Ultra Text Editor Transcript

The text editor appears wherever you can format text, such as an Ultra documents, announcements, assignments, tests, discussions, and journals. In most cases, you and your students have access to the same text editor tools. The text editor is similar to working in Microsoft Word or Outlook, but with somewhat limited features for formatting text. In most cases, these limitations are intentional to ensure that the content you create is accessible to students with disabilities and is mobile friendly.

You can type directly into the text editor or copy and paste from other sources, like a Word document or a web page. The text editor, we'll remove any formatting or code that would be problematic. We strongly recommend using the text styles menu to designate titles, headers, and sub-headers. This is important for accessibility purposes and helps a student with a screen reader navigate the page of content that you create. It's also reflected in your Allies score. The formatting options in the text editor will be familiar to you, including font, size, color, bold, italic, underline, alignment. and lists. You have access to both bulleted lists or numbered lists via the text editor.

If you click the three dots, you can access the text options toolbar, which includes a few other options, including strikethrough, superscript, subscript and code snippets. Code snippet is really useful if you want to share samples of programming code via the text editor. The editor also includes an option to add tables. For accessibility purposes. You should only use tables when you have tabular data, and not just for formatting. Click the table tool. Use your mouse to select the number of columns and rows that you want in your table, and then click to create the table. Once you've created a table, you could also add additional columns or rows. You should make sure to designate a header row and a header column, again, for accessibility purposes.

The text editor also provides options for adding interactivity and media. For example, the chain icon allows you to add a hyperlink. Simply select the text to be linked. Click the link icon, and then paste the URL into the pop-up. When you click insert, your link will be created. For accessibility purposes, we strongly recommend using text-based links that describe the link as opposed to pasting the URL directly into the text editor or using language like "click here." The paperclip icon lets you attach nearly any file type. In a future update for Ultra documents and assignments, you'll be able to choose whether common file types, like Word documents and PDFs, should be downloaded by students, or if those should display in the browser.

If you attach an image file such as a JPEG, a GIF, or a PNG, Blackboard will prompt you for alternative text. Again, this is important for accessibility purposes for students who use screen readers. You could also choose if you'd prefer that students download that image file, or if the image is displayed inline within the browser, Click "Save" to insert the image. Right now, you cannot control the size or position of the image file. There's a faster way to attach a file, however.

You can use drag and drop to bring the file from a folder on your computer into the text editor. Once the file is uploaded, you can provide a display name and click "Save" to insert the file. Now the file is displayed inline within the other content on my page. The Insert Content menu in the upper right includes many other options for adding contents via the text editor. For example, the math editor

allows you to insert scientific or mathematical formulas into the text editor. We don't recommend using the Image option here. This only allows you to embed an image via a URL. The media option allows you to place video-based content from sources like YouTube or Vimeo. Simply place the cursor where you would like the video to appear. Click the media icon, paste the URL, and then click "insert." The video will then be embedded within your document. Both YouTube and Vimeo work along with several other web-based media sources. Those media sources are vetted for accessibility, and for mobile friendliness, so not every media source will work.

You can also use the YouTube video option. If you need to search for YouTube video. If you have not found the video yet that you'd like to use, you can search for the video here and embed it within your text editor. Cloud storage lets you attach files from any cloud storage accounts you have connected to your Blackboard profile, like Google Drive, Microsoft OneDrive, including your NIU OneDrive storage, Dropbox or Box. Finally, the LTI item allows you to link two integrations and publisher tools you were using or to embed videos from Kaltura or a Kaltura video quiz. The text editor does not automatically save your work as you go. So it's important to be sure to click the "save" button when you're completed with creating your content. If you need to make any changes, you can click the three dots in the upper right and "edit." Those three dots are visible in an Ultra document on an assignment or on a test.