

Xerte Online Toolkits: Getting Started Guide

Xerte Online Toolkits

! Before you begin...

1. Download the “**xerte media resources**” from Learning Central and save to your desktop. Unzip the folder.
2. Open a browser (**Firefox** and **Chrome** are recommended for Xerte Online Toolkits).
3. Allow popups for xerte.cardiff.ac.uk. See instructions for both Firefox and Chrome browsers below.

Firefox

Click on “Tools” then “Options” 1

Click on “Content” 2

Click on “Exceptions” 3

Enter this address 4

Click on “Allow” 5

Click on “Close” then “OK” 5

Cardiff University: Xerte Online Toolkits - Mozilla Firefox

Cardiff University: Xerte Online Toolkits

https://xerte.cardiff.ac.uk

Xerte on-line toolkits

Welcome to Xerte Online Toolkits

Options

General Tabs Content Applications Privacy Security Sync Advanced

Block popup windows

Exceptions...

Allowed Sites - Popups

You can specify which web sites are allowed to open popup windows. Type the exact address of the site you want to allow and then click Allow.

Address of web site:

xerte.cardiff.ac.uk

Allow

Site Status


Remove Site Remove All Sites Close

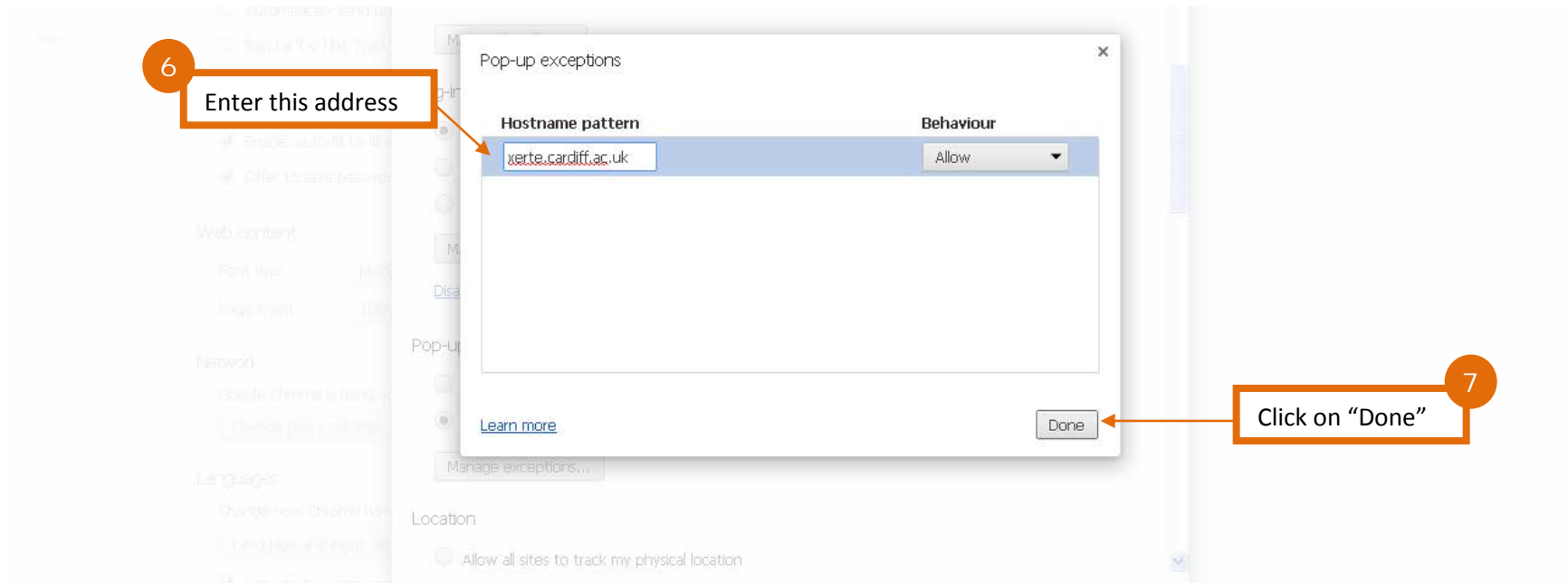
OK Cancel Help

Learning Central

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Chrome

1. Click the  on the browser toolbar.
2. Select Settings.
3. Scroll to the bottom and click "+ Show advanced settings".
4. In the "Privacy" section, click the "Content settings" button.
5. In the "Pop-ups" section, click "Manage exceptions".



6. Click "Done" on the Content Settings window.
7. Exit the settings page by clicking the "X" in the tab.

Logging into XOT at Cardiff

Enter **xerte.cardiff.ac.uk** into your browser.

The screenshot shows a web browser window with the URL <https://xerte.cardiff.ac.uk> in the address bar. The page features a blue header with the Xerte logo and the text "on-line toolkits". A large, stylized 'X' logo is on the left. The main content area includes a welcome message, a description of the toolkits, a login area with fields for "Username" and "Password" and a "Sign In" button, and sections for "Getting Started" and "Other resources".

1 Callout pointing to the browser address bar containing the URL <https://xerte.cardiff.ac.uk>.

2 Callout pointing to the login area with the text "Log in with your Cardiff username and password".

Creating a Learning Object

The screenshot shows the Xerte Online Toolkits web interface. The browser address bar displays <https://xerte.cardiff.ac.uk>. The page header includes the Xerte logo and a 'Log out' button. The main content area is divided into several sections:

- My Projects:** A file management area with buttons for 'New Folder', 'Properties', 'Edit', 'Preview', 'Delete', 'Duplicate', and 'Publish'. It shows a 'Workspace' folder and a 'Recycle Bin'.
- Create a new project:** A section titled 'Create a new project' with the text 'Here are the templates currently available.' It lists four templates, each with a 'Create' button:
 - Xerte Online Toolkit:** A flexible template for creating interactive learning objects. This button is highlighted with an orange callout box containing the number '1' and the text 'Click on "Create"'. An arrow points from the callout to the button.
 - Media Interactions:** A template for presenting a piece of media and creating a series of interactions.
 - Multiple Perspectives:** A template for creating learning objects to present multiple perspectives on a topic.
 - RSS Feed:** Easily create and maintain an RSS Feed.
- Help and tutorials:** A section titled 'Introducing Xerte for creating interactive multimedia learning objects' with a brief description and a link to a 'Feedback Form'.
- Want to share some thoughts?:** A section for user feedback, including a description and a link to the 'Feedback Form'.

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The screenshot shows the Xerte Online Toolkits web interface. The browser address bar displays <https://xerte.cardiff.ac.uk>. The page header includes the Xerte logo and the Cardiff University logo with a 'Log out' button. The main content area is divided into two columns. The left column, titled 'My Projects', contains a file manager interface with buttons for 'New Folder', 'Properties', 'Edit', 'Preview', 'Delete', 'Duplicate', and 'Publish'. It shows a 'Workspace' folder and a 'Recycle Bin'. Below the file manager is a 'Sort your files' section with a dropdown menu set to 'Alphabetical A-Z' and a 'Sort' button. The right column, titled 'Create a new project', lists available templates: 'Xerte Online Toolkit', 'Media Interactions', 'Multiple Perspectives', and 'RSS Feed'. Each template has a 'Create' button. An annotation box with the number '2' in a circle points to the 'Create Project' button in the 'Xerte Online Toolkit' section. The annotation text reads: 'Enter a name and click "Create Project"'. The 'Xerte Online Toolkit' section also includes a text input field for 'Enter a name for this project' and a 'Create Project' button.

English (en-GB)

Create a new project
Here are the templates currently available.

Xerte Online Toolkit
A flexible template for creating interactive learning objects.

Enter a name for this project

Media Interactions
A template for presenting a piece of media and creating a series of interactions

Multiple Perspectives
A template for creating learning objects to present multiple perspectives on a topic

RSS Feed

2
Enter a name and click "Create Project"

My Projects

Workspace

Recycle Bin

Sort your files

Help and tutorials
Introducing Xerte for creating interactive multimedia learning objects
A Xerte object introducing Xerte Online Toolkits at Cardiff University.

Want to share some thoughts?
If you have any questions, requests for help, ideas for new projects or problems to report, then please get in touch.
Please use our [Feedback Form](#).

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The screenshot shows the Xerte online toolkits interface. At the top left is the Xerte logo and 'on-line toolkits'. At the top right is the Cardiff University logo. Below the header is a toolbar with 'Insert', 'Copy', and 'Delete' buttons. To the right of the toolbar is a dropdown menu for 'Optional Properties' set to 'Add Author Support', with 'Add' and 'Publish' buttons. The main area is divided into a left sidebar with a 'Learning Object Title' field and a right panel with settings for 'Learning Object Title', 'Language' (English (en-GB)), 'Navigation' (Linear), 'Default Text Size' (12), and 'Display Mode' (default). At the bottom are navigation controls and checkboxes for 'Show Advanced Options' and 'Show Language Options'. Three callout boxes with orange borders and numbered circles (3, 4, 5) point to the 'Publish' button, the 'Display Mode' dropdown, and the 'Publish' button respectively.

3
Add a title
e.g. Driving Resource
This will be displayed on
the top of every page

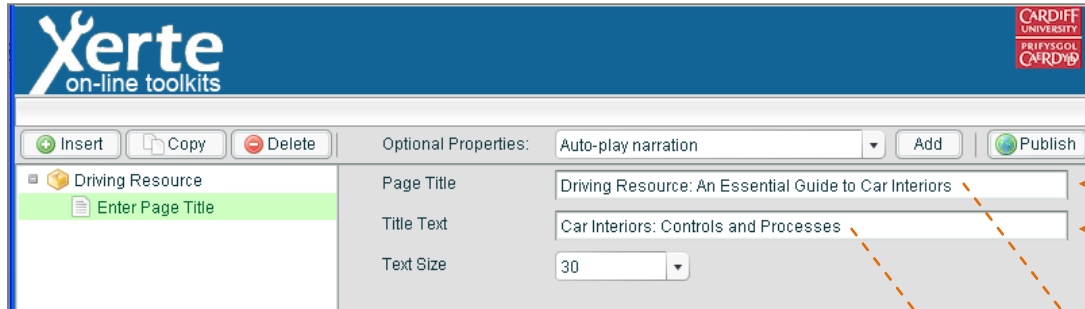
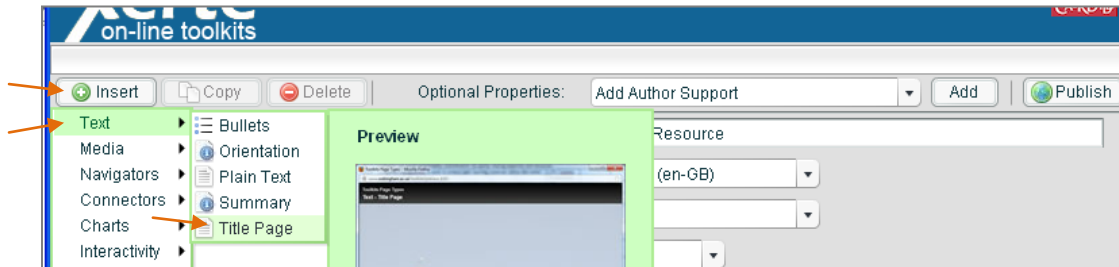
4
Change to "Fill
Window"
This will scale the
screen size to fill the
window

5
Click on
"Publish" to save

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Create a Title Page

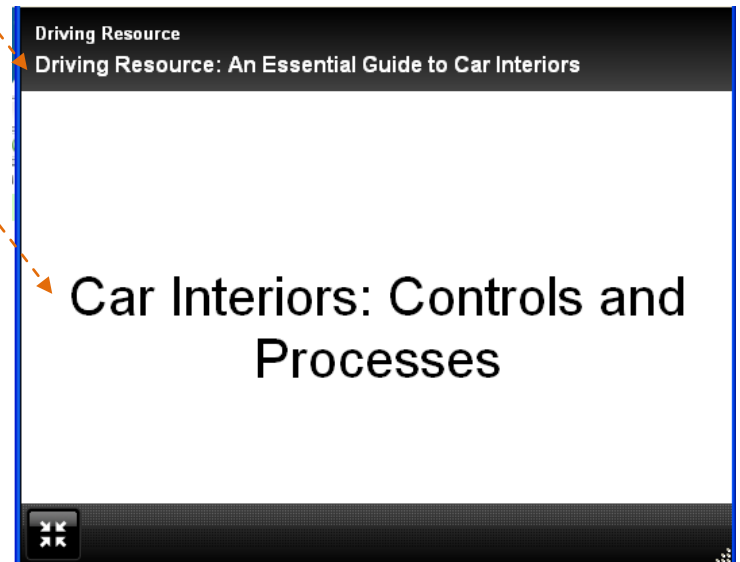
- 1 Click on the Insert menu. Select Insert > Text > Title Page



2 Enter a **page title** and **title text**.

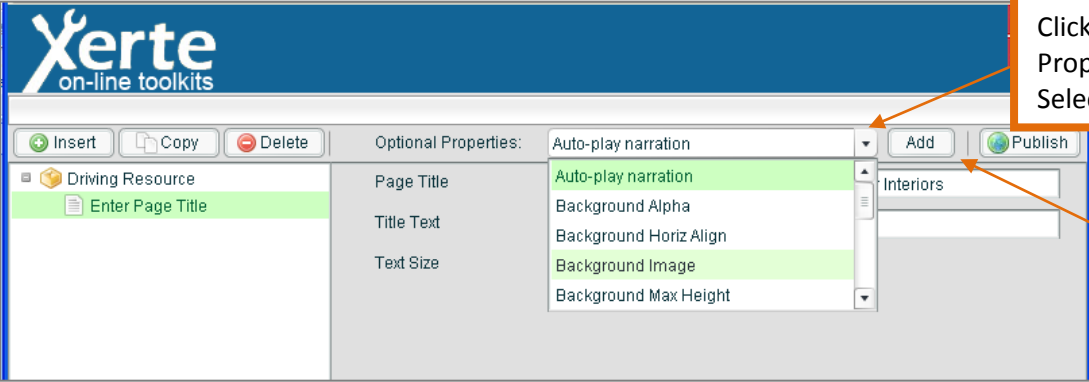
- 3 Click "Play" to preview your title page.

NOTE: The "Play" and "Publish" buttons save your progress. You must save regularly! XOT can time out after a period of inactivity.

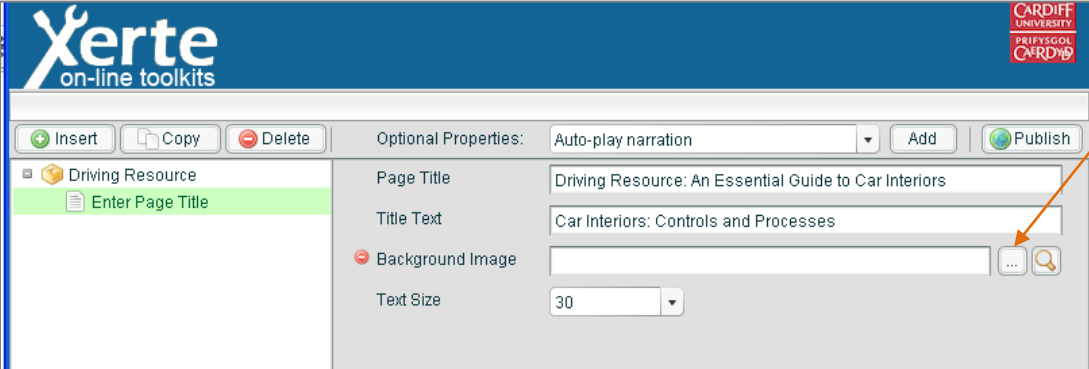


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Add a Background Image to the Title Page



1 Click on the drop down arrow in the Optional Properties field. Select "Background Image"

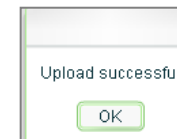


2 Click on "Add"

3 Click on the Import Media button and browse to the desktop. Select the image titled *Speedometer.jpg*.

Note: This image has already been resized. However, when using XOT in your own context you should ensure images are resized to a maximum of 800 x 600 pixels. Xerte supports .jpg .png and .gif file formats.

4 You should then be presented with a pop up message confirming successful upload. Press "OK".



5 Press "Play" to save and view a preview of the title page.



6

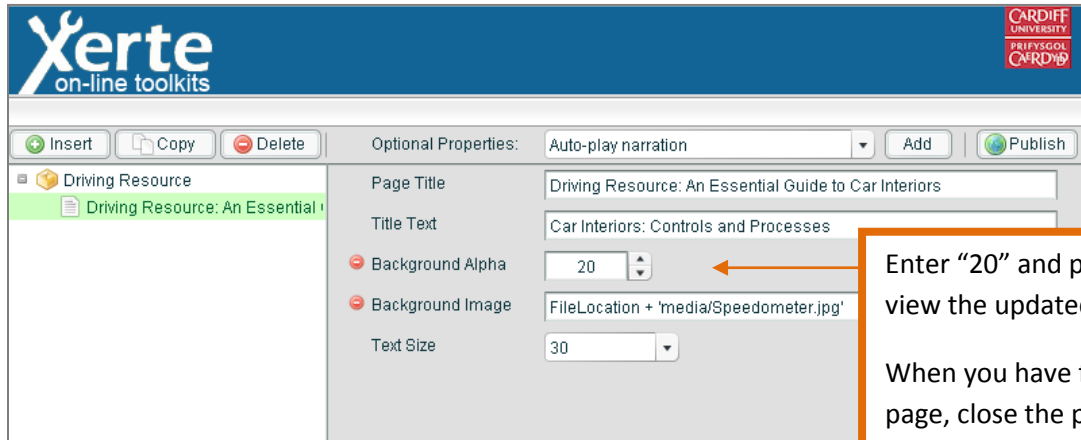
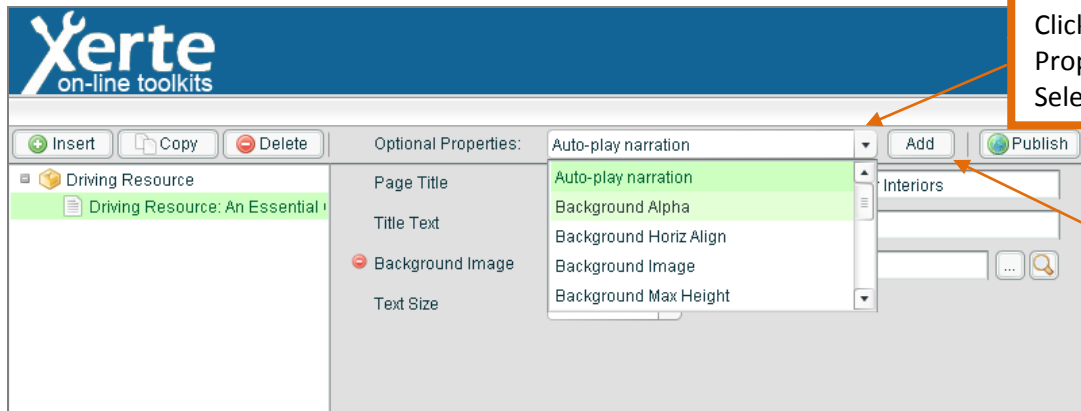
The image has now been added to the title page. However, the title is no longer clearly visible. To overcome this you can fade the image.

Close the preview window and return to the edit window.

NOTE:

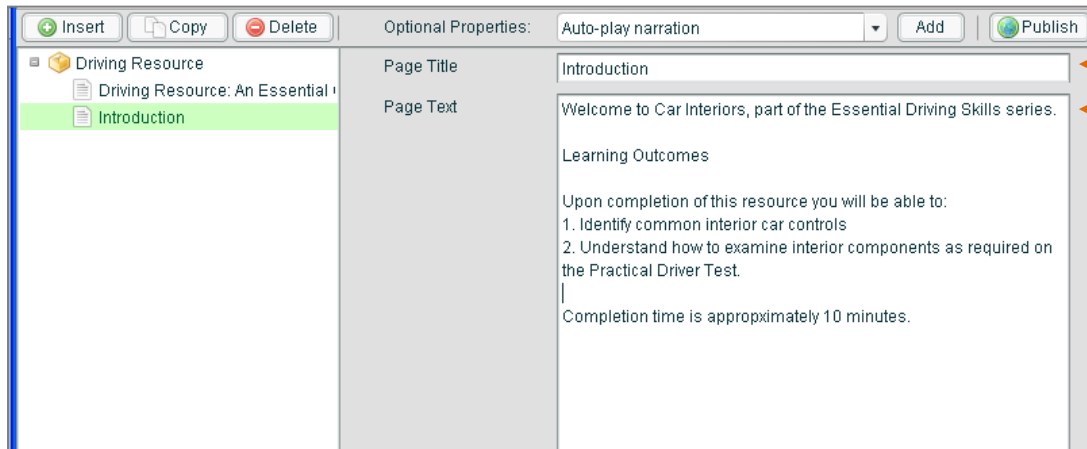
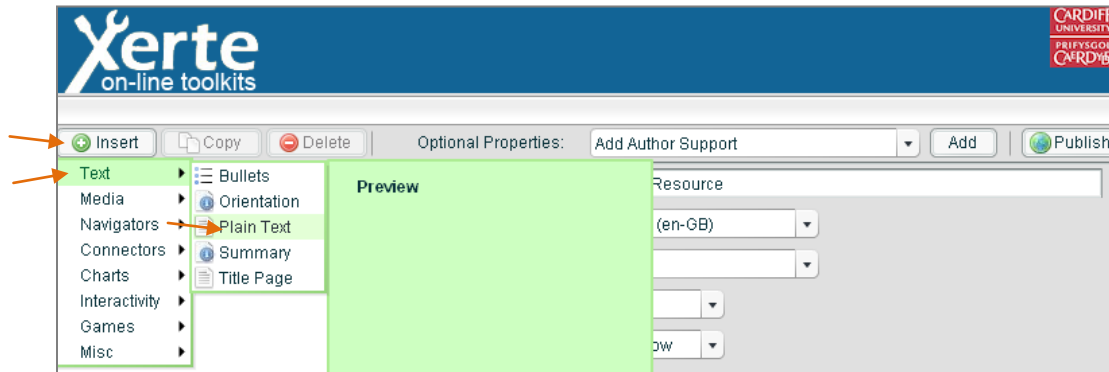
If you cannot see your image as displayed in the screenshot above, then you will need to manually add the image to the media library. You should not normally have to do this, but there seems to be an on campus issue with uploading images. Instructions on how to manually import images to the media library are available on page 32.

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Create a Plain Text Page

- 1 Click on the Insert menu. Select Text > Plain Text

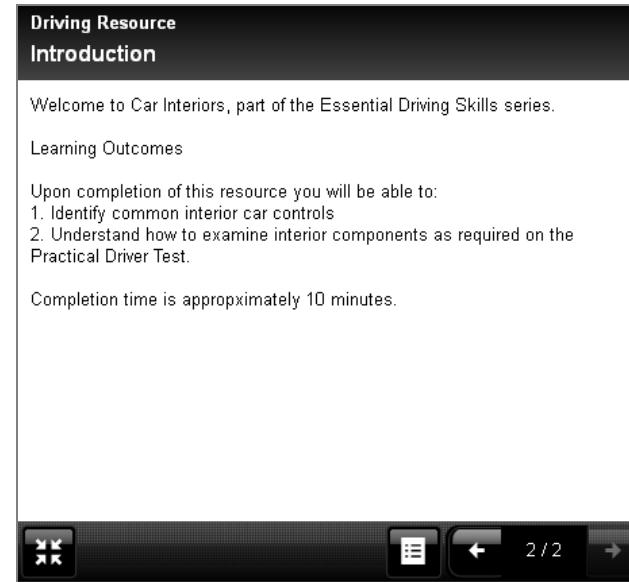
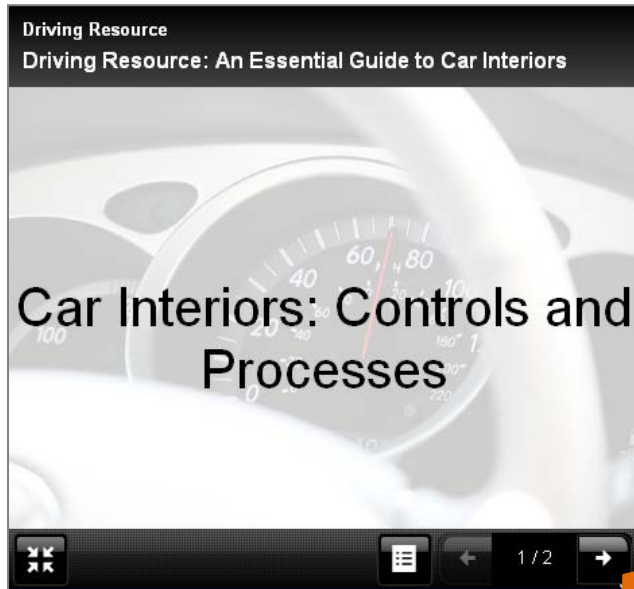


2 Enter a **page title** and **page text**.

Note: The **page text** can be copied from the document titled *Page Text Content.txt* in the resources folder.

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- 3 Click **“Play”** to preview your title page



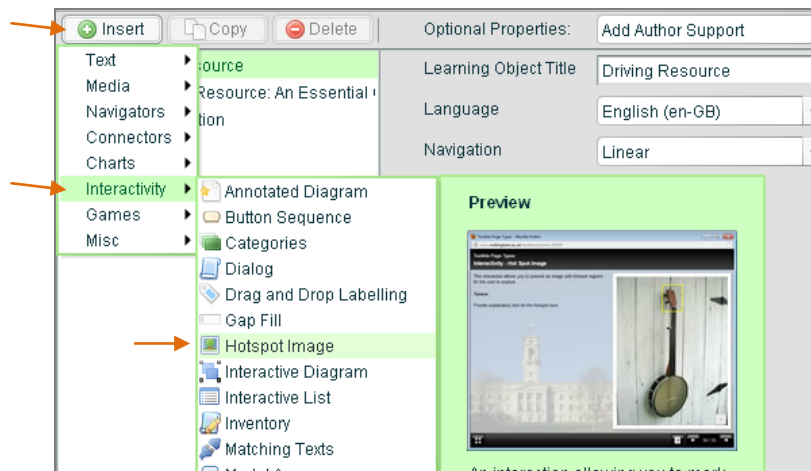
Click here to go to the text page.

- 4 Close the window and return to the edit window.

Create a HotSpot Image Page

A hotspot image page can be used by learners to navigate and explore an image e.g. a map, anatomical diagram, or a screenshot.

Hotspot image pages have been developed with built-in accessibility features. For example, the user can fully navigate the image using a keyboard, which may be used by visually impaired users or users who have motor disabilities.¹

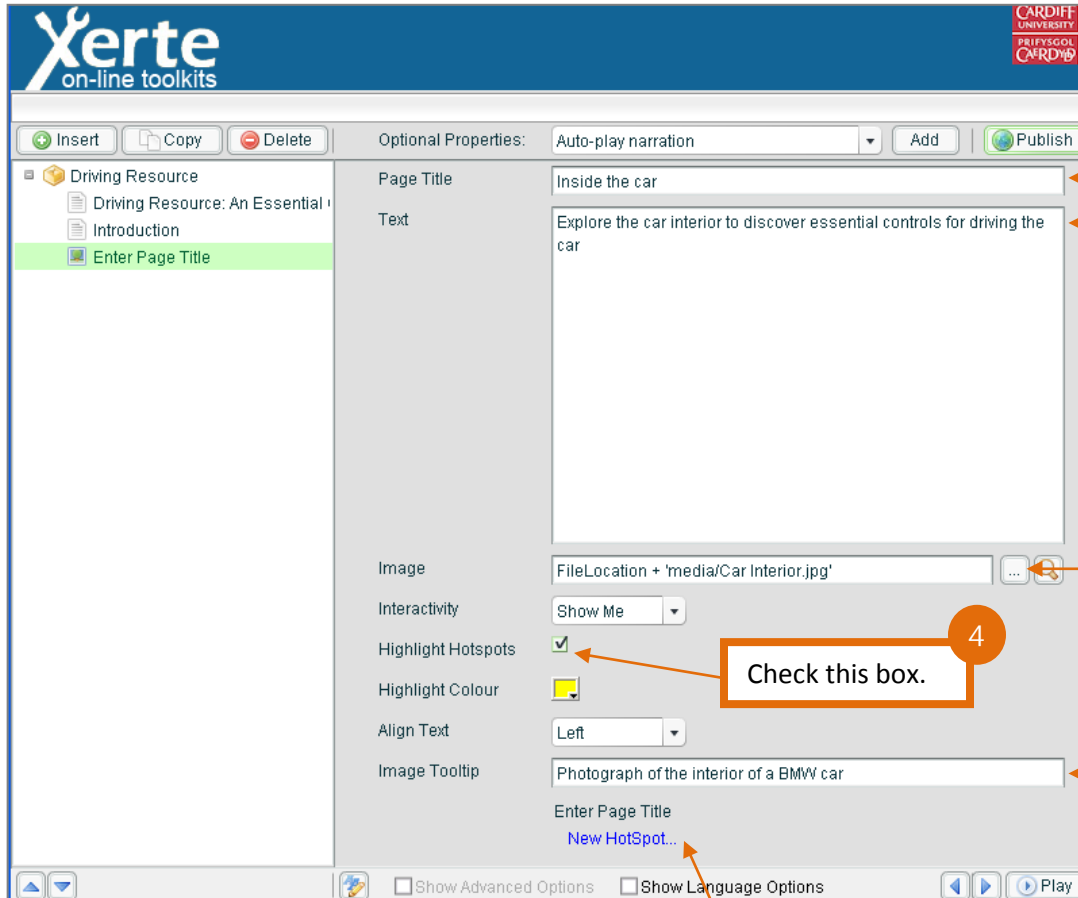


Click on the Insert menu. Select Interactivity > Hotspot Image

1

¹ Further information about keyboard accessibility is available from Web Aim - <http://webaim.org/techniques/keyboard>.

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2 Enter a **page title** and **page text**.

3 Click on the **Import Media** button and browse to the desktop. Select the image titled *"Car Interior.jpg"*

You should then be presented with a pop up message confirming successful upload. Press "OK".

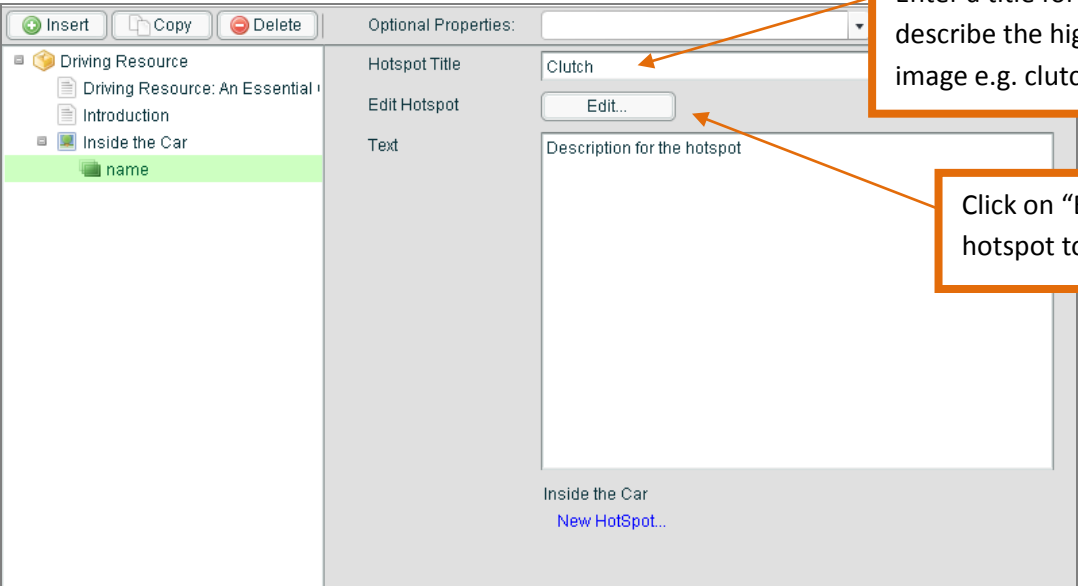
You may also need to manually upload the image to the image library – see page 32.

4 Check this box.

5 Add a brief description of the image. This is required to describe the image to visually impaired users. It will be displayed when the mouse pointer is hovered over the image and can be read by screen reader software.

6 Click on **"New HotSpot"** to add a hotspot to the image.

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Optional Properties:

Hotspot Title: Clutch

Edit Hotspot: Edit...

Text: Description for the hotspot

Inside the Car
[New HotSpot...](#)

7 Enter a title for the hotspot. This should describe the highlighted section of the image e.g. clutch pedal.

8 Click on "Edit" to add the hotspot to the image.




Image Inspector

Add Publish

Save

9 Drag and resize the hotspot marker over the part of the image you wish to highlight. Press 'Save' and close the Image Inspector window.

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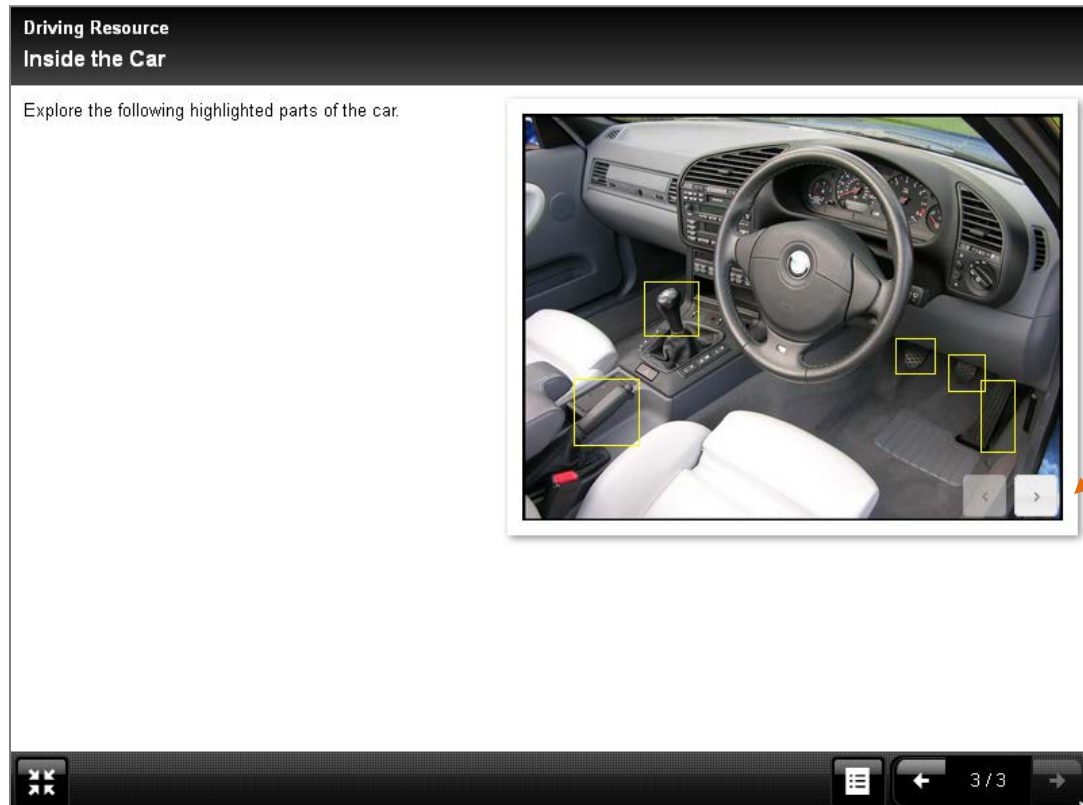
The screenshot displays the Xerte online toolkits interface. The top header features the 'Xerte on-line toolkits' logo and the 'CARDIFF UNIVERSITY PRIFYSGOL CARDIFF' logo. Below the header is a toolbar with 'Insert', 'Copy', and 'Delete' buttons. The main workspace is divided into a left sidebar and a central editing area. The sidebar shows a tree view with 'Driving Resource' expanded, containing 'Driving Resource: An Essential', 'Introduction', and 'Inside the Car'. Under 'Inside the Car', a 'name' item is highlighted. The central editing area has 'Optional Properties:' at the top, followed by a dropdown menu, 'Add', and 'Publish' buttons. Below this, the 'Hotspot Title' is set to 'Clutch', and there is an 'Edit...' button. The 'Text' field contains the text: 'The driver will need to press the clutch to change gear.' An orange callout box labeled '10' points to this text field with the instruction: 'Enter text which will be displayed when the learner clicks on the hotspot. In this case add a description of the clutch pedal.' Below the editing area, the text 'Inside the Car' is visible, with a blue link 'New HotSpot...' below it. An orange callout box labeled '11' points to this link with the instruction: 'Click "New Hotspot" and repeat steps 7-10 to add hotspots for the following parts: brake pedal, accelerator pedal, gear stick and handbrake.' At the bottom of the interface, there are navigation arrows and checkboxes for 'Show Advanced Options' and 'Show Language Options', along with a 'Play' button.

10 Enter text which will be displayed when the learner clicks on the hotspot. In this case add a description of the clutch pedal.

11 Click "New Hotspot" and repeat steps 7-10 to add hotspots for the following parts: brake pedal, accelerator pedal, gear stick and handbrake.

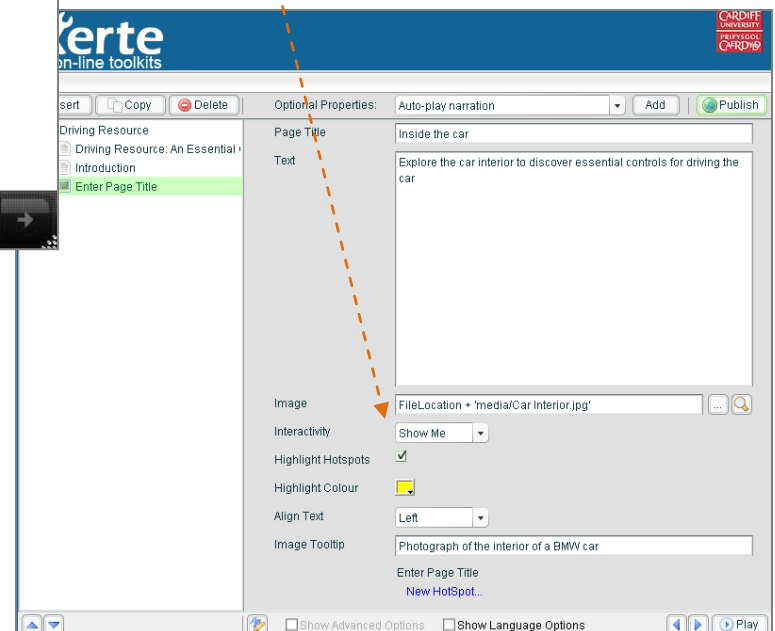
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- 12 Click **“Play”** to preview your hotspot page



You will notice that the image also has these forward and back navigation buttons. These buttons are available when the “Interactivity” property is set to *Show Me*.

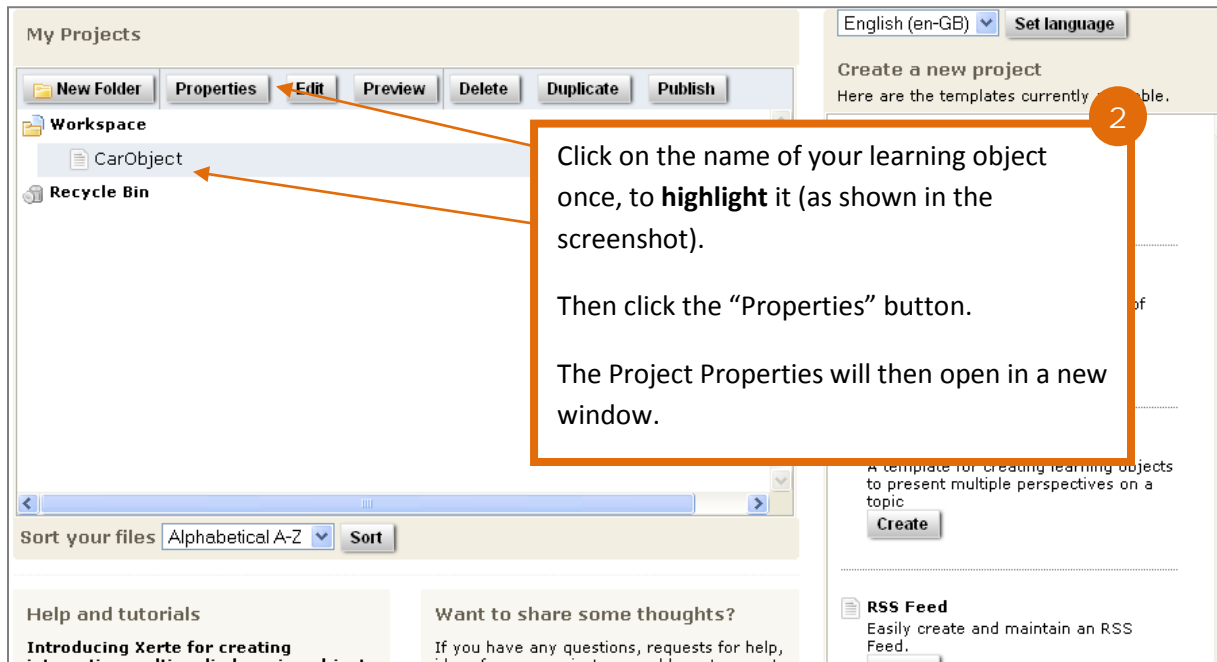
- 13 Close the window and return to the edit window.



Publishing your Learning Resource: Web Link

Currently your learning object is **private** (XOT default setting). You can change the setting to **public** to make it available to others, and embed or link to your object from another website or VLE.

- 1 If you are in the Editor Window, click “**Publish**” to save the latest changes. Then close the Editor Window to return to the homepage.



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3 Click on the "Access" tab

4 Tick the Public checkbox

5 Click "Change Access" to save your changes

This file is currently set as Private

Public
The template will be visible to anyone on the internet.

Password protected
The template will be visible to people with an account on this system.

Other
Using this setting restricts access to your content. Your content will only be visible to people following links to your content from the site you provide. Enter the site URL below.

Private
This makes your template visible to editors only.

Change Access

Shared settings

RSS

Open Content

Export

Peer review

Give this project

XML sharing

site you provide. Enter the site URL below.

Private

This makes your template visible to editors only.

Change Access

The new access settings are saved.

This message will then be displayed to confirm the changes have been applied.

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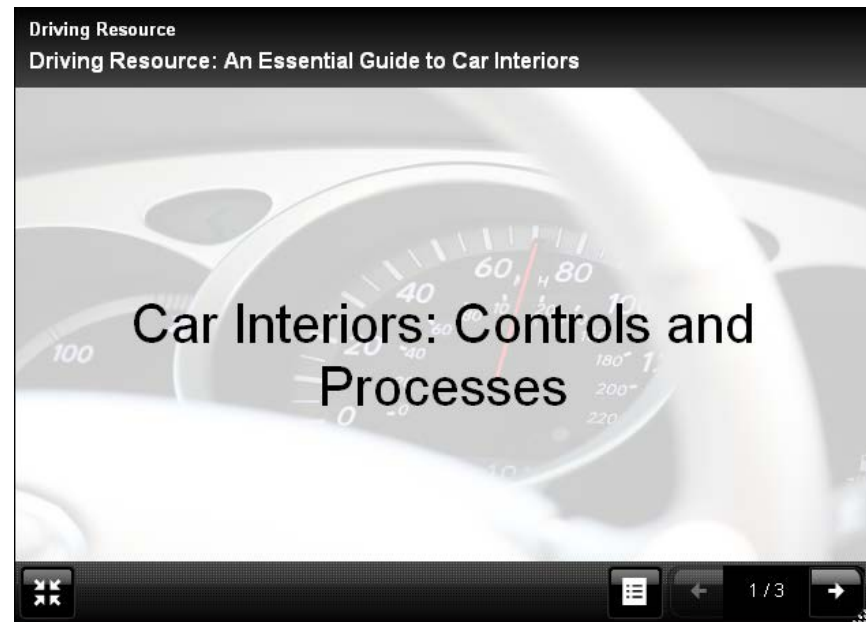
The screenshot shows the 'Project Properties' dialog box with the 'Project' tab selected. The 'Project name' field contains 'CarObject' and a 'Rename' button is next to it. Below this, there are fields for creation and modification dates (2013-11-10). A section titled 'What is the default engine to use for this project?' has two options: 'Javascript (a.k.a. HTML5)' which is checked, and 'Flash' which is unchecked. A URL is displayed: https://xerte.cardiff.ac.uk/play.php?template_id=365. At the bottom, there is a code block for embedding the project into a web page.

6 Click on the "Project" tab

7 Ensure that the "Javascript" option is checked for your object to be accessible from Apple mobile/tablet devices.

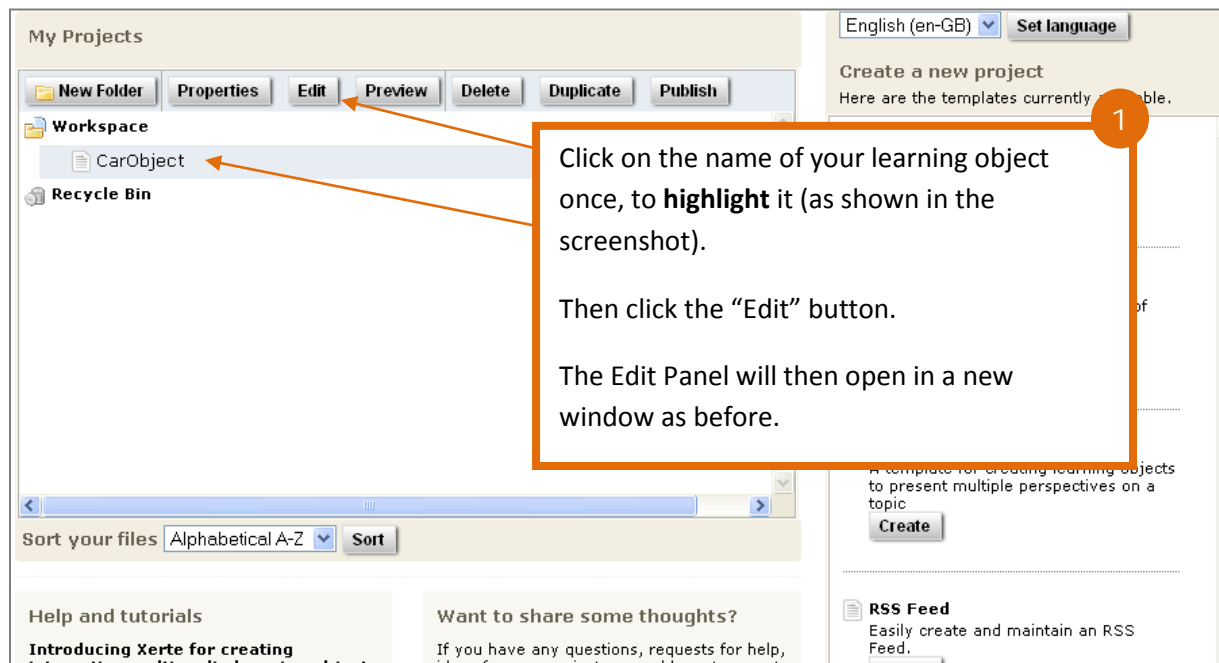
8 Copy the URL and paste it into a browser to view your object.

NOTE: You can also copy the embed code to embed it on a website (e.g. a blog) or on a VLE page.



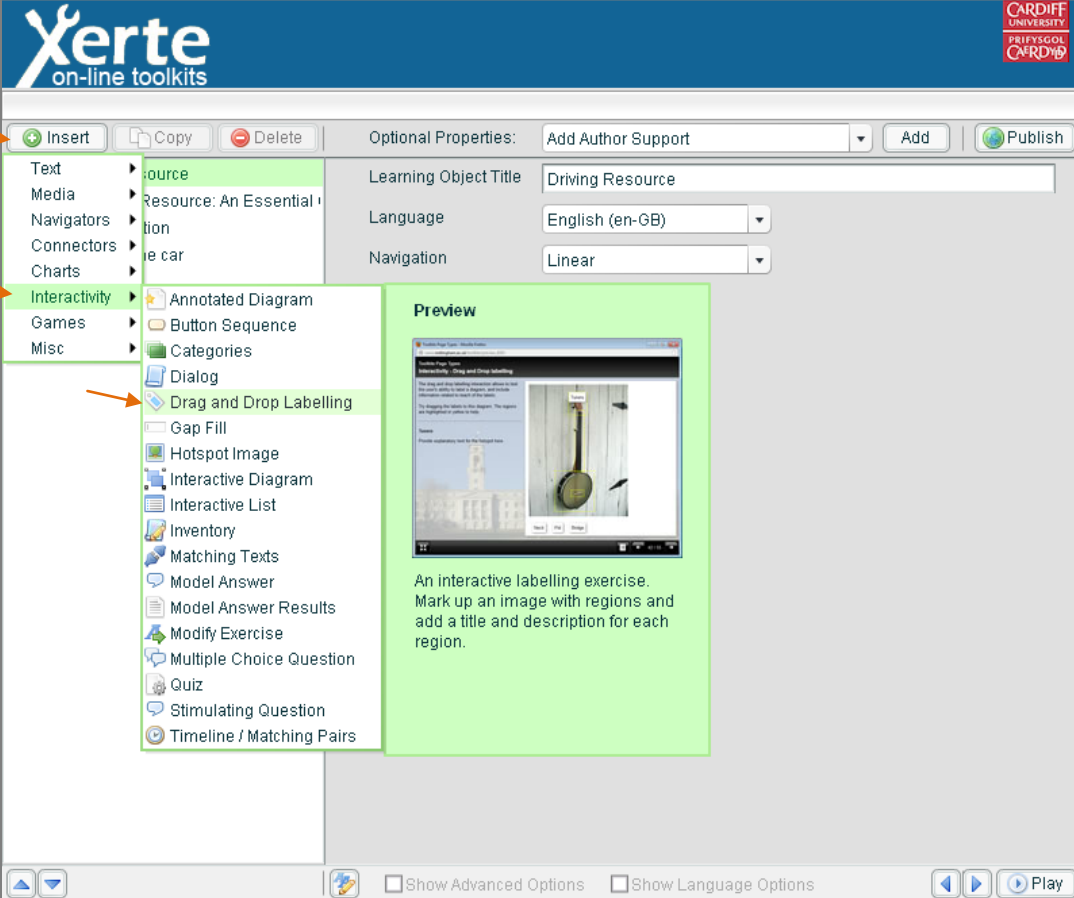
Edit your LO: Add a Drag and Drop Activity – Formative Task

You can continue to edit your learning object, even though your resource is now public. Go to the XOT homepage, and follow step 1 to open and re-edit your object.



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2 In the Edit Panel, click on the Insert menu. Select Interactivity > Drag and Drop Labelling



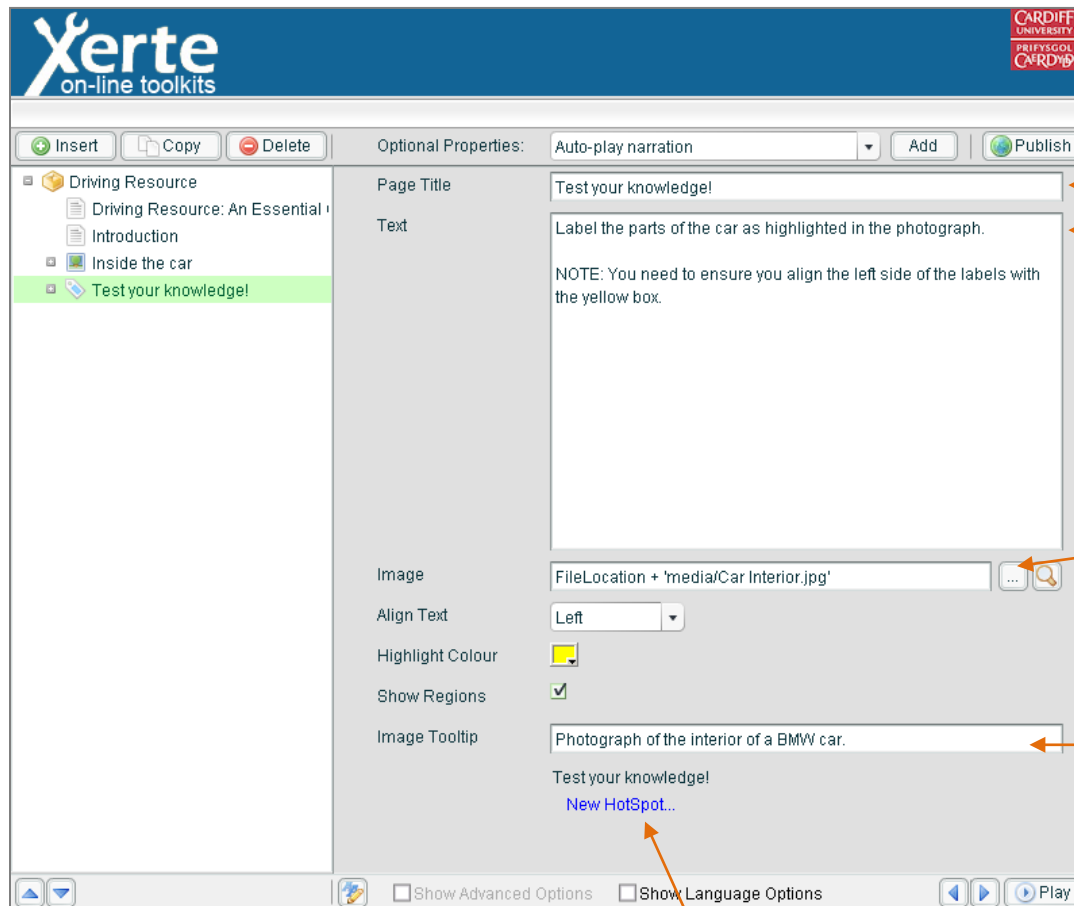
The screenshot displays the Xerte Online Toolkits interface. At the top left, the logo reads "Xerte on-line toolkits". In the top right corner, there are logos for "CARDIFF UNIVERSITY" and "PRIFYSGOL CARDIFF". Below the header is a toolbar with buttons for "Insert", "Copy", and "Delete". To the right of these buttons are "Optional Properties:" fields for "Add Author Support", "Add", and "Publish".

The main interface is divided into a left-hand menu and a right-hand preview area. The "Insert" menu is open, showing a list of options. The "Interactivity" category is selected, and the "Drag and Drop Labelling" option is highlighted. Other options in the "Interactivity" list include Annotated Diagram, Button Sequence, Categories, Dialog, Gap Fill, Hotspot Image, Interactive Diagram, Interactive List, Inventory, Matching Texts, Model Answer, Model Answer Results, Modify Exercise, Multiple Choice Question, Quiz, Stimulating Question, and Timeline / Matching Pairs.

The preview area on the right shows a window titled "Preview" containing an interactive labelling exercise. The exercise features an image of a banjo with several regions marked for labelling. Below the image, there is a text box with the following description: "An interactive labelling exercise. Mark up an image with regions and add a title and description for each region."

At the bottom of the interface, there are navigation controls including arrows and a "Play" button, along with checkboxes for "Show Advanced Options" and "Show Language Options".

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Enter a **page title** and **text**.

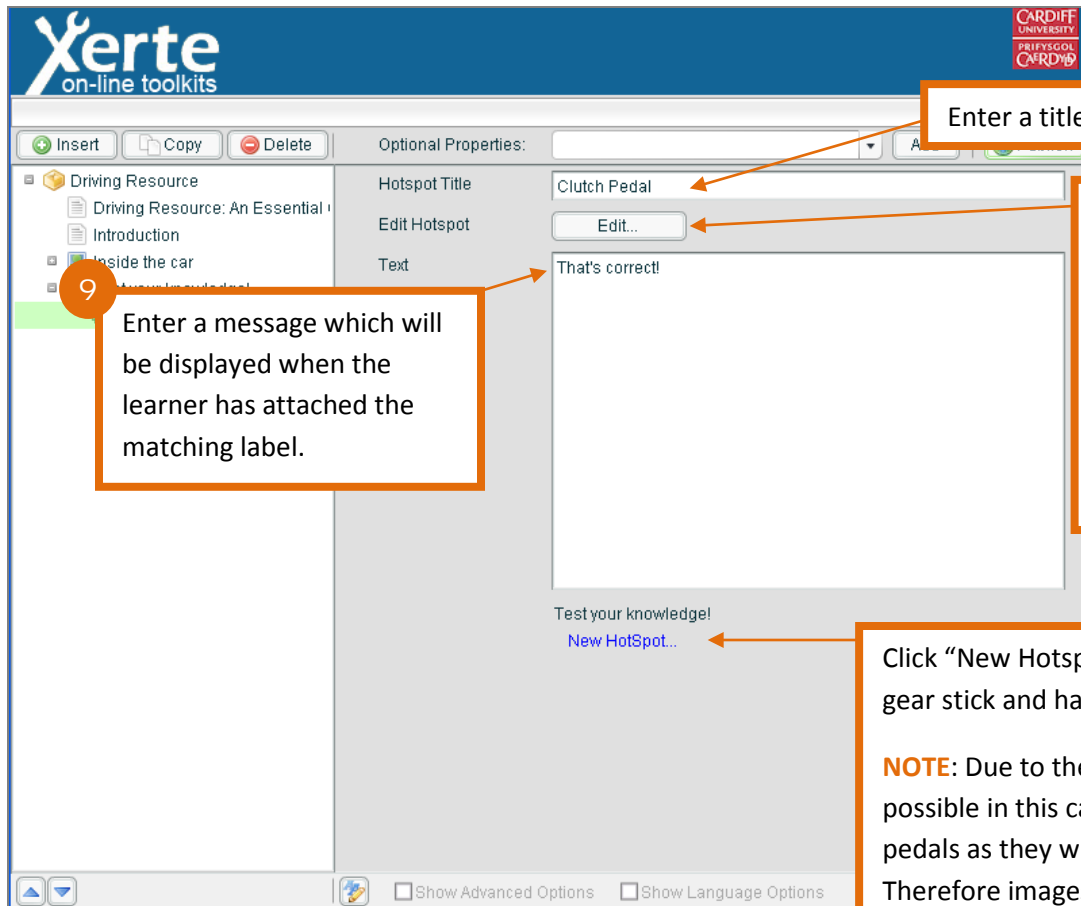
The page text should include instructions on how to complete the task.

Click on the **Import Media** button and browse to the desktop. Select the image titled "*Car Interior.jpg*"

You should then be presented with a pop up message confirming successful upload. Press "OK".

Add a brief description of the image, to be displayed as the tooltip text.

Click on "**New HotSpot**" to add a hotspot to the image.



7
Enter a title for the label.

9
Enter a message which will be displayed when the learner has attached the matching label.

8
Click on "Edit" to create a hotspot area on the image. This is where the user will attach the label, therefore the hotspot area needs to be big enough to accommodate the **height** of the label. However, the hotspot area can be narrower than the label width.

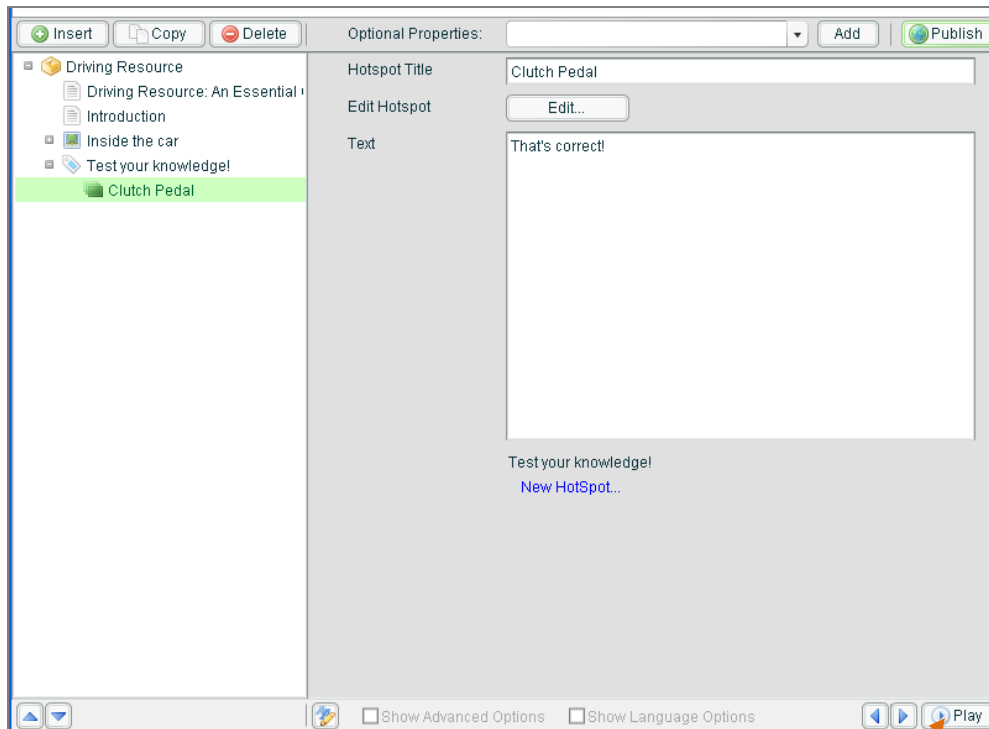
See the screenshot on the following page.

10
Click "New Hotspot" and repeat steps 7-10 to add hotspots for the gear stick and handbrake.

NOTE: Due to the size and position of the labels, it would not be possible in this case to add a label to the brake and accelerator pedals as they will be obscured by the label for the clutch pedal. Therefore images will need to be carefully selected for this activity to ensure it is large enough to accommodate the labels once they are in position.

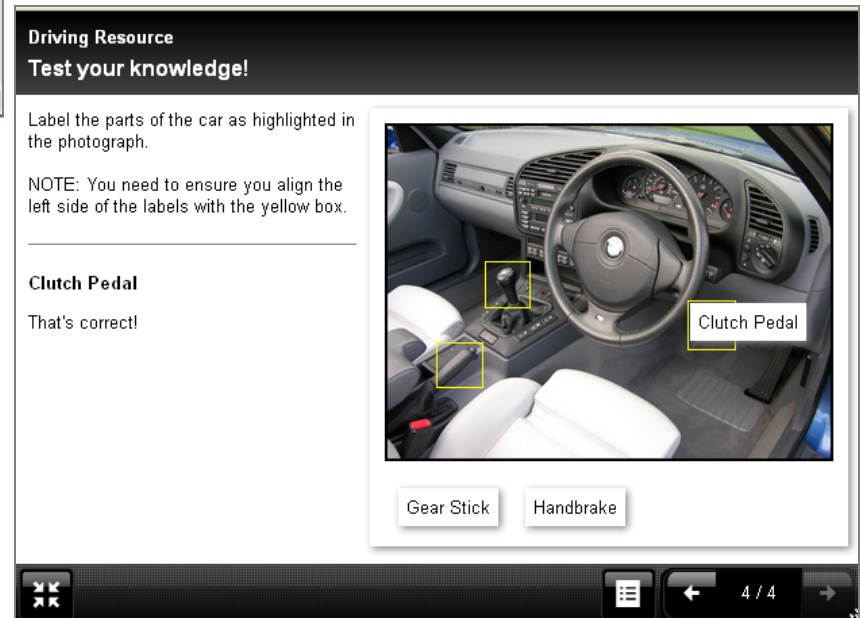
See the screenshot on the following page.

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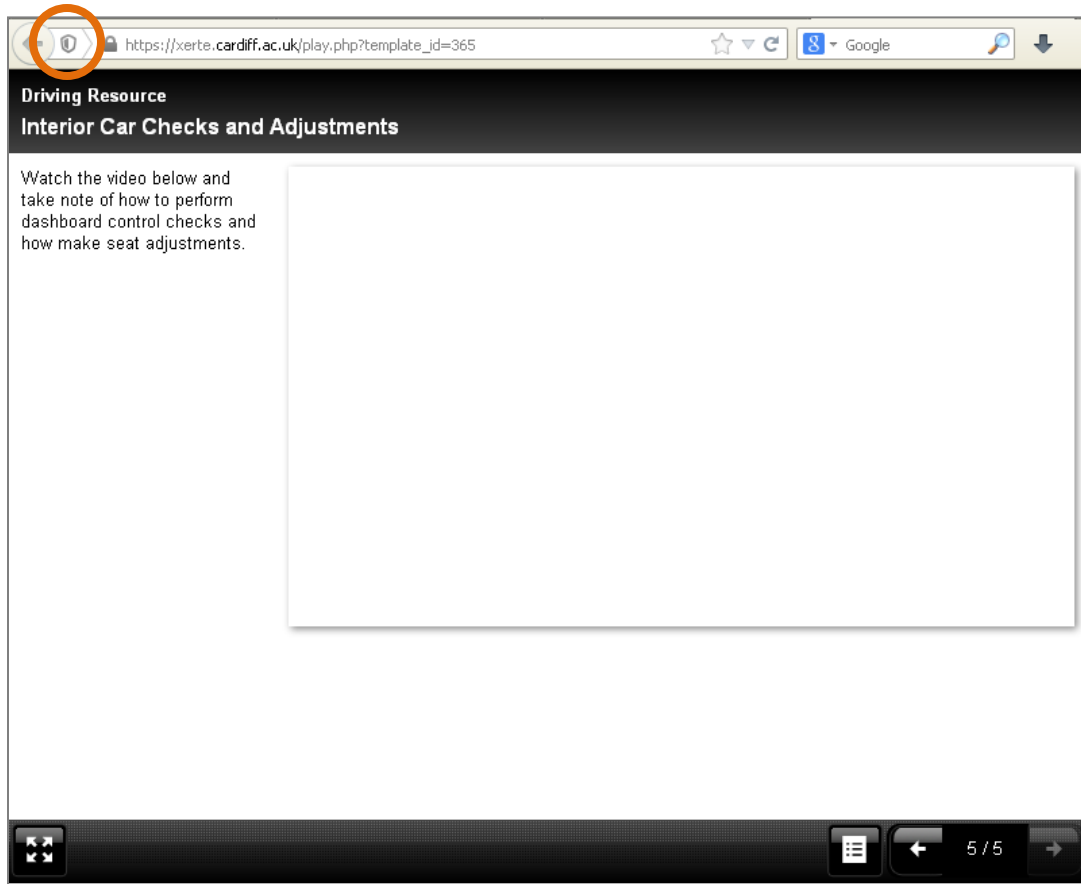
11
Once you have finished adding the hotspots, click **“Publish”**. This will **save** your progress, and **update** your public learning object.

View your learning object by either:
1. Clicking **“Play”** in the Edit Panel
2. Pasting the URL into a browser
3. Refreshing the page if your public learning object is already open.



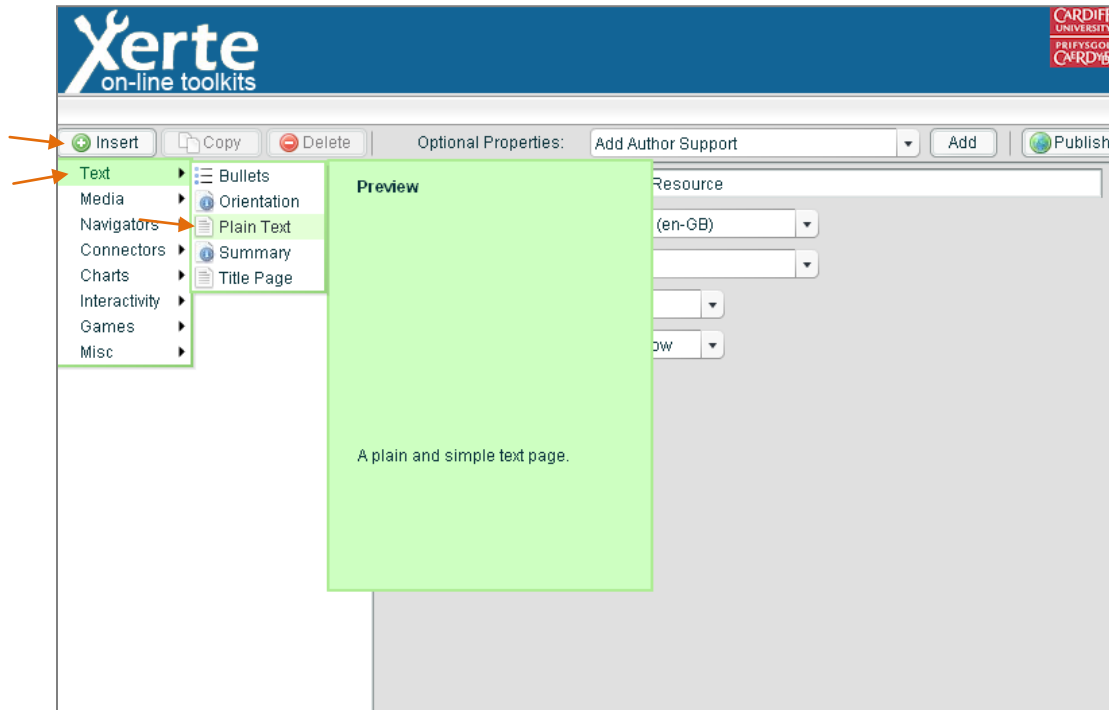
Embed a YouTube Video in a Plain Text Page

There is a YouTube Video page template available in XOT. However, when viewing the page some browsers will block the video, unless the user submits agreement for the video to load (as demonstrated in the image below). This can cause confusion and frustration for learners. However, videos can be embedded in the Plain Text template – the same template that we used to create the introductory page. This page will display the video without the express permission from the user (as long as the browser has the necessary plugins).



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- 1 In the Edit Panel, click on the Insert menu. Select Text > Plain Text



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The screenshot displays the Xerte online toolkits interface. At the top left is the 'Xerte on-line toolkits' logo. At the top right is the Cardiff University logo. Below the header is a toolbar with 'Insert', 'Copy', and 'Delete' buttons. To the right of the toolbar is a dropdown menu for 'Optional Properties' set to 'Auto-play narration', with 'Add' and 'Publish' buttons. On the left is a tree view of a 'Driving Resource' containing 'Driving Resource: An Essential...', 'Introduction', 'Inside the car', 'Test your knowledge!', and 'Enter Page Title' (highlighted in green). The main editor area is split into 'Page Title' and 'Page Text' sections. The 'Page Title' section contains the text 'Interior Car Checks and Adjustments'. The 'Page Text' section contains the text 'Watch the video below and take note of how to perform dashboard control checks and how make seat adjustments.' At the bottom of the interface are navigation arrows and checkboxes for 'Show Advanced Options' and 'Show Language Options', along with a 'Play' button.

2
Enter a **page title** and **page text**.

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3 In your browser enter the following YouTube address (you can copy this address from the *YouTube Link.txt* document in the resources folder).

4 Click on "Share"

5 Click on "Embed"

6 Copy the embed code.

Cardiff University: Xerte Online Toolkits

DSA show me, tell me - inside the car : driving test questions

www.youtube.com/watch?v=WTP2TPThkqE

Google

DSA show me, tell me - under the bonnet : driving test questions by dsagov 188,999 views

My Daddy by dsagov 316,429 views

ADI part 2: driving ability test - official DSA guide by dsagov 76,416 views

The official DSA guide to hazard perception DVD by dsagov 334,204 views

show me tell me questions, dsa driving test 19 questions and answers by Rob Abdul 840,456 views

Show Me Tell Me Questions - UK Driving Test by DrivingHelp 52,577 views

ROUNDABOUT driving faults by Jon Matthews 105,833 views

T to do during a drivers test by Anna 605,414 views

0.01 / 1:48

DSA show me, tell me - inside the car : driving test questions

dsagov · 66 videos

Subscribe 8,278

Like About Share Add to

Share this video Embed Email

```
<iframe width="560" height="315" src="//www.youtube.com/embed/WTP2TPThkqE" frameborder="0" allowfullscreen>
</iframe>
```

Video size: 560 x 315

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Optional Properties: Auto-play narration

Page Title: Interior Car Checks and Adjustments

Page Text: Watch the video below and take note of how to perform dashboard control checks and how make seat adjustments.

```
<iframe width="560" height="315" src="//www.youtube.com/embed/WTP2TPThkqE?rel=0" frameborder="0" allowfullscreen></iframe>
```

7

Paste the embed code, and click on “Publish” to save your changes.

NOTE: You should ensure that there is a text equivalent for multimedia content. You can add a transcript, or a link to a transcript to the “Page Text” area.


Visit <http://webaim.org/techniques/captions/> for further information.

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Driving Resource
Interior Car Checks and Adjustments

Watch the video below and take note of how to perform dashboard control checks and how make seat adjustments.

DSA show me, tell me - inside the car : driving...

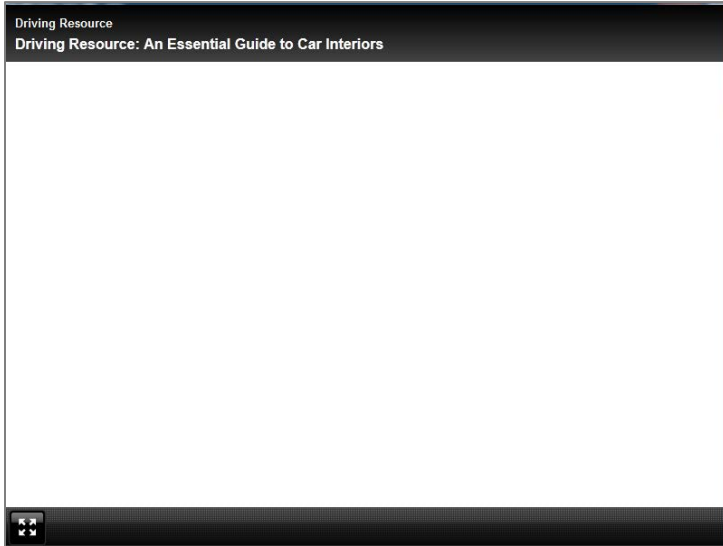


0:00 / 1:48

YouTube

5 / 5

Importing Files to the Media Library



If you cannot see your image as displayed in this screenshot, then you will need to manually add the image to the media library. You should not normally have to do this, but there seems to be an on campus issue with uploading images.

- 1 If you are in the Editor Window, click "**Publish**" to save the latest changes. Then close the Editor Window to return to the homepage.

Xerte Online Toolkits: Getting Started Guide

My Projects

English (en-GB) Set language

Create a new project
Here are the templates currently available.

New Folder Properties Edit Preview Delete Duplicate Publish

Workspace
CarObject

Recycle Bin

Sort your files Alphabetical A-Z Sort

Help and tutorials
Introducing Xerte for creating
interactive multimedia learning objects

Want to share some thoughts?
If you have any questions, requests for help,
ideas for new projects or problems to report

topic
Create

RSS Feed
Easily create and maintain an RSS
Feed.

2

Click on the name of your learning object once, to **highlight** it (as shown in the screenshot).

Then click the “Properties” button.

The Project Properties will then open in a new window.

Project Properties

This project is currently using 0.00 MB

Project

Notes

Media and quota

Access

Shared settings

RSS

Open Content

Export

Peer review

Give this project

XML sharing

Import media
Browse... No file selected.
Import

Click on a file name and a link will appear below

In use / Not in use refer to whether the file is used in the published version, not the working version

readme.txt	0.00 MB	Not in use X
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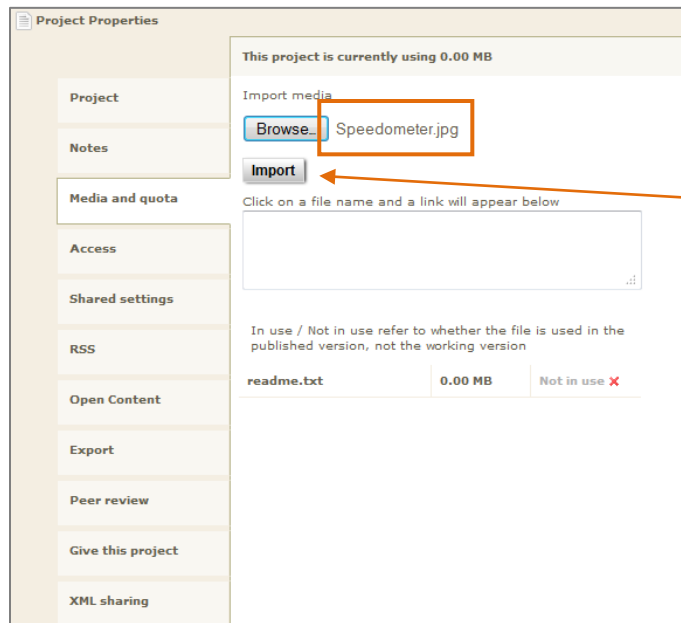
3

Click on the “Media and quota” tab

4

Click on the “Browse” button to select the image you wish to upload.

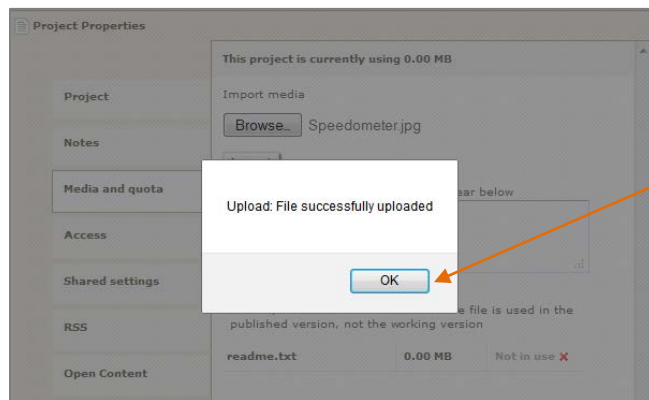
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5

The name of the image (you wish to import) should then be displayed next to the browse button.

Click on the "Import" button.



6

You should then be presented with the following dialog box. Select "OK"

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Project Properties

This project is currently using 0.05 MB

Project: Import media

Notes: No file selected.

Media and quota:

Access: Click on a file name and a link will appear below

Shared settings:

RSS: In use / Not in use refer to whether the file is used in the published version, not the working version

Speedometer.jpg	0.05 MB	In use
readme.txt	0.00 MB	Not in use <input type="button" value="x"/>

Open Content:

Export:

Peer review:

Give this project:

XML sharing:

You will then see the image listed in the media library.

Close this window, and select "Edit" to continue editing your learning object.