Note - This is a standard template which should be used while creating tutorials for DigiPedia. If you are new, you can email to [DigiPedia@tudelft.nl](mailto:DigiPedia@tudelft.nl) to request access to the teacher dashboard to upload your work. You can replace the highlighted parts with your content.

# Enter Tutorial Name Here

### Tutorial Information (Meta Data)

Fill in the table below with the tutorial information

|  |  |
| --- | --- |
| **Software (primary)\*** | Primary Software Name |
| **Software version** (optional) | - |
| **Level\*** (choose 1 from 3 options) | Beginner – Intermediate – Advanced |
| **Primary Subject\*** | Select from list: [https://digipedia.tudelft.nl/subjects#](https://digipedia.tudelft.nl/subjects)  Can’t find a relevant subject? [See note](#_Subject) |
| **Secondary Subject\*** | Select from list: [https://digipedia.tudelft.nl/subjects#](https://digipedia.tudelft.nl/subjects)  Can’t find a relevant subject? [See note](#_Subject) |
| **Keywords\*** | Add at least 3 relevant keywords separated by a comma to help learners find your tutorials |
| **Responsible Faculty\*** | Faculty of Architecture and the Built Environment |
| **Responsible teacher & assistants \*** | Add the name(s) of main teacher followed by co-contributors and student assistants if applicable |
| **Featured Image\*** | 00: feature image  Add feature image for reference |
| **20-word summary\*** | A short descriotion of the content which will be displayed under subtitle of the page. |

### Notes on Subject

Do you now see a subject that aligns with yours? Email [DigiPedia@tudelft.nl](mailto:DigiPedia@tudelft.nl) to request the addition of a subject and/or a broad subject category

### File Naming Convention

It’s important to have your media files named in the following naming standards!

* **Images**: TutorialName\_Image\_01; TutorialName\_Image\_02; TutorialName\_Image\_03; etc..
  + Tip: you can use letters too: TutorialName\_Image\_01A, TutorialName\_Image\_01B, TutorialName\_Image\_02, TutorialName\_Image\_02A, TutorialName\_Image\_03
* **Downloadable files**: TutorialName\_FileType\_01; TutorialName\_FileType\_02; etc..
* **Videos**: TutorialName\_Video\_01; TutorialName\_Video\_02; etc…

Image captions can start with the file media number, colon, then followed by caption to avoid mismatched images during the upload process. For example:

01: image caption text

### Notes on Index / Table of Contents

This section presents the index / table of contents for the tutorial video. This is a good way of presenting to learners what areas you will cover and in which order. You can break the entire tutorial into logical parts. Make sure the tutorial always starts with an introduction, a design task explanation (if applicable), then tutorial chapters, finally a conclusion chapter.

**Tip**: use the right heading format as currently shown so the table updates automatically. (Right-mouse click on the table to update field)

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## Intro

In this paragraph, the tutorial will be introduced to give an overview of what is going to be. For example, you can say in this tutorial, we will learn how to create a design using AutoCAD, a common drafting software for designers and engineers.

In this section, you can also add the objectives in bullet points:

* Objective 1 might include to install the software
* Objective 2 might be to learn basic commands to create your design
* Objective 3 might be to learn how to export the design for presentation

Overall, the intro section should give an overview of the expected steps and expected outcomes which can be explicitly mentioned in text.

You can also add here an informative image to start off the tutorial to make it more visual. You can include an engaging image or video that describes the tutorial, the logo of the program you are introducing, the featured image, or anything else that is relevant.

A blue and black logo

Description automatically generated

01: image caption to describe the content of the engaging image

### Exercise Files (if applicable)

[Give an overview of files required to follow the tutorial].

Exercise file description: Enter a description of the tutorial file

Downloadable file name: TutorialName\_FIleType\_01

## Design (if applicable)

[If your tutorial teaches by developing a design, give detailed info about the design. What is the design problem? Are there design criteria of the created geometry in this example? What is the expected design outcome?]

### Exercise file (if applicable)

[Needed files during exercise. Include only if a file is needed during the tutorial. Such as the created starting design or geometries that are used during the tutorial. Another example can be the final file of the tutorial that had to be followed before this tutorial, and which is used as a starting point. The final file with the full script is given in the conclusion chapter. This can also move to intro, if a design is created to start the tutorial with.]

Exercise file description: Enter a description of the tutorial file

Downloadable file name: TutorialName\_FIleType\_02

## Tutorial Chapter (create as many as needed, 2-5 recommended)

[This section provides the methodology through the steps of the instructions that were followed in the tutorials. These steps can allow the students to retrace their steps while working on the similar concepts or redoing the same tutorial.]

### Sub-chapter

Subchapter will explain a specific part of the tutorial chapter. You could have just one chapter and no subchapter but if you have a long tutorial, making subchapters help students trace back steps more easily.

In here you can explain to the learner that to implement the action mentioned in the sub-chapter description, they need to apply the following steps mentioned in the bullet points:

* Action 1 is explained here and emphasizes **important keywords** like this
* Action 2, 3, etc…
* Then, followed by an image

A blue and black logo

Description automatically generated

02: This is the result of the action explained in the caption

Then you can follow up with one sentence to explain further what they expect to see after following the steps

Tip: to make bullet points and image side by side, in the Word file **highlighted the text and image**, go to **Layout**, then choose **Columns**, and select **Two.** See below:

In here you can explain to the learner that to implement the action mentioned in the sub-chapter description, they need to apply the following steps mentioned in the bullet points:

* Action 1 is explained here and emphasizes **important keywords** like this
* Action 2, 3, etc…
* Then, followed by an image

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Description automatically generated

03: This is the result of the action

**Tip**: you can copy this entire page and start adding your content.

## Extra Formatting Tips (delete this whole chapter once read)

DigiPedia offers additional styling formats that you can use to make your tutorial easier to follow. See below for additional tips.

### Text Formatting

You can use normal text, **bold**, underlined, or *italic* and it will show nicely on the website. You can also use these bullet points only:

* [the standard bullet point symbol]

1. [or numbered bullets] numbering should start over with each sub-section steps/text block.

### Highlighting

You can simply give a yellow highlight which will be also highlighted in the tutorial.

### Dictionary Term (extra popup explanation when hovering over text)

You can add a comment to a **term** (by right-clicking highlighted text then ‘**New Comment**’) and in the comment you can provide your own definition. Term definitions are stored in the DigiPedia by emailing [DigiPedia@tudelft.nl](mailto:DigiPedia@tudelft.nl) so that you can use the same term in multiple tutorials and pages. Terms can be definitions or any useful explanations that is good to have while following a tutorial.]

### Info Box

**Important**: this is an info box that highlights important information

### Media

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Description automatically generated

04: Media here can be an image or video or external media. If video, just add the file name and caption to know where it should be placed.

### Tables

Using the table feature inside of Word by going to **Insert**, **Table**, then select table size.

|  |  |
| --- | --- |
| Example of Table | Column Name |
| Item | Item |

### Code Parts

You can use this styling in the Word styling options called Code.

### Interactive Quiz

You can indicate \*QUIZ\* before a text block and we during the upload it can be made into an interactive quiz on DigiPedia.

### Flows (or Grasshopper Components)

You use the code styling followed by an arrow to indicate this, like Title > Title > Title. Whenever you introduce a new GH component, mention the location of the component by mentioning the toolbar name > category name > then GH component name.

## Conclusion [Final File]

In this paragraph, you will give an overview of what was learned, what steps were taken, and the final outcome from following the tutorial. In this paragraph, you also mention extra information that you find important to mention in the end such as ‘now you can do x and y’ or ‘in the next tutorial, you can learn how to do z’. You can use this space creatively to share important points with the students.

You can also share important main takeaways:

* Main takeaway point 1
* Main takeaway point 2, etc…

### Final File (if applicable)

If including a downloadable file on this page, add after the chapter title ‘Final File or similar description of a downloadable file included in the title of this section so students know where to go to download the completed file.

Exercise file description: Enter a description of the tutorial file

Downloadable file name: TutorialName\_FIleType\_03

## Useful Links (Optional)

Here is explained that there are other useful resources that they can refer to.

This section is a good place to attach all the useful links which are either part of the tutorial or you wish to share with the students. This could range from software related help, concepts, wikis to research papers which are relevant to the topic addressed in the tutorial.

### Relevant tutorials (if applicable)

Include all the relevant tutorials/resources that were mentioned during this tutorial

Tutorial name: link

### Follow up tutorials (if applicable)

If there is a follow-up tutorial reference to the next tutorial here. Or if there is a separate tutorial that is a perfect next step after this tutorial you can link it here.

Tutorial name: link

### (Other useful links) (if applicable)

If there are any other useful links such as YouTube videos, blog, papers/thesis, etc, link it here.

Resource name: link