Unit Topic: HTML Editor

Introduction

Hypertext Markup Language (HTML) is a coding language for creating web pages.

The design view of the HTML Editor allows professors to quickly create and format content without needing any prior knowledge of HTML.

The HTML Editor is used when inputting information for display in a DC Connect course. It can be found in almost every tool. It provides the course professor a wide range of options for formatting and displaying text, images, audio, video, and links to additional content.
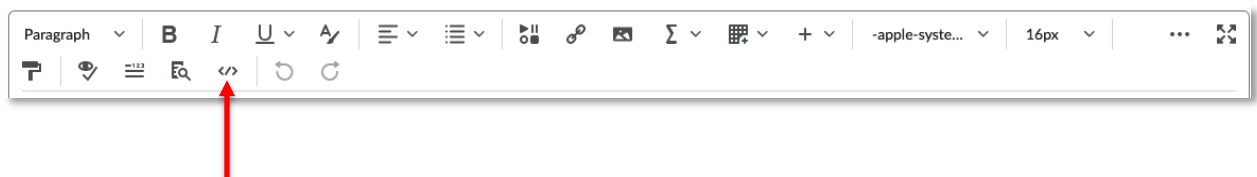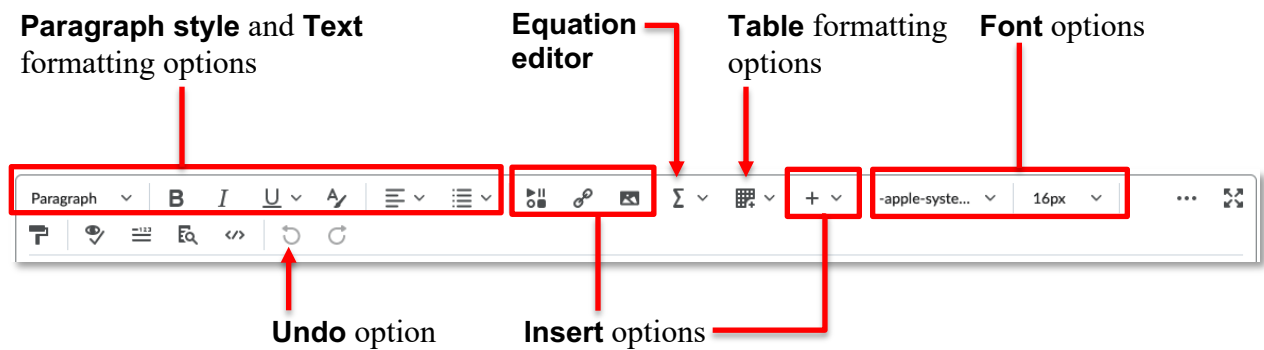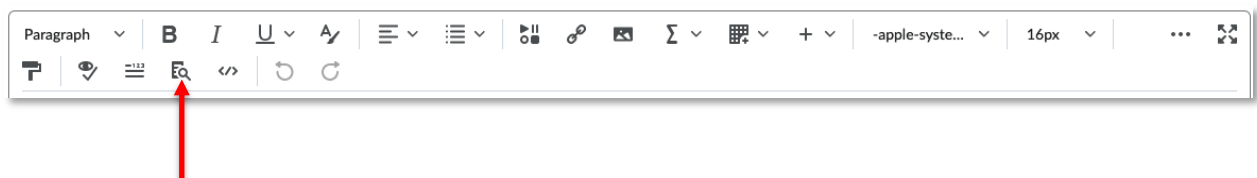
Content

This document covers the following topics:

- About the HTML Editor
- Using the HTML Editor
    - o Inserting Images
    - o Inserting "Stuff"
    - o Inserting Quicklinks

About the HTML Editor

You can enter your content and use the available controls to apply formatting to your text, insert images and tables, and create links.

Paragraph style and **Text** formatting options

Equation editor

Table formatting options

Font options

Undo option

Insert options

Click the **Source Code** icon to display the source code view. This view displays the code that structures and formats your content. Use this view if you have experience with HTML and prefer to author your content in HTML or want to apply styles from a Cascading Style Sheet (CSS). If you have HTML-based content from another application, you can also copy and paste that code into the source code view.
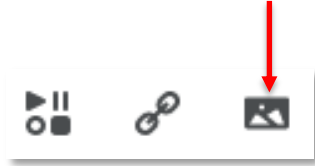
Use the **Preview** option to display a preview of your HTML content in a new window. This allows you to preview content and ensure that it displays as expected prior to saving any changes.
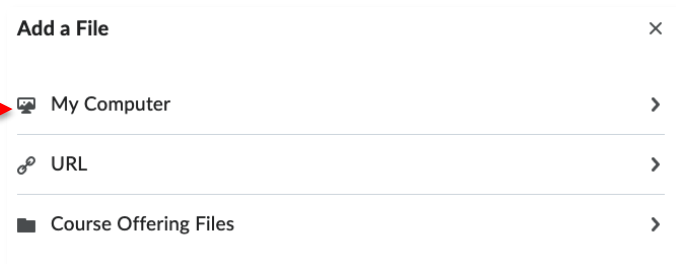
Inserting Images

To add an image to the content you are creating, begin by placing your cursor where you want the image to appear.

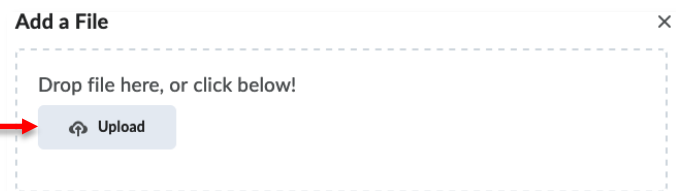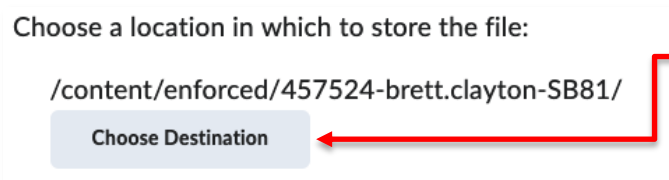Next, click on the **Insert Image** icon.

Click on the **My Computer** option.
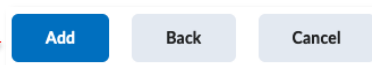
Add a File   ×

🖳 My Computer   ›

🔗 URL   ›

▪ Course Offering Files   ›

Click the **Upload** button.

Add a File   ×

Drop file here, or click below!

⬆ Upload

Navigate to the folder on your computer where the image is stored and select the file.

Choose a location in which to store the file:

/content/enforced/457524-brett.clayton-SB81/

Choose Destination

You can click the **Choose Destination** button to manage the file structure of your course files, but this is not necessary.

Next, click the Add button.   →   **Add**   **Back**   **Cancel**

You will be prompted to provide alternative text for accessibility. Enter this descriptive text in the **Alternative Text:** field,…

Provide Alternative Text

Alternative Text

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text: [   ]

…or click the **This image is decorative** checkbox.

☐ This image is decorative

Click the **OK** button.
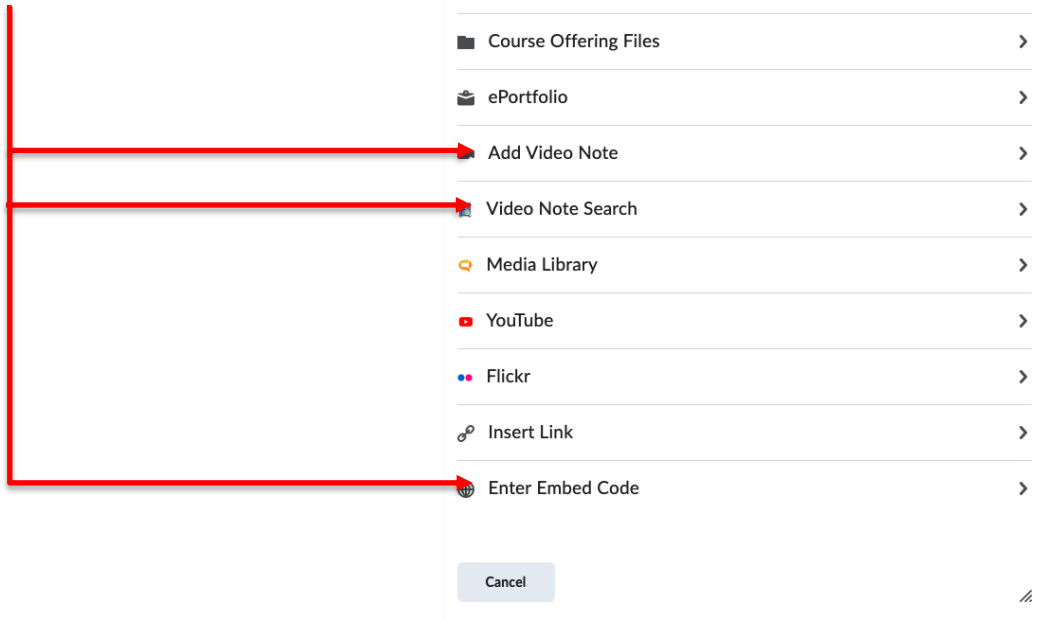
OK

Your image will now appear.

Inserting "Stuff"

The **Insert Stuff** icon is used to add various content to your file.

NOTE: Many of the options available in this list are obsolete, or the options are better performed by other means.

The Add **Video Note**, **Video Note Search**, and **Enter Embed Code** options are the only recommended options in this list.

Insert Stuff ✕

🖥 My Computer   ›

📁 Course Offering Files   ›

💼 ePortfolio   ›

🎬 Add Video Note   ›

🎞 Video Note Search   ›

💬 Media Library   ›

▶️ YouTube   ›

•• Flickr   ›

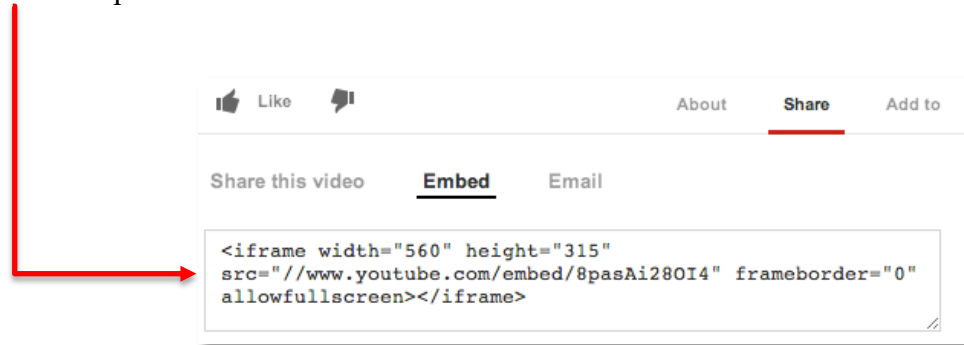🔗 Insert Link   ›
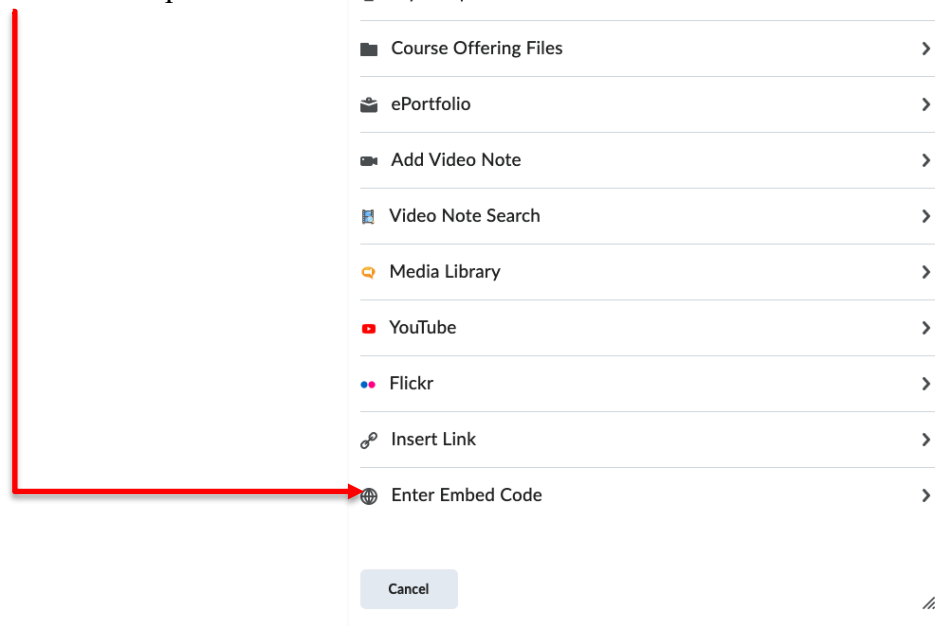
🌐 Enter Embed Code   ›

Cancel

Enter Embed Code

An embed code is a small amount of HTML code that takes content from another web-based source (e.g. YouTube, Twitter, Padlet, etc.) and displays it within your content.

You will need to copy the embed code from its source before adding it to your content. Typically, the code can be found by clicking on a "Share" link or button on the webpage where it was found. Below is an example of the embed code of a YouTube video.

To insert an embed code into your content, begin by clicking the **Insert Stuff** icon and select the **Enter Embed Code** option.

A pop-up window will appear.

Paste the embed code you have copied into the **Embed Code** field.

Insert Stuff

Enter Embed Code

Enter the embed code for an object from anywhere on the web.

Embed Code

Click the **Next** button to continue.

Next   Back   Cancel

Insert Stuff

Refresh Preview

Your embedded content should now be displayed as a preview in the window.
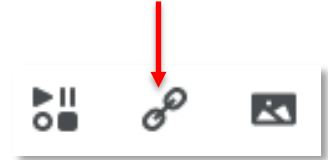
Click the **Insert** button to complete the process.

Insert   Back   Cancel

NOTE: Due to ongoing security updates to Internet browsers, over which we have no control, there is no guarantee that your embedded content will display for students as intended.
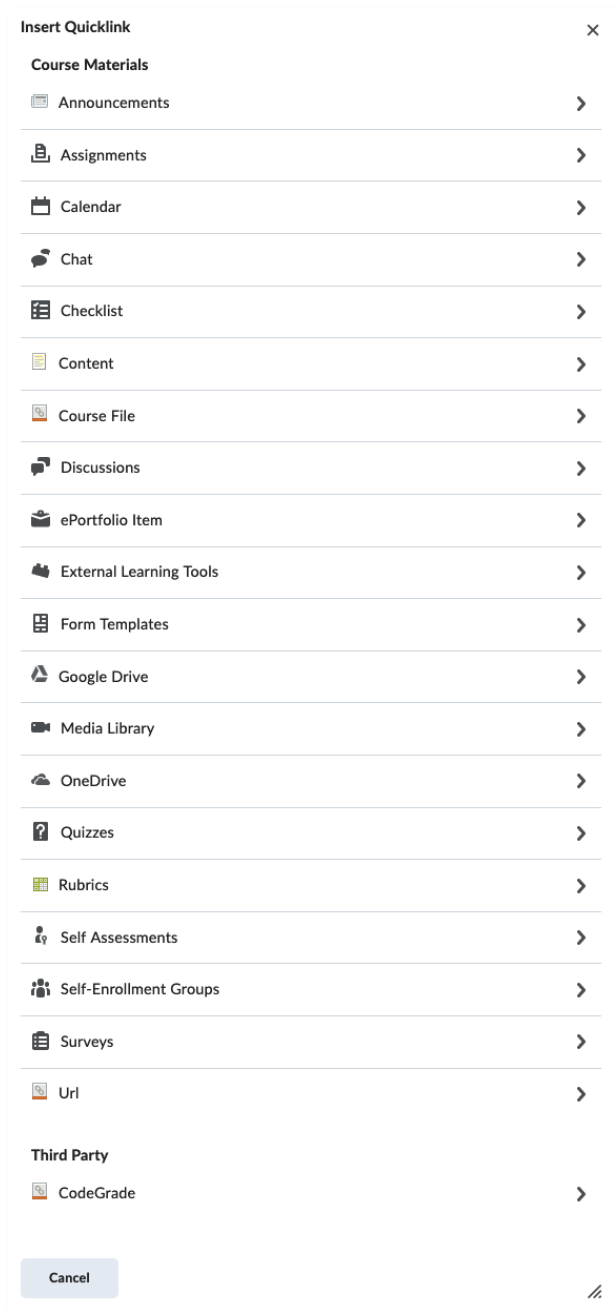
Inserting Quicklinks

Quicklinks bridge your students to other online content within, or external to, your course. To insert a Quicklink, set your cursor in the desired location and click the **Insert Quicklink** icon.
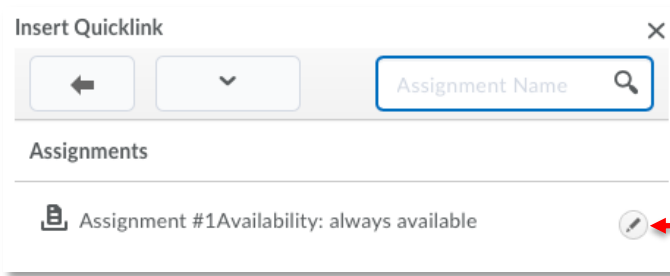
A pop-up window will appear.

The list of options available allows you to link directly to accompanying content and activities within your course.
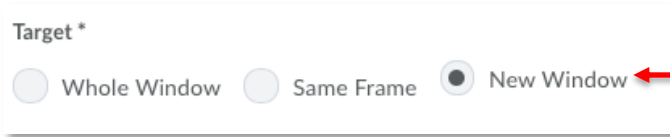
NOTE: Although the list is lengthy, we only recommend using the Insert Quicklink tool to connect to resources and activities *within* your course (e.g. Assignments, Course Files, or Quizzes), not external locations (e.g. OneDrive, Google Drive, or a URL).

Insert Quicklink   ×

Course Materials

Announcements	>
Assignments	>
Calendar	>
Chat	>
Checklist	>
Content	>
Course File	>
Discussions	>
ePortfolio Item	>
External Learning Tools	>
Form Templates	>
Google Drive	>
Media Library	>
OneDrive	>
Quizzes	>
Rubrics	>
Self Assessments	>
Self-Enrollment Groups	>
Surveys	>
Url	>

Third Party

| CodeGrade | > |

Cancel

After selecting the desired Course Materials option, it is good practice to click the pencil icon to review additional options…

…and to select the **New Window** Target option if available. This is especially true when adding links to content that resides outside of DC Connect.