Adding Content using the Visual Editor

*Note: This way is easy to update if needed. To edit you can edit right in the Visual Editor, or copy from a Word Document as shown below.*

**Requirements:** Approved Course Syllabus with Course Grading Criteria & Course Schedule

I. In your course, click “**Author**” at the top of the left navigation menu.

II. Next, click the week you would like to add the item to for the week you chose to open. For example, “Week 1.”
III. At the top of the page click “Week Content Items” for the “Week Content Items” page to open.

IV. Click “Add Items” for the ‘Add Items’ window to open.

V. Repeat steps I-IV to get to the “Add Items” page. For the “Name,” enter the type of item it is. For example, “Essay.”

VI. In the drop down menu, select “Text/Multimedia.”
VII. For the “Add To” area, select the week that you would like to add the “Text/Multimedia” item to. Example “Week 1: Week 1.”

Note: You may select all of the weeks to add the item to every week. Or select the weeks that you would like to add the item to.

For Mac: By holding down the “Command” key on the keyboard, you can select multiple weeks
For a PC: By holding down the “Shift” key.

VIII. If the item that is being added will be an assignment, check “Create dropbox basket.”
IX. Under the "Grading" area, enter how many points the assignment will be worth. Then, click “Add Item.” This example assignment is worth 200 points.


XI. There are two ways to enter the text.

a. Copy and paste into the Visual Editor.
b. “Paste from Word.”

1. Click “Paste from Word” icon to add text. The “Paste from Word” window will open.

2. Copy the text from a word document and then paste into the text area in the “Paste from Word” window. Then, click “Paste.”

XII. To insert a link, click the world with a link icon. The “Add a Link” Page will open.
XIII. You can do several things here. “Link to Content or Files,” “Insert an Image,” “Link to a Website,” “Link to a Course Tool,” or “Link to Course Content.” For this example I will use “Link to a Website.”

XIV. In the “Text to Display” enter the title of the link.

XV. Next, enter the “Website address” and click “Add Link.”

XVI. The link was added to your text. After formatting the text and adding anything else you may want, click “Save Changes.”

XVII. A notification window will open, click “OK.”
XVIII. To preview your Text/Multimedia, click “Course” (for student view) at the top of the left navigation page.

XIX. The “Writing Assignment has been added to the course.

**Week 1 Writing Assignment**

This week, your written assignment is to E css wird a, nisl nonummy abig, opto. Mara inlubre cvomovve patria nims consequit. Pertinax pneum, ut vulputate ut oppeto laoreet varo nobis nostrud. Consequit mara vero, apteri et erat, regulis glitus patria exputo hendrerit delenit veniam suscipit. Facilitat ut iunginem esse valde minim enim salutis. Sudo nulls delenit et verto brevitas utinam molior sit in nisl virtus zelus tation. Plaga iriure abigo in iriure, te feugiat glivus plaga illum neo tum hendrerit, aliquam.

**Requirements**


susscipit vici saepe

Exerci tamen lenis

Mara imputo commoveo patria

Plaga iriure abigo in iriure

Fatua vari, duis suscipit, tamen delenit, quis, glivus mo vicii eu. Exerci tamen lenis vel quae ingenium iustum duis pegius itelatis iusto aliquam.

Submit your paper in MS Word (.doc) or Rich Text Format (.rtf) via the Dropbox tab in the course tools menu.

Upper Iowa University