

# Add a New Course (Skills Training)

This shows you how to add a new Skills Training course.

Each course has its own web page.

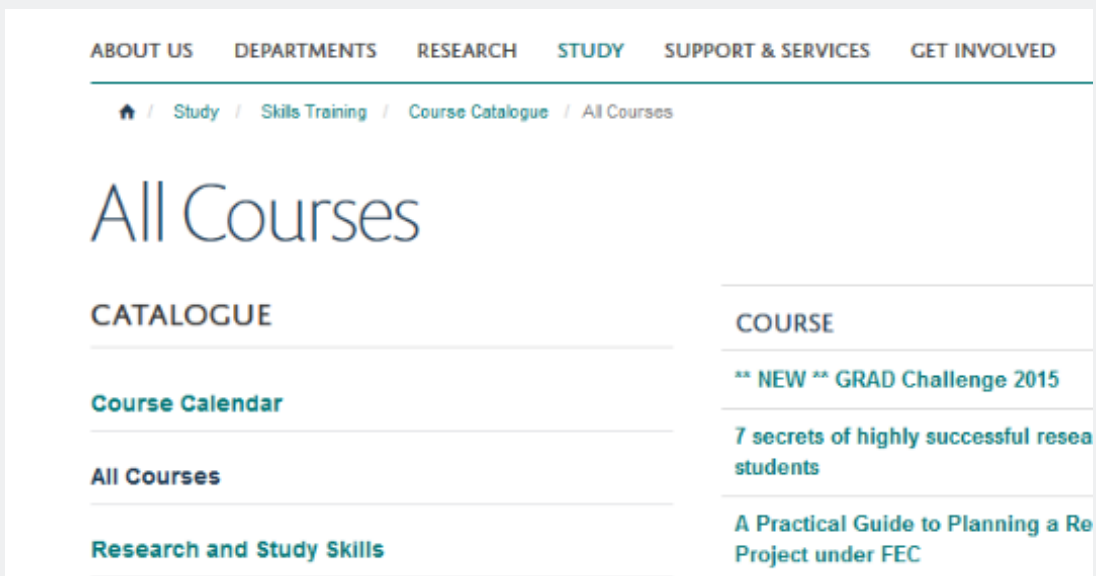
All the course web pages live in the All Courses section.

Most of the information about the course is pulled from the database into an 'iframe' (this is a sort of window onto the database)

You can only edit:

- the title of the webpage
- the 'short name' of the webpage (which appears in the browser bar)
- the information in the right hand column (called a portlet)
- the code creating the 'iframe'

## All Courses



The screenshot shows a webpage with a navigation menu at the top: ABOUT US, DEPARTMENTS, RESEARCH, STUDY, SUPPORT & SERVICES, GET INVOLVED. Below the menu is a breadcrumb trail: Home / Study / Skills Training / Course Catalogue / All Courses. The main heading is 'All Courses'. The page is divided into two columns. The left column, titled 'CATALOGUE', contains links for 'Course Calendar', 'All Courses', and 'Research and Study Skills'. The right column, titled 'COURSE', contains links for '\*\* NEW \*\* GRAD Challenge 2015', '7 secrets of highly successful resea students', and 'A Practical Guide to Planning a Re Project under FEC'.

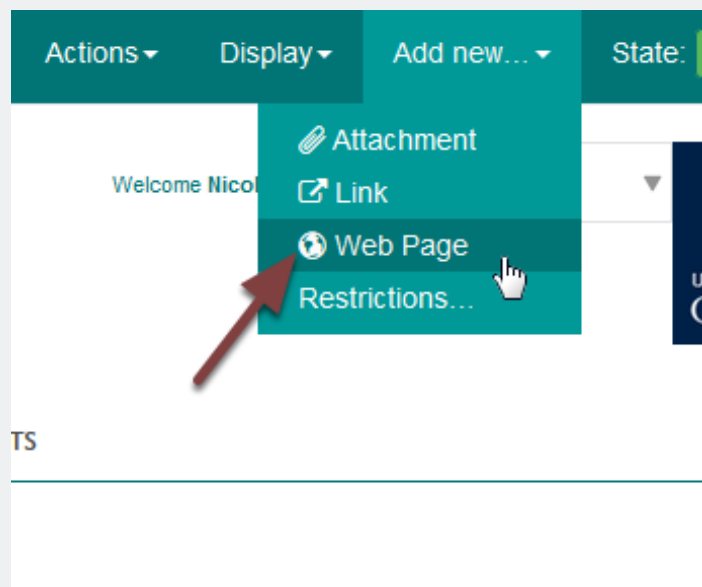
# Add a New Course (Skills Training)

Go to the **All Courses** section of the website - <https://www.medsci.ox.ac.uk/study/skillstraining/coursecatalogue/allcourses>.

Most courses have already been entered and just need to be republished (if they haven't been available for a while). To check this just type in a forward-slash and the ID of the course at the end of the web address in the web address bar e.g:

<https://www.medsci.ox.ac.uk/study/skillstraining/coursecatalogue/allcourses/38>

## Add new page



Click **Add new** from the toolbar at the top of the screen and select Web Page.

# Add a New Course (Skills Training)

**Title** ★

1 Test

**Short title**

2

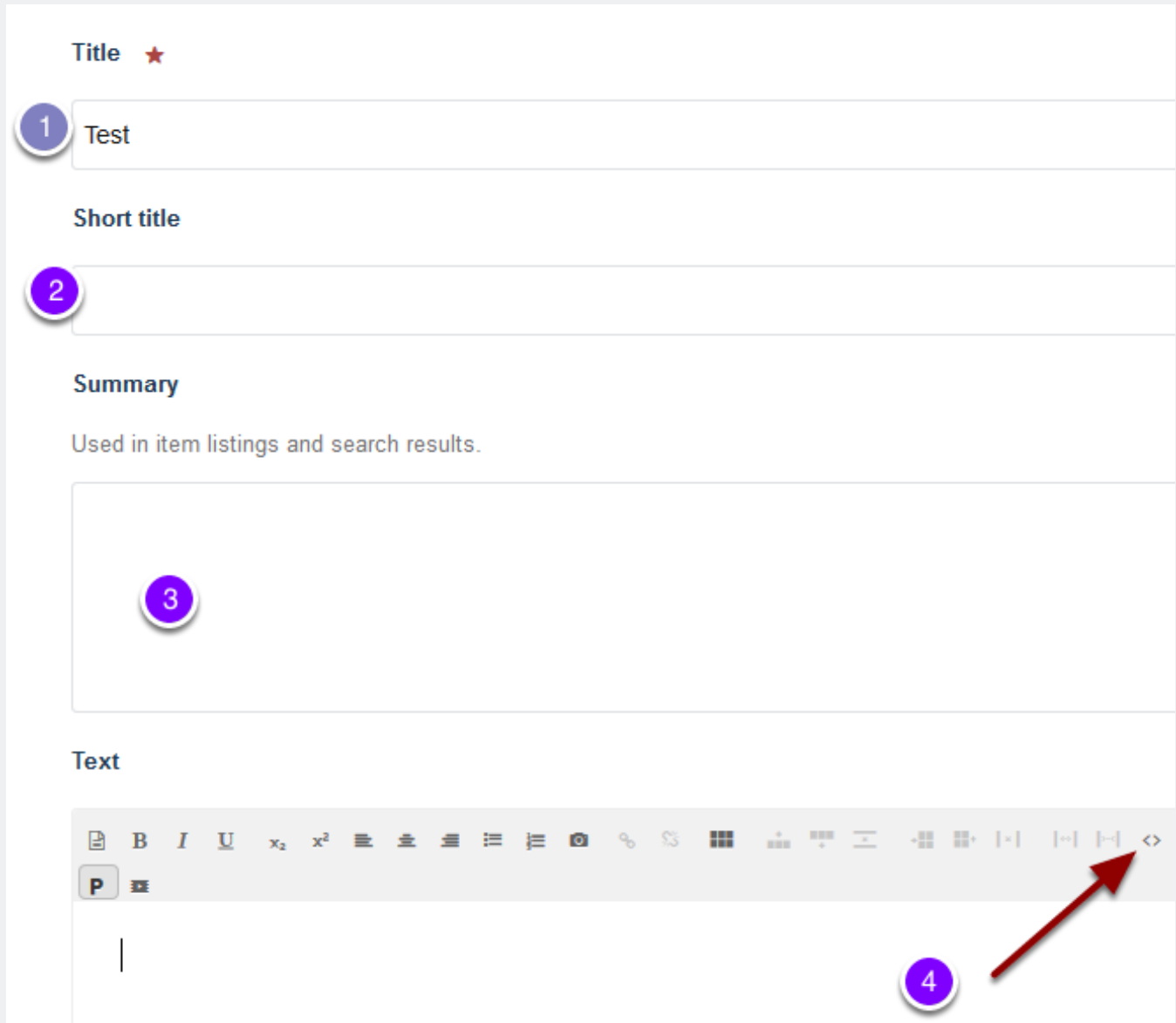
**Summary**

Used in item listings and search results.

3

**Text**

4

The image shows a form for adding a new course. It has four main sections: 'Title', 'Short title', 'Summary', and 'Text'. The 'Title' section has a red star icon and a text input field containing 'Test', with a blue circle containing the number '1' to its left. The 'Short title' section has a text input field with a blue circle containing the number '2' to its left. The 'Summary' section has a text input field with a blue circle containing the number '3' to its left. The 'Text' section has a rich text editor toolbar with various icons, including a blue circle containing the number '4' to its right. A red arrow points from the number '4' to the 'code view' icon (two angle brackets) in the toolbar.

1. Enter the course title.
2. Enter the ID number of the course in the short title section
3. Ignore the summary field
4. Click on the 'pointy brackets' icon - to take you to the code view

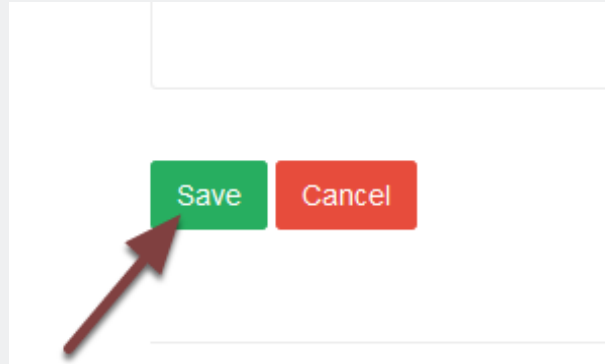
# Add a New Course (Skills Training)

In the box paste:

```
<iframe src='//skillstraining.medsci.ox.ac.uk/skills/skillscourse?courseId=36&bookable=True' frameborder='0' width='100%' height='1300' scrolling='no'></iframe>
```

1. Change the number (36 in this case) to the ID of your new course. The height controls the space available for the iFrame on the course page. After saving your page you might find that you need to increase or reduce the available space. To do this change this number (start reducing or increasing by 100).
2. Click **Insert**.

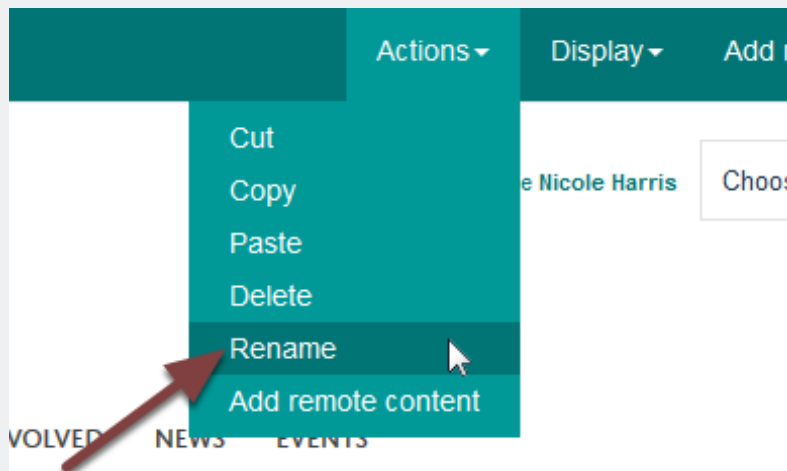
Note: you might find it easier to type this in rather than copy and paste it. The key/value pairs (x='y') can appear in any order and you might find that the order changes once you've saved the page.



Scroll to the bottom of the page and click **Save**.

# Add a New Course (Skills Training)

## Change web address of page



The last part of the web address is formed from the course title. To change this to the course ID click **Actions** from the toolbar at the top of the page and select **Rename**.

Note: if you put the ID in the short title field when you first created the course then you might not need to do this

# Add a New Course (Skills Training)

(test)

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**New Short Name**

Short name is the part that shows up in the URL of the item.

1 test

**New Title**

Test

2 **Rename All** **Cancel**

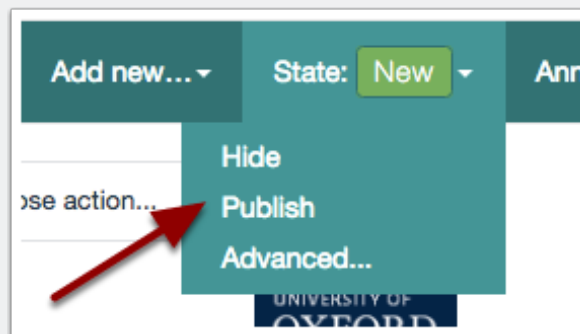
Change the text in the **New Short Name** box to the course ID and click the **Rename All** button.

# Add a New Course (Skills Training)

## Publish the course

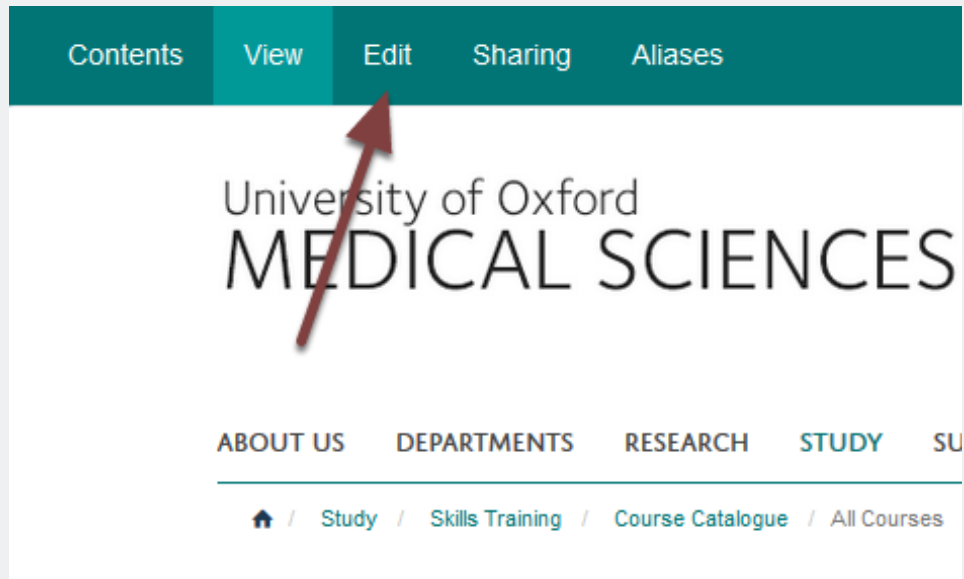
Make sure that the course is visible on the website by choosing Publish from the **State:** menu

If you change your mind and want to 'unpublish' use Retract from the same menu



# Add a New Course (Skills Training)

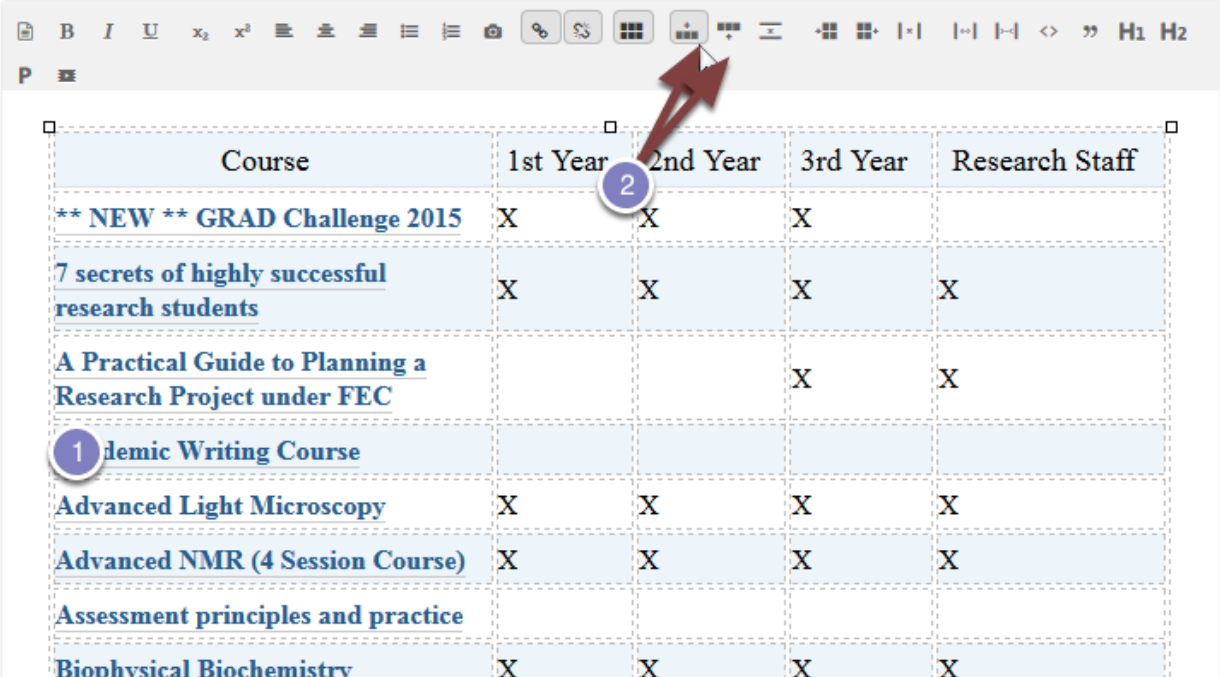
## Add page to the course listing



Go to the **All Courses** page and click **Edit**.



# Add a New Course (Skills Training)



Course	1st Year	2nd Year	3rd Year	Research Staff
<b>** NEW ** GRAD Challenge 2015</b>	X	X	X	
<b>7 secrets of highly successful research students</b>	X	X	X	X
<b>A Practical Guide to Planning a Research Project under FEC</b>			X	X
<b>1 Academic Writing Course</b>				
<b>Advanced Light Microscopy</b>	X	X	X	X
<b>Advanced NMR (4 Session Course)</b>	X	X	X	X
<b>Assessment principles and practice</b>				
<b>Biophysical Biochemistry</b>	X	X	X	X

To add a new line to the table:

1. Click in the line before or after where you would like to add your course.
2. Click the add row before or after button to add an additional row.

Add your course details and link to the course web page you have just created:

1. Block/highlight the text and then click the chain link icon.
2. If you can't find the page you've just created then type part of the title into the search box of the pop-up

Scroll to the bottom of the page and click **Save**.