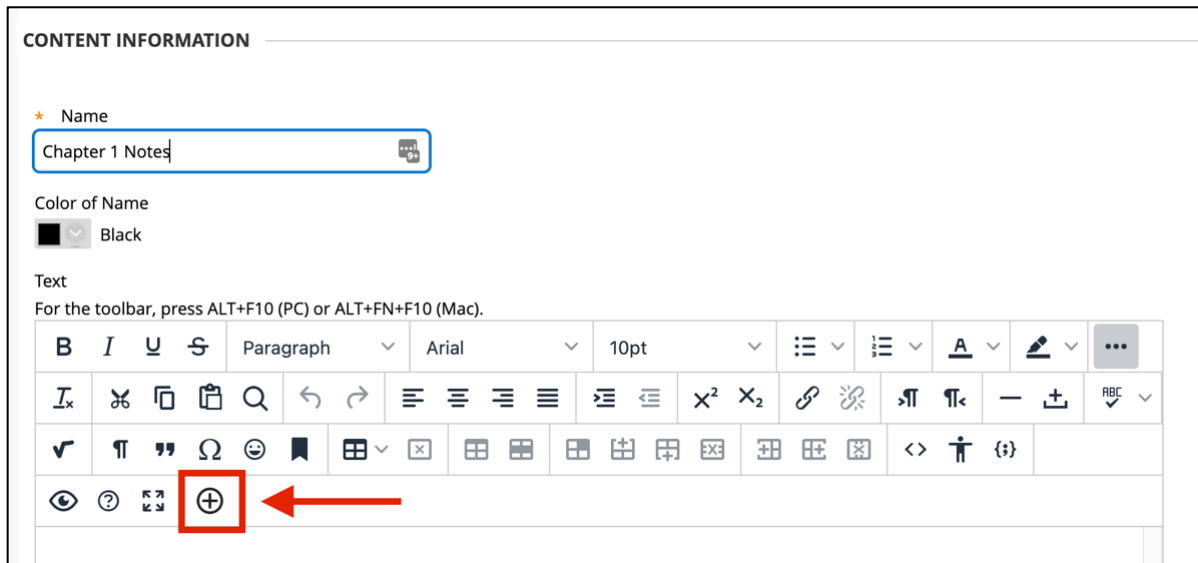


Course Content – Content Editor – Adding Media to Content Editor (SAAS)

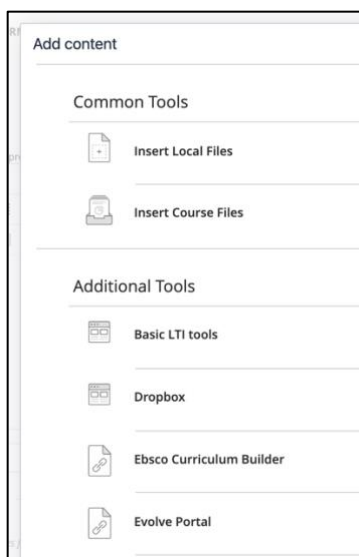
How to Add Media to the Content Editor

Adding media content to the content editor can be completed by selecting the *Add Content* icon. Media may include images, files, embedding YouTube videos, Flickr photos, Slideshare presentations, or a variety of other tools depending on your college's configuration.



The screenshot shows the 'CONTENT INFORMATION' form. At the top, there is a 'Name' field with a red asterisk, containing the text 'Chapter 1 Notes'. Below this is a 'Color of Name' dropdown menu set to 'Black'. Under the 'Text' section, there is a note: 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)'. The toolbar itself is visible, featuring various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), font size (10pt), list creation, indentation, link management, and more. A red square highlights the 'Add Content' icon (a circle with a plus sign) in the bottom row of the toolbar, with a red arrow pointing to it from the right.

In the new window, choose one of the *Common Tools* (local or course files). *Additional Tools* are available according to the content type you are creating and are listed in alphabetical order. The available tools in this window may vary slightly according to your college's third party configurations.



The screenshot shows the 'Add content' dialog box. It is divided into two main sections: 'Common Tools' and 'Additional Tools'. Under 'Common Tools', there are two options: 'Insert Local Files' (represented by a document icon) and 'Insert Course Files' (represented by a folder icon). Under 'Additional Tools', there are four options: 'Basic LTI tools', 'Dropbox', 'Ebsco Curriculum Builder', and 'Evolve Portal', each with a corresponding icon.