Using the BrightSpace HTML Editor

The HTML Editor, in BrightSpace, allows you to create files on the fly without having to create and upload them from another program (i.e., Microsoft Word). It allows you to insert images, media, and create hyperlinks to course tools such as a quiz and more. The editor is part of most tools in the courses such as Announcements (news), Discussions, Quizzes, Dropbox, Feedback boxes, etc.
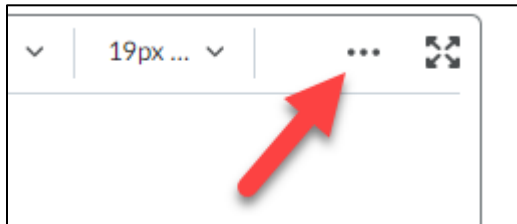
1. **Click** on the News pull down menu and select New Announcement to access the HTML editor.
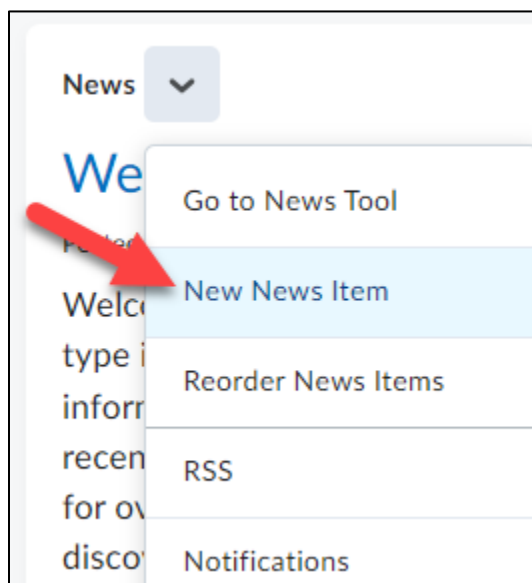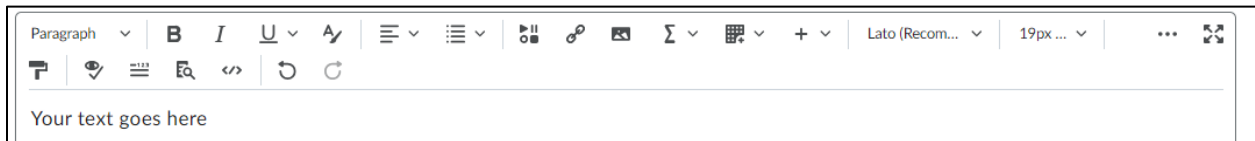

2. The HTML Editor is located near the center of the page.
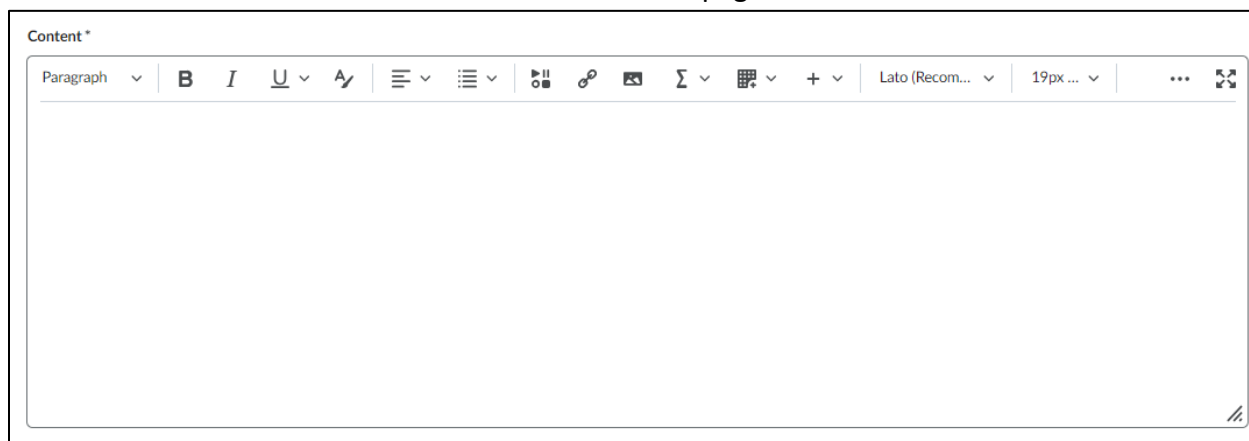
3. When using the Editor if you **click** the button with the three dots it expands/collapses the editing menu.
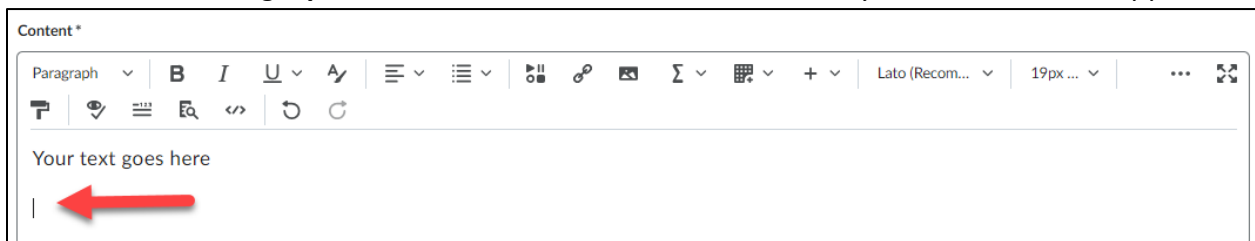

4. In the text area, **click** and begin typing text, using formatting features (Bold, Italics, colors, etc which are readily available in the menu (much like in Microsoft Word).
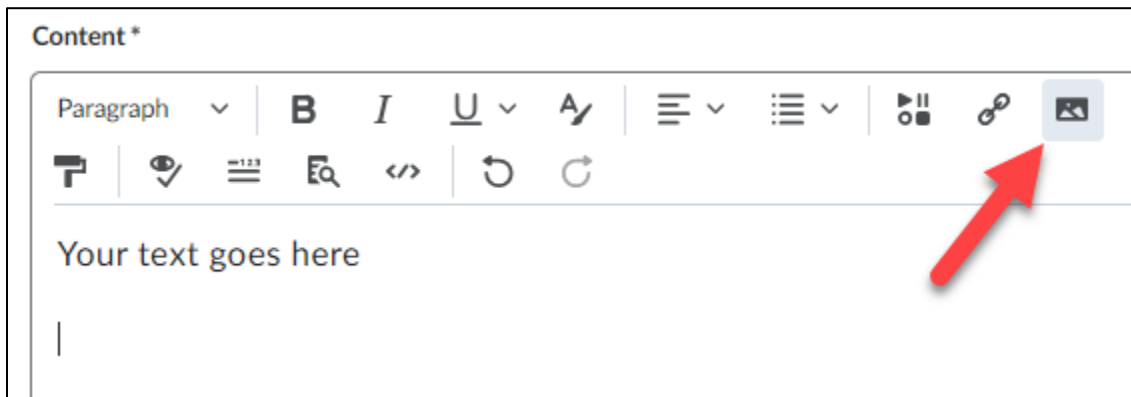

Inserting an Image
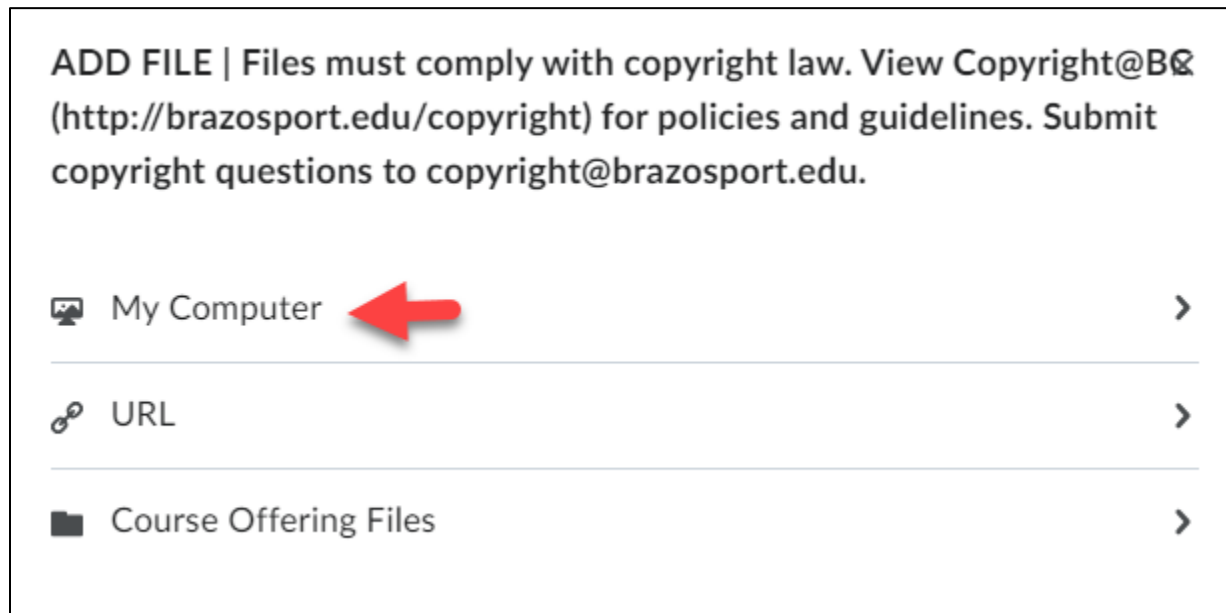
Just as in Microsoft Word you can insert images.

1. To insert an image, **position** the cursor in the desired location you would like it to appear.
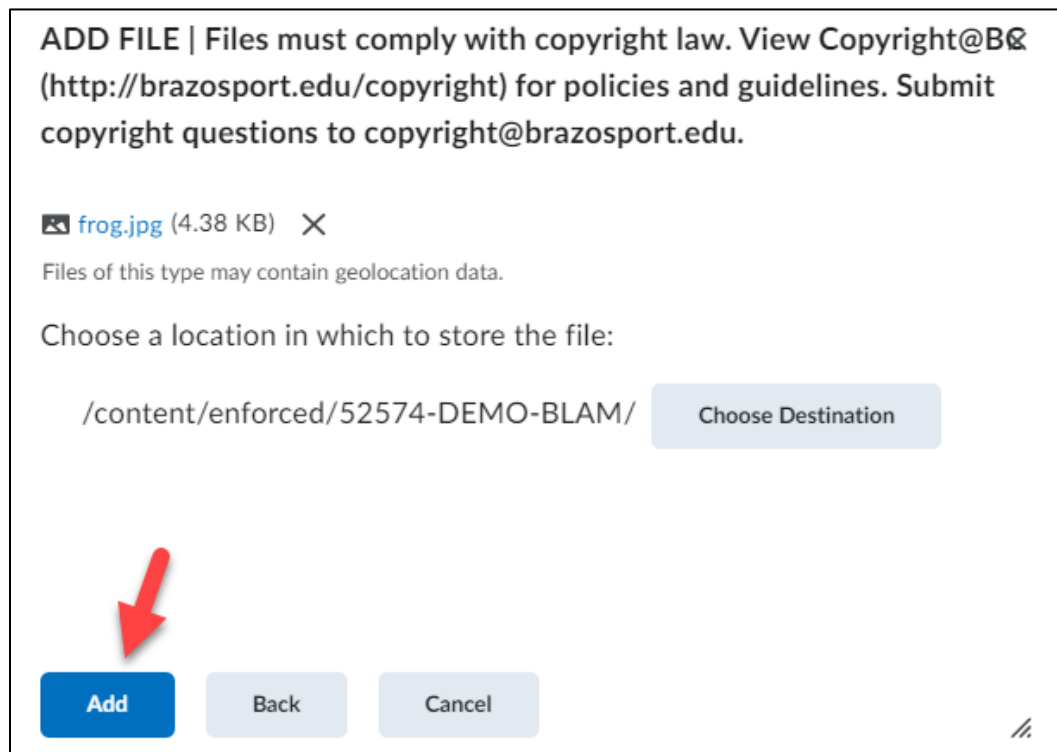

2. Click the Insert image icon on the toolbar.

3. **Click** the My Computer option.

ADD FILE | Files must comply with copyright law. View Copyright@B&
(http://brazosport.edu/copyright) for policies and guidelines. Submit
copyright questions to copyright@brazosport.edu.

🖼 My Computer ⟶   ＞

🔗 URL   ＞

📁 Course Offering Files   ＞

4. **Drag and drop** an image file from your computer into the Upload box and **click** the Add
    button.

ADD FILE | Files must comply with copyright law. View Copyright@B&
(http://brazosport.edu/copyright) for policies and guidelines. Submit
copyright questions to copyright@brazosport.edu.

🖼 frog.jpg (4.38 KB) ✕

Files of this type may contain geolocation data.

Choose a location in which to store the file:

/content/enforced/52574-DEMO-BLAM/   Choose Destination

Add   Back   Cancel

5. Enter a short description of the image (i.e., pic, image, or map) (**1**) and **click** OK (**2**).

Provide Alternative Text

Alternative Text

Provide alternative text for the image. This text should convey the same information as the image. If this image does not convey any information, select "this image is decorative".

Alternative Text: | image | **1**

☐ This image is decorative

OK **2**
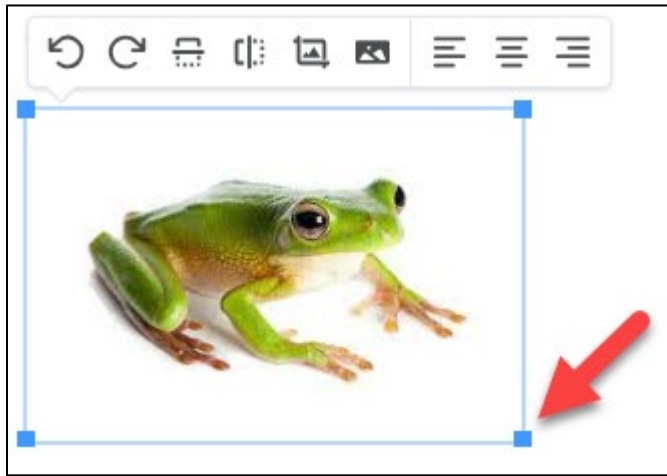
6. The image will now be inserted into the HTML editor.

Content *

Paragraph ⌄ | **B** *I* U ⌄ A⟋ | ☰ ⌄ ☰ ⌄ | ▶◫ 🔗 🖼 Σ ⌄

Your text goes here

7. You can re-size the image by **clicking** on it and use the pop-up options at the top. You can also quickly resize image by clicking on the squares around the image and use the mouse to drag in or out to the size you would like.


Insert Stuff

The Insert Stuff feature in the HTML Editor allows you to link files, embed videos from MyMediasite as well as YouTube, and much more.

Inserting a Link to a File

You can insert links to Microsoft Office files such as Word, PowerPoint, or Excel, plus PDF'S and many others. To create a link, you must have your file already created and saved on your computer.

Keep in mind that when linking to files, other than those that are web-based, users will need to have those programs installed to open them. For example, if linking to a PowerPoint file, users must have Microsoft PowerPoint installed.
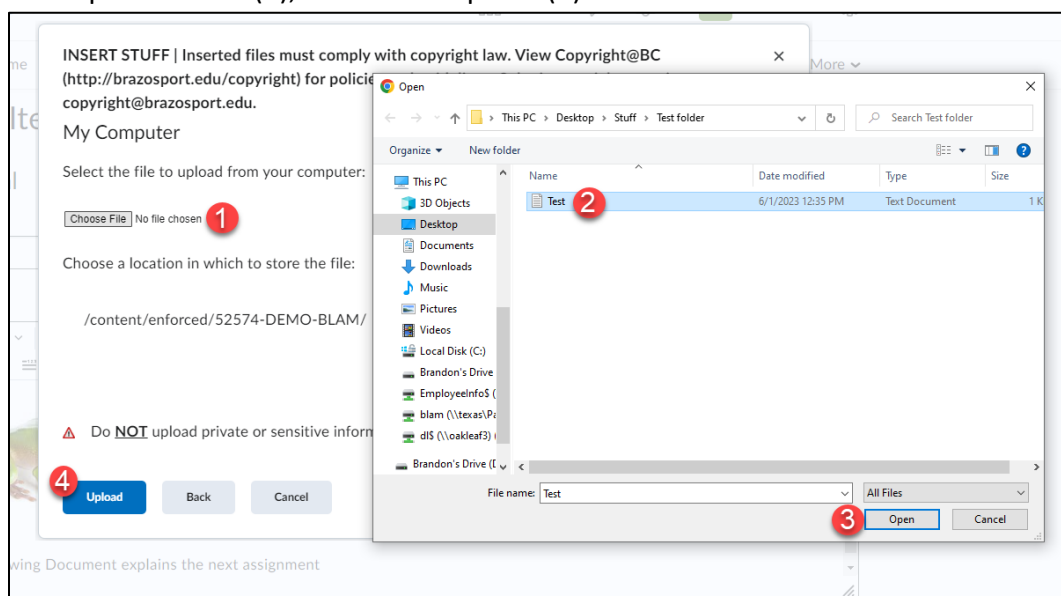
1. In the HTML editor, **position** the cursor at the position you want students to click on to view the file and **click** the Insert Stuff icon in the menu bar.
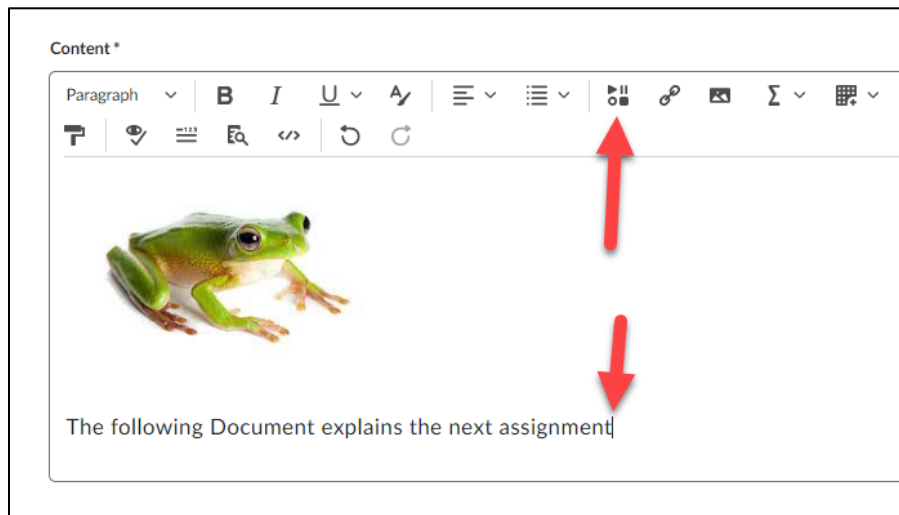
2. **Click** on the My Computer option.
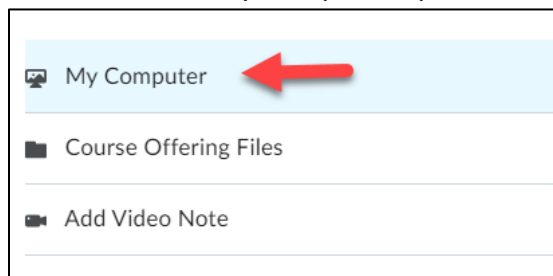
3. **Click** the "Browse" button (**1**), located file on computer and click it to select (**2**), **click** the "Open" button (**3**), and **select** Upload (**4**).

4. **Enter** the text you want displayed for the link (text is what the user will click on to open the file) and **click** the Insert button.

5. A link to the file is now inserted and is indicated by the text turning blue.
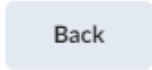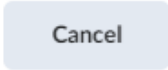
The following Document explains the next assignment Directions for assignment

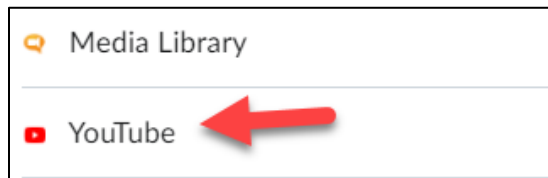NOTE: A copy of the file is stored in the Managed Files section of D2L.

Inserting YouTube Videos

You can search and embed YouTube videos directly through D2L via the HTML editor as well.
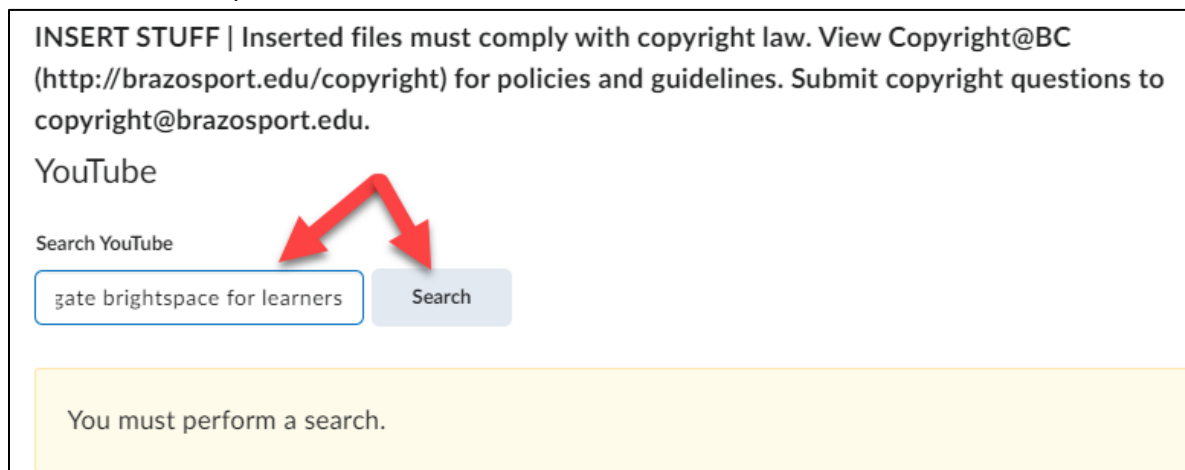
1. In the HTML editor, **position** the cursor where you want to insert a YouTube video and **click** the Insert Stuff icon.
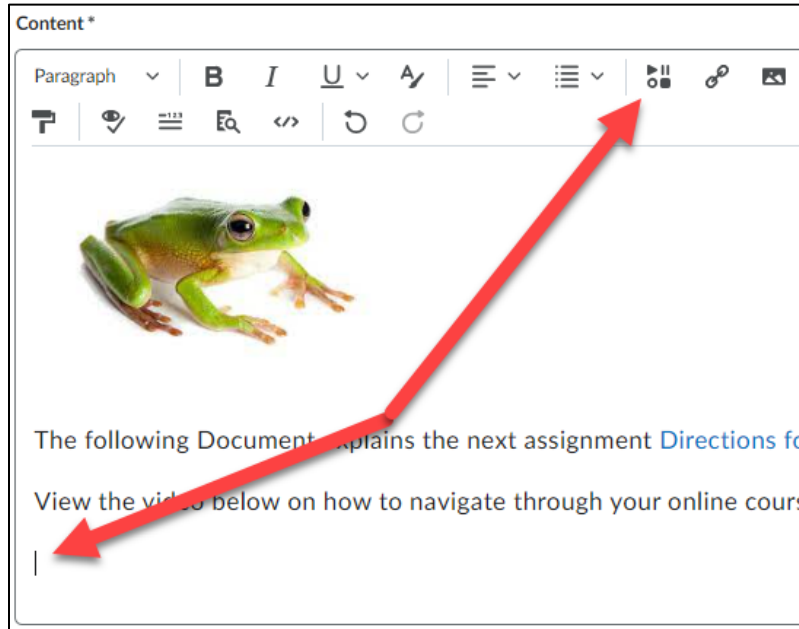
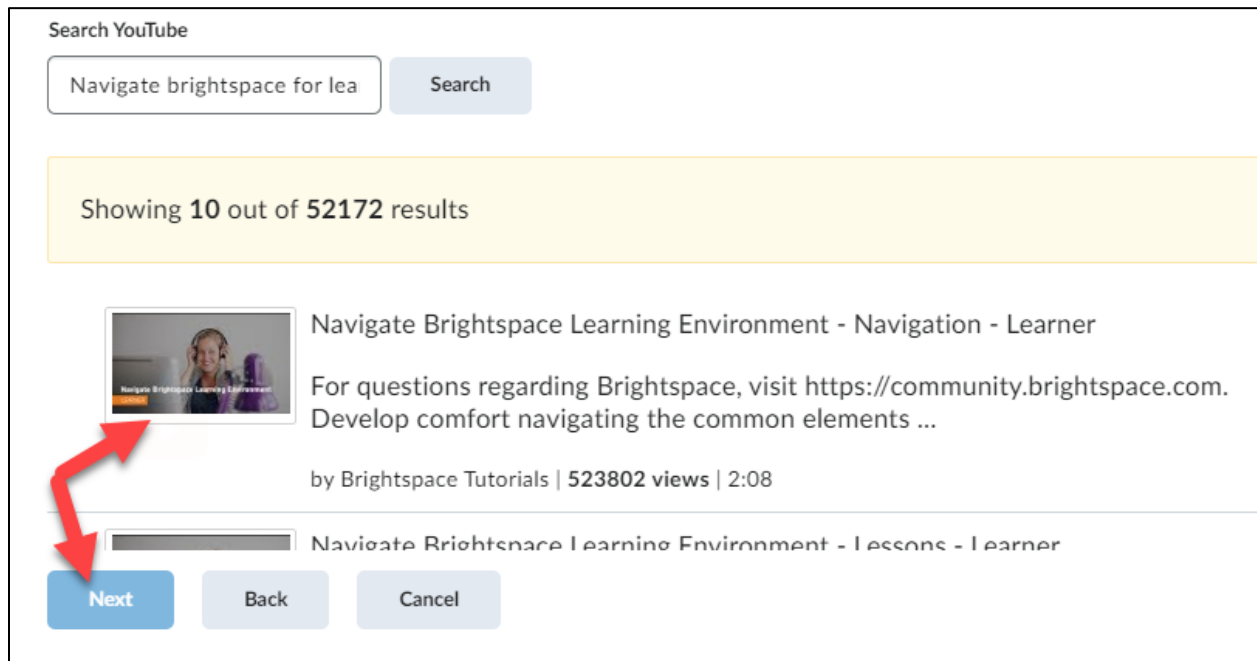2. **Scroll** down the listings and **click** on the YouTube.

3. **Enter** a description for a desired video in the search box and **click** Search.
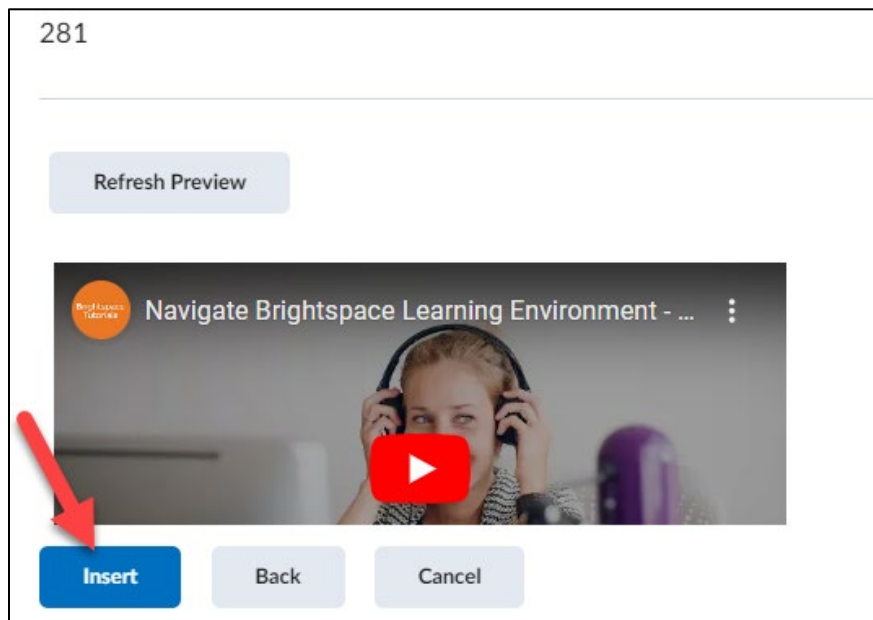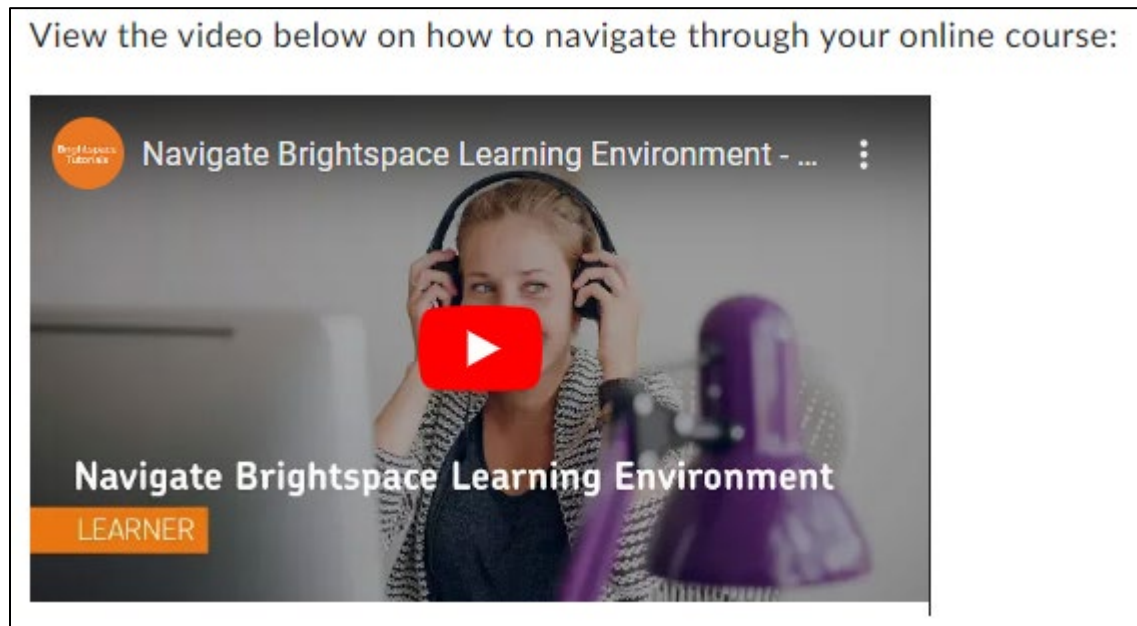
4. Once video is located **click** on it once to select it and **click** the Next button.


5. A preview of the video will appear. **Click** the Insert button to add it.

6. The YouTube video is now inserted.

This same process is used for inserting course videos you have placed in your MyMediasite, instead of clicking on YouTube, you would **select** Mediasite and search for your Presentation to embed into the course. View the Create a MyMediasite account, add video and embed info online course document for more information.
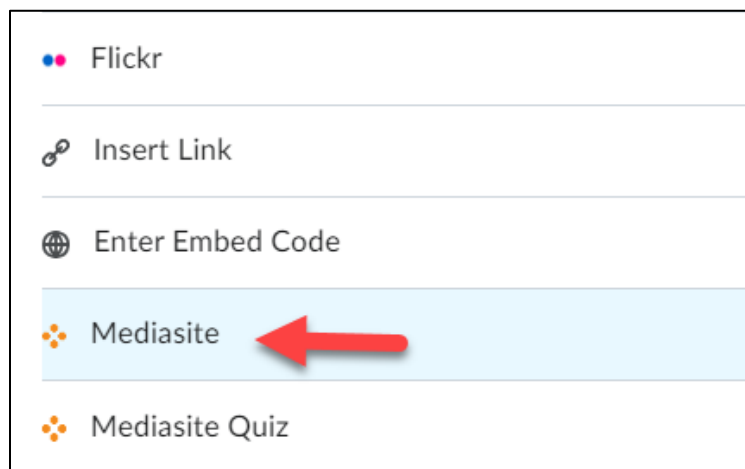

Inserting Links

There are two types of Quicklinks (hyperlinks) that can be inserted into the Editor. This manual will show you how to insert a quicklink to a website and a D2L course component such as a Discussion topic, Dropbox or Quiz item using the HTML editor.
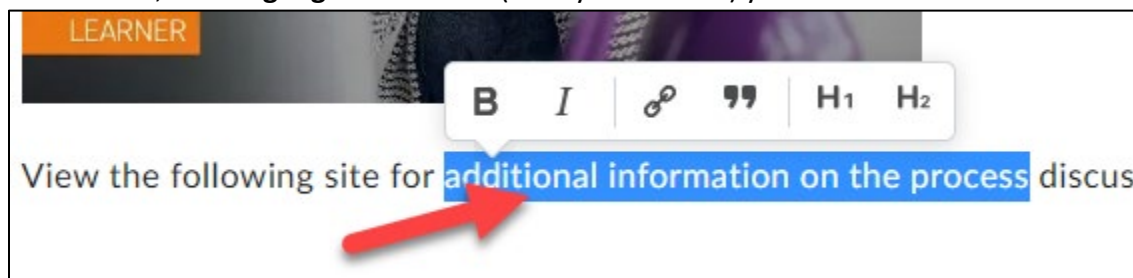
Inserting Quicklinks to Websites

Insert links to websites as additional resources for the course or for an activity.
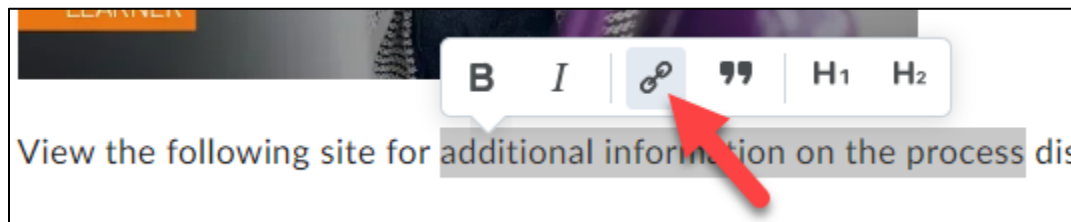
1. Locate the website you would like to add to the course, copy the URL by highlighting the web address, then right-click mouse and selecting Copy.
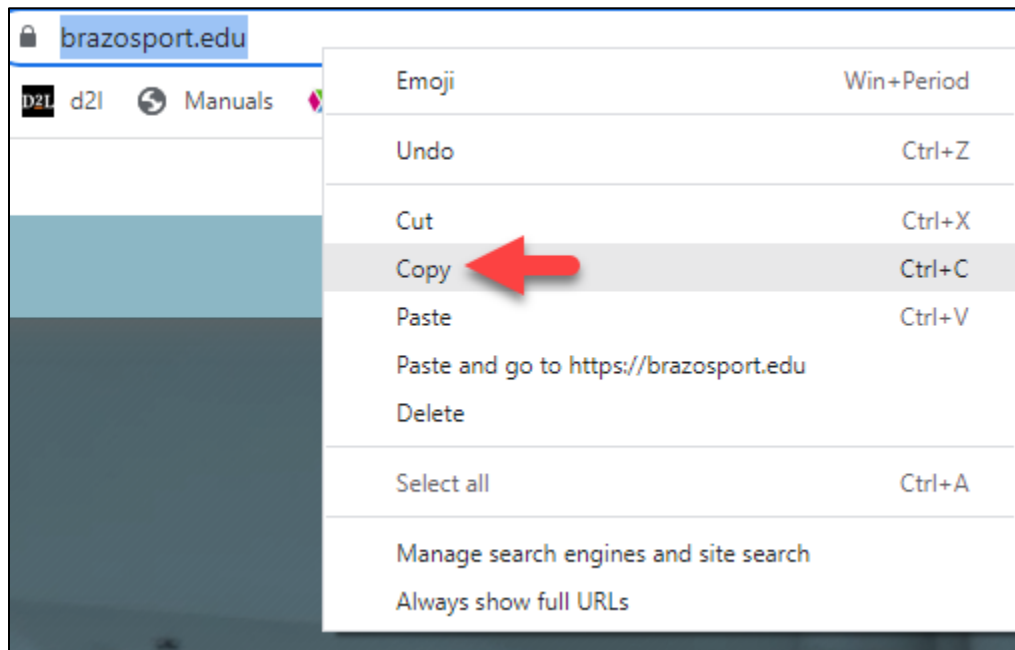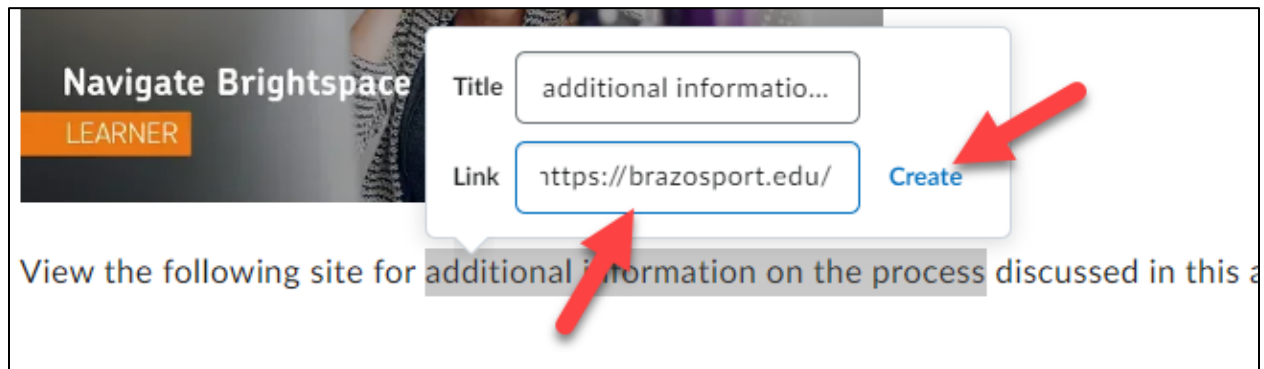

2. In the HTML editor enter text you want students to click on which would take them to the website, then **highlight** the words (with your mouse) you want to turn into a link.
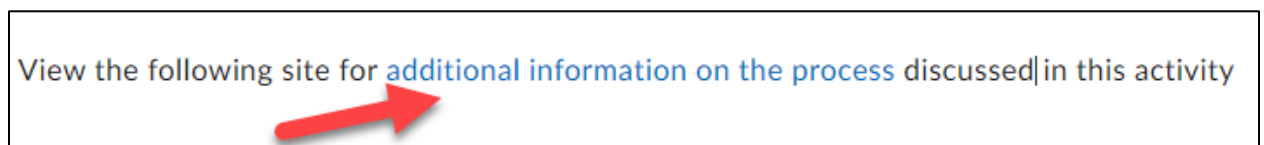

3. Using the pop down menu **click** on the chain icon.

**4.** With the mouse **right-click** and **paste** the URL into the text block, then **click** create.

5. The text is now a link to that website.

Inserting Quicklinks to D2L Components

You can create links to course items as well, such as: discussions, content, announcements, which helps guide students and provides quicker access.

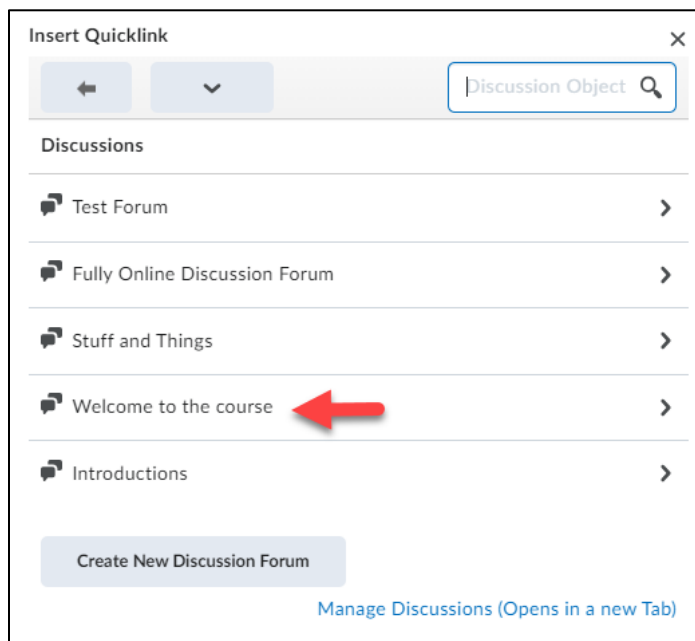**1.** In the HTML editor **enter** text you want students to click on which will take them to an area in a course (for example a discussion item) and highlight the text with your mouse and click on the Quicklink icon in the HTML editor's navigation bar.
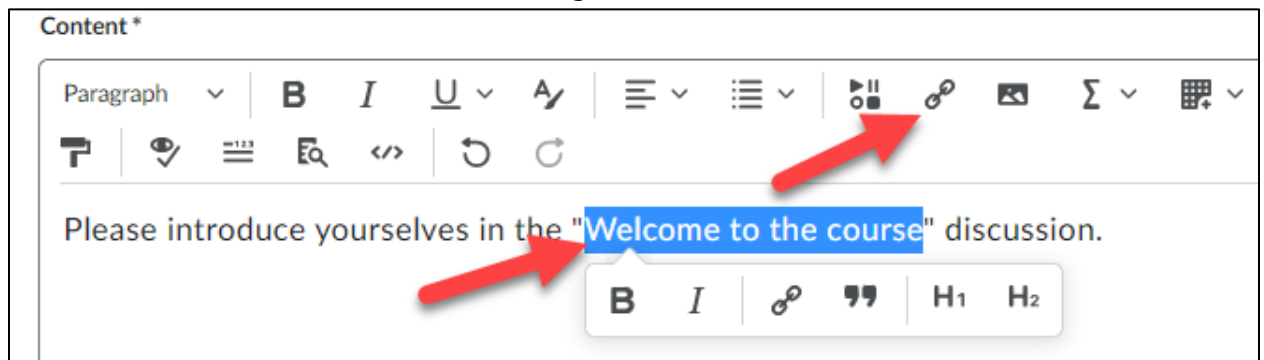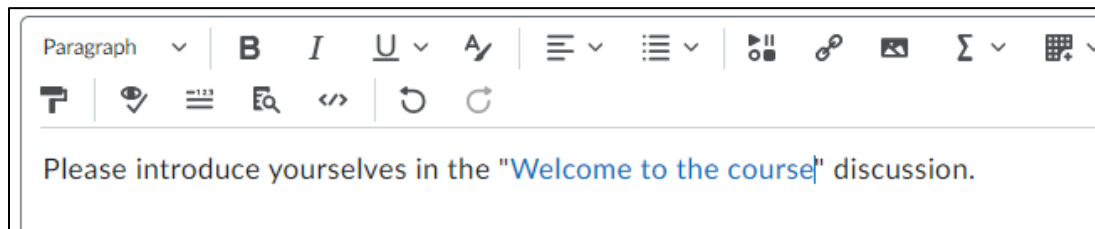
2. Scroll down, and in this case, **click** on Discussions.
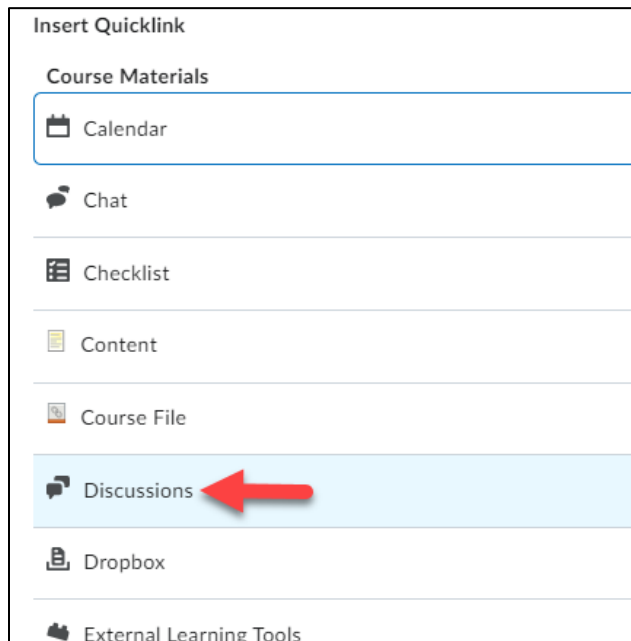
3. Select the correct discussion forum and then the discussion item.

4. The text is now a link that takes students directly to the discussion item.

Please introduce yourselves in the "Welcome to the course" discussion.

Using the BrightSpace HTML Editor

D2L has updated the HTML Editor with the goal to create an editor that felt like the original, but more modern! It works the same as always, yet now has great new features. View below for specific enhancements and additions.

Additional Enhancements

• More and different formatting options.

• An improved color picker with WCAG compliance checking.

• A full set of emojis and special symbols

• The move of footer options like 'preview' ' source' 'accessibility checking' and 'expand' to the main toolbar.

• Updates to our font size menu

• Removal of Spellchecker

• Removal of Cut/Copy buttons (which no longer worked on most browsers anymore in any case)

• A refreshed Accessibility checker

Additions to the Editor

• New Advanced Tables that includes sorting options.

• Contextual menus for editing text, links, and images (image editing is not available in all areas)

• Word Count including character and selection word count

• Advanced Source Code Editor that includes code suggestions and colour coding for tags.

• Lato font

• @mentions support in Discussions

• An 'Other Insert Options' menu for overflow items to improve responsiveness.

• Limited text pattern support: * * for italics, ** ** for bold, ## for H2, ### for H3, etc until