

TeacherFutures

tutorial: USE TEXT EDITOR TO ADD COURSE OVERVIEW

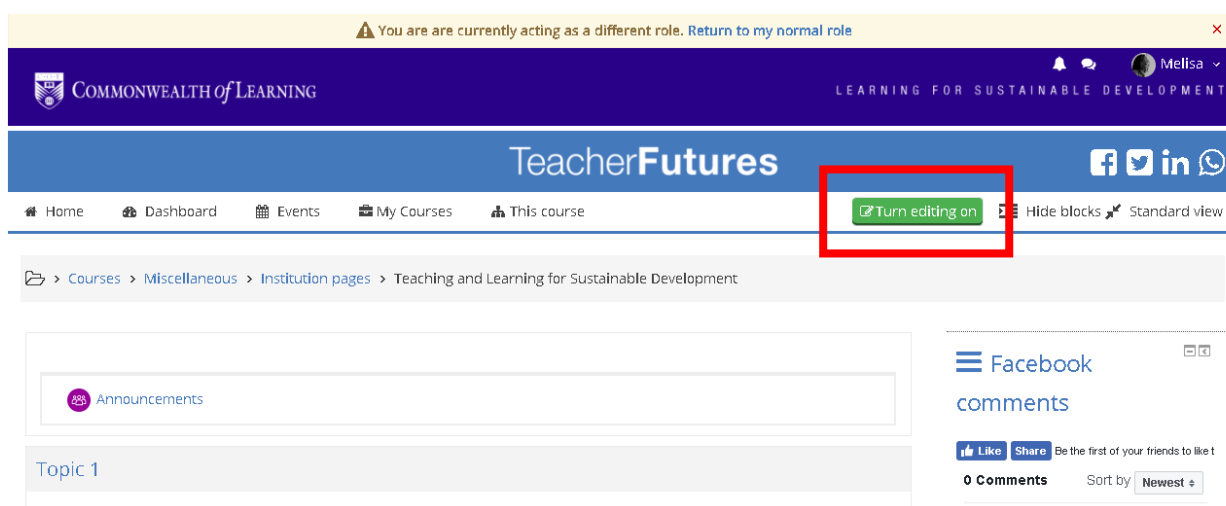


The course overview gives you a general introduction to the course. Information contained in the course overview will help you determine:

- If the course is suitable for you.
- What you will already need to know.
- What you can expect from the course.
- How much time you will need to invest to complete the course.

Below is a step-by-step guide on how to add course overview information.

Step 1: Turn editing on by clicking on the green button in the menu block to **Turn editing on**.

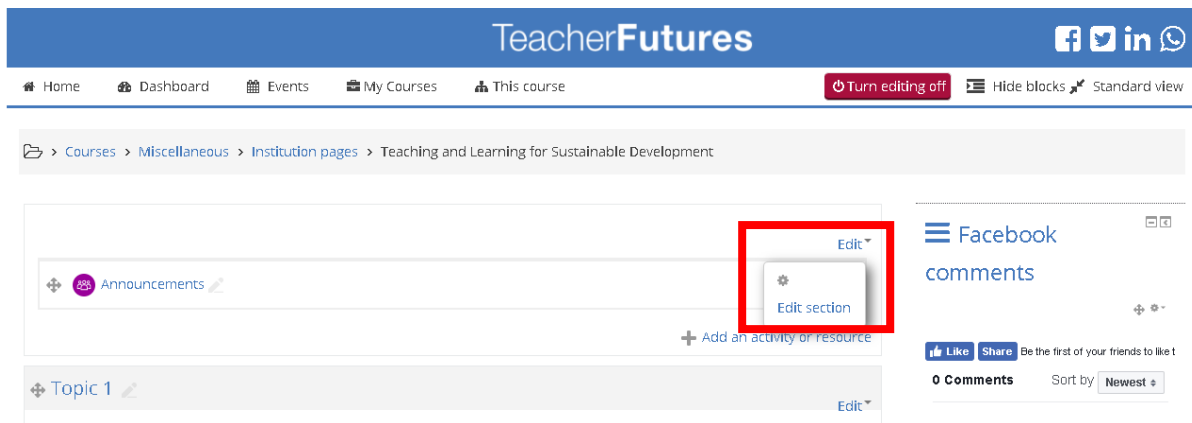


If you cannot see the option to do this at the top right of menu block, you will need to request Teacher (Editor) access from the Course Facilitator.



Once you do this, you will notice extra icons and an **Edit** menu appearing on different parts of the screen. You will also notice the option to **Add an activity or resource** at the top of every section (topic).

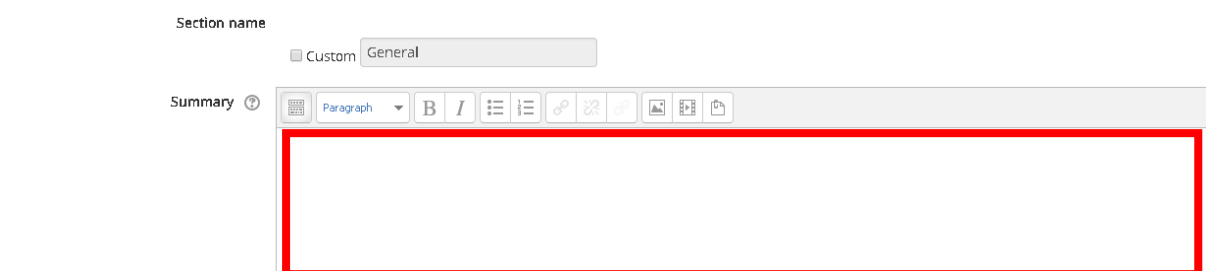
Step 3: To edit your course overview, click on the first edit menu to bring up the **text editor** and then click on the **edit section sub-menu**.



Step 4: Type your course information in the default **text editor**.

Summary of General

▼ General



NOTES ON USING THE TEXT EDITOR

When you open the editor, you will see one short row of buttons (shown below). If you click on the first one a further set of buttons are revealed. To know what each button does, place your cursor above it and a small pop-up will be displayed with additional information on the purpose of the specified button.

Below is a quick reference guide on the functions of each button.

Collapsed Toolbar



1. Expand

2 Style

3 Bold

4 Italic

5 Text Colour

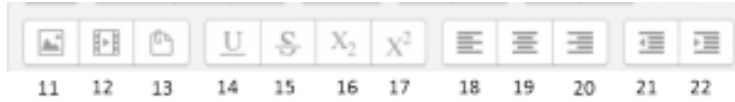
6 Bullet list

7 Numbered list

8 Add link

9 Unlink

Expanded Toolbar



11 Add image

12 Add media

13 Manage embedded files

14 Underline

15 Strikethrough

16 Subscript

17 Superscript

18 Left align

19 Centre align

20 Right align

21 Increase indent

22 Decrease indent

23 Insert equation

24 Insert special character

25 Table

26 Clear formatting

27 Undo

28 Redo

29 Accessibility checker

30 Screen reader

31 HTML code