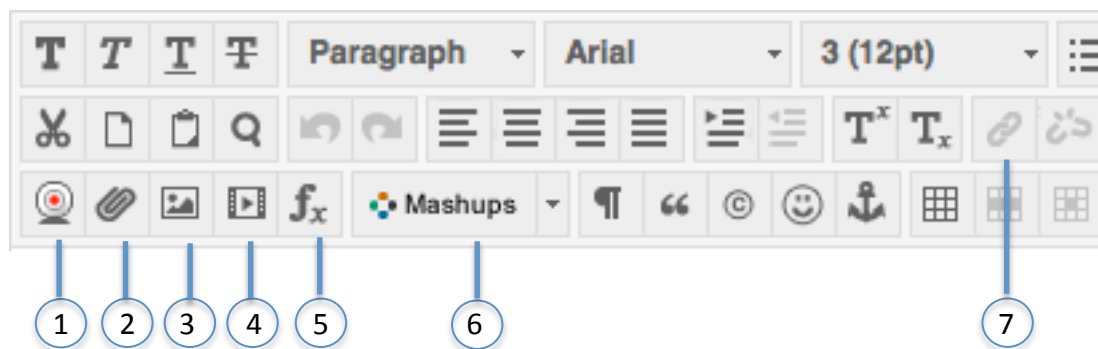


# STUDENT TUTORIAL: TEXT EDITOR

## WHY WOULD YOU USE THIS FEATURE:

When responding to an assignment, discussion board, test, wiki, journal, blog, message or survey within Blackboard, a Text Box with editing options is often included for students to type relevant information and/or attach necessary multimedia files or documents. Similar to most word processors, it allows a student to format text, create bulleted lists, insert images and videos, and create hyperlinks. This tutorial will give a brief overview of the text editor as well as show how to insert/edit text, create hyperlinks, insert files, and insert mashups (images, videos, etc.).

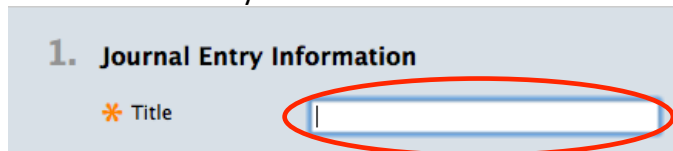
## TEXT EDITOR OVERVIEW:



1. Record with Webcam
2. Attach/Insert Files
3. Insert/Edit Image
4. Insert/Edit Embedded Media
5. Launch Math Editor
6. Insert Mashup
7. Insert/Edit Hyperlink to Website

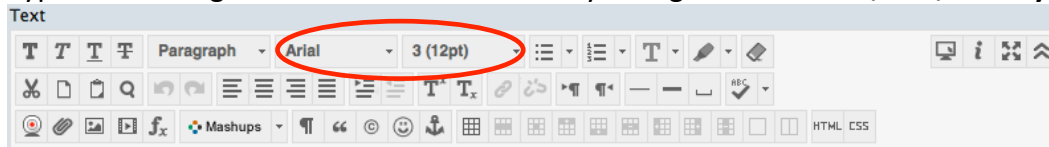
## HOW TO INSERT/EDIT TEXT IN THE TEXT EDITOR:

1. Access your course within Blackboard.
2. Select the content area from the course menu containing the item you wish to provide a submission for.
3. Provide a title for your submission of the new item.

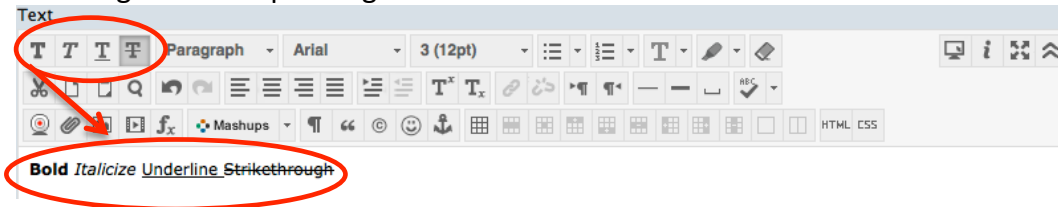


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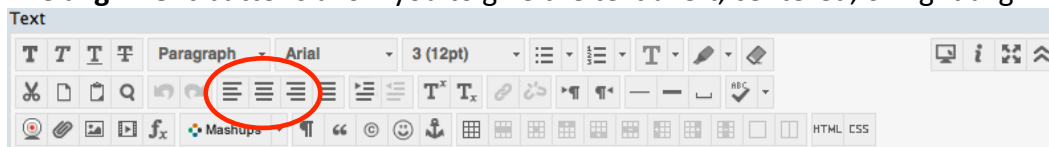
4. Type the message in the Text Editor. You may change the text **font**, **size**, and **style**.



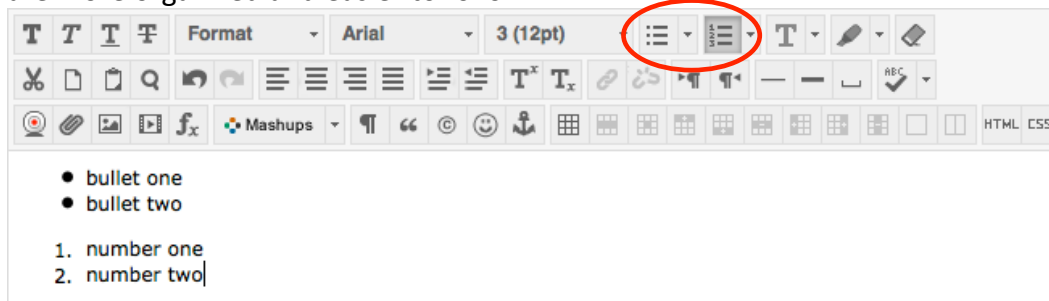
5. Once text has been entered you can **bold**, **italicize**, and/or **underline** the text by selecting the corresponding buttons in the tool bar.



6. The **alignment buttons** allow you to give the text a left, centered, or right alignment.

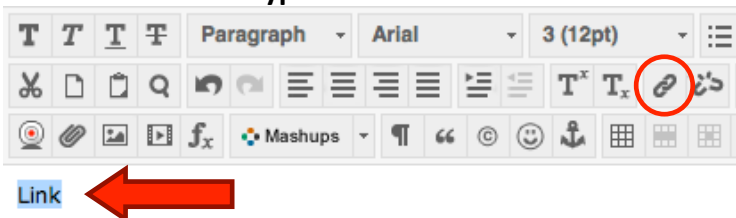


7. Using the **bullets and numbering buttons** allows you to arrange text in list forms that are more organized and easier to follow.

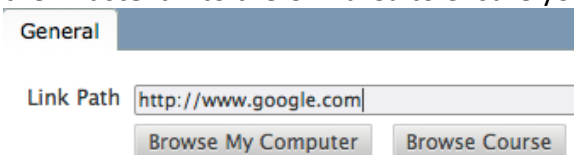


## HOW TO ADD A HYPERLINK IN THE TEXT EDITOR:

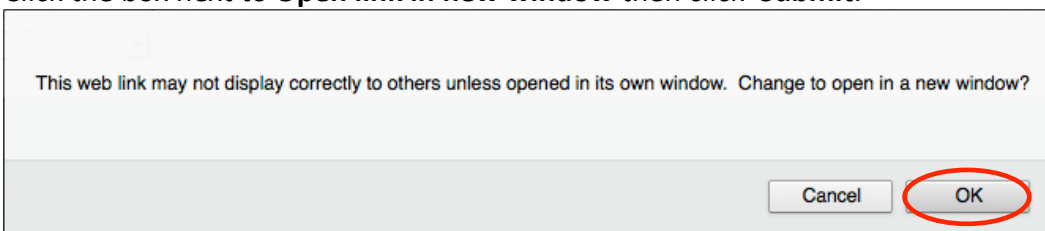
1. You may type text in the Text Editor that directs students to a particular web page when clicked. Any text can be made into a hyperlink. For example, you may want to type “click here” or simply type the complete URC, such as [www.utc.edu](http://www.utc.edu)
2. From within the Text Editor, type the text you wish to make a hyperlink. Highlight the text then click the **Hyperlink icon**.



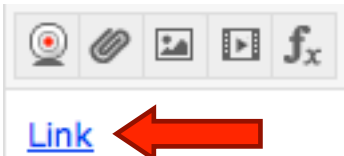
3. Type the specific URL. **Note:** it is best to **Copy** the URL directly from the webpage and then **Paste** it into the URL area to ensure you have the correct URL.



4. Click the box next to **Open link in new window** then click **Submit**.



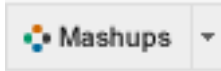
5. The text is now underlined indicating it is a hyperlink.



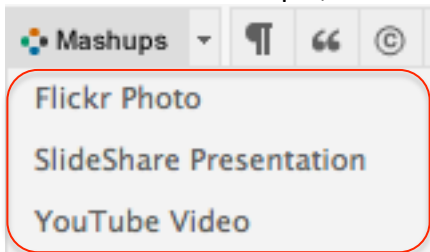
6. Click **Submit** to submit changes or add the new item.

### HOW TO INSERT MASHUPS:

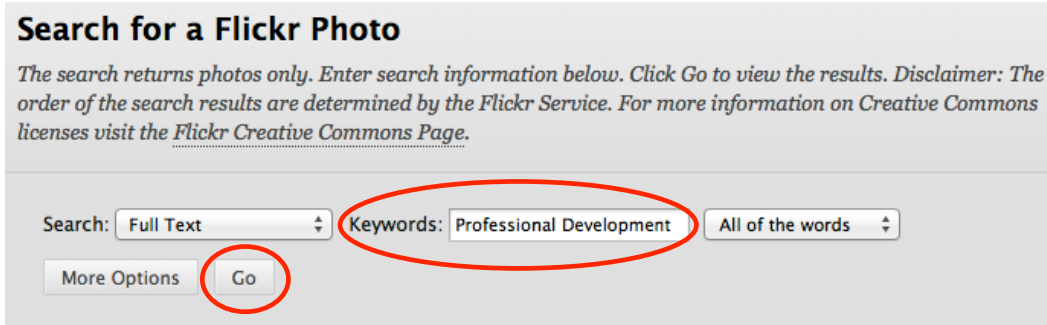
1. Mashups include images, YouTube videos and SlideShare presentations. You may embed Mashups within the Text Editor.
2. Click the **Add Mashup icon**.



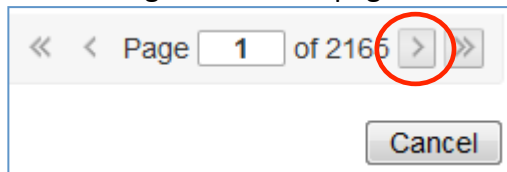
3. Select whether you wish to add a **Flickr Photo**, a **SlideShare Presentation**, or a **Youtube Video**. For this example, we will add a photo.



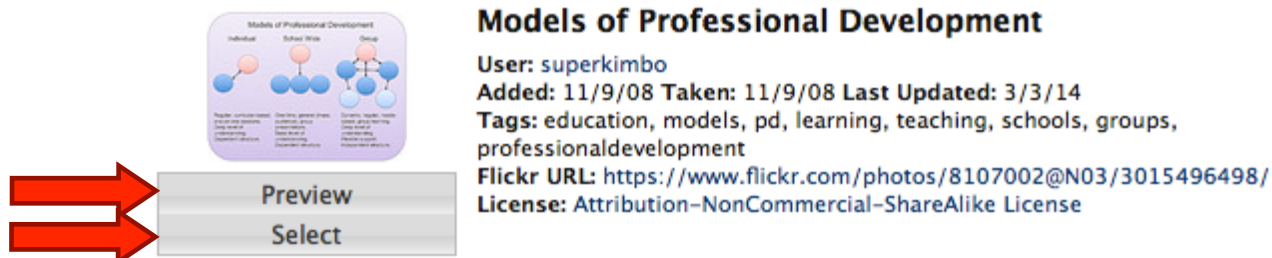
4. Type your search criteria next to **Keywords** to search for an image, then click **Go**.



5. Look for the image you wish to add. To see more results, click the right-arrow at the bottom to go to the next page.



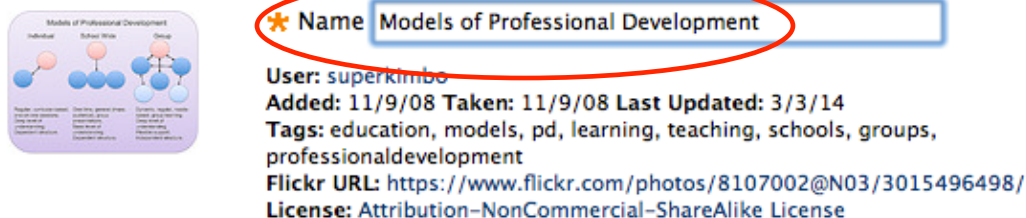
6. Once you have found the image you wish to add you may click **Preview** the image. When you are certain that is the image you wish to add, click **Select**.



The screenshot shows a Flickr image search result. On the left is a thumbnail of a diagram titled 'Models of Professional Development' with three columns: 'Individual', 'School Wide', and 'Design'. Below the thumbnail are two buttons: 'Preview' and 'Select'. Two red arrows point to these buttons. To the right of the thumbnail is the image title 'Models of Professional Development' and its metadata: 'User: superkimbo', 'Added: 11/9/08 Taken: 11/9/08 Last Updated: 3/3/14', 'Tags: education, models, pd, learning, teaching, schools, groups, professionaldevelopment', 'Flickr URL: https://www.flickr.com/photos/8107002@N03/3015496498/', and 'License: Attribution-NonCommercial-ShareAlike License'.

7. Provide a **Name** for the image.

## 1. Add Flickr Content to Course




The screenshot shows the 'Add Flickr Content to Course' form. On the left is the same 'Models of Professional Development' thumbnail. To its right is a text input field with a red asterisk and the label 'Name'. The field contains the text 'Models of Professional Development' and is circled in red. Below the input field is the same metadata as in the previous screenshot: 'User: superkimbo', 'Added: 11/9/08 Taken: 11/9/08 Last Updated: 3/3/14', 'Tags: education, models, pd, learning, teaching, schools, groups, professionaldevelopment', 'Flickr URL: https://www.flickr.com/photos/8107002@N03/3015496498/', and 'License: Attribution-NonCommercial-ShareAlike License'.

8. Select your View options from the drop-down menu. **Thumbnail** will show as full size when **View Link** is clicked. **Embed Photo** will show the photo directly in the page.

## 2. Mashup Options

View  

*Thumbnail will show as full size when **View Link** is clicked. **Embed Photo** will show the photo directly in the page.*

Size  

*Select the size of photo to use. Large and Original sized images do not exist for all photos. Preview before saving.*

Show Flickr URL  Yes  No

Show Flickr Information  Yes  No

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<http://www.utc.edu/learn/>

9. Click **Submit** to submit the changes to your item or to add the new item to the content area.

**3. Submit**

*Click Submit to proceed. Click Cancel to quit. Click Back to back. Click Preview to preview.*

