



# Using the Content Editor

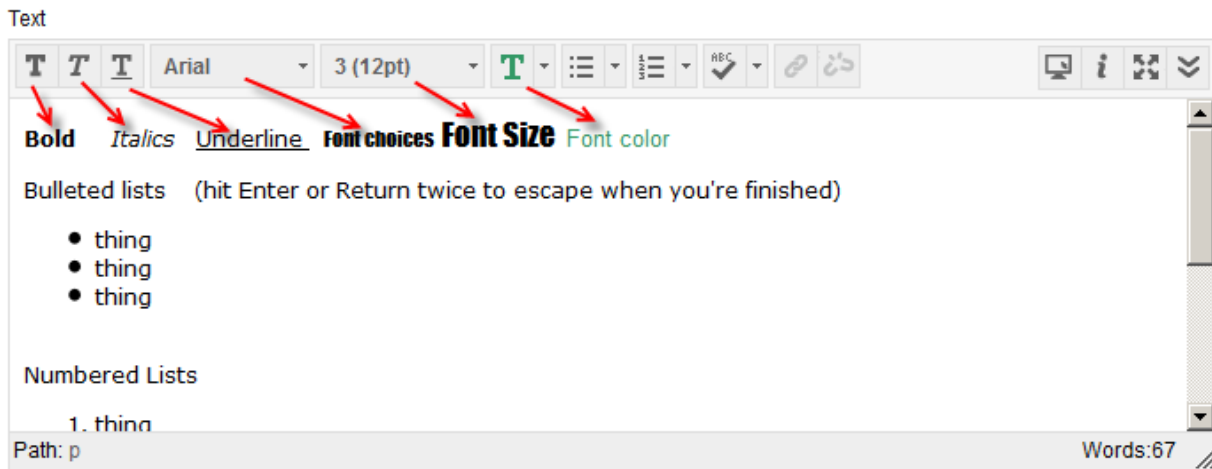
The Content Editor lets you format text, attach web links or files, add images or embed video. It is available anywhere you see a text box in Learn—composing an email, posting to discussion forums, journals or blogs, answering essay questions in quizzes, or submitting text in the Assignment tool.

## Simple Features Mode

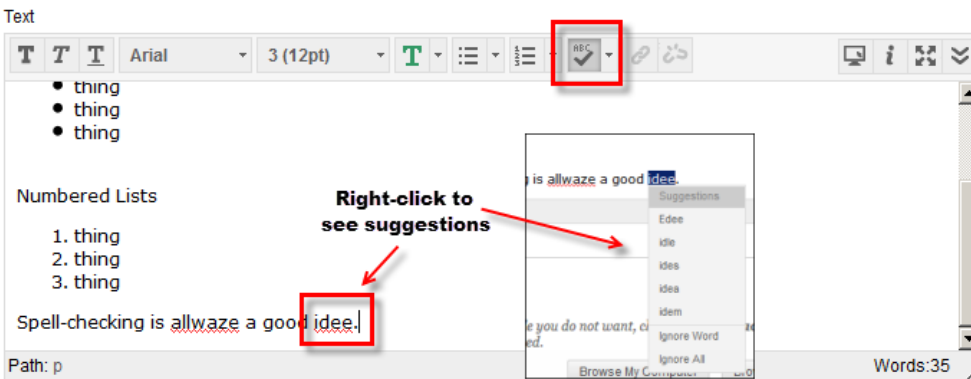
### Format Your Work.

To enter text, click inside the box and type. Or copy and paste.

*Note: There is a known issue with Mozilla Firefox. If paste does not work, open MS Word, paste your text there. Click and drag to select it. Then paste. Or if you have a lot of cutting and pasting to do, temporarily switch to a different browser.*



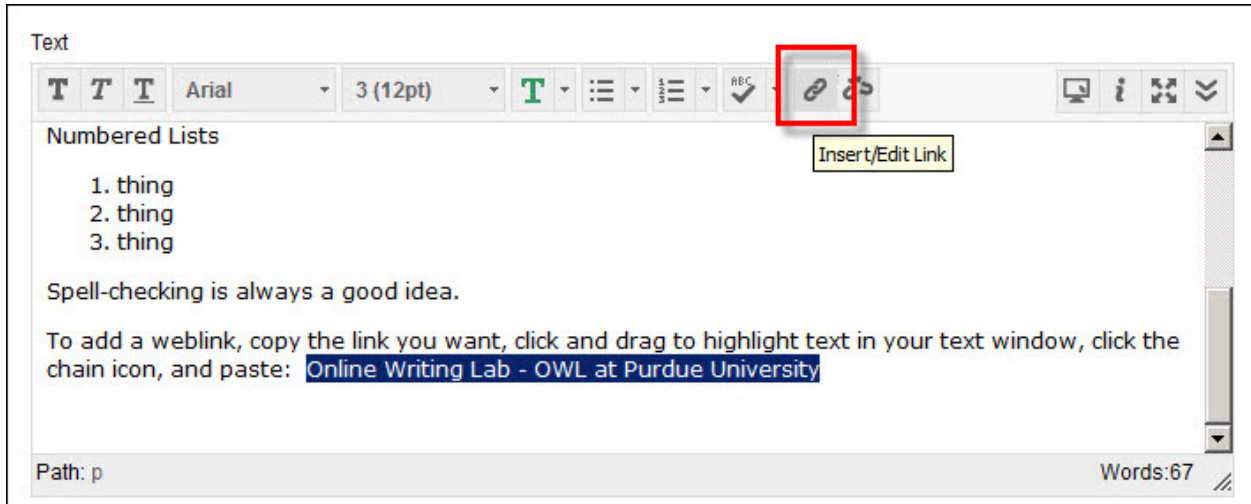
**Check your spelling.** Right-click on underlined words to see suggestions.



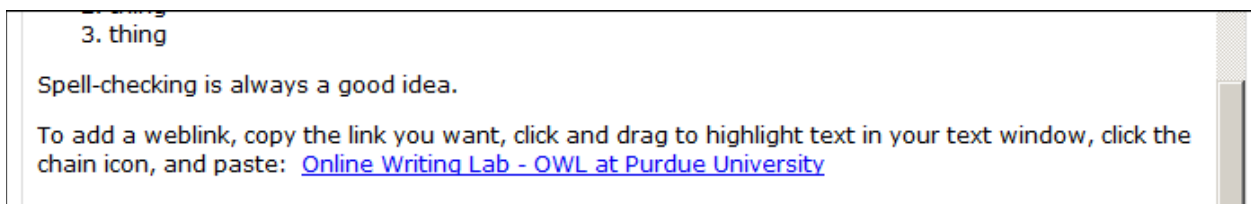
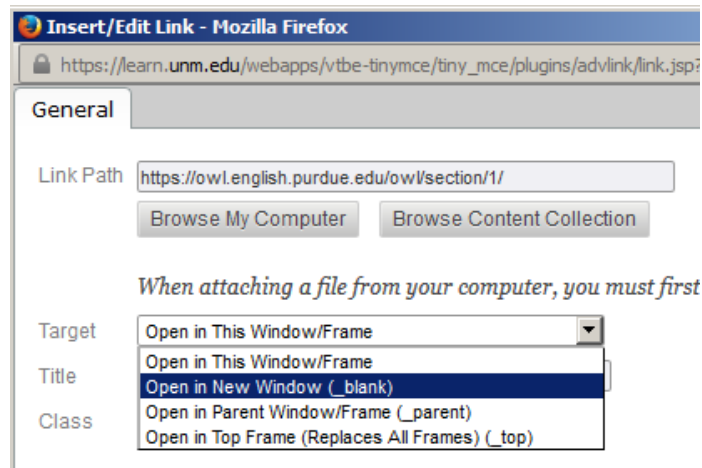


### Add a web link.

1. Copy the link you want.
2. Enter text in your text window, and/ or click and drag to highlight existing text.
3. Click the **Insert/Edit Link** icon.



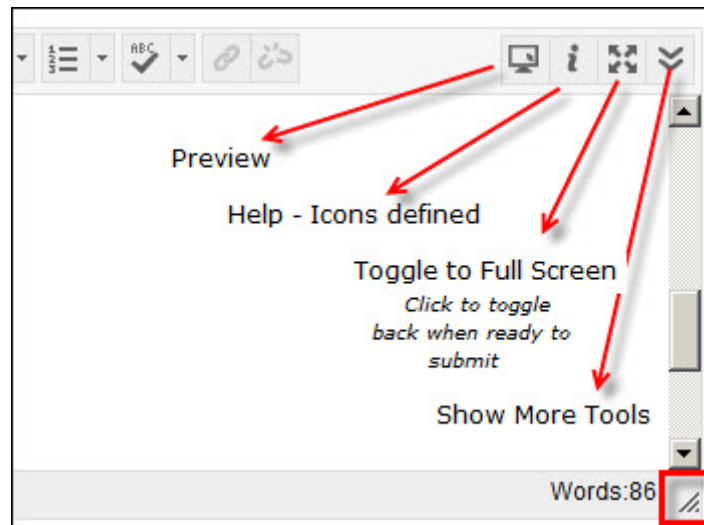
4. Paste your link in the **Link Path** field in the **Insert/Edit Link** window.
5. Under **Target**, select **Open in New Window**.
6. Click **Insert**.





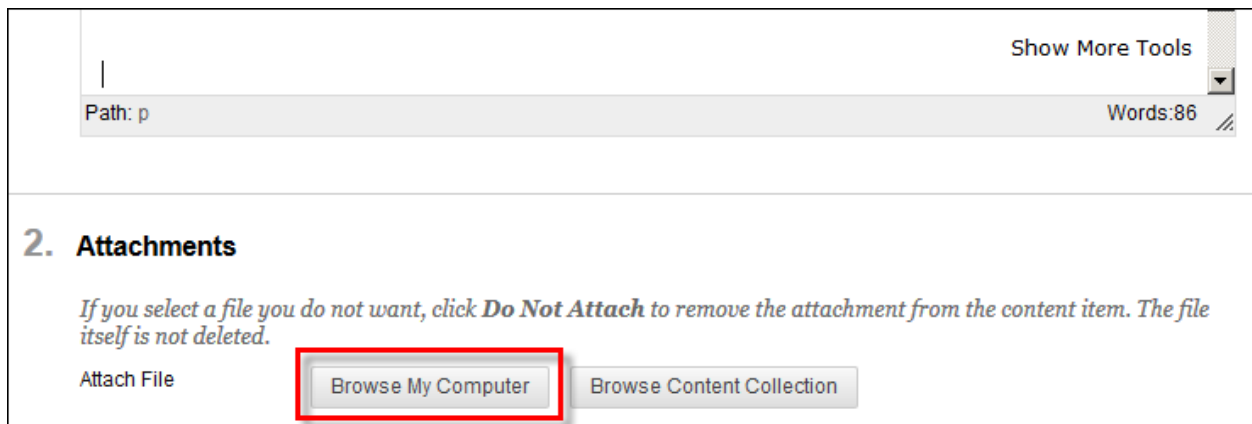
### Other Handy Tools

Preview your work. Use 'i' for definitions of each icon/ tool. Toggle to full screen. (The only trick is that you need to toggle back to see the Submit button.) And last but not least, the double-arrows: Show / Hide Additional Tools. Also note that you can grab the bottom right corner of the window, click and drag to re-size it.



### Attach a file.

1. Below the window, click **Browse My Computer**.
2. Navigate to select the item you want to include.
3. Double-click it, or single click and press the Open button.



4. If successful, you will see the name of the file listed. If you accidentally picked the wrong file, simply click **Do Not Attach** and try again.



*\*Note – if you are sending a course message, you can only attach one file per message. Everywhere else in Learn, you may attach as many items as you wish.*

### Attachments

Attach File Browse My Computer Browse Content Collection

Selected File File Name my-assignment.docx

Name of link to file

Do not attach

## Advanced Features Mode

To see all three lines of editing tools, click the chevrons/ double-arrows at the far right so they point up.



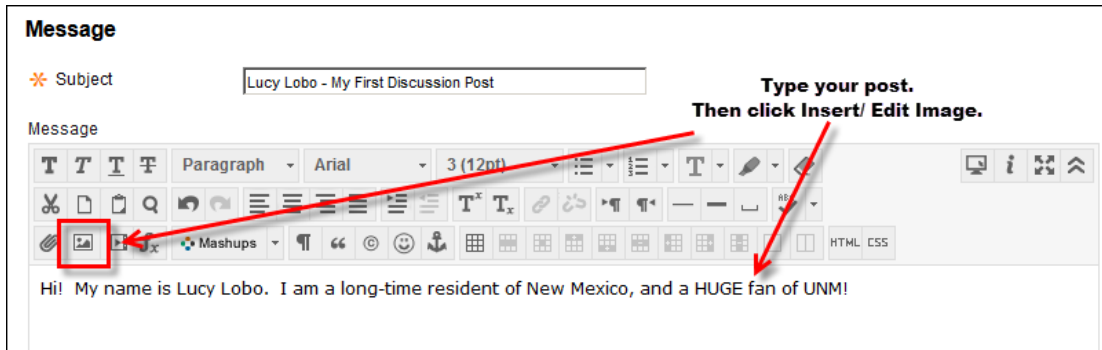
Most of these additional tools are relatively straight-forward, but a couple are worth mentioning in particular. For more information, see the [Detailed Help Document for the Content Editor](#).



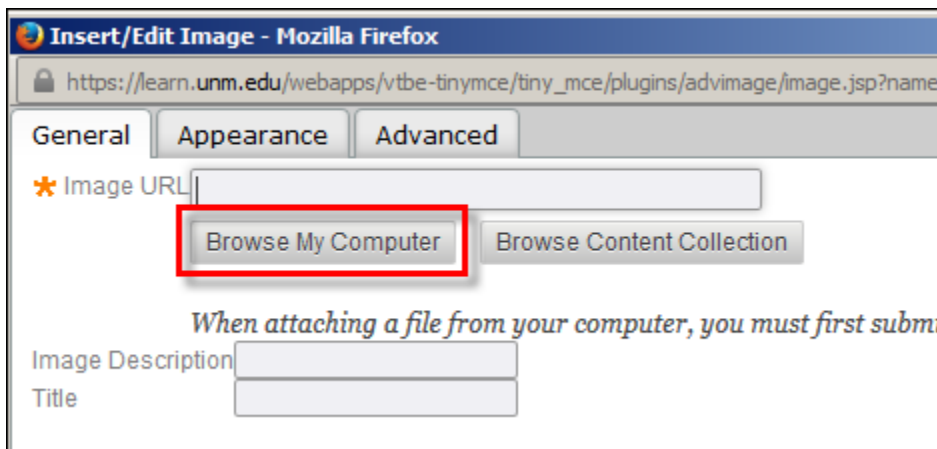
### Add photo to your post (Insert/Edit Image).

You can use “Attach File,” but if you Insert/Edit Image instead, other participants will be able to see your photograph next to the text in your post. No extra clicking!

1. Inside a discussion forum: click to **Create Thread**.
2. Click in the text box and type your post.
3. Click the **Insert/Edit Image** button.



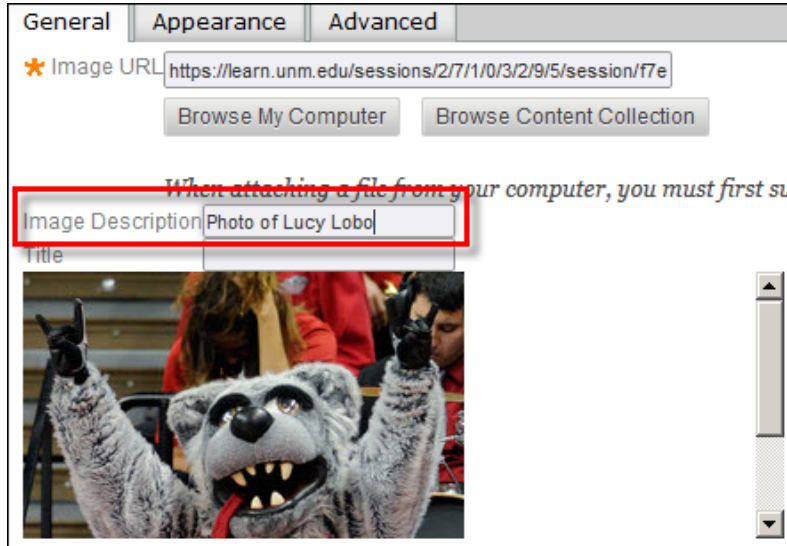
4. Click **Browse My Computer** to find the file you want.
5. Click **Open** to select it (.jpg, .png or .gif files work nicely). A note on size: with today's equipment images tend to be huge. Your file will load much faster if you resize it. <http://www.reduceimages.com> or <http://www.picsize.com/> Try ~500px.





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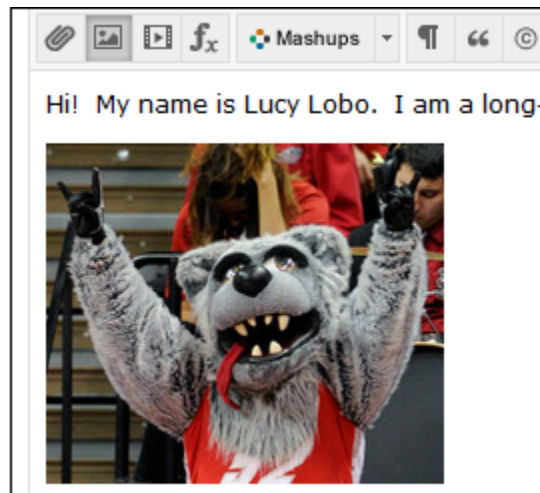
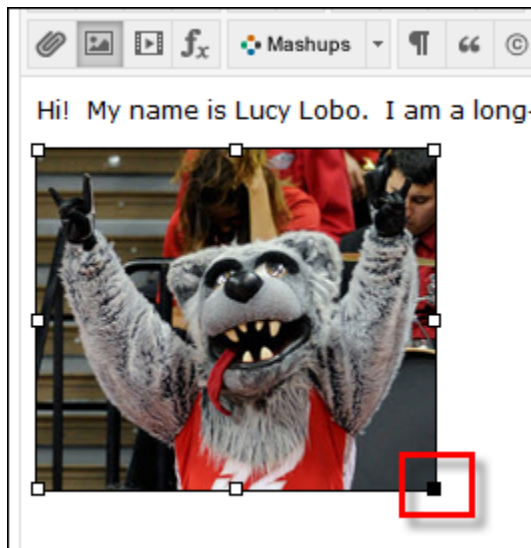
6. Add an **Image Description** for anyone using software to help them read the screen.



*\*Optional: Click the Appearance tab to further reduce the display size, and set alignment, borders, and margins (padding).*

7. When ready, click **Insert**.

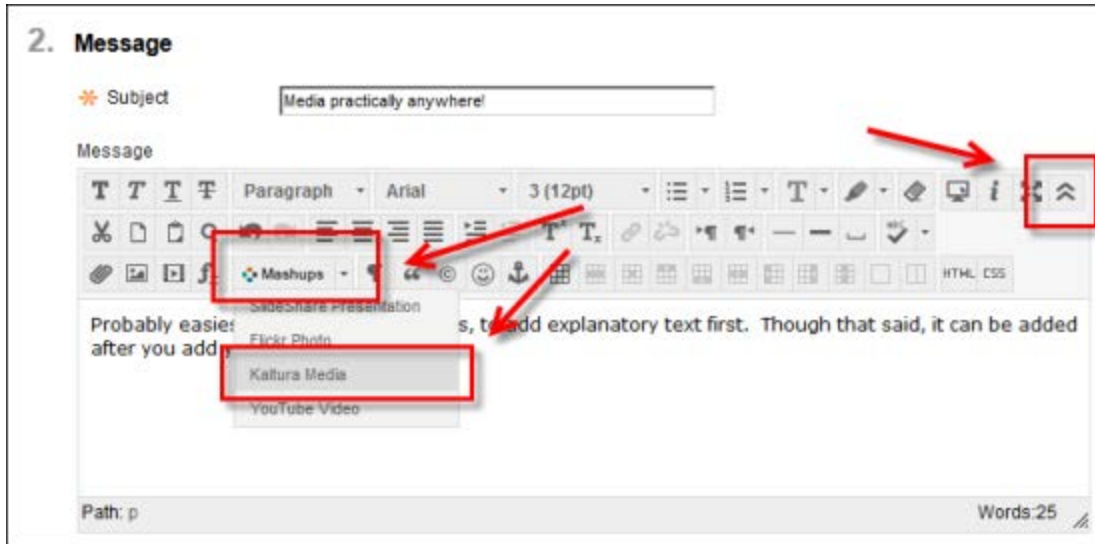
8. Still too big? Click to select the image, then drag a corner handle.



9. Click **Submit**. That's all there is to it!

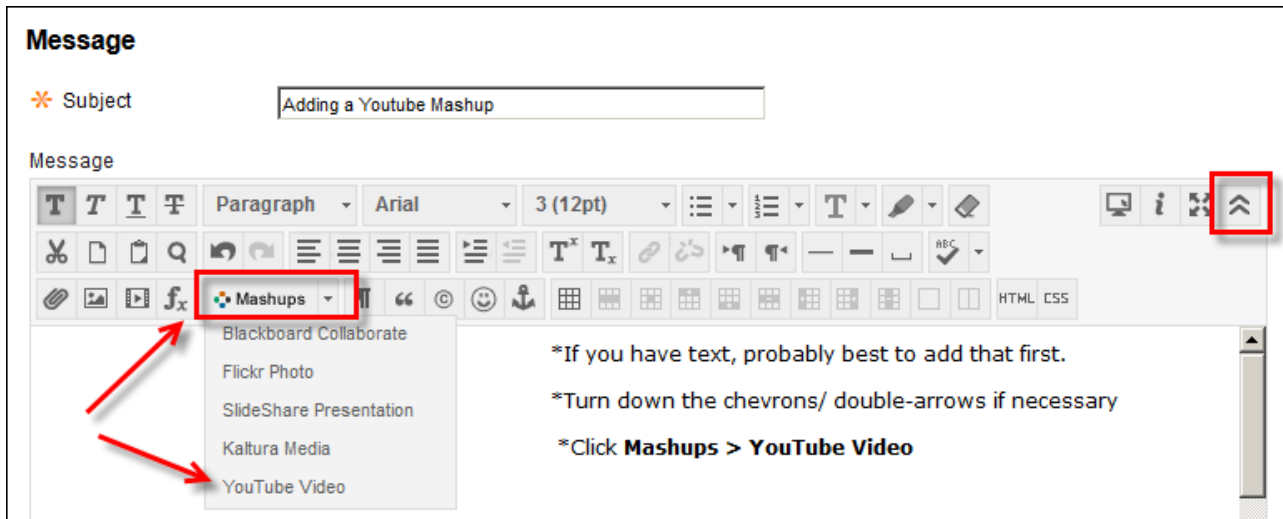


### Add Mashups – Kaltura Media



The Kaltura media tools have their own help pages. See: <http://online.unm.edu/media/student/student-media-mashup.html>

### Add Mashups – Youtube Video



1. (If necessary, click the chevrons/ double-arrows to show the Advanced Tools.) Click **Mashups > YouTube Video**.
2. If you have a particular video in mind, copy the link, paste it into the **Search** box. You can also use the built-in search options.
3. Click **Go**.





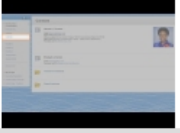
4. Click **Preview** to see the videos returned by your search.

**Search Results** Powered by YouTube

Enter search information below. Click Go to view the results. The order of search results is determined by YouTube.

Search   Language

Displaying 1 to 1 of 1 items Sort by



**How to Submit an Assignment in Blackboard Learn**  
Duration: (3:34)  
User: blackboardtv Added: 11/18/13  
YouTube Rating: 3.48 of 5 stars - 50 Votes View Count: 89947  
YouTube URL: <http://www.youtube.com/watch?v=7ZuZW9-KAjY>

Assignments are created by your instructor. They can be used for simply submitting homework. Assignments can also be used to participate in a back-and-forth ...

5. When ready, click **Select**.

6. Select display settings as desired. The **Create Mashup Item** screen allows you to change the title that will be displayed and choose what information to include. The defaults keep the same title as YouTube, show a thumbnail image, and some basic YouTube information—the web address, length, user and date added.





## Create Mashup Item

*Embed YouTube content directly in a course. The content is streamed from YouTube and is not stored within the course.*

\* Indicates a required field.

Cancel Back Preview Submit

### 1. Add YouTube Content to Course

\* Name

Duration: (3:34)  
 User: blackboardtv - Added: 11/18/13  
 YouTube URL: <http://www.youtube.com/watch?v=7ZuZW9-KAJY>

### 2. Mashup Options

*Show YouTube URL creates a link to the YouTube web site enabling students to browse videos. Show YouTube information displays length of video, name of creator and the date video was added.*

View

*Thumbnail will show as full size when the View Link is clicked. Embed Video will show the video player directly in the page.*

Show YouTube URL  Yes  No

Show YouTube information  Yes  No

7. Click **Submit**.

### Message

\* Subject

Message

Paragraph Arial 3 (12pt)
HTML CS

\*If you have text, probably best to add that first.

\*Turn down the chevrons/ double-arrows if necessary

\*Click **Mashups > YouTube Video**

**How to Submit an Assignment in Blackboard Learn**

Duration: (3:34)  
 User: blackboardtv - Added: 11/18/13

Watch Video

8. Now you should be back to your original text box (ready to post to a discussion board, etc.). Make any final edits. Click **Submit**.