

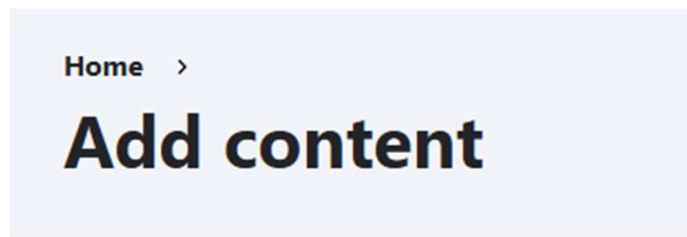
Creation of White Room

[HTTPS://WWW.DOC.MODE.UNIBO.IT/](https://www.doc.mode.unibo.it/)



1) Go to the MOdE website and log in

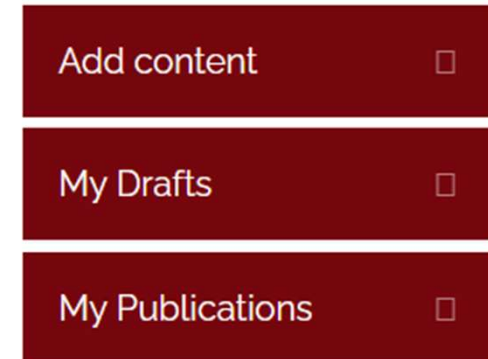
2) **Add content** > click on **White Room**



> Documentation Room

> Manifesto Room

> White Room



Create White Room

Title *



3) Choose a **Title** for the White Room

Language



4) Choose the **Language** of your white room from the menu: Italian, English

^ Cover photo

Add a new file

 Nessun file selezionato

5) Choose a **Cover photo** to upload, but paying attention to the dimensions of the file

One file only.

2 MB limit.

Allowed types: png gif jpg jpeg.

Images must be larger than **200x200** pixels. Images larger than **400x400** pixels will be resized.

The image was resized to fit within the maximum allowed dimensions of 400x400 pixels. The new dimensions of the resized image are 400x276 pixels.

[Recycled-art_0.jpg](#) (29.08 KB)

Remove



Title

The title is used as a tool tip when the user hovers the mouse over the image.

Description

B U *I* *I_x*        Paragraph     Source   

Text format Full HTML

[About text formats](#)

Keywords

Enter 4 keywords that describe the room by separating them with a comma

6) After choosing the image, enter the title or short caption of the image, which will appear when the user hovers over the image.

7) Enter the **Description** of the White Room, remembering to summarize the contents in **KEYWORDS** (up to 4).

^ Audio

Add a new file

Scegli file Nessun file selezionato

One file only.
2 MB limit.
Allowed types: mp3 mp4.



8) You can proceed to insert an **Audio file** into the white room, paying attention to the permitted types and file size limits.

Audio caption



9) It is necessary to remember to insert the caption/title of the content of the audio file.

Author (s)

Enter the author (s) of the room

Bibliography

B

U

I

*I*_x













Paragraph





Source







Text format

Full HTML

[About text formats](#)

10) Write the White Room
Authors who participated in the project.

11) Enter the **Bibliography**.
The bibliography must meet the following criteria:

- If it is a book: Last Name, First Initial, Year of Publication, Title in italics, Publisher, City.
- If it is a journal article: Last Name, First Initial, Year of Publication, Title in roman, "Journal Name," Journal Number, Pages.

^ Documents

Add a new file

Scegli file Nessun file selezionato

Unlimited number of files can be uploaded to this field.

2 MB limit.

Allowed types: txt doc docx ods odt ppt pptx xls xlsx odp zip pdf.

^ Photos and images

Add a new file

Scegli file Nessun file selezionato

Unlimited number of files can be uploaded to this field.

2 MB limit.

Allowed types: png gif jpg jpeg.

12) You can upload **Documents** that provide additional information related to the clean room theme. Remember to stick to supported formats and rename the selected file.

13) Enter a short caption for the document.



^ Documents

File information

÷  [Poster PEPPY_0.pdf](#) (1.13 MB)

Show row weights

Display

Operations



Remove

Description

The description may be used as the label of the link to the file.

14) Insert **Photos/images** using the same criteria used for the cover image

^ Photos and images

Show row weights

File information Operations

ai-scuola-1_0.jpg (92.38 KB) Remove

Title

The title is used as a tool tip when the user hovers the mouse over the image.

^ Crop image

QR code Collapse

QR code

Add a new file

Scegli file Nessun file selezionato

One file only.
2 MB limit.
Allowed types: png gif jpg jpeg.

QR code description

Add QR code to Additional QR codes

15) Enter the title of the image you chose, keeping in mind that it will be used as a tooltip.

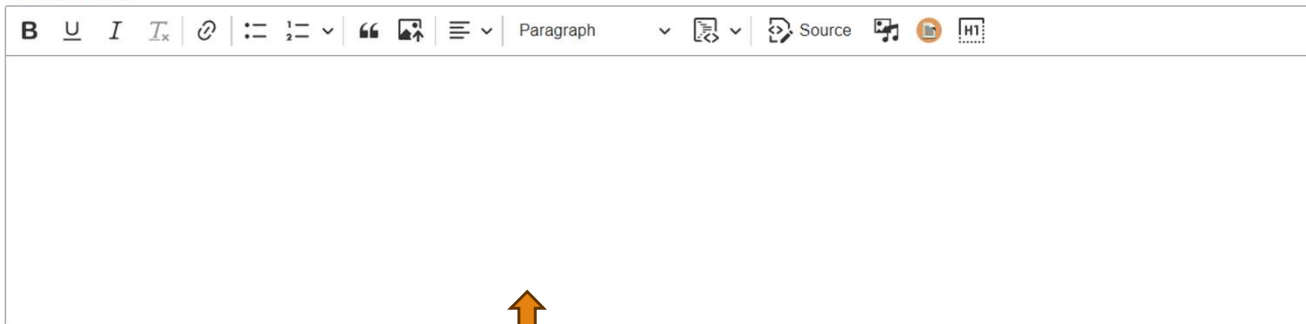
16) You can insert **QR code** that link to interactive content (e.g., quizzes, presentations) or to in-depth content that you want to emphasize. Make sure the QR code you create is accessible and has no time limits. Include a short caption.

Propose for publication*

No ▾

Select Yes if you want your content to leave the Draft status and be proposed for publication

Web references



Text format Full HTML ▾

[About text formats](#)

17) You can choose YES/NO for the White Room publication.

Select "Yes" if you want your content to leave the draft status and be submitted for publication.

ATTENTION: Once the content is submitted for publication, it can no longer be edited.

18) You can include **Web references** (websites/pages) that are particularly relevant to the White Room theme.

The following are the guidelines:

Website title/page title, web address.

⊞ Show row weights

Video

⊞ Video

Collapse

Video URL

Description

Add Video to Video

Link to presentation video

This must be an external URL such as <https://example.com>.



19) You can upload **Videos** to the White Room. Videos can be taken from YouTube and uploaded via hyperlink. Videos can be created personally and uploaded to the MOdE YouTube channel (upon request). Remember to include a short caption/description for your chosen video.

20) Upload a short **Trailer** presenting the White Room. Maximum length 1 minute. The video can be taken from YouTube and inserted via a hyperlink. The video can be created personally and uploaded to the MOdE YouTube channel (upon request).

Topic

- ☐ Arts and languages
- ☐ Literature and Narratives
- ☐ Science and Nature
- ☐ Human Sciences
- ☐ Society, Culture and Citizenship
- ☐ Technology and Innovation

Select the topic(s) of the room.

Target

- ☐ Kindergarten
- ☐ Primary School
- ☐ Middle School
- ☐ Upper School
- ☐ University
- ☐ Citizenship

Select the target audience(s) for the room.

Projects



Save

Preview

21) Depending on the theme of the white room you created, choose different tags that relate to the **theme** and the **recipients**. You can choose multiple tags.

22) You can enter the **reference** design of your white room.

23) Click Save, or choose whether to preview the white room before publishing.