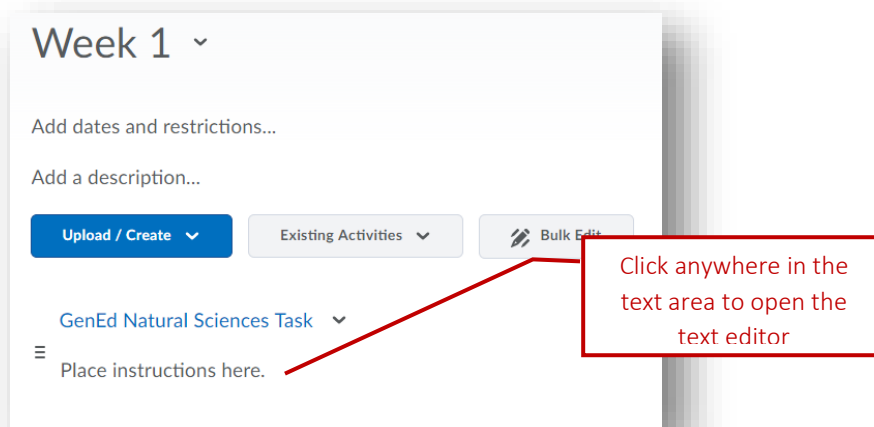


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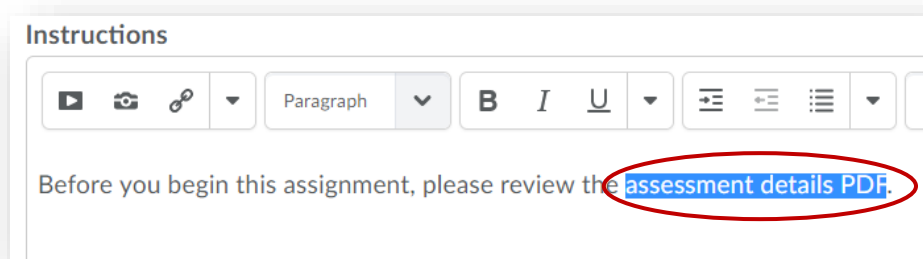
TEXT EDITOR/EDIT HTML> INSERT STUFF TOOL

This tutorial covers how to utilize the “Insert Stuff” tool when editing course content (instructions, descriptions) in the text editor or Edit HTML areas. You can embed or link a variety of items into your course content: images, YouTube videos, documents, and more. This tutorial will specifically address inserting a PDF document. For more tutorials on inserting images, video and more visit our tutorials page link located at the end of this document.

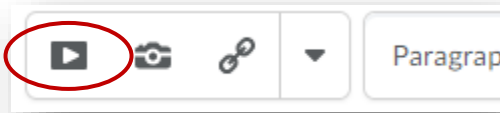
STEP 1> In your assignment, module or checklist description instructions, click on the instructions/description to open the text editor.



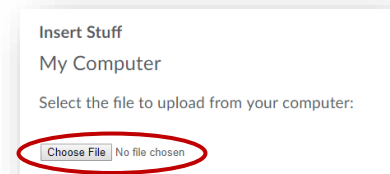
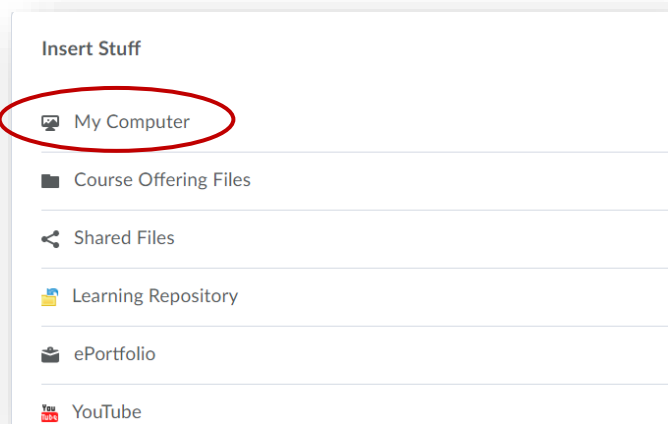
STEP 2> If you already have text entered in this area it is important to place your cursor or highlight where you want you file inserted.



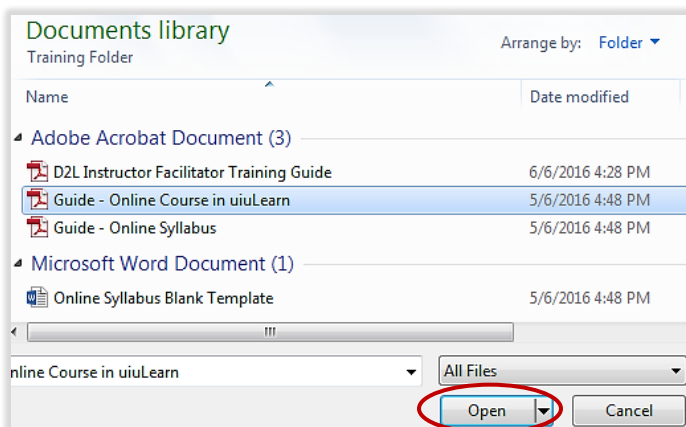
STEP 3> Click on the Insert Stuff icon.



STEP 4> Locate the file you are going to upload from one of the locations listed on the left-side. For this example we will select an item from My Computer by clicking the Choose File button.

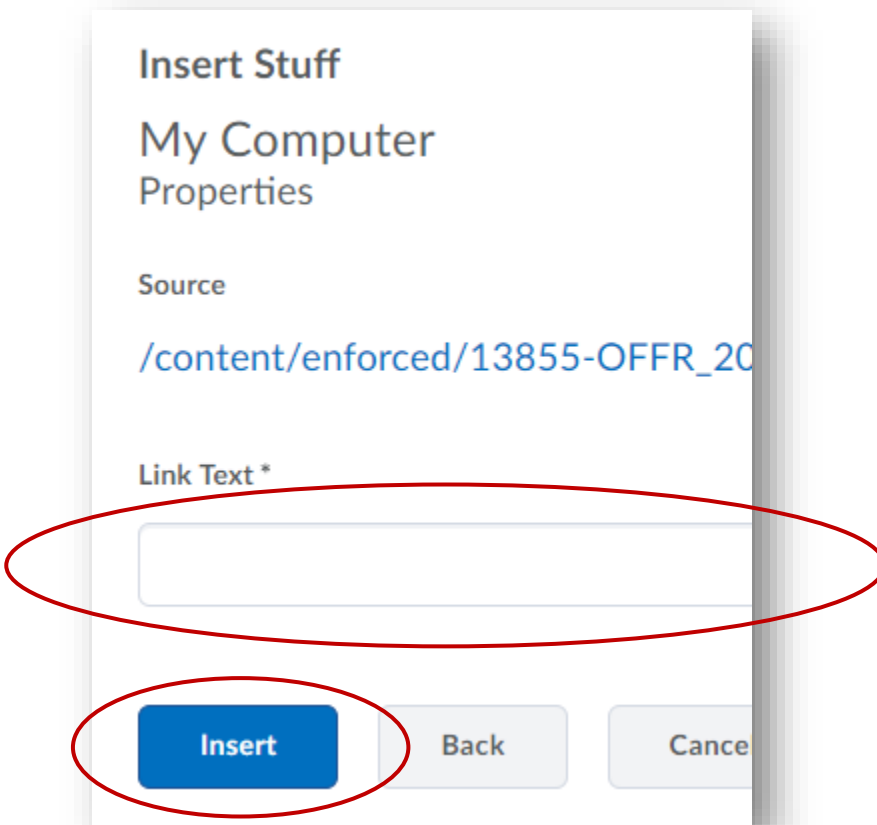


STEP 5> Click on the file you are uploading and click Open.

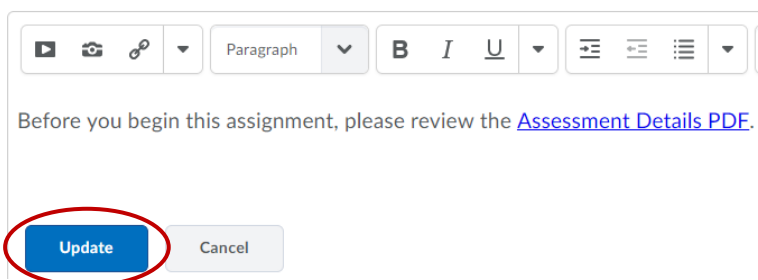


STEP 6> Click Upload. (Note: Choose Destination refers to where the file will be stored in Manage Files. It will default to that area so you will not need to do anything with that option at this time.)

STEP 7> You can choose to name the file link in your instructions/description. Select a title that will make sense to your student in how it relates to the content being discussed, introduced or required. Type the file title in the Link Text: box and click Insert.



STEP 8> You will now see your item linked (in blue text and underlined) in the text/HTML editor area. You can continue adding instructions/directions as needed and when finished, click Update.



STEP 9> Check your work by clicking on the link.

✓ CHECKPOINT 1 – WHAT OTHER KINDS OF “STUFF” CAN YOU INSERT OR EMBED, AND HOW DO YOU INSERT THEM INTO YOUR COURSE CONTENT?

The following items can all be inserted into your course content in text editor/Edit HTML:

- Documents (Word, PDF, etc.)
- Images (from your computer, Flickr, etc.)
- Files already in your course being used in other content areas
- Items from the Learning Repository
- Video (YouTube, Panopto, etc.)
- Code
- URLs

To learn how to insert any of the above “stuff” go to: <http://uiu.edu/online/resources/faculty.html>.

✓ CHECKPOINT 2 – WHAT’S THE DIFFERENCE BETWEEN INSERT STUFF AND INSERT IMAGE OR INSERT QUICKLINK?

- Technically, you can insert an image using both Insert Stuff and Insert Image and yield the same result – an image in your course content. However, utilizing Insert Stuff will give you flexibility to resize your image and preview it prior to inserting it into your course content.
- Similarly, to insert a URL using Insert Stuff and Insert Quicklink will yield the same result. The main difference between Insert Stuff and Insert Quicklink, however, is that the Quicklink allows you to not only insert a URL but also to link to course content items within your course (Assignments, Calendar, Chat, Checklist, Discussions, Course Files, and more).

① IN NEED OF MORE UIULEARN TUTORIALS? FIND THEM HERE: [HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTY.HTML](http://uiu.edu/online/resources/faculty.html).