



Manual for editing in the Living Textbook

Version 26-8-2019

Living Textbook Dashboard Show Data Configuration

Welcome to the "GIS_RS_V2" study area. [Open map](#) [Progress export](#) [Transfer ownership](#) [Edit](#) [Freeze](#) [Remove](#)

This study area has:

- [396 concepts](#)
- [539 relations](#)
- [45 abbreviations](#)
- [130 external resources](#)
- [19 learning outcomes](#)
- [14 learning paths](#)
- [URLs not scanned yet, click to scan.](#)

Tracking consent
This study area is configured to track user interaction. Your interaction is currently being tracked. I've agreed to the conditions. You can toggle your preference by clicking [here](#).

Search for concept
Select one... [Search](#)

Search for another study area
Select one... [Switch](#)

Study area list [+ Add](#) [Groups](#)

Name	Owner	Access type	Actions
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Introduction

This manual was developed for persons who have editing rights in the Living Textbook environment:

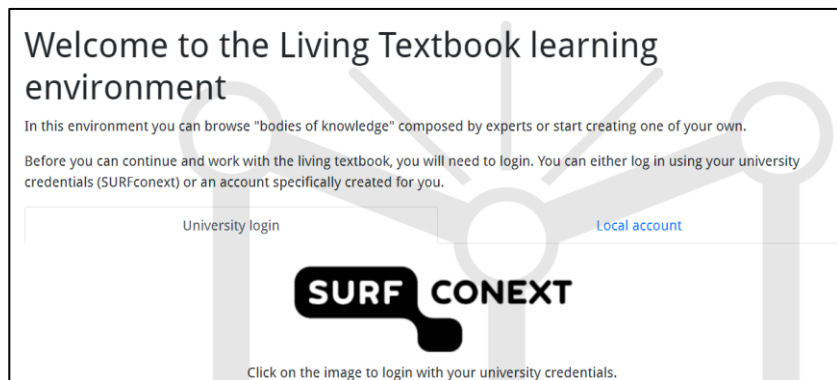
- You have editing rights in a study area owned by someone else
- You want to create your own study area and start editing things in it
- You own a study area and want to edit things in it

The manual starts with topics that are relevant for all situations. At the end of the manual, you can find things that are specific for a study area owner, marked in the title with the word "Owner".

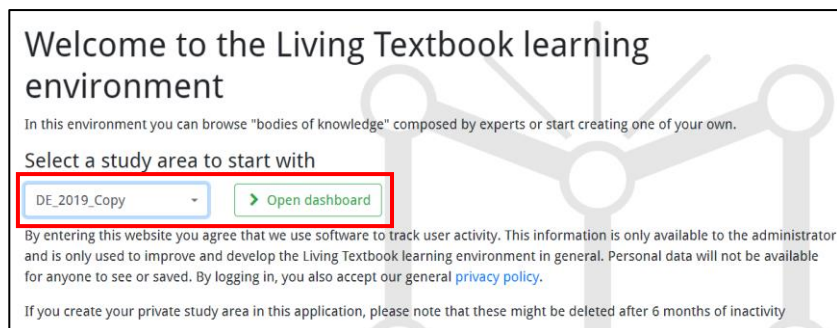
Login to the LTB and find the study area you want to edit

1. Use the link to the LTB: <https://ltb.itc.utwente.nl>

2. Log in with your university credentials or a local account



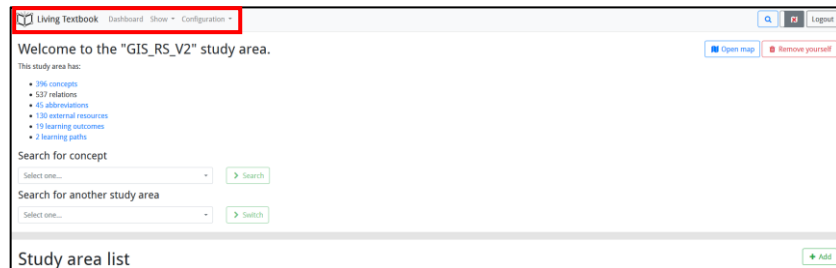
3. Select the study area that you want to edit. Then click on **Open dashboard**



Access the Main menu

The main menu for editing is accessible in different manners:

After you have logged in and chosen the study area you would like to work in, you enter the **Dashboard**. The menu is shown on top of this window.



The full menu is also shown on top of the screen when you are browsing through the concepts in a study area.



When the left part of the screen, showing the text of a concept, is small the menu collapses into a hamburger menu. Click on this to open the full menu.



Create and edit concepts and the concept map

When you start to fill a blank new study area, you normally start by creating the concepts in the concept map and later fill the text and create the learning paths.

What is a Concept (map)?

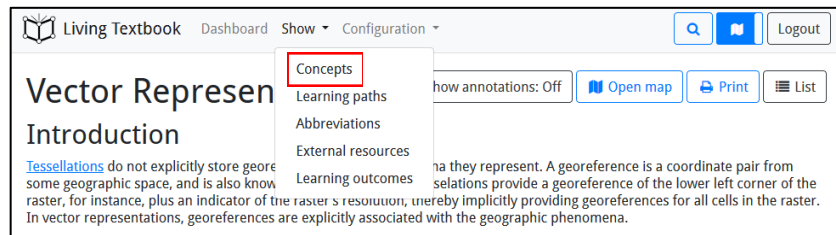
A concept is a construct that has been formed by combining particular instances into a general idea. Concepts are related with each other via meaningful connections, such as “is defined by”, “is a kind of”, “is a property of”. The concepts and the connections together form the ontology of a certain knowledge area. This is displayed in the Living Textbook in the Concept map.

Create the Concept map

The concept map is constructed automatically from the concepts in it. Each Concept can be filled with texts, and relationships with existing concepts can be defined. The computer calculates the best position of the concept in the Concept map.

Create a new Concept

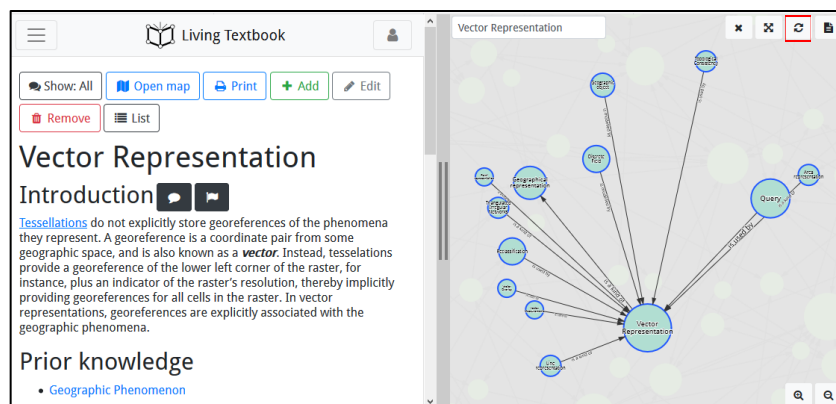
1. Starting from the Main menu, click on **Show** and choose **Concepts**



2. In the Concept list click on **Add**



3. Click on **refresh** in the Concept map window to see how the new concept is embedded in it.



4. When there is no text in the concept, except for the title, the concept will be greyed out in the concept map to show that it is empty.

Edit a concept description

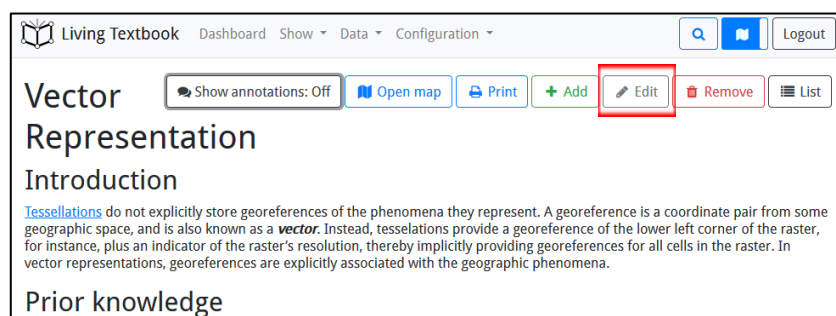
The concept description page contains a number of sections that can be filled with text, images, etc.. When a field is empty, it will **not** be shown in display or print. Only the "name" field is compulsory. The following fields are available:

Name	Name of the concept. Provide a clear and concise name to the concept; <i>*this is a compulsory field.</i>
Definition	Provide a clear and concise definition to the concept.
Introduction	A short introduction to the concept
Prior knowledge	Specify what concepts should be studied before approaching the current concept; you have to select items from a drop-down list of existing concepts.
Learning outcomes	Allows you to select from a drop-down list of pre-defined learning outcomes. The learning outcomes need to be defined in advance. For instructions how to do this, go to the next section of this document.

How to	Can be used to explain the procedure or algorithm for using/applying certain functions, tools, methods, etc.
Examples	Allows to include specific examples of the described concept.
External resources	Allows to add URL to any external resources. We also use this field to specify any literature references used in this concept's description. The external resources need to be defined in advance. For instructions how to do this, go to the next section of this document.
Self-assessment	Allows to add questions or self-tests.
Outgoing relations and Incoming relations	These two fields are used to define the links between the current concept and other concepts. Depending on the relation types, the concept may have both outgoing and incoming relations. Relations are needed to properly incorporate the concept in the concept map.
Synonyms	Allows to specify synonyms for the given concept.
Abbreviations	The system allows to create a list of abbreviations for the study area. Once the list of abbreviations with explanations is created, abbreviations in the text can be tagged with the correct items from the abbreviation list. It will prompt the explanation to pop up when the mouse cursor is pointed at the abbreviation in the text. The abbreviations need to be defined in advance. For instructions how to do this, go to the next section of this document.

- We strongly advise to also keep the **Definition** and **Introduction** fields filled in.
- When working on the concept description, do not forget to save your changes by clicking the **Save** button at the bottom of the editing window. Do it when you have finalized concept description or whenever you want to navigate to a different element of the LTB (for instance, if you click a different concept in the concept map, the current concept editing window will be instantly closed (without saving the changes) and selected concept's description will be opened instead).

1. To start editing, press the **Edit** button in the concept description window.

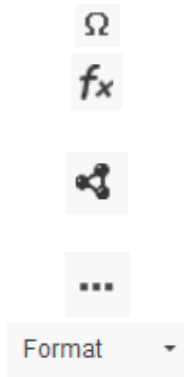


2. Text fields contain a number of editing/formatting functions:



H

Apply text highlights



Used for mathematical symbols in the text

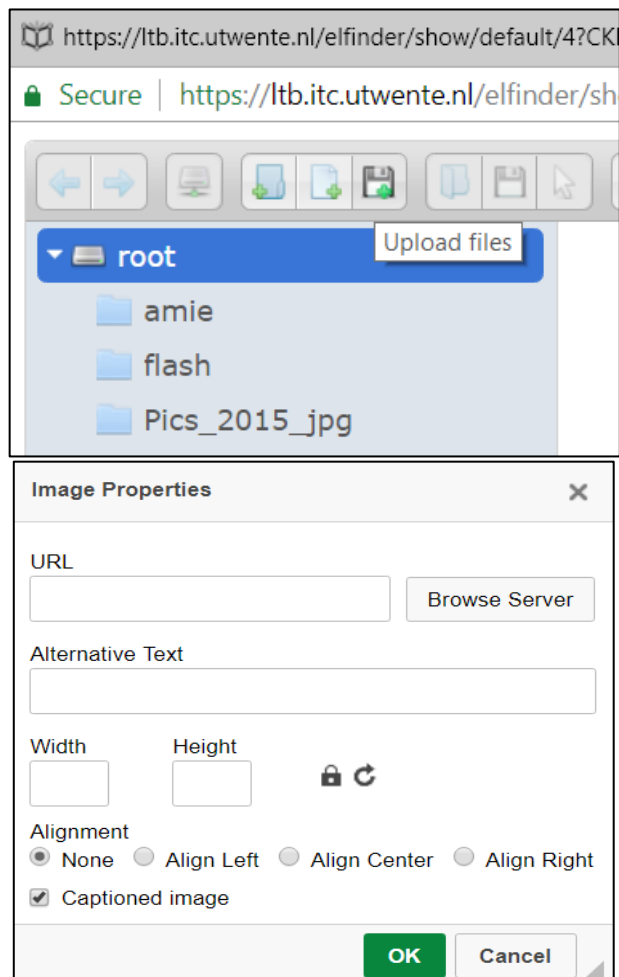
Insert an equation (makes use of a LaTeX editor). Equation may have a caption.

Create a hyperlink to another concept – allows to select any concept from the same study area and create a hyperlink to that concept's page in the text. Editor can specify any text for the created link.

Select an abbreviation from a pre-defined list – allows to tag abbreviations/acronyms in the text with the correct explanation. Choose an appropriate text formatting from the pre-defined style list.

Insert an image.

Note: before you can insert an image you should upload pictures to the server as shown below (**click Image icon -> Image properties -> Browse Server -> Upload files**)

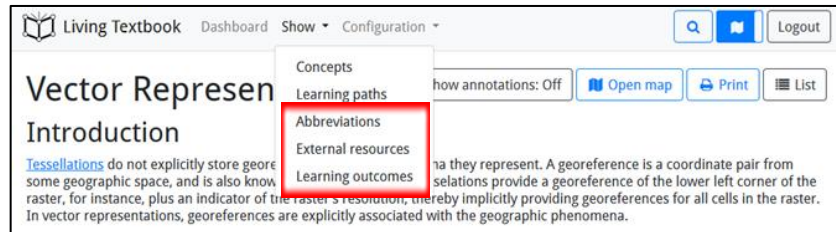


Create and edit external resources, learning outcomes and abbreviations

To be able to choose things from the drop-down menus in the editing mode, it is necessary to pre-define external resources, learning outcomes and/or abbreviations.

Create a new external resource, learning outcome or abbreviation

1. Open the Main menu, click on **Show** and choose the element you would like to create or edit: external resources, learning outcomes or abbreviations
2. Click in the list on **Add**

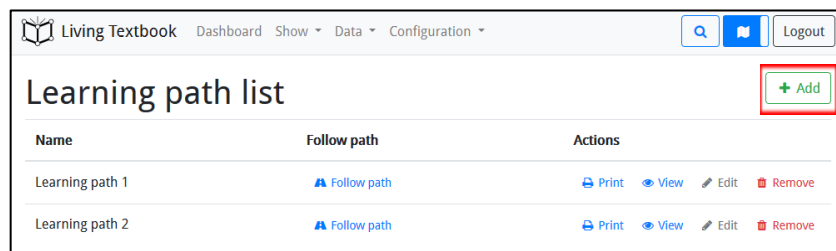
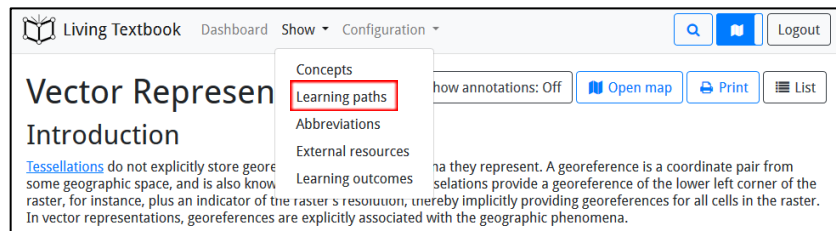


Create and edit learning paths

A Learning path is a pre-defined combination of concepts that has been defined by persons with editing rights in the study area.

Create a new learning path

1. Open the Main menu, click on **Show** and choose **Learning paths**
2. Click in the list on **Add**



3. The form will open that requires you to fill in the necessary information about a new learning paths.

The screenshot shows the 'Add new learning path' form in the Living Textbook interface. The form is titled 'Add new learning path' and includes a 'List' button in the top right corner. The form fields are:

- Name ***: A text input field.
- Introduction ***: A rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert link. Below the editor is a 'Words: 0' counter.
- Question ***: A text input field.
- Elements**: A section with the instruction 'Select concepts and/or learning outcomes (which will add the containing concepts) below to add them to the learning path elements.' It contains two sub-sections:
 - Concepts**: A 'Select...' dropdown menu.
 - Learning outcomes**: A 'Select...' dropdown menu.
 - Current elements**: A list of currently selected elements (currently empty).
 - + Add element**: A button to add a new element.

At the bottom right of the form, there are three buttons: 'Save' (green), 'Save and open list' (blue), and 'Discard' (red).

4. The form contains the following fields:

Name	Give your learning path a clear name
Introduction	Briefly describe the learning path, its purpose, what course/module/study week it refers to, etc
Question	What study question or topic does this learning path refer to?
Elements	Add elements (concepts) that will constitute this learning path
Concepts	Add elements manually from a list of concepts
Learning outcomes	If your concepts are linked to specific learning outcomes, you can automatically add a subset of concepts that belong to a specific learning outcome.

7. Click on **Add element** and the elements will be added to the learning path

The screenshot shows the 'Add new learning path' interface. At the top, there's a navigation bar with 'Living Textbook', 'Dashboard', 'Show', 'Data', and 'Configuration'. The main title is 'Add new learning path'. Below it, there are input fields for 'Name' (filled with 'Learning path 3'), 'Introduction' (with a rich text editor containing 'This learning path focusses on Vector representation.'), and 'Question' (with 'What does vector representation mean and how can you apply it?'). There are also 'Concepts' and 'Learning outcomes' dropdowns. A 'Current elements' section shows a vertical flow: a green circle labeled 'Concept' with 'Vector Representation' next to it, followed by a downward arrow, then another green circle labeled 'Concept' with 'Query' next to it. A red box highlights the '+ Add element' button at the bottom left of the 'Current elements' section. At the bottom right, there are buttons for 'Save', 'Save and open list', and 'Discard'.

8. Now you can view your current elements of the new learning path and edit:



Re-arrange the sequence of the elements with drag and drop.

Description

Describe how the previous concept relates to the next one. It can help you add some flow to the storyline

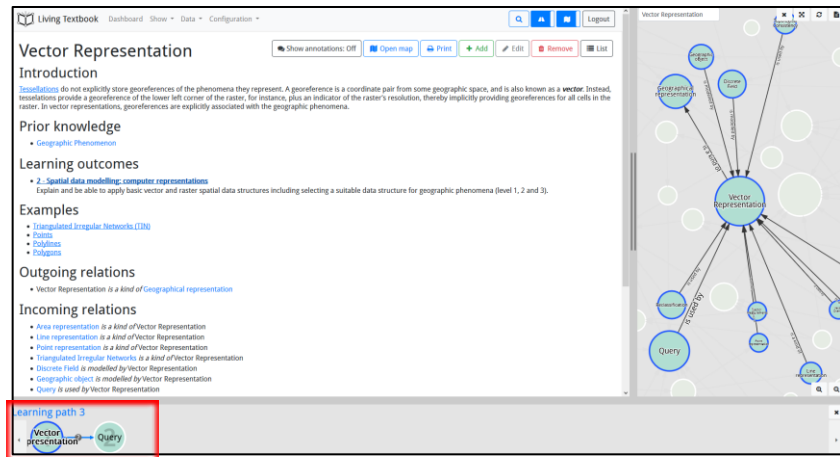


When you are done, click at the bottom of the page.

9. After you have saved your Learning path, the full description will open. To preview the learning path, click on **Follow path**.

The screenshot shows the 'Learning path 3' preview page. At the top, there's a green notification bar that says 'Learning path "Learning path 3" has been successfully updated.' Below it, there's a navigation bar with 'Follow path', 'Print', '+ Add', 'Edit', 'Remove', and 'List'. The main content area shows the path elements: '1. Vector Representation' and '2. Query'. A red box highlights the 'Follow path' button.

10. A new window will appear at the bottom of the page visually displaying your Learning path. When you click on a element in the Learning path, the description will open in the left window, and the concept map in the right window will centre on the selected concept



Create a new study area

1. Go to Main menu and choose Dashboard. In the Dashboard click on **Add**



- A new form opens where you have to fill in some details about the new study area

Name	The name of the new study area (mandatory field).
Access type	Whether the study area has to be accessed by only yourself or by a group of people.
Description	A description of the study area.
Print header	The text that will appear in the header of prints generated from this study area.
Print introduction	The introduction text for each print generated from this study area.
Track study area usage	Check the box if you would like to track the usage of this study area for research purposes. All users of this study area will be asked for permission to track their data when they enter the study area for the first time.

- Click on **Save** when you are done.



Owner: Manage the users of a group study area

- Go to the Main menu and click on **Configuration** and choose **Permissions**

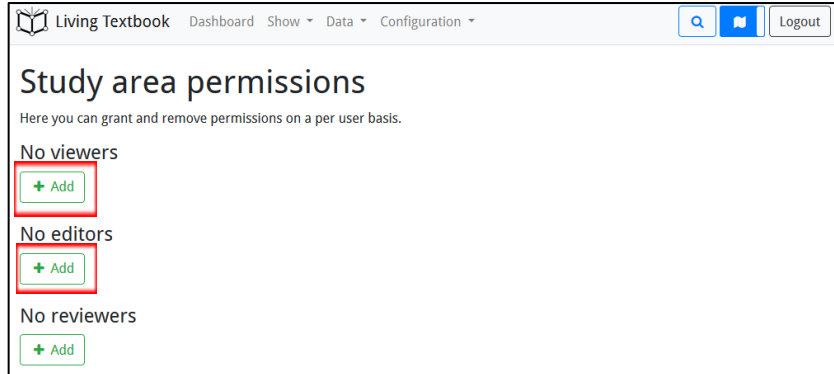
2. New users can be added to the study area with two roles: viewer or editor

Viewer Can only view

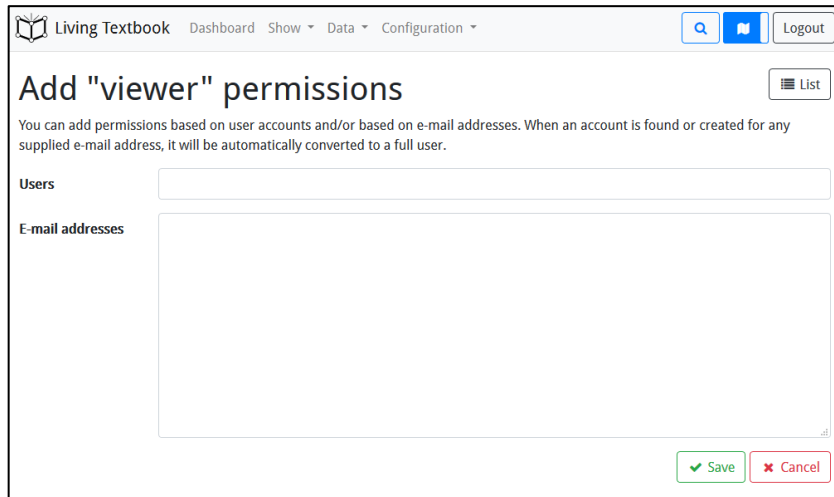
Editor Can edit concepts and the concept map

Reviewer The reviewer role is visible but still under development.

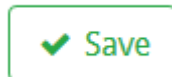
3. Add a person to a certain role by clicking on **Add** under role you would like to give to the user(s).



4. Users can be added by starting to type their name in the Users field or by entering their email address.



5. Click on **Save** when you are done.



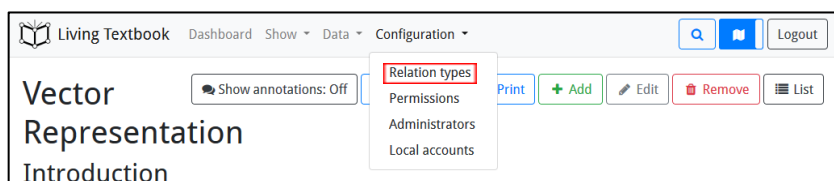
Owner: Edit the relation types in a study area

The study area owner can edit the relation types that are available in a study area. When a study area is created, standard three relation types are available:

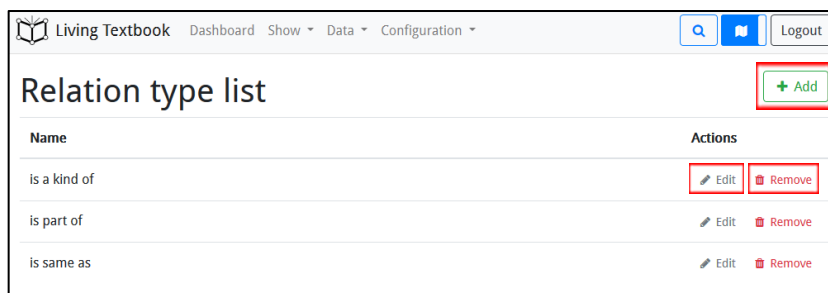
- Is a kind of
- Is part of
- Is same as

If you want to delete these or add new ones:

1. In the Main menu click on **Configuration** and choose **Relation types**.



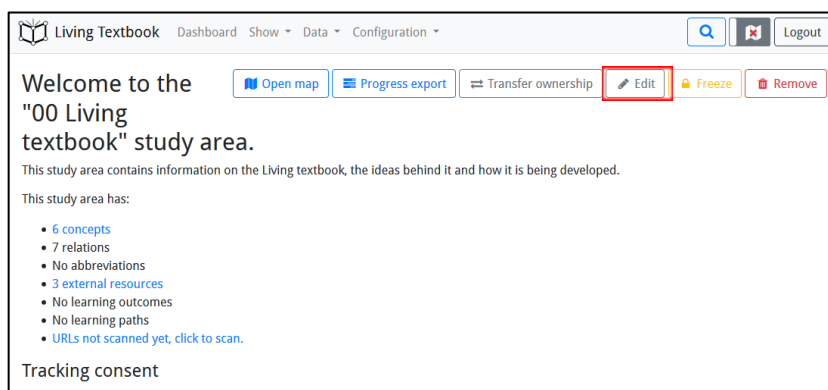
- The list of relation types in this study area opens and you can **Add**, **Edit** or **Remove** elements in this list.



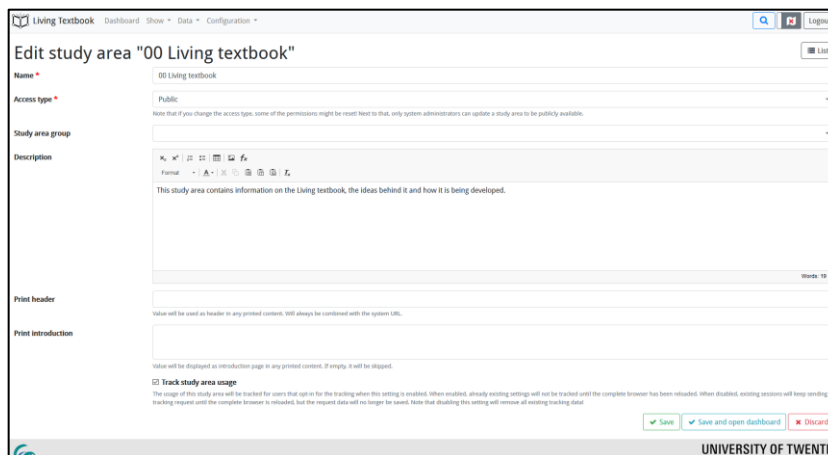
Owner: Edit study area characteristics

The study area owner can edit the characteristics of the study area:

- Go to the Dashboard and click on **Edit**.



- A new window opens up where you can edit the characteristics of the study area, such as.

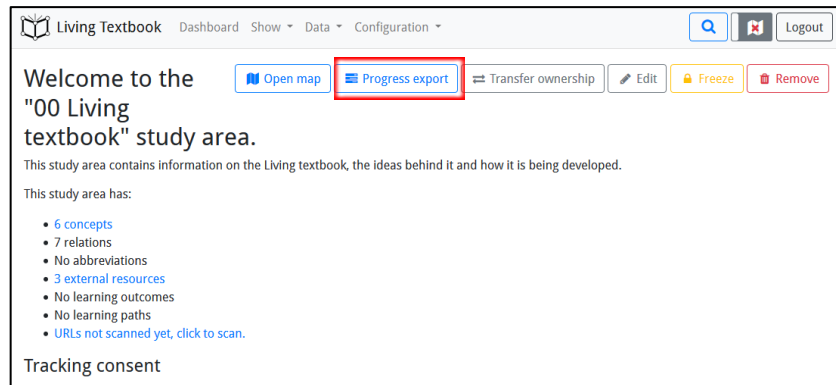


Title	Title of the Study area.
Access type	You can choose to make the Study area available to either only you or to a group of people.
Description	You can give an introductory description of the Study area for persons entering it.
Print header	The header that will be put on all prints generated from this Study area. This will typically contain the reference to be used when citing or copying from this print.
Print introduction	Each print can start with a pre-defined text.
Track study area usage	Here you can put the study area usage tracking on/off for research purposes.

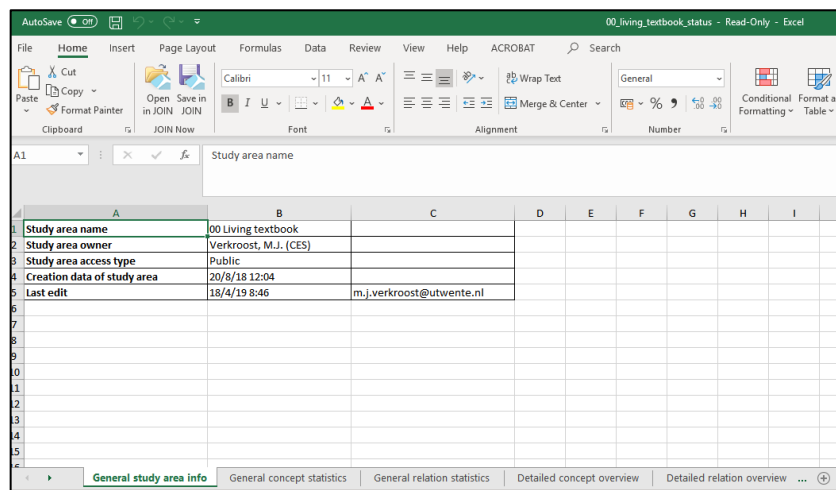
Owner: Progress export

When a Study area becomes large and complex, it might be useful to be able to download an overview of all concepts, relationships and editing status. This feature is available for study area owners in the Dashboard.

1. Go to the Dashboard and click on **Progress export**.



2. An Excel file opens containing different tabs. You can store this file on your own computer.



Owner: Freeze the study area

When a Study area is in use in education, you might want to freeze its content so that the students have a stable study environment. **Please note that this state is final. Only the Admin of the LTB can change this setting.**

- Go to the Dashboard and click on **Freeze**.

