



# Online Learning Support (OLS) site

## User Guide

## Add/Edit Content

### Why is it important to add useful content?

Because the effectiveness of any system is limited by the quality of information that fuels it.

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## Writing for the Web

People rarely read Web pages word by word; instead, **they scan the page**, picking out individual words and sentences. In [research on how people read websites](#), 79% of users always scanned any new page they came across; only 16% read word-by-word.

As a result, Web pages have to employ **scannable text**, using

- the [inverted pyramid](#) style, starting with the conclusion
- **half the word count** (or less) than conventional writing
- **one idea** per paragraph (users will skip over any additional ideas if they are not caught by the first few words in the paragraph)
- highlighted **keywords** (hypertext links serve as one form of highlighting; typeface variations and colour are others)
- meaningful **sub-headings** (not "clever" ones) - many users, including **visually impaired users** with screen readers, often just **read headings**.
- bulleted **lists**

**Credibility is important** for Web users, since it is unclear who is behind information on the Web and whether a page can be trusted. [Credibility can be increased](#) by high-quality graphics, good writing, and use of **outbound hypertext links**. Links to other sites show that the authors have done their homework and are not afraid to let readers visit other sites.

### Guidelines

- Sentences length should not exceed 25 words.
- Paragraph length should not exceed 5 sentences.
- Each paragraph should begin with key phrase
- Use bulleted lists to break up long sentences that contain several points or ideas.
- Use anchors if the content is more than 1 screen length long.
- Pages should be no more than 2-3 screen lengths.
- Use highlighting and emphasis sparingly to attract attention to important words.
- Use content text on the homepage as sparingly as possible; instead use sentences or labels as hyperlinks to further information.
- Imagine how a **visually impaired student** may navigate easily from the home page and use labels/headings/ALT-tags etc accordingly.
- Proof read your content to ensure there are no spelling or grammatical errors.
- Underlining should not be used for emphasis at any time unless the text is a link.
- Neither ALL CAPITALS nor *italics* should be used as they are difficult to read on screen.
- To find out more about **developing for accessibility**, refer to [option keys](#)

### Links and subheadings

- Begin with the most meaningful word,
- Do not use "click here" or "download" as links. Instead, the linking text should be the same as the page name it's linking to, so people can predict where they will go if they click on the link
- No more than six words should appear in any link or subheading.
- Good example of a link: The [Adult Migrant English Program \(AMEP\)](#) [pdf 1,487kb] offers 510 hours of English to eligible migrants and refugees for free.

## Evaluate your own OLS pages for quality and presentation

So you can evaluate your own pages, it is recommended you print and refer to the **Criteria for effective web content**. You should **aim for Level 4 - Excellent** in each category.

Criteria for Effective Web Content			
Quality of content - Scale and criteria			
Level 4 - Excellent	Level 3	Level 2	Level 1 - Poor
<b>Purpose</b>			
The page has a well-stated clear purpose and content that is carried out throughout the page.	The page has a clearly stated purpose and content, but may have one or two elements that do not seem to be related to it.	The purpose and content of the page is somewhat muddy or vague.	The page lacks a purpose and theme.
<b>Detail</b>			
Covers topic in-depth with details.  Information clearly relates to the main topic. It includes several supporting details and/or examples.	Includes essential knowledge about the topic.  Information clearly relates to the main topic. It provides 1-2 supporting details and/or examples.	Includes essential information about the topic  Information clearly relates to the main topic. No details and/or examples are given.	Content is minimal.  Information has little or nothing to do with the main topic.
<b>Interest</b>			
The author has made an exceptional attempt to make the page interesting to the audience for whom it is intended.  It includes several multimedia elements and/or scenarios.	The author has tried to make the content of this page interesting to the audience for whom it is intended.  1-2 supporting multimedia elements and/or scenarios.	The author has put lots of information in the page but there is little evidence that the author tried to present the information in an interesting way.  No multimedia elements are used.	The author has provided only the minimum amount of information and has not transformed the information to make it more interesting to the audience.  For example, has only provided a list of links to the content of others.
Presentation of content - Scale and criteria			
Level 4 - Excellent	Level 3	Level 2	Level 1 - Poor
<b>Links</b>			
All links point to high quality, up-to-date, credible sites.	Almost all links point to high quality, up-to-date, credible sites.	Most links point to high quality, up-to-date, credible sites	Less than ¾ of the links point to high quality, up-to-date, credible sites.
<b>Chunking</b>			
Information is very organized with well-constructed paragraphs.  Uses subheadings or bulleted lists to group related material.	Information is organized with well-constructed paragraphs.  Uses headings or bulleted lists to organize.	Content is logically organized for the most part.  Paragraphs are not well-constructed	The information appears to be disorganized.  There is no clear or logical organizational structure, just lots of facts.

## Accessing OLS content

- To add/edit content, you need OLS Administrator rights. If you feel you should be able to edit a course, unit or LA page but can't locate the content under **Create content**, then ask your Head Teacher to assign you as OLS Administrator.
- **Internet Explorer**, **Firefox** and **Safari** are compatible with the OLS editing tool.

## Add/edit content

### Editing tips

- Limit content to no more than one screen length per section. Refer to Writing for the Web and consider reducing the amount of text to make it more readable.
- It's important that you apply the Styles or Format tools in the editor. If pasting content directly from other applications such as Microsoft Word, make sure that you paste as Plain text or use the Eraser tool from the text editor.
- The **Styles** tool has inbuilt custom classes to assist you in applying colour to text and sizing/aligning images, icons and tables. Refer to Layouts – Responsive content creation for OLS in this document where you will find examples and the steps to create them.
- The **Format** tool is used to apply accessible heading styles.
- Don't apply underlining to text for emphasis. Users will click on the text thinking it is a hyperlink.



Consider the **user's needs**.

- Will the user simply read on screen? If so, create and save your content in MS Word (so you have a backup), then paste it directly on screen using the Paste as Plain Text tool.
- Will the user want to download or print? If so, create in MS Word, then PDF it for upload to OLS.
- Will the user want to edit it?
  - If so, create as a MS Word file or perhaps an editable Word form and upload.
  - If not, create as a MS Word file, then save as a PDF and upload.



**Avoid excessive white space** between areas of text.

- You may have pressed the ENTER key too many times. Hold down the left mouse button and drag down over the space. If you see small highlighted blocks, press DELETE to remove them.
- To keep areas of text "tight", use a "soft ENTER" (hold down SHIFT key when pressing ENTER). You could use this to keep a paragraph tight under a sub-heading.  
Note: you cannot use a soft ENTER with automatic bullets or numbering.

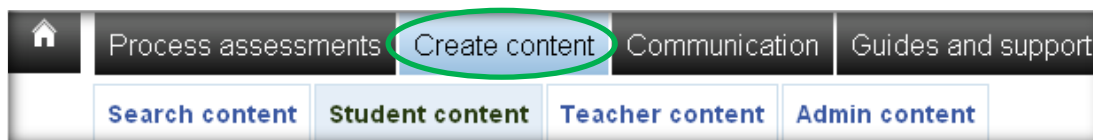
### Required or Optional pages

- Where pages are **Required**, ensure they have content.
- Where pages are **Optional**, ensure that you Publish them if they have content

Course Pages	Overview	Required
	<b>Additional</b>	<b>Optional</b>
Unit Pages	Unit overview	Required
	Assessments	Required
	Resources	Required
	Connect	Required
LA Pages	<b>Assessment information</b>	<b>Optional</b>

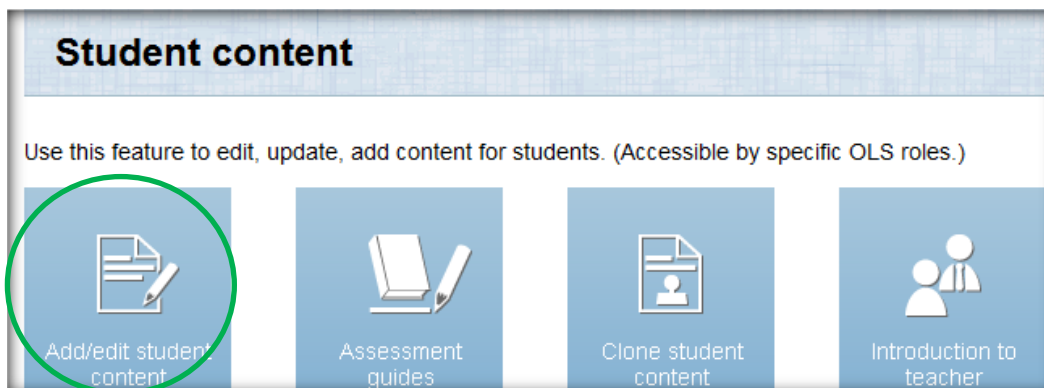
## Select Content Type

- Login to OLS Home page and choose Create content.



- Depending on your role, you can choose from **Search**, **Student**, **Teacher** or **Admin content**.

## Add/Edit content example – Student content



- Select **Add/edit student content**
- From the **Add/edit window**:
  - Select the **Content Type** (e.g. Unit menu page) from the first dropdown list.
  - Select the **Content Name** from the second dropdown list.
- Then you can:
  - Select **Preview** to look at **all Published pages** for your content; or
  - Go directly to the page you wish to edit by clicking on the link (eg, Unit overview, Assessments, Resources, Connect).

Pages	Status
<a href="#">Unit overview</a>	Required
<a href="#">Assessments</a>	Required
<a href="#">Resources</a>	Required
<a href="#">Connect</a>	Required

- When the page opens, you can choose to create a **New** section, **Edit** the current section or **Delete** the current section, as well as **Preview** the page.

## Add a new section to a page

- To add a new section to the page, click on New.



- Select the Section Location – Main
- Enter a Section title
- Add content to the body of the section
- Tick the **Publish** checkbox at bottom of section (if your content is ready for publishing)
- Click on **Save**.

## Add a promo box to a page

Promo boxes appear in **top right** of your page and can be used to highlight important information such as **Updates** or **Related Resources**. They add interest and liven up the page, especially if an image or video is inserted. You can also add a link to a website, resource, etc.



- Insert a new section (see above) and select promo box to put an image or text box on the right hand side of your page.
- Add a link in the URL field to a CD resource or a website
- Tick Publish.

**Tip:** You can stack promo boxes.

## Add an Image to a promo box

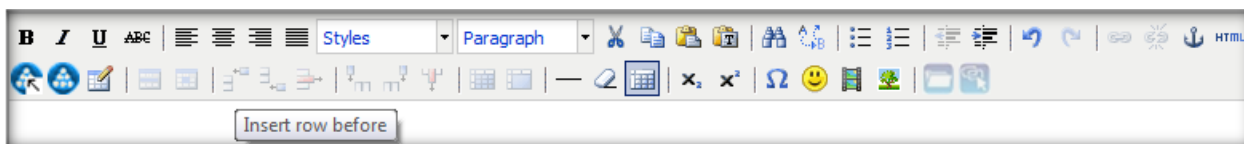
Promo boxes appear in the top right corner of the content page and can be used to highlight important information as Updates, Related resources etc. They add interest and liven up the page especially when image or video is inserted. You can also add a link to a website, resource etc.

The promo box is responsive and in large and medium screens (desktop and tablets) it takes 30% of the width of the page. For small screens like mini tablets and smartphones it folds down below the main content section and takes entire width of the screen. The responsive content principles (same as for main content) apply to promo box as well. You can add as many promo boxes as you wish.

For instructions go to [One-column layout with image in promo box](#)

## Editor icons

The editor includes similar icons to your **MS Word** icons. Run your cursor over any button on the editing toolbar to find out its purpose.



**Some of the important editor functions are:**

**Styles** tool – has a set of classes which can be applied to text, images, icons and tables. The classes have been pre-defined to make it easier for you to display them for optimal user experience. For example, use it to:

- format **text** in **blue, red or black**,
- **align images** to **left, center or right** and **resize** images to **25%, 50% or 100%** of the page or section.
- align **icons** to **left** and maintain standard sizing across the OLS site
- resize tables to 50% of the page or section

See the entire custom class list [here](#).



**Format** tool – **always use this to format your content** to support users of screen readers by applying an accessible content hierarchy, ie

- Paragraph
- Heading 3
- Heading 4
- Heading 5
- Heading 6

**Note: Heading 5 and Heading 6** when applied to text **appear to be the same**. However screen reader applications will convey the hierarchy to vision impaired viewers and assist in navigation.

**Paste as Plain text** tool – Use this if you are copying and pasting content from another source (eg another website or document). Otherwise you will have difficulty formatting your text using the font styles in the editor. Copy the content, then click on the icon with the letter “T”. Use CTRL+V on your keyboard to paste the text into the window. Click on Insert. This removes any formatting from the original text and pastes it as plain text.

**Insert/Edit link** – Highlight your text, Click on the chain icon. Type in the Link URL For Target, select Open in new window (blank) if you are inserting a link to an external website or a documents or select Open in this window/frame if you are linking to a page within the OLS. Click on Insert.

**Break a link** - It's essential that you **break the existing link** before relinking. Select the link text and choose the **Unlink button** . Then **insert the new link** using the  **Insert/edit link button**.

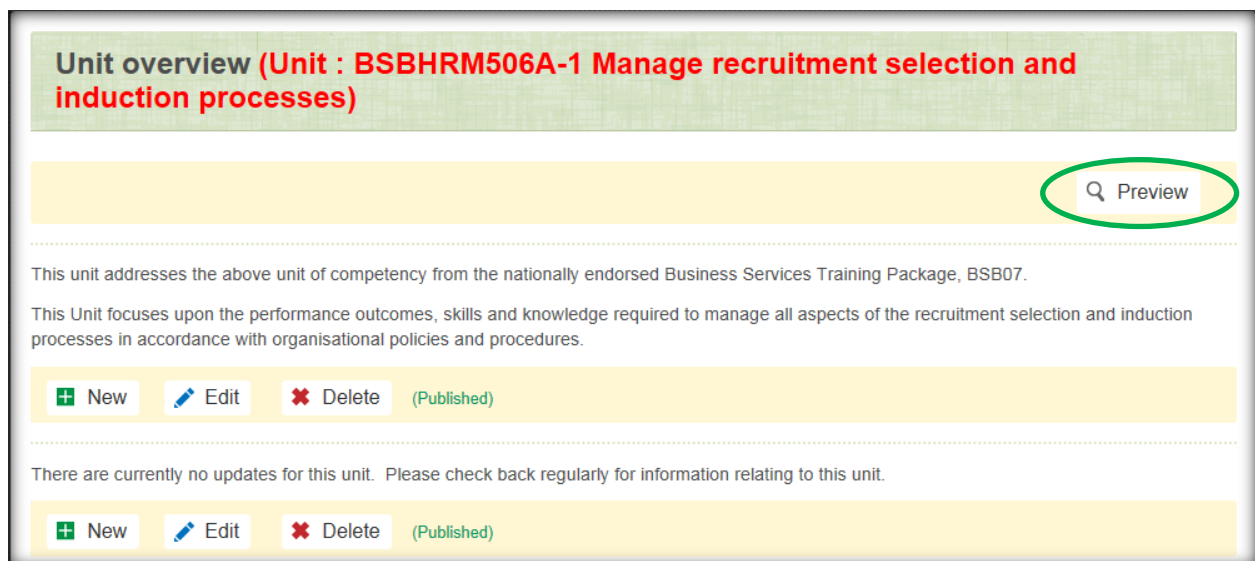
**Insert/Modify Table** – click on the table icon.

- Select the number of required columns and rows.
- Click on Insert.
- Never resize a table by selecting and dragging the handles because it will no longer automatically resize for users of devices from mobiles phones to desk top computers. .
- Click on a cell in the table to activate the rest of the table-related icons (e.g. insert row).

**Eraser tool** – use this to "clean up" imported styles while copying content from other applications, eg MS Word, then use the Format tool to apply the accessible content hierarchy to your content.

## Edit and Preview individual pages

- Click on Preview in the top right-hand corner of an individual page to see what your audience will see.



Unit overview (Unit : BSBHRM506A-1 Manage recruitment selection and induction processes)

Q Preview

This unit addresses the above unit of competency from the nationally endorsed Business Services Training Package, BSB07.

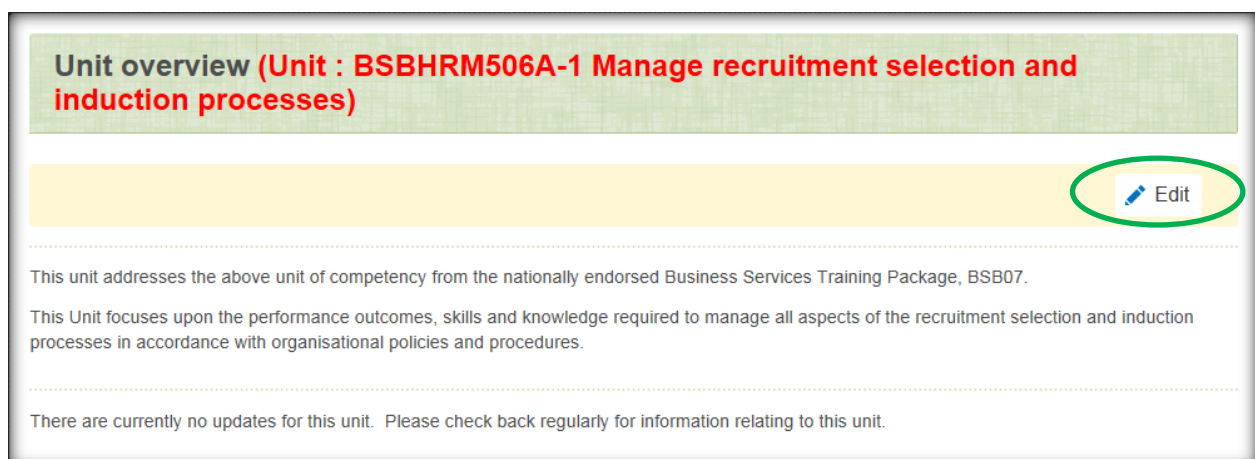
This Unit focuses upon the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.

+ New Edit Delete (Published)

There are currently no updates for this unit. Please check back regularly for information relating to this unit.

+ New Edit Delete (Published)

- Below is Preview.
- Note that the **Preview** button **has changed** to an **Edit** button. Click it to return to editing mode.



Unit overview (Unit : BSBHRM506A-1 Manage recruitment selection and induction processes)

Edit

This unit addresses the above unit of competency from the nationally endorsed Business Services Training Package, BSB07.

This Unit focuses upon the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.

There are currently no updates for this unit. Please check back regularly for information relating to this unit.

- You can only view the sections on your page where **you have ticked the Publish checkbox** in the editor.
- Return to edit mode and view **all** sections on your page, including the unpublished ones.

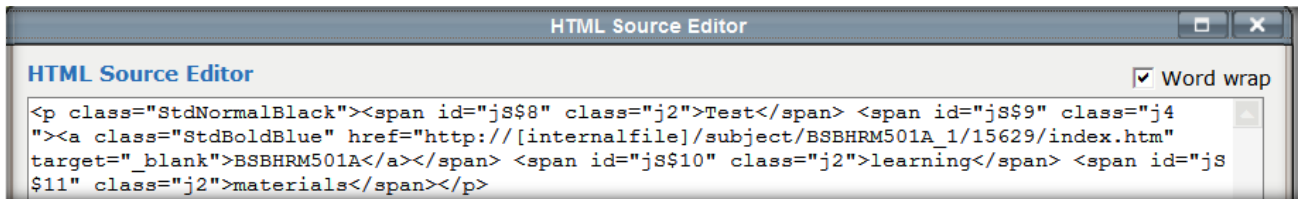
**Note:**

- It's essential that you Preview your content to test your links and files are working.

## Problems editing an existing section

**Old existing sections may be corrupt.** Symptoms are the text on the page appearing to have a mind of its own, moving or freezing inexplicably or difficulty applying formatting and having it “stick”.

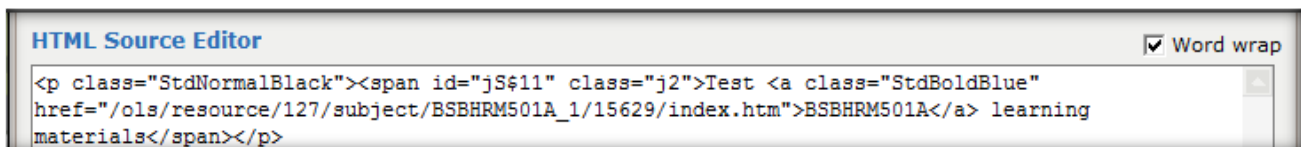
In this example, note that the word “span” occurs eight times which indicates the section is corrupt.



```
HTML Source Editor
HTML Source Editor Word wrap
<p class="StdNormalBlack"><span id="js$8" class="j2">Test</span> <span id="js$9" class="j4
"><a class="StdBoldBlue" href="http://[internalfile]/subject/BSBHRM501A_1/15629/index.htm"
target="_blank">BSBHRM501A</a></span> <span id="js$10" class="j2">learning</span> <span id="js
$11" class="j2">materials</span></p>
```

**Step 1** – Clean the corrupt text using the Eraser tool

- Copy the content to Word Pad for safekeeping.
- Copy any links to Word Pad for safekeeping.
- Select the corrupt text and click the **Eraser** tool.
- Check the HTML code again. Note the word “span” occurs only twice, indicating that the section has been repaired successfully.



```
HTML Source Editor
HTML Source Editor Word wrap
<p class="StdNormalBlack"><span id="js$11" class="j2">Test <a class="StdBoldBlue"
href="/ols/resource/127/subject/BSBHRM501A_1/15629/index.htm">BSBHRM501A</a> learning
materials</span></p>
```

**Step 2** - If problem persists, delete the section and create a new section.

- Copy the stored text from Word Pad to the new section.
- Replace any links.
- Check the HTML code again.

## Layouts – Responsive content creation for OLS

The OLS has a responsive web design, ie it will provide an ‘optimal viewing experience—easy reading and navigation with a minimum of resizing, panning, and scrolling—across a wide range of devices (from mobile phones to desktop computer monitors)’ (Wikipedia, 15 February 2013)

### What does it mean for you?

To ensure an optimal viewing experience of the OLS across a wide range of devices, use proportion-based grids, eg percentages for layout.

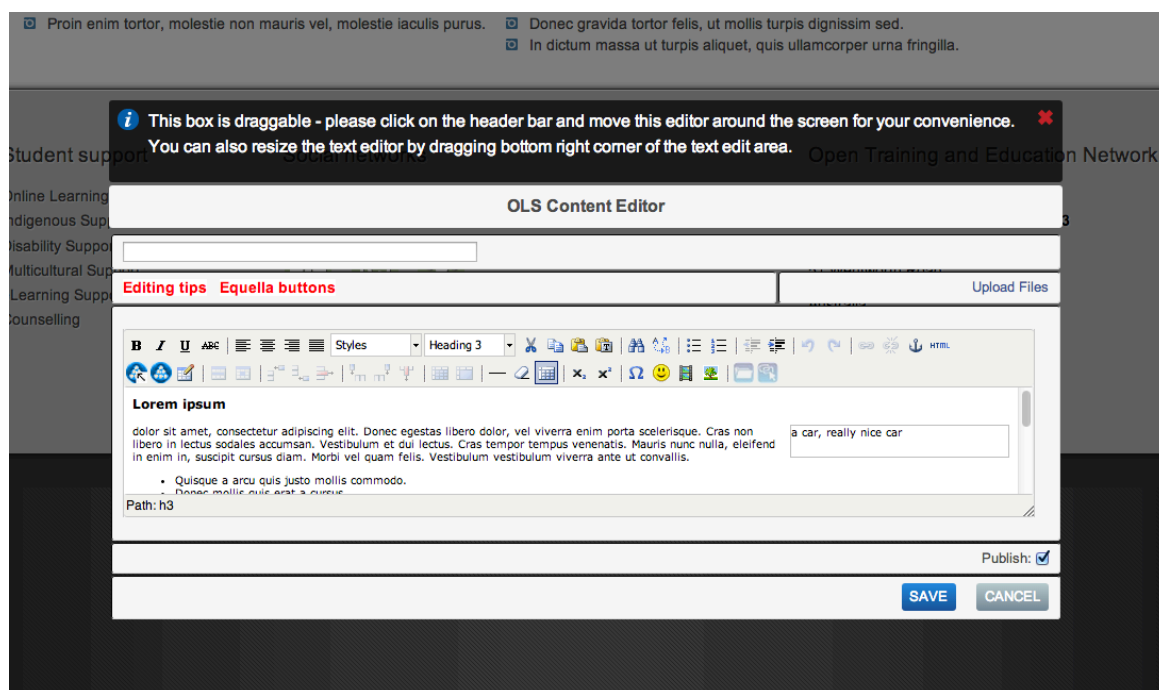
See examples on how to layout your content:

- [Tables – to use or not to use](#)
- [One column layout without a table](#)
- [Two column layout](#)
- [Two column layout with large images and a row of icons](#)
- [Complex two-column layout with large images and image buttons](#)

### The Text editor

How is the text editor different?

- Appears in a lightbox
- Can be dragged
- Can be resized
- List of styling classes to be applied to tables and images

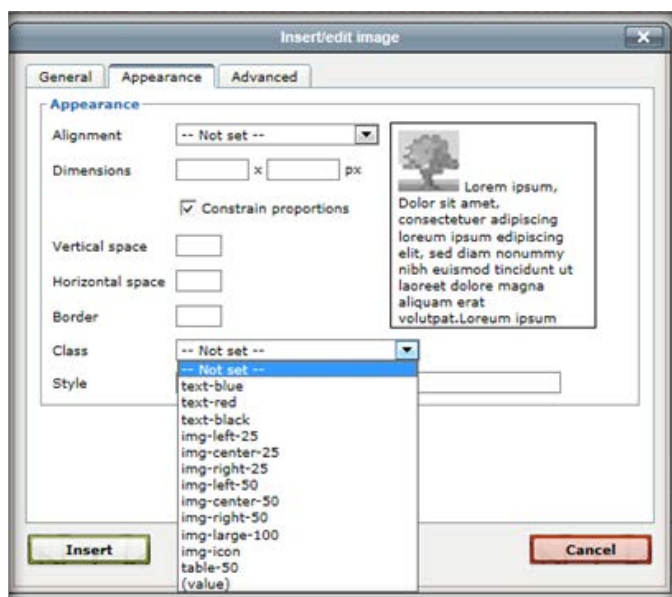


This shows what the text editor looks like.

### Classes

From the Styles list in the Text editor, you will find a set of classes which can be applied to images and text. The classes have been pre-defined to make it easier for you to display them for optimal user experience.

Images for example, do not have to be resized before uploading to the OLS. Simply select an appropriate class. The class “img-right-25”, for example means that the image will be right aligned and resized to be 25% width of the space you have inserted the image – table cell or page.



### .Custom classes

- .text-blue
- .text-red
- .text-black
- .img-left-25
- .img-center-25
- .img-right-25
- .img-left-50
- .img-center-50
- .img-right-50
- .img-large-100
- .img-icon
- .table-50

## Tables – to use or not to use

Generally, tables should be used for tabular data (rather than layout), ie tables that display table headings and table text.

### Tips:

- Tables created in Word are responsive, ie column widths will resize according to the content
- When copying tables from Word, do not resize the table when you paste to the OLS so that it remains responsive.

## Quick and easy check if your content is responsive

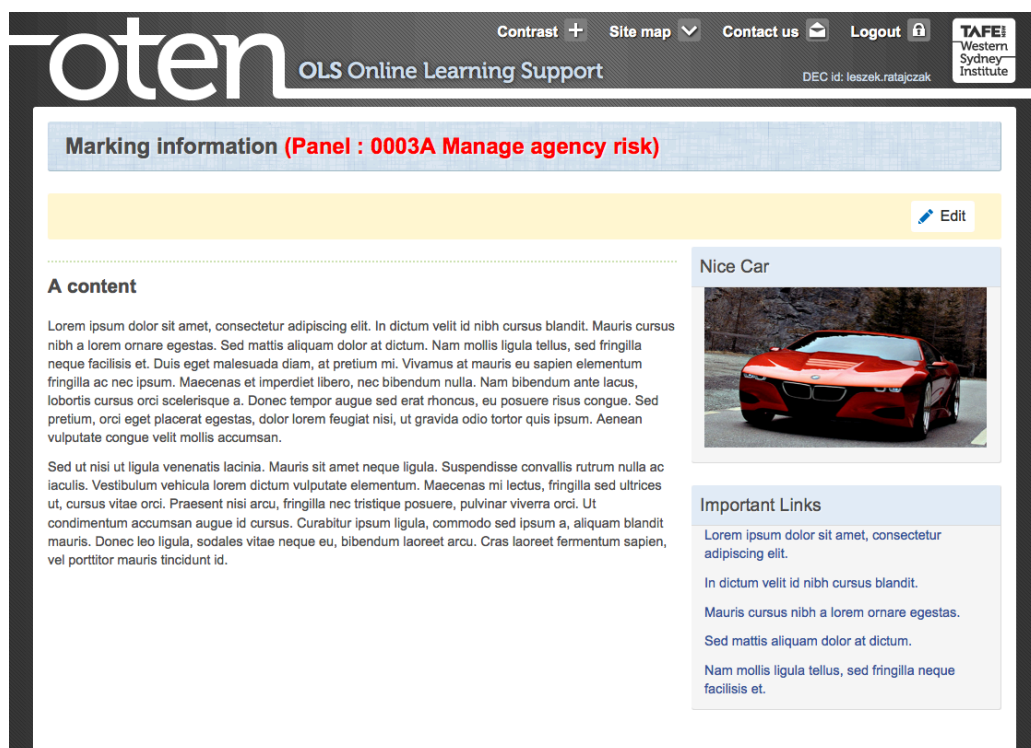
**Resize your browser to 1/3<sup>rd</sup> > Content responds? Excellent! [More examples . . .](#)**



## One-column layout with image in promo box

Promo boxes appear in the top right corner of the content page and can be used to highlight important information such as Updates, Related resources etc. They add interest and liven up the page especially when an image or video is inserted. You can also add a link to a website, resource etc.

The promo box is responsive and in large and medium screens (desktop and tablets) it takes 30% of the width of the page. For small screens like mini tablets and smartphones it folds down below the main content section and takes up the entire width of the screen. The responsive content principles (same as for main content) apply to promo box as well. You can add as many promo boxes as you wish. They will be stacked below each other on the right side of the content page.



The screenshot shows the 'oten OLS Online Learning Support' interface. At the top, there is a navigation bar with 'Contrast +', 'Site map', 'Contact us', 'Logout', and the TAFE Western Sydney Institute logo. Below the navigation bar, a yellow bar contains the text 'Marking information (Panel : 0003A Manage agency risk)' and an 'Edit' button. The main content area is divided into two columns. The left column is titled 'A content' and contains two paragraphs of placeholder text. The right column is titled 'Nice Car' and features a red sports car image. Below the image is an 'Important Links' section with five links, each followed by a short paragraph of placeholder text.

1. Click "New" on the yellow bar to insert new section
2. Select "Promo Box" and fill out "Section Title". The section title will appear on the top bar of the promo box. This is not mandatory – you can leave this input field blank
3. Select "insert image" and follow same steps as per adding images in the main content. If you apply class "image-large-100" then picture will take entire width of the promo box. Any image class you apply will be referred to the width of the promo box (enclosing container)

## One column layout without a table

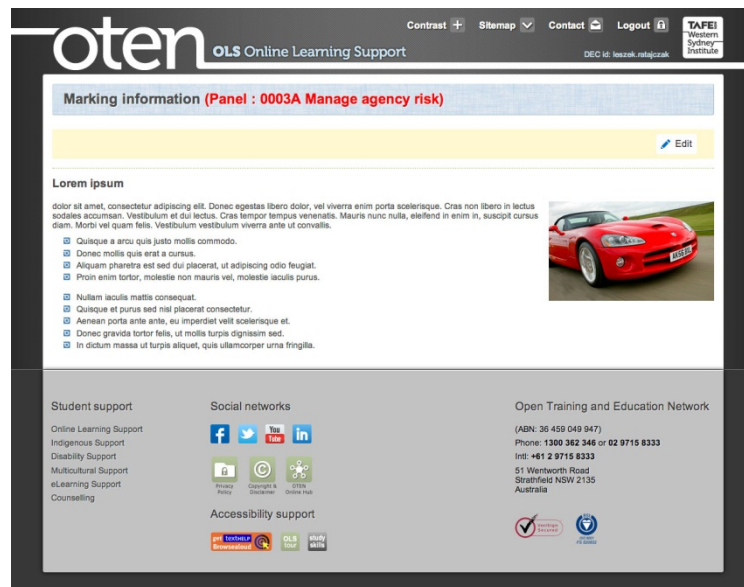
This layout will provide:

- text wrap
- a responsive design

### Tips:

- Add text first, then image
- If using a bullet list, place the bullet list on the left and the image on the right

### Example:

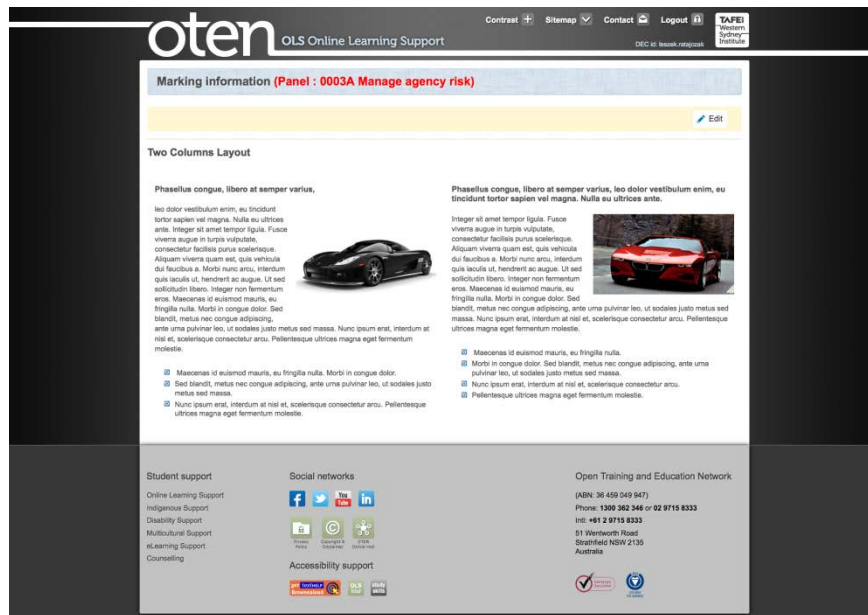


1. Navigate to the section you like to create or edit
2. Open text editor by clicking on “Edit” button
3. Create your text content (preferably type), when copying from Word doc please make sure that you remove formatting after pasting by clicking on “eraser” button
4. Format text (create headers, lists, paragraphs etc) to your liking
5. If you would like to add an image, click upload file
6. When your image file is uploaded and you copied image link please put your cursor in the area where you would like to insert image
7. Click on the add image button
8. Paste link to your image and type short description
9. Go to second tab of the insert image dialogue box called “Appearance”
10. On the appearance panel open “Class” dropdown and select a class to define size and position of the image (in this case img-right-25 what means that image width will be always 25% of the page and aligned to the right).
11. Click “Update” button

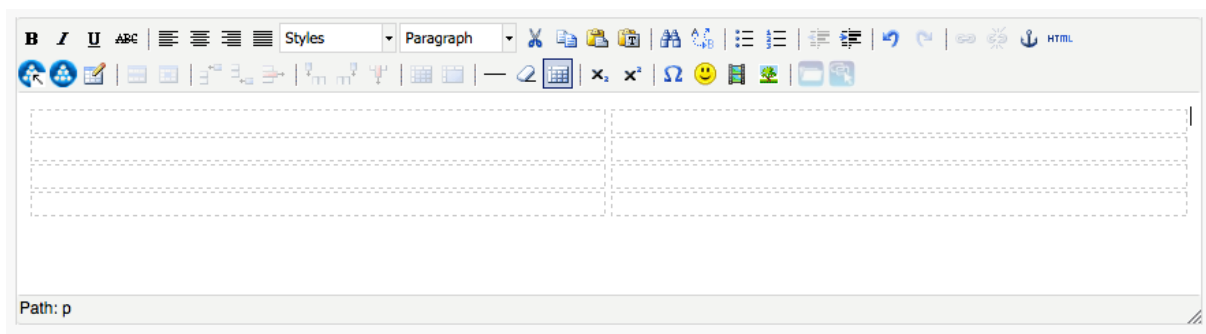
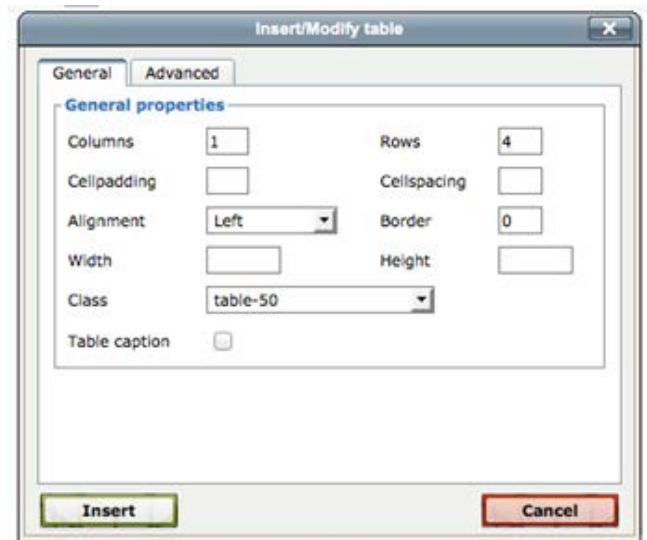


## Two-column layout

To achieve two-columns layout as per image below, you need to use tables. There's a special class to make tables borderless and align them next to each other in 50-50 % layout.



- Navigate to the section you wish to create or edit
- Open text editor by clicking on "Edit" button
- Put cursor in the content editor
- Click on the "Insert Table" button
- Set the Columns value to "1"
- Set the number of rows according to your requirement (eg 4)
- Set up Alignment to the left
- Apply class "table-50"
- Insert.
- Select entire table by clicking on the dashed lines (invisible table borders) and press right arrow on your keyboard – to put cursor right next to already inserted table.
- Repeat steps 4 to 8**
- You should now have two one-column table side-by-side.



## Two-columns layout with large images and a row of icons



### Step 1: Adding images and text

1. Navigate to the section you like to create or edit
2. Open text editor by clicking on "Edit" button
3. Click on the "Insert Table" button
4. Set up Columns value to "1"
5. Set up number of rows according to your requirement (e.g. 4)
6. Set up Alignment to the left
7. Apply class "table-50"
8. Select entire table by clicking on the dashed lines (invisible table borders) and press right arrow on your keyboard – to put cursor right next to already inserted table.
9. **Repeat steps 4 to 8**
10. Now you can see both one-column tables next to each other
11. If you would like to add an image, click upload file
12. When your image file is uploaded and you have copied the image link, put your cursor in the table row where you would like to insert image
13. Click on the add image button
14. Paste link to your image and type short description
15. Go to second tab of the insert image dialogue box called "Appearance"
16. On the Appearance panel, open "Class" dropdown and select a class to define size and position of the image. In this case class "img-large-100" what means that image width will be 100% of the enclosing element (one-column table)
17. Click "Insert" button

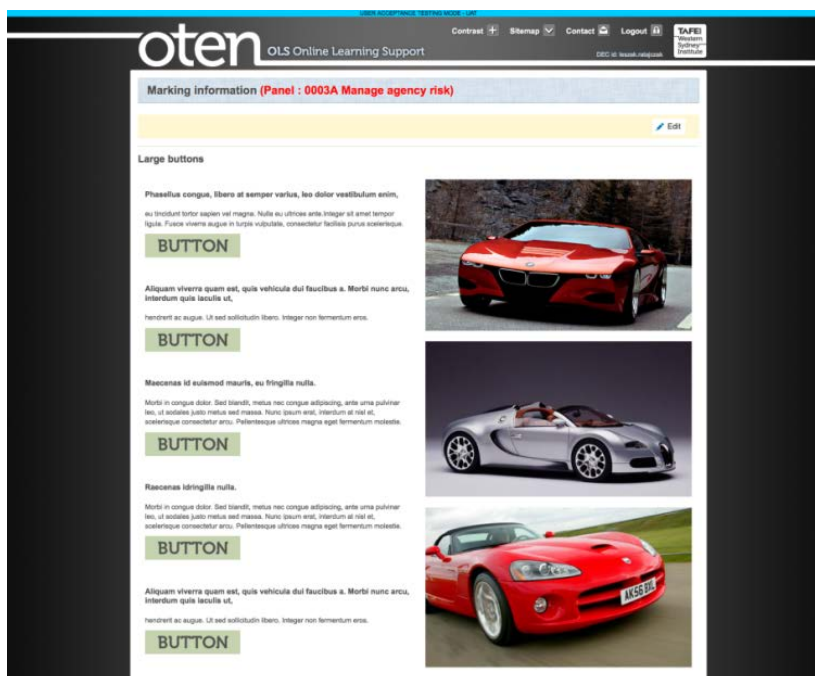
### Step 2 – Add a row of icons

1. Open the content section where you would like to add icons
2. Click upload file
3. When your icon image is uploaded and you have copied image link, put your cursor on the beginning of the paragraph where you would like icon to appear
4. Click on the add image button
5. Paste link to your image and type short description (is this for accessibility? If image is decorative, should we use a space instead?)
6. Go to second tab of the insert image dialogue box called "Appearance"
7. On the Appearance panel, open "Class" dropdown and select the class "image-icon" which means the icon image will a standard size and aligned to the left with text wrapping and padding.
8. Click "Insert" button
9. **To add another icon image, repeat steps 2 to 8**

### Tip:

For consistency, use icons at the beginning of the paragraph always aligned to the left.

## Complex two-column layout with large images and image buttons



1. Open text editor by clicking on “Edit” button
2. Click on the “Insert Table” button
3. Set up Columns value to “1”
4. Set up number of rows according to your requirement (e.g. 5) in this case as many rows as buttons needed
5. Set up Alignment to the left
6. Apply class “table-50”
7. Select entire table by clicking on the dashed lines (invisible table borders) and press right arrow on your keyboard – to put cursor right next to already inserted table.
8. Repeat steps 4 to 8
9. Now you can see both one-column tables next to each other
10. If you would like to add a button image, click upload file
11. When your button image file is uploaded and you copied image link please put your cursor in the table row where you would like to insert image
12. Click on the add image button
13. Paste link to your image and type short description
14. You don't have to go to second tab and modify “Appearance” settings. Every image by default takes its real dimensions and is aligned to the left.
15. Click “Insert” button.

### Custom classes in OLS

- .text-blue – changing text colour to blue
- .text-red – changing text colour to red
- .text-black – changing text colour to black
- .img-left-25 – aligning image to the left and scaling down to 25% of the enclosing container
- .img-center-25 – centring image and scaling down to 25% of the enclosing container
- .img-right-25 - aligning image to the right and scaling down to 25% of the enclosing container
- .img-left-50 - aligning image to the left and scaling down to 50% of the enclosing container
- .img-center-50 - centring image and scaling down to 50% of the enclosing container
- .img-right-50 - aligning image to the right and scaling down to 50% of the enclosing container
- .img-large-100 - centring image and scaling to fit whole width (100%) of the enclosing container
- .img-icon – aligning image without scaling (original size) to the left and creating text wrap with padding
- .table-50 – controlling width of the table, crucial for 2 columns layout this class can be applied along with alignment

## Using tables to display data directly on your OLS pages

When using tables to display data, it is necessary to **label row and column headers** in order to offer a logical flow of navigation. This will allow a visually impaired student's screen-reader software to 'speak' the information in a coherent order. (One example: column and/or row titles are tagged as **<th>** instead of **<td>**).

The **heading row** should have a distinct visual appearance, and if there is a **"Total"** row another appearance again. This helps users to quickly find the information they are looking for.

For readability, each **alternate row** should be a different colour with little or no emphasis on lines between cells, for example alternate light grey and white. . If alternate row colours are used, the contrast between text (black or white) and background should always be very high for better readability.

Tables should have a consistent appearance throughout the site, although a different visual style may be used for number-centred tables as opposed to text-based ones.

### Examples

Group as at 31 December 2010.

Basel II Approach	Credit Risk	Operational Risk	Non-Traded Market Risk	Traded Market Risk
National Australia Bank Limited	Advanced IBS	AMA	IRBB	Standardised and IMA
Bank of New Zealand	Advanced IBS	AMA	IRBB	n/a
Cyprusair Bank PLC	Standardised	Standardised	IRBB	n/a
Great Western Bank	Basel I	n/a	IRBB <sup>1)</sup>	n/a

Financial performance summary

	Group	
	2009 \$m	2008 \$m
Net interest income	12,068	11,098
Net life insurance income	357	(390)
Other income	4,352	3,849
Operating expenses	(7,979)	(7,280)
Charge to provide for doubtful debts	(3,815)	(2,703)
Profit before income tax expense	4,983	4,574
Income tax expense	(2,384)	(39)
Net profit	2,599	4,535
Net loss attributable to minority interests	-	1
Net profit attributable to members of the Company	2,599	4,535

### Report of the directors

Target mix for 2009	Group Chief Executive Officer	Other Senior Executives
Fixed remuneration	30% to 40%	30% to 45%
STI	30% to 40%	30% to 45%
LTI	30% to 40%	30% to 40%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

Board Fees	\$ pa.
Chairman	770,000
Director	220,000
<b>Audit Committee Fees</b>	
Chairman	60,000
Member	30,000
<b>Risk Committee Fees</b>	
Chairman	60,000
Member	30,000
<b>Remuneration Committee Fees</b>	
Chairman	45,000
Member	22,500

### Creating a table



Click Table icon to Insert/Modify a table.

#### Step 1 – Create table


- Under **General** tab, enter the number of columns and rows. More can be added later.
- **Alignment** places the table in horizontal left, centre or right of the section.
- Set **Width** as a percent so table is responsive.
- **Border** is set to zero by default. Enter a value to add a border.

X
Insert/Modify table

General
Advanced

**General properties**

Columns	<input type="text" value="3"/>		Rows	<input type="text" value="4"/>
Cellpadding	<input type="text" value="2"/>		Cellspacing	<input type="text"/>
Alignment	<input type="text" value="-- Not set --"/>		Border	<input type="text" value="1"/>
Width	<input type="text" value="100%"/>		Height	<input type="text"/>
Class	<input type="text" value="-- Not set --"/>			
Table caption	<input checked="" type="checkbox"/>			

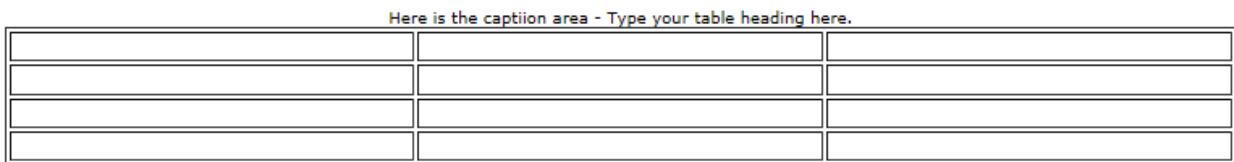
- Tick **Table caption** to add a row to top of table where you can add a descriptive title.
- Click on **Insert**.
- If table doesn't display, select **Toggle guidelines/invisible elements** button .
- **Do not drag to resize the table.** It will no longer be responsive on mobile devices.

**Tip:**

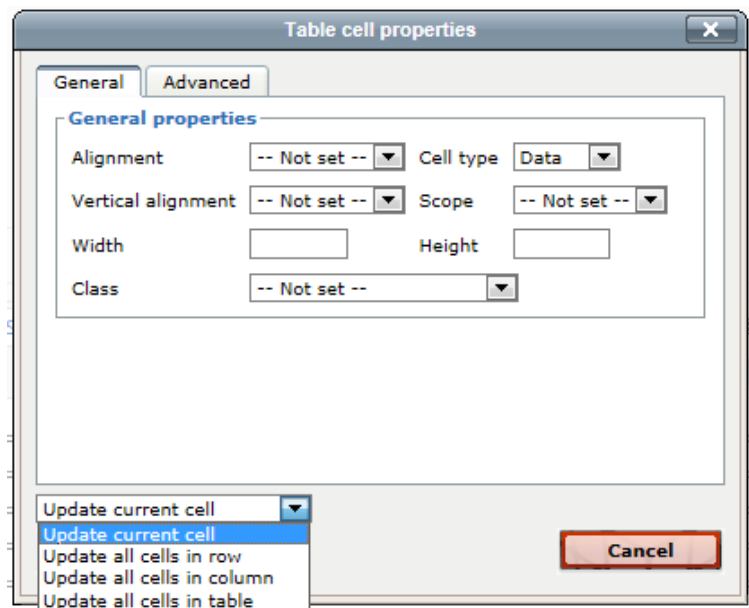
- If you want to enter text above or below your table, press ENTER key several times.
- Place your cursor between these blank lines, then follow steps to insert the table.

**Step 2 – Enter your text.**

- Table cells will expand to accommodate the text.
- The caption area is not defined. To type text into it, click just above the table.



- To set a **specific width** for any column, right click in a cell in the column and enter the width as a percent, eg 40%.
- From the drop down list, choose **Update all cells in column**.
- Then choose **Update**.

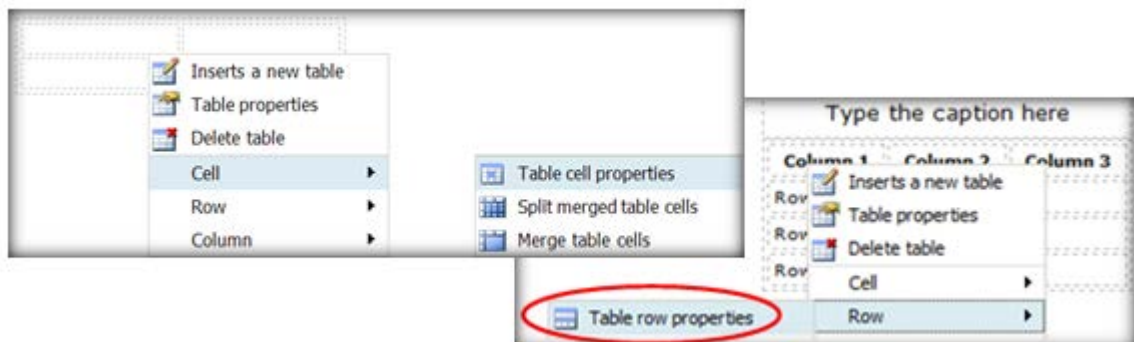


**Step 3 – Modifying table**

- Click in any cell in the table to activate the Table toolbar.
- Hover the cursor over any button to activate a tool tip describing its purpose.

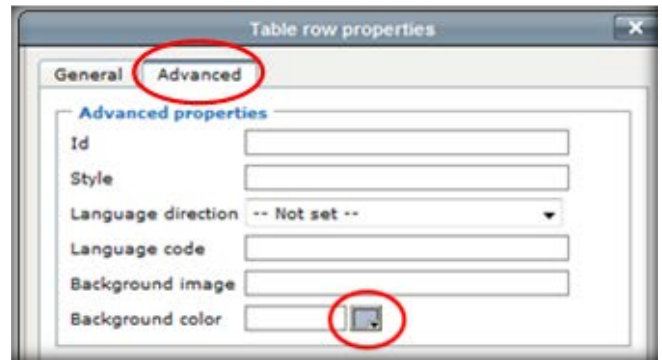


- **Tip:** Right clicking in any cell is a shortcut to display similar options.

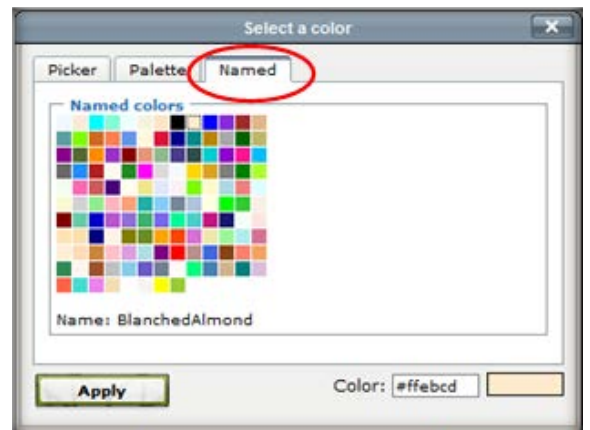


#### Step 4 – Apply shading to the table

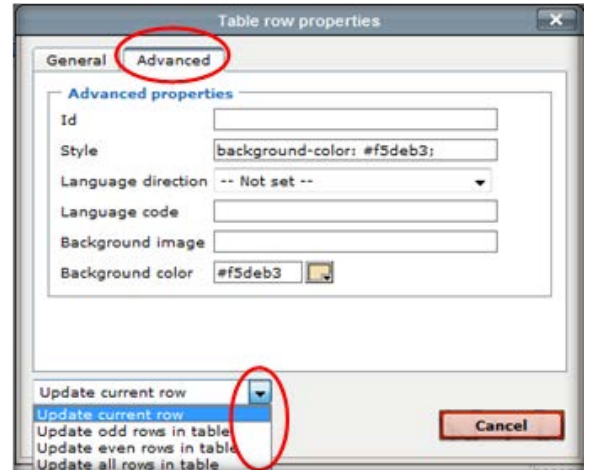
- To shade alternate rows in a table, right click in a row, then choose **Row > Table row properties**
- Choose Advanced tab and Browse for Background colour.



- Under **Named** tab, select a colour and Apply.
- Make a note of the colour you have chosen. This will make it easy for you to match when you need to use it again.



- Return to **Advanced** tab and choose from the drop down list, eg Update odd rows in table.



## How to liven up your pages

Tools such as **images**, **promo boxes**, and multimedia elements such as **audio/video** can make your pages more engaging for the viewer.

Refer to the **Effective web content** at the beginning of this section and **aim for Level 4 (Excellent)** in each category.

### Images - set relative picture size and format using Styles

- Don't resize pictures by using the mouse.
- Use the Class options on the Style dropdown list to set relative picture size:
  - for all new pictures
  - to amend all existing pictures using new class options on the Style dropdown list.
- You can also choose left, right or centre alignment and wrap text around the picture.

### Add an image




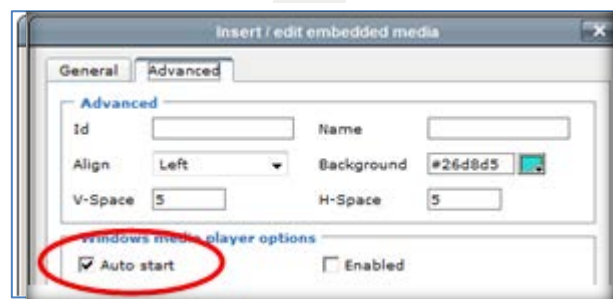
Every Image should have an ALT-tag description for people with a visual impairment. The ALT description should properly inform a student of the content of the image in no more than a sentence).

- The image should be relevant, bright and colourful to add interest to the page
- The image should be a static visual. It should not be a series of images, eg in a flash file or animation.
- Create a hyperlink from the image, in the same way that you would link from text.
- Simply select the image, click on the Chain icon and paste in the image URL.

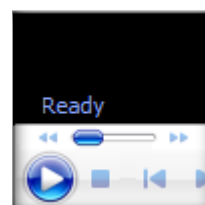
### Add audio files

You can create your own audio file using Audacity which is free, open source software for recording and editing sounds. Access the [Audacity tutorials](#) in e-Learning Toolkit.

- **Windows Media Player** and the **mp3** audio file format are **preferred** on the OLS.
- Upload the file and copy the File/URL.
- Click the **Insert/edit embedded media** button on the toolbar 
- On the **General** tab, choose Type: Windows Media, paste the File/URL, enter the dimensions and tick to Constrain proportions.



- On the **Advanced** tab, **untick Auto start** so that the audio doesn't play each time the page is opened.
- The player and controls now display on the page.



## Add video files

Good information in Requesting a YouTube channel below - Delete highlighted content?

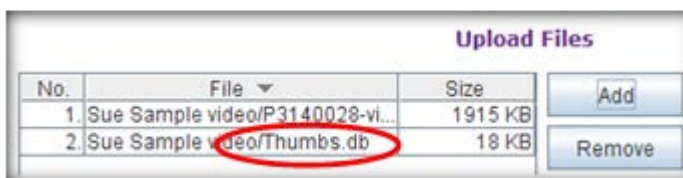
Movie Maker is a free program from Windows that allows you to make professional looking movies that can be used as a teaching resource. Access the [Movie Maker tutorials](#) in e-Learning Toolkit.

Upload videos to YouTube wherever possible and consider creating a YouTube channel for your teaching section.

**Windows Media Player** and **mp4** file format are **preferred** with OLS.

- Upload the file and copy the File/URL.

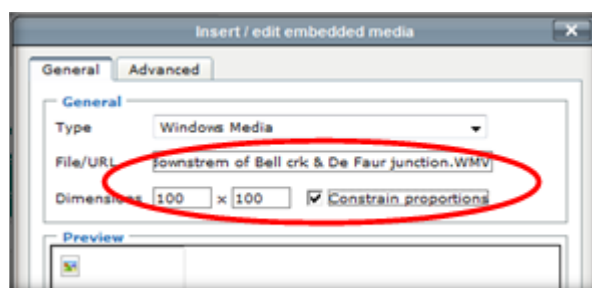
If a **Thumbs.db** file is included in the upload, it isn't required. You can select it and choose **Remove**.



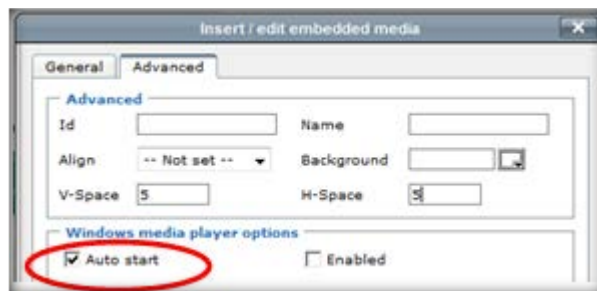
- Click the **Insert/edit embedded media** button on the toolbar



- On the **General** tab, choose Type: Windows Media, paste the File/URL, enter the dimensions and tick to Constrain proportions.



- On the **Advanced** tab, **untick Auto start** so that the audio doesn't play each time the page is opened.



- The player and controls now display on the page.



## Audio and video accessibility

- Authors should provide **captions** and/or a **text-transcript** of any **video or audio** material presented on the web. In the case of a text-transcript, a **link** should be placed underneath (or adjacent to) the audio/video with a suitably descriptive title, eg "Text Transcript of Welcome Video in MS-Word format".
- Subtitles should be centred and in the lower third of the screen. There should be no more than 2 lines per screen, and they should be readable at a video resolution of at least 360 x 240 pixels.
- Be careful of creating flashing content that might cause **seizures**.
- All multimedia resources should have an **accessibility-friendly** option.





## Where to upload content – Equella or OLS?

### Using EQUELLA for OLS content



- EQUELLA can store a variety of resources in different formats – text documents, PowerPoint presentations, Excel spreadsheets, videos, .zip files, website links, graphics, toolboxes, IMS and SCORM packages.
- Accommodates large file sizes.
- Easy linking and embedding of Equella resources from your OLS content editor screen.
- EQUELLA also has facilities for users to create web pages and aggregate various attachments into a content package for a topic or lesson.
- Seamless interaction between EQUELLA and OLS for storing, sharing, finding and using learning content
- Easy version control management, for example:
  - A single link to a resource can be used across multiple versions of a unit.
  - If you need to make some changes to your document, by using versioning, the resource can be updated on Equella and changes will flow back to the OLS.
  - If you need to modify a resource for a new course, you can create a new version in Equella that allows you to preserve the existing document while being able to update the document for your new course.
- Copyright and intellectual property management

### Using OLS for OLS content

- Suitable for one off files or documents that you are unlikely to use in multiple locations.
- Suitable for documents where you do not intend to share or collaborate with others.
- Use valid file names - OLS is not as flexible with special characters as Microsoft Windows. So a file saved to Windows may not be compatible with OLS and links may break.
- When uploading to OLS, file names must:
  - not have any of the following characters: \ / ? : \* " > < |
  - not be longer than 260 characters (which includes the file path, not just the actual file name)
  - not include double spaces between words or letters
- It's preferable to use an underscore ( \_ ) instead of a space in filenames.
- If you are having trouble uploading a file, rename the file and try uploading again.
- It's essential that you break the existing link before uploading again. Select the link text and choose the Unlink button .
- Then insert the new link using the  Insert/edit link button.

## How to use Equella to contribute, then link/embed resources in OLS

### Introduction

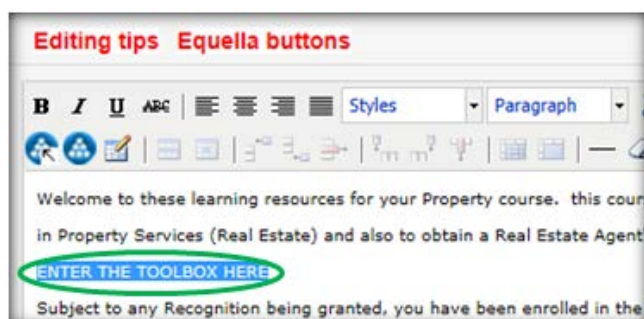
The OLS is integrated with Equella, a TAFE digital resources repository. When you are editing your learning resources on the OLS, you will see the link  and embed  Equella buttons (left lower row in the toolbar below)



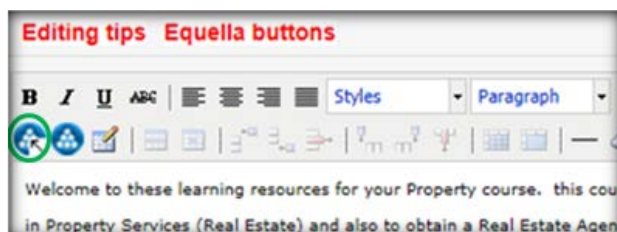
- Clicking on the **link** button takes the viewer to the resource which opens in a new window. The link is used for files like html (eg toolboxes) pdfs and documents.
- When you use the **embed** button, the resource appears on the OLS page. The embed button is used for images (jpg, png, gif ) and videos (.avi ).
- If **embed** audio (.mp3) file, the object doesn't display in Firefox v13. Suggest you use the **link** as well as **embed** buttons for .mp3 file to increase accessibility in common browsers.
- Do not use the Equella tool for YouTube videos.

### Linking to an Equella resource

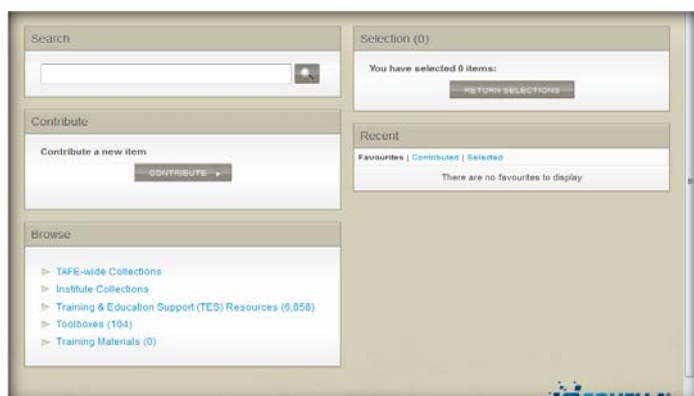
1. In the editing screen on OLS, add text where the link is to appear and then select the text




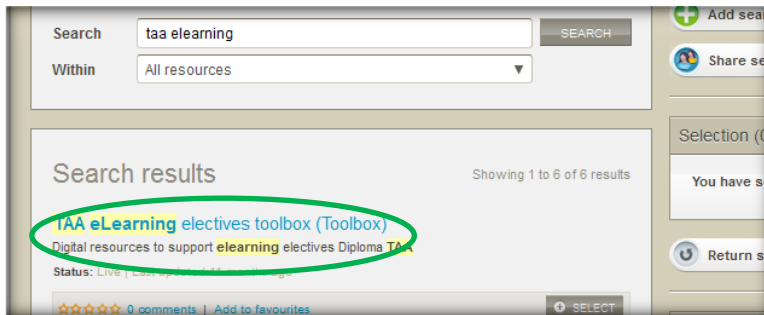
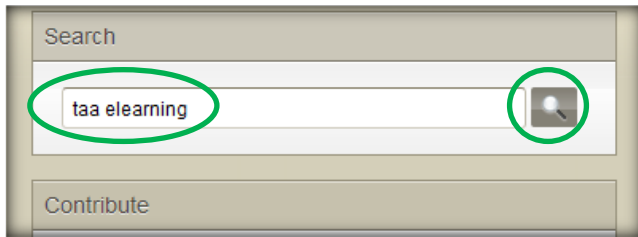
2. Click on the "Equella Resource Linker" icon to access Equella



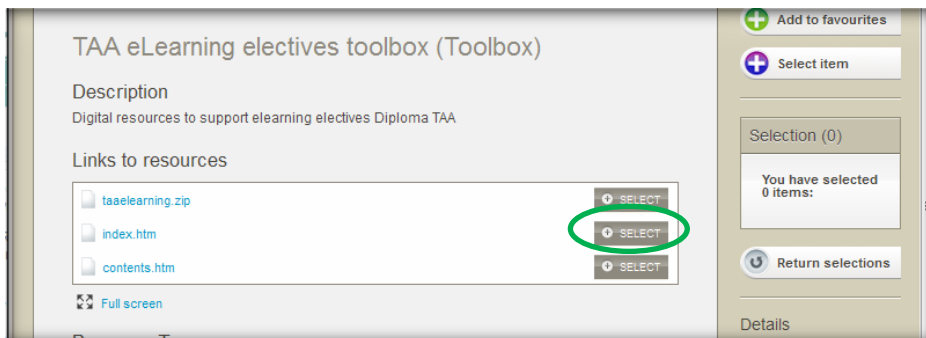
3. The Equella search box will appear.



4. Enter keywords into Search text box and click the search icon . The results of the search will appear.



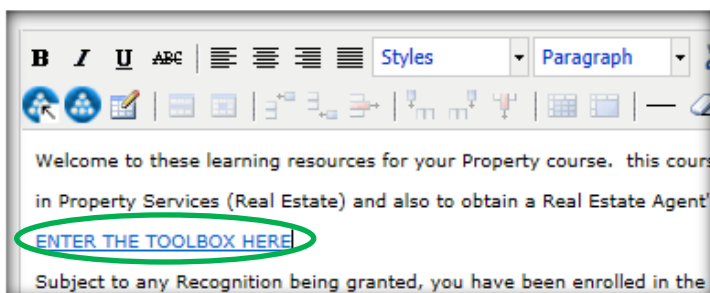
5. Choose the resource you wish to link to from the search results. The page that appears will include a description of the resource and the possible files to link to.
6. Select the file to be linked to by clicking SELECT. This will normally be an index.htm file or the view file.



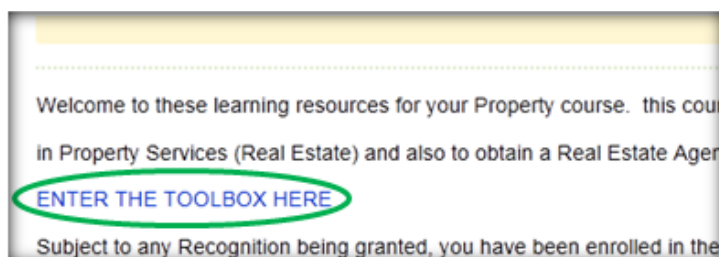
7. Click on RETURN SELECTION to insert the file into OLS.



You will be returned to the OLS where the link will be inserted.



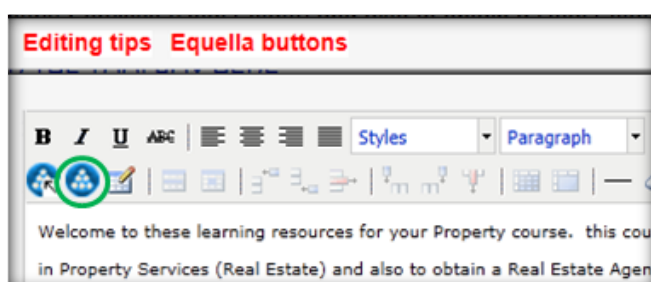
8. Save your changes
9. The link will appear on the OLS as shown below.



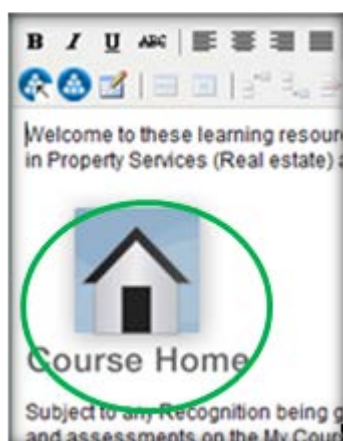
Test the link. The resource will open in a new TAB or Window.

## Embedding an Equella object in an OLS page

In the OLS edit window place the cursor where you want to embed the Equella resource. Then click on the Equella resource embedder icon.



Follow the same procedure as for "linking" to locate, select and embed the resource into the OLS.



The resource will be embedded in OLS. Save and test in the same manner as for linking Equella content described above.

## Which media files are suitable for embedding?

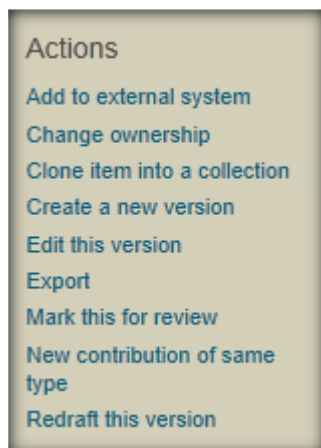
Different media types behave differently when embedded into OLS. Use the following as a guide.

- Media file types suitable for embedding: .jpg, .png, .gif, .mp3, .avi, .swf
- Media file types suitable for linking: flv (flash), mp3, mp4

## Actions for learning resources in Equella

When you log in to Equella and upload a resource to your collection, you are the Owner of the resource.

As the Owner, there are several actions that you can perform on the resource. You can see the actions on the right side of your screen in the Equella item summary page.



This guide looks at how to update Equella content delivered via your LMS (OLS, WSI Online and OTEN Online).

### Scenario 1 – Edit this version

You have added a document to Equella.

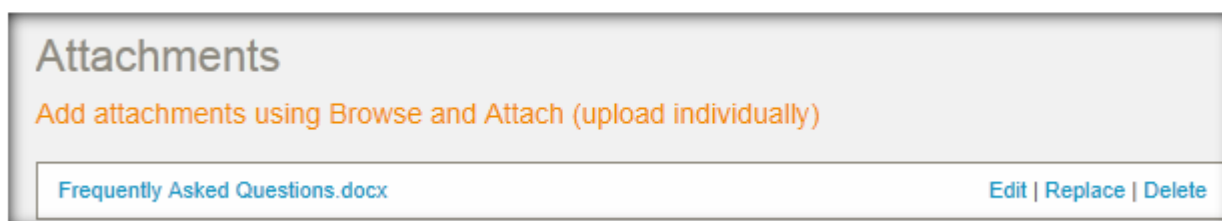
You have linked it to your course in the LMS (OLS, WSI Online and OTEN Online) via the Equella linker.

You now need to make some updates because of some errors in your document.

What action should you take?

#### Steps

- You can select the 'Edit this version' and in the attachments place, replace your document with the new document.



#### Note:

- The file name must be the same when you replace the file. If the file name is different, the link to your LMS will be broken.
- You will also select this action 'Edit this version' when you want to update the metadata or adding new attachments/files.

## Scenario 2 – Create a new version

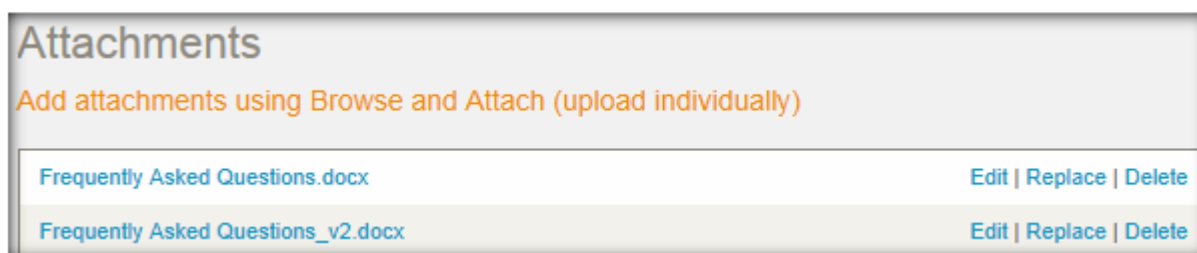
You have added a document to Equella.

You have linked it to your course in the LMS (OLS, WSI Online and OTEN Online) via the Equella linker.

You need to run **another** course which uses an updated version of the document you have saved in Equella.

### Steps

- Select the action 'Create a new version'. This allows you to preserve the existing document which is already linked to one course while being able to update the document for your new course.
- In the attachments page, add your updated document which must have a different file name. Save this version in Equella.

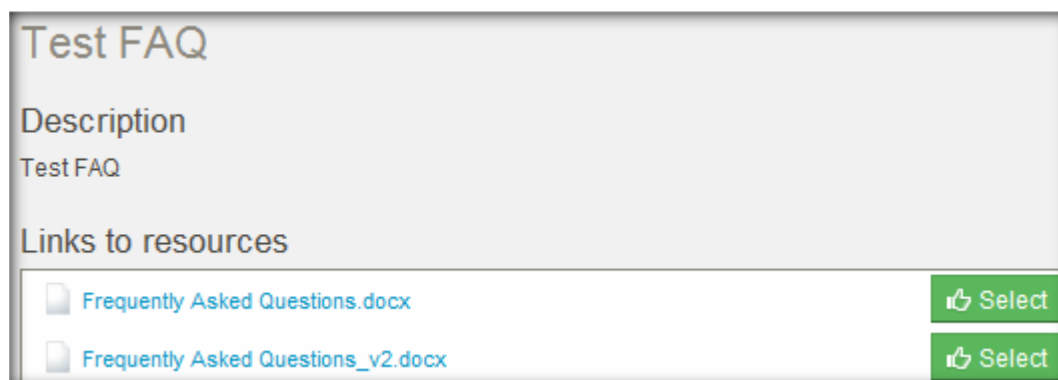


**Attachments**

Add attachments using **Browse and Attach** (upload individually)

Frequently Asked Questions.docx	Edit   Replace   Delete
Frequently Asked Questions_v2.docx	Edit   Replace   Delete

- From your LMS, use the Equella linker to find this version of the document.



**Test FAQ**

Description  
Test FAQ

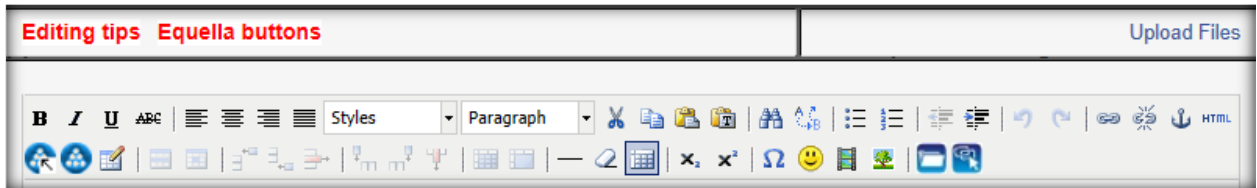
Links to resources

Frequently Asked Questions.docx	Select
Frequently Asked Questions_v2.docx	Select

## How to upload files to OLS and link

### Upload a single file

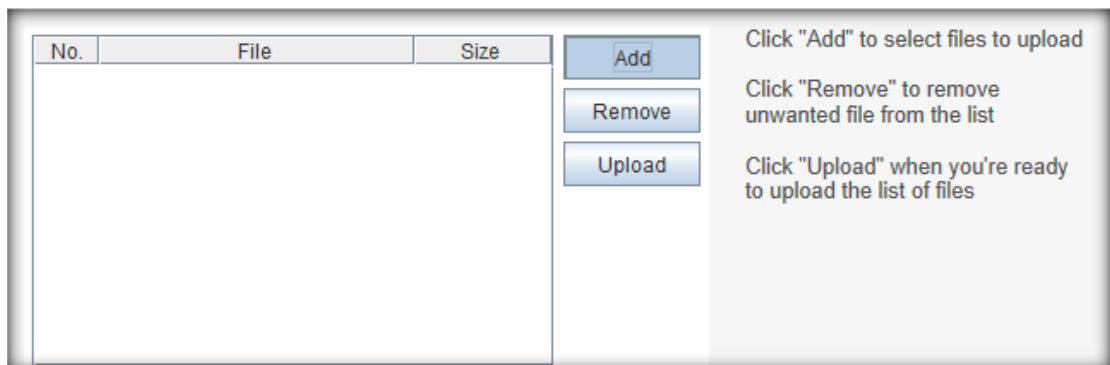
- Click on the Upload Files link in the top right corner of the editor.



- Choose New Upload

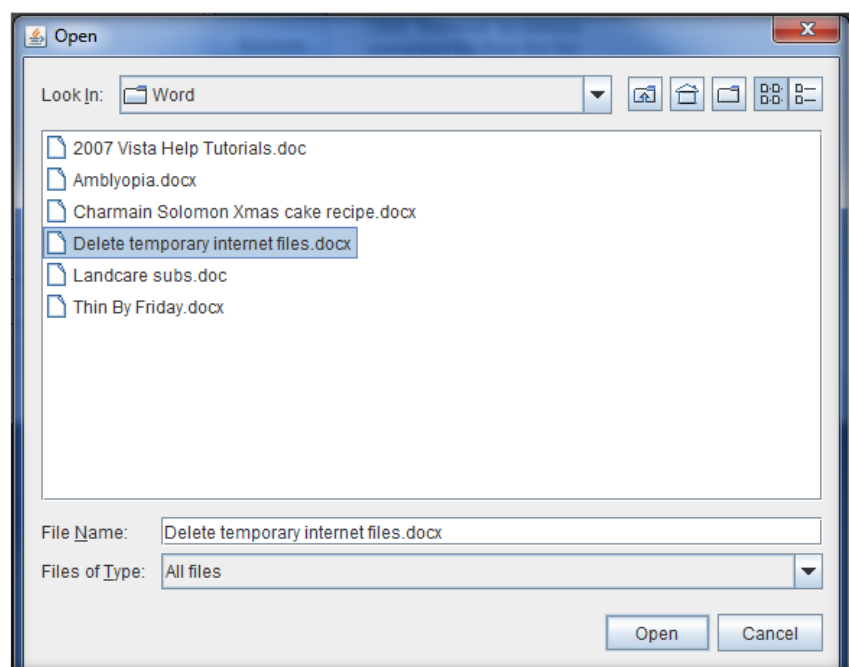


- Click Add to select the file(s) to upload.

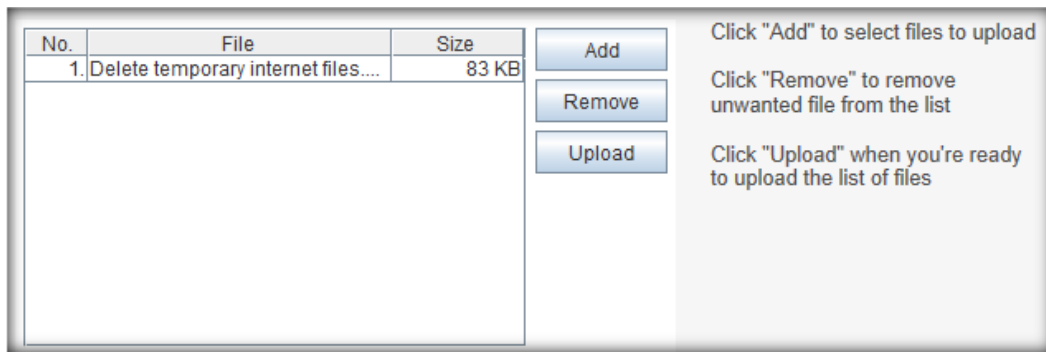


- Browse for your file. When you find the file, click on the file name. Click on "Open"

- 



- Click "Upload" when you're ready to upload the file(s) or Click "Remove" to remove unwanted file(s) from the list. At this screen, you can also see the file size.



- **Note:** If you have uploaded more than one file, you will need to select the file you want to be the starting point for navigating between your files.
- You will be provided with a link to this file. For example:
- Click the button before the file name, then click the Select button.

Id	File Name	File Url	Size	Upload Date
*	<a href="#">Select</a>			
<input checked="" type="radio"/>	Delete temporary internet files.docx	http://[internalfile]/subject/20167A_1/103981/Delete temporary internet files.docx	84634	2014-01-31 16:11:40.0
*	<a href="#">Select</a>			

- This file link must not be longer than 260 characters, otherwise the link will break. If the link is longer, then you will need to rename the file with a shorter name and upload it again.
- Drag over the file URL to select it. Then copy it using CTRL+C on your keyboard.

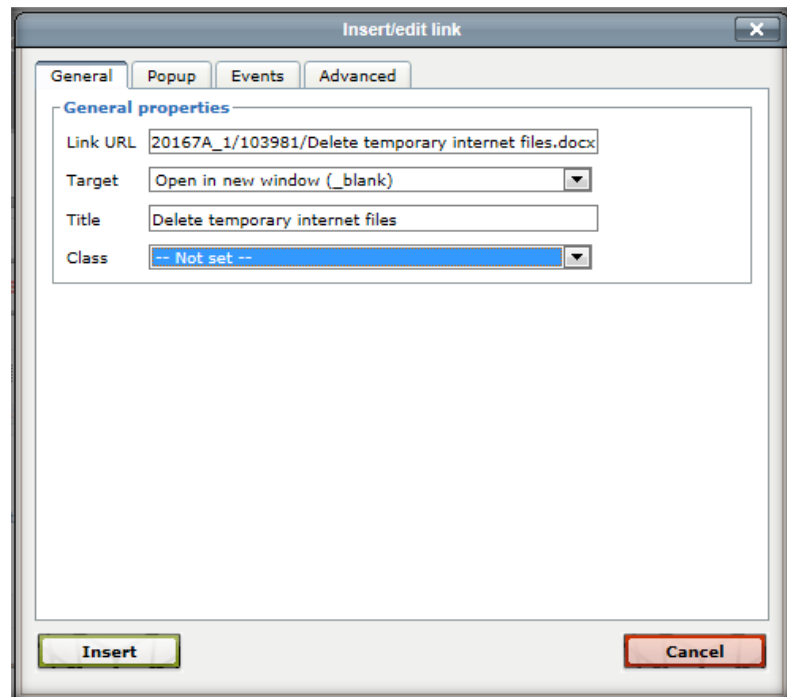
File Name	File Url
Delete temporary internet files.docx	<a href="http://[internalfile]/subject/20167A_1/103981/Delete temporary internet files.docx">http://[internalfile]/subject/20167A_1/103981/Delete temporary internet files.docx</a>

- Click on **Close this window** to shut the upload window and return to the section you are editing.
- Type in some text to which you can link the uploaded file.

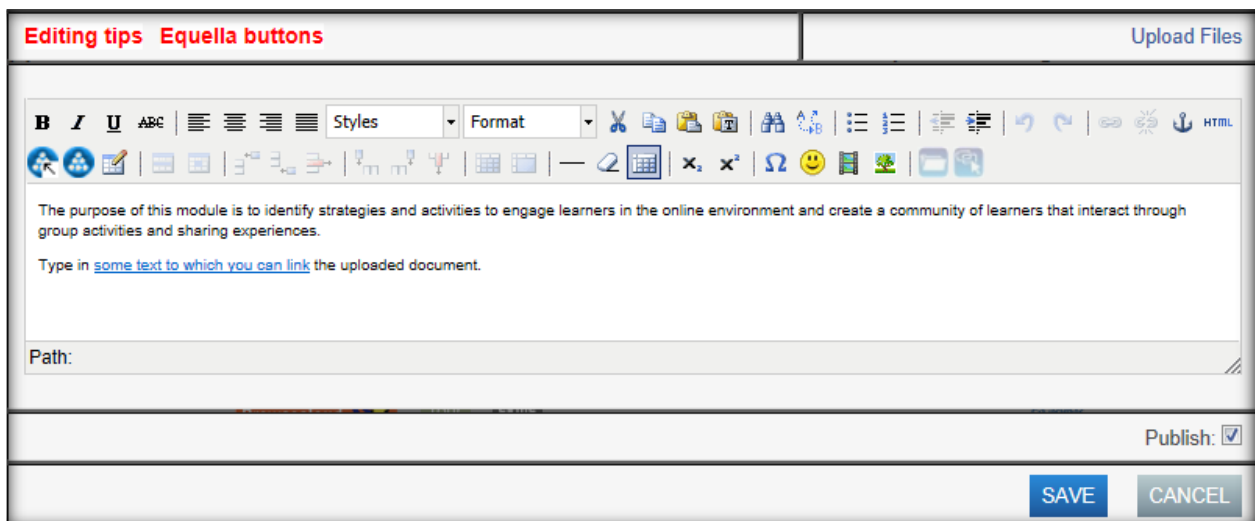
- Select the **Chain** icon to open the **Insert/edit link** box.
- Paste in the link text.
- **Always** choose **Open in new window (\_blank)** so that the viewer remains in the OLS when they close the file – otherwise they will be ejected from the OLS.
- Type in a title that can be “read” by screen readers.



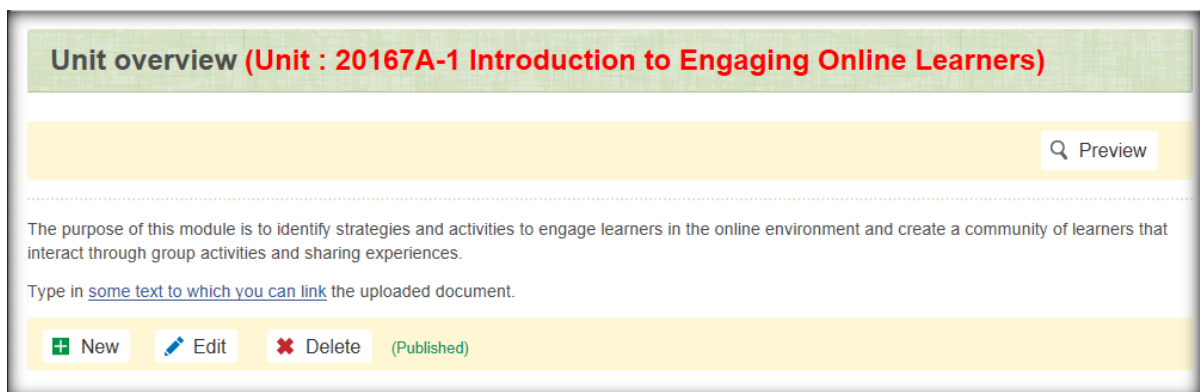
- Choose Insert.



- The link text displays in blue.
- Save the section (and Publish if you have completed it).

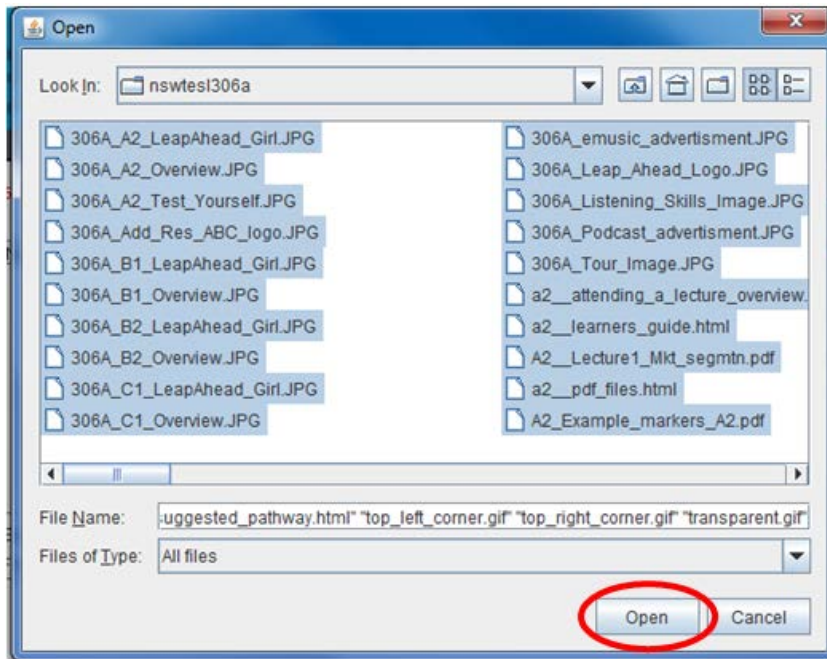


- You will then be given the opportunity to Preview the page and this is where it's essential that you test to check that the link works.



## Upload multiple files

- The steps are similar to Upload a single file above except that:
- To select more than one file, hold down the Ctrl key and click on the files you wish to upload.
- Click on "Open".



- Click "Upload" to upload the files. (Click on "Remove" to remove unwanted file(s) from the list).

**Warning: Maximum file size is 15.36 Meg**

### Upload Files

No.	File	Size
1.	306A_A2_LeapAhead_Girl.J...	27 KB
2.	306A_A2_Overview.JPG	25 KB
3.	306A_A2_Test_Yourself.JPG	6 KB
4.	306A_Add_Res_ABC_logo.J...	9 KB
5.	306A_B1_LeapAhead_Girl.J...	26 KB
6.	306A_B1_Overview.JPG	25 KB
7.	306A_B2_LeapAhead_Girl.J...	27 KB
8.	306A_B2_Overview.JPG	25 KB
9.	306A_C1_LeapAhead_Girl.J...	24 KB
10.	306A_C1_Overview.JPG	25 KB
11.	306A_emusic_advertisement...	11 KB

Click "Add" to select files to upload

Click "Remove" to remove unwanted file from the list

Click "Upload" when you're ready to upload the list of files

Summary

Files: 102 Total size: 1.81 MB

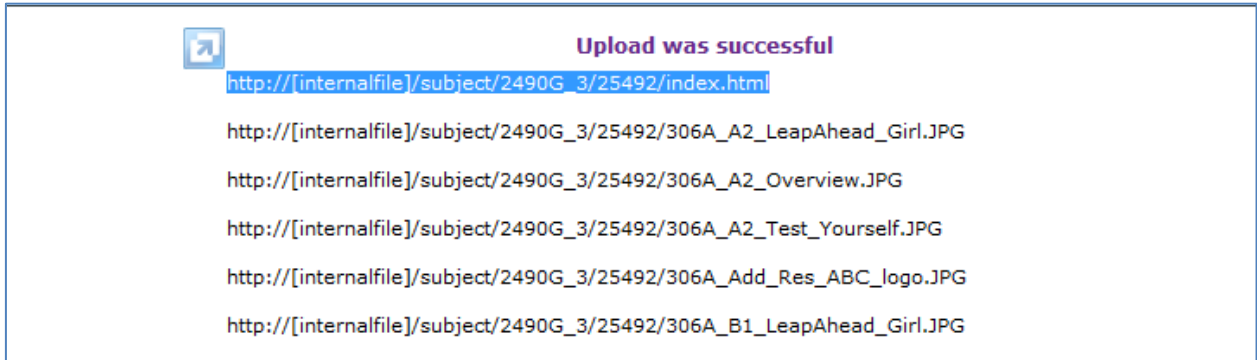
- Click on the radio button to select the file you want to be the starting point (homepage) for navigating between your uploaded files.
- For example, for a CD, it is usually index.html and it will be automatically selected but you can choose another file if this isn't appropriate.

<input type="radio"/> icon_objectives.gif	<input type="radio"/> icon_preknowledge.gif	<input type="radio"/> icon_present.gif	<input type="radio"/> icon_question.gif
<input type="radio"/> icon_reflection.gif	<input type="radio"/> icon_review.gif	<input type="radio"/> icon_summary.gif	<input type="radio"/> icon_synthesis.gif
<input type="radio"/> icon_time.gif	<input type="radio"/> icon_web_resource.gif	<input checked="" type="radio"/> index.html	<input type="radio"/> introduction_to_unit.html
<input type="radio"/> nav.css	<input type="radio"/> nodeTitle_bg.jpg	<input type="radio"/> page_bg.gif	<input type="radio"/> page_bg_ie.gif
<input type="radio"/> popup_bg.gif	<input type="radio"/> question.gif	<input type="radio"/> stock-attach.png	<input type="radio"/> suggested_pathway.html
<input type="radio"/> top_right_corner.gif	<input type="radio"/> transparent.gif		

**SUBMIT**

- Choose the Submit button.
- A list of the uploaded files will be displayed.

- The start file (or index.html file) is usually at the top of the list.

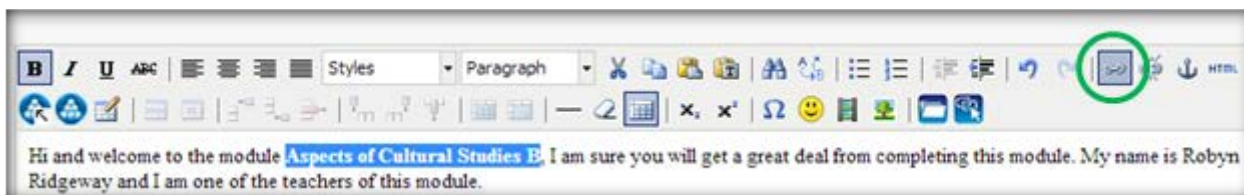


- Select the File URL.
- Copy the File URL Using CTRL+C on your keyboard.
- Click on Close to shut the Upload window and return to the section you are currently editing.

## Create links to various types of content

### Insert hyperlinks

- To insert a hyperlink or edit the link text, highlight your text.
- Click on the **chain** icon.



- **Type** or **paste** in the Link URL
- For **Target**, select **Open in new window (blank)**, if you are inserting a link to an external website or a document.
- Click on **Insert**.

#### Tip:

**Avoid linking to a page within the OLS** because the content might be cloned and copied links will retain their original content, example content cloned from Edition 3 to Edition 4 will retain the Edition 3 content.

**IMPORTANT:** **Save the section** you are working on and **test the link** is working correctly.

### Create anchors within your OLS section

It is recommended that you avoid using anchors – instead reorganise your content to use clear structured headings (as you would in constructing a document in MS Word, eg H3 for main heading, then subheadings H4, H5 and then paragraphs. If you really must, here are the steps:

**Insert/Edit Anchor** – this tool allows you to “bookmark” a location in a section on your page. It is useful when you have lots of content in **a section** and you want to insert links in that section to help students navigate (e.g. “Back to top”)

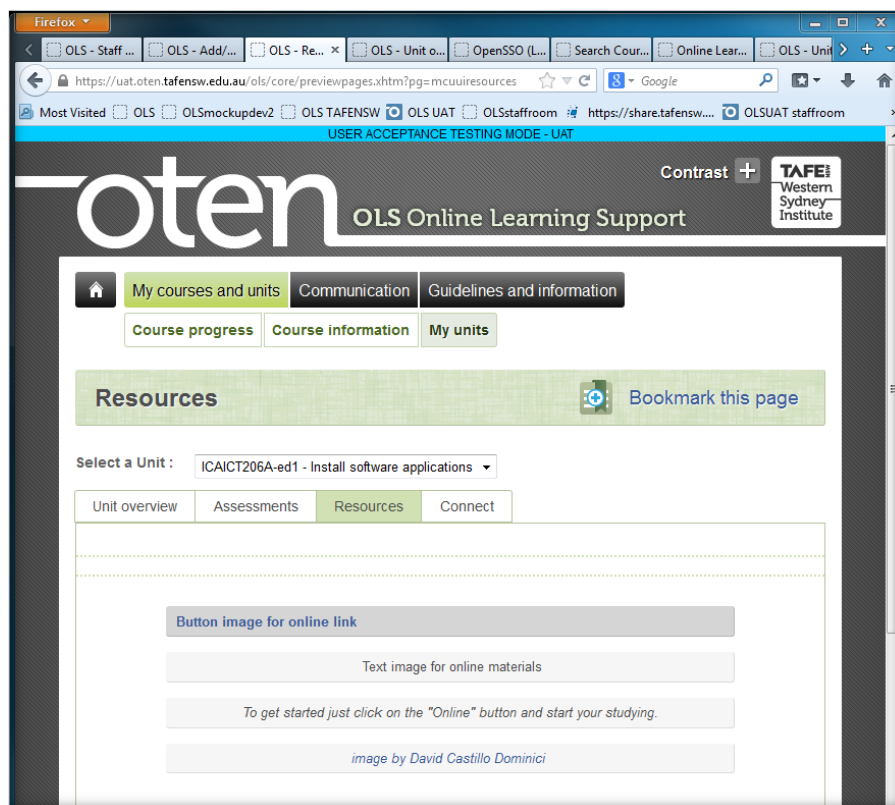


- Place your cursor where you want to insert your anchor.
  - Click on the Insert/edit anchor icon
  - Enter a name for your anchor. Click on Insert.
- To create a link to your anchor:
  - Place your cursor where you want to insert your link
  - Type in your link name and highlight
  - Click on the Insert/Edit link (chain icon).
- In the Anchors, click on the drop-down arrow to select which anchor you want to link to.
  - In the Target, select Open in this window/frame
  - Click on Insert

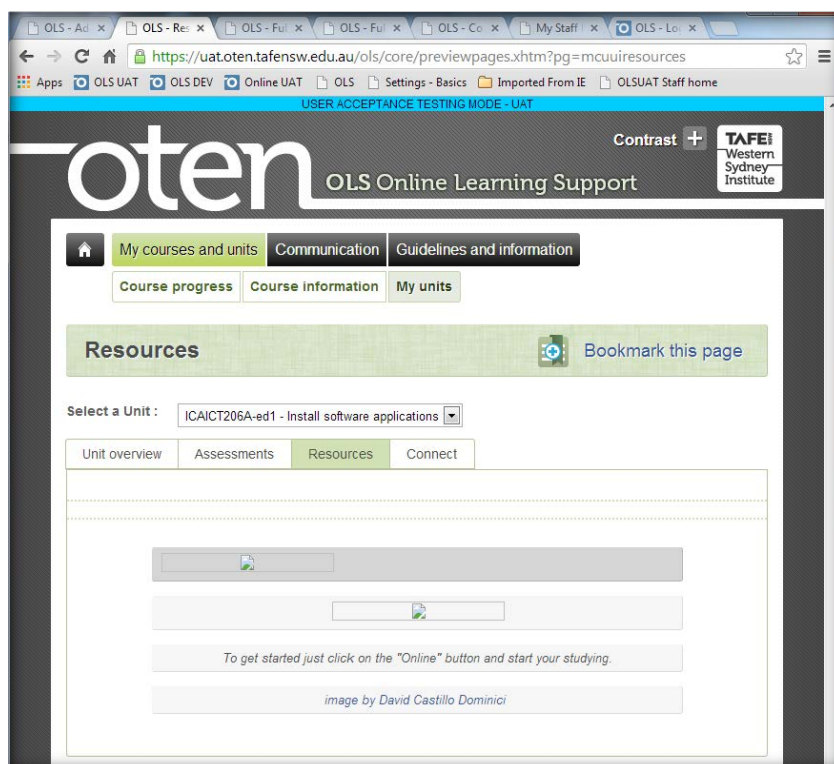
## Broken image links are handled differently between browsers.

If you use **Mozilla Firefox** to view pages, you may not be aware that links to images are broken.


**Firefox** displays the alt or image description text if available, else it displays nothing.



**Google Chrome** and **Internet Explorer** display a broken image placeholder.



## Repair broken links

- It's essential that you **break the existing link** before relinking.
- Select the link text and choose the **Unlink button** .
- Then use the  **Insert/edit link button to relink** following the rules below for valid file names.

## Use valid file names

- OLS is not as flexible with special characters as Microsoft Windows. So a file saved to Windows may not be compatible with OLS and links may break.
- When uploading to **OLS**, it's important to use an underscore (\_) instead of a space in filenames.
- If you use a space, OLS will replace the space with a % symbol which can cause links not to work.

File names **must**:

- **not** have any of the following characters: \ / ? : \* " > < |
- **not** be longer than 260 characters (which includes the file path, not just the actual file name)
- **not** include double spaces between words or letters .

If you are having trouble uploading a file, **rename the file** and try uploading again.

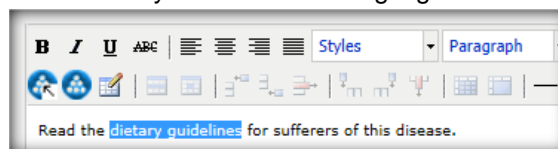
## Linking to another website

- Content on external websites may change without notification so **regularly check that external links work**.
- **Linking to another site is preferable** to copying their content and putting on OLS which would breach **copyright**.
- Refer to **OLS > My Staff Room > Add/Edit content > Plagiarism and Referencing**.

## Create a link to a file on a support page

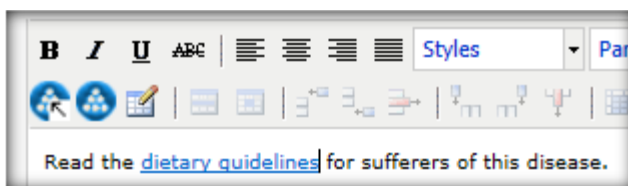
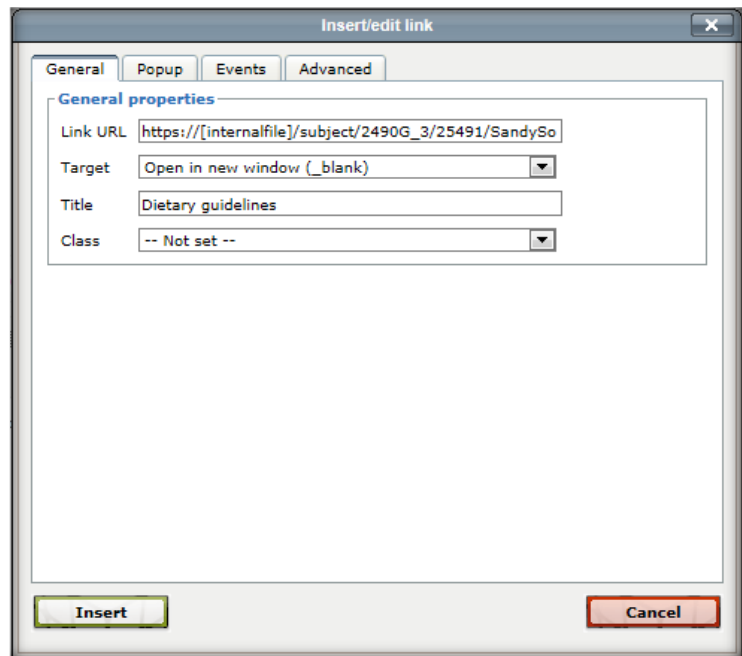
**Try to avoid doing this.** Duplication of content on a website can be confusing for viewers, leaving them to wonder if they have seen this content elsewhere and whether it is the same in both locations. They can lose confidence in navigating the site and its content. **If you really must, here's how:**

- In the section you are currently editing, type in the name of your file link and highlight it (e.g. dietary guidelines).



- Click on the Insert/Edit link icon 

- In the Link URL field, paste the URL for the file
- For Target, select Open in new window (blank).
- For Title, enter a meaningful name which will be the Alt text for screen reader applications.
- For Class, leave this blank so that the default will apply and be consistent across all OLS pages.
- Click on **Insert** button to return to editing the section and view the link.



- When you have finished working on the section, Save and tick Publish.



- It's essential that you select Preview in the top right corner of your page and test that all the links are working correctly.



## Find an internal link to a page within the OLS

**Try to avoid doing this.** Duplication of content on a website can be confusing for viewers, leaving them to wonder if they have seen this content elsewhere and whether it is the same in both locations. They can lose confidence in navigating the site and its content. **If you really must, here's how:**

- Within a section, key in some link text and select it to activate the Internal link button.



- Choose a Content type.
- Choose a Content name or Enter a Keyword.
- Click to activate the button to the left of the page name you require.
- Click the Insert button.

OLS - Fully Responsive Design

### Internal Link

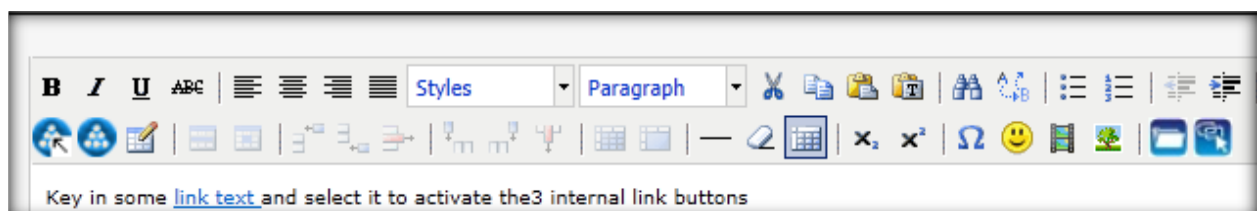
Content Type :

Content Name :

Enter a keyword :

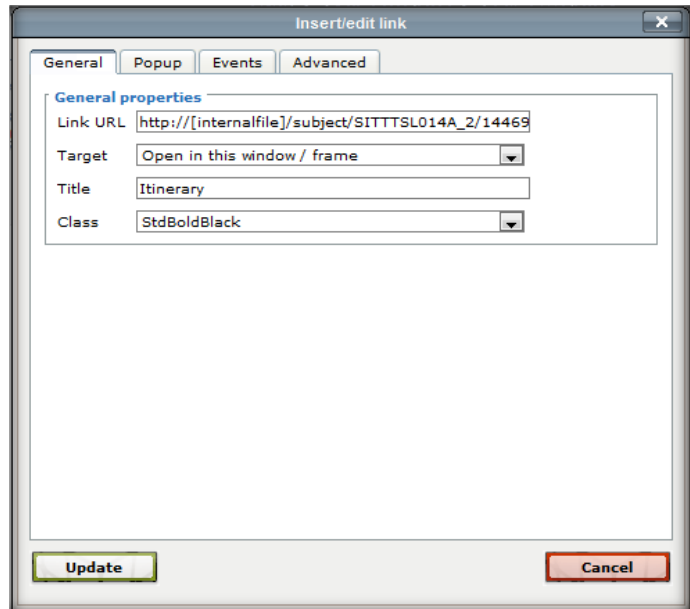
	Page Name	Page URL (Copy URL. Go to editor. Click on Insert/edit link icon and paste URL)	Type
<input type="checkbox"/>	Technical help >	http://{internallink}/?pg=techhelp	GENERAL_STU
<input type="checkbox"/>	Guidelines and information > Student support >	http://{internallink}/?pg=gistudentsup	GENERAL_STU
<input checked="" type="checkbox"/>	Guidelines and information > Quicklinks >	http://{internallink}/?pg=giquicklinks	GENERAL_STU
<input type="checkbox"/>	Guidelines and information > Enrolment and money >	http://{internallink}/?pg=gienrolmoney	GENERAL_STU

- You will be returned to the editing window. The link has been added to your highlighted text.



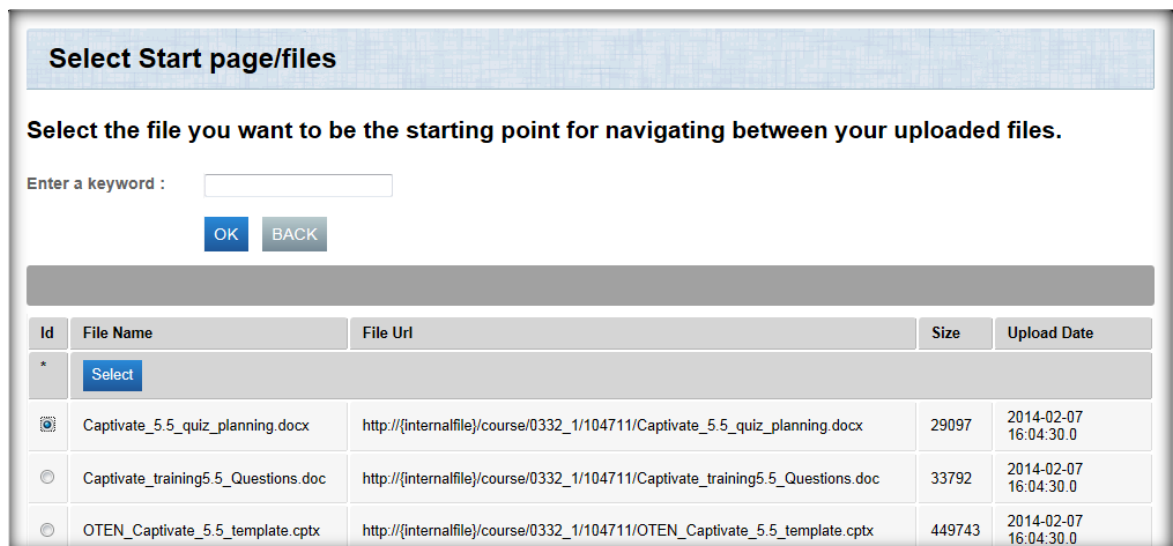
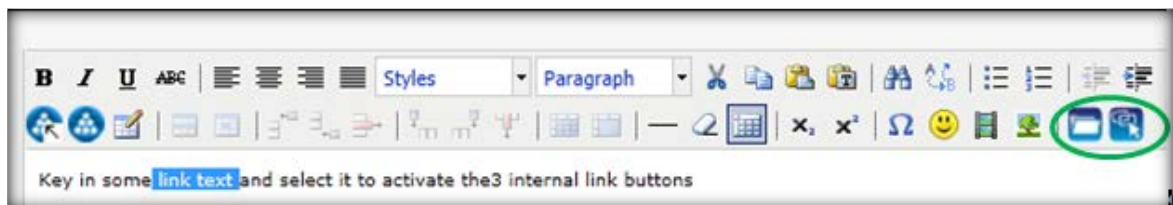


- Click within the link text and select the Insert/edit link button.
- Populate the General properties by choosing
- Target – Open in this window/frame
- Title – enter a suitable name



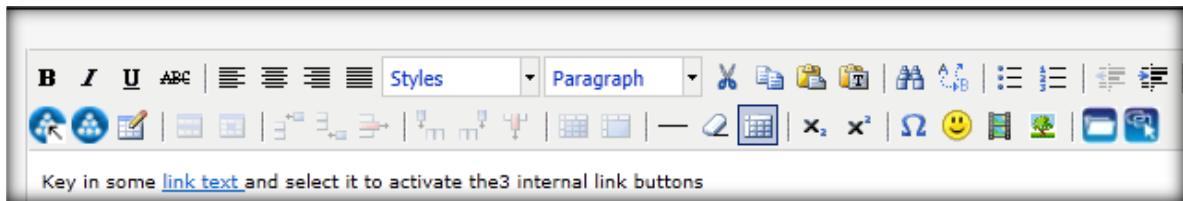
## Find links for internal files that have previously been uploaded

- You can find a file that has previously been uploaded for an OLS page and easily relink it.
- Within an editing section, **key in some link text and select it**. This will **activate** the **Internal file** button.

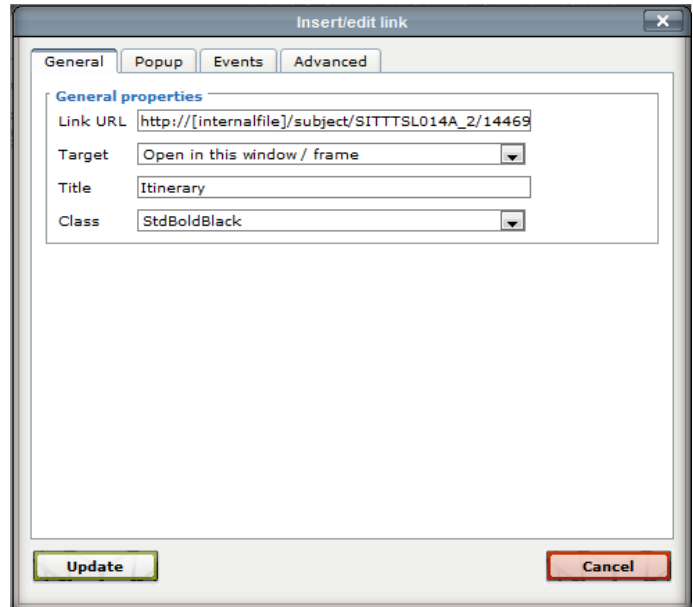


- Enter a Keyword or Click to activate the button to the left of the page name you require.
- Click on Select.

- You will be returned to the editing window. The link has been added to your highlighted text.



- Click within the link text and select the Insert/edit link button.
- Populate the General properties by choosing
- Target – Open in this window/frame
- Title – enter a suitable name



## Requesting a YouTube channel

Follow these procedures for setting up a YouTube channel @ OTEN and find out how to:

- link to videos currently on YouTube
- create your own videos for YouTube
- repurpose videos your section already has for YouTube

### Procedures for setting up a YouTube channel @ OTEN

Setting up a YouTube channel is a great resource for students and teachers. It can also help to promote your courses virally.

#### Using videos currently on YouTube

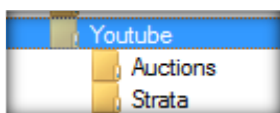
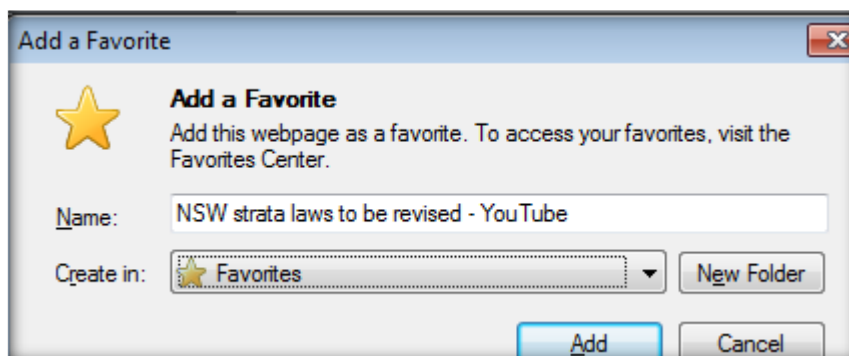
(Note: you can have a mixed channel with your own videos and others videos.)

##### Step one:

- **Search** at least 15 to 20 suitable videos from [www.youtube.com](http://www.youtube.com)



- **Add each video as a Favourite** in folders by category of video

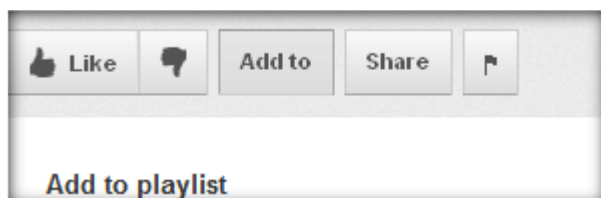


##### Step two: Set up the channel

- (Contact Paul King [paul.d.king@tafensw.edu.au](mailto:paul.d.king@tafensw.edu.au) to set up channel correctly)

##### Step three: Set up Playlists: You need to login to youtube first.

- Under a selected video, click "Add to",



- Where you see “Enter new playlist name” enter the required name, select public and click “Create Playlist”

### Channel URL Naming Convention ([www.youtube.com/URLname](http://www.youtube.com/URLname))

- Sections with various industry courses can set up one channel for all using playlists if suitable. E.g. Building Services could cover Architectural, Surveying, and Construction etc.
- Always start URL name with Oten followed by Section Name e.g. OtenHealthServices
- Use Upper Case to start each word e.g. OtenHealthServices
- **Note: For longer names you can abbreviate e.g OtenBusinessAdministration could be either OtenBusAdmin or OtenBusinessAdmin.**

## Creating your own videos for YouTube

**Note:** Check if your section already has videos that can be re-purposed for YouTube

### Video production should go through the following steps

1. Preliminary discussion with Head Teacher and Learning Design Rep
2. WCU involvement re use of camera – if needed
3. Head Teacher to review the footage
4. MEP to give the “all clear” that the video meets the WSI/Oten Look and Feel

### Give people a reason to view your videos

- EDUCATE = How-To
- INFORM = News
- ENTERTAIN = Makes it more interesting

### Plan the objective of your video.

- Is it to introduce your courses?
- To showcase your courses?
- Testimonial from satisfied student?
- To present research?
- To educate students?

### Structure the video.

- Introduction,
- Objective,
- Deliver Objective,
- Benefits to the Audience,
- Call To Action,
- Conclusion and Summary

### Shoot your video.

### Edit your video. (OTEN staff have access to Adobe Premier Elements)

### Export your video in any of the following file formats suitable for upload to YouTube.

- **WebM files - Vp8 video codec and Vorbis Audio codecs**
- **MPEG4, 3GPP and MOV files - supporting h264, mpeg4 video codecs and AAC audio codec**

- **AVI** - Many cameras output this format - typically the video codec is MJPEG and audio is PCM
- **MPEGPS** - Typically supporting MPEG2 video codec and MP2 audio
- **WMV**
- **FLV** - Adobe-FLV1 video codec, MP3 audio
- Add the **OTEN logo** on right, by right click and “save as picture” (always check to see that you have the latest logo)
- If possible, include a **redirect link** to your website.



[www.oten.edu.au](http://www.oten.edu.au)

### After video creation

#### Step one:

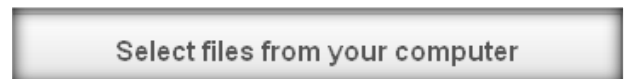
- **Rename videos** with the most searched keyword for each video. E.g. *nswstrata.mov*

#### Step two: Set up the channel

- (Contact Paul King [paul.d.king@tafensw.edu.au](mailto:paul.d.king@tafensw.edu.au) to set up channel)

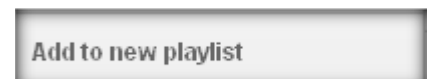
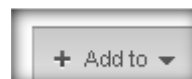
#### Step three: Upload video (Note you will need to disable add-ons in IE to upload from the DET network)

- login to your channel and Click “Upload” top right
- Click “select files from computer”
- Select the file, click “open”
- Create a title with an attention-grabbing headline.
- Fill in the description using keywords
- Add relevant tags.



#### Step four: Add to Playlist: You need to login to YouTube first.

- While video is uploading, select “add to” on right then either add to current playlist or click “Add to new Playlist”



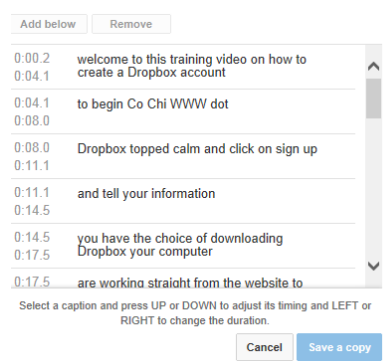
## Captions

Captions are vital for all YouTube videos you create and upload to your channel. YouTube has an ‘Auto-caption’ function; however, this often gets words wrong. The auto-captions will be available, unless you disable them. It is important that you edit the captions and disable the auto-captions.

Log in to your channel, select the video and click on the  button, under the video.

Then edit the text so it is accurate.

Click ‘Save a copy’ when you are done.



#### Active tracks (2)

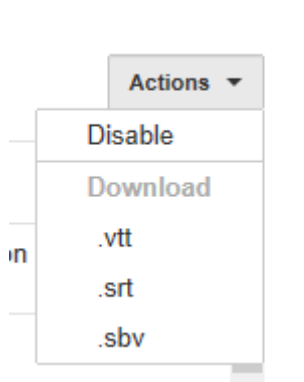
You will then have two active tracks

English automatic captions

Click on the automatic captions, select

English

Actions, and disable. Now only your accurate captions will appear on the video.



## How to make your videos go viral

There are currently over 600 million videos viewed per day and you have a 500% better chance of your video coming up in a Google search than a web page. The following are strategies to increase the viral marketing effect of your video channel.

### Optimise your video

- Use Keyword Research
- Put keywords in
  - Tags
  - Title
  - Text
  - Description
  - Name of movie file

### Share your video

- Other online video sites
- Friend other YouTube users who may be interested in what you have to offer.
  - Post videos and video responses to your friends' videos or popular videos.
  - Encourage others to comment on and post responses to your videos.
  - Drive traffic to your site by regularly updating your channel with videos, encouraging people to visit your site and contact you.
  - Embed YouTube videos in your blog, website or social networking presences.
  - Subscribe to other related or highly viewed channels (your profile will show up on their channel)

### Cross post to other sites

- Social Networks
  - Facebook
  - Blogs
- Link to video from Twitter, Blogs Social bookmark and ping your channel (<http://pingler.com>)

## Respond to other videos


Seek out the following:

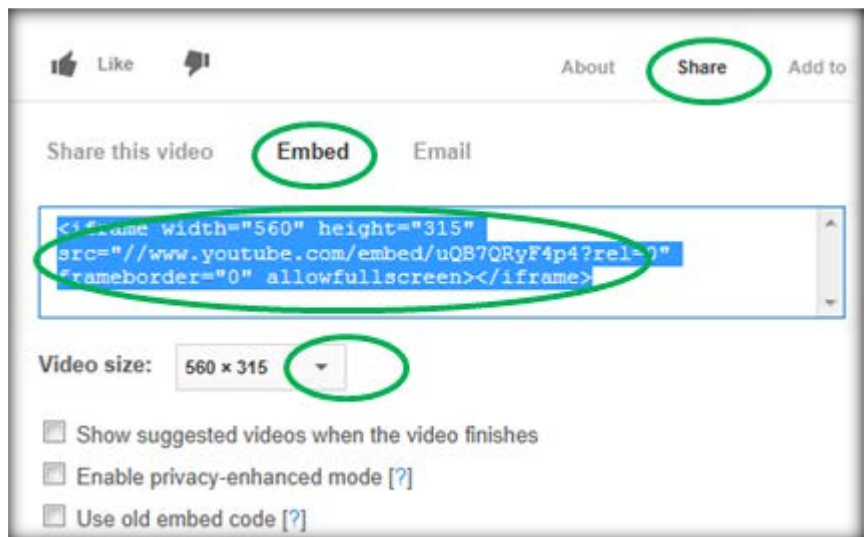
- Popular videos, Videos related to your niche, Channels related to your niche.
- Comment on the videos.
- Ensure you link to your site or video in the comments section. Personalize the comments.

## Examples of educational YouTube channels

- <http://www.youtube.com/education>
- <http://www.youtube.com/user/MIT>
- <http://www.youtube.com/user/UCtelevision>
- <http://www.youtube.com/user/ResearchChannel#p/u>
- <http://www.youtube.com/user/unswelearning>
- <http://www.youtube.com/user/otenhealthservices>
- <http://www.youtube.com/user/OtenMaritimeStudies>
- <http://www.youtube.com/user/otenchildrenservices>

## Add embedded code from YouTube

1. Locate a suitable video in [YouTube](#) (or other video sharing site such as [Google Videos](#), [Teacher Tube](#) ).
2. Choose **Share**.
3. Choose **Embed**. The code will be highlighted in **blue**.
4. Right click on the code to copy it **or** use CTRL + V.
5. Choose the size that the video will display on your OLS page. The default is 560 x 315. Click the drop down arrow to create your own custom size, eg 280 x 158..
6. Untick Show suggested videos when the video finishes.
7. **Return to your OLS page.**
8. On the toolbar, choose the **Edit HTML Source** button 
9. **Paste** in the **embed code**
10. Choose **Update**.



By embedding the code, the viewer won't be directed to the YouTube website.

Instead the **video image and controllers will display on your page**, adding visual interest and engaging the viewer.

