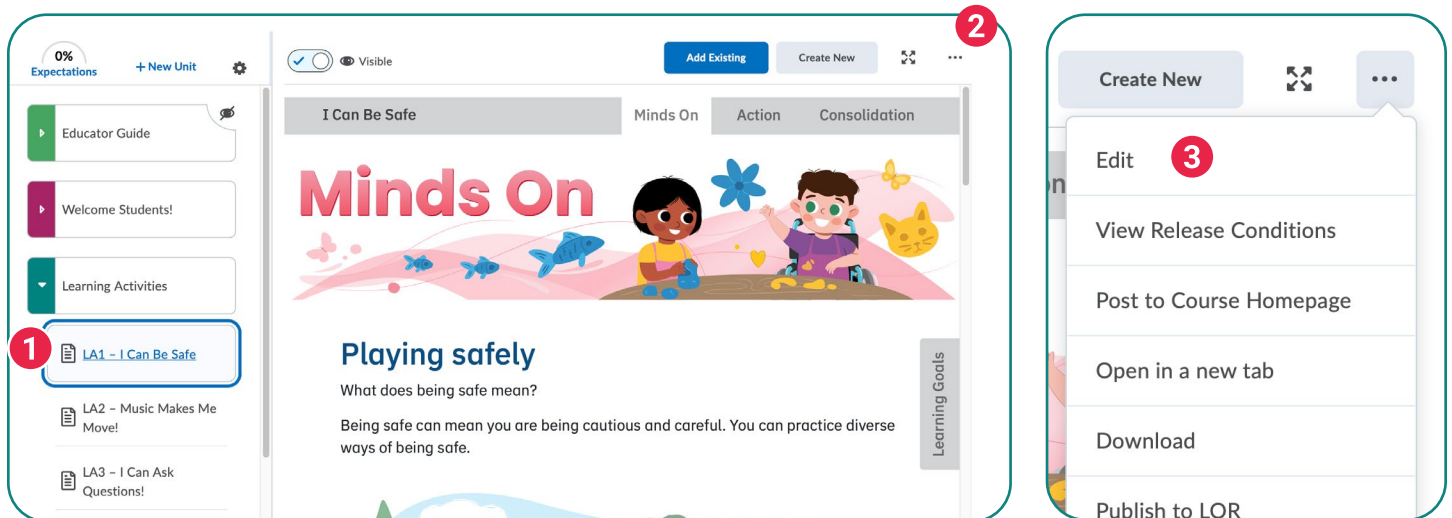


Editing Techniques: Part 2 – Elementary

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.



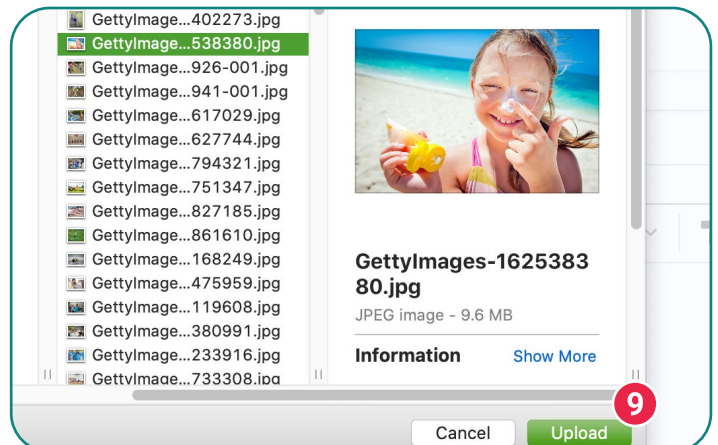
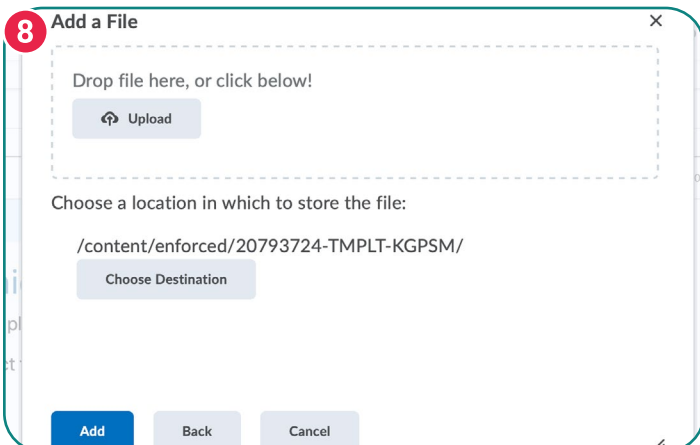
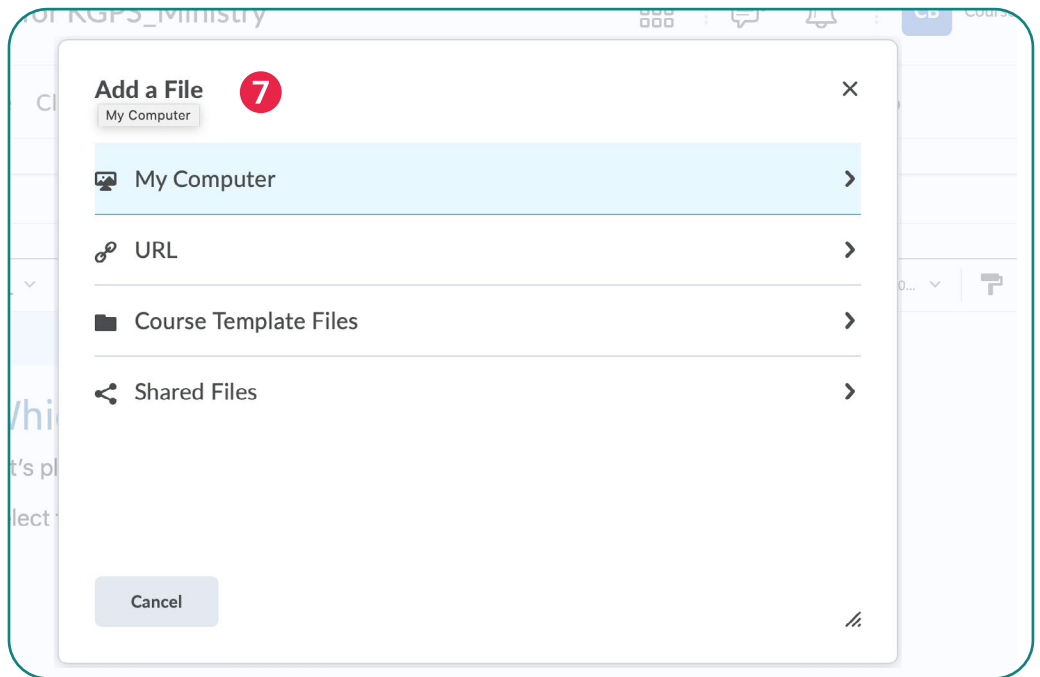
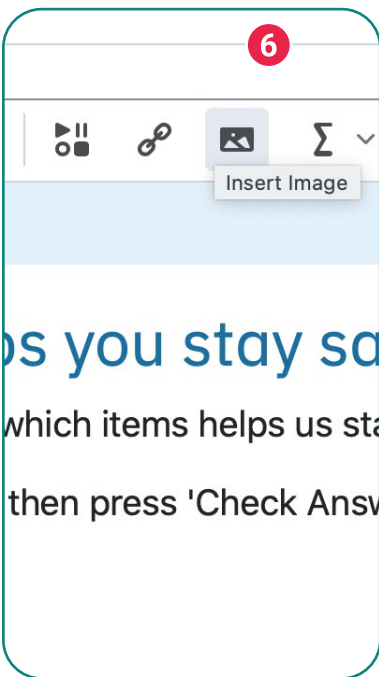
Let's play a game to learn which items helps us stay safe!

Select the correct answer, then press 'Check Answer' to see how you did.

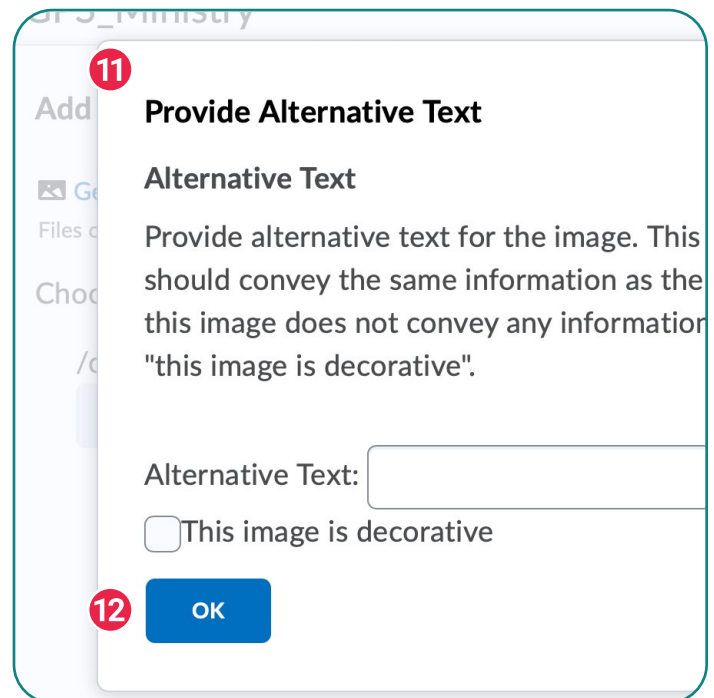
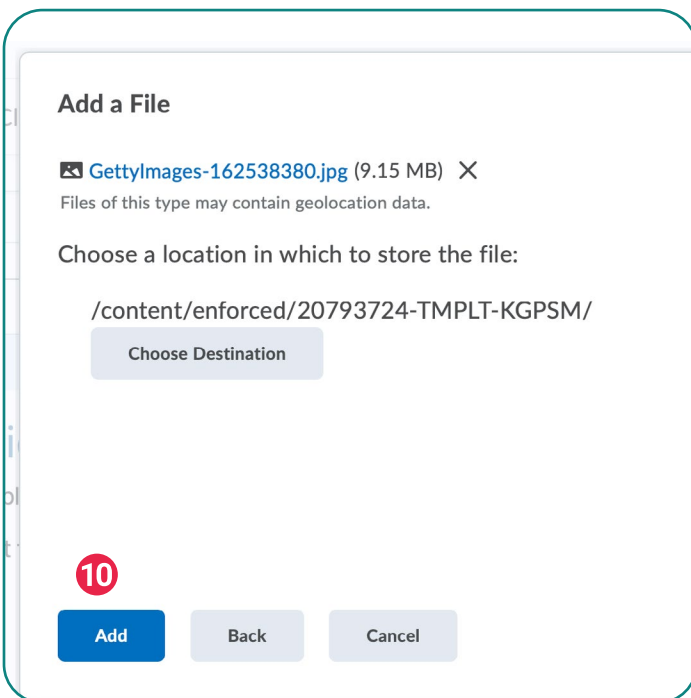
- 4
- 5

Playing safe is all about how you make good choices!

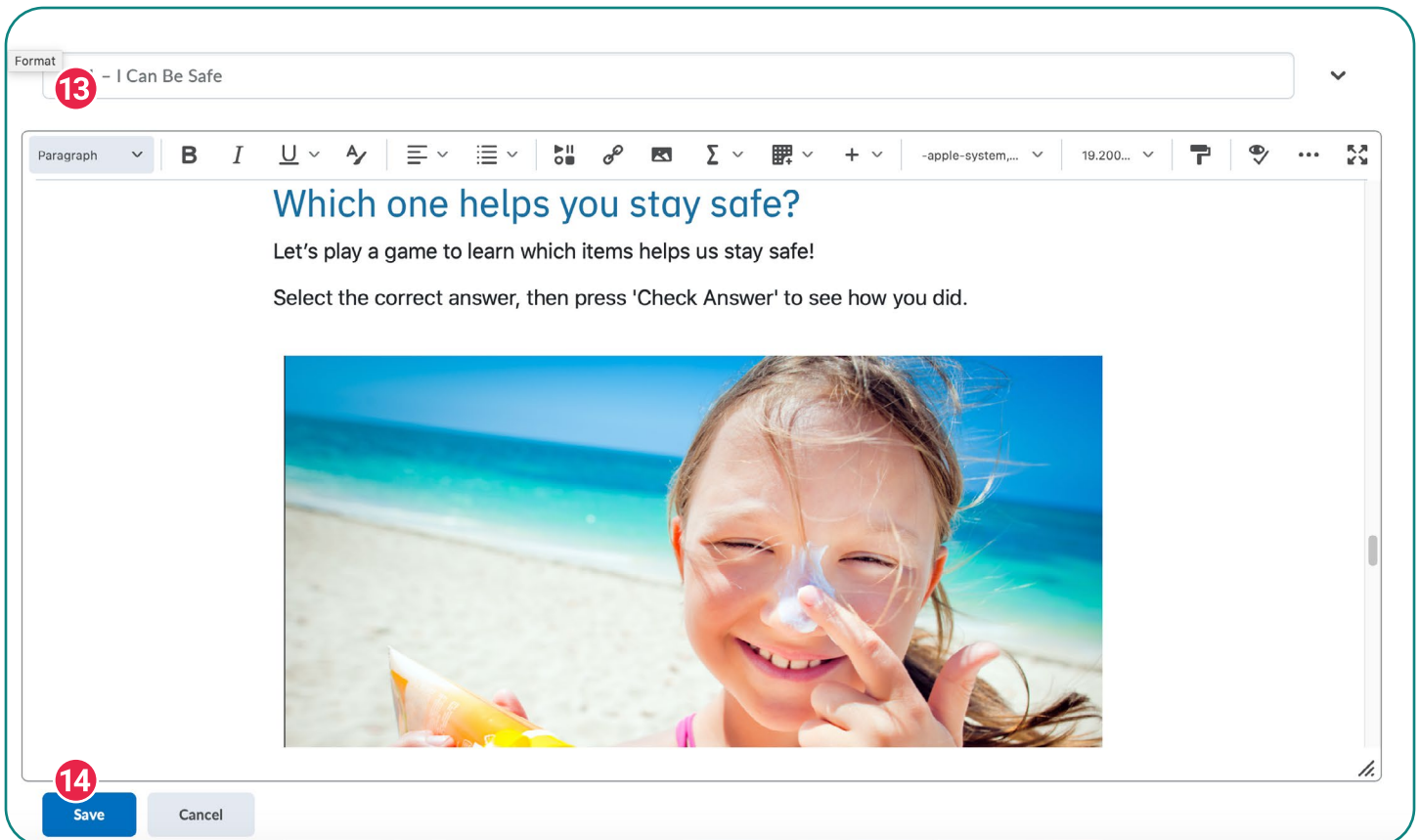
- 6 To insert the image, go to the top of the Editor Tool. Click on the camera icon. You will see the text **Insert Image** beneath the icon.
- 7 A new window will open with the title **Add File**. Choose the location of where the image can be found.
- 8 You can go to your local files, **My Computer**, 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.



The screenshot shows a web-based editor window titled "Format - I Can Be Safe". The editor's toolbar includes options for Paragraph, Bold (B), Italic (I), Underline (U), Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Table, and a plus sign for more options. The main content area contains the following text:

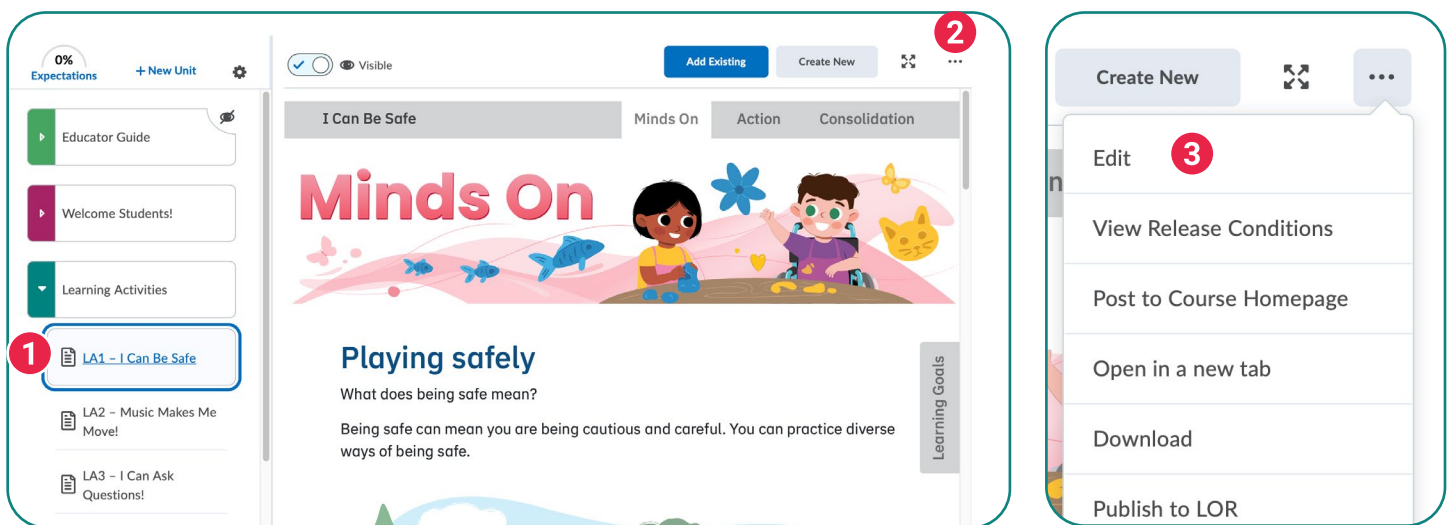
Which one helps you stay safe?
Let's play a game to learn which items helps us stay safe!
Select the correct answer, then press 'Check Answer' to see how you did.

Below the text is a photograph of a young girl with blonde hair, smiling and applying white sunscreen to her nose. She is holding a yellow tube of sunscreen. The background shows a beach with sand and turquoise water under a clear blue sky.

At the bottom of the editor window, there are two buttons: a blue "Save" button and a grey "Cancel" button. A red circle with the number "14" is positioned above the "Save" button.

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.



Which one helps you stay safe?

Let's play a game to learn which items helps us stay safe!

Select the correct answer, then press 'Check Answer' to see how you did.

4

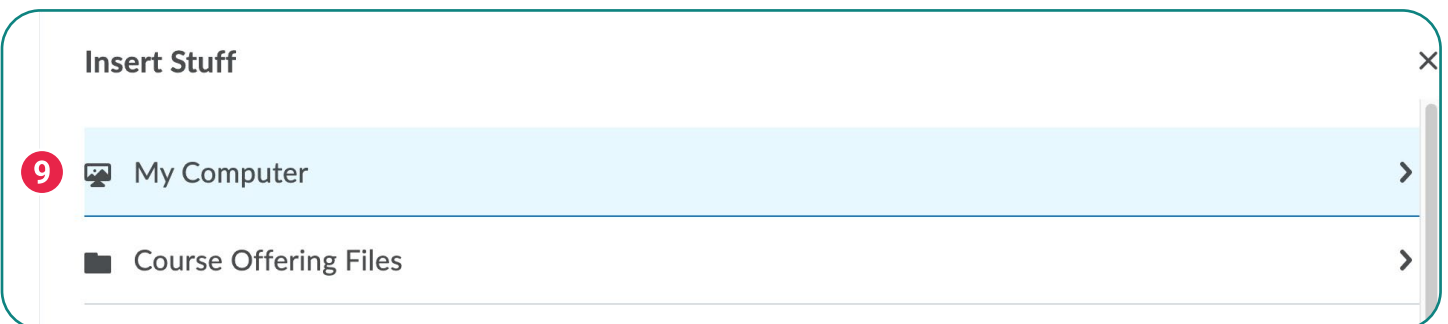
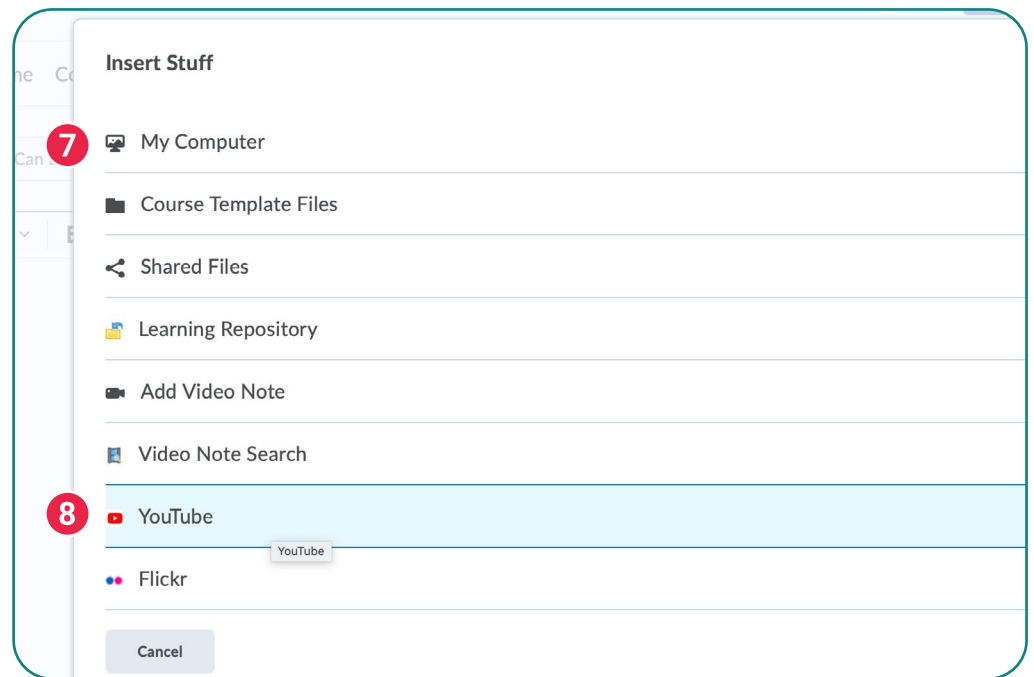
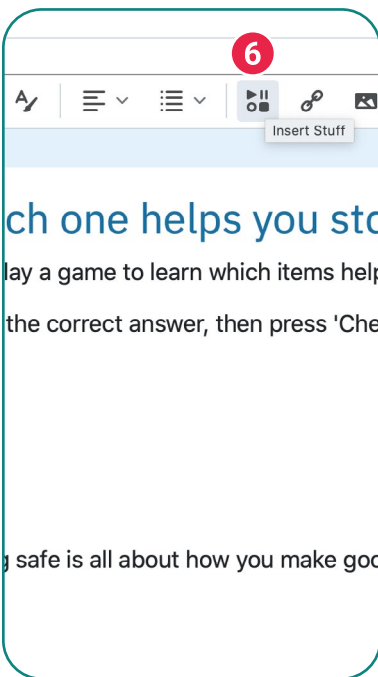
|

5

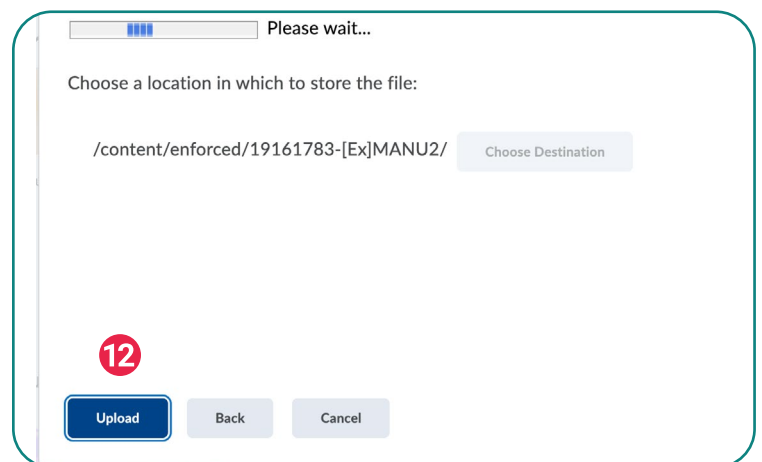
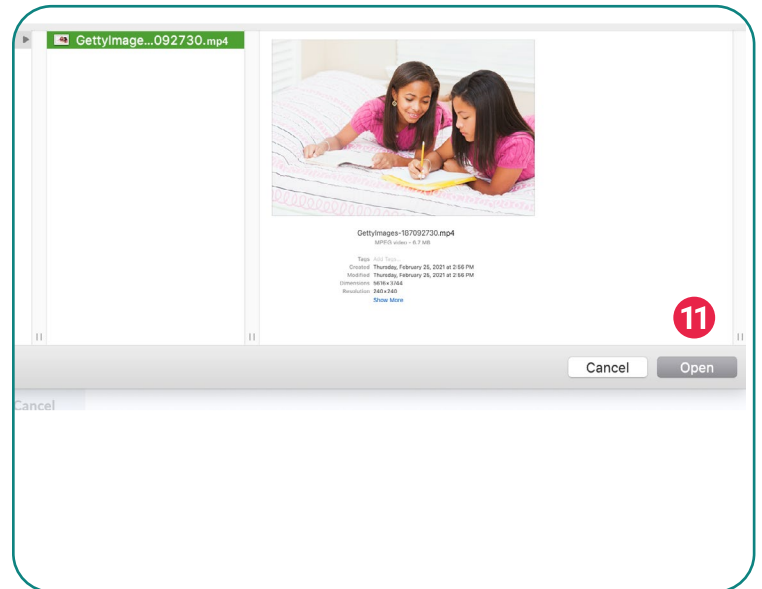
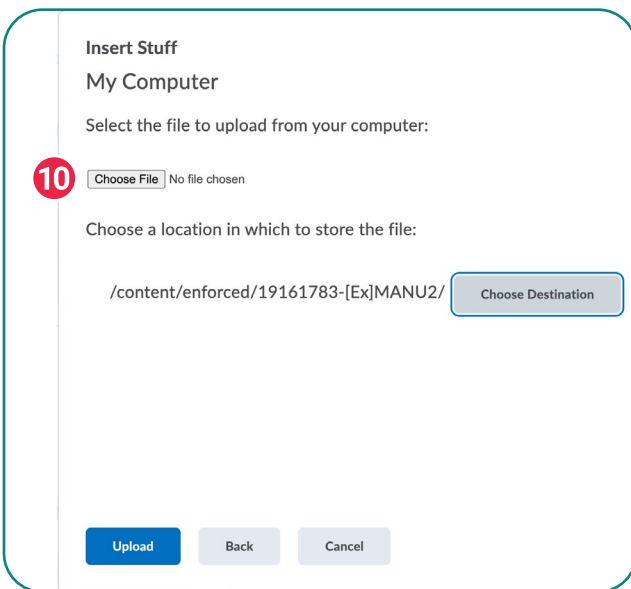
Playing safe is all about how you make good choices!

Being safe can mean choosing the right objects to use. Being safe can also mean

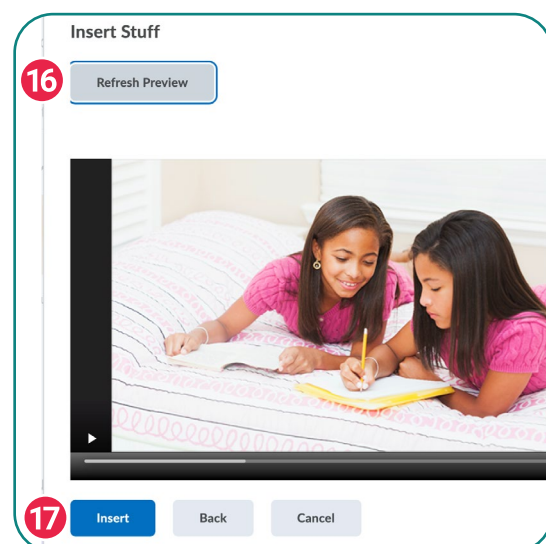
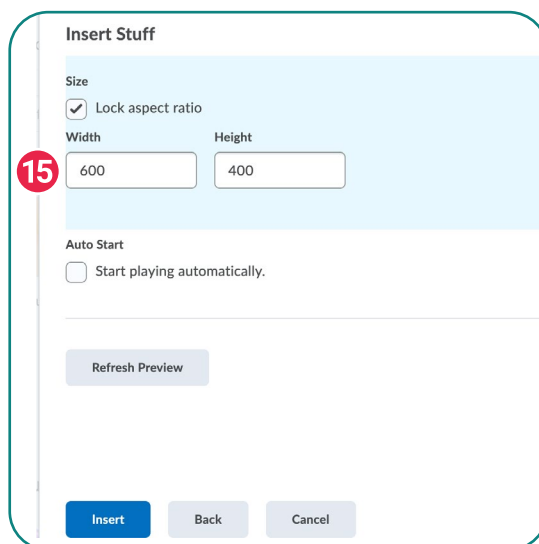
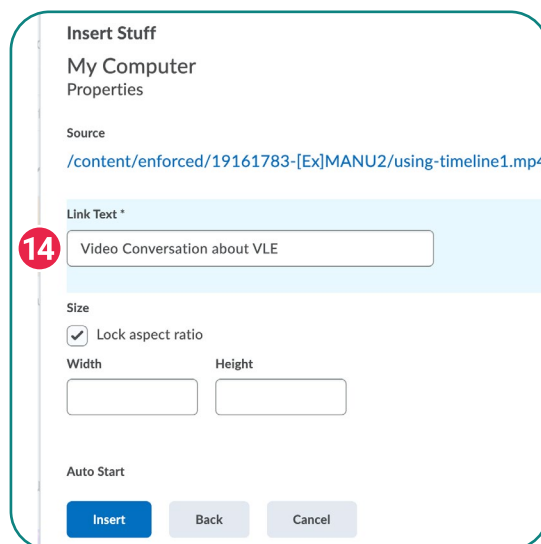
- 6 To insert video, go to the top of the Editor Tool. Click on the **Insert Stuff** icon.
- 7 A new window will open with the title **Insert Stuff**.
- 8 This will give you several options for adding different elements. For example, you can upload a **YouTube** video with a link, or use your own content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



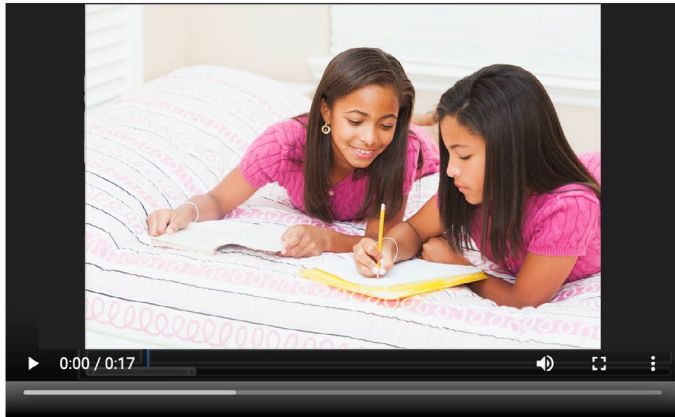
- 10 A new window will open titled Insert Stuff. Click on the **Choose File** button to locate the video.
- 11 Click on the video you want to add then click on the **Open** button in the bottom right hand corner of the window.
- 12 You will now be back to the Insert Stuff window. Click on the **Upload** 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.



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.

The image is a composite of four panels illustrating the process of adding external links:

- Panel 1 (Top Left):** Shows the LMS interface. In the left sidebar, under 'Learning Activities', 'LA1 - I Can Be Safe' is selected. A red circle with the number '1' is next to it.
- Panel 2 (Top Middle):** Shows the main content area for the 'Minds On' activity. The title is 'Playing safely'. A red circle with the number '2' is in the top right corner of the content area.
- Panel 3 (Top Right):** Shows the 'Options Menu' that appears when the three dots in the top right corner are clicked. The 'Edit' option is highlighted. A red circle with the number '3' is next to the menu.
- Panel 4 (Bottom):** Shows a rich text editor toolbar with the 'Add Link' icon (a lightning bolt with a link symbol) highlighted. Below the toolbar, the text reads: 'Go for a number hunt at home or in the classroom. Look for: three items with numbers on it (the numbers should be between 1 and 200). Activity 2 - Where do your numbers fit? Now let's share the numbers you found! ([Articles on CBC](#))'. A red circle with the number '4' is at the bottom center.

- 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)

The screenshot shows the top toolbar of the Editor Tool. The 'Add Link' button, represented by a lightning bolt icon, is highlighted with a red circle containing the number 6. Below the toolbar, the text 'Articles on CBC' is visible, with a red circle 5 next to it. The text 'Activity 2 - Where do your numbers fit?' is also visible at the bottom of the screenshot.

The screenshot shows the 'Insert Quicklink' dialog box. It lists various options for linking content: Course File, Discussions, External Learning Tools, Google Drive, OneDrive, Quizzes, Rubrics, Self Assessments, Self-Enrollment Groups, Surveys, and Url. The 'Url' option at the bottom is highlighted with a red circle containing the number 7. A 'Cancel' button is visible at the bottom left.

The screenshot shows the 'Insert Quicklink' dialog box with the following fields filled out:

- URL ***: www.cbc.ca (highlighted with a red circle 8)
- Title ***: Articles on CBC (highlighted with a red circle 9)
- Target ***: New Window (selected with a radio button, highlighted with a red circle 10)

 The 'Insert' button is visible at the bottom.

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 **Educator 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.

