

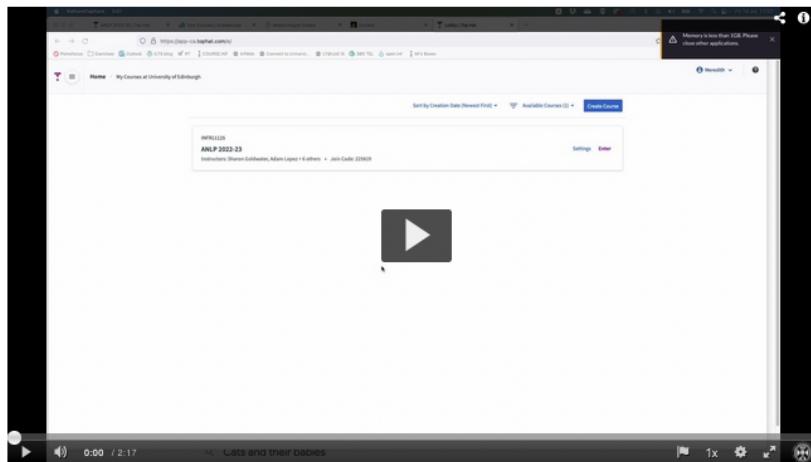
Embedding a video in Drupal

To embed a video from Media Hopper Create (MHC) into a Drupal page for your course, please follow these instructions.

Note: you can mostly follow these steps for embedding a video from another platform e.g. YouTube, but how you find the embed code on that platform will be different than the steps for MHC.

If you haven't used Media Hopper Create before or need a bit of help, IS has extensive documentation and help guides [here](#).

1. Log into your MHC account at: <https://media.ed.ac.uk/>
2. Make sure that the video you want to embed in Drupal is set to either Unlisted or Published. (Not sure how to check or change this setting? Please see IS's guidance on [Understanding privacy levels in Media Hopper Create](#).)
3. Open the video you want to share in MHC and below it, you will see several tabs. Click on the tab "Share" and then select "Embed" (N.B. do not select oEmbed) and then select and copy the full embed code that appears in the box. (Note: you can use the options below the code to choose a different sized embedded player or start/end times for the video. Do *not* use Responsive Sizing at the present time.)



Accessing Top Hat content for migrating to Gradescope

From [Meredith Corey](#) July 14th, 2023

Details [Share](#) [Q](#)

[Link to Media Page](#) [Embed](#) [oEmbed](#) [Email](#)

ACTIONS [...](#)

Grabbing the embed code will make this media public to the world and override all entitlements defined in MediaSpace.

```
<iframe id="kaltura_player" src="https://cdnapisek.kaltura.com/p/2010292/sp/201029200/embedIframeJs/uiconf_id/32599141/partner_id/2010292/iframeembed=true&playerId=kaltura_player&entry_id=1_c1rx3tn&flashvars[streamerType]=auto&amp;flashvars[localizationCode]=en&amp;flashvars[sideBarContainer.plugin]=true&amp;flashvars[sideBarContainer.position]=left&amp;flashvars[sideBarContainer.clickToClose]=true&amp;flashvars[chapters.plugin]=true&amp;flashvars[chapters.layout]=vertical&amp;flashvars[chapters.thumbnailRotator]=false&amp;flashvars[streamSelector.plugin]=true&amp;flashvars[EmbedPlayer.SpinnerTarget]=videoHolder&amp;flashvars[dualScreen.plugin]=true&amp;flashvars[Kaltura.addCrossOriginToIframe]=true&amp;wid=1_lls43mjt" width="400" height="285" allowfullscreen webkitallowfullscreen mozAllowFullScreen allow="autoplay , fullscreen ; encrypted-media" sandbox="allow-downloads allow-forms allow-same-origin allow-scripts allow-top-navigation allow-pointer-lock allow-popups allow-modals allow-orientation-lock allow-popups-to-escape-sandbox allow-presentation allow-top-navigation-by-user-activation" frameborder="0" title="Accessing Top Hat content for migrating to Gradescope"></iframe>
```

Start & End Time: Start at 00:00:00 End at 00:00:00

Player Size: 608x402 [400x285](#) [304x231](#)

Responsive Sizing:

4. Go to the Drupal page where you want to embed the video. Make sure that the Text Format for the Body field is set to Full HTML (this is the default). Then use the three vertical dots on the right of the editing toolbar to open additional tools and select “Source”

Body ([Edit summary](#))

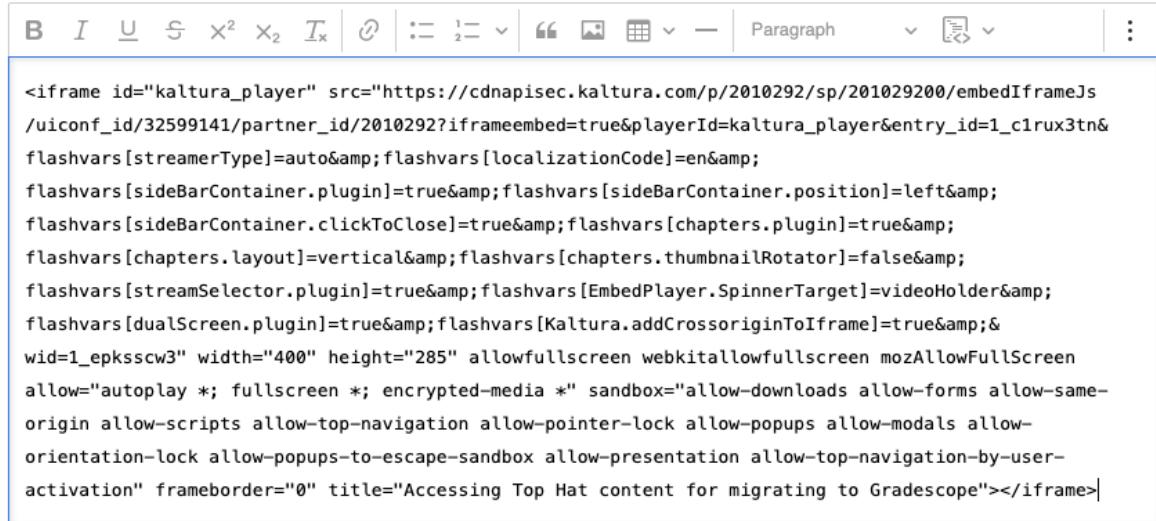
[B](#) [I](#) [U](#) [\$\Sigma\$](#) [\$x^2\$](#) [\$x_2\$](#) [T_x](#) [Q](#) [:=](#) [1=](#) [2=](#) [v](#) [“](#) [”](#) [\[](#) [\]](#) [Paragraph](#) [v](#) [Text](#) [v](#)

[Source](#) [Choose lang...](#) [About text formats](#)

Text format [Full HTML](#) [v](#)

5. Paste in the embed code you copied from MHC.

Body ([Edit summary](#))



```
<iframe id="kaltura_player" src="https://cdnapisecc.kaltura.com/p/2010292/sp/201029200/embedIframeJs/uiconf_id/32599141/partner_id/2010292?iframeembed=true&playerId=kaltura_player&entry_id=1_c1rux3tn&flashvars[streamerType]=auto&amp;flashvars[localizationCode]=en&amp;flashvars[sideBarContainer.plugin]=true&amp;flashvars[sideBarContainer.position]=left&amp;flashvars[sideBarContainer.clickToClose]=true&amp;flashvars[chapters.plugin]=true&amp;flashvars[chapters.layout]=vertical&amp;flashvars[chapters.thumbnailRotator]=false&amp;flashvars[streamSelector.plugin]=true&amp;flashvars[EmbedPlayer.SpinnerTarget]=videoHolder&amp;flashvars[dualScreen.plugin]=true&amp;flashvars[Kaltura.addCrossoriginToIframe]=true&amp;&wid=1_epksscw3" width="400" height="285" allowfullscreen webkitallowfullscreen mozAllowFullScreen allow="autoplay *; fullscreen *; encrypted-media *" sandbox="allow-downloads allow-forms allow-same-origin allow-scripts allow-top-navigation allow-pointer-lock allow-popups allow-modals allow-orientation-lock allow-popups-to-escape-sandbox allow-presentation allow-top-navigation-by-user-activation" frameborder="0" title="Accessing Top Hat content for migrating to Gradescope"></iframe>
```

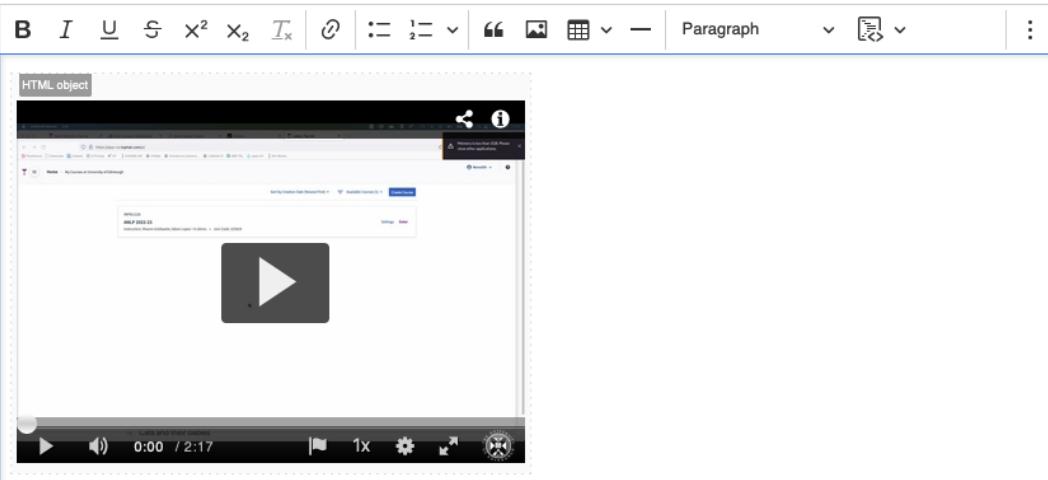
[Text format](#)

Full HTML

[About text formats](#)

6. Use the three vertical dots to open the expanded toolbar and click Source again to go back to the main editing view. It may take a moment or two to load, but you should now see the video you just embedded.

Body ([Edit summary](#))



[Text format](#)

Full HTML

[About text formats](#)

7. You can, of course, add text before or after the video or embed multiple videos on a single Drupal page. Once you are done with the edits on the page, just remember to press Save at the bottom.

Important! You must have captions available on any video you use for teaching. MHC has auto-generated captioning available and it is very quick (just a click or two) to request this for your videos before sharing them with students. Please see this guide from IS: [Requesting subtitles for your content](#).

Allowing students extra time on quizzes

If students are permitted extra time on timed pieces of coursework as part of their extended time adjustments, then you will need to set this up for any timed quizzes/tests on your course.

If you are a member of teaching staff, **please ensure that you talk to the ITO** about this before enabling it for any student on your course, as there are different types of extra time adjustments that a student may have and they will help clarify for your course how these need to be applied.

Below are links for how to add these extended time adjustments in the two commonly used coursework quiz/test platforms. For both Gradescope and Learn tests, you can set up an adjustment for a student that extends across a whole course and any timed assignments within that course or grant an adjustment just for one or more individual assignments.

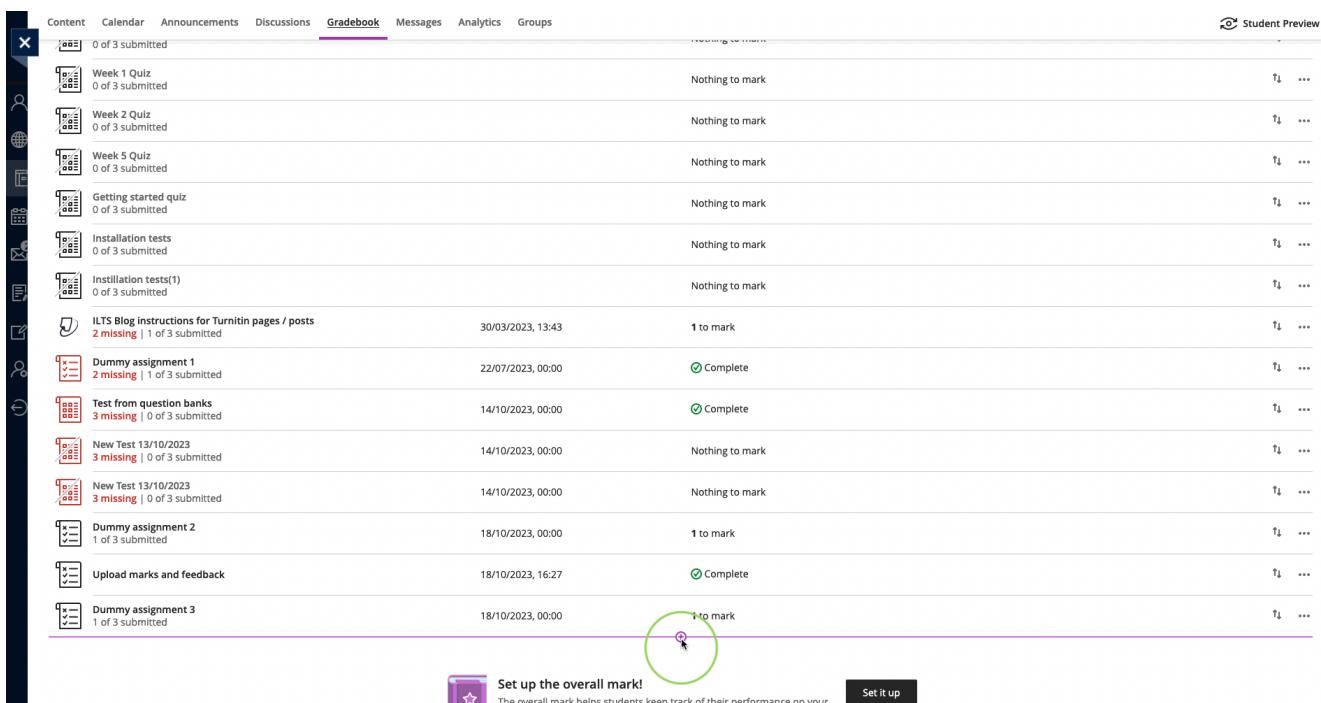
Gradescope: [Extending assignment release dates, due dates, and time limits](#)

Learn: [Accommodations and Exceptions in Blackboard Ultra](#) (with thanks to Teeside University for writing much better instructions on this than Blackboard itself provides)

Uploading marks (and feedback) to Learn Ultra

Note: Due to an ongoing bug in Learn Ultra, if you upload feedback to submission box in Learn, it will not be visible to students. If you want to upload feedback for an assignment that students submitted to via Learn, follow the instructions below to create a new “item” directly within the Gradebook itself, which (for some reason!) allows students to view the feedback you upload. **Update: This bug appears to have been fixed, but let us know if you encounter any problems with the visibility of feedback for students.**

1. Go to the Gradebook in the course Learn page.
2. Add a new Item to the Gradebook by hovering over where you want to add it in the list and clicking on the purple (+) when it appears and then select “Add Item”.



The screenshot shows the Gradebook page in Learn Ultra. The navigation bar at the top includes Content, Calendar, Announcements, Discussions, Gradebook (which is highlighted in purple), Messages, Analytics, and Groups. The main area displays a list of items with their submission status, due dates, and marking status. A cursor is hovering over a button labeled "Set up the overall mark!" at the bottom of the list. The items listed are:

Item	Submitted	Due Date	Marked
0 of 3 submitted			
Week 1 Quiz	0 of 3 submitted		Nothing to mark
Week 2 Quiz	0 of 3 submitted		Nothing to mark
Week 3 Quiz	0 of 3 submitted		Nothing to mark
Getting started quiz	0 of 3 submitted		Nothing to mark
Installation tests	0 of 3 submitted		Nothing to mark
Instillation tests(1)	0 of 3 submitted		Nothing to mark
ILTS Blog Instructions for Turnitin pages / posts	2 missing 1 of 3 submitted	30/03/2023, 13:43	1 to mark
Dummy assignment 1	2 missing 1 of 3 submitted	22/07/2023, 00:00	Complete
Test from question banks	3 missing 0 of 3 submitted	14/10/2023, 00:00	Complete
New Test 13/10/2023	3 missing 0 of 3 submitted	14/10/2023, 00:00	Nothing to mark
New Test 13/10/2023	3 missing 0 of 3 submitted	14/10/2023, 00:00	Nothing to mark
Dummy assignment 2	1 of 3 submitted	18/10/2023, 00:00	1 to mark
Upload marks and feedback		18/10/2023, 16:27	Complete
Dummy assignment 3	1 of 3 submitted	18/10/2023, 00:00	Nothing to mark

Then make the following adjustments when the item settings window opens:

- It will give the item the default name of “New Item and

the current date"; change this to the actual assignment's name to ensure that students can locate it easily.

- We recommend keeping this item hidden from student view for now.
- The due date doesn't really matter for this, so you can leave it as the default of the current time.
- Set the marking as required (points, percentage, etc.) and, if points, the maximum number possible for this assignment.
- For "Mark category", choose Assignment.
- Add a description if you want, but it's not required.
- Press Save.



GitHub assignment

Hidden from students ▼

Due date

19/10/2023 ▼ 15:25 ▼

Marking

Mark using

Points ▼

* Maximum points

50

Mark category

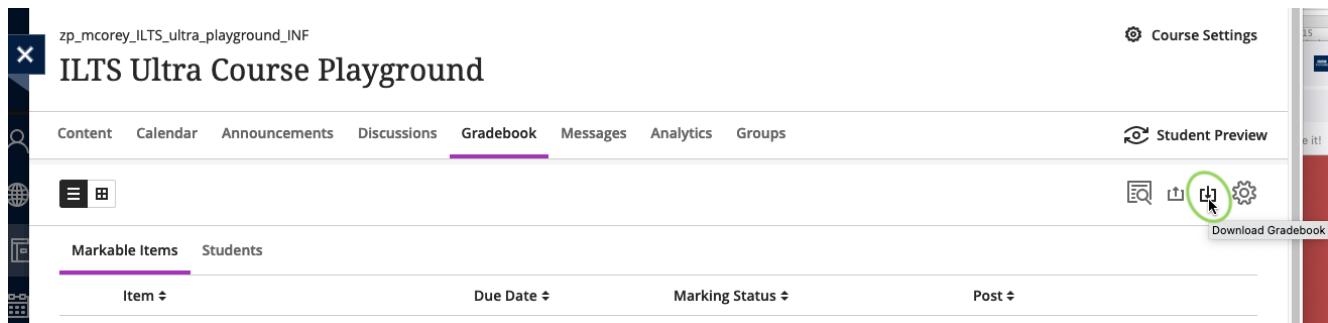
Assignment ▼

Type a description

Cancel

Save

3. Download the Gradebook, selecting just the new item that you created. Make sure to tick the option to include Feedback (unless you just want to upload marks, in which case, leave it unticked). Choose to save it as an xlsx file and save it to your computer.



zp_mcorey_ILTS_ultra_playground_INF

ILTS Ultra Course Playground

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Student Preview

Markable Items Students

Item Due Date Marking Status Post

Download Gradebook

ILTS Ultra Course Playground Download Marks

Download Options

Mark Records

Full Gradebook
All marks in the Gradebook

Mark History
History of changes made to marks

Record Details

Choose which assignments, assessments or items to include in your download

Select All Items

Dummy assignment 2

Upload marks and feedback

Dummy assignment 3

GitHub assignment

Include feedback for the selected item

File Type

Depending on your computer, the file format opens with different spreadsheet software

Tab-separated File (.xls)

Comma Separated Values (.csv)

Save Location

My Device

Content Collection

Cancel Download

4. Open the file on your device.

5. Make sure that the header for Column G is the assignment you want to be uploading marks for (i.e. the item you just created in the Gradebook).
 6. Input the marks in Column G.
 7. Input the feedback in Column J, if you need to share this with students.

Note: Make sure you do **not** change the header of any of the columns or Learn may not be able to read the file properly when you upload the marks. If you need to copy and paste data from another spreadsheet, make sure that it aligns with the columns as laid out in the file you downloaded from Learn.

8. Save the file.
 9. Return to the Gradebook in Learn and now select “Upload Gradebook”.

zp_mcorey_ILTS_ultra_playground_INF

Course Settings

ILTS Ultra Course Playground

Content Calendar Announcements Discussions **Gradebook** Messages Analytics Groups

Student Preview

More

10. Choose “Upload Local File” and select the spreadsheet you have just saved. Once it has loaded, **untick** the option for “Select All” and just leave the assignment you want to upload marks for **ticked**. Click “Upload”.

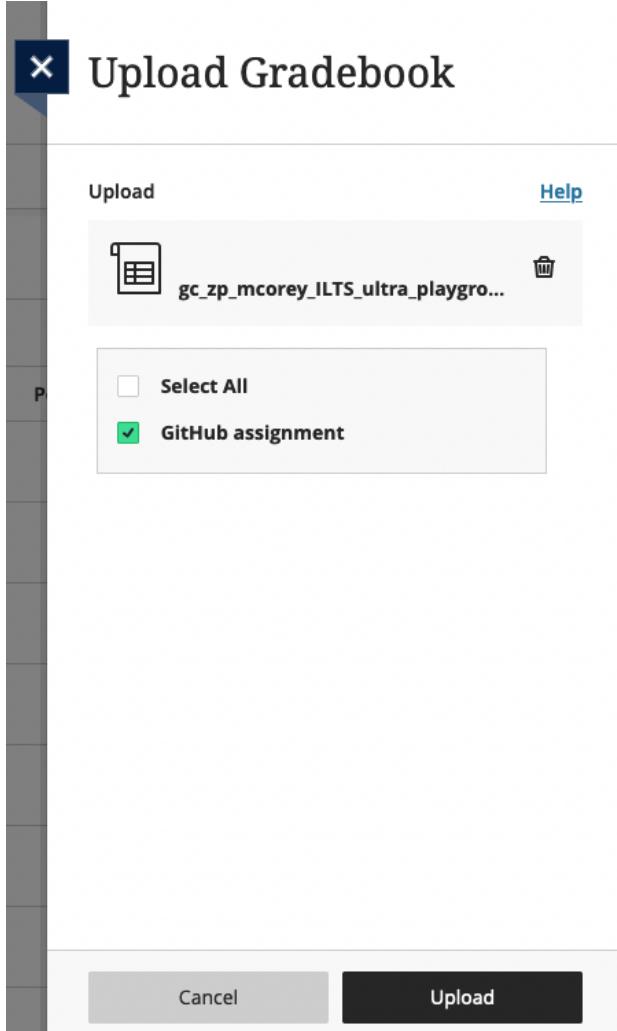
Upload Gradebook

Upload [Help](#)

 gc_zp_mcoreyILTSLTS_ultra_playgro... 

Select All
 GitHub assignment

[Cancel](#) **Upload**



11. Once Learn has uploaded the document, you will see how many students there are not marks for (i.e. those who did not submit the assignment) and also the option to post the marks that you just uploaded.

 GitHub assignment 18/10/2023, 16:57 1 to mark [Post 2 marks](#) 



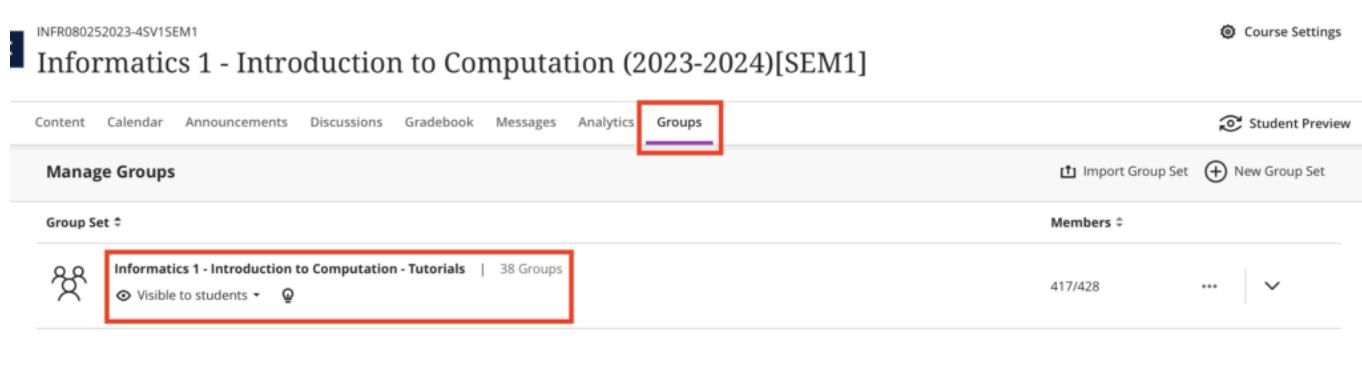
12. Before you post the marks, it's worth quickly checking that your upload worked. Click on the assignment name and you will be taken through to a list of all the students on the course. You can then check a few of their marks and feedback in Learn with your spreadsheet to make sure that the upload worked properly.

Note: If you only want to post marks to certain students, you can do that from this view. Just click the "Post" button next to the name(s) of the student(s) whose marks you are to post.

13. Once you are ready to share the marks with the students, Click to Post the marks. And then “Post All Marks” when the dialogue box opens.
 14. Go back in to the Edit view of the assignment (by clicking the three dots ... at the end of the row for it) and from the drop-down menu choose to make it “Visible to students”. Press Save. The students will now be able to view their marks and feedback for this assignment.
-

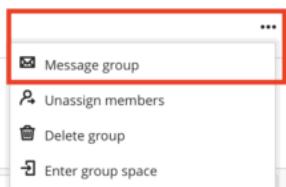
Learn Ultra: sending a message to a tutorial group

- Login to your Learn Ultra course page and select the ‘Groups’ tab in the top horizontal menu. Select the name of the group set to which your group belongs.



The screenshot shows the 'Groups' tab selected in the top navigation bar of a Learn Ultra course page. A red box highlights the 'Groups' tab. Below the navigation bar, there is a 'Manage Groups' section and a 'Group Set' section. The 'Group Set' section shows a group set named 'Informatics 1 - Introduction to Computation - Tutorials' with 38 groups, with a red box highlighting the group set name. The 'Visible to students' dropdown is also highlighted with a red box.

- Scroll to find the name of the group to which you want to send a message. Select the three dot menu icon to the right of the group name and select ‘Message group’ from the drop-down menu.



- Compose your message. Select the 'send an email copy to recipients' checkbox if you want the students to receive an email copy in addition to the message within Learn. Press send.

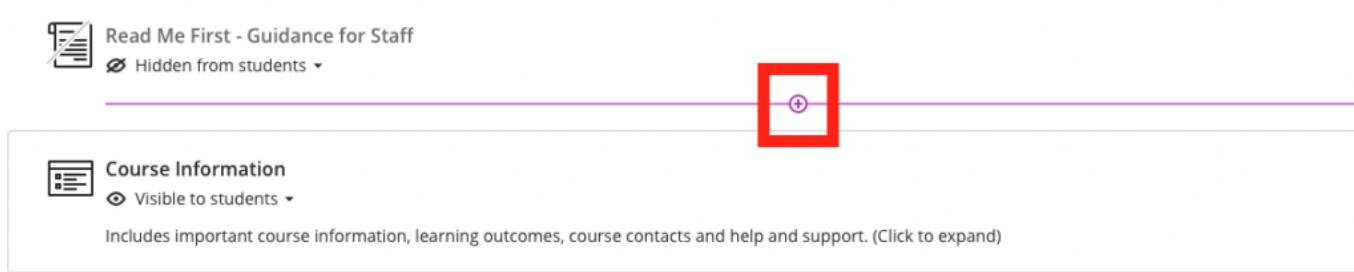
The screenshot shows the message compose interface. At the top, a note says: 'Students can view your messages, but they aren't allowed to reply or create messages.' The 'Recipients' section includes a search bar and a list with 'TT_Informatics 1 - Introduction to Computation - Tutorials/03'. A checkbox for 'Send an email copy to recipients' is highlighted with a red box. The 'Message' section has a rich text editor toolbar and a text input field with placeholder 'Type a message'. The 'Send' button is highlighted with a red box at the bottom right.

Adding a Zoom session to your Learn Ultra course

Note: The University's Zoom service will be retired in March 2026.

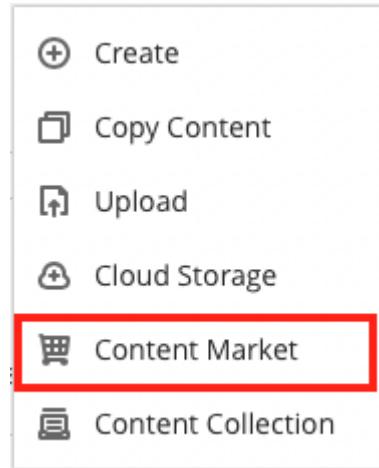
If your new teaching space does not support Media Hopper Replay (the UoE integrated lecture recording system), and / or if you will be delivering your class either from home or a non-supported room, we suggest the following approach:

- Login to the Learn Ultra course for your class.
- Browse to the area in the course where you want the link to appear.
- Click the plus (+) sign to add content.



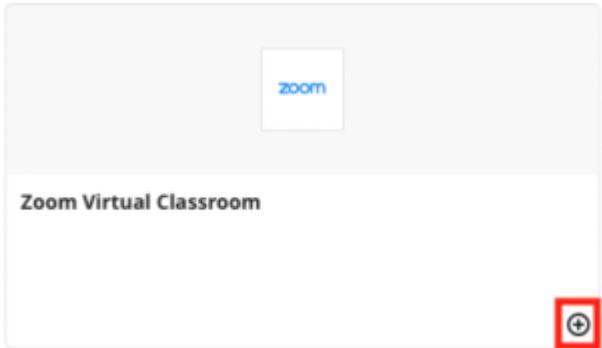
A screenshot of a Learn Ultra course page. At the top, there is a section titled 'Read Me First - Guidance for Staff' with a 'Hidden from students' dropdown. Below this is a content area with a red box around a plus sign icon. Underneath is a section titled 'Course Information' with a 'Visible to students' dropdown. A note below says 'Includes important course information, learning outcomes, course contacts and help and support. (Click to expand)'. The entire screenshot is framed by a horizontal line.

- Click Content Market



A screenshot of the Content Market menu. It includes options: Create, Copy Content, Upload, Cloud Storage, Content Market (which is highlighted with a red box), and Content Collection.

- Click the plus sign next to Zoom Virtual Classroom.



- Now back on the main content list in Learn, select the link to the Zoom Virtual Classroom that you've just added and then "Schedule New Meeting".
- Give your session a sensible name. Enter the date / time of your session. Select "recurring session" for any regularly recurring classes (eg every Wednesday 10-11am).
- We recommend *not* either selecting the 'Waiting Room' or "Only authenticated users can join meetings" options.



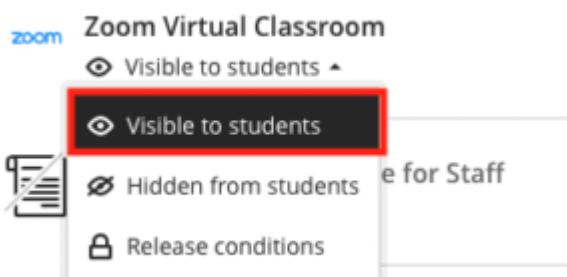
Only users who have the passcode can join the meeting



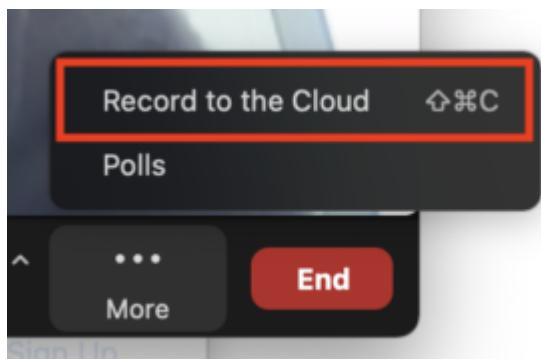
Only users admitted by the host can join the meeting



- Ensure you are happy with the remaining options and select 'Save'.
- Be sure to remember to make the tool visible to students!



- You will not be able to test this link with Student Preview in Blackboard. As long as the link works with your instructor account and is not hidden from student view, then your students will be able to see it.
- You now have your link set up in your course. Let your students know about it in advance and direct them there to access your online class.
- The passcode for Zoom meetings does not show to students. This should be shared separately.
- **Note: don't forget to record your session!***



*The recordings of Zoom sessions set up through a Learn page can be saved to your Media Hopper Replay (lecture recording) library and/or to the course lecture recording area. To find out more about how to enable, this please see IS's [Using Zoom with Media Hopper Replay](#).

Communicating with your students

With the introduction of Drupal as the host for course materials in Informatics, we want to provide clear guidance about how best to communicate with students in order to ensure they see all important information and to avoid duplication of effort or confusion about where to find what.

The [Informatics OpenCourse site](#) built using Drupal does not have a communication system built into it. That means that there is no way to draw someone's attention to something posted on it via Drupal itself. The only sorts of things you might want to put onto Drupal is, for example, an "Errata" page to alert both students and any members of the public to something you realised was erroneous in the lectures slides you've shared.

For any communications you want to have with the enrolled students on the course, you need to do this via the course Learn page. The tools for this have changed a bit with the move from Learn Original to Learn Ultra, so we have outlined what your options are below.

We do recommend checking out our blog post on [Signposting to students](#) for some advice and examples of how best to communicate with students (and ensure they read what you say!)

Announcements (ILTS recommended tool)

Learn has a useful [Announcements](#) tool which allows you to post messages to students enrolled on your course. Announcements remain on the course site (unless you delete them) and they also appear in [Activity Stream](#) on Learn. When creating an announcement, you can select to send an email to all students with the same message. In a change from Learn Original, any new announcements appear as a pop-up the first time students log into your course after you have posted it. Students need to manually close the pop-up before they can view the rest of the course Learn page.

We recommend using Announcements (and opting to send them as an email, too) as the most reliable method to ensure that students on the course receive the information.

Sending a message to a particular group

You can send a message to a particular group in Learn Ultra. Instructions here: [Learn Ultra: sending a message to a tutorial group.](#)

Notifications

Notifications alert the user to activity on the course site. This may include new content being added or due dates for assignments. The default for notifications is a daily digest sent out after 5pm, however, these can be configured by each user so don't assume a student has received a particular notification.

Other tools in Learn Ultra

You will see these tools, like Announcements, across the top menu bar on your Learn Ultra course page. Unfortunately, there is no way to hide the links from students for the tools which you are not using on your course (although this has been raised with Blackboard as something that would be very useful for them to introduce).

- **Discussions:** This is Learn's built-in discussion board tool. We strongly recommend using [Piazza](#) instead of this.
- **Messages:** This is what IS has to say about the Messages tool – The Messages functionality allows instructors to send messages directly to students. However, as announcements are a more streamlined and comprehensive communication tool, we do not recommend the use of Messages.

TL;DR: We don't recommend using Discussions or Messages. Announcements (with email option ticked) should be used for important things that you want to ensure students don't miss and Piazza for more general chat/answering questions.

Where and how do students get notified?

IS have put together [a helpful table](#) comparing where students will see notifications for the different ways that staff might communicate with them. Some of these tools will be used more/exclusively by teaching staff and others by IT0/admin, but it's worth being aware of all the details.

Get in touch

lt-support@inf.ed.ac.uk

Related links

[Information Services Good Practice Guidance on Learn Ultra](#)

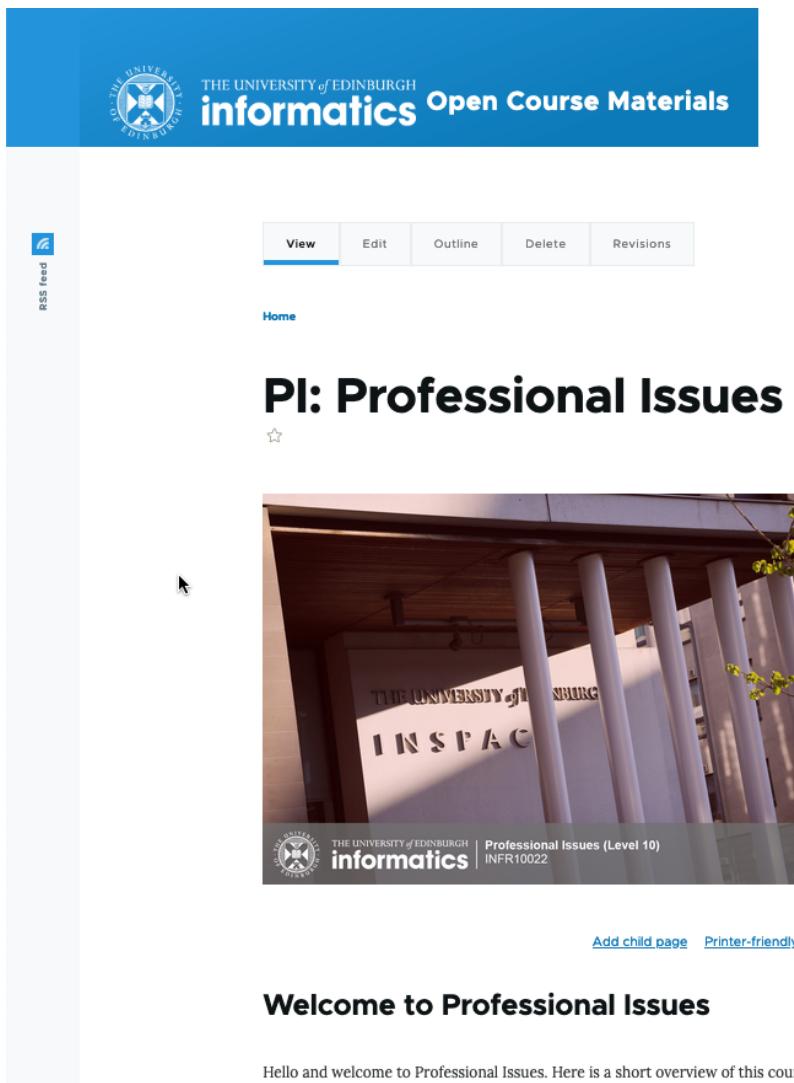
[Learn Ultra: Sending a message to a \(tutorial\) group](#)

Drupal course template (2023-24)

Top right menu

In the top right of each page are links to the 2023-24 Learn instance for the course, as well as the DRPS entry. If your course uses Piazza, a link to the course Piazza page will also be added here.

Course homepage



The screenshot shows the University of Edinburgh informatics Open Course Materials homepage for the course PI: Professional Issues (Level 10, INFR10022). The page features a blue header with the university logo and the text "THE UNIVERSITY of EDINBURGH informatics Open Course Materials". Below the header, there is a navigation bar with buttons for "View" (which is highlighted in blue), "Edit", "Outline", "Delete", and "Revisions". To the left, there is a "RSS feed" link. The main content area has a title "PI: Professional Issues" with a star icon, followed by a large image of a building with columns and a sign that reads "THE UNIVERSITY of EDINBURGH INSTITUTE". Below the image, the course details are listed: "THE UNIVERSITY of EDINBURGH informatics | Professional Issues (Level 10) INFR10022". On the right, there is a "Navigation links" sidebar with links to "PI: Course Information", "PI: Course Materials", "PI: Tutorials", "PI: Assessment", "PI: Resource List", and "PI: Course Contacts". At the bottom of the page, there are links for "Add child page" and "Printer-friendly version".

e.g. PI: Professional Issues – this is the welcome or home page for your course. You will see that it has an image identical to the image on the 2023-24 Learn page.

The information on this page is a combination of some of the items on the “Welcome” and “Course Information” areas on the old Learn pages. It will vary a bit by course.

Course Information

If there was an extensive amount of information on the Drupal homepage for your course, we have split some of this out into a separate “Course Information” page. Feel free to move things

around these two pages, as you wish.

Right-hand menu

The right-hand menu is how you and students will navigate quickly around your course. It expands to include any child pages nested within a parent page. This keeps the menu from getting too long and overwhelming.

Course Materials

This is the area where all the teaching materials will be. It will vary a lot by course. Some courses just have a schedule page with links to all files, others have weekly pages with longer text and various files.

Tutorials / Labs

Some courses have tutorials and/or labs separated out from the other course materials; for other courses, they are sitting under Course Materials. You can move / create these pages for your course, if you would prefer to structure it differently in Drupal than you had in Learn.

Assessment

This is currently a standard template, directing students to the Assessment folder in the Learn page for the course. In the future, we also plan to push automated content (such as coursework deadlines) to this page.

All assessment instructions, dates, examples of previous students' work, etc. must be added to the Learn instance for the course. If you want to share a copy of the assessment instructions on Drupal for curious members of the public, that is OK, but remember that what is in Learn will be considered the "golden copy" for our students. Please see the "Learn vs.

Drupal” document sent out to teaching staff for more information.

Resource List

We strongly encourage you all to start using the Library’s Resource List tool and we must ensure that any third-party content you use in your course materials are cleared for copyright. You can choose to make the list itself open to the public to view, but any copyrighted materials on your list will only be accessible to someone with a UoE log-in.

For courses that already use Resource Lists, we have updated this to the 2023-24 link.

Copyright of content on Drupal

By default, we have added a statement at the bottom of every page assigning copyright to the University. If you prefer to share your content with an Open Educational Resource license, (which some courses already do), you can change this for your course. If you are unfamiliar with Open Educational Resource licensing, you can find out more here under Creating and Sharing OERs: <https://open.ed.ac.uk/how-to-guides/>

Adding files in Drupal

To upload files to your course Drupal site:

- Go into “Edit” the page where you want to add the files.
- Scroll to the bottom of that screen and you will see a field called “Files”, as shown below.

↖ Files

Please upload your files here. Please keep sizes to minimum practical and remember these will be *immediately* (and potentially *irrevocably*) public.

Add a new file

no files selected

Maximum 42 files.
6 MB limit.

Allowed types: pdf txt zip md gz bz2 xz tex csv py ipynb notebook hs java xml json.

- Click “Choose Files” to add one or more files from your computer.

You can see in the screenshot below that I’ve uploaded two files to this course now. For each one, you can give it a “Description”, which will act as the document label, if you add it; if you do not add a description, then the document title will be the label.

↖ Files

Please upload your files here. Please keep sizes to minimum practical and remember these will be *immediately* (and potentially *irrevocably*) public.

Show row weights

File information

Display Operations

 [FDS_Week1_Lecture1_slides.pdf](#) (78.1 KB)

Description

The description may be used as the label of the link to the file.

 [FDS_Week1_Tutorial1.pdf](#) (78.1 KB)

Description

The description may be used as the label of the link to the file.

Add a new file

no files selected

Maximum 42 files.
6 MB limit.

Allowed types: pdf txt zip md gz bz2 xz tex csv py ipynb notebook hs java xml json.

- You can choose now to “Display” to one or more of the

files to students, which means that they will appear at the bottom of the page for students to access once you have saved your changes. This is how that would look:

Files

[fdsweek1lecture1slides.pdf](#) (78.1 KB)

[fdsweek1tutorial1.pdf](#) (78.1 KB)

- However, you might just want to share links to the files within the body text on the page. To do this, leave the “Display” option unticked and then Save your changes. You must save your changes now before the next step to ensure that you have proper links to the files and not just a temporary upload link.
- Go back in to the Edit view and hover over each file you have uploaded and copy the link to the file URL (how you do this exactly will depend on your web browser; in the image below I have right-clicked on it in Firefox).

The screenshot shows a web browser window for the MyEd Student and Staff Portal. The URL is opencourse.inf.ed.ac.uk. The page displays a 'Files' section where users can upload files. A context menu is open over a file named 'FDS_Week1_Lecture1_slides.pdf'. The 'Copy Link' option is highlighted. The page also shows a 'Description' field, a 'File information' table with columns like 'File', 'Name', 'Type', 'Size', and 'Last modified', and a 'License' section with 'All rights reserved The University of Edinburgh (337)'.

- You can then navigate up to the body text of the page and insert the link you just copied as a normal hyperlink in any area of the text you want. (Shown below, I want make the text “Introduction and Logistics (KG)” link directly to my lecture slides file.) Now when you save the edits you’ve made, students will not be able to view the files as individual downloads at the bottom of the page, since you chose **not** to display them to students, but they can access them via the hyperlink in the body text.

MyEd Student and Staff Portal

Manage Shortcuts Groups infostu1

Edit Book pages INF2-FDS: Sc

Body (Edit summary)

The course has various learning activities, which are coordinated with each other and the assessment. The timetables are a bit different for Semester 1 and Semester 2:

- o [Semester 1](#)
- o [Semester 2](#)

We recommend that each week you have a pattern of:

- o Doing the reading listed before the lectures. Most of the reading is from the FDS lecture notes: [FDS-lecture-notes-2023-09-06.pdf](#) (5.85 MB)
- o Attend the lectures, which include exercises, discussion, Q&A, demos or feedback on exercises, which don't work so well in the recorded lectures. The lectures are delivered by Kobi Gal (KG), David Sterrett (DS) and Michael Gutmann (MG).
- o Do the lab notebook - in Weeks 1 to 7 there will be lab sessions in Appleton Tower with demonstrators; after then the labs are self-study
- o Attend the workshops - preparation the week before is ideal, but if you've not managed to prepare, you should get something from the workshop. Two of the workshops are designed to familiarise you with the coursework released shortly after, including:

Week	Lecture 1	Lecture 2	Lab	Task/workshop	Reading
Data and Data Ethics: representation collection, descriptive statistics, exploration, visualisation					
S1 W1 18-22 Sep	Introduction and Logistics (KG)	Data (KG)	Introduction to Jupyter notebooks and Pandas		LN: 1 and 2
S1 W2 25-29 Sep	No lecture	Descriptive statistics (KG)	Pandas - Data wrangling	Task: Preparation for Week 3 Workshop on Ethics.	LN: 3 An Introduction to Data Ethics , Parts 1 and 2
S1 W3	Exploratory data analysis and	Excercise in interpretation of	Data Representation	Workshop: Data	I N. R

Authored

Create

Revised

Briefly

Schedule

Not set

Book

INF2-FDS

URL

Alias:

URL alias

/inf2-fds

Specify an example

Note: If you want to replace a file you have uploaded, please use the same steps above and click “Remove” next to the appropriate file (as shown in the second screenshot). You can upload the replacement file and share it with students following these instructions. Please make sure that you let your students know if you upload a new version of a file! Some may have downloaded/accessed the older version and will not realise that there is a new, updated version.

Getting started in Drupal

Accessing your Course Materials in Drupal

The following guidance is designed to help you get up and running with your Course Materials content in Drupal. Please comment below with suggested amendments / additions.

- You will log in to Drupal using your UoE EASE account.
 1. Go to <https://opencourse.inf.ed.ac.uk> (or <https://opencourse.inf.ed.ac.uk/<your course acronym>>)
 2. Select 'Log in to edit' in the top right of the screen. This will take you to an EASE login page. Enter your EASE credentials.
- Once you are logged in, you will only be able to access courses for which you are a member of teaching staff. Each course will be listed as a separate "group" in Drupal. See the details below about how to access the group for the course(s) you teach on.
- [Contact ILTS](#) if you do *not* have access to your course(s) in Drupal.

Edit existing content

- If your course has run before, you will likely start with course materials already migrated to your Drupal site. We have created a framework for you and hope you find this helpful. It is also designed to bring some consistency of experience for our students. To view existing content, select the Groups tab in the top left of the page (under Manage). Any courses for which you have edit permissions will be listed on this page. Select the group (course) name which you wish to edit.

Back to site Manage Shortcuts aburford-test

Groups

Home Groups

Group ID	Name	Type	Status	Owner	Operations
18	Computer Architecture and Design	Course	Published	flittlet	Revisions

- Select the 'Nodes' tab to see the list of nodes (pages) for this course.

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informatics Open Course Materials

My account Log out

RSS feed

View All entities Revisions Nodes

Home

Computer Architecture and Design

- Select 'Edit node' to edit a node (page)

Published status	Type
- Any -	- Any -

Title	Content type	Status	Updated	Operations
CARD: Schedule	Book pages	Published	2023/08/07 - 16:55	<input type="button" value="Edit node"/> <input type="button" value="▼"/>
CARD: Computer Architecture and Design	Book pages	Published	2023/08/07 - 14:03	<input type="button" value="Edit node"/> <input type="button" value="▼"/>
CARD: Assessed Course Assignments	Book pages	Published	2023/08/07 - 13:21	<input type="button" value="Edit node"/> <input type="button" value="▼"/>
CARD: Course Contacts	Book pages	Published	2023/08/07 - 13:20	<input type="button" value="Edit node"/> <input type="button" value="▼"/>
CARD: Resource List	Book pages	Published	2023/08/04 - 16:15	<input type="button" value="Edit node"/> <input type="button" value="▼"/>

- You will now see a web form with some content already added. You can edit content in any of the fields which follow. Change the Text Format option to 'Full HTML' if required.
- If you wish to hide a page until a later date, you can do so by using the scheduling options panel towards the right of the page. Set a date in the future for the page to be published.

Scheduling options

Not scheduled

Publish on

dd/mm/yyyy -- : --

Enter a date. The time part is optional. The default time is 08:00. Leave the date blank for no scheduled publishing.

Unpublish on

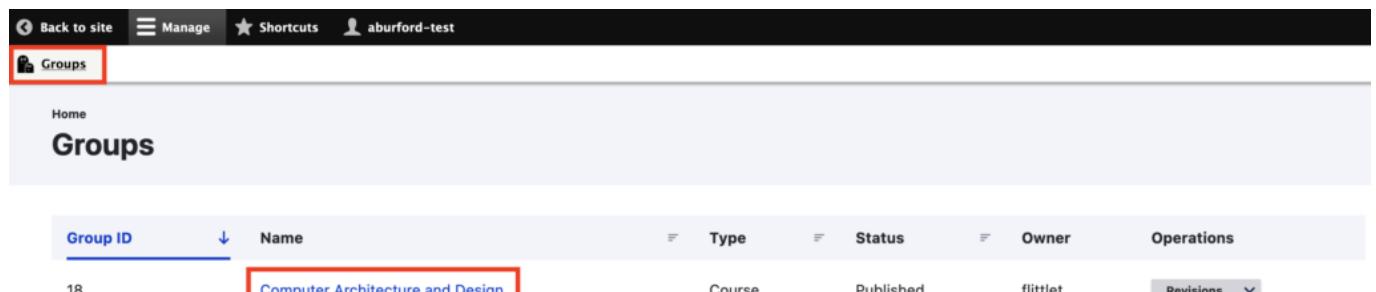
dd/mm/yyyy -- : --

Enter a date. The time part is optional. The default time is 08:00. Leave the date blank for no scheduled unpublishing.

- When you have finished, select Save.

Adding new content

- Select the Groups tab in the top left of the page. Any courses for which you have edit permissions will be listed on this page. Select the group (course) name for which you wish to add content.



Group ID	Name	Type	Status	Owner	Operations
18	Computer Architecture and Design	Course	Published	flittlet	Revisions

- Select the 'Nodes' tab to see the list of nodes (pages) for this course.



[View](#) [All entities](#) [Revisions](#) [Nodes](#)

[Home](#)

Computer Architecture and Design

- Select 'Add new content' to add a page to your course materials site.

[Add new content](#)

[View](#) [All entities](#) [Revisions](#) [Nodes](#)

- You are now taken to the 'Add Group nodes (Book pages)' page. Adding content via the group ensures that your new page is assigned to the correct course. You need to give the page a title, e.g. Week 7, or perhaps a particular topic you are covering. For the time being, please ensure that the title for every new page you create starts with the course acronym, e.g. 'ANLP: Week 7, Lecture 2' etc. You can then add text to the Body field. Change the Text Format option to 'Full HTML' if required.

The screenshot shows the Drupal content editor interface. At the top left is a 'Title' field with a red border. Below it is a 'Body (Edit summary)' text editor with a toolbar. A 'Text format' dropdown menu is open, showing 'Basic HTML' as the selected option. To the right of the text editor is a link 'About text formats'. On the left, there's a 'Files' section with a sub-section for 'Add a new file' and a file selection box showing 'no files selected'. On the right, there's a sidebar with 'Last saved: Not saved yet', 'Author: aburford', 'Revision log message' (empty), 'Scheduling options' (Not scheduled), and 'Book outline' (Not in book).

- A 'Files' field is made available to you. Adding files here will allow you to display the files towards the bottom of the page. You can also choose not to display the file(s) as a list, but rather copy the URL to use inline in existing text. For more detailed instructions on how to add files, see our blog post: [Adding files in Drupal](#)
- Finally, there is a license field at the bottom of the page. This defaults to 'All rights reserved The University of Edinburgh'. However, you can choose to change this to a Creative Commons license as you wish (if you are unsure what Creative Commons licenses are, you can find out more [here](#)). This licenses the content on the page.

License*

All rights reserved The University of Edinburgh (337)



choose which license you want to apply to the content on this page

- To the right of the page are three further options you should consider:
 - Firstly, you should assign a URL alias to your new page. This should begin with your course acronym eg /anlp/course-materials/week-7.

URL alias

Alias: /epl/assessment

URL alias

/epl/assessment

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

- When adding a new page you need to ensure you assign it to the correct 'book' to keep the navigation of your site comprehensible. You can assign a 'parent' page if you wish to nest your content and can choose the order of the pages by using the weighting mechanism.

Book outline

EPL: Elements of Programming Languages

Book

EPL: Elements of Programming Lang ▾

Your page will be a part of the selected book.

Parent item

EPL: Elements of Programming... ▾

The parent page in the book. The maximum depth for a book and all child pages is 9. Some pages in the selected book may not be available as parents if selecting them would exceed this limit.

Weight

2 ▾

Pages at a given level are ordered first by weight and then by title.

- Finally, you can also schedule a suitable date and time for the publication of this new page. Enter a date and time for when you wish the page to be published. You can also enter a date to unpublish the page.

Scheduling options

Not scheduled

Publish on

dd/mm/yyyy --:--

Enter a date. The time part is optional. The default time is 08:00. Leave the date blank for no scheduled publishing.

Unpublish on

dd/mm/yyyy --:--

Enter a date. The time part is optional. The default time is 08:00. Leave the date blank for no scheduled unpublishing.

- When you have finished, select Save.

Files

We are pleased to say that we have now configured the site to allow the upload of zip files and code based files. If a file type is not currently supported, please get in touch with us to request. For instructions on how to add files, see our blog post: [Adding files in Drupal](#)

Student Preview

You can mimic the student view by simply accessing the site in an alternative browser *where you are not logged in*.

Support

The ILTS team are here to support you throughout this process. Please contact the team and we will be happy to help you. Contact details [here](#).

Copyrighted material in teaching

It is vital that any third-party content you use in your teaching materials is cleared for copyright. This includes readings that you might set your students, images in your slides, or videos you share with them.

For course materials published on Drupal, the Course Organiser must ensure that all material posted on their course pages is copyright compliant.

Take a few minutes to read through this fantastic (and brief) summary from the University's Open Educational Resources team about [Copyright in Teaching](#) and the three sub-pages detailing more about using [book journals and texts](#), [videos, broadcasts and sounds](#), and [images](#). (If you need some background, check out [What Is Copyright?](#)) The University's Open Educational Resources team run workshops on these topics, which you may be interested in attending; you can find more information about them [here](#).

Readings

You should use the Library's Resource List service for any essential / suggested readings. If you do not currently use this service, please familiarise yourself with it at your earliest convenience. It offers a lot of flexibility in terms of structure and layout to suit your course design. More information can be found on [our blog post about Resource Lists](#).

Broadcast recordings and images

Some materials (often images or videos) are published under Creative Commons licenses, public domain, or other copyright cleared conditions and these may be available for you to use.

However, ensure you that you check all the policies for the relevant license before you use them. If you are new to looking for images or other media you can use, [Creative Commons](#) is a great place to start. They provide great explanations, instructions on how to [attribute](#) what you use, and [a search engine](#), which searches across a whole range of other platforms.

Below are a couple places you might be able to source materials to use in your teaching:

- Are there any TV or radio programmes you want to share with your students? Check out [Box of Broadcasts](#), which provides recordings you can share with your students (and unlike, say, BBC iPlayer videos, these won't get deleted after a set time period!). This is a service that the UoE subscribes to and which all students and staff can access.
- The University's [Image Databases](#) list is a great place to find other useful resources, some of which you will have access to only through your UoE account and others, such as Pixabay, Unsplash, and Creative Commons, anyone in the world can access.