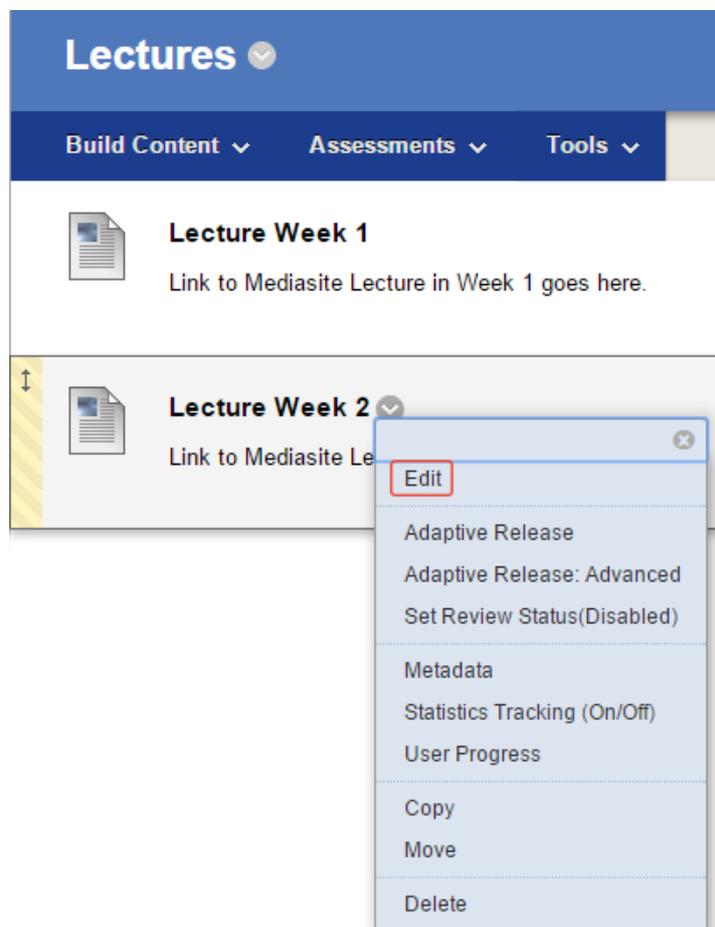


Using the content editor

Editing/removing existing content in content areas

Content (Items, Files, etc.) already added to content areas can be edited by passing your mouse over the title of the content in the content area, selecting the downward arrow icon that appears to the right of the text, and then selecting the **Edit** option. This will open the content editing screen, including the content editor. (Note that the selected content can be deleted by selecting the **Delete** option in the same menu.)



The content editor is a formatting tool that appears inside your browser and allows you to format your text as you add it to your content area, as well as add images, videos, links and mashups. It supports the ability to cut, copy and paste text, images and other objects into the page you are creating. There is also an undo/redo option for changes made using the content editor.

If you hover the mouse over each of the icons in the content editor, the function of the icon is displayed by floating text. You can use this text to help you become familiar with the function of the icons.

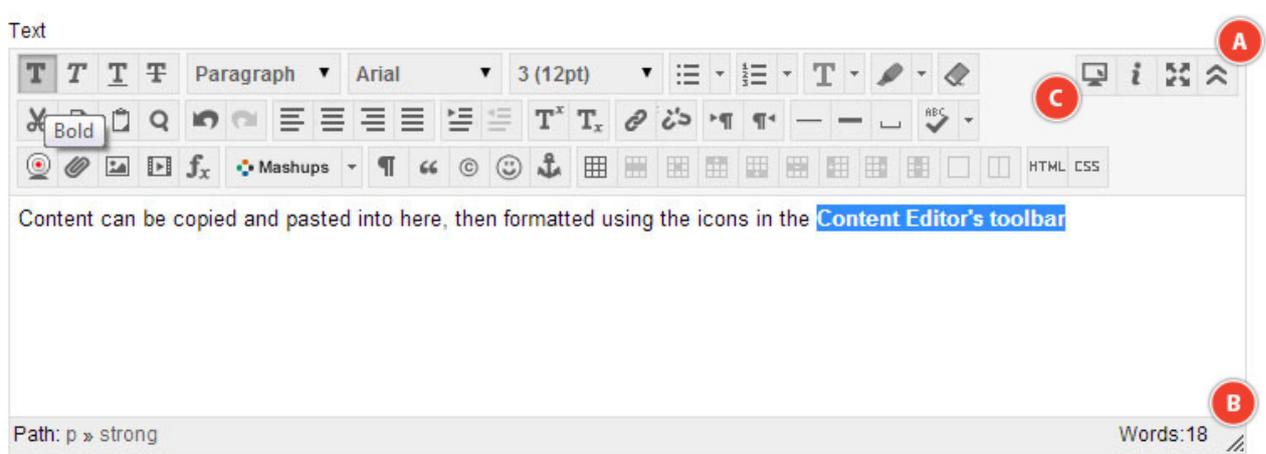
The content editor is also available when adding or using other types of content such as assessment and interaction tools.

CONTENT INFORMATION

✳ Name

Colour of Name █ Black

Text



Content can be copied and pasted into here, then formatted using the icons in the **Content Editor's toolbar**

Path: p » strong Words:18

- A. Expand/Contract toolbar – switches between simple and advanced mode
- B. Enlarge editor window
- C. Preview

Adding links using the content editor

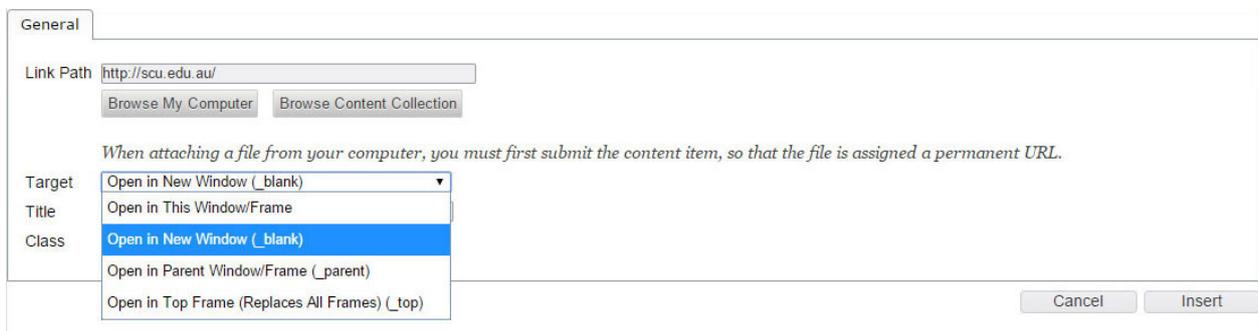
Hyperlinks can be added to content areas easily using the content editor.

The best way to obtain the Uniform Resource Locator (URL) of the link is to access the desired website in your web browser and copy the URL from the web browser's address bar. This will ensure that the URL that you use works and accesses the material you wish to link to.

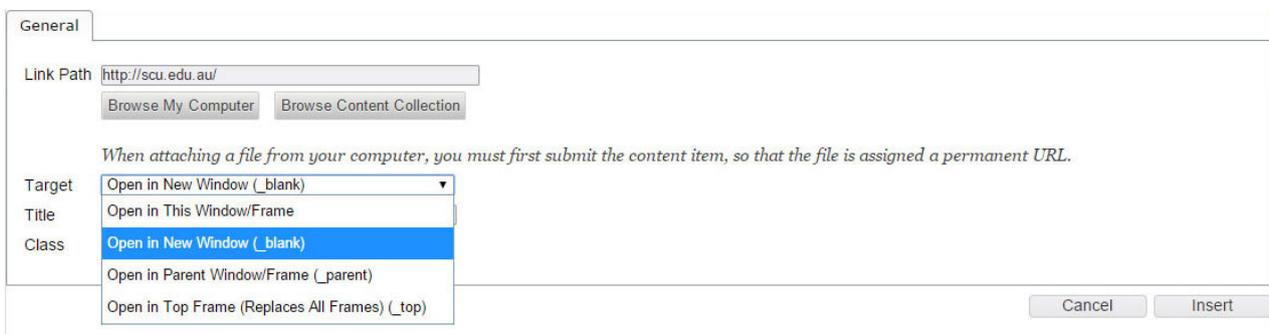
To create the link, select the content in the content editor that you wish to become the link, then select the **Insert/Edit Link** icon  from the content editor's toolbar.



This will open the **Insert/Edit Link** dialog box, where you need to paste the URL copied from the browser. Note that the paste includes the full URL including the **http://** or **https://**. If the link is to an external resource, you should change the **Target** setting to **Open in New Window** so that the link opens outside of MySCU and your students don't lose their place on your Learning Site.



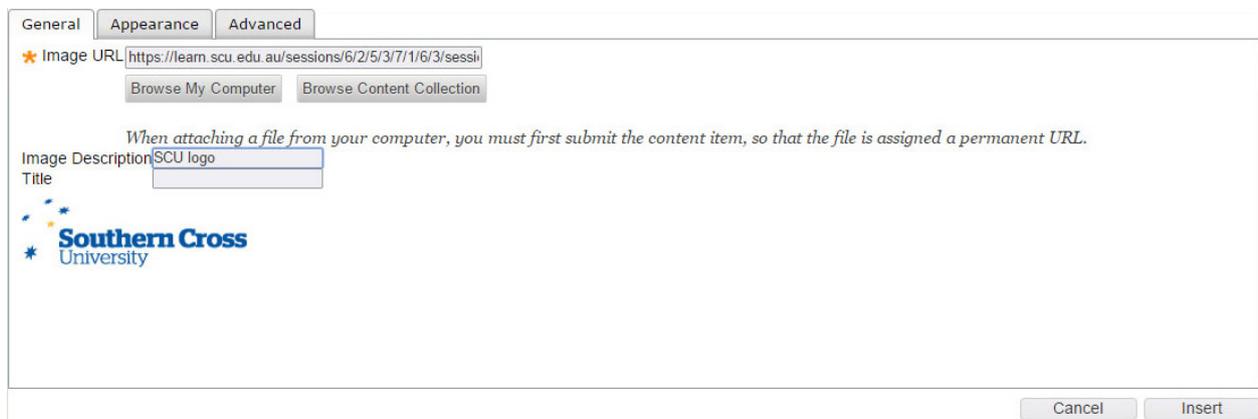
When you select **Insert**, the content will then function as a link when viewed outside the content editor:



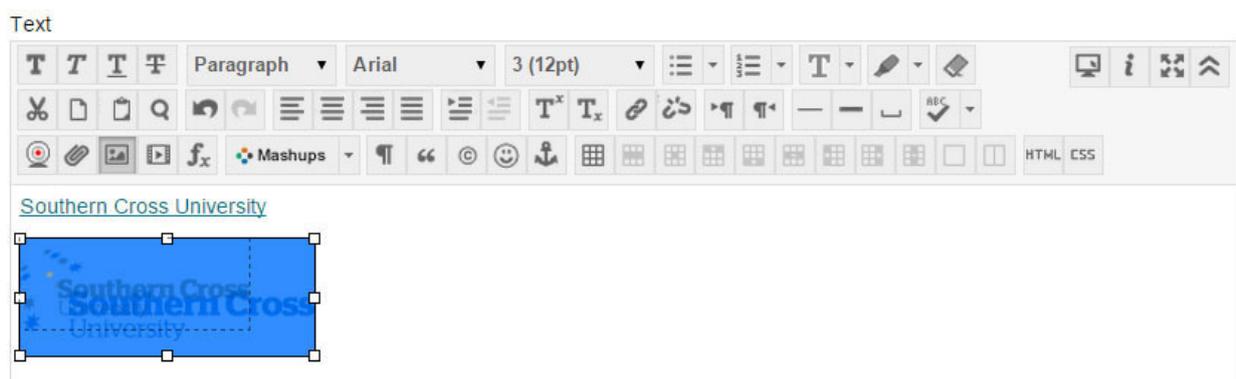
Adding images using the content editor

To add an image to a content item using the content editor, click the cursor where you want the image to appear, and then select the **Insert/Edit Image** icon . This will display the Insert/Edit Image dialog box, which will allow you to paste or type in the URL to the image, or to browse to where the image file is stored. When the image is selected, it will preview in the dialog box to illustrate its size on screen.

Type in an **Image Description** for the image before clicking on **Insert**. This image description is also known as the alternative (or alt) text for the image and is used by screen reading software to describe the image to a user that cannot see it. Adding alt text to all of your inserted images is an important step in optimising the accessibility of your Learning Site in line with W3C web accessibility standards and is used by a range of assistive technologies. Alt text used should be a concise and meaningful description of the image.



Images can be scaled to a suitable onscreen size by selecting them and then clicking and dragging the corner of the image – note that this will not make an image load any faster.



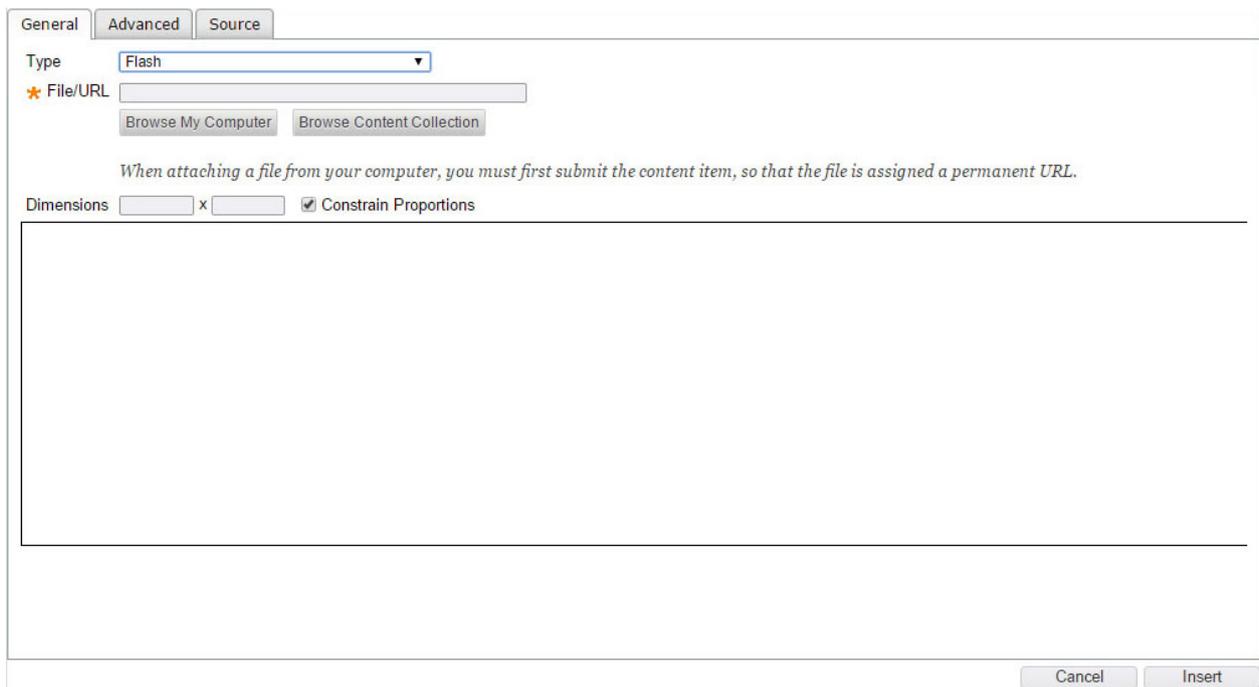
Images can also be made into links by selecting the image, then clicking on the **Insert/Edit Link** icon and adding the desired URL to the **Link Path** in the **Insert/Edit Link** dialog box that appears. Information about the link should be added to the alt text for the image.

Adding media files using the content editor

When you are using the content editor, you can include different types of media files by using the **Insert/Edit Embedded Media** icon . This will open the **Insert/Edit Embedded Media** dialog box where you can choose to insert one of the following types of media:

- Flash
- QuickTime
- Shockwave
- Windows Media
- Real Media
- iFrame
- Embedded Audio

Media files can be added by either providing a URL for the file or by browsing for the file if located locally.

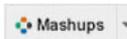


The screenshot shows the 'Insert/Edit Embedded Media' dialog box with the 'General' tab selected. The 'Type' dropdown is set to 'Flash'. Below it is a 'File/URL' input field with two buttons: 'Browse My Computer' and 'Browse Content Collection'. A note reads: 'When attaching a file from your computer, you must first submit the content item, so that the file is assigned a permanent URL.' Below the note are 'Dimensions' input fields (width and height) and a checked 'Constrain Proportions' checkbox. At the bottom right are 'Cancel' and 'Insert' buttons.

About mashups

Mashups allow you to easily add content to a unit that resides in another web location without the need to download and add the content. The mashup types available in MySCU are:

- Mediasite
- Slideshare Presentation
- YouTube Video
- Flickr Photo
- Blackboard Collaborate Voice Authoring
- Blackboard Collaborate

When adding a mashup using the content editor, use the **Insert Mashup** icon  on the bottom row of the toolbar to select the desired mashup. Each mashup will have slightly different requirements, but all offer a screen that allows you to find the object that you wish to link to.

* Indicates a required field.

Cancel

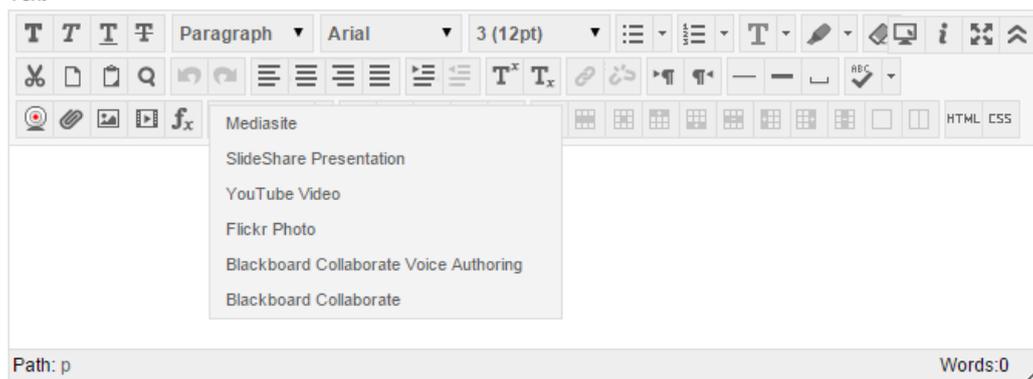
Submit

CONTENT INFORMATION

* Name

Colour of Name  Black

Text



ATTACHMENTS

*If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.*

Attach File

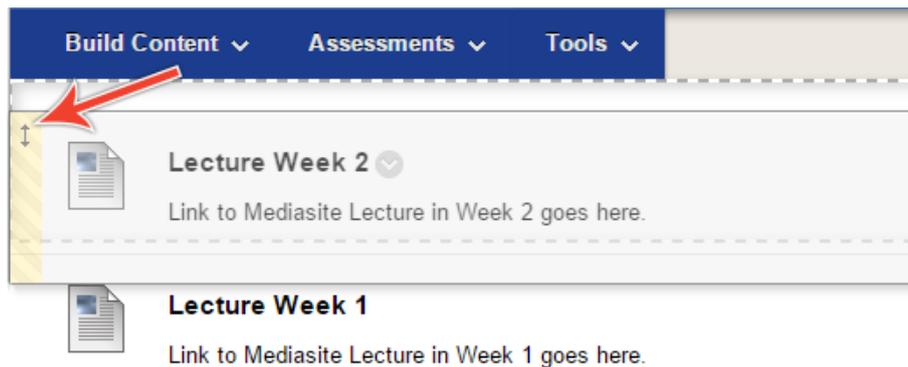
Browse My Computer

Browse Content Collection

Note: Mashups can also be added to a Learning Site as a separate content item added to a content area using the Build Content menu on a content area's action bar.

Changing the order of content in content areas

The order of appearance of content in content areas can be changed in a way similar to how menu items are rearranged (see above) – the content has a double-headed arrow on its left border that allows the content to be clicked and dragged up and down the content area.



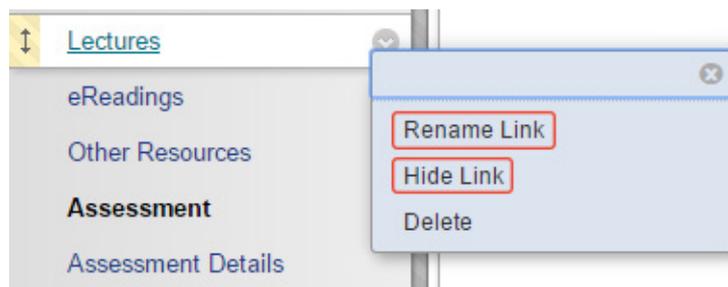
Adjusting the site menu

Lecturers have the ability to adjust their site menu contents if required to better meet their delivery and/or assessment needs. The most common tasks involve hiding or deleting subheadings that are not required as well as adding a menu item that is specifically required for their Learning Site. Content can also be prepared in advance and hidden until teaching staff are ready for it to be made available to students (either manually or via Adaptive Release). This hidden material could include content copied from previous offerings of the unit.

This section shows how to hide or remove existing menu items and how to add a new menu item.

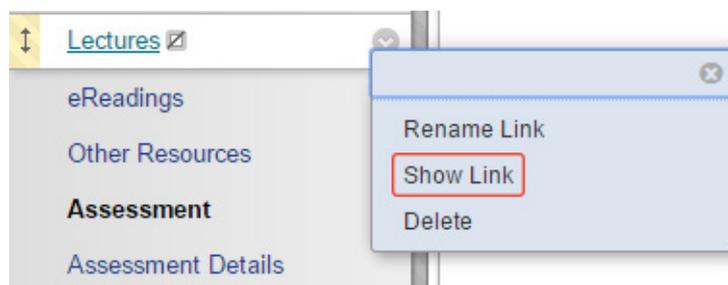
Hiding or removing menu items

Menu items can be hidden from student view (while **Edit Mode** is set to **ON**) by moving your mouse over them and selecting the downward arrow icon that appears to the right of the text. If the menu item is visible to students, an option to **Hide Link** will appear:



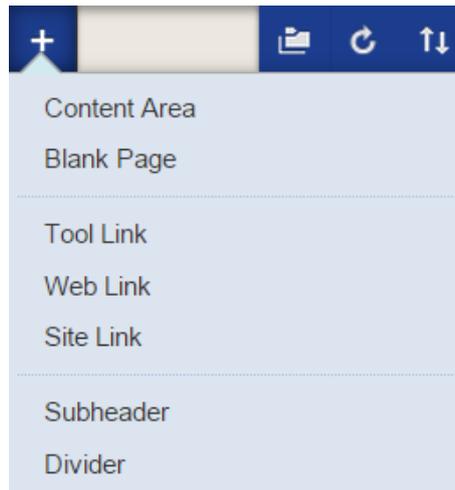
Selecting **Hide Link** will make the menu item invisible to students, but will remain visible and accessible while in **Lecturer View** with **Edit Mode** enabled. It will display the icon next to it. Notice that the menu that allows you to hide the menu item also allows you to rename or delete it. Selecting **Delete** will only delete the menu item after confirmation, but this deletion will be permanent.

To make an invisible menu item visible to students, select the downward arrow icon again and an option to **Show Link** appears. Selecting **Show Link** will make the menu item visible to students (unless its content area is empty).



Adding menu items

Menu items can be added to the site menu by passing your mouse over the + icon at the top of the site menu (with Edit Mode set to 'ON'). The following menu appears, showing the different types of menu items that can be added to the start menu:



Available menu items

Content Area: Content areas hold all of your course materials. You create, link, and manage them on the site menu. After you create a content area, you can add content to it, such as online lectures, multimedia, assessments and communication tools.

Blank Page: The blank page tool allows you to include files, images, and text as links on the site menu. Include blank pages on the site menu for critical information, as too many links on the site menu can overwhelm students. Remove blank pages from the site menu as soon as the information is no longer needed.

Tool Link: Create a link to an available tool in your Learning Site, such as blogs or journals. You can also create a link to the Tools page.

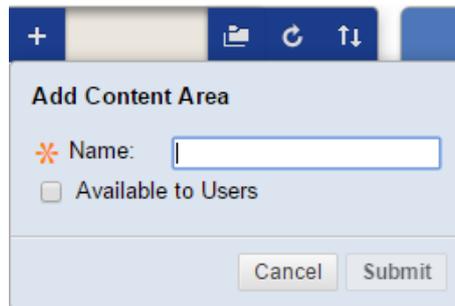
Web Link: Create a link to a URL to provide quick access to a resource on the internet.

Site Link: Create a shortcut to an existing area, tool or item in your Learning Site.

Subheader: A subheader is unlinked text. You can group related links under a subheader to help users find information quickly.

Divider: A divider is a line that visually divides the course menu to help users find information quickly. After you create it, you can move it to the appropriate position.

When you have chosen the menu item you wish to add, you will then be required to give the menu item a name along with other options as appropriate to the item, including whether you want the item to be visible to students. By default, the new item will not be visible to students. It will automatically be placed at the bottom of the other menu items on the site menu. You will need to move a newly created menu item into a more appropriate place in the site menu (see below).

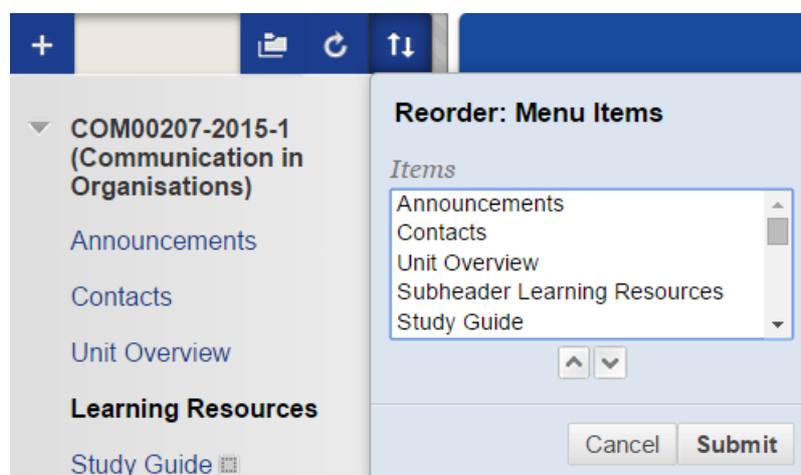


Changing the order of menu items

The order of items in the site menu can be easily changed by clicking and dragging them up or down the site menu. With Edit Mode switched to ON, pass the mouse over the menu item you wish to move, then select the double-headed arrow to the left of the menu item, then click and drag the menu item to its preferred location.



Alternatively, the order of the items in the site menu can be changed by clicking on the double arrow icon at the top of the site menu which will open the **Reorder: Menu Items** menu. Menu items can be and sorted individually on the menu by selecting the item that you wish to move in the list, then moving it up or down the list by clicking on the up and down arrow icons below the list.



Further information

[Best Practice: Presenting Content](#) from Blackboard Help.

[Create Course Areas for Content](#) from Blackboard Help.

[Content Editor](#) from Blackboard Help.

[Using the My Mediasite Mashup tool in the content editor](#) (Word Document)

[SCU's Mediasite page](#)

How to Add Content to a Learning Module – Blackboard Video from YouTube: [Watch Video](#)

Using the Content Editor to paste in text and tables, insert images, create links and format text – Blackboard video from YouTube: [Watch Video](#)