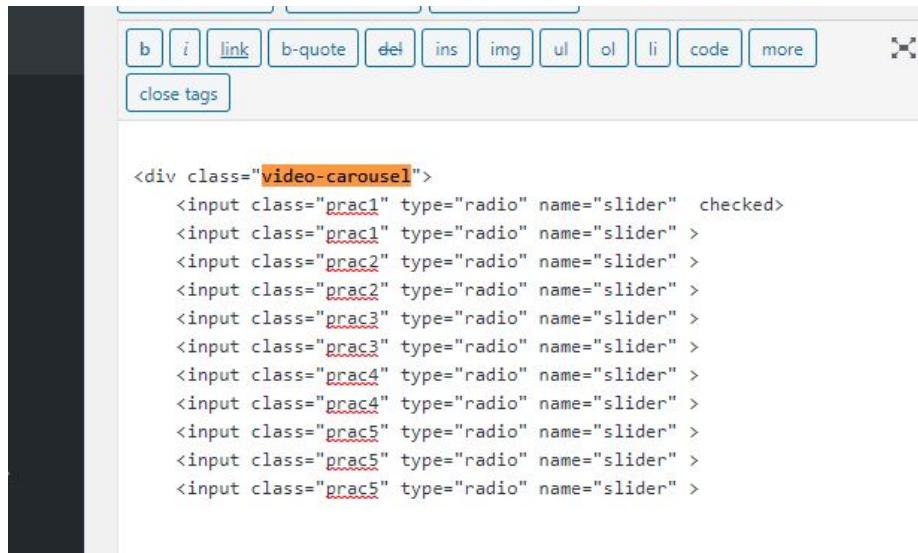
Page Title	Action Links
Title	Edit Quick Edit Trash View
(no title)	
Observing Special Education Teaching Toolkit: Project OSET — Front Page	
About OSET	
5 Key Practices	Edit Quick Edit Trash View

Upload New Videos to Page



Step 4: On the “5 Key Practices” page, the first half will be the content of each practice. For the videos section, you may search page by entering keywords “video-carousel” to faster locate the section or scroll down to find it.

Upload New Videos to Page



The image shows a screenshot of a rich text editor interface. At the top, there is a toolbar with various buttons: b, i, link, b-quote, del, ins, img, ul, ol, li, code, and more. Below the toolbar, there is a button labeled "close tags". The main area of the editor contains the following HTML code:

```
<div class="video-carousel1">
<input class="prac1" type="radio" name="slider" checked>
<input class="prac1" type="radio" name="slider" >
<input class="prac2" type="radio" name="slider" >
<input class="prac2" type="radio" name="slider" >
<input class="prac3" type="radio" name="slider" >
<input class="prac3" type="radio" name="slider" >
<input class="prac4" type="radio" name="slider" >
<input class="prac4" type="radio" name="slider" >
<input class="prac5" type="radio" name="slider" >
<input class="prac5" type="radio" name="slider" >
<input class="prac5" type="radio" name="slider" >
```

Step 4 (continued): the beginning of the video section will look like this.

Upload New Videos to Page

There are two main parts for adding videos to page:

1. Add <input> line
2. Add a <div class = “video-card”> and edit accordingly

As an example, the following slides will demonstrate how to add a video for the 4th practice (Using Affirmative and Corrective Feedback).

Upload New Videos to Page (<input>)

```
<div class="video-carousel">  
    <input class="prac1" type="radio" name="slider" checked>  
    <input class="prac1" type="radio" name="slider" >  
    <input class="prac2" type="radio" name="slider" >  
    <input class="prac2" type="radio" name="slider" >  
    <input class="prac3" type="radio" name="slider" >  
    <input class="prac3" type="radio" name="slider" >  
    <input class="prac4" type="radio" name="slider" >  
    Copy this line <input class="prac4" type="radio" name="slider" |  
    <input class="prac5" type="radio" name="slider" >  
    <input class="prac5" type="radio" name="slider" >  
    <input class="prac5" type="radio" name="slider" >
```

```
<div class="video-carousel">  
    <input class="prac1" type="radio" name="slider" checked>  
    <input class="prac1" type="radio" name="slider" >  
    <input class="prac2" type="radio" name="slider" >  
    <input class="prac2" type="radio" name="slider" >  
    <input class="prac3" type="radio" name="slider" >  
    <input class="prac3" type="radio" name="slider" >  
    <input class="prac4" type="radio" name="slider" >  
    <input class="prac4" type="radio" name="slider" > Paste it  
    <input class="prac4" type="radio" name="slider" >  
    <input class="prac5" type="radio" name="slider" >  
    <input class="prac5" type="radio" name="slider" >  
    <input class="prac5" type="radio" name="slider" >
```

Step 5.a: Each <input> line has a class name, and it represents which practice you want to add a video to. For demonstration, to add a video to the 4th practice, copy any of the <input> line that includes ‘class = “prac4”’, and paste it right after the existed <input class = “prac4”> line. (P.s. ignore the “checked” in the end of the first input line. It has been removed.)

Upload New Videos to Page (<input>)

```
<input class="prac4" type="radio" name="slider" >
```

Step 5.b: You may also copy the code above. Make sure the line you copy and paste starts with “<input ...” and ends with “>”.

Upload New Videos to Page(video-card)

```
<p class='video-caption'>Video 6, Quisque facilisis lectus dolor, ut ullamcorper orci venenatis eu.  
Vivamus aliquam quam dui, vestibulum mattis sapien imperdiet vel. </p>  
</div>  
  
<div class="video-card hidden-prac4">  
    <video class='videos' controls  
        src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students.mp4#t=65"></video>  
    <p class='video-caption'>Video 7, Nulla vitae nunc ligula. Donec nisl lorem, eleifend nec venenatis ac,  
dictum su libero. Integer posuere urna ut tellus ullamcorper pellentesque.</p>  
</div>  
  
<div class="video-card hidden-prac4">  
    <video class='videos' controls  
        src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students.mp4#t=75"></video>  
    <p class='video-caption'>Video 8, Morbi quis diam id est volutpat cursus. Aliquam in purus non nulla  
facilisis vulputate in at nibh. Mauris dictum at nibh ut mattis.</p>  
</div>  
  
<div class="video-card hidden-prac5">  
    <video class='videos' controls
```

Step 6: Each of the “video-card” contains a video and its caption. By either searching for keywords “video-card” or scrolling down, you will see lines starting with `<div class = “video-card hidden-prac4”>`. The “hidden-prac4” part means these “video-card” are dedicated to the 4th practice.

Upload New Videos to Page(video-card)

Step 6.a : The order for the video cards for each practice is corresponding to the order of the video appearing on the site. You may copy any of the existed “video-card”, and paste it.

In this demonstration, it will be the third video of the 4th practice.

```
<div class="video-card hidden-prac4">
  <video class='videos' controls
    src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students.mp4#t=65"></video>
  <p class='video-caption'>Video 7, Nulla vitae nunc ligula. Donec nisl lorem, eleifend nec venenatis ac, dictum eu libero. Integer posuere urna ut tellus ullamcorper pellentesque.</p>
</div>
```

```
<div class="video-card hidden-prac4">
  <video class='videos' controls
    src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students.mp4#t=75"></video>
  <p class='video-caption'>Video 8, Morbi quis diam id est volutpat cursus. Aliquam in purus non nulla facilisis vulputate in at nibh. Mauris dictum at nibh ut mattis.</p>
</div>
```

```
<div class="video-card hidden-prac4">
  <video class='videos' controls
    src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students.mp4#t=65"></video>
  <p class='video-caption'>Video 7, Nulla vitae nunc ligula. Donec nisl lorem, eleifend nec venenatis ac, dictum eu libero. Integer posuere urna ut tellus ullamcorper pellentesque.</p>
</div>
```

```
<div class="video-card hidden-prac4">
  <video class='videos' controls
    src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students.mp4#t=75"></video>
  <p class='video-caption'>Video 8, Morbi quis diam id est volutpat cursus. Aliquam in purus non nulla facilisis vulputate in at nibh. Mauris dictum at nibh ut mattis.</p>
</div>
```

```
<div class="video-card hidden-prac4">
  <video class='videos' controls
    src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students.mp4#t=75"></video>
  <p class='video-caption'>Video 8, Morbi quis diam id est volutpat cursus. Aliquam in purus non nulla facilisis vulputate in at nibh. Mauris dictum at nibh ut mattis.</p>
</div>
```

copy

paste

Upload New Videos to Page(video-card)

```
<div class="video-card hidden-prac4">
  <video class='videos' controls
src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students.mp4#t=75"></video>
  <p class='video-caption'>Video 8, Morbi quis diam id est volutpat cursus. Aliquam in purus non nulla
facilisis vulputate in at nibh. Mauris dictum at nibh ut mattis.</p>
</div>
```

Step 6.b: You may also copy the code above. Make sure the code you copy and paste begins with “<div ...” and ends with “</div>”.

Upload New Videos to Page(video link)

```
<div class="video-card hidden-prac4">
  <video class='videos' controls
src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students.mp4/setleaders/files/20
20/07/Boston-University-Welcomes-the-Worlds-Grad-Students-1.mp4#t=75"></video>
  <p class='video-caption'>Video 8, Morbi quis diam id est volutpat cursus. Aliquam in purus non nulla
facilisis vulputate in at nibh. Mauris dictum at nibh ut mattis.</p>
</div>
```

Step 6.c: The yellow highlighted part is the link to the previous video. Replace it with the green highlighted new link for the new video obtained from the Media Library from step 2.

Upload New Videos to Page(thumbnail)

```
<div class="video-card hidden-prac4">
    <video class='videos' controls
src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students-1.mp4#t=75#t=1"></video>
    <p class='video-caption'>Video 8, Morbi quis diam id est volutpat cursus. Aliquam in purus non nulla
facilisis vulputate in at nibh. Mauris dictum at nibh ut mattis.</p>
</div>
```

Step 6.d: The “#t=75” part selects the frame that appears as thumbnail or preview before the user plays the video. Here, “#t=75” means the 75th second of the video will be used as the thumbnail for this video. However, when user plays the video, it will also start at this frame. Without it, the default thumbnail will be the first frame of the video.

For demonstration, it will be changed to “#t=1”.

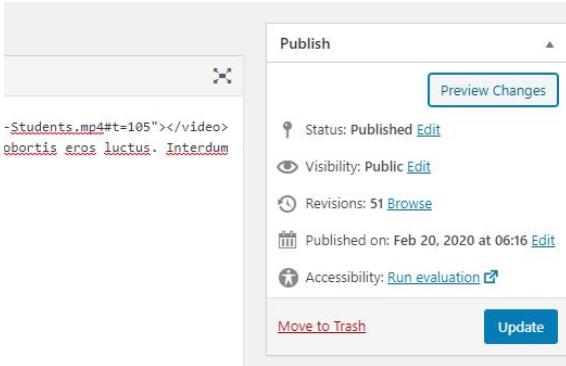
Upload New Videos to Page(caption)

```
<div class="video-card hidden-prac4">
  <video class='videos' controls
src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students-1.mp4#t=1"></video>
  <p class='video-caption'>Video 8, Morbi quis diam id est volutpat cursus. Aliquam in purus non nulla
facitisis vulputate in at nibh. Mauris dictum at nibh ut mattis. Video example for Using Affirmative and Corrective
Feedback.</p>
</div>
```

Step 6.e: The green highlighted part is new the caption. Caption must be placed inside “`<p ...>`” and “`</p>`”.

For demonstration, it will be changed to “video example for Using Affirmative and Corrective Feedback.”

Upload New Videos to Page(Preview)



Step 6.f: Selecting “Preview Changes” on the right-hand side will take you to the site. On the site, by selecting the 4th practice, you will find the example video, previewing at the 1st second, with the example caption.

Using Affirmative & Corrective Feedback

USING AFFIRMATIVE AND CORRECTIVE FEEDBACK

Teacher feedback helps students to understand two things. First, affirmative feedback tells students what they have done well and should continue doing. Second, corrective feedback tells students what and how they can improve their work. To be effective, this feedback should be timely and, during guided practice, it should be immediate. During independent practice, it should be delayed to allow for practice.

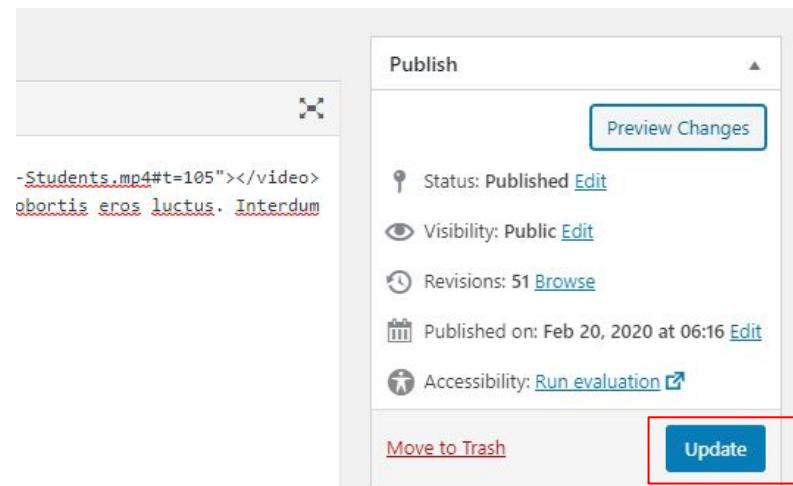
Why is feedback important for students with disabilities?

What could this look like?



Upload New Videos to Page(upload)

Step 7: If everything appears correctly, select “update” and progress will be saved.



Replace current videos

To replace a current video on the site with a new video, only do step 1, step 2, step 6.c - 6.f, and step 7.

Delete existing videos on page

Step 1: For example, to delete a video for the 4th practice, find any one of the <input> line that includes “class = “prac4” and delete it.

Step 2: Find the corresponding video-card and delete everything starting from “<div class = “video-card ...” to “</div>”.

```
<div class="video-card hidden-prac4">
  <video class='videos' controls
src="/setleaders/files/2020/07/Boston-University-Welcomes-the-Worlds-Grad-Students.mp4#t=75"></video>
  <p class='video-caption'>Video 8, Morbi quis diam id est volutpat cursus. Aliquam in purus non nulla facilisis vulputate in at nibh.
Mauris dictum at nibh ut mattis.</p>
</div>
```

Step 3: preview and upload.