

Editing Techniques: Part 2 – Elementary

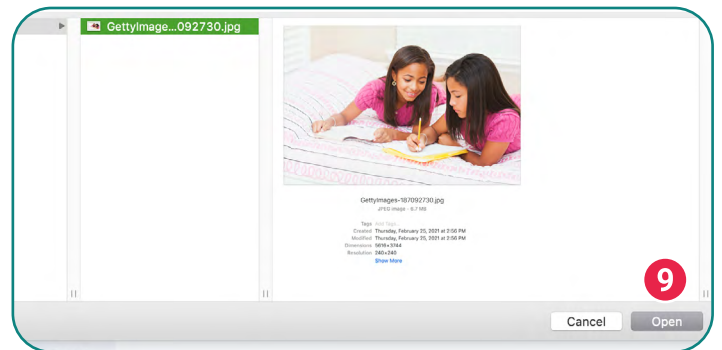
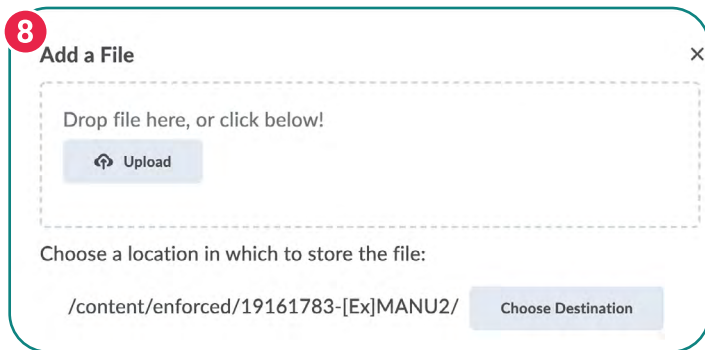
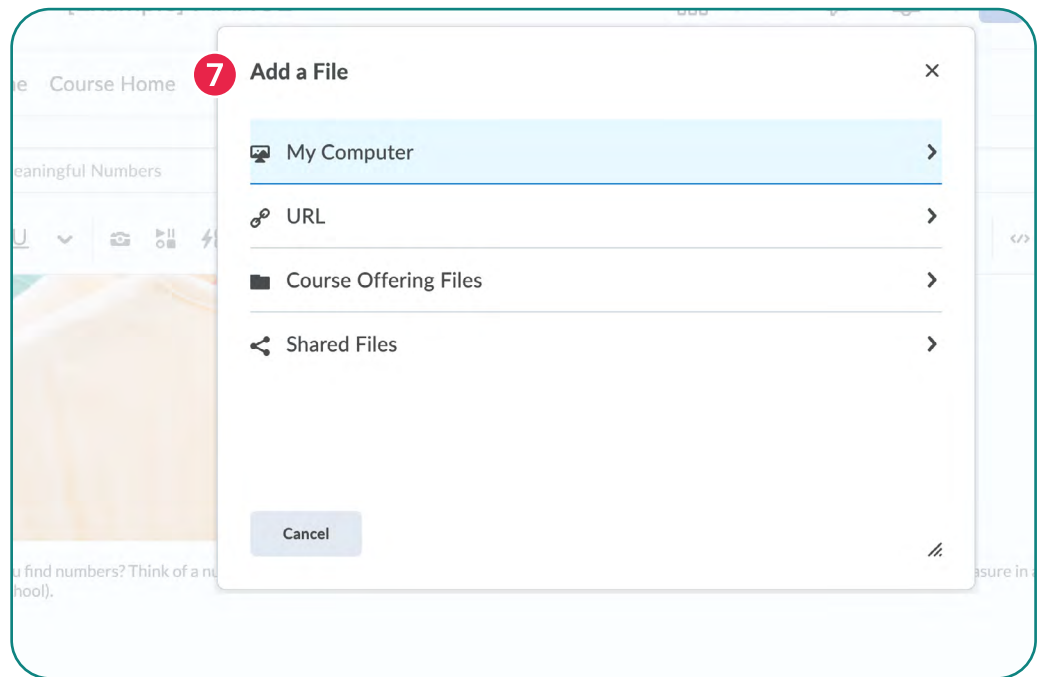
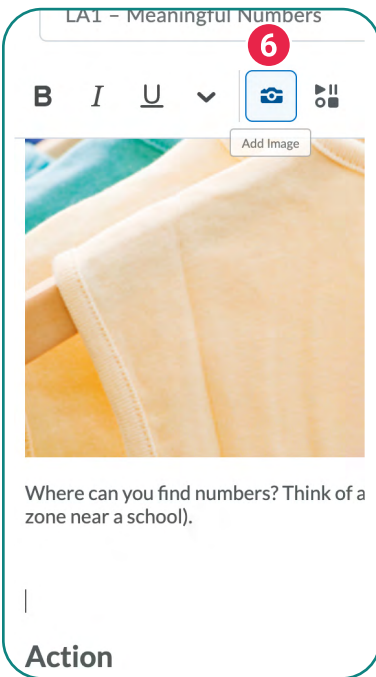
How to Add an Image

Tip: Consider copyright when sourcing and using images other than your own.

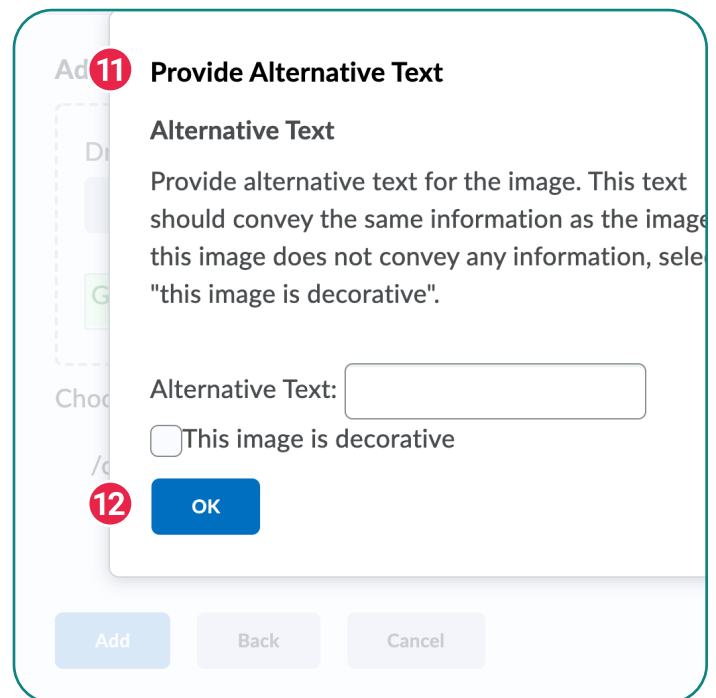
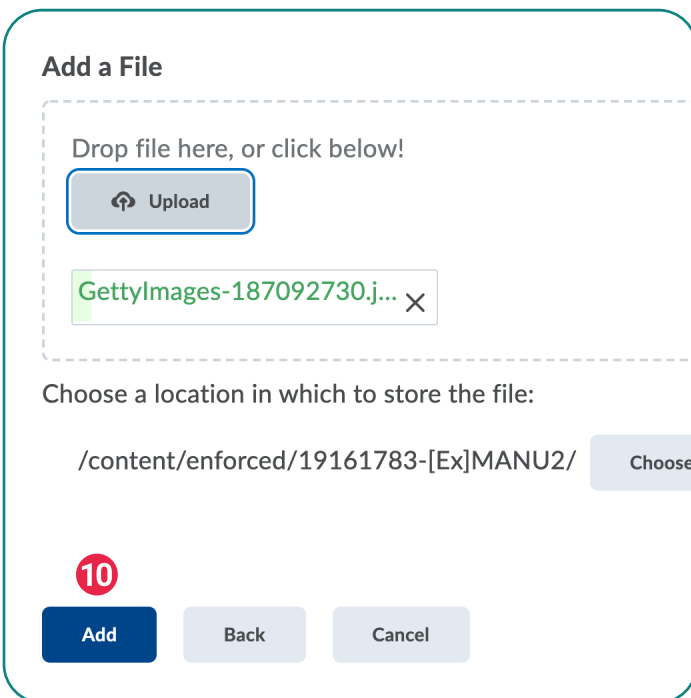
- 1 Click on a **Learning Activity**. The content of the activity will load in the center of the screen.
- 2 Click on the three small dots in the top right corner of the screen. These three dots represent the **Options Menu**.
- 3 The **Options Menu** will expand and a list of available actions will appear. Click **Edit**.
- 4 Select the spot where you want to add an image.
- 5 Press “**Enter**” a few times to give yourself some space.

The screenshot illustrates the process of adding an image to a learning activity in the Tvo LMS. The main interface shows a unit titled 'Meaningful Numbers' with a 'Minds On' activity. The activity content includes the text 'Where might you see this number?' and two images: a group of people holding large number balloons and a clothing rack with a '\$150 SALE' tag. A red circle '2' highlights the three-dot menu icon in the top right corner of the activity editor. A second screenshot to the right shows the expanded 'Options Menu' with a red circle '3' highlighting the three-dot icon and a red circle '4' highlighting the 'Edit' option. A third screenshot at the bottom shows the 'Action' bar with a red circle '5' highlighting the 'Action' button. The text in the screenshot reads: 'Where can you find numbers? Think of a number you often find. Or, think of a special number that brings good memories (for example, points for a treasure in a game or 40 km speed zone near a school).'

- 6 To insert the image, go to the top of the Editor Tool. Click on the camera icon. You will see the text **Add Image** beneath the icon.
- 7 A new window will open with the title **Add File**. Choose the location of where the image can be found.
- 8 You can go to your local files, **My Computer**, and drag a file in or select **Upload** to find the file name.
- 9 Select the image and click on the **Open** button in the bottom right hand corner of the window.














- 10 Insert the image into the course by clicking on the **Add** button in the bottom right hand corner of the screen.
- 11 A new window will appear with the title **Provide Alternative Text**.
 - For non-decorative images and those being used for explanation purposes, like charts or diagrams, it is important to add Alt text for students who might be using a screen reader. Note that Alt text may not be more than 100 characters. This includes spaces and punctuation.
 - If it is a decorative image or one that does not present any content, it is a good idea to indicate that by selecting the checkbox labelled “This image is decorative”. In this case, the image is not being used for explanation purposes, so it is decorative and does not require Alt text.
- 12 Click the **OK** button when you are done.



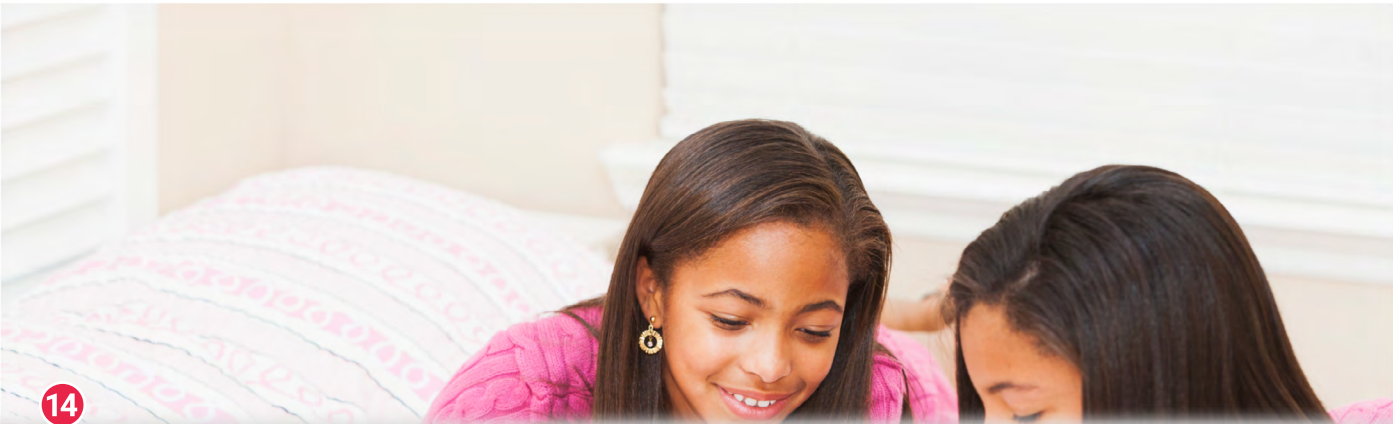
- 13 The image has now been added to the learning activity. You can then adjust it to properly align with text using the Editor Tool.
- 14 Click on the **Save** button to commit your change.

LA1 - Meaningful Numbers
▼

13
B *I* U ▼       ▼ Formats ▼ Lato ▼ 11pt ▼     ✕



Where can you find numbers? Think of a number you often find. Or, think of a special number that brings good memories (for example, points for a treasure in a game or 40 km speed zone near a school).



14
Save
Cancel

How to Add a Video

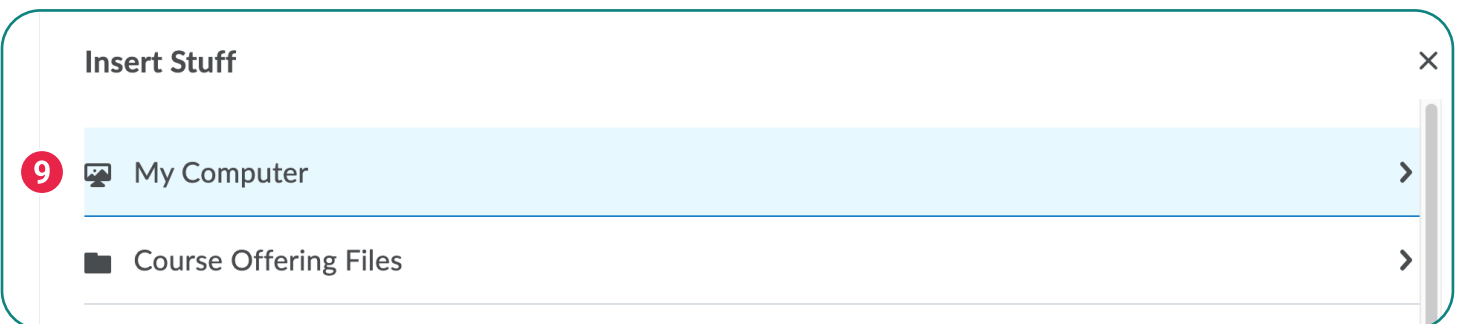
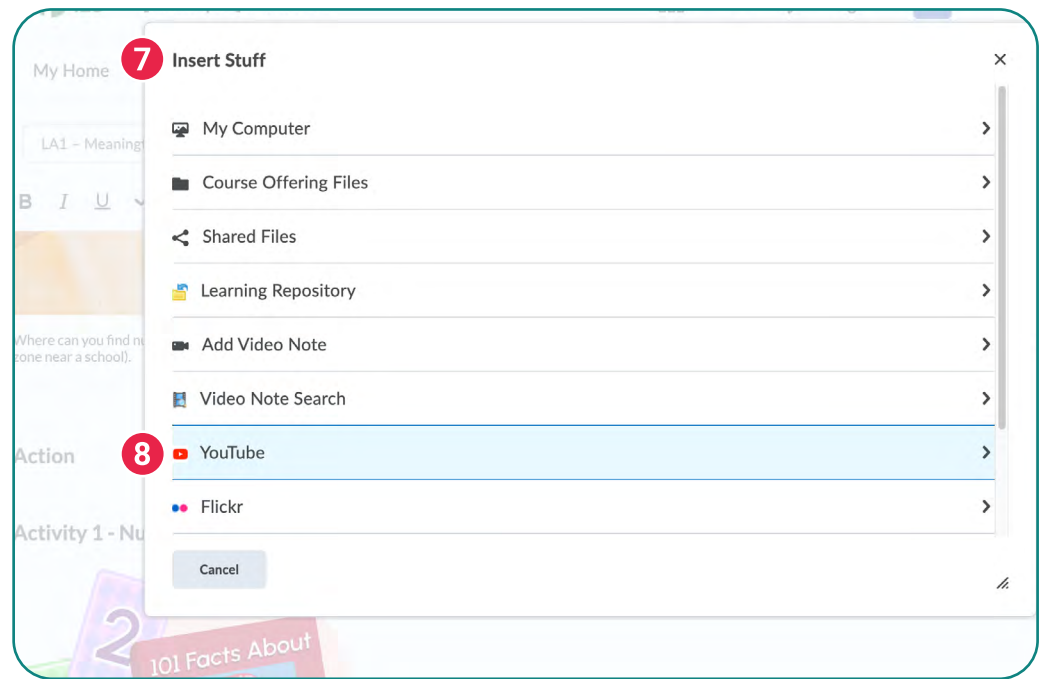
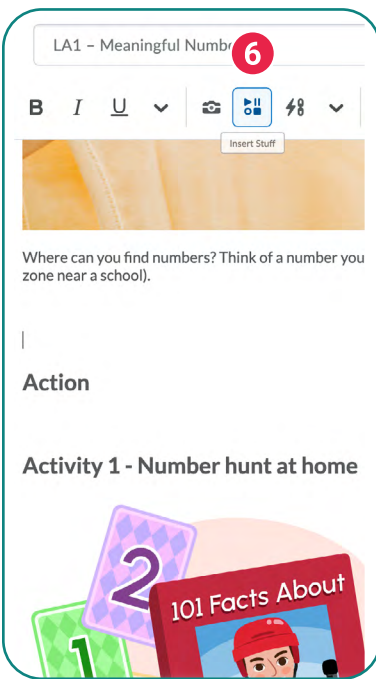
- 1 Click on a **Learning Activity**. The content of the activity will load in the center of the screen.
- 2 Click on the three small dots in the top right corner of the screen. These three dots represent the **Options Menu**.
- 3 The **Options Menu** will expand and a list of available actions will appear. Click **Edit**.
- 4 Select the spot where you want to add a video. (1:04)
- 5 Press Enter a few times to give yourself some space.

The screenshot shows the TVO course interface. At the top, there are navigation links: My Home, Course Home, Class Progress, Assignments, Grades, FAQs, and Course Admin. Below this is a sidebar with '0% Expectations' and a '+ New Unit' button. The main content area is titled 'Meaningful Numbers' and has tabs for 'Minds On', 'Action', and 'Consolidation'. The 'Minds On' tab is active, showing a large graphic with the text 'Minds On' and a question mark. Below this is a section titled 'Where might you see this number?' with two images: one of people holding large number balloons and another of a '\$150 SALE' sign on a rack of clothes. A 'Learning Goals' sidebar is on the right. An options menu is open in the top right corner, showing 'Create New', 'Edit', 'View Release Conditions', and 'Post to Course Homepage'. A red circle with the number '1' is next to the 'LA1 - Meaningful Numbers' item in the sidebar. A red circle with the number '2' is next to the 'Add Existing' button. A red circle with the number '3' is next to the options menu. A red circle with the number '4' is next to the 'Edit' option in the menu. A red circle with the number '5' is next to the 'Action' label in the bottom section.

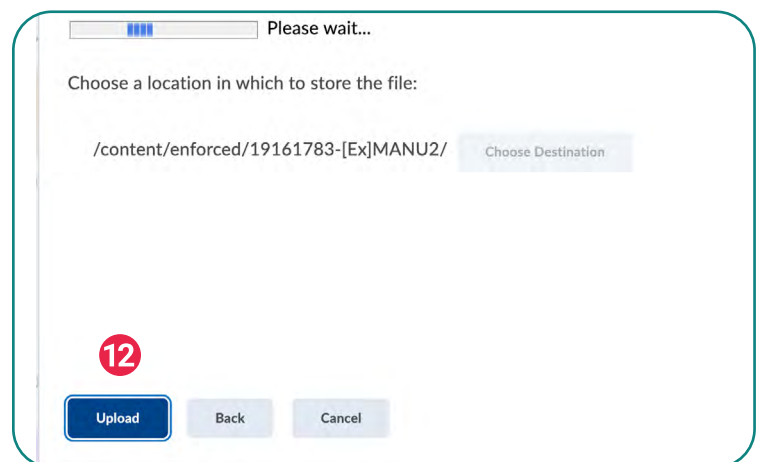
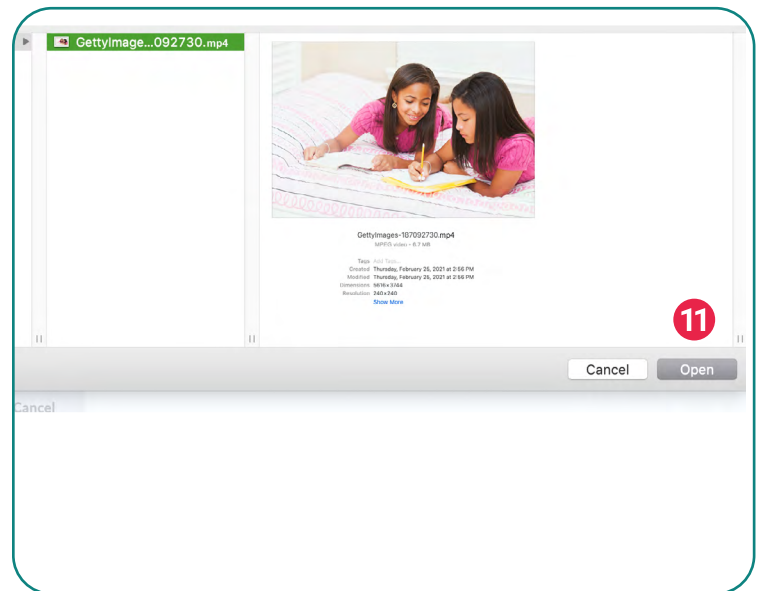
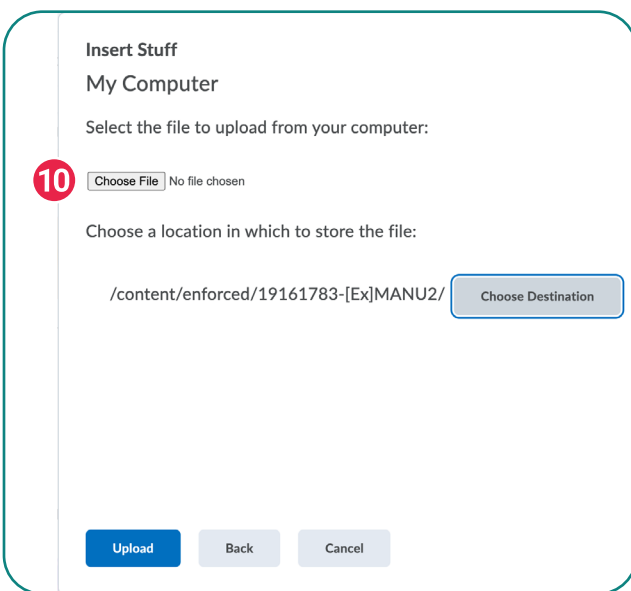
Where can you find numbers? Think of a number you often find. Or, think of a special number that brings good memories (for example, points for a treasure in a game or 40 km speed zone near a school).

5 |
Action

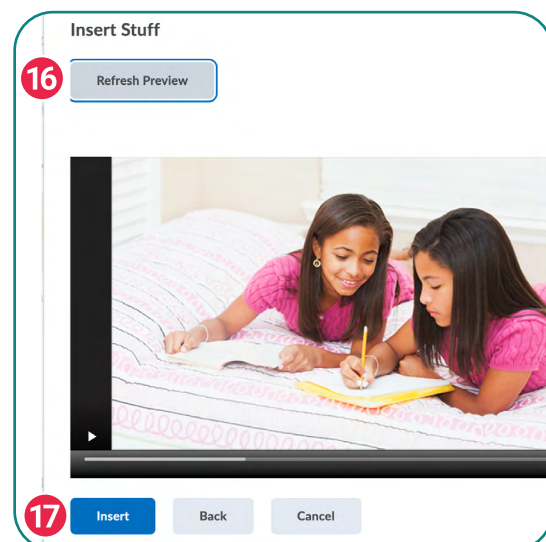
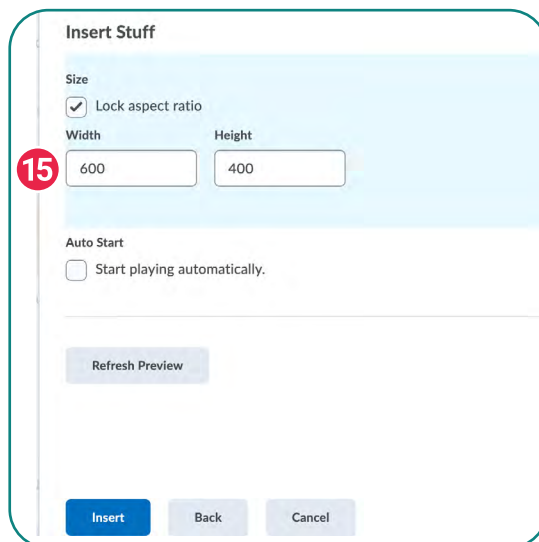
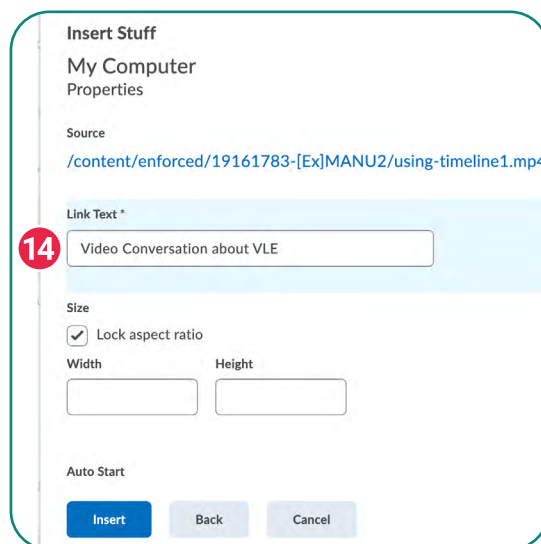
- 6 To insert video, go to the top of the Editor Tool. Click on the **Insert Stuff** icon.
- 7 A new window will open with the title **Insert Stuff**.
- 8 This will give you several options for adding different elements. For example, you can upload a **YouTube** video with a link, or use your own content within **My Computer**.
- 9 To upload a video from your computer, click on **My Computer**.



- 10 A new window will open titled Insert Stuff. Click on the **Choose File** button to locate the video.
- 11 Click on the video you want to add then click on the **Open** button in the bottom right hand corner of the window.
- 12 You will now be back to the Insert Stuff window. Click on the **Upload** button to add the video to the learning activity. Depending on the size of the video, it may take a little bit of time to upload.



- 14 The **Video Properties** window will now appear. You will want to put some text around the video to give students an idea as to its content. Do this by filling out the field **Link Text**. It is important that it be descriptive, so that it supports those using screen readers.
- 15 Next, you will need to determine the width and height of the video. **600 by 400** is generally the standard resolution for websites.
- 16 Click the **Refresh Preview** button to check that the newly added content will appear on the page as expected.
- 17 If everything looks good, click the **Insert** button.




- 18 The video will now appear in the Learning Activity. Click on the **Save** button to commit your change.
- 19 **Refresh** the page to see the changes.

My Home Course Home Class Progress Assignments Grades FAQs Course Admin

LA1 – Meaningful Numbers

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Where can you find numbers? Think of a number you often find. Or, think of a special number that brings good memories (for example, points for a treasure in a game or 40 km speed zone near a school).



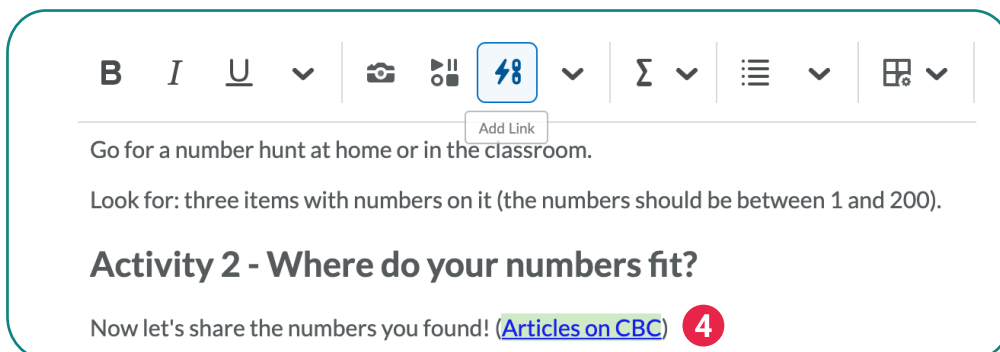
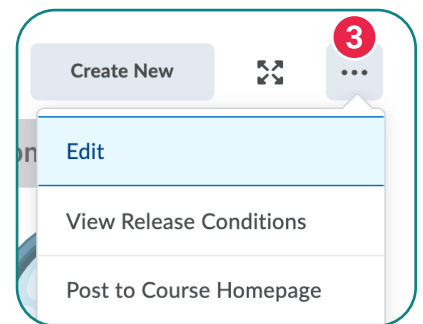
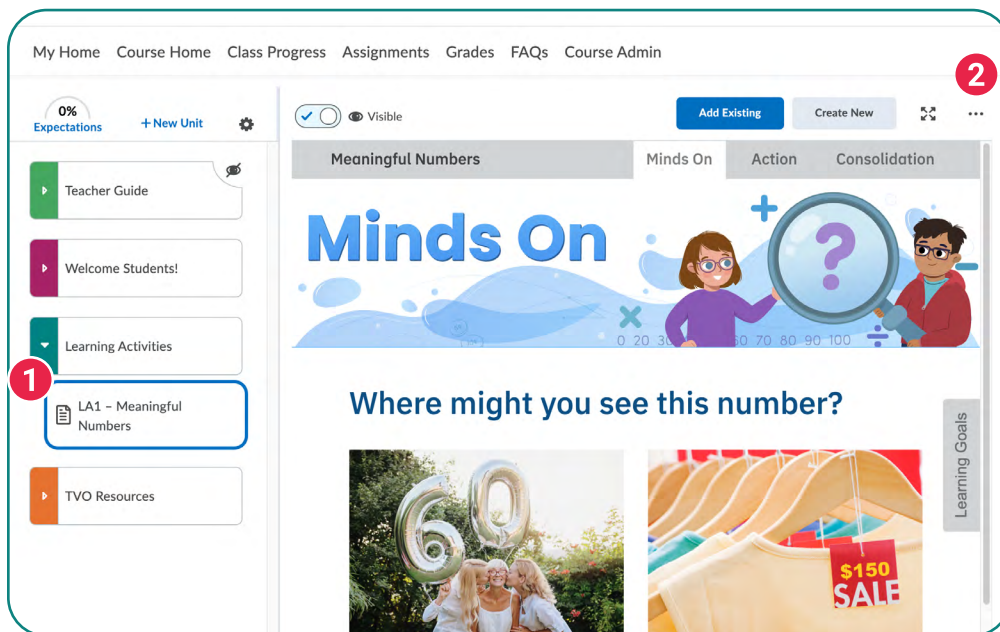
0:00 / 0:17

Action

18 **Save** Cancel

How to Add External Links

- 1 Click on a Learning Activity. The content of the activity will load in the center of the screen.
- 2 Click on the three small dots in the top right corner of the screen. These three dots represent the **Options Menu**.
- 3 The **Options Menu** will expand and a list of available actions will appear. Click **Edit**.
- 4 Scroll to the area where you want the link to appear. Type in the URL to create a link. Click to add the link.



- 5 If you would rather be more descriptive and use the title of an online article, you will need to type in the text then select it.
- 6 To insert the link, go to the top of the **Editor Tool** and click on the **Add Link** button.
- 7 A new window will open. It will list different options for the type of link you can insert. At the bottom of this list is a **URL**, click on it.
- 8 A new window will open. Insert the link to the article in the **URL** box.
- 9 Insert the title in the **Title box**.
- 10 Next, select the **New Window** checkbox. This is important because it will allow your students to navigate back to your course content.

Activity 2 - Where do your numbers fit?

Now let's share the numbers you found! [Articles on CBC](#) **5**

What tools can we use to share the numbers?

- Your hands
- Ten-frames
- Number lines
- Hundreds chart (101-200)

LA1 - Meaningful Numbers **6**

B I U **Add Link** **Σ** **☰** **☒**

o for a number hunt at home or in the classroom.

ook for: three items with numbers on it (the numbers should be between 1 and 200)

Activity 2 - Where do your numbers fit?

Insert Quicklink **×**

- Course File >
- Discussions >
- External Learning Tools >
- Google Drive >
- OneDrive >
- Quizzes >
- Rubrics >
- Self Assessments >
- Self-Enrollment Groups >
- Surveys >
- 7** **Url** >

Cancel

Insert Quicklink **×**

8 **URL ***
www.cbc.ca

9 **Title ***
Articles on CBC

10 **Target ***
 Whole Window
 Same Frame
 New Window

Insert

11 Click **Insert** and the link will now be embedded in the Learning Activity.

12 Click on the **Save** button to commit your change.

Activity 2 - Where do your numbers fit?

Now let's share the numbers you found! ([Articles on CBC](#))

What tools can we use to share the numbers?

- Your hands
- Ten-frames
- Number lines
- Hundreds chart (101-200)

Please choose a tool (manipulative) to place your number. You can choose:

- Ten-frames

Let's explore a ten frame together! Your teacher will show you how to use:

- Number line 0-100

12

Save

Cancel

How to add Tools within Ontario's VLE

For activities and ideas on how to engage and build community with your students, please refer to *Tools Within Ontario's VLE*.

- 1 Go to the main navigation bar on the left side of your screen. Click on **Teacher Guide**.
- 2 Scroll to the bottom of the list and click on **Tools within Ontario's VLE**. The content will load in the center of the screen.
- 3 This information will give you ideas on how to use quizzes, surveys and rubrics in your Learning Activities.

