Text Editor and PoodLL

The text editor (sometimes referred to as the 'HTML editor' or even 'TinyMCE') has many icons to assist the user in entering content. Some examples of where you will see the text editor include: Editing section headings, description of an activity, writing an answer to a quiz question or editing the content of many blocks.

NOTE: Some features of the text editor may not work in some browsers, such as Internet Explorer versions 8 or lower. The recommended browser for eLearn is Mozilla Firefox. To copy and paste into the text editor in Firefox, you will need to use the keyboard shortcuts.
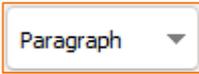
- CTRL + C = Copy;
- CTRL + X = Cut; and
- CTRL + V = Paste.

Contents

The Toolbar

Row 1

|	
▦	Toolbar Toggle – Click on this to expand the toolbar
Paragraph ▾	Formatting – You can choose heading settings from here. Use this for accessibility functions.
B I	**Bold** and *Italics*
☰ ☷	• Bulleted or 1. Numbered list
🔗	Add link, unlick or stop auto-linking
🖼 ☺ 🎞 ▢	Add image, add emoticon, add media, embedded files (this is similar to recent files, has a selection of files you may have previously used and can edit)

Row 2

↶ ↷	Undo, redo
U S X₂ X²	Underline, ~~strikethrough~~, $_{subscript}$, ^{superscript}
≡ ≣ ≡	Align left, align centre, align right
⇤ ⇥	Decrease indent, increase indent
A ▾ ⧸ ▾	Text colour, background colour
¶▸ ◂¶	Left to right, right to left
√α ± Ω ▦	Insert equation, insert non-breaking space, insert special character, insert table

Row 3

Font family ▾ Font size ▾	Font family, font size
<> 🔍 A↲B	Edit HTML, find, find/replace
⟋ Tₓ 📋 📋	Clean up messy code, remove formatting, paste as plain text, paste from Microsoft Word
⤢	Toggle full screen editor
🎙 🎨 📷	PoodLL Tools – Record MP3, Draw a picture & Take a picture

Collapsing / Expanding the Editor

The Text editor first appears with just one row of buttons. Clicking the icon top left will expand it to three rows.
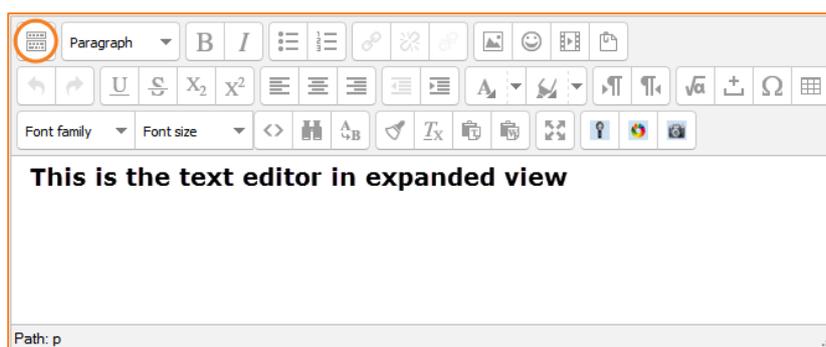

Adding a Heading with background

Do you want a heading like below that has a border and grey background to divide up your course more? The below shows you how to do this:

1. In your course, *Turn editing on*.
2. In the section you want to add this heading, click on the edit icon for the section summary (see image right).
3. Type in your heading text (e.g. Course Information).
4. Highlight this text and change the following using the HTML editor tools:
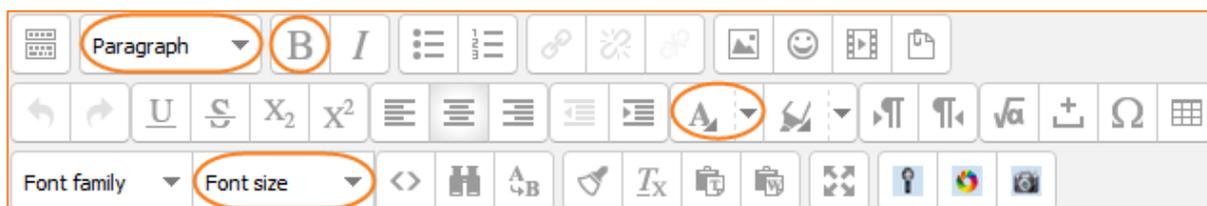
   a. Change *Paragraph* to *Preformatted*.
   b. Change *Font size* to *7 (36pt).*
   c. Change *Font colour* – you can choose a colour, however, if you would like to keep with the CIT colouring, choose more colours here and change the colour code to #00598A – this is the CIT Blue. Try to keep from using bright colours as these can be hard to read for your students and may not be WCAG compliant.
   d. You can also *Bold* this text if you want it to stand out more.

# Adding a link to a website, eLR resource or activity

From the HTML Editor in eLearn, you can link to an external website, a resource in eLR, or even an activity within your course.

To access this feature in the HTML editor, first type in your text or insert your image (see Adding Images to your course below). Highlight this text or click on your image, then click on the *Insert/edit link* icon. Then follow the steps further below based on what you would like to link to.
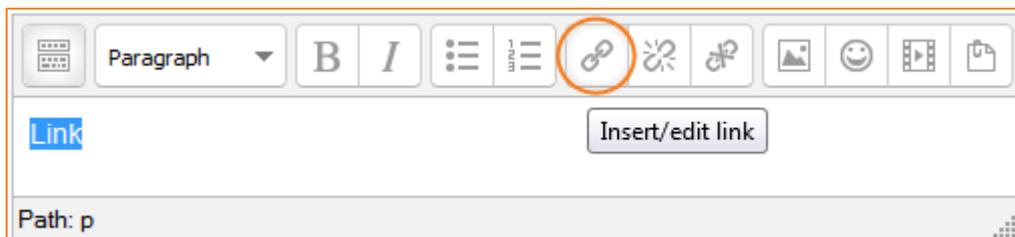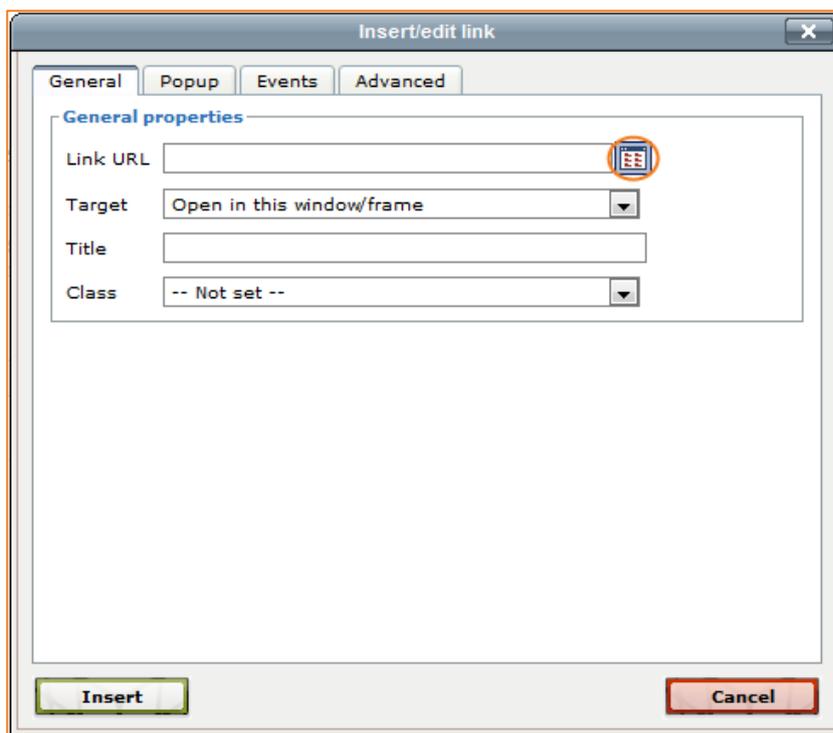
Link to a website

You will now see the Insert/edit link box. To link to a website, you will need to copy the website URL, and past it in the *Link URL* field in this box.
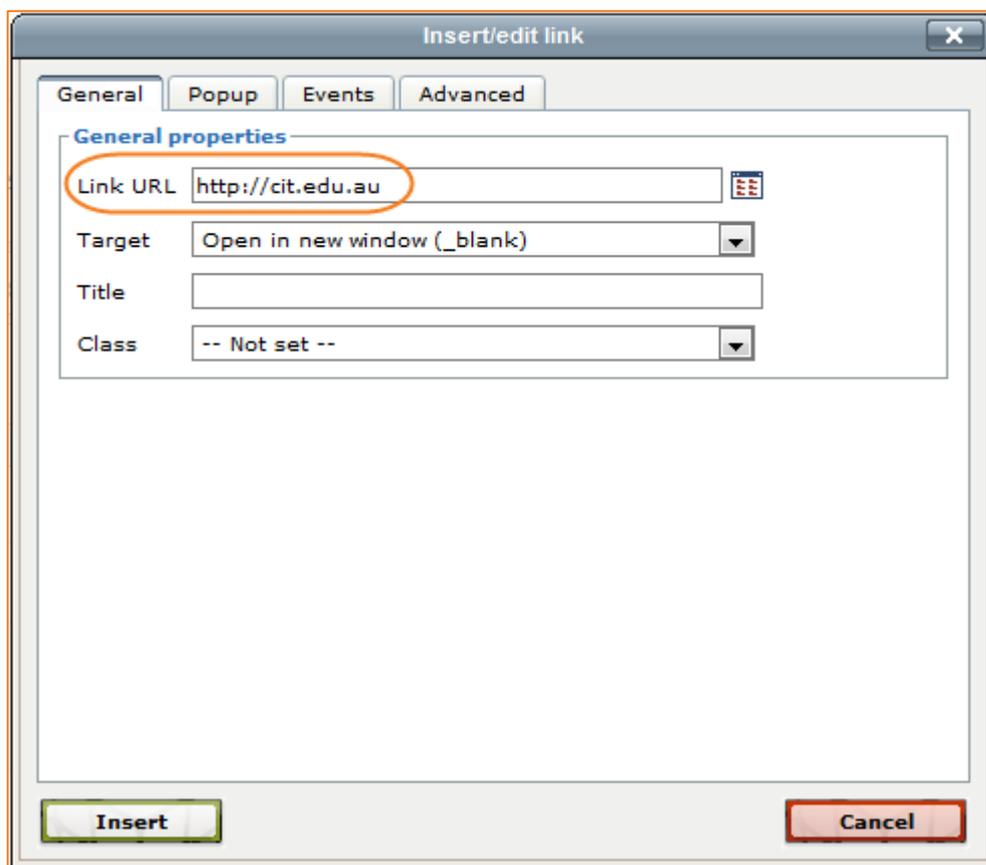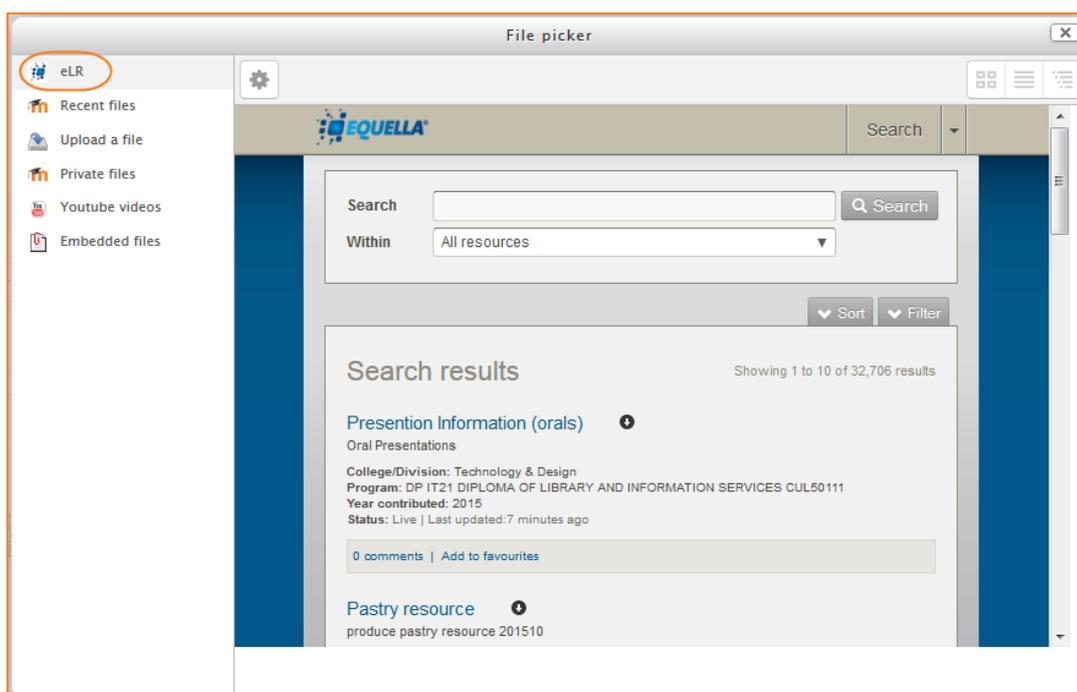
Link to an eLR Resource

In the Insert/edit link box, click on the small *Browse* icon to the right of the Link URL field.

This will bring up the *File picker*. Choose *eLR* from the left column, and you can now search for and insert a link to any resource in eLR. If you would like to display an image, please see Adding Images to your course below.

Linking to an eLearn Activity

You can also link to an activity from here.

You will need to copy the link to your activity first. To do this, on the course page, right-click on the activity and select "*Copy link location*". Depending on your browser, this may also say "*Copy shortcut*" or "*Copy link address*". This is the link you need to paste into the *Link URL* field of the Insert/edit link box.

If you then want to hide that activity from your students so that they can only access this activity from the link you have provided, you will need to move that activity to the last section in your course, and then reduce the amount of sections so that you will have one at the bottom called Orphaned activities. See the Course Settings guide for more information on this.

Note: Do not hide this activity using the eye icon. This will mean the students cannot access it at all.

Adding Images to your course

All images loaded to eLearn must be loaded into eLR as per CIT policy. This guide will show you how to add those images to your course. Please note you will needs to load images to eLR first. For more information on using eLR, please see the eLR guides - http://teacher.cit.edu.au/elearn_guides/elr

1. In the HTML Editor, click on the *Insert/edit image* icon in the text editor.

2. Click on the *Find or upload an image* link.

3. This will bring up the File picker. On the left, choose *eLR*.

4. Search for your image and click on the link to it.

5. Once the image resource is open, you will see an information page (this will look similar to the image on the right), click *Select* next to your banner.

6. Click on *Select this file* and you will be taken back to the Insert/edit image dialogue box. Enter an Image description.

7. Click on *Insert*. Your image is now in.

eLearn Icons

Icons are easily identifiable indicators for students; they give the students a sense of what is expected of them at a glance. Icons help to create structure and clarity in your online course.

Using icons gives you the opportunity to analyse learning needs and goals as you develop the course and the course materials. The icons quickly help you to see whether you are providing a diverse range of resources and activities in your course.

To see our guide on using the eLearn Icons, please click here.
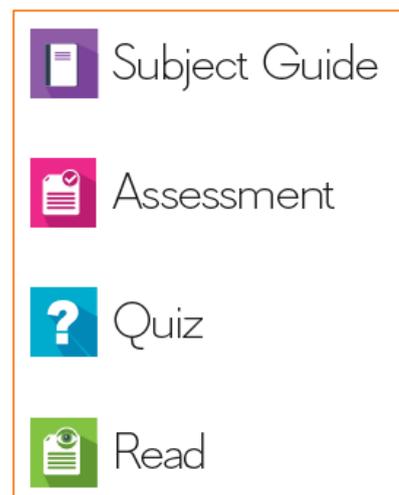
Colour Picker

There are four levels of selecting a font or background colour:

- A quick pick 5x8 matrix of colours
- "More colours" that links to Picker, Pallet and Named tabs
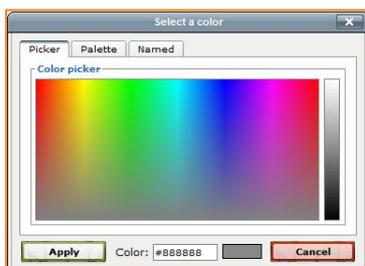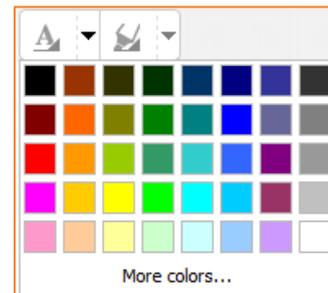
Rainbow colour picker tab

Pallet tab with a 18x12 matrix of colours

Named tab with custom pallets

Insert table
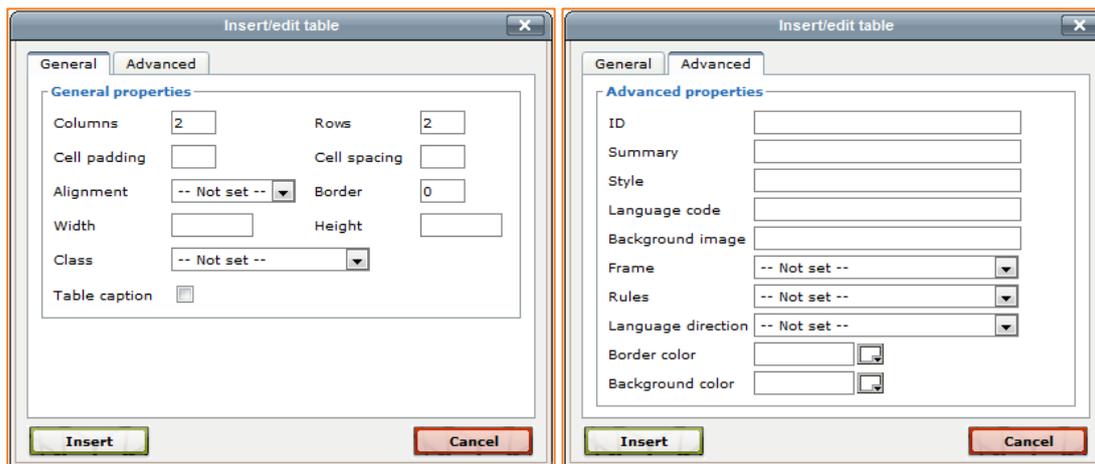
General Tab

Advanced Tab

To add borders to a table

Cell borders are crucial for helping readers to follow the rows across the screen. If they aren't showing already you can add them as follows:

1. Select all the cells of the table
2. Then right-click over any part of your selection to get a context menu; from it select *Cell → Table Cell Properties*; the cell properties dialog box then loads.
3. Click on its *Advanced* tab, set *Border Colour* to black (for instance), then click *Apply*, and then click *Update*.
4. Click *Save*.

PoodLL

The PoodLL tool in eLearn adds an audio recorder, a whiteboard and a camera to the eLearn text editor. This means both teachers and students can use this feature wherever the text editor appears. The PoodLL edit tools are located in the third row of your text editor in eLearn.

Recording Audio

To use the audio recorder, you first need to make sure you have a microphone on your computer. This tool will not work without a microphone.

1. To record, click on the *Record MP3* icon.

2. This will bring up a create media file pop up box. You may get a notification from Adobe Flash player requesting permission to use the microphone. Please select *Allow*. In some browsers, you may also get a bar under the address bar seeking permission. You will also need to allow this.

3. Once allowed, you can click on *Record* to record your audio. *Play* to playback what you have recorded, and *Stop* to complete the recording. When you are recording, under these buttons will be a bar. This bar will move up and down green according to the volume of your voice. If this is not moving, your microphone may not be working. Please make sure your microphone is set as the right device in your computer sound settings or that it is plugged in correctly.

4. When you have stopped the recording and are happy with it, click on *Insert* to add this to your course.
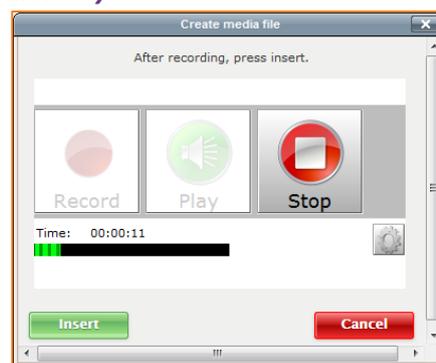
Draw a Picture

1. Use the whiteboard, click on the *Draw a picture* icon.

2. With the pop up box, you can click and draw in the white section, change your colours and brush size over on the right and clear all of you like.

3. When you have finished your drawing, click on *Save* then *Insert* down the bottom to add it to your course.
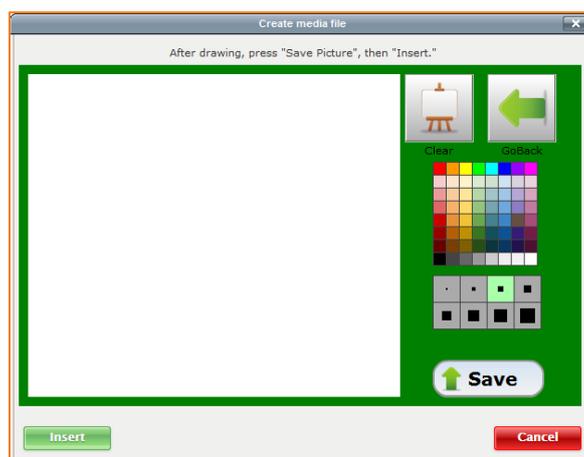
Take a Picture

To use this tool, you first need to make sure you have a camera on your computer. This tool will not work without a camera.

1. Click on the *Take a picture* icon.

2. This will bring up a create media file pop up box. You may get a notification from Adobe Flash player requesting permission to use the camera. Please select *Allow*. In some browsers, you may also get a bar under the address bar seeking permission. You will also need to allow this.

3. Once allowed, you will now see the take a picture box and if your camera is working correctly, it will show whatever the webcam is pointing at. Click on the *Camera* icon on the bottom to take a photo.

4. You can then preview the picture and when happy, click on *Insert*.
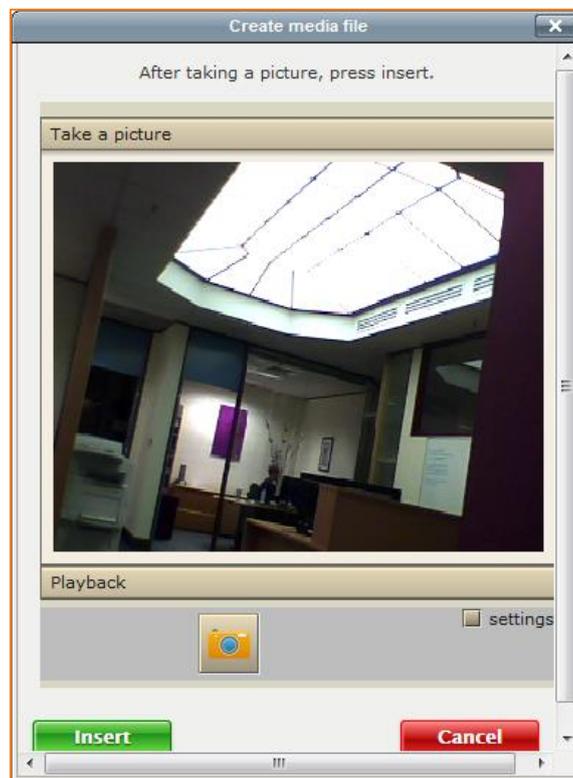
Helpful Tips and Tricks for using the HTML Editor

Create Buttons

Light Blue Button	Yellow Button	Red Button	Green Button	Black Button	Blue Button

You can create buttons in eLearn without the need to create or load images.

1. In your eLearn course, *Turn editing on*.
2. Click on *Add an activity or resource* in the section you want to embed this.
3. To put these buttons on the course page, choose *Label*.
4. In the HTML tool bar, expand it and select the Toggle *HTML button < >*:
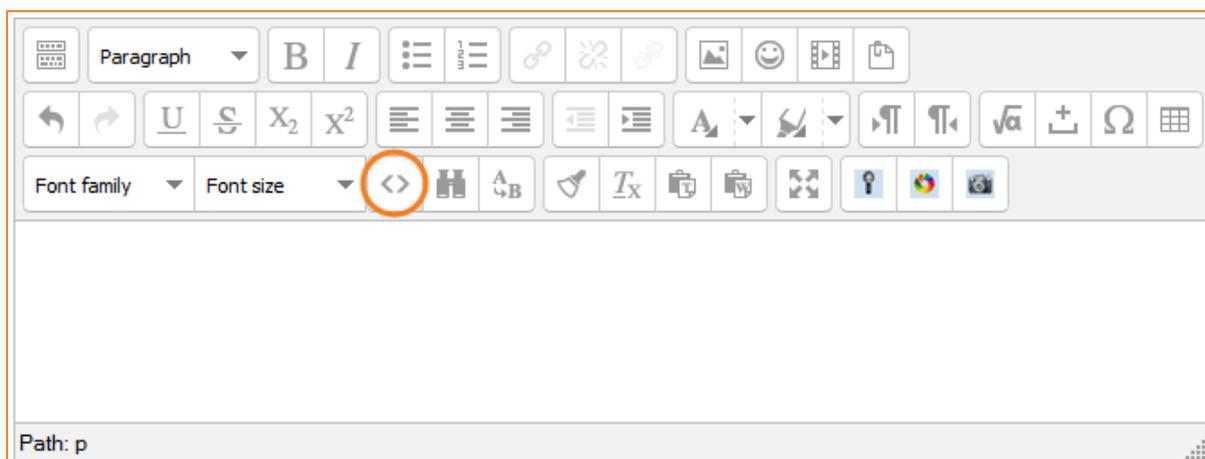
5. Paste the following codes in the table on the next page into the editor to get the colours you want. Change the URL and Button Text (in red below) to change the wording on the button, and where it links to.
6. The size of width of these buttons will change depending on the amount of text you have in them.

| Button Style and Colour	Large Buttons	Small Buttons
Yellow Button	INSERT BUTTON TEXT HERE	INSERT BUTTON TEXT HERE
Red Button	INSERT BUTTON TEXT HERE	INSERT BUTTON TEXT HERE
Green Button	INSERT BUTTON TEXT HERE	INSERT BUTTON TEXT HERE
Black Button	INSERT BUTTON TEXT HERE	INSERT BUTTON TEXT HERE
Blue Button	INSERT BUTTON TEXT HERE	INSERT BUTTON TEXT HERE
Light Blue Button	INSERT BUTTON TEXT HERE	INSERT BUTTON TEXT HERE

Embedding an eLR Video into eLearn

To embed an eLR video into your eLearn course, the easiest way for this to work is by using the YouTube embed link. *Note – this is something you can use if you find the embed media option in the HTML edit doesn't work*

1. In your eLearn course, *Turn editing on*.
2. Click on *Add an activity or resource* in the section you want to embed this.
3. If you would like the video on the course page, choose *Label*; if you would like the video on a different page, choose *Page*.
4. In the HTML tool bar, expand it and select the Toggle *HTML button < >*:
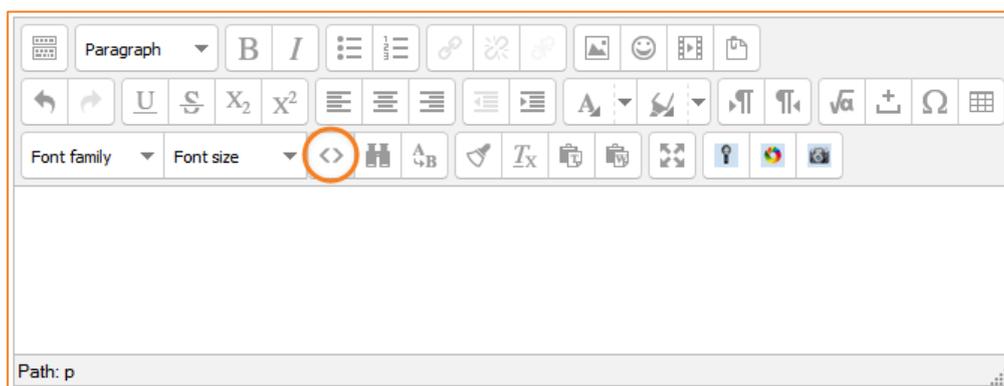
5. Paste the following code into the editor:

<iframe width="640" height="360" src="INSERT_ELR_URL_HERE" frameborder="0" allowfullscreen></iframe>

6. To get the eLR link:
   a. Open another browser tab/window and go to http://celrprod.cit.edu.au/.
   b. Logon with your CIT number and password as normal if prompted.
   c. Find your video and open the summary page.
   d. Right-click on the file and Copy Link Location.
7. Paste this copied link into the code you have pasted into eLearn, replacing the INSERT_ELR_URL_HERE, making sure to keep it inside the parenthesis ("").
8. You can also get the link, including the URL, from the summary screen in eLR:
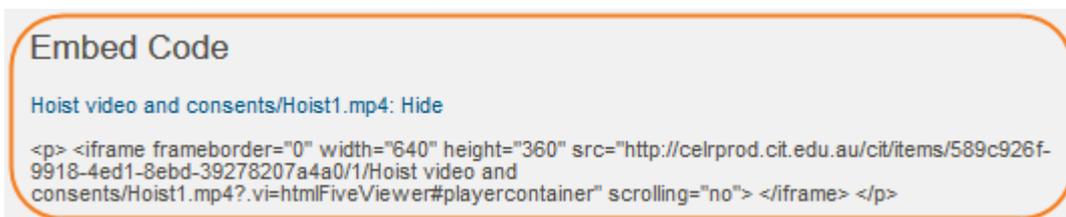
9. Edit the width and height to get the video to fit correctly.
10. *Save changes* and your video will appear on your course or page.